

**三年教師發展計劃書(計劃書)** [計劃書周期：2009/10 至 2011/12 學年]  
**Three-year Teacher Development Plan (TDP)** [TDP Cycle: 2009/10 to 2011/12 school year]

**注意事項 Important Notice**

1. 三年教師發展計劃書(計劃書)只供於 2009/10 學年新參加學前教育學券計劃的非牟利幼稚園填寫。  
The Three-year Teacher Development Plan (TDP) is applicable to Non-profit-making Kindergartens that have been newly approved to join the Pre-primary Education Voucher Scheme in the 2009/10 school year only.
2. 在填寫計劃書前請先參閱《填寫三年教師發展計劃書指引》的。  
Please read the “Guidance Notes on Completing the Three Year Teacher Development Plan” before filling in the TDP.
3. 如手寫請用黑色或深藍色原子筆，以正楷填寫本表格。  
For handwriting, please complete every item in block letters and in black or blue ink.
4. 填妥計劃書後請於 **2009 年 10 月 15 日** 或以前交回以下地址：  
Completed TDP should reach the following address on or before **15th October, 2009**:  
香港灣仔皇后大道東 248 號  
36 樓 3603-3608 室  
教育局質素保證分部  
幼稚園及支援組 2  
Kindergarten & Support Section 2,  
Quality Assurance Division, Education Bureau,  
Rm 3603-3608, 36/F,  
248 Queen’s Road East, Wan Chai, Hong Kong.
5. 有關填寫計劃書的查詢可至電 2186 6734 聯絡幼稚園及支援組 2。  
Enquiries on the TDP could be addressed to Kindergarten and Support Section 2 at 2186 6734.

**個人資料收集聲明 Personal Information Collection Statement**

1. 教育局會利用本計劃書所蒐集的個人資料以便處理教師發展津貼事宜。  
The personal data collected by means of this plan will be used by the Education Bureau for processing the Teacher Development Subsidy (TDS) related issues.
2. 計劃書所載的個人資料，均受《個人資料(私隱)條例》所保障。該條例訂明，資料當事人有權向資料使用者(即教育局)要求查閱及更正其個人資料。該查閱權包括要求提供計劃書所載個人資料的副本。  
The personal data collected in this TDP are covered by the Personal Data (Privacy) Ordinance which gives rights to the data subject to make requests to data users (i.e. Education Bureau) for data access and data correction. Such right of access includes the right to obtain a copy of personal data provided in this TDP.
3. 教育局在辦理上文有關事宜時，可能須把計劃書所載的個人資料，交獲授權處理個人資料的其他政府部門／機構核實。  
The personal data may be disclosed to other Government departments/agencies authorized to process personal data for verification of information with the above-mentioned purposes.
4. 任何有關計劃書所填報的個人資料事宜，包括要求查閱和更正資料的查詢，均可與幼稚園及支援組 2 聯絡。  
Enquires concerning the personal data collected by means of the TDP, including the making of access and correction, should be addressed to Kindergarten and Support Section 2.

## 第一部分 PART I School Data 學校資料

學校編號 <sup>1</sup> School No. <sup>1</sup>	:	校址編號 Location No.	:	所屬地區 <sup>2</sup> District <sup>2</sup>	:	( )
校監姓名 Name of Supervisor	:			校長姓名 Name of Principal:	:	
幼稚園 <sup>3</sup> 名稱 Name of Kindergarten <sup>3</sup>	:					
幼稚園地址 Address of Kindergarten	:					
電話號碼 Phone No.	:			傳真號碼 Fax No.	:	

## 第二部分 PART II Teacher Data 教師資料

學年 School Year	本年度已取最高師資訓練的教師實際人數 <sup>4</sup> ： Actual Number of Teachers with Highest Teacher Training Qualification Held in this School Year <sup>4</sup> ：					教師總數 Total Number of Teachers (1)+(2)+(3)+(4)+(5)
	幼兒教育學士學位 BEd(ECE) (1)	幼兒教育證書 C(ECE) (2)	幼兒教育學位教師 教育文憑 PGDE(ECE) (3)	合格幼稚園教師 QKT (4)	其他 Others (5)	
2009/10						

<sup>1</sup> 可參閱最新出版的《幼稚園及幼稚園暨幼兒中心概覽》或網上版本。

<sup>1</sup> Please refer to the newly published "Profile of Kindergartens and Kindergarten-cum-Child Care Centres" or the version on the web.

