

GRANTHAM COLLEGE OF EDUCATION



HANDBOOK

For Part-time Course Students

1985-86

The Handbook offers a brief introduction to the courses of studies at Grantham. Trainees are advised to keep this Handbook for future reference.

College Address (Main Building) :

42 Gascoigne Road,
Kowloon,
Hong Kong.

Tel. No. : 3-885061 - 64

College Address (Annexe) :

9th, 10th, 11th & 20th Floors,
Argyle Centre Stage I,
688 Nathan Road,
Kowloon,
Hong Kong.

Tel. No. : 3-910012
3-910043
3-957446
3-957609

9/F
General Office
11/F
20/F

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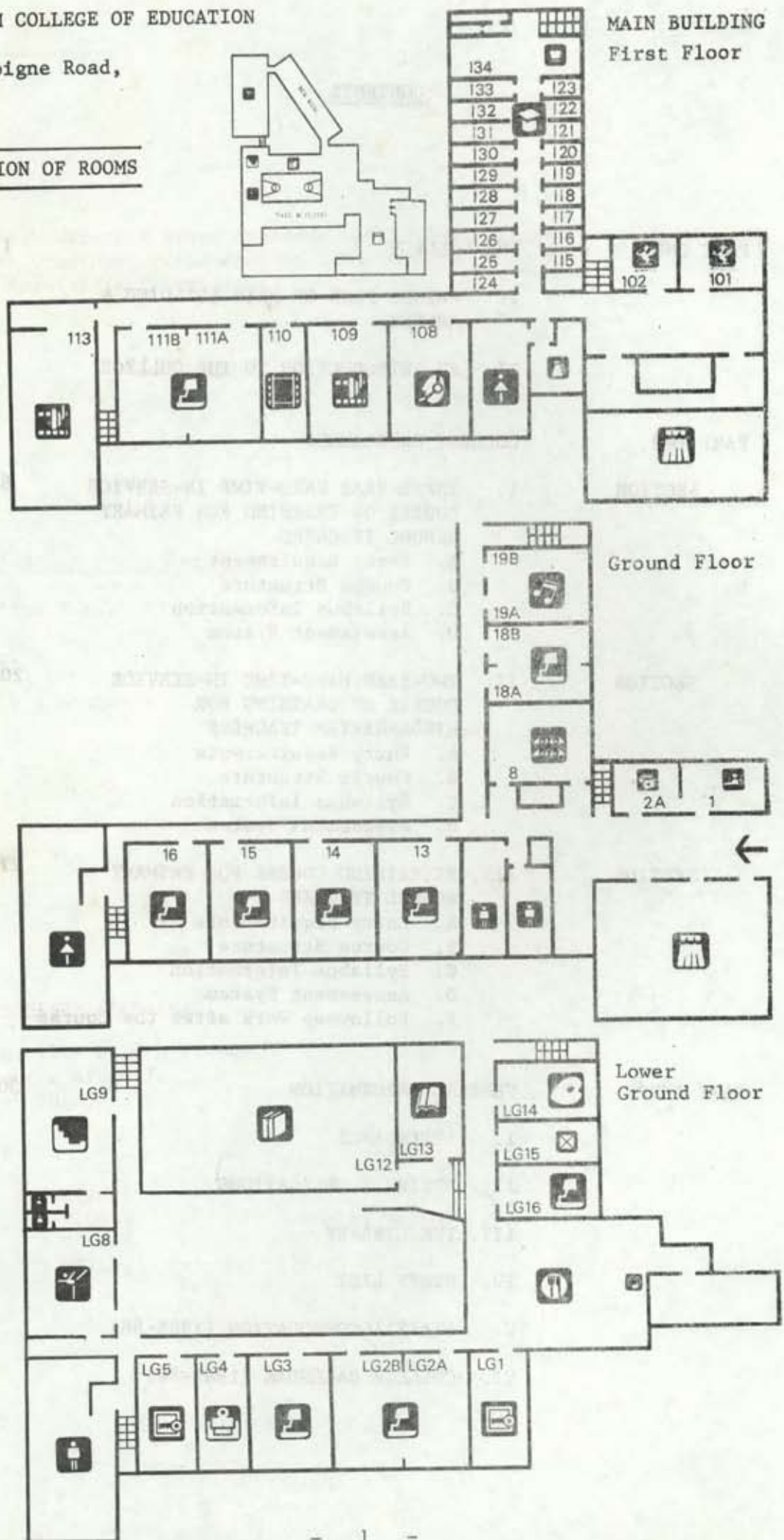
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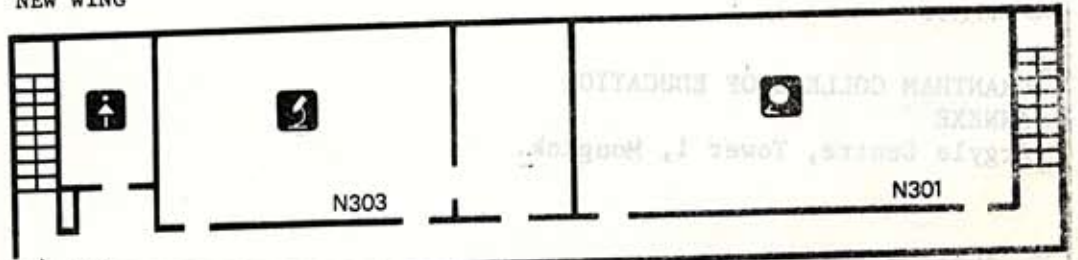
GRANTHAM COLLEGE OF EDUCATION
 MAIN
 42 Gascoigne Road,
 Kowloon

MAIN BUILDING
 First Floor

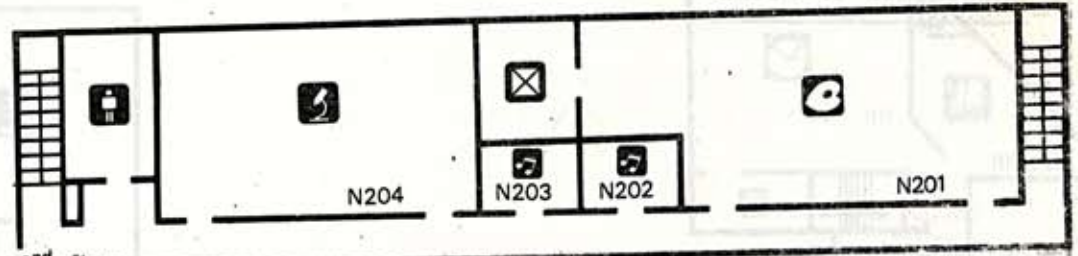
ALLOCATION OF ROOMS



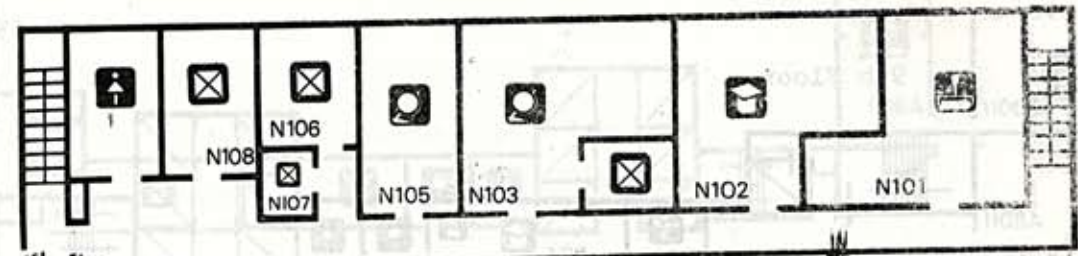
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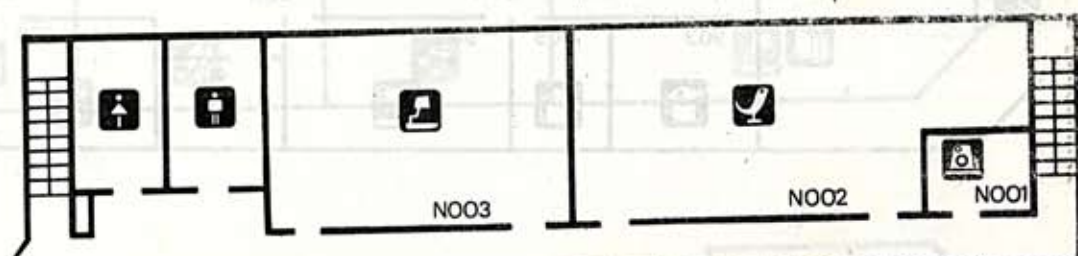
3rd Floor



