

Education Bureau Circular Memorandum No. 147/2017

From: Secretary for Education

To: Supervisors/Heads of all
Secondary Schools

Ref: EDB/CDI/ApL/07-02-15

Date: 28 August 2017

Senior Secondary Applied Learning Courses (2018-20 Cohort)

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

Summary

The purpose of this circular memorandum is to announce the implementation details for the ninth cohort of Senior Secondary Applied Learning courses commencing in the 2018/19 school year.

Details

Background

2. Applied Learning (ApL) is approaching the ninth cohort (2018-20 cohort) of implementation at the senior secondary level. Students at all ability levels could take ApL courses as elective subjects. ApL offers studies with equal emphasis on practice and theory linked to broad professional and vocational fields. For holistic learning, a flexible combination of ApL with core subjects, elective subjects and Other Learning Experiences helps provide theoretical and applied learning opportunities to cater for students' diverse learning needs. Students can opt to take a maximum of two ApL courses as elective subjects in Secondary 5 and 6.

Target Students

3. All **Secondary 4 students in the 2017/18 school year who are following the senior secondary curriculum recommended by the Curriculum Development Council (CDC)** may apply for studying ApL courses in Secondary 5 and 6¹. Schools are encouraged to provide opportunities for students with diverse abilities, interests and aspirations to study ApL courses.

Course Design and Areas of Studies

4. The design principles of ApL courses are the same as those of other school subjects, focusing on the development of knowledge, skills, values and attitudes. ApL aims to enable students to understand fundamental theories and concepts through application and practice and to develop their generic skills and beginners' skill set for further studies and work. ApL helps students explore their career aspirations and orientation for lifelong learning.

5. The duration of each ApL course is 180 contact hours, generally extending over two school years from Secondary 5 to 6.

¹ Schools piloting early commencement of ApL courses in the 2018-20 cohort will begin to offer ApL courses to their Secondary 4 students in the 2017/18 school year.

6. There are six areas of studies in ApL:
- Creative Studies
 - Media and Communication
 - Business, Management and Law
 - Services
 - Applied Science
 - Engineering and Production

7. In the 2018-20 cohort, 36 ApL courses, including three Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) courses, are approved by the Education Bureau (EDB) and provided by 11 course providers. ApL(C) is introduced, starting from the 2014/15 school year, to provide an additional channel exclusively for non-Chinese speaking (NCS) students fulfilling the specified circumstances² to obtain an alternative Chinese language qualification to prepare them for further studies and work. The duration of ApL(C) course is 270 contact hours, extending over three school years at the senior secondary level.

8. Information of the 36 ApL courses and course providers is given at **Annex 1**. Schools may also refer to the EDB website (www.edb.gov.hk/apl/en) for course synopses (including the learning outcomes, content and organisation, articulation) of individual ApL courses.

Quality Assurance

9. To ensure that 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 has been working in collaboration with the Hong Kong Council for Accreditation of Academic and Vocational Qualifications and the Hong Kong Examinations and Assessment Authority (HKEAA) to put in place a quality assurance mechanism of ApL courses, which is overseen by the CDC Committee on ApL.

Assessment and Attendance Requirement

10. Assessments of student performance in ApL courses, including both formative and summative assessments³, are undertaken by course providers and administered mainly by the respective course tutors. To keep schools informed of students' learning progress and facilitate the provision of necessary support to students throughout the course of study, students' interim results and attendance reports will be made available to schools by the EDB on a regular basis.

11. To ensure the consistency of assessment standards, the HKEAA is responsible for the moderation of the assessment results submitted by the course providers. The moderated results will be recorded on the Hong Kong Diploma of Secondary Education (HKDSE). In this connection, **schools should arrange their students who are taking ApL to register with the HKEAA for entry to ApL subjects when applying for participation in the HKDSE Examination**. For details on registration for the HKDSE Examination, please refer to the announcements to be made by the HKEAA in due course.

12. Students taking ApL courses are required to attend lessons and participate in learning activities organised by the respective course providers. The **minimum attendance requirement** of all ApL courses is **80%** of the total number of contact hours. Schools should make arrangement for students to attend ApL lessons (e.g. avoid arranging compulsory school activities for students on the days and during the time of ApL lessons) so as to support student learning.

² Students have learnt Chinese Language for less than six years while receiving primary and secondary education; or students have learnt Chinese Language for six years or more in schools, but have been taught an adapted and simpler curriculum not normally applicable to the majority of students in local schools.

