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| --- | --- | --- | --- | --- |
| Student ID: |  |  | Student full name: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| HKID / Passport ID: |  |  | Cohort:  *(e.g. 2010)* |  |  | Programme  *(e.g. BBAHRM)* |  |

|  |  |
| --- | --- |
| Career Development Records for the academic year : |  |

Instructions:

1. Complete the proof of attendance form and bring it to the venue. Use multiple forms if needed.
2. Politely request the staff concerned to sign at the end of the event. Keep all the forms safely.
3. Record all the events by typing the details in this form. (Use one record form per year)
4. Submit this summary, together with all the proof of attendances to the Career Development Officer as required by the end of semester B of your Year 2 & 3.

The following is an example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date / Time: | Venue | Programme  Type | Organized by: | Programme Content | CD Pts Awarded  (Office Use Only) |
| Sep 09, 2011 1500-1630hrs | AC1 LT-5 | Career Prep Workshop | CAIO | Good CVs vs. Bad CVs |  |
| Jan 14-15, 2011 | Harbour 8 degree hotel | MGT activity | MGT | Career Residential Workshop |  |
| Dec 05, 2014  14:00-17:00 | Room 201 CYMA Charity Fund Management Development Centre | Career preparation seminar | HK Management Association | 2014 ｢塑造人才 領導未來｣ |  |

Type in the yellow cells only.

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| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Date / Time:** | **Venue** | **Programme**  **Type** | **Organized by:** | **Programme Content** | **CD Pts Awarded**  **(Office Use Only)** |
| 1 |  |  |  |  |  |  |
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| 11 |  |  |  |  |  |  |