Education Bureau Circular Memorandum No. 190/2019

From: Secretary for Education
To: Supervisors / Heads / Teachers of
Ref.: EDB(SLPD)/PNSL/GEN/1
Date: 30 October 2019

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

Summary

This circular memorandum invites teachers of secondary schools to participate in the ‘i – Journey’ Paid Non-local Study Leave Scheme for Secondary School Teachers (2019/20) (the Scheme) to be held from late February to mid-June 2020. This circular memorandum should be circulated for information of teachers.

Background

2. As announced in Policy Address 2017, the Scheme was introduced on a three-year pilot basis for serving secondary school teachers to broaden their perspectives and enrich their experience. Through providing overseas professional development activities of a longer duration, with study leave for teachers and funding support for employment of supply teachers for schools, the Scheme aims to –

- enhance teachers’ professional capacity and inspire them with the latest global education developments;
- promote a culture of research and inquiry in schools that brings positive changes and impact on learning and teaching; and
- create space for teachers to undertake professional development activities on a full-time basis.

3. Six customised programmes, which allowed teachers to take part in structured learning courses and school attachment overseas, have been successfully conducted in the 2017/18 and 2018/19 school years (s.y.). Relevant details can be found on Education Bureau website (http://www.edb.gov.hk/i-journey).

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1 The Scheme aims to create a learning journey for participants with unique learning experience, where participants will start with an inquiry, get inspired in the process, and most importantly, bring an impact on their teaching/ student learning/ school development upon returning to school. ‘i’ refers to the 3 crucial elements of this Scheme – inquire, inspire and impact, and together they make a fruitful learning journey for participants.
Details

4. The customised programmes in the 2019/20 s.y. under the Scheme cover the following three different themes to cater for teachers’ needs. Details are as follows:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Location</th>
<th>Programme Dates</th>
<th>No. of Places</th>
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<tbody>
<tr>
<td>A(7) Assessment Literacy</td>
<td>Southampton, the United Kingdom</td>
<td>Late February to Early April 2020 (8 weeks)</td>
<td>20</td>
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<tr>
<td>A(8) Catering for Learner Diversity</td>
<td>Sydney, Australia</td>
<td>Late April to Mid-June 2020 (8 weeks)</td>
<td>20</td>
</tr>
<tr>
<td>A(9) Self-directed Learning</td>
<td>Turku, Finland</td>
<td>Late April to Mid-June 2020 (8 weeks)</td>
<td>20</td>
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Each of these three customised programmes will include the following major components:

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<tr>
<th>Phase One (2019/20 s.y.)</th>
<th>i. <strong>Pre-trip Preparation</strong>: a one-week period in Hong Kong for research and development of a school-based project proposal and participating in related courses/activities</th>
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<td>ii. <strong>Overseas Experience</strong>: a five-week period of structured learning and school attachment/visits abroad, during which participants further develop and finalise their proposals with the knowledge and experience gained</td>
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<td>iii. <strong>Post-trip Consolidation</strong>: a two-week period upon returning to Hong Kong for consolidation, write-up of a detailed implementation plan for the school-based project and participating in related courses/activities</td>
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| Phase Two (2020/21 s.y.) | iv. **Implementation of Finalised Proposal**: a one-year period for the implementation of the school-based project in participants’ schools with a view to bringing positive changes; and the sharing of good practices with a larger professional community |

For more detailed information of each customised programme, please refer to the respective Programme Briefs at **Appendix B(1), B(2) & B(3)**.

5. Participating teachers will be granted full-pay study leave for the whole period of Phase One i.e. pre-trip preparation, overseas experience and post-trip consolidation. Course fees and transportation between Hong Kong and the location for overseas experience will also be fully sponsored by the EDB. Funding for employment of supply teachers covering participants’
whole study leave period will be provided for their schools. 2 Participating teachers have to undertake to teach full-time in public-sector 3 secondary schools in Hong Kong for two years upon completion of the Programme.

6. Application is open to regular full-time teachers serving in aided secondary schools (including Special Schools) and full-time teachers in government, caput and DSS secondary schools 4. For details on eligibility, application procedures, teaching obligation and undertaking, etc., please refer to the Information Notes to Applicants at Appendix A. Applicants should submit (i) the Application Form at Appendix C on or before 27 November 2019 by email and (ii) Professional Experience and Initial Project Proposal at Appendix D on or before 4 December 2019 by email. Applications should be supported by the principal of the applicant’s serving school, with Principal’s Recommendation Form at Appendix E duly completed and submitted separately by 4 December 2019 by post. The above information, relevant appendices as well as the claim form for reimbursement of the salaries of supply teachers have also been uploaded onto Education Bureau website (http://www.edb.gov.hk/i-journey) and the Training Calendar System (TCS) (Course ID: PDT020190333)

7. Applicants may apply for one programme only. Vetting committee(s) will be formed for selection purposes. The selection criteria include applicants’ experience, potential impact of school-based projects, relevance of proposals to the programme applied for and principals’ recommendation, etc. Interviews may be arranged, if necessary.

8. A Briefing Session will be organised to provide more details of the Scheme and school-based project proposal writing. Teachers who are interested in the Scheme are encouraged to attend the Briefing Session with details as follows:

Date: 15 November 2019 (Friday)
Time: 4:30 p.m. – 6:00 p.m.
Venue: WP01, West Block, Kowloon Tong Education Services Centre
Enrolment: Please scan the QR Code on the right for online enrolment via TCS (Course ID: PDT020190334)

2 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.
3 Including government, aided (including special schools), caput and DSS schools.
4 “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.
Enquiries

9. For further information about the Scheme, please contact Ms Venus TSANG (Tel: 3509 8742) or Mr Ivan LOE (Tel: 3509 8774) of the School Leadership & Professional Development Section, Education Bureau.

Benjamin YUNG
for Secretary for Education

c.c. Heads of Sections --- for information