

# 全方位學習津貼 與 學生活動支援津貼 遞交電子報告須知 (試用階段)

## 遞交電子報告

- 經「教育局統一登入系統 CLO」 ( <https://clo.edb.gov.hk> ) 進入「 eForm Survey Platform」
  - 下載報告範本
  - 填妥並驗證報告
  - 上載 ( 遞交 ) 報告

- 預計推行日程

學年	推行日程
2023/24	提前開放 eForm Survey Platform 內的「全方位學習津貼」及「學生活動支援津貼」報告範本予學校下載試用
2024/25	試行一年，學校仍可選擇於全方位學習網頁下載報告範本
2025/26	正式推行，請學校於 eForm Survey Platform 下載有關範本，填妥並完成驗證後，於 eForm Survey Platform 上載提交

- 稍後發函通知學校有關詳情

# 1. 下載報告範本

[Home](#) / [Download Survey File](#)

School Information	
Account Name	demo_user_name
SCRN	99999900012 <a href="#">(Switch School)</a>
School Name	LWL DEMO SCHOOL
Location No.	0001
School Level	SECONDARY

Survey									
School Year	Survey	Session	Stream	Survey Reference Date	Deadline	Download	Last Download Date	Status	User Guide / Other Reference
2023/2024	Report on the Use of the Life-wide Learning Grant (LWLG) 2023/24	WHOLE DAY	CHINESE	2023-09-01	2023-08-31	<a href="#">Download</a>		New	
2023/2024	Report on the Use of the Student Activities Support Grant (SASG) 2023/24	WHOLE DAY	CHINESE	2023-09-01	2023-08-31	<a href="#">Download</a>		New	
2023/2024	Survey	WHOLE DAY	CHINESE	2023-05-01	2023-05-31	<a href="#">Download</a>		New	<a href="#">Download</a>

11 - 13 of 13 record(s).

« 1 2 » 11

以「全方位學習津貼」為例

經「教育局統一登入系統 CLO」 (<https://clo.edb.gov.hk>) 進入「eForm Survey Platform」下載報告範本。

## 2. 填寫報告 (P.1 – 注意事項)

全方位學習津貼 應用報告  
Report on the Use of the Life-wide Learning Grant

注意事項 Notes

### 注意事項 Points to Note :

請詳細閱讀後，前往下一頁開始填寫報告  
Please read carefully and start reporting at the next page

- i) 為提高透明度及根據一貫安排，學校須把經校董會 / 法團校董會 / 學校管理委員會審批的全方位學習津貼應用報告或載有全方位學習津貼應用報告的學校報告上載至學校網頁。  
Schools are required to upload this Report, or the School Report which consist of this Report, endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.
- ii) 報告共有三部分，均須填寫。着色的空格由校方填寫，其他資料則由系統計算。  
This report consists of 3 compulsory parts. Coloured cells should be filled by schools, while the other information will be calculated by the system.
- iii) 請填上清晰明確的活動名稱：「全方位學習活動」、「課外活動」或「上學期興趣班」等名稱較為籠統，不宜使用。未能達到全方位學習目標的活動，例如補習、考試 / 模擬考試、訂購報章 / 雜誌、網上課程等，均不屬資助範圍。  
Please provide clear and precise activity names; names such as "Life-wide Learning Activity", "Extra-curricular Activity" or "Interest Class for 1st School Term" are too general and should not be used. Activities that do not align with the learning objectives of Life-wide Learning, e.g. tutorial classes, examinations / mock examinations, subscription for newspapers / magazines and online courses are not eligible for subsidisation.
- iv) 活動開支用途代號列表 (請於每項活動的「開支用途」輸入下表代號；每項開支可填寫多於一個代號)：  
List of Natures of Expenses (Please input the following codes in the "Nature of Expenses" for each activity; more than one code can be used for each item):

