

Guidelines on the Use of Life-wide Learning Grant

Principles on the use of the Life-wide Learning Grant (the Grant)

1. Schools should properly deploy the Grant and make use of suitable resources provided by the EDB and other organisations in taking forward, on the present foundation, life-wide learning with enhanced efforts to promote students' whole-person development. For details, please refer to the [EDB Circular No.16/2019](#).
2. Schools should make reference to the learning goals of Hong Kong school education recommended by the Curriculum Development Council, and curriculum objectives of relevant Key Learning Areas (KLAs) / subjects concerned, and take into consideration the needs of school development and student learning to formulate appropriate objectives and strategies for life-wide learning, and arrange life-wide learning activities that are appropriate for the cognitive and affective developmental stages of students. For details, please refer to [relevant documents of the KLAs / subjects concerned](#).
3. School leaders should maintain good communication with teachers of all KLAs / functional groups to discuss the resource needs of different projects and make appropriate allocation of the resources. Adequate manpower should be arranged to coordinate the management of the Grant. Regular review should be conducted to evaluate whether the resources are effectively utilised according to the set objectives.
4. Adhering to the principles of fiscal prudence and avoiding extravagance, schools should ensure that all expenditures are incurred to serve the purposes specified for the Grant and should keep in view the cost-effectiveness in order to benefit as many students as possible.
5. While the Grant is applicable to all students, it does not mean that the provision for each student has to be equal or that schools have to provide all life-wide learning activities free of charge. If a school needs to charge a fee for an activity, it should, following the established practice, set out the school-based criteria for determining the fee and inform parents and students accordingly.
6. Schools should strictly observe relevant circulars and guidelines on the use of public funds issued by the EDB, and deploy the Grant in a fair and transparent manner subject to the established principles and requirements.
7. Schools should not confine the use of the Grant to a single project / area or a small number of students. Prior approval from the School Management Committees (SMCs) / Incorporated Management Committees (IMCs) must be obtained for organising individual activities / projects that incur higher costs.

Ambit

8. Schools may deploy the Grant to:

- organise experiential learning activities which are in line with the learning goals and curriculum objectives; as well as appropriate for the cognitive and affective developmental stages of students and infuse life-wide learning into different KLAs / subjects and cross-curricular activities; foster students' whole-person development, nurture their lifelong learning capabilities, positive values and attitudes;
- enrich students' five essential learning experiences, including intellectual development, moral and civic education, community service, physical and aesthetic development, and career-related experiences. For details, please refer to [Secondary Education Curriculum Guide Booklet 7: Life-wide Learning and Experiential Learning](#);
- deploy a portion of the Grant to procure equipment (including repair and maintenance fees), consumables, and learning resources¹ for implementing life-wide learning; and
- defray the expenses incurred by teachers for leading student activities².

Examples on the use of Grant

9. Listed below are examples on the use of the Grant that are in line with the principles:

- Subsidising students' participation in life-wide learning activities organised or recognised³ by schools, including activities arranged through hire-of services, activities co-organised by different parties, school-based learning activities, extra-curricular / co-curricular activities with clear learning objectives.
- Enriching students' learning experiences by defraying the activity and travelling⁴ expenses incurred:
 - Intellectual development (closely linked with curriculum): e.g. visits to exhibitions and field trips
 - Moral and civic education: e.g. leadership training and experiential learning camps
 - Community service: e.g. service learning and uniformed groups

¹ If schools use the Grant to purchase learning resources and equipment such as sports equipment and musical instruments, the purchased items are school assets. Schools should, in light of their contexts and students' learning needs, make the items available for students to borrow. In this regard, a fair mechanism should be set up and circulation records should be maintained.

² Expenses incurred by teachers (for special schools, relevant teaching and non-teaching staff of the school may be included as necessary) for leading student activities (including the expenditures approved by SMCs / IMCs for teachers to escort students in study tours in relation to the discharge of their duties) should be reasonable, necessary for educational purposes and spent in a cost-effective manner.

³ Activities recognised by schools refer to those organised by external organisations, and the schools have confidence in such organisations and acknowledge that the contents of the activities could help students achieve the objectives of life-wide learning (e.g. schools may nominate students to participate in programmes / activities / competitions organised by post-secondary institutions, sports associations and the Leisure and Cultural Services Department).

⁴ Schools should select the most suitable and economical mode of transportation according to needs.

