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Professional Development Incentive Grant Scheme for Language Teachers

Application Form

(for programmes of study relevant to the English Language subject)

(Revised on 29 April 2011)

- I. **Applications must be submitted within 6 months from the commencement date of the programme of study. Late submissions will NOT be accepted.**
- II. Please read the “Notes to Applicants” before filling in this application form.
- III. The completed application form and the photocopy of the HKID Card can be sent by post or by hand to **Professional Development Incentive Grant Scheme for Language Teachers, Rm 1702, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon.**
- IV. Applications for earmarking of grant are processed on a first-come-first-served basis. The time taken for processing an application depends on individual case and the number of applications received at a particular time. Under normal circumstances, the Scheme will notify you of the result / progress within 30 working days after the receipt of your application. During the peak season (July to October), the time taken will be about two months.
- V. If you belong to any one of the special groups of students, please complete - **Sections A, B (Part II), C, D and E of the application form.**
- VI. If you are a serving teacher not belonging to the groups defined in V, please complete – **Sections A, B, D and E of the application form.**

Section A Personal Particulars of Applicant

(I) Personal Particulars

Name of Applicant	(in English)	
	Surname:	Given Names:
	(in Chinese)	
Hong Kong Identity Card Number		
* Please submit a photocopy of your HKID Card.*		
Correspondence Address		
Telephone/Fax Numbers	(Residential)	(Office)
	(Mobile)	(Fax)
E-mail Address		

(II) Education Attainment and Grant Application History Please as appropriate

Are you a holder of a first or higher degree?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IF YES, what was your major in association with the degree? ¹				
<input type="checkbox"/>	English Language Subject	<input type="checkbox"/>	Chinese Language Subject	<input type="checkbox"/>
				Others
Are you a holder of any teacher training qualification?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IF YES, what was your major in association with your teacher training?				
<input type="checkbox"/>	English Language Subject	<input type="checkbox"/>	Chinese Language Subject	<input type="checkbox"/>
				Others
Have you already received / been earmarked grants under “The Incentive Grant Scheme for English Teachers” (the IGS) ² that was launched by SCOLAR in 2000/01, OR this “Professional Development Incentive Grant Scheme for Language Teachers” (PDIGS)?				
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IF YES,				
Application No.:	<input type="text"/>	<input type="checkbox"/>	IGS	<input type="checkbox"/>
		<input type="checkbox"/>	PDIGS	<input type="checkbox"/>
Subsidy already earmarked / released		HK \$		

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Qualifications held with reference to programme enrolled		Type
Degree (First or Higher)	Teacher Training	
Relevant major	Relevant major	a
	Non-relevant major	b
	No teacher training	c
Non-relevant major	Relevant major	d
	Non-relevant major	e
	No teacher training	f
No degree	Relevant major	g
	Non-relevant major	h
	No teacher training	i

¹ Regarding whether your degree or teaching training programme is recognized as equivalent to a language major programme, please refer to D.5 of Notes to Applicants. If you have further questions, please contact the Professional Development and Training Division of the Education Bureau (tel: 3150 8003 or fax: 2537 2446).

² The maximum subsidy provided for applicants under IGS was HK\$20,000.

(III) Employment Please as appropriate.

Name of School currently employed in					
Telephone Number		Fax			
Address					
Type of School	(A) Secondary or Primary? <i>(May choose more than one)</i>				
		Primary		Secondary	
	(B) School finance type <i>(Please choose one only)</i>				
		Government		Aided	Special
	Caput		DSS	Private	
Language Subject(s) Taught ³ <i>(Please choose one only)</i>		English Language		Chinese Language	Both

(To be completed by the Principal of the above named school)

The school offers formal local curriculum and is not an English Schools Foundation, international school or private independent school offering non-local curriculum.

I verify that _____ *(applicant's name)*, HKID Card No.: _____,

- currently employed in an aided, government, Caput, DSS school and teaching the subject(s) as chosen above.
- currently employed in a private / private independent school offering formal local curriculum and teaching the subject(s) as chosen above.

Name of Principal		Signature	
Official Stamp of School		Date	

³ If an application is submitted during summer break, the Language subject(s) taught refer(s) to the Language subject(s) that was/were taught in the school year immediately preceding the summer break. Teachers teaching only the Putonghua, Chinese Literature and/or English Literature subject(s) are not eligible to apply.

Section B Employment History as a Teacher

(I) Employment History before the 2004/05 School Year ⁴

This part is to be completed by the principal of **ANY ONE** of the schools that you had taught before 1 September 2004.

Name of School			
Telephone Number		Fax	
Address			

(To be completed by the Principal of the above named school)

I verify that, for the purpose of the Scheme, _____ (*applicant's name*), HKID Card No. _____, was employed as a teacher by our school within the period from _____ to _____ and he/she taught the primary or secondary curriculum.

Name of Principal		Signature	
Official Stamp of School		Date	

⁴ For the purpose of the Scheme, a "school year" is taken to commence on 1 September of a calendar year and end on 31 August of the following calendar year.

(II) Employment History since the commencement of the 2004/05 school year

Please provide information about **ALL the schools (including the one that you are currently teaching)** that you have been employed since 1 September 2004 in chronological order. (Please fill in the earliest date of employment if you have been employed in the current school before 1.9.2004 and photocopy this page for use, if necessary.)

Please as appropriate.

