

Pre-Work Integrated Learning Student Training Programme Framework in THEi

Objectives

The Pre-Work Integrated Learning (Pre-WIL) Student Training Programme aims to equip students with job-seeking skills and employability skills to facilitate their participation in WIL, as well as to inspire students to pursue professional and career development when they conduct WIL.

Outcomes

Upon successful completion of the Pre-WIL Student Training Programme, students will be able to:

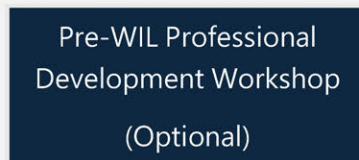
- demonstrate proficiency in CV writing and job interview skills tailored to specific sectors and industries;
- exhibit essential soft skills for the workplace, including effective communication, logical expression, teamwork, presentation skills, and working etiquette; and
- engage in professional learning and career development during their participation in WIL.

Component and Content

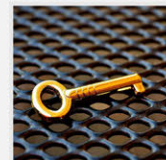
The Pre-WIL Student Training Programme consists of three components. The compulsory component is two hours of Pre-WIL Core Workshop(s), and the optional component include Pre-WIL Professional Development Workshop and One-on-one Individual Consultation.



Pre-WIL Core Workshop
(Compulsory)



Pre-WIL Professional
Development Workshop
(Optional)



One-on-one Individual
Consultation
(Optional)

Acknowledgement and Disclaimer

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Any opinions, findings, conclusions or recommendations expressed in this material/event (or by members of the project team) do not reflect the views of the Government of the Hong Kong Special Administrative Region, the Education Bureau, any member in the Committee on Self-financing Postsecondary Education (CSPE) and its Sub-committee on Support Measures, and the Secretariat of the CSPE and its Sub-committee on Support Measures.



Pre-WIL Core Workshop (Compulsory)

The Pre-WIL Core Workshop is a great way to get a quick overview on a variety of different career-related topics. The aims of the Pre-WIL Core Workshop(s) are :

- to equip students with job search skills, e.g. writing skills of application letters, curriculum vitae, and interviewing skills;
- to equip students with transferrable and practical skills in workplace, e.g. communications skills, presentation skills, teamwork, logical expression, workplace etiquette, professional conduct and grooming; and
- to support students in understanding themselves to make informed career decisions.



a. CV Writing and Job Interview Skills

To help students excel within the limited time, the workshop will assist students to discover resources and strategies to identify key skills employers seek, as well as to learn how to articulate their skills through accomplishment statements, experience, achievements and more, to effectively showcase themselves in the job search process. The workshop will provide students with an understanding of different interview types, such as face-to-face interviews and group discussions, and introduce various effective strategies to respond to questions, effectively showcasing knowledge and qualifications for desired positions.

b. Soft Skills for Workplace

Soft skills play a crucial role in the workplace as they are essential for effective communication, collaboration, and overall professional success. These skills encompass a wide range of interpersonal and behavioural attributes that enable individuals to interact effectively with others and navigate the complexities of the work environment. To enable students to manage diverse scenarios in the workplace, the workshop will enhance students' awareness of the importance of these skills and equip them with these practical skills in order to succeed in their WIL participation.

c. Professional Learning and Career Development for WIL

The workshop will cover career positioning and WIL, offering guidance to students for self-exploration to understand their strengths and weaknesses. It will include discussions on WIL preparation resources, provision of application tips, and practice sessions involving group discussions and scenario-based role play to foster a transition from academic to professional environments and develop students' professional mentality and job-related attitude.

Pre-WIL Professional Development Workshop (Optional)

In this series of workshop, students will actively develop crucial skills in communication, teamwork, problem-solving, and reflection and analysis for professional development. Through engaging in interactive activities and discussions, students will gain practical strategies for applying these skills in the workplace.

As part of the Pre-WIL Professional Development Workshop(s), career talks and sharing sessions will be provided. These sessions will involve business leaders, industry practitioners, and recruitment specialists to provide students with valuable information about the relevant industries, job requirements, and market demands, enabling them to better prepare for job interviews, enhance resumes, and develop the necessary skills and competencies required for the desired career paths. Guest speakers from various employment fields will also be invited to host career talks and sharing sessions, targeting at:

- providing students with a wide range of career information for career choices; and
- assisting students to understand the practice, sub-culture and expectations of executive level in different professions.

One-on-One Individual Consultation (Optional)

The One-on-One Individual Consultation provides students with the confidence and guidance necessary to take action in WIL planning and career development, enhancing the ability to identify suitable opportunities. It offers comprehensive guidelines on understanding oneself, career research, career options, WIL, job-search skills and career planning, and includes services such as Career Consultation, Mock Interview and CV Clinic.