<sup>2</sup> 中西區(CW); 東區(HKE); 離島區(ISL); 九龍城區(KC); 葵青區(KWT); 觀塘區(KT); 北區(N); 西貢區(SK); 沙田區(ST); 深水埗區(SSP); 南區(SOU); 大埔區(TP); 荃灣區(TW); 屯門區(TM); 灣仔區(WCH); 黃大仙區(WTS); 油尖旺區(YTM); 元朗區(YL)

<sup>2</sup> Central & Western (CW); Eastern (HKE); Islands (ISL); Kowloon City (KC); Kwai Tsing (KWT); Kwun Tong (KT); North (N); Sai Kung (SK); Sha Tin (ST); Sham Shui Po (SSP); Southern (SOU); Tai Po (TP); Tsuen Wan (TW); Tuen Mun (TM); Wan Chai (WCH); Wong Tai Sin (WTS); Yau Tsim Mong (YTM); Yuen Long (YL)

<sup>3</sup> 在二零零五年九月一日學前教育服務協調以後，幼稚園包括幼稚園暨幼兒中心。

<sup>3</sup> Kindergartens (KGs) include kindergarten-cum-child-care centres subsequent to harmonization of pre-primary services as of 1 September 2005.

<sup>4</sup> 包括在該學年現職幼稚園校長及所有任教幼稚園幼兒班、低班或高班完整課程的現任全職教師的人數。全職教師包括幼稚園全職聘用以任教上午時段或下午時段或上午及下午時段完整課程的教師，但並不包括代課及臨時教師。

<sup>4</sup> The number includes serving principal and all **serving full-time teachers teaching full curriculum** of nursery, lower and upper classes in the KGs as in that school year. Full-time teachers include teachers appointed by KGs on full-time full curriculum terms teaching morning session or afternoon session or both morning and afternoon sessions, but **do not include supply and temporary teachers.**

幼稚園名稱：

Name of Kindergarten: \_\_\_\_\_

**第三部分 PART III Funding Estimates of Teacher Development 教師發展計劃收支總預算**

學年 School Year	預計 該學年 合資格 學生總 人數 Estimated Annual Total no.of Eligible Pupils (a)	預計該學年 教師發展 津貼總額 Estimated Annual Total Amount of Teacher Development Subsidy (\$) (b) = (a) x \$2,000	預計支出(\$) <sup>5</sup> Estimated Expenditure (\$) <sup>5</sup>					預算學年 總支出(\$) Total Annual Expenditure (\$) (c) = c1+c2+c3	學年 除淨結餘 Annual Net Balance (\$) (d)=(b)-(c)	學年 累積結餘 Annual Accumulated Balance (\$)
			擬申領 課程學費 發還人數 <sup>6</sup> Estimated no. of Principal/ Teacher(s) claiming Course Fee Reimbursement <sup>6</sup>	預算 課程學費 發還總額 <sup>6</sup> Estimated Total Course fee Reimbursement <sup>6</sup> (\$) (c1)	預算聘 用代課 教師 人數 Estimated no. of Supply Teacher(s)	預算聘用 代課教師 金額 Estimated Amount for Supply Teacher(s) (\$) (c2)	預算 校本培訓 金額 Estimated Amount for School-based Training (\$) (c3)			
2009/10										
2010/11										
2011/12										
	總計 Total									

<sup>5</sup> 幼稚園需填寫第三部分(甲)、(乙)及(丙)以列明各細項。如不適用，請在適合的空白位置填寫「不適用」。

<sup>5</sup> The KGs should fill in Parts III (A), (B) and (C) to show the detailed breakdown. If not applicable, please mark 'N/A' prominently in the appropriate blank space in the relevant part.

<sup>6</sup> 請填寫該年度**累積**預算修讀人數及所需的預算課程學費發還款額。

<sup>6</sup> Please fill in the estimated total amount of course fee reimbursement for the estimated total **cumulative** number of teachers claiming course fee reimbursement in that school year.

