

### Evaluation on Capacity Enhancement Grant (CEG)

Name of School: Yuen Long Merchants Association Secondary School

School Year: 2021-2022

Item	Main Content	Evaluation
1. Curriculum development – English Language	To employ one English teaching assistant to <ul style="list-style-type: none"><li>➤ Create space for English teachers to prepare for the small class teaching in English.</li><li>➤ To develop teaching materials for English</li></ul>	English Language Teachers' workload was alleviated in the following ways: Preparation time for teaching materials and clerical work in the panel was reduced.
2. CCA and administrative assistant	To employ one teaching assistant: <ul style="list-style-type: none"><li>➤ To assist teachers in planning co-curricular activities</li><li>➤ To do administrative work for teachers</li></ul>	Teachers can plan more co-curricular activities for students; Non-academic workload of teachers can be shared
3. Career and life planning assistant	To employ one teaching assistant to assist teachers in planning careers related activities	The workload of career teachers can be alleviated and more life planning activities can be organized

Recommendations: It was recommended the above schemes should be maintained to create space for teachers and facilitate students learning and teaching.

Report submitted by teachers-in-charge and compiled by: SUNG Hoi-yan (Vice-principal)

Date: 15-8-2022