Applied Learning
for Senior Secondary Curriculum

Implementation Handbook 2018

Applied Learning Section
Curriculum Development Institute
Education Bureau
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Preamble

Applied Learning (ApL) is an integral part of the senior secondary curriculum. Students at all ability levels could take ApL courses as elective subjects. The design principles of ApL courses are the same as those of other school subjects, focusing on the development of knowledge, skills, values and attitudes. ApL offers studies with equal emphasis on practice and theory linked to broad professional and vocational field. For holistic learning, a flexible combination of ApL with core subjects, elective subjects and Other Learning Experiences helps provide theoretical and applied learning opportunities to cater for students' diverse learning needs.

ApL aims to enable students to understand fundamental theories and concepts and to develop beginners' skill set and generic skills through application and practice. ApL helps students explore their career aspirations and orientation for lifelong learning. ApL graduates have identified multiple pathways of development which is the key rationale of ApL. Some students chose to further their studies in either local or overseas programmes while some opted to develop their career.

This Implementation Handbook 2018 is compiled by the Applied Learning Section of the Curriculum Development Institute, Education Bureau (EDB). It is designed as a comprehensive resource for secondary schools to integrate ApL into the school curriculum. The information included in this Handbook aims to support school administrators, ApL co-ordinators, careers masters/mistresses and teachers in planning the elective subjects to offer at the senior secondary level, helping their students make informed choices and building a supportive learning environment for their students.

The e-version of this Handbook is available on the ApL website at www.edb.gov.hk/apl/en under “References & Resources”. The contents of this Handbook will be reviewed and updated from time to time. Announcements will be made on the above website should revisions be made. Schools are advised to check for the latest updates posted on the ApL website for each new cohort of ApL courses.

Feedback and Suggestions

Feedback is most welcome and ongoing communication with schools will be maintained to collect comments on the development and implementation of ApL courses. All concerns and suggestions regarding ApL and the information provided in this Handbook may be sent to:

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For enquiries about ApL, please contact the Applied Learning Section at 3698 3186.
Chapter 1 Planning for Applied Learning (ApL) Implementation

Under the New Academic Structure (NAS) implemented since the 2009/10 school year, students are required to take four core subjects, i.e. Chinese Language, English Language, Mathematics and Liberal Studies. In addition, students have to choose two or three elective subjects from 20 senior secondary elective subjects, a wide spectrum of ApL courses or six other language subjects according to their interests. ApL courses are made available for students’ choice to suit their different aptitudes and abilities. Starting from the 2010/11 school year, Secondary 5 and 6 students can take a maximum of two ApL courses as elective subjects.

There are six areas of studies in the ApL curriculum, namely:
- Creative Studies
- Media and Communication
- Business, Management and Law
- Services
- Applied Science
- Engineering and Production

The duration of each ApL course is 180 contact hours, generally extending over two school years from Secondary 5 to 6. Schools may also refer to the EDB website (www.edb.gov.hk/apl/en) for the course synopses (including the learning outcomes, content and organisation, articulation) of individual ApL courses.

Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) is introduced, starting from the 2014/15 school year, to provide an additional channel exclusively for non-Chinese speaking students fulfilling the specified circumstances to obtain an alternative Chinese language qualification to prepare them for further studies and work. The duration of ApL(C) course is 270 contact hours, extending over three school years at the senior secondary level.

1.1 Modes of Implementation

As ApL is an integral part of the school curriculum, students studying ApL courses must be supported by their schools. Schools are encouraged to adopt different modes of implementation to offer ApL courses according to the learning needs of their students. Schools may arrange their students to attend courses taught by the staff of the course providers at their venues and according to their timetables, or collaborate with course providers and/or other schools to offer ApL courses to students.

The following are two non-exclusive modes of implementation for schools’ reference:

- **Mode 1:** Courses take place mainly at the venues of course providers and are taught by the staff of the course providers. Schools should make arrangements for students to attend the courses according to the timetables set by the course providers.

- **Mode 2:** Courses take place mainly in schools and are offered by schools in collaboration with the course providers who send their staff to the schools. Schools are expected to work out the detailed arrangements with the course providers, such as sharing of teaching loads, provision of venues and facilities, rendering assistance in classroom teaching.

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1 Students who have learned Chinese Language for less than 6 years while receiving primary and secondary education; or students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools.
1.2 Piloting Early Commencement of ApL Courses

In the 2013/14 school year, the piloting on early commencement of Mode 2 ApL classes was implemented, aiming to explore different flexible arrangements of ApL implementation in order to cater for students’ diverse learning needs. Schools are encouraged to try out different implementation arrangements such as ApL courses commencing in either the first or second term of Secondary 4 with earlier completion at Secondary 5 or beginning of Secondary 6. The EDB will work in collaboration with course providers to support the implementation of piloting early commencement by interested schools.

1.3 Subject Choices

Students should consider their learning interests and needs when selecting the senior secondary elective subjects. Students, especially those with an interest in vocational and professional education, could consider their abilities, interests and aptitudes to participate more in Applied Learning courses as elective subjects. Students should be supported to understand how ApL can complement their learning in other subjects so as to make informed choices of elective subjects for their senior secondary studies. When opting to take ApL courses, students need to understand that:

- each ApL course is based on a cluster of trades or industries which reflect the social, economic and technological needs of Hong Kong and global trends, and are close to students’ daily life;
- the T-shaped curriculum of ApL enables students to acquire an overview of the opportunities associated with particular trades and industries so that they can explore possibilities for further studies and careers. At the same time, ApL enables students to pursue in-depth studies in a specific area and develop transferable skills such as foundation skills, thinking skills, people skills, and values and attitudes; and
- the authentic contexts within the ApL courses complement students’ studies in other subjects, thus contributing to whole-person development.
### Examples of Subject Combinations

**Widening horizons**
- a student taking ApL Interior Design and elective subjects History and Economics broadens her learning experience through a combination of subjects from different domains. Through practical learning activities, she also develops her thinking skills and understands the relationship between different areas of studies.

**Enriching learning through applied learning opportunities**
- a student taking ApL Medical Laboratory Science and elective subjects Biology and Chemistry has the opportunities to consolidate the learning of the subjects. ApL also provides him with work-related context for application and integration of concepts and skills.

**Exploring career aspirations**
- a student has opportunities to develop the beginners’ skill set required for the hotel industry from the combination of ApL Hotel Operations and the elective subjects Tourism and Hospitality Studies and Business, Accounting and Financial Studies. Through practical experience, he explores his career aspirations for further studies and work in related fields.

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Under the senior secondary curriculum, students take four core subjects, two to three elective subjects (including ApL) and Other Learning Experiences (OLE). Students should be provided with the opportunity of exposure to broad and balanced learning experiences. They are encouraged not to confine their studies to one single Key Learning Area or ApL course. Schools should provide opportunities for students to take ApL courses as elective subjects at Secondary 5 and Secondary 6.

Schools should establish a flexible arrangement of subject choice and provide suitable guidance to students on choosing elective subjects to help them realise their full potential. For instance, schools may let students take three elective subjects in Secondary 4 to broaden their knowledge base and horizons, and then allow them to drop one to two elective subjects and take one to two ApL courses instead in Secondary 5. Schools may also allow students to take one to two elective subjects in Secondary 4 and advise them to consider taking an additional one to two ApL courses as elective subjects in Secondary 5 based on their interests and abilities.

Schools should provide guidance and support to students in deciding the elective subjects for their senior secondary studies and selecting a combination of elective subjects from a range of subject choices, including ApL courses.
1.4 Timetabling Arrangements

Schools may include ApL courses in different subject combinations when making timetabling arrangements, so as to provide a diversified choice of elective subjects to cater for students’ interests and abilities.

For ApL courses implemented in Mode 1, classes will mainly be held on **Saturday (individual courses may have lessons in weekday afternoons)**. In this regard, schools may have to consider changing from a cycle-based to a weekly-based timetable so that ApL lessons can be timetabled to enable students to attend the lessons according to the timetables of the course providers.

For ApL courses implemented in Mode 2, schools can make flexible arrangements with the course providers to include ApL courses into the school timetables. Schools may adopt a weekly-based timetable and fix a time slot on any weekday for ApL lessons.

**An example of making flexible arrangements for students to take ApL courses**

Seeing the difficulty of offering ApL courses to students with a cycle-based school timetable, some schools have switched to a weekly-based timetable to incorporate lessons on ApL. Some schools make transport arrangements for students to travel between schools and the venues of the course providers so that they can attend classes in classrooms with professional facilities and equipment. Arrangements are also made for some ApL lessons to be conducted during long school holidays to facilitate more extended learning activities (such as dance day camp, workshop practice, visits to hotels in the Mainland).

Chapter 2 Support for Student Learning in ApL

To help students make informed choices of elective subjects, schools should give them the necessary support and guidance to help them understand how ApL and other subjects complement and supplement one another. Schools can encourage students to actively participate in the ApL course exhibition and taster programme, jointly organised by the EDB and the course providers, to enhance their understanding of ApL courses before making applications.

Schools offering ApL courses to their senior secondary students are expected to support all the activities in respect of the implementation and development of ApL, as well as to provide the necessary assistance and guidance to support students in selecting and studying ApL courses.

2.1 School ApL Co-ordinator(s)

Each school should designate one or more teachers to be the school ApL co-ordinator(s), who will be responsible for ApL implementation and work in collaboration with the EDB and course provider(s) in providing support measures and guidance to students in the process of selecting and studying ApL courses. To support schools in implementing ApL courses, the EDB will organise professional development programmes for schools in collaboration with the course providers and the Hong Kong Examinations and Assessment Authority (HKEAA). Details will be announced through the EDB Training Calendar System.

An example of support for students

Some schools have assigned their Careers Masters/Mistresses to be the ApL co-ordinators. Apart from facilitating students’ application for and enrolment in ApL courses, the ApL co-ordinators play an important role in counselling students in making their subject choices. Counselling can be done by different means. For example, surveys can be conducted to identify students’ learning interests; counselling sessions can be organised to guide students to choose suitable ApL courses; course providers and ApL graduates can be invited to conduct sharing sessions for both students and parents. The ApL co-ordinators also keep good track of students’ learning progress through regular evaluation.

2.2 Cross-school Collaboration

To cater for students' diverse learning needs, schools from the same district may collaborate to develop flexible timetabling and adopt different implementation structures to offer a greater range of ApL courses for Secondary 5 and 6 students who wish to enrol in them. Schools are also encouraged to secure community support in facilitating students’ learning in ApL through networking with the business sector and further education providers. Such networking would provide students with multiple progression pathways in academic studies and employment, and allow for arrangements to be made for part of a student’s learning programme (e.g. workplace experiences, workshops offered by tertiary institutions and classes operated in another school) to take place outside of the school.
An example of networking classes

A cluster of schools in the same district can form a network to offer ApL courses implemented through Mode 2. All network schools offer ApL courses in a common time slot, e.g. Wednesday afternoons, whereas the teaching venue is provided by one of the network schools. Through this arrangement, the school providing the teaching venue can gradually become an extended learning centre for the course providers for the delivering of ApL courses. The establishment of extended learning centres not only provides regional access to some ApL courses for students, but also helps cut down on students’ travel time and cost.

