



香港輔導教師協會

Hong Kong Association of Careers Masters and Guidance Masters

For Favour of Posting

Correspondence Address c/o Careers & Home School Cooperation Section, Education Bureau,

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To: Careers teachers and all teachers who  
are interested in career education

25 January, 2008

Dear teachers,

**Course on Careers Guidance in Secondary School**

This academic year, the Course on Careers Guidance in Secondary Schools is going to be run by the Hong Kong Association of Careers Masters and Guidance Masters (HKACMGM) in collaboration with SCOPE, the City University of Hong Kong.

The 20-hour course (full course) is specially designed for secondary school teachers currently involved in careers guidance work in schools with an interest in knowing more about the career development of their students and those who are prepared to devote themselves to this important aspect of education. In order to allow greater flexibility, teachers can opt for full course (10 lessons – 20 hours) or just enroll in classes on 6<sup>th</sup> May, 2008 and 13<sup>th</sup> May, 2008 only. The themes of the two classes are '**Writing testimonials and recommendations**' and **“Use of Aptitude and Interest Tests in Secondary Schools: Strengths and Limitations”** respectively. It is believed that these two topics have much appeal to teachers who believe in whole-school approach in careers counselling.

Enclosed please find the course schedule, the general course outline and the application form. It is much appreciated if the information will be passed onto the interested teachers. For enquiries, please contact Miss Candice Mo of SCOPE of the City University of Hong Kong at 27843227.

Thank you for your kind attention.

Yours truly,

Ms. Sin Nga-lam, Caroline and  
Mr. CHAN Wai-man, Ricky

Course co-ordinators

# Course on Careers Guidance in Secondary School

Course Code: 81573

## Course Outline

1. Theoretical foundation of Career Education and Guidance in the local context
2. Careers guidance: a case study
3. Careers guidance: theoretical aspects and reflections
4. Careers guidance for junior forms (with emphasis on choice of stream and subjects in F.4); Changing job market and core competencies
5. Preparing for the job world
6. Other education opportunities Vocational Education, Overseas studies, with discussion on Applied Learning for the new senior secondary school curriculum.
7. Careers guidance for senior form students (with emphasis on JUPAS)
8. Writing testimonials and recommendations
9. Use of aptitude and interest tests in secondary schools: strengths and limitations
10. The role of Careers Masters in developing OLE and SLP at school



|                              |   |
|------------------------------|---|
| <b>Date</b>                  | : 4 March 2008 to 20 May 2008<br>(Tuesday, 10 lessons in total)                         |
| <b>Time</b>                  | : 6:00pm to 8:00pm  |
| <b>Duration</b>              | : 20 hours  |
| <b>Medium of instruction</b> | : Cantonese supplemented with English   |
| <b>Application Deadline</b>  | : 19 February 2008  |
| <b>Fee</b>                   | : HK\$850 (Full course)<br>HK\$200 (For classes on 6 & 13 May 2008, Topic 8 and 9 only) |
| <b>Teaching Venue</b>        | : Learning Centre, Kowloon Tong or CityU campus   |

## The Hong Kong Association of Careers Masters and Guidance Masters (HKACMGM)

### 1. About HKACMGM

The Hong Kong Association of Careers Masters and Guidance Masters (HKACMGM) was founded in 1959 with membership open to all secondary schools. The objective of the Association is to help schools to deliver careers and general guidance services to their students.

The Association now has 389 members. Over the past years, the Association has worked very hard by disseminating information and arranging talks for teachers and students on careers and higher education and offering assistance and advice to schools in order to keep students and their parents fully informed of the various opportunities for further education and employment in Hong Kong. The Association also holds seminars, experience sharing sessions and workshops for Guidance Masters and helps them to update and develop their expertise in this fast changing world.

2. **Course Co-ordinator** : Chan Wai Man Ricky, Sin Nga Lam Caroline
3. **Tutors** : The executive committee members of HKACMGM and experienced careers counsellors
4. **Website** : [www.hkacmgm.org](http://www.hkacmgm.org)

## General Information

1. Please send the application form together with the course fee in the form of a crossed cheque or cashier's cheque made payable to "City University of Hong Kong" to the School of Continuing and Professional Education, City University of Hong Kong, Tat Chee Avenue, Kowloon. Post-dated cheque will not be accepted.
2. All application forms will be dealt with on a first-come, first-served basis.
3. Personal data provided on the application form will be used by SCOPE for purpose relating to enrolment process. For details of the Personal Data Collection Statement, please refer to the web site: <http://www.cityu.edu.hk/ce/pdcs>
4. The School of Continuing and Professional Education reserves the right not to admit an applicant. Place allocated on each class is not transferable. Fees are not refundable and transferable, except for unsuccessful enrolment or cancellation of a course.
5. The School of Continuing and Professional Education reserves the right to alter the details of the course such as date, time, venue and substitution of instructors and to cancel courses.
6. Participants will receive an acknowledgement for course enrolment together with directions to the venue. Unless otherwise notified, participants should go to the class at the time and venue specified in the brochure. Please contact SCOPE if you do not receive any notification five days before course commencement.
7. No class will be held upon announcement of storm warning signal No. 8 or above. After the typhoon passes, if the No. 8 signal is lowered (before 7 am in the case of morning classes, and before 12 noon in the case of afternoon classes, and before 4 pm in the case of evening classes), classes will meet as usual; otherwise classes will be postponed. For rainstorm black warning, the arrangement will be similar.
8. Enquiries: SCOPE, LG/F, Academic Exchange Building, City University of Hong Kong.

Office hours of the School:

Mon - Sat : 9 am - 12 noon

Mon - Fri : 2 pm - 5 pm

Tel : 2788 3225/2194 2600

E-mail : cece@cityu.edu.hk

Web site : <http://scope.edu>

### Certificate of Attendance

Participants who have achieved at least 70% attendance of a course can receive a certificate of attendance. The charge is waived for non-credit general course.



Please photocopy this form if required

# Course on Careers Guidance in Secondary School

Course Code: 81573

Application Deadline : 19 February 2008

## Enrolment Form

Name \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)  
(Please fill in your name as recorded in your HKID card)

HKID No. \_\_\_\_\_ ( ) Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Company Name \_\_\_\_\_ Position \_\_\_\_\_

Address of Correspondence \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (mobile)

Email Address \_\_\_\_\_

### Education

Secondary       Form Seven       Post-secondary       University or above

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Cheque No \_\_\_\_\_

### Declaration

- I hereby declare that I have read and understood the General Information stated in the course brochure.
- I consent that if admitted to the course, I will conform to the Statutes and Regulations of the University and SCOPE.

Signature \_\_\_\_\_ Date \_\_\_\_\_