Quality Enhancement Grant Scheme

Progress Report	Project No. :

Reporting Period : From ___September 2011___ *(month/year)* to ___February 2012___ *(month/year)*

Part A

Project Title   : Establishment of English Language Learning Resource Centre and Provision of Active English Learning Activities to Post-secondary students

Name of Grantee : The Open University of Hong Kong

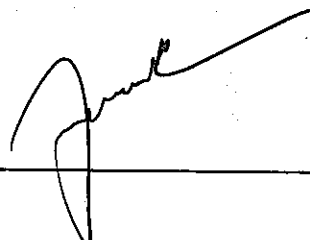Li Ka Shing Institute of Professional and Continuing Education (LiPACE)

Project Period   : From ___September 2011___ *(month/year)* to ___August 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: _____   Organisation Chop: _____

Name of Authorised Person: _Joe MAK_____

Name of Grantee Organisation: _Li PACE,_____
               OUHK

Position of Authorised Person: _Programme Manager_____   Date: _05/03/2012___

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

Contents

Abbreviations

Adv. Dip.	Advanced Diploma
AELA	Active English Learning Activities
CBDU	Communication and Business Development Unit
Dip.	Diploma
ELLRC	English Language Learning and Resource Centre
ELCACG	English Language Curriculum and Activities Coordination Group
FTP	Full-Time Programme
ILC	Island Learning Centre - The Open University of Hong Kong 4/F, Shun Tak Centre, 168 Connaught Road Central, Hong Kong
LiPACE	Li Ka Shing Institute of Professional and Continuing Education
OCLC	OUHK-CITA Learning Centre 201-203, Lai King Hill Road, Kwai Chung
Pre-AD	Pre-Associate Degree
PO	Programme Officer
QEGS	Quality Enhancement Grant Scheme

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)
Ad Hoc English Academic Workshops		
15:00-17:00 Room 108, OCLC	The 2-hour workshop aims at revising with students on the academic writing style and referencing system. The workshop is in lecture format and students are required to participate in in-class activities in pairs or in small groups.	Pre-AD, Dip., Adv. Dip. students
Jan 30, 2012		21
Feb 6, 2012		9
14:00-16:00 Room 103, OCLC	Resources used: ● Computer, Projector, Visualizer, Microphone ● Worksheets from Self-Access Learning Package	Pre-AD, Dip., Adv. Dip. students
Jan 30, 2012		13
Feb 6, 2012		14
Film Appreciation Workshop—Valentine's Special: '_Meeting Cupid in Film_'		
Feb 9, 2012, Room 203, OCLC	This workshop echoes with the festive theme of Valentine's Day. In the 2-hour workshop, participants watched the romantic comedy '_50 First Dates_' (90mins) together. After the film-viewing, instructor did the reflection and taught grammar items and expressions.	Pre-AD, Dip., Adv. Dip. students
11:00-13:00	Resources used: ● DVD ● Computer, Projector, Visualizer, Microphone ● Worksheets from Self-Access Learning Package *See Appendix E for promotional posters and leaflets.	29
13:00-15:00		19
Love Letter Competition		
Feb 1-14, 2012	The competition took place during the week of the Valentine's Day. It aims at offering students a chance to practise on letter writing. The result will be announced in March 14, 2012. *See Appendix F for promotional posters and leaflets.	Pre-AD, Dip., Adv. Dip. students
		4

'Better You Writing' Workshop Series # 1 An Overview of Academic Writing

	The workshop aims at offering assistance to students who want to improve on their academic writing skills. The 2-hour workshop includes 1-hour lecture, in-class exercises and a short writing task.	Pre-AD, Dip., Adv. Dip. students
Feb 21, 2012 10:00-12:00 Room L08, ILC	Since these workshops target at students from different disciplines, some of the contents and writing samples used vary to suit the needs of the particular discipline.	20
Feb 23, 2012 13:00-15:00 Room 106, OCLC	Resources used:	8
Feb 23, 2012 15:00-17:00 Room 207, OCLC	• Computer, Projector, Visualizer, Microphone • Articles from Fortune Magazines • Writing Questions from IELTS past exam papers	15
Feb 27, 2012 14:00-16:00 Room 105, OCLC	*See Appendix D for promotional posters and leaflets.	18
Language Advisory Service		
February 2012 Wednesdays 10:00-12:00 Fridays 15:00-17:00	This service commenced in February 2012 and received help-seeking cases through different channels including teachers' referral, appointments and emails. A log book was kept to record the details of all consultation sessions. Resources used:	Pre-AD, Dip., Adv. Dip. students
	• Articles from Fortune Magazines • Practices extracting from IELTS past exam papers • Worksheets from Self-Access Learning Package *See Appendix G for promotional posters and leaflets.	9

* **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.).**

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
● Procurement of AV equipments, PCs and furniture	100%	PR has been raised and orders will be delivered in May 2012.
● Procurement of learning resources: books, magazines, DVDs, English language tests reviewer series and exam papers collection (e.g. IELTS, TOEFL, TOEIC), etc.	100%	PR has been raised and orders will be delivered in May 2012.
● Annual subscription of software licenses to be installed in PCs	100%	Orders have been placed and the softwares are scheduled to be installed when the new centre is opened in May 2012 as the software licenses are year-long.
Overall Project	**25%**	
** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.		

