

Guidelines for Completing eForms on Language Proficiency Requirement (LPR) Attainment of English/Putonghua Teachers via Common Log-On System (CLO)

透過「統一登入系統」填寫
英文／普通話科教師達到語文能力要求情況電子表格
用戶指引

Introduction 簡介

Two eForms have been designed to collect the LPR attainment information of teachers (one for English Language and one for Putonghua).

Each survey form consists of two parts with Part (I) relating to teachers holding a regular post and Part (II) relating to teachers NOT holding a regular post and English teachers employed under the NET Scheme. The information of teachers submitted by your school in the previous school year (if applicable) has been pre-filled in the survey forms. Please verify and supplement the information of the respective servicing subject teachers and fill in the information of the respective new / newly deployed subject teachers **based on the staff establishment in the 2023/24 school year**.

電子表格共有兩份（一份有關英文科，一份有關普通話科），用作收集教師達到語文能力要求的資料。

每份表格均設兩個部分，第（I）部分與常額教師有關，而第（II）部分則與非常額教師及按「以英語為母語的英語教師計劃」聘用的教師有關。我們已在表格預載了貴校於上學年所提交的資料（如有），**請按 2023/24 學年的教學人員編制**，核實及補充一向任教相關科目教師的資料，以及填寫新入職或新調派任教相關科目教師的資料。

Reminder: The eForm is best viewed with Google Chrome

提示: 請用 Google Chrome 瀏覽以達至最佳效果。

A. Steps to access the LPR eForms 如何存取語文能力要求電子表格

1. School users can access the LPR eForms through the CLO Homepage (clo.edb.gov.hk).
學校可透過「統一登入系統」主頁（clo.edb.gov.hk）存取語文能力要求電子表格。

2. Log on the CLO with one of the following accounts:

- e-Services user account of the **Master System Administrator (MSA)** or **School Head**
- Any user account as **delegated by the school in CLO**

可使用以下戶口登入「統一登入系統」：

- 學校行政主戶或校長的「電子化服務入門網站」戶口
- 任何已獲學校經「統一登入系統」委任的戶口

Education Bureau
Common Log-On System
統一登入系統 (CLO)

Username/用戶名稱
Password/密碼

Logon / 登入 FAQs/常見問題

Forgot Username/Password
忘記用戶名稱/密碼

智方便登入
Login with IAM Smart More Info / 了解更多

Self Register/自助註冊

Click [here](#) to register a new e-Services Portal School Account/
按此註冊新的電子化服務入門網站學校戶口

EDB application systems contain sensitive personal information which should be handled with care. Suggested preventive measures are as follows:

- Avoid logging on system using public/shared computers or through unsecured networks.
- After logging on, do not leave the computer unattended without proper security measures.
- **Log out after used and close all browsers immediately so that others cannot gain unauthorized access.**

教育局應用系統存有敏感的個人資料，必須小心處理。建議預防措施如下：

- 請勿使用公共 / 共用電腦或透過不可靠的網絡登入。
- 登入後，請勿在沒有合適保安措施下離開你的電腦。
- **使用後立即登出並關閉所有瀏覽器，以防止其他人士非法登入。**

i CLO UAT environment.
Schools may click [here](#) for details of using CLO, including logging on, delegating school user to be school representative and registering a CLO User account, etc.
學校可按此[連結](#)有關「統一登入系統」的操作說明，包括戶口登入、委任學校代表和自行登記戶口等。

You are reminded to comply with the Personal Data (Privacy) Ordinance in handling personal data. For details, please visit the website of the Office of the Privacy Commissioner for Personal Data at <https://www.pcpd.org.hk>.
請注意，處理個人資料時應遵守《個人資料（私隱）條例》的規定。有關詳情可瀏覽個人資料私隱專員公署網站：<https://www.pcpd.org.hk/c/index.html>.

Statement of Privacy Policies and Practices | Personal Information Collection Statement | Security Guidelines | EDB Home
私隱政策及實務聲明 | 個人資料收集聲明 | 安全指引 | 教育局網站

3. Click the tab “Survey & eForm”.

按「調查及電子表格」標籤。

Education Bureau
Common Log-On System (CLO)

