

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No. : 23/QEGS/09-10**

 Reporting Period : From September 2010 (month/year) to February 2011 (month/year)

**Part A**

 Project Title : Scheme for Enhancing Holistic Development among Post-secondary Students

 Name of Grantee : Hong Kong Community College

 Project Period : From September 2010 (month/year) to August 2013 (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 Simon Leung

Name of Grantee

 Organization: PolyU HKCC

Position of Authorized

 Person: Director

 Date: 30 March 2011

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

**Progress report on QEGS Project**  
**Scheme for Enhancing Holistic Development among Post-secondary Students**

**Project Code: 23/QEGS/09-10**

**1. Project activities held/completed during the reporting period**

<b>Dates, time and venues</b>	<b>Brief descriptions of activities and resources used for implementing the Project *</b>	<b>Number and types of participants (if applicable)</b>			
<p>Sep 2010 - Feb 2011</p>	<p><b>(1) Online application of psychometric assessment tools</b>            Several tests have been placed on the Student Counselling Services website for students to undertake psychometric assessment for understanding of their personality, strengths and weakness. Until the end of February 2011 the total number of 432 tests have been conducted.</p> <p>Appendix I: Counter of completed psychometric assessment tools conducted online</p>	<p align="center">432</p>			
<p>Sep 2010-ongoing</p> <p>25 Nov 2010 &amp; 26 Nov 2010</p>	<p><b>(2) Guided planning for holistic development program:</b>            Project SUCCESS aims to provide a platform which assists the students to plan and record their progress and self-reflection in personal growth throughout their year-long participation in activities. Participants of the project are expected to take part in a wide range of co-curricular activities to achieve the milestone, and they are required to submit a portfolio detailing their experience and reflection at the end of the academic year, after which they would be awarded for their accomplishment.</p> <p>The total enrolment number, as of 28 Feb 2010, was 161.</p> <p>In total, 2 information sessions were being held on 25 and 26 Nov 2010 respectively. Display board, pull-up banner and email circulation were used to promote the project.</p> <p>Appendix II: Project SUCCESS portfolio and passport</p>	<p align="center">161</p>			
<p>1 Sep 2010 – 17 Jan 2011</p>	<p><b>(3) An array of enriched-learning co-curricular activities</b>  <b>Complementary Courses (funded by QEGS for HKCC students)</b></p> <table border="1" data-bbox="347 1854 1185 2016"> <tr> <td><i>Programme Code and Programme Title (Learning Area)</i></td> </tr> <tr> <td><i>CS10110 – Visual Literacy in Photography (Art and Culture)</i></td> </tr> <tr> <td><i>CS10112 – Creative Accounting (Business &amp; Management)</i></td> </tr> </table>	<i>Programme Code and Programme Title (Learning Area)</i>	<i>CS10110 – Visual Literacy in Photography (Art and Culture)</i>	<i>CS10112 – Creative Accounting (Business &amp; Management)</i>	<p align="center">107</p>
<i>Programme Code and Programme Title (Learning Area)</i>					
<i>CS10110 – Visual Literacy in Photography (Art and Culture)</i>					
<i>CS10112 – Creative Accounting (Business &amp; Management)</i>					