<p><b>E1</b> 活動費用 (報名費、入場費、課程費用、餐舍費用、場地費用、學習材料、活動物資等) Activity fees (registration fees, admission fees, course fees, camp fees, venue fees, learning materials, activity materials, etc.)</p> <p><b>E2</b> 交通費 Transportation fees</p> <p><b>E3</b> 境外交流 / 比賽團費 (學生) Fees for non-local exchange activities / competitions (students)</p>	<p><b>E4</b> 境外交流 / 比賽團費 (隨團教師) Fees for non-local exchange activities / competitions (escorting teachers)</p> <p><b>E5</b> 專家 / 導師 / 教練費用 Fees for hiring experts / professionals / coaches</p> <p><b>E6</b> 學生參加獲學校認可的外間機構所舉辦之課程、活動或訓練費用 Fees for students attending courses, activities or training organised by external organisations recognised by the school</p>	<p><b>E7</b> 設備、儀器、工具、器材、消耗品 Purchase of equipment, instruments, tools, devices, consumables</p> <p><b>E8</b> 學習資源 (例如學習軟件、教材套) Purchase of learning resources (e.g. educational softwares, resource packs)</p> <p><b>E9</b> 其他 (請於欄註明) Others (please specify in column I)</p>
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- v) 活動範疇列表 (請於下拉清單選擇適用的選項)：  
List of Domains of the activities (Please select the suitable option from the pull-down list):
 

<ul style="list-style-type: none"> <li>- 中文 Chinese Language</li> <li>- 英文 English Language</li> <li>- 數學 Mathematics</li> <li>- 常識 General Studies</li> <li>- 科學 Science</li> <li>- 中國歷史文化 Chinese History and Culture</li> </ul>	<ul style="list-style-type: none"> <li>- 地理 Geography</li> <li>- 歷史 History</li> <li>- 藝術 (音樂) Arts (Music)</li> <li>- 藝術 (視藝) Arts (Visual Arts)</li> <li>- 藝術 (其他) Arts (Others)</li> <li>- 體育 Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>- 公民與社會發展 Citizenship and Social Development</li> <li>- 跨學科 (STEAM) Cross-Disciplinary (STEAM)</li> <li>- 跨學科 (其他) Cross-Disciplinary (Others)</li> <li>- 憲法與基本法 Constitution and the Basic Law</li> <li>- 國家安全 National Security</li> <li>- 德育、公民及國民教育 Moral, Civic and National Education</li> </ul>	<ul style="list-style-type: none"> <li>- 價值觀教育 Values Education</li> <li>- 生涯規劃 Life Planning</li> <li>- 資優教育 Gifted Education</li> <li>- 領袖訓練 Leadership Training</li> <li>- 媒體及資訊素養 Media and Information Literacy</li> <li>- 其他 Others</li> </ul>
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- vi) 表格第3部分的「受惠學生人數」為人數，並非人次。班主任、學校訓育及輔導工作小組或相關負責老師宜掌握學生參與全方位學習活動的概況，以便了解學生的全人發展和需要。  
The item "No. of student beneficiaries" in Part 3 refers to the head-count, instead of person-times. Class Teachers, the Guidance and Discipline Team of school or responsible teachers-in-charge should possess a general knowledge of students' participation in Life-wide Learning activities, in order to understand their whole-person development and needs.
- vii) 系統所限，學校不得增減預設列數，如表格不敷應用，或對填寫表格有疑問，請與教育局全方位學習組聯絡，電話：3540 7436，電郵地址：lwf@edb.gov.hk。  
Due to system limitation, schools are not allowed to add or delete preset rows. Please contact the Life-wide Learning Section of the EDB in case of insufficient space provided or other queries regarding form-filling, by phone 3540 7436 or email to lwf@edb.gov.hk.

