



中華人民共和國香港特別行政區政府  
教育局  
Education Bureau  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China



優質教育基金  
Quality Education Fund

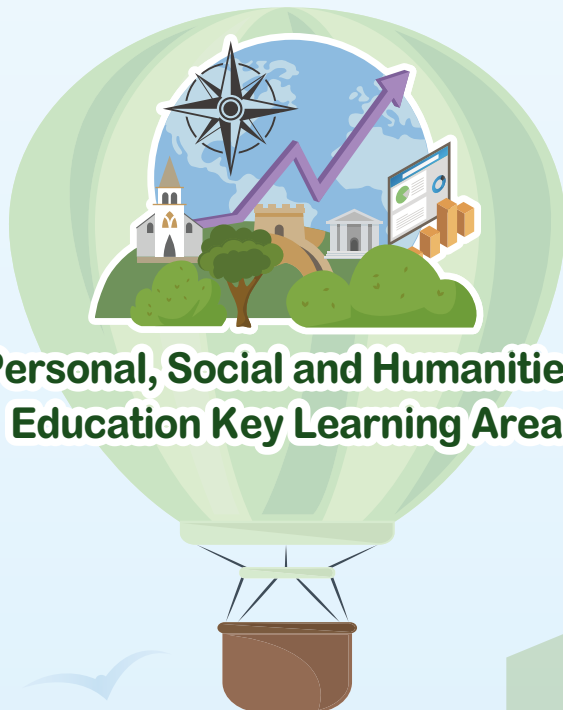
# Chief Executive's Award for Teaching Excellence 2023 / 2024

## Nomination Form

**Nomination Period**  
10.7.2023 - 6.10.2023



**Kindergarten Education**



**Personal, Social and Humanities Education Key Learning Area**



**English Language Education Key Learning Area**

**Recognising Teaching Excellence  
Fostering Professional Development**



# Chief Executive's Award for Teaching Excellence (2023/2024)

## Nomination Form

Please read the Nomination Guidelines carefully before filling in the Nomination Form.

This Nomination Form comprises two parts including Part A and Part B:

### Part A – Nomination Summary (p. A-1)

(\*Please replace by the printed copy of e-Form if it is completed and submitted via GovHK)

### Part B – Nomination Details (p. B-1 to B-9)

#### Section I – To be completed by the Nominee<sup>1</sup>

- A. Particulars of the Nominee
- B. Nominee's Reflection of Teaching Practices
- C. Declaration

#### Section II – To be completed by the Nominator

- A. Particulars of the Nominator
- B. Reason(s) for Making the Nomination

#### Section III – To be completed by the Seconders

- A. Particulars of the Secunder
- B. Reason(s) for Seconding the Nomination (Optional)

#### Section IV – Collection and Use of Personal Data

(To be completed by each Nominee, Nominator and Secunder)

### Submission of Nomination

Nomination materials, including **THREE sets of Printed copy** (Nomination Form (Part A and Part B), printed copy of reflection of teaching practices) and **ONE set of USB** should be submitted in person or by post, to the Chief Executive's Award for Teaching Excellence (CEATE) Secretariat at **Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong** on or before **6 October 2023**. For nominations submitted by post, date of the stamp chop will be used as the submission date. Reference number of the submitted e-Form should be quoted on the cover of envelope, if any.

### Enquiries

If you have any enquiries, you are most welcome to contact the CEATE Secretariat through the following ways:

**By Tel. : 2892 5782**

**By E-mail : [ate@edb.gov.hk](mailto:ate@edb.gov.hk)**

**By Post : The CEATE Secretariat, Room 1107, 11/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong**

<sup>1</sup> In this Nomination Form, "Nominee" means the nominated teacher of an individual nomination or all group members of a group nomination.

### Part A – Nomination Summary

1. Theme to which your nomination belongs:

**English Language Education Key Learning Area (KLA) / Personal, Social and Humanities Education KLA / Kindergarten Education \***

2. Type of Nomination: **Individual Nomination / Group Nomination \***

3. Name of Nominee/ Group Leader: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)

[Items no. 4 and 5 below: for Group Nomination only]

4. Number of group members (excluding group leader): \_\_\_\_\_

5. Name of Nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 1) \_\_\_\_\_ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 2) \_\_\_\_\_ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 3) \_\_\_\_\_ (Chinese)

Name of Nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
(group member 4) \_\_\_\_\_ (Chinese)

6. Name of School<sup>2</sup>: \_\_\_\_\_

7. School Address<sup>2</sup>: \_\_\_\_\_

8. Tel. No.<sup>2</sup>: \_\_\_\_\_ 9. Fax. No.<sup>2</sup>: \_\_\_\_\_

10. E-mail<sup>2</sup>: \_\_\_\_\_

\* Delete where appropriate.

