

Teacher Development Plan for the 2009/10 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 2009/10 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 15th October, 2009:
Kindergarten & Support Section 2
Quality Assurance Division
Education Bureau
Rm 3603-3608, 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 6734.

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 2008/09 school year

Part II (A) Record of Teacher Course Fee Reimbursement for the 2008/09 school year

No.	Name of Teacher		Holding Post (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 (ACL0xx)	Date of Admission (mm/yyyy)	Estimated Date of Completion of the Entire Course (mm/yyyy)	Amount of Course Fee Reimbursed ² in this School Year (\$)	Put a "✓" if this is the LAST ³ claim of Course Fee Reimbursement of the Course Taken
	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]

(Kindergartens can make duplicate copies of this Part as when required)

² The course fee reimbursement is confined to tuition fee. Other charges are not included.

³ 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 2008/09 school year

Name of Supply Teacher		HK ID Number	Appointment Period in the 2008/09 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) (\$)
No.	Chinese Name		English Name	From (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]

(Kindergartens can make duplicate copies of this Part as when required)

Name of Kindergarten : _____

Part II (C) Record of School-based Training paid by TDS for the 2008/09 school year

Name of School-based Training Programme	Programme Duration in the 2008/09 school year		Venue Local/Overseas (1=Local 2=Overseas)	Name of Service Provider	Learning Mode (e.g. workshop or seminar, etc.)	Actual Expenditure (\$)	Put a "✓" if the programme will be continued in the 2009/10 school year
	From (dd/mm/yyyy)	To (dd/mm/yyyy)					

Total Expenditure:
 [Please also put this no. into box (d) on p.4]

Part II (D) Funding Summary of Teacher Development Subsidy for the 2008/09 school year

Total Amount of Teacher Development Subsidy Received in this School Year (\$) <i>(a)</i>	Actual Expenditure (\$)							Actual Net Balance of this School Year (\$) <i>(f) = (a) - (e)</i>
	No. of Teachers with Course Fee Reimbursed	Total Amount of Course Fee Reimbursed (\$) <i>(b)</i>	No. of Supply Teachers Appointed ⁴	Actual Payment for Supply Teachers (including MPF) (\$) <i>(c)</i>	No. of School-based Training Programmes held ⁵	Actual Expenses for School-based Training (\$) <i>(d)</i>	Total Expenditure of this School Year (\$) <i>(e) = (b)+(c)+(d)</i>	

Actual Net Balance in the 07/08 school year (\$) [Please refer to the 'Funding Report of TDS ⁶ '] <i>(g)</i>	+	Actual Net Balance in the 08/09 school year (\$) [<i>(f)</i> , Part II(D) of this page]	=	Actual Net Balance from the 07/08 to the 08/09 school years (\$) <i>(h) = (g)+(f)</i>

⁴ Please count the maximum number of supply teachers coexisted in the KG on particular day or in particular period within the school year.
⁵ Please count only the number of school-based training programmes which were paid by TDS.
⁶ TDS Funding Report can be downloaded from the School Portal (website: <http://kg.edb.gov.hk>). If the actual amount is different from the amount listed on the report, please write the correct amount in the box provided and record the change(s) in the 'Amendment Form of Teacher Development Subsidy Funding Report for the 2007/08 School Year'.

Name of Kindergarten : _____

Part III Teacher Development Plan for the 2009/10 school year

(For completing this part, KG may refer to Annex 1-3, which are for reference only and need not be submitted.)

Part III (A) Teacher Professional Development for the 2009/10 school year

has completed

The Principal of this Kindergarten is attending a Bachelor degree course in Early Childhood Education, and is attending a Certification

has not taken has not taken⁷

Course for Kindergarten Principals.

In the 2009/10 school year, there are _____ teachers⁸ 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 KG 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.

Put a “✓” in the appropriate box.

Part III (B) Payment Rate of Supply Teacher to be appointed under TDS⁹ for the 2009/10 school year

Monthly payment rate of each full-time supply teacher¹⁰: from \$ _____ per month to \$ _____ per month (including MPF)

Daily payment rate of each supply teacher: from \$ _____ per day to \$ _____ per day (including MPF)

Put a “✓” in the appropriate box.

⁷ 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.

⁸ Total number of teachers excludes principal and supply teachers but includes teachers under Integration Programme and nursery class teachers who may teach K1-K3 .

⁹ The appointment of supply teachers under TDS is to relieve the workload of teachers on training.

¹⁰ Please convert the monthly payment of those supply teachers not appointed on a full-time basis to full-time monthly payment, e.g. the monthly payment of a half-day supply teacher is \$4,000 but after conversion, the full-time monthly payment should be \$8,000.

Name of Kindergarten : _____

Part III (C) School-based Training to be paid by TDS for the 2009/10 school year¹¹

- # Our school does not intend to organize any school-based training programme in the 2009/10 school year.
- Our school intends to organize the following school-based training programme(s) in the 2009/10 school year:

a) Programme(s) extended from the 2008/09 school year: _____

b) New programme(s): _____

Put a "✓" in the appropriate box.

Part III (D) Funding Estimates of Teacher Development for the 2009/10 school year

Estimated No. of Eligible Students	Estimated Total Amount of Annual Teacher Development Subsidy (\$)	Estimated Expenditure (\$)							Estimated Net Balance (\$)
		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 (\$)	
(i)	(j) = (i) x \$2,000		(k1)		(k2)		(k3)	(k) = (k1) + (k2) + (k3)	l = (j) - (k)

Actual Net Balance from the 07/08 to the 08/09 school year (\$) [Part IV(D) (h) of page 4]	+	Estimated Net Balance in the 09/10 school year (\$) [Part III(D) (l) of page 6]	=	Estimated Net Balance from the 07/08 to the 09/10 school year (\$) (m) = (h) + (l)

¹¹ To avoid overloading the teachers, it is advised that if kindergartens intend to organize school-based training programmers, the number of programmers should not exceed three per school year.

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 KG 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	: _____	

The annexes are for reference only and need not be submitted

**Annex 1 Course Fee Reimbursement Estimates for Teachers Taking Approved Course
(for the 2009/10 school year)**

Name of Teacher		Holding Post	HK ID Number	Teacher Registration Number	Highest Teacher Training Qualification Attained	Course Code of the Approved Course intended to attend	Estimated Amount of Course Fee reimbursed this year (\$)	Remarks
No.	Chinese Name							
1			()					
2			()					
3			()					
4			()					
5			()					
6			()					
7			()					
8			()					
9			()					
10			()					
11			()					
12			()					

Estimated Total Amount of Course Fee Reimbursement:

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The annexes are for reference only and need not be submitted

Annex 2 Appointment of Supply Teacher Estimates (for the 2009/10 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:

Annex 3 School-based Training Estimates (for the 2009/10 school year)

Proposed Theme	Proposed Date (mm/yyyy)	Venue Local/Overseas (1=Local , 2=Overseas)	Duration (e.g. 2 days, 1 week, etc.)	Learning Mode (e.g. workshop, seminar, etc.)	Estimated Expenditure (\$)

Estimated Total Expenditure: