

Education Bureau Circular Memorandum No. 64/2024

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

Ref. : (62) in EDB(NETADM)/SNET/1/3/1(4)

Date : 25 March 2024

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

Appointment and Re-appointment of NETs in the 2024/2025 School Year

Summary

This is to inform schools and NETs currently employed under Enhanced NET Scheme in Secondary Schools about appointment and re-appointment of NETs in the 2024/25 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. 47/2023 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 2023/24 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. Schools should discuss the performance with their NETs, continuously evaluate their strengths and weaknesses and identify corresponding professional development needs for them, and reflect it in Form A on “Reply Proforma on Appointment of NETs”. 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 return the completed Form A 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 with the recruitment of NETs on their behalf. In handling the recruitment and appointment of NETs, schools are required to comply with the Employment Ordinance, Education Ordinance, Education Regulations, other relevant legislations as well as guidelines issued by EDB from time to time. Schools are reminded to take note of the relevant requirements stipulated in [EDB Circular No. 5/2005](#) and the [School Administration Guide](#). **Schools opting to recruit their NETs directly are required to submit Form C on “Personal Particulars of NETs Recruited Directly by Schools” to EDB for approval before giving any offers to ensure that the TESL/TEFL qualifications of NETs meet the requirements for appointment of NETs in secondary schools as set out in the Appendix as appropriate.** Besides, assessment of 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 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 a 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 organisations or enterprises (including NET posts under Enhanced NET Scheme in Secondary Schools). Given the importance of protecting our students, schools should request prospective NETs to undergo SCRC at the advanced stage of the employment process. Schools are reminded that the scheme does not cover overseas sexual conviction records and does not apply to staff working in the same school under continuously renewed contracts without a break. In order to ensure students' safety, schools should also observe the measures as set out in EDB Circular No. 14/2023, including but not limited to applying to EDB for releasing information regarding the teacher registration status of the prospective NETs and consulting their previous employers about their performance after seeking their consent. Please refer to [EDB Circular No. 14/2023](#) for details.

Provision of NETs for Schools

6. A NET is generally provided for every public sector secondary school (including special schools with a secondary section) implementing a mainstream curriculum. Such provision covers schools for children with intellectual disability (ID schools) implementing an appropriate school-based English Language curriculum as adapted from the English Language Education Key Learning Area Curriculum Guide (Primary 1 – Secondary 6) (2017) prepared by the Curriculum Development Council. For enquiries about the appropriate school-based English Language curriculum in ID schools, please contact the Special Educational Needs Section of the Curriculum Support Division at 2892 5474.

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 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 NET Scheme in order to be eligible for the retention incentive. The incentive is payable to NET in each school year subject to the school management's confirmation in the annual appraisal that the performance of NET has been satisfactory. For further details of the retention incentive, schools should refer to [EDB Circular No. 2/2013](#).

Fringe Benefits for NETs

8. Schools are reminded that once NET's normal place of residence is established as being outside Hong Kong and his/her eligibility for the fringe benefits under NET Scheme is confirmed, he/she should continue to be eligible for the fringe benefits when re-appointed continuously unless there are changes in 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. Schools are required to remind their NETs of the above requirements and to submit timely applications for the fringe benefits when they report for duty to the schools. For further details of the fringe benefits, schools should refer to [EDB Circular No. 9/2009](#).

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 should refer to [EDB Circular No. 5/2012](#).

Appointment for Serving NETs on Completion of Contract

10. For serving NETs who have been recruited through EDB and wish to change to another school on completion of their current contract at the end of the 2023/24 school year, EDB can offer assistance to them to look for a new appointment. **These NETs are requested to return the completed 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 their NETs and make sure that they are gainfully deployed. Please make reference to the Deployment Guidelines issued by NET Section which are available on 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 Coordinating Team at 3549 8339.

