

Frequently Asked Questions

Q.1 What are the application procedures for a Native-speaking English Teacher (NET) position?

A.1 You have to go through the following in applying for a NET position:

- (i) Visit the [Education Bureau \(EDB\) website](#) for information on the NET Scheme in Primary Schools and the Enhanced NET Scheme in Secondary Schools, and download the respective application forms;
- (ii) Return the completed application form together with the required documents to the NET Administration Team of EDB by fax or post before the application deadline;
- (iii) You will receive an invitation e-mail for an interview if you have been short-listed;
- (iv) After the interview, you will normally be notified of the result by email in around 4 weeks' time;
- (v) If you have passed the interview and a written test, your non-local qualifications will be referred to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for qualifications assessment by the EDB;
- (vi) If your qualifications and experience are found to have met the employment requirements for the NET position, you will be put into the EDB's central candidate pool. Your curriculum vitae will be provided for the schools that have entrusted EDB for NET recruitment; and
- (vii) Schools will contact you direct for job interviews.

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

Q.2 Can I still apply for the NET post if I have not yet completed my Bachelor's degree/ teacher's certificate/ Teaching of English as a Foreign or Second Language (TEFL/TESL) course?

A.2 You may still apply for the NET post if you are still studying for the required qualifications of the NET post. In any case, you have to meet all the requirements for appointment as a NET under the respective NET Schemes **before** appointment to a school.

Q.3 Who will be my employer if I am employed as a NET?

A.3 The aided primary/secondary school that you are matched with will be your employer. You will sign a contract with the respective school. Different schools will vary in different aspects such as the background of the students, school culture, etc. You are advised to consult the school principal about all these before signing a contract.

If you are matched with a government primary/secondary school, EDB will be your employer.

Q.4 What will be my working hours?

A.4 NETs are required to work during school hours, after school hours and sometimes on weekends to perform specified duties within or outside schools.

Q.5 How many days of school holidays are there in a school year?

A.5 The schools are given more 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 whole day school should not be less than 190 days. The major school holidays includes Christmas, New Year, Chinese New Year, Easter and summer vacation. However, *it is not unusual for teachers to be required to perform duties on school holidays.*

Q.6 How is my salary assessed?

A.6 Salary increments may be awarded for recognized relevant post-degree teaching experience on production of relevant Certificates/Statements of Service. Without supporting document, your salary will not be revised.

- (i) If you are recruited by the EDB, the NET Administration Team would assess your initial salary. On the other hand, if you are directly recruited by school, your employing school would have the responsibility to assess your salary which is paid under the Salaries Grant in accordance with the stipulations in the Codes of Aid and Guide to Salary Assessment.
- (ii) EDB would verify the salary assessment made by schools 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. If you have further teaching experience which has not been previously assessed after the initial salary assessment, please submit it with additional documentary evidence to your school for re-assessing / adjusting your salary. Without supporting document, your salary will not be re-assessed and revised.
- (iii) Each certified true copy of the official Certificate/Statement of Service must include the following:
 - your full name (as shown in your 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);
 - 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.**

- (iv) Please consult your school principal for details of your salary particulars. You 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.7 Is the NET entitled to salary increments?

A.7 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. [An Assistant Primary School Master/Mistress (APSM) will not be permitted to proceed beyond a salary bar at Master Pay Scale Point 20 (or Point 22 if he/she was appointed before 1 October 2010) unless he/she has obtained a Postgraduate Diploma in Education or an equivalent qualification.]

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

Q.8 Is the NET required to apply for teacher registration?

A.8 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.

For details on procedures of teacher registration, please visit the EDB's website at <http://www.edb.gov.hk> → Teachers Related → Qualifications, Training and Development → Qualification → Teacher Registration or contact the Teacher Registration Team at 2520 0325 or 2520 0270.

Q.9 Is the NET required to undergo a medical examination before assuming duty?

A.9 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 break of service are exempted from this requirement.

Q.10 Is the NET allowed to take up outside work?

A.10 The NET must not undertake paid outside work outside normal working hours or any paid or unpaid outside work during normal working hours except with the prior written approval of the School Supervisor, who must be satisfied that such duties contribute to the public good and are not such as to interfere with the efficient

performance of the teacher's normal duties. Records of such approval should be kept by the school. Approval, if given, may be withdrawn at any time if the work is found to be interfering with the NET's duties and, in any case, shall be subject to half-yearly review.

The NET who is a foreign national 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.11 Can my spouse work in Hong Kong?

A.11 For enquiries relating to the dependant policy, please contact the Immigration Department via its website (<http://www.immd.gov.hk>).

