

Tin Ka Ping Secondary School

田家炳中學

Program Plan of Major Concerns of Careers Guidance Unit for 2015-2016

1. Enhance students' civic leadership skills

1.1 Career planning and pursuit of excellence

Major Concerns	Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
1.1.1 Boost students' self-Knowledge and help with goal setting	To further implement F.5 Individual Counseling	9/15-05/16	50 F.5 students received individual counseling	Reports from HKFYG and feedback from F.5 Ss	TYH, TKT +HKFYG	Career and Life Planning Grant (CLP).
1.1.2 Create more opportunities for students of different personality traits	To explore Non-JUPAS Opportunities for Ss.	9/15-05/16	20 students got offers from overseas universities	Statistics	TYH	Career and Life Planning Grant (CLP)

1.2 Nurture the core value: loving and caring

Major Concerns	Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
1.2.1 Raise Ss' awareness and understanding of the needs of the community	To develop Career Understanding Group	9/15-05/16	3 Career Understanding Workshops and 1 university visit	Feedback from participants involved	CWY	Career and Life Planning Grant (CLP).
1.2.2 Enhance Ss' willingness to serve and their	To promote Career Related Program	9/15-05/16	10 students joined career related program	Feedback from participants and teachers involved	TKT	Career and Life Planning Grant (CLP)

participation in services						
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2. Enhance the effectiveness of teachers' work on nurturing students

2.1 Enhance the effectiveness of our committee members at both administrative and managerial levels

Major Concerns	Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
2.2. Foster our committee members' professional development	1. To develop F.6 Group Counseling 2. To receive Career and Life Planning training	9/15-05/16	1. 50 F.6 students received individual counseling  2 Career Teachers received training	Feedback from participants and F.6 Class teachers  Certificate taken from recognized institute	5 Career Teachers  2 Career Teachers	Staff Support
2.3 Optimize class teachers' work	1. To promote Individual Counseling skills for class teachers  2. To set up a E-counseling skills for F.5 class teachers	25/08/2015	1 training for senior form teachers  1 training for all F.5 teachers	Feedback from audiences and speakers.	TYH, TKT + HKFYG	1 SD day  1 Training Session

3. Identify the common traits of TKPSS boys and girls

3.1 Prepare for students' self-directed learning (Personal Growth) in the next 3-year plan.

Major Concerns	Tasks / Actions	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources
3.1.1 Set development framework for students of different stages	To implement Career Life Planning Lessons in S1-S6	9/15-05/16	Development of Life Education Lesson Plan	Feedback from class teachers and students	All Members Senior Form KCC	Staff Support
3.1.2 Modify the work of different units to build a solid Foundation for development	To carry out JUPAS online application	9/15-05/16	<ol style="list-style-type: none"> <li>1. Held JUPAS Talk</li> <li>2. Starts collecting SRR for academic performance and personal &amp; General Abilities earlier.</li> <li>3. Ends the internal deadline earlier for following up action.</li> <li>4. Modify the procedure on input SLP, OEA and additional Information.</li> </ol>	Held on time	TYH + IT Unit	Staff Support
3.1.3 Tap into the external resources for optimizing student development frameworks	To implement the F.4 Outreach Program  To organize Parent Talk	12/11  14/11	20 Students joined stage II Outreach Program  80 parents joined the talk	Statistics  Photo + Statistics	TKT + KCC  TYH + MNS	Staff Support

	To organize Study abroad Information Talk	Post Exam	All S4 and S5 students		TKT+ MNS	
	To organize Interview Skills for S6 Ss	S6 Before Dec	30 S6 students		KCC	

**Team Members**

Mr Tse Yu Hin, Mr Ku Chun Cheung, Ms Cheung Wing Yee, Mr. Man Nung Shing, Mr Tang Kin Tung

Budget for 2015-2016

Career and Life Planning (CLP Grant)

Item No.	Description	Reasons	On EDB's List	Present Quantity	Additional Quantity Needed	Estimated Unit Price	Total Estimate	Tentative Approval	Approved Sum(\$)	Not Approved	Transfer to TKP Foundation Funding	Remarks
		(Please give details of plan on separate sheet, if needed.)										
1	Employ one GM Teacher	Expand Career and Life Planning Services to F.1 to F.6 students					362,019.00					
2	Employ one Social Worker	Provide Career and Life Planning Services and Counseling					87,000.00					
3	F.6 Career Group Counseling	Group Counseling for S6 students					500.00					
4	Career Life Planning Promotion	Board Display					500.00					
5	Career Life Planning Reference Books	For students and teacher's reference		some			4,000.00					
6	Souvenirs for guests or presenters			4		200	800.00					
7	Career Life Planning Workshop Prizes	Prizes for games		some			500.00					
8	Career Life Planning Publication Fee	For reference letters		some			100.00					
		For testimonial drafts					200.00					
		Teaching materials (handouts) for S3 Subject Selection, JUPAS and Mock-Jupas					500.00					
9	Career Exploration Visits	Traveling Fees		8		1200	9,600.00					
10	Career Life Planning Workshops	Commission NGOs to provide life planning and career guidance		3		1500	4,500.00					
11	Career Exploration Workshop	S3 - 5 Disneyland workplace visit		1		5000	5,000.00					
12	Staff Development Day Training	Individual Counseling Training for Class Teacher		1		7000	7,000.00					
13	DSE Result Release Day Pre-counselling	S6 DSE Mock Result Release Counseling		1		6000	6,000.00					
14	Workplace Qualification and Career Skills	Attainment of qualification and career skills for Students		1		6000	6,000.00					
15	Employ one Part Time Clerk	Edit Life Career Teaching Resources and Tesimonial		1		5000	5,000.00					
16	Mentorship Programmes	Conduct 2 Mentorship Programmes		2		600	1,200.00					
17	F.6 Interview Skills Workshop	S.6 JUPAS Interview Skills Workshop		1		6000	6,000.00					
18	F.5 SLP and OEA Programme	Self Account and SLP Training Workshop		1		5000	5,000.00					
19	Career Life Planning Talks for Parents	Help parents keep career and study information abreast		1		1000	1,000.00					
20	Taiwan University Study Tour	Help students to explore multipathways in studies		1		5000	5,000.00					
							<b>Sub-total c/f OR</b>					
							<b>Grand Total</b>					
							<b>517,419.00</b>					

Budget Approved Date: 30 September 2015