

Checklist for Teacher Development Plan (TDP) for the 2011/12 School Year

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 2010/11 School Year		
2.1	The reimbursed course fees are confined to the tuition fees of the 2010/11 year of studies (up to 31 August, 2011) 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 2010/11 School Year		
3.1	Daily payment rate/ monthly payment rate of supply teacher and the actual amount of payment include MPF.	<input type="checkbox"/>
4. Part II (C) : Record of School-based Training paid by TDS for the 2010/11 School Year		
4.1	A “✓” is put in the last column if the project will be continued in the 2011/12 school year.	<input type="checkbox"/>
4.2	The total number of school-based training programmes does not exceed 3. If yes, the reason is specified.	<input type="checkbox"/>
5. Part II (D) : Funding Summary of Teacher Development for the 2010/11 School Year		
5.1	Each box is correctly filled in.	<input type="checkbox"/>
5.2	The number of supply teachers appointed does not exceed the number of teachers taking an approved course in the 2010/11 school year.	<input type="checkbox"/>
5.3	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"/>
5.4	If the actual net balance from the 2007/08 to the 2010/11 school year is negative, the deficit will be covered by KG.	<input type="checkbox"/>
6. Part III (A) : Teacher Professional Development for the 2011/12 School Year		
6.1	A “✓” is put in the appropriate box to indicate the principal’s qualification.	<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 and have not enrolled in any approved course.	<input type="checkbox"/>
6.3	The information of the teachers who do not hold a C(ECE) or equivalent qualifications and have not enrolled in any approved course, and their reason for not studying are provided.	<input type="checkbox"/>
7. Part III (B) : Estimates of Course Fee Reimbursement for the 2011/12 School Year		
7.1	All teachers taking C(ECE) courses in the 2011/12 school year have been included in the estimates.	<input type="checkbox"/>
8. Part III (C) : Estimates of Appointment of Supply Teacher under TDS for the 2011/12 School Year		
8.1	Daily payment rate/ monthly payment rate of supply teacher and the estimated total amount of payment include MPF.	<input type="checkbox"/>
9. Part III (D) : Estimates of School-based Training under TDS for the 2011/12 School Year		
9.1	The total number of school-based training programmes does not exceed 3. If yes, the reason is specified.	<input type="checkbox"/>
10. Part III (E) : Funding Estimates of Teacher Development for the 2011/12 School Year		
10.1	Each box is correctly filled in.	<input type="checkbox"/>
10.2	The estimated number of supply teachers to be appointed does not exceed the estimated number of teachers taking an approved course.	<input type="checkbox"/>
10.3	The amount of each area [i.e. the amount listed in box (k1), (k2) and (k3)] tallies with the total amount listed in Part III (B), (C) and (D) respectively.	<input type="checkbox"/>
10.4	If the estimated net balance from the 2007/08 to the 2011/12 school year is negative, the deficit will be covered by KG.	<input type="checkbox"/>
11. Part IV : Undertaking and Declaration		
11.1	The TDP is properly signed by the KG’s principal and supervisor with school chop stamped.	<input type="checkbox"/>