

Quality Enhancement Grant Scheme

Progress Report	Project No. : 07/GE65/A-08-09
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Reporting Period: From JULY 2009 (month/year) to DEC. 2009 (month/year)

Part A

Project Title: ENHANCEMENT OF STUDENT SUPPORT AND CAREER GUIDANCE

Name of Grantee: CHU HAI COLLEGE OF HIGHER EDUCATION

Project Period: From JULY 2009 (month/year) to JUNE 2012 (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: BRENDA KU

Name of Grantee CHU HAI COLLEGE OF

Organization: HIGHER EDUCATION

Position of Authorized

Person: DEAN OF STUDENTS

Date: 22 FEB. 2010

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

Chu Hai College of Higher Education

Quality Enhancement Grant Scheme (QEGS)

Enhancement of Student Support and Career Guidance Services

Progress Report

(July 2009 - December 2009)

Project Code: 07/QEGS/A-0809

Content

Content	Page Number
Part A	The Project
	a) Background of the Project 3
	b) Main Objectives of the Project 3
	c) The Implementation of the Project 3
Part B	Progress Summary of the First Phase (Part I)
	- Key Tasks Attainment 3 - 5
	a) Enrichment of up-to-date career information 5
	b) Strengthen linkage with industries and employers 5 - 6
	c) Database developed for the purpose of student employment guidance services 6
	d) Seminars and talks arranged for the cultivation of positive attitudes and values towards life, studies and careers (Three talks will be organized) 6 - 12
Part C	The Percentage of the Project Completed within the Reporting Period 12
Part D	Equipment and Facilities Enhancement 12
Part E	Manpower 12
Part F	Resources Allocation 12 - 13
Part G	Conclusion and Expectation 13

A. The Project

a. Background of the Project

Chu Hai College of Higher Education (the College) has launched a three-year project – Enhancement of Student Support and Career Guidance Services, supported by the Quality Enhancement Grant Scheme of the Education Bureau. The project commenced in July 2009.

b. Main Objectives of the Project

The project aims to enhance the quality and variety of the College's existing services in the student support and career guidance services.

c. The Implementation of the Project

There are three stages to be completed within three years, from July 2009 to June 2012 with six half-year phases. The project activities will enhance and broaden the scope for practical career guidance and promote the cultivation of positive attitudes and values to students' life, studies and careers. The College has allocated more resources to individualized student support and career guidance services through the Student Affairs Office. A Career Resources Centre will also be established as a means of providing and maintaining a long-term career guidance support to our students.

B. Progress Summary of the First Phase (Part I)

Key Tasks Attainment

Milestones Tasks	Milestones Completed	Details
Project staffing management and accountability	✓	- Scrutiny Team has been set up to monitor the operation

		<p>and outcome quality of the Project.</p> <p>- Dean of SAO supervised the Project and will report to the QA Committee and College Council in due course.</p>
Project QA mechanism and its Scrutiny Team	✓	- Term report prepared by the Career Guidance Services Unit and the Project Scrutiny Team was submitted to the Dean of the Student Affairs Office to ensure objectives were met.
Enrichment of up-to-date career information	✓	- A Career Resources Centre has been established to provide in-house and online career related information.
Strengthen linkage with industries and employers	✓	- Initial contacts have been established to explore potential career talks, internship and employment opportunities for current students and fresh graduates.
Database developed for the purpose of student employment guidance services (The frame work and platform for the IT services will be developed)	✓	- An IT platform has been established.
3 Seminars/ Talks will be organized	✓	<p>The below workshops have been carried out during the period.</p> <ol style="list-style-type: none"> 1. Two Leadership Training Camp 2. Two Planning and Execution Skills Workshop 3. MBTI Workshop

		<p>4. Table Manners Workshop</p> <p>5. Stress Management Workshop</p>
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Description of Milestones

a) Enrichment of up-to-date career information

- A Career Resources Centre (The Centre) has been set up to provide in-house and online career related information. The Centre has been in operation since September 2009. It is located on the Ground Floor, next to the General Office.
- The opening hours of the Centre:
 - Monday to Friday: 10am - 6 pm
 - Saturday: 10 am - 1 pm
- Two computers with Internet access have been set up at The Centre for easy access to online career related information.
- A wide range of books on career related references, such as interviewing skills, resume writing and job search, have been purchased and are available at The Centre. Materials may be checked out for one night or over weekend.
- Personalized services are also available for students to meet with counselors in relation to editing resumes and preparing for job interviews. Appointment slips are available at The Centre to set up individualized counseling appointments.



