

Promising Talents from **JINESS**



Joint-Institution Network for Student Success

JINESS 英才網



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Message from JINESS Chairman



The Joint-Institution Network for Student Success (JINESS) is a large project pioneering innovative solutions for job seekers and recruiters. It was jointly established by five local self-financing higher education institutions, namely Caritas Institute of Higher Education, Centennial College, Chu Hai College of Higher Education, Hang Seng Management College (Principal Applicant) and Tung Wah College, and funded by the Hong Kong SAR Government's Quality Enhancement Support Scheme (QESS). JINESS aims to develop a "one-stop shop" by way of an interactive platform for both students and employers in offering solutions to searching career opportunities and recruiting talent respectively.

Working in synergy with the institutions, JINESS serves as a platform to heighten public and employers' awareness of the talent pool available from graduates and students of the self-financing higher education sector; it also aims to broaden students' exposure to experiential learning opportunities. Society at large will benefit when the pool of talent matches with the needs of employers and industries. Through this project, a host of joint-institution initiatives will be launched: a career portal will be built to facilitate employers in recruiting talent and to empower students for career success; a career planning and development culture will be nurtured to enhance students' employability and prepare them for life-long careers; it will also offer career programmes for students to engage in career development and extensive networking with students from other institutions, companies and organisations, alumni and faculty members, to name but a few.

The JINESS intelligent, user-friendly and free talent-matching system helps facilitate companies' informed search and selection of suitable candidates, using a promising talent pool of over 10,000 graduates in the self-financing higher education sector. The project benefits employers by establishing a good rapport with potential candidates and its one-stop career portal will minimise the excessive time and resources used in the

conventional recruitment processes.

Students' readiness for the job market will be sharpened through various JINESS initiatives. It facilitates students to develop networks and forge connections with potential employers, human resources personnel, chambers of commerce and other businesses and professional associations. JINESS intelligent service allows students to match their capabilities with job requirements which greatly enhance job seeking processes. Its innovative means and programmes are also a branding initiative giving students a distinctive identity and boosting their self-confidence.

We would like to share with employers and other stakeholders the vision and the importance of this project. We believe the launch of JINESS, the smart job-matching and talent development platform is only the starting point with the goal of offering comprehensive and sustainable services to both students from the self-financing higher education sector and employers in the long run.

I would like to express our gratitude to the Hong Kong SAR Government's QESS Fund for their generous support, and the full support and empowerment from the senior management of all the five self-financing higher education institutions throughout the years, without which this territory-wide and meaningful project for our younger generation would not be possible. •

Dr. Tom Fong

Chairman,
Management Committee of JINESS

Vice-President
(Organisational Development)
Hang Seng Management College





明愛專上學院

Caritas Institute of Higher Education

前稱「明愛徐誠斌學院」 Formerly known as Caritas Francis Hsu College



Dr. Kim Mak

President of Caritas Institute of Higher Education

The cross-disciplinary educational approach adopted by Caritas Institute of Higher Education (CIHE) helps further elevate the employability of our graduates. We have five schools, covering health sciences, information sciences, social sciences, language studies, and business and hospitality management, as well as a design centre. The schools complement one another and equip students with diverse skills and knowledge that will enable them to thrive in today's dynamic society. For instance, our nursing graduates are supported by the language centre which helps strengthen their professional language capabilities. Through our computing and information school, many students will graduate from the university with a close familiarity with digital technology.

Many of our programmes have been designed to focus on graduates' professional readiness. They enable our graduates to attain licenses or get exemptions from professional qualifying examinations similar to those offered to graduates of government-funded universities. One of our missions is to lift our students to such an academic level that will enable them to take on lifelong learning.

In addition to the professional knowledge and technical skill sets required in the workplace that we inculcate in our students, many employers recognise our efforts in building the character of our graduates. Our Catholic faith supports and nourishes the whole-person development of our students and cultivates a positive attitude, soft skills and self-motivation. With an emphasis on "connect", CIHE aims to nurture graduates who will connect with their colleagues, organisations and clients as well as the wider community. A strong rapport between faculty and students is fostered on campus. Students' self-esteem and confidence grow because they witness the university's care for them.

The design of our 500,000-square-foot new campus near the

Tseung Kwan O MTR station focuses on enhancing the connection among students, faculty and the community. The ground-level lecture halls are directly connected to the 24-hour Student Commons, an integrated facility for students' study, gatherings and other diverse activities. Easy access to comprehensive campus services for students is an integral part of the Student Commons because it is surrounded by the Student Affairs Office, Registrar, and the Chaplain Office. A spacious library, replete with reference books and digital reference materials, is also within easy reach of the Student Commons. This is the ideal venue for students to meet up with their placement mentors.

Another essential part for students' whole-person development is our mandatory "Life Education". We believe in "life influencing life" and organise integrated seminars where invited personalities share their life experiences, success and triumph over adversity. The emphasis is on fundamental values. In "Service Learning", students learn to "serve with love". For example, nursing students are required to help out with medical check-ups at community centres. Through various placement opportunities, students learn about professional attitude and skills at the workplace and we also instil in them the concepts of proper grooming and etiquette. We aim to nurture in our students the willingness to take up challenges. Our nursing graduates have received compliments for accomplishing tasks shirked by others.

CIHE has made the journey towards becoming St Francis University. We are committed to youth development, both professionally and academically, and to helping build a sound pathway for those who are underserved in the conventional education system so that their upward mobility is enhanced in this dynamic society. •



CENTENNIAL
COLLEGE 明德學院

An Independent College Established by HKU



Professor William K. M. Lee

President of Centennial College

In today's increasingly complex society, it's essential that university freshmen are able to develop a solid understanding of the world through liberal arts study before they select their majors. This is one of the goals of Centennial College, Hong Kong's only private liberal arts university offering self-financed bachelor's degree programmes. In our integration of liberal arts education with the city's practical human resource needs, students, throughout the first two years of common-core curriculum, can broaden their minds and enhance their grasp of economic, cultural, social, environmental and political issues, of a regional and global, as well as local, nature. We hope our graduates will embark on their careers with a well-cultivated understanding of the ever-changing environment in which their professions operate.

To help students achieve sustained whole-person development, our Office of Student Success (OSS) works hard at enriching their experiences, both on and off campus. We value the connectedness between our students and their prospective employers. We cooperate with many organisations and corporations to maximise internship opportunities for our students. Internship participation is recognised as a credit in our programmes. Working in real workplaces allows students to sharpen their soft skills, on top of developing professional competence. Meanwhile, in collaboration with other organisations and companies, our School of Management holds regular talks and seminars that help equip students with the latest knowledge of specific industries. These events also offer great opportunities for the organisations to interact with our students, thus providing value added as well as our career advisory services. We have

started organising alumni events, which allow students to get inspiration from outstanding professionals who have graduated from our college.

We understand that guidance from the faculty is vital for students' future development beyond academic studies. Centennial College has an "open door" policy that facilitates close interaction between professors and students. We implement a mentoring system in which professors share their personal experiences and help individual students make important decisions that will inspire them in their future careers. Our link to the University of Hong Kong allows our students to not just enjoy various facilities at HKU; they also have the opportunity to take some of HKU's courses and get engaged in studies together with students from overseas, thus getting exposure to diverse cultures. Complementing our unique campus experience are the student exchange programme and overseas cultural visits. To gauge the effectiveness of our various programmes designed to enhance students' whole-person development, the OSS spearheads student and staff consultations for their feedback.

Centennial College continues to evolve in its pursuit of quality liberal arts education integrated with programmes equipping students with sound and up-to-date professional knowledge. Among our recent achievements is the signing of MOUs with Claremont Graduate University in the United States and the Peter F. Drucker Academy of Hong Kong for the establishment of a Master of Liberal Arts in Management programme in 2018. ●



Professor C.N. Chang

President of Chu Hai College of Higher Education

Celebrating its 70th anniversary this year, Chu Hai College of Higher Education has not only endured but thrived as a private university in Hong Kong, offering its four-year Bachelor's Degree education without interruption during that time. Despite mounting operating costs, Chu Hai has continued to offer its engineering and science programmes to satisfy society's needs for fresh talent in these fields.

As well as meeting the community's needs for graduates with strong skills and a sense of ethics, the college strives to nurture in students the aspiration for continuous self-improvement and a positive attitude towards life. Another mission is to extend the frontiers of human knowledge through academic research and practical applications.

Among its peers offering self-financed Bachelor's degree programmes locally, Chu Hai has the most comprehensive range of disciplines and subjects, covering fine arts, business, engineering and science. We have attained self-accredited power in seven fields via the Programme Area Accreditation (PAA) exercise. One of our goals is to enrich our students' learning experience. Over the years, we have developed the most extensive student foreign-exchange programmes with institutions in Asia, Europe and America.

On our new campus located on the idyllic Gold Coast near Tuen Mun, which was opened for the 2016 academic year, students are motivated to acquire advanced knowledge, build a sound foundation in culture and develop their perspective of the world. This vibrant environment for studying, teaching and research encourages our students to establish a proper sense of value based on their personal inclination and interests. Our intention is to educate students who will make positive contribution to the society.

The comprehensive nature of Chu Hai enables students to gain exposure to knowledge of a broad range of subjects. We have integrated a cross-disciplinary training system through free electives and complement our programmes with an ever-improving general education curriculum. We equip our students with both practical skills and professional knowledge for employment upon graduation. Meanwhile, we instil in them the drive and solid fundamentals for continuous future development via lifelong self-learning.

Ever mindful of enhancing students' employability, Chu Hai has built a solid curriculum. At the same time, Chu Hai's students gain practical experience in applying their knowledge at the actual workplace through our expanding internship programme, organised by the Student Affairs Office. We enjoy great support from our alumni and have established strong connections with various sectors and industries.

The vision of Chu Hai is to be a world-class private university. We will continue to pioneer new ideas. Chu Hai brought to Hong Kong the very first computer training centre. The college is, and always will be, innovative, interactive and international. I would like to express my most profound gratitude to students, staff, alumni and their families for their support and trust in the college and in me personally. We are moving towards a new era with a new campus that empowers us more than ever. I shall count on the continuing support from all and I promise that I'll do my best. •



恒生管理學院
HANG SENG
MANAGEMENT COLLEGE



Professor Simon S.M. Ho

President of Hang Seng Management College

I believe the purpose of pursuing university study is not solely for better job prospects after graduation but also to cultivate personal values, interests and competencies required to become a well-rounded responsible person who can make a contribution to society and the world. The endeavours of Hang Seng Management College (HSMC) to nurture graduates with capabilities to handle future work and life challenges as well as to meet the needs of an ever-evolving job market have been widely recognised.

In the year 2016/17, 92 per cent of our graduates have joined the workforce or furthered their study within four months of their graduation. The latest results from an employers' survey conducted by our Student Affairs Office (SAO) show that organisations which have recruited our graduates commend our graduates' good working attitude and interpersonal skills and their willingness to take up additional responsibilities. They are considered devoted, responsible and responsive to new ideas.

At HSMC, equal emphasis is put on classroom teaching and experiential off-campus learning. Around 1,000 local and overseas internship offers from 232 renowned organisations were taken up by HSMC students in 2016/17. Not only did the students acquire essential experience in real workplaces, but also developed and honed the necessary competencies for greater employability or realizing personal goals. Overseas internship opportunities in Europe, the United States and the Asia-Pacific region have also the added value of cultivating students' global and cross-cultural perspectives.

As a self-financing higher education institution, HSMC has the ability and flexibility to develop innovative academic programmes in swift response to the latest needs of the market and the community. We aspire to be a leading liberal-arts-oriented private university in the region, recognised for its excellence in teaching, learning and research, especially in the areas of management, humanities and social sciences.

Adopting the unique "Liberal + Professional" education model, our undergraduate experience is characterised by small class sizes, close student-teacher interactions, guidance and mentorship for individual students outside classrooms, innovative learning methods, a unique residential college experience, and vast opportunities for internships, international exchanges and independent research. HSMC aims to cultivate students to become responsible global citizens with critical and innovative thinking, a caring attitude and social responsibility.

HSMC students have dreams and passion. They are ready to actualise their dreams. They are proactive in making positive changes in society, while at the same time adhering to their principles and beliefs. As President, I support HSMC students in their well-rounded development, exploring their own interests and unleashing their diverse potential.

Let us render our concerted effort together in building a better society for Hong Kong and the region. ●



東華學院
TUNG WAH COLLEGE



Professor Lui Yu Hon

President of Tung Wah College

One of the goals of Tung Wah College is to offer quality programmes by leveraging on the acknowledged strengths and expertise of the Tung Wah Group of Hospitals' core services and specialties. Our student-centred programmes are distinguished by their strong reputation in medical and healthcare disciplines.

The College has received professional recognition for some of its programmes: it is the first self-financing tertiary institution in Hong Kong to offer professionally accredited degrees in Medical Laboratory Science, Radiation Therapy and Occupational Therapy as well as teacher education programmes.

Great importance is attached to students' practical application of professional knowledge acquired in the classroom. As one of the graduation requirements for all Bachelor's degree students, our Work-Integrated Learning Programme (WILP) requires students to engage in a full-time internship, of a minimum of 480 hours, and attend college seminars on many diverse topics to broaden their knowledge.

Tung Wah College pursues diversity in its programmes to meet students' needs for quality education and society's needs for well-trained talent. We have adopted the multi-disciplinary approach to expand students' knowledge and experience across various fields. Currently, the College offers degree programmes in different disciplines, including Business Administration (majoring in Financial Services, Health Services Management, Marketing and Professional Accountancy), Entrepreneurship and Management, Medical Science (majoring in Forensic Science and Basic Medical Sciences), Medical Laboratory Science, Radiation Therapy, Nursing, Applied Gerontology, Occupational Therapy, Social Science in Applied Psychology and Early Childhood Education. These career-oriented programmes help students build up a solid foundation for their future career development.

Meanwhile, the Challenge-Based Learning Approach is implemented for professional programmes such as nursing. This approach encourages students to proactively explore problems, seek solutions through literature review and discussions with experts while, in the process, harnessing their creativity. Research and teaching the application of innovative approaches in multiple disciplines have been well integrated into the College's overall education. We have opened many teaching laboratories with state-of-the-art equipment and facilities, including the Challenge-Based Learning Nursing Laboratory, Life Science Laboratory, Medical Science Laboratories, Applied Psychology Laboratory and Occupational Therapy Laboratories.

In addition to the well-rounded development of students' technical and professional skill sets, Tung Wah College is committed to their whole-person development. We aim to foster students' awareness of social issues and nurture their dedication to serving the community. All students are required to take a general education course on The Development and Operations of Non-profit Organizations in Hong Kong. To cultivate students' attributes of being morally and intellectually responsive with social awareness and a caring attitude for needy people, we require our students to complete 30 hours of community service as part of the graduation requirements.

We are committed to continuously honing our students' competitiveness. In our inspirational teaching and learning environment, we encourage students to further strengthen their self-confidence, their language abilities and soft skills such as communication, analytical and problem-solving skills. Our staff members are always ready to support students along their journey of academic and personal pursuits. •



JINESS Overview – Events



JINESS Kick-Off Ceremony (Feb, 2017)

The commencement of the JINESS project marks a significant step forward in the self-financing higher education sector. The project will benefit over 10,000 students looking for career opportunities. To mark the inauguration of the JINESS project, the launch of Joint-Institution Network for Student Success (JINESS) was held on 28 February 2017 at HSMC.



Career Talk – Job Opportunities at Architecture and Engineering Firms (Mar, 2017)

Chu Hai College of Higher Education held a career talk to introduce the civil engineering and architecture industries to students on 7 March 2017, which was JINESS's first event. Two guest speakers, Prof Adam S.C. Choy, Deputy Managing Director, Meinhardt (C & S) Ltd and Mr. Franklin Yu, Director, Singular Studio Ltd shared insights into the development and future prospects of the respective industries.



Career Summit (7 Oct, 2017)

Career Summit aims to give students the opportunity to network with career experts and fellow attendees, providing students with latest industry insights, raising brand awareness of JINESS among the general public and reaching out to potential employers and connecting with the business community and employer partners.

