

THINGS TO DO

Checklist for newly appointed NETs

A. BEFORE COMING TO HONG KONG

	<i>Item</i>	<i>Procedure</i>
1.	Employment Visa Application <i>(Please refer to the “Procedures on Visa Application” for details.)</i>	<input type="checkbox"/> Examine your passport to confirm the expiry date is beyond September 2010 (i.e. valid for over 1 year). <input type="checkbox"/> Visa for yourself: Forward the completed application form for employment visa with appropriate supporting documents to your school (if you work for an Aided School) / the Appointments & Personnel (AP) Section (if you work for a Government School) <u>before arrival</u> . <i>You must obtain the employment visa before the commencement date of employment; otherwise you cannot legally start to work and be paid from the commencement date of employment.</i> <input type="checkbox"/> Visa(s) for your dependent(s), if necessary: Forward the completed application form for dependent visa with appropriate supporting documents for your dependents <u>before arrival</u> , to your school/AP Section. <input type="checkbox"/> Generally speaking, it may take about 4 weeks for employment visa application (from the date of submission of employment visa application to the date of issuance) per Immigration Department application procedures.
2.	Official Employment Contract	<input type="checkbox"/> For those appointed in aided / caput schools, your schools will send you a contract. Please sign and return the contract to your school. <input type="checkbox"/> For those appointed in government schools, the AP Section of the Education Bureau (EDB) will send you a contract. Please sign and return the contract to the AP Section.
3.	Arrangements for passage and temporary accommodation in Hong Kong	<input type="checkbox"/> Book air tickets and make the necessary arrangement to come to Hong Kong. Passage and baggage allowances would only be reimbursed upon application and production of receipts and used tickets. <input type="checkbox"/> Reservation a room at a hotel. You may consult your school if necessary. Hotel information is available at the website of the Hong Kong Tourism Board : www.discoverhongkong.com/eng/trip-planner/accommodations.html <input type="checkbox"/> Bring along sufficient money for paying deposits and rent for renting an apartment (approximately equivalent to the rent for 3 months), school fees for your children and other expenses at least for the first month in Hong Kong.
4.	Medical certificate	<input type="checkbox"/> Send a copy of a recent medical certificate issued by a recognised medical

		<p>practitioner in Hong Kong or your home country, including a satisfactory chest X-ray report, certifying that you are “medically fit to teach” to the school/AP Section.</p> <p><i>(Note : Original certificate and chest x-ray report are required when you arrive in Hong Kong. The cost should be borne by you.)</i></p>
5.	Official documents for salary assessment	<p>Bring along the originals of the following documents when you come to Hong Kong, and present them to your school principal/the AP Section when requested:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Degree diplomas and transcripts of your academic qualifications <input type="checkbox"/> Degree diplomas and transcripts of your teacher training qualifications <input type="checkbox"/> Official record/ certificates of service for your teaching experience <input type="checkbox"/> Marriage certificate or any other document that can be used to verify change of name, if any <p>If you rejoin the NET Scheme with a break in service, the salary, the retention incentive and the conditions of service to be offered are subject to the prevailing conditions at the time the offer of appointment is made.</p>
6.	Medical insurance	<p><input type="checkbox"/> Check if your insurance policy covers your stay in Hong Kong. If not, you may approach an insurance agency (list enclosed) in Hong Kong before or after your arrival.</p>
7.	Education for children	<ul style="list-style-type: none"> <input type="checkbox"/> Make necessary arrangements for the education of your children in Hong Kong. <input type="checkbox"/> Seek advice from your school if necessary. <input type="checkbox"/> Please refer to the EDB website: http://www.edb.gov.hk/FileManager/EN/Content_4405/ncs%200708%201ist.pdf for details

B. AFTER ARRIVAL IN HONG KONG

	<i>Item</i>	<i>Procedure</i>
1.	Accommodation	<ul style="list-style-type: none"> <input type="checkbox"/> Approach any property agency near your school or any one of your choice. <input type="checkbox"/> Seek advice and assistance from your school or the mentors, if necessary.
2.	Teacher registration	<ul style="list-style-type: none"> <input type="checkbox"/> Section 42 of the Education Ordinance stipulates that any person who teaches in a school in Hong Kong has to be either a registered teacher (RT) or a permitted teacher (PT). <input type="checkbox"/> You and your school should submit application for teacher registration <u>as soon as the letter of appointment has been signed and</u>

