

Work Plan on Life Planning Education and Career Guidance
Baptist Lui Ming Choi Secondary School
School Year: 2015 – 2016

I. Summary of Career and Life Grant (CLPG) Budget (2015 – 2016)

2014 – 2015: Closing balance brought down to 15 – 16: \$85,559.44
2015 – 2016: CLP Grant:\$517,260 (GM teacher pt.25) (Annual salary)
Opening Balance: \$602,819.44

*CE: Career Education; LE: Life Education

No.	Area	*CE /LE	Budget (15-16)(\$)
1	Employment of staff	Both	420,000
2	Programme / activity	Both	65,200
3	Subsidy	Both	57,000
4	Publication	Both	7,000
5	External Services	CE	45,400
6	Enhancement Programme	CE	4,000
Total			598,600

Area	*CE /LE	Budget (15-16)(\$)
Employment of staff	Both	420,000
Career Education	CE	108,600
Life Education	LE	70,000
Total		598,600

No.	Area	CE /LE	Details	Budget (\$)
1	Employment of staff	Both	Employ one Graduate Mistress (GM) for substituting one class of the Career and Life Education mistresses (50% of her annual salary) and one assistant executive officer	380,000
		Both	Staff MPF Employees' contribution (5% salary)	20,000
		Both	Staff MPF Employer' s contribution (5% salary)	20,000
	Sub-total			420,000
2	Programme / activity	CE	ASK Programme (ASK Talks and Careers Day) (F. 2 – F. 6)	1,200
	Programme / activity	CE	Mentorship Programme and Job Shadowing Scheme (F. 4 & F. 5)	5,000
	Programme / activity	CE	Careers Visit (F. 3)	25,000
	Programme / activity	CE	DSE Mock Result Release / DSE Guidance Talk (F.5 & F. 6)	10,000
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)	10,000
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)	20,000
6	Enhancement Programme	CE	Reference books for careers teachers	2,000
	Enhancement Programme	CE	Subsidy on teachers on careers training	2,000
	Sub-total (Career Education)			108,600
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)	14,000
8	Subsidy	LE	Visits / Programs for enriching student learning	26,000
	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)	2,000
	Sub-total (Life Education)			70,000
	Total			598,600

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. Life planning education and career guidance 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
 - 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.
 - As one of our major concerns in skill-based teaching and learning for the future in 2015 – 2016 is building a holistic curriculum of career and life planning, we are planning to collaborate with both the Chinese and English Departments.
 - 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.

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. Other resources like alumni can provide students with enhanced life-planning and career guidance support like ASK programmes and careers days.
- f. Former English teachers 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.
- g. 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.
- h. Volunteer or community services will be organized to students in order to boost their civil awareness and render contributions to society.

Career and Life Grant (CLPG) Budget (2015 – 2016)

