

Quality Enhancement Grant Scheme

Progress Report

Project No. : 01/QEGS/2011

Reporting Period : From January 2013 (month/year) to June 2013 (month/year)

Part A

Project Title : Placement Program to Support Holistic Education

Name of Grantee : Caritas Bianchi College of Careers

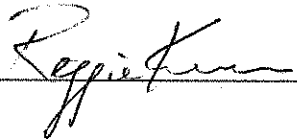
Project Period : From January 2012 (month/year) to December 2013 (month/year)

Part B

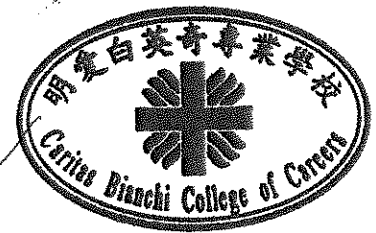
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: 31 July 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)
January 2013 – June 2013	<p>Conduct questionnaire survey for student feedback</p> <p>Students have been invited to use the system, and a questionnaire survey has been conducted for collecting their comments after the system is used. A total of 64 students have completed the survey. Students provided positive feedbacks to the system.</p>	64 students
January 2013 – June 2013 CBCC TKO Campus	<p>Conduct interview survey with faculty members and placement companies</p> <p>Interviews have been arranged to faculty members aimed to evaluate the pilot run of the placement project. Six faculty members joined the focus group interview. All faculty members agreed that the placement project could assist in arranging the student internship effectively. Moreover, they mentioned that students were very interested in internship since they received good responses and feedback from students. Also, workshop for CV preparation could enhance the content and presentations of their CVs which could enhance their employability. Placement staffs are helpful in facilitating the arrangement of internship, mediation, and interdepartmental communication. Member mentioned that there are some successful cases to line up jobs for students. Faculty members' feedback collected at the interview survey is shown in <i>Appendix 1</i>. Faculty members also provided a lot of valuable suggestion for enhancement of the placement project, which is shown in <i>Appendix 2</i>.</p>	6 faculty members

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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)
	<p>Placement companies have also been invited to use the system, and a questionnaire survey has been conducted for collecting their comments after the system is used. Three placement companies have given their feedbacks on the system. Overall speaking, the employers of the placement companies are satisfied with the system as well as the placement project. They commented that the system is user friendly, and it covers most of the required information for employers. <i>Appendix 3</i> shows the employers' suggestion for improvement on the system.</p>	3 companies
<p>January 2013 – June 2013</p> <p>CBCC TKO Campus</p>	<p>Enhancement of placement program</p> <p>The placement information system is designed to allow students and employers to register for finding jobs and posting job advertisements respectively. Also, placement administrators and concerned staff may use this system to search information of students and employers, and refer students to employers</p> <p>The system has been enhanced during the reporting period. The detailed information of enhancement of the system is listed in <i>Appendix 4</i>. The major changes and newly implementations are in the following areas:</p> <ul style="list-style-type: none"> ◆ Student registration for jobs search ◆ Employer registration for posting job advertisements ◆ Administrator Panel for Placement administrators 	N.A.
<p>January 2013 – June 2013</p>	<p>Development of job vacancy system</p> <p>A job vacancy system has been developed. The system allows students to apply, including job search for students to find desired jobs according to the criteria provided. Screen capture of the job vacancy system is shown in <i>Appendix 5</i>.</p>	N.A.

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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 2013 – June 2013	<p>Development of automatic matching system</p> <p>The automatic matching system has been developed. The system helps to search more appropriate placement opportunities by matching students' preferences and employers' requirements. The system consider the following aspects:</p> <ul style="list-style-type: none"> ◆ Education level ◆ Job category ◆ Working location ◆ Working experience ◆ Language skills ◆ Salary range ◆ Employment type <p>Screen capture of the automatic matching system is shown in <i>Appendix 6</i>.</p>	N.A.
January 2013 – June 2013	<p>Liaison with departments in the two colleges</p> <p>Faculty members from academic departments have been invited for interview and gave feedback, and they are very supportive to the placement project. In addition, placement services have been provided successfully to students from different departments.</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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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
Conduct questionnaire survey for student feedback	100%	
Conduct interview survey with faculty members and placement companies	100%	
Enhancement of placement program	100%	
Development of job vacancy system	100%	
Development of automatic matching system	100%	
Liaison with departments in the two colleges	100%	
Overall Project	75%	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

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	

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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	1,027,821.46	769,778.54
b. Equipment / facilities	120,000	124,040	(4,040)
c. Services	-	-	-
d. General expenses	29,400	0	29,400
e. Others	-	-	-
Total	1,947,000	1,151,861.46	795,138.54
<i>Project Income (if any)</i>			<i>0</i>
<i>Total Balance</i>			<i>795,138.54</i>