

Adult Education Subvention Scheme 2011/12

Administrative Guide

1. Receipt of Subvention

- 1.1 Organisations participating in Adult Education Subvention Scheme (AESS) (participating organisations) should be charitable institutions exempted from tax under the Inland Revenue Ordinance (Cap. 112), and should ensure that they are NOT in receipt of subvention from other government departments / agencies for those items / courses already subvented by the Labour and Welfare Bureau (LWB) under AESS.
- 1.2 Participating organisations must operate the approved courses according to the stipulations in this Administrative Guide to receive the concerned subvention under AESS.

2. Operation of the Approved Course

2.1 *Operation Mode*

- 2.1.1. Participating organisations should employ appropriate staff to operate the subvented courses. Contracting out the operation of the courses to any other organisations is not allowed.
- 2.1.2 Participating organisations are requested to **inform LWB of any changes on the information of the organisation by submitting the notification form (Proforma (h)) to LWB at the earliest possible timing, preferably before such changes are made during the school year.**

2.2 *Course Contents and Arrangements*

- 2.2.1 The approved courses should be conducted strictly in accordance with the course contents and arrangements stated in the application as approved. The teaching contents and arrangements of all approved courses / classes **should not be changed.** Any amendments or changes of the contents and arrangements will not be permitted unless with prior approval from LWB. In case of any changes that have not been approved by LWB, subvention for those courses / classes may be disqualified and clawed back.

2.3. *Time Schedule*

- 2.3.1 The dates for running the approved courses should, follow the course schedule as shown in the approved letter. **Any changes to the time schedule should be reported on the notification form (Proforma (h)) and submitted to LWB at the earliest possible timing, preferably before class commencement. All classes must be completed on or before 31 August of that school year.** The total number of hours for each class must tally with that stipulated in the approval letter.

2.3.2 In case a lesson has been cancelled due to adverse weather or other reasons, the participating organisation should arrange for a make-up class on the following week immediately after the last lesson of the class or on a day agreed by all class participants. Approved courses with the completion date beyond 31 August of that school year will not be subvented.

2.4 *Venue*

2.4.1 The venues for conducting the approved courses should be limited to the premises stipulated in the Order of Exemption issued by the Education Bureau in accordance with Section 9(5) of the Education Ordinance (Cap. 279). The venues should also be confined to those as stated in the application forms submitted to LWB.

2.4.2 **Prior approval must be obtained from LWB** if it is absolutely necessary to make any changes to the venues for operating the subvented courses. Centre Administrators should be aware that frequent changes to the operation of the approved courses are not permitted.

2.5 *Enrolment and Attendance of Participants*

2.5.1 Participants should be local residents of the HKSAR, aged 15 or above.

Before class commencement, participating organisations must ensure that the class size of each class of the subvented courses is NOT LESS THAN :

- **10** for classes designed for adult learners with a disability, new arrivals or ethnic minorities;
- **15** for classes on basic literacy and computer courses; and
- **20** for all other adult education classes.

If any organisations wish to operate any subvented courses without fulfilling the above minimum enrolment requirements for very special reasons, they must seek LWB's prior approval with justifications. **No subvention will be disbursed to approved classes of which the enrolment is below the minimum requirement without LWB's prior approval.** If exceptional prior approval is granted, LWB will reduce the subvention¹ to the organisation on a pro-rata basis in accordance with the actual enrolment. An illustrative example is given below:

Type of course	Minimum enrolment requirement	Actual enrolment	Subvention originally granted for this course
Basic literacy course	15	12	\$50,000

As the actual enrolment of the above course reaches only 80% of the minimum enrolment requirement, if approved to operate this course on an exceptional basis, the organisation will only receive 80% of the subvention (i.e. \$40,000), and the remaining 20% of the originally approved amount (i.e. \$10,000) will not be disbursed.

¹ This subvention is calculated by adding up the subvention for staff cost (i.e. centre administrator, teaching staff and clerical staff) and accommodation cost of the course concerned, excluding subvention for audit cost, water, electricity and telephone cost and equipment cost.

