

## Education Bureau Circular Memorandum No. 45/2011

From : Secretary for Education

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

Ref. : EDB(NETADM)ENET/1/3

Date : 25 March 2011

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

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### Enhanced Native-speaking English Teacher Scheme in Secondary Schools

#### Appointment and Re-appointment of Native-speaking English Teachers in the 2011/12 School Year

#### SUMMARY

This is to inform schools and Native-speaking English Teachers currently employed under the Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools about appointment and re-appointment of NETs in the 2011/12 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. 64/2010 on the same subject.

#### DETAILS

##### Appointment and Re-appointment of NETs

2. Schools and their serving NETs with contracts due to expire at the end of the 2010/11 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 own future plans and schools to arrange for recruitment/ staff deployment. **ALL schools are requested to complete and return the attached Form A, "Reply Proforma on Appointment of NETs" to EDB as detailed in paragraph 16** to facilitate our planning for the recruitment of NETs.

3. Schools may opt to recruit new NETs directly on their own or entrust EDB to recruit NETs on their behalf. Schools opting to recruit their NETs directly may proceed with the normal recruitment procedure and should ensure that the qualifications of NETs meet the requirements for appointment of NETs in secondary schools as set out in the **Appendix**. Assessment on non-local qualifications of NETs should be arranged by schools in accordance with the Education Bureau Circular No. 1/2005 before offering appointments.

4. Schools are reminded that, 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 an appointment as NET 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.

5. Schools recruiting NETs directly should ask the NET to complete and return the relevant attached form as detailed in paragraph 16 together with the required documentary evidence to EDB.

6. Since the fine-tuned medium of instruction (MOI) arrangements for secondary schools have been implemented from the 2010/11 school year, schools are no longer classified into schools using the Chinese as the MOI (CMI schools) and English as the MOI (EMI schools). The existing support measures, including the provision of additional English teachers (inclusive of the additional NET) and the criterion for the calculation, for former CMI schools, as stipulated in the EDB Circular No. 6/2009 on “Fine-tuning the Medium of Instruction for Secondary Schools”, will be reviewed in the 2011/12 school year. Though these schools may continue with the employment of one more NET under the Enhanced NET Scheme, under no circumstances should the service period of this NET go beyond 31 August 2012. Schools with an additional NET whose contract is due to expire in August 2011 may apply to their respective Senior School Development Officer for extending the service of their NET for one year (i.e. for the 2011/12 school year).

## **Retention Incentive**

7. 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 without a break in service under the NET Schemes 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**

8. 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 submit timely applications for fringe benefits, when they report for duty to your school.

## **Payment of Contract Gratuity**

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

## **Appointment for Serving NETs on Completion of Contract**

10. For NETs recruited by EDB who wish to change to another school on completion of their current contract at the end of the 2010/11 school year, EDB can offer assistance to them to look for a new appointment. These NETs should complete and return the attached **Form B on "Application of Serving NETs for New Appointment on Completion of Contract"** via their respective school head to EDB as detailed in paragraph 16. 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.

### **Duties of NETs**

11. 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 that they are gainfully deployed. Please make reference to the Education Bureau Circular Memorandum No. 180/2010.

### **Terms and Conditions of Service**

12. The specimen letter of appointment together with the memorandum on the terms and conditions of service for appointment as teachers under the Enhanced NET Scheme in Secondary Schools is subject to annual review. An updated specimen letter of appointment will be issued to schools for reference through a circular memorandum by May 2011. **Schools are advised not to sign a formal contract with their serving/new NETs before receiving the specimen letter of appointment.**

### **Employment Visa**

13. Before signing a formal contract with NETs coming from abroad, schools are advised to remind them 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 their arrival in Hong Kong, from the Director of Immigration of the Government of the Hong Kong Special Administrative Region.

14. For NETs who are 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 the 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**

15. 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 have applied for teaching permits for them prior to their assumption of duties. For enquiries in this regard, please contact the Teacher Registration Team of EDB at 2520 0325 or 2520 0270.

### Forms to be completed

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

<b>Form A</b>	<b><i>Reply Proforma on Appointment of Native-speaking English Teachers (NETs)</i></b> – To be completed by <b>ALL</b> aided secondary schools, caput schools and special schools (with a secondary section) under the Enhanced NET Scheme and those schools joining the Scheme for the first time in the 2011/12 school year.
<b>Form B</b>	<b><i>Application of Serving NETs for New Appointment on Completion of Contract</i></b> – To be completed by NETs recruited by EDB with contract NOT to be renewed upon expiry in August 2011.
<b>Form C</b>	<b><i>Personal Particulars of NETs Recruited by Schools Directly</i></b> – To be completed by NETs who have been recruited directly by their schools.

Completed Forms A and B should be returned to the NET Administration Team by fax at 2123 1239 by **6 May 2011** while completed Form C should be returned to the NET Administration Team when the NETs have reported duty on commencement of their contract.

### Enquiries

17. For enquiries, please contact Mr. Royce WONG (Tel No. : 2892 6495) or Mr. Alex HO (Tel No: 2892 6498) of the NET Administration Team of EDB.

**S K LEUNG**  
for Secretary for Education

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

- ✧ The applicant should be a native-speaker of English or possess native-speaker English competence.  
  
