

Quality Enhancement Support Scheme

Progress Report	Project No. : 02/QESS/2013
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Reporting Period : From December 2013 (month/year) to May 2014 (month/year) ✓

Part A

Project Title : Laboratory for Self Understanding and Growth through Awareness and Reflection Project (SUGAR)

Name of Grantee : Caritas Institute of Higher Education

Project Period : From December 2013 (month/year) to November 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

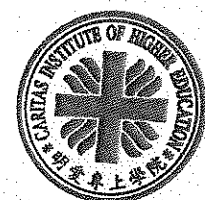
Signature of Authorised Person: _____ ✓

Reggie Kwan

Name of Authorised Person : Reggie KWAN

Position of Authorised Person : Professor and President

Date : 30 June 2014



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

Quality Enhancement Support Scheme

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)
December 2013 - May 2014	<p>1. <u>Administration</u></p> <p>i) <i>Recruitment of staff</i> Two full-time staff, including one Project Coordinator and one Project Officer, is hired and they reported duty in January and February 2014 respectively.</p> <p>ii) <i>Project Team, Steering Committee and working groups</i> A project team, Steering Committee and three working groups are formed. Each working group is responsible for a project deliverable, namely Training Package, Resources Corner/ Centre and Web-based System. Members of working groups meet regularly to monitor the progress of the project. Conveners are appointed.</p>	-
January - May 2014	<p>2. <u>Self Understanding and Career Development Training Package</u></p> <p>A training package has been outlined for running intensive laboratory groups aiming at cultivating a positive self-concept of students and fostering their attitude of continuous self-development and growth (<i>Appendix 1</i>). Four aspects of "self" (Personal/ Relational/ Collective/ Spiritual Self) are explored through an extensive use of structured activities. Session plans are prepared.</p>	-
January - May 2014	<p>3. <u>Resources Corner</u></p> <p>Proposal for procurement together with a list of items to be purchased in phase one (including 27 books and 3 card/board games) has been prepared. Once ready, reference materials would be available for students' and teachers' use.</p>	-
January - May 2014	<p>4. <u>Resources Centre</u></p> <p>The working group spotted a few locations and submitted suggestions to senior management of the Institute. Room 927 has been reserved for the use of Resources Centre. A floor plan has been created (<i>Appendix 2</i>). The General Office has rearranged furniture in the site. Resources Centre, serving as a one-stop service platform, is expected to be put into service in 2014-2015 school year.</p>	-

Quality Enhancement Support Scheme

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
January - May 2014	<p>5. <u>Web-based Self Understanding and Career Development System</u></p> <p>The working group is working on the design layout and content of the web-based system (<i>Appendix 3</i>). The Steering Committee has met and tested the design concept of the System.</p>	-
<p>20 March 2014 1400 - 1500 Room 517, CIHE Tseung Kwan O Campus (In-class promotion 1)</p> <p>2 April 2014 1405 - 1505 Room 517, CIHE Tseung Kwan O Campus (In-class promotion 2)</p>	<p>6. <u>In-class Promotion</u></p> <p>Two sessions of in-class promotion were conducted in March and April 2014. All students were introduced to SUGAR and participated in two class activities in deepening their self-understanding (<i>Appendix 4</i>).</p>	<p>65 (32 students for In-class promotion 1 and 33 students for In-class promotion 2)</p>
<p>30 April 2014 1530 - 1630 Room 508, CIHE Tseung Kwan O Campus</p>	<p>7. <u>Taster Program</u></p> <p>An 1-hour taster program on House-Tree-Person was delivered to 10 students in April 2014. Feedback on the program objectives was collected. Participants reported to have better idea about their personality traits after the activity (<i>Appendices 5 to 7</i>).</p>	<p>10 Year 1 students from the Higher Diploma in Human Services</p>
<p>4 April 2014 1200 - 1530 Room 614, CIHE Tseung Kwan O Campus (Focus group 1 & 2)</p> <p>30 April 2014 1630 - 1700 Room 508, CIHE Tseung Kwan O Campus (Focus group 3)</p>	<p>8. <u>Collection of Students' Opinion – Focus Group</u></p> <p>Three focus groups were conducted to collect students' view on "self" and SUGAR.</p>	<p>11 students from different academic units (including Department of General Education and Language Studies, Department of Design, and Department of Social Sciences)</p>

Quality Enhancement Support Scheme

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
20 March 2014 1400-1500 Room 517, CIHE Tseung Kwan O Campus 2 April 2014 1405-1505 Room 517, CIHE Tseung Kwan O Campus	9. <u>Collection of Students' Opinion – Student Survey</u> A student survey on self-awareness was carried out in March and April 2014. A total of 61 valid questionnaires returned. Results indicated respondents' self-awareness as well as their view on SUGAR (<i>Appendix 8</i>).	61 student participants of in-class promotion
March 2014	10. <u>Collection of Teachers' Opinion – Teacher Survey</u> A teacher survey on SUGAR and self-understanding laboratory was carried out in March 2014. Twelve valid questionnaires returned, and teachers' feedback had inspired the development of the training package (<i>Appendix 9</i>).	12 teaching staff

* 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.).

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
◆ Design and testing of training package for measuring self-concept	100%	
◆ Design and testing of web-based Self Understanding and Career Development System	100%	
◆ Design and testing of evaluative research	100%	
◆ Design of resources centre	100%	
Overall Project	25%	

** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.

Quality Enhancement Support Scheme

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	1,104,000	236,131.46	867,868.54
b. Equipment / facilities	50,000	0	50,000
c. Services	50,000	0	50,000
d. General expenses	-	-	-
e. Others	5,000	0	5,000
Total	1,209,000	236,131.46	972,868.54
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>972,868.54</i>