

The Y.W.C.A. Hioe Tjo Yoeng College
Annual School Plan (2017 – 2018) - Appendix
Plan on the use of Career & Life Planning Grant (CLPG)

Objectives:

The use of the Career & Life Planning Grant (CLPG) is to secure resources (manpower and finance) to enhance the school capacity for career guidance and life-planning work. Overview of this aspect:

- (1) Task force: Further Education & Career Guidance Committee (FEC): 5 Teachers, 1 Teaching Assistant
- (2) Enrichment of the NSS curriculum in terms of orientating students towards further education and career aspirations, and supporting them in related planning.
- (3) Strategic measures in the respect of further education options and careers aspirations for individual students as one way to address learners' diversity.

Areas	Implementation	Benefits Anticipated	Schedule	Evaluation	Estimated expenditure	Person-in-charge
Strengthening the capacity of FEC Committee	To employ 1 Contract Teacher to support the implementation of CLP programmes	<ol style="list-style-type: none"> 1. One more teacher to share the workload of FEC members. 2. Allow FEC Chairperson to have more room to develop a systematic CLP framework and related programmes for S.1-S.6 students 	Sept. 1 onward, to be continued upon evaluation.	<ol style="list-style-type: none"> 1. Successful arrangement of planned programmes 2. Arrangement of form level CLP activities 3. Maintenance of FEC corner and website to provide information for students 	Teacher salary: (yearly salary + MPF) = HK\$370,314.00	Ms. Lau SW (Careers Mistress, FEC Committee)
	To employ 1 Teaching Assistant to support the clerical work of FEC	<ol style="list-style-type: none"> 1. allow more manpower resources to handle clerical formalities 2. Provide manpower support to data entry, data analysis, etc. 	Sept. 1 onward, to be continued upon evaluation.	<ol style="list-style-type: none"> 1. Clerical and technical support available for CLP activities 2. Support to the annual JUPAS exercise and the follow-up data analysis 	TA salary: (yearly salary + MPF) = HK\$180,684.00	Ms. Lau SW (Careers Mistress, FEC Committee)
CLP Programmes	Programmes and Resources	<ol style="list-style-type: none"> 1. More materials for students to use in working on career mapping and life planning. 2. Services to address individual needs in life planning 	Sept. 1 onward, to be continued upon evaluation.	<ol style="list-style-type: none"> 1. Students' attendance 2. Students' evaluation and feedback 3. Teachers' observation 	Overall estimate: HK\$35,000	Ms. Lau SW (Careers Mistress, FEC Committee)

Estimated Income of CLPG – HK\$557,805.00 (3% increase from 2016-2017)

Estimated Expenditure: salaries of 1 Contract Teacher + 1 Teaching Assistant + costs of career guidance & life planning programmes or materials

= HK\$370,314.00 + HK\$180,684.00 + HK\$35,000 = HK\$585,998.00

(Deficit of HK\$28,193.00 to be debited to Teachers Relief Grant and school fund account)

Finalized by Chan Wing Kit, Principal