

Education Bureau Circular Memorandum No. 41/2021

From: Secretary for Education
Ref.: EDB(SLPD)/PNLSL/GEN/1
Date: 3 May 2021

To: Supervisors / Heads / Teachers of
Government, Aided (including Special
Schools) and Direct Subsidy Scheme (DSS)
Primary schools

'i – Journey'

Paid Non-local Study Leave Scheme for Teachers (4th Cohort) (for Primary School Teachers)

Summary

This circular memorandum invites serving teachers of public sector primary schools to apply for ***'i – Journey'***¹ Paid Non-local Study Leave Scheme for Teachers (4th Cohort) (*for Primary School Teachers*) (the Scheme) to be held from April to June 2022 (Tentative). This circular memorandum should be circulated for information of teachers.

Background

2. ***'i – Journey'*** Paid Non-local Study Leave Scheme for Secondary School Teachers was introduced on a 3-year pilot period from the 2017/18 to the 2019/20 school years (s.y.) to provide opportunities for secondary school teachers to broaden their perspectives and enrich their experience by taking part in local and overseas structured learning and on-site experiential learning during school attachment. In view of the sector's need for diversified modes of professional training and positive feedback received from the Pilot Scheme, it will be extended to cover the primary school sector from the 2021/22 s.y. onwards. Through providing overseas professional development activities of a longer duration, with study leave for teachers and funding support for employment of supply teachers for schools, the Scheme has the following objectives:

- enhancing teachers' professional capacity and inspiring them with the latest global education developments;
- promoting a culture of research and inquiry in schools that brings positive changes and impact on learning and teaching; and
- creating space for teachers to undertake professional development activities on a full-time basis.

¹ The Scheme aims to create a learning journey for participants with unique learning experience, where participants will start with an inquiry, get inspired in the process, and most importantly, bring an impact on their teaching/ student learning/ school development upon returning to school. "*i*" refers to the 3 crucial elements of this Scheme – *inquire, inspire and impact*, and together they make a fruitful learning journey for participants.

3. Six customised programmes, which allowed teachers to take part in structured learning courses and school attachment overseas, have been successfully conducted in the 2017/18 and 2018/19 s.y.. Relevant details can be found on Education Bureau website (<http://www.edb.gov.hk/i-journey>).

Details

4. The programmes of the fourth cohort under the Scheme cover the following two themes to cater for primary school teachers' development needs. Details are as follows:

Programme	Location	Programme Dates (Tentative)	No. of Places
B(1) Self-directed Learning	Helsinki, Finland	8 consecutive weeks between April and June 2022	20
B(2) Assessment Literacy	Cambridge, the United Kingdom		15

Each of these two customised programmes will comprise the following major components:

Phase One (2021/22 s.y.) (Tentative)	i. Pre-trip preparation: a one-week period in Hong Kong for structured learning in a local university and developing a school-based project proposal
	ii. Overseas experience: a five-week period for structured learning in an overseas university with school attachment/visits, during which participants further develop and finalise their proposals with the knowledge and experience gained
	iii. Post-trip consolidation: a two-week period upon returning to Hong Kong for consolidation, write-up of a detailed implementation plan for the school-based project and participating in related courses/activities
Phase Two (2022/23 s.y.) (Tentative)	iv. Implementation of finalised proposal: a one-year period for the implementation of the school-based project in participants' schools with a view to bringing positive changes; and the sharing of good practices with a larger professional community

For more detailed information of each customised programme, please refer to the respective Programme Briefs at **Appendix B(1) & B(2)**.

5. Participating teachers will be granted full-pay study leave for the whole period of Phase One (i.e. pre-trip preparation, overseas experience and post-trip consolidation). Course fees and transportation between Hong Kong and the location for overseas experience will also be fully sponsored by the EDB. Funding for employment of supply teachers covering

participants' whole study leave period will be provided for their schools. Participating teachers have to undertake to teach full-time in public-sector² primary schools in Hong Kong **for not less than two school years** upon completion of Phase One of the Programme.

6. Application is open to regular full-time teachers serving in aided primary schools (including Special Schools) and full-time teachers in government and DSS primary schools³. For details on eligibility, application procedures, teaching obligation and undertaking, etc., please refer to the Information Notes to Applicants at **Appendix A**. Applicants should submit

(i) **the Application Form at Appendix C** on or before **28 May 2021 by email** and

(ii) **Professional Experience and Initial Project Proposal at Appendix D** on or before **25 June 2021 by email**.

