

EDUCATION BUREAU CIRCULAR MEMORANDUM No. 199/2024

From: Secretary for Education
Reference: EDB(CD/MCNE)/ADM/150/1/49(1)
Date: 9 October 2024

To: Heads of Secondary and
Primary Schools (Including
Special Schools)

Outstanding Teaching Award for Values Education

Summary

This circular memorandum informs heads of secondary and primary schools (including special schools) about the nomination arrangements for the “Outstanding Teaching Award for Values Education” organised by the Curriculum Development Institute, Education Bureau and sponsored by the Winsor Education Foundation.

Details

2. It has been the 7th “Outstanding Teaching Award for Moral Education” since the 2016/17 school year. The Award aimed at encouraging schools to promote values education through diversified strategies within and beyond the classroom by holistic curriculum planning and creation of a conducive school atmosphere. It also enhanced teachers’ professional capacity in planning and implementing values education, thereby fostering their professional growth.

3. In the 2024/25 school year, the EDB has refined the “Outstanding Teaching Award for Moral Education” to the “Outstanding Teaching Award for Values Education” (hereafter “OTAVE”) with a focus on classroom practices. It encourages teachers to **integrate** the learning content of the cross-curricular domains in values education and the 12 Priority Values and Attitudes¹ **into the learning and teaching of various Key Learning Areas / subjects through the approaches of “organic integration” and “natural connection”** aligning with the school-based curriculum and students’ needs. Teachers are also encouraged to **strengthen the promotion of values education** by adopting diversified and innovative strategies **in daily classroom learning and teaching activities**, with a view to nurturing in students proper values, positive attitudes towards life and helping them practise

¹ The 12 Priority Values and Attitudes (PVAs) are “Perseverance”, “Respect for Others”, “Responsibility”, “National Identity”, “Commitment”, “Integrity”, “Benevolence”, “Law-Abidingness”, “Empathy”, “Diligence”, “Unity” and “Filial Piety”.

appropriate behaviour across the facets of “cognition, affection and action”. The OTAVE further supports schools in promoting values education by recognising and disseminating excellent teaching practices.

4. In the 2024/25 school year, the OTAVE has identified four themes from the learning content of the cross-curricular domains in values education, namely (1) Sex Education; (2) Life Education; (3) Health Education and (4) Media and Information Literacy Education. Each school may nominate **a maximum of two participating teams**, with each team comprising one to three teachers. Based on one of the aforementioned themes, the participating team is required to design a Learning & Teaching Plan (L&T Plan) integrating with values education for a specific grade/ class level (which may include no more than eight lessons and/or learning and teaching activities, capped at six hours in total), with reference to the school-based scheme of work/course outline for the 2024/25 school year. The deadline for nominations is **29 November 2024 (Friday)**. Please refer to the **Annex** for details.

5. The EDB will organise an Online Briefing cum Sharing Session on the OTAVE on 31 October 2024 (Thursday). Interested parties please enrol via the Education Bureau’s Training Calendar System (TCS). Participating teachers will be awarded Continuous Professional Development hours. (EDB TCS Course ID: CDI020250616)



Enquiries

6. For enquiries, please contact Mr Jeff HSU of Moral, Civic and National Education Section 1, Curriculum Development Institution, Education Bureau on 2153 7487.

Ben HUNG
for Secretary for Education

c.c. Heads of Sections --- for information

Outstanding Teaching Award for Values Education

Details

Background

Education is the good cause of cultivating values and values education has always been an important part of the school curriculum in Hong Kong. The Education Bureau (EDB) has recommended to schools the 12 Priority Values and Attitudes (PVAs) as the direction for secondary and primary schools to promote values education. Schools are advised to **promote values education by adopting a comprehensive and integrated approach within and beyond the classroom** and to create a conducive school atmosphere, with a view to nurturing proper values and attitudes in students on all fronts.

It has been the 7th “Outstanding Teaching Award for Moral Education” since the 2016/17 school year. The Award aimed at encouraging schools to promote values education through diversified strategies within and beyond the classroom by holistic curriculum planning and creation of a conducive school atmosphere. It also enhanced teachers’ professional capacity in planning and implementing values education, thereby fostering their professional growth.

