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 <u>holding a regular post</u> and Part (II) relating to teachers <u>NOT holding a regular post</u> and <u>English teachers employed under the NET Scheme</u>. 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 <u>serving</u> subject teachers and fill in the information of the respective <u>new / newly deployed</u> subject teachers **based on the staff establishment in the 2024/25 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<u>常額教師</u>有關,而第(II)部分則與<u>非常額教師及按「以英語</u> 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 2024/25 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<u>新入職或新</u> <u>調派任教</u>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

School users can access the LPR eForms through the CLO Homepage (<u>clo.edb.gov.hk</u>).
 學校可透過「統一登入系統」主頁(<u>clo.edb.gov.hk</u>)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 personal 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」委任的個人戶口#

	教育局 Education Bureau			
	Common Log-On System 統一登入系統 (CLO)		CLO CLO	
	Username/用戶名稱		information which should be handled with care. Suggi- preventive measures are as follows:	ested
	Password/密碼		 Avoid logging on system using public/shared compute through unsecured networks. After logging on, do not leave the computer unatte without proper security measures. 	nded
	Logon / 登入 FAQs/常見問題		 Log out after used and close all browsers immedi so that others cannot gain unauthorized access. 	ately
	Eorgot Username/Password 忘記用戶名稱/空碼		教育局應用系統存有敏感的個人資料,必須小心處理。建議務 施如下:	防措
	省方使登入 Login with IAM Smart More Info / 了解更多		 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。 	
	Self Register/自助註冊		• 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,	^{A.} CLO
	Click <u>here</u> to register a new e-Services Portal School Account/ <u>信此註冊</u> 新的電子化服務入門網站學校戶口		CLO_UAT environment. Schools may click here for details of using CLO, including logg on, delegating school user to be school representative a creditation of CLO User screwer to be school representative a	ing
			Pegistering a LLO Oser account, etc. 學校可按此瀏覽有關「統一登入系統」的操作說明,包括戶口登入、 任學校代來和自行登記戶口等。	委
You are re	minded to comply with the Personal Data (Privacy) Ordinance in handling personal data. For det 請注意,處理個人資料時應遵守《個人資料《私房》俗例》的規定。 有	ails, please visit the 關詳情可瀏覽個人資	e website of the Office of the Privacy Commissioner for Personal Data at 神私應專員公醫網站: <u>https://www.pcpd.org/hk/cindex.html</u> ,	https://www.pcpd.org.t
	Statement of Privacy Policies and Practices Personal Ir 私應政策及實務整明 個人資	formation Collecti 料收集聲明 安全	on Statement Security Guidelines EDB Home 指引 教育局網站	

Click the tab "Survey & eForm".
 按「調查及電子表格」標籤。

較育局 Education Bureau		Common Log-Or	System (CLO) Importa	int Notice		繁體 FAQs
Home Survey & eForm School-based S	lystem					
SMM (School Messaging Module)	School Mess 學校通	aging Module 討訊模組	e-Services		Education Bureau 教育局電子化服務	日日 J e-Services Portal 入門網站
TCS			BSPP			
	Training (Calendar 培训行事用			Busine Partne Educat	ss - School rship Programme ion Bureau

These accounts refer to the e-Services teacher account or Training Calendar System user account, and the CLO User account.

該類戶口指學校人員的電子化服務入門網站或培訓行事曆系統戶口,以及統一登入系統用戶戶口。

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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。)

8	政育局 Education Bureau		Common L	_og-On System (CLO)		繁體 FAQs	∞0 .
Home	Survey & eForm	School-based System	C	or			
	eForm for Surry Mainland Newl October 2022 -	vey on Children from the y Admitted to Schools, September 2023	LPR Attainment of English Teachers	LPR Attainment of Putonghua Teachers	e-Application for Permission to Employ an Unregistered Teacher		

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:	1	1	
	School Number/學校編號	School Name/學校名稱	Level/級別	Session/授課時間
ullet	G123456000123	TESTING SCHOOL 測試學校	PRIMARY/小學	WHOLE DAY/全日制

Important Note

If more than one accounts appear on the page, please complete the eForms one by one for <u>ALL</u> 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。



Complete the	Confirm 確認/選	/Select school to represent : 睪所代表學校:			
eForms for different levels		School Number/學校編號	School Name/學校名稱	Level/級別	Session/授課時間
or <u>sessions</u> .	•	G123456000123	TESTING SCHOOL 測試學校	PRIMARY/小學	WHOLE DAY/全日制
為咨個級別或 授課時間填寫 ━━━━ 電子表格	0	G123456000133	TESTING SCHOOL 測試學校	SECONDARY /中學	WHOLE DAY/全日制
	Acc	ess/ 進人			

B. Filling the eForm 填寫電子表格

Education Bureau 教育局

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

填寫電子表格前,請細閱有關指示。標記「*」的欄位為必須填寫的項目。請於第(I)及/或第 (II)部分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(II)部分中的欄位(G)輸入有關教師的備註(如有),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)。

