

St. Clare's Girls' School/ St. Clare's Past Students Association

Nurturing young Clarians – Job Shadowing Program 2012 Job Shadowing Mentor Registration Form

I. Details of Host Organization/ Company

1. Name	
2. Address	
3. Nature of Business	

II. Details of Job Shadowing Mentor

1. Name	Mr./Ms./Mrs.	2. Recommended by: (if Mentor is not a Past Clarian and is recommended by a Past Clarian)	Past Clarian: Mr./Ms./Mrs. (Tel. No.: _____) (Email Add.: _____)
3. Position			
4. Email Address			
5. Tel. No.		6. Fax. No.	

III. Details of Job Shadowing arrangements

1. Proposed number of mentees	
2. Date	<input type="checkbox"/> 27 September 2012 (Thursday) <input type="checkbox"/> 29 November 2012 (Thursday) Other: _____
3. Time	<input type="checkbox"/> full day (i.e. a.m./p.m. to a.m./p.m) <input type="checkbox"/> half day (i.e. a.m./p.m. to a.m./p.m) <input type="checkbox"/> _____ hours session (i.e. a.m./p.m. to a.m./p.m)
4. Brief program	<input type="checkbox"/> office tour <input type="checkbox"/> sharing of career path and work experience <input type="checkbox"/> work/ duties to be assigned: _____ <input type="checkbox"/> office/ outside meeting: _____ <input type="checkbox"/> business trip outside HK ¹ : _____ <input type="checkbox"/> others: _____
5. Dress code	<input type="checkbox"/> business <input type="checkbox"/> smart casual <input type="checkbox"/> school uniform <input type="checkbox"/> special requirements: _____

Date: _____

Signature: _____

Signed by: (please print name) _____

¹ Workplace mentors are reminded to liaise with students to arrange for appropriate insurance policy.

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Nurturing young Clarians – Job Shadowing Program 2012

You are invited to provide Job Shadowing opportunities to young Clarians. Through a one-day or shorter session at the workplace, we hope to help young Clarians appreciate the career opportunities and challenges in their interested industries and motivate them to strive to be better equipped for the future. In addition, Job Shadowing experience is career-related experience which falls into "Other Learning Experiences" under the New Senior Secondary curriculum.

Date: 27 September 2012 (Thursday) or
29 November 2012 (Thursday)

Target: Forms 5 to 6 students

Format: Students in small groups will be assigned for a one-day or shorter session at the offices of Past Clarians or their recommended friends. During the session, students may observe the daily operation of the office, sit in at meetings and may be given small office tasks. In addition, Past Clarians or their recommended friends are encouraged to share their experience in career development with the students.

*Your support and contribution will be most valuable to the development of all rounded education to young Clarians. Please fill in the enclosed reply slip and return it to Valerie Lam at Valerie@netvigator.com or Serina Chan at serinachan@gmail.com **on or before 15 August 2012 (Wednesday)**. If you have any queries, please call Valerie Lam at 9022 8855 or Serina Chan at 9806 8407.*



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Program Information Sheet

Aims:

1. offer young Clarians (Forms 5 to 6 students) workplace experience.
2. help young Clarians relate their studies with career challenges ahead.
3. assist young Clarians to better understand their interested industry and career path.
4. motivate young Clarians to excel in academic studies and develop their other potentials so as to be well equipped for the future.
5. widen young Clarians' horizon and let them appreciate different career opportunities.

Notes to Job Shadowing Mentor:

1. Job Shadowing Mentors are requested to fill in the registration form, to indicate details such as preferred date, time, maximum number of students and a brief description of the agenda.
2. At the beginning of the Job Shadowing session, it is important for Job Shadowing Mentor to explain to young Clarians the relevant administrative policies of their office, such as any confidentiality, safety and security, photo-taking policies and/or procedures.
3. In general, young Clarians are interested in information relating to the qualifications, skills and experience requirements and career path relating to the industry.
4. Recruitment brochures and corporate brochures are useful reference materials for young Clarians.
5. Job Shadowing Mentors are encouraged to provide their contact details to young Clarians to enable them to ask career development related questions in the future.