- 2.5.2 As to the average attendance of each class, participating organisations are urged to keep it to 80% or above. **All participants should sign on the attendance lists in every class they have attended.** LWB will consider reducing the subvention granted for courses with low attendance record.
- 2.5.3 Participating organisations are reminded not to admit any full-time students aged between 15 and 17 to any subvented courses that exceed 24 hours under AESS.
- 2.5.4 Participating organisations are required to verify the status of the applicants before admitting them to the subvented classes. They should ensure that only eligible applicants for whom the courses are designed are admitted to the subvented classes.

2.6 *Collection of Course Fee*

- 2.6.1 Participating organisations are required to charge fees from the participants for all subvented courses. Different course fees for members and non-members of the organisations are not permitted. Collection of deposit is also prohibited. The fees collected should only be used for the operation of the subvented courses and all the income and expenditure items should be properly reflected in the account. Fee stubs and receipts should be properly kept for audit and inspection purpose.

2.7 *Display of Course Schedule and Order of Exemption*

- 2.7.1 Participating organisations are required to **display the schedule of the approved courses as well as the Order of Exemption as mentioned in Clause 2.4.1 prominently in the centres / schools** for public information and to facilitate inspection by the supervisors or their representatives.

2.8 *Publicity*

- 2.8.1 In publicising the subvented courses, **a remark should be added to indicate that the courses are “subvented by the Labour and Welfare Bureau”.** Use of other improper wordings should be avoided. Any certificates or diplomas issued to the participants should bear the name of the organisation only.

2.9 *Purchase of Teaching Equipment*

- 2.9.1 Participating organisations are required to **purchase the approved equipment item(s) at the beginning of the school year i.e. on or before 31 December of that year.** Failure in complying with this may be regarded as willing forfeiture of the approved grants by the participating organisation and the grants for the respective items will be clawed back.
- 2.9.2 Participating organisations should purchase the approved teaching equipment within the approved level of grant. **The organisation must obtain at least 2 written quotations for each of the approved equipment and the relevant documentations should be properly kept for inspection purpose.** If the amount of the purchase is higher than the approved level, the organisation has to absorb the excessive amount by its own funding.

2.9.3 Subvention for the purchase of teaching equipment is granted on a year-to-year basis, and any unspent subvention could not be carried forward to the following school year and must be returned to LWB.

2.10 *Insurance to Cover Public Liabilities to Class Participants*

2.10.1 Participating organisations should obtain adequate insurance to cover public liabilities arising from accidents and personal injuries to class participants.

2.11 *Completion and Submission of Proformas*

2.11.1 Participating organisations are requested to complete the proformas on personal particulars of teaching staff (Proforma (a)) in employing teachers and the programme summaries (Proforma (b) to (d)) at four-month intervals. These proformas should be kept by the organisation properly for record and inspection purposes. Only an annual return and the course evaluation (Proforma (e) and (f)) of the subvented courses actually conducted is required to be submitted to LWB after the end of the school year.

2.11.2 Centre administrators of participating organisations should also keep the Chairman / Director / Supervisor informed of any changes in the course schedule, teaching staff particulars and cancellation of any courses without delay.

2.12 *Centre visits*

2.12.1 Chairmen / Directors / Supervisors or their representative(s) should bear sole responsibility for supervising and monitoring the operation of the approved subvented courses under the Scheme. They should keep all completed and updated course schedules, quarterly returns and annual returns in files properly to facilitate checking by officers of LWB. They should also conduct surprise visits to the centre(s) and keep records of such visits. (Proforma (g))

2.12.2 **Officer(s) of LWB may conduct spot-checks to Chairmen / Directors / Supervisors of the Organisations. Surprise checks to the organisations may be arranged when necessary.** Participating organisations are required to provide the visiting officer(s) readily with records containing the following information:

- (a) course schedule of the courses approved (Proforma (i))
- (b) staff particulars (Proforma (a)) and proofs of the qualifications
- (c) class attendance records (copy with students' signature)
- (d) quarterly returns (Proforma (b) to (d)) and annual return of course summary (Proforma (e))
- (e) receipt of the equipment items purchased and the written quotations obtained (original or copy)
- (f) fee receipt stubs or records (original or copy)
- (g) publicity materials on courses
- (h) records of visit to centre (Proforma (g))
- (i) relevant documents to certify that adequate insurance has been obtained
- (j) handouts for subvented courses

2.13 *Adverse Weather Arrangement*

2.13.1 Participating organisations should draw up emergency plan to manage any problems caused by adverse weather. Before the commencement of any subvented courses, the organisations should explain the class arrangement in adverse weather to participants, and should arrange for any necessary make-up classes in accordance with Clause 2.3.

