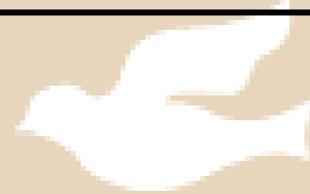
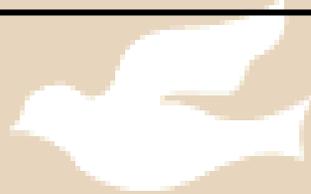
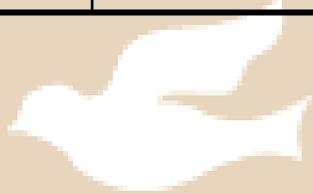


Preparation for 2016 SBA

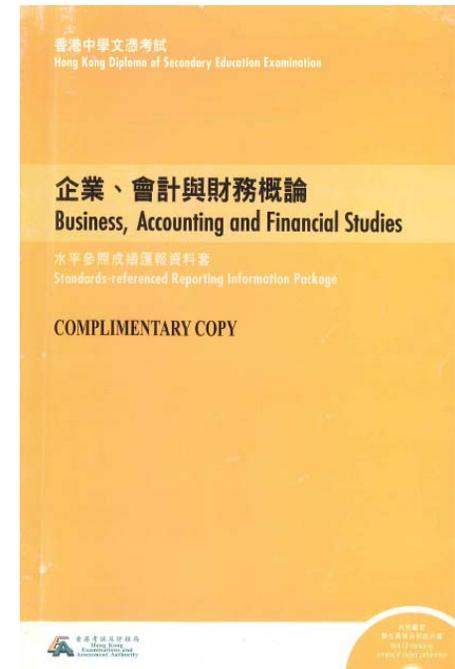
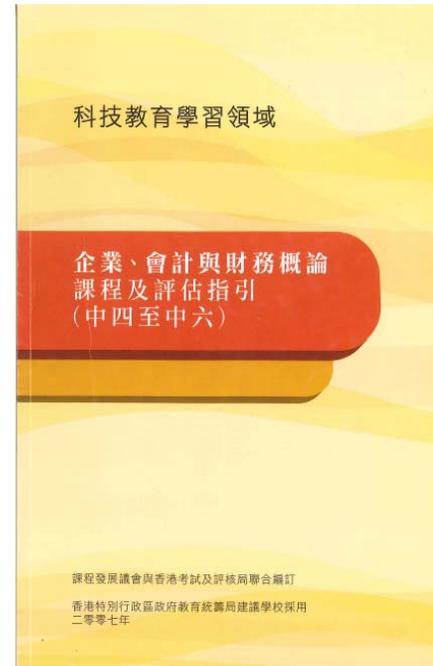
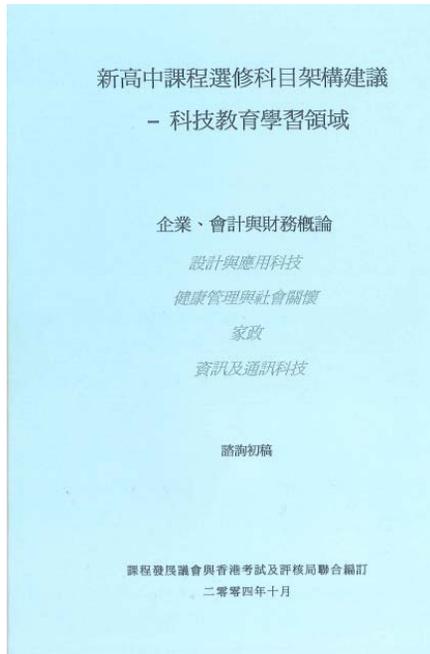
2008-2009 (Last year)	Project learning – Decision making	Home make activity: Designed and started before the launch of SBA Teachers' Handbook and Sample Task.
2009-2010 (Current year)	DBS Social Enterprise Experience (星展社企計劃:撰寫年宵計畫書) SBA Sample task (T8) – Business Proposal	<u>Bonus:</u> Idea of sequencing of time to compulsory part and elective part (Accounting Module). S4 request for try out SBA.



