



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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NET Administration Team
Teacher Administration Section
Education Bureau
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

8 July 2011

Dear Principal:

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

As the close of the 2010/11 academic year is drawing near, I would like to take this opportunity to thank you for your support to the Enhanced NET Scheme in Secondary Schools and draw your kind attention to some important issues regarding NET appointment for the 2011/12 school year.

Appointment of Temporary NET

2. Schools not being able to find a suitable teacher to fill the vacant NET post after considering all the candidates referred by the Education Bureau (EDB) and/or conducting their own recruitment exercise may apply to their respective Senior School Development Officer (SSDO) for permission to appoint a temporary NET. For details, please refer to the guidelines on the appointment of temporary NET in Annex A.

Certificate of No Criminal Conviction

3. Since the 2009/10 school year, NETs who have not served under the NET Schemes before or with a break in service are required to produce documentary evidence of their having/ not having been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC)) from the countries/ cities where they have resided before they take up this new appointment in Hong Kong. Eligible candidates who are not able to obtain the above-mentioned CNCC since they have been residing in Hong Kong are required to obtain a certificate of statutory declaration from one of the District Offices of the Home Affairs Department certifying that they have not been found guilty of criminal offence before they could be appointed as NETs. Any NETs who have been found providing false information or withholding information willfully in this respect will be disqualified for employment or liable for termination of employment even though they have already assumed duties in schools. The above requirements are designed to safeguard the interests of schools and students. A blank Declaration Form as well as a list of the addresses and telephone numbers of the District

Offices is attached at Annex B for your information/necessary action should your school opts to appoint a NET on your own.

Application for Fringe Benefits

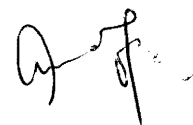
4. A NET whose normal place of residence is established as being outside Hong Kong will be eligible for the fringe benefits (including Special Allowance, Passage/Baggage Allowance and Medical Allowance) provided under the Enhanced NET Scheme in Secondary Schools. In this connection, NETs who have not served under the NET Schemes before or with a break in service are required to complete PNET-Form A (Annex) on "Declaration on Normal Place of Residence" attached to EDB Circular No. 9/2009 on "Enhanced NET Scheme in Secondary Schools - Payment of Fringe Benefits". Serving NETs on renewal of contract should complete the respective application forms for payment of fringe benefits attached to the said circular before the start of the new school year. The completed application forms together with the required supporting documents should be submitted via their respective school head to the NET Administration Team. To facilitate your administrative arrangements, I am pleased to attach a task schedule at Annex C for your reference and action.

Leave Arrangements

5. Since most NETs do not reside permanently in Hong Kong, schools are earnestly requested to give due consideration to the request of their NETs for leave at Christmas, Easter and other major holidays to allow time for a reunion with families in their home countries. Though the commencement date of terminal leave is negotiable between schools and their respective NET(s), a reasonably continuous block of holiday for the NETs during the summer break to facilitate a more practicable and useful period of leave for the NETs is recommended. Besides, schools could grant paid or unpaid casual leave for NETs on compassionate grounds (in accordance with the Code of Aid for Secondary Schools) to enable them to attend to personal matters of grave importance outside Hong Kong.

6. For enquiries, please contact Mr. Royce WONG of the NET Administration Team on 2892 6495.

Yours sincerely,



(Andy LOK)
for Secretary for Education

cc CSDO(District)
CCDO(NET)

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools **Appointment of Temporary NET**

Appointment Procedures

1. For schools which have opted to recruit NET directly but not being able to find a suitable NET, they may apply to their respective Senior School Development Officer (SSDO) for permission to appoint a temporary NET with the following:
 - (a) Records of the recruitment exercise conducted, including advertisement placements, interview board composition, selection procedures and results, etc.;
 - (b) Documents regarding the qualifications/experiences of the prospective temporary NET for consideration before offering appointment; and
 - (c) Evidence showing the schools are still actively looking for fully qualified teachers to fill the NET posts.

2. For schools having entrusted EDB to recruit NET but with no NET appointed for the time being, they may apply to their respective SSDO for permission to employ a temporary NET with documents regarding the qualifications/experiences of the prospective temporary NET for consideration before offering appointment.

