



香港輔導教師協會有限公司

Hong Kong Association of Careers Masters and Guidance Masters Limited

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各位升學及事業輔導老師：

暑期事業體驗計劃 2016

由 1976 年開始，教育局每年均與本會合辦的暑期工作體驗計劃，安排中五及中七的學生在暑假期間到不同的工商機構體驗數星期，了解各行業的運作，明瞭工作所需的能力、態度和其他要求，令同學們在踏入工作世界前能好好裝備自己。本會誠邀 貴校老師提名四位中六及兩位中五同學參加是項計劃（如推薦人數超出所限，請負責老師定出優先次序，本會將因應報名情況保留面試資格的權利），截止日期為 2 月 18 日（四），暫定的參與機構名單請參閱附件三。

是項計劃純為體驗性質，並非一個正式的工作培訓計劃，參與的同學和機構並沒有簽署合同，亦不保證將來該機構會聘請參加這計劃的同學。本會會替所有入選並獲安排體驗機會之同學購買保險。如同學出席率達計劃的八成或以上，將可獲得本會發出的證書一張、機構評語及現金獎勵。過去有不少同學因另外找到暑期工，或是其他原因，須中途退出計劃，這樣除了浪費名額外，亦令參與機構對本會及該校學生深感不滿。為了令計劃能順利推行，懇請老師向各同學解說清楚，並挑選負責任的同學參加這個計劃，並務必出席面試（以廣東話個別面試）。

按以往經驗，報名的同學均遠超過計劃的名額，所以本會將挑選約四百人參加 3 月 12 日（六）上午 的面試，屆時將另有電郵通知同學。在此亦誠邀老師們擔任面試官，詳情請參閱附件。有關 2015 年參加同學的體驗分享，請瀏覽 <http://www.hkacmgm.org/summer/>，各輔導老師亦可鼓勵同學觀看，以加深對本計劃之了解。隨函附上附件多份，敬請查閱：

1. 兩份學生申請表格（2 Student Application Forms）（如有需要可自行加印）
2. 兩份推薦表格（2 Nomination Forms）（如有需要可自行加印）
3. 暫定的參與機構名單（Tentative List of Participating Organizations in 2016）
4. 面試官邀請信（Selection of Students for Summer Career-Related Experience Scheme 2016）
5. 面試官覆函（Reply Slip of Selection Interview）

註：敬請將申請表格與推薦表格分頁處理，勿以雙面影印

填妥之申請表、推薦信及面試官覆函（附件 1，2，5）請於 2016 年 2 月 18 日（四）前寄回本會（九龍塘沙福道 19 號，教育局九龍塘教育服務中心東座平台 EP 05 室轉交香港輔導教師協會），遲交者恕不受理。如有查詢，可致電 2671 1722 與梁小姐聯絡。

香港輔導教師協會有限公司

鄭惠儀 謹啟

2016 年 1 月 11 日

編號 6

(由本會填寫)

中六學生

暑期事業體驗計畫 2016 申請表

請貼上照片

1. 學生姓名 (請依身份證以正楷填寫): :
(中文): _____ (英文): _____
2. 性別: _____ 3. 身份證號碼: _____
4. 出生日期: _____年____月____日 5. 年齡 (於 16 年 5 月 1 日): _____
6. 班別: 中六_____ 7. 住址: _____
8. 電郵地址 (必須填寫, 本會主要以電郵聯絡各同學): _____
9. 住址電話: _____ 10. 手提電話: _____
11. 學校: _____
12. 在校參與活動: 學術 文化 運動 服務 其他: _____
13. 在校擔任之職務: _____
14. 曾獲得之獎項: _____
15. 工作經驗: _____
16. 技能: 電腦
 - 電子軟件使用, 如 word、excel 等
 - 中文字輸入法: 每分鐘約 _____ 字
 - 網頁設計
 - 電腦繪圖
 - 其他 _____ 英文打字: 每分鐘約 _____ 字
 其他 _____
17. 參與機構選擇 (可於 3 月 12 日面試當天再作更改) *

選擇	機構編號	機構名稱
1.		
2.		
3.		
4.		
5.		

