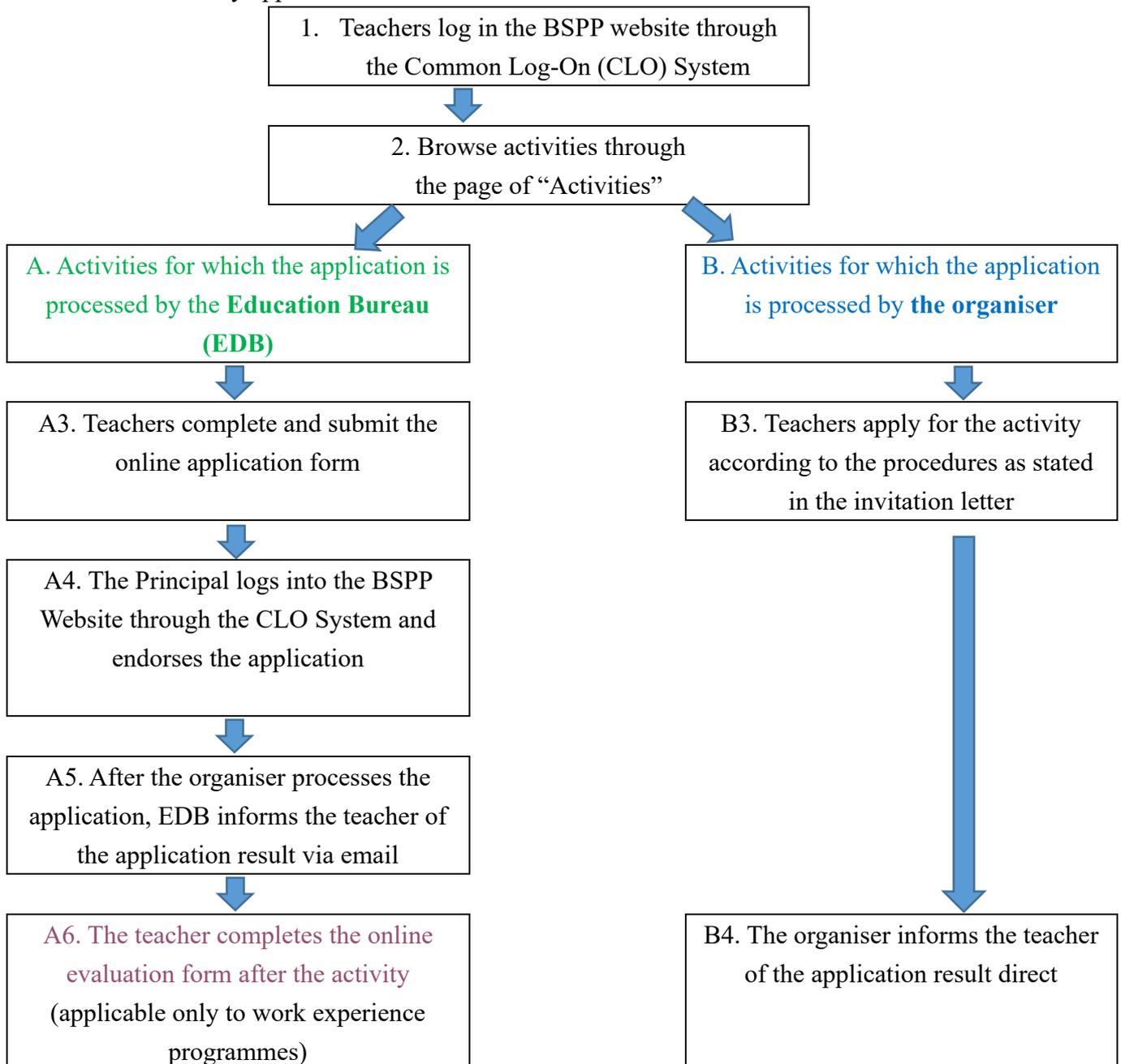


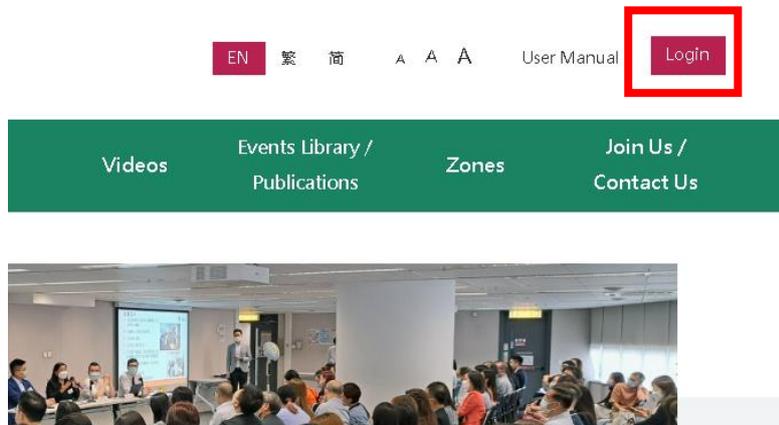
User Manual of Activity Application through the “Business-School Partnership Programme” (BSPP) Website

Only Hong Kong public sector schools and Direct Subsidy Scheme schools are eligible to apply for BSPP activities

Procedures for activity applications:

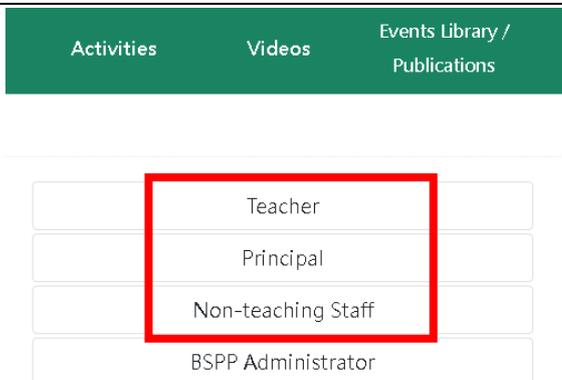


1. Teachers log in the BSPP website through the Common Log-On (CLO) System



1.1

Click on “Login” in the top right corner of the homepage



1.2

Choose your **login identity**



1.3

You will be redirected to the CLO System. Enter your **username** and **password** to log into the CLO System or use “**iAM Smart**” to log in

Only teachers, principals and non-teaching staff users are eligible for applying for BSPP activities through the CLO System

[Home](#) [About Us](#) [Activities](#)

Teacher - AT\bsppteachera

Login Email: bsppteachera@clouat.edb.gov.hk
 Teacher Email: esteamuat@gmail.com.com.net
 School Name (EN): EDIS TRAINING NO.30 AIDED SCHOOL
 School Name (TC):
[My Activities](#)

1.4