³ Assessment information regarding each ApL subject is available at the website of the HKEAA below. (www.hkeaa.edu.hk/en/HKDSE/assessment/subject_information/category_b_subjects/)

Recognition

13. Effective from the 2018 HKDSE Examination⁴, the reporting of student performance is refined to “**Attained**”, “**Attained with Distinction (I)**” and “**Attained with Distinction (II)**”. Performance of “**Attained with Distinction (I)**” is comparable to Level 3 while “**Attained with Distinction (II)**” is comparable to Level 4 or above of Category A subjects of the HKDSE Examination. For ApL(C), “**Attained**” and “**Attained with Distinction**” will continue to be used. Refinement of these levels would be considered when more data is collected. Candidates with performance below the standard of “Attained”, or attendance rates below 80%, will be designated as “Unattained”, which will not be reported on the certificate.

14. Some ApL courses are also registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3 (please refer to the course list at **Annex 1**). Students will obtain a QF Level 3 certificate issued by course providers in addition to the HKDSE qualification upon successful completion of these ApL courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk).

15. ApL(C) courses are also pegged at the QF Levels 1-3. In addition to the HKDSE qualification, students will obtain QF certificate(s) issued by course providers upon meeting the assessment and attendance requirements of different levels of ApL(C). Details are also available at the Qualifications Register website (www.hkqr.gov.hk).

16. By design, ApL(C) is a language course using the vocational field as the context. It differs from the general ApL courses which focus on the beginners’ skill set of relevant professional and vocational fields. Against this background, University Grants Committee (UGC)-funded institutions and most post-secondary institutions accept ApL(C) as an alternative qualification in Chinese Language (ACL) for the admission of NCS students with “Attained” as the minimum grade required. In view of this, ApL(C) cannot be treated as an elective subject (please refer to the EDB Circular Memorandum No. 40/2017 for details).

17. For details on recognition, please refer to the websites of individual institutions and the EDB website (www.edb.gov.hk/apl/en).

Modes of Implementation

18. Schools are encouraged to adopt different modes of implementation to offer 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 should 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 of teaching loads, provision of venues and facilities, rendering assistance in classroom teaching.

⁴ For the 2012-2017 HKDSE Examinations, ApL results are reported as “Attained” and “Attained with Distinction” on the HKDSE certificate. Students attaining the results of “Attained” and “Attained with Distinction” in the ApL courses are accepted as attaining the competencies required at HKDSE Examination Level 2 and Level 3 or above respectively for the purposes of further studies and/or work.

Piloting Early Commencement of Applied Learning Courses

19. In the 2013/14 school year, the piloting on early commencement of Mode 2 ApL classes was implemented, aiming to explore different flexible arrangements of ApL implementation in order to cater for students' diverse learning needs. Schools are encouraged to try out different implementation arrangements such as ApL courses commencing in either the first or second term of Secondary 4 with earlier completion at Secondary 5 or beginning of Secondary 6. The EDB will work in collaboration with course providers to support the implementation of piloting early commencement by interested schools.

Funding Arrangement

20. ApL course fees are fully subsidised by the Diversity Learning Grant (DLG). 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 ApL courses, are eligible for the DLG, which is disbursed on a yearly basis. Details of the funding and accounting arrangements are given at **Annex 2**. **All schools eligible for the DLG are NOT allowed to charge students any course fees for taking ApL courses.**

21. The Government encourages and supports the integration of NCS students into society and their learning of Chinese language. NCS students could choose to study ApL(C) according to their language ability, interests and aspirations. The EDB fully subsidises schools to pay the course fees of ApL(C). Please refer to **Annex 2** for details of the funding and accounting arrangements.

Support for Students

22. To ensure effective use of the DLG, schools should provide appropriate guidance and support for students in making informed choices of ApL courses according to their abilities, interests and aspirations, and in their subsequent learning. Schools are requested to encourage their students to participate in various activities, including ApL course exhibition and taster programmes, so that they can have a better understanding of the courses before application.

- **ApL Course Exhibition**

The ApL course exhibition will be organised by the EDB in collaboration with course providers. Teachers are encouraged to visit the exhibition together with their students who are interested in taking ApL courses and invite parents to visit the exhibition with their children. Details are as follows:

Date:	18 to 20 January 2018 (Thursday to Saturday)# 22 January to 8 February 2018 (Monday to Saturday)
Time:	10:00 a.m. – 5:00 p.m. Closed on Sunday
Venue:	Young Achievers' Gallery Podium, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon (Kowloon Tong MTR Station - Exit E)
Content:	• Exhibition of ApL courses • Distribution of ApL course information leaflets # Introduction of ApL courses by representatives of course providers and taster activities like demonstrations and games

- **Taster Programmes**

Taster programmes will be arranged by course providers on **17 and 24 March 2018 (Saturdays)** for students who are interested in taking the ApL courses in the 2018-20 cohort as elective subjects. Details of the programmes and application forms will be sent to schools via the “Communication and Delivery System” (CDS) in due course.

