

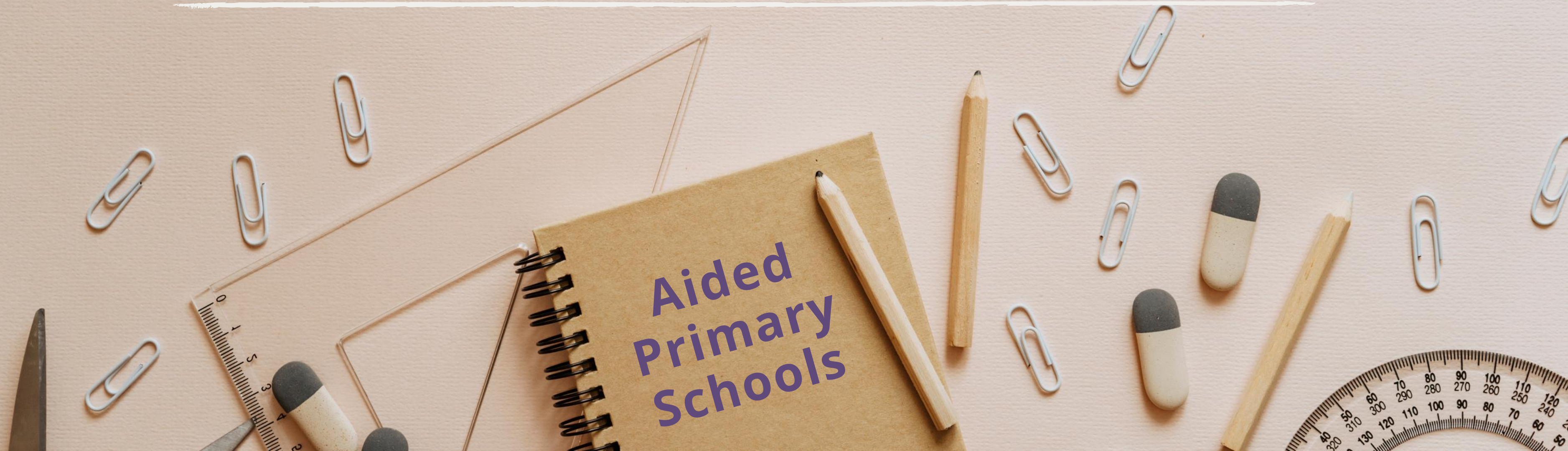
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# Preparation for Salary Assessment

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## Collection and Checking of Supporting Documents

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# ***For appointments of staff paid under the Salaries Grant, aided schools are required to....***

1

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

2

Based on the available information of the staff, **assess** the salaries of staff accurately in accordance with the CoA, GSA & relevant rules as promulgated in the circulars / documents issued by the EDB\*\*

3

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

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

# Collection and checking of the supporting documents

## Checklist of supporting documents

### Teacher registration status (for teaching staff only)

- Certificate of registration as a teacher
- Permit to employ an unregistered teacher

### Academic Qualifications and Professional Trainings

- For examples:
- Degree
- Initial teacher training qualification (e.g. PGDE), examples 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, examples of documents:  
Certificate of Registration, Practicing certificate

### Teaching / Working experience

- Certificate of Service

# Teacher registration status (for teaching staff only)

## For Registered Teachers

教育條例  
EDUCATION ORDINANCE  
(第279章)  
(Chapter 279)

檢定教員證明書  
CERTIFICATE OF REGISTRATION AS A TEACHER

註冊編號  
(Registration Number: R29)

茲證明  
This is to certify that

已根據《教育條例》第45(1)條註冊為教員。  
is registered as a teacher under Section 45(1) of the Education Ordinance.



教育局常任秘書長  
(李煥兒代行)  
(Ms Winnie W Y LEE)  
for Permanent Secretary for Education

香港特別行政區 二零一八年十月十五日  
Hong Kong Special Administrative Region 15 October 2018

# Teacher registration status (for teaching staff only)

## For Permitted Teachers

教育條例  
EDUCATION ORDINANCE  
(第279章)  
(Chapter 279)

**僱用非檢定教員許可證**  
**PERMIT TO EMPLOY AN UNREGISTERED TEACHER**

准用教員編號  
(Permitted Teacher Reference Number: P29 )

致  
校監  
The Supervisor,


(此證副本交該准用教員： )  
(Copy to: the permitted teacher)


1. 茲准許僱用下列人士在上述學校出任准用教員。  
Permission is given for you to employ the following person as a permitted teacher in the above named school.

