

Life-wide Learning Grant (全方位學習津貼)

Life-wide Learning Section Quality Assurance Division Education Bureau Sep 2022

Life-wide Learning Grant - Objectives

Life-wide Learning Grant (LWLG) is a recurrent grant provided to public sector schools (including special schools) since the 2019/20 school year. It aims to support schools in taking forward, on the present foundation, life-wide learning with enhanced efforts and foster students' whole-person development.



Infuse life-wide learning (LWL) into different KLAs / subjects and cross-curricular **teaching**



Enhance learning motivation and interest



Nurture students' positive values and attitudes



Life-wide Learning Grant - Ambit



Organise out-of-classroom experiential learning activities



Enrich students' learning experiences, including intellectual development, values education, community service, physical and aesthetic development, and career-related experiences



Procure equipment, consumables & learning resources for promoting LWL

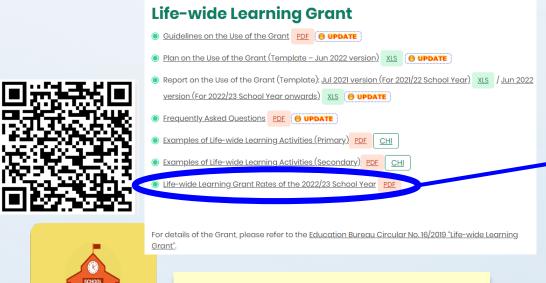


Defray the expenses incurred by teachers for leading student activities

Life-wide Learning Grant - Calculation

The LWLG comprises a school-based component and a class-based component. The class-based provision is calculated based on the number of approved classes.

- As for DSS schools, the Grant will be subsumed in the DSS unit subside rates.
- > The LWLG amount will be adjusted annually in accordance with the movement of the Composite Consumer Price Index. The LWLG rates are announced usually in September every school year. Please refer to the LWL website of the EDB for details.



School-

based

Provision

Life-wide Learning Grant
Rates for the 2022/23 School Year

The Life-wide Learning Grant rates for the 2022/23 school year are as follows:

School Level School-based Provision Class-based Provision

Primary \$154,845 \$25,807

Secondary \$154,845 \$43,357



Note: As for DSS schools, the Crant will be subsumed in the DSS unit subsidy rates.

2022/23 school year:

Each school \$154,845



2022/23 school year: Each class Secondary \$43,357 Primary \$25,807

Life-wide Learning Grant – Calculation (Using the Grant rates of 2022/23 school year)

2022/23	Secondary school of 24 classes	Primary school of 24 classes	Special school (6 classes for each secondary and primary section)
School-based Provision	\$154,845	\$154,845	\$154,845
Class-based Provision	\$1,040,568 (\$43,357 X 24)	\$619,368 (\$25,807 X 24)	\$414,984 (\$43,357 X 6 + \$25,807 X 6)
Total	\$1,195,413	\$774,213	\$569,829
			T TATE

Principles on the use of the Life-wide Learning Grant



Make reference to the <u>learning goals of Hong Kong school education</u>, curriculum objectives of relevant Key Learning Areas (KLAs) / <u>subjects</u> concerned, and take into consideration the needs of school development and student learning to formulate <u>appropriate objectives and strategies</u> for LWL.



Arrange LWL activities that are appropriate for the cognitive and affective developmental stages of students.

Principles



Maintain good communication with teachers of all KLAs/functional groups and make appropriate allocation of the resources.



Strictly observe relevant circulars and guidelines on the use of public funds issued by the EDB.



Adhere to the principles of fiscal prudence, avoid extravagance, deploy the LWLG in a fair and transparent manner.

Principles on the use of the Life-wide Learning Grant



Keep in view the cost-effectiveness in order to benefit as many students as possible.



Should not confine the use of the LWLG to a single project / area or a small number of students.

Principles



The provision of LWLG for each student does not have to be equal as the content and frequency of LWL activities each of them involves are different.



School may charge a fee for an activity based on various factors, such as, the nature of the activity, the participation of students, etc. School should set out the school-based criteria for determining the fee.



Regular review should be conducted to evaluate whether the resources are effectively utilised.

