

**Tang Shiu Kin Victoria Government Secondary School**

**Work Plan on Life Planning Education and Career Guidance Service 2014/2015**

<b>Objectives</b>	<b>Strategies</b>	<b>Monitoring / Evaluation</b>	<b>Allocation of the CLP Grant</b>
<ol style="list-style-type: none"> <li>1. To provide students with life planning education and career guidance</li> <li>2. To provide students with knowledge on further education, further studies and the job world</li> <li>3. To guide students in their quest for self-understanding, self-actualization and potential-realization</li> <li>4. To help students understand and develop a positive attitude towards their own capabilities and career / academic aspirations</li> <li>5. To help students integrate their career, academic aspirations with life-long learning</li> </ol>	<ol style="list-style-type: none"> <li>1. <u>All year round Career Education</u> (1 - 5)               <ul style="list-style-type: none"> <li><u>S.1</u> Self Understanding &amp; Realization</li> <li><u>S.2</u> Potential Realization Career Exploration</li> <li><u>S.3</u> NSS Electives Goal Setting &amp; Life Planning</li> <li><u>S.4</u> Choice of Study Programmes Career Planning ApL Courses &amp; Interviews</li> <li><u>S.5</u> Career Mapping Personal Statement Writing Interview Preparation</li> <li><u>S.6</u> Interview Preparation Mock Interviews JUPAS Application SLP / OEA</li> </ul> </li> <li>2. <u>Visits</u> (2)               <ul style="list-style-type: none"> <li>Visits to Open Days of Tertiary Institutes, Post-secondary Colleges and visits to Business Institutes</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Questionnaire to students on career activities covered by CLP Grant and career guidance service</li> <li>2. Review on activities covered by CLP Grant by Career Team through evaluation meetings</li> <li>3. Monitoring, guidance &amp; coaching of extra staff hired by Careers Team Teacher i/c</li> <li>4. Student participation rate in career visits, workshops and activities</li> </ol>	<p><b><u>Budget*1:</u></b></p> <ol style="list-style-type: none"> <li>1. Hiring of 1 qualified teacher for enhancement of Careers Team capacity           <ul style="list-style-type: none"> <li>• by relieving the teaching load of Careers Team Teachers i/c*2;</li> <li>• assisting the Careers Team in liaison with service contractors &amp; tertiary institutes and business institutes;</li> <li>• teaching life planning education lessons;</li> <li>• collaborating with other career teachers in providing career guidance service to and running career activities for students</li> </ul>           (monthly salary x 12 +MPF)  <u>\$360,000</u> </li> <li>2. Hiring of contractors to provide career education workshops and seminars  <u>\$100,000</u> </li> <li>3. Travel expenses for career-related visits and activities  <u>\$24,340</u> </li> <li>4. Purchase of career tool books for student reference</li> </ol>

	<p>3. <u>Talks</u> (2. 4. 5) Career Talks on further studies and different trades &amp; industries</p> <p>4. <u>Mentorship programme /Summer Job Experience Scheme</u> (2 - 5)</p> <p>5. <u>Career Guidance</u> (1 – 5) On-going career guidance service to students throughout the school year</p>		<p><u>\$10,000</u></p> <p><b><u>Total Sum for the Year 2014/15 : \$494,340</u></b></p>
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**\*1Budget:**

1. Hiring of 1 qualified teacher  
\$360,000
2. Hiring of contractors to provide career education workshops and seminars  
\$100,000 ( a 3-hr workshop for the whole form in small groups costs about \$10,000)
3. Travel expenses for career-related visits and activities  
\$24,340 ( a single-journey coach service (60 seats) costs \$1,000)
4. 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 2014/15 : \$494,340**

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

1. Relieving teaching load of Careers Team Teachers i/c (by reducing 4 – 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