

Careers and Life Planning Programme – School Plan & Budget for 2015 – 16

Introduction

The 2014 Policy address allocated to every local school an recurrent annual grant to enhance provision of Careers and Life Planning education. The amount of the grant is linked to the midpoint of a GM teacher's salary. The value of the grant is \$541560 (MPS point 26 at 2015 values). The grant has to be spent according to the EDB's criteria.

CSS already has a framework for students' guidance & achievement (G&A), which is overseen by a Vice Principal. Under this framework, there is a G&A team, consisting of a number of key staff, including a Careers & Higher Education counsellor, Head of Upper School, Head of Middle School & their deputies. CSS will deploy the CLP grant 2014 – 15 to enhance the work of the existing G&A team.

Plan for 2015 – 16

1. Promote an existing teacher to a newly created position of responsibility, with the title of Career & Life Planning Coordinator.
2. Continue to employ two staff members:
 - a. Administrative Assistant for CLP Programme – to coordinate a Form 4 World of Work experience programme under the supervision of the Head of Middle School, the CLP Coordinator and the Vice Principal, and to give support to the administration of the whole CLP programme.
 - b. Administrative Assistant for Careers – to provide administrative support to the Careers & Higher Education counsellor, particularly with regards to applications to tertiary education institutions.
3. Enhance current resources available to students for Careers Guidance, including specialized software and publications.
4. Provide professional development support for key staff – including attending workshops and conferences organized by appropriate bodies in Hong Kong and overseas.

Budget

Income

EDB grant, linked to mid point of GM teacher's salary
(Point 26, MPS 2015)

541560

Expenditure

Teacher i/c Careers & Life Planning Programme (salary upgrade for promoted teacher)	101640
Admin Assistant - CLP Programme (from Sept 2015)	248220
Admin Assistant – Careers (from Sept 2015)	182700
careers resources (software, guest speakers)	9000
training courses/workshops/conferences for staff (met by school's own staff PD budget)	0
Total	541560