

Quality Enhancement Grant Scheme

Progress Report

Project No. : 19/BEG S/09-10

Reporting Period : From 03/2011 (month/year) to 09/2011 (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: 30 Sept 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)
I. Promotion Campaign Use different communication platforms to promote this new service to HPCC students		
Mid of Mar	Promotion message with a special gift given on learner portal	College Students
II. Workshops on Further Studies, Career Development and Personal Development		
a) Further Studies:		
8 Feb 2011	"Admission Talk on non-JUPAS application by Department of Biology and Chemistry, City U"	27 College Students
3 Mar 2011	"Admission Talk on non-JUPAS application by Lingnan University"	13 College Students
9 Sessions (7 Mar – 24 Mar 2011)	"Group Mock University Interview Sessions"	59 College Students
20 May 2011	"Admissions Talk on non-JUPAS application by OUHK"	18 College Students
b) Career Development :		
28 Mar 2011	Recruitment Talk: Watson	88 College Students
11 Apr 2011	Recruitment Talk: Mannings	19 College Students
9 May 2011	Recruitment Talk: VitaGreen	17 College Students
20 May 2011	Recruitment Talk: HK Police Force	25 College Students
24 May 2011	Recruitment Talk: HK Jockey Club	14 College Students
25 May 2011	Recruitment Talk: HK Disneyland	74 College Students
30 May 2011	Talk on "run an electronic business"	15 College Students
23 May 2011	Workshop on Job Application Writing and Job Interview Skills	32 College Students
c) Personal Development:		
10 Mar 2011	"We Plan, We Fly"	45 College Students
11 Mar 2011	"I'm Lovin' Life!" Talk Series – Friday with Leo!	30 College Students
31 Mar 2011	CEO LEAP Workshop 3: Activation of Excellence Performance	5 College Students

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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)
26 & 27 May 11 30 & 31 May 11	"A.C.T.I.O.N Now Leadership Training Camp"	52 College Students
III. MBTI Training and Assessment for students		
a) Training for Staff:		
23-26 Aug 2011	MBTI Assessment Training	2 Staff
b) MBTI & FIRO-B Assessment Workshop for students		
28 Mar – 15 Apr 2011	Provision of MBTI Assessment and individual consultation to students	2 College Students
28 Mar – 15 Apr 2011	Provision of FIRO-B Assessment and individual consultation to students	2 College Students
24 May 2011	MBTI Assessment Workshop Provision of MBTI Assessment and individual consultation to students	43 College Students
24 May 2011	Provision of FIRO-B Assessment and individual consultation to students	43 College Students
25 May 2011	Provision of MBTI Assessment and individual consultation to students	12 College Students
25 May 2011	Provision of FIRO-B Assessment and individual consultation to students	15 College Students
IV. Enhancement of website		
May - Jun 2011	Review the operation and usage of the "Web-based Life Coaching Centre"	Staff and students of focus group
Jul – Aug 2011	<ul style="list-style-type: none"> - Liaise with the Design Company to add some new functions for student use - Will have a trail run of the new functions of the Web in late Sept 	Staff and students of focus group
<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>		

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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. Conduct of workshops on career development	100%	-
2. Provision of FIRO-B assessment and MBTI assessment for career application	100%	-
3. Completion of intermediate evaluation	100%	-
4. Enhancement of website	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.

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
NIL	

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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	384,300	176,434	207,866
b. Equipment / facilities	95,000	101,346	-6,346
c. Services	618,000	543,792	74,208
d. General expenses	13,700	527	13,173
e. Others	39,000	11,296	27,704
Total	1,150,000	833,394	316,606
Project Income (if any)			0
Total Balance			316,606