

## Part C Project Overview

Project Title (in English):  
Establishment of Student Industrial Attachment  
Services Centre (SIAS)

Project Title (in Chinese):  
成立學生實習服務中心

### Executive Summary

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

#### Proposed Plan

HKIT is a non-profit making self-financing institute offering accredited programmes from Applied Learning for secondary school students to master's degree programme for adult lifelong learners. It is well recognized that industrial attachment in the forms of internship / practicum / work placement will enable students to learn by doing and engaging in the real life workplace environment and further cultivate their knowledge acquired and skills developed from the classroom, helping them better prepared for career development. HKIT has continuously invested resources to implementing internship programmes for our students. Over the past years, we have made good progress in the industrial attachment projects for our students and developed valuable industrial relationship with our partners including China Aircraft Services Limited (CASL), Hong Kong Aircraft Engineering Company Limited (HAECO), Hong Kong Electric Company Limited and China Light and Power, etc. These companies will continue to offer internship placements for our students studying for the Associate Degree of Science & Technology.

HKIT has set up a team for linking students, programme leaders and industrial employers. The initial focus has been put on Diploma Yi Jin engineering programmes, Associate Degree of Science & Technology and Associate of Health Studies programme. HKIT proposes to set up a Student Industrial Attachment Services Centre (SIAS) and known as "the Centre" in the following to further upgrade and strengthen the industrial attachment services for our students. The major work for the Centre is to coordinate the work and to carry out the industrial attachment services for Full-time Associate Degree and Degree students of HKIT.

The formation of the Centre has the following objectives:

- To establish a standardized procedure of profiling students' skills, academic capability and vocational interests and the needs of the employers for better industrial placement and career matching;
- To serve industries and the community through better linkages with job-seeking students and graduates;
- To foster students' interests towards placement / internship program by organizing workshops on exploration of career interest, planning for career and proactive problem solving skills;
- To enhance students' self-understanding and their understanding of the corporate world by providing various activities which include career assessment, counseling, consultation services, company visits and sharing sessions by guest speakers from various career fields;
- To equip students with the essential skills for employment after graduation by providing work placement and internship programmes and other related activities;
- To facilitate lifelong learning of graduates through exploring the subsequent articulation pathways for further study after they have started their first job; &
- To enhance HKIT learning programmes with up-to-date industrial practices by infusing industrial components into academic contents.

The Centre will compose of 2 sub-units: IA Research Unit & Training Unit.

IA Research Unit:

- To analyse the programmes offered by the Institute and recommend potential industrial partners to the Centre.

- To gather and analyse the feedback from the industrial partners, and forward the analysis results to both the Centre and the programme development team for review and follow up.

#### Training Unit

- To provide various training workshops for students to take part in various industrial attachment programmes; &
- To provide supervisor training workshops for teachers to understand their roles and responsibilities to be industrial attachment supervisors for running the industrial attachment programmes.

The Centre will be report to both Academic Board and Quality Assurance Committee. Academic Board will be responsible for overseeing the academic matters related to students' industrial attachment programmes. The Centre will provide training for students and teachers to take part in the industrial attachment programmes. The Centre will prepare all necessary documentations such as training manuals for both teachers and students, industrial attachment agreement for partners, evaluation and assessment forms. Furthermore, students' industrial attachment experience will be consolidated by the Centre and the information will be communicated to Programme Development Committee and Programme Board for continuous improvement of our academic programmes. The Centre staff will also work closely with Student Affair Committee to provide counselling, guidance and advice for students to choose industrial attachment programmes that suit their career aspiration and personal qualities. In addition, under the Quality Assurance System of HKIT, the Quality Assurance Committee will conduct annual quality assurance exercise to the Centre to ensure the operation and services of the Centre are aligned with the quality standard of HKIT as well as the quality standard of QESS project. In other words, the Centre is not an independent unit. Its operation is under the governance of both academic and quality assurance bodies of HKIT as well as external quality assurance bodies. The reports of the Centre will also be presented to EDB QESS team and external auditor for further review.

Overall, with the support of QESS and HKIT's own funding, we can upgrade, expand and strengthen our industrial attachment services to our students. Therefore, the project will benefit all the students studying our full-time associate degree and degree programmes. Furthermore, through this project, we directly support the industrial development and to our young generation by providing better linkages in assisting young people's in their career development. It is planned that the experience gained in operating the Centre will be shared with other institutions in the sector through holding a sector-wise seminar. The printed matters produced by the Centre e.g. training materials for teachers and students, leaflet, forms, handbooks and agreement forms can be shared to the colleges or institutes through the website of HKIT and QESS platform. The solid experience of operating the Centre and any workshops and seminars organized for this project can be shared through the website of HKIT and QESS platform as well.

