**Application to be a Partner of the “Business-School Partnership Programme”
of the Education Bureau**

**Points to Note**

**Overview**

Launched in 2005, the “Business-School Partnership Programme” of the Education Bureau (BSPP) collaborates with different business corporations, Government departments and community organisations to provide diversified **non-fee charging** career exploration activities for students, teachers and parents with a view to helping students prepare well for their life planning, transition from school to work and challenges in the future. Through BSPP, students will be provided with opportunities to:

1. know more about various industries and their operation;
2. explore their career orientations;
3. enhance their generic skills; and
4. develop proper values and work attitude.

**Application for being a BSPP Partner**

If your organisation is eager to help students prepare well for their life planning and the activity(s) proposed by your organisation meet(s) the requirements listed below, you are welcome to fill in the form, namely “Application to be a BSPP Partner”, on pages 4-7 and email the completed form to bspp@edb.gov.hk. If your organisation’s application is successful, you will be notified via email. If no notification is received within three months after the application submission, organisations may assume that their applications are unsuccessful.

Requirements of activity(s) to be organised:

1. The proposed activity(s) shall be relevant to promote career exploration and life planning of students.
2. The proposed activity(s) is/are non-fee charging.
3. The proposed activity(s) does/do not involve any business promotion and/ or sale of goods and/ or services of the organisation; and
4. The proposed activity(s) comply(s) with the legal requirements of Hong Kong and does/do not involve any content that jeopardises national security.

**Mode of Activities**

After joining BSPP, BSPP partners could provide students with diversified career exploration activities such as work experience programmes, workplace visits, talks, workshops, career expos, competitions, student ambassador programmes and mentorship programmes through BSPP.

**Services and Preparation by BSPP Partners**

The collaboration between BSPP and BSPP partners is **on activity basis**. For each activity, BSPP partners are required to submit an activity proposal for the EDB’s consideration. BSPP partners are also responsible for the followings:

1. Deciding on the mode of the activity (e.g. work experience programme, workplace visit, workshop, competition, etc.);
2. Identifying clear learning objective(s) and designing the activity accordingly;
3. Deciding on the details of the activity (e.g. date, time, duration, venue, number of participating students, etc.);
4. For competitions, outlining rules of the competition such as the competition format, judging criteria to ensure fairness and impartiality;
5. Assigning a contact person and providing his/her contact details (i.e. mobile and office telephone numbers and email address) for the EDB and/or the teacher(s)-in-charge to contact him/her about activity arrangements and in case of emergency; and
6. Assigning staff member(s) to receive the participating students and conducting the activity for the students.

**Assistance Provided by BSPP**

Once BSPP agrees to be the supporting organisation of the activity proposed by a BSPP partner, the EDB would provide assistance as follows:

1. Providing professional advice for organising the activity from an educational perspective during the process;
2. Disseminating the information of and promoting the activity to schools through different channels, such as email and uploading the activity information onto the BSPP website; and
3. Handling some of the correspondence and the following logistical matters:
	* activity enrolment;
	* answering general enquiries from schools; and
	* informing schools of their application result.

Please also note the followings:

1. BSPP only supports the activities approved by the EDB. In other words, its support to a particular activity organised by a BSPP partner does not imply the support is equally granted for businesses, goods, services, and/or other activities of the BSPP partner.
2. Without prior approval of the EDB, BSPP partners shall not use the logo of BSPP.
3. If a BSPP partner is found to violate the collaboration agreement or harm the general public interest, the EDB reserves the right to terminate the collaboration and remove the organisation from BSPP.

Should you have any enquiries, please contact Mr IP at 3698 4336 or Mr SUN at 3698 3451. For more information about BSPP, please visit our website ([https://careerguidance.edb.hkedcity.net/](https://careerguidance.edb.hkedcity.net/en/home)).

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| 1. **Please read the Points to Note on pages 1-3 above before filling in the application form below.**
2. **No fee will be charged for issuing and processing this form.**
3. **Submission of this form does not imply successful application.**
4. **Upon successful application, the organisation will be requested to submit the organisation logo in jpg format for promotion / organising activities / its display on the BSPP Website.**
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**The “Business-School Partnership Programme”**

**of the Education Bureau (BSPP)**

**Application to be a BSPP Partner**

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

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| **Particulars of Organisation (around 100 words) (Upon successful application, the content of the Particulars will be uploaded onto the BSPP website.)** |
| 1. **Brief description of the organisation (Please provide Chinese and English content.)**
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| (English) | (中文) |
| 1. **Reason(s) of joining BSPP**
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| (English) | (中文) |
| **Proposed Area(s) of Collaboration (Please mark** ☑ **as appropriate.)** |
| 🞏 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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| 1. **Industries/Trades of the Organisation (Please mark ☑ as appropriate)**
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| 🞏 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🞏 Emerging Industries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞏 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 or Mr SUN at** **3698 3451****.****Thank You.** |

**Personal Information Collection Statement**

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| 1. | The personal data provided by you in this form will be used by the Education Bureau for processing the application for being a “Business-School Partnership Programme” Partner, and activities relating to “Business-School Partnership Programme”. |
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| 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. |
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| 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. |