

## **Whole Person Development Programme Office**

Invitation for the Provision of Professional Services

For Production and Consolidation of Teaching and Learning Materials for the Physical Education (PE) elements in the Post-secondary 3 (PS3) SWPD Modules under Diploma in Vocational Education (DVE) Programme

Whole Person Development Programme Office (WPDPO) is seeking professional material writers to produce five sets of teaching and learning materials for the five SWPD modules to be implemented in Diploma in Vocational Education (DVE) Programme.

### Job Details:

Building on the teaching contents of the existing SWPD module materials, the writers need to consolidate the existing teaching materials as well as to add new elements to develop the five PE related SWPD modules.

### Work Schedule and Payment:

1. The TLPs are to be completed by 6 July 2009.
2. The dates of submission of the first draft and revised version are subject to mutual agreement.
3. Payment will be made upon satisfactory completion of deliverables and approval by the Project Leader.

### Remarks:

1. The applicants must have
  - a relevant degree or equivalent qualification; and
  - 3 years' relevant experience in teaching Physical Education, delivering SWPD programme, or Personal Development Programmes which are corresponding to the specific SWPD programme module(s); and
  - Experience in teaching/learning and materials development is preferable
2. Interested applicants should submit their resumes for consideration and may be required to attend an interview in March 2009. They should also specify in their applications the module area(s) they are interested in.
3. Copyright of all materials produced shall remain with the VTC. No part of materials should be reproduced in any form, in whole or in part.
4. All the TLP contents should be properly quoted and comply with the Copyright Ordinance.

5. Information concerning the materials produced and any information obtained by the applicant in the course of work is confidential and shall not be disclosed by the applicants without the prior written consent of the VTC. The successful applicants shall be held responsible for strictly maintaining the confidentiality of the materials throughout and after the submission.

Specifications of the modules that require writing of Teaching and Learning Package:

1. The content of each package should be able to align with the SWPD Framework and to bring out the elements of Creativity, Action, Society and Ethics. Moreover, it should be able to recap and integrate the learning into the previous SWPD module(s) before going through new module contents.
2. The packages should be detailed enough to cover all the key contents and align with the Unit of Competencies (UoC). Details can be found in the corresponding SWPD module syllabus.
3. For each package, the content should cover the followings:
  - 3.1. Teaching & learning activity materials
    - 3.1.1. Detailed rationales, instructions and wrap up of the learning/ workshop activities
    - 3.1.2. A detailed teaching plan for each lesson should be 1-hour based. To reflect the student-centered approach, each lesson should have a number of learning activities (e.g. games, exercises, role-play, case studies, video watching, skills training & drilling, etc.) which cover at least 85% of the lesson time.
    - 3.1.3. Design and produce comprehensive teaching materials and/or activity worksheets (e.g. students' handouts, lecturers' notes, PowerPoint slides, worksheets, multimedia files and computer-aided teaching materials) that meet the requirements of the detailed syllabus
    - 3.1.4. Design activities for students to participate so as to extend the learning experiences
    - 3.1.5. The TLPs should be connected to students' area of study, daily life situations and future work environment.
    - 3.1.6. Notional hour activities should be provided according to the UoC specified in the corresponding syllabi
    - 3.1.7. Useful audio-visual aids/videos/web links/textbooks/reference resources
    - 3.1.8. All materials should be submitted in digital format so that it could be

posted onto the VTC's WebCT.

3.1.9. All materials should be submitted with specified formats provided by WPDPO.

3.1.10. The alternative assessment works for SEN students should be proposed in each package.

### 3.2. Assessment

3.2.1. The number and the type of the assessment items should align with the Module Assessment Plan (MAP) of the corresponding SWPD module syllabi

3.2.2. The assessment works should be able to reflect the specified Element of Competency (EoC). The content of the proposed Integrative Assessment (I.A.) should be able to evaluate the students' ability to synthesize and integrate the knowledge/ skills learnt/ acquired in the corresponding modules.

3.2.3. Detailed assessment rubrics for grading and scoring (e.g. model answer with marking scheme) should be provided for each assessment item

3.2.4. For the package with paper-pencil quizzes/tests, two sets of quizzes/tests should be included

4. The packages should be done in **Chinese**, supplemented by English explanations and technical terms.

List of PS-3 SWPD module areas that require writing of Teaching and Learning Package:

#### **Team sport I (basketball) for DVE/MAP**

Target students	Quality Framework	No. of writers in need	Total number of hours
Students who intend to get the exit award of BCC/TFC/ DVE under DVE/MAP programme	Level 2 & 3	1 to 2	20 hours

