

II Project Information	
Project Title (in English)	Project Title (in Chinese)
Outcome-based Approach in Student Peer Mentoring Scheme	學長啟導計劃
<b>A. Project Summary</b>	
<p><i>(please provide an executive summary of the project proposal in no more than 500 words).</i></p> <p>The objective of this application is to seek funding support of HK\$ 1,726,000 in launching the Outcome-based Approach in Student Peer Mentoring Scheme for students of self-financed Higher Diploma programmes in the Vocational Training Council (VTC).</p> <p>The 2-year Student Peer Mentoring Scheme aims to hone students' attitudes, values and learning skills with sustained training and coaching. Different from traditional student programme, this student learning and development programme adopts the outcome-based approach in its design, delivery and evaluation focusing on building up a learning community within campuses. For a learning community, the intended learning outcomes of the experience are clearly formulated and the emphasis is on the learning gained through self review and deep reflection throughout the process and not just the experience itself. Together with timely and specific feedback provided by staff coaches and peers, the learning will be consolidated and sustained.</p> <p>The Scheme will be operated in the nine campuses of Hong Kong Institute of Vocational Education and the Hong Kong Design Institute across two academic years 2011/2012 and 2012/2013 with arrangement as follow :</p> <ul style="list-style-type: none"> <li>● September 2011 to February 2012 (AY 2011/12) – Training to staff coaches on outcome-based approach, project management and coaching skills;</li> <li>● September 2011 to February 2012 (AY 2011/12) – Recruitment of student mentees and matching with student mentors. Training to student mentees on learning skills and community project management skills;</li> <li>● March 2012 to August 2012 (AY 2011/12) – Training to student mentors on mentoring skills and delivery of community projects at campus level;</li> <li>● September 2012 to February 2013 (AY 2012/13) – Recruitment of student mentees and matching with mentors. Training to student mentees on learning skills and community project management skills; and</li> <li>● March 2013 to August 2013 (AY 2012/13) – Training to student mentors on mentoring skills and delivery of community projects at campus level.</li> </ul> <p>Qualitative and quantitative evaluation methods will be used to assess the effectiveness of the scheme and the impact on students' personal growth and development. Findings of the evaluation and experience gained in the outcome-based approach in student development programme will be shared among staff.</p>	

## B. Project Objectives

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

- To develop a framework of outcome-based approach and application to student learning and development programmes in educational setting;
- To build a learning community culture within campuses through promoting learning and sharing;
- To equip students with the skills and proper learning attitudes to enhance their whole person development and to become a self-directed person and life-long learner; and
- To empower students to value, take initiative and ownership of their learning through engaging in development, review and consolidation of their learning experience.

## C. Outcomes and Deliverables of Project

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

1. Training to staff coaches on outcome-based approach and coaching skills.
2. Training to student mentors and mentees on mentoring role and skills, community project management skills and other training relevant to their learning needs.
3. Community projects to be designed and implemented by student mentees with the support of student mentors and staff coaches.

Evaluation on the scheme effectiveness and experience gained in the outcome-based approach experience in student development programme will be shared among staff.

Expected number of student mentors and mentees is 1,960. The student mentor and mentee ratio is 1:6 and the projection of number of student participant is as follows :

- i) Academic Year 2011/2012: 70 mentors and 420 mentees
- ii) Academic Year 2012/2013: 210 mentors and 1,260 mentees

**D. Implementation Details**

The Student Peer Mentoring Scheme emphasizes outcome-based learning experience and students' ownership and autonomy. Staff coaches will provide personal coaching and effective feedback regarding students' progress and performance.

Each campus will have designated staff coach to take care of the student mentors and mentees. Training on outcome-based approach and coaching skills will be provided to the staff coaches. The staff coaches will fully involve in coaching the student mentors and the mentees in terms of goal setting and review and implementation of community project. Framework on applying outcome-based approach in the Student Peer Mentoring Scheme will be developed.

70 students will be recruited and trained as mentors for Academic Year 2011/2012. Comprehensive training on life and career skills will be provided and student mentors are expected to design and implement a community learning project in their own campuses. Personal goal will be set and regular and effective feedback will be provided by staff coaches.

420 student mentees will be recruited in September 2011. Training will be provided to the student mentees, including mentoring skills and coaching skills to equip them to take up the mentor role in the following year. Student mentees will design and implement community learning project and the trained student mentors will play the mentor role and coach the mentees in terms of their personal growth and project implementation. Matching of mentors and mentees will be conducted and the ratio of student mentor to mentee will be 1:6. Staff coach, also as a facilitator, will provide coaching to the student mentors. The student mentees will play the mentor role in the following year and the training on student mentors and mentees will be arranged again in the following academic year, with 210 mentors and 1,260 mentees.

Evaluation on students' performance and personal growth will be assessed by established rubric and intended learning outcomes. Timely feedback will be given to student mentors and mentees to facilitate their learning and growth.