Careers Fair and Launch of JINESS (9 Mar, 2018)

This large-scale event is intended for students and graduates of self-financing institutions, UGC-funded university students, secondary school students, parents, employers, the general public, working partners as well as stakeholders of JINESS. It aims to promote the JINESS job portal, offer students different employment opportunities, and help employers to recruit suitable candidates.

JINESS New Job Portal set to go live (Jan, 2018)

Students of participating institutions and employers across all industries are welcome to register and avail of JINESS's services.

HR Forum (Summer of 2018)

The forum serves as an opportunity for HR professionals across all industry sectors to share their experiences in recruitment, discuss challenges and exchange information, addressing the development needs of interns and graduates. Students will gain insights on how to impress employers through their participation in the event.

Prospects of Journalism Industry (4th Quarter of 2018)

The industry-specific talk is designed to discuss critical issues facing professional journalists nowadays and the future of journalism in Hong Kong. It will also provide students with information on how to get a start in journalism. Guest speakers from the journalism and communications fields will be invited to give talks on career prospects in those professions. Students of participating institutions will be invited to join this talk.



JINESS Overview – Portal

The screenshot displays the JINESS portal interface. At the top, there's a navigation bar with a menu icon, the JINESS logo, and a user profile for 'Hang Seng Yau'. Below the navigation bar, the main content area is divided into three columns:

- JConnect:** Features articles like 'What is Career Planning? How can JINESS help you?' and 'What are your career interests? Let the pictures tell the story!'. It also includes a 'PayScale' salary reference tool and an 'Interpersonal Communication Skills in Workplace' article.
- JCareer:** Lists job openings such as 'Executive Assistant - Department of Supply Chain and Information Management', 'Technician - Information Technology Services Centre', 'Officer - Property Services (Handover)', and 'Senior Officer - Club House'.
- JProfile:** Shows a video profile of a user and a section titled 'Job Profiles attract employers approaching you.' which lists job profiles with associated percentages (87%, 82%, 74%) and 'Open Jobs' counts.

What makes JINESS a different job portal?

- JINESS (英才網) is not only a job portal but also an effective channel to prepare students for their professional careers by interacting with prospective employers and learning the job requirements in the online platform
- Students** can build profiles for available job openings that are published on the online platform
- Graduates** will confidently demonstrate job readiness
- Employers** can search best-fit graduate talents

The major features are:



JConnect

A learning channel to provide students with self-development resources and career market information.



JProfile

Multiple job-based profiles to identify students' competency gaps and encourage them to bridge the gaps for specific jobs.



JCareer

An intelligent job portal to facilitate job-posting by offering employers the most commonly used job description samples. With keywords provided, employers can quickly and easily compose clear job requirements, and thus accelerate the job-posting process. This feature also serves as an online resource to help students explore various career options and learn about job responsibilities, education and skill requirements.



JTalent

A talent search engine to shortlist suitable candidates and invite them for interviews.



How can JINESS help employers?

1. Display job requirements effectively

JINESS helps employers incorporate the job requirements into QESS format: Qualification, Experience, Skill, Strength

2. Simplify job posting with autocomplete function

JINESS recommends to employers the most commonly used words and phrases in the industry to convey the responsibilities and requirements of the posts

3. Search talents based on competence

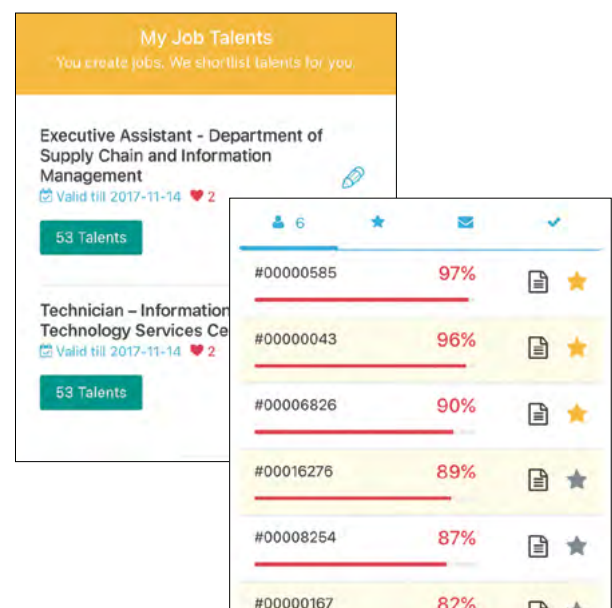
JINESS shortlists candidates based on their competence in relation to the job requirements

4. Review candidate profiles against job criteria

JINESS profiles provide video and evidence of fulfilling specific job requirements, which facilitate the selection process

5. Connect with potential candidates online

JINESS streamlines the online invitation processes of job interviews, making connection with potential candidates easier



How can JINESS help students?

1. Identify career market and employer needs

JINESS provides self-development resources and career market information, preparing today's students for tomorrow's workforce

2. Engage in early career/life planning

JINESS brings students' attention to their own skill inadequacy in specific job positions, helping them develop a detailed plan of the steps needed to address the competency gaps, which will benefit both their personal and professional lives

3. Create video and evidence-based profiles

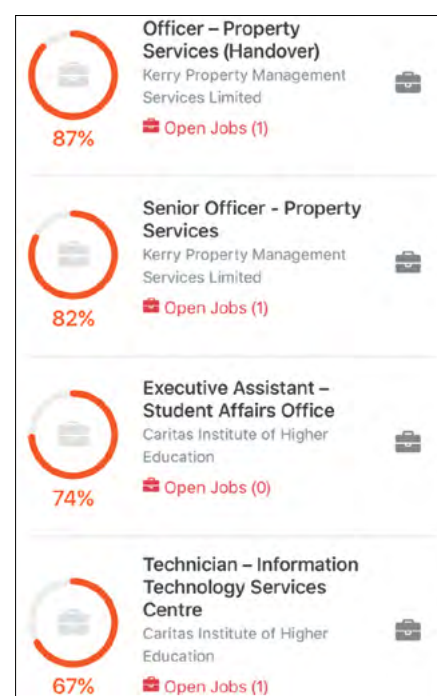
JINESS provides a platform for students to demonstrate their competence through video recordings and submissions of other relevant documents

4. Build up confidence, competence and experience

JINESS helps students tailor their profiles to fit specific jobs. With newly developed skills and newly gained experience, graduates will confidently show job readiness

5. Secure an interview for internship and graduate jobs

JINESS matches students and employers based on their respective profiles and needs. Students are very likely to be invited for interview once their information is matched up with the job requirements



JINESS Overview – Research

The Management Committee of JINESS is in collaboration with Dr Raysen Cheung on a research paper titled "Job Search Behaviour of Degree Students in Self-financing Institutions: Impact of Career Exploration and Career Adaptability". This is quantitative research with each participant (target participants: year-3 students) surveyed twice. •



Caritas Institute of Higher Education



明愛專上學院
Caritas Institute of Higher Education
前稱「明愛徐誠斌學院」 Formerly known as Caritas Francis Hsu College

Towards St. Francis University

Caritas Institute of Higher Education, formerly known as Caritas Francis Hsu College, commenced operations in 1985. In 1990, the College was approved to provide post-secondary education. In 2001, the College was accorded the registration status as an approved post-secondary college (under the Post Secondary Colleges Ordinance, Cap. 320). In 2010, it underwent an institutional review conducted by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for upgrading its Cap. 320 registration to degree-conferring status and for the provision of Bachelor's degree programmes.

The Bachelor of Business Administration (Honours) (BBA) programme, with three study streams, was validated in 2010 and launched in the 2011-12 academic year. Subsequently, the Chief Executive in Council of the Hong Kong Special Administrative Region Government granted approval to the College to change its name to Caritas Institute of Higher Education with effect from 27 May 2011. In the 2011-12 academic year, the Institute successfully procured a Government land grant for

the site adjacent to the current campus of Caritas Bianchi College of Careers (CBCC) at Tseung Kwan O; it also expanded the BBA programme with three study streams. In the 2012-13 academic year, the Bachelor of Arts (Honours) in Language and Liberal Studies and the Bachelor of Social Sciences (Honours) were validated. The Institute also validated its Bachelor of Nursing (Honours) programme in the 2013-14 academic year. This Programme was launched in the second semester of 2014-15 after professional accreditation. In the 2015-16 academic year, the Institute validated the Bachelor of Sciences (Honours) in Digital Entertainment and the Bachelor of Social Work (Honours). In the 2016-17 academic year, the Institute validated the Bachelor of Health Sciences (Honours).

In summer 2017, the new CIHE campus in Tseung Kwan O started operating. The new campus inaugurates a new era of our pursuit of excellence in delivering quality education service and our commitment to becoming a caring community education leader. It is designed to serve up to 3,200 full-time students. The campus features a green design, synergetic with the existing CBCC campus. A free passage

is created between the two campuses. They will provide higher quality education opportunities for the community and will contribute to the establishment of the first Catholic university in Hong Kong.

In the years to come, CIHE will work vigorously towards establishing the future Catholic university. The Institute will continue to strengthen its academic structure and rigour, and diversify its academic provision to embrace a wide portfolio of Bachelor's and post-graduate degree programmes, covering new disciplines such as design, visual arts, philology, counselling and theology, among others. The Institute will also seek to strengthen its new governance structure and enhance its administrative systems and processes through consolidating and strengthening the amalgamated structures and possible alignment of staffing, resources and quality assurance systems. ●





Programmes

School of Business and Hospitality Management

- Bachelor of Business Administration (Honours) in Accountancy
- Bachelor of Business Administration (Honours) in Corporate Management
- Bachelor of Business Administration (Honours) in Information Systems
- Bachelor of Business Administration (Honours) in Marketing and Event Management
- Bachelor of Business Administration (Honours) in Hotel Management

School of Computing and Information Sciences

- Bachelor of Science (Honours) in Digital Entertainment

School of Health Sciences

- Bachelor of Nursing (Honours)
- Bachelor of Health Sciences (Honours) (Part-time Top-up Programme)

School of Humanities and Languages

- Bachelor of Arts (Honours) in Language and Liberal Studies (English and Communication)
- Bachelor of Arts (Honours) in Language and Liberal Studies (Chinese and Philosophy)
- Bachelor of Arts (Honours) in Language and Liberal Studies (Bilingual Studies)

School of Social Sciences

- Bachelor of Social Sciences (Honours) in Community Studies
- Bachelor of Social Sciences (Honours) in Psychology
- Bachelor of Social Sciences (Honours) in Social Work
- Bachelor of Social Work (Honours) (Part-time Conversion Programme)



Centennial College



CENTENNIAL
COLLEGE 明德學院

An Independent College Established by HKU

Centennial College, an independent College established by the University of Hong Kong (HKU), continues HKU's heritage of providing the highest quality of education for the next generation. Our English name pays tribute to the University of Hong Kong in recognising 100 years of the University's commitment to academic excellence. The College is continuing the effort of encouraging a lifetime of self-cultivation for today's generation of students.

Our College is registered under the Post Secondary Colleges Ordinance (Cap. 320). The College offers the following self-financed, four-year Bachelor's degree programmes validated by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ):

- Bachelor of Arts (Honours) with three Majors, including Business Management and the Liberal Arts; Language and Communication; Media, Culture and Creativity; and
- Bachelor of Social Sciences (Honours) with three Majors, including China and Global Studies; Sustainability, Technology and Society; Social Behaviour and Public Policy; and
- Bachelor of Professional Accounting (Honours)

Nurturing Whole Persons for The New Economy

The College strives to integrate the liberal arts education philosophy with the practical needs of Hong Kong.

It seeks to integrate diverse disciplines such as the arts, humanities, languages, social sciences and business studies, with a special focus on the Hong Kong context, Chinese culture, and the global roles that China and Asia as a whole will play in the 21st century. The aim is to nurture a new breed of students who will be able to thrive in the vibrant economy of Hong Kong and beyond.

At Centennial College, we embrace the ethos of liberal arts education



which promotes a student-centred learning experience and whole-person development through small class sizes, an interdisciplinary curriculum, interactive teacher-student relationships, international exposure and service learning. Key to a liberal arts education are the distinctive way of teaching and learning - with a focus on generic and transferable rather than specific professional or vocational skills, as is the case in conventional tertiary institutions - as well as a genuine student-centred approach.

Liberal Arts Graduates are Most Employable

Our College aims to provide a nurturing

environment for young people so that they may become well-rounded global citizens or whole persons who are highly articulate, knowledgeable, and have the capacity to pursue lifelong learning and to become valuable members of society. These are the qualities that make Liberal Arts graduates highly employable.

In the past few years, our graduates have entered full-time employment such as Big-4 accounting firms, private or Government sectors) or gone on to pursue further studies at local or overseas universities, e.g. HKU, CUHK, UCL. ●



Programmes

Bachelor of Arts (Honours)

- Business Management and the Liberal Arts*
- Language and Communication
- Media, Culture and Creativity

Bachelor of Professional Accounting (Honours)

Bachelor of Social Sciences (Honours)

- China and Global Studies*
- Sustainability, Technology and Society*
- Social Behaviour and Public Policy

*Applicable to Year-3 entry only





Chu Hai College of Higher Education



珠海學院
CHU HAI COLLEGE
OF HIGHER EDUCATION

A Long History of 70 Years

Chu Hai College of Higher Education was founded as Chu Hai University (珠海大學) in Guangzhou in 1947. Its name in Chinese, 珠海, means Pearl Sea, denoting its location by the Pearl River and the idea for its students to be as pure as pursuing their studies in the idea of knowledge. In 1949, the College relocated to Hong Kong and registered as Chu Hai College (珠海書院).

In 2004, the College changed its name to Chu Hai College of Higher Education (珠海學院) when it registered as a post-secondary college under the Education Bureau Ordinance (Cap. 320), making it qualified to award degrees for the accredited programmes.

Academic Development Meeting the Changing Demands

Over the past few decades, the College has taken the lead in introducing new education programmes in response to the changing demands of Hong Kong's fast-growing economy, in areas such as architecture, civil engineering, information technology, business and professional services, journalism, media communication, language and culture. Since the 1950s, the College has offered programmes from three academic faculties. It has shown the ability to adjust its academic development to meet Hong Kong's changing manpower needs, in step with its development.

At present, the College offers a total of three Master's Degree programmes and 14 Bachelor's (Honours) degree programmes in different disciplines, which are all accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and recognised under the Hong Kong government Qualification Framework (QF).

New Campus in Castle Peak Bay

The new campus is located in the beautiful surroundings of Castle Peak Bay, Tuen Mun East. The site is next to the beach, offering a serene environment for staff and students. The buildings house modern, state-of-the-art equipment and facilities for teaching, learning and research. In addition to this, an on-campus student dormitory with 190 berths is available for local and visiting students.

Success in a Four-Year Tertiary Education System

The College has always been a tertiary institution that pays attention to cultivating wholesome virtue and attitudes in the younger generation. It cares about the all-round development of its students. A high staff-student ratio enables its staff, academic and administrative alike, to

nurture students to become fully realised, rounded individuals who are not only well educated but also good human beings. By offering four years of studies in a mutually supportive atmosphere, the College cultivates virtues such as knowledge, adaptability, confidence, commitment, broadmindedness, creativity and global vision. Students will graduate with the aspiration of constant self-improvement, sharing a positive attitude towards life and commitment to their families and their society. •





Programmes

Undergraduate Programmes

Faculty of Arts and Social Sciences

Department of Chinese Literature

- Bachelor of Arts (Honours) in Chinese Literature
- Bachelor of Arts (Honours) in Creation in Chinese Literary Arts

Department of English

- Bachelor of Arts (Honours) in English for Professional Communication

Department of Journalism and Communication

- Bachelor of Arts (Honours) in Journalism & Communication
- Bachelor of Arts (Honours) in Advertising and Corporate Communication
- Bachelor of Arts (Honours) in Communication and Crossmedia

Faculty of Business

Department of Accounting and Banking

- Bachelor of Commerce (Honours) in Accounting and Banking

Department of Business Administration

- Bachelor of Business Administration (Honours)

Department of Finance

- Bachelor of Business Administration (Honours) in Finance
- Bachelor of Business Administration (Honours) in Finance and Information Management

Faculty of Science and Engineering

Department of Civil Engineering

- Bachelor of Engineering (Honours) in Civil Engineering
- Bachelor of Engineering (Honours) in Construction Engineering and Management

Department of Architecture

- Bachelor of Science (Honours) in Architecture

Department of Computer Science

- Bachelor of Science (Honours) in Computer Science

Master's Degree Programmes

- Master of Architecture
- Master of Arts in Chinese Studies
- Master of Arts in Applied Buddhist Studies

JINHAI COLLEGE

珠海学院
JINHAI COLLEGE
OF HIGHER EDUCATION



Hang Seng Management College



恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

Hang Seng Management College (HSMC) was restructured from the former Hang Seng School of Commerce and was established in 2010 as a non-profit, self-financed university-level institution, with five Schools (Business, Communication, Decision Sciences, Humanities & Social Science, and Translation) and around 5,000 full-time students. HSMC currently offers 16 four-year bachelor's (honours) degree programmes and one master's degree programme. Many of these programmes are the first of their kind in the region. All have been accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and are recognised by the HKSAR Government.