Similarly, a school equipped with special rooms and facilities for teaching accommodation and catering services can provide the venue for the teaching of ApL courses “Hospitality Services in Practice” or “Hotel Operations”. Some schools have equipped their activity rooms with cosmetology facilities. This has not only helped the implementation of the ApL course “Fundamental Cosmetology” in Mode 2, but also allows students from neighbouring schools to form a joint-school class and share the facilities.

An example of joint-school classes to diversify subject choices

Two schools in the same district have jointly offered three different ApL courses and agreed on a common time slot on their school timetables. Students from both schools can study any one of the three ApL courses as their elective subjects. More subject choices are thus available for students in both schools.

2.3 Careers Guidance

Helping students to choose an ApL course which suits their aspirations and abilities is a key factor for driving their success in learning. To enable students to realise their potential from the diversified learning opportunities, schools should assess students' suitability for the ApL courses by considering their learning orientations and interests. Through different activities such as career talks, visits, workplace-related learning experiences and taster programmes, schools can guide students to explore learning styles and developmental pathways that are suitable for them.

The ApL courses chosen by the students should also be coherent with their senior secondary education and articulate with their further studies. Schools should provide students with relevant ApL courses in the senior secondary curriculum and related information on progression pathways. To assist students in understanding their learning needs and making informed choices, schools should set up a well-thought out support mechanism for guidance on further studies and employment and provide students with sufficient information and guides.
Examples of providing students with workplace-related experiences

Some schools have provided Other Learning Experiences to support students’ learning in ApL. For example, students taking the course “Film and Video” have assisted in video shooting and production for school events. Some schools have arranged their students to act as video shooting assistants in events such as annual dinners of private organisations. Students taking the course “Fundamental Cosmetology” have also assisted in providing make-up services for fashion shows and talent shows.

Moreover, the EDB will organise sharing sessions to discuss with schools and teachers the latest development in ApL. Training programmes will also be planned in collaboration with course providers, experts and professionals from different sectors to help careers masters/mistresses and school teachers provide more appropriate guidance and support for students.

Under the sponsorship of the EDB, the Hong Kong Association of Careers Masters and Guidance Masters (HKACMGM) published an individual student life planning tool entitled Finding Your Colours of Life for junior secondary students. The tool was the result of the joint effort and collective knowledge of the local professionals from various sectors, organisations of professional careers teachers, as well as the various sections of the Curriculum Development Institute, EDB. The HKACMGM has also published an individual student planning tool, Career Mapping, for senior secondary students. This planning tool aims to help Secondary 4 students review and revise their study plans before promotion to Secondary 5.

2.4 Catering for Students’ Diverse Learning Needs

Most ApL courses offer classes using English or Chinese as the medium of instruction. Some ApL courses offer only Chinese or English classes due to the course nature. Schools may arrange their non-Chinese speaking students to apply for the English-speaking ApL classes. The EDB will also enhance access of non-Chinese speaking students to ApL courses by offering courses in English subject to demand.

Students with special educational needs who study in mainstream secondary schools can opt to study ApL courses and adapted ApL courses (developed for students with intellectual disability) at the same time based on their learning needs. Similar to the other senior secondary subjects, non-intellectually disabled students with special educational needs can take ApL courses as other students do. Special arrangements and support will be provided by course providers when necessary. For adapted ApL courses specially designed for students with intellectual disability, please refer to www.edb.gov.hk/cd/sen for details.

2.5 Effective Use of School Resources

Based on the staff profile and facilities available, schools can offer ApL courses that match their teachers’ professional knowledge. This is to allow teachers with relevant qualifications and experience to take up some ApL teaching load, thus enabling schools to obtain course fee reduction from course providers and to make full use of the available learning and teaching resources.
An example of flexible deployment of human resources

In some schools, teachers were deployed to teach specific topics of ApL courses, such as concepts related to design and technology in the course like “Aviation Studies” offered in Mode 2. In this way, the teachers could not only enhance their capabilities, but also give feedback to course providers on how to improve the course content to better cater for their students’ learning abilities and interests. In return, the course providers offered course fee reduction to the schools based on the teaching load taken up by the school teachers.

2.6 Participation in Professional Development Programmes

Briefing sessions and professional development programmes (PDPs) on ApL will be regularly organised by the EDB for members of school management committees, principals, careers guidance teachers, ApL co-ordinators and teachers, etc. to prepare them for the implementation of ApL courses in schools. PDPs will be announced via the Training Calendar System (TCS) at tcs.edb.gov.hk. Schools are advised to nominate teachers and other staff members who are involved in the implementation of ApL to attend the PDPs so as to upgrade their professional support services for students.
Chapter 3  Administration of ApL Implementation

This chapter outlines the general administrative arrangements for ApL courses. For the latest updates on the application procedures and implementation details of each new cohort of ApL courses, schools should refer to the relevant circular memorandum issued by the EDB in the school year concerned and visit the ApL website at www.edb.gov.hk/apl/en.

3.1  Student Application and Enrolment

All current Secondary 4 students who are following the senior secondary curriculum recommended by the Curriculum Development Council (CDC) may apply for ApL courses offered to Secondary 5 and 6 students. All application for enrolment in ApL courses must be handled through schools. Students’ results in ApL courses will be recorded on the Hong Kong Diploma of Secondary Education (HKDSE) certificate. For the application and enrolment procedures for ApL courses (including ApL(C)), please refer to Appendix I.

Schools may submit their applications to the EDB by the following ways:

- WebSAMS users: via the ApL Module in the Web-based School Administration and Management System (WebSAMS). For details, please refer to the “Operational Guidelines on Application for ApL Courses using the ApL Module in WebSAMS” as set out in Appendix II; or

- non-WebSAMS users: by submitting the completed “Application Form” by fax. (Schools may make reference to Appendix III.1 and download the form from www.edb.gov.hk/apl/en/forms-download.)

Schools may download the “User Manual for the ApL Module in WebSAMS” from the EDB website (cdr.websams.edb.gov.hk/ (path: home page > system documents > user manual > Applied Learning)).

3.1.1 Application via the WebSAMS

The “ApL Module” in the WebSAMS is established to facilitate the exchange of information between schools, course providers and the EDB, and to enhance the efficiency of the student application process. The system provides support to schools in handling student enrolment for ApL courses, submitting information for Diversity Learning Grant (DLG) applications, as well as generating useful reports for various purposes.

The Communication and Delivery System (CDS) Module in the WebSAMS is the major channel for the EDB to dispatch notices, reports and other information to schools. To ensure efficient communication, schools are requested to check regularly for the most updated information. For schools not installed with the WebSAMS, they should contact the EDB for making special arrangements for the dispatch of information.

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2 Secondary 5 repeaters who have never enrolled in ApL course may also apply for ApL courses through their schools in early July. The EDB and course providers will process these applications on a case-by-case basis.
3.1.2 Collection of Students’ Personal Data

Students’ personal data is required for the application for ApL courses, including student reference number (STRN), student name, class at school, telephone number. The information provided will be retained by the EDB for the following purposes:

- processing all types of ApL course enrolment-related and other relevant matters;
- processing school applications for the ApL subsidies;
- recording student results and certifying them in response to legitimate requests; and
- conducting educational research and analysis in an anonymous format in which the identities of students are not disclosed.

The EDB may provide other organisations, such as the related course providers and the Hong Kong Examinations and Assessment Authority (HKEAA), with the information mentioned above for the same purposes.

Before collecting students’ personal data, schools must seek students’ consent by providing all ApL course applicants with the “Student Agreement Form” (Appendix III.2). The form is downloadable at www.edb.gov.hk/apl/en/forms-download. The completed forms should then be collected for retention. In accordance with the Personal Data (Privacy) Ordinance, schools should ensure that all students’ personal data can only be handled by authorised personnel of the schools.

3.2 Student Selection and Confirmation of Enrolment

Students applying for ApL courses are required to go through a selection process. Selection is mainly based on students’ aptitudes and interests. The selection criteria for individual ApL courses will be made available to schools before the commencement of application. The following are some guidelines for schools’ reference regarding the nomination of students for ApL courses:

- Schools should assist students in choosing ApL courses according to their interests and aptitudes, taking into consideration their need for a broad and balanced learning experience, which is a guiding principle for the design of the senior secondary curriculum.

- Each student may apply for a maximum of two ApL courses (excluding ApL(C)). Students applying for more than one ApL course should list their choices in order of preference when submitting their applications. Students applying for ApL courses have to go through a selection process after which they may opt to accept offers from no more than TWO ApL courses based on their preferences.

- For students with special educational needs, schools may opt to submit supplementary information for their application for ApL courses for the reference of the course provider concerned. (The form is given at Appendix III.3 and is downloadable at www.edb.gov.hk/apl/en/forms-download.) The completed form should be sent to the EDB by fax. It will then be passed onto the course provider concerned for reference. The course provider may contact schools to make special arrangements for selection interviews if deemed necessary. The EDB encourages schools to continue communication with course providers about the special educational needs of students, so as to support students’ learning in ApL courses.
The selection of students for ApL courses (Mode 1) offered by course providers normally takes place in May every year. Schools will be informed of the detailed selection arrangements after the end of the application period. Schools will also be provided with notifications (showing the selection date, time and venue) for distribution to individual students. A sample of the notification is given at Appendix III.4 for reference.

Upon completion of the student selection process, the selection results and class schedules will be sent to schools in June. Schools should confirm the acceptance of offer of each successful applicant and the total number of enrolments to the EDB via the “ApL Module” in the WebSAMS by the end of June. For non-WebSAMS users, the selection results will be sent to schools via fax. For details, please refer to “Selection Results and Confirmation of Enrolment (Mode 1)” at Appendix III.5. After confirming the number of enrolments, schools will be provided with the “Course Information and Commencement Arrangements (Mode 1) – Notice for Students” in late August for distribution to students. Please refer to the sample given at Appendix III.6.

Schools planning to implement ApL courses in Mode 2 should make separate arrangements with course providers for student selection. Schools should submit to the EDB confirmed class details (including number of ApL classes, timetabling arrangements, course fee reduction (if any)) and student information of each class in early July. Schools should also make a written agreement with course providers (e.g. memorandum of understanding) before course commencement regarding the use of the school premises for conducting ApL classes. The record of the agreement should be kept properly.

#### 3.3 Reporting of Student Attendance and Learning Progress

##### 3.3.1 Student Attendance

The duration of each ApL course is 180 contact hours, generally extending over two school years from Secondary 5 to 6 (The duration of ApL(C) course is 270 contact hours, extending over three school years at the senior secondary level). Students taking ApL courses are required to attend lessons and participate in learning activities organised by the respective course providers. The minimum attendance requirement is 80% of the total number of contact hours for each course. In case students are unable to attend ApL lessons due to various reasons, schools should remind them to notify the course provider(s) or make an application for leave as soon as possible in accordance with the rules and regulations of the course provider(s).

