

## Plan on the Use of Capacity Enhancement Grant (CEG) 2022-2023

Capacity Enhancement Grant (CEG): \$654,502 (2021/22) -- A recurrent provision

Objective: To relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the critical tasks in the education reform

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Staff meeting/ Department meetings

No. of operating classes: 30

| Task Area                           | Major areas of concern                                                                                                                                                 | Implementation Plan                                                                                                                                                                        | Benefits Anticipated                                                                                                                                                                   | Duration                                                                                          | Resources required                                                                                                          | Performance Indicators                                                                                                                                                                 | Assessment Mechanism                                                                                                                                                        | Persons In-charge |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Curriculum development<br>(English) | To assist teachers and the English panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities | To employ one English Assistant teacher to<br><br>1) Create space for English teachers to prepare for the small class teaching in English.<br>2) To develop teaching materials for English | All English teachers' workload can be alleviated in the following ways:<br><br>1) Be specialized in the teaching of the English Subject.<br>2) Have more room for individual guidance. | From September 2022 to August 2023 – 12 months initially and to be extended if situation warrants | Monthly salary of the English teaching assistant for the period<br>$\$25,000 \times 1.05 \times 12 = \underline{\$315,000}$ | <ul style="list-style-type: none"> <li>● Increased amount of quality learning/teaching materials tailored to students' need</li> <li>● Increased space created for teachers</li> </ul> | 1) Performance appraisal on teaching assistant<br>2) Feedback from teachers, students on the performance of the teacher<br>3) Development of teaching materials for English | Ms. Mok Hiu-nam   |
| Curriculum development<br>(Chinese) | To assist teachers and the Chinese panel in the preparation of teaching materials and logistics work in the organization of learning-related programmes and activities | To employ one Chinese Assistant teacher to<br><br>1) Create space for Chinese teachers to prepare for the small class teaching in Chinese.<br>2) To develop                                | All Chinese Language teachers' workload can be alleviated in the following ways:<br><br>1) Be specialized in the teaching                                                              | From September 2022 to August 2023 – 12 months initially and to be extended if situation warrants | Monthly salary of the English teaching assistant for the period<br>$\$25,000 \times 1.05 \times 12 = \underline{\$315,000}$ | <ul style="list-style-type: none"> <li>● Increased amount of quality learning/teaching materials tailored to students' need</li> <li>● Increased</li> </ul>                            | 1) Performance appraisal on teaching assistant<br>2) Feedback from teachers, students on the performance of the teacher<br>3) Development                                   | Ms. Ng Fung-shan  |

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|  |  | teaching materials for Chinese | of the Chinese Language.<br>2) Have more room for individual guidance. |  |  | space created for teachers | of teaching materials for Chinese Language |  |
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Proposed by: SUNG Hoi-yan (Vice-principal)

Date: 15-7-2022