

**Application Form**  
**Grant for Programme Area Accreditation**  
**under the Qualifications Framework Fund**

**Notes for Applicants**

1. Applicants who wish to apply for the Grant for Programme Area Accreditation (the PAA Grant) should complete this application form.
2. Applications for the PAA Grant should be made **no later than one year after the issuance of the relevant Statement of Accreditation Approval (SOA) dated 3 January 2017 or after** by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).
3. Applicants should read the Guidance Notes for the PAA Grant carefully before submitting the application. Copy of the Guidance Notes can be downloaded from the QF website ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)).
4. Applicants should ensure that all parts in the form are fully completed and the information is accurate. The application will not be processed if the applicant fails to provide all the information requested.
5. When submitting the application form, the applicant should enclose the following documents:
  - (a) **Original** copy of –
    - Payment receipts of accreditation fees issued by HKCAAVQ.
    - Debit Notes and/or Credit Notes of accreditation fees issued by HKCAAVQ.
  - (b) **Photocopy** of -
    - Accreditation Report and SOA issued by HKCAAVQ.
    - Email/correspondence issued by HKCAAVQ advising the breakdown of accreditation fees for Programme Area Accreditation (PAA) / Periodic Institutional Review (PIR).
    - Documents certifying that the organisation is registered under the laws of Hong Kong.
    - A non-profit-making organisation should submit a copy of the letter of exemption from tax issued by the Inland Revenue Department confirming that it is an approved charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112).
    - Sample certificate of the programme(s) in which QF1 is featured, if applicable.
6. The breakdown of accreditation fees provided by HKCAAVQ should be “Certified true copy and correct”. All original supporting documents should be “Certified correct”. All photocopied supporting documents should be “Certified true copy”. The name and signature of the certifying officer (i.e. the Applicants or his/her authorised officer) should be clearly indicated. Samples of the certification of supporting documents are at **Appendix**.

<sup>1</sup> For details on the featuring of QF in certificates, please refer to the Guideline for Featuring QF in Certificates on QF website (<https://www.hkqf.gov.hk/en/support/dss/index.html>).

**Purpose of Collection**

7. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
- a) Activities relating to the processing, authentication and counter-checking of the application for Grant for Programme Area Accreditation under the Qualifications Framework Fund;
  - b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - f) Activities relating to compilation of statistics, research and Government publications;
  - g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid; and
  - h) Activities relating to the processing and vetting of applications for other grants/subsidies.
8. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

**Classes of Transferees**

9. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
- a) other Government bureaux and departments, organizations including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, for the purposes mentioned in **Note 7** above;
  - b) the school to which the form relates for the purposes mentioned in **Note 7** above;
  - c) personnel, agent, service provider or organizations, including the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, the Qualifications Framework Secretariat, engaged by EDB to provide services or advice for purposes mentioned in **Note 7** above;
  - d) parties you have given your prescribed consent to such disclosure; and
  - e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

**Access to Personal Data**

10. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Clerical Officer (Further Education)<sup>4</sup> at Further Education Division, Education Bureau, 7/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to [acofe4@edb.gov.hk](mailto:acofe4@edb.gov.hk) (Tel No.: 3509 7425).

(For Official Use Only)

Date of receipt : \_\_\_\_\_

Serial No. : \_\_\_\_\_

## Application Form

### Grant for Programme Area Accreditation under the Qualifications Framework Fund

#### Part A Particulars of Applicant

##### Name of Organisation

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

*(Please ensure the organisation name has been consistently presented in the application form and all the supporting documents.)*

**Name of Branch / Subsidiary / Unit / Department / Section** (if the name of Organisation is different from the name on the Accreditation Reports and Statement of Accreditation Approval issued by HKCAAVQ)

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

##### Correspondence

Address \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Website (if applicable) \_\_\_\_\_

##### Name of Representative

(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

##### Name of Contact Person (if differs from the Representative)

(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Part B Application for the Grant for Programme Area Accreditation (PAA Grant)**