教員姓名：  
Name of the Teacher:

2. 本許可證的發出受以下條件規限  
This permit is issued subject to the following conditions  
可任教科目：  
Subject(s) to be taught: CHINESE LANGUAGE<中國語文>, MATHEMATICS<數學>, GENERAL STUDIES<常識>, COMPUTER<電腦>, ENGLISH LANGUAGE<英國語文>

THE TEACHING OF ENGLISH LANGUAGE OF THIS TEACHER IS SUBJECT TO THE PREVAILING POLICY ON LANGUAGE PROFICIENCY REQUIREMENT.





(Ms Gregor C C LAU)  
for Permanent Secretary for Education

香港特別行政區 二零一七年九月十九日  
Hong Kong Special Administrative Region 19 September 2017

# 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)*

## 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

## Examples of Initial Teacher Training

|  | Certificate / Award            |                         |
|--|--------------------------------|-------------------------|
| Teacher Certificate  | <b>TC</b>                      | 教師證書                    |
| In-service Certificate of Teacher Training (Primary / Secondary) | <b>ICTT (Pri / Sec)</b>        | 在職小學 / 中學教師訓練課程證書       |
| Certificate in Primary / Secondary Education                     | <b>Cert. in Pri / Sec Ed.</b>  | 小學 / 中學教育證書             |
| Postgraduate Certificate / Diploma in Education                  | <b>PGCE / PGDE (Pri / Sec)</b> | 學位教師教育證書 / 文憑 (小學 / 中學) |

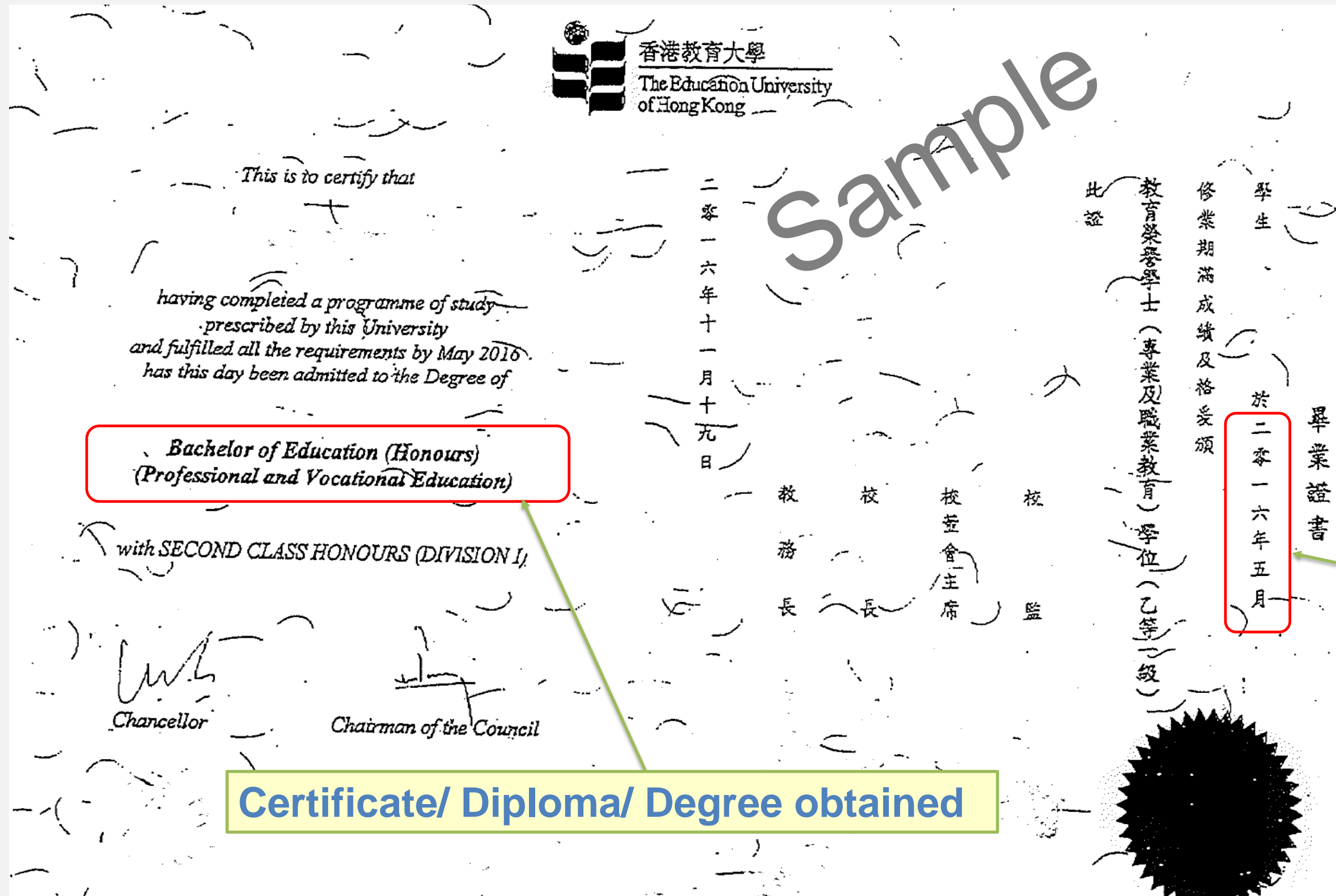
### **Attention!**

Please check the level of teacher training AND the level of teaching practicum carefully and confirm if the teacher possesses appropriate teacher training.



