

Appendix 3.1.1 Code book for the document analysis

Each document is coded with the following fields, to the extent that is possible on the basis of the information available.

Field 1 document ID

Field 2 batch no. (CITE)¹

Batch No. (CITE)	Date for non-duplication ² documentary files provided from ED to CITE	Frequency
1	6,7,13 Dec. 2000	66
2	21 Dec. 2000	5
3	10 Jan. 2001	29
4	22 Jan. 2001	93
5	9 Feb. 2001	35
6	21 Feb. 2001	2
7	6 March 2001	4
8	27 March 2001	1
9	8 May 2001	22
10	8 June 2001	6
11	12 July 2001	20
12	10 Aug. 2001-	2
13	13 – 29 Aug. 2001	11
	Total:	296 ³

Field 3 document category (CITE)¹

Category (CITE)	Key category content	Frequency
0	General, overall- pilot scheme or other information about schools	14
1	Access-CL, ITLC, MMLC, procurement of computers	32
2	Connectivity e.g. site preparation	27
3	Teacher enablement	108
4	Curriculum	35
5	Resource support, include ITC, TSS	53
6	Community wide culture, essentially activities targeting	22

¹ Counting of batch number and category number by CITE may differ from ED, for fulfilling research objectives.

² For those bilingual versions of equivalent ED documents, only English versions are used for documentary analysis.

³ For thorough content analysis, there was one extra substantial policy document. Its title was “Levels of Information Technology (IT) Competency, Core course Elements and Assessment Tools for Teacher Training in IT in Education: the final report”, investigated by a project team at the Hong Kong Institute of Education (HKIEd) in Nov. 1999. The document itself was not delivered from ED during the researching time. But detailed information had been given to schools via ITed website and VCD.

	the broader community or organized/funded by community groups	
1.2.5	Inseparable issues on access, connectivity and resource support	5
Note:	Total:	296

Field 4 document type

Doc. Type -	Description	Frequency
App	applications from schools (e.g. pilot scheme, MMLC, ITC)	18
Cir	information giving circulars, mainly about events not organized by ED directly	19
Cur	Provision of curriculum resources without introductory seminar/workshop	32
Cur-T	curriculum resource with introductory seminar/workshop	4
Eval	evaluation/status report	38
Gui	Guidelines	10
Int	internal documents	33
N	newsletter/handouts	26
Res	resource related circulars, including entitlements, invitation to apply for resources, application forms, briefing seminars, etc.	100
Res-of	resource offer per acceptance of application	8
Spec	tender specification	3
Sur	survey instrument	10
Oth	documents generated by other sources, mainly from the tertiary sector	1
	Total	302 ⁴

Field 5 document content

The coding for this field would be different, depending on the particular document category that it belongs to.

In the case of access or connectivity, the content can be categorized into:

<u>Content</u>	<u>Description</u>
Fund	Information about funding (entitlement & admin/procedural matters)
O	Others
Sch list	Lists of schools (or with corresponding resources)
List	Lists of other information

⁴ Some ED documents belong to more than one category. So the total is more than 296.

In the case of *teacher enablement*, the content of the training can be categorized into the following:

<u>Content</u>	<u>Description</u>
Action	Action project / research in IT education
Coor	IT Coordination or related jobs in school-based IT education
List	List of schools, courses
O	Others, more general curriculum aspects, including cur reform
Prov	Funding arrangement, list of providers, etc.
S	School subject integration (small letters following indicate: a-art & music, ch-chinese, e-english, h-humanities, l-library science, m-math, mul-resources for multiple subjects, proj-project work, s-science, etc.)
Share	Sharing teaching and learning experiences in IT education
Sp	Special education
Target	Target/ assessment criteria/assessment format, etc
Tech	Technological know-how

In the case of *curriculum*, the content of the resource materials can be categorized into the following:

<u>Content</u>	<u>Description</u>
List	List of resources
O	Others, more general curriculum aspects, including cur reform
Prov	Providers
S	For use in subject-based teaching integrating the use of technology (small letters following indicate: a-art & music, ch-chinese, e-english, h-humanities, l-library science, m-math, mul-resources for multiple subjects, proj-project works, s-science, etc.)
Sp	Special education
Target	Target/ assessment criteria/assessment format, etc
Tech	Technological knowledge

In the case of *resource support*, the specific content of the support offered can be categorized into the following:

<u>Content</u>	<u>Description</u>
Fund	Information about funding (entitlement & admin/procedural matters)
ITC	IT coordinator
TSS	Technical support services
Oth	Others

Field 6 Format of activity

There will only be coding for this field if the document category is teacher enablement, curriculum, community wide culture, or in the case of resource support where the document content is Oth. If the document category is *teacher enablement*, the format of the training programs can be categorized into the following:

<u>Format</u>	<u>Description</u>
Action	action project / research
Conf	Conference
Ex	Extended course - >30 hr
Lead	Principal, IT coordinator or teacher leadership programs in IT education
Res-slearn	Resources for self-learning activities
Res-tprof	Resource package for teacher professional development
Res-web	web-based platform / materials
Sem	Seminar
Sh	Short course - 30 hr & under
Work	workshops

If the documents belongs to the *curriculum* category, the format of the document can be categorized into the following:

<u>Format</u>	<u>Description</u>
CD	CDROM or VCD
Pr	Print materials only
Soft	Computer software
Web	Web-based

If the documents belongs to the *resource support (Oth)* category, the format of the document can be categorized into the following:

<u>Format</u>	<u>Description</u>
exh	exhibition or consultation sessions
cen	resource centre
cen-web	web-based resource centre