Life-wide Learning Grant – Disbursement and Accounting Arrangements

Disbursement Arrangements

Aided schools and Caput schools

Government schools

DSS schools

disbursed to schools in <u>Sep</u>, <u>Nov</u>, Feb and May in the form budget allocation in <u>Sep</u> and <u>Apr</u>

Will be subsumed in the DSS unit subsidy rates



Life-wide Learning Grant – Disbursement and Accounting Arrangements

- Accounting and Financial Arrangements
 - Aided schools and caput schools are required to keep a separate ledger account to record all incomes and expenditures chargeable to the LWLG.
 - For government schools, the LWLG is financial year-based and all relevant expenditures should be charged to the user code assigned.
- In case of any deficit incurred, top up the LWLG by deploying
 - Aided schools: the surplus under the Expanded Operating Expenses Block Grant / General Domain of the Operating Expenses Block Grant.
 - Caput schools: the surplus under the Fee Subsidy.
 - Government schools: the surplus under the Expanded Subject and Curriculum Block Grant to top up the LWLG.

Life-wide Learning Grant – Disbursement and Accounting Arrangements

Surplus Retention

- Schools are required to optimise the use of the LWLG for the respective school year to provide diversified LWL activities for students.
- Some schools may have cogent reasons for not fully utilising their funding within the school / financial year, aided schools and caput schools are allowed to retain an amount of unspent balance <u>up to 12-month provision of the LWLG disbursed for each school year</u> and carry it forward for use in the subsequent school year.
- The EDB will claw back any amount in excess of the said cap based on schools' annual audited accounts.
- Government schools will be accounted for on a financial year basis.



Life-wide Learning Grant - Disbursement and Accounting Arrangements

Example A (Calculation of clawback)

		2019/20	2020/21	2021/22	2022/23
Α	Balance brought down from last year [Item F from last year]	N/A (first year)	450K	1M	1.15M
В	Allocation in the current school year	0.98M	1M	1.15M	1.28M
С	Total [A+B]	0.98M	1.45M	2.15M	2.43M
D	Expenditure	0.53M	0.30M	0.50M	1.24M
Е	Surplus [C-D]	0.45M	1.15M (Exceed item [B], max. retention = [B])	1.65M (Exceed item [B], max. retention = [B])	1.19M (Not exceed item [B], full surplus retianed= [E])
F	Surplus carried forward to next year	0.45M	1M	1.15M	1.19M
G	Clawback [E-F]	0	0.15M	0.50M	0
	N				11

Note: Government schools will be accounted for on a financial year basis

Life-wide Learning Grant - Disbursement and Accounting Arrangements

Example B (Calculation of clawback)

		2019/20	2020/21	2021/22	2022/23
Α	Balance brought down from last year [Item F from last year]	N/A (first year)	0.16M	0.93M	0.43M
В	Allocation in the current school year	0.86M	0.93M	1M	1.02M
С	Total [A+B]	0.86M	1.09M	1.93M	1.45M
D	Expenditure	0.70M	0.15M	1.50M	0.28M
Е	Surplus [C-D]	0.16M	0.94M (Exceed item [B], max. retention = [B])	0.43M (Not exceed item [B], full surplus retained)	1.17M (Exceed item [B], max. retention = [B])
F	Surplus carried forward to next year	0.16M	0.93M	0.43M	1.02M
G	Clawback [E-F]	0	0.01M	0	0.15M

1:

Life-wide Learning Grant – Evaluation and Accountability

- Schools are required to upload the completed Plan and Report of the Life-wide Learning Grant endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.
- Since the first SMC / IMC meeting of the school year will generally be held before / in November. Thus, schools should upload the completed Plan and Report onto the homepage of the schools no later than 30th November.

Life-wide Learning Grant - Plan and Report Templates

■ To facilitate the planning and reporting procedures, some changes have been made on the Plan and Report templates in June 2022.

Life-wide Learning Grant

- Guidelines on the Use of the Grant PDF OUPDATE
- Plan on the Use of the Grant (Template Jun 2022 version) XLS
- Report on the Use of the Grant (Template): Jul 2021 version (For 2021/22 School Year) XLS / Jun 2022

version (For 2022/23 School Year onwards) XLS OUPDATE





The EDB homepage > Curriculum Development > Curriculum Areas > Lifewide Learning > Life-wide Learning Grant > Plan on the Use of the Grant (Template – Jun 2022 version)

Report on the Use of the Grant

homepage > Curriculum Development > Curriculum Areas > Lifewide Learning > Life-wide Learning Grant > Report on the Use of the Grant (Template): Jul 2021 version (For 2021/22 School Year) / Jun 2022 version (For 2022/23 School Year onwards)





