Quality Education Fund

The Dedicated Funding Programme for Publicly-funded Schools

Part B: Project Proposal

Project Title: Establishment of comprehensive student development and support information system to facilitate students' personal development	Project Number: 2018/1132 (Revised Proposal)

Name of School: _____ Wa Ying College _____

Direct Beneficiaries
(a) Sector: ☐ Kindergarten ☐ Primary ✔ Secondary ☐ Special School (*Please put a tick in the appropriate box(es).*)

(b) Beneficiaries: (1) Students: _772 (S1-S6)_; (2) Teachers:_ 57 _; (3) Parents: _not applicable_;
　　　　　　　　(4) Others: _Alumni_

Project Period: _07/2020_ to _05/2022_

1. Project Needs

1.1	Project Aim(s)	The school has always strived to nurture students to be life-long learners by uncovering potential, building up character and encouraging leadership. By establishing a comprehensive student development and support information system in phases over the next two years, we would achieve the following four goals: ● Develop students' potential systematically and help students to adopt healthy lifestyle and positive development ● Improve student support efficiency and reduce school administrative workload. ● Matching students and alumni to support students' life planning and career development. ● Establish a network of alumni to strengthen the connection between alumni and the school.
1.2	Innovative element(s)	School level The information system could provide big data to school management for conducting in-depth data analysis to identify the students' strengths. Based on the information obtained, the school could prepare the School Development Plan which could fully support the growth and development of students. In addition, the school could be able to deploy its resources more efficiently and seek support from alumni according to their professions/expertise/skills to facilitate the school and students' personal development. Teacher level Teachers could identify students' potentials and strengths by using the information system. Teachers could search for talent in specific areas (i.e. sports, music, etc.) to participate in various seminars/courses/workshops/competitions more effectively. Teachers could also keep track of the progress of individual student's personal development (i.e. academic results, past teachers' remarks, certificates, awards, etc.) easily and provide appropriate support if necessary. Student level A platform would be provided for the teachers and students to get connected with alumni. Mentoring in knowledge and experience of life planning from alumni could also be provided. Students could explore more opportunities for their career paths. Students could participate in seminars/workshops/courses/activities based on their needs and talents. Students could be paired up with our alumni properly to suit their career plans.

		Alumni level A platform would be provided for alumni to get connected with each other. Networks of alumni could be established according to their professions. Communication between the school and the alumni could also be enhanced.
1.3	Alignment with school-based / students' needs	The school has stated "Promote strength-based and potential-based education" as one of the targets in the 3-Year Development Plan and Annual Plan of 2018-2019. The school has already devised a holistic plan over the provision of various programmes to address students' developmental needs and develop their strengths and potentials. With the comprehensive student development and support system in place, the school and teachers could support students' character building and potential development more efficiently. It could also provide a solid foundation for school to foster students' character building and potential development through life education in the future.

2. __Project Feasibility__

2.1	Key concept (s) / rationale(s) of the project	The school's existing traditional paper filing system that keeps record of students lacks accessibility and efficiency for retrieving information. Thus, students' potentials are not truly identified and developed. When an issue arises, the school might not be able to provide support to students concerned in a timely manner. Established in 1971, Wa Ying College has a history of nearly 50 years. The alumni community is steadily growing with over 8,000 members recently. Alumni are always the valuable partner of the school as their slogan said "一日華英人，終生華英人". Many of them are willing to contribute to the development of their alma mater. However, without a proper system in place, communications between the school and the alumni are difficult, especially for those alumni who are not in Hong Kong. It also limits the arrangements in matching students with suitable alumni for mentoring. By creating the information system, more information of alumni could be collected and the linkage between alumni and the school could also be strengthened. With the support from our experienced alumni, current students could be provided with better guidance and support in their life planning and personal development.
2.2	Applicant's readiness or ability/ experience/ conditions/ facilities for project implementation	Over the years, the school is committed to promote life education as our mission. Teachers have rich experience in providing programmes for development of students' potential. Students are able to understand themselves and explore their life direction. Therefore, teachers are looking forward to helping students to adopt a healthy lifestyle and positive development by utilizing the newly established student development and support information system. A database including contact information of 1,800 alumni has been created. It is the first step and a solid foundation for building a comprehensive information system. In the past few years, the school has fully utilized the database to get connected with the alumni. Opinions of the alumni have been collected by conducting online surveys. Dozens of alumni were invited to share their experiences and career development to our students. With the system in place, alumni are all looking forward to getting connected with their schoolmates and providing more support to our students and school development. In terms of technical readiness, the school has already established a reliable computer network for IT applications in teaching and learning. The School Information Technology Committee has also deceived plans on the establishment of the comprehensive student development and support system for years. Different stakeholders have been consulted in order to understand their needs. Software development company's advice has sought to understand the stages of implementation of the information system.
2.3	Principal's and teachers' involvement and their roles	Principal The principal will coordinate with the teachers of Information Technology to oversee the progress of the project. He will also meet with teachers, students and alumni regularly and obtain their feedback in order to evaluate the project effectiveness.