18. 如未能派獲以上選擇之機構, 本人
 會 不會 接受香港輔導教師協會派往其他參與機構

內部使用:

- 結果: 成功, 派往 _____
 後補

總分

No. 6 _____
(for Official Use)

Summer Career-Related Experience Scheme
2016
Nomination Form

F.6 Students

Name of Student: _____(Chinese) _____(English)

School: _____ Class: _____

A. Principal/ Careers Teacher's Recommendation

SCHOOL'S ASSESSMENT (Score : Highest 5 – Lowest 1)	
Neatness in Work	
Industry and Keeness	
Reliability	
Self-Assertiveness	
Initiatives	
Co-operation	
Total :	/ 30

Comments and additional information:

School Chop :

Signature : _____

Name : Mr/Mrs/Ms _____

(in block letters)

Principal/Careers Master/Mistress

B. To be completed by the interviewer

PERFORMANCE AT INTERVIEW (Score : Highest 10 – Lowest 1)	
Industry and Keeness	
Self-Assertiveness	
Communication Skills	
Total :	/ 30

Interviewer's Comments:

Name of Interviewer : _____

Date : _____

編號 5 _____
(由本會填寫)

中五學生

暑期事業體驗計畫 2016 申請表

請貼上照片

1. 學生姓名 (請依身份證以正楷填寫): :
(中文): _____ (英文): _____
2. 性別: _____ 3. 身份證號碼: _____
4. 出生日期: _____年____月____日 5. 年齡 (於 16 年 5 月 1 日): _____
6. 班別: 中五_____ 7. 住址: _____
8. 電郵地址 (必須填寫, 本會主要以電郵聯絡各同學): _____
9. 住址電話: _____ 10. 手提電話: _____
11. 學校: _____
12. 在校參與活動: 學術 文化 運動 服務 其他: _____
13. 在校擔任之職務: _____
14. 曾獲得之獎項: _____
15. 工作經驗: _____
16. 技能: 電腦
 - 電子軟件使用, 如 word、excel 等
 - 中文字輸入法: 每分鐘約 _____ 字
 - 網頁設計
 - 電腦繪圖
 - 其他 _____ 英文打字: 每分鐘約 _____ 字
 其他 _____

17. 參與機構選擇 (可於 3 月 12 日面試當天再作更改)

選擇	機構編號	機構名稱
1.		
2.		
3.		
4.		
5.		

18. 如未能派獲以上選擇之機構, 本人

- 會 不會 接受香港輔導教師協會派往其他參與機構

內部使用:

- 結果: 成功, 派往 _____
 後補

總分

No. 5 _____
(for Official Use)

Summer Career-Related Experience Scheme
2016
Nomination Form

F.5 Students

Name of Student: _____(Chinese) _____(English)

School: _____ Class: _____

B. Principal/ Careers Teacher's Recommendation

SCHOOL'S ASSESSMENT (Score : Highest 5 – Lowest 1)	
Neatness in Work	
Industry and Keeness	
Reliability	
Self-Assertiveness	
Initiatives	
Co-operation	
Total :	/ 30

Comments and additional information:

School Chop :

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Signature : _____

Name : Mr/Mrs/Ms _____

(in block letters)

Principal/Careers Master/Mistress

C. To be completed by the interviewer

PERFORMANCE AT INTERVIEW (Score : Highest 10 – Lowest 1)	
Industry and Keeness	
Self-Assertiveness	
Communication Skills	
Total :	/ 30

Interviewer's Comments:

Name of Interviewer : _____

Date : _____

Selection of Students
Summer Career-Related Experience Scheme 2016

The selection of students for the Summer Career-Related Experience Scheme 2016 will take place at the following time and place:

Date: 12 March 2016 (Sat)
Time: 9:00 p.m. – 12:00 noon
Place: School Hall of CCC Mong Man Wai College
中華基督教會蒙民偉書院
20 Hiu Ming Street, Kwun Tong
九龍觀塘曉明街 20 號

You are kindly invited to serve on the Selection Board and to attend the selection interview. Alternatively, you may send a representative to perform this job.

