

Adult Education Subvention Scheme 2026/27

Administrative Guide

1. Objective

- 1.1 The Adult Education Subvention Scheme (“AESS”), administered by the Labour and Welfare Bureau (“LWB”), provides subvention to eligible organisations (see Clause 2.1 below) to run basic education programmes of the following categories to equip eligible adults (see Clause 3.5.1 below) with essential daily living skills:
- A. Basic Chinese literacy courses;
 - B. Basic Putonghua courses;
 - C. Basic English literacy courses;
 - D. Basic computer courses;
 - E. General education courses;
 - F. Reorientation courses for new arrivals and ethnic minorities; and
 - G. Special education courses.

2. Eligibility for Participating Organisations

- 2.1 Participating organisations (POs) of AESS shall be charitable institutions exempted from tax under the Inland Revenue Ordinance (Cap. 112) and shall prove to the satisfaction of the LWB of the capability of due compliance with all requirements as set out in this Administrative Guide throughout the administration and operation of the approved courses.
- 2.2 Eligible courses under the seven categories in Clause 1.1 above that may be considered for subvention under AESS are at **Annex I**.
- 2.3 POs must NOT be in receipt of other subvention from the Government for those items / courses already subvented by LWB under AESS. POs must operate the approved courses according to the requirements in this Administrative Guide to receive the concerned subvention under AESS.
- 2.4 In deciding whether or not to approve an application (either in part or in full), LWB will take into account all relevant factors, including but not limited to, where applicable, the applicants’ performance (e.g. enrolment rates, class cancellation rates, effectiveness in course administration) and compliance record as POs under AESS in the previous year(s), as well as their demonstrated capabilities to comply with the prevailing requirements in this Administrative Guide.

3. Operation of the Approved Course

3.1 *Operation Mode*

- 3.1.1 POs must employ appropriate staff to operate the subvented courses in accordance with the Employment Ordinance (“EO”) (Cap. 57) and the Mandatory Provident Fund Schemes Ordinance (“MPFSO”) (Cap. 485). **Contracting out of the operation of courses to any other organisations and individuals is not allowed. In addition, engaging staff under self-employment¹ is strictly prohibited.**
- 3.1.2 POs must **inform LWB of any changes to the information of the participating organisations by submitting the notification form [Proforma (h)] to LWB at the earliest possible time, before such changes are made during the academic year.**

3.2 *Course Contents and Arrangements*

- 3.2.1 The approved courses must be conducted **strictly** in accordance with the course content and arrangements stated in the **Application Form for Adult Education Subvention Scheme 2026/27 (“Application Form”)**. The teaching content and arrangements of all approved courses / classes **must not be changed**, unless prior approval from LWB has been obtained. In case of any changes that have not been approved by LWB, subvention for those courses / classes may be clawed back.

3.3 *Course Schedule*

- 3.3.1 The dates for running the approved courses must adhere to the course schedule as stated in the approval letter. Any proposed **changes to the course schedule** must be submitted to LWB for prior approval via **Proforma (h)** as soon as possible **before commencement of the course**. The course schedule must not be changed unless prior approval from LWB has been obtained. **All classes must be completed on or before 31 August 2027**. The total number of hours for each class must tally with that as stipulated in the approval letter.
- 3.3.2 In case a lesson has been cancelled due to unexpected circumstances (e.g. absence of teaching staff or adverse weather conditions), the POs must arrange a make-up class in the following week after the last lesson of the class or on a day agreed by all participants. Changes to the course schedule must be subsequently submitted to LWB via **Proforma (h)** for examination. Approved lessons with completion date beyond 31 August 2027 will **not** be subvented.

¹ A self-employed person means a person whose relevant income (otherwise than in the capacity as an employee) derives from his production (in whole or in part) of goods or services in Hong Kong, or his trade in goods or services in or from Hong Kong.

3.4 *Venues and Display of Exemption Order issued by the Education Bureau*

- 3.4.1 The venues for conducting the approved courses must be limited to the premises stipulated in the Order of Exemption issued by the Education Bureau in accordance with Section 9(5) of the EO, if applicable. The venues must also be confined to those stated in the Application Form.
- 3.4.2 POs are required to display prominently the schedule of the approved courses as well as the Order of Exemption as mentioned in Clause 3.4.1 above (if applicable) in the centres / schools for public information and to facilitate inspection by the supervisors of the POs and the Government.
- 3.4.3 **Prior approval must be obtained from LWB** if it is absolutely necessary to make any changes to the venues for operating the subvented courses. Frequent changes to the operation of the approved courses are not permitted.

