

Checklist for Teacher Development Plan (TDP) for the 2009/10 School Year

Name of Kindergarten: _____

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

1. Part I : School Data		
1.1	All required fields are filled in.	<input type="checkbox"/>
2. Part II (A) : Record of Teacher Course Fee Reimbursement for the 2008/09 school year		
2.1	The reimbursed course fees are confined to the tuition fees of the 2008/09 year of studies (up to 31 August, 2009) of the approved courses.	<input type="checkbox"/>
2.2	A “✓” is put in the last column if that is the last claim of the teacher’s course fee reimbursement.	<input type="checkbox"/>
3. Part II (B) : Record of Supply Teachers Appointed under TDS for the 2008/09 school year		
3.1	The actual amount of payment includes MPF.	<input type="checkbox"/>
4. Part II (C) : Record of School-based Training paid by TDS for the 2008/09 school year		
4.1	A “✓” is put in the last column if the project will be continued in the 2009/10 school year.	<input type="checkbox"/>
4.2	The actual expenditure of the school-based training does not include any traveling or subsistence expenses.	<input type="checkbox"/>
5. Part II (D) : Funding Summary of Teacher Development for the 2008/09 school year		
5.1	Each box is correctly filled in.	<input type="checkbox"/>
5.2	The amount of each area (i.e. the amount listed in box (b), (c) and (d)) tallies with the total amount listed in Part II (A), (B) and (C) respectively.	<input type="checkbox"/>
6. Part III (A) : Teacher Professional Development for the 2009/10 school year		
6.1	A “✓” is put in the appropriate box..	<input type="checkbox"/>
6.2	The total number of teachers should equal the sum of the number of teachers who have obtained a C(ECE) qualification or equivalent, are attending a C(ECE) course and do not hold a C(ECE) qualification.	<input type="checkbox"/>
7. Part III (B) : Payment Rate of Supply Teacher to be Appointed under TDS for the 2009/10 school year		
7.1	A “✓” is put in the appropriate box.	<input type="checkbox"/>
7.2	The monthly payment of those supply teachers not appointed on a full-time basis (if applicable) is converted to full-time monthly payment.	<input type="checkbox"/>
8. Part III (C) : School-based Training to be paid by TDS for the 2009/10 school year		
8.1	A “✓” is put in the appropriate box.	<input type="checkbox"/>
8.2	The name of the school-based training programme to be organized is written on the appropriate space.	<input type="checkbox"/>
9. Part III (D) : Funding Estimates of Teacher Development for the 2009/10 school year		
9.1	Each box is correctly filled in.	<input type="checkbox"/>
9.2	The estimated number of supply teachers to be appointed does not exceed the estimated number of teachers claiming course fee reimbursement.	<input type="checkbox"/>
10. Part IV : Undertaking and Declaration		
10.1	The TDP is properly signed by the KG’s principal and supervisor with school chop stamped.	<input type="checkbox"/>