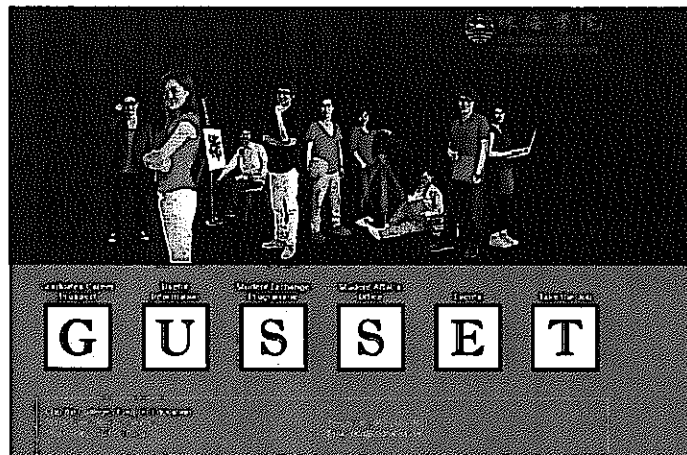
- A corner of the Career Resources Centre- Reference materials available at The Centre

b) Strengthen linkage with industries and employers

- Initial contacts have been established with employers, such as DBS and Hsin Chong Construction Group, for prospective career opportunities and career talks to be held in the second term of 2009/10 academic year.
- In the past 6 months, the SAO has maintained close relationship with employers to explore potential internship opportunities for current students and career opportunities for fresh graduates.

c) Database developed for the purpose of student employment guidance services (The framework and platform for the IT services will be developed).

- An IT platform has been set up to provide career related information of each major.
- At the first stage, the IT platform has been categorized in 6 groups, namely, Graduates Career Prospects, Useful Information, Student Exchange Program, Student Affairs Office, Events, Take the Job.



d) Seminars and talks arranged for the cultivation of positive attitudes and values towards life, studies and careers (Three talks will be organized)

- i) Two leadership-training camps were held for committee members of the Student Union, interest groups under the Student Union and associations of various departments in July and December. The 2 day 1 night camps aimed to strengthen the members' problem solving,

communication and decision-making skills with various team building activities.

First Leadership Training Camp

Date:	19 July & 20 July 2009
Location:	Caritas-Hong Kong Jockey Club Ming Fai Camp, Cheung Chau, Hong Kong
Number of participants:	19 students



- Two teams competing to win one of the team building tasks.



- Group picture of students and trainers of the first Leadership Training Camp.

Second Leadership Training Camp

Date:	12 December & 13 December 2009
Location:	Caritas-Hong Kong Jockey Club Ming Fai Camp, Cheung Chau, Hong Kong
Number of participants:	34 students



- Students working together to prevent the water filled balloon from dropping off their back.

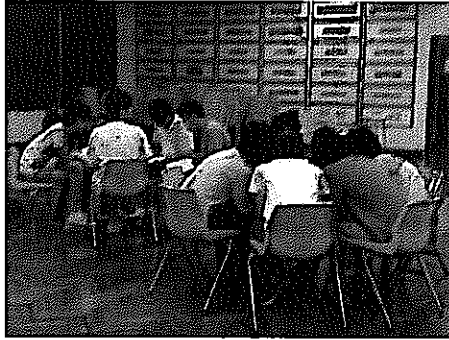


- Students and staff at the second leadership training camp.

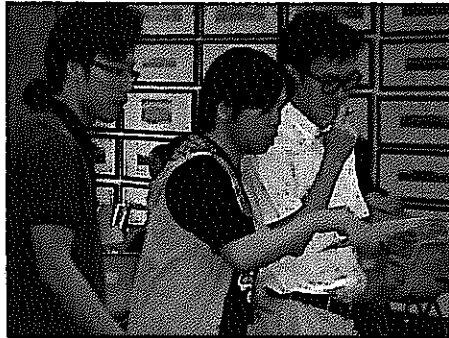
ii) Apart from the two leadership-training camps, the SAO organized two additional workshops in July and October to prepare committee members of the Student Union, interest groups under the Student Union and associations of various departments to plan for their upcoming programs, such as the O'camp. The two workshops aimed to equip committee members with the required planning and execution skills in carrying out various activities. Committee members were encouraged to organize various activities throughout the year to apply their learned skills.

