



Certificate Course on Student Guidance and Discipline for Teachers of Secondary Schools (2025/26)
(September 2025 to June 2026)

Application Deadline: 11 June 2025

Programme Co-ordinators

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Course Aim and Objectives

The Education Bureau has commissioned The Chinese University of Hong Kong to provide this course in the 2025/26 school year. The following are the specific course aims:

1. To facilitate participating teachers' personal growth through experiential activities;
2. To equip participating teachers with necessary knowledge, skills and attitudes to integrate guidance and discipline work in the school system;
3. To help participating teachers understand and manage students' behaviour; and
4. To help participating teachers develop, implement and evaluate their school-based guidance and discipline work.

Course Content

The Course will comprise the following five modules with a total of 102 contact hours:

Module 1 Contemporary Approaches to Student Guidance and Discipline (18 hours)

1. Sensitivity training on personal growth, value clarification, stress and time management for guidance and discipline teachers
2. Understanding and expanding students' vision as well as developing their competence to adapt to the rapidly changing society / world from the psycho-social perspective. Examples are learning to learn, making career choices, managing money and taking on their role in the family
3. Contemporary approaches (including the comprehensive and integrative approaches) and overseas experiences to student guidance and discipline in preparing students for today and tomorrow
4. Roles and functions of guidance and discipline in the school system

Module 2 Integration of Guidance and Discipline into the School System (12 hours)

1. Development of proactive guidance and discipline policies and practices as an integral part of the school system
2. Management and organization of guidance and discipline work in school including policy formulation, the planning and review of the comprehensive and integrative approaches and record keeping
3. Cultivating a shared vision and collaboration among teachers towards the guidance and discipline initiatives including cross-subjects collaboration
4. Community resources facilitating the implementation and integration of school guidance and discipline work

Module 3 Implementation of Developmental Guidance and Discipline Programmes in School (12 hours)

1. Series of developmental programmes to enhance students' adaptability on the transition from primary to secondary schools, including students who have recently arrived in Hong Kong, cross boundary students and non-Chinese speaking students
2. Design, implementation and evaluation of experimental learning lessons and programmes regarding guidance and discipline, including but not limited to life skills education, to facilitate the positive development of students for the rapid changing society and world
3. Debriefing skills for conducting developmental guidance and discipline lessons and programmes

Module 4 Intervention Approaches and Skills Practice for Guidance and Discipline Teachers (48 hours)

1. Intervention approaches, e.g. goal setting and problem-solving with interviewing skills practice
2. Understanding and managing students with learning, social, emotional and behavioural difficulties including:
 - school bullying, cyber bullying, and homophobic bullying
 - membership or other involvement with triad societies, shop theft, habitual lateness and truancy
 - teenage sex, child maltreatment, child sexual abuse, domestic violence
 - mental health problem, student suicide, self-harm
 - current issues, e.g. gambling, drug abuse, cyber addiction, compensated dating, cybersex, cyber traps, misleading / distorted / harmful apps
 - collaboration with school-based Student Support Teams in helping academic underachievers and students with special educational needs
3. Crisis management procedures applicable to the above incidents

- Preventive and remedial programmes/services to address the above issues
- Consultation skills for teachers and parents, especially for working with difficult parents

Module 5 Working with Parents and the Community (12 hours)

- Home-school collaboration
- Collaboration with different professionals to work with students, e.g. police, media and health workers
- Understanding legal issues related to school guidance and discipline work

Teaching Format

A variety of teaching strategies will be employed to enable participating teachers to achieve the course objectives in an effective way. These include lectures, group discussions, simulation exercises, role plays and skill practice.

Medium of Instruction

Cantonese will be the major medium of instruction, with English as a supplement.

Award of Certificate

- Participants are required to attend all sessions. Participants who have attained an overall attendance of not less than 80% of the contact hours, fulfilled the minimum attendance* required in the modules, and completed and obtained the passing grade in the required course work (two assignments) will be awarded a Certificate.
- No application for module/lecture exemption will be accepted in this Course.
- CPD hours will only be revealed in Teacher's Personal Profile in e-Services Portal of EDB upon participant's successful completion of the course as stated in item 1 of this paragraph.

*The minimum no. of required sessions for different modules will be announced on the Orientation Day.

Course Schedule and Venue

Class	Class A	Class B
Dates** (Tentative)	22 September 2025 – 22 June 2026 (34 sessions) Mainly on Mondays, except the following: 10 Oct 2025 (Friday) & 28 May 2026 (Thursday)	24 September 2025 – 24 June 2026 (34 sessions) Mainly on Wednesdays, except the following: 3 & 31 Oct 2025 (Fridays)
Time	6:30 p.m. – 9:30 p.m.	
Venue	The Chinese University of Hong Kong, Shatin, N.T. (Under special circumstances, the mode of teaching may be changed to on-line teaching)	

**Exact dates will be announced in the Conditional Offer.

Entry Requirements

- Applicants should be serving teachers in secondary schools and nominated by the current (2024/25 school year) school heads to attend the Course.
- Applicants are accepted and based on the recommendation of their current (2024/25 school year) school heads. If these applicants change their serving schools in 2025/26 school year, their admission to the course may be cancelled.

Remarks:

- Priority will be given to applicants in the following order (experience counted as at August 31, 2025):
 - his/her school has no teacher or less than 10% of teachers who has/have attended the same or relevant Certificate or Degree programme organized by tertiary institutions. Priority will be given to the schools with fewer numbers of the above trained teachers;
 - a member of the student guidance and discipline team in his/her school in the 2025/26 school year;
 - his/her post ranking is higher;
 - he/she has more years of experiences in the Guidance/Discipline Team; and
 - he/she has more years of teaching experiences.
- Applicants who have previously attended this course or related courses will not be considered.

Application Procedures

All applications should be submitted online and a copy of the completed and signed "School Head's Recommendations" should be uploaded at the following website:

<https://hkier.cuhk.edu.hk/en/forms/sgd>



Application Deadline

11 June 2025

Announcement of Result

- All applicants will be notified of their application results by email **by 4 July 2025**. Applicants who do not receive any email notification by 4 July 2025 may check their junk mail boxes for misplaced emails before making the enquiries.
- Successful applicants will be issued with a "Conditional Offer" by email. To fulfil the Condition of Admission, they **must** submit the original "School Head's Recommendations" by mail **by 11 July 2025** and attend an Orientation Session either on **21 August 2025 (Thursday, 6:30 to 7:30 p.m.)** or **26 August 2025 (Tuesday, 6:30 to 7:30 p.m.)**. Applicants who have fulfilled the Condition of Admission will be issued with an "Admission Offer" and they will be required to perform registration online.
- For applicants with "Conditional Offer" who are unable to fulfil the Condition of Admission, their offers will become null and void.

Enquiries

CUHK Tel: 3943 4490 Fax: 2603 6850 (Application Procedures and Results)

EDB Tel: 2863 4737 (Entry Requirements)