

Work Plan on Life Planning Education and Career Guidance Service

Name of school: Tang Shiu Kin Victoria Government Secondary School

School Year: 2015/2016

Objectives	Strategies	Monitoring / Evaluation	Allocation of the CLP Grant
<ol style="list-style-type: none"> 1. To provide students with life planning education and career guidance 2. To provide students with knowledge on further education, further studies and the job world 3. To guide students in their quest for self-understanding, self-actualization and potential-realization 4. To help students understand and develop a positive attitude towards their own capabilities and career / academic aspirations 5. To help students integrate their career, academic aspirations with life-long learning 	<ol style="list-style-type: none"> 1. <u>All year round Career Education Workshops</u> (S.1 –S.6) <u>S.1</u> Self Understanding & Realization <u>S.2</u> Potential Realization Career Exploration <u>S.3</u> NSS Electives Goal Setting & Life Planning <u>S.4</u> Choice of Study Programmes Career Planning ApL Courses & Interviews <u>S.5</u> Career Mapping Personal Statement Writing Interview Preparation <u>S.6</u> Interview Preparation Mock Interviews JUPAS Application SLP / OEA 2. <u>Visits</u> Visits to Open Days of Tertiary Institutes, Post-secondary Colleges and visits to Business 	<ol style="list-style-type: none"> 1. Questionnaire to students on career activities covered by CLP Grant and career guidance service 2. Review on activities covered by CLP Grant by Career Team through evaluation meetings 3. Monitoring, guidance & coaching of extra staff hired by Careers Team Teacher i/c 4. Student participation rate in career visits, workshops and activities 	<p><u>Budget*1:</u></p> <ol style="list-style-type: none"> 1. Hiring of 1 qualified teacher for enhancement of Careers Team capacity <ul style="list-style-type: none"> • by relieving the teaching load of Careers Team Teachers i/c*2; • assisting the Careers Team in liaison with service contractors & tertiary institutes and business institutes; • teaching life planning education lessons; • collaborating with other career teachers in providing career guidance service to and running career activities for students (monthly salary x 12 +MPF) <u>\$390,000</u> 2. Hiring of contractors to provide career education workshops and seminars <u>\$141,560</u> 3. Purchase of career tool books for student reference <u>\$10,000</u> <p><u>Total Sum for the Year 2015/16 : \$541,560</u></p>

	<p>Institutes</p> <p>3. <u>Talks</u> Career Talks on different trades & industries</p> <p>4. <u>Summer Job Experience Scheme</u></p> <p>5. <u>Career Guidance</u> On-going career guidance service to students throughout the school year</p>		
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***1Budget:**

1. Hiring of 1 qualified teacher
\$390,000
2. Hiring of contractors to provide career education workshops and seminars
\$141,560 (a 3-hr workshop for the whole form in small groups costs about \$12,000)
3. Purchase of career tool books for student reference
\$10,000 (a tool book from HK Association of Careers Masters & Guidance Masters costs \$15 to &\$27 each)

Total Sum for the Year 2015/16 : \$541,560 (GM mid-point salary per annum at the 2015 salary level)

***2Relieving the teaching load of Career Teachers i/c**

1. Relieving teaching load of Careers Team Teachers i/c (by reducing 6 – 8 lessons)
2. Allowing room for Careers Team Teachers i/c to
 - i. better support students with career guidance needs
 - ii. cope with the increased workload on planning and administrative work on career planning and life education in school upon release of the CLP Grant
 - iii. provide more thorough individual guidance and counselling to students