Q.12 How much tax do I have to pay?

A.12 For details of Hong Kong Taxation, please refer to the Hong Kong Inland Revenue Department's website (<http://www.ird.gov.hk>).

Q.13 Will the NET be required to make contributions to the Mandatory Provident Fund (MPF) Scheme?

A.13 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.

Q.14 How can a NET be entitled to the fringe benefits under the NET Schemes?

A.14 NETs are entitled to passages, 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 details and the relevant forms, please refer to respective EDB Circulars on "NET/Enhanced NET Scheme in Primary/Secondary Schools - Payment of Fringe Benefits".

Q.15 What is Special Allowance?

A.15 The Special Allowance (SA) aims to assist NETs in meeting cost of living (mainly accommodation cost) in Hong Kong provided that they have produced acceptable proof that their normal place of residence is outside Hong Kong. The Special Allowance rate is currently at HK\$16,859 (*approx. US\$2,161) per month.

* Based on exchange rate HK\$7.8 = US\$1 (subject to fluctuation).

Q.16 Will the NET be entitled to passage allowance?

A.16 The NET who is employed under the NET Schemes will be reimbursed the expenses on economy class air tickets from and to the NET's country of origin for himself/herself and his/her family (defined as the spouse and unmarried accompanying children under the age of 18 of the NET) by the most direct route for each Contract.

For details and application forms, please refer to respective Annex A in EDB Circular Memorandums on "NET/Enhanced NET Scheme in Primary/Secondary Schools - Letter of Appointment"

Q.17 Will the NET be entitled to baggage allowance?

A.17 The NET who is employed under the NET Schemes will be reimbursed for his/her traveling baggage expenses when:

- (i) he/she travels to Hong Kong on appointment for his/her first Contract. No baggage allowance will be provided for subsequent Contracts; and
- (ii) when he/she leaves Hong Kong after finishing a Contract and will not be in another employment with schools falling under the Scheme's purview (i.e. government schools or aided schools) in the current/coming school year.

Q.18 Will the NET be entitled to medical allowance?

A.18 Medical allowance is provided on a reimbursement basis for the NET to take out medical insurance within the Contract period. The present maximum rate of allowance is HK\$1,400 per year for a single appointee and HK\$5,400 per year for a married appointee accompanied by spouse and/or children on condition that the spouse and/or children are included in the insurance policy which should have to cover Hong Kong area and exclude any travel plans/travel insurances. The payment will be made on a yearly basis upon application by the NET. If the coverage period of the insurance begins before and/or extends beyond the NET's Contract period, reimbursement of the medical insurance premium will be made on a pro-rata basis, subject to the maximum rate specified above.

Q.19 What is the retention incentive?

A.19 The retention incentive (RI) aims to provide additional incentive for serving NETs to continue their service in Hong Kong. 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, as reflected in the annual performance appraisal, and the willingness of the school to retain his or her service throughout the remaining contract period. 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.20 Will the NET be paid contract gratuity upon satisfactory completion of the contract?

A.20 Upon satisfactory completion of the full period of appointment required by the Letter of Appointment, or if the NET's service is terminated by the school for reasons other than unsatisfactory performance or conduct of the NET, the NET will be paid a gratuity for the period of service completed, including school holidays taken within the period of service. Specifically, the gratuity will be granted only if the school is satisfied with the NET's performance and conduct during the period of service.

Amount of Gratuity payable to the NET = Amount of Contract Gratuity entitled (15% of total basic salary received) – Amount of employer's contribution to the MPF Scheme for the NET

Q.21 How many days of sick leave is the NET entitled to?

A.21 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 will be granted. Paid sick leave can be accumulated up to a maximum of 168 days. With effect from 1 September 2006, a NET with a break of service of more than one year will forfeit his/her sick leave. Grant of paid sick leave and special tuberculosis leave shall be in accordance with the rules governing such leave in the relevant Code of Aid for Primary/Secondary/Special Schools.

Q.22 What is the special leave with pay?

A.22 Subject to the recommendation of the SMC/IMC and the rules governing such leave in the relevant Code of Aid for Primary/Secondary/Special Schools, special leave with pay for a maximum of 2 days per school year may be granted for the NET to attend to urgent private affairs of grave importance.

Q.23 What is the terminal leave?

A.23 The NET shall be granted the terminal leave in the school summer vacation at the end of the contract and each renewed contract (if any). The commencement date of the terminal leave is to be determined by the schools in consultation with their NETs. For enquiries, please contact the Senior School Development Officer of the respective Regional Education Office.