3. **Withdrawal from AESS and Cancellation of Subvented Courses**

- 3.1 In the event of withdrawal from AESS or cancellation of all approved courses, the organisation is required to inform LWB in writing as soon as possible and arrange to refund the subvention to LWB by cheque made payable to “The Government of the Hong Kong Special Administrative Region”.
- 3.2 In case of cancellation of particular approved course(s), the participating organisations should inform LWB to arrange for the return of the staff cost for teaching staff, clerical staff and centre administrator of the cancelled course(s) and other unused subvention to LWB.

4. **Accounting Matters**

- 4.1 Participating organisations must **keep proper books of account for the subvented funds**. A separate ledger account on the employer’s Mandatory Provident Fund (MPF) contributions for every staff employed for AESS should also be maintained.
- 4.2 Any participating organisations which have been granted subvention for the purchase of teaching equipment in the school year should keep inventory records for inspection at any time.

Upon completion of all the approved courses on or before 31 August of each school year, **an Auditor’s Report should reach LWB within four months i.e. on or before 31 December of that year. Centre Administrator should ensure that information contained in the Auditor’s Report is accurate and genuine.** Should there be any discrepancies detected by LWB (e.g. personal particulars of teaching staff and centre administrators, teaching equipment purchased, information of approved programme(s) etc. do not tallying with that contained in the Letter of Approval or with the records kept by LWB as well as the Directors / Chairmen / Supervisors), or if any participating organisations fail to submit the Auditor's Report on time, the subvention concerned may be clawed back at the discretion of LWB.

- 4.3 Organisations joining AESS for the first time should submit its bank account information to LWB in writing as soon as possible. Otherwise, the process to channel funds to the organisation may be delayed. If the organisation intends to change its name, status or bank account number, it should inform LWB of the changes accordingly without delay.

5. **Staff Matters**

5.1 *Appointment of Staff*

5.1.1 The age for all staff employed for the Scheme i.e. centre administrators, teaching staff and clerical staff should **not exceed 70 as at 1 September of that school year.**

5.1.2 Participating Organisations must ensure that the **teachers** employed **possess appropriate qualifications**. For instance :

- lecturers should be holders of government recognised teacher's certificate or teacher registration; or
- lecturers teaching participants of education level at Primary 1 to 6 should possess qualifications at sub-degree level or above, obtained from recognised local institutions; or
- lecturers teaching participants of education level at Secondary level should hold recognised university degree from a local university.

5.1.3 If lecturers with **non-local qualifications** are to be employed for the Scheme, the participating organisation should ensure that the qualifications they possess are equivalent to the local qualifications as mentioned above, and the relevant documents should be properly kept for inspection purpose. **The Hong Kong Council for Accreditation of Academic and Vocational Qualifications can be approached for services in assessment of non-local academic qualifications** (Address: 10/F (Service Counter) and 23/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong, Tel. : 3658 0000; web site <http://www.hkcaa.edu.hk>).

5.1.4 Participating organisations are required to keep relevant / supporting documents of qualifications of their teaching staff for record purpose / checking by officer(s) of LWB. **If a participating organisation is found to have employed a lecturer without the appropriate qualifications, the staff cost for the lecturer for the respective class(es) will be clawed back by LWB.**

5.2 *Compulsory Insurance on Employees*

5.2.1 Participating organisations are required to take out insurance policies to cover their liabilities for the work injuries for the staff employed for operating the approved courses.

