

Leung Shek Chee College
Report on Capacity Enhancement Grant
2015-2016

1. Review of objectives

- 1.1 Teaching Assistants facilitated language activities of both Chinese Language and English Language.
- 1.2 Teachers' workload on preparation of teaching materials was alleviated by the clerical support provided by Teaching Assistants.
- 1.3 Administrative Assistant provided substantial support in administrative work of the Careers Committee and Life Planning Committee.

2. Review of budget

Items		Budget (\$)	Expenditure (\$)
1	Salary of Teaching Assistant and MPF Contributions (English Language) (12 months)	\$160,000.00	\$117,328.33
2.	Salary of Teaching Assistant and MPF Contributions (Chinese Language) (12 months)	\$180,000.00	\$178,920.00
3.	Salary of Teaching Assistant and MPF Contributions (Liberal Studies) (12 months)	\$230,000.00	\$202,734.00
4.	Salary of Administrative Assistant and MPF Contribution (Career and Life Planning) (6 months)	\$80,000.00	\$78750.00
Total expenditure:			\$577,732.33
*Surplus (Deficit):			(\$3,317.33)

3. Evaluation

On the whole, teachers' workload on teaching and non-teaching duties have been much relieved by the provision of administrative support from teaching and administrative assistants. Students' diverse needs, psychological development and leadership skills had been enhanced by a variety of enrichment programmes. It is expected that similar practices will continue in the next academic year.