

# Quality Enhancement Grant Scheme (Revised Report)

<b>Progress Report</b>	<b>Project No.:</b> <b>27/QEGS/B-08-09</b>
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**Progress Report from 1<sup>st</sup> September 2009 up to 28<sup>th</sup> February 2010**

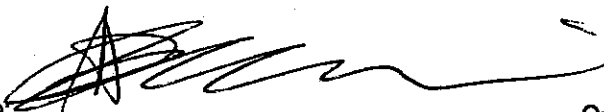
**Part A**

**Project Title: Project FLY – To Enhance The Employability of Associate Degree Students Through Increasing Students’ Understanding of Themselves and The Market**

**Name of Grantee: Hang Seng School of Commerce**

**Project Period: From 1<sup>st</sup> September 2009 to 31<sup>st</sup> August 2011**

Signature: \_\_\_\_\_



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



Name of Authorized Person: Dr. Chui Hong Sheung

Name of Grantee Organization: Hang Seng School of Commerce

Position of Authorized Person: President

Date: 13 APR 2010

**Part B**

**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)**

An Introduction to The Careers Office Committee

The Careers Office Committee ("the Committee") was set up to oversee the Project to ensure smooth execution and timely evaluation. The committee consists of 3 representatives from academic departments, 3 alumni and 2 members from IT and general office support. The tasks of the Careers Office Committee are to monitor the Project fund, approve and also monitor the implementation of the year plan of the Careers Office. So far, 2 committee meetings had been held to discuss the progress of work. (25 October 2009 & 30 January 2010) The progress of the 4 tasks of the Project is shown below:

Item	Completed (up to 28 <sup>th</sup> Feb 2010)	To be Done on or before 31 <sup>st</sup> August 2010 (Second milestone)
Website Development	Prototype / Outlook	Technical Development / Training
Workshop	1 seminar; 3 workshops with exercises	1 workshop; 1 seminar; Evaluation of the whole series
Pocket Size guide	Appoint working group Decide the outline and schedule	Design of outlook; Content written by the company appointed; Print the deliverables
Careers Officer Recruitment	Post Job Advertisement & Start the interview process	Report duty from August 2010

## Website Development

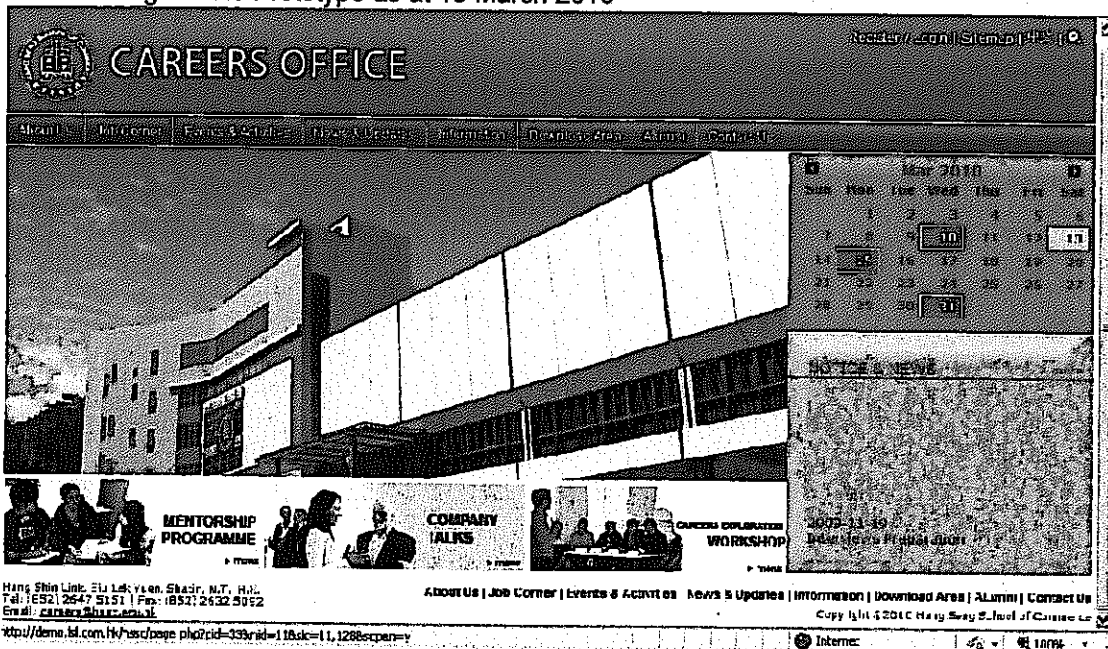
To develop a cutting-edge website and database management system for our Careers Office, we have received 5 proposals through open invitation. Each company has been invited to propose their solutions and ideas to our selected panel members. The panel reviewed the proposal and payment terms and obtained advice from the HSSC IT manager. The Committee appointed Lighthouse Services Limited ("LSL") on 25th October 2009. The contract was signed by the HSSC President, Dr. H.S. Chui, on 6th November 2009.

The project has been divided into the "Development stage" and "Technical Stage".

In the "Development stage", an overall outlook and prototype of the website has been developed and approved by the Committee on 30th January 2010. This prototype has been presented to the President and Vice President (Admin) of HSSC on 3rd March 2010, and from them we received positive and constructive comments. One point that deserves special note is that the outlook of the website has been going alongside with the overall revamp of the school website, and we have been communicating closely with the IT department and the Web designer in this regards, to ensure that the two would fit in terms of style of layout and usage preferences.

Reference can be retrieved from: <http://demo.lsl.com.hk/hssc2>

## Abstract Page of the Prototype as at 13 March 2010



We projected that the Technical stage would last until end of July 2010, during the technical stage; LSL would have to accomplish 60 tasks to ensure proper functioning of the website. We have appointed one of our committee members to work with LSL; he has extensive previous work experience in relevant field before joining HSSC. It is planned that August would be the month for training and final testing before official launch in September 2010.

### Workshop

To equip our final year students with the skills of career planning and making successful job application, we have received 3 proposals of careers workshops through open invitation. Each company has been invited to propose their solutions and ideas to our selected panel members, which were advised by one of our lecturers, who ran similar business in training field before joining HSSC. Based on the advice from the panel and after reviewing the proposals and payment terms, the Committee appointed "Dun & Bradstreet (HK) Ltd.", ("D&B") on 25th October 2009. The contract was signed by the HSSC President, Dr. H.S. Chui on 6th November 2009.

A series of workshop has been provided to our students. We held pre-workshop meeting with the facilitator and the representative from D&B one week before the workshop was launched to ensure that the content, equipment, pre-course work and post-course work were up to each other's expectation, in which the evaluation on the previous workshop was also discussed. The final workshop will be concluded on 14<sup>th</sup> April 2010; and we planned to organize a seminar for all workshop participants to collect feedback. Over the time our monitoring and evaluation team have collected feedback from each workshop and analyzed their responses; by which we believe that would help us better understand students' expectation and make improvements for the next series.

### Pocket size guide

It will serve as a last-minute reminder which highlights job applications tips. The pocket-size guide is portable and candidates could use it as a quick and handy reference in different stage of careers preparation. We aim to provide reference with particular focus on our target students, so that other AD/university students of similar background to HSSC could also find it useful.

We have already invited D&B to prepare the content since they have close contact with our students during the workshop and mock interview. On the other hand, we have invited two HSSC alumni to search for different companies for design and printing. The committee will decide which design and printing house to use before the end of March 2010 by written consent.

### Careers Officer Recruitment

We have received 108 CVs for the position of Careers Officer by the application deadline on 28<sup>th</sup> February 2010; of which 11 of them are invited for interview on 20<sup>th</sup> and 27<sup>th</sup> March 2010. The invitation to interview is made by identifying important calibre and fulfillment of our basic requirement set earlier. We have invited external consultant who has similar background to sit in the first interview to ensure that our standard is close to market requirement, and also to promote consistency and fairness. 2 candidates from the first interview would be shortlisted for a second interview by the HSSC management. The position of the Careers Officer is a one year contract starting from August 2010; after one year the school should decide whether or not HSSC would continue his/her employment, when the fund expires.

2. The dates, time, venues and number of participants/beneficiaries of Project activities held, and resources (e.g., equipment, manpower) used for implementation of Project activities.