- Physical and aesthetic development: e.g. sports training / competitions and drama training / performances
 - Career-related experiences: e.g. work experience programmes and visits to enterprises
- Subsidising students’ participation in local or non-local competitions / activities by covering the expenses incurred for registration, transportation, accommodation, and procuring materials / apparel for the competitions.
 - Subsidising students’ participation⁵ in exchange activities outside Hong Kong⁶.
 - Subsidising students’ participation in fee-charging activities / training programmes (e.g. educational camps, scientific exploration activities and sports training) that are closely linked with different KLAs / subjects and cross-curricular learning and organised by local post-secondary institutions, non-profit-making organisations, academic associations and professional bodies.
 - Deploying a portion of the Grant to purchase equipment, instruments, tools (including repair and maintenance fees) and consumables (e.g. STEM kits, virtual reality tools) for promoting life-wide learning.
 - Deploying a portion of the Grant to purchase or developing mobile applications or relevant software (e.g. software for virtual reality or 3D graphics) to promote life-wide learning.
 - Deploying a portion of the Grant to procure or develop tools / related learning and teaching resources to promote life-wide learning.
 - Deploying a portion of the Grant to purchase materials and equipment (e.g. musical instruments, sports equipment, self-learning resource packages) for life-wide learning activities or training.
 - Engaging scholars and professionals, etc. as speakers in thematic seminars.
 - Procuring services from external organisations or hiring professionals / coaches to help schools organise life-wide learning activities (e.g. training on multiple intelligences, physical and aesthetic training, life planning activities).

10. Listed below are examples on the use of the Grant that are not in line with the principles:

- Organising activities that are not aligned with the learning goals, curriculum objectives or cognitive and affective developmental stages of students (e.g. activities under inclement

⁵ The Grant should not cover personal items, consumer articles / items, or personal comprehensive travel insurance.

⁶ Schools may organise more expeditions and exchange activities to the Mainland or countries / regions along the Belt and Road for students to know more about the development of our country. Provided that the principles on the use of relevant funding are observed, schools may use the Grant in conjunction with the EDB’s funding(s) for the Mainland Exchange Programmes for students (including the subvention schemes) or the Sister School Scheme to make up for the subsidies as necessary when organising the related activities.

weather, with political orientations or political demands, field coverage on current affairs as reporters).

- Organising activities that are not in line with the circulars, instructions or guidelines issued by the EDB.
- Employing teaching or non-teaching staff (except for procuring services from professionals / coaches to assist in organising life-wide learning activities).
- Outsourcing to outside parties the overall planning and implementation work for life-wide learning.
- Subsidising students' participation in activities that are primarily focused on academic performance, e.g. tutorial groups.
- Subsidising students' participation in any form of assessment and / or procuring services or materials to drill students for assessment (e.g. International Competitions / Assessments for Schools, English language assessments offered by overseas universities).
- Subsidising teachers' participation in local or non-local training courses or professional exchange activities (as an exception, expenses incurred by teachers for leading students in exchange activities outside Hong Kong can be covered).
- Subsidising seminars or activities for parents (e.g. fees incurred by parents when going on trips with their children).
- Meeting the costs of renovation / works done on the school building.
- Purchasing equipment or tools for handling clerical work of the school.
- Purchasing mobile computing devices, electronic equipment, computer software, etc. for general purposes.
- Meeting banquet- or courtesy-related expenses.
- Meeting the expenses on promotional and publicity activities, social events or celebrations (e.g. graduation dinners, parties).
- Meeting the expenses for food and beverages (as an exception, meal expenses included in the expenditures in educational / training camps, non-local exchange activities can be covered).

11. The above examples are by no means exhaustive. SMCs / IMCs should prudently deploy the Grant and properly allocate the resources, and should not confine the use of the Grant to a single project / area or a small number of students. SMCs / IMCs should also ensure that

the resources are utilised in a cost-effective manner and that each item of expenditure incurred is used appropriately and in line with the principles and ambit of the Grant.

Points to note in conducting life-wide learning activities

12. Schools should make good use of the resources to promote a change in pedagogy in different subject panels by organising more out-of-classroom experiential learning activities that are relevant to everyday life, in line with the learning goals and curriculum objectives, connected with the KLAs and closely linked with the essential learning experiences, with a view to enhancing students' learning interest and facilitating their learning.
13. Schools should organise activities which are appropriate for the cognitive and affective developmental stages of students.
14. Schools should make appropriate allocation of the Grant to purchase equipment, instruments, tools (including repair and maintenance fees), consumables (e.g. STEM kits, virtual reality tools), applications or software for promoting life-wide learning. Such procurement should not exceed 15% of the Grant disbursed in respective year. Those items are considered school belongings and should be provided to students on a need and fair basis.
15. Regarding students' safety when participating in extra-curricular activities, schools should observe relevant guidelines provided by the EDB, such as "Guidelines on Outdoor Activities", "Guidelines on Extra-curricular Activities in Schools", "Guidelines on Study Tours Outside Hong Kong", and "Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools". When planning and organising activities (including those co-organised with other parties), schools should ensure that the activities are free from danger to ensure the safety of students, and that the expected learning objectives could be achieved.
16. With the implementation of the Sexual Conviction Record Check Scheme by the Hong Kong Police Force, schools should, when appointing instructors or other persons to provide educational and related services for students, adopt the procedures under the Scheme to further ensure the safety of students. Details are set out in the [EDB Circular Memorandum No. 179/2011](#).

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