I should be grateful if you could complete the reply slip attached and return it to me together with the completed Student Application Forms and Nomination Forms **on or before 18 February 2016 (Thur).**

Selection of Students
Summer Career-Related Experience Scheme 2016
Reply Slip

(Please mail to HKACMGM or fax to 2671 0703 on or before 18 February 2016)

Name of School: _____

Telephone No.: _____ Fax No.: _____

Teacher-in-charge's email: _____

To : Miss Cheng Wai Yee Monica
 Hong Kong Association of Careers Masters and Guidance Masters Limited
 c/o Kowloon Regional Education Office,
 Room EP05, Podium, East Block, EDB Kowloon Tong Education Services Centre,
 19 Suffolk Road, Kowloon Tong, Kowloon
 (Tel: 2671 1722, Fax: 2671 0703)

Dear Miss Cheng,

Please ✓ in the following box as appropriate

1. I shall be pleased to attend the selection interview and serve on the Selection Board at 9:00 a.m. on Saturday, 12 March 2016 at CCC Mong Man Wai College.

Interviewer's Contact email: _____

2. I shall not attend the selection interview and nominate my representative
 *(Mr./Mrs./Miss) _____
 (Name in Block Letters)
 to attend the selection interview and serve on the Selection Board at 9:00 a.m. on Saturday, 12 March 2016 at CCC Mong Man Wai College.

Interviewer's Contact email: _____

3. I shall not attend the selection interview on 12 March 2016.

Yours faithfully,

Signed : _____

Name in Block Letters : _____
 (*Mr./Mrs./Miss)

Post : _____

Date : _____

* Please delete as appropriate

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
A1	Agency for Volunteer Service - Volunteer Action Centre 義務工作發展局 - 義工服務中心	1/F, Yuen Fai Court, 6 Sai Yuen Lane, Sai Ying Pun, Hong Kong 西營盤西源里 6 號源輝閣一樓	18/07/16-13/08/16 (F.6) 18/07/16-29/07/16 (F.5) <u>Mon-Sat:</u> 9:00am-5:00pm	1 (F.5/F.6)	Volunteer Service Assistant (<i>Volunteer/community service experience preferred</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company, incl. handling enquiries
A2	Agency for Volunteer Service - Volunteer Training & Development Centre 義務工作發展局- 義工培訓發展中心	Shop D101-102, 1/F, Block D, Cho Yiu Centre, Cho Yiu Chuen, Kwai Chung, NT 新界葵涌祖堯邨敬祖路 6 號祖堯坊 D 座 1 樓 D101-102 號舖	13/06/16-10/07/16 <u>Mon-Sun:</u> 9:00am-5:00pm	1 (F.6)	Program Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company, incl. handling enquiries
B	Bonham Road GPS 般咸道官立小學	9A, Bonham Road, Hong Kong 香港般咸道 9A	06/06/16-30/06/16 <u>Mon-Fri:</u> 8:30am-4:30pm	2 (F.6)	Teacher Assistant - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the school, e.g. teaching aids making - To assist in providing care services to children

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C01	Fanling Public Library 粉嶺公共圖書館	2/F, 9 Wo Mun Street, Fanling, N.T. 粉嶺和滿街 9 號 2 樓	16/05/16-10/06/16 (F.6) 25/07/16-05/08/16 (F.5) <u>Mon-Wed, Fri:</u> 9:00am-5:00pm <u>Thu:</u> 12:00pm-8:00pm	2 (F.5/F.6)	Volunteer <i>(Good communication skills; able to work independently; able to maintain concentration when performing routine work, e.g. sorting, shelving of lib materials, jacketing of new or damaged lib materials; handiwork skills for jacketing, stamping & sticking labels of lib materials, etc; simple knowledge on operation on computer is preferred)</i> - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization, incl. handling enquiries - Performing routine work such as sorting, shelving library materials, jacketing materials, stamping and labeling.
C02	Hong Kong Central Library – General Reference / (Hong Kong Studies, General Reference , Reference and Information Enquiry Centre) 香港中央圖書館 - 參考圖書部	8/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 8 樓參考圖書部	16/05/16-10/06/16 <u>Mon, Tue, Thu & Fri:</u> 9:30am-5:30pm <u>Wed:</u> 12:30pm-8:30pm *May need to perform duties at Shek Tong Tsui Public Library (石塘咀公共 圖書館) and Mobile Library 7/8 at Kwun Chung Municipal Services Building (官涌市政大廈)	2 Boys & 3 other Boys/Girls (F.6)	Library Assistant <i>(Knowledge of Chinese Word processing & Excel)</i> - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in daily operation of the organization - To input data onto database; - To assist in organizing and checking reference materials - To assist in shelving books & documents

