

**Life-wide Learning Grant
Frequently Asked Questions**

Resources appropriate for promoting life-wide learning	
Q1:	What is the purpose of disbursing the Life-wide Learning Grant (LWL Grant)?
A1:	The LWL Grant aims to support public sector schools and schools under the Direct Subsidy Scheme (DSS) in taking forward, on the present foundation, life-wide learning with enhanced efforts and organising more diversified 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 in different curriculum areas. Providing authentic contexts for students to learn not only broadens students' horizons and enables them to apply what they have learnt, but also helps students develop positive values and attitudes, a willingness to serve, a sense of responsibility, positive thinking and good morals. Schools should deploy the LWL Grant in a whole-school approach and ensure that the activities achieve the designated purposes. For details, please refer to the EDB Circular No.16/2019 .
Q2:	Apart from the LWL Grant, what other resources are available for schools to promote life-wide learning?
A2:	To support schools to organise diversified learning activities, the EDB has been providing schools with various resources, such as the Operating Expenses Block Grant / Expanded Operating Expenses Block Grant and other one-off grants. Other suitable resources, such as funding from the Quality Education Fund and Mainland exchange programmes for students, are also available for schools to conduct life-wide learning activities. Besides, schools are encouraged to tap community resources, such as services provided by museums, learning resource centres, uniformed groups, and arts, cultural and sports groups, in arranging life-wide learning activities to support students' whole-person development and personal growth.
Q3:	Will the EDB provide professional support to schools in further promoting life-wide learning?
A3:	To facilitate schools' effective use of the LWL Grant, the EDB has held briefings on its implementation details and updates, drawn up guidelines on its deployment and provided examples of life-wide learning activities in different key learning areas for schools' reference. We will continue to disseminate good practices in promoting life-wide learning through professional development programmes, schools experience-sharing sessions and online briefing sessions for teachers, and meet school personnel through regular visits to offer them advice as appropriate.

Subsidy rate and ambit of the LWL Grant	
Q4:	On what basis is the amount of the LWL Grant calculated for schools?
A4:	<p>The LWL Grant comprises a school-based component and a class-based component. For the 2020/21 school year, the school-based provision for each public sector school is \$151,050, and the class-based provision is calculated based on the number of approved classes at the per class rates of \$42,294 for secondary schools and \$25,175 for primary schools. In other words, a primary school operating 24 classes will receive approximately \$760,000; a secondary school operating 24 classes will receive approximately \$1,170,000; and a special school operating 6 classes in the primary section and 6 classes in the secondary section will receive approximately \$560,000.</p> <p>The rates of school-based provision and class-based provision will be adjusted annually in accordance with the movement of the Composite Consumer Price Index. For the latest subsidy rates, Schools may visit the EDB's webpage of Life-wide Learning:</p> <p>Homepage of EDB website > Curriculum Development > Curriculum Areas > Life-wide Learning > Life-wide Learning Grant</p>
Q5:	What is the ambit of the LWL Grant?
A5:	<p>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; 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.</p> <p>Schools may deploy the LWL Grant to:</p> <ul style="list-style-type: none"> ● 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 strategies 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

	<p>refer to Secondary Education Curriculum Guide Booklet 7: Life-wide Learning and Experiential Learning;</p> <ul style="list-style-type: none"> ● 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 in leading student activities². <p>Expenses for activities that are not in line with the objectives of life-wide learning, such as expenditures on remedial classes and examination fees, should not be covered by the LWL Grant.</p>
Q6:	Given the wide coverage of the LWL Grant, is there a cap on the amount of subsidy for each learning area or each student?
A6:	<p>There is no cap on the amount of subsidy for any particular area. Schools should, having regard to their school contexts and the learning needs of their students, engage teachers in the formulation of the objectives and strategies for implementing life-wide learning, and make appropriate allocation of the resources to benefit as many students as possible. The Grant should be used directly on enriching students’ learning experiences. Excessive allocation on the procurement of resources and meeting the expenses incurred by teachers for leading student activities should be avoided. Moreover, the use of the Grant should not be confined to a single project / area or a small number of students. 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.</p> <p>Schools should note that while the LWL Grant is applicable to all students, it does not mean that the provision for each student has to be equal and that schools have to provide all life-wide learning activities free of charge. When there is a need to charge a fee for an activity, schools should, following the established practice, set out the school-based criteria for determining the fee and inform parents and students accordingly.</p>
Q7:	Should every student receive the same amount of subsidy under the LWL Grant?

