

Quality Enhancement Support Scheme

Progress Report

Project No. : 02/QESS/2017

Reporting Period : From March 2018 (month/year) to August 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)

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

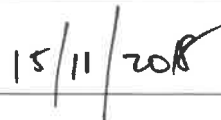
Signature of Authorised Person : _____



Name of Authorised Person : Ms. Jennifer Ng

Position of Authorised Person : Principal, CCCU

Date : _____




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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)
18 May 2018, 14:00-15:50 & 16:00-17:50, Room 2208, AC2, CCCU Kowloon Tong Campus	<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 Staff Counselling Skills Seminars held on 18 May 2018. The aim of these seminars is to enable staff to learn techniques for handling depression and anxiety in students and to acquire counselling skills through demonstration and practice. At these seminars, representatives of Grains of Soul: Community Support Program on Psychological Wounds, Caritas Family Crisis Support Centre shared their experience on topics of “Handling Students with Depression” and “Handling Students with Anxiety”. <i>(Photos and the screenshots of PowerPoint slides of the seminars are attached at Appendices Ia, Ib and Ic)</i></p>	21 Staff
18 May 2018, 18:00-18:50, Room 2208, AC2, CCCU Kowloon Tong Campus	<p>2. Staff Sharing Sessions</p> <p>This session was held for staff to discuss their experience in counselling students, to share challenges they had encountered in dealing with students suffering from depression and anxiety causing negative effects on their academic studies and social life, and to exchange opinions and ideas with one another. <i>(Photos of this session are attached at Appendix II)</i></p>	13 Staff

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<p>6 April 2018, 14:00-16:00, Room 2208, AC2, CCCU Kowloon Tong Campus</p>	<p>3. Time Management and Stress Management Workshop Ms. Jenny Chan, registered clinical psychologist of the Hong Kong Psychological Society (HKPS) and center manager of the Breathe and Smile Mindbody Wellbeing Center, was invited as speaker of the workshop. She shared ways to alleviate negative emotions, restore calmness through mindfulness and art, and to reunite our body and mind at the present moment. At the workshop, students created handcrafts and drew pictures while learning to listen deeply to their feelings and seeking ways to take good care of themselves. They were able to express themselves in a free and creative way under the guidance of Ms. Jenny Chan. <i>(Photos and quotation of the workshop are attached at Appendices IIIa, IIIb and IIIc)</i></p>	<p>6 Students</p>
<p>23 April 2018, 13:00-15:00, RTF 611, CCCU Telford Campus</p>	<p>4. Interpersonal Communication Skills Workshop This workshop facilitated students' reflection on their personal strengths and weaknesses, values, attitudes and life goals to enhance their self-understanding. Students were able to apply the basic skills they learnt in class in effective interpersonal communication via group activities such as role-play. <i>(Due to copyright reasons, the speaker did not provide us with copies of the PowerPoint slides or handouts, and only the copy of the announcement is attached at Appendix IV.)</i></p>	<p>18 Students</p>

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<p>16 April 2018, 15:30-16:30, Room 1511, AC2, CCCU Kowloon Tong Campus</p>	<p>5. Mental Health Promotion Seminar</p> <p>The seminar was conducted for students who had interest in knowing more about staying psychologically healthy, dealing with daily stress, enjoying life and maintaining good relationships. <i>(Photos and the screenshots of PowerPoint slides of the workshop are attached at Appendices Va and Vb)</i></p>	<p>55 Students</p>
<p>13 April 2018, 14:00-16:30, Kafeien Coffee & Kitchen, Kwun Tong</p>	<p>6. Enrichment and Cultural Exchange Activities – Latte Art Workshop</p> <p>The Centre aims to provide opportunities for students to discover their interests, competencies and career paths. The enrichment and cultural exchange activities allow them to connect with different kinds of people in society and to reach out to industries which are new to them.</p> <p>This event was organized jointly with My Flavour Coffee and held at Kafeien Coffee & Kitchen located in Kwun Tong. In the workshop, the idea and the demonstration of latte art were presented by a certified trainer and barista, following which students were offered the chance to get hands-on experience after his introduction. They had a relaxing and enjoyable time at the coffee shop. <i>(Photos of the workshop are attached at Appendices VIa and VIb)</i></p>	<p>19 Students</p>

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<p>13 April 2018, 15:00-16:30, Room 2208, AC2, CCCU Kowloon Tong Campus</p>	<p>7. Enrichment and Cultural Exchange Activities – Glass Terrarium Workshop</p> <p>Through participation in these activities, their horizons are broadened and they may develop their interests in new areas. They can also build up their social network by meeting new friends in the workshops which we believe is important as peer support is significant in school. It also enhances their communication skills at the same time. Furthermore, when they are engaged in the workshops, they will be able to put aside their schoolwork to enjoy an interesting class, relieving stress.</p> <p>At this workshop, students had the opportunity to build and create their own Glass Terrarium, a miniature garden, as a little decoration for their home. They were also taught the techniques for preservation of their creations in class. <i>(Photos of the workshop are attached at Appendices VIIa and VIIb)</i></p>	<p>20 Students</p>
<p>8 May 2018, 14:00-16:00</p>	<p>8. Psychological Assessment Workshop</p> <p>Personal dimension is a model that helps one to find strengths and weaknesses, and patterns and capacities by examining one's personalities and behaviors in several aspects. Through the assessment, students discovered their strong and weak points and were able to find out the kind of career that matched their test results and recognized their strengths. They also learned to appreciate the differences between themselves and their peers. <i>(Due to copyright reasons, the speaker did not provide us with copies of the PowerPoint slides or handouts, and only the copy of the announcement is attached at Appendix VIII.)</i></p>	<p>18 Students</p>

