



SECONDARY SCHOOL TEACHERS IN-SERVICE TRAINING PROGRAMME
COMMISSIONED BY THE EDUCATION BUREAU

教育局委託舉辦
中學教師在職培訓課程

**Certificate Course on Student Guidance and Discipline for
Teachers of Secondary Schools (2024/25)**

中學教師學生訓育及輔導證書課程 (2024/25)

Application for Admission 入學申請

School Head's Recommendation 校長推薦 (Form 表格 A2)

(* Please delete as appropriate. * 請刪去不適用者。)

- I nominate **Mr./Ms.*** _____ (name of applicant) to apply for the captioned course:
本人推薦 _____ (申請人姓名) **先生/女士*** 申請以上課程：
(Please tick the appropriate box. 請在合適方格加上✓號。)
 For applicant's professional development 以助申請人的專業發展
 For school's needs 以配合學校的需要
 For other reasons 其他原因
(Must specify 必須註明： _____)
- The applicant **will be / will not be** * a member of the student guidance/discipline team in our school in the 2024/25 school year.
在 2024/25 學年，申請人 **將會/不會*** 成為本校訓輔組的成員。
- I understand that this course is funded by the EDB. If our nominee is accepted, we shall make necessary arrangements to allow **him/her*** to attend all class sessions in order to complete the course. If our nominee is absent from the class(es) due to school duties, we shall provide school letter(s) signed by the school head as proof.
本人明白以上課程是由教育局撥款，若提名的教師獲取錄，本校將會安排**他/她*** 出席所有課堂，以完成這課程。如獲取錄教師因學校事務缺席課堂，本校會提供由校長簽發的缺席證明。
- I understand that the applicant is accepted based on my recommendation in the 2023/24 school year. If the applicant changes his/her serving school in the 2024/25 school year, his/her admission to the 2024/25 course may be cancelled.
本人明白本課程取錄條件之一為申請人必須獲得本人於 2023/24 學年所作的推薦，如獲取錄的教師於 2024/25 學年轉教他校，其 2024/25 課程的入學資格或會被取消。

School Head's Signature 校長簽名

School Head's Name 校長姓名

School Chop 校印

School Name 學校名稱 (in English BLOCK Letters 以英文正楷填寫)

School Code 學校編號 (6 digits 六位數字)

Date 日期

Applicants are required to submit a **PDF version** of the completed **School Head's Recommendation (Form A2)** together with the **Supplementary Form (Form A1)** via the HKBU-SCE online system on or before the application deadline (**14 June 2024**). Successful applicants will be requested to submit the **original** of the completed **School Head's Recommendation** upon admission.

申請人須於截止報名日期或之前 (**2024 年 6 月 14 日**)，將已填妥的「**校長推薦**」(表格 A2) **PDF 版本**，連同本課程的「**附加表格**」(表格 A1)，一併經本院網上系統遞交。獲取錄的申請人，須於入學時將已填妥的「**校長推薦**」**正本**交回。