



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

教育學系 DEPARTMENT OF EDUCATION STUDIES

Programme for 2020-21

Preparation for Principalship

Introduction

With effect from 2004/05, education professionals aspiring to take up principalship in Hong Kong schools will have to attain the "Certification for Principalship" (CFP) requirements as set by the Education Bureau (EDB) before they are considered for appointment.

The CFP comprises three components:

- (1) Successful completion of a Needs Analysis (NA);
- (2) Passing a "Preparation For Principalship" (PFP) Course; and
- (3) Fulfilling requirements for the professional development portfolio (personal submission to EDB after fulfilling (1) & (2)).

Authorised by the Education Bureau (EDB) of the Hong Kong SAR, the Department of Education Studies at Hong Kong Baptist University (HKBU) is now offering this Programme which is tailored for aspiring principals to satisfy the Certification for Principalship (CFP) requirements of components (1) and (2) listed above. It also aims to prepare them with professional competencies in building up their professional development portfolio.

The programme is open for application now.

Authorised by **Education Bureau, HKSAR**

Offered by **Department of Education Studies, HKBU**



Programme

NEEDS ANALYSIS (NA)

The NA will be conducted in three stages with different activities:

1) Pre-Analysis♦

Date : 14 November 2020 (Sat)

Time : 09:00 – 13:00

Venue : Hong Kong Baptist University, Kowloon Tong, or
Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary
School, 6 On Muk Lane, Shek Mun, Shatin, NT, or
Other venue arranged by HKBU (Venue to be confirmed)

2) Analysis Day♦

Date : 28 November 2020 (Sat)

Time : 08:00 – 18:00 (lunch included)

Venue : Hong Kong Baptist University, Kowloon Tong, or
Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary
School, 6 On Muk Lane, Shek Mun, Shatin, NT, or
Other venue arranged by HKBU (Venue to be confirmed)

3) Ongoing Development

1. A Leadership Development Journal Writing
2. Consultation Support

◆ Medium of Instruction

Oral: Cantonese supplemented with English



PREPARATION FOR PRINCIPALSHIP (PFP) COURSE

The Course consists of one session of Orientation (1-1.5 hour), 6 Core Modules, 2 sessions on Action Research, a series of optional seminars and school visits:

a) Core Modules (79.5 Hours)

- 1) Strategic Direction and Policy Environment
 - 2) Learning, Teaching and Curriculum
 - 3) Teacher Professional Growth and Development
 - 4) Staff and Resources Management
 - 5) Quality Assurance and Accountability
 - 6) External Communication and Connection to the Outside World
- Note: Electives are available for some modules.

b) 2 sessions of Action Research (6 Hours)

c) Optional Seminars and School Visits

The course includes a total of 85.5 contact hours (including components (a) and (b)).

May apply
credit units transfer
to HKBU M.Ed.#

Duration of lectures: 19 December 2020 – 24 April 2021

Course Delivery: All Saturday afternoons, 13:00 – 18:50 (except public holidays)

Venue of lectures: Hong Kong Baptist University, Kowloon Tong, or
Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and
Primary School, 6 On Muk Lane, Shek Mun, Shatin, NT, or
Other venue arranged by HKBU (Venue to be confirmed)

Medium of Instruction: Oral: Cantonese supplemented with English

Assignment Assessment® & Graduation Requirements

Please refer to the Programme website for details: <http://educ.hkbu.edu.hk/pfp/>

®Assignment can be written in Chinese or English

When admitted to the HKBU M.Ed (School Leadership and Management) Programme, graduates of this PFP Course may apply exemption of 2 designated core courses of the M.Ed Programme.

Fees

FEES

NA:		HK\$3,600
PFP Course:	Full Course	HK\$22,000 (+ HK\$100 non-refundable application fee)
	Retaking	HK\$9,000 (+ HK\$100 non-refundable application fee)

PAYMENT METHOD AND REFUND

Fees for the NA or the PFP Course should be paid in one instalment when admission is made.

Admitted applicants who would like to withdraw may apply for refund. Written applications for refund should be made at least 3 calendar weeks before the corresponding commencement dates. A 50% administration fee will be deducted when refund is approved.

FREE

Additional DISC
Analysis after taking
both NA & PFP in
2020/21 at HKBU

Admission Policy

The NA and PFP Course are independent and open for application separately.

Serving teachers and educational practitioners possessing a recognised teacher training qualification (i.e. a local Teacher's Certificate, a local Post-graduate Diploma/Certificate in Education, a local Bachelor of Education degree or equivalent) and having with five or more years of teaching experience in primary, secondary or special schools or equivalent, are eligible for admission to the Programme.

Priorities will be given to the applicants in the following descending order:

1. Serving vice-principals / deputy heads in government and aided schools or equivalent
2. Applicants who have successfully completed or enrolled in the other part of the programme (i.e. NA applicants who have completed PFP course; PFP course applicants who have completed NA)
3. Serving senior teachers
 - At the rank of SGM (for aided secondary schools)
 - At the rank of Education Officer (for government secondary schools)
 - At the rank of PSM/AM (for aided and government primary schools)
4. Other eligible applicants

Application Deadlines

Stage 1 : 28 August 2020
Stage 2* : 18 September 2020
Stage 3* : 16 October 2020

* Application is open until quota is filled.

For enquires, please contact us at 3411-5545
e-mail: educpfp@hkbu.edu.hk



Website to apply (Only online application is available):

https://hkbu.hk.ca1.qualtrics.com/jfe/form/SV_78MDFfN9XeRkb6l