

Quality Enhancement Grant Scheme

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| Progress Report | Project No. : <u>07/QEGS/A-0809</u> |
|------------------------|-------------------------------------|

Reporting Period: From Jan. 2010 (month/year) to June 2010 (month/year)

Part A

Project Title: Enhancement of Student Support and Career Guidance Services

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: 15 JULY 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
(January 2010 - June 2010)**

Project Code: 07/QEGS/A-0809

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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 II)

Key Tasks Attainment

| Milestones Tasks | Milestones Completed | Details |
|------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project staffing management and accountability | ✓ | - Scrutiny Team has been set up to monitor the operation and outcome quality of the Project. - Head of the Scrutiny Team: Dr. Y. P. Kong, Vice-President. Members of the Scrutiny Team: Dr. Y. T. Siu, Dean of Faculty of Science and |

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Engineering and Mr W. H. Lam, Student Affairs Officer. - Dean of SAO supervised the Project and will report to the QA Committee and College Council in due course. |
| 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 | ✓ | - Part time and full time job vacancies, career related information and workshops materials were available for students to collect. |
| Strengthen linkage with industries and employers | ✓ | - Contacts have been maintained and explored with employers regarding career talks, internships and employment opportunities for current students and fresh graduates. |
| Database developed for the purpose of student employment guidance services (The database and IT services will be fully functional in conjunction with the Career Resources Centre) | ✓ | - The SAO website and the Career Resources Centre are developed and fully functional. |
| Seminars/ Talks will be organized | ✓ | The below workshops were carried out during the period. <ol style="list-style-type: none"> 1. Two Leadership Training Camps 2. One Positive Mindset Workshop 3. One MPF Talk 4. One Resume and CV Writing Workshop 5. One Presentation Skills Workshop 6. Four exhibitions were held on MPF, interviewing skills, |

| | | |
|--|--|------------------------------------|
| | | problem solving and team building. |
|--|--|------------------------------------|

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.
- In the second phase of the first year, The Centre provided services for students and new graduates, such as, conducting mock interviews, resume and cover letter editing.
- The Centre posted updated full-time, part-time and internship openings. Career related information was also available.

b) Strengthen linkage with industries and employers

- The Centre posted 35 full-time, 9 part-time and 12 internship offers in the past six months.
- The Centre established network with two companies and two career talks were conducted for students from respective departments.

c) Database developed for the purpose of student employment guidance services (The database and IT services will be fully functional in conjunction with the Career Resources Centre)

- The website has been developed to upload job vacancies and related information. The website will continue to be enriched in the next phase.
- The address of the website is <http://www.chuhai.edu.hk/projects/gusset/>

| Date | Job Title | Company | Year | Salary |
|------------|--------------------------------------|-------------------------------------------------------|------|------------------------------|
| 2018-06-12 | Computer Programmer | Panoraphong | FT | \$7,000-\$8,800 |
| 2018-06-02 | Architectural | Arch Design Architects Ltd | FT | |
| 2018-05-03 | Health Management Manager (Private) | The Hongkong and Shanghai Banking Corporation Limited | FT | |
| 2018-05-02 | Financial Services Officer (Private) | The Hongkong and Shanghai Banking Corporation Limited | FT | |
| 2018-07-29 | Mechanical Engineer | Hong Kong - China Construction Co., Limited | FT | \$12000-\$20000 (experience) |
| 2018-01-29 | Temporary Account Clerk | Hong Kong - China Construction Co., Limited | FT | \$4000-\$4800 (experience) |
| 2018-01-29 | Electrical Engineer | Hong Kong - China Construction Co., Limited | FT | \$18000-\$20000 (experience) |
| 2018-01-27 | Account Executive | Amway Financial Group Limited | FT | \$2000-\$3000 (experience) |
| 2018-01-14 | Intern | Wing Cheung & Associates (International) Ltd. | FT | |
| 2018-01-10 | Project Coordinator | Wing Cheung & Associates (International) Ltd. | FT | |
| 2018-08-21 | RESEARCHER | Louis Chiu | FT | \$6000-\$7000 |
| 2018-08-21 | ACCOUNT MANAGER | City Agent Management and Planning Limited | FT | \$1000-\$1500 (experience) |

