

Quality Enhancement Grant Scheme

Progress Report
Project No. : 34/QEGS/A-08-09

 Reporting Period: From 05/2009 (month/year) to 10/2009 (month/year)

Part A

 Project Title: Career Counseling Services Scheme

 Name of Grantee: Vocational Training Council

 Project Period: From 05/2009 (month/year) to 04/2011 (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: Dr. LEUNG Ming-chu

 Name of Grantee Organization: Vocational Training Council

 Position of Authorized Person: AED (SWPD & SAO)

Person: _____

 Date: 23 DEC 2009

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

*Progress Report of Project should be signed by the head of the Grantee organization, the person-in-charge of the Project or the person who signed the Quality Enhancement Grant Scheme Agreement for acceptance of the Grant on behalf of the Grantee organization.

**Progress Report on Career Counseling Services Scheme
(Reporting Period: 05/2009-10/2009)**

1. Support Team – July 2009

1.1 A term scheme administrator and a term placement officer were hired for the scheme in July 2009 and have been placed in the Whole Person Development Programme Office (WPDPO) of VTC.

2. Training Programmes to enhance staff's career counseling and application skills – July to September 2009

2.1 Two identical 6-day training programmes were held in summer for a total of 25 participants with the aim to equip Student Affairs Office (SAO) staff with professional knowledge and skills of using psychometric assessments tools in career guidance and counseling.

(i) Details of the programme are shown in the table below:

Title	Psychometric Assessment at Work Level(s) A and B for VTC SAO Professional Staff																																																											
Dates	1 st course: 22-24 July and 29-31 July 2009 2 nd course: 12-14 August and 19-21 August 2009																																																											
Time	<table border="1"> <thead> <tr> <th>1st course:</th> <th>Date</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Day 1</td> <td>22-Jul-09</td> <td>9:30</td> <td>18:00</td> </tr> <tr> <td>Day 2</td> <td>23-Jul-09</td> <td>9:00</td> <td>18:00</td> </tr> <tr> <td>Day 3</td> <td>24-Jul-09</td> <td>9:00</td> <td>19:00</td> </tr> <tr> <td>Day 4</td> <td>29-Jul-09</td> <td>9:30</td> <td>18:00</td> </tr> <tr> <td>Day 5</td> <td>30-Jul-09</td> <td>9:00</td> <td>18:00</td> </tr> <tr> <td>Day 6</td> <td>31-Jul-09</td> <td>9:00</td> <td>19:00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>2nd course:</th> <th>Date</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>Day 1</td> <td>12-Aug-09</td> <td>9:30</td> <td>18:00</td> </tr> <tr> <td>Day 2</td> <td>13-Aug-09</td> <td>9:00</td> <td>18:00</td> </tr> <tr> <td>Day 3</td> <td>14-Aug-09</td> <td>9:00</td> <td>19:00</td> </tr> <tr> <td>Day 4</td> <td>19-Aug-09</td> <td>9:30</td> <td>18:00</td> </tr> <tr> <td>Day 5</td> <td>20-Aug-09</td> <td>9:00</td> <td>18:00</td> </tr> <tr> <td>Day 6</td> <td>21-Aug-09</td> <td>9:00</td> <td>19:00</td> </tr> </tbody> </table>				1 st course:	Date	Start	End	Day 1	22-Jul-09	9:30	18:00	Day 2	23-Jul-09	9:00	18:00	Day 3	24-Jul-09	9:00	19:00	Day 4	29-Jul-09	9:30	18:00	Day 5	30-Jul-09	9:00	18:00	Day 6	31-Jul-09	9:00	19:00	2 nd course:	Date	Start	End	Day 1	12-Aug-09	9:30	18:00	Day 2	13-Aug-09	9:00	18:00	Day 3	14-Aug-09	9:00	19:00	Day 4	19-Aug-09	9:30	18:00	Day 5	20-Aug-09	9:00	18:00	Day 6	21-Aug-09	9:00	19:00
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Venue	Room 483, IVE (Lee Wai Lee) Campus, 30 Renfrew Road, Kowloon Tong, Hong Kong																																																											

Number of participants	25 (1 st course: 12 and 2 nd course: 13)
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- (ii) The training programmes have two levels: Level A and Level B. Level A is a pre-requisite programme so participants must complete before progressing to Level B. Each level lasted for 3 full days. The course content and outline are shown in Annex 1.
- (iii) Participants are staff from SAO or WPDPO. Staff needs to provide career related supportive services to students including career counseling service on their career development and organizing career related activities. The training programmes can equip staff with the knowledge and skills required to further understand and use different psychometric assessment tools for the benefits of students in the process of career counseling. In general, the psychometric tools could facilitate the alignment of students' career interests, preferences and their own personality with different job requirements.
- (iv) Specifically, the training programmes can equip staff with knowledge and skills in using psychometric assessment tools so they apply in using the tool, Career Pathfinder – Quicksan, to explore students' career interests and their preferences. SAO staff can provide immediate career guidance and counseling service to students after they have completed the questionnaire.
- (v) All participants passed the assessment of the course and satisfactory feedback was received.
- (vi) Evaluation of the training programme is shown in Annex 2.

