

Quality Enhancement Support Scheme

Progress Report

Project No. : 01/QESS/2013

Reporting Period : From July 2014 (month/year) to December 2014 (month/year)

Part A

Project Title : Comprehensive Career Development Programme

Name of Grantee : Caritas Bianchi College of Careers

Project Period : From January 2014 (month/year) to December 2015 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

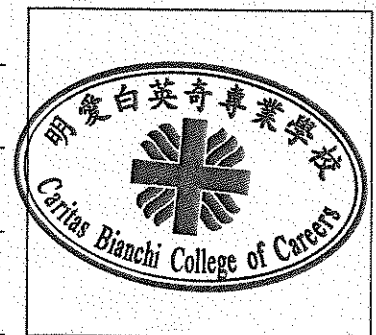
Signature of Authorised Person: _____

Reggie Kwan

Name of Authorised Person : Reggie KWAN

Position of Authorised Person : Professor and President

Date : 31 January 2015



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* A separate written application should be submitted to the Grantor for prior written approval.

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
July 2014 – Dec 2014	<p>Set up of Career Guidance Centre</p> <p>The Career Guidance Centre has been set up inside the Student Affairs Office which locates at Room 811 of the Tseung Kwan O Campus of the Caritas Bianchi College of Careers. Various services have been provided:</p> <ul style="list-style-type: none"> - Training workshops, seminars and activities are organized to enhance students' personal, social and career development. <i>Appendix 1</i> shows the calendar of the training activities. Photos about the activities are shared with the students. Details are provided in <i>Appendix 2</i>. - Students are recruited to join volunteer services programmes - Career counselling and consultation services have been provided to students. - Job information is posted in the notice board for students' information. <i>Appendix 3</i> shows sample of job notice. - Summer internship programmes are co-organized with partnership companies. <i>Appendix 4</i> shows examples of summer internship programmes. <p>More than 1,000 students have sought for services from the Career Guidance Center.</p>	Over 1,000 students
July 2014 – Dec 2014	<p>Conduct of training workshops, seminars and activities</p> <p>During the report period, we have organized or co-organized 10 workshops, 3 talks and 1 recruitment day cum interview. A total of 816 students participated in these activities. Detailed Report is attached in <i>Appendix 5</i>.</p>	816 students

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July 2014 – Dec 2014	<p>Evaluation of the volunteer service programme</p> <p>During the report period, the project implementation team has organized or co-organized 7 volunteer service programmes. A total of 204 students participated in these activities. Detailed Report is attached in <i>Appendix 6</i>.</p>	204 students
July 2014 – Dec 2014	<p>Meeting with potential employers, internship provider and mentors</p> <p>The project implementation team has met a number of potential employers, internship provider and mentors to discuss placement, internship and mentoring programmes. <i>Appendix 7</i> shows a list of meeting potential employers, internship provider and mentors who have been met.</p>	-
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
◆ Set up of Career Guidance Centre	100%	
◆ Conduct of training workshops, seminars and activities	100%	
◆ Evaluation of the volunteer service programme	100%	
Overall Project	50%	
<p>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

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3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
Nil	

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,654,080	786,151.40	867,928.6
b. Equipment / facilities	95,000	74,453	20,547
c. Services	60,000	39,288	20,712
d. General expenses	35,000	216	34,784
e. Others	5,000	0	5,000
Total	1,849,080	900,108.40	948,971.6
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>948,971.6</i>