

SALEM-Immanuel Lutheran College
Plan on Use of Capacity Enhancement Grant (2016/2017)

I. Strategies

1. To employ part-time personnel to conduct after school classes to cater for diverse learning needs;
2. To employ teaching assistants to help relieving teachers' non teaching responsibilities (e.g. camp liaison, transportation liaison, data entry, record filing and teacher substitution).

II. Implementation

1. Project 1

Running different types of after school classes /programmes.

Objectives

- ✧ to cope with the diverse learning needs of students

	Domain	Item	Teacher-in charge	Estimated Budget
1.	C	English: S.1 - S.3 Remedial Class	Ho HS	5400.00
2.	C	Chinese: S.1 to S.3 Remedial Class	Cheung SL	5400.00
3.	C	Chinese: S.4 to S.6 Enhancement Class	Cheung SL	12000.00
4.	C	Chinese: Literature & Writing Program for Elites	Cheung SL	500.00
5.	C	Mathematics: Math Team	So WS	30000.00
6.	C	Mathematics: S.1-S.3 Remedial Class	So WS	14500.00
7.	C	Mathematics: S.4-S.6 Remedial Class	So WS	14500.00
8.	C	Liberal Studies: S.5 Foundation Class	Ng WK	6000.00
9.	C	Chemistry: S.6 Elite Class	Wong CM	3300.00
10.	C	Biology: S.5 (Enhancement / Remedial) Class	Ho SC	3000.00
11.	C	History: S.5 Revision Class	Wan SL	3000.00
12.	C	History: S.6 Exam Skill Training	Wan SL	1800.00
13.	C	Geography: S.5 & S 6 Remedial Class	Leung KY	4500.00
14.	C	Geography: S.6 Elite Class	Leung KY	3600.00
15.	C	Economics: S.5 Enhancement Class	Tang YW	3600.00
16.	C	BAFS: S.5 Remedial Class	Lui KY	2500.00
17.	C	BAFS: S.6 Remedial Class	Lui KY	2500.00
18.	C	Web-based EDB Gifted Programme (Junior Form)	Leung KY	6000.00
19.	C	Summer Foundation Class (Junior Form)	Leung KY	20000.00
Total:				142100.00

Domain A: Curriculum Development

Domain B: Language Proficiency

Domain C: Catering Learning Diversity

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2. Project 2

Hiring of teaching assistant

Objectives

- ✧ to help preparing teaching materials;
- ✧ to help teachers in curriculum development such as in project work and activity organization;
- ✧ to help releasing teachers non-teaching activities e.g. collecting fees and reply slips;
- ✧ to help substituting classes if necessary, not more than 20 periods a week;
- ✧ to help invigilation work in tests/examinations.

Qualification required	university graduates or post-secondary diploma holders
No. of assistants	2
Employment terms	on contract basis salary per month, including MPF, \$27,300
Estimated expenditure	$\$27,300 \times 12 = \$327,600$

3. Project 3

Hiring of assistant clerk

Objectives

- ✧ to help releasing teachers non-teaching activities e.g. collecting data and making records;
- ✧ to help preparing student learning materials;
- ✧ to help invigilation work in tests/examinations;
- ✧ to help making displays for school programmes.

Qualification required	graduate from secondary education with relevant training
No. of assistants	0.5
Employment terms	on contract basis salary per month, including MPF, \$6,300
Estimated expenditure	$\$6,300 \times 12 = \$75,600$

III. Overall Estimate

Total estimate of the above 3 projects		\$54,530.00
CEG Grant (1617)		
(A)	Surplus brought from previous year (1516)	\$558,202.00
(B)	Current year (1617)	\$941,189.75.00
(A) + (B)	total:	\$1499391.75.00

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IV. Evaluation

Individual projects will be evaluated as follows:

Project	Performance Indicators	Assessment Mechanism	Person-in-charge
1	<ul style="list-style-type: none">✧ Students enrolled in each of the classes have an average of 80% attendance;✧ Most subject departments found the classes are effective;✧ 75% of the students indicate that the classes are “helpful”.	<ul style="list-style-type: none">✧ Attendance will be recorded;✧ A survey will be conducted to collect participants’ feedback at the end of the classes.	Ho HS
2 & 3	<ul style="list-style-type: none">✧ Teachers’ workload will be relieved substantially.	<ul style="list-style-type: none">✧ Evaluated in Administrative Council meetings.	VP