

II Project Information	
Project Title (in English) Language Centre	Project Title (in Chinese) 語言中心
A. Project Summary	
<p>The Language Centre (the Centre hereafter) is proposed to be set up at the School of Continuing and Professional Education(SCPE) of the Hong Kong Institute of Education (HKIEd). The main purpose of the Centre is to provide vital language support and enhancement for sub-degree students enrolled at self-financed programmes. They include over 1,500 students from Project Yi Jin, Pre-Associate Degree and Associate Degree Programmes. SCPE has been involved in the running of these programmes since their inception in 2001. Through the continuous collection and analysis of students' and tutors' opinions, it is evident that majority of the respondents expressed strong wish for the establishment of a specified language center, which can offer systematic support to the development of language proficiency and autonomy of student's language learning and improve their language standards. The target students are those who need these kinds of help the most as some of them come from disadvantaged backgrounds or unconventional academic backgrounds. The Centre is proposed to be located in the Town Centre campus of the HKIEd, where there is no such provision at present.</p> <p>The Centre is proposed with the following aims: (1) to give systematic language support to students through an interesting, resourceful and supportive environment in which they can learn and exercise practical language skills that allows for (a) flexibility of time and entry level) (b) different learning styles and (c) if necessary, individual attention. (2) to enable students to plan and reflect on their own learning and decide what and when to study under the guidance of qualified ELT professionals.(3) to improve students' employability and suitability for further studies by providing subsidy for them to enroll on IELTS Preparation courses offered by the Centre.</p> <p>To meet the above aims, a language centre with systematic and organized language learning resources is necessary. Also, it should be well-supported by a language laboratory, a multi-function room with a resource corner, areas for group workshops and group/individual tutorials, as well as basic audio-visual equipment like wireless microphones, video cameras etc. Based on the proposed courses and services the Centre is going to offer, the basic facilities are:</p> <ul style="list-style-type: none"> <li>- A self-access language laboratory with 30 PC booths</li> <li>- A multi-function cafeteria for workshop, tutorial, consultation, assistance and help services.</li> <li>- A self-study area with necessary learning facilities, namely 10 PCs, one photocopier, one scanner, one printer, desks and chairs, newspaper/magazine stand</li> <li>- Resource corner with learning materials and reference materials in the forms of hard copies and e-resources for on-site use.</li> <li>- A website with updated news and on-line learning materials</li> <li>- A loan corner for audio-visual equipment that assists language production and learning</li> </ul> <p><b>Core activities</b> will be English and Putonghua related. The proposed courses and services are:</p> <ul style="list-style-type: none"> <li>- Language enhancement courses in English and Putonghua</li> <li>- Preparatory courses for language tests such as IELTS and National Putonghua Proficiency Test</li> <li>- Small group drama workshops</li> <li>- Advisory service for individuals/small groups</li> <li>- Speaking &amp; writing assistance programmes and lessons on demand for individual/small groups</li> <li>- One-to- one help service for students with special needs</li> <li>- Self-access language learning materials which are graded and ready for use by students of different learning abilities</li> </ul>	

In addition to benefit SCPE's current students, the QEGS-funded facilities will also be used by academic staff offering other Commissioned Programmes on Languages to improve their students' language skills. Feedback or their experience with the Centre from these students/academic staff will be collected and analyzed for an improvement purpose on a regular base. The Centre will continue to operate after the QEGS-funded time with all recurrent expenses borne by the School

## **B. Project Objectives**

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

The objectives of the project are to:

- Implement a quality, edge-cutting language training centre for students enrolled in the self-financed sub-degree programmes at SCPE of the HKIEd
- Improve and enhance students' competence of English and Putonghua, both written and spoken through systematic and organized learning resources and professional guidance by qualified ELT staff
- Foster students' long-term interests in language learning by providing professional help and advice
- Help students obtain well-recognized language certifications like the IELTS, thus improve their employability and/or competitiveness of further study
- Empower students to engage in autonomous learning through flexible and diverse learning resource materials and professional guidance

