

II Project Information

Project Title (in English)	Project Title (in Chinese)
Development of Joint Teacher Training and Staff Development Project	教師培訓及教學人才發展計劃

A. Project Summary

(please provide an executive summary of the project proposal in no more than 500 words).

The rapid expansion of sub-degree sector brings the needs of abundance of teaching staff. With the wide range of courses each institution offers, new teachers of various backgrounds are required and recommended to adapt to the new environment as well as to acquire necessary teaching knowledge in order to sustain the quality of teaching.

With the changes in structure and focus in the education reform, it is essential to have continuous staff development for current teachers, to enhance their knowledge and upgrade their teaching skills in order to achieve higher teaching effectiveness.

In view of the unique background of the self-financed sub-degree sector, it would be appropriate for the Federation for Continuing Education in Tertiary Institutions (FCE) to develop a series of Joint Teacher Training and Staff Development Programme / Workshop for full time and part time teachers who are involved in teaching self-financing sub-degree and top-up degree programmes.

The 4 main stages of the project include:

- Development of Programmes
- Trial of Programmes
- Review of Programmes
- Implementation of Programmes

The project includes 2 main Teacher Training Programmes, a series of Staff Development Workshops and a supporting Web Site (Please refer to the Appendix for supplementary information)

1. Induction Programme mainly for new teachers
2. Intensive Teacher Training Programme for new and existing teachers who wish to upgrade and enhance their teaching skills
3. Staff Development Workshops for in-service teachers
4. Website to provide information on updated teaching techniques and good teaching practice

Experts in the area will be invited to participate in the curriculum and programme development and an Advisory Group will be formed to provide constructive advice to the project. The development will be monitored by the Research and Development Committee of FCE. Continuing feedback from participants and institutions will be collected for analysis and application in the further improvement of the Programmes. It is expected all the programmes / workshops will continue to be offered by FCE on a self-financed basis after the development and initial operation.

B. Project Objectives

(please identify the needs of the target recipients and explain how the project aims to address the needs).

The project aims to:

- Promote teaching effectiveness
- Develop teaching technique
- Help teachers learn the procedures and requirements of programme development
- Strengthen the concept of quality teaching
- Ensure continuous staff development through workshops
- Set up a website to provide information on quality teaching

C. Outcomes and Deliverables of Project

(please include the expected number of target beneficiaries and explain how they will benefit from the project).

The number of beneficiaries in the project are estimated to be:

1. Induction Programme

Around 50 teachers each year

2. Intensive Teacher Training

Around 80 teachers each year

3. Staff Development Workshops

About 8 workshops each year. Each workshop will cater for around 20-30 teachers.

4. Supporting Website

The website will provide updated information on teaching technologies, good teaching practice, and the latest development in the self-financed sub-degree sector. The number of viewers is expected to be around 1,000.

It is expected that members of the FCE will encourage their teaching staff to join the Induction Programme, Intensive Teacher Training Programme and Staff Development Workshops, and provide necessary feedback and suggestions to improve the programmes / workshops, in turn to upgrade the teaching efficiency in the long run.

5. Training Material Developed for future reference and quality of teaching

The training material developed will be extremely useful for the future training development. It can be used as reference material for the future teacher training, it would also be used as a guideline for upgrading quality of teaching. In particular there is very few teacher training reference books/ course materials developed for self financed tertiary education in HK or worldwide.

D. Implementation Details

Revised implementation details:

It is anticipated that the project will last for 2 years.

Stage 1: Planning and Development (6 months)

Set up of Advisory Group

Date

mid-February – mid-March 2010

Course Planning and Curriculum Development

mid-February – mid-August 2010

Website Development

mid-February – mid-August 2010

Stage 2 : Trial of Programmes (8 months)

2a (5 months)

Induction Programme

mid-August – mid-September 2010

Intensive Teacher Training

mid-September – mid-November 2010

Teaching Practice Assessment

mid-November 2010 – mid-January 2011

2b (3 months)

Staff Development Workshops

mid-January – mid-April 2011

Stage 3: Evaluation and Review (4 months)

Evaluation and Review

mid-April – mid-June 2011

Recommendation for Improvement

mid-June – mid-August 2011

Stage 4 : Implementation of Programmes (8 months)

4a (5 months)

Induction Programme

mid-August – mid-September 2011

Intensive Teacher Training

mid-September – mid-November 2011

Teaching Practice Assessment

mid-November 2011 – mid-January 2012

4b (3 months)

Staff Development Workshops

mid-January – mid-April 2012

E. Implementation Schedule <i>(Please extend this table if necessary.)</i>		
Estimated start date of project:		<u>mid-February 2010</u>
Action <i>(please indicate key milestones)</i>	Timeframe	Cashflow Requirement
Stage 1: Planning and Development - Set up the Advisory Group - Complete the Course Planning and Curriculum Development - Set up the website - Purchase of Equipment	Mid-Feb 2010 – mid-Aug 2010	878,608
Stage 2: Trial of Programmes <u>2a</u> - Conduct the Induction Programme - Conduct the Intensive Teacher Training Programme - Teaching Practice Assessment <u>2b</u> - Conduct the Staff Development Workshops	<u>2a</u> Mid-Aug 2010 – mid-Jan 2011 <u>2b</u> Mid-Jan 2011 – mid-Apr 2011	419,521 189,899
Stage 3: Evaluation and Review - Evaluation and Review of the programme - Fine-tune the programme content	Mid-Apr 2011 – mid-August 2011	110,023
Stage 4: Implementation of Programmes <u>4a</u> - Conduct the Induction Programme - Conduct the Intensive Teacher Training Programme - Teaching Practice Assessment <u>4b</u> - Conduct the Staff Development Workshops	<u>4a</u> Mid-Aug 2011 – mid-Jan 2012 <u>4b</u> Mid-Jan 2012 – mid-Apr 2012	283,303 118,646

