

Quality Enhancement Grant Scheme

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

 Project Period : From March 2011 (month/year) to August 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: DR. Chan Cheuk Hay

 Name of Grantee: HKCT Group Limited

Organization: _____

 Position of Authorized Person: Director / President & Principal

 Date: 7 / 10 / 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)
A. Career Talks: 1) 04/03/2011 09:00-11:00 Room 301, Ma On Shan Campus. 2) 09/03/2011 17:00-18:00 Room 304, Ma On Shan Campus. 3) 10/03/2011 17:00-18:00 Room 501, Ma On Shan Campus. 4) 11/03/2011 12:00-13:00 Room 503, Ma On Shan Campus. 5) 29/03/2011 12:00-13:00 1/F, Lecture theatre, Ma On Shan Campus. 6) 14/06/2011 15:00-16:30 Room 304, Ma On Shan Campus.	Topic: 『如何建立個人生涯歷程檔案 Portfolio』 (A) The Talk focused on illustrating examples of formal portfolio and its relationship with students' career planning. Topic: 『如何建立個人生涯歷程檔案 Portfolio』 (B) The Talk focused on illustrating examples of formal portfolio and its relationship with students' career planning. Topic: 『如何建立個人生涯歷程檔案 Portfolio』 (C) The Talk focused on illustrating examples of formal portfolio and its relationship with students' career planning. Topic: 『如何建立個人生涯歷程檔案 Portfolio』 (D) The Talk focused on illustrating examples of formal portfolio and its relationship with students' career planning. Topic: 『王貽興作家分享會』 Mr. Wong Yee Hing, a famous writer, shared his views with students on career development and decision. Topic: 『職涯規劃講座』 The Talk was held by Project Officers & focused on steps in career planning. It aimed at helping students develop & formulate their own career goal.	24 Higher Diploma (HD) students. 39 Higher Diploma (HD) students. 34 Higher Diploma (HD) students. 35 Higher Diploma (HD) students. 38 Higher Diploma (HD) & Associate Degree (AD) students. 24 Higher Diploma (HD) 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)
7) 16/06/2011 16:00-17:30 Room 403, Ma On Shan Campus.	Topic: 『職涯規劃講座』 The Talk was held by Project Officers & focused on steps in career planning. It aimed at helping students develop & formulate their own career goal.	27 Higher Diploma (HD) students.
8) 31/08/2011 14:30-16:30 Room 401, Ma On Shan Campus.	Topic: 『職涯規劃講座』 - 義務工作的價值 Miss Ellen Wong 王愛倫 (Miss Hong Kong in 1985) from Wai Yin Association shared her voluntary working experiences and its relationship with career planning and development.	23 Higher Diploma (HD) & Associate Degree (AD) students.
B. Workshops:		
1) Self understanding In career 15/03/2011 18:30-20:30 Room 403, Ma On Shan Campus.	Topic: 『職志透視』 The workshop targeted students from junior classes to enhance their self-understanding & emphasize its importance in career decision.	35 Higher Diploma (HD) students.
2) Self understanding in career 15/08/2011 14:30-17:30 Room 401, Ma On Shan Campus.	Topic: 『個人心理與氣質面向』工作坊 The workshop targeted students from senior classes. Personality Dimensions® assessment was adopted in the workshop which enhanced students' self-understanding especially on their temperament as well as that of others. Better communication skills were also equipped which would be useful in dealing with others in their future career life.	20 Higher Diploma (HD) students.
3) Resume writing 16/03/2011 17:00-18:00 Room 304, Ma On Shan Campus.	Topic: 『求職大整"履"』 (A) The enhancement workshop was held for students from senior class and focused on resume written skills and common mistakes.	38 Higher Diploma (HD) 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)
4) Resume writing 17/03/2011 17:00-18:00 Room 501, Ma On Shan Campus.	Topic: 『求職大整“履”』 (B) The enhancement workshop was held for students from senior class and focused on resume written skills and common mistakes.	37 Higher Diploma (HD) students.
5) Resume writing 18/03/2011 12:00-13:00 Room 503, Ma On Shan Campus.	Topic: 『求職大整“履”』 (C) The enhancement workshop was held for students from senior class and focused on resume written skills and common mistakes.	33 Higher Diploma (HD) students.
6) Resume writing 14/06/2011 14:00-17:00 Room 403, Ma On Shan Campus.	Topic: 『求職大整“履”』 (D) The enhancement workshop was held for students from senior class and focused on resume written skills and common mistakes.	10 Associate Degree (AD) students.
7) Interviewing skills 01/04/2011 09:00-11:00 Room 301, Ma On Shan Campus.	Topic: 『求職面試技巧工作坊』 (A) The workshop aimed at preparing students for job interviews and polishing their skills in presentation. Steps for preparation and follow-up were also emphasized.	25 Higher Diploma (HD) students.
8) Interviewing skills 01/04/2011 11:00-14:00 Room 302, Ma On Shan Campus.	Topic: 『求職面試技巧工作坊』 (B) The workshop aimed at preparing students for job interviews and polishing their skills in presentation. Steps for preparation and follow-up were also emphasized.	14 Higher Diploma (HD) 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)
