

Education Bureau Circular Memorandum No. 2/2017

From: Secretary for Education

To: Supervisors / Heads of all Secondary and Special Schools

Ref: EDB(CD/SEN)/ADM/150/1/10(11)

Date: 13 January 2017

Senior Secondary Adapted Applied Learning Courses for Students with Intellectual Disabilities (2017-19 Cohort)

(Note: This circular memorandum should be read by heads and teachers of all secondary and special schools – for necessary action.)

Summary

The purpose of this circular memorandum (CM) is to announce the arrangements and application procedures for the 2017-19 cohort of Senior Secondary adapted Applied Learning (ApL) courses commencing in the 2017/18 school year.

Details

Background

2. ApL courses are elective subjects in the senior secondary curriculum which complement other senior secondary subjects by offering studies with stronger elements of practical learning linked to broad professional and vocational fields. Under the current Senior Secondary academic structure, students with intellectual disabilities (ID) can opt to take a maximum of two adapted ApL courses as elective subjects in Secondary 5 and 6¹.

Target Students

3. All current **Secondary 4 students with ID who are following the senior secondary curriculum recommended by the Curriculum Development Council (CDC) and meeting the requirement below** may apply for studying adapted ApL courses in Secondary 5 and 6:

- **mild grade ID** students
- **upper-end moderate grade ID** students

4. Schools are encouraged to provide opportunities for students with varied interests, aptitudes and abilities to study adapted ApL courses, taking into consideration of exposing them to broad and balanced learning experience in their senior secondary education.

Course Design and Areas of Studies

5. Similar to the requirements of other senior secondary subjects, adapted ApL courses focus on nurturing students' knowledge, skills and attitude. The emphasis is to provide students with

¹ At senior secondary levels, students with ID in ordinary schools have to study four core subjects (i.e. Chinese Language, English Language, Mathematics and Liberal Studies) and two to three elective subjects, while students with ID in special schools have to study three core subjects (i.e. Chinese Language, Mathematics and Liberal Studies/Independent Living) and two to three elective subjects. Students with ID in both types of schools may take a maximum of two adapted ApL courses as elective subjects, subject to the nomination by schools, the selection by course providers and the number of places available for individual courses.

opportunities to understand fundamental theories and concepts through application and practice, develop generic skills in authentic context, and explore their orientation for life-long learning and career aspirations.

6. The duration of each adapted ApL course is 240 contact hours, generally extending over two academic years from Secondary 5 to 6.

7. In the new cohort of adapted ApL to be launched in the 2017/18 school year, a total of 14 adapted ApL courses categorised under the following three areas of studies will be offered by 5 course providers approved by the Education Bureau (EDB):

- Creative Studies
- Media and Communication
- Services

— Details of the adapted ApL courses and the course providers are available at *Appendix I*. Schools may also refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>) for the course synopses (including the learning outcomes, course content and organisation, articulation, etc.) of the respective adapted ApL courses.

Assessment, Quality Assurance and Articulation

8. There is no public examination for adapted ApL courses. Assessments of student performance, including both formative and summative assessments, are undertaken by course providers and administered mainly by the respective course tutors.

9. **The results attained by students with ID in ordinary schools who have successfully completed senior secondary adapted ApL courses will NOT be recorded on the Hong Kong Diploma of Secondary Education (HKDSE).**

10. To ensure that adapted ApL courses are developed according to the design principles, the curriculum is delivered as planned, and the learning outcomes of students can meet the standards which are set, the EDB would put in place a quality assurance mechanism of adapted ApL courses, under the overview of the CDC Committee on Special Educational Needs.

11. The EDB and the course providers are discussing the articulation/progression pathways with the relevant vocational training institutions. Schools may refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>) for articulation to further studies and career pathways of individual courses in course synopses.

Modes of Implementation

12. Schools are encouraged to adopt different modes of implementation to offer adapted ApL courses according to the learning needs of their students. The following are two non-exclusive modes of implementation for the reference of schools:

Mode 1: Courses take place mainly at the venues of course providers and are taught by the staff of the course providers. Schools make arrangements for students to attend the courses according to the timetables set by the course providers.

Mode 2: Courses take place mainly in schools and are offered by schools in collaboration with course providers which send their staff to the schools. Schools are expected to work out the detailed arrangements with the course providers, such as sharing

teaching loads, providing venues and facilities, rendering assistance in classroom teaching, etc.

Funding Arrangements

13. All aided, government and caput secondary schools, as well as secondary schools under the Direct Subsidy Scheme (DSS) and special schools with senior secondary classes offering EDB approved adapted ApL courses are eligible for the fully subsidy of the Diversity Learning Grant (DLG) which is disbursed on a yearly basis. **All schools eligible for the DLG are NOT allowed to charge students any fees for taking adapted ApL courses.**

14. With full subsidy provided, schools will be allocated with an amount of DLG equal to the total course fee of adapted ApL courses enrolled by eligible students. Details of the funding arrangements and the related accounting arrangements are given at **Appendix II**.

15. Under special circumstances in which schools have genuine financial difficulties in offering adapted ApL courses (e.g. a large number of students taking adapted ApL courses), schools may make applications to the EDB **on or before 30 June 2017** for extra funding. Schools' applications will be considered on a case-by-case basis.

Support for Students

16. To facilitate students in making informed choices of adapted ApL courses as their elective subjects for their senior secondary studies, schools should provide students with the necessary support and guidance about exploring their preferred learning styles and envisaged pathways through activities such as career talks, visits, etc.