## **C. Outcomes and Deliverables of Project**

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

**In the year 2011/12, the main beneficiaries will be around 1,500 students currently enrolled at AD and Pre-AD and PYJ level at the School.** These students can improve and enhance their language competence and skills in English and Putonghua through

- (i) making use of the most up-to-date language equipment and language learning materials /resources (both traditional ones and electronic ones) under the guidance of the language professionals at the Centre
- (ii) enrolling in various courses and activities organized by the Centre. In particular, around 300 sub-degree students will receive cash subsidies to enroll on the IELTS preparation course and
- (iii) getting professional help, guidance and advice on various language issues related to language learning from qualified language professionals at the Centre.

Apart from students from the self-financed sub-degree programmes, the centre will also be beneficial to other students studying language courses at SCPE (like those enrolled in the Employer's Retraining Board) and those enrolled on language programmes in our Commissioned programmes (like the Putonghua programme for civil servants). In short, all students at SCPE who has the need and desire to improve their English and Putonghua competence will be benefited.

## **D. Implementation Details**

In this proposal, the implementation involves three stages as follows:

### Stage I:

- a) Recruit and appoint a full-time Project Manager to plan and design language activities and programmes for the Centre. He/she will also take up the administration duties of the Centre.
- b) Obtain tendering and quotes for the purchase of equipments and refurbishing job
- c) Convert an existing general classroom (Capacity: 40) into the setting for a language learning area
- d) Set up of the multi-function area used for self-study and resource corner by re-structuring another existing general classroom (Capacity: 40)

### Stage II:

- a) Purchase of and installation of computer equipments and resources (software included) needed in the multi-function cafeteria
- b) Set up of the teachers' workstations and student's workstations in the newly refurbished language learning area.
- c) Installation of other equipments and resources like the scanner and printer etc.

### Stage III:

- a) Staff orientation on the use of new equipment and resources
- b) Pilot-test the use of all new equipments and resources by inviting current language staff at SCPE to take the lead
- c) Review and make improvement on the set-up/equipment basing on feedbacks gathered from both students and tutors during the pilot-tests
- d) Put the Centre into action by publishing the services available at the Centre through systematic dissemination, making use of both traditional and electronic means.
- e) Publication of the "Guide to Language Learning Software and Multi-media Resources".
- f) Offer the subsidized IELTS preparation course, which is a major milestone of the set-up of the Centre, to around 300 students.

Remark: All current language staff and professionals at SCPE will contribute their time to the running of the Centre by acting as advisors for students. Together with the Project Manager, they would offer help and guidance to students on what materials to use, how to make use of them and give students feedback on their progress.

**E. Implementation Schedule** *(Please extend this table if necessary.)*Estimated start date of project: October 2011

<b>Action</b> <i>(please indicate key milestones)</i>	<b>Timeframe</b>	<b>Cashflow Requirement</b>
<p>Stage I:</p> <ol style="list-style-type: none"><li>1. Recruit and appoint a full-time Project Manager to plan and design language activities and programmes for the Centre. He/She will also take up the administration duties of the Centre.</li><li>2. Obtain tendering and quotes for all resources and equipment necessary</li><li>3. Convert and refurbish an existing general classroom (Capacity: 40) into the setting up of a language learning area</li><li>4. Set up of the multi-function cafeteria that can be used for self-study and resource corner by re-structuring another existing general classroom (Capacity: 40)</li><li>5. Set up a website for promoting the services offered by the Centre</li><li>6. Purchase of language learning equipments and resources in the language learning area and multi-function cafeteria</li><li>7. Install equipments and resources.</li><li>8. Set up the teachers' workstations and students workstations</li><li>9. Staff orientation on the use of new equipment and resources by the Project Manager</li><li>10. Conduct pilot tests on the use of new equipments and resources by current language staff and students at SCPE</li><li>11. Review on feedbacks and make improvements on the technical issues caused by the new equipments</li><li>12. Put the Centre into action by publishing the services available at the Centre through systematic dissemination, making use of both traditional and electronic means.</li><li>13. Publication of the "Guide to Language Learning Software and Multi-media resources" Offer the subsidized IELTS preparation course, which is a major milestone of the set-up of the Centre, to around 100 students.</li></ol>	Oct 2011– March 2012	<b>\$945,866</b>
<p>Stage II:</p> <p>Offer the subsidized IELTS preparation course, which is a major milestone of the set-up of the Centre, to around 200 students.</p>	March-Sep 2012	<b>\$518,134</b>
	<b>Total:</b>	<b>\$1,464,000</b>

