

INDO-CHINA REFUGEE GROUP
CHINESE COMMUNITY SCHOOL

Company Information

Directors and Trustees	Truong Tran
Company Number	2701526 (England and Wales)
Charity Number	1064620
Address	33 Clyde Street Deptford London SE8 5LW
Bankers	First Commercial Bank 29 Wilson Street London EC2M 2SJ
Auditors	Paige-McLean & Co. Chartered Accountants 56 Station Road Westgate-on-Sea Kent CT8 8QY



LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address: 33 Clyde Street
Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web: www.indochinese.com2.info

THE CHAIRS REPORT

The year 2004/2005 is seen a successful year. Even though under the financial constraint & the shortage of manpower's, with the highly dedication & co-operation of staffs. The centre has been managed as good as we wished to continue providing multiple & comprehensive services for the members of Lewisham Indo-Chinese community & it's adjacent area with Southwark and Greenwich.

Although the funding of Community fund ended in September 03. Due to the demand of our Home Care workers training needs. The management committee has decided to use our limited resources to maintain the employment & training scheme operating in conjunction with Lloyd T.S.B Trust.

During the year 2004/05 the following remarkable services have been providing to members of Indo-Chinese Community.

- **The Self-help Project:** Has maintained the certain level of services by continuing to provide a P/T welfare worker post with our own initiative fund collection.
- **The Home Care Service:** More contracts received from social services Depts. From Lewisham, Greenwich, Southwark, Wandsworth and Bromley councils. This is an unique services for the Indo-Chinese Community in the S.E London & it has been granted for a registration by the National Care standards commission.
- **Day Centre Project:** is catering for 260 subscribed members including disabled & wheelchair users and being requested to provide Day Centre services for some clients in the borough of Lewisham, Greenwich, Southwark and Bromley.
- **The Indo-Chinese Employment & Training Scheme:** Provides advices on training & supports employment opportunities. Our Home Care & Day Centre staffs are beneficial from the scheme's training arrangement. The third course of N.V.Q level II of Home Care will be completed by May 2005, 10 trainees will gained the certificates then.
- **The Chinese Community School:** has provided Chinese Mandarin teaching and "GCSE" + "A" level Chinese exam courses, culture studies, traditional dances and folk songs tuition etc. It has 330 pupils registered, operates on Saturdays from 9.30am – 3.30pm. A youth leisure service is also run from 12.30 noon till 5.30pm, 40 weeks per year.

Grants received for the year 2004/05

Lewisham Council, Bridge House Trust, Lloyd T.S.B Trust, Winborne Refugee Trust, The Hidden Charitable Fund, Overseas Chinese Culture Society and "Have A Break" of youth hostels association.

Special thanks to the Borough of Lewisham for the exemption of business rate.

As the chair of the Management Committee, my sincere gratitude goes to all staffs whose dedication & contribution make a success of the organisation, without these highly qualified workforce, we will not be able to provide such significant services during the financial year 2004/05.

Self-help Project:

Mr. Van Cuong Truong	F/T Centre Manager.
Ms. Phung Que Tran	P/T Community Welfare Worker.

Home Care Services Project:

Mrs Lan Thi Huynh	P/T Deputy Manager	
Mrs Iv Lam Huynh	F/T Care worker	
MrsTham Thi Nguyen	F/T Care worker	
Ms. Mei Hong Li	P/T " "	
Mrs Thu Denh Vong	P/T cleaning duties	
Mrs Mai Quan	P/T Care worker	
Mrs. Thi Mai Truong	F/T " "	
Mrs. Thi Ta Hoang	F/T " "	
Ms. Cheng Ying Hoang	P/T " "	
Ms. Quay Lan Li	P/T " "	
Mrs Anh Ly	F/T " "	
Ms Thi Hanh Le	P/T " "	
Miss Ping Yee Loo	P/T " "	
Miss Wendy Li	P/T Project assistant	(started in May 04)
Miss Wen Chieh Chen	P/T " "	(started in Oct. 04)
Miss Huong Lan Thi Ha	P/T Care Worker	(started in Oct. 04 & left Jan.05)
MrsWui Fong Ho	P/T " "	(started in Nov. 04)
Miss Kun Fu	P/T " "	(started in Jan.05)
Mrs Yun Yun Wu	P/T " "	(started in July 04)
Miss Ivy Quan	P/T " "	(started in July 04)
Miss Lay Tran	P/T " "	(started in July 04)
Miss Thi Hien Nguyen	P/T " "	(started in July 04 & left Oct.04)
Miss Nghi Van Ly	P/T " "	(started in June 04 & left
Miss Xin Ping Mao	P/T " "	(started in April 04 & left
Miss Ying Ying Cui	P/T " "	(started in March 04 & left
Miss Xing Dan Liu	P/T " "	
Miss Jin Ying Wang	P/T " "	(left)
Mrs Sam Huong Hoang	P/T " "	
Mr Ke Liang Feng	P/T " "	(left July 04)

Ms Mei Lian Su	P/T		
Miss Ngoc Phuong Tram	P/T	" "	(left)
Miss Mai Thuc Dam	P/T	" "	(left Nov.04)
Miss Mei Han Tran	P/T	" "	
Ms Thi Phuong Ngo	P/T	" "	
Miss Hong Ying Wu	P/T	Project assistant	(left Oct. 04)
Miss Hua Liao	P/T	Project assistant	(left Mar.04)
Qui Qin Yang	P/T	Care worker	(left in July 04)
Mr Xing Long Liu	P/T	Care worker	(left Jan. 05)
Mr Liang Yang	P/T	Care worker	(started in Oct. 04)