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C03	Hong Kong Central Library – Adult Lending Library 香港中央圖書館 – 成人借閱圖書館	3/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 3 樓成人借閱圖書館	23/05/16/-19/06/16 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	3 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company; - To assist in data processing & customer services, stocking taking of lib materials
C04	Hong Kong Central Library – Adult Lending Library 香港中央圖書館 – 成人借閱圖書館	3/F., Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 3 樓成人借閱圖書館	20/06/16-17/07/16 42.5 hrs/week; 8.5 hrs/working day (incl. lunch hour); *Need to perform duty on alternate Sat/Sun	3 (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company; - To assist in data processing & customer services, stocking taking of lib materials
C05	Hong Kong Central Library - Young Adult Library 香港中央圖書館 – 青少年圖書館	6/F, Young Adult Library, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 6 樓青少年圖書館	30/05/16-24/06/16 5-day work, 40 hrs per week (including lunch hour) <u>Mon-Tue, Thu-Sat</u> 10:00am-6:00pm Wed, Sun & PH off	1 Girl (F.6)	Volunteer - To assist in programme running / arranging different activities; - To assist in conducting survey; - To assist in preparing project guides & booklists & other duties assigned by supervisors
C06	Hong Kong Central Library - Special Reference/NPBI 香港中央圖書館 - 逾期報刊閱覽區	4/F, Back Issues of Newspapers & Periodicals Reading Area, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館四樓	16/05/16-11/06/16 <u>Mon-Tue, Thu-Sat:</u> 10:00am.-6:00pm Wed & Sun off	2 (F.6)	Student Helper (<i>Knowledge of word processing & Chinese input method; knowledge in MS Access database is preferable</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities; - To assist in daily operation of the organization including handling enquiries

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C07	Hong Kong Central Library - Special Reference/NPCI 香港中央圖書館 – 最新報刊閱覽部	5/F., Newspapers & Periodicals Section, Hong Kong Central Library, 66 Causeway Road., Causeway Bay, HK 銅鑼灣高士威道 66 號香港中央圖書館 5 樓報章及期刊閱覽部	16/05/16-11/06/16 <u>Mon, Tue, Thu- Sat:</u> 10:00am.–6:00pm excluding Wed	6 (F.6)	Library Assistant (Familiar with Internet & database searching, computer knowledge of MS Word, Excel and Chinese input methods) - To assist in arranging different activities; - To assist in daily operation of the organization / company; - To assist in handling enquiries; - To conduct research for annual review of newspapers, periodicals & microforms; - To assist in management of library collections and re-organization of microform stock
C08	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	30/05/16-24/06/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company To assist in data input
C09	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	01/06/16-28/06/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company To assist in data input

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C10	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	01/06/16-30/06/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input
C11	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	13/06/16-08/07/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input
C12	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	04/07/16-29/07/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.6)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

Appendix 3

Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C13	Hong Kong Public Libraries - Extension Activities Unit 香港公共圖書館推廣活動組	Room 901, 9/F, Fa Yuen Street Municipal Services Building, 123A, Fa Yuen Street, Mongkok, Kowloon. 九龍旺角花園街 123 號 A 花園街市政大廈 9 字樓 901 室	01/08/16-12/08/16 <u>Mon to Fri:</u> 9:15am-5:15pm *May need to perform duties at Hong Kong Central Library (香港中央圖書館) occasionally	1 (F.5)	Volunteer (Proficiency in MS Office and Chinese input (倉頡 or 速成)) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities; - To assist in daily operation of the organization / company - To assist in data input
C14	Kowloon Public Library – Lending and Reference Sections 九龍公共圖書館	5 Pui Ching Road, Ho Man Tin, Kln 九龍培正道 5 號九龍中央圖書館	04/07/16-31/07/16 (F.6) 01/08/16-14/08/15 (F.5) Shift duty	6 Boys & 6 Girls (F.6) 8 (F.5)	Summer Student Helper - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - Shelving, sorting, labeling of lib materials & stock taking
C15	Lam Tin Public Library 藍田公共圖書館	5/F, Lam Tin Complex, 1 Hing Tin Street, Lam Tin, Kln. 藍田慶田街 1 號藍田綜合大樓 5 至 6 樓	06/06/16-03/07/16 <u>Mon:</u> 12:00noon-8:00pm; <u>Tue-Fri:</u> 10:00am-6:00pm/ 11:00am-7:00pm/ 12:00noon-8:00pm Shift duty required	1 Boy & 1 Girl (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries - To assist in conducting survey and providing customer service