3.5 *Eligibility for Participants and Enrolment*

3.5.1 Eligible participants must be –

- (a) local residents of the Hong Kong SAR, aged 15 or above; and
- (b) (i) except for the courses in categories (F) and (G) in Clause 1.1 above, persons with an education level at secondary three or below who are not, at the time of application and throughout their participation in the course(s), pursuing any secondary education on a full-time or part-time basis.
- (ii) for the courses in categories (F) and (G) in Clause 1.1 above, new arrivals in Hong Kong and ethnic minorities, and persons with special education needs respectively.

3.5.2 Enquiries regarding the eligibility of applicants under Clause 3.5.1(a) should be directed to the Immigration Department -

Tel: 2824 6111

Email: enquiry@immd.gov.hk

Website: <https://www.immd.gov.hk/eng/index.html>

3.5.3 POs must take reasonable measure(s) to verify the eligibility of applicants as set out in Clauses 3.5.1 above and ensure that they are the designated targets of the courses concerned before admitting them to the subvented courses under AESS. POs must make appropriate arrangements to ensure that participants under applications are not enrolled in the same or materially similar course(s) within 2026/27 and in the preceding year (i.e. 2025/26). In the event of any violation, subvention for the relevant courses or classes may be subject to clawback.

3.5.4 POs must require participants to duly complete the participant enrolment forms before enrolling them in the courses under application. A completed form must include, among others, the following:

- (i) course name;
- (ii) course schedule;
- (iii) full name of the participant;
- (iv) age of the participant;
- (v) gender of the participant;
- (vi) type of the participant (i.e. persons with disabilities (mental/physical), ethnic minorities, new arrivals, elderly aged 65 or above, and other interested persons);
- (vii) education level of the participant (i.e. no formal education, Primary 1 to 6, Secondary 1 to 3 and Secondary 4 to 6 (applicable to participants of categories (F) and (G) courses only);
- (viii) declaration by the participant confirming compliance with the participant eligibility criteria as stated in Clauses 3.5.1 and 3.5.3; and
- (ix) the following personal information collection statement –

“I authorise the course provider to handle the personal data / information provided in this participant enrolment form for the processing of this application. I also give my consent to the course provider to release my personal data / information to the Labour and Welfare Bureau (LWB), its authorised agent(s) and persons as required under any law or court order applicable in Hong Kong. I further understand that LWB and its authorised agent(s) may access my personal data / information as and when needed.”

3.5.5 Before class commencement, POs must ensure that the number of participants in each class of the subvented courses is NOT FEWER THAN that as approved by LWB in the approval letter but subject to the following standards –

- **7** for courses designed for ethnic minorities;
- **10** for courses designed for persons with disabilities or new arrivals; and
- **15** for Basic Chinese / English Literacy Courses, Basic Putonghua Courses, Basic Computer Courses and General Education Courses.

3.5.6 If POs foresee a genuine difficulty in meeting the minimum enrolment requirement as stated in Clause 3.5.5 for exceptional reasons, they may apply, in the Application Form, for LWB’s special prior approval for enrolment slightly lower than required with full justifications. Subject to the discretion of LWB, subvention to the course would not be deducted if such approval is granted. The minimum enrolment requirement for the course as stated in the approval letter shall be final and not subject to appeal. Illustrative examples of justifications which would be considered are set out below for reference –

- (a) POs which wish to conduct an advanced level of course on a particular subject (e.g. Adult Basic Mathematics (Primary Two)) upon successful completion of a class of lower level (e.g. Adult Basic Mathematics (Primary One)) may rely on the previous enrolment record to envisage the demand for the advanced level of course. The POs must also elaborate on its plan to explore and recruit new participants.
- (b) POs which conduct Special Education Courses (Category G) for a targeted group of persons with disability (e.g. Sign Language Course for the Hearing Impaired) may illustrate with documentary proof its genuine difficulty in meeting the minimum enrolment number as the service targets are highly restricted and limited in number.

