

Project Overview	
Project Title (in English):	Project Title (in Chinese):
Supports to Students with Special Educational Needs	提升對有特殊教育需要學生的支援
Executive Summary <i>(Please provide, within this page, an executive summary of the project.)</i>	
<p>As an established self-financing tertiary institute, HKIT has always been providing study opportunities to education seekers without discriminations. With a mission to provide educational opportunities to a diverse group of students including the socially and economically underprivileged as well as those with disabilities, HKIT always welcomes disadvantaged with open arms. However, in recent years, the staff at HKIT experience increasing difficulties in managing students with diverse learning abilities, in particular the students with special educational needs (SEN) such as, learning disabilities, communication disabilities, emotional and behavioural disorders etc. The need to provide SEN students with the appropriate supports therefore becomes inevitably.</p> <p>In 2013, HKIT has admitted 6 SEN students in the Associate Degree and Bachelor Degree programmes. A greater number of SEN students have enrolled to the Yi Jin Diploma, where some are anticipating to joining the Associate Degree programmes next year. The actual number of students requiring special educational supports may be larger because the official figures only take into account of those medically-diagnosed cases. As a consequence, both academic and administrative staff are feeling pressured due to the insufficient support available at tertiary sector to help these students. HKIT is thus exploring ways to provide better supports to the students with special educational needs.</p> <p>Currently, comprehensive resources are available on EDB’s website for SEN students in the primary and secondary education sectors. Unfortunately, these resources are by no means directly applicable to the tertiary education settings whereby the class size for lectures are significantly larger than typical class size of primary or secondary school settings. This problem is certainly not only experienced by HKIT, but also by operators across the self-financing tertiary institutions.</p> <p>The project aims to enhance the supports of SEN students by:</p> <ul style="list-style-type: none"> • Conducting a study on the needs of SEN students at tertiary education setting • Developing pilot student support plans for SEN students at tertiary education setting • Training staff to apply the action plans to better support the SEN students • Fostering an inclusive atmosphere in the campus to accommodate SEN students with other mainstream students <p>The project is planned to commence in September 2014. Funding from QESS would be used to finance the initial study of SEN students’ needs, the design of appropriate support mechanisms, training of current staff, and awareness building in the campus during the two years of project duration. HKIT will hire additional social workers with her own funding to facilitate the study, design, training, and awareness building initiatives, as well as to continue the support infrastructures and services after the funding from QESS ceases.</p> <p>It is anticipated that the project will achieve the following benefits:</p> <ol style="list-style-type: none"> 1. The needs of SEN students at tertiary education setting can be identified and therefore addressed accordingly. 2. Better mechanisms that match students’ needs can be built for SEN students as they pursue their higher qualifications. 	

3. Staff can gain increased awareness of the needs of SEN students and be better trained to offer supports to SEN students in class and on campus.
4. All staff and students can foster a more accepting attitude towards SEN students and provide more personal supports to assist SEN students and create a better learning environment for all.

In addition, HKIT envisages to developing a guidebook and possibly supporting aids for students with special educational needs in this project. Results and experiences gathered from the implementation of the project by HKIT can serve to be important references by other institutions at the tertiary level.

Problems Identified

(Please provide your assessments to the problems / needs identified.)

HKIT is searching for ways to put inclusive education into action. However, HKIT is facing a number of difficulties to support the teaching and learning of SEN students.

Lacking of expert staff to handle SEN students' learning

At present, students with special educational needs will be referred to social workers to follow up their cases. HKIT has employed 2 social workers. It is expected that increasing numbers of students with special educational needs with different disabilities will continue to enrol to HKIT. In order to cope with students special educational needs, training teachers to teach and support SEN students are necessary.

Lacking of staff training on SEN

At present most of our teachers have not received formal training on education of students with special needs. However, teachers expressed that they needed training to help to manage SEN student classroom learning behaviour. In this light, training for teacher to understand the learning needs of SEN students and to support their learning is essential.

Lacking of resources to support teaching and learning of SEN

Students with special educational needs generally required special teaching resources. However, teachers do not have the knowledge and skills to identify the disabilities of students; matching teaching resources with disabilities; using resources to facilitate and support student learning. Therefore, an educational specialist will have to be employed to help teachers in identifying students' disabilities and to tailor make resources and instructional plans for students.

Lack coordinated resources for SEN students

The educational specialist will coordinate the resources for students with special educational needs. The educational specialist will also work with teachers to produce a guidebook. Then teachers can use the guidebook to provide teaching and support for students.

