

Quality Enhancement Support Scheme

Progress Report	Project No. : (02/QESS/2017)
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Reporting Period : From September 2017 (month/year) to February 2018 (month/year)

Part A

Project Title : The Student Counselling Services and Personal Development Centre (The Student Centre)

Name of Grantee : Community College of City University (CCCU) (now College Hong Kong)

Project Period : From September 2017 (month/year) to August 2019 (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 : 28 MAR 2018



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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)
September 2017	<p>Formation of Project Team</p> <ul style="list-style-type: none"> • Project Coordinator • <u>1 Student Counsellor appointed</u> to work under the supervision of Project Coordinator / • Student Counsellor works with <u>Counselling Consultant</u> (half-time) on student cases on monthly basis 	<p>1 Project Coordinator</p> <p>1 Student Counsellor</p> <p>1 Counselling Consultant</p>
September 2017	<p>Met with Student Counsellor and teaching staff to understand manpower need</p> <ul style="list-style-type: none"> • Meetings with <u>Heads of Divisions, Divisional Executive Officers, Project Coordinator and Student Counsellor</u> were held to <u>understand manpower need</u>. In these meetings with <u>Divisional staff</u>, <u>Heads of Divisions provided advice on activities to be organized and appointed Executive Officer of each Division</u> as point of contact and to <u>assist in data collection and record keeping</u>. Details of the meetings are summarized as follows: <ol style="list-style-type: none"> a. Divisional staff <u>shared available resources and manpower to support The Student Centre and identified specific needs of students and staff</u> from different programmes. b. Discussed <u>common challenges</u> faced by associate degree students with respect to their mental health c. Divisional staff <u>shared connections with potential industry partners and previous experience of collaboration with community helping professionals</u> d. Divisional staff and members of Project Team agreed to <u>communicate closely</u> throughout the project period. Divisions will <u>pass relevant student inquiries regarding counselling services and personal development to Project Team and report students' and staff's feedback</u> to ensure services provided meet their needs / • The Project Team <u>connected with clinical psychologists and counselling service providers via phone calls</u> so as to establish 	<p>4 Heads of Divisions,</p> <p>4 Divisional Executive Officers</p>

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	<p>partnerships for the provision of <u>professional counselling services, psychological assessments and mental health training seminars/workshops</u> to students and College staff. <u>Partnerships have been formed</u> with the following organizations:</p> <ol style="list-style-type: none"> a. Praying Hearts ✓ b. The Mental Health Association of Hong Kong ✓ c. Caritas Family Crisis Support Centre ✓ d. Hong Kong Baptist Hospital Counselling and Patient Support Centre ✓ 	
<p>September 2017</p>	<p>Set up Project Centre and Counselling Room</p> <ul style="list-style-type: none"> • <u>A Project Centre has been set up and in operation since September 2017.</u> This Centre serves as the <u>Counselling Room</u> for the <u>Student Counsellor to meet with students who require counselling services.</u> It also acts as the <u>focal point for students to apply for mental health and personal development workshops, seminars and make enquiries.</u> Basic furniture was purchased for the establishment of the Centre. (Photo of the Project Centre is attached in <i>Appendix I</i>) ✓ 	
<p>October 2017</p>	<p>Conducted the General Health Questionnaire for all CCCU students</p> <ul style="list-style-type: none"> • To <u>better understand the mental health status of CCCU students, the DASS-21 Depression Anxiety Stress scale test was conducted on 12 October 2017.</u> The Project Team sent out an <u>email invitation to all AD students</u> where they were required to answer 21 questions about their emotional well-being. By the end of October 2017, <u>a total of 933 students completed the test.</u> The DASS-21 test was instrumental in <u>identifying students with depressive and other emotional issues,</u> and enabled the Student Counsellor to <u>reach out and provide intervention / counselling services</u> to those with severe mental health problems. These figures also helped the Project Team to <u>design the features and contents of workshops that would benefit students with specific needs.</u> (Screenshot of DASS-21 test and results were attached in <i>Appendix II</i>) ✓ • As of 28 February 2018, a total of <u>68 students enjoyed counselling services</u> from the in-house Student Counsellor. Out of the 68 students, <u>28 of those used psychological</u> 	<p>933 Students ✓</p> <p>68 Students ✓</p>

