

初中其他語言先導計劃  
(由優質教育基金撥款)

Pilot Scheme on Other Languages for Junior Secondary Students  
(Funded by Quality Education Fund)

常見問題

Frequently Asked Questions

A. 申請資格及程序 Eligibility and Application

1 哪些學校符合資格參加先導計劃？

**What schools are eligible to participate in the Pilot Scheme?**

所有開辦本地初中課程的公帑資助中學（包括官立中學、資助中學、按位津貼中學、特殊學校及直資中學）均可參與先導計劃。

All publicly-funded secondary schools, including government, aided, caput, special schools, and schools under the Direct Subsidy Scheme (DSS), that offer local junior secondary (JS) curriculum are eligible to participate in the Pilot Scheme.

2 學校可運用先導計劃的一筆過撥款，為初中學生提供哪些其他語言課程？

**What other languages (OL) courses can schools offer to JS students with the one-off funding under the Pilot Scheme?**

為加強初中學生銜接高中階段其他語言的學習，學校應優先提供高中選修科目指明的六種其他語言課程，包括法語、德語、日語、韓語、西班牙語及烏爾都語；如有需要及條件合適，亦可考慮提供阿拉伯語和俄羅斯語課程。

In order to facilitate a stronger articulation in students' learning of OL between the JS and senior secondary (SS) levels, schools should give priority to providing courses on the six designated OL which are offered as elective subjects at the SS level, including **French, German, Japanese, Korean, Spanish and Urdu**. If there is a need and conditions permit, schools may also consider offering courses of **Arabic and Russian**.

3 先導計劃有何申請程序？

**What is the application process for the Pilot Scheme?**

先導計劃將分為兩輪申請：

輪次	申請期	運用撥款期 (兩個學年)	備註
1	2025年1月22日至 4月30日	2025/26至 2026/27學年	每所符合資格的學校，在整個先導計劃期間只能提交一次申請。
2	2026年1月至4月	2026/27至 2027/28學年	

- 有意參加第一輪先導計劃（2025/26 至 2026/27 學年）的學校，可於以下途徑獲取申請表格：教育局通函第 21/2025 號所載的附件二、通過高效資訊傳遞系統－學校通訊模組傳送的邀請電郵，以及教育局專頁（<https://www.edb.gov.hk/tc/JSOL>）。填妥的申請表格須於 2025 年 4 月 30 日或以前，以郵寄方式或親身交回教育局。
- 以郵寄或親身遞交方式提交已填妥的申請表格，請註明為「初中學生其他語言先導計劃」，並郵寄或遞交至「香港灣仔皇后大道東 213 號胡忠大廈 13 樓 1301 室議會及中學組 1」。逾期申請將不獲受理。
- 第一輪申請的每所學校，一般會於 2025 年 6 月 30 日或以前收到申請結果。第二輪申請的詳情將容後公布。

The Pilot Scheme consists of two rounds of application:

Round	Application Period	Implementation Period	Notes
1	22 January to 30 April 2025	2025/26 to 2026/27 s.y.	Each eligible school can only submit one application throughout the entire duration of the Pilot Scheme.
2	January to April 2026	2026/27 to 2027/28 s.y.	

- Schools intending to join the first round of the Pilot Scheme (2025/26 – 2026/27 school years) can find the application form in the Annex II of EDBCM No. 21/2025, invitation email sent via the Fast Information Transmission System – School Messaging Module, and on the Education Bureau (EDB) designated webpage (<https://www.edb.gov.hk/en/JSOL>). The completed application form should be returned to EDB on or before 30 April 2025, either by post or in person.
- Should the completed application form be submitted by post or in person, please label it “Pilot Scheme on Other Languages for Junior Secondary Students” and send it to the Council and Secondary Section 1 **at Room 1301, 13/F, Wu Chung House, 213 Queen's Road East, Wan Chai**. Late application will not be accepted.
- Each applicant school will normally receive the first round application result on or before 30 June 2025. Details of the second round application will be announced in due course.

**4 學校是否需要就如何運用一筆過撥款擬訂學校周年計劃及學校報告？又應提供哪些文件和資料？**

**Are schools required to draw up Annual School Plan and School Report for the use of the one-off funding? What documentation and information should schools provide?**

- 根據校本管理原則，學校須將運用撥款的推行計劃書載於學校周年計劃內，以及將其評估結果載於學校報告內，提交學校管理委員會／校董會／法團校董會審批，並上載至學校網頁。

- 推行計劃書及進度／終期報告，將適時通過高效資訊傳遞系統－學校通訊模組發送至成功申請的學校。相關範本亦載於教育局通函第 21/2025 號的附件三和附件四，以及教育局專頁（<https://www.edb.gov.hk/tc/JSOL>）。
- In line with the principle of school-based management, schools are required to incorporate the implementation plan for the use of the funding in their Annual School Plan and its evaluation in the School Report for endorsement by the School Management Committee (SMC) / Incorporated Management Committee (IMC) and, to upload both documents to schools' website.
- Email reminders containing the templates for the implementation plan and reports will be sent to successful applicant schools via the Fast Information Transmission System – School Messaging Module in due course. The templates can also be found in Annexes III and IV of EDBCM No. 21/2025, as well as on the EDB designated webpage (<https://www.edb.gov.hk/en/JSOL>).

