

**Cheung Chuk Shan College**  
**2017-2018**

**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	\$436,478
2	To guide S1 students to understand one-self and the impact of external influences	To carry out related activities in the Form Teacher Periods	<u>Students</u> : Complete an action plan and an evaluation form <u>Form Teachers</u> : Complete a feedback survey	\$22,500
3	To guide S2 students to investigate opportunities in and constraints on learning and work	To carry out related activities in the Form Teacher Periods	<u>Students</u> : Complete an action plan and an evaluation form <u>Form Teachers</u> : Complete a feedback survey	\$18,000
4	To guide S3 students to make a right decision in elective subjects selection by matching their personal learning style	To carry out related activities in the Post-exam Period	<u>Students</u> : Complete an evaluation form	\$6,000
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	\$16,800
6	To enhance S6 students' interview and communication skills	To carry out an interview skills workshop	<u>Students</u> : Complete an evaluation form	\$14,000
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 organize careers books quiz	<u>Librarian</u> : Evaluate the performance of the students <u>Students</u> : Submit the quiz	\$1,200
11	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
12	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