17. Before applying for enrolment in adapted ApL courses, schools are requested to encourage their Secondary 4 students to participate in the following activity -

- **Visits to Course Providers**

Course providers will make arrangements for students who are interested in enrolling in adapted ApL courses, their parents and the school staff to visit the course venues. Details are as follows:

Period:	From 1 March 2017 to 28 March 2017
Time:	One to two hours per session
Venue:	Course providers
Application:	Schools are requested to inform students, parents and staff and return the relevant application form at Appendix III to respective course provider by fax/email.
Closing Date:	27 February 2017 (Monday)
Remarks:	Visitor quotas will be allocated to schools subject to the capacity. The respective course providers will inform schools of the relevant arrangements in due course.

Support for Schools and Parents

18. To enhance schools and parents' understanding of the course contents so that they can provide guidance to the children in making informed choices, the EDB has already sent out the facsimile to encourage schools to invite **both** staff and parents to participate in the briefing session

for schools and parents. Details are as follows:

Date:	24 January 2017 (Tuesday)
Time:	9:15 a.m. – 12: 45 p.m.
Venue:	Room W301, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Target Participants:	(1) Parents of mild and moderate grade ID students of Secondary 4; and (2) principals, teachers and school social workers
Application:	Schools are requested to return the application form at Appendix IV(2) by fax.
Closing Date:	18 January 2017 (Wednesday)
Remarks:	Schools are requested to distribute the programme schedule at Appendix IV(1) to staff and parents who are going to attend the briefing session.

Application Procedures

19. All students must apply through their schools for enrolment in adapted ApL courses. The application procedures with key events and dates are set out at **Appendix V**.

20. The application for adapted ApL courses (2017-19 cohort) will commence on **3 April 2017 (Monday)**. Schools have to ensure that all parents of students enrolling in adapted ApL courses have completed and signed the “Parent’s Consent” for the school’s record and submit the electronic “School Application Form” through Special Education Management Information System (SEMIS) to Special Educational Needs Section of the Curriculum Development Institute **on or before 18 April 2017 (Tuesday)**. For the detailed arrangement of electronic submission, schools may refer to the Education Bureau (EDB) website (<http://www.edb.gov.hk/cdi/sen>).

21. Students applying for adapted ApL courses have to go through a selection process by the course providers, which is mainly based on students’ abilities, aptitudes and interests. Each student may apply for **a maximum of TWO adapted ApL courses** and accept **a maximum of TWO** offers after the selection process. Schools should refer to the guidelines at **Appendix VI** in nominating students for adapted ApL courses.

Enquiry

22. For enquiry, please contact the SEN Section at 2892 6493.

(Sheridan SL LEE)
for Secretary for Education

c.c. Heads of Sections – for information

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

Appendix I

課程一覽表
Course List

學習範疇 Area of Studies	課程編號 Course Code	課程 Course	課程提供機構 ^{註一} Course Provider NOTE 1	上課地點 Venue	上課時間 Time	對象 ^{註二} (智障學生) Target Student NOTE 2	教學語言 Medium of Instruction	課程費用 ^{註三} Course Fee NOTE 3 (HK\$)
創意學習 Creative Studies	2017190812	舞蹈藝術 Dancing Art	聖雅各 St. James	香港灣仔堅尼地道100號賽馬會社會服務大樓8樓 賽馬會啟藝學苑 Jockey Club Artspiration Academy 8/F, Jockey Club Social Service Building, 100 Kennedy Road, Wanchai, Hong Kong	星期三上午 Wednesday morning	輕度/中度 Mild / Moderate ID	中文 Chinese	16,000
	2017190818	聲樂及敲擊樂 Vocal and Percussion Music	聖雅各 St. James	香港灣仔堅尼地道100號賽馬會社會服務大樓8樓 賽馬會啟藝學苑 Jockey Club Artspiration Academy 8/F, Jockey Club Social Service Building, 100 Kennedy Road, Wanchai, Hong Kong	星期四上午 Thursday morning	輕度/中度 (*) Mild / Moderate ID	中文 Chinese	17,800
	2017190815	數碼攝影及桌上出版設計 Digital Photography and Desktop Publishing Design	職訓局 VTC	九龍觀塘觀塘道487號展亮技能發展中心(觀塘) Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon	星期四下午 Thursday afternoon	輕度 (*) Mild ID	中文 Chinese	17,700
媒體及傳意 Media and Communication	2017190821	數碼媒體製作 Digital Media Production	聖雅各 St. James	香港灣仔堅尼地道100號賽馬會社會服務大樓8樓 賽馬會啟藝學苑 Jockey Club Artspiration Academy 8/F, Jockey Club Social Service Building, 100 Kennedy Road, Wanchai, Hong Kong	星期一下午 Monday afternoon	輕度 (*) Mild ID	中文 Chinese	17,800
服務 Services	2017190803A	包餅製作 A Bakery and Pastry A	職訓局 VTC	九龍觀塘觀塘道487號展亮技能發展中心(觀塘) Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	17,700
	2017190803B	包餅製作 B Bakery and Pastry B	職訓局 VTC	新界屯門豐安街1號展亮技能發展中心(屯門) Shine Skills Centre (Tuen Mun) 1 Fung On St., Tuen Mun, N.T.	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	17,700
	2017190803C	包餅製作 C Bakery and Pastry C	職訓局 VTC	香港薄扶林道147號展亮技能發展中心(薄扶林) Shine Skills Centre (Pokfulam) 147 Pokfulam Road, Hong Kong	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	17,700
	2017190805	禮品製作及包裝 Gift Making and Wrapping	職訓局 VTC	新界屯門豐安街1號展亮技能發展中心(屯門) Shine Skills Centre (Tuen Mun) 1 Fung On St., Tuen Mun, N.T.	星期四下午 Thursday afternoon	輕度/中度 (*) Mild / Moderate ID	中文 Chinese	17,700
	2017190806	初級烘焙實務 Elementary Bakery	明愛 Caritas	九龍亞皆老街147L 明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre 147L Argyle St., Kowloon	星期三下午 Wednesday afternoon	輕度 Mild ID	中文 Chinese	17,500
	2017190820	活動策劃助理實務 Event Planning Assistant	明愛 Caritas	九龍亞皆老街147L 明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre 147L Argyle St., Kowloon	星期三下午 Wednesday afternoon	輕度 Mild ID	中文 Chinese	17,500

