

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

- To enhance students' whole-person development in response to the School Major Concern on Learners' Diversity and Building Learning Communities
- To instill the NEED of Career & 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	To 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>Career &amp; 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 career &amp; life planning towards further studies and careers preparation</li> <li>• To provide individual interview and guidance service to all F.6 students. They are assigned under the supervision of a careers teacher. (See Appendix A)</li> <li>• To assign careers teachers to follow through F.5 students till they graduate from F.6. (See Appendix A)</li> <li>• To provide individual / small group guidance service for F.4 &amp; F.5 students upon request.</li> </ul>	F.6	Sep – Dec 2016	<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-ordinator</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>

<b>Objectives</b>	<b>Strategies</b>	<b>Target group</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Evaluation methods</b>	<b>People Responsible</b>	<b>Resources required</b>
	<ul style="list-style-type: none"> <li>To enhance students' CLP through CLP-in-class morning programmes. (See Appendix B)</li> </ul>	F.4 & F.5	Oct 2016 – May 2017	<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>Career &amp; 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 set their choices for NSS electives and launch their career &amp; life planning.</li> <li>To provide individual interview and guidance service for all F.3 students. They are assigned under the supervision of a careers teacher. (See Appendix A)</li> <li>To enhance students' CLP through CLP-in-class morning programmes. (See Appendix B)</li> </ul>	F.3	Oct 2016 – May 2017	Students will acquire a better understanding of themselves and be able to set their choices for SS electives.	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Class Teachers</li> <li>Careers Teachers</li> <li>Subject Teachers</li> <li>Form Co-ordinator</li> <li>Academic Affairs 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 Enrichment Programmes</u> To assist students in self-exploration so as to instill in them a positive outlook for their	<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 career &amp; life planning.</li> <li>To adopt self-exploring</li> </ul>	F.1 & F.2	Sept 2016 – May 2017	Students will acquire a better understanding of themselves and be able to set their goals in their career and life planning	Teachers & Students' feedback	<ul style="list-style-type: none"> <li>Class Teachers</li> <li>Careers Teachers</li> </ul>	Finding Your Colours of Life

<b>Objectives</b>	<b>Strategies</b>	<b>Target group</b>	<b>Time scale</b>	<b>Success Criteria</b>	<b>Evaluation methods</b>	<b>People Responsible</b>	<b>Resources required</b>
career & life planning.	activities focusing on the framework of cultivating students' value & attitudes set by the school.						
<u>Career Intervention Programmes (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.3 through F.6 (See Appendix C)	F.3 – F.6	Whole year	Students will acquire a better understanding of themselves and be able to see the need for early career & life planning.	<ul style="list-style-type: none"> <li>• Teachers &amp; Students' feedback</li> <li>• Alumni's feedback</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</li> <li>• Service Providers</li> <li>• External organizations</li> </ul>
<u>Career Intervention Programmes (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>• To join School-Business Partnership Programme with Hong Kong General Chamber of Commerce (HKGCC)</li> <li>• To join Junior Achievement Hong Kong (JAHK) programmes</li> <li>• To participate in programmes 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 programs 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>• Programme 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>• HKGCC</li> <li>• JAHK</li> <li>• Partnering organizations</li> </ul>

Amount of CLP Grant disbursed in 2016/17: \$566,880.00  
 Surplus of CLP Grant for 2015/16: \$44,334.75  
 Total amount of CLP Grant available in 2016/17: **\$611,214.75**

<b>Deployment of Personnel / Resources</b>	<b>Portion Allocated</b>	<b>Amount in Sum</b>
To employ a temporary contract teacher to relieve the workload on career and life planning	\$26,500 × 12 × 1.05	\$333,900.00
To hire a Teaching Assistant who is responsible to work under the Careers Committee and Alumni Office	\$22,000 × 12 × 1.05	\$277,200.00
Careers Intervention Programmes	/	\$10,000.00
Green Files for F.1 students	\$3.20 × 180	\$576.00
	<b>Total</b>	<b>\$621,676.00</b>
	<b>Budget Deficit</b>	<b>(\$10,461.25)</b>