

### Sample Rundown for Half-day Career Visit (Example 1)

**Organisation:** Government Flying Service (GFS)

**Duration:** Approximately 1.5 hours

**Staff participants:** Coordination – Career and Guidance Team (1 member)

Execution and Support - Career and Guidance Team (1 member) and Class teacher of Non-Chinese Speaking students (1 member)

**Programme rundown:**

Duration	Activity	Session	
		Basic Session	Highlight Session
10 minutes	<b>1. Introduction of the Department</b> <ul style="list-style-type: none"> <li>● Assistant Aircraft Engineer (Fuselage / Engine) introduces the work, structure, departmental grades of GFS, as well as the appointment requirements and career pathways for different positions (or positions of entry level).</li> <li>● Play videos about the work of GFS.</li> </ul>	✓	
20 minutes	<b>2. Mentors' Sharing</b> <ul style="list-style-type: none"> <li>● Frontline staff share their work experience of aircraft maintenance.</li> </ul>	✓	✓
50 minutes	<b>3. Site Visit</b> <ul style="list-style-type: none"> <li>● Students will be divided into two groups to visit the following facilities in different routes, and the guided tour will be provided by Assistant Aircraft Engineer (Fuselage / Engine) and frontline staff: <ul style="list-style-type: none"> <li>- Hangar of GFS</li> <li>- Air Command and Control Centre</li> <li>- Equipment Laboratory</li> <li>- Maintenance Team</li> </ul> </li> <li>● Students can get on the aircraft of GFS and take a look at the special or medical equipment in the aircraft so as to understand the duties of the aircrew.</li> </ul>	✓	
10 minutes	<b>4. Debriefing and Q&amp;A session</b> <ul style="list-style-type: none"> <li>● Stall participants, teachers and students can share their feedbacks after the visit.</li> <li>● Students can raise questions to the aircraft maintenance engineers.</li> </ul>	✓	