

Application Form
Subsidy for Clusters Processed by
Recognition of Prior Learning Assessment Agencies
under the Qualifications Framework Fund

Notes for Applicants

- Applicants who wish to apply for the Subsidy for Clusters Processed by Recognition of Prior Learning (RPL) Assessment Agencies (AA) (the subsidy) should read the Notes before completing the application form.

Scope and Level of Subsidy

- A subsidy is provided to RPL AAs, which are appointed by the Secretary for Education, as follows:-

Application of RPL cluster processed (by the date of issuing notification by RPL AAs to industry practitioners)	Amount of subsidy for each new application of RPL cluster processed
Starting from 1 April 2019	\$600
Starting from the 2023/24 financial cycle ¹ of RPL AAs	\$640

Application for the Subsidy

- RPL AAs who wish to apply for the subsidy should complete and send this application form, which can be downloaded from the QF website (www.hkqf.gov.hk), to Further Education Division of the Education Bureau on 7/F, East Wing, Central Government Offices, Tim Mei Avenue, Tamar, Hong Kong.
- RPL AAs 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.
- Clusters processed by RPL AAs should be grouped by two batches (i.e. April to September and October to March of the following year) for making application for the subsidy.
- With effect from March 2017, applications for the subsidy should be made **within one year** from the end date of the period of RPL clusters processed (e.g. application for clusters processed in the period from October 2016 to March 2017 should be made by March 2018).
- When submitting the application form, the applicant should enclose a set of **Photocopy** of the following:
 - Appointment letter issued by the Education Bureau (EDB) as an RPL AA.
 - A full list of the RPL clusters processed per industry during the aforesaid specified

¹ RPL AAs may contact EDB (email: acofe4@edb.gov.hk or Tel No.: 3509 7425) for more details about their respective financial cycle, which should generally follow the period of the audited reports submitted/to be submitted by RPL AAs.

period which should include the following particulars:

- Name of branches of an industry, if applicable
- Application reference number
- Number and issue date of receipts issued to practitioners
- Name, number, cluster code and level of each RPL cluster processed, with total number of clusters applied
- Date of issuing notification to practitioners
- Result of the application

8. **The list(s) of RPL clusters processed 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**.
9. After making the application, RPL AAs should provide other supporting documents upon request by the Education Bureau for sample checking, including copies of (a) specified application forms for clusters processed, (b) Statement of Attainment/notification issued to practitioners (as appropriate) and (c) receipts issued to practitioners. The photocopied documents should be “Certified correct and true copy” and signed by the certifying officer.

Processing of Application

10. Upon receipt of the application form and all relevant supporting documents from the applicant, EDB will process the application and may contact the applicant for clarification if necessary. Depending on the number of applications received and the number of clusters applied for, payment is expected to be made to the successful applicant normally within four months from the date of receipt of all valid supporting documents with proper certification, including those required for sample checking. To facilitate the processing of applications, applicants are advised to ensure that all valid supporting documents with proper certification are provided at the time of application and those required for sample checking are provided within two weeks wherever practicable.

Terms and Conditions

11. The Government reserves all rights to modify the above subsidy and /or procedures at anytime considered necessary or appropriate by EDB.
12. RPL AAs who have received the subsidy are required to show the QF logo² in all promotion and publicity materials. They may be required to provide information on the operation of the RPL assessments upon request by EDB.
13. RPL AAs are required to undertake that they will abide by other terms and conditions which may be imposed by EDB on the operation of the RPL mechanism.
14. Since the above subsidy involves the use of public monies, RPL AAs are obliged to ensure that the public monies disbursed to them are for the intended purposes in accordance with the provisions of the funding scheme. Wherever applicable, RPL AAs should observe and

² For details on the use of QF logo, please refer to the Guideline for the use of 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).

comply with the Best Practice Checklist “Strengthening Integrity and Accountability – Government Funding Schemes Grantee’s Guidebook” published by the Independent Commission Against Corruption (ICAC). The Guidebook can be accessed through ICAC’s website via http://www.icac.org.hk/filemanager/en/Content_1031/GranteeBPC.pdf

Purpose of Collection

15. 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 Subsidy for Clusters Processed by Recognition of Prior Learning Assessment Agencies 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.
16. 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

17. 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 15** above;
 - (b) the school to which the form relates for the purposes mentioned in **Note 15** 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 15** 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

18. 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).

Application Form

(For Official Use Only)

Date of receipt : _____

Serial No. : _____

**Subsidy for Clusters Processed by
Recognition of Prior Learning Assessment Agencies
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 Subsidy for Clusters Processed by Recognition of Prior Learning (RPL) Assessment Agencies (AA)

I, _____ (name of representative), on behalf of _____ (name of organisation), hereby submit an application for the subsidy for clusters processed as follows:

Period of RPL clusters processed (Please tick where appropriate)	Name of Industry	Number of RPL clusters processed*	Amount Claimed (\$) (\$600/\$640# for each cluster processed)
<input type="checkbox"/> April to September (Year : _____)			
<input type="checkbox"/> October (Year : _____) to March (Year : _____)			
Total:			

* A full list of RPL clusters processed per industry during the specified period is attached. The soft copy of the list(s) (in excel format) has also been sent to EDB (emailed to: acofe4@edb.gov.hk) on _____ (date of submission).

(# please delete as appropriate)

Part C Confirmation by applicant (Please tick where appropriate)

I hereby confirm that:

- My organisation has been appointed by the Secretary for Education as an RPL Assessment Agency for _____ Industry. A copy of the appointment letter is attached.
- The RPL assessments are conducted by my organisation on a non-profit-making basis.
- All the applications of RPL cluster processed as included in **Part B** above are new applications without duplications.

The RPL clusters processed in **Part B**:-

- include mega cluster(s). A breakdown of mega cluster(s) is provided.
- do not include mega cluster(s).
- The organisation which I represent has not made the same claim from any government funding and will not seek reimbursement/financial subsidies for the clusters processed claimed under this application 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 subsidy 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 subsidy.

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 RPL assessments to relevant stakeholders;
- (2) provide information on the operation of the RPL assessments including those required for sample checking of the applications for clusters processed upon request by the Education Bureau wherever necessary; and
- (3) abide by any other terms and conditions which may be imposed by EDB on the relevant RPL mechanism.

Organisation Chop

Signature _____

Name of Representative _____

Post-title _____

Date _____

[The following part will only be required if the certification of supporting documents are not certified by the Representative in **Part F** personally]

Specimen Signature

Name of Authorised Officer

Post-title

Date

Education Bureau
January 2024