

Quality Enhancement Support Scheme

Progress Report
Project No. : 02/QESS/2017

 Reporting Period : From September 2018 (month/year) to February 2019 (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)/
UOW College Hong Kong (UOWCHK)

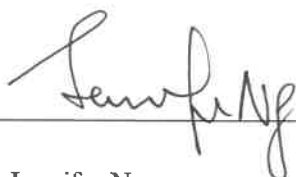
 Project Period : From September 2017 (month/year) to August 2019 (month/year)

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 : President, CCCU/UOWCHK

Date : _____

29/4/19

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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 2018	<p>Conducted the Student Health Questionnaire for all CCCU/UOWCHK students</p> <p>To better understand the mental health status of CCCU/UOWCHK students, the DASS-21 Depression Anxiety Stress scale test was sent on 5 September 2018. The Project Team sent out an email invitation to all AD students where they were required to answer 21 questions about their emotional well-being. By the end of September, 815 students completed the test.</p> <p>The DASS-21 test was instrumental in identifying students with depressive and other emotional issues, and enabled the Student Counsellor to reach out and provide intervention / counselling services to those with severe mental health problems. These figures also helped the Project Team to design the features and contents of workshops that would benefit students with specific needs.</p> <p><i>(Screenshot of the DASS-21 test and results are attached in Appendices Ia, Ib and Ic respectively)</i></p>	815 Students
26 October 2018, 14:00-15:50, Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus	<p>Organization of workshops for staff and students</p> <p>1. Staff Counselling Skills Seminars: Workshop on Identification of Early Psychosis and Handling Skills</p> <p>Ms. Christy Leung from The Mental Health Association of Hong Kong taught about Psychosis and ways to handle them. Staff who partook in the seminar were able to pay more attention to students' mental health. They could at least identify some of the symptoms that would appear in early Psychosis and could develop a basic concept of the "Dos" and "Don'ts" in counselling.</p> <p><i>(Photos and the screenshot PowerPoint slides of the seminars are attached in Appendices IIa, IIb and IIc)</i></p>	15 Staff

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<p>23 November 2018, 14:00-15:50, Room 5206, AC3, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>2. Staff Counselling Skills Seminars: Relaxation Skills Workshop</p> <p>This session was conducted for staff to experience mindful exercises. Ms. Melissa Chiu from Grain of Soul shared ways to alleviate stress and negative emotion through mindful practice and explained how this practice could help with relaxation.</p> <p>After attending the class, the staff did not only learn to reduce their stress but that they could share relaxation tips and help students to cope with their pressure at school.</p> <p><i>(Photos of the workshop are attached in Appendix III)</i></p>	<p>8 Staff</p>
<p>9 November 2018, 15:00-16:50, Room 2104, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>3. Time Management and Stress Management Workshop</p> <p>Mindfulness is a way to develop high awareness of physical condition. Throughout the training in class, students practiced deep relaxation, breathing exercise and walking meditation under the instruction provided by Ms. Cynthia Poon, the Director of Wellsky Wholistic Health Consultancy. In this workshop, students were able to achieve a better wholistic health by nourishing their mind, body and spirit, and designing a good living style.</p> <p><i>(Photos and the screenshot PowerPoint slides of the workshop are attached in Appendices IVa and IVb)</i></p>	<p>23 Students</p>

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<p>16 November 2018, 14:00-15:50, Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>4. Interpersonal Communication Skills Workshop</p> <p>Interpersonal communication skills are essential for building a better relationship. With group practice and exercises, participants were able to cultivate greater sensitivity and compassion in understanding others and themselves through mindful practice. They learnt to be expressive with high resilience and agility for managing emotions, and develop mindful listening and communication to create win-wins in life.</p> <p><i>(Photos and the screenshot PowerPoint slides of the workshop are attached in Appendices Va and Vb)</i></p>	<p>9 Students</p>
<p>9 January 2019, 14:30-16:30, LT-1, AC1, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>5. Mental Health Promotion Seminar: Mental Health Workshop Series I: A Journey to Wellbeing - Empower Your Spirit</p> <p>In this workshop, students were able to enjoy a relaxing session, practicing breathing exercise and music meditation to deepen self-connection and to create a good state of mind. By building self-relationship, positive energy and motivation are brought to them. They have also discovered the power of “Positive Self Talk” in creating solid goals, and learned ways to sleep better through mindfulness exercises.</p> <p><i>(A photo of the seminar and a screenshot of handout are attached in Appendix VI)</i></p>	<p>14 Students</p>

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<p>26 October 2018, 16:00-17:50, Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>6. Staff Sharing Sessions</p> <p>The staff shared about their counselling experience in this session. By sharing the obstacles and difficulties that they have encountered and the solutions that they have come up with, they could exchange opinions and learn from one another.</p> <p><i>(Photos of the session are attached in Appendix VII)</i></p>	<p>15 Staff</p>
<p>26 September 2018, 15:00-16:50, Room 1314, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>7. Enrichment and Cultural Exchange Activities: Express Your Emotion through Floral Art</p> <p>This workshop was conducted to empower student's spirit through gardening activity. They created their unique flower decoration under the instruction of our invited horticultural specialist. Through this activity, students could temporary get away from their study life, calm their mind, relieve the stress and negative emotion they may have experienced in daily life, and gain positive energy.</p> <p><i>(Photos of the workshop are attached in Appendix VIII)</i></p>	<p>19 Students</p>