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.

A7:	The LWL Grant is applicable to all students. As the activities undertaken by students differ and the cost of each activity varies, not every student would receive the same amount of subsidy under the LWL Grant even within the same school year. Schools should establish a set of open, impartial and reasonable principles to ensure that the deployment of LWL Grant is in the best interests of students.
Q8:	Could schools collect fees from students / parents for life-wide learning activities funded by the LWL Grant?
A8:	Life-wide learning activities are available in different forms, and the costs incurred vary. When organising life-wide learning activities using the LWL Grant, schools could, having regard to their contexts and students' needs, define the scope of subsidy and collect reasonable fees from students / parents on a need basis. For example, schools may deploy the LWL Grant to fully cover the travelling and admission expenses for visits, while partly subsidising activities that incur higher costs such as exchange programmes outside Hong Kong and requiring students / parents to bear part of the costs.
Q9:	Could the LWL Grant be deployed to subsidise a number of students' participation in life-wide learning activities organised by external bodies?
A9:	The LWL Grant could be deployed to subsidise students' participation in activities organised by external bodies (e.g. post-secondary institutions, sports associations, programmes / activities / competitions organised by the Leisure and Cultural Services Department), on the condition that the school is confident that the activities are in line with the learning goals and objectives of the school curriculum. That said, schools should avoid confining the use of resources to a small number of students. For students with financial needs, schools may also utilise the Student Activities Support Grant (SAS Grant) to subsidise their participation in related activities to foster their whole-person development.
Q10:	As the Student Activities Support Grant (SAS Grant) is available for supporting financially needy students to participate in life-wide learning activities outside the classroom, is it true that the LWL Grant should only apply to non-needy students?
A10:	The LWL Grant aims to provide financial support to schools for organising more experiential learning activities in different curriculum areas to benefit all students, regardless of whether they are financially needy or not. The SAS Grant, on the other hand, is an additional source of support on top of the LWL Grant for subsidising only financially needy students to participate in life-wide learning activities.
Q11:	For a single learning activity, is it possible for schools to utilise the LWL Grant for non-needy students while deploying the SAS Grant to support needy students?

A11:	<p>The LWL Grant aims at encouraging schools to organise more experiential learning activities which are in line with the learning goals and curriculum objectives; as well as are appropriate for the cognitive and affective developmental stages of students in various curriculum areas to benefit all students. Schools should, having regard to their own development contexts and students' overall needs, make proper use of the LWL Grant to benefit as many students as possible. The SAS Grant, on the other hand, should serve as a backup, providing additional support for financially needy students to engage in life-wide learning activities. The two grants complement each other to create favourable conditions for schools to promote life-wide learning.</p> <p>While schools could utilise the LWL Grant to organise activities, students / parents may still need to bear part of the costs. In such a circumstance, schools may deploy the SAS Grant to further support needy students who could not afford the costs.</p>
Q12:	<p>Are there any particular things to note when schools deploy the LWL Grant to purchase equipment and learning resources for promoting life-wide learning?</p>
A12:	<p>In deploying the LWL Grant to purchase equipment or learning resources, schools should take into account the school-based implementation of life-wide learning and provide students with out-of-classroom learning experiences. Procurement of equipment for general purposes, such as computer equipment in classrooms or computer rooms, e-payment systems and online platforms related to school administration or student management, is not in line with the principles underlying the use of LWL Grant.</p> <p>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.</p> <p>The EDB has been providing schools with various resources to promote life-wide learning, and each initiative has its designated purposes. Given the wide coverage of the LWL Grant, schools are advised to procure suitable resources with purpose-specific grants in the first place so that the subsidies could be utilised more effectively. Take the promotion of reading as an example. When buying books and organising different types of school-based reading activities, schools should first make use of the Promotion of Reading Grant.</p> <p>Learning resources and equipment, such as sports equipment and musical instruments, purchased with the LWL Grant are school assets. Schools should, in light of their contexts and students' learning needs, make the items available for</p>

