

**“Guidance Notes on Completing
the Three-year Teacher Development Plan for the 2009/10 to the 2011/12 School Year”**
(Applicable to Non-profit-making Kindergartens newly approved to join the Pre-primary Education
Voucher Scheme in the 2009/10 school year)

A - General Information

1. Pre-primary Education Voucher Scheme

1.1 Starting from the 2007/08 school year, the government will implement a Pre-primary Education Voucher Scheme (PEVS) to provide fee subsidy for parents with children attending nursery, lower and upper classes in eligible kindergartens (KGs) and to subsidise teacher professional development. The eligible KGs will also be granted a teacher development subsidy on the basis of number of pupils holding a valid Eligibility Certificate of the PEVS.

2. Teacher Development Subsidy (TDS)

2.1 Under the PEVS, the total voucher value includes subsidy for parents to meet towards the tuition fees in eligible KGs and subsidy for teachers’ professional development. Starting from the 2007/08 to the 2010/11 school year, eligible non-profit-making kindergartens (NPM KGs) will be given a grant known as TDS. The dedicated amount to support teachers’ professional development is tabulated as below:

School year	Teacher Development Subsidy (calculated as per eligible pupil per annum)
2007/08	\$3,000
2008/09	\$3,000
2009/10	\$2,000
2010/11	\$2,000

2.2 Each eligible NPM KG may spend the TDS on the specified areas before the end of the 2011/12 school year. The unspent balance of the TDS shall be returned to the government. The KGs should therefore strategically maximise the use of the disbursed subsidy annually.

3. Eligibility for Granting Subsidy

3.1 The KGs must be non-profit-making and have obtained the approval of Education Bureau (EDB) for joining the PEVS.

3.2 The subsidy to an eligible KG will be calculated on the basis of the TDS per eligible pupil per annum. Eligible pupils for calculating teacher development subsidy include those who are attending the kindergarten classes and :

- (1) holding a valid Eligibility Certificate; or
- (2) in receipt of the Comprehensive Social Security Assistance (CSSA); or
- (3) in receipt of the Child Care Centre Fee Assistance Scheme (CCCFAS).

4. Ambit of TDS

4.1 The provision of TDS aims to upgrade professional qualifications of teachers and principals, including reimbursement of course fees, appointment of supply teachers to relieve the workload

of teachers on training course, and provision of school-based training programmes. On professional upgrading, the policy targets include:

- (1) All serving KG teachers will obtain the Certificate in Early Childhood Education (C(ECE)) qualification by the end of the 2011/12 school year;
- (2) All new principals from the 2009/10 school year will have a bachelor degree in early childhood education (BEd(ECE)), one-year post-qualification experience and will have completed a certification course before, or exceptionally within the first year of, their appointment; and
- (3) Serving principals and aspiring principals are expected to complete certification course by the end of the 2011/12 school year, and all serving principals are encouraged to obtain the BEd(ECE).

4.2 To align with the above policy targets and basic principle, each eligible KG must spend the TDS on the following three specified areas in order of priority:

- (1) course fee reimbursement for approved courses leading to the achievement of the policy targets set out in paragraph 4.1;
- (2) appointment of supply teachers to relieve workload of teachers on training course; and
- (3) provision of school-based training programmes.

Without prejudice to the achievement of the above objectives, KGs have flexibility to grant course fee reimbursement for teachers to pursue a bachelor degree in Early Childhood Education (BEd(ECE)).

4.3 For those principals and teachers serving in the eligible NPM KGs and applying for course fee reimbursement for one approved C(ECE) or BEd(ECE) course and a Certification Course for Kindergarten Principals, the amount of subsidy they are entitled should be no less than the same amount of course fee reimbursement¹ for the principals and teachers serving in private independent kindergartens (PI) or non-profit-making kindergartens not joining the PEVS (non-PEVS NPM). This will ensure that all serving principals and teachers have the same incentive and opportunity to attain the enhanced qualification by the end of the 2011/12 school year.

5. Details on course fee reimbursement

- 5.1 Course fee reimbursement ranks the first priority item among the three specified areas mentioned in paragraph 4.2 of this Guidance Note.
- 5.2 The staff development plan should be in line with the policy targets as set out in paragraphs 4.1 and 4.2 of this Guidance Note.
- 5.3 Serving principal and serving full-time teachers as from the 2007/08 school year (and onwards) teaching full curriculum of nursery, lower and upper classes in the KGs can apply for course fee reimbursement for one approved C(ECE) or BEd(ECE) course and a Certification Course for Kindergarten Principals before the end of the 2011/2012 school year. The list of approved courses has been uploaded on EDB webpage and will be updated from time to time.
- 5.4 The planning of teacher development should take into consideration the succession plan.

