

Immanuel Lutheran College
Plan on Use of Capacity Enhancement Grant
(2009/2010)

I. Objectives

1. to employ part-time personnel to help in examination preparation programmes for S.4 to S.7 students
2. to employ teachers in non-subvented terms to enhance the teaching of English
3. to employ additional teachers in non-subvented terms to relieve workload of teachers in handling SBA and or TSA so that they can concentrate on the development of effective learning and teaching strategies
4. to employ teaching assistants to help relieving teachers' administration duties.

II. Strategies

Project 1

- Setting up study rooms for S.5 and S.7 from November 2009 to March 2010, and tutorial classes for S.1 to S.4 from March to May 2010

Target

60 S.5 & S.7 students for study rooms, 2400 student-sessions for S.4 tutorial classes (except English) and 1600 student-sessions for S.1 – S.4 English tutorial classes.

Man-power required

4 to 10 alumni / parents of ILC to be in charge of study rooms;

6 to 12 alumni of ILC, preferably university students, as tutors for S.4 tutorial classes;

4 professionally trained English teachers as tutors for English tutorial classes.

Working hour

5:00 p.m. to 10:00 p.m., every week day for study rooms;

one and a half hours for each session on weekends and school holidays for a tutorial class.

Duration

Study rooms: from November 09 to March 10, except public holidays

Tutorial classes: from March 09 to May 10, except public or school holidays

Estimated expenditure

Study rooms:

- on a rate of \$40 / hour for each person-in-charge of the study room
- 1 tutor every evening
- 70 days

Sub-total: $\$40 \times 5 \text{ (hours)} \times 2 \text{ (rooms)} \times 70 \text{ (days)} = \$28,000$

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S.4 tutorial classes:

- on a rate of \$400 / session for each tutor
- 80 sessions

Sub-total: $\$400 \times 80$ (sessions) = \$32,000

English tutorial classes:

- on a rate of \$500 / session for each tutor
- 80 sessions

Sub-total: $\$500 \times 80$ (sessions) = \$40,000

Total expenditure: $\$28,000 + 32,000 + \$40,000 = \$100,000$

Project 2

- Hiring of teachers in non-subvented terms

Objectives

to enhance the teaching of English and Chinese by reducing class size in NSS forms and help in the administration of SBA/TSA

Qualification required

university graduates with relevant professional training

No. of teachers

2 or equivalent (1 for additional English teacher and 1 for additional Chinese teacher)

Employment terms

- on contract basis
- salary per month, including MPF, \$41,500

Estimated expenditure

$\$41,500 \times 12 \approx \$500,000$

Project 3

- Hiring of teaching assistants

Objectives

- to help in the English oral practice of students
- to help preparing IT teaching materials
- to help data entry and filing of records
- to help invigilation work in tests/examinations
- to help in the administration of TSA and SBA

Qualification required

post-secondary diploma holders, one of them is preferred to be native speaker of English

No. of assistants

2

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Employment terms

- on contract basis
- salary per month, including MPF, \$15,000

Estimated expenditure

\$15,000 × 12 = \$ 180,000

III. Overall Estimate

Total estimate of the above 3 projects will be around \$780,000 which exceeds the CEG of \$458,927. The school will adjust the arrangement according to needs, outcome, and current financial situation that the grant will be utilized for the best interest of students and will cover the deficit from non-standard item charges and surplus of CEG.

IV. Evaluation

The Administrative Council will monitor the progress of the four projects and report to the IMC for amendment and evaluation. Individual projects will be evaluated as follows:

	Performance Indicators	Assessment Mechanism	Person-in-charge
Project 1	80% of the enrolled students will achieve 80% of attendance; 75% will indicate that the classes are “helpful”.	Attendance will be recorded; a survey will be conducted to collect participants’ feedback at the end of the classes.	Ho S.C.
Project 2	1. Students’ learning in Chinese and English will generally be enhanced. 2. Substantial workload in the administration of SBA/TSA is reduced.	1. Assessments of students’ performance in English and Chinese will be made by English and Chinese teachers of the NSS classes.. 2. Evaluated in Administrative Council meeting	Ho H.S., Chan K.K., Cheung S.L.
Project 3	75% of teachers will indicate that the teaching assistant in one way or other alleviate their workload.	A survey will be conducted by the end of the school year to collect teachers’ feedback.	Lau Y.S.