學習範疇 Area of Studies	課程編號 Course Code	課程 Course	課程提供機構 ^{註一} Course Provider NOTE 1	上課地點 Venue	上課時間 Time	對象 ^{註二} (智障學生) Target Student NOTE 2	教學語言 Medium of Instruction	課程費用 ^{註三} Course Fee NOTE 3 (HK\$)
	2017190807A	辦公室助理實務 A Office Assistant Practice A	明愛 Caritas	九龍亞皆老街147L 明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre 147L Argyle St., Kowloon	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	17,500
服務 Services	2017190817A	西式餐飲業實務A Western Catering Practice A	明愛 Caritas	九龍亞皆老街147L 明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre 147L Argyle St., Kowloon	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	17,500
	2017190817B	西式餐飲業實務B Western Catering Practice B	明愛 Caritas	九龍亞皆老街147L 明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre 147L Argyle St., Kowloon	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	17,500
	2017190808	食品製作及餐飲 Food Preparation and Beverage	匡智 Hong Chi	新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	17,500
	2017190801A	酒店房務 A Hotel Housekeeping A	匡智 Hong Chi	新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	17,500
	2017190801B	酒店房務 B Hotel Housekeeping B	匡智 Hong Chi	香港灣仔活道29號賽馬會匡智學校 The Jockey Club Hong Chi School 29 Wood Road, Wanchai, H.K.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	17,500
	2017190807B	辦公室助理實務 B Office Assistant Practice B	匡智 Hong Chi	新界大埔南坑頌雅路松嶺村匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	17,000
	2017190823A	健康飲食製作 A Healthy Food Production A	青年會專業書院 YMCA College of Careers	九龍窩打老道23號香港中華基督教青年會青年會專業書院 Chinese YMCA of Hong Kong – YMCA College of Careers 23 Waterloo Road, Yaumatei, Kowloon	星期六上午 Saturday morning	輕度/中度 Mild / Moderate ID	中文 Chinese	19,800
	2017190823B	健康飲食製作 B Healthy Food Production B	青年會專業書院 YMCA College of Careers	九龍窩打老道23號香港中華基督教青年會青年會專業書院 Chinese YMCA of Hong Kong – YMCA College of Careers 23 Waterloo Road, Yaumatei, Kowloon	星期六下午 Saturday afternoon	輕度/中度 Mild / Moderate ID	中文 Chinese	19,800

註一-NOTE 1

課程提供機構 Course Provider		查詢 Enquiry
明愛 Caritas	明愛樂務綜合職業訓練中心 Caritas Lok Mo Integrated Vocational Training Centre	潘永康先生 Mr Eddie POON ☎ 2711 0699
匡智 Hong Chi	匡智松嶺綜合職業訓練中心 Hong Chi Pinehill Integrated Vocational Training Centre	莫振誠先生 Mr Ploto MOK 姚麗蓮女士 Ms YIU ☎ 2664 3620 ☎ 2664 0399
聖雅各 St. James	聖雅各福群會 St. James' Settlement	江詠詩女士 Ms Winsy KONG ☎ 2596 2710
職訓局 VTC	職業訓練局 Vocational Training Council	黃鄭綺玲女士 Mrs Elaine WONG ☎ 2836 1753
青年會專業書院 YMCA	香港中華基督教青年會 — 青年會專業書院 Chinese YMCA of Hong Kong – YMCA College of Careers	唐思偉先生 Mr. Ben TONG ☎ 9416 1855

註二-NOTE 2

以上有此標記 (*) 的課程，可供肢體傷殘/輪椅使用學生報讀，詳情請致電課程提供機構查詢。Courses with the mark (*) can admit students with physical disabilities or students in wheelchairs. Please contact course providers for details.

註三-NOTE 3

所有在資助中學、官立中學、按位津貼中學、直接資助計劃的中學及設有高中班級的特殊學校修讀由課程發展議會所建議之高中課程的智障學生，將獲教育局全數資助課程費用。課程提供機構可因應學校在場地、教學、行政等各方面所能提供的支援，給予學校課程費用減免。學校可直接與課程提供機構協商。All students with ID in aided, government and caput secondary schools, as well as secondary schools under the Direct Subsidy Scheme and special schools with senior secondary classes following the Senior Secondary curriculum recommended by the Curriculum Development Council will be fully subsidised by the Education Bureau (EDB) to take adapted ApL courses. Course providers may offer course fee reduction to schools, depending on the schools' support on venue, teaching and administration, etc. Schools may negotiate with the course providers directly.