6.1 To <u>add</u> 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。

																	*Mandatory
Ref.	Numb	ег. 9999)						Last St	ubmission on:							
Scho	ol Nur	mber: 1234	56						Enquin	Hotlines:	2892-5783 / 2892	-5493					
Nam	e of S	chool: TES	TING SCHOOL											🛎 Prii	nt preview		
Scho	IOI Lev	rel: Prim	ary														
Final	nce Ty	pe: AIDE	D														
Tel. I	No.*:	289	20000	Contact Pers	son*: Ms	▼ Char			Post*:		EO						
Rem	arks (i	f any): e.g.	the school offers a non-loca	curriculum in the current so	chool year												
he f	ollow	ing instructio	ns will be applicable to	both Parts (I) and (II)													
Re	move I end th	the record(s) if the information in	ey are no longer English tea columns (A) to (F) when neo	cher(s) in your school. essary.													
Ad	d a ne	w record for each	English teacher not on the	ist. le. HKIC Number A123456(7) should be inc	out as A1234	67.										
					.,												
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art (l) En	glish teacher(s) <u>holding a regular po</u>	t (including serving and net)	w / newly deplo	yed teachers	excluding	teacher(s) er	mployed under th	e NET Schem	e)						
											(E)	at#				Employ	(E)
		(A)				(D)	-		Fully attained		LF IS Audmittel			Not yet		<u>Employ</u>	ment tell
		Name in En (Surname f	iglish (B) irst)* Name in Chine	e ID Document T	ype*	ID Documer Number*	-		r any attained		Attained in 4 core languag	Attain core la	ed in 4 anguage	holding	Not yet	Regul	ar post wi
							e	through kemption	through LPA and CLA	through IEL and CLA	TS Skills only in	skills	only in q	ualifications equired for	attained	Defined C	Contract P
		ST TEACUE		11/2/0		77****								exemption			
	1	ST TEACHE	RA 周貝秋	HKIC	SI	//****		0		•		(0	0	• Ye	s ONo
	2	ST TEACHE	:RB 鄧肖誠	HKIC	Ke	06****		•	0	0		(0	0	• Ye	s ONo
	3	STTEACHE	:RC 洪佳儀	HKIC	YC	25****		•	0	0		(0	0	Ye	IS INO
	4	ST TEACHE	RD 溫萬奇	HKIC	Z5	01****		۲	0	0	0	(0	0	• Ye	s 🔿 No
	5	ST TEACHE	RE 陳宏貞	HKIC	W	088****		۲	0	0	0			0	0	Ye	s 🖲 No
	6	ST TEACHE	RF 林水福	HKIC	AC	35****		۲		0	0	(○ Ye	.s 💿 No
	7	ST TEACHE	RG 柳俊穎	HKIC	BS	98****		۲	•	•	•	(•	•	Ye	.s 💿 No
	8	ST TEACHE	RH 鄭詩涵	HKIC	C1	154****		۲		0	0	(Ye	.s 💿 No
	9	ST TEACHE	RI 陳中山	HKIC	DS	65****		۲	•	•	•	(•	•	Ye	/s 💿 No
	10	ST TEACHE	RJ 陳麗貞	HKIC	ES	25****		۲								Ye	s 💿 No
	11	ST TEACHE	RK 馮筱婷	HKIC	F7	10****		۲				(_ Ye	rs 💿 No
	12	ST TEACHE	RL 鄭嘉寧	HKIC	G	334****		۲								Ye	s 💿 No
	13	ST TEACHE	R M 鄭玉婷	HKIC	H4	133****		۲								Ye	is 💿 No
	14	ST TEACHE	RN 闘幸樂	HKIC	L9	78****		۲								Ye	s 💿 No
	15	ST TEACHE	RO 柯老師	HKIC	P2	08****							•			Ye	s 💿 No
Add	la) Si	kemove Mo upplementary	dify information of English	regular teachers who a	attained IELT	'S results r ment: Attainir	equired 1 g an overa	for meeting	the LPR IELTS Test of 7.5 or above i	Results* n the IELTS wi	th no individual band	l scores bei	ow 7.0 in the	Attainn	nent Date*	Copy of Tes	st Report
	. same	בווקווסוו	to occanione type	is souther wither	Overall b	and score*	Li	stening*	Readir	ng*	Writing*	Sp	eaking*			ED	B use)
ST Т	EACH	IER A	нкіс	S777****	8.0	-	8.0	-	8.0	- 7	.5 👻	7.5	-	06/05/2024	4		
ST T	EACH	IER O	нкіс	P208****	8.0	-	7.5	-	8.0	· 7	.5 🗸	8.0	-	02/01/2024	4		
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art (ll) En	iglish teacher	(s) <u>NOT holding a regu</u>	ar post / English teach	er(s) <u>employ</u>	ed under t	ne NET S	cheme									
							(E)				(F)					
		(A)			(D)		LPR At	ainment*			Employ	nent Terms*				(G Remarks) (if any)
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						1	ttained	attained	special gra school fu	ints / th nds S	e NET (mon	thly-paid)	(daily-pai	d) de colu	tails in mn (G))	indepen	dently
	1	NEW TEACH	IER _{新增乙}	HKIC	Y012****		۲		۲		•				•		
		U					_				-	-			~		
Ado)	Remove Mo	dify														

6.2 When inputting the LPR attainment status for the English / Putonghua teachers holding a regular post under Part (I), the respective teachers' attainment results and dates of the designated tests should be entered under Part (Ia) (if applicable).