# Academic Qualifications and Professional Trainings

## Certificate of Bachelor of Education




Date of completion

Certificate/ Diploma/ Degree obtained

# Academic Qualifications and Professional Trainings

## Statement of Results of PGDE

 香港教育大學  
The Education University  
of Hong Kong  
Registry 教務處

Our Ref.: C2P035/11324994

12 January 2022

**TO WHOM IT MAY CONCERN**

This is to certify that \_\_\_\_\_ holder of the Hong Kong Identity Card Number \_\_\_\_\_, successfully completed the following programme:

|                               |   |   |
|-------------------------------|---|---|
| Programme Title               | : | Postgraduate Diploma in Education (Primary) |
| Programme Mode                | : | Part-time                                   |
| Programme Duration            | : | Two years                                   |
| Date of Admission             | : | 26 August 2019                              |
| Programme End Date            | : | 29 May 2021                                 |
| Teaching Subject Study 1      | : | General Studies                             |
| Teaching Subject Study 2      | : | Mathematics                                 |
| Teacher Training Level        | : | Primary School Level                        |
| Field Experience conducted at | : | Primary School(s)                           |

\_\_\_\_\_ fulfilled all the requirements for coursework and supervised field experience in General Studies and Mathematics. He was awarded the Postgraduate Diploma in Education (Primary) with CREDIT on 31 August 2021.

**Certificate/ Diploma/ Degree obtained**  
“Postgraduate Diploma in Education (Primary)”

**Level of teacher training** “Primary School Level”

**Level of teaching practicum** “Primary School(s)”

**Date of award**  
“31 August 2021”

# Academic Qualifications and Professional Trainings

## Testimonial of B.A. and PGDE

**THE UNIVERSITY OF HONG KONG**  
**香港大學**  
**TESTIMONIAL**  
**學歷證明書**

TO WHOM IT MAY CONCERN

This is to certify that

(Student No. \_\_\_\_\_)

completed all requirements for the following qualification(s):

| <u>Qualification</u>                 | <u>Classification</u>                  | <u>Completion Date</u> | <u>Congregation Date</u> |
|--------------------------------------|--|------------------------|--------------------------|
| Bachelor of Arts                     | Second Class Honours<br>(Division One) | June 21, 2011          | November 29, 2011        |
| Postgraduate Diploma in<br>Education | Not Applicable                         | June 26, 2013          | Not Applicable           |

Major methods course: English


**Certificate/ Diploma/ Degree obtained**  
*"Postgraduate Diploma in Education"*

**Completion Date**  
*"June 26, 2013"*

# Academic Qualifications and Professional Trainings

## Letter of PGDE

POKFULAM ROAD  
HONG KONG  
CHINA  
中國香港  
薄扶林道



THE UNIVERSITY OF HONG KONG  
**Faculty of Education**  
香港大學教育學院

Tel: (852) 3917 6044 (Faculty Office)  
Tel: (852) 3917 2544 (Programme Office)  
Tel: (852) 3917 8254 (Office of Research)  
Fax: (852) 2858 5649  
Email: edfac@hku.hk

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**TO WHOM IT MAY CONCERN**

This is to certify that \_\_\_\_\_ (University No. \_\_\_\_\_, Hong Kong Identity Card No.: \_\_\_\_\_) was registered as a student in the **Postgraduate Diploma in Education (PGDE)** programme offered by the Faculty of Education, The University of Hong Kong in September 2019.