2nd Floor



1st Floor



Ground Floor

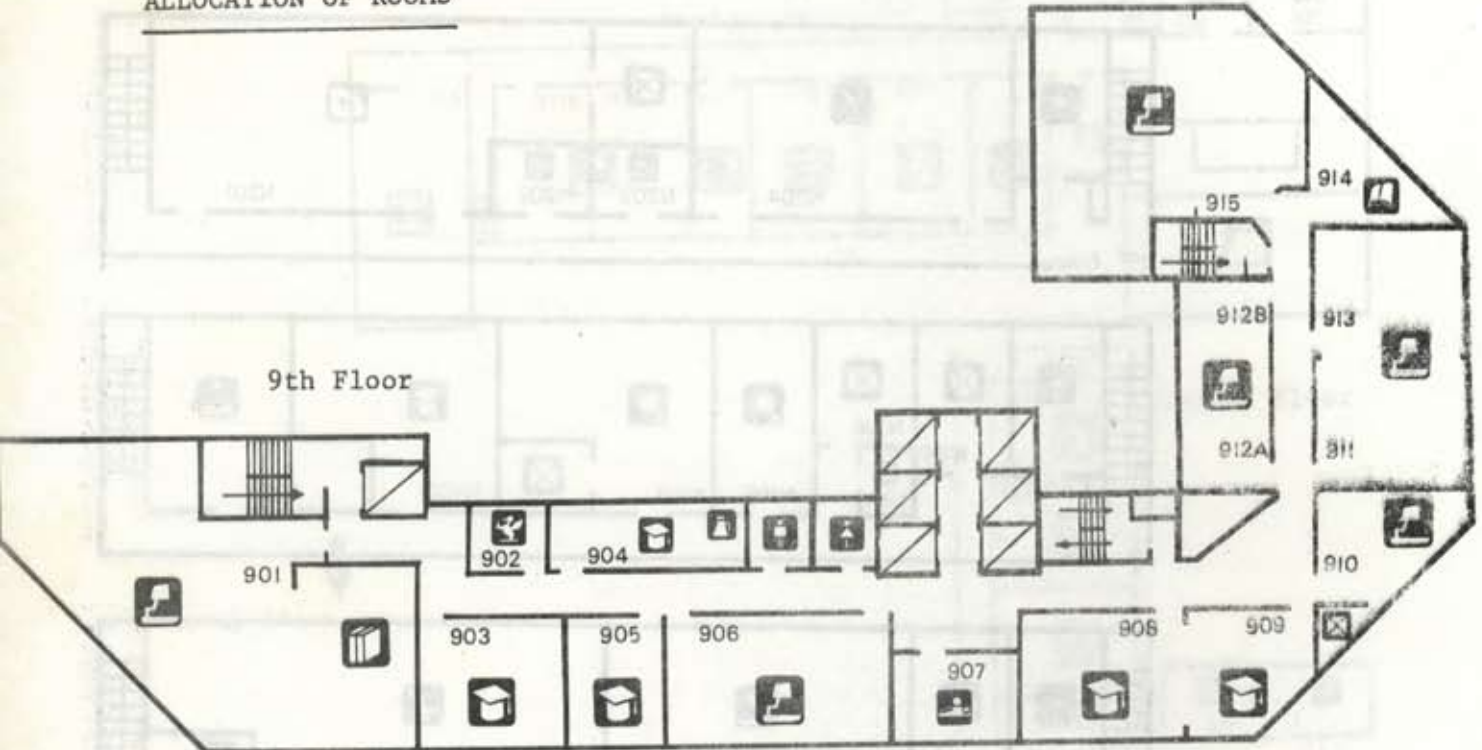


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|--------------------------------|--------------------|------------------|--------------------------------------|------------------------|
| Art Studio | English Lang. Lab. | Lecture Theatre | Print Studio | Staff Room |
| Canteen | Games Hall | Lecture Room | Project Room | Store |
| Common Room | Gymnasium | Library | Reading Room | Students' Lockers Room |
| College Secretary's Rm | General Office | Music Room | Resources Area | Students' Union Office |
| Dark Room | Gen. Services Room | Pantry | Repro-Camera & Off-Set Printing Room | Telephone |
| Demonstration Room | Geography Room | Principal's Room | Science Laboratory | Toilet (Men) |
| Ed. Tech. Rm./Resources Centre | Hall | V. P.'s Room | Sculpture Studio | Toilet (Women) |

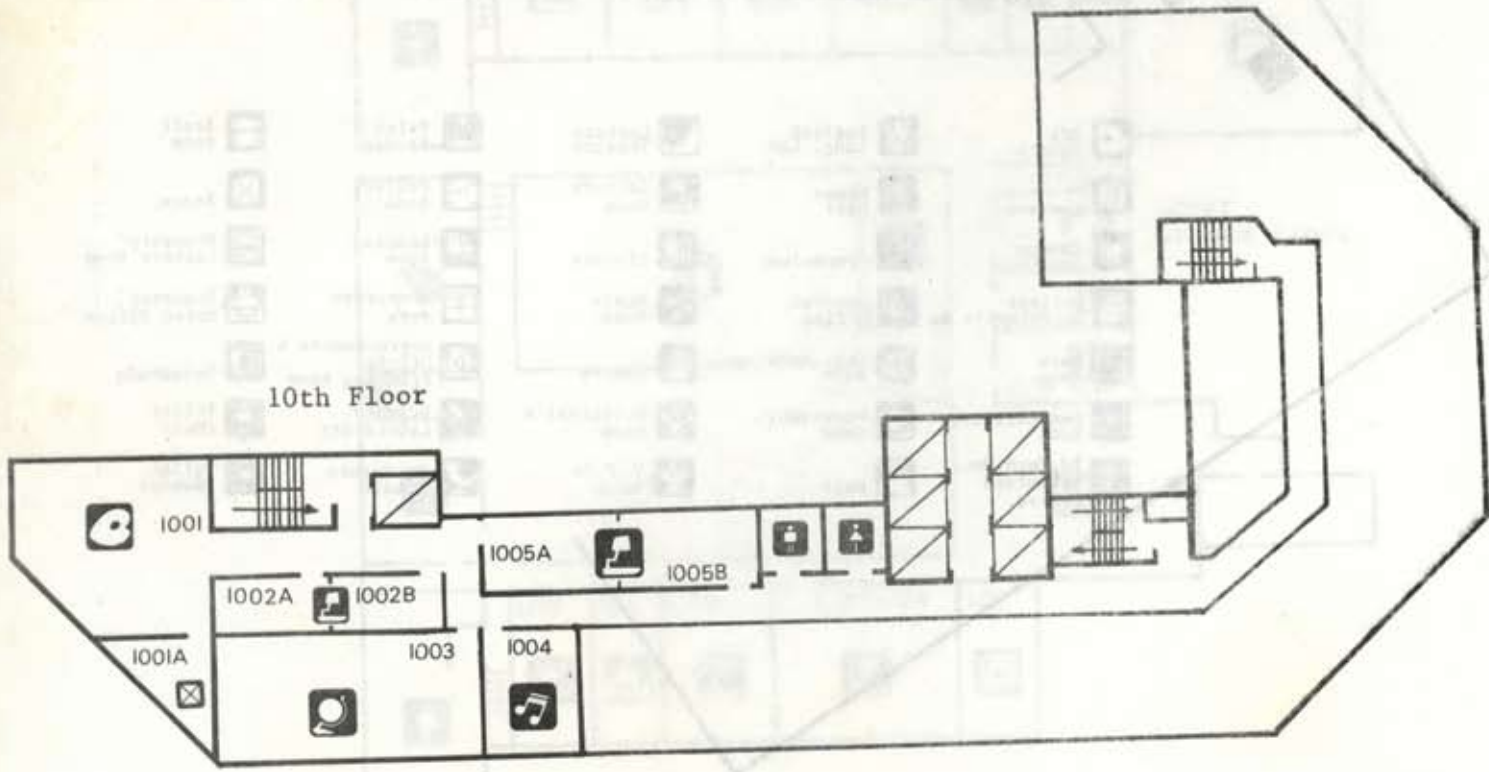
GRANTHAM COLLEGE OF EDUCATION
ANNEXE
Argyle Centre, Tower 1, Mongkok.