於第(I)部分輸入英文/普通話科常額教師達到語文能力要求的情況時,學校須於第(Ia)部分輸入有關教師於指定測試中獲取的成績及日期(如適用)。

The screenshot for the eForm for the LPR attainment of English teachers is as follows:

英文科教師達到語文能力要求情況電子表格的螢幕截圖如下:

-LPF	R At	tainmen	ofEng	lish Teachers	in the 2024/25 S	chool Year									
Ref	Numt	ber: 9	9999						Last Su	ubmission on:					
Sch	ool Nu	imber: 1	23456	2011001					Enquiry	/ Hotlines: 2	2892-5783 / 2892-5	5493			
Sch	ne ors ool Le	vel:	Primary	SCHOOL									8 P	rint preview	
Sch	ool Se	ssion:	VD												
Fina	ance Ty	ype: /	NDED		0		0		2						
Ren	no.*:	(if any)	28920000		Contact Perso	n": Ms 💌	Cnan		Post*:		EO				
			e.g. the sci	loor ollers a non-local ci	anculum in the current sch	oor year									
The • Pi • Re • Ar • Ac	follov ease v emove nend ti dd a ne or HKIC	ving instru erify the infor the record(s he informatio aw record for c number, ple	ctions wil mation prov if they are n in column each Englis ase omit th	I be applicable to br rided. no longer English teach s (A) to (F) when neces h teacher not on the list e bracket. For example,	oth Parts (I) and (II) er(s) in your school. 	should be input as.	A1234567.								
Part	(I) En	iglish teacl	ner(s) <u>hol</u>	ding a regular post	(including serving and new	/ newly deployed te	achers; excl	uding teacher(s) e	employed under th	e NET Scheme)					
											(E) LPR Attainment				Employn
		Name (Surna	A) n English me first)*	(B) Name in Chinese	(C) ID Document Typ	e* ID Do Nur	D) cument nber*		Fully attained		Attained in 4 core language	Attained in 4 core language	Not yet attained but holding	Not yet	Regula
								through exemption	through LPA and CLA	through IELTS and CLA	LPA	IELTS	required for exemption	attained	Defined Co
	1	ST TEA	CHER A	周貞秋	нкіс	S777****				۲		•	•		• Yes
	2	ST TEA	CHER B	鄧商誠	HKIC	K606****		۲		0	0	0	0	0	• Yes
	3	ST TEA	CHER C	洪佳儀	нкіс	Y025****		۲							Yes
	4	ST TEA	CHER D	温萬奇	HKIC	Z501****		۲		0	0	0	0	0	• Yes
	5	ST TEA	HER E	陳宏貞	нкіс	W088***	•	۲	•		•	•	•	•	Ves
	6	ST TEA	CHER F	林水福	HKIC	A035****	•	۲	0	0	0	0	0	0	Ves
	7	ST TEA	CHER G	柳俊穎	HKIC	B998****	•	۲	0	0	0	0	0	0	Ves
	8	ST TEA	CHER H	鄭詩涵	HKIC	C154****		۲	0	0	0	0	0	0	Yes
	9	STITEA	HED I	陳中山	HKIC	D360****		•							Yes
	11	STITEA	CHER K	米鹿貝 酒防這	HKIC	E920		•							Yes
	12	ST TEA	CHER L	鄭嘉寧	нкіс	G834***			0	0	0	0	0	0	Ves
	13	ST TEA	CHER M	鄭玉婷	нкіс	H433****		•	0	0	0	0	0	0	Ves
	14	ST TEA	CHER N	關幸樂	HKIC	L978****		۲		0	0	0	0	0	Ves
	15	ST TEA	CHER O	柯老師	нкіс	P208****		0	0			۲	0	0	Yes
	16	ST TEAC	HER P	陳大文	НКІС -	X11111				•	0	0	0	0	Yes
	17	ST TEAC	HER Q	李大文	HKIC -	A12345	6			0	•	•	0	0	Yes
Ad	d	Remove	Modify												
Part	(la) S	upplement	ary inform	nation of English re	gular teachers who at	tained IELTS res	ults requi	red for meeting	g the LPR						
	Name	e in English	I	D Document Type	ID Document Number	(Requirement: /	Attaining an	overall band score	IELTS Test F e of 7.5 or above in same Test Rep	Results* n the IELTS with r port Form)	no individual band s	scores below 7.0	in the Attai	nment Date*	Copy of Test submitted t
						Overall band s	core*	Listening*	Readin	ng•	Writing*	Speaking			EDB
ST	I'EACH	HER A	HKIC	;	S//7****	8.0		-	8.0	• 7.5	-	7.5	▼ 06/05/20	124	
ST	TEACH	HER O	нкю		P208****	8.0	* 7.	· · ·	8.0	• 7.5	*	8.0	- 02/01/20	124	
ST	TEACH	HER P	HKIC		A100***	Please Select		ease Select	Please Sele	ct • Plea	se Select 💌	Please Select			
ST	LEAC	IER Q	нкіс		A123***	Please Select		iease select •	Please Sele	ci 💌 Plea	se select	Please Select			
Part	(II) Ei	nglish teac	her(s) <u>NC</u>	T holding a regular	<u>post</u> / English teache	(s) ^{9.0} 8.5	the N	ET Scheme							
			`			8.0	LF	(E) PR Attainment*			(i Employme	⁼) ent Terms*			(G) Remarks /
		(A) (Surnam	e first)*	(B) Name in Chinese	(C) ID Document Type*	Number*	Fully	Not yet	Teache employed	by employed	d under teau	cher Supp	Oth oly teacher s	ers (Please pecify the tetails in	performing tead
		NEW TE	ACHER	* 14 7			attaine	attaiheo	school fur	nds <u>Sche</u>	me (month	ly-paid) (da	cc	olumn (G))	independ
	1	В		新増乙	HKIC	Y012****	۲		۲						

The screenshot for the eForm for the LPR attainment of Putonghua teachers is as follows: 普通話科教師達到語文能力要求情況電子表格的螢幕截圖如下:

Education Bureau 教育局

												* <u>4</u> 2
》考編號:	99	999						最近提交:				
8校編號:	12	23456						查詢熱線: 289	2-5783 / 2892-5493			
8校名稿:	TI	ESTING S	CHOOL							-	預覽列印	
副校級別: 日校短期:	: 기 페 수	·学										
才政類別:	: ja	. III (助										
2話*:	2	8920000		聯絡人*:	陳		先生 🔻	職位*: EC				
離(如有	I):	列如:本校於2	本學年提供非本地課程									
下 請 索 調 小 「 」 「 」 「 」 「 」 「 」 「 」 」 」 」 」 」 」 」 」 」 」 」 」	適用於第(1) 長格內提供的資 長物的教師已不是 要,講修訂(A 內未列出的普通 香港身份證號碼	及(II)部 3 料。 貴校的普通話) 至(F) 欄内 話科教師新増 時,請省略括	27 科教師,講刪去該教自 的資料。 記錄。 號,例如書港易份證證	币的記錄。 考碼A123456(7)應輸入。	3A1234567 •							
(1)部:	分 任教普通言	舌科的 <u>常額</u> 劃	<u>(師</u> (包括一向任教及	新入職 / 新調派的教師	・以普通話作為教學	語言教授中文	科(即「普教中」)的	り教師除外・)				
						(5)			(E) 達到語文能力要求情況*			<u>(F)</u> 聘用條件*
	() 教師英 (請先填)	() 文姓名 寫姓氏)*	(B) 教師中文姓名	(C) 身份證明文件	噴別* ^{身份都}	(D) 登明文件號碼 •	已至 透過「語文能力評 核」及「課堂語言? 用」	全面達到要求 ¹¹ 透過「國家語委普通 15 水平測試」及「課 堂語言運用」	只在「語文能力評 核」中三個核心語文 能力方面達到要求	只在「國家語委普通 話水平測試」 遭到要 求	未達要求	界定合约期的常額都
1	ST TEACH	IER A	蘇培行	香港身份證	L524	****		۲		•		●是 ●否
2	ST TEACH	IER B	周德琪	香港身份證	P347	****	0	۲	0	0	0	○ 是 ● 否
3	ST TEACH	IER C	宋志遺	香港身份證	M112	****	۲	•	•	•	•	● 査 ● 否
4	ST TEACH	IER D	鄭佩樺	香港身份證	S224	****	۲	0	0	0	0	◎是 ●否
5	ST TEACH	IER E		香港身份證	K746	****	۲	•	•	•	•	● 査 ● 否
6	ST TEACH	IER F	吳曼芝	香港身份證	Y522	****		۲	0	0	0	◎是 ●否
7	ST TEACH	IER G	蔡凱倫	香港身份證	Z499	****	•	۲	•	•	•	●是 ●否
8	ST TEACH	IER I	張晉韻	香港身份證	A100	****	0	۲	0	0	0	◎是 ●否
9	ST TEACH	IER J	陳淑俊	香港身份證	B948	****	۲	•	•	•		●是 ●否
10	ST TEACH	IER K	張育坤	香港身份證	C611	****	۲	0	0	0		● 査
11	ST TEACH	IER L	方玲郁	香港身份證	D824	****	۲					 ● 是 ● 否
12	TESTING	1		香港身份證 ▼			0	•	0	0	0	○륜 ○중
13	TESTING	2		[香港身份證 ▼			0	0	0	•	0	○是 ○중
新增 (Ia)音 st TEAC	删除 修訂 部分 持有「國 款師英文姓名 :HER A	家語委普通	話水平測試」證書而 身份證明文件類別 港身份證	而成績符合語文能力]	要求的普通話科常 明文件號碼	額教師的補え	充資料	「國家語委曾通話水平湊 (要求:須獲得二級甲等5 二級甲等	試」成績* (以上成績) ▼		獲取成績日期* 12/07/2017	超書副本已呈交款員 (款貿局専用)
T TEAC	HER B	香	港身份證	P347****				二級甲等	·		14/07/1999	1
T TEAC	HER F	香	港身份證	Y522****				一級甲等	-		13/04/2015	1
T TEAC	HER G	촘	港身份證	Z499****				一級乙等	-		02/09/2014	1
T TEAC	HERI	香	港身份證	A100****				一級甲等			08/04/2021	
ESTING	3.1	-	港島份路	N/A				精强接	•			
COTING		=	 () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () (N/A				(************************************				
LSTING		· · · · · · · · · · · · · · · · · · ·	ちメび 絶	N/A				」の構成である。 「「「「」」の「「」」の「「」」の「「」」の「「」」の「「」」の「」」の「」」				
(Ⅱ)部	B分 任教普通	話科的 <u>非常</u> 警	<u>復教師</u>				(E)		(F)		(6)
	(A)		(B) 教師由文班名	(C) 島份證明文件類別*	(D) 最份證明文律報	23	到語文能力要求情況*	Man Designed A and as an	聘用修	6件*	甘油はたの時にの	(U) 備註(如有) 例:(環立時任教學學習
	(請先填寫	姓氏)*	纵即中义姓名	岁访瞳明又许跟别*	罗历超明义件繁	·····································	建到要 未達要求	以特殊撥款 / 學校經 費自資聘用的教師	臨時教師(月薪)	代課教師(日薪)	具他(請在(G)欄註明 詳情)	77)×4. 衛业増工叙学戦務 學助理
		IERM ¥	副建安	香港身份證	E992****			۲		•		
1	ST TEACH	-										
] 1 f珈	ST TEACH 删除 修訂											

6.3 To <u>remove</u> the record of a teacher from the list, check the checkbox of the relevant teacher, click "Remove" under Part (I) or Part (II), and click "Yes" to confirm on the pop-up window.

