Schedule III

Gifted Education Fund: Off-school Advanced Learning Programmes
General Guidelines on Management and Monitoring of the Programmes

This set of guidelines shall be read and adhered to by the Grantee, the programme leader, and staff responsible for administering the Off-school Advanced Learning Programmes (the programmes) funded by the Gifted Education (GE) Fund. Any non-compliance will be duly recorded and disbursement of funding may not be supported for the expenditure incurred.

(A) Expenditure Control

Purchase of Goods and Services

1. The Grantee shall ensure that the expenditure incurred is within the ambit and the scope of the approved budget. The expenditure shall correlate with the proposal contained in Schedule I to the Agreement and shall not exceed the budget contained in Schedule II to the Agreement. In general, items not included in the proposal in Schedule I shall not be charged to the programme. Only in exceptional circumstances where an item previously unforeseen but was found absolutely necessary for smooth implementation of the programme would be considered.

2. The Grantee shall at all times observe the principle of economy and cost-effectiveness in expenditure. Procurement procedures of goods, including equipment, and services must be conducted in an open, fair and competitive manner. Clear specifications shall be set out in the quotation or tender documents, and duties in the procurement process must be properly segregated. An officer of appropriate seniority within the organisation should be designated as the approving authority. All procurements should be based on value-for-money considerations and the Grantee shall ensure that the goods or services purchased are essential for the implementation of the programme. Before making payment for goods supplied or services rendered, the Grantee shall ensure that such goods or services are satisfactory. Original invoices and official receipts must be obtained and properly retained for record-keeping purposes.

Reallocation of Funds

3. Re-allocation of funds is only allowed for the approved non-salary items of the budget in the following circumstances:

   (a) for a programme with total grant <u>less than or equal to $300,000</u>, the re-allocation of any particular item in the budget contained in Schedule II to the Agreement shall not be more than $50,000;

   (b) for a programme with total grant <u>between $300,001 and $1 million</u>, the re-allocation of any particular item in the budget contained in Schedule II to the Agreement shall not be more than $100,000; and

   (c) for a programme with total grant <u>over $1 million</u>, the re-allocation of any particular item in the budget contained in Schedule II to the Agreement shall not be more than

$200,000.

4. All programme personnel shall be remunerated on a fixed salary point during the entire programme period. In normal circumstances, salary increment is not permitted. In exceptional circumstances such as difficulties in recruitment/ replacement of programme staff, variation of the approved salary items is allowed on the conditions that:

   (a) the revised budget on salary does not exceed 20% of the approved budget on salary;

   (b) the number of staff to be employed for each approved post in support of the programme remains unchanged; and

   (c) the variation of salaries (monthly or total) of individual posts does not exceed 20% of the budgeted salary amount.

5. Any variation of approved salary items shall be recorded in the Final Report and Final Financial Report with justifications.

6. The payment of personal emoluments to contract staff (either through direct credit to the staff's bank account or cash payment) shall be properly documented and recorded. Record keeping of all payments in the form of a ledger must be maintained.

Bank Account

7. Approved funding will be disbursed by instalments to the Grantee in accordance with the payment schedule set out in Schedule II of the Agreement. The Grantee shall open and maintain with a licensed bank in Hong Kong under the Banking Ordinance (Cap. 155) an interest-bearing bank account solely and exclusively for the purpose of the programme or set up a separate ledger in the Grantee's accounting system ("Designated Account") for the sole purpose of keeping and operating all monies of the Grant. To monitor the cash flow and facilitate regular submission of financial reports to the Gifted Education Fund Secretariat ("Secretariat"), the Grantee shall check the bank statements related to the Designated Account against the ledger of income and expenditure on a regular basis.

(B) Staff Administration

Staff Recruitment

8. Normally, the Grantee shall appoint a staff member from its organisation as the programme leader to oversee and lead the programme. No award in the form of cash allowance to this person for whichever capacit(ies) he/ she may carry in the programme is permitted. Should the normal duties of the programme leader be affected because of implementing the programme such as serving as an instructor/ a mentor, instead of awarding cash allowance as remuneration to the programme leader, consideration should be given to redistributing or assigning his/ her duties to other staff members. Shall the Grantee wish to employ programme assistants, instructors, helpers or other experts outside the organisation to help with the implementation of the programme as stipulated in the programme proposals, he/ she may do so by adopting a credible and open recruitment procedure. To ensure fairness, staff must be recruited via an open and competitive mechanism.

9. To safeguard the well-being of the student participants, the Grantee should request persons whom they would like to engage in the implementation of the programme to undergo Sexual Conviction Record Check ("SCRC") available from the Hong Kong Police Force at the advanced stage of the employment process with a view to verify the sexual conviction records as declared by them. This can facilitate the Grantee to make an informed decision on selecting suitable staff/ training personnel for implementation of the programme. The Grantee shall not engage any person with convictions of sexual offences as revealed from SCRC for assistance in delivery of the programme. The Grantee should observe and comply with the staff recruitment procedures stipulated in **Annex A**. Moreover, the Grantee shall submit to the Secretariat a confirmation in writing prior to the first session of the programme stating that all relevant procedures in relation to SCRC have been completed and that no person with convictions of sexual offences as revealed from SCRC will be engaged for assistance in delivery of the programme.

10. The Grantee shall not engage any person that has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security, or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

Permission for Outside Work

11. When staff of post-secondary institutions/ organisations are required to work on programmes outside or within the periods of their normal duties, they shall follow the rules of their institutions/ organisations and seek permission to do outside work as appropriate. The Grantee shall ensure that proper control, due diligence and impartiality are observed in the selection of staff to perform the programme work.

Conflict of Interest

12. The Grantee shall ensure that its staff are aware of the situations where conflict of interest may arise. Examples of such situations are given in **Annex B**. A system shall be in place for declaration of interest in case an employee or a member of the organisation has any real or perceived conflict of interest while implementing the programmes. A sample form on declaration of conflict of interest is given in **Annex C** for reference. Please note that conflict of interest situations may lead to criminal sanctions under the Prevention of Bribery Ordinance (Cap. 201) or other relevant ordinances in Hong Kong, and the Secretariat reserves the right to claw back the grant in full should any irregularities or criminal elements be discovered after the disbursement of the grant to a Grantee.