9) Interviewing skills 08/04/2011 09:00-11:00 Room 301, Ma On Shan Campus.	Topic: 『求職面試技巧工作坊』(C) The workshop aimed at preparing students for job interviews and polishing their skills in presentation. Steps for preparation and follow-up were also emphasized.	24 Higher Diploma (HD) students.
10) Interviewing skills 04/04/2011 11:00-13:00 Room 207, Ma On Shan Campus.	Topic: 『設計行業求職工作坊』 This workshop was tailor-made to 'Art & Design' students. Guest speaker, Miss Angel Tsui, a graphic designer, had been invited to conduct the workshop so as to let students grasp the requirement of the industry and polish their interviewing skills.	9 Higher Diploma (HD) students.
11) Mock interview 11/04/2011 18:30-20:30 Room 501, Ma On Shan Campus.	Topic: 『神奇的見工魔法』 Miss Clarissa Leung, HR Manager of Shun Tak Holdings Limited, had been invited as guest trainer to help student enhance their understanding on knowledge and skills in job interviews.	20 Higher Diploma (HD) students.
12) Mock interview 18/04/2011 19:30-21:30 Room 301, Ma On Shan Campus.	Topic: 『見工魔法室』 Miss May Tong from ExcelNet Total HR Solutions had been invited as guest trainer to help student enhance their understanding on knowledge and skills in job interviews. Mock interviews had been conducted and students could learn from practice & mistakes.	5 Higher Diploma (HD) students.
13) Time management 18/03/2011 09:00-11:00 Room 301, Ma On Shan Campus.	Topic: 『有效的時間管理』 - 學習與工作 The workshop focused on importance of time management. Strategies and skills had been taught to help student enhance their capacity.	22 Higher Diploma (HD) 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)
14) Stress management 29/04/2011 11:00-13:00 Room 302, Ma On Shan Campus.	Topic: 『無壓達人』減壓技巧工作坊 The workshop aimed at increasing students' understanding of pressure and ways of coping.	23 Higher Diploma (HD) students.
15) Self image 03/05/2011 12:45-14:00 1/F Lecture theatre, Ma On Shan Campus.	Topic: 『職業嘉年華』職場形象學工作坊 Guest speaker from Wai Yin Association, Miss May Lam and Livia Tang, had been invited to share with students on dressing, make-up, and importance of personal image in workplace environment.	57 Higher Diploma (HD) & Associate Degree (AD) students.
16) Table manner 01/08/2011 14:30-18:00 Catering Training Centre, Ma On Shan Campus.	Topic: 『華麗(商務)餐桌禮儀』 Mr. Alan Tsin (CEO of Star Production Limited) had been invited as guest trainer. Knowledge on table-manner, business lunch and dinner dressing, make-up, personal image and proper behavior in a business gathering had been introduced.	16 Higher Diploma (HD) & Associate Degree (AD) students.
17) Working skills 24/08/2011 16:00-21:00 Room 307, Ma On Shan Campus.	Topic: Social Marketing – Skills & Techniques Workshop I Mr. Stephen Wong (CEO of Social Media Broadcast Limited) had been invited as guest trainer. The workshop was tailor-made to Marketing students and focused on the development of social marketing industry, social marketing core working knowledge, skills, techniques and workplace environment.	20 Higher Diploma (HD) 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)
<p>C. Career Camp: 29/08/2011 09:00-21:00 Po Leung Kuk Pak Tam Chung Holiday Camp</p>	<p>Topic: 『自我探索營』 Experiential learning approach was adopted in the camp to let students explore, taste, and understand the sense-making process of active engagement between the inner world of the person and the outer world of the environment. Students acquired valuable reflection through debriefing session with the help of trainers and project officers after the experiential activities. They were encouraged to transform the experience to career concepts and apply to the real life.</p>	<p>16 Higher Diploma (HD) students.</p>
<p>D. Career seminars: 1) 03/03/2011 19:30-21:00 Room 401, Ma On Shan Campus.</p>	<p>Topic: 會計行業講座 The Seminar was tailor-made for Accounting and Accounting with Banking students. Miss Amy Leung (Principal of BDO Limited) had been invited as guest speaker. After the workshop, students knew more about the career prospect in accounting company, duties, daily workflow, auditing work etc.</p>	<p>41 Higher Diploma (HD) students.</p>
<p>2) 04/03/2011 13:00-14:00 1/F Lecture theatre, Ma On Shan Campus.</p>	<p>Topic: 市場學(E-Advertising)行業講座 The Seminar was tailor-made for Marketing students. Mr. Stephen Wong (CEO of Social Media Broadcast Limited) had been invited as guest speaker. Students knew more about the development of e-advertising in Hong Kong and the job details about e-advertising and the working prospects in that field.</p>	<p>23 Higher Diploma (HD) students.</p>

