

Marymount Secondary School

Proposed Plan for the Use of Career and Life Planning Grant 2020-2021

No	Item	Objective	Target Group	Implementation Schedule	Estimated Expenditure	Evaluation	Success Criteria
1	Printing quota	To print the materials for the workshops and briefing sessions in OLE periods	Whole School	Sept 2020 – Aug 2021	\$300		
2	Decorations of Careers Corner	To update the careers boards and disseminate the updated careers information to students	Whole School	Sept 2020 – Aug 2021	\$1000		
3	Membership fee for Hong Kong Association of Careers & Guidance Masters		Whole School	Sept 2020	\$400		
4	UCAS Subscription Fee	To facilitate the careers teachers to follow the progress of the students' applications and what offers they have received	S6 Students	Sept 2020 – Aug 2021	Around \$2200 (200 GBP)		
5	Promotion of World Classroom Programmes	To promote the World Classroom Programmes which provide students with the opportunities to enhance their language competences and foster their life skills	Whole School	Oct- Dec 2020	\$400		
6	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct 'Time Management skills' Workshop	To facilitate students to learn time management skills	S2 Students	16 Oct 2020 (OLE)	\$6400(\$1600 per class)	Evaluation from students Feedback from Homeroom Teachers	Over 75% of the students agree that they have learnt some time management skills Over 75% of the students attempt to apply some study skills introduced in

							the workshop to realize their goal on academic aspect
7	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct a goal-setting workshop	To facilitate students to have their self-exploration for goal-setting	S3 Students	11 Sept 2020 (Life Wide Learning Day 1)	\$12800 (\$3200 per class)	Evaluation from students Feedback from Homeroom Teachers	More than 80% of the students find the programme could enhance their self-understanding
8	Reimbursement for facilitators from Yan Oi Tong to conduct 'Life Journey' Workshop	To facilitate students to understand the roles they play in different stages of life and the importance of having a goal-directed living	S4 Students	4 Dec 2020 (OLE)	\$14800	Evaluation from students Feedback from Homeroom Teachers	More than 75% of the students agree that the programme could raise their awareness of the roles they play in different stages of life More than 75% of the students agree that the programme could motivate them to set a goal
9	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct two workshops "My Careers"	To facilitate students to set their long-term goal through understand their career interests, values and inclinations	S5 Students	16 Oct 2020 & 13 Nov 2020 (OLE)	\$12800 (\$3200 per class)	Evaluation from students Feedback from Homeroom Teachers	More than 80% of the students find the programme enhance the understanding of their career interests and inclinations

10	Coach fee of the visit to workplaces	To subsidize students' coach fee for the workplace visit so as to facilitate them to set career goal and understand the world of work	S4-S5 Students	June – July 2021 (Post Exam Period)	\$2100 (\$700 per coach)	Evaluation from students	More than 80% of the students find that the workplace visit enable them to understand more about the world of work for setting the career goal
11	Coach fee of the visit to Wah Yan Careers Fair	To subsidize students' coach fee for the visit to Wah Yan Careers Fair so as to facilitate them to learn more about the world of work, as well as skills and attributes required in different professions	S4-5 students	Nov 2020- May 2021 (TBC)	\$1200	Evaluation from students	More than 80% of the students find that the sharing sessions enable them to understand more about the world of work for setting the career goal
12	Refreshment for graduates coming for sharing	To provide refreshment for graduates coming to share their experiences which facilitate students for career and life planning	S3-S6 Students	4 Dec 2020 (Sharing on Time Management for S5) 12 Jan 2021 (Seminar: A Journey to my Dream after HKDSE) 28 May 2021 (S3 choice of subjects)	\$500 \$200 \$500	Evaluation from students	More than 75% of the students find that the sharing by the graduates can facilitate their career and life planning
13	Mentorship Program	To subsidize the expenses of the career-related activities under the Mentorship Programmes 1) Souvenir to mentors offering job-shadowing/ workplace visit	S4-S5 Students	Nov 2020 – Aug 2021	\$600		

		2) Refreshment for the mentors and mentees in the Sharing Session on Career Explorations			\$2500		
		3) Expenses for the joint-school mentorship programme			\$4200		
14	Delivery fee of Booklets from Hok Yau Club & HK Association of Careers Masters and Guidance Masters		S3 S6		\$600 (\$300 each)		
15	Employment of a Teaching Assistant and a teaching staff to relieve the workload of careers teachers	To offer administrative and logistics support to the team and enhance the capacity of career and life planning education	Careers Teachers	Sept 2020- Aug 2021	\$436500	Appraisal by the Head of Career & Life Planning Team	The administrative and logistics support offered by the Teaching Assistant is in good quality and could relieve the workload of careers teachers Careers teachers agree more time can be spent on planning and implementing career & life planning programmes

