

Work Plan on Life Planning Education and Career Guidance
Baptist Lui Ming Choi Secondary School
School Year: 2016 – 2017

I. Summary of Career and Life Grant (CLPG) Budget (2016 – 2017)

2015 – 2016: Closing balance brought down to 16 – 17: 113,934.04
2016 – 2017: CLP Grant:\$566,880.00 (Annual salary according to the pay scale of a GM teacher Pt 26 in 2016)
Opening Balance: \$680,814.04

*CE: Career Education; LE: Life Education

No.	Area	*CE /LE	Budget (16-17)(\$)
1	Employment of staff	Both	240,634
2	Programme / activity	Both	86,800
3	Subsidy	Both	26,000
4	Publication	Both	6,000
5	External Services	CE	26,400
6	Enhancement Programme	CE	12,500
Total			398,334.00

Area	*CE /LE	Budget (16-17)(\$)
Employment of staff	Both	240,634
Career Education	CE	87,700
Life Education	LE	70,000
Total		398,334.00

No.	Area	CE /LE	Details	Budget (\$)
1	Employment of staff	Both	Employ one assistant executive officer	217,716.00
		Both	Staff MPF Employee' s contribution (5% salary)	11,459.00
		Both	Staff MPF Employer' s contribution (5% salary)	11,459.00
	Sub-total			240,634
2	Programme / activity	CE	ASK Programme (ASK Talks and Careers Day) (F. 2 – F. 6)	1,800
	Programme / activity	CE	Mentorship Programme and Job Shadowing Scheme (F. 4 & F. 5)	6,000
	Programme / activity	CE	Careers Visit (F. 3)	25,000
	Programme / activity	CE	DSE Mock Result Release / DSE Guidance Talk (F.5 & F. 6)	3,000
3	Subsidy	CE	Subsidy on Mock Interview Workshop (F.6)	3,000
	Subsidy	CE	Subsidy on participants for career-related visits and programmes (F.4 – F. 6)	5,000
4	Publication	CE	Issue of newsletters (F.1 – F.6)	5,000
5	External Services	CE	Membership fee of HKACMGM	400
	External Services	CE	Proofreading students' self-accounts and OEA (F.6)	25,000
	External Services	CE	Resources from organization/websites such as Ming Pao or others (F. 1 – F. 6)	1,000
6	Enhancement Programme	CE	Reference books for careers teachers	2,500
	Enhancement Programme	CE	Subsidy on teachers on careers training	4,000
	Sub-total (Career Education)			87,700
7	Programme / activity	LE	Leap Programme (F. 2)	10,000
	Programme / activity	LE	Workshops or seminars for parents helping children cope with anxiety (F. 3 – F. 5)	6,000
	Programme / activity	LE	Workshops or seminars for students cope with anxiety (F. 3 – F. 5)	10,000
8	Subsidy	LE	Visits / Programs for enriching student learning	25,000
	Subsidy	LE	Subsidy for organizing self-initiated class activities (F. 1 – F. 3)	15,000
	Subsidy	LE	Subsidy for teachers (F.1 – F.6)	3,000
9	Publication	LE	Designing and printing of the booklet 'On My Way' (F.1 - F.2)	1,000
	Sub-total (Life Education)			70000
	Total			398,334

II. Objectives

1. Our current state:

- a. The Life Education Team aims to help students to adapt to physiological and psychological changes in their adolescence so as to enhance their personal growth and encourage the development of sound values. The team also targets at helping students develop their talents and positive attitude to life, thus allowing them to make contributions to society.
- b. The Careers and Guidance Team aims to help students understand their own interests, abilities, needs and aspirations so as to make a wiser choice in further studies, vocational training and career planning. It also helps equip students with job-related and life skills, such as interview skills, communication skills, decision-making and social skills; and inculcate students with a correct attitude towards work at an early stage.
- c. Both teams conduct life planning and career education through General Assembly Periods (GAPs) and Class Teacher Periods (CTPs) to fulfill the intended objectives. Team members, guest speakers from NGOs, organisations, institutions and alumni are also invited as guest speakers in GAPs and CTPs. Besides, information or news concerning a myriad of activities, courses, talks, seminars, competitions, scholarships and awards related to life and career education has been currently posted on our school homepage, or sent through the intranet and posted on the boards of the two teams, so that students and teachers can gain access to and share among themselves the useful information. Publications and resources concerning further studies are placed and regularly updated on the shelves in the school library as well as uploaded to our school intranet.
- d. Both teams assist students in managing and adapting to the transition from school to work, understanding their career / academic aspirations and developing a positive attitude towards work and learning.