**Funding and Accounting Arrangements for
Senior Secondary Adapted Applied Learning Courses for
Students with Intellectual Disabilities (2017-19 Cohort)**

Appendix II

Diversity Learning Grant

The Diversity Learning Grant (DLG) supports all aided, government and caput secondary schools, as well as secondary schools under the Direct Subsidy Scheme (DSS) and special schools with senior secondary classes in offering a diversified curriculum to cater for students' diverse learning needs under the Senior Secondary academic structure. It is a cash grant for aided and caput secondary schools, secondary schools under the DSS and special schools. For the government secondary schools, it is in the form of budget allocations. Adapted ApL will be supported by the DLG.

2. Eligible schools can apply annually for the DLG to support the implementation of adapted ApL courses offered by the course providers approved by the EDB.

3. To apply for the DLG, schools should draw up a 3-year plan (endorsed by their School Management Committee or Incorporated Management Committee) to explain how the subject choices for a particular cohort of students will be broadened. Schools do NOT need to submit the plan to the EDB but the plan must be uploaded onto the school's homepage before the end of November of the year concerned (the plan should be a separate document instead of an annex of the school annual plan/school development plan, and should be placed prominently on the page). Schools may refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>) for a sample of the 3-year plan.

Full Subsidy Funding Arrangements for Adapted ApL Courses

4. All **students with ID** in aided, government and caput secondary schools, as well as secondary schools under the DSS and special schools with senior secondary classes **following the senior secondary curriculum recommended by the Curriculum Development Council** are eligible for the full subsidy of the DLG for adapted ApL courses¹. Each eligible student is entitled to funding for a **maximum of TWO** adapted ApL courses. For students taking FOUR elective subjects with an adapted ApL course as one of them, the adapted ApL course will be regarded as the fourth elective subject and will NOT be subsidised by the DLG.

5. With full subsidy provided, schools will be allocated with an amount of DLG equal to the total course fee of adapted ApL courses enrolled by eligible students. **All schools eligible for the DLG are not allowed to charge students any fees for taking adapted ApL courses.**

6. The following table summarises the resources that can be deployed by schools for the payment of course fees:

School Type	Resources to be Deployed by Schools
Aided Schools / Special Schools with Senior Secondary Classes	<ul style="list-style-type: none">● Capacity Enhancement Grant (CEG)● Surplus in the General Domain of Operating Expenses Block Grant (OEBG) / Expanded OEBG● Substitute Teacher Grant (STG) / Teacher Relief Grant (TRG)● Senior Secondary Curriculum Support Grant (SSCSG)

¹ Students with changes in status at school (e.g. student departure) no longer meeting the requirements as stated in paragraph 4 above will not be eligible for the DLG for adapted ApL. However, if such students have successfully completed their first year study of adapted ApL courses, they can choose to continue their adapted ApL courses at their own expense, upon special approval by the EDB and the consent of course provider.

	<ul style="list-style-type: none"> ● Schools' own funds
Government Schools	<ul style="list-style-type: none"> ● Expanded Subject and Curriculum Block Grant ● STG/TRG ● SSCSG
Caput Schools	<ul style="list-style-type: none"> ● CEG ● SSCSG ● Fee Subsidy ● Schools' own funds
Schools under the DSS	<ul style="list-style-type: none"> ● CEG ● DSS Subsidy ● Schools' own funds

7. Under special circumstances in which schools have genuine financial difficulties in offering adapted ApL courses, schools may make applications to the EDB for extra funding. Schools should write to the EDB **on or before 30 June 2017 (Friday)**, setting out their financial difficulties, stating the amount applied for and proposing solution in the long run. Schools' applications will be considered on a case-by-case basis.

8. The DLG for adapted ApL courses can only be used to support the learning of adapted ApL courses of the 2017-19 cohort of students (it cannot be mixed with the DLG of other cohorts of adapted ApL courses). The funding must be used directly for the payment of adapted ApL course fees to be charged by the approved adapted ApL course providers. It must not be used for Other Languages and Other Programmes (which are supported by other categories of the DLG), or other purposes such as capital purchases, overheads or maintenance, etc.

9. Schools may apply to the course providers for course fee reduction for providing the venues, facilities, equipment or teachers. Schools may negotiate with the course providers directly.

Payment and Accounting Arrangements

10. The DLG for adapted ApL will be allocated to schools in **TWO** equal instalments. The first and second instalments of the provisional DLG will be disbursed to schools in August 2017 and August 2018 respectively. For government secondary schools, the DLG will be provided to schools in the form of budget allocations. Adjustments to the DLG, if any, will be made by the EDB based on the actual number of enrolments in adapted ApL courses (2017-19 cohort) (as at **30 September 2017** and **30 September 2018**) and the information submitted by schools.

11. The DLG allocated by the EDB, together with other resources deployed by schools for the payment of course fees, should be paid by schools to the course providers in **TWO** equal instalments. The first and second instalments of course fees would be calculated based on the number of enrolments as at **30 September 2017** and **30 September 2018** respectively, and should be paid by schools upon receipt of the debit note or invoice issued by the course providers.

