

**Kwok Tak Seng Catholic Secondary School  
Capacity Enhancement Grant 2022/23**

<b>Proposal</b>	<b>Description</b>	<b>Proposed Budget</b>	<b>Approved Budget</b>	<b>Page</b>
1	Teaching Assistant X 3	\$592,200.00	\$592,200.00	P.1
	Sub-total	\$592,200.00		

Grant received of the year (subject to change according to the inflation rate) \$624,930.00

Less: Expenditure of the year \$592,200.00

Balance: \$62,302.00

<b>Task Area</b> 計劃名稱	Teacher Assistant x 3 (Admin Programme)
<b>Major Area(s) of Concern</b> 計劃重點	To relieve teachers' workload.
<b>Implementation Plan</b> 具體計劃內容	To help teachers handle administration work and to teach after school study groups. To facilitate teachers in conducting SBA and take video records of the students' performance.
<b>Benefits Anticipated (e.g. in what way teachers' workload is alleviated)</b> 計劃之優點 (例如: 如何藉此計劃減輕老師的工作量)	Teachers can have more capacity to do lesson preparation and to cope with the student diversity.
<b>Implementation Schedule</b> 推行時間表	1/9/2022 – 31/8/2023 (CEG)
<b>Resources Required</b> 所需資源	Teacher Assistant x 3 (including MPF) \$592,200.00
<b>Performance Indicators</b> 成效指標	Teacher's workload can be alleviated.
<b>Assessment Mechanism</b> 評估方法	Feedbacks from the teachers.
<b>Person-in-charge</b> 負責人	Wan Sau Fun