Students' Notice of Work Experience (Example 1: One-day work experience)

Work Experience

Mode : ☑ One-day work experience □ 2 half-days work experience

Field/ Job Nature: Public Administration

Position : Assistant of Recruitment Day (Hong Kong Police Force)

Information

1st Job Shadowing Day

Date & Time : 29 / 04 / 2017 (Saturday) 08:00 – 15:00

Venue : Police Headquarters

Address: Arsenal House, Police Headquarters, No. 1 Arsenal Street, Wan Chai, H.K.

Gathering Point: East Gate of the Police Headquarters (near the Admiralty MTR station)

Contact Person: Mr. Chan Tai Man (Senior Inspector)

Contact Tel. : 2123456

Dress Code Smart casual; please wear collar T-shirt with trousers, traditional costumes

and/ or school uniform are not appropriate

Details

Notes

Rundown : 08:00 - 08:30 • Gather

• Register at the entrance of Police Headquarters

08:30 − 09:00 • Introduction of job duties of Hong Kong Police Force

• Introduction of mentors and students

• Introduction of today's (job shadowing) duties

09:00-09:30 • Helping out in set up

09:30 − 14:30 • Job shadowing

14:30 − 15:00 • Conclusion, sharing session & debriefing

: 1. A 1 hour lunch time is included in the job shadowing;

2. Students are allowed to pack lunch or have lunch at the canteen of the Police Headquarters;

3. Depends on the situation, Recruitment Division may introduce the recruitment procedures and students may be able to experience the recruitment procedure if applicable;

4. Volunteer vest will be provided;

5. Please bring your own water bottle