

Quality Enhancement Support Scheme

Progress Report

Project No. : (IA05/QESS/2016)

Reporting Period : From March 2017 (month/year) to August 2017 (month/year)

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Part A

Project Title : Project CARATS (Career Advisory Resources and Training Services)

Name of Grantee : Community College of City University (CCCU)

Project Period : From September 2016 (month/year) to August 2018 (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 of Authorised Person: _____



Name of Authorised Person : Ms. Jennifer Ng

Position of Authorised Person : Principal, CCCU

Date : 22 September 2017



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* 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)
24 March 2017, 15:30-17:00, Room 3610, AC2, CCCU Kowloon Tong Campus	<p><u>Organization of workshops</u></p> <p>1. Job Searching Skills Workshop <u>Dr. Alan Tse</u>, Programme Leader of the Translation and Interpretation Programme spoke on the topic of translating film subtitles. He not only discussed the <u>various skills of subtitle translation</u> but also gave participants <u>practical tips on job searching and career prospects of a translator</u>. (Photos of the event were attached in <i>Appendix Ia</i>) /</p>	90 Students
31 March 2017, 14:30-16:30, Room 2306, AC2, CCCU Kowloon Tong Campus,	<p>2. Business and Social Etiquette Workshop Project CARATS Office invited <u>representatives from the ERB Service Centre and Hong Kong Airport Services Ltd</u> to share their expertise and professional experience at this <u>Business and Social Etiquette Workshop</u> with students interested in pursuing a career in the <u>aviation industry</u>. (Photos of the event were attached in <i>Appendix Ia</i>) /</p>	54 Students
7 April 2017, 14:30-16:30, Room 2413, AC2, CCCU Kowloon Tong Campus,	<p>3. Time and Stress Management Workshop Miss Melissa Chiu, Registered Social Worker and Team Leader of Grains of Soul: Community Support Program on Psychological Wounds, Caritas Family Crisis Support Centre was invited to deliver a <u>Time and Stress Management Workshop</u> at CCCU's Kowloon Tong Campus. The title of the workshop was "YOLO", aka "<u>You Only Live Once</u>". Students were able to <u>discern the causes of stress and share their feelings of being overwhelmed by stress</u>. They were also taught to utilize a number of methods such as <u>meditation and breathing exercises to relieve stress</u>. (Photos of the event were attached in <i>Appendix Ib</i>) /</p>	34 Students
24 May 2017, 15:30-17:00, Shiseido Beauty	<p>4. Personal Grooming Workshop <u>Shiseido Beauty Centre</u> was invited to host this Personal Grooming workshop to <u>coach students who are interested in learning how to present themselves professionally and stand</u></p>	12 Students

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<p>Centre, 1701 Tower One, Times Square, Causeway Bay, Hong Kong</p>	<p>out at job interviews. Participants were able to learn skin care treatments and <u>useful makeup tips with hands-on practice</u> in this 2-hour session. (Photos of the event were attached in <i>Appendix Ic</i>)</p>	
<p>26 May 2017, 14:30-16:30, Room 2401, AC2, CCCU Kowloon Tong Campus</p>	<p>5. CV & Cover Letter Writing Workshop This two-hour workshop led by Miss Allison Leger focused on the <u>language and skills required in English to optimize students' professional profile and increase their employability.</u> They were able to learn tips and techniques to <u>write impressive CV and cover letters.</u> Students also brought their current CV and cover letters to the workshop for <u>feedback.</u> (Photos of the event were attached in <i>Appendix Id</i>)</p>	<p>26 Students</p>
<p>13 April 2017 (13:00-15:00, 15:00-17:00), 28 August 2017 (13:00-15:00, 15:00-17:00), CCCU Telford Campus</p>	<p>6. Mock Interview Workshops A total of <u>four two-hour mock interview workshops</u> were delivered to <u>equip students from various Divisions for any level of interviews.</u> (A sample of handouts was attached in <i>Appendix Id</i>)</p>	<p>26 Students</p>
<p>25 August 2017, 10:00-11:30, Room 1507, AC2, CCCU Kowloon Tong Campus</p>	<p>7. E-portfolio Workshop This workshop served as a <u>step-by-step guide</u> for students to <u>develop their own e-portfolios.</u> It enables students to present and <u>showcase their accomplishments and expertise.</u> organize the learning and development process and <u>communicate their values and beliefs with their interviewers.</u> (PPT slides of the workshop were attached in <i>Appendix Ie</i>)</p>	<p>113 students</p>

