

**SAMPLE**

(Primary Schools/Secondary Schools)

## Sample Plan on the Use of Capacity Enhancement Grant

**Plan on the Use of Capacity Enhancement Grant in the 2018/19 School Year**Name of school : ABC Primary/Secondary School

Our School has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers:

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on: <input checked="" type="checkbox"/> Curriculum development <input type="checkbox"/> Enhancing students' language proficiency <input type="checkbox"/> Coping with learning needs of students <input type="checkbox"/> Others (Please specify) _____	<ul style="list-style-type: none"> <li>• To employ two teaching assistants to provide support to teachers</li> <li>• To finalize curriculum plans requiring the support of the teaching assistants</li> <li>• To implement the curriculum plans, e.g. to organize learning activities, revise learning materials and evaluate the learning process and outcomes</li> </ul>	From x.x.2018 to x.x.2019	\$232,848	Teacher Questionnaires– over 70% of teaching staff agreed relevant strategies have: <ul style="list-style-type: none"> <li>• Facilitated better arrangements in the organization of learning activities, e.g. in life-wide learning and project learning</li> <li>• Raised students' interest, and the learning needs of students had been taken care of in the above learning activities</li> <li>• Enhanced capacity of teachers to concentrate on curriculum development and enhancement of learning and teaching</li> </ul>	Mr XYZ