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<p>28 July 2018, 14:00-16:30, LT3505, AC2, CCCU Kowloon Tong Campus</p>	<p>9. Parent Sharing Session Many parents may want to know about the symptoms of anxiety so that they can identify them in their children right away. They may also be concerned if the presence of anxiety symptoms means the occurrence of an anxiety disorder. In view of the parents' needs, the seminar delivered knowledge about adolescent anxiety and ways of identification and handling. The Student Centre also shared ways on how parents can support their children studying at UOWCHK/CCCU, taught parenting skills, and informed parents about articulation and career opportunities. <i>(Photo of the session is attached at Appendix IX.)</i></p>	<p>92 parents</p>
<p>23 March 2018, 14:30-16:30, Room 1402, AC2, CCCU Kowloon Tong Campus</p>	<p>Organization of Activities for Peer Counsellors 1. Peer Counselling Skills training Sessions – Dealing with Stress and Anxiety Ms. Jenny Chan, registered clinical psychologist (HKPS) and the center manager of Breathe and Smile Mindbody Wellbeing Center, was invited as the speaker of this workshop to introduce methods for dealing with stress and anxiety. In this 2-hour training session, student peer counsellors acquired counselling skills under the guidance of the speaker. They strengthened their ability in listening and helping others by integrating the art of mindful communication and clinical psychology. <i>(Photos and screenshots of handouts of the workshop are provided at Appendices Xa and Xb)</i></p>	<p>15 students</p>

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<p>25 May 2018, 13:30-15:30, Room 307, CCCU Telford Campus</p>	<p>2. Peer Counselling Skills training Sessions – Are You Ready to Become a Peer Counsellor?</p> <p>This training session was organized jointly with the Mental Health Association of Hong Kong with main focus on practical counselling skills for student peer counsellors. Apart from obtaining communication and peer counselling techniques, students were required to participate in the discussion of case studies and to apply the knowledge learnt in the Mental Health First Aid Course in practice. <i>(Photos and the rundown of this training session are provided at Appendices XIa and XIb)</i></p>	<p>23 Students</p>
<p>25 May 2018, 10:00-12:30, Room 307, CCCU Telford Campus</p>	<p>3. Team-Building Event</p> <p>In order to strengthen the bond between student peer counsellors, a team-building event was held by the College and the Mental Health Association of Hong Kong. A number of games were designed by the host which required cooperation among the participants. Through the event, they were able to develop team spirit and master communication skills while enjoying the games. <i>(Photos and the rundown of this training session are provided at Appendices XIIa and XIIb)</i></p>	<p>23 Students</p>

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<p>25 May 2018, 13:30-15:30, Room 307, CCCU Telford Campus</p>	<p>4. Mental Health Awareness Day</p> <p>The objective of conducting the Mental Health Awareness Day was to promote the importance of mental health to the public and raise their awareness with the intention of enhancing our society's ability to address mental issues. With knowledge gained after a series of training and the Mental Health First Aid Course, student peer counsellors were able to share their knowledge with the public by designing health promotion boards and booths to introduce mental illnesses.</p> <p>The boards were produced on 25 May 2018 at CCCU Telford Annex and displayed in the open area of the campus for a week. The area is open to the public and people were welcome to visit. Our peer counsellors wrote about Psychosis, Anxiety and Depression. They explained what mental health was and people could know more about those illnesses by reading the information provided on the boards. The peer counsellors were also responsible for answering questions on that day, 25 May 2018. <i>(Photos of this training session are provided at Appendices XIIIa and XIIIb)</i></p>	<p>23 Students</p>
<p>September 2017 Onward</p>	<p>Updating Website with Screenshots of Activities</p> <p>Relevant activity photos have been uploaded to the website for viewing by the public.</p> <p>The Student Centre Website: https://www.cityu.edu.hk/cccu/stud_center_main.html <i>(Screenshots of the website are attached at Appendix XIV)</i></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. Organized workshops for students 2. Organized activities for enrolled peer counsellors 3. Updated the website with snapshots of activities	100% 100% 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
Nil	Nil

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	\$1,044,000.00	\$521,580.52	\$522,419.48
b. Equipment / facilities	\$6,000.00	\$5,648.00	\$352.00
c. Services	\$843,600.00	\$163,530.00	\$680,070.00
d. General expenses	\$76,000.00	\$21,632.30	\$54,367.70
e. Others	\$29,550.00	0.00	\$29,550.00
Total	\$1,999,150.00	\$712,390.82	\$1,286,759.18
<i>Project Income (if any)</i>			0.00
<i>Total Balance</i>			\$1,286,759.18