Terms and Conditions of Service

12. The specimen letter of appointment together with the sample memorandum on the terms and conditions of service for appointment as teachers under 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 a sample letter of acceptance are available at 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 2024, on 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. NETs should apply to be RTs or the schools should apply for 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 NETs before returning the form(s) to EDB. Schools and NETs should complete the form(s) 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 Enhanced NET Scheme in Secondary Schools in the 2024/25 school year. Schools should discuss the performance with their NETs and reflect it in Form A.
Form B	<i>Application of Serving NETs for New Appointment on Completion of Contract</i> – To be completed by serving NETs who have been recruited through EDB recruitment boards and whose contracts will NOT be renewed upon expiry at the end of the 2023/24 school year.
Form C	<i>Personal Particulars of NETs Recruited Directly by Schools</i> – To be completed by both the schools and the new NETs before signing any contracts in the 2024/25 school year.

Completed Form A and Form B should be returned to NET Administration Team by fax at 2349 1398 by **20 May 2024** while completed Form C should be returned to NET Administration Team by fax **before a contract is signed** between the school and NET. Schools and NETs should also take note of the “Personal Information Collection Statement” on the last page of this circular memorandum.

Enquiries

17. For enquiries, please contact Ms Jasmine MAK on 3698 3750 or Ms Rita TSE on 3698 3751 of NET Administration Team of EDB.

Ms W P LEE
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 Native-speaking English Teacher (NET) under 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 educational 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 Linguistics¹ or a Modern Language¹ OR a Bachelor in Education degree (major in English or a Modern Language¹, 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) qualification² 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 Linguistics¹ or a Modern Language¹; OR a Bachelor in Education degree (major in English or a Modern Language¹, 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 and Category 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 Linguistics¹ or a Modern Language¹ 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 qualification² 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 pt. 20)
 - (i) a bachelor's degree in English Language or English Literature or English Studies or Linguistics¹ or a Modern Language¹ from a Hong Kong university or equivalent;
 - (ii) a TEFL/TESL qualification² 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 pt. 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:

1. A degree in Linguistics or Modern Languages should be one in which English is the major language studied.
2. Please make reference to the requirements of TEFL/TESL qualification at the diploma level, which is available on EDB webpage at www.edb.gov.hk → Curriculum Development → Resources and Support → Native-speaking English Teacher (NET) Scheme → Details on the Recruitment of NETs under Enhanced NET Scheme in Secondary Schools.

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Certificate Level

The following qualifications are recognised as the equivalence of the required TEFL/TESL qualification:

- I. Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)
- II. The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL)
- III. Postgraduate Certificate in Education majoring in TEFL/TESL
- IV. Certificate awarded by TEFL/TESL courses that:
 - (a) include a minimum of **100 contact hours**;
 - (b) include a minimum of **6 hours of observed and assessed teaching practice, a pass in which is required**; and
 - (c) cover the majority of the topics under each of the headings shown below:

Language:	knowledge of language in the areas of phonology, lexis/vocabulary, grammar and discourse, and their pedagogical implications
Methodology:	commonly used approaches and techniques for - curriculum development and materials design; teaching English language systems; teaching language skills; effective classroom management; conducting a range of activity types; assessment for language learning (including monitoring and evaluation of student learning and giving appropriate feedback); a component relating to the development of the participants' understanding of the socio-cultural contexts in which learning and teaching take place. Such a component would comprise, for example, modules, learning tasks and activities that consider the status, roles and features of English throughout the world in general, and preferably in the Hong Kong context
Resources:	use of classroom facilities and multimedia and multimodal teaching resources to facilitate learning
Learners:	commonly used techniques for assessing learners' needs; raising learners' awareness and facilitating effective learning strategies
Teaching Practice:	a teaching practice component in the course where participants can put their teaching knowledge and skills into practice through teaching sessions. The course should include self-evaluation assessments and tutor-evaluation assessments.