	Topics / Suggested lesson time (%)		Topics / Revised lesson time (%)	
S4	1(a) Business Environment 1(b) Introduction to Management 1(c) Introduction to Accounting 1(d) Basics of Personal Financial Management	(7) (9) (15) (9) =40%	1(c) Introduction to Accounting 2(a) Financial Accounting	(15) (25) =40%
S5	2(a) Financial Accounting	=40%	2(a) Financial Accounting 2(b) Cost Accounting 1(a) Business Environment	(15) (20) (5) =40%
S6	2(b) Cost Accounting	=20%	1(a) Business Environment 1(b) Introduction to Management 1(d) Basics of Personal Financial Management	(2) (9) (9) =20%



Preparation for 2016 SBA



Preparation for 2016 SBA

Business, Accounting and Financial Studies Assessment Framework

2004 October

Proposed Elective Subject Framework for the New Senior Secondary Curriculum – Technology Education Key Learning Area
Business, Accounting and Financial Studies: 1st Draft (For Consultation)

Paper 1	Compulsory part	Total of	70%
Paper 2	Elective part		30%
SBA			

2005 May

Technology Education Key Learning Area – Proposed New Senior Secondary Curriculum and Assessment Framework
Business, Accounting and Financial Studies: 2nd Draft (For Consultation)

Paper 1	3 hrs	Compulsory part + Elective part	Short Q, Accounting problems, Case/essay Q	(60%)	Total of	80%
Paper 2	1.5 hrs	Compulsory part	MC, Short Q	(40%)		
SBA				20%		

2007

Technology Education Key Learning Area – Business, Accounting and Financial Studies
Curriculum and Assessment Guide (Secondary 4-6)

Paper 1	1.5 hrs	Compulsory part	Syllabus: 1(a)~1(d)	MC, Short Q	34%
Paper 2	2.5 hrs	Elective part	Syllabus: 2(a),2(b)	Long Q	51%
SBA		(*Starting from 2016)			15%

2009

Hong Kong Diploma of Secondary Education Examination – Business, Accounting and Financial Studies
Standards-referenced Reporting Information Package (Complimentary Copy)

Paper 1	1.5 hrs	Compulsory part	1(a)~1(d)	MC, Short Q	(40%)	34%
Paper 2	2.5 hrs	Elective part	2(a),2(b)	Long Q	(60%)	51%
SBA		(*Starting from 2016)				15%

Preparation for 2016 SBA

*Starting from 2016: 2012 September – HKDSE 2016

*SBA: By the end of Secondary 5, Worksheets 1 and 2 should have been completed with their marks submitted to the HKEAA.

(ie. SBA will be started in S5 and completed in early S6)

(ie. In **2015** – SBA marks contributing 15% to the final subject results for HKDSE 2016)



Preparation for 2016 SBA

For year of examination 2014 and 2015, all schools have to submit SBA marks for feedback from the HKEAA on the outcomes of moderation. Public examination results constitute 100% of the final subject results.

(ie. Year ?? for 2015; implement SBA in 2014)

(ie. Year ?? for 2014; implement SBA in 2013)

*(Appendix C – Calendar of Events: school try out sample tasks as a learning and teaching activity in **January 2012** ~)*



Preparation for 2016 SBA

	HKDSE				HKALE
2008-2009 (Last year)					S6 S7
2009-2010 (Current year)	S4		S2	Today is May 2010	S6 S7
2010-2011	S5	S4	S3		S6 S7
2011-2012	▼ S6	<u>S5</u>	S4	1st HKDSE / <u>Try out sample task</u>	last S7
2012-2013		▼ S6	<u>S5</u>	<u>implement SBA in 2013</u>	
2013-2014			▼ S6	implement SBA in 2014	
2014-2015				Start SBA for HKDSE 2016	
2015-2016					



Preparation for 2016 SBA

	Participant		
2008-2009 (Last year)		S6	Project learning – Decision making 25 S6 students form 4 groups 44 audience (8 teachers)
2009-2010 (Current year)	S4	S6	Sample task (T8) – Business Proposal 21 S6 students form 5 groups 75 audience (44 <u>S4</u> students)
2010-2011 (Next year)	S5 S4	/	Sample task NSS S5 students present to S4 students
2011-2012	<u>S5</u> S4	/	Sample task NSS S5 students present to S4 students
2012-2013, 2013-2014, 2014-2015, 2015-2016, etc		/	Repeat above practice

