

Application Form
Accreditation Grant for Self-financing Programmes
and
Programme Development Grant for development of courses based on
Specification of Competency Standards (SCS)/
Specification of Generic (Foundation) Competencies (SGC) (if applicable)
under the Qualifications Framework Fund

Notes for Applicants

1. Application Criteria

- 1.1. Applicants who wish to apply for Accreditation Grant for Self-financing programmes¹ (the Accreditation Grant) should complete this application form (Please proceed to read **Note 2** below).
- 1.2. Starting from **1 February 2021**, applicants who are non-self-accrediting operators developing SCS-based or SGC-based courses can apply for **both** the Accreditation Grant and the Development Grant by filling in one application form (QFF-AG/DG) and submitting the supporting documents once (Please proceed to read **Notes 2 and 3** below).
- 1.3. For the purpose of applying for the Development Grant, applicants who are self-accrediting operators or who wish to submit individual application for the Development Grant should continue to complete a designated application form (QFF-SCS/SGC) which can be downloaded from the QF website (www.hkqf.gov.hk).

2. The Accreditation Grant for Self-financing programmes (the Accreditation Grant)

- 2.1. Applications for the Accreditation Grant should be made **no later than one year after the issuance of the relevant Statement of Accreditation Approval (SOA) dated 3 January 2017 or after** by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).
- 2.2. Applicants should read the Guidance Notes for the Accreditation Grant. Copy of the Guidance Notes can be downloaded from the QF website (www.hkqf.gov.hk).
- 2.3. Applicants should ensure that all parts in the form related to the Accreditation Grant (**all parts except Parts B2, C2 and F2**) are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.
- 2.4. When submitting the application form, the applicant should enclose the following documents:
 - (a) **Original** copy of -
 - (i) Payment receipts of accreditation fees issued by HKCAAVQ;
 - (ii) Debit Notes and/or Credit Notes of accreditation fees issued by HKCAAVQ;
 - (iii) A letter from the non-local partner authorising the local operator of the non-local programmes to apply for the Accreditation Grant (if applicable);
 - (iv) A self-declaration from the non-local partner to substantiate their non-profit-making status in the countries concerned (if applicable); and

¹ Self-financing programmes refer to programmes other than publicly-funded programmes offered by the eight institutions funded by the University Grants Committee, Hong Kong Academy for Performing Arts, Vocational Training Council and Prince Philip Dental Hospital. If self-financing programmes are offered by the aforesaid institutions, supporting documents showing that the programmes are offered on self-financing basis are required.

(b) **Photocopy of -**

- (i) Accreditation Report and SOA issued by HKCAAVQ;
- (ii) Email/correspondence/documents issued by HKCAAVQ advising the breakdown of accreditation fees for Initial Evaluation (IE) /Institution Review (IR) /Learning Programme Accreditation (LPA) /Learning Programme Re-accreditation (Re-LPA) exercises and/or individual learning programmes;
- (iii) Documents certifying that the organisation is registered under the laws of Hong Kong;
- (iv) Printout of the Qualifications Register (QR) records;
- (v) A non-profit-making organisation should submit a copy of the letter of exemption from tax issued by the Inland Revenue Department confirming that it is an approved charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112). Non-local partners are required to submit relevant supporting documents to substantiate their non-profit-making status in the countries concerned (if applicable);
- (vi) Certificate of registration of a Course/letter of exemption from registration for non-local programmes (if applicable);
- (vii) Sample certificate of the programme(s) in which QF² is featured (if applicable).

2.5. The breakdown of accreditation fees provided by HKCAAVQ should be “Certified true copy and correct”. All original supporting documents should be “**Certified correct**”. All photocopied supporting documents should be “**Certified true copy**”. The name and signature of the certifying officer (i.e. the Applicants or his/her authorised officer) should be clearly indicated. Samples of the certification of supporting documents are at **Appendix**.

