

九龍華仁書院

中國香港特別行政區

九龍窩打老道 56 號

電話 Telephone: (852) 2384 1038



WAH YAN COLLEGE, KOWLOON

56 Waterloo Road, Kowloon,

Hong Kong S. A. R., CHINA

傳真 Facsimile: (852) 2770 5095

A Jesuit Secondary School

17th April, 2015

Dear Alumnus,

Career-related Experiences: Unpaid Job Shadowing/Attachment Positions

“Other Learning Experiences” (OLE) are an essential component of the New Senior Secondary (NSS) curriculum and “Career-related Experiences” are one particular area of the OLE. “Career-related Experiences” encompass a broad range of serial programmes / activities which aim at helping the students to 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 of employability and work ethic, 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 us 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 unpaid 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 15th May, 2015. Should there be any query, please do not hesitate to contact Mr. K. K. Lee at kklee@wyk.edu.hk.

Thank you for your kind attention.

Yours sincerely,

Chung Wai Leung Warren
Principal



Summer Work Experience Programme 2015 Reply Form

(Please kindly return this form by fax: 2770 5095 Attn: K.K. Lee or by email: kklee@wyk.edu.hk no later than 15 May 2015, Friday)

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: _____

- Unpaid 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: _____