

Cheung Chuk Shan College
2018-2019

Work Plan on Life Planning Education and Career Guidance Service

Objectives		Strategies	Monitoring/Evaluation	Allocation of the CLP Grant
1	To assist Careers Master in planning, implementing and coordinating the tasks of career and life planning education in the school	To recruit a teacher and an administrative assistant for the Careers Team	Completion of tasks assigned	\$529,000
2	To guide S3 students to make a right decision in elective subjects selection by matching their personal learning style	To carry out related workshop and reflection activities	<u>Students</u> : Complete an evaluation form	\$6,000
3	To guide S4 students to set a personal study plan for the public examination	To carry out related workshop and reflection activities	<u>Students</u> : Complete an evaluation form	\$34,500
4	To guide S5 students to make a right decision in university application	To carry out a personal statement writing workshop	<u>Students</u> : Complete an evaluation form	\$27,600
5	To guide S5 students to prepare for their self-account writing	To carry out a personal statement writing workshop	<u>Students</u> : Complete an evaluation form	\$10,000
6	To enhance S6 students' interview and communication skills	To carry out an interview skills workshop	<u>Students</u> : Complete an evaluation form	\$20,000
7	To guide the students with low motivation in study	To carry out group counselling workshops	<u>Counsellor</u> : Submit a report of the progress of the participants <u>Students</u> : Complete an evaluation form	\$40,000
8	To enhance senior form students to get more knowledge in different field of profession.	To carry out workplace visits	<u>Students</u> : Complete an evaluation form	\$5,000

9	To enhance the understanding of careers and life planning of the students	To purchase reference books of careers and life planning	<u>Librarian</u> : Count the lending rate of the books concerned <u>Students</u> : Submit book reports	\$3,000
10	To equip parents to play an active role in guiding their children in life planning	To carry out parental education workshop	<u>Parents</u> : Complete and evaluation form	\$2,000
11	To disseminate the information of careers and life planning education to students	To decorate the Careers Team's notice board	<u>Careers Master</u> : Observe the usage of the board	\$500
12		To carry out careers ambassador training programmes	<u>Careers Master</u> : Observe the performance of the Careers Ambassadors <u>Careers Ambassadors</u> : <u>Complete an evaluation form</u>	\$9,000