Funding from QESS will be used to set up a permanent Student Industrial Attachment Services Centre (SIAS) at HKIT. The project team will develop the framework and mechanism for a holistic approach to industrial placement. This represents an upgrade, expansion, and strengthening of the existing industrial training team. At the end of the project, HKIT will retain the project team with its own funding to continuously carry out the industrial placement exercise on a self-sustaining basis to our future students.

**Part D Problems Identified**

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

HKIT offers accredited programmes ranging from Diploma Yi Jin (DYJ), Associate Degree to overseas Bachelor and Master Degree programmes. The design of the programmes has considered students' diverse interests and career aspirations and there are 10 study / focus areas within four major disciplines: Arts, Business Administration, Science and Technology and Health Science in our full-time Associate Degree and Degree programmes.

Since 2014, HKIT has been the largest DYJ programme operator in Hong Kong. There are more than 200 students who have selected engineering (including aircraft maintenance, electrical engineering, building, etc.) as their elective subject. To explore the industrial attachment for this group of DYJ students, HKIT has been working with major engineering companies such as China Aircraft Services Limited (CASL), Hong Kong Aircraft Engineering Company Limited (HAECO), Hong Kong Electric Company Limited and China Light and Power. HKIT communicates closely with their Human Resources managers and General Managers to gain a better understanding of their human resource needs. Accordingly, HKIT is able to match the profile of students with the human resource needs of these companies and set up interviews for students to fill their junior internship positions. Pre-interview training / mock interviews have been provided for students. Over 80% of DYJ students from aircraft maintenance major joined CASL and 100% of selected DYJ students with electrical engineering major joined Hong Kong Electric Company Limited.

HKIT also has industrial attachment arrangements for students studying in Associate of Health Studies ("AHS") programme under the practicum and internship arrangements. Currently, there are 24 practicum places provided by Oasis Nursing Home. There are another 25 practicum places provided by Po Leung Kuk Padma & Hari Harilela Integrated Rehabilitation Centre. Another 100 practicum places are provided by The Hong Kong Society for the Blind. Apart from internship opportunity in Hong Kong, HKIT also offers internship programmes in mainland China. Currently HKIT has programme collaboration with Nanjing University of Chinese Medicine. Each year we will send AHS students to join a two-week internship programme where students would receive practical training in clinics affiliated with Nanjing University of Chinese Medicine.

In order to provide more internship opportunities, HKIT has actively set up programme learning centres to offer internship opportunities for our associate degree and degree students. Recently, HKIT has set up an international children development centre to provide playgroup learning programmes for children aged from 1 to 3. The centre will offer a wide range of internship for our students covering the areas of accounting, management, marketing and IT. Furthermore, HKIT will continue to seek opportunities to provide internship for our students and we plan to set up a Physiotherapy Centre which will provide internship and practicum placements for our students studying the full-time Associate of Health Studies.

HKIT has attempted to develop various in-house centres to offer internship and practicum opportunities for our students. However, our approach is still ad-hoc and piecemeal, relying heavily on the connection of our staff with industry and commerce. The increasing importance of providing industrial attachment programmes for our students at Associate Degree level and above call for a systematic approach to industrial placement. Additional resources are therefore needed to upgrade, expand, and strengthen our industrial placement unit and transformation into a Student Industrial Attachment Services Centre for all full-time students studying associate degree and degree programmes. The upgrade could make the operation of the Centre more effective and accessible to all students of HKIT. There are a number of challenges in the implementation of industrial attachment programmes for our students:

#### Sourcing and recommending industrial partners for the industrial attachment project

To conduct industrial attachment systematically for a large number of academic programmes in different disciplines, it would be necessary to identify and network with potential industrial and commercial partners. A staff member with industrial networking experience is needed to conduct a detailed study and analysis of the industrial attachment requirement for the academic programmes offered by HKIT. Afterwards, liaison with potential industrial partners will help to establish the linkage between HKIT and industry, and to solicit industrial attachment places for HKIT students. Once the network of partners is in place, the process will be repeated annually, although in a much smaller scale so that more partners and industrial attachment opportunities could be fostered for this sustain in the future.

