

**(1) Work Plan for the Use of Capacity Enhancement Grant**

**Purpose of the grant** : provides the necessary funds to schools to **relieve teachers' workload** so that teachers will have enhanced capacity to concentrate on the following three critical tasks in the education reform - (i) curriculum development, including the integration of information technology in teaching; (ii) enhancing students' language proficiency; and (iii) coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.

**Staff Responsible** : Ha Chi Hung, Woo Man Ting

Major concern	Aim	Implementation Plan	Time of Implementation	Success Criteria	Evaluation Method
Enhancing students' language proficiency	To promote the use of IT in teaching and to help teachers with school-based assessment (SBA) work	<p><b>To employ an IT Assistant.</b></p> <ul style="list-style-type: none"> <li>● To help with questionnaire statistics &amp; analysis of all classes.</li> <li>● To assist senior secondary teachers in making SBA videos and filing work.</li> <li>● To make digitalized teaching materials, e.g. scanning, internet, video and CD making.</li> <li>● To mark MC questions and make an analysis.</li> <li>● To assist in the computerized administration work of different departments.</li> <li>● To help with the administration work &amp; class supervision of the School Office.</li> </ul>	1 year base (\$408,540)	<ul style="list-style-type: none"> <li>● Complete SBA videos making &amp; filing work: 600 hrs</li> <li>● Teaching material making: 600 hours</li> <li>● Database development: 400 hrs</li> <li>● CD making: 60 hours</li> <li>● MC question marking and analysis: 100 hours</li> <li>● Questionnaire statistics and analysis 100 hours</li> <li>● Administration work: 200 hrs</li> <li>● It is facilitates teachers to use IT in teaching &amp; administration work.</li> </ul>	<ul style="list-style-type: none"> <li>◇ IT teaching materials are completed with the help of the IT assistants and teachers' evaluation on them.</li> <li>◇ The quality of SBA files</li> <li>◇ Chinese and English teachers' opinions</li> </ul>
Coping with the diverse needs of students	To provide whole school career-related activities To relieve	<p><b>For employment of a Life Planning Education Assistant</b></p> <ul style="list-style-type: none"> <li>◇ Organize lunch time activities, Careers Week, etc</li> <li>◇ Open Careers Room regularly for</li> </ul>	1 year base (\$233,730)	<ul style="list-style-type: none"> <li>◇ Perform the duties on time with good quality</li> <li>◇ Lunch activities organized for all S2 and S3 students</li> </ul>	<ul style="list-style-type: none"> <li>◇ Careers Mistress monitors the performance of assistant</li> </ul>

Major concern	Aim	Implementation Plan	Time of Implementation	Success Criteria	Evaluation Method
	administration workload of career teachers	book borrowing and other activities especially for junior forms ✧ Organize visits to workplaces and job experiences for students ✧ Disseminate updated news and promote activities from tertiary institutions, help students apply ✧ Manage students records of OLE and SLP ✧ Handle students' documents applications for overseas or local studies ✧ Keep records of different statistics and stock of career room's booklets			✧ Feedback from Junior form

2021/22 Remaining Grant	\$ 305,131.68
2022/23 Allocation of the Grant	\$ 654,502
<b>Total</b>	<b>\$ 959,633.68</b>
2022/23 Estimate Expenditure	\$ 642,270
2022/23 Estimated Surplus	\$ 317,363.68 (To be carried to next year)