

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 75/2019

From: Secretary for Education To: Heads of all secondary schools
Ref.: EDB(CG)/ADM/55/17/1 c.c.: Heads of sections – for
Date: 9 April 2019 information

Funding Scheme for Youth Life Planning Activities (2019-22)

Summary

The purpose of this circular memorandum is to introduce the details of the Funding Scheme for Youth Life Planning Activities (the Funding Scheme) launched by the Home Affairs Bureau (HAB) and invite secondary schools to attend a briefing session on the Funding Scheme.

Details

2. Since 2014, the Government has adopted a series of measures to help young people for life planning as early as possible and facilitate them to make informed choices in relation to academic pursuits and career aspirations. Among others, the Education Bureau (EDB) and the HAB have respectively introduced different schemes and measures to support schools in providing life planning education and career guidance services for students.

3. The Funding Scheme set up under the HAB is to support Non-governmental Organisations (NGOs), in collaboration with secondary schools, to enhance young people's awareness of life planning and multiple pathways through various life planning projects which target the needs of students, as well as training courses and activities (including thematic talks, workshops, workplace visits, job attachments, etc.) for teachers and parents. Please refer to [Appendix 1](#) for a summary of the Funding Scheme.

Briefing Session

4. Schools are encouraged to collaborate with the participating NGOs in organising life

planning activities. A briefing session co-organised by the EDB and HAB to explain the details of the Funding Scheme and provide an opportunity for NGOs and schools to meet each other and explore the areas for collaboration under the Funding Scheme has been arranged. The briefing session will be conducted in Cantonese. The details are as follows :

Date : 17 April 2019 (Wednesday)
Time : 3:30 p.m.
Venue : Jockey Club Convention Hall
G/F Hong Kong Red Cross Headquarters
19 Hoi Ting Road, West Kowloon

5. Schools are cordially invited to attend the briefing session. Interested schools please complete and return the enrolment form ([Appendix 2](#)) to the Secretariat of Youth, Development Commission by fax or email on or before 15 April 2019.

Enquiry

6. For enquiries, please contact the Career Guidance Section of the EDB at 3698 4126 or the responsible Section of Funding Scheme for Youth Life Planning Activities of HAB at 3509 7149.

K K LEE
for Secretary for Education

Funding Scheme for Youth Life Planning Activities (2019-22)

Background

1. Life planning is an ongoing and life-long process. The Government has since 2014 adopted a series of measures to help young people realise their life planning as early as possible, and assist them in keeping abreast of the development trend of the local market as well as the industry prospects in Hong Kong, so as to facilitate their informed choices in relation to academic pursuits and career aspirations. Among others, the Education Bureau and the Home Affairs Bureau (HAB) have respectively introduced different schemes and measures to support schools in providing career guidance services and life planning education for students. In respect of youth employment, the Labour Department provides young people (including school leavers) with various services such as employment advisory services, pre-employment training courses, on-the-job training, etc., with a view to boosting their competitiveness in employment and helping them get equipped for joining the labour market.
2. The Youth Development Commission (YDC), chaired by the Chief Secretary for Administration, was established in April 2018. It focuses on three broad directions including, among others, studying how to assist young people in selecting suitable study pathways, for example through promoting life planning work. In the 2018 Policy Address and its Policy Agenda, the Chief Executive pledged her support for the work directions of the YDC. These include, among others, promoting cross-bureau collaboration, increasing subsidies to non-governmental organisations (NGOs), strengthening support to schools and encouraging participation by the business sector, so as to enhance youth life planning work through concerted efforts from all sectors of the community to guide young people's transition from schools to the labour market.
3. The Funding Scheme for Youth Life Planning Activities (the Funding Scheme) has been introduced by the HAB to support NGOs, in collaboration with secondary schools, in organising various life planning projects, such as thematic talks, workshops, workplace visits, job attachments, etc. These projects not only cater to the needs of students, but also cover training courses and activities for teachers and parents to enhance their awareness of life planning and multiple pathways.

4. In February 2019, a focus group engagement session on the Funding Scheme was conducted to gather feedback from school representatives, NGOs and the Assessment Panel on the scheme as well as to tap their experience in implementing life planning activities. NGOs and schools that have previously participated in the Funding Scheme agree with its concept and the mode of operation where the Government provides funding support for NGOs to organise projects with schools. From 2019-20 onwards, the Government will allocate additional resources for the enhancement of the Funding Scheme with a view to promoting greater synergy between NGOs and schools in terms of quality and quantity. The gist of the scheme is detailed below.

