Plan on Use of Capacity Enhancement Grant

Name of school: C C C Heep Woh College **School Year: 2026-2027**

No.	Department / Committee	Task Area	Major Area(s) of Concern	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1.	Department	Learning and Teaching	✧ To enhance the learning atmosphere of the school through organizing activities of different subjects ✧ To enhance the learning and teaching effectiveness	✧ Reduce teachers' administrative work in organizing activities ✧ Improve learning and teaching effectiveness by conducting video-tapping of lesson periods that requested by teachers ✧ Maintain enrichment and link more on-line quizzes to the KLA's website/homepage of different subjects to enhance the learning effectiveness of students ✧ Conduct evaluation by questionnaires and related analysis for the school	✧ Salary for one teaching assistant and one associate teacher ✧ MPF	✧ Favourable responses from students ✧ Good performance in administrative duties	✧ Assess the performance of the teaching assistants regularly by the Chairperson of the Academic Affairs Committee	Ms. Cheung Pak Yu Maggie & Mr. Tai Tze Tik Keith

Estimated Receivable for 2026-2027:			**$548,327.00**
Proposed Budget :	1	Associate Teacher	**$277,107.08**
	1	Teaching Assistant	**$248,403.27**
		HKDSE invigilation fee for outsiders	**3,000.00**
Total Expenditure			**$528,510.35**
Estimated Surplus for 2026-2027			**$19,816.65**