

# Aspiring Principals' Programmes

## 2025-26

### (20<sup>th</sup> session)

Endorsed by Education Bureau (EDB), HKSAR  
Offered by Department of Education and Psychology (EDPY), HKBU

## Introduction

With effect from 2004/05, education professionals who are aspired to take up principalship in Hong Kong schools will have to attain the "Certification for Principalship" (CFP) requirements as set by the Education Bureau (EDB) before they are considered for appointment.

The CFP comprises three components:

- (1) Successful completion of "Needs Analysis" (NA) ;
- (2) Successful completion of "Preparation for Principalship Course for Aspiring Principals " (PFP Course) ; and
- (3) Fulfilling requirements for the professional development portfolio ^

^ submit to EDB in person after completing (1) & (2)

Authorised by the Education Bureau (EDB) of the Hong Kong SAR, the Department of Education Studies (EDUC) of Hong Kong Baptist University (HKBU) **is now offering** NA & PFP Course which are tailored for aspiring principals to satisfy the Certification for Principalship (CFP) requirements of components (1) and (2) listed above.

NA & PFP Course also aim to prepare aspiring principals with professional competencies in building up their professional development portfolio.

# Programme Content & Details



## (1) Needs Analysis for Aspiring Principals (N A)

HKBU “Needs Analysis for Aspiring Principals” (NA) will be conducted in **three stages** as follow:

### **Stage 1: Pre-Analysis (Pre-NA)**

Date: 8 November 2025 (Sat)

Time: 09:00 – 13:00

Venue: Hong Kong Baptist University, Kowloon Tong

### **Stage 2: Analysis Session (The Analysis Day)**

Date: 22 November 2025 (Sat)

Time: 08:00 – 18:00

Venue: Po Leung Kuk C.W. Chu College

*(Address: Lung Hang Estate, Tai Wai, Shatin, New Territories)*

### **Stage 3: Support after NA Day – Ongoing Development**

1. Support for “Leadership Developmental Journal” Writing
2. Consultation Support

#### ◆ **Medium of Instruction:**

Cantonese supplemented with English

(Remarks: English groups will only be available with a minimum of 4 English-speaking participants.)

#### ◆ **Course requirements:**

- (1) MUST attend **both** sessions “Stage 1: Pre-NA” **AND** “Stage 2: The Analysis Day”; and
- (2) Complete and fulfill the requirements of NA Working Booklet during “Stage 1: Pre-NA” & “Stage 2: The Analysis Day”

#### ◆ **Course fee:**

HK\$ 4,250

#### ◆ **Payment method & refund:**

- (1) **No** payment is required when you apply for the course.
- (2) Once the admission offer is confirmed, course fee should be paid in one instalment during the specific period mentioned in the admission offer email. Payment method will also be introduced in the admission offer email.
- (3) Paid applicants who would like to withdraw from the course may apply for refund. Written applications for refund must be made **at least 3 calendar weeks** before the course commencement date (i.e. 18 October 2025). A 50% administration fee (i.e. HK\$ 2,125) will be deducted if the refund is approved. Late application will not be entertained.



## (2) Preparation for Principalship Course for Aspiring Principals

HKBU "Preparation for Principalship Course for Aspiring Principals" (PFP Course) consists of **4 components**.

(A) **Orientation & Course round-up**

(B) **2 sessions of "Action Research"** (6 hours in total) #

(C) **Lectures of six core modules** (79.5 hours in total) #

- 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
- (Elective lectures are available for some modules.)

(D) **Elective sessions & School Visits** (Optional)

# For applicants who would like to apply for **Course Retake** (retakers), please submit your scanned copy of "Restarting the CFP Process" issued by EDB in order to proceed your application.