		Teachers of Information Technology
		Teachers of Information Technology will, in collaboration with software companies, develop an information system which is user-friendly and answers all needs of the end-users (i.e. teachers and alumni). They will oversee the progress of the project and provide technical support to teachers and alumni. They will also provide training workshops to teachers and alumni in order to help them to get familiar with the system. Teachers During the development stage, teachers will be provided a trial version of the system, they should provide feedback to the teachers of Information Technology for improvement. After completion of the system, all teachers will participate in training/workshops to learn how to use the information system. Teachers will then obtain information from the system in order to identify students' potentials and help them develop their talents and set their career goals. Eventually, they will match up students with alumni according to their career goals so that mentoring could be provided to students properly. In order to maintain sustainability of the system, teachers are also responsible for updating the information of the students. In conclusion, teachers are not only the user of the system, but also the contributor of the system.
2.4	Parents' involvement / participation (if applicable)	---
2.5	Roles of collaborator(s) (if applicable)	Alumni Alumni play a crucial part in the information system as they will provide coaching and mentoring to our students. During the development stage, alumni will be provided a trial version of the system, they should provide feedback to the school for improvement. After completion, they could choose to input their personal information (i.e. year of graduation, professions/expertise/skills) into the system. They will then be able to get connect with their classmates and the school if they wish to do so

2.6 Implementation timeline

Implementation period *(MM/YYYY)*	Project activities
07/2020 - 09/2020	Complete the tendering exercise and the procurement procedures for equipment and platforms
10/2020 - 02/2021	Phase 1: Development of student support and development platform: The Alumni Information System and the Student Support and Development Platform Organize existing student and alumni personal data
02/2021 - 06/2021	Trial run the Alumni Information System and the Student Support and Development Platform (Phase 1) Scan and digitize records/documents of the alumni Invite alumni to register the Alumni Information System Students start trial use of the Student Support and Development Platform Provide training workshop to teachers and students Provide life planning learning activities to students
07/2021 - 12/2021	Obtain user feedback from students, teachers and alumni Phase 2: Revise the platforms based on user experience from teachers and alumni Life planning mentoring activities: Alumni-students Tea Gathering (薪火茶聚)
01/2022 - 05/2022	Trial run of the revised full system (Phase 2) Obtain user feedback from students, teachers and alumni Provide training workshop to teachers and students Provide life planning learning activities to students
04/2022 - 05/2022	Plans for maintaining sustainability of the student support and development platform Life planning mentoring activities: Alumni-students Tea Gathering (薪火茶聚) Evaluate the project

2.7 Details of project activities *(Item (a)-(f) not applicable to this application can be deleted.)*
a. Student activity, if applicable

