



## Section B. Qualifications

Applicants should indicate their qualifications in Parts (1) to (4) of this Section as appropriate.  
Please refer to the Reference List (Appendix 1) and Notes 1-4 on this page when completing this Section.

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**(1) Degree or Higher Degree** (Please put a tick in the appropriate box and fill in the blanks provided.)

- a relevant degree on the Reference List Code No. 

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 (Please refer to Sections A, B, C & D in Appendix 1 )  
e.g. A 0 1
- a relevant degree not on the Reference List
- a non-relevant degree plus a relevant qualification indicated in Part (3)

Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Major Subject: \_\_\_\_\_  
Awarding Institute: \_\_\_\_\_

**(2) Teacher Training** (Please put a tick in the appropriate box and fill in the blanks provided.)

- relevant teacher training on the Reference List Code No. 

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 (Please refer to Sections E & F in Appendix 1 )  
e.g. F 0 1
- relevant teacher training but not on the Reference List
- non-relevant teacher training plus a recognized relevant qualification indicated in Part (4)

Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Major Subject: \_\_\_\_\_  
Awarding Institute: \_\_\_\_\_

**(3) Recognized post-graduate diploma/certificate in subject knowledge (PGSK) of English Language**  
(For holders of a non-English major degree)

Code No. of the Programme on the Reference List 

G		
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 (Please refer to Section G in Appendix 1 )  
e.g. G 0 1

Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Major Subject: English  
Awarding Institute: \_\_\_\_\_

**(4) Other recognized relevant teacher training**

(For holders of initial teacher training with a major in subjects other than English obtained after Sept 2000.)

Code No. of the Programme on the Reference List 

F		
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 (Please refer to Section F in Appendix 1 )  
e.g. F 0 1

Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Major Subject: English  
Awarding Institute: \_\_\_\_\_

**(5) Other qualifications** (relevant to English that you think could be considered for this application)

Title: \_\_\_\_\_  
Year: \_\_\_\_\_  
Major Subject: English  
Awarding Institute: \_\_\_\_\_

Notes

1. A Bachelor of Education degree with specialism in English (except add-on Education degrees) is considered as both a relevant degree and relevant teacher training and should therefore be entered for both categories.
2. To be accepted for exemption, an add-on Education degree programme has to be accompanied by a recognized relevant initial teacher training qualification.
3. Initial teacher training obtained before September 2000 is recognized for exemption regardless of the subject specialism.
4. Please provide evidence of assessment of non-local qualification(s), if any.

**Section C. Declaration**

1. I declare that all the information provided is correct and true. I understand that if I give false or incorrect information, I shall render myself liable to disqualification from the application for exemption from the Language Proficiency Requirement and any exemption granted may be revoked.
2. I understand that I may be requested to provide further documentary evidence, where required on my qualifications. Failure to comply with this requirement may render the application difficult to be processed and hence exemption will not be granted.
3. I understand that the acceptance of qualifications for exemption is for the purpose of granting exemption from the Language Proficiency Requirement (English Language) only and does not have any implication for qualification assessment for appointment.
4. I confirm that I have read and understood the contents of the Collection of Personal Data section (Section D) of this application form. I agree that the personal data provided above can be used by the Vetting Committee on Exemption from the Language Proficiency Requirement and the Education Bureau for vetting of the application for exemption from the Language Proficiency Requirement and related activities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section D. Collection of Personal Data**

### Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for exemption from the Language Proficiency Requirement for English Teachers;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application 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 the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
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 application.

### 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) the school in which the form relates 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 Language Teacher Qualifications Team at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk).

**RESTRICTED**

**Section E. Documents to be submitted with the application form**

1. Please provide **certified true copies** of all relevant supporting documents including **certificates** and **transcripts**.
2. Please complete the checklist below for documents to be submitted.
3. Please enclose a stamped self-addressed envelope for the acknowledgement of receipt of your application.

**A Checklist for Documents to be Submitted**

I have attached the following documents with my application.

*(Please put a tick in the appropriate boxes.)*

		Yes	No	N.A.	(For Office Use)
<b>For all qualifications</b>					
a.	Degree certificate(s)/Graduation diploma(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Official transcript(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>For qualifications <u>not</u> on the Reference List</b>					
a.	Results of qualification assessment issued by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (formerly the Hong Kong Council for Academic Accreditation) / the Government (For non-local qualifications only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Documents showing the major/specialism, mode, duration and course outlines /descriptions (if available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c.	Cover page, abstract, table of contents and bibliography of dissertation(s), where dissertation(s) is/are required for the degree(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Documents indicating details of teaching practice such as the number of weeks/hours, subject(s) and level(s) taught (For non-local teacher training only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e.	Others (if appropriate, please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks: (State when the required documents will be submitted.)

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use**

R       NR       P

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_