

## **Guidelines on School Development Portfolio Renewing the Certification for Principalship (CFP)**

### **1. Background**

Education Bureau Circulars No. 31/2002 dated 17 July 2002 and No. 1/2024 (which has replaced Education Bureau Circular No. 1/2023) dated 26 February 2024 set out the requirement that from the 2004/05 school year, aspiring principals (APs) have to attain the CFP in addition to complying with the appointment conditions in force at the time, before they could be considered for appointment to principalship in public sector or DSS schools. The CFP is valid for five years counting from the expiry of the two-year CFP process or the issue date of the CFP, whichever is the later.

### **2. Appointment to Principalship after the CFP Expiry**

- 2.1 APs whose CFP has expired are still eligible for appointment to principalship. They do not need to seek renewal of the CFP immediately. However, upon appointment as principals, they will serve on an acting basis for two years. During this period, the acting principals so appointed must renew their CFP before the principalship can be confirmed, effective from the date of the CFP renewal. They will have to cease acting if they are unable to renew the CFP upon expiry of the two years of acting appointment.
- 2.2 For those APs whose CFP has expired and who wish to hold a valid CFP before their appointment as principals, they may apply to restart the CFP process. Details of restarting the CFP process are contained in Education Bureau Circular No. 2/2024 (which has replaced Education Bureau Circular 2/2023) issued on 26 February 2024, which is available on the web page of the Education Bureau.

### **3. Renewal of the CFP**

3.1 The CFP stems from the *Principals' Continuing Professional Development Framework*. It comprises three components:

- Needs Analysis
- Preparation for Principalship (PFP) Course
- Professional Development Portfolio

3.2 To renew the CFP, there is no need to restart the three components above. The newly appointed principal (NAP) concerned would be required to submit a school development portfolio to demonstrate his/her leadership in a school situation.

3.3 The NAP should choose an area of concern in the Annual School Plan of the school for the school development portfolio and follow through the implementation of the related action plan in the first year. Towards the end of the first school year, an evaluation should be conducted and a school development portfolio should be completed as soon as possible, preferably before the end of the first school year. Please refer to paragraphs 4 to 7 for the contents, format and submission of the portfolio.

### **4. What is a School Development Portfolio?**

It is a special document to demonstrate leadership in the school context. It should relate to an area of concern as stipulated in the Annual School Plan.

### **5. What should the School Development Portfolio contain?**

The portfolio must include the following and be presented in the order below (details are in paragraph 10):

- (a) An introduction
- (b) A vision statement
- (c) An action plan and the implementation
- (d) Evaluation and reflection
- (e) Concluding statement

## **6. Organisation of Contents and Presentation Format**

- 6.1 The portfolio should be submitted in bound hard copy and may take the form of a folder, an expandable file, or other suitable binding.
- 6.2 The main text in the portfolio may be in either English or Chinese, but not in mixed code.
- 6.3 Quotations or citations in a language other than that used for the main text should be duly translated on an accompanying note. Yet, translation is not required for appendices written in either English or Chinese.
- 6.4 The main text in the portfolio should be typewritten in font size 12 or above, in single line spacing on A4 size white paper and with a margin of at least 25 mm on all edges.
- 6.5 Paragraphs should be organised under appropriate headings and subheadings.
- 6.6 The number of pages for the main text of the portfolio should not exceed 20 (excluding attachments, if any).
- 6.7 To assist in the cross-referencing of evidence, each piece of evidence in the appendices should be presented on a separate page of A4 size paper with an appropriate heading. The number of pages for attachments of evidence should not exceed 20.

## **7. Application for Renewal of the CFP**

- 7.1 The NAPs whose CFP has expired before appointment should apply to the School Leadership and Professional Development Section of the Education Bureau for renewal of the CFP and submit by hand / registered mail a school development portfolio in duplicate together with an application form<sup>1</sup> (Appendix). The cut-off date for each batch of CFP renewal applications is the first ten working days of each month. Applications received after the first ten working days (the date of receipt should refer to the date that EDB

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<sup>1</sup> Applicants may apply through the e-form system on the EDB webpage (<https://eformss.edb.gov.hk/eformss/Login>). Please read the important notes on the eforms website carefully before completing the form.

receives the portfolio) will be processed in the next batch.