The Unique "Liberal + Professional" Education Model

Adopting the unique "Liberal + Professional" education model, HSMC features top-quality faculty members, award-winning green campus facilities, innovative degree programmes, impactful research on corporate sustainability, and excellent student support services, with the aim of nurturing young talents with critical thinking, innovation minds, caring attitude and a sense of social responsibility. Its other distinct features include:

- a unique cross-disciplinary Common Core Curriculum;
- Residential Colleges combining living with learning;
- interactive small-class teaching;
- close student-teacher interactions in and outside the classrooms;
- guidance and mentorship for individual students;
- extensive opportunities for internships, international exchanges and independent research;
- HSMC scholarships and bursaries amounting to about HK\$10 million per year;
- exit requirements ensuring high levels of English and Putonghua language proficiency; and
- an employment rate of over 90% within



four months of graduation with very positive feedback from employers.

Desired Graduate Attributes

The College aims to nurture students to possess the following desired graduate attributes:

- Intellectual Competence (I): a solid foundation in relevant academic disciplines, and the ability to think critically to solve problems proactively, and to engage in life-long learning.
- Generic Skills (G): the development of skills in:
 - » languages, in both English and Chinese (Cantonese and Putonghua);
 - » use of information technology and data analysis;
 - » interpersonal communication; and
 - » teamwork and leadership.
- Personal Development (P): self-awareness, ethical values, emotion management, personal effectiveness and character.
- Social Engagement (S): a willingness to serve the community and a commitment

to acting for the betterment of the society.

Recognitions and Awards

In recent years, HSMC was the only institution in Hong Kong which obtained the ISO 9001 Certification in Quality Management System (QMS) for its degree programmes, as well as a full score of 5.0 in the CSR Index assessment of the College, both of which were issued by the Hong Kong Quality Assurance Agency.

From 2014 to 2017, HSMC received a total of HK\$75.6 million research funding from the Research Grant Council of University Grants Committee for 80 projects. This was the highest amount for the four-year cumulative funding and the highest number of awarded research projects among all the local self-financed degree-granting institutions.

The College has received the highest BEAM Plus Platinum rating for its new campus buildings from the Hong Kong Green Building Council, which manifests HSMC's commitment to environmental protection and campus sustainability. •



Programmes

School of Business

- Bachelor of Business Administration (Honours) (BBA)
- Bachelor of Business Administration (Honours) in Corporate Governance (BBA-CG)
- Bachelor of Business Administration (Honours) in Financial Analysis (BBA-FA)
- Bachelor of Business Administration (Honours) in Human Resource Management (BBA-HRM)
- Bachelor of Business Administration (Honours) in Management (BBA-MGT)
- Master of Science in Entrepreneurial Management (MSC-EM)

School of Communication

- Bachelor of Arts (Honours) in Convergent Media and Communication Technology (BA-CMCT)
- Bachelor of Journalism and Communication (Honours) (BJC)
- Master of Arts in Strategic Communication (MA-SC)

School of Decision Sciences

- Bachelor of Arts (Honours) in Applied and Human-Centred Computing (BA-AHCC)
- Bachelor of Business Administration (Honours) in Supply Chain Management (BBA-SCM)
- Bachelor of Management Science and Information Management (Honours) (BMSIM)
- Bachelor of Science (Honours) in Actuarial Studies and Insurance (BSC-AIN)
- Bachelor of Science (Honours) in Data Science and Business Intelligence (BSC-DSBI)
- Master of Science in Global Supply Chain Management (MSC-GSCM)

School of Humanities and Social Science

- Bachelor of Arts (Honours) in Chinese (BA-CHI)
- Bachelor of Arts (Honours) in Cultural and Creative Industries (BA-CCI)
- Bachelor of Arts (Honours) in English (BA-ENG)
- Bachelor of Social Sciences (Honours) in Asian Studies (BSS-AS)

School of Translation

- Bachelor of Translation with Business (Honours) (BTB)
- Master of Arts in Translation (Business and Legal) (MA-TBL)
- Master of Arts in Translation (Computer-Aided Translation) (MA-TCAT)



Tung Wah College



東華學院
TUNG WAH COLLEGE

Tung Wah College (TWC) is a self-financing tertiary education institution established by the Tung Wah Group of Hospitals (TWGHs), which is the oldest and largest charitable organisation in Hong Kong, providing a wide range of medical and health, education and community services to fulfil the needs of society since 1870. The College underwent the Institutional Review (IR) by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in 2010 and is registered under the Post Secondary Colleges Ordinance (Cap. 320) as an approved self-financed degree-granting institution.

Taking advantage of TWGHs' strengths and expertise in medical and health, education, and social services etc., TWC aspires to become a renowned privately funded university, recognised for high-quality programmes focusing on practical application for both for-profit and non-profit organisations, while nurturing youngsters to be caring citizens with a sense of social responsibility.

Programme Diversity

Currently, the College offers degree and sub-degree programmes in diverse disciplines (including Psychology, Early Childhood Education, Accounting, Business, Entrepreneurship, Health Services Management, Forensic Science, Medical Laboratory Science, Radiation Therapy, Occupational Therapy, Physiotherapy, Nursing and Applied Gerontology) through four Schools, namely the School of Arts and Humanities, the School of Business, the School of Medical and Health Sciences and the School of Nursing. The College has a student population of around 2,500 and has nurtured over 1,400 graduates.

Professional Recognitions and Academic Development

TWC has become the first self-financing tertiary institution to offer professionally accredited degrees in Occupational



Therapy, Medical Laboratory Science and Radiation Therapy in Hong Kong. In line with our mission, we can now nurture more qualified allied health professionals to serve the ageing population and the community.

The College is also the first self-financing tertiary institution in Hong Kong to offer teacher education programmes. The College has been offering a Higher Diploma in Early Childhood Education from academic year 2016/2017 and Bachelor of Education (Hons) in Early Childhood Education from 2017/2018.

In 2018/2019, in addition to the Bachelor of Health Science (Hons) in Nursing, the Bachelor of Science (Hons) in Radiation Therapy and the Bachelor of Science (Hons) in Medical Laboratory Science, one more degree programme, the Bachelor of Science (Hons) in Occupational Therapy will be subsidised by the Government under the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP).

Work-Integrated Learning Programme

To enable students to gain work-based learning experience through applying what they have learned in the classroom to the workplace, students must complete the Work-Integrated Learning Programme (WILP), which is one of the graduation requirements for all bachelor's degree students of TWC. WILP requires students to engage in at least 480 hours full-time internship/practicum and attend college seminars on a variety of subjects to broaden their knowledge.

Whole-person Development

Student development is one of the major focuses in our programme design and delivery. The College organises a wide variety of student development activities, such as Student Exchange Programmes, Community Service Programme, developmental workshops, conferences and so on, to strengthen our students' competencies, enrich their learning experience, broaden their perspectives and enhance their employability upon graduation. •



Programmes

School of Arts and Humanities

- Bachelor of Education (Honours) in Early Childhood Education
- Bachelor of Social Science (Honours) in Applied Psychology
- Higher Diploma in Psychology
- Higher Diploma in Early Childhood Education

School of Business

- Bachelor of Business Administration (Honours) in Entrepreneurship and Management
- Bachelor of Business Administration (Honours) Major in Financial Services
- Bachelor of Business Administration (Honours) Major in Health Services Management
- Bachelor of Business Administration (Honours) Major in Marketing
- Bachelor of Business Administration (Honours) Major in Professional Accountancy

School of Medical and Health Sciences

- Bachelor of Medical Science (Honours) Major in Basic Medical Sciences
- Bachelor of Medical Science (Honours) Major in Forensic Science
- Bachelor of Science (Honours) in Medical Laboratory Science
- Bachelor of Science (Honours) in Radiation Therapy
- Bachelor of Science (Honours) in Occupational Therapy
- Bachelor of Science (Honours) in Physiotherapy
- Higher Diploma in Health Science

School of Nursing

- Bachelor of Health Science (Honours) in Nursing
- Bachelor of Science (Honours) in Applied Gerontology
- Higher Diploma in Nursing
- Diploma in Health Studies
- Certificate in Endoscopy Care



明愛專上學院
Caritas Institute of Higher Education
前稱「明愛修咸試學院」 Formerly known as Caritas Francis Hsu College

Caritas Institute of Higher Education

KWOK Wun Huen, Pasu

Bachelor of Social Science (Hons) in Social Work

Before studying at the Caritas Institute of Higher Education, I really wanted to become a teacher because education is the most valuable mission to me. I strongly believed that knowledge is power which can help the underprivileged. However, I changed my mind and found out that social workers can invoke and motivate change in society. Self-discipline is one of the key factors to determining your future success. Students from self-financed institutions are also well equipped by professional knowledge and practical skills. I am glad that I am a member of CIHE.

Experience

Before I became a student at CIHE, I had a job as a stock-keeper. At that time, I thought that studying was not practical because of the poor social atmosphere. It is believed that there is nothing, not even knowledge, more meaningful than money. Actually, I really enjoyed the material happiness though I was weighed down by my heavy workload. In fact, I could not find any meaning in the job. I believe that knowledge is the recipe to build up a good life. Therefore, I chose to join CIHE as a student

Achievements / Activities

- My greatest achievement at the CIHE is being a student ambassador and obtaining the scholarship and interflow tour. The former brings the sense of mission to me. During this programme, I have received a lot of challenging training in things such as public speaking, personal growth and leadership. The latter is one of the best parts of my school life. I participated twice in the interflow tour organised by the SAO. The first one was in Osaka and the other one was in Seoul. These two tours broadened my horizons as I have visited a lot of famous places and interacted with foreigners in English and Japanese
- 2015 – 2016, Self-financing Post-secondary Scholarship Scheme (SPSS) Reaching Out Award
- 2015 – 2016, Student Ambassador

✉ eatonpasu@gmail.com



LAI Ka Pui, Rebacca

Bachelor of Nursing (Hons)

By acquiring professional nursing knowledge and practical skills in this programme, I would like to become a qualified nurse to take care of patients. After graduation, I would like to work in a hospital, applying my knowledge to help others and act as a bridge of communication between the health care team and patients and their families. I would like to enhance the positive energy of people around me with smiles and a caring heart.

Experience

- 2017, The 25th International Baby / Children Products Expo
- 2017, Sales Assistant, Hong Kong Book Fair 2017

Achievements / Activities

- 2016 – 2017, Self-financing Post-secondary Scholarship Scheme (SPSS) Talent Development Scholarship
- 2016, 15th Asia Pacific Student Services Association (APSSA) International Conference in Thailand
- 2015 – 2016, Self-financing Post-secondary Scholarship Scheme (SPSS) Reaching Out Award
- 2015, 樂善之友「樂在耆中送暖行動」義工探訪服務
- 2015, Certificate of Participation – Achiever Leadership Training Programme

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LAM Sze Tung, Cherry

Bachelor of Arts (Hons) in Language and Liberal Studies (Bilingual Studies)

In the past years, joining student societies expanded my social circle and gave me the opportunity to network and communicate effectively with people. It was also a good way for me to step out of my comfort zone and enhance my confidence. I believe that real learning occurs not only in the classroom, and the only true source of knowledge is experience.

Experience

- 2017, President, Yoga Society, CIHE
- 2016 – 2017, Student Ambassador, Student Ambassador Programme, CIHE & CBCC
- 2016 – 2017, Member, St. Francis Choir, CIHE & CBCC
- 2016, Internal Secretary, Joint Students' Union, CIHE & CBCC
- 2015, External Secretary, Humanities & Languages Society, CIHE

Achievements / Activities

- 2017, Interflow Study Tour to Seoul, South Korea
- 2016, Interflow Study Tour to Osaka, Japan
- 2016, New World Harbour Race 2016 (Leisure Group Women) (Hong Kong Amateur Swimming Association)
- 2014 – 2015, Institute Scholarship (First Scholarship), CIHE

✉ cherryrylam@gmail.com



LEE Hau Kiu, Jamie

Bachelor of Business Administration (Hons) in Marketing and Event Management

I am an optimistic person and I am going to pursue my Master's degree in the coming year. When I was a student in CIHE, I was an active student in my class who cooperated with my classmates, teammates and lecturers. I am also a frequent recipient of institute scholarship and government-funded scholarship programmes. Since graduating from CIHE, I have worked in a hotel as an event sales coordinator. Due to my excellent performance, I was promoted to event sales executive after eight months.

Experience

- Sep 2016 – Mar 2017, New World Millennium Hong Kong Hotel - Event Sales Executive
- Oct 2015 – Aug 2016, New World Millennium Hong Kong Hotel - Event Sales Coordinator
- Jun 2012 – Mar 2015, Hong Yip Service Company Limited – Assistant Clubhouse Officer

Achievements / Activities

- Scout Leader
- 2016, Bronze Award of Volunteer Service
- 2011 – 2012, 2012 – 2013, 2014 – 2105, Self-financing Post-secondary Scholarship Scheme (SPSS) Outstanding Performance Scholarships
- 2011 – 2012, 2012 – 2013, 2013 – 2104, Institute Scholarship

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Caritas Institute of Higher Education

LEE Pui Yuen, Scarlett

Bachelor of Social Sciences (Hons) in Social Work

I am a student ambassador at CIHE. Through my studies, I have learned to broaden my horizons and analyse and think from different perspectives. With the help of friends and colleagues from leadership classes and internship programmes at Chan Hing Social Services Centre and the Social Welfare Department, I have been able to shape myself to become a more confident person when undertaking challenges at school and at work.

Experience

I went to Seoul, South Korea on our 2017 interflow tour and learned more about Korea's culture, environmental protection and history. We have always had the opportunity to talk with Student Affairs Office staff when we met any problems; they have inspired us to solve these problems

Achievements / Activities

- 2016 – 2017, Self-financing Post-secondary Scholarship Scheme (SPSS) Reaching Out Award
- 2016 – 2017, Achiever Leadership Training Programme, CIHE & CBCC
- 2016 – 2017, Student Ambassador, CIHE & CBCC

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LI Zhixin, Jance

Bachelor of Business Administration (Hons) in Hotel Management

I am a caring and curious person who works hard and pays attention to detail. In the past two years, I have learned a lot from my classmates and teachers. I strongly believe that to be a professional in the hotel industry, it is very important to be flexible and have good interpersonal skills. Therefore, I joined and organised different student activities like the Student Ambassador and Interflow tours. I will keep striving for excellence and trying my best to achieve a higher goal.

Experience

- Participated in the Hong Kong Creative PR Competition
- Volunteer at Yau Ma Tei Catholic Primary School
- Volunteer of Food Angel by Bo Charity Foundations
- Secretary of Café de Music committee, CIHE & CBCC

Achievements / Activities

- 2017, Interflow Study Tour to Seoul, South Korea
- Yoga Society Committee Member
- Student Ambassador
- Member of St. Francis Choir

✉ janceli1116@gmail.com





LI Chin Yin, Schuyler

Bachelor of Business Administration (Hons) in Marketing and Event Management

I graduated from the Caritas Institute of Higher Education in 2016. In the past two years, the Institute provided me with many opportunities to attend different internal and external activities and events like the fashion show, to serve in the Graduation Ceremony and the Asia Pacific Student Leaders Conference in Malaysia. I also joined the first Student Ambassador Programme. This programme required participants to step out of their comfort zone and face new challenges. I have gained precious experience and training, both for personal growth and my future career.

