

## Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2014/15

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Self-evaluation and Development Planning	Meeting the need of self-evaluation and planning	<ul style="list-style-type: none"> <li>◇ To employ 12 part-time invigilators to share the invigilation duties of teachers</li> </ul>	Teachers can have more time for self-evaluation and planning	<ul style="list-style-type: none"> <li>◇ Evaluation and development meetings can be arranged in Final examination period.</li> </ul>	<ul style="list-style-type: none"> <li>◇ Salary of part-time invigilators \$75X12X30h=\$27,0 00</li> </ul>	<ul style="list-style-type: none"> <li>◇ Punctuality of the self-evaluation reports and programme plans</li> <li>◇ Quality of the self-evaluation reports and programme plans</li> </ul>	Questionnaires will be given to teacher to assess their work-load on evaluation and planning	Chan HL
Enhance moral, civic and value education	To enhance students' development in personal and social domain	<ul style="list-style-type: none"> <li>◇ To employ a part-time teaching assistant to organize moral &amp; civic and value education</li> </ul>	Teachers will have extra free time to plan and develop the school-based programmes on moral, civic and value education.	<ul style="list-style-type: none"> <li>◇ Programmes on moral, civic and value education will be arranged after-school and in assembly</li> </ul>	<ul style="list-style-type: none"> <li>◇ Salary for civic and moral education assistant : \$4,500×12 = \$54,000</li> </ul>	<ul style="list-style-type: none"> <li>◇ Students are active to participate in programmes on moral, civic and value education.</li> <li>◇ High self-esteem of the students is shown</li> </ul>	The self-esteem and development on affective domain of the students are monitored by APASO.	Leung CY
Enhance students' speaking	To enhance Chinese & English Language	<ul style="list-style-type: none"> <li>◇ To employ instructors to provide</li> </ul>	Students will acquire strong confidence in	<ul style="list-style-type: none"> <li>◇ Experienced trainers will be arranged by</li> </ul>	<ul style="list-style-type: none"> <li>◇ Course fee : \$20,000</li> </ul>	<ul style="list-style-type: none"> <li>◇ Students get better result in oral examinations</li> </ul>	Feedback from teachers and students	Wong LY & Chuk SH

and presentation skills	learning	training in speaking in both Cantonese and English	speaking and presentation	service provider to arrange training					
Provide support to teachers in Chinese and English Language	Improve the learning and teaching in languages	<p>◇ To employ a teaching assistant to take up the administration and clerical work</p> <p>◇ The TAs also support enrichment course for students who drop elective subjects</p> <p>◇ Assist in language publication</p>	The administration and clerical workload of teachers can be reduced Students who drop elective subject can obtain support in their core subjects	◇ A teaching assistant will be employed	◇ Salary of teaching assistant (\$14,000+5%MPF)x12 = \$176,400	◇ Time spent on admin. and clerical work reduced	Workload survey	Leung KC	
Provide support to the learning & teaching of Liberal	Improve the learning and teaching of LS and facilitate the operation of IES	◇ To employ a teaching assistant to support the learning and	LS teachers can obtain sufficient clerical and teaching	◇ A teaching assistant will be employed	◇ Salary of teaching assistant (\$14,000+5%MPF)x12	◇ The operation of LS Panel and IES becomes smooth	Feedback from teachers and students	Leung KC	

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Provide support to teachers in administrative and clerical work	Reduce the administration work load of teachers	teaching of LS	support	The administration and clerical workload of teachers can be reduced	<ul style="list-style-type: none"> <li>A teaching assistant will be employed</li> </ul>	<ul style="list-style-type: none"> <li>Salary of teaching assistant (\$13,000+5%MPF)x12=\$163,800</li> </ul>	<ul style="list-style-type: none"> <li>Time spent on admin. and clerical work reduced</li> </ul>	Workload survey	Leung KC				
Enhance the proficiency in PTH	To enhance PTH proficiency through choral speaking	<ul style="list-style-type: none"> <li>To employ a teaching assistant to take up the administration and clerical work</li> </ul>	Students will acquire strong confidence in using PTH	<ul style="list-style-type: none"> <li>A team of students will be encouraged to take part in PTH choral speaking in Speech Festival.</li> <li>Experienced trainer will be employed to arrange training</li> </ul>	<ul style="list-style-type: none"> <li>Instructor fee : \$8,000</li> </ul>	<ul style="list-style-type: none"> <li>Students obtain awards in Speech Festival</li> </ul>	Feedback from teachers and students	Chan TS					
Language support for S1 new students	Meeting the need of S1 new students	<ul style="list-style-type: none"> <li>Arrange English phonics class for S1 students</li> </ul>	S1 students can adapt to the medium of instruction in EMI subjects	<ul style="list-style-type: none"> <li>3 sessions of 2 hours each after school conducted by service provider from Mid-Sept to Oct 2014</li> </ul>	<ul style="list-style-type: none"> <li>Course fee: \$30,000</li> </ul>	<ul style="list-style-type: none"> <li>Classroom performance and test result in EMI subjects</li> </ul>	Feedback from students and EMI subject teachers	Wong LY					
TOTAL										\$725,400			