幼稚園名稱：  
Name of Kindergarten: \_\_\_\_\_

**第三部分(甲) 教師進修課程學費發還預算<sup>7</sup>**  
**PART III (A) Teacher Course Fee Reimbursement Estimates<sup>7</sup>**

教師個人資料 Personal Particulars of Teacher					課程詳情及課程學費發還預算 Course Details and Course Fee Reimbursement Estimates					
教師姓名 Name of Teacher	現時職位 Holding Post	身分證號碼 HK ID Number	教師註冊證號碼 Teacher Registration Number	已取得最高師資訓練 Highest Teacher Training Qualification Attained (QKT/C(ECE)/BEd(ECE))	到任日期 (日/月/年) Date of Appointment (dd/mm/yy)	擬修讀認可課程的課程編號 <sup>8</sup> Course Code <sup>8</sup> of the Approved Course Intended to Attend (ACL0xx)	整個課程入學日期 (月/年) Admission Date of the Course (mm/yy)	整個課程(預計)完成日期 (月/年) Completion Date of the Course (mm/yy)	預算所需學費發還的總額 Estimated Total Amount of Course Fee Reimbursement (\$)	備註 <sup>9</sup> Remarks <sup>9</sup>
		( )								
		( )								
		( )								
		( )								
		( )								
		( )								
		( )								
		( )								

(如有需要，幼稚園可自行複印此部分。Kindergartens can make duplicate copies of this part as when required.)

<sup>7</sup> 課程學費發還的細則請參閱《填寫三年教師發展計劃書指引》甲部第 5 段。

<sup>7</sup> As for details of course fee reimbursement, please refer to “Guidance Notes on Completing the Three-year TDP” Part A under Paragraph 5.

<sup>8</sup> 請參閱《認可課程列表》的課程編號。<sup>8</sup> Please refer to the ‘Approved Course List’ for the Course Codes.

<sup>9</sup> 「備註」一欄供幼稚園在有需要時填寫校長及/或教師的進修情況，例如「擬任校長訓練」、「計劃於(年份)退休」、不擬進修的原因等。

<sup>9</sup> The ‘Remarks’ column is provided for KGs to list out the training arrangements for principal and/or teachers such as “aspiring principal training”, “plan to retire in (year)”, or reasons of not studying if required.

幼稚園名稱：

Name of Kindergarten : \_\_\_\_\_

本校校長 #  已修畢<sup>10</sup> has completed<sup>10</sup>  
The principal of this kindergarten  正修讀 is attending 幼稚園校長證書課程。  
 尚未修讀 has not taken the certification course for kindergarten principals.

# 請在適當方格上填上『✓』號 Please put a “✓” in the appropriate box.

本校教師均已得悉於教育局通告第 1/2007 號所載幼稚園教師須於 2011/12 學年完結前取得幼兒教育證書的政策目標，以及他們可獲學費發還的權利。

The teachers in our kindergarten are aware of the policy target that all KG teachers are expected to obtain C(ECE) or equivalent qualifications by the end of the 2011/12 school year and their entitlement of course fee reimbursement set out in Education Bureau Circular No. 1/2007.

### 第三部分(乙) 以教師發展津貼支付薪酬的代課教師預算<sup>11</sup>

### PART III (B) Estimates of Supply Teachers to be appointed under Teacher Development Subsidy<sup>11</sup>

學年 School Year	擬聘用代課教師 人數 Estimated No. of Supply Teachers to be Appointed	擬聘用代課教師的 最低師資訓練/ 學歷資格 Minimum Teacher Training/ Academic Qualification of Supply Teachers Attained	擬到任日期 (月/年) Planned Date of Appointment (mm/yy)	聘用條件 (1 = 日薪; 2 = 月薪) Terms of Payment (1 = daily paid; 2 = monthly paid)	日薪/月薪(\$) (包括強積金) Payment Rate (per day/ per month including MPF) (\$)	擬聘用期間 (以日/月/年計, 例 如: 20 日、6 個月等) Planned Duration of Appointment (in terms of days/ months/years e.g. 20 days, 6 months, etc.)	預計所需酬金總額 (包括強積金) Estimated Total Amount of Payment (including MPF) (\$)

(如有需要，幼稚園可自行複印此部分。Kindergartens can make duplicate copies of this part as when required.)