Total expenses: 500,000

Marymount Secondary School

Report on the Use of Career and Life Planning Grant 2019-2020

No	Item	Objective	Target Group	Implementation Schedule	Expenditure	Success Criteria	Evaluation Results
1	Employment of a teaching staff to relieve the teaching load of five careers teachers	To take up teaching duties of careers teachers to empower and enhance the their capacity for career and life planning education	Careers Teachers	Sept 2019- Aug 2020	\$ 575300	Appraisal by the Head of Career & Life Planning Team	<p>The average teaching load of the careers teachers were cut with the additional teaching staff.</p> <p>The Teaching Assistant provided the administrative and logistics support to the CLPT as well as helped the UCAS application.</p> <p>The work of the Teaching Assistant could help relieve the workload of the CLPT in preparing for the programmes. We find that more time can be spent on planning and implementing career & life planning programmes</p>
2	Employment of a teaching assistant to relieve the workload of careers teachers		Careers Teachers	Sept 2019- Aug 2020			
3	Printing Quota	To print the materials for the workshops and briefing sessions in OLE periods	Whole School	Sept 2019- Aug 2020	\$300		
4	Decorations of Careers Corner	To update the careers boards and disseminate the updated careers information to students.	Whole School	Sept 2019 - Aug 2020	\$200 to decorate careers corner		
5	Membership fee for Hong Kong Association of Careers & Guidance Masters		Whole School	Sept 2019	\$400		The school could tap the resources from the HK Association of Careers & Guidance Masters to offer more career guidance to students:

							<ul style="list-style-type: none"> • Accessing the updated JUPAS Statistics 2018 to guide students to make JUPAS programme choices • Attending the JUPAS Talk • Nominating 3 students to participate in the summer career-related experience scheme
6	UCAS Subscription Fee	To facilitate the careers teachers to follow the progress of the students applications and what offers they have received.	S6 Students	Sept 2019 – Aug 2020	\$2200 (200 GBP)		The tracking online package facilitated careers teachers to follow up on 35 S6 students' UCAS application.
7	Promotion of World Classroom Programmes	To promote the World Classroom Programmes which provide students opportunities to enhance their language competences and foster their life skills	Whole School	Oct – Dec 2019	\$400		The foam board promoting an English summer programme 'EXCEL' was made.
8	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct 'My Assets' Workshops	To facilitate students to enhance their self-exploration (knowledge, skills and values)	S1 Students	20 January 2020 & 27 April 2020 (OLE)	\$12800 (3200 per class)	More than 80% of the students agree that the workshops could enhance their self-understanding	<p>The programme could achieve the intended outcome.</p> <p>Students' Evaluation:</p> <ul style="list-style-type: none"> • 94.9% of the students agreed or strongly agreed that the workshop facilitated them to understand their assets (attitudes, skills and knowledge). • 92.8% of the students agreed or strongly agreed that the workshop enabled them to appreciate their assets (attitudes, skills and knowledge). • 88.3% of the students agreed or strongly agreed

							that the workshop should be continued next school year.
9	Reimbursement for facilitators from the HK Federation of Youth Groups to conduct 'Time Management' Workshop	To facilitate students to understand their learning habits and effective time management skills through the talk and the sharing	S2 Students	4 Oct 2019 (OLE)	\$6400 (\$1600 per class)	Over 75% of the students agree that they have learnt the time management and study skills Over 75% of the students attempt to apply some study skills introduced in the workshop to realize their goal on academic aspect	The programme could achieve the intended outcome. Students' Evaluation <ul style="list-style-type: none"> 98.6 of the students agreed or strongly agreed that the workshop enabled them to understand the importance of time management. 96.3% and 91.9% of the students agreed or strongly agreed that the programme enabled them to understand their time management skills and the ways to improve the time management skills respectively.
10	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct a goal-setting workshop	To facilitate students to have their self-exploration for goal-setting	S3 Students	6 Sept 2019 (Life Wide Learning Day 1)	\$12800 (\$3200 per class)	More than 80% of the students find the programme can enhance their self-understanding Feedback from Homeroom Teachers	The programme was well received by the students. Students' Evaluation <ul style="list-style-type: none"> 98.4% of the students agreed or strongly agreed that the workshop enabled them to understand their strengths, interests and weakness. Majority of the students were engaged in the activities. 96.4% of the total respondents reflected that they were satisfactory with their performance in the workshop.

