

Quality Enhancement Grant Scheme

Progress Report

Project No. : 27/QEGS/B-08-09

Reporting Period : From Sept 2010 (month/year) to Feb 2011 (month/year)

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 Sept 2009 (month/year) to Sept 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. H S Chui

Name of Grantee Hang Seng School of Commerce
Organization: _____

Position of Authorized

Person: President

Date: 3 May 2011

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

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)

Overall summary

The Careers Office Committee ("the Committee") held 2 meetings during the reporting period (4 Dec 2010 & 15 Jan 2011) to follow up and discuss the works of the Project. In all, the progress of workshop, pocket size guide distribution and website were satisfactory.

The Progress of the Project is shown below:

Item	Completed (for the period from 1 September 2010 to 28 February 2011)	To be Done on or before 31 August 2011 (Fourth milestone)
Website Development	<ul style="list-style-type: none"> - Signed UAT acceptance document (with conditions) with Lighthouse Services Ltd (LSL) on 15 December 2010. - LSL provided one-day training to our IT staff and Careers Office staff on 14 January 2011. - Official launch of the website to all students and School staff on 24 December 2010. - Official launch of the website to alumni on 21 January 2011. 	<ul style="list-style-type: none"> - Official launch of the website to corporate - Conduct evaluation on the website for feedback - Receive finalized user manual from LSL and then settle all remaining payment as agreed.
Workshop	<ul style="list-style-type: none"> - Completed the tenders' selection of Career Skills Enhancement Training 2010/2011 and signed Agreement with Human Dynamic Asia Pacific Limited on 11 November 2010. (Appendix 1 for the training schedule) - Completed 4 Seminars during the period from 18 January 2011 to 23 February 2011 (details in p. 6 & 7) 	<ul style="list-style-type: none"> - Complete the remaining series of training (1 Seminar and 3 Workshops) - Compile evaluation report
Pocket Size Guide	Distributed 1584 copies to HSMC students and visitors and reserved 416 copies in Careers Office for visitors' collection	
Careers Officer Recruitment	The recruitment of careers officer has completed. We have conducted our first half-yearly review and are satisfied with her pace of picking up our initiatives. She has now spent more time on expanding our network through connection to wider students group in HSMC and aligning corporate entities for employment opportunities.	

Website Development

We have completed the User Acceptance Test and signed the User Acceptance Test Documents (with conditions) on 15 December 2010. Lighthouse Services Ltd ("LSL") also provided training to our IT department staff and Careers Office staff on 14 January 2011. Our IT department has already picked up 90% of the website support and maintenance work from LSL. Only a minimal support from LSL is still required. Upon receipt of the finalized version of the User Manual and some outstanding issues from LSL, we would settle the remaining payment as agreed.

Regarding the incorporation of our Careers Office Website into the Hang Seng Management College HSMC website (<http://www.hsmc.edu.hk/>), our IT staff has completed the process successfully (Figure 1). User Guides were available for downloading from the website as well. Such satisfactory progress of the website development enable us to launch it phase by phase. In our 1st phase, we have officially launched the Careers Office Website (<https://careers.hsmc.edu.hk/>) (Figure 2) to HSMC students and staff on 24 December 2010. In the 2nd phase, we have launched it to the Hang Seng School of Commerce ("HSSC") alumni on 21 January 2011.

Since the official launch, it could function steadily. Any bug found in the production environment was fixed by our IT staff to ensure normal functioning. Careers Office has taken the administrator role to update and maintain the information and data of the website. Students could enroll in our activities via the website to streamline our operation.

As at 28 February 2011, we have 1141 students, 175 HSSC/HSMC staff and 198 HSSC alumni registered in the website. We had the "Website User Group Classification and Access Rights Guideline ("Guideline") in place. Registered users can browse through different extent of the updates and information in the website based on their level of access right pre-defined in the Guideline. Public user can only access limited functions (e.g. About Us, Internship, Account Registration etc). Evaluation methodology of the website was drafted and would be reviewed and finalized later.

In the coming milestone, our IT would be enhancing the Job Corner function to make it more users friendly. Upon completion of this enhancement, we would conduct a User Test in the testing environment and then launch it to our existing and potential corporate partners before the Project ends.

