

Master of Social Sciences in Sports Coaching and Management 2025/26

Full-time Year 1 & Part-time Year 2

PES6253

Experiential Learning in Sports Industry



Briefing Session (30 September 2025)



Mr. Tom SIU

Experiential Learning Coordinator and Supervisor



Department of
Health and
Physical Education

Content

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2. Application Procedures & Timeline
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6. Q & A

Contact Points



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Basic Information



Number of Credit Points (cps)

- 3 cps
- Compulsory Core Course for PT Year 2 Students (2024 Intake Cohort)
- Elective Course for 2025 Intake Students



Period of Experiential Learning

- 12 January 2026 – 24 April 2026



Experiential Learning Hours

- Minimum 80 hours



Experiential Learning Format

- Face to Face Mode
- Face-to-face & Remote Mode

Experiential Learning Organizations

Experiential Learning Organization	Category
1. Caritas Lok Jun School	School
2. Chinese YMCA of Hong Kong	Non-Governmental Organization
3. Go Park Sports	Commercial Sports Organization
4. Hong Kong Playground Association (HKPA) - Camp Section	Non-Governmental Organization
5. Hong Kong Playground Association (HKPA) - Sports Section	Non-Governmental Organization
6. Hong Kong Sports Institute (Athlete Affairs Department)	Government Funded Organisation
7. Hong Kong Sports Institute (Talent Identification)	Government Funded Organisation
8. Hong Kong, China Lacrosse Association (HKLA)	National Sports Association
9. InspiringHK Sports Foundation (IHKSports)	Non-Governmental Organization
10. Mary Rose School	School
11. Physical Fitness Association of Hong Kong, China	National Sports Association
12. Sports Federation and Olympic Committee of Hong Kong (SF&OC) - Sports Legacy Company Limited	Government Funded Organisation
13. Sports Federation and Olympic Committee of Hong Kong (SF&OC) - The Hong Kong Athletes Career & Education Department (HKACED)	Government Funded Organisation
14. Tai Po Football Club	Community Association
15. Tai Po Sports Association	Community Association
16. The Gymnastics Association of Hong Kong, China	National Sports Association
17. The Hong Kong Federation of Youth Groups	Non-Governmental Organization
18. The Hong Kong Light Volleyball Association	Commercial Sports Organization
19. The Neighbourhood Advice-Action Council - Ma On Shan Neighbourhood Elderly Centre	Non-Governmental Organization
20. The Neighbourhood Advice-Action Council - Sham Shui Po District Elderly Community Centre	Non-Governmental Organization
21. The Neighbourhood Advice-Action Council - Tin Shui Neighbourhood Elderly Centre	Non-Governmental Organization
22. The Neighbourhood Advice-Action Council - Tung Chung Integrated Services Centre	Non-Governmental Organization
23. YMCA of Hong Kong - Sports & Recreation Section	Non-Governmental Organization

Application Procedure

➤ **Submission of Preference Form by noon 10 October 2025 (next Fri)**

- Personal Particulars
- Organization Preference in order (1st - 3rd)
- Upload the latest CV (with CV photo) as attachment to :
https://eduhk.au1.qualtrics.com/jfe/form/SV_5bietT7Va78Ggai

➤ **Assignment of Organization Attachment**

- Screening by Supervisor
- Requirements of Organizations
- Students' Preference on Organization (1st - 3rd)
- Interview Performance, if applicable



Timeline

Date	Item	Involved Parties
30 Sep 2025	Briefing Session on PES6253 Experiential Learning in Sports Industry	Students
10 Oct 2025	Submission of preference via online Qualtrics form	Students
Oct – Dec 2025	Interview on potential students (if applicable)	Organizations & Students
Early Jan 2026	Choose another elective course during add/drop period if no offer received	2025 Intake Students
Jan 2026 (TBC)	2 nd Briefing Session on PES6253	Students
12 Jan – 24 Apr 2026	Experiential Learning Period (submit mid-term reflection after 40 hrs)	Organizations & Students
24 Apr 2026	Submission of “Student Performance Review”	Organizations & Students
Late Apr 2026 (Tentative)	Presentation Sessions	Students
8 May 2026 (Tentative)	Submission of Reflection Report	Students