Applications should be supported by the principal of the applicant's serving school, with **Principal's Recommendation Form at Appendix E** duly completed and submitted separately by **25 June 2021 by post**. The above information, relevant appendices as well as the claim form for reimbursement of the salaries of supply teachers have also been uploaded onto Education Bureau website (<http://www.edb.gov.hk/i-journey>) and the Training Calendar System (TCS) (Course ID: PDT020210101)



7. Applicants may apply for **one** programme only. Vetting committee(s) will be formed for selection purposes. The selection criteria include applicants' experience, potential impact of school-based projects, relevance of proposals to the programme applied for and principals' recommendation, etc. Interviews may be arranged, if necessary.

² Including government, aided, special schools and DSS schools.

³ "Regular full-time Teachers" refers to teachers on the staff establishment of aided primary schools. Regular teachers with defined contract period are also included. "Full-time teachers in government schools" refers to teachers who are employed on civil service terms. Teachers employed under the Native-speaking English Teacher Scheme are excluded.

8. A Briefing Session will be organised to provide more details of the Scheme and school-based project proposal writing. Teachers who are interested in the Scheme are encouraged to attend the Briefing Session with details as follows:

Date: 21 May 2021 (Friday)

Time: 4:00 p.m. – 5:30 p.m.

Venue: W301, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

Enrolment: Please scan the QR Code below for online enrolment via TCS (Course ID: PDT020210098)

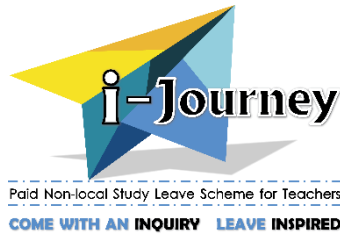


Enquiries

9. For enquiries, please contact Mr Ivan LOE (Tel: 3509 8774) or Ms Flora LEUNG (Tel: 3509 8742) of the School Leadership & Professional Development Section, Education Bureau.

(Ms LEE Wai-ping)
for Secretary for Education

c.c. Heads of Sections --- for information



***'i – Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)
(for Primary School Teachers)**

Information Notes to Applicants

An Overview of Appendices A to E and Submission Deadline

Appendix	Content	Submission Deadline
Appendix A	Information Notes to Applicants	
Appendix B	Appendix B(1) Programme Brief of Programme B(1) - Self-directed Learning Appendix B(2) Programme Brief of Programme B(2) – Assessment Literacy	
Appendix C	Application Form	28 May 2021 (Friday)
Appendix D	Professional Experience and Initial Project Proposal	25 June 2021 (Friday)
Appendix E	Principal's Recommendation Form	25 June 2021 (Friday)

Eligibility

1. Mandatory requirements for **Programmes B(1) & B(2)**:

Application is open to full-time serving primary school teachers who

- (a) are permanent residents of Hong Kong;
- (b) are registered teachers;
- (c) are regular full-time teachers in aided schools (including special schools), full-time teachers in government or DSS primary schools¹ at the time of application; and
- (d) have no less than five years (as at 28 May 2021) of full-time teaching experience in local primary schools.

2. Preference will be given to applicants who:

- (a) possess relevant experience in
 - i. whole-school/KLA-level curriculum planning, or as a subject panel chairperson; or
 - ii. developing school/KLA/subject policy/activities on promoting self-directed learning (**for Programme B(1)**); developing school/KLA/subject assessment policy (**for Programme B(2)**), or
 - iii. conducting education research/action research on Learning and Teaching; or
- (b) have undergone relevant structured training/ professional development.

¹ “Regular full-time teachers” refers to teachers on the staff establishment of aided primary schools. Regular teachers with defined contract period are also included. “Full-time teachers in government schools” refers to teachers who are employed on civil service terms. Teachers employed under the Native-speaking English Teacher Scheme are excluded.

Financial Support for Teachers and Schools

3. Participants and their serving schools will be provided the following support during the Programme:

For teachers –

(a) Participants will be **entitled to**:

- i. Full-pay study leave, covering pre-trip preparation, overseas experience and post-trip consolidation;
- ii. Transportation between Hong Kong and the location for overseas experience;
- iii. Course fees, including tuition and course materials; and
- iv. Lunch and transportation during school attachment only.

(b) Expenses to be **borne by participants**:

- i. Accommodation during the overseas experience (5 weeks in Helsinki for Programme B(1) or 5 weeks in Cambridge for Programme B(2))²;
- ii. Meals and transportation during the overseas experience (except lunches and transportation during school attachment);
- iii. Expenses for obtaining Visas and/or other documents for entering Finland or the UK, if necessary;
- iv. Medical/travel insurance; and
- v. Weekend activities and any other expenses apart from those listed in 3(a) above.

