

SKH Tsang Shiu Tim Secondary School

Work Plan on Life Planning with the Career Life Planning (CLP) Grant 2015-2016

| Objectives | Strategies | Monitoring/Evaluation | Allocation of CLP Grant |
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| 1. To provide Career Education guidance and advice to <u>all</u> students in school | <ul style="list-style-type: none"> - The Career Mistress (CM) oversees the Career Team, revamps the Career Education Curriculum and adopts a whole school approach to cater for different developmental stages of students. - Each form has a minimum of 6 hours of Career Education in the Moral Education lesson and the morning assembly. | Teachers' observation, questionnaires, students' feedback | CM has 8 lessons released to revamp the curriculum and oversee the implementation of all Career Education programmes. |
| 2. To provide <u>different dimensions of intervention</u> in school to address the needs of students at different development stages | <p>The Career Teachers (CTs)</p> <ul style="list-style-type: none"> - Plan programmes targeting at individualized guidance for all F6 graduates based on various assessment tools. - Integrate Career Education into different KLAs, ECAs, OLEs and school environment. - Solicit the co-operation and help from different school personnel to help in the | Teachers' observation, questionnaires, students' feedback | <p>CT1 – 2 lessons released CT2 – 1.5 lessons released CT3 – 2 lessons released CT4 – 2.5 lessons released (CT4 released also from Form Teachers' duties)</p> <p>A GM recruited has 25% of his salary (\$15,558.75×12=\$186,705 + \$9,335.25(MPF))=\$196,040.25) paid by CLP Grant and is a CT.</p> |

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| | implementation of Career Education and guidance | | <p>A GM recruited relieving CM's 8 lessons has 25% of her salary ($\\$10,776.25 \times 12 = \\$129,315 + \\$6,465.75(\text{MPF}) = \\$135,780.75$) paid by CLP Grant.</p> <p>A new GM recruited relieving 4 CTs' 5 lessons has 20% of her salary ($\\$5,101 \times 12 = \\$61,212 + \\$3,060.6(\text{MPF}) = \\$64,272.6$) paid by CLP Grant.</p> |
| 3. To enable students to explore, plan and manage their career plans through cooperation with <u>external organisations</u> | <p>The Career Teachers (CTs)</p> <ul style="list-style-type: none"> - Co-operate with external organisations to organise programmes to forge mentorship, develop Life Planning skills and on-going evaluation and reflection | Feedback from questionnaires/interviews done by external organizations, alumni, teachers and students | <p>\$114,526.40 to buy service from NGOs for Forms 1 to 3 Career and Life Planning lessons and coaching for various mentorship programmes.</p> <p>- \$9,000 for workshops (all F1, hours of contact: 18.75 hrs)</p> <p>- \$21,000 for workshops (all F2, hours of contact: 17.5 hrs)</p> <p>- \$18,000 for workshops (all F3, hours of contact: 15 hrs)</p> <p>- \$5,000 for JA registration</p> <p>The rest of the fund for services deemed suitable during the year.</p> |

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| 4. To develop parents and all staff members in their awareness of how Life Planning can be implemented in a <u>whole-school approach</u> . | The Career Teachers (CTs) <ul style="list-style-type: none"> - Will invite speaker(s) to host a Staff Development Day about Life Planning. - Inviting parents to some Career-related events. | Questionnaires | \$7,000 to pay for the speaker(s) and related activities. |
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Legend: KLA: Key Learning Areas
OLE: Other Learning Experiences
ECA: Extra-curricular activities
NGO: Non-government organisations
GM: Graduate Master