

**ST. JOSEPH'S COLLEGE**  
**Plan on the Use of the Capacity Enhancement Grant**  
**2024/2025 School Year**

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
<b>BAFS Department</b>	<b>1. Assessment Literacy</b> To promote the learning and teaching of the subject by creating and managing a well-organized question bank and business magazine for teachers and students.	To hire a helper to assist teachers in typing and sorting the past papers and business magazine.	Teachers' workload will be relieved and the effectiveness of learning and teaching can be improved.	Sep 2024 - Aug 2025	\$120*45 hours = \$5,400	A well-organized question bank of past paper questions for teaching and learning is provided.	Teachers and students utilise the question bank to prepare for the DSE.	Ms. Chan Christina
					<b>Total = \$5,400</b>			
<b>Chinese Department</b>	<b>1. Human Resources Deployment</b> To provide extra manpower to assist teachers with administrative work.	To employ a full-time Chinese Assistant Teacher.	Teachers' workload in administrative work will be relieved.	Sep 2024 - Aug 2025	\$366,912	1. Teachers can spend more time on teaching. 2. The Chinese Assistant Teacher helps teachers a lot with administrative work and takes up some teaching load of Chinese Language in junior level.	Feedback from Panel Head and/or teachers.	Ms. Lam Cathy
					<b>Total = \$366,912</b>			
<b>Economics Department</b>	<b>1. Assessment Literacy</b> To promote the learning and teaching of the subject by creating and managing a well-organized question bank and business magazine for teachers	To hire a helper to assist teachers in typing and sorting the past papers and business magazine.	Teachers' workload will be relieved and the effectiveness of learning and teaching can be improved.	Sep 2024 - Aug 2025	\$120*20hours=\$2,400	A well-organized question bank of past paper questions for teaching and learning is provided.	Teachers and students utilise the question bank to prepare for the DSE.	Ms. Chu ML
					<b>Total = \$2,400</b>			
<b>English Department</b>	<b>1. English Reference Library</b>	To hire helpers to rearrange teaching resoureces and readers stored in the English Reference Library.	Teachers' workload will be relieved. Teachers can retrieve resources for teaching more readily and easily.	Dec 2024 - Aug 2025	\$200*20 hours = \$4,000	English Reference Library becomes more systematic and well organized.	Feedback from Panel Head and teachers.	Ms. Yam Christine
	<b>2. Assessment Literacy</b>	To hire helpers to do data entry and clerical work, e.g. typing out writing samples for teaching purpose.	Teachers can spend more time on lesson preparation when some simple administrative work is to be outsourced.	Dec 2024 - Aug 2025	\$200*50 hours = \$10000	Compiled a file of writing samples for NSS.	Feedback from Panel Head and teachers.	Ms. Yam Christine
	<b>3. Speech training/Workshop</b>	To hire tutors to train students for speech-related competitions or activities.	Teachers' workload will be relieved. Teachers can focus on their preparation for teaching. Students can receive training after school.	Oct 2024 - July 2025	\$600*20 hours = \$12,000	Students receive astonishing and satisfactory results in speech-related competitions or activities.	Achievement record.	Ms. Yam Christine
	<b>4. Editing fee for various writing competitions and scholarship application essays</b>	To hire editors to help edit students' work for either writing competitions or scholarship applications.	Chances of winning will be higher. Teachers' workload will be relieved.	Sept 2024 - Aug 2025	\$200 per piece *40 =\$8,000	Students receive astonishing and satisfactory resutls in writing competitions.	Achievement record.	Ms. Yam Christine
					<b>Total = \$34,000</b>			
<b>Geography Department</b>	<b>1. Human Resources Deployment</b> To provide extra support to weak students.	To hire a tutor for enhancement classes for senior form students	Teachers' workload will be relieved and the effectiveness of learning and teaching can be improved.	Oct 2024- Jan 2025	\$250*8 hours=\$2000	Teachers can spend more time on teaching.	Feedback from Panel Head	Ms. Chung Florence
					<b>Total = \$2,000</b>			
<b>Library Assistant</b>	<b>1. Human Resources Deployment</b> To provide manpower to assist the teacher librarian in the daily operation of the school library.	To hire a library assistant to assist the teacher librarian in the daily operation of the school library.	Teacher librarian's workload in the library will be relieved.	Sep 2024 - Aug 2025	\$307,188	Teacher librarian can spend more time on teaching.	Teacher librarian's comment on the performance of the library assistant.	Ms. Fok Annabelle
					<b>Total = \$307,188</b>			
					<b>Total Expenditure: \$717,900</b>			