 After logging in, you will find your personal and serving school information

2. Browse activities through the page of “Activities”

The screenshot shows the 'Activities' page with a green navigation bar containing 'Home', 'About Us', 'Activities', and 'Videos'. Below the navigation bar, there are 'Grid View' and 'List View' buttons. A dropdown menu is open under 'Activities', showing options: 'Career Exploration Activities', 'GBA Career Exploration Tours', and 'Support'. Below this, there are filters for 'Industry' (with a 'Select All' button) and 'DDN'. At the bottom, there is a search and filter section with dropdowns for 'Industry', 'Activity Type', 'Organiser', 'NCS Students', 'Target Participants', 'Activity Date (Month)', 'School Level', and 'Latest Issue Date', along with a 'Keyword Search' field.

2.1
 After logging in, click on “Activities”

If you click on “Career Exploration Activities”, all BSPP activities will be displayed

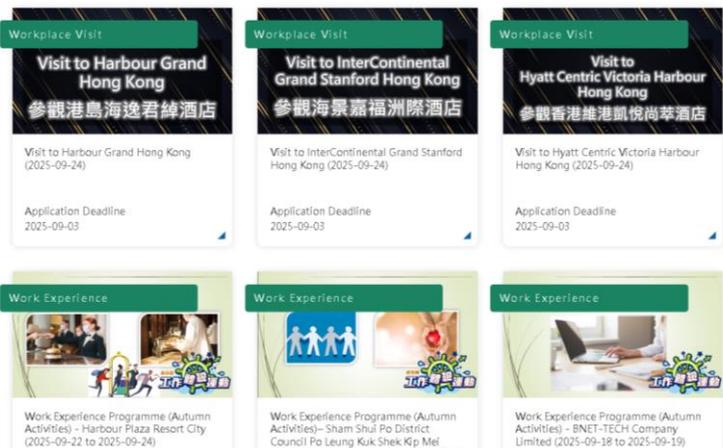
If you click on “GBA Career Exploration Tours”, only the activities for the Greater Bay Area Career Exploration Tours will be shown

