

CCF Subsidy for Persons Holding Non-local Qualifications to Conduct Qualifications Assessment (CCF QA)
Application Form
關愛基金資助持有非本地學歷人士進行學歷評估 (關愛基金學歷評估)
申請表格

Section A Personal Particulars
甲部 個人資料

Title 稱謂	* (Mr/Mrs/Miss/Ms) *(先生/太太/小姐/女士)	* Delete where inappropriate. *請將不適用者刪去。
† Name in English † 英文姓名	(Surname 姓氏)	
	(Given name 名字)	
† Name in Chinese (if applicable) † 中文姓名(如適用)		
Identity card number 身份證號碼		()
Telephone / Mobile number 電話		

† The name should be identical to that provided in Part A of the Application Form for Qualifications Assessment.
† 姓名須與學歷評估申請表格甲部的姓名相同。

Section B Applicant's Eligibility
乙部 申請人受惠資格

Please insert a '✓' in the for relevant item(s).
請在適用項目的內加上「✓」。

1. I apply for CCF QA as the recipient of the following specified assistance scheme (select only one item):

本人以下列特定資助計劃 (只選一項) 受惠人身份申請關愛基金學歷評估:

- Comprehensive Social Security Assistance Scheme 綜合社會保障援助計劃
 Low-income Working Family Allowance Scheme / Working Family Allowance Scheme
低收入在職家庭津貼計劃 / 在職家庭津貼計劃
 Work Incentive Transport Subsidy Scheme 鼓勵就業交通津貼計劃
 School Textbook Assistance Scheme 學校書簿津貼計劃
 Kindergarten and Child Care Centre Fee Remission Scheme 幼稚園及幼兒中心學費減免計劃

2. My income and/or assets have been assessed in the means-test of the above specified assistance scheme.

本人的入息及/或資產於申請上述特定資助計劃時已經接受審查。

- Yes 是
 No 否

3. In the specified assistance scheme selected above, I am the:

本人為上述特定資助計劃的:

- Major Recipient[△] 主要受惠人[△]
 Spouse of the Major Recipient[#] 主要受惠人的配偶[#]

△ Major Recipient is the applicant who has passed the means-test establishing eligibility for assistance under any of the specified assistance schemes and receiving assistance. Please provide a copy of the notification letter of the specified assistance scheme addressed to the Major Recipient.

△ 主要受惠人即通過任何一項特定資助計劃住戶經濟審查並領取資助的申請人。請提交以主要受惠人為抬頭人的特定資助計劃通知書副本。

Major Recipient is the applicant who has passed the means-test establishing eligibility for assistance under any of the specified assistance schemes and receiving assistance. Being the spouse of the Major Recipient, please provide a copy of the notification letter of the specified assistance scheme addressed to the Major Recipient, and a copy of the marriage certificate as an evidence of the relationship with the Major Recipient. The Major Recipient should study Section C.4 of this Application Form, and provide personal information and signature in the relevant parts in grey.

主要受惠人即通過任何一項特定資助計劃住戶經濟審查並領取資助的申請人。作為主要受惠人的配偶,請提交以主要受惠人為抬頭人的特定資助計劃通知書副本,以及與主要受惠人的結婚證明文件副本。主要受惠人須參閱本申請表格丙部第4項及在灰色部分提供個人資料及簽署。

4. In case I **do not meet the eligibility for CCF QA**, I still wish to proceed with conducting qualifications assessment.
 如本人**未能符合關愛基金學歷評估的受惠資格**，本人仍希望繼續進行學歷評估。
 Yes, and I agree to pay the full assessment fees 是，本人同意支付全部評估費用
 No, no fees will be charged but my application will not be processed 否，本人不需支付費用但申請將不受處理

Section C Declaration & Signature
丙部 聲明與簽署

I have read the “CCF Subsidy to Persons Holding Non-local Qualifications to Conduct Qualifications Assessment – Guidance Notes” (Guidance Notes), and fully understand and agree to the arrangements and requirements of CCF QA. I hereby declare that:
 本人已細閱「關愛基金資助持有非本地學歷人士進行學歷評估—申請須知」(申請須知)，並完全明白及同意關愛基金學歷評估的安排和要求。本人謹作如下聲明：

