Frequently Asked Questions

Q.1 How can an applicant apply for the post of a Native-speaking English Teacher (NET) under NET Scheme in primary schools and/or Enhanced NET Scheme in secondary schools (the NET Schemes)?

A.1 Under the NET Schemes, eligible aided schools[1] may opt to recruit NETs directly on their own or entrust the Education Bureau (EDB) with recruiting NETs on their behalf. Therefore, an applicant can apply for the post of NET through the EDB recruitment exercise or directly to aided schools with NET vacancy on his/her own.

Q.2 What are the procedures for an applicant to apply for the post of a NET in the NET Schemes through the EDB recruitment exercises?

A.2 The applicant has to go through the following procedures:

(i) Visit the EDB website for the latest information on the NET Schemes and download the respective application forms;
(ii) Return the completed application form(s) together with the required documents to the NET Administration Team of the EDB by fax or post before the application deadline;
(iii) The applicant will receive an invitation e-mail for an interview and a written test if he/she has been short-listed;
(iv) After the interview and the written test, the applicant will normally be notified of the result by email in around 4 weeks' time;
(v) If the applicant has passed both the interview and written test, the EDB will refer his/her non-local qualifications to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for qualifications assessment;
(vi) If the applicant's qualifications and experience are found to have met the appointment requirements for the NET position(s), he/she will be included in the EDB's central candidate pool. His/her curriculum vitae will be referred to schools that have entrusted the EDB with recruiting NETs for consideration; and
(vii) Schools will contact the candidate direct for an interview if they decide that the applicant's qualifications and experience match with their needs.

Please note that the EDB does not guarantee an appointment for an applicant and whether he/she will be offered an appointment is at the full discretion of the aided school. All expenses incurred for attending interview(s) at the EDB/school(s) will be borne by the applicant.

Q.3 Can an applicant apply for a NET post if he/she has not yet acquired all the required qualification(s) (e.g. Teaching of English as a Foreign or Second Language (TEFL/TESL) course)?

[1] Eligible schools include caput schools, with which the provision of NET is based on the terms and conditions applicable to aided schools but teachers will be appointed based on the conditions of service offered by individual caput schools.

A.3 The applicant may still apply for a NET post if he/she is going to acquire the required qualification(s) of the NET post in due course. In any case, the appointee has to meet all the requirements for appointment as a NET under the respective NET Scheme before appointment to a school.

Q.4 Who will be the NET's employer?

A.4 The aided primary/secondary and caput secondary school employing the NET will be the NET's employer. The NET will sign a contract with the respective school.

Schools vary in different aspects such as background of the students, school culture, etc. NETs are advised to consult their school principal about all these before signing a contract.

Q.5 How can NETs get their monthly salary pay slip?

A.5 If NETs need proof of salary payment for governments in their home countries, they should request their schools for necessary arrangement. In this regard, schools, as the employers, are advised to provide monthly salary pay slip to suit the NETs' needs.

Q.6 What will be the working hours for a NET?

A.6 The normal hours of work for the NET are the school hours of the school in which he/she works. However, hours of work may vary depending upon the needs of the school.

Q.7 How many days of school holidays are there in a school year?

A.7 Schools are given flexibility over the number and distribution of school days and school holidays to suit the specific needs of the students and the circumstances of the school. In any event, the total number of school days in a school year for a whole-day school should not be less than 190 days. The major school holidays include Christmas, New Year, Chinese New Year, Easter and the summer vacation. However, it is not unusual for teachers to be required to perform duties on school holidays.

Q.8 How is a NET's salary assessed?

A.8 Salary increments may be awarded for recognized relevant post-degree teaching experience on production of relevant Certificates/Statements of Service. All claims of teaching experience must be supported by official record/certificate of service. Besides, please note the followings:

(i) For a NET recruited by an aided school, his/her employing school will have the responsibility to assess his/her salary. The salary is paid under the Salaries Grant in accordance with the stipulations in the Codes of Aid and Guide to Salary Assessment.

(ii) The Central Salary Verification Team of the EDB would verify the salary assessment made by schools in the Appointment Form submitted to the EDB as soon as possible. However, due to the huge number of salary assessment cases

received in particular in the commencement of each school year, it may take quite some time to complete the verification.