12. For aided and caput secondary schools, secondary schools under the DSS and special schools with senior secondary classes, a separate ledger account named "**DLG for Adapted Applied Learning Courses for Students with ID (2017-19 Cohort)**" should be kept in the school ledger account under the **Government Fund** to properly record all income and expenditure chargeable to adapted ApL courses as illustrated below:

DLG for Adapted Applied Learning Courses for Students with ID (2017-19 Cohort)

<i>Expenditure</i>	<i>Income</i>
<ul style="list-style-type: none">• Course fees to be paid to course providers	<ul style="list-style-type: none">• The DLG for adapted ApL from the EDB• Other resources deployed by schools (e.g. the surplus of the General Domain of OEBG)

The surplus in the ledger account can be carried forward to the next school year until the end of the 2018/19 school year. Any unspent balance of the DLG as at **31 August 2019** will be clawed back. Any deficit in the ledger account should be made up by schools' deployment of other resources (as stipulated in Paragraph 6 above) at the end of each school year.

13. For government secondary schools, the expenditure should be charged to the user code assigned for adapted ApL (2017-19 cohort). Unspent balance of the allocations as at the end of each financial year (i.e. **31 March 2018** and **31 March 2019**) cannot be carried forward to the subsequent financial year and will lapse. Any deficit should be covered by schools' deployment of other resources (as stipulated in Paragraph 6 above) at the end of each financial year.

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

參觀課程提供機構報名表(明愛樂務綜合職業訓練中心)
Application for Visits to Course Providers
(Caritas Lok Mo Integrated Vocational Training Centre)

請於**2017年2月27日或之前**將此表格傳真至2385 5720明愛樂務綜合職業訓練中心(潘永康先生經辦)。課程提供機構將另行通知學校獲分配的名額及其它詳細安排。

Please send this form to Caritas Lok Mo Integrated Vocational Training Centre (Attn: Mr. Eddie POON) by fax at 2385 5720 **on or before 27 February 2017**. Course Provider will inform schools of the number of places allocated and other detailed arrangements in due course.

學校名稱 SCHOOL NAME		電話 TEL NO.		傳真 FAX NO.	
聯絡人 CONTACT PERSON	(中文) _____ (English) _____	電郵地址 EMAIL ADDRESS			
明愛樂務綜合職業訓練中心 - 九龍亞皆老街147L Caritas Lok Mo Integrated Vocational Training Centre - 147L Argyle St., Kowloon			查詢 Enquiry: 2711 0699 潘永康先生 Mr. Eddie POON 傳真 Fax: 2385 5720		

本校擬報名參加以下場次：

Our School would like to apply for the following visits to Caritas Lok Mo Integrated Vocational Training Centre:

課程 Course	日期及時間 ^(註) Date and Time ^(Note)	參觀人數 Number of Visitors		
		Students 學生	Parents 家長	Staff 教職員
1. 2017190806 初級烘焙實務 Elementary Bakery	8-3-2017 (三) 9:30 - 11:30			
2. 2017190820 活動策劃助理實務 Event Planning Assistant				
3. 2017190807A 辦公室助理實務 A Office Assistant Practice A	13-3-2017 (一) 9:30 - 11:30			
4. 2017190817A/B 西式餐飲業實務 A/B Western Catering Practice A				

註：各場次均會就上述所有課程作出詳細介紹。

Note: All courses listed above will be covered in any of the sessions.

校長簽署
Signature of Principal : _____

校長姓名
Name of Principal : _____

日期
Date : _____

校印
School Chop

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

參觀課程提供機構報名表(匡智松嶺綜合職業訓練中心)

Application for Visits to Course Providers (Hong Chi Pinehill Integrated Vocational Training Centre)

請於**2017年2月27日或之前**將此表格傳真至2664 2805匡智會(姚麗蓮女士經辦)。課程提供機構將另行通知學校獲分配的名額及其它詳細安排。

Please send this form to Hong Chi Association (Attn: Ms. YIU) by fax at 2664 2805 **on or before 27 February 2017**. Course Provider will inform schools of the number of places allocated and other detailed arrangements in due course.

學校名稱 SCHOOL NAME		電話 TEL NO.		傳真 FAX NO.	
聯絡人 CONTACT PERSON	(中文) _____ (English) _____	電郵地址 EMAIL ADDRESS			
匡智松嶺綜合職業訓練中心 - 新界大埔南坑頌雅路松嶺村 Hong Chi Pinehill Integrated Vocational Training Centre - Pinehill Village, Chung Nga Road, Nam Hang, Tai Po, N.T.			查詢 Enquiry: 2664 0399 姚麗蓮女士 Ms. YIU 傳真 Fax: 2664 2805		

本校擬報名參加以下場次：

Our School would like to apply for the following visits to Hong Chi Pinehill Integrated Vocational Training Centre:

課程 Course	日期及時間 ^(*) Date and Time ^(Note)	參觀人數 Number of Visitors		
		Students 學生	Parents 家長	Staff 教職員
1. 2017190801A/B 酒店房務A/B Hotel Housekeeping A/B	1-3-2017 (三) 9:00 - 10:15			
2. 2017190807B 辦公室助理實務B Office Assistant Practice B				
3. 2017190808 食品製作及餐飲 Food Preparation and Beverage	16-3-2017 (四) 14:30 - 15:45			

註：各場次均會就上述所有課程作出詳細介紹。

Note: All courses listed above will be covered in any of the sessions.