Home **Survey & eForm** School-based System

e-Services Education Bureau e-Services Portal
教育局電子化服務入門網站

TCS Training Calendar 培訓行事曆

BSPP Business - School Partnership Programme
Education Bureau

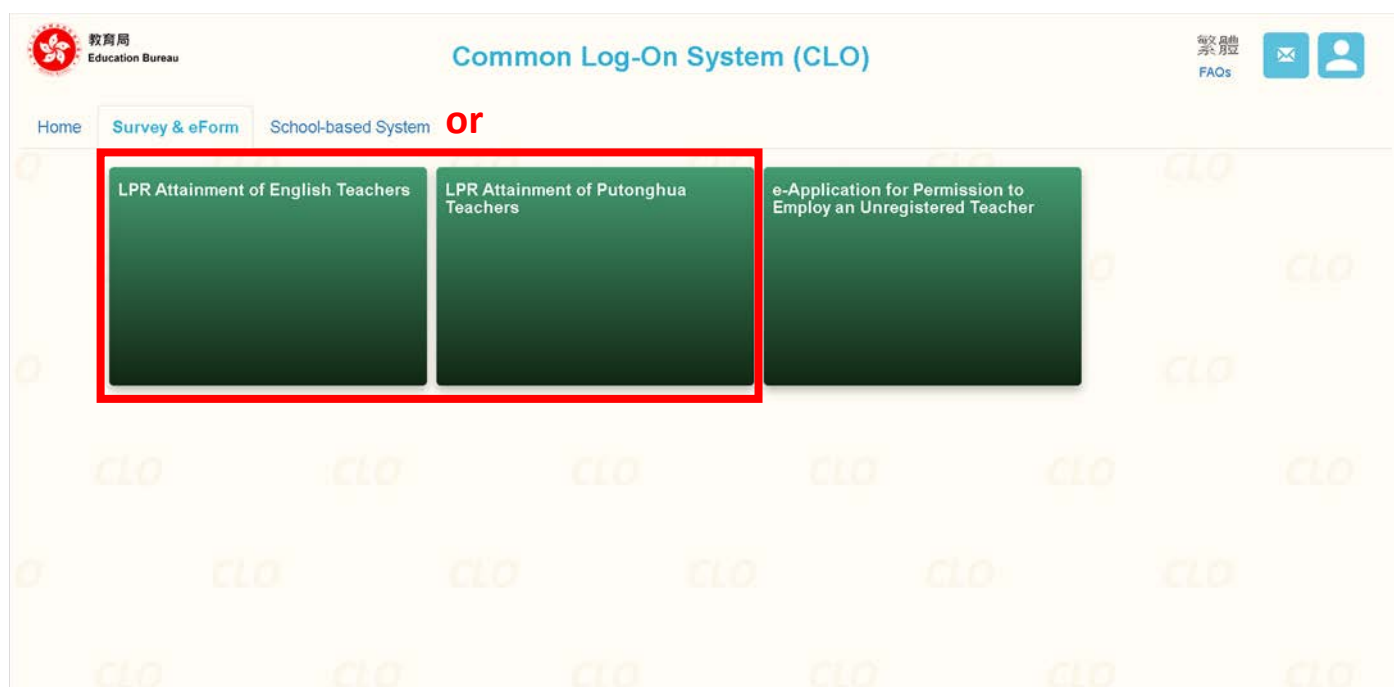
e-Appointment System for Aided Schools
資助學校人事聘任電子化系統

4. Click the **shortcut** to open the respective eForm for the LPR attainment of English/Putonghua teachers.

(Please allow pop-ups in the browser.)

按相關捷徑開啟英文／普通話科教師達到語文能力要求情況的電子表格。

(請允許瀏覽器顯示彈出式視窗。)



5. A new webpage will be opened in a new tab. Select the appropriate account and click “Access / 進入” to access the form.

新網頁將於新分頁開啟。請點選適當的用戶及按「Access / 進入」鍵打開表格。



Confirm/Select school to represent :
確認/選擇所代表學校:

	School Number/學校編號	School Name/學校名稱	Level/級別	Session/授課時間
<input checked="" type="radio"/>	G123456000123	TESTING SCHOOL 測試學校	PRIMARY/小學	WHOLE DAY/全日制

Access/ 進入

Important Note

If more than one accounts appear on the page, please complete the eForms one by one for **ALL** levels/sessions.

重要提示

若此頁出現多於一個用戶，請逐一為所有級別／授課時間完成有關電子表格。



Confirm/Select school to represent :
確認/選擇所代表學校:

	School Number/學校編號	School Name/學校名稱	Level/級別	Session/授課時間
<input checked="" type="radio"/>	G123456000123	TESTING SCHOOL 測試學校	PRIMARY/小學	WHOLE DAY/全日制
<input type="radio"/>	G123456000133	TESTING SCHOOL 測試學校	SECONDARY /中學	WHOLE DAY/全日制

Complete the eForms for different levels or sessions.

