

Education Bureau Circular Memorandum No. 3/2020

From: Secretary for Education

To: Supervisors / Heads of all Secondary
and Special Schools

Ref: EDB(CD/SEN)/ADM/150/1/10(13)

Date: 10 January 2020

Senior Secondary Adapted Applied Learning Courses for Students with Intellectual Disabilities (2020-22 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 is to announce the arrangements and application procedures for the senior secondary adapted Applied Learning (ApL) courses (2020-22 cohort).

Details

Background

2. ApL is an integral part of the senior secondary curriculum, 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.

3. 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 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.

Study Arrangement

4. The above adapted ApL courses (i.e. courses for the 2020-22 cohort) will commence in the 2020/21 school year. All **Secondary 4 students with ID in the 2019/20 school year who study 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

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.

5. For the 2020-22 cohort, 16 adapted ApL courses categorised under the following three areas of studies, provided by 5 course providers are approved by the Education Bureau (EDB):

- Creative Studies
- Media and Communication
- Services

6. The duration of each adapted ApL course is 240 contact hours, generally extending over two academic years from Secondary 5 to 6. 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 course synopses (including the learning outcomes, course content and organisation, articulation, etc.) of the respective adapted ApL courses. **Please refer to the guidelines on nominating students for adapted ApL courses at Appendix 2.**

7. Students taking adapted ApL courses are required to attend lessons and participate in learning activities organised by course providers. Schools should make arrangement and avoid compulsory school activities for students during the time of adapted ApL lessons to support their learning. Schools should also remind students to attend adapted ApL lessons punctually, in particular, those conducted outside schools.

Modes of Implementation

8. Schools may adopt different modes of implementation to offer adapted ApL courses taking into account 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 tutors who are recognised by the course providers. Schools should make arrangements for students to attend the courses according to the timetables set by course providers.

Mode 2: Courses take place mainly in schools, with lessons collaboratively arranged by teachers of schools and tutors recognised by course providers. Schools should work out the detailed arrangements with course providers, such as sharing of teaching duties, providing assistance in classroom teaching, provision of venues and facilities.

Collaboration of Schools

9. Besides the above modes of implementation, schools may also consider collaborating with other schools to offer adapted ApL courses for their students with the support of course providers. For example, schools in the same district can collaboratively work out the implementation details of offering one or more adapted ApL courses, such as conducting lessons in common venues at the same time slots to provide more options for students interested in taking these courses. The EDB will collect the intention of schools in due course and communicate with schools interested in collaboration on the feasibility of offering adapted ApL courses.

Assessment, Quality Assurance and Articulation

10. 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.

11. **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).**

12. 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.

13. 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.

Funding Arrangement

14. All aided, government and Direct Subsidy Scheme secondary schools, caput schools and special schools operating senior secondary classes offering EDB-approved adapted ApL courses are eligible for the Diversity Learning Grant (DLG). Details of the funding and accounting arrangements are provided at **Appendix III**. **All schools eligible for the above grant are NOT allowed to charge students any course fees.**

15. To streamline related school administration, schools are no longer required to draw up a three-year plan to broaden subject choices for a particular cohort of students starting from the 2019/20 school year.

Support for Students

16. Schools should provide opportunities for students to understand thoroughly the course content and study arrangement of adapted ApL courses. Schools may arrange various supportive activities for students such as career talks and visits, so that students can have a better understanding of the courses before submitting applications.

Visits to Course Providers

Schools are encouraged to arrange their Secondary 4 students to participate in the visits detailed below. 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. Please refer to **Appendix IV** and following extract for details:

Period:	4 - 18 March 2020
Time:	One to two and half hours per session
Venue:	Course provider (Please refer to Appendix IV)
Application:	Schools are requested to inform students, parents and staff and return the relevant application form(s) at Appendix IV to respective course provider(s) by fax or email.
Closing Date:	20 February 2020 (Thursday)
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

17. 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 in December 2019 to encourage schools to invite **both** staff and parents to participate in the briefing session for schools and parents. Details are as follows:

Date:	20 January 2020 (Monday)
Time:	9:00 a.m. – 12:45 p.m.
Venue:	Lecture Theatre, 4/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 (Students are NOT required to attend); and (2) principals, teachers and school social workers.
Application:	Schools are requested to return the application form at Appendix V(2) by fax.
Closing Date:	13 January 2020 (Monday)
Remarks:	Schools are requested to distribute the programme schedule at Appendix V(1) to staff and parents who are going to attend the briefing session.

