

**Application Form**  
**Accreditation Grant and / or**  
**Start-up / Maintenance / Retainer / Annual Maintenance Grant**  
**to Recognition of Prior Learning Assessment Agencies**  
**for \_\_\_\_\_ Industry**

**Notes for Applicants**

1. Applicants who wish to apply for the Accreditation Grant and /or Start-up / Maintenance / Retainer / Annual Maintenance Grants to Recognition of Prior Learning (RPL) Assessment Agencies (AA) should read the Notes before completing the application form.

***Scope and Level of Subsidy***

2. The Accreditation Grant to RPL AA is provided to meet the accreditation fees charged by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for establishing RPL AAs' competence to conduct RPL assessments. For Statement of Accreditation Approval issued by HKCAAVQ on or after 13 February 2015, assessment fees for collaborating organisations of RPL AAs are also covered.
3. The Start-up Grant is a one-off grant provided to assist RPL AAs in developing the assessment mechanism. It covers the actual expenditure incurred by the RPL AAs in setting up the assessment mechanism, including the development of question banks and necessary facilities. To cater for the possible need to set up assessment mechanism in phases for different branches of an industry, the Start-up Grant also covers different phase(s) of implementation as endorsed by the respective Industry Training Advisory Committees (ITAC) on or after 13 February 2015. The Start-up Grant can also cover the actual staff costs incurred from 1 January 2016 onwards to undertake the preparatory work for setting up the assessment mechanism.
4. The Maintenance Grant is provided to cover the actual expenditure incurred on or after 13 February 2015 by RPL AAs in the adjustment of the assessment mechanism arising from the revision/addition of RPL clusters initiated by the ITAC concerned and the related actual staff costs incurred from 1 January 2016 onwards.
5. The Retainer Grant is an annual recurrent grant provided to RPL AAs for mature industries having lapsed the transitional period<sup>1</sup> on or after 1 January 2016 to cover actual expenditure incurred by RPL AAs for maintaining their basic functions including dedicated staff, maintenance of question banks, preparatory work for re-accreditation exercise for RPL AA and cost incurred for promotion of the RPL mechanism.
6. With effect from 1 April 2019, the Maintenance Grant and the Retainer Grant are merged into an Annual Maintenance Grant. It is an annual grant provided to RPL AAs starting from the second year of the appointment to cover actual expenditure for monitoring and maintaining the quality of the RPL mechanism, including but not limited to revision/addition of RPL clusters initiated by the ITAC concerned, maintenance of the existing question bank, recruitment of additional assessors, organising regular promotion activities, production of promotional materials and relevant staff costs.

<sup>1</sup> During the five-year transitional period, practitioners may opt for RPL qualifications at QF Levels 1 to 3 based on their past relevant work experience, without the need for taking any assessments. Upon expiry of the transitional period, all levels of RPL qualifications up to Level 4 must be attained through assessments.