Remark: The above schedule is subject to change. Updates will be announced via EdUHK email

Assessment

Performance Review **50%**

Assessment criteria:

- Communication Ability
 - Personal Attributes
 - Professionalism
 - Professional Development
 - Quality of the Completed Work
 - Comments from the supervisor(s)
- *To be assessed by supervisor(s) of the sports-related firm or organization*

Presentation **20%**

Oral presentation to share observations and experience during Experiential Learning

- *Students attached to the same EL organization are required to deliver a **group presentation***
- *To be assessed by Experiential Learning Supervisors*

Reflection Report **30%**

Submit an individual reflection report to summarize the learning experience on the Experiential Learning

Word length: approx. 1200 words

- *To be assessed by Experiential Learning Supervisors*



Details of the course assessment will be further explained in the briefing session to be held in early January 2026



Review of Student Performance: Assessment Criteria

Criteria	Unsatisfactory (1-2 Points)	Fair (3-4 Points)	Satisfactory (5-6 Points)	Good (7-8 Points)	Outstanding (9-10 Points)
I Communication Demonstrates skills such as Presentation skills, Interpersonal skills, and Facilitation skills in the group setting during Experiential Learning.	Unable to demonstrate most communication skills.	Attempts to demonstrate some communication skills.	Adequate demonstration of communication skills.	Good demonstration of communication skills.	Excellent demonstration of communication skills.
II Personal Attributes Students' understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.	Demonstrates limited understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.	Demonstrates reasonable understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.	Demonstrates adequate understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.	Demonstrates good understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.	Demonstrates comprehensive understanding of the daily Experiential Learning duties, personal responsibilities and the operations of the organization.
III Professionalism Appropriate application of sports knowledge, principles and skills in the Experiential Learning environment.	Unable to apply sports knowledge, principles, or skills in the Experiential Learning environment.	Some application of sports knowledge, principles and skills in the Experiential Learning environment.	Adequate application of sports knowledge, principles and skills in the Experiential Learning environment.	Good application of sports knowledge, principles and skills in the Experiential Learning environment.	Excellent application of sports knowledge, principles and skills in the Experiential Learning environment.
IV Professional Development Demonstrate competency in work-related activities.	Unable to demonstrate competency to work-related activities.	Demonstrates some competency in work-related activities.	Demonstrates adequate competency to work-related activities.	Demonstrates good competency in work-related activities.	Demonstrates Excellent competency in work-related activities.
Overall Performance* Feedback from the organization's Assessment Report of the student's Experiential Learning performance.	Unable to meet most standards.	Performance meets minimal standards .	Performance is adequate in most areas.	Highly competent with good performance in most areas.	Outstanding in ALL areas.

(for Organization Supervisor's reference)

Organization List

Non-Governmental Organization

Government Funded Organization

Commercial Sports Organization

National Sports Association

School

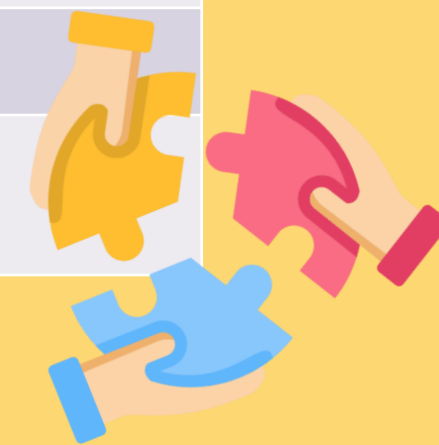
Community Association



List of Experiential Learning Organizations 2025/26 (in Alphabetic Order)

