

## **Samples of teaching practice proof**

Proof of supervised teaching practice(s) should be issued by the granting body of the qualification with an official letterhead and stamp. "Supervised teaching practice" here refers to the required component of teacher training programme which student teachers are supervised on-site by the awarding institution in schools and other educational settings. The duration of supervised teaching practice should refer to the period(s) student teachers are actually teaching on-site; period(s) that covers observation by student teachers before the start of the supervised teaching practice and any other post-practice off-site activities should not be included.

### **Additional Information required for teaching practice(s) conducted during the COVID-19 pandemic period**

If the required supervised teaching practice(s) was conducted during the COVID-19 pandemic, granting body of the qualification should state clearly if the practice(s) was/were conducted on-site/online. If staff of the granting body could not conduct the normally assigned on-site visit(s), the granting body should provide details of the interim arrangement(s)/measure(s) put in place for supervision/assessment for HKCAAVQ's special consideration.

The following are samples of supervised teaching practice proof for reference:

1) For applicants who possess teacher training qualifications in pre-primary or primary education:

## **University of ABC**

1 September 2024

This is to certify that Mr CHAN Tai Man, who graduated with Bachelor of Education in Early Childhood Education in 2000, completed two supervised teaching practices as per our programme requirements. Both teaching practice were supervised on-site by our staff. Details of his supervised teaching practices are as follow:

1. 6 October 2003 to 14 November 2003 at ABC Primary School teaching grade 1/2 classes with students ages 6-8 years for 56 hours.
2. 17 November 2003 to 12 December 2003 at ABC Kindergarten teaching children aged 3-5 years for 65 hours.

Should you have any questions of this proof, please email [johnbrown@abc.edu](mailto:johnbrown@abc.edu) or call 012-345678.

Faculty of Education, ABC University  
Education Officer  
John Brown  
(Chop)



香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

2) For applicants do not possess teacher training qualifications in pre-primary or primary education:

## **University of ABC**

1 September 2024

This is to certify that Mr CHAN Tai Man, who graduated with Bachelor of Education in 2000, completed 8 weeks of supervised teaching practice as per our programme requirements from 6 October 2003 to 14 November 2003 at ABC Secondary School. The supervised teaching practice was supervised on-site by our staff.

Should you have any questions of this proof, please email [johnbrown@abc.edu](mailto:johnbrown@abc.edu) or call 012-345678.

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