

## Project Overview

Project Title (in English):

An integrated approach for whole-person development

Project Title (in Chinese):

促進全人發展的整合方法

## Executive Summary

*(Please provide, within this page, an executive summary of the project.)*

Caritas Institute of Higher Education (CIHE) aims to transform their existing student hostels into an ideal living and learning community which supports the whole person development of the students, including both residential and non-residential members.

Firstly, we will refurbish the hostel as residential halls to provide more and better facilities which will enhance the learning environment. For example, mini libraries and mini computer centres will be set up to provide more resources to the students to support their learning. Wardens will be recruited to provide supporting services for the students. Part-time language instructors will be employed to organize some language enhancement activities. Students will also be invited to participate in the management of the residential halls to increase students' sense of belonging.

Secondly, each residential hall will offer various regular activities for its members. For example, high table dinner provides a good opportunity to educate students about communication skills, formal dressing and dining etiquette. From time to time, guest speakers will be invited to share their experiences with the students and widen their horizon. The employability of the students will be enhanced.

Thirdly, a Programmer Officer will be hired to design and implement the activities and services for the students. For example, inter-hall competitions will be organized to enhance students' team spirit, which is essential as students will need to cooperate with their future colleagues when they join the work force upon their graduation. Students will be benefited for their career development in long run.

Fourthly, Student Affairs Office will help recruit non-residential members who will be affiliated with one of the halls. Activities and social gathering functions will be organized to promote integration of residential and non-residential members. On the other hand, a summer camp at the will also be organised for non-residential members each year to provide them with hall experience. A certain percentage of summer camp places will be reserved for students from other institutes and exchange students. This will provide a precious opportunity for the students to meet and live with peers with different cultural backgrounds, which can definitely enhance their interpersonal skills.

Finally, various team-based social engagement activities will be organized for the students to help develop the district in. Volunteer services will also be organized for the students to enhance their spirit of serving and social skills. All in all, this project will definitely facilitate the whole person development of the students.

Problems Identified
<i>(Please provide your assessments to the problems / needs identified.)</i>
<p>Caritas Institute of Higher Education (CIHE) launched its first bachelor degree programmes in 2010. With the growth of student enrolment in the bachelor degree programmes, there is an increasing need for student dormitory. Since the summer of 2014, Caritas Hospitality Services began to offer accommodation services to the students of CIHE. Currently, around 200 places are offered at Caritas Hostel – Kennedy Town and Caritas Hostel – Ngau Tau Kok respectively.</p> <p>Being primarily places of residence with limited services provision, these hostels, in their current conditions, fail to serve as an ideal place for learning and to provide the relevant supporting facilities for the students. Virtually, no activities have been organised for the students, resulting in a lack of sense of belonging to the hostel among the students.</p> <p>This projects aims to transform these hostels into an ideal living and learning community. A series of activities for both residential and non-residential members will be organized to facilitate their whole person development.</p>

Project Objectives and Deliverables	
Measurable Objectives	How it can be achieved
1. Enhance students' sense of belongings	<ul style="list-style-type: none"> <li>- Provision of learning support resources</li> <li>- Organization of regular activities for the members</li> <li>- Students' participation in management of the residential halls.</li> </ul>
2. Enhance students' team spirit	<ul style="list-style-type: none"> <li>- Organization of inter-hall competitions.</li> <li>- Team-based social engagement activities.</li> <li>- Volunteer team for operation of mini computer centres.</li> <li>- Volunteer team for operation of mini libraries.</li> </ul>
3. Enhance students' interpersonal skills	<ul style="list-style-type: none"> <li>- Recruitment of non-residential members</li> <li>- Social gathering functions</li> <li>- Organization of summer camp</li> <li>- Inviting students from other institutes and exchange students to participate in the hall activities.</li> </ul>
4. Enhance students' spirit of serving	<ul style="list-style-type: none"> <li>- Organization of district development projects</li> <li>- Organization of volunteer services</li> <li>- Recruitment of volunteer to serve at the mini computer centres.</li> <li>- Recruitment of volunteer librarians for the mini libraries.</li> </ul>