Day Centre Services Project

Mr Terry Chan	P/T	Co-ordinator	(started in April 04)
Mrs Kim Ngoc Truong	P/T	Kitchen assistant	
Mr Vinh Long To	P/T	Driver & handy man	
Ms. Cheng Ying Huang	P/T	Centre Assistant	
Ms May Chi Trieu	P/T	Day Centre assistant	(started in Sept. 03)
Mrs Har Chan	P/T	Health worker	(started in April 04 & left Dec.04)
Mr Nghi Chi Quan	P/T	Driver	(started in Sept. 04)
Miss Diane Tran	P/T	Health worker	(started in Jan. 05)

Indo-Chinese Employment & Training Scheme

Mr Terry Chan	P/T	Project Co-ordinator
---------------	-----	----------------------

Chinese Community School Project

Head Teacher: Mr Van Cuong Truong

Teacher:

Mr Ting Fu Hong	Miss Ngoc Huynh	Mrs Lan Thi Huynh
Miss Ya Ping Ho	Ms Loi Anh Chong	Mr Ling Chi Li
Miss Luan Pei Lin	Ms Julie Chang	Ms Chia Yao Lin
Ms Wei-Hsiu Nien	Lu Yu Huang	Ms Chia Ying Lin
Ms Hsiu Lan Feng		

On behalf of the Management Committee, I would like to take this opportunity to thank the following persons and organisations for their supports:

Ms Mee Ling NG. (chair of Southwark NHS primary care trust)
The Taipei Representative Office in the U.K.
Mr Bill Jones (Chair of Evelyn Estate tenants association).

Mr Truong Tran
(chair person)

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2005

The directors and trustees present their report and accounts for the year ended 31st.March 2005.

Objects of the charity, principal activities and organisation of our work

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's object and its principal activity continues to be that of providing charitable services to the Indo-Chinese community.

The charity is organised so that the trustees meet regularly to manage affairs.

Development, activities and achievements this year

The trustees consider that the performance of the charity this year is satisfactory.

Transactions and financial position

The Statement of Financial Activities shows net income of £ 92,315 for the year and our reserves stand at £ 2,167,919.

Tangible Fixed Assets for use by the charity

Details of movements in fixed assets are set out in note 5 to the accounts.

Directors and trustees

All directors of the company are also trustees of the charity. The trustee named on page 1 served throughout the year. The Board has the power to appoint additional trustees as it considers fit to do so.

Statement of trustees' responsibilities

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) state whether the adopted are in accordance with the Companies Act 1985 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

The auditors, Messrs. Paige-McLean & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

Approval

This report was approved by the board of directors and trustees and signed on its behalf.



TRUONG TRAN

Director and Trustee

AUDITORS REPORT TO THE COMMITTEE OF THE

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

We have audited the annexed financial statements on pages 6 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of directors and auditors.

As described on page 4 the charity's trustees are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

Basis of opinion.

We conducted our audit in accordance with approved Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain the information and explanations necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the modified financial statements give a true and fair view of the state of the company's affairs at 31st. March 2005 and of its financial activities and surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

Dated this 22nd May 2005



PAIGE-McLEAN & CO.
Registered Auditors and Chartered Accountants
56 Station Road
Westgate-on-Sea
Kent CT8 8QY

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

STATEMENT OF FINANCIAL ACTIVITIES


FOR THE YEAR ENDED 31ST MARCH 2005

	<u>Notes</u>	<u>2005</u>	<u>2004</u>
		£	£
INCOMING RESOURCES			
<u>Donations, Legacies and Similar Incoming Resources</u>			
Elderly People Service Project		12,363	9,687
Employment Scheme		-	32,190
Chinese Community School		12,358	11,330
Self Help Project		<u>40,560</u>	<u>41,518</u>
		65,281	94,725
<u>Activities in Furtherance of the Charity's Objects</u>			
Community Centre		9,990	16,389
Elderly People Service Project		387,617	351,401
Employment Scheme		11,980	3,639
Chinese Community School		35,396	50,448
Self Help Project		<u>160</u>	<u>833</u>
		445,143	422,710
<u>Investment Income</u>		<u>13,270</u>	<u>6,405</u>
TOTAL INCOMING RESOURCES		523,694	523,840
RESOURCES EXPENDED			
<u>Costs of Activities in Furtherance of the Charity's Objects</u>	6	374,365	356,244
<u>Management and Administration</u>	7	<u>57,014</u>	<u>62,476</u>
TOTAL RESOURCES EXPENDED		<u>431,379</u>	<u>418,720</u>
NET INCOMING RESOURCES	8	92,315	105,120
TOTAL FUNDS BROUGHT FORWARD		<u>2,075,604</u>	<u>1,970,484</u>
TOTAL FUNDS CARRIED FORWARD		<u>2,167,919</u>	<u>2,075,604</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

BALANCE SHEET AS AT 31ST MARCH 2005

	<u>Notes</u>		<u>2005</u>	<u>2004</u>
		£	£	£
FIXED ASSETS	2			
Cost		1,629,296		1,627,298
Depreciation to Date		<u>130,150</u>		<u>129,514</u>
		1,499,146		1,497,784
CURRENT ASSETS				
Debtors and Prepayments		9,676		7,140
Cash at Bank and in Hand	3	<u>692,317</u>		<u>615,523</u>
		701,993		622,663
LESS CURRENT LIABILITIES				
Creditors and Accruals	4	<u>33,220</u>		<u>44,843</u>
NET CURRENT ASSETS		<u>668,773</u>		<u>577,820</u>
TOTAL CAPITAL EMPLOYED		<u>2,167,919</u>		<u>2,075,604</u>
Represented by :				
ACCUMULATED FUND				
Reserves to Date	5	<u>2,167,919</u>		<u>2,075,604</u>


..... TRUONG TRAN
Director

Dated 22nd May 2005

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2005

1. ACCOUNTING POLICIES

The following policies have been applied consistently in dealing with items which are considered material to the Company's Financial Statements.

BASIS OF PREPARATION

The financial statements have been prepared in accordance with accounting standards and under the historical cost accounting rules.

FIXED ASSETS AND DEPRECIATION

Depreciation is provided by the Company to write off the cost less the estimated residual value of tangible fixed assets by equal instalments over their estimated useful economic lives as follows:

Motor Vehicles	4 years
Computer and Office Equipment	3 years
Fixtures and Fittings	5 years

2. TANGIBLE FIXED ASSETS

	<u>Building</u> <u>Project</u>	<u>Office</u> <u>Equipment</u>	<u>Mini</u> <u>Buses</u>	<u>Total</u>
<u>COST</u>	£	£	£	£
Balance at 1 st April 2004	1,496,898	94,870	35,530	1,627,298
Additions	-	1,998	-	1,998
Balance at 31 st March 2005	<u>1,496,898</u>	<u>96,868</u>	<u>35,530</u>	<u>1,629,296</u>
<u>DEPRECIATION</u>				
Balance at 1 st April 2004	-	93,986	35,528	129,514
Charge for the year	-	636	-	636
Balance at 31 st March 2005	<u>-</u>	<u>94,622</u>	<u>35,528</u>	<u>130,150</u>
<u>NET BOOK VALUE</u>				
Balance at 31 st March 2005	<u>1,496,898</u>	<u>2,246</u>	<u>2</u>	<u>1,499,146</u>
Balance at 31 st March 2004	<u>1,496,898</u>	<u>884</u>	<u>2</u>	<u>1,497,784</u>

3. CASH AT BANK

The accounts incorporate the cash at bank balance as held by the Community School at Deptford, of £156,698, as a building maintenance fund.

4. CREDITORS AND ACCRUALS

	<u>2005</u>	<u>2004</u>
	£	£
Monies Received in Advance	28,217	37,452
Accruals	<u>5,003</u>	<u>7,391</u>
	<u>33,220</u>	<u>44,843</u>

INDO-CHINA REFUGEE GROUP CHINESE COMMUNITY SCHOOL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2005

5. ACCUMULATED FUND

Fund is for the future community development.

6. COSTS OF ACTIVITIES IN FURTHERANCE
OF THE CHARITY'S OBJECTS

	<u>2005</u>	<u>2004</u>
	£	£
Staff Costs	311,900	287,616
Other Direct Charitable Expenditure	<u>62,465</u>	<u>68,628</u>
	<u>374,365</u>	<u>356,244</u>

7. MANAGEMENT AND ADMINISTRATION

	<u>2005</u>	<u>2004</u>
	£	£
Auditors Remuneration	3,537	3,362
Depreciation	636	11,781
Other Administrative Costs	<u>52,841</u>	<u>47,333</u>
	<u>57,014</u>	<u>62,476</u>

No remuneration was paid to trustees in the year, and no expenses were reimbursed.

8. NET INCOMING RESOURCES

	<u>Unrestricted</u>	<u>Restricted</u>	
	<u>Funds</u>	<u>Funds</u>	<u>Total</u>
	£	£	£
<u>Donations, Legacies and Similar Incoming Resources</u>			
- Bridge House Trust	-	11,000	11,000
- London Borough of Lewisham	-	46,622	46,622
- Others	-	<u>7,659</u>	<u>7,659</u>
	-	65,281	65,281
<u>Activities in Furtherance of the Charity's Objects</u>	9,990	435,153	445,143
<u>Investment Income</u>	-	<u>13,270</u>	<u>13,270</u>
 INCOMING RESOURCES	 <u>9,990</u>	 <u>513,704</u>	 <u>523,694</u>
 <u>Costs of Activities in Furtherance of the Charity's Objects</u>	 10,488	 363,877	 374,365
<u>Management and Administration</u>	<u>22,774</u>	<u>34,240</u>	<u>57,014</u>
 RESOURCES EXPENDED	 <u>33,262</u>	 <u>398,117</u>	 <u>431,379</u>
 NET INCOMING RESOURCES	 <u>(23,272)</u>	 <u>115,587</u>	 <u>92,315</u>

The funds of the Community Centre, which is largely funded by contributions from the other projects, are treated as unrestricted. All other funds are restricted to the purposes of the individual projects concerned.

印支華裔社區中心



英國倫敦中華學校

Address: 33 Clyde Street
Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.freeserve.co.uk
Web: www.indochinese.com2.info

INDO-CHINA REFUGEE SELF-HELP PROJECT
ANNUAL REPORT MARCH 2004/2005

Introduction

There are 21 years since the inception of the project in 1984 and its location has extracted numerous of Indo-Chinese and Vietnamese families to live in Lewisham. There are now over 4000 people living in Lewisham, and it's adjacent areas with Greenwich and Southwark, and becomes one of the two districts where the highest Chinese population in the Capital.