3. The Programme Development Grant for development of course(s) based on the Specification of Competency Standards (SCS-based course(s))/ Specification of Generic (Foundation) Competencies (SGC-based course(s)) (the Development Grant) (if applicable)

- 3.1. In addition to parts related to the Accreditation Grant, applicants should also complete **Parts B2, C2 and F2** of this application form for the Development Grant for the respective SCS-based or SGC-based course(s) (if applicable) **no later than one year after commencement of the course(s) concerned from 3 January 2017 onwards**.
- 3.2. If the courses involved in an accreditation exercise under application commenced in different times, providers can make individual applications for each course to ensure that an application is submitted no later than one year after the commencement of the courses concerned.
- 3.3. Applicants should read the Guidance Notes for the Development Grant. Copy of the Guidance Notes can be downloaded from the QF website (www.hkqf.gov.hk).
- 3.4. Applicants should ensure that all parts in the form related to the Development Grant are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.

² For details on the featuring of QF in certificates, please refer to the Guideline for Featuring QF in Certificates on QF website (<https://www.hkqf.gov.hk/en/support/dss/index.html>).

3.5. In addition to the documents provided for the Accreditation Grant, the applicant should enclose the following documents:

Photocopy of -

- (a) relevant information on the newly developed SCS-based / SGC-based course(s), including
 - (i) introduction of the course(s),
 - (ii) relevant publicity materials,
 - (iii) other operating details of the course(s), such as attendance lists of participants showing the name and date(s) of the course(s) concerned, etc.

3.6. **The students attendance record(s) should be “Certified correct”.** All other photocopied supporting documents should be “Certified true copy”. The name and signature of the certifying officer (i.e. the Applicants or his/her authorised officer) should be clearly indicated. Samples of the certification of supporting documents are at Appendix.

4. Personal Information Collection Statement

Purpose of Collection

4.1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for Accreditation Grant for Self-financing Programmes and Programme Development Grant for development of courses based on Specification of Competency Standards (SCS) / Specification of Generic (Foundation) Competencies (SGC) (if applicable) under the Qualifications Framework Fund;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications;
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid; and
- (h) Activities relating to the processing and vetting of applications for other grants/subsidies.

4.2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

- 4.3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
- (a) other Government bureaux and departments, organizations including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, for the purposes mentioned in **Note 4.1** above;
 - (b) the school to which the form relates for the purposes mentioned in **Note 4.1** above;
 - (c) personnel, agent, service provider or organizations, including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, engaged by EDB to provide services or advice for purposes mentioned in **Note 4.1** above;
 - (d) parties you have given your prescribed consent to such disclosure; and
 - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

- 4.4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Further Education)⁴ at Further Education Division, Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to acofe4@edb.gov.hk (Tel No.: 3509 7425).

(For Official Use Only)

Date of receipt : _____

Serial No. : _____

AG only AG and DG

Application Form

**Accreditation Grant for Self-financing Programmes
and**

**Programme Development Grant for development of courses based on
Specification of Competency Standards (SCS)/
Specification of Generic (Foundation) Competencies (SGC) (if applicable)
under the Qualifications Framework Fund**

Part A Particulars of Applicant

Name of Organisation

(English) _____

(Chinese) _____

(Please ensure the organisation name has been consistently presented in the application form and all the supporting documents.)

Name of Branch / Subsidiary / Unit / Department / Section (if the name of Organisation is different from the name on the Accreditation Reports and Statement of Accreditation Approval issued by HKCAAVQ)

(English) _____

(Chinese) _____

Correspondence

Address _____

Tel No. _____ Fax No. _____

Website (if applicable) _____

Name of Representative

(English) _____ (Chinese) _____

Tel No. _____ Fax No. _____

E-mail Address _____

Name of Contact Person (if differs from the Representative)

(English) _____ (Chinese) _____

Tel No. _____ Fax No. _____

E-mail Address _____

Part B Application for the Grant(s)

I, _____ (name of representative), on behalf of _____ (name of organisation), hereby submit an application for the Accreditation Grant / and Programme Development Grant* in respect of the following:

Part B1 For the Accreditation Grant for Self-financing Programmes (the Accreditation Grant)

(Please use supplementary sheet if the space provided is insufficient)

| Initial Evaluation (IE) / Institution Review (IR) * | | | |
|---|--|---------------------------|------------------------|
| QF Level | Start Date of Validity Period (e.g. 01-09-2014) | Accreditation Fee (\$) | Amount Claimed (\$) |
| | | | |

| Learning Programme Accreditation (LPA) / Re-accreditation (Re-LPA)* | | | | | | | | |
|---|----------|---------------------------|-----------------------|---------------------|---|---------------------------|------------------------|----------------|
| Title of Learning Programme(s) | QF Level | SCS/SGC-based (Note 1) | VQP-based (Note 1) | QR Registration No. | Validity Period on the SOA (e.g. 01-09-2019 to 31-08-2023) | Accreditation Fee (\$) | Amount Claimed (\$) | DG (Note 2) |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| Total: | | | | | | | | |

| | | |
|--|--|--|
| (A) Sub-Total for the Accreditation Grant (\$): | | |
|--|--|--|

* Please delete where inapplicable

Note 1: Please indicate by inputting “SCS”, “SGC” or “VQP” if the programme is a SCS-based/ SGC-based/ VQP-based course, as appropriate.

Note 2: Please “✓” if application for the Development Grant for the same programme(s) will also be submitted by this application. Proceed to complete **Part B2** for the respective programmes (if applicable).

Part B2 Application for the Programme Development Grant for development of course(s) based on the Specification of Competency Standards (SCS-based course(s))/ Specification of Generic (Foundation) Competencies (SGC-based course(s)) (the Development Grant) (if applicable) ^{Note 3}

(Please use supplementary sheet if the space provided is insufficient)

| Title of Learning Programme(s) ^{Note 4} | No. of QF Credit | Accreditation Body | Commencement date of the course(s) <i>(e.g. 01-09-2020)</i> | Amount claimed (\$) |
|--|------------------|--------------------|--|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (B) Sub-Total for the Development Grant (\$): | | | | |

| | |
|--|--|
| (A)+(B) Grand Total of Amount Claimed (\$): | |
|--|--|

Note 3: To be completed by non-self-accrediting operators who wish to apply for the Development Grant and the Accreditation Grant for the Self-financing Programmes **at the same time**.

Note 4: Learning programmes included in this Part must also be included in **Part B1**. Applicants who are self-accrediting operators or who wish to submit individual application for the Development Grant for learning programmes not included in Part B1 should complete the application form (QFF-SCS/SGC) provided on the QF website (www.hkqf.gov.hk).

Part C Confirmation by Applicant (Please “√” where appropriate)

I hereby confirm that:

Part C1 For the Accreditation Grant

- The IE/IR/LPA/Re-LPA* exercises listed in **Part B1** have been successfully accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). A copy of the Accreditation Report and Statement of Accreditation Approval issued by HKCAAVQ is attached.
- The programme(s) listed in **Part B1** have been registered in the Qualifications Register (QR). A copy of the printout of the QR records is attached.
- The Programme(s) listed in **Part B1** are self-financing programme(s).
- The organisation which I represent is registered under the laws of Hong Kong as listed below:

_____ Ordinance (Cap. _____)

A copy of the relevant registration certificate is attached (mainly applicable to organisations registered under the Education Ordinance (Cap. 279), Post Secondary Colleges Ordinance (Cap. 320), Companies Ordinance (Cap. 622) or Business Registration Ordinance (Cap. 310)).

