

Quality Enhancement Grant Scheme

Progress Report

Project No. : 01/QEGS/2011

Reporting Period : From July 2012 (month/year) to December 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

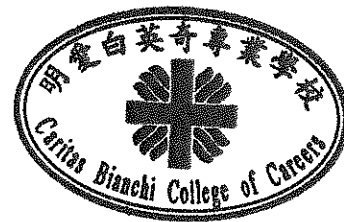
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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 College of
Organization: Careers

Position of Authorized

Person: Professor and President

Date: 31 January 2013

* *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) |
|--|---|--|
| July 2012 – December 2012 | <p>Purchase of computing equipment</p> <p>The four computers for administrative staff and the server have been purchased and delivered.</p> | |
| September 2012 – October 2012 CBCC TKO Campus | <p>Conduct information seminar to promote the placement program to students</p> <p>Information seminars have been organized at the Tseung Kwan O (TKO) campus of Caritas Bianchi College of Careers (CBCC) for the purpose of promoting the placement program on 13 September 2012, 27 September 2012 and 22 October 2012. A total of 723 students participated in the information seminars. Program materials included leaflet (<i>Appendix 1</i>) and job application form (<i>Appendix 2</i>) were distributed.</p> | 723 students |
| October 2012 – December 2012 CBCC TKO Campus | <p>Provide training workshops to the students</p> <p>Fifteen training workshops and seminars were delivered to the students during October 2012 to December 2012. There were 649 students participated in the workshops. The detailed information about the workshops is shown in <i>Appendix 3</i>. The nature of workshops includes career development and internship preparation that help to train up job hunting skills, interview skills and communication skills of students.</p> <p>The workshops help to enhance students job-hunting techniques, increase their understanding of workplace and equip their essential skills for the workplace. Moreover, the training workshops can benefit students' employability and strengthen the competitiveness. Photos of the training workshops are shown in <i>Appendix 4</i>.</p> | 649 students |

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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) |
|--|---|---|
| December 2012 | <p>Launch the placement information system</p> <p>A placement information system has been developed to allow students and employers to register for finding jobs and posting job advertisements respectively. The detailed system design and layouts are shown in the <i>Appendix 5</i>. The system was launched in December 2012. Users' feedback will be collected for future enhancement.</p> | |
| October 2012 – December 2012 | <p>Provide placement service to the students</p> <p>The placement manual (<i>Appendix 6</i>) and related document (<i>Appendix 7</i>) have been developed. We started to provide placement service since October 2012. Three career information seminars and company visit have been conducted for the students. The detailed information can be found in <i>Appendix 8</i>.</p> <p>Thirty-two companies and organizations have provided placement opportunities to our students. The detailed information about the placement opportunities is shown in <i>Appendix 9</i>. The companies and organizations together have provided a total of more than 400 internship opportunities to our students.</p> <p>Thirty-eight students have taken up internship, part-time and permanent jobs by using our services. <i>Appendix 10</i> shows the detailed record of placements and employments.</p> <p>Ninety-nine students have applied our service to seeking for part time or full time job. <i>Appendix 11</i> shows the statistics of students who signed up for placement services.</p> | <p>3 companies 18 students</p> <p>32 companies and organization</p> <p>Over 400 placement vacancies are confirmed</p> <p>38 students</p> <p>99 students</p> |
| <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.).</p> | | |

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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 |
|---|------------|---------|
| • Purchase of computing equipment | 100% | |
| • Conduct information seminar to promote the placement program to students in the Department of Business of Caritas Bianchi College of Careers (CBCC) | 100% | |
| • Provide training workshops to the students in the Department of Business of CBCC | 100% | |
| • Launch the placement information system | 100% | |
| • Provide placement service to the students at Department of Business of CBCC | 100% | |
| Overall Project | 50% | |
| ** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period. | | |

2. 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 | |

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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 | 1,797,600 | 564,696 | 1,232,904 |
| b. Equipment / facilities | 120,000 | 79,200 | 40,800 |
| c. Services | - | - | - |
| d. General expenses | 29,400 | 0 | 29,400 |
| e. Others | - | - | - |
| Total | 1,947,000 | 643,896 | 1,303,104 |
| <i>Project Income (if any)</i> | | | <i>0</i> |
| <i>Total Balance</i> | | | <i>1,303,104</i> |