

Quality Enhancement Grant Scheme

Progress Report

Project No. :

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

Part A

Project Title : Enhancement of Career Guidance Services

Name of Grantee : The Community College at Lingnan University

Project Period : From October 2011 (month/year) to August 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: * Edward Fung Organisation Chop: _____



Name of Authorized Person: Dr Edward FUNG

Name of Grantee The Community College at
Organization: Lingnan University

Dean of the Community
Position of Authorized College and Further
Person: Education

Date: 18 June 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

| Date | Brief descriptions of activities and resources used for implementing the Project * |
|--|--|
| A. Project Preparation | |
| 1. Staff Recruitment | |
| Nov 2011 | ● Career Counselor Recruited |
| Dec 2011 | ● System Engineer Recruited |
| 2. Website Development | |
| Dec 2011- Jan 2012 | ● Development of Website Map |
| Jan-Mar 2012 | ● Website Information Collection |
| Jan-July 2012 | ● Website Construction |
| 03 Jan 2012 | ● 1st QEGS Progress Meeting for website development |
| 20 Jan 2012 | ● Draft and define the Project Scope and Functional Specification |
| 03 Feb 2012 | ● Draft of the website content, layout and database |
| 31 Jan, 01, 16, 17 & 21Feb 2012 | ● The IT Company Visits |
| 08 Feb 2012 | ● Design Project Plan Version: Draft 0.0 (Overall Project Definitions) |
| 20 Feb 2012 | ● Design the layouts/interfaces for Activity Management System in calendar format |
| 23 Feb 2012 | ● Design student's data fields and code the layouts/interfaces of Student Development Portfolio using MS Access VBA. |
| 24 Feb 2012 | ● Design jobs' data fields (database) and code the layouts/interfaces for jobs system |
| 27 Feb 2012 | ● Design employer's data fields and code the layouts/interfaces of Employer Portfolio using Ms. Access VBA. |
| Date | Brief descriptions of activities and resources used for implementing the Project * |
| 28 Feb 2012 | ● Design Project Plan Version: Draft 0.1 (including updated web design and Functions Specification) |
| 29 Feb 2012 | ● 2nd QEGS Progress Meeting for QEGS website development |
| 27 Mar 2012 | ● 3th QEGS Progress Meeting for website development ● Conclude the web design and functional specification |
| 28 Mar 2012 | ● Set up focus groups for website development ● Finalize the project document ("Project Plan Version: Draft 0.1") which is including the Project Scope, Web Design and Functional Specification |
| 3. Career Resources Corner Set up | |
| Dec 2011 | ● Purchase Reference Books |
| Jan 2012 | ● Purchase Magazines Stand |
| Jan 2012 | ● Install Display Board |

Quality Enhancement Grant Scheme

| | |
|----------|---|
| Jan 2012 | ● Purchase and Install signboard of "Career Corner" |
| Feb 2012 | ● Purchase Four major local newspapers |
| Mar 2012 | ● Purchase four PCs |
| Mar 2012 | ● Promotion of Services |

Quality Enhancement Grant Scheme

| Date | Time | Venue | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants |
|--|------------|-------|--|----------------------------------|
| B. Guidance & Counseling for Individuals | | | | |
| Oct-Mar 2012 | | CC* | ● Individual Counseling | 42 (open) |
| C. Facilitate Students' Self-understanding for Life and Career Planning | | | | |
| ● 1. Personality & Traits Tests- PD Workshops | | | | |
| 15 Feb 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop (Appendix 1a) | 21 (open) |
| 20 Feb 2012 | 1230-1330 | CC* | ● Personality Dimensions Workshop | 21 (social sciences students) |
| 22 Feb 2012 | 0930- 1030 | CC* | ● Personality Dimensions Workshop | 17 (social sciences students) |
| 22 Feb 2012 | 1030-1130 | CC* | ● Personality Dimensions Workshop | 16 (social sciences students) |
| 22 Feb 2012 | 1330- 1530 | CC* | ● Personality Dimensions Workshop | 21 (social sciences students) |
| 22 Feb 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 18 (open) |
| 23 Feb 2012 | 1130-1330 | CC* | ● Personality Dimensions Workshop | 18 (social sciences students) |
| 23 Feb 2012 | 1530-1730 | CC* | ● Personality Dimensions Workshop | 16 (social sciences students) |
| 5 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 11 (open) |
| 6 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 19 (open) |
| 7 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 19 (open) |
| 12 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 11 (open) |
| 13 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 19 (open) |
| 14 Mar 2012 | 1730-1930 | CC* | ● Personality Dimensions Workshop | 17 (open) |