3.5.7 If POs wish to operate any subvented courses without fulfilling the minimum enrolment requirements as set out in Clauses 3.5.5 and 3.5.6 above upon the issuance of the approval letter, they must seek LWB's prior approval with full justifications. Approval will only be granted in exceptional circumstances. No subvention will be disbursed to classes of which the enrolment is below the minimum requirement without LWB's approval. LWB reserves the right to reduce the subvention to the POs on a pro-rata basis in accordance with the actual number of enrolment. An illustrative example is set out below –

Type of course	Minimum enrolment requirement	Subvention originally granted for this course ²	Actual enrolment	Subvention to be granted
Basic literacy course	15	HK\$10,000	12	HK\$10,000 x (12/15) = HK\$8,000

Explanation: As the actual enrolment of the above course constitutes only 80% of the minimum enrolment requirement, even if the participating organisation is approved to operate this course on an exceptional basis, only 80% of the approved subvention (i.e. HK\$8,000) will be disbursed at the discretion of LWB, and the remaining 20% of the originally approved amount (i.e. HK\$2,000) may be withheld.

3.6 Attendance of Participants

3.6.1 POs are urged to maintain an average attendance rate of 80% or more. All participants must **sign on the attendance lists** for each class they have attended. POs must provide full justifications for classes with average attendance rate below 80%. LWB will consider reducing the approved

² Calculated by adding up the subvention for costs of staff (i.e. chairman / director / supervisor, centre administrator, teaching staff and clerical staff) and costs of accommodation of the course concerned wherever applicable, excluding subvention for audit fees, water, electricity and telephone costs and costs of equipment.

subvention for courses with attendance rate below 80% if full justifications are not provided.

3.7 Collection of Course Fees

3.7.1 POs are required to charge **flat fees** from the participants for all subvented courses. Disparity in course fees for members and non-members of the organisations is not permitted. Collection of deposit is also prohibited. The fees collected must only be strictly used for the operation of the subvented courses and all the income and expenditure items must be properly reflected in the account. Fee stubs and receipts must be properly kept for audit and inspection purposes.

3.8 Publicity

3.8.1 In publicising the subvented courses, **a remark must be added to indicate that the courses are “subvented by the Labour and Welfare Bureau” and the “government-funded programme” logo (as provided by LWB on approval of applications) must be prominently displayed.** Use of other improper wordings must be avoided. Any certificates issued to the participants must bear the name of the POs only.

3.8.2 In order to support the promotion of courses, a publicity fee would be granted as subsidy for the printing of publicity materials (e.g. posters, leaflets and banners). Subvention on publicity will be disbursed at the start of the academic year and no prior application is required. While POs are not required to obtain written quotations for the purchase of printing services, receipts and related payment records must be properly kept for audit and inspection purposes. POs must clearly reflect the purchase of printing services in the Auditor’s Report at the end of the academic year and return all unspent subvention on publicity to LWB upon notice.

3.9 Purchase of Teaching Equipment

3.9.1 POs may apply for purchase of teaching equipment via the Application Form. The approved teaching equipment must be purchased using the approved grants only. POs must obtain **at least two written quotations for each of the approved equipment** and purchase the equipment at the **lowest quoted price** among those obtained. POs must keep the relevant documentations properly for inspection purpose. If the amount of the purchase is higher than the approved level, the POs shall pay the amount in excess of the approved amount with their own funding.

3.9.2 POs must **purchase the approved equipment item(s) by 31 December 2026.** Non-compliance will be regarded as forfeiture of the approved grants wilfully and the approved grants for the respective items will be clawed back and shall be returned to LWB.

3.9.3 Subvention for the purchase of teaching equipment is granted on a yearly basis; any unspent subvention **cannot** be carried forward to the following academic year and must be returned to LWB.

3.10 Insurance to Cover Public Liabilities to Class Participants

3.10.1 POs must obtain adequate public liability insurance against claims for accidental bodily injury to participants. For the avoidance of doubt, the costs of insurance premia shall be borne by the POs.

3.11 Adverse Weather Arrangement

3.11.1 POs must draw up a contingency plan to manage any problems caused by adverse weather conditions. Before the commencement of any subvented courses, POs must explain the class arrangement during adverse weather conditions to participants, and must arrange for any necessary make-up classes in accordance with Clause 3.3.2.