On the “Activities” page, you can use search tools to sort activities

2.2
 On the “Activity” page, teachers can choose from different types of career exploration activities

Regarding application procedures, career exploration activities are categorized into 2 types:

A. Activities for which the

 <p>The image shows six activity cards arranged in two rows of three. The top row contains three 'Workplace Visit' cards: 'Visit to Harbour Grand Hong Kong', 'Visit to InterContinental Grand Stanford Hong Kong', and 'Visit to Hyatt Centric Victoria Harbour Hong Kong'. The bottom row contains three 'Work Experience' cards: 'Work Experience Programme (Autumn Activities) - Harbour Plaza Resort City', 'Work Experience Programme (Autumn Activities) - Sham Shui Po District Council Po Leung Kuk Shek Kip Mei Community Services Centre', and 'Work Experience Programme (Autumn Activities) - BNET-TECH Company Limited'.</p>	<p>application is processed by EDB</p> <p>B. Activities for which the application is processed by the organiser</p>
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A. Activities for which the application is processed by EDB

<p>A3. Teachers complete and submit the online application form</p>	
<p>Career Talk on Clerical and Secretarial Grades of Civil Service</p> <p>Activity Code csb2024t20</p> <p>Organiser Civil Service Bureau, Government Secretariat</p> <p>Objective To enable students to know more about the</p> <ol style="list-style-type: none"> 1. structure of the Government and the civil service; 	<p>A3.1</p> <p>When you click on activities for which the application is processed by EDB on the “Activities” page, the activity information will be displayed. Teachers should then click the “Apply For Activity” button at the bottom of the webpage</p> <p>In general, if there is no specific activity date, the quotas will be allocated on a first-come, first-served basis</p> <p>If there is a specific activity date, quotas will be allocated by drawing lots after the application deadline</p>

Remarks

[Click Here for Details](#)

1. Participating schools must submit application at least 2 months in advance prior to the proposed date of visit.
2. The activity details are provided by the organiser.
3. Schools may visit the website of the Recruitment Centre, General Grades Office to learn more about the Recruitment Centre:
<https://www.csb.govhk/english/admin/grade/cs/2906.html>
4. The organiser may change the date, time, content of the activity or cancel the activity if situation warrants.
5. The places of the activity are allocated on a first-come-first-served basis.
6. The Principal shall endorse teacher's application of the activity on the website of the Business-School Partnership Programme.
7. Transportation will be arranged by school. No parking space for coaches would be provided.

[Apply For Activity](#)

Activity Application Form

School Information

School Level	Secondary
School Name (EN)	EDIS TRAINING NO.30 AIDED SCHOOL
School Name (TC)	
School Tel.	
School Fax	
School Email	bspmsa@eservices.hkedcity.net
Teacher Email	esteamuat@gmail.com.com.net

Teacher Information

Teacher Name	<input type="text"/>
Teacher Mobile	<input type="text"/>
Teacher Email	<input type="text"/>
Principal Email	bspmsa@eservices.hkedcity.net

- I agree to
- a. receive information about activity of the Business-School Partnership Programme of the Education Bureau by the given email
 - b. receive promotion video about activity by the given WhatsApp number

A3.2

Fill in the details on the application form, including the following:

(i) Information about the Teacher-in-Charge

Details of Application

1st Choice (* This part must be completed)
 Proposed Date: 01/05/2024
 Activity Time: 12 : 00 AM ~ 12 : 00 AM

2nd Choice
 Proposed Date: []
 Activity Time: 12 : 00 AM ~ 12 : 00 AM

3rd Choice
 Proposed Date: []
 Activity Time: 12 : 00 AM ~ 12 : 00 AM

No. Of Participants

P1: 0 P2: 0 P3: 0 P4: 0 P5: 0 P6: 0
 S1: 0 S2: 0 S3: 0 S4: 0 S5: 0 S6: 0

No. of Accompanying Persons

Teachers: 0 Parents: 0 Others: 0
 Principal will join

Remarks:
 Type remarks here

(ii) Proposed activity dates and time

Please refer to the suggested dates and time in the activity details, and list up to 3 choices in order of your preference. (Alternative choices are not required for activities with specific dates)