\_\_\_\_\_’s major was English (Primary). She pursued her studies part-time over two years. The medium of instruction at the University was English. Teaching and learning activities included lectures, seminars, and **professional practicum undertaken in her serving primary school.**

\_\_\_\_\_ successfully completed all the courses and **met the graduation requirements for the award of PGDE in June 2021.** The PGDE is a recognised teacher training qualification in Hong Kong, which allows \_\_\_\_\_ to apply for registration as a teacher with the Teacher Registration Team of the Education Bureau. **The training that \_\_\_\_\_ received from the PGDE programme was at the primary level.**

**Certificate/ Diploma/ Degree obtained**  
“*Postgraduate Diploma in Education (PGDE)*”

**Level of teaching practicum**  
“*primary school*”

**Date of completion**  
“*June 2021*”

**Level of teacher training**  
“*primary level*”

# Academic Qualifications and Professional Trainings

## Letter of PGDE

**Re.**  
**Student no.**

**Sample**

**Certificate/ Diploma/ Degree obtained**  
“*Postgraduate Diploma in Education (Primary) (PGDEP)*”

This is to certify that Mr \_\_\_\_\_ graduated from the **Postgraduate Diploma in Education (Primary) programme (PGDEP)** at the Open University of Hong Kong<sup>^</sup> on **17 August 2021**

**Date of Award**  
“*17 August 2021*”

The PGDEP programme is a part-time (distance-learning) programme providing initial teacher education for primary in-service school teachers and pre-service student teachers in Hong Kong. The programme is at Level 6 of the Qualifications Framework (QF), and is recognized by the Education Bureau (EDB) in Hong Kong for the purpose of teacher registration.

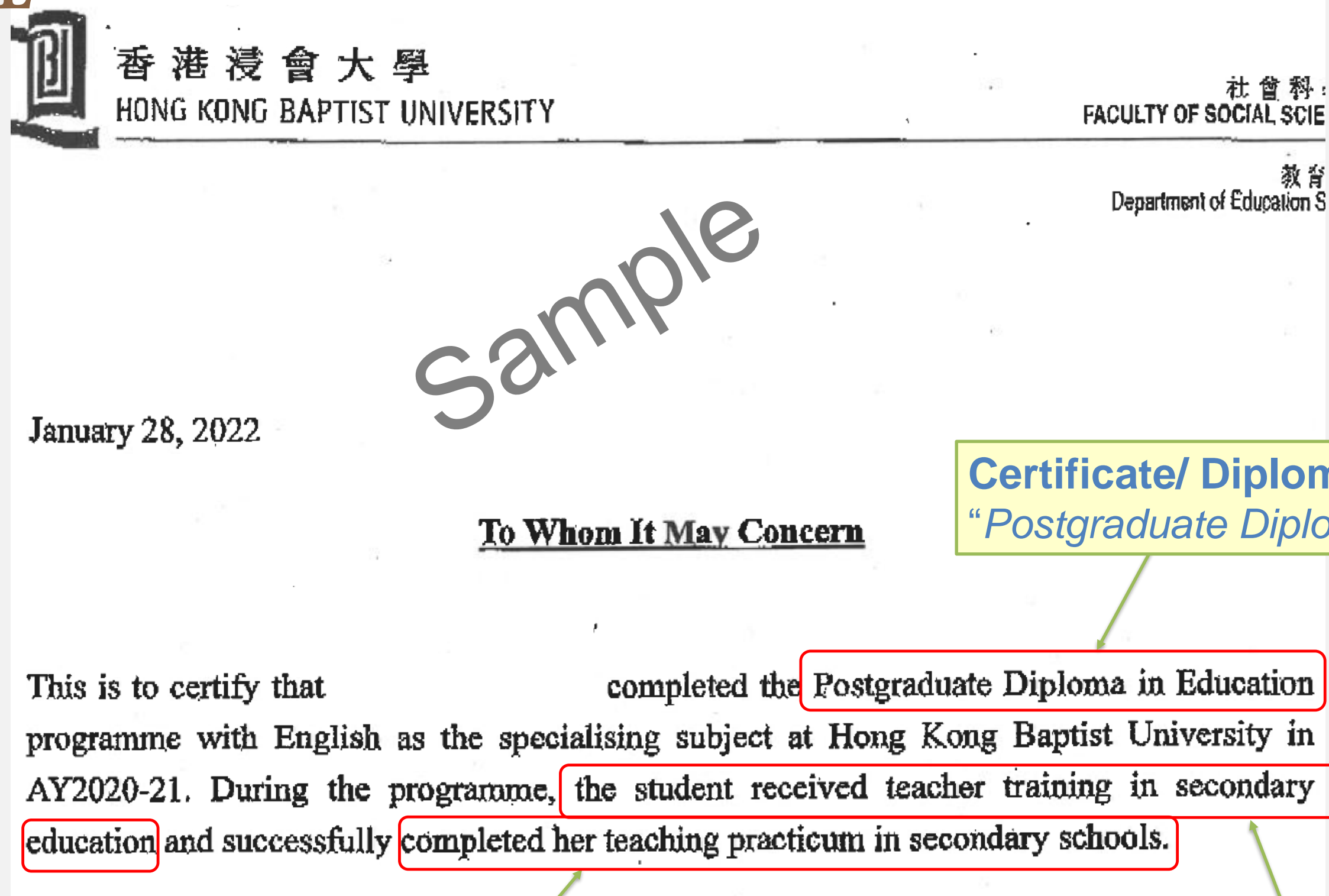
Mr \_\_\_\_\_ was an in-service teacher when studying the PGDEP programme which required passing teaching supervision as well as the compulsory and selected courses listed in the following pages in order to complete the programme. Each 10-credit course involved 300 study hours. Mr \_\_\_\_\_ was required to have regular classroom teaching duties for at least 4 periods per week in the relevant school teaching subjects and to fulfill the practicum requirements in two teaching subjects courses in Hong Kong schools which admit 6-year-old to 12-year-old students and offer primary education.

