



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

本局檔號 Our Ref.: (16) in EDB(SLPD)/PDP/PL/NT/1

電話 Telephone: 3509 7569

來函檔號 Your Ref.:

傳真 Fax Line: 2834 7350

14 June 2023

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

Dear Principals,

Core Training Programme for Newly-joined Teachers of 2020/21 School Year

This letter serves to announce the details of the Thematic Talks delivered by Mainland experts, and to request schools' thorough verification and close monitoring of the training progress of their Newly-joined Teachers¹ (hereafter 'NJT') of the 2020/21 school year.

Core Training Programme – Thematic Talks Delivered by Mainland Experts

2. EDB issued a letter to schools on 24 February this year regarding “The Latest Arrangement of the Core Training Programme for Newly-joined Teachers”² to remind schools to arrange all NJTs to complete core training within the training period in order to meet the training requirements. In principle, NJTs of the 2020/21 school year are required to meet the training requirements within this school year, including the completion of Core Training Programme and not less than 60 hours of elective training. Core Training Programme includes Mainland Study Tours. If they have not yet participated in the Mainland Study Tours within this school year, they must first participate in the Thematic Talks on national development and education delivered by

¹ 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.

² Details are set out on EDB's website:

<https://www.edb.gov.hk/en/teacher/qualification-training-development/development/cpd-teachers/index.html>

Mainland experts and organised by EDB in Hong Kong, and then participate in the three-day Mainland Study Tours in the 2023/24 school year.

3. The Thematic Talks are scheduled to take place from 18 to 20 July 2023 at the Lecture Theatre of the Education Bureau Kowloon Tong Education Services Centre. The contents of the talks on these three days are the same, and teachers only need to register for one day. Please refer to the Training Calendar System for details (Course ID: [PDT020230164](#) or see the QR code on the right). **Schools must arrange the aforementioned NJTs of the 2020/21 school year who have not participated in the Mainland Study Tours to enrol.** For non-Chinese speaking NJTs of the 2020/21 school year (including Native-speaking English Teachers (NET)) who have not participated in the Mainland Study Tours, EDB will organise Mainland Study Tours conducted in English for them in due course. Other Core Training Programmes organised by EDB from June to August this school year are also attached to the letter (as detailed in **Annex 1**) for reference. If NJTs of the 2020/21 school year have not yet completed the programmes, schools should immediately arrange the teachers concerned to enrol.



Follow-up on the Training Progress of NJTs of the 2020/21 School Year

4. Schools are requested to log on to EDB e-Services Portal (<https://eservices.edb.gov.hk>) to view and verify the training progress of NJTs of the 2020/21 school year (as detailed in **Annex 2**), and complete and return **Annex 3** to EDB by fax **on or before 23 June 2023** so as to facilitate EDB's follow-up with the NJTs concerned in meeting the training requirements of the Core Training Programme.

5. Teachers should actively participate in continuous professional development activities to enhance their professional competence and meet the training requirements at different stages of the profession in accordance with the guidelines of EDB and their schools³. Schools should perform their role of monitoring and support by regularly reviewing all NJTs' training progress, reminding and arranging them to complete the core and elective training, and reporting to the School Management Committee/Incorporated Management Committee/school governance authorities regularly. Schools must seriously follow up on whether NJTs of the 2020/21 school year can meet the training requirements of EDB before the end of this school year. For NJTs who are unable to meet the training requirements within the training period, EDB will contact and stringently follow up with the schools concerned.

³ Please refer to Code 8 of Chapter 3 of the *Guidelines on Teachers' Professional Conduct* (https://www.edb.gov.hk/en/teacher/guidelines_tpc/).

Enquiries

6. For enquiries, please contact the Professional Development and Training Division.

Ms LEE Mei-shan Tel: 3509 8525

Mr LIU Chun-yin Jeffrey Tel: 3509 7577



Ms W P LEE
for Secretary for Education

cc: All District School Development Sections, EDB

Details about Core Training Programme

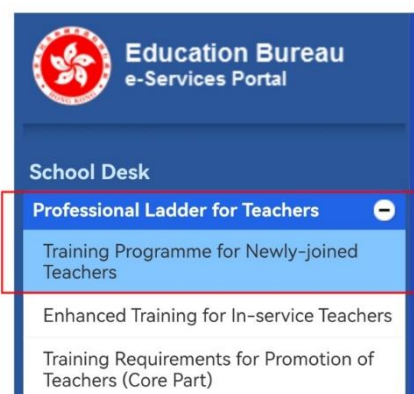
EDB will organise the following Core Training Programme from June to August this school year. As quotas are limited, teachers should enrol via the Training Calendar System as soon as possible.

