

**HKMA David Li Kwok Po College
 Incorporate Management Committee 2021/22
 Work Plan on the Use of the Capacity Enhancement Grant 2021/22**

Item	Detail	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can focus more on learning and teaching strategies, organising 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 preparing <ul style="list-style-type: none"> • teaching materials; • materials for the S3 STEM lessons; and • other teaching related tasks, such as after-school learning activities and enrichment / remedial lessons 	From September 1, 2021 to August 31, 2022	\$601,772	Teachers' feedback showing 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 • Hear of Science & ICT Department