

Shatin Tsung Tsin Secondary School

Action Plan on Career Planning with the Career Life Planning (CLP) Grant 2015/16

Objectives	Strategies	Monitoring/Evaluation	Allocation of CLP Grant#
<p>1. To implement career education to all students</p>	<ul style="list-style-type: none"> ● The career education curriculum is revamped to cater for different developmental stages of students. ● S2 and S6 career planning booklets are published for students to record their learning process and career plans. ● Career corner in the library is expanded by providing new reference materials related to career education curriculum. 	<p>Teachers' observation / students' feedback</p>	<ul style="list-style-type: none"> ● Lessons of Career Mistress and Career Teacher A are shared by Career Teacher B. ● Lessons of three teachers are released as follows to revamp the career education curriculum and oversee the implementation of relevant programmes. <ul style="list-style-type: none"> Career Mistress -5 lessons* Career Teacher A -8-9 lessons* Career Teacher B -2-3 lessons* * per cycle ● Books are purchased.
<p>2. To enable students to explore and manage their career goals and plans through joining activities organized by external organizations or volunteered by alumni</p>	<ul style="list-style-type: none"> ● Career-related activities organized by external organizations are publicized through weekly issued CGC News and the school website. ● Projects, such as aptitude test and 	<p>Teachers' observation / students' feedback</p>	<ul style="list-style-type: none"> ● An Administrative Assistant (AA) is recruited to carry out the relevant administrative duties.

	mentorship programmes, are organized.		
3. To provide students with guidance and consultation on career goals and plans	<ul style="list-style-type: none"> ● All S5 students are allocated to small groups according to their career interests. Career teachers identify students' career development problems through discussion. Elementary advice on students' career goal /plan is provided. ● S5 and S6 class teachers arrange individual guidance sessions for all students so as to review (S5) and consolidate (S6) their individual career goal and plan. ● Career teachers form guidance groups to take care of students who have shown their intention to study abroad. 	Teachers' observation / students' feedback	<ul style="list-style-type: none"> ● Lessons of class teachers are released to organize guidance sessions 12 class teachers @-1.5 lessons* (S5 and S6) * per cycle ● The number of career teachers: 6

#Remarks:

Items	Allocation of CLP Grants
Employment of staff (reduction of teaching and administrative workload so as to implement the action plan of career planning)	96%
Miscellaneous items such as <ul style="list-style-type: none">● books in library● learning materials for students● reference materials for teachers● subsidies for students with economic difficulties in joining programmes	4%