

Po Leung Kuk Lo Kit Sing (1983) College

Plan on Use of Capacity Enhancement Grant (2015/2016)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
(1) - Curriculum development (ICT Support)	- Assist the implementation of e-Learning	- Employing one I.T. helper	Whole school sustains I.T. support and development	- Whole year (1/9/15 - 31/8/16)	- @\$12,000.00 x 12 months (+ MPF) for one I.T. helper = \$151,200.00  <b>Total: \$151,200.00 (approx.)</b>	- Quick response to emergency cases - More frequent adoption of e-Learning - Reduction of IT teacher manpower input	- Evaluation by all staff - Inspection by Teacher i/c	- Prefect of ICT Support (Mr. KWAN L. S.)

(2)

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum Development	<ul style="list-style-type: none"> <li>- Relief teacher workload so that they can concentrate on enhancing the effectiveness of teaching and learning</li> <li>- Facilitate the implementation of School-based assessment (SBA) and Territory-wide system assessment (TSA)</li> <li>- Facilitate the implementation of using Putonghua as a medium of instruction in Chinese Language</li> <li>- Relief teacher workload so that they can concentrate on enhancing students' language proficiency and coping with the diverse learning needs of students</li> <li>- TA leader coordinates the works of TA</li> </ul>	<ul style="list-style-type: none"> <li>- Employing three teacher helpers (T.A.) (including one TA leader)</li> </ul>	<ul style="list-style-type: none"> <li>- Whole school (in curriculum development and in Teaching and Learning)</li> <li>- Relieving teachers' load in administrative work of TSA and SBA</li> <li>- Assisting English teachers to prepare teaching materials and teaching aids</li> <li>- Developing learning materials based on student needs for Chinese Language</li> </ul>	<ul style="list-style-type: none"> <li>- Whole year (1/9/15 - 31/8/16)</li> </ul>	<ul style="list-style-type: none"> <li>- \$12,300.00 (approx.) x 12 months (+MPF) for one TA leader = \$154,980.00 (approx)</li> <li>- \$10,000.00 (approx.) x 12 months (+MPF) for two TA = \$252,000.00 (approx)</li> </ul> <p style="text-align: center;"><b>Total : \$406,980.00 (approx.)</b></p>	<ul style="list-style-type: none"> <li>- At least 30 curriculum development materials typed by TAs per month.</li> <li>- Teacher Helpers relieve teachers' non-teaching duties.</li> </ul>	<ul style="list-style-type: none"> <li>- Scrutiny of TAs request forms</li> <li>- Scrutiny of TAs log books</li> <li>- Scrutiny of TAs monthly reports</li> <li>- Questionnaire to solicit teachers' perception of space created.</li> </ul>	<ul style="list-style-type: none"> <li>- Executive Secretary (Ms LAM M.Y.)</li> </ul>

Total amount for this proposal: **HK\$558,180.00**

	Item 1	Item 2	Total
Amount:	\$151,200.00	\$406,980.00	\$558,180.00

Principal: *[Signature]*  
 Date: 27/7/2015

Balance B/F 2014/2015: \$0

Total estimated grant to be received from EDB for 2015/2016: \$557,148.00

Total estimated expenditure 2015 /2016: \$558,180.00

Estimated deficit: \$1,032.00

(Estimated deficit will be absorbed from the surplus of EOEBG.)