

HKGCC Business-School Partnership Programme
~ Guidelines for School ~

Roles & Responsibilities of School

- Assign *two Teachers-in-charge* (preferably career teachers who give advice to students on study and career planning) to be responsible for arranging and preparing students to program activities, coordinating the logistics with company representatives, informing HKGCC the latest status of program development.
- Provide students with *sufficient briefing* in advance so that they know what to expect and how to behave during various program activities.
- Provide appropriate *venue and facilities* for carrying out the activities when required.
- For activities outside the school, the school should provide transportation or other arrangements for their students, be responsible for students' safety and provide insurance coverage if necessary.
- Principals should *monitor the progress* of the program activities closely.
- Present a *token of thanks* such as thank you letters, souvenirs, cards, speech ...etc. from the school to the company would be appropriate at the end of the program.
- Inform HKGCC and complete an evaluation form at the end of the program.
- Under no circumstances should the school solicit the matching company for donations, internship, job offering or other monetary or non-monetary contributions outside the context of the program.

Roles & Responsibilities of Teachers-in-charge

- Teachers-in-charge have to provide their reachable *contact numbers* (mobile telephone numbers are highly encouraged) as well as e-mail addresses for quick accessibility especially in case of emergencies.
- Both Teachers-in-charge must attend the matching meeting.
- *Be prepared.* Do some research on the matching company and brief students before each activity so that they can have a better idea about the company and be able to prepare relevant questions.
- Take the initiative to communicate with the company representatives from time to time. *Do not wait* for something to happen.
- One of the Teachers-in-charge must be in presence in any of the joint activities organized between the school and the company.
- Responsible for maintaining *close communication* with the school administration, companies and HKGCC.
- Assign students to write a brief summary report about each activity and send to HKGCC within one month after the activity took place. (One report for each activity will be sufficient. Please also send photos if available.)