### P.1 注意事項

- 詳細閱讀有關注意事項，然後按右上方「黃色方格」前往下一頁開始填寫報告。

# 2. 填寫報告 (P.2 – 本地活動)

2023/24學年 全方位學習津貼 運用報告  
Report on the Use of the Life-wide Learning Grant 2023/24

第1.1項 Category 1.1

注意事項 Point to Note:

活動開支用途代號列表 (請於每項活動的「開支用途」輸入下表代號; 每項開支可填寫多於一個代號):

List of Nature of Expenses (Please input the following codes in the "Nature of Expenses" for each activity; more than one code can be used for each item):

E1 活動費用 (報名費、入場費、課程費用、宿舍費用、場址費用、學習材料、活動物資等) Activity fees (registration fees, admission fees, course fees, camp fees, venue fees, learning materials, activity materials, etc.)	E4 境外交流 / 比賽費用 (隨團教師) Fees for non-local exchange activities / competitions (escorting teachers)	E7 設備、書籍、工具、器材、消耗品 Purchase of equipment, instruments, tools, devices, consumables
E2 交通費 Transportation fees	E5 專家 / 導師 / 教練費用 Fees for hiring experts / professionals / coaches	E8 學習資源 (例如學習軟件、教材套) Purchase of learning resources (e.g. educational softwares, resource packs)
E3 境外交流 / 比賽費用 (學生) Fees for non-local exchange activities / competitions (students)	E6 學生參加學校認可的外間機構所舉辦之課程、活動或訓練費用 Fees for students attending courses, activities or training organised by external organisations recognised by the school	E9 其他 (請於欄註明) Others (please specify in column 1)

+ 展開 Expand - 收合 Shrink

完成後請前往下一頁  
Please go to the next page after completion

第1項：舉辦 / 參加全方位學習活動 Category 1: To organise / participate in life-wide learning activities

編號 No.	活動名稱、簡介及目標 Name, Brief Description and Objective of the Activity	舉行日期 Date	對象 Target Students		實際開支 Actual Expenses (\$)	人均實際開支 Actual Expenses per Person (\$)	開支用途 Nature of Expenses		範疇 Domain		評估結果 Evaluation Results	基本學習經歷 Essential Learning Experiences (ELE) (於適用方格加上「Y」, 可選擇多於一項) (Put a "Y" in the suitable box(es), more than one ELE can be selected)				
			級別 Level	總參與人數 No. of Participants			(參看上方列表, 選擇適用的代號 Select the suitable code(s) from the above list)	(如有補充, 請於此欄註明 Please provide supplementary info where necessary)	(選擇適用的選項 Select the suitable option from the pull-down list)	(如有補充, 請於此欄註明 Please provide supplementary info where necessary)		智能發展 Intellectual Development	價值觀教育 Values Education	體藝發展 Physical and Aesthetic Development	社會服務 Community Service	與工作有關的經驗 Career-related Experiences
1.1	本地活動: 在不同學科 / 跨學科 / 課程範疇組織全方位學習活動, 提升學習效能, 或按學生的興趣和能力, 組織多元化全方位學習活動, 發展學生潛能, 建立正面價值觀和態度 Local Activities: To organise life-wide learning activities in different KLA / 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					\$0.00										
1						\$0.00										
2						\$0.00										
3						\$0.00										
4						\$0.00										
5						\$0.00										
6						\$0.00										
7						\$0.00										
8						\$0.00										
9						\$0.00										
10						\$0.00										
11						\$0.00										
12						\$0.00										
13						\$0.00										
14						\$0.00										
15						\$0.00										
16						\$0.00										
17						\$0.00										

## P.2 本地活動

- 填寫有關本地活動的資助及活動資料。
- 範本內容基本上與現時報告 (2022年6月版) 相同 (詳見下一頁)。

現時範本

(範本)

全方位學習津貼 運用報告

\_\_\_\_\_ 學年

2022年6月版

為提高透明度及根據一貫安排，學校須把經校董會 / 法團校董會 / 學校管理委員會審批的全方位學習津貼運用報告或載有全方位學習津貼運用報告的學校報告上載至學校網頁。

