

**Kowloon Technical School**  
**Plan on Use of Capacity Enhancement Grant in 2022/23 School Year**

**Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG).  
The following plan on the use of the CEG is drawn up after full consultation with teachers:**

Purposes	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
<p>1. To relieve teachers' workload on non-teaching duties so that teachers can concentrate on improving learning and teaching strategies.</p> <p>2. To support teachers for the conduct of learning activities and preparation of teaching material.</p>	<ul style="list-style-type: none"> <li>● To employ <b>TWO</b> full-time Teaching Assistants at Diploma level or above to provide support to teachers</li> <li>● To assist in the preparation of teaching materials; in clerical work related to learning activities and examinations; escorting SEN students in outings.</li> </ul>	1.9.2022 – 31.8.2023	<p>Salary: \$17,100 x 2 x 12 = \$410,400</p> <p>MPF: \$855 x 2 x 12 =\$20,520</p> <p>Total Estimate =\$430,920</p>	Teacher Questionnaires – over 80% of teaching staff agreed their workloads are relieved	A.P. LAM KS

**Endorsed by SMC Chairman**



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**CHENG Kwok-yan**

**25 July 2022**