5.3 *Participation in the Mandatory Provident Fund (MPF) Scheme*

5.3.1 To comply with the Mandatory Provident Fund Schemes Ordinance (MPFSO) (Cap. 485), participating organisations are required to **enrol all eligible employees who are appointed as the staff of the subvented courses under the AESS in a registered MPF Scheme and arrange for making contributions as required**. An MPF subsidy calculated at 5% of the total staff cost is granted on the basis of the criteria set out below:

- (a) MPF subsidy provided is to meet the employer's mandatory contributions for the staff employed for the approved adult education course including any employee who is employed for 60 days or more; aged between 18 and 65 and are not exempt from the application of the provisions the MPFSO.
- (b) MPF subsidy is provided only in respect of the portion of the employee's salary pertaining to subvented course(s) under AESS.
- (c) The amount of MPF subsidy for individual employee is fixed at the rate of the employee's mandatory contribution level, i.e. 5% of the staff's salary subject to the maximum level of income of \$20,000 per month or \$1,000 at the maximum.

5.3.2 Approval from LWB for appointment of a MPF service provider is not required. Participating organisations should contact their service providers registered with the MPF Schemes Authority so as to make the most appropriate choice that suits the organisation's needs.

5.3.3 In the event that some of the staff employed for the AESS can be exempt from the applications for the provisions of the MPFSO, the participating organisations are not required to contribute for these staff and the appropriate amount of the MPF subsidy must be returned to LWB.

5.3.4 General enquiries about the MPF system may be directed to the MPF Schemes Authority (Tel: 2918 0102; Fax: 2259 8806; Email : mpfa@mpfa.org.hk; Web site: www.mpfa.org.hk).

5.4 *Duties of Chairman/Director/Supervisor, Centre Administrator, Teaching Staff & Clerk*

5.4.1 All centre administrators, teaching staff & clerical staff should fully understand the contents in this Administrative Guide. They should also follow strictly the administrative directives on the operation of the approved courses issued by LWB from time to time.

5.4.2 The duties of Chairmen / Directors / Supervisors, Centre Administrators, Teaching Staff & Clerical Staff are set out at **Annex** for reference. The proposed duty lists comprise the basic requirements only and are not exhaustive. Participating organisations should draw up more detailed and comprehensive duty lists for their post holders based on their operational needs and the terms and conditions of the AESS.

6. **Compliance with statutory requirements**

6.1 This Administrative Guide does not exempt participating organisations from compliance with all applicable and relevant statutory requirements. Participating organisations should well acquaint themselves with and conform in all respects to the provisions of any legislation and regulation applicable to the operation of the approved course(s).

7. **Enquiries**

7.1 Enquiries regarding AESS may be directed to LWB (Tel : 2810 3875; Fax : 2801 6314; Email : aess@lwb.gov.hk; Web site : <http://www.lwb.gov.hk>).

Duties Lists of Staff for the Adult Education Subvention Scheme

I. Chairman / Director / Supervisor

1. To serve as a link between the subvented organisation and the Labour and Welfare Bureau.
2. To observe the terms and conditions stipulated in the Adult Education Subvention Scheme 2011/12 Administrative Guide for the smooth running of subvented courses.
3. To hold sole responsibility for supervision and monitoring the operation of the subvented course(s) / class(es).
4. To assess the learning needs of the community.
5. To provide the internal records of visits ready for visiting officer(s) of the Labour and Welfare Bureau during inspection.

II. Centre Administrator

1. To assist the Chairman / Director / Supervisor in serving as a link between the participating organisation and the Labour and Welfare Bureau.
2. To identify the demand for the proposed courses, and design and prepare course content, and to modify it annually, if appropriate, to meet the learning needs of the community.
3. To launch publicity campaigns.
4. To recruit lecturers and adult learners for the approved course(s) / class(es).
5. To supervise closely the operation of the approved course(s) / class(es), the teaching and clerical staff and to keep the Director / Chairman / Supervisor well informed of any changes in the information sheet / tentative schedule, teachers' particulars, timetables etc. and cancellation of any courses without delay.
6. To make evaluation upon the completion of the approved course(s) / class(es).
7. To observe strictly the terms and conditions stipulated in the Adult Education Subvention Scheme 2011/12 Administrative Guide in managing the centre administration for the operation of the subvented courses.

III. Teaching Staff

1. To teach according to the course objectives & contents as approved by the Labour and Welfare Bureau.
2. To be directly responsible to the Centre Administrator of the Organisation.