Application Procedures

18. Students intending to study adapted ApL courses for the 2020-22 cohort should submit their applications through their schools, and participate in the interview processes to be arranged by course providers later. Application period is **from 2 March 2020 (Monday) to 3 April 2020 (Friday)**. The application procedures with key events and dates are set out at **Appendix VI**.

19. Schools have to ensure that all parents of students enrolling in adapted ApL courses have completed and signed the "Parental Consent Form" for the school's record and submit the electronic "School Application Form" through Special Education Management Information System (SEMIS) to Special Educational Needs (SEN) Section of the Curriculum Development Institute **on or before the application deadline (3 April 2020)**. For the detailed arrangement of electronic submission, schools may refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>).

Enquiry

20. For enquiry, please contact the Special Educational Needs Section, Education Bureau at 2892 6493 or 2892 6435.

Dr Gloria PW CHAN
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 (2020-22 年度) 一覽表
List of Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (ID) (2020-22 Cohort)

Appendix I

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 (智障學生) Target (ID Students)	教學語言 Medium of Instruction	課程費用 ^{註二} Course Fee NOTE 2 (HK\$)
創意學習 Creative Studies	2020220818	聲樂及敲擊樂 Vocal and Percussion Music	聖雅各 St. James	九龍深水埗荔枝角道 143 號康和閣 1-2 樓九龍慈惠中心 Kowloon Kindness Centre, 1-2/F, Konwall Court, 143 Lai Chi Kok Road, Sham Shui Po, Kowloon	星期一上午 Monday morning	輕度/中度 Mild / Moderate ID	中文 Chinese	20,000
	2020220815	數碼攝影及桌上出版設計 Digital Photography and Desktop Publishing Design	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.	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	18,980
	2020220829A	氣球藝術及舞台表演 A Balloon Art & Stage Performance A	青年會專業書院 YMCA College of Careers	九龍油麻地窩打老道 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	星期五下午 Friday afternoon	輕度/中度 Mild / Moderate ID	中文 Chinese	20,000
	2020220829B	氣球藝術及舞台表演 B Balloon Art & Stage Performance B	青年會專業書院 YMCA College of Careers	九龍油麻地窩打老道 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	20,000
媒體及傳意 Media and Communication	2020220824	視覺傳意設計 Visual Communication Design	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	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	19,200
服務 Services	2020220823A	健康飲食製作 A Healthy Food Production A	青年會專業書院 YMCA College of Careers	九龍油麻地窩打老道 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	星期三下午 Wednesday afternoon	輕度/中度 Mild / Moderate ID	中文 Chinese	20,500
	2020220823B	健康飲食製作 B Healthy Food Production B	青年會專業書院 YMCA College of Careers	九龍油麻地窩打老道 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	20,500
	2020220803A	包餅製作 A Bakery and Pastry A	職訓局 VTC	2020/21 學年:九龍觀塘觀塘道 487 號展亮技能發展中心(觀塘) 2020/21 school year: Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon 2021/22 學年: 九龍塘牛津道 1D 號 (待定) 2021/22 school year: 1D Oxford Road, Kowloon Tong (To be confirmed)	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	18,980
	2020220803B	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.	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	18,980
	2020220805	禮品製作及包裝 Gift Making and Wrapping	職訓局 VTC	2020/21 學年:九龍觀塘觀塘道 487 號展亮技能發展中心(觀塘) 2020/21 school year: Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon 2021/22 學年: 九龍塘牛津道 1D 號 (待定) 2021/22 school year: 1D Oxford Road, Kowloon Tong (To be confirmed)	星期二下午 Tuesday afternoon	輕度/中度 Mild / Moderate ID	中文 Chinese	18,980