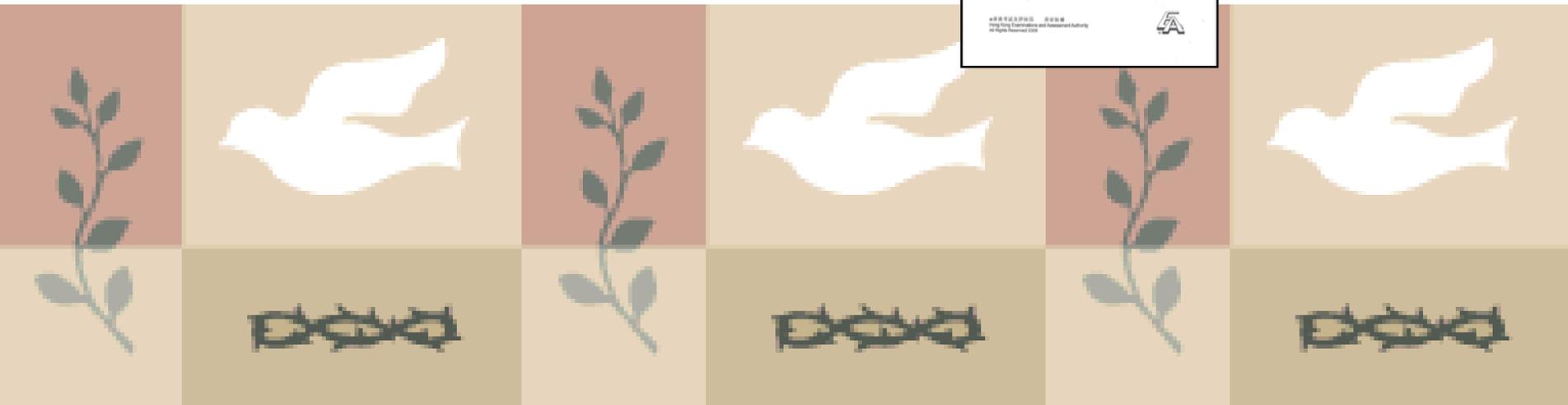
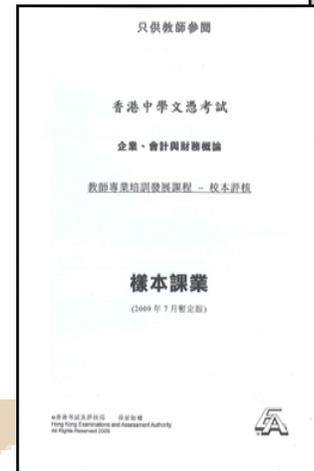
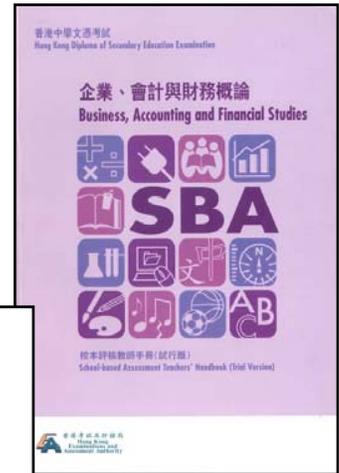


Preparation for 2016 SBA

School-based Assessment Teachers' Handbook
(Trial Version)

Sample Tasks (10 samples) –
Draft as of July 2009

is useful!!! is useful???



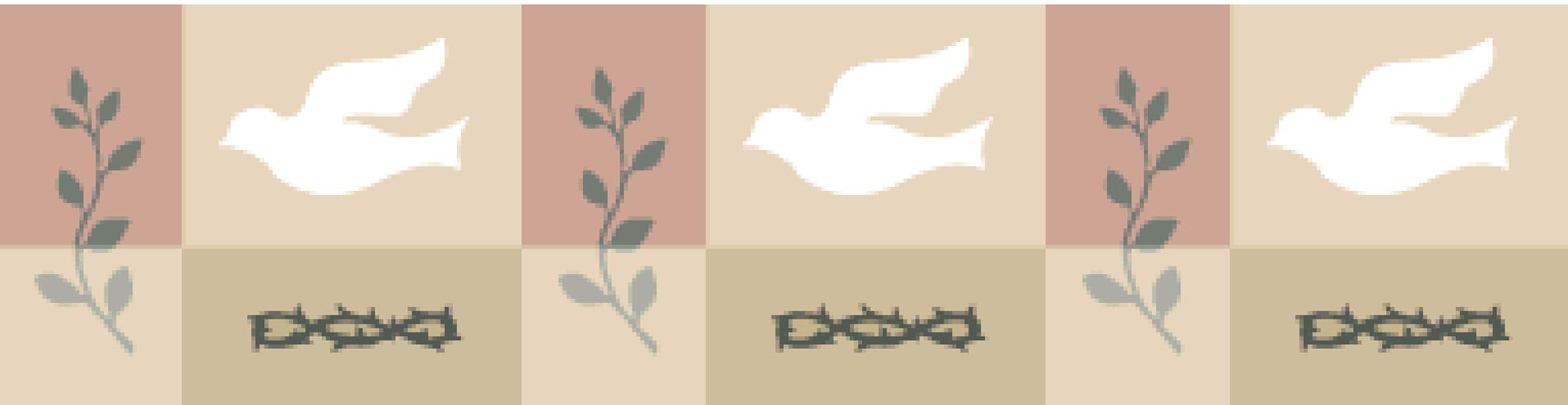
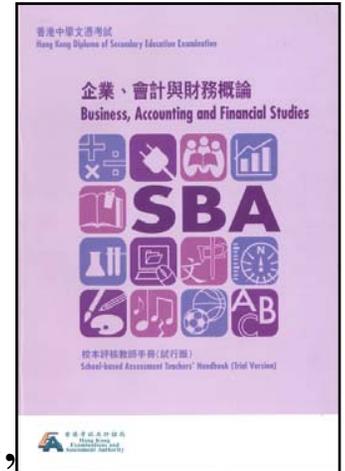
Preparation for 2016 SBA

