

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 108 / 2022

From : Permanent Secretary for Education

To : Supervisors / Heads of all government, aided schools (including special schools with six classes or more) and schools under the Direct Subsidy Scheme

Ref : EDB (CSD/CRC-SL)/300/3/1 (2022)

Date : 11 July 2022

Diploma Course in Teacher Librarianship (2022-24) and Induction Course for Newly Appointed Teacher-librarians

SUMMARY

This circular memorandum aims to inform primary and secondary schools about the application details of the Diploma Course in Teacher Librarianship (2022-24) and to arrange newly appointed teacher-librarians / school librarians to attend an Induction Course.

BACKGROUND

2. According to the Codes of Aid for schools, for appointment of teacher-librarian¹/ school librarian², a teacher should have a minimum of two years' teaching experience, and complete a part-time day-release training course or other professional training courses organised by the Education Bureau (EDB).

DETAILS

Diploma Course in Teacher Librarianship

3. Schools are now invited to nominate newly appointed teacher-librarians / school librarians to apply for the captioned Diploma Course. Please read the application details at **Appendix I (for Primary Schools)** or **Appendix II (for Secondary / Special Schools)** and return the completed Nomination Form by fax at 2304 5258 to the Curriculum Resources Section **on or before 29 July 2022 (Friday)**. Schools will be informed of the enrolment result of the Diploma Course on or before 19 August 2022. Nominees being approved should attend the Briefing Session as follows:

Briefing Session	Session 1 (Secondary Schools)	Session 2 (Primary Schools)
Date:	30 August 2022 (Tuesday)	
Time:	2:00 pm – 3:00 pm	3:30 pm – 4:30 pm
Venue:	Rm W301, 3/F, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong	

¹ "Teacher-librarian" refers to a teacher who is newly appointed as teacher-librarian in a primary school according to the Replacement of paragraph C2(b) of Appendix 2A of the Code of Aid for Primary Schools.

² "School librarian" refers to a teacher who is newly appointed as teacher-librarian in a secondary school according to paragraph 1(f) of the Replacement of Appendix 2 of the Code of Aid for Secondary Schools (2009) and paragraph 3.1.2 of Appendix I of the EDB Circular Memorandum No. 104/2011.

Induction Course for Newly Appointed Teacher-librarians

4. All newly appointed teacher-librarians / school librarians, irrespective of whether being nominated / approved for the Diploma Course in Teacher Librarianship (2022-24), are required to attend the following 3-day Induction Course for Newly Appointed Teacher-librarians (Course IDs: CSD020230038 (Primary) / CSD020230039 (Secondary / Special Schools)). Registration details will be uploaded to the Training Calendar System in due course.

Target Participants:	Newly appointed teacher-librarians / school librarians in primary and secondary schools
Date:	6, 20 and 27 September 2022 (Tuesdays)
Venue:	EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong

ENQUIRIES

5. For enquiries, please contact Ms Wandie WONG of the Curriculum Resources Section, Curriculum Support Division, the EDB at 3698 4433.

Edward S C KONG
for Permanent Secretary for Education

cc: Heads of Sections – for information

Reply Slip (For Primary Schools)

(Please reply by fax on or before 29 July 2022 (Friday))

To: Curriculum Resources Section, Curriculum Support Division, the EDB (Fax No.: 2304 5258)

Nomination Form for the 2022-24 Diploma Course in Teacher Librarianship (Primary)

Mr./Miss/Ms* _____ (English Name) _____ (Chinese Name)
is nominated to apply for the two-year part-time day release “2022-24 Diploma Course in Teacher Librarianship for Newly Appointed Teacher-librarians (Primary)” which is fully sponsored by the Education Bureau.

I hereby confirm that the above-named teacher

- *1. is employed as a regular post (full-time) teacher in our school/ will be employed as a regular post (full-time) teacher in our school with effect from the 2022/23 school year,
- *2. has acquired at least 2 years’ teaching experience, and
- *3. is deployed as a teacher-librarian in our school/ will be deployed as a teacher-librarian in our school with effect from the 2022/23 school year.

*Please check the box(es) above as appropriate.

I have read and understood the application details below. If the application is accepted, our school would make necessary arrangements for the teacher to complete the course by granting day-release.

