

2021
—
2022



CAREER CENTRE

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📍 CIHE & CBCC

When Changing is the New Norm

Career Services Annual Report 2021/2022

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Who We Are

The Career Centre is the bridge between quality education and successful career for students in Caritas Institute of Higher Education (“CIHE”) and Caritas Bianchi College of Careers (“CBCC”). Whether you’re looking for a new part-time or permanent job, or looking to enhance your CV or interview skills, we’ll help you get there!

The Team

Dominic Lee Associate Director
(Admission, Careers, and Public Affairs)

Snowie He Associate Manager (Career Services)

Micoal Tsang Career Advisor

Candice Lau Career Services Officer

Jasmine Lui Career Services Assistant



Figures at a Glance



4.33 / 5

average satisfaction score of Career Centre

1,824

students benefiting in career training

4,641

career training hours

97

total career training workshops

81

dedicated student coaching sessions

7,100+

total views of job vacancies on job portal*

990+

employer partners*

3,603

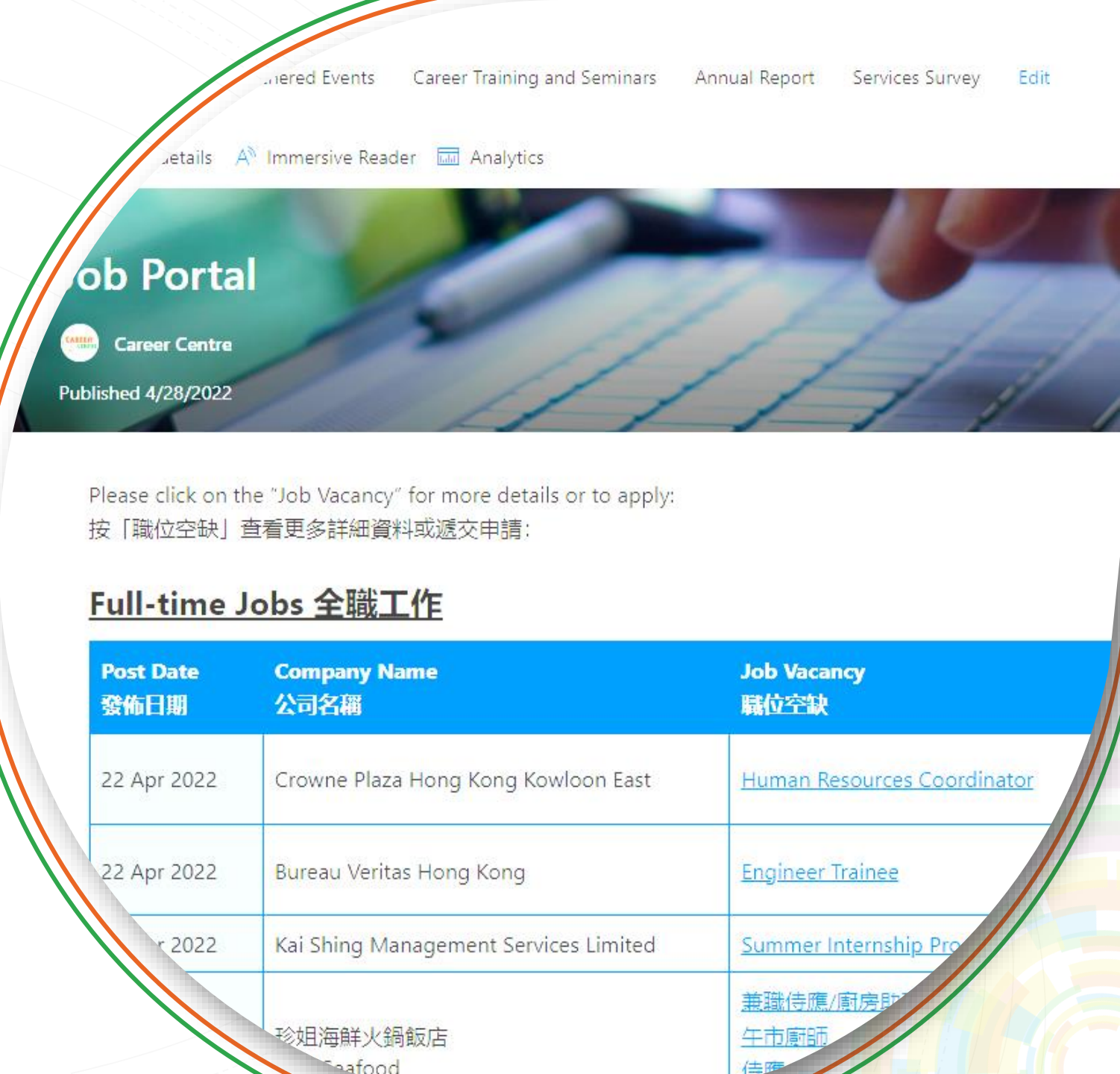
student helper service hours

**as of 7 September 2022*

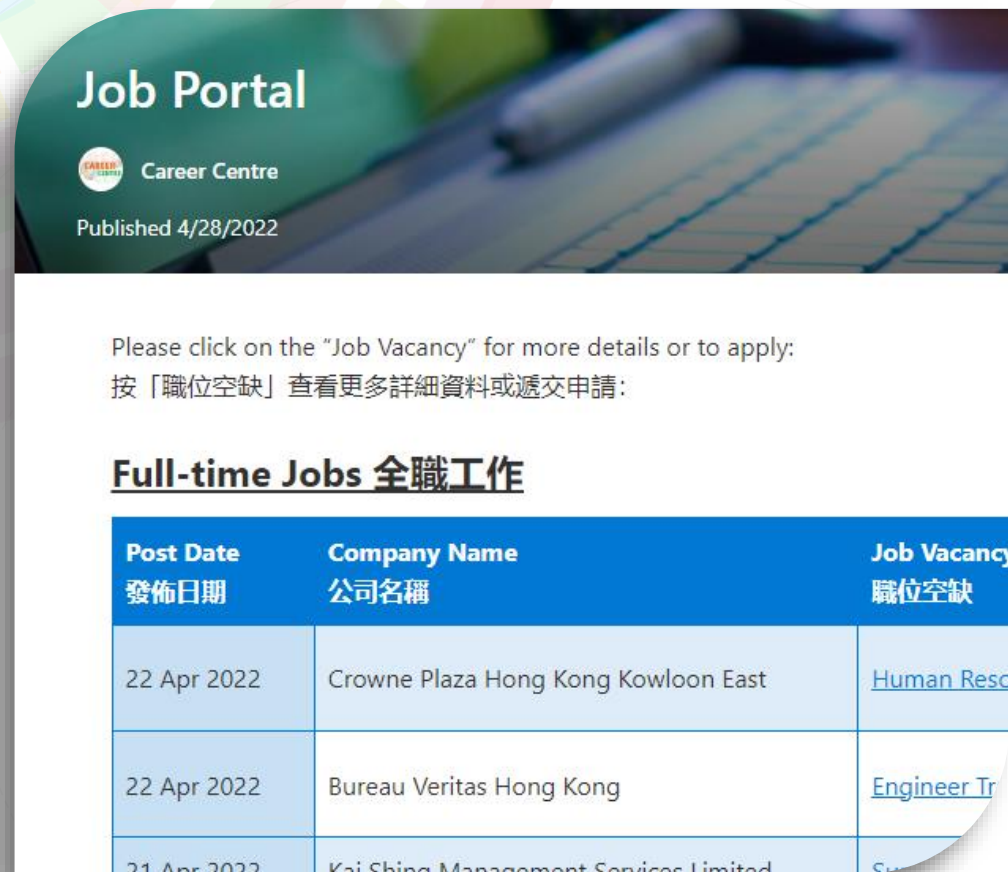
Job Portal and Weekly Updates

delivering career opportunities

New Services in 2021/2022



Job Portal



The screenshot shows the Job Portal interface. At the top, it says 'Job Portal' with the 'Career Centre' logo and 'Published 4/28/2022'. Below this, a message in English and Chinese asks users to click on 'Job Vacancy' for more details or to apply. The main section is titled 'Full-time Jobs 全職工作' and contains a table with three columns: 'Post Date 發佈日期', 'Company Name 公司名稱', and 'Job Vacancy 職位空缺'. The table lists three job openings: one from Crowne Plaza Hong Kong Kowloon East for a Human Resource position, one from Bureau Veritas Hong Kong for an Engineer position, and one from Kai Shing Management Services Limited for a Support position.

Job Portal
Career Centre
Published 4/28/2022

Please click on the "Job Vacancy" for more details or to apply:
按「職位空缺」查看更多詳細資料或遞交申請：

Full-time Jobs 全職工作

Post Date 發佈日期	Company Name 公司名稱	Job Vacancy 職位空缺
22 Apr 2022	Crowne Plaza Hong Kong Kowloon East	Human Resc
22 Apr 2022	Bureau Veritas Hong Kong	Engineer Tr
21 Apr 2022	Kai Shing Management Services Limited	Sup

Career Centre launched its **Job Portal** in Feb 2022. Student could access updated news:

- **Job opportunities** including full-time, part-time, internships
- Career relevant **activities** including career fair and recruitment talk
- **Training** provided by external parties

The Job Portal serves as a steady, content-rich and convenient platform which encourages students to browse the latest job opportunities from entry-level positions.

270+

job vacancies posted

7,144+

total views

Weekly Updates on jobs and events



本週職位及活動更新
Weekly Update on
Jobs and Career Events

CAREER CENTRE

發佈日期 Post Date	主題 Topic	詳情 Details	截止日期 Deadline
1 Sep 2022	香港社會服務聯會	社福護士及護理同工招聘日2022	14 Sep 2022

最新職位招聘 / Latest Jobs:

發佈日期 Post Date	公司名稱 Company Name	職位空缺 Job Vacancy	截止日期 Deadline
8 Sep 2022	Karpik Health and Wellness Limited	Clinic Assistant (Part-time) For: Health Sciences Students / BSocSc – Psy Students	13 Sep 2022
7 Sep 2022	SATS HK Limited	Management Trainee Program 2022	直至職位空缺填補為止 Until position(s) is/are filled

Career Centre also refined its communications to promote all news with students with our Weekly Updates.

Instead of multiple promotion emails, all updated news listed unto the Job Portal from week would be **consolidated into a single email** and sent at 6:00pm, every Friday.

Aside from the additional job postings, the email included recruitment talks, speed-networking, online Information Days, online seminars, career-related competitions and outreach.

Signature jobs and events will be shared in separate emails so students do not miss what is important for them.

Career Centre Services Survey

dedicating to continuous improvement

New Service in 2021/2022



CAREER CENTRE SERVICES SURVEY 2021/2022 REPORT

PREPARED BY:

DOMINIC LEE | SNOWIE HE | CANDICE LAU | JEALDRIN M

09 NOVEMBER 2022

Career Centre Services Survey

就業中心服務調查 2021/2022



Career Centre Services Survey 2021/2022



調查對象：明愛專上學院(CIHE)及明愛白英奇專業學校(CBCC)在讀學生，應屆畢業生以及2021年

調查目的：

- 評估就業中心在2021/2022年度的表現
- 對於學生在事業發展方面的需求建立更深層的了解
- 根據調查結果制定2022/2023年度計劃以及提升就業中心現有服務的質素

個人資料收集聲明：

提供個人資料純屬自願性質。透過提交此問卷，閣下同意分享個人資料予明愛專上學院及明愛白英奇專業學校。此問卷調查收集到的個人資料將只用作“調查目的”所列明的項目之用，就業中心不會分享任何個人資料。如有必要將調查資料轉移到為中心提供上文所載用途的第三方委託人處理，我們將會將閣下提供的個人資料委託人在處理資料後把原始資料銷毀。

[Career Centre Services Survey 2021/2022](#) (click to view) was conducted to:

1. Evaluate the performance of the Career Centre's services in the academic year 2021/2022,
2. Build a better understanding on CIHE & CBCC students' career needs,
3. Enhance the quality of the Career Centre's existing services, and
4. Develop a year plan for academic year 2022/2023 based on the findings

90.48%

of service users are highly satisfied

6

skills acquired / improved per student

4.33 / 5

average satisfaction score

Career Training

enhancing career readiness



Career Training

Career Centre expanded the use of virtual platforms to conduct our trainings, bringing in more **digital tools** to make training **more interactive, engaging, and fun**.

In comparison to 2020/2021, there was a 9.88% **decrease** in students benefiting from career training and 18.56% decrease in number of training workshops due to the lock down in the 5th wave of the pandemic and a reduction in team capacity.

1,824

students benefiting in
career training

97

total training workshops

100%

no indication of
unsatisfaction in
career training



Career Training

Career Centre provides **four series of Career Training** to enhance students' career readiness. Workshops are oriented for students to have a better self-understanding, proper career decision making and professional employment skills, from **the moment they get admitted into the Institutes**.

Career Exploration

Helping students find their career aspiration

- Personality Dimensions®
- Career Dimensions™
- Build Your Career Plan



Employment Preparation

Preparing for skills needed in job hunting

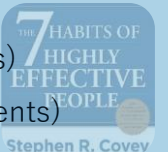
- Resume and Job Search Workshop
- Interview Workshop



7 Habits for Highly Effective People®

Enhancing life skills through licensed corporate training

- College Edition (degree students)
- Teens Edition (sub-degree students)