For schools – Participants' serving schools will be entitled to funding for employment of supply teacher(s) during participants' study leave (calculated based on the prevailing daily rate of Assistant Primary School Master/Mistress rank)³. The claim form for reimbursement of the salaries of supply teachers can be downloaded from the Education Bureau website (<http://www.edb.gov.hk/i-journey>).

4. Participants who are on acting basis should cease their acting appointment for the whole full-pay study leave period.

Application and Selection

5. Applicants should apply for **one** Programme only.
6. Places will be allocated on the basis of merit. Vetting committee(s) will be formed to select successful applications. Selection will be based on applicants' experience, potential impact of school-based projects, relevance of their initial project proposals to the theme of the programme applied for and principal's recommendation. Interviews may be arranged, if necessary.
7. Selection results will be released through email by August 2021.
8. The application procedure consists of two steps. Step 1 is for applicants to express a preliminary interest in one of the Programmes of the Scheme by submitting the completed **Application Form (Appendix C)**. In Step 2, applicants are required to submit the completed **Professional Experience and Initial Project Proposal (Appendix D)** and arrange for the submission of the **Principal's Recommendation Form (Appendix E)**. Details are as follows:

² Participants need to make their own arrangements and pay for their accommodation during the overseas experience. Information regarding accommodation near campus can be provided for participants' reference and consideration if needed.

³ In cases where the participant is a non-graduate teacher (such as Certificated Master), the supply teacher will be paid at the daily rate of a non-graduate teacher.

STEP 1 (Appendix C)	
Submission Method	(a) Download the Application Form (Appendix C) from the Education Bureau website: http://www.edb.gov.hk/i-Journey . (b) Submit the Form, duly completed by email to AASLPD2@edb.gov.hk .
Deadline	28 May 2021 (Friday)
Notes	An acknowledgement email will be sent to the email address provided upon receipt of each application.



STEP 2 (Appendices D and E)	
Submission Method	(a) Submit the completed Professional Experience and Initial Project Proposal (Appendix D) , together with scanned copies of all supporting documents and any additional sheets (if applicable) by email to AASLPD2@edb.gov.hk . (b) <u>Make arrangements for the Principal's Recommendation Form (Appendix E) to be completed by the Principal of your serving school and submitted by post[#] to:</u> School Leadership & Professional Development Section, Professional Development and Training Division, Education Bureau 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Attn.: Mr Ivan LOE/ Ms Flora LEUNG) # Please mark clearly on the envelope “ <i>i – Journey</i> ’ Paid Non-local Study Leave Scheme for Teachers (4 th Cohort)” when submitting the Principal’s Recommendation Form by post.
Deadline	25 June 2021 (Friday)
Notes	An acknowledgement email will be sent to the email address provided upon receipt of each Professional Experience and Initial Project Proposal (Appendix D) .

Teaching Obligation and Undertaking

9. Participants have to undertake to teach full-time in public sector primary schools (including government, aided, special schools and DSS schools) in Hong Kong for **not less than two years** upon completion of Phase One of the Programme.
10. Participants will be required to sign an undertaking, which delineates the terms and conditions that they should comply with, upon their acceptance of a place on the Programme. These include, but are not limited to, the following:
 - (a) Completion of the entire Programme;
 - (b) Participation in pre-departure briefing and sharing session(s) for dissemination of exemplars of school-based projects;
 - (c) Submission of journals and reports;
 - (d) Implementation of the school-based projects by the 2022/23 school year (tentative) based on their finalised proposal; and
 - (e) Fulfilment of the two-year teaching obligation after completion of Phase One of the Programme.
11. At any point of time, if a breach of the undertaking occurs, participants will be required to repay to the Government the full/ a pro-rata amount of training cost/expenses (including course fees, transportation costs and study grant, if applicable) on an interest-free basis. The circumstance will be considered on a case-by-case basis for reasons of breaching the undertaking not within the participants' control such as accidents, ill health, etc.

Enquiries

Questions about the Scheme can be directed to the School Leadership & Professional Development Section, Education Bureau.

