

Education Bureau Circular Memorandum No. 32/2021

From: Secretary for Education

To: Supervisors / Heads of all Secondary
and Special Schools

Ref: EDB(CD/SEN)/ADM/150/1/10(14)

Date: 2 March 2021

Senior Secondary Adapted Applied Learning Courses for Students with Intellectual Disabilities (2021-23 Cohort)

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

Summary

This circular memorandum is to announce the arrangements and application procedures for the senior secondary adapted Applied Learning (ApL) courses (2021-23 cohort).

Details

Background

2. ApL is a valued senior secondary elective subject which helps students with different aspirations and abilities articulate to multiple pathways. ApL offers studies with stronger elements of practical learning linked to broad professional and vocational fields. Under the current New Academic Structure, students with intellectual disabilities (ID) can be subsidised to take a maximum of two adapted ApL courses as elective subjects in Secondary 5 and 6.

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 contexts, and explore their orientation for lifelong learning and career aspirations.

Study Arrangement

4. The above adapted ApL courses (i.e. courses for the 2021-23 cohort) will commence in the 2021/22 school year. **In the 2020/21 school year, all Secondary 4 students with ID 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

5. For the 2021-23 cohort, 14 adapted ApL courses categorised under the following three areas of studies, provided by 4 course providers are approved by the Education Bureau (EDB):

- Creative Studies
- Applied Science
- 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 **Annex 1**. 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.



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: ● Lessons to be held mainly at the venues of the course providers and delivered by tutors recognised by the course providers. Schools should arrange their students to attend the lessons according to the timetables set by course providers.
- Mode 2: ● Lessons to be held mainly in schools offering courses and delivered by tutors recognised by the course providers. Schools should liaise with the course providers to collaboratively decide the timetable and teaching arrangement, including sharing of teaching duties, providing assistance in classroom teaching, provision of venues and facilities, etc.
- 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/nearby districts may liaise to offer one or more adapted ApL courses with agreed timetables and venues to provide more choices for their students. Schools interested in offering adapted ApL courses in collaboration with other schools can express intention via submitting the form at **Annex 2** to the EDB.

Assessment, Quality Assurance and Articulation

9. 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.

10. **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) certificate.**

11. 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.

12. 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

13. 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 **Annex 3**. **All schools eligible for the above-mentioned grant are NOT allowed to charge students any course fees.**

14. Each eligible student is entitled to funding for **a maximum of TWO** adapted ApL courses¹. If individual students take four elective subjects with one of them being an adapted ApL course, this course will be regarded as the 4th elective subject. **Starting from the 2020/21 school year, the EDB will subsidise students to take an adapted ApL course as the 4th elective subject to encourage students to take adapted ApL to broaden their studies and learning experience.**

Support for Students, Parents and Schools

15. Schools should provide opportunities to both students and parents to understand thoroughly the course content and study arrangement of adapted ApL courses. For example, schools may organise talks for students and parents, advise them to make reference to relevant adapted ApL course prospectus/leaflet. Please refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>) for prospectus of relevant adapted ApL courses.




16. To reduce social contact and gatherings so as to minimise the risk of COVID-19 spreading in public places, **visits to course venues for the 2021-23 cohort will be cancelled**. Besides, **the “Briefing Session for Schools and Parents” for the 2021-23 cohort will be conducted via online mode on 25 March (p.m.)**. Details will be provided to schools in due course.

Application Procedures

17. Students who are interested in studying adapted ApL courses for the 2021-23 cohort should submit their applications through their schools, and attend interview(s) to be arranged by course providers later. The application procedures with key events and dates are set out at **Annex 4**.

¹ In case a student also takes ApL course(s), each ApL course will be counted as an adapted ApL course in the funding arrangement.

18. Application for adapted ApL courses for the 2021-23 cohort will start on **29 March 2021 (Monday)**. Schools have to ensure that all parents of students enrolling in adapted ApL courses have completed and signed the “Parental Consent Form” for the schools’ 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 (27 April 2021)**. For the detailed arrangement of electronic submission, schools may refer to the EDB website (<http://www.edb.gov.hk/cdi/sen>). 

19. Students applying for adapted ApL courses have to go through a selection process by course providers. Schools should refer to the guidelines at **Annex 5** in nominating students for adapted ApL courses.

