

**Use of  
Career and Life Planning (CLP) Grant  
2017 / 2018**

**Programme Plan**

**on**

**Employment of an additional teacher and a teaching assistant**

**Queen Elizabeth School**

**Programme under  
Career and Life Planning Grant (CLPG)**

**2017 / 2018**

<b>Programme</b>	<b>Budget</b>	<b>Target Group</b>	<b>Time Scale</b>
1. Employment of an additional teacher	\$ 447,360 (including MPF)	Careers & Life Planning Education Committee	Whole School Year
2. Employment of a teaching assistant	\$ 190,260 (including MPF)	English Department	Whole School Year

**Total: \$ 637,620**

Forecast allocation of **CLPG** for school year 2017/18 \$ 566,880

Top up by **OEP** \$ 70,740

Forecast **Funds available** for school year 2017/18 \$ 637,620

**Programme Plan under Career and Life Planning Grant (2017/2018)**

School : Queen Elizabeth School

Committee: Careers & Life Planning Education Committee

Time Scale	Strategies/ Tasks	Objectives	Procedures	Success Criteria	Evaluation Method	People responsible	Resources required
Sept. 2017 to Aug. 2018	To employ a temporary graduate teacher	To relieve part of the teaching workload of career teachers for stepping up career guidance through internal & external coordination, individual guidance and planning, curriculum planning and implementation; and continuous professional development of career teachers.	<ol style="list-style-type: none"> <li>Employ a graduate teacher.</li> <li>The related subject i/c would be his/her mentor.</li> </ol>	<ul style="list-style-type: none"> <li>Teaching load is being reduced for the core career teachers who are responsible for the Career and Life Planning Education.</li> <li>New initiatives regarding Life Planning Education such as individual counseling and consultation, Thursday Life Planning sessions, after school counseling are successfully implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Observe the response of students in various careers programmes.</li> <li>Obtain feedback of parents in the parents' supporting programmes.</li> </ul>	AP i/c	Monthly Salary: \$35,780 & Monthly MPF: \$1,500  Annual Salary = (\$35,780 + \$1,500) x 12 = \$447,360
Sept. 2017 to Aug. 2018	To employ a teaching assistant (English)	To assist in implementing enrichment programmes on extensive reading/oral practices and to help in language proficiency promotion activities	<ol style="list-style-type: none"> <li>To assist teachers in implementing the planned programmes</li> <li>To give support to teachers in handling the work involved in preparing for the learning and teaching materials</li> <li>To reduce the workload of teachers</li> </ol>	Successful if: <ul style="list-style-type: none"> <li>More students take part in reading and oral activities.</li> <li>75% of teachers agree that the TA can provide support for preparing learning &amp; teaching materials.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of students' performance in oral practices, presentation skills and development of reading habits</li> <li>Feedback from teachers</li> </ul>	HOD and Junior Form Coordinator	Monthly Salary: \$15,100 & Monthly MPF: \$755  Annual Salary = (\$15,100 + \$755) x 12 = \$190,260