The number of students organizing camps or programmes: 47 students

Total number of students trained under the leadership programs in the first stage: 132 students.



- Committee members were divided in groups to discuss how to carry out their planned activities at the Hall.



- Committee members from different majors aimed to win the challenge within the given time frame.

First planning and execution skills workshop

Date:	20 July2009
Location:	Hall, Main Campus
Number of participants in the first workshop:	14 students

Second planning and execution skills workshop

Date:	20 October 2009
Location:	Hall, Main Campus
Number of participants in the second workshop:	25 students

iii) To assist students in pursuing their journey of personal development, a Myers-Briggs Type Indicator (MBTI) workshop was held on 30 September 2009 to provide a channel for students to learn about this self-assessment tool in identifying career and personality strengths and weaknesses. Mr Chiu Kin Wah of Caritas-Hong Kong was invited to conduct the workshop.

Date:	30 September 2009
Time:	2:00 – 3:30 pm
Location:	Room 105, Main Campus
Number of participants:	19 students



- Mr Chiu Kin Wah of Caritas-Hong Kong introducing the key elements of the Myers-Briggs Type Indicator to our students.

iv) To highlight the importance of having proper social skills, a “Dining in Style” workshop was held. The SAO invited Ms Mary Cheung to be the guest speaker to raise our students’ attention to the importance of having proper dining etiquette at business occasions.

Date:	19 October 2009
Time:	6:30 – 10:30 pm
Location:	Bishop Lei International House, Mid Levels, HK
Number of participants:	46 students



- Ms Cheung demonstrating the proper conduct of social greetings and table manners to students.

v) In view of the intense pressure arise from school and work, a stress management workshop was held to help students learn about stress. Ms Wong Sau Mei of Caritas-Hong Kong, the speaker of this workshop, aimed to assist students in understanding and identifying potential stressors and introduced ways to cope with stress.

Date:	09 December 2009
Time:	5:30 – 7:00 pm
Location:	Hall, Main Campus
Number of participants:	5 students



- Ms Wong Sau Mei of Caritas-Hong Kong introducing the cause of stress to students at the beginning of the workshop.



- Students practicing relaxation exercise.

C. Equipment / Facilities Enhancement

A Career Resource Centre has been established. Two computers, one server and reference materials have been purchased to enrich the Career Resource Centre.

D. The Percentage of the Project towards Completion

There are three stages (6 phases) of the Project to be completed. Currently, at this phase, we have attained 16% towards completion in June 2012.

E. Manpower

In addition to our existing manpower, an additional staff (1/2 full time), Ms Tiffany Wong, has been recruited to assist in carrying out this Project. Ms Wong's responsibilities include, planning and executing the Leadership Training Camp and workshops and liaising with industries and employers for potential career talks and internship opportunities.

F. Resources Allocation

	Projected Expenditure	Actual Expenditure	Balance
Manpower	\$174,000	\$174,000	\$0
Equipment / Facilities	\$32,000	\$31,675.04	\$324.96
Services	\$120,000 (1 Year Leadership Training Programme)	\$40,000	\$80,000*
	\$18,000 (IT Support)	\$18,000	\$0
	\$10,000 (Database Design)	\$10,000	\$0
	\$6,000 (Exhibitions x 2)	\$0	\$6,000**
	\$6,000 (Talks x 3)	\$5,600(Talks)	\$400
General Expenses	\$2500	\$1400	\$1100
Total	\$368,500	\$280,675.04	\$87,824.96

* The under spent of Leadership Training Camp in the first six months is a result of the incompleteness of the one year Leadership Training Programme. More expenses will be incurred in the next six months as more programmes will be conducted in the next phase.

** In the second phase, four exhibitions will be displayed. Two of them are career related exhibitions and two are leadership skills related.

G. Conclusion and Expectation

In the past six months, we have completed all six milestones as planned. In terms of the percentage of completing the six milestones, we have achieved 100%. We have observed that students had shown genuine interest in workshops facilitating self-understanding of their abilities, personalities and interests. Workshops on social skills, for example, table manners and other activities relating to building students' career related skills were popular as well.