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| **Note:**   1. **No fee will be charged for issuing and processing this form.** 2. **Please note that submission of this form does not imply that your application will be successful.** 3. **Please read the Information of Business-School Partnership Programme at Annex I before filling in the application form below.** 4. **Please mark ☑ as appropriate.** 5. **Successful applicant will be requested to submit the organization logo in jpg format for promotion purpose.** |

**Business-School Partnership Programme (BSPP)**

**Application to be a BSPP Partner**

|  |  |  |
| --- | --- | --- |
| **Full Name of Organisation** | (English) | |
| (中文) | |
| **Contact Person** |  | |
| **Position** |  | |
| **Telephone** | (mobile) | (office) |
| **Email** |  | |
| **Correspondence**  **Address** |  | |
| **Webpage Address** |  | |

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| **Particulars of Organisation (around 100 words)** | |
| 1. **Brief description of the organisation** | |
| (English) | (中文) |
| 1. **The reason(s) of joining BSPP** | |
| (English) | (中文) |

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| **Proposed Area(s) of Collaboration☑** | |
| 🞏 Campaign  🞏 Competition  🞏 Day Camp  🞏 Drama  🞏 Expo  🞏 Job Shadowing  🞏 Mainland Activity | 🞏 Mentoring  🞏 Talk  🞏 Work Experience  🞏 Workplace Visit  🞏 Workshop  🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Initial Ideas of the Proposed Activity(s)** | |
|  | |

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| --- | --- |
| **Industries/Trades of the Organisation ☑** | |
| 🞏 Arts and Culture  🞏 Banking and Financing Services  🞏 Beauty  🞏 Building & Construction  🞏 Chemical and Petroleum Products  🞏 Design, Innovation and Technology  🞏 Education  🞏 Elderly Care Service  🞏 Electrical, Electronics & Mechanical Services  🞏 Entertainment & Recreation  🞏 Environmental Services  🞏 Foodstuff & Beverage  🞏 Government Department  🞏 Hotel  🞏 Information Technology  🞏 Jewellery | 🞏 Laundry  🞏 Logistics and Transport  🞏 Manufacturing Technology  (Tooling, Metals & Plastics)  🞏 Medical & Health  🞏 Printing and Publishing  🞏 Professional Services  🞏 Property Management  🞏 Retail  🞏 Social Services  🞏 Surveying  🞏 Tourism, Convention and Exhibition Services  🞏 Trade  🞏 Veterinarian/Pet Grooming  🞏 Watch & Clock  🞏 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Please send the completed form to bspp@edb.gov.hk.**  **Should you have any enquiries, please contact Mr IP at 3698 4336.**  **Thank You.** |

**Personal Information Collection Statement**

|  |  |
| --- | --- |
| 1. | The personal data provided by you in this form will be used by the Education Bureau for processing to be a “Business-School Partnership Programme” Partner, and activities relating to “Business-School Partnership Programme”. |
|  |  |
| 2. | The personal data provided by you in this form is voluntary. The provision of personal data will facilitate the processing of the application. In the event that you do not provide those personal data, the Education Bureau may not be able to handle or further process the application. |
|  |  |
| 3. | Under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data held by the Education Bureau. Request for access to or correction of personal data should be made in writing to Executive Officer (Life Planning Education) by post to Life Planning Education Section, EP 05, Podium, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon. |

**Information of “Business-School Partnership Programme”**

**Overview**

The Business-School Partnership Programme (BSPP) was first launched in 2005 to collaborate with business enterprises cum different sectors in the community to organize a wide spectrum of career exploration activities for students, teachers and parents with a view to helping them prepare well for their career exploration and life planning.

**Aims**

Through this non-traditional learning platform, we aim to provide students with the following opportunities:

1. to know more about various industries and their operations;
2. to explore their own career orientation;
3. to enhance generic skills; and
4. to develop positive work ethics and life values.

**Modes of Activities**

BSPP has all long been working closely with business entities, professional bodies, public corporations, NGOs and other government departments to provide a wide spectrum of career exploration activities, including workplace visits, talks, workshops, career expositions, competitions, student ambassador programmes, mentorship programmes, work experience programmes, etc.

Our pre-requisite for collaboration is that **activities organized must be relevant to students’ career exploration and life planning education.** We also welcome activities organized for teachers and parents, with a view to facilitating them to provide appropriate guidance for their students’ and children’s life planning.

**Preparation and Services provided by BSPP Partners**

The collaboration between BSPP and BSPP partners is **on activity basis**. On top of sending an activity proposal for our consideration, BSPP partners are responsible for the following:

1. Determine the mode of activity, such as workplace visit, on-site workshop, work experience programme, etc.;
2. Design the content of the activity;
3. Decide other details of the activity, such as date, time, duration, number of participating students, etc.;
4. Assign a colleague with his/her correspondence (mobile and office telephone number and email address) to us for each event so that we or the teacher(s)-in-charge could approach him/her for arrangement details and emergency use; and
5. Assign colleague(s) to receive the students and conduct the activity for the students.

**Support provided by BSPP**

1. Provide professional and educational advice on the activities;
2. Disseminate and promote the activity to schools through different channels, such as email, fax and uploading the activity information onto the BSPP website: <https://careerguidance.edb.hkedcity.net/>
3. Handle most of the correspondence and the following logistic matters:
   * enrolment
   * answering general enquiries from school teachers
   * selecting participants
   * informing schools the result of their applications

**Procedures of Application to be a BSPP Partner**

Organisations interested in joining BSPP should send the completed application form and provide other information deemed necessary to us for our consideration.

Should you have any enquiries, please contact Mr IP at 3698 4336.

For more information about BSPP, please visit our website at: [https://careerguidance.edb.hkedcity.net/](https://careerguidance.edb.hkedcity.net/en/home)