

Adult Education Subvention Scheme 2024/25

Administrative Guide

1. Eligibility

- 1.1 Organisations participating in the Adult Education Subvention Scheme (“AESS”) (“participating organisations”) shall be charitable institutions exempted from tax under the Inland Revenue Ordinance (Cap. 112) and shall prove to the satisfaction of the Labour and Welfare Bureau (“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.
- 1.2 Participating organisations should NOT be in receipt of other subvention from the Government for those items / courses already subvented by LWB under AESS. Participating organisations must operate the approved courses according to the requirements 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 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.**
- 2.1.2 Participating organisations are requested to **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.**

2.2 *Course Contents and Arrangements*

- 2.2.1 The approved courses should be conducted **strictly** in accordance with the course content and arrangements stated in the **Application Form for Adult Education Subvention Scheme 2024/25 (“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.

2.3 *Course Schedule*

- 2.3.1 The dates for running the approved courses should adhere to the course schedule as stated in the approval letter. Any proposed changes to the course schedule should be submitted to LWB for prior approval via **Proforma (h)** as soon as possible **before commencement of the course**. The course schedule should not be changed unless prior approval from LWB has been obtained. **All classes must be completed on or before 31 August 2025.** The total number of hours for each class must tally with that as stipulated in the approval letter.

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.

2.3.2 In case a lesson has been cancelled due to unexpected circumstances (e.g. absence of teaching staff or adverse weather conditions), the participating organisations should 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 should be subsequently submitted to LWB via Proforma (h) for examination. Approved lessons with completion date beyond 31 August 2025 will **not** be subvented.

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

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 EO, if applicable. The venues should also be confined to those stated in the Application Form.

2.4.2 Participating organisations are required to display prominently the schedule of the approved courses as well as the Order of Exemption as mentioned in Clause 2.4.1 above (if applicable) in the centres / schools for public information and to facilitate inspection by the supervisors of the participating organisations and the Government.

2.4.3 **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.

2.5 *Enrolment and Attendance of Participants*

2.5.1 Participants should be local residents of the Hong Kong SAR, aged 15 or above.

2.5.2 Participating organisations should verify the eligibility of applicants as set out in Clause 2.5.1 above and ensure that they are the designated targets of the courses concerned before admitting them to the subvented courses under AESS.

2.5.3 Enquiries regarding the eligibility of applicants should be directed to the Immigration Department (Tel: 2824-6111; email: enquiry@immi.gov.hk; website: <https://www.immd.gov.hk/eng/index.html>).

2.5.4 Before class commencement, participating organisations 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, General Education Courses and Courses of Social, Moral and Family Education

(Please refer to the purview of AESS for more details of course categories)

2.5.5 If participating organisations foresee a genuine difficulty in meeting the minimum enrolment requirement as stated in Clause 2.5.4 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 not 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) Participating organisations 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 participating organisations should also elaborate on its plan to explore and recruit new participants.

- (b) Participating organisations which conduct Special Education Courses (Category H) 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.

2.5.6 If participating organisations wish to operate any subvented courses without fulfilling the minimum enrolment requirements as set out in Clauses 2.5.4 and 2.5.5 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 participating organisations 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.

2.5.7 Participating organisations are urged to maintain an average attendance rate of 80% or more. All participants should **sign on the attendance lists** for each class they have attended. Participating organisations must provide full justifications for classes with average attendance rate below 80%. LWB will consider reducing the approved subvention for courses with attendance rate below 80% if full justifications are not provided.

2.5.8 Participating organisations are reminded not to admit any full-time students aged between 15 and 17 to any courses exceeding 24 hours subvented under AESS.

2.6 *Collection of Course Fees*

2.6.1 Participating organisations 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 should only be strictly 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 purposes.

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.

2.7 *Publicity*

- 2.7.1 In publicising the subvented courses, **a remark should be added to indicate that the courses are “subvented by the Labour and Welfare Bureau” and the “government-funded programme” logo should be prominently displayed.** Use of other improper wordings should be avoided. Any certificates issued to the participants should bear the name of the participating organisations only.
- 2.7.2 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 participating organisations are not required to obtain written quotations for the purchase of printing services, receipts and related payment records should be properly kept for audit and inspection purposes. Participating organisations should 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.