Regarding ApL(C), taster programmes will also be arranged by course providers on **4 November 2017 (Saturday)**. Details of the programmes and application forms will be sent to schools via the CDS in due course.

Support for Teachers

23. To support schools in implementing ApL courses, the EDB will organise professional development programmes for teachers in collaboration with the course providers and the HKEAA. Details will be announced through the Training Calendar System.

Application Procedures

24. All students **MUST** apply through their schools for enrolment in ApL courses. Schools may refer to the guidelines at **Annex 3** before nominating students to apply for ApL courses. Students applying for ApL courses have to go through a selection process to be conducted by course providers. The selection criteria of individual ApL courses will be uploaded to the EDB website in April 2018. Each student may apply for and accept **a maximum of TWO** ApL courses (excluding ApL(C)). For ApL(C), schools may refer to the guidelines at **Annex 4**.

25. Application for ApL courses (2018-20 cohort) will commence on **26 February 2018**. Schools may submit applications for their students to the EDB electronically via the “ApL Module” in the WebSAMS **on or before 13 April 2018**. Non-WebSAMS users may contact us at 3698 3186 to make application arrangements.

26. Regarding the application for ApL(C) (2018-20 cohort), schools can apply starting from **16 October 2017** and submit applications for their students to the EDB electronically via the “ApL Module” in the WebSAMS **on or before 15 December 2017**. Non-WebSAMS users may contact us at 3698 3186 to make application arrangements. For enquiry on ApL(C), schools may also contact us at 3698 3177.

27. Schools may download the “User Manual for the ApL Module in WebSAMS” (cdr.websams.edb.gov.hk/ (path: home page > system documents > user manual > Applied Learning)) and other related forms from the EDB website (www.edb.gov.hk/apl/en/forms-download). A summary of the application procedures with key events and dates is given at **Annexes 5 and 6** for schools’ reference.

Enquiry

28. For enquiry, please contact the ApL Section at 3698 3186.

Sheridan LEE
for Secretary for Education

c.c. Heads of Sections – for information

高中應用學習課程（2018-20 學年）一覽表

List of Senior Secondary Applied Learning Courses (2018-20 Cohort)

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 Course <small>註一及註二</small> NOTE 1 & NOTE 2	課程提供機構 Course Provider NOTE 3	教學語言 Medium of Instruction	課程費用 Course Fee NOTE 4 (HK\$)
創意學習 Creative Studies	1. 設計學 Design Studies	676	時裝形象設計 [△] Fashion Image Design [△]	VTC	中文或英文 Chinese or English	15,300
		668	室內設計 [△] Interior Design [△]	VTC	中文或英文 Chinese or English	13,500
		690	珠寶及時尚首飾設計 [△] Jewellery and Accessories Design [△]	HKBU (SCE)	中文 Chinese	16,500
	2. 媒體藝術 Media Arts	669	電腦遊戲及動畫設計 [△] Computer Game and Animation Design [△]	VTC	中文或英文 Chinese or English	13,500
	3. 表演藝術 Performing Arts	559	舞出新機－舞蹈藝術 [△] Taking a Chance on Dance [△]	HKAPA	中文 Chinese	18,000
媒體及傳意 Media and Communication	4. 電影、電視與廣播學 Films, TV and Broadcasting Studies	609	電影及錄像 [△] Film and Video [△]	VTC	中文或英文 Chinese or English	13,200
	5. 媒體製作與公共關係 Media Production and Public Relations	697	創意廣告 Creative Advertising	CityU (SCOPE)	中文或英文 Chinese or English	15,500
		678	雜誌編輯與製作 Magazine Editing and Production	CUSCS	中文 Chinese	13,000
		692	公關及傳訊 [△] Public Relations and Communication [△]	HKCT	中文或英文 Chinese or English	13,000
商業、管理及法律 Business, Management and Law	6. 會計及金融 Accounting and Finance	687	會計實務 [△] Accounting in Practice [△]	HKU (SPACE)	中文或英文 Chinese or English	15,500
	7. 商業學 Business Studies	693	商業數據分析 [△] Business Data Analysis [△]	HKIT	中文或英文 Chinese or English	9,850
		680	中小企創業實務 Entrepreneurship for SME	CUSCS	中文 Chinese	12,650
		681	市場營銷及網上推廣 [△] Marketing and Online Promotion [△]	CityU (SCOPE)	中文 Chinese	15,500
	8. 法律學 Legal Studies	672	香港執法實務 [△] Law Enforcement in Hong Kong [△]	HKBU (SCE)	中文或英文 Chinese or English	14,900
服務 Services	9. 食品服務及管理 Food Services and Management	688	甜品及咖啡店營運 ^{#△} Pâtisserie and Café Operations ^{#△}	HKCT	中文或英文 Chinese or English	16,500
		616	西式食品製作 ^{#△} Western Cuisine ^{#△}	VTC	中文或英文 Chinese or English	15,100
	10. 款待服務 Hospitality Services	611	酒店服務營運 ^{#△} Hospitality Services in Practice ^{#△}	CityU (SCOPE)	中文或英文 Chinese or English	16,500
		615	酒店營運 ^{#△} Hotel Operations ^{#△}	VTC	中文或英文 Chinese or English	13,800
	11. 個人及社區服務 Personal and Community Services	665	幼兒教育 [△] Child Care and Education [△]	VTC	中文或英文 Chinese or English	13,200
		610	美容學基礎 Fundamental Cosmetology	CICE	中文 Chinese	13,540