	<p>students to borrow. In this regard, a fair mechanism should be set up and circulation records should be maintained.</p> <p>Schools should make effective use of the LWL Grant to ensure that all materials and equipment purchased are essential for students' participation in life-wide learning activities. Also, schools should avoid extravagance and exercise fiscal prudence. As for financially needy students, schools may also deploy the SAS Grant to cover the relevant costs.</p>
Q13:	<p>The LWL Grant emphasises the promotion of life-wide learning with a whole-school approach to benefit as many students as possible. Could schools use the LWL Grant to organise gifted education programmes for the small number of gifted and high-ability students or subsidise their participation in subject-based Olympiad programmes or competitions and the like?</p>
A13:	<p>Having regard to the school's development priorities and the learning needs of its students, the school may deploy the LWL Grant and other suitable resources provided by the EDB to organise life-wide learning activities appropriate for students with different aptitudes and abilities. For example, schools may nominate gifted students to undertake programmes offered by the Hong Kong Academy for Gifted Education (HKAGE) or other organisations for broadening their experience. When using the LWL Grant, schools should balance the learning needs of different students and avoid confining the use of resources to a single project or a small number of students.</p> <p>In organising or nominating students to participate in gifted education or enrichment programmes, schools should impose stringent requirements for careful selection of training contents and instructors to ensure that the programmes or activities achieve the stated goals. Take Mathematics as an example. While expecting students to master advanced Mathematics, the Mathematical Olympiad programmes also place emphasis on students' thinking, communication and collaboration abilities. The enrichment programmes of the HKAGE and the International Mathematical Olympiad Hong Kong Committee are rigorously conducted, in such a way that all participants are carefully selected and experienced lecturers and secondary school teachers in Mathematics are invited as instructors. These programmes are not comparable to those on the market which merely seek to drill students for competitions. Schools should particularly note that many costly Mathematical Olympiad programmes on the market are open to all children, regardless of whether they have talent for Mathematics. With drilling students for competitions as the focus, such programmes could neither effectively enhance students' mathematical thinking and problem-solving skills nor arouse their interest in Mathematics. Worse still, students who are not extraordinarily gifted in Mathematics may find such training stressful and they are deprived of the time to develop their interests or potential. Schools should not allocate the LWL Grant for such programmes or activities as they are not in line with the objectives stated.</p>

Q14:	When deploying the LWL Grant to support students in joining exchange programmes outside Hong Kong, what criteria should be adopted by schools for selecting destinations?
A14:	<p>When using the LWL Grant, schools may organise more expeditions and exchange programmes in the Mainland and countries and regions along the Belt and Road, so as to enhance students’ understanding about the development and policies of our country. In fact, the Guangdong-Hong Kong-Macao Bay Area (the Bay Area) is one of the most important national development strategies and Hong Kong is one of the core cities in the Bay Area. With the opening of the Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link and the Hong Kong-Zhuhai-Macao Bridge, there will be closer connections among cities in the Bay Area, creating more opportunities for communication, cooperation and development among the people in the Bay Area. Schools may organise more expeditions and exchange programmes in the Bay Area to enhance students’ understanding of Chinese history and culture, traditional customs and the development of national economy, as well as science and technology. The Belt and Road Initiative is another important national development strategy and currently there are over 100 countries in the world having joined. Hong Kong can thus play a unique role through participation in the Belt and Road Initiative and inject new momentum to the continuous social and economic development of Hong Kong. Schools can organise exchange programmes to countries and regions along the Belt and Road to enhance students’ understanding of the five major goals of the Belt and Road Initiative (policy coordination, facilities connectivity, unimpeded trade, financial integration, and people-to-people bond) so that students will be equipped to grasp the opportunities generated.</p> <p>Exchange programmes to other countries / places could also be funded by the LWL Grant and other resources (e.g. Quality Education Fund), provided that these programmes are considered by schools as necessary for promoting the school-based curriculum and facilitating students’ learning, and that approval from the School Management Committees (SMCs) / Incorporated Management Committees (IMCs) has been obtained. In any event, schools should prudently deploy the LWL Grant under the principle of openness, fairness and reasonableness, and should avoid excessive allocation of resources for one single project.</p>
Q15:	In organising Mainland exchange programmes, could schools use the LWL Grant in conjunction with EDB’s funding under the Mainland exchange programmes for students or the Sister School Scheme?
A15:	Each support measure introduced by EDB has its respective beneficiary and ambit. For Mainland exchange activities that comply with the requirements of EDB’s Mainland exchange programmes for students or Sister School Scheme, schools may consider deploying the LWL Grant to meet the costs not covered under the programmes or the Scheme. Schools should keep a clear record of expenditures under the LWL Grant for scrutiny.

