

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. :</b>
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Reporting Period: From April 2009 (month/year) to August 2009 (month/year)

## Part A

Project Title: Mixed-Mode Career Guidance to Facilitate Life-long Career Development in the 21<sup>st</sup> Century World of Work: The Development of Virtual and Actual Sites to Enhance Career Self-Efficacy of Sub-degree Students

Name of Grantee: School of Continuing Education, Hong Kong Baptist University

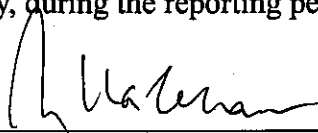
Project Period: From April 2009 (month/year) to August 2011 (month/year)

## 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: \_\_\_\_\_



Organization Chop: \_\_\_\_\_



Name of Authorized Person: Dr. Ella P.O. CHAN

Name of Grantee School of Continuing

Organization: Education (SCE), HKBU

Position of Authorized Associate Dean of SCE and

Person: Head of CIE, HKBU

Date: 31-10-2009

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

\*Progress Report of Project should be signed by the head of the Grantee organization, the person-in-charge of the Project or the person who signed the Quality Enhancement Grant Scheme Agreement for acceptance of the Grant on behalf of the Grantee organization.

# Quality Enhancement Grant Scheme

## Part B

### 1. Types and Brief Descriptions of Project Activities Held:

#### a. Promotion of the Service of the Career Resource Centre (CRC)

Before the opening of the CRC, the Centre Coordinator utilized all the opportunities to introduce the service of the CRC to new and existing HKBU associate degree and top-up degree students.

She attended the College Life Workshops held from August 25 to 28. The College Life Workshops are a part of student orientation. The Workshops were held at both the Kowloon Tong and Shek Mun campuses for all level of students. The Centre Coordinator introduced herself and the development of the CRC during that period of time.

On September 3<sup>rd</sup> and 4<sup>th</sup>, formal commencements were held at both campuses. At the end of each commencement, the Centre Coordinator also took the chance to promote the service to be provided by the CRC and invited students to participate.

#### b. Talk on Career Planning

On October 8, a talk entitled "Overview of Career and Personal Planning" was held concurrently at both campuses by the Centre Coordinator and our Guidance Counselors. The target groups are AD and top-up degree students.

During the talk, students were given preliminary ideas about career planning. Their expectations and problems facing were collected. They were then introduced to the upcoming workshops, activities and events of this project funded by QEGS. Students who want to explore their interests and abilities by assessment tools like MBTI and SDS were encouraged to approach our guidance counselors and CRC Centre Coordinator. After the workshops, the Centre Coordinator gathered contact information of participants who were interested in our future events.

#### c. Talk on Further Study

On Oct 15, a non-JUPAS guidance talk was held in both campuses by our Guidance Counselors. It is an informational talk in which students were provided with useful materials and sources about non-JUPAS application.

During the talk, the Centre Coordinator made an announcement about the upcoming SDS and MBTI Workshops organized by the CRC, so that students can understand themselves more before they choose a major in university or choose a career in the near future.

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## 2. Details of Project Activities Held and Resources Used for the Implementation of the Activities

Date	Time	Programmes / Activities	Target Group(s)		No. of participants	Venues		Person-in-charge
			AD	Top-up Degree		Shek Mun campus	Kowloon Tong campus	
25/8 – 28/8	9:30 – 4:30	Promotion of service at College orientations	✓	✓	approx. 800	✓	✓	Elaine Liu (Center Coordinator)
3/9 - 4/9	9:30 – 4:30	Promotion of service at College Commencement	✓	✓	approx. 400	✓	✓	Elaine Liu
Sept – Oct 09		Setting up Career Resource Centre			N.A.	✓		Elaine Liu
8/10	3:30 – 5:00	Career Talk: Overview of Career and Personal Planning	✓	✓	10	Room 1103-1104	Room 1101	Elaine Liu; Helia Hai & Emily Ko (Guidance Counselors of CIE)
15/10	3:30 – 5:00	Further Study Talk: Non-JUPAS Guidance Session	✓		160	Room 901	Room 1109	Elaine Liu; Raymond Chow & Emily Ko (Guidance Counselors of CIE)

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## 3. Project Milestones Completed at the End of Reporting Period:

### ➤ Recruitment of half-time centre coordinator and a clerical staff

A half-time centre coordinator, Ms Elaine LIU Suk-Hing, reported duty on 31<sup>st</sup> August, 2009. Ms Liu has a Master's degree in Counseling and she has substantial experience in teaching and guidance.

A half-time clerk, Ms. HO Pik-Yee Penny, was successful recruited and reported duty on 12<sup>th</sup> October, 2009 after two rounds of advertisement. Ms Ho has extensive computer knowledge that can help to support the online career and personality tests.