**第1項：舉辦 / 參加全方位學習活動**

編號	活動名稱、簡介及目標	舉行日期	對象		實際開支 (\$)	人均實際開支 (\$)	開支用途*	範疇 (請選擇適用的選項，或自行填寫)	評估結果	基本學習經歷 (請於適用方格加上✓號，可選擇多於一項)				
			級別	總參與人數						智能發展 (配合課程)	價值觀教育	體藝發展	社會服務	與工作有關的經驗
1.1	本地活動：在不同學科 / 跨學科 / 課程範疇組織全方位學習活動，提升學習效能，或按學生的興趣和能力，組織多元化全方位學習活動，發展學生潛能，建立正面價值觀和態度													
1														
2														
3														

新範本

2023/24學年 全方位學習津貼 運用報告

Report on the Use of the Life-wide Learning Grant 2023/24

第1.1項 Category 1.1

[完成後請前往下一頁](#)  
 Please go to the next page after completion

活動開支用途代號列表 (請於每項活動的「開支用途」輸入下表代號; 每項開支可填寫多於一個代號):  
 List of Nature of Expenses (Please input the following codes in the "Nature of Expenses" for each activity; more than one code can be used for each item):

➤ 展開 Expand
➤ 收合 Shrink

E1 活動費用 (報名費、入場費、課程費用、餐費費用、場地費用、學習材料、活動物資等) Activity fees (registration fees, admission fees, course fees, canteen fees, venue fees, learning materials, activity materials, etc.)	E4 境外交流 / 比賽籌款 (隨團教師) Fees for non-local exchange activities / competitions (escorting teachers)	E7 設備、儀器、工具、器材、消耗品 Purchase of equipment, instruments, tools, devices, consumables
E2 交通費 Transportation fees	E5 專業 / 導師 / 教練費用 Fees for hiring experts / professionals / coaches	E8 學習資源 (例如學習軟件、教材書) Purchase of learning resources (e.g. educational softwares, resource packs)
E3 境外交流 / 比賽籌款 (學生) Fees for non-local exchange activities / competitions for students	E6 學生參加獲學校認可的外層機構所舉辦之課程、活動或訓練費用 Fees for students attending courses, activities or training organised by external organisations recognised by the school	E9 其他 (請於欄註明) Others (please specify in column i)

**第1項：舉辦 / 參加全方位學習活動 Category 1: To organise / participate in life-wide learning activities**

編號 No.	活動名稱、簡介及目標 Name, Brief Description and Objective of the Activity	舉行日期 Date	對象 Target Students		實際開支 Actual Expenses (\$)	人均實際開支 Actual Expenses per Person (\$)	開支用途 Nature of Expenses		範疇 Domain		評估結果 Evaluation Results	基本學習經歷 Essential Learning Experiences (ELE) (於適用方格加上「Y」，可選擇多於一項) (Put a "Y" in the suitable boxes; more than one ELE can be selected)				
			級別 Level	總參與人數 No. of Participants			(會用上列列表，選擇適用的代號 select the suitable code(s) from the above list)	(如有補充，請於此欄註明 Please provide supplementary info where necessary)	(選擇適用的選項 Select the suitable option from the pull-down list)	(如有補充，請於此欄註明 Please provide supplementary info where necessary)		智能發展 Intellectual Development	價值觀教育 Values Education	體藝發展 Physical and Aesthetic Development	社會服務 Community Service	與工作有關的經驗 Career-related Experiences
1.1	本地活動：在不同學科 / 跨學科 / 課程範疇組織全方位學習活動，提升學習效能，或按學生的興趣和能力，組織多元化全方位學習活動，發展學生潛能，建立正面價值觀和態度 Local Activities: To organise life-wide learning activities in different KIAs / cross-KIA / 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						\$0.00										
2						\$0.00										
3						\$0.00										

