

**ARTS & TECHNOLOGY EDUCATION CENTRE
DESIGN & TECHNOLOGY DEPARTMENT ACTION PLAN 2007-2008**

	Action / Task	Time frame	Budget / Resources needed	Success Indicator(s)
1	<p>Teaching and Syllabus</p> <p>1.1 Revise Syllabus Regularly</p> <ul style="list-style-type: none"> • Improve syllabus by adding more challenging elements such as electronics, hydrodynamics, LASER optics and renewable energy etc. • Develop enriched project guidelines and worksheets for students • Monitor closely on projects and activities to observe the effectiveness of learning and teaching. 	Whole year	Time and effort of teachers.	<ul style="list-style-type: none"> • Students learn more updated themes about D&T. • Students, teachers and parents of partner schools have clear idea about D&T. • Teachers carry out projects in more efficient ways. • All teachers follow core skill guideline.
	<p>1.2 Experience sharing and peer observation</p> <ul style="list-style-type: none"> • Continue the observation forms as guideline for peer discussion and evaluation. 	Whole year	Time and effort of teachers. Time for observation and discussion.	<ul style="list-style-type: none"> • Communications and discussions among teachers teams. • Exchange teaching experience and ideas in a deeper way. • Develop an efficient and stabilized peer observation system.
	<p>1.3 Enrich e-Learning platform</p> <ul style="list-style-type: none"> • Upload students' work, teachers' comments, teaching materials and interactive teaching program online. • Update D&T webpage so students can get the latest information in D&T development. 	December 2007 to May 2008	Time and effort of teachers. Graphic design by TA. Support from IT team.	<ul style="list-style-type: none"> • Students, teachers and parents of partner schools, as well as other subject departments have more information about D&T. • Students learn from others' work. • Teachers make use of online materials as teaching supplements.

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2	Extra-curricular Activities 2.1 Internal activities Inter-class student project competitions: (a) Mini Fan (Level 1) (b) Creative Clock Design (Level 2) (c) Glider (Level 2) (d) Souvenir (Level 3)	December 2007 to May 2008	Book coupons from ATEC Prize for Robot Game. Time and effort of teachers, TA and laboratory technicians Venue for all competitions	<ul style="list-style-type: none"> • Provide platform as sharing both teaching experience and learning skills. • Teachers share teaching experience from others' work. • Students enjoy more from challenging topics. • Students learn from applying D & T theories through competitions. • Strengthen the image of ATEC and the D & T department.
	Inter-class mini competitions (a) Bridge building competition. (b) Falling egg competition. (c) Robot Game.			
	2.2 External activities <ul style="list-style-type: none"> • Organize the 3rd Joint School Model Glider Competition and Robot Football Mini-World Cup competition for secondary schools. • Provide modular courses for outsiders. 	December 2007 to April 2008	Venue (MPA) for Glider competition and prize giving ceremony. Book coupon Trophy Promotion banner Time and effort of staff	<ul style="list-style-type: none"> • Increase in the number of students participated and number of schools joined. • Technological image of ATEC and D & T department are promoted.
	2.3 Design and Technology Club	October 2007 to April 2008	Time and effort of teachers.	<ul style="list-style-type: none"> • More talented students join club activities and workshops. • Internal and external competitions to be held.

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3	Further Development 3.1 Development of teachers <ul style="list-style-type: none"> • Organize training workshops for teachers after school. • Provide information about seminars, workshops and exhibitions. • Encourage teacher to continue life-long learning. • Share teaching materials with the use of ATEC server. 	Whole year	Time and effort of teachers.	<ul style="list-style-type: none"> • Image of ATEC and D & T department are promoted. • More teachers participated in these activities. • Improved teaching quality. • More sharing of teaching materials.
	3.2 Development of department (a) Preparation for NSSC	Whole year	Time and effort of teachers.	<ul style="list-style-type: none"> • Continue to develop the NSSC. • Well written syllabus for NSSC courses • Teachers' high attendance rate in studies. • Teachers have acquired related qualifications before teaching. • Timely supply of equipment.
	(b) Inter-department cooperation	Whole year	Time and effort for teamwork.	<ul style="list-style-type: none"> • More information is provided for other departments. • Encourage inter-department cooperation by co-organizing competitions. • High cooperation among departments of ATEC. • Good image of ATEC. • High efficiency and good cooperation among teachers.

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