ALLOCATION OF ROOMS

9th Floor



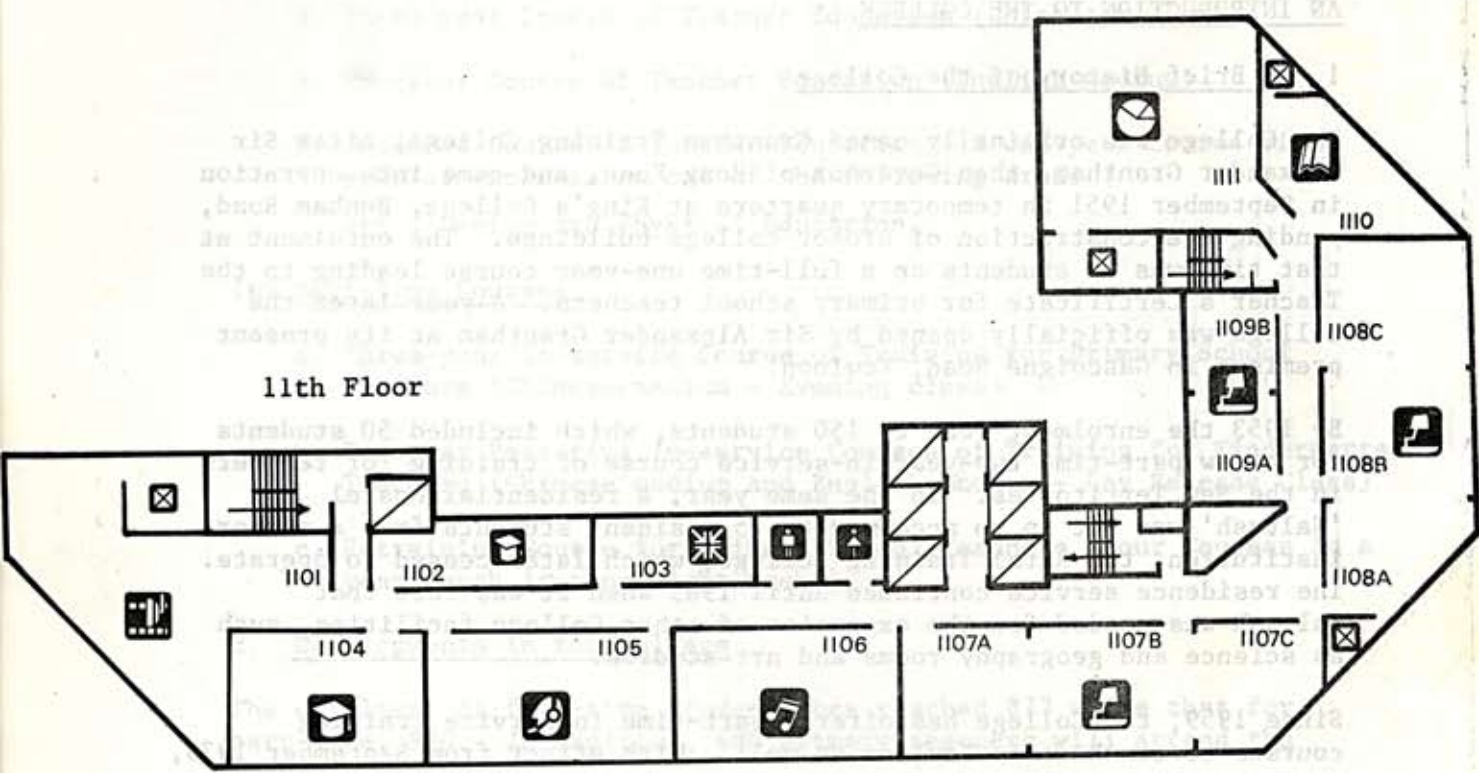
10th Floor



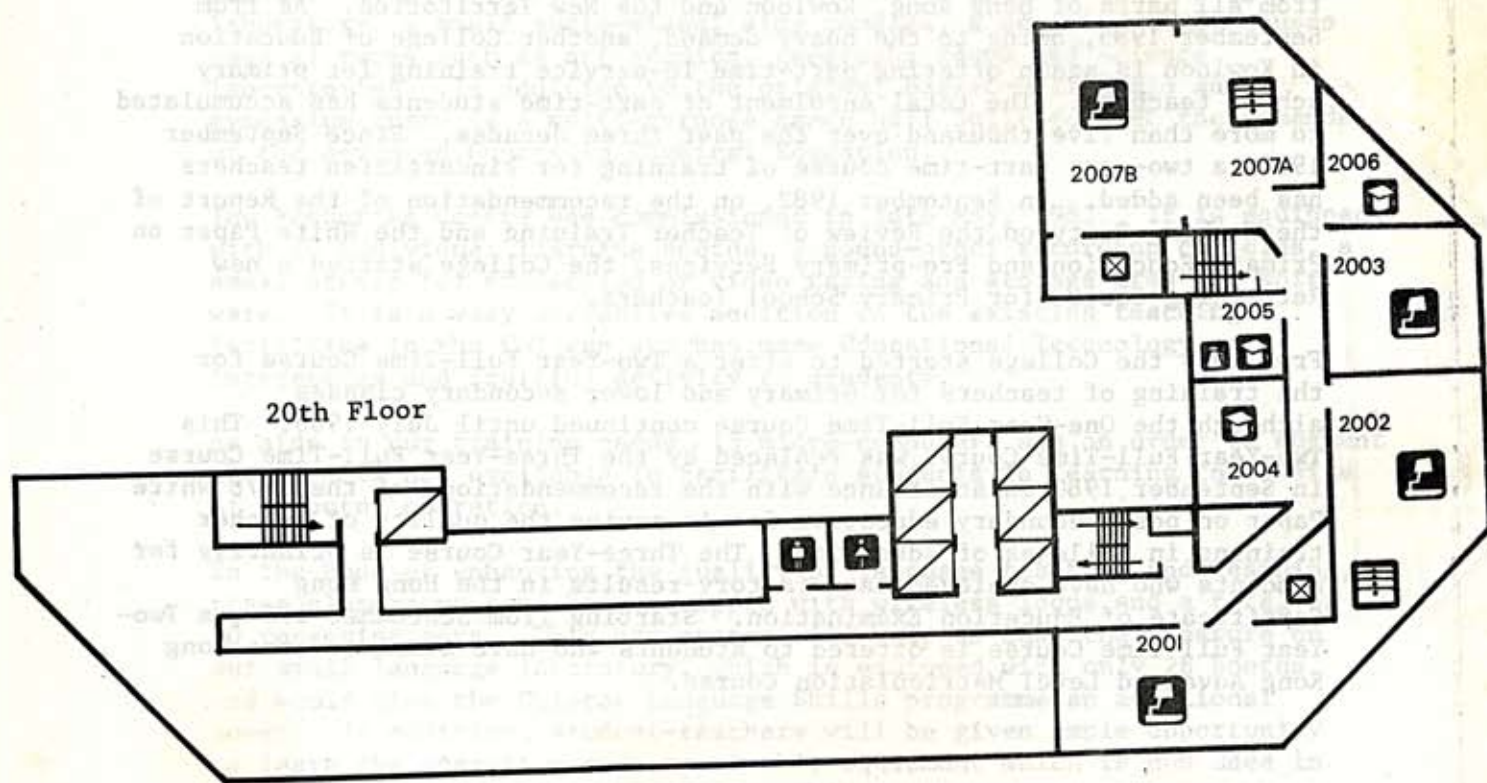
GRANTHAM COLLEGE OF EDUCATION

(A)

11th Floor



20th Floor



GRANTHAM COLLEGE OF EDUCATION

AN INTRODUCTION TO THE COLLEGE

1. A Brief History of the College

The College was originally named Grantham Training College, after Sir Alexander Grantham, then Governor of Hong Kong, and came into operation in September 1951 in temporary quarters at King's College, Bonham Road, pending the construction of proper college buildings. The enrolment at that time was 61 students on a full-time one-year course leading to the Teacher's Certificate for primary school teachers. A year later the College was officially opened by Sir Alexander Grantham at its present premises in Gascoigne Road, Kowloon.

By 1953 the enrolment rose to 150 students, which included 50 students for a new part-time two-year in-service course of training for teachers in the New Territories. In the same year, a residential hostel 'Saltash' was set up to accommodate 25 resident students from a sister institution, the Rural Training College, which later ceased to operate. The residence service continued until 1965 when it was felt that Saltash was needed for the expansion of other College facilities, such as science and geography rooms and art studios.

Since 1959, the College has offered part-time in-service training courses to teachers in Kowloon as well. With effect from September 1975, there has been a division of labour among the three Colleges of Education with respect to part-time in-service training, with Grantham specialising in running courses for in-service primary school teachers, who now come from all parts of Hong Kong, Kowloon and the New Territories. As from September 1985, owing to the heavy demand, another College of Education in Kowloon is again offering part-time in-service training for primary school teachers. The total enrolment of part-time students has accumulated to more than five thousand over the past three decades. Since September 1981, a two-year part-time course of training for kindergarten teachers has been added. In September 1982, on the recommendation of the Report of the Working Party on the Review of Teacher Training and the White Paper on Primary Education and Pre-primary Services, the College started a new Retraining Course for Primary School Teachers.

From 1964 the College started to offer a Two-Year Full-Time Course for the training of teachers for primary and lower secondary classes although the One-Year Full-Time Course continued until July 1966. This Two-Year Full-Time Course was replaced by the Three-Year Full-Time Course in September 1980 in accordance with the recommendations of the 1978 White Paper on post-secondary education for improving the quality of teacher training in Colleges of Education. The Three-Year Course is primarily for students who have achieved satisfactory results in the Hong Kong Certificate of Education Examination. Starting from September 1984, a Two-Year Full-Time Course is offered to students who have completed the Hong Kong Advanced Level Matriculation Course.