Activity name	Content *(Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)*	Number of sessions and duration	Teachers' involvement and/or hired personnel *(Including the roles, qualifications and experiences required of the speaker(s)/ instructor(s), etc.)*	Expected learning outcomes
Junior Form life planning activities	With the support of alumni and non-governmental organizations, we provide some additional interest groups for the Form 1 and Form 2 students, so that students can develop their interest and broaden the horizons of life planning. Students can log in to the student support and development platform, enter and record their experiences and reflections in interest classes in the platform, so that students can accumulate career planning learning records in preparation for planning their own career development. Students can choose to post their learning reflection on the homepage of the student support and development platform, share the learning results with other students, and bring inspiration to other students. Interest class tutors can respond and give opinions on student performance and participation on the platform to help students reflect on their learning outcomes from multiple perspectives.	Each interest group should arrange no less than 3 lessons in the 2nd term of each school year Students will be reminded to log in the platform to input records and reflect on activities after the learning activities are completed.	Life Planning Committee (Career and Further Studies) TA will assist teachers in collating activity documents and processing system data. ECA Committee	The student support and development platform can track and record students' participation and reflection in interest groups, so that students can check their own development status, and allow teachers to provide support to students based on the record in the platform.
Form 2 C³ Classes	In order to encourage students to pursue their interests with curiosity, develop their potentials with creativity, and serve the others with compassion, students will be allocated to different classes (特色班組) according to their interest: • 2A: Maker + Chinese Literature • 2B: Math + English Literature • 2C: Green + Kaleidoscope • 2D: Arts in life + Exploring cities The class teacher will become the mentor of the interest class, and they	Learning activities will be arranged in each interest group, 2 periods a week.	Form teachers will be trained to organise life planning learning activities and provide guidance to students with the support of the platform TA will assist teachers in	Students experience a year of interest-based learning in characteristic classes, and learn to use the student support and development platform to record every learning reflection and gain, and to establish the habit of organizing learning and planning for the

	will use the class teacher's time (70 minutes per week) to arrange different learning activities for the student group. For example, the teacher of the maker class will provide students with different learning opportunities, such as visits, lectures and design work, to learn to become a problem-solving person. Since this is a year-round learning experience only for Secondary 2 students, we hope that students can use the student support and development platform to record their interest developments frequently. For example, students can reflect on participating in a community volunteer service, or record a successful product design. Students can input those reflections or records into the student support and development platform. After one year, students have accumulated a lot of learning experience and reflection in the special interest class, and they will get a complete special interest class study report generated by the system. After using the platform for 2 years, Form 2 students have developed the habit of organizing their learning experiences by the use of this platform. They will continue to use this platform to organize their learning experiences until they leave school and get a complete learning experience reflection record.	Students will be reminded to input records and reflect on activities in the platform after the learning activities are completed.	collating activity documents and processing system data. Form teachers will guide students to record their learning experiences	future.
Alumni mentorship program with F.5 students	All F.5 students in groups will be mapped with at least two groups of on-job or retired alumni with reference to students' preference over their future career pursuit to have a counselling session. Students can use the student support and development platform to review their past academic and interest development, and then choose the appropriate alumni group to participate in the program according to their own career development direction. In addition, students will reflect at the end of the activity and record the reflection in the system. Students are encouraged to share their reflection on the homepage of the student support and development platform to further inspire other students.	2 face-to-face sessions: 60 minutes each Online guidance will be conducted on this platform The frequency of activities is determined by the mentor and the mentee, but usually no less than 3 Video conferences or visits.	Trained personnel will be responsible for matching students and alumni, and will be responsible for the logistics of the meet-up sessions The class teacher and Life Planning team members will be responsible for facilitate and monitor related activities	F.5 students will be able to obtain the most up-to-date information about the career field they are interested in. Peers interactions will also enhance students' motivation to do future life planning. Students can use the student support and development platform to reflect on what they have learned in the mentorship program.

