

Quality Enhancement Grant Scheme

Progress Report	Project No. :
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Reporting Period: From August, 2009 (month/year) to January, 2010 (month/year)

Part A

Project Title: Language Centre: a Pilot Scheme to Complement Conventional Classroom Teaching

Name of Grantee: HKCT Group Limited

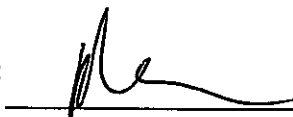
Project Period: From August 2009 (month/year) to January, 2011 (month/year)

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: _____



Organization Chop: _____



Name of Authorized Person: Ada Li

Name of Grantee

Organization: HKCT Group Limited

Position of Authorized Person: Head, Centre of Languages and

Communication

Date: 3 March, 2010

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

Quality Enhancement Grant Scheme (QEGS)

1st Progress Report for Language Centre: a Pilot Scheme to Complement Conventional Classroom Teaching

1. PROJECT SUMMARY

The project aims to complement conventional classroom teaching in fostering post-secondary students' interest, self-confidence and improvement in languages, particularly English, by creating an atmosphere and environment conducive to their language use. HKCT students are the target recipients in this pilot scheme and the project aspires to extend to more post-secondary students of other similar institutes in future.

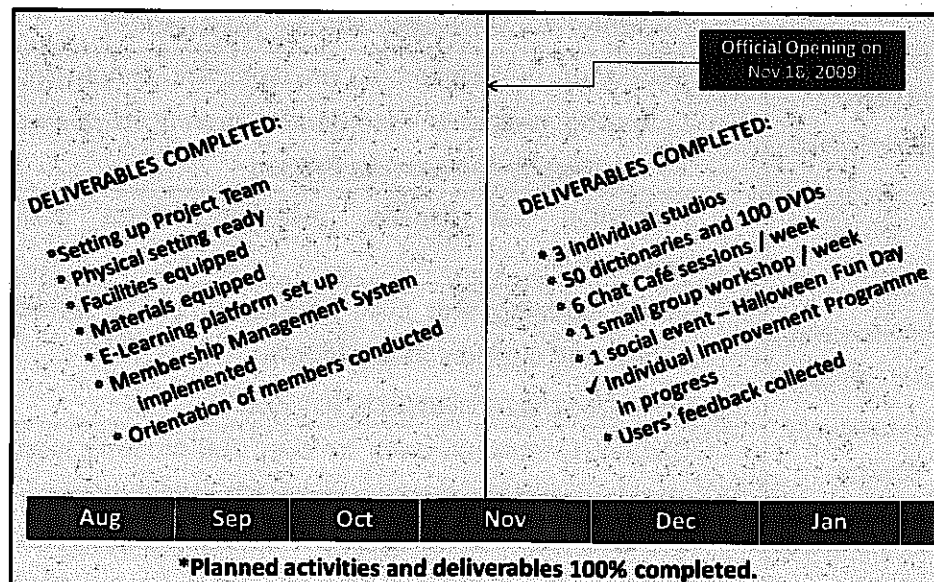
The major objectives of the Project are to promote students' interest in language learning; increase students' self-confidence in speaking English; improve students' English writing and speaking skills; and share experience of complementing classroom language teaching with the Language Centre.

The project is delivered in 3 stages over 18 months:

- Stage 1 (4 months): Establishment of the Language Centre, i.e., physical hardware & software, setting up the Project team, and promoting the Centre to the recipients.
- Stage 2 (11 months): Provision of facilities and ongoing services, and collection of users' feedback and self-evaluation review.
- Stage 3 (3 months): Dissemination of the Centre's consolidated experience to language teaching practitioners in the relevant sector for a wider group of beneficiaries.

2. PROJECT MILESTONES IN THE REPORTING PERIOD

The reporting period covers project Stage 1 commenced in August, 2009 and the first 2 months of Stage 2.



All the committed project activities stated in Stage 1 were completed. And the centre began to deliver the ongoing facilities and services to the recipients after the Grand Opening on November 18, 2009.

