



香港教育大學

The Education University
of Hong Kong

With effect from the 2004/05 school year, Aspiring Principals (APs) have to attain the "Certification for Principalship" (CFP) before they could be considered for appointment to principalship. To attain the CFP, APs must fulfill the following criteria within a two-year CFP process:

1. Successful completion of a *Needs Analysis (NA)*;
2. Successful completion of "*Preparation for Principalship*" (PFP) Course; and
3. Successful completion of the professional development portfolio.

With the authorisation from EDB, the Asia Pacific Centre for Leadership and Change (APCLC) at The Education University of Hong Kong (EdUHK) offers this Aspiring Principals Programme to satisfy components (1) and (2) of the above CFP requirements.

We have the pleasure in announcing that applications are now being taken for participation in the NA exercise and the PFP course. Engagement in the NA and PFP will be valuable for leaders at all levels of the school, and particularly those aspiring to the principalship.

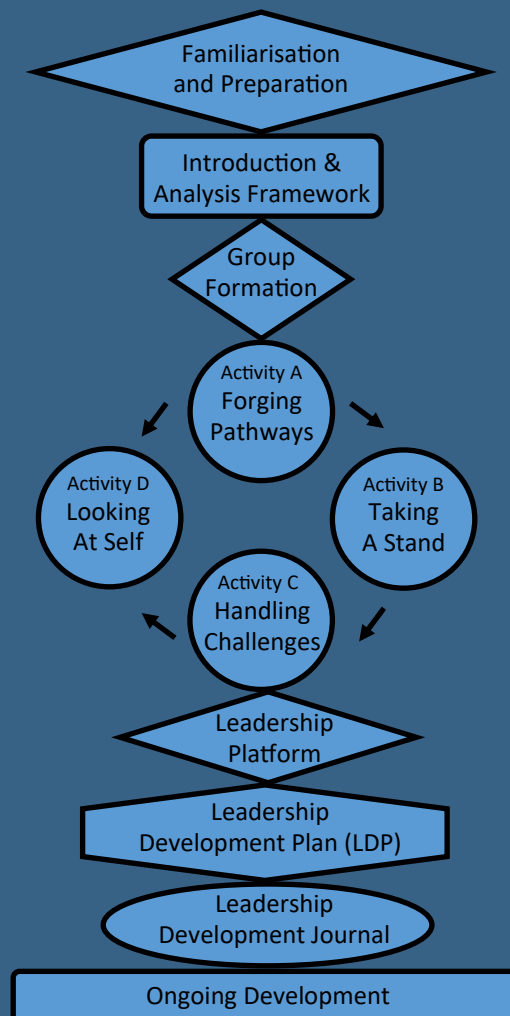


The Education University of Hong Kong

AP Needs Analysis

Needs Analysis Process

The Needs Analysis Process involves a number of stages: (i) **Pre-Analysis**, (ii) **The Analysis Day** and (iii) **Ongoing Development**.



Date of Needs Analysis

Saturday Class: December 6, 2025 or
Summer Class: July 20, 2026 (Mon)

Time of Need Analysis

Saturday Class: 08:30 to 18:00 or
Summer Class: 09:30 to 19:00

Venue of Needs Analysis

Sat Class: PLK Laws Foundation College
(10-min walk from Po Lam MTR)
Summer Class: EdUHK, Tai Po

Medium of Instruction

Cantonese supplemented with English
(Reading & Writing: English/ Chinese)

Fees

HK\$3,800 (Application fee: HK\$50)

Enquiry

Tel: 2948 8311

Email: pfp@eduhk.hk

Application

Application form can be downloaded from:
<https://www.eduhk.hk/apclc/napfp>

Application Deadlines

Phase 1: 30 August 2025

Phase 2: 27 September 2025

Phase 3: 18 October 2025

The Programme

In addition to the Course Orientation (1 hour), the Course consists of four components:

A. Six Learning Modules (75 Hours)

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.

B. Two sessions of Action Research (6 Hours)

- Two 3-hour sessions of Action Research will be devoted to guiding the development of the action learning report, and drawing connections across NA, PFP and portfolio requirements.
- Tutors will guide participants through the completion of an Action Research Project.

C. Concluding Session

Bridging NA and PFP with Portfolio (1 hour)

D. Optional Seminars or Lectures or Forums and Access of Online Learning Materials

Programme Duration

Saturday Class: Jan 10, 2025 to May 2, 2026 or

Summer Class: July 21, 2026 to August 7, 2026

Lecture Time

Saturday Class: 09:00 to 16:00 or

Summer Class: 09:30 to 16:30 (Mon-Fri)

Venue of PFP Course

Saturday Class:

Kowloon True Light School (2-min walk from Kowloon Tong MTR)

Summer Class:

PLK Laws Foundation College (10-min walk from Po Lam MTR)

Medium of Instruction

Cantonese supplemented with English (Reading & Writing: English/ Chinese)

Fees:

HK\$24,000

Re-take: HK\$9,500

(Application fee: HK\$50)

Enquiry

Tel: 2948 8311

Email: pfp@eduhk.hk

Application

Application form can be downloaded from:

<https://www.eduhk.hk/apclc/napfp>

Application Deadlines

Phase 1: **30 August 2025**

Phase 2: **27 September 2025**

Phase 3: **18 October 2025**



Course Website

Eligibility of Needs Analysis and Preparation for Principalship Course

All serving teachers and educational practitioners with five or more years of teaching experience as well as a recognized teacher training qualification are eligible to apply for admission to any one or both of the two parts of the Programme.

In case of over subscription, priorities for admission will be accorded to vice-principals and teachers more senior in rank and experience, and in descending order as follows:

1. Serving vice-principals / deputy heads in government and aided schools or equivalent;
2. Programme participants who have successfully completed / enrolled in the other component i.e. NA or PFP course;
3. Serving middle leaders including Senior Graduate Master/Mistress, Education Officer, Primary School Master/Mistress or Assistant Master/Mistress; and
4. Other applicants.

**Core AP Programme Team of
The Education University of Hong Kong**

Programme Advisors

Prof Allan Walker

Principal Emeritus Chan Wing Kwong, Daniel

Principal Emeritus Lam Wai Ling, Leona

Prof Sedat Gümüş

Programme Directors

Prof Allan Walker Dr Lu Jiafang Dr Kenneth Chan