Estimated completion date of project:

Mid-April 2012

Version: 30 November, 2009

Projected Expenditure (Please provide detailed breakdown under each item)	Amount in HK\$						
	Stage 1 (6 months) (mid Feb 10 - mid Aug 10)	Stage 2		Stage 3 (4 months) (mid Apr - mid Aug 11)	Stage 4		Total (26 months)
		Stage 2a (5 months) (mid Aug 10 - mid Jan 11)	Stage 2b (3 months) (mid Jan - mid Apr 11)		Stage 4a (5 months) (mid Aug 11 - mid Jan 12)	Stage 4b (3 months) (mid Jan - mid Apr 12)	
A. Manpower:							
1 Full time Project Manager (or equivalent) (\$25,000+MPF)x6	156,000	130,000	78,000	-	-	-	364,000
2 Full time Programme Developers (or equivalent) (\$20,000+MPF)x6x2	252,000	-	-	-	-	-	252,000
1 Full time Programme Developer (or equivalent) (\$20,000+MPF)x5	-	105,000	63,000	84,000	105,000	63,000	420,000
1/3 Executive Assistant (from FCE) (\$5,000+MPF)x6	31,500	26,250	15,750	21,000	26,250	15,750	136,500
Sub-total (A)	439,500	261,250	156,750	105,000	131,250	78,750	1,172,500
B. Equipment / Facilities:							
Computers / Laptops / Printer (1 Computer: \$6,000, 1 Laptop: \$11,000 & 1 Printer: \$3,000)	20,000	-	-	-	-	-	20,000
Software / Applications Licence	30,000	-	-	-	-	-	30,000
Video Camera & Accessories	30,000	-	-	-	-	-	30,000
Sub-total (B)	80,000	-	-	-	-	-	80,000
C. Services:							
Course Design and Programme Development	288,000	-	-	-	-	-	288,000
- 16 Subjects (\$800/hr x 10hrs x 16 sub)	128,000	-	-	-	-	-	128,000
- 8 Workshops (\$800/hr x 12.5hrs x 8wk)	80,000	-	-	-	-	-	80,000
- Website Development	80,000	-	-	-	-	-	80,000
Advisor Fee (Honorarium) 4 advisors:	21,000	-	-	-	-	-	21,000
- Induction Programme and Intensive Teacher Training (\$6,000/yr x 4)	12,000	-	-	-	-	-	12,000
- Staff Development Workshop (\$3,000/yr x 4)	6,000	-	-	-	-	-	6,000
2 advisors: - Website Development (\$3,000/yr x 2)	3,000	-	-	-	-	-	3,000
Lecturing Fee	-	137,200	24,480	-	137,200	24,480	323,360
- Induction Programme (50stds) [3 lecturers (classes) x 7.5hrs]	-	18,000	-	-	18,000	-	36,000
- Intensive Teacher Training (80stds) [5 lecturers (classes) x 25 hrs]	-	100,000	-	-	100,000	-	200,000
- Group Assessment [8 sessions (classes) x 3 hrs]	-	19,200	-	-	19,200	-	38,400
- 8 Staff Development Workshops 1 Lecturer 2 Workshop Assistants	-	-	24,480	-	-	24,480	48,960
Teaching Practice Assessment	-	1,920	-	-	1,920	-	3,840
- Video Recording (\$80 x 3hrs x 8)	-	1,920	-	-	1,920	-	3,840
Sub-total (C)	309,000	139,120	24,480	-	139,120	24,480	636,200
D. Professional Services							
Insurance Premium	10,000	-	-	-	-	-	10,000
Audit Charge	-	-	-	-	-	10,000	10,000
Sub-total (C)	10,000	-	-	-	-	10,000	20,000
Total Expenditure (A+B+C)	838,500	400,370	181,230	105,000	270,370	113,230	1,908,700
Contingency (~5%)	40,108	19,151	8,669	5,023	12,933	5,416	91,300
Grand Total							2,000,000

Projected Income	Amount in HK\$				
Total Income :					

Sources of Funding

- a. Amount of grant sought under this application: _____
- b. Other sources of funding (*this may include donations, contributions from the applicant/its parent organization, etc. Please give the name(s) of the sponsor(s), the amount of funding, and indicate whether the funding has been secured.*):
- (i) _____
- (ii) _____
- (iii) _____
- _____

G. Monitoring and Self-evaluation Mechanism

1. The Research and Development Committee of the Federation of Continuing Education in Tertiary Institutions (FCE) will be the major monitoring and evaluation body of the project.
2. An advisory group with member institutions of the FCE and external experts will be appointed to monitor and review the project.
3. Feedback of the user representatives will be collected as the evaluation mechanism of the project.

H. Management Support and Key Personnel Involved

1. FCE Secretariat will provide management support to the project.
2. Dr. Joy Shi would be the person-in-charge of the project.
3. The Board of Directors of the Federation has agreed that member institutions will render its support to the project.

I. Special Justifications if the Grant Sought Exceeds \$2 million

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III Other information**1 Project Sustainability** *(If applicable, please describe how the recurrent expenditure involved will be met after completion of the proposed project)*

The course materials of the programmes will be developed as a reference for future use. With the support of member institutions, FCE will be ready to continue the training programmes/ workshops on a self-financed basis.

2 Preparatory work done *(If any)***3 Past experience in organizing projects of similar or relevant nature and achievements** *(If any)*