- I have never applied to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) to conduct qualifications assessment using the same qualifications.
 本人從未曾以相同的學歷向香港學術及職業資歷評審局(評審局)申請進行學歷評估。
- I fulfil the Hong Kong resident requirements as described in Section II.2 of the Guidance Notes.
 本人符合申請須知 II.2 部分有關香港居民身份的要求。
- All the information I provide in this Application Form is true and correct and all documents submitted for this application are genuine. I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead HKCAAVQ and the Education Bureau (EDB), for the purpose of participating in CCF QA, it will render me liable to prosecution.
 本人在此申請表格上填報的資料均屬正確無訛，而就此申請遞交的文件亦均屬真確。本人明白，如明知或故意作出虛假陳述或隱瞞資料，或以其他方式誤導評審局及教育局以參加關愛基金學歷評估，可被檢控。
- I (and my spouse) authorise and consent to HKCAAVQ and EDB making any necessary enquiries, which requires releasing the personal data provided in this application to relevant government bureaux/departments, for purposes relating to verifying my eligibility for CCF QA. I (and my spouse) also authorise and consent to the relevant government bureaux/departments releasing my/our personal records or information to HKCAAVQ and EDB as may be required for these enquiries.
 本人(及配偶)授權及同意評審局和教育局可就本人申請關愛基金學歷評估的資格作出查詢，並向有關政府政策局/部門透露本人在申請時提供的個人資料。本人(及配偶)亦授權及同意有關政府政策局/部門可就這些查詢，向評審局及教育局透露任何有關本人(及配偶)的紀錄及資料。

Name of CCF QA Applicant 關愛基金學歷評估申請人姓名	Signature of Applicant 申請人簽署	Date 日期
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The spouse of CCF QA applicant (i.e. **Major Recipient** of the specified assistance scheme) should study item 4 above, and provide personal information and signature below.

關愛基金學歷評估申請人的配偶(即特定資助計劃的**主要受惠人**)請參閱上述第4項及在以下部分提供個人資料及簽署。

Name of Major Recipient 主要受惠人之姓名	Signature of Major Recipient 主要受惠人簽署	Identity Card No. of Major Recipient 主要受惠人身份證號碼
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For Official Use Only 只供本局填寫	Remarks
Resident Status: <input type="checkbox"/> Y <input type="checkbox"/> N	
Assistance Level: <input type="checkbox"/> Y <input type="checkbox"/> N	
Claim Period: <input type="checkbox"/> Y <input type="checkbox"/> N	

CCF Subsidy for Persons Holding Non-local Qualifications to Conduct Qualifications Assessment (CCF QA) Guidance Notes

關愛基金資助持有非本地學歷人士進行學歷評估（關愛基金學歷評估） 申請須知

I. Programme Information and Implementation Period

計劃資料及推行期

1. CCF QA is one of the assistance programmes subsidised by CCF.
關愛基金學歷評估是關愛基金的其中一項援助計劃。
2. CCF QA provides subsidy for needy persons to conduct qualifications assessment for general purpose.
關愛基金學歷評估資助有經濟需要的人士進行用作一般用途的學歷評估。
3. CCF QA is jointly implemented by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and the Education Bureau (EDB).
關愛基金學歷評估由香港學術及職業資歷評審局（評審局）及教育局合作推行。
4. The implementation period is from September 2017 to August 2020.
推行期由 2017 年 9 月至 2020 年 8 月。

II. Eligibility Criteria

受惠資格

Target beneficiaries must fulfil all the following 3 criteria:

受惠人士須符合以下三項條件：

1. holding non-local qualifications which have not yet been assessed by HKCAAVQ.
持有非本地學歷而有關學歷未經香港學術及職業資歷評審局進行學歷評估。
2. being one of the following categories of Hong Kong resident¹:
具備下列任何一類的香港居民身份¹
 - (1) holders of Hong Kong permanent identity cards; or
持香港永久性居民身份證的人士；或
 - (2) persons who have come from the Mainland to Hong Kong for settlement on “Permit for Proceeding to Hong Kong and Macao” (commonly known as One-way Permit) but not yet obtained Hong Kong permanent identity cards; or
持前往港澳通行證（慣稱「單程證」）從內地來港定居，但尚未取得香港永久性居民身份證的人士；或
 - (3) ethnic minorities who are holders of Hong Kong identity cards and (i) have the right to land; or (ii) on unconditional stay in Hong Kong; or (iii) permitted to stay in Hong Kong as dependants (and their sponsors are Hong Kong permanent residents, or non-permanent residents with the right to land or on unconditional stay in Hong Kong), but have not yet obtained Hong Kong permanent identity cards.
持香港居民身份證的少數族裔人士，而該人士必須 (i) 擁有香港入境權；或 (ii) 可在港無條件逗留；或 (iii) 獲准以受養人身份在香港逗留（而其保證人屬香港永久性居民或擁有香港入境權或可在港無條件逗留的非永久性居民），但尚未取得香港永久性居民身份證。
3. being the applicants and/or their spouses who have passed the means-test establishing eligibility for assistance under any of the specified assistance schemes provided below and receiving assistance (i.e. “Major Recipients” and/or their spouses of the following specified assistance scheme):
通過下列任何一項特定資助計劃的住戶經濟審查並領取資助的申請人及／或其配偶：
 - (1) Comprehensive Social Security Assistance Scheme; or
綜合社會保障援助計劃；或

¹ Persons from the following categories are excluded:

不包括下列人士：

- i. persons and their dependants admitted into Hong Kong under the Capital Investment Entrant Scheme; or
根據「資本投資者入境計劃」來港的人士及其受養人；或
- ii. persons and their dependants admitted into Hong Kong under the Quality Migrant Admission Scheme; or
根據「優秀人才入境計劃」來港的人士及其受養人；或
- iii. persons admitted into Hong Kong for employment as imported workers under the Supplementary Labour Scheme; or
根據「補充勞工計劃」以輸入勞工身份來港就業的人士；或
- iv. persons admitted into Hong Kong under the Working Holiday Scheme; or
根據「工作假期計劃」來港的人士；或
- v. persons and their dependants admitted under the following immigration policies/arrangements: training, study, employment or investment under the General Employment Policy, employment under the Admission Scheme for Mainland Talents and Professionals, employment under the Immigration Arrangements for Non-local Graduates, or employment under the Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
根據入境政策／安排來港的人士及其受養人，即受訓、就讀、根據「一般就業政策」就業或投資、根據「輸入內地人才計劃」就業、根據「非本地畢業生留港／回港就業安排」就業或根據「輸入中國籍香港永久性居民第二代計劃」就業；或
- vi. foreign domestic helpers; or
外籍家庭傭工；或
- vii. visitors; or
訪客；或
- viii. persons whose travel documents are endorsed with a condition of stay specifying “Employment is not permitted”
旅行證件上載有「持證人不得從事僱傭工作」的逗留條件的人士。

- (2) Low-Income Working Family Allowance Scheme / Working Family Allowance Scheme; or
低收入在職家庭津貼計劃 / 在職家庭津貼計劃；或
- (3) Work Incentive Transport Subsidy Scheme; or
鼓勵就業交通津貼計劃；或
- (4) School Textbook Assistance Scheme (for full grant only); or
學校書簿津貼計劃（只包括全額書簿津貼）；或
- (5) Kindergarten and Child Care Centre Fee Remission Scheme (for full or 3/4 remission).
幼稚園及幼兒中心學費減免計劃（包括全額、3/4 額學費減免）。

III. Application Procedures

申請程序

1. Applicants are required to submit **BOTH** the CCF QA Application Form and the Application Form for Qualifications Assessment.