Mr Ivan LOE

Email: AASLPD2@edb.gov.hk

Tel: 3509 8774

Ms Flora LEUNG

Email: POSLPD@edb.gov.hk

Tel: 3509 8742



***'i – Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)**
(for Primary School Teachers)
Programme B(1)* – Self-directed Learning
April – June 2022 (Tentative)
Helsinki, Finland

Programme Brief

Background

The Finnish education system has been frequently regarded as one of the most successful models in the 21st century. Its National Core Curriculum completed in December 2014 focuses on development of seven transversal competence areas. In particular, the competence “Thinking and learning to learn” stresses the importance of Self-directed Learning (SDL). Besides this, the Finland government also emphasises the importance of improving students’ opportunities for developing their active agency, enhancing their motivation for deep learning and arousing their awareness of their own learning, which are among the focuses in the Basic Education Curriculum Guide.

This Helsinki-based study programme is expected to provide participants with knowledge of relevant theories, research and latest policies and practices in Finland, and, more importantly, offer insights into how the effective implementation of SDL can be adapted in the Hong Kong context. In particular, participants will learn how to assess students’ readiness for SDL, adjust their instructional designs and integrate technology into their pedagogical practices.

Aim

The Programme aims to enable participants to:

- (a) acquire knowledge of the Finnish education system and its key features, with a special focus on the promotion of SDL;
- (b) enhance their professional capacity in designing a learner-centred curriculum that develops young learners’ SDL capabilities;
- (c) build an extensive repertoire of pedagogical strategies to encourage SDL;
- (d) develop their expertise on the use of assessment to promote SDL;
- (e) develop a comprehensive understanding on how SDL capabilities are fostered at schools by experiencing school life in local elementary schools;
- (f) develop professional knowledge base, build reflective practices and enhance research skills through practitioner research and inquiry;
- (g) share Hong Kong practices with their counterparts in local schools; and
- (h) develop teacher leadership through sharing learning outcomes in Professional Learning Communities (PLCs) and disseminating good practices.

* Programmes A(1) – A(6) were announced via EDBCM No. 134/2017, No.199/2017, No.179/2018, No.190/2018 and **completed** in the 2017/18 s.y. and 2018/19 s.y. Programmes A(7)- (9) were announced via EDBCM No. 190/2019. Relevant details can be retrieved from EDB website: (<http://www.edb.gov.hk/i-Journey>).

Quota

The quota for the Programme is **20**.

Centre for Continuing Education HY+, University of Helsinki

The Programme will be delivered by the Centre for Continuing Education HY+, University of Helsinki. Founded in 1640, the University of Helsinki is the oldest university in Finland. With a student body of 36,500, it is also the largest university in Finland and one of the leading multidisciplinary universities in the world. Teacher education is one of the core competences of the university. The University is ranked 1st in Finland in the subject of education in the 2020 QS ranking. The Centre for Continuing Education HY+ arranges professional development programmes to 500 educators annually from around the globe to showcase Finnish practices in education.

Programme Content

Phase One	Week 1	Pre-trip Preparation (Hong Kong)		
	Weeks 2 – 6	Overseas Experience (Helsinki, Finland)		
		Structured Courses, for example:	School Attachment	Other Learning Activities, for example:
	<ul style="list-style-type: none"> ● Introduction to Finnish education system and the National Core Curriculum ● SDL in the Finnish education system and Core Curriculum ● Towards a learner-centred curriculum: Transversal competences ● Pedagogical strategies to promote a self-directed classroom ● Using assessments to promote students' readiness for SDL 	<ul style="list-style-type: none"> ● Attachment to three elementary schools ● Class observations, shadowing, co-planning and co-teaching with local teachers 	<ul style="list-style-type: none"> ● Visits to a pre-school and a secondary school ● Visit to Finnish National Agency of Education ● Consolidation and debriefing sessions ● Self-learning sessions 	
Weeks 7 – 8	Post-trip Consolidation (Hong Kong)			
Phase Two		Implementation of Finalised Proposal		





***'i – Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)**
(for Primary School Teachers)
Programme B(2)* – Assessment Literacy
April - June 2021 (Tentative)
Cambridge, the United Kingdom (UK)

Programme Brief

Background

The UK stands out internationally among other countries in building on and strengthening teachers' professionalism in assessment. Apart from considerable amount of resources placed on initial teacher training, teachers' professional development and support for schools on diversified modes of assessments, its well-conceived assessment and evaluation framework are well known for its strong coherence of school curriculum, students' assessment, teachers' appraising system and schools' self-evaluation. In addition, the recent reform of the National Curriculum in 2014 stresses the implementation of assessment to promote learning and teaching. This is reflected particularly in their solid practices of using assessment to diagnose learning needs, to provide timely feedback and to engage students and teachers in school formative assessment.

