



Work Experience Movement 2016/17 Roles of Supporting Organisations and Criteria for Participation

Roles

- To provide work experience programme (WEP) for senior secondary students from 21 November 2016 to 31 August 2017.
- To send representative(s) to attend the briefing session(s) organised by the co-organiser/Education Bureau, if any.
- To submit the completed 'Reply Slip of Supporting Organisation'.
- To establish the work plan for the WEP (For details, please refer to the "Notes for Programme Organisers" prepared by the Education Bureau).
- To arrange a liaison person to coordinate the WEP of the organisation/company and be responsible for the subsequent liaison work.
- To arrange mentors to attend "Briefing Session for Mentors" (Details will be confirmed later.)
- To attend the Kick-off Ceremony of the Work Experience Movement 2016/17. (The Kick-off Ceremony is tentatively scheduled on 18 November 2016. Details are to be announced.)
- To implement the WEP
- To submit feedback/evaluation documents after the work experience movement.

Criteria for Participation

- Participating organisation/company should have completed its business registration.
- The working place of the participating organisation/company should be in commercial/industrial premises.
- Participating organisations/companies should have purchased third-party liability insurance.
- Participating organisations/companies should have at least 4 staff members on duty at any time.
- At least 2 students should be allowed to participate in each time slot of the work experience.

As a token of appreciation, Education Bureau will award a certificate of appreciation to the co-organisers at the Kick-off Ceremony of the Work Experience Movement on 18 November 2016.

Note:

- Education Bureau/Representative(s) of the Education Bureau will examine the work place, if necessary, to ensure the work experience is suitable for students to participate.
- Education Bureau reserves the right to accept or not the participation of organisation/company in the work experience movement 2016/17, without having to give any explanations.