

Quality Enhancement Support Scheme

Progress Report

Project No. : 02/QESS/2014

Reporting Period : From November 2014 (month/year) to April 2015 (month/year)

Part A

Project Title : Development of career planning and support services

Name of Grantee : Centennial College

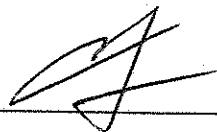
Project Period : From November 2014 (month/year) to October 2016 (month/year)

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

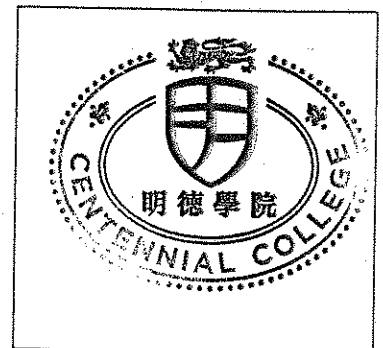
Signature of Authorised Person: _____



Name of Authorised Person : Ms SZE Wai Mei Ellen

Position of Authorised Person : Dean of Students, Centennial College

Date : 22.7.2015 (revised version)



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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>5.3.2015 & 7.3.2015 5:30pm-7:30pm Rm 105, Centennial College</p>	<p><u>Aptitude Test Workshops:</u> A representative from TeleosGlobal, an accredited trainer for Saville aptitude tests in Hong Kong, was arranged to help students anticipating employment with large organisations get used to the assessment, which is a popular tool in employee selection. Content include practise test, debrief and test structure explanation. Manpower resource: 1 staff; Financial resource: \$13,490.00 (training fees include practice tests for 19 students); Venue: existing classroom (free of charge); Equipment: PA system and projector. The promotional material is at <u>Appendix I</u>; activity photos and sample of learning materials are at <u>Appendix II</u>.</p>	<p>19 Centennial College students attended either of the two identical sessions after completing a practice aptitude test</p>
<p>6.3.2015 5:30pm-7:00pm G/F. Student Common Area, Centennial College</p>	<p><u>Career Sharing Session - News Reporting and PR:</u> Former TVB newsreader and reporter Ms Akina Fong was invited to share her 10+ years of journalistic experience and insights about a career as a news anchor and public relations. Manpower resource: 5 staff (MC, meet-and-greet, photography, facilities support); Financial resource: \$4,397 (including guest speaker's honorarium, promotional materials, refreshments); Venue: existing Student Common Area (free of charge). Equipment: seating, stage, high chairs, PA system and projector. The promotional materials, photos and sample of the learning materials are at <u>Appendix I & III</u>.</p>	<p>36 Centennial College students and 2 teaching staff from Media/ Communication attended.</p>
<p>10.3.2015 4:00pm-5:00pm G/F. Student Common Area, Centennial College</p>	<p><u>Career Sharing Session – Civil Service:</u> Centennial College Council Member, Former Director of the HKETO Office in Beijing, and veteran Administrative Officer (AO) Mr Thomas Tso shared his seven years living in the capital, Mainland-Hong Kong relations and life in the Service. Manpower resource: 1 staff; Financial resource: \$155.80 (refreshments); Venue: existing Student Common Area (free of charge). Equipment: nil. The promotional materials and photos and sample of learning materials are at <u>Appendix I & IV</u>.</p>	<p>8 Centennial College students attended.</p>