Schools are also advised to avoid arranging school activities for which students’ participation is compulsory (e.g. extra lessons, tests, competitions and other life-wide learning activities) on the days and during the time when students are required to attend ApL lessons. Should rescheduling such activities be impossible, prior consultation should be made with the course provider(s) to minimise their effect on student learning.

Students who fail to fulfil the minimum attendance requirement at the end of the course will be considered “Unattained” in the respective ApL course. Schools will be informed of the attendance regularly. A sample of the attendance report to be sent by the EDB to schools via the CDS is given at Appendix III.7 for school reference. Schools may also contact the course providers directly in case of any doubts about the attendance records of their students.
3.3.2 Learning Progress

Assessment of student performance in ApL courses, including both formative and summative assessment, is undertaken by course providers and administered mainly by the respective course tutors. To help schools understand their students’ learning progress and provide the necessary support to students accordingly, students’ interim results will be made available to schools by the EDB on a regular basis (i.e. in June and January before students complete their first and second years of study respectively) (For ApL(C), students' interim results will be made available to schools in June of the first year, in January and June of the second year, and in January of the third year of study).

A sample of the learning progress report is given at Appendix III.8. Schools may also contact the course providers for any problems concerning students’ learning progress or results during their course of study. Assessment information regarding each ApL subject is available at the website of the HKEAA below.
(www.hkeaa.edu.hk/en/HKDSE/assessment/subject_information/category_b_subjects/)

To ensure the consistency of assessment standards, the HKEAA is responsible for the moderation of the assessment results submitted by the course providers. The moderated results will be recorded on the Hong Kong Diploma of Secondary Education (HKDSE). In this connection, schools should arrange their students who are taking ApL to register with the HKEAA for entry to ApL courses when applying for sitting the HKDSE examination. For details on registration for the HKDSE Examination, please refer to the announcements to be made by the HKEAA in due course.

3.3.3 Recognition

Effective from the 2018 HKDSE Examination 3, the reporting of students’ performance is refined to “Attained”, “Attained with Distinction (I)” and “Attained with Distinction (II)”. Performance of “Attained with Distinction (I)” is comparable to Level 3 while “Attained with Distinction (II)” is comparable to Level 4 or above of Category A subjects of the HKDSE Examination.

For Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)), “Attained” and “Attained with Distinction” will continue to be used. Refinement of these levels would be considered when more data is collected.

Most ApL courses are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. For ApL(C) courses, they are also pegged at QF Levels 1-3. Students will obtain QF certificate(s) issued by course providers in addition to the HKDSE qualification upon successful completion of these ApL courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk).

Students who have successfully completed the ApL courses will also receive ApL certificates from the individual course providers. Students may be encouraged by individual course providers to acquire relevant professional qualifications in related trades/industries through sitting professional examinations.

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3 For the 2012-2017 HKDSE Examinations, ApL results are reported as “Attained” and “Attained with Distinction” in the HKDSE. Students attaining the results of “Attained” and “Attained with Distinction” in the ApL courses are accepted as attaining the competencies required at Level 2 and Level 3 or above of Category A subjects of the HKDSE Examination respectively for the purposes of further studies and/or work.
### 3.4 Updating of School and Student Information

For any information updates such as amendments to school contact information, student particulars, schools should inform both the course providers concerned and the EDB as soon as possible.

#### 3.4.1 Student Withdrawal

In case of student withdrawal from ApL courses, schools should send the withdrawal notification to the EDB via the “ApL Module” in the WebSAMS as soon as possible. Non-WebSAMS users should complete the “Amendment Form” (given at Appendix III.9 for school reference and downloadable at www.edb.gov.hk/apl/en/forms-download) and submit it to the EDB via FAX. Schools should also complete the formal withdrawal procedure with the course provider(s) concerned as appropriate.

#### 3.4.2 Student Departure or Changing Schools

In case of student departure, schools should send the related information to the EDB via the “ApL Module” in WebSAMS as soon as possible. Schools should also print the “Form for Reporting Student Departure” (a sample of the form is given at Appendix III.10 for school reference), the original of which should be retained by the schools and a copy should be made to the departing students. Departing students who intend to continue the study of ApL course(s) should bring the copy of the form to the school to which they are newly admitted. Schools should also notify the course providers concerned about such changes. For non-WebSAMS users, please complete the “Form for Reporting Student Departure” (downloadable at www.edb.gov.hk/apl/en/forms-download) and submit it to the EDB via FAX.

Students who change schools and intend to continue the study of ApL course(s) must obtain the approval of the new schools. The new schools should provide the information of the newly admitted students by completing and returning the “Form for Reporting Student Admission” to the EDB. The form is given at Appendix III.11 for school reference and can be downloaded at www.edb.gov.hk/apl/en/forms-download.

For students who left school but have successfully completed their first-year study of ApL courses, they may continue their second-year study of ApL courses with the support of the course providers. They may also enter for the HKDSE as “private candidates” for “ApL subjects only” with the support of course providers and special approval of the HKEAA. For details, please refer to the “HKDSE Examination Regulations and Assessment Frameworks” available at the HKEAA website (www.hkeaa.edu.hk).

### 3.5 Arrangement for Repeaters

For those students who repeat Secondary 5 at schools but have successfully completed their first-year study of ApL courses, they may continue their second-year study of ApL courses with the support of the school principals and course providers. Schools should seek special approval from the HKEAA if these students wish to enter for the HKDSE as school candidates for “ApL subjects only”.

For students who repeat Secondary 6 at schools and wish to re-take the same ApL course(s), schools should seek approval from the course provider(s) and the EDB, subject to the prior agreement and endorsement of the HKEAA.

For details, please refer to the HKDSE Examination Regulations and Assessment Frameworks available at the HKEAA website (www.hkeaa.edu.hk).
**Chapter 4  Funding and Accounting Arrangements of ApL**

### 4.1 Diversity Learning Grant

The Diversity Learning Grant (DLG) aims to support schools (including all government, aided and caput secondary schools, secondary schools under the Direct Subsidy Scheme (DSS) and special schools with senior secondary classes) in offering a diversified curriculum to cater for students’ needs under the NAS. In particular, the grant supports ApL, Other Languages and Other Programmes (including gifted education programmes and network programmes of other senior secondary subjects). It is a cash grant for aided and caput secondary schools, secondary schools under the DSS and special schools. For government secondary schools, it is in the form of budget allocation. For details of the funding arrangements and application procedures for DLG, please refer to the relevant updated circular memoranda issued by the EDB yearly (available on the EDB website at www.edb.gov.hk/apl/en).

The DLG will be provided for eligible schools on a yearly basis to support the implementation of ApL courses approved by the EDB and provided by course providers. The ApL courses should be offered as elective subjects within the school curriculum leading to a HKDSE qualification. In accordance with the policy of 12 years of free education, all schools eligible for DLG are not allowed to charge students any fees for taking ApL courses.

To ensure effective use of the DLG, schools should provide appropriate guidance and support for students in making informed choices of ApL courses according to their interests, abilities and aspirations, and in their subsequent learning. Schools are requested to encourage their students to participate in various activities, including ApL course exhibition and taster programmes, so that they can have a better understanding of the courses before application.

To apply for DLG, schools should draw up a brief three-year plan to broaden subject choices for a particular cohort of students and the plan should be endorsed by the School Management Committee or Incorporated Management Committee. The three-year plan can be in the form of an annex, incorporated into the school’s annual plan and uploaded onto the school’s website before the end of November each year. Schools may refer to Appendix III.12 or the EDB website (www.edb.gov.hk/apl/en) for samples of the three-year plan.
4.1.1 Full Subsidy Funding Arrangements

ApL courses are fully subsidised by the DLG starting from 2016/17 school year. The funding arrangements of the DLG for ApL are depicted as follows:

- All students in aided, government and caput secondary schools, as well as secondary schools under the DSS and special schools with senior secondary classes following the senior secondary curriculum recommended by the CDC are eligible for the DLG for ApL.\(^4\)

- With full subsidy provided, schools will be allocated with an amount of DLG equal to the total course fee of ApL courses enrolled by eligible students.

- For a broad and balanced senior secondary curriculum, each eligible student is entitled to funding for a maximum of TWO ApL courses. For students taking FOUR elective subjects with an ApL course as one of them, the ApL course will be regarded as the fourth elective subject and will not be subsidised by the DLG (the calculation of funding will be based on the number of elective subjects taken by the students as at September of each school year).

The DLG for ApL can only be used to support the learning of ApL courses of that particular cohort of students (it cannot be mixed with the DLG of other cohorts of ApL courses). The funding must be used directly for the payment of ApL course fees to be charged by the approved ApL course providers. It must not be used for Other Languages and Other Programmes (which are supported by other categories of the DLG), or other purposes such as capital purchases, overheads or maintenance.

4.1.2 Accounting Arrangements

A provisional DLG will be disbursed to schools by TWO equal instalments in August each year (for government secondary schools, DLG will be provided in the form of budget allocation). Adjustments to the DLG will be made by January of the same school year based on the actual number of enrolments in ApL courses (as at a specified date in September of the same school year) and information submitted by schools. A report showing the detailed calculation of DLG and the list of ApL students will be made available to schools for reference and record via the CDS or by fax after the release of each instalment of DLG by the EDB. A sample of the report is given at Appendix III.13 for reference.

For aided and caput secondary schools, secondary schools under DSS and special schools with senior secondary classes, separate ledger accounts should be kept in the school ledger account under the “Government Fund” to properly record all the income and expenditure of ApL for each cohort of students as illustrated below:

DLG for ApL Courses

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Course fees to be paid to course providers</td>
<td>• DLG for ApL from the EDB</td>
</tr>
<tr>
<td></td>
<td>• Other resources deployed by schools</td>
</tr>
<tr>
<td></td>
<td>(e.g. surplus in the General Domain of OEBG)</td>
</tr>
</tbody>
</table>

\(^4\) Students with changes in status at school (e.g. students departed from schools) no longer meeting the requirement will not be eligible for the DLG for ApL. However, if such students have successfully completed their first year study of ApL courses, they may continue their second year study of ApL courses at their own expense with the consent of the respective course providers and the EDB.
The surplus in each ledger account can be carried forward to the next school year until the specific cohort of students graduate. Any unspent balance of DLG will be clawed back at the end of the cohort (e.g. for the 2017-19 cohort, the unspent DLG as at 31 August 2019 will be clawed back).

For government secondary schools, the expenditure should be charged to the user code assigned for ApL. Any unspent balance of the allocations as at the end of each financial year (i.e. 31 March 2018 and 31 March 2019 for the 2017-19 cohort) cannot be carried forward to the subsequent financial year and will lapse.

### 4.2 Student Grant for Applied Learning Chinese (for non-Chinese speaking students)

The Government encourages and supports the integration of NCS students into society and their learning of Chinese language. NCS students could choose to study ApL(C) according to their language abilities, interests and inclinations. The EDB will fully subsidise schools to pay the course fees of ApL(C).