- A screen shot of the job search engine.

| | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Type | Full Time |
| Company | Hong Kong - China Construction Co., Limited 600 |
| Address | |
| Industry/Field | Manufacturing |
| Salary Order # | 170000 |
| Number of Vacancies | 1 |
| Job Title | Mechanical Engineer |
| Work Location | |
| Posting Period in Month | |
| Salary | 120000 (experience) |
| Summary | Position factor in Mechanical Engineering or related discipline. Fresh grad (MSc) will be considered as Appointed Mechanical Engineer. |
| Remarks | Requirements: 1) Knowledge in AutoCAD. 2) Good command of written and spoken Chinese & English. 3) Holder of Degree/ Diploma/ Certificate 1 or 2. 4) Related exp. (experience) is an advantage. Job duties: 1) Responsible for providing R/E, technical support and supervisory (E/M) project to all sites which related to the site. 2) You need to think about the design, drawing, estimation and arranging for site visits and related projects. 3) Address of site: 4 sites (with 2 2D-17 3D). 4) Medical insurance, annual leave, and bonus for candidates who pass 3-month probation. |
| Postings | For more info of position, please check the position website, expected salary and availability in person: 17000000-00-000000 |
| Post Date | 2018-01-29 |

- A screen shot of the listed vacancy.

d) Seminars and talks arranged for the cultivation of positive attitudes and values towards life, studies and careers.

i) Under the Leadership Training Programme, two leadership training camps and individual workshops were arranged accordingly within the period. Two leadership-training camps were held in April and June. The camp in April was particularly designed for members of the Social Service Group with an aim to strengthen their team spirits to work together and contribute to the society in their future programme. The camp in June was open to students of different faculties. The two camps aimed to strengthen

the participants' self-confidence, problem solving, communication and decision-making skills with various team-building activities.

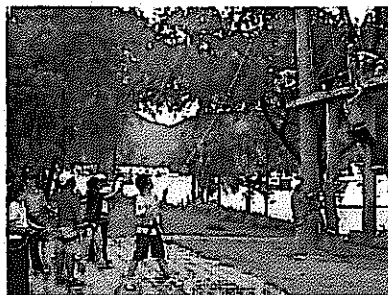
First Leadership Training Camp

| | |
|-------------------------|--------------------------------------|
| Date: | 10 - 11 April 2010 |
| Location: | HKFYG Sai Kung Outdoor Training Camp |
| Number of participants: | 30 students |



Second Leadership Training Camp

| | |
|-------------------------|----------------------------------------------------------------------------|
| Date: | 11 – 13 June 2010 |
| Location: | Scout Association of Hong Kong Wong Siu Sang Leadership Training Institute |
| Number of participants: | 33 students |



According to our evaluations, the camp in April scored 4.1 out of 5 while the camp in June scored 4.5 out of 5 in the overall satisfactory category. In particular, among the 26 returned evaluation of the June leadership Camp, over 85% participants agreed that through adventures and

team-building activities, their confidence and communication skills have been improved. They also agreed that the leadership camp enriched their personal growth experience.

Apart from leadership skills learned in camps, the Leadership Training Programme also encouraged trained students to organize activities for their peers. In March, four trained student leaders from two departments jointly organized a programme to apply the skills they had learned from previous leadership training camps and workshops. It was an opportunity for the student leaders to gain hands-on experience in putting together an event from planning, writing proposal, promoting to executing the event. During the process, the leaders agreed that trainings given previously further enhance their skills in delivery and prepare them for future endeavors.

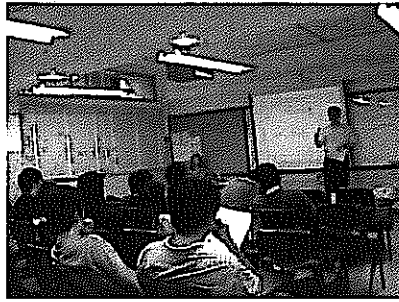
Details of the programme organized by students

| | |
|----------------------------|------------------------|
| Date: | 28 March 2010 |
| Location: | Hong Kong Wetland Park |
| Time: | 2 – 6pm |
| Number of trained leaders: | 4 students |
| Number of participants: | 8 students |

As part of the leadership training programme, the SAO organized an additional workshop in May to help our students develop positive mindset to meet future challenges. Mr Cheng Chun Wah, Director of Professional Development Project of the Society of Boys' Centres was invited to host the workshop. Theories and practical exercise were covered in the workshop to develop capacity in understanding, expressing and managing their emotions and emotions of others in a positive manner.