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, 並在彈出式視窗按「**是**」再次確認。

Ref. Number: School Number: Name of School: School Level: School Session:	9999	glish leachers	in the 2024/25 \$	School Year								*Man
School Number: Name of School: School Level: School Session:						Last S	ubmission on:					
School Level: School Session:	123456 TESTING	804001				Enquir	y Hotlines: 21	892-5783 / 2892-5	493			
School Session:	Primary	SCHOOL									Print preview	
Einanco Typo:	WD											
r mance type.	AIDED					_						
Tel. No.*:	28920000		Contact Pers	son*: Ms - Cha	in	Post*:	E	EO				
Remarks (ii any).	e.g. the sch	ool offers a non-local c	irriculum in the current so	chool year								
The following in Please verify th Remove the rec Amend the info Add a new recc For HKIC numb	nstructions will le information prov cord(s) if they are i mation in column rd for each Englis ber, please omit the	I be applicable to b ided. no longer English teach s (A) to (F) when neces h teacher not on the lis e bracket. For example	oth Parts (I) and (II) er(s) in your school. ary. - HKIC Number A123456(7) should be input as A123	4567							
Part (I) English	teacher(s) <u>hol</u> e	<u>ding a regular post</u>	(including serving and net	w / newly deployed teacher	rs; excluding teacher(s) employed under th	ne NET Scheme)	(E)				(E)
				(D)		Tolly attacked		LPR Attainment*		Not vet		Employment 1
Ň	Name in English Surname first)*	(B) Name in Chinese	(C) ID Document T	ype* ID Docume Number*	through exemption	through LPA and CLA	through IELTS and CLA	Attained in 4 core language skills only in LPA	Attained in 4 core language skills only in IELTS	attained but holding qualifications required for	Not yet attained	Regular post Defined Contrac
1 ST	TEACHER A	周貞秋	HKIC	S777****			۲			exemption		• Yes
D 2 ST	TEACHER B	鄧育誠	HKIC	K606****	۲	0	0	0	0	0	0	• Yes
ST	TEACHER C	洪佳儀	HKIC	Y025****		0	0	0	0	0	0	Yes •
ST	TEACHER D	溫萬奇	HKIC	Z501****	۲	0	0	0	0	0	0	• Yes
ST	TEACHER E	陳宏貞	HKIC	W088****		0	0	0	0	0	0	Yes •
- 6 ST	TEACHER F	林水福	HKIC	A035****	۲	0	0	0	0	0	0	Ves •
🗌 7 ST	TEACHER G	柳俊穎	HKIC	B998****	۲	•	•	•	•	•	•	Ves •
8 ST	TEACHER H	鄭詩涵	HKIC	C154****	۲	0	0		0	0	0	Ves 💿
🔲 9 ST	TEACHER I	陳中山	HKIC	D365****	۲	•		•		•	•	Ves 💿
🗌 1 ST	TEACHER J	陳麗貞	HKIC	E925****	۲							Ves 💿
ST	TEACHER K	馮筱婷	HKIC	F710****	۲							Ves 💿
2 ST	TEACHER L	鄭嘉寧	HKIC	Con	firmation			0				Yes 💽
3 ST	TEACHER M	鄭玉婷	HKIC	Con	IIIIIauon		•	0				Ves 💿
14 ST	TEACHER N	闘幸樂	HKIC	Ares	ou sure to	remove th	0	0				Ves 💿
🗌 15 ST	TEACHER O	柯老師	HKIC	selec	rted records	22 10 10 10 10 10	10	•	۲			Ves 💿
Add Remove Part (Ia) Supple Name in En	we Modify ementary inform glish IE	nation of English re	gular teachers who a	attained II (Required) Overall band score*	Listening*	same Test Re Readi	port Form)	Individual band s	cores below 7.0 ir Speaking*	Atta	inment Date*	Copy of Test Repo submitted to ED EDB use)
	HKIC		S777****	8.0 -	8.0	8.0	▼ 7.5	-	7.5	• 06/05/2	024	
ST TEACHER A			P208****	8.0 👻	7.5	8.0	- 7.5	*	8.0	• 02/01/2	024	

6.4 To <u>modify</u> the record of a teacher from the list, check the **checkbox** of the relevant teacher, click "**Modify**" under Part (I) or Part (II), and update the data of the selected teacher.

