

Quality Enhancement Support Scheme

Progress Report

Project No. : 08/QESS/2014

Reporting Period : From September 2014 (month/year) to February 2015 (month/year)

Part A

Project Title : Enhancing quality culture and quality assurance in post-secondary education: Trends and models from international and local quality assurance practices

Name of Grantee : Hong Kong Council for Accreditation of Academic and Vocational Qualifications

Project Period : From September 2014 (month/year) to February 2017 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person: 

Name of Authorised Person : Ms. Dorte Kristoffersen

Position of Authorised Person : Deputy Executive Director

Date : 8/5 - 2015



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* A separate written application should be submitted to the Grantor for prior written approval.

Quality Enhancement Support Scheme

1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
09:15 – 17:30 22 January 2015	Mr. John Randall, the former Chief Executive of Quality Assurance Agency for Higher Education (QAA) in the UK, was invited to conduct a workshop on “Institutional Level Issues in Accreditation and Quality Audit”.	31 participants who are HKCAAVQ staff
09:30 – 17:00 23 January 2015	The 2-day workshop was intensive including lecture, case studies and discussion session. From the international perspective, John talked about major issues arising in the institutional accreditation and quality audit, generic standards for governance and management as well as defining good practice. For group activities, the participants applied what they learnt to simulated cases.	
Conference Room, 2/F, HKCAAVQ	Resources used for implementing the workshop include manpower (QESS implementation team and support staff), financial resources (consultancy fee, hotel accommodation, transportation and other general expenses) and physical resources (workshop venue, refreshment and stationery etc).	
* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.). Workshop materials and photos are attached (Attachment 1)		

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
➤ Devised a master plan of forums and workshops (see Attachment 2)	100%	
➤ Conducted the first workshop	100%	
➤ Devised specifications of the electronic knowledgebase (see Attachment 3)	100%	
Overall Project	20%	
** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.		

Quality Enhancement Support Scheme

3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from Education Fund Secretariat
The first forum will be held in the second quarter instead of first quarter in 2015. Revised implementation schedule was endorsed by QESS.	5 March 2015

4. Financial position as at the end date of the reporting period

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	HK\$1,200,300	HK\$212,517	HK\$987,783
b. Equipment / facilities	*Provided by HKCAAVQ	*Provided by HKCAAVQ	N/A
c. Services	HK\$778,640	HK\$31,988	HK\$746,652
d. General expenses	* Funded by HKCAAVQ	* Funded by HKCAAVQ	N/A
e. Others	N/A	N/A	N/A
Total	HK\$1,978,940	HK\$244,505	HK\$1,734,435
<i>Project Income (if any)</i>			HK\$1,950
<i>Total Balance</i>			HK\$1,736,385