(C) Programme Implementation, Collection, Sharing and Promulgation of Programme Deliverables and Students' Works/ Materials on Sharing of Learning Experiences, Quality Assurance and Submission of Reports

Programme Implementation

13. The Grantee shall submit a detailed implementation plan within one month after signing of the Agreement.
    (a) The Grantee will need to provide detailed information about the learning and teaching contents and activities of each session, an assets usage plan (if applicable),

a contingency plan and a detailed description of the quality assurance mechanism to be adopted for the programme.

(b) The detailed implementation plan has to be updated from time to time on a need basis.

14. The Grantor may immediately terminate the Agreement upon the occurrence of any of the following events:
    (a) the Grantee or any of its consultants, contractors, employees and agents has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
    (b) the continued engagement of the Grantee or the continued performance of the Agreement is contrary to the interest of national security; or
    (c) the Grantor reasonably believes that any of the events mentioned above is about to occur.

15. Safety is of top priority in programme delivery. The Grantee shall observe safety precautions in all learning and teaching activities, including but not limited to science experiments, technology workshops and outdoor activities. To safeguard students, the Grantee is required to:

    - inform students of risks prior to programme application;
    - highlight potential risks in programme outlines and detailed implementation plans;
    - conduct risk assessments in advance for activities with potential hazards;
    - deploy suitably trained staff, including instructors and/or helpers, to conduct and oversee activities;
    - provide clear safety instructions to students and staff before activities commence;
    - provide protective gears and first-aid, and administer timely assistance in case of accidents;
    - review safety policies during quality assurance meetings and reflect relevant information in the Final Report; and
    - arrange insurance coverage (i.e. public liability insurance and/or group personal accident insurance), where necessary, either at the Grantee's own expense or, if approved in the budget plan, at the expense of the GE Fund

    For more details on safety precautions, guidelines, and risk assessment forms relation to experiments, workshops and outdoor activities, the Grantee may refer to the webpages and the documents published by the Education Bureau (EDB).

Collection, Sharing and Promulgation of Programme Deliverables and Students' Works/ Shared Materials

16. The Grantee shall submit to the Secretariat, within three months after the end of the programme, the Final Report and the Final Financial Report and also a full set of learning and teaching materials such as presentation files and handouts used in the programme. To promote the features of Off-school Advanced Learning Programmes and disseminate the good practices to the public, the Secretariat shall upload some of the materials which may include (but not limited to) photos/ video clips, the students' works and/ or documents about the students' self-reflection or sharing of learning experiences onto the online platforms of EDB such as the e-Gallery (https://e-gallery.edb.edcity.hk/en/home/)

for access by the public. The Secretariat reserves the rights and full discretion as to whether the materials collected from the programme providers shall be uploaded onto the above-mentioned online platforms. The Grantee is therefore requested to submit the following along with the reports and the learning and teaching materials in one go.

(a) About 20 photos (in JPEG) and 3 short videos (in MP4) illustrating unique programme features, learning and teaching activities, showcase events, etc. All photos and videos featuring students must have consent clearance; and

(b) Samples of student work (in DOCX/ PPTX/ PDF/ JPEG/ MP4) such as research papers, conference materials, posters, models, learning journals, and presentation slides.

    As submitted programme deliverables and student materials may be shared with the public for promotional and educational purposes, the Grantee must ensure that all content has full copyright clearance before submission. If any specific component within the files, such as an image used in a presentation slide, has usage restrictions, the grantee must notify the Secretariat and clearly specify those limitations in their final submission.

17. The Grantee shall save all the required items mentioned in paragraph 16 onto a DVD or USB flash drive to submit them to the Secretariat.

Quality Assurance Mechanism

18. The Grantee shall be responsible for monitoring programme implementation and ensuring its quality through regular evaluations with students on their learning outcomes. The detailed implementation plan must clearly set out the frequency and methods of evaluation. The quality assurance mechanism may include the establishment of a quality assurance team, measures to uphold programme standards such as instructor training, the setting of indicators and success criteria, the use of evaluation tools, data collection and analysis, regular review meetings among training staff, and procedures for reporting findings and feedback to inform programme design. All evaluation activities specified in the detailed implementation plan submitted to the Secretariat must be carried out, and relevant observations, together with follow-up actions, should be documented in the Final Report.

19. To evaluate the effectiveness of the programme, the Grantee shall require students to complete the questionnaire provided by the Secretariat at the end of the programme (specified format in **Annex D**). In view of the varying nature of programmes, the Grantee may, as necessary, add supplementary questions in addition to those prescribed in the questionnaire. The results of the questionnaire must be reported in the Final Report (specified format in **Annex E**). Completed questionnaires (original or scanned PDF format) shall be submitted together with the Final Report to the Secretariat.

Submission of Final Reports

(i) Final Financial Report

20. The Grantee shall submit the Final Financial Report, in the prescribed format and following guidelines for completion in **Annex G**, to the Secretariat within three months after programme completion or immediately in the event of early termination of the Agreement. The Final Financial Report shall cover all programme expenditures, encompassing every item from commencement through completion.

21. The Grantee shall complete and submit:
    (a) sections I, II and III of **Annex G**;
    (b) audited accounts (**Annex I)**; and
    (c) an assets register in the form of Appendix II of **Annex H**

(ii) Final Report

22. The Grantee shall submit the Final Report, in the prescribed format and following guidelines for completion in **Annex J**, to the Secretariat within three months after programme completion or immediately in the event of early termination of the Agreement.

23. The Grantee shall submit both the Final Financial Report and the Final Report by registered post or in person.

24. If the Final Financial Report and the Final Report are not submitted within one month upon the issuance of a reminder, the Secretariat will issue a letter notifying the Grantee that the Grantor intends to bar the Grantee from applying for the GE Fund for three consecutive school years, effective from the date of notification. The Grantee may submit representations within 30 calendar days for the Grantor's consideration, and the Grantor shall take such representations (if any) into account in deciding whether to impose the bar.

25. The actions taken by the Secretariat according to paragraph 25 will serve as a reference in assessing the Grantee's performance in the programme and may affect the Grantee's eligibility in future GE Fund applications.

(D) Consent for Photography, Filming and Use of Students' Works/ Shared Materials

26. The Grantee shall assist the Secretariat in obtaining parental/guardian consent for: (a) the EDB and its authorised parties to take photographs or video recordings during the programme for publicity purposes; and (b) the EDB to collect and display students' work and/or shared materials produced during programme delivery in print and/or digital formats. The Grantee shall issue the standard consent form (a sample is provided in **Annex K**) to successful student applicants and collect the duly completed forms on behalf of the EDB. The Grantee should note that such consent is sought in the name of the EDB for the specific purposes stated in the form. Should the Grantee wish to take photographs or video recordings for its own purposes, separate consent from parents/guardians may be required.