Caritas Lok Jun School	Sports Federation and Olympic Committee of Hong Kong (SF&OC) - The Hong Kong Athletes Career & Education Department (HKACED)
Chinese YMCA of Hong Kong	Tai Po Football Club
Go Park Sports	Tai Po Sports Association
Hong Kong Playground Association (HKPA) - Camp Section	The Gymnastics Association of Hong Kong, China
Hong Kong Playground Association (HKPA) - Sports Section	The Hong Kong Federation of Youth Groups
Hong Kong Sports Institute (Athlete Affairs Department)	The Hong Kong Light Volleyball Association
Hong Kong Sports Institute (Talent Identification)	The Neighbourhood Advice-Action Council - Ma On Shan Neighbourhood Elderly Centre
Hong Kong, China Lacrosse Association (HKLA)	The Neighbourhood Advice-Action Council - Sham Shui Po District Elderly Community Centre
InspiringHK Sports Foundation (IHKSports)	The Neighbourhood Advice-Action Council - Tin Shui Neighbourhood Elderly Centre
Mary Rose School	The Neighbourhood Advice-Action Council - Tung Chung Integrated Services Centre
Physical Fitness Association of Hong Kong, China	YMCA of Hong Kong - Sports & Recreation Section
Sports Federation and Olympic Committee of Hong Kong (SF&OC) - Sports Legacy Company Limited	

**The list of experiential learning organizations is subject to change. Updates will be announced via EdUHK email.
#Students must guarantee no commercial conflict between their current job and the allocated organization.*



I - Commercial Sports Organization

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Go Park Sports	Face-to-face	Executive – Sports Development	<ul style="list-style-type: none">- Assist in coordinating logistics and operations support for sports events and facility management- Assist in the implementation and coordination of sports programs and events.- Support marketing efforts through social media, community outreach, and promotional materials.- Help manage event logistics, including registration, setup, and participant engagement.- Collect and analyze participant feedback to improve future programs and events.- Maintain accurate records of program attendance and financial transactions.- Collaborate with team members to ensure smooth operations and a positive experience for participants.- Cantonese, English & Mandarin

I - Commercial Sports Organization

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
The Hong Kong Light Volleyball Association	Face-to-face	1. Light Volleyball Training Program for Elderly or Middle Age Groups 2. Master of Social Sciences in Sports Coaching and Management	1. <ul style="list-style-type: none"> - Prepare promotional leaflets or poster, or update social media - Enrollment process - Selection and schedule planning - Arrangements of sport equipment and coaching materials - Prepare all necessary documents - Give and receive feedback at different stages - Could be confirmed at new event coming up - Cantonese/ English/ Mandarin 2. <ul style="list-style-type: none"> - Assist coaches in light volleyball classes, help in any event the association held - Cantonese

II - Community Association

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Tai Po Football Club	Face-to-face & Remote	Performance Enhancement for Tai Po Football Club Players	<ul style="list-style-type: none">- Support the delivery of the S&C session- Support in the physical screening- Analyze the data from the tests, trainings / matches- Cantonese & English
Tai Po Sports Association	Face-to-face	Event Coordinator	<ul style="list-style-type: none">- Implement assigned Sport For Development Programme- Budget preparation and management, including preparation of payment orders and invoices to support events and programs.- Design and coordinate sport program included planning, operation and supervise etc.- Administration support of the sport program and report- Cantonese, English & Mandarin

III - Government Funded Organization

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Hong Kong Sports Institute (Athlete Affairs Department)	Face-to-face	Internship for full time athletes	<ul style="list-style-type: none"> - Clerical and administrative support - Cantonese, English & Mandarin
Hong Kong Sports Institute (Talent Identification)	Face-to-face	Sports science	<ul style="list-style-type: none"> - Testing support - Cantonese, English & Mandarin
Sports Federation and Olympic Committee of Hong Kong (SF&OC) - Sports Legacy Company Limited	Face-to-face	JC Project MuSE and JC Flying Hight Sports Programme	<ul style="list-style-type: none"> - Assisting with daily administrative support - data input, schedule planning and coordination of programme logistics etc.; - Assisting with event planning, organization and on-site support; - Creating ideas for social media content; - Cantonese & English
Sports Federation and Olympic Committee of Hong Kong (SF&OC) - The Hong Kong Athletes Career & Education Department (HKACED)	Face-to-face	Sports Administration and Event Support	<ul style="list-style-type: none"> - To provide sports administrative support - To assist in planning and execution of HKACED events and activities - To perform any other duties as assigned by the seniors - Cantonese, English & Mandarin