如需修改名單上的教師記錄,請於第(I)或第(II)部分中,勾選左邊的方格及按「**修訂**」鍵, 便可更新所勾選的教師資料。

- LP	R A	ttainme	nt of En	glish Teachers	in the 2024/25	School Y	ear											*N
Ref	Num	ber:	9999							Last S	ubmission on:							
Sch	IOOI N	imber:	123456							Enquir	y Hotlines:	2892-57	783 / 2892-5	493				
Nar	ne or Iool Le	vel:	Primary	SCHOOL												a Prin	t preview	
Sch	IOOI SI	ssion:	WD															
Fina	ance 1	ype:	AIDED				1											
Tel. Rer	No.*:	(if any):	28920000		Contact Pers	on*: Ms	- Cr	nan		Post*:		EO						
T CI	narka	(ir arry).	e.g. the sch	tool offers a non-local c	urriculum in the current sci	100I year												
The • PI • Re • Ar • Ar	follo lease emove mend dd a n or HKI	wing instru rerify the info the record(s the information w record for a number, pl	ictions will rmation prov) if they are on in column each Englis ease omit th	I be applicable to b vided. no longer English teach s (A) to (F) when neces h teacher not on the lis e bracket. For example	oth Parts (I) and (II) er(s) in your school. sary. L HKIC Number A123456(7	') should be inj	put as A12	234567.										
Part	(I) E	nglish teac	her(s) <u>hol</u> e	<u>ding a regular post</u>	(including serving and nev	/ newly deplo	oyed teach	iers; exclu	ding teacher(s) employed under t	he NET Schen	ie)						
												LPR	(E) Attainment*					(E Employme
		Namo	(A)	(B)	(C)		(D)			Fully attained		Att	ained in 4	Attained in	4 atta	ot yet		
		(Surna	ame first)*	Name in Chinese	ID Document Ty	pe*	Number	r	through exemption	through LPA and CLA	through IE and CL/		e language ills only in LPA	core languag skills only in IELTS	ge hi n qual requ exe	olding ifications uired for emption	Not yet attained	Regular Defined Con
	1	ST TEA	CHER A	周貞秋	нкіс	S	777****			•	۲			•		•		• Yes
	2	ST TEA	CHER B	鄧商誠	HKIC	K	606****		۲	0	0							• Yes
	3	ST TEA	CHER C	洪佳儀	нкіс	Y	025****		۲	•								Ves
	4	ST TEA	CHER D	温萬奇	HKIC	Z	501****		۲									• Yes
	5	ST TEA	CHER E	陳宏貞	HKIC	W	/088****		۲									Ves
	6	ST TEA	CHER F	林水福	HKIC	A	035****		۲									Yes
	7	ST TEA	CHER G	柳俊穎	HKIC	B	998****		۲									Ves
	8	ST TEA	CHER H	鄭詩涵	HKIC	C	154****		۲									Ves
	9	ST TEA	CHER I	陳中山	HKIC	D	365****		۲	0	0		0	0		0	0	Ves
~		ST TEA	CHER J	陳麗貞	HKIC	E	925****		۲	0	0					0		Yes
~	L	ST TEA	CHER K	馮筱婷	HKIC	Fi	710****		۲	0	0					0		Yes
	U	ST TEA	CHER L	鄭嘉寧	НКІС	G	834****		۲	0	0		0	0		0	0	Yes
	13	ST TEA	CHER M	鄭玉婷	HKIC	H	433****		۲	•	•		0	0		•	0	Ves
	14	ST TEA	CHER N	關幸樂	HKIC	LS	978****		۲	0	0					0		Ves
	15	ST TEA	CHER O	柯老師	HKIC	P	208****							۲				Ves
Ad Part	ld (la) \$	Remote	Modify tary inform	nation of English re	egular teachers who a	ttained IEL1	TS result	s requir	ed for meeti	ng the LPR								
	Nam	e in English	10	D Document Type	ID Document Number	(Require	ment: Atta	ining an o	verall band sco	IELTS Test ore of 7.5 or above same Test Re	Results* in the IELTS w sport Form)	ith no indiv	idual band s	cores below 7.0) in the	Attainm	ient Date*	Copy of Test R submitted to EDB u
ST	TEAC	HERA	нкіс	>	S777****	8.0		8.0	Listening	8.0		7.5	-9 	7.5	, ,	06/05/2024		
ST	TEAC	HER O	нкіс	;	P208****	8.0	-	7.5		· 8.0	-	7.5	-	8.0		02/01/2024		
Part	(II) E	nglich tog		T holding a regular	post / English teachs		(ed unde	r the NE	TScheme									
ait	(ii) C	gnan ieai			-reat / English tedChe	(s) <u>empioy</u>	su unde		(E)				(F)				(0)
		() Name ir (Sumar	A) i English ne first)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Docum Number	nent r*	Fully	Not y attain	et employe ed special gr	er] d by <u>empl</u> ants / <u>t</u>	eacher oyed under he NET scheme	Temployme teac (monthly	orany her (o	oply teache Jaily-paid)	r Sper det	(Please cify the ails in mn (G))	Remarks (if e.g. teaching as performing teachi independe
-	1	NEW TE	ACHER B	新増乙	нкіс	Y012****		۲	0				0			Colu	0	
		Pomeura	Modify		1												- jt	
Ad		Remove	woulty															

6.5 The idle session timeout of the CLO system is 30 minutes. Please <u>save</u> 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。



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。

Save	
Retriev	e last saved

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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。