<b>Project Deliverables</b>	
<i>(Please list out all the deliverables to be achieved and how they can be shared with, if possible, other institutions.)</i>	
<b>Deliverables</b>	<b>Sharing mechanism</b>
1. Language enhancement activities	We will share our experience at international conferences/symposiums. We can also help other institutes to implement similar activities.
2. High table dinners	We will share our experience at international conferences/symposiums. Places will be reserved for guest students from student unions of other institutes.
3. Lectures/seminars by guest speakers	Non-members of CIHE and CBCC students will be invited to attend the lectures/seminars. Speech highlights will be published on the Institute's website.
4. Inter-hall competitions	Guest-teams from other institutes will be invited to join some selected competitions.
5. Summer camps	A certain percentage of summer camp places will be reserved for students from other institutes and exchange students.
6. Social engagement activities	Selected social engagement activities will be open to students of the other institutes.
<i>(Please indicate the information that can be uploaded onto relevant EDB websites during and after the project period.)</i>	
<p>The following information can be uploaded onto relevant EDB websites during the project period.</p> <ul style="list-style-type: none"> <li>- Information of lectures/seminars by guest speakers</li> <li>- Evaluation of the activities organised under the projects</li> <li>- Information of social engagement activities and their photos</li> <li>- Promotion information of the programmes</li> <li>- Information for summer camps</li> </ul> <p>Upon completion of the project, the following additional information can be uploaded onto relevant EDB websites:</p> <ul style="list-style-type: none"> <li>- Results of project evaluation</li> <li>- Experience sharing articles</li> </ul>	
<b>Beneficiaries</b>	
Expected types of beneficiaries of the project	Estimated number of beneficiaries
1) Residential members	200 / year
2) Non-residential members	1000 / year
3) Participants in summer camp	200 / year
4) Sharing with other institutions	1000 / year
5) Project presentation in conference / seminar	600 / year
Total estimated number	3000 / year

*(Please provide justification to support the above estimation and explain how they can be benefited from the project.)*

The residential members of the residential hall will be the direct beneficiaries of the project. They can make use of the resources provided by the project. At the same time, they will join the activities organised under the project.

In order to maximize the benefit of the project and increase the interactivity between the residential members and other students, non-residential members will also be recruited. Those non-residential members will be affiliated with one of the residential halls. They will be invited to participate in the activities organised.

Moreover, a summer camp will be organised for non-residential members each year to provide them with precious hall experience. The summer camp will also enhance students' independence. Moreover, interacting with students from other institutes and exchange students in the summer camp will definitely enhance their inter-personal skills.

On the other hand, we will share our experience with other institutes and present our project at conferences and seminars. We will also help other institutes to set up and provide similar services for the students. The students from other institutes will also be benefited in the long run.

Caritas-Hong Kong is currently operating five hostels:

1. Caritas Hostel (Caine Road)
2. Caritas Hostel (Kennedy Town)
3. Caritas Hostel (Ling Yuet Sin)
4. Caritas Hostel (Ngau Tau Kok)
5. Caritas Hostel (Domus Fidei)

If there is a huge demand for hall experience, we will discuss with Caritas Hong Kong to transfer more hostels to serve as residential hall for students. Senior management of Caritas-Hong Kong has already agreed to covert one Caritas Lodge at Boundary Street to residential hall if necessary. As a result, there is a great potential that the total number of beneficiaries will be increased in the future.

<b>Implementation Schedule</b>		
<i>(Please list out the implementation schedule and key milestones to be achieved on a half-yearly basis.)</i>		
Estimated start date of the project (month/year)		1 September 2015
Estimated end date of the project (month/year)		31 August 2018
Project duration (months)		36 months
<b>Month</b>	<b>Key milestones</b>	
	<b>In terms of project activities and deliverables</b>	<b>In terms of monitoring and evaluation</b>
1-6	<ul style="list-style-type: none"> <li>- Setup of mini libraries</li> <li>- Setup of mini computer centres</li> <li>- Staff recruitment</li> <li>- Purchase of books/magazines for mini libraries</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Recruitment of residential members</li> <li>- Recruitment of non-residential members</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- The project evaluation team will monitor the recruitment of residential and non-residential members</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> </ul>
7-12	<ul style="list-style-type: none"> <li>- Purchase of books/magazines for mini libraries</li> <li>- Organization of high table dinner</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Organization of inter-hall competitions</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> <li>- Organization of summer camp</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> <li>- Project evaluation team will conduct annual review for the project</li> </ul>
13-18	<ul style="list-style-type: none"> <li>- Purchase of books/magazine for mini libraries</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Recruitment of residential members</li> <li>- Recruitment of non-residential members</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- The project evaluation team will monitor the recruitment of residential and non-residential members</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> </ul>
19-24	<ul style="list-style-type: none"> <li>- Purchase of books/magazine for mini libraries</li> <li>- Organization of high table dinner</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Organization of inter-hall competitions</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> <li>- Organization of summer camp</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> <li>- Project evaluation team will conduct annual review for the project</li> </ul>

25-30	<ul style="list-style-type: none"> <li>- Purchase of books/magazine for mini libraries</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Recruitment of residential members</li> <li>- Recruitment of non-residential members</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- The project evaluation team will monitor the recruitment of residential and non-residential members</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> </ul>
31-36	<ul style="list-style-type: none"> <li>- Purchase of books/magazine for mini libraries</li> <li>- Organization of high table dinner</li> <li>- Organization of lectures/talks by guest speakers</li> <li>- Organization of inter-hall competitions</li> <li>- Organization of social engagement activities</li> <li>- Organization of language enhancement activities</li> <li>- Organization of summer camp</li> </ul>	<ul style="list-style-type: none"> <li>- The Finance Controller will monitor the budget of the project</li> <li>- Questionnaire survey will be conducted to evaluate the activities organised under the project</li> <li>- Project evaluation team will conduct annual review for the project</li> </ul>