- 7.2 The time required for processing CFP applications for each batch is about three months but depends very much on the number of applications received in each exercise. As time is of the essence, it would be advisable for the applicant to submit the portfolio as soon as possible.
- 7.3 The factual information contained in the portfolio must be true and accurate, and in compliance with the copyright laws. It should be the applicant's own work except for other sources duly acknowledged in it. A portfolio containing parts which are not the applicant's own work without proper acknowledgement may lead to the application for the renewal of CFP being rejected. Under such circumstances, a fresh application for the renewal of CFP will not be accepted by the Education Bureau until after a lapse of one year counting from the date of the applicant's last submission. It may also lead to more serious consequences (e.g. a review of the applicant's teacher registration status) depending on the severity of the matter. In this connection, the applicant is required to sign a declaration in the application form (Appendix) when applying for the renewal of CFP.

## **8. Assessment of the Portfolio and Resubmission**

- 8.1 The Committee on Certification for Principalship (CCFP) set up under the Education Bureau oversees the assessment of applications for CFP renewal. The School Leadership and Professional Development Section conducts the assessment with the support of a group of assessors comprising veteran principals, academics, representatives of school sponsoring bodies and lay persons, based on the assessment criteria endorsed by the CCFP.
- 8.2 Portfolio assessment is based on coherence, reflection and leadership as demonstrated in different aspects of the portfolio. Details are given in paragraph 10.
- 8.3 In the event that the portfolio does not meet the stipulated requirements in the first submission, the applicant will be given recommendations for improvement and can resubmit the portfolio for consideration within the two-year acting appointment. The applicant shall resubmit the entire portfolio the School Leadership and Professional Development Section in duplicate by hand or registered mail (the date of receipt should refer to the date that EDB

receives the portfolio) within the specified date. Before submitting your portfolio resubmission, please check its format and contents against paragraph 5-6.

- 8.4 The portfolios (including evidence in the appendices) submitted will not be returned. Please keep your own copy.
  
- 8.5 Applicants who still fail to meet the requirements may consider lodging an appeal against the assessment outcome if they so wish. The appeal shall be lodged within two weeks from the date of the announcement of results. These cases would be deliberated by an independent Appeals Committee, which would include distinguished community leaders, experienced principals, experts from tertiary institutions and lay persons.

## **9. Fee**

Applicants are required to pay a non-refundable fee levied on each CFP renewal application by the Education Bureau. Owing to an increase in administrative costs, the fee will increase to \$1,398, effective from the issue date of this circular. A demand note will be issued to the applicant by post after the receipt of the school development portfolio by EDB. No fee would be charged for the resubmission of the portfolio within the same application.

## 10. Assessment Criteria

Assessment Aspect	Requirement	Basis of Assessment
(1) Introduction	<p>The introduction should –</p> <ul style="list-style-type: none"> <li>• indicate the purpose of the portfolio and provide the background of the school and the community including a SWOT (strengths, weaknesses, opportunities and threat) analysis and concerns; and</li> <li>• provide a table of contents.</li> </ul>	<p>A clear indication of the purpose of the portfolio and the applicant’s understanding and concern about the school and the community</p>
(2) The vision statement	<p>The statement should –</p> <ul style="list-style-type: none"> <li>• depict the NAP's personal vision/ beliefs/ educational values about the meaning of school leadership/ principalship in the current context of his or her school;</li> <li>• demonstrate the rationale behind the statement; and</li> <li>• describe how a related area of the vision could be brought to reality in the current school context.</li> </ul>	<p>Coherence between the school situation and the vision statement</p>
(3) The action plan and the implementation	<p>The action plan should –</p> <ul style="list-style-type: none"> <li>• identify an area of concern and the major targets for school development in relation to the vision statement;</li> <li>• describe how to attain the major targets within a time span of about <u>one</u> year;</li> <li>• include the tasks to carry out the plan, success criteria, evaluation methods, staff responsible and resources; and</li> <li>• describe the process of the implementation.</li> </ul>	<p>Relevant targets, achievable plan, measurable success criteria, suitable evaluation methods, and a clear account of the implementation</p>

