

ST. JOSEPH'S COLLEGE
Plan on the Use of the Capacity Enhancement Grant
2023/2024 School Year

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People
BAFS Department	1. Assessment Literacy To promote the learning and teaching of the subject by creating and managing a well-organized question bank and business magazine for teachers and students.	To hire a helper to assist teachers in typing and sorting the past papers and business magazine.	Teachers' workload will be relieved and the effectiveness of learning and teaching can be improved.	Sep 2023-Aug 2024	\$120*45 hours = \$5,400 Total = \$5,400	A well-organized question bank of past paper questions for teaching and learning is provided.	Teachers and students utilise the question bank to prepare for the DSE.	Ms. Chu ML
Chinese Department	1. Human Resources Deployment To provide extra manpower to assist teachers with administrative work. 2. Tutorials for S4-S6 students who need reinforcement 3. Speech Coaching	To employ a full-time Chinese Assistant Teacher. To improve students' abilities in answering different papers. To hire tutors to train students for Speech Competitions and Debate Competitions.	Teachers' workload in administrative work will be relieved. Teachers' workload will be relieved. Teachers can focus on their preparation for teaching. Students can receive training after school. Teachers' workload will be relieved. Teachers can focus on their preparation for teaching. Students can receive training after school.	Sep 2023 - Aug 2024 Sep 2023 - Aug 2024 Sep 2023 - Aug 2024	Salary \$27,825 x 105% x 12 months = \$350,595 \$24,000 \$8,000 Total = \$382,595	1. Teachers can spend more time on teaching. 2. The Chinese Assistant Teacher helps teachers a lot with administrative work and takes up some teaching load of Chinese Language in junior level. Students' abilities in answering different papers are improved. Students' abilities in speech/debate are improved.	Feedback from Panel Head and/or teachers. Feedback from Panel Head and/or teachers. Feedback from Panel Head and/or teachers.	Ms. Lam Cathy Ms. Lam Cathy Ms. Lam Cathy
Economics Department	1. Assessment Literacy To promote the learning and teaching of the subject by creating and managing a well-organized question bank and business magazine for teachers	To hire a helper to assist teachers in typing and sorting the past papers and business magazine.	Teachers' workload will be relieved and the effectiveness of learning and teaching can be improved.	Sep 2023 - Aug 2024	\$120*20hours=\$2,400 Total = \$2,400	A well-organized question bank of past paper questions for teaching and learning is provided.	Teachers and students utilise the question bank to prepare for the DSE.	Ms. Chu ML
English Department	1. English Reference Library 2. Assessment Literacy 3. Speech training/Workshop 4. Editing fee for various writing competitions and scholarship application essays	To hire helpers to rearrange teaching resources and readers stored in the English Reference Library. To hire helpers to type out writing samples for teaching purpose and to create a question bank for DSE Paper 2. To hire tutors to train students for Speech Competitions. To hire editors to help edit students work for either writing competitions or scholarship applications.	Teachers' workload will be relieved. Teachers can retrieve resources for teaching more readily and easily. Teachers can show writing samples as teaching materials to help students' learning. Teachers' workload will be relieved. Teachers can focus on their preparation for teaching. Students can receive training after school. Chances of winning will be higher. Teachers' workload will be relieved.	Dec 2023 - Aug 2024 Dec 2023 - Aug 2024 Oct 2023 - July 2024 Sept 2023 - Aug 2024	\$150*20 hours = \$3,000 \$150*30 hours = \$4,500 \$500*20 hours = \$10,000 \$150 per piece *40 = \$6,000 Total = \$23,500	English reference Library becomes more systematic and well organized. Compiled a file of writing samples for NSS. Students receive astonishing and satisfactory results in Speech Competitions. Students receive astonishing and satisfactory results in Writing competitions.	Feedback from Panel Head and teachers. Feedback from Panel Head and teachers. Achievement record. Achievement record.	Ms. Yam Christine Ms. Yam Christine Ms. Yam Christine Ms. Yam Christine
Library Assistant	1. Human Resources Deployment To provide manpower to assist the teacher librarian in the daily operation of the school library.	To hire a library assistant to assist the teacher librarian in the daily operation of the school library.	Teacher librarian's workload in the library will be relieved.	Sep 2023 - Aug 2024	 Total = \$275,625	Teacher librarian can spend more time on teaching.	Teacher librarian's comment on the performance of the library assistant.	Ms. Fok Annabelle
					Total Expenditure: \$689,520			