University alumni Mentorship program with F.5 and F.6 students	All F.5 and F.6 students will be mapped with university alumni with reference to students' interested university programs. Alumni mentors will meet students for the first time during a Form Teacher Period. They will then meet up during lunchtime or afterschool for further advice. Students can enter and share their reflection on the mentoring program on the student support and development platform to review their career development. Students are encouraged to share their reflection on the homepage of the student support and development platform to further inspire other students.	Form 5: 2 sessions; 30 minutes per session Form 6: 1 session; 30 minutes per session	Respective trained personnel to do the mapping and be responsible for the logistics of the meet-up sessions	F.5 and F.6 students will be able to obtain the most up-to-date information about university life, admission and content of programs and benefitted from this small group counselling mode. The regular counselling enables alumni to guide and offer personal advice over students' planning for their future program or career choices.
Career Expo	During the display of career booths, each booth will be hosted by student career ambassadors and alumni from that discipline to offer an overview of and answer questions concerning the career prospects and study options for students visiting the booth.	1 session; 2 hours	Respective trained personnel to do the mapping and be responsible for the logistics of inviting the alumni and help organize the Career Expo	F.4-F.6 students will be able to be exposed to various disciplines and career choices as well as obtain the most up-to-date information career prospect and study options of the field they are interested in.
Alumni Student Tea Gathering (薪火茶聚)	The Alumni Student Tea Gathering is regarded as the opening ceremony of Form 6 career guidance activities. By using the alumni database platform and student support and development platform, alumni and students will be matched and grouped to participate in the tea party according to the alumni occupation and student career orientation. For example, if students add ambitions to become doctors or nurses in the system, the school will designate alumni as doctors, nurses, or emergency personnel as their mentors. Alumni mentors not only share their professional development experience at the tea party, but also continue to communicate on the platform and provide advice to students. Students will not only share their gains from mentoring at the school assemblies, but also share their learning outcomes on the student support and development platform and campus TV	Tea Gathering 2 days per year (camp) Alumni will continue to use the platform to provide career guidance for students after the Alumni Student Tea Gathering Students learning video will be shared on the student support and	Life Planning Committee (Career and Further Studies) Information Technology Committee Campus TV	Students can pair an alumni with the same or similar career direction as their mentor, providing them with useful career experience in career and further studies.

	in video format according to different occupations every month, so that more students can be inspired in their career planning.	development platform every month		

b.   Teacher training, if applicable

Activity name	Content *(Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)*	Number of sessions and duration	Hired personnel *(Including the roles, qualifications and experiences required of the speaker(s)/ instructor(s), etc.)*	Expected learning outcomes
student support and development platform Training Workshop	The teachers will learn about the features and applications of the student support and development platform, including: ● Enter and retrieve student's personal information ● Update student's extracurricular activities record ● Update student's support information ● Search student's information with keywords ● Enter past teacher's comments and support information ● Update information of newly enrolled students	2 lessons; 60 mins per lesson	Respective trained teachers	Teachers get familiar with the features and applications of the student support and development platform
Life Education Teacher Training	Organize life education workshop on life planning and student guidance to provide better student support and to build a life education team in the school Workshop 1: Peer coaching: a constructive way that can enrich students' career orientation in life education Experienced teachers will share how to make good use of resources such as alumni and senior students to guide students to effectively explore their career paths. Workshop 2: Guide the career orientation of our youth through social media platforms Experienced teachers share with all teachers how to use different strategies and use online platforms, including the use of school-based student support and development platforms and other social platforms to guide students' life planning.	Workshop 1: 1 session; 60 minutes Workshop 2: 1 session; 60 minutes	Life Planning Committee (Career and Further Studies)	Teachers will have a deeper understanding of life education and life planning, especially how to use the platform to support life planning guidance

c. Equipment (including installation of new fixtures or facilities), if applicable

	Details of equipment to be procured	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	2 sets of server machines	With the simultaneous consideration of different stakeholders and future development needs, 2 server machines are required to provide database and web services for student support and development platforms, student databases, alumni platforms, alumni database and web server. As we will use this platform to allow alumni to review previous personal records and submit current personal information, including a large number of documents, photos and even audio and video files, it is estimated that each alumnus needs to reserve about 5GB of storage space. Based on the current data of 3,000 alumni, we need at least 15TB of storage space. With the consideration of future expansion, we need a total capacity of about 45TB or more.
2	Student Support and Development Platform	Develop a school-based student support and development platform to document and track student academic and talent development for each student. Upon completion, it will be the school's core student support platform, which will be used by teachers in their daily administrative operations to help student's development.
3	Alumni Information System	Allow alumni to log in to find and update personal information. The platform will be connected with the Student Support and Development Platform for talent matching. In order to let the alumni information system function, we must digitize the existing information and store it in the database.