7. The eligibility, scope and level of subsidy for various grants to RPL AAs are summarised below –

Grants to RPL AA	Eligibility	Scope <sup>@</sup>	Level of Subsidy*
Accreditation Grant	<ul style="list-style-type: none"> <li>• First time and subsequent accreditations</li> <li>• Successful accreditation by HKCAAVQ</li> <li>• Appointed by the Secretary for Education (SED)</li> </ul>	<ul style="list-style-type: none"> <li>• Accreditation / re-accreditation and assessment fee paid by AAs and collaborating organisations to HKCAAVQ</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of accreditation / re-accreditation fee for AAs (with effect from 1 January 2016)</li> <li>• 100% of assessment fee for collaborating organisations (with effect from 13 February 2015)</li> </ul>
Start-up Grant	<ul style="list-style-type: none"> <li>• Successful accreditation by HKCAAVQ (first-time accreditation)</li> <li>• Appointed by SED</li> </ul>	<ul style="list-style-type: none"> <li>• Actual expenditure incurred by AAs in setting up the assessment mechanism and necessary facilities; and the staff costs incurred in setting up the assessment mechanism for each phase of RPL implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to \$500,000 per AA for each phase of RPL implementation (with effect from 1 January 2016)</li> </ul>
Maintenance Grant	<ul style="list-style-type: none"> <li>• Successful accreditation by HKCAAVQ (first-time accreditation)</li> <li>• Appointed by SED</li> </ul>	<ul style="list-style-type: none"> <li>• Actual expenditure incurred by AAs in the adjustment of the assessment mechanism arising from the revision/addition of RPL clusters initiated by the ITAC concerned; and the related staff costs.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to \$300,000 per AA (with effect from 1 January 2016 and up to 31 March 2019)</li> </ul>
Retainer Grant	<ul style="list-style-type: none"> <li>• AAs for industries having lapsed the five-year transitional period</li> <li>• Appointed by SED</li> </ul>	<ul style="list-style-type: none"> <li>• Actual expenditure incurred by AAs for maintaining their basic functions; and the related staff costs.</li> </ul>	<ul style="list-style-type: none"> <li>• An annual recurrent grant of up to \$200,000 per AA per industry (with effect from 1 January 2016 and up to 31 March 2019)</li> </ul>
Annual Maintenance Grant	<ul style="list-style-type: none"> <li>• Successful accreditation by HKCAAVQ (first-time accreditation)</li> <li>• AAs starting from 2<sup>nd</sup> year of the appointment</li> <li>• Appointed by SED</li> </ul>	<ul style="list-style-type: none"> <li>• Actual expenditure incurred by AAs for monitoring and maintaining the quality of the RPL mechanism.</li> </ul>	<ul style="list-style-type: none"> <li>• An annual recurrent grant of up to \$300,000 per AA per industry (with effect from 1 April 2019)</li> </ul>

<sup>@</sup> Please refer to the “Administrative Guidelines for the Use of the Start-up / Maintenance / Retainer / Annual Maintenance Grants to Recognition of Prior Learning Assessment Agencies” for details of claimable expenditure items.

\* Different level of subsidy may be applied for expenditures incurred earlier than the specified effective dates.

***Application for the Grants***

8. RPL AAs who wish to apply for Accreditation Grant and / or Start-up / Maintenance / Retainer / Annual Maintenance Grants should complete and send this application form, which can be downloaded from the QF website ([www.hkqf.gov.hk](http://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. Please use a separate application form for each type of Grants.
9. Applications for the Accreditation Grant to RPL AA should be made **no later than one year after the issuance of the relevant Statement of Accreditation Approval dated 1 March 2017 or after** by the HKCAAVQ.
10. With effect from 1 March 2017, applications for the Start-up / Maintenance Grants should be made **within 18 months** from the date of first appointment as RPL AA (for Start-up Grant) or the date of notification from QF Secretariat confirming that a new phase of implementation for different branch(es) of an industry or the revision / addition of RPL clusters was initiated by the relevant ITAC (for Start-up/Maintenance Grant respectively). Applications for the Retainer Grant should be made **within one year after the end of the financial year during which the relevant expenditure was incurred** (e.g. expenditure incurred from April 2017 to March 2018 should be made before March 2019). Expenditure incurred in the first incomplete financial year upon expiry of the five-year transitional period can be grouped together with the following full year if the applicant so wishes.
11. Maintenance Grant and Retainer Grant are merged into an Annual Maintenance Grant with effect from 1 April 2019. Applications for the Annual Maintenance Grant should be made **within one year after the end of the financial year during which the relevant expenditure was incurred**. The period under application starts from 1 April 2019 and onward.
12. 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.
13. When submitting the application form, the applicant should enclose the following documents:

**Accreditation Grant to RPL AA**

(a) **Original** copy of -

- Payment receipts of accreditation fees issued by the HKCAAVQ.
- Debit Notes and/or Credit Notes of accreditation fees issued by HKCAAVQ; and

(b) **Photocopy** of -

- Accreditation Report and Statement of Accreditation Approval (SOA) issued by the HKCAAVQ.
- Appointment letter from SED as an RPL AA.

**Start-up / Maintenance Grants**

(c) **Original** copy of -

- A brief description of the RPL assessment mechanism together with a list of clusters developed at different QF Levels (for Start-up Grant); or a list of new and/or revised clusters at different QF Levels (for Maintenance Grant).
- An audited account certified by an independent certified public accountant for the



actual expenditure with breakdown of expenditure items (including the related staff costs) incurred and claimed. The auditor should confirm that the actual expenditure claimed are correct and are incurred for the purpose of setting up (for Start-up Grant) / maintaining (for Maintenance Grant) the RPL assessment mechanism according to this “Notes for Applicants”, the “Administrative Guidelines for the Use of the Start-up / Maintenance / Retainer / Annual Maintenance Grants to Recognition of Prior Learning Assessment Agencies” and/or any other guidelines issued or provided by the Education Bureau (EDB).