Q16:	Given that the LWL Grant could not be used to employ teaching or non-teaching staff for organising life-wide learning activities, how should schools manage the extra workload that school staff may have?
A16:	<p>Under the existing arrangements, schools are given sufficient flexibility in meeting operating expenses with the Expanded Operating Expenses Block Grant / Operating Expenses Block Grant. In light of the actual needs, schools may procure outside services and employ staff to help with the administrative work. Besides, starting from the 2019/20 school year, the Government provides public sector and DSS schools with additional resources to strengthen administrative support for schools and their SMCs / IMCs.</p> <p>Though the LWL Grant should not be used for employing teaching and non-teaching staff nor outsourcing the overall school-based planning and implementation of life-wide learning activities, schools may, in the form of service procurement, engage external organisations or professionals / coaches to help schools organise life-wide learning activities (e.g. training on multiple intelligences, physical and aesthetic training, life planning activities).</p>
Q17:	Could the LWL Grant be deployed to cover expenses incurred by teachers in leading learning activities?
A17:	The LWL Grant could be deployed to cover 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 the SMCs / IMCs for teachers to escort students in study tours in relation to the discharge of their duties). Schools are required to observe relevant principles in deploying the LWL Grant, such as properly formulating financial plans and budget proposals. The expenses should be incurred in a reasonable and cost-effective manner to serve educational purposes.
Q18:	Could the LWL Grant be used for employing substitute teachers?
A18:	The LWL Grant should not be used for employing teaching or non-teaching staff. If necessary, schools may, following the current practice, deploy such grants as the Teacher Relief Grant to employ substitute teachers.
Q19:	Could the LWL Grant be deployed to meet expenses arising from teachers' training programmes?
A19:	No. With promoting students' whole-person development as the goal, the LWL Grant should directly benefit students to maximise its effectiveness. As such, the LWL Grant should not be used for subsidising teachers' local or non-local training programmes or professional exchange activities (except the expenses incurred by teachers in leading non-local exchange activities for students).

Q20:	Could the LWL Grant be used for conducting ceremonies or purchasing gifts or souvenirs for activities?
A20:	The LWL Grant should neither be used for conducting promotional and publicity activities, social events or celebrations (e.g. graduation dinners and parties), nor for meeting banquet- or courtesy-related expenses (e.g. flower baskets and trophies for guests). While schools could deploy the LWL Grant to purchase gifts and medals for life-wide learning activities or competitions, they should make sure that the expenses incurred are necessary, avoid extravagance and ensure cost-effectiveness.
Q21:	Could the LWL Grant be deployed to cover food and beverage expenses for life-wide learning activities?
A21:	Social events or celebrations without specific learning goals are not considered life-wide learning activities, and the expenditures arising thereof should not be met by the LWL Grant. However, food and beverage expenses included in the activity expenditures (i.e. food and beverage in the educational or training camps and non-local exchange activities) could be covered by the LWL Grant.
Q22:	The Education Bureau updated the "Guidelines on the Use of Life-wide Learning Grant" in November 2020, adding "activities under inclement weather, with political orientations or political demands, field coverage on current affairs as reporters" in "examples on the use of the Grant that are not in line with the principles". Why is this update? Is it related to the social incidents last year?
A22:	The recurrent LWL Grant has been provided to public sector schools starting from the 2019/20 school year. Having regard to the utilisation by schools, it is a regular arrangement of the EDB to update the guidelines on the use of the LWL Grant in a timely manner for schools' reference. Since life-wide learning activities can be carried out outside the school, the EDB must ensure the personal safety of students when they participate in these activities. In view of this, the EDB not only reminds schools that the activities they organise must align with the learning goals, curriculum objectives or cognitive and affective developmental stages of students but also points out that participation in the activities under inclement weather, with political orientations or political demands, field coverage on current affairs as reporters (i.e. frontline interviews) is not appropriate. In any case, prior approval from the School Management Committees (SMCs) / Incorporated Management Committees (IMCs) must be obtained for organising life-wide learning activities.
Operation of the LWL Grant	
Q23:	How is the LWL Grant disbursed to schools?
A23:	The LWL Grant is disbursed to aided, government and caput schools according to the current arrangements for disbursing other government grants in general. For