*Remarks: CC stands for The Community College at Lingnan University

Quality Enhancement Grant Scheme

| Date | Time | Venue | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants |
|---|--------------|-----------|--|----------------------------------|
| D. Enrichment of Learning Experiences for Career Development | | | | |
| 1. Company Visit | | | | |
| 20 Mar 2012 | 1430-1730 | Cyberport | ● Visit to Cyberport (Appendix 1b) | 6 |
| E. School wide Career Guidance Activities | | | | |
| 1. Job Search Skills Workshops | | | | |
| 28 Feb 2012 | 1730-1930 | CC* | ● Pre-Employment Make-up Workshop (Appendix 1c) | 31 |
| 29 Feb 2012 | 1730-1930 | CC* | ● Pre-Employment Make-up Workshop | 24 |
| 21 Mar 2012 | 17:30-19:30 | CC* | ● CV & Job Interview Workshop | 30 |
| 2. Career Talk/ Recruitment Talk | | | | |
| 1 Mar 2012 | 16:00-17:30 | CC* | ● ICAC Talk: Work Ethnic (Appendix 1d) | 43 |
| 8 Mar 2012 | 16:30-18:30 | CC* | ● Program Officer Training Workshop (Appendix 1e) | 29 |
| 26 Mar 2012 | 17:00- 19:00 | CC* | ● Recruitment Talk: YOSHINOYA (Appendix 1f) | 9 |
| 29 Mar 2012 | 15:30-17:30 | CC* | ● Career Talk: AXA Insurance Co. Ltd (Appendix 1g) | 32 |

*Remarks: CC stands for The Community College at Lingnan University

Quality Enhancement Grant Scheme

| Date | Time | Venue | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants |
|-------------------------------------|---------------|-------|--|----------------------------------|
| 3. Further Studies Workshops | | | | |
| 18 Jan 2012 | 1430-1600 | CC* | ● Preparation for University Application Workshop | 31 |
| 19 Jan 2012 | 1430-1600 | CC* | ● Preparation for University Application Workshop | 26 |
| 10 Feb 2012 | 1630-1800 | CC* | ● Articulation Seminars for HD / AD Students | 68 |
| 17 Feb 2012 | 1630-1800 | CC* | ● Articulation Seminars for HD / AD Students | 36 |
| 22 Feb 2012 | 11:30 - 12:15 | CC* | ● Mock University Admission Interview | 8 |
| 22 Feb 2012 | 12:15-13:00 | CC* | ● Mock University Admission Interview | 4 |
| 22 Feb 2012 | 16:00-16:50 | CC* | ● Mock University Admission Interview | 7 |
| 9 Mar 2012 | 16:00-16:45 | CC* | ● Mock University Admission Interview | 10 |
| 9 Mar 2012 | 16:45-17:30 | CC* | ● Mock University Admission Interview | 9 |
| 9 Mar 2012 | 16:00-16:45 | CC* | ● Mock University Admission Interview | 5 |
| 9 Mar 2012 | 16:45-17:30 | CC* | ● Mock University Admission Interview | 11 |
| 19 Mar 2012 | 18:00-19:30 | CC* | ● University Admission and University Transition Seminar (Appendix 1h) | 81 |

*Remarks: CC stands for The Community College at Lingnan University

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"> ➤ Trial run of the Career Resources Corner (Appendix 2) and Job Matching & Information Network ➤ Design of project website (Appendix 3) ➤ Promotion of services ➤ Provision of <ul style="list-style-type: none"> - trainings/workshops on assessment tools for staff and students - seminars on further study and individual counseling service for students | 100% 100% 100% 100% | |
| Overall Project | 25% | |
| ** 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 | 283,000.00 | 200,698.09 | 82,301.91 |
| b. Equipment / facilities | 88,000.00 | 0.00 | 88,000.00 |
| c. Services | 487,000.00 | 129,011.90 | 357,988.10 |
| d. General expenses | 2,500.00 | 1,232.00 | 1,268.00 |
| e. Others | 35,000.00 | 0.00 | 35,000.00 |
| Total | 895,500.00 | 330,941.99 | 564,558.01 |
| Project Income (if any) | | | 0.00 |
| Total Balance | | | 564,558.01 |