

**ARTS AND TECHNOLOGY EDUCATION CENTRE  
HOME ECONOMICS DEPARTMENT ACTION PLAN 2008-2009**

	<b>Action / Task</b>	<b>Time Frame</b>	<b>Budget / Resources needed</b>	<b>Success Indicator (s)</b>
1	<b><u>Enhancing learning effectiveness</u></b>			
	a. To upload learning materials and students' work onto the e-learning platform	whole year	➤ Teamwork, IT support from TA	Students and parents can have access to learning materials and information about the activities at ATEC readily. They can also see other students' work on e-learning platform. The website will be updated regularly.
	b. To use the Core Curriculum which standardizes the common skills in the subject for students' learning and assessment .	whole year	➤ Time & effort of HE teachers	Student learning portfolios are used formally as a learning record as well as continuous assessment. Teachers give feedback and suggestions to stimulate effective learning. It is expected that students will learn to complete the tasks more independently. Student learning portfolios will be collected for evaluation and experience-sharing among teachers. The contents of the materials in the student learning portfolios will be reviewed regularly. Use of the materials will be discussed and followed up closely, preferably once before each unit.
	c. To review the present S1 – S3 curriculum in order to include more interactive learning activities and to develop a school-based and student-oriented curriculum	whole year	➤ Time to make the necessary arrangements	The teaching syllabus is updated and finalized at the beginning of the academic year, and also revised regularly, in formal and informal meetings during the school year to ensure effectiveness. At least six department meetings will be held to review the progress and develop strategic plans for improvement. Besides, students' feedback concerning the curriculum will be collected from students for constant review.
	d. To organize more competitions and life-wide learning activities	whole year	➤ prizes	At least four competitions/ activities will be conducted in 2008-2009. It is expected that most of the partner schools will be involved, and the number of entries is increased.
	e. To encourage students to take part in external competitions	whole year	➤ Manpower	More students take part in open competitions, at least twice this year.

2	<b><u>Professional Development</u></b>			
	a. To promote peer lesson observation among HE teachers and to conduct experience-sharing sessions for professional development	whole year	➤ Time & Teamwork	At least 5 experience-sharing sessions will be conducted. Teachers' response and feedback will be collected for evaluation.
	b. To encourage teachers to take courses related to the subject and NSSC	whole year	➤ Time & effort of HE teachers	Teachers will be released to attend relevant courses. It is expected that each teacher will attend at least two seminars/ workshops per year. After attending a course, teachers are invited to share with colleagues what they have learnt in formal/ informal meetings.
3	<b><u>Working together with partner schools</u></b>			
	a. To provide modular courses on specific topics	April - July	➤ Use of HE rooms, Extra funding	1 – 2 modular courses will be held in 08 – 09 and students are encouraged to attend the courses. Students' positive response, high participation and good attendance are the success indicators.
	b. To organize more inter-school competitions/ activities (as mentioned in 1 (d))	whole year	➤ Time to liaise with partner schools and parents. ➤ Prizes	Display of students' work so that parents and teachers from partner schools can better understand ATEC.
4	<b><u>Preparing for NSSC</u></b>			
	a. The NSSC working team will explore the possibility of offering NSSC for partner schools in 2009	whole year	➤ Reference books	A team consisting of 3 – 4 teachers, is willing to teach S4 Technology & Living in 2009. These teachers will study the curriculum, prepare the teaching syllabus and deal with all related matters. It is expected that the team will meet regularly, at least once every two months, and report the progress to the other teachers in departmental meetings.

	b. To support and further develop ApL courses, Culinary Arts and Bakery & Pastry courses, at ATEC	whole year	➤ Time to liaise with partner schools and VTC	<p>Teachers will help the run the ApL courses by performing sit-in duties</p> <ul style="list-style-type: none"> <li>➤ acting as liaisons with VTC and report absence of students to partner schools</li> <li>➤ taking related courses</li> <li>➤ Monitor two professional training kitchens regularly to ensure that they remain in good conditions for running ApL courses. Equipment needed for ApL courses will be purchased and upgraded regularly by teacher-in-charge of the ApL courses.</li> </ul>
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Teacher i/c and members: Cheng Yuen Ling i/c, Au Yeung Mei-kuen, Chan Wing-ching, Cheuk Yim-chong, Lam Chan Sui-ping, Leung Ka-ye, Li Shuk-ye, Sim Lai-na