Part C Project Overview	
Project Title (in English): Whole College Approach Industrial Attachment Programme	Project Title (in Chinese): 全校參與工作實習計劃

Executive Summary

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

Sub-degree students usually find it difficult to find their first job.   This problem is caused by multiple reasons.   On one hand, the students do not have complete information about the job market and the industry.   On the other hand, the graduates generally lack of job-hunting skills.   Unfortunately, self-financing institutions typically lack resource to provide supports to the students.   With support of Quality Enhancement Support Scheme, Caritas Bianchi College of Careers (CBCC) plan to launch a whole college approach industrial attachment programme to tackle these problems.

Firstly, we will organise industrial career seminars to provide industrial information to the students. Company visits will also be conducted to help students to get first-hand information about the companies.   Professional bodies will also be invited to share information with students so that the students can have more in-depth understanding about the industry. These activities will enhance students' knowledge about the industry and help them to better plan for their careers.

Secondly, we plan to enhance internship support to students. The Project Officer will develop a set of training materials and conduct a series internship training workshops to enhance students' job hunting skills, for example, interview skills, preparation of resume and cover letter, career planning, etc. Moreover, we will provide internship support services, including, consultation, aptitude test, editing of resume and cover letter, mock interview, etc.

Thirdly, we will source more internship opportunities for the student.   The project team will visit the companies in order to solicit more internship opportunities.   Selected companies will be invited to serve as industrial partner who will provide internship opportunities on a regular basis.   In addition, a large scale career fair will be organised to demonstrate the potential of our students.   At the same time, some potential employer will be invited to set up information counter.   The career fair will bridge students to employers.

Fourthly, we will promote whole college approach internship programme.   The existing programmes will be reviewed. Internship will be incorporated into the programme gradually.   At the same time, we will develop new programmes with industrial attachment.   Students can gain working experience from the internship programme.   At the same time, the internship experience will help students to develop their interpersonal and communication skills.   These skills will be very useful when the students join the workforce.

A whole college approach industrial attachment programme will be implemented.   The internship programme not only provides students work experience but also help students to develop skills required at workplace. This project will better prepare students for the job market and hence enhance students' employability

Part D	Problems Identified

(Please provide your assessments to the problems / needs identified.)

CBCC has offered vocational and professional education and training (VPET) programmes for forty years. As it is widely known, internship which provides a practice opportunity to student is a critical success factor to VPET. However, there is no college-wide internship programme in CBCC. On the other hand, the college only provides limited supports to internship. As a result, we will implement a whole college approach industrial attachment programme. We aim at enhancing internship support services and provide more internship opportunities to students. Finally, we will incorporate the internship into formal curriculum gradually.

Part E	Project Objectives and Deliverables

Measurable Objectives	How it can be achieved
1. To enhance students' knowledge about the industry	- To organise industrial career seminars - To conduct company visits
2. To enhance internship support to students	- To organise internship training workshops - To provide internship support services
3. To source more internship opportunities	- To visit company to solicit internship opportunities - To invite company to serve as industrial partner - To organise career fair
4. To promote whole college approach internship programme	- To incorporate internship into existing programmes - To develop new programmes with industrial attachment

Project Deliverables
(Please list out all the deliverables to be achieved and how they can be shared with, if possible, other institutions.)

Deliverables	Sharing mechanism
1. Industrial career seminars	A certain percentage seats of industrial career seminars will be reserved for the students form other institutions to register.
2. Company visits	The evaluation report of company visits will be shared with other institutions. Other institutions can take reference to organise similar company visits. The contact information will also be shared with company's consent.
3. Internship training workshops	Selected material of the internship training seminars will be shared online with other institutions and the public.
4 Career fair	The career fair will be open to all students from self-financing institutions.
5. Internship support services	The evaluation report of internship support services will be submitted to EDB and shared with other institutions. The report will provide a good reference to the institutions for planning similar services.
6. Industrial attachment programmes	A face-to-face meeting can be arranged to order to share the first-hand experience with other institutions. If there are excessive internship opportunities, they will be shared with other institutions.

(Please indicate the information that can be uploaded onto relevant EDB websites during and after the project period.)

The training material can be uploaded onto relevant EDB website for sharing with other institutions. Moreover, the seminar information and registration details of industrial career seminars and career fair will be posted at EDB website.   Furthermore, the evaluation report of company visits, internship support services, and industrial attachment programme and be uploaded onto relevant EDB website after the project period.

Project Deliverables
(Please list out all the deliverables to be achieved and how they can be shared with, if possible, other institutions.)