校長簽署
Signature of Principal : _____

校長姓名
Name of Principal : _____

日期
Date : _____

校印
School Chop

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

參觀課程提供機構報名表(聖雅各福群會)
Application for Visits to Course Providers (St. James' Settlement)

請於**2017年2月27日或之前**將此表格傳真至2596 2705聖雅各福群會(江詠詩女士經辦)。課程提供機構將另行通知學校獲分配的名額及其它詳細安排。

Please send this form to St. James' Settlement (Attn: Ms Winsy KONG) by fax at 2596 2705 on or **before 27 February 2017**. Course Provider will inform schools of the number of places allocated and other detailed arrangements in due course.

學校名稱 SCHOOL NAME		電話 TEL NO.		傳真 FAX NO.	
聯絡人 CONTACT PERSON	(中文) (English)	電郵地址 EMAIL ADDRESS			
聖雅各福群會 - 香港灣仔堅尼地道100號8樓賽馬會啟藝學苑 St. James' Settlement - Jockey Club Artspiration Academy 8/F, Jockey Club Social Service Building, 100 Kennedy Road, Wanchai, Hong Kong			查詢 Enquiry: 2596 2710 江詠詩女士 Ms Winsy KONG 傳真 Fax: 2596 2705		

本校擬報名參加以下場次：

Our School would like to apply for the following visits to St. James' Settlement:

課程 Course	日期及時間 Date and Time	參觀人數 Number of Visitors		
		Students 學生	Parents 家長	Staff 教職員
2017190812 舞蹈藝術 Dancing Art	15-3-2017 (三) 10:00 - 12:00			
2017190818 聲樂及敲擊樂 Vocal & Percussion Music	16-3-2017 (四) 10:00 - 12:00			
2017190821 數碼媒體製作 Digital Media Production	13-3-2017 (一) 14:30 - 16:30			

校長簽署
Signature of Principal : _____

校長姓名
Name of Principal : _____

日期
Date : _____

校印 School Chop

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

參觀課程提供機構報名表(職業訓練局)
Application for Visits to Course Providers (Vocational Training Council)

請於**2017年2月27日或之前**將此表格傳真至擬參觀之**展亮技能發展中心** (觀塘 2357 4042 / 屯門 2457 6207 / 薄扶林 2538 3299) 辦理。相關中心將另行通知學校有關安排。
Please **FAX** this form to **relevant Shine Skills Centre(s)** (Kwun Tong 2357 4042 / Tuen Mun 2457 6207/ Pokfulam 2538 3299) **on or before 27 February 2017**. Relevant Centre(s) will inform schools of the detailed arrangements in due course.

學校名稱 SCHOOL NAME		電話 TEL NO.		傳真 FAX NO.	
聯絡人 CONTACT PERSON	(中文) _____ (English) _____	電郵地址 EMAIL ADDRESS			

展亮技能發展中心(觀塘) – 九龍觀塘觀塘道487號 Shine Skills Centre (Kwun Tong) – 487 Kwun Tong Road, Kwun Tong, KLN.	查詢 Enquiry: 2270 0914 雲女士 Ms. Wan 傳真 Fax: 2357 4042
展亮技能發展中心(屯門) – 新界屯門豐安街1號 Shine Skills Centre (Tuen Mun) – 1 Fung On Street, Tuen Mun, N.T.	查詢 Enquiry: 2452 8981 崔先生 Mr. Tsui 傳真 Fax: 2457 6207
展亮技能發展中心(薄扶林) – 香港薄扶林道147號 Shine Skills Centre (Pokfulam) – 147 Pokfulam Road, Pokfulam, H.K	查詢 Enquiry: 2538 3278 駱先生 Mr. Lok 傳真 Fax: 2538 3299

本校擬報名參加以下場次：

Our School would like to apply for the following visits to Vocational Training Council:

課程 Course	日期及時間 ^(*) Date and Time ^(Note)	地點及參觀人數 Venue and Number of Visitors								
		觀塘 Kwun Tong			屯門 Tuen Mun			薄扶林 Pokfulam		
		學生 Students	家長 Parents	教職員 Staff	學生 Students	家長 Parents	教職員 Staff	學生 Students	家長 Parents	教職員 Staff
1. 2017190803A/B/C 包餅製作A/B/C Bakery and Pastry A/B/C	20-3-2017 (一) 10:00-12:00									
	20-3-2017 (一) 14:00-16:00									
2. 2017190805 禮品製作及包裝 Gift Making and Wrapping	22-3-2017 (三) 10:00 - 12:00									
	22-3-2017 (三) 14:00-16:00									
3. 2017190815 數碼攝影及桌上出版 設計Digital Photography and Desktop Publishing Design	28-3-2017 (二) 10:00 - 12:00									
	28-3-2017 (二) 14:00-16:00									

註：各場次均會就上述所有課程作出詳細介紹。

Note: Details of all courses listed above will be covered in each session.

校長簽署
Signature of Principal : _____

校長姓名
Name of Principal : _____

日期
Date : _____

校印
School Chop

為智障學生而設的高中應用學習調適課程 (2017-19學年)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)

參觀課程提供機構報名表(香港中華基督教青年會青年會專業書院)
Application for Visits to Course Providers
(Chinese YMCA of Hong Kong – YMCA College of Careers)

請於**2017年2月27日或之前**將此表格電郵至ben.tong@ymca.edu.hk 香港中華基督教青年會青年會專業書院 (唐思偉先生經辦)。課程提供機構將另行通知學校獲分配的名額及其它詳細安排。
Please send this form to Chinese YMCA of Hong Kong - YMCA College of Careers (Attn: Mr Ben TONG) by email at ben.tong@ymca.edu.hk **on or before 27 February 2017**. Course provider will inform schools of the number of places allocated and other detailed arrangements in due course.