學習範疇 Area of Studies	課程組別 Course Cluster	科目代碼 Subject Code	課程 課程 NOTE 1 & NOTE 2	課程提供機構 NOTE 3	教學語言 Medium of Instruction	課程費用 NOTE 4 (HK\$)
應用科學 Applied Science	12. 醫療科學及健康護理 Medical Science and Health Care	689	動物護理 [△] Animal Care [△]	CityU (SCOPE)	英文 English	23,000
		592	中醫藥學基礎 [△] Foundation in Chinese Medicine [△]	HKU (SPACE)	中文 Chinese	14,800
		618	健康護理實務 Health Care Practice	CICE	中文或英文 Chinese or English	13,900
		660	醫務化驗科學 [△] Medical Laboratory Science [△]	HKU (SPACE)	英文 English	17,000
	13. 心理學 Psychology	662	應用心理學 [#] Applied Psychology [#]	LIFE	中文或英文 Chinese or English	15,200
		691	實用心理學 ^{#△} Practical Psychology ^{#△}	HKBU (SCE)	中文或英文 Chinese or English	13,500
	14. 運動 Sports	627	運動科學及體適能 ^{#△} Exercise Science and Health Fitness ^{#△}	HKBU (SCE)	中文 Chinese	18,000
		674	運動及體適能教練 ^{#△} Sports and Fitness Coaching ^{#△}	HKCT	中文或英文 Chinese or English	13,400
工程及生產 Engineering and Production	15. 土木、電機及機械工程 Civil, Electrical and Mechanical Engineering	683	電機及能源工程 [△] Electrical and Energy Engineering [△]	VTC	中文或英文 Chinese or English	14,500
	16. 資訊工程 Information Engineering	684	電腦鑑證科技 [△] Computer Forensic Technology [△]	HKU (SPACE)	中文或英文 Chinese or English	14,300
		694	物聯網應用 [△] Internet of Everything Application [△]	HKU (SPACE)	中文或英文 Chinese or English	15,500
	17. 服務工程 Services Engineering	640	航空學 [△] Aviation Studies [△]	HKU (SPACE)	中文或英文 Chinese or English	14,500
		698	鐵路學 Railway Studies	HKCT	中文或英文 Chinese or English	18,000
應用學習中文 (非華語學生適用) Applied Learning Chinese (for non-Chinese speaking students)	685	服務業中文 ^{#△} Chinese for the Service Industry ^{#△}	HKBU (SCE)	中文 Chinese	42,000	
	695	商業服務中文 ^{#△} Chinese in Business Service ^{#△}	PolyU(SPEED)	中文 Chinese	41,000	
	686	款待實務中文 ^{#△} Practical Chinese in Hospitality ^{#△}	HKCT	中文 Chinese	37,800	

註一 NOTE 1

學生在同一個課程組別內只可修讀**一科**有「#」的課程。For courses marked with “#”, only **ONE** course in the course cluster could be taken by students.

註二 NOTE 2

有「△」的課程已載錄於資歷名冊，屬於資歷架構第三級的證書課程。學生成功完成有「△」的應用學習課程，除了會得到香港中學文憑資歷之外，亦會獲課程提供機構頒發資歷架構第三級證書。詳情可瀏覽資歷名冊網頁 (www.hkqr.gov.hk)。The courses marked with “△” are registered in the Qualifications Register as certificate programmes at Qualifications Framework (QF) Level 3. Students will also obtain a QF Level 3 certificate issued by Course Providers in addition to HKDSE qualification upon successful completion of these Applied Learning courses. Details are available at the Qualifications Register website (www.hkqr.gov.hk).