2.2 Two workshops/talks on career guidance skills, job application skills and industry employment trends and development were held in September 2009.

- (i) The main objective of the workshops was to equip the staff with updated job market information and enhance their career guidance skills to meet the changing need of students. A total of 54 staff participated in the workshops and positive feedback was received.
- (ii) The details of workshops are shown as below:

Workshop 1	
Title	Workshop on career guidance skills, job application skills and industry employment trends and development
Focused Area	Technology related disciplines (Engineering / IT)
Date	23 September 2009
Time	2:00 pm to 6:00 pm
Venue	Room 1105, 11/F, VTC Tower, Wan Chai, Hong Kong
Number of participants	27

Workshop 2	
Title	Workshop on career guidance skills, job application skills and industry employment trends and development
Focused Area	Business Administration discipline
Date	24 September 2009
Time	2:00 pm to 6:00 pm
Venue	Room 1103, 11/F, VTC Tower, Wan Chai, Hong Kong
Number of participants	27

(iii) The results of evaluation of the workshop 1 & 2 are shown in Annex 3.

3. Career resources information kit

3.1 A team for the development of career resources information kit was formed in August 2009. Besides the scheme administrator and placement officer, team members also included representatives from VTC Alumni Relations Office (ARO), VTC Headquarters Division One (HQ1) and the Whole Person Development Programme Office (WPDPO).

3.2 Production of 6,000 copies of career resources information kit would be distributed to graduating students in December 2009.

4. Sourcing and procurement of career counseling psychometric assessment tool

- 4.1 11,000 copies of the psychometric assessment tool, Career Pathfinder-Quickscan, had been purchased for the SF HD graduating students of AY2009/10 and AY2010/11.
 - 4.2 Students are arranged to use this Career Pathfinder-Quickscan tool in a 2-hour timetabled workshop. Career guidance and counseling services are provided to students by SAO staff based on their results of the tool. 952 SF HD students had used the tool during this reporting period. The feedback from the SAO staff and students were positive.
 - 4.3 Information of this tool is shown in Annex 4.
5. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
 - 5.1 The key tasks, including staff training to enhance staff's counseling and applications skills; and sourcing of psychometric assessment tool, were 100% completed. To minimise possible wastage 11,000 copies of Career Pathfinder-Quickscan psychometric assessment tool was purchased against planned number of 12,000.
 - 5.2 The key task on preparation of "Career resources information kit" was completed. By November 2009, the kit was in the final editing stage. The completion date was scheduled at the end of November for distribution in December 2009.
6. Project key task variation
 - 6.1 Career resources information kit
 - For the "Career resources information kit", production of 12,000 copies (total cost at \$120,000) would be separated into two issues (i.e. 6,000 copies at \$60,000 each issue). Most updated career related information would be included in each issue for the benefit of the graduating students.
 - EDB agreement for the above project key task variation had been sought.
7. EDB site visit

7.1 The date of EDB first site visit is scheduled on 15 December 2009 (Tuesday) from 3:00 pm to 4:00 pm at 5/F, Seminar Room, Learning Resources Centre, Hong Kong Institute of Vocational Education (Morrison Hill), Wan Chai, Hong Kong.

8. Concluding remarks

8.1 According to the updated project schedule with the reported project variation, the completed tasks, including staff training to enhance staff's counseling and applications skills; production of career resources information kit; and sourcing and procurement of psychometric assessment tool, represented 25% of the total project work as scheduled.

8.2 During the reporting period, 37% - against the planned 56 % of the budgeted fund had been used or appropriated for final settlement while all the proposed work have been accomplished as accorded to schedule. The budget schedule is shown in Annex 5.

8.3 Fewer funds were used than the budgeted expenses. The reasons for the discrepancy are as follows:

- Fund appropriated for the salary payment for a term scheme administrator and a term placement officer was used less than the budgeted because the two colleagues reported duty in July instead of May 2009.
- After intensive negotiation with the provider, the unit cost for the career counseling psychometric assessment tool, Career Pathfinder – Quickscan, was reduced from the original budgeted expenses of HK\$60.00 to HK\$30.00 per set.
- The original plan was to print total 12,000 copies of the "Career resources information kit" in one issue during this reporting period. Having considered the need to provide most updated information in the said kit and with EDB agreement, production of 2 issues with 6,000 copies per issue would be arranged. The first issue of 6,000 copies would be distributed in December 2009 and the remaining funding would be used in the second issue.

21 December 2009