4. Supervision of Operation of Courses

4.1 Completion and Submission of Proformas

4.1.1 POs must complete and submit the first half-year summary of subvented courses [Proforma (a)] conducted from 1 September 2026 to 28 February 2027 to LWB by 12 March 2027.

4.1.2 The annual summary [Proforma (c)] and the course evaluation [Proforma (d)] of the subvented courses conducted from 1 September 2026 to 31 August 2027 must be submitted to LWB after the end of the academic year by 15 September 2027.

4.1.3 Centre administrators of the POs must also keep LWB and the chairmen, directors and supervisors (collectively as “Responsible Persons”) of the POs informed of any changes in the course schedule, particulars of teaching staff and cancellation of any courses without delay.

4.2 Centre visits

4.2.1 Responsible Persons or representative(s) of the POs must bear sole responsibility for supervising and monitoring the operation of all the approved subvented courses of the POs under AESS. Responsible Persons must maintain a proper documentation of all completed and updated documents, including course schedules, half-yearly returns and annual return to facilitate checking by officers of LWB. Responsible Persons must also conduct at least one surprise visit to the centre(s) for each subvented course and keep records of such visits [Proforma (f)]. Surprise visit means that no prior notice shall be given to the staff of the centre(s) for the subvented courses.

4.3 *Inspection from Officer(s) of LWB*

4.3.1 **Officer(s) of LWB may conduct spot-checks or surprise checks to POs.** POs are required to readily provide the visiting officer(s) with the following duly completed and properly compiled –

- (i) half-yearly summaries [Proforma (a) and (b)] (if applicable by the time of inspection);
- (ii) teaching staff particulars [Proforma (e)], employment contract and qualifications proofs;
- (iii) records of visit to centre [Proforma (f)];
- (iv) brief summary of course(s) conducted [Proforma (g)];
- (v) participant enrolment forms;
- (vi) class attendance records (with students' signature);
- (vii) feedback from participants on the courses attended;
- (viii) receipt of the equipment items purchased and at least two written quotations obtained;
- (ix) course fee receipt stubs or records;
- (x) publicity materials on courses;
- (xi) receipt of printing services for the publicity items;
- (xii) relevant documents to certify that adequate insurance has been obtained;
- (xiii) relevant certified documents for the MPF contributions;
- (xiv) handouts for subvented courses; and
- (xv) enrolment records of AESS 2025/26 and AESS 2026/27.

4.3.2 POs are reminded that submission of copies of the above may be requested by LWB.

4.4 *Record Management*

4.4.1 POs must keep records listed in Clause 4.3.1 as well as any other records required under other parts of the AESS Administrative Guide since the date the relevant record is generated and until seven years after completion of the course(s) concerned, which must be produced for inspection, and duplication and photocopying, by LWB (including the authorised agent(s) acting on its behalf) upon request.

5. Disbursement of Subvention

5.1 The subvention for approved courses will be distributed to POs by two instalments. The first instalment will be distributed at the beginning of the academic year, and the second instalment will be distributed subject to POs' progress in conducting the courses according to Clauses 5.2 and 5.3 below.

5.2 For POs which conduct **40%** of the approved courses by **28 February 2027**, the second instalment will be disbursed in **Q2/2027**. POs are required to submit the **first half-year summary [Proforma (a)]** as stated

in Clause 4.1.1 by **12 March 2027**, with a list of the courses conducted between 1 September 2026 and 28 February 2027³. LWB will distribute the second instalment on the condition that POs have conducted 40% of the approved courses as reflected in the first half-year summary. Illustrative examples are set out below –

No. of approved courses	No. of courses to be conducted by 28 February 2027 (i.e. 40% of approved courses)	No. of conducted courses as at 28 February 2027	Eligibility for receiving the second instalment in Q2/2027
10 courses in total	10 courses x 40% = 4 courses	5 courses	Yes
		3 courses	No

- 5.3 POs which cannot meet the above timeframe must conduct **40%** of its approved courses by **30 April 2027** (i.e. four months to end of academic year) in order to obtain the second instalment of subvention in **July 2027**. The first half-year summary [Proforma (a)] as stated in Clause 4.1.1 must be re-submitted by **14 May 2027**. POs must clearly list the courses conducted between 1 September 2026 and 30 April 2027 in the summary for LWB's examination. **POs which fail to comply with the above requirement will NOT receive the second instalment and are not permitted to conduct the remaining courses.**

