

**NLSI Lui Kwok Pat Fong College**  
**Report on Use of Capacity Enhancement Grant in 2022/2023 School Year**

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/Tasks</b>	<b>Time Scale</b>	<b>Evaluation Criteria (Indicator)</b>	<b>Evaluation &amp; Suggestions</b>
To relieve teachers' workload so that teachers can concentrate on curriculum development, including the integration of information technology in teaching.	To help students with diversified learning needs in subjects of Science, Computer Studies as well as non-language subjects.	To employ two teaching assistants <ul style="list-style-type: none"> <li>to alleviate administrative work of teachers, especially subjects related to I.T. and STEM as well as non-language subjects and collaborate in preparing teaching materials and learning activities.</li> <li>to help students with diversified learning needs in subjects related to I.T. and STEM, as well as other subjects.</li> </ul>	From September 2022 onward for eleven months.	Teaching staff agreed relevant strategies have: <ul style="list-style-type: none"> <li>facilitated better arrangements in the organization of learning activities</li> <li>enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness.</li> </ul>	<p>The teaching assistant of STEM and I.T. could relieve teachers' workload by assisting the administrative works for STEM and I.T. activities such as the STEM Fair. He helps the preparation of apparatus and materials for the experiments in the Science lessons. He provides assistance to the students in Computer Literacy lessons and Information and Communication Technology lessons. He helps the operations and maintenance of the computers and equipment.</p> <p>The teaching assistant in non-language subjects could relieve teachers' workload in various aspects, including the preparation of teaching and learning materials and administrative duties such as preparing materials of the activities, taking minutes, board decoration and invigilation.</p>

Task Area	Major Area(s) of Concern	Strategies/Tasks	Time Scale	Evaluation Criteria (Indicator)	Evaluation & Suggestions
<p>To relieve teachers' workload so that teachers can concentrate on enhancing students' language proficiency, as well as coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.</p>	<p>To implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes.</p>	<p>To employ two teaching assistants</p> <ul style="list-style-type: none"> <li>• to alleviate administrative work of teachers, especially Chinese and English, who can collaborate in preparing teaching materials and learning activities</li> <li>• to alleviate Chinese and English teachers for collaboration work in enhancing students' language proficiency and catering diversified learning needs</li> <li>• to implement the teaching plans and learning activities, revise learning materials and evaluate the learning process and outcomes.</li> </ul>	<p>From September 2022 onward for eleven months</p>	<p>Teaching staff agreed relevant strategies have:</p> <ul style="list-style-type: none"> <li>• facilitated better arrangements in the organization of learning activities</li> <li>• enhanced capacity of teachers to concentrate on preparing teaching materials and enhancing their teaching effectiveness.</li> </ul>	<p>The Chinese Teaching Assistant has provided effective assistance to the Chinese panel in various aspects, including the preparation of teaching and learning materials and administrative duties. He helps teachers to plan learning activities, make records, preparing materials, videotaping and photo-taking. He is responsible for taking minutes in the “collaborative lesson preparation”. He provides assistance to the students who are weak in Chinese Language. His help is of great significance in the Chinese subject-based activities and competitions. It has also lessened the workload of the panel and has been of great support to all Chinese teachers.</p> <p>The English teaching assistant has provided effective assistance to the English Panel in various aspects, including helping teachers filing teaching and learning materials and administrative duties like data entry, taking minutes, videotaping, and photo-taking. Her help is of great significance in assisting teachers' paperwork and organizing activities that help teachers focus on the learning needs of students.</p> <p>She is responsible for some GLP (Guided Learning Period) with senior form students. She provides extra exercises and instructions to students in small groups.</p>