Reference Materials

27. For guidance on the proper usage and management of the grant, the Grantee shall refer to **Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook**[1] published by the Corruption Prevention Department (CPD) of the Independent Commission Against Corruption (ICAC).

28. The CPD has developed sector-specific guides and tools for public bodies, non-government organisations and the education sector. These resources are available on the website of **Corruption Prevention Advisory Service**[2] of ICAC. Grantees are strongly advised to consult these materials for reference and, where necessary, seek CPD's advice on good procurement and/ or staff administration practices.

29. For outdoor activities, the Grantee must observe the prescribed staff-to-student ratios and conduct a prior risk assessment with reference to the risk assessment form (template) provided in the **Guidelines on Outdoor Activities**[3] published by the EDB.

30. For safety in science experiments, the Grantee may refer to **Safety Handbook for Primary Science (Chinese only)**[4], **Safety in Science Laboratories**[5], and **Safety Guidelines on Microbiology and Biotechnology Experiments in School Laboratories**[6], and the webpage of **Resources on Laboratory Safety and Management**[7],

31. For safety in workshops, the Grantee may refer to **Safety in School Workshops**[8]and the webpage of **Technological Subjects – Safety in School Workshops**[9].

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

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[1] https://cpas.icac.hk/UPloadImages/InfoFile/cate_43/2017/43903a1c-f8c9-4bac-b4f8-e7ed80b9a004.pdf

[2] https://cpas.icac.hk/EN/Info/Lib_Index?cate_id=3

[3] https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor_EN.pdf

[4] https://www.edb.gov.hk/attachment/tc/curriculum-development/kla/science-edu/pri-sci/PS_Safety_Handbook_Chi_2024.pdf [available only in traditional Chinese]

[5] https://cd1.edb.hkedcity.net/cd/science/laboratory/safety/SafetyHandbook2013_English.pdf

[6] https://cd1.edb.hkedcity.net/cd/science/laboratory/safety/11_SG_E_with_cover.pdf

[7] https://cd1.edb.hkedcity.net/cd/science/laboratory/content_safety.html

[8] https://www.edb.gov.hk/attachment/en/curriculum-development/kla/technology-edu/resources/tech-subjects/SAFETY_IN_SCHOOL_WORKSHOPS_2020.pdf

[9] https://www.edb.gov.hk/en/curriculum-development/kla/technology-edu/resources/tech-subjects/safety.html

Annex A

Gifted Education Fund: Off-school Advanced Learning Programmes

Staff Recruitment Procedures

Programme staff typically comprise the programme leader, instructors, assistants, helpers, technicians, and other personnel involved in programme delivery. The following guidelines are intended to provide the Grantee with indicative considerations when recruiting staff for programme implementation. They are not exhaustive, and the Grantee may establish additional recruitment requirements within its own institutional framework.

- Job vacancies should be advertised in local newspapers and/ or other channels.
- The advertisement should set out clearly the job descriptions and requirements, and other essential information such as the application deadline and the contact point for enquiries.
- All applications received should be systematically recorded.
- Shortlisting and selection of candidates should be based on predetermined criteria approved by the management, and should involve more than one person.
- A recruitment panel should be formed to conduct selection interviews and skill tests as necessary.
- An objective assessment method should be devised and a standard form should be used to record assessment by individual panel members.
- Assessment of candidates and recommendations of panel members should be properly documented.
- The approving authority should be clearly defined.
- In approving appointments, the approving authority should ensure that the recruitment procedures have been adhered to and that the candidate selected is recommended with sound reasons.

- Sexual Conviction Record Check (SCRC) scheme

  (a) The Grantee shall require the staff and training personnel who would be engaged in the implementation of the programme to:

    (i) declare in the job application form and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, and to provide the details; and

    (ii) undergo the SCRC scheme with the Hong Kong Police Force.

    For details of the SCRC scheme, including its protocol and application procedures, the Grantee may browse the SCRC webpage[1] of the Hong Kong Police Force.

[1] https://www.police.gov.hk/ppp_en/11_useful_info/scrc.html

(b) The Grantee shall inform the staff and training personnel of the following:

   (i) It is obligatory for them to provide the information required;

   (ii) Refusing to disclose the required information or intentionally providing false information and/or withholding any material information may render them unsuitable for the post(s); and

   (iii) They have the right to request access and correction of the information provided by sending a written request to the Grantee.

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

Annex B

Gifted Education Fund: Off-school Advanced Learning Programmes

Examples of conflict of interest situations

The Grantee shall remain vigilant and provide timely advice to training personnel to prevent any conflict of interest. Examples of potential conflict of interest situations include the following:

- The programme leader or other training personnel of a post-secondary institution/ an organisation solicits or accepts donations from a staff member.
- The programme leader or other training personnel of a post-secondary institution/ an organisation acquires investment, or any financial or other interest, in activities which may lead to conflict of interest with his official duties.
- The programme leader or other training personnel of a post-secondary institution/ an organisation takes part in the selection of suppliers or contractors, and one of them under consideration is his family member, relative or close personal friend.
- The programme leader or other training personnel of a post-secondary institution/ an organisation has a financial interest in a company under consideration for selection as the supplier of goods or services.
- The programme leader or other training personnel of a post-secondary institution/ an organisation accepts frequent or lavish entertainment or expensive gifts from the suppliers or contractors.

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

Annex C

Gifted Education Fund: Off-school Advanced Learning Programmes

(Name of the Organisation) - Declaration of Conflict of Interest

Part A – **Declaration** *(To be completed by Declaring Staff)*

To: (Approving Authority)

I would like to report the following existing/ potential (please delete as appropriate) conflict of interest situation arising during the discharge of my official duties:

Name of person/ company with whom/ which I have official dealings
My relationship with the person/ company (e.g. relative)
Relationship of the person/ company with our organisation (e.g. supplier)
Brief description of my duties which involved the person/ company (e.g. selection of staff, handling of tender exercise, etc.)

____________________________ (Date)

____________________________ (Name of Declaring Staff) (Post/ Department)

Part B – **Acknowledgement** *(To be completed by Approving Authority)*

To: (Declaring Staff)

Acknowledgement of Declaration

The information contained in your declaration form of__________(date) is noted. It has been decided that:

❑ You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.