**5 成功申請一筆過撥款後，學校在不同時間需要提交哪些文件？**  
**When should schools submit the necessary documents after successfully applying for the one-off funding?**

以下是第一輪成功申請學校所需提交的文件及日期：

提交日期	需提交的文件
2025 年 11 月底前	推行計劃書
2026 年 9 月 30 日	進度報告
2027 年 9 月 30 日	終期報告

The documents and timeline for submission of the first round of application are listed below:

Timeline	Documents to be submitted
Before the end of November 2025	Implementation Plan
30 September 2026	Progress Report
30 September 2027	Final Report

**6 如學校錯過了第一輪的申請期，還可再申請嗎？**  
**What happens if a school misses the deadline for the first round of application?**

如果學校錯過了第一輪的申請期，可於 2026 年參加第二輪申請。第二輪申請的詳情將容後公布。

If a school misses the application deadline for the first round, it may apply in the second round of application in 2026. Details of the second round application will be announced in due course.

## B. 使用範疇 **Ambit**

### 7 先導計劃一筆過撥款的使用範疇包括甚麼？

#### **What is the ambit of the one-off funding under the Pilot Scheme?**

有關撥款只適用於以下範疇：

- 僱用合適的外間服務，為初中學生提供面授或網上模式的其他語言課程。外間服務所安排的導師應促進與學生的課堂互動，並就學生表現提供適時的回饋；及
- 購買學與教材料，如專為支援先導計劃所涵蓋的其他語言課程而設計的教科書和作業。

用於購買學與教材料的款項總額，不得等於或超過運用在僱用外間服務以提供其他語言課程的款項總額。

The funding can only be deployed to:

- hire suitable external services to conduct OL courses, which can be delivered either through face-to-face instruction or online sessions, enabling instructors to interact with students and provide timely feedback; and
- purchase learning and teaching materials, such as textbooks and workbooks, specifically designed for the OL courses covered under the Pilot Scheme.

The expenditure on purchasing learning and teaching materials must not equal to or exceed the total amount spent on hiring service providers to conduct OL courses.

### 8 學校可否使用一筆過撥款支付與其他語言課程相關活動（如講座、參觀及海外學習遊學團）的費用？

#### **Can schools use the one-off funding to cover costs incurred by OL-related activities such as talks, visits, and overseas study tours?**

有關撥款只適用於僱用外間服務為初中學生提供其他語言課程，以及購買必要的學與教材料，並不包括與其他語言相關活動的費用，例如講座、參觀、海外學習遊學團等。如學校有意為學生安排與其他語言相關的活動，可運用教育局其他合適的津貼或資源。

The funding is primarily allocated for hiring service providers to conduct OL courses and purchasing necessary learning and teaching materials, and **do not** cover costs incurred by OL-related activities, such as talks, visits, and overseas study tours. Should schools be interested in organising OL-related activities for their students, they may explore utilising other EDB's grants or available resources to sponsor such activities.

### 9 學校可否向在先導計劃資助下修讀其他語言課程的學生收取費用？

#### **Can schools charge students any fees for taking other OL courses under the Pilot Scheme?**

學校不得向在先導計劃資助下修讀其他語言課程的學生及家長收取任何費用。

Schools **must not** charge students and their parents any fees for participating in OL courses under the Pilot Scheme.

- 10 學校可否讓學生自行報讀坊間的其他語言課程，並以本先導計劃的撥款發還學費予學生？

**Can schools allow students to enroll in OL courses by themselves and reimburse the schools for the tuition fees under the Pilot Scheme?**

學校不可以向學生發還由他們自行報讀的其他語言課程的學費。學校有責任為其初中學生挑選並僱用合適的外間服務以提供其他語言課程。

Schools **cannot** reimburse tuition fees for students who enroll in OL courses by themselves. Schools are responsible for selecting and hiring suitable external service providers to offer OL courses to their JS students.

- 11 學校可否使用一筆過撥款支付學生參加由相關官方機構舉辦的指定語言考試費用？

**Can schools use the one-off funding to pay for students' examination fees of the official language examinations?**

先導計劃的撥款只適用於提供其他語言課程，不能用於支付任何考試費用。

The funding under the Pilot Scheme is designated to provide OL courses and **cannot** be used to cover any examination fees.

