

Date of Commencement

1st Intake : 3 November 2020
2nd Intake : 2 March 2021

Application Deadline

1st Intake : 19 October 2020 (Extended)
2nd Intake : 31 December 2020

Venue

Subject to the development of the Covid-19 pandemic, classes will be conducted online OR face-to-face at The Chinese University of Hong Kong.

Fees

The non-refundable application fee for admission to the PFP Course is HK\$200. The tuition fee for taking the whole Course is HK\$27,000 and for retaking one-third of the Course is HK\$11,300.

Application Procedures

1. Applications can be made by applying online at the PFP Course website:
 - www.fed.cuhk.edu.hk/hkier/pfp
2. Applicants are also required to submit the following documents by post to the Course Secretariat:
 - TWO crossed cheques of application fee and tuition fee made payable to The Chinese University of Hong Kong;
 - A photocopy of HKID card;
 - Photocopies of academic and professional certificates (e.g. BEd/PGDE/PGCE/Teacher's Certificate/Needs Analysis Certificate, etc.);
 - Photocopies of documents in relation to the teaching and administrative experience (i.e. present rank/no. of years working for the highest rank);
 - Photocopy of document showing EDB's approval granted for restarting the Certification for Principalship Process (applicable to Re-takers only).

* *The cheque of tuition fee will be returned to those applicants who have not been selected for admission to the Course.*

Enquiries

Course Secretariat:

Ms. Aggie Law

Hong Kong Institute of Educational Research (HKIER)

The Chinese University of Hong Kong

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Course Website: www.fed.cuhk.edu.hk/hkier/pfp



香港中文大學

The Chinese University of Hong Kong

Preparation for Principalship Course

for Aspiring Principals

2020-2021

Organizing Units:

Department of Educational Administration and Policy, Faculty of Education
Hong Kong Centre for the Development of Educational Leadership,
Hong Kong Institute of Educational Research

Introduction

With effect from the 2004/05 school year, Aspiring Principals (APs) have to attain the Certification for Principalship (CFP), in addition to complying with the appointment conditions in force at the time, before they could be considered for appointment to principalship. To attain the CFP, APs must satisfy the following criteria within a two-year CFP process:

1. successful completion of Needs Analysis for Aspiring Principals;
2. successful completion of Preparation for Principalship Course for Aspiring Principals (PFP Course); and
3. successful completion of the professional development portfolio.

The Education Bureau has accredited The Chinese University of Hong Kong to deliver the PFP Course in order to help participants to fulfil the second component of the CFP requirement.

The CFP is also accepted as a refresher/management training course required for promotion to the posts of SGM, PGM to Principal II/I in aided secondary schools/secondary section of special schools or PSM, SPSM to HM II in aided primary schools/primary section of special schools.

Course Contents

The Course will comprise 81 course hours, including 75 lecture hours, covering the six core areas of leadership with a number of compulsory assessment tasks, and 6 hours on the methodologies of conducting action research. Action research follow-up meetings will also be arranged to help participants to develop an Action Research Project which is to be included in the professional development portfolio. Participants will be given six months to engage in their action research projects in a school setting in order to apply what they have learned from the PFP Course. On top of the course hours, there will be a 3-hour seminar on “Basic Law”.

The six core areas of leadership for the Course are as follows:

1. Strategic Direction and Policy Environment
2. Learning, Teaching and Curriculum
3. Teacher Professional Growth and Development
4. Staff and Resources Management
5. Quality Assurance and Accountability
6. External Communication and Connection to the Outside World

Target Participants

All serving teachers and educational practitioners with five or more years of teaching experience and a recognized teacher training qualification are eligible to apply for the Course. The Course will be open to school nominations (i.e. nominations from school supervisors/chairpersons of sponsoring bodies) or individual applications. In case of over subscription, the priority for admission will be accorded in descending order as follows:

1. serving vice-principals/deputy heads in government and aided schools or equivalent;
2. participants who have successfully completed/enrolled in the Needs Analysis for Aspiring Principals;
3. serving middle leaders including Senior Graduate Master/Mistress, Education Officer, Primary School Master/Mistress and Assistant Master/Mistress; and
4. other applicants.

Graduation Requirements

Upon the completion of the PFP Course, participants must fulfil the following graduation requirements for the award of **Certificate of Completion**:

- attending at least 90% of the six core areas of leadership lecture hours (i.e. 23 sessions out of 25 sessions). Those who miss more than 10% of the lecture hours will automatically fail.
- submitting one assignment for each of the six core areas of leadership and receiving a passing grade in all assignments.
- completing an action research project with a passing grade.

The Certificates will be issued along with transcripts stating the grades gained in the assignments and the action research project.

Participants who have successfully completed the requirements for re-taking PFP Course will be issued with Letters of Certification.

Medium of Instruction

Cantonese (English as a supplement)