❑ You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.

❑ Others (please specify): ___________________

____________________________ (Date)

____________________________ (Name of Approving Authority) (Post/ Department)

Gifted Education Fund: Off-school Advanced Learning Programmes
資優教育基金：校外進階學習課程
Questionnaire
意見調查

Programme Number:
課程編號: 2026-XX

Please <u>circle</u> the most appropriate option. 請 <u>圈出</u> 適當的選項。	**5** **Strongly agree** 十分同意	**4** **Agree** 同意	**3** **Neutral** 中立	**2** **Disagree** 不同意	**1** **Strongly disagree** 極不同意
1. Overall, I was satisfied with this programme. 整體而言，我對本課程感到滿意。	5	4	3	2	1
2. I found the activities of the programme challenging. 我認為課程活動具挑戰性。	5	4	3	2	1
3. I found the lectures fruitful and interesting. 我覺得課堂內容充實且富趣味。	5	4	3	2	1
4. I enjoyed the opportunities to work with my classmates. 我享受與同學合作的機會。	5	4	3	2	1
5. I gained a sense of achievement through the showcase of learning outcomes. 在展示學習成果的過程中，我獲得了成就感。	5	4	3	2	1

6. Which part of the programme do you think is the most useful?

   你認為課程中哪一部分最具實用價值？

   ____

   ____

7. Other comments and suggestions:

   其他意見及建議：

   ____

   ____

The information collected through this questionnaire will be aggregated and may be disclosed on EDB platforms.

問卷所收集的資料將會整合，並可能於教育局平台公開。

Gifted Education Fund: Off-school Advanced Learning Programmes

資優教育基金：校外進階學習課程

Questionnaire Results

意見調查結果

Programme number 課程編號	2026-XX
Programme title 課程名稱	XXX
Number of students in the programme 參與課程學生人數	35 [例子]
Number of respondents 參與調查人數	30 [例子]
Response rate 回覆率	85.7% [例子]

	5 Strongly agree 十分同意	**4 Agree** 同意	**3 Neutral** 中立	**2 Disagree** 不同意	**1 Strongly disagree** 極不同意
1. Overall, I was satisfied with this programme. 整體而言，我對本課程感到滿意。	20 (66.7%) [例子]	9 (30.0%) [例子]	1 (3.3%) [例子]	0 (0%) [例子]	0 (0%) [例子]
2. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)
3. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)
4. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)
5. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)
6. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)
7. XXX	X (X%)	X (X%)	X (X%)	X (X%)	X (X%)

8. Which part of the programme do you think is the most useful?
   你認為課程中哪一部分最具實用價值？
   XXX
   XXX

9. Other comments and suggestions:
   其他意見及建議：
   XXX
   XXX

Gifted Education Fund: Off-school Advanced Learning Programmes

Principles for Allowable Costs

This document is intended to assist the Grantee and its auditor in determining whether the cost of a particular item is allowable under the Gifted Education (GE) Fund for the organisation of Off-school Advanced Learning Programmes, and to clarify the extent to which such costs may be covered.

General Principles

1. The general principles for determining allowable costs for a programme are as follows:
   (a) The cost is in accordance with the terms and conditions stipulated in the Agreement;
   (b) The cost is incurred within the ambit and the scope of the approved budget;
   (c) The cost is incurred within the programme period;
   (d) The cost is necessarily incurred for the purposes for which the GE Fund is provided;
   (e) The cost is reasonable and accords with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness; and
   (f) The cost is actually and provably spent. It is adequately documented by accounting records and documents such as invoices, receipts, payroll records, timesheets, etc.

Target Beneficiary

2. The GE Fund shall only be used for the agreed target beneficiary.

Common Unallowable Costs and Means of Handling

3. Some unallowable items are listed below as a reference.
   (a) *Building facilities (including office and accommodation)*

   Expenses for rates, building management fee, renovation, operation, repair and maintenance, etc.

   (b) *Business set up cost*

   Expenses on the formation or establishment of a limited company or organisation.

   (c) *Entertainment expenses and prizes*

- Costs associated with any type of entertainment and related incidental expenses.
- Prizes either in the form of cash or other types of souvenir including door prizes, movie tickets, cash coupons, gift certificates, passes to amusement parks, memorabilia, promotional items (such as T-shirts, caps, recycle bags, key chains, imprinted pens), etc.

(d) Equipment maintenance

Maintenance costs for equipment such as computers, video equipment, etc.

(e) Food costs

Food of any kind such as snacks, beverages, refreshments, meals, etc.

(f) Insurance premiums

All kinds of insurance such as travel insurance, employees' compensation insurance, directors' and officers' liability insurance, etc. (except public liability insurance and/or group personal accident insurance approved in Schedule II of the Agreement).

(g) Penalties and fines

(h) Personal expenses

Expenditures on goods and services for private purposes.

(i) Staff cost

- Salary increment to programme personnel.
- Fringe benefits for staff (e.g. education allowance, medical insurance, housing allowance, etc.).
- Severance payment and untaken leave of staff employed.
- Salary or remuneration to the programme leader.

(j) Stored value card

Costs for acquiring and/ or adding value to stored value card such as Octopus.

(k) Travelling/ accommodation

- Travelling/ accommodation of training personnel without students' participation.
- Travelling expenses between home/ accommodation and workplace.
- Excess travelling expenses, i.e. amount over the cheapest reasonable form and route of public transport.
- Costs for travel documents (e.g. passport costs) and related expenses (e.g. visa fees).

(l) Utility

Expenses such as charges for electricity, gas, water, telephone (fixed line or mobile), fax, internet access, etc.

4. The Grantee cannot charge the expenditure on unallowable items to the GE Fund and shall finance the unallowable costs from other sources such as his/ her own fund.

