

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	07/QEGS/ Project No. : A-0809
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Reporting Period: From JULY 2010 (month/year) to DEC. 2010 (month/year) 2 Jan, 2011

## 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: Brenda Ku

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: 14 JAN. 2011

\* 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 2010 - December 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 Second Stage (Part I)**

### **Key Tasks Attainment**

<b>Milestones Tasks</b>	<b>Milestones Completed</b>	<b>Details</b>
Senior students to be student-leaders (The annual Leadership Programme will have trained at least 200	✓	Moving into the first part of the second stage, 160 students were trained within this period. Among them, 91 were senior students.

students).		
Positive attitudes towards life, studies and careers among students.	✓	- Trained students have been encouraged to participate in school and community projects to enrich their lives and studies as well as to prepare them for their career development.
Good relationship and mutual understanding will have been built up with the industry and employers for the betterment of students' employment and future career development.	✓	- Part time and full time job vacancies, career related information and workshops materials were available for students to collect.
Good operation of Career Guidance Services Unit and Career Resources Library. Seminars / talks arranged for the cultivation of positive attitudes and values towards life, studies and careers.	✓	3 talks / seminars organized during the period. 1. One Life Planning Talk 2. One English Enhancement Talk 3. One Dining Etiquette Workshop 4. Two exhibitions were held on English Enhancement and Stress Management

## Description of Milestones

### a) Senior students to be student-leaders (The annual Leadership Programme will have trained at least 200 students)

Under the Leadership Training Programme, a series of leadership training camps and individual workshops were arranged within the period. The SAO organized a series of workshops in August to prepare committee members for organizing O'camp for new students. To kick off the training, a team building workshop was held to build trust and stronger interpersonal skills among committee members from different associations. The workshop also highlighted the importance of sharing

the same goal as a team.

#### Team Building Workshop

Date:	28 July 2010
Location:	Hall, Main Campus
Time:	2:00 – 5 p.m.
Number of participants:	19 students



Mr Chiu Kin Wah, Senior Training and Counseling Officer of Caritas Family Service, was invited to host an MBTI workshop on understanding self and others. During the seven-hour workshop, concepts and theories in relation to different personalities were discussed. With an aim to improve communication and cooperation among committee members, an MBTI test and an in-depth exploration on personality types of self and others were also conducted.

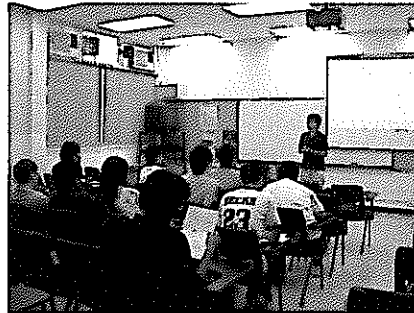
#### MBTI Workshop

Date:	11 August 2010
Location:	Hall, Main Campus
Time:	10:00am – 6 p.m.
Number of participants:	23 students

Mr Wong Chun Shing, Senior Training and Counseling Officer of Caritas Family Service, was invited to host an interactive workshop on public speaking skills. During the three-hour workshop, skills on message delivery, connecting with audience, building personal speaking style and public speaking dos and don'ts were addressed to help students speak with confidence and ease at various occasions. Critiques were also given to students who participated in each role-play.

### Public Speaking Workshop

Date:	04 August 2010
Location:	Room 105/106, Main Campus
Time:	2:00 – 5p.m.
Number of participants:	17 students



To consolidate the skills learned, the Leadership Training Programme encouraged trained students to organize activities for their peers. In September, 17 trained students from the Student Union and 12 students from the Association of Business Administration and the Association of Accounting and Banking organized an O'camp for their new members. It was an opportunity for the students to gain hands-on experience in serving their peers, speaking in public and cooperate with different personality types. During the process, the student-leaders agreed that trainings given enhanced their skills in interpersonal relationships, programme delivery and prepare them for future endeavors.

### Orientation Camp organized by Student Union

Date:	5 – 7 September 2010
Location:	Hong Kong Baptist Assembly (Fanling)
Number of participants:	120 students
Number of trained leaders:	17 students

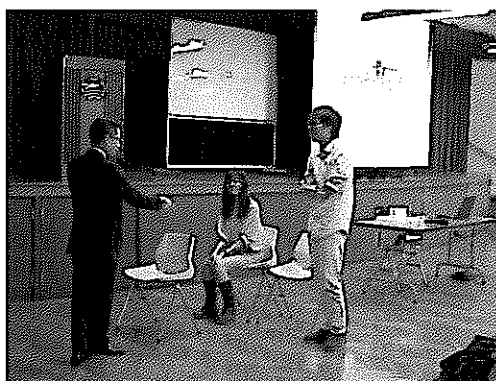
Orientation Camp jointly organized by Association of Business  
Administration and Association of Accounting and Banking

Date:	25 - 26 September 2010
Location:	Sai Kung Outdoor Recreation Centre
Number of participants:	96 students
Number of trained leaders:	12 students

To prepare our student-leaders in presenting themselves with confidence at various occasions, the SAO invited Mr Peter Chow of Fanny Lee Image Consultancy to hold a workshop on business etiquette. Mr Chow addressed topics such as invitations, car etiquette, handshakes, making an entrance and name card protocol during the one and a half hour workshop.