Name of School			
Address			
Telephone number		Fax number	
Period of Employment	Employment start date:		
	<i>(Please choose one)</i>		
	<input type="checkbox"/> Employment still effective as at now		
	<input type="checkbox"/> Employment end date:		
Name of School			
Address			
Telephone number		Fax number	
Period of Employment	Employment start date:		
	<i>(Please choose one)</i>		
	<input type="checkbox"/> Employment still effective as at now		
	<input type="checkbox"/> Employment end date:		
Name of School			
Address			
Telephone number		Fax number	
Period of Employment	Employment start date:		
	<i>(Please choose one)</i>		
	<input type="checkbox"/> Employment still effective as at now		
	<input type="checkbox"/> Employment end date:		

I certify that the above is the complete record of my employment history as a teacher in Hong Kong since 1 September 2004. I certify that there has been no break of service from the teaching profession⁵ since 1 September 2004.

Name of Applicant		Signature	
		Date	

⁵ "Break of service" refers to leaving the teaching post at a primary or secondary school in Hong Kong for more than 45 days. It has further extended to one calendar year from 2006/07 school year onwards.

Section C PGDE / PCEd / BEd Students in the 2003/04 Academic Year

This section is only applicable to the two special groups of students as specified at C.2 of the Notes to Applicants and to be completed by the tertiary institution. Please provide the required documents for processing.

This is to certify that _____ (*applicant's name*), HKID Card No. : _____,

Please as appropriate.

<input type="checkbox"/>	<p>was a <u>Chinese-/English-major student</u> admitted to a full-time Postgraduate Diploma in Education (PGDE) / Postgraduate Certificate in Education (PCEd) programme in our institution in the 2003/04 academic year⁶ <u>but held a degree which was not in the relevant language subject.</u></p> <p>(Please provide photocopies of the official transcripts of the PGDE/PCEd and your Bachelor degree.)</p>		
<input type="checkbox"/>	<p>was a third / fourth year full-time Bachelor of Education (BEd) student of our institution in the 2003/04 academic year and had <u>chosen Chinese Language / English Language as the minor subject.</u></p> <p>(Please provide the photocopy of the official transcripts of the BEd.)</p>		
The above information is certified by –			
Name		Signature	
Designation		Contact Number	
Official Stamp of Institution		Date	

⁶ For the purpose of the Scheme, an “academic year” is taken to commence on 1 September of a calendar year and end on 31 August of the following calendar year.

Section D Details of Programme of Study

Please as appropriate.

Full name of Programme (with major / specialized area of study)	Full Name of Programme (Please make reference to the “List of Programmes Accepted for the Scheme” for the full name of the Programme if the programme is on the list):					
	Major / Specialized area of study (if applicable):					
Programme enrolled is in relevance to		English Language subject				Chinese Language subject
Mode of Study		Part-time		Full-time		Mixed (comprising Part-time and Full-time modes)
Name of Programme Provider / Institution						
Programme Commencement Date ⁷	(dd/mm/yyyy)					
Programme Completion Date ⁸	(dd/mm/yyyy)					
Estimated Tuition Fee for <u>Entire</u> Programme	HK \$					
<p>Is the programme you enrolled in on the list of “Programmes Accepted for Grants under the Professional Development Incentive Grant Scheme for Language Teachers”?</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF NO, please provide a copy of the programme leaflet or prospectus provided by the programme provider / institution (e.g. relevant parts of the prospectus downloaded from institution’s official website.) Your application may not be accepted if you could not provide such documents.</p>						

(To be completed by the above stated Institution)

This is to certify that _____ (*applicant’s name*), HKID Card No.: _____, has successfully enrolled in the above stated programme of study, with commencement and completion dates as listed above.

Name		Signature	
Designation		Contact Number	
Official Stamp of Institution		Date	

⁷ Programme commencement date refers to the date when the lesson starts.

⁸ Programme completion date refers to the date when all lessons, coursework and examinations involved in the programme of study finish.

Section E Declaration

Please note that this application will become void if it contains any false information. The Scheme reserves the right to withhold any grant earmarked for an applicant and/or to claw back any grant released to an applicant.

Please sign this declaration if you have read and agree to the following statements:

1. I have read and fully understood the Notes to Applicants of the “Professional Development Incentive Grant Scheme for Language Teachers”. I declare that to the best of my knowledge, all the information given by me in this application form and documents submitted are complete, true and accurate. I understand that if I willfully omit, give any false information, misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.
2. I understand that, for processing my application, the Scheme may refer to my records kept under the e-Services of EDB and contact my previous and/or current employers, course providers and other EDB / government departments/organizations to verify the information and documents provided in my application for the earmarking of grant and my future application for the release of grant, if necessary. I am aware that the Scheme will rely on the information provided by me to determine my eligibility for application under the Scheme and to assess the amount of grant to be offered.
3. I authorize the Scheme or its authorized agents to use the personal data provided on this application form, and any supplementary information for activities related to the following:
 - (i) the processing and authentication of my applications under the Scheme;
 - (ii) the processing of payment of grant; and/or
 - (iii) statistics and research.
4. I understand that the Scheme will disclose the personal data herein submitted to those parties for the activities above-mentioned, where all the parties have given their consent to such disclosure, and where such disclosure is authorized or required by law.
5. I understand that the Scheme has the right to review my applications and adjust my grant entitlements when necessary. I undertake to refund to the Scheme any overpayment made to me upon demand.
6. I understand that if there is any change to any information provided in this application form, I should notify the Scheme in writing immediately; otherwise, the applications may be delayed or rejected. It will not be accepted as reason for argument to revoke any decisions of the Scheme.

Applicant's Name		Applicant's Signature	
Applicant's HKID Card No.		Date	

Applicants are reminded that it is an offence under the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) to offer any advantages (e.g. money, gift, etc.) to an employee of the Scheme as an inducement to or reward for facilitating or expediting the processing of applications.