2. The College Today

At present the College offers the following courses :

(A) Full-Time Courses

- a. Three-year Course of Teacher Education (Chinese medium)
- b. Two-year Course of Teacher Education (English medium)
- c. Advanced Course of Teacher Education - a one-year course with special emphasis on one of the following areas :

Art & Design and Physical Education

(B) Part-Time Courses

- a. Three-year In-service Course of Training for Primary School Teachers (Chinese medium - Evening class)
- b. Two-year Part-time In-service Courses of Training for Kindergarten Teachers (Chinese medium and English medium - Day Release Class)
- c. Retraining Course for Primary School Teachers (Four Courses in a year, each lasting eight weeks)

3. Developments in the College

The enrolment of full-time students has reached 877 while that for part-time, 970. In addition, 480 primary teachers will attend the re-training course.

With an ever increasing student population, the College has gradually expanded its facilities. Additions include an up-to-date language laboratory, a small audio-visual aids complex, a new wing which houses special rooms such as art studios, geography rooms and science laboratories. In addition to the original basket-ball field and gymnasium there is a multi-purpose games hall built to meet the demands of the Advanced Course in Physical Education.

The Resources Centre was commissioned in late May, 1983. It is equipped with 20 individual learning booths, 2 sound-proof recording cubicles, a small studio for projection or video taping and storage area for soft ware. It is a very attractive addition to the existing teaching facilities in the College and has made Educational Technology an interesting and fruitful activity to students.

As aids to our training needs, 15 micro-computers are on order to augment the 10 sets now available to facilitate students in learning the basics of computer operation.

In the hope of enhancing the quality of language teaching and learning, three classrooms have been equipped with wireless loops and a total of 90 receiving sets. This new system will help to ease the pressure on our small language laboratory, which is equipped with only 28 booths, and would give the Chinese Language Skills programme an additional boost. In addition, student-teachers will be given ample opportunity to learn the operation and use of this equipment which is now used in a number of schools for language teaching.

The rapid increase in the number of students has made it necessary to augment the existing facilities at the main building. An annexe, located at Argyle Centre in Nathan Road and only twenty minutes walk from the main College premises, came into operation in September 1982. It houses the Part-Time Course students i.e. the Retraining Course for Primary School Teachers, the Part-time courses for Kindergarten Teachers and the In-Service Course of Training for Primary School Teachers (except for elective lectures which are held at the Main) and the first year class of both the Full-Time Three-Year and Two-Year Courses and the Second Year of the Full-Time Three-Year Course.

With a total floor space of 3400 square metres in the 9th, 10th, 11th and 20th floors of Argyle Centre, the Annexe provides the following facilities : a library and two reading rooms for students, 3 lecture theatres large enough to accommodate about 130 students each, 14 lecture rooms, a geography room, 2 music rooms, an art room, an Educational Technology Practical and Instruction Area, a project room, a language laboratory and separate resources areas for kindergarten and Primary Retraining Courses.

PART TWO

COLLEGE PROGRAMMES

**SECTION I. THREE-YEAR PART-TIME IN-SERVICE COURSE OF TRAINING FOR
PRIMARY SCHOOL TEACHERS (1985 - 1988)**

A. Entry Requirements

1. Eligibility Applicants should be :-

- (a) Full-time permitted or registered serving teachers in Government-aided or private primary schools;
- or (b) graduates of Hong Kong Baptist College (from 1970), Hong Kong Shue Yan College (Post-Secondary Section) (from 1976) or Lingnan College, Hong Kong (from 1979);
- or (c) final year students at Hong Kong Baptist College, Hong Kong Shue Yan College (Post-Secondary Section) or Lingnan College, Hong Kong.
- or (d) holders of a Higher Diploma awarded by the Hong Kong Polytechnic.

Part-time teachers, supply teachers, secondary school teachers, kindergarten teachers and evening class teachers are ineligible.

2. Academic qualifications :-

- (a) The minimum academic qualifications required of applicants are :-
5 subjects at Grade E or above, including Chinese Language in the Hong Kong Certificate of Education Examination.
- (b) Appropriate consideration will be given to applicants with qualifications claimed to be at least equivalent to those specified in (a) above.

3. Teaching Requirements :-

At the time of application

- (a) Applicants with secondary school leaving qualifications must have 2 academic years of full-time teaching experience or a total of 24 months acquired within 4 years immediately prior to commencement of the In-service Course.
- (b) Applicants with a diploma of a full-time four-year Post-Secondary Course or equivalent (other than as (c) below) must have one academic year of full-time teaching experience or a total of 12 months acquired within three years immediately prior to the commencement of the In-service Course.

- (c) Graduates and final year students of the three local post-secondary colleges specified in 1(b) and 1(c) above and holders of a Higher Diploma awarded by the Hong Kong Polytechnic are not required to have had any teaching experience prior to the commencement of the In-Service Course.
- (d) Applicants other than those specified in 3(c) must be
- (1) teaching full-time at primary level;
 - (2) using Chinese or English as the medium of instruction;
 - (3) teaching at least 18 periods per week.

On admission and throughout the course

All applicants must be full-time teachers teaching at least 22 periods per week.

For applicants who are offered to take either Art and Design, English, Music or Physical Education, their teaching periods should include at least 6 periods per week in the elective subject offered to them, and 8 periods per week in general subjects.

For applicants who are offered to take the combination of Primary Science and Social Studies, their teaching period should include at least 3 periods per week in each of the elective subjects offered to them and 8 periods per week in general subjects.

B. Course Structure

I. Core Curriculum Areas

This is a compulsory programme and consists of studies in : -

1. Theoretical Foundations

- (a) Education and Core Methodology
- (b) Education Technology

2. Primary Studies

- (a) General Subjects : -

Primary Chinese
Mathematics
Social Studies
Primary Science
Health Education

- (b) Integrated Cultural Unit : -

Art and Design
Music
Physical Education

II. Elective Subjects

In addition to the Core Curriculum Areas, trainees are required to study either : -

1. One from the following single subjects

- (a) Art and Design
- (b) English
- (c) Music
- (d) Physical Education

or

2. The following combination of subjects : -

- (a) Primary Science and Social Studies

III. Practical Teaching

Practical Teaching by trainees in their schools is supervised throughout the three-year training period.

C. Syllabus Information

I. Core Curriculum Areas

1. Theoretical Foundations

(a) Education and Core Methodology

The aim of the course is three-fold: firstly, to acquaint trainees with the basic concepts and theories in education such as learning and child development; secondly, to provide an understanding of the process as well as the knowledge and practice of the various skills involved in teaching; and finally, to provide a better understanding of himself/herself and others in the teaching-learning interaction.

The contents of this course is drawn from the areas of Psychology, Sociology, Anthropology, or Philosophy, the four fields considered to be the foundations of the discipline of Education.

(b) Educational Technology

The course concerns the application of principles, method and hardware of technologies to the practical business of education. It aims to improve the effectiveness and efficiency of teaching. In 30 hour-long lectures, trainees are introduced to the basic concepts of educational technology, resources available to practising teachers and the use of such resources in class teaching. Methods of assessment include assignments, media production and examinations.

2. Primary Studies

(a) General Subjects

Primary Chinese

The course is designed to familiarise trainees with modern trends and curriculum development in Chinese Language teaching. Peer teaching and demonstration lessons are organised to enable them to implement the modern approaches and teaching techniques introduced in lectures and tutorials.

Mathematics

The course aims to give trainees a better understanding of concept formation, to encourage the students to develop appropriate teaching strategies and approaches which may produce effective learning and to enable them to keep pace with the latest developments in this field.

Social Studies

The course is designed to introduce to trainees the basic principles and aims of the teaching of Social Studies. The contents of the primary syllabus, various teaching methods and techniques and resources available are dealt with in detail so as to help trainees to teach more competently and efficiently.

Primary Science

The course is designed to explore the content, methodology and the processes of science teaching in primary schools. The syllabus contains more materials than can be covered in the time available in order to provide for choices (within limits), taking into consideration the background knowledge and interests of the trainees. There is a lucid exposition of a variety of teaching methods including the lecture method, the observation method, questioning techniques, the guided discovery approach and the thematic approach. The Activity Approach in the teaching of Science is also studied.

Health Education

The course is designed to equip trainees with the basic knowledge of Health Education and inculcate in them principles and concepts of the subject. Great emphasis is laid upon the basic techniques of teaching the subject at primary level and upon the understanding of current health and environmental problems. Trainees are given ample opportunity to observe demonstration/criticism lessons each year.

(b) Integrated Cultural Unit

Art and Design

This is an introductory course of Art & Design for primary schools. The course is designed to provide the trainees with an understanding and appreciation of the objectives in teaching the subject in primary schools. Trainees are encouraged to participate in practical work which includes areas of creative art and craft studies.