Career Skills

Practical skillsets useful in the workplace

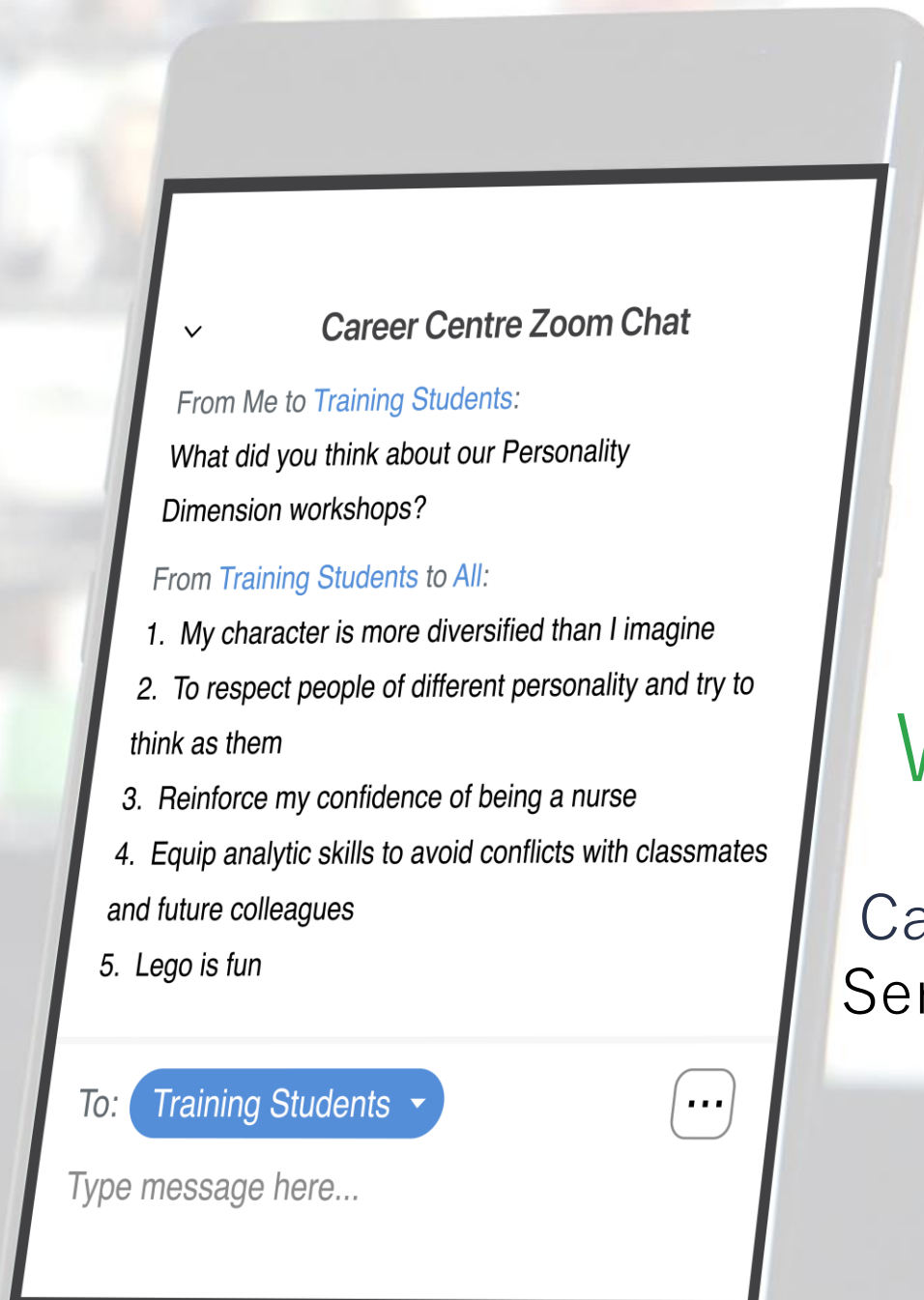
- Image Enhancement
- Workplace English
- Workplace Etiquette
- Person-centered Expressed Arts Therapy
- Intermediate Microsoft® Excel®
- Photo Editing - Adobe® Photoshop®
- Video Editing - Adobe® Premiere Pro®
- Labour Law Know It All
- Taxation Workshop
- MPF and Financial Planning
- Intellectual Property Rights
- ICAC Workshops



Student Feedback

Personality Dimensions® Workshop

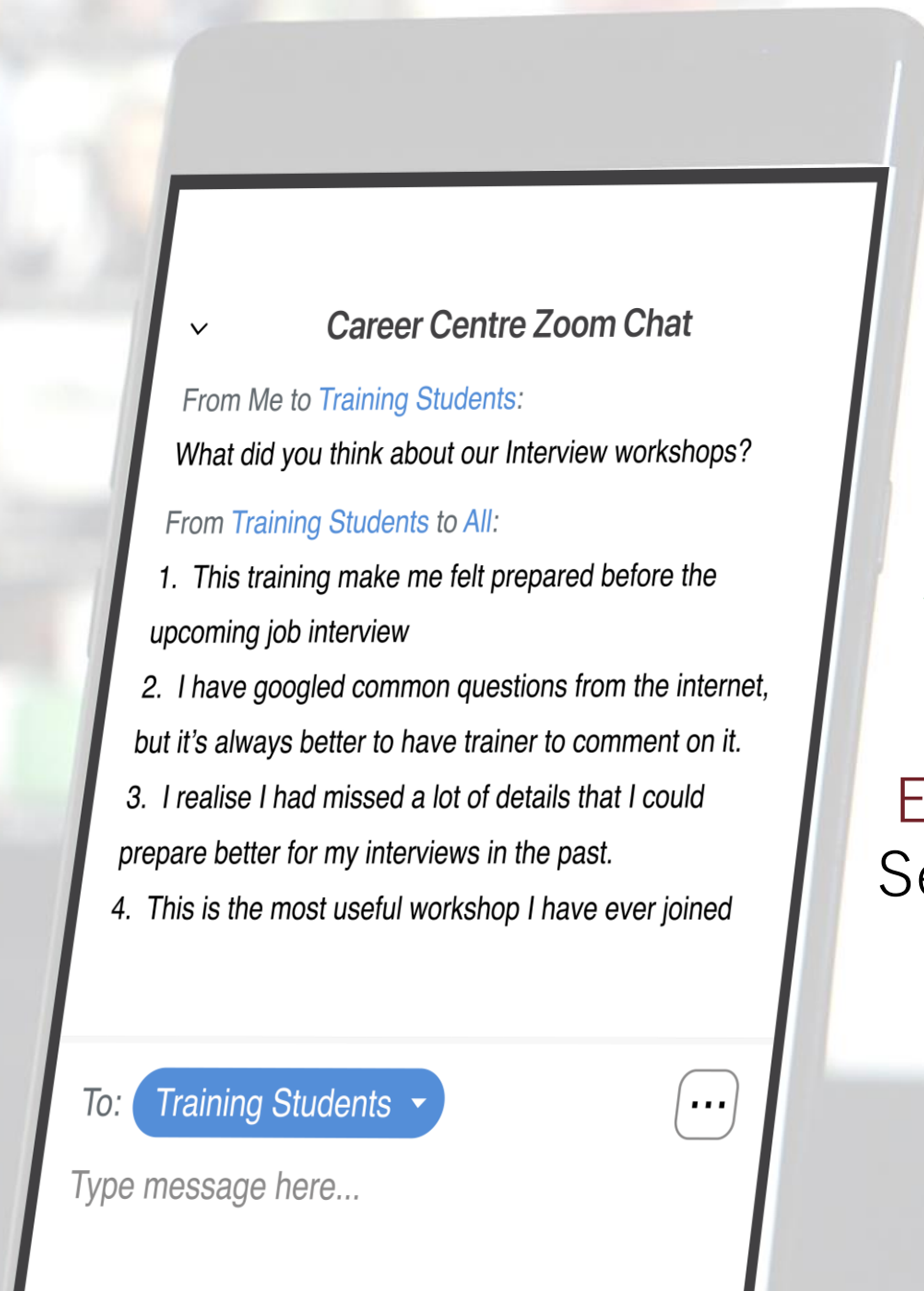
Career Exploration Series



Student Feedback

Interview Workshop

Employment Preparation Series



Student Feedback

7 Habits Workshop

7 Habits of Highly Effective People® Series

✓ Career Centre Zoom Chat

From Me to *Training Students*:

What did you think about our 7 Habits Workshop?

From *Training Students* to *All*:

1. I learn how to set goal and achieve it proactively
2. There are really many ways to encounter problems
3. An exposure to new mindsets
4. The Trainer's voice is as good as radio DJ, feel relieved only by hearing that.

To: *Training Students* ▾



Type message here...

Student Feedback

Video Editing – Adobe® Premiere Pro®) Workshop

Career Skills Series

✓ **Career Centre Zoom Chat**

From Me to *Training Students*:

What did you think about our video editing workshops?

