

Quality Enhancement Support Scheme

Progress Report
Project No. : : 10/QESS/2014

 Reporting Period : From 06/2015 (month/year) to 11/2015 (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

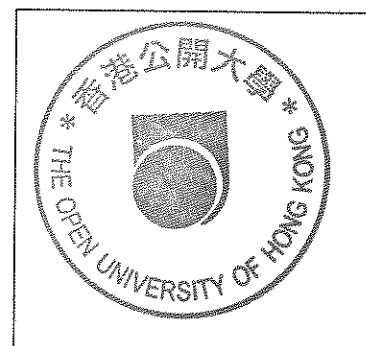
Signature of Authorised Person : _____



 Name of Authorised Person : Prof. Yuk-Shan WONG

President

 Position of Authorised Person : The Open University of Hong Kong

 Date : 28 DEC 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)
05-06/2015	<p>A. Launch of finalised CARC website</p> <p><i>1. Tendering for server hardware and software corresponding to website development</i></p> <p>The tender exercise was commenced in May 2015. The tender period ran from 15 to 25 June 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 the provision of rental services of server hardware and software from mid-August 2015 to end of 2016.</p>	2 ASO (P), ITU and FU
08-10/2015	<p><i>2. Maintaining and promoting the CARC website</i></p> <p>The website development and the server hardware and software installation were completed in mid-August 2015. Promotion of the website to LiPACE's full-time students was carried out as part of the class visits in September 2015. Training of LiPACE SAO staffs to maintain/administer the website was conducted in mid-October 2015 while the website has been officially launched.</p>	2 ASO (P), LiPACE SAO

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B. Organisation of workshops

Various workshops were organized for students (*please refer to the Appendix for evidence*):

06/2015	✧ SHISEIDO Beauty Workshop 01 (conducted at the SHISEIDO Beauty Centre)	13 students
06/2015	✧ SHISEIDO Beauty Workshop 02 (conducted at the SHISEIDO Beauty Centre)	15 students
10/2015 (KHLC)	✧ MBTI Personality and Career Interest Workshop 01	34 students
10/2015	✧ CareerLive Experiential Programme (conducted at Career Sparkle of St. James Settlement)	40 students
10/2015 (KHLC)	✧ MBTI Personality and Career Interest Workshop 02	48 students
10/2015	✧ TEEN 空貨運嘉年華 (conducted at the HK International Airport)	17 students
10/2015 (KHLC)	✧ 了解僱主期望，踏上成功之路	56 students
10/2015	✧ 迪士尼款客服務體驗坊 (conducted at the HK Disneyland)	23 students
10/2015	✧ Ocean Park Workplace Visit (conducted at the Ocean Park, Hong Kong)	30 students
10/2015	✧ 「警察機動部隊結業會操」參觀日	90 students
11/2015 (KHLC)	✧ 青年創業家	50 students
11/2015 (KHLC)	✧ 宏利專業形象、理財及大專生實習計劃	53 students

C. Conduct of seminars / talks

Various seminars / talks were conducted for students (*please refer to the Appendix for evidence*)

10/2015 (KHLC)	✧ IELTS Seminar	137 students
10/2015 (KHLC)	✧ 專題講座：如何識別及幫助有特殊教育需要的幼兒學生	120 students
10/2015 (KHLC)	✧ 專題講座：幼兒教師的素養與專業	99 students
10/2015 (KHLC)	✧ The Secrets of Presentation	70 students
10/2015 (KHLC)	✧ 專題講座：如何有效地與幼兒家長溝通	121 students
11/2015 (KHLC)	✧ How to Write an Impressive Personal Statement	82 students
11/2015 (KHLC)	✧ 懲教署「更生先鋒計劃」教育講座	120 students
11/2015 (KHLC)	✧ Health Care Recruitment Seminar	120 students

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12/2014-01/2015	D. Design of prototype graduate database ✧ <i>Design of the graduate database was commenced in December 2014 and prototype developed in January 2015.</i>	2 ASO (P)
10-11/2015	E. Launch of mentorship programme ✧ <i>Planning of the mentorship programme was undertaken in October 2015 and the programme was launched in November 2015 with duration spanning from January 2015 to June 2016 (please refer to the Appendix for evidence).</i>	2 ASO (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
✧ Launch of finalised CARC website	100%	
✧ Organisation of workshops	100%	
✧ Conduct of seminars / talks	100%	
✧ Design of prototype graduate database	100%	
✧ Launch of mentorship programme	100%	
Overall Project	50%	
** 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

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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	1,145,945.00	550,925.16	595,019.84
b. Equipment / facilities	50,450.00	0.00	50,450.00
c. Services	391,200.00	257,800.00	133,400.00
d. General expenses	106,440.00	34,905.04	71,534.96
e. Others	15,000.00	0.00	15,000.00
Total	1,709,035.00	843,630.20	865,404.80
<i>Project Income (if any)</i>			<i>4,585.39</i>
<i>Total Balance</i>			<i>869,990.19</i>