

Quality Enhancement Grant Scheme

Progress Report	Project No. :
------------------------	----------------------

Reporting Period : From October 2011 (month/year) to April 2012 (month/year)

Part A

Project Title : Establishment of Counselling and Career Guidance Centre

Name of Grantee : Hong Kong Institute of Technology

Project Period : From October 2011 (month/year) to April 2013 (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: _____



Organisation Chop: _____



Name of Authorised Person: Dr. Eric Lau

Name of Grantee Hong Kong Institute of
Or ganisation: Technology

Position of Authorised

Person: Vice President

Date: 31 May 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)
20 Jan 2012 15:30 – 17:30 CSW campus	Pokka Café Career Talk To introduce the prospective of career development in catering industry and job opportunities in Pokka Café. Also an on-site recruitment talk for both part time and full time job was held after the career talk.	8 students
27 Feb 2012 13:30 – 15:30 CSW campus	Positive Psychology Workshop The workshop introduced the concepts of positive psychology to enhance students' well-being and increase their levels of happiness. Also, learning skills was introduced to improve students' learning effectiveness and message to prevent suicide was disseminated.	79 students
29 Mar 2012 17:30 – 19:00 CSW campus	Volunteer Training Workshop To learn the volunteer work technique and understand the social needs.	20 students
31 Mar 2012 14:00 – 18:00 Sai Kung and Tseung Kwan O	「我係義工・送米助人」 Rice-Giving to old-age who live alone was held for our students. Through the participation in this activity, students develop their sense of caring for old-age and enable students to contribute their efforts to the society.	20 students
16 April 2012 BP campus Room B1	Opening of Counselling and Career Guidance Center Counselling and career guidance services are provided to HKIT students by the social worker and career advisor. Services included personal counselling, academic counselling, crisis intervention, and career guidance. Opening Hours are every Monday, Tuesday, Thursday and Friday, from 10am – 1pm and 2pm – 5:30pm. In the center, job vacancies information, users manual, leaflet and career kit are provided.	All HKIT student

Quality Enhancement Grant Scheme

23 April 2012	<p>Invitation of prospective employers and external participants</p> <p>An invitation letter to the potential employer has been sent out. Job vacancies include part time job, full time job, summer job and internship are welcomed.</p>	N/A
27 April 2012	<p>Production of Career Guidance Kit</p> <p>The book is edited by the HKIT staff. This is a booklet to help students to set their career goals and to identify their career interests. The kit is available in both Chinese and English version to cater for student diversities.</p>	All HKIT student
30 April 2012	<p>Launch of the electronic system</p> <p>The first electronic system is to install three computers in the centre. The three computers have been purchased and necessary career resource information have been installed to the computer. The computers are ready for use.</p> <p>The second electronic system is a website for this service. The website was constructed by web-designer company (Natural Design). Activities and Job Vacancies will be posted.</p>	N/A
<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>		

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
Setup of the Counselling and Career Guidance Center	100%	
Invitation of prospective employers and external participants	100%	
Launch of the electronic system	100%	
Conduct of project review	100%	
Production of career guidance kit	100%	
Overall Project	36%	

** 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

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	\$1,020,510	\$327,083.28	\$693,426.72
b. Equipment / facilities	\$39,200	\$36,850	\$2,350
c. Services	\$18,000	\$7,513	\$10,487
d. General expenses	\$57,000	\$16,189.90	\$40,810.10
e. Others	\$82,290	\$140	\$82,150
Total	\$1,217,000	\$387,776.18	\$829,223.82
Project Income (if any)			-
Total Balance			\$829,223.82