							<ul style="list-style-type: none"> 92.4% of the students agreed or strongly agreed that the workshop should be organized for S3 next school year. <p>Homeroom Teachers' feedback</p> <ul style="list-style-type: none"> HRs and AHRs also commented that the students were engaged and some took initiative to approach the facilitators and understand more about the Holland Codes after the self-assessment. They suggested that the same programme should be held next school year as it is relevant to the students' needs.
11	Reimbursement for facilitators from Yan Oi Tong to conduct Life Journey' Workshop	To facilitate students to understand the roles they play in different stages of life and the importance of having goal-directed living	S4 Students	24 Oct 2019 (OLE)	\$14800	<p>More than 75% of the students agree that the programme could raise their awareness of the roles they play in different stages of life</p> <p>More than 75% of the students agree that the programme could motivate them to set a goal</p>	<p>Students' Evaluation</p> <ul style="list-style-type: none"> 84.38% of the students agreed or strongly agreed that the programme could raise their awareness of the roles they play in different stages of life 80% of the students agreed or strongly agreed that the programme facilitated them to understand the importance of career and life planning. 82.3% of the students agreed or strongly agreed that the programme should be organized for S4 next school year.

12	Reimbursement for facilitators from the Hong Kong Federation of Youth Groups to conduct two workshops "My Careers"	To facilitate students to set their long-term goal through understanding their career interests, values and inclinations	S5 Student	4 Oct 2019 & 11 Oct 2019 (OLE)	\$12800 (\$3200 per class)	More than 80% of the students find the programme could enhance the understanding of their careers interests and inclinations Feedback from Homeroom Teachers	<p>Students' Evaluation</p> <ul style="list-style-type: none"> 96.7% of the students agreed or strongly agreed that the workshops could enhance the understanding of their careers interests and inclinations. 96.7% of the students agreed or strongly agreed that the workshops could facilitate them to link up their plan of further studies to careers interests and inclinations. 95.3% of the students agreed or strongly agreed that they were engaged in the programmes. <p>Homeroom Teachers' Feedback</p> <ul style="list-style-type: none"> All Homeroom Teachers also agreed that the facilitators could effectively guide students to explore and reflect their career interests and values through the completion of Holland Codes Assessment Test.
13	Refreshments for graduates coming for sharing on Time Management	To provide refreshments for graduates coming to share their experiences which facilitate students for career and life planning	S5 Students	1 Nov 2019	\$198.5	More than 75% of the students find that the sharing by the graduates can facilitate their career and life planning.	<p>10 graduates were invited for the sharing with S5.</p> <p>Students' Evaluation:</p> <ul style="list-style-type: none"> 96.7% of the students agreed or strongly agreed that the sharing session provided them with useful guidelines on time management.

							<ul style="list-style-type: none"> • 95.6% of the students reflected that they felt more confidence of striking a balance between studies and extra-curricular activities. • Some students could recall the study apps and time management apps useful for them.
14	Delivery fee of the booklets from Hok Yau Club and HK Association of Careers & Guidance Master	To pay for the delivery fee of the bulk order of the booklets relating to career and life planning to students.	S3 & S6 Students	Sept 2019- May 2020	\$300 for Hok Yau Club \$ 300 for HK Association of Careers & Guidance Master		
Total Expenses:					\$ 640300		
15	Big and Little Sister Scheme for NCS <i>(Cancelled because of the school suspension)</i>	To provide lunch/ snack for the big and little sisters (NCS) in three lunch gatherings	Big and Little Sisters	Oct 2019 – May 2020			
16	Coach fee of the visit to workplace <i>(Cancelled because of the school suspension)</i>	To subsidize students' coach fee for the workplace visit so as to facilitate them to set career goal and understand the world of work	S4-5 Students	June – July 2020 (Post Exam Period)			
17	Refreshment for graduates coming for sharing <i>(Cancelled because of the school suspension)</i>	To provide refreshment for graduates coming to share their experiences which facilitate students for career and life planning	S3-6 Students	8 Jan 2020 (Seminar: A Journey to my Dream after HKDSE) 22 May 2020 (S3 choice of subjects)			
18	Mentorship Programme <i>(Cancelled because of the school suspension)</i>	To subsidize the expenses of the mentorship programme 1) Students' coach fee for the visit	S4-5 Students	Nov 2019 – Aug 2020			

		<ul style="list-style-type: none">2) Refreshments for the mentors and mentees in the Sharing Session on Career Explorations3) Expenses for the joint-school mentorship programme4) Souvenirs for graduates and mentors offering job-shadowing experience						
--	--	--	--	--	--	--	--	--