THEi高科院

工作綜合學習預備訓練課程框架

目的

工作綜合學習預備訓練課程旨在裝備學生的求職技能和就業技能，以促進他們於工作綜合學習的參與，以及激發學生在進行工作綜合學習時的專業和職業發展。

成果

成功完成工作綜合學習預備訓練課程，學生將能夠：

- 具備針對特定行業和領域撰寫個人履歷和面試技能的能力；
- 展現於工作場合所需的基本軟技能，包括有效溝通、邏輯表達、團隊合作、演示技巧和職場禮儀；以及
- 在參與工作綜合學習時投入專業學習和職業發展。

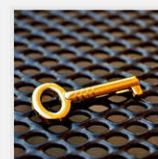
組成和內容

工作綜合學習包含三個組成部分。必修部分包括兩小時的工作綜合學習基礎預備工作坊，而選修部分包括工作綜合學習專業發展預備工作坊及一對一個人諮詢。



工作綜合學習
基礎預備工作坊
(必修)

工作綜合學習專業發展
預備工作坊
(選修)



一對一個人諮詢
(選修)

鳴謝及聲明

材料由質素提升支援計劃 (QESS) 資助 - 創建THEi高科院多元化課程的工作綜合學習樞紐 (項目編號：IA03/QESS/2022)。

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工作綜合學習基礎預備工作坊 (必修)

工作綜合學習基礎預備工作坊是一個就著各種職業相關的主題進行快速概覽的理想渠道。工作綜合學習基礎預備工作坊的目標包括：

- 訓練學生具備求職技能，例如：撰寫求職信和履歷表的寫作技巧、面試技能；
- 訓練學生具備於工作場所需的可轉移和實用技能，例如：溝通技巧、演講技能、團隊合作、邏輯表達、職場禮儀、專業操守和儀容；
- 協助學生了解自我，做出明智的職業決策。



甲、履歷表寫作及工作面試

為了幫助學生短時間內有良好的表現，工作坊將協助學生尋找適合的資源與求職策略，以符合當前僱主所需之技能。學生可以從中學習如何通過表述成就、工作經驗與資歷的方法，以在求職過程中有效地展現自己的長處。而為了讓學生有效地展示自己有意應徵的職位所需之知識和資格，工作坊將讓學生了解不同類型的面試，如個人面試和小組討論，並介紹各種有效的答題策略。

乙、工作場所的軟技能

軟技能在工作場合扮演著至關重要的角色，因為它們對於有效溝通、協作以及整體專業成功是必需的。這些技能涵蓋了廣泛的人際交往和行為特質，使個人能夠與他人有效地互動，並應對工作環境的複雜性。為了使學生能夠應對工作場所中的各種情境，工作坊將致力提高學生對軟技能的意識，並裝備他們這些實用技能，以在工作綜合學習的時候取得成功。

丙、工作綜合學習的專業學習及職業發展

這個工作坊將涵蓋職業定位和工作綜合學習方面的內容，為學生提供自我探索的指導，幫助他們了解自身的優勢和弱點。這將包括準備工作綜合學習的資源及工作申請技巧的討論、以及包含小組討論和情景模擬的練習環節，以促進從學術到專業環境的過渡，並培養學生的專業心態和工作態度。

工作綜合學習專業發展預備工作坊 (選修)

在這系列的工作坊中，學生將積極發展溝通、團隊合作、解難以及反思和分析等有關專業發展的重要技能。通過參與互動式的活動和討論，學生將可以在工作場所中實際地應用這些技能。

在工作綜合學習專業發展預備工作坊裏，其中包括不同的職業講座和分享會。這些活動將邀請企業領袖、業界從業員以及招聘專家，為學生提供相關行業、工作要求和市場需求的寶貴資訊，使他們能夠更好地為工作面試做準備、完善履歷表，並為其理想的職業發展路徑發展所需的技巧和能力。我們也將邀請來自不同就業領域的嘉賓講者主持職業講座和分享會，目標如下：

- 為學生提供廣泛的職業選擇之職業資訊；以及
- 協助學生了解不同專業的實踐、職場文化及管理層的期望。

一對一個人諮詢 (選修)

一對一個人諮詢為學生提供工作綜合學習規劃和職業發展中所需的信心和指導，增強他們找到合適機會的能力。它提供了對自我認識、職業類型分析、職業選擇、工作綜合學習、求職技能和職業規劃等方面的全面指導，並包括職業諮詢、模擬面試和履歷急救室等服務。

