

4 Project Team of Teachers' Professional Experience Sharing

With an aim to provide a comprehensive support for NCS students in terms of life planning trainings, career visits and work experience activities, the project team should be consisted of core members from Career and Guidance Team, and invite individual teacher to co-organise teachers' professional experience sharing activities subject to the nature of the activity (such as seminars and conference).

4.1 Team Member

The formulation of team serves to enable a better understanding of NCS students' life planning goals and needs for different teaching staff, so that they would be encouraged to provide the students with focused assistance and guidance through enhanced teaching strategies.

- Principal and vice principal
- Career guidance team
- Class teachers of NCS students (subject to individual activity)
- Subject teachers of NCS students (subject to individual activity)
- NCS teachers/ NCS teaching assistants (subject to individual activity)

4.2 Roles of Member

The participating staff could supervise, organise, executive or support the activity subject to its actual needs.

Table 1 Roles of Members

Member	Role
Principal and vice principal	1. Supervision <ul style="list-style-type: none"> ● Assign responsible teaching staff ● Give directions and suggestions to the organisation and
<ul style="list-style-type: none"> ● Career guidance team 	2. Organisation <ul style="list-style-type: none"> ● Career guidance team should be the organiser and should assign a frontline teaching staff as a main contact for external communication. For example, sending out invitation to guest speakers (e.g. NCS graduates and representatives of Mentorship Alliance bodies), other schools and groups ● Conduct evaluation and review,
<ul style="list-style-type: none"> ● Career and guidance team ● Class teachers of NCS students ● Subject teachers of NCS students ● NCS teachers/ NCS teaching assistants 	3. Execution and Support <ul style="list-style-type: none"> ● Teachers of career guidance team should proactively and regularly conduct review and follow students' progress by teachers who have experience to assisting in life planning

4.3 Evaluation

- **Attendance**

The teachers-in-charge should record the attendance and reasons of absence of participants after the teachers' professional experience sharing activity, in order to evaluate whether the date, time and location of the activity are suitable for teachers.

- **Evaluation survey**

Using evaluation survey, teachers-in-charge can gather participants' feedback on the arrangements of teachers professional sharing experience activity, including the objectives, content, rundown and thematic relevance.

- **Observation of activity team**

The activity team should observe the teachers' performance and reaction (e.g. level of involvement) during the teachers' professional experience sharing activity.

- **Debriefing**

A debriefing should be carried out by teachers-in-charge in order to evaluate the arrangements and rundown, propose suggestions for improvement, and review the participation and learning outcome of teachers.