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<p>4 October 2018, 14:00-16:30, RTF 605, CCCU/UOWCHK Telford Campus</p>	<p>8. Enrichment and Cultural Exchange Activities: Leather Craft Workshop: Stay Focused</p> <p>This activity provided students a chance to discover their interests and to reach out to a new industry. In this workshop, students had the opportunity to experience one of the crafting practices, perforation. They learned the techniques of punching holes on the leather and sewing it into a wallet.</p> <p>Students are required to finish their work within 2.5 hours. In this activity, they improved not only their attention span, but also time management. Strengthening students' attention and concentration improved students' mental performance and enhanced their ability of problem solving.</p> <p><i>(Photos of the workshop are attached int Appendix IX)</i></p>	<p>17 Students</p>
<p>17 December 2018, 14:00-15:50 & 10 January 2019, 15:00-16:50, Room 1404, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>9. Psychological Assessment Workshop: Personal Dimension 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.</p> <p><i>(Photos of the workshop are attached in Appendix X)</i></p>	<p>26 Students</p>

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<p>15 February 2019, 14:30-16:30 Room 6-212, AC3, CCCU/UOWCHK Kowloon Tong Campus</p> <p>(Milestone of Mar- Aug 2019)</p>	<p>10. Staff Counselling Skills Seminar Dealing with Students with Emotional Issues and Needs</p> <p>Young people often experience various kinds of emotional issues in society nowadays. They may be silently suffering from pressures from their peers, families, schools or even their own selves. They may feel frustrations, depression or helplessness brought about by negative emotions. Occasionally, some teachers also reveal difficulties in handling individual cases.</p> <p>In view of the situation, we invited Ms. Christy Leung, an experienced social worker, to give a seminar to talk about methods of dealing with emotionally stressed students. She taught effective skills for helping students in emotional difficulties.</p> <p><i>(Photos of the workshop are attached in Appendix XI)</i></p>	<p>20 Staff</p>
<p>22 February 2019, 15:00-17:00 Room 1400, AC2, CCCU/UOWCHK Kowloon Tong Campus</p> <p>(Milestone of Mar- Aug 2019)</p>	<p>11. Time Management and Stress Management Workshop Self-Empowering Workshop Series: Self Care and Self Compassion – Class I: Introduction to Wellness</p> <p>To achieve wellness, we believe that we will have to understand our needs and listen to our inner voice. In this workshop series, students experienced a peaceful time to relax their mind, and to enhance their wellbeing in a wholistic way with the application of Neuro Linguistic Programming (NLP) and Mindfulness. In the first session, they went through a simple body scanning through meditation and experienced mindful walking. Such practice could enhance their mental health and relieve their stress.</p> <p><i>(Photos of the workshop are attached in Appendix XII)</i></p>	<p>16 Students</p>

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<p>9 January 2019, 10:30-11:30 Room 2206, AC2, CCCU/UOWCHK Kowloon Tong Campus</p> <p>(Milestone of Mar- Aug 2019)</p>	<p>12. Interpersonal Communication Skills Workshop: Business Etiquette in Social Occasions</p> <p>In this workshop, student learned about manners and grooming on business and social occasions that enhanced students' personal development. Our experienced speaker, Ms. Mary Liu, invited students to engage in classroom activities and discussion. They learned appropriate greetings, postures, eye contact, and ways to leave others a great impression by dressing and behaving as a professional and confident individual.</p> <p><i>(Photos of the workshop are attached in Appendix XIII)</i></p>	<p>30 Students</p>
<p>18 January 2019, 14:00-17:00 Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus</p> <p>(Milestone of Mar- Aug 2019)</p>	<p>13. Personal Enrichment and Cultural Exchange Activities Self-Enhancement Workshop Series I - Leather Craft - New Year Blessing</p> <p>As school was going to start again and the Chinese New Year was coming, the centre has conducted a workshop for students to de-stress. In this workshop, they experienced leather crafting and made themselves a handmade pencil case. They stamped their New Year blessing or motto on their works and kept the case as a reminder or self-encouragement for 2019.</p> <p>Students were required to finish their work within 3 hours. In this activity, they improved not only their attention span, but also time management. Strengthening students' attention and concentration improved students' mental performance and enhanced their ability of problem solving.</p> <p><i>(Photos of the workshop are attached in Appendix XIV)</i></p>	<p>17 Students</p>

