



# QSIP School-based Professional Support Application Procedure

## Local Schools

### STEP 01

#### Application and Initial Discussion

Please submit application and quotation requisition through the **Online Application System**.

Main contact person of the school will be contacted by QSIP School Development Officers (SDOs) for an initial discussion of school context and needs for support.



Online  
Application System



### STEP 02

#### Confirmation of Successful Application and Details of Professional Support

Applications are assessed based on the readiness of collaboration, needs for support, service quota and other relevant factors. Successful applicants will be contacted by SDOs to discuss and confirm collaboration plans.

### STEP 03

#### Quotation / Tender (If applicable)

##### Direct Quotation

School receives quotation. Return the signed quotation to confirm collaboration details.

##### Invitation to Tender

School initiates and invites QSIP to the tendering. Inform QSIP when the result is announced.



### STEP 04

#### Signing Agreement

QSIP sends draft agreement to school for confirmation. Both parties sign the agreement upon confirmation.

Commencement of School-based Professional Support

