

## Checklist for Three-year Teacher Development Plan (TDP)

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

Please check the list below and put a “✓” in the box next to each item before submission of TDP.

<b>1. Part I: School Data</b>		
1.1	All required fields are filled in.	<input type="checkbox"/>
<b>2. Part II: Teacher Data</b>		
2.1	The numbers include the principal and all full-time, full-curriculum teachers. Temporary teachers and supply teachers are not included.	<input type="checkbox"/>
2.2	Total number of teachers is the sum of items (1) to (5).	<input type="checkbox"/>
<b>3. Part III: Funding Estimates of Teacher Development</b>		
3.1	The projection of enrolment number is reasonable.	<input type="checkbox"/>
3.2	The calculation of the estimated total amount of annual subsidy checked.	<input type="checkbox"/>
3.3	The estimated amount of course fee reimbursement has included the cumulative number of teaching staff on training, e.g. teachers on second or third year of studies are also included.	<input type="checkbox"/>
3.4	The estimated amount for supply teachers tallies with the estimated amount of payment required in Part III (B).	<input type="checkbox"/>
3.5	The estimated amount for school-based training tallies with estimated expenditure in Part III(C).	<input type="checkbox"/>
3.6	Total estimated expenditure is equal or less than total estimated income.	<input type="checkbox"/>
<b>4. Part III(A): Teacher Course Fee Reimbursement Estimates</b>		
4.1	All full-time full-curriculum teaching staff are on the list, the total number listed tallies with the total number in Part II. Information of the teachers who do not intend to take up further training is also provided.	<input type="checkbox"/>
4.2	All courses to be enrolled are on the approved course list. Course code and course duration checked.	<input type="checkbox"/>
4.3	The estimated total amount of course fee reimbursement required is based on fees of the approved courses.	<input type="checkbox"/>
4.4	The date of completion for all courses is between the 2009/10 and the 2011/12 school years.	<input type="checkbox"/>
<b>5. Part III(B): Estimates of Supply Teachers to be appointed under Teacher Development Subsidy</b>		
5.1	Estimated number of supply teacher to be appointed does not exceed the estimated number of principal/teacher(s) on training.	<input type="checkbox"/>
5.2	The payment rate of the supply teachers does not exceed the median of teachers' salary in this kindergarten.	<input type="checkbox"/>
<b>6. Part III(C): Estimates of School-based Training to be paid by Teacher Development Subsidy</b>		
6.1	The estimated number of school-based training (SBT) programmes does not exceed three per school year.	<input type="checkbox"/>
6.2	Proposed date is before the end of the 2011/12 school year.	<input type="checkbox"/>
6.3	The estimated expenses for SBT do not include any travelling or subsistence expenses.	<input type="checkbox"/>
<b>7. Part IV: Undertaking and Declaration</b>		
7.1	The TDP is properly signed by the KG's principal and supervisor with school chop stamped.	<input type="checkbox"/>