IV - National Sports Association

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Hong Kong, China Lacrosse Association (HKLA)	Face-to-face	Development of Lacrosse Programmes	<ul style="list-style-type: none"> - Sports Marketing - Event Management - To assist in training course administration work - General Administration work - Cantonese, English & Mandarin
Physical Fitness Association of Hong Kong, China	Face-to-face	Home- school health fitness and sports Academy	<ul style="list-style-type: none"> - Organizing physical activities for elderly and children - Assisting in training sessions - Cantonese (Required)
The Gymnastics Association of Hong Kong, China	Face-to-face & Remote	Organizing Sports events and event management	<ul style="list-style-type: none"> - Cantonese, English & Mandarin

V - Non-Governmental Organization

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Chinese YMCA of Hong Kong (Kowloon Centre)	Face-to-face	Recreation Assistant	<ul style="list-style-type: none"> - To service counter on duty, answering enquiries - To assist in planning, leading and evaluating activities/programmes/competitions - To assist in training courses administration work - Direct coaching - General administration work - Cantonese, English & Mandarin
Hong Kong Playground Association (HKPA) - Camp Section	Face-to-face	Camp management in Hong Kong, facing challenges and the solutions	<ul style="list-style-type: none"> - Assist in the daily operation of the camp - Assist in the implementation of camp programs - Cantonese (Required), English & Mandarin
Hong Kong Playground Association (HKPA) – Sports Section	Face-to-face & Remote	Adventure program/ innovative sports	<ul style="list-style-type: none"> - Cantonese/ English/ Mandarin

V - Non-Governmental Organization (*Cont'd*)

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
InspiringHK Sports Foundation (IHKSports)	Face-to-face	Student Intern	<ul style="list-style-type: none"> - To assist full-time colleagues in handling administrative work related to sports projects - To assist with data input and collation - To help with data collection and research - To manage document preparation and translation tasks - To attend sport classes and student-related activities, such as educational events, student competitions/performances/assessments, sports promotion activities, etc., as well as to manage student attendance, follow up with students showing poor discipline, and assist in discovering and writing student stories - Cantonese, English & Mandarin
The Hong Kong Federation of Youth Groups	Face-to-face & Remote	Sports Ambassador	<ul style="list-style-type: none"> - Office paperwork - Maintain daily sports class operations (youth and adult classes) - Assist in organizing sports competitions - Organize events (emerging sports competitions, street challenges, sports carnivals, etc.) - Cantonese, English & Mandarin

V - Non-Governmental Organization (Cont'd)

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
The Neighbourhood Advice-Action Council - Ma On Shan Neighbourhood Elderly Centre	Face-to-face & remote	TBC	<ul style="list-style-type: none"> - Cantonese
The Neighbourhood Advice-Action Council - Shamshuipo District Elderly Community Centre	Face-to-face	Senior Light Volleyball Team	<ul style="list-style-type: none"> - Teach seniors how to play light volleyball. - Cantonese
The Neighbourhood Advice-Action Council - Tin Shui Neighbourhood Elderly Centre	Face-to-face	<ol style="list-style-type: none"> 1. 天瑞長者跑團 2. 運動做得對 - 個人運動能力提升計劃 	<ul style="list-style-type: none"> - 為學習跑步的長者領跑 - 在中心教育長者有計劃地使用帶氧運動器械 - 為想提升運動表現的長者提供個人健體教練服務 - 帶領長者進行跑步和帶氧器械運動 - 監察長者運動時避免意外和受傷 - 提升長者進行運動的樂趣 - Cantonese

V - Non-Governmental Organization (Cont'd)

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
The Neighbourhood Advice-Action Council - Tung Chung Integrated Services Centre	Face-to-face	長者運動班組	<ul style="list-style-type: none"> - 帶領長者恒常運動/設計長者運動班組/指導使用現有設施等 - Cantonese
YMCA of Hong Kong - Sports & Recreation Section	Face-to-face	Sports & Recreation Internship	<ol style="list-style-type: none"> 1. Sports and Recreation (Aquatics and Fitness & Wellness): <ul style="list-style-type: none"> - Thematic Sports Program Development: Possession of relevant certificates and licenses will be considered an advantage. 2. Human Resources Department: <ul style="list-style-type: none"> - E-learning Platform for Safety and Health at Work (Conditioning and Injury Prevention) <ul style="list-style-type: none"> - Cantonese & English

