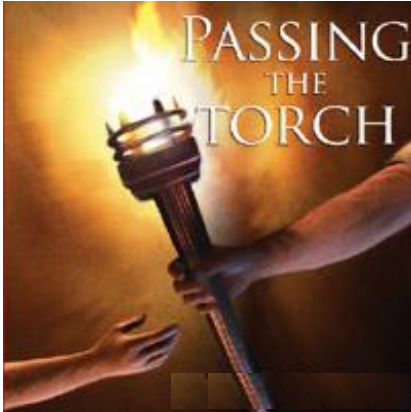




## The Torch Must Be Passed



86 years of academic excellence, nurturing thousands of renowned alumni from all walks of life. It's time to gather all Kingsians together for a demonstration of our unity that the society has yet to see. Kingsians of the existing generation is eager and passionate to experience the real work life of their renowned alumni. Join the **JOB SHADOW PROGRAMME** and pass the torch to the new generation! This programme promises to be the biggest yet, and we want you to be there! We encourage you to register

and share your invaluable experiences with our students.

## Job Shadow Programme

***A book gives knowledge, but it is life that gives understanding.***

- Hebrew Proverb

The Job Shadow programme allows students to observe professionals in an occupation of interest. This can be for a few hours, or as much as a few days, depending on the availability of both parties.

During the job shadow experience, students will be given opportunities to observe the company culture, how the employer interacts with employees, and what skills and abilities the employer uses each day.

As employer/host you would be expected to design an experience that would give students an overview of your career field. This might include having the student rotate through various departments, attend staff or training meetings, "shadow" staff, or actually perform basic job functions. Hours should be those of a normal workday during school holidays.

### **Target students**

S5 students. Each group consists of 1 Alumnus with 1 to 2 students or more.

## **Programme Overview**

Day 1 Preparation Session (In School, driven by teacher)

Day 2 Job Shadow Day (In Host Company, driven by alumni)

Day 3 Reinforcement Session (In School, driven by teacher)

Day 4 Sharing Session (In School, driven by teacher)

## **Organized by**

King's College Careers Committee and the Alumni Liaison Team

## **Time**

<i>2012</i>	<i>School Holidays</i>
26-31 Jan	Lunar New Year Holiday
13 Feb	Staff Development Day
12 Mar	Discretionary Holiday
5 & 10-14 Apr	Easter Holiday
7 May	Discretionary Holiday

## **Enquiry**

Ms WONG Ka-wai, Careers Mistress, King's College

**Tel: 22550071    Fax: 25406908    Email: kcjobshadowing@gmail.com**

### **Invite the participation of alumni**

Oct 2011: King's College Alumni Liaison Team to invite renowned alumni from all walks of life to join the programme by offering a one-day job shadowing opportunity for our existing S5 students.



### **Recruitment of students**

Dec 2011: Careers Committee to promote the programme to S5. Interested students should complete the application form and return to the teacher-in-charge.



### **Screening and interview**

Jan 2012: Careers Committee will conduct interviews with applicants.



### **Announcement of result**

End of Jan 2012: Result will be announced. Successful applicants will be matched with a renowned alumnus. A different job shadow day may be assigned to each group in order to match up with the working schedules of the alumni.



### **Preparation Session**

Prior to the Job Shadow Day, teachers guide the students through the different exercises to conduct personal assessment, develop their resume and set learning objectives for the Job Shadowing



### **Job Shadow Day**

Jan to May 2012: During Lunar New Year Holiday, Easter Holiday excl. public holidays that fall on these periods and some school holidays. (Match up with the schedules of the alumni) On the **Job Shadow Day at the Host Company**, students will shadow an alumnus for a half day or a whole day, observing his/her working life. They have a chance to explore their future and examine how education and training relate to success on the job. The workplace alumni explain about their jobs, advise students on their career planning, or even assign some simple tasks for students to gain hands-on experience. Students should complete the reflection form and return to the teacher-in-charge on the first school day after the Job Shadow Day.



### **Reinforcement Session**

End of May 2012: Teachers review the Job Shadow Day experience with the students. Through group sharing, students identify different career options and outline their career action plan.



### **Sharing Session**

Jul 2012: Student participants will be given chances to share their experience with the whole school.