6. Accounting Matters

- 6.1 POs must **keep proper books of account for the subvention from LWB**. A separate ledger account for the employer's MPF contributions for every staff employed for AESS by POs must also be maintained.
- 6.2 Any POs which have been granted subvention for the purchase of teaching equipment in the academic year must keep inventory records for inspection at any time.
- 6.3 Upon completion of all the approved courses on or before 31 August 2027, **an Auditor's Report must be provided to LWB within three months i.e. on or before 30 November 2027 (Tue)**. Centre administrators must ensure that all 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. not tallying with that contained in the approval letter or with the records kept by LWB as well as the Responsible Persons of the POs), or if any POs fail to submit the Auditor's Report on time, the subvention concerned may be clawed back at the discretion of LWB.

³ This includes (i) courses that have been commenced but not yet completed; and (ii) completed courses.

- 6.4 LWB reserves the right to examine the Auditor's Reports submitted by POs. POs with unspent subvention at the end of the academic year will receive LWB's notification of the claw-back arrangements by letter(s) in due course. **POs must return all unspent subvention to LWB by cheque within the deadline as stated in the letter(s).**
- 6.5 POs joining AESS for the first time must submit its bank account information to LWB in writing as soon as possible. Otherwise, the process to channel funds to the POs may be delayed. If the POs intend to change their name, status or bank account number, they must inform LWB of the changes accordingly without delay.

7. **Staff Matters**

7.1 *Appointment of Staff*

- 7.1.1 POs **must enter into an employment contract** conceding the employer-employee relationship with all staff employed for AESS (i.e. centre administrators, teaching staff and/or clerical staff). **Engaging staff under self-employment terms is strictly prohibited.**
- 7.1.2 POs must ensure that the teaching staff employed possess appropriate qualifications, including but not limited to that –
- teaching staff must be holders of teacher's certificate or teacher registration recognised by the Hong Kong SAR government; or
 - teaching staff for participants of education level at Primary 1 to 6 must possess qualifications at sub-degree level or above, obtained from recognised local institutions; or
 - teaching staff for participants of education level at Secondary 1 to 3 level must hold a recognised university degree from a local university.
- 7.1.3 If teaching staff with non-local qualifications are to be employed for the subvented courses under AESS, the POs must ensure that the qualifications they possess are equivalent to the above-mentioned local qualifications, and the relevant documents must be properly kept for inspection purpose. POs may approach the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for assessment of non-local academic qualifications.
- Address: 10 Siu Sai Wan Road, Chai Wan, Hong Kong
Tel: 3658 0000
Website: <http://www.hkcaavq.edu.hk>
- 7.1.4 POs must keep relevant / supporting documents of qualifications of their teaching staff and employment contracts for record purpose or checking by officer(s) of LWB. **If a participating organisation is found to have**

employed a teaching staff without the appropriate qualifications, the subvention for the teaching staff of the relevant class(es) may be clawed back at the discretion of LWB.

7.2 *Compulsory Insurance on Employees*

7.2.1 POs must take out an insurance policy to cover their liability for compensation for work injury arising out of and in the course of employment for all staff employed for AESS. For the avoidance of doubt, the costs of insurance premia must be borne by the POs solely.

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

7.3.1 To comply with the MPFSO (Cap. 485), POs must enrol all eligible employees who are employed for 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 is provided to meet the participating organisation's mandatory contributions for the staff employed for the approved courses including any employee who is employed for 60 days or more, aged between 18 and 64 and is not exempted from the application of the provisions of 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; and
- (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 HK\$30,000 per month or HK\$1,500 at the maximum.

7.3.2 Approval from LWB for appointment of a MPF service provider is not required. POs must contact their service providers registered with the MPF Schemes Authority so as to make the most appropriate choice that suits the POs' needs.

7.3.3 In the event that some of the staff employed for AESS can be exempted from the application of the provisions of the MPFSO, POs are not required to make MPF contribution for these staff. However, the total sum of the amount exempted from making the MPF contribution must be returned to LWB.