From *Training Students* to *All*:

1. Not only about the skills, but training let me know why editing the video
2. Learn keyboard shortcut, the functions I never use and the sense of how to make a video
3. The trainer provide clear explanation on every step

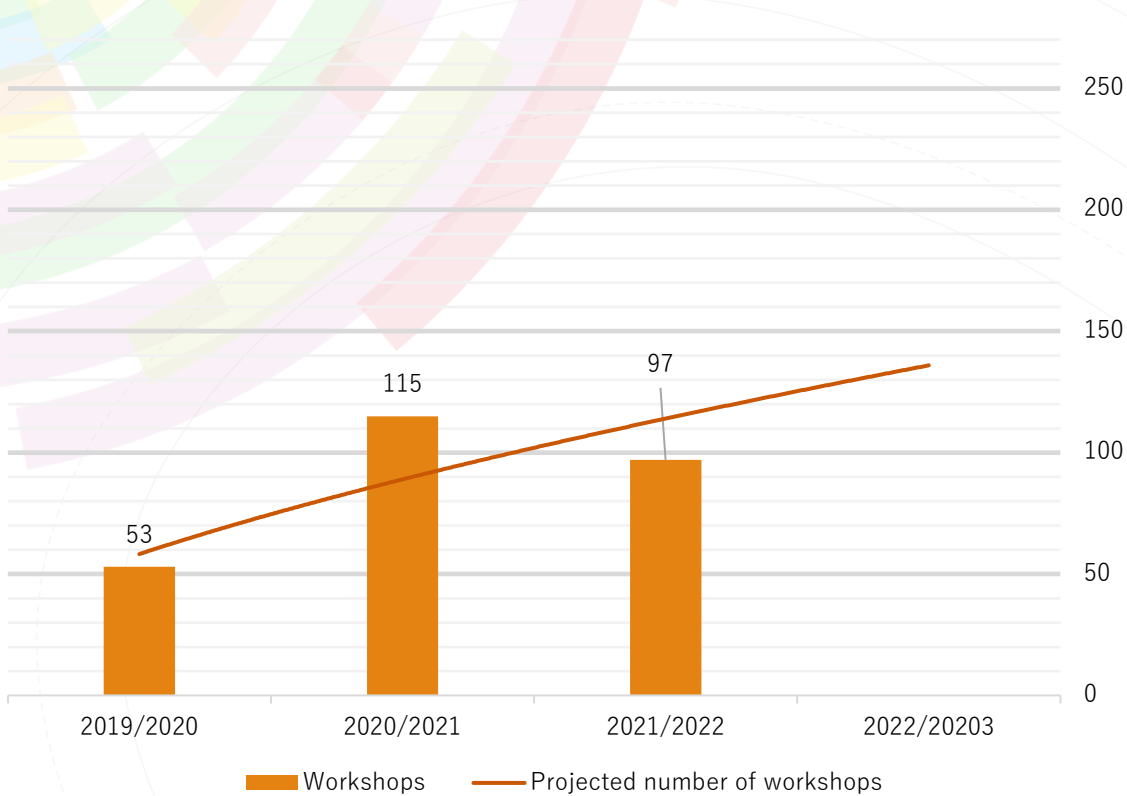
To: **Training Students** ▾



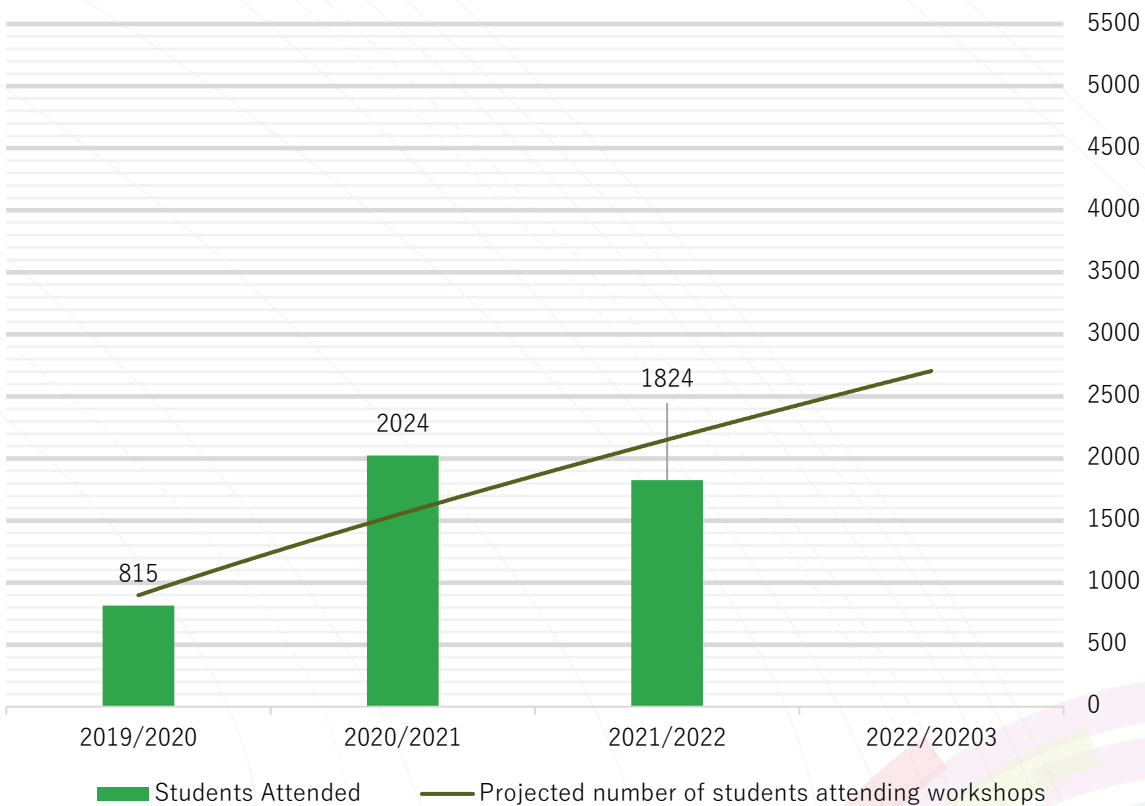
Type message here...

Career Training

Total Workshops Provided
(2019/2020 - 2021/2022)



Total Students Attended
(2019/2020 - 2021/2022)



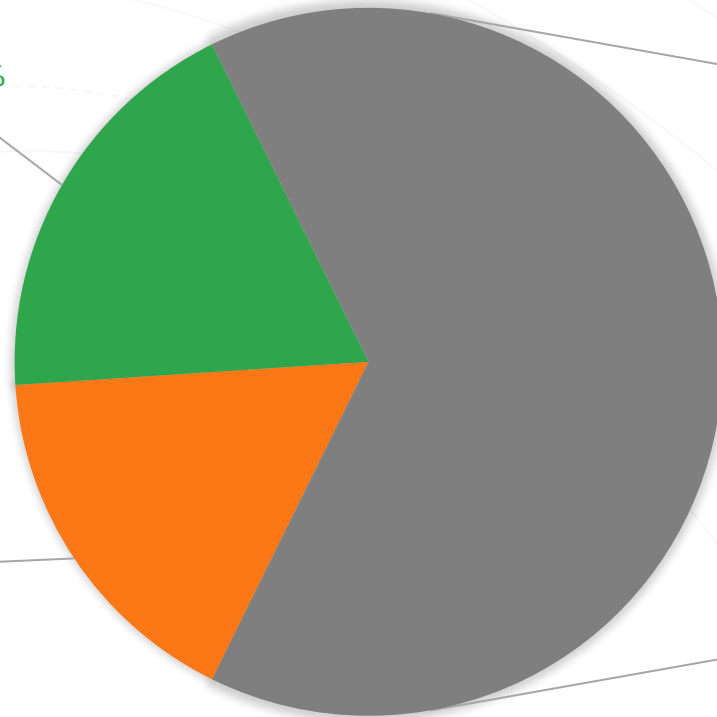
There is a **15.65% and 9.88% decrease** in the number of training workshops and the number of students served respectively:

- three months' suspension of face-to-face classes in early 2022, and the low attendance rate of College Life and You (59%) classes
- Career Center has been lacking 33.3% manpower from August 2021 – February 2022
- With the resumption of face-to-face classes and relaxing of the pandemic, both numbers are **expected to grow**.

