

Quality Enhancement Grant Scheme

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

 Reporting Period : From Sept 2010 (month/year) to Feb 2011 (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: Dr. Charles WONG

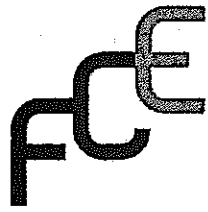
 Name of Grantee: The Federation for Continuing
 Organization: Education in Tertiary Institutions

Position of Authorized

 Person: Director, FCE

 Date: 30 June 2011

* 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**

**2nd Progress Report to the Education Bureau
(September 2010 – February 2011)**

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

June 2011

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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 2nd half year (September 2010 – February 2011):

1. Conduct the trial of the Induction Programme
2. Conduct the trial of the Intensive Teacher Training Programme
3. Teaching Practice Assessment

1 Conduct the trial of the Induction Programme

1.1 All FCE member institutions were invited to nominate teachers to join the Teacher Training Programme (both induction & intensive) on 30 September 2010 (A sample letter of invitation is attached as **Appendix I**). By the application due date, i.e. 14 October, 41 and 50 participants were enrolled for the induction programme and intensive teacher training programme respectively.

1.2 The induction programme comprised of three 2.5-hour sessions over three consecutive weeks. Three classes conducted by different tutors were held during 19 October – 6 November 2010 (please refer to the table (a) in **Appendix II** for class schedule). 32 participants then completed the programme (brief notes of the programme are attached as **Appendix III (a)-(b)**).

2 Conduct the trial of the Intensive Teacher Training Programme

2.1 The intensive teacher training programme, which consisted of ten 2.5-hour sessions over five weeks, commenced one week after the completion of induction programme. Three classes were conducted by three tutors during 9 November to 16 December 2010 (please refer to the table (b) in **Appendix II** for class schedule). Ultimately, 38 participants completed the programme successfully (brief notes of the programme are attached as **Appendix IV (a)-(k)**).

- 2.2 Programme expectation survey and programme evaluation survey forms were prepared at the beginning and end of each programme (please refer to **Appendix V (a)-(d)**). The programme expectation survey aimed to collect background information of participants and the baseline data on their understanding of education issues while the programme evaluation survey aimed to check the added values in participants' understanding of education issues and their perception of the usefulness and delivery of the programmes (An analysis of the survey results is attached as **Appendix VI**).
 - 2.3 In addition to the survey questionnaires, a focus group discussion with participants and a meeting with course tutors were conducted to collect views from diverse perspectives, and to enhance the programme for implementation in next round.
- 3 Teaching Practice Assessment**
- 3.1 Participants were then invited to take part in a Teaching Practice Visit, through which observers could provide supports and share experiences with participants in an authentic teaching environment, and participants were able to achieve teaching effectiveness through implementation and verification of theories acquired in the programme.
 - 3.2 Four participants joined the teaching practice visit on voluntary basis. With time slots given by the participants, four teaching practice visits were conducted in March 2011. An immediate brief verbal review was given at the end of each visit, and a written feedback was provided for each participant afterward (the four written feedback are attached as **Appendix VII (a)-(d)**).

Expenditure Summary

The project expenditure summary is attached as **Appendix VIII** for reference.

Conclusion

The team endeavoured to accomplish most milestones predetermined in this stage (September 2010 – February 2011). Trial of the induction programme and the intensive teacher training programme were successfully held, and constructive views and suggestions have been collected for a better implementation of the programme in next round.