¹ Serving principals and teachers of private independent KGs or non-profit-making KGs not joining the PEVS are entitled to claim reimbursement for up to 50% of the fees for an approved certificate course in early childhood education (ECE); or a degree course in ECE and a certification course for principals, capped at \$60,000, whichever is less.

- 5.5 Supply teachers on a monthly or daily basis and temporary teachers are not eligible for course fee reimbursement.
- 5.6 The course fee reimbursement is confined to tuition fee. Other charges are not included.
- 5.7 Course fee reimbursement is applicable only to the approved courses principals and/ or teachers undertook between the 2007/08 school year and the end of the 2011/12 school year. Subject to prior agreement with the KG concerned, principals and teachers upon enrolment to the approved course should pay the course fee themselves. They may apply for reimbursement from the KGs only upon successful completion of the term of studies on a yearly basis which the paid course fee has fully covered.
- 5.8 Normally, 31 August each year is the cut-off date for the year of studies. For example, term(s)/year of studies successfully completed on or before 31 August, 2010 should be claimed in the 2009/10 school year while courses completed after 31 August, 2010 should be claimed in the 2010/11 school year.
- 5.9 If a teacher has been serving in more than one KGs in a particular school year, he/she should claim for course fee reimbursement from his/her last serving KG in that school year. The teacher should discuss the course fee reimbursement arrangement with the new KG before changing jobs.
- 5.10 A KG has the responsibility to get principal and all eligible teachers informed that professional development and course fee reimbursement are their entitlement. The KG should plan and schedule carefully the priority of staff course training so that principal and teachers may complete the required training gradually according to the set policy targets before the 2011/12 school year.
- 5.11 Aspiring principals must be holding or pursuing a bachelor degree in Early Childhood Education in order to apply for course fee reimbursement for certification course for kindergarten principal. Please refer to EDB webpage for details. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/cert_course_notice_e.pdf)
- 5.12 Principals and/ or teachers each time on applying for course fee reimbursement from the KG should fill in PEVS 'Claim Form for Reimbursement of Course Fee' (Claim Form), and therein contained an Undertaking which the Supervisor should sign with the principals and/ or teachers, indicating their willingness to comply with the conditions as laid out for course fee reimbursement, among which not limited to the requirements for those who fail to complete satisfactorily the full course they have enrolled but had been reimbursed with part of the full course fee to refund the reimbursed amount to the KG concerned upon demand from KG or EDB; and the principals/teachers upon successful completion of the full course intend to continue to serve in a KG, for example, for one or two years. Please refer to EDB webpage for the template of Claim Form. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/cf_e.pdf)
- 5.13 When submitting the Claim Form, the principals and/ or teachers need to produce for this purpose the original receipt of course fees, and certified true copy (copies) of the valid documentary proof showing their successful completion of full and/or part of the course for record and inspection purpose. "Successful completion" means that the applicant must pass the course assessment as required by the institution. Each institution would conduct its own assessments of the studies, including but not limited to examinations. Documentary proof of successful completion of the studies may include a certificate of award, a letter or a transcript from the institution certifying that the applicant has passed the assessment of respective studies. If the principals or teachers have not completed the entire course, they are requested to submit a self-certified true copy of the tuition fee receipt of the following school year as to indicate their intention to complete the whole course. KGs should ensure that the principals and/ or teachers have not obtained any other publicly-funded financial assistance for the same course, modules or units of studies. EDB will set up a teacher database as a monitoring mechanism and the KG is responsible for asking the teachers concerned to refund the reimbursed course fee upon demand

from EDB.

- 5.14 The currency involved in course fee reimbursement is all counted by HK dollars.
- 5.15 EDB has the right to send representatives to examine the records relating to course fee reimbursement.