Types	Date	Time	Venue	Number of Participants/beneficiaries	Resources used
<b>Website Development</b>	Under development				IT people Teacher staff
<b>Workshop</b>					
1. Induction Seminar	10 Dec 2009	9:10-10:40am	LR 2 at HSSC	65 students	Pre-workshop meeting with D&B on 2 Dec 2009
2. Career Exploration with your winning CV	12 Jan 2010	3:15-5:45pm	Rm 706 at HSSC	56 students	Pre-workshop meeting with D&B on 7 Jan 2010
	13 Jan 2010	3:15-5:45pm 6:00-8:30pm			
3. Preparation on Presenting Yourself to employers	26 Jan 2010	3:15- 5:45pm	Rm 1005 at HSSC	58 students	Pre-workshop meeting with D&B representatives on 18 Jan 2010
	27 Jan 2010	3:15-5:45pm 6:00-8:30pm			
4. Mock Interview Skills	27 Feb 2010	9:30am -6:30pm	N201 at HSSC	13 students	Pre-workshop meeting with D&B representatives on 1 Feb 2010
<b>Pocket Size guide</b>	Under development – After consulting our external consultant, D&B, it had been decided that the pocket size guide could truly reflect students' weaknesses and be more useful to readers if we could incorporate the observations during the workshops and mock interviews. The preparation of the pocket size guide is now in progress and should be ready in June.				
<b>Careers Officer Recruitment</b>	Recruitment process in progress				

**Pictures of the careers workshops**

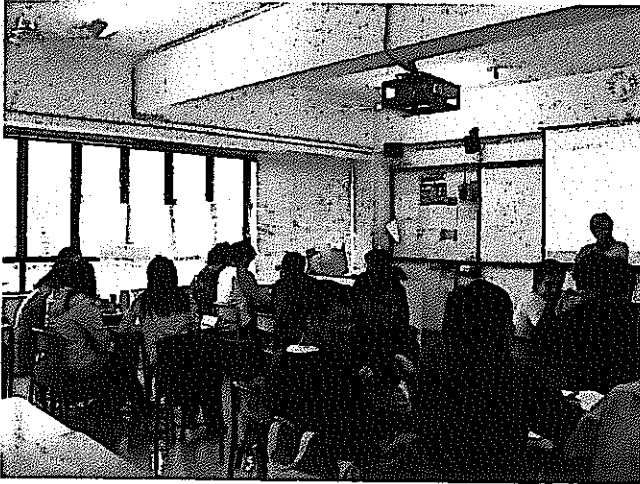
**Induction Seminar (10 Dec 2009)**



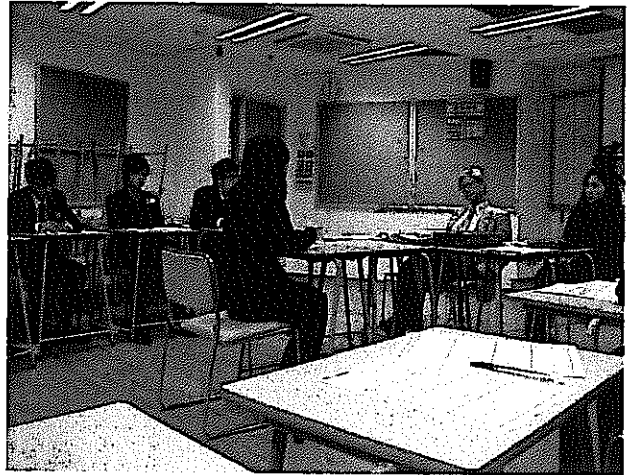
**Career Exploration with your winning CV (12 & 13 Jan 2010)**



**Preparation on Presenting Yourself to employers (26 & 27 Jan 2010)**



**Mock Interview Skills (27 Feb 2010)**



3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.

<u>Milestone</u>	<u>Extent of Completion</u>
- Appoint a consultant for website development and a workshop provider (for careers workshop and mock interview) through panel bidding.	Completed
- Website + 1 <sup>st</sup> stage of the website development – the framework of the careers office	Completed Reviewed by President and Vice-President (Admin) on 3 <sup>rd</sup> March 2010
- Careers Workshops + Mock Interview Exercises (Year 1)	Completed: - 1 induction seminar - 3 workshops - mock interview To be completed: A HR sharing session will be held on 14 <sup>th</sup> April 2010 arranged by D&B
- Pocket size guides (Design & Publish)	After consulting D&B, it is decided that observations during the workshops and mock interviews should be incorporated in the pocket size guide. Meetings on the content of the guide have been held. Work in progress: - work group formulated - overall content and highlight tackled - approval will be sought in the 3 <sup>rd</sup> Committee Meeting in late April/ Early May 2010 - to be published in June together with the release of School prospectus.

- 4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.**  
It is estimated that about 30% of the Project have been completed at the end of 28<sup>th</sup> February 2010.



**5. Project variation\*, if any, during the reporting period, together with details and justifications.**  
There is no project variation.