

Quality Enhancement Support Scheme

Progress Report

Project No. : 02/QESS/2013

Reporting Period : From June 2014 (month/year) to November 2014 (month/year)

Part A

Project Title : Laboratory for Self Understanding and Growth through Awareness and Reflection Project (SUGAR)

Name of Grantee : Caritas Institute of Higher Education

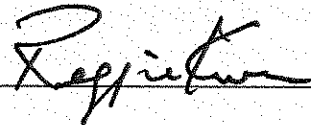
Project Period : From December 2013 (month/year) to November 2015 (month/year)

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

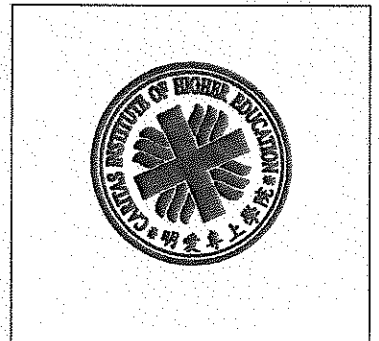
Signature of Authorised Person: _____



Name of Authorised Person : Reggie KWAN

Position of Authorised Person : Professor and President

Date : 31 December 2014



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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 (if applicable)
	<p>The following is a brief half-yearly progress report summarizing the interim evaluation of the state of project deliverables as of late November 2014.</p>	
<p>September 2014</p> <p>23 June 2014</p>	<p>1. Administration</p> <p>i) Formation of Evaluative Research working group An Evaluative Research working group was formed in early September 2014. This working group is consisted of four SUGAR team members, and Anna Ng is appointed as Convener. This working group together with another three well-formed working groups are responsible for four project deliverables, namely training package, resources corner/centre, web-based system and evaluative research.</p> <p>ii) The first Steering Committee meeting was held on 23 June 2014. Professional advice from internal and external members was sought for the development of SUGAR project.</p>	
	<p>2. Self Understanding and Career Development Training Package</p> <p><u>Progress To-date</u> The progress of training package has conformed to the proposed timeline that training materials and sessions plans are modified and ready for running intensive laboratory groups. The progress of the trial run of intensive laboratory groups has also followed the proposed timeline.</p> <p>i) Training Package Three sets of training packages were designed for 3 different groups of students, including students from Higher Diploma in Social Work (HDSW), Higher Diploma in Human Services (HDHS) and students studying non-social sciences programmes. To address different needs of different target groups, 42-hour workshop was offered for HDSW and HDHS students whereas a 18-hour workshop was offered to non-social sciences students. All training packages aimed at facilitating students' exploration</p>	

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<p>24 & 29 July 2014</p>	<p>into four aspects of “self” ((Personal/ Relational/ Collective/ Spiritual Self). Session plans and training materials are prepared for the use of intensive laboratory groups. A sample session plan could be referred to <i>Appendix 1</i>.</p> <p>ii) Trial Run A 9-hour trial run (including three 3-hour sessions) for students studying non-social sciences programmes was conducted on 24 and 29 July 2014. Six student participants were allowed to join different sessions according to their need and availability. Most of the activities in the training package were carried out in the trial run. Based on the evaluative results (see <i>Appendix 2</i>), participants’ feedback was positive and participants showed appreciation towards facilitators and activities. As for recommendations received, the working group would take those ideas into consideration while reviewing the content of the training package.</p>																					
<p>September to December 2014</p>	<p>iii) Intensive Laboratory Group To address different needs of different target groups, 42-hour workshop was offered for HDSW and HDHS students whereas a 18-hour workshop was offered to non-social sciences students. Details were given as below:</p> <table border="1" data-bbox="432 1283 1243 1780"> <thead> <tr> <th><i>Laboratory Group</i></th> <th><i>Period</i></th> <th><i>Duration (hours)</i></th> <th><i>No. of participants</i></th> </tr> </thead> <tbody> <tr> <td>1. Workshop for HDSW students</td> <td>September - December 2014</td> <td>42</td> <td>180</td> </tr> <tr> <td>2. Workshop for HDHS students</td> <td>September - December 2014</td> <td>42</td> <td>36</td> </tr> <tr> <td>3. Workshop for non-social sciences students</td> <td>October - December 2014*</td> <td>18</td> <td>22*</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>238</td> </tr> </tbody> </table> <p>* 3 laboratory groups were conducted during the period from October to November 2014 and 14 students had completed the 18-hour workshop in mid-/late November 2014. One group was scheduled for mid-October to Late December and 8 student participants were recruited.</p> <p>Overall speaking, participants affirmed the benefits of workshop. According to their words, the workshop facilitated them to have better self-understanding, and get known to and</p>	<i>Laboratory Group</i>	<i>Period</i>	<i>Duration (hours)</i>	<i>No. of participants</i>	1. Workshop for HDSW students	September - December 2014	42	180	2. Workshop for HDHS students	September - December 2014	42	36	3. Workshop for non-social sciences students	October - December 2014*	18	22*	Total:			238	<p>238 Students</p>
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	<p>make friend with other student participants. (see <i>Appendix 3</i>)</p> <p><u>Current Status</u></p> <p>i) Intensive Laboratory Group Workshops for HDSW and HDHS student and one workshop for non-social sciences students are in progress.</p> <p><u>Future Action</u></p> <p>i) Training Package Once laboratory groups are completed and feedback from students is collected, the working group would schedule a meeting to review the training package and make modification when necessary.</p> <p>ii) Intensive Laboratory Group</p> <p>a) From mid-December 2014 to mid-January, it would be the “revision week” and “examination period” in the Institute. In order not to disturb students’ study, no laboratory group would be arranged. From Semester 2 onward, a series of laboratory groups would be offered. The schedule could be referred to <i>Appendix 4</i>.</p> <p>b) Student Affairs Office (SAO) conceives an idea of forming a 「內地同學會」, an association for Mainland students (In our Institute, there are more than a hundred students from Mainland China). It is highly likely that SUGAR team would take part in the association and from there, to recruit Mainland students to our future Mandarin laboratory groups.</p>	
	<p>3. Resources Corner/ Centre</p> <p><u>Progress To-date</u></p> <p>The progress of Resources Corner and Centre has met the proposed timeline. A Resources Centre has been established with Resources Corner open for staff and students.</p> <p>i) Procurement of Resources There were 29 books and 3 card games in the approved item list (purchase in phase one). Two books were subsequently discarded for their publication was over 10 years and no latest version was available. From mid-July 2014 till now, 15 books and 2 card games were acquired. SUGAR team assigned a call number to each book item and all items are currently displayed</p>	

