

# Quality Enhancement Support Scheme

**Progress Report**
**Project No. : T02/QESS/2015**

 Reporting Period : From 09/17 (month/year) to 02/18 (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: \_\_\_\_\_

 Name of Authorised Person : Ir Dr LIU Sai Lok, Eric

 Position of Authorised Person : Deputy Executive Director, VTC

 Date : 23/5/18

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\* A separate written application should be submitted to the Grantor for prior written approval.

# Quality Enhancement Support Scheme

## 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)
<b>A. Project Management</b>		
- <i>Project Committee Meeting, Central Project Team Meeting, Task Force on Training Programme Development Meeting and Project Evaluation Team Meeting</i>		
Sep 2017 to Feb 2018 VTC	The Project Committee meeting was held on 20 Sep 2017. <i>(Please refer to Appendix I for the notes of meeting.)</i>  Five 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
20 Oct 2017 VTC	A Task Force on Training Programme Development meeting was held. <i>(Please refer to Appendix III for the notes of meeting.)</i>	
26 Oct 2017 CIHE & CBCC	A joint meeting of Local Project Teams (LPTs) of CIHE and CBCC was held for following up the content development of modules “Housekeeping Operations”, “Principles of Food and Beverages”, and “Management of the Property Environment”.	CIHE & CBCC
21 Nov 2017 VTC	A Project Evaluation Team meeting was held. <i>(Please refer to Appendix IV for the notes of meeting.)</i>	VTC & External Members
- <i>Fund Handling and Grant Distribution</i>		
Dec 2017	VTC received the 5 <sup>th</sup> payment of the Project Grant (\$4,688,961) from the Education Bureau (EDB).	VTC & EDB
Jan 2018	VTC released a sum of \$1,983,636, \$127,850 and \$21,561 from the Project Grant to the OUHK, CIHE and CBCC respectively.	VTC, OUHK, CIHE & CBCC
- <i>Conduct of Second Interim Project Evaluation Exercise</i>		
Nov 2017 to Feb 2018 VTC	The second interim Project evaluation exercise for the period from Sep 2016 to Aug 2017 was completed. The Second Interim Evaluation Report was being consolidated for the consideration of the Project Committee. <i>(Please refer to Appendix V for the Returned Project Evaluation Checklists.)</i>	VTC, OUHK, CIHE & CBCC

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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>B. Promotion of Project</b>		
Sep 2017	The Project was promoted on the website of Committee on Professional Development of Teachers and Principals (COTAP).	VTC, OUHK, CIHE & CBCC
Sep to Dec 2017	A new Project video trailer was produced and uploaded to the Project website “VPETCity”.	VTC with the support from CPT
Dec 2017	Selected teaching and learning packages (TLPs) were demonstrated in the Learning and Teaching Expo 2017 with over 1,300 souvenirs, including Project folders, information sheets of Project summary and study summary, tote bags and luggage tags, distributed to booth visitors. <i>(Please refer to Appendix VI for the design of the luggage tag and the tote bag.)</i>	VTC with the support from CPT
23 Jan 2018	A keynote presentation on the Project at the Hong Kong International Conference on Education, Psychology and Society (HKICEPS) 2018 was conducted.	VTC
9 Feb 2018	Experience sharing was conducted at the Sharing Seminar: Tips for Successful Grant Applications organised by Research Support Unit, VTC.	VTC
<b>C. Project Website</b>		
<i>- Launch of the Online Learning and Teaching Platform “VPETCity”</i>		
Jan to Feb 2018	Data migration from the testing site to the public site of the Moodle Platform was completed. Contents of one week from selected TLPs were released as soft launch.	VTC
<i>- Number of Views to the Project Website Accumulated in the Reporting Period</i>		
Sep 2017 to Feb 2018	Over 7,600 views of the Project website were recorded during the reporting period.	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)
<b>D. Conduct of Continuing Professional Development Programmes, and Workshops on Mentoring and Co-teaching Covering Innovative Pedagogies to Support Students, Teachers and Workplace Mentors</b>		
- <i>Continuing Professional Development Programmes Held during the Reporting Period</i>		
	<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> <ul style="list-style-type: none"> <li>- Two identical workshops on Pedagogy for Vocational and Professional Education and Training (VPET) <i>[Re-run]</i></li> <li>- Two identical workshops on Designing Flexible and Blended Learning with Technologies <i>[Re-run]</i></li> <li>- Two identical workshops on Effective Mentoring Skills in Workplace for VPET <i>[Re-run]</i></li> <li>- VPET Conferences Series in the Learning and Teaching Expo 2017</li> <li>- Seminar on Using Online Programme Management Solutions for Delivering Quality Academic Programmes</li> <li>- Seminar on Deploying Peer-learning Community as the Pedagogy: Critical Success Factors for Bangkok Metropolitan Administration Schools</li> <li>- Seminar on Learning Behaviour and Interactive Pattern Analysis – Methodologies, Tools and Practices</li> <li>- Seminar on Five Principles of MOOC Design and Development: Lessons from Two MOOCs</li> </ul>	<p>Task Force on Training Programme Development</p> <p>13 &amp; 19 participants respectively</p> <p>26 &amp; 24 participants respectively</p> <p>15 &amp; 12 participants respectively</p> <p>545 participants</p> <p>122 participants</p> <p>120 participants</p> <p>122 participants</p> <p>123 participants</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)
11 & 15 Jan 2018 VTC	- Two identical workshops on Application of Motivational Interviewing in Mentoring	30 & 20 participants respectively
27 Jan 2018 CIHE & CBCC	- Seminar on A Practical Approach in Teaching Aseptic and Cytotoxic Drug Dispensing	16 participants
1 Feb 2018 VTC	- Workshop on Building a Paperless Learning Environment in VPET	23 participants
9 Feb 2018 VTC	- Workshop on Effective Mentorship with Personality Dimensions®	27 participants