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C16	Lei Yue Mun Public Library 鯉魚門公共圖書館	1/F, Lei Yue Mun Municipal Services Building, 6 Lei Yue Mun Path, Yau Tong, Kln. 九龍觀塘鯉魚門徑 6 號鯉魚門市政大廈 1 樓	04/07/16-31/07/16 (F.6) 01/08/16-14/08/16 (F.5) <u>Mon, Tue, Wed & Fri:</u> 10:00am-7:00pm <u>Sat & Sun:</u> 10:00-5:00pm (Thu off & Shift duty required)	2 (F.5/F.6)	Volunteer - To assist in daily operation of the organization, incl. handling enquiries - To assist in providing care services to the elderly and children
C17	Ngau Tau Kok Public Library 牛頭角公共圖書館	2/F, Ngau Tau Kok Municipal Services Building, 183 Ngau Tau Kok Road, Kln 九龍牛頭角道 183 號牛頭角市政大廈 2 至 3 樓	16/05/16-10/06/16 <u>Mon to Fri:</u> 9:00am-6:00pm (9 hours per day, lunch hour included) Shift duty	4 (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company
C18	Ngau Tau Kok Public Library 牛頭角公共圖書館	2/F, Ngau Tau Kok Municipal Services Building, 183 Ngau Tau Kok Road, Kln 九龍牛頭角道 183 號牛頭角市政大廈 2 至 3 樓	18/07/16-29/07/16 (F.5) <u>Mon to Fri:</u> 9:00am-6:00pm (9 hours per day, lunch hour included) Shift duty	4 (F.5)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company
C19	Po On Road Public Library 保安道公共圖書館	1/F., Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon 九龍深水埗保安道 325 - 329 號保安道市政大廈 2 樓	27/06/16-22/07/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	1 Boy (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company - To assist in book sorting, shelving, shelf-reading and stock-taking

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C20	Po On Road Public Library 保安道公共圖書館	1/F., Po On Road Municipal Services Building, 325-329 Po On Road, Sham Shui Po, Kowloon 九龍深水埗保安道 325 - 329 號保安道市政大廈 2 樓	25/07/16-05/08/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue - Fri:</u> 10:00am-6:00pm	1 Boy (F.5)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company - To assist in book sorting, shelving, shelf-reading and stock-taking
C21	Sau Mau Ping Public Library 秀茂坪公共圖書館	104-109, G/F., Sau Ming House, Sau Mau Ping Estate, Kowloon 九龍秀茂坪邨秀明樓 104 - 109 號	15/06/16-13/07/16 (F.6) 01/08/16-15/08/16 (F.5) <u>Mon-Wed, Fri:</u> 9:30am-5:30pm (incl lunch hour) Thu, Sat, Sun off	1 (F.5/F.6)	Library Volunteer (<i>Be hardworking, co-operative; best live in SMP or Kwun Tong district</i>) - To assist in daily operation of the organization / company
C22	Sha Tin Public Library 沙田公共圖書館	No.1, Yuen Wo Road, Sha Tin, N.T. 沙田源禾路一號	23/05/16-17/06/16 Shift duty	1 (F.6)	Library Volunteer (<i>Computer skills are preferable</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company
C23	Sheung Shui Public Library 上水公共圖書館	3/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, N.T. 上水智昌路 13 號石湖墟市政大廈 3 樓	23/05/16-17/06/16 (May need to perform duty at a small library in Fanling South District)	2 (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company, incl. handling enquiries - To assist in preparation work of a new small library in North District