SBA require (each student prepare):

4 proforma worksheets

1 written report – not more than 3 A4 paper –
with a report cover sheet

1 oral presentation – not more than 10 minutes,
followed by a Q&A session of about 10 minutes



Preparation for 2016 SBA

Worksheet

WS1. Proposed questions for investigation and analysis/
草擬探討和分析的問題

WS2a. Finalized questions for investigation and analysis/
擬定探討和分析的問題

2b. Proposed information collection method(s)/
草擬資料蒐集方法

WS3a. Major findings/主要探討結果

3b. Preliminary analysis/初步分析



Preparation for 2016 SBA

Worksheet

WS4a. What have you learnt through this study?

你在這課業中學會了什麼？

4b. In what areas do you think you need to improve?

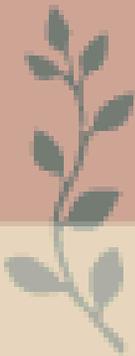
你覺得需要在哪些方面改善？

4c. What are your suggestions for a future study of a similar topic/nature?

對於將來相關的課題/課業，你有什麼建議？

4d. Are there any other points you think are worth nothing?

還有什麼你覺得是值得一提的？



Preparation for 2016 SBA

Flowchart	Key Activity	Submit
Planning Phase	1: Proposal of a theme/title for the SBA task.	Worksheet 1
	2: Proposal of theme/title.	Worksheet 2
Implementation Phase	3: Participation in the assigned business activity and/or information collection.	/
	4: Initial analysis of results.	Worksheet 3
Reporting Phase	5: Written presentation.	Written report
	6: Oral presentation.	Present individually
Evaluation Phase	7: Reflection on learning.	Worksheet 4



Preparation for 2016 SBA

Assessment criteria:

Worksheet are awarded for general aspects such as clarity, completeness and relevance to the curriculum.

$5+5+5+5=20\%$

Written and oral presentations are to be assessed:

- (1) Business knowledge and understanding
- (2) Analytical skills for business decision-making
- (3) Business presentation skills

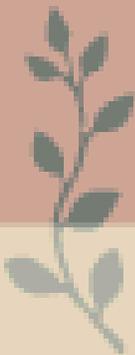
$20+30+30=80\%$

~See assessment rubrics (10% x 8 dimensions)



Preparation for 2016 SBA

Task	In-class (hrs)		Outside-class per student (hrs)	Schedule	Duration (months)	Ratings
	per student	per class				
1	7.8	18	11	Jan-Oct**	9.5**	
2	4.8	15	14	Dec-Apr	4.5	
3	4.8	15	18	Feb-Jun	4	Ba
4	4.8	15	16	Feb-Oct**	9**	Baa
5	10.8	21	14.5	Feb-Nov**	9.5**	A
6	5.8	14.5	25	Oct-May	7.5	Baa
7	4.8	15	14	Apr-Oct**	6.5**	
8	4.8	15	18	Jan-Jun	5	Ba
9	4.8	15	16	Dec-Apr	5	
10	4.8	15	16	Oct-Jun	8.5	
Average	5.8	15.8 [^]	16.3 [^]		6.9 (5.8 / 8.6**)	



Preparation for 2016 SBA

Information collection	0	0	3-10	0 hour in Task 10 for outside class
3 page report	0	0	5-6	
Oral presentation	0.3	10.5	2	0 hour in Task 6, 9, 10 for outside class

Assuming 35 students per class

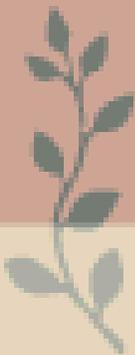
^ The total number of hours should preferably be capped at 40 hours, which approximates 15% of the total curriculum time (270 hours)



Preparation for 2016 SBA

Task	In-class (hrs)		Outside-class per student (hrs)	Schedule	Duration (months)
	per student	per class			
Task 8 Pilot test in S6	5	8.5	20	Feb-Apr	2.5
Information Collection	0	0	8		
3 page report Business proposal	0	0	6		
Oral presentation	0.5	4	6		

There are 21 students in S6 class.