Project activities held	Details	Time frame (Status)
STAGE 1 – August to November, 2009		
Commencement of the Project	<ul style="list-style-type: none"> ♦ HKCT staff undertook responsibilities of the Project before the Project team was formed (<i>Annex 1 – Log sheet</i>) 	Aug – Sep 2009 (Completed)
Recruitment and setting up of Project Team	<ul style="list-style-type: none"> ♦ Employment of full-time Staff (Project Manager and Project Officer) 	Mid Aug – Sep 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Employment of part-time Chat Café Facilitators completed <i>before the Official Opening</i> (<i>Annex 2 – Staff profile</i>) 	Oct - Nov 2009 (Completed)
Preparatory work for physical setting of the Centre	<ul style="list-style-type: none"> ♦ Design and renovation of the Centre – financed by HKCT (<i>Annex 3 – Layout plan of the Language Centre</i>) 	Late Aug – Nov 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Installation of necessary furniture and relevant equipment (<i>Annex 4 – Inventory of furniture and equipment</i>) 	Early – mid Nov 2009 (Completed)
Facilities and materials equipped in the Centre	<ul style="list-style-type: none"> ♦ Broadcasting of English-speaking TV programmes via Now TV 	Early Nov 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Purchase of dictionaries and language learning books, DVDs and e-learning programmes (<i>Annex 5 – List of Books and magazines & Annex 6 – List of movies and TV programmes</i>) 	Early – Mid Nov 2009 (Completed)
Membership management system & e-Learning platform set up	<ul style="list-style-type: none"> ♦ Setting up of E-learning platform for self-access language learning resources (http://qegs.hkct.edu.hk/moodle/e-learning_resource.htm) 	Late Oct – Nov 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Setting up of Membership management system for accessing recipients' records and promotion (<i>Annex 7 – Membership Management System</i>) 	Late Nov 2009 (Completed)
Promotion and grand opening of the Language Centre	<ul style="list-style-type: none"> ♦ Promotion via leaflets, invitation letters and e-invitation 	Oct – Mid Nov 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Grand opening with over 70 internal and external guests and students as participants. (http://www.hkct.edu.hk/album.php?nid=103) 	Nov 18, 2009 (Completed)
	<ul style="list-style-type: none"> ♦ Student Orientation tours for over 700 students and introduction of the facilities and services of the Centre (<i>Annex 8 – Pictures of Student Orientation in the Language Centre</i>) 	Nov 19 – 20, 2009 (Completed)

Project activities held	Details	Time frame (Status)
Stage 2 (first two months) – December 2009 to January 2010		
Provision of facilities	<ul style="list-style-type: none"> • Provision of language learning materials including books, DVDs and e-Learning programmes. 	Nov 18, 2009 – Jan, 2010 (Completed)*
	<ul style="list-style-type: none"> • Provision of individual studios, reading and writing zone, mini-theatre and computer panels 	
	<ul style="list-style-type: none"> • Provision of comfortable seats, limited beverages and continuous English speaking TV programmes (<i>Annex 9 – Pictures of facilities</i>) 	
Delivering of the ongoing services	<ul style="list-style-type: none"> • 1st Social Event – Halloween Fun Day 2009 	Oct 29 & 30, 2009 (Completed)*
	<ul style="list-style-type: none"> • 56 Chat Café sessions (6 sessions per week) 	Nov 23 – Jan 29 (Completed)*
	<ul style="list-style-type: none"> • 24 small-group workshops (Minimum 1 per week) 	Dec 2009 – Jan 2010 (Completed)*
	<ul style="list-style-type: none"> • Individual Improvement Programme providing tailor-made learning plan to over 50 registrants 	Early Jan 2010 (Commenced & In Progress)*
Collection of users' feedback for improvement	<ul style="list-style-type: none"> • Collection and analysis of students' feedback on the 1st Social Event (see part 3i) 	Early – Mid Nov, 2009 Completed
	<ul style="list-style-type: none"> • Collection and review of students' feedback on small group workshops (see part 3iii) 	
	<ul style="list-style-type: none"> • Collection of students' opinion on their interest in language learning, self-confidence to speak English and favourite facilities of the Centre. <i>*Analysis and findings are expected to be accomplished and reported in the 2nd Progress Report</i> 	Dec, 2009 –Jan, 2010 (completed) *
Please refer to <i>Annex 10 - Project Budget Preview</i> for the financial status		