Music

The aim of the course is to introduce to trainees a general knowledge of music activities in the Primary School. Contents of the course include music literacy, singing and listening activities, and music in the activity approach.

Physical Education

This is an introductory course of Physical Education for primary schools. A general perspective of the subject is given. The course enables trainees to participate in the organisation and running of extra-curricular activities. Trainees are encouraged to take part in the minor games, dance and movement practical sessions. The course is not designed to enable trainees to teach Physical Education at schools.

II: Elective Subjects

Art and Design

The Art and Design Department offers a general introduction to the various aspects of the teaching of the subject at primary level. The artistic and creative activities pursued range from fine art to practical design, and the course involves visual and tactile relationships, materials and technology, graphic presentation and communication. The syllabus is also designed to focus attention on the social relevance of the art lesson and increase its significance through research and observation, experimentation and problem solving. Course work which is project-based includes drawing, painting, graphic design, sculpture, crafts, calligraphy, art appreciation and art history. Studies in art and craft are allied to investigation into new approaches and developments in the teaching of this subject.

English

The aim of the course is to help trainees acquire oral and written communicative competence so that they can function effectively as teachers of English as a foreign/second language in primary schools in Hong Kong. The Three-Year Part-Time Course consists of two main components - language improvement and methodology. In addition to lectures, tutorials, micro-teaching and demonstration, trainees are given supervision in their respective primary schools.

Music

The course is designed for trainees who are currently teaching music in primary schools. The syllabus lays emphasis on the fundamental principles and techniques of the teaching of various musical activities, such as singing, rhythm and pitch, percussive instrumental accompaniment, music appreciation and choral conducting in primary classes.

Physical Education

The course is designed to prepare trainees to teach Physical Education at the primary level. Theoretical studies include principles of Physical Education, programme planning, skill acquisition, basic anatomy and physiology, physiology of exercise, tests and measurement. Practical work includes gymnastics, athletics, games, dance, swimming and outdoor pursuits. Due emphasis is given to the teaching of Physical Education in primary schools.

Primary Science

This course aims to provide trainees with in-depth study of selected topics in the Primary Science curriculum. Emphasis is centred on hands-on experience and independent project work. Theories on how children learn science is also explored.

Social Studies

The course offers opportunities for trainees to discuss the difficulties encountered in teaching Social Studies so that remedies can be devised and better teaching techniques introduced. Emphasis is placed on the practical application of teaching skills and strategies. Practical sessions are arranged so that trainees can deal with the topics in the primary syllabus in greater depth.

D. Assessment System

Assessment of Trainees for Internal Promotion

Requirements for the Award of a Certificate of Qualified Teacher Status

Three-year Part-time In-service Course of Training for Primary School Teachers

I. Compulsory Areas I. Course requirements

In the three-year part-time course, the compulsory areas of study are divided into units as follows :

Unit 1. Practical Teaching

**Unit 2. Theoretical Foundations : 2A - Education and Core Methodology
& 2B - Education Technology**

**Unit 3. Primary Studies : 3A - General Subjects*
& 3B - Integrated Cultural Unit**

Unit 4. Elective Subject(s)**

Requirements for Promotion from First to Second Year

II. To qualify for promotion from First Year to Second year, a trainee should : -

- (a) demonstrate general suitability for the profession;
- (b) maintain a satisfactory record of attendance and active participation in all areas of study;
- (c) pass in Unit 1;

(d) achieve a minimum total of 26 credit points from Units 2, 3A and 4;

and (e) attain (i) a minimum total of 7.5 credit points in Unit 2 with a minimum of 6 credit points from Unit 2A and 1.5 credit points from Unit 2B;

(ii) a minimum of 7.5 credit points in Unit 3A; and

(iii) a minimum of 7.5 credit points in Unit 4.

(The credit point system is given in Section XII)

However, a trainee who meets the provisions (a), (b), (c) and (d), but only two of the three provisions in (e) will be promoted to the Second year.

Failure to Gain Promotion from First to Second Year

III. A trainee may be required to leave the College if he fails to meet the requirements for promotion from First to Second Year set out in Section II.

Requirements for Promotion from Second to Third Year

IV. To qualify for promotion from Second to Third year, a trainee should : -

- (a) demonstrate general suitability for the profession;
- (b) maintain a satisfactory record of attendance and active participation in all areas of study;

(c) pass in Unit 1;

(d) achieve a minimum total of 26 credit points from Units 2, 3A and 4;

and (e) attain (i) a minimum total of 7.5 credit points in Unit 2 with a minimum of 6 credit points from Unit 2A and 1.5 credit points from Unit 2B, provided the accumulated minimum total of Unit 2 over the First and Second years is 17.5 credit points;

(ii) a minimum of 7.5 credit points in Unit 3A provided the accumulated minimum total over the First and Second years is 17.5 credit points; and

(iii) a minimum of 7.5 credit points in Unit 4 provided the accumulated minimum total over the First and Second years is 17.5 credit points.

(The credit point system is given in Section XII)

However, a trainee will be promoted to the Third year if he meets the provisions (a), (b), (c) and (d), and a minimum of two of the three provisions in (e) provided the provision in (e) which he fails to meet in the Second year has been met in the First year.

Failure to Gain Promotion from Second to Third Year

V. A trainee may be required to leave the College if he fails to meet all the requirements for promotion from Second to Third year set out in Section IV. In exceptional cases, the College may recommend a trainee to repeat the Second year.

Requirements for the Award of a Certificate VI. To qualify for the award of a Certificate of Qualified Teacher Status at the end of the Third year, a trainee should : -

- (a) demonstrate general suitability for the profession;
- (b) maintain a satisfactory record of attendance and active participation in all areas of study;
- (c) pass in Unit 1;
- (d) achieve a minimum total of 24 credit points from Units 2, 3A and 4;
- (e) attain
 - (i) a minimum of 6 credit points in Unit 2A only;
 - (ii) a minimum of 7.5 credit points in Unit 3A;
 - (iii) a minimum of 7.5 credit points in Unit 4; and accumulate over the First, Second and Third years;
 - (iv) a minimum of 24 credit points in Unit 2;
 - (v) a minimum of 26 credit points in Unit 3A; and
 - (vi) a minimum of 26 credit points in Unit 4.

(The credit point system is given in Section XII)

and (f) maintain a satisfactory record of attendance in Unit 3B.

(The required minimum attendance is given in Section XI)

Failure to Meet Requirements for the Award of a Certificate VII. A trainee may not be recommended for the award of a Certificate if he fails to meet the requirements set out in Section VI.

Provisions in Cases of Failure in the Third Year VIII. A trainee may be required to leave the College if he fails to meet the requirements (a), (b), (c), (f) or a minimum of any five of the seven provisions (d), (e)(i), (e)(ii), (e)(iii), (e)(iv), (e)(v) and (e)(vi) in Section VI.

IX. In the case of a trainee who meets the provisions (a), (b), (c) and any six of the seven provisions (d), (e)(i), (e)(ii), (e)(iii), (e)(iv), (e)(v) and (e)(vi) in Section VI, he may be afforded the opportunity to undertake a programme of supplementary studies in the following year. Such a programme will be determined by the College and may necessitate attendance at lectures. During this supplementary year the trainee will continue to be supervised in his teaching.

If a trainee completes this supplementary programme satisfactorily, he will then qualify for the award of a Certificate and this award will normally be made at the end of that same academic year.

If a trainee fails to complete the programme of supplementary studies successfully, he may not be recommended for the award of a Certificate and he may be required to leave the College.

**Assessment of
Practical
Teaching**

X. (a) A trainee's progress in Unit 1 is monitored throughout each year of the course. At the end of each year an assessment is given in respect of his overall performance in practical teaching for that year.

(b) The assessment grades are given as A (Very Good), B (Good), C (Satisfactory) and D (Unsatisfactory). The pass grade is C or above. D indicates Failure.

**Attendance in
Unit 3B**

XI. Unit 3B is Integrated Cultural Unit which comprises three elements : Art and Design, Music and Physical Education. A trainee is not awarded an assessment grade or credit points for his attainment in this unit, but his attendance in each of the elements in this unit is to be recorded. The required minimum attendance in each element is 70% provided the minimum average attendance in all the three elements is 80%. If a trainee fails to meet the required minimum percentage of attendance without prior permission from the Principal, he may not be recommended for the award of a Certificate.

**Application of
Credit Point
System**

XII. (a) For Units 2, 3A and 4 the following provisions apply : -

(i) The College year is divided into First and Second Terms;

(ii) An assessment grade is awarded in each of the Units 2A, 3A and 4 in respect of each term throughout the three years;

(iii) For Unit 2B, an assessment grade is awarded in respect of each term throughout the First and Second years only.

(b) The assessment grades for Units 2, 3A and 4 are based on results achieved by a trainee in assignments and/or tests/examination undertaken during the term in each subject area.

(c) Assessment grades are given as A, B, C and D.

"A" indicates that a trainee ranks within the top 10% of those who have passed in the subject.