		<p><u>prior to your assumption of duty.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If you held only academic qualifications (i.e. has no teacher training and teacher qualification), you may apply to be a Permitted Teacher (PT) by completing a Form 10 (Application for Permission to Employ an Unregistered Teacher). <input type="checkbox"/> If you held teacher qualification (e.g. a local Teacher’s Certificate or Post-graduate Diploma/Certificate in Education), you may apply for registration as a teacher by filing a Form 8 (Application for Registration as a Teacher) to the Teacher Registration Team. <input type="checkbox"/> Teacher registration application forms (Form 8, Form 10 and Form 11) can be obtained from the Education Bureau’s website at http://www.edb.gov.hk -> Teacher’s Development -> Training & Qualifications -> Teacher Registration <input type="checkbox"/> 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) should be endorsed by the school and sent to the Teacher Registration Team at Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon. <input type="checkbox"/> <u>For</u> further enquiry, please contact the Teacher Registration Team at: Tel: 2520 0325 or 2520 0270.
3.	Application for fringe benefits	<ul style="list-style-type: none"> <input type="checkbox"/> NETs are entitled to to passage, baggage allowance, special allowance and medical allowance provided under the NET Schemes if and only if their normal place of residence is outside Hong Kong. <input type="checkbox"/> To determine your ‘normal place of residence’, it is necessary to assess whether your social ties are outside Hong Kong. <input type="checkbox"/> You are required to provide supplementary information by completing PNET-Form A (Annex A) [for Primary NETs] & NET-Form A (Annex A) [for Secondary NETs] attached to the latest EDB Circulars on “Payment of Fringe Benefits” (the circulars now in force for primary and secondary schools are EDB Circular No. 8/2009 & 9/2009 respectively) and return the completed form, together with the attached relevant 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>) via your school. <input type="checkbox"/> Complete the application forms on the following allowances and

		<p>return them to the NET Administration Team via your school (payment would be made in Hong Kong dollars and takes about 4 weeks to process after your school submitted the relevant forms to EDB) :</p> <ul style="list-style-type: none"> ➤ special allowance ➤ reimbursement of passage/baggage allowance ➤ reimbursement of medical insurance premium payment ➤ advance of salary (up to 2 months' salary) <p><i>[Note: The above application forms for fringe benefits are available in EDBC 8/2009 (for Primary NETs) & 9/2009 (for Secondary NETs) at http://www.edb.gov.hk -> Teachers' Development -> Employment Related Information -> Native-speaking English Teacher (NET) Scheme]</i></p> <p><input type="checkbox"/> You are required to inform your school and the EDB if there are changes in your personal or family particulars (e.g. the status of permanent resident in the Hong Kong Special Administrative Region (HKSAR), marital status, etc.)</p>
4.	Mandatory Provident Fund Scheme	<p><input type="checkbox"/> Your school will arrange to make contributions for you to a registered mandatory provident fund scheme (MPF scheme) in accordance with the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (MPFSO), unless one of the exemptions specified in the MPFSO is applicable to you.</p> <p><input type="checkbox"/> Provide sufficient evidence for MPF exemption, if necessary, to your school. You may enquire about the details from your school.</p>
5.	Hong Kong Identity Card	<p><input type="checkbox"/> Apply for a Hong Kong Identity Card with the Hong Kong Immigration Department. You may visit the Immigration Department website at www.immd.gov.hk for addresses of offices.</p> <p>General Enquiry Hotline : 28246111 or E-mail at enquiry@immd.gov.hk Telephone Booking : (852) 2598 0888</p> <p><i>(Note: All persons intending to stay in Hong Kong for more than 180 days are required to apply for an Identity Card within 30 days of arrival.)</i></p>
6.	Induction Course	<p><input type="checkbox"/> Attend the induction course organized centrally for all new NETs. The induction course will be held in October 2009 (1st round) and February 2010 (2nd round) tentatively. Programme details will be sent to you via your school.</p>
7.	Review of Salary	<p><input type="checkbox"/> If you were recruited by EDB, the NET Administration Team would</p>

		<p>assess your initial salary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you were not recruited by EDB, your school would have the responsibility to assess your salary which is paid under the Salaries Grant in accordance with the stipulations in the Codes of Aid and Guide to Salary Assessment. EDB would verify the salary assessment made by schools as soon as possible. However, due to the huge number of salary assessment cases received in particular in the commencement of each school year, it may take quite some time to complete the verification. <input type="checkbox"/> If you have further teacher experience which has not been previously assessed after the initial salary assessment, please submit it with additional documentary evidence to your school for re-assessing / adjusting your salary. Consult your school principal for details of your salary particulars. <input type="checkbox"/> You may refer to the Code of Aid and Guide to Salary Assessment which is available at http://www.edb.gov.hk -> Teachers' Development -> Employment Related Information -> Salary Assessment in Aided Schools
8.	Retention Incentive	<ul style="list-style-type: none"> <input type="checkbox"/> NETs, who have served two years of continuous service and are in the third and fourth years of continuous service, are eligible to apply for receiving a retention incentive at 5% of current base salary, on top of their current base salary for the third and fourth years of service. The incentive is not payable for the first two years' of continuous service. NETs, who have served four years of continuous service and are in the fifth year of service onwards, are eligible to apply for a retention incentive at 10% of current base salary, on top of their current base salary for the fifth year of service onwards.