Business Etiquette Workshop

Date:	25 November 2010
Location:	Hall, Main Campus
Time:	4:30 – 6 p.m.
Number of participants:	33 students



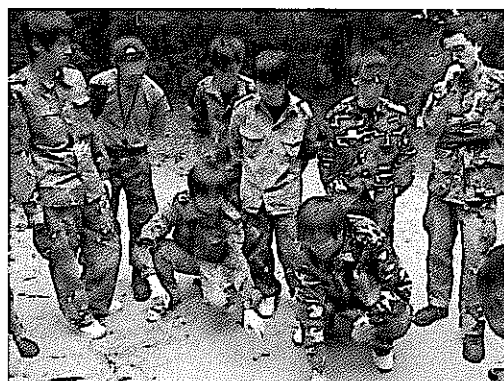
One leadership-training camp was held in December. The camp aimed to unleash and explore participants' potentials in becoming a leader of their own and among their peers. According to our evaluation, this camp scored 4.3 out of 5 in the overall satisfactory category. In particular, the category on learning about their potentials, importance of teamwork, and personal growth experience scored over 80%. Students were encouraged to reflect on their experience upon completion of various teamwork



activities in relation to self-confidence, problem solving, communication, tolerance and decision-making skills.

#### Leadership Training Camp

Date:	11 – 12 December 2010
Location:	HKFYG Sai Kung Outdoor Training Camp
Number of participants:	39 students



Total number of students trained under the leadership programmes in part one of the second stage: **160 students**. Among them, 91 were senior students in their third or fourth year of studies.

**b) Positive attitudes towards life, studies and careers among students**

- Trained students are encouraged to serve their peers and the community. A portion of the trained-leaders were elected by their peers to become committee members of their associations while another portion of the trained-leaders were actively involved in community projects under the Social Service Group.

**c) Good relationship and mutual understanding will have been built up with the industry and employers for the betterment of students' employment and future career development**

- The Centre posted 28 full-time, 11 part-time and 2 internship offers in the past six months.

- d) Good operation of Career Guidance Services Unit and Career Resources Library. Seminars and talks arranged for the cultivation of positive attitudes and values towards life, studies and careers.**

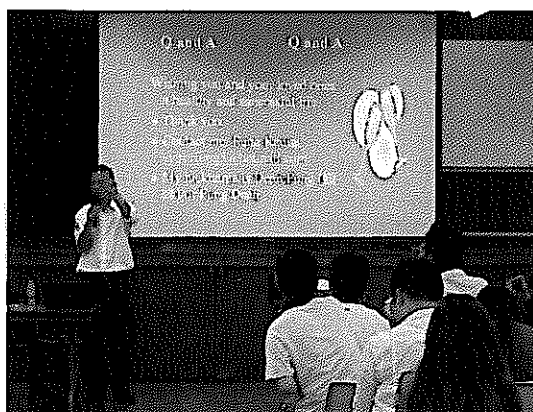
Career Guidance Services Unit and Career Resources Centre had continuously been giving services, such as cover letter and resume editing and interviewing advice, to our students. Promotions of our services were conducted through various channels, such as meeting with students and putting up posters.

During this period, three talks and two exhibitions were arranged for the cultivation of positive attitudes and values towards life, studies and careers.

- i) To assist our students' in mastering the English language, the SAO invited Mr Victor Fung, Principle Lecturer in the Department of Journalism of Hong Kong Baptist University, to give a talk on 10 easy ways to English enhancement. Mr Fung suggested various ways in enhancing English conversational, listening, writing and reading skills through day-to-day activities.

Talk on English Enhancement

Date:	13 December 2010
Time:	5:30 – 7:00 p.m.
Location:	Hall, Main Campus
Number of participants:	157 students



ii) In view of last year's overwhelming response to the dining etiquette workshop, the SAO invited Mr Peter Chow of Fanny Lee Image Consultancy to teach our student dining etiquette this year. During a formal sit-down dinner, students learned protocol of seating, proper place settings, crash course in wine tasting, styles of eating, high tea etiquette and dining dos and don'ts.

