Quality Enhancement Support Scheme

Enhancement of Career Guidance Services | Project No.: 05/QESS/2013

Reporting Period: From September 2013 (month/year) to Feb 2014 (month/year)

Part A

Project Title: Enhancement of Career Guidance Services

Name of Grantee: Hong Kong Shue Yan University

Project Period: From September 2013 (month/year) to August 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 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:

Name of Authorised Person: Ms YIP Sau Yin

Position of Authorised Person: Associate Vice President (Student Affairs)

cum Dean of Student Affairs

Date: 20 March 2014

Organisation Chop

* 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

<table>
<thead>
<tr>
<th>Dates, time and venues</th>
<th>Brief descriptions of activities and resources used for implementing the Project *</th>
<th>Number and types of participants (if applicable)</th>
</tr>
</thead>
</table>
| 17/1/2014              | **Conduct Staff Trainings**  
  Staff Trainings in the use of personality assessments including MBTI® & Personality Dimension®  
  Resources used: Services from the training institutions. | 6 Staff |
| 30/1/2014              | **Framework of ACAT**  
  Complete the framework of the system for Awards & Co-curricular Achievement Transcript  
  Resources used: University IT support, database system and 3 staff involved. | N/A |
| 30/12/2013             | **Set up Self-help Career Resource Corner**  
  Completed the set up Self-help Career Resources Corner  
  Resources used: furniture, desktop computers, reference books, newspapers, stationery and publicity materials (electronic display boards, posters, pull-up banners and banners). | N/A |
| 28/2/2014              | **Set up Career Webpage**  
  Completed the set up Career Webpage  
  Resource used: IT contractor support and 3 staff involved. | N/A |
| 1/10/2013 to 18/1/2014 | **Prepare the equipment for the Job Fair**  
  Preparation of equipment for the Job Fair completed  
  Resources used: Display panels, marquees, sandbags, decoration materials and publicity materials (electronic display boards, posters and banner). | N/A |
| 24/1/2014 (HKSYU)      | **Install the Electronic Display Boards**  
  Completed installation work of Electronic Display Boards  
  Resources used: Electronic display panels, media players, services from contractors and 2 staff involved. | N/A |

*Please refer to Attachment Part (a, b, c, d)*
# Quality Enhancement Support Scheme

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/12/2013</td>
<td>3:30-6:00p.m.</td>
<td>(H301, HKSU)</td>
<td><strong>Career Development Workshops</strong>&lt;br&gt;1. Handling Difficult Job Interviews with NLP Skills&lt;br&gt;Resources used: Publicity materials (electronic display boards and posters), 1 guest speaker and 1 staff involved.</td>
<td>29 Students</td>
</tr>
<tr>
<td>24/1/2014</td>
<td>3:00-6:00p.m.</td>
<td>(Exhibition Hall, HKSU)</td>
<td><strong>2. Handling Difficult Job Interviews with NLP Skills - Group Interview</strong>&lt;br&gt;Resources used: Publicity materials (electronic display boards and posters), 1 guest speaker and 1 staff involved.</td>
<td>28 Students</td>
</tr>
<tr>
<td>17/2/2014</td>
<td>4:30-6:30p.m.</td>
<td>(H302, HKSU)</td>
<td><strong>3. Professional Image and Business Etiquette Workshop</strong>&lt;br&gt;Resources used: Publicity materials (electronic display boards and posters), 1 speaker and 1 staff involved.</td>
<td>48 Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Please refer to Attachment Part (c)</em></td>
<td></td>
</tr>
<tr>
<td>18/2/2014 &amp;</td>
<td>11:00a.m.-5:00p.m.</td>
<td>(G/F, Residential &amp; Amenities Complex, HKSU)</td>
<td><strong>Job Fair</strong>&lt;br&gt;<strong>Job Fair - Financial &amp; Insurance Companies</strong>&lt;br&gt;Resources used: Display panels, 5 marquees, sandbags, decoration materials, publicity materials (electronic display boards, posters and banner) and 5 staff involved.</td>
<td>400 Students</td>
</tr>
<tr>
<td>20/2/2014</td>
<td></td>
<td></td>
<td><em>Please refer to Attachment Part (c)</em></td>
<td></td>
</tr>
<tr>
<td>4/10/2013</td>
<td>3:30-6:00pm</td>
<td>(Office in Hopewell Centre)</td>
<td><strong>Firm Visit</strong>&lt;br&gt;<strong>Tricor Services Limited</strong>&lt;br&gt;Resources used: Posters and 1 staff involved.</td>
<td>4 Students</td>
</tr>
<tr>
<td>23/10/2013</td>
<td>3:30-6:00pm</td>
<td>(Office in Hopewell Centre)</td>
<td><strong>Tricor Services Limited</strong>&lt;br&gt;Resources used: Posters and 1 staff involved.</td>
<td>8 Students</td>
</tr>
<tr>
<td>19/2/2014</td>
<td>3:00-5:00p.m.</td>
<td>(Office in Quarry Bay)</td>
<td><strong>Weber Shandwick Hong Kong</strong>&lt;br&gt;Resources used: Publicity materials (Electronic display boards, and posters) and 1 staff involved.</td>
<td>16 Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Please refer to Attachment Part (f)</em></td>
<td></td>
</tr>
</tbody>
</table>