Assessment Aspect	Requirement	Basis of Assessment
(4) Evaluation and reflection	<p>The evaluation and reflection should –</p> <ul style="list-style-type: none"> <li>• describe the outcomes including successful components and/ or set-backs with reference to the <u>concerned</u> core area(s) of school leadership* as appropriate;</li> <li>• demonstrate coherence with regard to the vision statement; and</li> <li>• illustrate alternatives to overcome set-backs.</li> </ul>	<p>Evaluation and reflection leading to enhancement of school leadership</p>
(5) Concluding statement	<p>The statement should –</p> <ul style="list-style-type: none"> <li>• describe the overall learning gained ; and</li> <li>• include suggestions on his or her professional development with a view to enhancing school development.</li> </ul>	<p>Readiness of leading the school and enhancing school development</p>

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\* The Principals' Continuing Professional Development Framework sets out six core areas of school leadership:

- strategic direction and policy environment
- learning, teaching and curriculum
- teacher professional growth and development
- staff and resources management
- quality assurance and accountability
- external communication and connection to the outside world

Ref No.: \_\_\_\_\_ (For office use only)

Date of Submission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (For office use only)

## Renewal of Certification for Principalship (CFP) Application Form

*[Please complete this form in block letters.]*

Please submit the school development portfolio in duplicate together with this application form:-

- (i) by hand to the *Professional Development and Training Division, Education Bureau on 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong*. (Please ring up the School Leadership and Professional Development Section on 3655 5905 at least 2 working days prior to the submission to facilitate the pre-registration for entry to the Central Government Offices); *OR*
- (ii) by registered mail to the *School Leadership and Professional Development Section, Professional Development and Training Division, Education Bureau, 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong*.

Name of Applicant ( <i>must be identical with that of the applicant's HK Identity Card</i> ):	
(English)	(Chinese)
Sex:	
Correspondence Address:	
Contact Telephone No.:	
(School / Office):	(Home / Mobile):
Fax No.:	E-mail Address:
HK Identity Card / Passport No.:	Registered Teacher No.:
Appointment to Principalship*: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of appointment to Principalship: _____	
Name and address of Applicant's School:	
Type of School*: i. Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Special <input type="checkbox"/>	
ii. Government <input type="checkbox"/> Aided <input type="checkbox"/> DSS <input type="checkbox"/> Caput <input type="checkbox"/>	
Others (Please specify) _____	
Issue Date of CFP : _____	

\* Please ✓ as appropriate.



**Declaration:**

I declare,

1. that I have read and understood the “Guidelines on School Development Portfolio”;
2. that the personal data entered in my application form and all the factual information contained in my school development portfolio for this application are true and accurate;
3. that the school development portfolio is entirely my own work except where I have duly acknowledged other sources and put the copied parts in quotations in the portfolio. The school development portfolio is in compliance with the copyright laws<sup>#</sup>; and
4. that I understand the portfolios (including evidence in the appendices) I submitted will not be returned.

Applicant’s Signature:

Date:

\_\_\_\_\_

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<sup>#</sup> Please note that if your school development portfolio is not in compliance with the copyright laws, it may lead to your application for renewal of CFP being rejected. Under such circumstances, a fresh application for renewal of CFP will not be accepted by the Education Bureau until after a lapse of one year counting from the date of your last submission. It may also lead to more serious consequences (e.g. a review of your teacher registration status) depending on the severity of the matter.

(Please print this page on a separate sheet)

*Please fill in your name and address for correspondence:*

Name: _____	Name: _____
Correspondence Address: _____ _____ _____	Correspondence Address: _____ _____ _____

## **COLLECTION OF PERSONAL DATA**

### Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for Certification of Principalship;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant / Subsidised Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

#### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) personnel, agent, service provider or organizations, including Teacher Education Universities (TEUs), engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

#### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Senior Professional Development Officer (School Leadership and Professional Development)<sup>2</sup> at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to **spdoslpd2@edb.gov.hk**.