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 (智障學生) Target (ID Students)	教學語言 Medium of Instruction	課程費用 ^{註二} Course Fee NOTE 2 (HK\$)
服務 Services	2020220809	基本飲食業實務 Basic Catering Services	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	19,200
	2020220817	西式餐飲業實務 Western Catering Practice	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	19,200
	2020220820	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	19,200
	2020220827	基礎酒店房務 Basic Hotel Housekeeping	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	19,200
	2020220806A	初級烘焙實務 A Elementary Bakery 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	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	19,200
	2020220806B	初級烘焙實務 B Elementary Bakery 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.	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	19,000
	2020220801	酒店房務 Hotel Housekeeping	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.	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	19,000
	2020220825	餐飲服務基礎課程 Basics for Catering Services	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.	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	19,000
	2020220826	環境管理實務課程 Environmental Management Practice	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.	星期六上午 Saturday morning	輕度/中度 Mild / Moderate ID	中文 Chinese	18,500

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	姚麗蓮女士 Ms YIU ☎ 2664 0399 莫振誠先生 Mr Ploto MOK ☎ 2664 3620
聖雅各 St. James	聖雅各福群會 St. James' Settlement	黃煒滄女士 Ms Wendy WONG ☎ 2596 2707 何仲民先生 Mr Ken HO ☎ 2596 2709
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 College of Careers	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	李巾幗小姐 Miss Jessica LEE ☎ 2783 3500 許玉女士 Ms Shirley HUI ☎ 2783 3502

註二 NOTE 2

<p>所有在資助中學、官立中學、直接資助中學、按位津貼學校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。</p> <p>All students with ID in aided, government and Direct Subsidy Scheme secondary schools, caput schools 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 adapted Applied Learning courses.</p>

Guidelines on 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.
- Students with ID in ordinary schools can apply for a **maximum of TWO adapted ApL courses (including ApL courses)**. Students with ID in special schools 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 adapted ApL courses have to go through a selection process after which they may opt to accept offers from **one or two** adapted ApL courses based on their preferences.
- School could set priority for nominating students for adapted ApL courses according to the principles 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 adapted ApL) should be given a higher priority than those taking three senior secondary elective subjects.

**Funding and Accounting Arrangements for
Senior Secondary Adapted Applied Learning Courses for
Students with Intellectual Disabilities (2020-22 Cohort)**

Diversity Learning Grant

1. The Diversity Learning Grant (DLG) supports all aided, government and Direct Subsidy Scheme (DSS) secondary schools, caput schools and special schools operating 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 secondary schools, DSS secondary schools, caput schools and special schools. For government secondary schools, it is in the form of budget allocation. DLG is provided to support schools to offer adapted Applied Learning (ApL) for their students.

2. The DLG will be provided for eligible schools on a yearly basis to support the implementation of adapted ApL courses provided by course providers and approved by the Education Bureau (EDB). To streamline school administration, schools are no longer required to draw up a three-year plan to broaden subject choices for a particular cohort of students.

Funding Arrangement

3. **Students with ID** in eligible schools studying the senior secondary curriculum recommended by the Curriculum Development Council are eligible for the DLG for adapted ApL¹. 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. **Schools eligible for the DLG are NOT allowed to charge students any course fees.**

4. 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.** If necessary and under special circumstances, schools can deploy the resources tabulated below for the payment of adapted ApL course fees.

School Type	Resources to be Deployed by Schools
Aided Secondary Schools / Special Schools operating 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) ● Schools' own funds
Government Secondary 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
DSS Secondary Schools	<ul style="list-style-type: none"> ● CEG ● DSS Subsidy ● Schools' own funds

¹ Students with changes in status at schools (e.g. students departed from schools) no longer meeting the requirements as stated in paragraph 3 above are not eligible for the DLG for adapted ApL. However, if such students have successfully completed their first year study of adapted ApL courses, they may continue their second year study of adapted ApL courses at their own expense with the consent of the respective course providers and the EDB.

5. Upon deployment of resources, if schools still have genuine financial difficulties in offering adapted ApL courses to their students, schools may approach the Special Educational Needs Section of the EDB **on or before 30 June 2020** to set out their difficulties. The EDB will provide support as far as possible taking into account the specific situation of individual schools.

6. The DLG for adapted ApL courses (2020-22 cohort) can only be used to subsidise students to take adapted ApL courses of the 2020-22 cohort and cannot be mixed with the DLG for other cohorts of adapted ApL courses. The funding must be used for the payment of adapted ApL course fees to be charged by 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.