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<p>11,12,26,31.3.2015; 1,9.4.2015 11am-5pm Entrance Foyer, G/F., Centennial College</p>	<p><u>Employment Recruitment and Promotion Booths</u> <i>11.3.2015 (Hang Seng Bank); 12.3.2015 (Dragonair); 26.3.2015 (HKT); 31.3.2015 (Kowloon Federation of Associations); 1.4.2015 (McDonald's); 9.4.2015 (FWD Life Insurance)</i> Employers and organisations offering graduate employment or internship opportunities were invited to set up recruitment and promotion booths at the entrance foyer of the College. The booths were intended to keep students abreast of the career opportunities available out there on the market and to allow the potential employers to meet students informally. Some employers distributed leaflets and/or souvenirs and might have collected CVs from interested students. Manpower resource: 1 staff; Financial resource: \$0; Venue: existing foyer area (free of charge). Equipment: a display board, table and seats. The promotional materials and photos and sample of learning materials are at <u>Appendix I & V</u>. (Some employers were not included in the promotion poster at <u>Appendix I</u> because their participations had been confirmed on an <i>ad hoc</i> basis.)</p>	<p>Hang Seng Bank attracted around 30 Centennial College students; Dragonair 100; HKT 30; Kowloon Federation of Associations 20; McDonalds' 50; FWD 30.</p>
<p>13.3.2015 5:30pm-7:00pm Room 305, Centennial College</p>	<p><u>Career Sharing Session - Financial Industry:</u> Director at FWD, Mr Alvin Tse, shared industry insights and career prospects in banking, insurance, securities and pension fund management. Manpower resource: 1 staff; Financial resource: \$0; Venue: existing classroom (free of charge) Equipment: projector The promotional materials and photos and sample of learning materials are at <u>Appendix I & VI</u>.</p>	<p>2 Centennial College students attended.</p>
<p><u>Part 1 - Visit</u> 20.3.2015 10:45am-5:00pm <u>Part 2 - Service</u> 18.4.2015 2:00pm-5:30pm Wan Hon Estate, Kwun Tong</p>	<p><u>"1+1" Scheme – Singleton Elderly Homes (Service Learning Programme)</u></p> <ul style="list-style-type: none"> • <u>Part 1 – Visit</u> The visit involved a group of students who interviewed with elderly citizens living in singleton residential units in Wan Hon Estate to understand their service needs. • <u>Part 2 – Service</u> The service involved the said students conducting activities with the elderly residents for an afternoon, with the programme planned by the students. <p>Manpower resource: 1 staff; Financial resource: \$3,113.40 (including transport, souvenir to elderly, refreshments, prizes and other activity-related materials) The promotional materials and photos are at <u>Appendix VII</u>.</p>	<p>10 students (all participated in both parts)</p>

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<p>23.3.2015 4:00pm-6:00pm Hong Kong Juvenile Care Centre Bradbury Hostel, Wong Chuk Hang</p>	<p><u>"1+1" Scheme – Boys' Home (Service Learning Programme) (Part 1 – Visit)</u> The participating students visited the Hostel to preliminarily understand the operation of the Boys' Home and to ice-break with the boys. This was intended to facilitate students to plan their service programme due to be conducted in May. Manpower resource: 1 staff; Financial resource: \$353.90 (transport, souvenir to Boys' Home) The promotional materials and photos are at <u>Appendix VII</u>.</p>	<p>14 Centennial College students participated</p>
<p>24.3.2015 5:30pm-7:00pm Room 205, Centennial College</p>	<p><u>Career Training Workshop on Grooming, Body Language and Professionalism:</u> Ms Cheryl Wilson, Founder and CEO of Charitable Choice, a charity providing students with career training, conducted a workshop on soft skills to prepare students with techniques to do well in both job interviews and in the workplace. Manpower resource: 1 staff; Financial resource: \$115.50 (refreshments) for both sessions on 24 & 25.3.2015; Venue: existing classroom (free of charge) Equipment: projector and clipboard. The promotional materials, photos and programme outline are at <u>Appendix I & VIII</u>.</p>	<p>6 Centennial College students attended</p>
<p>25.3.2015 5:30pm-7:00pm Room 205, Centennial College</p>	<p><u>Career Training Workshop on Self-promotion with Social Media Tools, Meeting Etiquette and Customer Service Basics:</u> Ms Cheryl Wilson, Founder and CEO of Charitable Choice, a charity providing students with career training, conducted a workshop on soft skills to prepare students with techniques to do well in both job interviews and in the workplace. Manpower resource: 1 staff; Financial resource: <i>shared with another workshop on 24.3.2015</i>; Venue: existing classroom (free of charge) Equipment: projector and clipboard. The promotional materials, photos and and programme outline are at <u>Appendix I & VIII</u>.</p>	<p>6 Centennial College students attended</p>

