

**Sing Yin Secondary School**  
**Plan for the Use of CLP 2014-2015**

**Introduction**

Career development is an integral part of an individual's life experience. Career planning and life planning are intertwined. A more systematic mindset for life planning in school instead of a piecemeal approach to career education is necessary. In the three years' development plan (2012- 2015) of our school, our major concerns are on strengthening students' ability to plan. This includes the planning of their lives. Therefore, Career and Life Planning is one of the major concerns of the school. The plan will be conducted in a holistic, whole-school approach. The class teachers, guidance committee, Life Planning and Career Department, Alumni association, parents will all be involved in the programme.

**Programmes**

All the programmes are focussed on three different aims:

- (a) Self-understanding Development
- (b) Career Exploration
- (c) Career Planning and management

The aims will be conducted through four levels of programmes:

- (a) Career-related learning in the classrooms
- (b) Career-related learning beyond the classroom
- (c) Career-related learning in mediated real-life experience
- (d) Real work experience

**Implementation Plan**

Career and Life Planning grant is a recurrent grant starting from 2014-2015. It is a grant outside the EOEBG and the amount is around \$500,000 (mid-point salary of the Graduate Master pay scale).

The aim of the grant is to enhance the capacity of schools and their responsible team – to have a paradigm shift.

The following plans will be worked out in this school year:

1. To put "implementing Careers and Life Planning Education" as one of our major concerns in the School Year 2014-2015
2. To employ 1 contract teacher to reduce the teaching load of the Careers Mistress
3. In order to help teachers and students to have a clearer and more focus objective in career and life planning, the Careers Department is renamed to Careers and Life Planning Department.

4. We plan, organise, implement and evaluate the related programmes through self-evaluation team and others. The plans will be uploaded on school website by December. The implementation progress and evaluation reports will be uploaded at the end of school year.
5. To buy books and other references for teachers and students
6. To support needy students e.g. SEN, gifted in school-based career guidance service.
7. At least 2 career teachers will take the training courses organised by the EDB in the next 3 years.
8. We try to spend all of grant, if possible. However, there can be a 20% retention of the annual provision and carried forward for use in the next school year.

### **Details of the Plan**

#### **1. Class periods**

The guidance committee will organise 4 class periods to teach self understanding and development. The objectives are to help students to understand their interests, abilities and career inclinations. The periods also help students to develop life planning skills including goal setting, problem solving, reflective thinking and personal planning. The class teachers will be briefed to lead discussion in the class periods.

#### **2. F.1 Self-exploration programme**

The self-exploration programme for F.1 students will be held to let them know more about themselves.

#### **3. Career-related learning in the classrooms**

Teachers are requested to teach some career-related knowledge or skills through teaching and learning.

#### **4. F3 GAP**

We incorporate the goal setting, training on problem solving skill and rational thinking skill in our syllabus in F.3 GAP lessons.

#### **5. Careers Exhibition**

Students will be led to Career Expo every year.

Exhibition on 2-3 selected careers will be conducted in the school campus.

## 6. Careers counselling

Regular career guidance and counselling will be held during lunchtime or after school to help students in career exploration. The teachers I/C will help to provide learning and career-related information and career guidance.

Individual/group counselling on JUPAS will be held in November for F.6 students. Individual counselling will be held regularly all year round for all students. Counselling for F.6 students after the release of DSE results will be held.

## 7. Talks for parents

A talk will be conducted to deliver the information of tertiary programmes.

A talk will be conducted for F.3 parents in the F.3 Parents Day to deliver messages on educational choices.

## 8. Talks for students

- JUPAS talk for F.5 and F.6 students in October
- Talk on degree courses and sub-degree courses by old boys in October
- Some tertiary institutions will be invited to give talks to our F.3 and F.4 students to inspire them to make appropriate careers choices.
- Talk on NSS curriculum for F.3 students to help them make educational choices.
- Careers Talk on careers planning for F.6

## 9. Visits

- Visits to tertiary institutions
- Visits to Workplaces

## 10. Workshop

A workshop on the preparation for the release of HKDSE results will be conducted for F.6 and their parents in July.

A workshop on interview training for F.5 students will be held.

## 11. Careers Quiz

The careers quiz will be done formally to arouse careers awareness and stimulate students' interests in careers.

## 12. F.5 Leadership Training Programme

The leadership of all F.5 students will be trained in the F.5 leadership camp to develop their organization skills and further help students to reflect their strengths and weaknesses.

## 13. Internship programme

Some alumni will be asked to provide chance for a simplified internship programme. Some interested students can join the internship programmes in the summer vacation or others. This is to provide students' career exposure.

## 14. Setting up Lunar New Year Stall

The activity helps to enable students to be involved in a mediated real-life experience in running real business.

### **Evaluation methods**

- By observation, questionnaires and interviews

### **Budget**

Total Income: CLP Grant	<b><u>\$500,000.00</u></b>
Expenditure:	
1. Employing a Contract GM	\$451,500.00
2. Implementing school-based programmes	\$14,800.00
3. Joining in other special programmes organised by Outside organisations	\$30,000.00
Total expenditure	<b><u>\$496,300.00</u></b>
<b>Surplus</b>	<b><u>\$3,700.00</u></b>