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C24	Shui Wo Street Public Library 瑞和街公共圖書館	5-6/F, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kln 官塘瑞和街9號瑞和街市政大廈五至六樓	30/05/16-26/06/16 <u>Mon:</u> 12:00pm-8:00pm <u>Tue-Fri:</u> 9:00am-5:00pm <u>Sat, Sun</u> (alternate week): 9:00am-5:00pm *Average 44 hrs/wk	2 Boys & 2 Girls (F.6)	Volunteer (Basic computer knowledge, e.g. Microsoft Word, Excel, Chinese input) - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
C25	Tai Po Public Library 大埔公共圖書館	5/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, N.T. 大埔鄉事會街 8 號大埔綜合大樓五樓	23/05/16-17/06/16 (F.6) 8 hrs/day incl. lunch hour Shift duty	2 (F.6)	Library Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company - To handle new books processing; replacement of CD cases; stamping of forms; designing spreadsheets etc.
C26	To Kwa Wan Public Library 土瓜灣公共圖書館	5-6/F, To Kwa Wan Market & Government Offices, 165 Ma Tau Wai Road, Kowloon. 九龍馬頭圍道 165 號土瓜灣政府合署五至六樓	04/07/16-31/07/16 8 hrs/day, irregular hours	2 Boys & 2 Girls (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running and arranging different activities; - To assist in daily operation of the organization / company including handling enquiries

Participating Organizations of Summer Career-Related Experience Scheme 2016 (Tentative)

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
C27	To Kwa Wan Public Library 土瓜灣公共圖書館	5-6/F, To Kwa Wan Market & Government Offices, 165 Ma Tau Wai Road, Kowloon. 九龍馬頭圍道 165 號土瓜灣政府合署五至六樓	01/08/16-14/08/16 8 hrs/day, irregular hours	2 Boys & 2 Girls (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
C28	Tsuen Wan Public Library 荃灣公共圖書館	38 Sai Lau Kok Road, Tsuen Wan 荃灣西樓角路 38 號	23/05/16-17/06/16 Shift duty	4 Girls (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in programme running / arranging different activities; - To assist in daily operation of the organization / company including handling enquiries
C29	Yau Ma Tei Public Library 油麻地公共圖書館	G/F & M/F., 250 Shanghai Street, Kowloon 九龍油麻地上海街 250 號地下及閣樓	04/07/16-31/07/16 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.6)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - To assist in providing counter services to the public
C30	Yau Ma Tei Public Library 油麻地公共圖書館	G/F & M/F., 250 Shanghai Street, Kowloon 九龍油麻地上海街 250 號地下及閣樓	01/08/15-14/08/15 *8 hours per day (including lunch hour); shift duty	1 Boy & 1 Girl (F.5)	Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc; - To assist in daily operation of the organization / company including handling enquiries - To assist in providing counter services to the public

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
D1	St. James' Settlement - Kathleen McDouall Kindergarten/ Child Care Centre 聖雅各福群會 - 麥潔蓮幼稚園幼兒中心	3/F-6A/F, No.100 Kennedy Road, Wan Chai, Hong Kong 灣仔堅尼地道 100 號 3 樓	25/07/16-06/08/16 <u>Mon-Fri:</u> 8:30am-4:30pm *Need to perform duty on Sat	4 Girls (F.5)	Teacher Assistant (<i>Benevolent, patient, active</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - -To assist in programme running - To assist in daily operation of the organization / company, incl. handling enquiries - To assist in conducting survey - To assist in providing care services to children
D2	St. James' Settlement - Wanchai Integrated Family Service Centre 聖雅各福群會-灣仔綜合家庭服務中心	12/F, 85 Stone Nullah Lane, Wan Chai, HK 灣仔石水渠街 85 號 12 字樓	16/05/16-10/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm	2 (F.6)	Summer Volunteer - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries - To assist in conducting survey - To assist in providing care services to children
E1	United Christian Hospital (UCH) and Haven of Hope Hospital (HHH) 基督教聯合醫院及靈實醫院	<u>United Christian Hospital</u> Community Involvement & Volunteer Service Dept, G/F, Blk P, 130 Hip Wo Street, Kwun Tong, Kowloon. 九龍觀塘協和街 130 號 基督教聯合醫院 社區參與及義工服務部	23/05/16-30/06/16 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	30 (F.6)	Volunteer (學生在服務期間將會輪流安排於基督教聯合醫院及靈實醫院工作；必須完成 6 星期的服務時間) - To provide clerical support, e.g. filing, telephone enquiry, etc
E2	United Christian Hospital (UCH) and Haven of Hope Hospital (HHH) 基督教聯合醫院及靈實醫院	<u>Haven of Hope Hospital,</u> 8 Haven of Hope Road, Tseung Kwan O, N.T. 新界將軍澳靈實路 8 號	11/07/16-19/08/16 (6 weeks) <u>Mon-Fri:</u> 9:00am-5:00pm	30 (F.6/F.5)	- To assist in programme running & arranging different activities - To assist in daily operation of the organization / company incl. handling enquiries & conducting survey - To assist in providing care services to patients