***Services / activities continue to be conducted till the end of Stage 2**

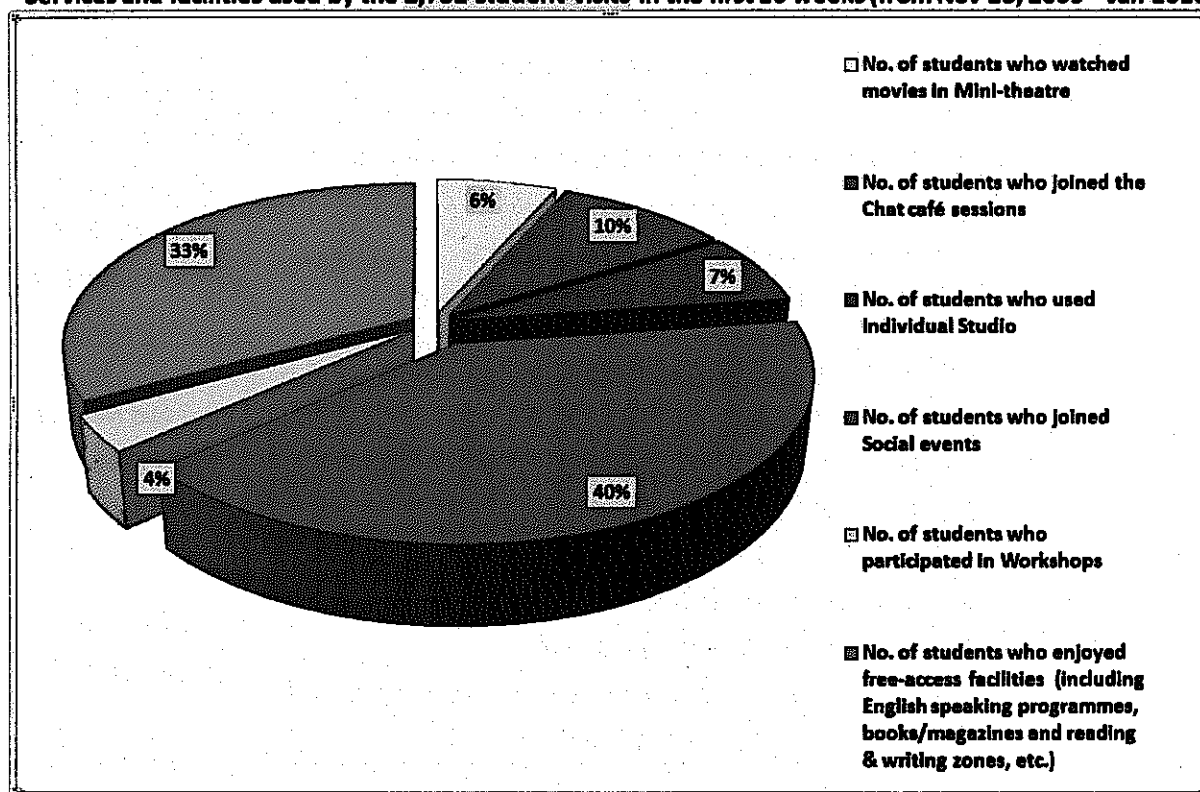
3. PROJECT ACTIVITIES - DETAILS AND BENEFICIARIES

Attendance

Language Centre opens from 0900 – 1900 for approximately 1,600 students taking accredited post-secondary education programmes at HKCT from Mondays to Fridays. They are given an activity calendar of the coming month for referring to the activities and workshops organized by the Centre (*Annex 11 – Monthly Calendar*). There have been 1,732 recorded student visits for the first reporting period after the official opening.

Students came to the Centre for self-access learning facilities, social event, Chat Café sessions, and movie appreciation as shown in the chart below:

Services and facilities used by the 1,732 student visits in the first 10 weeks (from Nov 23, 2009 – Jan 2010)



I. The 1st Social Event

Date:	October 29 & 30, 2009
Time:	0930 – 1800
Venue:	Language Centre, 2/F common area and 1/F common area
No. of beneficiaries:	693 students of different programmes who had their English classes in the campus on the days.
Objectives:	Get familiar with the western cultures; have fun in English games and English and acquaint with festival related vocabulary.

Details

The 1st social event – Halloween Fun Day 2009 was held earlier than the official opening of the Language Centre and aimed to draw students' attention to the newly developed language learning zone. Students were divided into teams and given cue cards to play mini-games at different checkpoints in around half an hour.

