



***'i – Journey'* Paid Non-local Study Leave Scheme for Teachers (4th Cohort)**
(for Primary School Teachers)

Information Notes to Applicants

An Overview of Appendices A to E and Submission Deadline

Appendix	Content	Submission Deadline
Appendix A	Information Notes to Applicants	
Appendix B	Appendix B(1) Programme Brief of Programme B(1) - Self-directed Learning Appendix B(2) Programme Brief of Programme B(2) – Assessment Literacy	
Appendix C	Application Form	28 May 2021 (Friday)
Appendix D	Professional Experience and Initial Project Proposal	25 June 2021 (Friday)
Appendix E	Principal's Recommendation Form	25 June 2021 (Friday)

Eligibility

1. Mandatory requirements for **Programmes B(1) & B(2)**:

Application is open to full-time serving primary 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), full-time teachers in government or DSS primary schools¹ at the time of application; and
- (d) have no less than five years (as at 28 May 2021) of full-time teaching experience in local primary 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 policy/activities on promoting self-directed learning (**for Programme B(1)**); developing school/KLA/subject assessment policy (**for Programme B(2)**), or
 - iii. conducting education research/action research on Learning and Teaching; or
- (b) have undergone relevant structured training/ professional development.

¹ “Regular full-time teachers” refers to teachers on the staff establishment of aided primary 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 Teacher 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; and
- iv. Lunch and transportation during school attachment only.

(b) Expenses to be **borne by participants**:

- i. Accommodation during the overseas experience (5 weeks in Helsinki for Programme B(1) or 5 weeks in Cambridge for Programme B(2))²;
- ii. Meals and transportation during the overseas experience (except lunches and transportation during school attachment);
- iii. Expenses for obtaining Visas and/or other documents for entering Finland or the UK, 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 Assistant Primary School Master/Mistress rank)³. 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 August 2021.
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:

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.

STEP 1 (Appendix C)	
Submission Method	(a) Download the Application Form (Appendix C) from the Education Bureau website: http://www.edb.gov.hk/i-Journey . (b) Submit the Form, duly completed by email to AASLPD2@edb.gov.hk .
Deadline	28 May 2021 (Friday)
Notes	An acknowledgement email will be sent to the email address provided upon receipt of each application.



STEP 2 (Appendices D and E)	
Submission Method	(a) Submit the completed Professional Experience and Initial Project Proposal (Appendix D) , together with scanned copies of all supporting documents and any additional sheets (if applicable) by email to AASLPD2@edb.gov.hk . (b) <u>Make arrangements for the Principal's Recommendation Form (Appendix E) to be completed by the Principal of your serving school and submitted by post[#] to:</u> School Leadership & Professional Development Section, Professional Development and Training Division, Education Bureau 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Attn.: Mr Ivan LOE/ Ms Flora LEUNG) # Please mark clearly on the envelope “ <i>i – Journey</i> ’ Paid Non-local Study Leave Scheme for Teachers (4 th Cohort)” when submitting the Principal’s Recommendation Form by post.
Deadline	25 June 2021 (Friday)
Notes	An acknowledgement email will be sent to the email address provided upon receipt of each Professional Experience and Initial Project Proposal (Appendix D) .

Teaching Obligation and Undertaking

9. Participants have to undertake to teach full-time in public sector primary schools (including government, aided, special schools and DSS schools) in Hong Kong for **not less than two years** upon completion of Phase One 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 2022/23 school year (tentative) based on their finalised proposal; and
 - (e) Fulfilment of the two-year teaching obligation after completion of Phase One 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 the School Leadership & Professional Development Section, Education Bureau.

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