- Payment receipt of the audit fee, if claimed.
- Notification from the QF Secretariat confirming that a new phase of implementation for different branch(es) of an industry was initiated by the relevant ITAC (for Start-up Grant only).
- Notification from the QF Secretariat confirming that the revision/addition of RPL clusters was initiated by the relevant ITAC (for Maintenance Grant only).

(d) **Photocopy** of -

- Accreditation Report and SOA issued by the HKCAAVQ.
- Appointment letter from SED as an RPL AA.

**Retainer Grant**

(e) **Original** copy of –

- An audited account certified by an independent certified public accountant for the actual expenditure with breakdown of expenditure items (including the related staff costs) incurred and claimed; and the breakdown of the income (including all assessment fees received from practitioners, subsidies received from EDB and any other government/public funding sources for the RPL AAs, interest earned and any other income) for the corresponding period. The auditor should confirm that the actual expenditure claimed are correct and are incurred for the purpose of retaining the RPL assessment mechanism according to this “Notes for Applicants”, the “Administrative Guidelines for the Use of the Start-up / Maintenance / Retainer / Annual Maintenance Grants to Recognition of Prior Learning Assessment Agencies” and/or any other guidelines issued or provided by EDB. Any surplus funding per industry for the period concerned should be deducted from the Retainer Grant.
- Payment receipt of the audit fee, if claimed.

(f) **Photocopy** of -

- Accreditation Report and SOA issued by the HKCAAVQ.
- Appointment letter from SED as an RPL AA.

**Annual Maintenance Grant**

(g) **Original** copy of –

- A list of new and/or revised clusters at different QF Levels.
- An audited account certified by an independent certified public accountant for the actual expenditure with breakdown of expenditure items (including the related staff costs) incurred and claimed; and the breakdown of the income (including all assessment fees received from practitioners, subsidies received from EDB and any other government/public funding sources for the RPL AAs, interest earned and any

other income) for the corresponding period. The auditor should confirm that the actual expenditure claimed are correct and are incurred for the purpose of maintaining the RPL assessment mechanism according to this “Notes for Applicants”, the “Administrative Guidelines for the Use of the Start-up / Maintenance / Retainer / Annual Maintenance Grants to Recognition of Prior Learning Assessment Agencies” and/or any other guidelines issued or provided by the EDB. Any surplus funding *per industry* for the period concerned should be deducted from the Annual Maintenance Grant.

- Notification from the QF Secretariat confirming that the revision/addition of RPL clusters was initiated by the relevant ITAC.
- Payment receipt of the audit fee, if claimed.

(h) **Photocopy** of -

- Accreditation Report and SOA issued by the HKCAAVQ.
- Appointment letter from SED as an RPL AA.

14. 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**.

***Processing of Application***

15. 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. EDB may also require additional information or supporting documents (such as payment receipts and invoices) from the applicant in case of doubt. Depending on the number of applications received and being processed, 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. 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.

***Terms and Conditions***

16. The Government reserves all rights to modify the above subsidies and /or procedures at any time considered necessary or appropriate by EDB.
17. RPL AAs who have received the grants are required to show the QF logo<sup>2</sup> in all promotion and publicity materials. AAs may be required to provide information on the operation of the RPL assessments upon request by EDB.
18. RPL AAs are also required to undertake that they will abide by other terms and conditions which may be imposed by the SED on the operation of the RPL mechanism.
19. Since the above grants involve 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 –

<sup>2</sup> 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-for-the-Use-of-the-QF-Logo.pdf](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)).

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](http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf)

***Use of personal data***

20. The personal data provided in this form will be used by EDB for processing application for the Accreditation Grant and/or Start-up / Maintenance / Retainer / Annual Maintenance Grant to RPL AAs. It may be disclosed to officers within or outside the Education Bureau who are required to handle the application.
21. 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 EDB.

