

Quality Enhancement Grant Scheme

Progress Report
Project No. : 17/qegs/09-10

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

Part A

 Project Title : Student Career Support and Planning Service (CSPS): Pilot Scheme in New Campus

 Name of Grantee : HKCT Group Limited

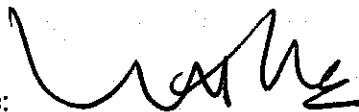
 Project Period : From September 2010 (month/year) to August 2012 (month/year)

Part B

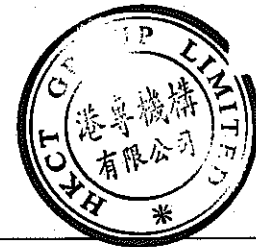
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: Chan Cheuk Hay

 Name of Grantee: HKCT Group Limited

Organization:

 Position of Authorized Person: Director / President &
Principal

 Date: 30/03/2011

* 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)
<p>A. Career Talk: 04/11/2010 12:45-14:00 Canteen, Ma On Shan Campus.</p>	<p>“Career path of Dr. Chan” Dr. Chan Cheuk Hay(President & Principal of HKCT) shared his views with students on career development and decision. <i>Remarks:</i> 1) Please refer to Appendix I for Career Talk materials. 2) Two more Career Talk will be planned and held on March and May 2011.</p>	<p>59 Higher Diploma (HD) & Associate Degree (AD) students.</p>
<p>B. Workshops: 1) Presentation skills (Class A session 1) 19/11/2010 14:00-16:00 Room 302, Ma On Shan Campus.</p>	<p>Topic: 『演講有難度』 - 演說技巧訓練工作坊(A) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on presentation design, information gathering techniques, dressing, non-verbal communication, and voice tones. <i>Please refer to Appendix II for more details.</i></p>	<p>27 HD in Marketing Yr.3 students.</p>
<p>2) Presentation skill (Class A session 2) 26/11/2010 14:00-16:00 Room 302, Ma On Shan Campus.</p>	<p>Topic: 『演講有難度』 - 演說技巧訓練工作坊(A) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on presentation design, information gathering techniques, dressing, non-verbal communication, and voice tones. <i>Please refer to Appendix II for more details.</i></p>	<p>27 HD in Marketing Yr.3 students.</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.).

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)
3) Presentation skill (Class B session 1) 19/11/2010 16:00-18:00 Room 301, Ma On Shan Campus.	Topic: 『演講有難度』 - 演說技巧訓練工作坊(B) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on presentation design, information gathering techniques, dressing, non-verbal communication, and voice tones. <i>Please refer to Appendix II for more details.</i>	28 HD in Finance Yr.3 students.
4) Presentation skill (Class B session 2) 26/11/2010 16:00-18:00 Room 301, Ma On Shan Campus.	Topic: 『演講有難度』 - 演說技巧訓練工作坊(B) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on presentation design, information gathering techniques, dressing, non-verbal communication, and voice tones. <i>Please refer to Appendix II for more details.</i>	28 HD in Finance Yr.3 students.
5) Self understanding in career (Class A session 1) 24/11/2010 17:00-18:30 Room 304, Ma On Shan Campus.	Topic: 『職業自我探索』 工作坊(A) Self understanding workshop for junior class and held by project officers. Topic focused on the importance of self understanding related to career choice. <i>Please refer to Appendix II for more details.</i>	33 HD in Business Yr.1 students.

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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)
6) Self understanding in career (Class A session 2) 01/12/2010 17:00-18:30 Room 304, Ma On Shan Campus.	Topic: 『職業自我探索』工作坊(A) Self understanding workshop for senior class and held by project officers. Topic focused on the importance of self understanding related to career choice. <i>Please refer to Appendix II for more details.</i>	31 HD in Business Yr.1 students.
7) Self understanding in career (Class B session 1) 29/11/2010 13:30-15:00 Room 404, Ma On Shan Campus.	Topic: 『職業自我探索』工作坊(B) Self understanding workshop for junior class and held by project officers. Topic focused on the importance of self understanding related to career choice. <i>Please refer to Appendix II for more details.</i>	39 HD in Business Yr.2 students.
8) Self understanding in career (Class B session 2) 06/12/2010 13:30-15:00 Room 404, Ma On Shan Campus.	Topic: 『職業自我探索』工作坊(B) Self understanding workshop for senior class and held by project officers. Topic focused on the importance of self understanding related to career choice. <i>Please refer to Appendix II for more details.</i>	29 HD in Business Yr.2 students.

