
Points to Note

on Salary Assessment in Aided Schools



1

Check the eligibility of persons for appointment as teaching / non-teaching staff on the approved establishment

2

Assess the salaries of staff accurately in accordance with the Codes of Aid (CoA), Guides to Salary Assessment for Aided Schools (GSA) and relevant rules as promulgated in the circulars / documents issued by the Education Bureau (EDB), based on the available information of the staff **

3

Submit appropriate and completed form(s) and necessary supporting documents of qualifications and teaching / work experience of the appointee to facilitate Central Salary Verification Team's salary verification

**Rectify any overpayment / underpayment of salaries in case the salary assessment is inaccurate

Procedures for Conducting Salary Assessment

Stage 1



Check the particulars completed by the appointees on the appointment / regrading forms (e.g. teacher registration status, academic qualifications, professional qualifications, teaching/ work experience, etc.)



Confirm whether the supporting documents submitted by the appointee are clear & sufficient for salary verification

Stage 2



Determine the appropriate pay arrangement according to the appointment / transfer scenarios of the appointees



Assess the salary particulars using the appropriate pay arrangement (e.g. salary point, salary bar, incremental date, next increment and maximum salary point)



Submit the e-appointment form via EASAS / regrading form and upload the supporting documents (certified true copies)

Consideration for Salary Assessment

- ① **Teacher Registration Status** *(for teaching staff)*
- ② **Rank**
- ③ **Qualifications**
- ④ **Experience**
- ⑤ **Salary Assessment Arrangements**

Salary Particulars

- a) MPS Point
- b) Salary bar *(for teaching staff)*
- c) Incremental Date
- d) Next increment
- e) Maximum Point

Checklist of Supporting Documents

Teacher registration status (for teaching staff only)

- Certificate of registration as a teacher (RT)
- Permit to employ an unregistered teacher (PT)

Academic Qualifications and Professional Trainings

For example:

- A Bachelor's degree from a local university, or equivalent
- Initial teacher training qualification (e.g. PGDE)
[Example of documents: Transcript / Certificate / Statement of results / Testimonials / Letter which stated the level of teacher training AND the level of teaching practicum]
- Other training qualifications required for respective rank of non-teaching staff
[Example of documents: Certificate of Registration, Practicing certificate]

Teaching / Working experience

For example:

- Certificate of Service

Academic Qualifications and Professional Trainings

Identify the entry qualification(s) - (For teaching staff)

(GSA Appendix 2A-C)

Local qualifications

- E.g. Bachelor degree, Teacher Certificate (TC), In-service Course of Training for Teachers in Primary / Secondary School (ICTT(P/S), Postgraduate Diploma in Education (PGDE)...

Non-local qualifications

- Approach the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for qualification assessment if necessary
(EDB Circular No. 1/2005)
- Exception: EDB Circular No. 41/1998 *(GSA Appendix 2B)*

*A higher degree (e.g. a Master's degree) should **NOT** be accepted automatically in its own right for meeting the qualification requirement for appointment as GM / APSM / CM in aided schools
(GSA Appendix 2C)

Academic Qualifications and Professional Trainings

Identify the entry qualification(s) - (For non-teaching staff)

Local qualifications

- E.g. HKCEE / HKDSE, Bachelor degree, Diploma, Certificate of Registration, Practising Certificate...

Non-local qualifications

- Approach the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) for qualification assessment if necessary
(EDB Circular No. 1/2005)

Academic Qualifications and Professional Trainings

For Non-local Qualifications EDB Circular No. 41/1998

For details, please refer to EDB Circular No. 41/1998 and contact the respective School Development Sections, if necessary.

非本地學歷為學位教師的入職資格

在入職前，持有非本地學歷的準教師應按教育局通告第1/2005號公布的安排，向香港學術及職業資歷評審局申請評審其非本地學歷（包括學歷及專業訓練），以確定所持有的非本地學歷是否與本地的學歷相若。

視乎申請人學歷的頒授情況和具體內容是否與過往曾獲接納為符合學位教師入職資格的個案相若，下列曾獲接納為符合學位教師資格的非本地學歷，只要是在一九九八年十二月三十一日前頒授，有關學歷仍會繼續獲得接納：

非本地學歷	頒授院校
B Teaching	Australian Catholic University
B Phil (Ed)	University of Birmingham
B Ed (Hons) In-service	University of Brunel
B Ed B Sc	Cheltenham & Gloucester College of Higher Education
BA (Ed)	University of Hull
B Ed (Hons) Two Centre Programme	University of Nottingham
B Ed / B Ed (Hons)	University of Wolverhampton / Wolverhampton Polytechnic

如持有這些非本地學歷的人士欲確定教育局是否仍接納所持學歷為符合入職資助/按位津貼學校學位教師職位的資格，可聯絡所屬地區的分區學校發展組。詳情請參閱 [教育局通告第41/98號](#)。

如有查詢，可與所屬地區的高級學校發展主任聯絡。

Principles of Salary Assessment for Teaching Staff (Basic Rank)

Teaching Experience (*GSA Appendix 3*)

- Teaching experience is counted on a complete month basis.
- Part-time post-qualification experience may be compressed to full months for incremental credits.
- Teaching experience overseas and in Others (e.g. recognised local tertiary institutions and registered Day Schools offering formal curriculum courses to own registered full-time students) will be considered on an individual basis.

Teaching / Working Experience(s)

Certificate of Service (CoS)

- Rank(s)
- Full-time / Part-time (in fraction)
- Length of employment with exact dates (dd/mm/yyyy)
- Source(s) of funding
- Number of days of no-pay leave (if any)

Note

Ensure consistency!