**Level of teacher training and teaching practicum**  
“*primary school level*”

It is confirmed that Mr \_\_\_\_\_ has passed the supervised teaching practice in the two subject majors (Mathematics and General Studies). **Both teacher training and teaching practicum were at primary school level.**

# Academic Qualifications and Professional Trainings

## Letter of PGDE




**Certificate/ Diploma/ Degree obtained**  
*"Postgraduate Diploma in Education"*

**Level of teaching practicum**  
*"secondary schools"*

**Level of teacher training**  
*"secondary education"*

# Academic Qualifications and Professional Trainings

## Letter of PGDE

 THE CHINESE UNIVERSITY OF HONG KONG 香港中文大學  
FACULTY OF EDUCATION 教育學院

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HONG KONG 香港 · 新界 · 沙田      TEL 電話 : (852) 3943 6937      WEBSITE 網址 : <http://www.fed.cuhk.edu.hk>  
FAX 傳真 : (852) 2603 6129      EMAIL 電郵 : [edu@fed.cuhk.edu.hk](mailto:edu@fed.cuhk.edu.hk)

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11 October 2021

Appointments and Personnel Section  
Administration Division  
Education Bureau  
HKSAR Government

**To Whom It May Concern**

This is to certify that Miss \_\_\_\_\_, holder of Hong Kong Identity Card \_\_\_\_\_, was a full-time undergraduate student of the Faculty of Education, The Chinese University of Hong Kong from August 2014 to July 2019. After completing the prescribed programme of study in the said period, she was awarded the double degree of Bachelor of Arts in Chinese Language Studies and Bachelor of Education in Chinese Language Education, which included a recognition equivalent to a Postgraduate Diploma in Education. This co-terminal double degree programme is a cross-sectoral programme to nurture subject trained Chinese language teachers for primary and secondary schools in Hong Kong. Graduates of the programme have received teacher training and completed the teaching practice requirements at both primary and secondary school levels.

Sample

**Certificate/ Diploma/ Degree obtained**  
“*Bachelor of Arts in Chinese Language Studies*”  
and  
“*Bachelor of Education in Chinese Language Education*”

**Level of teacher training and teaching practicum**  
“*primary and secondary school levels*”

# Academic Qualifications and Professional Trainings

## Transcript of PGDE

Student Copy

香港中文大學研究院  
GRADUATE SCHOOL • THE CHINESE UNIVERSITY OF HONG KONG  
SHATIN, NT, HONG KONG • Tel: (852) 3943-6721 • Fax: (852) 2803-6129 • edu@fed.cuhk.edu.hk  
學業成績表  
TRANSCRIPT OF ACADEMIC RECORD

Name: \_\_\_\_\_ Chinese Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Student ID No.: \_\_\_\_\_ HKID/Passport: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

---

Admitted in: Aug 2011  
Faculty: Faculty of Education  
Major/Programme: Postgraduate Diploma in Education (Primary) ✓  
Major: Chinese Language  
Minor: Music  
Mode of Study: Full-time

Diploma/Certificate: Postgraduate Diploma in Education (Primary)  
Awarded In: Nov 2012 Completed in: Jun 2012

---

2011-12 Term 1

| Course Code | Course Title   | Units | Grade |
|-------------|--|-------|-------|
| PGDP5001    | Subject Curriculum and Teaching (Major: Chinese Language)      | 0.0   | II    |
| PGDP5121    | Subject Curriculum and Teaching (Tutorial: Chinese Language I) | 1.0   | B+    |
| PGDP5205    | I.T. in Education: Integration into Teaching & Learning        | 2.0   | B-    |
| PGDP5301    | Structure and Process of Schooling                             | 2.0   | B-    |
| PGDP5310    | Citizenship Education  | 2.0   | B     |
| PGDP5403    | Guidance and Counseling in School                              | 2.0   | B+    |

Units Passed = 9.0 Term GPA = 2.967  
Cumulative Units Gained = 9.0 Cumulative GPA = 2.967

