

**HKMA David Li Kwok Po College
Incorporate Management Committee 2020/21
Work Plan on the Use of the Capacity Enhancement Grant 2020/21**

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on curriculum development, organizing various life-wide learning activities, and coping with the diverse and special learning needs of students with varied abilities	To employ teaching assistants to assist teachers in <ul style="list-style-type: none"> • preparing teaching materials and; • other teaching related tasks, such as running STEM activities, after-school learning activities and enrichment/tutorial programmes 	From 1 September 2020 to 31 August 2021	\$ 598,812	Teachers' feedback that the strategy could meet its stated objective	<ul style="list-style-type: none"> • Head of Chinese Department • Head of English and French Department • Head of Mathematics Department • Head of Science & ICT Department