As a result of the tremendous increment, the project workers are under pressure to ensure the provision of adequate service, availability of resources and the smooth running to the whole organisation. All the affairs of the Community/School are currently managed by the Centre Manager, who is responsible to the Management Committee. Due to the shortage of financial resources, we are not be able to provide full services to cater for all the needs of subscribed members. The services that are currently run as below:

1. **Self-help Project:** The project is available Monday to Friday 9.30am to 5.30pm and is staff by on full time manager funded by Lewisham Council and one part-time worker funded by our own collection and reserves. The project enables refugee families to obtain information on welfare, housing, education and employment matters. There is also a translation and interpretation services.
2. **Mother Tongue Education Project:** The aim of the project is to run mandarin Chinese Classes for Indo-Chinese children living in the Borough of Lewisham, Greenwich and Southwark. All classes are held on Saturdays (9.30am to 3.30pm) and pupils can take courses leading up to GCSE and 'A' level examinations. There are currently 330 pupils registered and a total of 11 classes ranging from Nursery to secondary level. The total number of staff consist of 14 teachers and 5 volunteers.
3. **Indo-Chinese Home Care Service Project:** This project is staffed by 9 full-time and 17 part-time workers, most of the care workers have gained a NVQ level II qualification. The services are available seven days per week in the South East London. The Home Care Services project provides support and personal care to people who need help to enable them to live independently in their own homes: such as dressing, cleaning, washing, shopping and collecting medication. This project is particularly helpful for those who face language

barriers with the existing social services. The project has granted a certificate by the NCSC.

4. **Indo-Chinese Day Centre Services Project:** Staffed by one part-time co-ordinator, 6 part-time workers. The project provides lunch, home visits, transportation and is opened five days per week from 10am till 3.00pm. the day centre is well facilitated with sufficient space to enable disable people and wheelchair users to take part in organized activities. There are well trained and experience care workers to assist the attendees. The project provides relief to the heavy work load of the home carers. The centre is a social gathering place for disable people and wheelchair users allowing them to escape from the confines of their homes. Currently two mini buses are operated to cater for the wheelchair bound and elderly members with walking difficulties in the South East London.
5. **The Indo-Chinese Employment and training scheme:** This is staffed by one part-time co-ordinator. The scheme is to improve the employment and training opportunities of the Indo-Chinese residents living in South East London.
6. **Youth Club:** The club runs every Saturday at the Chinese community school from 12.30pm to 5.30pm. The club organizes services on many youth-related topics, as well as providing a variety of sports, film, video, karaoke equipment etc.
7. **Chinese Traditional dance Group:** this is run by volunteer staffs and has more than 50 associate members. The group has been invited to perform for the general public on many occasions.
8. **A Mini Library:** The library holds over 4200 Chinese books and is attached to the community school. There are also a large number of Vietnamese books available in elderly club. In addition, there are many videos on Chinese history and culture to borrow.
9. **Gei Sian Thang (worship room):** Based at the first floor of the community centre. It has many supporters and aims to meet the spirit needs of the Indo-chinese and Vietnamese who believe in Buddha and Quan Yin (a goddess). Each year difference ceremonies are held, giving the elderly and community members hope and peace of mind.

Self-help Project Annual Report April 2004 – 2005

	Dss	Housing	Admin.	Education/ Employment	Health	F.F/ Doc Certified	Others	Total
1 st	51	38	267	38	7	48	96	545
2 nd	58	34	252	51	5	35	69	504
3 rd	61	34	264	45	6	44	80	534
4 th	66	41	291	31	8	35	94	566
Total	236	147	1074	165	26	162	339	2149

The above table shows the total casework that have been carried out for the period April 2004 - March 2005.

Dss

This category has been the most popular year, especially in dealing with the inland revenue and most of the enquiries are dealing over the phone, such as helping clients in dealing with the over payment sector, helping in explaining to clients tax credit award notice, ring on behalf of clients to sort out the problem if they do not agree with the decision. As from April 04. customers who make new or repeat claims for Income Support (IS) or Income-based Jobseekers allowance (JSA(IB)) are no longer receiving payment for their children as part of their benefit. These customers are given help to claim Child Tax Credit (CTC), paid by the Inland Revenue. Families already receiving IS or JSA(IB) before April 2004 have continued to get premiums and allowances for their children paid with their benefits. These families will be automatically transferred to CTC.

A New Tax Credits and Tax Back Presentations have been organised at our centre on 16th November 04. having feed back from clients, it was a very useful talk, as clients have gained more general knowledge about: Tax Back, Tax Allowance, who's entitled and how to claim and where to get help with your child care costs etc.

Workers also been busy in explaining and introduced Child Trust Fund to parents of young children who's child's date of birth is between 1st September 2002 and 5th April 2005 and have already receive child benefit for the child, they live in the UK and are not subject to immigration control. The information pack and voucher will be sent to them gradually.

Workers also helping clients with form filling and help to apply all different kind of benefits, such as; Incapacity Benefit, Income Support, JSA, Child Benefit and Sure Start Maternity Payment etc.

Housing

During the year, workers help clients to filled and claim Housing Benefits, Council Tax Benefit and filled renewal benefits forms. Make enquiries for back dated benefits and rent arrears. Reported change of circumstance, advice on re-housing matter, ring on behalf of client for repair / disrepair work, letter reading and explaining are also given to clients.

Admin

To keeping the community activities up to date and to provide efficient services to the users. The self-help project had successfully gained a certificate of services on 25th May 04, which is to demonstrate the services provided up to the national standard.

Staff are working hard in fund raising for activities and celebrations. Individual project meetings are taken place every 5 weeks with the centre manager, file review monthly with project to project, 6 weekly joint staff meetings continue to monitor the progress with the centre manager to resolve any difficulties and future planning, and every 3 month quarterly M.C meeting. Workers' also liason with other organisation and voluntary bodies in order to update information, exchanges and share the experience.

Social outings and celebrations have been organised for the members, this is to help relief tension of life as we all know that they feel isolated and vulnerable due to the language barrier. Summer play scheme is still organised every year to give children an impressive valuable cultural studies as well as to give the teenagers a healthy life style and leisure activities during summer holidays.

