

English Language Enhancement Programme for Kindergarten Teachers – Level Two (2020/21)

APPLICATION GUIDE (CLEARING ROUND)

1. Application Period

4 January 2021 (10:00 am) – 15 January 2021 (5:00 pm)

2. General Information

- 2.1 Please read the enrolment details provided on the SCOLAR website ([click here](#)) as well as the programme information on our programme website carefully before completing the online application form.
- 2.2 Information provided in the application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the Programme.
- 2.3 Upon admission to the Programme, applicants' data collected in this application form would be transferred to the student record system of the School for academic, teaching and administration purposes. The data of applicants/students will be shared with the SCOLAR/Education Bureau and appropriate parties and personnel of the University for administration, communication and other related purposes.
- 2.4 Under the provision of the Personal Data (Privacy) Ordinance, applicants have the rights to request personal data access or correction. Request can be made in writing via email scereg@hkbu.edu.hk. The School may charge a fee to cover the administrative cost.
- 2.5 For unsuccessful applicants, all documents submitted together with the application form will be destroyed.
- 2.6 Information contained on the Programme webpages and in this Application Guide is subject to changes without prior notice.

3. Application Procedures and Required Documents

- 3.1 All applications should be made via the “SCE Online Application System”.
- 3.2 Please download and complete the “Supplementary Form” and “Recommendation Letter (for teacher use only)”, scan and save the 2 completed forms as 2 separate PDF files.
- 3.3 Enter “SCE Online Application System” and fill in the required data (i.e. personal information, qualifications and work experience).

3.4 Upload the digital files of the following documents via the “SCE Online Application System”:

English Language Enhancement Programme for Kindergarten Teachers – Level Two	
1	Completed “Supplementary Form (for teacher use only)”
2	Completed “Recommendation Letter (for teacher use only)”
3	A recent photo
4	HKID Card
5	Certificate of Registered Teacher
6	Proof of language ability for meeting the entry requirement of the Programme (i.e. HKDSE Level 2 or above in English Language <u>or</u> HKCEE Grade E or above in English Language
7	Graduation certificate of C(ECE) qualification or recognizable QF Level 4 qualification in ECE or its equivalent
8	Certificate of Attendance/Completion for the English Language Enhancement Programme for Kindergarten Teachers – Level One Programme (if available)

3.5 An acknowledgement letter will be sent to applicants via email within 14 working days upon receipt of applications. For applicants who do not receive any notice by then, please contact the staff of the Programme Administration Section by email (sceceed@hkbu.edu.hk) or telephone (3411 4310).

4. Release of Application Results

Applicants will be notified of the application results via email on or before 22 January 2021 (Saturday). Successful candidates are required to acknowledge the application result on or before 27 January 2021 (Thursday).

5. Enquiry

HKBU-SCE

Tel: 3411 4310; Email: sceceed@hkbu.edu.hk

SCOLAR

Tel: 3741 2429; Email: lepkg@edb.gov.hk