

# Quality Enhancement Support Scheme

<b>Progress Report</b>	<b>Project No. : 01/QESS/2013</b>
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Reporting Period : From January 2015 (month/year) to June 2015 (month/year)

## Part A

Project Title : Comprehensive Career Development Programme

Name of Grantee : Caritas Bianchi College of Careers

Project Period : From January 2014 (month/year) to December 2015 (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

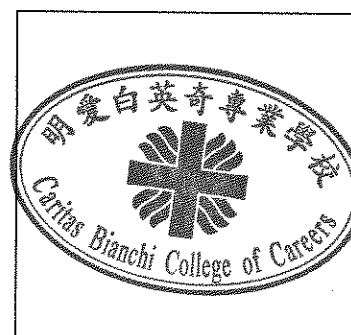
Signature of Authorised Person: \_\_\_\_\_



Name of Authorised Person : Reggie KWAN

Position of Authorised Person : Professor and President

Date : 31 July 2015



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

# Quality Enhancement Support Scheme

## 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 (if applicable)
Jan 2015 – June 2015	<p><b><u>Workshops, Seminars and Other Activities</u></b></p> <p>A series of workshops, seminars and other activities have been organized for the students. The list below provides a summary of the programme.</p> <ul style="list-style-type: none"> <li>● 3-Days Achiever Training Programme was conducted during 14 January 2015 to 16 January 2015 (<i>Appendix A1</i>). 32 students joined the programme.</li> <li>● Information Sharing Session on Career Development and Interview Skills was conducted on 2 February 2015 (<i>Appendix A2</i>). 114 students joined the activity.</li> <li>● Leadership and Professionalism Talk was held on 14 March 2015 (<i>Appendix A3</i>). 46 students attended the talk.</li> <li>● Business Orientation Programme and Company Visit was organised on 16 March 2015 (<i>Appendix A4</i>). 30 students joined the programme.</li> <li>● Introduction Talk on Management Trainee Programme was conducted on 20 April 2015 (<i>Appendix A5</i>). 23 students joined the programme.</li> <li>● 10-Days Interflow Tour to Taiwan was conducted during 3 June 2015 to 12 June 2015 (<i>Appendix A6</i>). 16 student ambassadors joined the tour.</li> </ul>	261 Participants
Jan 2015 – June 2015	<p><b><u>Volunteer Service Programme</u></b></p> <p>Five volunteer service programmes have been organised for the students. These activities are summarized below:</p> <ul style="list-style-type: none"> <li>● Gentle Guy: volunteer skills training workshops and volunteer services were organized during November 2014 to March 2015 (<i>Appendix B1</i>). 25 students joined the training workshops and completed the volunteer services.</li> <li>● V-power: 12 hours volunteer skills training workshop and 8 hours volunteer services was organized during November 2014 to May 2015 (<i>Appendix B2</i>). 53 students joined the training workshops and completed the volunteer services.</li> <li>● Student Helper Service was offered for Graduation Ceremony on 26 Jan 2015 (<i>Appendix B3</i>). 30 student ambassadors joined the volunteer service.</li> <li>● Student Helper Service was offered for Gown Collection on 29 January 2015 and 30 January 2016 (<i>Appendix B4</i>). 9 students joined the volunteer service.</li> <li>● Caritas Charity Walk was organized on 28 March 2015. 74 students participated in the charity walk.</li> </ul>	191 Participants

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
April 2015	<p>Feedback and evaluation of the volunteer service programme can be found in <i>Appendix B5</i>.</p> <p><b><u>Mentoring Programme</u></b></p> <p>The Mentoring Programme have been started to promote and recruit on April 2015. The Programme Information Sheet and Student Application Form are attached in <i>Appendices C1</i> and <i>C2</i>. Some mentors from Accounting Professional and other business sectors had been appointed.</p>	10 mentors
Jan 2015 – June 2015	<p><b><u>Career Resources System</u></b></p> <p>The Career Resources System has been launched to all students to provide various self-help resources included job searching and latest career trend. <i>Appendix D</i> shows the screen capture of the system. Job-matching and referral included full-time jobs, part-time jobs and internship of commercial and government department are arranged to all of students.</p>	2000 students
<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.).</p>		

## 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
◆ Conduct of training workshops, seminars and activities	100	
◆ Evaluation of the volunteer service programme	100	
◆ Implementation of Career Resources System	100	
<b>Overall Project</b>	<b>75</b>	
<p>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</p>		

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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
Nil	

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	1,654,080	1,239,151.4	414,928.60
b. Equipment / facilities	95,000	73,739	21,261
c. Services	60,000	39,288.3	20,711.7
d. General expenses	35,000	930	34,070
e. Others	5,000	0	5,000
<b>Total</b>	<b>1,849,080</b>	<b>1,353,108.7</b>	<b>495,971.30</b>
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>495,971.30</i>