In the 2024/25 school year, the EDB has refined the “Outstanding Teaching Award for Moral Education” to the “Outstanding Teaching Award for Values Education” (hereafter “OTAVE”) with a focus on classroom practices. It encourages teachers to **integrate** the learning content of the cross-curricular domains in values education and the 12 PVAs into **the learning and teaching of various Key Learning Areas / subjects through the approaches of “organic integration” and “natural connection”** aligning with the school-based curriculum and students’ needs. Teachers are also encouraged to **strengthen the promotion of values education** by adopting diversified and innovative strategies **in daily classroom learning and teaching activities**, with a view to nurturing in students proper values, positive attitudes towards life and helping them practise appropriate behaviour across the facets of “cognition, affection and action”. The OTAVE further supports schools in promoting values education by recognising and disseminating excellent teaching practices.

Aims

- The OTAVE aims at encouraging teachers to:
 - integrate the learning content of the cross-curricular domains in values education into learning and teaching of various Key Learning Areas / subjects through the

approaches of “**organic integration**” and “**natural connection**”, so as to **strengthen the promotion of values education in daily classroom learning and teaching activities**;

- explore and adopt **diversified and innovative classroom teaching strategies** and to cater for students’ diverse learning and developmental needs, with a view to fostering their development of proper values, instilling in them positive attitudes towards life and helping them practise appropriate behaviour across the facets of “cognition, affection and action”;
- develop and implement relevant teaching plans and learning activities, and **foster teachers’ professional growth through teaching reflection**; and
- disseminate quality learning and teaching exemplars to facilitate professional exchange and foster a sharing culture.

Target

- The OTAVE is divided into two divisions: Secondary School Division and Primary School Division. Registered teachers serving in secondary and primary schools (including special schools) in Hong Kong are welcome to participate.
- Each school may nominate a maximum of **two participating teams**.
- Each participating team should consist of **one to three teachers**.

Themes and Entry Requirements

- The learning content of the cross-curricular domains in values education form the designated themes of the OTAVE. EDB will conduct annual review and timely update the themes in response to social development and concerns as well as students’ developmental needs.
- Four themes are identified in this OTAVE. Participating teams have to choose one of the themes² below and select a grade/ class level as the teaching target for submission of a L&T Plan:
 - Sex Education
 - Health Education
 - Life Education
 - Media and Information Literacy Education
- The **L&T Plan** may include **no more than eight lessons of learning and teaching**

² Values education should be implemented in a comprehensive and integrated approach. Various cross-curricular domains in values education are interrelated and cover personal, family, social, community, national, and global aspects of life. Participating teams have to choose one of the cross-curricular values education domains (themes) as the backbone/emphasis to cultivate relevant proper values, attitudes and behaviours in students.

activities, capped at six hours in total. It may include classroom teaching and/or activities, and be conducted by modes of cross-curricular collaboration or co-teaching through curriculum planning of different Key Learning Areas / subjects.

- Participating teams are required to submit a “Learning & Teaching Plan Information Sheet” consisting of 8 parts. This document should be limited to 15 pages of A4 paper, with the font size no smaller than 12 points.
- The L&T Plan should focus on integrating organically and connecting naturally the learning content of cross-curricular domains and the elements of values education (including the PVAs) with the learning and teaching of relevant Key Learning Area(s) / subject(s). The design of the L&T Plan should help students reflect on their roles, positioning, responsibilities, and attitudes on related issues.
- **Points to note:**
 - The L&T Plan will be assessed anonymously. Schools must not explicitly or implicitly indicate the name(s) of participating teacher(s), school sponsoring body, and/or school name in the L&T Plan (including headings, texts, images, attachments, or web links of attachments, etc.).**
 - Participating teams and schools should ensure that the information and content in their L&T Plans contain no elements of obscenity, abuse, violence, defamation, endangerment to national security, etc, and do not violate the laws of the Hong Kong Special Administrative Region (HKSAR). Otherwise, the participating teams will be disqualified.
 - The L&T Plans must have never been released publicly and must not infringe copyrights or interests of any other parties; otherwise the participating teachers will be held responsible for any disputes arising therefrom and may be disqualified from the OTAVE. The source of information has to be acknowledged if the information is cited. EDB is not directly or indirectly liable to or responsible for any of such acts. If necessary, the EDB may request the participating teachers to produce written proof of legal authorisation.
 - Participating teams and schools shall agree that the copyright of the L&T Plans and related materials belong to EDB once submitted. EDB reserves the right to use the participating teams’ entries (including the school name) in whole or in part for non-profit-making purposes, and to edit, translate, adapt, use, copy, distribute and upload the entries to the Internet, without obtaining further consent of the participating teachers or paying any fees including but not limited to royalty to the participating teams and schools.

