

Quality Enhancement Grant Scheme

Progress Report	07/REGS/ Project No. : A-08-09
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Reporting Period: From 01/2011 (month/year) to 06/2011 (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 07/2009 (month/year) to 06/2011 (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: BRENDA KU

Name of Grantee: CHU HAI COLLEGE

Organization: OF HIGHER EDUCATION

Position of Authorized

Person: DEAN OF STUDENTS

Date: 15 JULY 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
(January 2011 - June 2011)**

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 Second Phase (Part I)	
- Key Tasks Attainment	3 - 4
a) Senior students to be student-leaders (The annual Leadership Programme will have trained at least 200 students).	4 - 7
b) Positive attitudes towards life, studies and careers among students.	7
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.	7
d) 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.	7 - 10
Part C	
The Percentage of the Project Completed within the Reporting Period	11
Part D	
Equipment and Facilities Enhancement	11
Part E	
Manpower	11
Part F	
Resources Allocation	11
Part G	
Conclusion and Expectation	12

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

Milestones Tasks	Milestones Completed	Details
Senior students to be student-leaders (The annual Leadership Programme will have trained at least 200	✓	- Moving into Part II of the second stage, 69 students were trained within this period. Among them, 30 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 Interviewing Skills Workshop 2. One Re-mapping Life Talk 3. One Four Ways to Enrich Life Talk - 2 exhibitions were held on Integrity and Attitude at Work

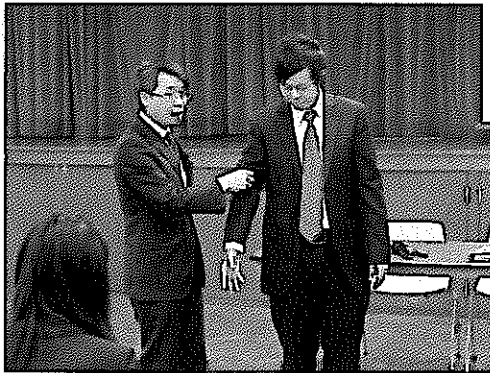
Description of Milestones

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

In the second term, apart from exploring leadership potentials of our students, attention to building personal confidence was also highlighted. In this regard, Mr Peter Chow was invited to host a workshop on professional wardrobe for male and female. The workshop focused on the importance of leaving a lasting first impression and developing a professional presence. Before the workshop ended, a small-group Q&A session was arranged for male and female students respectively.

Polish your Professional Presence

Date:	11 April 2011
Location:	Hall, Main Campus
Time:	4:30 - 6:30pm
Number of participants:	14 students



In addition to dressing professionally, Ms Fanny Lee was invited to host a make-up workshop. During the workshop, Ms Lee demonstrated a step-by-step polished daytime make-up for any occasion. Participants who brought their make-up kit to the workshop had a chance to practice their newly acquired skills. Consultation on-the-spot was also available to all participants.

Make-up for Professional Women

Date:	12 April 2011
Location:	Hall, Main Campus
Time:	14:00 – 16:00
Number of participants:	14 students



Two leadership-training camps were held during this phase in April and June. The camp in April aimed to enhance the leadership potentials in participants. According to our evaluation, over 95% of the participants were very satisfied with this camp. Over 80% of the participants agreed that the camp at some degree helped them achieved personal growth, understood personal strengths and weaknesses, enhanced confidence and public speaking skills, resolved conflicts and strengthened personal potentials and decision making skills.

Leadership Training Camp III

Date:	09 - 10 April 2011
Location:	Breakthrough Youth Village, Shatin
Number of participants:	21 students



The camp in June aimed to emphasize the element of team building in the course of becoming a competent leader. The overall satisfaction for this camp is 95%. Participants expressed that through the camp, in addition to team building, they learned the importance of cooperation, being focused, building trust, listening skills, effective communication, acceptance and respect were crucial to being a competent leader.

Leadership Training Camp IV

Date:	04 – 06 June 2011
Location:	Scout Association of Hong Kong Wong Siu Sang Leadership Training Institute
Number of participants:	20 students



Total number of students trained under the leadership programme in Part II of the second stage: **69 students**. Among these trained students 30 were senior students in their third or fourth year of studies.

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

- Trained students were encouraged to serve their peers and the community. One of the trained students was elected Chairman of the Student Union in May 2011. Other trained student-leaders took the initiative to form the Social Service Group Committee for 2011-2012 in March 2011. The Committee developed a year plan to encourage their peers in serving the community.
- Talks organized this term aimed to bring the awareness of first and second year students in proactively planning for their future. In addition to planning for personal goals, these talks highlighted the importance of participating in community services.

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 43 full-time, 25 part-time and 4 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 encourage students to live life to the fullest, the SAO invited Mr Pau Shiu Hung, who was the Director of Architectural Services before his retirement in 2002, to share his personal experience. Mr Pau shared the four elements, namely, team work, positive thinking, work attitude and volunteer service, which were critical to building his career and personal life.

