

Education Bureau Circular Memorandum No. 48/2016

From : Permanent Secretary for Education To : Supervisors/Heads of all aided secondary schools, caput schools, special schools with a secondary section

Ref. : (33) in EDB(NETADM)/SNET/1/3/1/(1)

Date : 30 March 2016

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools

Appointment and Re-appointment of NETs in the 2016/17 School Year

Summary

This is to inform schools and NETs currently employed under the Enhanced NET Scheme in Secondary Schools about appointment and re-appointment of NETs in the 2016/17 school year. **Schools are requested to bring this circular memorandum to the attention of their NETs.** This circular memorandum supersedes Education Bureau (EDB) Circular Memorandum No. 46/2015 on the same subject.

Details

Appointment and Re-appointment of NETs

2. Schools and their serving NETs with contracts due to expire at the end of the 2015/16 school year are requested to discuss and reach an initial agreement as to whether they wish to have their contracts renewed for another two years. Early discussion on contract renewal matters would enable NETs to make their own future plans and schools to arrange for recruitment or staff deployment. **ALL schools are requested to complete and return the attached Form A on “Reply Proforma on Appointment of NETs” to EDB** as detailed in **paragraph 16** to facilitate our planning for the recruitment of NETs.

3. Schools may opt to recruit new NETs directly on their own or entrust EDB to recruit NETs on their behalf. Schools opting to recruit their NETs directly may proceed with the recruitment and appointment of NETs according to the relevant requirements stipulated in [EDB Circular No. 5/2005](#). Besides, schools **should ensure that the qualifications of NETs meet the requirements for appointment of NETs in secondary schools as set out in the Appendix.** Assessment on non-local qualifications of NETs should be arranged by schools in accordance with [EDB Circular No. 1/2005](#) before offering appointments.

4. Schools are reminded that, since the 2009/10 school year, NETs who have not served under the NET Scheme (NET Scheme in Primary Schools / Enhanced NET Scheme in Secondary Schools) before or with a break in service are required to produce documentary evidence of their having / not having been found guilty of criminal offence [e.g. Certificate of No Criminal Conviction (CNCC)] from the countries/ cities where they have resided before they take up an appointment as NET in Hong Kong. Eligible candidates who are not able to obtain the above-mentioned CNCC since they have been residing in Hong Kong are required to obtain a certificate of statutory declaration from one of the District Offices of the Home Affairs

Department certifying that they have not been found guilty of criminal offence before they could be appointed as NETs. Any NETs who have been found providing false information or withholding information willfully in this respect will be disqualified for employment or liable for termination of employment even though they have already assumed duties in schools.

5. With effect from 1 December 2011, the Hong Kong Police Force has launched the Sexual Conviction Record Check (SCRC) scheme which is applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons in organizations or enterprises (including the NET posts under the Enhanced NET Scheme in Secondary Schools). Given the importance of protecting our students, schools are strongly advised to adopt the SCRC scheme and request prospective NETs to undergo SCRC at the advanced stage of the employment process. Applications for SCRC should be submitted by the prospective employees voluntarily. Schools are reminded that the scheme does not cover overseas sexual conviction record and does not apply to staff working in the same school under continuously renewed contracts without break. Please refer to [EDB Circular Memorandum No. 179/2011](#) for details.

6. Schools recruiting NETs directly should ask the NET to complete and return the relevant attached form as detailed in paragraph 16 to EDB.

Retention Incentive

7. With effect from the 2005/06 school year, EDB has introduced a retention incentive to provide additional incentive for serving NETs to continue their service in the NET Scheme in Hong Kong. NETs who have served two years of continuous service and are in the **third and fourth years of continuous service** OR who have served four years of continuous service and are in the **fifth year of service onwards**, are eligible to apply for receiving a retention incentive of **5% OR 10% of the current base salary** respectively. Under normal circumstances, NETs have to serve continuously in the NET Scheme in order to be eligible for the retention incentive. The incentive is payable to NETs in each school year subject to the school management's confirmation in the annual appraisal that the performance of the NET has been satisfactory. For further details of the retention incentive, schools may refer to [EDB Circular No. 2/2013](#).

Fringe Benefits for NETs

8. Schools are reminded that once the NET's normal place of residence is established as being outside Hong Kong and his/her eligibility for the fringe benefits under the NET Scheme is confirmed, he/she should continue to be eligible for the fringe benefits when re-appointed continuously unless there are changes in the NET's personal or family particulars such as change of marital status, permanent resident status and children having reached the age of 18, etc., which might affect his/her entitlement. All NETs receiving fringe benefits should report the aforesaid changes to the schools for reassessment of their eligibility for the fringe benefits. Schools are required to remind their NETs of the above requirements and to submit timely applications for fringe benefits when they report for duty to the schools.