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<p>August 2014</p>	<p>in SUGAR Resources Centre (see <i>Appendix 5</i>). For all remaining items, order was placed with the assistance of school library.</p> <p>ii) Resources Centre In late-August 2014, two full-time project team members (i.e., Project Coordinator and Project Officer) moved into Room 609 in the campus. The site was then made available in early September for the use of Resources Centre. Staff are on-duty to provide drop-in service for SUGAR project. (see <i>Appendix 6</i>)</p> <p><u>Current Status</u></p> <p>i) Procurement of resources Since order for remaining resources has been placed, the working group would wait for the delivery, and in the meanwhile, project team members keep watch for useful and relevant items for the use of Resources Corner.</p> <p>iii) Resources Centre SUGAR Resources Centre provides one-stop service for students who are interested in self-understanding and/ or growth. The Centre is now open in full swing. Students can get access to different resources (e.g., self-help books), browse relevant websites, and register to laboratory groups in the Centre.</p> <p>The normal opening hour of SUGAR Resources Centre is from 0930 to 1730, every working day but flexibility is allowed, dependent on the schedule of laboratory groups and other duties of staff.</p> <p><u>Future Action</u> To increase flow of visitors, project team members would arrange meeting with students in the Centre, and allow students have leisure time such as playing card games and drawing. In the future, the Centre would be used as a venue of reading club organized every Monday by SAO.</p>	
<p>November 2014</p>	<p>4. Web-based Self Understanding and Career Development System</p> <p><u>Progress To-date</u> With the technical support in the Institute, SUGAR website is set up and put under the Institute homepage in late November 2014. It</p>	

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	<p>offers a wide range of information such as background of SUGAR project, resources on self-understanding, self-help tips, quotes about “self” and “self-understanding”, inspirational stories, contact information, etc. Information on the website (Sample page: see <i>Appendix 7</i>), including text and photos, is open to students and general public. The progress has conformed to the proposed timeline except for online assessment and student profile.</p> <p><u>Current Status</u> SUGAR website is in English except several direct quotes which are written in Chinese. For those Chinese characters, they ought to be displayed in Big-5. Since the website is posted, the working group received feedback on an encoding problem of Chinese characters. The working group will work closely with the IT technician and change the encoding method shortly to resolve the problem.</p> <p><u>Future Action</u></p> <p>i) “Student Profile” “Student Profile” is under construction as technical problems need to be solved for the linkage between SUGAR website and school intranet. The working group will have further discussion with the IT technician regarding the development of this special feature of the web-based system.</p> <p>ii) Online assessment The feasibility of provision of online assessment would be explored.</p> <p>iii) Monitoring website Project team members will monitor and update web information regularly.</p>	
<p>September 2014</p>	<p>5. Evaluative Research</p> <p><u>Progress To-date</u> The progress of evaluative research has met the proposed timeline. The questionnaire for student survey was modified and finalized and data collection for the pilot study was completed.</p> <p>i) Formation of working group An Evaluative Research working group was formed in early September 2014. Shortly after its formation, a meeting was</p>	

