

13 September 2002

EDB Circular No. 40/2002
(Formerly referred as EMB Circular No. 40/2002)
(Formerly referred as Administration Circular No.40/2002)

Recruitment of Native-speaking English Teacher (NET)

Recruitment Subsidy

[This circular should be read by:

- (a) Supervisors and Heads of aided secondary and primary schools, special schools with a secondary section, practical schools, skills opportunity schools, aided primary special schools and special schools with primary section - for action; and*
- (b) Supervisors and Heads of Government secondary and primary schools, caput schools, private independent schools, DSS schools, ESF schools and Heads of sections - for information]*

SUMMARY

This circular provides details on the provision of a recruitment subsidy for schools to recruit NET under the enhanced NET Scheme in secondary schools and the Native-speaking English Teacher and English Language Teaching Assistant (NET & ELTA) Scheme in primary schools.

DETAILS

2. A recruitment subsidy is provided for secondary and primary schools having opted to recruit NET directly. The maximum level of the subsidy is HK\$8,000 per NET successfully recruited (i.e. if the NET has reported for duty on the first day of the contract period). For schools having conducted a recruitment exercise but are unable to recruit a suitable NET, the subsidy is capped at HK\$4,000 per NET post. The recruitment subsidy is paid on a reimbursement basis. Each school may apply for the recruitment subsidy only once in a school year.

3. The provision is available for the following types of aided schools:

- secondary schools (including special schools) having opted to recruit NET directly under the enhanced NET Scheme;

- primary schools (including special schools) having opted for direct recruitment of a shared NET under the NET & ELTA Scheme (only the base schools is eligible for the subsidy); and
- primary schools (including special schools) having opted for the Cash Grant provided according to [EMBC No. 22/2002](#) and topped up the Grant with other funds to employ a full-time NET.

4. Subject to the ceilings specified in paragraph 2 above, schools may apply for reimbursement of the recruitment expenses, which may include the costs of recruitment advertisements, conducting selection interviews locally and/or overseas, hiring recruitment consultant/agent and conducting telephone interviews, etc.

5. Schools, particularly those under the same sponsoring body, may pool their resources together to conduct a collaborative recruitment exercise.

APPLICATION

6. A standard application form is attached for the use of schools. Individual schools conducting their own recruitment exercise should submit their applications to the respective Senior School Development Officer (SSDOs) for endorsement.

7. For a group of schools conducting recruitment exercise collaboratively, the whole group should submit one joint application to the Placement and Support Section. In such case, the School Supervisor/Principal in charge of the recruitment should be the applicant. The total amount of approved recruitment subsidy will be paid to the applicant school.

8. Schools which have opted to entrust the Education Department to recruit NET on their behalf but subsequently change their option are not entitled to apply for the recruitment subsidy.

ENQUIRY

9. For enquiry, please contact the SSDOs.

M. Y. CHENG
for Director of Education

Recruitment of Native-speaking English Teacher (NET)

Application for Recruitment Subsidy

Note:

1. Individual schools conducting recruitment exercise on their own should forward the completed application form and supporting documents to the respective SSDOs for approval.
2. For groups of schools conducting a collaborative recruitment exercise, the School Supervisor/Principal in charge of the recruitment (i.e. the applicant school) should forward the completed application form and supporting documents to Education Officer (Placement & Support); the address is Room 3208A, Wu Chung House, 213 Queen's Road East, Wanchai, HK.

PART I (For completion by the school)

To: Director of Education

[Attn: * SSDO()/ Education Officer (Placement & Support)]

1. I hereby apply for the recruitment subsidy for recruiting _____ NET(s) for -

our school.

the schools on the list at Annex.

2. I certify that -

_____ NET(s) recruited by our school has/have reported for duty.

the NETs shown on the list at Annex have reported for duty.

(Please attach copy(ies) of the appointment form(s).)

3. The total amount claimed is \$_____.

(Please attach documentary evidence for the recruitment expenses such as invoice/receipt for advertisements placed in newspapers, used air tickets for interview board members, telephone bills, invoice/receipt from recruitment consultant/agent, etc.)

Signature of Supervisor/Principal _____ Name of Supervisor/Principal _____

Name of Applicant School _____

School Address _____

Tel. No. _____

Fax No. _____ Date _____

* Delete where inapplicable

Tick '✓' whichever is appropriate

PART II (For use of the Education Department)

To: SExO(SA)

The above application for the recruitment subsidy in the amount of \$_____ is approved.

Please arrange payment of the approved amount for the applicant school.

Signature of officer _____ Date _____

Name of officer _____

Designation * SSDO(_____) /EO(P&S) Tel. No. _____

* Delete where inapplicable

c.c. Supervisor/Principal _____ (school)

(Supporting documents are hereby returned to the applicant school for retention)

Application for Recruitment Subsidy

School	Name of NET recruited and having reported for duty	Recruited from (country)	Contract commencement date
1. (applicant school)			
2.			
3.			
4.			
5.			
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8.			
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20.			