Figure 1: Hang Seng Management College Website <http://www.hsmc.edu.hk>

恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

中文 | Home | Site Map | Contact Us | HK

About HSMC Degree Programmes Other Programmes Departments
eCampus

Portals
Alumni Corner **Careers Office**

HSMC

News

- Inauguration Ceremony of Hang Seng Management College
- Degree Programmes IHFO DAY 2011
- ACCA Hong Kong Business Competi 2010 Judges Commendation
- 2010-2011 Hang Seng Management College Associate in Business Administration Inauguration
- Awardees of FAD Admission Scholar (2009-2010)

Full Time Bachelor's Degree Programmes
Application Procedures

Figure 2: Careers Office Website <https://careers.hsmc.edu.hk/>

恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

CAREERS OFFICE

Account Registration | Home | Sitemap |

About Us | Latest News | Event Snapshots | Coming Events & Activities | Internship | Information | Alumni | Download Area | Contact Us

Calendar: FEB 2011

SUN	MON	TUE	WED	THU	FRI
		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28

NOTICE & NEWS

Group

- 2010-11-30
MPF Talk on 30 November 2010
- 2010-11-23
MTR Visit on 23 Nov 2010
- 2010-11-20
Mock Interview (20 Nov 2010)

MENTORSHIP PROGRAMME | COMPANY TALKS | CAREERS EXPLORATION WORKSHOP

Workshop

We had signed Agreement with Human Dynamic Asia Pacific Limited on 11 November 2010 and agreed on the time-table to conduct "Careers Development Programme for 2010/2011" (Appendix 1). The purposes of this Programme were to raise students' awareness of their own challenges ahead, to develop their abilities of proper careers planning and more importantly, to become affirmative to their own prospects through easily and better preparation. To achieve them, we confirmed to organize 5 Seminars to raise the students' awareness; and 3 Workshops to sharpen their abilities.

Four Seminars were completed during the reporting period. Before each Seminar, we had a pre-meeting with them to communicate the seminar details. Attendance rate and topics of these 4 Seminars were shown in the table under Q2 on page 6.

Though these Seminars had adopted interactive and experiential learning style, the trend of attendance rate was still declining. We have noticed and paid attention to this problem and thus followed up closely with Human Dynamic and collected feedback from students. In general, students claimed the duration of each seminar (2 hours) was too long and they had other engagements (e.g. meeting, tuition courses etc) after school thus they could not attend the seminars. Some students felt the seminars were not interesting and the contents were not attractive enough. From our observation, the trainers were enthusiastic and passionate to prepare and conduct the Seminars. However, the training style and strategy might not be creative enough to boost the attendance rate even we had encouraged and reminded students to attend them by email and calls. In view of this, we would observe closely the coming 3 Workshops and compiled a comprehensive evaluation report for possible findings and recommendations for future planning and improvement.

Careers Officer Recruitment

The careers officer has been on board and we had conducted our first half-yearly review and are satisfied with her pace of picking up our initiatives. She has now spent more time on expanding our network through connection to wider students group in HSMC and aligning corporate entities for employment opportunities.

Pocket size guide

We had arranged 2000 printed copies with Jet Bright Printing Limited and 1584 copies were distributed to HSMC students and visitors and the balance of 416 have been kept in Careers Office for visitors' pick up.

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.