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

Accounting Arrangements

8. The DLG for adapted ApL courses (2020-22 cohort) will be allocated to schools in **TWO** equal instalments. The first and second instalments of the DLG will be provisionally disbursed to schools in August 2020 and August 2021 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 students in adapted ApL courses (2020-22 cohort) (as at **30 September 2020** and **30 September 2021** respectively) and the information submitted by schools.

9. Schools should make use of the DLG to pay course fees to course providers in **TWO** equal instalments. The first and second instalments of course fees would be calculated based on the number of students as at **30 September 2020** and **30 September 2021** respectively.

10. For aided secondary schools, DSS secondary schools, caput schools and special schools, a separate ledger account named “**DLG for Adapted Applied Learning Courses for Students with ID (2020-22 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. The surplus in the ledger account can be carried forward to the next school year until **31 August 2022**. Any unspent balance of the DLG will be clawed back. Any deficit in the ledger account should be made up by schools’ deployment of other resources (as set out in Paragraph 4 above) at the end of each school year.

11. For government secondary schools, the expenditure should be charged to the user code assigned for adapted ApL courses (2020-22 cohort). Unspent balance of the allocations as at the end of each financial year (i.e. **31 March 2021** and **31 March 2022**) cannot be carried forward to the subsequent financial year and will lapse. Any deficit should be covered by schools’ deployment of other resources (as set out in Paragraph 4 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（2020-22年度）
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 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**2020年2月20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 20 February 2020**. 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			

參觀地點 Venue of Visits:	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)	參加人數 Number of Participants		
		學生 Students	家長 Parents	教職員 Staff
1. 2020220806A 初級烘焙實務A Elementary Bakery A	14-3-2020 (六) 上午9:30 - 上午11:30 14 March 2020 (Sat) 9:30 am - 11:30 am			
2. 2020220809 基本飲食業實務 Basic Catering Services				
3. 2020220817 西式餐飲業實務 Western Catering Practice				
4. 2020220820 活動策劃助理實務 Event Planning Assistant	18-3-2020 (三) 上午9:30 - 上午11:30 18 March 2020 (Wed) 9:30 am - 11:30 am			
5. 2020220824 視覺傳意設計 Visual Communication Design				
6. 2020220827 基礎酒店房務 Basic Hotel Housekeeping				

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 (2020-22 年度)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 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**2020年2月20日或之前**將此表格傳真至2664 2805匡智松嶺綜合職業訓練中心(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 Pinehill Integrated Vocational Training Centre (Attn: Ms YIU) by fax at 2664 2805 **on or before 20 February 2020**. 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			

參觀地點 Venue of Visits:	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 2664 3620 莫振誠先生 Mr MOK
		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 ^(註) Date and Time ^(Note)	參加人數 Number of Participants		
		學生 Students	家長 Parents	教職員 Staff
1. 2020220806B 初級烘焙實務 B Elementary Bakery B	4-3-2020 (三) 下午2:30 -下午3:30 4 March 2020 (Wed) 2:30 pm - 3:30 pm			
2. 2020220801 酒店房務 Hotel Housekeeping				
3. 2020220825 餐飲服務基礎課程 Basics for Catering Services				
4. 2020220826 環境管理實務課程 Environmental Management Practice	12-3-2020 (四) 上午11:00 -正午12:00 12 March 2019 (Thur) 11:00 am - 12:00 nn			

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（2020-22年度）
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 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**2020年2月20日或之前**將此表格傳真至2596 2705聖雅各福群會（黃煒滄女士經辦）。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 Wendy WONG) by fax at 2596 2705 **on or before 20 February 2020**. 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			

參觀地點 Venue of Visits:	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 Services Building, 100 Kennedy Road, Wanchai, Hong Kong	查詢 Enquiry:	2596 2707 黃煒滄女士 Ms Wendy WONG 2596 2709 何仲民先生 Mr Ken HO		
		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	參加人數 Number of Participants		
		學生 Students	家長 Parents	教職員 Staff
2020220818 聲樂及敲擊樂 Vocal & Percussion Music	9-3-2020 (一) 上午10:00 – 下午12:30 9 March 2020 (Mon) 10:00 am - 12:30 pm			

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 (2020-22年度)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 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**2020年2月20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) 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) **on or before 20 February 2020**. 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			