Project Objectives and Deliverables

Measurable Objectives	How it can be achieved
1. Conduct study on the needs of SEN students at tertiary education setting	<ul style="list-style-type: none"> • Conduct survey of SEN students' needs • Review student records of SEN students • Conduct classroom observation • Conduct interview for students, parents and teachers • Explore existing resources for helping SEN students which exist outside the tertiary education sector and foster link to meet students' needs.
2. Develop pilot student support plans for SEN students in tertiary institutes	<ul style="list-style-type: none"> • Analyze survey data to identify needs of SEN students • Prioritize SEN student needs for support • Decide the students' needs to be supported

	<ul style="list-style-type: none">• Develop pilot student support plans• Conduct the pilot student support plans• Evaluate the results of pilot student support plans
3. Train staff to apply the pilot plans to better support SEN students	<ul style="list-style-type: none">• Develop training proposals• Evaluate and revise the training proposals• Develop training manual• Conduct teacher training• Upload training materials onto school website for this project• Set up a sharing forum for teachers and trainers• Evaluate the results of training• Develop a guidebook informing teachers of how to identify, handle and look for help for SEN students
4. Foster an inclusive atmosphere at campus to accommodate SEN students	<ul style="list-style-type: none">• Develop a campaign to increase students, teachers and staff awareness of SEN students• Set up a sharing forums for students, teachers and staff on support for SEN students• Evaluate the results of the campaign
5. Overall achievement of the project	<ul style="list-style-type: none">• Conduct project seminar to disseminate the results• Prepare project report

Project Deliverables <i>(Please list out all the deliverables to be achieved and how they can be shared with, if possible, other institutions.)</i>	
Deliverables	Sharing mechanism
1. Interim report on the research results of the needs of SEN students at tertiary education will be studied	<ul style="list-style-type: none"> • Upload survey results to school website • Publish survey results • Share results to other institutions through seminars
2. List of students with SEN are identified for consideration	<ul style="list-style-type: none"> • Internal report
3. Prioritized list of needs to be supported	<ul style="list-style-type: none"> • Internal report intranet website • Invite teachers to take part in the pilot plans
4. Needs to be supported will be decided	
5. Evaluation report of pilot study of student support plans	<ul style="list-style-type: none"> • Conduct sharing conference to teachers and staff of HKIT
6. Training proposals	<ul style="list-style-type: none"> • Upload training proposals to school website for this project
7. Training programmes for teachers to implement pilot student support plans	<ul style="list-style-type: none"> • Upload training information to school website for this project • Promote training programmes through emails, weekly meeting and by invitation
8. Evaluation report of results of training programme	<ul style="list-style-type: none"> • Upload the results to school website for this project • Evaluate training programme
9. Campaign to support SEN students	<ul style="list-style-type: none"> • Upload the campaign information to school website • Promote the campaign through emails, weekly meeting and making poster for the campaign
10. Evaluation report of the campaign	<ul style="list-style-type: none"> • Upload the results to school website for this project • Evaluate the campaign
11. Project seminar to report the project achievement. Publish guidebook informing teachers of how to identify, handle and look for help for SEN students, initially for internal use.	<ul style="list-style-type: none"> • Upload the seminar information and project report onto school website • Invite staff of FSTE member institutions to the conference
<p><i>(Please indicate the information that can be uploaded onto relevant EDB websites during and after the project period.)</i></p> <ul style="list-style-type: none"> - Summary of research report for needs of SEN students - Pilot student support plans - Training manual and materials - Evaluation results of the campaign - PowerPoint presentation for project seminar - Project reports - Photos of events 	

Beneficiaries	
Expected type and number of beneficiaries of the project	SEN students, teachers, and all other students of HKIT
<i>(Please provide justification to support the above estimation and explain how they can be benefited from the project.)</i>	
<p>SEN Students in the pilot plans will be the potential beneficiaries. After the pilot plans, students taking part in the pilot plans will also be the potential beneficiaries. It is because the support for SEN students will provide opportunities for their personal growth as well as positive impacts on their learning behaviour. As a result, the overall learning atmosphere and environment of the pilot classes will be more conducive to students' learning. It is expected that about 5 classes of students (i.e. about 200 students) will be the potential beneficiaries.</p> <p>After the pilot plans, training programmes will be provided for all teachers of HKIT. Since the training will develop teachers' knowledge and skills to support SEN students. In this light, teachers with enhanced professional knowledge for teaching SEN students will also be the potential beneficiaries.</p> <p>The campaign in the project will last for one academic term (3 months), and the campaign will arouse students' and teachers' attention, interest and participation to support SEN students. It is expected that this institutional-wise campaign can increase students' and teachers' awareness on the needs of SEN students and how to provide supports for them. SEN students will experience better care from institution and the problems encountered by them will be handled in a more efficient and effective manner by our teachers and staff as well as by peer supports. Therefore, it is anticipated that all students (about 1500) in HKIT will be benefited by the project. Overall speaking, teachers, students and staff in HKIT will be the potential beneficiaries.</p>	