Students' feedback

Students' feedback and opinion were collected by their English teacher a week after the event via discussion. Students' feedback was positive and constructive. They enjoyed the event mostly because of the fun they had while getting involved in the mini-games for improving the English conversation skills. The majority of students could name all the vocabulary they repeatedly used in the event like 'Frankenstein', 'Vampire' and 'Trick or Treat' and some learned short phrases. Some students also requested for a similar event in future.

The outcome of this Project activity has achieved more than its objectives, students had fun while speaking English, learnt and remembered most of the words they used and looked forward to more activities organized by the Language Centre.

ii. Chat Café Sessions

Date:	November 23, 2009 – January 29, 2010 (Every Mon, Tue, Thu and Fri)
Time:	35 minutes / session: 1320 – 1355 (Monday & Tuesday) 1315 – 1350 & 1355 – 1430 (Thursday and Friday)
Venue:	Chat Café in the Language Centre
No. of beneficiaries:	177 students (in 56 sessions in total)
Objectives:	Boost up students' confidence in speaking English and arouse their interest in the language

Details

There are 6 Chat Café sessions manned by part-time native English speakers (i.e., Chat Café Facilitators) per week. With a maximum of 15 students in each session, the Facilitator chit-chat with them based on daily life topics such as music, travel and festivals. This service aims to provide recipients with experiences in talking to foreigners and listening to English of native accent. During the sessions, they are encouraged to express themselves and respond to others in a natural and continuous way.

No. of participants and students' performance

The project team is pleased to find an increase in students participating in the Chat Café

sessions. It proves that the sessions are well-received and in high demand.

More than one frequent participants reflected that they found themselves more confident in speaking after chatting with the Facilitator as they did not concern much about grammar. They felt themselves articulate and can communicate with uses of short sentences, body language and eye-contact. Their acquired abilities attest to the successful implementation of the project with the original target achieved.

iii. Small group workshops

Date:	December 10, 2009 – January 26, 2010 (min. 1 workshop / week)
Time:	1.5 hour / workshop
Venue:	Workshop World (i.e., small class room) in the Language Centre
No. of beneficiaries:	70 students (in 24 sessions in total)
Objectives:	Boost up students' confidence in speaking English and arouse interest in the language

The objectives of the small-group workshops are to provide expert advice to students so as to achieve better learning outcomes in a short time. The topics were designed to meet their actual and immediate needs – consolidation of grammar use, expansion of word choice in writing and quick public exam skills.

Since the second week of December, small-group workshops have been arranged for students. As there has been an increase in the number of participants, the number of workshops has been increased from once a week in December to once per day in January (*Annex 12 – Timetable of small-group workshops*).

Students' feedback

All students participated in the workshops were requested to spend 5 minutes to write their comments. The objectives of this service are proved to be achieved with over 90% positive feedback from students. Some of them claimed that they found it easier to pay attention and learn a specific topic in the workshop. And they were happy to acquire English abilities outside normal English classes such as the use of IPA – International Phonetic Alphabets (*Annex 13 – Extracts of students' feedback on workshops*).

iv. Individual Improvement Programme

Date:	Dec 21, 2009 to Jan 29, 2010
Time:	1.5 hour / individual consultation session
Venue:	Individual studio / small classroom in the Language Centre

No. of beneficiaries:	50 students
Objectives:	Design tailor-made learning plan with students and provide step by step individual instructions for ultimate achievable goals in English study.

Individual Improvement Programmes has started since early January, 2010. A selection of programme registrants was based on teachers' recommendations and students' needs, with a higher priority accorded to students re-sitting HKCEE English examination or attempting IELTS.

Each registrant was assigned a personal tutor and an e-Learning account (*Annex 14 – E-Learning accounts*). Having one-to-one consultation sessions, followed by e-Learning tasks targeting small achievable goals, registrants have been showing progressive and gradual improvement especially in the aspect of productive skills – writing and speaking.

By the end of January, most of the registrants have completed their 2nd consultations. All consultations are expected to be completed by October, 2010.

In conclusion, all the committed services have been running smooth (*Annex 15 – Pictures of services*). Students' feedback and further observation would be continuously collected in general or after each individual event for enhancement of services.

4. PERCENTAGE OF PROJECT COMPLETION

From August to November 2009, Stage 1 had been 100 % completed.

Stage 2 has commenced since December, 2009 and is carried on in January, 2010. It is about 20% completed till now and is expected to be fully completed in Oct, 2010 as stated in the implementation schedule.

Overall, almost one-third of the whole project is completed.