註三 NOTE 3

課程提供機構 Course Provider	
CICE	明愛社區書院 Caritas Institute of Community Education
CityU(SCOPE)	香港城市大學專業進修學院 School of Continuing and Professional Education, City University of Hong Kong
CUSCS	香港中文大學專業進修學院 School of Continuing and Professional Studies, The Chinese University of Hong Kong
HKAPA	香港演藝學院 The Hong Kong Academy for Performing Arts
HKBU(SCE)	香港浸會大學持續教育學院 School of Continuing Education, Hong Kong Baptist University
HKCT	香港專業進修學校 Hong Kong College of Technology
HKIT	香港科技專上書院 Hong Kong Institute of Technology
HKU(SPACE)	香港大學專業進修學院 School of Professional and Continuing Education, The University of Hong Kong
LIFE	嶺南大學持續進修學院 Lingnan Institute of Further Education
PolyU(SPEED)	香港理工大學專業進修學院 The School of Professional Education and Executive Development, The Hong Kong Polytechnic University
VTC	職業訓練局 Vocational Training Council

註四 NOTE 4

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學生，將獲教育局全數資助課程費用。All students 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 to take Applied Learning courses.

Funding and Accounting Arrangements for Senior Secondary Applied Learning Courses (2018-20 Cohort)

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' needs under the New Academic Structure. It is a cash grant for aided and caput secondary schools, secondary schools under the DSS and special schools. For government secondary schools, it is in the form of budget allocation. Applied Learning (ApL) will be supported by the DLG.

2. The DLG will be provided for eligible schools on a yearly basis to support the implementation of ApL courses provided by course providers and approved by the Education Bureau (EDB). The ApL courses should be offered as elective subjects within the school curriculum leading to the Hong Kong Diploma of Secondary Education (HKDSE) qualification.
3. To apply for the DLG for ApL, schools should draw up a **three-year plan** (endorsed by the School Management Committee or Incorporated Management Committee) to broaden subject choices for a particular cohort of students. Please incorporate the plan into the school's annual plan as an annex and upload to the school's homepage before the end of November each year.

Funding Arrangements for ApL

4. All students 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 DLG for ApL⁵. For a broad and balanced senior secondary curriculum, each eligible student is entitled to funding for **a maximum of TWO** ApL courses. For students taking FOUR elective subjects with an ApL course as one of them, the ApL course will be regarded as the fourth elective subject and will **NOT** be subsidised by the DLG. **All schools eligible for the DLG are NOT allowed to charge students any course fees for taking ApL courses.**
5. With full subsidy provided, **schools will be allocated with an amount of DLG equal to the total course fee of ApL courses enrolled by eligible students.** If necessary and under special circumstances, schools can deploy the resources tabulated below for the payment of ApL course fees.

<i>School Type</i>	<i>Resources to be Deployed by Schools</i>
Aided Schools	<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) • Schools' own funds

⁵ Students with changes in status at school (e.g. students departed from schools) no longer meeting the requirements as stated in paragraph 4 above will not be eligible for the DLG for ApL. However, if such students have successfully completed their first year study of ApL courses, they may continue their second year study of ApL courses at their own expense with the consent of the respective course providers and the EDB.

Government Schools	<ul style="list-style-type: none"> • Expanded Subject and Curriculum Block Grant • 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

6. Upon deployment of resources, if schools still have genuine financial difficulties in offering ApL courses to their students, schools may write to the EDB **on or before 30 June 2018** at the address shown below, setting out their financial difficulties and stating the amount applied for. The EDB will provide support as far as possible.

Chief Curriculum Development Officer (Applied Learning)
Curriculum Development Institute, Education Bureau
Room W115, 1/F, West Block, EDB Kowloon Tong Education Services Centre
19 Suffolk Road, Kowloon Tong
Kowloon, Hong Kong

7. The DLG for ApL (2018-20 cohort) can only be used to support the learning of ApL courses of the 2018-20 cohort of students (it cannot be mixed with the DLG of other cohorts of ApL courses). The funding must be used for the payment of ApL course fees to be charged by the course providers. It must not be used for Other Languages and Other Programmes (which are supported by other categories of the DLG), and other purposes such as capital purchases, overheads or maintenance, etc.

8. Schools may apply to the course providers for partial course fee reduction should they also provide the venues, facilities, equipment or teachers contributing to the teaching of ApL courses.