Employment

Through the year workers help clients to interpret over the phone with the job centre, ring on behalf of client to re-book an appointment for an interview and request an interpreter for them if needed, help clients to write note/letter for employment services / job centre, also help them to filled relatively numbers of forms, such as: JSA, Help You Back To Work, Availability to Work and any forms that related to employment. Letter readings and explaining are also given to clients.

Education

Through the year, workers have made visits to local schools for help parents to interpret about their school term ends report, new school term settlement, progress which need to be done and expected target for the coming year. Help parents to appeal about the refusal of school admissions and assist in the admission of children reaching schooling ages. Workers are also providing help with form filling for Free School Meals & Clothing Grant, School letters and notes were also explained to parents.

Health

Help clients to book an appointment for G.P. Hospital, Dentist. Also help clients to write note to Doctor/Chemist, and letter explaining from local surgeries and NHS are also given to clients.

F.F / Doc. Certified

More work has been created in this category because of the regulations change since last July '04, workers have been busy in explaining the new requirements for those clients who want to apply for naturalisation as a British Citizen. Direct them where to join the class and how to gain a certificate in order to fulfil the requirement.

Workers are also help clients to filled numerous of immigration and documents certified forms, such as; apply for British Passport / renewal Passport, renewal Travel document, apply for aboard visa etc, and the centre manager help clients to Doc. Certified if necessary. Apart from that workers are also help clients to filled all different kind of welfare Benefits forms; Incapacity, JSA, WTC/ CTC, Income Support, Housing Benefit and Council Tax Benefits etc.

Others

Workers have dealt with all different types of work ranging from domestic violent to marriage breakdown, assisted on letters reading and explaining such as letters from home office, solicitor, care insurance, parking fines, unpaid congestion charge fines, drive on bus lane, over speed limit, make enquiries on bills and services such as water rate, electricity bill, gas bill, B/T connection and billing etc.

It was decided that as from 1st April 05, the interpreting fees will be increase to £18.00 instead of £15 an hour plus travelling fee and time on top.

Membership

Membership fee still £5.00 per annum, the scheme was designed to help the self-help project with the increase running costs and to provide an efficient service to our members.

Community Activities

There were 6 festival activities and 5 training's & meetings / seminars taken place during the financial year.

Survey:

Questionnaire 04/05

	Excellent	Good	Average	Bad
Dss	57%	43%		
Housing	68%	29%	3%	
Interpreting on Health/ Education	57%	43%		
Form Filling	59%	41%		
Apply for Passport/ Travel Doc. Naturlisation/ ect.	32%	65%	3%	
Activities/ Outing	30%	62%	8%	
Organise Talks/ Lectures	30%	65%	5%	
Staff Attitude	62%	38%		

Survey out of 100%

The questionnaires have been carried out through the year from April 04 to March 05 to evaluate the standard of service provision to clients, this is to aim and to improve good quality and hope to achieve even better in the future.

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心

Address: 33 Clyde Street
Deptford
London SE8 5LW



英國倫敦中華學校

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web: www.indochinese.com2.info

INDO- CHINA REFUGEE GROUP THE CHINESE COMMUNITY SCHOOL IN DEPTFORD ANNUAL REPORT MARCH 2004/2005

Introduction

There are 330 pupils registered in the school year of 2004/2005 currently. The school is staffed by 14 teaching staff and several volunteers. It provides 5 lessons per week (40 weeks per year) from 9.30am to 3.30pm. After the Chinese tuition, culture studies and sports activities are provided to all pupils who are willing to participate.

The school curriculum consists of the Chinese primary education (6years) nursery (2years) and the first year of Secondary education. GCSE and 'A' Level Chinese syllabus are taught for the pupils from fourth year onwards. The following are the contents of the school curriculum.

Reading, writing poetry, literature, composition, songs are provided to all lower classes. History and essay tuition is specially taught for upper classes. There are 4 examination courses of 'A' level and 'GCSE' in which 102 pupils are being trained for the examinations. There is also Chinese dance sessions available for those interested in. Age range of pupils from 5-18, most of them are Chinese from Indo- China living in the Borough of Lewisham and adjacent Borough of Greenwich and Southwark.

Age between 5-10 approx. 218

Age between 11-15 approx. 91

Age between 16+ approx. 21

NUMBER OF PUPILS REGISTERED IN CLASSES

Lower Nursery A 24	Lower Nursery B 22	Upper Nursery A 27	First Year 44
Second Year 45	Upper Nursery B25	Third Year 41	Fourth Year 31
Fifth Year 38	Sixth Year 22	1 st Year S.S Level 11	

LIST OF TEACHING STAFF

NAME	POSITION HELD	NAME	POSITION HELD
Miss N. T Huynh	Teacher in charge	Mrs. Loi Anh	Teacher in charge of music and dance & head of lower nursery A

Registered Under The Charities Act 1993 No: 1064620

Chairman: Truong Tran Vice Chair: Moi Song Ho G. Secretary: Kien Minh Tran Treasurer: Chun Fung Lau
Limited Company Registered No. 2701526

Chong	Upper nursery A & General affairs section	Miss Luan Pei Lin	Teacher in charge of upper nursery B
Miss Ya Ping Ho	Teacher in charge of First year	Ms. Chia Yao Lin	Teacher in general subjects
Mrs. Lu –Lu Huang	Teacher in charge of sixth year	Mr. Pei Yang Li	Teacher in charge of 4th year & head of pupils' disciplinary section.
Miss Chia Ying Lin	Teacher in charge of lower nursery	Mrs. Julie Chang	Teacher in charge of third year
Ms. T.L Huynh	Teacher in charge of fifth year & head of library	Mr. Ling Chi Li	Teacher in charge of sixth year
Mr. V.C Truong	Head Teacher	Miss Wei Hsiu Nien	Teacher in General subjects

Brief Report of Indo- Chinese Summer Play Scheme 2004

The 2004 Play scheme was organised in 3 weeks. First stage commenced from 26th July till 7th August, and then the second stage was from 9th August till 15 August.