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Diploma Level

The following qualifications are recognised as the equivalence of the required TEFL/TESL qualification:

- I. Cambridge Diploma in Teaching English to Speakers of Other Languages (DELTA)
- II. Trinity College London Licentiate Diploma in Teaching English to Speakers of Other Languages (DipTESOL)
- III. Postgraduate Certificate in Education majoring in TEFL/TESL
- IV. Diploma awarded by TEFL/TESL courses that:
 - a) include at least 250 contact hours; and
 - b) include at least 20 hours of practicum in the programme, in which a pass is required OR require candidates to have at least two years' teaching experience as a pre-requisite for entering the programme.

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Form A

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools Reply Proforma on Appointment of NETs (to be returned by fax by 20 May 2024)

To: NET Administration Team, EDB (Fax No: 2349 1398)

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

** Delete as appropriate*

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

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

_____ (First Name)

_____ (Family Name)

HKID Card No.:

Date of Birth:

_____ / _____ / _____
dd mm yyyy

Recruitment Channel of NET:

Through EDB/By school directly *

Current Contract Period:
(exact dates)

From _____ / _____ / _____
dd mm yyyy

To _____ / _____ / _____
dd mm yyyy

Sick Leave _____ day(s)

No-pay Leave _____ day(s)

Special Leave _____ day(s)

Late _____ day(s)

Job Duties:

No. of classes taught _____
(per week/cycle*)

Duration of a lesson _____ minutes

Subject(s) taught^

English

Literature

Others (please specify) _____

Skill(s) focused^

Listening

Speaking

Reading

Writing Others (please specify) _____

^You can tick “” more than one box

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Please give an overall rating on the performance:	Rating# (1 – 5)
a. Classroom management	
b. Curriculum design and teaching methods	
c. Collaboration with panel chairpersons/members	
d. Enhancement of learning and teaching of English authentic materials	
e. Provision of an English-rich environment through activities	
f. Promotion of professional development by sharing good teaching practices	

#Scale:

- 1 Basic performance with much room for improvement
- 2 Generally effective performance with some room for improvement
- 3 Very effective performance which fully meets requirements
- 4 Very impressive performance which more than meets requirements
- 5 Outstanding

How likely would you recommend your NET to other schools or resuming his/her status in EDB's central candidate pool?

- 1 Extremely unlikely
- 2 Unlikely
- 3 Neutral
- 4 Likely
- 5 Extremely likely

Part II [To be completed by schools planning to re-appoint the serving NET in the 2024/25 school year]

Please tick “☑” **one** box only:

- The school would renew the contract of NET for two more years from the 2024/25 to 2025/26 school year.
- The school would extend the contract period of NET for one more year in the 2024/25 school year under special circumstances according to relevant stipulations as stated in the Memorandum on the Terms and Conditions of Service for Appointment as Teacher under Enhanced NET Scheme in Secondary Schools.
- The school has applied for the extension of service of NET beyond the retirement age in the 2024/25 school year according to the circular letter on Extension of Service of NETs beyond the Retirement Age in Aided Secondary/Primary Schools in the 2024/25 School Year dated 24 November 2023.

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Part III [To be completed by schools planning to appoint a new NET in the 2024/25 school year]

(a) Please tick “” **one** box only:

- School would entrust EDB with recruiting one NET on their behalf
- School would recruit one NET directly

(b) Please provide the reasons for not renewing the contract of the serving NET: *(for statistical purposes only)*

(c) *(for schools entrusting EDB with recruiting NET(s) 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 NET in School:

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

Part IV Declaration [To be completed by all schools]

- I confirm that I have read and understood the contents of EDB Circular Memorandum No. 64/2024 on “Enhanced NET Scheme in Secondary Schools - Appointment and Re-appointment of NETs in the 2024/25 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 EDB in the running of 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 Contact Person: _____ Tel. No.: _____

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Form B

Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools Application of Serving NETs for New Appointment on Completion of Contract (to be returned by fax by 20 May 2024)

To: NET Administration Team, EDB (Fax No: 2349 1398)

NOTE: To be completed by the serving NET who has been recruited through EDB recruitment boards and whose contract will not be renewed upon expiry at the end of the 2023/24 school year

When submitting the application, the applicant has given consent for Education Bureau to make necessary enquiries with his/her former employers for purposes relating to admission to rejoin EDB's central candidate pool. The applicant has also authorised his/her former employers to release any information as may be required for these enquiries.

