

Quality Enhancement Support Scheme

Progress Report

Project No. : T02/QESS/2015

Reporting Period : From 09/16 (month/year) to 02/17 (month/year)

Part A

Project Title : Development of Effective Pedagogical Practices and a Cross-institutional Online Sharing Platform for Hong Kong's Vocational Education and Training (VET)

Name of Grantee : Vocational Training Council (VTC) (Principal Grantee)
The Open University of Hong Kong (OUHK) (Joint Grantee)
Caritas Institute of Higher Education (CIHE) (Joint Grantee)
Caritas Bianchi College of Careers (CBCC) (Joint Grantee)

Project Period : From 09/15 (month/year) to 08/18 (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 of Authorised Person: _____

Chan Wan Ching

Name of Authorised Person : Ir Dr CHAN Wan Ching, Lawrence
Executive Vice President,
Technological and Higher Education
Position of Authorised Person : Institute of Hong Kong, VTC

Date : 20/4/17



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* 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)
A. Project Management		
- <i>Project Committee Meeting, Central Project Team Meeting, Task Force on Training Programme Development Meeting and Project Evaluation Team Meeting</i>		
Sep 2016 to Feb 2017 VTC	The Project Committee meeting was held on 23 Sep 2016. <i>(Please refer to Appendix I for the notes of meeting.)</i> Four Central Project Team (CPT) meetings were held during the reporting period. <i>(Please refer to Appendix II for the notes of meetings.)</i>	VTC, OUHK, CIHE & CBCC
19 Oct 2016 VTC	A Task Force on Training Programme Development meeting was held. <i>(Please refer to Appendix III for the notes of meeting.)</i>	
16 Dec 2016 VTC	A Project Evaluation Team meeting was held. <i>(Please refer to Appendix IV for the notes of meeting.)</i>	VTC & External Members
18 Jan 2017 CIHE & CBCC	A joint meeting of the Local Project Teams (LPTs) of CIHE and CBCC was held for the blueprint development of module "Management of the Property Environment".	CIHE & CBCC
- <i>Recruitment of Project Staff</i>		
Sep to Oct 2016 VTC	The post of Project Officer of the CPT fell vacant with effect from 1 Sep 2016 and a new Project Officer reported duty on 3 Oct 2016.	VTC
- <i>Fund Handling and Grant Distribution</i>		
Dec 2016	VTC received the 3 rd payment of the Project Grant (\$5,987,280) from the Education Bureau (EDB).	VTC & EDB
Jan 2017	VTC released a sum of \$2,000,000, \$458,240 and \$335,000 from the Project Grant to the OUHK, CIHE and CBCC respectively.	VTC, OUHK, CIHE & CBCC
- <i>Conduct of First Interim Project Evaluation Exercise</i>		
Dec 2016 to Feb 2017 VTC	The first interim Project evaluation for the period from Sep 2015 to Aug 2016 was conducted. The Summary of Project Evaluation Results was consolidating for the consideration of the Project Committee. <i>(Please refer to Appendix V for the returned Project Evaluation Checklists.)</i>	Project Evaluation Team

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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)
B. Promotion of Project		
Sep 2016	Social sharing plugins including Facebook, Twitter, LinkedIn and Google+ were added to the Project website for encouraging social share of the training events.	VTC
30 Nov 2016 EDB, Central Government Offices	An experience sharing session was conducted at the Briefing Session on QESS organised by the EDB.	VTC, OUHK, CIHE & CBCC
Oct 2016 to Jan 2017	The production of info kit, including a Project folder, and information sheets of Project summary and study summary, was completed. Around 250 sets were distributed for Project promotion. <i>(Please refer to Appendix VI for the design of info kit.)</i>	VTC with the support from CPT & Task Force on Training Programme Development
Feb 2017	The tender exercise for the production of card USB flash drive for Project promotion was in progress.	VTC with the support from CPT
C. Project Website		
- <i>Establishment of Online Learning and Teaching Platform "VPETCity"</i>		
Sep 2016	Necessary software and hardware equipment was upgraded in anticipation of the planned revamping of the Project website.	VTC
Feb 2017	The existing Project website was revamped into a web portal with content management and membership capabilities in Feb 2017. Data migration from the old site to the new site was in progress.	VTC
D. Conduct of Continuing Professional Development Programmes, and Workshops on Mentoring and Co-teaching Covering Innovative Pedagogies to Support Students, Teachers and Workplace Mentors		
- <i>Launching a More Comprehensive Enrolment System for Continuing Professional Programmes</i>		
Dec 2016	A more comprehensive online enrolment system for continuing professional development programmes was rolled out for operation.	VTC

