

Caritas Wu Cheng-chung College (2026-2027)
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	- Streamline teacher workflows by managing the preparation of instructional materials and curriculum aids. - Provide active instructional support to enhance classroom teaching and facilitate student activities.	Hire one teaching assistant.	- Streamline instructional preparation by managing the development of teaching materials, activity resources, and curriculum aids. - Facilitate classroom engagement by providing direct support during lessons and student activities to ensure smooth delivery.	1/9/26 to 31/8/27	One teaching assistant	- Staff can complete assigned tasks on time. - Staff performance is satisfactory.	Staff performance evaluation report	Head of Academic Innovation Development – Mr Ma Yik Yeung
2. Diverse Development and Special Learning Needs of Students with Different Abilities	- Maintain comprehensive student records, including SLPs and award tracking, while developing school promotional content. - Coordinate the logistics of student activities, ensuring all administrative and clerical requirements are met. - Oversee school teams and activity groups, providing dedicated support during training sessions and competitive events.	Hire one activity assistant.	- Manage comprehensive student data, including Student Learning Profiles (SLP) and achievement records, while assisting with school promotion. - Optimize event logistics to enhance the overall quality and educational impact of student activities and school programs. - Mitigate administrative pressure on teaching staff by taking ownership of essential clerical tasks and organizational logistics.	1/9/26 to 31/8/27	One teaching assistant (approximately half of their work)	- 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: \$ 366,498.00