參觀地點 Venue of Visits:	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: 傳真 Fax:	2270 0914 雲女士 Ms WAN 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: 傳真 Fax:	2452 8981 崔先生 Mr TSUI 2457 6207

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 ^(註) Date and Time ^(Note)	參加人數 Number of Participants					
		觀塘 Kwun Tong			屯門 Tuen Mun		
		學生 Students	家長 Parents	教職員 Staff	學生 Students	家長 Parents	教職員 Staff
1. 2020220803A/B 包餅製作A/B Bakery and Pastry A/B	4-3-2020 (三) 上午10:00 – 正午12:00 4 March 2020 (Wed) 10:00 am - 12:00 nn						
2. 2020220805 禮品製作及包裝 Gift Making and Wrapping	4-3-2020 (三) 下午2:00 – 下午4:00 4 March 2020 (Wed) 2:00 pm - 4:00 pm						
3. 2020220815 數碼攝影及桌上出版設計 Digital Photography and Desktop Publishing Design	17-3-2020 (二) 上午10:00 – 正午12:00 17 March 2020 (Tue) 10:00 am - 12:00 nn						
	17-3-2020 (二) 下午2:00 – 下午4:00 17 March 2020 (Tue) 2:00 pm - 4:00 pm						

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 (2020-22年度)
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 Cohort)

參觀課程提供機構報名表(青年會專業書院)
Application for Visits to Course Providers (YMCA College of Careers)

請於**2020年2月20日或之前**將此表格電郵至jessicalee@ymca.org.hk香港中華基督教青年會-青年會專業書院(李巾幗小姐經辦)。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: Miss Jessica LEE) by email at jessicalee@ymca.org.hk **on or before 20 February 2020**. 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			

參觀地點 Venue of Visits:	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:	2783 3500 李巾幗小姐 Miss Jessica LEE
		電郵 Email:	jessicalee@ymca.org.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 ^(註) Date and Time ^(Note)	參加人數 Number of Participants		
		學生 Students	家長 Parents	教職員 Staff
1. 2020220823A/B 健康飲食製作 A/B Healthy Food Production A/B	7-3-2020 (六) 上午10:30 - 下午1:00 7 March 2020 (Sat) 10:30 am - 1:00 pm			
2. 2020220829A/B 氣球藝術及舞台表演 A/B Balloon Art & Stage Performance A/B	11-3-2020 (三) 下午2:00 - 下午4:30 11 March 2020 (Wed) 2:00 pm - 4:30 pm			

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

**Briefing Session for Schools and Parents on
Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (ID) (2020-22 Cohort)**

Date : 20 January 2020 (Monday)
Time : 9:00 a.m. – 12:45 p.m.
Venue : Lecture Theatre, 4/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Programme

Time	Content	Speaker
9:00 – 9:15	Registration	
9:15 – 9:40	Brief Introduction of Adapted ApL	Special Educational Needs Section, CDI
9:40 – 10:30	Introduction of Courses	Representatives of Course Providers
10:30 – 10:45	Break and Course Information Session	
10:45 – 12:00	Introduction of Courses	Representatives of Course Providers
12:00 – 12:30	Points to Note	Special Educational Needs Section, CDI
12:30 – 12:45	Course Information Session	

Remarks :

Special Arrangements for Bad Weather and Class Suspension

- (1) The Briefing Session will be cancelled when Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.8 or above is issued, or territory-wide class suspension is announced by the Education Bureau due to other reasons at or after 6:30 a.m.
- (2) Participants will be notified of further arrangement in due course if the Briefing Session is cancelled.