Life-wide Learning Grant - Plan Template

	1-1															
Categ	or 2021/22	² Schoo	leyrearc	<u>tivities</u>								Sc	hool a	e rea	uired	
			Domain (Please selec	t		Target S	tudents	Brief Description	Estimof Expe			Essentia (Please put	Learning Comple a one option o	te all	parts	
No.	Brief Description and O of the Activity		or fill in the domain of the activity as appropriate)		Level N		Estimated Number of Participants	the Monitoring Evaluation Mechanism	/ (\$		Intellectual Development (closely linked with curriculum)	Moral and Civic Education	Physical a Aestheti Developme	nd Comn	unity C	Zareer-related Experiences
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes															
1																
(Please	insert rows above if the space provi	ded is insufficier	ıt.)													
	Non local Activities: To org	anise or particip	pate in non-loc	al exchange	ge activities o	requi	are no red to all pa	to broaden shi	.1 dents' horizo		etion of this part	is not mandat	orv			
			Target St	udents	Estimated	Estimated			Domain (Please select	Brie Descrip	ef .	Essential l (Please put a v	Learning Expe	te box(es);		Subject
No.	Activity Name	Proposed Date	Level	Estimated Number of Participant	Expenses (\$)	Expenses per Person (\$)		cription and of the Activity	or fill in the domain of the activity as appropriate)	of th Monitor Evalua Mechar	ing / Developmention t (closely		Physical and	ommunity Service	Career- related Experiences	Panel / Teacher-in- charge
	ocal Activities: To organise life-wide udents' potential and nurturing in stu				A / curriculum a	areas to enhan	ce learning effe	ctiveness, or to or	ganise diversif	ied life-wi	de learning activi	ties to cater for	students' inte	rests and ab	lities for s	tretching
e.g. C	areer Expreience Activity	Nov 2022	S1-S3	200	\$20,000.00	\$100.00										
1																
(Please is	ssert rows above if the space provided is in				40.00											
			tal of Item 1.1		\$0.00											
1.2 N	on-Local Activities: To organise or pa	articipate in non-lo	cal exchange act	ivities or no	n-local competi	tions to broad	en students' h	orizons								

Life-wide Learning Grant - Plan Template

Ford 2022/23 School Year Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

	Schoo	ls are required to o	omplete this p	art					Completion	of this part i	s not manda	itory								
			Target S	Target Students				Estimated Expenses (\$) Estimated Expenses per Person (\$)			Brief Description	(Please put a	✓ the approp	riate box(es)	:	Subject			
No.	Activity Name	Proposed Date	Level	Estimated Number of Participant s	Expenses	per Person	per Person		per Person	per Person	penses Expenses per Person	Expenses per Person	Brief Description and Objective of the Activity	or fill in the domain of the activity as appropriate)	of the Monitoring / Evaluation Mechanism	Intellectual Developmen t (closely linked with curriculum)	<u>V</u> alues Education	Physical and Aesthetic Developmen t	Community Service	Career- related Experiences
1.1	<u>Local</u> Activities: To organise life-wide students' potential and nurturing in stu				A / curriculum a	reas to enhan	e learning effectiveness, or to o	rganise diversif	ed life-wide lea	ming activit	ies to cater fo	or students' in	iterests and a	bilities for st	retching					
e.g.	Career Expreience Activity	Nov 2022	\$1-\$3	200	\$20,000.00	\$100.00														
1																				
Pleas	e insert rows above if the space provided is in	sufficient.)																		
		Sub-to	tal of Item 1.1	0	\$0.00															
1.2	Non-Local Activities: To organise or pa	articipate in non-lo	cal exchange ac	tivities or no	n-local competit	ions to broad	n students" horizons													
e.g.	Exchange Tour to the Greater Bay Area	10-12 Apr 2023	S4-S5	88	\$100,000.00	\$1,136.36														
1																				
2																				
3																				
Plea	e insert rows above if the space provided is in	sufficient.)																		
		Sub-to	tal of Item 1.2	0	\$0.00															
		Total f	or Category 1	0	\$0.00															

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Con

No.	Item	Purpose	Estimated Expenses (\$)
e.g.	STEM Learning Kits	STEM Interest Group Activity	\$50,000.00
1			
2			
3			
Please	e insert rows above if the space provided is in	sufficient.)	
	Estimated Expen	ses for Category 2	\$0.00
	Estimated Expenses fo	\$0.00	

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

ш	Category 3. Estimated Number of Student Beneficiaries (compulsory)
ı	Total number of students in the school:	
ı	Estimated number of student beneficiaries:	
ı	Percentage of students benefitting from the Grant (%):	
ı		
ı	Name of Contact Person for LWL:	
ı	Post of Contact Person for LWL:	