Preparation for 2016 SBA

	Participant		
2008-2009 (Last year)		S6	Project learning – Decision making 25 S6 students form 4 groups 44 audience (8 teachers)
2009-2010 (Current year)	S4	S6	Sample task (T8) – Business Proposal 21 S6 students form 5 groups 75 audience (44 <u>S4</u> students)
2010-2011 (Next year)	S5 S4	/	Sample task NSS S5 students present to S4 students
2011-2012	<u>S5</u> S4	/	Sample task NSS S5 students present to S4 students
2012-2013, 2013-2014, 2014-2015, 2015-2016, etc		/	Repeat above practice

Try sample task (Video)

Teachers' experience



Preparation for 2016 SBA

2008-2009 (Without any experience)

Schedule: 19/1/09-28/4/09 (~3.5 months)

Home make activity – Designed and started BEFORE the launch of SBA Teachers' Handbook & Sample Task

S6 students (25 students, form 4 groups)

Focus on decision making (~ Task 7)



Prepa

Topic

- A. 以最經濟的方法(申請及使用) 手提電話+家居電話+寬頻上網
(也應考慮其他因數 – 如贈送收費電視或迎新禮品)
- B. 利用每月必須開支信用卡消費 – 每月~\$10,000 – 賺取來回日本機票
(可使用積分或現金回贈)
- C. 以\$20,000 預算 作一個 40 天的長線外地旅遊計劃
(費用不包括購物 但包：飲食、住宿、交通開支)
- D. 以最經濟的方法 為一家四口(父母子女)計劃：一年內 5 次或以上旅訪澳門及主題公園 ~ 香港迪士尼樂園
(當中最少一次為澳門及香港迪士尼樂園； 另加入住澳門酒店及上述主題公園附屬酒店或毗鄰酒店 各 1 次或以上)

2008-2009 Principles of Accounts

S6 Project Learning – Decision Making

P.S. 香港經濟的四大支柱行業： 金融、物流、旅遊、工商支援(專業服務)

學生須就一個與會計或個人理財相關的真議題，並附以理據提出建議。以下為一些

1. 應以信用咭、借貸等方式，還是月有限金額的儲蓄。
2. 為某學會撰寫來年的建議書，
3. 為爸爸做個抉擇：每天上班應
4. 為媽媽做個決定：根據公司年
5. 試為一名文具供應商撰寫一份會計帳目。
6. 為學校開放日的售賣紀念品活
7. 試就修讀一個為期一年的海外課程，編製一份個人預算。(已在學生指引中用作示例)
8. 其他 (可先經教師審批)

Requirement:

Grouping – 6 to 7 students each group

Hand out – A4 size, **not more than 3 pages**

Data sheet – format is no limited, **not more than 10 pages**

Presentation – no limited, around 10 minutes.

If power point is used – no limit (sound effect is no needed)

只供教師參閱

課業七
2009年7月暫定版

教師指引



Preparation

S6 Project Learning – Decision Making

Topic

- A. 以最經濟的方法(申請及使用) 手提電話+家居電話+寬頻上網
(也應考慮其他因素 – 如贈送收費電視或迎新禮品)
- B. 利用每月必須開支信用卡消費 – 每月-\$10,000 – 賺取來回日本機票
(可使用積分或現金回贈)
- C. 以\$20,000 預算 作一個 40 天的長線外地旅遊計劃
(費用不包括購物 但包：飲食、住宿、交通開支)
- D. 以最經濟的方法 為一家四口(父母子女)計劃：一年內 5 次或以上訪澳門及主題公園 – 香港迪士尼樂園
(當中最少一次為澳門及香港迪士尼樂園；另加入住澳門酒店及上述主題公園附屬酒店或毗鄰酒店 各 1 次或以上)

學生須就一個與會計或個人理財相關的真实或模擬情境，蒐集資訊，分析和匯報其中的議題，並附以理據提出建議。以下為一些情境的例子：

1. 應以信用咭、借貸等方式，還是個人儲蓄的方式購買貴重的物品？限制是每月有限金額的儲蓄。
2. 為某學會撰寫來年的建議書，包括各項活動的預算收入及支出。
3. 為爸爸做個抉擇：每天上班應採用公共交通工具還是自行駕車？
4. 為媽媽做個決定：根據公司年報的分析，應否買入/售出該公司的股票？
5. 試為一名文具供應商撰寫一份建議書，游說他採用電腦系統來記錄生意上的會計帳目。
6. 為學校開放日的售賣紀念品活動，進行「成本-銷量-利潤分析」。
7. 試就修讀一個為期一年的海外課程，編製一份個人預算。(已在學生指引中用作示例)
8. 其他 (可先經教師審批)

只供教師參閱

課業七
2009年7月暫定版

Preparation for 2016 SBA

請根據學生的表現評估及填上適當的分數

甲部. 內容 (50%)

1. 能找出及集中討論研究焦點	能/不能	
2. 所用資料能切題	能/不能	
3. 能客觀分析數據	能/不能	
4. 概念能有數據支持	能/不能	
5. 引用第二手資料時, 能註明出處	能/不能	
6. 能客觀地分析不同觀點	能/不能	
7. 能提出清晰、具說服力及合邏輯的論據以支持所採取的立場	能/不能	
下品(1-3分)	中品(4-7分)	上品(8-10分)
甲部分數: _____		

