

**Tsuen Wan Public Ho Chuen Yiu Memorial College**

**2016 – 2017**

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

<b>Objectives</b>	<b>Strategies</b>	<b>Monitoring / Evaluation</b>	<b>Allocation of the CLP Grant</b>
To relieve the administrative workload of teachers for stepping up career guidance through internal and external coordination, individual guidance and planning, and curriculum planning and implementation	Employing 1 teaching assistant	Collecting feedback – teachers respond that their workloads on administrative duties can be reduced.	For employment of 1 teaching assistant - salary and MPF \$160,000
To relieve the teaching workload of career mistress for stepping up career guidance through internal and external coordination, individual guidance and planning, and curriculum planning and implementation	Employing 0.5 teacher	Collecting feedback – Career Mistress responds that her workloads on teaching can be reduced.	For employment of 0.5 teacher - salary and MPF \$220,000
To organize programmes related to life planning education and career guidance for all levels	Outsourcing career and life planning programmes	Checking questionnaires - students give positive feedback.	For school-based programmes \$135,000
To support students to participate in career exploration that facilitate personal growth and their understanding of various occupations / professions	Financing needy students' participation in careers exploration	Checking the record – students complete the related activities	For subsidies \$60,000
To help F.3 and F.5 students to have a better understanding of themselves before making subject / JUPAS choices	Conducting career interest assessments with follow-up guidance and counseling	Checking questionnaires - students give positive feedback.	For online programmes \$5,000
To promote career and life planning education among different stakeholders like teachers and parents	Outsourcing career and life planning programmes	Checking questionnaires – stakeholders give positive feedback.	For school-based programmes \$50,000