

The Y.W.C.A. Hioe Tjo Yoeng College  
Plan on the use of Learning Support Grant (LSG) 2017-2018

**Objectives:**

The use of the Learning Support Grant (LSG) is to secure resources (manpower and finance) to facilitate the support measures for students with “special education needs” (SEN). Overview of this aspect:

- (1) Task force: Special Education Needs Unit (SEN), supported by Counselling, Sex & Health Education Committee (CSH), Social Worker (SW) and Teaching Assistants (TAs)
- (2) Aspects of work: (i) enforcement of related guidelines to maintain a favourable learning environment and related systems for SEN students, (ii) provision of individual guidance and supportive programmes for SEN students, (iii) collaboration with other departments to handle problems that come up, and (iv) support SEN students in making special arrangements in internal or public examinations.

**Planning:**

Areas	Description	Benefits Anticipated	Schedule	Evaluation	Estimated expenditure	Person-i/c
Strengthening the manpower in supporting SEN students	To employ 3 Teaching Assistants	1. Provide manpower support to maintain sufficient contact and general guidance to SEN students 2. Provide manpower to handle clerical work and urgent incidents	Sept. 1 onward, to be continued upon evaluation.	1. Clerical and general support available for SEN activities 2. Observations / discussion	TA salary: (yearly salary + MPF) = HK\$480,186.00	Ms. Lo YW (Vice Principal, Students Affairs)
Purchase of support services	Services	1. Purchase of relevant services 2. Provision of individual or group training programmes		1. Students' evaluation and feedback 2. Teachers' observation	HK\$20,000	
Programme materials	Purchase of materials used in workshops or activities	1. Provide necessary materials to facilitate the caring relationship on SEN students 2. Enhancement of the effectiveness of services or programmes		1. Observations / discussion	HK5,000.00	
Miscellaneous	Expenditure on ad hoc items	3. Provision of support and encouragement		1. Observations / discussion	HK5,000.00	

*Estimated income: HK\$551,330.00 (3% increase from actual in 2016-2017)*

*Estimated Expenditure: HK\$510,186.00*

Prepared by CHAN Wing-kit