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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)
- Continuing Professional Development Programmes Held during the Reporting Period		
<p>The following continuing professional development programmes were conducted for Vocational and Professional Education and Training (VPET) academic and teaching staff, workplace mentors and VPET stakeholders: <i>(Please refer to Appendix VII for the relevant reports.)</i></p>		
13 Jan 2017 VTC	- Seminar on The Ultimate Purpose of Flip	Task Force on Training Programme Development 103 participants No. of viewers during live broadcast: 185 (VTC staff only)
23 & 28 Feb 2017 VTC	- Two identical workshops on Pedagogy for Vocational and Professional Education and Training (VPET)	29 & 27 participants respectively
23 & 24 Feb 2017 VTC	- Two identical workshops on Designing Flexible and Blended Learning with Technologies	32 & 19 participants respectively
24 & 28 Feb 2017 VTC	- Two identical workshops on Effective Mentoring Skills in Workplace for VPET	35 & 38 participants respectively
E. Development of Teaching and Learning Packages (TLPs)		
- Hiring of Professional Services Offered by Content Writers		
Nov 2016	An invitation for the expression of interest was posted on the Project website for the open recruitment of content writers to develop the learning and teaching materials for the module "Management of the Property Environment". The recruitment procedures were completed on 11 Nov 2016.	VTC, OUHK, CIHE & CBCC
9 Feb 2017	Contract documents were released to the two selected content writers to develop the TLP for the module "Management of the Property Environment".	CIHE & CBCC