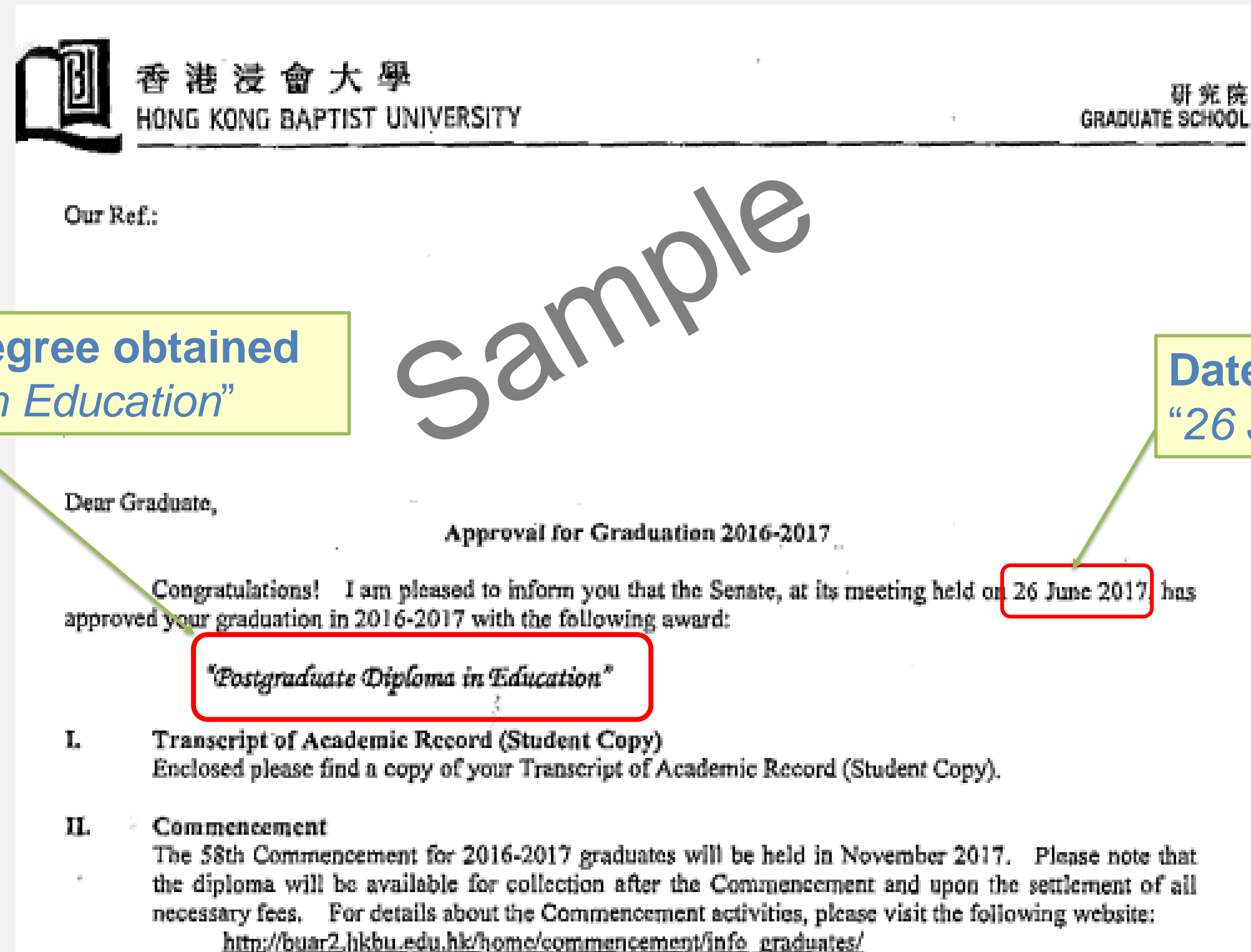
Certificate/ Diploma/ Degree obtained  
“Postgraduate Diploma in Education (Primary)”

Level of teacher training  
and teaching practicum  
“primary level”

Date of completion  
“June 2012”



## Approval Letter for Graduation of PGDE



Certificate/ Diploma/ Degree obtained  
"Postgraduate Diploma in Education"

Date of Award  
"26 June 2017"

# Academic Qualifications and Professional Trainings

## For Non-local Qualifications

香港學術及職業資歷評審局  
Hong Kong Council for Accreditation of  
Academic & Vocational Qualifications

文件序號  
Serial No  
參考編號  
HKCAAVQ Ref

### Report for Qualifications Assessment

Issued to: \_\_\_\_\_ 4 August 2016  
ID No: \_\_\_\_\_

Mr \_\_\_\_\_ submitted an application for qualifications assessment on 15 July 2016. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) advises that the **totality** of Mr \_\_\_\_\_'s educational qualifications meets the standard of a local Postgraduate Diploma at Level 6 of the Hong Kong Qualifications Framework. For teacher registration purposes, Mr \_\_\_\_\_'s Bachelor (Honours) Degree meets the standard of a local Bachelor (Honours) Degree and is considered to have been attained as from 2008. Mr \_\_\_\_\_'s teacher training qualification meets the standard of a local Postgraduate Diploma in Education.