"B" indicates that a trainee ranks within the next 50% of those who have passed in the subject.

"C" indicates that a trainee ranks within the remaining 40% of those who have passed in the subject.

"D" indicates that a trainee has failed in the subject.

(d) Credit points are awarded in accordance with the following table : -

Unit		Assessment	A	B	C	D
2-	Theoretical Foundations	2A- Education and Core Methodology	8	6	4	2 or 0
		2B- Education Technology	2	1.5	1	0.5 or 0
3-	Primary Studies	3A- General Subjects*	10	7.5	5	2.5 or 0
		3B- Integrated Cultural Unit (See Section XI)	-	-	-	-
4-	Elective Subject(s)**	Single Subject	10	7.5	5	2.5 or 0
		Combination of Subjects	5	3.75	2.5	1.25 or 0

* General Subjects comprises 5 elements :
 Primary Chinese, Mathematics, Social Studies,
 Primary Science and Health Education. The
 aggregate pass mark for General Subjects
 will be 40% and each element will carry a
 qualifying mark of 25%. Any trainee who
 achieves : -

- (i) an aggregate mark of 40% and above and marks above the qualifying marks in ALL elements within the Unit taken in the year will be awarded credit points of 5 or above in accordance with the conditions given in XII(c);
- (ii) an aggregate mark of 40% and above but with one or more elements below the qualifying mark will be awarded 2.5 credit points;
- (iii) an aggregate mark below 40% but with marks in ALL elements above the qualifying mark will be awarded 2.5 credit points; and
- (iv) an aggregate mark below 40% and with one or more elements below the qualifying mark will be given 0 credit point.

** For a trainee who takes a single elective subject, he is required to attain a minimum of 7.5 credit points.

For a trainee who takes a combination of elective subjects he is required to attain a minimum total of 7.5 credit points with a minimum of 3.75 credit points from each of the two elective subjects in the combination.

Note : Three-year Part-time In-service Course of Training for Primary School Teachers (1983-86 and 1984-87 Classes)

For details of Entry Requirements, Course Structure, Syllabus Information and Assessment System please refer to 'Handbook for Part-Time Course Students 1983-84' and 'Handbook for Part-Time Course Students 1984-85' respectively.

SECTION II. TWO-YEAR PART-TIME IN-SERVICE COURSES OF TRAINING FOR KINDERGARTEN TEACHERS (1985 - 1987)

Two courses of training for kindergarten teachers are offered at Grantham College of Education. They are the two-year part-time in-service course of training for kindergarten teachers (Chinese) and the two-year part-time in-service course of training for kindergarten teachers (English).

I. Two-year Part-time In-service Course of Training for Kindergarten Teachers (Chinese)

A. Entry Requirements

1. The Course is open to serving untrained kindergarten teachers.
2. Applicants for admission to the course should :
 - (a) be currently a full-time permitted teacher in a registered kindergarten and have a minimum of two years' teaching experience;
 - (b) have attained grade E or above in at least 2 subjects, one of which preferably should be Chinese at Hong Kong Certificate of Education, or its equivalent.

B. Course Structure

1. The course content is divided into three main areas :
 - (a) Professional Studies aims at providing trainees with an understanding of young children, and the necessary foundation knowledge of educational principles and techniques.
 - (b) Curriculum Studies aims at providing trainees with the necessary background information in the curriculum areas and the respective subject matter for kindergarten children, but the main emphasis is on their practical application in kindergarten education. Classes are often conducted in the form of workshops, practical sessions and discussion.
 - (c) General Studies aims at assisting trainees to become better kindergarten teachers.
2. Practical teaching is an integral part of the course and trainees will be supervised in their practising schools throughout the two-year training period.

C. Syllabus Information

1. Professional Studies

- a. Historical development and recent trends of pre-school education.
- b. Child development
- c. Principles and practice of learning
- d. Socialisation of the child
- e. Role of the kindergarten teacher
- f. Preparation and planning
- g. Classroom management
- h. Problems of kindergarten education in Hong Kong
- i. Evaluation

2. Curriculum Studies

- a. Aims and objectives of kindergarten education
- b. Areas of learning
(Language experience, Early Mathematics experience, General Knowledge, Music, Movement, Creative Art and Craft, Moral Education.)
- c. Ways to provide learning experience
- d. Assessment and recording of children's progress
- e. Resources and equipment

3. General Studies

- a. Language skills - Chinese
- b. Audio-visual aids
- c. First Aid

II. Two-year Part-time In-service Course of Training for Kindergarten Teachers (English)

A. Entry Requirements

1. The course is open to serving untrained kindergarten teachers.

2. Applicants for admission to the course should :

(a) be currently a full-time permitted teacher in a registered English Kindergarten or Kindergarten with an English section and have a minimum of two years' teaching experience;

(b) have attained : -

(i) grade E or above in at least 2 subjects, one of which must be English Language (Syllabus B) at HKCEE level; or

(ii) grade E or above in at least 1 subject and grade C or above in English Language (Syllabus A) at HKCEE level; or

- (iii) grade C or above in at least 2 'O' level subjects in G.C.E., one of which must be English Language; or
- (iv) its equivalent.

B. Course Structure

1. The course content is divided into three main areas :

- (a) Professional Studies aims at providing trainees with an understanding of young children, and the necessary foundation knowledge of educational principles and techniques.
- (b) Curriculum Studies aims at providing trainees with the necessary background information in the curriculum areas and the respective subject matter for kindergarten children, but the main emphasis is on their practical application in kindergarten education. Classes are often conducted in the form of workshops, practical sessions and discussion.
- (c) General Studies aims at assisting trainees to become better kindergarten teachers.

2. Practical teaching is an integral part of the course and trainees will be supervised in their practising schools throughout the two-year training period.

C. Syllabus Information

1. Professional Studies

- a. Historical development and recent trends of pre-school education.
- b. Child development
- c. Principles and practice of learning
- d. Socialisation of the child
- e. Role of the kindergarten teacher
- f. Preparation and planning
- g. Classroom management
- h. Problems of kindergarten education in Hong Kong.
- i. Evaluation

2. Curriculum studies

- a. Aims and objectives of kindergarten education
- b. Areas of learning
(Language experience, Early Mathematics experience, General Knowledge, Music, Movement, Creative Art and Craft, Moral Education.)
- c. Ways to provide learning experience
- d. Assessment and recording of children's progress
- e. Resources and equipment

3. General Studies

- a. Audio-visual aids
- b. First Aid

III. Assessment System

Assessment of Students for Internal Promotion

Requirements for the Award of a Certificate of Qualified Kindergarten Teacher Status

Two-Year Part-Time In-Service Course of Training for Kindergarten Teachers

Compulsory Areas of Study

1. Course Requirements

In the two-year part-time course, the areas of study are divided into Units as follows : -

- Main Units : 1. Practical Teaching
2. Professional Studies
3. Curriculum Studies

Ancillary Unit : General Studies

Requirements for Promotion from First to Second Year

2. To qualify for promotion from First Year to Second Year

A trainee must : -

- (a) demonstrate general suitability for the profession;
- (b) maintain a satisfactory record of attendance and active participation in all areas of study;
- (c) 1. achieve satisfactory results in Main Unit 1;
2. achieve a minimum total of 7 credit points from Main Units 2 and 3 with at least 3 credit points in each Main Unit. The Credit Point System is defined in the Appendix to this paper.

Failure to gain Promotion to Second Year

3. A trainee will be required to leave the College if : -

- (a) She has failed in Main Unit 1;
- or (b) She has attained less than 7 credit points overall in Main Units 2 and 3;
- or (c) She has attained less than 3 credit points in one or both of Main Units 2 and 3.

Requirements for the Award of a Certificate

4. To qualify for the award of a Certificate of Qualified Kindergarten Teacher Status, a trainee must : -

- (a) demonstrate general suitability for the profession;
- (b) maintain a satisfactory record of attendance and active participation in all areas of study;
- (c) achieve
 - (i) satisfactory results in Main Unit 1;
 - (ii) a minimum total of 7 credit points from Main Units 2 and 3, with at least 3 credit points in each of these Main Units; and
 - (iii) a minimum of 7 credit points in each of Main Units 2 and 3, taking into account her achievement in each Unit throughout the two years of the course.

Provisions in cases of Failure in the Second Year

5. A trainee will not be recommended for a Certificate and will be required to leave the College if she has : -
- (a) failed in Main Unit 1; or
 - (b) failed to meet two or more of the following five provisions : -

In the Second Year

- (i) a minimum of 3 credit points in Main Unit 2;
- (ii) a minimum of 3 credit points in Main Unit 3;
- (iii) a minimum total of 7 credit points from Main Units 2 and 3;

Accumulated over the First and Second Year

- (iv) a minimum of 7 credit points in Main Unit 2;
- (v) a minimum of 7 credit points in Main Unit 3.