- The organisation which I represent is a non-profit-making organisation. A copy of letter from the Inland Revenue Department confirming exemption from tax is attached.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies of the accreditation fees from any parties other than Education Bureau (EDB) subject to approval of this application. (Please specify if otherwise: _____)
- The certificate of the programme(s) listed in **Part B1** features all three key elements of QF (i.e. QF logo, QF level and QR registration number). A copy of the sample certificate is attached. (Please specify if otherwise: _____)

For non-local learning programmes (if applicable)

- The programme(s) listed in **Part B1** is/are non-local programme(s) registered or exempted from registration under Non-local Higher and Professional Education (Regulation) Ordinance (Cap. 493). A copy of the Certificate of registration of a course/letter of exemption from registration is attached.
- The organisation which I represent is authorised by my non-local partner(s) to apply for the Accreditation Grant. Authorisation letter(s) from my non-local partner(s) is attached.
- Self-declaration and supporting document(s) from my non-local partner(s) proofing their non-profit-making status in the countries concerned are attached.

Part C2 For the Development Grant (if applicable)

- The organisation which I represent is registered under the laws of Hong Kong as listed below:

_____ Ordinance (Cap. _____)

A copy of the relevant registration certificate is attached (mainly applicable to organisations registered under the Education Ordinance (Cap. 279), Post Secondary Colleges Ordinance (Cap. 320), Companies Ordinance (Cap. 622) or Business Registration Ordinance (Cap. 310)).

- The SCS-based/SGC-based course(s) listed in **Part B2** are **newly** developed programme(s).
- The SCS-based/SGC-based course(s) listed in **Part B2** have commenced operation.
- Information on the course(s), including title, duration, mode of study, entrance requirements, objectives, curriculum, tuition fees and number of QF credits of the course(s) is attached.
- Information on the publicity materials of the course(s), including but not limited to the promotion of the SCS-based/SGC-based course(s) concerned with the QF logo in information booklets, advertisements in newspaper/magazines or websites is attached.
- Information on the operation of the course(s), including commencement date, time, venue of the course(s), name lists of teachers and students attendance record(s), etc, is attached.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies of the accreditation fees from any parties other than EDB subject to approval of this application. (Please specify if otherwise: _____)

** Please delete where inapplicable*

Part D Declaration ** Please delete where inapplicable*

I, on behalf of, _____ (name of organisation), declare that all information given above is true and accurate and that if I wilfully give information which is false or which I do not believe to be true or if I withhold any material information, any Accreditation Grant / and Development Grant* approved will become void and any sums received by me or my organisation must be refunded to the Government immediately and that I or my organisation is to be responsible for all costs (whether directly or indirectly) incurred by the Government for the recovery of the Accreditation Grant / and Development Grant*.

Part E Payment Instruction

If this application is successful, please arrange payment by sending a cheque as follows-

Name of payee: _____

(Must be the bank account of the Applicant organisation or its parent organisation)

Mailing address: _____

(if differs from Part A)

Any other information: _____

Part F Undertaking *(Please "✓" where appropriate)*

I undertake that I and my organisation will :

Part F1 For the Accreditation Grant:

- (1) promote the relevant qualification(s) and programme(s) as QF-recognised and the relevant programme(s) with QF logo³ shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the relevant programme(s) upon request by the Education Bureau after receiving the Accreditation Grant; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for Education on the relevant QF-recognised qualification(s) and programme(s).

Part F2 For the Development Grant:

- (1) promote the relevant SCS-based/SGC-based course(s) as QF-recognised programme(s) and the relevant programme(s) with QF logo³ shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the SCS-based/SGC-based course(s) upon request by EDB after receiving the Development Grant; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for Education on the relevant QF-recognised qualification(s) and programme(s).

Signature _____

Name of Representative _____

Post-title _____

Date _____

Organisation Chop

³ For details on the use of the QF logo, please refer to the Guideline for the Use of QF Logo in the QR (https://www.hkqr.gov.hk/HKQRPRD/export/sites/default/content/attachment/en/-EN-4_Advert-1_QF-Guidelines-for-the-Use-of-the-QF-Logo.pdf).

[The following part will only be required if the payment receipts and/or other supporting documents are not certified by the Representative in Part F personally]

Specimen Signature

Name of Authorised Officer

Post-title

Date

Education Bureau

August 2022