VI - School

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Caritas Lok Jun School	Face-to-face	Design Sports Promotion Flyer	<p>Design sports promotion flyer (kick-boxing - dynamic exercises, muscle strength, muscle endurance, weight control)</p> <ul style="list-style-type: none"> - Content includes home exercise recommendations, must include action images, videos, and QR code <p>Physical Education Equipment Storage Room (G10) Organization</p> <ul style="list-style-type: none"> - Organize the entire physical education equipment storage room and conduct inventory - Create and attach item icons <p>Design Sports Promotion Flyer Work Schedule</p> <ul style="list-style-type: none"> - Design actions and matching music - Filming - Post-production - Complete content and layout - Final revisions - Printing and distribution <p>Classroom Duties and On-Duty Tasks</p> <ul style="list-style-type: none"> - Physical Education classes - Other subjects - Recess / Lunch break / Fitness walks - Lunch duty - After-school work - After-class activities (28/5) - Outings

VI – School (Cont'd)

Organization (hyperlinked)	Experiential Learning Mode	Experiential Learning Topic	Description of Duties & Required Language(s)
Mary Rose School	Face-to-face & Remote	MSocSc(SCM) Experiential Learning in 2025/26	<ul style="list-style-type: none">- Assist with classroom activities under the guidance of the subject teacher (classes and whole school activities)- Assist with lunchtime training sessions- Assist with extracurricular activities held after school- Cantonese, English & Mandarin

CV Writing



No more than 2 pages



All in English



Make your self-introduction (if any) short but clear



Attach 1-2 certificates on your expertise



Combine your CV and certificates into 1 PDF file



CV Writing

HOW TO WRITE A CV

SAMPLE: ONE PAGE CV

Jane Student

243 Maple Street, Vancouver, BC, V2G 3B4
Jane.student@mail.mcgill.ca 514-111-9999

Education

Bachelor of Arts: Sociology Major 2017 - Present
McGill University, Montréal, QC
• James McGill Entrance Scholarship (\$10,000) 2017

Volunteer and Extra-Curricular

Peer Educator 2017 - Present
McGill Career Planning Service (CaPS), Montréal, QC
• Meet with students to review and offer feedback on their CVs
• Organize classroom presentations to promote CaPS activities and services
• To date, peer outreach activities have resulted in a 10% increase in drop-in appointments

VP Communications

2014 - 2017
High School Student Society, Montréal, QC
• Managed all communications including monthly newsletter, social media and website

Work Experience

Crew Member 2014 - 2016
Midnight Kitchen, Montreal, QC
• Worked in a team of 8

Camp Counsellor

Summer 2016
ABC Daycamp, Vancouver, BC
• Supervised and interacted with a group of 16 children aged 6 to 10 years
• Developed weekly activities and agendas for campers
• Created and led local outings to attractions such as Science World
• Prepared and administered work schedule for all counsellors

Groundskeeper

Summers 2012 - 2014
Jagre Ridge Golf Course, Vernon, BC
• Groomed golf course each morning for clients
• Collaborated with a team of 12

Certifications and Skills

• CPR/First Aid Certified May 2015, exp 2018
• Microsoft Office Suite: Word, Excel, Powerpoint, and Adobe Photoshop

Activities and Interests

Music: Over 10 years of experience as an active amateur musician in orchestras and bands
Achieved Grade 8 RCM standing in both trumpet and piano
Sports: Avid runner, cyclist and skier; annual participant in the Terry Fox Run



Click [HERE](#) for
the CV guide



Interview



Be punctual



Smart casual or sports wear is recommended



Prepare the interview in English



Read the website to have an in-depth understanding of the organization



Ask more about the actual duties and working time



Q&A



Questions & Answer