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<p>- <i>Completion of Blueprints Indicating the Multimedia Components for All Selected Modules</i> ✧ <i>The OUHK conducted meetings with programme leaders / coordinators and the content writers of various Module Development Teams during the reporting period to discuss the progress and issues concerning the development.</i></p>																																												
<p>Module 6 7 Sep & 13 Dec 2016 VTC</p> <p>Module 8 9 Sep & 29 Nov 2016 VTC</p> <p>Modules 10, 11 19 Sep, 1 & 17 Nov 2016 CIHE & CBCC</p> <p>Module 7 20 Oct 2016 VTC</p> <p>Module 13 3 Nov 2016 CIHE & CBCC</p> <p>Module 5 25 Nov 2016 VTC</p> <p>Module 2 2 Dec 2016 VTC</p> <p>Module 1 5 Dec 2016 VTC</p> <p>Module 12 8 Dec 2016 CIHE & CBCC</p> <p>Module 3 12 Jan 2017 VTC</p>	<p>The blueprints were circulated and further revised according to comments from VTC, CIHE & CBCC. The multimedia components were indicated in the blueprints under the section “Module Organization”.</p> <p>The updated Module Development Teams for the thirteen trade-specific modules include:</p> <table border="1" data-bbox="347 891 1190 1429"> <thead> <tr> <th colspan="3">Selected trade-specific module</th> </tr> </thead> <tbody> <tr><td>1</td><td>Front Office Operations</td><td>Team 1</td></tr> <tr><td>2</td><td>Wine and Spirits Studies</td><td>Team 2</td></tr> <tr><td>3</td><td>Facilities Management</td><td>Team 3</td></tr> <tr><td>4</td><td>Functional Movement Science</td><td>Team 4</td></tr> <tr><td>5</td><td>Applied Statistical Analysis for Business</td><td>Team 5</td></tr> <tr><td>6</td><td>Quality Management</td><td>Team 6</td></tr> <tr><td>7</td><td>Meat Hygiene and Food Inspection</td><td>Team 7</td></tr> <tr><td>8</td><td>Personal Financial Management</td><td>Team 8</td></tr> <tr><td>9</td><td>Negotiation and Conflicts Resolution</td><td>Team 9</td></tr> <tr><td>10</td><td>Housekeeping Operations</td><td>Team 10</td></tr> <tr><td>11</td><td>Principles of Food and Beverages</td><td>Team 11</td></tr> <tr><td>12</td><td>Management of the Property Environment</td><td>Team 12</td></tr> <tr><td>13</td><td>Dispensing Practice</td><td>Team 13</td></tr> </tbody> </table> <p><i>(Please refer to Appendix VIII for the completed blueprints.)</i></p> <p>For the Module Development Teams of Module 4 and Module 9, communication was made via emails and phone between the content writers and the OUHK instructional designers. No meeting was held during the reporting period.</p>	Selected trade-specific module			1	Front Office Operations	Team 1	2	Wine and Spirits Studies	Team 2	3	Facilities Management	Team 3	4	Functional Movement Science	Team 4	5	Applied Statistical Analysis for Business	Team 5	6	Quality Management	Team 6	7	Meat Hygiene and Food Inspection	Team 7	8	Personal Financial Management	Team 8	9	Negotiation and Conflicts Resolution	Team 9	10	Housekeeping Operations	Team 10	11	Principles of Food and Beverages	Team 11	12	Management of the Property Environment	Team 12	13	Dispensing Practice	Team 13	<p>OUHK</p> <p>Module Development Teams & programme leaders / coordinators</p>
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- Completion of Prototypes for Eight Trade-specific Modules, including Contents and Learning Materials Related to Workplace Learning																																												
Sep 2016 to Feb 2017	Prototypes* of eight modules were completed (ahead of schedule) and are currently being reviewed. The selected week as prototype for each module are as follows:	VTC, OUHK, CIHE & CBCC																																										
Module Development Teams & programme leaders / coordinators																																												
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<p><i>*A prototype is a selected week's content, which normally contains instructional texts, multimedia components and online quizzes. It serves as a sample or model for which the Module Development Teams could follow for the development of subsequent weeks/units. (Please refer to Appendix IX for the screen captures on the prototypes of eight modules.)</i></p>																																												