乙部. 資料數據演示技巧 (20%)

8. 色彩配合得宜	能/不能	
9. 文字及圖片配合得宜	能/不能	
10. 演示片版面配合得宜	能/不能	
11. 適當地使用動畫	能/不能	
12. 適當地使用聲音	能/不能	
13. 演示片切換得宜	能/不能	
下品(1-3分)	中品(4-7分)	上品(8-10分)
乙部分數: _____		

丙部. 講解 (30%)

14. 目光能顧及所有觀眾	能/不能	
15. 講解時音量適中且有抑揚頓挫	能/不能	
16. 講解時有信心且有說服力	能/不能	
17. 講解能一氣呵成但亦能在適當時稍作停頓	能/不能	
18. 各講員能分工合作, 互相配合	能/不能	
下品(1-3分)	中品(4-7分)	上品(8-10分)
丙部分數: _____		

就你組所遇到的情況, 試清楚說明:

有關分工的困難

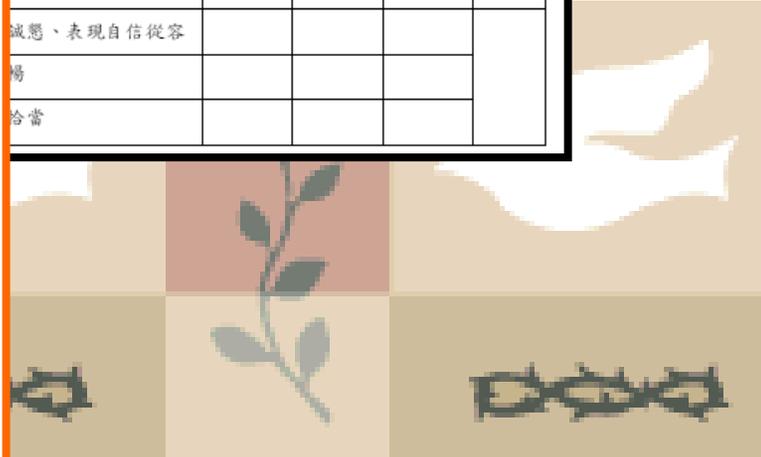
有關搜集資料的困難

及填上適當的分數

評分參考	A	B	C	分數
	表現優異	合乎水平	尚待改善	1-10分
能集中討論研究焦點				
支持				
論資料				
析不同觀點				
論詳略得宜				
當、圖表有助了解主題				
誠懇、表現自信從容				
易				
合當				

D) 是你最喜歡的? _____

填寫上 1, 2, 3... (1 為最積分給各組員 (7 人組有 350 分)



Preparation for 2016 SBA

就你組所遇到的情況，試清楚說明：

請根據同學的表現評估

請在適當的空格內加上「✓」及填上適當的分數

項目	評分參考	A 表現優異	B 合乎水平	C 尚待改善	分數 1-10 分
1 內容觀點	切合主題並能集中討論研究焦點				
	有足夠論據支持				
	能剖析及評論資料				
	能客觀地分析不同觀點				
	提出新見解				
2 演示技巧	字體大小篇幅詳略得宜				
	背景顏色適當、圖表有助了解主題				
3 表達技巧	態度有禮、誠懇、表現自信從容				
	說話清晰流暢				
	表情及語調恰當				

A、B、C、D)是你最喜歡的? _____

入程度，填寫上 1,2,3... (1 為最積 300 分，分給各組員 (7 人組有 350 分



請根據學生的表現評估及填上適當

甲部. 內容 (50%)
1. 能找出及集中討論研究焦點
2. 所用資料能切題
3. 能客觀分析數據
4. 概念能有數據支持
5. 引用二手資料時，能註明出處
6. 能客觀地分析不同觀點
7. 能提出清晰、具說服力及合邏輯的論據
下品(1-3 分)
乙部. 資料數據演示技巧 (20%)
8. 色彩配合得宜
9. 文字及圖片配合得宜
10. 演示片版面配合得宜
11. 適當地使用動畫
12. 適當地使用聲音
13. 演示片切換得宜
下品(1-3 分)
丙部. 講解 (30%)
14. 目光能顧及所有觀眾
15. 講解時音量適中且有抑揚頓挫
16. 講解時有信心且有說服力
17. 講解能一氣呵成但亦能在適當時稍作停頓

能/不能	
下品(1-3 分)	上品(8-10 分)
中品(4-7 分)	丙部分數: _____

Preparation for 2016 SBA

就你組所遇到的情況，試清楚說明：

有關分工的困難 _____

有關搜集資料的困難 _____

於整理及分析資料、或匯報時遇到的困難 _____

在參與過程中的3項得著與獲益 _____

經過各組匯報後，單根據**你的興趣**，那一個題目(A、B、C、D)是你最喜歡的？ _____

以姓名(學號)列出全組組員。請以各人的參與及投入程度，填寫上1, 2, 3... (1為最積極、2為次、如此類推)。依照以上準則，再將300分，分給各組員(7人組有350分作分配)。