2. Our plan

a. Integration of life and career planning curricula into school curricula

- Building a holistic curriculum of career and life planning is one of our major concerns in skill-based teaching and learning for the future in 2016-2017. We plan to collaborate with other subject panels such as English and Chinese Departments and other teams.
- With the recurrent fund, we plan to enrich the contents of the Individual Student Planning (ISP) materials to help students understand their own capabilities, career / academic aspiration and develop a positive attitude towards work and learning, which are essential for whole-person development and life-long learning.
- We plan to modify and enrich the contents of the Individual Student Planning (ISP) materials with external services of professional help.

- b. Encouraging more students to actively participate in career-related activities and programmes with provisions of subsidies in collaboration with various NGOs and organisations in order to help students get up-to-date career information, skills and pathways of different occupations and workplaces.
- c. Funding students with various subsidies to join form-based activities or group-based activities to boost students' self-exploration, self-confidence and motivation through joining various life skill and career-related activities.
- d. Helping students to develop their values, knowledge, skills and attitude by organizing activities with the help of NGOs or professional bodies.

- e. Encouraging more careers and life education teachers to receive professional training in life planning and career guidance in the coming years.
- f. Encouraging students to do self-directed learning and serving community.

III. Strategies

1. Ways to achieve the objectives set

- a. In order to build up a school-based curriculum of life education and career guidance, the GAPs and ISPs have to be reviewed or rearranged to align with the themes of each form to avoid overlaps and repetition with form coordinators of Career and Guidance Team as well as Life Education Team.
- b. The grant can initiate a whole-school approach to life education and career guidance, including life education and career planning for teachers, students and parents. Life planning facilitates personal growth and positive attitude through joining volunteer and community services while career guidance can help students develop career knowledge, skills and attitude through planned programmes.
- c. Students can grasp understanding of workplace skills, knowledge and work ethnics through joining work-related visits, job-shadowing, internship and ASK programmes. Students need to write some reflections and share their thoughts and experience in weekly assemblies.
- d. Collaborating with external professional bodies like some NGOs, we can provide students with some experiential and career-related activities. Activities like Leap Programme (F.2), career visits (F.3) and mock interview workshop (F. 6) will be organized by police volunteers, the Hong Kong Federation of Youth Groups and Hong Kong Women's Christian Association respectively. They are believed to have rich experience and professional strategies in planning and running the programmes. The overall planning and implementation of the programmes will be conducted by registered social workers or experts in specific fields.
- e. 6 – 8 students will be trained by Hok Yau Club as careers ambassadors in the first term and then they will help implement activities or programmes for the Careers Club and Careers Team in the whole year.
- f. Other resources like alumni can provide students with enhanced life-planning and career guidance support like ASK programmes and careers days.
- g. English teachers from other schools and alumni were good sources of aids. They have been asked to proofread the Jupas self-accounts for F6 students with the payment which comes from the grant.
- h. With the grant, we can provide education subsidy which encourages students to organize class activities for better classroom management, which is one of the main concerns this year.
- i. Volunteer or community services will be organized to students in order to boost their civil awareness and render contributions to society.

IV. Career and Life Grant (CLPG) Budget (2016 – 2017)

2015 – 2016: Closing balance brought down to 16 – 17: 113,934.04

2016 – 2017: CLP Grant:\$566,880.00 (Annual salary according to the pay scale of a GM teacher Pt 26 in 2016)

Opening Balance: \$680,814.04

Expenses on Life Planning Education and Career Guidance

1. Provision of comprehensive and extensive life planning education and career guidance programmes through employment of staff

Purpose	Strategies	Allocation of CLP Grant	
- To support administrative and clerical work related to life and career education, e.g. sorting and disseminating information, publishing printing matters as well as handling applications for further studies, scholarships, courses, talks, visits and seminars	The recruitment of Assistant Executive Officer can help deal with life and career planning duties and reduce the teaching workload of the Life Education and Career Team members.		
		Staff Net Salary	240,634
		Staff MPF Employees' contribution (5% of employees' salary)	11,459.00
		Staff MPF Employer's contribution (5% of employees' salary)	11,459.00
Total	240,634		

Curricula of career and life planning: Align with the major concern (1): Skill-based teaching and learning for the future