The Cambridge-based study programme is expected to provide participants with knowledge of relevant theories, research and latest policies and practices in the UK, and more importantly, offer insights into how the effective measures can be adapted in the Hong Kong context. For example, participants will explore how effective assessment practices, school assessment policy and analysis of assessment data can shed light on the corresponding emphases of assessment/ assessment policies in enriching students' learning and fostering their individual learning capabilities as specified in the Ongoing Renewal of the School Curriculum.

Aim

The Programme aims to enable participants to:

- (a) acquire knowledge of the UK education system and its key features, with a special focus on its latest development of Assessment Literacy;
- (b) enhance their professional capacity in developing school assessment policy and measures to strengthen the effectiveness of Assessment of/ for/ as Learning;
- (c) develop their repertoire and expertise on the design, implementation and data analysis of assessment;
- (d) equip themselves with skills and strategies to cope with various challenges in assessing student learning, for example, conducting assessment with online learning tools;
- (e) develop a comprehensive understanding on the implementation of assessment at different school levels by experiencing school life in local schools;
- (f) develop professional knowledge base and build reflective practices through practitioner research and inquiry;

* Programmes A(1) – A(6) were announced via EDBCM No. 134/2017, No.199/2017, No.179/2018 and No.190/2018 and completed in the 2017/18 s.y. and 2018/19 s.y. Programmes A(7) – (9) were announced via EDBCM No. 190/2019. Relevant details can be retrieved from EDB website: (<http://www.edb.gov.hk/i-Journey>).

- (g) share Hong Kong practices in local schools through communications with their counterparts; and
- (h) develop teacher leadership through sharing learning outcomes in Professional Learning Communities (PLCs) and disseminating good practices.

Quota

The quota for the Programme is 15.

Cambridge Assessment Network, University of Cambridge

The Programme will be delivered by the Cambridge Assessment Network (The Network). As a department of the University of Cambridge, the Network provides education programmes and exams in over 170 countries. The Network has experience of working in collaboration with ministries to provide services related to assessment training, including the principles and practice of assessment development, delivery and evaluation. Its research division conducts and publishes authoritative research which influences thinking and policy on education assessment. The research results are widely published in major refereed journals and presented in seminars and conferences.

Programme Content

Phase One	Week 1	Pre-trip Preparation (Hong Kong)		
	Weeks 2 – 6	Overseas Experience (Cambridge, the United Kingdom)		
		Structured Courses, for example:	School Attachment	Other Learning Activities, for example:
	Weeks 7 – 8	Post-trip Consolidation (Hong Kong)		
Phase Two		Implementation of Finalised Proposal		



**Cambridge
Assessment**

Application Number: _____ (Office use only)



***'i - Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)**
(for Primary School Teachers)

Application Form

Applicant's Choice of Programme (Please choose ONE only)

Programme	Location	Programme Dates (Tentative)	Choice of Programme*
B(1) Self-directed Learning	Helsinki, Finland	8 consecutive weeks between April and June 2022	<input type="checkbox"/>
B(2) Assessment Literacy	Cambridge, the United Kingdom		<input type="checkbox"/>

Section A Personal Particulars

Name in English <i>(same as that shown on your HKID Card)</i>	(Surname)	(Other Names)	
Name in Chinese <i>(if applicable)</i>			
Are you a permanent resident of the Hong Kong Special Administrative Region?* <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a registered teacher?* <input type="checkbox"/> Yes <input type="checkbox"/> No			
Daytime Contact Telephone Number		Mobile Phone	
Email Address	<i>(Please ensure your email address is correct, as applicants will be contacted and notified of the results through email.)</i>		

* Please insert a "✓" in the appropriate box.

Application Number: _____ (Office use only)

Section B School Information



School Name in English			
Finance Type of School*	<input type="checkbox"/> Government	<input type="checkbox"/> Aided (<i>Ordinary School</i>)	
	<input type="checkbox"/> Aided (<i>Special School</i>)	<input type="checkbox"/> DSS	
School Address			
School Telephone No.			
Are you currently on acting appointment? * <input type="checkbox"/> Yes# <input type="checkbox"/> No	Your Substantive Rank (e.g. EO, CM, APSM, etc.)		

Please note that participants who are on acting basis should cease their acting appointment for the whole full-pay study leave period.

Section C Teaching Experience (*in chronological order*)

- (i) Years of full-time teaching experience in local primary schools*:
 5-10 11-15 16-20 over 20
- (ii) Subjects Taught and Levels in the most recent **THREE** years (*Only full-time experience in local primary schools*)

School Year (<i>in chronological order</i>) (e.g. 2018/19, 2019/20, 2020/21)	Subjects Taught and Levels (e.g. Chinese (P.1))

* Please insert a “✓” in the appropriate box.