Nomination

- Please refer to **Appendices 1 and 2** for nomination method of the OTAVE.
- **Each participating team can submit one L&T Plan only** (Please refer to **Appendices 3 and 4** for details).

Awards

- With the sponsorship of the Winsor Education Foundation, the awards of this year are as follows:
 - (1) The OTAVE ——

Each award-winning participating team:	A cash prize of HK\$5,000
Each school of the award-winning participating team:	A cash prize of HK\$5,000 and a trophy
Each teacher awardee:	A trophy and a certificate
 - (2) Shortlisted participating teams ——

The school and each participating teacher:	A Certificate of Appreciation
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- The number of awards to be offered will depend on the performance of the shortlisted participating teams.

Adjudication

- An Adjudication Panel comprising academics from universities, school principals, experienced educators and representative(s) of the Winsor Education Foundation, etc. is formed for the OTAVE.
- There will be two rounds of adjudication in the OTAVE:

First-round:	<ul style="list-style-type: none">● The deadline for nomination and submission of L&T Plans: <u>29 November 2024 (Friday)</u>● The Adjudication Panel would assess the documents of L&T Plans submitted by the participating teams.● The number of shortlisted teams will depend on the performance of the participants.● Shortlisted schools and participating teams will be notified by mail separately.
Second-round:	<ul style="list-style-type: none">● This round of adjudication will be carried out between March 2025 and May 2025.● Members of the Adjudication Panel will conduct school

visits and interviews with the participating teachers to understand their reflections and insights into learning and teaching, which would serve as reference for the adjudication.

- Upon notification, shortlisted schools can select the unit / topic / lesson or activity to be observed and inform the OTAVE Secretariat. **If necessary, the unit / topic to be observed can be different from the L&T Plan submitted in the first round, save that the participating teacher(s), the learning content of the cross-curricular domains in values education (i.e. one of the four themes) and the grade/class level chosen must be congruent with the information submitted in the first round.**
 - The Adjudication Panel will observe **one** lesson/activity of the designated grade/class level conducted by at least one of the participating teachers to assess whether the learning content of the cross-curricular domains in values education and the PVAs are “**integrated organically**” and “**connected naturally**” into the learning and teaching of relevant Key Learning Area(s) / subject(s), as well as the learning and teaching effectiveness.
- In the adjudication, the Adjudication Panel will focus on the **ideation of the unit, the design and planning of lessons/activities** (including expected learning outcomes, selection of learning content/scenarios/activities, connection of the theme with the topics of relevant Key Learning Area(s)/subject(s), use of learning and teaching resources, etc.), the teacher(s)’ design rationale and reflections, as well as **the learning and teaching performance of the lesson/activity**³.

³ The learning and teaching performance of the lesson/activity is applicable to the second round of adjudication.

Announcement of Results and Promotion Activities for Teacher Awardees

- Award-winning schools and participating teams will be notified by mail. The list of awardees will also be released on the “What’s New” of the Values Education webpage and the designated OTAVE webpage.



Values Education
webpage
“What’s New”




Designated
OTAVE
webpage

- To further disseminate the invaluable teaching practices and experience of the award-winning schools and teachers, teacher awardees will be invited to:
 - provide articles, video clips, photos, and related materials on their award-winning teaching practices in relevant publications and/or for uploading onto EDB’s designated OTAVE webpage or other related webpage(s);
 - attend the Values Education Annual Prize Presentation Ceremony and sharing session(s) of the OTAVE; and
 - share their practices and experience with other teaching personnel in EDB’s teacher professional development activities.

Outstanding Teaching Award for Values Education

Important Dates

Date	Event
31 October 2024 (Thursday)	Online Briefing cum Sharing Session on the Outstanding Teaching Award for Values Education (EDB TCS Course ID: CDI020250616) 
29 November 2024 (Friday)	Deadline for School Nominations (Please refer to Appendices 1 to 4)
December 2024 to January 2025	First Round of Adjudication: Members of the Adjudication Panel assess the documents of the L&T Plans submitted.
Early February 2025	Shortlisted schools and participating teams will be notified by mail (including school visit arrangements of the Second-Round Adjudication).
March 2025 to May 2025	Second Round of Adjudication: Members of the Adjudication Panel will conduct school visits for lesson observation and interviews.
June 2025	Shortlisted schools and participating teams will be notified of the second-round adjudication results by mail.
11 July 2025 (Tentative)	The Values Education Annual Prize Presentation Ceremony

