

Work Plan on Life Planning Education and Career Guidance

Name of School: Tsung Tsin Christian Academy

School of Year: 2017-2018

Objectives:	Strategies:	Monitoring/Evaluation:	Allocation of the CLP Grant:
<p>Self-understanding and Development</p> <p>To assist students' understanding of their interest , abilities, qualities and aptitudes in relation to further education and career planning</p>	<p>1. To give career counselling lessons to students to help them: (S.1 – S.3)</p> <ul style="list-style-type: none"> - understand their personal interests and characters through self-assessments and activities in career lessons - acquire the skills of formulating short- and medium- term goals for their studies and career planning (S.4 – S.6) - understand their achievements and qualities which can match their further studies and career planning - acquire the skills of formulating medium- and long-term goals for their studies and career-related experience 	<ul style="list-style-type: none"> - Check completion of students' worksheet to evaluate to what extent they have acquired the skills of formulating their goals on their study and career planning - Observe students' responses in the lessons 	<p>Talk:\$4,500 Workshop:\$48,000 Reference books: \$3,000 Activities:\$8,000</p>
	<p>2. To arrange talks and workshops to help students: (S.1 – S.3)</p> <ul style="list-style-type: none"> - better understand their own interests and prepare themselves for subject selection (S.4 – S.6) - better understand the workplace attitudes and values required in different occupations 	<ul style="list-style-type: none"> - A student survey will be conducted at the end of the year to evaluate how the talks and workshops can assist students' understanding of their interests, abilities, qualities and aptitudes in relation to further education and career planning 	

	<p>3. To introduce Students Learning Profile (SLP) so as to:</p> <p>(S.1 – S.3)</p> <ul style="list-style-type: none"> - facilitate students’ self-understanding and let them reflect on their learning activities in career and life planning. <p>(S.4 – S.6)</p> <ul style="list-style-type: none"> - record the learning activities that students have taken part in so as to prepare them for the HKDSE and JUPAS application - build OEA practices to promote self-understanding of their qualities and career aspirations 		
	<p>4. To arrange talks for parents so as to:</p> <p>(S.3)</p> <ul style="list-style-type: none"> - facilitate their understanding of the current education system regarding subject selection in senior levels <p>(S.4-S.6)</p> <ul style="list-style-type: none"> - equip them with practical skills to assist students in planning their further education, especially for the JUPAS requirement and studying overseas 	<ul style="list-style-type: none"> - Collect feedback from parents and teachers 	
	<p>5. To provide students in need with counselling sessions by:</p> <p>(S.3)</p> <ul style="list-style-type: none"> - organizing group counselling sessions on subject selection <p>(S.6)</p> <ul style="list-style-type: none"> - organizing form-based enquiry sessions regarding tertiary education and career planning 	<ul style="list-style-type: none"> - Evaluation on the effectiveness of counselling sessions by Career and Life Planning Team 	
Career Exploration	6. To arrange talks, workshop, workplace and	- A student survey will be conducted to	Activities:\$90,000

<p>To assist students in investigating possible options of learning and work</p>	<p>university visits for S.3 – S.6 students so as to:</p> <ul style="list-style-type: none"> - provide information about the paths for studying in both local and overseas tertiary institutions - provide students with opportunities to visit different workplaces - increase students’ understanding of tertiary education in Hong Kong through visiting local universities and tertiary institutions 	<p>evaluate how well the activities have helped students investigate possible options of learning and career planning</p> <ul style="list-style-type: none"> - Collect feedback from teachers and students 	
<p>Career Planning and Management</p> <p>To equip students with information, skills, positive attitude for their future learning and career development</p>	<p>7. To arrange talks and workshops related to tertiary education for S.4 – S.6 students so as to:</p> <ul style="list-style-type: none"> - equip students with better understanding of JUPAS and understanding of the workplace through a sharing session given by our alumni - enhance students’ thinking and study skills as well as OEA writing through the workshops 	<ul style="list-style-type: none"> - Teachers observe students how to plan for their future -A student survey will be conducted at the end of the school year to evaluate to how well the talks and workshops have equipped students with information, skills, as well as positive attitude towards learning and career planning. 	<p>Talk:\$3,900 Workshop :\$60,000</p>
<p>8. To arrange career lessons for S.4 to S.6 students so as to let them:</p> <ul style="list-style-type: none"> - better understand the society - plan their career path 			
<p>9. To provide training courses in techniques about admission interview in universities, and organize training workshops on the topics about mock interview and mock DSE result release</p>			
<p>10. To create a resource corner in the school library, and organize a career book fair in providing relevant information for further education and career planning</p>	<ul style="list-style-type: none"> - Collect feedback from the Teacher Librarian 		

	11. To organize and deliver documents and updated information through assemblies, e-class group and display boards	- Collect feedback from Career and Life Planning team members regarding the effectiveness of information delivery	
	12. To coordinate with different subject panels to provide students with career-related skills or values, through workshops conducted by English teachers to teach writing skills in OEA self-account and resume, as well as discussion of work ethics and values in Christian Ethics lessons	- Teachers' feedback by the departments concerned and Career and Life Planning team	
Teacher Professional Development To further strengthen the professional skills of career teachers	13. To ask the teachers concerned to attend a staff development training session and attend the structured training on life planning education offered by EDB or other institutions	-Teachers' participation	Workshop:2,850 Hire a PA : \$141,602.6
			Total amount: \$361,852.6