Schools are required to complete this part

Completion of this part is not mandatory



Life-wide Learning Grant - Plan Template

NEW

For 2022/23 School Year

(Template)	Jun 2022 ve
Plan on the Use of the Life-wide Learning Grant	
School Year	

Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice. Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Category 1: To organise / participate in life-wide learning activities

	Scho	ools are required to	complete this par	nt	_				Completion	n of this part is	s not mandato	ry			
			Target Students		Estimated	Estimated			Brief Description of	Intellectual Development Colosely Education Aesthetic Service Evaporage Community				Subject Pane	
No.	Activity Name	Proposed Date	Level	Estimated Number of Participants	Expenses (\$)	Expenses per Person (\$)	Brief Description and Objective of the Activity	or fill in the domain of the activity as appropriate)	the Monitoring / Evaluation Mechanism	Development (closely linked with		Aesthetic	-		/ Teacher-in-
1.1	<u>Local</u> Activities: To organise life-wide learn nurturing in students positive values and a		erent KLAs / cro	ss-KLA / currio	culum areas to eni	nance learning	effectiveness, or to organise dive	sified life-wide le	ming activities	s to cater for st	tudents' intere	ests and abilitie	es for stretchi	ng students' p	otential and
e.g.	Career Expreience Activity	Nov 2022	S1-S3	200	\$20,000.00	\$100.00									
1								Chinese Langua English Langua							
2								Mathematics							
3								Science Geography							
(Pleas	e insert rows above if the space provided is in	sufficient.)						History Arts (Music)							
		Sub	-total of Item 1.1	0	\$0.00			Arts (Visual Arts	<u> </u>						
1.2	Non-Local Activities: To organise or partic	ipate in non-local exc	change activities	or non-local co	ompetitions to bro	aden students	' horizons								
e.g.	Exchange Tour to the Greater Bay Area	10-12 Apr 2023	S4-S5	88	\$100,000.00	\$1,136.36									
1															<u> </u>
2															
3													1		
(Pleas	e insert rows above if the space provided is insufficient.)											أحثراها			
		Sub	-total of Item 1.2	0	\$0.00								// 		
		Tota	ıl for Category 1	0	\$0.00										

Life-wide Learning Grant - Report Template

		For 2021/22	School Y	lear s											
			Domain (Please selec	ct	Т	arget Students	Description		Actual xpenses			(Please put a	Learning Exp the approp	riate box(es);	
	No.	Brief Description and Objectiv of the Activity	ve or fill in the domain of th activity as appropriate	he Date			Number of Participant S He Monitoring / Evaluation Mechanism		(0)	Nature of expenses*	Intellectual Developmer t (closely linked with curriculum)	Moral and Civic Education	<u>P</u> hysical and Aesthetic Developmen t	Community <u>S</u> ervice	<u>C</u> areer- related Experiences
	1.1	<u>Local</u> Activities: To organise life-wid interests and abilities for stretching st						ce learning (effectiveness,	or to organ	ise diversified	1 life-wide lea	rning activities	to cater for st	udents'
	1			T											
1	(Pleas	e insert rows above if the space prov	rided is Chinese Lang English Lang Mathematics	uag		S	ub-total of Iter	n 1.1	\$0.00						
ı	1.2	Non-Local Activities: To organise or	r partic Science Geography	change	activities or r	ion-local compe	titions to broade	n students	horizons '						
1	1		History Arts (Music)												
	Pleas	insert rows above if the space prov	rided is Arts (Visual A	Arts♥		S	ub-total of Iter	n 1.2	\$0.00						
	ategor	21.100 20 172074745	SCHOOL	Target St	tudents	Actual	Actual		Domain (Please select or		(Ple		Essential Learning Experiences lease put a ✓ the appropriate box(es); ore than one option can be selected)		
	No.	Vame, Brief Description and Objective of the Activity	Date	Level	Number of Participants	Expenses (\$)	Expenses per Person (\$)	Nature of Expenses*	fill in the doma of the activity appropriate)	ain Resi	Intell	sely i with Educa	A acthory	Service	Career-related Experiences
		ocal Activities: To organise life-wide learning tretching students' potential and nurturing				ım areas to enhano	ce learning effecti	veness, or t	o organise diver	rsified life-wi	de learning acti	vities to cater f	or students' inter	ests and abilitie	s for
	1									~					
F	lease ir	sert rows above if the space provided is insu							Chinese Langue English Langua					1	
			Sub to	otal of Item 1.1	0	\$0.00			Mathematics	-					
	12 8	lon Local Activities, To organics			non local a	+	un atradanta' la ania		Science						
	1.2 <u>N</u>	on-Local Activities: To organise or particip			non-local comp	+	en students' horiz	ons	_						