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<u>Organization of Company Visits</u>		
22 March 2017, 14:30-16:00, Kerry Logistics Distribution Centre, Kwai Chung	<p>1. A visit to the Kerry Logistics Distribution Centre</p> <p>25 students participated in a <u>guided tour led by the Operation Manager of Kerry Logistics to learn about the facilities operations and work flows</u>, followed by a sharing session that helped our students integrate the <u>observation of the actual field and knowledge learnt in class</u>. (Photos of the event were attached in <i>Appendix IIa</i>)</p>	25 Students
22 April, 2017 09:30 – 11:00, Cathay Pacific City	<p>2. A visit at Cathay Pacific City</p> <p>The guided tour was led by representatives of <u>Cathay Pacific Airways</u>. From the tour to the <u>cockpit simulator, A330 aircraft's cabin mock-up, different classes' check-in mock-up, boarding gate mock-up and crew lounge</u>, students benefited by understanding more about the <u>back office operations and training facilities of the airlines</u>. (Photos of the event were attached in <i>Appendix IIb</i>)</p>	26 Students
17 May 2017, 11:00-12:30, Hong Kong Legislative Council	<p>3. A visit to the Hong Kong Legislative Council</p> <p>Participants of this guided tour were given the opportunity to <u>observe meetings and listened to discussions of various social topics</u>. They were also able to observe <u>simultaneous interpretation</u> being done at close range. (Photos of the event were attached in <i>Appendix IIc</i>)</p>	23 Students
<u>Organization of Career Talks</u>		
13 March 2017, 17:30-18:30, Room 302, CCCU Telford Annex	<p>1. "Becoming a Pilot" Seminar</p> <p>Mr. Steve Wong, <u>Captain of Cathay Pacific Airways</u> was invited to share the <u>preparation for the younger generation in Hong Kong to being a pilot, and even work as a commercial pilot in airlines</u>. (Photo of the event were attached in <i>Appendix IIIa</i>)</p>	76 Students

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<p>31 March 2017, 19:00-20:00, Room 2510, AC2, CCCU Kowloon Tong Campus</p>	<p>2. Global Outreach to Local Needs Seminar The “<u>Global Outreach to Local Needs</u>” seminar was presented by Rev. Samuel G. K. Choy, the Pastoral Advisor of Yew Chung International School and Director of iTHIRST Mission International. Students have learned the <u>works of non-profit organizations</u> and how <u>they bring access of clean water and hygiene to developing nations</u> (Photos of the event were attached in <i>Appendix IIIa</i>)</p>	<p>47 Students</p>
<p>7 April 2017, 17:00-18:00, Room 201, CCCU Telford Annex</p>	<p>3. Career Seminar by Hong Kong Airport Services Limited This career talk was presented by <u>HR specialists of Hong Kong Airport Services Limited</u>. Students were introduced a variety <u>job nature in different departments in the airline, their career paths and development opportunities</u>. (Photos of the event were attached in <i>Appendix IIIb</i>)</p>	<p>83 Students</p>
<p>13 April 2017, 13:00-14:00, Room 2610, AC2, CCCU Kowloon Tong Campus</p>	<p>4. Career Talk by Mr. Tetsuichiro Mizoguchi Mr. Tetsuichiro Mizoguchi, President of <u>MRT</u>, delivered a career talk on the <u>possibility and limitation of Japanese hiring of local staff with good Japanese language skills and cultural communicative ability for students</u> who are interested in pursuing a career in <u>Japan or local Japanese companies</u> (Photo of the event were attached in <i>Appendix IIIb</i>)</p>	<p>80 Students</p>
<p>May – August 2017</p>	<p><u>Internship & Job shadowing Experience and Workshops</u></p> <p>1. Workshops <u>2 Pre-experience briefing workshops</u> and <u>2 Post-experience debriefing workshops</u> were delivered by Mr. Ivan Lau, Associate Director of Student Services on 31 May, 8 June, 24 and 30 August 2017 respectively (<i>Photos of the event were attached in Appendix IV</i>).</p> <ul style="list-style-type: none"> - Pre-experience briefing workshop: This workshop aimed to <u>equip students</u> who were offered internship placements with <u>useful workplace survival skills and tips</u> before they embarked on their journey of work experience in the summer. - Post-experience debriefing workshop: This workshop focused on the return to CCCU after an internship experience. Topics 	<p>49 Students</p>