Signature of Supervisor /
Principal of School: _____

Name of Supervisor /
Principal of School: _____

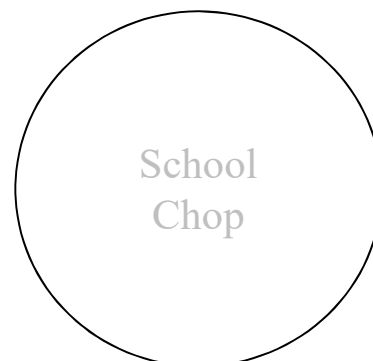
Name of School: _____

Name of Contact Person: _____

Contact No.: _____

EDB e-services account
username of the
nominated teacher: _____

Date: _____



Application details:

- 2022-24 Diploma Course in Teacher Librarianship (Primary) will be provided by The University of Hong Kong School of Professional and Continuing Education (HKU SPACE). For details, please refer to the website: <https://hkuspace.hku.hk/prog/dip-in-teacher-librarianship>.
- The Diploma Course is a 2-year programme which involves 225 contact hours. The classes will be conducted on the evenings of weekdays and daytime on Saturdays. Classes of some modules will be scheduled in the afternoon of Tuesdays (about 75 hours in total within two years).
- Participants of the Diploma Course are **required to attend all classes of the modules** in the programme. Schools should make necessary arrangement for the above-named teacher to complete the programme by granting day-release.
- Sponsorship will only be available to teachers who have not attended any Certificate / Diploma Course in teacher librarianship fully sponsored by the EDB.
- School can only nominate one newly appointed teacher-librarian to study the Diploma Course in Teacher Librarianship (Primary). The EDB would accept school’s nomination for another succeeding qualified teacher to study the captioned course fully sponsored by the EDB, only if there is a change of post of the existing teacher-librarian.
- If the nominee no longer serves in the post as a teacher-librarian or ceases to serve in the nominating school during the course period, school is required to notify the EDB of the changes immediately within one month in writing.

Reply Slip (For Secondary / Special Schools)

(Please reply by fax on or before 29 July 2022 (Friday))

To: Curriculum Resources Section, Curriculum Support Division, the EDB (Fax No.: 2304 5258)

Nomination Form for the 2022-24 Diploma Course in Teacher Librarianship (Secondary)

Mr./Miss/Ms* _____ (English Name) _____ (Chinese Name)
is nominated to apply for the two-year part-time day release “2022-24 Diploma Course in Teacher Librarianship for Newly Appointed Teacher-librarians (Secondary)” which is fully sponsored by the Education Bureau.

I hereby confirm that the above-named teacher

- *1. is employed as a regular post (full-time) teacher in our school/ will be employed as a regular post (full-time) teacher in our school with effect from the 2022/23 school year,
- *2. has acquired at least 2 years’ teaching experience, and
- *3. is deployed as a teacher-librarian in our school/ will be deployed as a teacher-librarian in our school with effect from the 2022/23 school year.

*Please check the box(es) above as appropriate.

I have read and understood the application details below. If the application is approved, our school would make necessary arrangements for the teacher to complete the course by granting day-release.

Signature of Supervisor /
Principal of School: _____

Name of Supervisor /
Principal of School: _____

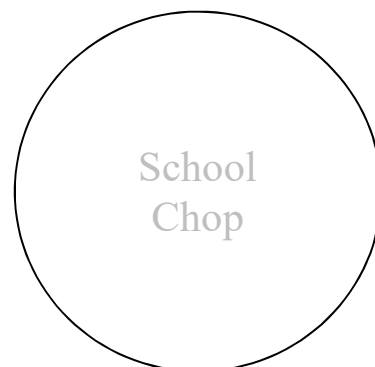
Name of School: _____

Name of Contact Person: _____

Contact No.: _____

EDB e-services account
username of the
nominated teacher: _____

Date: _____



Application details:

- 2022-24 Diploma Course in Teacher Librarianship (Secondary) will be provided by The University of Hong Kong School of Professional and Continuing Education (HKU SPACE). For details, please refer to the website: <https://hkuspace.hku.hk/prog/dip-in-teacher-librarianship>.
- The Diploma Course is a 2-year programme which involves 225 contact hours. The classes will be conducted on the evenings of weekdays and daytime on Saturdays. Classes of some modules will be scheduled in the afternoon of Tuesdays (about 75 hours in total within two years).
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- Sponsorship will only be available to teachers who have not attended any Certificate / Diploma Course in teacher librarianship fully sponsored by the EDB.
- School can only nominate one newly appointed teacher-librarian to study the Diploma Course in Teacher Librarianship (Secondary). The EDB would accept school’s nomination for another succeeding qualified teacher to study the captioned course fully sponsored by the EDB, only if there is a change of post of the existing teacher-librarian.
- If the nominee no longer serves in the post as a teacher-librarian or ceases to serve in the nominating school during the course period, school is required to notify the EDB of the changes immediately within one month in writing.