

Quality Enhancement Grant Scheme

Progress Report

Project No. : 09/QEGS/09-10

Reporting Period : From July/2011 (month/year) to December/ 2011 (month/year)

Part A

Project Title : Self-Access Language Centre (SALC)

Name of Grantee : The Community College at Lingnan University

Project Period : From January / 2011 (month/year) to December / 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: Edward Fung

Organization Chop: _____

Dr. FUNG Pui-wing,

The Community College at
Lingnan University

Name of Authorized Person: Edward

Name of Grantee
Organization: _____

Dean of the Community
Position of Authorized College at Lingnan
Person: University

Date: 31 January 2012

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

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1. Project activities held/completed during the reporting period

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
Opening Ceremony of SALC (Sep 16 2011, Area beside NAB215)	<p>The Grand Opening Ceremony of SALC was held on 16th September. Dr. Edward Fung, Dean of Community College at Lingnan University and Lingnan Institute of Further Education, delivered a speech acknowledging the importance of mastering good language skills. Dr Fung also introduced various facilities of SALC to students and encouraged them to make use of the resources in SALC.</p> <p><i>★Please refer to Appendix 1 - Photos of SALC Opening Ceremony</i></p>	<p>100 (including administrative staff, teaching staff and students)</p>
Procurement of furniture, equipment, learning materials and software licenses for the SALC	<p>Procurement of equipment / furniture / learning materials are completed</p> <p>(1) Equipment / furniture</p> <ul style="list-style-type: none"> - 4 packs DVD colour cases - Software (Result Manager) - Stationery - 1 wall sticker - 1 magazine rack - 30 CD boxes - 2 extension units - 1 42 inches LCD TV - 1 LCD projector - 1 movable screen - 1 blue-ray disc player - 10 wireless headsets with one transmitter - 1 rectangular desk - 2 wooden cabinets <p><i>★Please refer to Appendix 2 - Expenditure Summary for details</i></p>	

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	<p>(3) Learning materials</p> <p>Procurement of learning materials:</p> <ul style="list-style-type: none"> - 2 English board games - Subscription of 5 magazines - 39 DVDs - 3 VCDs - 28 Chinese / Putonghua books - 18 English books <p><i>★Please refer to Appendix 4 for the database of the learning materials.</i></p>	
<p>Establishment of eLearning Platform</p>	<p>(1) An A4 sheet with description of all learning software available is posted on all student desks.</p> <p>(2) A SALC language learning resource website https://sites.google.com/a/cclife.hk/salc/ was setup. Language teachers can access and update this website to share online language resources with students. This website is now the default homepage of all PCs at the center.</p> <p><i>★Please refer to Appendix 6 for the above information</i></p>	
<p>Appointment of SALC staff</p>	<p>The new project manager, Mr HO Siu Kei Robbie, reported duty on 26.10.2011. As the head of the centre, he is responsible for overseeing the development of SALC services and ensuring the project delivered on time and schedule. At the same time, Mr Ho also executes the administrative tasks such as managing SALC software, promoting SALC courses and supporting the daily routine of SALC. The part-time assistant, Ms CHEUNG Ka Yi Rimpi, reported duty on 17.10.2011. She is responsible for assisting the daily operation of SALC.</p> <p>On the other hand, both Chinese and English teaching team members provide full support such as participating in the centre activities and organize workshops for students.</p>	

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<p>Run preparatory training workshops for students</p>	<p>All English classes scheduled a time to join the seminar on self-access language learning skills. During the visits, staff of SALC introduced the various self-access language learning resources in SALC and the skills of self-access language learning.</p> <p><i>★Please refer to Appendix 7 for the class visit schedule of Term 1.</i></p>	<p>1600 students</p>
<p>Seminars / workshops on Language Learning Skills</p>	<p>Workshops on English grammar and presentation skills were held in mid-November in order to help students develop the skills and proficiency in English grammar and presentation.</p> <p><i>★Please refer to Appendix 8 for the details of the workshops.</i></p>	<p>a. English grammar workshops: 21 students</p> <p>b. Presentation skills workshops: 21 students</p>
<p>Individual and Small Group Consultations</p>	<p>All English teachers assigned a consultation time at the center in order to offer more assistance and instant feedback to students.</p> <p><i>★Please refer to Appendix 9 for consultation schedule of English teachers of Term 1.</i></p>	<p>About 400 students</p>
<p>Further development of self-access learning materials</p>	<p>(1) Putonghua self-learning worksheets have been designed and placed in the centre.</p> <p>(2) IELTS Corner has been set up</p> <p><i>★Please refer to Appendix 10 for the above information.</i></p>	

*** Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).**

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2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

Milestones scheduled for completion during the reporting period **	% attained	Remarks
(1) Promote and open the language centre.	100%	Completed on 16.9.2011
(2) Run preparatory training workshops for students and centre in operation.	100%	Completed in December
(3) Provide ongoing facilities and services.	100%	Completed
Overall Project	100%	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

Project variation (a separate written application should be submitted to the QEGS Secretariat for prior written approval.)

Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget)	Date of approval sought from QEGS Secretariat

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3. Financial position as at the end date of the reporting period

a. Total balance of Phrase I (1/1/2011 to 30/6/2011): \$362,564.00

b. Financial report of Phrase IIa (1/7/2011 to 31/12/2011)

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	175,500	137,513.42	37,986.58
b. Equipment / facilities	20,000	42,940.50	-22,940.50
c. Services	0	0	0
d. General expenses	2,500	0	2,500
e. Others	8,000	0	8,000
Total	206,000.00	180,453.92	25,546.08
<i>Project Income (if any)</i>			
<i>Total Balance</i>			25,546.08

c. Total balance (up to 31/12/2011) = Total balance of Phrase I + Total balance of Phrase IIa

$$= \$362,564.00 + \$25,546.08$$

$$= \$388,110.08$$