(iii) Each certified true copy of the official Certificate/Statement of Service must include the following:

- full name (as shown in the birth certificate / marriage certificate / passport);
- length of employment* with exact dates; (i.e. from dd/mm/yy to dd/mm/yy);
- nature of employment (i.e. full-time or part-time);
- for part-time employment, fraction of full-time experience is needed (e.g. 0.3 full time equivalent);
- position held, with rank specified (if applicable);
- nature of school (i.e. day school or evening school);
- subject(s) taught; and
- age and levels/grades of students taught.

*Continuous employment of less than 3 months would not be considered for assessing the salary.
*Lacking of the above information on the Certificate/Statement of Service may lead to the failure to recognize the teaching experience concerned in salary assessment.

(iv) For a NET recruited by an aided school, he/she should consult the school principal for details of the salary particulars. He/she may also refer to the Code of Aid and Guide to Salary Assessment which is available at http://www.edb.gov.hk > School Administration and Management > Administration > About School Staff > Salary Assessment in Aided Schools.

Q.9 Who will be responsible to handle a NET's qualifications assessment of non-local qualifications?

A.9 For a NET recruited through the recruitment exercise of the EDB, the EDB will refer his/her non-local qualifications to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for qualifications assessment. For a NET recruited by school directly, the school concerned will have to approach HKCAAVQ direct for an assessment of their non-local qualifications. The result of the assessment which will be given to the school direct by HKCAAVQ should be kept by the school for record.

In case a NET would like to obtain qualifications assessment of his/her non-local qualification for personal retention/future reference, he/she has to approach the HKCAAVQ for qualifications assessment directly at his/her own cost.

Q.10 How does the teacher training qualification affect salary assessment?

A.10 For appointment as a NET at the rank of Assistant Primary School Master/Mistress (APSM) in primary schools/ Graduate Master/Mistress **(**GM) in secondary schools, an appointee who possesses an appropriate teacher training qualification will enter at the third point in the pay scale on appointment. Under the prevailing practice, a NET appointed at the rank of APSM who possesses a teacher training in primary education

will be granted the two additional increments, while a NET appointed at the rank of GM who possesses a teacher training in secondary education will be granted the two additional increments. Untrained APSM/GM will not be allowed to proceed beyond the salary bar, which is set at five pay points above the prevailing starting salary, for an appointee without an acceptable teacher training qualification.

Q.11 Is a NET entitled to salary increments?

A.11 For a NET who is remunerated on the Master Pay Scale, subject to his/her performance, he/she will, on completion of one year's service, move to the next higher pay point on the appropriate Master Pay Scale and progress along the Master Pay Scale in subsequent years until he/she reaches the salary bar or maximum pay point as appropriate.

Increments of salary are not automatic. A NET may be granted an increment only if his/her performance at work (including conduct, diligence and efficiency) is satisfactory during the preceding year. An increment will not be granted or its payment will be stopped or deferred if the Principal/Supervisor of the School is not satisfied with the performance of the NET.

Q.12 Is a NET required to apply for teacher registration?

A.12 Section 42 of the Education Ordinance stipulates that any person who teaches in a school in Hong Kong has to be either a registered teacher (RT) or a permitted teacher (PT). The NET and his/her school should submit an application for teacher registration as soon as the letter of appointment has been signed and prior to the NET's assumption of duty.

A person who holds teacher qualification (e.g. a local Teacher's Certificate or Post-graduate Diploma/Certificate in Education) and is a Hong Kong permanent resident (for non-Hong Kong permanent resident, any one of the following proof issued by the Hong Kong Immigration Department is required: a. a valid employment visa; b. landing slip bearing the conditions and limit of stay in Hong Kong; or c. HKSAR Document of Identity for Visa Purposes) may apply to be a RT. Besides, a person who holds only academic qualifications (i.e. has no teacher training and teacher qualification) may apply to be a PT. The application is filed by the employing schools. For details on the procedures for teacher registration, please contact the Teacher Registration Section at 3467 8281 or 3467 8282 or visit the EDB's website at http://www.edb.gov.hk or following path:
Teachers Related > Qualifications, Training and Development > Qualification > Teacher Registration

Q.13 Is a NET required to undergo a medical examination before assuming duty?

A.13 All NETs should, before appointment, undergo a medical examination including a chest X-ray by a registered medical practitioner. Any cost of the medical examination shall be borne by the NET. Serving registered NETs on transfer from one aided school to another without a break in service are exempted from this requirement.

Q.14 Is a NET allowed to take up outside duties?

