

Po Leung Kuk Lo Kit Sing (1983) College
Plan on Use of Capacity Enhancement Grant (2021/2022)

(1)

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 (ICT Support)	Assist the implementation of e-Learning	Employing one I.T. helper	Whole school sustains I.T. support and development	Whole year (1/9/21 – 31/8/22)	<ul style="list-style-type: none"> – \$23,000.00 (approx) x 12 months (+MPF) for one I.T. helper = \$289,800.00 (approx) Total: \$289,800.00 (approx.) 	<ul style="list-style-type: none"> – Quick response to emergency cases – More frequent adoption of e-Learning – Reduction of IT teacher manpower input 	<ul style="list-style-type: none"> – Evaluation by all staff – Inspection by Teacher i/c 	<ul style="list-style-type: none"> – 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"> – Relief teacher workload so that they can concentrate on enhancing the effectiveness of teaching and learning – Facilitate the implementation of School-based assessment (SBA) and Territory-wide system assessment (TSA) – Facilitate the implementation of using Putonghua as a medium of instruction in Chinese Language – Relief teacher workload so that they can concentrate on enhancing students' language proficiency and coping with the diverse learning needs of students 	Employing 0.6 T.A.	<ul style="list-style-type: none"> – Whole school (in curriculum development and in Teaching and Learning) – Relieving teachers' load in administrative work of TSA and SBA – Assisting English teachers to prepare teaching materials and teaching aids – Developing learning materials based on student needs for Chinese Language 	Whole year (1/9/21 – 31/8/22)	<ul style="list-style-type: none"> – \$13,000.00 (approx.) x 0.6 x 12 months (+MPF) for one TA leader = \$98,280.00 (approx) Total : \$98,280.00 (approx.) 	<ul style="list-style-type: none"> – At least 30 curriculum development materials typed by TAs per month. – Teacher Helpers relieve teachers' non-teaching duties. 	<ul style="list-style-type: none"> – Scrutiny of TAs request forms – Scrutiny of TAs log books – Scrutiny of TAs monthly reports – Questionnaire to solicit teachers' perception of space created. 	<ul style="list-style-type: none"> – Executive Secretary (Ms LAM M.Y.)

(3)

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"> - To relieve teachers' non-teaching duties (such as school-based activities and extra-curricular activities) so that they can concentrate on developing better teaching and learning - To relieve English teachers' workload so that they can facilitate the implementation of English curriculum 	Employing an Project Organiser (P. O.)	Whole school sustains support and development in curriculum development and in Teaching and Learning)	Whole year (1/9/21 – 31/8/22)	\$20,000 (approx.) x 12 month (+MPF) = \$ 252,000.00 (approx) Total : \$ 252,000.00 (approx.)	<ul style="list-style-type: none"> - At least 20 school-based activities / extra-curricular activities coordinated by P.O. - Smooth running of English-related activities 	<ul style="list-style-type: none"> - Evaluation by all staff - Count the number of school-based activities /extra-curricular activities coordinated by P.O.s - Inspection by Teacher i/c 	<ul style="list-style-type: none"> - English Department (Ms. CHEUNG S.Y.) - Executive Secretary (Ms. LAM M.Y.)

Total amount for this proposal: **HK\$630,000.00**

	Item 1	Item 2	Item 3	Total
Amount:	\$289,800.00	\$98,280.00	\$ 252,000.00	\$ 640,080.00

Principal: _____



Date: _____

- 6 SEP 2021

Balance B/F 2020/21 : \$ 0

Total estimated grant to be received from EDB for 2021/2022 : \$ 642,934.00

Total estimated expenditure 2021/2022 : \$ 640,080.00

Estimated surplus : \$ 2,854