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.
- ✧ Preference will be given to applicants with experience in teaching English as a second / foreign language.
- ✧ Appointment of native-speaking English teachers (NETs) should be considered according to the following order of priority:
  1. **Category 1** (to be appointed at Graduate Master/Mistress (GM) rank, MPS pt. 15-33)
    - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics<sup>#</sup> or a Modern Language<sup>#</sup> OR a Bachelor in Education degree (major in English or a Modern Language<sup>#</sup>, but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent;
    - (ii) a Post-graduate Diploma in Education majoring in English or equivalent;
    - (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at the diploma level, or equivalent; and
    - (iv) at least 1 year's post-graduate experience of teaching English (preferably as a second or foreign language) at secondary level or above.
  2. **Category 2** (to be appointed at GM rank, MPS pt. 15-33)
    - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics<sup>#</sup> or a Modern Language<sup>#</sup>; OR a Bachelor in Education degree (major in English or a Modern Language<sup>#</sup>, but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent;
    - (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
    - (iii) at least 1 year's post-graduate experience of teaching English (preferably as a second or foreign language) at secondary level or above.

**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 GM rank, MPS pt. 15-33)
  - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics<sup>#</sup> or a Modern Language<sup>#</sup> from a Hong Kong university or equivalent;
  - (ii) a Post-graduate Diploma in Education or equivalent; and
  - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.
4. **Category 4** (to be appointed at GM rank, MPS pt. 15-33)
  - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
  - (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
  - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.
5. **Category 5** (to be appointed at GM rank, MPS pt. 15-33)
  - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
  - (ii) a Post-graduate Diploma in Education or equivalent;
  - (iii) a TEFL/TESL qualification preferably at diploma level, or equivalent; and
  - (iv) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.
6. **Category 6** (to be appointed at GM rank, MPS pt. 15-33, with salary bar at MPS Point 20)
  - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics<sup>#</sup> or a Modern Language<sup>#</sup> from a Hong Kong university or equivalent;
  - (ii) a TEFL/TESL qualification at least at the diploma level, or equivalent; and
  - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.
7. **Category 7** (to be appointed at GM rank, MPS pt. 15-33, with salary bar at MPS Point 20)
  - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
  - (ii) a master's degree in TEFL/TESL, or equivalent; and
  - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

Note:

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

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**Form A**

### Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools Reply Proforma on Appointment of Native-speaking English Teachers to be returned by 6 May 2011

- 1) For *aided secondary schools/caput schools/special schools already in the Enhanced NET Scheme*, please
- complete **Parts 1 to 4** of this form if the contract of your NET is due to expire at the end of the 2010/11 school year; or
  - complete **Part 1** only if the contract of your NET is due to expire at the end of the 2011/12 school year.
- 2) For new schools joining the NET Scheme for **the first time** in the 2011/12 school year, please complete **Parts 3 and 4**.

**To: NET Administration Team  
Education Bureau**

**Fax No: 2123 1239**

1. The contract period of my **servicing NET** is:

Name of NET	HKID Card No. and Date of Birth (dd/mm/yy)	Recruited by EDB	Current Contract period (exact dates)		For contract due to expire at the end of the 2010/11 school year	
			From	To		
	( )				Not applicable / Yes ^/ No *	
	/ /	Yes / No *	/ /	/ /	^ If yes, please put a “✓” at the appropriate box below	
					<input type="checkbox"/> Contract to be extended for 1 year (2011/12)	<input type="checkbox"/> Contract to be renewed for 2 years (2011/12 - 2012/13)

\* Delete where inappropriate

- Notes: (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 Enhanced NET Scheme who are granted an extension of service, please refer to EDB Circular No. 25/2000.

The estimated no. of approved operating classes of my school in the 2011/12 school year is: \_\_\_\_\_

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

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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 fill in the following information to facilitate EDB's provision of suitable NET candidates for your school's reference)**

Religion of school: \_\_\_\_\_

Requirements (if any): \_\_\_\_\_

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Main duties of the NET in school: \_\_\_\_\_

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4. I hereby give/ do not give\* my consent for EDB to disclose the name, address and fax no. of my school to potential NET candidates for direct application to schools upon their request.

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 Enhanced NET Scheme in Secondary Schools to make the best use of resources.

Name of School: \_\_\_\_\_ School District: ( )

Sponsoring Body: \_\_\_\_\_

Name of Supervisor / Principal\*: \_\_\_\_\_ Signature: \_\_\_\_\_

School Type: Aided / Caput / Special\*

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

\* Delete where inappropriate

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**Form B**

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools  
Application of Serving NETs for New Appointment on Completion of Contract  
to be returned by 6 May 2011**

*To be completed by the NET recruited by EDB and whose contract will not be renewed upon expiry at the end of the 2010/2011 school year*

**To: NET Administration Team  
Education Bureau**

**Fax No: 2123 1239**

*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 secondary schools in need of NETs in the 2011/12 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 2011/12 school year.
- I do not need the assistance of EDB but I would like a list of secondary 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 utilised; 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 school; 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.)

Name of school(s) in Hong Kong

Contract Periods (Day/Month/Year)

1. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
2. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_
3. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

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

Teaching English as a Second/Foreign 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: \_\_\_\_\_