

Quality Enhancement Support Scheme

Progress Report	Project No. : 02/QESS/2013
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Reporting Period : From December 2014 (month/year) to May 2015 (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

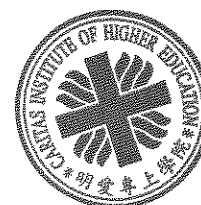
Signature of Authorised Person : _____



Name of Authorised Person : Reggie KWAN

Position of Authorised Person : Professor and President

Date : 30 June 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 (if applicable)
Dec 2014 – May 2015	<p>1. Running of Intensive Laboratory Groups</p> <p>During the reporting period, seven intensive laboratory groups have been conducted for 194 students. Details of the laboratory groups can be found in <i>Appendix 1</i>.</p>	194 students
Dec 2014 – May 2015	<p>2. Organisation of promotional activities on self understanding</p> <p>More than 800 students were approached in various promotional activities. These activities included in-class promotion, online system and taster programme.</p>	Over 800 students
Dec 2014 – May 2015	<p>3. Evaluation and enhancement of training package</p> <p>Training materials were developed and consolidated for the use of different types of intensive laboratory groups. A few sets of session plans were newly designed for Body-Mind-Spirit (BMS) and Self Exploration workshops. The following training materials have been developed during the reporting period:</p> <ul style="list-style-type: none"> (a) Self Understanding Workshop (b) Self Development Workshop (c) Training package for Body-Mind-Spirit (BMS) Workshop (d) Self-Exploration Workshop (e) Adventure Camp <p>Sample of a session plan of the BMS workshop is attached in <i>Appendix 2</i>.</p>	-
Dec 2014 – May 2015	<p>4. Evaluation and enhancement of web-based Self Understanding and Career Development System</p> <p>SUGAR webpage has been put online. As of 31 May 2015, there were over 1,700 visits. Modification on the webpage would be carried out at a later stage. More relevant assessment tools / scales would be added to the system. Screen capture of the webpage could be found in <i>Appendix 3</i>.</p>	-

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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)
Dec 2014 – May 2015	<p>5. Evaluation and enhancement of evaluative research</p> <p>5.1. <u>Student survey</u> Pre- and post-tests were conducted with students who had completed intensive laboratory groups from January 2015 onwards. A total of 74 valid questionnaires were received from those who joined the self understanding workshop and a total of 21 valid questionnaires were obtained from student participants of BMS workshops. Comparative data has also been collected. The pre-test of this control group was conducted on 1 April 2015 and the first post-test completed on 15 April 2015. The total number of valid questionnaires was 35.</p> <p>5.2. <u>Student Evaluation for BMS and Self-Exploration Workshop</u> Surveys have been carried out to collect student feedback and evaluation for BMS workshops and Self-Exploration Workshop (conducted through art-making). Positive feedbacks were received from the students. Evaluation reports could be found in <i>Appendix 4</i>.</p> <p>5.3. <u>Individual Interview</u> Arrangement and guidelines for individual interview has been prepared (<i>Appendix 5</i>). Seven individual interviews have also been conducted.</p>	130 students
March and May 2015	<p>6. Conduct of experience sharing sessions</p> <p>Two professional development training workshops were conducted in March and May 2015 (<i>Appendix 6</i>). One forum would be conducted in June 2015.</p> <p>a. <u>Workshop on “Evidence-driven Practice of Supports to Tertiary Students with High Functioning Autism”</u> The workshop was held on 23 March 2015 and a total of 25 colleagues attended the training workshop and their feedback towards the workshop was positive.</p>	47 staff

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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)
	<p>b. <u>Training on 「變從如何？—“生命自覺”工作坊（初階）」</u> The training was held on 13, 14 and 26 May 2015. A total of 22 colleagues participated in the training.</p> <p>c. <u>Forum</u> A sharing session on “Career and Life Planning” would be co-organized with Caritas Youth and Community Services and Caritas Family Services on 5 June 2015. Programme rundown could be found in <i>Appendix 7</i>.</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
◆ Running of intensive laboratory groups	100	
◆ Organisation of promotional activities on self understanding	100	
◆ Evaluation and enhancement of training package	100	
◆ Evaluation and enhancement of web-based Self Understanding and Career Development System	100	
◆ Evaluation and enhancement of evaluative research	100	
Overall Project	75	
<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	750,106.46	353,893.54
b. Equipment / facilities	50,000	20,000	30,000
c. Services	50,000	11,266.27	38,733.73
d. General expenses	-	-	-
e. Others	5,000	0	5,000
Total	1,209,000.00	781,372.73	427,627.27
<i>Project Income (if any)</i>			0
<i>Total Balance</i>			427,627.27