Application Number: _____ (Office use only)

Section D Personal Information Collection Statement

3

Any information, including personal data provided in this form will be used by the EDB for processing application and selection of the Scheme. If the application is successful, the information may be disclosed upon request to the collaborating institutions and other support organisations for communication and programme engagement purposes.

The EDB is authorised to publicise information that contains your name, professional background, and all other materials used during and produced after the Scheme for promotion, recording and reporting, and creating a compendium/resource database for the Professional Learning Communities (PLCs) via public channels including but not limited to publications, websites, and other social media platforms.

The provision of personal data in the form is obligatory. If you do not provide sufficient information, the EDB may not be able to process the application.

You have the right to request access to or correct your personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. For enquiries, please contact Mr Ivan LOE at Tel.: 3509 8774 or e-mail: AASLPD2@edb.gov.hk.

Section E Declaration

I declare that all the information provided in this form is, to my best knowledge, complete and accurate. If I willfully give any false information or withhold any material information in this form, or fail to notify the office concerned of any subsequent change of the information provided, it will render me liable to disqualification for selection or discontinuation of participation in the Scheme, and I may be required to repay to the Government the full/ a pro-rata amount of training cost/expenses (including course fees, transportation costs and study grant, if applicable) on an interest-free basis. I understand that my application should be supported by relevant documents/evidence. If I fail to do so, my application may not be processed.

I have carefully read and fully understood all the contents of the “Personal Information Collection Statement” at Section E above and agreed that the personal data provided can be used by the EDB for the stated purposes.

I consent to the EDB making any necessary enquiries as required in matters relating to the Scheme and for the verification of the information given in my application.

Name of Applicant: _____

Please click the box below to process digital signature.

Note: Content of this form cannot be edited after it is digitally signed

Please submit this form by email to AASLPD2@edb.gov.hk by 28 May 2021 (Friday).

Application Number: _____ (Office use only)



***'i – Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)**
(for Primary School Teachers)

Professional Experience & Initial Project Proposal

Applicant's Choice of Programme (Please choose ONE only)

Programme	Location	Programme Dates (Tentative)	Choice of Programme *
B(1) Self-directed Learning	Helsinki, Finland	8 consecutive weeks between April and June 2022	<input type="checkbox"/>
B(2) Assessment Literacy	Cambridge, the United Kingdom		<input type="checkbox"/>

Section A Personal Particulars

Name in English <i>(same as that shown on your HKID Card)</i>	(Surname)	(Other Names)	
Name in Chinese <i>(if applicable)</i>			
Teacher Registration Number			
Daytime Contact Telephone Number		Mobile Phone	
Name of School			
Have you already submitted the completed Application Form (Appendix C)?* <input type="checkbox"/> Yes <input type="checkbox"/> No			

* Please insert a "✓" in the appropriate box.

Application Number: _____ (Office use only)



Section B Relevant Experience

Please provide details of duties/experience in the past **FIVE** years that are **relevant to the experience preferred** as specified in 2(a) in **Information Notes to Applicants (Appendix A)**. You could attach additional sheets, if applicable.

School Name/ Organisation	Duties/Experience in the past <u>five</u> years, for example: <ul style="list-style-type: none"> • Serving as a member of academic/curriculum affairs committees • Serving as English panel chairperson/PSMCD • Conducting an action research on Assessment Literacy/ Self-directed Learning 	Date <i>(in chronological order)</i>	
		From (MM/YY)	To (MM/YY)

Section C Relevant Structured Training/Professional Development (Optional)

Please provide details of participation in professional development activities that are **related to the programme applied for** in the past **FIVE** years. You could attach additional sheets, if applicable.

(Please attach scanned copy/copies of documentary proof(s) for activities listed below)

Organisation	Programme Name	Date <i>(in chronological order)</i>		Duration (in hours)
		From (DD/MM/YY)	To (DD/MM/YY)	

Application Number: _____ (Office use only)

Section D Initial Proposal on a School-based Project



With reference to the theme of the Programme applied for, please describe briefly your initial ideas for a school-based project (e.g. *developing a teaching package for self-directed learning, exploring the factors affecting the effectiveness of self and peer evaluation*) upon consent from your school.

(You may use the following template or your own version but details for all items below (i.e. 1-7) should be provided. Please attach additional sheets if necessary.)