2.8 *Purchase of Teaching Equipment*

- 2.8.1 Participating organisations may apply for purchase of teaching equipment via the Application Form. The approved teaching equipment should be purchased using the approved grants only. Participating organisations 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. Participating organisations should keep the relevant documentations properly for inspection purpose. If the amount of the purchase is higher than the approved level, the participating organisations shall pay the amount in excess of the approved amount with their own funding.
- 2.8.2 Participating organisations are required to **purchase the approved equipment item(s) by 31 December 2024.** 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.
- 2.8.3 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.

2.9 *Insurance to Cover Public Liabilities to Class Participants*

- 2.9.1 Participating organisations should 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 participating organisations.

2.10 *Adverse Weather Arrangement*

- 2.10.1 Participating organisations should draw up a contingency plan to manage any problems caused by adverse weather conditions. Before the commencement of any subvented courses, participating organisations should explain the class arrangement during adverse weather conditions to participants, and should arrange for any necessary make-up classes in accordance with Clause 2.3.2.

3. Supervision of Operation of Courses

3.1 Completion and Submission of Proformas

- 3.1.1 Participating organisations are requested to complete and submit **the first half-year summary of subvented courses [Proforma (a)]** conducted from 1 September 2024 to 28 February 2025 to LWB by **14 March 2025**.
- 3.1.2 **The annual summary [Proforma (c)] and the course evaluation [Proforma (d)]** of the subvented courses conducted from 1 September 2024 to 31 August 2025 shall be submitted to LWB after the end of the academic year by **15 September 2025**.
- 3.1.3 Centre administrators of the participating organisations should also keep LWB and the chairmen, directors and supervisors (collectively as “Responsible Persons”) of the participating organisations informed of any changes in the course schedule, particulars of teaching staff and cancellation of any courses without delay.

3.2 Centre visits

- 3.2.1 Responsible Persons or representative(s) of the participating organisations should bear sole responsibility for supervising and monitoring the operation of all the approved subvented courses of the participating organisations under AESS. Responsible Persons should 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 should 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.

3.3 Inspection from Officer(s) of LWB

- 3.3.1 **Officer(s) of LWB may conduct spot-checks or surprise checks to participating organisations.** Participating organisations are required to readily provide the visiting officer(s) with the following –
- (a) half-yearly summaries [Proforma (a) and (b)] (if applicable by the time of inspection);
 - (b) teaching staff particulars [Proforma (e)], employment contract and qualifications proofs;
 - (c) records of visit to centre [Proforma (f)];
 - (d) brief summary of course(s) conducted [Proforma (g)];
 - (e) class attendance records (with students’ signature);
 - (f) feedback from participants on the courses attended;
 - (g) receipt of the equipment items purchased and at least two written quotations obtained;
 - (h) course fee receipt stubs or records;
 - (i) publicity materials on courses;
 - (j) receipt of printing services for the publicity items;
 - (k) relevant documents to certify that adequate insurance has been obtained;
 - (l) relevant certified documents for the MPF contributions; and
 - (m) handouts for subvented courses.
- 3.3.2 Participating organisations are reminded that submission of copies of the above may be requested by LWB.

4. Disbursement of Subvention

- 4.1 The subvention for approved courses will be distributed to participating organisations 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 participating organisations' progress in conducting the courses according to Clauses 4.2 and 4.3 below.
- 4.2 For participating organisations which conduct **40%** of the approved courses by **28 February 2025**, the second instalment will be disbursed in **Q2/2025**. Participating organisations are required to submit the **first half-year summary [Proforma (a)]** as stated in Clause 3.1.1 by **14 March 2025**, with a list of the courses conducted between 1 September 2024 and 28 February 2025³. LWB will distribute the second instalment on the condition that participating organisations 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 that need to be conducted before 28 February 2025 (i.e. 40% of approved courses)	No. of conducted courses as at 28 February 2025	Eligibility for receiving the second instalment in early May
10 courses in total	10 courses x 40% = 4 courses	5 courses	Yes
10 courses in total	10 courses x 40% = 4 courses	3 courses	No