d. Construction works, if applicable

	Details of the construction works proposed	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	N/A	N/A
2	N/A	N/A

(Public sector primary and secondary schools, including DSS schools, and special schools should refer to Paragraph 8.6 and other relevant paragraphs in the School Administration Guide. Kindergartens under the New Kindergarten Education Scheme should observe Paragraph 1.2(1)(g) in the Kindergarten Administration Guide.)

e. Features of the school-based curriculum to be developed, if applicable

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f. Other activities, if applicable (Please specify how they contribute to fulfilment of the project aim(s).)

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2.8 Budget

Total Grant Sought: HK$___724,000_____

Budget Categories*	Breakdown for the budget items		Justifications *(Please provide justification for each budget item, including the qualifications and experiences required of the hired personnel.)*
	Item	**Amount (HK$)**	
a. Staff	1 teaching assistant, 1 year (09/2020 - 08/2021)	$157,500 ($12,500*1.05*12)	The plan requires human resources to digitize and store alumni information in the database. Due to the large amount of information, it is necessary to manually digitize the information and add search tags. Besides, the teaching assistant also needs to assist teachers to conduct students-alumni activities and preparation work. The support of the teaching assistant gives teachers room to plan the implementation of this project.
b. Service	Develop school-based Student Support and Development Platform	$200,000	The fee is used to develop a school-based platform to provide student support and talent development.
	Develop school-based Alumni Information System	$200,000	The fee is used to establish a school-based system to provide alumni with access to their former student information and update of current personal data for talent matching.
c. Equipment	Server Machine x 2 ● Server grade CPU x 2 ● 96GB Memory ● 1TB SSD ● 48TB HDD for storage	$140,000 ($70,000 x 2)	Since multiple platforms are executed at the same time, and the platform needs to be separated for data security considerations, plus the need for future development, we recommend installing 2 sets of servers.
d. Works			
e. General expenses	Miscellaneous	$5,000	Miscellaneous costs of the plan include document printing costs of student activities, stationery used during the student activities, etc.
	Auditing	$5,000	
f. Contingency	Contingency Fee 3%	$16,500	
Total Grant Sought (HK$):		**$724,000**	

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(i) Applicants should refer to the QEF Pricing Standards in completing the above table. All staff recruitment and procurement of goods and services should be carried out on an open, fair and competitive basis. Budget categories not applicable to this application can be deleted.

(ii) For applications involving school improvement works, a contingency provision of not more than 10% for carrying out works is considered acceptable.

(iii) For projects lasting for more than one year, a contingency provision of not more than 3% of the total budget exclusive of staff cost and works expenditure (including the related contingency provision), if any, is considered acceptable.

3. **Expected Project Outcomes**

3.1	Deliverables / outcomes	☐ Learning and teaching materials ✔ Resource package: Worksheets, media records and relevant teaching materials will be collected to make a resource package (digital copy) ☐ e-deliverables*(please specify) _____ ✔ Others (please specify) Alumni Student Tea gathering and other alumni support meeting _____ *For e-deliverables to be hosted on HKEdCity, please liaise with HKEdCity at 2624 1000.
3.2	Positive impact on quality education/ the school's development	Strengthen alumni support to help students plan their careers and further studies Facilitate students' personal development Help students to adopt a healthy lifestyle and positive development

3.3 Evaluation
Please state the methodologies of evaluating project effectiveness and provide the success criteria.
(Examples: lesson observation, questionnaire survey, focus group interview, pre-test/post-test)

> questionnaire survey and focus group interview will be adopted to evaluate project effectiveness.
>
> Success criteria:
> 80% of teachers agree the overall efficiency and effectiveness of student support are increased.
> 80% of core members of the alumni association agree the platform can facilitate the mentoring work on students.