Funding and Accounting Arrangements

9. The DLG for 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 2018 and August 2019 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 ApL courses (2018-20 cohort) (as at **29 September 2018** and **30 September 2019**) and the information submitted by schools.

10. The DLG allocated by the EDB 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 **29 September 2018** and **30 September 2019** respectively, and should be paid by schools upon receipt of debit notes or invoices issued by course providers.

11. For aided and caput secondary schools, secondary schools under DSS and special schools, a separate ledger account named "**DLG for Applied Learning (2018-20 Cohort)**" should be kept in the school ledger account under the **Government Fund** to properly record all income and expenditure chargeable to ApL. The surplus in the ledger account can be carried forward to the next school year until the end of the 2019/20 school year. Any unspent balance of the DLG as at **31 August 2020** will be clawed back. Any deficit in the ledger account should be made up by schools' deployment of other resources (as stipulated in Paragraph 5 above) at the end of each school year.

12. For government secondary schools, the expenditure should be charged to the user code assigned for ApL (2018-20 cohort). Unspent balance of the allocations as at the end of each financial year (i.e. **31 March 2019** and **31 March 2020**) 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 5 above) at the end of each financial year.

Student Grant for Applied Learning Chinese (for non-Chinese speaking students) (ApL(C))

13. Full subsidies will be provided to schools to support non-Chinese speaking students in taking ApL(C). The Student Grant for ApL(C) will be provisionally allocated to schools in **THREE** equal instalments. The first installment will be disbursed to schools in January 2018, the second and third instalments of the Student Grant for ApL(C) will be disbursed to schools in August 2018 and August 2019 respectively. For government secondary schools, the Student Grant for ApL(C) will be provided to schools in the form of budget allocations. Adjustments to the Student Grant for ApL(C), if any, will be made according to actual number of enrolments (as at **28 February 2018**, **29 September 2018** and **30 September 2019**) and the information submitted by schools.

14. The Student Grant for ApL(C) allocated by the EDB should be paid by schools to the course providers in **THREE** equal instalments. The first, second and third instalments of course fees would be calculated based on the number of enrolments as at **28 February 2018**, **29 September 2018** and **30 September 2019** respectively, and should be paid by schools upon receipt of debit notes or invoices issued by course providers.

15. For aided and caput secondary schools, secondary schools under DSS and special schools, a separate ledger account named "**Student Grant for ApL(C) (2018-20 Cohort)**" should be kept in the school ledger account under the **Government Fund** to properly record all income and expenditure. The surplus in the ledger account can be carried forward to the next school year until the end of the 2019/20 school year. Any unspent balance of Student Grant for ApL(C) as at **31 August 2020** will be clawed back.

16. For government secondary schools, the expenditure should be charged to the user code assigned for Student Grant for ApL(C) (2018-20 cohort). Unspent balance of the allocations as at the end of each financial year (i.e. **31 March 2018**, **31 March 2019** and **31 March 2020**) cannot be carried forward to the subsequent financial year and will lapse.

Guidelines for Nominating Students for Senior Secondary Applied Learning Courses

(excluding Applied Learning Chinese (for non-Chinese speaking students))

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

- Schools should assist students in choosing ApL courses according to their interests and aspirations, taking into consideration students' broad and balanced learning experience in senior secondary education.
- Each student can apply for a **maximum of TWO** ApL courses, excluding Applied Learning Chinese (for non-Chinese speaking students). Students applying for more than one 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.
- For **students with special educational needs**, schools may opt to submit supplementary information for their applications for ApL courses for reference of the course provider(s) concerned. The form can be downloaded from the website of the Education Bureau (EDB) (www.edb.gov.hk/apl/en/forms-download). The completed form should be sent to the EDB via FAX at 2714 2456 for transmission to the course provider(s) concerned as reference. The course provider(s) may contact schools to make special arrangements for selection interviews if deemed necessary. The EDB encourages schools to continue communication with course providers about the special educational needs of students, so as to support student learning in ApL courses.
- Schools should **NOT** prioritise their nominations simply based on students' academic results. The flexible subject combination of ApL courses with other elective subjects should be able to serve the purpose of complementing or broadening student learning.