I, \_\_\_\_\_ (name of representative), on behalf of \_\_\_\_\_ (name of organisation), hereby submit an application for the PAA Grant for the Programme Area Accreditation (PAA) / Periodic Institutional Review (PIR)\* exercise(s) listed below:

*\* Please delete where inapplicable*

*(Please use supplementary sheet if the space provided is insufficient)*

Programme Area covered by PAA / PIR*exercise(s)	QF Level	Validity Period on the SOA <i>(e.g. 01-09-2014 to 31-08-2019)</i>	Accreditation Fee (\$)	Amount Claimed (\$)
<b>Total:</b>				

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

I hereby confirm that:

- The PAA / PIR\* exercise(s) listed in **Part B** is/are conducted by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).
- The PAA / PIR\* exercise(s) listed in **Part B** has/have been successfully completed. A copy of the Accreditation Report and Statement of Accreditation Approval (SOA) issued by HKCAAVQ is attached.
- The organisation which I represent is registered under the laws of Hong Kong as listed below:

\_\_\_\_\_ Ordinance (Cap. \_\_\_\_\_)

A copy of the relevant registration certificate is attached (mainly applicable to organisations registered under the Education Ordinance (Cap. 279), Post Secondary Colleges Ordinance (Cap. 320), Companies Ordinance (Cap. 622) or Business Registration Ordinance (Cap. 310)).

- The organisation which I represent is a non-profit-making organisation. A copy of the letter from the Inland Revenue Department confirming exemption from tax is attached.
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies of the accreditation fees from any parties other than Education Bureau (EDB) subject to approval of this application. (Please specify if otherwise: \_\_\_\_\_)
- The certificate of the programme(s) under the Programme Area(s) listed in **Part B** features all three key elements of QF (i.e. QF logo, QF level and QR registration number). A copy of the sample certificate is attached.

\* *Please delete where inapplicable*

**Part D Declaration**

I, on behalf of \_\_\_\_\_ (name of organisation), declare that all information given above is true and accurate and that if I wilfully give information which is false or which I do not believe to be true or if I withhold any material information, any PAA Grant approved will become void and any sums received by me or my organisation must be refunded to the Government immediately and that I or my organisation is to be responsible for all costs (whether directly or indirectly) incurred by the Government for the recovery of the PAA Grant.

**Part E Payment Instruction** *(Please tick where appropriate)*

If this application is successful, please arrange payment by sending a cheque as follows-

Name of payee: \_\_\_\_\_

(Must be the bank account of the Applicant organisation or its parent organisation)

Mailing address: \_\_\_\_\_

(if differs from Part A)

Any other information: \_\_\_\_\_

**Part F Undertaking**

I undertake that I and my organisation will :

- (1) promote the relevant qualification(s) and programme(s) as QF-recognised and the relevant programme(s) with QF logo<sup>2</sup> shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the relevant programme(s) upon request by EDB after receiving the PAA Grant; and
- (3) abide by any other terms and conditions which may be imposed by the Secretary for Education on the relevant QF-recognised qualification(s) and programme(s).

Signature \_\_\_\_\_

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

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

Date \_\_\_\_\_

Organisation Chop

[The following part will only be required if the payment receipts and/or other supporting documents are not certified by the Representative in **Part F** personally]

Specimen Signature \_\_\_\_\_

Name of Authorised Officer \_\_\_\_\_

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

Date \_\_\_\_\_

Education Bureau

August 2022

<sup>2</sup> For details on the use of the QF logo, please refer to the Guideline for the Use of QF Logo in the QR ([https://www.hkqr.gov.hk/HKQRPRD/export/sites/default/content/attachment/en/-EN-4\\_Advert-1\\_QF-Guidelines-for-the-Use-of-the-QF-Logo.pdf](https://www.hkqr.gov.hk/HKQRPRD/export/sites/default/content/attachment/en/-EN-4_Advert-1_QF-Guidelines-for-the-Use-of-the-QF-Logo.pdf))