



# KING'S COLLEGE

**EXPERIENCE SHARING ON THE SET UP & IMPLEMENTATION OF**  
**SCHOOL-BASED "JOB SHADOW PROGRAMME"**



# PASSING THE TORCH



With 90 years of academic excellence, nurturing thousands of renowned alumni from all walks of life, King's College has had a mission to help each student discover and develop his potentials and promote his whole person development by providing a balanced education.

**Join the Job Shadow Programme now and pass the torch to the next generation!**

***"A book gives knowledge, but it is life that gives understanding."***

*- Hebrew proverb*

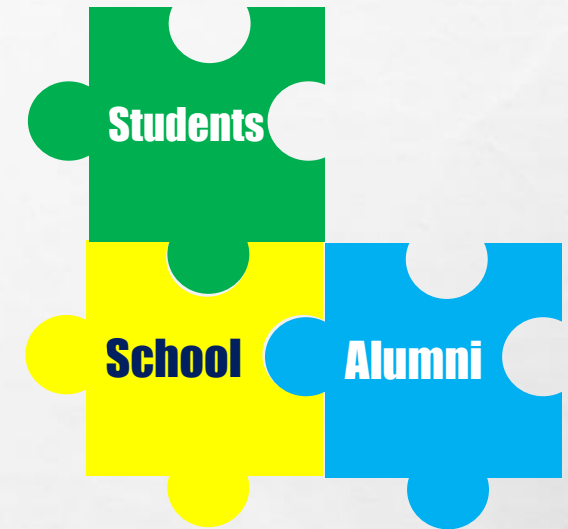
# OBJECTIVES

## *Our students will be able to:*

- attain real and unique workplace experiences
- get first-hand information about job skills and careers
- connect with adults in career fields of their interest
- understand the connection between academics and careers
- learn the requirements of professions and industries to help them prepare to join the workforce of the 21st century

## *Our alumni will be able to:*

- maintain a close link with the school
- keep in touch with student life and school development through interaction with students



# JOB SHADOW PROGRAMME

- Organized by *Careers and Life Planning Education Committee* and the *King's College Old Boys' Association* with the support of *Alumni Liaison Team*
- First started in *2010-2011*
- Average no. of hosts: *15*
- Average no. of job placements: *80*
- Average no. of participants: *70*