## E. Development of Teaching and Learning Packages (TLPs)

- *Completion of TLPs for Six Trade-specific Modules, including Contents and Learning Materials Related to Workplace Learning*

Sep 2017 to Feb 2018	The development of the six trade-specific modules listed below were finished with all contents of the TLPs (equivalent to thirteen study weeks) completed.	OUHK Module Development Teams																					
<table border="1"> <thead> <tr> <th data-bbox="290 1339 373 1384">No.</th> <th data-bbox="373 1339 938 1384">Selected trade-specific module</th> <th data-bbox="938 1339 1289 1384">Completed study weeks</th> </tr> </thead> <tbody> <tr> <td data-bbox="290 1384 373 1429">1</td> <td data-bbox="373 1384 938 1429">Applied Statistical Analysis for Business</td> <td data-bbox="938 1384 1289 1429">1 - 13</td> </tr> <tr> <td data-bbox="290 1429 373 1473">2</td> <td data-bbox="373 1429 938 1473">Dispensing Practice</td> <td data-bbox="938 1429 1289 1473">1 - 13</td> </tr> <tr> <td data-bbox="290 1473 373 1518">3</td> <td data-bbox="373 1473 938 1518">Front Office Operations</td> <td data-bbox="938 1473 1289 1518">1 - 13</td> </tr> <tr> <td data-bbox="290 1518 373 1563">4</td> <td data-bbox="373 1518 938 1563">Personal Financial Management</td> <td data-bbox="938 1518 1289 1563">1 - 13</td> </tr> <tr> <td data-bbox="290 1563 373 1608">5</td> <td data-bbox="373 1563 938 1608">Quality Management</td> <td data-bbox="938 1563 1289 1608">1 - 13</td> </tr> <tr> <td data-bbox="290 1608 373 1653">6</td> <td data-bbox="373 1608 938 1653">Wine and Spirits Studies</td> <td data-bbox="938 1608 1289 1653">1 - 13</td> </tr> </tbody> </table>			No.	Selected trade-specific module	Completed study weeks	1	Applied Statistical Analysis for Business	1 - 13	2	Dispensing Practice	1 - 13	3	Front Office Operations	1 - 13	4	Personal Financial Management	1 - 13	5	Quality Management	1 - 13	6	Wine and Spirits Studies	1 - 13
No.	Selected trade-specific module		Completed study weeks																				
1	Applied Statistical Analysis for Business		1 - 13																				
2	Dispensing Practice		1 - 13																				
3	Front Office Operations		1 - 13																				
4	Personal Financial Management		1 - 13																				
5	Quality Management		1 - 13																				
6	Wine and Spirits Studies	1 - 13																					
Each module has consisted of various multimedia components including PowerPoint presentations, animations, audio and video clips, online activities, exercises and quizzes.																							

