

**ARTS AND TECHNOLOGY EDUCATION CENTRE
HOME ECONOMICS DEPARTMENT ACTION PLAN 2007-2008**

	Action / Task	Time Frame	Budget / Resources needed	Success Indicator(s)
1	<u>Enhancing learning effectiveness</u>			
	a. To carry on uploading learning materials and students' work onto the e-learning platform	whole year	Teamwork, IT support from TA	Students and parents can get learning materials and information about the activities at ATEC and they can also see other students' work on the e-learning platform. The website will be updated regularly.
	b. To develop the use of the Core Skills Framework which standardizes common skills for students' learning and assessment	whole year	Time & effort of HE teachers	Student learning portfolios are used formally as a kind of record as well as assessment. Teachers give feedback and suggestions to stimulate further learning and enhance effective learning. It is expected that students will learn to complete the tasks independently. Student learning portfolios will be collected for evaluation and experience-sharing among teachers.
	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 meetings during the school year to ensure effectiveness. At least six department meetings will be held to review the progress and develop strategic plan 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	Money for prizes	At least three competitions/ activities will be conducted in 2007-2008, and it is expected most of the partner schools will be involved and the quality of entries can then be raised.
	e. To encourage students to take part in outside competitions	whole year	Manpower	Students take part in at least one competition this year.

	Action / Task	Time Frame	Budget / Resources needed	Success Indicator(s)
2	<p><u>Professional Development</u></p> <p>a. To promote peer lesson observation among HE teachers and to conduct experience sharing sessions for professional development.</p> <p>b. Teachers to take courses related to the subject and the new senior secondary curriculum</p>	<p>whole year</p> <p>whole year</p>	<p>Time & Teamwork</p> <p>Time & effort of HE teachers</p>	<p>At least 4 experience-sharing sessions will be conducted. Teachers' response and feedback will be collected in and after the meetings for evaluation.</p> <p>Teachers will be released to attend related courses. It is expected 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 meetings.</p>
3	<p><u>Working together with partner schools</u></p> <p>a. To provide modular courses on specific topics, besides formal lessons and the standard curriculum</p> <p>b. To organize more interschool competitions/ activities (as mentioned in 1 (d))</p>	<p>April - July</p> <p>whole year</p>	<p>Use of HE rooms, Extra funding from ATEC</p> <p>Time to liaise with partner schools and parents, Money for prizes</p>	<p>At least one modular course will be held in this year and students are encouraged to attend the courses. Students' feedback, participation and attendance rate are the success indicators.</p> <p>Students' work are collected and displayed on these occasions, so that parents and teachers from partner schools can better understand ATEC.</p>

	Action / Task	Time Frame	Budget / Resources needed	Success Indicator(s)
4	<u>Preparing for NSSC</u>			
	a. The NSSC working team will continue to explore the possibility of offering the new senior secondary curriculum to partner schools in 2009	whole year	Money for reference books	At least 3 meetings will be held. A proposal related to “Technology & Living” and the curriculum draft will be completed at the end of 07-08. The junior form curriculum will be moderated to make a pathway for students to NSSC and the bridging curriculum will be drafted by July 08 to better prepare students for taking NSSC at ATEC.
	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	Teachers/TAs will help the running of ApL courses by - acting as sit-in teachers (also recognized as part of the professional training) - acting as liaisons with VTC and partner schools - taking related courses 2-3 teachers will get trained on food safety and acquire the professional qualification required for helping in Applied Learning Courses in the school year 07-08. Regular assessments of the two professional training kitchens will be conducted to ensure 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.

Teacher i/c and members: Wong Mee-size i/c, Cheuk Yim-cheong, Cheng Yuen-ling, Chan Wing-ching, Lam Chan Sui-ping, Leung La-yee, Li Shuk-yee, Sim Lai-na, Au Yeung Mei-kuen