Payment of Contract Gratuity

9. Schools should arrange for the payment of contract gratuity for their NETs the soonest possible upon their satisfactory completion of contract. For details of the payment of contract gratuity and the payment of tax before leaving Hong Kong, schools may refer to [EDB Circular No. 5/2012](#).

Appointment for Serving NETs on Completion of Contract

10. For NETs recruited through EDB who wish to change to another school on completion of their current contract at the end of the 2015/16 school year, EDB can offer assistance to them to look for a new appointment. These NETs should complete and return the attached **Form B on “Application of Serving NETs for New Appointment on Completion of Contract”** to EDB as detailed in paragraph 16. They should note that there is no guarantee that they will be offered an appointment at other schools. If they subsequently fail to obtain a new appointment, they would not be able to return to their original schools.

Duties of NETs

11. NETs should work collaboratively with the English panel in the preparation of teaching materials, curriculum development, organisation of English-related activities and staff development, etc., and act as resource persons for the schools. Schools should carefully review the job description and duty lists of the NETs and make sure that they are gainfully deployed. Please make reference to the Deployment Guidelines issued by the NET Section which are available on the EDB webpage at www.edb.gov.hk → Curriculum Development → Resources and Support → [Native-speaking English Teacher \(NET\) Scheme](#) or seek advice from the Regional NET Co-ordinating Team at 3549 8339.

Terms and Conditions of Service

12. The specimen letter of appointment together with the memorandum on the terms and conditions of service for appointment as teachers under the Enhanced NET Scheme in Secondary Schools is subject to annual review. A specimen letter of appointment, its accompanying sample memorandum on the terms and conditions of service as well as sample letter of acceptance are available at the EDB webpage for schools’ reference. In this connection, schools are advised to check for the latest version of the aforesaid documents, which is expected to be available in May 2016, on the EDB webpage before signing a formal contract with their serving / new NETs.

Employment Visa

13. Before signing a formal contract with NETs coming from abroad, schools are advised to remind them that the offer for employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to their arrival in Hong Kong, from the Director of Immigration of the Government of the Hong Kong Special Administrative Region.

14. For NETs who are already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the contract, an approval from the Director of Immigration of the Government of the Hong Kong Special Administrative Region allowing them to work for the school as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year. NETs holding an employment visa for the previous school are still required to seek prior approval from the Immigration Department for change of employment before they report for duty in the new school. In any case, schools should ensure that their NETs have obtained a valid employment visa before reporting for duty.

Teacher Registration

15. Section 42 of the Education Ordinance stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have undergone the registration formalities in compliance with the law. The NETs should apply to be RTs or the schools should apply for the NETs to be PTs prior to their assumption of duties. For enquiries in this regard, please contact the Teacher Registration Team of EDB at 3467 8281 or 3467 8282.

Forms to be completed

16. School heads are strongly advised to discuss the appointment and re-appointment matters with the NETs before returning the form(s) to EDB. Schools and the NETs should complete the forms where appropriate:

Form A	<i>Reply Proforma on Appointment of NETs</i> – To be completed by ALL eligible aided secondary schools, caput schools and special schools (with a secondary section) under the Enhanced NET Scheme and eligible schools joining the Scheme for the first time / rejoining the Scheme in the 2016/17 school year.
Form B	<i>Application of Serving NETs for New Appointment on Completion of Contract</i> – To be completed by NETs recruited through EDB with contract NOT to be renewed upon expiry in August 2016.
Form C	<i>Personal Particulars of NETs Recruited by Schools Directly</i> – To be completed by both the NETs who have been recruited by schools directly and their employing schools.

Completed Form A and Form B should be returned to the NET Administration Team by fax at 2123 1239 by **3 May 2016** while completed Form C should be returned to the NET Administration Team by fax once a contract has been signed between the school and the NET. Schools and the NETs should also take note of the “Personal Information Collection Statement” on the last page of this circular memorandum.

Enquiry

17. For enquiries, please contact Ms Hazel LI on 2892 6495 or Mr Bernard TAM on 2892 6498 of the NET Administration Team of EDB.

Benjamin YUNG
for Permanent Secretary for Education

c.c. Supervisors/Heads of all private secondary schools/DSS schools, and
Heads of Sections/Government secondary schools – for information

**Qualifications for Appointment of NETs
under the Enhanced NET Scheme in Secondary Schools**

- The applicant should be a native-speaker of English or possess native-speaker English competence.

Native speakers of English are people who acquire the language in infancy and develop the language through adolescence and adulthood within a community where English is spoken as the first language. Native-speaker English competence refers to the ability to use English fluently and spontaneously, to give grammatically accurate responses in communication and to write or speak creatively.

