

Procedures of the Business-School Partnership Program

1. Invitations and applications

Invitations are sent to the Association of English Medium Secondary Schools and selected member companies in the beginning of the school year. Interested schools and voluntary companies may send in the application before October.

2. Matching Meeting and Briefing Seminar

Each voluntary company will be matched with one school to develop various activities for the entire school year. A matching meeting will be held to kick start the program and to allow both parties to establish contacts and to get a better understanding of their roles and objectives.

3. Activity Arrangements

The objective of the Business-School Partnership Program is to bridge the communications between schools and businesses to enhance understanding of students to the business world. Activities such as company visits, executive/career talks, interview workshops, job shadowing, summer internships, community projects, etc. can be arranged upon mutual agreement between both parties throughout the school year.

4. Roles of Schools

- To assign a teacher-in-charge responsible for arranging and preparing student activities, coordinating logistics with company representative and informing HKGCC the latest status of program development.
- Brief students on what they should expect before each activity.
- Present token of thanks, such as thank you letters, souvenirs, etc. to companies to show appreciation.
- Assign a student to write a brief summary report on each activity about their experience and feedback.
- Complete evaluation form at end of the program and return to HKGCC.

5. Roles of Companies

- Communicate closely with partnering school and the HKGCC to formulate activities that may enhance the students understanding of the company, career objectives, industry knowledge, job skills, etc.
- Activities can be formulated upon mutual agreement between companies and schools without any specific guideline or format.
- Keep HKGCC informed about activity arrangements.
- Complete evaluation form to provide feedback after each activity.

5. Roles of HKGCC

- Initiate guidelines and program objectives so that both companies and schools can have meaningful experiences.
- Send out invitations to AEMSS schools and selected member companies and arrange the matching meeting.
- Promote through various channels about the good initiative of the program and acknowledge the contribution of voluntary companies.
- Send representative to take part in the activities to ensure the quality of the activities.
- Gather feedback from schools and companies at the end of each year's program for future references and program enhancement.