<b>E. Implementation Schedule</b> <i>(Please extend this table if necessary.)</i>		
Estimated start date of project:	Sept 2011	
Action <i>(please indicate key milestones)</i>	Timeframe	Cashflow Requirement
<ul style="list-style-type: none"> <li>● Recruitment of a Project Leader (PL) to lead the Scheme and a Project Administrator (PA) to co-ordinate the administration</li> <li>● Recruitment of student mentees for Academic Year 2011/2012 and matching with mentors groomed in AY 2010/11</li> <li>● Mentors support the mentees to prepare the community projects or services</li> <li>● 2 trainings to student mentees on learning skills and community project management skills</li> <li>● 4 trainings to staff coaches on outcome-based approach, project management and coaching skills</li> </ul>	Sept 2011 – Feb 2012	\$316,000 for salary of PL and PA
		\$9,000
		\$130,000
		\$10,000 as publicity and contingency expenses
	Sub-total	\$465,000
<ul style="list-style-type: none"> <li>● Salary for the PL and PA</li> <li>● 2 trainings to student mentees who would be mentors for Academic Year 2012/2013 on role of mentors and mentoring skills</li> <li>● Delivery of community projects at campus level with the support of staff coaches</li> <li>● 1 training to staff coaches on coaching using psychometric assessment tool</li> </ul>	Mar 2012 – Aug 2012	\$316,000
		\$63,000 (\$7k per campus)
		\$50,000
		\$30,000 as transportation, and contingency cost
	Sub-total	\$459,000

<b>E. Implementation Schedule</b> <i>(Please extend this table if necessary.)</i>		
Estimated start date of project:		Sept 2011
<b>Action</b> <i>(please indicate key milestones)</i>	<b>Timeframe</b>	<b>Cashflow Requirement</b>
<ul style="list-style-type: none"> <li>● Salary for the PL and PA</li> <li>● Recruitment of student mentees for the AY 2012/2013</li> <li>● Selection of mentors from mentees in AY 2011/12 and matching with mentees for the AY 2012/13</li> <li>● Mentors support the mentees to prepare the community projects or services</li> <li>● 2 trainings to student mentees on learning skills and community project management skills</li> <li>● 1 training to staff coaches on effective learning skills</li> </ul>	Sept 2012 – Feb 2013	\$316,000
		<ul style="list-style-type: none"> <li>● \$9,000</li> <li>● \$20,000</li> <li>● \$20,000 as publicity and contingency expenses</li> </ul>
	Sub-total	\$365,000
<ul style="list-style-type: none"> <li>● Salary for the PL and PA</li> <li>● 2 trainings to those student mentees who would be mentors for Academic Year 2013/2014 on role of mentors and mentoring skills</li> <li>● Delivery of community projects at campus level with the support of staff coaches</li> <li>● Report of the scheme including evaluation on outcome-based approach in student development programme.</li> <li>● Sharing session conducted for staff.</li> </ul>	Mar 2013 – Aug 2013	\$316,000
		<ul style="list-style-type: none"> <li>● \$81,000 (\$9k per campus)</li> <li>● \$10,000 (production and printing cost for 200 copies of reports)</li> <li>● \$10,000 as audit cost and \$20,000 as transportation and contingency expenses</li> </ul>
	Sub-total	\$437,000
	<b>TOTAL</b>	<b>\$1,726,000</b>

Estimated completion date of project:

Aug 2013

<b>F. Project Budget</b>						
	<b>Amount in HK\$</b>					
<b>Projected Expenditure</b> <i>(Please provide detailed breakdown under each item)</i>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
a. Manpower (Project Leader and Project Administrator)	632,000	632,000				1,264,000
b. Equipment / Facilities	-	-				-
c. Services (Staff training, student training and student community project expenses)	252,000	110,000				362,000
d. General Expenses (Report production)	-	10,000				10,000
e. Others (Transportation, publicity and contingency)	40,000	50,000				90,000
<b>Total Expenditure :</b>	<b>924,000</b>	<b>802,000</b>				<b>1,726,000</b>
	<b>Amount in HK\$</b>					
<b>Projected Income</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>\$1,726,000</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) _____					
	(ii) _____					
	(iii) _____					
	...					

**G. Monitoring and Self-evaluation Mechanism**

The Student Development Discipline Office (SDDO) will co-ordinate and monitor the implementation of the Scheme in the following areas :

1. Overall planning, implementation and evaluation of the Scheme;
2. Planning and co-ordination of the staff training programmes;
3. Developing an evaluation mechanism to assess the effectiveness of the Scheme including concrete rubrics and intended learning outcomes of the Scheme, strategies of qualitative and quantitative assessment of the Scheme etc.; and
4. Device a mechanism to work in collaboration with the Student Development Office (SDO) of the campuses ensuring effective implementation of the Scheme.

**H. Management Support and Key Personnel Involved**

The Student Development Discipline Office (SDDO) is responsible for the overall management and co-ordination of the Scheme with the Academic Director of the SDDO to oversee and monitor the implementation and development of the Scheme.

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

**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 learning community culture will be sustained through the peer mentoring and experience gained in applying outcome-based approach in student development programme will be a valuable asset for VTC in designing and implementing student development programme.

**2 Preparatory work done** *(If any)*

Planning work has started so that the scheme can be launched once funding is approved.

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

VTC has solid experience in organizing peer mentoring programme. In the Academic Year 2009/2010, over 2,000 students participated in the student peer mentorship programmes offered by the Student Development Offices.