Experience

- Event Promoter, Noah Asia Limited
- Event Assistant, 全港購物節
- Operating Officer, Happy Lemon HK Limited

Achievements / Activities

- 2015 – 2016, Service and Engagement Scholarship
- 2015, Asia Pacific Student Leaders Conference at Taylor's University in Malaysia
- 2014 – 2015, Student Ambassador



SIU Ying, Nicole

Bachelor of Business Administration (Hons) in Marketing and Event Management

I am now working in sales and marketing in the events field in the overseas education industry after graduating from the Institute two years ago. In my job, I work with different kinds of people, from Consul General, business partners to students, parents and school principals. It has built up my social, communication and etiquette skills. Moreover, the company also gives me the opportunity to represent it, leading a large group of people on a trip to Ireland for a cultural exchange tour this summer.

Experience

- 2016 – Present, Event Executive, Irish International Education Centre
- 2016, Marketing Assistant, Sutherland Gastronomy

Achievements / Activities

- 2011 – 2012, Self-financing Post-secondary Scholarship Scheme (SPSS) Outstanding Performance Scholarship

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Caritas Institute of Higher Education

SU JiaTing, Golden

Bachelor of Business Administration (Hons) in Hotel Management

I am a pleasant, outgoing and friendly person. Since joining the Caritas Institute of Higher Education, I have made many new friends and experienced different cultures by joining interflow tours and through student activities. I cherish friendships and the most significant value in my life is taking good care of others. In the future, I hope to join the best five-star hotel in Hong Kong after graduation.

Experience

- 2017, Internship in Crowne Plaza Hong Kong Kowloon East
- 2017, Interflow Study Tour to Seoul, South Korea
- 2016, Interflow Study Tour to Osaka, Japan

Achievements / Activities

- 2016 – Present, Student Ambassador
- 2015 – Present, St. Francis Choir Member
- 2016 – 2017, Yoga Society Committee
- 2016 – 2017, Cafe de Music Committee

✉ jiatingsu@gmail.com



WORNG Pak Him, Brendan

Bachelor of Business Administration (Hons) in Corporate Management

I am studying for a Bachelor of Business Administration (Hons) in Corporate Management. I was the president of the Joint Students' Union executive committee in 2016. As well as holding different activities for fellow students, I also reformed and enhanced the administrative structure of the Joint Students' Union. The administration process became more effective and efficient. Moreover, I united the students' societies to promote better cooperation among them.

Experience

- 2017, Internship Programme of the Legislative Council Secretariat
- 2016, President of Joint Students' Union executive committee
- 2016, 15th Asia Pacific Student Services Association (APSSA) International Conference 2016 in Thailand
- 2015, Chairperson of Social Care Caritas 明愛關社

Achievements / Activities

- Revised the constitution of the Students' Union
- Promoted CIHE and CBCC to the public
- Reformed the administrative structure and guidelines of the Students' Union
- United and coordinated with the students' societies

✉ brendanworng@gmail.com





Centennial College

CHU Kwan Lok, Jeffrey

Bachelor of Arts (Hons) – Major in Business Management and Liberal Arts

My time at Centennial College has most definitely been a rewarding experience. Studying at a liberal arts college like Centennial not only allowed me to fully explore a diverse range of academic subjects, it also provided me with the opportunity to develop my self-identity and discover my talents. I have now become a much more confident individual, and with the skills I have acquired at Centennial College, I am fully prepared to face challenges ahead.

Experience

- TEDxCentennial: Co-organiser and Lead Curator
- Centennial College: Emceeing
- Centennial College: Student Ambassador Group Leader

Achievements / Activities

- Outstanding Performance Scholarship, HKSAR
- President's List, Centennial College
- Major Representative, Centennial College
- Outstanding Scholar Award, Centennial College
- Study Abroad Exchange Scholarship, Centennial College
- Tai & Ning Scholarship, Centennial College

✉ jeffchu.322@gmail.com



FUNG Hin Ying, Melody

Bachelor of Arts (Hons) – Major in Integrated Business

As the financial secretary of the Students' Union of Centennial College, I have the opportunity to serve all the students in the school. It is my pleasure to work with different people in the school. I have learned to be more considerate as I need to co-operate with my members to create a harmonious environment. Through working in the society, I learned to manage and plan my schedule more efficiently and effectively. To keep a balance between part-time job and my academic work is very crucial. It is a valuable experience for me to enter the society before graduation.

Experience

- Jun – Jul 2017, Australia Study Tour to the University of Queensland
- Jul – Sep 2017, Summer Intern (Customer Service) at 1823 Efficiency Unit

Achievements / Activities

- 2017 – 2018, Financial Secretary of Student Union in Centennial College
- 2015 – 2016, Outstanding Scholar Award
- 2015 – 2016, President's List

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✉ fhy2209@gmail.com





Centennial College

LIN Chung Ying, Angel

Bachelor of Arts (Hons) – Major in Language and Communication

The ever-changing, practical and unique nature of language has aroused my deep interest in the subject, especially English as a globalising language. I consider studying language to have provided me with one of my greatest senses of achievement. It motivates me to obtain outstanding results in my degree in language and communication. Moreover, I can now pursue my Master's at the University of Hong Kong, my dream university. And, in so doing, I am stepping closer to my career goal of working in an education-related field.

Experience

- Jun – Jul 2017, Two-week Australia Study Tour (Brisbane)
- Sep 2016 – Feb 2017, Temporary Student Research Assistant of School of Management of Centennial College
- Jun – Jul 2013, Summer Work Experience Scheme 2013, co-organised by the United Christian Hospital and Haven of Hope Hospital

Achievements / Activities

- 2017, Graduate with First Class Honours
- 2016 – 2017, President's List
- Dec 2016, Student Helper for the International Conference on Business Case Research
- 2014 – 2015, Outstanding Scholar Award and President's list
- 2013 – 2014, Centennial Scholarship

📞 9661 9788

✉️ angellin2101152@gmail.com



THAMSUHANG Dhan, Maya

Bachelor of Professional Accounting (Hons)

I am an enthusiastic person who loves to explore the world and learn new things every day. I believe that success is contingent not only on hard work but also passion. That is why my motto for life is "Do something you want to do and if you are lost and have no idea of what to do in life, find an inspiration and pursue it". Whatever we do, there must be a reason behind it. Right now, I am working in the audit field. Despite the criticisms of there being long and hectic hours in the audit and accountancy profession, I think the experience is worth it. I am in this field because I get to learn many things about the business world while also bringing value to the society.

Experience

- Experience in retail and hospitality industry – Sales, receptionist
- Study tours to China, U.S., Australia
- Internship in CWCC in Auditing and Accounting
- Committee member at a Public Speaking Club in Centennial College
- Actively participated in Centennial College promotional video

Achievements / Activities

- 2017, Graduate with First Class Honours
- 2016 – 2017, Outstanding Scholar Award, HKSAR
- 2015 – 2017, President's list, Centennial College
- 2013 – 2014, Centennial scholarship
- 2013, Talent Development Award (TDA) HKSAR
- Outstanding award, Centennial College

📞 6143 4930

✉️ mesarulimbu@gmail.com





Dominic Christopher So SEN

Bachelor of Arts (Hons) – Major in Integrated Business

I am an energetic individual and I am always looking for a challenge to improve myself. My role in the Students' Union has enabled me to practise my leadership skills while supporting the college and its students. My past work experience in the marketing team at Sony Music has inspired me to take up business and pursue marketing as a potential career. Studying at Centennial College has taught me to endeavour through challenges and obstacles. These challenges have improved my work ethic and have led to a scholarship during my second year. I have learned to manage team members and strive for excellence in every project.

Experience

- TEDxCentennial: Assistant co-ordinator
- Centennial College: Zentangle Art club member
- Centennial College: Public Speaking club member
- Centennial College: Basketball Club member

Achievements / Activities

- 2017 – 2018, President of Student Union in Centennial College – Student Union
- 2015 – 2016, Outstanding Scholar Award
- 2015 – 2016, President's list

✉ dc4565@gmail.com



SUN Yat Man, Leon

Bachelor of Arts (Hons) – Major in Integrated Business with Minor in Global Studies

I am a rational, calm, enthusiastic, and confident recent graduate aiming to develop a career in the field of finance. I am always eager to learn and absorb new information and knowledge and I can work as part of and also as leader. I have work experience with quantitative analysis and research with a logical and methodical approach to problem-solving. Also, I possess advanced language skills in English, Mandarin, and Cantonese, and I am proficient with analytical software and systems with a solid mathematics background.

Experience

- Jan 2016 – Present, Student Research Assistant at Centennial College
- Sep 2015 – Dec 2015, Business and Management Intern at Blue Sky Energy Technology

Achievements / Activities

- 2017, Graduate with First Class Hons
- 2017, HKSAR's Outstanding Performance Scholarship
- 2016 – 2017, Best Student in the Major Award for Integrated Business
- 2015 – 2017, President's List
- 2015, Outstanding Scholar Award

✉ lsymsun@gmail.com





Centennial College

NG Wing Lam, Ruth

Bachelor of Arts (Hons) – Major in Integrated Business

Facing challenges is one of the interesting parts of life, without challenges and problems, there wouldn't be the satisfaction of solutions and results. As a student entering the working society soon, it is essential to step out from our comfort zone and adapt to new environment. This prompted me to tell myself that it is essential and important to make the least of the university life that the college wonderfully provides, both working as an intern and participating in student led events.

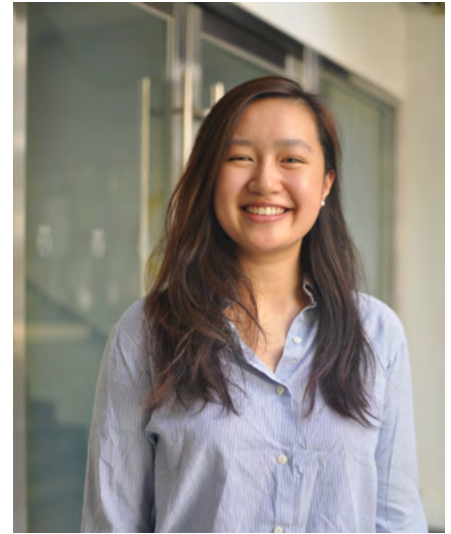
Experience

- Jul – Sep 2017, Accounting Assistant in DeSarte Gallery
- May – Jul 2017, Gallery Assistant in well-known art gallery namely DeSarte Gallery
- Dec 2015 – Mar 2016, Financial Advisor for company insurance in AIA Group Limited
- Jul – Sep 2015, Trainee at MODE Ltd. A wedding tuxedo company well known in the industry

Achievements / Activities

- 2017, Outstanding Scholar Award
- 2016 – 2017, Best Student in the Major & President's List
- 2016 – 2017, 2017-2018 Head Organizer of TEDxCentennial College
- 2016 – 2017, High Table Dinner: Emceeing
- 2016 – 2017, Student Union Inauguration: Emceeing

✉ ruthwlngg@gmail.com



WONG Nga Yau, Ashley

Bachelor of Arts (Hons) – Major in Integrated Business

Growing up in multicultural family and studying for the IB programme gave me a rounded development early in my life. As a young adult, I understood the importance of globalisation and cultural differences, given my family background. Throughout my education and extracurricular activities, I developed a stronger understanding of myself, my strengths, and weaknesses. Growing up in a business-orientated environment, my family guided me towards an entrepreneurial mindset. In school, I studied psychology, design, and technology in high school to understand marketing and product development. Outside of school, I have worked with Bloomberg, TopSchools, and multiple music festivals. These experiences have widened my view of the world of entrepreneurship and establishing connections.

Experience

- Jun – Aug 2017, Marketing Intern, Instaroid, Hong Kong SAR
- Jan – Apr 2017, Project Executive, Education Ladder, Hong Kong SAR
- Summer 2016, Marketing Intern, Topschools, Hong Kong SAR
- 2015 – 2017, Public Relation Officer, Road to Ultra, Clockenflap, Hong Kong
- Summer 2015, Marketing Intern EAST / WEST Modeling agency, Hong Kong SAR

Achievements / Activities

- 2016 – 2017, Centennial Scholarship
- 2015 – 2016, IB Chinese Language Perfect Score Student
- 2014 – 2015, Global Association of Student Exchange
- 2013 – 2015, Crimson Summer Exchange
- 2013 – 2015, Junior Achievement Company Programme

✉ ashliwon@yahoo.com





Chu Hai College of Higher Education

CHENG Shuk Tsam, Sonia

Bachelor of Business Administration (Hons)

I am a driven, self-motivated, hard-working student with a team-oriented mentality and a passion for learning. Being enthusiastic and of optimistic disposition, I can work and communicate well with others. I am also an all-round person, who is patient and conscientious. Being a member, then an external vice-president, of the Association of Business Administration in the last two years, I have developed my skills in interpersonal communication, teamwork, leadership and problem-solving. My eventual career goal is to work in the marketing department of a large corporation. I look forward to further developing my skills in a practical, fast-paced environment and maximising my abilities.

Experience

- Sep 2014 – Present, Executive Assistant, Galaxy Beauty Station
- 2014, Assistant, Athena International Training Academy

Achievements / Activities

- 2016 – 2017, HKSAR Self-financing Post-secondary Scholarship Scheme, Outstanding Performance Scholarship
- 2016 – 2017, External Vice-president, Association of Department of Business Administration
- 2015 – 2017, Committee member, Association of Department of Business Administration
- Sep 2016, Integrated professional tattoo art (level 3) license certification, Korea Beauty & Health License Association
- Jan 2015, Foundation Award in Management Principles (Chinese), Institute of Leadership & Management

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CHU Long Wai, Jay

Bachelor of Commerce (Hons) in Accounting and Banking

Upon my graduation from Chu Hai College of Higher Education, I passed the HKICPA auditing and taxation examinations. Then I decided to shift my career focus to risk management by pursuing my Master's Degree in Risk Management Science at CUHK. As a person with strong self-motivation, I also passed the CFA and FRM examinations for the purpose of developing my professional competency.

Experience

- 2015 – present, Risk Analyst, Ping An Asset Management Company (Hong Kong)
- 2012 – 2014, Dealing Officer, Fulbright Securities Ltd

Achievements / Activities

- CFA, FRM®, HKICPA student member
- Hong Kong Institute of Certified Public Accountants (HKICPA) – Passed in Module D (Taxation) and Module C (Auditing and Information Management)
- Hong Kong Securities Institute (HKSI) Licensing Examination for Securities and Futures Intermediaries (LE), Paper 1 (Passed), Paper 7 (Exempted), Paper 8 (Exempted)

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Chu Hai College of Higher Education

KAM Ying

Bachelor of Arts (Hons) in Journalism and Communication

The moment we open our eyes every morning, we are surrounded by the media. The latest push notifications on our phones; news on television and radio; the latest gossip in magazines; not to mention the world's knowledge base on the internet, are all right at our fingertips. With so much information available on demand, how do we distinguish the truth from the junk? After all, an overload of information can be a double-edged sword, especially with the rise of "fake news", which has the aim of deliberately misleading viewers. This is where media studies comes in. By learning the skills and standards of traditional media, we can present news and information to the public in a truthful and ethical manner.

Experience

- Five years' TV broadcast experience, working for four electronic media outlets
- Experience in reporting local, international and financial news
- Experience in feature journalism
- News anchor, with experience covering live events
- Weather presenter

Achievements / Activities

- Presenting the latest Hong Kong, global and sports news to a domestic audience, as well as overseas Chinese viewers
- 2015, I had the rare opportunity to cover China's space agency, CNSA, and get a close look at the inner workings of the nation's space programme

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LAU See Wai, Christine

Bachelor of Business Administration (Hons)

Being a business administration graduate with a first-class honours degree from Chu Hai College of Higher Education, I am passionate in corporate learning and development section for identifying the training needs of employees, so as to enhance every individual's capabilities and the organisation's performance. My career goal is not only to deliver training to the staff, but also to participate in planning employee development. I believe that training is not just a way to deliver technical skills and knowledge to participants, but also an inspiring process in which both work and life influence one another.