A provisional Student Grant for ApL(C) will be disbursed to schools by THREE equal instalments, with the first installment in January of the first year (adjustment will be made according to the course commencement date) and the second and third instalments in August of the second and third years respectively (for government secondary schools, the Student Grant for ApL(C) will be provided in the form of budget allocation). Adjustments to the Student Grant for ApL(C) will be made based on the actual number of enrolments in ApL(C) courses (as at a specified date in February for the first year and in September for the second and third years) and information submitted by schools. A report showing the detailed calculation of the Student Grant for ApL(C) and the list of students will be made available to schools for reference and record via the CDS or by fax after the release of each instalment of the Student Grant for ApL(C) by the EDB. A sample of the report is given at Appendix III.14.

For aided and caput secondary schools, secondary schools under DSS and special schools, a separate ledger account named “Student Grant for ApL(C)” should be kept in the school ledger account under the Government Fund to properly record all income and expenditure. The surplus in the ledger account can be carried forward to the next school year until the specific cohort of students graduate. Any unspent balance of the grant will be clawed back (e.g. for the 2017-19 cohort, any unspent balance of Student Grant for ApL(C) as at 31 August 2019 will be clawed back).

For government secondary schools, the expenditure should be charged to the user code assigned for Student Grant for ApL(C). Unspent balance of the allocation as at the end of each financial year (i.e. 31 March 2017, 31 March 2018 and 31 March 2019 for the 2017-19 cohort) cannot be carried forward to the subsequent financial year and will lapse.
4.3 Payment of Course Fees

With the DLG allocated by the EDB for the payment of course fees, schools should pay the course providers in two equal instalments. The payment should be calculated based on the number of enrolments by the end of September each year.

As for the Student Grant for ApL(C) allocated by the EDB, schools should pay the course fees of ApL(C) courses to the course providers in three equal instalments. The first, second and third instalments of course fees would be calculated based on the number of enrolments in ApL(C) courses as at the end of February for the first year (adjustment will be made according to the course commencement date) and the end of September for both the second and third years.

Schools should pay the course fees upon receipt of debit notes or invoices from the course providers. For the exact date and schedule for the release of grants by the EDB and the payment of course fees to the course providers by schools, please refer to the annual circular memorandum on Senior Secondary Applied Learning Courses issued by the EDB.
Appendix I

Application and Enrolment Procedures for Applied Learning Courses

Mode 1

1. Submission of applications by schools
   - February - April

2. Student selection by course providers
   - May

3. Announcement of selection results by EDB
   - June

4. Confirmation of enrolment by schools
   - June

5. Disbursement of provisional DLG (first instalment) to schools by the EDB
   - August

6. Course commencement
   - September

7. Calculation of the adjusted amount of DLG (first instalment) by the EDB based on actual number of enrolments as at the end of September

8. Payment of course fees (first instalment) to course providers by schools
   - October/November

9. Disbursement of provisional DLG (second instalment) to schools by the EDB
   - August

Mode 2

1. Student selection and confirmation of implementation details and course fee reduction by schools and course providers
   - April - June

2. Submission of class details and student information by schools
   - Early July

3. Course commencement
   - September

4. Calculation of the adjusted amount of DLG (second instalment) by the EDB based on actual number of enrolments as at the end of September

5. Payment of course fees (second instalment) to course providers by schools
   - October/November

# For the exact schedule for each cohort, please refer to the related EDB circular memorandum on Senior Secondary Applied Learning Courses.

* Adjustments to the DLG will be made by the EDB before January.
Application and Enrolment Procedures for Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) Courses #

Mode 1

1. Submission of applications by schools
   - October - December
2. Application arrangement by course providers
   - January
3. Announcement of selection results by EDB
   - January
4. Confirmation of enrolment by schools
   - January
5. Course Commencement
6. Disbursement of provisional Student Grant^ (first instalment) to schools by the EDB
   - January/February
7. Calculation of the adjusted amount of Student Grant^ (first instalment) by the EDB based on actual number of enrolments as at the end of February^*
8. Payment of course fees (first instalment) to course providers by schools
   - March/April
9. Disbursement of provisional Student Grant^ (second instalment) to schools by the EDB
   - August
10. Course Commencement
   - September
11. Payment of course fees (second instalment) to course providers by schools
    - October/November
12. Disbursement of provisional Student Grant^ (third instalment) to schools by the EDB
    - August
13. Calculation of the adjusted amount of Student Grant^ (third instalment) by the EDB based on actual number of enrolments as at the end of September^*
14. School registration with the HKEAA for students’ entry to HKDSE Examination for ApL(C) courses
    - September/October
15. Calculation of the adjusted amount of Student Grant^ (third instalment) by the EDB based on actual number of enrolments as at the end of September^*
16. Payment of course fees (third instalment) to course providers by schools
    - October/November

Mode 2

1. Admision arrangement and confirmation of implementation details and course fee reduction by schools and course providers
   - October - December
2. Submission of class details and student information by schools
   - December
3. Application arrangement by course providers
   - January
4. Announcement of selection results by EDB
   - January
5. Confirmation of enrolment by schools
   - January
6. Course Commencement
7. Disbursement of provisional Student Grant^ (first instalment) to schools by the EDB
   - January/February
8. Calculation of the adjusted amount of Student Grant^ (first instalment) by the EDB based on actual number of enrolments as at the end of February^*
9. Payment of course fees (first instalment) to course providers by schools
   - March/April
10. Calculation of the adjusted amount of Student Grant^ (second instalment) by the EDB based on actual number of enrolments as at the end of September^*
11. Disbursement of provisional Student Grant^ (second instalment) to schools by the EDB
    - August
12. Payment of course fees (second instalment) to course providers by schools
    - October/November
13. Calculation of the adjusted amount of Student Grant^ (third instalment) by the EDB based on actual number of enrolments as at the end of September^*
14. Disbursement of provisional Student Grant^ (third instalment) to schools by the EDB
    - August
15. Payment of course fees (third instalment) to course providers by schools
    - October/November

# For the exact schedule for each cohort, please refer to the related EDB circular memorandum on Senior Secondary Applied Learning Courses.

^ Student Grant – Student Grant for Applied Learning Chinese (for non-Chinese speaking students)

* Adjustment of the Student Grant will be made by the EDB before May/January.
1. Function Chart of the ApL Module

- Applied Learning
  - Enrolment Summary
    - Application
    - Selection Result
    - Withdrawal
    - Student Departure
  - Application for ApL Chinese
  - Report
  - Data Communication

- Contact Information
- Student Application (Mode 1 and Mode 2)
- School Application (Mode 2)
- Class Details (Mode 2)
- Information for DLG (ApL) Application
- Contact Information
- Student Application
- School Application
- Class Details
- Enrolment Summary
2. Prerequisites of using the ApL Module

2.1 Upgrade WebSAMS to version 3.0.0.07072017 or above.

2.3 Go to **ApL > Data Communication > Process Incoming Data**, import the “ApL Parameter File” or “ApL(C) Parameter File”.

![Diagram of Process Incoming Data](image-url)
3. Contact Information

3.1 Go to ApL > Application > Contact Information, enter the contact information for all the active cohorts.

3.2 Go to ApL > Data Communication > Prepare Outgoing Data, prepare and confirm the “Contact Information” file, then send it to the EDB via CDS.
4. Application and Enrolment Procedure (Mode 1)

4.1 Student Application (Mode 1)

4.1.1 Add student application(s) by course. Go to ApL > Application > Student Application (Mode 1 and Mode 2), add student application(s) by course.
4.1.2 Add student application(s) by batch. Go to **ApL > Application > Student Application (Mode 1 and Mode 2)**, add student application(s) by batch.
4.1.3 Go to **ApL > Enrolment Summary**, view all student applications and their enrolment status.

4.1.4 Edit student application(s) (for records not yet submitted to the EDB only).

4.1.5 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “Student Application (Mode 1 and Mode 2)” file, then send it to the EDB via CDS.
4.2 Information for DLG (ApL) Application

4.2.1 Go to **ApL > Application > Information for DLG (ApL) Application**, prepare the information for DLG (ApL) application for students by batch or individually.

![Diagram of Application Structure]

### Assign the no. of elective subject(s) to be taken in the following years (excluding ApL) for all students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class</th>
<th>Cls No</th>
<th>S'PN</th>
<th>Cohort</th>
<th>No. of elective subject(s) to be taken in the following school years (excluding ApL)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2017-19</td>
<td></td>
<td>2017-19</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2017-19</td>
<td></td>
<td>2017-19</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>2017-19</td>
<td></td>
<td>2017-19</td>
<td>1</td>
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<tr>
<td></td>
<td>2</td>
<td>2017-19</td>
<td></td>
<td>2017-19</td>
<td>2</td>
</tr>
</tbody>
</table>

**Remarks:**
For students taking four elective subjects with an ApL course as one of them, the ApL course will be regarded as the fourth elective subject. This ApL course will **NOT** be subsidised by the Diversity Learning Grant.

*Record(s) NOT yet submitted to the EDI*
If there are S.5 repeaters enrolled in ApL courses of two different cohorts, schools may prepare and update their information for DLG (ApL) application for each related cohorts.

The information for students’ first application will be saved together with the information for DLG (ApL) in the “Student Application (Mode 1 and Mode 2)” file for submission to the EDB via CDS. All application subsequent updates of the information for DLG (ApL) application will be saved in the “Information for DLG (ApL) Application” file for submission to the EDB via CDS.
4.2.2 Go to ApL > Data Communication > Prepare Outgoing Data, prepare and confirm the “Information for DLG (ApL) Application” file, then send it to the EDB via CDS.
4.3 Confirmation of Enrolment (Mode 1)

4.3.1 Go to **CDS > Incoming Message**, decrypt the “Selection Result” file and “Class Schedule (Mode 1)” file from the EDB.

4.3.2 Go to **ApL > Data Communication > Process Incoming Data**, import the “Selection Result” file and “Class Schedule (Mode 1)” file.
4.3.3 Go to **ApL > Enrolment Summary or ApL > Selection Result**, view the selection result(s) of student(s) and confirm the acceptance of offer for each successful application (for Mode 1 only).

