

Careers and Life Planning Programme – School Plan & Budget for 2014 – 15 (updated Feb 2015)

Introduction

The 2014 Policy address has 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 first grant, available from September 2014 is \$494340 (MPS point 26 at 2013 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 2014 – 15

1. Employ two new 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 & Vice Principal, and to give support to the Vice Principal over 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.
2. Enhance current resources available to students for Careers Guidance, including specialized software and invited speakers.
3. 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 2013)

494340

Expenditure

Admin Assistant - CLP Programme (from Sept14)	224700
Admin Assistant – Careers (from Dec 2014)	132300
careers resources (software, guest speakers)	80000
training courses/workshops/conferences for staff	57340
Total	494340