

**Leung Shek Chee College**  
Report on Capacity Enhancement Grant  
2023-2024

**1. Review of objectives**

- 1.1 A Teaching Assistant was employed to help provide English Language activities in the language room and outside class time, to provide speaking practice for students and to support teachers in catering for learning diversity.
- 1.2 A Teaching Assistant was employed to provide support to the enhancement of teaching and learning of Chinese and to help the Chinese Panel prepare teaching materials, conduct oral practices and cater for learning diversity.
- 1.3 An IT Assistant was employed to help ICTs Panel prepare teaching materials, design learning tasks and cater for learning diversity.

**2. Review of budget (Appropriation of 2023-2024: \$666,935.00)**

Items	Budget (\$)	Expenditure (\$)
<b>1</b> Salary of Teaching Assistant and MPF Contributions (Chinese Language)	HK\$ 208,992	HK\$ 177,335.52
<b>2</b> Salary of Teaching Assistant and MPF Contributions (English Language)	HK\$ 208,992	HK\$ 184,504.17
<b>3</b> Salary of Teaching Assistant and MPF Contributions (IT)	HK\$ 208,992	HK\$ 149,719.35
	Total expenditure:	HK\$ 511,559.04
	*Surplus:	HK\$ 155,375.96

**3. Evaluation**

On the whole, teachers' workload on teaching and non-teaching duties have been much relieved by the provision of administrative support from teaching and administrative assistants. Students' diverse needs, psychological development and leadership skills had been enhanced by a variety of enrichment programmes. It is expected that similar practices will continue in the next academic year.

31 October 2024