為各個級別或授課時間填寫電子表格

Access/ 進入

B. Filling the eForm 填寫電子表格

6. Please read the instructions carefully before completing the eForm. Input the LPR attainment status and Employment Terms for the English/Putonghua teachers who are still serving in school. Remarks for teachers (e.g. the teacher is employed as a 0.5 regular teacher) should be entered into Column (G) under Part (I) or Part (II). Specify other remarks (e.g. Putonghua subject is not offered in school) in the Remarks field at the top of the eForm. (Input is mandatory for the fields marked with “*”).

填寫電子表格前，請細閱有關指示。請輸入在學校任教的英文／普通話科教師達到語文能力要求的情況及聘用條件的相關資料。學校可於第 (I) 或第 (II) 部分中的欄位 (G) 輸入有關教師的備註 (例如：以半職常額教席聘用)，以及於電子表格上方的備註欄輸入其他備註 (例如：學校沒有開設普通話科)。(標記「*」的欄位為必須填寫的項目。)

6.1 To **add** a new record for a teacher not on the list, click “Add” under Part (I) or Part (II).

如需新增教師記錄，請於第 (I) 或第 (II) 部分按「新增」鍵。

LPR Attainment of English Teachers in the 2023/24 School Year *Mandatory fields

Ref. Number: 9999 Last Submission on:
 School Number: 123456 Enquiry Hotlines: 2892-5783 / 2892-5493
 Name of School: TESTING SCHOOL [Print preview](#)
 School Level: Primary
 School Session: WD
 Finance Type: AIDED
 Tel. No.*: 28920000 Contact Person*: Mr KK Chan
 Remarks (if any): e.g. the post of the contact person

The following instructions will be applicable to both Parts (I) and (II)

- Please verify the information provided.
- Remove the record(s) if they are no longer English teacher(s) in your school.
- Amend the information in columns (A) to (G) when necessary.
- Add a new record for each English teacher not on the list.
- For HKIC number, please omit the bracket. For example, HKIC Number A123456(7) should be input as A1234567.

Part (I) English teacher(s) holding a regular post (including serving and new / newly deployed teachers; excluding teacher(s) employed under the NET Scheme)

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*				(F) Employment Terms*	(G) Remarks (if any) e.g. 0.5 Regular Teacher, Co-teach with other LPR-mat teachers	
					Fully attained	Attained in 4 core language skills only	Not yet attained but holding qualifications required for exemption	Not yet attained	Regular Post with Defined Contract Period		
<input type="checkbox"/>	1	TEACHER A	梁白福	HKIC	H712****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	2	TEACHER B		HKIC	L677****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	3	TEACHER C	張志宏	HKIC	P484****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	4	TEACHER D	黃志明	HKIC	M879****	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input checked="" type="checkbox"/>	5	TEACHER E	賴子耀	HKIC	S655****	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/>	6	NEW TEACHER	新增甲	HKIC		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Add Remove

Part (II) English teacher(s) NOT holding a regular post / English teacher(s) employed under the NET Scheme

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*		(F) Employment Terms*					(G) Remarks (if any) e.g. teaching assistant performing teaching duties independently	
					Fully attained	Not yet attained	Teacher employed by special grants / school funds	Teacher employed under the NET Scheme	Temporary teacher (monthly-paid)	Supply teacher (daily-paid)	Others (Please specify the details in column (G))		
<input type="checkbox"/>	1	NEW TEACHE	新增乙	HKIC		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Add Remove

Save This survey form is best viewed with Google Chrome.
 Retrieve last saved Copyright 2023. Education Bureau. All rights reserved. **Submit**

6.2 To **remove** the record of a teacher from the list, check the **checkbox** of the relevant teacher and click **“Remove”** under Part (I) or Part (II).

如需刪去名單上的教師記錄，請於第 (I) 或第 (II) 部分中，勾選左邊的方格及按「刪除」鍵。

LPR Attainment of English Teachers in the 2023/24 School Year *Mandatory fields

Ref. Number: 9999 Last Submission on:
 School Number: 123456 Enquiry Hotlines: 2892-5783 / 2892-5493
 Name of School: TESTING SCHOOL [Print preview](#)
 School Level: Primary
 School Session: WD
 Finance Type: AIDED TESTING SCHOOL
 Tel. No.*: 28920000 Contact Person*: Mr KK Chan
 Remarks (if any): e.g. the post of the contact person

The following instructions will be applicable to both Parts (I) and (II)

- Please verify the information provided.
- Remove the record(s) if they are no longer English teacher(s) in your school.
- Amend the information in columns (A) to (G) when necessary.
- Add a new record for each English teacher not on the list.
- For HKIC number, please omit the bracket. For example, HKIC Number A123456(7) should be input as A1234567.