IV. Clerical Staff

1. To assist the Centre Administrator of the Organisation wherever possible.
2. To answer enquiries of the participants concerning the subvented courses.
3. To handle registration and records etc. of class participants.
4. To be directly responsible to the Centre Administrator of the Organisation.

**Labour and Welfare Bureau
April 2011**

Adult Education Subvention Scheme 20__/___
Personal Particulars of Teaching Staff (1.9.20__ – 31.8.20__)

Organisation : _____
 Venue/Centre : _____
 [Separate sheet for each venue/centre] _____

Centre Administrator : Mr/Ms/Mrs _____
 Tel. No. : _____
 Fax No. : _____

Name of Teacher (in English and Chinese)	Sex	(1) Age as at 1.9.20__	(2) Qualification(s) Obtained with Date(s) and Major Subject(s) studied	Name of Institution where qualification is obtained	Teacher Registration Number, if any	Working Experience with Dates	Name of Course(s) to be taught (Period of Employment)	(2) Education Level of Participants (as approved)
e.g. CHAN Siu-man 陳小明	M	30	-B.A., Geography, 1984 -M.Ed., 1988	University of Hong Kong University of London	RT 116211	ABC College Since 9/84	Basic Literacy for the Elderly (1.10.20XX-30.11.20XX)	P.6 or below, S1-S3 <u>or</u> S4-S5

Remarks:

- (1) The age of the teacher should be less than 70 as at 1st September of the respective school year.
- (2) Participating Organisations must ensure that the **teachers** employed **possess appropriate qualifications**. For instance :
 - (a) lecturers should be holders of government recognised teacher’s certificate or teacher registration; or
 - (b) lecturers teaching participants of education level at Primary 1 to 6 should possess qualifications at sub-degree level or above, obtained from recognised local institutions; or
 - (c) lecturers teaching participants of education level at Secondary level should hold recognised university degree from a local university.
- (b) If lecturers with non-local qualifications are to be employed for the Scheme, the participating organisation should ensure that the qualifications they possess are equivalent to the local qualifications as mentioned above, and the relevant documents should be properly kept for inspection purpose. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications can be approached for services in assessment of non-local academic qualifications (Address: 10/F (Service Counter) and 23/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong, Tel. : 3658 0000; web site <http://www.hkcaa.edu.hk>).

**THIS FORM SHOULD BE UPDATED AND KEPT BY THE CHAIRMAN/DIRECTOR/SUPERVISOR OF THE ORGANISATION.
 RETURN OF THE FORM TO THE LABOUR AND WELFARE BUREAU IS NOT REQUIRED.**

Adult Education Subvention Scheme 20__/____
1st 4-monthly Subvented Course Summary for the period from 1 September 20__ to 31 December 20__

Organisation : _____
 Venue/Centre : _____
 [Separate sheet for each centre] : _____

Name of Centre Administrator : *Mr/Mrs/Ms _____
 Contact Tel. No. : _____

No. & Name of Course in English (same name and order of numbering as appeared in the Approval Letter)	Total No. of Sessions & Hours Approved for the Whole Course		No. of Sessions & Hours Completed from 1.9.20__ to 31.12.20__		Exact Period of the Whole Course/Class		Day(s) of the week	Time		Course Fee	Actual Enrolment per Class			Average Attendance from 1.9.20__ to 31.12.20__ (%)	No. of Visits to this Centre from 1.9.20__ to 31.12.20__ (with Dates)
	Sessions	Hours	Sessions	Hours	From	To		From	To		M	F	Total		
eg. 1. Basic Literacy for the Elderly I	12	24	8	16	10.11.20XX	2.2.20XX	Friday	10:00 am	12:00 am	\$10	6	10	16	90%	2 (15.9.20XX)
eg. 2. Retirement Education	12	12	12	12	27.9.20XX	8.12.20XX	Monday	6:30 pm	7:30 pm	\$10	7	14	21	80%	(6.11.20XX)

Signature of *Director/Chairman/Supervisor/
 Other(specify) _____ : _____

Name in Block Letters : *Mr/Mrs/Ms _____

Date : _____

Official Chop: _____

* Delete as appropriate

This form should be completed not later than 15 January of the respective school year and kept by the Chairman/Director/Supervisor of the organisation for inspection purpose by LWB officers.

