

Quality Enhancement Grant Scheme

Progress Report

Project No. : 01/QEGS/2011

Reporting Period : From January 2012 (month/year) to June 2012 (month/year)

Part A

Project Title : Placement Program to Support Holistic Education

Name of Grantee : Caritas Bianchi College of Careers

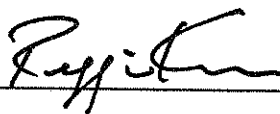
Project Period : From January 2012 (month/year) to December 2013 (month/year)

Part B

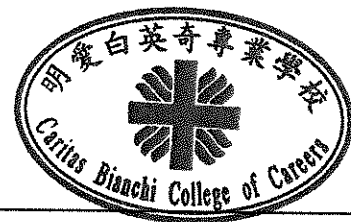
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: _____



Organization Chop: _____



Name of Authorized Person: Reggie KWAN

Name of Grantee: Caritas Bianchi
Organization: College of Careers

Position of Authorized

Person: Professor and President

Date: 8 August 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

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
<p>January – June 2012</p> <p>12 June 2012 CBCC TKO Campus</p>	<p><u>Preparation for Placement Opportunities</u></p> <p>Placement Coordinator contacted potential placement providers in various disciplines, including but not limited to, accounting, marketing, property management, hotel, tourism and design. A list of the contacted potential placement providers could be found in <i>Appendix 1</i>. A long term cooperative opportunity has also been explored in order to secure the placement vacancies for students in the future. Positive feedbacks have been received from potential employers and some of them tentatively agreed to sign memorandum of understanding (MOU) with CBCC for providing internship to students. <i>Appendix 2</i> demonstrates the summary of the employers agreed to provide placement to our students and a sample MOU has also been included in <i>Appendix 3</i> for reference.</p> <p>When liaising with potential employers, some of them would like to organize recruitment talks to our students. In view of the academic year nearly comes to an end, only one recruitment talk could be held for the 2011-12 academic year. On 12 June 2012, three organizations conducted a recruitment talk in Tseung Kwan O Campus for 80 students. The list of organizations and photos taken during the recruitment talk on 12 June 2012 could be found in <i>Appendix 4</i>.</p>	<p>80 students</p>
<p>January – June 2012</p>	<p><u>Collection of training materials</u></p> <p>The training materials will be developed in the next phase of the project. The skeleton of the training materials has been drafted which included the areas of interview skills (<i>Appendix 5</i>), career life planning (<i>Appendix 6</i>), communication skills (<i>Appendix 7</i>) and teamwork (<i>Appendix 8</i>). In addition, training workshops will be launched after the commencement of the 2012-13 academic year.</p>	

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
January – June 2012	<p><u>Development of Electronic Information System</u></p> <p>An electronic information system has been developed to provide information about placement opportunities. The aim of this system is to provide placement and job vacancy information to the students and graduates. There will be a matching system in this programme in order to equip students with the ability to search for relevant jobs. Some screen captures have been attached in <i>Appendix 9</i>. Debugging, testing, and system enhancement will be performed and the system is expected to be launched in January 2013.</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.).

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
◆ Recruitment of project team members	100%	
◆ Purchase of computing equipment	0%	
◆ Establish the office	100%	
◆ Liaise with potential placement companies	100%	
◆ Develop training material	100%	
◆ Development of placement information system	100%	We started to source the suitable hardware for catering the placement information system. It is expected that the purchasing will be completed in December 2012.
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.

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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
Nil	

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	1,797,600	101,575.81	1,696,024.19
b. Equipment / facilities	120,000	0	120,000
c. Services	0	0	0
d. General expenses	29,400	0	29,400
e. Others	0	0	0
Total	1,947,000	101,575.81	1,845,424.19
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>1,845,424.19</i>