Experience

- Present, Learning and Development Officer, ImagineX Group, delivering luxurious retail customer services training to internal staff in different regions
- 2015, Learning and Development Assistant, Plaza Premium Group, delivering service training in hospitality industry to internal staff in different regions
- 2014 – 2015, Payroll Assistant, ImagineX Group, managing administration and full-set payroll reports for different regions

Achievements / Activities

- 2016 – 2017, Being promoted within one year in ImagineX Group
- Performed live music at various prominent malls in Hong Kong
- Being a member of the swimming team during my secondary school study
- 2008, LCCI Level II, Pass with distinction

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LEUNG Wing Sze

Bachelor of Arts (Hons) in Journalism and Communications

After working full-time for a year, I noticed that intellectual ability is as important as practical skills; this is why I have returned to school. Learning theories and applying them to Hong Kong society has enabled me to think with different perspectives. In my future career, I hope I can contribute to the development of electronic media with my new perspectives and solid production skills.

Experience

- 2016, Part-time News Reporter for Headline Daily
- 2016 – 2017, Term 1, Exchange programme to the Communication University of China, Beijing
- 2013 – 2014, Full-time Production Assistant for a local production house, More Production
- 2012, Production Assistant Intern for Asia Television Limited

Achievements / Activities

- 2015 – 2016, HKSAR Self-financing Post-secondary Scholarship Scheme, Outstanding Performance Scholarship
- 2015 – 2016, Chu Hai College of Higher Education Scholarship

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LIU Yingru, Violet

Bachelor of Commerce (Hons) in Accounting and Banking

I think that everyone should give their best in life so I studied hard during my time in school. One should experience different jobs while young and before settling down. Meeting new people at different jobs strengthened my interpersonal skills. I am not afraid of challenges and with a cautious mind, I will definitely be a great accounting candidate.

Experience

- 2017, Summer Intern, Inland Revenue Department Unit 2
- 2015 – 2016, Part-time Cashier, Saizeriya Italian Restaurant
- 2010 – 2011, Sales Assistant, Argyle Centre

Achievements / Activities

- 2015 – 2016, HKSAR Self-financing Post-secondary Scholarship Scheme, Outstanding Performance Scholarship
- Jul 2014, HKICPA exam, bronze award in BAFS
- May 2013, HKIAAT Scholarship

✉ violet5417@gmail.com





Chu Hai College of Higher Education

LO Shuk Yan

Bachelor of Science (Hons) in Architecture

I am Yan, a graduate of the Department of Architecture of Chu Hai College of Higher Education. It might be said that I came to study architecture by accident. I knew nothing about it before entering the Department. And so, four years on, I have graduated. In these four years, I learned how to draw, think, express, communicate and cooperate. Those will be important skills when I work for a company.

Experience

- 2017, Junior Architect , BC&D International
- 2015 – 2017, Architectural Assistant Intern, Hubert Un Architects

Achievements / Activities

- 2016, Honourable prize, 10th Haseko Residential Design Competition
- 2014, First prize, open group, Design Ideas Competition for Kai Tak River

✉ loshukyan1995@yahoo.com.hk



Piedra Faith MATRIANO

Bachelor of Commerce (Hons) in Accounting and Banking

I am an industrious and highly motivated student, majoring in accounting and banking so as to pursue a career as a certified public accountant or a teacher in the business stream. Though knowing my ethnicity and the language barrier can be a challenge for me, given my capabilities, knowledge, wisdom and accomplishments, I am confident I will be able to break such boundaries to pursue not just one but various career opportunities. Both my academic training and internship experience had equipped me with solid communication, interpersonal and time management skills that are crucial in today's career world.

Experience

- First internship at The Peninsula Hotel
- Experience in working in food and beverage and customer service
- Part-time English teaching

Achievements / Activities

- Research on healthy living of ethnic minorities, affiliated with Chinese University of Hong Kong
- The Apprentice, a business workshop which allows you set up your own business, affiliated with FSFT Children and Youth Development Centre
- Outstanding Improvement Award for Chinese Learning, given by the University of Hong Kong

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WONG Sze Yan, Tiffany

Bachelor of Arts (Hons) in Journalism and Communication

For two consecutive years in 2016 – 2017 and 2015 – 2016, I was awarded the Self-financing Post-Secondary Scholarship Scheme Outstanding Performance Scholarship. With my excellent academic result, I went to Fu Jen Catholic University in Taiwan as an exchange student in year 2. For me, studying journalism in Taiwan definitely illuminated my path towards the media industry, providing me with lots of practical training and applicable theories. During class, I was elected to be the Cantonese anchor in the school's TV news broadcasts. Hands-on experience is vitally important to journalism students. To get more opportunity to write and report for print media, I was a member of the editorial board of Chu Hai Magazine, serving as Editor and Art Editor since year 1, and also Chu Hai News, where I was Deputy Editor-in-Chief and Reporter. I am also confident in mastering electronic media as I am currently a part-time Web Editor at U-Lifestyle.



Experience

- Present, Intern, Sony PlayStation Marketing Department
- Present, Part-time Web Editor, U-Lifestyle (U-Magazine)
- 2016 – 2017, Deputy Editor-in-chief and Reporter, Chu Hai News
- Year 1 – Year 4, Editor and Art Editor, the Editorial Board of Chu Hai Magazine
- 2015, Exchange student of Fu Jen Catholic University, Taiwan

Achievements / Activities

- 2016 – 2017, HKSAR Self-financing Post-Secondary Scholarship Scheme, Outstanding Performance Scholarship
- 2015 – 2016, HKSAR Self-financing Post-Secondary Scholarship Scheme, Outstanding Performance Scholarship

✉ tiffanywong35@gmail.com

WONG Yee Ting

Bachelor of Engineering (Hons) in Civil Engineering

I am a Year-4 Civil Engineering student with strong coordination and time management skills. After class, I enjoy participating in College and community services. I believe by joining different activities, I will be able to broaden my horizons professionally and as a person.

Experience

- Summer 2017, Student internship at China Harbour Engineering Company
- 2016, 哈爾濱工業大學第十一屆小衛星學者計劃：中俄友誼之旅

Achievements / Activities

- 2017 – 2018, Student Chapter of Canadian Society of Civil Engineering, Hong Kong Branch
- 2016 – 2017, President of Civil Engineering Students' Society, Chu Hai College of Higher Education
- 2016 – 2017, Student representative of HKIE Civil Division, Student Liaison Group
- 2015 – 2016, Internal Vice-president of Civil Engineering Students' Society, Chu Hai College of Higher Education
- 2015 – 2016, Vice-president of Wu Zhi Qiao Chu Hai Team

✉ wyt0104@gmail.com





Hang Seng Management College

CHAN Hiu Ki

Bachelor of Science (Hons) in Data Science and Business Intelligence

I am a year-4 student, with a bachelor degree in Data Science and Business Intelligence from Hang Seng Management College. I possess good analytical and strong computer skills, such as SAS, R, and Qlikview, and I have an interest in data analysis, which led me to gain work experience in several companies related to data analysis during my studies. I am looking to start my career in data analysis in a role where I can build on the skills I gained at college and in my work experience.

Experience

- Consumer banking operation, DBS Bank (Hong Kong)
- Strategy planning and transformation, DBS Bank (Hong Kong)
- Audit, DBS Bank
- Technical support, SAS Institute

Achievements / Activities

- Prepared business data, found useful insights, performed data visualisation and prediction to avoid abnormal trades by customers

✉ chanhk1001@gmail.com



CHAN Ka Yan, Jessica

Bachelor of Business Administration (Hons) in Supply Chain Management

My name is Jessica, and I am an energetic, self-motivated person who fights for every opportunity by participating in various competitions and activities. During my four years of studies, I was given the chance to perform and I focused on becoming a better me. As a graduate in Supply Chain Management, I have developed a range of hard and soft skills which help me easily adapt to a new environment and prepare for new challenges.

Experience

- Worked in Cathay Pacific Services Limited as Summer intern in the Safety and Quality Department and as part-time corporate communications assistant for different organisational events, including the Air Cargo Carnival and the annual dinner
- Worked as an associate solutions consultant in an IT company after graduation. Mainly responsible for project implementation, including requirement analysis and solution design

Achievements / Activities

- 2016, First Runner-up award of CILTHK Student Day
- 2016, Merit Award of HSMC Innovation Project Competition
- Committee Member of Student Association of Supply Chain Management

✉ jeca0522@gmail.com





CHAN Tsz Ho, Wilson

Bachelor in Business Administration (Hons) (Accounting Concentration)

I am a self-motivated, hard-working and detail-minded person with one year of work experience in a financial institution. I am a good problem-solver with excellent communication skills and team spirit. I am eager to learn new skills and knowledge, take challenges and broaden my horizons.

Experience

- Eleven-month internship in Hang Seng Bank – Accounting Policy and Advisory Department
- Inland Revenue Department – Unit One (Corporations and Partnerships)
- China South City Holdings Limited – Summer intern trainee in Marketing and Human Resources Department

Achievements / Activities

- 2017, Second Runner-up and My Most Favourite Presenter in EY's Young Tax Professional
- 2017, Winner and Best Debater in The Taxation Institute of Hong Kong's CTA Tax Debate Competition

✉ solerwilson1993@gmail.com



CHENG Nga Man, Ella

Bachelor of Business Administration (Hons) in Financial Analysis

I gained valuable experience working in banks, in an audit firm, and a business information company. I was the school representative in a cultural exchange in Singapore and China, and I was also the global intern at Bank of China (Tokyo); this allowed me to value life differences, getting to know the locals and integrating into their community. I also represented the school in the 2015/16 CFA Institute Research Challenge, in which I analysed the performance of a stock. I am passionate about working in the financial sector.

Experience

- Summer Global Intern, Bank of China (Tokyo) (Two weeks in the Credit Department, Four weeks in the International Business Department)
- Intern, Central Business Information Limited (Enhanced Due Diligence Team)
- Part-time Intern, Hang Seng Bank (Retail Banking and Wealth Management)
- Tax Intern, BDO Limited
- Helpdesk Assistant, Registry of Hang Seng Management College

Achievements / Activities

- 2015 – 2016, Outstanding Investment Research, CFA Institute Research Challenge
- School Representative and Tin Ka Ping Arts Ambassadors, Cultural Exchange to Singapore, Meizhou and Guangdong
- School Representative, Bloomberg Champions Program
- Winner, Speech Festival (QEF Project) – Public Speaking Competition
- President, The 38th Hong Kong Joint School Photographic Society
- Member of core organising committee, The 6th Hong Kong Model Legislative Council

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Hang Seng Management College

CHUNG Hau Ming, Carmen

Bachelor of Translation with Business (Hons)

As a graduate looking back over the past four years, I have been determined to make the most of my college life with HSMC. By joining a variety of internships, extra-curricular activities and community services, I gained international exposure and work experience while completing the academic programme. Such experience helped equip me with the knowledge and skills needed in embarking on a journey to become an excellent professional. Currently, I am exploring the legal field with my Juris Doctor postgraduate studies in City University of Hong Kong.

Experience

- 2016, Overseas intern at Hong Kong Trade Development Council (Bangkok)
- 2016, Volunteer of Climate Protection on the Bavarian Moors (Germany)
- 2015, Development Intern at Hong Kong Art Festival
- 2015, Exchange at University of International Business and Economics (UIBE) and Beijing Foreign Studies University (BFSU)
- 2015, Volunteer of The Glocal Fellowship (Winter) (Vietnam)

Achievements / Activities

- 2017, Kagoshima Delegate and Youth Ambassador in Celebration of the 20th Anniversary of the Establishment of the HKSAR Programme
- 2015 – 2017, Production team of HSMC Glo-co Radio Podcast Channel
- 2015 – 2017, Outstanding Performance Scholarship
- 2016, Winning Student to UNOSSC GSSD Expo 2016 (Dubai) by Youth Square, HSMC CCSI
- 2016, Leader of First Runner-Up and Special Awards team in the Glocal Greenovation Challenge 2016 by Sasa, Voltra, Env Bureau, HK Airlines, Google, etc.

✉ carmen.hm.chung@gmail.com



HO Sze Yiu, Nicole

Bachelor of Arts (Hons) in English

My first encounter with linguistics was four years ago when I started studying for a Bachelor of Arts in English at Hang Seng Management College. It not only provides classes about great literature but also presents a more scientific way of studying language. With a variety of courses provided in the curriculum, I have grown an immense interest in linguistics. I have worked on psycholinguistics for my final year project and I will continue to explore related issues in the coming year as a master's student at University College London.

Experience

- Jun 2016, Programme Coordinator (summer intern), The Commercial Press (HK)
- Jun 2016, Project Assistant, ME English Language Centre
- Jun – Aug 2014, Dec 2014 – Jan 2015, Intern, Securities and Futures Commission (Licensing Department)

Achievements / Activities

- 2014 – Present, Volunteer, World Wide Fund HK (WWF)
- 2016 – 2017, HK Delegation to Kagoshima, International Youth Exchange Programme, Japan
- 2015 – 2017, Standard Chartered Hong Kong Marathon 10km
- 2016, Nike+ Run Club Women's 10K Hong Kong

✉ hocyiu.nicole@gmail.com





LAU Kai Leung, Alex

Bachelor of Arts (Hons) in English

I am among the first cohort of BA – ENG graduates from Hang Seng Management College. After graduation, I looked for jobs related to book and publishing because I am a book lover. On account of my studies, I have received an offer from the Oxford University Press Hong Kong as a Production Assistant. Previously I did not have much knowledge of publishing, so I have learned a lot about the publishing industry.

Experience

- Thorough understanding of the standard of academic writing during study, which is helpful when performing job duties .
- Hands-on experience in book editing using industry-standard tools (e.g. editing software, page design)

Achievements / Activities

- 2015, Volunteer, Hong Kong Water Race
- 2016, Volunteer, 1st Undergraduate Conference on Language, Linguistics and Literature
- Assisting in publishing 《政治與中國特色的幽默》(丁學良)

✉ leung2005473@gmail.com



LAW Cheuk Kit, Andrew

Bachelor of Business Administration (Hons) in Corporate Governance

I am keen on corporate governance and the field of company secretary, and I have experience in tailor-making corporate governance system for a private company. I served various firms with unique culture in diverse regions. Furthermore, I engaged in different ECAs to broaden my horizons. The operating experience of an association fully enhanced my soft skills which better equipped me as an all-round president of the Students' Association of Corporate Governance. In addition, I was interested in the tax system and policy in Hong Kong, as well as their implications for society.

Experience

- CK Hutchison Holdings (Hong Kong)
- Hang Seng Bank (Hong Kong)
- China Life Investment Holding Company (Beijing)
- CoffeeWORKS Company (Bangkok)

Achievements / Activities

- 2017, Winner, Tax Debate Competition, The Taxation Institute of Hong Kong
- Winner, Shadow a CEO Programme, Classified Post
- Founding President, Students' Association of Corporate Governance
- Outstanding Performance Scholarship

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恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

Hang Seng Management College

LEUNG Hoi Ling, Kathy

Bachelor of Journalism and Communication (Hons)

As a self-motivated recent graduate with a major in business journalism, I have the experience of being a reporter at a news agency, a radio company, and a TV news channel. I have been trained up to be a versatile professional with reporting and editing skills in composing local, business, foreign news, as well as feature stories. With such exposure, I also have a proven ability in managing multiple assignments while meeting challenging deadlines, and I am able to work effectively on my own initiative, in a team or independently.