	<p><i>CS10105 – Putonghua: Business Communication Skill (Foreign Languages &amp; Culture)</i></p> <p><i>CS10101- Dining Etiquette Workshop (Art and Culture)</i></p> <p><i>CS10106 – Speed Learning (Personal Development)</i></p> <p><i>CS10118 –Astronomy (Science and Information Technology)</i></p> <p><i>CS10104 – Impressive at first sight – Be a sophisticated fashionista (Personal Development)</i></p> <p>Appendix III: Poster of CS courses for semester 1, 2010-11</p>	
<p>24 Oct 2010 HHB; Semester 1, 2010-11; ongoing</p>	<p><b>(4) Training for Student Development Coaches Leadership Development Potential Leaders (Ldpl)</b></p> <p>An orientation plus a series of leadership training activities were organized throughout Semester 1, including the “Leadership Development for Potential Leaders” programme (Ldpl) and Leadership Series Plus Workshops.</p> <p>Appendix IVa: Certificate of completion of MBTI® administer training course by one of the counselors.</p> <p>Appendix IVb: Myers-Briggs Type Indicator® (MBTI®) courses provided to students in the academic year of 2010-11.</p>	<p>55</p>
	<p><b>(5) Personal portfolios on students’ other learning experiences</b></p> <p>During their participation of Project SUCCESS and a wide range of co-curricular activities, passports were provided the students to systematically record their participation of activities, and guidelines were given on how to write up their reflections in accordance to different aspects of holistic development.</p>	
<p>23-26 Aug 2010; 04-07 Jan 2011</p>	<p><b>(6) Training courses for professional staff in student development MBTI® workshops</b></p> <p>In order to equip staff members with professional skills and knowledge to provide guidance for students, four counseling officers took up the MBTI® training courses from 23 to 26 August 2010, and one additional officer attended a MBTI® training course during 4-7 January 2011.</p> <p>A total number of 96 students had participated in the MBTI® workshops.</p>	<p>5 counselors from the home institute</p> <p>96</p>
<p>25/10/2010 –</p>	<p><b>(7) Quantitative Survey Studies</b></p> <p>The questionnaire adopted for this survey was The Self-assessment of</p>	

03/12/2010	<p>all-round development (SAARD) questionnaire which was developed by Student Affairs Office in The Hong Kong Polytechnic University (PolyU SAO). The SAARD questionnaire aims to measure the generic competencies of students, which indicate the transferable, multi-dimensional and multi-functional knowledge, skills and attitudes they possess.</p> <p>PolyU SAO authorized the adoption of the questionnaire and they will be responsible for data processing and result finding.</p> <p>Promotion was being held throughout the survey period which involved the use of posters, pull-up banners and email circulation.</p> <p>In summary, the total number of valid questionnaires received was 1834, among which 3 students were from 08 cohort, 357 students from 09 cohort and 1474 from 10 cohort. Duplicated cases were identified and are in the process of logical checking and debugging.</p> <p>Appendix V: Sample of SAARD questionnaire</p>	1834
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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**

<b>Milestones scheduled for completion during the reporting period **</b>	<b>% attained</b>	<b>Remarks</b>
<ul style="list-style-type: none"> <li>➤ Form Project Management Committee for the project</li> <li>➤ Recruit a full-time project officer</li> <li>➤ Develop and implement the on-line application of psychometric assessment tools</li> <li>➤ Develop the survey questionnaire for the project</li> <li>➤ Develop a detailed operation plan for a broad array of co-curricular activities and learning projects</li> <li>➤ Provide a broad array of co-curricular learning experiences</li> <li>➤ Facilities students participation</li> <li>➤ Train the professional staff</li> </ul>	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	
<b>Overall Project</b>	<b>20%</b>	<b>1<sup>st</sup> stage</b>

**\*\* 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

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	579,600.00	92,925.02	486,674.98
b. Equipment / facilities	247,000.00	71,222.08	175,777.92
c. Services	236,150.00	123,560.00*	112,590.00
d. General expenses	26,250.00	862.00	25,388.00
e. Others	5,000.00	0	5,000.00
<b>Total</b>	1,094,000.00	288,569.10	805,430.90
<b>Project Income** (if any)</b>			8,485.00
<b>Total Balance</b>			813,915.9

\* As scheduled in the first-half-year milestone, the training for professional staff was conducted in Phase I of the first year. As the supplier requested for payment upon the completion of training in Phase I (August 2010 to February 2011), the College has settled the payment in August and October 2010. And the said amount was covered by the QEGS fund in Phase II of the first year budget

\*\*Fees from complementary courses.