申請人需**同時**提交關愛基金學歷評估申請表格及學歷評估申請表格。

Note: The Application Form for Qualifications Assessment is to be filled in and submitted on the HKCAAVQ [QA i-Portal](#) direct. The CCF QA Application Form, available on the [QA i-Portal](#), as well as the supporting documents, can be submitted to HKCAAVQ by uploading onto the [QA i-Portal](#), or by mail, in person, or through authorised representatives of the applicants. For documents submitted in person or by authorised representatives, an appointment should be made in advance on the [QA i-Portal](#). CCF QA applicants are not required to pay any assessment fees at the time of application.

注意：學歷評估申請表格需於[學歷評估服務平台](#)直接填寫及遞交。關愛基金學歷評估申請表格可在[學歷評估服務平台](#)下載，填妥的申請表格及證明文件，可以上載到[學歷評估服務平台](#)，或以郵寄、親自或由申請人的獲授權代表交回評審局。如申請人選擇親自或由其授權代表遞交申請表格，須於[學歷評估服務平台](#)進行預約。申請人於遞交申請表格時不需支付評估費用。

2. On receipt of the application forms and supporting documents, HKCAAVQ will verify the eligibility of CCF QA applicants and then issue them an acknowledgement. The assessment will normally take 15 working days starting from the next working day of the acknowledgement.
評審局收到申請表格及證明文件後，會於初步審查後向合資格的關愛基金學歷評估申請人發出申請覆函。由發出覆函的下一個工作天起計，評估工作一般需時十五個工作天。
3. Applicants not eligible for CCF QA, if they are willing to bear the assessment fees on their own as indicated in Section B.4 of CCF QA Application Form, can still proceed with qualifications assessment at their own expenses.
未符合資格申請關愛基金學歷評估的人士，若已在關愛基金學歷評估申請表格乙部第 4 項表明同意支付全部評估費用，也可自行支付評估費用繼續進行學歷評估。
4. HKCAAVQ will, after completion of the qualifications assessment, issue a report for Qualifications Assessment (the Report) stating its professional opinion on whether the totality of the applicants' educational qualifications meets the standard of a particular level of qualification in Hong Kong.
評審局完成評估工作後，會透過學歷評估報告，說明評審局對申請人總體學歷是否達到在香港取得的某特定資歷級別的標準之專業意見。
5. Applicants who are aggrieved by HKCAAVQ's assessment determination may apply for review within 30 days of the receipt of the Report. Applicants are required to pay the review fee (the review fee is one-third of the original assessment fee) which will not be covered by CCF QA.
申請人如因評審局的評估評定感到受屈，可於收到評估報告日起計 30 天內向評審局申請覆檢。申請人需自行負責有關的覆檢費用（覆檢費用為學歷評估費用的三分之一），關愛基金學歷評估不會資助覆檢費用。

IV. Preparing Supporting Documents

準備證明文件

1. Generally speaking, applicants are required to provide three types of supporting documents when applying for CCF QA, namely documentary evidence of non-local qualifications, personal identification documents and records of receipt of assistance under any of the specified assistance schemes. Documents written in languages other than Chinese and English must be accompanied by certified Chinese or English translations.
一般來說，關愛基金學歷評估申請人需要提供三類文件，分別為非本地學歷證明文件、身份證明文件及受惠於特定資助計劃的證明文件。如文件並非以中文或英文寫成，申請人必須提供中文或英文核證翻譯本。
2. For documentary evidence of non-local qualifications, please refer to [Qualifications Assessment — Guidance Notes for Application](#) available on HKCAAVQ website.
有關非本地學歷證明文件，詳情可參閱評審局網站的[學歷評估—申請指引](#)。
3. As for personal identification documents and records of receipt of assistance under any of the specified assistance schemes, applicants should provide copies of the supporting documents.
至於身份證明文件及受惠於特定資助計劃的證明文件，申請人須遞交證明文件的副本。
4. Regarding personal identification documents, applicants with Hong Kong permanent identity cards are required to submit a copy of their permanent identity card only. Non-permanent resident applicants are required to provide a copy of their Hong Kong identity card, and a copy of their valid travel documents (including travel document pages showing personal particulars, and landing endorsements/landing slips with unexpired limit of stay issued by the Hong Kong Immigration Department) or the "Permit for Proceeding to Hong Kong and Macao" (commonly known as One-way Permit).

