

Caritas Wu Cheng-chung College (2025-2026)
Implementation Plan of “Capacity Enhancement Grant”

Item	Focus Areas	Implementation Plan	Expected Benefits	Timeline	Required Resources	Success Criteria	Evaluation Methods	Responsible Person
1. Curriculum Development	1. Support teachers in preparing and managing teaching materials and activity-related tasks to reduce their workload. 2. Assist teachers in classroom instruction and activity facilitation.	Hire one teaching assistant.	1. Reduce teachers' workload by assisting in the preparation of teaching materials, activity supplies, and curriculum development. 2. Provide support to teachers in classroom teaching and activity facilitation.	1/9/25 to 31/8/26	One teaching assistant	1. Staff can complete assigned tasks on time. 2. Staff performance is satisfactory.	Staff performance evaluation report	Head of Academic Innovation Development – Miss Chan Shuk Yi
2. Diverse Development and Special Learning Needs of Students with Different Abilities	1. Help create school promotional materials, maintain student activity records, and track award records. 2. Assist in organizing student activities, including related administrative and clerical tasks. 3. Support student activity groups and school teams in training sessions and competition management.	Hire one activity assistant.	1. Assist in creating and maintaining student activity records (SLP), award records, and promotional materials. 2. Enhance the effectiveness and quality of student activity organization. 3. Minimize teachers' clerical workload.	1/9/25 to 31/8/26	One teaching assistant (approximately half of their work)	1. Staff can complete assigned tasks on time. 2. Staff performance is satisfactory.	Staff performance evaluation report	Co-curricular Activities Coordinator – Miss Cheung Wing Sze

In total: \$ 384,772.00