1st Stage: Total 13 days activities taken place at our community school, Deptford Clyde Street.

2nd Stage: Total 7 days activities taken place respectively in Isle of Wright Swanage Dorset Youth Hostels.

In first stage (26.07.04 – 07.08.04)

A group of 126 children from the age of 8-18 attended. They were mostly come from Lewisham and adjacent areas with Southwark and Greenwich. Children have been divided into 2 groups (8-9, 10-18) in the first stage and they were taught with 3 different contents which are as follows:

- 1. Chinese Traditional Arts:** Chinese Knot Making, Paper Cutting, Decoration art, Drawing and Children's play.
- 2. Chinese Dances Practices:** Kung Fu Dances, Swords, Umbrella and fans Happy field Dance, Happy new year Dance etc.
- 3. Chinese Martial Arts:** Siao Lin Kung Fu Foundation Practices, Swords, Sticks etc.

We organised one outing day trip for the children and their parents on 1st August 04, Seaford. To visit some historical and well-known sites, in order to broaden children's general knowledge and make the scheme more colourful. Also on 7th August 04, we organised an exhibition of achievement in the end of 1st stage. Displaying arts works and demonstrating of martial arts and dance performances for which we received a high comments from the parents.

In Second stage (09.08.04-15.08.04)

Taken place in Isle of Wright Swanage youth hostel with total 48 participants.

In Isle of Wright: visit Queen Victoria Palace, Osborne House, Carisbrooke Castle, Model Railway, Museum of Isle History, Dinosaur Isle Exhibition, Appul Durcomb House and fields Walking

In Swanage: Tank museum, Monkey world, Lulworth Castle & Park and Fields Walking.

To take this special opportunity, we would like to thank the Hidden Charitable Fund, the Lewisham Council Youth Services, The Youth Hostels and the Taipei Rep. Office in the UK to provide the Cultural Tuitions and all the teaching material during the 1st two weeks scheme.

Other School Activities

- 01.08.04 Organised one-day tour in New Heaven and Leaves for the summer play scheme.
- 25.09.04 Celebrated the moon festival and the Confucious (teachers0 festival at the school Assembly Hall .
- 09.10.04 Fire drills for the pupils and teachers.
- 12.03.05
- 12.02.05 Chinese New year celebration and 23rd anniversary of school. Founding at Lewisham Broadway theatre 1000 audiences attended included Cllr Les Eytle, Chair of Lewisham Council, Ms. Joan Ruddock M.P for Deptford, Ms. Mee Ling Ng chair of Southwark NHS Primary care trust, Mr. Jason Cheng Senior assistant to the Taipei representative in the UK and numerous Councilors, Voluntary organisations & Community Groups etc.

Gratitude's

- 1) Lewisham Council Community Education provided a grant of £5845 in support the Community School.
- 2) Taipei representative office in UK contributed reading books, video, tapes & teaching materials and supported 3 culture & arts tutors for the summer play scheme 2004.
- 3) Overseas Chinese culture society with a grant of £2140 to support the Chinese language teaching.
- 4) The Hidden charitable fund with a grant of £600 to support the summer play scheme.
- 5) Lewisham council Leisure Services Dept with a grant of £1200 to support the summer play Scheme.
- 6) Lewisham Education & Culture funded £1000 to support the Chinese New Year celebration.
- 7) The England youth hostels associations "Have a Break" for the summer play scheme special discount.

And the following persons:

Mr. Yw Tai	£816	Mr. Nhat Phuc Quach	£100
Mr. Dan Y Chang	£115	Mr. K. V Huynh	£50
Mr. V. C. Truong	£200	Mrs. Sin Lan Hoang	£30

LEWISHAM INDO-CHINESE COMMUNITY / CHINESE COMMUNITY SCHOOL

印支華裔社區中心



英國倫敦中華學校

Address: 33 Clyde Street
Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.freeserve.co.uk
Web: www.indochinese.com2.info

Lewisham Indo- Chinese Elderly community care services project

Annual report 2004-2005

Introduction

The home care services project was established from the development of the elderly club, which was set up in 1984. The home care service project developed to become self-financing from 1999, as funding from various charities ended. The project relies on contracts from London boroughs.

In the year of 2003, the same applied for the day Centre as the 3-year grant from the national lottery commission ended that year. Due to the hard work from the management committee members and staff, we are able to finance both projects independently.

The Home care and day care offers services to four London boroughs Lewisham, Greenwich, Southwark and Bromley.

In February 2004, the project obtained the national care standard commission certificate of registration. The home care services are in its 11th year and the day Centre services is in its 7th year. With our experience we are optimistic and confident towards our ability to develop the project further to provide a high standard of services to the Indo- Chinese Community, and will fill the gap that currently exist in the local authority services.

We are pleased to be able to provide such services to our members as well as being able to train a number of people in this field. Which has increased the employment opportunities of people who wish to work in the home care field or those who wish to change their existing careers

1. Home care services

The service has proved to be very valuable and essential to our clients, especially in assisting carers to care for family members who are elderly and disabled. There is a diversity of care workers, who are bilingual in a wide range of Chinese dialects, which includes: Cantonese, Mandarin, Chiu Jou, Haka and Vietnamese. Many can also speak English.

