

**Christian Alliance Cheng Wing Gee College**  
**Capacity Enhancement Grant (CEG)**  
**Plan on Use in 2019-20**

Means by which teachers have been consulted : Opinion consulted from subjects

No. of Operating Class : 24

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
中國語文及通識教育： 1. 課程設計	1.1 協助中國語文科教師推行各類語文科活動 1.2 協助通識教育科教師編寫、製作單元教學材料及統籌課室以外的活動，並協助帶隊工作	為中國語文及通識教育科教師聘任教學助理一名	1. 減輕中國語文及通識教育科教師非教學工作，使老師專注發展教學、課程及照顧學生學習差異 2. 協助管理及保存各項科本紀錄	2019年9月至 2020年8月	教學助理全年薪金 每月薪金\$16,000及強積金5%  總金額 =\$16,000x105%x12 =\$201,600	1. 中國語文及通識教育科教師的非教學工作得以減輕 2. 分配的工作能於指定時間內完成 3. 已完成的工作數量及質量均符合中國語文及通識教育科教師的要求	中國語文及通識教育科科主任及任教老師對教學助理工作表現的考績問卷	中國語文科科主任: 馮偉樂老師  通識教育科科主任: 黃愛敏老師
2. 校本評核	2.1 協助中國語文科教師跟進「系統性評估」及「校本評核」之行政安排 2.2 協助通識教育科教師編寫、製作通識教育科獨立專題探究教學材料							
3. 科目行政工作	3.1 協助中國語文科教師科本考試行政							

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
	安排、撰寫會議記錄及一般文書工作 3.2 協助通識教育科教師的行政工作，包括：撰寫會議紀錄、建立入分框架、整理文件檔案等							
<b>English Language and Mathematics Education:</b> 1. Curriculum development  2. Coping with the diverse and special learning needs of students  3. Subject	1. To develop teaching materials and IT resources to meet the subject needs  2.1 To arrange supplementary teaching for students of different learning needs in the two subjects 2.2 To conduct HKMO training for those top-notch students in Mathematics  3. To document	To employ ONE teaching assistant to assist teachers of the English Language and Mathematics panel in the task areas concerned	1. Teachers to be relieved of some workload in preparing teaching materials  2. Students' different learning needs to be met  3. Teachers to be relieved of some non-teaching duties  4. Teachers to be relieved of extra workload in training more capable students	From Sep 2019 to Aug 2020	Salary of the TA for the year- \$16,000 per month with 5% mandatory provident fund :  \$16,000x105%x12 months = \$201,600	1. Teaching materials and IT resources are made up for teachers to use in daily teaching  2. Students of different learning needs taking part in the various supplementary programs show progress in the performance of regular tests and examinations  3. Panels' work is well-documented  4. Minutes of meetings are prepared within two weeks after the meetings	1. Performance appraisal by the subject panel heads and members  2. Evaluation over HKMO participation and performance	Head of the Eng. Lang. Panel: Ms. Chung Lai Mei  Head of the Math Panel: Mr. Tang Chun Wai

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
administration	the panel's work and do the secretarial work in meetings of the two subjects					5. More capable students show interest in the HKMO training and progress in their performance		
<b>Regular teaching work</b>	To meet the manpower needs for subjects which cannot be resolved in 2019-20 School Establishment	To employ teachers teaching 1. HIST  2. ECON+LS  3. GEOG  4. MUS+PUTO	The manpower needs of the aforementioned subjects can be resolved	From Sep 2019 to Aug 2020	Salary of the teachers for the year- 1. \$15,000 per month with 5% mandatory provident fund :  \$15,000x105% x12 months = \$189,000  2. \$30,165 per month with 5% mandatory provident fund :  \$30,165x105% x10 months = \$316,732.50  3. \$7,500 per month with 5% mandatory provident fund :  \$7,500x105% X3 months = \$23,625  4. \$36,765 per month with 5% mandatory	The performance as subject teachers in the aforementioned subjects is satisfactory and meet the subject requirements	Items in the Teachers' Appraisal Scheme	Head of HIST Panel: Mr. Choy Tsz Kit  Head of ECON Panel: Mr. Chan Kwok Wai 通識教育科科主任: 黃愛敏老師  Head of GEOG Panel: Ms. Chan Kwai Ngor  Vice Principal:

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated (e.g. in what way teachers' workload is alleviated)	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
					provident fund :  $\$36,765 \times 105\% \times 12 \text{ months} = \$463,239$			Mr. Wong Wai Ming
<b>Integrated Arts Education:</b>	To provide more professional learning to students in drama and dance modules	<ol style="list-style-type: none"> <li>To employ ONE external tutor to conduct the drama module in IA lessons</li> <li>To employ ONE external tutor to conduct the dance module in IA lessons</li> </ol>	<ol style="list-style-type: none"> <li>Teachers of the two modules to be relieved of teaching workload</li> <li>More professional training in drama and dance to be offered to students</li> </ol>	From Sep 2019 to May 2020	<ol style="list-style-type: none"> <li>Tutor fee = \$34,000</li> <li>Tutor fee = \$2,797</li> </ol>	<ol style="list-style-type: none"> <li>Teacher's workload of the two modules is reduced and can focus on the administrative work, students' discipline and organizing performance etc.</li> <li>Students are able to perform on stage with satisfactory standard and quality</li> </ol>	<ol style="list-style-type: none"> <li>Feedback from teachers of Drama and Dance Modules</li> <li>Performance of students in the final showcase project</li> </ol>	Head of IA Panel: Mr. Ho Ho Yin