Adult Education Subvention Scheme 20__/__
2nd 4-monthly Subvented Course Summary for the period from 1 January 20__ to 30 April 20__

Organisation : _____
 Venue/Centre : _____
 [Separate sheet for each centre] : _____

Name of Centre Administrator : *Mr/Mrs/Ms _____
 Contact Tel. No. : _____

No. & Name of Course in English (same name and order of numbering as appeared in the Approval Letter)	Total No. of Sessions and Hours Approved for the Whole Course		No. of Sessions & Hours Completed from 1.1.20__ to 30.4.20__		Exact Period of the Whole Course/Class		Day(s) of the week	Time		Course Fee	Actual Enrolment per Class			Average Attendance from 1.1.20__ to 30.4.20__ (%)	No. of Visits to this Centre from 1.1.20__ to 30.4.20__ (with Dates)
	Sessions	Hours	Sessions	Hours	From	To		From	To		M	F	Total		
eg. 1. Basic Literacy for the Elderly I	12	24	12	24	10.1.20XX	4.4.20XX	Monday	10:00 am	12:00 am	\$10	10	7	17	90%	2 (14.2.20XX)
eg. 2. Introduction to Wordprocessing	12	18	5	7.5	27.3.20XX	12.6.20XX	Tuesday	6:30 pm	8:30 pm	\$10	10	15	25	85%	(12.4.20XX)

Signature of *Director/Chairman/Supervisor/
 Other(specify) _____ : _____

Name in Block Letters : *Mr/Mrs/Ms _____

Date : _____

Official Chop: _____

* Delete as appropriate

This form should be completed not later than 15 May of the respective school year and kept by the Chairman/Director/Supervisor of the organisation for inspection purpose by LWB officers.

**Adult Education Subvention Scheme 20__ / __
3rd 4-monthly Subvented Course Summary for the period from 1 May 20__ to 31 August 20__**

Organisation : _____
 Venue/Centre : _____
 [Separate sheet for each centre] : _____

Name of Centre Administrator : *Mr/Mrs/Ms _____
 Contact Tel. No. : _____

No. & Name of Course in English (same name and order of numbering as appeared in the Approval Letter)	Total No. of Sessions & Hours Approved for the Whole Course		No. of Sessions & Hours Completed from 1.5.20__ to 31.8.20__		Exact Period of the Whole Course/Class		Day(s) of the week	Time		Course Fee	Actual Enrolment per Class			Average Attendance from 1.5.20__ to 31.8.20__ (%)	No. of Visits to this Centre from 1.5.20__ to 31.8.20__ (with Dates)
	Sessions	Hours	Sessions	Hours	From	To		From	To		M	F	Total		
eg. 1. Basic Literacy for the Elderly I	12	24	10	20	19.4.20XX	5.7.20XX	Thursday	10:00 am	12:00 am	\$15	6	10	16	90%	2 (17.5.20XX)
eg. 2. Health Education	12	12	12	12	7.5.20XX	23.7.20XX	Monday	5:30 pm	6:30 pm	\$15	5	16	21	80%	(23.7.20XX)

Signature of *Director/Chairman/Supervisor/
 Other(specify)_____ :

Name in Block Letters : *Mr/Mrs/Ms _____

Date : _____

Official Chop: _____

* Delete as appropriate

This form should be completed not later than 10 September of the next school year and kept by the Chairman/Director/Supervisor of the organisation for inspection purpose by LWB officers.

