

Quality Enhancement Grant Scheme

Progress Report

Project No. :

Reporting Period : From May 2012 (month/year) to October 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
Organisation: Technology

Position of Authorised

Person: Vice President

Date: 27 November 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)
11 May 2012 14:30 – 15:30 BP campus	<p>CV Workshop</p> <p>To introduce the technique and skills to students for writing a good CV for vacancies application. Formats and examples of good CV and application letters were also presented. Students could practice their CV writing during the workshop.</p>	13 students
17 Aug 2012 15:00 – 16:00 BP campus	<p>Articulation Seminar</p> <p>To introduce the path for further studies for the new students from Associate Degree and Bachelor Degree programme. To help students to understand the articulation arrangement and to set their learning goal by pursuing higher academic qualification to increase their competitiveness</p>	92 students
21 Aug 2012 19:00 – 20:00 CSW campus	<p>Myers-Briggs Type Indicator (MBTI) Seminar</p> <p>16 psychological types were introduced in the seminar. Understanding individual psychological types could help students to better understand themselves. Students could also understand their career preference as well as start planning their career.</p>	18 students
24 Oct 2012 14:00 – 17:00 CSW campus	<p>Workshop: How to be successful?</p> <p>The speaker, Mr Lui, was awarded the prize of Outstanding Young Person in Year 2006. Mr. Lui shared his successful case to HKIT students as well as encouraged our students.</p>	26 students
Apr 2012 – Oct 2012	<p>Job Vacancies Posting</p> <p>Employers can post job vacancy information in the Center. Jobs' information includes full-time, part-time, temporary and summer employment and internship. Up-to-now, 20 job advertisements have been sent to all our HKIT students. A questionnaire to measure employer's satisfaction with HKIT graduate was also designed.</p>	All HKIT student

Quality Enhancement Grant Scheme

Started on October	Questionnaire Survey on Career Interest The questionnaire is aimed to examine the vocational interest of our students, to investigate the match of students' vocational interest with their academic major and to study the influence of students' demographic factors on their vocational interest development and choice of academic major. The findings could help the Center staff to better understand the vocational interests of our student and to give more appropriate advice to students on career matters.	Around 200 student
-----------------------	---	--------------------

*** 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

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
Organization of career seminars and workshops	100%	
Conduct of project evaluation through internal review and Questionnaire survey	100%	
Overall Project	32%	
** 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	\$629,007.47	\$391,502.53
b. Equipment / facilities	\$39,200	\$36,850	\$2,350
c. Services	\$18,000	\$9,513	\$8,487
d. General expenses	\$57,000	\$26,696.10	\$30,303.90
e. Others	\$82,290	\$140	\$82,150
Total	\$1,217,000	\$702,206.57	\$514,793.43
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			\$514,793.43