Specification for this package

Module	WPD1016	WPD1017	WPD2023	WPD2024	WPD3035
Hours distribution	3	1	7	4	5
Contents for the basketball	<p>■ Teaching contents should reflect the target UoC of the corresponding syllabi.</p>				

package	<ul style="list-style-type: none"> <li>■ Following assessment items should be provided: <ul style="list-style-type: none"> <li>■ 1 worksheet/assignment for each module (except WPD1017)</li> <li>■ 1 skill test for each module (except WPD1017)</li> <li>■ 1 quiz with answer key and marking scheme for WPD2023</li> <li>■ One co-curricular activity should be proposed under this type of sport</li> <li>■ Notional hours should be proposed according to the teaching contents and assessment contents</li> </ul> </li> </ul>
---------	---

### **Team sport II (football) for DVE/MAP**

Target students	Quality Framework	No. of writers in need	Total number of hours
Students who intend to get the exit award of BCC/TFC/ DVE under DVE/MAP programme	Level 2 & 3	1 to 2	20 hours

Specification for this package

Module	WPD1016	WPD1017	WPD2023	WPD2024	WPD3035
Hours distribution	5	1	9	0	5
Contents for the football package	<ul style="list-style-type: none"> <li>■ Teaching contents should reflect the target UoC of the corresponding syllabi.</li> <li>■ Following assessment items should be provided: <ul style="list-style-type: none"> <li>■ 1 worksheet/assignment for each module (except WPD1017 &amp; WPD2024)</li> <li>■ 1 skill test for each module (except WPD1017 &amp; WPD2024)</li> <li>■ 1 quiz with answer key and marking scheme for WPD2023</li> <li>■ One co-curricular activity should be proposed under this type of sport</li> <li>■ Notional hours should be proposed according to the teaching contents and assessment contents</li> </ul> </li> </ul>				

### **Racket game (badminton) for DVE/MAP**

Target students	Quality Framework	No. of writers in need	Total number of hours
Students who intend to get the exit award of BCC/TFC/ DVE under DVE/MAP programme	Level 2 & 3	1 to 2	20 hours

Specification for this package

Module	WPD1016	WPD1017	WPD2023	WPD2024	WPD3035
Hours distribution	5	2	4	5	4
Contents for the badminton package	<ul style="list-style-type: none"> <li>■ Teaching contents should reflect the target UoC of the corresponding syllabi.</li> <li>■ Following assessment items should be provided: <ul style="list-style-type: none"> <li>■ 1 worksheet/assignment for each module</li> <li>■ 1 skill test for each module (except WPD1017)</li> <li>■ 1 quiz with answer key and marking scheme for WPD2023</li> <li>■ One co-curricular activity should be proposed under this type of sport</li> <li>■ Notional hours should be proposed according to the teaching contents and assessment contents</li> </ul> </li> </ul>				

**Games of individual pursuit (indoor rowing, bowling, & 2 other games) for DVE/MAP**

Target students	Quality Framework	No. of writers in need	Total number of hours
Students who intend to get the exit award of BCC/TFC/ DVE under DVE/MAP programme	Level 2 & 3	1 to 3	30 hours

**Specification for this package**

Module	WPD1016	WPD1017	WPD2023	WPD2024	WPD3035
Hours distribution	9	8	4	3	6
Contents for the package of individual pursuit games	<ul style="list-style-type: none"> <li>■ Teaching contents should reflect the target UoC of the corresponding syllabi. Details can be referred to Appendix 1.</li> <li>■ Following assessment items should be provided: <ul style="list-style-type: none"> <li>■ 1 worksheet/assignment for each module</li> <li>■ 1 skill test for each module</li> <li>■ 1 quiz with answer key and marking scheme for WPD2023</li> <li>■ One co-curricular activity should be proposed under this type of sport</li> <li>■ Notional hours should be proposed according to the teaching contents and assessment contents</li> </ul> </li> </ul>				

**Physical fitness training for DVE/MAP**

Target students	Quality	No. of writers	Total number of
-----------------	---------	----------------	-----------------

	Framework	in need	hours
Students who intend to get the exit award of BCC/TFC/ DVE under DVE/MAP programme	Level 2 & 3	1 to 2	30 hours

Specification for this package

Module	WPD1016	WPD1017	WPD2023	WPD2024	WPD3035
Hours distribution	8	3	6	3	10
Contents for the package of physical fitness training	<ul style="list-style-type: none"> <li>■ Teaching contents should reflect the target UoC of the corresponding syllabi.</li> <li>■ Following assessment items should be provided: <ul style="list-style-type: none"> <li>■ 1 worksheet/assignment for each module</li> <li>■ 1 physical fitness test for each module</li> <li>■ 1 quiz with answer key and marking scheme for WPD2023</li> <li>■ One co-curricular activity should be proposed under this type of sport</li> <li>■ Notional hours should be proposed according to the teaching contents and assessment contents</li> </ul> </li> </ul>				