在提交身份證明文件時，香港永久性居民於申請時只需提交香港永久性居民身份證副本。如非香港永久性居民，則須於申請時遞交香港居民身份證副本，以及有效旅行證件（包括個人資料頁、附有香港入境事務處發出逗留期限尚未屆滿的簽注／入境標籤的證件內頁）或前往港澳通行證（慣稱「單程證」）的副本。

- Regarding records of receipt of assistance under any of the specified assistance schemes, applicants should submit the notification letter of any of the specified assistance schemes. The notification letter should fulfil the assistance level and claim period requirements. If CCF QA applicants are spouses of the Major Recipients of the specified subsidy schemes, the marriage certificate should also be submitted.

有關受惠於特定資助計劃的證明文件，申請人須提交特定資助計劃的通知書副本，而該通知書須符合有關資助水平及資助期的要求。如關愛基金學歷評估申請人為資助計劃主要受惠人的配偶，則須另外遞交結婚證明書副本。

- The notification letter of the specified assistance schemes, submitted by CCF QA applicants, should meet the following assistance level requirement:

關愛基金學歷評估申請人提交的特定資助計劃通知書，須符合以下的資助水平要求：

- (1) Comprehensive Social Security Assistance Scheme (any level of assistance)

綜合社會保障援助計劃（任何程度的資助）

- (2) Low-Income Working Family Allowance Scheme / Working Family Allowance Scheme (any level of assistance)

低收入在職家庭津貼計劃／在職家庭津貼計劃（任何程度的資助）

- (3) Work Incentive Transport Subsidy Scheme (any level of assistance)

鼓勵就業交通津貼計劃（任何程度的資助）

- (4) School Textbook Assistance Scheme (for full grant only)

學校書簿津貼計劃（只包括全額書簿津貼）

- (5) Kindergarten and Child Care Centre Fee Remission Scheme (for full or 3/4 remission)

幼稚園及幼兒中心學費減免計劃（包括全額、3/4 額學費減免）

- The notification letter submitted should also meet the claim period requirement, i.e. the period for the receipt of assistance stated in the notification letter should be not more than 12 months from the date of application for CCF QA.

有關通知書亦須符合資助期的要求，即通知書中所載的資助期須相距關愛基金學歷評估申請不多於 12 個月。

V. Subsidy Coverage

資助範圍

- All eligible applicants are entitled CCF QA once throughout the 3-year implementation period.
所有合資格申請人在關愛基金學歷評估的三年推行期內，只可以受惠一次。
- CCF QA covers the assessment fee for conducting qualifications assessment for general purpose. Please refer to the HKCAAVQ website for details regarding the assessment fee.
關愛基金學歷評估資助申請人進行一般用途的學歷評估費用。收費詳情，請參閱評審局網站。
- CCF QA does not cover postage, translation or review fee.
關愛基金學歷評估不會資助郵費、翻譯及覆檢費用。

VI. About Personal Information

有關個人資料

- It is the responsibility of the applicants to complete the application form fully and truthfully and to provide all supporting documents. Providing partial, false and misleading information will render the application for CCF QA deferred or disqualified.
申請人有責任詳實及真確地填妥申請表格及提供所有證明文件。如只提交部分、錯誤或誤導資料，關愛基金學歷評估申請將被延誤或遭取消。
- The personal data provided in the application for CCF QA, including those in the supporting documents, will be used by HKCAAVQ and EDB and relevant government bureaux/departments for the following purposes:
申請人在申請關愛基金學歷評估及有關證明文件所提供的個人資料，將會被評審局和教育局及有關政府政策局／部門作下列用途：
 - (1) processing the application for CCF QA;
處理關愛基金學歷評估申請；
 - (2) verifying with records held by relevant government bureaux/departments for validating the eligibility of the applicants for CCF QA, either in the process of application or after the release of assessment results;
與有關政府政策局／部門所持有的資料作對比，以確認申請人符合關愛基金學歷評估的受惠資格，而有關對比工作可能在申請過程中或學歷評估報告發出後進行；及
 - (3) compiling statistics and producing progress/evaluation reports.
整合為統計數據及擬訂進度／檢討報告。