姓名							
投入程度 (1, 2, 3...)							
分數分配 (300分)							

請根據同學的表現評估

請在適當的空格內加上「✓」及填上適當的分數

請根據學生的表現評估及填上適當的分數

		A	B	C
		表現優異	合乎水平	尚待
甲部. 內容 (50%)				
1. 能找出及集中討論研究焦點	能/不能			
2. 所用資料能切題	能/不能			
3. 能客觀分析數據	能/不能			
4. 概念能有數據支持	能/不能			
5. 引用第二手資料時，能註明出處	能/不能			
6. 能客觀地分析不同觀點	能/不能			
7. 能提出清晰、具說服力及合邏輯的論據以支持所採取的立場	能/不能			
下品(1-3分) 中品(4-7分) 上品(8-10分)				
甲部分數: _____				
乙部. 資料數據演示技巧 (20%)				
8. 色彩配合得宜	能/不能			
9. 文字及圖片配合得宜	能/不能			
10. 演示片版面配合得宜	能/不能			
11. 適當地使用動畫	能/不能			
12. 適當地使用聲音	能/不能			
13. 演示片切換得宜	能/不能			
下品(1-3分) 中品(4-7分) 上品(8-10分)				
乙部分數: _____				
丙部. 講解 (30%)				
14. 目光能顧及所有觀眾	能/不能			
15. 講解時音量適中且有抑揚頓挫	能/不能			
16. 講解時有信心且有說服力	能/不能			
17. 講解能一氣呵成但亦能在適當時稍作停頓	能/不能			
18. 各講員能分工合作，互相配合	能/不能			
下品(1-3分) 中品(4-7分) 上品(8-10分)				
丙部分數: _____				

Preparation for 2016 SBA

2009-2010

Treated as real SBA

Backup: Last last experience / DBS Social Enterprise Experience /
BAFS Learning & Teaching Resource Kit / BAFS textbook
/ Reference books etc

Schedule: 1/2/10-16/4/10 (~2.5 months)

Task 8: Business proposal

S6 students (21 students, form 5 groups)

Preparation for 2016 SBA

	BAFS SBA (In General)	Sample Task 8: Business Proposal	Piloting of sample task 8: Business Proposal
Student level	S5-S6	S5	S6
Duration	@6.9 months	5 months	2.5 months
Pre-knowledge	Compulsory part Some Elective part	Compulsory part 1(a) Business Environment 1(b) Introduction to Management 1(c) Introduction to Accounting	HKCEE Principles of Accounts
Characteristic	NSS students. Haven't sit in public exam.	NSS students. Haven't sit in public exam.	Mature. Haven't study business / management.
Grouping	NA	Group size: 4	Group size: 3-5

Preparation for 2016 SBA

	BAFS SBA (In General)	Sample Task 8: Business Proposal	Piloting of sample task 8: Business Proposal
Worksheets	4 worksheets	4 worksheets	4 worksheets
Written report	1 written report – not more than 3 A4 paper	1 written report – not more than 3 A4 paper	(See Q&A)
Other report	NA	1 business plan	1 business plan
Presentation	1 oral presentation – not more than 10 minutes for each student,	1 oral presentation – not more than 10 minutes, (Group total about 60 minutes ??)	1 oral presentation – not more than 10 minutes, (Group total about 15 minutes)
Q&A	followed by a Q&A session of about 10 minutes	followed by a Q&A session of about 10 minutes	followed by a Q&A session of about 10 minutes (Subsidize the written report of 3 A4 paper)

Preparation for 2016 SBA

Run Down

Briefing/Introduction	1/2-11/2
Worksheet 1	22/2-5/3
Worksheet 2	8/3-19/3
Worksheet 3	22/3-31/3
Rehearsal	9/4,12/4
Presentation	14/4
Q&A, Worksheet 4	16/4

Preparation for 2016 SBA

Since S6 students did not study BAFS, teacher introduce:

1(a) Business Environment &

1(b) Introduction to Management

at the stage of Briefing/Introduction

Reference Book:

創業真人SHOW黃金經驗編,出版動力-

DBS Social Enterprise Experience

Preparation for 2016 SBA

Worksheet 1 (5 groups)