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
Not Applicable	

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

Expenditure items		Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a.	Manpower	860,480[1]	64,400	796,080[2]
b.	Equipment / Facilities	223,800	26,790	197,010
c.	Services	-	-	-
d.	General expenses	180,000[3]	54,256.40	125,743.60
e.	Others	9,720	-	9,720
	Total	**1,274,000**	**145,446.40**	**1,128,553.60**
			Project Income (if any)	-
			Total Balance	*1,128,553.60*

5. Implementation Schedule for the reporting period from September 2011 to February 2012

Period	Description of Tasks Held / Completed
September, 2011	• Planning of procurement of equipment and learning resources for the centre • Making confirmation for the location of the new centre • Planning of the recruitment advertisement for the position of POs (i.e. criteria and requirements for the position, salary package with Human Resources Unit) • Meeting of the ELLRC Operations Steering Group
October	• Researching on the suitable brands for the purchase of equipment • Waiting for the confirmation of the new centre location • Placing job advertisement on newspapers • Inviting shortlisted candidates for interviews • Meeting of the ELLRC Operations Steering Group • 1st ELCACG Meeting
November	• Producing a more solid list of learning resources to be purchased • Preparing the purchase requisition • Planning on the floor plan of the new centre • Short-listing candidates for the PO positions • Meeting of the ELLRC Operations Steering Group
December	• Confirmation of the centre location and floor plan • Commencement of the purchase of equipment and learning resources • Arrival of the two POs (language instructors) on December 1, 2011 • Completion of collecting materials for the Self-Access Learning Package (See Appendix B-2) • Planning on the regular English workshops and monthly activities • Designing the content and layout of the ELLRC website • Regular meetings between the Centre-in-charge and two POs

January, 2012	- Approval for the use of Level 5 of OCLC for the new centre (See Appendix B-1) - Procurement of equipment and learning resources continued - Designing the content of Self-Access Learning Package - Announcement on LiPACE website about the arrival of new PO: <http://www.ouhk.edu.hk/LIPACE/Full_time/Notice/Notice2012021 6.pdf> - Designing the content for workshops, activities and language advisory service, and their promotion posters and leaflets (See Appendix D-G) - Arranging and booking of venues for workshops and activities - Completion of evaluation forms for workshops / activities (See Appendix C-1) 2nd ELCACG Meeting
February	- Procurement of equipment and learning resources continued - Commencement of promotion for the centre, service, workshops and activities (i.e. class visits, leaflets and posters) - Conduct of English workshops - Implementation of monthly activities and language advisory service 3rd ELCACG Meeting

6. Preparation for the next reporting period from March to August 2012

6.1.Self-Access Learning Package

Basic layout of the package completed (See Appendix B-2) in December 2011. Development of the elementary level package completed in January 2012. The intermediate and advanced level are currently under construction.

6.2.ELLRC Self-maintained Website

The design of content and layout of the website completed and was endorsed by the ELCACG. The information was submitted to the CBDU for construction.

6.3.Provision of the AELA

6.3.1. Regular Workshops

The PO is currently designing the content of the coming workshops.

6.3.2. Monthly Activities

The PO is currently working out the details of the monthly activities.

6.3.3. Language Advisory Service

The PO will continue her consultation sessions on Wednesdays 10:00-12:00 and Fridays 15:00-17:00 in Room 304 at OCLC.

7. List of Documentations

Item #	Outcomes and Deliverables	Appendix
A. Equipment and Resources in the ELLRC		
1.	List of Equipment purchased	A-1
2.	List of Books & Magazines purchased (1st Batch)	A-2
3.	List of Books & Magazines purchased (2nd Batch)	A-3
4.	List of DVDs purchased	A-4
5.	List of Software License purchased	A-5
6.	Pictures of the centre	A-6
B. English Language Learning Resource Centre (ELLRC)		
7.	Floor Plan of the new centre	B-1
8.	Self-Access Learning Package	B-2
C. Active English Learning Activities (AELA)		
9.	Evaluation Forms for workshops / activities	C-1
D. *Better Your Writing* Workshops		
10.	Promotion Posters	D-1
11.	Promotion Leaflets.	D-2
E. Film Appreciation Workshop		
12.	Promotion Posters	E-1
13.	Promotion Leaflets	E-2
14.	Picture taken during the workshop	E-3
F. Love Letter Competition		
15.	Promotion Posters	F-1
16.	Promotion Leaflets	F-2
G. Language Advisory Service		
17.	Promotion Posters	G-1
18.	Promotion Leaflets	G-2