

九龍華仁書院

中國香港特別行政區  
九龍窩打老道 56 號  
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WAH YAN COLLEGE, KOWLOON

56 Waterloo Road, Kowloon,  
Hong Kong S. A. R., CHINA  
傳真 Facsimile: (852) 2770 5095

A Jesuit Secondary School

15<sup>th</sup> April 2013

Dear Alumnus,

**Career-related Experiences: Non-paid job shadowing/attachment positions**

The “Other Learning Experiences” (OLE) is an essential component in the New Senior Secondary (NSS) curriculum and Career-related Experiences is one area of the OLE. “Career-related Experiences” encompasses a broad range of serial programmes / activities organised by school which aim at helping the students obtain up-to-date knowledge about the world of work. It is believed that, through joining these career-related activities, students would be able to widen their perspectives, enhance their understanding on employability and work ethics, and reflect on their career aspirations and development.

The Career-related learning activities will be arranged in the coming summer vacation and you can support our work by offering job shadowing opportunities (a work experience option where students learn about a job by walking through the work day as a shadow to a competent worker) and/or non-paid job attachment positions. We are strongly convinced that, under your guidance, our students will be able to gain an insight into the mental and physical rigours of work. The awareness of these requirements at workplaces will undoubtedly help our students identify their interests, strengths and weaknesses and come up with a better decision with regard to the choice of academic programmes and occupations in future.

You can be our partners in the provision of the Career-related learning experiences to help our students broaden their horizons. If you are interested in offering job shadowing opportunities and job attachment positions or arranging other types of Career-related learning activities, please kindly complete the form attached and return it to us by 24<sup>th</sup> May 2013. Should there be any query, please do not hesitate to contact Mr. K. K. Lee at [kklee@wyk.edu.hk](mailto:kklee@wyk.edu.hk). Thanks very much for your kind attention.

Yours sincerely,

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John K. Tan (Dr.)  
Principal

**Summer Job Shadowing / Attachment Programme 2013 Reply Form**

(Please kindly return this form by fax: 2770 5095 Attn: K.K. Lee or by email: [kklee@wyk.edu.hk](mailto:kklee@wyk.edu.hk) no later than 24 May 2013.)

Name of Alumnus: \_\_\_\_\_

Year of Graduation (Form 5): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Contact Person \_\_\_\_\_

(if not the alumnus himself) Phone no.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Career-related experiences offered:

Job shadowing:  
(1) Date(s) available: \_\_\_\_\_  
(2) Length of each session (hours): \_\_\_\_\_  
(3) Maximum number of students admitted per session: \_\_\_\_\_

Non-paid job attachment:  
(1) Date(s) available: \_\_\_\_\_  
(2) Length of each attachment period (days): \_\_\_\_\_  
(3) Maximum number of students admitted per period: \_\_\_\_\_  
(4) Brief job description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Others (e.g., workplace observation, careers talks, etc., please specify):  
(1) Date(s) available: \_\_\_\_\_  
(2) Length of each session (hours): \_\_\_\_\_  
(3) Maximum number of students admitted per session: \_\_\_\_\_