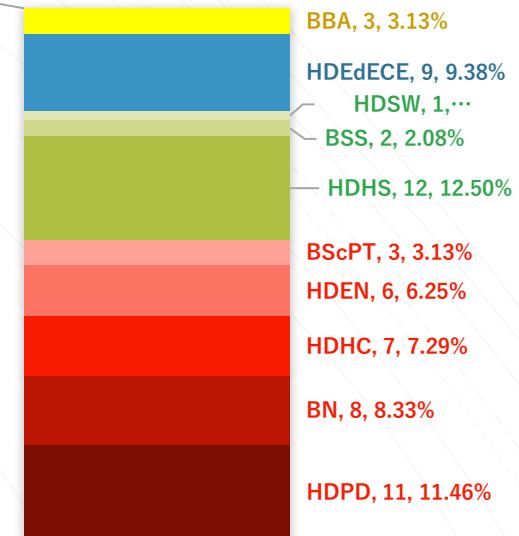
TYPES OF WORKSHOPS

College Life and You, 18, 18.75%

Open Class, 16, 16.67%



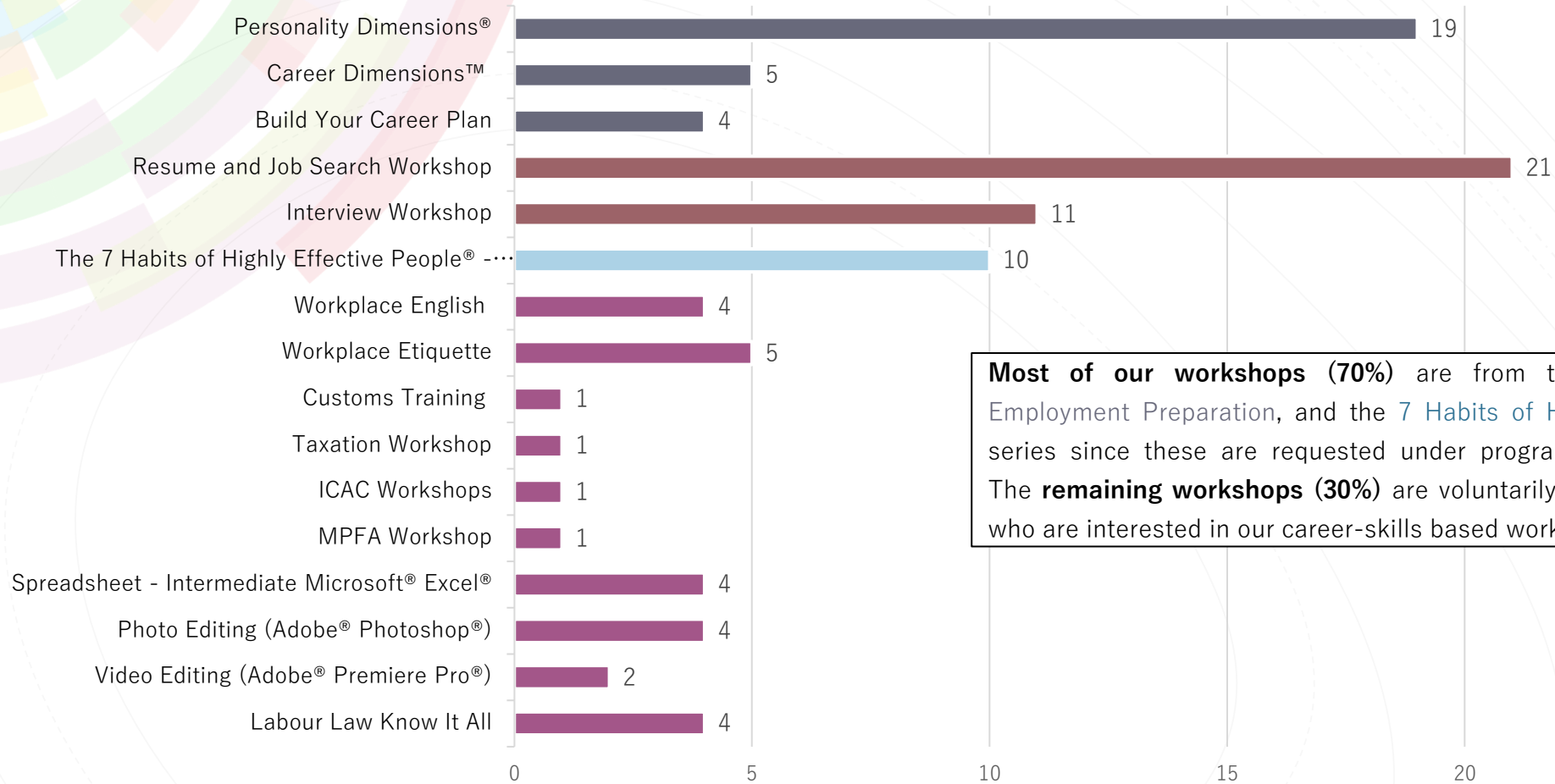
Programme Classes, 62, 54.58%



54.58% of career training workshops were Programme Classes (requested on behalf of a school or department):

- Growing interest and participation from academic staff
- School of Computing and Information Sciences, the Department of Design, and the Department of General Education and Languages students also participated in CLU or Open classes

Distribution of Workshops



Most of our workshops (70%) are from the Career Exploration, Employment Preparation, and the 7 Habits of Highly Effective People® series since these are requested under programme classes and CLU. The **remaining workshops (30%)** are voluntarily enrolled in by students who are interested in our career-skills based workshops.

Career Coaching

addressing development needs



Career Coaching



Career Centre holds career coaching for students to identify their **short-term** and **long-term** career goals. Our **career-and-life planning approach** guides students to independently **seek their own career pathways**.

Some students found career direction through training program, "**Build Your Career Plan**," and with fun coaching sessions. The lack of certified career coaches however led to limitations in the provision of coaching. Together with a 3-month lockdown, an 18% drop in career coaching hours was recorded.

81

dedicated student
coaching sessions

100%

participants' feedbacks of
satisfaction + neutral

Career Centre covers four different advisory services that assist in our students' career needs. All our services are conducted by certified and trained career advisors that aim for students to actualise the different pathways that are available according to their needs, values, and skills.

Resume Review

Get personalised feedback and enhance your resume. A well-made resume increases your chances for an interview!



Mock Interview

Prepare your self-introduction, train your communication skills, and improve your confidence for your future interviews!



Application Check

Seek professional advice in filling out online and offline applications, and have your supplementary documents be checked by our advisors!

