Plan on the Use of Capacity Enhancement Grant (CEG) 2023-2024

Capacity Enhancement Grant (CEG): $666,935 (2023/24) -- 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 meeting

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 (English)	1) To provide support for the English Panel 2) To conduct co-curricular activities related to English language learning and teaching 3) To provide English-language support and practice to students	To employ one English teaching assistant and CNET to: 1) create space for English teachers to prepare for the small class teaching in English 2) contribute to school-based English language curriculum development 3) develop teaching materials for English department	All English teachers' workload can be alleviated in the following ways: 1) specializing in the teaching of the English Subject 2) having more room for individual guidance	From September 2023 to August 2024 – 12 months initially and to be extended if situation warrants	Salary of the English teaching assistant and CNET for the period: $19,000 x 1.05 x 12 = **$239,400** $24,583.3 x 12 = **$295,000**	• Enhanced the quality of learning/ teaching materials tailored to students' need • Lightened the non-teaching workload of teachers	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Development of teaching materials for English	Ms. MOK Hiu-nam
Student Development	1) To enhance the implementation of the plan set forth by the Student Development Committee 2) To provide more space for teachers by assisting in performing non-teaching duties	To employ one teaching assistant to: 1) assist teachers in preparing the documents related to the Student Development Committee 2) plan and conduct co-curricular activities 3) provide support to the Student Development Committee	The workload of teachers can be alleviated in the following ways: 1) assisting with administrative duties to free up valuable time for teachers to focus on their teaching responsibilities	From September 2022 to August 2023 – 12 months initially and to be extended if situation warrants	Monthly salary of the teaching assistant for the period $19,890 X 1.05 X 12 = **$250,614**	• Supported teachers by providing assistance with non-teaching responsibilities, enabling them to focus on their core teaching duties	1) Performance appraisal on teaching assistant 2) Feedback from teachers, students on the performance of the teacher 3) Preparation of documents or materials for the Student Development Committee	Ms. NG Fung-shan

Proposed by: Ms. CHAU Ho-wai (Principal)