(iii) Number of Participants and Accompanying Persons

(iv) Remarks (you may input text regarding any special requirements for the activity)

After filling in the information, please click on **“Submit”**

Activity application was submitted to Principal for endorsement

“Business-School Partnership Programme” of the Education Bureau (EDB) has submitted the application for this activity to the Principal for endorsement. An endorsement email for the activity application was also sent to the Principal. You may remind the Principal to log into this website before the application deadline to endorse the application. **The EDB will not process the application until the Principal endorses it.**

If places of the activity are allocated by drawing lots, you will be informed of the result by email after the application deadline. If places of the activity are allocated on a first-come-first-served basis, you will be informed of the result by email in due course.

[Back to Home Page](#)

A3.3

After submitting the activity application, the webpage will display a notification of successful submission. The relevant application will be forwarded to the following parties for follow-up:

- (i) **Principal****; and
- (ii) **EDB**

*** After the submission of the activity application, an email will be sent to the Principal’s e-Services account requesting endorsement for the relevant activity*

<p>Dear Principal,</p> <p>Your teacher has applied for an activity of the Business-school Partnership Programme (BSPP) – Visit to EDB.</p> <p>Please log into the BSPP website to endorse the application and view the activity details by clicking the following URL: Principal Endorsement Page</p> <p>Please note that the Education Bureau will process the application only after the application is endorsed by you. Should you need any assistance, please contact us at 3698 4340.</p> <p>Business-School Partnership Programme Education Bureau</p>	<p>A3.4</p> <p>After the submission of the activity application, the Principal will receive an activity endorsement notification email. The email template is shown on the left (The application will only be considered officially submitted after the Principal’s endorsement; otherwise, EDB will not process the application)</p>
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A4. The Principal logs in BSPP Website through CLO System and endorses the application

<p>Dear Principal,</p> <p>Your teacher has applied for an activity of the Business-school Partnership Programme (BSPP) – Visit to EDB.</p> <p>Please log into the BSPP website to endorse the application and view the activity details by clicking the following URL: Principal Endorsement Page</p> <p>Please note that the Education Bureau will process the application only after the application is endorsed by you. Should you need any assistance, please contact us at 3698 4340.</p> <p>Business-School Partnership Programme Education Bureau</p>	<p>A4.1</p> <p>In the activity endorsement notification email, click on “Principal Endorsement Page”</p>
---	---

 <p>The screenshot shows a navigation menu with 'Activities', 'Videos', and 'Events Library / Publications'. Below the menu is a list of user roles: Teacher, Principal (highlighted), Non-teaching Staff, and BSPP Administrator. Below this is the 'Common Log-On System' (CLO) login page, which includes fields for 'Username/用戶名稱' and 'Password/密碼', a 'Logon / 登入' button, and links for 'FAQs/常見問題' and 'Forgot Username/Password 忘記用戶名稱/密碼'. There is also a 'Login with iAM Smart' option.</p>	<p>A4.2</p> <p>Log in the CLO System as described in Section 1 of this User Manual: 'Log in to BSPP Website through CLO System'</p> <p>If the Principal is unable to log in the CLO, they can either contact the e-Services Portal at 3698 3640 or log in to CLO using the Master School Administrator (MSA) account to endorse the activity application using the identity of Principal</p>
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Home

About Us

Activities

Principal - AT\bspmsa

Login Email: bspmsa@clouat.edb.gov.hk

Teacher Email:

School Name (EN): EDIS TRAINING NO.30 AIDED SCHOOL

School Name (TC):

[Activity Approval](#)

A4.3

After logging in, the webpage will display the Principal's personal and serving school information

A4.4

Click on **“Activity Approval”** to access the webpage for endorsing the activity application

Application Approval

Teacher Name	Its Name	Activity Name	Proposed Date	Submit Time	Activity Deadline	Ask for Approval	Action	Application Status
Mr CHAN	N/A	Career Talk on Clerical and Secretarial Grades of Civil Service	2024-10-31	2024-10-03 10:04	2024-10-31	Y	Approve/Reject	Processing

A4.5

“Y” will be displayed in the **“Ask for Approval”** column for activities pending the Principal's endorsement on the Application Approval webpage

Click on **“Approve/Reject”** to access the endorsement page for the activity application

Work Experience Program (Summer Activities) and Tourism) (2025-07-24 to 2025-07-26) (Cus

Activity Code

thhti202507we001

Organiser

Test

Objective

Please refer to the attached organization invitation letter and event details.

