

Quality Enhancement Grant Scheme

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

 Project Period : From Dec 2010 (month/year) to May 2011 (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

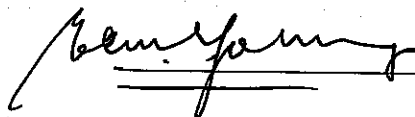
 Project Period : From May 2009 (month/year) to May 2012 (month/year)

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:

20 June 2011

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

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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)
Dec 2010 – Mar 2011	<ul style="list-style-type: none"> ✓ According to the implementation plan, 30 outstanding graduates were to be interviewed. As 15 interviews had been conducted in the previous reporting period; the remaining 15 were completed during Dec 2010 to March 2011. (Please refer to the Appendix 1 for the interview schedule.) ✓ The write-up of the remaining 15 transcriptions of interviews was completed. 	Interview Team (i.e. Research Associate, Research Assistant, Executive Assistant) and 15 outstanding graduates
Feb 2011 – Apr 2011	<ul style="list-style-type: none"> ✓ The 30 interview transcriptions were analyzed and interview summaries were written (Please refer to the Appendix 2 for the sample interview summaries.) ✓ The interview summaries were reviewed and edited by team members. 	Interview Team Interview Team, invited experts and other team members
Apr 2011 – May 2011	<ul style="list-style-type: none"> ✓ Consent forms for translating and publishing the interview summaries were sent to outstanding students for their indication of agreement. (Appendix 3) ✓ Since the interview summaries will be published in both English and Chinese, translation from Chinese to English was arranged from April 2011. 	Research Assistant and the 30 outstanding graduates Freelance translator (a temporary replacement following the resignation of the Research Associate)
Jan 2011 – May 2011	<ul style="list-style-type: none"> ✓ One of the deliverables of the project is to publish a handbook that comprises understanding oneself; job hunting techniques; information for further studies, to name a few. An outline of the Handbook was discussed and approved in the Project Team Meeting. (Please refer to Appendix 4 for the contents) ✓ Write-up of the Handbook started in January 2011 – a task originally planned for Year 3. This is to allow sufficient time for drafting and reviewing the writings. 	All members and invited experts Project team members and invited experts
May 2011	<ul style="list-style-type: none"> ✓ The interview summaries were posted on the project website, which would be further reviewed by team members. Website: http://appahk.hk.uspace.hku.hk/hk/main_flash.php 	Programmer

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*** 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.).**

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
Write up transcriptions of the 30 interviews	100%	
Analyze interview scripts	100%	
Write up the 30 interview summaries	100%	
Translate and edit the interview summaries from April 2011	100%	
Establish and launch the online database on career experiences for sharing with students in the self-financing post-secondary sector in Hong Kong	100%	
Draft content writing of the Handbook from January 2011	100%	
Overall Project	75%	

**** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

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
The Research Associate of the project has resigned effective 17 May 2011 and a replacement will be recruited. The budgeted salaries for three months (Jun – Aug 2011) will be assigned to the freelance translator before finding a replacement.	3 May 2011 (Approval e-mail by EDB)

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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\$835,657	HK\$808,352
b. Equipment / facilities	HK\$26,000	HK\$20,637	HK\$5,363
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\$1,005	HK\$85,986
Total	HK\$1,996,000	HK\$860,683	HK\$1,135,317
<i>Project Income (if any)</i>			
<i>Total Balance</i>			<i>HK\$1,135,317</i>

* As at financial statement dated 30 April 2011.