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**ApL > Enrolment Summary**

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Mode</th>
<th>Subject</th>
<th>Course Provider</th>
<th>Class Sequence No</th>
<th>Class Level</th>
<th>Selection Result</th>
<th>Subject</th>
<th>Course Delieverer</th>
<th>Apl. Class Code</th>
<th>Class</th>
<th>Enrolment Status</th>
<th>Student Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-19</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
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<td>A1</td>
<td>A1</td>
<td>A1</td>
</tr>
</tbody>
</table>

*Confirm the acceptance of offer for all students* [Accept] [Confirm]

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**ApL > Selection Result**

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Mode</th>
<th>Subject</th>
<th>Course Provider</th>
<th>Class Sequence No</th>
<th>Class Level</th>
<th>Selection Result</th>
<th>Subject</th>
<th>Course Delieverer</th>
<th>Apl. Class Code</th>
<th>Class</th>
<th>Enrolment Status</th>
<th>Student Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-19</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
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<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
<td>A1</td>
</tr>
</tbody>
</table>

*Confirm the acceptance of offer for all students* [Accept] [Confirm]

---

Or

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**ApL > Enrolment Summary**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class attended</th>
<th>Class No.</th>
<th>STIRN</th>
<th>Contact Tel</th>
<th>Student Agreement</th>
<th>Mode</th>
<th>Order of Preference</th>
<th>Course</th>
<th>Provider</th>
<th>Delieverer</th>
<th>Class</th>
<th>Apl. Class Code</th>
<th>Enrolment Status</th>
<th>Student Agreement</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

*Confirm the acceptance of offer for all students* [Accept] [Confirm]

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**ApL > Selection Result**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Class</th>
<th>Class No.</th>
<th>STIRN</th>
<th>Contact Tel</th>
<th>Student Agreement</th>
<th>Mode</th>
<th>Order of Preference</th>
<th>Course</th>
<th>Provider</th>
<th>Delieverer</th>
<th>Class</th>
<th>Apl. Class Code</th>
<th>Enrolment Status</th>
<th>Student Agreement</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

*Confirm the acceptance of offer for all students* [Accept] [Confirm]
4.3.4 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “Confirmation of Enrolment (Mode 1)” file, then send it to the EDB via CDS.
5. Application and Enrolment Procedure (Mode 2)

5.1 School Application (Mode 2)

5.1.1 Go to ApL > Application > School Application (Mode 2) or ApL > Application for ApL(C) > School Application, add or cancel Mode 2 application(s).
5.1.2 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “School Application (Mode 2)” file, then send it to the EDB via CDS.

[Remarks: Due to the issue of ApL(C) system upgrade, schools wishing to apply for Mode 1 ApL(C) are required to submit applications via “Mode 2”. The EDB will then contact those schools with applications for Mode 1.]
5.2 Student Application (Mode 2)

User can submit Student Information (Mode 2). Please refer to Section 4.1—Student Application (Mode 1) for details. The system will automatically assign “Enrolled” in the “Enrolment Status” column for Mode 2 student applications since schools and course providers should have made the necessary arrangements for student selection before submitting student information to the EDB.

(Note: User can submit application for ApL(C) with the same steps of School Application (Mode 2). Please refer to Section 5.1.)

5.3 Information for DLG (ApL) Application

User can prepare the information for DLG (ApL) application for students by batch or individually. Please refer to Section 4.2—Information for DLG (ApL) Application for details.

5.4 Class Details (Mode 2)

5.4.1 Go to CDS > Incoming Message, decrypt the “ApL Class Code (Mode 2)” file from the EDB.
5.4.2 Go to **ApL > Data Communication > Process Incoming Data**, import the “ApL Class Code (Mode2)” or “ApL(C) Class Code (Mode2)” file.

5.4.3 Go to **ApL > Application > Class Details (Mode 2)**, edit the details of Mode 2 classes (information on course fee reduction and class schedule).
5.4.4 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “Class Details (Mode 2)” file, then send it to the EDB via CDS.
6. Student Changing Class (Mode 1)

6.1 Go to CDS > Incoming Message, decrypt the “Student Change Class (Mode 1)” file from the EDB.

6.2 Go to ApL > Data Communication > Process Incoming Data, import the “Student Change Class (Mode 1)” file.

6.3 Go to ApL > Enrolment Summary, view the new ApL class code of student(s) (Mode 1).
7. Student Withdrawal

7.1 Go to **ApL > Enrolment Summary** or **ApL > Withdrawal**, withdraw student application(s).
7.2 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “Student Application (Mode 1 and Mode 2)” file, then send it to the EDB via CDS.
8. Student Departure and Admission

8.1 Student Departure

8.1.1 Go to **Student > Profile**, update the schooling status of the respective student(s).

8.1.2 Go to **ApL > Student Departure**, input the student’s intention and destination, as well as generate a report for the departed student.

8.1.3 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the “Student Departure” file, then send it to the EDB via CDS.
8.2 Student Admission

8.2.1 Go to **CDS > Incoming Message**, decrypt the ‘Student Admission’ file from the EDB.

8.2.2 Go to **ApL > Data Communication > Process Incoming Data**, import the “Student Admission” file which contains the information of the newly admitted student(s).
9. Student Telephone Number Update

9.1 Go to **Student > Profile**, update student’s telephone number (if applicable). After migration to a new school year, check the class level and class name of all students.

9.2 Go to **ApL > Data Communication > Prepare Outgoing Data**, prepare and confirm the "Student Telephone Number Update" file, then send it to the EDB via CDS.

Note: Updating of student name, Hong Kong Identity Card number, etc., should be done via the Student Module (using Form D, Ds)
10. Generation of Reports

Go to **ApL > Report**, generate reports for record purpose or for schools’ and students’ reference.

10.1 Ineligible Application Report

10.1.1 Applied Learning Course (R-APL001-E)

10.1.2 Applied Learning Chinese (for non-Chinese speaking students) Course (R-APL037-E)
10.2 Class Schedule Conflict Report

10.2.1 Applied Learning Course (R-APL002-E)

10.2.2 Applied Learning Chinese (for non-Chinese speaking students) Course (R-APL038-E)

10.3 Enrolment Status Report (by School Class)

10.3.1 Applied Learning Course (R-APL003-E)
10.3.2 Applied Learning Chinese (for non-Chinese speaking students) Course (R-APL036-E)

10.4 Enrolment Status Report (by ApL Course) (R-APL004-E)

10.5 Class Details Report

10.5.1 Applied Learning Course (R-APL006-E)
10.5.2 Applied Learning Chinese (for non-Chinese speaking students) Course (R-APL035-E)

10.6 Selection Results and Confirmation of Enrolment (R-APL007-E)
### 10.7 Exceptional Report for Data Import (Selection Result / ApL Class Code) (R-APL008)

<table>
<thead>
<tr>
<th>Name</th>
<th>STNM</th>
<th>Cohort</th>
<th>Subject</th>
<th>Provider</th>
<th>Deliever</th>
<th>ApL Class Code</th>
<th>Selection Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

*Total No. of Warnings (Selection Result / ApL Class Code Changed): 1
+ Data Source: Exceptional Report - Document Reference*

Remarks: Application(s) with no selection result(s) is/are pending for course provider’s announcement of selection result(s).

*** End of Report ***

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**R-APL001-E**

**SECONDARY SCHOOL**

**S5E (ApL) Application Report**

Cohort: 2017-18
Class Level: A2
Class: A2

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Name (Eng)</th>
<th>Name (Chi)</th>
<th>STNM</th>
<th>Mode of Prof.</th>
<th>Subject</th>
<th>Provider</th>
<th>Deliever</th>
<th>ApL Class Code</th>
<th>2017 / 18</th>
<th>2018 / 19</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Summary of no. of electives (excluding ApL courses)**

<table>
<thead>
<tr>
<th>No. of electives exclusion ApL courses</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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</tbody>
</table>

**Summary of no. of electives (including ApL courses)**

<table>
<thead>
<tr>
<th>No. of electives including ApL courses</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

**Remarks:**

For students taking four elective subjects with an ApL course as one of them, the ApL course will be regarded as the fourth elective subject. This ApL course will not be submitted by the Diversity Learning Grant.

*** End of Report ***
Appendix III.1

Senior Secondary Applied Learning Courses (2017-19 Cohort)

Appendix III Forms and Templates

Appendix III.1

表格及文件範本

Implementation Handbook 2018

Implementation Handbook 2018

Implementation Handbook 2018

Implementation Handbook 2018
<table>
<thead>
<tr>
<th>No.</th>
<th>姓名 (英文或中文)</th>
<th>Date of Birth (DD.MM.YYYY)</th>
<th>類別</th>
<th>聯絡電話</th>
<th>應備表</th>
<th>應備表備註</th>
<th>第一選擇</th>
<th>第二選擇</th>
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<td>1</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**

1. 請分別填寫每生的舊生及新入學學生的中英文名稱及學科名稱的高中應用學習科目的數目（不可超過應用學習科目的數目）。應用學習科目的時間最少六個月。學生的應用學習科目的數目不包含科目的數目。學生的應用學習科目的數目其中可為應用學習科目的數目。相關課程會受到的第二選課程及科目的數目不會影響多元

2. 學生的應用學習科目的數目可能會超過的學生於申請時的數目。學生於申請時的學生只能申請一次課程。因此，學生應在申請時確認已申請的課程。申請時的課程會於學生的申請時的數目。學生的申請時的數目

3. 學生於申請時的學生只能申請一次課程。學生於申請時的學生只能申請一次課程。因此，學生應在申請時確認已申請的課程。申請時的課程會於學生的申請時的數目。學生的申請時的數目

<table>
<thead>
<tr>
<th>校長簽名</th>
<th>Date</th>
<th>School Chop</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ver. Feb 2017
## Appendix III.1

**Senior Secondary Applied Learning Courses (2017-19 Cohort)**

### Course Information and Class Details (Mode 2)

- **Implementation Handbook 2018**
- **Annex 2**
- **School and Contact Information**

<table>
<thead>
<tr>
<th>School Name</th>
<th>School No.</th>
<th>Contact Person</th>
<th>Tel-No</th>
<th>Fax-No</th>
</tr>
</thead>
</table>

### First Part

**Course(s) Intended to be Offered**

<table>
<thead>
<tr>
<th>No.</th>
<th>Subject Code</th>
<th>Course Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Yes/No</td>
<td>Estimated Number of Students in Class</td>
</tr>
</tbody>
</table>

### Second Part

**Class Details**

<table>
<thead>
<tr>
<th>No.</th>
<th>Subject Code</th>
<th>Course Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Yes/No</td>
<td>Estimated Number of Students in Class</td>
</tr>
</tbody>
</table>

---

*Please delete where appropriate.*
Appendix III.2

學生同意書
Student Agreement Form

Personal Information Collection Statement
The personal data which the student provides will be retained by the School and the Education Bureau (EDB) for the following purposes (the EDB may provide other organisations with the information for the same purposes) -
(i) for all types of processing relevant to the enrolment of Applied Learning (ApL) courses and for all other related purposes;
(ii) for processing school application for the Diversity Learning Grant (DLG) for ApL;
(iii) for registering student results and certifying them in response to legitimate requests; and
(iv) for educational and research analysis in an anonymous format in which the identities of students are not traceable.

Failure to provide accurate and complete information may result in the EDB being unable to carry out the above processes for the student.

Under the Personal Data (Privacy) Ordinance, access to and correction of all personal data will be made available to anyone who can establish his/her right to be informed of such data as are retained by the EDB. The application forms are available at the EDB website (www.edb.gov.hk/en/public-admin/public-forms/about-public-forms/index.html).

學生個人資料 STUDENT PARTICULARS

| 學生姓名 | (中文) | (英文) |
| Student Name | (Chinese) | (English) |

如沒有香港身份證號碼，請提供其他身份證明文件

| 聲明 DECLARATION |

The above-mentioned student has read the "Personal Information Collection Statement" and agreed that his/her personal data provided can be used by the school and the EDB for the stated purposes.

