



***'i - Journey'* Paid Non-local Study Leave Scheme for Secondary School Teachers (2017/18)**

Information Notes to Applicants

Eligibility

1. Core requirements for both **Programmes A(1) & A(2)**:

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

- (a) are permanent residents of Hong Kong;
- (b) hold recognised teacher qualification, e.g. a local Teacher's Certificate or Post-graduate Diploma (PGDE)/Certificate in Education (PGCE);
- (c) are regular teachers¹ in government, aided (including special schools), caput or DSS secondary schools at the time of application; and
- (d) have no less than five years (as at 6 October 2017) of full-time teaching experience in local secondary schools.

2. Additional requirements/preference for individual Programmes:

- (a) For **Programme A(1)**, past experience in developing cross-curricula learning activities/ project-learning or conducting education research/ action research on L&T is preferred; priority will be given to applicants with experience of whole-school/KLA-level curriculum planning, or experience as a subject panel chairperson.
- (b) For **Programme A(2)**, applicants should have completed at least 30 hours of structured training in catering for students with Special Educational Needs (SEN). Priority will be given to SEN coordinators and/or applicants responsible for supporting students with SEN in school.

Financial Support for Teachers and Schools

3. Participants and their 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, overseas experience and post-trip
- ii. Air passage
- iii. Course fees, including tuition and course materials
- iv. Lunch and local transportation (during school attachment only)

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

- v. Local accommodation during the overseas experience (5 weeks in Helsinki and Jyväskylä for Programme A(1) or 6 weeks in Melbourne for Programme A(2))²

¹ “Regular teachers” refers to teachers on the staff establishment of government, aided and caput schools (regular teachers with defined contract period are included), or a regular member of the teaching staff of DSS schools. Teachers employed under the Native-speaking English Teachers Scheme are excluded.

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.

- vi. Meals (except lunch during school attachment)
- vii. Visa for entering Finland or Australia, if necessary
- viii. Medical/travel insurance
- ix. Airport Transfers
- x. Local transportation between places of accommodation and structured courses on campus
- xi. Weekend activities and any other expenses apart from those listed in 3(a) above

For schools – participants’ schools will be entitled to funding for employment of supply teacher(s) during participants’ study leave (calculated based on the prevailing daily rate of Graduate Master rank)³.

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

Programme Details

- 5. Programme Structure:

Target Location	<u>A(1)</u> Finland	<u>A(2)</u> Australia
Theme	Interdisciplinary Learning & Entrepreneurship Education	Catering for Students with SEN
No. of Participants	15	20
Total Duration	8 weeks	9 weeks
i. Pre-trip (1 week in HK)	<ul style="list-style-type: none"> • Participation in Professional Learning Communities (PLCs) to share among participants research findings on the target location and the latest curriculum development related to the theme of the Programme • Formulation of a school-based initiative/research proposal • Online proposal consultation with a mentor/expert from the organising institution 	
ii. Overseas Experience* (5–6 weeks abroad)	(5 weeks) <u>Structured Courses:</u> <ul style="list-style-type: none"> • Lectures/ seminars • Workshops on practitioner research • Introductory school visits <u>School Attachment:</u> <ul style="list-style-type: none"> • Lower and Upper secondary schools in Jyväskylä <u>Topics covered:</u> (please refer to Appendix A(1))	(6 weeks) <u>Structured Courses:</u> <ul style="list-style-type: none"> • Lectures/ seminars • Workshops on practitioner research • Visit to an inclusive education centre <u>School Attachment:</u> <ul style="list-style-type: none"> • Inclusive primary and secondary schools • Specialist school <u>Topics covered:</u> (please refer to Appendix A(2))
iii. Post-trip (2 weeks in HK)	<ul style="list-style-type: none"> • Regular meetings with a mentor for the on-going refinement of school-based initiative/ research proposal • Consolidation of learning through learning journal/study report • Continuing support provided by the mentor/expert via online platform or email • Finalising a detailed plan for implementation upon return to school or in the 2018/19 school year and developing research/teaching materials • Sharing learning outcome and progress through PLCs 	

*Detailed itinerary will be provided at the pre-departure briefing

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

Application and Selection

6. The Scheme is open for application until **6 October 2017**. Applications should be submitted by post.
7. Applicants should apply for **one** Programme only. Only **one** Application Form at **Appendix C** should be submitted by each applicant.
8. An initial project proposal (Section G of the Application Form) should be filled out for the Programme they apply for.
9. 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, their personal statement, relevance of their proposal, and principal's recommendation.
10. Applicants will be informed of the selection result by December 2017.

Teaching Obligation and Undertaking

11. Participants have to undertake to teach full-time in public sector secondary schools (including government, aided, special schools, caput and DSS schools) for **two years** immediately after completion of the Programme.
12. 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, including all sessions/activities arranged during pre-trip, overseas experience and post-trip;
 - (b) Participation in pre-departure briefing and sharing session(s) for dissemination of exemplars of school-based initiative/ research;
 - (c) Submission of post-Programme learning journals/ study reports;
 - (d) Implementation of the school-based initiative/ research by the 2018/19 school year based on their finalised proposal; and
 - (e) Fulfilment of the two-year teaching obligation after completion of the Programme.
13. 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, air passage 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 Miss Ingrid TO by email at poslpd@edb.gov.hk or by phone on 3509 8742 or Mr Ivan LOE by email at aaslpd2@edb.gov.hk or by phone on 3509 8774 of the School Leadership & Professional Development Section, Education Bureau.

Education Bureau

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