* 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.).
Quality Enhancement Support Scheme

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

<table>
<thead>
<tr>
<th>Milestones scheduled for completion during the reporting period **</th>
<th>% attained</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Conduct Staff Trainings</strong>  Staff Trainings in the use of personality assessments including MBTI® &amp; Personality Dimension®</td>
<td>100% attained</td>
<td>Personality assessment trainings will be going on until August.</td>
</tr>
<tr>
<td>2. <strong>Framework of ACAT</strong>  Complete the framework of the system for Awards &amp; Co-curricular Achievement Transcript</td>
<td>100% attained</td>
<td>System testing work will keep on. Data input has been started from Feb 2014</td>
</tr>
<tr>
<td>3. <strong>Set up Self-help Career Resource Corner</strong>  Completed the set up Self-help Career Resources Corner</td>
<td>100% attained</td>
<td>The service of Self-help Career Resources Corner has been started from 20 January 2014. The work of updating reference books will be going on. From 20 Jan 2014 to 28 Feb 2014, there were 492 students who had visited the corner.</td>
</tr>
<tr>
<td>4. <strong>Set up Career Webpage</strong>  Completed the set up Career Webpage</td>
<td>100% attained</td>
<td>Set up completed. Final system and testing will be going on. Regarding the cost of website design and development, its 40% end balance will be paid after Feb 2014 once the final system testing completed. Updating work of the webpage contents will be continued.</td>
</tr>
<tr>
<td>5. <strong>Install the Electronic Display Boards</strong>  Completed installation work of Electronic Display Boards</td>
<td>100% attained</td>
<td>The operation of Electronic Display Boards started from 20 January 2014.</td>
</tr>
</tbody>
</table>

** Overall Project 100% attained **

** 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.)

<table>
<thead>
<tr>
<th>Descriptions of variations</th>
<th>Date of approval sought from Education Fund Secretariat</th>
</tr>
</thead>
<tbody>
<tr>
<td>(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)</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Expenditure items</th>
<th>Approved budget (a)</th>
<th>Committed or actual expenditure (b)</th>
<th>Balance [(a)-(b)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Human Resources</td>
<td>HK$1,058,930.00</td>
<td>HK$329,805.00</td>
<td>HK$729,125.00</td>
</tr>
<tr>
<td>b. Facilities &amp; Equipment</td>
<td>HK$279,000.00</td>
<td>HK$198,218.10</td>
<td>HK$80,781.90</td>
</tr>
<tr>
<td>c. Services</td>
<td>HK$414,000.00</td>
<td>HK$46,937.00</td>
<td>HK$367,063.00</td>
</tr>
<tr>
<td>d. General Expenses</td>
<td>HK$75,000.00</td>
<td>HK$4,154.00</td>
<td>HK$70,846.00</td>
</tr>
<tr>
<td>e. Others: Auditor’s Fee</td>
<td>HK$12,000.00</td>
<td>-</td>
<td>HK$12,000.00</td>
</tr>
<tr>
<td>f. Others: Contingent</td>
<td>HK$55,168.00</td>
<td>HK$22,123.00</td>
<td>HK$33,045.00</td>
</tr>
<tr>
<td>Total</td>
<td>HK$1,894,098.00</td>
<td>HK$601,237.10</td>
<td>HK$1,292,860.90</td>
</tr>
</tbody>
</table>

*Project Income (if any)*: **NIL**

*Total Balance*: HK$1,292,860.90