

# Quality Enhancement Grant Scheme

## Progress Report

### Part A

Project Title: English Brings Opportunities - IELTS Preparatory Programme

Name of Grantee: Vocational Training Council

Reporting Period: From May 2009 to October 2009

## **Part B Project activities held and milestones attained**

### **1. Course Resource Materials and Support Team – May to July 2009**

- 1.1. Reference books and audio materials on IELTS were bought in May to provide resources in preparing for the development of the IELTS course (Appendix 1).
- 1.2. One Part time EAII was hired for the duration of one year from June. The purpose of this recruitment is to provide office support for the team in this project.
- 1.3. One Part time Officer was hired for the duration of one year from July. The purpose of this recruitment is to provide administrative support for this project.

### **2. Workshop on Teaching IELTS Preparatory Course – June 2009**

- 2.1 The workshop was held on 26 June 2009 to familiarise IVE/SBI staff with the IELTS preparatory course, in which 22 teachers from Language Centers across different campuses participated.
- 2.2 Positive course feedback and evaluation were received.

### **3. Course Development - July to August 2009**

- 3.1 In the recruitment exercise for developers of course materials, a panel consisting of the Chairperson (Ms Martina Chan, Principal Lecturer / Languages Planning and Development Office) and two Panel Members (Ms Janis Chong, Senior Lecturer / Language Centre / Shatin and Mr Leung Siu Pan, Senior Lecturer / Language Centre / Chai Wan) was set up to select the team members.
- 3.2 The criteria set by the panel board included relevant academic qualifications, relevant teaching experience (teaching IELTS courses and teaching in IVE context) and relevant experience in developing learning materials for English courses.
- 3.3 15 applicants were short-listed and 5 candidates were appointed to form the course

development team. The team was hired for a duration of 1.5 months from mid-July to August 09.

3.4 At the end of August, 60 hours of supplementary materials were developed for the programme (Allocation of work among team members listed in Appendix 2 and Package of supplementary materials appended in a CD ROM)

#### **4. Course Promotion and Liaison among Campuses – September to October 2009**

4.1 Campus- based promotion started in mid September and course information was disseminated to students studying in self-financed Higher Diploma programmes.

4.2 A course coordinator was appointed to take charge of the administration and liaison work among operating campuses.

#### **5. Entry Test and Class Formation – October to November 2009**

5.1 There were 974 students from IVE/SBI campuses who applied for the course and a computer based English proficiency test by Oxford Publisher was used as the entry test. 310 students were admitted with a test score of 52 or above (Information about the entry test compiled in Appendix 3).

5.2 12 classes were formed and all classes have commenced in the first week of November 2009.

5.3 11 Part-time lecturers will be appointed to deliver the programme, which will be operated in 9 IVE / SBI campuses (Operating campuses listed in Appendix 4).

#### **6 Percentage Completed**

6.1 By the end of this reporting period, key tasks of course development, course promotion and class formation were implemented with approximately 25% of the Project completed.

6.2 Milestones including management of the course operation, quality assurance of the course delivery and end of course evaluation will be implemented from November 2009 to April 2010.

Signature: Chan Kim Hung

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Name of Authorized Person:

Name of Grantee

Organization:

CHAN Kim-hung, Martina

Vocational Training Council

Position of Authorized Person:

Principal Lecturer

Date: 30 November 2009