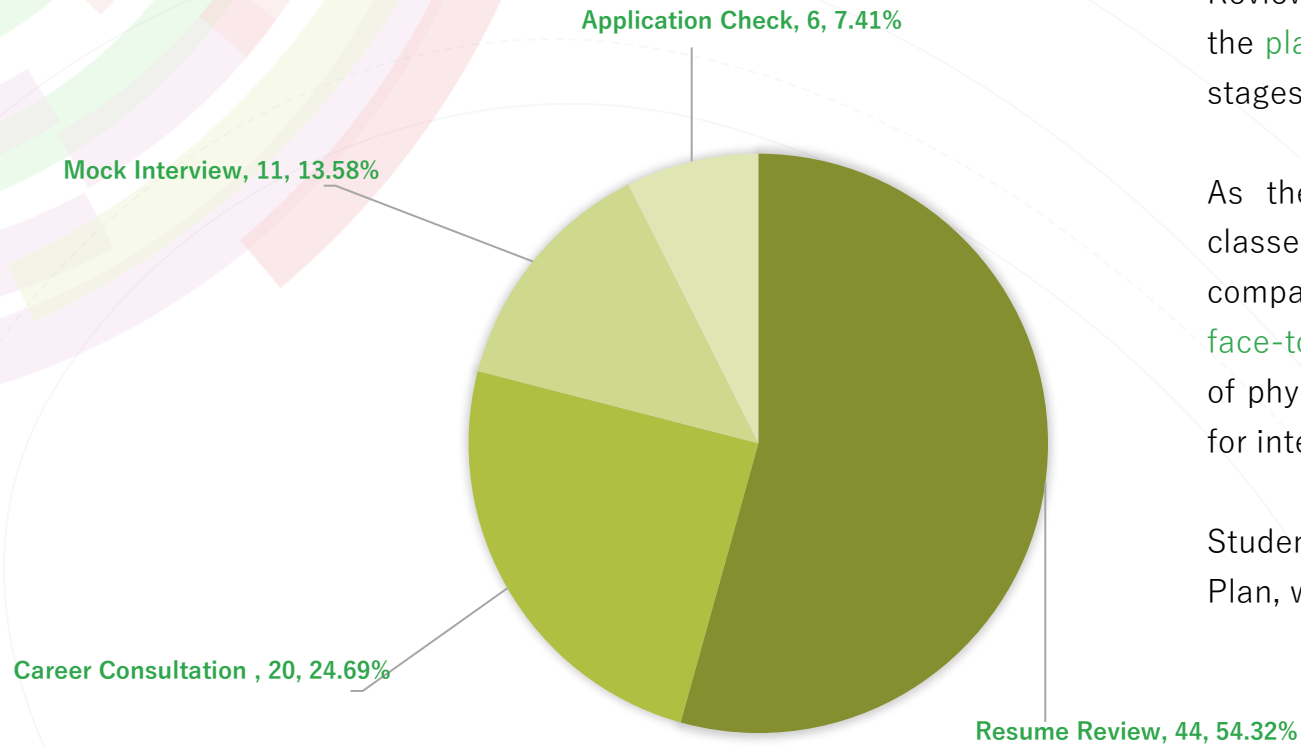


Career Consultation

Chat with our career advisors to understand yourself, and what is available for you. There's a world of options for you to explore!



DISTRIBUTION OF COACHING SERVICES



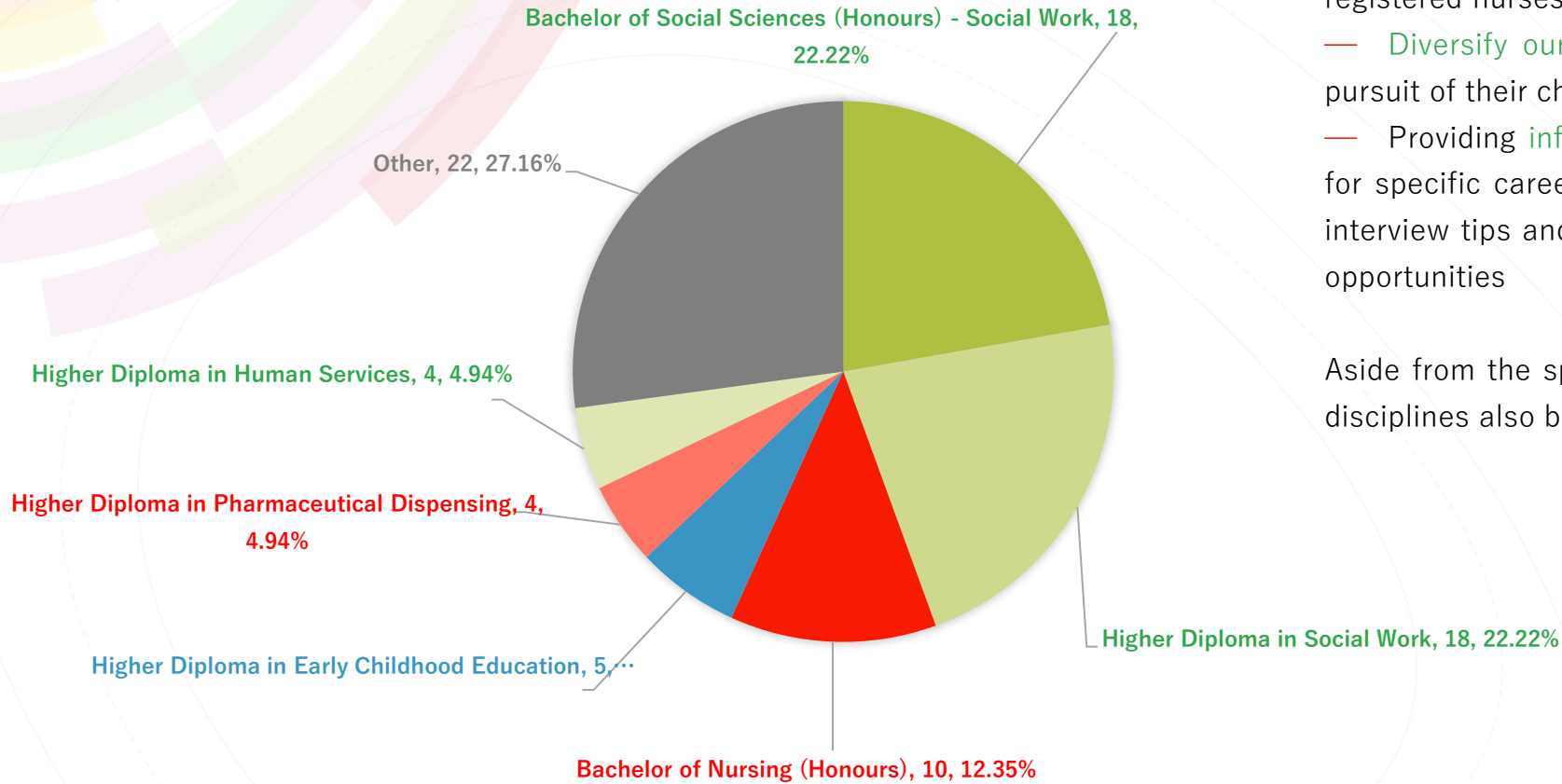
More than half of our students (79%) requested for Resume Review or Career Consultation: students sought assistance in the **planning stages of job search** as opposed to the application stages (i.e. application and interviews).

As there was a three months' suspension of face-to-face classes in early 2022, the number of coaching sessions dropped compared to the previous year as more students **preferred face-to-face coaching** instead of online during the suspension of physical class, especially to practice face-to-face interaction for interviews.

Students' career plans, as a product of the Build Your Career Plan, were reviewed as part of the training.

STUDENT USE OF COACHING SERVICES

(BY PROGRAMME)



Career Centre provides **tailor-made coaching** for specialised career paths, like social workers, physiotherapists, and registered nurses.

- **Diversify our resources** for students and assist in their pursuit of their chosen career
- Providing **information** of professional or licensing bodies for specific careers paths, application deadlines, customised interview tips and referrals to institutions with job placement opportunities

Aside from the specialised career paths, students from other disciplines also book for coaching sessions (i.e., Others)

Employment and Job Placement

kicking off the career journey



Employment and Job Placement

Career Centre provides students with opportunities for full-time, part-time, summer jobs, internships and work placements.

In 2021/2022, Career Centre assisted **employer partners from different industries** to promote more than **270** full-time, part-time, summer jobs, internships and placement opportunities.

Students were able to access them through various channels, including mass emails, job portal, Instagram and Facebook pages. Our job portal has recorded more than **7,144 total views**, and is expecting growth with the loosening of pandemic regulations.

990+

employer partners*

↑ 80%

partnerships compared to
2020/2021

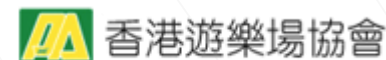
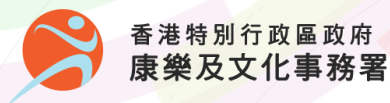
7,144

total clicks on job portal*



* as of 7 September
2022

Major Employer Partners



Career Fair and Other Activities platform for opportunities



CIHE & CBCC 網上職業及教育博覽會 2022 Virtual Career & Education Fair

Due to the continuous pandemic situation, the Career and Education Fair 2021/2022 also migrated online.

