

**Sing Yin Secondary School**  
**Plan for the Use of CLP Grant 2018-2019**

**Introduction**

Career development is an integral part of an individual's life experience. To carry out careers and life planning education, Sing Yin adopts a whole school approach which involves the Careers and Life Planning Department, Guidance Department, Class teachers, Subject teachers and Alumni Association.

**Programmes**

All the programmes are focused on three different aims:

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

The aims will be achieved 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 \$600,000.00. The aim of the grant is to enhance the capacity of schools and the Careers and Life Plan Department to have a paradigm shift.

The following plan will be worked out in the school year 2018-19:

- To employ 1 contract GM teacher and 1 full-time teaching assistant to relieve teachers' workload.

**Details of the Plan**

1. Self-exploration programme

The self-exploration programme will be held for F1 and F2 students to let them know more about themselves.

2. Career-related learning in the classrooms

Subject teachers will talk about the career prospects, development and professional qualifications of their subjects.

Interview skills will be covered in Moral and Civic Education lessons in Form 5 or 6.

3. Study Skill and Thinking Skill Courses for Form3

We incorporate the goal setting, training on problem solving skill and rational thinking skills in our Form 3 and Form 4 curricula.

4. 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 counselling will be given to Form 3 students who needed additional guidance on their educational planning after Form 3.

Individual/group counselling for Form 6 students will be held in November on JUPAS programme choices and in July on reprioritization of JUPAS choices after the release of the HKDSE results.

5. Talks for students

JUPAS talk will be held for all Form 5 and 6 students in October.

Talk on degree courses and sub-degree courses by old boys will be arranged.

Some tertiary institutions will be invited to give talks to our Form 4 to Form 6 students to inspire them to make appropriate careers choices.

Talk on NSS curriculum for Form 3 students will be held to help them make educational choices.

Career Talks delivered by our Alumni will be held for Form 4 to Form 6 students.

6. Talks for parents

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

A talk will be conducted for F3 parents in the F3 Parents Day to deliver messages on educational choices.

7. Visits

Visits to workplaces will be arranged in the post-exam period.

8. Careers Quiz

A careers quiz will be held to arouse careers awareness and stimulate students' interests in careers.

9. Form 5 Leadership Training Programmes

The Form 5 leadership camp will be held in August to help students develop their leadership, communication and organization skills.

10. Programmes enhancing career-related experience

Students will be nominated to join job shadowing and summer internship schemes to enhance students' career exposure.

11. Setting up Lunar New Year Stall

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

### **Evaluation methods**

1. Record of lessons substituted by the Teaching Assistant to relieve teachers for other works, record of clerical work done by Teaching Assistant which reflects on the lessening of clerical duties, record of teacher support work done by Teaching Assistant, including oral practices and record of average teaching load for teachers were used to reflect the effectiveness of the plan.
2. Oral feedback from teaching and non-teaching staff was collected to evaluate the effectiveness of the plan.

### **Budget**

**Total Income** **\$600,000.00**

Expenditure:

1. A Contract GM (including Provident Fund) **\$508,920.00**

2. A Full-time Teaching Assistant (including MPF) **\$168,000.00**

**Total Expenditure** **\$676,920.00**

**Surplus (Deficit)** **(\$76,920.00)**

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Wong Chi Keung

Principal

11<sup>th</sup> June 2018