

Quality Enhancement Grant Scheme

Progress Report
Project No. : 11/QEGS/B-08-09

 Reporting Period : From Feb 2010 (month/year) to Aug 2010 (month/year)

Part A

 Project Title : Development of Joint Teacher Training and Staff Development Project

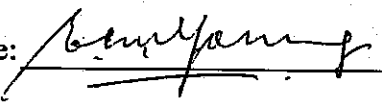
 Name of Grantee : The Federation for Continuing Education in Tertiary Institutions (FCE)

 Project Period : From Feb 2010 (month/year) to Apr 2012 (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: Prof. Enoch YOUNG

 Name of Grantee: The Federation for Continuing Education in Tertiary Institutions

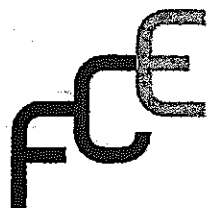
Position of Authorized

 Person: Director, FCE

final : 5 Jan 2011

 Date: 21 December 2010

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



香港高等院校
持續教育聯盟

The Federation for
Continuing Education in
Tertiary Institutions

**Development of Joint Teacher Training and
Staff Development Project**

**1st Progress Report to the Education Bureau
(February – August 2010)**

**The Project Team
The Federation for Continuing Education
in Tertiary Institutions**

December 2010

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Project Objectives

The project aims to promote teaching effectiveness, develop teaching technique. It further equips teachers with procedures and requirements of course development, and strengthen the concept of quality teaching in sub-degree sector in Hong Kong through a series of intensive teacher training programmes and staff development workshops.

Implementation of project activities

According to the project schedule, specific tasks to be undertaken during the 1st half year (February – August 2010):

1. Set up of an advisory group to provide constructive advice to the project.
2. Completion of course planning and curriculum development
3. Procurement of equipment for the project

1 Set up of an advisory group

1.1 In February 2010, an advisory group, consists of eight educational experts from different tertiary institutions, was formed through the convenor of the Research & Development Committee of FCE. Composition of the advisory group is attached as Appendix I.

2 Completion of course planning and curriculum development

2.1 In this stage, one project manager and 2 programme developers (or equivalent) were intended to recruit for the development of programme curriculum and overall planning of the programme implementation.

2.2 Two recruitment exercises were undertaken between April and June 2010, and no appointable candidate was found for both posts. In July 2010, Mr. Howard SOU was then appointed by invitation as programme coordinator on a half-time basis (CV of Mr. Sou is attached as Appendix 2). He was commissioned to develop curriculum framework of the programmes, and to plan and carry out the project throughout stages.

2.3 The programme coordinator commenced duty in July which is five months behind the project schedule. It was then decided to tackle the part of both induction and intensive training programmes with priority in order to implement the pilot run as early as possible.

- 2.4 According to the project timeline, the development of the programmes curriculum was expected to complete by mid August 2010. The project team endeavoured to catch up the schedule, and eventually the first draft of the curriculum framework of two teacher training programmes (both induction and intensive programmes) was drawn up in early August. The programme designs were further polished with the consultation of advisory group (The programme frameworks of two teacher training programmes are attached as Appendices 3a & 3b).
- 2.5 Endorsement from the Research & Development Committee was obtained in September, and it was agreed to kick off the programme in mid-October 2010.
- 2.6 Upon completion of two teacher training programmes, expectations and opinions from participants and comments from institutions would be collected to construct more relevant topics in the following series of workshops.

3 Procurement of equipment for the project

- 3.1 One set of desktop computer was purchased for the half-time programme coordinator, who required a workstation at the FCE secretariat office.
- 3.2 Budget was reserved for procurement of certain software, video cameras and accessories for the teaching practice assessment which would be carried out in later stage, thus the equipment would be purchased in due course.

Set up of a project website

An informative project website containing updated teaching techniques and good teaching practices is planned to be established at later stage when more resources available.

Expenditure Summary

The project expenditure summary is attached in Appendix 4 for reference.

Conclusion

Personnel issue was the major hindrance to this stage of the project. We were eager to look for capable and committed candidates. However, with endeavours of the project team and support from the Research & Development Committee, we finally caught up the original schedule to certain extent.