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For applications with grant sought <u>exceeding $200,000</u>, please complete Parts 3.4 and 3.5.

3.4 Sustainability of the project

> <u>School level</u>
> The school will be responsible for the maintenance and repair of the equipment to ensure that the system will be fully functional in the future to match students with alumni in providing coaching and mentoring to students in the years to follow, thus sustaining the fulfilment of the project aims.
>
> <u>Teacher level</u>
> Teachers will continue updating the personal information of existing students. After the students graduated, the alumni database will then grow steadily over the years and provide a wide range of professions/expertise for matching.
>
> <u>Student level</u>
> With the growing alumni database, students could find their perfect match for mentoring more easily.
>
> <u>Alumni level</u>
> The platform will help alumni to get connected with the school in the years to follow

3.5 Dissemination
Please provide a dissemination plan for sharing the good value of the project with the school sector.
(Examples: dissemination seminar, learning circle)

> The school will upload the project progress regularly to the school website.
> School will organize sharing sessions in the school community.

4. <u>Supplementary information</u>

4.1 School measures for information security and privacy protection of information systems

The school will establish a personal information processing guide to manage personal information data and related risks. With this guide, we have an infrastructure to prevent non-compliance and information leakage, and we can systematically

manage personal information to minimize risks and potential losses.

Our school will take the following measures to protect personal privacy and data security:
1. Measures to ensure data security In transferring and storing personal information we implement all necessary technical, physical and management measures such as access control, access privilege management, maintenance of access log and data encryption.
2. Protection of right to be informed In collecting information, we always inform our users in advance the type of information we collect, the purpose of collecting the information, and the retention period for the collected information and obtain their consent.
3. Use of information within collection purposes We strictly prohibit the use of personal information for purposes other than the intended ones. In providing the information to a third party, for example: Alumni Association, we inform users in advance and obtain their consent.
4. Safe disposal of collected information We destroy the personal information that served its purposes and lapsed the retention period without delay and ensure that the information is completely destroyed and unrecoverable.

4.2 School commitment

Our school understands that the expenditure items funded by the QEF are one-off. We bear the recurrent expenditure incurred, including maintenance costs, daily operating costs, etc. and the possible consequences that may arise.

Our school understands we are required to ensure that all procurement of goods and services is conducted on an open, fair and competitive basis with measures taken to avoid conflict of interests in the procurement process.

Our school understands the copyrights of the deliverables/materials should be vested with the QEF and can be shared with other schools.

4.3 Asset Usage Plan

Category	Item/ Description	No. of Units	Total Cost	Proposed Plan for Deployment
Computer hardware	Server Machine	2	$140,000	The tendering work will be carried out in July 2020 and is expected to be installed in the server room in September 2020. The server will continue to be used after the completion of the project and will be maintained by the school.
Computer software	Student Support and Development Platform	1	$200,000	The tendering work will be carried out in July 2020 and is expected to be installed to servers before March 2021. This software will continue to be used after the completion of the project and will be maintained by the school.

	Alumni Information System	1	$200,000	The tendering work will be carried out in July 2020 and is expected to be installed to servers before March 2021. This software will continue to be used after the completion of the project and will be maintained by the school.