Outstanding Teaching Award for Values Education

Nomination Guidelines

- Nomination is made by schools for the Outstanding Teaching Award for Values Education (OTAVE).
- Each school may nominate a maximum of two participating teams, with each team comprises one to three teachers.
- Each participating teacher can only join one participating team.
- If there is more than one member in a participating team, “Participating Teacher 1” will serve as the primary contact.
- Each school should submit **one “Nomination Form” for each participating team**. If the school wishes to nominate two participating teams, two “Nomination Forms” should be submitted.
- The OTAVE Secretariat **only accepts electronic** “Nomination Form” **in fillable PDF format**, which can be downloaded from the **designated OTAVE webpage** (Please refer to **Appendix 2** for the sample of the form).
- If the participating school is a special school or a through-train school with both primary and secondary sections, the participating team should indicate clearly whether it is enrolled under Secondary School Division or Primary School Division in Section A of the “Nomination Form”.
- **The school should provide a web link to the PDF file of the 2024/25 school calendar in Section A of the “Nomination Form”**. Please name the file in a specific format: “XX School_Calendar” (If the school calendar is updated after submission, please email the latest version to **info_mcne1@edb.gov.hk** immediately).
- **Participating teachers must submit the information in Sections B and C of the “Nomination Form”** to the school for verification and **sign** the Declaration of the Participating Team in **Section D of the “Nomination Form”**.
- When submitting **the Learning & Teaching Plan in Section C of the “Nomination Form”**, the participating team must provide **a web link to the virtual folder**. Please refer to **Appendix 3** for the required materials and documents in the folder.
- Please return **the completed and duly signed electronic “Nomination Form(s)” by e-mail to info_mcne1@edb.gov.hk** (Please indicate the subject of the e-mail in a specific format: “OTAVE Nomination_XX School_Participating Teacher 1 Name_Participating Teacher 2 Name_Participating Teacher 3 Name”, e.g. “OTAVE Nomination_Hong Kong Primary School_Chan Tai Man_Lee Siu Ling_Cheung Chung Hwa”).
- **The “Nomination Form(s)” and the virtual folder(s) must be submitted via the school e-mail**. Once submitted, they cannot be modified without approval, and **the information submitted for the first time shall prevail**.
- **The nomination deadline is 29 November 2024 (Friday)**. The submission time will be based on the date and time indicated in the EDB’s server system. Late submissions will not be accepted.



Designated
OTAVE
webpage

- Upon receipt of the nomination e-mail, the OTAVE Secretariat shall download the “Nomination Form(s)” and the virtual folder(s) from the designated website(s) provided by the participating schools. **Confirmation e-mails will be sent to the participating teachers.** Please call 2153 7491 or 2153 7487 if confirmation e-mail is not received seven days after the deadline of nomination.
- The OTAVE Secretariat will organise an Online Briefing cum Sharing Session on the OTAVE on 31 October 2024 (Thursday). Details have been uploaded onto the EDB’s Training Calendar System (EDB TCS Course ID: CDI020250616). Teachers interested in participating in the OTAVE are welcome. Participating teachers will be awarded Continuous Professional Development hours.



Outstanding Teaching Award for Values Education Nomination Form

Section A: Particulars of the Participating School			
School Name:			
School Sponsoring Body:			
Name of School Head:		E-mail of School Head:	
School Address:		School Phone No.:	
		School Fax No.:	
School Type:	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Special <input type="checkbox"/> Through-train		
Division:	<input type="checkbox"/> Primary School <input type="checkbox"/> Secondary School		(Each participating school should submit one nomination form for each participating team)
Web link of School Calendar of the current school year (PDF file) for downloading:			

Our school nominates the following participating teacher(s) to form a participating team to take part in the Outstanding Teaching Award for Values Education (OTAVE).

