

**Lam Tai Fai College
2018-2019**

Plan on the Use of Capacity Enhancement Grant

Task Area	Major Area(s)	Strategies	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method of Evaluation	Person(s)-in-charge
To relieve teachers from some of their duties in order that they can focus more on their teaching so as to enhance student learning	To create an environment for teachers' professional growth	To recruit 3 associate teachers to support English Language, Chinese Language and PSHE KLAs	<ul style="list-style-type: none"> Teachers will have more time to prepare for their lessons and tailor teaching materials that are of interest to the students. Teachers will have more time to attend professional training. 	September 2018 to August 2019	Salaries & MPF of the 3 associate teachers for 12 months <u>Income (CEG)</u> Approx. HK\$692 x 750 = HK\$519,000 <u>Expenditure Anticipated</u> (Salaries) HK\$18,400 x 3 x 12 = HK\$662,400 + (MPF) HK\$920 x 3 x 12 = HK\$33,120 <u>Difference</u> -HK\$176,520 (borne by the school)	<ul style="list-style-type: none"> A majority of the teachers in the 3 KLAs indicate that the associate teachers can help reduce some of their duties so that they have more time to concentrate on their teaching and to attend training on curriculum and pedagogy. Teachers in the 3 KLAs completed at least 50 hours of professional training in 2018-2019. 	<ul style="list-style-type: none"> Questionnaires to teachers in the 3 KLAs 	<ul style="list-style-type: none"> Ms Cheng Ngai Ching Ms Wong Suk Fan Ms Lee Ching May