6. (a) Should a trainee pass Main Unit 1 but fail to meet one of the provisions listed at 5(b) above, she may be afforded the opportunity to undertake a programme of supplementary studies in the following year. Such a programme will be determined by the College and may necessitate attendance at lectures. During this supplementary year the trainee will continue to be supervised in her teaching.
- (b) If a trainee completes this supplementary programme satisfactorily she will then qualify for the award of a Certificate and this award will normally be made at the end of that same academic year.
- (c) If a trainee fails to complete the programme of supplementary studies successfully, she will not be recommended for the award of a Certificate and she will be required to leave the College.

AppendixTwo-year Part-time In-Service Course of Training for Kindergarten TeachersCredit Point System

1. (a) A trainee's progress in Main Unit 1 is monitored throughout each year of the Course. At the end of each year an assessment is given in respect of her overall performance in practical teaching for that year.
- (b) For Main Units 2 and 3 the following provisions apply. The College year is divided into First and Second Terms. An Assessment Grade is awarded in each of Main Units 2 and 3 in respect of each Term. The Assessment Grade is based on results achieved by a trainee in assignments and tests/examinations undertaken during the Term in each area.
2. Assessment Grades for Main Units 2 and 3 are given as A, B, C and D.
 - "A" indicates that a trainee ranks within the top 10% of those who have passed in the subject.
 - "B" indicates that a trainee ranks within the next 50% of those who have passed in the subject.
 - "C" indicates that a trainee ranks within the remaining 40% of those who have passed in the subject.
 - "D" indicates that a trainee has failed in the subject.
3. Credit points are awarded in accordance with the following table :-

Main Units 2 and 3 - Professional Studies, Curriculum Studies

Assessment Unit	A	B	C	D
Main Unit 2	3 credit points	2.5 credit points	2 credit points	1 or 0 credit point
Main Unit 3	3 credit points	2.5 credit points	2 credit points	1 or 0 credit point

SECTION III. RETRAINING COURSE FOR PRIMARY SCHOOL TEACHERS (1985 - 1986)

A. Entry Requirements

1. Teachers are nominated by heads of schools to attend this full-time 8-week course. They are released from normal school duties to attend the course on a full-time basis. Replacement teachers are employed to stand in for the teachers receiving training.
2. They must have at least 5 years' teaching experience after their initial training.

B. Course Structure

Four courses each of 8 weeks duration are conducted by the College in association with the Advisory Inspectorate. The programme of courses for the academic year 1985-86 is as follows :

Course No.	Course Period
1	9-9-85 to 5-11-85
2	18-11-85 to 25-1-86
3	19-2-86 to 28-4-86
4	12-5-86 to 8-7-86

The aim of the course is to acquaint serving teachers with modern teaching methods and approaches at primary level, to promote further understanding in the use of resources and a knowledge of new concepts in curriculum development. The main emphasis is on practical aspects, helping teachers develop modern methods in programmed learning, team teaching, remedial teaching, mixed ability grouping and the Activity Approach.

The major part of the programme consists of workshops, seminars and tutorials. There will be opportunity for discussion of problems encountered in classroom situations, for the construction and design of teaching kits, for visits to various Teaching Centres and schools using the Activity Approach.

C. Syllabus Information

The emphasis of the course is on practical aspects and the application of recent theories on primary education. The course covers the following areas.

I. Theory and Principles of Primary Education

1. Needs and development of children from age 6 - 12
2. Aims of primary education
3. Changing role of the teacher
4. Learning theories
5. Recent developments in primary education in other countries and their possible adaptation to local schools
6. Activity Approach in the lower primary vis-a-vis adaptation of the approach in the upper primary

II. Curriculum and Methods

1. Curriculum planning
2. Activity Approach
3. Teaching of basic skills : Languages and Mathematics
4. Using the topical approach in Social Studies, Health Education and Primary Science
5. Programmed learning, team teaching, remedial teaching and mixed - ability grouping
6. Teaching creative activities

III. Management Skills

1. Class management
2. Time-tabling
3. Grouping
4. Use of learning environment
5. Assignments and assessment
6. Record keeping by teachers and pupils

IV. Resources

1. Use of resources including selection, storage and display
2. Preparation of resources
3. Management of class libraries

V. Visits to various Teaching Centres and the Media Production Service Unit

VI. Attachment to Activity Approach Schools

D. Assessment System

Assessment is based on participation and contribution in workshops, seminars, tutorials and lectures. Certificates of attendance will be issued to participants who have followed the course with satisfactory attendance.

E. Follow-up Work after the Course

Visits will be made to the trainees who have completed the course. These visits are to encourage trainees to try out the new methods learnt and to help them solve some of the practical problems in their teaching.

PART THREE

GENERAL INFORMATION

I. ATTENDANCE

1. The schedules of the Part-Time Courses are as follows :-

a. Three-Year Part-Time In-Service Course of Training for Primary School Teachers

1985 - 1988 Class

Tuesday, Thursday & Friday 4:30 p.m. to 6:30 p.m.

1984 - 1987 Class

Monday, Wednesday & Friday 4:30 p.m. to 6:30 p.m.

1983 - 1986 Class

Tuesday, Thursday & Friday 4:30 p.m. to 6:30 p.m.

b. Two-Year Part-Time In-Service Courses of Training for Kindergarten Teachers (Chinese medium & English medium)

Chinese Course English Course

First Year : Tuesday and Friday Tuesday and Friday

A.M. Course 9:00 - 12:00 noon

P.M. Course 2:00 - 5:00 p.m. 2:00 - 5:00 p.m.

Second Year : Monday and Thursday

A.M. Course 9:00 - 12:00 noon

P.M. Course 2:00 - 5:00 p.m.

c. Retraining Course for Primary School Teachers

Monday to Friday 9:00 a.m. - 4:00 p.m. throughout the 8-week course.

2. No trainee is allowed to be absent from lectures and tutorials or to leave the College premises during College hours without permission.

3. Permission for leave of absence should be requested from the Vice-Principal and/or staff members concerned.

4. If a trainee has to be away owing to unforeseen circumstances, he should contact the Vice-Principal as soon as possible and give explanations for his absence.

5. A medical certificate should be produced directly to the lecturer in charge if a trainee goes on sick leave for more than 2 days.

6. A trainee who is absent frequently or absent without permission may not be allowed to sit for the annual or final examinations.
7. A letter must be produced on return from absence for 1 or more days.

II. DUTIES AND OBLIGATIONS

1. Trainees of this College are being prepared for the career of teaching. Any trainees who, in the opinion of the College, show themselves to be unsuitable for that career, whether for reason of character, personality, lack of interest, lack of ability or for any other reason, will be asked to leave the College.
2. Any trainee who withdraws from the Course must submit a formal letter to the Principal giving reasons for withdrawal.
3. Though all trainees graduating from this College normally obtain teaching posts, neither the Hong Kong Government nor this College can give any guarantee of employment in a government, aided or any other school.
4. The College car park is restricted to College staff only.
5. The Staff Rooms, General Office, Principal's Office and storerooms are out of bounds to all trainees unless expressed approval is given by the host officers.
6. During College hours, trainees may make use of equipment or the College premises for activities provided they have obtained permission from lecturers concerned.
7. For use of College facilities after College hours, permission must also be obtained from the College Secretary as it might involve overtime work by the minor staff.
8. When trainees use the College Library, Library Regulations should strictly be observed.
9. Damage to College properties and facilities must be reported at once to the College General Office.

III. THE LIBRARY

The College Library consists of two branches - one at the Main and the other at the Annexe. Both branches are air-conditioned and are open to all staff members and students of the College. Students are encouraged to make full use of the Library which has a collection of 40,000 books, magazines and periodicals to suit various interest and subject disciplines.

Library Hours

Main	Mondays to Fridays	8:45 a.m. to 4:45 p.m.
	Saturdays	9:00 a.m. to 11:30 a.m.
Annexe	Mondays & Fridays*	12:00 noon to 4:30 p.m.
	Tuesdays, Wednesdays & Thursdays	9:00 a.m. to 2:00 p.m.
	Saturdays	closed

Both Branches are closed on Sundays and public holidays.

* Subject to change.

Library Regulations

1. The Library admits all students of the College who present their Student Identity cards at the checking-in counter. The Library is valid for reference and lending purposes.
2. Only holders of currently valid Borrower's cards issued by the College are allowed to borrow books from the Lending Section of the Library. Books and dated magazines, with the approval of the librarian, may be borrowed from the Lending Section for a period of 2 weeks or for any duration the Librarian specifies.
3. Each book is to be recorded by the Librarian or his/her deputy and checked out at the counter. Anyone not complying with the above procedure will be subject to disciplinary measures and/or criminal prosecution.
4. Reference books are not to be taken away from the Library unless prior approval has been given by the Librarian.
5. A charge will be made for books returned late, at the rate of 50¢ a day or part of a day for each book overdue. Funds thus derived will be used by the College to improve library facilities. Students are welcome to volunteer their service as assistants to the Librarian so as to ensure the smooth running of its facilities.
6. On returning a book on or before the date of expiry to the Library a borrower may make a request for the renewal of the book for a further period of 2 weeks provided that it is not required by someone else. The permission for the renewal is at the discretion of the Librarian or his/her deputy.
7. Books and magazines should be handled with due care and put back to their original places after reading.
8. Borrower's Card is not transferable. One book may be borrowed on each Borrower's Card. Borrowers will be held responsible for the use of the cards issued to them. Borrower's cards must be returned for cancellation upon the completion of the holder's course of study in the College.