◆ **Duration of lectures:**

20 December 2025 – 9 May 2026 (Every Saturday except public holidays)

(Remarks: Subject to the final timetable, some Saturdays may be excluded)

◆ **Lecture time:**

13:00 – 18:20 (20 Dec 2025 for first lecture day)

13:00 – 18:50 (3 Jan 2026 to 9 May 2026 for general lecture days)

◆ **Venue:**

Hong Kong Baptist University, Kowloon Tong

◆ **Medium of Instruction :**

Cantonese supplemented with English

(Remarks: An English tutorial session per module will be provided for English-speaking participants.)

◆ **Graduation requirements:**

- (1) Fulfill at least 90% attendance rate; and
- (2) Complete and submit all assignments on time<sup>@</sup> with passing grades (A reflection paper for each core modules and Action Research Report; 7 assignments in total)

<sup>@</sup> Can be written in Chinese or English

◆ **Course fee :**

HK\$ 29,500 (Retake - HK\$ 11,000)

◆ **Payment method & refund :**

- (1) **No** payment is required when you apply for the course.
- (2) Once the admission offer is confirmed, course fee should be paid in one installment during the specific period mentioned in the admission offer email. Payment method will also be introduced.
- (3) Paid applicants who would like to withdraw from the course may apply for refund. Written applications for refund must be made **at least 3 calendar weeks** before the course commencement date (i.e. 29th November 2025). A 50% administration fee (i.e. HK\$14,750 or HK\$5,500) will be deducted if the refund is approved.

# Requirements for Applicants

- ◆ NA & PFP Course are independent. Applicants may apply both courses or apply separately. Requirements for applicants are as follow:
  - (1) Serving teachers and education practitioners possessing a **recognized teacher training qualification** (i.e. a local Teacher's Certificate, a local Postgraduate Diploma/ Certificate in Education, a local Bachelor of Education degree or equivalent); **AND**
  - (2) Have **five or more years** of teaching experience in local primary, secondary or special schools or equivalent
- ◆ Priorities will be given to applicants in the following descending order:
  - (1) Serving vice principals / deputy heads in government or aided schools or equivalent (At the rank of SEO/PGM/SPSM or equivalent)
  - (2) Applicants who have successfully completed or enrolled in the other part of the Programme (i.e. NA applicants who have completed PFP Course; PFP Course applicants who have completed NA)
  - (3) Serving seniors teachers
    - At the rank of EO (for government secondary schools)
    - At the rank of SGM (for aided secondary schools)
    - At the rank of PSM (for government or aided primary schools)
  - (4) Other eligible applicants

## Application Procedures

- (1) Eligible applicants can apply by filling in the online application form or scan the QR code (**online application available ONLY**)
  - Online application Hyperlink: [https://hkbuchtl.qualtrics.com/jfe/form/SV\\_2gTBmy96uNCBx5Q](https://hkbuchtl.qualtrics.com/jfe/form/SV_2gTBmy96uNCBx5Q)



- (2) Please submit and upload the following documents (**scanned copy**) when filling in the online application form.
  - Hong Kong ID Card
  - Recognized teacher training qualification proof ^ (i.e. a local Teacher's Certificate, a local Postgraduate Diploma/ Certificate in Education, a local Bachelor of Education degree or equivalent)
  - Academic qualification proof (Graduation Certificate of your bachelor degree or above) @
  - Professional qualification proof (if applicable)
  - "Restarting the CFP Process" document proof issued by EDB (for **retakers** only)

@ PFP Course is categorized as a taught postgraduate programme offered by HKBU. For successful PFP Course applicants, you are required to present the **original copy** of your recognized teacher training qualification proof and academic qualification proof to HKBU Staff on the first lecture day (20 December 2025) for verification.

## Application Deadlines

- 1<sup>st</sup> Round: 15 August 2025 (Friday) 12:00noon**
- \*2<sup>nd</sup> Round: 5 September 2025 (Friday) 12:00noon**
- \*3<sup>rd</sup> Round: 26 September 2025 (Friday) 12:00noon**

\* Application will be closed if the quotas from the previous round were all filled up.

### Enquiries

Education Leadership and School  
Partnership (ELSP) Office  
Department of Education and Psychology,  
HKBU

**Tel: 3411 5545**