

# Quality Enhancement Grant Scheme

**Progress Report**

**Project No. :**

Reporting Period : From September, 2011 (month/year) to February, 2012 (month/year)

## Part A

Project Title : Language Enrichment Project for Proficiency and Motivation

Name of Grantee : HKCT Group Limited

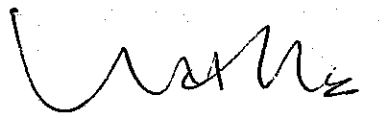
Project Period : From September, 2011 (month/year) to August, 2013 (month/year)

## 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:

CHAN Cheuk Hay

Name of  
Grantee  
Organisation:

HKCT Group Limited

Position of  
Authorised  
Person:

Director / President and  
Principal

Date:

27 March, 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)
Early September 2011	<p><u>Project plan and preparation</u></p> <p>A yearly plan for the whole project was drafted in early September so as to keep all project activities be carried out on time (Annex 1 – Project Plan and draft schedule).</p>	N/A
Early September to mid October 2011	<p><u>Staff recruitment</u></p> <p>Staff recruitment advertisement was posted on-line on Classified Post (Annex 2 – Staff Recruitment Advertisement on-line on Classified Post) on 1 September for part-time language tutors and native speakers of foreign languages. Individual interviews were arranged to potential candidates.</p> <p>Part-time language tutors and native speakers have been employed since October.</p>	N/A
3 to 25 October 2011	<p><u>Promotion of the Project activities</u></p> <p>Brighter P introductory sessions for Project promotion were conducted in early October. Propaganda materials like PowerPoint and posters were prepared and a 15-minute Project briefing was given to every year 2 and year 3 Higher Diploma classes (Annex 3 – PowerPoint for Project promotion &amp; Annex 4 – Poster for Project promotion).</p> <p>Broader P activities and services were introduced by class teachers during English lessons in CWB campus in early October. Students were encouraged to join the activities and make use of the resources provided by the Project. Whilst a co-curricular project, ‘Continuous Learning Project’ (Annex 5) was designed to encourage students’ participation.</p>	All HKCT students
3 October 2011 to present	<p><u>Procurement of language learning resources</u></p> <p>Books, DVDs and other language learning resources have been procured since early October (Annex 6 - List of language learning resources).</p> <p>171 items of reading materials including books, magazines, newspaper and on-line programmes and 34 DVDs have been procured as at February, 2012.</p>	N/A

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
26 October to 7 November	<p><u>Students selection for Brighter P 2011-2012</u></p> <p>Interested students were requested to fill out an application form downloaded from Blackboard. Students should seek teacher's recommendation to complete the application, and attempt a piece of IELTS writing and / or upload a Putonghua monologue recording onto Blackboard for the selection process (Annex 7 – Application form for Brighter P).</p> <p>65 and 16 applications for IELTS and PSC trainings were received respectively and 40 of them were shortlisted to join the Project in the end based on their teachers' recommendations and language proficiency.</p>	81 applicants 40 registrants
Mid October to present	<p><u>Teaching material preparation for Brighter P</u></p> <p>Teaching material for Brighter P training workshops have been developed since October. They were uploaded to Blackboard, an on-line platform, so that students can get access and retrieve them before and after workshops (Annex 8 – Teaching materials on Blackboard).</p>	N/A
14 November to present	<p><u>Brighter P activities and services in place</u></p> <p>Brighter P workshops for IELTS and PSC training commenced in November 2011.</p> <p>Students participating in IELTS training took part in a 7.5-hour core module which allowed them to get familiar with the tests in general and attempt a pre-test in early November. They were then, according to teachers' recommendation and their pre-test results, arranged to attend different series of elective modules for specific paper, i.e., Reading, Writing Task 1 &amp; 2, Listening and Speaking. Registrants for PSC were divided into two groups and attended the 2-hour weekly training workshops since late November (Annex 9 – Pictures of Brighter P workshops &amp; Annex 10 – Brighter P training workshops schedule).</p> <p>As at 31 February 2012, 247 hours of training workshops have been organized. These workshops and follow-up tutorials will be carried on till July, 2012.</p>	40 students

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Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)
Early October 2011 to present	<p><u>Broader P activities and services in place</u></p> <p><b>Social chat sessions</b> in English, Putonghua, Japanese and Korean were held every week. During each 35-minute (for Japanese and Korean) or 45-minute session (for English and Putonghua), students can join and practise their target language with the native speaker (Annex 11 – Timetable of Social chat sessions &amp; Annex 12 – Pictures of social chat sessions). As at 31 February, there have been 160 sessions with 821 students participated.</p> <p>Four <b>language immersion events</b> were held to raise students' interest and awareness in foreign languages and cultures in the first six months of the Project (Annex 13 – Details of the language immersion events and Annex 14 - Pictures of the language immersion events):</p> <ol style="list-style-type: none"> <li>1. '全港日本文化常識問答比賽 2011'</li> <li>2. Japanese and Korean Cultural Meet</li> <li>3. '韓國忘不了攝影比賽'</li> <li>4. Christmas Carnival</li> </ol>	<p>821 students</p> <p>4 to 832 students</p>
<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.).</p>		

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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
Promotion of the language learning programmes	100%	Promotion activities will be evaluated in Stage 3 (August to October, 2012). The revised promotional activities will be carried out in the next year of the Project.
Procurement of language learning resources	100%	Language resources have to be kept up-to-date and are continuously procured throughout the Project.
Preparation of annual plan and teaching materials	100%	Project plan and teaching material will be evaluated in Stage 3 (August to October, 2012). The revised project plan will be adopted for the next school year of the Project.
Provision of Programme activities and services	100%	Programme activities and services (including movies appreciation, social chat sessions, social immersion events and etc.) have been started since late September, 2011.
Conducting pre-test and workshops / tutorials	100%	Every registrant of Brighter P has conducted a pre-test for IELTS and / or PSC. Workshops / tutorials have started since November and are continued till July 2011 this year. They will be held again for the next lot of successful registrants in the next school year.
<b>Overall Project</b>	<b>45%</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
N/A	N/A

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	\$1,479,000	\$328,504	\$1,150,496
b. Equipment / facilities	n/a	n/a	n/a
c. Services	n/a	n/a	n/a
d. General expenses	\$322,000	\$52,647.35	\$269,352.65
e. Others	\$131,000	\$0	\$131,000
<b>Total</b>	<b>\$1,932,000</b>	<b>\$381,151.35</b>	<b>\$1,550,848.65</b>
<b>Project Income (if any)</b>			<i>n/a</i>
<b>Total Balance</b>			<b>\$1,550,848.65</b>