

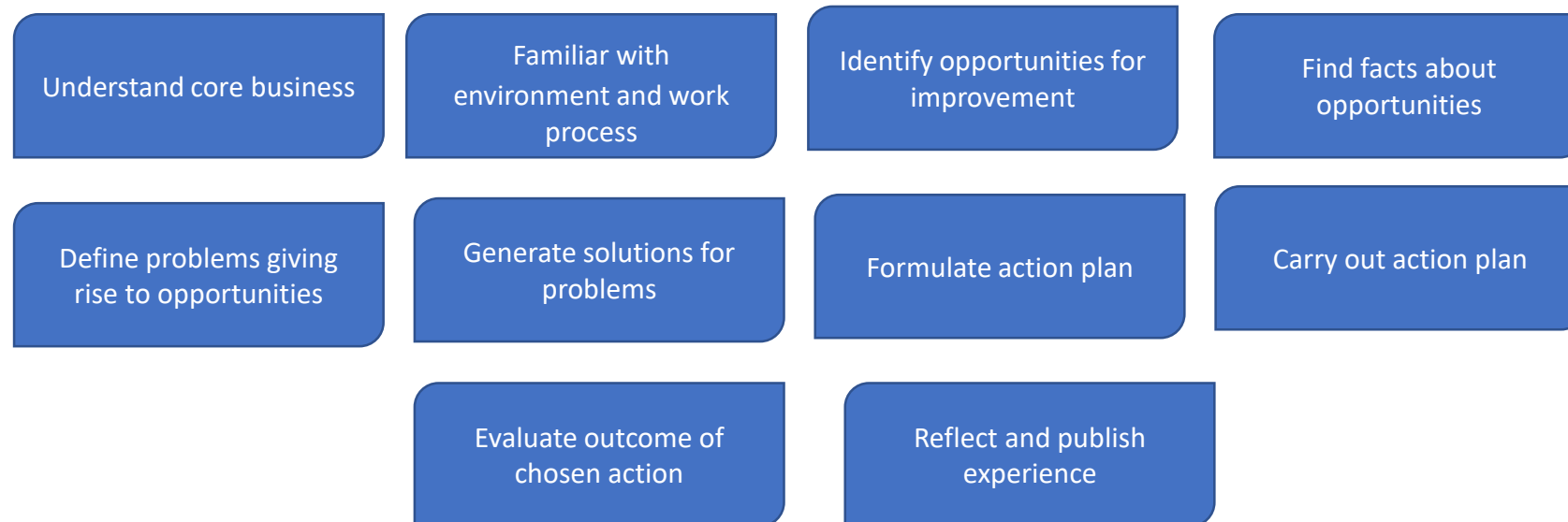
Incubation for Lifelong Learning Scheme (ILLS)

終身學習孵化計劃



Background: What is ILLS

- ILLS attempts to address what is the skills that are specific to lifelong learning and how students develop these skills;
- ILLS enables students to learn in the real world;
- Students can choose an incubation scheme from the partner organization; and the scheme is entirely different from the discipline they study;
- Under guidance of mentor from partner organization and personal tutor from the College, students will learn on the process and be able to:



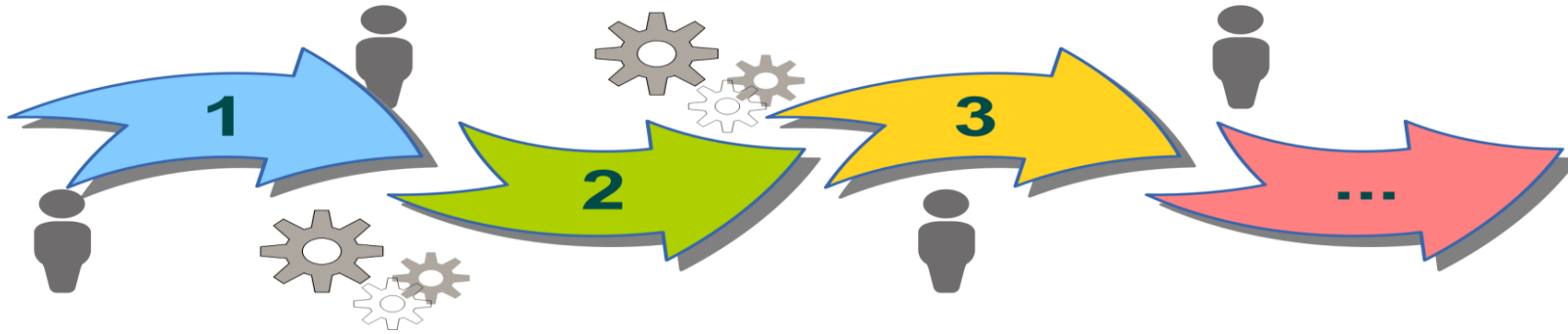
Background: What is ILLS



If the matching experience is smooth, students will consolidate actions to ensure they are anchored in the practice. They will continue to search for improvement opportunities.

If the experience encounters challenges, students will review the whole process to understand what has happened, why and how it happened. Another action plan will then be formulated based on the outcome of this review.

Continuous Process of Improvement



- ✓ Give students the opportunity to experience lifelong learning utilizing the skills such as
 - ❑ critical thinking,
 - ❑ creative problem solving,
 - ❑ interpersonal and communication skills.
- ✓ Prepare students for career and possible challenges encounter in the future;
- ✓ Aspire students to develop their own business or set up a social enterprise.

Objectives of ILLS

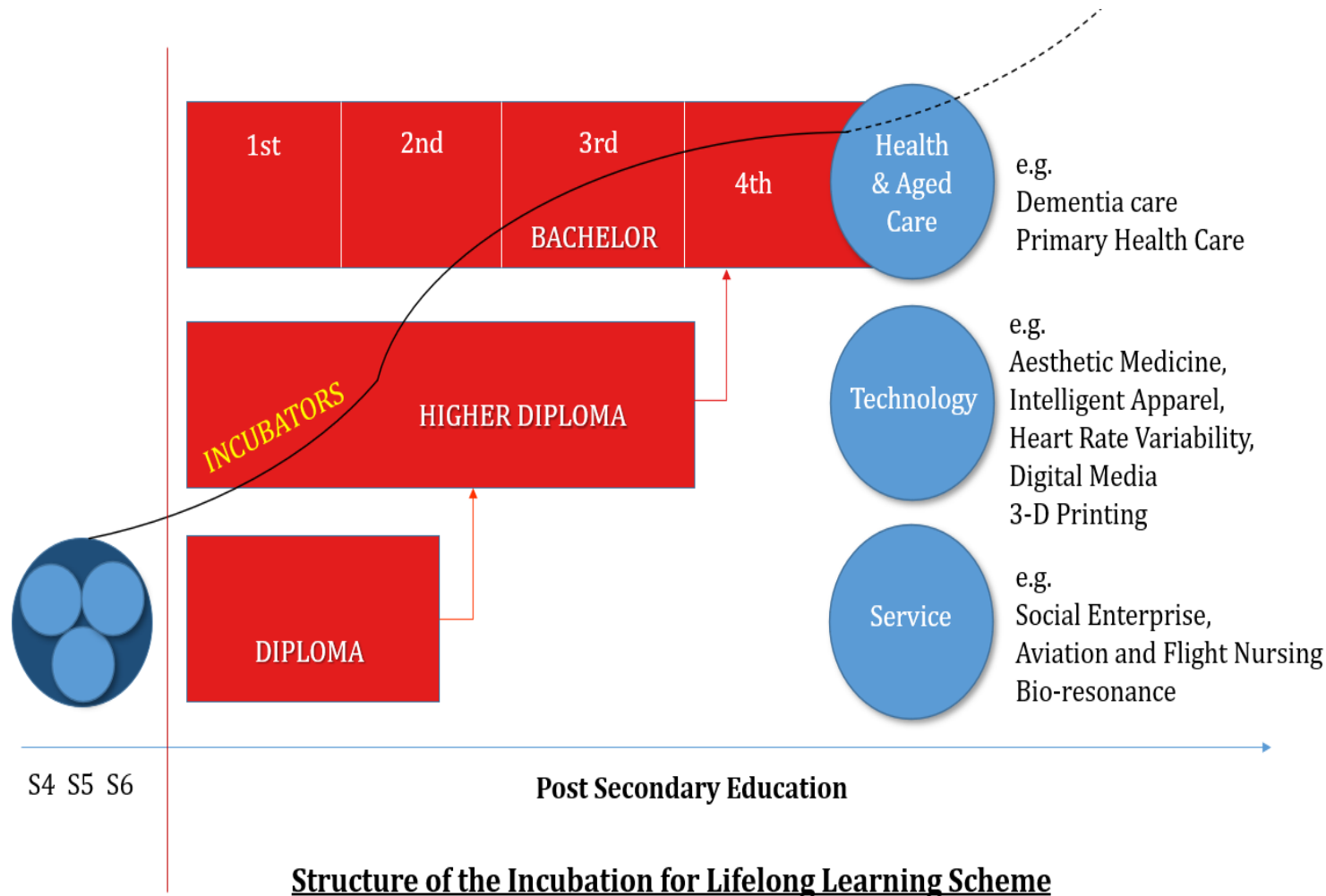
- ✓ To enhance students' ability of ongoing and self-motivated pursuit of knowledge for either personal or professional development;
- ✓ To increase the understanding of the real work environment and their long term career plan;
- ✓ To facilitate students' career exploration and add value to their employability.

Expected Scheme Experience Outcomes

At the completion of the scheme, students will be able to:

- ✓ Demonstrate the skills necessary for lifelong learning;
- ✓ Work in different roles in a team;
- ✓ Demonstrate ethics at work;
- ✓ Identify own improvement needs through constant monitoring of performance and regular reflection;
- ✓ Show capacity to create and innovate,
- ✓ Display knowledge and understanding of entrepreneurship.

Scheme Structure



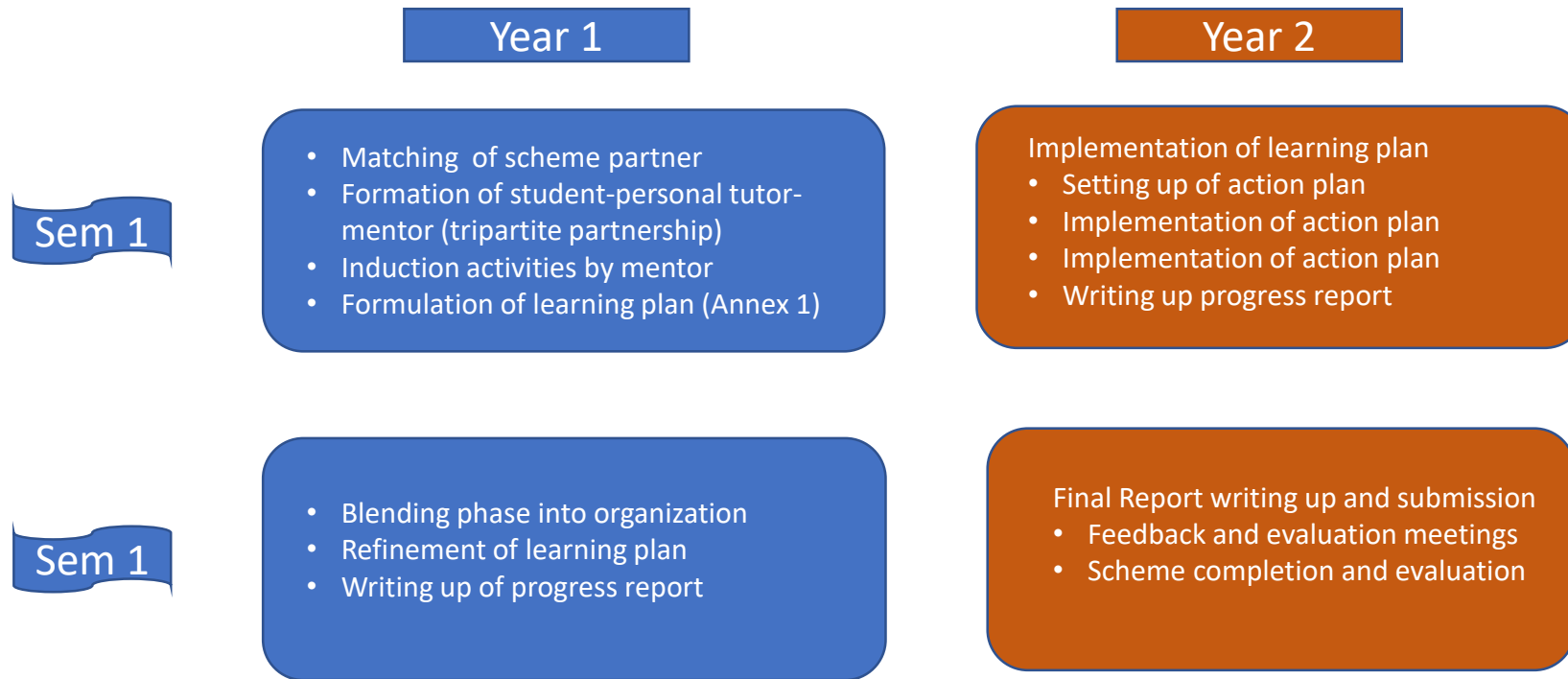
- ✓ ILLS is mandatory for students of all programmes;
- ✓ Students may spend no less than 100 hours in the paired organization;
- ✓ A detailed learning plan will be developed by students together with mentor and personal tutor.

