

**Plan on Use of Capacity Enhancement Grant in 2020/2021 School Year**

Name of school: **CNEC Christian College**

Number of operating classes: **24**

Means by which teachers have been consulted: **Open discussion and opinion survey from 58 teachers in the staff meeting on 24-6-2020**

<b>Task Areas</b>	<b>Major Areas of Concern</b>	<b>Strategies/Tasks</b>	<b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b>	<b>Time scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>
Equipping students to be active and self-directed learners	Release administrative workload of teachers so that they can spend more time in implementing self-directed learning	Employ a Teacher Assistant to assist the English Department and other HODs in administrative work	Relieve some workload of teachers so that teachers could have more time to take care of the students	From September 2020 onward for 1 year	Salary of the Teacher Assistant for the year: \$185,493	More than 70% of the teachers concerned have agreed that the Teacher Assistant could ease their workload.	Collect feedbacks from teachers by using questionnaires and through discussion in the annual review	Ms. W.K. Poon and Ms. L.F. Yung

Enhancing the effectiveness of e-learning, and students' English and Putonghua Proficiency	Enhance students' proficiency in e-learning, spoken English and Putonghua	Employ an IT Technician to give technical support for e-Learning and assist the English and Chinese teachers in the MMLC	Teachers concerned can conduct teaching or activities more effectively as technical problems can be minimized	From September 2020 onward for 1 year	Salary of the IT Technician for the year: \$ 251,580	More than 70% of the teachers concerned have agreed that the IT Technician could help solve their problems.	Consult the opinions of the head of e-learning, Chinese and English; collect feedbacks from teachers by using questionnaires and through discussion in the annual review	Ms. W.K. Poon, Ms. L.F. Yung and Ms. S.Y.Yau
Coping with diverse and special learning needs of students	Release clerical and administrative workload of teachers so that they can spend more time in taking care of different learning needs of students	Employ an Activities Assistant to assist the HODs in running activities of school	Relieve some workload of teachers so that teachers could have more time to take care of the students	From September 2020 onward for 1 year	Salary of 0.5 Activities Assistant for the year: \$ 135,563  <b>Total: \$572,636</b>	More than 70% of the teachers concerned have agreed that the Activities Assistant could ease their workload.	Collect feedbacks from teachers by using questionnaires and through discussion in the annual review	Mr. C. K. Wong

**Questionnaire on the Use of Capacity Enhancement Grant (2020-2021)**

24-6-2020

Total Respondents: 58

<p align="center"><b><u>Part II:</u></b></p> <p align="center"><b>Proposal on the Use of Capacity Enhancement Grant (2020-2021)</b></p>		<p align="center"><b><u>Grade</u></b></p> <p align="center">A: Agree      B: Slightly Agree</p> <p align="center">C: Slightly Disagree    D: Disagree</p> <p align="center">I I: Insufficient Information to opine</p>				
<p align="center"><b>Items</b></p>		<p align="center"><b>A</b></p>	<p align="center"><b>B</b></p>	<p align="center"><b>C</b></p>	<p align="center"><b>D</b></p>	<p align="center"><b>I I</b></p>
<p><b>3.(a)</b></p>	<p>Employ an IT technician to assist teachers in teaching and conducting activities</p>	<p align="center"><b>48</b></p>	<p align="center"><b>7</b></p>	<p align="center"><b>1</b></p>	<p align="center"><b>2</b></p>	<p align="center"><b>0</b></p>
<p><b>3.(b)</b></p>	<p>Employ an activities assistant to assist the running of activities of action groups and task groups</p>	<p align="center"><b>47</b></p>	<p align="center"><b>5</b></p>	<p align="center"><b>3</b></p>	<p align="center"><b>0</b></p>	<p align="center"><b>3</b></p>
<p><b>3.(c)</b></p>	<p>Employ a teacher assistant to assist the administrative/clerical work of action groups and task groups</p>	<p align="center"><b>47</b></p>	<p align="center"><b>7</b></p>	<p align="center"><b>2</b></p>	<p align="center"><b>0</b></p>	<p align="center"><b>2</b></p>
<p><b>3.(d)</b></p>	<p>Others (Please specify) - Assign a TA to help action groups / subject panel to take meeting minutes.</p>					