7.3.4 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
Website: www.mpfa.org.hk

7.4 *Staff Management*

- 7.4.1 POs must ensure that all centre administrators, teaching staff and/or clerical staff fully understand the content of this Administrative Guide and follow strictly the administrative directives on the operation of the approved courses issued by LWB from time to time.
- 7.4.2 Duties of the Responsible Persons, centre administrators, teaching staff and/or clerical staff are set out at **Annex II** for reference. The proposed list of duties comprise the basic requirements only and are not exhaustive. POs must draw up more detailed and comprehensive duty lists for their post holders based on their operational needs and the terms and conditions of AESS.

8. Compliance with the Laws and Discharge of Duties to Safeguard National Security

- 8.1 POs shall comply with all applicable laws and statutes of Hong Kong (including but not limited to the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the Safeguarding National Security Ordinance, collectively as "relevant national security laws") and conform in all respects to the provisions of any legislation and regulation applicable to the operation of the approved course(s). It is the responsibility of the POs to obtain all approvals and licenses that are necessary for operating the approved course(s) and to ensure that, during the operating of the approved courses, all course contents, formats, information, publicity materials produced, shown and/or distributed in relation to the course(s) are in compliance with the Basic Law and all laws and statutes applicable to Hong Kong, including but not limited to the national security-related statutory requirements.
- 8.2 LWB reserves the right to suspend or terminate the operation of any subvented courses provided by the POs under AESS –
- (a) if POs, the Responsible Persons, any centre administrators, teaching staff and/or clerical staff who are involved in the management, operation or delivery of any subvented courses under AESS, are convicted of any offences endangering national security or any criminal offences which casts doubt on the integrity or honesty of the POs, the Responsible Persons, centre administrators, teaching staff and/or clerical staff, whether in Hong Kong or elsewhere, regardless of (i) whether the criminal offence was committed in the course of administering or delivering any of the subvented courses under AESS or otherwise relating to such courses; (ii) whether in the case of a Responsible Person who has been convicted, that he has been replaced or has ceased to act as the Responsible Person (where applicable); or (iii) whether the relevant criminal proceedings are subject to any appeal;

- (b) if LWB reasonably considers it is in the interests of safeguarding national security that a subvented course under AESS be suspended; or
- (c) if LWB reasonably believes that the POs, the Responsible Persons, centre administrators, teaching staff and/or clerical staff who are involved in the management, operation or delivery of any subvented courses under AESS, have engaged in any conduct which is contrary to the interests of national security or casts doubt on its/his integrity or honesty.

The participating organisation concerned shall refund to participants the paid course fees on a pro-rata basis for the classes which cannot be held as scheduled as a result of LWB's suspension or termination of the course(s) under this Clause 8.2.

- 8.3 If POs are found to be in breach of any Hong Kong laws and statutes (including but not limited to the relevant national security laws) or in contravention with Clause 8.2 above, LWB reserves the right to require POs to return, in full or in part and within the designated timeframes, the disbursed subvention to LWB and cancel the disbursement of the remaining subvention (if any).
- 8.4 POs shall, throughout AESS 2026/27, warrant and undertake that the Responsible Persons, centre administrators, teaching staff and/or clerical staff who are involved in the management, operation or delivery of any subvented courses under AESS have not been or will not be under Police investigation for, charged with or convicted of any offence endangering national security under the relevant national security laws.
- 8.5 POs shall, throughout AESS 2026/27, ensure the Responsible Persons, centre administrators, teaching staff and/or clerical staff who are involved in the management, operation or delivery of any subvented courses under AESS shall acquire a correct understanding of and comply with the relevant national security laws. They shall not perform or engage in any act or activity that –
 - (a) constitutes or, in the reasonable opinion of LWB, is likely to constitute an offence under the relevant national security laws; or
 - (b) in the reasonable opinion of LWB, may otherwise be contrary to the interest of national security.

POs shall further warrant and undertake in the Undertakings by the Organisation (Annex to the Application Form for Adult Education Subvention Scheme 2026/27) that any of the subvented courses under AESS shall not contain any information, material or otherwise that may have the effect or give rise to circumstances described in points (a) or (b) of this clause.