Example 1: Full-time Degree (4-year) Programme (~100 hours of Scheme Activities)

	Year 1	Year 2	Year 3	Year 4
Sem 1	<ul style="list-style-type: none"> • Matching of scheme partner • Formation of student - personal tutor- mentor (tripartite partnership) • Induction activities by mentor • Formulation of learning plan (Annex 1) 	<p>Implementation of learning plan</p> <ul style="list-style-type: none"> • Issue identification • Setting up of goals • Writing up progress report 	<p>Implementation of learning plan</p> <ul style="list-style-type: none"> • Setting up of action plan • Implementation of action plan • Writing up progress report 	<p>Implementation of learning plan</p> <ul style="list-style-type: none"> • Action outcomes evaluation • Scheme review and reflection • Writing up progress report
Sem 2	<ul style="list-style-type: none"> • Blending phase into organization • Refinement of learning plan • Writing up of progress report 	<p>Implementation of learning plan</p> <ul style="list-style-type: none"> • Setting up of outcome criteria • Exploration on possible solution • Writing up progress report 	<p>Implementation of learning plan</p> <ul style="list-style-type: none"> • Implementation of action plan • Mid-point review of effect and feedback • Revise if any for further action • Writing up progress report 	<p>Final Report writing up and submission</p> <ul style="list-style-type: none"> • Feedback and evaluation meetings • Scheme completion and evaluation

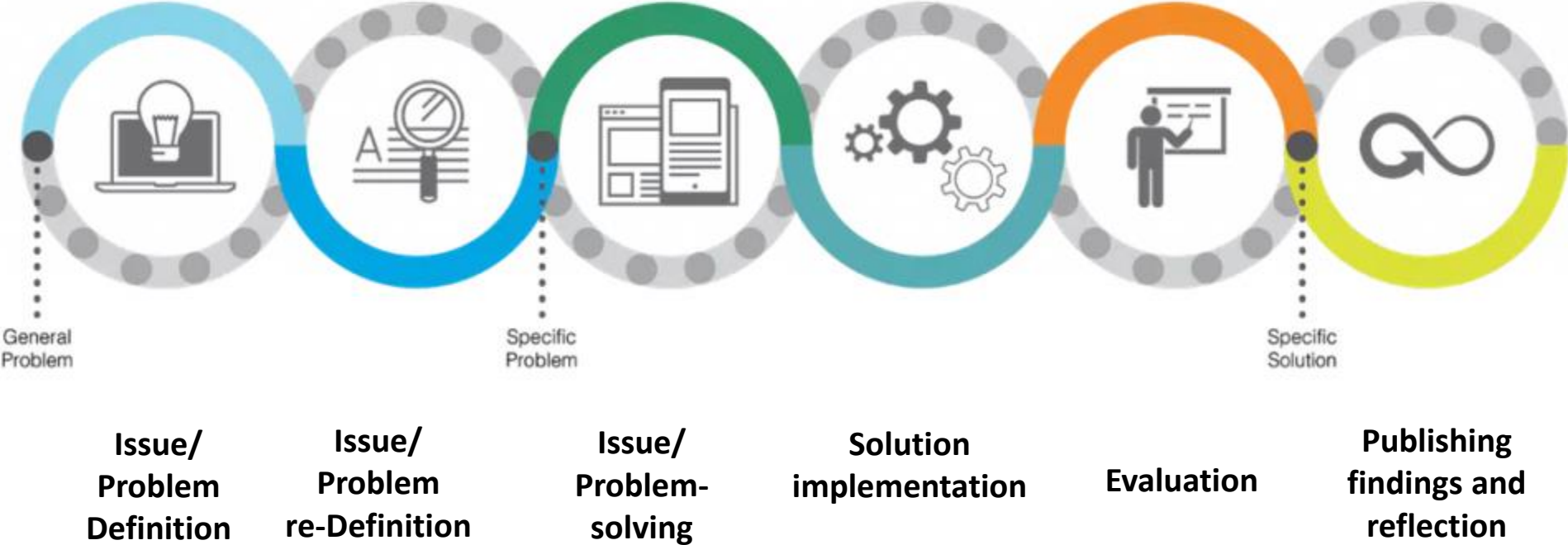
College also organize workshops, seminars/ webinars and industrial visits for students (within scheme hours)

Example 2: Full-time Sub-Degree (2-year) Programme (~100 hours of Scheme Activities)



College also organize workshops, seminars/ webinars and industrial visits for students (within scheme hours)

The learning process of ILLS experience



Completion Requirements & Certificate Achievement

ILLS is a non-credit bearing. Students' learning will not affect their GPA. To graduate, students must fulfil the completion requirements below:

✓ Students must submit:

a learning plan (Annex 1), and

an annual report; and

a final year product which include the product (if any), video and report.

✓ Students are also expected to participate in other learning activities stated above and present in class and in relevant public event(s).

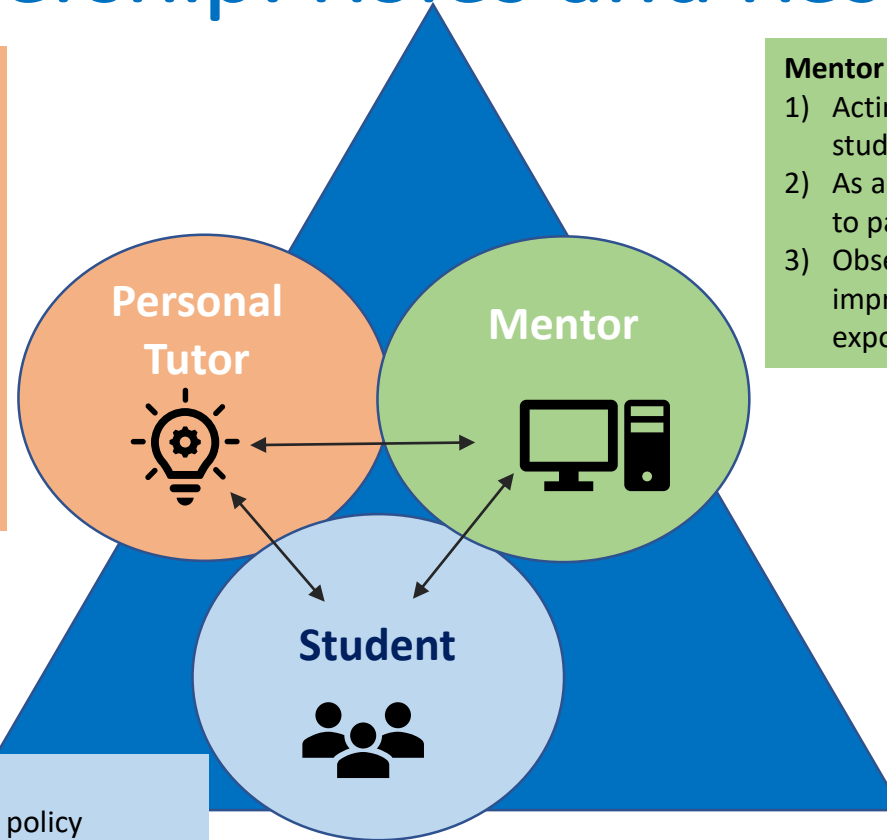
✓ Student' s performance meets the expectation of the mentor and personal tutor.

