

2013/0917.

Project Activity

The project started in July 2015. The second semester included training workshops and on-site assessment, as well as the closing ceremony. Training workshops were scheduled on weekends to fit the school schedule, where the on-site assessment are scheduled 2 weeks after the training for having enough time to fill in the self-rated questionnaire.

	Sep 12 Cheung Sha Wan (Attendance Rate%)	Sep 19 Wan Chai (Attendance Rate%)	Sep 26 Kowloon Tong (Attendance Rate%)	Sep 26 Tsuen Wan (Attendance Rate%)
Attendance Number	16 (100%)	7 (100%)	34 (100%)	16 (100%)

In the training course (9 hours from HKQAA on Food Hygiene and 8 hours from BV on Food Safety) from Feb 20 to March 26, HKQAA discussed the detail protocol and workflow to ensure food hygiene and BV discussed the procedures of ensuring food safety. Total 40 school administrators from 20 schools registered in the first semester (49% of seminar attendee).

HKQAA training is from 9am - 6pm at their office in **191 Java Road**; BV Training is from 9am - 5pm at **FoodLab**. Please refer the below table for detail attendance statistics:

Table 1. Attendance for Semester 2 Training

Date and Number	HKQAA - Food Hygiene	BV - Food Safety
Feb 20	15	_____
Feb 27	15	_____
March 5	10	_____
March 12	_____	20
March 19	_____	19
Total	40	39

Table 2. Enrollment for Semester 2 Demo Assessment

Date and Number	Assessment	Observer
April 7	2	4
April 8	2	3
April 11	1	1
April 12	2	4
April 13	2	2
April 14	2	3
Total	11	17

Graduation Ceremony

Graduation Ceremony was held on July 25 in [Cjodi lab](#). The ceremony includes the sharing by [Hijab](#) on common errors and combined result of self-evaluation and demonstration assessment, and [SV](#) instructor was also invited to share the summary of the course. Summarized by the award presentation, the Program has been successfully completed.

Project Variation

The project is conducted and executed following the proposal. Some changes are made correspond to the actual situation with no major impact to the progress. The changes can be reviewed below in the following areas:

Budget Allocation:

1. None

Changes in Schedules:

1. None

Details in manpower:

A full time Clerk and a Part Time Project Manager finished the contract at the end of project period.

Self Evaluation

Evaluation are conducted through feedback from from participation, and evaluation on non-measurable tasks for the activities are elaborated.

1. Feedback for Training Courses

Table 1. Courses combined Feedback ($n=64$)

	5 (Highest)	4	3	2	1 (Lowest)	Average
Overall	7	40	4	0	0	4.06
Interesting	7	42	15	0	0	3.87
Informative	32	30	2	0	0	4.47
Easy to Understand	20	41	3	0	0	4.27

Table 2. Food Safety Feedback ($n=36$)

	5 (Highest)	4	3	2	1 (Lowest)	Average
Overall	4	24	3	0	0	4.03
Interesting	6	23	7	0	0	3.97
Informative	18	17	1	0	0	4.47
Easy to Understand	11	24	1	0	0	4.28

Table 3. Food Hygiene Feedback ($n=28$)

	5 (Highest)	4	3	2	1 (Lowest)	Average
Overall	3	16	1	0	0	4.1
Interesting	1	19	8	0	0	3.75
Informative	14	13	1	0	0	4.46
Easy to Understand	9	17	2	0	0	4.25

2. Stated Objectives

- a. Participation: Although 200 participants in total were expected in the 4 seminars, total 79 school administrators signed up. The ultimate goal of this expectation is the larger cohort size of the training (80 participants expected for both semester). The first semester has successfully recruited 39 school administrators. The objectives have been achieved (50% of Total Number). The second semester has 20 schools signing up. Both semester have 79 administrators.
- b. Impact on Participants: Feedback for the training courses in the first semester were noted in the above table. Overall score for total 64 response (responses combined for both feedback) is 4.06; level of interest is 3.87; amount of information is 4.47 and easiness to understand is 4.27. The above feedback indicates the participants understand the information delivered, and are generally satisfied with the amount of information while level of interest is not the primary objective in the training courses.

3. Resources Used

- a. Manpower: 1 Full Time Clerk and 1 Part Time Project Manager are the major contact person in this project. The allocation of manpower is appropriate, based on the speed answering enquiries, availability to attend the seminars and training courses as well as the schedule of breakdown tasks (i.e. Searching for Venue, Book-keeping).

Deliverables and Good Practices

1. Tangible Deliverables

- a. Newsletter

2. Dissemination Activities

- a. Workshops X 17 hours (8 Hours of Food Hygiene and 9 Hours of Food Safety) (Please photos below)
- b. Demonstration Assessment X 20 (Please photos below)
- c. Graduation Ceremony X1 (Please photos below)