

SALEM-Immanuel Lutheran College  
Plan on Use of Capacity Enhancement Grant  
(2010/2011)

**I. Objectives**

1. to employ part-time personnel to help in examination preparation programmes for students.
2. to employ additional teachers in non-subvented terms to relieve workload of teachers so that they can concentrate on the development of effective learning and teaching strategies.
3. to employ English teaching assistant to help enhance students' speaking capacity.

**II. Strategies**

**Project 1**

- Setting up study rooms for S.5 and S.7 from November 2010 to June 2011, and tutorial classes for S.1 to S.5 from March to May 2011.

**Target**

60 S.5 & S.7 students for study rooms, 1500 student-sessions for S.4/S.5 tutorial classes (except English) and 1600 student-sessions for S.1 – S.4 English tutorial classes.

**Man-power required**

2 to 10 helpers to be in charge of study rooms;

6 to 12 teachers (or university students) as tutors for S.4/S.5 tutorial classes;

4 professionally trained English teachers as tutors for S.1-4 English tutorial classes.

**Working hour**

Study rooms: 5:30 p.m. to 7:30 p.m., every week day;

Tutorial classes: one and a half hours for each session on weekends and school holidays.

**Duration**

Study rooms: from November 10 to June 11, except public holidays

Tutorial classes: from March 11 to May 11, 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 for each room every evening
- 200 days

Sub-total:  $\$40 \times 2 \text{ (hours)} \times 2 \text{ (rooms)} \times 200 \text{ (days)} = \$32,000$

S.4/5 tutorial classes:

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

Sub-total:  $\$400 \times 50 \text{ (sessions)} = \$20,000$

S.1-4 English tutorial classes:

- on a rate of \$600 / session for each tutor
- 80 sessions

Sub-total:  $\$600 \times 80 \text{ (sessions)} = \$48,000$

**Total expenditure:**  $\$32,000 + \$20,000 + \$48,000 = \$100,000$

SALEM-Immanuel Lutheran College  
Plan on Use of Capacity Enhancement Grant  
(2010/2011)

**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 (1 Eng, 1 Chi) or equivalent

**Employment terms**

- on contract basis
- salary per month per teacher, including MPF, \$22,500

**Estimated expenditure**

$\$22,500 \times 2 \times 12 = \$540,000$

**Project 3**

- Hiring of English teaching assistant

**Objectives**

- to help prepare English teaching materials
- to provide students English oral trainings
- to help in handling of English lessons when teachers are on study leave

**Qualification required**

native English speaker and university graduate

**No. of assistant**

1

**Employment terms**

- on contract basis
- salary per month, including MPF, \$10,500

**Estimated expenditure**

$\$10,500 \times 10 \text{ (months)} = \$ 105,000$

**III. Overall Estimate**

Total estimate of the above 3 projects will be around \$745,000 which exceeds the CEG of \$471,771. 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 (\$100,000) and surplus of last year.

SALEM-Immanuel Lutheran College  
Plan on Use of Capacity Enhancement Grant  
(2010/2011)

**IV. 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 SC
Project 2	1. Students will generally be able to make improvement in English/Chinese; 75% of the students in smaller classes will indicate that the arrangement is “helpful” to their learning.  2. Substantial workload in the administration of SBA/TSA is reduced.	1. Assessments of students’ performance in English/ Chinese will be made by English/Chinese teachers of the class at regular intervals; a survey will be conducted to collect students’ feedback at the end of the school year.  2. Evaluated in Eng/Chi panel meetings	AP1, Ho HS, Cheung SL
Project 3	1. 50% of students will get a credit (level 4) in oral component of English paper in the public examinations.  2. Students will indicate that the trainings are “helpful”.	1. Assessment of students’ performance in speaking will be made by English teachers of the class and students’ result in public examinations will be checked.  2. Students’ feedback will be collected.	Ho HS