Enquiry

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

Ms Ivy WONG
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 (2021-23 年度) 一覽表
List of Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (ID) (2021-23 Cohort)

Annex 1

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	2021230829A	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	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	20,500
	2021230829B	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	星期六上午 Saturday morning	輕度 Mild ID	中文 Chinese	20,500
	2021230815	數碼攝影及桌上出版設計 Digital Photography and Desktop Publishing Design	職訓局 VTC	2021/22學年:九龍觀塘觀塘道487號展亮技能發展中心(觀塘) 2021/22 school year: Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon 2022/23學年: 九龍塘牛津道1D號 (待定) 2022/23 school year: 1D Oxford Road, Kowloon Tong (To be confirmed)	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	19,300
服務 Services	2021230803A	包餅製作A Bakery and Pastry A	職訓局 VTC	2021/22學年:九龍觀塘觀塘道487號展亮技能發展中心(觀塘) 2021/22 school year: Shine Skills Centre (Kwun Tong) 487 Kwun Tong Road, Kowloon 2022/23學年: 九龍塘牛津道1D號 (待定) 2022/23 school year: 1D Oxford Road, Kowloon Tong (To be confirmed)	星期四下午 Thursday afternoon	輕度 Mild ID	中文 Chinese	19,300
	2021230803B	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	19,300
	2021230805	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	19,300
	2021230817	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	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	19,600
	2021230827	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	星期三下午 Wednesday afternoon	輕度 Mild ID	中文 Chinese	19,600
	2021230807	辦公室助理實務 Office Assistant 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	星期二下午 Tuesday afternoon	輕度 Mild ID	中文 Chinese	19,600
	2021230806A	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	星期三下午 Wednesday afternoon	輕度 Mild ID	中文 Chinese	19,600

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	2021230806B	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.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	19,200
	2021230825	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.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	19,200
	2021230826	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.	星期五下午 Friday afternoon	輕度/中度 Mild / Moderate ID	中文 Chinese	18,800
	2021230828	美髮服務及髮廊運作 Hairdressing Services and Salon Operation	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	18,800
	2021230801	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.	星期五下午 Friday afternoon	輕度 Mild ID	中文 Chinese	19,200
應用科學 Applied Science	2021230830A	健康與體適能大使A Health and Fitness Ambassador 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 Mild ID	中文 Chinese	22,500
	2021230830B	健康與體適能大使B Health and Fitness Ambassador 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 Mild ID	中文 Chinese	22,500

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	莫振誠先生 Mr Ploto MOK ☎ 2664 3620 姚麗蓮女士 Ms YIU ☎ 2664 0399
職訓局VTC	職業訓練局 Vocational Training Council	黃麗敏女士 Ms Karen WONG ☎ 2836 1767
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	許玉女士 Ms Shirley HUI ☎ 2783 3502 / ☎ 2783 3509

註二-NOTE 2

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。
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.

**Offering Adapted Applied Learning Courses (2021-23 Cohort)
in Collaboration with Other Schools via Mode 2 Arrangement**

Intention of School

- This form should be completed by schools intending to offer the adapted Applied Learning (ApL) courses in collaboration with other schools via Mode 2 arrangement. The Education Bureau (EDB) will communicate with schools on the feasibility of offering the adapted ApL courses in due course.
- Please return the completed form to the Special Educational Needs Section, Curriculum Development Institute, EDB by fax (fax no.: 2573 5299) **on or before 14 May 2021**.
- For enquiries, please contact the Special Educational Needs Section, Curriculum Development Institute, EDB at 2892 6435.

Part A - School and Contact Person Information

School name			
School address			
Name of contact person		Post	
Tel. no.		Fax no.	
Email			

Part B - Declaration by the Principal

I confirm that my school intends to offer a total of _____ adapted ApL course(s) in collaboration with other schools, via Mode 2 arrangement, in the _____ school year, with details given overleaf.

Signature of Principal :

Name of Principal :

Date :

(School Chop)

Part C – Information of the Adapted ApL Courses to be Offered in Collaboration with Other Schools

Name of course provider			
Course name		Estimated no. of students	
Start date (month/year)		End date (month/year)	
Remarks (Please put a “√” in the appropriate box.)	<p>1. Has your school already reached an initial consensus with other school(s) in offering the adapted ApL course through collaboration?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Is your school willing to provide venues/facilities for conducting adapted ApL lessons for students of other schools?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Part D - Information of Collaborating Schools (if applicable)

	School name	Host school (Use “√” to indicate)	No. of students
1			
2			
3			
4			

Other suggestions/ views (if applicable):

Funding and Accounting Arrangements for Senior Secondary Adapted Applied Learning Courses for Students with Intellectual Disabilities (2021-23 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 for 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 ApL². Each eligible student is entitled to funding for a **maximum of TWO** adapted ApL courses. In addition, from the 2020/21 school year onwards, if individual students take an adapted ApL course as the 4th elective subject, the school will also 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

² 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.