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
	United Christian Nethersole Community Health Service 基督教聯合那打素社康服務	L1, KEC Administrative Building, No.2 Po Ning Lane, Hang Hau, Tseung Kwan O, Kowloon. 將軍澳坑口寶寧里二號九龍東聯網行政樓一樓 (總部) 將派往不同的中心工作	13/06/16-08/07/16 Mon-Fri: 9:00am-5:00pm (或需按個別中心開放時間工作, 每天 8 小時, 連午膳時間)	21 (F.6)	活動助理 (熟悉電腦 Word, Excel 及中英文輸入法: 廣東話) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities
F01	和樂社區健康中心(中醫部)	觀塘協和街和樂邨居安樓 26-33 號(地庫)		1	- To assist in daily operation of the organization / company incl. handling enquiries & conducting survey
F02	白普理廣田社區健康中心	藍田廣田邨廣田商場 203 號		1	
F03	秀茂坪社區健康中心	秀茂坪邨秀茂坪商場 313 室		2	- To assist in providing care services to elderly
F04	愛鄰網絡(秀茂坪)	秀茂坪邨秀茂坪商場 313 室		2	
F05	天水圍社區健康中心	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1	
F06	天水圍社區健康中心(中醫部)	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1	
F07	佐敦社區健康中心	九龍佐敦道 23 號新寶廣場 13 樓全層		1	
F08	富亨社區健康中心	大埔富亨邨鄰里社區中心 4 樓		1	
F09	廣福社區健康中心	大埔廣福邨廣仁樓 19 號地下		1	
F10	愛鄰網絡(廣福)	大埔廣福邨廣仁樓 19 號地下		2	
F11	綜合家居照顧服務隊	大埔廣福邨廣崇樓 101-104 號		1	
F12	那打素中醫服務暨香港中文大學中醫臨床教研中心	大埔全安路 11 號那打素醫院 J 座地下		1	
F13	聯合情緒健康教育中心	九龍牛頭角道 55 號利基大廈 A 座 2 樓		1	
F14	愛鄰網絡(天水圍)	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1	
F15	聯合那打素彩頤健康中心	九龍牛頭角彩霞道 55 號彩頤居一樓		1	
F16	預防醫學及醫療外展服務	觀塘協和街和樂邨居安樓 26-33 號地下		1	
F17	南亞裔健康支援計劃	觀塘協和街和樂邨居安樓 26-33 號地下		1	
F18	少數族裔及新移民戒煙計劃	天水圍天晴邨社區綜合服務大樓 1 樓 103 室		1	