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

Gifted Education Fund: Off-school Advanced Learning Programmes
Final Financial Report

Programme number: ____________________

Title of programme: ____________________

Name of organisation: ____________________

Reporting period: from ____________ (dd/mm/yyyy) to ____________ (dd/mm/yyyy)

Declaration

I declare that -

(a) all the income and expenditure information and supporting documents (if any) provided in this report are true and correct;

(b) all the expenditure of the programme was spent in accordance with the approved budget, the terms and conditions of the Agreement, and the instructions issued by the Gifted Education (GE) Fund Secretariat;

(c) all incomes related to the programme were reported in this report;

(d) the Grantee understands that this report will be subject to examination by the GE Fund Secretariat and pledges to make appropriate adjustment, if necessary, in the report based on the result of such examination;

(e) the final financial report tallies with the audited accounts, if any, submitted to the GE Fund Secretariat; and

(f) the Grantee understands and agrees that, if there are unused funds on the completion date or upon termination of this Agreement by the Grantor under Clause 6 of the Agreement, a cheque/ bank draft payable to "Permanent Secretary for Education Incorporated - Gifted Education Fund" for refunding the unused grant shall be attached to the submitted final financial report.

Name of programme leader: ____________

Signature: ____________

Date: ____________

Name of head of orgranisation: ____________

Signature: ____________

Date: ____________

Official chop of organisation

Points-to-note

(1) This report should be endorsed and signed by the Head of the organisation or the one who signed the Agreement on behalf of the organisation.

(2) This template can be downloaded from the webpage of the GE Fund and the ACGE <https://www.edb.gov.hk/en/GEFund>.

(This section must be completed.)

Gifted Education Fund: Off-school Advanced Learning Programmes

Financial Report

Programme number: ______________________

Title of programme: ______________________

Name of organisation: ______________________

Reporting period: from ____________ to ____________
(dd/mm/yyyy) (dd/mm/yyyy)

Income and expenditure		Approved budget[1] (HK$)	Actual (HK$)	Budget variance (HK$)
Items			Amount for the period	Amount for the period
Income				
-	Gifted Education Fund Grant			
-	Interest earned			
Total income:				
Expenditure				
-	Staff cost			
-	Equipment			
-	Services			
-	General expenses			
-	Contingency			
-	Others (please specify)			
Total expenditure:				
		Fund balance at the end of period:	Surplus[2] / (Deficit):	

1 The amount reported in this column must be consistent with the approved budget.

2 If there is any unspent balance of the disbursed funds, the Grantee must return such funds to the Secretariat.

(This section is applicable ONLY to programmes with a surplus of disbursed funds.)

Gifted Education Fund: Off-school Advanced Learning Programmes
Return of Unused Fund

Programme number: ____________________

Title of programme: ____________________

Name of organisation: ____________________

Reporting period: from ____________ to ____________
dd/mm/yyyy dd/mm/yyyy

A. Income	
Income item(s)	**Amount (HK$)**
Approved grant:	
Disbursed grant:	
Interest earned:	
Total income :	

B. Expenditure	
Expenditure item(s)	**Amount (HK$)**
Staff cost:	
Equipment:	
Services:	
General expenses:	
Contingency:	
Others:	
Total expenditure:	

Surplus:	

C. Return of Unused Fund
A cheque payable to "Permanent Secretary for Education Incorporated - Gifted Education Fund" in the amount of HK$ __________ Cheque No. ___________ drawn on ____________________ (name of bank) for the return of unused funds is enclosed.

D. *Certificate of Completion of Programme / #Declaration (please delete as appropriate)
I declare that all the expenditure of the programme was spent in accordance with the approved budget, the terms and conditions of the grant and the approval from the Gifted Education (GE) Fund Secretariat and that all unused fund was returned to the GE Fund.

Name of programme leader: ____________________

Signature: ____________________

Date: ____________________

Name of head of orgranisation: ____________________

Signature: ____________________

Date: ____________________

Official chop of organisation

* Applicable to completion of programme

\# Applicable to early termination of programme

(This section is applicable ONLY to programmes where the disbursed funds have been fully expended and the final disbursement is required.)

Gifted Education Fund: Off-school Advanced Learning Programmes

Deficit Coverage

Programme number: ______________________

Title of programme: ______________________

Name of organisation: ______________________

Reporting period: from ____________ to ____________
dd/mm/yyyy dd/mm/yyyy

A. Income	
Income item(s)	**Amount (HK$)**
Approved grant:	
Disbursed grant:	
Interest earned:	
Total income:	

B. Expenditure	
Expenditure item(s)	**Amount (HK$)**
Staff cost:	
Equipment:	
Services:	
General expenses:	
Contingency:	
Others:	
Total expenditure:	

Deficit:	

C. *Certificate of Completion of Programme / #Declaration (please delete as appropriate)
I declare that all the expenditure of the programme was spent in accordance with the approved budget, the terms and conditions of the grant and the approval from the Gifted Education (GE) Fund Secretariat.

Name of programme leader: ______________________

Signature: ______________________

Date: ______________________

Name of head of orgranisation: ______________________

Signature: ______________________

Date: ______________________

Official chop of organisation

* Applicable to completion of programme

\# Applicable to early termination of programme

Annex H

Gifted Education Fund: Off-school Advanced Learning Programmes

General Guidelines on Handling of Assets

This set of guidelines shall be read and adhered to by the Grantee, the programme leader, and staff responsible for administering the Off-school Advanced Learning Programmes (the programmes) funded by the Gifted Education (GE) Fund.

Definition

1. "Assets" in the GE Fund context refers to tangible assets that:

   (a) cost HK$1,000 or more per item, and are purchased or acquired for the purpose of or in connection with facilitating the objectives and implementation of the programme; and

   (b) are of a durable nature and are expected to be used beyond the programme period of the off-school advanced learning programmes.

2. "Cost" is the amount of cash or cash equivalent paid to acquire an asset.

Asset Usage Plan

3. The Grantee of an approved programme should include an asset usage plan (proposed format at Appendix I) to account for the deployment of reusable equipment and assets upon programme completion. The principles for the deployment are as follows:

   (a) The re-allocated assets should be deployed in areas related to educational use such as classroom teaching, programme learning activities, extra-curricular activities/ "Other Learning Experiences" activities, research in education, teacher training, parents' activities, etc.

   (b) The re-allocated item can help sustain the impact of the programme. Examples of such usage include holding activities similar to those in the programmes after the programme completion, holding workshops and seminars sharing the programme impact and relevant experience, placing the assets in the resource centers set up by the Grantee to disseminate the programme outcome, etc.

Record-keeping

4. The Grantee must keep a separate assets register (format at Appendix II) to account for all assets purchased or acquired with the Grant for each programme. The Grantee should maintain and update the assets register regularly during the programme implementation period and submit it to the GE Fund Secretariat after programme completion to facilitate the management of assets and inspection by the GE Fund Secretariat, if necessary.