- 4.3 Participating organisations which cannot meet the above timeframe must conduct **40%** of its approved courses by **30 April 2025** (i.e. four months to end of academic year) in order to obtain the second instalment of subvention in **July 2025**. The first half-year summary [Proforma (a)] as stated in Clause 3.1.1 should be re-submitted by **15 May 2025**. Participating organisations should clearly list the courses conducted between 1 September 2024 and 30 April 2025 in the summary for LWB's examination. **Participating organisations which fail to comply with the above requirement will NOT receive the second instalment and are not permitted to conduct the remaining courses.**

5. Accounting Matters

- 5.1 Participating organisations 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 participating organisations should also be maintained.
- 5.2 Any participating organisations which have been granted subvention for the purchase of teaching equipment in the academic year should keep inventory records for inspection at any time.
- 5.3 Upon completion of all the approved courses on or before 31 August 2025, **an Auditor's Report should be provided to LWB within three months i.e. on or before 30 November 2025**. Centre administrators should 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 participating organisations), 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.

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

- 5.4 LWB reserves the right to examine the Auditor's Reports submitted by participating organisations. Participating organisations 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. **Participating organisations should return all unspent subvention to LWB by cheque within the deadline as stated in the letter(s).**
- 5.5 Participating 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 participating organisations may be delayed. If the participating organisations intend to change their name, status or bank account number, they should inform LWB of the changes accordingly without delay.

6. Staff Matters

6.1 *Appointment of Staff*

- 6.1.1 Participating organisations **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.**
- 6.1.2 The age of all staff employed for AESS i.e. centre administrators, teaching staff and/or clerical staff **should not exceed 70 as at 1 September 2024.**
- 6.1.3 Participating organisations must ensure that the teaching staff employed possess appropriate qualifications, including but not limited to that –
- teaching staff should 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 should possess qualifications at sub-degree level or above, obtained from recognised local institutions; or
 - teaching staff for participants of education level at Secondary level should hold a recognised university degree from a local university.
- 6.1.4 If teaching staff with non-local qualifications are to be employed for the subvented courses under AESS, the participating organisations should ensure that the qualifications they possess are equivalent to the above-mentioned local qualifications, and the relevant documents should be properly kept for inspection purpose. Participating organisations 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>).
- 6.1.5 Participating organisations are required to 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.**

6.2 *Compulsory Insurance on Employees*

- 6.2.1 Participating organisations are required to 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 should be borne by the participating organisations solely.

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

6.3.1 To comply with the MPFSO (Cap. 485), participating organisations are required to 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.

6.3.2 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 participating organisations' needs.

6.3.3 In the event that some of the staff employed for AESS can be exempted from the application of the provisions of the MPFSO, participating organisations 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.

6.3.4 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).

6.4 *Staff Management*

6.4.1 Participating organisations shall 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.

6.4.2 Duties of the Responsible Persons, centre administrators, teaching staff and/or clerical staff are set out at **Annex** for reference. The proposed list of duties 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 AESS.

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

7.1 Participating organisations 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 participating organisations 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.

7.2 LWB reserves the right to suspend or terminate the operation of any subvented courses provided by the participating organisations under AESS:

- (a) if participating organisations, 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 participating organisations, 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 participating organisations, 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 7.2.

7.3 If participating organisations 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 7.2 above, LWB reserves the right to require participating organisations 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).

7.4 Participating organisations shall, throughout AESS 2024/25, 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.

7.5 Participating organisations shall, throughout AESS 2024/25, 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.

Participating organisations shall further warrant and undertake in the Undertakings by the Organisation (Annex to the Application Form for Adult Education Subvention Scheme 2024/25) 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.

7.6 Throughout AESS 2024/25, participating organisations 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.

8. Withdrawal from AESS and Cancellation of Subvented Courses

- 8.1 In the event of withdrawal from AESS or cancellation of *all* approved courses, participating organisations are required to inform LWB in writing as soon as possible. Participating organisations will receive LWB's notification of the claw-back arrangements by letter in due course. Participating organisations shall 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.
- 8.2 In case of cancellation of a *particular* approved course(s), participating organisations should 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.
- 8.3 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.

9. Enquiries

- 9.1 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

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 2024/25 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 2023/24 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.