

English Language Enhancement Programme for Kindergarten Teachers - Levels One and Two (2021/22)

APPLICATION GUIDE

1. Enrollment Deadline

Class Code	Enrolment Deadline
ENG-O3 & ENG-O4	4:00 pm on 17/2/2022 (Thu)
ENG-O5, ENG-O6, ENG-T1, ENG-T2 & ENG-T3	4:00 pm on 17/3/2022 (Thu)

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 submitted together with the application. Incomplete application documents 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 Collection of personal data adheres to the Privacy Policy Statement/Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University. Please click [here](#) for access to the PPS/PICS.
- 2.5 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.
- 2.6 For unsuccessful applicants, all documents submitted together with the application form will be destroyed after the enrolment exercise.
- 2.7 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)” or “Self-recommendation Letter (for principal 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”:

	Level One Programme	Level Two Programme
1	Completed “Supplementary Form”	Completed “Supplementary Form”
2	Completed “Recommendation Letter (for teacher use only)” / “Self-recommendation Letter (for principal use only)”	Completed “Recommendation Letter (for teacher use only)” / “Self-recommendation Letter (for principal use only)”
3	A recent photo	A recent photo
4	HKID Card	HKID Card
5	Certificate of Registered Teacher	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 or HKCEE Grade E or above in English Language	Proof of language ability for meeting the entry requirement of the Programme (i.e., HKDSE Level 2 or above in English Language or HKCEE Grade E or above in English Language
7	Graduation certificate of C(ECE) qualification or a recognizable QF Level 4 qualification in ECE or its equivalent	Graduation certificate of C(ECE) qualification or a 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 <i>(Remarks: If applicants are applying for both Levels One and Two programmes, they may provide the documentary proof of their completion of the Level One programme at a later stage.)</i>

- 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 (sceeceed@hkbu.edu.hk) or telephone (3411 4310).

4. Release of Enrolment Results

Class Code	Date of Release of Enrolment Results (via email)	Period of Acknowledgement of Enrolment Results by Applicants
ENG-O3 & ENG-O4	22/2/2022 (Tue)	23/2/2022 (Wed) - 25/2/2022 (Fri)
ENG-O5, ENG-O6, ENG-T1, ENG-T2 & ENG-T3	22/3/2022 (Tue)	23/3/2022 (Wed) - 25/3/2022 (Fri)

5. Enquiry

HKBU SCE

Telephone: 3411 4310
 Email: sceeceed@hkbu.edu.hk
 Website: hkbusce.hk/oel

SCOLAR

Telephone: 3741 2429
 Website: <https://scolark.hk.edb.hkedcity.net/>