### Tsuen Wan Government Secondary School
#### Plan for Use of the Capacity Enhancement Grant (2012/13)

<table>
<thead>
<tr>
<th>Task</th>
<th>Major Area(s) of Concern</th>
<th>Strategies/Tasks</th>
<th>Time Scale</th>
<th>Resources required</th>
<th>Success criteria/outcomes</th>
<th>Evaluation methods</th>
<th>Staff i/c</th>
</tr>
</thead>
</table>
| Learning and Teaching | To relieve teachers’ workload on non-teaching duties so that they can concentrate on improving their learning and teaching | To employ two full-time Teaching Assistants (Diploma Level) to  
- take up invigilation duties of examinations  
- assist in preparation of IT & AV materials and setting up of equipment for learning and teaching  
- assist in typing and other clerical duties  
- assist in co-curricular and extra-curricular activities  
- assist in after-school remedial classes | September 2012 to August 2013 | Total salary of two Teaching Assistants (Diploma Level) (incl. 5% MPF) for 12 months: $12,670 x 2 x 12 x 1.05 = $319,284 | 1. Non-teaching workload of teachers being relieved  
2. More after-school remedial classes, co-curricular / extra-curricular activities organized | 1. Performance appraisal of Teaching Assistants  
2. Opinion survey of teachers  
3. Records of learning and extra-curricular activities | CHIN Yiu-ming |
| | To provide support to teachers in collaborative lesson preparation and teaching | To employ one full-time Teaching Assistant (Certificate Level) to  
- assist in preparation of IT & AV materials and setting up of equipment for learning and teaching  
- assist in typing and other clerical duties  
- assist in co-curricular and extra-curricular activities  
- assist in management of the school library | | Total salary of one Teaching Assistant (Certificate Level) (incl. 5% MPF) for 12 months: $10,370 x 12 x 1.05 = $130,662 | | |

**Total amount needed:** $449,946

**Deficit to be topped up by 835-138 / 835-3**

*Endorsed in 3rd SMC Meeting on 21-6-2012*