Parking

- (3) 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) (2020-22 Cohort)**

Application Form

(Please complete and return by fax **on or before 13 January 2020 (Monday)**)

To: Special Educational Needs (SEN) Section, Curriculum Development Institute,
Education Bureau (Attn.: Mr MAK Chi-keung) (Tel.: 2892 6435)

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

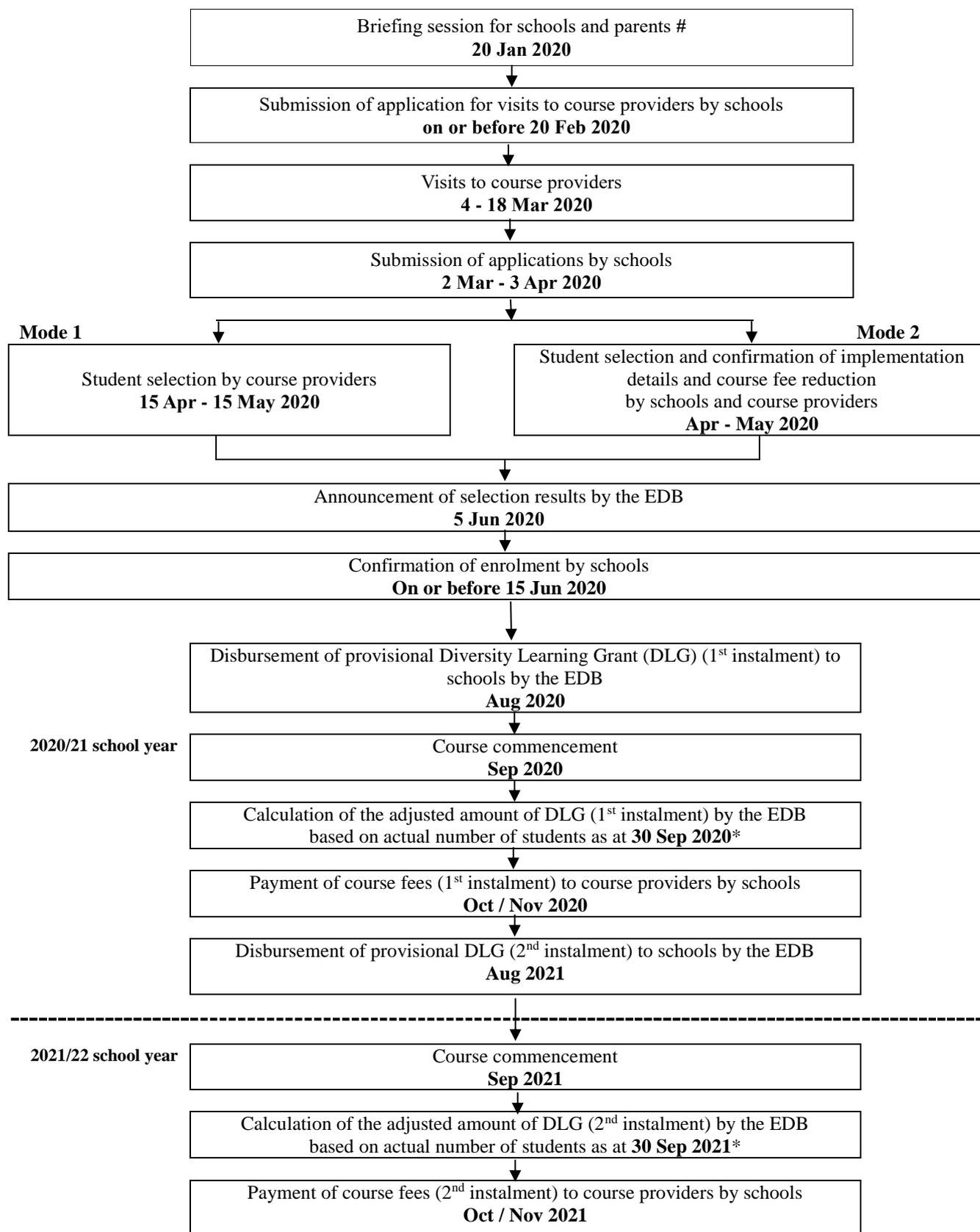
Lists of participants to attend the captioned Briefing of the school are as follows:

Name of Parent (Student is NOT required to attend)	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Name of Staff	Post
1.	
2.	
3.	

<i>(School Chop)</i>	Signature of School Head	:	_____
	Name of School Head	:	_____
	Name of School	:	_____
	Name of Contact Person	:	_____
	Telephone No. of Contact Person	:	_____
	Date	:	_____

**Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2020-22 Cohort)
Important Dates**



Introduction of adapted ApL courses to be conducted by course providers.

* Adjustment of the 1st and 2nd instalments of the DLG will be made by the EDB before Jan 2021 and Jan 2022 respectively.