學生簽署
Student’s Signature

家長/監護人姓名
Name of Parent/Guardian

家長/監護人簽署
Signature of Parent/Guardian

日期
Date
### Appendix III.3

**Implementation Handbook 2018**

**Supplementary Information of Students with Special Educational Needs (Optional)**

**Notes to School**
- For students with special educational needs, schools may opt to submit this form as their supplementary information for application for Applied Learning (ApL) course(s). The information will be provided to the course provider(s) concerned as reference. Course provider(s) may contact schools to make special arrangements for selection interviews if deemed necessary.
- Please return this form to the Education Bureau (EDB) by Fax (Fax No.: 27142456) on or before 12 April 2017. Schools must submit the respective students' applications for ApL courses via the ApL Module of the YuenSANS before submitting this form.
- For queries, please call the ApL Section, Curriculum Development Institute, EDB at 3658 3186.

<table>
<thead>
<tr>
<th>I. 學校及聯絡人資料</th>
<th>SCHOOL AND CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>Name of Principal</td>
</tr>
<tr>
<td>School Tel No.</td>
<td>(中文)</td>
</tr>
<tr>
<td>School Fax No.</td>
<td>(English)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. 學生個人資料</th>
<th>STUDENT PARTICULARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Student</td>
<td>(中文)</td>
</tr>
<tr>
<td>Name of Principal</td>
<td>(English)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Type of Identification Document Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. 已報讀的應用學習課程</th>
<th>ApL COURSES APPLIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td></td>
<td>Course Provider</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. 特殊教育需要類別</th>
<th>TYPE OF SPECIAL EDUCATIONAL NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical Disabilities</td>
</tr>
<tr>
<td></td>
<td>Visual Impairment</td>
</tr>
<tr>
<td></td>
<td>Hearing Impairment</td>
</tr>
<tr>
<td></td>
<td>Speech and Language Impairment</td>
</tr>
<tr>
<td></td>
<td>Specific Learning Disabilities</td>
</tr>
<tr>
<td></td>
<td>Others Special Needs</td>
</tr>
</tbody>
</table>

**V. 學校、家長及學生聲明**

**DECLARATION BY SCHOOL, PARENT AND STUDENT**

We certify that all the information provided is true and accurate and we will notify the EDB for subsequent changes to the information provided. We agree that the above information can be retained by the EDB and provided to other organisations for types of processing relevant to the enrolment of ApL courses and for all other related purposes.

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Principal:</td>
<td></td>
</tr>
<tr>
<td>Signature of Parent/Guardian:</td>
<td></td>
</tr>
<tr>
<td>Signature of Student:</td>
<td></td>
</tr>
</tbody>
</table>

Ver. Feb 2017
### Detailed Arrangement for Student Selection (Mode 1)

#### Notes
- Schools are kindly requested to check the information below and contact the Applied Learning Section, Curriculum Development Institute, Education Bureau (Tel: 3668 3195) immediately if there are any problems.
- All students who have applied for Applied Learning courses should attend the selection session(s) according to the time slot(s) assigned as shown below. For details of the student selection, including the venue and selection criteria etc. of individual courses, please refer to Appendix A or the EDB website (www.edb.gov.hk/apl).

#### School Information

<table>
<thead>
<tr>
<th>School Name</th>
<th>SCHOOL NAME</th>
<th>SCHOOL A</th>
<th>SCHOOL NO.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>100340-0001331</td>
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</table>

#### Student Information

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Student Name</th>
<th>Class at School</th>
<th>Order of Preference</th>
<th>Subject Code</th>
<th>Course</th>
<th>Course Provider</th>
<th>Course Deliverer</th>
<th>Selection Date</th>
<th>Selection Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y123****</td>
<td>STUDENT A</td>
<td>4B</td>
<td>1</td>
<td>100</td>
<td>課程甲</td>
<td>CP001</td>
<td>CP001</td>
<td>21-5-2017</td>
<td>10:00-11:00</td>
<td>CP01</td>
</tr>
<tr>
<td>Y765****</td>
<td>STUDENT B</td>
<td>4C</td>
<td>1</td>
<td>456</td>
<td>課程乙</td>
<td>CP002</td>
<td>CP002</td>
<td>21-5-2017</td>
<td>13:00-14:00</td>
<td>CP01</td>
</tr>
</tbody>
</table>

#### Total number of student(s): 2
### Appendix III.4

**Senior Secondary Applied Learning Courses (2017-19 Cohort)**

**Notice to Students on Selection Arrangement (Mode 1)**

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL No.</th>
<th>DATE: 04.05.2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL A</td>
<td>100340-0001331</td>
<td></td>
</tr>
<tr>
<td>TEACHER A</td>
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<td></td>
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</table>

#### STUDENT INFORMATION

<table>
<thead>
<tr>
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<th>STUDENT NAME</th>
<th>STUDENT A</th>
<th>CLASS AT SCHOOL</th>
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<tbody>
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<td>Y123****</td>
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</tr>
</tbody>
</table>

#### COURSE INFORMATION

<table>
<thead>
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<th>Order of Preference</th>
<th>Subject Code</th>
<th>Course</th>
<th>Course Provider</th>
<th>Course Deliverer</th>
<th>Selection Date</th>
<th>Selection Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>Course A</td>
<td>CP001</td>
<td>CP001</td>
<td>21.5.2012</td>
<td>10:00-11:00</td>
<td>No.5, Yat Road, Tsim Sha Tsui, Kowloon</td>
</tr>
</tbody>
</table>

**Total number of application(s): 1**
### 聲明及詳情

學生資料可以進行修訂，於收到表格後三個工作天內提交表格，並說明修訂原因。

### 附錄

#### III.5

學生資格確認及入讀確定

### 學生資格

#### 學生姓名及編號

<table>
<thead>
<tr>
<th>學生編號</th>
<th>學生姓名</th>
<th>學校名稱</th>
<th>學校名稱</th>
<th>學校類別</th>
<th>科目名稱</th>
<th>備註</th>
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<tr>
<td>Y235**</td>
<td>學生甲</td>
<td>SCHOOL A</td>
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<tr>
<td>Y655**</td>
<td>學生乙</td>
<td>SCHOOL B</td>
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<td>1</td>
<td>456</td>
<td>Conflict</td>
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### 學生總人數

Total number of students: 2
### Senior Secondary Applied Learning Courses (2017-19 Cohort)

#### Course Information and Commencement Arrangement (Mode 1)

<table>
<thead>
<tr>
<th>Course Cluster</th>
<th>Subject Code</th>
<th>Course</th>
<th>Provider</th>
<th>Lesson Time</th>
<th>Venue and Address</th>
<th>Commencement Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Creative Studies</strong></td>
<td>100</td>
<td>Course A</td>
<td>CP001</td>
<td><strong>AA</strong></td>
<td>星期六 Saturday 09:00 - 12:00 (some classes will be held during summer vacation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>學院甲&lt;br&gt;No. 5, Yut Road, Tsim Sha Tsui, Kowloon</td>
<td>16.09.2017</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td><strong>注</strong> Opening ceremony and the first lesson to be held on 16.09.2017</td>
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</tr>
<tr>
<td></td>
<td>456</td>
<td>Course B</td>
<td>CP002</td>
<td><strong>A</strong></td>
<td>星期二 Saturday 14:00 - 17:00 (some classes will be held during summer vacation)</td>
<td></td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>彭廈大&lt;br&gt;Room 401, CDE Building, 10 CD Road, H.K.</td>
<td>23.09.2017</td>
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**Note 1**

<table>
<thead>
<tr>
<th>Course Provider</th>
<th>Faquray</th>
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<tr>
<td>CP001 學院甲&lt;br&gt;Institute A</td>
<td>陳女士 Ms CHAN</td>
</tr>
<tr>
<td>CP002 彭廈大&lt;br&gt;School of CDE</td>
<td>張先生 Mr CHEUNG</td>
</tr>
</tbody>
</table>

**Note 2**

The medium of instruction is Chinese unless otherwise specified.

---

Implementation Handbook 2018

Appendix III.5

Implementation Handbook 2018

Appendix B

Implementation Handbook 2018

Appendix III.5
### Course Information and Commencement Arrangement (Mode 1) - Notice to Students

<table>
<thead>
<tr>
<th>Date</th>
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<table>
<thead>
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<table>
<thead>
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<table>
<thead>
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<th>STUDENT NAME</th>
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<tbody>
<tr>
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<table>
<thead>
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<th>CLASS AT SCHOOL</th>
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</table>

<table>
<thead>
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<th>Course Provider</th>
<th>Course Delivered</th>
<th>Course Code</th>
<th>Class</th>
<th>Lesson Time</th>
<th>Venue &amp; Address</th>
<th>Commencement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
<td>CP001</td>
<td>CP001</td>
<td>A</td>
<td>Saturday</td>
<td>Institute A</td>
<td>No 5, Yat Rea, Tam Shei, Kwoloon</td>
<td>16.09.2017</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:** Opening ceremony and first lesson to be held on 16 September 2017.

**Note:**

- TBA: 預備公布，各課程供應機構會於報告發出日期前仍未提供開課安排（模式一）的詳情。如有查詢，請直接聯絡有關課程供應機構。
- To be advised. The respective course provider has not yet provided the course commencement arrangement (Mode 1) as at the issue date of this report. For enquiries, please contact the respective course provider directly.
- 有關開課安排、上課時間及地點等的最新資料，請瀏覽教育局網頁。
- Please refer to the Education Bureau website for the latest updates on course commencement arrangement, lesson time and venue, etc.

<table>
<thead>
<tr>
<th>Number of Enrollment(s)</th>
<th>1</th>
</tr>
</thead>
</table>
### 學生資料 Student Information

<table>
<thead>
<tr>
<th>學生編號</th>
<th>學生姓名</th>
<th>學校</th>
<th>模式</th>
<th>科目代碼</th>
<th>課程</th>
<th>課程提供機構</th>
<th>教師</th>
<th>班級</th>
<th>總課堂數目</th>
<th>總課堂數目</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z25</td>
<td>Student A</td>
<td>SCHOOL A</td>
<td>Mode 1</td>
<td>Subject Code 123</td>
<td>Course A</td>
<td>Course Provider</td>
<td>Teacher</td>
<td>Class Code</td>
<td>Total no. of lessons</td>
<td>Total no. of lessons</td>
</tr>
<tr>
<td>Z25</td>
<td>Student A</td>
<td>SCHOOL A</td>
<td>Mode 1</td>
<td>Subject Code 456</td>
<td>Course B</td>
<td>Course Provider</td>
<td>Teacher</td>
<td>Class Code</td>
<td>Total no. of lessons</td>
<td>Total no. of lessons</td>
</tr>
</tbody>
</table>