#### Support and monitoring of students during industrial placement

As a caring institution, HKIT needs to monitor and provide support to our students taking part in internship / practicum / work placement. At present we already have staff responsible to provide support to our students in DYJ programmes. We would like to leverage the experience gained and expand the industrial attachment services to all full-time associate degree and degree programmes.

#### Quality assurance for industry placement

Quality assurance is vital to the success of industrial placement. In order to ensure that both the students and industrial partners would benefit from the industrial placement, we have to gather and analyse the feedback from the industrial partners, students and supervisors. Afterwards, we will make recommendation to the programme development team for review and follow up.

#### The need for supervisor training to handle internship / practicum / work placement programmes

At present most of our teachers have not received formal training on supervising students for internship / practicum / work placement programmes. However, teachers expressed that they needed training to help to manage the supervision work for students taking part in internship / practicum / work placement programmes. In light of this, training for teacher to understand their roles and duties to supervise and assist students in internship / practicum / work placement programmes are essential. With the support from QESS funding, we will employ an additional manpower to organize and conduct various training for students and teachers to take part in the industrial attachment programmes.

#### System support for the operation and implementation of internship / practicum / work placement programmes

A good IT system is needed in managing the daily operations of the Centre. We propose to build an information system for the Centre and also for the IA Research sub-unit. The system will help to provide the data centre for students to browse the available industrial attachment programmes. Also, the IT system will store the student profile information and industrial partner information to facilitate the matching of students with industrial attachment programmes.

<b>Part E Project Objectives and Deliverables</b>	
<b>Measurable Objectives</b>	<b>How it can be achieved</b>
1. Recruit people and formation of SIAS and related sub-units	<ul style="list-style-type: none"> <li>• Place job advertisement in newspapers for Project Manager and Project Assistants</li> <li>• Place job post in the intranet of HKIT for Project Manager and Project Assistants</li> <li>• Project manager and one full-time project assistant and two half-time project assistants will be responsible for setting up and running the Centre and the two sub-units.</li> <li>• Project manager will be responsible for exploring and sourcing internship opportunities and maintaining the relationships with industrial partners.</li> </ul>
2. Identify industrial attachment opportunities for students	<ul style="list-style-type: none"> <li>• Researching &amp; reviewing the programme information of HKIT and the industrial needs from publicly available information</li> <li>• Project staff will survey and source industrial partners that can offer industrial attachment programmes</li> <li>• Project staff will make contact with potential industrial partners</li> <li>• Confirming a list of potential industrial partners</li> <li>• Inviting and liaising with the industrial partners to take part into the industrial attachment project for HKIT students</li> <li>• Conducting interviews with industrial partners to identify the needs of partners (e.g. the quality of the potential candidates)</li> <li>• Preparing interview records for each industrial partner (evidence of meeting / minutes)</li> <li>• Analysing and preparing needs analysis reports to evaluate the industrial needs and trends</li> </ul>
3. Foster students' personal career interest and career planning towards internship / placement program	<ul style="list-style-type: none"> <li>• Conducting workshops on exploration of students' career interests and career planning</li> <li>• Conducting workshops on problem solving, including the importance of the capability in working independently and within teams in workplace and the relevant skills</li> </ul>
4. Identify students' vocational/placement needs	<ul style="list-style-type: none"> <li>• Conducting career assessment with students</li> <li>• Analysing the overall vocational / placement needs of students</li> <li>• Preparing reports on students' vocational / placement needs</li> </ul>
5. Build up resources for the project	<ul style="list-style-type: none"> <li>• Building up the IT resources (database system) for operation and maintenance of the Centre</li> <li>• Launching a web platform</li> <li>• Producing agreements, student and supervisor handbooks, application forms, feedback forms and evaluation forms for internship / practicum / work placement programmes.</li> </ul>
6. Facilitating the placement process between students and industry partners	<ul style="list-style-type: none"> <li>• Providing matching services between students and industrial attachment partners in accordance with the data in the database system of this project</li> <li>• Organizing company visits for students</li> <li>• Developing materials for enhancing students' interview and other work-related skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Conducting pre-placement workshops for enhancing students' competency through delivery of mock interview and other work-related skills</li> <li>• Liaising with industrial partners for the arrangement of the work and study for our students</li> <li>• Setting up continuous feedback mechanism for students and industrial partners to report the progress of industrial attachment</li> <li>• Monitoring students' progress in the placement through visits by project staff to students' workplace; and conducting interviews with the involved industrial partners and students Preparing progress reports for each participating student</li> </ul>
7. Training workshop for supervising internship / practicum / workplacement programmes	<ul style="list-style-type: none"> <li>• Developing training proposals</li> <li>• Evaluating and revising the training proposals</li> <li>• Developing training manual</li> <li>• Conducting supervisor training</li> <li>• Uploading training materials to the designated IT system for this project</li> <li>• Evaluating the results of training</li> </ul>
8. Review and evaluation of the project	<ul style="list-style-type: none"> <li>• Designing and updating feedback forms for both students and industrial partners on an annual basis</li> <li>• Collecting feedback from students and industrial partners on the effectiveness of the industrial attachment program through interviews, self-reported questionnaires, and questionnaires which assess the level of satisfaction</li> <li>• Preparing evaluation reports</li> </ul>
9. Follow-up at the post-Attachment Stage	<ul style="list-style-type: none"> <li>• Updating and maintaining the database and the related IT system / web platform</li> <li>• Explore with employers on potential day-release arrangements for students, who join the companies after IA, for studying at HKIT on a part-time basis as a part of the students' lifelong learning</li> </ul>
10. Overall achievement of the project	<ul style="list-style-type: none"> <li>• Organizing seminar for sharing the project outcomes with interested parties and the sharing outcomes will be published and distributed to other interested parties</li> </ul>

