

Quality Enhancement Support Scheme

Progress Report	Project No. : (IA05/QESS/2016)
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Reporting Period : From September 2017 (month/year) to February 2018 (month/year)

Part A

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

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

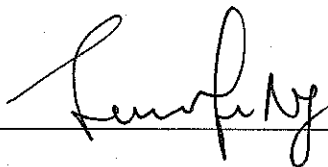
Project Period : From September 2016 (month/year) to August 2018 (month/year)

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: _____

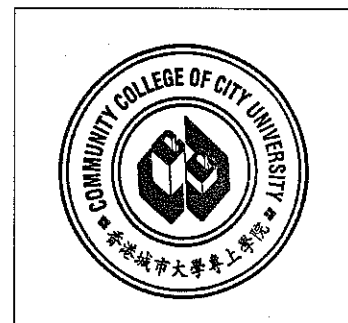


Name of Authorised Person : Ms. Jennifer Ng

Position of Authorised Person : Principal, CCCU

Date

24 May 2018



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* A separate written application should be submitted to the Grantor for prior written approval.

Quality Enhancement Support Scheme

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)
3 November 2017, 15:00-14:00, Room 6213, AC3, CCCU Kowloon Tong Campus	<p><u>Organization of workshops</u></p> <p>1. Job Searching Skills Workshop Landing a dream job is always the biggest challenge to fresh graduates. In this workshop, Mr. Jonathan Pok, Head of Key Accounts, jobsDB was invited to share top job hunting tips for students and the latest job market trends in Hong Kong and Asian countries. (Photos of the event were attached in <i>Appendix Ia</i>)</p>	50 Students
29 September 2017, 15:00-16:00, Room 6213, AC3, CCCU Kowloon Tong Campus	<p>2. Business and Social Etiquette Workshop Manners and image matter in students' personal and professional success in life. To better equip students before they enter the business world, Ms. Susanna Yim, Assistant Sales Director, cpjobs shared tips with students on how to become more confident and professional, how to behave correctly in every situation, especially interviews, and leave others with a positive first and lasting impression. (Photos of the event were attached in <i>Appendix Ia</i>)</p>	14 Students
22 September 2017, 14:30-15:30, Room 2413, AC2, CCCU Kowloon Tong Campus,	<p>3. Time and Stress Management Workshop HK Christian Services was invited to deliver a Time and Stress Management Workshop at CCCU's Kowloon Tong Campus. The title of the workshop was "Happiness? Your Choice!" In this workshop, the speakers shared the main causes of stress and how students can handle pressure with a positive mindset. (Photos of the event were attached in <i>Appendix Ib</i>)</p>	22 Students
27 October 2017, 15:00-17:30, Shiseido Beauty	<p>4. Personal Grooming Workshop Shiseido Beauty Centre was invited to host this Personal Grooming workshop to coach students who were interested in learning how to present themselves professionally and stand out at job interviews. Participants were able to learn skin care</p>	10 Students

Quality Enhancement Support Scheme

<p>Centre, 1701 Tower One, Times Square, Causeway Bay, Hong Kong</p> <p>23 January 2018; 27 February, 2018, 17:00-19:00, Room 6212, AC3, CCCU Kowloon Tong Campus; RTF 702, CCCU Telford Campus</p>	<p>treatments and useful makeup tips with hands-on practice in this 2-hour session. (Photos of the event were attached in <i>Appendix Ic</i>)</p> <p>5. CV & Cover Letter Writing Workshop</p> <p>These two-hour workshops led by Miss Allison Leger focused on the language and skills required in English to optimize students' professional profile and increase their employability. They were able to acquire techniques to write impressive CV and cover letters. Students also brought their current CV and cover letters to the workshop for feedback. (Photos of the event were attached in <i>Appendix Id</i>)</p>	<p>41 Students</p>
<p>15 September 2017, 14:00-16:00, Tseung Kwan O Industrial Estate</p> <p>5 February 2018, 15:30-18:30, Sham Shui Po, Kowloon</p>	<p><u>Organization of Company Visits</u></p> <p>1. A visit to the Wellcome Fresh Food Logistics Centre</p> <p>26 students participated in a guided tour led by the Logistics Manager with explanation adapted to the team about the facilities operations and work flows. It helped our students integrate the observation of the actual field and knowledge learned in class. (Photos of the event were attached in <i>Appendix IIa</i>)</p> <p>2. A visit to the MIDWAY shop</p> <p>Pan and Rita, co-founder of MIDWAY shop shared their professional media industry experience and passion driven business concept with the participating students. Students visited the company in Kowloon and learned about creative branding, storytelling techniques and event driven promotional skills from these creative industry professionals. (Photos of the event were attached in <i>Appendix IIb</i>)</p>	<p>26 Students</p> <p>28 Students</p>

