

Quality Enhancement Grant Scheme

Progress Report

Project No. : 05/QEGS/2011

Reporting Period : From Oct 2012 (month/year) to Mar 2013 (month/year)

Part A

Project Title : Enhancement of Career Guidance Services

Name of Grantee : The Community College at Lingnan University

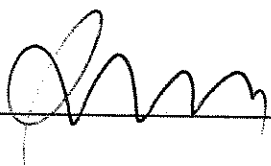
Project Period : From Oct/2011 (month/year) to Aug/2013 (month/year)

Part B

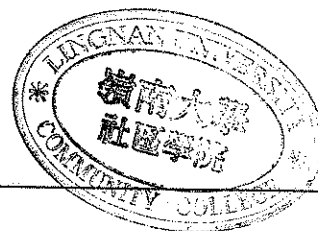
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: Ms Cindy SIU

Name of Grantee The Community College at
Organisation: Lingnan University

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

Date: 30 April 2013

* 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

(*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		
22 Oct 2012	Resignation of the System Engineer	--
7 Jan 2013	Part-time Information Assistant Recruited	
B. Website Development		
Jan 2013	The VM server setup finished	--
Mar 2013	Full operation of the website (included the job matching & information network)	--
C. Career Resources Corner Set up		
Oct 2012	Purchased The Color Printer (HP M475dn)	--
Oct 2012 – Mar 2013	Purchased Reference Books for TM, TW and TST campus	--
Oct 2012	Purchased eight notebooks for TW and TST campus	--
Jan 2013	Purchased career related AV material: It's your job	--
Mar 2013	Purchased a video camera for interview skills practice	--
D. Guidance & Counseling for Individuals		
Oct 2012 – Mar 2013 TM, TST and TW campus	Guidance & Counseling for Individuals by Career Counselor	47
E. Facilitate Students' Self-understanding for Life and Career Planning		
I. Personality & Traits Tests- PD Workshops		
5Oct-2012 TM	MBTI Workshop (我的前路 MBTI 工作坊)	27

Quality Enhancement Grant Scheme

12Oct2012 TM	MBTI Workshop (我的前路 MBTI 工作坊)	24
8Nov 2012 1430-1730 TM	MBTI Workshop (我的前路 MBTI 工作坊)	27
15Nov2012 1430-1730 TM	MBTI Workshop (我的前路 MBTI 工作坊)	26
6 Dec 2012 1430-1730 TM	MBTI Workshop (我的前路 MBTI 工作坊)	25
13 Dec 2012 1430-1730 TM	MBTI Workshop (我的前路 MBTI 工作坊)	20
22 Feb 2013 11:00-13:00 TM	MBTI Workshop (我的前路 MBTI 工作坊)	48
1 Mar 2013 11:00-13:00 TM	MBTI Workshop (我的前路 MBTI 工作坊)	48
F. Enrichment of Learning Experiences for Career Development		
1. Company Visit		
15 Jan 2013	Visit: China Arbor Ltd. (中華樹藝工程有限公司) (鳳溪攀樹隊)	23
27 Feb 2013	Visit: Hong Kong Canine Training Association (香港太隻訓練總會)	25
2. Internship Opportunities		
Mar2013	Registration for the summer internship program at Hospital Authority	62 applicants
G. School wide Career Guidance Activities		
1. Job Search Skills Workshops		
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: Adaption of University Life (大專生涯的適應劇場遊戲工作坊)	23(Open)

Quality Enhancement Grant Scheme

9 Nov 2012 1430-1630 TM	Workshop: Social etiquette in workplace (職場社交禮儀劇場遊戲工作坊)	34
27 Nov 2012 1230-1345 TW	Workshop: How to become a writer (寫出我機緣工作坊)	37
10 Dec 2012 1300-1500 TM	Presentation Skills Workshop	29
12 Dec 2012 1230-1430 TM	How to build up relationship with your boss (如何與上司建立合作關係)	109
18 Feb 2013 1430-1630 TM	Active Listening Skills	121
2. Career Talk/ Recruitment Talk		
27/11/2012 1500-1600 TW	Career Talk: Hong Kong Police Force	68
3. Further Studies Workshops		
22-Nov-2012 1530-1730 TM	Admission seminar: CUHK	44
29-Nov-2012 1545-1700 TM	Further Studies Workshop: From AD to Degree	138
16-Jan-2013 1100-1200 TM	Admission seminar: Centennial College	10
16-Jan-2013 1330-1510 TM	Admission Seminar: LU - Arts and Social Science Programmes	130
16-Jan-2013 1600-1720 TM	Admission Seminar: LU - Business Programmes	75
17-Jan-2013 1100-1300 TM	Admission Seminar: City University of Hong Kong - School of Continuing and Professional Education	15

Quality Enhancement Grant Scheme

17-Jan-2013 1400-1500 TM	Admission Seminar: Shue Yan University	40
17-Jan-2013 1530-1700 TM	Admission Seminar: Hong Kong Baptist University College of International Education	21
18-Jan-2013 1100-1230 TM	Admission Seminar: HKU SPACE Centre for International Degree Programmes	16
18-Jan-2013 1430-1630 TM	Admission Seminar : Tung Wah College	9
25-Feb-2013 1430-1600 TM	Preparation for University Admission Workshop	155
6-Mar-2013 1400-1530 TM	University Admission Interview Seminar	260
11-Mar-2013 1030-1130 TM	Mock University Admission Interview (Session 1)	3
11-Mar-2013 1130-1230 TM	Mock University Admission Interview(Session 2)	4
11-Mar-2013 1330-1430 TM	Mock University Admission Interview (Session 3)	2
12-Mar-2013 1200-1300 TM	Mock University Admission Interview (Session 4)	1
12-Mar-2013 1330-1430 TM	Mock University Admission Interview (Session 5)	4
12-Mar-2013 1430-1530 TM	Mock University Admission Interview (Session 6)	4
13-Mar-2013 1200-1300	Mock University Admission Interview (Session 7)	4

Quality Enhancement Grant Scheme

TM		
14-Mar-2013 1430-1530 TM	Mock University Admission Interview (Session8)	3
14-Mar-2013 1530-1630 TM	Mock University Admission Interview (Session9)	2
14-Mar-2013 1630-1730 TM	Mock University Admission Interview (Session10)	4
15-Mar-2013 1100-1200 TM	Mock University Admission Interview (Session11)	5
15-Mar-2013 1200-1300 TM	Mock University Admission Interview (Session12)	5

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
Second Year Operation: i) Second round of career services will be held. ii) Refinement & Modification of plans and service content in 2-year project.	100%	
Second Year Operation: - Provision of workshops on assessment tools, seminars on further study and individual counseling service for students - Full operation of the Career Resources Corner and Job Matching & Information Network	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)

Quality Enhancement Grant Scheme

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
Change of manpower: Request for consideration of a minor change in the staff recruitment from a full-time System Engineer to two Information Assistants (fulltime/part-time/temp)	29 Oct 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	780,500.00	616,068.35	164,431.65
b. Equipment / facilities	161,000.00	142,268.00	18,732.00
c. Services	525,000.00	395,983.15	129,016.85
d. General expenses	6,500.00	4,483.30	2,016.70
e. Others	66,000.00	4,950.00	61,050.00
Total	1,539,000.00	1,163,752.80	375,247.20
<i>Project Income (if any)</i>			-
<i>Total Balance</i>			375,247.20