5. In the assets register, items of similar nature and use should be grouped together in accordance with their reallocation potential. Assets which are regarded as having re-allocation potential and little re-allocation potential include, but are not limited to the following:

   (a) Assets with re-allocation potential
   - (i) audio and video equipment;
   - (ii) scientific equipment/ instrument;
   - (iii) robot;
   - (iv) computer hardware;
   - (v) computer software;
   - (vi) machines and hardware tools; and
   - (vii)books, manuals and DVD

   (b) Assets with little re-allocation potential
   - (i) special room or room set up for the programme;
   - (ii) fixtures;
   - (iii) electrical installations;
   - (iv) computer network / online platform; and
   - (v) green house

6. Assets classified into the above two categories should be listed out separately in the assets register, in the sequence of their purchase dates. The following information of the assets should also be provided:

   (a) description of the item with details on the brand, model and serial number;

   (b) number of units, unit cost and total cost;

   (c) supplier's invoice number; and

   (d) location of the item.

Ownership and Maintenance

7. Regardless of the ownership of assets, the Grantee is responsible for the maintenance of all assets in serviceable condition until the assets are disposed of according to the procedures outlined in paragraphs 9 to 14 below.

8. In general, the ownership of assets is determined having regard to their re-allocation potential and the purchase price of the item as follows:

   (a) The ownership of assets with little re-allocation potential is vested with the Grantee.

   (b) The ownership of assets with re-allocation potential but whose purchase price per item is below HK$100,000, is vested with the Grantee.

   (c) For assets with re-allocation potential and having a unit cost (i.e. purchase price) at or above HK$100,000, the GE Fund Secretariat retains the ownership of such assets for three years. If the GE Fund Secretariat has no demand for such assets within three years after completion of the programme, the ownership can then be taken as having been vested with the Grantee. When the transfer of ownership takes place, the Grantee should keep proper asset transfer records and appropriate entries to its own accounting system. When requested by the GE Fund Secretariat, the Grantee should provide the relevant documents for inspection.

   [Note: Grantees should not dispose of any assets owned by the GE Fund Secretariat (i.e. ownership has not yet been vested to the Grantee) without prior approval.]

Disposal

(A) Serviceable Items

9. Serviceable items may be disposed of after the programme completion and the Grantee determines that the items are no longer required or suitable for the programme. The disposal may be conducted in the following ways in descending order of priority:

   (a) to be re-allocated to other off-school advanced learning programmes of the Grantee;

   (b) to be donated to local primary or secondary schools;

   (c) to be re-allocated to other programmes of the Grantee;

(d) to be used as trade-in items for the purchase of new items by the Grantee;

(e) to be sold if the saleable or residual value is estimated to exceed the administrative cost involved and the net proceeds should be included as other income of GE Fund grant and to be returned to the GE Fund;

(f) to be donated to non-profit making organisations or the needy; or

(g) to be dumped.

10. The Grantee should also pay attention to the cost-effective and internal control aspects in the above deployment/ disposal process, such as:

    (a) The deployment should be on a fair, open and equal opportunity basis.

    (b) The asset life can be maximised without incurring operating cost exceeding the benefits.

    (c) When computer equipment is redeployed, the grantees shall ensure that sensitive data such as personal data are removed from the equipment.

    (d) The re-allocation should be properly reflected in the accounting and assets records.

(B) Unserviceable Items

11. An asset purchased or acquired using the grant of the programme may be disposed of if it becomes unserviceable such as being damaged, broken or certified by the Grantee to be beyond economic repair. The Grantee may in writing delegate the authority to a responsible staff at an appropriate level within the organisation to accept an item as unserviceable which may then be disposed of after inspection and proper record of the inspection process. A technical certificate (or a supplier's examination report) certifying that an asset is no longer serviceable and is beyond economic repair has to be obtained as far as possible before the disposal.

12. Unserviceable items may be disposed of in the following ways in descending order of priority:

    (a) to be used as trade-in items for the purchase of new items by the Grantee;

    (b) to be sold if the saleable value is estimated to exceed the administrative cost involved and the net proceeds should be included as other income of the grant for organisation of the programme and/ or to be returned to the GE Fund; or

    (c) to be dumped.

Special Circumstances

13. In some special circumstances, e.g. the closure of an organisation, assets may be disposed of in the following ways:

    (a) For those assets owned by the Grantee, they should be disposed of according to the Grantee's own disposal guidelines; and

    (b) For those assets owned by GE Fund Secretariat, they should be disposed of according to the GE Fund Secretariat's instruction.

Disposal Records

14. The Grantee must produce documents mentioned in Clause 5.2(b) of the Agreement for inspection by the GE Fund Secretariat upon demand. Therefore, all disposals of assets should be recorded in the assets register. Records of sale/ transfer/ donation, etc. and all relevant documents should also be properly kept by the Grantee.

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

Gifted Education Fund: Off-school Advanced Learning Programmes

Assets Usage Plan

The Grantee should plan the deployment of assets that cost HK$1,000 or more per item upon the completion of the programme.

Category	Item/ Description	No. of Units	Total Cost	Proposed Plan for Deployment[1]	Areas of Usage[2]
Audio and video equipment					
Scientific equipment/ instrument					
Robot					
Computer hardware					
Computer software					
Machines and hardware tools					
Books, manuals and DVD					
Others					

[1] Please provide details of the department/ centre to which the asset will be deployed and the planned usage of the asset in activities upon completion of the off-school advanced learning programme.
[2] Areas related to educational use/ sustaining the impact of the programme.

資優教育基金：校外進階學習課程
資產記錄表
Gifted Education Fund: Off-school Advanced Learning Programmes
Assets Register

課程編號及名稱
Programme No. / Title : ______________________________

機構名稱
Name of Organisation : ______________________________

資產類別
Class of Asset : ______________________________

編號 Item No.	項目說明* Item/Description*	單價 Unit Cost/Item 港幣 HK$	數 量 No. of Units	總值 Total Cost 港幣 HK$	購買日期 Date of Purchase	供應商 發票編號 Supplier's Invoice No.	項目 存放地點 Location of Item	擁有權歸予 受款人日期 Date of Ownership Vested to Grantee	根據資產運用計劃作出調配 Deployed in accordance with the Asset Usage Plan 是 Yes	根據資產運用計劃作出調配 Deployed in accordance with the Asset Usage Plan 否 No *(理據 Justification)*	負責人 (請註明姓名及職銜) Person in Charge (Please state Name and Post)
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											

類別總計 Total for the Asset Class: 港幣 HK$____________元

* (請詳列項目的牌子、型號及編號（如有） Please detail out the brand, model and serial number, if any)

This is to certify that –

Item No.	Disposed on	Signature of Person in charge

受款人確證真實無誤
Certified True and Correct by Grantee

獲授權人簽署
Signature of Authorised Person: ______________________________

獲授權人姓名
Name of Authorised Person: ______________________________

獲授權人職銜
Title of Authorised Person: ______________________________

日期
Date: ______________________________

Gifted Education Fund: Off-school Advanced Learning Programmes

Audited Accounts

This document provides guidance for the Grantee regarding the submission of audited accounts upon completion of the Off-school Advanced Learning Programmes funded by the Gifted Education (GE) Fund.