								PRE	VIEW							
LPR	Attainmen	t of Engli	sh Teache	rs in the 20	24/25 S	choo	l Year									*Mandato
Ref. Nu	mber:	9999									Last	Submission on:				manadate
School	Number:	123456									Enqu	iry Hotlines:	2892-5783	/ 2892-549	3	
Name o	of School:	TESTING	SCHOOL													
School	Level:	Primary														
School	Session:	WD AIDED														
Tel. No.	*:	28920000				Contact	Person*:	Ms Chan			Post*		EO			
Remark	(if any):															
Part (I)	English teache	(s) <u>holding a</u>	regular post	(including serving a	and new / ne	wly dep	loyed teachers;	excluding teacher(s) employed under	the NET Scheme)						
											(E) L PR Attainment*					(E) Employment Ter
		A)	(8)		(0)		(D)		Fully attained				Not yet			
	Name in Eng	lish (Surname st)*	Name in Chin	ese ID Docu	ment Type*		ID Document Number*		. any anamou		Attained in 4 core language	Attained in 4 core language	attained but holding	Not	yet	Regular post w
								through exemption	through LPA and CLA	through IELTS and CLA	skills only in LPA	skills only in IELTS	qualifications required for	attai	ned	Defined Contract F
1	ST TEACHE	RA	周貞秋	HKIC		S7	77****			1			exemption			Yes
2	ST TEACHE	RB	鄧賞誠	HKIC		K6	06****	1								Yes
3	ST TEACHE	RC	洪佳儀	HKIC		YO	25****	1								No
4	ST TEACHE	RD	溫萬奇	HKIC		Z5	01****	1								Yes
5	ST TEACHE	RE	陳宏貞	HKIC		wo	88****	~								No
6	ST TEACHE	R F	林水福	HKIC		AO	35****	√								No
7	ST TEACHE	R G	柳俊頴	HKIC		B9	98****	1								No
8	ST TEACHE	RН	鄭詩涵	HKIC		C1	54****	√								No
9	ST TEACHE	R I	陳中山	HKIC		D3	65****	1								No
10	ST TEACHE	я J	陳麗貞	HKIC		E9	25****	~								No
11	ST TEACHE	RK	馮筱婷	HKIC		F7	10****	1								No
12	ST TEACHE	RL	劉嘉宗	HKIC		G8	34****	1								No
13	ST TEACHE	RM	鄭玉婷	HKIC		H4	33****	1								No
14	ST TEACHE	RN	観幸樂	HKIC		L97	78****	1								No
15	ST TEACHE	20	柯老師	HKIC		P2	08****			√						No
16	ST TEACHE	RP		HKIC		X1	11****					√				No
Part (la) Supplementar	y informatior	n of English re	gular teachers	who attain	ned IEL	TS results re	quired for meet	ting the LPR							
									IELTS Tes	t Results*						Conv. of Test Based
Na	ime in English	ID Docu	ment Type	ID Document N	lumber	(Requir	ement: Attaining	an overall band s	same Test F	e in the IELLS with report Form)	no individual band	scores delow 7.0 in	Attair	nment Date		submitted to EDB
						Overal	band score*	Listening*	Rea	Jing*	Writing*	Speaking*				200 030)
ST TEA	CHER A	HKIC		S777****			8.0	8.0	8	0	7.5	7.5	06	/05/2024		
STIE	ICHER D	HKIC		P208****			0.U 8.5	7.5	8	0	1.5	8.0	02	/01/2024		
ST IEA							0.0	0.0	0	•	0.0	0.0	02	10/12024		
Part (II)	English teache	r(s) <u>NOT hol</u>	aing a regular	post / English 1	teacher(s)	emplo	yed under th	e NET Scheme								
							LPR At	(E) tainment*			(F) Employment Te	rms*				(G)
	(A) Name in Fr	alish	(B) Name in	(C) ID Document	(D) ID Docu	ment	S ACA		Teacher	Teacher	Tomporan		Others	Please		Remarks (if any)
	(Surname 1	irst)*	Chinese	Type*	Numb	er*	Fully attained	Not yet attained	employed by special grants /	employed under	teacher	Supply teac	her specif details in	y the column	e.g. teac teachir	.ning assistant perfo .ng duties independe
									a sha sh for da	the NET Schem	e (monthly-pair	a) (arany pure	,	~		



This survey form is best viewed with Google Chrome. Copyright 2024. Education Bureau. All rights reserved. 9. A "Gentle reminder of further submission" message will be popped up to remind your school to submit the copies of the Test Report Forms / Certificates of the designated tests of the teachers listed under Part (Ia), if applicable, to the Language Teacher Qualifications Team for verification. Click "OK" to acknowledge the message.

系統會顯示「**提交文件提示**」的彈出視窗,提醒貴校向語文教師資歷小組提交第(Ia)部分所載 教師之指定測試的成績單/證書副本(如適用),以供查核之用。按「確定」鍵收悉有關訊息。

The screenshot for the eForm for the LPR attainment of English teachers is as follows: 英文科教師達到語文能力要求情況電子表格的螢幕截圖如下:

Gentle re	eminder of further subm	ission									
According	to the survey data provided ir	n Part (Ia) by school:	· · · · · · · · · · · · · · · · · · ·								
Please be reminded to submit the copies* of the IELTS Test Report Form(s) of the following teachers for verification by the Language Teacher Qualifications (LTQ) Team by <u>30 September</u> of the current school year.											
1	ST TEACHER A	S777****									
15	ST TEACHER O	P208****									
16	ST TEACHER P	X111****									
*Each copj Room 110 OK	y of the required documents s 7, Wu Chung House, 213 Que Cancel	should contain the sch een's Road East, Wan	ool name / school chop and be submitted to the LTQ Team's office at the following address: Inchai, Hong Kong								

The screenshot for the eForm for the LPR attainment of Putonghua teachers is as follows: 普通話科教師達到語文能力要求情況電子表格的螢幕截圖如下:

	提交文件	提示											
	根據學校於本調查第(la)部分所提供的資料:												
A land	請學校於ス	\$學年 <u>9月30日</u> 或之前,向語3	文教師資歷小組提交下	列教師的「國家語委普通話水平測試」證書的副本*,以供查核之用。	н								
	1	ST TEACHER A	L524****										
	8	ST TEACHER I	A100****										
	12	TESTING A	X111****										
	13	TESTING B	H862****										
	*每份文件	副本須載有學校名稱/芸卜#	<i>。 动,並交至語文教師</i>	~ 皆磨小绢蝣事處。收件抛址如下:	н								
4.4	香港灣仔皇	皇后大道東213號胡忠大廈114	<i>博1107室</i>		Ц								
C	確定	取消 🔒 列印			· .								