### 學生總人數 Total number of student(s) : 1

**Note**

1. 全體課程總計點數為80%。如學生的出席率未達到此要求，業績將會被評為「未達標」。The minimum attendance requirement is 80% for each course. Students who fail to fulfill this requirement will be considered 'Unattained' in the respective ApL course.
2. 以上資料包括已通過課程的學生（如有）。Student(s) who have withdrawn from the course, if any, are excluded from the list above.
### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>序號 No.</th>
<th>學生編號 Student Reference Number</th>
<th>學生姓名 Student Name</th>
<th>學校校名 SCHOOL NAME</th>
<th>班級 Class at School</th>
<th>模式 Mode</th>
<th>科目 Subject Code</th>
<th>課程 Course</th>
<th>評核機構 Course Provider</th>
<th>授課機構 Course Deliverer</th>
<th>級別 Grade</th>
<th>累計成績 Cumulative Grade</th>
<th>占百分比 Cumulative %</th>
<th>累計出席率 Cumulative Attendance Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Y123***</td>
<td>學生甲 STUDENT A</td>
<td>SCHOOL A</td>
<td>5B</td>
<td>1</td>
<td>100</td>
<td>課程甲</td>
<td>CP001</td>
<td>CP001</td>
<td>AA</td>
<td>A</td>
<td>Top 10%</td>
<td>98%</td>
</tr>
<tr>
<td>2.</td>
<td>Y785***</td>
<td>學生乙 STUDENT B</td>
<td></td>
<td>5C</td>
<td>1</td>
<td>456</td>
<td>課程乙</td>
<td>CP002</td>
<td>CP002</td>
<td>AB</td>
<td>A</td>
<td>Top 10%</td>
<td>90%</td>
</tr>
</tbody>
</table>

**Total number of students**: 2

**Note**

1. 學生的最終成績會由參與考試及課程評核評分的成績決定。課程評核的成績會在學生的高中學業考試成績簿上顯示。此報告反映學生在就讀中學以及在學校修讀的學校課程的累計成績。
2. 累計成績列表不包括由 HKDSE 提供的成績。
3. 百分比成績是學生在就讀中的表現。
4. 有關課程提供者的詳細資訊可在報告的附錄中查找。
### Learning Progress Report - Notice to Students (as at 30 April 2018)

<table>
<thead>
<tr>
<th>CROSS REFERENCE NO.</th>
<th>STUDENT NAME</th>
<th>STUDENT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y123****</td>
<td>Student A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL A</td>
<td>100340-0001331</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS AT SCHOOL</th>
<th>NUMBER OF COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB</td>
<td>1</td>
</tr>
</tbody>
</table>

**Cumulative Results**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Provider</th>
<th>Course Delivered</th>
<th>APL Class</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>CP01</td>
<td>CP01</td>
<td>AA</td>
<td>A</td>
</tr>
</tbody>
</table>

### Appendix III.8

**Total Number of Course:** 1

**Note:**

1. Students' final results will be subject to the moderation by the Hong Kong Examinations and Assessment Authority (HKEAA) and will be recorded in the students' Hong Kong Diploma of Secondary Education Examination certificates. The cumulative results listed in this report have not been moderated by the HKEAA and are for reference only. For details, please refer to the reference tables below and the "Notes for Learning Progress Report" provided to schools by the Education Bureau.

#### Grading System

- **A**: Excellent
- **B**: Very Good
- **C**: Good
- **D**: Average
- **U**: No Score

For the conversion table of grades and marks of assessment tasks, please refer to the reference tables that correspond to each course provider.

#### Attendance Rate

<table>
<thead>
<tr>
<th>Percentage Position in the Respective Applied Learning (APL) Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
</tr>
<tr>
<td>11% - 25%</td>
</tr>
<tr>
<td>26% - 50%</td>
</tr>
<tr>
<td>51% - 75%</td>
</tr>
<tr>
<td>Below Average / Unscored</td>
</tr>
</tbody>
</table>

2. Students must maintain a minimum attendance rate of 80%. If the student's cumulative attendance rate fails to meet this requirement, he/she will be considered "Withdrawn" in the respective APL course.

3. Students may withdraw from any course provided that they have met the minimum attendance requirements for the entire course.

4. If a student's attendance rate is less than 80%, it will not be included in the final report. If a student is absent for more than 20% of the total number of lessons, the student's attendance rate will be calculated. If the student does not meet the attendance requirements, the student's attendance rate will be considered "Withdrawn".
### Applied Learning for Senior Secondary Curriculum

**Appendix III.9**

#### School Information

<table>
<thead>
<tr>
<th>No.</th>
<th>新增 / 退修</th>
<th>学生編號</th>
<th>学校名稱</th>
<th>Contact Person</th>
<th>聯絡電話</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A / W</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A / W</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A / W</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A / W</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A / W</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### AMEND STUDENT PARTICULARS

<table>
<thead>
<tr>
<th>No.</th>
<th>原有資料 / 原資料</th>
<th>學名</th>
<th>學生編號</th>
<th>學生姓名 (中文或英文)</th>
<th>聯絡電話</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>原有資料</td>
<td>Original Details</td>
<td>Student Name</td>
<td>Name (Chinese or English)</td>
<td>Tel No</td>
</tr>
<tr>
<td>2</td>
<td>新資料</td>
<td>New Details</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
- Please delete where appropriate.
- The number of senior secondary elective subjects (excluding Apl courses) to be taken by each student is specified in Section 3 of the Application Form. Please indicate the number of senior secondary elective subjects (excluding Apl courses) to be taken by each student in Section 3 of the Application Form. The information will be used for the calculation of the Student Learning Credit (SLC) for schools. For students taking FOUR elective subjects with an Apl course as one of them, the Apl course will be regarded as the fourth elective subject and will NOT be included in the SLC.
- Students applying for more than one Apl course in Section 3 should indicate the order of preference for each new course.
Implementation Handbook 2018

Senior Secondary Applied Learning Courses

Appendix III.9

**Amendment Form - Student Information**

School should provide all students applying for Applied Learning (A.P.L.) courses and their parents with the “Student Agreement Form” (available at www.edb.gov.hk/apl). All completed forms should be collected and retained by school.

<table>
<thead>
<tr>
<th>编号</th>
<th>新增</th>
<th>编号</th>
<th>学生编码</th>
<th>学生姓名 (中文或英文)</th>
<th>生日日期</th>
<th>学校班别</th>
<th>联络电话</th>
<th>学生资料</th>
<th>学生国籍</th>
<th>原资料</th>
<th>新资料</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A/W</td>
<td>2</td>
<td>A/W</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A/W</td>
<td>4</td>
<td>A/W</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A/W</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AMEND STUDENT PARTICULARS**

1. 請在下表填寫資料：*Please delete where appropriate.*
2. 請學生留意，用戶在使用及盡快更新有關資料後，請於中學及有關科目的教授（不包括應用學習課程）作進一步的儲存及上載至學生資料。學生於完成應用學習課程及中國一所科的應用學習課程後，將會獲派相應標準的成績紀錄及應用學習課程的成績紀錄。請提供學生資料及就學科科目的選課。*Please indicate the number of senior secondary elective subjects (excluding APL courses) to be taken by each student.*
3. 請提供學生的個人選科資料，包括一名的選科及上表所列的。*Students applying for more than one APL course in Section B should indicate the order of preference for each new course.*

校長簽署
Signature of Principal

日期
Date

校印
School Chop

页
Page

總頁數
Total no. of pages

脚本应用学习课程

Senior Secondary Applied Learning Courses

學生資料更新表

Amendment Form - Student Information

請於完成應用學習課程及中國一所科的應用學習課程後，將會獲派相應標準的成績紀錄及應用學習課程的成績紀錄。請提供學生資料及就學科科目的選課。*Please indicate the number of senior secondary elective subjects (excluding APL courses) to be taken by each student.*

校長簽署
Signature of Principal

日期
Date

校印
School Chop

页
Page

總頁數
Total no. of pages
### Appendix III.9

#### 高中應用學習課程

**Senior Secondary Applied Learning Courses**

** Amendment Form - School and Mode 2 Information**

請將資料交至校長室並於 2714 2466 數值列印後交至應用學習課程。如有任何問題，請電郵 3658 3186。如需退回應用學習課程，請透過 Curricular Development Institute, Education Bureau (EDE) 由電郵 2714 2466。如需查詢，請電 3658 3186。

#### 學校資料 SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>學校名稱</th>
<th>學校編號</th>
<th>學校聯繫人</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>School No.</td>
<td>Contact Person</td>
</tr>
</tbody>
</table>

#### 更改聯繫人資料 AMEND CONTACT INFORMATION

<table>
<thead>
<tr>
<th>順序 No.</th>
<th>程序 (Add/ Remove)</th>
<th>學年 Cohort</th>
<th>模式 Mode</th>
<th>聯繫人 Contact Person</th>
<th>職位 Post</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A/R</td>
<td>(中文)</td>
<td>(英文)</td>
<td>(中文)</td>
<td>(英文)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A/R</td>
<td>(中文)</td>
<td>(英文)</td>
<td>(中文)</td>
<td>(英文)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>A/R</td>
<td>(中文)</td>
<td>(英文)</td>
<td>(中文)</td>
<td>(英文)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A/R</td>
<td>(中文)</td>
<td>(英文)</td>
<td>(中文)</td>
<td>(英文)</td>
<td></td>
</tr>
</tbody>
</table>

#### 新增 / 取消課程（模式二）ADD / CANCEL COURSE(S) (MODE 2)


#### 更改數量資料（模式二）AMEND CLASS DETAILS (MODE 2)

請填上更改後的相關資料。

<table>
<thead>
<tr>
<th>學年 Cohort</th>
<th>教學項目 (Subject Code)</th>
<th>課程提供機構</th>
<th>課程編號 (Class Code)</th>
<th>請留意課時 (Lesson Start Time)</th>
<th>請留意課時 (Lesson End Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>APL Class Code (please contact course provider for the information)</td>
<td>Lesson Start Time</td>
<td>Lesson End Time</td>
</tr>
</tbody>
</table>

#### 新增 / 取消課程（模式二）ADD / CANCEL COURSE(S) (MODE 2)


#### 更改數量資料（模式二）AMEND CLASS DETAILS (MODE 2)

請填上更改後的相關資料。

<table>
<thead>
<tr>
<th>學年 Cohort</th>
<th>教學項目 (Subject Code)</th>
<th>課程提供機構</th>
<th>課程編號 (Class Code)</th>
<th>請留意課時 (Lesson Start Time)</th>
<th>請留意課時 (Lesson End Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>APL Class Code (please contact course provider for the information)</td>
<td>Lesson Start Time</td>
<td>Lesson End Time</td>
</tr>
</tbody>
</table>

*請於不適用時刪除。Please delete where appropriate.*
## Appendix III.10

### Senior Secondary Applied Learning Courses (2017-19 Cohort)

**學生離校報告表**

**Form for Reporting Student Departure**

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>學校名稱 SCHOOL NAME</td>
</tr>
<tr>
<td>領辦人 CONTACT PERSON</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>領辦學校 School Chep</td>
</tr>
</tbody>
</table>

### INFORMATION OF DEPARTING STUDENT

<table>
<thead>
<tr>
<th>STUDENT REFERENCE NUMBER (STRM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>名稱 NAME</td>
</tr>
<tr>
<td>畢業日期 DEPARTURE DATE (DD/MM/YYYY)</td>
</tr>
<tr>
<td>聯絡電話 CONTACT TELEPHONE NUMBER</td>
</tr>
</tbody>
</table>