(A) Audit Requirements

1. Pursuant to the Agreement made between the Permanent Secretary for Education Incorporated ("Grantor") and the Grantee in respect of each approved programme funded by the GE Fund with grant exceeding $100,000, the Grantee is required to submit audited accounts (containing the Income and Expenditure Statement [the sample at Appendix 1 refers], Balance Sheet [the sample at Appendix 2 refers] and Notes, and an auditor's report on them) with unaudited supplementary information appended to the programme accounts and a report of factual findings in connection with the internal controls of the Grantee issued by an auditor in respect of each programme <u>within three months</u> upon completion of the programme or immediately in case of early termination of the programme.

2. The Grantee shall appoint an independent auditor possessing the necessary expertise and knowledge to perform the audit work. The auditor's report on the programme accounts shall be duly signed by the appointed auditor. The audit of the programme accounts shall be conducted in accordance with the Hong Kong Standards on Auditing (HKSAs) issued by the Hong Kong Institute of Certified Public Accountants (HKICPA). In selecting an auditor, the Grantee shall conduct a competitive process according to a pre-established set of selection criteria.

(B) Guide on Appointment of an Auditor

Selection of an Auditor

3. When selecting an auditor, the Grantee may take account of the following:
   (a) audit fee;
   (b) number of partners and professional staff of the auditor;
   (c) the auditor's relevant experience such as engagement in grant;
   (d) audit methodology and approach to be adopted by the auditor;
   (e) clientele of the auditor;
   (f) feedback on the auditor's performance from other clients; and
   (g) independence (i.e. the auditor is required to be independent of the Grantee in order to express an audit opinion without bias, conflict of interest or undue

influence).

Solicitation Document for Inviting Prospective Auditors to Submit Bids

4. The Grantee shall prepare a clear solicitation document for inviting prospective auditors to submit bids[1]. The solicitation document shall include the following essential information:
   (a) the name, address, history and current operation, and the accounting system, internal controls and administrative procedures of the Grantee;
   (b) the programme to be audited;
   (c) the scope of audit service and the expected audit products to be provided;
   (d) the name and telephone number of a contact person of the programme;
   (e) the expected format of the bids to be prepared by bidders;
   (f) the address that the bids should be delivered or sent to;
   (g) the closing date and time for the submission of bids;
   (h) the evaluation criteria to be used;
   (i) the expected schedule of audit work; and
   (j) the method and timing of payment.

5. With reference to the selection criteria which it adopted, the Grantee shall request relevant information from the prospective auditors in the solicitation document.

6. The ways listed below may be used when preparing the list of prospective auditors:
   (a) seeking information from the Grantee's finance section which may provide such list;
   (b) consulting other institutes/ organisations; and
   (c) browsing the website of the HKICPA for the list of firms

The Engagement

7. The Grantee and the auditor should agree on the terms of engagement in writing for (a) the audit of the programme accounts; and (b) the conduct of agreed-upon procedures[2]. The engagement letters should include the objective and scope of the audit and the agreed-upon procedures, the respective responsibilities of the Grantee and the auditor, the right of access to records, documentation and other information requested in connection with the audit, the form of any reports or other

1 The organisation of the programme provider may have other well-established mechanisms to procure services. However, the general principle is that procurement of services need to be carried out in an open, fair and competitive basis.
2 According to the HKICPA's standard on "Engagements to Perform Agreed-Upon Procedures Regarding Financial Information", the objective of an agreed-upon procedures engagement is for the auditor to carry out procedures of an audit nature to which the auditor and the entity (the Grantee) and any appropriate third parties (the GE Fund Secretariat) have agreed and to report on factual findings.

communication of results of the engagements and the audit fee. The Grantee shall ensure that the engagement letter contains the requirement that his auditor would (i) send a copy of the auditor's management letter, if any, to the GE Fund Secretariat concurrently when the letter is sent to him; and (ii) make an immediate written report to the GE Fund Secretariat on any fraud/ irregularity or suspected fraud/ irregularity on the part of the Grantee that comes to the auditor's notice/ knowledge. It is a normal practice for an auditor to use its own template for a letter of engagement and to request its client to sign the letter showing agreement with the terms before commencing the service. As a signed engagement letter represents a binding contract, the Grantee shall carefully read through the engagement letter to ensure there is no misunderstanding and no outstanding issue which requires clarification before signing it.

In case of any inconsistency or ambiguity between the English version and the Chinese version of this document, the English version shall prevail.

Gifted Education Fund Secretariat
July 2026

Appendix 1

[Name of the Grantee]

Gifted Education Fund
Off-school Advanced Learning Programmes for Gifted Students

Income and Expenditure Statement

For the period from ________________ to ________________
(dd/mm/yyyy) (dd/mm/yyyy)

Programme No. : ________________

Programme title : ________________________________

	Final budget (unaudited)	Actual	Variance with final budget (unaudited)
	i	ii	iii = ii-i
	HK$	HK$	HK$
Income			
- GE Fund Grant	$0.00	$0.00	$0.00
- Interest earned	$0.00	$0.00	$0.00
Total income :	$0.00	$0.00	$0.00
Less : Expenditure			
- Staff cost	$0.00	$0.00	$0.00
- Services	$0.00	$0.00	$0.00
- Equipment	$0.00	$0.00	$0.00
- General expenses	$0.00	$0.00	$0.00
- Contingency	$0.00	$0.00	$0.00
- Others *[specified according to budget]*	$0.00	$0.00	$0.00
Total expenditure :	$0.00	$0.00	$0.00
Excess of income over expenditure	$0.00	$0.00	$0.00

Notes are an integral part of the programme accounts.

