

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No. : 19/QEGS/09-10**
**Reporting Period : From** 09/2010 (month/year) **to** 02/2011 (month/year)

**Part A**
**Project Title** : Web-based Interactive Life Coaching Scheme
**Name of Grantee** : HKU SPACE Po Leung Kuk Community College
**Project Period** : From 09/2010 (month/year) to 08/2012 (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:** Dr Keith Lam
**Name of Grantee:** HKU SPACE Po Leung Kuk  
**Organization:** Community College
**Position of Authorized**
**Person:** College Deputy Principal
**Date:** 21 March 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)
<b>I. Development of "Web-based Life Coaching Centre"</b>		
Early Sept to Early Nov 2010	Liaise with Design Company for the web design - Discuss the concept and layout of the web	N/A
Mid Nov 2010	Trial Run - To test the usability and feasibility of the web-based life coaching centre - To test the personal competency assessment and web-based enquiry system	Students focus group
22 Nov 2010	Launch the "Web-based Life Coaching Scheme"	College Students
<b>II. Promotion Campaign</b> - Use different communication platforms to promote this new service to HPCC students		
<b>a) Promotion Counters:</b>		
11, 15, 18 & 22 Nov 2010 (1230-1400)	- Introduce the "Web-based life Coaching Centre" by using board display at promotion counters - Provide simple version of psychological test at the counter to attract students' attention	College Students
8-9 Dec 2010 (1230-1300)	- Distribute flyers and leaflets to the students to introduce the Web	College Students
19-25 Jan 2011 (1230-1400) & 16-17 Feb 2011 (1130-1300)	- Log- in Promotion: "log-in at once, gift for you at once" - Encourage students to log-in and register to the web-based centre by giving them a small gift.	College Students
8-9 Feb 2011 (1230-1300)	- Distribute flyers and leaflets to the students to introduce the Web	College Students
<b>b) Others:</b>		
8-30 Nov 2010	Photography Competition	College Students
3 Dec 2010	- Invite executive committees of Student Union & Societies to register on the Web to gain "Bonus Credits" - Invite Student Ambassadors and Class Representatives to register on the Web to gain "Bonus Credits"	Executive committees of SU & Societies, Student Ambassadors and Class Representatives

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
Early Dec 2010	Post posters & stickers around the campus	College Students
20 Dec 2010	Promotion trailer for Life Coaching Centre Scheme	College Students
<b>III. Workshops on Further Study &amp; Trainings on Personal Development</b>		
<b>a) Further Study:</b>		
13 Oct 2010 (1730-1900)	"Seminar on local and overseas study opportunities for Sub-degrees students" - Introduce different study opportunities for HPCC students	117 College Students
27 Oct & 3 Nov 2010 (1730-1900)	"Seminar on Non-JUPAS for specific programmes" - Introduce and explain the Non-JUPAS application of different local Universities - Teach students how to write Personal Statement	143 College Students
16 Feb 2011 (1600-1730)	"Workshop on University Interview Skills Training" - Teach students how to prepare for University Admission Interview - Invite Alumni to share their past experience.	50 College Students
<b>b) Personal Development:</b>		
21 Oct 2010 (1730-1900)	Workshop 1: "Life Orientation" - Through life review activities to enhance self-understanding - Help students to map their future in advance by goal setting exercises	12 College Students
26 Nov 2010 (1730-1900)	Workshop 2: "I'm lovin' Life!" Talk Series - Help students to lead a positive life through sharing by an ex-drug abuser	13 College Students
21 Jan 2011 (1800-1930)	Workshop 3: "Enhancement of Positive Belief" - Helps students to understand and manage positive and limiting belief	5 College Students
<b>IV. MBTI Training and Assessment for students</b>		
<b>a) Training for Staff:</b>		
21-22 Sept 2010 (0900-1700)	FIRO-B Assessment Training	2 staff

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4-7 Jan 2011 (0900-1700)	MBTI Assessment Training	2 staff
<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>
<b>b) MBTI Assessment Workshop for students</b>		
19-25 Jan 2011 (1230-1400)	Promotion Counters for MBTI Assessment Workshop	College Students
18 Feb 2011	Promotion Trailer of MBTI Assessment Workshop	College Students
21 Feb 2011	Promotion of "Psychological Decoding Series – MBTI & FIRO-B Assessment"	College Students
26-27 Jan 2011 (1800-2030)	MBTI Assessment Workshop 1 - Provision of MBTI Assessment and individual consultation to students	83 College Students
22-23 Feb 2011 (1430-1700)	MBTI Assessment Workshop 2 - Provision of MBTI assessment and individual consultation to students	16 College Students
28 Feb – 17 Mar 2011 (1030-1230/1500-1700)	Psychological Decoding Series – MBTI & FIRO-B Assessment - Provision of MBTI & FIRO-B Assessment and individual consultation to students	22 College Students
<b>V. Establishment of Cyber Station and Resources Corner</b>		
26 Jan 2011	Opening of Cyber Station and Resources Corner	College Students
21 Feb 2011	Promotion of Cyber Station	College Students
* 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.).		

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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
1. Completion of web design and trial run for the Virtual Life Coaching Centre	100%	-
2. Staff training for assessment tools	100%	-
3. Development of online personal competency assessment and web-based enquiry system	100%	-
4. Conducting workshops on further study	100%	-
5. Conducting trainings on personal development application	100%	-
6. MBTI assessment for personality application	100%	-
7. Provision of individual consultation	100%	-
8. Establishment of cyber station and resources corner	100%	-
<b>Overall Project</b>	<b>25% of overall project</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
Not applicable	

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

<b>Expenditure items</b>	<b>Approved budget (a)</b>	<b>Committed or actual expenditure (b)</b>	<b>Balance [(a)-(b)]</b>
a. Manpower	\$384,300	\$84,000	\$300,300
b. Equipment / facilities	\$95,000	\$54,760	\$40,240
c. Services	\$618,000	\$392,241.6	\$225,758.4
d. General expenses	\$13,700	\$435.7	\$13,264.3
e. Others	\$39,000	\$9,146	\$29,854
<b>Total</b>	<b>\$1,150,000</b>	<b>\$540,583.3</b>	<b>\$609,416.7</b>
<i>Project Income (if any)</i>			<i>\$0</i>
<i>Total Balance</i>			<i>\$609,416.7</i>