The particulars of the participating team are as follows:

Section B: Particulars of the Participating Team			
Theme	<input type="checkbox"/> Sex Education <input type="checkbox"/> Life Education	<input type="checkbox"/> Health Education <input type="checkbox"/> Media and Information Literacy Education	Grade/Class: _____ <small>[One level only; cross-level not allowed]</small>
Key Learning Area / Subject / Cross Disciplinary Area			
Participating Teacher 1	Name (in Chinese)		Title <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
	Name (in English)		
	Personal e-mail		Mobile phone no.
	RT/PT Ref. No.		Teaching experience _____ yrs
	Position and duties at present	[e.g. Vice Principal (XX)/ XX Class Teacher/XX Subject Panel/XX activity Teacher i/c]	
Participating Teacher 2	Name (in Chinese)		Title <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
	Name (in English)		
	Personal e-mail		Mobile phone no.
	RT/PT Ref. No.		Teaching experience _____ yrs
	Position and duties at present	[e.g. Vice Principal (XX)/ XX Class Teacher/XX Subject Panel/XX Activity Coordinator]	

Participating Teacher 3	Name (in Chinese)		Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.
	Name (in English)				
	Personal e-mail		Mobile phone no.		
	RT/PT Ref. No.		Teaching experience	yrs	
	Position and duties at present	[e.g. Vice Principal (XX)/ XX Class Teacher/XX Subject Panel/XX activity Teacher i/c]			

Section C: Submission of Learning & Teaching Plan (L&T Plan)	
Web link of Virtual Folder for downloading:	(Please ensure that the general access of the web link has been set as "Anyone with the link" to facilitate the enrolment process.)

Section D: Declaration of the Participating Team	
<p>1. The participating team hereby declares that the information submitted in this nomination form is accurate.</p> <p>2. Teacher(s) of this participating team agree(s) to the Education Bureau (EDB) to the use, publication, and/or reproduction of the submitted information for the promotion of good practices.</p> <p>3. If awarded, all participating teachers acknowledge that they will be invited to participate in the professional development activities organized by EDB, and they will make every effort to attend and share their teaching practices and experiences with their teaching personnel of the sector.</p>	
Name of participating teachers	
Signature of participating teachers	

Section E: School Consent	
I agree to the above teachers to participate in the <u>Outstanding Teaching Award for Values Education (OTAVE)</u> , and hereby confirm that the content of this nomination form submitted via the school e-mail is accurate, with the L&T Plan included to enrol in the OTAVE.	
Signature of School Head:	(School Chop)
Name of School Head:	
Name of School:	
School Telephone No.:	
School E-mail Address:	
Date:	

Outstanding Teaching Award for Values Education

The First-Round Adjudication Guidelines on Virtual Folder

Participating teams are required to provide a web link for downloading a virtual folder when submitting the Learning & Teaching Plan in Section C of the “Nomination Form” (Appendix 2). The virtual folder should contain the following materials and documents:

- A completed “**Learning & Teaching Plan Information Sheet**”
 - **This document should be limited to 15 pages of A4 paper, with the font size no smaller than 12 points.** The template of the said document can be downloaded from the designated OTAVE webpage. (Please refer to the sample of the template at [Appendix 4](#))
 - **Please name the file in a specific format** (“L&T Plan_XX School_Participating Teacher 1 Name_Participating Teacher 2 Name_Participating Teacher 3 Name”), such as “L&T Plan_Hong Kong Primary School_Chan Tai Man_Lee Siu Ling_Cheung Chung Hwa”).
 - **Please submit the file in both PDF and Word formats.**
 - **Participating teams should choose one theme and one grade/class level (cross-level is not allowed),** and detail the learning and teaching (L&T) activities (not more than eight lessons and/or L&T activities, with a cap of six hours in total) according to the selected unit / topic, including the flow of L&T, learning points/content, L&T design (including suggested questions, reference answers (if applicable), teacher feedback, etc), and L&T materials (including videos/web links (if applicable)).
- **Learning and teaching materials**
 - Participating teams should select one lesson in the L&T Plan and upload related L&T materials to the folder. **(For identification purpose, please highlight the selected lesson in yellow on the “Learning & Teaching Plan Information Sheet”.)**
 - There are no restrictions on the L&T materials; teachers may flexibly use multimedia resources (e.g., videos, animations), images, charts, articles, etc.



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Document Checklist for the First-Round Adjudication

- | |
|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Completed <i>Nomination Form</i> (Appendix 2)(not necessary to include in the virtual folder) <input type="checkbox"/> Completed <i>Learning & Teaching Plan Information Sheet</i> (Appendix 4) (limited to 15 pages of A4 paper, with the font size no smaller than 12 points) (PDF and Word files) <input type="checkbox"/> Learning and teaching materials for one selected lesson |
|---|

Points to note:

- The L&T Plans will be assessed anonymously. Unless explicitly required by this document, schools must not explicitly or implicitly indicate the name(s) of participating teacher(s), school sponsoring body, and/or school name in the L&T Plan and the L&T materials in the virtual folder (including headings, texts, images, attachments, or web links of attachments, etc).