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<p>1 February 2019, 14:00-16:00 Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus</p> <p>(Milestone of Mar- Aug 2019)</p>	<p>14. Personal Enrichment and Cultural Exchange Activities Self-Enhancement Workshop Series II - The Culture of Fragrance</p> <p>Grasse in France is known as the world’s capital of perfume. They even have parties and celebration for their beloved “Jasmin” and “Rose de Mai”. In this workshop, a fragrance specialist from Artisenses has revealed a part of the French culture. Students were able to know more about the local culture of France and the influence of perfume to French. They could also improve their taste of life through learning more about perfume.</p> <p><i>(Photos of the workshop are attached in Appendix XV)</i></p>	<p>21 Students</p>
<p>3 September 2018</p>	<p>Promotion of the Peer Counselling Programme and recruited participants</p> <p>The recruitment exercise for Peer Counsellors started in September 2018 via promotion on Project webpage, email broadcast system and nomination by teaching staff. 29 qualified students were selected as Peer Counsellors for the year 2018/2019.</p> <p><i>(The screenshot of promotional email is attached in Appendix XVI)</i></p>	<p>29 Students</p>

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<p>16 November 2018, 14:30-16:30, RTF 604, CCCU/UOWCHK Telford Campus</p>	<p>Organization of Activities for Peer Counsellors</p> <p>1. Peer Counselling Skills Training Sessions: Dealing with Stress and Anxiety Workshop</p> <p>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.</p> <p><i>(Photo of the workshop is attached in Appendix XVII)</i></p>	<p>14 Students</p>
<p>9 January 2019, 14:30-16:30, Room 2206, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>2. Peer Counselling Skills Training Sessions: Basic Counselling Skills Workshop</p> <p>This workshop aimed to train students to become peer counsellors by teaching them basic counselling skills. They learned to listen deeply to others and understand their feelings, difficulties, struggles and needs.</p> <p>Ms. Jenny Chan, Registered Clinical Psychologist (HKPS) taught students methods to strengthen their ability in listening, mindful communication and clinical psychology through mindfulness practices and role-play exercises.</p> <p><i>(Photo of the workshop is attached in Appendix XVIII)</i></p>	<p>10 Students</p>

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<p>September – October 2018, 14:45-17:45, Room 4101, AC2, CCCU/UOWCHK Kowloon Tong Campus ; RTF 604, CCCU/UOWCHK Telford Campus</p>	<p>3. Mental Health First Aid Course</p> <p>This 12-hour course was designed to equip Peer Counsellors with knowledge and skills to help people with an emergent mental health problem. Peer Counsellors would receive a course manual and a certificate 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).</p> <p>The entire course was spread out into four sessions on the follow dates:</p> <ol style="list-style-type: none"> 1. 21 September 2018, 14:45-17:45 2. 28 September 2018, 14:45-17:45 3. 5 October 2018, 14:45-17:45 4. 12 October 2018, 14:45-17:45 <p><i>(Sample of Certificate and photos of the course are attached in Appendices XIXa and XIXb)</i></p>	<p>29 Students</p>
<p>7 January 2019, 10:00-13:00; 14:30-17:30 & 11 January 2019, 10:00-13:00; 14:30-17:30 Room 1410, AC2, CCCU/UOWCHK Kowloon Tong Campus</p>	<p>4. Mental Health First Aid Course (English Class)</p> <p>This 12-hour course was designed to equip Peer Counsellors with knowledge and skills to help people with an emergent mental health problem. Peer Counsellors would receive a course manual and a certificate 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).</p> <p>The entire course was spread out into four sessions on the follow dates:</p> <ol style="list-style-type: none"> 5. 7 January 2019, 10:00-13:00 6. 7 January 2019, 14:30-17:30 7. 11 January 2019, 10:00-13:00 8. 11 January 2019, 14:30-17:30 <p><i>(Photos of the course are attached in Appendix XX)</i></p>	<p>30 Students</p>

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September 2017 Onward	<p>Updating Website with Screenshots of Activities</p> <p>Relevant activity photos have been uploaded to the website for public viewing.</p> <p>The Student Centre Website: http://cccu.edu.hk/stud_center_main.html</p> <p><i>(Screenshots of the website are attached in Appendix XXI)</i></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 staff and students	100%	
2. Promoted the Peer Counselling Programme and recruited participants	100%	
3. Organized activities for enrolled peer counsellors	100%	
4. 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
i. An amount of budget (HK\$5,000) was moved from "(C) Services: Participation of external advisors/service providers to conduct training to students" to "(D) General Expense: Promotion materials" ii. The item "Mental Health First Aid Training" and the budget for this item (HK\$48,000) is moved to "(C) Services" from "(D) General Expense".	The approval of budget re-allocation was sought of EdB dated 29 January 2019.

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	\$785,436.52	\$258,563.48
b. Equipment / facilities	\$6,000	\$5,697.90	\$302.10
c. Services	\$886,600	\$317,142.20	\$569,457.80
d. General expenses	\$33,000	\$8,045.30	\$24,954.70
e. Others	\$29,550	\$0	\$29,550.00
Total	\$1,999,150	\$1,116,321.92	\$882,828.08
<i>Project Income (if any)</i>			\$0
<i>Total Balance</i>			\$882,828.08

Remarks:

- i. The budget for "Mental Health First Aid Training" (HK\$48,000) is moved from "(D) General Expenses" to "(C) Services".
- ii. An amount of HK\$5,000 is moved from the item "(C) Services: Participation of external advisors/service providers to conduct training to students" to the item "(D) General Expenses: Promotion materials" to increase the budget for promotion materials.