1.	Project Title
2.	Project objective(s) and how it/they fit(s) the curriculum/development needs of your school
3.	Brief description of your project

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5. Expected outcomes and benefits to self/students/colleagues/school/education community

5

6. Approach(es) to evaluate the effectiveness of your project (e.g. questionnaires, focus groups, lesson observation, looking at students' work)

7. How would the overseas learning experience be crucial to your project described above?

Office Use Only

Application Number: _____ (Office use only)

Section E Personal Information Collection Statement

6

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The EDB is authorised to publicise information that contains your name, professional background, and all other materials used during and produced after the Scheme for promotion, recording and reporting, and creating a compendium/resource database for the Professional Learning Communities (PLCs) via public channels including but not limited to publications, websites, and other social media platforms.

The provision of personal data in the form is obligatory. If you do not provide sufficient information, the EDB may not be able to process the application.

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Section F Declaration

I declare that all the information provided in this form is, to my best knowledge, complete and accurate. If I willfully give any false information or withhold any material information in this form, or fail to notify the office concerned of any subsequent change of the information provided, it will render me liable to disqualification for selection or discontinuation of participation in the Scheme, and I may be required to repay to the Government the full/ a pro-rata amount of training cost/expenses (including course fees, transportation costs and study grant, if applicable) on an interest-free basis. I understand that my application should be supported by relevant documents/evidence. If I fail to do so, my application may not be processed.

I have carefully read and fully understood all the contents of the “Personal Information Collection Statement” at Section D above and agreed that the personal data provided can be used by the EDB for the stated purposes.

I consent to the EDB making any necessary enquiries as required in matters relating to the Scheme and for the verification of the information given in my application.

Name of Applicant: _____

Please click the box below to process digital signature.

Note: Content of this form cannot be edited after it is digitally signed

Please submit this form together with all supporting documents by email to
AASLPD2@edb.gov.hk by 25 June 2021 (Friday).

Application Number: _____ (Office use only)

限閱文件
Restricted



'i - Journey' Paid Non-local Study Leave Scheme for Teachers (4th Cohort)
(for Primary School Teachers)

「i - Journey」在職教師帶薪境外進修計劃（第四期）
(適用於小學教師)

Principal's Recommendation Form

由申請人填寫 To be Completed by the Applicant

申請人的個人資料 Applicant's Personal Particulars	
英文姓名 Name in English	
中文姓名 Name in Chinese	
日間聯絡電話 Daytime Contact Number	
電郵地址 Email Address	

申請人選擇的進修計劃 Applicant's Choice of Programme 請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.		
進修計劃及上課地點 Programme & Location	進修計劃日期 (暫定) Programme Dates (Tentative)	選擇的進修計劃 Choice of Programme
B(1) 自主學習 芬蘭赫爾辛基 Self-directed Learning Helsinki, Finland	二零二二年四月至六月間 (連續八星期) 8 consecutive weeks between April and June 2022	<input type="checkbox"/>
B(2) 評估素養 英國劍橋 Assessment Literacy Cambridge, the United Kingdom		<input type="checkbox"/>

Note: To ensure the fillable PDF function performs properly, Adobe Acrobat Reader is recommended to be used.
備注：此為可供填寫之 PDF 表格，建議以 Adobe Acrobat Reader 開啓。

Application Number: _____ (Office use only)

由校長填寫 To be Completed by the Principal**甲部 Section A**

在評核申請人校本計劃的初步計劃書後，對申請人是否適合參加「*i – Journey*」在職教師帶薪境外進修計劃(第四期)的概括評價

Overall comments on the applicant's suitability for participating in the '*i – Journey*' Paid Non-local Study Leave Scheme for Teachers (4th Cohort) upon consideration of his/her Initial Project Proposal

請參考以下準則以評核申請人校本計劃的初步計劃書：

Please assess the applicant's Initial Project Proposal with reference to the following criteria:

- 配合學校發展，針對學校的課程/發展需要
Alignment with school development, addressing the school's curriculum/development needs
- 對學習和教學/學生發展/學校發展的益處
Potential benefits to learning and teaching/student development/school development
- 建議計劃的可行性
Feasibility of the proposed project

請在適當方格內加上“✓”號。

Please insert a “✓” in the appropriate box.

本人 推薦 此申請人，並批准申請人離校參與整個課程，以及出席推廣優良校本計畫的分享會。

I **recommend** this applicant and agree to release him/her from duty to attend the Programme and any sharing session(s) for dissemination of exemplars of school-based projects.