<b>Project Deliverables</b> <i>(Please list out all the deliverables to be achieved and how they can be shared with, if possible, other institutions.)</i>	
<b>Deliverables</b>	<b>Sharing mechanism</b>
1. Access the resources to set up the centre	<ul style="list-style-type: none"> <li>• Resource plan and implementation plan</li> </ul>
2. New industrial partnership development	<ul style="list-style-type: none"> <li>• Report will be prepared</li> </ul>
3. New industrial attachment programmes for full-time associate degree and degree students	<ul style="list-style-type: none"> <li>• Report will be prepared</li> </ul>
4. Report on career assessment for students	<ul style="list-style-type: none"> <li>• Soft copy of the report will be prepared (due to privacy considerations, the report will be on an anonymous basis)</li> </ul>
5. Analysis report on students' vocational/ placement needs	<ul style="list-style-type: none"> <li>• Report will be prepared</li> </ul>
6. Implementation report of workshops for students and teachers	<ul style="list-style-type: none"> <li>• Photos of workshops will be uploaded to the website. Implementation report will be prepared.</li> </ul>
7. Implementation report of company visits	<ul style="list-style-type: none"> <li>• Report will be prepared</li> </ul>
8. Implementation reports of sharing sessions	<ul style="list-style-type: none"> <li>• Photos of sharing sessions will be uploaded to the website. Implementation report will be prepared.</li> </ul>
9. Implementation report of recruitment and placement fair	<ul style="list-style-type: none"> <li>• Report will be prepared</li> </ul>
10. Materials for training, counselling and mock interview for students	<ul style="list-style-type: none"> <li>• The materials will be published in the form of training kits</li> <li>• Sharing photos will be uploaded to the website</li> </ul>
11. Materials for supervisor training	<ul style="list-style-type: none"> <li>• The materials will be published in the form of training kits</li> <li>• Sharing photos will be uploaded to the website</li> </ul>
12. Progress report for participating student	<ul style="list-style-type: none"> <li>• Progress report will be prepared (due to privacy considerations, the report will be on an anonymous basis)</li> </ul>
13. Evaluation report	<ul style="list-style-type: none"> <li>• Progress report will be prepared</li> </ul>
15. Documentations for the project	<ul style="list-style-type: none"> <li>• Agreements, student and supervisor handbooks, application forms, feedback forms and evaluation forms for internship / practicum / workplacement programmes will be prepared</li> </ul>

16. Experience sharing booklet	<ul style="list-style-type: none"><li>• Booklet will be uploaded to the website</li><li>• The booklet will be published and distributed to other interested parties during seminars held by QESS project team</li></ul>
<i>(Please indicate the information that can be uploaded onto relevant EDB websites during and after the project period.)</i>	
<ul style="list-style-type: none"><li>• Proposal of this project</li><li>• Report of industrial partners development</li><li>• Assessment report of students' placement / practicum needs implementation report of company visits, sharing sessions, training workshops (students and teachers) and recruitment fairs</li><li>• Materials for student training, counselling and mock interview</li><li>• Materials for supervisor training</li><li>• Booklets and documentations for the project (e.g. agreement, handbooks, forms, etc)</li><li>• Progress report for participating student</li><li>• Evaluation report</li><li>• Experience sharing booklet</li><li>• Progress report of this project</li><li>• Photos of the seminars and pre-placement workshops</li></ul>	

**Beneficiaries**

Expected type and number of beneficiaries of the project

- All students studying in Associate Degree and Degree programmes in HKIT (currently over 800 students each year)
- HKIT teaching staff
- Industrial partners in this project
- The Self-financing Tertiary education sector

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

Students participating in the industrial attachment program will be the potential beneficiaries. They will be equipped with interview and other work-related skills and provided with the opportunity to work in industrial partners, which can enhance their employability and facilitate their career development in the future.

