

**HKMA David Li Kwok Po College
 Incorporate Management Committee 2023/24
 Work Plan on the Use of the Capacity Enhancement Grant 2023/24**

Item	Detail	Time Frame	Budget	Evaluation Criteria (Indicator)	Teachers-in-charge
To relieve teachers' workload and allow them to concentrate more on learning and teaching strategies, organizing diverse life-wide learning activities, and addressing the diverse and special learning needs of students with varied abilities	To employ teaching assistants to assist teachers in <ul style="list-style-type: none"> • preparing learning and teaching materials; • preparing materials for the STEM lessons or activities; and • conducting after-school learning activities and enrichment / remedial lessons 	From September 1, 2023 to August 31, 2024	\$709,200	Teachers' feedback showing how the strategy can meet its stated objectives	<ul style="list-style-type: none"> • Head of English and French Department • Head of Mathematics Department • Head of Science & ICT Department