

Ground Rules and Procedures For Capacity Enhancement Grant (CEG)

1. *Ambit*

CEG in general provides the necessary funds to schools to relieve teachers' workload so that teachers will have enhanced capacity to concentrate on the following three critical tasks in the education reform -

- (i) curriculum development, including the integration of information technology in teaching;
- (ii) enhancing students' language proficiency; and
- (iii) coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.

2. *CEG Plan*

Aided/government/caput/Direct Subsidy Scheme (DSS) schools receiving CEG should draw up a separate plan on how to make use of the grant to enhance teachers' capacity for the three critical tasks mentioned above. In drawing up the plan, schools are required to follow the usual requirements for drawing up the Annual School Plan, including **uploading it onto its Homepage before end-October of each year** after endorsement by its Incorporated Management Committee (IMC) / School Management Committee (SMC). Schools operating full-time Initiation Programme for newly arrived children (IP schools for NAC) should have a CEG plan drawn up similarly and endorsed by the IMC / SMC. The endorsed CEG plan should reach Education Officer (Placement and Support)³ before end-October of each year. **CEG will be clawed back in November if schools fail to comply with the afore-said requirements.**

- References – (i) [Points to note for drawing up a CEG plan](#)
(ii) [Samples of CEG plan](#)

3. Schools can use CEG to hire outside services and/or personnel outside the approved staff establishment on a temporary basis according to their own circumstances and priorities. Where a school can show that no further resources are necessary for the tasks mentioned above, it can still use the funds in other areas to relieve teachers' workload and enhance the effectiveness of learning and teaching.

- References – (i) [Points to note for hiring outside services and staff appointment](#)
(ii) [Examples of usage](#)

4. Schools can also use CEG to subsidize their senior secondary students to attend different Applied Learning (ApL) courses according to the interests, aspirations and abilities of the students. Students can be benefited from acquiring diversified learning experiences in their senior secondary studies with qualification recognized for further studies and employment. In some situations, teachers will also be benefited from relieved workload, which enables them to enhance the effectiveness of learning and teaching in other areas.
5. This Bureau does not consider it desirable for schools to charge fees on activities funded by CEG. Should schools see a genuine need for such collection, they are required to seek prior approval from the respective Chief School Development Officers [For IP schools for NAC, they should seek prior approval from Senior Education Officer (Placement and Support)]. Before seeking approval from this Bureau, schools should consult parents and advise them of the details of the proposed collection in advance. If the majority of parents object to the proposal, schools should withdraw it. Applications for the collection should be accompanied with justifications, including support from parents. If the collection is approved, schools should take appropriate actions for accounting purposes and to enhance transparency.
 - Reference - [Arrangements to be followed for approved collection of fees on activities funded by CEG](#)
6. When schools are drawing up the plan of CEG, teachers should be fully consulted on the utilization of the grant. Schools should also give due consideration to the cost-effectiveness and review the scope for redeployment of existing resources.
7. Under the spirit of school-based management, schools are required to evaluate the effectiveness of the grant in terms of targets achieved. Schools should incorporate the **reports on the use of CEG** endorsed by IMC / SMC in their School Report to be uploaded on their Homepage **before end-November each year**. For IP schools for NAC, the CEG reports should be endorsed by their IMC / SMC and sent to Education Officer (Placement and Support)³ before end-November each year.