Non-native speakers of English, i.e. people who have not acquired the language in early childhood, are also suitable for employment as NETs if their English competence is not different from that of native-speakers in terms of fluency, accuracy and creativity in language use.

- Preference will be given to applicants with experience in teaching English as a second / foreign language.
- For appointment in special schools, preference will be given to applicants who have special education training and/or experience in teaching students with special education needs.
- Appointment of NETs should be considered according to the following order of priority:

1. **Category 1** (to be appointed at Graduate Master/Mistress (GM) rank, MPS pt. 15-33)

- (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics[#] or a Modern Language[#] OR a Bachelor in Education degree (major in English or a Modern Language[#], but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent;
- (ii) a Post-graduate Diploma in Education majoring in English or equivalent;
- (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at the diploma level, or equivalent; and
- (iv) at least 1 year's post-graduate experience of teaching English (preferably as a second or foreign language) at secondary level or above.

2. **Category 2** (to be appointed at GM rank, MPS pt. 15-33)

- (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics[#] or a Modern Language[#]; OR a Bachelor in Education degree (major in English or a Modern Language[#], but not primary education specialist) obtained after 3 years' full-time study from a Hong Kong university or equivalent;
- (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
- (iii) at least 1 year's post-graduate experience of teaching English (preferably as a second or foreign language) at secondary level or above.

In the event that candidates meeting the requirements in Category 1 – 2 cannot be recruited, consideration may be given to appoint teachers with the following qualifications:

3. **Category 3** (to be appointed at GM rank, MPS pt. 15-33)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics[#] or a Modern Language[#] from a Hong Kong university or equivalent;
 - (ii) a Post-graduate Diploma in Education or equivalent; and
 - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

4. **Category 4** (to be appointed at GM rank, MPS pt. 15-33)
 - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
 - (ii) a Post-graduate Diploma in Education majoring in English or equivalent; and
 - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

5. **Category 5** (to be appointed at GM rank, MPS pt. 15-33)
 - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
 - (ii) a Post-graduate Diploma in Education or equivalent;
 - (iii) a TEFL/TESL qualification preferably at diploma level, or equivalent; and
 - (iv) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

6. **Category 6** (to be appointed at GM rank, MPS pt. 15-33, with salary bar at MPS Point 20)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics[#] or a Modern Language[#] from a Hong Kong university or equivalent;
 - (ii) a TEFL/TESL qualification at least at the diploma level, or equivalent; and
 - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

7. **Category 7** (to be appointed at GM rank, MPS pt. 15-33, with salary bar at MPS Point 20)
 - (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
 - (ii) a master's degree in TEFL/TESL, or equivalent; and
 - (iii) at least 1 year's post-graduate experience of teaching English (**preferably** as a second or foreign language) at secondary level or above.

Note:

[#] A degree in Linguistics or Modern Languages should be one in which English is the major language studied.

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools
Reply Proforma on Appointment of NETs
(to be returned by 3 May 2016)**

To: NET Administration Team, EDB (Fax No: 2123 1239)

NOTE: Please follow the instructions in the brackets [] below in completing all relevant parts of this form

Part I [To be completed by all schools with serving NET]

Name of NET: (Mr./ Ms./ Mrs./ Miss*) _____
(First Name) (Family Name)

HKID Card No.: _____

Date of Birth: _____
dd mm yyyy

Recruited through EDB: _____
Yes / No *

Current Contract Period:
(exact dates) From : _____
dd mm yyyy

To : _____
dd mm yyyy

** Delete as appropriate*

Part II [To be completed by schools planning to continue the service of the NET in the 2016/17 school year]

Please tick “” **one** box only:

- The contract of the NET would be renewed for two more years from 2016/17 to 2017/18 school year.
- The school would extend the contract period for one more year to August 2017.
- The school has applied for the extension of service of NET beyond the retirement age in the 2016/17 school year.[#]

[#] Please refer to the circular letter on Extension of Service of NETs beyond the Retirement Age in Aided Secondary / Primary Schools in the 2016/17 School Year dated 9 November 2015.

Confidential

Part III [To be completed by schools planning to appoint a new NET in the 2016/17 school year]

(a) Please tick “” **one** box only:

School would entrust EDB to recruit one NET on their behalf

School would recruit one NET directly

(b) I hereby **give / do not give*** my consent for EDB to disclose the name, address and fax number of my school to potential NET candidates for direct application to schools upon their request.

(c) (*for schools entrusting EDB to recruit one NET on their behalf*) Please fill in the following information to facilitate EDB’s provision of suitable NET candidates for your school’s reference:

Religion of school:

Requirements (if any):

Main duties of the NET in school:

(d) If the contract of the NET is not to be renewed, please provide the reasons below: (for statistical purposes only)

Note: For the NET recruited through EDB and whose contract would not be renewed, please request the NET to complete Form B.