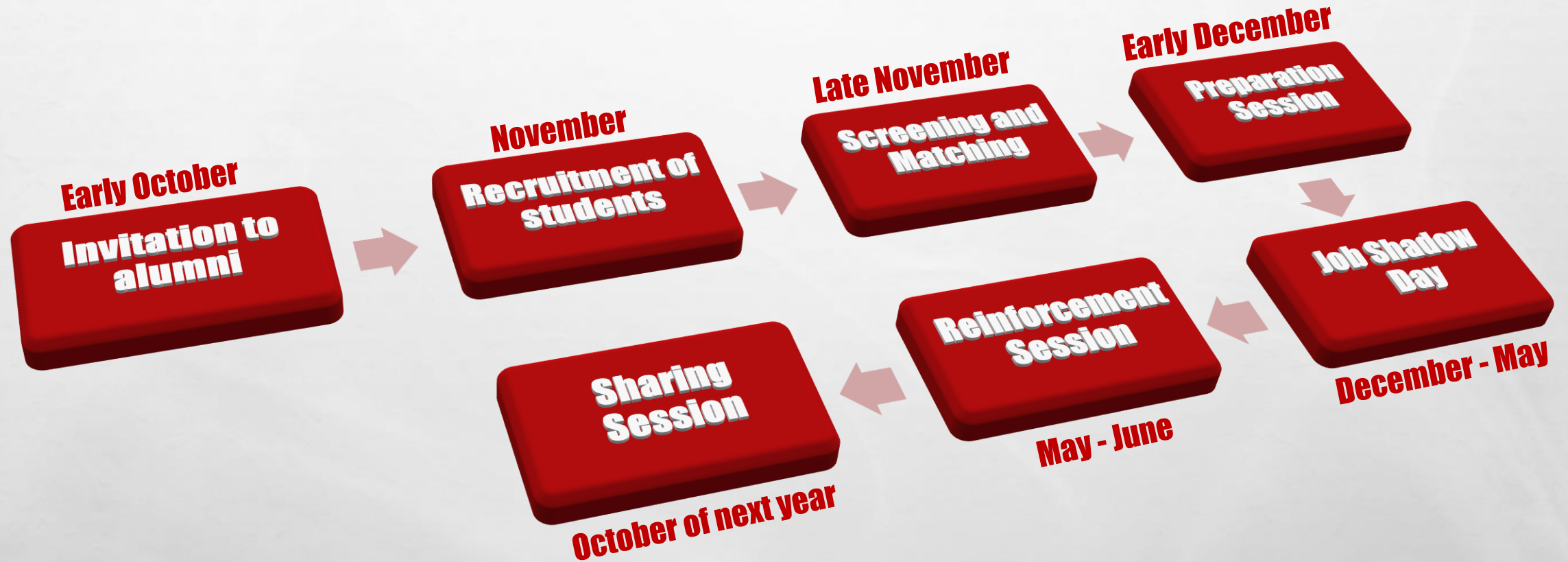


# JOB SHADOW PROGRAMME

- Target: *S.5 students*
- Each group: *1 alumnus to 1-5 students*
- Duration: *Half day to as much as a few days*
- No employer – employee relationship
- Students to observe professionals in an occupation of interest

Job Shadow Days	
School Holidays	Months
Christmas & New Year Holidays	Dec Jan
Lunar New Year Holidays	Feb
Discretionary Holiday	Mar
Easter Holidays	Apr
Discretionary Holiday	May

# PROGRAMME OVERVIEW



# INVITATION TO ALUMNI

## *Channels:*

- KCOBA
- eMessage to Alumni

## *Target group:*

- Alumni & their related parties

## *Documents:*

- Job Shadow Programme Pamphlet
- Host Registration Form
- Host Guide

## HOSTS PROFILE

- *Architecture*
- *Banking & Finance*
- *Building Surveying*
- *Business*
- *Education*
- *Engineering*
- *Insurance*
- *Legal Profession*
- *Medical & Health*
- *Meteorology*
- *Social Work*
- *Tourism*

# HOST GUIDE

- **Site Visit Information**

<b>Workplace Host:</b> . . .	. . .
<b>Host Company:</b> . . .	. . .
<b>Job Shadow Site:</b> . . . (Please provide the full address for students to report duty): . . .	. . . (Tel: . . . Email: . . .)
<b>Duration:</b> . . .	One day . . .
<b>Time:</b> . . .	From . . . a.m. to . . . p.m. . .
<b>Lunch arrangement (if any):</b> . . .	. . .
<b>Dress code (if any):</b> . . .	. . .

- **Student information**
- **Tips on working with Job Shadow Students**
- **Safety Guidelines and Considerations for Job Shadowing**
- **Special Arrangements under Adverse Weather Conditions**

*Four possible approaches to structure a job shadow*

- **Shadowing**
- **Observing activities and meeting with colleagues**
- **Involving colleagues in hosting**
- **Hands-on experience**



# RECRUITMENT OF STUDENTS

## *Channels:*

- Daily announcements
- Sharing sessions conducted by last year's participants

## *Target group:*

- S.5 students

## *Document:*

- Job Shadow Application Form (\*\*subject choice, career interest, expectation)



# SCREENING & MATCHING

## Selection Criteria:

- Conduct record
- 200 words personal essay
- Teachers' recommendation
- Interview performance (if any)
- Academic performance
- Subjects studied, etc.

