

**Work Plan on Life Planning Education and Career Guidance**

**Name of School: Baptist Lui Ming Choi Secondary School**

**School Year: 2014 - 2015**

<b>Category</b>	<b>Details</b>	<b>Sub-total (\$)</b>	<b>Total (\$)</b>
1. Employment of staff	a. Employ one Graduate Mistress (GM) for substituting one class of Career and Life Education mistresses respectively (50% of her annual salary and P-Fund/MPF) b. Employ one Assistant Executive Officer (AEO)		367,385
2. Activities of life and career education	a. Leap Programme (F. 2) b. Career Visit (F.3) c. Programme 'We should have DRIVE.' (F.5) d. Subsidy on Mock Interview Workshop (F.6)	10,000 22,500 15,000 2,000	49,500
3. Subsidy for life education	a. Subsidy for teachers (F.1 – F.6) b. Subsidy for class activity (F. 1 – F. 3) c. Editing and printing of the booklet 'On My Way' (F.1) d. Editing and printing of the booklet 'On My Way' (F.2) e. Subsidy on participants for visits / programmes (cross-border visits, community services and experiential visits) (F.4 – F.6)	3,000 15,000 1,000 1,000 16,000	36,000
4. Enhancement of career education	a. Issue of newsletters (F.1 – F.6) b. Purchase of 'Game of Life' (card game) (F.5) c. Proofreading self-accounts and OEA (F.6) d. Subsidy on participants for career-related visits / programmes (F.4 – F. 6) e. Mentorship Programme and Job Shadowing Scheme (F. 5) (F.5)	4,000 2,700 25,000 10,000 5,000	46,700
<b>Total Amount</b>			<b>499,585</b>

**Work Plan on Life Planning Education and Career Guidance**  
**Baptist Lui Ming Choi Secondary School**  
**School Year: 2014 – 2015**

**1. Objectives**

- a. Our current state:
  - i. 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.
  - ii. 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 careers 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.
  - iii. Both teams conduct life planning and career education through organising General Assembly Periods (GAP) and Class Teacher Periods (CTPs) to fulfil 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 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.
  - iv. Life planning education and career guidance assists students in managing and adapting to the transition from school to work, understanding their career / academic aspirations and developing positive attitude towards work and learning.

b. Our plan

i. Integration of life and career planning curriculum into school curriculum

- 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, develop positive attitude towards work and learning and integrate their career / academic aspirations with whole-person development and life-long learning.
- We have restructured the General Assembly Periods (GAP) and Class Teacher Periods (CTP) by integrating the life and career education curriculum into our school curriculum, with life education and career guidance as the focuses in the junior forms and senior forms respectively. The focuses from Form One to Form Six 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.
- The curriculum targets at meeting groups' developmental needs at different stages of growth with distinctive goals and themes
- The booklet for instilling life education was printed for Form One students in 2013 -14. With the fund, another issue has been printed for Form Two students in 2014 – 15.

ii. Encouraging more students to join and organize various programmes and activities with provision of subsidies

- With the recurrent fund, more subsidies can be allocated to motivate students to organize class activities, through which their sense of belonging and communication skills can be enhanced and improved.
- Form-based activities or group-based activities can be funded to boost students' self-exploration, self-confidence and motivation through joining various life skill and career-related activities.

iii. Helping students to develop their values, knowledge, skills and attitude by organizing activities with the help of NGOs or professional bodies. (See the key activities for students)

iv. More careers and life education teachers can receive professional training in life planning and career guidance in the coming years

## 2. Strategies

### a. Ways to achieve the objectives set

- i. 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 repetitions. At the same time, diversified topics of other themes of other teams and departments are also arranged so as to have a comprehensive and coordinated school curriculum.
- ii. Other resources like alumni and NGOs can provide students with enhanced life-planning and career guidance support. Alumni are good sources of aids. Some who are good at design have been recruited to design the booklet for life education. Some who are good at English have been asked to proofread the self-accounts for F6 students with the payment which comes from the grant.
- iii. With the grant, an additional Assistant Executive Officer has been hired. She can take up the large amount of administrative and clerical work. Also, the teaching load of the team mistresses can be released so that they can step up life education and career guidance through internal and external coordination, individual guidance and planning, and curriculum planning and implementation.
- iv. With the grant, teachers can subsidize students for their commendable behaviour or academic pursuits. Also, there will be subsidies for aiding classes to organise class activities in order to fulfil better classroom management. How to achieve better classroom management is one of the main concerns this year.