- a. One of the main concerns of career and life education is to align with the major concern (1): Skill-based teaching and learning for the future. Careers and life planning education can be incorporated into school curricula in collaboration with class teachers as well as English and Chinese teachers. Career-related matters including reading materials and writing genres will be incorporated into the English and Chinese curricula.
- b. We have restructured the General Assembly Periods (GAPs) and Class Teacher Periods (CTPs) by integrating the life and career education curricula into our school curricula, with life education and career guidance as the focuses in the junior forms and senior forms respectively. In each form, there are form coordinators of Life Education Team and Careers and Guidance Team. They will seek advice and comments from class teachers, then modify and enrich the ISP materials.
- c. The curriculum targets at meeting groups' developmental needs at different stages of growth with distinctive goals and themes.
- d. With the fund, the design fees of the booklets (On My Way 1 & 2) for instilling life education can be subsidized. Also the booklets will be printed for Form One and Form Two students in 2016-17. The theme of the booklets is self-discipline, self-understanding, goal-setting and enhancement of EQ and time-management, all of which can help junior graders to start their life planning when they are young.

- e. The focuses from Form One to Form Six for life and careers education are: F. 1: Self-understanding and social competence; F. 2: Emotional & behavioural competence; F. 3: Self-efficacy, self-determination and goal setting; F.4: Moral competence / values; F. 5: Working world and moral values; F.6: Future studies and careers.

2. Activities / Programmes of life and career education

a. Career Education

Form	Programme	Organization / company	Date /venue	Time / Duration	No. of students	Amount (\$)	Purpose
F.3	Career Visit	Hong Kong Young Women's Christian Association (HKYWCA)/ other	CTP (Oct 12 & Feb 10) (5 classrooms) June 30 (5 classrooms and hall)	2 CTP periods (8:15 am – 9:15 am) 8:10 am-3:30pm	~160	25,000	<ul style="list-style-type: none"> ● Develop students' values, knowledge, skills and attitude towards work ● Provide students with career-related experience
F.2–F. 5	ASK Programme (ASK Talks and Careers Day)	Alumni	Nov 5 (Saturday)	Afternoon (~3:00 – 6:00 pm) Hall, 4/F + (3/F) classrooms	~ 600	1,800	<ul style="list-style-type: none"> ● Enhance students' Working experience and ethics ● Let students grasp understanding of workplace skills and knowledge
F.4 – F.5	Mentorship Programme and Job Shadowing Scheme	Tolo-Harbour Rotary Club	Whole year	7:00 pm– 9:30 pm	~ 30	6,000	Help students get exposed to different occupations while developing communication and social skills
F.5 – F. 6	JUPAS Guidance Talk / Mock Result Release	Hok Yau Club / Other	May 6 (+May 13)	2 hours	F.6 and F.5 students and their parents	3,000	<ul style="list-style-type: none"> ● Invite a speaker from Hok Yau Club to teach students the strategies of making final option modifications, which is crucial to students when preparing for DSE Result Release

b. Life Education

Form	Programme	Organization / company	Date / Time /venue	Time / Duration	No. of students	Amount (\$)	Purpose
F.2	Leap Programme	Police volunteers	Oct to April	6 – 8 meetings	30	10,000	Develop students' confidence and build a positive self-image
F.3 – F.5	Visits and Programmes for enriching student learning	Greeners-action, Equitable Sharing of Action, Shatin Tsung Tsin Church	Oct to April	20 meetings	100	25,000	Enrich student learning by serving the community
F.1 – F.4	Workshops or seminars for parents to help children cope with anxiety (for the under-resourced families)	Caritas Dr. & Mrs. Olinto de Sousa. Integrated Family Service Centre	Jan to Mar	5 meetings	25 students' parents	6,000	Support parents with children suffering from anxiety
F.1 – F.4	Workshops or seminars for students cope with anxiety	Not yet confirmed	Jan to Mar	6 – 8 meetings	10 – 12 students	10,000	Help student cope with anxiety

3. Subsidy

a. Career Education (*CE: Career Education; LE: Life Education)

Form	Program	CE/LE*	Date / Time /venue	Time / Duration	No. of students	Amount (\$)	Purpose
F. 6	Mock Interview Workshop	CE	The Hong Kong Federation of Youth Groups (HKFYG)	After school / May 4 or 5	Each group X 6 groups (~8) ~2 hours @	3,000 (1/5 of tuition fees to be subsidized to students)	Learn interview skills for Jupas / future studies
F. 4- F. 6	career-related visits / programmes	CE	TBC	Whole year		5,000	Collaborate with external organizations for work-related experiences and schemes and opportunities for further studies and careers

b. Life Education

Target / form	Item	Amount (\$)	Purpose
Teachers for all forms	Teachers' subsidy (\$50@ X 60 teachers (maximum) (for all forms)	3,000	<ul style="list-style-type: none"> Build relationships between students and teachers Motivate students to perform better in classroom participation and academic pursuits
F. 1 – F. 3 students	Subsidy for class activities (\$1,000@ X 15 classes (F.1 – F.3)	15,000	<ul style="list-style-type: none"> Build relationships between students and teachers Strengthen a sense of belonging and enhance class spirit