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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) 18/04/2011 18:00-19:30 1/F Lecture theatre, Ma On Shan Campus.	Topic: 商貿行業講座 The Seminar was tailor-made for Marketing and Finance students from junior classes. Mr. Kason Fok (Assistant Associate Director of Convoy Financial Services Limited) had been invited as guest speaker to let students know more about the development of "business-related" industries in H.K.	28 Higher Diploma (HD) students.
4) 27/04/2011 18:30-20:00 1/F Lecture theatre, Ma On Shan Campus.	Topic: 『打機不再是夢』電腦遊戲行業講座 The Seminar was tailor-made for Computing students. Mr. Dennis Lai had been invited as guest speaker. Students knew more about the development of software design of computer games and related industries in Hong Kong.	37 Higher Diploma (HD) students.
5) 04/05/2011 15:00-16:00 1/F Canteen, Ma On Shan Campus.	Topic: 『職業嘉年華』渣打銀行行業講座及招聘 The Seminar was tailor-made for Accounting, Finance, and Marketing students. Mr. Chan, Head of HR of Chiyu Banking Corporation Limited, had been invited as guest speaker. Students knew more about the development of banking company in Hong Kong and had interview afterwards.	28 Higher Diploma (HD) students.
6) 05/05/2011 15:00-16:00 1/F Canteen, Ma On Shan Campus.	Topic: 『職業嘉年華』集友銀行行業講座及招聘 The Seminar was tailor-made for Accounting, Finance, and Marketing students. Mr. Chan (Head of HR) had been invited as guest speaker. Students knew more about the development of banking company in Hong Kong and had interview afterwards.	16 Higher Diploma (HD) 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)
7) 06/05/2011 15:00-16:00 1/F Canteen, Ma On Shan Campus.	Topic: 『職業嘉年華』班利仕稅務顧問事務所有限公司 行業講座 The Seminar was tailor-made for accounting students. Students knew more about the development of accounting company in Hong Kong and had interview afterwards.	20 Higher Diploma (HD) students.
8) 25/06/2011 13:00-16:00 Convoy Financial Services Limited, Central.	Topic: 財務行業講座 The Seminar was tailor-made for Marketing and Finance students. Mr. Kason Fok (Assistant Associate Director of Convoy Financial Services Limited) had been invited as guest speaker. Students knew more about the development of finance and related industries in Hong Kong.	15 Higher Diploma (HD) students.
E. Company visits:		
1) 21/03/2011 10:30-12:00 Edwin Eddie Tommy Advertising Limited, Causeway Bay.	Topic: 公司參觀及行業講解 – 設計行業 The visit was organized for Art and Design students in order to increase their understanding on the workplace environment, job positions and daily workflow in art and design industry.	12 Higher Diploma (HD) students.
2) 25/03/2011 10:00-12:00 Edwin Eddie Tommy Advertising Limited, Causeway Bay.	Topic: 公司參觀及行業講解 – 市場行業(A) The visit was organized for marketing students in order to increase their understanding on the workplace environment, job positions and daily workflow in marketing industry.	14 Higher Diploma (HD) students.