Appendix 2

[Name of the Grantee]

Gifted Education Fund
Off-school Advanced Learning Programmes
for Gifted Students

Balance Sheet

As at ___________________
(dd/mm/yyyy)

Programme No. : ________________

Programme title : ______________________________

	HK$
Current assets	
Accounts receivables	$0.00
Other current assets	$0.00
Cash and cash equivalents	$0.00
	$0.00
Current liabilities	
Accounts payables	$0.00
Amount due to Grantor	$0.00
Other current liabilities	$0.00
	$0.00
Net assets	$0.00
Fund balance	$0.00

Notes are an integral part of the programme accounts.

______________________________ ______________________________
Signature of Authorised Person Name of Authorised Person

Date: ________________
(dd/mm/yyyy)

Annex J

Gifted Education Fund: Off-school Advanced Learning Programmes

Final Report

Programme number: ____________________

Title of programme: ____

Name of organisation: ____

For the period: from ____________________ (dd/mm/yyyy) to ____________________ (dd/mm/yyyy)

Instructions

Please read the Guidelines to Completion of Final Report on the reverse side before completing the report.

Please use separate A4-size sheets to give a full account of tasks completed within above programme period with elaboration of the following:

(a) a summary of lessons, learning and teaching activities, projects/ researches, events, mentoring, support measures, etc. arranged for student participants within the programme period;

(b) the learning outcomes of the student participants against the set objectives stipulated in the programme proposal/ detailed implementation plan;

(c) major strengths/ merits observed in learning and teaching, and their impacts on the gifted students having completed this programme;

(d) the effectiveness of the quality assurance mechanism; and

(e) suggestions of further development of the programme and ideas of extension programmes for gifted students having completed this programme.

Name of programme leader: ____________________

Signature: ____________________

Date: ____________________

Name of Head of organisation: ____________________

Signature: ____________________

Date: ____________________

Official chop of organisation

Points-to-note

1. This report should be endorsed and signed by the Head of the organisation or the one who signed the agreement on behalf of the organisation.

2. This report can be downloaded from the webpage of the GE Fund and the ACGE <https://www.edb.gov.hk/en/GEFund>.

Gifted Education Fund: Off-school Advanced Learning Programmes

Guidelines to Completion of Final Report

Please review the effectiveness of the programme on nurturing the gifted students that have participated in the programme and propose measures/ ideas to improve/ further develop the programme in future. The following guidelines serve to provide some hints to what may be included in the report. The programme provider is welcome to add other information, whichever appropriate, to this report for reference/ consideration of the GE Fund Secretariat.

1. Overall programme review

A section to provide information on:

- the dates, time, venues, instructors/ mentors, number of lessons, topics/ learning and teaching activities of all lessons organised for the student participants throughout the programme;
- attendance figures of each session in the above-mentioned period;
- a full list of resource materials (e.g. hardware, software, handouts, worksheets, etc.) developed/ acquired for use by the student participants within the whole programme period with comments on their design and effectiveness;
- major tasks (e.g. research projects, participation in international events, etc.) completed by the student participants within the programme period with comments on students' performance in these tasks;

(The information above may be presented in a table form if necessary.)

- measures adopted to assess student learning (formative and summative assessments inclusive) and their effectiveness;
- alternation of any kind (e.g. variation of budget, change of schedule) against what was laid down in the proposal/ detailed implementation plan with reasons;
- major strategies adopted to cater for learner diversity, to enhance value education and to foster the affective development of the student participants;
- special learning and teaching strategies applied during the programme implementation;
- detailed evaluation of the students' learning outcomes against the set objectives of the programme with examples; and
- exemplars that serve as good models for developing the potential of gifted students in their areas of talent.

2. Quality assurance

A section to report:

- the actions taken to assure the quality of the programme with information of quality assurance meetings held within the programme period;
- a summary of major observations including quantitative figures and qualitative information related to quality assurance collected within the programme period with evaluation;
- major views and responses about the programme from the students, schools, parents, training personnel, external reviewers, etc.; and
- suggestions on further improving/ developing the quality assurance mechanism and the programme arrangement.

3. Other related actions/ issues

A section to report:

- the effectiveness of resource utilisation, inclusive of human resources, reference materials, equipment, community resources, etc. which may be either free or funded by the GE Fund, in implementation of the programme;
- contingency measures and their effectiveness;
- administrative issues, e.g. processing applications, arrangement of tests/ interviews for applicants, communications with students/ parents/ schools, etc. and suggestions for improvement in future;
- salient experiences in gifted education gained from organisation of the programme; and
- dissemination activities such as publicity of the programme, interviews by the media, paper presentation, experience sharing sessions, etc., if any, arranged during the programme period.

4. Conclusion

A paragraph to make a general conclusion about the overall effectiveness of the programme and its impact on the gifted students with recommendations on further development.

***

Template of Parent Letter and Consent Form

Annex K

Education Bureau
Gifted Education Fund: Off-school Advanced Learning Programmes
Consent for (i) Photography, (ii) Filming and (iii) Use of Students' Works

Dear Parent/ Guardian,

During the course of the off-school advanced learning programme[1] that your child is going to take part in, the Education Bureau ("EDB") and persons/ parties authorised by EDB may take photographs and make video recordings which your child may appear in. We are writing to obtain your consent for such activities and for these photographs and video recordings to be used for publicity/ education purposes by EDB. These images and video recordings may be used in existing media or media that are later created and may come in the form of print and digital formats.

The works (including the deliverables, experience sharing and self-reflection) that your child produces in the course of the programme may be collected and displayed in print and/or various digital formats as appropriate.

According to the Personal Data (Privacy) Ordinance, you have the right of access and correction in respect of the personal data you provided in the consent form below. Any request for data access/ correction and enquiries should be addressed to the Gifted Education Section of the EDB by email (exoge@edb.gov.hk) or by phone (3698 3471).

==

Consent Form: Photography, Filming and Use of Students' Works
(To be completed by parent/ guardian)

I confirm that I have read and understood the contents of the parent letter - *Consent for (i) Photography, (ii) Filming and (iii) Use of Students' Works.*

I **give my consent / do not give my consent** (delete where appropriate) for the purposes and processes described in the letter.

Full name of child#: ______________________________

Full name of parent/ guardian#: ______________________________

Signature of parent/ guardian#: ______________________________

Date: ______________________________

Information provided should align with that provided in the application form.

[1] https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/osalp.html