Workshop on Dining Etiquette

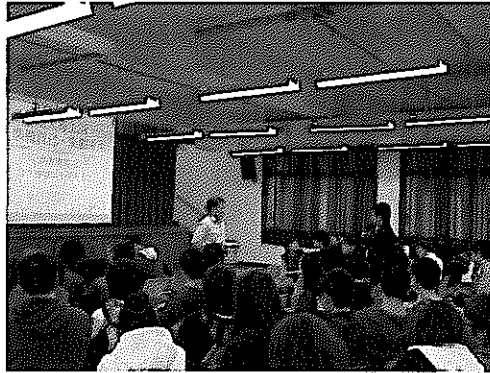
Date:	02 December 2010
Time:	6:00 – 9:00 pm
Location:	Kowloon Tong Club
Number of participants:	36 students



iii) A proactive planning approach to plan for the four-year College life is crucial to our students' future success. As such, the SAO invited Hon Fred Li, Legislative Councilor, to share his insights in maximizing the learning experience with our Year 1 and Year 2 students. Mr Li shared his insights on topics such as goal setting, building confidence, networking, taking advantage of resources and opportunities and having a proactive attitude in school and community activities.

Talk on Life Planning

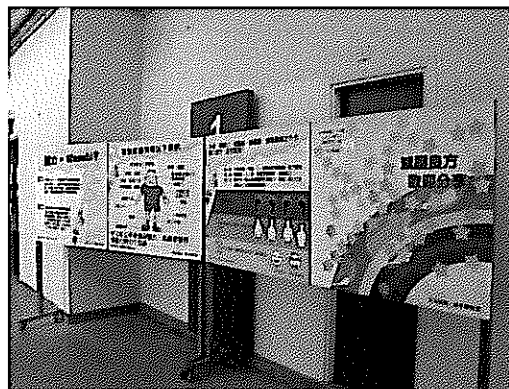
Date:	09 December 2010
Time:	10:15 – 11:30 pm
Location:	Hall, Main Campus
Number of participants:	111 students



iv) During this period, the Student Affairs Office put up two exhibitions at the main campus. The two exhibitions were held under a life skills related theme.

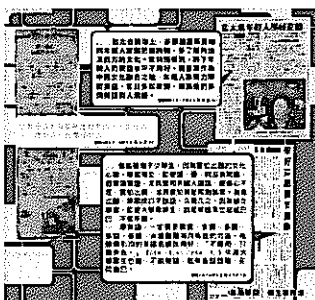
### First Exhibition

Theme:	Stress Management
Period:	06 Dec. 2010 – 13 Dec. 2010
Location:	First Floor Open Area, Main Campus
Sharing posted:	46 pieces



### Second Exhibition

Theme:	English Enhancement
Period:	14 Dec. 2010 – 21 Dec. 2010
Location:	First Floor Open Area, Main Campus
Amount of leaflets collected	200 pieces



### **C. The Percentage of the Project towards Completion**

There are three stages (6 phases) of the Project to be completed. Currently, up to the end of this period, we have attained 50% 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**

<b>Item</b>	<b>Stage 2 – Part I Projected Expenditure</b>	<b>Expenditure carry forward from Year 1</b>	<b>Actual Expenditure</b>	<b>Balance</b>
<b>Manpower</b>	\$174,000	\$0	\$174,000	\$0
<b>Equipment/ Facilities</b>	N/A	\$324.96	N/A	\$324.96
<b>Services</b>	\$120,000	\$31,600	\$88,770	\$62,830*
1) One-Year Leadership Programme				
2) IT Support	\$18,000	\$0	\$18,000	\$0
3) Database Design	N/A	\$0	N/A	\$0
4) Exhibitions	\$6,000	\$450	\$6,282	\$168
5) Talks x 3	\$6,000	\$400	\$6,770	-\$370**
<b>General Expenses</b>	\$2,500	\$100	\$1625	\$975
<b>Others (auditor's fee)</b>	N/A	\$10,000	N/A	\$10,000
<b>Total</b>	<b>\$326,500</b>	<b>\$42,874.96</b>	<b>\$295,447</b>	<b>\$73,927.96</b>

\*The projected expenditure of \$120,000 of the Leadership Programme was based on a one-year period, the remaining balance will be spent in the next six months accordingly.

\*\* The overspent of \$370 is due to one uncommitted free-of-charge talk

planned originally. The speaker informed us that he was unable to come one week before the talk. We then invited Mr Fred Li to host the talk for \$2000.

### ***G. Conclusion and Expectation***

In the past six months, we have completed all four milestones as planned. In terms of the percentage of completing the four milestones, we have achieved 100%.

The Student Affairs Office held a series of workshops to equip our student-leaders with appropriate skills. These workshops not only aimed to enhance their interpersonal, communication and coordination skills, they also aimed to shape these student-leaders as role model by encouraging them to serve their peers and members of the community.

Apart from the leadership programme, the Student Affairs Office also held talks and exhibitions in relation to life, studies and careers for all students. The aim of these talks and exhibitions was to raise our students' awareness of various soft skills to be learned outside the classroom.