

Plan on Use of Capacity Enhancement Grant

Name of school: C C C Heep Woh College

School Year: 2024-2025

No.	Department / Committee	Task Area	Major Area(s) of Concern	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1.	Department	Learning and Teaching	<ul style="list-style-type: none"> ✧ To enhance the learning atmosphere of the school through organizing activities of different subjects ✧ To enhance the learning and teaching effectiveness 	<ul style="list-style-type: none"> ✧ Reduce teachers' administrative work in organizing activities ✧ Improve learning and teaching effectiveness by conducting video-tapping of lesson periods that requested by teachers ✧ Maintain enrichment and link more on-line quizzes to the KLA's website/homepage of different subjects to enhance the learning effectiveness of students ✧ Conduct evaluation by questionnaires and related analysis for the school 	<ul style="list-style-type: none"> ✧ Salary for one teaching assistant and one associate teacher ✧ MPF 	<ul style="list-style-type: none"> ✧ Favourable responses from students ✧ Good performance in administrative duties 	<ul style="list-style-type: none"> ✧ Assess the performance of the teaching assistants regularly by the Chairperson of the Academic Affairs Committee 	Wong Chun Tat

Estimated Receivable for 2024-2025: **\$666,935.00**

Proposed Budget :	1	Associate Teacher	\$286,234.20
	1	Teaching Assistant	\$235,305.00
		HKDSE invigilation fee for outsiders	3,000.00

Total Expenditure **\$524,539.20**

Estimated Surplus for 2024-2025 **\$142,395.80**