

Christian and Missionary Alliance Sun Kei Secondary School
Work Plan on Funding of Life Planning Education and Career Guidance Service
 2014-2015

Objectives	Strategies	Monitoring / Evaluation	Allocation of CLP Grant
1. Promoting the awareness of life planning through career guidance	a. To conduct at least 2 individual student planning (ISP) activities, 2 mock streaming, and the official streaming for S3 students.	Records of work Teachers' observation and students' participation / feedback	1. A total of 6 lessons /cycle will be released for the Careers Master to promote and monitor Career and Life Planning Education. 2. ~68% of the grant for hiring a CM teacher to help in Career and Life Planning Education Team [(\$26,985.00 + MPF 5%) * 12mth = \$340,011.00] 3. ~30% of the grant for hiring a TA to support clerical work of all careers teachers [(\$11,500.00+ MPF 5%) * 12mth = \$144,900.00] 4. ~2% of grants for buying service for miscellaneous like: a. Organizing workplaces / institutions visits in LWLD ¹ b. Career assessment tools (CII) c. Career guidance reference books d. Careers teacher's training e. Careers Resources Centre facilities
	b. To conduct JUPAS talk and to provide choice guidance and application for S6 students.	Records of work	
	c. To conduct at least 1 talk on the introduction and applications of non-JUPAS programs for S6 students; to help students to apply for local / overseas tertiary institutes including liaison and preparation of necessary documents.	Records of work	
	d. To conduct "Career Interest Inventory" assessment with S6 students; to provide professional trainings to class teachers to implement the assessment; to organise and conduct individual guidance sessions for at least 50 selected S6 students by the Careers Master.	Teachers' observation and students' feedback	
	e. To train at least 10 senior form students to implement career development activities by joining the QEF project "Peer Career Development Counselling Scheme".	Records of work Teachers' observation and students' participation / feedback	

¹ Life Wide Learning Day

2. Promoting the awareness of life planning through career exploration	a. To design and conduct at least 2 activities about career and life planning education for S1, S2, S4 and S5 in class teacher periods.	Teachers' observation and students' participation / feedback	
	b. To organise S5 workplace / university visits in Life Wide Learning Day.	Teachers' observation and students' feedback	
	c. To organise JUPAS and non-JUPAS sharing session for S6 students by alumni; to publish an electronic Careers newsletter after the sharing session.	Teachers' observation and students' feedback	
	d. To organise at least 3 sharing sessions by alumni in lunch-time / after school to share experience in their studies or professions.	Teachers' observation and students' participation / feedback	
	e. To nominate students to apply for career-related activities organised by external organizations	Records of work	
3. Disseminating latest information to students, parents and teachers	a. To share latest information about further studies opportunities, JUPAS application/ non-JUPAS application updates, news articles and activities related to career planning in intranet system, eClass, and facebook page.	students' participation / feedback	
	b. To organise parents' night for S3 and S6 parents respectively.	Records of work	
	c. To set up Careers Resource Centre to organise relevant resources and allow student access.	Records of work	