<sup>2</sup> Please provide contact information of the Group Leader for a group nomination.



## Part B – Nomination Details

### Section I – To be completed by the Nominee

#### A. Particulars of the Nominee (to be completed by each nominee)

For group nominations, each Group should comprise not more than five teachers. Please make copies of A. Particulars of the Nominee for each nominee to fill in.

1. Name of Nominee: Dr / Mr / Mrs / Ms \* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
2. HKID No. (Letter(s) + first 4 digits): \_\_\_\_\_ (e.g. A1234)
3. Years of Teaching in HK: \_\_\_\_\_
4. Teacher Registration No.: \_\_\_\_\_  
(Teachers who are exempted under Section (9)(1)(a) of the Education Ordinance, Cap. 279 are not required to fill in this item.)
5. Subject(s) taught in the past 3 years: \_\_\_\_\_  
(Kindergarten<sup>3</sup> teachers are not required to fill in this item.)
6. Name of School: \_\_\_\_\_
7. Type of School: Kindergarten<sup>3</sup> / Primary school / Secondary school / Special school / Others  
(Please specify: \_\_\_\_\_ ) \*
8. School Address: \_\_\_\_\_
9. Tel. No.: \_\_\_\_\_ (School) \_\_\_\_\_ (Mobile)
10. Fax. No.: \_\_\_\_\_
11. E-mail: \_\_\_\_\_

\* Delete where appropriate.

<sup>3</sup> These also include kindergarten-cum-child care centres and schools with kindergarten classes.

## Section I – To be completed by the Nominee

12. Education-related working experience in Hong Kong

<b>Organisation</b>	<b>Post</b>	<b>Period of Service</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Education Background and Education-related Professional Qualifications

<b>Awarding Institution</b>	<b>Qualification Obtained</b>	<b>Conferment Date</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Education bodies/ organisations of which you were/ are a participant/ member

<b>Body / Organisation</b>	<b>Position held</b>	<b>Period</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## Section I – To be completed by the Nominee

### B. Nominee's Reflection of Teaching Practices

1. Nominees are required to describe the following in not more than 10 pages in accordance with the format as set out in paragraph 7.2 of the Nomination Guidelines:
  - (a) A reflection of their teaching practices and their philosophy of teaching or conceptual framework of what constitutes teaching excellence in “English Language Education KLA” , “Personal, Social and Humanities Education KLA” , “Kindergarten Education” .
  - (b) Relevant examples and details to illustrate the outcomes and effect in respect of the four domains of assessment as set out in paragraph 9.2 of the Nomination Guidelines.
  - (c) What teaching practices they will disseminate and how they will take forward their dissemination, if awarded.
2. For group nominations, **the reflection of teaching practices should represent the group as a whole**. It should describe clearly the contribution of each group member to the teaching practices.
3. Nominees may refer to the Appendix I (Reference Questions for Preparing Nominations) and Appendix II (Template of Reflection of Teaching Practices) in Nomination Guidelines respectively.
4. Nominees could prepare their reflection of teaching practices in either Chinese or English.
5. Nominees may be required by the Assessment Panel to submit more detailed information as evidence when necessary.

## Section I – To be completed by the Nominee

### C. Declaration (to be completed by each nominee)

- i. I hereby certify that the information contained in this Form is correct and true to the best of my knowledge.
- ii. I agree to the rules and regulations as stipulated in this Form and the Nomination Guidelines.
- iii. I hereby declare that I have not received any punishment imposed by schools, warning letters or reprimand letters issued by the Education Bureau, and have not been convicted of a criminal offence in Hong Kong or elsewhere previously<sup>4</sup>.
- iv. I understand that my nomination will not be considered if the submitted nomination materials do not comply with the requirements as set out in the Nomination Guidelines.
- v. For the purpose of examining my eligibility, assessing my nomination or examining my awardee's status (if applicable), I understand that the Education Bureau will access my latest teacher registration information and any criminal conviction record(s) there may be from other government departments, and agree that such information will be disclosed to related persons, if necessary.
- vi. I am willing to participate in the sharing activities (as set out in Part V of the Nomination Guidelines) that may be organised by the Education Bureau or any other organisations/agents authorised by the Education Bureau for the development of the teaching profession, should I be awarded.
- vii. I agree that the Education Bureau may use, distribute, disseminate, publish and/ or reproduce the information related to the teaching practice(s) provided in or obtained from this nomination, should I be awarded.