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

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 2021** 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 (2021-23 cohort) can only be used to subsidise students to take adapted ApL courses of the 2021-23 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

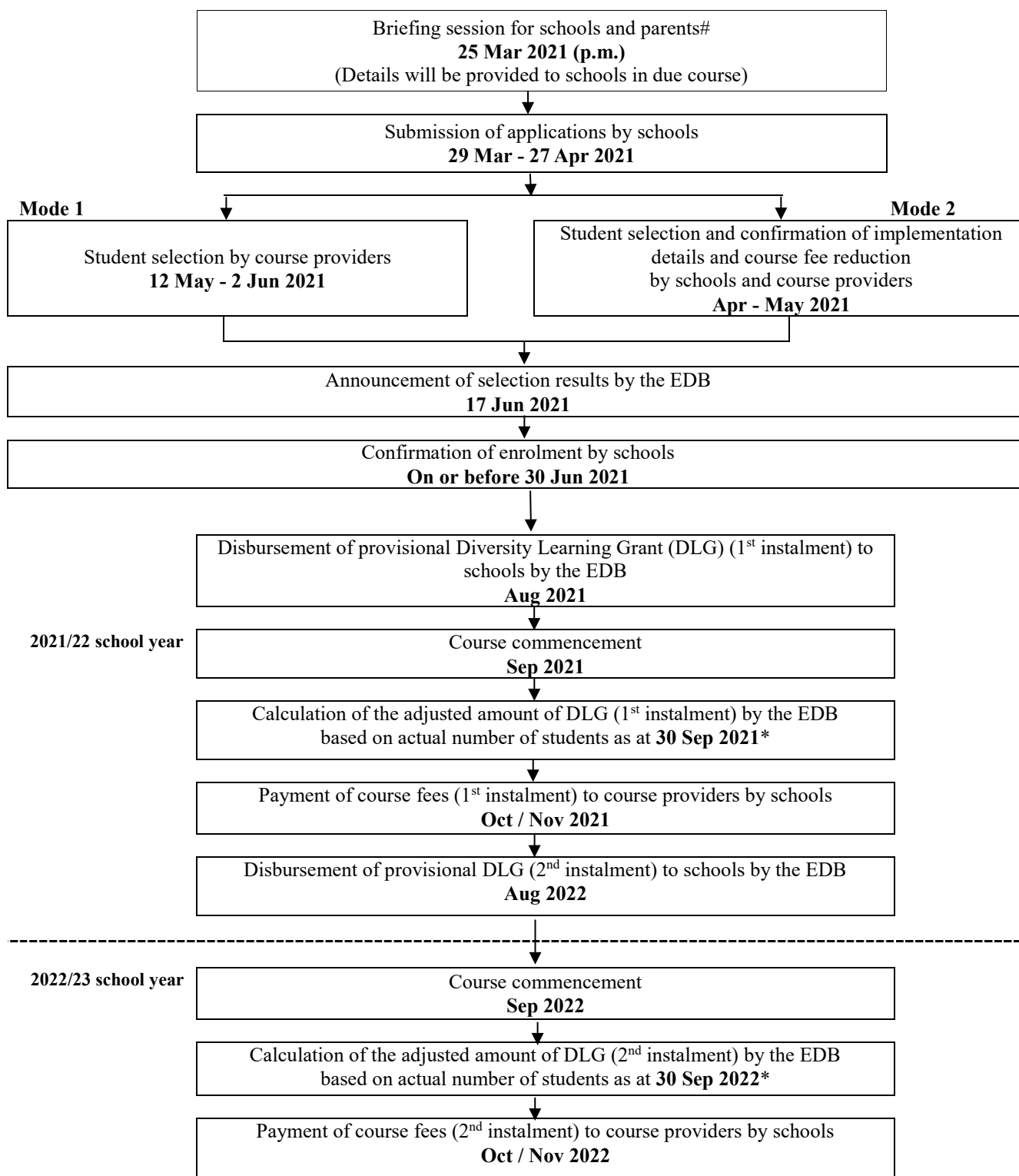
8. The DLG for adapted ApL courses (2021-23 cohort) will be allocated to schools in **TWO** equal instalments during the 2-year course duration. The first and second instalments of the DLG will be provisionally disbursed to schools in August of each year. For government secondary schools, the DLG will 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 (2021-23 cohort) (as at **30 September of each year**) and the information submitted by schools.

9. Schools should make use of the DLG to pay course fees to course providers in **TWO instalments**. The first and second instalments of course fees would be calculated based on the number of students as at **30 September of each year** 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 (2021-23 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 2023**. 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 (2021-23 cohort). Unspent balance of the allocations as at the end of each financial year (i.e. **31 March** of each year during the 2-year course duration) 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.

**Senior Secondary Adapted Applied Learning Courses
for Students with Intellectual Disabilities (2021-23 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 2022 and Jan 2023 respectively.

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.
- Each eligible student is entitled to funding for **a maximum of TWO adapted ApL courses (including ApL courses)**. In case a student also takes ApL course(s), each ApL course will be counted as an adapted ApL course in the funding arrangement.
- 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 should take into account students' **diverse learning needs** when considering whether their interested adapted ApL course(s) could tie in with the other electives for complementing or broadening students' learning experience.
- School should try their best to arrange suitable students to apply for adapted ApL courses in order to broaden their studies and learning experience.