



**Business - School
Partnership Programme**
Education Bureau

Work Experience Programme
Notes for Programme Organisers

About the work experience programme

Work experience programme (WEP) is one of the activities suggested by the Business-School Partnership Programme (BSPP) of the Education Bureau that organisations can arrange for students. Through realistic hands-on experience in the workplace, students can better understand themselves, know about the actual operation of different careers and experience the work of different job positions.

WEP is an educational extracurricular activity. It is neither an apprenticeship nor an internship. Students must apply the WEP through schools.

At present, the work experience programmes co-organised by organisations and BSPP normally last for 2 to 5 days but not longer than 2 weeks, subject to the decision of the organisations.

Notes for the Programme Organiser :

The following must be observed and considered before planning a work experience programme:

- **Job nature:** The job nature should be examined whether it is suitable for students (E.g. Does the job require students' possessing of certain skills? Will student access confidential information?)
- **Job safety:** The job should be examined whether there is any potential risk.
- **Salary:** No remuneration of any kind will be paid to the students.
- **Insurance:** Third-party liability insurance in the place of WEP must be purchased.
- **On and off duty time:** WEP must be arranged between 7am and 7pm.
- **Working hours:** Maximum working hours per day are limited to 8 hours.
- **Break:** Maximum continuous working hours are limited to 5 hours. Thereafter there should be a break for rest or meal for not less than half an hour.
- **Meal:** It is better to arrange a lunch for students if the work experience spans across lunch time.
- **Outdoor work:** Outdoor work is not recommended.



Work to be arranged one to two months before the WEP

- To set the objectives of the WEP
- To set the content of the WEP
 - ✚ Date, time and length of the activity (e.g. 2 to 3 days)
 - ✚ Target students (e.g. S4 to S6, preference will be given to students taking Tourism and Hospitality Studies)
 - ✚ The department in which the work experience is provided
 - ✚ The job allocated to students (please allocate different jobs/positions to the students, so that they can experience different types of duties as far as possible)
 - ✚ Number of students in each position
 - ✚ Date and time of the briefing session/interview (if any)
- Arrange a liaison/responsible person for the WEP and be responsible for the subsequent liaison work
- Arrange staff members who are willing to give advice to students and with positive attitude as the mentors (it is suggested that one mentor can lead 2 -3 students)

Two weeks before the WEP

- To confirm the content of the WEP
 - ✚ To arrange the exact work/duties to be carried out by the students
 - ✚ To confirm the content of the daily work, work flow, work criteria and the work requirement
 - ✚ To confirm the general requirement on students (e.g. dress code, working hours etc.), the work attitude and the job safety etc.
 - ✚ To arrange the positions for students
 - ✚ To arrange the lunch for students and the break (cash allowance or remuneration is not required)
- To arrange the content for the briefing session/interview (if any)
- To confirm and liaise with the participating schools regarding the date and time of the activity (if necessary)

The activity day

- To receive students
- To arrange mentor(s) for the students
- To brief the content of the daily work, the work flow, the work criteria and the work requirement
- To assign work / duties to students
- To answer work related questions raised by the students
- To debrief the students and to review their performances after the WEP (about 15 mins). Reference can be made to Appendix 1 (Assessment on Student Performance) and Appendix 2 (Sample Questions for Debriefing).

Assessment on Student Performance

Name of the activity : _____

Name of School : _____ Name of Student : _____

Organisation : _____ Department : _____

Date of the work experience : _____ to _____

| | Very good | Good | Satisfactory | Room for improvement |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Attendance and punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Adaptability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Work effectiveness | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Work attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Team spirit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Interpersonal relations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Communication skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Overall performance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Other comments : _____ | | | | |

Signature of the assessor: _____

Name of the assessor: _____

Job title of the assessor: _____

Date: _____

*Organisations can review the activity with the students based on this assessment form.

Sample Questions for Debriefing

| | |
|---|---|
| 1 | What expectations do you have on this activity? |
| 2 | After the activity, do you think it can achieve what you expected? |
| 3 | What is the mission of such kind of work? |
| 4 | What have you learnt after the activity (knowledge, skills, attitudes or others)? |
| 5 | Do you think the activity can enhance your understanding of the career/job? |
| 6 | Which part of the activity you think that can help you most? |
| 7 | Are there any areas for improvement of the activity? |
| 8 | Any other sharing or suggestions related to the activity? |

* Organisations can conduct the debriefing with students based on the above questions.