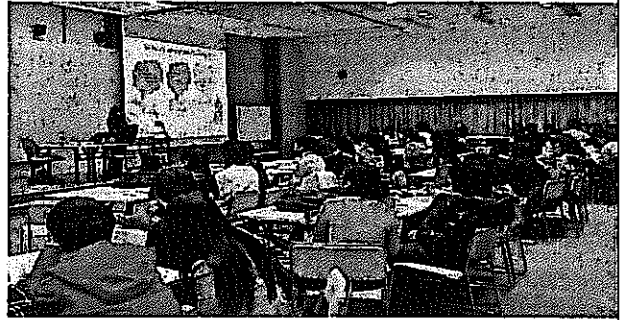
Types	Date	Time	Venue	Number of Participants/beneficiaries	Resources used
Website Development	Official launch of the website to students, staff and alumni				Committee members Careers Office LSL
Workshop					
1. Introduction & Career Exploration	18 January 2011	4:45 - 7:00pm	N501 at HSMC	76 students	Pre-seminar meeting with Human Dynamic on 16 December 2010
2. Writing CV and Cover Letter	27 January 2011	4:45 - 6:45pm	N501 at HSMC	66 students	Pre-seminar meeting with Human Dynamic on 13 January 2011
3. Interviewing Skills – Dos and Don'ts	16 February 2011	4:45 - 6:45pm	N501 at HSMC	45 students	Pre-seminar meeting with Human Dynamic on 9 February 2011
4. Building Work Competence – Professional Image and Business Etiquettes	23 February 2011	4:45 - 6:45pm	N501 at HSMC	27 students	Pre-seminar meeting with Human Dynamic on 17 February 2011
Pocket Size guide	Distributed 1584 copies to HSMC students and visitors and the balance of 416 are kept in Careers Office for visitors' pick up.				
Careers Officer Recruitment	The recruitment of careers officer has completed. We had conducted our first half-yearly review and are satisfied with her pace of picking up our initiatives. She has now spent more time on expanding our network through connection to wider students group in HSMC and aligning corporate entities for employment opportunities.				

Photos

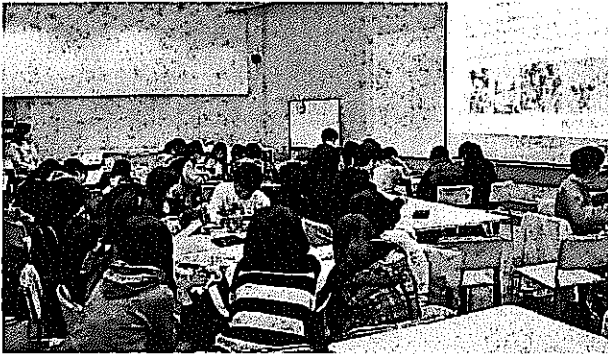
Seminar 1: Introduction and Career Exploration (18 January 2011)



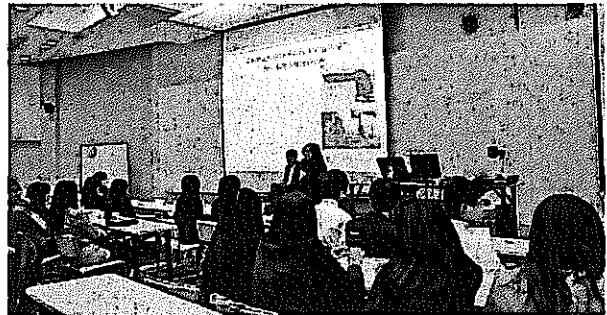
Seminar 2: Writing CV and Cover Letter (27 January 2011)



Seminar 3: Interviewing Skills – Dos and Don'ts (16 February 2011)



Seminar 4: Professional Image and Business Etiquette (23 February 2011)



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>
<ul style="list-style-type: none"> - Fixing all bugs found in the User Acceptance Test (UAT) for final testing; remaining 20% of technical development. - Lighthouse Services Ltd (LSL) provides training & documentation on the website 	<ul style="list-style-type: none"> - Signed UAT acceptance documents (with conditions) on 15 December 2010 and official launch the website to students, staff and alumni already. - Training was provided on 14 January 2011 by LSL.
<ul style="list-style-type: none"> - Confirm and sign agreement with training provider for Year 2 workshop series. - Conduct 5 seminars & 3 workshops 	<ul style="list-style-type: none"> - Signed Agreement with Human Dynamic Asia Pacific Limited on 11 November 2010. - Conducted all seminars & workshop as per the agreed time schedule

- 4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.**
It is estimated that about 90% of the Project have been completed at the end of 28 February 2011; compared with the 65% completion as at 31 August 2010.

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

Quality Enhancement Grant Scheme

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	300,000	151,172.10	148,827.90
b. Equipment / facilities			
c. Services	731,500	472,786.31	258,713.69
d. General expenses	27,500	4,000	23,500
e. Others	20,000	-	20,000
Total	1,079,000	627,958.41	451,041.59
<i>Project Income (if any)</i>			
<i>Total Balance</i>			451,041.59