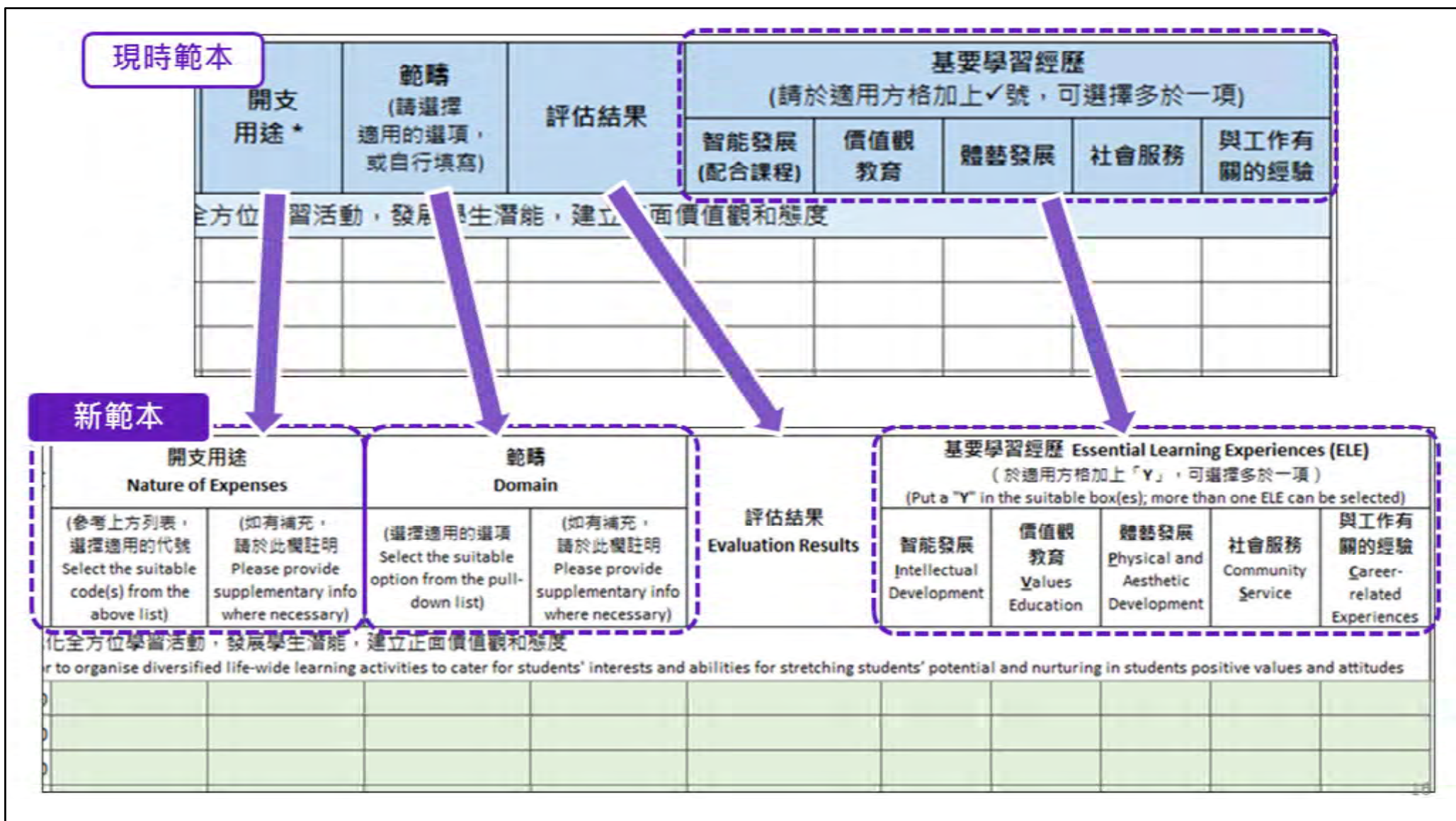
範本內容基本上與現時報告 (2022年6月版) 相同

現時範本						
項：舉辦 / 參加全方位學習活動						
編號	活動名稱、簡介及目標	舉行日期	對象		實際開支 (\$)	人均實際開支 (\$)
			級別	總參與人數		
1.1	本地活動：在不同學科 / 跨學科 / 課程範疇組織全方位學習活動，提升學習效能，或按學生的興趣和能力，組織多元					
1						
2						
3						