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	<p><u>counselling services provided by the aforementioned service providers.</u> /</p>	
<p>October 2017 onwards</p>	<p>Developed Project website with on-line self-help resources</p> <ul style="list-style-type: none"> • <u>The Student Personal Development and Counselling Services Centre (The Student Centre) webpage has been developed. This digital platform allows students to obtain all sorts of information about the Project. The webpage was officially launched in October 2017 and has been updated on regular basis.</u> Features of the webpage include: <ol style="list-style-type: none"> a. <u>Application guide for in-house counselling service and procedure to obtain referral for psychological counselling from external service providers</u> / b. <u>Introduction of the Peer Counselling Programme and access to application form</u> / c. <u>Application portal for a wide range of personal development activities offered by The Student Centre</u> / d. <u>Information on support services for students with Special Educational Needs (SEN)</u> / e. <u>Self-help and community resources about mental health tips, anger and stress management, positive psychology to raise awareness of the importance of mental health.</u> <i>(The link to The Student Centre webpage and screenshots of the webpage were attached at Appendix III)</i> 	
<p>9 & 10 January 2018, 14:00-16:00, Room 2206, AC2, CCCU Kowloon Tong Campus</p>	<p>Organization of Workshops for staff and students</p> <p>1. Staff Counselling Skills Seminars</p> <p>An invitation was sent to academic, administrative and support staff of the College to participate in the <u>Staff Counselling Skills Seminars on 9 & 10 January 2018.</u> The aim of these seminars is to <u>enable staff to understand the psychological, emotional and social needs of young people and acquire the skills in providing counselling to at-risk students.</u> Throughout the seminars, representatives of Grains of Soul: Community Support Program on Psychological Wounds, Caritas Family Crisis Support Centre shared their experiences on topics such as <u>“School Crisis Management”</u> and <u>“Supporting Students with Emotional Problems”.</u> <i>(Screenshots of handouts and photos of the seminars were attached at Appendix IVa)</i></p>	<p>43 Staff /</p>

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<p>9 & 10 January 2018, 16:00-17:00, Room 2206, AC2, CCCU Kowloon Tong Campus</p>	<p>2. <u>Staff Sharing Sessions</u> This session was held for staff to discuss and share common <u>issues and real life challenges they encountered when dealing with students with special educational needs, emotional distress, mental health illnesses and other psychological problems that hinder their academic studies and social lives.</u> <i>(Photos of the sessions were attached at Appendix IVa)</i></p>	<p>43 Staff /</p>
<p>31 January 2018, 17:30-18:30, Room 2614, AC2, CCCU Kowloon Tong Campus</p>	<p>3. <u>Time Management and Stress Management Workshop</u> Ms. Cathy Yau, Senior Service Supervisor of Counselling and Patient Support Centre, Hong Kong Baptist Hospital had a <u>sharing on the sources of stress and how stress affects their health, academic performance, self-esteem and relationships with others.</u> The methods of <u>empowering, reducing their stress level, managing emotions and becoming more productive</u> were also introduced. <i>(Photos of the workshop were attached at Appendix IVb)</i></p>	<p>55 Students /</p>
<p>12 January 2018, 15:30-17:30, Room 1106, AC2, CCCU Kowloon Tong Campus</p>	<p>4. <u>Interpersonal Communication Skills Workshop</u> This workshop facilitated students to <u>reflect on their personal strengths and weaknesses, values, attitudes and life goals</u> in order to enhance their <u>self-understanding.</u> Students would be able to apply the basic skills in <u>effective interpersonal communication through classroom role-plays, and later in real life situations.</u> <i>(Photos of the workshop were attached at Appendix IVc)</i></p>	<p>16 Students /</p>
<p>23 October 2017, 15:00-17:00, CCCU Telford Campus</p>	<p>5. <u>Mental Health Promotion Seminar</u> This seminar was conducted for students studying in psychology or related subjects and interested in further developing in this area in their career. Throughout this seminar, Ms. Jenny Chan, Registered Clinical Psychologist (HKPS), delved into the topic of <u>post-traumatic stress disorder and the method of mindfulness-based therapy approach</u> was introduced <i>(Photos of the seminar were attached at Appendix IVc)</i></p>	<p>50 Students /</p>

