



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

- (a) Please read the Education Bureau (EDB) Circular Memorandum (CM) No. 134/2017, the Programme Briefs at **Appendix A(1) & A(2)** and the Information Notes to Applicants at **Appendix B** carefully before completing this form. This form should be completed in English.
- (b) The completed form, together with all supporting documents, should be sent to:
- 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
- (c) Please mark clearly on the envelope '*'i – Journey'* Paid Non-local Study Leave Scheme for Secondary School Teachers (2017/18)'. Application forms should be submitted on or before **6 October 2017**. An acknowledgement email will be sent to the email address provided upon receipt of each application.
- (d) The Recommendation Form at **Appendix D** should be completed by the Principal of the applicant's school and submitted to the above address separately on or before **6 October 2017**.
- (e) Applicants can choose **one** Programme only. Please submit the application form along with all supporting documents required. They should seek prior consent from their schools regarding their school-based initiative/research proposal.
- (f) Please provide all relevant information in the application form as required. If there is missing information, the application may not be processed. Please use a separate sheet and attach it to the application form if space is insufficient. Information provided will be used for processing the application under the Scheme administered by EDB. It may be transferred to relevant section(s) of EDB and participating institution(s) for matters related to the Scheme. You are required to notify the SLPD Section if there are any subsequent changes to the information provided e.g. the school you are serving, after submission of the application form.¹
- (g) Results of all applications will be sent via email. Successful applicants will be required to confirm their acceptance of the offer by signing and returning a 'confirmation' before the specified deadline. Further information regarding the Scheme will be sent via email in due course.
- (h) Enquiries about the Scheme can be directed to Miss Ingrid TO (email: poslpd@edb.gov.hk or Tel: 3509 8742) or Mr Ivan LOE (email: aaslpd2@edb.gov.hk or Tel: 3509 8774) of the SLPD Section, Education Bureau.

¹ 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 Administrative Assistant (SLPD)2 at Tel : 3509 8774 or e-mail: aaslpd2@edb.gov.hk.

Section A Choice of Programme (Please refer to Appendix A(1) & A(2) for details of each Programme)

Programme	Location	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Programme (Please insert a “✓” to indicate your choice)
A(1) Interdisciplinary Learning & Entrepreneurship Education	Helsinki & Jyväskylä, Finland	<ul style="list-style-type: none"> - No less than five years (as at 6 October 2017) of full-time teaching experience at secondary level required - Past experience in developing cross-curricula learning activities/ project-learning or conducting education research/ action research on L&T preferred - Priority will be given to applicants with whole-school/KLA-level curriculum planning experience, or experience as subject panel chairperson 	<input type="checkbox"/>
A(2) Catering for Students with Special Educational Needs (SEN) ²	Melbourne, Australia	<ul style="list-style-type: none"> - No less than five years (as at 6 October 2017) of full-time teaching experience at secondary level required - Having completed at least 30 hours structured training in catering for students with SEN - Priority will be given to SEN coordinators/ applicants responsible for supporting students with SEN in school 	<input type="checkbox"/>

Note The requirements summarised in this table are for quick reference only. Please refer to **Appendix B** for detailed eligibility criteria.

Section B Personal Particulars

Name in English	(Surname)	(Other Names)	
Name in Chinese			
Are you a permanent resident of the Hong Kong Special Administrative Region? [#] (Please submit a copy of your Hong Kong Identity Card)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recognised Teacher Qualification (e.g. PGDE/ PGCE)	Full Name of Issuing Authority		Date Obtained
Are you currently on acting appointment? [#]		<input type="checkbox"/> Yes* <input type="checkbox"/> No	Your substantive rank: _____
Correspondence Address			
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

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

² Students with SEN refer to students with specific learning difficulties (dyslexia), intellectual disability, ASD, AD/HD, physical disability, visual impairment, hearing impairment, SLI, as well as students with mental illness.

Section C School Information

School Name in English			
School Name in Chinese			
School Address			
School Telephone No.		School Fax No.	
Name of Principal		Principal's Contact Telephone No.	

Section D Teaching Experience (in chronological order) (Please only enter FULL-TIME teaching experience)

School Name	Post (e.g. subject panel, committee i/c, SEN coordinator, etc.)	Major teaching (please specify subjects and levels) & non-teaching duties that are relevant to experience required/preferred as specified on p.1	Date (Month/Year)	
			From	To

Section E Relevant Professional Development (ONLY for applicants of Programme A(2))

Please provide details and documentary proof of at least 30 hours structured training in catering for students with SEN.

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Organisation	Programme Name	Date (Month/Year)		Duration (in hours)
		From	To	

Section F Personal Statement

Please elaborate on the following and provide any other relevant information that you think will be useful to your application.

1. What are your expectations of the Programme and how will the overseas learning and school attachment experience help you contribute to the learning and teaching and/or other aspects in your current school?
2. Why do you think you are suitable for the Programme?
3. Your contribution to the school(s) or the education community in the past three years

(Word limit: 600 words)

Personal Statement (Cont.)

Section G Initial Proposal on a School-based Initiative/ Research

Please describe briefly your initial ideas for a school-based initiative/ research proposal upon consent from your school.

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Initial Project Proposal on the Programme *(Please tick one box only)* A(1) Interdisciplinary Learning & Entrepreneurship Education A(2) Catering for Students with SEN

1. Type of Project School-based Initiative (e.g. developing a teaching package for thematic learning)
 School-based Research (e.g. exploring the factors affecting student engagement in thematic learning)

2. Project Title

3. Project objective and how it fits the curriculum/development needs of your school

4. Broad outline of action plan (with implementation schedule)

Broad outline of action plan (with implementation schedule) (Cont.)

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

6. Approach to evaluate the project

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

8. Major challenges in implementing the project

Section H Principal's Recommendation

The Recommendation Form at **Appendix D** should be completed by the Principal of the applicant's school. Completed Recommendation Form should be returned to the Education Bureau at the following address separately on or before **6 October 2017**.

**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**

Section I Declaration

I declare that all the information provided in the application form is, to my best knowledge, complete and accurate. If I willfully give any false and/or plagiarised 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 reimburse monies incurred. 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 understand that the personal information solicited in this form is necessary to establish my eligibility and qualifications for the selection process. 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. I understand and accept that if my application is successful:

- (a) the information furnished, including but not limited to my name, contact details, professional background and initial proposal, may be disclosed upon request to the collaborating institutions and other support organisations for communication and programme engagement purposes; and
- (b) the EDB is authorised to publicise information that contains my 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.

Signature of Applicant: _____

Date: _____

Section I Checklist

Please check that you have: <i>(put a tick in the appropriate boxes)</i>	<u>Office use only</u>
<input type="checkbox"/> completed and signed the application form, with separate sheets attached (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of your Hong Kong Identity (HKID) Card.	<input type="checkbox"/>
<input type="checkbox"/> completed the initial proposal for your choice of programme.	<input type="checkbox"/>
<input type="checkbox"/> made arrangements for the Recommendation Form to be completed and returned to the Education Bureau by the deadline.	<input type="checkbox"/>