

Plan on Use of Capacity Enhancement Grant in 2012/2013 School Year

Name of School: United Christian College (Kowloon East)

Means by which teachers have been consulted: EC and Staff Meetings

No. of operating classes: 30

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in which ways teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Coping with special learning needs of the students	To help students with learning needs in Chinese (for elites and for remedial needs)	<ul style="list-style-type: none"> To employ one teaching assistant to relieve Chinese teachers' workload so that they can take care of students with diversified learning needs 	Students with diversified learning needs in Chinese can be taken care of	From September 2012 onward for one year.	Salary of the teaching assistant for the year ---- TA (Chi) YWL \$164,871 [\$13,085 per month and 5% MPF]	Teachers can find more room in enhancing Chinese teaching. Students in enhancement and intervention classes will have made progress or improvement in their Chinese ability and academic results.	Feedback from teachers; observation on students' progress	Mrs. Chan Liu Man Ying,

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To alleviate non-teaching administrative work of teachers	To relieve teachers of administrative burdens so as to provide students with greater care	To employ one teaching assistant to relieve non-teaching administrative burdens of teachers such as record keeping, word processing and other logistics	Subject teachers can find help from the respective TA	From September 2012 onward for one year.	Salary of the teaching assistant for the year ---- NKW \$175,266 [\$13,910 per month and 5% MPF]	Teachers can find more time and space in tackling the teaching workload as well as in counseling students	Feedback from teachers	Mr. Ng Ho Yin
Curriculum Development	To promote the use of audio-visual aids in teaching and assessment for learning	To employ an Audio-Visual assistance to help video recording for SBA (English), oral presentation training, video editing for teaching materials and audio recording for listening exams	Teachers' burden in technical work regarding audio and visual production is alleviated	From September 2012 onward for one year.	Salary of the AV assistant for the year --- LKW \$103,761 [\$8,235 per month and 5% MPF]	With the help of AV assistance, teachers adopt AV aids freely in their teaching and assessment for learning	Feedback from teachers	Mr. Lau Chun Wah
					Total: \$443,898*			

*\$60,552 to be deployed from the school fund to make up the difference with the provision of \$383,346 (\$458x837)