- 8.6 Throughout AESS 2026/27, POs shall –
 - (a) report immediately to the relevant law enforcement agency/agencies if any acts or activities relating to the operation, information, material or otherwise of any subvented courses under AESS, is suspected to have contravened the

relevant national security laws or to be contrary to the interest of national security;

- (b) notify LWB whenever a report to any law enforcement agency/agencies is made or filed; and
- (c) notify LWB whether any of the Responsible Persons, centre administrators, teaching staff and/or clerical staff who are involved in the management, operation or delivery of any subvented courses under AESS has been or is being under Police investigation for, charged with or convicted of any offence endangering national security or other criminal offences in Hong Kong or elsewhere.

9. Withdrawal from AESS and Cancellation of Subvented Courses

- 9.1 In the event of withdrawal from AESS or cancellation of *all* approved courses, POs must inform LWB in writing as soon as possible. POs will receive LWB's notification of the claw-back arrangements by letter in due course. POs must return all unspent subvention to LWB by cheque made payable to "The Government of the Hong Kong Special Administrative Region" **within two weeks** from the date of LWB's notification sent by way of letter.
- 9.2 In case of cancellation of a *particular* approved course(s), POs must inform in writing LWB to arrange for the return of the staff cost for teaching staff, clerical staff and centre administrator of the cancelled course(s) and the unused portion of subvention to LWB.
- 9.3 All matters and disputes are subject to the final decision of LWB, including suspending or terminating operation of the approved courses, and clawing back the concerned subvention.

10. Enquiries

- 10.1 Enquiries regarding AESS may be directed to LWB.

Tel: 2810 3875
Fax: 2801 6314
Email: aess@lwb.gov.hk
Website: <http://www.lwb.gov.hk>

Adult Education Subvention Scheme 2026/27

Purview

To equip adults with daily living skills, the Adult Education Subvention Scheme (“AESS”) provides subvention to non-government organisations to operate basic informal adult education courses.

Eligible courses that may be considered for subvention under AESS are as follows –

- (A) Basic Chinese Literacy Courses;
- (B) Basic Putonghua Courses;
- (C) Basic English Literacy Courses;
- (D) Basic Computer Courses;
- (E) General Education Courses;
- (F) Reorientation Courses for New Arrivals and Ethnic Minorities; and
- (G) Special Education Courses.

The enrolment requirements for individual course types and other details are set out below.

Adult Education Subvention Scheme 2026/27
Types of eligible courses under AESS

Category	Purview	Descriptions	Examples of course name ¹	Duration	Enrolment per class ²	Remarks
A	Basic Chinese Literacy Courses	The courses aim to enhance the basic Chinese proficiency level of participants up to junior secondary level, such as reading and writing their name and address, so that they can apply the knowledge acquired in daily life and at work.	<p><i>Progression courses</i></p> <ul style="list-style-type: none"> • General Chinese Language Course for Adults (Primary Six) • General Chinese Language (Secondary One) 	Not more than 40 hours per class	At least 15 per class	<p>Progression courses refer to the courses pitched at different levels, providing pathways for students to advance from one to another on the same subject.</p> <p>Topical courses refer to standalone courses without further study pathways on completion.</p>
<p><i>Topical courses</i></p> <ul style="list-style-type: none"> • Learning Chinese from Zero • Basic Chinese Pronunciation and Characters • Basic Literacy in Chinese for the Elderly • Introduction to Chinese Writing Skill in Office 	Not more than 24 hours per class.					
B	Basic Putonghua Courses	The courses aim to enhance the basic Putonghua proficiency level of participants for day-to-day and work-place communication.	<ul style="list-style-type: none"> • Basic Putonghua for Daily Communication • Elementary Course on Putonghua Pinyin • Putonghua Oral Course for the Elderly 	Not more than 24 hours per class	At least 15 per class	

¹ Examples of course name are provided for reference only.

