

**Work plan on Life Planning Education and Career Guidance (CLP) (2016-2017)**

Name of School: Tsung Tsin Christian Academy

School of Year: 2016-2017

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
<p><b>Self-understanding and Development</b></p> <p>To assist students' understanding of their interest , abilities, qualities and aptitudes in relation to further education and careers</p>	<ul style="list-style-type: none"> <li>- To arrange Career Lessons to students: (S.1 – S.3)</li> <li>- to understand their personal interests and characteristics through self-assessments and activities in Career Lessons</li> <li>- to acquire the skills of formulating short- and medium- term goals on their study and career aspects (S.4 – S.6)</li> <li>- to understand their achievement and qualities which can match their further studies and career</li> <li>- to acquire the skills of formulating medium- and long-term goals on their studies and career-related experience</li> </ul>	<ul style="list-style-type: none"> <li>- Checking completion of Guidelines</li> <li>- Students show positive response in the lessons</li> <li>- Teachers observe improvement in students' performance</li> </ul>	<p>Talk:\$4,700</p> <p>Workshop:\$40,000</p> <p>Reference books: \$3700</p> <p>Activities:\$3,7000</p>
	<ul style="list-style-type: none"> <li>- To arrange talks, workshops and counselling groups to help students (S.1 – S.3)</li> <li>- better understand their own interests and prepare themselves for subject selection (S.4 – S.6)</li> <li>- better understand the attitude and value required in their future career</li> </ul>	<ul style="list-style-type: none"> <li>-Students' survey</li> <li>- Teachers' observation on students' performance</li> </ul>	

	<ul style="list-style-type: none"> <li>- Introduce Students Learning Profile (SLP) (S.1 – S.3) <ul style="list-style-type: none"> <li>- to facilitate students’ self-understanding and reflect their learning activities in career and life planning</li> <li>- to build e-SLP on existing e-Class practices and demonstrate students’ personal qualities to serve as evidence of their whole-person development</li> </ul> </li> <li>(S.4 – S.6) <ul style="list-style-type: none"> <li>- to record their learning activities and prepare for the HKDSE and JUPAS application</li> <li>- to build e-SLP on existing e-Class and OEA practices to promote self-understanding of their qualities and career aspirations</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>- To arrange talks for parents (S.1 – S.3) <ul style="list-style-type: none"> <li>- to facilitate their understanding of the current education system about subject selection in senior levels</li> </ul> </li> <li>(S.4 – S.6) <ul style="list-style-type: none"> <li>- to equip themselves with appropriate skills in assisting students for further education especially for the HKDSE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from parents and teachers</li> </ul>	
	<ul style="list-style-type: none"> <li>- Counselling series are provided for students in-need (For S.3) <ul style="list-style-type: none"> <li>- to organize group counselling on subject selection</li> </ul> </li> <li>(For S.6) <ul style="list-style-type: none"> <li>- to organize enquiry sessions for further studies and career planning in whole form scale</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation on the effectiveness of counselling series by Career Guidance Team</li> </ul>	

<p><b>Career Exploration</b></p> <p>To assist students in investigating options of learning and work</p>	<ul style="list-style-type: none"> <li>- To arrange talks, workshop and visits for S.3 – S.6 students</li> <li>- provide information about different paths for further studies in both local and overseas tertiary institutions</li> <li>- provide opportunities to visit different workplaces (Local and Overseas)</li> <li>- organize school visits to local universities and tertiary institutions</li> </ul>	<ul style="list-style-type: none"> <li>- Students' survey</li> <li>- Comments from teachers and students</li> </ul>	<p>Activities:\$115,500</p>
<p><b>Career Planning and Management</b></p> <p>To equip students with information, skills, positive attitude towards work and learning</p>	<ul style="list-style-type: none"> <li>- To arrange talks/workshops related to further studies for S.4 – S.6 students</li> <li>- to equip students with better understanding of JUPAS through sharing from alumni</li> <li>-invite alumni to share their work experience with students</li> <li>- to enhance students' thinking and study skills as well as OEA writing by workshops</li> </ul>	<ul style="list-style-type: none"> <li>- Students' survey</li> </ul>	<p>Talk:\$3,300 Workshop :\$2,0000</p>
	<ul style="list-style-type: none"> <li>- To arrange Career Lessons for S.4 to S.6 students on planning their career path</li> </ul>	<ul style="list-style-type: none"> <li>- Students' performance</li> </ul>	
	<ul style="list-style-type: none"> <li>- To provide training courses on techniques related to admission interview in universities</li> <li>- To organize training workshops on the mock interview and mock DSE result release</li> </ul>	<ul style="list-style-type: none"> <li>- Students' survey</li> <li>- Students' performance</li> </ul>	
	<ul style="list-style-type: none"> <li>- To arrange Resource Corner in Library and Career Book Fair in providing relevant information for further education and future career</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from Teacher Librarian</li> </ul>	

	<ul style="list-style-type: none"> <li>- To organize and deliver documents and updated information through assemblies, e-Class group and display boards</li> </ul>	- Career guidance team evaluation on the effectiveness of delivering information	
	<ul style="list-style-type: none"> <li>- To coordinate with different subject panels in providing students with career-related skills or value</li> </ul> <p>For example :</p> <ul style="list-style-type: none"> <li>- workshops will be conducted by English teachers to teach writing skills in OEA self – account and resume</li> <li>- the appropriate work values will be discussed through Bible study in Christian Ethics lessons</li> </ul>	- Evaluation on teaching effectiveness by departments concerned and Career team	
<p><b>Teacher Professional Development</b> To further strengthen the professional skills of career teachers</p>	- To attend the structured training on life planning education offered by EDB or other institutions	-Teachers’ participation	Hire a 0.5 Teacher Assistant :\$95,400
			Total amount: \$319,600