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	<p>covered <u>included challenges of reintegration, and ways of taking account of their internship experience by discussing what skills they might have gained, and how their perspectives might have changed.</u> It also gave student interns the opportunity to <u>share experiences with fellow interns.</u></p> <p>The attendance rate of the 4 workshops is relatively low as it was optional for students to join. A majority of students were not able to attend the sessions due to clashing exam schedules and internships. Thus, the number of post-experience sessions was reduced from 4 to 2.</p> <p>2. Internship Project CARATS Office has <u>reached out and liaised with various corporate companies and NGOs to seek support for job shadowing and internship opportunities throughout the past months. Over 130 organizations carried out interviews with CCCU students and eventually offered internship placements to students with outstanding performance. As a result, 272 students from different Divisions have gained hands-on work experience as they were employed as interns in these organizations as of 31 August 2017. (List of supporting organizations and student interns was attached in Attachment I)</u></p> <p>3. Job Shadowing opportunities Most commercial companies and non-profit making organizations opt for hiring students as full-time paid or unpaid interns, with internship period ranging from six week to three months instead of providing job shadowing opportunities for one to two days. Therefore, the success rate of matching students to job shadowing opportunities is particularly low. As of 31 August 2017, <u>1 company (Provention) has provided job shadowing opportunities to 10 students.</u></p>	<p>272 Students</p> <p>10 Students</p>
<p>March – August 2017</p>	<p><u>Update of CARATS webpage</u> Snapshots of activities and sample of promotional flyers were attached in <i>Appendix V</i></p>	<p>N/A</p>
<p>July 2017</p>	<p><u>Computer Equipment</u> A digital camera with video recording function has been purchased in July. (Invoice was attached in <i>Appendix VI</i>)</p>	<p>N/A</p>

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* 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
1. Organized workshops for students ✓	100% ✓	
2. Completed job shadowing and internship experiences, pre-experience briefing and post-experience debriefing workshop ✓	100% ✓	
3. Updated the website with snapshots of activities ✓	100% ✓	
Overall Project		

** Please seek prior approval from the Education Fund 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 Education Fund 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 Education Fund Secretariat
1. To organize 1 interim sharing workshop and 1 post-experience workshops instead of 4 post-experience workshops (See attached revised Schedule III). ✓	30 October 2017 ✓

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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	\$1,476,000 ✓	\$720,360 ✓	\$755,640 ✓
b. Equipment / facilities	\$30,000 ✓	\$25,770 ✓	\$4,230 ✓
c. Services	\$76,000 ✓	\$6,409 ✓	\$69,591 ✓
d. General expenses	\$28,000 ✓	\$3,100 ✓	\$24,900 ✓
e. Others	\$24,150 ✓	\$0 ✓	\$24,150 ✓
Total	\$1,634,150 ✓	\$755,639 ✓	\$878,511 ✓
<i>Project Income (if any)</i>			\$0 ✓
<i>Total Balance</i>			\$878,511 ✓