

SPECIMEN

**LETTER OF APPOINTMENT -
Teachers Employed under the Native-speaking English Teacher (NET) Scheme
in Primary Schools**

(Two copies of this letter should be signed by the Supervisor)

Name of School: _____

Address of School: _____
_____ Tel. No.: _____

Name of Supervisor: _____
(Full Name in English)

Name of Manager: _____

Name of Principal: _____

Mr/Ms/Mrs* _____
(Name of teacher offered appointment)

Address: _____
_____ Date: _____

Dear Sir/Madam,

The School Management Committee (SMC) / Incorporated Management Committee (IMC)* of _____ School (the School) hereby offers you an appointment as a Certificated Master/Mistress / an Assistant Primary School Master/Mistress* in the School from _____ to _____ inclusive. The conditions of service in respect of this appointment are set out in the attached Memorandum on the Terms and Conditions of Service for Appointment as Teachers under the NET Scheme in Primary Schools (the Memorandum).

On appointment, you will be remunerated at HK\$ _____# per month (Master Pay Scale Point _____) with incremental date on _____ on the assumption that you assume duty on _____ as a NET in this School. Your acceptance of this offer of appointment signifies your acceptance of the pay point on the appropriate pay scale as offered. Your pay or annual incremental date may be adjusted by the School to take account of any additional relevant qualifications or post-qualification teaching experience that you may have in accordance with the prevailing rules prescribed by the Education Bureau (EDB) for the grant of incremental credit for experience and on production of sufficient documentary evidence of such qualifications or experience. *[As an Assistant Primary School Master/Mistress, you will not

be permitted to proceed beyond a salary bar at Master Pay Scale Point 20 (or Master Pay Scale Point 22 for serving NETs appointed before 1 October 2010) unless you have obtained a Postgraduate Diploma in Education or an equivalent qualification.]

Please note that the assessment results of the academic and teacher training qualifications** and the salary particulars stated above are valid only for your appointment under the NET Scheme in Primary Schools.

This offer of appointment is conditional upon your fulfillment of all the appointment requirements for the NET posts in primary schools, *[satisfying a medical examination (which must include a chest X-ray examination) by an approved medical practitioner certifying that you are medically fit to teach and that you pass the chest X-ray examination] and obtaining the necessary employment visa allowing you to stay in Hong Kong and to work for the School.

Subject to the terms as set out in the Memorandum, you will receive a gratuity for the period of service. In addition, unless one of the exemptions specified in the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (MPFSO) is applicable to you, the employer will arrange to make contributions for you to a registered Mandatory Provident Fund (MPF) Scheme. Please refer to Paragraph 7 of the Memorandum for details of the MPF arrangements. For details concerning exemption, please refer to [Section 4\(3\) of the Mandatory Provident Fund Schemes Ordinance \(Cap. 485\)](#) and [Section 203 of the Mandatory Provident Fund Schemes \(General\) Regulation \(Cap. 485A\)](#)^ . The gratuity payable for the Contract will be a sum together with employer's contribution to the MPF Scheme that may equal to 15% of the total basic salary drawn during the period of the Contract.

A copy of the EDB Circular No. 14/2003 concerning the Prevention of Bribery Ordinance (Cap. 201) and the acceptance of advantages and related matters is attached for your information and action.

If you accept this offer of appointment on the terms and conditions set out in this letter and the Memorandum, please sign both copies of the Letter of Acceptance and return one copy to me direct or through the Principal. The second copy is for your retention. Unless otherwise provided, this offer of appointment will automatically lapse if no reply is received on or before _____. You are advised to give due and proper notice of your intention to leave your present employment.

If you accept this offer, you are required to report for duty at _____ *A.M./P.M. on _____. *[You will be required to attend an induction course to be organised by the EDB for all teachers newly employed under the NET Scheme in Primary Schools, the schedule and programme of which will be informed separately.] You will also be required to attend regular professional development workshops and training organised by the EDB.

Yours faithfully,

(_____)
Supervisor

Footnotes

- * *Delete if inapplicable*
- # The pay point is subject to the final salary assessment made by the EDB; whereas the salaries of the pay scale are subject to downward or upward adjustment or being frozen arising from the civil service pay adjustment/review on the civil service starting salaries/pay policy review.
- ** In the appointment of NETs under the NET Scheme in Primary Schools, teachers with non-local qualifications need to have their qualifications assessed by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) as to whether they are comparable to local bachelor's degrees and local initial teacher training in accordance with EDB Circular No. 1/2005 on "[Assessment of Non-local Qualifications for Appointment to Teaching Posts in Aided Schools and Registration of Teachers for All Non-government Schools](#)". The assessment results of the HKCAAVQ shall be final.
- ^ The Mandatory Provident Fund Schemes Ordinance (Cap. 485) and the Mandatory Provident Fund Schemes (General) Regulation (Cap. 485A) are available at the Bilingual Laws Information System (<http://www.blis.gov.hk/index.htm>)