Feedback from the students and the industrial partners for the program can provide the direction of further improvement of the program. Additionally, staff from HKIT can gain valuable experience of operating the industrial attachment program through the QESS project. The combination of the experience that is gained by the staff and feedback from different parties will enable HKIT to improve its academic programmes. Both the current and future associate degree and degree students in HKIT will benefit.

It is planned that the experience gained in operating the Centre will be shared with other institutions in the sector through holding a sector-wise seminar. As the experience from the last QESS project, we found that many institutions will be interested to join the project sharing session to learn from others. The printed matters produced by the Centre e.g. leaflet, forms, handbooks and agreement forms can be shared to the colleges or institutes through the website of HKIT and QESS platform. The solid experience of operating the Centre and any workshops and seminars organized for this project can be shared through the website of HKIT and QESS platform as well.

Finally, after receiving the initial support funding from QESS, project staff including the project manager and the project assistant will become permanent staff of HKIT to continue running the Centre. After the project, HKIT will also be the beneficiaries.

<b>Implementation Schedule</b> (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	<ul style="list-style-type: none"> <li>• Recruiting SIAS staff</li> <li>• Setting up the SIAS</li> <li>• Developing network with placement employers</li> <li>• Understanding the placement employers' needs through interview meetings and conducting review on industrial needs from available information</li> <li>• Conducting interview on students' vocational/placement needs</li> <li>• Developing the placement services webpage</li> <li>• Organizing workshops on exploration of career interest, career planning and problem solving for students</li> <li>• Providing career assessment to students</li> <li>• Organising company visits for students;</li> <li>• Inviting guest speakers from companies for sharing sessions</li> <li>• Preparing first phase evaluation report</li> <li>• Organizing workshops for teachers to handle supervision for industrial attachment</li> </ul>	<ul style="list-style-type: none"> <li>• Formation of QESS project team</li> <li>• Establishment of the SIAS</li> <li>• Invitation letters for inviting industrial partners to participate into the programme</li> <li>• Analysis report of industrial needs</li> <li>• Analysis report of overall vocational/placement needs of students</li> <li>• Establishment of the placement services webpage</li> <li>• Implementation report on workshops on exploration of career interest, career planning and problem solving</li> <li>• Assessment report on each participating student</li> <li>• Company visits and implementation reports</li> <li>• Implementation report of sharing sessions</li> <li>• First phase evaluation report</li> <li>• Evaluation report for teacher training workshop</li> </ul>
7-12	<ul style="list-style-type: none"> <li>• Developing and launch the placement services webpage</li> <li>• Organising training workshops on using the placement services webpage to both staff at HKIT and students</li> <li>• Launching placement programme</li> <li>• Organising placement and recruitment fair</li> <li>• Offering application consultation and mock interview services</li> <li>• Providing counselling and consultation services for students who join the industrial attachment project</li> </ul>	<ul style="list-style-type: none"> <li>• Development of the placement services webpage</li> <li>• Implementation report on training workshops to staff and students</li> <li>• Implementation report on placement and recruitment fair</li> <li>• Second phase evaluation report</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing second phase evaluation report</li> </ul>	
13-18	<ul style="list-style-type: none"> <li>• Further developing network with placement employers</li> <li>• Reviewing the industrial attachment project by interviewing employers and students / conducting placement visits</li> <li>• Providing feedback, review results to Programme Development Committee of HKIT as inputs for potential refinement of existing programmes and development of new programmes</li> <li>• Evaluating the effectiveness of the industrial attachment program through completion of self-reported questionnaires and questionnaires on the level of satisfaction by the students and industrial partners</li> <li>• Launching the next round placement programme</li> <li>• Organising placement and recruitment fair</li> <li>• Offering application consultation and mock interview services</li> <li>• Providing counselling and consultation services for students who join the industrial attachment project</li> <li>• Preparing third phase evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>• Further development of the placement services webpage</li> <li>• Progress report on industrial attachment Evaluation report for the programme</li> <li>• Third phase evaluation report</li> </ul>
19-24	<ul style="list-style-type: none"> <li>• Providing career assessment to the students</li> <li>• Organising company visits</li> <li>• Organising training workshops</li> <li>• Providing counselling and consultation services</li> <li>• Offering application consultation and mock interview services</li> <li>• Organising placement and recruitment fair</li> <li>• Evaluating placement programmes</li> <li>• Identifying good practices in this project</li> <li>• Organising project sharing seminar</li> <li>• Publishing experience sharing booklet</li> <li>• Preparing the final report</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment report on each participating students</li> <li>• Company visits implementation reports</li> <li>• Implementation report of placement and recruitment fair</li> <li>• Implementation report of project sharing seminar</li> <li>• Publication of experience sharing booklet</li> <li>• Final report</li> </ul>