Part (I) English teacher(s) holding a regular post (including serving and new / newly deployed teachers; excluding teacher(s) employed under the NET Scheme)

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*				(F) Employment Terms*		(G) Remarks (if any) e.g. 0.5 Regular Teacher, Co-teach with other LPR-met teachers
					Fully attained	Attained in 4 core language skills only	Not yet attained but holding qualifications required for exemption	Not yet attained	Regular Post with Defined Contract Period		
<input type="checkbox"/>	1	TEACHER A	蔡白福	HKIC	H712****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	2	TEACHER B		HKIC	L677****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	3	TEACHER C	張志強	HKIC	P484****	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="checkbox"/>	4	TEACHER D	黃志明	HKIC	M979****	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input checked="" type="checkbox"/>	5	TEACHER E	韓子翔	HKIC	S655****	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/>	6	NEW TEACHER	新進甲	HKIC		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	

[Add](#) [Remove](#)

Part (II) English teacher(s) NOT holding a regular post / English teacher(s) employed under the NET Scheme

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*		(F) Employment Terms*					(G) Remarks (if any) e.g. teaching assistant performing teaching duties independently	
					Fully attained	Not yet attained	Teacher employed by special grants / school funds	Teacher employed under the NET Scheme	Temporary teacher (monthly-paid)	Supply teacher (daily-paid)	Others (Please specify the details in column (G))		
<input type="checkbox"/>	1	NEW TEACHE	新進乙	HKIC		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

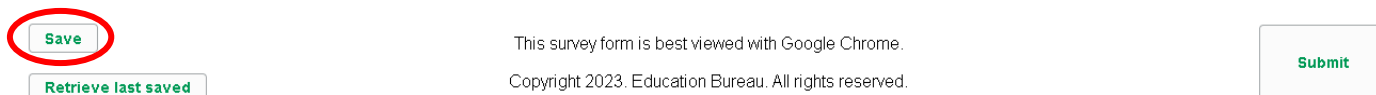
[Add](#) [Remove](#)

[Save](#) This survey form is best viewed with Google Chrome.

[Retrieve last saved](#) Copyright 2023. Education Bureau. All rights reserved. [Submit](#)

6.3 The idle session timeout of the CLO system is 30 minutes. Please **save** the eForm regularly by clicking “**Save**” to prevent data loss while completing the eForm.

統一登入系統閒置 30 分鐘後會自動登出。請適時按「儲存」鍵儲存表格內容，避免在填寫過程出現問題時引致資料遺失。



The screenshot shows the top of the eForm interface. On the left, there is a 'Save' button circled in red, and below it, a 'Retrieve last saved' button. In the center, there is a message: 'This survey form is best viewed with Google Chrome. Copyright 2023. Education Bureau. All rights reserved.' On the right, there is a 'Submit' button.

The system will check the data when it is saved. If there is data error, error message(s) will be displayed at the top of the eForm. Please read the error message(s) carefully, then correct the error(s) and save the eForm again.

儲存電子表格資料時，系統會同時檢查已輸入的資料。如系統發現資料有誤，會於表格上方顯示有關錯誤訊息。請細閱這些訊息，作出更正後再儲存電子表格。



Education Bureau
教育局



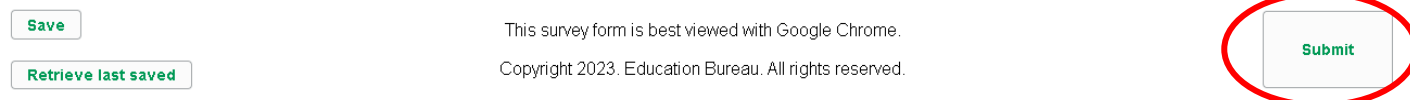
Tel. No. is required.
Missing English Name for teacher(s):
Part (I), 7

LPR Attainment of English Teachers in the 2023/24 School Year

Ref. Number:	9999
School Number:	123456
Name of School:	TESTING SCHOOL
School Level:	Primary

7. Click “**Submit**” to proceed upon completion of Part (I) and Part (II).

完成第 (I) 及第 (II) 部分後，請按「提交」鍵繼續。



The screenshot shows the bottom of the eForm interface. On the left, there is a 'Save' button and a 'Retrieve last saved' button. In the center, there is a message: 'This survey form is best viewed with Google Chrome. Copyright 2023. Education Bureau. All rights reserved.' On the right, there is a 'Submit' button circled in red.

