

# Quality Enhancement Grant Scheme

<b>Progress Report</b>	<b>Project No. : 3030900</b>
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Reporting Period: From January 2010 (month/year) to June 2010 (month/year)

## Part A

Project Title: Comprehensive Career Guidance and Support Services for AD students

Name of Grantee: Community College of City University

Project Period: From August 2009 (month/year) to July 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 justification.

Signature: 

Organization Chop: 

Name of Authorized Person: Ms Jennifer Ng

Name of Grantee: Community College

Organization: of City University

Position of Authorized

Person: Principal of CCCU

Date: - 9 SEP 2010

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

## **Part B**

This report updates the progress of the Project, Comprehensive Career Guidance and Support Services for AD Students, for the period of January to June 2010, that is, Phase II of the Project.

### **Descriptions of Project Activities Held**

#### **1. *Promotion of the services of the Personal and Career Development (PACD) Centre***

Both academic staff and students were actively involved in promoting the services of the Centre to fellow students and parents. Hence, the concepts of personal and career development were being widely promulgated and discussed in the CCCU community.

Furthermore, the Centre has reached out AD students and their parents of other community colleges through a media conference and a video introducing the services of the Centre. Two newspapers, Sing Tao Daily and Ming Pao reported how students, parents and teaching staff had benefited from the services in March and April respectively. The video was uploaded to You-tube for the general public.

#### **2. *Activities for target beneficiaries (Please refer to Attachment I: Project Activities and Attachment II: Participants' Feedback for details)***

##### **Personality Dimensions (PD) Level I Facilitators Qualifying Course**

Through the first Qualifying Course held in January, 16 teachers were trained up as Personality Dimensions Level I Facilitators, which qualified them to deliver PD assessments and PACD seminars/workshops for students and parents. They also served as ambassadors of the Project to motivate fellow faculty members, students and parents to participate in the activities organized by the Centre.

##### **Coaching Sessions and Live Supervision**

To enhance the competence of the newly qualified Facilitators, over 40 live supervision sessions and three coaching sessions were conducted by the Centre Manager and the Centre Supervisor. In these enhancement programmes, feedback and guidance were provided, issues and difficulties in delivering the workshops and seminars were discussed, and experience was consolidated for future practice.

### Personality Dimensions (PD) Assessments

Around 40 students responded to the invitation to try the online mode of PD assessment in February and March. A lot of administrative work was involved in co-ordinating the three parties: the mother agency of PD assessment, the PACD Centre and the participants, and in handling the incomplete assessment records. After the trial run, it was decided that the in-class assessment mode which is more user-friendly, would be adopted in future.

### PACD Seminars/workshops for students

The themes of the seminars/workshops for students in Phase II were: 'University Learning and I', 'Group Project Management', 'Stress Management' and 'Career Planning'. As the graduating students had greater interest in further studies and career development, more than 500 students participated in 21 workshops on Career Planning. Rehearsals on interviewing skills and resume writing were included in the Workshop.

### PACD Seminars for parents

With the encouragement of the teaching staff and the students, parents were more responsive to the invitation to participate in the PACD Seminars for Parents, as compared to that in last phase. Four parents' seminars, under the theme of 'Preparing Your Children for the Future' and with a participation of 182 parents, were conducted.

Development of the parent web-page has been completed in August. It has been uploaded to the web-site of Community College of City University (CCCU) for easy access of parents.

### Personality Dimensions (PD) Workshops and Individual Counselling Service

PD workshop is one of the highlights of the Project. Three workshops were held by the newly qualified facilitators during the period with excellent feedback from participating students. The Centre Manager continued to offer counseling sessions to students with personal needs.

### **3. *Project Milestones Completed at the End of the Reporting Period (Attachment III: Key Task Attainment Report and Attachment IV: Summary of Expenditure)***

#### Providing student guidance services

- PD assessment services for students have been launched.
- Personal and Career Development (PACD) seminars/workshops on different themes have been made available to students
- PD workshops have been organized.

- Individual tailor-made advice following the PD workshop has been provided.
- Active participating students were awarded the Certificate of Attendance.

#### **Bridging parents with students**

- Seminars for parents have been organized.
- The parent web-page has been completed in August.

#### **Train the trainers**

- A PD Level I Facilitators Qualifying Course was conducted. The newly qualified facilitators were involved in delivering PD assessments and other PACD services to students and parents.
- Coaching sessions and live supervision were provided to support the newly qualified facilitators.

The activities completed in the reporting period are in line with the milestones laid down in the Project proposal and the expenditure was used following the approved budget. With the concerted effort of the Project team and the support of the management of CCCU and CityU, it is estimated that 45% of the Project has been completed.

#### **4. *Project Variations (Attachment V)***

Based on the advices of the Steering Committee of the Project, some variations in the outcome indicators and new initiatives for implementation in Phase II had been proposed and endorsed by the EDB at the beginning of Phase II. The progress in Phase II was in compliance with the revised plan.