Guidelines for Nominating Students for Applied Learning Chinese (for non-Chinese speaking students)

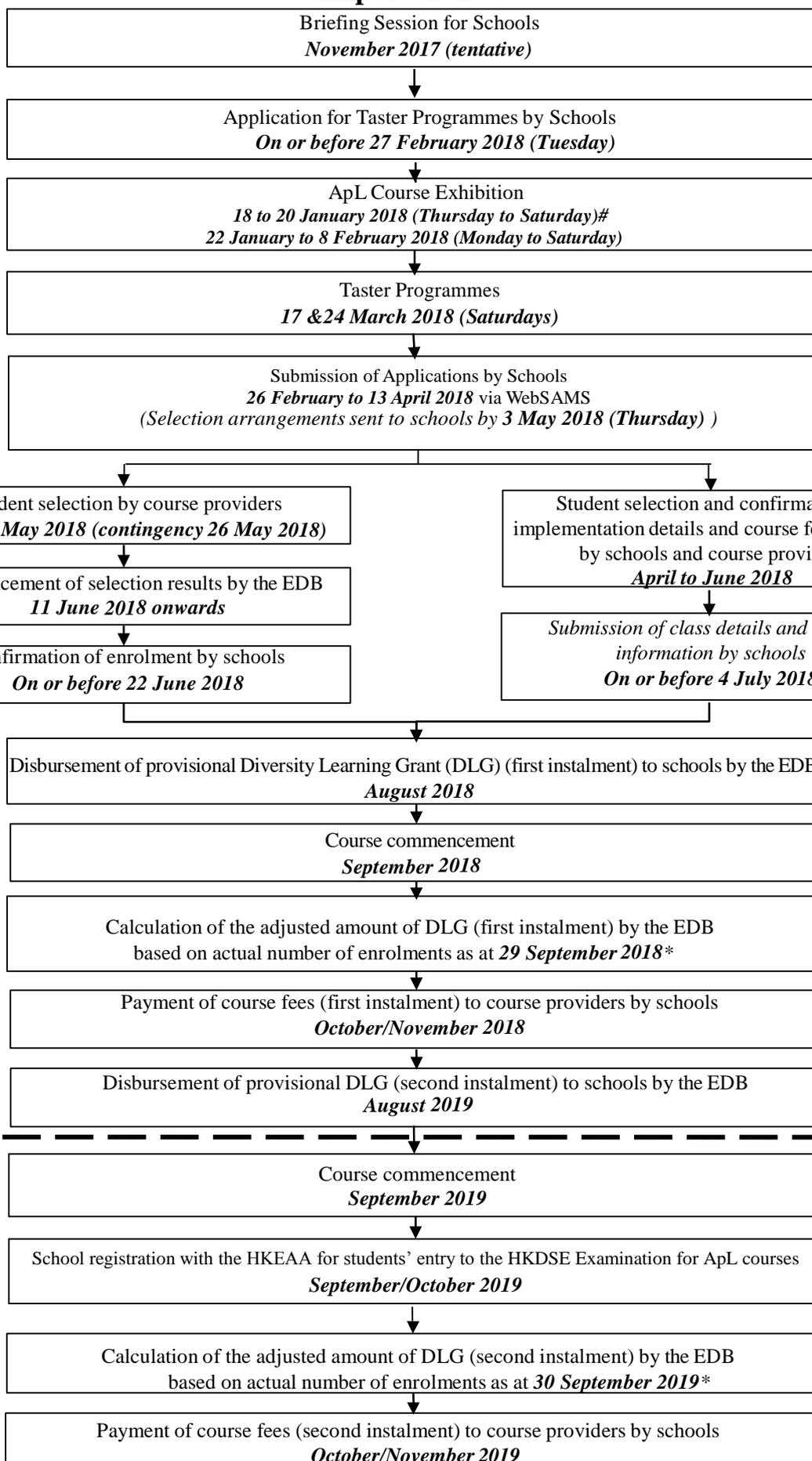
Schools may refer to the following guidelines in nominating students for Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)):

- ApL(C) is introduced to provide an additional channel exclusively for non-Chinese speaking (NCS) students fulfilling the specified circumstances⁶ to obtain an alternative Chinese language qualification to prepare them for further studies and work.
- Schools should assist NCS students in considering applying for ApL(C) according to their language ability, interests and aspirations, and provide guidance and support for NCS students in choosing the appropriate Chinese language curriculum.
- NCS students who aspire to study ApL(C) should have basic language competency to enable them to learn Chinese language through different modes of activities in a simulated applied learning context. At the point of entry, they are expected to have achieved most of the learning outcome of the “Chinese Language Curriculum Second Language Learning Framework” (“Learning Framework”) at level 4 or above. Upon completion of courses, NCS students are expected to have achieved the relevant learning outcome of the “Learning Framework” at level 6 or above. Details for the “Learning Framework” are available at the following website: www.edb.gov.hk/tc/curriculum-development/kla/chi-edu/second-lang.html.