A.14 The NET employed full-time in an aided school administered under the terms of the relevant Code of Aid must not engage in outside duties except with the prior approval of the Incorporated Management Committee / the Supervisor, who must be satisfied that such duties contribute to the public good and will not interfere with the efficient performance of the NET's normal duties, and that the NET taking up such outside duties will not constitute any conflict of interest. Records of such approval should be kept by the School and such approval should be reviewed by the school management regularly. NETs who are foreign nationals being approved by the Director of Immigration to stay in Hong Kong for employment purposes should also obtain prior approval from the Director of Immigration before taking up part-time jobs.

Q.15 Can a NET's spouse work in Hong Kong?

A.15 For enquiries relating to the dependant policy, please contact the Immigration Department (http://www.immd.gov.hk).

Q.16 How can a NET be entitled to the fringe benefits under the NET Schemes?

A.16 NETs are entitled to Passage Allowance, Baggage Allowance, Special Allowance and Medical Allowance provided under the NET Schemes only if their normal place of residence is outside Hong Kong. For a NET to establish that his/her normal place of residence is outside Hong Kong, he/she should satisfy the following criteria:

(i) possessing permanent resident status in a country/place outside Hong Kong; and
(ii) his/her social ties being outside Hong Kong.

For detailed arrangements of the above fringe benefits, please refer to EDB Circulars No.8/2009 and 9/2009 and the Memorandum on Terms and Conditions of Service for Appointment as Teachers under Enhanced NET Scheme in Secondary Schools/NET Scheme in Primary Schools (MOCS). For easy reference, a table regarding the fringe benefits is appended as follows:

(a) Special Allowance	A NET may be eligible for a monthly allowance (of HK$20,989 as the prevailing rate) which is fixed over the Appointment Contract Period. The rate of the allowance is subject to adjustment according to the prevailing rate: (a) upon the NET entering into a new contract of employment under the NET Schemes; or (b) upon the commencement of the Extension Contract Period. (A NET will not be eligible for the Special Allowance if he/she or/and his/her spouse has already received and is receiving an allowance or any housing benefits in cash or in kind for renting/acquiring accommodation in Hong Kong under the terms of his/her or/and his/her spouse's employment.)

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<tr><td>(b) Passage Allowance</td><td>Reimbursement of expenses on standard economy class air tickets from and to the country of origin by the most direct route for the NET, his/her spouse and unmarried accompanying children under the age of 18, up to a maximum of 5 persons including the NET, for each contract.</td></tr>
<tr><td>(c) Baggage Allowance</td><td>Reimbursement of travelling baggage expenses from and to the country of origin will be provided according to the circumstances stated in the MOCS. The present rates are:
<table>
<tr><td></td><td>Maximum rate of in-bound passage to Hong Kong

(on the first appointment under the NET Schemes only)</td><td>Maximum rate of out-bound passage to country of origin

(upon completion of an appointment under the NET Schemes and will not be in another employment under the NET Schemes)</td></tr>
<tr><td>Single:</td><td>HK$1,300</td><td>HK$3,300</td></tr>
<tr><td>Married:

(accompanied by spouse and/or his/her children)</td><td>HK$5,000</td><td>HK$6,500</td></tr>
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<tr><td>(d) Medical Allowance</td><td>Reimbursement for the NETs to undertake medical insurance within the contract period of up to HK$1,400 per year for a single NET and HK$5,400 per year for a NET accompanied by spouse and/or his/her children and on condition that the spouse and/or children are included in the medical insurance policy which should have to cover Hong Kong area.</td></tr>
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Q.17 Is a NET required to apply for fringe benefits upon re-appointment?

A.17 A NET 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 the fringe benefits should report the aforesaid changes to the schools for reassessment of their eligibility for the fringe benefits.

Q.18 What is the retention incentive?

A.18 The retention incentive (RI) aims to provide additional incentive for serving NETs to continue their service in Hong Kong. For NETs who were newly appointed in or after

the 2025/26 school year and NETs who re-joined the Scheme with a break in service, they are not eligible for the retention incentive. Eligible NETs may apply for the RI through their schools (i.e. employers). The eligibility of a NET for the RI is subject to the school management's satisfaction with the performance of the NET. On successful application for the RI, a NET will be paid at the rate as follows:

NET serving in the third or fourth year of continuous service	5% of the NET's current base salary
NET serving in the fifth year of continuous service onwards	10% of the NET's current base salary

Q.19 Will a NET be paid contract gratuity upon satisfactory completion of the contract?

