

## *Date of Commencement*

1st Intake: 9 November 2011  
2nd Intake: 7 March 2012

## *Fees*

The tuition fee for the entire programme is HK\$18,000. There is a non-refundable application fee of \$100 for each application.

## *Medium of Instruction*

Cantonese (English as a supplement)

## *Venue*

The Chinese University of Hong Kong, Shatin, New Territories, Hong Kong.

## *Application Procedures*

1. Application forms are obtainable from
  - Our website at [www.fed.cuhk.edu.hk/hkier/pfp](http://www.fed.cuhk.edu.hk/hkier/pfp); or
  - Hong Kong Institute of Educational Research  
The Chinese University of Hong Kong  
[Envelopes should be marked: PFP]
2. Completed applications must be accompanied by:
  - Tuition fee\* and application fee (TWO crossed cheques made payable to The Chinese University of Hong Kong);
  - Photocopies of academic & professional certificates (e.g. BEd/PGDE/PGCE/Teacher's Certificate); and
  - Photocopies of applicants' HKID cards or other identity documents as given in the application forms.

*\* Tuition fees will be refunded to those applicants who have not been admitted to the Course.*
3. Completed application forms should be sent to:  
Hong Kong Institute of Educational Research  
The Chinese University of Hong Kong  
Room 204, Ho Tim Building  
Shatin, New Territories  
[Envelopes should be marked: PFP]
4. For enquiries, please contact Ms. Annie Wong at **3943 6205** or Ms. Mavis Kwan at **3943 4357** or e-mail to: [hkier-training@cuhk.edu.hk](mailto:hkier-training@cuhk.edu.hk)

## *Application Deadline*

1st Intake: 12 October 2011  
2nd Intake: 3 February 2012



Department of Educational Administration and Policy  
Hong Kong Centre for the Development of Educational Leadership  
**The Chinese University of Hong Kong**

# *Preparation for Principalship Course*

**for Aspiring Principals**

**2011-2012**



## *Introduction*

In July 2002 the Education Bureau announced that from 2004/05 all newly appointed principals will need to attain the “Certification for Principalship” (CFP), in addition to complying with the appointment conditions in force at that time, before they can be considered for appointment to principalship. The CFP comprises the following:

1. a needs analysis
2. a designated course
3. submission of a professional development portfolio

The Education Bureau has accredited The Chinese University of Hong Kong to deliver the “Preparation for Principalship Course for Aspiring Principals” (PFP) in order to help participants to fulfil the second component of the CFP requirement.

The PFP Course is accepted as an acceptable management training course required for promotion to the post of deputy heads (i.e. Principal Graduate Master/Mistress in Secondary Schools / Senior Primary School Master/Mistress in primary schools).

## *Course Contents*

The Course will last for 75 contact hours and include a number of compulsory assessment tasks. In addition, participants must attend training sessions on how to develop an action plan and build a professional development portfolio. Participants must also engage in an action research project in a school setting in order to apply what they have learned from the Course. Participants will be given a maximum of six months to finish the Action Research Project after attending all sessions of the 6 topic areas.

The main topic areas 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 obtained from a Hong Kong tertiary educational institution (or equivalent) are eligible to apply for the Course. The Course will be open to school nominations (i.e. nominations from school supervisors/chairmen of sponsoring bodies) or individual applications. In case of over subscription, the priority for admission will be accorded to vice-principals and teachers more senior in rank and experience, and in descending order as follows:

1. Serving vice-principals/deputy heads in government and aided schools or equivalent
2. Participants who have successfully completed or enrolled in the Needs Analysis for aspiring principals
3. Serving senior teachers
  - at the rank of SGM (for aided secondary schools)
  - at the rank of Education Officer (for government secondary schools)
  - at the ranks of AM/PSM (for aided and government primary schools)
4. Other applicants

## *Graduation Requirements*

All participants are required to attend at least 90% of the Course. Those who miss more than 10% of the course (or two sessions) will automatically fail.

All participants are to submit one assignment for each topic area. Such assignments should be professionally interesting and important to school leadership. Before submitting the final product, participants should meet with their Instructional Associates to ensure that the format and content are acceptable. Participants who fail to meet appropriate quality standards will not receive a passing grade and may be asked to revise their work.

Each participant is required to complete an action research project in a school setting. Projects which do not reflect class content, or which contain technical errors will not be awarded a passing grade. If this occurs, participants will be required to revise the project.

Certificates will be issued to those participants who have successfully completed the Course, by meeting the attendance requirement and obtaining a passing grade in their assignments and action research projects.