

## Work Plan on Life Planning Education and Career Guidance Service

Name of school: True Light Middle School of Hong Kong

School Year: 2018-2019

Remaining Grant from 2017-2018: \$0.00

Estimated Career and Life Planning (CLP) Grant: \$ 609,900

Major purpose of the grant: empower and enhance the capacity of the teaching team for life planning education.

Remainder of the grant: to enrich relevant school-based service for students by providing career-related learning beyond the classroom.

Objectives:	Strategies:	Monitoring/Evaluation :	Allocation of the CLP Grant:	Estimated Amount
To relieve teaching workload of career teachers	- Recruit a teacher	Total number of teaching periods of teachers in careers team	For employment of a teaching staff	\$ 479,880
- To provide whole school career-related activities - To relieve administration workload of career teachers	- Organize lunch time activities, Careers Week, Careers Magazine, etc - Open Careers Room regularly for book borrowing and other activities especially for junior forms - Organize visits to workplaces and job experiences for students - Disseminate updated news and promote activities from tertiary institutions, help students apply - Manage students records of OLE and SLP	- Careers Mistress monitors the performance of assistant - Feedback from Junior form - Number of students who applied the activities of tertiary institutions and work experiences	For employment of a Life Planning Education Assistant	\$ 176,400

	<ul style="list-style-type: none"> <li>- Handle students' documents applications for overseas or local studies</li> <li>- Keep records of different statistics and stock of career room's booklets</li> </ul>			
<ul style="list-style-type: none"> <li>- To provide professional career-related learning during lessons</li> <li>- To provide career-related learning beyond the classroom</li> </ul>	<ul style="list-style-type: none"> <li>- During lessons <ul style="list-style-type: none"> <li>S4: Career Life Planning</li> <li>S4: Employability</li> </ul> </li> <li>- Beyond the classroom <ul style="list-style-type: none"> <li>S5: Life Wide Learning Day</li> <li>S6: Mock interview</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Teacher-in-charge monitor the performance of NGO</li> <li>- Feedback from teachers and students</li> </ul>	For buying services	\$ 6,960

Deficit : (\$ 53,340)