



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau  
Government Secretariat, Government of the Hong Kong Special Administrative Region  
The People's Republic of China

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30 September 2022

To: Head of all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme

Dear Principal,

### **The Arrangement of the Training Programme for Newly-joined Teachers**

This letter serves to inform schools about the arrangement of the core Training Programme for Newly-joined Teachers<sup>1</sup> (hereafter 'NJT'), and appeal to all the principals to remind and arrange the teachers concerned to meet the training requirements by the deadline.

#### **Background**

2. In response to the recommendations of the Task Force on Professional Development of Teachers, the Education Bureau (EDB) has established a Professional Ladder for Teachers in Hong Kong to promote teachers' professional growth and enhance their professional status. With the prevailing Continuing Professional Development (CPD) policy for teachers<sup>2</sup> remains unchanged, starting from the 2020/21 school year, the EDB provides core training for NJTs, training programmes and resources for in-service teachers, and enhance the arrangements of training for promotion. Details are set out in EDB Circular No. 6/2020.

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<sup>1</sup> Full-time teachers appointed to teach in public sector schools (including government, aided and caput schools) or schools under the Direct Subsidy Scheme for the first time from the 2020/21 school year.

<sup>2</sup> CPD policy for teachers: All teachers, regardless of rank and position, have to undertake no less than 150 hours of CPD activities by the end of each three-year cycle. The number of CPD hours is a "soft target" designed to encourage teachers to participate in different modes of CPD activities in accordance with their professional needs and aspirations.

## Training Programme for Newly-joined Teachers

3. NJTs are required to **complete 30 hours of core training** (comprising two major categories) and not less than 60 hours of elective training **within the first three years of service**. The content and training hours of each part of the training are detailed in the table below. Teachers can search and enroll in the relevant training through the Training Calendar System (TCS).

	Content	Date	Training Hours	
<b>Core Training (Category 1)</b> Teachers' Professional Identity - Roles, Values and Conduct	<ul style="list-style-type: none"> <li>Workshop on Teachers' Professional Identity</li> </ul>	Regularly organised	6	12 (in total)
	<ul style="list-style-type: none"> <li>Online course on T-Standard<sup>+</sup></li> </ul>	Early 2023	3	
	<ul style="list-style-type: none"> <li>Training Programme on the Constitution, Basic Law and Hong Kong National Security Law</li> </ul>	Regularly organised	3	
<b>Core Training (Category 2)</b> Teachers' Professional Learning - Latest Education Development and Related Policy Issues	Teachers' Professional Study Tour	Pending	18	

Note: Teachers should take each of the above courses once. For repeated enrolment, no training hours will be rewarded.

### Training Period

4. Teachers' Professional Study Tour under Core Training (Category 2) (hereafter 'Study Tour') will be conducted in different provinces and municipalities in the Mainland, which includes school visits, thematic seminars and visits to enterprises and cultural sites, etc. It aims to provide first-hand experience for teachers to understand our country's latest developments, widen their horizons and enable them to reflect on the opportunities brought to Hong Kong by the development of our country and how Hong Kong can make contribution. Due to the latest development of COVID-19 pandemic, the Study Tour has to be postponed. **When conditions such as the pandemic situation and border control measures allow, the EDB will announce the details of the Study Tour and the revised training period for Core Training (Category 2).**

5. As for the Core Training (Category 1) and elective courses, the **training period remains unchanged**. In other words, NJTs who are appointed for the first time in 2020/21 school year should complete the Core Training (Category 1) and elective courses before the end of the 2022/23 school year. Schools are requested to remind the teachers concerned to take the relevant

courses as soon as possible and make suitable arrangements for teachers to participate in the training in an orderly manner.

6. Schools can log on to the EDB e-Services Portal and view the list of NJTs who are appointed on or after 2020/21 school year and their training progress. Teachers can also check their own training progress through the above website. [*e-Services Portal* > “*Teacher Professional Ladder*” > “*Training Programme for Newly-joined Teachers*”]. For information on the Professional Ladder and related training, please refer to the EDB website ([Home > Teachers Related > Qualifications, Training and Development > Development > Continuing Professional Development of Teachers](#)). For enquiries, please contact Ms M S LEE or Mr Ivan LOE at 3509 8525 or 3509 8774 respectively.



Ms W P LEE  
for Secretary for Education

cc: All District Schools Development Sections, EDB