**Gifted Education Fund: Off-school Advanced Learning Programmes**

**Final Report**

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| --- | --- | --- | --- | --- | --- | --- |
| Programme number : | |  |  |  |  |  |
| Title of programme: | |  | | | | |
| Name of organisation: | |  | | | | |
| For the period from# | |  | to |  | | |
|  |  | (dd/mm/yyyy) |  | (dd/mm/yyyy) | | |

**Instructions**

Please read the Guidelines to Completion of Final Report on the reverse side before completing the report.

Please use separate A4-size sheets to give a full account of tasks completed within above programme period with elaboration of the following:

1. a summary of lessons, learning and teaching activities, projects/ researches, events, mentoring, support measures, etc. arranged for student participants within the programme period;
2. the learning outcomes of the student participants against the set objectives stipulated in the programme proposal/ detailed implementation plan;
3. major strengths/ merits observed in learning and teaching, and their impacts on the gifted students having completed this programme;
4. the effectiveness of the quality assurance mechanism; and
5. suggestions of further development of the programme and ideas of extension programmes for gifted students having completed this programme.

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| --- | --- | --- | --- |
| Name of programme leader: |  |  | Official chop of organisation |
| Signature: |  |  |
| Date: |  |  |
| Name of Head of organisation: |  |  |
| Signature: |  |  |
| Date: |  |  |

# The period shall follow the report submission schedule stated in the Agreement.

(Note: This report should be endorsed and signed by the Head of the organisation or the one who signed the Agreement for acquisition of funding on behalf of the organisation.)

*This annex can be downloaded from the webpage of the GE Fund and the ACGE (*[*https://www.edb.gov.hk/en/GEFund*](https://www.edb.gov.hk/en/GEFund)*).*

**Gifted Education Fund: Off-school Advanced Learning Programmes**

**Guidelines to Completion of Final Report**

Please review the effectiveness of the programme on nurturing the gifted students that have participated in the programme and propose measures/ ideas to improve/ further develop the programme in future. The following guidelines serve to provide some hints to what may be included in the report. The programme provider is welcome to add other information, whichever appropriate, to this report for reference/ consideration of the GE Fund Secretariat.

1. **Overall programme review**

A section to provide information on:

* the dates, time, venues, instructors/ mentors, number of lessons, topics/ learning and teaching activities of all lessons organised for the student participants between the date of the last submission of progress report and the end of the programme;
* attendance figures of each session in the above-mentioned period;
* a full list of resource materials (e.g. hardware, software, handouts, worksheets, etc.) developed/ acquired for use by the student participants within the whole programme period with comments on their design and effectiveness;
* major tasks (e.g. research projects, participation in international events, etc.) completed by the student participants within the programme period with comments on students’ performance in these tasks;

(The information above may be presented in a table form if necessary.)

* measures adopted to assess student learning (formative and summative assessments inclusive) and their effectiveness;
* alternation of any kind (e.g. variation of budget, change of schedule, etc.) against what was laid down in the proposal/ detailed implementation plan with reasons;
* major strategies adopted to cater for learner diversity, to enhance value education and to foster the affective development of the student participants;
* special learning and teaching strategies applied during the programme implementation;
* detailed evaluation of the students’ learning outcomes against the set objectives of the programme with examples; and
* exemplars that serve as good models for developing the potential of gifted students in their areas of talent.

1. **Quality assurance**

A section to report:

* the actions taken to assure the quality of the programme with information of quality assurance meetings held within the programme period;
* a summary of major observations including quantitative figures and qualitative information related to quality assurance collected within the programme period with evaluation;
* major views and responses about the programme from the students, schools, parents, training personnel, external reviewers, etc.; and
* suggestions on further improving/ developing the quality assurance mechanism and the programme arrangement.

1. **Other related actions/ issues**

A section to report:

* the effectiveness of resource utilization, inclusive of human resources, reference materials, equipment, community resources, etc. which may be either free or funded by the GE Fund, in implementation of the programme;
* contingency measures and their effectiveness;
* administrative issues, e.g. processing applications, arrangement of tests/ interviews for applicants, communications with students/ parents/ schools, etc. and suggestions for improvement in future;
* salient experiences in gifted education gained from organisation of the programme; and
* dissemination activities such as publicity of the programme, interviews by the media, paper presentation, experience sharing sessions, etc., if any, arranged during the programme period.

1. **Conclusion**

A paragraph to make a general conclusion about the overall effectiveness of the programme and its impact on the gifted students with recommendations on further development.

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