

Education Bureau Circular Memorandum No. 48/2009

From : Secretary for Education

To : Supervisors/Heads of all aided primary schools, special schools with a primary section

Ref. : EDB(NETADM)/PNET/1/8

Date : 21 April 2009

c.c. : Supervisors/Heads of all private primary schools/DSS schools, Heads of Sections/Government primary schools

Native-speaking English Teacher Scheme in Primary Schools

Appointment and Re-appointment of Native-speaking English Teachers for the 2009/10 School Year

SUMMARY

This is to inform schools and Native-speaking English Teachers currently employed under the Native-speaking English Teacher (NET) Scheme about appointment and re-appointment of NETs in the 2009/10 school year. Schools are requested to bring this circular memorandum to the attention of their NETs. This circular memorandum supersedes the Education Bureau (EDB) Circular Memorandum No. 19/2008 on the same subject.

DETAILS

NET Scheme in Primary Schools

2. Starting from the 2002/03 school year, public-sector primary schools operating six classes or more have been provided with NETs. Since then, EDB has been recruiting additional NETs for primary schools with an aim to achieving the target of recruiting one NET for each school. In general, we have achieved the target of one-school-one-NET in the 2008/09 school year with almost all of the primary schools now having their own NETs instead of sharing a NET with another school. For deployment of NETs, schools may refer to the Deployment Guidelines issued by the NET Section or seek advice from the Section's Advisory Teaching Team (ATT).

Appointment and Re-appointment of NETs

3. Schools and their serving NETs with contracts due to expire at the end of the 2008/09 school year are requested to discuss and reach an initial agreement as to whether they wish to have

their contracts renewed for another two years. Early discussion on contract renewal matters would enable NETs to make their future plans and schools to plan for recruitment/ staff deployment. Schools are requested to complete and return the attached Form A to EDB as detailed in paragraph 15 to facilitate planning and recruitment arrangement.

4. Schools may opt to recruit new NETs directly or entrust EDB to recruit NETs on their behalf. Schools opting to recruit a NET directly may proceed with the normal recruitment procedure and should ensure that the qualifications of NETs meet the requirements for appointment of new NETs in primary schools as set out in the Appendix. Schools are also informed that, starting from the 2009/10 school year, new NETs who have not served under the NET Schemes before are required to produce documentary evidence that they have/ have not 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. Assessments on non-local qualifications of NETs should be arranged by schools in accordance with the Education Bureau Circular No. 1/2005 before offering appointments. Schools recruiting NETs directly should ask the NET to complete and return the attached Form C as detailed in paragraph 15 and the required documentary evidence that he/ she has/ has not been found guilty of criminal offence from the countries/ cities where he/ she has resided to EDB.

5. In some individual cases when changes in circumstances such as reduction in classes resulting in a school operating fewer than six classes and hence becoming ineligible to receive the NET provision, EDB will consider the NET provision for these schools on a case-by-case basis. Should these schools wish to retain their NETs, they have to apply in writing to the Education Officer, the NET Administration Team (*Address: Room 1321, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong*). In order to minimise disruption to student learning, EDB will, where practicable, allow schools to keep their current serving NETs, on condition that these serving NETs, whose contracts are due to expire in August 2009, will continue to serve in the same school. Schools that will have the above changes in circumstances should approach the ATT regarding the deployment plan of the NET provision.

Retention Incentive

6. With effect from the 2005/06 school year, EDB has introduced a retention incentive to provide additional incentive for serving NETs to continue their service under the NET Scheme in Hong Kong. NETs who have served two years of continuous service and are in the third and fourth years of continuous service OR who have served four years of continuous service and are in the fifth year of service onwards, are eligible to apply for receiving a retention incentive of 5% OR 10% of the current base salary respectively. The incentive is payable to NETs in each school year subject to the school management's confirmation in the annual appraisal that the performance of the NET has been satisfactory. For further details of the retention incentive, schools may refer to the Education Bureau Circular No. 2/2006.

Fringe Benefits for NETs

7. Schools are reminded that once the NET's normal place of residence is established as being outside Hong Kong and his/ her eligibility for the fringe benefits under the NET Scheme is confirmed, he/ she should continue to be eligible for the fringe benefits when re-appointed without a break in service unless there are changes in the NET's personal or family particulars such as change of marital status, permanent resident status and children having reached the age of 18, etc., which might affect his/ her entitlement. NETs should also be reminded to complete and submit the application forms for fringe benefits, when they report for duty on their contract commencement date.

Appointment for Serving NETs on Completion of Contract

8. For serving NETs who were recruited by EDB and wish to change to another school upon expiry of their contracts in the current school year, EDB will assist them to look for a new appointment. These NETs should complete and return the attached Form B to EDB as detailed in paragraph 15. They should note that there is no guarantee that they will be offered an appointment at other schools. If they subsequently fail to obtain a new appointment, they would not be able to return to their original schools.

Payment of Gratuity

9. Schools should arrange for the payment of gratuity for their NETs the soonest possible upon their satisfactory completion of the contract. A circular memorandum on the details of the payment of gratuity and the payment of tax before leaving Hong Kong will be issued in due course.

