



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China
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本局檔號 Our Ref.: (22) in EDB/TR/4/1(5)
來函檔號 Your Ref.:

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10 July 2015

To: Supervisors of all schools under the Direct Subsidy Scheme

Dear Supervisor,

Appointment of Principals in Schools under the Direct Subsidy Scheme

This letter serves to remind the school management committees (SMCs)/ incorporated management committees (IMCs) of schools under the Direct Subsidy Scheme (“DSS schools”) of the points to note in appointing principals and submitting such applications to the Education Bureau (EDB).

2. DSS schools should take note of the following qualification requirements and appointment procedures in appointing principals:

- (i) The aspiring principal should have a bachelor's degree from a local university or equivalent together with teacher training qualification (e.g. a Teacher's Certificate or a Postgraduate Diploma in Education). If the aspiring principal holds non-local qualifications, he/ she should be required to seek assessment of his/ her qualifications by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications to ascertain whether such qualifications meet the qualification requirements.
- (ii) The aspiring principal should attain Certification for Principalship. For details, please refer to EDB Circular No. 2/2015 “Certification for Principalship”, EDB Circular No. 3/2015 “Arrangements for Restarting the Certification for Principalship Process” and EDB Circular No. 4/2015 “Arrangements for Renewing the Certification for Principalship”.

- (iii) The aspiring principal should be a teacher with registration. If the aspiring principal has not applied for teacher registration, the school or the aspiring principal should submit an application for teacher registration to the EDB as soon as possible. Only after completion of teacher registration can the application for appointment of principal be submitted to the EDB.
- (iv) Schools should conduct the recruitment exercise in a fair, just and open manner. For selection of principals by IMC schools, the IMCs should appoint a principal selection committee with representatives stipulated in their constitutions. For details, please refer to EDB Circular No. 5/2005 “Appointment of Staff in Schools”.
3. The selection committee should assess in an open, fair and transparent manner the skills and qualities of individual candidates to determine their suitability for appointment as a principal, with a view to identifying a suitable candidate worthy of nomination to the SMC or IMC.
4. For details of the recruitment and appointment procedures of principals, DSS schools may refer to the booklet “Selection and Appointment of a School Principal” published on EDB’s website (<http://www.edb.gov.hk> > Teachers Related > Qualifications, Training and Development > Development > Continuing Professional Development (CPD) of Principals).
5. Once a candidate has been identified for appointment, the SMC or IMC concerned should submit as soon as possible the application for appointment of principal, together with the relevant documents (see Annex), to the respective Senior School Development Officer for EDB’s approval before the aspiring principal’s date of assumption of duty.
6. For enquiries about the appointment of principals, please contact the respective Senior School Development Officer. For enquiries about the Certification for Principalship, please contact the School Leadership and Professional Development Section on 3509 7585.

Yours sincerely,



(Ms Y Y SO)

for Permanent Secretary for Education

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**Checklist of Documents Required for
Application for Appointment of Principals in
Schools under the Direct Subsidy Scheme**

(I) Documents on qualifications of the aspiring principal	
(1) Copy of Hong Kong Identity Card (If the aspiring principal is not a permanent resident of Hong Kong, copies of identity document and valid employment visa issued by the Hong Kong Immigration Department should be produced.)	<input type="checkbox"/>
(2) Copies of degree certificate and teacher training certificate (e.g. Diploma or Certificate in Education) (If the aspiring principal holds non-local qualifications, copy of qualification assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications or other relevant documents of qualification assessment should be produced.)	<input type="checkbox"/>
(3) Copy of proof of teacher registration (as registered teacher or permitted teacher)	<input type="checkbox"/>
(4) Copies of certificate of service from previous employers (if any)	<input type="checkbox"/>
(5) Copies of Certification for Principalship (CFP) and relevant supporting documents (if applicable, e.g. documents on restarting the CFP process or renewing the CFP)	<input type="checkbox"/>
(II) Documents on recruitment and selection procedures	
(1) Documents on recruitment exercise for appointment of principal (e.g. newspaper advertisement, school internal circular (if any))	<input type="checkbox"/>
(2) Document on composition of the selection panel (for schools which have yet to set up an incorporated management committee (IMC)) / a principal selection committee (for IMC schools only)	<input type="checkbox"/>
(3) Documents on the selection process (including selection criteria, number of applicants, number of short-listed and interviewed candidates, date of selection or interview, record of assessment / interview, reasons for selecting the aspiring principal (if any))	<input type="checkbox"/>
(4) Document on endorsement of appointment of the aspiring principal by the school management committee (SMC) or IMC (e.g. minutes of meeting)	<input type="checkbox"/>

Note: All copies of documents should be signed and confirmed by the school supervisor.