Registrar

Summary of educational qualifications considered:

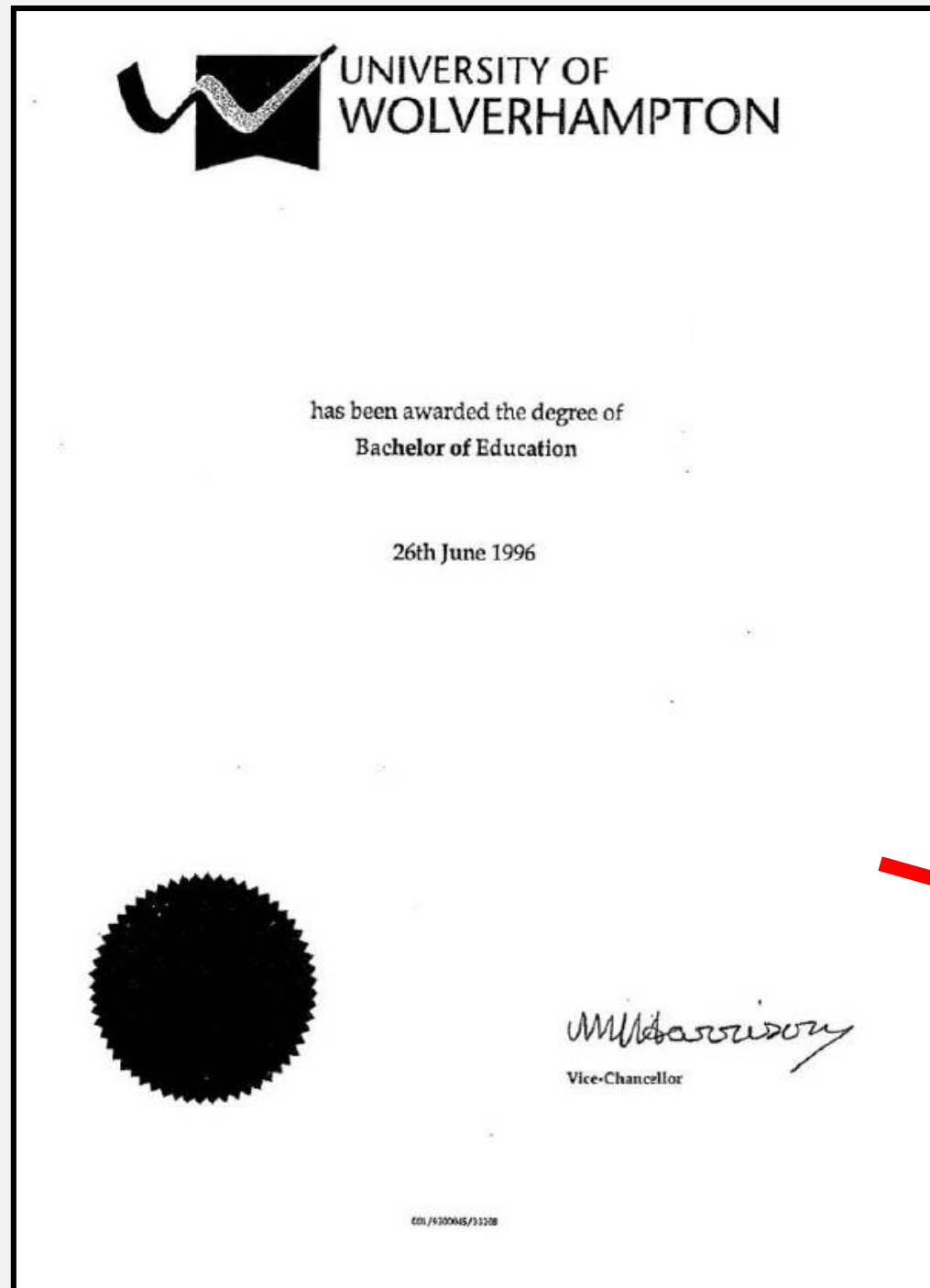
| Year of Attainment | Granting Body                               | Educational Qualification                                      |
|--------------------|---|--|
| 2016               | University of _____ the United Kingdom (UK) | Post Graduate Certificate in Education in Education            |
| 2008               | University, UK                              | Bachelor of Arts with Second Class Honours (Upper Division) in |

## Report for Qualifications Assessment

...the **totality** of Mr XX's educational qualifications meets the standard of a local Postgraduate Diploma at Level 6 of the Hong Kong Qualifications Framework...Mr XX's Bachelor (Honours) Degree **meets the standard** of a **local Bachelor (Honours) Degree** and is considered to have been attained as from **2008**. Mr XX's teacher training qualification **meets the standard** of a **local Postgraduate Diploma in Education**.

