

Quality Enhancement Grant Scheme

Progress Report

Project No. : 05/QEGS/2011

Reporting Period : From Apr 2012 (month/year) to Sept 2012 (month/year)

Part A

Project Title : Enhancement of Career Guidance Services

Name of Grantee : The Community College at Lingnan University

Project Period : From Oct/2011 (month/year) to Aug/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: Prof T S CHAN

Name of Grantee: The Community College at

Organisation: Lingnan University

Position of Authorised Person: Acting Dean of
Community College &
Further Education

Date: 31 October 2012

* A separate written application should be submitted to the Grantor for prior written approval.

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1. Project activities held/completed during the reporting period

(*Remarks: TM stands for Tuen Mun Campus, TW stands for Tsuen Wan Campus and TST stands for Tsim Sha Tsui Campus)

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
A. Project Preparation		
1. Staff Recruitment		
Jul 2012	Career Counselor Recruited	
Sept 2012	System Engineer Recruited	
22 nd Oct 2012	System Engineer Resigned	
B. Website Development		
27 April 2012	Vendors presentations	
4th Week of May 2012	Tender Processing	
June 2012	Project Kick Off Initiated by Software Tender	
July 2012	Working system ready for User Acceptance Test (UAT)	
Aug 2012	Conduct UAT and setup testing group (from students to administrators)	
14 Aug 2012	Meeting with vendor to follow up the progress	
July & Sept 2012	Website Information Collection (student data)	
Aug-12	Confirm all screens and layouts	
Aug-12	Confirm the domin name for the new website	
July & Sept 2012	prepare text content and photo for website	
29/8/2012	Confirm all screens and layouts	
Sept 2012	Confirm all the text content	
Aug-Oct 2012	Connect with recruitment company, collect job post information for the new website	

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Software and Hardware for development environment setup		
Aug 2012	The VM server rental and maintenance	
Sept 2012	The Adobe Creative Suite 6 (CS6) Master Collection (Dreamweaver, Flash, Photoshop)	
Oct 2012	The Color Printer (HP M475dn)	
Oct 2012	The VM server setup	
Software and Hardware for testing environment setup		
June-Aug 2012	Prepared the software for testing environment setup(PHP Version 5.2.4 / MySQL Version 5.0.45 / Apache 2.2.X / SMTP For send mail / OS Linux)	
C. Career Resources Corner Set up		
Aug 2012	Newspaper subscription for the coming academic year	
Aug 2012	Design and print a new SAO leaflet for 2012-2013 new academic year	
Sept 2012	Purchase Reference Books for TM, TW and TST campus	
Sept 2012	New backdrop of notice board	
Sept 2012	Connect with Recruit Ltd., collect career news and articles for student reference	
Oct 2012	Purchase eight notebooks for TW and TST campus	
D. Guidance & Counseling for Individuals		
Apr-Oct2012 TM, TST campus and TW campus	Guidance & Counseling for Individuals	38
E. Facilitate Students' Self-understanding for Life and Career Planning		
1. Personality & Traits Tests- PD Workshops		
17 Apr 2012 1730-2030 TM	MBTI Workshop	13(Open)
19 Apr 2012 TM	MBTI Workshop	13(Open)
5 Oct 2012	MBTI Workshop (我的前路 MBTI 工作坊)	27(Open)