Talk: Four Ways to Enrich Life

Date:	22 February 2011
Time:	5:30 – 7:00 p.m.
Location:	Hall, Main Campus
Number of participants:	55 students

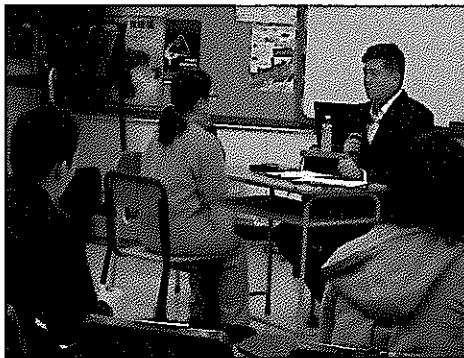


- ii) To prepare our students for job interviews and internships, an interviewing skills workshop was held on 15 March 2011. Mr Nickel

Leung was invited to teach students how to stand out from other candidates during an interview. Areas, such as different types of interviews, interviewing strategies as well as showing confidence through verbal and non-verbal language, were taught during the workshop.

Workshop: Interviewing Skills

Date:	15 March 2011
Time:	2:30 – 4:00 pm
Location:	Room 105 / 106
Number of participants:	8 students



- iii) The Student Affairs Office invited Ms Maureen Fung, General Manager of Sun Hung Kei Real Estate, to give a talk on “Re-Mapping Life”. During the talk, Ms Fung shared how she overcame obstacles at different stages of her life, effort in continuous learning and commitment to voluntary service.

Talk: Re-mapping Life

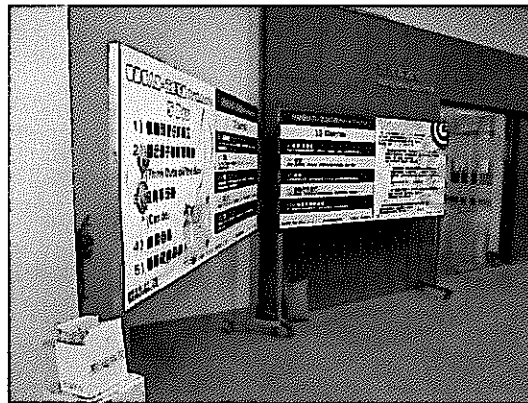
Date:	31 March 2011
Time:	10:00 – 11:25 pm
Location:	Room 105 / 106
Number of participants:	32 students



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.

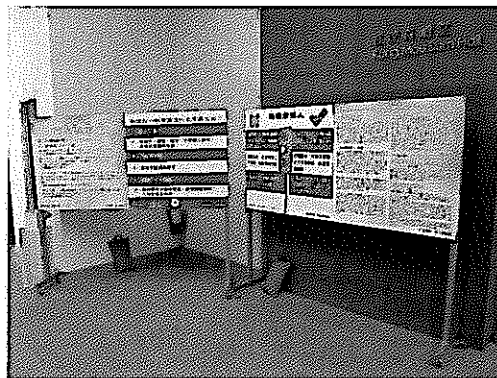
First Exhibition

Theme:	Integrity
Period:	13 June 2011 - 18 May 2011
Location:	First Floor Open Area, Main Campus
Amount of leaflets collected	100 pieces



Second Exhibition

Theme:	Work Attitude
Period:	19 May 2011– 02 June 2011
Location:	First Floor Open Area, Main Campus
Amount of leaflets collected	150 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 67% 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	Stage 2 – Part II Projected Expenditure	Expenditure carry forward from Stage 2 – Part I	Actual Expenditure	Balance
Manpower	\$174,000	\$0	\$174,000	\$0
Equipment/ Facilities	N/A	\$324.96	N/A	\$324.96
Services	\$0	\$62,830	\$58,500	\$4,330
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	\$168	\$5,220	\$948
5) Talks x 3	\$6,000	-\$370	\$2,440	\$3,190*
General Expenses	\$2,500	\$975	\$2450	\$1,025
Others (auditor's fee)	\$10,000	\$10,000	\$0	\$20,000
Total	\$216,500	\$73,927.96	\$260,610	\$29,817.96

* We had two free of charge guest speakers this period, hence underspent by \$3,190.

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%.

Under the leadership programme, the Student Affairs Office held various workshops and camps in the past two years to equip our student with appropriate skills. These workshops and camps not only aimed to enhance students' interpersonal, confidence and communication skills, they also aimed to shape these students into student-leaders. We observed that some of our trained students took up the role as student leaders to serve the College and the community, others remained active as a supporting role to various College and community programmes.

Apart from the leadership programme, the Student Affairs Office continued to hold talks and exhibitions in relation to life, studies and careers for all students. The two talks held in this period particularly aimed to bring our students' awareness to the importance of planning for a fruitful future.