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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)																
<i>- Development of Framework and Workflow for Interactive Components</i>																		
Sep 2016 to Feb 2017	<p>As each module has its unique characteristics, appropriate multimedia components have been selected to illustrate the various concepts, contents, examples and exercises, etc., and not all would be used for each module. The list of commonly adopted components for the modules is as follows:</p> <table border="1" data-bbox="347 667 1192 1673"> <thead> <tr> <th data-bbox="347 667 751 703">Interactive Components</th> <th data-bbox="756 667 1192 703">Descriptions</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 710 751 815">PowerPoint slides with narration</td> <td data-bbox="756 710 1192 815">Present concepts, theories and solutions of selected topics in the module</td> </tr> <tr> <td data-bbox="347 822 751 927">Photos with animation</td> <td data-bbox="756 822 1192 927">Illustrate important concepts by visualising them with photos or graphics</td> </tr> <tr> <td data-bbox="347 934 751 1077">Animations</td> <td data-bbox="756 934 1192 1077">Help demonstrate a series of actions or procedures which constitute more complex concepts</td> </tr> <tr> <td data-bbox="347 1084 751 1189">Animated videos</td> <td data-bbox="756 1084 1192 1189">Assist students to understand complicated processes by using 2D or 3D animations</td> </tr> <tr> <td data-bbox="347 1196 751 1339">Drama videos</td> <td data-bbox="756 1196 1192 1339">Help students understand important concepts using scenarios that students are familiar with</td> </tr> <tr> <td data-bbox="347 1346 751 1451">Interactive games/activities</td> <td data-bbox="756 1346 1192 1451">Engage students with challenges related to important concepts</td> </tr> <tr> <td data-bbox="347 1458 751 1673">Augmented Reality/Virtual Reality (AR/VR)</td> <td data-bbox="756 1458 1192 1673">Assist students in understanding complicated processes by using 3D presentations/animations that they could explore themselves and interact with</td> </tr> </tbody> </table> <p>The procedure/workflow for the interactive components are presented as follows:</p> <ol data-bbox="347 1823 1192 2143" style="list-style-type: none"> 1. Editing of the PowerPoint contents submitted by the developer which contains abundant texts, and splitting into chunks. Images and photos would also be retouched. 2. Preparation of scripts for audio recordings. 3. Audio recording by native English speakers. 4. Compilation and synchronisation of the audio recordings with PowerPoint slides. 5. Preparation of storyboard, recruitment of talents for photo-taking and narration for the development of animations. 	Interactive Components	Descriptions	PowerPoint slides with narration	Present concepts, theories and solutions of selected topics in the module	Photos with animation	Illustrate important concepts by visualising them with photos or graphics	Animations	Help demonstrate a series of actions or procedures which constitute more complex concepts	Animated videos	Assist students to understand complicated processes by using 2D or 3D animations	Drama videos	Help students understand important concepts using scenarios that students are familiar with	Interactive games/activities	Engage students with challenges related to important concepts	Augmented Reality/Virtual Reality (AR/VR)	Assist students in understanding complicated processes by using 3D presentations/animations that they could explore themselves and interact with	<p>OUHK</p> <p>Module Development Teams & programme leaders / coordinators</p>
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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)
	<p>6. Development of interactive activities involving the process of scenario design, visual design, programming and results checking.</p> <p>7. Production of videos which involves the writing of detailed cases/scenarios, preparation of storyline and script, recruitment of talents, filming locations, editing and post production.</p> <p>8. Development of AR/VR which involves the setup of 3D scenes, writing of storylines, mimicking actual environment, programming, subtitling, audio recording and production of video clips.</p> <p>Each module has its framework for the design of interactive and multimedia components. For details, please refer to the “Module Overview” of each blueprint. <i>(Please see Appendix VIII for details.)</i></p>	
<p>- <i>Development of the Tracked Practice in Workplace Learning</i></p>		
Feb 2017	Tracking features such as activity logs, quiz statistics and participation reports etc. were placed on the online learning and teaching platform “Moodle” to track the learners’ practice to enhance learning effectiveness and their learning progress on the workplace learning TLPs. <i>(Please see Appendix X for the screen captures on the Moodle platform with tracking features.)</i>	VTC & OUHK
<p>- <i>Development of Mobile Application for System Integration of the Learning Materials and Functional Components</i></p>		
Feb 2017	An e-book reader mobile application with progress tracking function was developed. Detailed testing and fine-tuning were in progress. <i>(Please see Appendix XI for the screen captures on the EPUB reader.)</i>	VTC
<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
- Completion of blueprints indicating the multimedia components for all selected modules	100%	
- Completion of prototypes for seven trade-specific modules, including contents and learning materials related to workplace learning	100%	
- Development of framework and workflow for interactive components.	100%	
- Development of the tracked practice in workplace learning	100%	
- Development of mobile application for system integration of the learning materials and functional components	100%	
- Establishment of online learning and teaching platform "VPETCity"	100%	
- Conduct of continuing professional development programmes, and workshops on mentoring and co-teaching covering innovative pedagogies to support students, teachers and workplace mentors	100%	
Overall Project	50%	
** Please seek prior approval from the Education Fund 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 Education Fund 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 Education Fund Secretariat

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

Expenditure items	Approved budget (a)	Actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	\$1,974,220	\$801,952.79	\$1,172,267.21
b. Equipment / facilities	\$7,720,000	\$2,027,683.02	\$5,692,316.98
c. Services	\$9,832,400	\$2,200,182.65	\$7,632,217.35
d. General expenses	\$529,960	\$20,360	\$509,600
e. Others	\$900,000	\$26,922.20	\$873,077.80
Total	\$20,956,580	\$5,077,100.66	\$15,879,479.34
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			\$15,879,479.34