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1430-1730 TM		
12 Oct 2012 1430-1730 TM	MBTI Workshop (我的前路 MBTI 工作坊)	24(Open)
F. Enrichment of Learning Experiences for Career Development		
1. Company Visit		
15 Aug 2012 1315-1730 Cathay Pacific City	Visit to Cathay Pacific City	37(Open)
2. Internship Opportunities		
6/2012 - 8/2012	Summer Internship Programme 2012 (Hong Kong Housing Society)	2(Open)
18.6.12 - 3.8.2012	Summer Internship Program (Hospital Authority)	5(Open)
G. School wide Career Guidance Activities		
1. Job Search Skills Workshops		
11 Apr 2012 1430-1630 TM	Interpersonal relationship and Decision-making Skills Talk	19(Open)
8 Oct 2012 1500-1700 TM	Workshop: From School to Work (從返學到返工的要訣工作坊)	27(Open)
11 Oct 2012 1500-1700 TM	Workshop: 「大專生涯的適應」劇場遊戲工作坊	23(Open)
2. Career Talk/ Recruitment Talk		
16 Apr 2012 1530-1730 TM	Career Talk: Cathay Pacific Airway	61(Open)
18 Apr 2012 1530-1730 TM	Career Talk: HK Police Force	83(Open)
19 Apr 2012 1430-1630 TM	Recruitment Talk: YOSHINOYA	14(Open)

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26 Apr 2012 1600-1800 TM	Working Holidays	85(Open)
30 Apr 2012 1230-1330 TM	Career Talk: HK Disneyland	24(Open)
27 Sept 2012 1600-1715 TM	Career Talk: 山度士的足球世界-與年青人分享如何在職場上追求理想	130(Open)
3. Further Studies Workshops		
10 Apr 2012 1630-1700 TM	Introduction of Higher Education Programmes (U of Wales, Top-up degree programmes) (AD and HD final year students)	20(Final Year Student)
19 Apr 2012 1300-1330 TM	Introduction of Higher Education Programmes (U of Wales, Top-up degree programmes) (AD and HD final year students)	23(Final Year Student)
19 Apr 2012 1530-1600 TM	Introduction of Higher Education Programmes (U of Wales, Top-up degree programmes) (AD and HD final year students)	13(Final Year Student)
20 Apr 2012 1500-1530 TM	Introduction of Higher Education Programmes (U of Wales, Top-up degree programmes) (AD and HD final year students)	28(Final Year Student)

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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"> ➤ Provision of training workshops on career development <ul style="list-style-type: none"> ■ Personality & Traits Tests- PD Workshops ■ Career Tests- MBTI Workshops ■ Company Visit ■ Internship Opportunities ■ Job Search Skills Workshops ■ Career Talk/ Recruitment Talk ■ Further Studies Workshops 	100%	
<ul style="list-style-type: none"> ➤ Preparation for distributing Student Development Portfolio <ul style="list-style-type: none"> ■ All student data had been collected ■ The design of web system of Student Development Portfolio had been confirmed 	100%	
<ul style="list-style-type: none"> ➤ Conduct of the 1st year project evaluation <ul style="list-style-type: none"> ■ To fulfill the training needs of student development, the upcoming training workshops would be more focus on soft-skills training instead of provides information. ■ To motivate the students attend training workshops, the upcoming workshops would be arranged at different locations. 	100%	
<ul style="list-style-type: none"> ➤ Enhancement of website <ul style="list-style-type: none"> ■ The first stage of website had been debugged. 	100%	
Overall Project	100%	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

(*Remarks: The attained percentage is in terms of the total number of participants who had served)

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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
1. Change of budget purpose : \$60,000 budget for network and server setup was changed to purchase 1. Adobe Creative Suite(For system development, graphic design, activities' promotion, website design modification, programming and debugs), 2. Color LaserJet (For printing jobs, e.g. posters and activities' promotion during project development period), 3. Notebook and Barcode Scanner (For attendance record of student activities and project demonstration), 4. Routers (For setting up PC network and network connection) and 5. Hardware or Software for data backup (For data loss prevention)	30 Jul 2012
2. Relocation of budget: \$70,000 from the Manpower to Equipment/Facilities (Purchase desktops and notebooks for the new campus at Tsuen Wan and TST)	21 Sept 2012

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	560,000.00	410,826.11	149,173.89
b. Equipment / facilities	88,000.00	70,124.00	17,876.00
c. Services	494,000.00	368,339.15	125,660.85
d. General expenses	5,000.00	4,161.70	838.30
e. Others	55,000.00	4,950.00	50,050.00
Total	1,202,000.00	858,400.96	343,599.04
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			343,599.04