‘i – Journey’ Paid Non-local Study Leave Scheme for Secondary School Teachers (2019/20)

Information Notes to Applicants

An overview of Appendices A to E and Submission Deadline

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Content</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Information Notes to Applicants</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>Appendix B(1) Program Brief of Programme A(7) - Assessment Literacy</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>Appendix B(2) Program Brief of Programme A(8) - Catering for Learner Diversity</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td>Appendix B(3) Program Brief of Programme A(9) - Self-directed Learning</td>
<td></td>
</tr>
<tr>
<td>Appendix C</td>
<td>Application Form</td>
<td>27 November 2019 (Wednesday)</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Professional Development and Initial Project Proposal</td>
<td>4 December 2019 (Wednesday)</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Principal’s Recommendation Form</td>
<td>4 December 2019 (Wednesday)</td>
</tr>
</tbody>
</table>

Eligibility

1. Mandatory requirements for Programmes A(7), A(8) & A(9):

   Application is open to full-time serving secondary school teachers who
   (a) are permanent residents of Hong Kong;
   (b) are registered teachers;
   (c) are regular full-time teachers in aided schools (including special schools) and full-time teachers in government, caput or DSS secondary schools\(^1\) at the time of application; and
   (d) have no less than five years (as at 27 November 2019) of full-time teaching experience in local secondary schools.

2. Preference will be given to applicants who:

   (a) possess relevant experience in
      i. whole-school/KLA-level curriculum planning, or as a subject panel chairperson; or
      ii. developing school/KLA/subject assessment policy (for Programme A(7)); developing school/KLA/subject policy/activities on catering for learner diversity (for Programme A(8)); developing school/KLA/subject policy/activities on promoting self-directed learning (for Programme A(9)), or
      iii. conducting education research/action research on Learning and Teaching; or
   (b) have undergone relevant structured training/ professional development.

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\(^1\) “Regular full-time teachers” refers to teachers on the staff establishment of aided secondary schools. Regular teachers with defined contract period are also included. “Full-time teachers in government schools” refers to teachers who are employed on civil service terms. Teachers employed under the Native-speaking English Teachers Scheme are excluded.
Financial Support for Teachers and Schools

3. Participants and their serving 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 preparation, overseas experience and post-trip consolidation;
   ii. Transportation between Hong Kong and the location for overseas experience;
   iii. Course fees, including tuition and course materials;
   iv. Lunch and transportation during school attachment only.
   (b) Expenses to be borne by participants:
   i. Accommodation during the overseas experience (5 weeks in Southampton for Programme A(7), 5 weeks in Sydney for Programme A(8) or 5 weeks in Turku for Programme A(9));
   ii. Meals and transportation during the overseas experience (except lunches and transportation during school attachment);
   iii. Visa for entering the UK, Australia or Finland, if necessary;
   iv. Medical/travel insurance; and
   v. Weekend activities and any other expenses apart from those listed in 3(a) above.

   **For schools** – Participants’ serving 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). The claim form for reimbursement of the salaries of supply teachers can be downloaded from the Education Bureau website (http://www.edb.gov.hk/i-journey).

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

Application and Selection

5. Applicants should apply for one Programme only.

6. 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, potential impact of school-based projects, relevance of their initial project proposals to the theme of the programme applied for, and principal’s recommendation. Interviews may be arranged, if necessary.

7. Selection results will be released through email by early January 2020.

8. The application procedure consists of two steps. Step 1 is for applicants to express a preliminary interest in one of the Programmes of the Scheme by submitting the completed Application Form (Appendix C). In Step 2, applicants are required to submit the completed Professional Experience and Initial Project Proposal (Appendix D) and arrange for the submission of the Principal’s Recommendation Form (Appendix E). Details are as follows:

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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.

3 In cases where the participant is a non-graduate teacher (such as Certificated Master), the supply teacher will be paid at the daily rate of a non-graduate teacher. Schools with surplus teachers arising from Voluntary Optimisation of Class Structure Scheme or Extended Retention Period for Surplus Teachers are also eligible for funding for employment of supply teachers.
## Appendix A

### (English Version Only)

**STEP 1 (Appendix C)**

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<tr>
<th>Submission Method</th>
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<tbody>
<tr>
<td><strong>(b)</strong> Submit the Form, duly completed <strong>by email</strong> to <a href="mailto:AASLPD2@edb.gov.hk">AASLPD2@edb.gov.hk</a>.</td>
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<tr>
<th>Deadline</th>
<th>27 November 2019 (Wednesday)</th>
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| Notes | An acknowledgement email will be sent to the email address provided upon receipt of each application. |

### STEP 2 (Appendices D and E)

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<tr>
<td><strong>(a)</strong> Submit the completed <strong>Professional Experience and Initial Project Proposal (Appendix D)</strong>, together with scanned copies of all supporting documents and any additional sheets (if applicable) <strong>by email</strong> to <a href="mailto:AASLPD2@edb.gov.hk">AASLPD2@edb.gov.hk</a>.</td>
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<tr>
<td><strong>(b)</strong> Make arrangements for the <strong>Principal’s Recommendation Form (Appendix E)</strong> to be completed by the Principal of your serving school and submitted <strong>by post</strong> to:</td>
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<tr>
<td>School Leadership &amp; Professional Development Section, Professional Development and Training Division, Education Bureau 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong  <em>(Attn.: Ms Venus TSANG / Mr Ivan LOE)</em></td>
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<tr>
<td># Please mark clearly on the envelope “<em>J – Journey</em> Paid Non-local Study Leave Scheme for Secondary School Teachers (2019/20)” when submitting the Principal’s Recommendation Form by post.</td>
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<th>4 December 2019 (Wednesday)</th>
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| Notes | An acknowledgement email will be sent to the email address provided upon receipt of each **Professional Experience and Initial Project Proposal (Appendix D)**. |

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*Appendix C is attached for reference.*
Teaching Obligation and Undertaking

9. Participants have to undertake to teach full-time in public sector secondary schools (including government, aided, special schools, caput and DSS schools) in Hong Kong for **two years** upon completion of the Programme.

10. 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;
   
   (b) Participation in pre-departure briefing and sharing session(s) for dissemination of exemplars of school-based projects;
   
   (c) Submission of journals and reports;
   
   (d) Implementation of the school-based projects by the 2020/21 school year based on their finalised proposal; and
   
   (e) Fulfilment of the two-year teaching obligation after completion of the Programme.

11. 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, transportation costs 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 Ms Venus TSANG 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.