Recruitment of the two staff for the Career Resource Centre (CRC) is completed.

### ➤ Acquisition of necessary equipment, books and assessments tools

Orders had been placed to purchase computers, printer and associated consumables (see Appendix 1). The equipment has been delivered to the CRC on 23<sup>rd</sup> October, 2009.

Orders had also been placed to purchase the Question Booklets of the two assessment tools, MBTI and SDS. The assessment tools have arrived the CRC in the end of October. (see Appendix 1).

The CRC cannot acquire the Chinese Career Key because the test is no longer available for sale.

The CRC has also subscribed to several local newspaper which contain job advertisements suitable for associate degree and top-up degree students.

### ➤ Design of website and online tests

The planning stage of the website and online tests has been completed. Preliminary questions have been selected and a flowchart of the online test has already been designed (see Appendix 2). The new half-time clerk Ms Penny Ho, reported duty on October 12<sup>th</sup>, has extensive computer knowledge, will assist more in this aspect.

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## ➤ **Counsellors' training on the assessment tools**

Four full-time guidance counselors of the College, Ms Helia Hai, Mr. Raymond Chow, Ms Emily Ko and Mr. Alan Yim, have received pre-service training on using MBTI assessment tools in May and June of this year.

It should be noted that MDS (Management Development Services Limited) is a sole provider of MBTI training and related materials in Asian Pacific.

## ➤ **Preparation of the Career Resource Centre**

The half-time Centre Coordinator has been working at setting up the CRC since she reported duty in September, including purchasing necessary equipment like computers, printer, stationery, subscribing newspapers, ordering assessment tools like MBTI and SDS, and modifying some fixtures and fittings needed for the smooth operation of the CRC (see Appendix 3).

## 4. **The Percentage, in Terms of Key Tasks, of the Project Completed:**

<b>Date</b>	<b>Milestones</b>	<b>Percentage of the Project Completed</b>
31/10/2009	➤ Recruitment of half-time centre coordinator and a clerical staff	100%
	➤ Purchase necessary equipment, books and assessment tools	100%
	➤ Design the website and online tests	100%
	➤ Counselors receiving training on the assessment tools	100%
	➤ Set up the Resource Centre	100%

Overall speaking, it is estimated that the whole project has been completed about 30%.

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## 5. Project Variation

### ➤ Staff recruitment

Due to difficulty in recruiting a half-time clerk, Ms. HO Pik-Yee Penny was employed by the University using full-time terms after seeking approval from EDB via email on Sept. 23, 2009. Ms. Ho's salary was paid 50% by the University and 50% by the QEGS fund. All benefits of this staff is provided by the University.

### ➤ Number of computers and printers in the Career Resource Centre (CRC)

The initial proposal was to purchase three computers, 2 for staff and 1 for student use. However, the number of top-up degree programmes has increased to 6 (instead of 3 when the proposal was first submitted in December, 2008) in this academic year. The students in these new top-up programmes are more motivated to seek career information and we believe that 1 computer for general career information browsing may not be enough to cater for this need. We therefore requested to purchase 1 more computer for student use inside the CRC via email on Oct 29, 2009 and it was approved.

On the other hand, a laser printer was proposed for staff use in the CRC in the proposal. But it is anticipated that students may like to print out the career information found as well as the results of the online tests, we again requested to purchase an additional inkjet color printer for this purpose. The same printer can also be used by the CRC staff to produce promotional materials for the functions organized by the Centre.

These extra purchases are still within the amount budgeted for computing facilities.

### ➤ Number of MBTI Booklets

Originally, the Project proposed to buy 500 MBTI booklets using the quoted price from the USA. However, it was learnt later that we have to purchase via the sole provider in Hong Kong, the budgeted amount is insufficient to buy 500 booklets. Instead, only 205 booklets are ordered. A request was made to EDB via email on Oct. 29, 2009 for using the surplus from other items in the same project to purchase extra copies of MBTI booklets and it was approved. The total number of MBTI booklets should increase to 345.

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## 6. Summary

The setting up of the Career Resource Centre (CRC) in Shek Mun Campus, HKBU, was smooth. Most instruments and facilities required have been ordered and received. However, due to the unforeseeable difficulty in recruitment a half-time clerk who is responsible for daily operations of the CRC, the centre will not be open to all students until early December.

The design of the online test has been going smoothly as well. We will now move onto the stage of website development.

Overall speaking, the project is progressing in the planned direction and all milestones have been achieved, given some slight variations. Students will soon be able to explore and consolidate their career interests and plans through the various services we are going to provide, thanks to the QEGS grant.