Scheme Highlight

5. The Key features of the Scheme are listed at below:
 - Each project proposal shall provide life planning activities for a period of three (3) years to at least five (5) secondary schools and at least one hundred (100) secondary students/parents/teachers/former students who graduated from or left school for less than six months in respect of each school will take part in the activities for a period of thirty six (36) months from September 2019 to August 2022.
 - An applicant must be the organiser of the project. It shall collaborate with secondary schools to plan, organise and deliver its project. An applicant is free to design the nature of the activities to be conducted under its project such as seminars, workshops, counseling services, job attachments, etc. so long as the schools that it will collaborate with have agreed with the proposed activities and arrangements.
 - An applicant is required to enclose, in its application, letters of intent each signed by the authorised signatory of a school with which the applicant will collaborate (“the Collaborating School”) to indicate that each of its Collaborating Schools has agreed in principle to the applicant’s project proposal under the Funding Scheme. The applicant is required to ensure that each of its Collaborating Schools (excluding those joining the Pairing under Clearing Round (please refer to paragraphs 7 and 8 below) due to unsuccessful applications for funding by NGOs in the main round of the Funding Scheme) will support only one application per round and sign only one letter of intent.
 - To refine the division of labour between an NGO and its Collaborating School(s) and to ensure there is no duplication of resources between both parties, the applicant must specify clearly in its application the respective roles and duties of the organisation and of its

Collaborating School(s), their allocation of resources for hosting various types of life planning activities, and how they can achieve synergy.

- The project proposal shall neither be profit-making, fund-raising, commercial, religious or political in nature, nor will be in direct conflict with the policies of the Government (for instance, a project proposal with job practice for students in tobacco companies or alcoholic drinks companies will not be considered).
 - Merits will be given to the projects which target at the following groups or propose the following activities –
 - parents;
 - teachers;
 - former students who graduated from or left school for less than six months;
 - activities designed to meet the need of targeting group of students (i.e. non-Chinese speaking students or students with special educational needs (SEN));
 - activities which may impress students with direct experience at work, such as job practice, work trials or workplace visits etc.;
 - activities to be implemented in stages or progressively with a view to providing participants with a more comprehensive service through enriching their understanding and knowledge on Life Planning gradually; and
 - activities which can sustain momentum in future, such as preparing training materials and information on career pathways.
 - Proposed Projects must not create any additional consequential expenditure to the Government.
6. The detail of the Scheme could be obtained from the homepage of the YDC's website (<http://www.ydc.gov.hk/ylpa/en/>).

Pairing under Clearing Round

7. In the past exercises, each of the Collaborating Schools should support only one application to avoid the duplication of resources. As a result, some schools might have been excluded from the Funding Scheme due to unsuccessful applications by NGOs. To enable more schools to benefit from the Funding Scheme and to prevent schools from excluding from the Funding Scheme due to unsuccessful applications by NGOs, the YDC will launch the pairing exercise under clearing round immediately after announcing the application results of the main round so that the schools concerned are provided with an opportunity to choose another successful NGO for collaboration in the next round. NGOs may also take the

initiative to contact the schools concerned and accept the schools as their service targets. This will help expand the coverage of the Funding Scheme and ensure that all secondary schools in the territory willing to collaborate with NGOs have the opportunity to participate in the Funding Scheme.

8. When announcing the results of the main round of assessment, the YDC Secretariat will provide the respective lists of successful Applicants and of the schools partnering with unsuccessful applicants to both parties, inviting them to pair up with each other for collaboration arrangements. The Applicant is required to report to the Secretariat on or before 11 July 2019 the number and name(s) of the additional Collaborating School(s) accepted during the pairing exercise under clearing round, number of beneficiaries as well as submitting the letter(s) of intent of the additional Collaborating School(s). This is to help expand the coverage of the Funding Scheme and ensure that all secondary schools in the territory willing to collaborate with NGOs have the opportunity to participate in the Funding Scheme. The flow chart for the Pairing under Clearing Round is shown in the **Annex**.