**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.)*

This project will be announced to all teaching and administrative staff of HKIT. A brief summary of the project will be posted on HKIT website. All activities and publicity materials will acknowledge the support of Quality Enhancement Support Scheme. The project team will be delighted to join the promotion activities arranged by the EDB. Presentations of the project will be made in seminars and workshops if possible. Moreover, HKIT will near the end of the project to arrange a sectorwise seminar to share the project outcomes. The documentations produced in this project will be shared through QESS website for public.

**Part F Cash Flow and Budget**

**Project Expenditure**

	<b>Amount in HK\$</b>			
<b>Period</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Manpower	680,400	714,420	--	1,394,820
Equipment / Facilities	44,096	--	--	44,096
Services	20,000	--	--	20,000
General Expenses	20,000	5,000	--	25,000
Others (e.g. auditor's fee)	22,934	41,581	--	64,515
<b>Total</b>	<b>787,430</b>	<b>761,001</b>	<b>--</b>	<b>1,548,431</b>

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

	<b>Amount in HK\$</b>			
<b>Period</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
	--	--	--	--
	--	--	--	--
	--	--	--	--
<b>Total</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>

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

Grant Sought under the Quality Enhancement Support Scheme	1,548,431
Funding from the Applicant	Staff costs, general administrative support costs not specified in the budget are waived by HKIT
Funding from Other Sources	Interests gain from bank deposit of the QESS fund
<b>Total Project Value</b>	<b>1,548,431</b>

*(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.)*

<b>Post</b>	<b>Duties</b>
Project Manager	Reporting and updating the project progress to Academic Board and Quality Assurance Committee; coordinate and monitor the operation of the Centre and the two sub-units, exploring and sourcing the internship opportunities and liaising with industrial partners throughout the projects.
IAC Project Assistant –Training Unit (existing HKIT staff, half loading)	Preparing training materials to both students and supervisors; Implementing the training workshops and preparing the reports
IAC Project Assistant – Research Unit (existing HKIT staff, half loading)	Analysing the programmes offered by the Institute and recommend potential industrial partners to the Centre. Gathering and analyse the feedback from the industrial partners, and forward the analysis results to both the Centre and the programme development team for review and follow up.
IAC Project Assistant – Centre	Providing administrative support to the daily operation of the Centre including preparing agreements, student and supervisor handbooks, application forms, feedback forms and evaluation forms, processing the applications from students and internship matching, processing the supervisor allocating, answering enquiries from students, supervisors and industrial partners, collecting and filing the reports from various parties, and any other duties on the administrative issues of the projects

**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 project is initiated by teaching staff of HKIT. The strong commitment and high degree of staff involvement will ensure project implementation and sustainability. First, HKIT will continue to strengthen the industrial relationship with our industrial partners to ensure a continuous provision of industrial attachment programmes for our students. Also, HKIT has established the International Children Development Centre and in near future the Physiotherapy Centre to offer internship / practicum programmes for our students. The Centre staff will continue to identify and develop industrial attachment programmes for our HKIT students.

After completion of the project, employment for all project staff including project manager and project assistant will be extended and become regular staff of HKIT to provide operational support for students. The Academic Board and Quality Assurance Committee will continue to monitor the progress and implementation of the project in order to make sure the attainment of project objectives and the project will continue to operate in HKIT.

The outcomes of the project will have significant impact to HKIT students. The impact of the project is significant and will sustain for longer term. Outcomes and results of the project will be shared with self-financing tertiary education sector and information related to the project will be uploaded to EDB website.