

26 August 2021

Dear Parents and Guardians,

We are writing to communicate with you regarding the “WOW” World of Work Experience programme for our Y11 students this year.

As things are gradually returning to normal after a hold-up for almost two years, we are hopeful that we will be able to run the WOW programme this year from Monday, 15<sup>th</sup> November to Friday, 26<sup>th</sup> November. The World of Work is an exciting opportunity for our Year 11 students as it introduces them to an authentic two-week work experience at the placement of their choice. This real-life experience will help channel the students’ future subject choices, meet their career aspirations, develop transferable and employable skills that are needed in a professional environment, and can be utilised on their university applications and CVs.

Please see the table below for the intended Work Experience timescale for this year.

<b>TASK</b>	<b>BY</b>
Write a covering letter and compose a curriculum vitae ready to send off to the work placement contacts	<b>From summer to present</b>
WOW questionnaire complete	<b>Fri, 3<sup>rd</sup> Sep</b>
Identify two possible placements	<b>Mon, 4<sup>th</sup> Oct</b>
Non-placement support meeting	<b>From 5<sup>th</sup> Oct to 3<sup>rd</sup> Nov</b>
Placement confirmation	<b>Fri, 5<sup>th</sup> Nov</b>
Organise travel and logistics. Complete documentation.	<b>8<sup>th</sup> Nov – 12<sup>th</sup> Nov</b>
Final preparation and briefing	<b>Fri, 12<sup>th</sup> Nov</b>
Reflections, presentations and peer sharing	<b>From 29<sup>th</sup> Nov</b>
Collect Employer Evaluation Form. Complete reflections from the WOW experience in your digital portfolio	<b>From 29<sup>th</sup> Nov to 17<sup>th</sup> Dec</b>

It should be noted that as a common practice, many organisations and companies have issued the Implementation of the COVID-19 Vaccination / Regular Testing Arrangement to their employees. As such, we will make this year’s WOW programme voluntary to our Year 11 students, subject to their success in finding a willing employer. We will also keep a careful eye on the COVID situation and should circumstances change, we may need to postpone or cancel the event.

In order to help us make informed decision and plan logistics accordingly, please take a minute of your time to complete this [quick survey](#) to indicate whether or not you intend for your child(ren) to participate in this year’s WOW programme. Students not wishing to be involved will be able to continue with lessons in school as part of a regular school day.

For participating students, we will arrange for the insurance coverage during their WOW placement and a total of HK\$15 will be deducted from your child’s ePayment account.

We will be hosting a Parent University session on WOW on Tuesday, 31<sup>st</sup> August via zoom at 6.00-6.30pm. Please stay tuned for further information regarding this.

Should you have any further questions about work experience, please contact us at [wshen@rchk.edu.hk](mailto:wshen@rchk.edu.hk) or [drapel1@rchk.edu.hk](mailto:drapel1@rchk.edu.hk).

Kind regards,

**Wilma Shen**  
**WOW Coordinator**

**Lucy Draper**  
**Head of Year 11**