A.19 Upon satisfactory completion of the full period of appointment required by the Letter of Appointment, the NET may be paid a gratuity for the period of service completed, including school holidays taken within the period of service. Specifically, the payment of gratuity is subject to the confirmation of the school that the NET's performance and conduct during the period of service are satisfactory.

Q.20 How much tax do NETs have to pay?

A.20 For details of Hong Kong taxation, please refer to the Hong Kong Inland Revenue Department's website (http://www.ird.gov.hk).

Q.21 Are the gratuity, retention incentive and various allowances under the NET Schemes taxable?

A.21 Whether an allowance is taxable or not is an Inland Revenue Department (IRD) matter outside the EDB's remit. Being the employers of NETs, schools should contact the IRD to ask for clarification on any items in doubt. Based on the latest available information from IRD, in general, the gratuity, retention incentive, Special Allowance and Medical Allowance under the NET Schemes are taxable while Baggage Allowance and Passage Allowance are non-taxable. Please note that such information is subject to any review by the IRD.

Q.22 Will the NET be required to make contributions to the Mandatory Provident Fund (MPF) Scheme?

A.22 The school will arrange to make contributions for the NET to a registered Mandatory Provident Scheme (MPF scheme) in accordance with the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (MPFSO), unless one of the exemptions specified in the MPFSO is applicable to the NET. For details and enquiries, please contact MPF Schemes Authority's officers at 29180102 or visit the MPF Schemes Authority's website at http://www.mpfa.org.hk/eng/main/index.jsp.

Q.23 Can NETs be exempt from MPF?

A.23 MPF Scheme Ordinance (the Ordinance) provides that any person entering Hong Kong for the purpose of being employed or self-employed for a limited period only or any person who is a member of a provident, pension, retirement or superannuation scheme of a place outside Hong Kong can be exempt from the provisions of the Ordinance while satisfying the criteria listed under the pertinent guidelines of the Ordinance. For enquiries relating to MPF including the influence of permanent residence in Hong Kong, please contact MPF Schemes Authority's officers at 2918 0102 or visit the MPF Schemes Authority's website at http://www.mpfa.org.hk/eng/main/index.jsp.

Q.24 How many days of sick leave is a NET in aided schools entitled to?

A.24 Subject to the submission of an acceptable medical certificate issued by a registered medical practitioner, a NET may be granted up to 28 days paid sick leave in his/her first year of service in aided schools. On completion of each succeeding year of service in aided schools, a further 48 days in total would be granted. Paid sick leave can be accumulated up to a maximum of 168 days. A NET in an aided school on transfer to serve in another aided school as a NET without a break in service will have the accumulated sick leave balance "carried over" to his/her new employing aided school. However, if a NET is on transfer to serve in a school under different finance type, he/she will forfeit his/her sick leave balance.

Q.25 What is the special leave with pay?

A.25 Subject to the approval of the School Management Committee/Incorporated Management Committee and the rules governing such leave in the respective Code of Aid, special leave with pay for a maximum of 2 days per school year may be granted for the NET to attend urgent private affairs of grave importance.

Q.26 What is terminal leave? Are there any suggestions for schools on the provision of terminal leave and leave at Christmas, Chinese New Year, Easter and other holidays?

A.26 NETs shall be granted terminal leave in the school summer vacation at the end of the first contract and each renewed contract (if any). The commencement date of terminal leave is to be determined by the schools in consultation with their NETs.

Since most NETs do not reside permanently in Hong Kong, when working out a leave plan for their NETs, schools may give consideration to their NETs' needs for reunion with families in their home countries at Christmas, Chinese New Year, Easter and other holidays.

Q.27 Are there any suggestions for schools in requesting NETs to attend staff meetings conducted in Cantonese?

A.27 Schools may need every teacher to be in staff meetings for some whole-school issues. In addition, the NETs' presence may matter to other teachers attending the meetings. Therefore schools are requested to give due consideration when requiring their NETs to attend meetings conducted in Cantonese, and do so as appropriate.

NETs not attending staff meetings conducted in Cantonese should be engaged in developmental or value-adding activities, NOT doing marking or regular lesson preparation or administrative duties.

NET Administration Team
Education Bureau
(revised in March 2026)