Our care workers have formed a close bond with the clients sharing similar cultural backgrounds. Many of the care workers are long term carers for family members, so they are able to understand the level of care and support a client needs to enable them to maintain a high standard of care for each client needs.

The home care project has 8 care workers that are qualified in NVQ2. The other 9 workers will be qualified in May 2005. Also the manager & Deputy manager have completed NVQ4. This has given the opportunity for staff to be able to use their skills and experiences to provide a much-needed service for the Community members.

The clients' age ranges from 48 to 98 years old, 3 male and 29 females from different cultures including Chinese, Vietnamese, Malaysian and mixed race couples. The services provided by the staffs include Domestic care and personal care for the disabled people and also the elderly who suffer from dementia.

During the year 2004-2005 we have provided home care services to 32 clients at a total of 25364.25Hrs.

Borough	Number of clients	Total Hrs provided
Lewisham	18	16327.75
Greenwich	8	7125.5
Southwark	4	1776
Wandsworth	1	40
Bromley	1	95
	Total	25364.25

2. Day Centre Services

The day Centre project was developed in year of 1999 with the support of our home care project and the 3year grant from the national lottery charities board. However funding ended in Dec 2002. The day Centre project has become reliant on the Lewisham, Greenwich, Southwark and Bromley social services department contracts of 21 members. The income enables the day Centre to services for our contract members to attend our day Centre services.

The day Centre opens 5 days a week, the purpose of the services is to give members especially elderly and disabled people an opportunity to form a social life with the community and also break away from living in isolation. The Day Centre activities include Tai chi classes, English class, dancing and singing classes as well as a hair cutting service. The day Centre also provides library services and a luncheon club for all elderly members. Occasionally the Centre organises events such as outings and health talks for our members and celebrates cultural events such as festivals.

The table below shows the number of contract members that has used the service in the year 2004-2005.

Quarter	Total no. Members
April-June	598
July- Sept	608
Oct- Dec	596
Jan-March	479
Total	2281

The table below shows the attendance rate of contract members from each borough

during the Year 2004-2005:

Borough	Attendance
Lewisham	1518
Greenwich	573
Bromley	120
Southwark	70
Total	2281

The table below shows the attendance rate of all members of the Community, during the year 2004-2005:

Quarter	Total no. Members
April-June	2914
July- Sept	2952
Oct- Dec	2603
Jan-March	1939
Total	10408

3. Health Project

The health project was established in 1996 with the grant aid from various charities such as Tutor Trust, Age concern England and Bridge house trust. The funding has helped to raise awareness of health issues to the community elderly members through health talks. The health project has also allowed our staffs to be able to support the elderly and disabled in assisting them to book appointments with health services such as GP and hospitals. The service has become vitally important especially for those who cannot speak English and live alone, with the assistance from the health project they are able to get the support they require for their health.

A part time (25 Hours) health worker is responsible for running the entire project: the service provided in the year 2004 to 2005 is shown on the table below:

Service	Attendance
Interpreting	66
Blood sugar level check up	258
Chiropody	61
Dentist	6
Hair cutting service	23

Summary of Cultural and Festival/ Other activities that were organised during Year 2004/05:

Date	Activities
15-06-04	Dragon boat festival
15-07-04	Return to the Quing Dynasty exhibition
08-08-04	Bognor Regis outing
09-09-04	Diabetic health talk
09-09-04	Diabetes and foot care health talk

21-09-04	Mid autumn festival
12-12-04	Calais Trip
14-12-04	Christmas celebration
14-12-04	Exercise class for elderly
18-01-05	Staying well mentally seminar
13-02-05	New Year celebration
22.02.05	Lantern festival
22.02.05	Exercise class for elderly
08.03.05	National women's day celebration (Art show, beauty seminar)

4. Staff Training & supervision.

During the last year, service-training arrangements for the home care workers have been well attended. We tried our best to achieve all training expectations. Every member of the project received proper occupational training to meet with the needs of NVQ 85% qualification criteria as well as official recognition and requirement conditions. 71% of our project workers have pass /will pass the NVQ Social Care stage 2. The project manager has completed the NVQ 4 and the deputy manager is currently working for the NVQ 4.

The project has been working closely together with the Employment Scheme Project, organising training courses in conjunction with colleges, local council departments and the voluntary sector organisations held at our community centre. In order to improve the quality of our services, constructive talks and seminars were held through out the year. Project workers acquired new techniques, skills and knowledge about their jobs. This has helped to widen their understanding of the requirement of their job and has assisted them in developing their skills.

Project meetings are held every five weeks. All home care supervising staff and community Centre staff meetings are also held every six weeks as well as quarterly management meetings. All workers of these services will be asked to present. One to one staff supervisions are also held quarterly along with staff annual appraisals. These meetings allow members of staff to exchange their experiences and relevant information. It is also an opportunity for the management committee to implement their policies and instructions.

5. Project Evaluation Survey and Reassessment

An annual survey was sent out to all home care and day Centre clients. The home visits to home care clients are carried out by supervision staff once every 4 Months, which gives clients the opportunity for staffs to address their views and request. The purpose of the home visits is also to monitor the care workers performances; all remarks and criticisms are followed up with the National Care standards commission requirements. There were 27 responses from the home care project 21 clients that responded have used our services for over 2 years, 3 clients have used the service for over a year, and 3 clients have used the services for less than a year. A majority of the home care clients commented that staffs had a friendly

working attitude and 93% found staffs responsible. 63% of clients reported workers were punctual.

From the 62 responses from the day Centre project 68% of day Centre clients were happy with the daily activities the Centre provided, and 81% were happy with the day Centre staff. Overall comments included improving the standards of the lavatories, introducing more activities and outings. A few members suggested having a wider variety of healthy foods for lunch with less flavouring and oil.