Participants entered through the [log-in page](#) and was greeted by a [welcoming address](#) by President Dr. Kim Mak at the online Lounge. The Exhibition Hall was filled with booths for desired industries and employers. Participants were able to [interact with the employer they were interested in](#) by clicking into their booth.

67

exhibitors

↑ 13%

exhibitors growth

90%

employer satisfaction rate

330

job openings

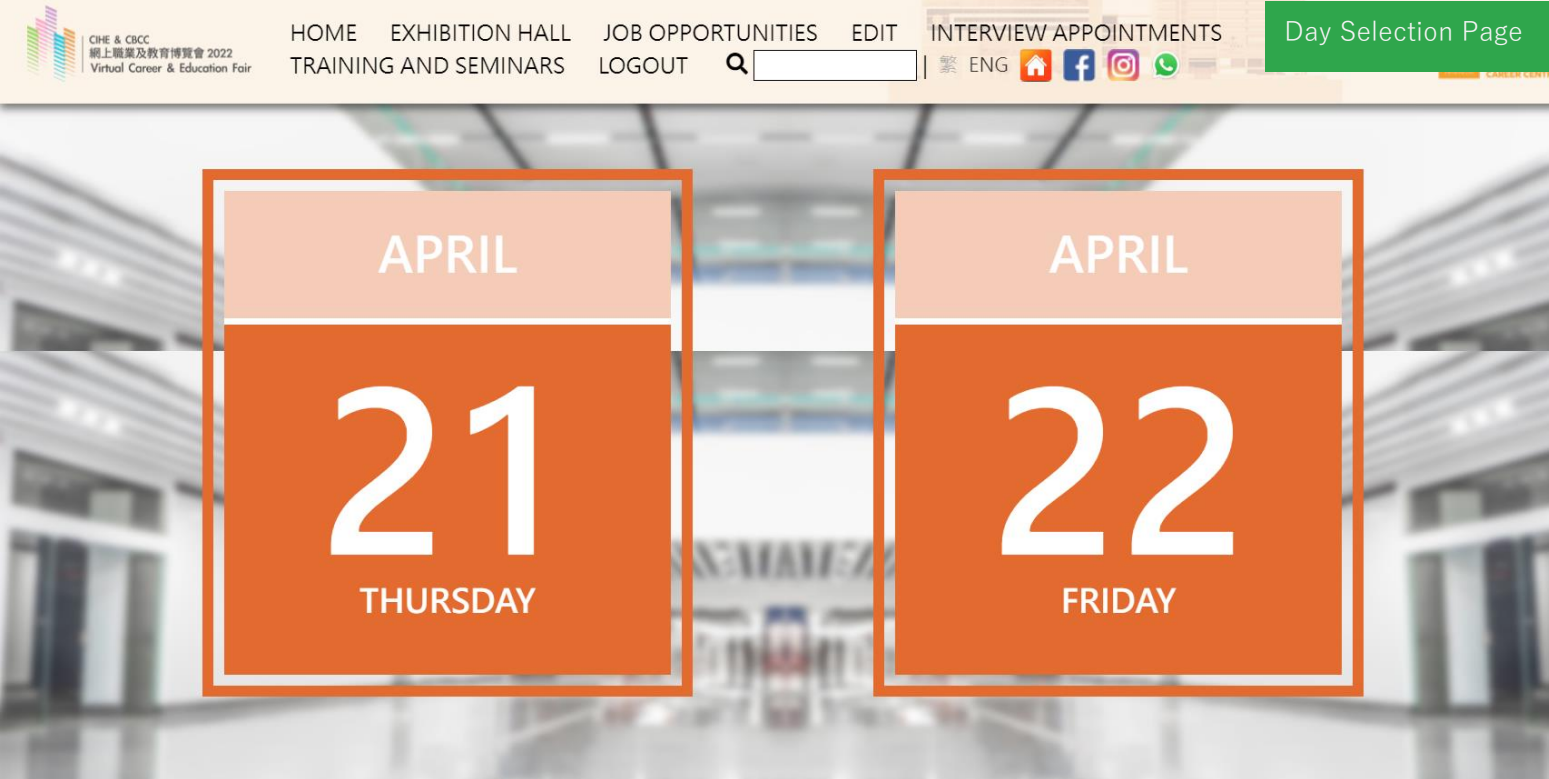
100+

CV Submission

26

Recruitment Talks and
Career Seminars





Recruitment Talks and Career Training

Recruitment Talks had been provided in the Career and Education Fair 2022.

Career Centre also provided career training workshops for the attendees – not limited to CIHE and CBCC students, but also for students from Caritas Institute of Community Education (CICE) and Caritas secondary schools.



Individual Conversation and Online Interview

The Career and Education Fair virtual platform enabled students to engage with exhibitors through live chat and video conferencing in addition to the CV submission and online interview functions which had already been available in the previous year.

The image displays two screenshots of the Career and Education Fair virtual platform interface.

Chatroom interface: This screenshot shows a sidebar with 'Favorites' and 'Conversations' lists. The 'Favorites' list includes 'Enquiry (Technical)', 'Appointment Notice', and 'announcement'. The 'Conversations' list includes 'Eva (Health Sciences)', 'Administrator', 'Jenny Student (jenny)', 'IT (Technical support)', and 'First Student LastN (School)'. The main chat area shows a conversation with 'IT (Technical)' dated 2022年4月20日, with messages and 'Click to Join!' buttons.

Interview appointment interface: This screenshot shows the 'Interview Appointments' section. It includes a header with navigation links like 'HOME', 'EXHIBITION HALL', 'JOB OPPORTUNITIES', 'EDIT', 'INTERVIEW APPOINTMENTS', 'TRAINING AND SEMINARS', and 'LOGOUT'. A sidebar on the left lists 'Interview Appointments', 'Bookmarks', and 'Job Applications'. The main content area displays a message: 'Students are encouraged to schedule an 15-minute appointment with companies. Each session will provide real-time audio, video, and text-based chat options for students to interact with employer representatives.' Below this, there are sections for '21 April 2022' and '22 April 2022'. The '21 April 2022' section shows a '10:30' slot with a 'Student' and a 'Chat' button. The '22 April 2022' section shows 'No meetup scheduled yet.' A 'Chat' button is visible at the bottom right.

社會科學就業講座

時間表

社區藥物教育輔導會
2022年6月9日(星期四) | 10:00 AM - 10:45 AM | A320-1 & A320-2

明愛特殊教育服務
2022年6月9日(星期四) | 11:00 AM - 12:00 PM | A320-1 & A320-2

明愛青少年及社區服務
2022年6月10日(星期五) | 6:00 PM - 7:00 PM | Zoom

香港善導會
2022年6月16日(星期四) | 10:00 AM - 10:30 AM | A320-1 & A320-2

香港青年協會
2022年6月16日(星期四) | 11:00 AM - 1:00 PM | A320-1 & A320-2

立即報名!

8.3 招聘日 (即場面試)

日期: 3.8.2022 (星期三)
時間: 上午10時至下午4時30分
地點: 本會總部大樓一樓禮堂 (香港仔大道180B一樓禮堂)

全職員工可享

- 醫療保險
- 住院保險

全職兼職月薪員工可享

- 五天工作週
- 12-17天有薪年假
- 全薪病假
- 銀行假期
- 有薪休息日
- 有薪午膳時間
- 產假/特產假
- 生日假/結婚假/婚假

歡迎勇於接受挑戰之人士加入工作!