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<p>2 February 2018, 14:00-16:30, Kafeien Coffee & Kitchen, Kwun Tong</p>	<p>6. Personal Enrichment and Cultural Exchange activities – <u>Latte Art Workshop</u> This workshop provided an introduction to basic espresso making, steaming milk foam, techniques of latte art such as free pouring and etching. Students enjoyed a fun workshop with hands-on practice from a certified trainer and barista. <i>(Photos of the workshop were attached at Appendix IVd)</i></p>	<p>20 Students</p>
<p>9 February 2018, 15:00-17:00, Room 2208, AC2, CCCU Kowloon Tong Campus</p>	<p>7. Personal Enrichment and Cultural Exchange activities – <u>Glass Terrarium Workshop</u> This workshop provided an opportunity for students who enjoy to DIY to build their own Glass Terrarium as a little decoration for their home. Participants learned how to create their unique miniature garden and the maintenance techniques for their creation. <i>(Photos of the workshop were attached at Appendix IVe)</i></p>	<p>19 Students</p>
<p>5 January 2018, 14:00-17:00, Room 2202, AC2, CCCU Kowloon Tong Campus</p>	<p>8. <u>Psychological Assessment Workshop</u> Myers-Briggs Type Indicator® (<u>MBTI</u>) is a widely used instrument for <u>understanding personality differences</u>. This 3-hour workshop gave an overview of basic <u>individual type preferences</u>, explore and identify careers that align with <u>respective personality types</u> and <u>introduce communication and peer counselling skills</u> with the use of MBTI theories. <i>(Photos of the workshop were attached at Appendix IVf)</i></p>	<p>35 Students</p>
<p>October 2017</p>	<p>Promoted the Peer Counselling Programme (PCP) and recruited participants</p> <ul style="list-style-type: none"> The <u>recruitment exercise for Peer Counsellors started in September 2017 via promotion on Project webpage, email broadcast system and nomination by teaching staff</u>. 87 students applied for the Peer Counselling Programme and as a result, <u>27 qualified students were selected as Peer Counsellors (PC)</u>. <i>(Screenshots of promotional email and photos of Peer Counsellors were attached at Appendix Vab)</i> 	<p>27 Students</p>
<p>October - November 2017, 14:00-17:00,</p>	<p>Organization of activities for Peer Counsellors</p> <p>1. <u>Mental Health First Aid Course</u> This <u>12-hour course</u> is designed to <u>equip Peer Counsellors with knowledge and skills to help people with an emergent mental health problem</u>. Peer Counsellors would receive a</p>	<p>26 Students (1 student obtained the MHFA Certification from MHAHK at her own</p>

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<p>CCCU Kowloon Tong</p>	<p><u>course manual</u> and a <u>certificate</u> issued by the Mental Health Association of Hong Kong upon course completion. (Certificate is jointly issued with The Mental Health Association of Hong Kong and acknowledged by the Mental Health First Aid International). The entire course was spread out into four sessions on the following dates:</p> <ul style="list-style-type: none"> ✓ 1. 13 October 2017, 14:00-17:00 ✓ 2. 20 October 2017, 14:00-17:00 3. 27 October 2017, 14:00-17:00 ✓ 4. 3 November 2017, 14:00-17:00 <p><i>(Sample of Certificate and photos of the course were attached at Appendix Vc)</i></p>	<p>expense before the Programme started)</p>
<p>26 January 2018, 14:00-17:00, Room 2510, AC2, CCCU Kowloon Tong Campus</p>	<p>2. Peer Counselling Skills Training Session 1 - <u>Basic Counselling Skills</u> In this <u>3-hour session</u>, student Peer Counsellors <u>obtained basic counselling skills of practical significance</u> that could be applied to support their peers in <u>daily situations</u>. Ms. Rebecca Lau, Registered Clinical Psychologist led the <u>discussion of case scenarios</u> and <u>role-play</u> to facilitate the <u>grasp of key counselling skills</u>. <i>(Photos of the session were attached at Appendix Vd)</i></p>	<p>27 Students ✓</p>
<p>2 February 2018, 14:00-17:00, Room 6212, AC3, CCCU Kowloon Tong Campus</p>	<p>3. Peer Counselling Skills Training Session 2 – <u>Mindfulness</u> In this 3-hour workshop, Ms. Jenny Chan, Registered Clinical Psychologist (HKPS), introduced the <u>practice of mindfulness to our student Peer Counsellors</u>. Students were able to learn how to <u>cultivate peace and happiness in everyday personal and school life</u> as well as the <u>technique of mindful listening</u> which can be applied to counselling their peers. <i>(Photos of the session were attached at Appendix Ve)</i></p>	<p>27 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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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. Formation of project team ✓	100%	
2. Met with Student counsellor and teaching staff to understand manpower need ✓	100%	
3. Set up Project Centre and counselling room ✓	100%	
4. Conducted the General Health Questionnaire to all CCCU students ✓	100%	
5. Developed Project website with on-line self-help resources ✓	100%	
6. Organized workshops for teaching staff and students ✓	100%	
7. Promoted the Peer Counselling Programme and recruited participants ✓	100%	
8. Organized activities for enrolled student peer counsellors for Peer Counselling Programme ✓	100%	
9. 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.		

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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

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	\$1,044,000 /	\$258,530 /	\$785,470 /
b. Equipment / facilities	\$6,000 /	\$5,648 /	\$352 /
c. Services	\$843,600 /	\$81,530 /	\$762,070 /
d. General expenses	\$76,000 /	\$21,150 /	\$54,850 /
e. Others	\$29,550 /	\$0 /	\$29,550 /
Total	\$1,999,150 /	\$366,858 /	\$1,632,292 /
<i>Project Income (if any)</i>			\$0 /
<i>Total Balance</i>			\$1,632,292 /