Experience

- Finance Reporter (China Team) – ET Net News Agency
- Video News Assistant – Radio Television Hong Kong
- Finance Editor – now Business News Channel, NowTV, PCCW Services Limited
- Intern Reporter – now Business News Channel, NowTV, PCCW Services Limited
- Production Facilitator – Radio Television Hong Kong

Achievements / Activities

- 2016 – 2017, Reporter, co-ordinator – Video Production Team
- 2015 – 2016, Certificate of Merit – Scholarship and Award, Chung Shing Taxi Scholarship
- 2015 – 2016, Executive editor, reporter – Enlightenment Post
- 2014 – 2015, Certificate of Merit – Scholarship and Award, Academic Achievement
- 2013 – 2014, Certificate of Academic Merit – Academic Excellence

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LI Cheuk Wing, Carmen

Bachelor of Business Administration (Hons) (Marketing Concentration)

I am Carmen, a marketing student, who graduated from HSMC in 2017. I am excited to strive for challenges and explore new innovative ideas. I am passionate about digital technology and I have been engaged in the fields of telecommunications, eCommerce and startups. I believe that technology can influence people and create a strong bond that connects us with one another.

Experience

- Graduate Trainee at HKT, Digital Marketing in Mobile Sales and Marketing Team
- Google Ignite, Digital Star (Onboard training programme)
- Summer Intern, Restaurants Association of Ireland (Overseas Internship)
- Marketing Assistant, Kaylie Business Solutions (e-Commerce Business)
- Student Intern, Fanswave (Start-up company)
- Dog walker volunteer, SPCA

Achievements / Activities

- Mar 2017, Young Marketer of Tomorrow Contest – 1st Runner-up, Classified Post, South China Morning Post
- 2015 – 2016, 2016 – 2017, Dean's List, Hang Seng Management College
- Mar 2016, Banking Certificate Programme – winning team, Hang Seng Bank
- 2014 – 2015, Financial Secretary of Economics Society

✉ carmen.li.822@gmail.com





MA Hong Yi

Bachelor of Business Administration (Hons) in Management

It is my aspiration to become a successful employee who is adaptive and communicable, with an international and intellectual rooting in management. To this end, I took part in diverse international activities to develop my communication skills and my personal character with people of various nationalities, from Europe, Australia and elsewhere. I also strove to perform well in my academic pursuits. I love challenges and I believe that people should not set limits on themselves and stay forever in one spot. They should instead discover new and interesting things, drawing on different perspectives.

Experience

- Spring 2017, Student exchange, Laurea University, Finland
- Summer 2016, Internship, Federation University, Ballarat, Australia
- Summer 2015, Internship, AIA Company, Hong Kong
- Summer 2014, Saleswoman, IT fashion, Hong Kong
- Participation in other events: Channel Cocktail party in HK, HK Slide the city event, HK Sevens, HSMC Buddy programme, Christmas in July dinner and donation events in Australia, voluntary commitment in HSMC management department

Achievements / Activities

- 2016 – 2017, Hang Seng Management College Exchange Scholarship
- 2016 – 2017, Entrance Scholarship of Hang Seng Management College
- 2015 – 2016, CMG International Scholarship for Global internship
- 2015 – 2016, Academic Excellence Scholarship
- 2015 – 2016, Reaching Out Award
- 2015 – 2016, Dean's List – Certificate of Academic Merit
- 2015 – 2016, Entrance Scholarship of Hang Seng Management College
- 2014 – 2015, Entrance Scholarship of Hang Seng Management College

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s147437@hsmc.edu.hk



PANG Man Yin, Anthony

Bachelor of Business Administration (Hons) (Banking and Finance Concentration)

Money never sleeps. In such a fast-changing global market, opportunities come and go. We all realise that we will invest – make money work for us 24/7, but how? Seven years ago, I decided to study finance. My money and my investments are under my control. Delta, Vega, Skew... Being an enthusiastic learner, I opened the door to the fantastic world of banking. I'm not Gordon Gekko, just Anthony Pang, graduated from Hang Seng Management College and now working at Barclays.

Experience

- Barclays: Analyst in Product Control team which monitors and supports trading desks from Equity and Funds Structured Markets Business in Asia
- Barclays: Apprentice in Financial Control team which prepares regulatory reports and surveys to Hong Kong authorities
- Cash Financial Services Group: Intern in Quantitative Finance team which conducts research, data mining and trade model setups

Achievements / Activities

- Citizenship events: Volunteered in finance workshops with secondary schools and low-income families, shorelines clean-up and mock interviews with colleges etc
- Reaching out: Participated in exchange programme to Lipscomb University in the United States and internship programme to Skyworth in China
- Study: Got my bachelor degree with first-class honours and 12 awards/scholarships from different organisations during my time in college

manyin.us@gmail.com





Tung Wah College

CHENG Shui Ting, Amy

Bachelor of Science (Hons) in Radiation Therapy

I am a recent graduate of radiation therapy from Tung Wah College. Radiation therapy perfectly fits my traits and skills, because I am a caring, supportive and responsible person. With these years of training from the college, I feel confident to be a qualified radiation therapist. My vision is to provide excellent care to patients and make them feel warm and cared-for throughout the radiation therapy treatment.

Experience

36 weeks clinical practicum in both private and public hospitals:

- Jun – Jul 2014, Sep – Oct 2016 & Feb – Apr 2017, Queen Elizabeth Hospital
- Jan – Feb, 2017, Pamela Youde Nethersole Eastern Hospital
- Mar – Apr 2015 & Apr – May 2016, Hong Kong Sanatorium Hospital

Achievements / Activities

- 2016 – 2017, Self-financing Post-secondary Scholarship Scheme (SPSS), Outstanding Performance Scholarship
- 2015 – 2016, Dean's List for Outstanding academic performance (Semester 1 & Semester 2)
- 2014 – 2015, Department's List for Outstanding academic performance (Semester 2)
- 2013 – 2014, Self-financing Post-secondary Scholarship Scheme (SPSS) - Outstanding Performance Scholarship
- 2013 – 2014, Financial Secretary of TWC SU Dance Society

✉ 13001610@twc.edu.hk



CHONG Chung Man, Kathie

Bachelor of Medical Science (Hons) Major in Basic Medical Science

I am a recent graduate majoring in Basic Medical Science. I have been interested in medical science since my childhood. The programme has equipped me to pursue a career in the medical-related field. During these four years, teachers encouraged and supervised us greatly to strengthen and enrich our professional knowledge and skills. I worked in a medical-based company for the placement, which gave me a great opportunity to gain practical knowledge and strengthen my communication, as well as management, skills.

Experience

- Present, Working as a permanent staff in Quality Health Care Medical Services, one of the largest providers of healthcare services in Hong Kong
- 2017, Worked in Quality Health Care as placement
- 2013 – 2014, Member of community services team to work as a volunteer of Fu Hong Society. Joined "Best Buddies" programme and organized activities for classmates

Achievements / Activities

- 2015, Pet First Aid and Emergency Care Course at HK St. John Ambulance Association
- 2013, The Associated Board of the Royal Schools of Music – Piano Grade 8
- 2011, Hong Kong Young Leaders' Congress – Flagship event of the Hong Kong Special Administrative Region Outstanding Students' Union
- 2010 – 2012, Volunteer, The Society for the Prevention of Cruelty to Animals

✉ kathieccm531@gmail.com





LEE Wai Ting

Bachelor of Health Science (Hons) in Nursing

I am a Year-4 nursing student from Tung Wah College. I have no special talent but I do have a passion to do everything to the best of my ability. This passion gives me the strength to face various challenges and the power to break through my own limitations to do things better. I understand that I will never succeed on my own, I am lucky that I have met supportive teachers and teammates who work towards the same goal with me.

Experience

- 2017, Practicum in Kwong Wah Hospital
- 2016, Practicum in Queen Elizabeth Hospital
- 2016, Temporary Undergraduate Nursing Student (TUNS) in Queen Elizabeth Hospital

Achievements / Activities

- 2017, 青衣小龍公開賽男女子公開混合金碟冠軍
- 2017, 香港龍舟錦標賽力天地產混合組銀盃冠軍
- 2016, 第十八屆香港龍舟錦標賽小龍青年組U23混合錦標賽第三
- 2016 – 2017, Self-financing Post-secondary Scholarship Scheme Talent Development Scholarship
- 2015 – 2016, Self-financing Post-secondary Scholarship Scheme Outstanding Performance Scholarship
- Underwater photograph
- Scuba diving and free diving
- Rock climbing
- Dragon boat team

✉ waiting0078@gmail.com



LI Ching Nam

Bachelor of Health Science (Hons) in Nursing

I am a Year-4 nursing student from Tung Wah College. Proficient nursing skills and ambitions are undoubtedly the key attributes of being a good nurse; therefore I ought to put all my efforts in studying and participating in various nursing conferences and community services. Being a passionate volunteer will not only serve those in need, but also make a valuable and positive impact on individuals, society and community, which is an essential element to get along with patients and why I decided to become a nurse.

Experience

- 2015 – 2017, Actively participated in different community service programmes at the college, such as beach cleaning and sharing the joy of Christmas with children
- 2014 – 2017, Participated as volunteer in various nursing conferences, such as the Asia Pacific Paediatric Nursing Conference 2014 & Summit on Childhood Obesity from HK Paediatric Foundation
- 2012 – 2017, Volunteer member of HK Red Cross in West Kowloon Division for five years
- 2016, Participated in the Fujian Medical Service Exchange and Volunteer Teaching Programme

Achievements / Activities

- 2017, BLS (Basic Life Support) & ACLS (Advanced Cardiovascular Life Support) provider qualification from American Heart Association
- 2017, Outstanding Student Gold Award (Yau Tsim Mong District)
- 2014 – 2015, Self-financing Post-secondary Scholarship Scheme Outstanding Performance Scholarship
- 2013, Advanced Mediator Qualification from HKFYG Continuous Learning Centre

✉ li.chingnam@yahoo.com.hk / li.chingnam529@gmail.com





Tung Wah College

LIU Tsun Ki, Anson

Bachelor of Social Science (Hons) in Applied Psychology

I am a graduate, having majored in Applied Psychology. Throughout my four years of study, I was passionate about education as I realised what students and parents need and desire, whether it be in Hong Kong or in overseas education systems. The counselling skills I learned in the lectures help me to deal with conflicts between parents and their children in my workplace. I am proud to be the president of Students' Union as I have learned a lot from it, such as how to improve communication among my committee members, reflect the opinions of students and strive for the best options for them. It also made me more mature in handling complicated team matters and in crisis management.

Experience

- Present, Education Consultant, Amber Education
- 2016, Education Consultant, Wall Street English
- 2014 – 2015, Senior Education Counsellor, Value Education
- 2013, Education Consultant, Era Education

Achievements / Activities

- 2017, Proposed president of The 1st Tung Wah College Alumni Association
- 2015 – 2016, President of the 4th Tung Wah College Students' Union
- 2013 – 2015, Committee member of the Leo Club of Hong Kong New Territories East

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MO Tsz Him

Bachelor of Health Science (Hons) in Nursing

I am a recent nursing graduate from Tung Wah College and a registered nurse employed by Kwong Wah Hospital. I am curious, helpful and optimistic in personality and I love to try new things with different aspects. My eventual career goal is to provide professional care and implement nursing knowledge and actively contribute to the overall success of every business I work for.

Experience

- Dec 2016 – Aug 2017, Temporary Undergraduate Nursing Student, Tseung Kwan O Hospital
- May – Jun 2016, Temporary Customer Relations Officer, BMW Customer Relation Department
- Nov 2014 – Apr 2015, Temporary Executive Assistant IIIA, Ngau Tau Kok Jockey Club Clinic
- 2014 – 2015, Tung Wah College Students' Union Internal Vice-President
- 2013 – 2014, Tung Wah College Students' Union Secretary
- Aug 2012 – Jun 2014, Part-time Waiter, Isola Bar and Grill

Achievements / Activities

- 2017, Mental Health First Aid Certificate by MHFA of Hong Kong
- 2016, Third Prize of Social Enterprise in the National Competition – Hong Kong Regional Final Hong Kong University Student Innovation and Entrepreneurship Competition
- 2016, “創青春” 中航工業全國大學生創業大賽 – 銀獎
- 2015, 香港護理學專業聯校北京學術交流訪問團
- 2013 – 2014, Semester 3, President's List
- 2013, Basic Life Support and Automated External Defibrillation Course
- 2013, Practical First Aid Certificate by Accident and Emergency Training Centre
- 2013, Nursing students' academic exchange to Suzhou

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PONG Hoi Ling

Bachelor of Business Administration (Hons) Major in Financial Services

I am a recent graduate student majoring in financial services with experience in retailing, banking and education. I have worked at Hong Kong and Shanghai Banking Corporation for over a year. I provide high-quality banking services to customers. My responsibilities are mainly answering customers' inquiries and handling daily counter transactions. I am a fast learner; I can catch up on my work in a short time and adapt to new environment quickly.

Experience

- Present, Counter Service Officer in Hong Kong and Shanghai Banking Corporation
- 2016 – 2017, Internship as Counter Service Officer in Hong Kong and Shanghai Banking Corporation
- 2015 – 2016, Part time sales assistant in a boutique, SPAO
- 2013 – 2015, Part time crew member in Burger King

Achievements / Activities

- 2017, Making of Tung Wah College Promotion Video
- 2016 – 2017, Semester 1, Dean's List
- 2016 – 2017, Progressing Scholarship for BBA & BSSc
- 2016 – 2017, HKSAR Government Scholarship Fund Reaching Out Award
- 2016, Student representative for the School Board of School of Business
- 2014 – 2015, Vice-President of Tung Wah College Business Administration Society
- 2014 – 2015, Public Relations Officer of Tung Wah College Wofoo Leaders' Network

✉ 13003182@twc.edu.hk



Irene TAM

Bachelor of Science (Hons) in Medical Laboratory Science

I am a Year-3 student, studying Medical Laboratory Science at Tung Wah College. I have had a great interest in the medical field since I was in secondary school, and I felt the college would best fulfil my academic interests. As well as learning in the classroom, I gained real-world experience during the clinical practicum, which was provided under the programme. I further joined various activities organised by the college, which provided me with great opportunities for whole-person development as well as academic development.

Experience

- Sep – Dec 2017, Clinical practicum in different hospitals of the Hospital Authority
- 2014 – 2015, Member of Community Service Team in Year 1, participated in volunteer services for patients

Achievements / Activities

- 2016 – 2017, Joined Exchange Programmes to Xiamen and Nanning in China in Years 2 and 3
- 2015 – 2017, Secretary of Medical Society in Years 2 and 3
- 2015 – 2016, Secretary of Peer Mentorship Programme in Year 2
- 2014, The Associated Board of the Royal Schools of Music – Piano Grade 8

✉ irenetam96@gmail.com





Tung Wah College

YIP Cheuk Ling, Rachel

Higher Diploma in Early Childhood Education

I am a year-1 student studying Early Childhood Education. Tung Wah College provides me with the opportunity to learn how to be a good kindergarten teacher. Before I studied at the college, I had experience leading activities for children. From that time, I have believed that children need a playful childhood experience, rather than direct teaching. Our professors emphasise that children should learn through play which is similar to my thinking. Therefore, I found studying in the college interesting and practical.

Experience

- 2017, Visited different kindergartens in Hong Kong and Korea
- 2017, Visited museum related to children
- 2017, Practicum in a kindergarten
- 2016 – 2017, Participated in many skill workshops
- 2010 – 2014, 2017, Helper for children in church

Achievements / Activities

- 2017, Joined Korea study tour
- 2016 – 2017, Volunteer for kindergartens
- 2015, The Associated Board of the Royal Schools of Music – Flute Grade 5
- 2014, The Associated Board of the Royal Schools of Music – Piano Grade 6
- 2013, The Royal Academy of Dance – Ballet Grade 7
- 2013, The Associated Board of the Royal Schools of Music – Music Theory Grade 5

✉ 16002312@twc.edu.hk



YIU Wing Man, Vanessa

Bachelor of Medical Science (Hons) Major in Forensic Science

I am a Year-4 student studying forensic science at Tung Wah College. I have enjoyed a fruitful college life during my four years of studies. I was grateful that the college provided us, not only with a good studying environment and rich learning resources, but also well-qualified teachers to deliver professional knowledge to us. In the future, I will explore and gain further experience in the field of medical science.