Course ID	Course Name	Event Date	Venue
PDT020230179/ PDT020230206 (Open for enrolment in due course)	“T-standard ⁺ ” Online Course (Re-run) (For Enrolment by Newly-joined Teachers of 2020/21 School Year Only)	28 June to 29 August	Online mode (Weekly basis)
PDT020230181/ PDT020230208 (Open for enrolment in due course)	“T-standard ⁺ ” Online Course (Re-run) (Conducted in English)		
PDT020230088	Teacher Training Programme on the Constitution, Basic Law and Hong Kong National Security Law (For non-Chinese speaking teachers) (Conducted in English)	6 July	Lecture Theatre, Hong Kong Central Library
PDT020230094	Workshop on “Teachers’ Professional Identity” (Re-run)	14 July	Lecture Theatre, EDB Kowloon Tong Education Services Centre
PDT020230164	Core Training Programme for Newly-joined Teachers (Category 2) - Thematic Talks (For Enrolment by Newly-joined Teachers of 2020/21 School Year who have not participated in Mainland Study Tours within this school year only)	18 to 20 July (The contents of the talks on these three days are the same, teachers only need to register for one day)	Lecture Theatre, EDB Kowloon Tong Education Services Centre

Procedures for Viewing the Training Progress of NJTs

Schools

1. Log on to EDB e-Services Portal (<https://eservices.edb.gov.hk/>) and select “Training Programme for Newly-joined Teachers” under “Professional Ladder for Teachers”.



2. View the list of NJTs, their “First Appointment Date in Public Sector or DSS School” and “Completed Hours of Training Programme for NJTs”. If teachers were not appointed as a full-time teacher to teach in public sector schools or schools under the Direct Subsidy Scheme for the first time from the 2020/21 school year, they will not be included in the list.

Teacher Name	First Appointment Date in Public Sector or DSS School	Completed Hours of Training Programme for Newly-joined Teachers	
		Core (30 Hours)	Elective (60 Hours)
<input type="checkbox"/>	01/09/2020	0	13.0
<input type="checkbox"/>	01/09/2020	0	13.0
<input type="checkbox"/>	01/09/2020	0	0
<input type="checkbox"/>	01/09/2020	0	13.0
<input type="checkbox"/>	01/09/2021	0	7.0
<input type="checkbox"/>	01/06/2021	0	16.0
<input type="checkbox"/>	01/09/2021	0	7.0
<input type="checkbox"/>	01/09/2021	0	7.0
<input type="checkbox"/>	01/09/2020	0	13.0
<input type="checkbox"/>	01/09/2020	0	16.0
<input type="checkbox"/>	01/09/2020	0	26.5
<input type="checkbox"/>	01/09/2020	0	15.5
<input type="checkbox"/>	01/09/2020	0	16.0

After selecting teachers, click 'Search' to view the teachers' participation in Training Programme for Newly-joined Teachers

3. Tick the box(es) of individual teacher(s) and click “Search” to view their training details, including course names and end dates of the courses.

Teacher Name CHAN TAI MAN First Appointment Date in Public Sector or DSS School 01/09/2020			
Course Title (Core Training)	Training Hours		End Date
	Category 1	Category 2	
Core Training Programme for Newly-joined Teachers (I) (2022/23) - Teachers' Professional Identity (Re-run)	6.0	-	05/11/2022
Core Training Programme for Newly-joined Teachers (I) - "T-standard" Online Course (Re-run)	3.0	-	26/03/2023
Core Training Programme for Newly-joined Teachers - Training Programme on the Constitution, Basic Law and National Security Education (Re-run)	3.0	-	31/05/2023
Mainland Study Tour for Newly-joined Teacher (2022/23) - Wuhan	-	18.0	03/06/2023
Total Hours	12.0	18.0	
	30.0		
Course Title (Elective Training)	Training Hours		End Date
Briefing on e-Services Portal 2022	3.0		01/08/2022
Quality School Improvement Project: Tracking Students' Learning through Comprehensive Enhancement of Assessment Literacy	3.0		03/08/2022
Online Knowledge Enrichment Programmes on "Understanding Our Country": (2) National Security (Eighth Intake in 2022/23 school year) (Re-run)	3.0		03/05/2023
Total Hours	9.0		

Core Training Programme of NJTs of the 2020/21 School Year
 [Please fax to 2834 7350 on or before 23 June 2023]

**To: School Leadership and Professional Development Section
 Professional Development and Training Division, Education Bureau**

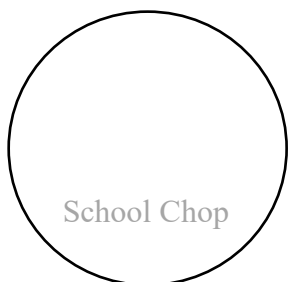
Reply Slip

Our school has checked the training records of NJTs of the 2020/21 school year on EDB e-Services Portal. **As at 14 June 2023, our school has a total of _____ (number) NJTs of the 2020/21 school year, including _____ (number) teacher(s) who has/have not yet completed the Core Training Programme for Newly-joined Teachers. Our school will ensure they enrol in the relevant courses or participate in the Thematic Talks delivered by Mainland experts.**

English names of teachers who have not yet completed Core Training Programme (Please use block letters)		Non-Chinese Speaking Teacher (Yes/No)	Core Training Programme for NJTs Please indicate the training progress with the following letters. A=Completed B=Not completed, but successfully enrolled C=Not completed, but will enrol			
			Workshop on “Teachers’ Professional Identity”	“T-standard” Online Course	Training Programme on the Constitution, Basic Law and Hong Kong National Security Law	Mainland Study Tour for NJTs
e.g.	SUN, YAT TING	Yes	C	A	B	C
1.						
2.						
3.						
4.						
5.						

(Please photocopy the form if more space is needed)

For enquiries regarding the above information, please contact _____
 (Post title: _____) of our school.



Principal’s Signature: _____
 Principal’s Name: _____
 School Name: _____
 Telephone No.: _____
 Date: _____