6. Details on Appointing Supply Teachers

- 6.1 KGs can use the subsidy to appoint supply teachers to relieve the workload of those teachers attending the approved training courses. KGs may consider appointing supply teachers on a one-to-one basis on a yearly basis. KGs are not allowed to use the teacher development subsidy to appoint teaching or supporting staff other than for the above purpose.
- 6.2 In line with the above objective, if KGs employ temporary teachers/supply teachers, they can claim the expenses from the teacher development subsidy. If the appointment period exceeds 90 calendar days, the KGs should consider employment terms on a monthly basis and charge the related mandatory provident fund to the TDS. In general, the qualification requirement for monthly paid supply teachers should not be lower than Qualified Kindergarten Teacher or equivalent. Supply teachers to be appointed on a daily basis should have attained the qualification of being permitted to teach in KGs. For application details, please contact the Teacher Registration Section.
- 6.3 The KGs can appoint supply teachers with reasonable remuneration on school basis.
- 6.4 EDB has the right to send representatives to examine the records relating to appointment of supply teachers.
- 6.5 KGs in consultation with their staff should work out a set of guidelines for remuneration for supply teachers on daily and monthly basis.
- 6.6 All KGs are encouraged to make reference to the Best Practice Packages on School Administration issued by ICAC for basic principles of staff recruitment. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/staffadministration_e.pdf)
A sample form to declare conflict of interest in relation to appointment of supply teachers can also be found on EDB webpage.
(Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/st_ud_e.pdf)

7. Notes on School-based Training Programmes

- 7.1 KGs are advised to make reference to their school development plan, their priority areas and teachers' development needs in organising the school-based training. KGs should work out the school-based training in consultation with teachers and through participatory decision-making process. To avoid overloading the teachers, it is advised that if KGs intend to organize school-based training programmes, the number of programmes should not exceed three per school year.
- 7.2 The objective of the school-based training programmes should be clear, and meet the developmental need of their school and teaching staff. KGs may invite known suitable persons in their relevant field, preferably with experience in Early Childhood Education (ECE), to conduct school-based training. Justifications for the decision and invitation should be properly documented and kept.
- 7.3 KGs may after consulting parents and teachers as necessary consider setting aside no more than

3 school days during the school year for teacher development when pupils need not attend classes. Off-shore development programmes, if any, need to be strongly justified. The travelling and subsistence expenses of teachers cannot be charged to the TDS. Training programmes confined to school visits only will not be chargeable to the subsidy.

- 7.4 EDB has the right to send representatives to KGs to examine the school-based training programmes and related records to ensure that the ambit of the subsidy is observed.
- 7.5 KGs should follow the normal procedures in obtaining the services from suitable persons in running the programmes to avoid conflict of interest.
- 7.6 KGs should be given due warning against bribery, they should not permit their staff to receive advantages (including payment of commission). KGs should also, in writing, inform all suppliers that the offer of such advantages to school staff in connection with their official duties is illegal. This could be done by incorporating a statement in the order form or the terms of quotation.
- 7.7 As the services are procured out of public funds, KGs are publicly accountable for the conduct of its affairs and related expenditure. They are recommended to establish a set of procurement procedures that can most suit the needs of their school and at the same time can be assured that the process is properly administered and accountable, and that checks and balances are in place to prevent malpractice and corruption. A reference titled “Reference Guide to Procurement of Services for School-based Training” has been uploaded on EDB webpage for reference.

(Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/sbt_rg_e.pdf)

All KGs are also encouraged to make reference to the Best Practice Packages on Procurement Practices issued by ICAC.

(Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/procurementprocedures_e.pdf)

A sample of quotation can also be found on EDB webpage. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/sbt_qs_e.pdf)

8. Procedures in claiming the TDS

- 8.1 KGs that have been newly approved to join the PEVS in the 2009/10 school year are required to submit a three-year Teacher Development Plan (TDP) for the 2009/10 to the 2011/12 school year by 15 October 2009 stating the schedule for the professional upgrading of their teachers and principals as well as the estimated cash flow requirements with reference to their teaching staff profile and school development. After EDB has acknowledged the plan, the TDS for the 2009/10 school year will be disbursed to the KGs. The disbursement mechanism for TDS is similar to the disbursement mechanism for fee subsidy.
- 8.2 KGs will receive TDS, \$2,000 per eligible pupil per annum, based on the enrolment of pupils on a monthly basis. The first phase, covering August to November, 2009, will be disbursed in November 2008 at the earliest based on the latest record of number of pupils. EDB will then verify its monthly enrolment of pupils and make corresponding adjustments by the end of December 2009, the end of March, June and August 2010.
- 8.3 If a KG cannot submit the TDP and/or related documents before the specified dates, EDB has the right to suspend the disbursement of TDS.
- 8.4 For the 2010/11 school year (and the subsequent school years), KGs are required to submit to EDB their updated plan by 15 October annually (if the date of 15 October in that particular year is not a working day, the date will be deferred accordingly), stating the updated development schedule for their teachers and principals as well as the cash flow requirements. EDB will continue to disburse the subsidy to KGs taking into account their progress in implementing the plan. In case that a KG fails to introduce teacher development according to the progress stated

in the plan, the Bureau may defer the disbursement of subsidy for the next school year as the case requires.