If the documents belongs to the *communitywide culture* category, the format of the activity/support can be categorized into the following:

<u>Format</u>	<u>Description</u>
act	community activities with students' or school participation
comp	student or inter-school competition
exh	exhibition for gaining public attention or enlarging students' social circles
Exch-st-p	Exchange of ideas involving students' or teachers' physical participation
Exch-st-w	Exchange of ideas involving web-based platform or other teaching and learning hypermedia
Fund	funding provision from the community
life-long	provision of life-long learning opportunities (through summer camps, IT training after graduation locally or abroad)

Fields 7, 8 Document year, month respectively (omitted in appendix 3.1.2 for sake of simplicity)

Field 9 Document source [based on past project owners found in documents identified by (CITE)]

<u>Document source</u>		<u>Description of the concerned Dept.</u>
(A) ED Division	Code	
Advisory Inspectorate Division (AI)	AID	Advisory Inspectorate Division
Curriculum Development Institute (CDI)	CDI-IT	IT in Curriculum Section
	CDI-R	Research, Evaluation and Projects Section
	CDI-CUR1	School-based Curriculum (Primary) Section
	CDI-CUR2	School-based Curriculum (Secondary) Section
	CDI-SC	Science Section
	CDI-TE	Technology Education Section
	CDI-LIB	School Library Unit
	CDI-MC	former Mathematics and Computer Education [formed till April 1999, then split into Mathematics section and Technology Education Section. Since September 2000, the Mathematics unit under CDI was renamed as Mathematics Section under AI through interviews with key informants]
Finance Division (F)	F	For funding school-based or region-based IT education projects or provision of financial back-up of other IT educational implementation projects in other ED divisions
Information Systems Division (IS)	IS-ITERC	Information Technology Education Resources Centre: formed since 1 May 1998 under AI but shifted to be governed under IS since 1 June 1998
	IS-PM	Programme Management Section: formed before 2 Jan. 1998
	IS-RS	Regional Support Section: formed since 1 June 1998
	IS-SS	School Systems Section: formed since 1 July 1998
	IS/CDI	Information Systems Division/Curriculum Development Institute
School-based Management Division (SBM)	SBM-M	School-based management section
	SBM-S	Services section
	SBM-TP	Teacher and principal development section
Education Services Division (ESD)	SEI	Special Education Inspectorate
former Schools Divisions (SD)	SD	existed till June 2000
Internal documents		Those documents that were administered and coordinated by some ED divisions and sections as past project owners

(B) Others	Code	
Quality Education Fund Steering Committee (QEF)	QEF	Quality Education Fund Steering Committee: for some QEF projects specified in IT education
Professional Teachers' Union	ED, PTU	Education Department (ED) in collaboration with Professional Teachers' Union (PTU)
HongKongEducationCity.Net	hkedcity.net	Website for HongKongEducationCity.Net
Hong Kong Institute of Education (HKIEd)	T-IE	

Fields 10 Service provider

<u>Service provider</u>		<u>Description</u>
Sector	Code	
Education Dept (ED)	ED	ED division(s)
Tertiary sector or other post-secondary Institutes (T)	T-CityU	CityU Professional Services Limited
	T-CITE	CITE, HKU
	T-PolyU	Polytechnic University of Hong Kong
	T-SPACE	SPACE, HKU
	T-CU	IT Training Center, Dept. of Computer Science and Engineering, CUHK
	T-IE	Hong Kong Institute of Education (HKIEd)
	T-EC	The English Centre, HKU
	T-IVE	Information Technology Training and Development Centre of the Vocational Training Council
Commercial Sector (C)	C-HP	Hewlett-Packard (plus) CUHK Consultancy Team
	C-CA	Caritas St. Joseph's Institute for Further & Adult Education/ Borneo International
	C-JOS	JOS Computer Co. Ltd.
	C-KF	Kenfil Hong Kong Ltd.
	C-PR	PacRim Technologies Ltd.
	C-Micro	Microsoft (HK) Limited
	C-IN	Innovations Education Solutions Provider
	C-SP	System-Pro Computers Ltd.
	C-WC	WebChance International Limited
	C-WS	Welkin Systems Limited
Non-profit Making Organizations (V)	C-IC	Infocan Computer (Hong Kong) Limited
	V-PT	Pui Ching Education Centre
	V-PEG	Pegasus Social Service Christian Organization
	V-HKS	Hong Kong Seniors IT Advocates

Field 11-26 Target beneficiaries (omitted in appendix 3.1.2 for sake of simplicity)

For recording various types of schools, ‘1’ is used to record those target beneficiaries. For special categorized schools to be included or excluded, the last field 26 will be mentioned in detail. Some of items may overlap with others.

Field / Column	Symbols	Types of Schools (at specified primary / secondary levels)
11	G1	Gov. Pri. Schs.
12	G2	Gov. Sec. Schs.
13	A1	Aided Pri. Schs.
14	A2	Aided Sec. Schs
15	S	Special Ed. Schs.
16	CB	Caput Schs./ Schs. under Bought Place Scheme
17	DSS	Schs. under Direct Subsidy Scheme
18	ESF	English Schools Foundation (including primary and secondary levels)
19	INT	International Schs. (including primary and secondary levels)
20	O	Other private schools (including primary and secondary levels)
21	K	Kindergartens
22	T	Tertiary sector
23	GP	General public
24	P	pre-vocational schools
25	Te	Technical schools
26	REM	Excluding / including some specified types of schools

Field 27 Document title