Target Participants

Students

Target Participant Level

Secondary 4 - Secondary 6

No. Of Participants

Secondary 5 : 3

Activity Time

Participating students are required to attend the activities on all the days menti-

Venue

See attachment for details

Remarks

See attachment for details

Endorse

Reject

A4.6

The Principal may select “Endorse” or “Reject” on the endorsement page for the activity application

When the Principal **endorses** the activity application, the EDB will receive a notification and contact the organiser to handle the activity application

If the Principal **rejects** the activity application, the teacher concerned will receive an email generated by the system, notifying them that the application has not been accepted, and the EDB will not process it

Once the activity application is **endorsed** or **rejected**, the school will be unable to change the relevant choice in the system

A5. After the organiser processes the application, EDB informs the teacher of the application result via email

貴校申請參加 參觀教育局 (edb2425v) 已獲接納，活動詳情如下：

日期：6/9/2024 - 6/9/2024

時間：12:30 至 13:30

地點：九龍塘教育服務中心

名額：25

備註：

如有查詢，請致電 3698 4340 與活動負責人 陳先生 聯絡。

If the activity application **is accepted** by the organiser, the EDB will inform the teacher concerned via **email**

The confirmation email will include the contact information for the activity, allowing the teacher to contact the relevant personnel directly

<p>貴校申請題述的：</p> <ul style="list-style-type: none"> • 工作體驗，未能成功獲得編配，請考慮其他尚有空缺的活動(如有)；或 • 參觀 / 講座 / 工作坊 / 其他活動暫列後備名單，如有空缺，本局會適時與閣下聯絡，請毋需就此回應。 <p>Your application for the captioned activity on:</p> <ul style="list-style-type: none"> • Work Experience Programme is unsuccessful, please consider other available options, if any ; or • Workplace Visit / Talk / Workshop / other activity is waitlisted, you will be notified once a vacancy is available, it is undesirable for you to respond. 	<p>If the activity is a work experience program, an Excel file will be attached to the confirmation email. The teacher is required to fill in the relevant student information according to the guidelines in the email and send it to bspp@edb.gov.hk by the designated deadline</p> <p>If the activity application is not accepted by the organiser, EDB will also notify the concerned teacher via email</p>
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A6. The Teacher complete the online evaluation form after the activity (Applicable only to Work Experience Activities processed by the EDB)

<p style="text-align: center;">Teacher - AT\bsppteachera</p> <p>Login Email: bsppteachera@clouat.edb.gov.hk</p> <p>Teacher Email: esteamuat@gmail.com.com.net</p> <p>School Name (EN): EDIS TRAINING NO.30 AIDED SCHOOL</p> <p>School Name (TC):</p> <p style="text-align: center;">My Activities</p>	<p>A6.1</p> <p>After completing the activity, the teacher should log into this website (Log in to the CLO System as described in Section 1 of this User Manual: “Log in to BSPP Website through CLO System”) and click on “My Activities”</p>
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<p>My Activities</p> <table border="1"> <thead> <tr> <th>Teacher Name</th> <th>Mts Name</th> <th>Activity Name</th> <th>Proposed Date</th> <th>Submit Time</th> <th>Activity Deadline</th> <th>Action</th> <th>Evaluation</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>Mr CHAN</td> <td>N/A</td> <td>工作體驗計劃 - 教育局 (2024-09-06)</td> <td>2024-09-06</td> <td>2024-08-13 12:50</td> <td>2024-08-31</td> <td>Review</td> <td>Submit</td> <td>Closed with Approval</td> </tr> </tbody> </table>	Teacher Name	Mts Name	Activity Name	Proposed Date	Submit Time	Activity Deadline	Action	Evaluation	Application Status	Mr CHAN	N/A	工作體驗計劃 - 教育局 (2024-09-06)	2024-09-06	2024-08-13 12:50	2024-08-31	Review	Submit	Closed with Approval	<p>A6.2</p> <p>On “My Activities” page, click “Submit” for the completed activity to access the activity evaluation form page</p>
Teacher Name	Mts Name	Activity Name	Proposed Date	Submit Time	Activity Deadline	Action	Evaluation	Application Status											
Mr CHAN	N/A	工作體驗計劃 - 教育局 (2024-09-06)	2024-09-06	2024-08-13 12:50	2024-08-31	Review	Submit	Closed with Approval											