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<p>30.3.2015 2:00pm-5:00pm & 23.4.2015 2:30pm-5:30pm Room 402, Centennial College</p>	<p><u>Personality Dimensions Career Assessment Workshops:</u> Ms Joey Yan, Assistant Counsellor at Centennial College being a qualified Personality Dimensions career assessment trainer, conducted workshops to conduct the test with students to help them understand their own personalities and implications on choosing a career. Manpower resource: 2 staff; Financial resource: \$486 (including: refreshments and activity-related materials/ stationary) + \$ 800 (cost of non-reusable Assessment Tools); Venue: existing classroom (free of charge). The promotional materials, photos and sample training materials are at <u>Appendix IX</u>.</p>	<p>15 and 10 Centennial College students attended respectively.</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
Recruit a Career Development Officer and a Project Assistant	100%	<p>The selection interviews for recruiting of Career Development Officer were conducted on 5 and 24 September 2014 which 54 applications were received. In addition, the selection interviews of Project Assistant were held on 24 November 2014 which 29 applicants submitted their applications. The recruitment was smooth and met the schedule. The CDO and the Project Assistant reported their duties on November and December 2014 respectively.</p>
Set up a career resources corner	100%	<p>The resources corner was set up in 2011, located in the common area of the Office of Student Success, consisting of two bookshelves and limited materials for students' reference.</p> <p>Two large notice boards were added in late 2014 for posting current job advertisements and career related information.</p> <p>Additional reference materials had also been inputted to the resources corner and service counter as the result of</p>

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		<p>the QESS funding (as of 30 April 2015):</p> <ul style="list-style-type: none"> - Subscription of South China Morning Post (Students can collect one copy on a first-come-first-served basis and a register is kept) - Subscription of the Official Journal of the Hong Kong Institute of Human Resource Management (HKIHKM): These career-related magazines are subscribed for students' reference in the resources corner. - Recruit Magazine (20 copies are sent to our College for students' collection every week) (free-of-charge) - 73 job ads had been posted on the notice board - Leaflets on Internships, Study Tour, Job Searching Tips and career-related Workshops Information are also available (free-of-charge)
Network with employers	100%	62 new employers have been networked since Nov 2014, totalling a network of around 200 employers. Outreaching and networking efforts with new employers will continue.
Provide career assessment service	100%	Personality Dimensions and MBTI career assessment tools have been procured. An example of Personality Dimensions workshops is listed in <u>part 1</u> above. (There is one more staff due to receive and complete QESS-sponsored career assessment training in August 2015.)
Organise training workshops, sharing sessions and career counselling # <i>[# Prior written approval for amendment obtained on 16.2.2015 – copy at <u>Appendix X</u>]</i>	100%	For training workshops and sharing sessions, please see <u>part 1</u> above. Sharing sessions have been held in place of company visits. 44 career consultation / counselling sessions have been held for a total of 38 students.
Develop and implement service learning programme	100%	See <u>part 1</u> above.
Overall Project	25%	-

**** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.**

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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
Amendment in milestones – with “company visits” deferred to the next reporting period, replaced with “sharing sessions and career counselling”	16.2.2015 (Appendix X)
Budget reallocation - on manpower - utilising contingency budget and on career services webpage	26.11.2014 16.4.2015 (Appendix XI)

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	\$1,277,200.00	\$255,651.31	\$1,021,548.69
b. Equipment / facilities	\$270,000.00	\$3,598.00	\$266,402.00
c. Services	\$310,000.00	\$98,395.00	\$211,605.00
d. General expenses	\$45,000.00	\$4,420.00	\$40,580.00
e. Others	\$42,000.00	\$0	\$42,000.00
Total	\$1,944,200.00	\$362,064.31	\$1,582,135.69
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			\$1,582,135.69

[^ The figures shown reflect the re-allocated budget as approved. See part 3 above.]