

# Quality Enhancement Grant Scheme

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

 Project Period : From September 2011 (month/year) to February 2012 (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: 26/4/2012

\* 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) 19/09/2011 11:00-11:30 Room 505, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (A) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	26 Higher Diploma (HD) students.
2) 19/09/2011 15:45-16:15 Room 203, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (B) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	20 Higher Diploma (HD) students.
3) 20/09/2011 11:00-11:30 Room 203, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (C) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	28 Higher Diploma (HD) students.
4) 20/09/2011 17:00-17:30 Room 407, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (D) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	7 Higher Diploma (HD) students.
5) 21/09/2011 09:00-09:30 Room 301, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (E) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	22 Higher Diploma (HD) students.
6) 23/09/2011 13:00-13:30 Room 301, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (F) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	35 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) 27/09/2011 11:00-11:45 Room 103, Ma On Shan Campus.	Topic: 『職涯規劃講座』(G) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	84 Higher Diploma (HD) students.
8) 28/09/2011 10:00-10:45 Room 501, Ma On Shan Campus.	Topic: 『職涯規劃講座』(H) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	46 Higher Diploma (HD) students.
9) 28/09/2011 11:00-11:45 Room 503, Ma On Shan Campus.	Topic: 『職涯規劃講座』(I) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	35 Higher Diploma (HD) students.
10) 30/09/2011 16:00-17:00 Room 503, Ma On Shan Campus.	Topic: 『職涯規劃講座』(J) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	31 Higher Diploma (HD) students.
11) 04/10/2011 11:15-12:00 Room 503, Ma On Shan Campus.	Topic: 『職涯規劃講座』(K) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	27 Higher Diploma (HD) students.
12) 06/10/2011 11:15-11:45 Room 407, Ma On Shan Campus.	Topic: 『職涯規劃講座』(L) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	10 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)
13) 12/10/2011 11:00-11:30 Room 505, Ma On Shan Campus.	Topic: 『職涯規劃講座』 (M) The talk was held by Project Officers and focused on steps in career planning. It aimed at helping students develop and formulate their own career goal.	23 Higher Diploma (HD) students.
14) 22/02/2012 15:30-17:00 Room 502, Ma On Shan Campus.	Topic: 『如何建立個人生涯歷程檔案 Portfolio』 The talk was held by Project Officers and focused on illustrating examples of formal portfolio and its relationship with students' career planning.	30 Higher Diploma (HD) students.
<b>B. Workshops:</b>		
1) Time management 25/10/2011 13:00-15:00 Room 304, Ma On Shan Campus.	Topic: 『有效的時間管理』 - 學習與工作 The workshop was held by Project Officers and focused on importance of time management. Strategies and skills had been taught to help students enhance their capacity.	35 Higher Diploma (HD) students.
2) Problem solving 15/11/2011 13:00-15:00 Room 304, Ma On Shan Campus.	Topic: 『跳出困局』 解決問題技巧訓練 The workshop was held by Project Officers and focused on problem solving skills. Strategies and skills had been taught to help students enhance their abilities to cope with problems.	25 Higher Diploma (HD) students.
3) Career choice 01/12/2011 16:15-18:00 Room 501, Ma On Shan Campus.	Topic: 『選行擇業』 - 職業、事業與志業 The workshop was held by Project Officers and focused on career decision making. Strategies and skills had been taught to help students to make a right choice in career decision.	34 Associate Degree (AD) 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) Resume writing 13/12/2011 13:00-14:00 Room 503, Ma On Shan Campus.	Topic: 『求職大整”履”』 (A) The enhancement workshop was held by Project Officers for students from senior class and focused on resume writing skills and common mistakes.	28 Higher Diploma (HD) students.
5) Resume writing 19/12/2011 11:00-12:00 Room 402, Ma On Shan Campus.	Topic: 『求職大整”履”』 (B) The enhancement workshop was held by Project Officers for students from senior class and focused on resume writing skills and common mistakes.	20 Higher Diploma (HD) students.
6) Resume writing 21/02/2012 14:15-16:00 Room 403, Ma On Shan Campus.	Topic: 『求職大整”履”』 (C) The enhancement workshop was held by Project Officers for students from senior class and focused on resume writing skills and common mistakes.	6 Higher Diploma (HD) students.
7) Self understanding in career 20/02/2012 10:30-11:00 Room 304, Ma On Shan Campus.	Topic: 『職志透視』 (A) The workshop was held by Project Officers and targeted on students from junior classes to enhance their self-understanding emphasizing its importance in career decision.	31 Higher Diploma (HD) students.
8) Self understanding in career 23/02/2012 10:30-11:00 Room 304, Ma On Shan Campus.	Topic: 『職志透視』 (B) The workshop was held by Project Officers and targeted on students from junior classes to enhance their self-understanding emphasizing its importance in career decision.	18 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)
<b>C. Career Camp:</b> 07/12/2011 09:30-18:30 Scout Association of Hong Kong Gilwell Campsite	Topic: 『自我探索營』 Experiential learning approach was adopted in the training 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.	24 Higher Diploma (HD) students.
<b>D. Career seminars:</b> 1) 27/10/2011 15:00-17:00 Edwin Eddie Tommy Advertising Ltd. Causeway Bay	Topic: 行業講解 – 設計行業 The Seminar was tailor-made for Art & Design students. Mr. Eddie Cheung (Director) was invited as guest speaker. After the seminar, students knew more about the career prospect in art and design firms, duties, daily workflow, etc.	18 Higher Diploma (HD) students.
<b>E. Company visits:</b> 1) 27/10/2011 17:00-17:45 Edwin Eddie Tommy Advertising Ltd. Causeway Bay  2) 23/11/2011 2:30-16:00 H.K. Exchanges and Clearing Limited Central	Topic: 公司參觀 – 設計行業 The visit was organized for Art and Design students in order to increase their understanding of the workplace environment, job positions and daily workflow in art and design industry.  Topic: 機構參觀 – 香港交易所 The visit was organized for Finance students in order to increase their understanding of the history of Hong Kong's exchanges and the securities clearing house and the development of Hong Kong's financial markets.	18 Higher Diploma (HD) students.  18 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>F. Internships/Placements:</p> <p>1) 03/11 – 22/12/2011</p>	<p>Topic: 康宏理財服務有限公司工作實習</p> <p>The internship program was tailor-made for Finance students and lasted for 8 weeks (one whole day per week). Topics on work disciplines, inter-personal communication skills, presentation skills, selling techniques and other related workplace learning were the foci.</p>	<p>9 Higher Diploma (HD) students.</p>

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# Quality Enhancement Grant Scheme

1. 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"> <li>➤ Implementation of the second round of career planning talk, employment workshops, career seminars and related activities</li> </ul>	100%	Please refer to appendices for service statistic report.
<b>Overall Project</b>	<b>75%</b>	
<p><b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b></p>		



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2. 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.	

3. 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	979,007.40	348,120.60
b. Equipment / facilities	30,000.00	29,035.00	965.00
c. Services	315,836.00	147,298.10	168,537.90
d. General expenses	177,000.00	174,639.70	2,360.30
e. Others	72,952.00	/	72,952.00
<b>Total</b>	<b>1,923,000.00</b>	<b>1,329,980.20</b>	
<b>Project Income (if any)</b>			/
<b>Total Balance</b>			<b>593,019.80</b>