# Academic Qualifications and Professional Trainings

## EDB Circular No. 41/1998 (Extracted)



### Appendix 2B

#### Non-local Qualifications for Appointment to Graduate Teaching Posts (Extracted from the EDB Circular No. 41/1998)

1. On the basis of the latest advice from the accreditation authorities, the following non-local qualifications have been assessed as not meeting the entry requirements for appointment to graduate teaching posts :

| Non-local Qualifications         | Awarding Institutions                                   |
|----------------------------------|---|
| B Teaching                       | Australian Catholic University                          |
| B Phil (Ed)                      | University of Birmingham                                |
| B Ed (Hons) In-service           | University of Brunel                                    |
| B Ed<br>B Sc                     | Cheltenham & Gloucester College of Higher Education     |
| B A (Ed)                         | University of Hull                                      |
| B Ed (Hons) Two Centre Programme | University of Nottingham                                |
| B Ed<br>B Ed (Hons)              | University of Wolverhampton / Wolverhampton Polytechnic |

2. The above list is compiled by reference to past cases of non-local qualifications held by applicants which have been submitted to the accreditation authorities for assessment for appointment to graduate teaching posts. In determining eligibility for appointment to graduate teaching posts, the following will be taken into account by the Director of Education.

## EDB Circular No. 41/1998 (Extracted)

prior qualifications). Cases involving non-local qualifications on the list will still be subject to individual assessment.

- (d) The acceptance of those non-local qualifications awarded before 31 December 1998 in accordance with paragraph 1 above is subject to the awarding circumstances and particulars of qualifications being comparable to those cases accepted for appointment to graduate teaching posts previously.
3. For candidates whose non-local qualifications have previously been accepted for appointment to graduate teaching posts, if they apply again for graduate teaching posts, their qualifications need not be reassessed.
4. Subject to paragraph 2 above, those non-local qualifications that have previously been accepted for appointment to graduate teaching posts will continue to be accepted as eligible for appointment to graduate teaching posts provided that they are awarded before 31 December 1998.
5. Subject to paragraph 2 above, for individual applicants who have successfully completed such programmes on or before 31 December 1998 but are awarded the non-local qualifications only in early 1999 due to administrative arrangements of the awarding institutions, such non-local qualifications will also be accepted as eligible for appointment to graduate teaching posts.

# Academic Qualifications and Professional Trainings

## EDB Circular No. 41/1998 (Extracted)

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<br>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。

## 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!

# Teaching / Working Experience(s)

## Sample CoS

**Appendix 14**

**SAMPLE  
Certificate of Service**

**Name:** \*Mr/Miss/Mrs/Ms \_\_\_\_\_

**Identity Card No.:** \_\_\_\_\_ **Registered/Permitted Teacher No.:** \_\_\_\_\_

**Rank:** \_\_\_\_\_  
(e.g. CM, GM, LTII, ACO, RN, etc.)

\* regular / temporary  
\* full time / part time ( \_\_\_\_\_ ) (Specify the fraction)

**Source of Funding:** \*Salary Grant / Admin. Grant / Rev. Admin. Grant / \_\_\_\_\_  
QEF / OEBG / CEG / General (Subscription) Funds /  
Others \_\_\_\_\_  
(Please specify)

**Period of Service:** From \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

**No-pay Leave Taken:** \_\_\_\_\_ days

**Last Monthly Salary:** \$ \_\_\_\_\_  
\*MPS / TPS/ MOD I Point \_\_\_\_\_ (\*delinked/adjusted)

**Incremental Date:** 01/ \_\_\_\_\_  
dd/mm (inclusive of adjusted incremental date for taking no pay leave)

**Substantive Rank(s) for each period of service**

**X Last position / rank**

**Source(s) of funding for each period of service**

**Each Period of Service**

# Salary Assessment

## Five Components on Salary Assessment

- ① **Teacher Registration Status**
- ② **Rank**
- ③ **Qualifications**
- ④ **Experience**
- ⑤ **Salary Assessment Arrangements**

### Salary particulars

- a) MPS Point
- b) Salary bar
- c) Incremental Date
- d) Next increment
- e) Maximum Point