新範本						
項：舉辦 / 參加全方位學習活動 Category 1: To organise / participate in life-wide learning activities						
編號 No.	活動名稱、簡介及目標 Name, Brief Description and Objective of the Activity	舉行日期 Date	對象 Target Student		實際開支 Actual Expenses (\$)	人均實際開支 Actual Expenses per Person (\$)
			級別 Level	總參與人數 No. of Participants		
1.1	本地活動：在不同學科 / 跨學科 / 課程範疇組織全方位學習活動，提升學習效能，或按學生的興趣和能力，組織多元 Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or					
1						\$0.00
2						\$0.00
3						\$0.00

範本內容基本上與現時報告 (2022年6月版) 相同



範本內容基本上與現時報告 (2022年6月版) 相同



# 2. 填寫報告 (P.3 – 境外活動)

注意事項 Point to Note : 完成後請前往下一頁  
Please go to the next page after completion  
 活動開支用總代號列表 (請於每項活動的「開支用途」輸入下表代號; 每項開支可填寫多於一個代號):  
 List of Nature of Expenses (Please input the following codes in the "Nature of Expenses" for each activity; more than one code can be used for each item):

<b>E1</b> 活動費用 (報名費、入場費、課程費用、宿舍費用、場地費用、學習材料、活動物資等) Activity fees (registration fees, admission fees, course fees, camp fees, venue fees, learning materials, activity materials, etc.) <b>E2</b> 交通費 Transportation fees <b>E3</b> 境外交流 / 比賽費 (學生) Fees for non-local exchange activities / competitions (students)	<b>E4</b> 境外交流 / 比賽費 (隨團教師) Fees for non-local exchange activities / competitions (escorting teachers) <b>E5</b> 專家 / 導師 / 教練費用 Fees for hiring experts / professionals / coaches <b>E6</b> 學生參加獲學校認可的外間機構所舉辦之課程、活動或訓練費用 Fees for students attending courses, activities or training organised by external organisations recognised by the school	<b>E7</b> 設備、儀器、工具、器材、消耗品 Purchase of equipment, instruments, tools, devices, consumables <b>E8</b> 學習資源 (包括學習軟件、教材等) Purchase of learning resources (e.g. educational softwares, resource packs) <b>E9</b> 其他 (請於欄註明) Others (please specify in column i)
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**第1項：舉辦 / 參加全方位學習活動 (續) Category 1: To organise / participate in life-wide learning activities (Cont')**

編號 No.	活動名稱、簡介及目標 Name, Brief Description and Objective of the Activity	舉行日期 Date	對象 Target Students		實際開支 Actual Expenses (\$)	人均實際開支 Actual Expenses per Person (\$)	開支用途 Nature of Expenses		範疇 Domain		評估結果 Evaluation Results	基要學習經歷 Essential Learning Experiences (ELE) (於適用方格加上「Y」, 可選擇多於一項) (Put a "Y" in the suitable boxes; more than one ELE can be selected)					
			級別 Level	總參與人數 No. of Participants			(參考上方列表, 選擇適用的代號 Select the suitable code(s) from the above list)	(如有補充, 請於此欄註明 Please provide supplementary info where necessary)	(選擇適用的選項 Select the suitable option from the pull-down list)	(如有補充, 請於此欄註明 Please provide supplementary info where necessary)		智能發展 Intellectual Development	價值觀教育 Values Education	體藝發展 Physical and Aesthetic Development	社會服務 Community Service	與工作有關的經驗 Career-related Experiences	
1.2	境外活動：舉辦或參加境外活動 / 境外比賽，擴闊學生視野 Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons					\$0.00											
1						\$0.00											
2						\$0.00											
3						\$0.00											
4						\$0.00											
5						\$0.00											
6						\$0.00											
7						\$0.00											
8						\$0.00											
9						\$0.00											
10						\$0.00											
11						\$0.00											
12						\$0.00											

### P.3 境外活動

- 填寫有關境外活動的資助及活動資料。
- 範本內容基本上與現時報告 (2022年6月版) 相同。

## 2. 填寫報告 (P.4 – 其他)

2023/24學年 全方位學習津貼 運用報告

第2及3項 Categories 2 & 3

Report on the Use of the Life-wide Learning Grant 2023/24

注意事項 Point to Note :

\* 此項為人數，並非人次。 This item refers to the head-count, instead of person-times.