- 12 學校可否使用一筆過撥款聘請職員負責協調其他語言課程？

**Can schools use the one-off funding to employ a staff to be responsible for coordinating the OL courses?**

聘請職員不屬於撥款的使用範疇。

Hiring a staff **does not** fall under the ambit of the funding.

- 13 學校可否使用一筆過撥款支付本校教師擔任其他語言課程導師的費用？

**Can schools use the one-off funding to pay their own teachers as instructors for the OL courses?**

學校應使用撥款僱用合適的外間服務為其初中學生提供其他語言課程。

Schools should use the funding for hiring suitable external services to conduct OL courses for their JS students.

**14 一筆過撥款可否用於學校的經常開支／改建工程／小規劃改動／擴充設施？**  
**Can the one-off funding be used for recurrent expenses / alternation works / minor adjustment / expansion of school facilities?**

本撥款屬一筆過性質，不能用於經常開支，例如維修保養費用，也不能用於改建工程、小規模改動或擴充學校設施。

The funding is one-off in nature and **cannot** be used for recurrent expenses such as equipment maintenance or repair costs. It **cannot** be used for alternation works/minor adjustment/expansion of school facilities.

**C. 財務安排 Financial arrangement**

**15 學校將於何時及如何獲發一筆過撥款？**  
**How and when will the one-off funding be disbursed to schools?**

- 在第一輪申請中，所有成功申請的學校一般會在 2025 年 8 月 31 日或以前獲發撥款。
- 資助中學（包括特殊學校）、按位津貼中學及直資中學方面，相關撥款會直接存入學校用於收取教育局津貼的銀行帳戶。
- 官立中學方面，相關撥款會以預算撥款形式發放，學校須由新編配的指定用戶帳號支帳（有關帳號將會另行通知）。
- In the first round of application, all successful applicant schools will normally receive the funding on or before 31 August 2025.
- For aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme, the funding will be credited directly into the schools' bank accounts for receiving grants from EDB.
- For government schools, the funding will be provided in the form of budget allocation under a designated user code (to be notified separately).

**16 如在運用撥款期完結時，學校仍有未使用撥款，將如何處理？**  
**What happens if a school does not spend all the funding within the designated period?**

- 教育局將按照學校提交的終期報告，向資助學校（包括特殊學校）、按位津貼學校及直資學校收回截至運用撥款期第二年截至 8 月 31 日仍未使用的撥款。學校須以劃線支票形式將餘款經教育局（支票抬頭請寫上「香港特別行政區政府」）退還給優質教育基金（基金）。
- 官立學校的用款期與資助學校相同，未使用的撥款餘款會在運用撥款期第二年截至 8 月 31 日按指定用戶帳號的記錄退還給基金。
- Based on the final report on the use of the funding submitted by schools, EDB will claw back any unspent balance of the funding as at 31 August of the second year of the

implementation period from aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme. Schools should return the unspent funding to the Quality Education Fund (QEF) via EDB in the form of a crossed cheque (payable to “The HKSAR Government”).

- As for government schools, the period for using the funding is the same as that of aided schools, any unspent balance as at 31 August of the second year of the implementation period should be returned to QEF according to the records of the designated user code.

## D. 採購 Procurement

### 17 採購外間服務和物品時，學校應依循甚麼採購程序？

**In procuring services from external service providers and purchases, what procurement procedures should schools follow?**

在僱用外間服務和購置物品時，學校須嚴格依循教育局及基金就學校運用公帑發出的相關通告及指引，以下列出部份指引以供參考：

	教育局指引	基金指引
資助學校和直資學校	<ul style="list-style-type: none"> <li>• <a href="#">教育局通告第 4/2013 號資助學校採購程序</a></li> <li>• <a href="#">資助學校採購程序指引</a></li> <li>• <a href="#">學校行政手冊</a></li> </ul> <p>**直資學校須依循資助學校的採購程序或獲其校董會／法團校董會批准的校本採購政策和程序</p>	<ul style="list-style-type: none"> <li>• <a href="#">優質教育基金人事管理及採購指引</a></li> </ul>
官立學校	<ul style="list-style-type: none"> <li>• 教育局內部通告所載的採購及供應程序</li> </ul>	

For hiring external services and purchases, schools should strictly observe the relevant circulars and guidelines issued by EDB and QEF. Some guidelines are listed below for reference:

	EDB Guidelines	QEF Guidelines
Aided schools & DSS schools	<ul style="list-style-type: none"> <li>• <a href="#">EDB Circular No. 4/2013 on “Procurement Procedures in Aided Schools”</a></li> <li>• <a href="#">Guidelines on Procurement Procedures in Aided Schools</a></li> <li>• <a href="#">School Administration Guide</a></li> </ul> <p>**DSS schools should also refer to the school-based procurement policies formulated upon the endorsement of their SMC/IMC</p>	<ul style="list-style-type: none"> <li>• <a href="#">General Guidelines on Staff Administration and Procurement Matter</a></li> </ul>
Government schools	<ul style="list-style-type: none"> <li>• the stores and procurement guidelines promulgated in relevant EDB Internal Circulars</li> </ul>	