VII. Enquiries

查詢

- For enquiries regarding CCF subsidy, please contact the Community Care Fund Team of EDB at 3509 8590.
有關關愛基金資助的查詢，請致電 3509 8590 與教育局關愛基金組聯絡。
- For enquiries regarding qualifications assessment, please contact HKCAAVQ at 3658 0285.
有關學歷評估的查詢，請致電 3658 0285 與香港學術及職業資歷評審局聯絡。

VIII. Glossary

主要詞彙表

CCF QA

It refers to the Community Care Fund assistance programme “Subsidy for persons holding non-local qualifications to conduct qualifications assessment”.

specified assistance schemes

5 assistance schemes are selected for determining the applicants’ financial status as an eligibility criteria for CCF QA. For details, please refer to the entry on **assistance level requirement** in this Glossary.

Major Recipient

The Major Recipient refers to the applicant who has passed the means-test establishing eligibility for assistance under any of the specified assistance schemes and receiving assistance. The Major Recipient is also the addressee of the notification letter of any of the specified assistance schemes.

notification letter

The letter issued to the Major Recipients of the specified assistance schemes notifying them the results of their applications. It normally includes the assistance level within a specific claim period.

assistance level requirement

Applicants are required to submit the notification letter of the specified assistance schemes. The notification letter should fulfil two requirements and one of them is the assistance level requirement. The level of assistance for different specified assistance schemes are provided as follows:

1. Comprehensive Social Security Assistance Scheme (any level of assistance)
2. Low-income Working Family Allowance Scheme / Working Family Allowance Scheme (any level of assistance)
3. Work Incentive Transport Subsidy Scheme (any level of assistance)
4. School Textbook Assistance Scheme (for full grant only)
5. Kindergarten and Child Care Centre Fee Remission Scheme (for full or 3/4 remission)

claim period requirement

Applicants are required to submit the notification letter of the specified assistance schemes. The notification letter should fulfil two requirements and one of them is the claim period requirement, i.e. the period of receipt of assistance stated in the notification letter should be no more than 12 months from the date of application for CCF QA.

關愛基金學歷評估

即關愛基金援助項目「資助持有非本地學歷人士進行學歷評估」。

特定資助計劃

用以決定關愛基金學歷評估申請人經濟狀況受惠資格的 5 個指定的資助計劃。詳見本詞彙表**資助水平要求**一項。

主要受惠人

主要受惠人即通過任何一項特定資助計劃的住戶經濟審查並領取資助的申請人。主要受惠人亦同時為特定資助計劃通知書的抬頭人。

通知書

通知主要受惠人有關特定資助計劃申請結果的文件。通知書一般列出资助期及資助水平資料。

資助水平要求

申請人須提交特定資助計劃的通知書。有關通知書須符合兩項要求，其中一項為資助水平要求。各項特定資助計劃的資助水平要求詳列如下：

1. 綜合社會保障援助計劃（任何程度的資助）
2. 低收入在職家庭津貼計劃 / 在職家庭津貼計劃（任何程度的資助）
3. 鼓勵就業交通津貼計劃（任何程度的資助）
4. 學校書簿津貼計劃（只包括全額書簿津貼）
5. 幼稚園及幼兒中心學費減免計劃（包括全額、3/4 額學費減免）

資助期要求

申請人須提交特定資助計劃的通知書。有關通知書須符合兩項要求，其中一項為資助期要求，即通知書中所載的資助期須相距關愛基金學歷評估申請不多於 12 個月。