

Education Bureau
Staff Interflow Schemes 2024

School Application Form
(To be completed by School Heads)

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 26/2024 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 — Staff Interflow Schemes 2024) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2024 should reach HRM Unit of EDB or EDB's drop-in-box on or before 5 April 2024

Participation in IT in Education Centre of Excellence Scheme

My school wishes to participate in the IT in Education Centre of Excellence Scheme in the 2024/25 school year. The following are the particulars of my school:

Part I: School Information

School Name: _____
 School Address: _____
 Telephone No.: _____ Fax No.: _____
 Contact Person: *Mr/Ms _____
 Telephone No.: _____ Fax No.: _____
 E-Mail Address _____

Part II: Proposal Details

Please submit a proposal with the following details on no more than ten pages of A4 paper:

- background information about the school;
- three major strengths in promotion of e-learning which are in line with the EDB's policy on IT in Education;
- whole-school planning on e-learning implementation, including curriculum planning, capacity building and use of IT tools (e.g. e-textbook, e-learning resources, e-assessment platforms) in different KLAs and STEAM education;
- a school plan in promoting information literacy, and parent education in the context of e-learning and e-safety (including internet safety, healthy and ethical use of electronic devices, cyberbullying prevention and information evaluation), if any;
- a brief description of achievements in promoting IT in Education in the past three years (with track records);
- a concrete e-learning work plan on providing professional support to schools, building your own school's professional capacity and community of practice in the school sector; and
- information on additional manpower support (including an overview of the supporting teachers' relevant experiences, expertise and major subjects taught) who are considered appropriate to serve as backup to the nominated teachers, if any.

Part III: Details of Teachers Nominated for Secondment to EDB

My school wishes to nominate the following two teachers to be the part-time seconded teachers to the IT in Education Section in the 2024/25 school year (Schools applying for the Scheme are required to nominate two serving teachers at the same time.):

No.	Name of Teacher ^{Note}	Rank	HKID(First 4 digits)
1.	*Mr/Ms		
2.	*Mr/Ms		

Note : Each part-time seconded teacher should also submit a completed Appendix B with Annex 3 to show their experiences and qualifications.

Signature of School Head: _____
 Name of School Head _____
 (in BLOCK letters)
 Date: _____

*Please delete where inapplicable