**Name of Nominee**

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>4</sup> Removal of an awardee's status will be considered if he/she is found in breach of professional misconduct.







## Section III – To be completed by the Seconders

Each nomination should be seconded by two to three Seconders who should be the school heads<sup>5</sup> or colleagues of the Nominee(s)' current schools, peers or experienced educators, students (including former students) or parents in their personal capacity.

### First Seconder

#### A. Particulars of the Seconder

- Name: Dr / Mr / Mrs / Ms\* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
- Organisation: \_\_\_\_\_
- Position: \_\_\_\_\_
- Relationship with the Nominee(s): \_\_\_\_\_
- Professional Qualifications in the Education Field (if applicable):  
\_\_\_\_\_
- Correspondence Address: \_\_\_\_\_
- Tel. No.: \_\_\_\_\_
- Fax. No.: \_\_\_\_\_
- E-mail: \_\_\_\_\_

\* Delete where appropriate.

#### B. Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of First Seconder: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>5</sup> According to paragraph 6.6 of the Nomination Guidelines, the school heads of the nominees should either be the nominators or the seconders of the nominations.



## Section III – To be completed by the Seconders

### Second Secunder

#### A. Particulars of the Secunder

1. Name: Dr / Mr / Mrs / Ms\* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
2. Organisation: \_\_\_\_\_
3. Position: \_\_\_\_\_
4. Relationship with the Nominee(s): \_\_\_\_\_
5. Professional Qualifications in the Education Field (if applicable):  
\_\_\_\_\_
6. Correspondence Address: \_\_\_\_\_
7. Tel. No.: \_\_\_\_\_
8. Fax. No.: \_\_\_\_\_
9. E-mail: \_\_\_\_\_

\* Delete where appropriate.

#### B. Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of Second Secunder: \_\_\_\_\_ Date: \_\_\_\_\_

## Section III – To be completed by the Seconders

### Third Secunder

#### A. Particulars of the Secunder

1. Name: Dr / Mr / Mrs / Ms\* \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
2. Organisation: \_\_\_\_\_
3. Position: \_\_\_\_\_
4. Relationship with the Nominee(s): \_\_\_\_\_
5. Professional Qualifications in the Education Field (if applicable):  
\_\_\_\_\_
6. Correspondence Address: \_\_\_\_\_
7. Tel. No.: \_\_\_\_\_
8. Fax. No.: \_\_\_\_\_
9. E-mail: \_\_\_\_\_

\* Delete where appropriate.

#### B. Reason(s) for Seconding the Nomination (Optional)

Describe in not more than 300 words why the nomination is supported. This part may be completed in either Chinese or English. (Please use separate sheet if necessary and sign on the attached sheet.)

Signature of Third Secunder: \_\_\_\_\_ Date: \_\_\_\_\_



## Section IV – Collection and Use of Personal Data

### Purpose of Collection

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the form for nomination;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the form mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below :
  - (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the CEATE Secretariat at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to [ate@edb.gov.hk](mailto:ate@edb.gov.hk).

I have read, understand and agree to the above terms and conditions.

**\* Name of Nominee/ Nominator/ Seconder**

**Signature**

**Date**

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(To be completed by each Nominee / Nominator / Seconder)

\* Please delete as appropriate

## Appendix I

### Reference Questions for Preparing Nominations

A reflection of your teaching practices and philosophy of teaching or conceptual framework on what constitutes teaching excellence in English Language Education KLA, Personal, Social and Humanities Education KLA, or Kindergarten Education. You may make reference to the Excellence Indicators and CEATE Compendiums at the CEATE website (<https://www.ate.gov.hk/english/index.html>).

1. How do you conceive “effective teaching practice” with reference to English Language Education KLA, Personal, Social and Humanities Education KLA, or Kindergarten Education? How does an effective teaching practice contribute to improving learning and teaching?

*(You may briefly describe what constitutes effective/ exemplary/ innovative teaching practice and what criteria you would use to judge whether a teaching practice is effective or excellent.)*

2. How do you formulate and implement your concept of effective teaching practice mentioned above?

*(You may cite examples of education/ learning theories applied to your teaching practices, if any.)*

#### Four Domains of Assessment

Evidence of exemplary practices in these four domains of assessment is set out in paragraph 9.2 of the Nomination Guidelines.