9. The loss of a Borrower's Card must be reported in writing to the Librarian at once. Until such notice is received by the Librarian the borrower is deemed to accept full responsibility and all consequences of misuse of such cards. A charge of HK\$5.00 will be made for the replacement of one card (Fund thus derived will be used by the College to improve library facilities). Cards reported lost will be permanently void for future use.
10. A charge will be made for any book lost or damaged, which will be such sum as the Librarian considers necessary to replace the book or set of books of which the book forms a part. In addition a surcharge of 20% of the cost of the book shall be payable. Therefore, torn pages, missing plates or any other damage noticed should be reported immediately, before books are taken out.
11. Silence must be maintained inside the Library. It would be appreciated if readers would draw the attention of the staff to any misuse of the Library's books or facilities.
12. Talking, drinking, smoking, group discussions, lectures and other inappropriate conduct in the Library are strictly prohibited.
13. No one carrying books, magazines, satchels, baskets and handbags and such like will be permitted to enter the Library.
14. Admittance to the Library and use of the books are conditional upon strict observance of these Regulations. The Librarian is authorized to exclude any person infringing these Regulations, or in the Librarian's opinion, any reader who makes a nuisance in the Library.
15. The above regulations are subject to amendments. Readers are advised to note the library notices posted in the library from time to time.

GRANTHAM COLLEGE OF EDUCATION - STAFF LIST (1985-86)

PRINCIPAL

Mr. PUN Wang-keung, David

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Mr. LUK Jan-leung

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CRANTHAM COLLEGE OF EDUCATION

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<u>Room 116</u>
Mr. LUK Jan-leung Mr. HUNG Fong-ki
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<u>Room 125</u>	Mrs. LEE NG Mei-chung Mrs. CHIANG CHAN Hung-mui Miss FOK Shui-che	Mr. JENG Bing-fong Mr. YIP Kwok-hung Mr. CHAN Chek-biu
<u>Room 126</u>	Mrs. TANG SIU Man Mr. FAN Chi-nam Mr. CHAN Hau-wing	Mrs. IP CHAN Wai-ye Mr. TAM Ying-lung Mr. NG Yan-tak
<u>Room 127</u>	Mr. HO Kee-ho Mr. CHAN Tat-on Mrs. CHAN SEE Kit-sum	Mrs. CHEUNG CHAN Ling-ki Mr. LAU Man-shing Mr. PO Sum-cho
<u>Room 128</u>	Mrs. HA LEE Shau-ping Mrs. LI CHAN Po-on Mrs. YU LI Wai-sze	Miss YUNG Kuk-ming Mr. CHAN Tai-va Mr. WONG Chung-ling
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<u>Room 130</u>	Mr. FUNG Kwan-jan Mr. CHEUNG Moon-sheung	Miss KOO Sau-shan Mrs. CHAN KWOK Lai-chu Miss YUEN Lai-ping
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Mr. LEUNG Nim-sang
Mr. KOO Hok-chun
Mrs. NEO CHENG Chee-hing
Mr. LAU Kwok-wai
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Mrs. SHUM HUI Lien-wah

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Mr. KO Kwok-wai
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Mrs. SHEK LAU Lai-fong
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Mr. YIP Sai-on
Mrs. TONG CHAN Mo-yin

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Mrs. CHAN NG Choi-ha
Mrs. KAN TSANG Kwok-ying
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Mr. HO Kai-lai
Mr. LAM Hon-chiu
Mrs. SHI LAU Yee-man
Mr. TSANG Hin-sum

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Mrs. SHEUNG CHEUNG Yuen-yea

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Mrs. TAM LAU Yin-yea
Miss WONG Po-ying
Mr. LEE Yun-sang
Mr. WONG Juen-kon
Mr. YAN Kin-kwok
Mr. CHAN Kai-chiu
Miss LI Ho-wah

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Mrs. SHIU MAK Ngan-siu
Miss TAM Oi-kuen
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Mrs. LAM WONG Mi-lan
Mrs. MAK LAU Yuk-chun
Mrs. SHEK LEUNG Khan-ho

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Mrs. CHEUNG WONG So-yin
Mr. LAI Ka-kui
Mrs. LAW NG Oi-lin
Mr. LEE Kam-hung
Mr. LEE Sau-keung
Mr. LO Ping-yan
Mr. YU Wing-sun

GRANTHAM COLLEGE OF EDUCATION

COLLEGE CALENDAR 1985/86

PART-TIME COURSES

DATE							EVENTS
SUN	MON	TUE	WED	THU	FRI	SAT	
SEPT. 85							Sept.
	2	3	4	5	6	7	9/9 5/11 - P.R. Course No. 1
8	9	10	11	12	13	14	13/9 Registration, ICTT (KG 1-E)
15	16	17	18	19	20	21	16/9 Registration, ICTT (P2/KG 2-C)
	23	24	25	26	27	28	17/9 Registration, ICTT (P1/KG 1-C)
	30						19/9 Registration, ICTT (P3)
							20/9 Lectures Commence, ICTT (KG 2-C)
							23/9 Lectures Commence, ICTT (KG 1-C & E)
							24/9 Lectures Commence, ICTT (P2)
							30/9 Lectures Commence, ICTT (P1/P3)
OCT.		1	2	3	4	5	The day following the Chinese Mid-Autumn Festival
	7	8	9	10	11	12	Oct.
	14	15	16	17	18	19	22/10 Chung Yeung Festival
	21	22	23	24	25	26	25/10 ICTT (P1) S.U. Election 5:35 - 6:30 p.m.
	28	29	30	31			
NOV.					1	2	Nov.
	4	5	6	7	8	9	12/11 Dr. Sun Yat-sen's birthday
	11	12	13	14	15	16	18/11 - P.R. Course No. 2
	18	19	20	21	22	23	25/1
	25	26	27	28	29	30	
DEC.							Dec.
	2	3	4	5	6	7	23/12 - 3/1 - Christmas - New Year Holidays
	9	10	11	12	13	14	
	16	17	18	19	20	21	
	23	24	25	26	27	28	
	30	31					
JAN.			1	2	3	4	Jan.
	6	7	8	9	10	11	20/1 Submission of 1st Term Supervision Reports and Assessment ICTT (P/KG)
	13	14	15	16	17	18	
	20	21	22	23	24	25	
	27	28	29	30	31		

DATE							EVENTS
SUN	MON	TUE	WED	THU	FRI	SAT	
FEB.						1	<u>Feb.</u>
2	3	4	5	6	7	8	7/2 - Lunar New Year
	10	11	12	13	14	15	18/2 -
16	17	18	19	20	21	22	19/2 - P.R. Course No. 3
23	24	25	26	27	28		28/4 -
MAR.						1	<u>Mar.</u>
2	3	4	5	6	7	8	7/3 - 1986 Population By Census
9	10	11	12	13	14	15	17/3 - Commonwealth Day
16	17	18	19	20	21	22	10/3 - Easter
23	24	25	26	27	28	29	26/3 -
30	31						5/4 -
APR.		1	2	3	4	5	<u>Apr.</u>
6	7	8	9	10	11	12	2/4 - Course Work Exhibition (K/G)
13	14	15	16	17	18	19	3/4 - Ching Ming Festival
20	21	22	23	24	25	26	5/4 -
27	28	29	30				
MAY				1	2	3	<u>May</u>
4	5	6	7	8	9	10	12/5 - P.R. Course No. 4
11	12	13	14	15	16	17	8/7 -
18	19	20	21	22	23	24	21/5 - Annual and Final Exams. ICTT(P)
25	26	27	28	29	30	31	13/6 -
JUN.							<u>Jun.</u>
1	2	3	4	5	6	7	11/6 - Tuen Ng Festival
8	9	10	11	12	13	14	14/6 - The Birthday of Her Majesty the Queen
15	16	17	18	19	20	21	16/6 - The Monday following the Queen's Birthday
22	23	24	25	26	27	28	23/6 - Submission of 2nd Term Supervision Reports and Assessment ICTT (P/KG)
29	30						
JUL.							<u>Jul.</u>
1	2	3	4	5			7/7 - End-of-Year Exhibition (P.R.)
6	7	8	9	10	11	12	8/7 - Graduation Ceremony ICTT(P/KG) Tentative
							14/7 - Summer Vacation
							30/8 -