Experience

2017, Placement in SGS Hong Kong Limited, one of the certified testing laboratories in Hong Kong, has enriched my experience of working in a real workplace. It gives me a deeper understanding of the day-to-day operations of a laboratory

Achievement / Activities

- 2017, Volunteer for Caritas Cheng Shing Fung District Elderly Centre and Hong Kong Sheng Kung Hui Wong Tai Sin District Elderly Community Centre
- 2016, Volunteer for Kwong Wah Hospital
- 2016 – 2017, Student helper for School of Medical and Health Science on TWC Info Day
- 2013, Cohort student representative in major of Forensic Science
- 2011 – 2012, Editorial secretary of Student Association
- 2010 – 2011, Hong Kong Schools Music Festival - Piano Duet (Certificate of Merit)
- 2010 – 2011, Big Sister Scheme – Treasurer
- 2010 – 2011, Participated in DBS (Development Bank of Singapore) Social Enterprise Experience Programme
- 2010, The Associated Board of the Royal Schools of Music – Piano Grade 8
- LCCI Level 1 Certificate in Book-keeping - pass with distinction

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Keith Fraser

Head of Supply Chain Solutions

The global retail market is highly competitive. Many large retailers, such as A.S. Watson Group (ASW), rely on the efficiency and innovation of their supply chain operations, among other factors, to stay ahead of competition. Selection of the right talent and provision of continuous on-the-job skill enhancement and professional knowledge updates are among the essential elements that contribute to the sustainable development of our department. We recruited two graduates from the Bachelor of Business Administration in Supply Chain Management programme at Hang Seng Management College, for our two-year Supply Chain Development Programme in 2015. The two graduates have now successfully completed the training scheme. It is a solid reflection of their diligence and efforts in improvement and learning. In the progression of their careers, they have taken up permanent positions within our Group Supply Chain Department. We all look forward to their growing contributions to our supply chain capability in the future.

The two Hang Seng Management College graduates who joined our company have always been driven and enthusiastic in all their assignments. The feedback from their supervisors highlights that they have invariably risen to challenges with a positive attitude. We are also impressed by their receptiveness to diverse ideas and opinions, as well as their enthusiasm for self-improvement at work. Complementing the classroom learning in the BBA in Supply Chain Management programme, internship as a core module in the curriculum design provides the students with exposure to the real business world. Such real-life working experience can help enhance the undergraduates' understanding

of the industry and assist them in settling in their jobs more easily. ASW has been supportive in providing internship opportunities to local undergraduates. For instance, we have appointed two students from the Bachelor of Science Data Science and Business Intelligence and one from the BBA in Supply Chain Management, all from the Hang Seng Management College, as our summer interns this year.

To meet the ever-changing business requirements, Hang Seng Management College has regularly rolled out new programmes and courses to develop newly required skill sets, such as the currently surging demand for data science professionals in the big data arena. We are pleased to see that new technologies, such as virtual reality, are applied in a multidisciplinary learning environment. Therefore, we find that candidates recruited from the college possess some basic knowledge of advanced concepts.

The retail environment is evolving more rapidly than we have ever known because of the combination of new technologies, the swiftly changing expectations of young consumers and demands for more immediate fulfilment. New graduates entering such fast-evolving fields will be more likely to succeed if their institutions equip them with the latest technological know-how and methodology to cope with these new challenges as part of their formal comprehensive training. Their curriculum needs to put emphasis on helping undergraduates to build up their knowledge in the "trending" areas and to be prepared to consider how this knowledge can be adapted and applied to a real-world setting. •



恒生銀行

HANG SENG BANK

Talent Acquisition & Onboarding Department

Hang Seng Bank has recruited a number of bachelor's degree programme graduates from the local self-financing higher education institutions, particularly Hang Seng Management College, in recent years. These graduates studied various disciplines. They have now taken up a variety of positions at different divisions of the banks, among them Anti-Money Laundering Investigation Analyst, Financial Service Trainee, and Customer Service Representative, as well as many other front-line and back-office positions.

A major quality shared by the self-financing institutions' graduates is that they possess a good working attitude and a strong eagerness to learn. In addition, they are receptive to suggestions and advice. The self-financing institutions have put efforts into nurturing their students so that they have developed such important attributes as a positive work attitude and self-discipline. Many of our line managers appreciate the graduates' differentiating qualities and enjoy working with them. The managers are also willing to spend time coaching these graduates in the workplace. We believe that some of the graduates have high potential and good prospects for progressing in their career. Given time and sufficient on-the-job training, these graduates will provide stable support to the bank.

The bank's recruitment process features company value assessment and all recruits meet our standards. They fully embrace our corporate culture as soon as they are on board. Similar to graduates from other universities, graduates from the self-financing institutions will easily integrate into their respective teams and have such soft skills in communication and problem solving. They all take their initiative in the workplace.

The performance of these graduates is up to satisfactory level.

In the job market, graduates of self-financing institutions are becoming increasingly competitive, compared with graduates from other universities. We believe many of the graduates can further enhance their level of self-confidence so that they can perform even better in job interviews, particularly in group discussion sessions. We understand that the self-financing institutions have already organised workshops and courses designed to help students boost their confidence and further sharpen their presentation skills and language proficiency, especially in English. More efforts in these areas on the part of the institutions will certainly help further enhance the students' employability. ●



Chan Yuk-sim
Chief Nursing Officer

A unique feature of the nursing degree offered by Tung Wah College is its “Challenge-Based Learning Approach”. It encourages students to explore problems proactively. They learn to identify the solutions through finding reference materials, such as online resources, on their own initiative, as well as through discussions with experienced healthcare professionals. My observation is that the graduate-qualified nurses from Tung Wah College have adopted this unique approach in the workplace.

Baptist Hospital has been recruited nursing graduates from the college since its first batch of qualified registered nurses with degrees entered the workforce. The graduates are now assigned to duty in different wards of the hospital. The basic professional knowledge taught at the university meets the requirements of the healthcare sector because all graduate nurses have to pass qualifying examinations for their licences. Nevertheless, I find that the college's graduates share an enthusiastic pursuit for knowledge at work. They always take the opportunity to enrich and update their professional knowledge. For instance, most Tung Wah College's graduates are eager to take our hospital's “In-Service Training” courses when they are off duty or even on their days off.

In addition to their shared eagerness to upgrade their skill sets and professional knowledge, these graduates are hardworking and diligent. They also get along well with their colleagues and fit into our organisational culture. We are a private hospital and our top priorities are high-quality client services and safety. New graduates perform their duties under immense pressure because there are many things they need to learn on the job. I believe that, generally, their overall work performances meet our stringent

requirements. Some patients have sent us letters of appreciation with thanks given specifically to the college's graduates. But there is always room for improvement. For instance, customer service will be another challenge to the graduates. This applies to nursing graduates from all universities.

Another notable quality of the college's graduates is that they are always willing to share their creative ideas and give suggestions at meetings. Because we are service-oriented and the safety of patients is paramount, we usually go through their ideas carefully and ensure the practical application is safe before considering adopting them.

To prepare students for the nursing profession, intensive clinical practicum is integrated into the nursing degree programme's curriculum by all universities. However, how much a nursing undergraduate will be able to learn during their practicum depends on their own initiative: some will proactively seek solutions and ask pertinent questions while others may be just observing passively in the ward. I think the faculty at Tung Wah College has made an effort to cultivate a positive attitude among its nursing students so that they are able to seize the opportunity to learn as much as they can at practicum.

Requirements in the healthcare profession are fast evolving. While all local universities equip their nursing graduates with sufficient basic professional knowledge, I think they can encourage their graduates to take some additional courses, such as the Certificate for Basic Life Support, when students finish their exams in their final year and before they enter the workforce. This will help relieve the pressure on hospitals' training centres. •



Michelle Ng

Director of Human Resources

Graduates of self-financing institutions working with us have one trait in common: their awareness and alertness to the latest developments in the fast-evolving business environment. Many have studied courses on such subjects as data science, business intelligence and media and communication technology; they are both tech-savvy and forward-looking. This is essential because today's business sector increasingly harnesses social media to elevate their competitive edge. The graduates' alertness to these areas definitely helps them get an advantageous start to their careers. Meanwhile, we have more confidence in them when we assign such tasks as revenue analytics because we know that they are equipped with analytical skills and have fostered business acumen at college.

Among the self-financing colleges, we have mostly recruited graduates from Hang Seng Management College, Caritas Institute of Higher Education and Tung Wah College. These graduates now work in various divisions and subsidiaries of Hopewell, including hotel, construction and engineering. To provide colleagues with exposure to diverse specialised fields and let them explore different opportunities, we offer them rotation among different divisions. We have identified one of these graduates as a high-flyer with promising potential to develop into a future leader in our organisation.

These graduates have impressed us with their drive. They started proactively planning their future careers before they joined the workforce. For instance, they are eager to get internship placements to pursue all-round development. One of them did internships in Singapore and Korea to get important exposure to the workplace. Their performance at work is satisfactory. They share a strong sense of responsibility and a high level of adaptability. With these distinctive qualities, these graduates

have been easily integrated in our work environment and become good team players. They are willing to take up challenges and deliver high-quality work that meets the exacting requirements of their supervisors. Through our daily interaction at the workplace, we can clearly sense their dedication and commitment to their work.

Meanwhile, we see that their schools effectively transferred to them the latest industry and professional knowledge, and this has helped them lay a solid foundation for their careers. Coupled with some work experience acquired through internship participation, we find that these graduates had a good understanding of the nature of their jobs when they first came on board. Their essential basic knowledge and skill sets required for their respective positions are up to our expectations.

To further elevate the employability of their students, the colleges might consider encouraging them to start developing their career-related networks as early as possible. I believe the best time to begin networking is at university. The networking can be on several levels: students from other colleges and faculty members, as well as professionals. Students in their second year can participate in job talks, industry seminars, among other activities, so that they can begin building an understanding of the industries they want to enter and the business sector in general. Meanwhile, because it takes time for the students to explore their career options and develop self-understanding, I suggest colleges should offer them career counselling earlier in their studies. For the students themselves, they should strive to develop a global perspective and therefore make an effort in joining overseas exchange programmes. ●



Kerry Logistics HK Ltd

Samuel Lau

Executive Director

Ivy Wong

Director of Human Resources and Administration

Kerry Logistics has recruited graduates from Hang Seng Management College mainly because the university offers Bachelor's degree programmes focused on supply chain and shipping. The new hires first join our management trainee programme, which aims at nurturing their all-round development, or the graduate trainee programme, which centres on developing trainees' operations-related knowledge and skill sets. A new recruit is now receiving training in the quality and risk management department which deals with the accreditations and enhancement of quality as well as in-house and external insurance. Our colleagues from the self-financing universities are involved in diverse business functions.

Apart from the specialised knowledge learned at school and the technical skill sets developed through on-the-job training, a good attitude is what allows individuals to excel in their jobs. Our recruits from these colleges share well-developed interpersonal skills. Many are willing to share their ideas and collaborate with colleagues. More importantly, they have demonstrated a passion for the logistics sector.

We understand it is essential that students gain exposure to a genuine workplace before they enter the workforce. Hence universities should maximise internship opportunities for their students and students should seize these opportunities. University can also further enhance the platform for students to sharpen their presentation and communication skills. More resources can also be deployed to cultivate students' leadership skills. Meanwhile, in the increasingly globalised business environment, professionals are expected to possess a high level of cultural sensitivity and a broad worldview. An enhanced understanding of current global events definitely benefits professionals' career development.

Graduates from Hang Seng Management College have distinguished themselves from other candidates because they have taken the initiative in presenting their ideas during the activities-based assessment. We started recruiting graduates from the college four years ago and we have observed improvement in them, such as enhanced English language skills, over the years. I believe one of their competitive edges is their rich professional knowledge of the logistics industry, thanks to the university's curriculum tailored to reflect the current needs of the sector. Some graduates acquired the latest knowledge by engaging in mentorship programmes offered by companies in the sector. Meanwhile, because many have taken courses in accounting and economics, they are able to analyse issues at work from a business perspective.

We are generally satisfied with the performance of colleagues from local private universities. They are rotated among different divisions during the training period and the quality of their work in different business functions meets our expectation. Based on his interest, one such graduate has joined the Global Business Unit and now works on assignments in different parts of the world. He always takes the initiative at work and has demonstrated remarkable communications and interpersonal skills.

Graduates will be able to further enhance their employability if they make more significant improvement in their English language skills. They can also build more self-confidence and take more initiative in sharing their views and ideas during job interviews. I believe it's helpful to keep one-self apprised of developments in the industry by doing in-depth research and consulting alumni before the interviews. •



Margaret So

Director, Recruitment and Resourcing

Graduates from Hang Seng Management College have been applying for positions at our firm since 2014. These graduates now hold entry-level roles, primarily within the audit and tax departments. Although we welcome applications from university graduates with all types of degrees, until now we have mainly recruited accounting and business graduates from the college.

KPMG provides extensive ongoing on-the-job training to our new recruits. Based on their individual interests, our professional staff members are trained to develop specialised skill sets and later assigned to work in various business functions, including audit, tax and advisory. Each accounting firm has its own strategy when it comes to new graduate joiners. Our recruits receive in-depth training to master KPMG's methodology and our unique approach to client engagement. Under our guidance, they also study for examinations to obtain industry-recognised professional qualifications. KPMG is noted for a high success rate among its staff in these exams.

The college offers a sufficient foundation of professional knowledge and technical skills to its students. Many professors maintain a close connection with industry practitioners, which means that they are able to impart the latest industry knowledge to their students. We encourage life-long learning because our colleagues need to stay on top of the ever-changing global business environment, accounting standards in different countries and related regulations, together with clients' rapidly evolving business needs.

I act as mentor to some of the graduates from self-financing degree programmes. Generally, they demonstrate a passion for the sector and commitment to their jobs. Many have clear ideas about the direction of their future career. They appreciate and

value the opportunities we offer to them.

Based on feedback from the supervisors of these graduates, many of them are very well prepared for their job engagements. They take the initiative by researching information relevant to their impending assignments so that they always perform equally well compared with graduates from the other universities.

There is scope for graduates from private universities to make themselves even more competitive in the job market. I would like to see them further enhance their English language capabilities, both conversational and written. At KPMG, our professional staff have many opportunities to communicate with English-speaking clients and colleagues. They are also required to compile many work-related reports in English. I also want to see the graduates build on their self-confidence, many of them are bright individuals and should let others see their capabilities and knowledge.

Another essential quality that will help them thrive in the sector is broader thinking and a global perspective. Universities can help to cultivate a global mindset in their students through student exchange and overseas internship opportunities. An internship also helps students to sharpen soft skills such as communication and interpersonal skills in the workplace. It is an opportunity for them to observe seasoned professionals as their role models and learn about the appropriate etiquette in a business setting and their approaches to different issues. •



Ir Prof Adam S.C. Choy
Deputy Managing Director

Our three-month summer internship programme has been admitting Chu Hai College's Year-2 and 3 civil engineering undergraduates since 2015. The students are assigned, according to their individual technical knowledge, to help out mostly in our civil engineering and structural design departments, under the supervision of senior engineers. In addition to standard technical knowledge and skills, the interns need skills in auto computer-aided design (CAD) software. This internship opportunity lets them acquire practical hands-on experience in a genuine workplace. It also trains them to complete assignments under pressure because we require fast delivery of work meeting our professional standards of quality.

Feedback from the supervisors of these interns has been positive: they have received appropriate training at the university and possess a good level of technical and professional knowledge. They have a good grasp of the tasks assigned to them and are able to follow instructions well. Their overall performance is above average among all interns, most of whom hail from government-funded universities.

One of their differentiating qualities is that they are humble and demonstrate an enthusiastic attitude at work. Many are diligent and willing to put in extra hours, when required, to get their assignments completed properly. They are good team players as well; they are more than happy to help out with tasks handed down by their immediate supervisors, and also by other team members. Meanwhile, they take criticism well and will later make the necessary modifications to their approaches to avoid repeating the same mistakes. I believe most interns from the self-financed universities cherish the internship opportunity because it enables them to develop diverse professional skills,

such as designing, at an engineering consultancy firm like ours. My understanding is that, in the past, most undergraduates from the college have been recruited by contractors to work in construction sites.