Quality Enhancement Support Scheme

<u>Organization of Career Talks</u>		
17 November 2017, 14:00 - 15:00, Room 2206, AC2, CCCU Kowloon Tong Campus	<p>1. Recruitment Talk for the Post of Immigration Assistant, Immigration Department</p> <p>The Immigration Department of HKSAR Government was invited to hold a recruitment talk for the post of Immigration Assistant. An Immigration Assistant is mainly deployed on general search, guard, escort, patrol, reception, driving and operational duties in connection with the enforcement of the immigration, registration of persons, births, deaths and marriage laws of Hong Kong, which may include but is not limited to the detection of forged documents. (Photos of the event were attached in <i>Appendix IIIa</i>)</p>	18 Students
1 February 2018, 14:00-16:00, RTF 609, CCCU Telford Campus	<p>2. Hong Kong Airlines Career Talk</p> <p>Representatives from the Service Delivery Department of Hong Kong Airlines were invited to deliver a career talk to students interested in pursuing a career in the aviation industries. Students who attended the talk were offered the opportunity to an interview for the position of flight attendant. (Photos of the event were attached in <i>Appendix IIIb</i>)</p>	37 Students
15 September 2017, 11:00-12:00, Room 1610, AC2, CCCU Kowloon Tong Campus	<p>3. Career Talk by Investor Education Centre of Securities Futures and Commission</p> <p>This talk provided an opportunity for students to acquire basic investment concepts and understand the operation of Securities Market in Hong Kong. Students learnt essential financial skills, money and credit management, financial planning, investment and securities markets. This helped students in financial studies to advance their financial knowledges, skills and formed a good foundation for further study of Finance-related subjects. (Photos of the event were attached in <i>Appendix IIIc</i>)</p>	66 Students
26 September 2017, 19:00-21:00, UBS, 59/F, IFC II	<p>4. Hong Kong Stocks and Warrants Career Talk</p> <p>This talk gave our Business students a deeper understanding about the investment of Hong Kong stocks and other financial derivative instruments. It helped students to connect the knowledge they learned in classes to the real life. (Photos of the event were attached in <i>Appendix IIIc</i>)</p>	35 Students

Quality Enhancement Support Scheme

<p>September 2017 – February 2018</p>	<p><u>Coordinated and sourced job shadowing and internship opportunities for students</u></p> <p>Project CARATS Office has proactively reached out to community and corporate organizations to seek support for potential job shadowing and internship opportunities for our students. As of February 2018, summer internship programmes from more than 20 supporting organizations have been promoted to students. The only difficulty was that we received feedback from a majority of hiring organizations that they preferred to employ students as full-time paid or unpaid interns during summer, with internship period ranging from six weeks to three months instead of providing job shadowing opportunities for only one to two days. Through telephone conversation, most employers expressed that they lack the manpower to monitor job shadowees. They believed that internship placements have a greater effect on developing student's skillsets and enhancing company efficiency at the same time. Nevertheless, invitation letters to provide job shadowing and internship opportunities have been sent to potential employers on ongoing basis. Promotional emails regarding applications for summer internship/job shadowing opportunities have also been sent to students throughout the 3rd reporting period. (Invitation letters to organizations, CARATS 2018 Summer Internship Announcement Email to Students and list of employers contacted for sourcing internship opportunities were attached in <i>Appendix Va, Vb & Vc respectively</i>)</p> <p><u>Update of CARATS webpage</u></p> <p>Snapshots of updates on CARATS webpage were attached in <i>Appendix IV</i>.</p>	<p>Career Coordinators</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>		

Quality Enhancement Support 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
1. Coordinated and sourced job shadowing and internship opportunities for students	100%	
2. Organized workshops for students	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
<p><u>Internship & Job Shadowing Experience and Workshops</u></p> <p>1. We observed that the period between September and February, widely regarded as the most challenging semester in their programme, was a time for Year 2 students to focus on their academic studies after a long summer break, and for newly joined Year 1 students to adapt to College life. Hence, a majority of students did not have the capacity to partake in internship or job shadowing opportunities due to full-time studies and coursework. We also learned from conversation with employers that they prefer hiring students to work between May and August when students could commit to working full-time consistently for up to 3 months. Similar to our experience in the 1st reporting period (September 2016 – February 2017), no students participated in internship and job shadowing activities during the 3rd reporting period. Due to the absence of job shadowing and internship placements, the planned two pre-experience briefing workshops, two post-experience debriefing workshops and internship placements that should have been conducted at the 3rd reporting period will be carried out during the 4th reporting period (March and August 2018) which is when students have higher</p>	

Quality Enhancement Support Scheme

<p>motivation to participate in career training workshops and apply for internships offered by CARATS.</p> <p>2. To organize 4 pre-experience briefing workshops and 3 post-experience debriefing workshops during the 4th reporting period (See attached revised Schedule III).</p>	<p>Approval sought from EdB dated May 9, 2018</p>
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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	\$1,080,540	\$395,460
b. Equipment / facilities	\$30,000	\$25,770	\$4,230
c. Services	\$76,000	\$7,929	\$68,071
d. General expenses	\$28,000	\$3,100	\$24,900
e. Others	\$24,150	\$0	\$24,150
Total	\$1,634,150	\$1,117,339	\$516,811
<i>Project Income (if any)</i>			\$0
<i>Total Balance</i>			\$516,811