Life-wide Learning Grant - Timeline / Workflow

Prepare the plan on the use of the LWLG

Endorsed by SMC / IMC

Upload the plan onto the homepage of the schools by the end of Nov

Evaluate the use of the Grant

Endorsed by SMC / IMC

Upload the report onto the homepage of the schools by the end of Nov

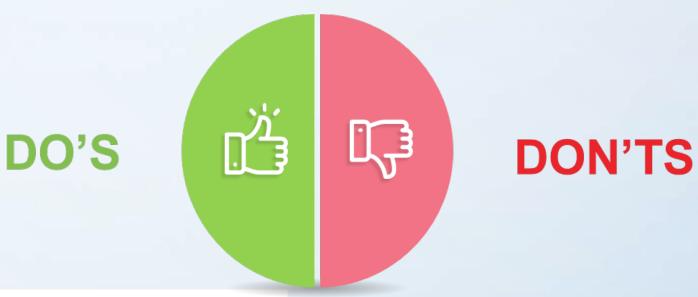
By 9/2022 9/2022-8/2023 By 2/2024 9-11/2022 8-11/2023

Formulation of the objectives and strategies for implementing LWL of the school

Implementation of learning activities

Submit the annual audited accounts to the EDB

(For aided and caput schools)



Life-wide Learning Grant

- Plan on the Use of the Grant (Template Jun 2022 version)
- Report on the Use of the Grant (Template): <u>Jul 2021 version (For 2021/22 School Year)</u> <u>XLS</u> / <u>Jun 2022</u> version (For 2022/23 School Year onwards)
 <u>XLS</u> / <u>OUPDATE</u>
- Examples of Life-wide Learning Activities (Primary)
 PDE CHI
- © Examples of Life-wide Learning Activities (Secondary) PDF CHI
- Life-wide Learning Grant Rates of the 2021/22 School Year

 PDF



For details of the Grant, please refer to the <u>Education Bureau Circular No. 16/2019 "Life-wide Learning Grant"</u>.





DO'S

- ✓ Subsidising students' participation in:
 - ✓ LWL activities organised or recognised by schools.
 - ✓ local or non-local competitions, visits to exhibitions and field trips, experiential learning camps, service learning and work experience programmes.
 - ✓ exchange activities outside Hong Kong.
 - √ fee-charging activities / training programmes organised by local post-secondary institutions, non-profit-making organisations, academic associations and professional bodies.
- Engaging scholars and professionals, etc. as speakers in thematic seminars.
- ✓ Procuring services from external organisations or hiring professionals / coaches.



DO'S

- ✓ Deploying a portion of the LWLG to:
 - ✓ purchase equipment, instruments, tools and consumables.
 - ✓ purchase or developing mobile applications or relevant software to promote LWL.
 - procure or develop tools / related learning and teaching resources to promote LWL.
 - ✓ purchase materials and equipment for LWL activities or training.



22

DON'TS



- Organising activities that are <u>NOT</u>:
 - * aligned with the learning goals, curriculum objectives or cognitive and affective developmental stages of students (e.g. activities under inclement weather, with political orientations or political demands, field coverage on current affairs as reporters).
 - in line with the circulars, instructions or guidelines issued by the EDB.
- Subsidising students' participation in:
 - activities that are primarily focused on academic performance, e.g. tutorial groups.
 - * 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.
 - seminars or activities for parents (e.g. fees incurred by parents when going on trips with their children).
- Employing teaching or non-teaching staff.
- Outsourcing to outside parties the overall planning and implementation work for LWL.
- Meeting the costs of renovation / works done on the school building.
- Purchasing mobile computing devices, electronic equipment, computer software, etc. for general purposes.
- Meeting the expenses on promotional and publicity activities, social events or celebrations (e.g. graduation dinners, parties)
- Meeting banquet- or courtesy-related expenses.

Life-wide Learning Grant - Frequently Asked Questions

- Will there be any flexibility for the school to retain the surplus of the LWLG for more than 12 months?
- Could the school allocate more than 15% of the LWLG to purchase equipment, instruments, tools, consumables, applications or software for promoting LWL?
- Is it necessary for the school to upload the Plan and Reports on the use of the LWLG to the school homepage?
- Is it necessary for the school to use the most updated plan and report templates available on the EDB website? Are there any good practices for reference?
- Could the school add activities that were not originally planned during the semester?



