

Teacher Development Plan for the 2011/12 School Year

Important Notice

1. The Teacher Development Plan (TDP) is applicable to Non-profit-making Kindergartens joining the Pre-primary Education Voucher Scheme only.
2. Please read the “Guidance Notes on Completing the Teacher Development Plan for the 2011/12 School Year” before filling in the TDP.
3. For handwriting, please complete every item in block letters and in black or blue ink.
4. Completed TDP should reach the following address on or before 17 October, 2011:
 - Kindergarten & Support Section 2
 - Education Bureau
 - Rm 3608, 36/F,
 - 248 Queen’s Road East,
 - Wan Chai, Hong Kong
5. Enquiries on the TDP could be addressed to Kindergarten and Support Section 2 at 2186 6735.

Personal Information Collection Statement

1. 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. 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. 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. 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.

Part I School Data

School No. : _____ Location No. : _____ District¹: _____ ()

Name of Supervisor : _____ Name of Principal : _____

Name of Kindergarten : _____

Address of Kindergarten : _____

Phone No. : _____ Fax No. : _____

¹ 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)

Name of Kindergarten : _____

Part II Funding Report for the 2010/11 School Year

Part II (A) Record of Teacher Course Fee Reimbursement for the 2010/11 School Year

No.	Name of Teacher		Holding Post in the 2010/11 School Year (Principal, Senior teacher, Teacher)	HK ID Number	Teacher Registration Number	Highest Teacher Training Qualification Attained (QKT/C(ECE)/BEd(ECE))	Date of Appointment (mm/yyyy)	Course Code of the Approved Course Attended ² (ACL0xx)	Date of Admission (mm/yyyy)	Estimated Date of Completion of the Entire Course (mm/yyyy)	Amount of Course Fee Reimbursed ³ in the 2010/11 School Year (\$)	Put a "✓" if this is the LAST ⁴ claim of Course Fee Reimbursement of the Course Taken by the Applicant
	Chinese Name	English Name										
1				()								
2				()								
3				()								
4				()								
5				()								
6				()								
7				()								
8				()								
9				()								
10				()								
11				()								
12				()								

Total Amount of Course Fee Reimbursement:
 [Please also put this no. into box (b) of Part II (D) on p.4]

² Please refer to the 'Approved Course List' on EDB webpage for the Course Codes http://www.edb.gov.hk/FileManager/EN/Content_5828/approved%20course%20list_e.pdf

³ The course fee reimbursement is confined to tuition fee. Other charges are not included.

⁴ The last claim of course fee reimbursement should be processed upon teachers' completion of the course taken.

Name of Kindergarten : _____

Part II (B) Record of Supply Teachers appointed under TDS for the 2010/11 School Year

No.	Name of Supply Teacher		HK ID Number	Appointment Period in the 2010/11 school year		Terms of Payment (1 =daily paid; 2 =monthly paid)	Daily Payment Rate/ Monthly Payment Rate (including MPF) (\$)	Actual Amount of Payment (including MPF) (\$)
	Chinese Name	English Name		From (dd/mm/yyyy)	To (dd/mm/yyyy)			
1			()					
2			()					
3			()					
4			()					
5			()					
6			()					
7			()					
8			()					
9			()					
10			()					
11			()					
12			()					

Total Amount of Payment:
 [Please also put this no. into box (c) of Part II (D) on p.4]

Name of Kindergarten : _____

Part II (C) Record of School-based Training paid by TDS for the 2010/11 School Year

Name of School-based Training Programme	Programme Duration in the 2010/11 school year		Venue (1=Local 2=Overseas)	Name of Service Provider	Learning Mode (e.g. workshop, seminar, etc.)	Actual Expenditure (\$)	Put a "✓" if the programme will be continued in the 2011/12 school year
	From (dd/mm/yyyy)	To (dd/mm/yyyy)					

Total Expenditure:

[Please also put this no. into box (d) of Part II (D) on p.4]

Part II (D) Funding Summary of Teacher Development Subsidy for the 2010/11 School Year

