

# Quality Enhancement Grant Scheme

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

 Reporting Period : From Mar 2011 (month/year) to Aug 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)

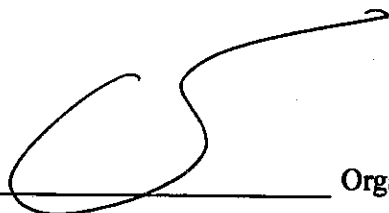
 Project Period : From Feb 2010 (month/year) to Apr 2012 (month/year)

**Part B**

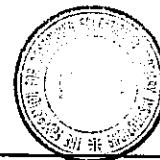
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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

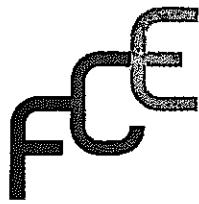
 Name of Grantee: The Federation for Continuing  
 Organization: Education in Tertiary Institutions

Position of Authorized

 Person: Director, FCE

 Date: 2 November 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**

**3<sup>rd</sup> Progress Report to the Education Bureau  
(March 2011 – August 2011)**

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

**October 2011**

## Contents

<b>Project Objectives .....</b>	<b>1</b>
<b>Implementation of project activities .....</b>	<b>1</b>
1. Conducting the Staff Development Workshops and Seminar .....	1
2. Evaluation and Review of the programme .....	2
<b>Project Variations .....</b>	<b>3</b>
1. Development of a project website .....	3
2. Number of beneficiaries .....	3
<b>Conclusions.....</b>	<b>3</b>
Appendix I (a) – (c):	Synopses of the three workshops
Appendix II (a) – (d):	Evaluation surveys for workshops and seminar
Appendix III (a) – (b):	Analysis of the evaluations
Appendix IV:	Revised Programme Proposal
Appendix V:	Framework of project website
Appendix VI:	Project expenditure summary (March 2011 – August 2011)

### **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 3<sup>rd</sup> half year (March 2011 – August 2011):

1. Conducting the Staff Development Workshops and Seminar
2. Evaluation and Review of the programme

#### **1 Conducting the Staff Development Workshops and Seminar**

- 1.1 In connection with opinions collected from the participant survey of induction and intensive programmes, several topics were identified for the subsequent series of staff development workshops. Three series of workshops, each of which comprised two sessions, were then conducted between 11 June and 9 July (synopses of the workshops are attached as **Appendix I (a) – (c)**), and details are as follows:

<b>Workshop</b>	<b>Date and Time</b>	<b>No. of participants</b>
<b><u>Workshop 1:</u></b> Course design	11 June & 18 June 2011 (Sat) (9:00 a.m. – 12:00 noon)	15
<b><u>Workshop 2:</u></b> Enhancing teaching competency	20 June & 27 June 2011 (Mon) (6:00 p.m. – 9:00 p.m.)	14
<b><u>Workshop 3:</u></b> Managing student learning	25 June & 9 July 2011 (Sat) (9:00 a.m. – 12:00 noon)	7

- 1.2 In view of the relatively low capacity of the workshops, a seminar, focusing the implication of new academic structure on sub-degree sector, was conducted for both academics and administrators in July 2011, and details are as follows:

<b>Title</b>	The Implication of New Senior Secondary (NSS) Curriculum and the Hong Kong Diploma of Secondary Education (HKDSE) on the Learning and Teaching of Sub-degree Programmes
<b>Date and Time</b>	4 July 2011 (Mon) 3:00 – 6:00 p.m.
<b>Speakers</b>	<p><b>Dr. S K Kwan</b>, Principal Education Officer (Curriculum Development) Education Bureau</p> <p><b>Dr. C S Tong</b>, Secretary-General, Hong Kong Examination and Assessment Authority</p> <p><b>Mr. Fu Tak Wah</b>, Assistant General Manager, Assessment Development Division, Hong Kong Examination and Assessment Authority</p> <p><b>Mr. Y S Leung</b>, Senior Assistant Executive Director, Vocational Training Council</p>
<b>No. of participants</b>	151

## 2 Evaluation and Review of the programme

- 2.1 Each participant was requested to fill in evaluation form at the end of the three series of workshops and the seminar. They had to rate their opinions on a 7-point scale questionnaire (the four set of evaluation forms are attached as **Appendix II (a) – (d)**). The results were then analysed for programme revision (**Appendix III**).
- 2.2 Together with those opinions collected from the induction and intensive programme, the trial of the joint teacher training programme was reviewed as a whole. The revision focused on two major aspects, namely the attendance mode and the programme structure. In response to the constraints of institutions in releasing their staff to attend weekday classes as well as considering the fatigue level of staff after work, the study mode of the programme will be made more flexible and less intensive, where each session of the induction and intensive programme will be reduced to 2 hours (instead of 3 hours); the intensive programme will consist of 5 individual module, and participants may enroll by module depend on their interest to particular topics (a revised programme proposal is attached as **Appendix IV**).

### **Project Variations**

#### **Development of a project website**

A project website, which aims to provide information on teacher training, was planned to establish in an earlier stage of the project. Nevertheless, the information/course materials available upon completion of the first trial were yet mature to be made public. The team has developed a tentative website framework (**Appendix V**), and plans to initiate the development no later than completion of the implementation stage, i.e. end of March 2012.

#### **Number of beneficiaries**

The number of participants of the first trial run was a bit behind that in the proposal. It is however believed that with peer recommendation among former participants and enhanced promotion, the number of beneficiaries in the implementation stage will certainly increase. And in order to further take care of those who cannot afford to attend regular classes, more large scale seminars may be held.

#### **Expenditure Summary**

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

#### **Conclusion**

Following the success of the induction programme and the intensive teacher training programme, three series of staff development workshops and a seminar were implemented as in the project proposal. Over 200 participants from the sub-sector were benefited. In addition, valuable views and opinions from both academics and administrators on various aspects of the programme were received. With fine-tuned programme content and better delivery arrangements, the following stage of programme implementation will be planned to commence in October 2011.

## QEGS Project: Joint Teacher Training

Half-year Expenditure Summary (Mar 2011 - Aug 2011)

version: 18 Oct 2011

Items	Half-year Approved Budget <i>until Aug 2011</i> (HK\$)	Half-year Actual Expenditure <i>until Aug 2011</i>	Balance <i>until Aug 2011</i> (HK\$)	Remark
A) Manpower	261,750.00	218,561.88	43,188.12	
B) Equipment/Facilities	-	-	-	
C) Services	24,480.00	92,867.10	(68,387.10)	
D) Professional Services	-	-	-	
E) Contingency	13,692.00	208.60	13,483.40	
<b>Total Expenditure</b>	<b>299,922.00</b>	<b>311,637.58</b>	<b>(11,715.58)</b>	

Accumulated Expenditure Summary (until Aug 2011)

version: 25 Oct 2011

Items	Approved Budget (HK\$)	Accumulated Actual Expenditure <i>until Aug 2011</i>	Balance <i>until Aug 2011</i> (HK\$)	Remark
A) Manpower	1,172,500.00	526,528.88	645,971.12	
B) Equipment/Facilities	80,000.00	4,736.10	75,263.90	
C) Services	636,200.00	122,117.10	514,082.90	
D) Professional Services	20,000.00	-	20,000.00	
E) Contingency	91,300.00	254.10	91,045.90	
<b>Total Expenditure</b>	<b>2,000,000.00</b>	<b>653,636.18</b>	<b>1,346,363.82</b>	