**Publicity Plan**

*(Please describe all the publicity activities to be organised and materials to be produced to acknowledge the support of Quality Enhancement Support Scheme. Please suitably reflect the publicity activities as key milestones in the implementation schedule above.)*

A series of activities will be organised during the project period to both residential and non-residential members of the halls. The support of Quality Enhancement Support Scheme (QESS) will be acknowledged in the programme leaflet and banners. Because some activities will be open to students from other institutes, CIHE will also promote the activities on the Institute's website where the support of QESS will also be acknowledged. When the Project Team implement the social engagement activities and share our experience at international conferences and symposiums, we will also acknowledge the support of QESS to the public.

<b>Cash Flow and Budget</b>				
<b>Project Expenditure</b>				
	<b>Amount in HK\$</b>			
<b>Period</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Manpower	980,000	980,000	980,000	2,940,000
Equipment / Facilities	130,000	30,000	30,000	190,000
Services	20,000	20,000	20,000	60,000
General Expenses	100,000	100,000	100,000	300,000
Others (e.g. auditor's fee)			5,000	5,000
<b>Total</b>				<b>3,495,000</b>
<b>Project Income (if any, e.g. fees received)</b>				
	<b>Amount in HK\$</b>			
<b>Period</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
	20,000	20,000	20,000	60,000
<b>Total</b>				<b>60,000</b>
Grant Sought under the Quality Enhancement Support Scheme			1,395,000	
Funding from the Applicant			2,040,000	
Funding from Other Sources			0	
<b>Total Project Value</b>			<b>3,435,000</b>	
<i>(Please specify the amount to be funded by each funding source (e.g. donations, contributions from applicant / its parent organisation) and whether the funding has been secured. If not, please provide the plan to obtain the funding.)</i>				
CIHE will use its annual operational budget to finance two wardens for the residential halls and the part-time language instructors.				
<i>(Please provide the duty lists of manpower to be funded by this project.)</i>				
<b>Post</b>	<b>Duties</b>			
Programme Officer	<ol style="list-style-type: none"> <li>1. Assisting the Project team to design the following activities proposed in the project: <ul style="list-style-type: none"> <li>- High table dinners</li> <li>- Seminars/talks by guest speakers</li> <li>- Inter-hall competitions</li> <li>- Hall activities and social gathering functions</li> <li>- Social engagement activities.</li> <li>- Summer camps</li> </ul> </li> <li>2. Implementing the above activities.</li> <li>3. Coordinating with the Project Team</li> <li>4. Coordinating with the Student Affair Office</li> <li>5. Coordinating with any external entities</li> <li>6. Assisting the Project Coordinator to invite guest speakers</li> </ol>			

Programme Assistant	<ol style="list-style-type: none"> <li>1. Assisting the Programme Officer to implement the following activities proposed in the project: <ul style="list-style-type: none"> <li>- High table dinners</li> <li>- Seminars/talks by guest speakers</li> <li>- Inter-hall competitions</li> <li>- Hall activities and social gathering functions</li> <li>- Social engagement activities.</li> <li>- Summer camps</li> </ul> </li> <li>2. Coordinating with residential halls.</li> </ol>
Warden for Ngau Tau Kok Hall	<ol style="list-style-type: none"> <li>1. Overseeing the daily operation of Ngau Tau Kok Hall.</li> <li>2. Assisting the Project Team to implement the activities for the Ngau Tau Kok Hall</li> </ol>
Warden for Kennedy Town Hall	<ol style="list-style-type: none"> <li>1. Overseeing the daily operation of Kennedy Town Hall.</li> <li>2. Assisting the Project Team to implement the activities for the Kennedy Town Hall</li> </ol>
Part-time language instructor	<ol style="list-style-type: none"> <li>1. Assisting the Language Centre Officer to design language enhancement activities.</li> <li>2. Organizing various language enhancement activities.</li> </ol>
<p><b>Project Sustainability</b>  <i>(Please estimate the amount of recurrent expenditure and describe how you will commit the resources to ensure sustainability of the project. Please put supplementary information (e.g. proof of financial support) at appendix.)</i></p>	
<p>The estimated amount of recurrent expenditure for the project is round 1 million dollars per year. The Institute has already committed 0.5 million dollars per year to support the project. The remaining amount will be covered by two means. As the Vice-President (Research and Advancement) of CIHE, one of the duties of the Project Coordinator is fund-raising. The Institute will appeal for donation from naming the residential halls of Caritas Hostel at Ngau Tau Kok (Appendix 1) and Caritas Hostel at Kennedy Town (Appendix 2). The donation received will be used to set up a development fund for the residential halls to support the project in the long run. On the other hand, part of the accommodation fee received from students will be used to subsidise the residential hall activities if necessary.</p>	