Implementation Schedule <i>(Please list out the implementation schedule and key milestones to be achieved on a half-yearly basis.)</i>		
Estimated start date of the project (month/year)		Sept/2014
Estimated end date of the project (month/year)		Aug/2016
Project duration (months)		24 months
Month	Key milestones	
	In terms of project activities and deliverables	In terms of monitoring and evaluation
1-3	<ul style="list-style-type: none"> Recruit project team members (project manager & project assistant) Preparation for survey Draft survey proposal and prepare questionnaire for the survey Prepare interview scripts Invite teachers, students and parents for interviews Send invitation letters to invite teachers and students of other self-finance institutions to take part the survey Review SEN students records of HKIT Invite teachers for classroom visit Carry out the survey 	<ul style="list-style-type: none"> Formation of project team Minutes of project team meetings Production of survey questionnaire Invitation letter to invite self-financed institution to take part in the survey Listing of institutions to be taken part in the survey Listing of teachers, students and parents invited for interview Evaluation of project progress report by project evaluation team
4-9	<ul style="list-style-type: none"> Carry out the interview Carry out classroom observation Analyse survey and interview data Prepare survey report Prepare the list of SEN students' needs Prioritize the SEN needs for pilot student support plans Invite teachers for pilot student support plans 	<ul style="list-style-type: none"> Minutes of project team meetings Results of survey Results of interview Report of survey Proposal for pilot student support plans Results of teacher invitation for pilot student support plans Evaluation of project progress report by project evaluation team
10-15	<ul style="list-style-type: none"> Carry out of pilot student support plans Evaluate pilot support plans Prepare teacher training proposal Plan for teacher training Carry out teacher training Carry out training evaluation Develop campaign for support of SEN students Promote the campaign 	<ul style="list-style-type: none"> Minutes of project team meetings Evaluation report for pilot student support plans Production of teacher training manual Development of proposal for campaign to increase students. Teachers and staff awareness of SEN students Preparation of progress report for project evaluation team
16-20	<ul style="list-style-type: none"> Implement the campaign for support of SEN students (T2016A) 	<ul style="list-style-type: none"> Minutes of project team meetings Preparation of Campaign progress report
21-24	<ul style="list-style-type: none"> Evaluate the campaign Evaluate the project Disseminate project results through seminar Prepare guidebook informing teachers of how to identify, handle and look for help 	<ul style="list-style-type: none"> Minutes of project team meetings Evaluation of campaign results Preparation of final project report Preparation of materials for publicity and EDB

	for SEN students. • Prepare project report	
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Publicity Plan

(Please describe all the publicity activities to be organised and materials to be produced to acknowledge the support of Quality Enhancement Support Scheme. Please suitably reflect the publicity activities as key milestones in the implementation schedule above.)

If approved, the project will be announced to all teaching and administrative staff of HKIT. A brief summary of the project will be posted on HKIT website. All activities and publicity materials will acknowledge the support of Quality Enhancement Support Scheme. The project team will be happy to join the promotion activities arranged by the EDB. Presentations of the project will be made in seminars and workshops if possible.

Cash Flow and Budget

Project Expenditure

	Amount in HK\$			
Period	Year 1	Year 2	Year 3	Total
Manpower	393,000.00	411,500.00	---	804,500.00
Equipment /Facilities	54,000	0.00	---	54,000
Services	55,000	65,000	---	120,000
General Expenses	19,000	17,000	---	36,000
Others (e.g. auditor's fee)	15,630	30,420	---	46,050
Total	536,630	523,920	---	1,060,550

Project Income *(if any, e.g. fees received)*

	Amount in HK\$			
Period	Year 1	Year 2	Year 3	Total
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	---	---	---	---
	---	---	---	---
Total	---	---	---	---

Grant Sought under the Quality Enhancement Support Scheme	1,060,550.00
Funding from the Applicant	---
Funding from Other Sources	---
Total Project Value	1,060,550.00

(Please specify the amount to be funded by each funding source (e.g. donations, contributions from applicant / its parent organisation) and whether the funding has been secured. If not, please provide the plan to obtain the funding.)

(Please provide the duty lists of manpower to be funded by this project.)

Post	Duties
Project Manager	Report and update the project progress to Quality Assurance Committee; coordinate and monitor the activities of project team
Project Assistant	Provide operation support for the project
Student-helpers	Collect data, enter data, provide helper support for training and seminar

Project Sustainability

(Please estimate the amount of recurrent expenditure and describe how you will commit the resources to ensure sustainability of the project. Please put supplementary information (e.g. proof of financial support) at appendix.)

The project is initiated by teaching staff of HKIT. The strong commitment and high degree of staff involvement will ensure project implementation and sustainability. Also, after completion of the project, employment for both project manager and project assistant will be extended and become regular staff of HKIT to provide operational support for SEN students. Also, HKIT will setup project team to implement the project and the project team has to directly report to vice-president. HKIT will form a project evaluation team to closely monitor the progress and implementation of the project in order to make sure the attainment of project objectives.

The outcomes of the project will have significant impact to the supports for SEN students. The impact of the project is significant and will sustain for longer term. Outcomes and results of the project will be shared with self-financing tertiary education sector and information related to the project will be uploaded to EDB website.