

Work Plan on Life Planning Education and Career Guidance Service

Name of school: True Light Middle School of Hong Kong

School Year: 2017-2018

Remaining Grant from 2016-2017: \$43,952.00

Estimated Career and Life Planning (CLP) Grant: \$ 583,546

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	\$ 442,097
- 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	For employment of a Life Planning Education Assistant	\$ 163,800

	<ul style="list-style-type: none"> - Handle students' documents applications for overseas or local studies - Keep records of different statistics and stock of career room's booklets 			
<ul style="list-style-type: none"> - To provide professional career-related learning during lessons - To provide career-related learning beyond the classroom 	<ul style="list-style-type: none"> - During lessons <ul style="list-style-type: none"> S4: Career Life Planning S4: Employability S6: JUPAS subject selection strategies S6: Non-JUPAS Talk - Beyond the classroom <ul style="list-style-type: none"> S5: Life Wide Learning Day S6: Mock interview 	<ul style="list-style-type: none"> - Teacher-in-charge monitor the performance of NGO - Feedback from teachers and students 	For buying services	\$ 15,060
<ul style="list-style-type: none"> - To enrich the content of TLamp - To deepen the relationship among mentors and mentees 	<ul style="list-style-type: none"> - Fine tune the activities held in the Programme - Mentors: mentoring skills - Mentees: communication skills 	<ul style="list-style-type: none"> - Feedback from mentors and mentees - Evaluation by TLamp committees 	For True Light Alumni Mentorship Programme (TLamp)	\$ 5,000

Remaining : \$ 1541 (within 20%, carry forward to 2018-2019)