

**The Mission Covenant Church Holm Glad College**  
**Plan on Use of Capacity Enhancement Grant (2012-13)**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated / Teachers' Workload Alleviated</b>	<b>Implementation Schedule</b>	<b>Resources Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person-in-charge</b>
1. Curriculum Development	1.1 The use of IT in school administration and curriculum development	To employ 1 full - time IT Network Administrator to assist teachers in checking and maintaining school computer network	Teachers' workload in checking and maintaining school computer network relieved	From September 2012 to August 2013	\$164,161.00	Application of IT in teaching smoothly run and enhanced in all subjects in general	Network Administrator's performance appraised PLUS Record of Daily log book checked and evaluated	Mr. Wong MF
	1.2 The use of Campus TV in school life and curriculum development	To employ full - time and part time staff to maintain the school campus TV and assist teachers to develop teaching aids	Teachers' workload in maintaining the campus TV is relieved and videos could be incorporated in students' learning	From September 2012 to August 2013	\$41,126.00	Application of video in school life and in teaching smoothly run and enhanced in all subjects in general	Performance of campus TV staff appraised PLUS Record of Daily log book checked and evaluated	Mr. Tang YK
2. Coping with the diverse and special learning needs	2.1 Guardian Teacher	To employ student counselor assistant to assist counseling and discipline group to handle students with behavioral problems. Teachers' workload in handling very difficult students can be lessened.	Teachers' workload of handling students' disciplinary problems can be relieved.	From September 2012 to August 2013	\$141,750.00	Able to complete tasks in the following aspects: 1. Prepare teaching materials for the class teacher periods 2. Arrange group activities for students with diversified needs 3. Handle referred students during normal lessons 4. Liaise with outside agents to support school counseling work.	Student counselor assistant performance appraised PLUS Record of daily log book checked and evaluated	Mr. Lam PF
	2.2 Applied Learning (Taster) Program	To hire outside services provider to provide Applied Learning (Taster) Program for students with diversified needs.	Teachers' workload in organizing career-oriented learning activities is supported AND students could have a wider exposure to ApL courses.	From September 2012 to August 2013	\$91,260.00	Able to 1. Arrange more than 50% of S.4 students' participating in the ApL Taster Program for more than 3 hours 2. More than 50 students choose ApL as one of their NSS subjects.	Quality of the ApL (Taster) Program AND number of students involved AND number of students choose to study ApL.	Mr. Tang YK

	2.3 Training elite students to participate in competitions	To hire outside services to assist teachers in training at students taking part in at least 1 competition in each of the following aspects: Chinese debate, Putonghua, Design and Technology.	Teachers' workload in the training work relieved AND tutors' experience shared to students	From September 2012 to August 2013	\$27,000.00	Students' skills in the subject concerned and the ability in problem solving upgraded and high-order thinking skills enhanced	Number of contests participated AND students' performance assessed AND number of students involved in the training course.	Mr. Lee LC
<b>Total:\$465,692.00</b>								