Duties of NETs

10. NETs should work collaboratively with the English panel in the preparation of teaching materials, curriculum development, organisation of English-related activities and staff development, etc., and act as resource persons for the schools. Schools should carefully review the NET's job description and duty lists and make sure they are gainfully deployed. Schools may seek advice from the Advisory Teaching Team of the NET Section at 3549 8300.

Terms and Conditions of Service

11. The sample contract for the NET is subject to an annual review. An updated sample contract will be issued to schools for reference by May 2009. Schools should **not** sign a formal contract with serving/new NETs before they receive the updated sample contract.

Employment Visa

12. Before signing a formal contract with NETs coming from abroad, schools are advised to remind NETs that the offer for employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to arrival in Hong Kong, from the Director of Immigration of the Government of Hong Kong Special Administrative Region.

13. For NETs already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the Contract, an approval from the Director of Immigration of the Government of Hong Kong Special Administrative Region allowing them to work for the School as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year.

Teacher Registration

14. Section 42 of the Education Ordinance stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have applied to be RTs or the schools have applied for teaching permits for them prior to their assumption of duties. For further enquiries, please contact the Teacher Registration Team of the EDB at 2520 0325 or 2520 0356.

Forms to be completed

15. School heads are strongly advised to discuss the appointment and re-appointment matters with the NET prior to returning the forms to EDB. Schools and NETs should complete the attached Forms A, B and C where appropriate –

Form A: *Survey on Appointment of Native-speaking English Teachers (NETs)* – to be completed by all aided primary schools/ special schools with a primary section already under the Scheme and those that wish to join the Scheme for the first time in the 2009/10 school year, and submitted to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.

Form B: *Application of Serving NETs for New Appointment on Completion of Contract* – to be completed by NETs who were recruited by EDB and whose contract will NOT be renewed upon expiry in August 2009, and submitted to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.

Form C: *Personal Particulars of NETs Recruited by Schools Directly* – to be completed by NETs who were recruited directly by schools, and submitted to the NET

Administration Team by fax at 2123 1239 when they report for duty on their contract commencement date.

Enquiries

16. For enquiries, please contact Mr Royce WONG at 2892 6495 or Mr Ricky LAU at 2892 6498.

Sheridan LEE
for Secretary for Education

**Qualifications for Appointment of Native-speaking English Teachers (NETs)
under Native-speaking English Teacher (NET) Scheme in Primary Schools**

The applicant should be a native-speaker of English (meaning English being the person's native language) or possess native-speaker English competence.

Preference will be given to applicants with experience in teaching English as a second/ foreign language.

For appointment in special schools, preference will be given to applicants who have special education training and/ or experience in teaching students with special education needs.

Appointment of native-speaking English teachers (NETs) should be considered according to the following order of priority:

1. Category 1 (to be appointed at Assistant Primary School Master/Mistress (APSM) rank, MPS pt. 17-29)

- (i) a bachelor's degree in English (i.e. majoring in English Language or English Literature or English Studies or Linguistics# or a Modern Language#) from a Hong Kong university or equivalent; and
- (ii) a recognized teacher training qualification in primary education; and
- (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at certificate level.

2. Category 2 (to be appointed at APSM rank, MPS pt.17-29)

- (i) a bachelor's degree in any subject from a Hong Kong University or equivalent; and
- (ii) a recognized teacher training qualification in primary education; and
- (iii) a TEFL/TESL qualification at least at certificate level.

In the event that candidates meeting the requirements in Category 1 – 2 cannot be recruited, consideration may be given to appoint teachers with the following qualifications:

3. Category 3 (to be appointed at APSM rank, MPS pt.17-29)

- (i) a bachelor's degree in any subject from a Hong Kong University or equivalent; and
- (ii) a recognized teacher training qualification; and
- (iii) a TEFL/TESL qualification at least at certificate level.

4. Category 4 (to be appointed at APSM rank, MPS pt.17-29, with salary bar at MPS Point 22)

- (i) a bachelor's degree in any subject from a Hong Kong University or equivalent; and
- (ii) a TEFL/TESL qualification at least at certificate level.

5. Category 5 (to be appointed at Certificated Master/Mistress (CM) rank, MPS pt.14-24)

- (i) a recognized teacher's certificate obtained after at least 2 years' full-time study or equivalent; and
- (ii) a TEFL/TESL qualification at least at certificate level.

A degree in Linguistics or Modern Languages should be one in which English is the major language studied.

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Form A

**Native-speaking English Teacher (NET) Scheme in Primary Schools
Survey on Appointment of Native-speaking English Teachers**

*(To be completed by aided primary schools/special schools with a primary section and returned to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.)*

For new schools joining the NET Scheme for the first time in September 2009, please complete paragraphs 3 to 6 only.)

