

Application for
Grant for Programme Area Accreditation
&
Subsidy for QR Registration Fees

Guidance Notes

Introduction

The Government of the Hong Kong Special Administrative Region (the Government) has set up a Qualifications Framework (QF) to facilitate continuing education and lifelong learning to help enhance the competitiveness of our workforce. The QF is a seven-level hierarchy covering academic, vocational and continuing education sectors.

2. Qualifications recognized under the QF and their learning programmes (programmes) would be shown in a Qualifications Register (QR). To ensure the creditability of these qualifications, all qualifications recognized under the QF must be quality assured by an appropriate authority. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is the Accreditation Authority¹ and the QR Authority for the QF.

3. The Education Bureau (EDB) has introduced various funding schemes to support quality assurance of programmes offered by education and training providers (providers) and to encourage them to register the qualifications in the QR.

4. Among others, providers may apply for a grant covering the fees for Programme Area Accreditation (PAA Grant) exercises conducted by the HKCAAVQ. Providers which have been successfully accredited in the PAA exercises will be eligible for a subsidy for registering qualifications within the programme areas in the QR (QR Subsidy)².

Eligibility

5. The PAA Grant and the QR Subsidy are available to non-profit-making providers only. The programmes of the qualifications concerned must be operated on a self-financing basis, i.e. they are not subsidized by the Government or any public funds. Also, the qualifications must be registered in the QR for the first time.

6. To be eligible for the PAA Grant and the QR Subsidy, the provider must be an approved charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap.112).

7. Programme Area Accreditation should be conducted by the HKCAAVQ. Only first-time PAA exercise is eligible for the PAA Grant. Subsequent review of the PAA status of the provider is excluded.

¹ HKCAAVQ is responsible for the accreditation of learning programmes offered by non-self accrediting institutions.

² Applicants who wish to apply for the QR Subsidy **ONLY** may refer to the Guidance Notes for Subsidy for QR Registration Fees. For more details, please visit the websites of QF: www.hkqf.gov.hk & QR: www.hkqr.gov.hk.

Scope

8. The PAA Grant covers 50% of the accreditation fees. Each provider may claim the PAA Grant up to a maximum of \$1 million subject to the availability of funds.

9. Upon successful accreditation, the provider will also be eligible for a subsidy of 50% of the QR registration fees³ for qualifications registered in the QR.

Application Procedure

10. Providers who wish to apply for the PAA Grant and the QR Subsidy may do this concurrently. They should follow the procedures below:

- (a) approach the HKCAAVQ for Programme Area Accreditation (For details of the procedure, please refer to the website of the HKCAAVQ: www.hkcaavq.edu.hk);
- (b) submit a combined application form (QFSS-PAA 1) to the EDB to apply for the PAA Grant and the QR Subsidy. The application must be supported by a copy of letter from the Inland Revenue Department confirming exemption from tax as evidence of the non-profit-making status of the provider. The provider should certify in the application form that the programmes are self-financing;
- (c) settle payment for accreditation fees as required by the HKCAAVQ;
- (d) upon the EDB's confirmation on its eligibility and after successful accreditation, upload the relevant qualifications within the programme areas onto the QR and settle the QR registration fees as required by the HKCAAVQ; and
- (e) submit a claim form (QFSS-PAA 2) together with the relevant supporting documents to the EDB to apply for the PAA Grant. The supporting documents required are listed in QFSS-PAA 2.

11. All application and claim forms (QFSS-PAA 1 and QFSS-PAA 2) and supporting documents should be sent to the Further Education Division of the Education Bureau at Room 1156, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

12. A flow chart on the application procedure is set out at [Appendix](#) for ease of reference.

Processing of Application

13. Applications for the PAA Grant will be processed by the EDB subject to the availability of funds. Upon receipt of the claim form and all relevant supporting documents from the applicant, the EDB will process the application and payment is expected to be made to the successful applicant within 4 - 6 weeks.

³ QR registration fee comprises the fee for first time registration and hosting fees.

Terms and Conditions

14. The Government reserves all right to modify the above procedures or to terminate the PAA Grant at anytime considered necessary or appropriate by the Secretary for Education.

15. Providers who have received the PAA Grant and the QR Subsidy are required to provide information on the operation of the relevant programmes upon request by the EDB.

