

Application Form
Subsidy for Clusters Processed by
Recognition of Prior Learning Assessment Agencies
under the Qualifications Framework Fund

Notes for Applicants

1. Applicants who wish to apply for the Subsidy for Clusters Processed by Recognition of Prior Learning (RPL) Assessment Agencies (AA) (the subsidy) should read the Notes before completing the application form.

Scope and Level of Subsidy

2. A subsidy is provided to RPL AAs, which are appointed by the Secretary for Education, as follows:-

Application of RPL cluster processed (by the date of issuing notification by RPL AAs to industry practitioners)	Amount of subsidy for each new application of RPL cluster processed
Up to 31 March 2019	\$500
Starting from 1 April 2019	\$600

Application for the Subsidy

3. RPL AAs who wish to apply for the subsidy should complete and send this application form, which can be downloaded from the QF website (www.hkqf.gov.hk), to Further Education Division of the Education Bureau on 7/F, East Wing, Central Government Offices, Tim Mei Avenue, Tamar, Hong Kong.
4. RPL AAs should ensure that all parts in the form are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.
5. Clusters processed by RPL AAs should be grouped by two batches (i.e. April to September and October to March of the following year) for making application for the subsidy.
6. With effect from March 2017, applications for the subsidy should be made **within one year** from the end date of the period of RPL clusters processed (e.g. application for clusters processed in the period from October 2016 to March 2017 should be made by March 2018).
7. When submitting the application form, the applicant should enclose a set of **Photocopy** of the following:
 - Appointment letter issued by the Education Bureau (EDB) as an RPL AA.
 - A full list of the RPL clusters processed per industry during the aforesaid specified period which should include the following particulars:
 - Name of branches of an industry, if applicable
 - Application reference number
 - Number and issue date of receipts issued to practitioners
 - Name, number, cluster code and level of each RPL cluster processed, with total

number of clusters applied

- Date of issuing notification to practitioners
- Result of the application

8. **The list(s) of RPL clusters processed 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**.
9. After making the application, RPL AAs should provide other supporting documents upon request by the Education Bureau for sample checking, including copies of (a) specified application forms for clusters processed, (b) Statement of Attainment/notification issued to practitioners (as appropriate) and (c) receipts issued to practitioners. The photocopied documents should be “Certified correct and true copy” and signed by the certifying officer.

Processing of Application

10. Upon receipt of the application form and all relevant supporting documents from the applicant, EDB will process the application and may contact the applicant for clarification if necessary. Depending on the number of applications received and the number of clusters applied for, payment is expected to be made to the successful applicant normally within four months from the date of receipt of all valid supporting documents with proper certification, including those required for sample checking. To facilitate the processing of applications, applicants are advised to ensure that all valid supporting documents with proper certification are provided at the time of application and those required for sample checking are provided within two weeks wherever practicable.

Terms and Conditions

11. The Government reserves all rights to modify the above subsidy and /or procedures at anytime considered necessary or appropriate by EDB.
12. RPL AAs who have received the subsidy are required to show the QF logo¹ in all promotion and publicity materials. They may be required to provide information on the operation of the RPL assessments upon request by EDB.
13. RPL AAs are required to undertake that they will abide by other terms and conditions which may be imposed by EDB on the operation of the RPL mechanism.
14. Since the above subsidy involves the use of public monies, RPL AAs are obliged to ensure that the public monies disbursed to them are for the intended purposes in accordance with the provisions of the funding scheme. Wherever applicable, RPL AAs should observe and comply with the Best Practice Checklist “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” published by the Independent Commission Against Corruption (ICAC). The Guidebook can be accessed through ICAC’s website via http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf

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

Use of personal data

15. The personal data provided in this form will be used by EDB for processing application for the subsidy. It may be disclosed to officers within or outside EDB who are required to handle the application.
16. RPL AAs have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests may be made in writing to the Education Bureau.

Enquiries

17. Applicants may address enquiries to Further Education Division, Education Bureau on 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Telephone number : 3509 7425, Fax number : 2899 2967).

(For Official Use Only)

Date of receipt : _____

Serial No. : _____

Application Form

**Subsidy for Clusters Processed by
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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 Subsidy for Clusters Processed by Recognition of Prior Learning (RPL) Assessment Agencies (AA)

I, _____ (name of representative), on behalf of _____ (name of organisation), hereby submit an application for the subsidy for clusters processed as follows:

Period of RPL clusters processed (Please tick where appropriate)	Name of Industry	Number of RPL clusters processed*	Amount Claimed (\$) (\$500/\$600# for each cluster processed)
<input type="checkbox"/> April to September (Year : _____)			
<input type="checkbox"/> October (Year : _____) to March (Year : _____)			
Total:			

* A full list of RPL clusters processed per industry during the specified period is attached. The soft copy of the list(s) (in excel format) has also been sent to EDB (emailed to: acofe4@edb.gov.hk) on _____ (date of submission).

(# please delete as appropriate)

Part C Confirmation by applicant (Please tick where appropriate)

I hereby confirm that:

- My organisation has been appointed by the Secretary for Education as an RPL Assessment Agency for _____ Industry. A copy of the appointment letter is attached.
- The RPL assessments are conducted by my organisation on a non-profit-making basis.
- All the applications of RPL cluster processed as included in **Part B** above are new applications without duplications.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies for the clusters processed claimed under this application from any parties other than EDB subject to approval of this application. (Please specify if otherwise: _____)

Part D Declaration

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 subsidy 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 subsidy.

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

I undertake that I and my organisation will:

- (1) promote RPL assessments to relevant stakeholders;
- (2) provide information on the operation of the RPL assessments including those required for sample checking of the applications for clusters processed upon request by the Education Bureau wherever necessary; and
- (3) abide by any other terms and conditions which may be imposed by EDB on the relevant RPL mechanism.

Organisation Chop

Signature _____

Name of Representative _____

Post-title _____

Date _____

[The following part will only be required if the certification of supporting documents are not certified by the Representative in **Part F** personally]

Specimen Signature _____

Name of Authorised Officer _____

Post-title _____

Date _____

Education Bureau
May 2019