Appointment Requirements

3. The requirements for appointment of a temporary NET are as follows:
 - (a) Candidates should be native-speaker of English or possess native-speaker English competence#.
 - (b) They should also possess:
 - i. a bachelor's degree majoring in English Language or Linguistics or English Literature or English Studies or a Modern Language from a Hong Kong university or its equivalent; **OR**
 - ii. a bachelor's degree in any subject from a Hong Kong university or its equivalent **AND** a Teaching English as a Foreign/Second Language (TEFL/TESL) qualification at certificate level **OR** at least one year's post-degree experience of teaching English preferably as a second or foreign language at secondary level or above.

Terms of Appointment

4. These temporary NETs should initially be appointed on a day-to-day basis and, for continuous appointment of 90 days or above, they will be paid monthly salary at the Graduate Master/Mistress (GM) rank. **They will not be eligible for the fringe benefits under the Enhanced NET Scheme in Secondary Schools.**

Native speakers of English are people who acquire the language in infancy and develop the language through adolescence and adulthood within a community where English is spoken as the first language. Native-speaker English competence refers to the ability to use English fluently and spontaneously, to give grammatically accurate responses in communication and to write or speak creatively.

Non-native speakers of English, i.e. people who have not acquired the language in early childhood, are also suitable for employment as NETs if their English competence is not different from that of native-speakers in terms of fluency, accuracy and creativity in language use.

Address and Telephone Numbers of District Office Public Enquiry Service Centres

Public Enquiry Service Centers	Addresses	Telephone No.
Central Telephone Enquiry Center	Home Affairs Department	2835 2500
Central & Western	Unit 5, G/F., The Center, 99 Queen's Road Central, Hong Kong.	2189 2819
Eastern	G/F., Eastern Law Courts Building, 29 Tai on Street, Sai Wan Ho, Hong Kong.	2886 6531
Southern	G/F., Ocean Court, 3 Aberdeen Praya Road, Aberdeen, Hong Kong.	2814 5720
Wan Chai	G/F., 2 O'Brien Road, Wan Chai, Hong Kong.	2575 2477
Kowloon City	Room 1707, 17/F., One Harbourfront, 18 - 22 Tak Fung Street, Hung Hom, Kowloon.	2621 3401
Kwun Tong	Lower G/F., Kwun Tong, District Branch, Offices Building, 6 Tung Yan Street, Kwun Tong, Kowloon.	2342 3431
Sham Shui Po	G/F., Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Sham Shui Po, Kowloon.	2728 0781
Wong Tai Sin	Unit 201, 2/F., Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.	2322 9701
Yau Tsim Mong	G/F., Mong Kok Government Offices, 30 Luen Wan Street, Mong Kok, Kowloon.	2399 2111
Cheung Chau (Islands)	G/F., 22 San Hing Street, Cheung Chau.	2981 1060
Mui Wo (Islands)	G/F., Mui Wo Government Offices, 2 Ngan Kwong Wan Road, Mui Wo, Lantau Island.	2984 7231
Tung Chung (Islands)	1/F., Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island.	2109 4953
Kwai Tsing	2/F., Kwai Hing Government Offices Building, 166 - 174 Hing Fong Road, Kwai Chung, N.T.	2425 4602
North	G/F., North District Government Offices, 3 Pik Fung Road, Fanling, N.T.	2683 2913
Tseung Kwan O (Sai Kung)	1/F., King Lam Neighbourhood Community Center, King Lam Estate, Tseung Kwan O, N.T.	2701 3218
Sha Tin	G/F., Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin,	2606 5456

	N.T.	
Tai Po	G/F., Tai Po Government Offices Building, 1 Ting Kok Road, Tai Po, N.T.	2654 1262
Tsuen Wan	1/F., Tsuen Wan Multi-storey Carpark Building, 174 - 208 Castle Peak Road, Tsuen Wan, N.T.	2492 5096
Tuen Mun	2/F., Tuen Mun Government Offices, 1 Tuen Hi Road, Tuen Mun, N.T.	2451 1151
Yuen Long	G/F., Yuen Long District Office Building, 269 Castle Peak Road, Yuen Long, N.T.	2474 0324

