



香港輔導教師協會有限公司

Hong Kong Association of Careers Masters and Guidance Masters Limited

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各位升學及事業輔導老師：

暑期事業體驗計劃 2020

由 1976 年開始，教育局每年均與本會合辦的暑期工作體驗計劃，安排中五及中七的學生在暑假期間到不同的工商機構體驗數星期，了解各行業的運作，明瞭工作所需的能力、態度和其他要求，令同學們在踏入工作世界前能好好裝備自己。本會誠邀 貴校老師提名四位中六及兩位中五同學參加是項計劃，截止日期為 2 月 7 日(五)，暫定的參與機構名單請參閱附件三。

是項計劃純為體驗性質，並非一個正式的工作培訓計劃，參與的同學和機構並沒有簽署合同，亦不保證將來該機構會聘請參加這計劃的同學。本會會替所有入選並獲安排體驗機會之同學購買保險。如同學出席率達計劃的八成或以上，將可獲得本會發出的證書一張、機構評語及現金獎勵。過去有不少同學因另外找到暑期工，或是其他原因，須中途退出計劃，這樣除了浪費名額外，亦令參與機構對本會及該校學生深感不滿。為了令計劃能順利推行，懇請老師向各同學解說清楚，並挑選負責任的同學參加這個計劃，並務必出席面試（以廣東話個別面試）。

按以往做法，參加者須出席 3 月 7 日(六)上午的面試，屆時將另有電郵通知同學。在此亦誠邀老師們擔任面試官，詳情請參閱附件。有關 2019 年參加同學的體驗分享，請瀏覽 <https://www.hkacmgm.org/tag/summer-cre-programmes/>，各輔導老師亦可鼓勵同學觀看，以加深對本計劃之了解。隨函附上附件多份，敬請查閱：

1. 兩份學生申請表格 (2 Student Application Forms) (如有需要可自行加印)
2. 兩份推薦表格 (2 Nomination Forms) (如有需要可自行加印)
3. 暫定的參與機構名單 (Tentative List of Participating Organizations in 2020)
4. 面試官邀請信 (Selection of Students for Summer Career-Related Experience Scheme 2020)
5. 面試官覆函 (Reply Slip of Selection Interview)

註：敬請將申請表格與推薦表格分頁處理，勿以雙面影印

填妥之申請表、推薦信及面試官覆函（附件 1，2，5）請於 2020 年 2 月 7 日(五)前寄回本會（九龍塘沙福道 19 號，教育局九龍塘教育服務中心東座平台 EP 05 室轉交香港輔導教師協會），遲交者恕不受理。如有查詢，可致電 2671 1722 與梁小姐聯絡。

香港輔導教師協會有限公司

鄭惠儀 謹啟

2020 年 1 月 6 日

編號 5 _____
(由本會填寫)

中五學生

暑期事業體驗計畫 20 申請表

請貼上照片

1. 學生姓名 (請依身份證以正楷填寫): :
(中文): _____ (英文): _____
2. 性別: _____ 3. 身份證號碼: _____
4. 出生日期: _____年____月____日 5. 年齡 (於 20 年 5 月 1 日): _____
6. 班別: 中五_____ 7. 住址: _____
8. 電郵地址 (必須填寫, 本會主要以電郵聯絡各同學): _____
9. 住址電話: _____ 10. 手提電話: _____
11. 學校: _____
12. 在校參與活動: 學術 文化 運動 服務 其他: _____
13. 在校擔任之職務: _____
14. 曾獲得之獎項: _____
15. 工作經驗: _____
16. 技能: 電腦
 - 電子軟件使用, 如 word、excel 等
 - 中文字輸入法: 每分鐘約 _____ 字
 - 網頁設計
 - 電腦繪圖
 - 其他 _____ 英文打字: 每分鐘約 _____ 字
 其他 _____
17. 參與機構選擇 (可於 3 月 7 日面試當天再作更改)

選擇	機構編號	機構名稱
1.		
2.		
3.		
4.		
5.		

18. 如未能派獲以上選擇之機構, 本人
 會 不會 接受香港輔導教師協會派往其他參與機構

內部使用:

- 結果: 成功, 派往 _____
 後補

總分

No. 5 _____
(for Official Use)

Summer Career-Related Experience Scheme
2019
Nomination Form

F.5 Students

Name of Student: _____(Chinese) _____(English)

School: _____ Class: _____

A. Principal/ Careers Teacher's Recommendation

SCHOOL'S ASSESSMENT (Score : Highest 5 – Lowest 1)	
Neatness in Work	
Industry and Keeness	
Reliability	
Self-Assertiveness	
Initiatives	
Co-operation	
Total :	/ 30

Comments and additional information:

School Chop :

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Signature : _____

Name : Mr/Mrs/Ms _____

(in block letters)

Principal/Careers Master/Mistress

B. To be completed by the interviewer

PERFORMANCE AT INTERVIEW (Score : Highest 10 – Lowest 1)	
Industry and Keeness	
Self-Assertiveness	
Communication Skills	
Total :	/ 30

Interviewer's Comments:

Name of Interviewer : _____

Date : _____

Selection of Students
Summer Career-Related Experience Scheme 2019

The selection of students for the Summer Career-Related Experience Scheme 2019 will take place at the following time and place:

Date : 23 February 2019 (Sat)
Time: 9:00 a.m. – 12:00 noon
Place: School Hall of Holy Trinity College
寶血會上智英文書院
3 Wai Chi Street, Shek Kip Mei, Kowloon.
九龍石硤尾偉智街 3 號
(Exit C, Shek Kip Mei MTR Station)

You are kindly invited to serve on the Selection Board and to attend the selection interview. Alternatively, you may send a representative to perform this job.

I should be grateful if you could complete the reply slip attached and return it to me together with the completed Student Application Forms and Nomination Forms **on or before 8 February 2019 (Fri)**.

Selection of Students
Summer Career-Related Experience Scheme 2019
Reply Slip

(Please mail to HKACMGM or fax to 2671 0703 on or before 8 February 2019)

Name of School: _____

Telephone No.: _____ Fax No.: _____

Teacher-in-charge's email: _____

To : Miss Cheng Wai Yee Monica
 Hong Kong Association of Careers Masters and Guidance Masters Limited
 c/o Kowloon Regional Education Office,
 Room EP05, Podium, East Block, EDB Kowloon Tong Education Services Centre,
 19 Suffolk Road, Kowloon Tong, Kowloon
 (Tel: 2671 1722, Fax: 2671 0703)

Dear Miss Cheng,

Please ✓ in the following box as appropriate

1. I shall be pleased to attend the selection interview and serve on the Selection Board at 9:00 a.m. on Saturday, 23 February 2019 at Holy Trinity College.

Interviewer's Contact email: _____

2. I shall not attend the selection interview and nominate my representative

*(Mr./Mrs./Miss) _____

(Name in Block Letters)

to attend the selection interview and serve on the Selection Board at 9:00 a.m. on Saturday, 23 February 2019 at Holy Trinity College.

Interviewer's Contact email: _____

3. I shall not attend the selection interview on 23 February 2019.

Yours faithfully,

Signed : _____

Name in Block Letters : _____

(*Mr./Mrs./Miss)

Post : _____

Date : _____

* Please delete as appropriate