- 8.5 A sample template for the three-year TDP for 2009/10 to 2011/12 school year is uploaded on EDB webpage. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/ntdp.pdf). KGs should work out their individual teacher development plan with reference to their staff profile. The teacher development policy and the criteria for allocation of financial support should be fair, open and transparent as the financial support for professional upgrading is principal and teachers' entitlement. KG principals should be responsible for answering any queries by their teachers.
- 8.6 EDB reserves the right to vary the format of the TDP and conditions of the related Guidance Notes.
- 8.7 For accounting and auditing purposes, KGs are required to keep a separate ledger under the set KG bank account to reflect all the income and expenditure chargeable to the TDS. This ledger should be included in the audited accounts to be submitted to EDB annually. KGs are also requested to keep records of all the activities undertaken relating to TDS. These records should be available for inspection at any time. Please refer to EDB Circular Memorandum No.160/2008 for the framework for audited annual accounts. (Website: http://www.edb.gov.hk/FileManager/EN/Content_5828/cmksaceng08.pdf)
- 8.8 As the TDS is hinged on the number of eligible pupils, therefore, KGs should allow for possible teacher and pupil movement when working out the overall planning.

9. Arrangements for New Eligible KGs

- 9.1 New eligible NPM KGs having registered/provisionally registered and have started normal operation before the start of a new school year may claim the teacher development subsidy. General speaking, if the new eligible NPM KGs having registered/provisionally registered start operation after the start of a new school year, the teacher development subsidy will be provided starting from the next school year.
- 9.2 In relation to the claiming of teacher development subsidy arrangements of the private independent KGs during the transitional period and after attaining the NPM status, please refer to paragraphs 3 to 6 of Appendix II of the EDB Circular No. 1/2007 for details.

10. Arrangements for Closure of Eligible KGs

- 10.1 Any eligible KGs when considering closure should inform their respective school development officers/pre-primary services officers one year in advance as far as possible so as to facilitate the arrangement of payment procedures. All unspent teacher development subsidy should be returned to the Government.

11. Provision / Handling of Personal Data

- 11.1 As the provision of teacher development subsidy is part of the PEVS, the KGs eligible for the subsidy should comply with the provision/handling of personal data conditions as stated in the 'Application for Joining the PEVS' in the EDB Circular No. 1/2007.

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B – Notes on How to Complete the Three-year TDP

Part I School Data

1.1 KGs should fill in all the required data in this part.

Part II Teacher Data

2.1 Please fill in the total number and highest teacher education qualification held of 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. That is KGs are only required to fill in the teacher data as of the 2009/10 school year for this Three-year TDP.

Part III Funding Estimates of Teacher Development

3.1 Please fill in 3-year cash flow estimates in relation to teacher development including course fee reimbursement, appointment of supply teachers and/or provision of school-based training in Part III.

3.2 This part includes Part III (A), (B) and (C), and KGs should fill in the related breakdowns. If not applicable, please fill in “NA” in the blank space of the related parts.

3.3 Before completing the Part III on ‘Funding Estimate of Teacher Development’, KGs should first complete Part III (A), (B) and (C).

3.4 When filling in the ‘Total Funding Estimates’ on ‘Estimated Number of Principal/Teacher(s) on Training’ and the ‘Estimated Total Amount of Course Fee Reimbursement’, please note that it is required to fill in the cumulative number of teaching staff on training and the respective cash flow.

Part III (A) Teacher Course Fee Reimbursement Estimates

3.5 Please fill in the principal and all teachers’ upgrading arrangements, including those teachers who do not intend to take up further training.

3.6 When filling in the ‘Estimated Total Amount of Course Fee Reimbursement’ for each individual principal/ teachers, KGs should fill in the total estimated amount for the whole course.

Part III (C) Estimates of School-based Training to be paid by Teacher Development Subsidy

3.7 When filling in the ‘Proposed Theme’, you may refer to the following items but the KGs can make corresponding adjustments to suit individual school development plan:

- (1) learning support to students of diverse needs;
- (2) home-school co-operation;
- (3) teaching and learning assessment;
- (4) language learning etc.

Part IV Undertaking and Declaration

4.1 Please read through the paragraphs and sign in the space provided in the TDP. EDB will not process the vetting if this part is not properly signed.

4.2 EDB reserves the right to vary the terms of undertaking and declaration as stated in this Part as when required.

Education Bureau
June 2009