

**Tsuen Wan Government Secondary School**  
**Proposed Plan for use of Transitional Career and Life Planning Grant (2017/18)**

Task	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Resources required	Success criteria/ outcomes	Evaluation methods	Staff i/c
Planning and organizing career and life planning programmes	<ol style="list-style-type: none"> <li>1. To relieve careers teachers' workload on non-teaching duties so that they can concentrate on planning and conducting effective career and life planning programmes as well as empowering and enhancing the capacity of the teaching team for life planning education.</li> <li>2. To provide support to teachers in career and life planning programmes.</li> </ol>	To employ 0.5 full-time Teaching Assistant (Diploma Level) to <ul style="list-style-type: none"> <li>• assist in organizing career and life planning programmes for students</li> <li>• assist in clerical work related to career and life planning education</li> <li>• go on outings with students for career-related experiences</li> </ul>	September 2017 to August 2018	Total salary of 0.5 Teaching Assistant (Diploma Level) (incl. 5% MPF and 5% projected salary increase) for 12 months: $\$15,100 \times 1.05 \times 1.05 \times 12 \times 0.5 = \$99,887$	Teachers responsible for career and life planning education find that they can provide career and life planning programmes for students of all forms with the help of the teaching assistant.	<ol style="list-style-type: none"> <li>1. Opinion survey of teachers responsible for career and life planning education.</li> <li>2. Scrutinize the records of career and life planning programmes.</li> </ol>	PO Tsz-yan
<b>Total resource required = \$99,887</b>							