

Programme rundown for Half-day Career Visit (Example 1)**Organisation:** Government Flying Service (GFS)**Duration:** Around 1.5 hours**Participation Staff:** *Planner* 1 Senior Aircraft Engineer (Maintenance)*Coordinator* 1 Assistant Aircraft Engineer (Fuselage/Engine)*Executor* 1 Assistant Aircraft Engineer (Fuselage/Engine) and 5 frontline staff**Programme Rundown:**

Duration	Programme	Session	
		Basic	Highlight
10 minutes	1. Introduction of the Department <ul style="list-style-type: none"> ● Assistant Aircraft Engineer (Fuselage/Engine) will introduce the work, structure and grades of GFS, as well as the appointment requirements and career path for different positions (or junior positions) ● Play video about the work of GFS 	✓	
20 minutes	2. Mentors' sharing <ul style="list-style-type: none"> ● Frontline staff shares their work situation in aircraft maintenance 	✓	✓
50 minutes	3. Site Visit <ul style="list-style-type: none"> ● Students are divided into 2 groups to visit the following facilities in different routes. Guided tour will be provided by Assistant Aircraft Engineer (Fuselage/Engine) and 5 frontline staff: <ul style="list-style-type: none"> - GFS's hanger - Air Command and Control Centre - Instrument Testing Room - Maintenance ● Students can get on GFS's plane to take a look at the special or medical equipment on the plane so as to understand their work 	✓	
10 minutes	4. Debriefing and Q&A Session <ul style="list-style-type: none"> ● Participating staff, teachers and students share their opinions after the visit ● Students can directly raise their questions to the aircraft maintenance engineer 	✓	

Programme rundown for Half-day Career Visit (Example 2)

Organisation: Legal Aid Department

Duration: Around 2 hours

Participating staff: *Planner* 1 Assistant Director of Legal Aid

Coordinator 1 Law Clerk

Executor 1 Senior Legal Aid Counsel (Application and Processing), 1 Senior Law Clerk II (Crime) and a few supportive staff

Programme Rundown:

Duration	Programme	Session	
		Basic	Highlight
15 minutes	1. Introduction of the Department <ul style="list-style-type: none"> Senior Legal Aid Counsel (Application and Processing) and Senior Law Clerk II (Crime) explain to student the background and structure of the Department, grade and appointment requirements of different positions as well as the legal aid system in Hong Kong 	✓	
30 minutes	2. Experience Activity – Admission to the court hearing at High Court <ul style="list-style-type: none"> Since the work of Legal Aid Department involves confidential documents, so their office is not suitable for visit. The Department can arrange visit to the High Court nearby so that students can attend court hearing in the public gallery. Students can observe the work situation of staff in different position in court. 		✓
25 minutes	3. Mentors' Sharing and Q&A Session <ul style="list-style-type: none"> Senior Legal Aid Counsel (Application and Processing) and Senior Law Clerk II (Crime) share their work experience 	✓	✓
10 minutes	4. Debriefing <ul style="list-style-type: none"> Participating staff, teachers and students share their opinions after the visit 	✓	