

Course on Careers Guidance in Secondary School

Course Code: 71573

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. Vocational Education; with discussion on C.O.C. curricula for the new senior secondary school curriculum
7. Careers guidance for senior form students (with emphasis on JUPAS)
8. Overseas studies; Local study and training opportunities
9. Use of aptitude and interest tests in secondary schools: strengths and limitations
10. Writing testimonials and recommendations; with samples shown and discussed



Date	: 6 March 2007 to 29 May 2007 (Tuesday, 10 lessons in total)
Time	: 6:00pm to 8:00pm
Duration	: 20 hours
Medium of instruction	: Cantonese supplemented with English
Application Deadline	: 14 February 2007
Fee	: HK\$850 (Full course) HK\$200 (For classes on 22 & 29 May 2007, Topic 9 and 10 only)
Teaching Venue	: SCOPE@CityU or SCOPE JCEB Learning Centre, Kowloon Tong or CityU

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 380 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** : Tang Hung Sing Alan & Chan Wai Man Ricky
3. **Tutors** : The executive committee members of HKACMGM and experienced careers counsellors
4. **Website** : 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 : 2784 3226/2788 7423

E-mail : scope@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

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Enrolment Form

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

HKID No. _____ () Date of Birth _____ Sex _____
(dd/mm/yy)

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 _____