Education Bureau
Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

Task Schedule for Secondary Schools for the 2011/12 school year

No	Date	Event	Action(s) by school	Action(s) by NET
1	25 March 2011	Issue of EDBCM No. 45/2011 on Appointment and Re-appointment of NETs in the 2011/12 School Year	(i) Bring the CM to the attention of the NET; (ii) Fill in Form A in EDBCM No. 45/2011 and return it to the NET Administration Team on or before 6 May 2011.	(For serving NETs recruited by EDB and whose contract will not be renewed upon expiry at the end of the 2010/11 school year): Fill in Form B in EDBCM No. 45/2011 and return it to the NET Administration Team on or before 6 May 2011.
2.	16 May 2011	Issue of EDBCM No. 66/2011 on Letter of Appointment	(i) Bring the CM to the attention of the NET. (ii) Use the updated specimen letter of appointment and memorandum on the terms and conditions of service as reference to prepare a Contract for the NET; (iii) Discuss the new contract with the NET. (To be completed by the school when the NET has signed a new contract): Fill in Attachment C in EDBCM No. 66/2011 on Letter of Appointment and return it to the NET Administration Team.	(For NETs recruited directly by schools): Fill in Form C in EDBCM No. 45/2011 and return it to the NET Administration Team.
3.	20 May 2011	Issue of EDBCM No. 78/2011 on Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong	<u>Application for the Payment of Contract Gratuity</u> Send the completed Application Form for Payment of Contract Gratuity to the respective Senior School Development Officer (SSDO) for arranging payment.	
4.	June-August 2011	Renewing contract with serving NET/Recruitment of new NET	(For New NETs recruited directly by schools only): Ensure the NET could produce the Certificate of No Criminal Conviction (CNCC) or written proof of declaration from one of the District Offices of the Home Affairs Department. <u>Teacher Registration</u> Ensure that the appointed NET has applied to be registered teacher (RT) or has applied for teaching permit prior to assumption of duties.	

No	Date	Event	Action(s) by school	Action(s) by NET
5.	August/ September 2011	Apply for Payment of Fringe Benefits and Retention Incentive for the NETs	<p><u>Certification for normal place of residence (For New NETs only):</u> Send the completed NET-Form A and NET-Form A (Annex) in EDBC No. 9/2009 on “Payment of Fringe Benefits”, together with relevant supporting documents, to the NET Administration Team.</p> <p><u>Application for Special Allowance (For NETs whose normal place of residence has been established as outside Hong Kong and who have renewed or signed a new contract):</u> Send the completed NET-Form B in EDBC No. 9/2009 on “Payment of Fringe Benefits” to the NET Administration Team.</p> <p><u>Application for Reimbursement of Passage /Baggage Allowance (For NETs whose normal place of residence has been established as outside Hong Kong):</u> Send the completed NET-Form C in EDBC No. 9/2009 on “Payment of Fringe Benefits” to the NET Administration Team.</p> <p><u>Application for Reimbursement of Medical Insurance Premium (For NETs whose normal place of residence has been established as outside Hong Kong):</u> Send the completed NET-Form D in EDBC No. 9/2009 on “Payment of Fringe Benefits” to the NET Administration Team.</p> <p><u>Application for Retention Incentive (For serving NETs who have already completed at least two years of continuous service in the NET Scheme):</u> Send the completed application form in EDBC No. 2/2006 to the NET Administration Team.</p>	<p><u>Certification for normal place of residence (For New NETs only):</u> Fill in NET-Form A (Annex) in EDBC No. 9/2009 on “Payment of Fringe Benefits” and return it with supplementary information to school.</p> <p><u>Application for Special Allowance (For NETs whose normal place of residence has been established as outside Hong Kong and who have renewed or signed a new contract):</u> Fill in NET-Form B in EDBC No. 9/2009 on “Payment of Fringe Benefits” and return it to school.</p> <p><u>Application for Reimbursement of Passage /Baggage Allowance (For NETs whose normal place of residence has been established as outside Hong Kong):</u> Fill in NET-Form C in EDBC No. 9/2009 on “Payment of Fringe Benefits” and return it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p> <p><u>Application for Reimbursement of Medical Insurance Premium (For NETs whose normal place of residence has been established as outside Hong Kong):</u> Fill in NET-Form D in EDBC No. 9/2009 on “Payment of Fringe Benefits and return it together with relevant receipts to the school.</p> <p><u>Application for Retention Incentive (For serving NETs who have already completed at least two years of continuous service in the NET Scheme):</u> Fill in the application form in EDBC No. 2/2006 and return it to the school.</p>

6.	22 to 24 August 2011 (whole-day); 14 & 29 September 2011 (pm)	Induction Programme for New NETs	(For New NETs only): Nominate the NET to attend all sessions of the Induction Programme.	(For New NETs only): Attend the Induction Programme as advised.
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