Positive Mindset Workshop

| | |
|-----------------------------------------------|-----------------------|
| Date: | 06 May 2010 |
| Location: | Room 202, Main Campus |
| Time: | 4:30 – 6pm |
| Number of participants in the first workshop: | 17 students |



Total number of students trained under the leadership programmes in the second stage: **84 students.**

ii) To increase our students' awareness in entering the workforce as a part time or full time employee, the SAO invited Ms Sophie Wong, Manager of External Affairs of Mandatory Provident Fund Schemes Authority to give a talk on Mandatory Provident Fund (MPF). Ms Wong introduced topics such as the rights of an employee and the critical points in choosing the right fund.

Talk on Mandatory Provident Fund

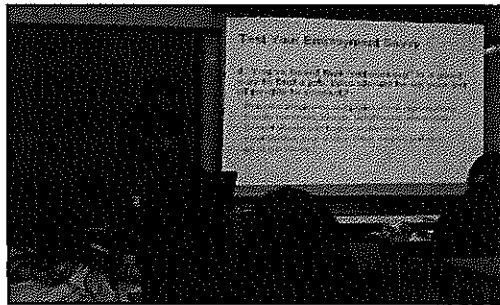
| | |
|-------------------------|-----------------------|
| Date: | 09 April 2010 |
| Time: | 11:30 – 12:30 pm |
| Location: | Room 105, Main Campus |
| Number of participants: | 45 students |



iii) To help our students in writing a winning resume and cover letter, the SAO invited Ms Cecilia Li of the English Department to held a workshop in introducing different types of resumes and cover letters and how different types of resumes served at different stages of their career life.

Workshop on Resume & Cover Letter Writing

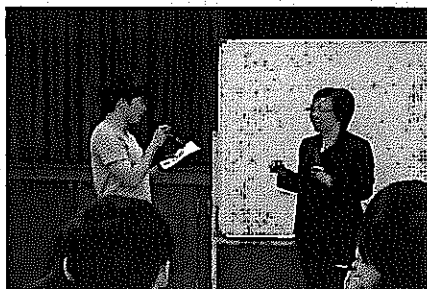
| | |
|-------------------------|-----------------------|
| Date: | 09 April 2009 |
| Time: | 1:15 – 2:45 pm |
| Location: | Room 303, Main Campus |
| Number of participants: | 33 students |



iv) To enhance our students' presentation skills, Ms Cammy Liu, General Manager of Manchester Training and Consultancy Institute, was invited to share her experience in giving powerful presentation. During the workshop, different styles of presentation were demonstrated. Ms Liu also gave special attention to the proper tone, outfits and posture in relation to giving presentations.

Workshop on Presentation Skills

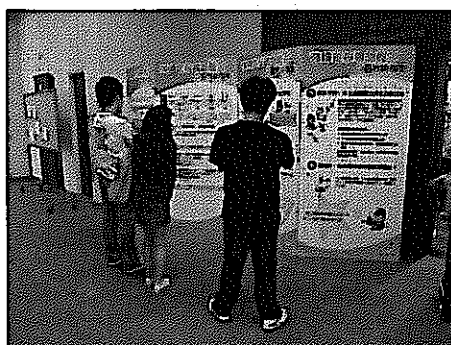
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|-------------------------|-------------------|
| Date: | 29 April 2010 |
| Time: | 10:45 – 12:15 pm |
| Location: | Hall, Main Campus |
| Number of participants: | 35 students |



v) In the second phase, the Student Affairs Office put up four exhibitions at the main campus. Two exhibitions were held under a career skills related theme while another two exhibitions were held under the leadership theme.

