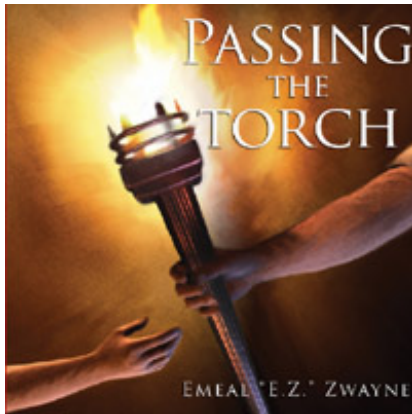




King's College Job Shadow Programme

Passing the Torch



With 92 years of academic excellence, nurturing thousands of renowned alumni from all walks of life, King's College has had a mission to help each student discover and develop his potentials and promote his whole person development by providing a balanced education. Our current students are eager to experience and learn about the real work life of their alumni. **Join the Job Shadow Programme now and pass the torch to the next generation!** We expect the programme to celebrate its biggest year ever and we want you to be there! We encourage you to register for the programme and share your invaluable experiences with our students.

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 done 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 the employees, and what skills and abilities the employer uses on a regular work day.

As a job shadow host, you will get to design an experience that gives our students an overview of your career field. This may include having the students visiting various departments, attending staff or training meetings, job-shadowing staff, or performing simple tasks.

Target Students

S.5 students. Each group should consist of 1 alumnus and 1 to 5 students.

Programme Overview

Phase 1: Preparation Session (in school, conducted by teacher)

Phase 2: Job Shadow Day (in the host company, conducted by alumni)

Phase 3: Reinforcement Session (in school, conducted by teacher)

Phase 4: Sharing Session (in School, conducted by teacher)

Invitation to alumni

Oct 2018: Careers and Life Planning Education Committee to invite alumni to join the programme by offering a one-day job shadowing opportunity for our S.5 students.

**Recruitment of students**

Oct 2018: Careers and Life Planning Education Committee to promote the programme to the students. Interested students should complete the application form and submit it to the teacher.

**Screening and interview**

Nov 2018: Careers and Life Planning Education Committee to conduct interviews with the applicants.

**Announcement of result**

Mid-Dec 2018: Pairing results 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 the work schedules of the alumni.

**Preparation Session**

Prior to the Job Shadow Day, teachers will guide the students through the different exercises to conduct personal assessment, develop their resumes and set learning objectives for the programme.



Job Shadow Day

From Dec 2018 to Apr 2019, during Christmas & New Year Holidays, Lunar New Year Holidays, Easter Holidays and school discretionary holidays.

On the job shadow day at the host company, the assigned students will shadow an alumnus for **a half day, a whole day or two consecutive days**, observing his/her working life. They have a chance to explore a specific career and examine how education and training relate to success on a job. The alumni may explain the nature of their jobs, advise students on their career planning or even assign some simple tasks for them to get hands-on work experience. Students should complete a reflection form and return it to the teacher on the first school day after the job shadow day.



Reinforcement Session

End of May 2019: Teachers review the job shadow day experience with the students. Through group sharing, students may identify different career options and outline their career action plan.



Sharing Session

Oct 2019 onwards: Students will be given a chance to share their experience in Form Teacher Periods.

Organized By

King's College Careers and Life Planning Education Committee and the Alumni Liaison Team with the support of King's College Old Boys' Association

Job Shadow Days

| School Holidays | Months | Dates |
|-------------------------------|----------|--------------------|
| Christmas Holidays | December | 24, 27, 28, 29, 31 |
| Lunar New Year Holidays | February | 4, 8, 9, 11 |
| School Discretionary Holidays | March | 11 |
| Easter Holidays | April | 15, 16, 17, 18 |

Enquiry

Ms. Bonnie Ng, Ms. Hazel Lam & Ms. Flora Yam

Tel: 25470310 Fax: 25406908 Email: kcjobshadowing@gmail.com