2014 – 2015: Closing balance brought down to 15 - 16 : \$85,559.44

2015 – 2016: CLP Grant (GM point 25) (annual salary) :\$517,260

Opening balance: \$602,819.44

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 provide comprehensive and extensive life planning education and career guidance programmes in school	The teaching load of the Career Mistress and Life Education Mistress can be reduced by recruiting a GM teacher who can take up their lessons. 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 strategies while acting as the school coordinators of guidance services.	Employ one Graduate Mistress (GM) for substituting 1 class of the Life Education Mistress and 1 class of Careers Mistress: <table border="1" data-bbox="1294 667 2114 1007"> <thead> <tr> <th data-bbox="1294 667 1536 815">Post</th> <th data-bbox="1536 667 1686 815">Subject</th> <th data-bbox="1686 667 1832 815">No. of classes</th> <th data-bbox="1832 667 2114 815">Reduction of teaching periods/cycle</th> </tr> </thead> <tbody> <tr> <td data-bbox="1294 815 1536 914">Careers Mistress</td> <td data-bbox="1536 815 1686 914">English</td> <td data-bbox="1686 815 1832 914">1</td> <td data-bbox="1832 815 2114 914">9</td> </tr> <tr> <td data-bbox="1294 914 1536 1007">Life Education Mistress</td> <td data-bbox="1536 914 1686 1007">Liberal Studies</td> <td data-bbox="1686 914 1832 1007">1</td> <td data-bbox="1832 914 2114 1007">6</td> </tr> </tbody> </table>				Post	Subject	No. of classes	Reduction of teaching periods/cycle	Careers Mistress	English	1	9	Life Education Mistress	Liberal Studies	1	6
Post	Subject	No. of classes	Reduction of teaching periods/cycle														
Careers Mistress	English	1	9														
Life Education Mistress	Liberal Studies	1	6														
- 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.	<table border="1" data-bbox="1294 1058 2152 1358"> <tbody> <tr> <td data-bbox="1294 1058 1995 1114">Staff Net Salary</td> <td data-bbox="1995 1058 2152 1114">\$380,000</td> </tr> <tr> <td data-bbox="1294 1114 1995 1206">Staff MPF Employees' contribution (5% of employees' salary)</td> <td data-bbox="1995 1114 2152 1206">\$20,000</td> </tr> <tr> <td data-bbox="1294 1206 1995 1299">Staff MPF Employer's contribution (5% of employees' salary)</td> <td data-bbox="1995 1206 2152 1299">\$20,000</td> </tr> <tr> <td data-bbox="1294 1299 1995 1358">Total</td> <td data-bbox="1995 1299 2152 1358">\$420,000</td> </tr> </tbody> </table>				Staff Net Salary	\$380,000	Staff MPF Employees' contribution (5% of employees' salary)	\$20,000	Staff MPF Employer's contribution (5% of employees' salary)	\$20,000	Total	\$420,000				
Staff Net Salary	\$380,000																
Staff MPF Employees' contribution (5% of employees' salary)	\$20,000																
Staff MPF Employer's contribution (5% of employees' salary)	\$20,000																
Total	\$420,000																

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 2015-16. 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 22 & Jan 20) (5 classrooms) 29/6 (5 classrooms and hall)	2 CTP periods (8:15 am – 9:15 am) 8:10 am-3:30pm	~180	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. 6	ASK Programme (ASK Talks and Careers Day)	Alumni	Nov 7 (Saturday)	Afternoon ~3:00 – 6:00 pm Hall, 4/F + (3F) classrooms	~ 300	1,200	<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	Tolo-Harbour	Whole year	7:00 pm– 9:30 pm	~ 30	5,000	Help students get exposed to different

	Programme and Job Shadowing Scheme	Rotary Club					occupations while developing communication and social skills
F.5 – F.6	JUPAS Guidance Talk / Mock Result Release	Hok Yau Club / Other	7 May (+ 21 May) 11 July + (12 July)	2 hours 1.5 hours	F.6 and F.5 students F.6 students	10,000	<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 ● Invite the social workers from a NGO to hold mock result release for F. 6 students so that they can prepare well 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	Oct to April	20 meetings	50	26,000	Enrich student learning by serving the community
F.3 – F.5	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 Feb	5 – 6 meetings	12 students' parents	14,000	Supporting parents with children suffering from 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 5 or 6	Each group X 6 groups (~8) ~2 hours X 8 groups	3,000 (1/3 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		10,000	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)	2,000	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	Retired NET / former English teachers help proofread F.6 students' self-accounts and OEA (Mr John Whelpton, Ms Ma Lai Ping and Ms Charmaine Kwok: proofread F. 6 students' self-accounts. Ms Charmaine Kwok: proofread F. 6 OEA) Marking fee for each students' self –account: \$120 / copy (Total no. of ss: 167) = ~\$20,000 Marking OEA: \$3000 / All students' OEA records
Seeking information from organization/websites	20,000	Resources from organizations/websites such as Ming Pao / Others

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

Career Education

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

IV. 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.

The End