

## Report on Life Planning Education and Career Guidance Service (2015-16)

Objectives	Strategies	Allocation of CLP Grant	Evaluation
<p>1. To further fine-tune Career Education, guidance and advice to all students in School</p>	<p>The Career Master will</p> <ul style="list-style-type: none"> <li>- oversee the careers team, review, revise and overview a Career Education Curriculum for the whole school approach and OLE (CRE) curriculum for F.4 &amp; 5 to different developmental stages of students. At least 4 lessons of Career Education conducted for all form annually in class teacher periods and 10 OLE lessons for Form 4 &amp; 5.</li> <li>- help students to apply for local / overseas tertiary institutes including liaison and preparation of necessary documents.</li> </ul>	<p>A total of 3 lessons / week will be released for the Career Master to design the curriculum and oversee all projects in Careers Team.</p> <p>CM (- 3 lessons)</p>	<ul style="list-style-type: none"> <li>- OLE teaching materials of Career Education for F.4 &amp; F.5 and teaching materials of Career education for junior secondary have been revising and updating to cater for different educational needs of students.</li> <li>- Over 20 students were helped and guided to do applications for studying in Taiwan, China, the USA and Australia.</li> </ul>
<p>2. Help students develop their SLP from different stages and help them make good use of SLP for self-reflection so as to motivate students to learn effectively</p>	<p>The teacher will</p> <ul style="list-style-type: none"> <li>- monitor the system of SLP in e-class, plan and design curriculum to teach student to prepare their SLP for their future use of further studies and employment. Staff training will be conducted if necessary.</li> <li>- enhance communication among all stakeholders through electronic means</li> </ul>	<p>A total of 6 lessons / week will be released for two Careers teacher who monitor the SLP operation and education for whole school.</p> <p>CT 1 (- 4 lessons) CT 2 (- 2 lessons)</p>	<ul style="list-style-type: none"> <li>- SLP was introduced to all F.1 students</li> <li>- Each F.1 &amp; F.2 student was guided to review their learning experiences, identify strengths and weaknesses and set goals according to their personal specialties through career education in the 4 class teacher's periods.</li> <li>- For students of F.3 or above, they were guided to write their personal reflection with the review of other learning experiences.</li> <li>- SLP reports for all students were issued.</li> <li>- Careers webpage was updated from time to time to disseminate relevant information for all students and parents on Career and Life Planning.</li> <li>- Maintenance of Subject Selection System.</li> </ul>

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3. Individual Student Planning (Help students to understand their careers aspirations)	The teachers will plan and arrange Individual guidance sessions for all F.4 & F.5 SEN students (with file Tier 2 & 3) and F.6 students so as to provide guidance and advice on students' electives selection, programs selection of high institutes and applications for high institutes. Each student will meet the Career Teacher at least once before May 2016.	A total of 6 lessons / cycle will be released for four Career Teachers to organize for around 200 individual guidance sessions for students.  (These lessons will be taken up by a newly employed teacher.)  CT 3 (- 2 lessons), CT 4 (- 3 lessons) CT 5 (- 1 lessons)	- Quality Individual Students Counseling to F.6 (116 sts.), F.5 (123 sts.) and F.4 SEN and NCS (44 sts) was conducted. Each student met their teacher mentor at least 3 times and each case was documented for following-up.
4. Student Leadership Training and promote Career Education among school-mates (Enhance communication with students, parents and Careers team for getting information)	The teacher will <ul style="list-style-type: none"> <li>- organize student teams of Careers to help promote Careers Education</li> <li>- organize Careers week</li> <li>- publish Careers section in the school newsletters (twice a year)</li> <li>- Manage Careers room</li> </ul>	A total of 2 lessons / week will be released for one Career Teacher to prepare the documents for students. CT 6 (- 2 lessons)	<ul style="list-style-type: none"> <li>- Students of Careers Student Team were proven successfully in helping with the activities of Career Weeks, Career showcases and managing the careers room.</li> <li>- Two essays regarding students studying in Korea and Japan have been published on school newsletter.</li> </ul>

### **CLP Grant Used**

	Items	Expenditures (HK\$)
1	Hiring a CM teacher (Pt. 15, including MPF)	361,297.75
2	Hiring a Teaching Assistant (including MPF)	101,640.00
3.	Others (such as expenditures for career related activities, part of another teaching assistant salary)	99,972.28
Total Amount:		562,910.03