

17 July 2002

EDB Circular No. 31/2002
(Formerly referred as EMB Circular No. 31/2002)
(Formerly referred as Administration Circular No.31/2002)

Principals' Continuing Professional Development

Note: This Circular should be read by

- (a) Chairmen of the School Management Committees and Heads of Government schools, Supervisors and Heads of aided (including special schools, practical schools and skills opportunity schools), caput and DSS schools - for necessary action; and
- (b) Supervisors and Heads of private independent schools and Heads of Sections - for information.

Summary

This is to announce that the Education Department has accepted the proposals set out in the Consultation Paper on Continuing Professional Development of Principals. The major proposals are:

Aspiring Principals (APs)

- (a) With effect from the 2004/05 school year, aspiring principals will have to attain the Certification for Principalship (CFP), in addition to complying with the appointment conditions in force at the time, before they could be considered for appointment for principalship.

Newly Appointed Principals (NAPs)

- (b) From the 2002/03 school year, NAPs in the first two years of their principalship are required to:

- (i) undergo a designated programme;
- (ii) engage in continuing professional development (CPD) activities relevant to their personal and school needs; and
- (iii) present annually their professional portfolio to their School Sponsoring Bodies (SSBs)/School Management Committees (SMCs).

Serving Principals (SPs)

- (c) With effect from the 2002/03 school year, SPs have to undertake CPD activities for about 50 hours per year, adding up to a minimum of 150 hours in a three-year cycle; and
- (d) SPs have to engage in the three modes of CPD activities: (i) structured learning, (ii) action learning and (iii) service to education and the community. A maximum of 90 hours and a minimum of 30 hours should be set for each mode in a three-year cycle.

Background

2. The Education Department (ED) conducted a consultation on the CPD of principals within the education sector from February to April 2002. Having carefully studied the views collected during the consultation period, the Sub-committee on Principals' Professional Development of the Board of Education (BoE) recommended that the proposals in the Consultation Paper be adopted for implementation. The BoE and the Advisory Committee on Teacher Education and Qualifications (ACTEQ) subsequently endorsed the recommendations.

Implementation

3. In general, the views received during the consultation period supported the spirit of CPD of principals as well as the general direction and framework of principals' CPD. The general direction and framework of the CPD of principals is at Annex for information.

Way forward

4. To ensure the smooth implementation of principals' CPD framework, the ED has set up a Steering Committee on Principals' Professional Development (SCPPD) to advise the Director of Education on matters relating to principals' certification and professional development.

5. The implementation plan to take forward the CPD of principals is set out below:

- (a) Teachers with five years of experience may apply for participation in the CFP. As the CFP will not only prepare aspiring principals for principalship but is also of practical use to middle managers in leading their schools, schools are encouraged to nominate teachers to participate in the CFP.
- (b) As in the case of other professions, the cost incurred in the CFP process is an individual's investment for career advancement and hence participants are expected to bear the cost of it.
- (c) To ensure the coherence and articulation of the NAP programme and the CFP, the CPD requirements of NAPs will be reviewed when APs having attained the CFP are appointed to principalship in September 2004.
- (d) As many principals have started to undertake CPD activities since the publication of a Consultation Paper on "Leadership Training Programme for Principals" issued in June 1999, SSBs/SMCs may grant a one-off recognition of not more than 50 hours to their serving principals' relevant CPD activities undertaken from September 1999 to August 2002.
- (e) Serving principals should discuss with their SMCs how to set their CPD plans according to their developmental needs, the school's and the society's needs. Serving principals should include their CPD plans in the school annual plans which are to be endorsed by SSBs/SMCs and forwarded to the respective Regional Education Offices for record and follow-up support.

6. To ensure the smooth implementation of principals' CPD, the ED will shortly issue to schools a set of detailed guidelines. In drawing up the general principles, the ED will make reference to practices of other professional bodies

and seek the advice of the SCPPD.

7. For enquiries, please call the Teacher and Principal Development Section at 2892 6634 or 2892 6646.

Andrew C S Poon
for Director of Education

Continuing Professional Development Framework for School Principals (2002)