[To: Assistant Education Officer, NET Administration Team]

1. The contract period of **the serving NET** is:

Name of NET	HKID Card No. and Date of Birth (dd/mm/yy)	Recruited by EDB	Current Contract period (exact dates)		If the contract is due to expire at the end of the 2008/09 school year (s.y.), please indicate whether the contract would be renewed for the 2009/10 and 2010/11 s.y. or extended for the 2009/10 s.y. #
			From	To	
	() / /	Yes / No *	/ /	/ /	Not applicable / Yes / No / Extension of service*

Note: (a) If the NET was recruited by EDB and his/ her contract is not to be renewed, please request the NET to complete Form B.

(b) For details of the conditions of service for NETs employed under the NET Scheme who are granted an extension of service, please refer to EDB Circular No. 25/2000.

2. Please provide reasons below if the contract of the NET will not be renewed: *(The information is for internal statistical purposes only. Use separate sheets if necessary.)*

* Delete where inappropriate

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Form A

3. Please '☑' one box below. (Your request will not be entertained if you tick more than one box.)

We are going to recruit one NET directly.

We wish to entrust EDB to recruit one NET on our behalf. **(Please provide the following information to facilitate deployment of NET to your school. Use separate sheets if necessary.)**

Religion of school: _____

Requirements (if any): _____

Main duties of the new NET: _____

4. I hereby give/ do not give* my consent for EDB to disclose the name, address and fax no. of our school to potential NET candidates upon their request so that they can apply to our school direct.

5. I certify that all the information given in this form is true and accurate.

6. I undertake to co-operate with the Education Bureau in the running of the NET Scheme in Primary Schools to make the best use of resources.

Name of School: _____ School District: ()

Sponsoring Body: _____

Name of Supervisor / School Head*: _____ Signature: _____

Mode of operation: AM / PM / Whole-day*

Name of contact person: _____ Tel. no. : _____

No. of operating classes in the 2009/10 school year:
(Please fill in the no. of operating classes.)

Class Level	P.1	P.2	P.3	P.4	P.5	P.6	Total
No. of Classes							

* Delete where inappropriate

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Form B

Native-speaking English Teacher (NET) Scheme in Primary Schools

Application of Serving NETs for New Appointment on Completion of Contract

(To be completed by the NET recruited by EDB on behalf of the school and whose contract will not be renewed upon expiry at the end of the 2008/2009 school year, and returned to the NET Administration Team by fax at 2123 1239 on or before **6 May 2009**.)

[To: Assistant Education Officer, NET Administration Team]

via: School Head, _____
(Name of current school)

1. Please '☑' one box below. (Your request will not be entertained if you tick more than one box.)

- I would like to request EDB to send my personal particulars and CV to primary schools in need of NETs in the 2009/10 school year. I understand that interested schools may contact me direct for job interviews. (Please proceed to paras. 2 to 4 below.)
- I would not request EDB's assistance in finding a new appointment for me for the 2009/10 school year.
- I do not need the assistance of EDB but I would like a list of primary schools with NET vacancies to be sent to my e-mail address as shown below.

2. **I attach herewith my updated curriculum vitae and give my consent for EDB to send my personal particulars to schools for the purpose of finding a new appointment.** The following information is included in the CV:

- (a) Qualifications and teaching experience;
- (b) Expertise and skills (including duties in my current school);
- (c) Type(s) of school in which my expertise could be best utilized; and
- (d) Other remarks, if any (e.g. preference for districts, religion of school, etc.)

3. I would / would not * attend interviews with schools which are not in the districts of my preference.

4. I fully understand that:

- (a) EDB does not guarantee an appointment for me;
- (b) whether I am offered appointment is at the full discretion of the schools;
- (c) if I subsequently fail to obtain employment at another school, I would NOT be able to return to my original schools; and
- (d) all expenses incurred for attending interviews will be borne by myself.

Name: (Mr/Mrs/Ms*) _____ HKID Card No.: _____ ()
Date of Birth _____ / _____ / _____ (dd/mm/yy)

Residential address: _____

Tel. No.: (School) _____ (Home/Mobile) _____

Fax No.: _____ E-mail address: _____

Signature: _____ Date: _____

* Delete where inappropriate

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Form C

(12) Have you been previously employed under the Native-speaking English Teacher (NET) Scheme in Secondary or Primary Schools in Hong Kong? If yes, please complete your past employment records below: (Use separate sheets if necessary.)

<u>Name of school(s) in Hong Kong</u>		<u>Contract Periods</u>	<u>(Day/Month/Year)</u>	
1. _____	from	_____	to	_____
2. _____	from	_____	to	_____
3. _____	from	_____	to	_____

(13) Educational Qualifications (Use separate sheets if necessary.):

Teaching English as a Second Language Qualification (e.g. TESL/TEFL Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Professional Qualification (e.g. Diploma / Certificate in Education)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Academic Qualification (e.g. Degree, Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)

(14) Teaching Experience [if any] (Use separate sheets if necessary.):

Name of School (Country)	From (Day/Month/Year)	To (Day/Month/Year)	Levels & Subjects Taught	Full-time/Part-time

(15) Certificate of No Criminal Conviction (CNCC) (attached to this form)

(i) Issuing date: _____

(ii) Issuing country: _____

The contents of the above information are true and complete to the best of my knowledge and belief.

Date: _____

Signature: _____