

2 Work Plan on Life Planning Education and Career Guidance Service

Name of school: True Light Middle School of Hong Kong

School Year: 2019-2020

Remaining Grant from 2018-2019: \$0.00

Career and Life Planning (CLP) Grant: \$ 609, 900

Major purpose of the grant: empower and enhance the capacity of the teaching team for life planning education.

Remainder of the grant: to enrich relevant school-based service for students by providing career-related learning beyond the classroom.

Objectives:	Strategies:	Monitoring/Evaluation :	Allocation of the CLP Grant:	Estimated Amount
To relieve teaching workload of career teachers	- Recruit a teacher	Total number of teaching periods of teachers in careers team	For employment of a teaching staff	\$ 538,540
- To provide whole school career-related activities - To relieve administration workload of career teachers	- Organize lunch time activities, Careers Week, etc - Open Careers Room regularly for book borrowing and other activities especially for junior forms - Organize visits to workplaces and job experiences for students - Disseminate updated news and promote activities from tertiary institutions, help students apply - Manage students records of OLE and SLP - Handle students' documents applications for overseas or local studies - Keep records of different statistics and stock of career room's booklets	- Careers Mistress monitors the performance of assistant - Feedback from Junior form - Number of students who applied the activities of tertiary institutions and work experiences	For employment of a Life Planning Education Assistant	\$ 191,520

Deficit: (\$120,160)