6. Conclusion

A disadvantage of our services is the reliance on local social service spot contracts. Funding immediately stops for those clients who are away from home, in hospital or have passed away. Nonetheless workers salaries still need to be paid, even during these times, this has become a heavy burden on the organisation. We hope that the social services will take this matter into consideration and enable us to maintain a decent service with a stable income by more block contracts. We are able to provide all necessary training to meet the high standards set and to fill the speciality gap in the current local social services.

Significantly, our services have been invaluable to the elderly and disabled members as they have become dependant on us. We are grateful that with the aid of our home care, day care and health care service we were able to reach out and assist those members who need our help the most. The elderly and disabled are pleased that our services provided are of high quality. We are steadily increasing our services to a wider range of users such as mixed race couples. We hope to retain the continued support and assistance of all who have done so in the past and that the relevant charities, the social service of London boroughs will continue to assist us in our long-term charitable affairs.

7. Future Development

For home care project, the aim is to bid for block contracts to ensure steady income, while training staff to better quality of service. Both to our clients & other stake holders

For the Day Centre, as for the care project the one to one supervision meeting will begin as soon as possible every 3 months in order to comply with the National care standards requirement. Extra elderly activities such as Health Exercise, therapeutic activities such e.g. gardening will be gradually introduced in 2005-06

印支華裔社區中心



英國倫敦中華學校

Address: 33 Clyde Street
Deptford
London SE8 5LW

Telephone: 020 8692 2772
Facsimile: 020 8691 6815

Email: Employment@indochinese.freemove.co.uk
Web: www.indochinese.com2.info

INDO-CHINESE TRAINING SCHEME
Annual General Meeting Report
2004/2005

Introduction

The main aim of the Employment Training Scheme is to provide skills training to Home Care workers to NVQ 2 level, care professional skills to improve their knowledge and understanding on care-related issues. The funding mainly comes from Elderly Project and Government and agencies such as New Cross Gate-New Deal for Communities (NCG-NDC) and The Training Organisation for Personal Social Services (TOPPS). The major factor that contribute to the success of the scheme is the Unique Selling Point (USP) that provide constant Language / Literacy supports so the candidates who need support can learn NVQ at their own pace.

Aims & Objectives

As the Project progress and produce well-defined outputs, we would continue to:

- Helping the Care workers to learn the NVQ Care level 2, so that they are skilled and competent in their work, and improve their motivation and performance;
- Providing Health & Safety training courses for Community staff to update their essential skills to work safely at Community settings such as First Aid at Work, Food Hygiene and Moving & Handling;
- Ensuring staff development by offering short professional training courses such as "Prevention of Adult Abuse", "Dementia Awareness", "Providing Best Home Care".

Project Outcomes

Course Title	No of Candidates Completed	Course Duration	No of Courses 04-05
Moving & Handling	13	1-day	2
Food Hygiene	12	1-day	1
Dementia Awareness	14	1-day	1
Roles & Responsibilities	9	1-day	1
Abuse Awareness	13	1-day	1
NVQ care level 2	11-On going	52 -weeks	One

The Scheme Outcomes 2004-05

Project Development

In general, the students' progress has been satisfactory. However those candidates need language support found the NVQ difficult due to extra home-works set by the tutor (Mandy Doyle). Therefore the NVQ tutor (Terry Chan) has arranged 2 students groups to attend home-works sessions on Mondays and Fridays. The Co-ordinator made use of the contingency fund (£1,750) set aside by NXG-NDC for observation & Internal Verification purposes to help the NVQ candidates to achieve the required standards. The Project has also focused its resources more on courses that are essential requirements by the National Care Standards Commission such as "Induction Care Standards" which should be for new recruits within 6 weeks of employment and Moving & Handling for elderly for the Health & Safety of all workers.

The Training Scheme becomes part of Elderly Project that provides essential service to Elderly Project providing training opportunities for workers to bring their skills up-to-date and competent in all areas of care services. But in order to co-ordinate the training, the scheme need to plan the training schedules at least 3-months in advance allowing holiday leaves for care staff.

Project Evaluations

The annual question survey was carried out in March / April 2005. 24 answered out of 35 Users of the scheme in 2004-05. The analysis of the survey are as follows:-

The majority of respondents are female, 75%; of Chinese origin, 83%. The age groups are as Follows : Under 23 : 17%; 23-34 : 21%; 45-54 : 41%; 45-54 : 21%.

The standards of courses delivered can be summarized in the following table :

Course	Standard of Services		
	Good	Fairy Good	Average
NVQ Care 2	100%	0%	0%
Moving & Handling for Elderly	85%	15%	0%
Food Hygiene	100%	0%	0%
Professionals : Abuse	100%	0%	0%

Additional Comments such as : Very useful and practical, Very informative and enjoyable, Good Quality courses, Interesting / helpful. Child Care needs.

Future Prospect

Now that the grants applications become more competitive so the training scheme try every possible resources. The obvious will be the Learning Skills Council North East (LSCNE) pilot scheme called "Profit from Learning". The Council will provide incentive for employers to train their care workers by giving £75 per NVQ unit passes by candidates, the course should aims to complete on 31st March 2006.

There will be a existing future for the training scheme since the Government seems to encourage Care-related organizations to train up their staff to minimum National Standards (NVQ level 2). The strategy that will work are :

- 1). To tap into Government / Local Authorities Training Schemes that provide financial incentives for training our own staff to National Standards;
- 2). To apply for training grants from funding foundations for staff training provisions. eg Nationwide Foundation.