4. Publication for Careers Education and Life Education (*CE: Career Education; LE: Life Education)

Item	Amount(\$)	CE/LE*	Purpose
a. Designing and Printing of 'On My Way' (F. 1 and F. 2)	1,000	LE	<ul style="list-style-type: none"> Develop life education curriculum to help equip students with management skills, including self-understanding and social competence. Develop life education curriculum to help equip students with emotional and behavioral competence
b. Issue of newsletters (F. 1 – F. 6)	5,000	CE	Help students explore opportunities and understand themselves with provision of updated information concerning further studies and careers

5. External service

Career Education

Item	Amount (\$)	Purpose
Membership fee of HKACMGM	400	Get information and services from HKACMGM
Proofreading self-accounts and OEA for F.6 students	25,000	English teachers of other schools and an alumnus help proofread F.6 students' self-accounts and OEA Marking fee for each student' s self –account: \$120 / copy = ~\$22,000 Marking OEA: \$3,000 / All students' OEA records
Seeking information from organization/websites	1,000	Resources from organizations/websites

6. Enhancement of teachers' skills in Career and life Education

Career Education

Item	Amount (\$)	Purpose
Reference books for careers teachers and subject teachers	2,500	Enrich and enhance teachers' skills in conducting career guidance and implement ISP lessons with substantial teaching reference.
Subsidy on teachers on careers training	10,000	Enrich and enhance teachers' skills in career guidance

V. Monitoring / evaluation

1. Feedback of participants:
 - the response and performance of students in GAPs, CTPs and activities
 - the response of students towards individual and group counseling
2. Teachers' observation on speakers' performance and students' responses in all forms
3. Questionnaires given to participants: Qualitative and quantitative feedback on the life planning and career guidance programmes and activities, with questions designed so as to measure whether the success criteria as stated in the programme plan can be met.

VI. Codes of ledgers (Internal Use)

No.	Area	CE /LE	Code	Details	Budget (\$)
1	Employment of staff	Both	U15-11	Employ one assistant executive officer	217,716.00
		Both	U15-12	Staff MPF Employees' contribution (5% salary)	11,459.00
		Both	U15-13	Staff MPF Employer' s contribution (5% salary)	11,459.00
	Sub-total				240,634
2	Programme / activity	CE	U15-14	ASK Programme (ASK Talks and Careers Day) (F. 2 – F. 6)	1,800
	Programme / activity	CE	U15-15	Mentorship Programme and Job Shadowing Scheme (F. 4 & F. 5)	6,000
	Programme / activity	CE	U15-16	Careers Visit (F. 3)	25,000
	Programme / activity	CE	U15- 17	DSE Mock Result Release / DSE Guidance Talk (F. 5 & F. 6)	3,000
3	Subsidy	CE	U15- 18	Subsidy on Mock Interview Workshop (F.6)	3,000
	Subsidy	CE	U15- 19	Subsidy on participants for career-related visits and programmes (F.4 – F. 6)	5,000
4	Publication	CE	U15- 20	Issue of newsletters (F.1 – F.6)	5,000
5	External Services	CE	U 15-21	Membership fee of HKACMGM	400
	External Services	CE	U15- 22	Proofreading self-accounts and OEA (F.6)	25,000
	External Services	CE	U15 –23	Resources from organization/websites (F.1 – F.6)	1,000
6	Enhancement Programme	CE	U15- 24	Reference books for careers teachers	2,500
	Enhancement Programme	CE	U15- 25	Subsidy on teachers on careers training	10,000
	Sub-total (Career Education)				87,700
7	Programme / activity	LE	U15-31	Leap Programme (F. 2)	10,000
	Programme / activity	LE	U15-32	Workshops or seminars for parents helping children cope with anxiety (F. 1 – F. 4)	6,000
	Programme / activity	LE	U15-33	Workshops or seminars for helping student cope with anxiety (F.1 – F.4)	10,000
8	Subsidy	LE	U15-34	Visits / Programs for enriching student learning (F.3- F.5)	25,000
	Subsidy	LE	U15-35	Subsidy for organizing self-initiated class activities (F. 1 – F. 3)	15,000
	Subsidy	LE	U15-36	Subsidy for teachers (F.1 – F.6)	3,000
9	Publication	LE	U15-37	Designing and printing of the booklet 'On My Way' (F.1 - F.2)	1,000
	Sub-total (Life Education)				70,000
	Total				398,334