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<p>September 2014</p>	<p>called to discuss evaluative methods of SUGAR project and scales to be included as quantitative measures.</p> <p>ii) Pilot study To validate scales on “self-concept” and “empowerment”, 2 key elements of SUGAR project, project team members carried out a pilot study with a sample size of 176 sub-degree students in September 2014. Results (see <i>Appendix 8</i>) were used as a reference to finalize an evaluative questionnaire of SUGAR project.</p> <p>iii) Student survey (first batch of intensive laboratory groups) Pre- and post tests were conducted with those students (N=14) who had completed the first batch of intensive laboratory groups at the end of November 2014. Preliminary analyses were conducted (see <i>Appendix 9</i>).</p> <p><u>Current Status</u></p> <p>i) Student survey (first batch of intensive laboratory groups) Preliminary results of student survey had been circulated in the working group.</p> <p><u>Future Action</u></p> <p>i) Evaluative methods Further discussion on both quantitative and qualitative methods would be held.</p> <p>ii) Student survey Student survey would be carried on. In mid-December, SUGAR team will collect data from those who completed the workshops. The data would be the post-test results in evaluating effectiveness of SUGAR workshops organized for HDSW, HDHS and non-social sciences students. Once more data are available, the workshop group would proceed with statistical tests on the data set.</p>	<p>176 Students</p>
<p>December 2014</p>	<p>6. Promotion</p> <p><u>Progress To-date</u> The progress of promotional activities has met the proposed timeline that more than 300 students were approached in various promotional activities. Other than promotional activities, during the</p>	<p>300 Students</p>

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<p>September 2014</p>	<p>previous 6 months, SUGAR team made use of other channels to promote the project to the target population.</p> <p>i) Promotional materials A lot of 300-piece pamphlets and 200-piece postcards were produced in early September 2014 and then used as promotional materials during the registration week in mid-September 2014.</p>	
<p>September 2014</p>	<p>ii) In-class promotion In-class promotion was conducted repeatedly in September 2014, and more than 250 freshmen were approached. During the promotion, project team members gave students a brief introduction to SUGAR project and laboratory groups, and delivered promotional materials for students' information.</p>	
	<p>iii) Online system Detailed arrangement of SUGAR laboratory groups were uploaded to Online Advising Support and Interactive Study System (OASISS).</p>	
<p>11 October 2014</p>	<p>iv) Taster Program a. SUGAR team arranged a 2-hour taster program for a total of 61 freshmen during Career Planning Day Camp on 11 October 2014. Taster activities aimed at helping students to reflect on their past significant life events/experiences, explore ways to cope with past unhappiness and failures positively, and revitalize life goals and plan for a quality school life.</p>	
<p>30 October 2014</p>	<p>b. A 45-minutes taster program on self-concept was delivered to 12 senior secondary school students on 30 October 2014. Participants were actively involved in the activity and discussion.</p>	
	<p><u>Current Status</u> i) Online system Information of SUGAR project and laboratory groups has been sent to the related party for uploading to OASISS before the end of January 2014. Online enrollment to laboratory groups would be available.</p>	
	<p><u>Future Action</u> i) Taster Program</p>	

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	The Working Group would plan to stage taster program on other topics so that students could experience the fun and enriching part of intensive laboratory group.	
September 2014	<p>7. Sharing of Experience</p> <p><u>Progress To-date</u></p> <p>i) Seminar presentation</p> <p>To share our experience with other practitioners, SUGAR team gave a presentation in a seminar named “Understanding and Practicing Research in Social Work Services” organized by the Institute on 13 October 2014. The presentation was a case illustration of “Adaptation of Scales - Reliability and Validity Tests” (see <i>Appendix 10</i>) in which results from previous student surveys (conducted in March and April 2014) and the latest pilot study (conducted in September 2014) were released.</p>	
<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
◆ Production of training package	100%	
◆ Implementation of web-based Self Understanding and Career Development System	100%	
◆ Conduct of evaluative research	100%	
◆ Running of intensive laboratory groups	100%	
◆ Organization of promotional activities	100%	
◆ Opening of resource centre	100%	
Overall Project	50%	
<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	1,104,000	516,481.46	587,518.54
b. Equipment / facilities	50,000	0	50,000
c. Services	50,000	5,950.40	44,049.60
d. General expenses	-	-	-
e. Others	5,000	0	5,000
Total	1,209,000.00	522,431.86	686,568.14
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>686,568.14</i>