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
G1	Kin Sang Baptist Church Bradbury Pre-School 建生浸信會白普理幼兒園	G/F Tai Sang House, Kin Sang Estate, Tuen Mun, N.T. 新界屯門建生邨泰生樓地下	06/06/16-30/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 Girls (F.6)	Teacher Assistant (<i>mature and responsible; basic computer knowledge, e.g. Word, Excel, Chinese input; Interested in child care service; willing to work hard and learn, no dyed hair</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children - To help teacher deal with classwork
G2	Kin Sang Baptist Church Bradbury Pre-School 建生浸信會白普理幼兒園	G/F Tai Sang House, Kin Sang Estate, Tuen Mun, N.T. 新界屯門建生邨泰生樓地下	01/08/16-12/08/16 <u>Mon-Fri:</u> 9:00am-5:00pm (8 hrs/day, including lunch hour)	2 Girls (F.5)	Teacher Assistant (<i>mature and responsible; basic computer knowledge, e.g. Word, Excel, Chinese input; Interested in child care service; willing to work hard and learn, no dyed hair</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in providing care services to children - To help teacher deal with classwork
H1	YCH Choi Pat Tai Kindergarten / Child Care Centre 仁濟醫院蔡百泰幼稚園 / 幼兒中心	1/F, Yan Chai Hospital Multi-services Complex, 18 Yan Chai Street, Tsuen Wan, N.T. 新界荃灣仁濟街 18 號仁濟醫院綜合服務大樓一樓	04/07/16-29/07/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls & 1 Boy (F.6)	教師助理 (<i>上班需服飾需整齊大方, 不可穿背心、露背裝、短褲</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in providing care services to children
H2	YCH Choi Pat Tai Kindergarten / Child Care Centre 仁濟醫院蔡百泰幼稚園 / 幼兒中心	1/F, Yan Chai Hospital Multi-services Complex, 18 Yan Chai Street, Tsuen Wan, N.T. 新界荃灣仁濟街 18 號仁濟醫院綜合服務大樓一樓	01/08/16-12/08/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls & 1 Boy (F.5)	教師助理 (<i>上班需服飾需整齊大方, 不可穿背心、露背裝、短褲</i>) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in daily operation of the organization / company - To assist in providing care services to children

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Code	Name of Organization	Address	Service Period	No. of Offers	Nature of Offer/Area of Participation
H3	Yan Chai Hospital Fong Kong Fai Kindergarten / Child Care Centre 仁濟醫院方江輝幼稚園/幼兒中心	G/F, Shop A, Lung Cheung Garden, 26 Praya Kennedy Town, HK 香港堅尼地城海傍 26 號龍翔花園地下 A 舖	16/05/16-10/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	2 Girls (F.6)	文員助理 (不可染髮上班) (同學在服務期一週前需先致電園方作初步溝通) - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running / arranging different activities - To assist in producing teaching materials
H4	YCH Wing Lung Kindergarten / Child Care Centre 仁濟醫院永隆幼稚園/幼兒中心	G/F, 107-120, 122 & 124, Choi Yuk House, Choi Yuen Estate, Sheung Shui 新界上水彩園村彩玉樓地下	30/05/16-24/06/16 <u>Mon-Fri:</u> 9:00am-5:00pm (tentative)	4 (F.6)	教師助理 - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in programme running/ arranging different activities - To assist in daily operation of the organization / company - To assist in providing caring services to children - To assist in making teaching aids and toys
H5	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林季婉冰幼稚園/幼兒中心	G/F, 6, Tin Ho Road, Tin Shui Wai, N.T. 新界元朗天水圍天河路 6 號地下	16/05/16-10/06/16 <u>Mon-Fri</u> 9:00am-5:00pm	2 (F.6.)	文員助理 - To provide clerical support, e.g. filing, telephone enquiry, etc
H6	YCH Nina Lam Kindergarten/ Child Care Centre 仁濟醫院林季婉冰幼稚園/幼兒中心	G/F, 6, Tin Ho Road, Tin Shui Wai, N.T. 新界元朗天水圍天河路 6 號地下	01/08/16-12/08/16 <u>Mon-Fri</u> 9:00am-5:00pm	2 (F.5)	文員助理 To provide clerical support, e.g. filing, telephone enquiry, etc
I	Globalsmart Healthcare Company Limited 環智保健有限公司	Room 1211, 12/F, Tower 1, Grand Century Place, 193 Prince Edward Road West, Mongkok, Kowloon, HK. 九龍旺角太子道西 193 號新世紀廣場一座十二樓 1211 室	16/05/16-11/06/16 <u>Mon-Fri:</u> 9:00am-6:00pm <u>Sat:</u> 9:00am-1:00pm (On alternate weeks)	2 (F.6) Girls preferred	Marketing Clerk - To provide clerical support, e.g. filing, telephone enquiry, etc - To assist in arranging different activities - To assist in marketing work * Each student is entitled to \$1000 transport allowance per working month.

TOTAL: 201 Students POST: 9 Organizations