² The enrolment requirement for courses for **new arrivals** and **persons with disabilities** is **10 per class**, while the enrolment requirement for courses for **ethnic minorities** is 7 per class

Category	Purview	Descriptions	Examples of course name ¹	Duration	Enrolment per class ²	Remarks
			<ul style="list-style-type: none"> Basic Putonghua for Retail Salesperson 			
C	Basic English Literacy Courses	The courses aim to enhance basic English proficiency level of participants up to junior secondary level, such as learning phonics and vocabularies, so as to facilitate their day-to-day and work-place communication.	<p><i>Progression courses</i></p> <ul style="list-style-type: none"> English Language (Primary One) General English Language Course (Secondary Three) <p><i>Topical courses</i></p> <ul style="list-style-type: none"> Basic English for Daily Communication Basic English Phonetics and Pronunciation Learning Basic English Sentence Structure Basic English for Catering Industry 	<p>Not more than 40 hours per class</p> <p>Not more than 24 hours per class.</p>	At least 15 per class	<p>Progression courses refer to the courses pitched at different levels, providing pathways for students to advance from one to another on the same subject.</p> <p>Topical courses refer to standalone courses without further study pathways on completion.</p>
D	Basic Computer Courses	The courses aim to teach participants basic knowledge on information technology or computer skills for application in daily life and at work.	<ul style="list-style-type: none"> Basic Chinese Cang Jie Input Basic IT Application Basic Use of Microsoft Office Smartphone Application for the Elderly 	No more than 24 hours per class	At least 15 per class	

Category	Purview	Descriptions	Examples of course name ¹	Duration	Enrolment per class ²	Remarks
E	General Education Courses	The courses aim to enrich participants' knowledge in areas including Mathematics and General Studies, or to provide social, moral and family education.	<ul style="list-style-type: none"> • Basic Mathematics for Mentally Handicapped • Inter-personal Skills: Parental Skills • Civil awareness and Adaptability to Society • Sense of Belonging to the Society • Elementary Sign Language Course • Human Relationship and Communication Training Course • Guide Your Children in Proper Way • Retirement Life Course – How to Communicate Well with the Society 	No more than 24 hours per class	At least 15 per class	General education courses do not include language courses, except for sign language.
F	Reorientation Courses for New Arrivals and Ethnic Minorities	The courses aim to help new arrivals and ethnic minorities to adapt and adjust to the living environment in Hong Kong.	<ul style="list-style-type: none"> • Adaptation Course for New Arrivals/ Ethnic Minorities • Daily Cantonese for New Arrivals/ Ethnic Minorities • Understand your District and Hong Kong 	No more than 24 hours per class	<ul style="list-style-type: none"> • Courses for ethnic minorities: at least 7 per class • Other courses under this 	

Category	Purview	Descriptions	Examples of course name ¹	Duration	Enrolment per class ²	Remarks
					category: at least 10 per class	
G	Special Education Courses	The courses enable persons with disabilities (including physically or mentally challenged) to acquire skills and knowledge for (a) enjoying a more independent life; and (b) integrating into the local community.	<ul style="list-style-type: none"> • Social Skills Training Course for Adults with Mentally challenged • Sign Language Training Course for the Hearing Impaired 	No more than 24 hours per class	At least 10 per class	Organisations applying for operating these courses should be providing services for persons with disabilities.

Labour and Welfare Bureau
May 2026

Adult Education Subvention Scheme

Duty Lists of Staff

I. Chairman / Director / Supervisor

1. To serve as a link between the participating organisation and LWB.
2. To observe the terms and conditions stipulated in the AESS 2026/27 Administrative Guide for the smooth running of subvented courses.
3. To hold sole responsibility for supervising and monitoring the operation of the subvented course(s) / class(es).
4. To assess the learning needs of the community.
5. To provide visiting officer(s) of LWB with the internal records of visits during inspection.

II. Centre Administrator

1. To assist the Chairman / Director / Supervisor of the participating organisation in serving as a link between the participating organisation and LWB.
2. To identify the demand for the proposed courses, 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 teaching staff and participants for the approved course(s) / class(es).
5. To supervise closely the operation of the approved course(s) / class(es), the teaching staff and/or clerical staff, and to keep the Chairman / Director / Supervisor of the participating organisation well informed of any changes in the information sheet / tentative schedule, teaching staff particulars, timetables etc. and cancellation of any courses without delay.
6. To conduct evaluation upon the completion of the approved course(s) / class(es).
7. To observe strictly the terms and conditions stipulated in the AESS 2026/27 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 and content as approved by LWB.
2. To be directly responsible to the centre administrator of the participating organisation.

IV. Clerical Staff

1. To assist the centre administrator of the participating 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 participating organisation.