Deliverables	Sharing mechanism

Beneficiaries	
Expected type and number of beneficiaries of the project	More than 1,000 sub-degree students

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

Because we will implement a whole college approach industrial attachment programme, the existing 300 sub-degree students at Caritas Bianchi College of Careers (CBCC) will be directly benefited from the programme.   After open of the new campus of Caritas Institute of Higher Education (CIHE), the CIHE students will be moved from CBCC campus to CIHE new campus.   Subsequently, the CBCC campus will have space to offer more programme.   It is expected that the number of CBCC students will increase to 1000 in near future.

These students can enjoy the support services provided by the project.   On the other hand, the internship programme will help students to enhance their generic and career development skills.   Students will also gain more information about the industry.   These core competences are essential to their future career development.   Moreover, the students can gain working experience through the industrial attachment programme.   We expect that their employability will be greatly enhanced.

On the other hand, we will reserve a certain percentage seats of industrial career seminars for the students form other institutions.   Moreover, the career fair will be open to all students in the self-financing institutions.   As a result, the number of beneficiaries will be more than the number of students at CBCC.

Implementation Schedule

(Please list out the implementation schedule and key milestones to be achieved on a half-yearly basis.)

Estimated start date of the project (month/year)	September 2017
Estimated end date of the project (month/year)	August 2019
Project duration (months)	24 months

Month	Key milestones	
	In terms of project activities and deliverables	**In terms of monitoring and evaluation**
1-6	- Development of training material - Industrial career seminars - Company visits - Internship training workshops - Solicitation of internship opportunities	- The Vice-President (Resources and Finance) will monitor the budget and evaluate its effectiveness. - Director of Student Affairs will review the internship training material. - Questionnaire survey will be conducted to evaluate the seminars, company visits, and workshops.
7-12	- Industrial career seminars - Company visits - Internship training workshops - Internship support services - Internship programme	- Questionnaire survey will be conducted to evaluate the internship programme. - Internship partner organization will evaluate the internship programme. - Questionnaire survey will be conducted to evaluate the seminar, company visit, and workshop.
13-18	- Industrial career seminars - Company visits - Internship training workshops - Internship support services - Internship programme	- Questionnaire survey will be conducted to evaluate the internship programme. - Internship partner organization will evaluate the internship programme. - Questionnaire survey will be conducted to evaluate the seminars, company visits, and workshops.
19-24	- Industrial career seminars - Company visits - Internship training workshops - Internship support services - Internship programme - Career fair	- Questionnaire survey will be conducted to evaluate the internship programme. - Focus group with Internship partner organization will be organized to evaluate the internship programme. - Questionnaire survey will be conducted to evaluate the seminars, company visits, and workshops. - Participant of career fair will be interviewed to evaluate its quality.

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.)

Programme leaflets and banners will be produced to promote the programme during the project period. Information seminars will be organised to introduce the internship programme to the students. The support of Quality Enhancement Support Scheme (QESS) will be acknowledged in the promotional materials and training materials. CBCC will also promote the activities on the College's website and acknowledge the support of QESS. At the end of project, a large scale of career fair will be organised. The support of QESS will be acknowledged in the promotional materials and the event venue. Finally, we will present the project and share our experience at conferences. We will also acknowledge the support of QESS in conference papers.

Part F	Cash Flow and Budget			

Project Expenditure

Period	Amount in HK$			
	Year 1	Year 2	Year 3	Total
Manpower	440,000	440,000		880,000
Equipment / Facilities	10,000	0		10,000
Services	40,000	40,000		80,000
General Expenses	60,000	260,000		320,000
Others (e.g. auditor's fee)	400	7,500		7,900
Total	550,400	747,500		1,297,900

Project Income *(if any, e.g. fees received)*

Period	Amount in HK$			
	Year 1	Year 2	Year 3	Total
Total				

(Please provide a detailed breakdown of the project budget by completing the following Excel file.)

Grant Sought under the Quality Enhancement Support Scheme	1,297,900
Funding from the Applicant	0
Funding from Other Sources	0
Total Project Value	**1,297,900**

(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.)

(Please provide the duty lists of manpower to be funded by this project.)

Post	Duties
Project Officer	Develop training material, conduct training workshops, provide internship support services, and organise seminar, assist the project team to coordinate with industrial partners, keep records, discuss internship arrangement with industrial partners, coordinate with academic departments, match internship places with students, and provide administrative supports.

Project Sustainability

(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.)

The estimated amount of recurrent expenditure for the project is around 0.5 million dollars per year. As internship will become a component in our academic programmes, resources will be provided to the academic departments for implementation of the college-wide internship programme.   Upon completion of the project, the college will provide extra funding to the Student Affairs Office to continue to offer industrial attachment programme.

If necessary, we may finance the internship programme by donation in addition to the operational budget of the College.   We raised $100 million last year.   Based on our track record in fund-raising, we are confident that we can raise sufficient amount of money for the internship programme and other student support services.   In fact, a number of potential donors have expressed their intention to donate money.

Summing up the above, sufficient resources will be allocated to the project to ensure that the project will continue beyond the project period.