

Application Form
Programme Development Grant for development of courses based on
Specification of Competency Standards (SCS) /
Specification of Generic Competencies (SGC) /
Vocational Qualifications Pathway (VQP)
under the Qualifications Framework Fund

Notes for Applicants

1. Applicants who wish to apply for the Programme Development Grant (the Development Grant) for development of courses based on Specification of Competency Standards (SCS) / Specification of Generic Competencies (SGC) / Vocational Qualifications Pathway (VQP) should complete and submit this application form **no later than one year after commencement of the course(s) concerned**. If the courses involved in an accreditation exercise under application commenced in different times, providers can make individual applications for each course to ensure that an application is submitted no later than one year after the commencement of the courses concerned.
2. Applicants should read the “*Guidance Notes for Programme Development Grant for development of courses based on SCS / SGC / VQP*”. Copy of the Guidance Notes can be downloaded from the Qualifications Framework (QF) website (www.hkqf.gov.hk).
3. 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.
4. When submitting the application form, the applicant should enclose the following documents:
Photocopy of -
 - Documents certifying that the organisation is registered under the laws of Hong Kong.
 - Relevant information on the newly developed SCS-based / SGC-based / VQP course(s), including
 - (i) introduction of the course(s)
 - (ii) relevant publicity materials
 - (iii) documents supporting successful accreditation by relevant authorities, such as accreditation reports, Statement of Accreditation Approval (SOA) issued by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) (if applicable)
 - (iv) sample certificate of the programme(s) in which QF¹ is featured (if applicable)
 - (v) other operating details of the course(s), such as attendance lists of participants showing the name and date(s) of the course(s) concerned, etc.
 - Printout of the Qualifications Register (QR) records.
5. **The students’ attendance record(s) should be “Certified Correct”**. All other 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**.

¹ For details on the featuring of QF in certificates, please refer to the “*Guideline for Featuring QF in Certificates*” on QR website (https://www.hkqf.gov.hk/HKQRPRD/export/sites/default/content/attachment/en/Guideline_Featuring_QF_in_Certificates_en.pdf).

Purpose of Collection

6. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:
- a) Activities relating to the processing, authentication and counter-checking of the application for Programme Development Grant for development of courses based on SCS / SGC / VQP under the QF 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 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 / Subsidised Schools Provident Fund Rules) and the Codes of Aid; and
 - h) Activities relating to the processing and vetting of applications for other grants/subsidies.
7. 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

8. 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, organisations including HKCAAVQ and the QF Secretariat, for the purposes mentioned in **Note 6** above;
 - b) the school to which the form relates for the purposes mentioned in **Note 6** above;
 - c) personnel, agent, service provider or organisations, including HKCAAVQ and the QF Secretariat, engaged by EDB to provide services or advice for purposes mentioned in **Note 6** 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

9. 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) 4 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 (Tel No.: 3509 7425).

(For Official Use Only)

Date of receipt : _____

Serial No. : _____

Application Form

Programme Development Grant for SCS-based / SGC-based / VQP Courses 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 Programme Development Grant

I, _____ (name of representative), on behalf of
_____ (name of organisation),
hereby submit an application for the Development Grant in respect of the following SCS-based /
SGC-based / VQP course(s):

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

Title of Learning Programme(s)	QF level	No. of QF Credit ²	QR Registration No.	Validity Period on the SOA (e.g. 01-09-2014 to 31-08-2017)	Accreditation Body	SCS / SGC / VQP course ³	Commencement date of the course(s) (e.g. 01-09-2014)	Amount claimed ⁴ (\$)
Total:								

² Please indicate the credit size of the course for SCS-based / SGC-based course; and credit size of VQP qualification(s) for VQP course.

³ Please indicate by inputting “SCS” / “SGC” / “VQP” if the programme is a SCS-based / SGC-based / VQP course.

⁴ Please refer to the “Guidance Notes” for the level of subsidies under the Development Grant. No double recovery across different subheads (i.e. SCS-based, SGC-based and VQP course) would be allowed.

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

I hereby confirm that:

- ☐ 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 SCS-based / SGC-based / VQP course(s) listed in **Part B** are **newly** developed programme(s).
- ☐ The SCS-based / SGC-based / VQP course(s) listed in **Part B** have been successfully accredited and registered in the Qualifications Register (QR). A copy of the printout of the QR records is attached.
- ☐ Information on the course(s) that have successfully been accredited by relevant authorities, such as accreditation reports and SOA, if applicable, is attached.
- ☐ The SCS-based / SGC-based / VQP course(s) listed in **Part B** have commenced operation.
- ☐ Information on the course(s), including title, duration, mode of study, entrance requirements, objectives, curriculum, tuition fees and number of QF credits of the course(s) is attached.
- ☐ Information on the publicity materials of the course(s), including but not limited to the promotion of the SCS-based / SGC-based / VQP course(s) concerned with the QF logo in information booklets, advertisements in newspaper / magazines or websites is attached.
- ☐ Information on the operation of the course(s), including commencement date, time, venue of the course(s), name lists of teachers and students' attendance record(s), etc, 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 EDB subject to approval of this application. (Please specify if otherwise: _____)

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 Development 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 Development Grant.

Part E Payment Instruction

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 SCS-based / SGC-based / VQP course(s) as QF-recognised programme(s) and the relevant programme(s) with QF logo⁵ shown in all relevant promotion and publicity materials;
- (2) provide information on the operation of the SCS-based / SGC-based / VQP course(s) upon request by EDB after receiving the Development 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 supporting documents are not certified by the Representative in **Part F** personally]

Specimen Signature _____

Name of Authorised Officer _____

Post-title _____

Date _____

Education Bureau
September 2025

⁵ For details on the use of the QF logo, please refer to the “Guideline for the Use of the QF Logo” on QR website (https://www.hkqr.gov.hk/HKQRPRD/export/sites/default/.content/attachment/en/Guidelines-for-the-Use-of-the-QF-Logo_en.pdf)