

**First-in-the-Family Education Fund
Guidelines on Writing a Learning Report**

Every FIFE Fund recipient needs to submit an annual learning report to CEDARS.

What is a Learning Report?

- It is a **reflection** on the learning experiences with an emphasis on insights, intellectual gains, learning impact and outcomes;
- It is **not** a travelogue or summary of itineraries.

In general, your Learning Report should demonstrate that:

- You have embraced the intellectual challenges of higher education as stated in your learning plan;
- Your participation in the activity has enhanced your learning and development; and
- You have benefited from the concept of “paying forward”.

You should consider the following questions when you write your Report:

- How did the activity/programme relate to your learning plan and learning goals?
- What are the insights, intellectual gains and learning outcomes (i.e. skills, knowledge and attitudes, such as service learning attitude, career aspirations, perspective of seeing things and commitment as a global citizen) that you have obtained by joining the activity/programme?
- How does the activity enrich your life and learning experience?
- What do you learn and benefit from the concept of “paying forward”? How would you promote it in future?

Format of your Learning Report

The Report should be in the following format:

- A photo essay in English with no less than 500 words and 5 photos (each photo should have an English caption) (Please refer to the below template for your reference); **OR**
- A video in English (at least 3 mins in duration).

Sample (for reference only)

The First-in-the Family Education Fund
Learning Report 2009-10

Part A: Personal Information

Name: Chan Tai Ming, David

University No.: 200900000

Faculty: Faculty of Business & Economics

Major: Accounting and Finance

Part B: Information of Learning Activity (Please add if you have joined more than one programme or activity)

Activity 1

- Name of Programme/Activity: HKU Worldwide Exchange Programme
- Ref. No.: 2008012345001
- Organizer: Office of International Student Exchange, HKU
- Type of Programme/Activity: Study tour (academic related)
- Date of the Programme: 1 January 2010 to 31 May 2010
- Destination: New York, USA
- Major Activities of the Programme/Activity: one year academic exchange, during which I have engaged in two local social service projects and participated in several local tours organized by the hosting university

Activity 2

- Name of Programme/Activity:
- Ref. No.: 2008012345002
- Organizer:
- Type of Programme/Activity:
- Date of the Programme/ Activity:
- Destination:
- Major Activities of the Programme/Activity:

Part C: Report and Reflection on the Learning Activity (about 500 words)