	Cls	No	1.	2.	3.	4.	Bus&Fin	Edu	Legal	Medi & Health	Sci&Engin	SocWork	Others
1	5A	1	PHY	CHEM	BIO	M2	6	4	3	1	2	5	
2	5A	2	CHEM	BIO	PHY	M1	5	3	6	1	2	4	
3	5A	3	PHY	BIO	CHEM	M2	4	5	3	1	2	6	
4	5A	4	PHY	CHEM	BIO	M2	6	3	5	1	2	4	
5	5A	5	PHY	CHEM	ICT	M1	3	5	4	1	2	6	
6	5A	6	BIO	CHEM	ICT		3	5	4	1	2	6	
7	5A	7	PHY	CHEM	BIO	M2	6	5	3	1	2	4	
8	5A	8	BIO	CHEM	BAFS	M1	5	4	6	2	3	1	1
9	5A	9	CHEM	BIO	BAFS		2	3	4	1	6	5	
10	5A	10	CHEM	PHY	BAFS	M2	1	5	4	3	2	6	
11	5A	11	CHEM	PHY	ECON	M2	4	6	2	1	3	5	
12	5A	14	CHEM	PHY	BAFS	M1	1	2	3	5	6	4	
13	5A	15	CHEM	BIO	BAFS		1	4	2	3	6	5	
14	5A	16	CHEM	BIO	PHY	M2	4		5	1	6	3	Design - 2
15	5A	17	CHEM	BIO	PHY		3	5	2	1	4	6	
16	5A	18	CHEM	PHY	BAFS	M1	2	1	6	3	5	4	
17	5A	19	CHEM	BIO	PHY	M2	6	3	4	1	2	5	
18	5A	20	PHY	CHEM	BIO	M2	4	2	5	1	6	3	
19	5A	22	PHY	CHEM	BAFS		2	1	3	6	4	5	
20	5A	23	PHY	CHEM	BIO	M1	6	5	4	1	2	3	
21	5A	24	CHEM	BIO	PHY		3	6	4	1	2	5	
22	5A	26	PHY	CHEM	BIO	M1	6	4	7	1	3	5	Architecture-2
23	5A	27	PHY	CHEM	ICT	M2	5	4	3	1	2	6	
24	5A	28	CHEM	PHY	BAFS	M2	1	2	6	4	3	5	
25	5A	29	PHY	GEOG	M1		5	2	3	6	1	4	
26	5A	30	CHEM	BIO	PHY		5	6	4		3	2	Architecture-1
27	5A	31	PHY	CHEM	BIO	M2	3	5	4	1	2	6	
28	5A	32	CHEM	PHY	BAFS	M2	2	4	1	6	3	5	
29	5A	33	PHY	CHEM	BIO	M1	3	5	6	1	2	4	
30	5A	34	CHEM	BIO	PHY		2	3	5	1	4	6	
31	5A	37	BIO	CHEM	PHY	M1	3	4	5	1	2	6	
32	5A	38	PHY	BAFS	CHEM	M2	5	4	2	1	3	6	
33	5A	39	BIO	CHEM	PHY		6	4	3	2	1	5	
34	5B	13	PHY	CHEM	ICT		6	3	5	1	2	4	
35	5D	1	PHY	CHEM	ECON		2	5	4	1	3	6	
36	5D	2	ECON	CHEM	BIO		4	1	3	2	6	5	
37	5D	3	CHEM	BIO	ECON		5	2	4	1	3	6	
38	5D	4	PHY	CHEM	ECON	M2	1	5	6	3	2	7	MUSian - 4
39	5D	5	CHEM	ECON	PHY	M2	2	7	4	3	5	6	Actuary - 1
40	5D	7	ECON	BAFS	CHEM	M1	1	1	3	2	4	5	6
41	5D	9	ECON	CHEM	PHY	M2	2	6	5	3	1	4	
42	5D	10	ECON	CHEM	PHY	M1	1	5	2	3	4	6	
43	5D	11	BIO	CHEM	ECON		2	4	6	1	3	5	
44	5D	13	C.HIST	ECON	CHEM		6	1	3	5	4	2	
45	5D	14	ECON	BIO	MUS		1	5	4	2	3	6	MUS

# PREPARATION SESSION

## Job Search Preparation Workshop

### *Target group:*

- S.5 students (All Job Shadow applicants must join)

