

### Work Plan on Careers and Life Planning (CLP) Education

- To enhance students' whole-person development in response to the School Major Concern on Catering for Learners' Diversity and Building Learning Communities
- To instill the NEED of Life Planning in students for personal development through a series of Life Planning Programmes and Tools
- To widen students' exposure and stretch their leadership so they will be able to compose a more promising personal story

Objectives	Strategies	Target group	Time scale	Success Criteria	Evaluation methods	People Responsible	Resources required
<u>Green Community</u> To sustain students' awareness on green community	Use e-channels for disseminating careers information to all students	All students	Whole year	Students will get use to check information from school homepage, eClass and MSC Careers Facebook.	Teachers & Students' feedback	Careers Teachers	IR
<u>Life Planning Programmes</u> To assist students in identifying their interests, potentials, abilities, needs so as to set their priorities in relation to further education and career planning	<ul style="list-style-type: none"> <li>• To utilize Career Development Tool Book and Career Interest Inventory (CII) for guiding students to self-exploration and launch their life planning towards further studies and careers preparation</li> <li>• Individual interview and guidance service are provided to all F.6 students. They are assigned under the supervision of a careers teacher. (See Appendix A)</li> <li>• The assignments of groups and careers teachers are extended to all F.5 students. (See Appendix A)</li> <li>• Individual / small group guidance service for F.5 students will be scheduled upon request.</li> </ul>	F.6 students	Sep – Dec 2015	<ul style="list-style-type: none"> <li>• Students will complete selected sections of Station activities of the Career Mapping to further explore their interest in tertiary education and career preparation.</li> <li>• Students will be able to prepare their Personal Statements &amp; Student Learning Profiles.</li> </ul>	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>• Class Teachers</li> <li>• English Teachers</li> <li>• Careers Teachers</li> <li>• Form Co-ordinators</li> <li>• Co-curricular Activities Committee</li> <li>• Careers Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• Career Mapping</li> <li>• Career Interest Inventory (CII)</li> </ul>

Objectives	Strategies	Target group	Time scale	Success Criteria	Evaluation methods	People Responsible	Resources required
	<ul style="list-style-type: none"> <li>CLP in-class morning sessions to enhance life (See Appendix B)</li> </ul>	F.4 & F.5	Oct 2015 – Jun 2016	<ul style="list-style-type: none"> <li>Students will complete both Station 1 – Managing My Learning and Station 2 – Personal and Career Development</li> <li>Selected sections deemed to be suitable</li> </ul>	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Class Teachers</li> <li>English Teachers</li> <li>Careers Teachers</li> <li>Form Co-ordinators</li> <li>Co-curricular Activities Committee</li> <li>Careers Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>Career Mapping</li> <li>Career Interest Inventory (CII)</li> <li>Dream-crafters</li> </ul>
<u>Life Planning Programs</u> To assist students in identifying their interests, potentials, abilities, needs so as to set their priorities in relation to further education and career planning	<ul style="list-style-type: none"> <li>To utilize Career Development Tool Book and Career Interest Inventory (CII) for guiding students to set their choices for NSS electives and launch their life planning</li> <li>Individual interview and guidance service are provided to all F.3 students. They are assigned under the supervision of a careers teacher (See Appendix A).</li> <li>CLP in-class morning sessions to enhance life planning programs (See Appendix B)</li> </ul>	F.3	Oct 2015 – May 2016	Students will acquire a better understanding of themselves and be able to set their choices for NSS electives.	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Class Teachers</li> <li>English Teachers</li> <li>Careers Teachers</li> <li>Form Co-ordinators</li> <li>Co-curricular Activities Committee</li> <li>Careers Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>Finding Your Colours of Life</li> <li>Career Interest Inventory (CII)</li> <li>Dream-crafters</li> </ul>
<u>Life Planning Programs</u> To assist students in self-exploration so as to instill in them a positive outlook for their life planning	<ul style="list-style-type: none"> <li>To utilize Career Development Tool Book and self-exploring activities for guiding students to set their goals for their life planning.</li> <li>CLP in-class morning sessions to enhance life</li> </ul>	F.1 & F.2	Oct 2015 – May 2016	Students will acquire a better understanding of themselves and be able to set their goals in their life planning	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Class Teachers</li> <li>Careers Teachers</li> <li>English Teachers</li> <li>Subject Teachers</li> <li>Form</li> </ul>	<ul style="list-style-type: none"> <li>Finding Your Colours of Life</li> <li>Dream-crafters</li> </ul>

Objectives	Strategies	Target group	Time scale	Success Criteria	Evaluation methods	People Responsible	Resources required
	planning programs. (See Appendix B)					Co-ordinators • Careers Ambassadors	
<u>Career Intervention Programs (Internal)</u> <ul style="list-style-type: none"> <li>• To instill in students a positive outlook on life</li> <li>• To enhance students' personal development</li> <li>• To widen students' exposure</li> <li>• To equip students with work skills</li> </ul>	To conduct Career Days / Talks for F.1 through F.6 (See Appendix C)	F.1 – F.6	Whole year	Students will acquire a better understanding of themselves and be able to see the need for life planning.	<ul style="list-style-type: none"> <li>• Teachers &amp; Students' feedback</li> <li>• Alumni's feedback</li> <li>• Evaluation Meeting with Service Provider (for F.1 &amp; F.2)</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teachers</li> <li>• Careers Teachers</li> <li>• Service Providers</li> <li>• Careers Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni Assn</li> <li>• Service Providers for F.1 &amp; F.2</li> </ul>
<u>Career Intervention Programs(External)</u> <ul style="list-style-type: none"> <li>• To widen students' exposure</li> <li>• To cultivate their leadership</li> <li>• To sustain students to be self-directed learners</li> <li>• To equip students with work skills</li> </ul>	<ul style="list-style-type: none"> <li>• Join Junior Achievement Hong Kong (JAHK) programs</li> <li>• Partnership Program with Hong Kong General Chamber of Commerce (HKGCC)</li> <li>• Programs offered by tertiary institutes and professional organizations</li> </ul>	F.1 – F.6	Whole year	<ul style="list-style-type: none"> <li>• Students will be empowered and enlightened by the volunteers of various programmes.</li> <li>• Learning through various programmes will be shared with the school community through morning assemblies / talks.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers &amp; Students' feedback</li> <li>• Program Evaluation by organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Partnering organizations</li> <li>• Careers Teachers</li> <li>• Careers Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>• JAHK</li> <li>• HKGCC</li> <li>• Tertiary institutes</li> <li>• Professional organizations</li> </ul>

Amount of CLP Grant disbursed in 2015/16: \$541,560.00  
 Surplus of CLP Grant for 2014/15: \$23,741.80  
 Total amount of CLP Grant available in 2015/16: **\$565,301.80**

<b>Deployment of Personnel / Resources</b>	<b>Portion Allocated</b>	<b>Amount in Sum</b>
To replace a previous career teacher by contracting a temporary contract teacher	\$25,510 × 12 × 1.05	\$321,426.00
To hire a Teaching Assistant (Student Development) who is responsible to work under the Careers and Counselling Committees	\$15,000 × 12 × 1.05	\$189,000.00
Careers and Life Planning in F.1 Bridging programme	/	\$3,200.00
Service Provider(s) for Post-examination Career Day for F.1 and F.2	/	\$12,000.00
Careers Intervention Programmes	/	\$10,000.00
Green Files for F.1 students	\$3.20 × 185	\$592.00
	<b>Total</b>	<b>\$536,218.00</b>
	<b>Budget Surplus</b>	<b>\$29,083.80</b>