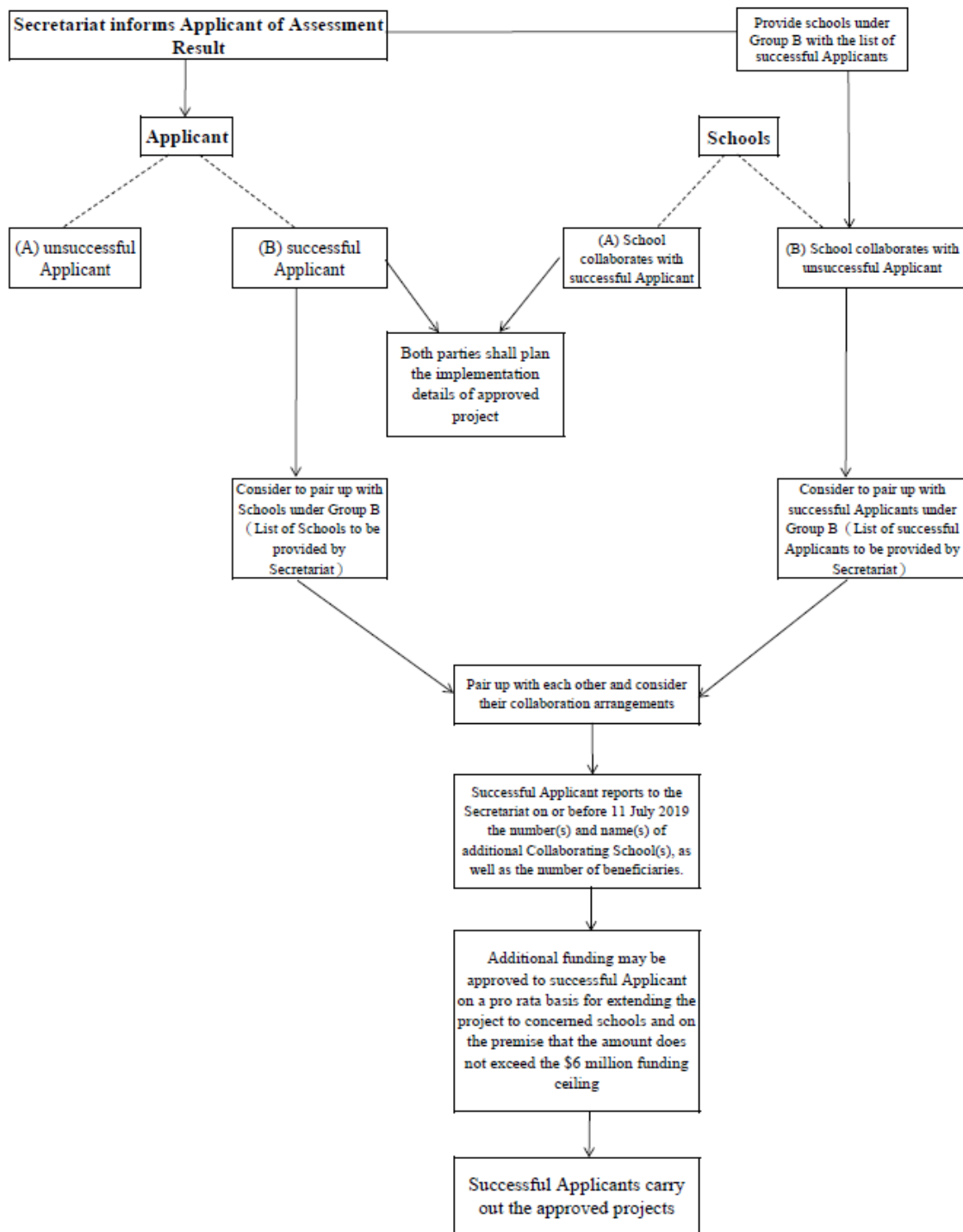
Schedule for Implementation

9. The tentative time schedule for the implementation of the Funding Scheme is summarised as follows for reference only:

Time Schedule	Key Arrangements
29 March 2019	Invitation for applications
17 April 2019	Briefing for NGOs and schools
30 April 2019	Deadline for applications
June 2019	Announcement of results for the main round application, and invitation for the next round of application under the Pairing under Clearing Round
July/August 2019	Announcement of the clearing round pairing results

August of 2019	Entering into Funding Agreements by the Government with successful Applicants
September 2019	Approved projects commence

Pairing under Clearing Round



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**Funding Scheme for Youth Life Planning Activities (2019-22)
Briefing Session - Enrolment Form**

Details of Briefing Session

Date : 17 April 2019 (Wednesday)
Time : 3:30 p.m.
Venue : Jockey Club Convention Hall
G/F Hong Kong Red Cross Headquarters
19 Hoi Ting Road, West Kowloon

We confirm the following representative will attend the Briefing Session:

Name	Title
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(Due to venue constraint, the Briefing Session can only accommodate one representative from each school.)

Name of School : _____

Contact Person : _____

Telephone No. : _____

Fax No. : _____

Email Address : _____

Date : _____

Remark: Please complete this Enrolment Form if you wish to attend the Briefing Session. The completed Enrolment Form should reach the Secretariat of Youth Development Commission by fax or email on or before 15 April 2019. Seats will be reserved without further notification and the school representatives are requested to attend the Briefing Session as scheduled.