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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) 25/03/2011 13:00-15:00 Edwin Eddie Tommy Advertising Limited, Causeway Bay.	Topic: 公司參觀及行業講解 – 市場行業(B) The visit was organized for marketing students in order to increase their understanding on the workplace environment, job positions and daily workflow in marketing industry.	19 Higher Diploma (HD) students.
4) 25/06/2011 16:00-18:00 Convoy Financial Services Limited, Central.	Topic: 公司參觀及行業講解 – 財務行業 The visit was organized for finance and marketing students from junior classes in order to increase their understanding on the workplace environment, job positions and daily workflow in finance industry.	15 Higher Diploma (HD) students.
F. Internships/Placements:		
1) 23/02-27/03/2011	Topic: 英國保誠工作實習 The Internship Program consisted of 3 training sessions and 1 training camp. Topics on work disciplines, inter-personal communication skills, presentation skills, selling techniques and other related workplace learning were foci.	23 Higher Diploma (HD) students.
2) 20/06-17/08/2011	Topic: 班利仕稅務顧問事務所有限公司暑期工作 A two-month summer working placement was arranged for accounting student to let student gain experience from work-based learning.	1 Higher Diploma (HD) students.
3) 05/07-02/08/2011	Topic: 康宏理財服務有限公司工作實習 The Internship Program consisted of 3 training sessions and 1 training camp. Topics on work disciplines, inter-personal communication skills, presentation skills, selling techniques and other related workplace learning were foci.	17 Higher Diploma (HD) 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)
4) 01/07-31/08/2011	<p>Topic: AIA 暑期工作實習</p> <p>A -two-month summer working placement was arranged for finance students to let student gain experience from work-based learning.</p>	3 Higher Diploma (HD) students.
5) 01/07-31/08//2011	<p>Topic: ING 暑期工作實習</p> <p>A -two-month summer working placement was arranged for finance students to let student gain experience from work-based learning.</p>	3 Higher Diploma (HD) students.
G. Job-related Social Services:		
1) 21/03-31/03/2011	<p>Topic: 紅十字會日本地震捐款熱線服務</p> <p>The service opportunity was offered by HK Red Cross. It included one training session and two weeks' telephone hotline service. Students from different academic programmes had been involved. They gained work experience in call-centre & their communication skills were polished through the service.</p>	35 Higher Diploma (HD) & Associate Degree (AD) students.
2) 03/06-11/06/2011	<p>Topic: 慧妍雅集慈善餐舞會 2011</p> <p>The service opportunity was offered by Wai Yin Association. It included two training sessions and one night charity ball service. Students could use the knowledge and skills learnt from the College to serve the guests during the event.</p>	10 Higher Diploma (HD) students.
3) 09/08-10/08/2011	<p>Topic: 『愛心晚餐』基督教關懷無家者協會服務</p> <p>The Service was co-operated with Christian Concern for The Homeless Association. Hospitality and Tourism students had been involved. Students could use the knowledge and skills learnt from the College to prepare a buffet dinner & serve the clients during the event and let them understand more about the marginal group in the community.</p>	8 Higher Diploma (HD) students.

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)
4) 11/08-13/08/2011	<p>Topic: 長者手機及電腦學習班</p> <p>The Service programme was co-operated with 樂善堂尹立強敬老康樂中心 and computing students had been involved. Students could use the knowledge and skills learnt from the College to teach the elderly to use computer during the event.</p>	9 Higher Diploma (HD) students.
H. Others:		
1) Student Further Study Talk 07/03/2011 19:00-20:30 1/F Lecture theatre, Ma On Shan Campus.	<p>Topic: 『升學寶鑑』 - 本地及海外升學講座</p> <p>Talk was conducted for students who were interested in further study. Local and oversea information were provided for their planning on further study.</p>	11 Higher Diploma (HD) students.
2) Graduate Student Workshop 29/04/2011 19:00-22:00 1/F Lecture theatre, Ma On Shan Campus.	<p>Topic: NLP 職場溝通大法</p> <p>The NLP workshop was held for graduate students. Mr. Chan (a professional social worker and NLP Practitioner) was invited as guest trainer. Through the training, students learnt more about the concept of NLP & its application in inter-personal communication in workplace.</p>	16 Higher Diploma (HD) & Associate Degree (AD) students.

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Quality Enhancement Grant Scheme

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"> ➤ Completion of the first round of career planning talk, employment workshops, career seminars and related activities. 	100%	Please refer to appendices for service statistic report.
<ul style="list-style-type: none"> ➤ Evaluation, refinement & modification of plans & service content in the first round of operation. 	100%	Please refer to appendices for service evaluation report.
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.		

Quality Enhancement Grant Scheme

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 the second 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	633,263.40	693,864.60
b. Equipment / facilities	30,000.00	29,035.00	965.00
c. Services	315,836.00	128,528.10	187,307.90
d. General expenses	177,000.00	142,218.10	34,781.90
e. Others	72,952.00	/	72,952.00
Total	1,923,000.00	933,044.60	
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			989,871.40