第四屆生涯規劃導師培訓計劃

計劃簡介

本計劃邀請剛從中學會考、推出生涯規劃導師培訓活動，協助同學生涯規劃教育及多元出路發展，以提供學生及家長對生涯規劃及多元出路的了解和認知。

訓練日期

2022年10月11日(星期日)
2022年10月18日(星期日)
(共2次)
下午1時至4時

實習日期

2022年11月至12月期間
(會有一次學校活動)

訓練內容

- 生涯規劃基本觀念
- 認識升學及就業資訊
- 生涯規劃導向技巧
- 學生生涯規劃技巧
- 認識及處理商業性向測試
- 面試技巧
- 認識大學工作模式及導師角色

報名方法及查詢:
電話: 2895 4638
電郵: empathy@hklife@yahoo.com.hk

手動軟件測試課程

手動軟件測試課程是Generation香港的一個電腦課程，此課程是為18-29歲有特殊教育需要的學校青少年而設，透過八星期的多方位訓練，讓他們走進IT行業。

什麼軟件測試課程 (QAT / UAT) ?

軟件測試是指根據測試方案進行不同測試，制定測試方案，及安排測試，並對測試項目進行管理的專業人員。軟件測試員會將所有的軟件測試結果匯出表格，進行多次測試才推出市場。

行業需求

業主: 資訊科技發展、金融服務、零售業、製造業、政府機構、教育機構、醫療保健、交通運輸、能源、環境、建築、工程、法律、會計、保險、傳媒、娛樂、體育、藝術、文化、社會服務、其他。

行業前景

初級軟件測試員 → 高級軟件測試員 → IT經理 → IT高級經理 → IT負責人

少數族裔專業培訓計劃

Professional Traineeship Programme for the Ethnic Minorities

TARGET CANDIDATE 對象

- EM Youth 少數族裔青年
- Degree/ Sub degree/ HKDSE holder 大學學位 / 副學位 / 香港中學文憑

PROGRAMME DURATION 計劃時間表

- 12 month traineeship 12個月實習期
- Traineeship 實習期: 1/9/2022 - 31/8/2023

APPLICATION PERIOD 申請日期

For Social Service sector 社會服務界職位
31/5/2022 - 28/6/2022

For Business sector 商界職位
31/5/2022 - 28/6/2022

CareER 獎學金計劃

Scholarship Program

CareER Scholarship Program is to give recognition to students with disabilities / Special Educational Needs (SEN) in the pursuit of excellence in participating in community services and commitment in the community, achievement in extra-curricular activities and their willingness to challenge themselves to experience new exposure. Academic Achievement is NOT the main focus in terms of selection criteria.

CareER 獎學金計劃致力表揚積極參與社區服務及於課外活動取得卓越成就的殘疾/特殊教育需要學生，並鼓勵他們嘗試及探索更多的新體驗。本計劃旨在提升得獎者未來的就業機會，申請人的校內成績將不會被納入本計劃之考慮因素。

Value of Awards 獎項數額

- Senior-Secondary Scholarship HK\$5,000 for each awardee 中四至中六學生獎學金 每位港幣5,000元
- Post-Secondary Scholarship HK\$10,000 for each awardee 大專學生或畢業生獎學金 每位港幣10,000元
- 5 Selected Awardees from each group 各組別有5位得獎者

Eligibility 申請資格

- Any students and graduates with disabilities / SENs with valid Hong Kong Identity Card holder 任何殘疾 / 特殊教育需要的學生，並持有效香港永久性居民身分證
- Currently studying in or graduated from all UGC and Non-UGC funded institutes / degrees in Hong Kong (for Post-Secondary applicant)
- 現時就讀大學教育資助委員會資助學院之學科之學生或畢業生 (只適用於大專生獎學金計劃)
- Currently studying in Form 4 to 6 in Mainstream or Special School (for Senior-Secondary applicant)
- 現時於香港主流或特殊學校就讀中四至中六的學生 (只適用於高中生獎學金計劃)

Highlights 獎學金特色

- CareER Career Development Activities 就業發展活動
- CareER Career talks / Company visits on prevailing industries 不同創新及盛行的職業講座 / 公司探訪
- 6-month Mentorship Program 六個月導師計劃
- Experience sharing on further studies & career paths by CareER mentors 友師分享升學及職業經驗

Closing Date of Application: 23 February 2022 (Wednesday) 截止報名日期: 2022年2月23日 (星期三)

查詢資料
電話: +852 3844 4262 / +852 9143 0042
傳真: +852 3844 4262
電郵: scholarship@career.org.hk
網址: www.career.org.hk

Salary 薪金: HK\$15,000/month

JOB OPPORTUNITIES 工作機會

- Cultural Ambassador
- Programme Executive
- Health Care Assistant and more...

Career Events and Other Activities

Recruitment talks with various employers, external training programmes, scholarships opportunities, and other career related events

Career Event Highlight:

Empathy Hotline collaboration with Tai Hang Youth Centre



Empathy Hotline was a services scheme aiming at the recruitment of volunteers who had experiences with the HKDSE, to provide emotional and career-related support to the latest candidates.

Students had participated and completed a total of 8-hours training and volunteer services, which included but not limited to mock interview, mock result release and hotline services during the HKDSE result release.

17

volunteers participated

64

total volunteer hours



Career Event Highlight:

Recruitment Talk Series

for Social Sciences Students

A series of recruitment talks had been hosted in mid-June 2022. 50 Social Sciences final year students participated, which accounted for 15% of the final year students of Social Sciences, regardless if they will seek further education or employment

Five different organisations have given the recruitment talks in the series:

- Caritas Special Education
- Caritas Youth and Community Service
- Community Drug Advisory Council
- The Hong Kong Federation of Youth Groups
- The Society of Rehabilitation and Crime Prevention

(Participating organisations are listed according to alphabetical order)



Career Event Highlight:

CareER Scholarship Programme

CareER Scholarship Programme gave recognition to students with disabilities/SENs who are in **pursuit of excellence**. This was assessed by their participation in community services, achievements in extra-curricular activities, and their willingness to challenge themselves, with a focus on preparing for their career development.

In addition to financial support, the recipients also participated in a 6-month **Mentorship Program by CareER**, comprised of career development activities such as, talks and company visits in the industries that the recipients are devoted to join after their graduation.

For the CareER Scholarship 2022, a Bachelor of Nursing year 3 student, and a HDHS year 1 student, have been awarded with the CareER Scholarship.

Student Helper Programme

“Learn and Earn”



Student Helper Programme (SHP)



The **Student Helper Programme** ("SHP") is a "Learn & Earn" platform designed for students to be recruited and challenged, to lead them to **explore their career interests**. Students are chosen through a **structured and standardized interview process** and would be matched with available jobs accordingly. Students were compensated with a pay wage, certificate and recommendation letter.

In academic year 2021/2022, there was an **11.11% increase in service hours**. Student helpers were given more chance to use and enhance their skillsets.

22

events assisted by
students under SHP

189

Student helpers from
32 programmes

3,603

total service hours
for 11 academic and
non-academic units

Create a supportive atmosphere and develop a sense of belonging



Provide additional workforce and support to the Institutes



Strengthen students' career and transferrable skills required by future employers



Broaden students' vision of the world of work



Student Feedback

Student Helper Programme

▼ Career Centre Zoom Chat

From Me to *Student Helpers*:

What did you think about the Student Helper Programme?

From *Student Helpers* to All:

1. A good way to make friends with schoolmates of other programmes
2. Feel satisfied when we helped the applicants
3. Know more the administrative procedures of the Institute
4. I like everything and I will join again if I can next year

To: *Student Helpers* ▼



Type message here...



<http://cihecb.cc/careercentre>

3702 4500 (Career Hotline)

6421 9367 (WhatsApp / Signal)

Room A539, CIHE Campus | careercentre@cihe.edu.hk



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