**Adult Education Subvention Scheme 20__ / __
Annual Summary of Subvented Courses
(Period: 1.9.20__ - 31.8.20__)**

Proforma (e)

Organisation : _____
Venue/Centre : _____
[Separate sheet for each centre] _____

Name of Centre Administrator : *Mr/Mrs/Ms _____
Contact Tel. No. : _____

No. & Name of Courses in English (same name and order of numbering as appeared in the Approval Letter)	No of Classes			Period		Course Fee	Actual Enrolment per Class			Average Attendance (%)	No. of Visits to this Centre from 1.9.20__ to 31.8.20__ (with Dates)	Remarks, if any (e.g. reasons for low attendance or cancellation)
	Approved	Run	Cancelled	From	To		Male	Female	Total			
e.g. :1. Human Relations	3	2		10.11.20XX	26.01.20XX	\$20	5	16	21	90%	2 (13.12.20XX)	
				12.02.20XX	28.04.20XX	"	7	15	22	85%	(23.3.20XX)	
			1	---	---	---	---	---	---	--	--	

Signature of * Director/Chairman/Supervisor/
Other(specify) _____ : _____
Name in Block Letters : *Mr/Mrs/Ms _____
Date : _____

Official Chop: _____

*Delete as appropriate

All approved courses / classes for this school year, whether operated or cancelled, should be included in the Annual Summary. This summary should be forwarded to the Labour and Welfare Bureau not later than 15 Sept. of the next school year & a copy should be kept by the Chairman / Director / Supervisor of the organisation.

Adult Education Subvention Scheme

Evaluation of Subvented Courses

Name of Course: _____

(Evaluation should be made on a course basis. Please fill in one evaluation form for each course subvented under the Scheme.)

1. Achievements that have been made through the conduct of subvented courses / classes :

2. Areas that may need further improvements :

3. Feedback from class participants :

4. Other comments:

Signature of *Chairman/
Director / Supervisor /
Other(specify)_____ :

Name: *Mr/Mrs/Ms _____

Date: _____

Official Chop: _____

**Delete as appropriate*

Note: Please make additional copies of this evaluation form if required.

Record of Visit to Centre

Name of Centre _____

1. **Date and Time of Visit :** _____

2. **Name of Course :** _____

3. **Name and Title of the Officer Conducting the Visit:** _____

4. Checking Items:		Remarks	Advice Given, if any
a.	Advertisements Posters / Pamphlets on Subvented Courses	Yes () No ()	
b.	Prominent Display of Course Schedule	Yes () No ()	
c.	Prominent Display of Exemption Notice on Registration as School	Yes () No ()	
d.	Recruitment of Teachers with the Required Academic Qualifications	Yes () No ()	
e.	Class(es) Conducted in Accordance with the Details Specified in the Course Schedule		
i.	Date	Yes () No ()	
ii.	Time	Yes () No ()	
iii.	Venue	Yes () No ()	
iv.	No & Type of Participants	Yes () No ()	
v.	Course Content	Yes () No ()	
f.	Other Items, if any:		

4. **Overall Comments on Centre Administration:** _____

Report prepared by :

Report certified by :

(Signature of Visiting Officer)

(Signature of Director/Chairman)

Name: _____

Name: _____

Date : _____

Date : _____

Notes: 1. Please report each inspection on a separate sheet.
2. The inspection records should be kept by the Chairman/Director/Supervisor of the organisation for inspection by officers of the Labour and Welfare Bureau when required.

Notification of Changes on Information of Organisation & Course Schedule

Name of Organisation:

(in English)

(in Chinese)

Change on Organisation's Information

Correspondence Address of Organisation:

(in English)

(in Chinese)

Enquiry Tel. No. : _____

Email : _____

*Chairman / Director / Supervisor / Other (Pls specify): _____

Name in English *Mr/Ms/Mrs _____

Tel. No.: _____

Name in Chinese _____ *先生/女士

Fax No.: _____

Email : _____

Centre Administrator:

Name in English *Mr/Ms/Mrs _____

Tel. No.: _____

Name in Chinese _____ *先生/女士

Fax No.: _____

Email : _____

Change of Course Schedule

<i>District</i>	<i>Name of Course</i>	<i>Original Dates / Time</i>	<i>Revised Dates / Time</i>

Signature of *Chairman/
Director / Supervisor / Other
(Specify) _____ :

Name in Block Letters : _____

Official Chop: _____

Date : _____

**delete as appropriate*

Note: **Prior approval** must be obtained from the Labour and Welfare Bureau (LWB) on **any other changes including course contents and / or venues for operating the courses** before commencement of the class or before the change is made if the class has commenced. Please submit your application to Rm 231, 2/F, Central Government Offices, East Wing, Lower Albert Road, Hong Kong.