學校名稱 SCHOOL NAME		電話 TEL NO.		傳真 FAX NO.	
聯絡人 CONTACT PERSON	(中文) _____ (English) _____	電郵地址 EMAIL ADDRESS			
香港中華基督教青年會青年會專業書院 - 九龍窩打老道23號 Chinese YMCA of Hong Kong – YMCA College of Careers – 23 Waterloo Road, Yaumatei, Kowloon			查詢 Enquiry: 9416 1855 唐思偉先生 Mr Ben TONG 電郵 Email: ben.tong@ymca.edu.hk		

本校擬報名參加以下場次：

Our School would like to apply for the following visits to Chinese YMCA of Hong Kong – YMCA College of Careers:

課程 Course	日期及時間 Date and Time	參觀人數 Number of Visitors		
		Students 學生	Parents 家長	Staff 教職員
2017190823A/B 健康飲食製作A/B Healthy Food Production A/B	11-3-2017 (六) 10:00 - 11:30			
	11-3-2017 (六) 11:30 - 13:00			
	18-3-2017 (六) 14:30 - 16:00			
	18-3-2017 (六) 16:00 - 17:30			

校長簽署
Signature of Principal : _____

校長姓名
Name of Principal : _____

日期
Date : _____

校印
School Chop

為智障學生而設的高中應用學習調適課程（2017-19學年）
學校及家長簡介會

**Briefing Session for Schools and Parents on
Senior Secondary Adapted Applied Learning Courses for Students
with Intellectual Disabilities (ID) (2017-19 Cohort)**

日期 / Date : 2017年1月24日 (星期二) / 24 January 2017 (Tuesday)
時間 / Time : 上午9時15分至下午12時45分 / 9:15 a.m. – 12:45 p.m.
地點 / Venue : 九龍九龍塘沙福道19號教育局九龍塘教育服務中心西座301室 (W301)
W301, 3/F, West Block, Education Bureau Kowloon Tong Education Services
Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

程序表 Programme

時間 Time	內容 Content	講者 Speaker
9:15 – 9:30	簽到及歡迎 Welcome	教育局課程發展處 特殊教育需要組 Special Educational Needs Section, CDI
9:30 – 9:55	課程簡介 (一) Introduction of Courses (1)	職業訓練局代表 Vocational Training Council
9:55 – 10:20	課程簡介 (二) Introduction of Courses (2)	聖雅各福群會代表 St. James' Settlement
10:20 – 10:50	小休 及 課程諮詢時間 Break and Course Information Session	
10:50 – 11:15	課程簡介 (三) Introduction of Courses (3)	明愛樂務綜合職業訓練中心代表 Caritas Lok Mo Integrated Vocational Training Centre
11:15 – 11:40	課程簡介 (四) Introduction of Courses (4)	香港中華基督教青年會 — 青年會專業書院代表 Chinese YMCA of Hong Kong – YMCA College of Careers
11:40 – 12:05	課程簡介 (五) Introduction of Courses (5)	匡智松嶺綜合職業訓練中心代表 Hong Chi Pinehill Integrated Vocational Training Centre
12:05 – 12:20	報讀應用學習調適課程的注意事項 Points to Note	教育局課程發展處 特殊教育需要組 Special Educational Needs Section, CDI
12:20 – 12:45	課程諮詢時間 Course Information Session	

備註/ Remarks :

恶劣天氣的特別安排 Special Arrangements for Bad Weather and Class Suspension

- 如於當日早上六時半之後懸掛或仍然懸掛 8 號或以上颱風訊號，或發出黑色暴雨訊號，或基於其它原因教育局宣佈全港學校停課，簡介會將會取消。The Briefing Session will be cancelled in the event that Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.8 or above is issued or stays in effect at or after 6:30 a.m., or territory-wide class suspension in special schools and secondary schools is announced by the Education Bureau due to other reasons.
- 如簡介會取消，本局將另行知會參加者有關地點及時間之安排。Participants will be notified of further arrangement in due course if the Briefing Session is cancelled.

車位安排

- 活動場地不提供車位予與會人士。No car parks will be provided at venue.

**Briefing Session for Schools and Parents on
Senior Secondary Adapted Applied Learning Courses for Students
with Intellectual Disabilities (ID) (2017-19 Cohort)**

Application Form

(Please complete and return by fax **on or before 18 January 2017**)

To: Special Educational Needs (SEN) Section, Curriculum Development Institute,
Education Bureau (Attn.: Ms Claire WONG) (Tel.: 2892 6435)

Fax No.: **2573 5299 (Rm 1325)**

Date:	24 January 2017 (Tuesday)
Time:	9:15 a.m. – 12:45 p.m.
Venue:	W301, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

We will have _____ staff and _____ parents of Secondary 4 students to attend the above briefing session. The list is as below:

	Name of Parent		Name of Parent
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
	Name of Staff	Post	
1.			
2.			
3.			
4.			
5.			