Estimated completion date of project: September, 2012

<b>F. Project Budget</b>						
<b>Projected Expenditure</b> <i>(Please provide detailed breakdown under each item)</i>						<b>Amount in HK\$</b>
						<b>Total</b>
a. Manpower Project manager (\$22,000 x 12 months)						<b>\$264,000</b>
b. Equipment / Facilities						
1. Procurement of Equipment Equipment for Language learning Room and multi-function cafeteria: 10 Apple PCs, 1 Big screen TV and DVD player, Riser for choral speaking, computer installation, furniture and AV equipment for multi-function room						<b>\$360,000</b>
2. Language Learning Software and Multi-media resources ♦ On-line Language learning Programmes (except Road to IELTS) ♦ Books, magazines, DVDs, past examination papers (Print copies)						<b>\$130,800</b>
3. Furniture for setting up Language learning Centre ♦ desks, chairs, sofas, partitions and other loose furniture and tailor-made furniture						<b>\$70,000</b>
c. Services						
1. Set up a website for promoting the services offered by the Centre						<b>\$20,000</b>
2. Subsidy for students enrolled in IELTS Preparation courses						<b>\$579,200</b>
3. Publication of the "Guide to Language Learning Software and Multi-media resources"						<b>\$30,000</b>
e. Others (e.g. auditor's fee) Auditor's fees						<b>\$10,000</b>
<b>Total Expenditure :</b>						<b>\$1,464,000</b>
<b>Projected Income</b>		<b>Amount in HK\$</b>				
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
		<b>Total</b>				
a. (e.g. fees received)						
b.						
c.						
<b>Total Income :</b>						
<b>Sources of Funding</b>						
a. Amount of grant sought under this application: <u>\$1,464,000</u>						
b. Other sources of funding ( <i>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> ): _____						

(i) NIL
(ii)
(iii)
...
<b>G. Monitoring and Self-evaluation Mechanism</b>
<p>This project will be monitored by these measures:</p> <p>a) Collection and analysis of users' feedback in stage III  b) Progress reports every six months  c) Final Evaluation report  d) Final Financial report supported by Auditor's report</p>
<b>H. Management Support and Key Personnel Involved</b>
<p>The language centre will be headed by Dr Icy Lui (Principal Lecturer, Section Head of Languages at SCPE of the HKIEd) and supported by the Mr. Yixin Luo (Lecturer), coordinator for the project.</p>
<b>I. Special Justifications if the Grant Sought Exceeds \$2 million</b>
<p>Nil</p>

### III Other information

<b>1 Project Sustainability</b> <i>(If applicable, please describe how the recurrent expenditure involved will be met after completion of the proposed project)</i>
<p>This Centre is highly sustainable after the first year of setting up and procurement of equipments. The selected furniture, electronic devices, computers, hardware and software will be the most updated versions and it is estimated that they can be used for a very long period of time. SCPE will allocate its own resources to support on-going operations of the Centre.</p>
<b>2 Preparatory work done</b> <i>(If any)</i>
<p>Nil</p>
<b>3 Past experience in organizing projects of similar or relevant nature and achievements</b> <i>(If any)</i>
<p>SCPE has experience in organizing preparatory courses for IELTS for its internal students on regular basis.</p>