

Work Plan on Life Planning Education and Career Guidance

Name of School: Tsung Tsin Christian Academy

School of Year: 2015-2016

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
<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:\$4,500</p> <p>Workshop:\$40,000</p> <p>Reference books: \$500</p> <p>Activities:\$2,000</p>
	<ul style="list-style-type: none"> - To arrange talks, workshops and counselling groups 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 	

	<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 - to build e-SLP on existing e-Class practices and demonstrate students’ personal qualities to serve as evidence of their whole-person development (S.4 – S.6) - to record their learning activities and prepare for HKDSE and JUPAS application - to build e-SLP on existing e-Class and OEA practices to promote self-understanding of their qualities and career aspirations 		
	<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 	<ul style="list-style-type: none"> - Feedback from parents and teachers 	

	<ul style="list-style-type: none"> - Counselling series are provided to students in-need (For S.3) - to organize group counselling on subject selection (For S.6) - to organize enquiry for further studies and career planning in whole form scale 	<ul style="list-style-type: none"> - 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 different workplace for all S.3 and S.4 students - organize school visits to local universities and tertiary institutes for all S.5 students - organize work experience scheme during summer holiday 	<ul style="list-style-type: none"> - Students’ survey - Comments from teachers and students 	<p>Talk:\$2,000</p> <p>Visit:\$23,000</p> <p>Scheme:\$ 20,000</p>
<p>Career Planning and Management</p> <p>To equip students with information, skills, positive attitude towards work and learning</p>	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Students’ survey 	<p>Talk:\$2,000</p>

	<ul style="list-style-type: none"> - To arrange Career Lessons for S.4 to S.6 students on planning career path 	<ul style="list-style-type: none"> - Students' performance 	
	<ul style="list-style-type: none"> - To provide training course on techniques in related to universities interview or job interviews - To organize training workshops on mock interview and mock DSE result release 	<ul style="list-style-type: none"> - Students' survey - Students' performance 	
	<ul style="list-style-type: none"> - To arrange Resource Corner in Library and Career Book Fair in providing relevant information for further education and future career 	<ul style="list-style-type: none"> - Feedback from Teacher Librarian 	
	<ul style="list-style-type: none"> - To organize and deliver documents and updated information through assembly, e-class group and display board 	<ul style="list-style-type: none"> - Career guidance team evaluation on the effectiveness of delivering information 	
	<ul style="list-style-type: none"> - To coordinate with different subject panels in providing students with career-related skills or value <ul style="list-style-type: none"> - 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 - To provide training workshop for all teaching staff on understanding of career education and life planning during Staff Development Day 	<p>-Teachers' participation</p>	<p>Hire a teacher:\$306,000</p>
			<p>Total amount: \$400,000</p>