Life-wide Learning Grant - Related Documents

The EDB homepage <u>www.edb.gov.hk</u> > Curriculum Development > Curriculum Areas > Life-wide Learning

Curriculum Documents	Grants	Activities and Examples
 Basic Education Curriculum Guide - Life-wide Learning 	■ <u>Life-wide Learning Grant</u>	<u>Life-wide Learning Activity</u> <u>Databank</u>
 Secondary Education Curriculum Guide - Life- wide Learning 	 Student Activities Suppo Grant 	rt • <u>Healthy School</u>
 Other Learning Experiences (OLE) 		■ <u>"EatSmart@school.hk"</u> <u>Campaign</u>
 Student Learning Profile (SLP) 		
Teacher Professional Developm	nent Others	
 Teacher Professional Develo 	pment (2021-22) • FAQ ab	oout Life-wide Learning
 Teacher Professional Develop 	<u>pment (2020-21)</u> ■ <u>Resour</u>	ces and Support
■ <u>Archive</u>	■ Contac	et us

For important updates related to the LWLG, schools will be notified through the Communication and Delivery System (CDS)



Life-wide Learning Grant - Points to note



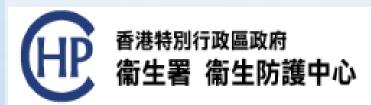
Guidelines on Extra-curricular Activities in Schools



Guidelines on Outdoor Activities

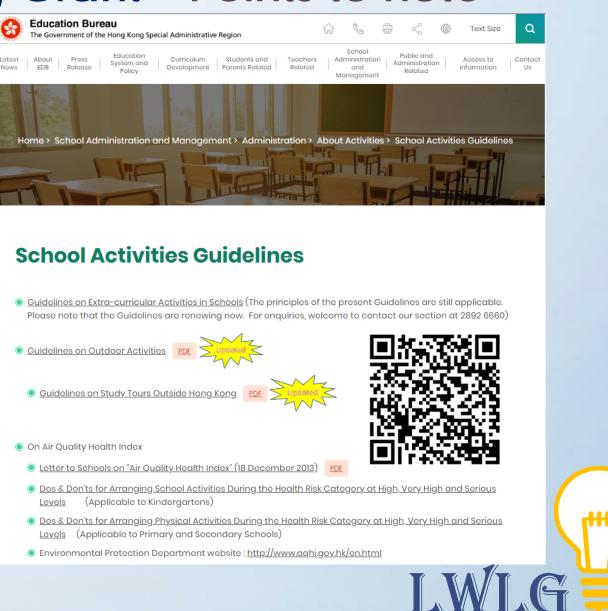


Guidelines on Study Tours Outside Hong Kong





Health Advice to Schools for the Prevention of COVID-19 (Interim)



Life-wide Learning Grant -

Latest updates / information / guidelines from the EDB

Health Protection Measures for Schools (applicable during periods when face-to-face classes are held in the 2022/23 school year) (Updated on 14 Sep 2022)



Updated on 14 September 2022

Prevention of Coronavirus Disease 2019 (COVID-19)
Health Protection Measures for Schools
(applicable during periods when face-to-face classes
are held in the 2022/23 school year)

- Vaccination
- .1 Calculation of number of vaccine dosage
- 1.2 Arrangements on "Vaccine Pass'
- 1.3 Arrangements on "Leave Home Safe"
- 1.4 Facilitation Measures for Vaccination
- Precautionary Measures
 - General Principles
- 2.2 Environmental Hygiene
- 2.2.1 Ventilation
- 2.2.2 Cleaning and Disinfection
- 2.3 Hygiene and Seating Arrangements of School Buses and School Private Light Buses
- 2.4 Personal Hygiene
- 2.4.1 Proper hand Hygiene
- 2.4.2 Proper Use of Masks
- 2.4.3 Monitoring Body Temperatures and Undergoing Rapid Antigen
- Te
- 3 Learning Arrangements for Face-to-Face Classes
- 3.1 Arrangements concerning Timetables and Seats
- 3.2 Arrangements of Recesses, Snacks and Luncheons





Life-wide Learning Grant – Enquiry



For enquiries, please contact the Life-wide Learning Section of the EDB on 2892 6490 or 3540 7436