⁶ Students have learnt Chinese Language for less than six years while receiving primary and secondary education; or students have learnt Chinese Language for six years or more in schools, but have been taught an adapted and simpler curriculum not normally applicable to the majority of students in local schools.

Senior Secondary Applied Learning Courses (2018-20 Cohort)

Important Dates

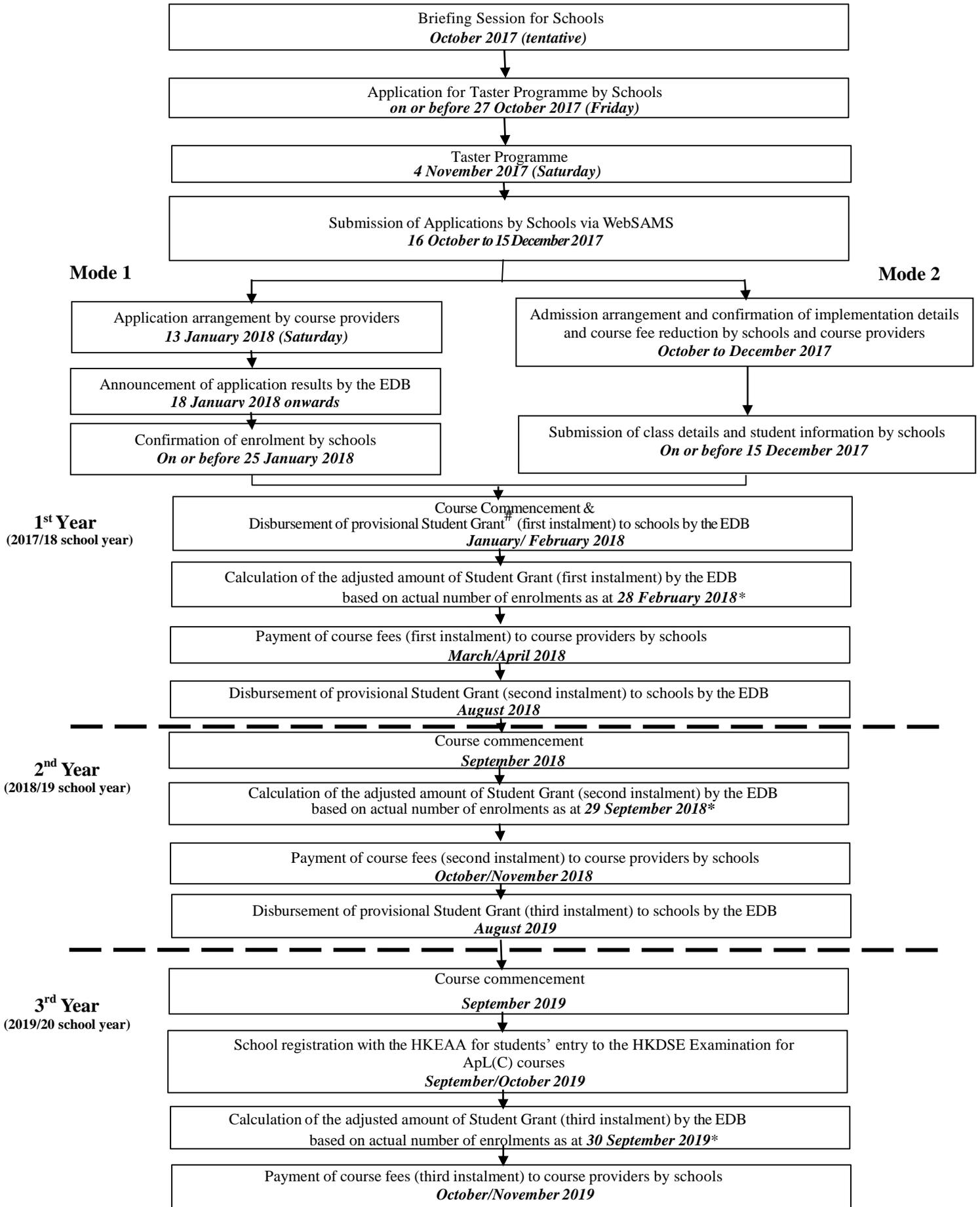


Introduction of ApL courses by representatives of course providers and taster activities like demonstrations and games

* Adjustment of the first and second instalments of the DLG will be made by the EDB before January 2019 and January 2020 respectively.

Applied Learning Chinese (for non-Chinese speaking students) (2018-20 Cohort)

Important Dates



Student Grant – Student Grant for Applied Learning Chinese (for non-Chinese speaking students)

* Adjustment of the first, second and third instalments of the Student Grant will be made by the EDB before May 2018, January 2019 and January 2020 respectively.