## **E. 其他語言課程 OL courses**

### **18 學校可否提供多於一個其他語言課程？**

#### **Can schools offer more than one OL course?**

- 學校可靈活運用\$250,000撥款，根據他們初中學生的需要和興趣，提供一個或多個其他語言課程。
- 建議學校進行校本調查，以評估學生對學習其他語言的興趣。學校可根據調查結果有效地計劃運用撥款，確保所提供的課程能配合學生的興趣和需要，提升運用撥款的效能。
- Schools can flexibly deploy the \$250,000 funding to provide one or multiple OL courses for their JS students, depending on the needs and preferences of the students.
- Schools are encouraged to conduct school-based surveys to assess students' interests in learning OL. This will enable them to plan the use of the funding effectively, ensuring that the courses offered align with students' preferences and needs, and maximising the impact of the funding.

### **19 參與其他語言課程的學生數目有沒有要求或上限？**

#### **Is there a requirement or limit on the number of students that can participate in the OL courses?**

參與其他語言課程的學生數目沒有特定要求或上限。學校應有效運用撥款以照顧學生的學習需要和興趣。鼓勵學校進行校本調查，以預算可參與課程的學生數目和安排合適的課程，讓最多學生受惠。

There is no specific requirement or limit on the number of students that can participate in an OL course. Schools should use the funding effectively to cater for their students' needs and preferences. Schools are encouraged to conduct school-based surveys, by which they can determine the appropriate number of participants and tailor the courses to maximise engagement and impact.

### **20 教育局會否提供服務提供者名單給學校作參考？**

#### **Will EDB provide a list of service providers for schools' reference?**

- 學校須依循教育局和基金就採購程序發出的相關通告及指引，並須運用專業判斷僱用合適的外間服務，為初中學生提供其他語言課程。
- 建議學校在選擇合適服務提供者時進行調查，包括核實他們的資歷、查詢其他學校的意見等，以確保其提供的服務能配合學校的需要和目標。
- 在合約生效期間，學校應與服務提供者保持緊密和清晰的溝通，包括從合約開始時清楚列明期望、要求服務提供者定期匯報學生的學習進度，以及為學生及課程提供有效的回饋，確保其他語言課程的質素。



- Schools should observe the rules and guidelines on procurement procedures promulgated by EDB and QEF; and make professional judgement in hiring suitable external services for providing OL courses to their JS students.
- Schools are encouraged to conduct research when selecting potential service providers. This process may include verifying their qualifications, reviewing feedback from other schools, and ensuring the agreed services align with the school's specific needs and objectives.
- Schools should maintain close and clear communication with the service providers throughout the contract period. Clearly defining expectations from the outset, requesting regular updates or student learning progress, and providing feedback as necessary can help ensure the quality of the OL courses.

## F. 支援 Support

### 21 在先導計劃推行期間，學校可獲得甚麼支援？

#### **What support will be available for schools during the implementation period of the Pilot Scheme?**

- 有關第一輪申請的簡介會將於 2025 年 2 月 27 日舉行，介紹先導計劃詳情及回應學校查詢。有關詳情可瀏覽教育局 [培訓行事曆](#)。
- 教育局已製作相關宣傳短片及海報，學校可從 [教育局教育多媒體](#) 及教育局專頁 (<https://www.edb.gov.hk/tc/JSOL>) 取得相關資源。
- 先導計劃推行期間，教育局會進行學校探訪，並在有需要時給予學校適當的建議及回應學校的查詢。
- 學校可瀏覽先導計劃專頁 (<https://www.edb.gov.hk/tc/JSOL>) 或與彭佩蓮女士 (電話：2892 6448) 聯絡。
- For the first round of application, a briefing session is scheduled for 27 February 2025 to introduce to the Pilot Scheme and address enquiries from schools. For details of the briefing session, please visit [Training Calendar System](#).
- EDB has produced a promotional video and a poster for schools to promote the learning of OL to their stakeholders. These resources are available on the [EDB Educational MultiMedia](#) and the EDB designated webpage (<https://www.edb.gov.hk/en/JSOL>).
- During the implementation period, school visits will be conducted to offer on-site guidance and address any specific concerns schools may have.
- Schools can visit the designated webpage on the Pilot Scheme (<https://www.edb.gov.hk/en/JSOL>) or contact Ms Pauline PANG on 2892 6448.

完  
ENDS

教育局課程發展處議會及中學組 1  
Council and Secondary Section 1  
Curriculum Development Institute, EDB

2025 年 1 月  
January 2025