

# Quality Enhancement Support Scheme

<b>Progress Report</b>	<b>Project No. : 02/QESS/2014</b>
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Reporting Period : From May 2015 (month/year) to October 2015 (month/year)

## Part A

Project Title : Development of career planning and support services

Name of Grantee : Centennial College

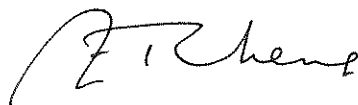
Project Period : From November 2014 (month/year) to October 2016 (month/year)

## 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

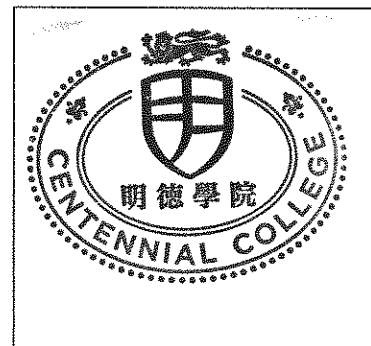
Signature of Authorised Person: \_\_\_\_\_



Name of Authorised Person : Prof CHENG Kin-fai

Position of Authorised Person : Vice-President (Academic)

Date : 30.11.2015



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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
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<p>30.9.2015 2:45pm-6pm Training cum Lecture Room, 5/F., West Wing, Central Gov't Offices, Tamar</p>	<p><u>Recruitments talks of Administrative Officer (AO) and Executive Officer II (EOII):</u> A group of Centennial College students attended the recruitment talks for AO and EO grades at the Central Government Offices as arranged by the Civil Service Bureau (CSB). The students were able to meet serving AOs and EOs, who introduced their respective job scopes, career prospects, entry requirements and other insights – in order to understand more about AO/EO careers at the Government.</p> <p>Manpower resource: nil; Financial resource: nil Venue: provided by CSB (free of charge); Equipment: provided by CSB (free of charge).</p> <p>The promotional material is at <u>Appendix III</u>.</p>	<p>4 Centennial College students attended the AO talk; 3 Centennial College students attended the EO talk</p>
<p>5.10.2015 4:30pm-6:30pm Student Common Area, Ground Floor, Centennial College</p>	<p><u>Media &amp; Entrepreneurship Career Seminar:</u> As the first major career seminar of this academic year, three young entrepreneurs (Ms Kiki Tam, Ms Anita Cheung and Ms Yubi Wong) were invited to share with us what it takes to start and run businesses. Ms Kiki Tam, an artiste and TV host, shared how she started off in the show-business by sharing her music on YouTube and how she would use her online exposure to promote her two Korean fast food outlets. Meanwhile, Ms Anita Cheung and Ms Yubi Wong, who used to be newsreaders at Cable TV, discussed how they began their speed-dating startup after identifying a strong local demand for matchmaking services, making good use of their networks and presentation skills.</p> <p>Manpower resource: 4 staff (meet-and-greet, photography, facilities support); Financial resource: \$3,980; Venue: College venue (free of charge); Equipment: provided by the College.</p> <p>The promotion materials and photos are at <u>Appendix IV</u>.</p>	<p>30 Centennial College students attended.</p>

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<p>20 &amp; 22.10.2015 4:30pm-5:30pm Office of Student Success, 2/F., Centennial College</p>	<p><u>Career Service Focus Group:</u> To collect feedback from students on the student career services under the QESS, a focus group was conducted. Students who had used the career services at Centennial College were invited to attend.  Manpower resource: 1 staff; Financial resource: \$991.90 (gifts for students and refreshments); Venue: College venue (free of charge); Equipment: nil.  The meeting notes of the focus group are at <a href="#">Appendix V</a>.</p>	<p>8 Centennial College students attended.</p>
<p>29.10.2015 10am – 9pm InnoCentre, Kowloon Tong</p>	<p><u>Classified Post Career Forum (annual job fair):</u> To help students get to know more about the latest job market situation and explore career opportunities with leading employers, Centennial College was a supporting partner of the Classified Post Career Forum, which featured over 40 premium employers offering 4,000 job vacancies. Organised by the leading career weekly and online job-search engine, supporting this event was considered a cost-effective way to organise the annual job fair: benefiting from the extensive employer network of Classified Post, given the relatively small graduate population in 2015 to sustain a job fair which would have been held at and solely by Centennial College.  Manpower resource: provided by Classified Post (free of charge); Financial resource: nil; Venue: arranged by Classified Post (free of charge to Centennial College); Equipment: provided by Classified Post (free of charge).  The promotion poster and eDM are at <a href="#">Appendix VI</a>.</p>	<p>15 Centennial College students signed up for the Career Forum and at least 8 Centennial College students attended</p>
<p>1.5.2015 2pm-6pm Wan Hon Estate, Kwun Tong</p>	<p><u>“1+1” Scheme – Singleton Elderly Homes (conclusion visit) (service learning programme):</u> As a continuation of the service-learning programme which began in the last QESS reporting period, the group conducted a conclusion visit to the elderly citizens and provided voluntary services to them.  Manpower resource: 1 staff; Financial resource: \$1298.50 (including transport, souvenir to elderly, refreshments, materials)  The activity photos are at <a href="#">Appendix VII</a>.</p>	<p>9 Centennial College students participated</p>