Generally, the breadth and depth of the technical and professional knowledge in the programmes offered by self-financed universities meet the industry's expectations. Nevertheless, I think the colleges should look at ways to enhance their students' communication skills so that they will take more initiative to ask questions at work. Smart professional engineers are relied upon for their analytical thinking. They should also possess the so-called "engineering judgment", which means they are able to develop innovative solutions for projects instead of simply taking the "tried and tested" approaches. It is important that universities help students develop such skills and capabilities so that they can better meet the requirements of our fast-evolving sector.

To help its students further strengthen their connection with practising professionals, I suggest Chu Hai put additional effort into obtaining more internship opportunities for them. It could also organise more career talks and seminars where engineers might share their experience in cooperation with engineering firms. To further enhance the employability of its engineering graduates, the college should work on getting its programme accredited by the Hong Kong Institute of Engineers. By doing so, not only will its graduates make a smooth transition to studying for the Institute's Scheme A professional qualification, they will also be able to compete on an equal footing with the graduates of government-funded universities. •



Peter Jung

Executive Director

The event and exhibition sector in Hong Kong is relatively new: its rapid development only started with the completion of the Hong Kong Convention and Exhibition Centre in 1988. As one of the founders of Milton Exhibits, I have witnessed the sector's evolution. Our company has grown from a small office to an operation with branch offices in many cities within a five-hour flight of Hong Kong. We manage events in the Asia-Pacific region and in such far-flung places as Brazil and Miami.

To keep up with the fast development of the sector and sustain our organic growth, we are in constant need of fresh talent with excellent communication skills and innovative thinking. Milton Exhibits has worked in partnership with several self-financed universities in Hong Kong to source and develop specialists for the sector. We have recruited graduates from the Hang Seng Management College and Centennial College. The positive attitude and enthusiasm of these graduates have made an impression upon me. I have a strong sense that they treasure every opportunity offered by their employers for their career developments.

I believe the attitude of the graduates is heavily influenced by their respective institutions. Many of the self-financed universities have been proactive in reaching out to organisations to forge collaboration for internship opportunities and mentorship programmes, as well as recruitment of their graduates. They encourage their students to build connections and network with prospective employers.

Graduates from the two colleges are now in Milton Exhibits' award-winning management trainee programme, receiving skill development training, together with new recruits from the Greater China region. They are now being assigned to work in the General Contracting and Exhibitor Service divisions. Based on

feedback from their supervisors, these holders of self-financed degrees stand out for their diligence and proactive and positive attitude at work.

Although some local employers lament the loss of talent to overseas working holidays, this is not an issue at Milton Exhibits. Those who have resigned their positions with us to go on their working holidays are welcome to return. The nature of our business requires excellent communication skills. When our colleagues deal with clients locally or abroad, they need to make decisions independently. I believe working holidays help individuals sharpen their independent thinking and decision-making capabilities.

We value the contribution of innovative thinking from young colleagues. The senior management always maximises the opportunities for engaging young colleagues. For instance, at our annual management conference which gathers top executives from all offices, management trainees were involved. We have also invited them to give suggestions about the design of our open-plan office and have adopted some of their ideas.

While the colleges have equipped the students with basic knowledge and skills, I believe students' communication skills and passion for the sector are developed through their own personal experience in extra-curricular activities, such as organising events. As a life-long learner – I have pursued executive education from Stamford University and Beverley University of California, Tel-Aviv University and National Taiwan University – I encourage students to broaden their horizons and develop a global mindset. They need to set their sights higher and understand that their career development is not confined to Hong Kong. Hong Kong youth have the competitive edge in the development of South China and the Greater Bay Area. •



Chan Chi-san

Executive Managing Editor

Twenty-four-hour television news broadcasting is a highly stressful working environment. It requires a team of collaborative colleagues to deliver live news broadcasts. We enjoy great team spirit because all team members are dedicated and willing to help out with work other than their assigned duties, if the situation requires it. Meanwhile, time management skills are vital in live news. I believe our colleagues who have graduated from Chu Hai College (CHC) and Hang Seng Management College (HSMC) fit right into the team and fulfil our stringent requirements.

We started hiring graduates from the private universities around seven years ago. Many of our colleagues first worked in our newsroom as interns when they were still undergraduates. We implement an internship training programme designed to develop interns' skills tailored to meet our specific requirements and standards. We then select interns noted for their good performance and high potential to join the team as permanent staff. The graduates from private universities now take on diverse duties and contribute to various functions in the editorial department, including subeditors, sports editors and translators. They are essentially responsible for editing, reporting and writing news items.

The relevant degree programme offered by HSMC is comparatively new and the university has high student admission requirements. Hence the average quality of graduates from HSMC is close to that of some graduates of government-funded universities. Meanwhile, graduates from both CHC and HSMC are distinguished by their diligence. They are always fully engaged in their assignments and willing to take on additional duties. For instance, when typhoons strike the city, they are willing to stay longer in the office to help out with special broadcasts.

Being good team players with a positive attitude, graduates

from these universities deliver quality work under the intense pressure typical of a live news broadcast corporation. They are proactive and always take the initiative in the workplace. Many share the enthusiasm for learning to enrich their knowledge and upgrade their skill sets. They are also able to think on their feet to come up with solutions in response to unanticipated situations, which often happen in live television.

I believe the universities' programme impart the basic skills, such as language skills, that meet the expectations of our organisation. The curriculum design suits the needs of the traditional media market because many of the programmes are taught by seasoned practicing journalists. However, additional skill sets are necessary for journalists to thrive in the new era. Traditional TV news channels are faced with the intensifying competition from Internet news media. We need to be more creative to adapt to the fast-evolving environment and look at innovative ways to develop Internet news. It would be great if universities put more resources in conducting research on the operations of digital media and the future trends. In addition, they should develop programmes which help students enhance their understanding of the operations and nurture the specialised skill sets tailored to the requirements of digital news media outlets. Programmes designed to cultivate students' innovative and independent thinking will also be helpful for their long-term career development. Universities can also launch programme that helps build the leadership skills of future journalists. When journalists advance in their career, it is likely they will lead a team to develop new ideas. •

**Selina Li**

Manager, Talent Acquisition

Hong Kong's emerging testing and certification sector has the high potential of developing into a leading testing hub for the Asia-Pacific region, thanks to the strong manufacturing in mainland China, as well as other countries in the region. To meet the sustained growth in demand for our professional services, SGS Hong Kong began to forge talent-nurturing partnerships with local universities, including Tung Wah College. We sponsor universities' training and internship schemes which have been designed to give undergraduates practical experience in testing laboratories so they can find out if they are interested in pursuing a career in this specialised field.

We have selected students from Tung Wah College to join our two-and-a-half-month summer internship programme because they are science undergraduates majoring in either forensic or medical science. Most are Year-3 students who have already received some basic scientific training. We have also hired a Tung Wah forensic science graduate who works as a chemist trainee in our full lab. This colleague started out as an intern the previous year and was hired by us this summer.

I am impressed by the strong commitment shown by the interns from the college. Unlike the interns from other universities, those from Tung Wah do not receive subsidies or allowance in any form for their internship. Nevertheless, they have showed exceptional diligence at work. Most were highly conscientious and completed their full internship at our company. The current interns from the college are better prepared psychologically compared with their predecessors last year. I believe their professors have organised talks in which the seniors shared their working experience at our lab.

Because a major task of testing labs is to help clients enhance the quality control of their products, we have many stringent

regulations and complex operational manuals. Our labs have zero tolerance for work-related accidents. We have found interns from the college to be very reliable and responsible, which are among the most vital attributes for professionals in the testing sector. They were willing to learn and take advice from our health and safety managers.

I suggest universities design programmes which help cultivate students' basic knowledge about testing labs to arouse their initial interest in the industry. The curriculum might cover such topics as quality control standards of various countries, product knowledge, basic lab concept and practices. This can enable students to pick up technical know-how and adapt more quickly to an actual lab environment.

Current universities' programmes in the science stream feature comprehensive general scientific knowledge, covering chemistry and microbiology. Medical science programmes also give students the basic understanding of human body cell and toxicology. However, many testing labs seek talent with in-depth knowledge of pure science and molecular biology as well as pure chemical analytical capability. Universities could also consider launching advanced diploma or master's degree programmes focusing on specific subjects that will meet the exacting requirements of testing labs. ●



Roy Lo
Managing Partner

We recruit graduates from local self-financing higher education institutions. Most of them now hold the positions of staff accountants in our audit, tax and advisory departments, while some are in the human resources and marketing divisions. These graduates, mainly from the Hang Seng Management College and Centennial College, are highly driven and self-motivated. These attributes were apparent in their enthusiastic participation in our internship programme, and their satisfactory performances as full-time employees. At their performance appraisal and debriefing, they have expressed eagerness and determination to prove themselves through diligence and high-quality work.

I'm also impressed with the graduates' initiative at work and how they embrace the team spirit in the workplace. They now work in different teams at our firm. Invariably, when they have completed their individual assignments, they will take the initiative to help out their colleagues within or outside their teams. It shows that they are good team players.

The predominant trait shared by ShineWing's employees, including these graduates, is their willingness to learn and their strong self-learning ability. The accounting industry keeps evolving with fast-changing rules and regulations so it is essential for our colleagues to ready themselves for frequent new changes. Our professional staff members, of their own initiative, equip themselves with updated knowledge and attend seminars organised by professional associations, such as continuing professional development seminars. The graduates from self-financing colleges have demonstrated high potential for career progression. They have all followed the career development path of most accountants by taking the qualifying exams to become CPAs. ShineWing regularly organises in-house staff training programmes and each staff member is required to

receive training. Most of the self-financing colleges' graduates attend these courses with a positive attitude because they well understand that the training helps sharpen their competitive edge. The accounting profession requires independent judgment and analytical skills. I believe that when the graduates have accumulated work experience over several years, combined with updated professional knowledge, they are able to apply these essential skills at work.

As well as technical skills and professional knowledge, strong communication skills are a prerequisite among our professional staff because the nature of our job requires constant interaction with colleagues and clients. As ShineWing has an extensive client network in mainland China, an excellent command of Putonghua is a main requirement for our professional staff. Our job interviews are conducted in Putonghua. Many of our clients hail from a variety of provinces and cities on the mainland so our professional staff members not only need the excellent command of Putonghua, but should also possess cultural sensitivity and awareness of the specific customs in different regions on the mainland. I find that many graduates from self-financing colleges have attained a very good command of Putonghua upon graduation. To communicate effectively with clients on the mainland, all they need to do is to master the professional terminology commonly used on in mainland China.

An emerging trend among college graduates is that they have become more focused on their career planning. We regard this as positive because we believe it will further motivate them to learn new things and achieve professional growth. To further enhance their students' employability, I think the colleges can provide more soft-skills training, such as problem-solving and communications skills. •



Increasing your employability

Steps for Career Exploration

1 Understanding yourself

The first step in making career decisions is to understand yourself and be clear about your values, interests, personality and skills, strengths and weaknesses. Take a while to think about the following. What motivates you? What do you enjoy doing and why? What are you good at? Then make a list of your skills and attributes, including attention to detail, and presentation, communication and interpersonal skills.

Secondly, envision what matters to you the most in a career: do you want a stable and routine job or work in a dynamic environment? Do you want a high salary, or have more autonomy in your work?

2 Knowing your options

Explore your career options by identifying three to four occupations of interest to you. Then move on to the next step, "explore and investigate".

3 Explore and investigate

Start with thorough research on new developments and upcoming trends surrounding your selected occupations. Consider how each of your selections fits with your interests, skills, values and personal circumstances.

You may want to find out:

- What will the daily work be like?
- What are the industry trends? Is it expected to sustain healthy growth in the next five years?
- What is the typical career path for a fresh graduate in that particular industry?
- What are the basic qualifications needed to enter the sector?
- What is the expected entry-level salary for the position applied?
- What is your salary expectation?

Qualities sought by employers

The desired competencies

Competency is defined as knowledge, ability, personality and motivation. Employers look for a range of transferable skills in candidates, including teamwork, analytical thinking, communication, planning and organisation, problem-solving and time management.

You can develop many of these competencies at college by getting involved in societies or clubs, or from summer jobs, volunteering, internships, and other work experience. In your job application, you can cite the specific work experience or activities that have helped you nurture these competencies. Employers will take note of examples of situations where you have put these skills or attributes to use.

Motivation

Employers look for candidates who demonstrate a genuine passion for the position they are applying for. When you have a good understanding of what you want to do after graduation, you should find out more about the industry you aim to enter, build a network with professionals in that industry and gain relevant work experience. Related career events, job talks, company visits or other relevant activities will help you gain exposure to the industry of interest to you.





4 Taking action

Immersion is the best way to find out if you really enjoy doing something. You can apply for an internship or part-time job in the area or industry you are interested in. If you are not sure what you want to do, you may seek help from your college's career advisors, who will give you practical guidance on such matters as career planning, CV writing, preparation for job interviews as well as job vacancy information.

Events such as career fairs, seminars and workshops, employer luncheon and mentoring schemes will allow you to network with employers and professionals, and will also help enhance your understanding of specific sectors and careers.

More information is available on the JINESS portal <https://jiness.hk/> and your institution's student portal.



Job applications

Résumé and cover letter / application form

You use a résumé to market yourself. It showcases your skills, abilities, qualifications and experience to prospective employers. It can also be used to make multiple applications to employers in a specific sector.

However, many large recruiters or employers choose to use their own application forms, designed to bring out the essential information and qualifications sought by the employers. Often, the time needed to fill out these forms is seen as the reflection of your commitment to a specific job offered by the employer. Sometimes, an application form does not allow you to elaborate on your strengths as well as a résumé does. Therefore, you should always fill in the application form and attach your résumé as a supplement.

Job interviews – preparation and practice

When you are invited to an interview, you can ask the organisation about the format, duration and requested supporting documents/certificates. The keys to making a positive impression in an interview are preparation and practice.

Interviewers are very likely to ask questions to find out your understanding, both of the position applied for and of what the organisation does. Before the interview, you should first review the job requirements and then research the organisation. You may browse the organisation's website and connect with people working there or in a similar field. Also keep abreast of the news and trends in the sector you aim to enter.

Practice is vital for you to ace the interview. Anticipate likely questions from the interviewers and then think of the answers. You can practise with career advisors or people with hiring experience, get their feedback and improve your performance.

Psychometric tests

Some employers will require candidates to take a psychometric test as part of their selection process. Psychometric test results help the employers get a more in-depth understanding of the candidates. They may cover the candidates' level of intelligence or aptitude, their personality (measured by the personality questionnaire). The profile may indicate a candidate's ability to solve problems, whether he or she is a good team player and other relevant attributes.

To prepare for the tests, you need to familiarise yourself with the format, and practise to increase speed and accuracy. More resources are available online and the career centres may provide sets of practice tests. •





Practical workplace tips for millennials



After you have successfully landed your dream job, you need to integrate yourself into the workplace quickly by demonstrating the correct etiquette in a business setting and the attitude of a good team player. Here are some practical tips:

Basic etiquette

- Show up at the office on time and be ready to work
- Dress appropriately, i.e. no hot pants, mini-skirts, low-cut tops or sandals
- Respond to emails within 24 hours; do not respond only to WhatsApp messages
- Knock before entering a room or cubicle; respect the privacy of other colleagues
- Put your mobile phone to silent or in vibrate mode
- Behave professionally in meeting and all work functions, i.e. do not shout or use foul language

Get engaged

- Follow supervisors' instructions or correct procedures
- Ask questions when you do not know or need clarification to perform a task. Do not just assume you know when you actually don't
- Finish tasks on time and to the best of your ability
- Engage actively at work; do not loiter around the workplace. Online shopping or playing online games during office hours is frowned upon

- Demonstrate ethics and integrity. Never disclose company or client's confidential information to your friends, family or co-workers

Be a good team player

- Demonstrate good communication skills, speak to your colleagues in a proper manner and do not use informal communication channels such as WhatsApp to take sick leave or tender resignation
- Use your strengths in technology to help colleagues that needs it; do not mock their slowness in adapting to new technology
- Steer clear of gossip or office politics

Cleanliness

- Keep the workplace clean and tidy at all times
- Leave the pantry and toilet in a clean state, out of respect for others



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(The member list is organized based on the photo above from left to right)

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