10. 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。

								SUE	SMISSION CO	MPLETED	>						
- LP	R At	tainment	of Er	nglish Teacher	rs in the 2024/25	School	Year				-						*Mai
Ref.	Numb	er: 99	99							Last Subr	nission on:						
Scho	ool Nu	nber: 123	3456 CTINIC							Enquiry H	otlines: 289	2-5783 / 2892	5493				
Nam	ne of S	chool: IE	TESTING SCHOOL												© Prin	t preview	
Scho	ool Ses	ision: WD)														
Fina	nce Ty	pe: AID	ED														
Tel. I Rem	No.*:	28	925763		Contact Per	son*: Ms	Char	1		Post*:	EO						
	ianto (i	any).															
The f Ple Re An Ad Fol Part	tease ver move thend the d a ne r HKIC	ing instructi erify the information the record(s) if 1 ie information ir w record for eav number, pleasv alish teacher	ons will ation prov they are n column ch Englis e omit th r(s) hole	I be applicable to b vided. no longer English teach s (A) to (F) when neces th teacher not on the lis e bracket. For example ding a regular post	both Parts (I) and (II) her(s) in your school. ssary. st. e, HKIC Number A123456(7) should be ir	nput as A123-	4567.	na teacher(s) em	ployed under the 1	NET Scheme)						
	(.,		(e) <u>non</u>	ang a rogalar poor	(including serving and ne	in menny depi		o, exciden	ig teacher(b) em	poyed ander the r	(LT outerno)	(E)					(E)
		(A) Name in E	nglish	(B) Name in Chiner	(C)	nt Type*	(D) ID Document) iment		Fully attained		LPR Attainme	ant*	ned in 4	Not yet attained but		Employmen Regular p
		(Surname	first)*				Numb	ier*	through exemption	through LPA and CLA	through IELTS and CLA	skills only I	<u>ge</u> core i n skills IE	anguage s only in o ELTS	qualifications required for exemption	attained	Defined C Perio
	1	ST TEACHE	RA	周貞秋	нкіс		S777****				۲						• Yes
	2	ST TEACHE	ACHER B 鄧寬誠 ACHER C 洪佳儀 ACHER D 溫薇奇		HKIC	нкіс			۲						0 0	•	• Yes
	3	ST TEACHE			нкіс нкіс		Y025****		۲		0	0					Yes (
	4	ST TEACHE					Z501****		۲								• Yes
	5	ST TEACHE	RE	陳宏貞	нкіс		W088****		۲								Yes (
	6	ST TEACHE	R F	林水福	HKIC		A035****		۲								Ves (
	7	ST TEACHE	R G	柳俊頴	нкіс		B998****		۲								Yes (
	8	ST TEACHE	RH	鄭詩涵	HKIC		C154****		۲								Yes (
	9	ST TEACHE	RI	陳中山	нкіс		D365****		۲		•			•			Ves (
	10	ST TEACHE	ER J	陳麗貞	HKIC		E925****		۲					•			Yes (
	11	ST TEACHE	RK	馮筱婷	нкіс		F710****		۲					•			Ves (
	12	ST TEACHE	ER L	鄭嘉寧	HKIC		G834****		۲								Yes (
	13	ST TEACHE	RM	較玉婷	нкіс		H433****		۲					•			Yes (
	14	ST TEACHE	CHER N 關奉樂		HKIC		L978****		۲							0	Ves (
	15	ST TEACHE	RO	柯老師	HKIC		P208****				۲						Yes (
	16	ST TEACHE	ER P		НКІС		X111****				0			•		0	Yes (
Part	(la) S	upplementar	y inforr	nation of English r	egular teachers who	attained IEL	TS results	required	for meeting t	IELTS Test Res of 7.5 or above in th	sults* he IELTS with no in	idividual band	scores beio	ow 7.0 in the			Copy of Test Re
	rediffe	in English		5 Socument Type	Document Number	Overall	band score*		Listening*	same Test Repor Reading*	t Form) W	riting*	Sne	eaking*	Attainm	ont Date"	EDB us
STI	FEACH	ERA	нкіс	>	\$777****		8.0		8.0	8.0		7.5	Spe	7.5	06/0	5/2024	
STI	TEACH	ER O	HKIC	>	P208****		8.0		7.5	8.0		7.5		8.0	02/0	1/2024	
Part	(II) Er	alish teache	r(s) NO	T holding a regula	r post / English teach	er(s) emplo	ved under	the NET	Scheme	0.0		0.0		0.0	02/0	112024	
. arc	(a) El	enon toache	. (9) 110		- poor / English tedCh	(s) <u>snipi</u> 0	, sa anadi		(E)				(F)				
Nar (Su		(A) Name in En (Surname f	iglish īrst)*	(B) Name in Chinese	(C) ID Document Type*	(D) ID Docur Numbe	ment er*	LPR A Fully attained	Not yet	Teacher employed by special grants	Teacher	Employn der Tem tea	porary porary	Supply tead	ther spec	(Please cify the alls in	(G) Remarks (if an e.g. teaching ass performing teachin independent
	1	NEW TEACH	IFR R	新増乙	нкіс	Y012****				school funds	Scheme	(mont	hly-paid)	(sany-pair	colur	nn (G))	muependent
		CALIFY LEACE	ILIND	11 H L		1012		9		•			-				

11. 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

12. For enquiries on the CLO, please contact CLO Helpdesk at 3464 0592 or email to <u>clo@edb.gov.hk</u>. 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 <u>clo@edb.gov.hk</u>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

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