<p><i>(School Chop)</i></p>

Signature of School Head: _____

Name of School Head: _____

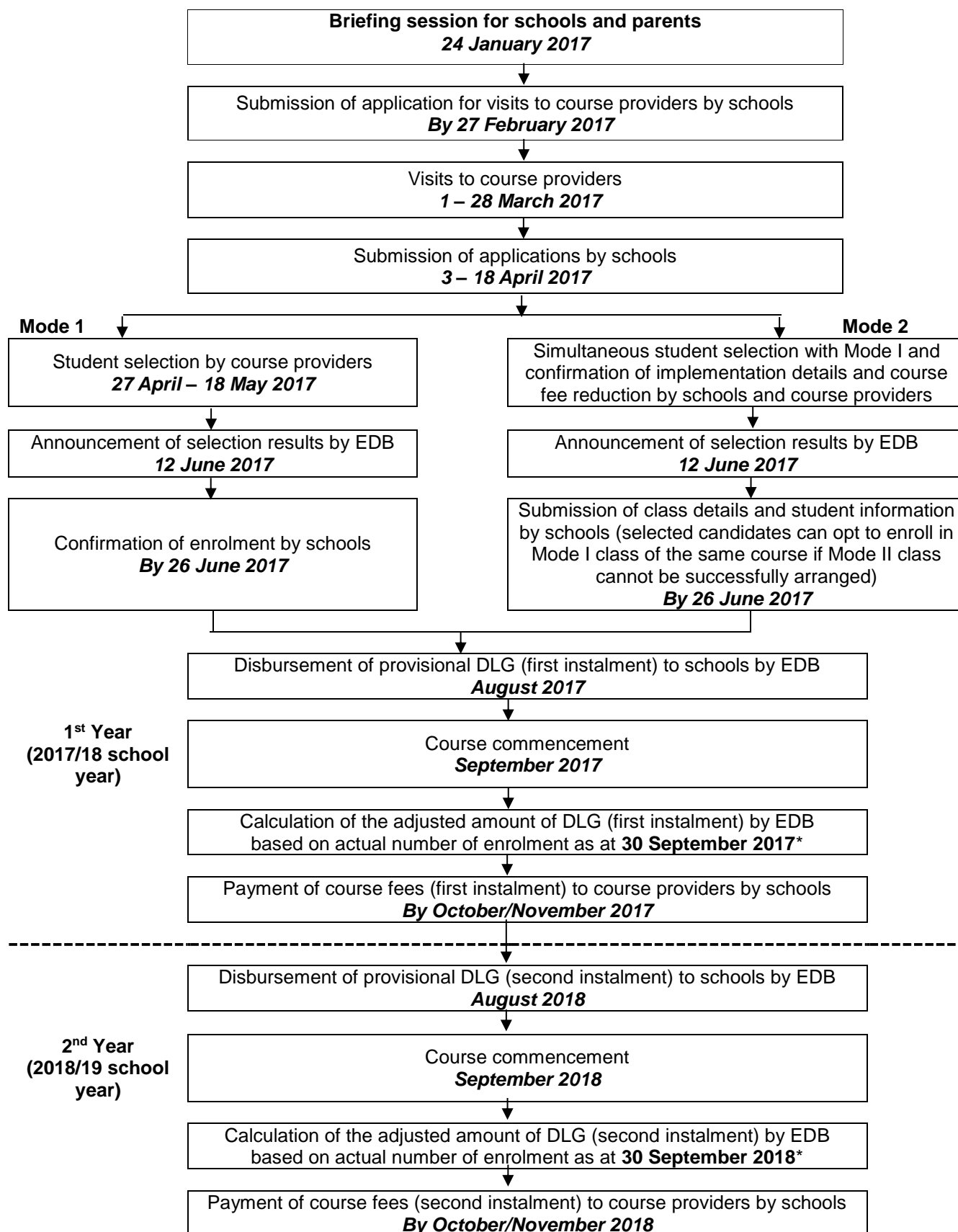
Name of School: _____

Telephone No.: _____

Date: _____

**Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2017-19 Cohort)**

Important Dates



* Adjustment of the first and second instalments of DLG will be made by the EDB by January 2018 and January 2019 respectively.

Guidelines for Nominating Students with Intellectual Disabilities for Senior Secondary Adapted Applied Learning Courses

Schools may refer to the following guidelines in nominating students for adapted Applied Learning (ApL) courses -

- Schools should assist students in choosing adapted ApL courses according to their abilities, interests and aptitudes, taking into consideration the guiding principle of exposing them to broad and balanced learning experiences in their senior secondary education.
- Each student can apply for a **maximum of TWO** adapted ApL courses. Students applying for more than one adapted ApL course should list their choices in order of preference when submitting their applications. Students applying for ApL courses have to go through a selection process after which they may opt to accept offers from **no more than TWO** ApL courses based on their preferences.
- Schools are expected to mobilise their resources as far as possible to meet students' demand for taking adapted ApL courses. If the number of applications is large and beyond the budget limit^{Note} of a school, priority should be set according to the principles laid down below:
 - **Maximising the number of beneficiaries:** Arrangements should be made to allow as many students taking adapted ApL courses as possible rather than allowing only a few students taking more than one adapted ApL course. Therefore, students' application for their second adapted ApL course should be accorded a lower priority.
 - **Taking care of students' learning needs** by considering their -
 - (1) **subject combination** with other senior secondary electives – The adapted ApL course should be able to serve the purpose of complementing or broadening students' learning.
 - (2) **total number of senior secondary elective subjects** – Students taking only two senior secondary elective subjects (including ApL) should be given a higher priority than those taking three senior secondary elective subjects.

^{Note} Schools with genuine financial difficulties in offering adapted ApL courses may apply for extra funding from the Education Bureau. Schools' applications will be considered on a case-by-case basis.