- Set up a business

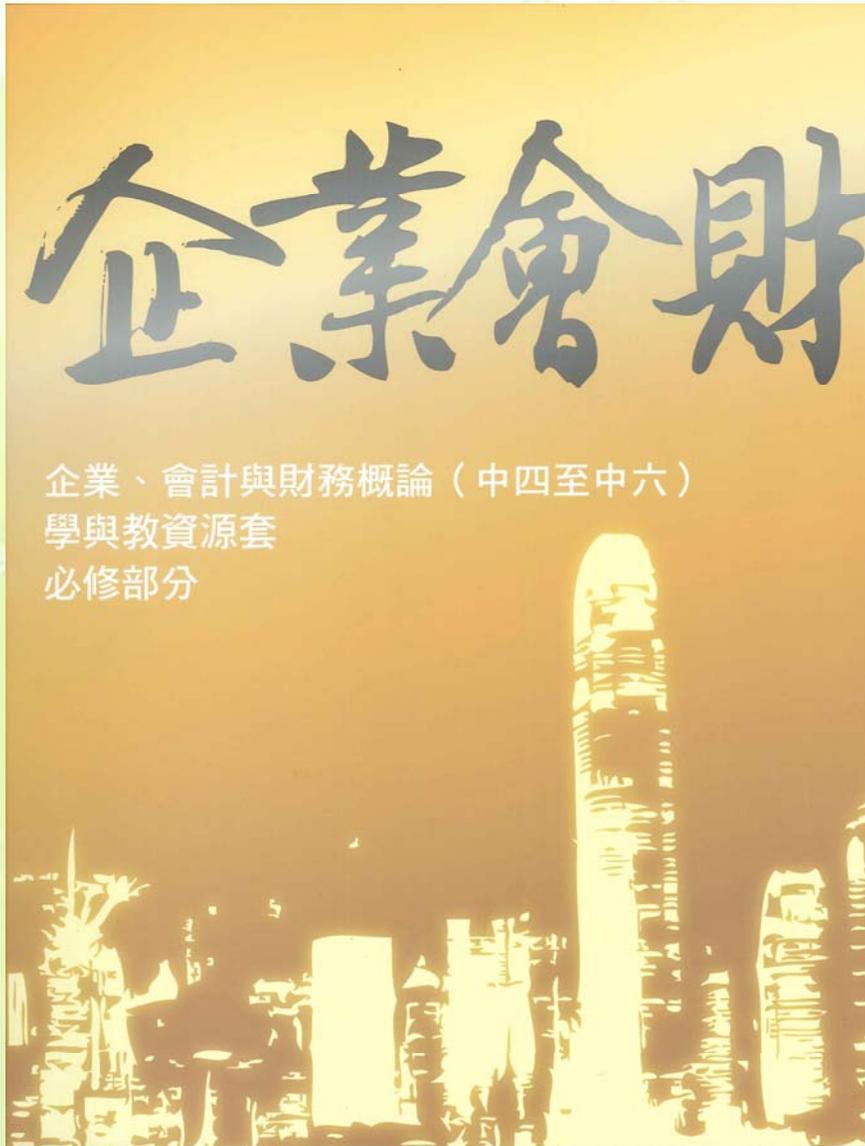
Worksheet 2 (5 groups)

- Issues concerned for setting up a business

Worksheet 3 (5 groups)

- How to develop a business plan

Preparation for 2016 SBA



BAFS Learning & Teaching Resource Kit

Compulsory Part

C05 SMEs Management

Process of Developing a
Business Plan

(C05 中小型企業管理-
商業計劃書的撰寫過程)

Preparation for 2016 SBA

Main point of Business Proposal

Six steps for developing a business plan

		Remarks
Set objectives	Mission statement Goals setting	Activity 2
Understand the market	“Who?” “What are the characteristics?” “Competitors?” “Competitors’ products?” “Competition in the market?”	Activity 3
Determine selling strategies	Product Price Promotion Place	Activity 4
Organize the business	Legal form Organizational structure (Duties) Management / Responsibilities	Activity 5
Make financial projection	Estimation / Table	Activity 6
Take action (Implementation)	List the task Create agenda / Table Contingency plan (Unexpected item?)	Activity 7

Preparation for 2016 SBA

Q&A Session

Time constrain - separation from the presentation

Focus on students' application and integration of their knowledge

(Set of questions for written report is used to subsidize the absence of preparing a 3 A4 page written report)

Preparation for 2016 SBA

Photos: Research



Photos: Preparation, Rehearsal



Preparation for 2016 SBA

Photos: Presentation, Participation



Photos: Q&A



Preparation for 2016 SBA

Duration of full presentation / Original file:

-The Lokia Cafe's (15 min)

-網上化妝品及護膏品專門店 (12 min)

2 Video – 2minutes each

Assess by Rubrics & Teacher Assessment Form

Preparation for 2016 SBA

Achievement

- (1) Experience
- (2) Culture
- (3) Resource
- (4) Lecturing Business & Management topics (Core)

Preparation for 2016 SBA

Suggestion

- (1) Start SBA right now
- (2) Strategies of selecting task
- (3) Other opinion in SBA sample task