<sup>10</sup> 曾於 2001/02 至 2002/03 年度在香港大學或於 2003/04 至 2005/06 年度在香港教育學院成功修畢香港幼稚園校長及幼兒中心主管培訓課程的學員，即等同已修畢幼稚園校長證書課程。

<sup>10</sup> Serving principals/teachers who had completed the Principal-ship Training Course for Kindergarten Principals and Child Care Centre Supervisors conducted by the University of Hong Kong (HKU) from the 2001/02 to the 2002/03 school year and that by the Hong Kong Institute of Education (HKIEd) from the 2003/04 to the 2005/06 school year are considered as having taken the Certification Course for Kindergarten Principals.

<sup>11</sup> 聘用代課教師的細則請參閱《填寫三年教師發展計劃書指引》甲部第 6 段。

<sup>11</sup> As for details on appointment of supply teachers, please refer to “Guidance Notes on Completing the Three-year TDP” Part A under Paragraph 6.

幼稚園名稱：

Name of Kindergarten: \_\_\_\_\_

**第三部分(丙) 以教師發展津貼支付的校本培訓預算<sup>12</sup>**

**PART III (C) Estimates of School-based Training to be paid by Teacher Development Subsidy<sup>12</sup>**

學年 School Year	擬舉辦主題 <sup>13</sup> Proposed Theme <sup>13</sup>	建議舉辦日期 (月/年) Proposed Date (mm/yy)	舉行地點 本地/外地 (1=本地, 2=外地) Venue Local/Overseas (1=Local, 2=Overseas)	期間 (例如：兩天或 一星期) Duration (e.g. 2 days, 1 week, etc.)	學習形式 (例如：工作坊、講座等) Learning Mode (e.g. workshop, seminar, etc.)	預算支出 Estimated Expenditure (\$)

(如有需要，幼稚園可自行複印此部分。Kindergartens can make duplicate copies of this part as when required.)

<sup>12</sup> 校本培訓的細則請參閱《填寫三年教師發展計劃書指引》甲部第7段。為免教師過於勞累，幼稚園若舉辦校本培訓，本局建議每年應盡量不多於三個項目。

<sup>12</sup> For details of the school-based training, please refer to “Guidance Notes on Completing the Three-year TDP” Part A under Paragraph 7. To avoid overloading the teachers, it is advised that if kindergartens plan to organize school-based training programmes, the number of programmes should not exceed three per school year.

<sup>13</sup> 《填寫三年教師發展計劃書指引》乙部第3.7段已列明建議的課程學習範疇，幼稚園可按校本情況採納。

<sup>13</sup> Please refer to “Guidance Notes on Completing the Three-year TDP” Part B under Paragraph 3.7 for the suggested learning areas while the kindergartens can consider adopting according to individual needs.

幼稚園名稱：  
Name of Kindergarten:

## **PART IV 第四部分 Undertaking and Declaration 承諾及聲明**

1. 我們已經細閱及完全明白《填寫教師發展計劃書指引》(指引)，並會完全遵守指引中所載的條款及條件。我們謹此承諾及聲明所有在《教師發展計劃書》(計劃書)所提供的資料均屬最新、真實、準確及完整。我們亦知悉在申請參加學前教育學券計劃(學券計劃)時所簽署的承諾及聲明(載於教育局通告第 1/2007 號附件 1(C))，亦適用於教師發展津貼。
1. We have read and fully understood the 'Guidance Notes on Completing the Teacher Development Plan' (Guidance Notes) and we shall fully comply with all the terms and conditions set out in such Guidance Notes. We undertake and declare that all the information provided in relation to the Teacher Development Plan (TDP) from time to time is up-to-date, true, accurate and complete. We acknowledge that the Undertaking and Declaration signed for applying to join the Pre-primary Education Voucher Scheme (PEVS) as stipulated in Appendix I(C) of Education Bureau (EDB) Circular No. 1/2007 is applicable to the subsidy for teacher development.
2. 我們確認計劃書是在公平、公正及公開的情況下完成，並得到全體教職員同意。我們確認發還課程學費的安排均符合《填寫教師發展計劃書指引》所載的條件。
2. We confirm that the TDP is completed in a fair, open and transparent manner with the consensus of all our teaching staff members. We confirm and shall ensure that the course fee reimbursement arrangements comply with all the terms and conditions set out in the 'Guidance Notes on Completing the Teacher Development Plan'.
3. 我們明白香港特別行政區政府(政府)或會要求我們在教育局指定的期限內進一步提供證明文件以支持計劃書。如未能提供證明文件，津貼發放或會受阻。
3. We understand and agree that we may be required by the Government of the Hong Kong Special Administrative Region (the "Government") to provide further documentary evidence to support the TDP within the period specified by EDB. Failure to comply with any such requirement may render delay in subsidy redemption.
4. 我們已獲得計劃書所載的每一位教職員同意，並特此代表他/她們同意，教育局及政府的代理人及承辦商可查閱計劃書所提供有關教職員的個人資料，用以處理教師發展津貼的申請、資料認證、偵查及防止欺詐、追討津貼或任何部分津貼，以及作行政、統計及研究用途。教育局已獲同意向其他政府決策局及部門或相關的非政府機構披露此計劃書所載的資料作有關用途。
4. We have obtained the consent of each of our staff members referred to in the TDP and hereby give consent on his / her behalf to the EDB and the agents and contractors of the Government to access such staff members' personal data provided in the TDP for the purposes of processing the applications for teacher development subsidy, data authentication, fraud detection and prevention, recovery of subsidy or any part thereof, administrative purpose and statistics and research purposes. Consent is given to the EDB to disclose the information provided in the TDP to other Government Bureaux and departments or relevant non-Government bodies for those purposes.
5. 我們同意教育局有權不時派代表到此計劃書第一部分所述的幼稚園查閱、檢視及影印學券計劃下教師專業發展津貼的所有或任何有關文件。文件包括有關發還學費、聘用代課教師及提供校本培訓課程。
5. We agree EDB is entitled to send representatives from time to time to the KG specified in Part I of this TDP to access, inspect and take copies of all or any documents relating to the teacher development subsidy embedded in the PEVS, including but not limited to documents relating to course fee reimbursement, appointment of supply teacher and the provision of school-based training programmes.

幼稚園名稱：

Name of Kindergarten: \_\_\_\_\_

6. 我們明白並同意，教育局常任秘書長如認為有需要，教育局可隨時及不時調整發還金額及/或修訂或增補學券計劃下教師專業發展津貼的申請資格，以確保能妥善達至教師專業發展的目標。我們承諾政府一旦提出要求，我們會立即歸還學券計劃下教師發展津貼多付的款額(除非政府另有書面規定)。
6. We understand and agree that EDB may adjust the reimbursable amount and/or amend or supplement the eligibility requirements relating to teacher development subsidy embedded in the PEVS at any time and from time to time as the Permanent Secretary for Education may deem necessary in order to ensure that the targets of the teacher development are properly achieved. We undertake to refund to the Government any overpayment made under teacher development subsidy embedded in the PEVS to us forthwith upon demand (unless otherwise specified by the Government in writing).
7. 我們會跟進每一位申請課程學費發還的校長/教師簽署載於「學券計劃申請發還課程學費表格」(申請表) 第 III 部分所載的協議、承諾及聲明。我們明白課程學費發還只會在收到及完成審核有關的申請表後才會處理及結算。
7. We shall procure each of our principal/teachers who apply for course fee reimbursement to sign the agreement, undertaking and declaration in the form and substance set out in Part III of the 'PEVS Claim Form for Reimbursement of Course Fee' (Claim Form). We understand that related course fee reimbursement will only be processed and settled by us after receipt and complete validation of the Claim Form.
8. 教育局如提出要求，我們便須自費採取一切所需步驟，以確保上文第 7 項條款所述的校長/教師，均會遵守上文第 7 項條款所述的協議、承諾及聲明。
8. Upon request of the Education Bureau, we shall at our own cost and expense, take all necessary steps to ensure compliance by principal/teachers referred to in Clause 7 above with their agreements, undertakings and declaration referred to in Clause 7 above.

由校長及校監代表在此計劃書第一部分所述的幼稚園簽署：

Signed by Principal and Supervisor for and on behalf of the kindergarten specified in Part I of this Teacher Development Plan :

校長簽署：

Signature of Principal : \_\_\_\_\_

校長姓名：

Name of Principal : \_\_\_\_\_

日期：

Date : \_\_\_\_\_

校監簽署：

Signature of Supervisor : \_\_\_\_\_

校監姓名：

Name of Supervisor : \_\_\_\_\_

日期：

Date : \_\_\_\_\_

校印 School Chop