### b. Professional development plan

- i. We aim to enrich the contents and expand the scope of their existing level of life education and career guidance by employing external professional bodies like some NGOs to organize 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.
- ii. The grant can initiate a whole-school approach to life education and career guidance, including staff development on life education and career planning and coordination with class teachers. Life planning facilitates personal growth and positive attitude while career guidance can help students develop career knowledge, skills and attitude through planned programmes. These two teams work hand in hand, aiming to contribute to the whole-person development and life-long learning of students.

c. Key activities for students

- i. As for F. 2 students, there is 'Leap Programme' organised by police volunteers for participants to enhance self-confidence and self-discipline.
- ii. F. 5 students will attend a course organized by the NGO, probably 'Breakthrough' in order to enhance their motivation.
- iii. F. 3 students need to do the Holland Test initially and then subsequently visit different workplaces on the basis of their suitability of occupations. This programme is an ideal experiential activity which helps students fulfil 'Self-understanding and Development', 'Career Exploration' and 'Career Planning and Management'.
- iv. F.6 participants can learn interview skills for further studies and enhance their self-understanding.
- v. Subsidies are offered to F.4 – F. 6 students who join various visits / programmes (cross-border visits, community services or experiential visits or career-related activities) for personal development and job exploration.
- vi. Subsidies are granted to the classes (F. 1 – F. 3) for organizing self-initiated class activities in order to strengthen class spirit

### 3. Monitoring / evaluation

- a. Feedback of participants:
  - i. the response and performance of students in GAPs, CTPs and activities
  - ii. the response of students towards individual and group counseling;
- b. Teachers' observation on speakers' performance and students' responses in all forms;  
 Questionnaires given to the 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.

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**Expenses on Life Planning Education and Career Guidance (Total amount: \$499,585)**

**1. Employment of staff (subtotal: \$367,385)**

**Key personnel in life education and career guidance**

<b>Post</b>	<b>Subject</b>	<b>No. of classes</b>	<b>No. of periods / cycle</b>
Careers Mistress	English	10	29
Life Education Mistress	Liberal Studies	6	30

- a. Employ one Graduate Mistress (GM) for substituting 1 class of the Life Education Mistress and 1 class of Careers Mistress: 50% of a teacher's salary

With PGDE + 5 years' experience – Pt 22

$[\$28,315 \text{ Salary} + \$1415.75 \text{ (5\% P-Fund / MPF)}] \times 12 \text{ months} \times 50\% = \$356,769 \times 50\% = \$178,385$

With their teaching load reduced, the Career Mistress and Life Education Mistress can take a holistic approach to life planning education and careers guidance in formulating school-based planning and strategy and act as the school coordinator of guidance services.

- b. Employ one Assistant Executive Officer (AEO) to support administrative and clerical work related to life education and career guidance – assisting in developing curriculum for life education and career guidance, sorting and disseminating information, publishing printing matters as well as handling applications for further studies, scholarships, courses, talks, visits and seminars.

