

The Y.W.C.A. Hioe Tjo Yoeng College
Report on the use of Career & Life Planning Grant (CLPG) 2016-2017

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.

Planning:

Areas	Implement- tation	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\$369,826.00	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\$171,814.00	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\$30,000	Ms. Lau SW (Careers Mistress, FEC Committee)

Estimated Income of CLPG – HK\$568,638.00 (5% increase from 2015-2016)

Estimated Expenditure: salaries of 1 Contract Teacher + 1 Teaching Assistant + costs of career guidance & life planning programmes or materials
 = HK\$369,826.00 + HK\$171,814.00 + HK\$30,000 = HK\$571,640.00

(Deficit of HK\$3,002.00 to be debited to Teachers Relief Grant and school fund account)

Actual Income / Expenditure Balance of CLPG (HK\$):

Items	Description	Amount (HK\$)	Remarks
Revenue	1. Surplus of 2015-2016	0.00	
	2. EDB Grant for 2016-2017	566,880.00	
Total Income		566,880.00	
Expenditure			
Salary: 1 Contract Teacher & 1 Teaching Assistant	(Monthly Salary + MPF) X 12 months	561,788.00	
Services for S.3 students	“Career Search” activity for S.3 whole form – activity fee	20,800.00	
	“Career Search” miscellaneous	100.00	
Total Expenditure		582,688.00	
Balance	Deficit	(15,808.00)	Deficit to EOEBG

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