✓ As a recognition of completion, a **Certificate of Achievement** will be issued by the College and Partner Organization.

Tripartite Partnership: Roles and Responsibilities

Personal Tutor

- 1) Supporting the students to enter the scheme
- 2) Assisting the student self-directed learning and experience exploration
- 3) Providing support for learning plan formulation and coaching
- 4) Assisting communication among the tripartite partnership
- 5) Intervening any related issues as student advocate and college representative
- 6) Monitoring the progress and complete the scheme before student's graduation



Mentor

- 1) Acting as a catalyst to facilitating the blending of scheme student into the organization environment and related cultures
- 2) As a coach to supervise, guide and teach the scheme students to participate or involve in the assigned learning activities
- 3) Observing and providing feedback to the scheme students for improvement and new inspiration towards the challenge exposures

Scheme Coordinator

- 1) Keeping and updating the scheme partnership list
- 2) Representing the College to identify and invite scheme partnership
- 3) Working with Programme Leader for matching of new cohort of students and personal tutors
- 4) Introducing the scheme to students, and coordinating the matching process
- 5) Finalising the scheme matching list
- 6) Coordinating and briefing the respective partner organization for new cohort of scheme activities
- 7) Organising workshops to new personal tutors or new college staff if necessary
- 8) Lining up first meeting between the student, the personal tutor and mentor of the organization
- 9) Following up related administration task so required
- 10) Conducting scheme evaluation and compiling the report

Student

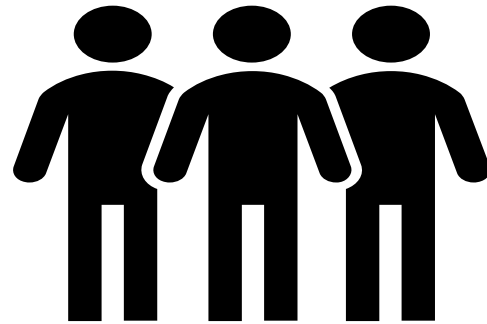
1. Taking up the scheme as per College policy
2. Actively involve in the process and experience new challenges throughout the process
3. Seeking assistance from mentor and/or personal tutor when necessary
4. Acting in a professional and mature manner as a participant in the paired organization

Summary

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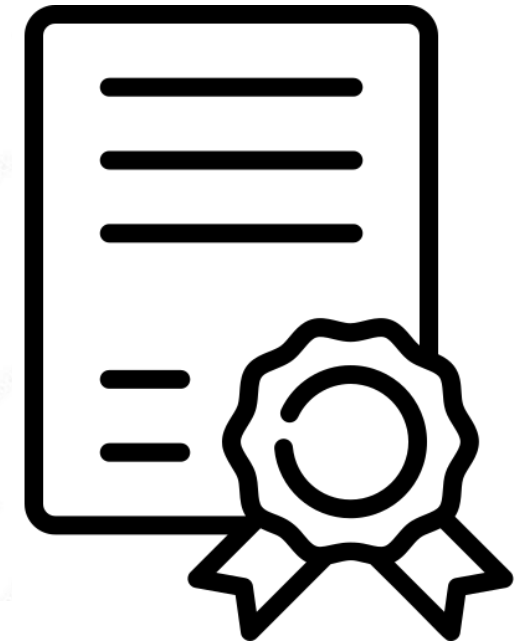
Mandatory as stipulated in the Programme Documents. Otherwise, it could be optional for students.



Formation of student-personal tutor-mentor (tripartite partnership)



100 hours per year was an indicative reference



Student fulfilling all the ILLS requirements can obtain a certificate