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<p>13.5.2015 4pm-6pm Hong Kong Juvenile Care Centre Bradbury Hostel, Wong Chuk Hang</p>	<p><u>“1+1” Scheme – Boys’ Home (part 2 – service) (service learning programme):</u> The students implemented their service programme as planned in the previous QESS reporting period. Activities include team-building games which aimed to build the boys’ collaborative skills.  Manpower resource: 1 staff; Financial resource: \$409.70 (transport, souvenirs and refreshments)  The activity photos are at <u>Appendix VIII</u>.</p>	<p>13 Centennial College students participated</p>
<p><b>* 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.)</b></p>		

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## 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
Develop career services webpage	100%	The development of both the career services webpage and the online job platform has been under way during the reporting period. After consulting the students and reviewing the existing needs, a draft scope both items has been prepared ( <u>Appendix IX</u> ). The development of both items will continue in the subsequent reporting period, anticipating rollout in around April 2016 in time for the graduate class of 2016.
Develop online job platform	100%	
Develop and implement internship programme	100%	181 summer internship positions (for summer 2015) from 85 employers ( <u>Appendix X</u> ) have been processed.
Provide career counselling and consultation services	100%	These services began to be provided since the previous reporting period (promotional materials at <u>Appendix XI</u> ). During this reporting period, 8 career/CV consultation sessions were conducted for 14 students.
Offer CV consultation and mock interview services	100%	
Organise sharing sessions	100%	Career sharing sessions had been organised in the previous reporting period and in the current reporting period, a sharing session, titled "Media & Entrepreneur Career Seminar" was held on 5.10.2015 (details as per Part 1 above).
Organise annual job fair	100%	In partnership with Classified Post, the annual job fair was held on 29.10.2015 (details as per Part 1 above).
Organise company visits	100%	A company visit was conducted on 1.6.2015 to EY, and a visit to the Central Government Office was held on 30.9.2015 for AO and EOII recruitment talks (details as per Part 1 above).
<b>Overall Project</b>	<b>50%</b>	-

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

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

<b>Descriptions of variations</b> <b>(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)</b>	<b>Date of approval sought from Education Fund Secretariat</b>
<p><u>Change of Project Implementation Schedule – postponing the launch of career services webpage and online job platform:</u></p> <p>Due to unforeseen circumstances, the launch of the career services webpage and online job platform was to be postponed to the next reporting period ending 30.4.2016. There were difficulties and delays in identifying the scope and suitable vendors for the website and job portal development projects - particularly when the developments involve considerable sums of public funding. Therefore, extra time was required to go through vendor and project scope selection processes as per College policies.</p> <p>In the meantime, the graduates of 2015 could still enjoy the career resources provided by the Office of Student Success, including its staff's support, emails and webpages, as well as other publicly available resources. Recently, we have not received any graduates/ students who have demonstrated strong career needs and jobseeking difficulties without a new career services webpage and online job platform.</p> <p>Despite the delay, the new career services webpage and online job platform are expected to be rolled out in time for the use of the graduates of 2016.</p>	<p>1.9.2015</p>
<p><u>Reallocation of \$10,000 between items of expenditure in the budget:</u></p> <p>To cater for the rising needs among students for career training workshops and career talks, the \$10,000 set aside for <b>Miscellaneous/Contingency</b> use under <b>(D)</b> was reallocated to <b>(C) Training/workshop/visit</b>. The budget reallocation would lead to a better utilization of the contingency budget which would not be needed elsewhere in the remainder of the current stage.</p>	<p>19.10.2015</p>

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## 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	\$1,277,200.00	\$559,524.06	\$717,675.94
b. Equipment / facilities	\$270,000.00	\$18,929.50	\$251,070.50
c. Services	\$320,000.00	\$131,040.70	\$188,959.30
d. General expenses	\$45,000.00	\$5,380.00	\$39,620.00
e. Others	\$32,000.00	\$0	\$32,000.00
<b>Total</b>	<b>\$1,944,200.00</b>	<b>\$714,874.26</b>	<b>\$1,229,325.74</b>
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			<b>\$1,229,325.74</b>