本人 不推薦 此申請人。

I **do not recommend** this applicant.

乙部 Section B (可選擇是否填寫) (Optional)

對申請人或其初步計劃書的概括評價 (如空位不敷應用，請另頁書寫，隨推薦表格附上)

Overall comments on applicant's suitability or his/her Initial Project Proposal (Please attach additional sheets if necessary.)

Application Number: _____ (Office use only)

丙部 **Section C**

3

請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.

I confirm that this applicant is a regular full-time teacher ¹ . 我確認申請人為全職常額教師。	<input type="checkbox"/> For aided primary schools, including special schools 資助小學適用(包括特殊學校)
I confirm that this applicant is a full-time teacher ² . 我確認申請人為全職教師。	<input type="checkbox"/> For government primary schools 官立小學適用
I confirm that this applicant is a full-time teacher. 我確認申請人為全職教師。	<input type="checkbox"/> For DSS schools 直接資助計劃小學適用

校長簽署

Signature of Principal:

校長姓名

Principal Name:

學校名稱

School Name:

日間聯絡電話

Daytime Contact Number:

電郵地址

Email Address:

日期

Date:

校印
School Chop

¹ A “regular full-time teacher” refers to a teacher on the staff establishment of an aided primary school. A regular teacher with defined contract period is also included.

「全職常額教師」指資助小學編制內的教師，包括「以有時限合約聘用常額教師」。

² A “full-time teacher in a government school” refers to a teacher who is employed on civil service terms.

「官立小學全職教師」指以公務員條款聘用的教師。

Application Number: _____ (Office use only)

填寫推薦表格須知：

Notes on completing the Recommendation Form (Appendix E):

- (a) 推薦表格須由申請人現職學校的校長填寫。
The Recommendation Form should be completed by the Principal of the applicant's serving school.
- (b) 請為每一位申請人遞交一份推薦表格。
Please submit one Recommendation Form for each applicant.
- (c) 校長可以中文或英文填寫本表格。
The Recommendation Form can be completed in Chinese or English.
- (d) 推薦表格須於 2021 年 6 月 25 日或之前寄至教育局。收件地址如下：

香港添馬添美道 2 號 政府總部東翼 5 樓
教育局 專業發展及培訓分部 學校領導及專業發展組
(經辦人：呂青松先生/梁逸知女士)

The completed Recommendation Form (Appendix E) should be sent to the Education Bureau at the following address on or before 25 June 2021:

School Leadership & Professional Development (SLPD) Section
Professional Development and Training Division, Education Bureau
5/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Tamar
Hong Kong
(Attn: Mr Ivan LOE/ Ms Flora LEUNG)

- (e) 信封面請註明「『*i - Journey*』在職教師帶薪境外進修計劃（第四期）推薦表格」。
Please mark clearly on the envelope “Recommendation Form for ‘*i - Journey*’ Paid Non-local Study Leave Scheme for Teachers (4th Cohort)”.
- (f) 有關「『*i - Journey*』在職教師帶薪境外進修計劃（第四期）」的查詢，可聯絡教育局學校領導及專業發展組呂青松先生（電話：3509 8774/ 電郵地址：AASLPD2@edb.gov.hk）或梁逸知女士（電話：3509 8742/ 電郵地址：POSLPD@edb.gov.hk）。
Enquiries about the ‘*i - Journey*’ Paid Non-local Study Leave Scheme for Teachers (4th Cohort) can be directed to Mr Ivan LOE by phone on 3509 8774 or by email at AASLPD2@edb.gov.hk or Ms Flora LEUNG by phone on 3509 8742 or by email at POSLPD@edb.gov.hk of the School Leadership and Professional Development Section, Education Bureau.

收集個人資料聲明**Personal Information Collection Statement**

閣下提供的資料將交由教育局用作處理本「計劃」之申請及遴選。

Any information, including personal data provided in this form will be used by the EDB for processing application and selection of the Scheme.

你必須在此表格提供所需的個人資料。倘若所提供的資料不足夠，教育局可能無法處理有關申請。
The provision of personal data in the form is obligatory. If you do not provide sufficient information, the EDB may not be able to process the application.

根據《個人資料(私隱)條例》，任何人均有權要求查閱或改正已向本局提供的個人資料。有關查詢可致電 3509 8774 或電郵至 AASLPD2@edb.gov.hk 聯絡呂青松先生。

You have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. For enquiries, please contact Mr Ivan LOE at Tel : 3509 8774 or e-mail: AASLPD2@edb.gov.hk.