Total Amount of Teacher Development Subsidy Received in the 2010/11 School Year (\$) (a)	Actual Expenditure (\$)							Actual Net Balance for the 2010/11 School Year (\$) (f)=(a)-(e)
	No. of Teachers with Course Fee Reimbursed	Total Amount of Course Fee Reimbursed (\$) (b)	No. of Supply Teachers Appointed ⁵	Actual Payment for Supply Teachers (including MPF) (\$) (c)	No. of School-based Training Programmes organised ⁶	Actual Expenses for School-based Training (\$) (d)	Total Expenditure for the 2010/11 School Year (\$) (e)=(b)+(c)+(d)	

Actual Net Balance from the 2007/08 to the 2009/10 School Year ⁷ (\$) (g)	+	Actual Net Balance for the 2010/11 School Year (\$) [Part II(D) (f) of this page]	=	Actual Net Balance from the 2007/08 to the 2010/11 School Year ⁸ (\$) (h)=(g)+(f)

⁵ Please count the maximum number of supply teachers coexisted in the kindergarten on particular day or in particular period within the school year.

⁶ Please count only the number of school-based training programmes which were paid by TDS.

⁷ For the actual net balance, please refer to the latest 'Funding Report of TDS', which can be downloaded from the School Portal (website: <http://kg.edb.gov.hk>).

⁸ If the actual net balance from the 2007/08 to the 2010/11 school year is negative, the deficit will be covered by the kindergarten.

Name of Kindergarten : _____

Part III Teacher Development Plan for the 2011/12 School Year

Part III (A) Teacher Professional Development for the 2011/12 School Year

has completed

has completed⁹

The Principal of this Kindergarten is attending a Bachelor degree course in Early Childhood Education, and is attending a Certification Course
 has not taken has not taken

for Kindergarten Principals. (# Put a “✓” in the appropriate box.)

In the 2011/12 school year, there are _____ teachers¹⁰ in our school, among which _____ teachers have obtained a C(ECE) or equivalent qualifications, _____ teachers are attending a C(ECE) course, and _____ teachers do not hold a C(ECE) or equivalent qualifications and have not enrolled in any approved course. All these teachers are aware of the policy target that all kindergarten 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. The following is the information of the teachers who have not started taking any C(ECE) course and the reason for that.

No.	Name of Teacher		HKID Number	Teacher Registration Number	Main reason for not taking C(ECE) course *						
	Chinese Name	English Name			Taking care of family	Stress	Retirement	Health	Not accepted by course provider	Consider enrolling course later	Others (please specify)
1			()								
2			()								
3			()								

* Please choose ONE main reason only and put a “✓” in the box; if you choose ‘Others’, please specify the reason.

⁹ 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 completed the Certification Course for Kindergarten Principals.

¹⁰ Total number of teachers excludes principal and supply teachers but includes teachers under Integration Programme and nursery class teachers who may teach K1-K3.

Name of Kindergarten : _____

Part III (B) Estimates of Course Fee Reimbursement for the 2011/12 School Year¹¹

No.	Name of Teacher		Holding Post in the 2011/12 School Year (Principal, Senior teacher, Teacher)	HK ID Number	Teacher Registration Number	Highest Teacher Training Qualification Attained (QKT/ C(ECE)/ BEd(ECE))	Date of Appointment (mm/yyyy)	Course Code of the Approved Course Attending (ACL0xx)	Date of Admission (mm/yyyy)	Estimated Date of Completion of the Entire Course (mm/yyyy)	Estimated Amount of Course Fee to be Reimbursed in the 2011/12 School Year (\$)
	Chinese Name	English Name									
1				()							
2				()							
3				()							
4				()							
5				()							

Estimated Total Amount of Course Fee Reimbursement:
[Please also put this no. into box (k1) of Part III (E) on p.7]

Part III (C) Estimates of Appointment of Supply Teacher¹² under TDS for the 2011/12 School Year

