

Caritas Wu Cheng-chung College (2024-2025)
Implementation Plan of “Capacity Enhancement Grant”

| Item | Focus Areas | Implementation Plan | Expected Benefits | Timeline | Required Resources | Success Criteria | Evaluation Methods | Responsible Person |
|--|---|-----------------------------|--|-------------------|---|---|-------------------------------------|---|
| 1. Curriculum Development | <ol style="list-style-type: none"> Assist teachers in preparing and handling teaching and activity-related tasks to reduce their workload. Assist and support teachers in classroom teaching and activities. | Hire one teaching assistant | <ol style="list-style-type: none"> Reduce the workload for teachers in preparing teaching materials and activity supplies, and assist teachers in curriculum development. Assist and support teachers in classroom teaching and activities. | 2/9/24 to 31/8/25 | One teaching assistant | <ol style="list-style-type: none"> Staff can complete assigned tasks on time Staff performance is satisfactory | Staff performance evaluation report | Head of Academic Innovation Development – Miss Chan Shuk Yi |
| 2. Diverse Development and Special Learning Needs of Students with Different Abilities | <ol style="list-style-type: none"> Assist in the production of school promotional materials, student activity records (SLP), award records, etc. Assist in organizing student activities and related administrative and clerical work. Assist student activity groups/school teams in training and competition leadership. | Hire one activity assistant | <ol style="list-style-type: none"> Assist in producing student activity records (SLP), award records, and promotional materials. Improve the effectiveness and quality of organizing student activities. Reduce the clerical workload for teachers. | 2/9/24 to 31/8/25 | One teaching assistant (approximately half of their work) | <ol style="list-style-type: none"> Staff can complete assigned tasks on time. Staff performance is satisfactory | Staff performance evaluation report | Co-curricular Activities Coordinator – Miss Cheung Wing Sze |

In total: \$ 340,200.00