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1. Project activities held/completed during the reporting period

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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)
9) Resume writing (Class A session 1) 10/12/2010 14:00-16:00 Room 302, Ma On Shan Campus.	Topic: 『求職大整履』求職信及履歷表工作坊(A) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on resume writing skills and general mistakes in resume writing. <i>Please refer to Appendix II for more details.</i>	25 HD in Marketing Yr.3 students.
10) Resume writing (Class A session 2) 17/12/2010 14:00-16:00 Room 302, Ma On Shan Campus.	Topic: 『求職大整履』求職信及履歷表工作坊(A) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on resume writing skills and general mistakes in resume writing. <i>Please refer to Appendix II for more details.</i>	30 HD in Marketing Yr.3 students.
11) Resume writing (Class B session 1) 10/12/2010 16:00-17:00 Room 301, Ma On Shan Campus.	Topic: 『求職大整履』求職信及履歷表工作坊(B) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on resume writing skills and general mistakes in resume writing. <i>Please refer to Appendix II for more details.</i>	23 HD in Finance Yr.3 students.
12) Resume writing (Class B session 2) 17/12/2010 16:00-18:00 Room 301, Ma On Shan Campus.	Topic: 『求職大整履』求職信及履歷表工作坊(B) Job related skills enhancement workshop for senior class and held by project officers. Topic focused on resume writing skills and general mistakes in resume writing. <i>Please refer to Appendix II for more details.</i>	28 HD in Finance Yr.3 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.).

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)
<p>D. Career seminar</p> <p>10/12/2010 17:00-18:00 Room 301 and 302, Ma On Shan Campus.</p>	<p>Prudential Assurance Co. Ltd.:</p> <p>Activities included a seminar, company visit and internship program tailor-made for marketing and finance students. Students could know more about the career prospect in financial setting company, duties of financial planner, consultant, and other related disciplines.</p>	<p>50 HD in Marketing and Finance Yr. 3 students.</p>
<p>E. Company visit</p> <p>18/02/2011 15:00-17:00 12/F, Prudential Tower, Harbour City.</p>	<p><i>Remarks:</i></p> <p>1) <i>Please refer to Appendix IV for more details.</i></p> <p>2) <i>Internship programs has not completed in reporting period, and it will be presented in the next progress report.</i></p>	<p>27 HD in Marketing and Finance Yr. 3 students.</p>
<p>F. Internship</p> <p>23/02/2011-27/03/2011</p>		<p>First session: 23 HD in Marketing and Finance Yr. 3 students.</p>

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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)
<p>G. Others:</p> <p>1) 2010/2011 Policy Address Shatin District Forum 21/10/2010 18:30-20:00 Lek Yuen Community Hall, Lek Yuen Estate, Shatin.</p> <p>2) Boao Youth Forum (Hong Kong) 26/11/2010 14:15-18:30 Hall 3G, Hong Kong Convention and Exhibition Centre, Wanchai.</p>	<p>The forum was organized by Home Affairs Department. It was a good opportunity for student development as well as policy advocacy for youth generation. Our students shared their point of views on the social welfare section of the Policy Address.</p> <p><i>Remark:</i> <i>Please refer to appendix v for more details.</i></p> <p>The forum was organized by The Youth Elites Association and Boao Forum For Asia. Local and international speakers were invited to share their insights on three key topics including: Sustainable Development –</p> <ol style="list-style-type: none"> 1) The Green Recovery of Asia; 2) The Culture Industry and Economic Development; 3) Post-crisis Asian Financial Markets. 	<p>7 AD in social work Yr.1 & Yr.2 students.</p> <p>18 HD and AD students.</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.).

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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
<ul style="list-style-type: none"> ➤ Development of network with employers, organizations & human resources consultancy firms / human resources databases. 	100%	Please refer appendix vi
<ul style="list-style-type: none"> ➤ Planning of workshops for different courses. <i>Please refer appendix for workshops year plan.</i> 	100%	Please refer appendix vii
<ul style="list-style-type: none"> ➤ Collection of information on further studies & employment for different subjects. <i>Collection has been placed in our service counter for student reference.</i> 	100%	Please refer appendix viii (simple on Business)
<ul style="list-style-type: none"> ➤ Establishment of electronic platforms. <i>Electronic platforms including:</i> <ol style="list-style-type: none"> 1) School blackboard 2) Email: csps@hkct.edu.hk 3) Facebook account and web page http://www.facebook.com/hkctcsps 4) Project web site – will be completed and online on April 5) SMS 	100%	Please refer appendix ix for project web site test pages
<ul style="list-style-type: none"> ➤ Implementation of the first round of career planning talk, employment workshops, career seminars and related activities. 	100%	Please refer appendix x for project summary (the first six month)
Overall Project	25%	Please refer appendix x

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

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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
No project variation in first mid-term period.	

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	1,327,128.00	296,470.65	1,030,657.40
b. Equipment / facilities	30,000.00	19,255.00	10,745.00
c. Services	315,836.00	50,113.00	265,723.00
d. General expenses	177,000.00	27,163.00	149,837.00
e. Others	72,952.00	/	72,952.00
Total	1,923,000.00	393,001.65	
Project Income (if any)			/
Total Balance			1,529,914.40