

Checklist of Necessary Actions for Schools

Item	Procedures	Reference
1. Initial Contacts & Employment Contract	<ul style="list-style-type: none"> • Confirm the contract commencement date with the NET which should be the same as the provisional offer letter • Sign contract with the NET as soon as possible • The normal period of appointment for a NET is two years (an extension of service of one year for a NET is only allowed with the prior approval from the District School Development Section) • For newly appointed NETs, the appointment should normally start on 17 August and end on 16 August two years later. • For serving NETs with their existing Contract ending on 15 August who renews his/her contract in the same aided school/another aided school/government school, they should retain 16 August 2009 as his/her Contract start date in order to maintain continuity of service • Discuss the duty list in the relevant school circular (EDBCM 65/2009 & 66/2009) with the NET and explain to him/her the school's requirements and working conditions, etc. • Keep in contact with the NET to provide necessary information and assistance before his/her arrival 	EDBCM 65/2009 (for primary NET) EDBCM 66/2009 (for secondary NET)
2. Employment Visa	<ul style="list-style-type: none"> • Obtain the valid Employment Visa before the commencement date of contract • It generally takes about 4 weeks for employment visa application (from the date of submission of employment visa application to the date of issuance) • Get the completed application form and appropriate supporting documents from the NET • Download the parts for sponsor on the Employment Visa Application Form from the Immigration Department website at http://www.immd.gov.hk/. The school supervisor, principal, deputy principal or representative of the school Human Resources Department can sign the form as the sponsor of the NET's employment visa • Forward the completed application to the Immigration Department with copy of the contract and relevant documents • Send the Employment Visa to the NET when issued • Cost of visa application should be borne by the NET 	Procedure on Visa Application (attached)
3. Pick-up at the airport & Accommodation	<ul style="list-style-type: none"> • Make necessary arrangements to pick-up the NET at the airport and assist him/her in settling down, including seeking accommodation 	
4. Verification of Documents	<ul style="list-style-type: none"> • Verify those documents without the "original seen" chop on them against the originals produced by the NET upon his/her arrival in Hong Kong • Adjust the NET's salary (either upward or downward) according to the supporting documents produced where necessary • If your NET has worked under the NET scheme before with break of service between two contracts, the entry salary of his/her new contract will base on the latest salary scale and the proof of all his/her teaching experience and qualification 	

5. Medical Examination and Health Condition	<ul style="list-style-type: none"> To maintain a healthy school environment, schools are advised to require the NET, before appointment, to undergo a medical examination including a chest X-ray examination by a registered medical practitioner (cost of the medical check-up should be borne by the NET) Schools are also reminded to advise staff to consult doctors promptly if they have symptoms suggestive of infectious diseases For more information, please refer to “Matters relating to Medical and Health Condition of Staff in Aided Schools” (available at: www.edb.gov.hk -> Teachers’ Development -> Employment Related Information -> Appointment Matters 	
6. Normal Teacher Appointment Procedure	<ul style="list-style-type: none"> Submit the “Appointment Forms of Teaching Staff in Aided Schools”(available at: www.edb.gov.hk -> Teachers’ Development -> Employment Related Information -> Appointment Matters) as soon as the NET reports duty Pay the salary and special allowance to the NET at the end of each month as required by the Labour Ordinance 	EDB Cir. 50/2000 EDB Cir. 3/2003 EDB Cir. 5/2005
7. Application for Fringe Benefits	<ul style="list-style-type: none"> Request the NET to complete the forms in the relevant school circular to apply for the fringe benefits Endorse the applications and forward the forms with supporting documents to the NET Administration Team (<i>Address: Rm 1321, 13/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong</i>) as soon as possible (application forms for different allowances can be sent separately) Request the NET to provide the related document showing the changes in his/her personal or family particulars if any (e.g. the status of permanent resident in the Hong Kong Special Administrative Region (HKSAR), marital status, etc.) 	EDBC 8/2009 (for primary NET) EDBC 9/2009 (for secondary NET)
8. Teacher Registration	<ul style="list-style-type: none"> School and NET concerned should submit application for teacher registration as soon as the appointment has been confirmed and prior to the NET’s assumption of duty. A NET who holds only academic qualifications (i.e. has no teacher training and teacher qualification) may apply to be a Permitted Teacher (PT) by completing a Form 10 (Application for Permission to Employ an Unregistered Teacher). A NET who holds teacher qualification (e.g. a local Teacher’s Certificate or Post-graduate Diploma/Certificate in Education) may apply for registration as a teacher (RT) by filing a Form 8 (Application for Registration as a Teacher) to the Teacher Registration Team. Teacher registration application forms (Form 8, Form 10 and Form 11) can be obtained from Education Bureau’s website at http://www.edb.gov.hk -> Teachers’ Development -> Training & Qualifications -> Teacher Registration: <ol style="list-style-type: none"> for PT application form: <ul style="list-style-type: none"> <i>First Application – Form 10 – Application for Permission to Employ an Unregistered Teacher</i> <i>Subsequent Applications – Form 11 – Application for Permission to Employ an Unregistered Teacher Who has Previously been Employed as a Permitted Teacher</i> 	

	<p>b. for RT application form: <i>Form 8 – Application for Registration as a Teacher</i></p> <ul style="list-style-type: none"> • A duly completed application form (including all necessary supporting documents such as copy of Hong Kong Identity Card, photocopies of academic transcripts, certificates/diplomas and professional qualifications claimed as well as photograph(s) affixed on the application) endorsed by the school should be sent to the Teacher Registration Team at Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon. • Schools should follow the procedures stipulated in Education Bureau Circular No. 11/2007 when submitting applications. • For further enquiry, please contact the Teacher Registration Team at: Tel: 2520 0325 or 2520 0270. 	<p>EDB Cir. 11/2007 Form 8, 10 and 11</p>
<p>9. Induction</p>	<ul style="list-style-type: none"> • Pass the information about the induction course arranged by EDB to the NET • Release the Primary / Secondary NET to attend the course in Oct 2009 (1st round) or February 2010 (2nd round) • Assign a school teacher to act as partner of the NET and to help him/her integrate into the school community • Professional support service is available from the NET Section of EDB. For details, please contact Mr. Toby CHU at (852) 3549 8332 or by email on tobychu@edb.gov.hk. 	