

Ref. : EMB(PDT/TR)/ADM/135/8/2

Government of the HKSAR  
Education and Manpower Bureau

21 March 2005

**Education and Manpower Bureau Circular No. 1/2005**  
**Assessment of Non-local Qualifications for**  
**Appointment to Teaching Posts in Aided Schools and**  
**Registration of Teachers for All Non-government Schools**

[ Note : This circular should be read by –

- (a) Supervisors/Heads/Teachers of all non-government schools (including kindergartens) – for necessary action; and
- (b) Heads of Sections and government schools – for information. ]

**Summary**

This circular announces the revised arrangements for the assessment of non-local qualifications for appointment to teaching posts in aided schools and registration of teachers for all non-government schools (including kindergartens).

**Background**

2. To ensure the quality of education, persons wishing to join the education profession should possess the required academic and/or professional qualifications. For persons holding non-local qualifications, the School Management Committee (SMC) or Incorporated Management Committee (IMC) is required to ascertain whether their qualifications are comparable to local qualifications prior to appointment.

3. Persons holding non-local qualifications may approach the Hong Kong Council for Academic Accreditation (HKCAA) for an assessment of their qualifications. They may submit the diplomas/certificates, the transcripts showing details of the courses taken, together with the fees required, to the HKCAA for assessment. In case the prospective teachers have not done so, they are required to submit the relevant documents to Regional Education Offices or Teacher

Registration Team of the Education and Manpower Bureau (EMB) as appropriate. EMB will then make arrangements for an assessment of their non-local qualifications.

## **New Arrangements**

### **Teachers other than Native-speaking English Teachers (NETs)**

4. With effect from **1 April 2005**, the SMC/IMC should, before submitting the appointment forms and/or teacher registration forms to EMB, request the prospective teachers to approach HKCAA for an assessment of their non-local qualifications (including academic qualification and professional training). In this respect, EMB will no longer arrange for the assessment of non-local qualifications.

5. If the non-local qualifications of the persons concerned have previously been assessed as comparable to the local qualifications required for appointment/registration or they have previously been accepted for appointment to teaching posts within the approved establishment in public-sector schools, including government, aided, caput and bought place schools, they need not be reassessed.

6. When prospective teachers apply to HKCAA for an assessment of their qualifications, they need to pay HKCAA an assessment fee (currently at HK\$2,160 per assessment which covers both academic qualification and professional training). The result of the assessment will be given to the teacher candidate by HKCAA direct. The assessment result will be one of the factors to be considered by EMB to determine the teacher's eligibility for appointment in aided schools and/or registration as a registered/permitted teacher. Schools should keep one copy of the assessment result in the school file and produce it to EMB when required. HKCAA can be reached at:

- **Address** : 23<sup>rd</sup> Floor, Cambridge House, Taikoo Place,  
979 King's Road, Quarry Bay, Hong Kong
- **Telephone** : 2801 7480
- **Fax** : 2845 9910
- **Web Site** : <http://www.hkcaa.edu.hk>

### **NETS**

7. The new arrangements on NETs will also take effect from **1 April 2005**. For NETs in aided schools recruited by EMB, the Bureau will arrange for an assessment of their non-local qualifications. For NETs recruited by schools, the schools concerned will have to approach HKCAA direct for an assessment of their

qualifications. The recruitment subsidy will be adjusted accordingly for the additional cost involved.

**Enquiries**

8. For enquiries, please contact the respective Senior School Development Officers.

Ms Susanna CHEUNG  
for Secretary for Education and Manpower