# Quality Enhancement Support Scheme

Dates, time and venues	Brief descriptions of activities and resources used for implementing the Project *	Number and types of participants (if applicable)																								
<p>- <i>Completion of Half of the Contents (Equivalent to Six Study Weeks) of TLPs for Seven Trade-specific Modules, including Contents and Learning Materials Related to Workplace Learning</i></p>																										
<p>Sep 2017 to Feb 2018</p>	<p>Seven trade-specific modules that are under development are listed below. Half of the contents of the TLPs (equivalent to six study weeks) have been completed.</p> <table border="1" data-bbox="292 645 1302 1025"> <thead> <tr> <th>No.</th> <th>Selected trade-specific module</th> <th>Completed study weeks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Facilities Management</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>2</td> <td>Functional Management</td> <td>3, 4, 5, 6, 7, 8</td> </tr> <tr> <td>3</td> <td>Housekeeping Operations</td> <td>2, 3, 4, 5, 6, 7</td> </tr> <tr> <td>4</td> <td>Management of the Property Environment</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>5</td> <td>Meat Hygiene and Food Inspection</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>6</td> <td>Negotiation and Conflicts Resolution</td> <td>1, 2, 3, 4, 5, 6</td> </tr> <tr> <td>7</td> <td>Principles of Food and Beverages</td> <td>1, 2, 3, 4, 5, 10</td> </tr> </tbody> </table> <p>Several modules have encountered difficulty in meeting the development schedule, notably No. 3 Housekeeping Operations, No. 4 Management of the Property Environment, and No. 7 Principles of Food and Beverages. The delay was mainly due to changes in developers and module team members. Yet, these modules could finally catch up with the development schedule in the reporting period.</p>	No.	Selected trade-specific module	Completed study weeks	1	Facilities Management	1, 2, 3, 4, 5, 6	2	Functional Management	3, 4, 5, 6, 7, 8	3	Housekeeping Operations	2, 3, 4, 5, 6, 7	4	Management of the Property Environment	1, 2, 3, 4, 5, 6	5	Meat Hygiene and Food Inspection	1, 2, 3, 4, 5, 6	6	Negotiation and Conflicts Resolution	1, 2, 3, 4, 5, 6	7	Principles of Food and Beverages	1, 2, 3, 4, 5, 10	<p>OCHK Module Development Teams</p>
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<p>- <i>Hiring of professional services offered by Content Moderators</i></p>																										
<p>Jan 2018</p>	<p>The hiring of professional services of content moderators was completed.</p>	<p>CIHE &amp; CBCC</p>																								

# Quality Enhancement Support Scheme

## 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 TLPs for six trade-specific modules, including contents and learning materials related to workplace learning	100%	
- Completion of half of the contents (equivalent to six study weeks) of TLPs for seven trade-specific modules, including contents and learning materials related to workplace learning	100%	
- Launch of the 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%	
<b>For the reporting period from Sep 2017 to Feb 2018</b>	<b>100%</b>	
<b>Overall Project</b>	<b>83%</b>	
<b>** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

## 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
Approval was sought for reallocating fund to extend the contract of the Project Officer. <i>(Please refer to Appendix VIII for the written approval.)</i>	11 Jan 2018

# Quality Enhancement Support Scheme

## 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	\$2,134,220.00	\$1,618,864.04	\$515,355.96
b. Equipment / facilities	\$7,510,000.00	\$3,717,260.96	\$3,792,739.04
c. Services	\$9,882,400.00	\$6,452,656.59	\$3,429,743.41
d. General expenses	\$529,960.00	\$163,798.92	\$366,161.08
e. Others	\$900,000.00	\$259,350.40	\$640,649.60
<b>Total</b>	<b>\$20,956,580.00</b>	<b>\$12,211,930.91</b>	<b>\$8,744,649.09</b>
<i>Project Income (if any)</i>			/
<i>Total Balance</i>			\$8,744,649.09