

Work Plan on Life Planning Education and Career Guidance

Name of School: Tsung Tsin Christian Academy

School of Year: 2014-2015

| Objectives: | Strategies: | Monitoring/Evaluation: | Allocation of the CLP Grant: |
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| <p>Self-understanding and Development</p> <p>To assist students' understanding on their interest , abilities, qualities and aptitudes in relation to further education and careers</p> | <ul style="list-style-type: none"> - To arrange Career Lessons to students: (S.1 – S.3) - to understand their personal interests and characteristics through self-assessments and activities in Career Lessons - to acquire the skills of formulating short and medium term goals on their study and career aspect (S.4 – S.6) - to understand their achievement and qualities which can map with their further studies and career - to acquire the skills of formulating medium and long term goals on their studies and career related experience | <ul style="list-style-type: none"> - Checking completion of Guidelines - Students show positive response in the lessons - Teachers observe improvement in students' performance | <p>Talk:\$3,000</p> <p>Workshop:\$49,000</p> <p>Reference books:\$1,000</p> |
| | <ul style="list-style-type: none"> - To arrange talks/ workshop to help students (S.1 – S.3) - better understand their own interests and prepare themselves for subject selection (S.4 – S.6) - better understand the attitude and value required in their future career | <ul style="list-style-type: none"> -Students' survey - Teachers observation on students' performance | |

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| | <ul style="list-style-type: none"> - Introduce Students Learning Profile (SLP) (S.1 – S.3) - to facilitate students’ self-understanding and reflect their learning activities in career and life planning (S.4 – S.6) - to record their learning activities and prepare for HKDSE and JUPAS application | | |
| | <ul style="list-style-type: none"> - To arrange talks to parents (S.1 – S.3) - to facilitate their understanding on the current education system about subject selection in senior levels (S.4 – S.6) - to equip themselves with appropriate skills in assisting students for further education especially for HKDSE | - Feedback from parents and teachers | |
| | <ul style="list-style-type: none"> - Counselling series are provided to students in-need (For S.3) - S.3 subject selection (For S.6) - enquiry about their further studies and career planning | - Evaluation on the effectiveness of counselling series by Career Guidance Team | |
| <p>Career Exploration</p> <p>To assist students in investigating options of learning and work</p> | <ul style="list-style-type: none"> - To arrange talks, workshop and visits for S.4 – S.6 students - provide information about different paths for further studies in both local and overseas tertiary institutes - provide opportunities to visits | <ul style="list-style-type: none"> - Students’ survey - Comments from teachers and students - Students’ attendance | <p>Talk:\$1,500</p> <p>Workshop:\$17,500</p> <p>Visit:\$2,000</p> |

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| | different workplace and local universities | | |
| Career Planning and Management To equip students with information, skills, positive attitude towards work and learning | - To arrange talks/workshop for S.4 – S.6 students related to further studies - to equip students with better understanding on JUPAS through sharing by Alumni -invite Alumni to share their work experience with the students - to enhance students’ thinking and study skills as well as OEA writing by workshops | - Students’ survey | Talk:\$3,000 Workshop:\$30,000 |
| | - To arrange Career Lessons for S.4 students on planning career path | - Students’ performance | |
| | - To provide training course on techniques in related to universities interview or job interviews | - Students’ survey - Students’ performance - Students’ attendance | |
| | - To arrange Resource Corner in Library and Career Book Fair in providing relevant information for further education and future career | - Feedback from Teacher Librarian | |
| | - To organize and deliver documents and updated information through assembly, e-class group and display board | - Career guidance team evaluation on the effectiveness of delivering information | |

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| | <ul style="list-style-type: none"> - To coordinate with different subject panels in providing students with career-related skills or value - workshops will be conducted by English teachers to teach writing skills in OEA self-account and resume - the appropriate work values will be discussed through Bible study in Christian Ethics lessons | <ul style="list-style-type: none"> - Evaluation on teaching effectiveness by the English department, the Christian Ethics department and Career team | |
| <p>Teacher Professional Development To further strengthen the professional skills of career teachers</p> | <ul style="list-style-type: none"> - To attend the structured training on life planning education offered by EDB or other institutes | <ul style="list-style-type: none"> -Teachers' participation | <p><i>Hire a new teacher:\$277,000</i></p> |