

Quality Enhancement Support Scheme

Progress Report	Project No. : : 10/QESS/2014
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Reporting Period : From 12/2014 (month/year) to 05/2015 (month/year)

Part A

Project Title : Establishment of Career Advisory Resources Centre (CARC) and Provision of Project STRIDE to Post-Secondary Students

Name of Grantee : The Open University of Hong Kong, Li Ka Shing Institute of Professional and Continuing Education (OUHK, LiPACE)

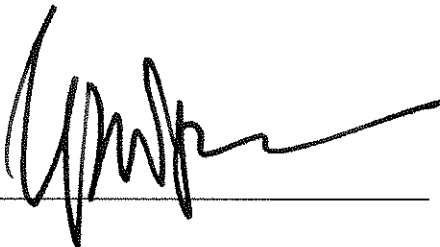
Project Period : From 12/2014 (month/year) to 11/2016 (month/year)

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. Yuk-Shan WONG

Position of Authorised Person : _____

President
The Open University of Hong Kong

Date : 23 JUN 2015

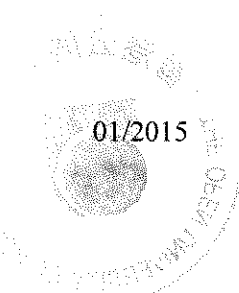


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* A separate written application should be submitted to the Grantor for *prior* written approval.

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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 / registrants (if applicable)
<p>09/2014</p> <p>10/2014</p> <p>12/2014 - 02/2015</p> <p>01/2015</p> 	<p>A. Establishment of the Career Advisory Resource Centre (CARC)</p> <p><i>1. Identification of venue of CARC</i> Exact location of CARC was identified in due consideration of accessibility and availability in OUHK's Kwai Hing Learning Centre (KHLC). CARC is now housed inside the Learning Resources Centre on 10/F of KHLC.</p> <p><i>2. Recruitment of project staff</i> Recruitment exercise was conducted in October 2014. Suitable candidates were appointed and reported duty on 1 December 2014. Two new recruits were appointed at the rank of Academic Service Officer (Project) (ASO (P)) of OUHK.</p> <p><i>3. Procurement of resources, equipment and furniture</i> The procurement exercise was commenced in early December 2014 and furniture and equipment were delivered by phases from late December 2014 towards mid-Feb 2015. Most of the loose items were purchased within the given budget as far as possible, except from staff furniture and computer which were covered under the provision of OUHK.</p> <p><i>4. Soft opening of CARC</i> Class visits were arranged in late January 2015 to introduce the CARC to all eligible students by two project staff. Flyers and easy roll banners were designed, and a small-scale employment needs survey was also conducted (<i>please refer to the Appendix for evidence</i>).</p>	<p>2 ASO (P)</p>

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	<p>B. Design of the prototype CARC website</p> <p><i>1. Tendering for website development</i></p> <p>The tender exercise was commenced in January 2015. The tender period ran from mid-February to mid-March 2015, during which tenderers were invited to a briefing session on 25 February 2015. Selection exercise was conducted right after closing of the tender period. XMedia Services Limited which passed the technical assessment and being the lowest offer was awarded the tender for website design (<i>please refer to the Appendix for evidence</i>).</p> <p><i>2. Tendering for hardware and software corresponding to website development</i></p> <p>Discussions were made with OUHK ITU on hardware and software requirements and installation. It was suggested to adopt server rental service from outside and EDB was informed. Tender exercise was being underway.</p>	
01-04/2015		2 ASO (P)
04-05/2015		2 ASO (P), ITU and FU
	<p>C. Organisation of workshops</p> <p>Various workshops were organized for students (<i>please refer to the Appendix for evidence</i>):</p>	
01/2015 (KHLC)	✧ CV writing workshop 01	25 students
02/2015 (KHLC)	✧ CV writing workshop 02	25 students
03/2015	✧ CareerLive Experiential Programme (conducted in Career Sparkle of St. James Settlement)	40 students
03/2015 (KHLC)	✧ Interviewing Skills workshop to prepare students for mainland internships	30 students
03/2015 (KHLC)	✧ Interviewing Skills workshop	61 students
03/2015 (OCLC)	✧ Presentation skills workshop 01	40 students
04/2015 (KHLC)	✧ Presentation skills workshop 02	30 students
05/2015 (Police College)	✧ Police College Tour cum Recruitment Seminar	34 students
	<p>D. Conduct of seminars / talks</p> <p>Various seminars / talks were conducted for students (<i>please refer to the Appendix for evidence</i>)</p>	

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02/2015 (KHLC)	✧ Seminar on Manulife Internship Programme	64 students
03/2015 (KHLC)	✧ IELTS Seminar	126 students
03/2015 (KHLC)	✧ Sun Life U-Elite Development Program 2015 Recruitment Talk	77 students
03/2015 (KHLC)	✧ Muji Recruitment Talk	60 students
03/2015 (KHLC)	✧ HK Disneyland Operations Trainee Program Recruitment Talk	86 students
03/2015 (KHLC)	✧ Cathay Pacific Recruitment Talk	69 students
04/2015 (KHLC)	✧ Career Talk: Attitude Determines Altitude	39 students
04/2015 (KHLC)	✧ Kai Sing Management Service Ltd Recruitment Talk	49 students
04/2015 (OCLC)	✧ HK Police Recruitment Talk	160 students
04/2015 (KHLC)	✧ B.S.C. Group Recruitment Talk	65 students
04/2015 (KHLC)	✧ HAFA Recruitment Talk	66 students
12/2014 – 04/2015	<p>E. Development of evaluation and application forms</p> <p>✧ <i>Various forms</i> were designed for application for career counselling services and evaluations of activities organized by the CARC, as well as the career counselling services (<i>please refer to the Appendix for evidence</i>).</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.).**

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
✧ Physical Establishment of the Career Advisory Resources Centre (CARC)	100%	
✧ Prototype of CARC website	100%	
✧ Organisation of workshops	100%	
✧ Conduct of seminars / talks	100%	
✧ Development of evaluation and application forms	100%	
Overall Project	25%	

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

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

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	1,145,945.00	267,535.03	878,409.97
b. Equipment / facilities	50,450.00	-	50,450.00
c. Services	391,200.00	170,000.00	221,200.00
d. General expenses	106,440.00	-	106,440.00
e. Others	15,000.00	-	15,000.00
Total	1,709,035.00	437,535.03	1,271,499.97
<i>Project Income (if any)</i>			2,841.40
<i>Total Balance</i>			1,274,341.37