

Quality Enhancement Grant Scheme

Progress Report
Project No. : 05/QEGS/A-08-09

 Project Period : From June 2010 (month/year) to November 2010 (month/year)

Part A

 Project Title : Online student support service: Design and development of a career guidance kit for students in the self-financing post-secondary sector in Hong Kong

 Name of Grantee : School of Professional and Continuing Education, The University of Hong Kong

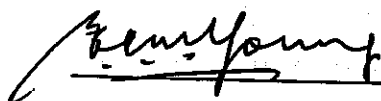
 Project Period : From May 2009 (month/year) to May 2012 (month/year)

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: Prof. Enoch C.M. Young

Name of Grantee Organization:

School of Professional and Continuing Education, The University of Hong Kong

Position of Authorized Person:

Special Adviser to Director, HKU SPACE; Chief Adviser, HKU SPACE Centre for Research in Continuing Education and Lifelong Learning

Date:

22 DEC 2010

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

Quality Enhancement Grant Scheme

1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
May – Aug 2010	<ul style="list-style-type: none"> ✓ Finalization and testing of the Academic Programme Preference Assessment (APPA) on two occasions (Pre- and Post- HKALE Results Release; and Pre- and Post- HKCE Results Release): Three periods of pilot test: (1) 17 June to 28 July; (2) 29 July to 3 August; and (3) 4 August to 20 October. ✓ APPA can be accessed via the icon in the project website: http://appahk.hkustspace.hku.hk/main_flash.php ✓ As invited by Hok Yau Club, an article was written for inclusion in the Guide for S5 school leavers (2010 出路指南) and Guide for S7 school leavers (中七指南 2010) (See Appendix 1a and 1b) 	Prospective Sub-degree students (Total number of submissions: 2,347)
Jun – Aug 2010	<p>Processing of 30 outstanding graduates' interviews:</p> <ul style="list-style-type: none"> ✓ Setting up criteria for “outstanding” sub-degree and/or top-up degree graduates ✓ Letter of invitations sent to 17 continuing education institutions for nomination of outstanding sub-degree and/or top-up degree graduates for interview, and feedback received (See Appendix 2) 	Research Associate, Research Assistant
Sep 2010	<ul style="list-style-type: none"> ✓ Drawing up interview guidelines and questions; validation by experts (See Appendix 3 and 4) ✓ Two pilot interviews conducted. 	Two HKU SPACE Community College outstanding graduates interviewed
Sep – Nov/Dec 2010	<ul style="list-style-type: none"> ✓ Main study: 13 interviews were conducted. (See Appendix 5) ✓ Total number of successful interviews conducted:15 (the remaining interviews will be completed before May 2011) ✓ Write up of 15 transcriptions (See Appendix 6) 	13 outstanding graduates interviewed
<p>* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).</p>		

Quality Enhancement Grant Scheme

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
Setting up criteria for "outstanding" graduates; Invite institutions to nominate outstanding graduates for interviews	100%	
Design and validate the interview guide	100%	
Conduct pilot interviews	100%	
Revise and finalize the interview guide	100%	
Conduct interviews and complete writing transcriptions (15 interviews have been completed, and the transcriptions were written in advance -- a task which is originally scheduled from Dec 2010 to May 2011)	100%	
Overall Project	50%	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

Quality Enhancement Grant Scheme

3. Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat
An additional post in the grade of "Executive Assistant" was approved to replace the originally proposed post of "Freelance Translator", total manpower budget (HK\$1,644,009) remained unchanged.	19 July 2010 (Approval e-mail sent by EDB)

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)*	Balance [(a)-(b)]
a. Manpower	HK\$1,644,009	HK\$594,641	HK\$1,049,368
b. Equipment / facilities	HK\$26,000	HK\$15,077	HK\$10,923
c. Services	HK\$50,000	-	HK\$50,000
d. General expenses	HK\$189,000	HK\$3,384	HK\$185,616
e. Others	HK\$86,991	HK\$845	HK\$86,146
Total	HK\$1,996,000	HK\$613,947	HK\$1,382,053
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<i>HK\$1,382,053</i>

* As at financial statement dated 30 November 2010.