Part IV Declaration [To be completed by all schools]

- I confirm that I have read and understood the contents of EDB Circular Memorandum No. 48/2016 on “Enhanced NET Scheme in Secondary Schools - Appointment and Re-appointment of NETs in the 2016/17 School Year” (the circular memorandum). I will follow the appointment requirements set out in the circular memorandum.
- I certify that all the information given in this form is true and accurate.
- I undertake to co-operate with the EDB in the running of the Enhanced NET Scheme in Secondary Schools to make the best use of resources.

Signature of Supervisor / Principal*: _____ Date: _____

Name of Supervisor / Principal*: _____

Name of School: _____ District: _____

School Type: Aided / Caput / Special*

Name of Contract Person: _____ Tel. No: _____

* Delete as appropriate

Confidential

Form C

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools Personal Particulars of NETs Recruited Directly by School

(To be returned by fax once a contract has been signed between the school and the NET)

To: NET Administration Team, EDB (Fax No: 2123 1239)

Part I [To be completed by the NET]

Name (Mr./ Ms./ Mrs./ Miss*): _____
(First Name) (Family Name)

Date of Birth: ____/____/____
dd mm yyyy

Nationality: _____

Contract Period signed with the school for the 2016/17 school year:

(i) Effective Date of contract period : ____/____/____
dd mm yyyy

(ii) End Date of contract period : ____/____/____
dd mm yyyy

* Delete as appropriate

Academic Attainment:

Colleges, Universities, etc. (Attended / Attending)	Qualifications (e.g. BA/MEd)	Major Subjects	Full or Part- Time	On Campus / Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

Teacher Training Qualifications:

Qualifications (e.g. Dip Teach/BEd/PGDE)	Full Name of Issuing Authority	No. of Weeks of Teaching Practice	Full or Part- Time	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

Teaching English as a Second/Foreign Language (TESL/TEFL) qualification(s):

Qualifications (e.g. Cert/Dip/Master TESL/TEFL)	Full Name of Issuing Authority	Total Course Contact Hours	Teaching Practice (Y/N)	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

Confidential

Post-Qualification Experience in Teaching English/ESL/EFL (Please include ONLY continuous employment of more than 3 months)

Name of Institution	Age/ Levels Taught	Subjects Taught	Full or Part- Time	Date	
				From <small>(dd/mm/yyyy)</small>	To <small>(dd/mm/yyyy)</small>

The contents of the above information are true and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Part II Declaration [To be completed by the school]

- I confirm that, in the appointment of _____ (Name of the NET), **all the appointment and qualification requirements** of NETs in secondary schools as set out in EDB Circular Memorandum No. 48/2016 on “Enhanced NET Scheme in Secondary Schools - Appointment and Re-appointment of NETs in the 2016/17 School Year” have been followed.

- The following documents have been checked as appropriate:
 - Academic qualification(s)
 - Teacher training qualification(s)
 - Qualifications assessment result for non-local qualifications issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications
 - Certificate(s) of service (with at least 1 year’s post-graduate experience of teaching English at secondary level or above)
 - Certificate of No Criminal Conviction
 - Employment visa

Signature of Supervisor / Principal*: _____ Date: _____

Name of Supervisor / Principal*: _____

Name of School: _____ District: _____

School Type: Aided / Caput / Special*

Name of Contact Person: _____ Tel. No.: _____

* Delete as appropriate

Personal Information Collection Statement

1. Any information, including the personal data provided in Form A, B and C (the forms) as indicated in paragraph 16 of this circular memorandum will be used by EDB for one or more of the following purposes:
 - (a) processing of arrangements relating to the appointment and re-appointment of NET under the Enhanced NET Scheme in secondary schools;
 - (b) verifying information with other departments/bureaux of the Government of the Hong Kong Special Administrative Region (the Government) and/or parties outside the Government which is relevant to (a);
 - (c) provision of education services;
 - (d) conducting research and compiling statistics to facilitate planning of education services;
 - (e) processing of matters relating to the development of the education profession; and
 - (f) administering and enforcing of the Education Ordinance and Regulations (Cap. 279).
2. Any information, including personal data, submitted by you may be disclosed to relevant government departments/bureaux and other persons, organizations or agencies for the purposes mentioned above.
3. The provision of personal data in the forms is obligatory. If you do not provide sufficient information, the EDB may not be able to process the application or proceed with the relevant arrangements.
4. Having submitted your personal data, you have the right to request access to and correction of your personal data held by us. Request for access to or correction of personal data should be made in the Data Access Request Form and sent to the Controlling Officer (Data Protection), 15/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong. For more information about the privacy policy, please visit [the website of EDB](#).