$[\$15,000 + \$750 \text{ (5\% MPF)}] \times 12 \text{ months} = \$189,000$

***Total cost of (a) + (b) = \$367,385***

**2. Activities of life and career education (subtotal: \$49,500)****LE: Life Education****CE: Career Education**

<b>Form</b>	<b>Programme</b>	<b>LE/ CE</b>	<b>Organization / company</b>	<b>Date / Time /venue</b>	<b>Time / Duration</b>	<b>No. of students</b>	<b>Amount (\$)</b>	<b>Purpose</b>
2	Leap Programme	LE	Police volunteers	Oct to April	6 – 8 meetings	30	10,000	Develop students' confidence and build a positive self-image
3	Career Visit 行業體驗遊	CE	Hong Kong Young Women's Christian Association (HKYWCA) 香港基督女青年會	13/4 ; 5 classrooms & 30/6; 3 classrooms	2:00 pm– 5:00pm 8:10 am-3:30pm	~180	22,500	Develop students' values, knowledge, skills and attitude towards work
5	Programme 'We should have Drive.'	LE & CE	Breakthrough 突破	Oct / Jan (GAP)	4 lessons(1 <sup>st</sup> + 2 <sup>nd</sup> lessons) X 2 days	~180	15,000	Enhance students' motivation by finding their self-worth
6	Mock Interview Workshop	CE	The Hong Kong Federation of Youth Groups (HKFYG) 香港青年協會	After school / May 7 or 8 Am	~2 hours X 4 groups	Each group X 4 groups (~14)	A subsidy of \$2,000 for students (1/3 of tuition fees to be subsidized to students)	Learn interview skills for future studies

**3. Subsidy for Life Education (sub-total: \$36,000)**

Item	Amount (\$)	Purpose
a. Subsidy for teachers (\$50@ X 60 teachers (max))	3,000	<ul style="list-style-type: none"> <li>● Build relationships between students and teachers</li> <li>● Motivate students to perform better</li> </ul>
b. Subsidy for class activity (\$1,000@ X 15 classes (F.1 – F.3)	15,000	<ul style="list-style-type: none"> <li>● Build relationships between students and teachers</li> <li>● Strengthen a sense of belonging and enhance class spirit</li> </ul>
c. Editing and Printing of ‘On My Way’ (F. 1 )	1,000	<ul style="list-style-type: none"> <li>● Develop life education curriculum to help equip students with management skills, including self-understanding and social competence.</li> </ul>
d. Editing and Printing of ‘On My Way’ (F. 2 )	1,000	<ul style="list-style-type: none"> <li>● Develop life education curriculum to help equip students with emotional and behavioral competence</li> </ul>
e. Subsidies are offered to participants from F. 4 to F. 6 who join various visits / programmes (cross-border visits, community services or experiential visits) for personal development	16,000	<ul style="list-style-type: none"> <li>● Finance students’ participation in the activities</li> </ul>

**4. Enhancement of Career Education (sub-total: \$46,700)**

Item	Amount (\$)	Purpose
a. Issue of newsletters	4,000	Help students explore opportunities and understand themselves with provision of updated information concerning further studies and careers
b. Purchase of ‘Game of Life’ (Card Game) for conducting F 5 ISP lesson	2,700	Teach students the importance of life and career planning by asking them to simulate a person’s travel through his or her life, from college to retirement, with work, marriage, and family along the way and learn life.
c. Proofreading self-accounts and OEA for F.6 students	25,000	Alumni and a retired NET help proofread F.6 students’ self-accounts and OEA



d. Subsidies on participants from F. 4 to F. 6 for career-related visits / programmes	10,000	Finance students' participation in the activities
e. Mentorship Programme and Job Shadowing Scheme (F. 5)	5,000	Help students get exposed to different occupations and develop communication and social skills

**Total cost of (1) + (2) + (3) + (4) = \$499,585 (Surplus: \$415)**

**Life Education and Career Guidance Curriculum (F. 1 – F. 6) (2014-2015)**

Form / Focus	CTP		GAP		Others
	LE	CG	LE	CG	
<b>1</b> Self-understanding & social competence	1. On Your Mark 2. On My Way...Be My Support 3. Ways of Making Friends 4. Review and Re-plan 5. Self - Understanding		1. Personal Hygiene Seminar (Girls only, Sex Education) 2. Sexual Curiosity (Sex Education) 3. Sexual Harassment (Sex Education) To Pray and to Love (Sex Education)		1. Familiarization Day (LE) 2. To Pray and to Love (Sex Education) (LE) 3. Say No to Drugs (LE) 4. Discipline Camp
<b>2</b> Emotional & behaviour competence	1. Getting along with Others 2. Time Management 3. Bullying Awareness 4. EQ EQ 5. Sincere before You Start Dating (Sex Education) 6. My Future Career Plan		1. The Influence of Smart Phone on teenagers 2. What is Mental Disorder? 3. Living a Life of Gratitude 4. Feeling of Inferiority & Narcissism		1. To Pray and to Love (Sex Education) (LE) 2. Say No to Drugs (LE) 3. Leap Program(LE) 4. English curriculum (Words of emotions and writing essay 'Choice of careers')(CG)
<b>3</b> Self-efficacy	1. Communication Rock & Roll 2. Looking for Him / Her Everywhere (Sex Education)	1. Human Crossing / Human Scramble 2. Result Releases of Mock Streaming & Study Review	1. Setting off on a Special Day 2. What are Mood Disorders? 3. Sex in Mass Media (Sex Education)	1. Parent Talks on Subject Selection 2. How to Make a Wise Choice in F.4 Subject Selection? 3. Alumni Sharing on F. 4 Streaming 4. Talk on F.4 Promotion 5. Alumni Sharing Knowledge Talk	1. Buddies Program 2. Anti-Sexual Abuse Workshop (Sex Education) (LE) 3. To Pray and to Love (Sex Education) (LE) 4. English curriculum (Module : Busy People and writing essay 'All in a Day's Work') (CG) 5. Chinese Curriculum (The subjects I will choose are ...') 6. Holland Test & Career Visits (CG)

<b>4</b> Moral competence / Values	Be a Responsible Lover (Sex Education)	<ol style="list-style-type: none"> <li>1. OLE</li> <li>2. My Learning Style &amp; Strategies</li> <li>3. Review &amp; Plan: Subject Learning</li> <li>4. Review &amp; plan: Future Studies</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduction to Volunteer Program</li> <li>2. Smart Money Management</li> <li>3. Homosexual Myth (Sex Education)</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Talk: OLE</li> <li>2. Alumni Sharing Knowledge Talk</li> <li>3. University Admission Talk</li> </ol>	<ol style="list-style-type: none"> <li>1. Sex has a Price Tag (Sex Education)</li> <li>2. Interactive Drama – Corruption Prevention</li> <li>3. Volunteer Program</li> </ol>
<b>5</b> Working World	Get Ready for the HKDSE	<ol style="list-style-type: none"> <li>1. Study Review &amp; Goal Setting</li> <li>2. Am I Prepared?</li> <li>3. My Choice &amp; Life Values: Game of Life</li> <li>4. Listen to My Story</li> </ol>	<ol style="list-style-type: none"> <li>1. Love Yourself</li> <li>2. Healthy Love Relationship (Sex Education)</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Talk: Jupas &amp; Multiple Pathways</li> <li>2. Alumni Sharing Knowledge Talk</li> <li>3. University Admission Talk</li> </ol>	<ol style="list-style-type: none"> <li>1. Volunteer Program</li> <li>2. Program: We should have drive</li> <li>3. Mentorship Programme</li> </ol>
<b>6</b> Future Studies	Interview Attire & Etiquette Workshop	My Potential in Studies and Jobs	<ol style="list-style-type: none"> <li>1. Interview Attire &amp; Etiquette Workshop</li> <li>2. Under the Same Roof (Sex Education)</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent Talk: Jupas and Multiple Pathways</li> <li>2. NSS Jupas Application Talk</li> <li>3. Alumni Sharing on University Talk</li> <li>4. Alumni Sharing Knowledge Talk</li> </ol>	<ol style="list-style-type: none"> <li>1. Mock Interview Workshop</li> <li>2. Counseling Services on Self-account &amp; OEA</li> <li>3. Facing HKDSE Challenges (GAP) (Academic Affairs Department)</li> </ol>

CTP: Class Teacher Period

GAP: General Assembly Period

LE: Life Education

CG: Career Guidance

End