8. Check again the information of all teachers in PREVIEW mode and click “**Confirm to submit**” to finish the process. Once the eForm is submitted, it will become non-editable.

請再次檢視預覽頁面上所輸入的資料是否正確，並按「**確認提交**」鍵完成程序。表格提交後，將不能再作修訂。

PREVIEW

LPR Attainment of English Teachers in the 2023/24 School Year *Mandatory fields

Ref. Number:	9999	Last Submission on:	
School Number:	123456	Enquiry Hotlines:	2892-5783 / 2892-5493
Name of School:	TESTING SCHOOL		
School Level:	Primary		
School Session:	WD		
Finance Type:	AIDED		
Tel. No.*:	28920000	Contact Person*:	Mr KK Chan
Remarks (if any):			

Part (I) English teacher(s) holding a regular post (including serving and new / newly deployed teachers; excluding teacher(s) employed under the NET Scheme)

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*			(F) Employment Terms*	(G) Remarks (if any) e.g. 0.5 Regular Teacher, Co-teach with other LPR-met teachers
					Fully attained	Attained in 4 core language skills only	Not yet attained but holding qualifications required for exemption	Not yet attained	
1	TEACHER A	蔡白福	HKIC	H712****	✓				No
2	TEACHER B		HKIC	L677****	✓				No
3	TEACHER C	張志宏	HKIC	P484****	✓				No
4	TEACHER D	黃志明	HKIC	M979****		✓			No
5	NEW TEACHER A	新增甲	HKIC	S909****	✓				No

Part (II) English teacher(s) NOT holding a regular post / English teacher(s) employed under the NET Scheme

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*		(F) Employment Terms*				(G) Remarks (if any) e.g. teaching assistant performing teaching duties independently	
					Fully attained	Not yet attained	Teacher employed by special grants / school funds	Teacher employed under the NET Scheme	Temporary teacher (monthly-paid)	Supply teacher (daily-paid)		Others (Please specify the details in column (G))
1	NEW TEACHER B	新增乙	HKIC	Y012****		✓	✓					

Confirm to submit

Cancel

Print

This survey form is best viewed with Google Chrome.

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9. The submission is successful when the message “SUBMISSION COMPLETED” is shown.

電子表格若成功提交，上方會顯示「完成」訊息。

SUBMISSION COMPLETED

繁體版

LPR Attainment of English Teachers in the 2023/24 School Year *Mandatory fields

Ref. Number: 9999 Last Submission on: 2022-08-24 09:34
 School Number: 123456 Enquiry Hotlines: 2892-5783 / 2892-5493
 Name of School: TESTING SCHOOL [Print preview](#)
 School Level: Primary
 School Session: WD
 Finance Type: AIDED
 Tel. No.*: Contact Person*: Mr
 Remarks (if any):

The following instructions will be applicable to both Parts (I) and (II)

- Please verify the information provided.
- Remove the record(s) if they are no longer English teacher(s) in your school.
- Amend the information in columns (A) to (G) when necessary.
- Add a new record for each English teacher not on the list.
- For HKIC number, please omit the bracket. For example, HKIC Number A123456(7) should be input as A1234567.

Part (I) English teacher(s) holding a regular post (including serving and new / newly deployed teachers; excluding teacher(s) employed under the NET Scheme)

	(A) Name in English (Surname first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Document Number*	(E) LPR Attainment*			(F) Employment Terms*	(G) Remarks (if any) e.g. 0.5 Regular Teacher, Co- teach with other LPR-met teachers
					Fully attained	Attained in 4 core language skills only	Not yet attained but holding qualifications required for exemption	Not yet attained	

10. Repeat steps (4) to (10) to submit the eForm of the other subject (English Language / Putonghua).

請重複步驟（4）至（10），以提交另一科目（英文科／普通話科）的電子表格。

C. Enquiries 查詢

11. For enquiries on the CLO, please contact CLO Helpdesk at 3464 0592 or email to clo@edb.gov.hk. For enquiries on the completion of eForm, please contact the Language Teacher Qualifications Team at 2892 5783.

有關「統一登入系統」的查詢，可致電 3464 0592 或電郵至 clo@edb.gov.hk 與「統一登入系統」求助台聯絡。有關填寫電子表格的查詢，可致電 2892 5783 與語文教師資歷小組聯絡。

**End
完**