### STUDENT’S INTENTION ON CONTINUATION OF APL COURSE(S)

<table>
<thead>
<tr>
<th>COHORT</th>
<th>MODE</th>
<th>SUBJECT CODE</th>
<th>COURSE TITLE</th>
<th>COURSE PROVIDER</th>
<th>APL CLASS CODE</th>
<th>STUDENT’S INTENTION Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### STUDENT’S DESTINATION Note

- 轉校 Changing schools  
- 就業 Employment  
- 海外升學 Studying abroad  
- 其他 Others, please specify

Note: 請在適當格內加“✓”、Please put a “✓” in the appropriate box(es).
Appendix III.11

Form for Reporting Student Admission

Part I: School Information

School Name: [School Name]
School Code: [School Code]
Principal: [Principal Name]
Contact Person: [Contact Person]
Address: [Address]
Email: [Email]
Phone: [Phone]

Part II: Information of Newly Admitted Student

Student Reference Number: [Student Reference Number]
Student: [Student Name]
Contact Telephone: [Contact Telephone]
Class at School: [Class]
Secondary 5: [Secondary 5]
Secondary 6: [Secondary 6]

Confirmation of Student Enrolment

Year: [Year]
Mode of Preference: [Mode of Preference]
Subject Code: [Subject Code]
Course Title: [Course Title]
Provider: [Provider]
Apl Code: [Apl Code]
Enrolment: [Enrolment]

Notes:
1. Please put a "✓" to indicate that the completed "Student Agreement Form" has been collected.
2. Please submit the completed form to the EDB Circular Memorandum No. 146/2016 for details.
3. Students should also provide the student and his/her parent with the "Student Agreement Form" and collect the completed form for retention.
4. For enquiries, please call the Apl Section of the EDB at 3888 3186.
Appendix III.11
附錄 III.11

Senior Secondary Applied Learning Courses (2017-19 Cohort)

School Declaration

(To be signed by School Principal)

This school offers Applied Learning (APl) courses as students’ elective subject(s) within the school curriculum, and agrees to include student results in the Hong Kong Diploma of Secondary Education.

1. I certify that all the information provided is true and accurate and will notify the Education Bureau (EDB) for any subsequent changes to the information provided. I understand that if I wilfully give false information or withhold any material information, any grants approved will be withheld and any payment made must be returned to the EDB.

2. I certify that all students applying for APL courses are following the senior secondary curriculum and that the students and their parents have completed and signed the “Student Agreement Form.” I understand that the information provided will be used for the following purposes (the EDB may provide other organisations with the information for the same purposes):

(i) for all types of processing relevant to the enrolment of APl courses and for all other related purposes;

(ii) for purposes relating to the enrolment in APL courses;

(iii) for processing school application for Diversity Learning Grant (DLG) for APL;

(iv) to register student results and certifying them in response to legitimate requests; and

(v) for educational research and analysis in an anonymous format in which the identities of the students are not traceable.

3. I refer to the EDB Circular Memorandum No. 146/2016 dated 4 October 2016 and undertake the following -

(i) Our school will adhere to the funding principles as stipulated in the Circular Memorandum and agree to abide by its arrangements.

(ii) Our school will ensure that all APL courses fees are paid at the agreed time.

(iii) Our school will undertake the responsibilities and liabilities associated with the delivery of APL courses.

4. Our school has included APL courses in the “3-year plan” drawn up for the application for DLG. The plan has been endorsed by the School Management Committee and the Board of Management.

Signature of Principal

Date

Page 2

Total no. of pages 2
### 三年計劃書樣本
#### 多元學習津貼-應用學習課程 (2017-19 學年)

<table>
<thead>
<tr>
<th>教育局多元學習津貼資助的課程</th>
<th>策略及預期效益  (例如：如何照顧學生的多元學習需要)</th>
<th>課程名稱及課程提供機構</th>
<th>修業期</th>
<th>目標學生</th>
<th>預計每學年涉及的學生人數</th>
<th>學生學習的評估/ 成功指標</th>
<th>負責教師</th>
</tr>
</thead>
<tbody>
<tr>
<td>應用學習</td>
<td>提供一系列應用學習課程，以照顧學生不同的學習需要及興趣；學生可獲得多元化的學習經歷，並發展職業抱負。</td>
<td>兩年 180小時</td>
<td>中五及中六的學生</td>
<td>不適用</td>
<td>40 40</td>
<td>學生最低的總出席率不少於80%; 學生依時完成課業; 在學生學習紀錄列明學生滿修畢應用學習課程; 有關學生的回饋的意見調查/評估報告; 評估學生在應用學習課程的表現</td>
<td>就業輔導主任</td>
</tr>
</tbody>
</table>

注：上述例子僅供學校參考。學校應自行策劃三年計劃，按需要納入其他策略/工作，以配合學生的學習需要及學校的抱負。

三年計劃可以附件的形式夾在學校的年度計劃中

只供參考

For reference only
Sample of Three-year Plan –
Diversity Learning Grant for Applied Learning Courses (2017-19 Cohort)

<table>
<thead>
<tr>
<th>DLG funded Programme(s)</th>
<th>Strategies &amp; benefits anticipated (e.g. in what way students’ diverse learning needs are catered for)</th>
<th>Name of programme(s) / course(s) and provider(s)</th>
<th>Duration of the programme / course</th>
<th>Target students</th>
<th>Estimated no. of students involved in each school year</th>
<th>Evaluation of student learning / success indicators</th>
<th>Teacher-in-charge</th>
</tr>
</thead>
</table>
| Applied Learning (ApL) | - To offer a range of ApL courses for students with different learning needs and interests  
- To broaden students’ diversified learning experiences and develop their career aspirations | ApL courses in the following areas of studies:  
- Creative Studies  
- Media and Communication  
- Applied Science | 180 hours in 2 years for each course | S5 & S6 students | NA  
16/17: 40  
17/18: 40  
18/19: | - Students meet the 80% minimum attendance rate  
- Students submit course assignments on time  
- Successful completion of the ApL courses by students as shown in their learning records  
- Survey / evaluation report on students’ feedback  
- Assessment of students’ performance in ApL by school | Career master / mistress |

Remarks: This is an example for the reference of schools only. Schools are encouraged to develop their own three-year plans by including other strategies / tasks as appropriate to cater for the learning needs of their students and align with the vision of the schools. The three-year plan can be incorporated into the school’s annual plan in the form of an annex.
### Appendix III.13

#### Senior Secondary Applied Learning Courses (2017-19 Cohort)

** Provisional Diversity Learning Grant (Applied Learning)  
(First Instalment - 2017/18 School Year) 

<table>
<thead>
<tr>
<th>School Name</th>
<th>School No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL A</td>
<td>100340-0001331</td>
</tr>
</tbody>
</table>

#### Contact Information

- **Contact Person:** TEACHER A

#### Amount of Diversity Learning Grant (Applied Learning)

- **First Instalment of Provisional Grant**

  - **As at 20 July 2017:** HK$ 10,000

#### Note

The first instalment of provisional Diversity Learning Grant (Applied Learning) is calculated based on the enrolment status of students as at 20 July 2017. Please refer to Appendix B for the detailed calculation. The amount of grants will be adjusted based on the actual number of enrolment as at 30 September 2017.
### Provisional Diversity Learning Grant (Applied Learning) (First Instalment - 2017/18 School Year)

<table>
<thead>
<tr>
<th>ステートメント</th>
<th>サプライプラント</th>
<th>ステートメント</th>
<th>サプライプラント</th>
</tr>
</thead>
</table>

#### 学生資格 STUDENT INFORMATION

| 学生番号 | 学生名 | 学校 | 班 | 科目 | 課程 | 提供 | 教授 | 期限 | 資格計算
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y123****</td>
<td>学生A</td>
<td>5B</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td>CP001</td>
<td>CP001</td>
<td>$10,000</td>
<td>是</td>
</tr>
<tr>
<td>Y786****</td>
<td>学生B</td>
<td>5C</td>
<td>1</td>
<td>456</td>
<td>456</td>
<td>CP002</td>
<td>CP002</td>
<td>$10,000</td>
<td>是</td>
</tr>
</tbody>
</table>

#### 学生総数 Total number of students: 2

#### 多元学习津贴（应用学习）金额 AMOUNT OF DIVERSITY LEARNING GRANT (APPLIED LEARNING)

| 資格計算（多元學習資助）的學生 CLASS | 2 |
| 提供：總額為（A）的100% SUBSIDIES: 100% OF THE TOTAL COURSE FEE | $10,000 x 2 = $20,000 |
| 总额津贴金额 TOTAL AMOUNT OF DLG FOR THIS INSTALMENT | $20,000 x 50% = $10,000 |

**NOTE**

1. **Class at School** is based on the latest records submitted by the schools. Should there be any updates, schools should submit the related information to the Education Bureau (EDB) via WebSAVES as soon as possible.
2. **Eligibility for Diversity Learning Grant (DLG) Eligibility**
3. **For all students taking at least one Applied Learning (ApL) course**.
4. **The total amount of DLG is 100% of the total course fee.**

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For reference only.
Appendix III.14

Provisional Student Grant for Applied Learning Chinese (for non-Chinese speaking students) (First Instalment - 2016/17 School Year)

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>SCHOOL No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL A</td>
<td>100340-0001331</td>
</tr>
<tr>
<td>Teacher A</td>
<td></td>
</tr>
</tbody>
</table>

Amount of Student Grant for Applied Learning Chinese (for non-Chinese speaking students)

First Instalment of Provisional Grant (as at 11 January 2017)

HK$12,000

NOTE

The first instalment of provisional Student Grant for Applied Learning Chinese (for non-Chinese speaking students) is calculated based on the enrolment status of students as at 11 January 2017. Please refer to Appendix B for the detailed calculation. The amount of grants will be adjusted based on the actual number of enrolment as at 11 January 2017.
### Provisional Student Grant for Applied Learning Chinese (for non-Chinese speaking students) (First Instalment - 2016/17 School Year)

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Student Name</th>
<th>Subject Code</th>
<th>Course</th>
<th>Provider</th>
<th>Deliverer</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Y123****</td>
<td>STUDENT A</td>
<td>4C 1 200</td>
<td>Course A</td>
<td>CP091</td>
<td>CP01</td>
<td>$36,000</td>
</tr>
</tbody>
</table>

**Total Number of Students:** 1

**Eligibility for Student Grant:**

- **Information as at 11 January 2017**
- **Amount of Student Grant for Applied Learning Chinese (for non-Chinese speaking students)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of enrolment eligible for student grant</td>
<td>1</td>
</tr>
<tr>
<td>Total course fee</td>
<td>$36,000</td>
</tr>
<tr>
<td>Total amount of student grant for this instalment</td>
<td>$(12,000 \times 1) = $12,000</td>
</tr>
</tbody>
</table>

**NOTE:**

1. Only Chinese-speaking students are eligible for student grants. Non-Chinese-speaking students are not eligible. In exceptional cases, the Board of Education may allow a non-Chinese-speaking student to study the course, but only if the student is studying Chinese Language and has received primary and secondary education in Hong Kong.

2. Fees subsidiised by the Government will be provided to schools in the form of student grants. For details, please refer to the IEDB Circular Memorandum No. 14/2016 for details.