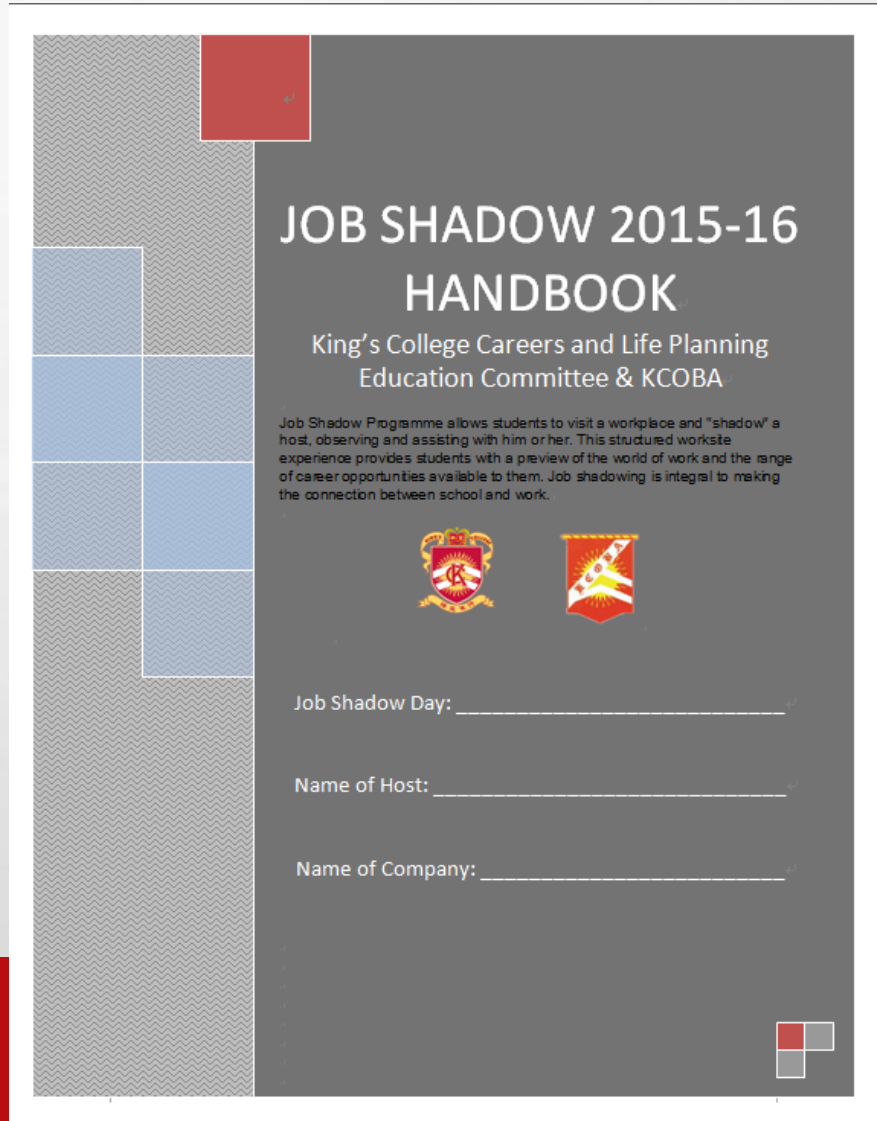
### *Documents*

- Letter to parents
- Job Shadow Programme Student Handbook
- Certificate of Achievement



# JOB SHADOW HANDBOOK ~ CONTENT

- The what, why, when and how of job shadowing
- Personal skills assessment
- Writing a resume
- Preparing for your job shadow – the checklists
- Grab the chance to ask the host questions
- Writing a thank you email
- Workplace host evaluation form I (for student)
- Workplace host evaluation form II (for school)
- Student evaluation form
- Student reflection form



# JOB SHADOW DAY

## *Teachers*

- Inform school office of the event and the teacher to contact in case of emergency

## *Students*

- Be punctual & turn their mobiles to silent mode
- Be fully engaged in the activity
- Present souvenir to and take photos with hosts

## *Hosts*

- Mentor students
- Sign & present certificates of achievement
- Complete evaluation



# REINFORCEMENT SESSION



## *Student Reflection*

- Anything interesting? Anything boring? Why?
- Like to work in this field? Why or why not?
- Which knowledge and skills do you need to strengthen for success on the job?
- Describe an experience that has been particularly meaningful to you, or has affected your personal growth and life goals. (\*\*JUPAS)



*Individual Student Planning*

# SHARING SESSION



- Sharing with S.5 students in the next academic year

# SETTING UP A JOB SHADOW PROGRAMME

## Planning

- Define programme's objectives
- Reach out to hosts
- Conduct survey on students' careers interest
- Integrate with other CLP programmes

## Implementation

- Create documents for hosts and students
- Communicate with participating hosts
- Explain the programme to students
- Inform parents

## Follow up

- Issue completion certificates
- Thank hosts
- Evaluate your programme
- Advertise your success



# **JOB SHADOW PROGRAMME**

- **Starting the programme requires a lot of work, but when it is more established, managing it becomes much easier**
- **No extra monetary cost**
- **Very rewarding**