Enquiries

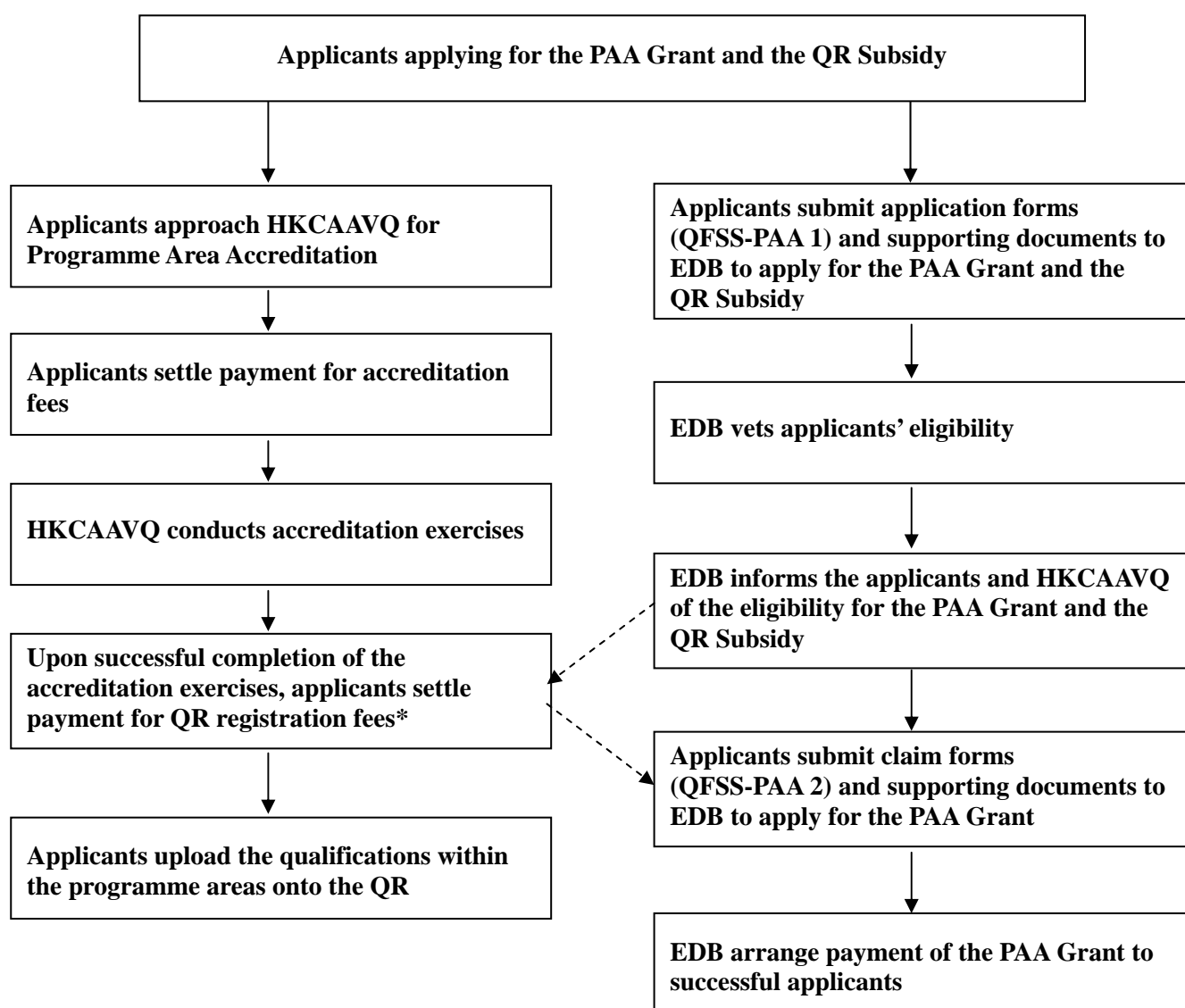
16. Providers may address enquiries to the Further Education Division, Education Bureau at Room 1156, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (Telephone number: 3540 7306, Fax number: 2899 2967).

17. Application and claim forms can be downloaded from the websites of QF: www.hkqf.gov.hk or QR: www.hkqr.gov.hk.

Education Bureau
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Application Procedure



* Upon EDB's confirmation on applicants' eligibility, the HKCAAVQ will collect 50% of the QR registration fees from the applicants only.