

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No: 06/QEGS/09-10**

 Project Period : From September 2010 (month/year) to August 2013 (month/year)

**Part A**

 Project Title : Language Enhancement Project



 Name of Grantee : Chu Hai College of Higher Education

 Project Period : From September 2010 (month/year) to March 2013 (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. C. N. Chang

 Name of Grantee Chu Hai College of Higher  
 Organization: Education

 Position of Authorized  
 Person: President

 Date: 11 April 2011

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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)
August - September 2010	<ol style="list-style-type: none"> <li>1. Designing and administering pre-project Putonghua level indicator questionnaire and test – To determine the average Putonghua level of students in the Arts Faculty, because it is our policy to make Putonghua mandatory for students in this faculty in the first instance.</li> <li>2. Designing and administering pre-project CEPAS<sup>1</sup> level indicator test</li> <li>3. Designing Putonghua courses for launch in Term 1</li> <li>4. Designing English workshops for launch in Term 1</li> <li>5. Procuring and installing language lab facilities (in two computer labs.) – This facility is actually intended for all languages, although Putonghua and English have priority.</li> <li>6. Planning and setting up Self-Learning Corner in Library Extension (on 6/F of Riviera Gardens Commercial Complex) – Initially 3 workstations each comprising a PC and portable DVD-player with Headset were bought and installed specifically for setting up the self-access area, with “raw material” being downloaded from public domain websites such as Gutenberg, Internet Archive and University of Adelaide E-Book Site, etc. as well as from commercial sources; donations from educational organizations will also be sourced and some should be forthcoming.</li> <li>7. Procuring and downloading E-books, audio books and DVDs for the Self-Learning Corner for launch in October 2010</li> </ol>	
September 2010–January 2011	<ol style="list-style-type: none"> <li>8. Launching and running a total of 10 Putonghua Courses – Lesson Plans at <a href="#">attachment 1</a></li> <li>9. Launching and running a total of 20 CEPAS and related Workshops – Posters at <a href="#">attachment 2</a></li> <li>10. Administering post-course feedback and evaluation</li> </ol>	Level 1 Putonghua course attended by a total of 220 students and CEPAS and related English

<sup>1</sup> CEPAS stands for Common English Proficiency Assessment Scheme; it is to be noted that Chu Hai College of Higher Education is introducing such a scheme as an initiative to benchmark students' English level in line with common practice adopted by most tertiary institutions in Hong Kong.

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	questionnaires plus data analysis for Putonghua courses.	workshops attended by a total of 340 students  Summaries of feedback data re. Putonghua courses at <u>attachment 3</u>
February – 31 March 2011	<ol style="list-style-type: none"> <li>11. Designing Putonghua courses for launch in Term 2</li> <li>12. Designing English workshops for launch in Term 2</li> <li>13. Further procuring and downloading E-books, audio books and DVDs for the Self-Learning Corner<sup>2</sup></li> <li>14. Launching and running a total of 10 Term 2 Putonghua Courses</li> <li>15. Launching and running a total of 21 Term 2 CEPAS Workshops and Seminars</li> </ol>	<b>NB</b> Term 2 of Level 1 Putonghua course as well as Term 2 CEPAS workshops and seminars are still on-going, to end in May 2011 – details to be included in the next Progress Report
<p><b>* Evidence showing the attainment of milestones scheduled for completion during the reporting period are attached, including photos, learning materials, promotion leaflets / posters</b></p>		

<sup>2</sup> The Self-Learning Corner is being turned into a Self-Learning Room, as deliberated at the last General Education and Language Committee meeting convened in January 2011, with the College injecting additional funds to make this possible, to cater for more students using the facility.

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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
<ol style="list-style-type: none"> <li>1. Procurement and installation of additional language teaching and learning cum self-instructional equipment and software</li> <li>2. Conduct of Putonghua courses and English workshops for term 1</li> </ol>	100% as planned for the first stage up to 31 March 2011 completed	Overall student participation reasonably satisfactory and plans are being drawn up to intensify promotion, propagation and overall awareness of the Project Programme all round, including using a mobile TV showing video and sound clips
<b>Overall Project</b>	<b>Overall 20% of the entire Project deemed successfully completed</b>	

**\*\* Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.**

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3. 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
NIL	N/A

4. Financial position as at the end date of the reporting period<sup>3</sup>

Expenditure items	Approved budget <sup>***</sup> (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,470,000.00	179,530.00	1,290,470.00
b. Equipment / facilities	200,000.00	145,056.38	54,943.62
c. Services	180,000.00	48,500.00	131,500.00
d. General expenses	100,000.00	10,209.00	89,791.00
e. Others (audit fee to be discharged at project completion)	30,000.00	NIL	30,000.00
<b>Total</b>	<b>1,980,000.00</b>	<b>383,295.38</b>	<b>1,596,704.62</b>
<i>Project Income (if any)</i>			NIL in reporting period
<i>Total Balance</i>			1,596,704.62

\*\*\* Approved budget here interpreted to refer to the budget approved for the entire three years for implementing the Project Programme, viz. from 1 September 2010 to 31 August 2013.

<sup>3</sup> Breakdown of financial position at attachment 4