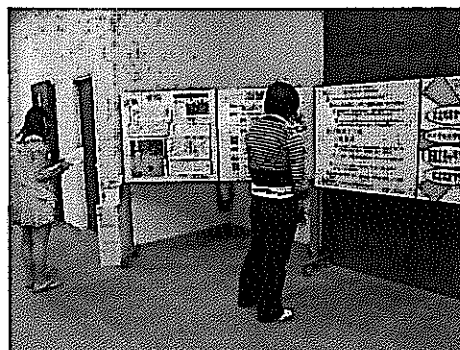
First Exhibition

| | |
|------------------------------|----------------------------------------|
| Theme: | Six criteria in choosing the right MPF |
| Period: | 03 May 2010 – 11 May 2010 |
| Location: | First Floor Open Area, Main Campus |
| Amount of booklet collected: | 80 pieces |



Second Exhibition

| | |
|------------------------------|------------------------------------|
| Theme: | How to prepare for job interviews |
| Period: | 12 May 2010 – 17 May 2010 |
| Location: | First Floor Open Area, Main Campus |
| Amount of leaflets collected | 226 pieces |



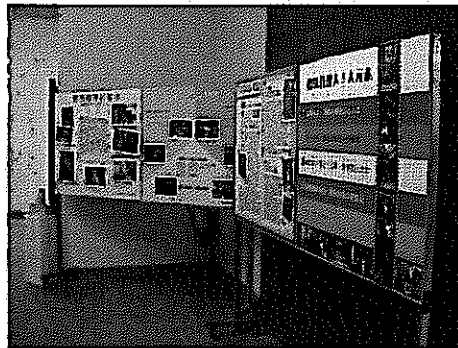
Third Exhibition

| | |
|------------------------------|------------------------------------|
| Theme: | Problem solving skills |
| Period: | 18 May 2010 – 27 May 2010 |
| Location: | First Floor Open Area, Main Campus |
| Amount of leaflets collected | 100 pieces |



Forth Exhibition

| | |
|---------------------------------|------------------------------------|
| Theme: | Team building |
| Period: | 28 May 2010 – 10 June 2010 |
| Location: | First Floor Open Area, Main Campus |
| Students registered their email | 40 students |



C. 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 33% towards completion in June 2012.

D. Equipment / Facilities Enhancement

No equipment was purchased within this period.

E. Manpower

There was no change in manpower within this period.

F. Resources Allocation

| Item | Part II Projected Expenditure | Expenditure carry forward from part I | Actual Expenditure | Balance |
|----------------------------------|--------------------------------------|----------------------------------------------|---------------------------|--------------------|
| Manpower | \$174,000 | \$0 | \$174,000 | \$0 |
| Equipment/ Facilities | \$0 | \$324.96 | \$0 | \$324.96 |
| Services | \$0 | \$80,000 | \$48,400 | \$31,600* |
| 1) One-Year Leadership Programme | | | | |
| 2) IT Support | \$18,000 | \$0 | \$18,000 | \$0 |
| 3) Database Design | \$10,000 | \$0 | \$10,000 | \$0 |
| 4) Exhibitions | \$6,000 | \$6,000 | \$11,550 | \$450 |
| 5) Talks x 3 | \$6,000 | \$400 | \$6,000 | \$400 |
| General Expenses | \$2,500 | \$1,100 | \$3,500 | \$100 |
| Others (auditor's fee) | \$10,000 | \$0 | \$0 | \$10,000** |
| Total | \$226,500 | \$87,824.96 | \$271,450 | \$42,874.96 |

*The under spent of the Leadership Programme is due to the under spent of part one in the first year. In the next phase, more comprehensive Leadership Programme will be planned and expenditure will be spent according to the schedule.

**Auditor's fee will be charged upon the submission of the auditor's report in the third year.

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%.

Apart from highlighting the importance of possessing leadership qualities, students who participated in the two leadership camps also learned about their own strengths and gained new insights to their weaknesses. Among the

trained students, the Student Affairs Office has identified students who have shown a strong sense of commitment and responsibilities to be further trained as role models among their peers.

In terms of our services, the Student Affairs Office observed an increase demand for resume and cover letter editing and mock job interview services. In view of received response in the first and second phase, popular workshops conducted in the past will be planned to re-run in the coming academic year.