

**Lam Tai Fai College  
2019-2020**

**Plan on the Use of Capacity Enhancement Grant**

<b>Task Area</b>	<b>Major Area(s)</b>	<b>Strategies</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Person(s)-in-charge</b>
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"> <li>Teachers will have more time to prepare for their lessons and tailor teaching materials that are of interest to the students.</li> <li>Teachers will have more time to attend professional training.</li> </ul>	September 2019 to August 2020	Salaries & MPF of the 3 associate teachers for 12 months  <u>Income (CEG)</u> Approx. $HK\$715 \times 734 = HK\$524,810$ (Subject to final approval by EDB)  <u>Expenditure Anticipated</u> (Salaries) $HK\$18,000 \times 12 \times 3 = HK\$648,000$ (MPF) $HK\$648,000 \times 5\% = HK\$32,400$  <u>Difference</u> $-HK\$155,590$ (borne by the school)	<ul style="list-style-type: none"> <li>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.</li> <li>Teachers in the 3 KLAs completed at least 50 hours of professional training in 2019-2020.</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires to teachers in the 3 KLAs</li> </ul>	<ul style="list-style-type: none"> <li>Ms Cheng Ngai Ching</li> <li>Mr Liu Chi Yeung</li> <li>Dr Ip Sum Ming</li> </ul>