

## English Language Enhancement Programme for Kindergarten Teachers – Levels One and Two (2023/24)

### APPLICATION GUIDE

(Applicable to **Second-Term Courses** to be commenced between March 2024 and May 2024)

#### 1. Application Deadlines (Second-Term Courses)

Programme	Class Code	Application Deadline
Level One	ENG-BU-L1-05	4:00 pm on 1 March 2024 (Friday)
Level Two	ENG-BU-L2-03	4:00 pm on 2 April 2024 (Tuesday)
	ENG-BU-L2-04	4:00 pm on 19 April 2024 (Friday)

#### 2. General Information

- 2.1 Please read the application 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 the 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 and Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University. Please click this link (<https://bupdpd.hkbu.edu.hk/policies-and-procedures/pps-pics/>) for access to the PPS/PICS.
- 2.5 Under the provision of the Personal Data (Privacy) Ordinance, applicants have the right to request personal data access or correction. Request can be made in writing via email at [scereg@hkbu.edu.hk](mailto:scereg@hkbu.edu.hk). The School may charge a fee to cover the administrative cost.
- 2.6 For unsuccessful applicants, all submitted documents 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 change 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)**” / “**Self-recommendation Letter (for principal use only)**”, scan and save the 2 completed forms as **2 separate PDF files**.
- 3.3 Enter the “[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	HKID Card	HKID Card
4	Certificate of Registered Teacher	Certificate of Registered Teacher
5	Proof of language ability for meeting the entry requirement of the Programme (i.e. <b>HKDSE Level 2</b> or above in English Language or <b>HKCEE Grade E</b> or above in English Language)	Proof of language ability for meeting the entry requirement of the Programme (i.e. <b>HKDSE Level 2</b> or above in English Language or <b>HKCEE Grade E</b> or above in English Language)
6	Certificate in Early Childhood Education ( <b>C(ECE)</b> ) qualification or a recognisable Hong Kong Qualifications Framework ( <b>HKQF</b> ) <b>Level 4</b> qualification in ECE or its equivalent	Certificate in Early Childhood Education ( <b>C(ECE)</b> ) qualification or a recognisable Hong Kong Qualifications Framework ( <b>HKQF</b> ) <b>Level 4</b> qualification in ECE or its equivalent
7	(N/A)	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 documentary proof of completion for the Level One programme later.)</i>

- 3.5 An acknowledgement letter will be sent to applicants via email within 7 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](mailto:sceceed@hkbu.edu.hk)) or telephone (3411 4310).

### 4. Release of Application Results (Second-Term Courses)

Programme	Class Code	Release of Application Results (by email)	Acknowledgement of Results by Participants
Level One	ENG-BU-L1-05	5 March 2024 (Tuesday)	7 March 2024 (Thursday)
Level Two	ENG-BU-L2-03	5 April 2024 (Friday)	9 April 2024 (Tuesday)
	ENG-BU-L2-04	23 April 2024 (Tuesday)	25 April 2024 (Thursday)

### 5. Enquiry

#### **HKBU SCE**

Telephone: 3411 4310  
 Email: [sceceed@hkbu.edu.hk](mailto:sceceed@hkbu.edu.hk)  
 Website: [hkbusce.hk/oel](http://hkbusce.hk/oel)

#### **SCOLAR**

Telephone: 3525 1349  
 Website: <https://scolarhk.edb.hkedcity.net/>