完成後請前往驗證報告  
Please go to validate the report after completion

第2項：購買其他推行全方位學習所需的設備、消耗品或學習資源

第3項：受惠學生人數

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

Category 3: Number of Student Beneficiaries

編號 No.	項目 Item	用途 / 活動 Purpose	實際開支 Actual Expenses (\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

全校學生人數： Total no. of students in school:	
受惠學生人數*： No. of student beneficiaries*:	
佔全校學生人數百分比(%)： Percentage of students benefitting from the Grant (%):	

全方位學習聯絡人姓名： Name of LWL Contact Person:	
全方位學習聯絡人職位： Post of LWL Contact Person:	

### P.4 購買物資、學生人數及聯絡人資料

- 填寫有關購買物資、學生人數及聯絡人資料。
- 範本內容與現時報告 (2022年6月版) 相同。

## 2. 驗證報告 (P.5)

2023/24學年 全方位學習津貼 運用報告

Report on the Use of the Life-wide Learning Grant 2023/24

提交報告

Submit Report

學校名稱:  
Name of School: SHATIN PUBLIC SCHOOL

備註:  
Notes:

- 1) 請確保報告已填妥。  
Please make sure the report has been completed.
- 2) 在提交此報告予學校統籌人員前，請按「驗證報告 Validate Report」讓系統就報告內容進行驗證。  
Please click on "驗證報告 Validate Report" to validate the content input before sending this report to the school coordinator.

驗證報告 Validate Report

- 3) 請按下列表格內提示(如有)，返回報告修正有關內容，完成後再次按「驗證報告 Validate Report」，直至屏幕出現「Validate report successfully」的訊息。  
Please refer to the message(s) (if any) in the table below, and return to the report to amend the items accordingly.  
Then click the above "驗證報告 Validate Report" again until the pop-up message of "Validate report successfully" appears.

### P.5 驗證報告

- 按「驗證報告 Validate Report」進行驗證。

## 2. 驗證報告 (P.5)

2023/24學年 全方位學習津貼 運用報告  
Report on the Use of the Life-wide Learning Grant 2023/24

提交報告  
Submit Report

學校名稱:  
Name of School: SHATIN PUBLIC SCHOOL

備註:  
Notes:

- 1) 請確保報告已填妥。  
Please make sure the report has been completed.
- 2) 在提交此報告予學校統籌人員前，請按「驗證報告 Validate Report」讓系統就報告內容進行驗證。  
Please click on "驗證報告 Validate Report" to validate the content input before sending this report to the school coordinator.

修改報告 Modify Report

- 3) 請按下列表格內提示(如有)，返回報告修正有關內容，完成後再次按「驗證報告 Validate Report」，直至屏幕出現「Validate report successfully」的訊息。  
Please refer to the message(s) (if any) in the table below, and return to the report to amend the items accordingly.  
Then click the above "驗證報告 Validate Report" again until the pop-up message of "Validate report successfully" appears.

No errors are found. Please upload this file to the e-Form Submission System (e-survey).

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### P.5 驗證報告

- 如出現「No errors are found.....」，即表示成功驗證，可將報告交予校長/校董會審批，然後於系統內上載提交（亦需上載至學校網頁）。如有需要，可按「修改報告 Modify Report」修改報告內容，完成後再次按「驗證報告 Validate Report」。
- 如下方表格出現更正提示（紅色），返回報告修正有關內容。完成後再次按「驗證報告 Validate Report」。

### 3. 上載驗證報告 (P.5)

[Home](#) / Upload Survey File

School Information	
Account Name	demo_user_name
SCRN	99999900012 <a href="#">(Switch School)</a>
School Name	LWL DEMO SCHOOL
Location No.	0001
School Level	SECONDARY

Upload survey file:

Select file

Browse **1**

Cancel

Upload **2**

成功驗證後，於系統內上載提交報告。

完