Activity Evaluation

School and Activity Information

School Name (EN) EDIS TRAINING NO.30 AIDED SCHOOL
School Name (TC)
Activity Code edb20240906we
Activity Name 工作體驗計劃 - 教育局 (2024-09-06)
Activity Date

No. of Participating Students 2
Any Non-Chinese Speaking (NCS) students?
Any students with Special Education Needs (SEN)?

Overall Comments

Applicable to activity for students, please consolidate their views

	Strongly agree	Agree	Moderately agree	Disagree	Strongly disagree	Not applicable
1. Activity can help students plan their further studies and career	<input type="checkbox"/>					
2. Activity can strengthen students' understanding in work routines and the operation of real workplaces	<input type="checkbox"/>					
3. Activity can enhance students' employability by strengthening the general skill set in work (e.g. collaboration, communication, multitasking)	<input type="checkbox"/>					

Opinions & Suggestions

1. In what ways could this activity be improved?
2. What kind of industries/professions would participants like to know more through the BSPP activities?
3. Other comments/suggestions:

Review

(about 100 words in Chinese and English, e.g. the overall benefits gained in this activity, any special experience, the knowledge, skills and attitudes developed, the understanding on the industry and the impact on the plans for further studies and career development, the inspirations in supporting students in life and career planning, etc.; please include the name of teacher(s) / student(s))

School Name Show on e-Cert

All lines will have a maximum of 12 Chinese words or 35 English letters. Text wrap automatically if the length exceeds limit.

Show activity name in English on e-Cert

Participating Students

Please fill in the names of students present in the activity. Put only one name in each line. Names provided would be used to produce certificates of participation.

Total No. of participating students: 2

1.
2.

A6.3

Fill in the information on the activity evaluation form, including:

(i) Number of participating students

(ii) Overall feedback from participating students (Overall feedback should be represented by numbers. For example, for Question 1, if 5 students agree and 3 students disagree, fill in “5” in the “Agree” column and “3” in the “Disagree” column)”

(iii) Suggestions and feedback from participating students

A6.4

If the activity includes an “E-Certificate”^{###} the teacher must fill in the school name and the students’ names (this information will be displayed on the e-Certificate, and both Chinese and English are acceptable)

For activities that do not have an “e-Certificate”, this section is not applicable



A6.5

If the activity includes an e-Certificate, after submitting the electronic activity evaluation form, the teacher will receive the students’ e-Certificates at the email account provided when applying for the activity

- (i) School name (must match the information provided by the teacher in the activity evaluation form)
- (ii) Student names (must match the information provided by the teacher in the activity evaluation form)
- (iii) The Chinese name of the activity

B. Activities for which the application is processed by the organiser

Back

HK Electric - Happy Green Campaign 2024/2025 (Secondary School)

Activity Code
hke2425casc

Organiser
The Hongkong Electric Company Limited

[Click Here to Download Activity Details](#)

附件一

「綠色能源夢成真」 比賽 (中學)	鼓勵中學生策劃一個在校內或向公眾、社區推廣綠色能源的項目，更可配合 STEAM 教育，讓同學學以致用，發揮無限創意和團隊精神，亦從中實踐綠色生涯規劃，達至教育及推廣綠色能源及可持續發展目標之效。港燈將提供高達港幣\$50,000 種子資金及技術顧問，協同學落實有關計劃，「夢想成真」！
截止申請日期：9月25日， 按此 了解詳情。	

B3. On the activity page, when clicking on **the activities processed by the organiser**, the page will display a letter for that activity (PDF file). Teachers can register with the organizer according to the registration method outlined in the letter

B4. After receiving the school's application, the organizer will directly contact the relevant teachers to inform them of the application results