

COGNITIO COLLEGE (KOWLOON) (DISTRICT-WONG TAI SIN)**Work Plan on the Use of Strengthening School Administration Management Grant**

Objectives:

After reviewing the operation of the school, the measures below could improve the student record system and reduce the non-teaching work load of teachers especially for relocation of the school premises.

Area ¹	Expected Results	Item	Evaluation Criteria	Budget	Sustainable Development Plan
Information Management	All the student records, including those input before the use of WEBSAMS, are stored in digital format so as to facilitate the preparation of student learning portfolio.	e-Student Record System	Student records could be searched according to the student ID. Each Student Learning Portfolio could be prepared within 3 days on request.	2016/18 school year: \$100,000	The system is fully utilized in the coming years to prepare student transcripts.
Administrative Procedures	A part-time project manager could monitor the quality of construction and renovation work of the new premises and prepare the tendering of facilities and renovation work.	Part-time Project Manager for School Relocation	The part-time project manager could help reduce the workload of the clerical staff and teachers in the relocation process.	2017/18 school year: \$173,250 (((\$15000 per month + MPF) x 11 months)	The part-time project manager will be hired from 9/2017 till 12/2019. In case of the need of follow-up work after relocation in 9/2019, the existing staff could learn from the PT project manager before handing over of the new campus in 12/2019.

Total: \$273,250 (Strengthening School Administration Management Grant - \$240,000 Administration Grant – \$33,250)