4.4 Framework of the Life Planning Support System
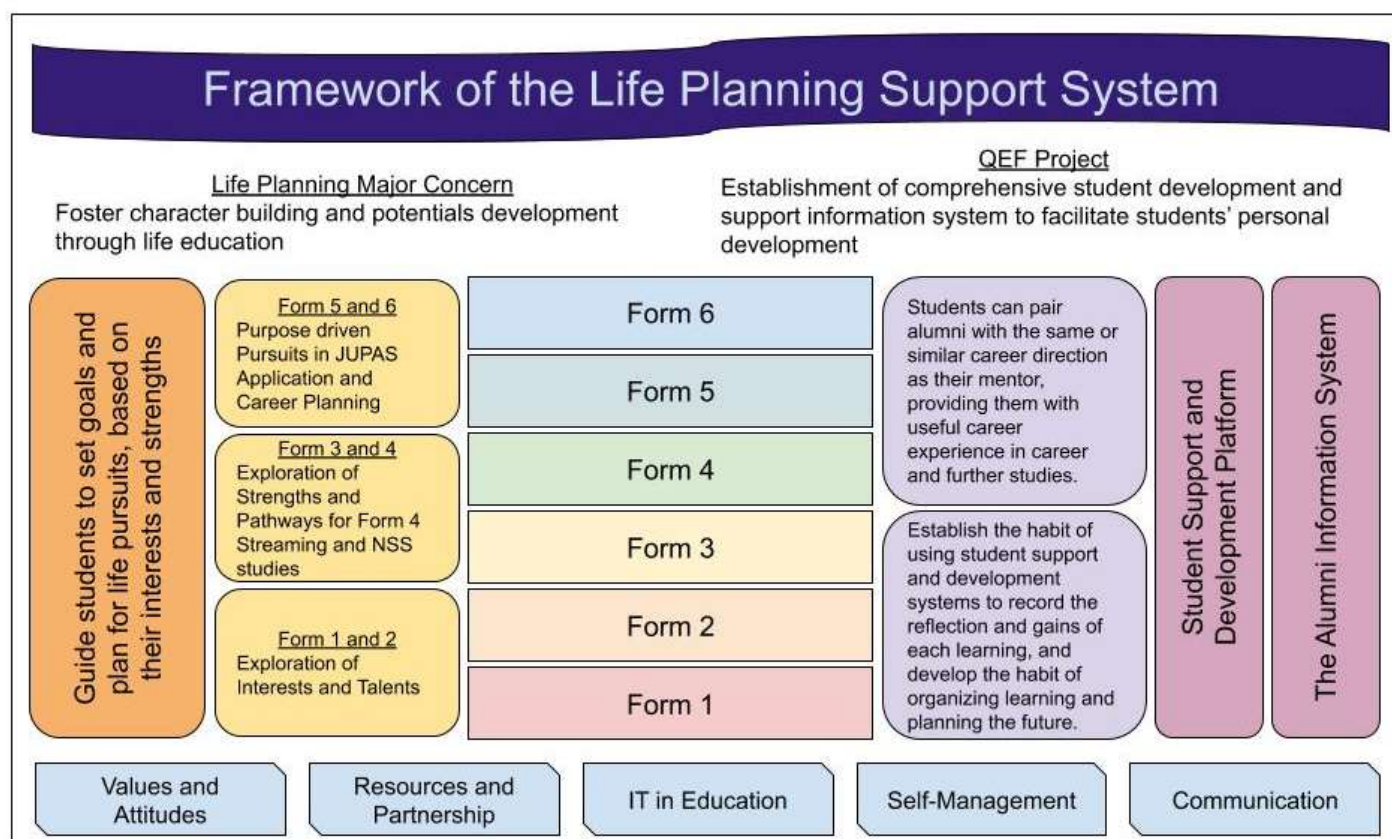
Report Submission Schedule

Our school will submit proper reports to the Quality Education Fund Secretariat in strict accordance with the report submission schedule below:

Project Management		Financial Management	
Report Type and Covering Period	**Report Due Date**	**Report Type and Covering Period**	**Report Due Date**
Progress Report 01/07/2020 - 31/12/2020	31/01/2021	Interim Financial Report 01/07/2020 - 31/12/2020	31/01/2021
Progress Report 01/01/2021 - 30/06/2021	31/07/2021	Interim Financial Report 01/01/2021 - 30/06/2021	31/07/2021
Progress Report 01/07/2021 - 31/12/2021	31/01/2022	Interim Financial Report 01/07/2021 - 31/12/2021	31/01/2022
Final Report 01/07/2020 - 31/05/2022	31/08/2022	Final Financial Report 01/01/2022 - 31/05/2022	31/08/2022