	<p>aided and caput schools, the LWL Grant is disbursed in September, November, February and May of each school year. For government schools, the LWL Grant is allocated in the form of budget allocation in two batches in September and April of each school year. As for DSS schools, the LWL Grant is subsumed into the DSS unit subsidy rates.</p>
Q24:	Could any unspent balance of the LWL Grant for a school year be carried forward to the next school year?
A24:	<p>As the LWL Grant is a recurrent grant, schools are required to optimise the use of the Grant for each school year to provide diversified life-wide learning activities for students. Schools are, in principle, not expected to retain surplus of the LWL Grant. Nevertheless, we understand that some schools may have cogent reasons for not fully utilising the funding within the school / financial year to better meet their operational needs. Thus, schools are allowed to retain a reasonable amount of unspent balance (i.e. up to 12 months' provision of the LWL Grant disbursed for each school / financial year) and carry it forward for use in the subsequent school / financial year. Any surplus balance in excess of the capped amount will be clawed back by the EDB. Transfer of funds and / or unspent balance under the LWL Grant to other accounts is not allowed.</p>
Q25:	Could a deficit under the LWL Grant be made up by other school funds?
A25:	<p>In case of a deficit, aided and caput schools may top up the LWL Grant by deploying the surplus under the Expanded Operating Expenses Block Grant / General Domain of the Operating Expenses Block Grant (for aided schools) or the surplus under the Fee Subsidy (for caput schools). If there is still unsettled deficit, it has to be met by the schools' own funds. Government schools may deploy the surplus under the Expanded Subject and Curriculum Block Grant to top up the LWL Grant, if necessary.</p>
Q26:	Are schools required to submit reports to the EDB on the use of the LWL Grant?
A26:	<p>In line with the principle of school-based management, schools are required to prepare a plan on the use of the LWL Grant in accordance with its objectives, and incorporate the Plan for the school year into the Annual School Plan for endorsement by their SMCs / IMCs. Besides, schools should evaluate the utilisation of the LWL Grant on a regular basis, and incorporate the Report on the Use of the Grant, including activity expenditures and evaluation results, into the School Report of the respective school year for endorsement by their SMCs / IMCs.</p> <p>Schools should adopt the latest EDB templates of the Plan and Report on the Use of the LWL Grant for completion. The Annual School Plan and School Report</p>

	that respectively contain the Plan and Report on the use of the LWL Grant should be uploaded onto the homepage of the schools for stakeholders' reference.
Q27:	Since the LWL Grant for DSS schools is subsumed into the DSS unit subsidy rate, are DSS schools still required to upload their Plans and Reports on the use of the LWL Grant to the school website?
A27:	<p>Under the established policy, DSS schools are not required to separately prepare plans and reports for an individual recurrent expenditure that is subsumed into the DSS unit cost. That said, under the School Development and Accountability mechanism, schools should demonstrate accountability and transparency in resource allocation to ensure proper use of public funds.</p> <p>Schools should keep stakeholders informed of how the resource is utilised to promote life-wide learning and foster students' whole-person development. As with other public sector schools, DSS schools are required to provide information on the use of LWL Grant in their Annual School Plan and Annual School Report for endorsement by their IMCs / SMCs and upload the Plan and Report on the use of the LWL Grant to the homepage of the schools.</p> <p>In preparing the Plan and Report on the use of the LWL Grant, schools should adopt the latest EDB templates of the Plan and Report on the use of LWL Grant, so that necessary information could be provided for stakeholders to see how the resource is utilised to promote life-wide learning and foster students' whole-person development.</p>
Q28:	As far as the deployment of LWL Grant is concerned, how should schools manage finances and how does the EDB monitor schools?
A28:	<p>On the use of government funds, schools have always been required to establish effective procedures for financial management to ensure that resources are allocated in a cost-effective manner and expenses are properly incurred to serve educational purposes.</p> <p>Aided and caput schools are required to keep a separate account for the LWL Grant for scrutiny by their SMCs / IMCs. Under the principle of school-based management, schools should follow guidelines in using the LWL Grant to facilitate students' learning, and submit their annual audited accounts to prevent the abuse of public funds. In addition, the EDB has drawn up the guidelines on the use of LWL Grant for schools' reference. For details, please refer to the EDB's webpage of Life-wide Learning. When necessary, the EDB will conduct school visits to understand how the LWL Grant is deployed and provide advice to schools as appropriate.</p>

**Life-wide Learning Section
Curriculum Development Institute
Education Bureau**