Estimated No. of Supply Teachers to be Appointed	Minimum Teacher Training/Academic Qualification of the Supply Teachers Attained	Terms of Payment (1 =daily paid; 2 =monthly paid)	Daily Payment Rate / Monthly Payment Rate (including MPF) (\$)	Appointment Period (in terms of day/ month/ year e.g. 20 days, 6 months, 1 year)	Estimated Amount of Payment (including MPF) (\$)

Estimated Total Amount of Payment:
[Please also put this no. into box (k2) of Part III (E) on p.7]

¹¹ The kindergarten should ensure that all teachers taking C(ECE) courses in the 2011/12 school year will receive their entitled course fee reimbursement.

¹² The appointment of supply teachers under TDS is to relieve the workload of teachers on training.

Name of Kindergarten : _____

Part III (D) Estimates of School-based Training under TDS¹³ for the 2011/12 School Year

Proposed Theme	Proposed Date (mm/yyyy)	Venue Local/Overseas (1=Local , 2=Overseas)	Duration (e.g. 2 days, 1 week or all year round, etc.)	Name of Service Provider	Learning Mode (e.g. workshop, seminar, etc.)	Estimated Expenditure (\$)

Estimated Total Expenditure:

[Please also put this no. into box (k3) of Part III (E) on p.7]

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Part III (E) Funding Estimates of Teacher Development for the 2011/12 School Year

Total Amount of Annual Teacher Development Subsidy for the 2011/12 School Year (\$)	Estimated Expenditure							Estimated Net Balance for the 2011/12 School Year (\$)
	Estimated No. of Teachers Claiming Course Fee Reimbursement	Estimated Course Fee Reimbursement (\$)	Estimated No. of Supply Teacher	Estimated Amount for Supply Teacher (including MPF) (\$)	Estimated No. of School-based Training Programmes	Estimated Expenses for School-based Training (\$)	Estimated Total Expenditure for the 2011/12 School Year (\$)	
		(k1)		(k2)		(k3)	(k)=(k1)+(k2)+(k3)	(l)=0 - (k)
0								

Actual Net Balance from the 2007/08 to the 2010/11 School Year (\$) [Part II(D) (h) of page 4]	+	Estimated Net Balance for the 2011/12 School Year (\$) [Part III(E) (l) of this page]	=	Estimated Net Balance from the 2007/08 to the 2011/12 School Year ¹⁴ (\$) (m) = (h) + (l)

¹³ To avoid overloading the teachers, it is advised that if kindergartens intend to organise school-based training programmes, the number of programmes should not exceed three per school year.

¹⁴ If the estimated net balance from the 2007/08 to the 2011/12 school year is negative, the deficit will be covered by the kindergarten.

Name of Kindergarten : _____

Part IV Undertaking and Declaration

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 on such Guidance Notes. We undertake and declare that all the information provided on 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 on Appendix I(C) of Education Bureau (EDB) Circular No. 1/2007 is applicable to the subsidy for teacher development.
2. We confirm that the TDP is completed on 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 on the ‘Guidance Notes on Completing the Teacher Development Plan’.
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 on subsidy redemption.
4. We have obtained the consent of each of our staff members referred to on 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 on 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 on the TDP to other Government Bureaux and departments or relevant non-Government bodies for those purposes.
5. We agree that EDB is entitled to send representatives from time to time to the kindergarten specified on Part I of this TDP to access, inspect and take copies of all or any documents relating to the teacher development subsidy embedded on 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.
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 on the PEVS at any time and from time to time as the Permanent Secretary for Education may deem necessary on 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 on the PEVS to us forthwith upon demand (unless otherwise specified by the Government on writing).
7. We shall procure each of our principal/teachers who apply for course fee reimbursement to sign the agreement, undertaking and declaration on the form and substance set out on 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. 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 on Clause 7 above with their agreements, undertakings and declaration referred to on Clause 7 above.

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

Signature of Principal : _____	Signature of Supervisor : _____	School Chop
Name of Principal : _____	Name of Supervisor : _____	
Date : _____	Date : _____	