** Delete as appropriate*

Part I

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

(First Name)

(Family Name)

Name of Current School: _____

Please tick “” either A or B below:

- A. I would like to resume my status in EDB's central candidate pool and request EDB to offer the following assistance: (you can tick “” more than one box under A)
- (i) I would like to have a list of secondary schools with NET vacancies to be sent to my e-mail address provided in Part II below.
- (ii) I would like to request EDB to send my personal particulars and curriculum vitae (CV) to secondary schools in need of NETs in the 2024/25 school year. **I attach herewith my updated CV^{Note} and give my consent for EDB to send my personal particulars to schools for their consideration of offering job interviews, on the following understanding:**
- i. EDB does not guarantee an appointment for me and interested schools may contact me directly for job interviews;
- ii. whether I am offered an appointment is at the full discretion of schools;
- iii. if I subsequently fail to obtain employment at another school, since my contract will not be renewed upon expiry at the end of the 2023/24 school year, I would NOT be able to return to my original school; and
- iv. all expenses incurred for attending interviews will be borne by myself.

Note: Please consider including the following information in the CV: (a) Qualifications and teaching experience; (b) Expertise and skills (including duties in the current school); (c) Type(s) of school in which my expertise could be best utilised; and (d) Other remarks, if any (e.g. preference for districts, religion of school, etc.)

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- B. I would like to leave EDB’s central candidate pool and understand that EDB will not offer any assistance to facilitate me to find a new appointment in the 2024/25 school year. (Please proceed to Part III below.)

Part II

Date of Birth: _____
 dd mm yyyy

Daytime Contact Number: _____ Email Address: _____

Part III

Signature: _____ Date: _____

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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 **before a contract is signed** between the school and NET)

To: NET Administration Team, EDB (Fax No: 2349 1398)

NOTE: To be completed by both the school and the new NET recruited by the school directly in the 2024/25 school year

* Delete as appropriate

Part I [To be completed by 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 2024/25 school year:

(i) Effective Date of Contract Period : ____ / ____ / ____
dd mm yyyy

(ii) End Date of Contract Period : ____ / ____ / ____
dd mm yyyy

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	Major Subjects	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 (No. of Total Hours)	On Campus/ Distance Learning	Date	
					From (mm/yyyy)	To (mm/yyyy)

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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 (dd/mm/yyyy)	To (dd/mm/yyyy)

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 NET), **all the appointment and qualification requirements** of NETs in secondary schools as set out in EDB Circular Memorandum No. 64/2024 on “Enhanced NET Scheme in Secondary Schools - Appointment and Re-appointment of NETs in the 2024/25 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.: _____

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PART III [To be completed by NET Administration Team, the Education Bureau]

The TESL/TEFL qualifications of NET **meet / do not meet*** the requirements for appointment of NETs in secondary schools.

Signature: _____

Name: _____

Post: _____

Date: _____

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Checklist for Schools

Please insert a ✓ in the appropriate box

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Certificate Level

- Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)
 - The Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL)
 - Postgraduate Certificate in Education majoring in TEFL/TESL
- Certificate awarded by TEFL/TESL courses that:
- include a minimum of **100 contact hours**;
 - include a minimum of **6 hours of observed and assessed teaching practice, a pass in which is required**; and
 - cover the majority of the topics as described on page 8.

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications at the Diploma Level

- Cambridge Diploma in Teaching English to Speakers of Other Languages (DELTA)
- Trinity College London Licentiate Diploma in Teaching English to Speakers of Other Languages (DipTESOL)
- Postgraduate Certificate in Education majoring in TEFL/TESL
- Diploma awarded by TEFL/TESL courses that:
 - (a) include at least 250 contact hours; and
 - (b) include at least 20 hours of practicum in the programme, in which a pass is required OR require candidates to have at least two years' teaching experience as a pre-requisite for entering the programme.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
- (b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB, and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.

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