

St. Margaret's Girls' College, Hong Kong

2017-2018

Plan on Use of the Basic Provision of Capacity Enhancement Grant

Task Area	Strategy	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method of Evaluation	People Responsible
Learning & Teaching	To employ a teaching assistant	*Teachers can be relieved of the workload of substituting for lessons * All teachers can be relieved of the workload of preparing teaching materials, typing tests and examination papers and organizing subject-related activities	9/17 – 8/18	Salary of the teaching assistant for 12 months (including MPF)	80% of the teachers concerned find the teaching assistant helpful in relieving their workload	Questionnaire	All teachers
Support for Students	To employ two Other Learning Experiences (OLE) assistants	Teachers can be relieved of the workload relating to the running of OLE	9/17 – 8/18	Salary of 2 OLE assistants for 12 months (including MPF)	80% of the teachers concerned find the activity assistants helpful in relieving their workload	Discussion with relevant teachers	Teachers-in-charge of the OLE