#### Professional Competence

3. How would you describe your professional competence?

*(You may use actual incidents/ examples to illustrate your excellent performance in professional knowledge, subject knowledge, education/ learning theories applied to your teaching practices, curriculum planning and implementation, teaching skills, classroom management, designing an assessment mechanism conducive to effective learning, solving problems encountered in curriculum development and teaching, developing students' higher order thinking skills, cultivating positive values and attitudes among students, catering for learner diversity, etc.)*



## Student Development

### 4. How have students' attitude and their learning outcomes changed?

*(You may cite example(s) to illustrate (a) how students of different backgrounds or abilities are inspired and motivated to learn; and/ or (b) in what way you have made a positive impact on students, e.g. purposeful application of knowledge and skills, put good behaviour and deeds into practice.)*

## Professionalism and Commitment to the Community

### 5. What are your reflections on the teaching practices?

*(You may describe how the reflection on teaching practices affects your professional development. For example, any difficulties encountered, ways of further improvements, inspiration obtained, etc.)*

### 6. What have you done to promote teachers' professionalism?

*(You may describe your engagement in continuing professional development programmes, conducting action research, serving as role models, etc.)*

### 7. How can your teaching practices inspire teachers in other schools?

*(You may describe how the teaching practices can be applied generally in other schools, how the experiences gained and inspiration distilled from the teaching practices can be shared effectively, etc.)*

## School Development

### 8. How successful have you been in fostering changes in the teaching culture of your school?

*(You may describe the continuing professional development activities and education research in which you have participated, how you have led colleagues/ peers in the quest for excellence and improvement in curriculum development, learning and teaching, etc.)*

### 9. How have your teaching practices inspired colleagues of your school?

*(You may also describe your achievements in helping to develop your school.)*

## Dissemination Plan

### 10. What good teaching practices would you disseminate and how would you share your practices should you be awarded?

*(You may briefly state your plan of dissemination and how you are going to implement your plan.)*



## Appendix II

### Template of Reflection of Teaching Practices (For Reference only)

*(With reference to the theme of your nomination, you may briefly describe what constitutes effective/ exemplary/ innovative teaching practice and what criteria you would use to judge whether a teaching practice is effective or excellent.)*

*(You may cite examples of education/ learning theories applied to your teaching practices.)*

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*(Evidence of exemplary practices in four domains of assessment)*

#### 1. Professional Competence

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#### 2. Student Development

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### 3. Professionalism and Commitment to the Community

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### 4. School Development

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*(Briefly describe the dissemination plan)*

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# 2023/2024 行政長官卓越教學獎

## Chief Executive's Award for Teaching Excellence

### Checklist for Submission of Nomination Materials

Please use the checklist below to ensure all the required nomination materials are properly prepared before submission:

- 1. Have you submitted the below nomination materials?
  - (a) THREE sets of Printed copy of completed Nomination Form (Part A and Part B)
  - (b) THREE sets of Printed copy of the reflection of teaching practices
  - (c) ONE set of the USB which stores the materials below:
    - (i) Reflection of teaching practices (in Word format)
    - (ii) Video clip of a lesson or an activity, with relevant outline
    - (iii) Year plan/ teaching schedule of all levels in 2022/23 school year
    - (iv) Supplementary information and its index page, if any
- 2. Have you (including each member of your group) completed Section I of the Nomination Form Part B, signed the declaration (page B-4 of the Nomination Form) and collection and use of personal data (page B-9 of the Nomination Form)?
- 3. Have the nominator and seconder(s) completed and signed Section II and Section III of the Nomination Form Part B respectively?
- 4. Have you submitted the Nomination Form in triplicate including the original with signature?
- 5. Is the video clip in “avi” , “wmv” , “mpeg” , “mpg” or “mp4” format?
- 6. Has the supplementary information (up to a maximum of 50 pages in a single file including an index page) been stored in the USB?
- 7. If you submitted Part A of Nomination Form via GovHK, have you quoted the Reference number of the submitted e-Form on the cover of the envelope ?
- 8. Return the nomination to: **CEATE Secretariat**  
**Room 1107, 11/F, Wu Chung House, 213**  
**Queen' s Road East, Wan Chai, Hong Kong**

Deadline for Submission of Nomination: by 6:00 p.m. on 6 October 2023

Enquiries Tel : 2892 5782

Email : ate@edb.gov.hk



***Recognising Teaching Excellence  
Fostering Professional Development***