- Participating teams and schools should ensure that the information and content included in their L&T Plans contain no elements of obscenity, abuse, violence, defamation, endangerment to national security, etc, and do not violate the laws of the HKSAR. Otherwise, the participating team will be disqualified.
- The L&T Plans must have never been released publicly and must not infringe copyright and interests of any other parties; otherwise the participating teachers will be held responsible for any disputes arising therefrom and may be disqualified from the OTAVE. The source of information has to be acknowledged if the information is cited. EDB is not directly or indirectly liable to or responsible for any of such acts. If necessary, EDB may request the participating teachers to produce written proof of legal authorisation.
- Participating teams and schools shall agree that the copyright of the L&T Plans and related materials belongs to EDB once submitted. EDB reserves the right to use the participating teams' entries (including the school name) in whole or in part for non-profit-making purposes, and to edit, translate, adapt, use, copy, distribute and upload the entries to the Internet, without obtaining further consent of the participating teachers or paying any fees including but not limited to royalty to the participating teams or schools.

Outstanding Teaching Award for Values Education

Learning & Teaching Plan Information Sheet

(This document is limited to 15 pages of A4 paper, with the font size no smaller than 12 points)

No. of Learning & Teaching Plan : (To be completed by the OTAVE Secretariat)	
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1. Theme (Please mark “☑” in one of the below):

- | | |
|---|---|
| <input type="checkbox"/> Sex Education | <input type="checkbox"/> Health Education |
| <input type="checkbox"/> Life Education | <input type="checkbox"/> Media and Information Literacy Education |

2. Key Learning Area / Subject / Cross-Disciplinary Area

(More than one can be selected with “☑”):

- | | | |
|--|---|---|
| <input type="checkbox"/> Chinese Language Education | <input type="checkbox"/> English Language Education | <input type="checkbox"/> Mathematics Education |
| <input type="checkbox"/> Personal, Social & Humanities Education (Subject _____) | <input type="checkbox"/> Citizenship and Social Development | |
| <input type="checkbox"/> Primary Humanities | <input type="checkbox"/> Primary Science | <input type="checkbox"/> General Studies |
| <input type="checkbox"/> Science Education | <input type="checkbox"/> Technology Education | <input type="checkbox"/> Arts Education |
| <input type="checkbox"/> Applied Learning | <input type="checkbox"/> Life Planning Education | <input type="checkbox"/> Others: (Please specify) _____ |
| | | <input type="checkbox"/> STEAM Education |
| | | <input type="checkbox"/> Physical Education |

3. Grade/Class level (Please mark “☑” in one of the below):

- | | | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> P.1 | <input type="checkbox"/> P.2 | <input type="checkbox"/> P.3 | <input type="checkbox"/> P.4 | <input type="checkbox"/> P.5 | <input type="checkbox"/> P.6 |
| <input type="checkbox"/> S.1 | <input type="checkbox"/> S.2 | <input type="checkbox"/> S.3 | <input type="checkbox"/> S.4 | <input type="checkbox"/> S.5 | <input type="checkbox"/> S.6 |

4. Unit / Topic:

5. Time: _____ minutes per lesson; _____ lessons in total Total lesson time: _____

(not more than eight lessons; with lesson time capped at six hours in total)

6. Expected learning outcomes:

Knowledge:	
Generic skills / Skills:	
Values and attitudes:	
Priority Values and Attitudes (including School-based Values and Attitudes) emphasised in learning and teaching: (Max. 4)	

SAMPLE
Please download the template from the designated OTAVE webpage

7. Teaching Flow

Key Learning Area / Subject / Cross-curricular Learning Area: _____ Grade/Class level: _____

Topic of the unit: _____

<u>Lesson</u>	<u>Topic</u>	<u>Learning points/Content</u> (Please list out related values and attitudes in this part)	<u>Learning and teaching activity (time)</u>	<u>Learning and teaching materials</u> (Please highlight the selected lesson/activity in yellow and upload relevant L&T materials to the virtual folder)

8. Supplementary information of the design of the Learning and Teaching Plan (bullet points can be used in this part; in no more than 600 words)

[Please briefly describe the merits of the design of the Learning and Teaching Plan in this section. This may include but not limited to the design of the teaching content, the alignment of values and attitudes with the subject(s), innovative teaching strategies, connections across subjects or learning areas, collaboration among subject panels or functional committees, and learning elements that align with the school context, etc.]