***Enquiries***

22. 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

### Accreditation Grant and / or

### Start-up / Maintenance / Retainer / Annual Maintenance Grant to Recognition of Prior Learning Assessment Agencies for \_\_\_\_\_ Industry

#### 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**

I, \_\_\_\_\_ (name of representative), on behalf of \_\_\_\_\_ (name of organisation), hereby submit an application for the following:

(Please tick where appropriate)

- Accreditation Grant**
- Including assessment fees of collaborating organisation(s)**

Industry and Name of collaborative organisation(s), if any	Validity Period on the SOA (e.g. 01-09-2014 to 31-08-2018)	Accreditation Fee (\$)	Amount Claimed (\$)
<b>Total:</b>			

- Start-up Grant** (\*first time application / new phase of implementation)  
**Branches covered (if applicable):** \_\_\_\_\_
- Maintenance Grant** ^
- Retainer Grant** ^ (for the period of \_\_\_\_\_ to \_\_\_\_\_)  
**The 5-year transitional period expired on** \_\_\_\_\_ (dd-mm-yyyy).  
**Branches covered (if applicable):** \_\_\_\_\_
- Annual Maintenance Grant** # (for the period of \_\_\_\_\_ to \_\_\_\_\_)  
**The first year of the appointment expired on** \_\_\_\_\_ (dd-mm-yyyy).  
^ The period under application should be up to 31 March 2019 the latest.  
# The period under application should start from 1 April 2019 and onward.

Item of Expenditure@ (please group by category)	Quantity	Amount of Expenditure (\$)	Amount Claimed (\$)
1.			
2.			
3.			
4.			
5.			
6.			
<b>Total:</b>			

\* Please delete where inapplicable.

@ Please specify the type and function of the equipment required for conducting assessments, if any. For procurement of furniture and equipment for the RPL office, please specify the number of additional staff members recruited/deployed and the period of appointment as supporting information. If staff cost is claimed, please also specify the number of staff members/man-hours and the period of appointment.



**Part C Confirmation by Applicant** *(Please tick where appropriate)*

I hereby confirm that:

***Applicable for all grants***

- 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 accreditation exercise(s) for \_\_\_\_\_ Industry listed in **Part B** have been successfully accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications. A copy of the Accreditation Report and Statement of Accreditation Approval issued by HKCAAVQ is attached.
- The RPL assessments \*will be/are being conducted by my organisation on a non-profit-making basis.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies of the items of expenditure claimed under this application from any parties other than EDB subject to approval of this application. (Please specify if otherwise: \_\_\_\_\_ )

***Applicable for Start-up / Maintenance / Retainer / Annual Maintenance Grants***

- For the application of \*Start-up / Maintenance / Retainer / Annual Maintenance Grant, all items of expenditure, including the staff cost incurred, arose from and were used for the purpose of \*setting up / maintaining / retaining the RPL assessment mechanism. An audited account certified by an independent certified public accountant for the actual expenditure (as well as income for \*Retainer / Annual Maintenance Grant) is attached.
- For the application of Start-up Grant (first time application), a brief description of the RPL assessment mechanism together with a list of clusters developed at different QF Levels is attached.
- For the application of Start-up Grant (new phase of implementation), our previous application(s) for Start-up Grant made in \_\_\_\_\_ (month/year) covered \_\_\_\_\_ (name of branch(es)) of the \_\_\_\_\_ Industry, which has/have not been duplicated with this application. A copy of the notification for implementation of a new phase from the QF Secretariat together with a list of clusters developed at different QF Levels is attached.
- For the application of \*Maintenance / Annual Maintenance Grant, the expenditure incurred in the maintenance of the assessment mechanism arose from the revision / addition of RPL clusters initiated by the Industry Training Advisory Committee concerned. A copy of the notification from the QF Secretariat and a list of new and/or revised clusters at different QF Levels is attached.

\* Please delete where inapplicable



資歷架構  
Qualifications  
Framework

**QFF-RPL AA**

**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 Grants 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 / or Start-up / Maintenance / Retainer / Annual Maintenance Grant to RPL Assessment Agencies.

**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 upon request by the Education Bureau wherever necessary; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for Education on the relevant RPL mechanism.

Signature \_\_\_\_\_

Name of Representative \_\_\_\_\_

Post-title \_\_\_\_\_

Date \_\_\_\_\_

Organisation Chop

[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

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Education Bureau  
May 2019