

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 155/2023**

From:	Secretary for Education	To :	Supervisors and Heads of all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme
Ref.:	EDB(SLPD)/PDP/PL/NT/4		
Date:	18 September 2023		

(Note : This Circular Memorandum should be read by Supervisors, Heads and Newly-joined Teachers of all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme.)

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**Training Requirements for Newly-joined Teachers**

**Summary**

This circular memorandum aims to elaborate on the training requirements for newly-joined teachers (hereafter ‘NJT’s’), and remind schools to closely monitor the training progress of NJTs. The circular memorandum should be read together with Education Bureau Circular [No. 6/2020](#) “Implementation of the Recommendations of the Task Force on Professional Development of Teachers”.

**Training requirements for Newly-joined Teachers**

2. The Education Bureau (EDB) implemented the recommendations of the Task Force on Professional Development of Teachers and established the Professional Ladder for Teachers in Hong Kong. With the prevailing Continuing Professional Development (CPD) policy for teachers<sup>1</sup> remaining unchanged, a training framework was set up for teachers. Starting from the 2020/21 school year, 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 are required to complete 30 hours of core training and not less than 60 hours of elective training based on individual professional development needs within the first three years of service.

3. Core training is offered by EDB, which comprises two categories. Details are as follows:

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<sup>1</sup> Under the prevailing 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 CPD activities.

Content of Core Training		Training Hours	
Category 1	Workshop on Teachers' Professional Identity	6	12 hours (in total)
	T-standard+ Online Course	3	
	Training Programme on the Constitution, Basic Law and Hong Kong National Security Law	3	
Category 2	Mainland Study Tour for NJTs	18 hours	

4. For elective training, NJTs can participate in structured programmes/activities, according to their individual professional development needs, such as professional development programmes related to Key Learning Areas/subjects and fostering of students' whole-person development, school sponsoring body/school-based induction programmes for NJTs, etc.. Structured learning also includes local/non-local education conferences, seminars, thematic lectures, workshops and local and non-local study tours. Teachers should keep the training records properly, and register information about elective training courses which are not enrolled through EDB Training Calendar System on the e-Services Portal (<https://eservices.edb.gov.hk>) in order to facilitate schools' monitoring and follow-up.



### Schools' Monitoring and Follow-up

5. 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 (SMC)/Incorporated Management Committee (IMC)/school governance authorities regularly. When schools update teachers' personal profiles for the 2023/24 school year<sup>2</sup>, they must ensure the information of NJTs is accurate, for example, their first appointment year, and pay attention to their training periods. Please refer to the Annex for procedures for viewing the NJTs' training progress.

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

6. In principle, NJTs of the 2020/21 school year should meet the training requirements by the end of the 2022/23 school year, and schools should keep the records properly. If there are NJTs of the 2020/21 school year who have not completed or enrolled in core training programmes, schools must take stringent follow-up actions, including (i) requesting them to enrol in incomplete core training programmes as soon

<sup>2</sup> For updating teachers' personal profiles for the 2023/24 school year, please refer to EDB Circular [No. 58/2023](#) "e-Services Portal – Management of Teachers' Personal Profiles".

as practicable; (ii) requesting those who have neither completed the Mainland Study Tours nor attended the Thematic Talks between 18 and 20 July 2023 to enrol in the make-up sessions of the Thematic Talks; and/or (iii) participate in the **three-day Mainland Study Tours** afterwards. The make-up sessions of the Thematic Talks are now available on EDB Training Calendar System for enrolment with details as follows:

Course ID	Course Name	Event Date	Venue
<a href="#">PDT020230387 - AA</a>	Thematic Talks (Recorded Sessions for Revisiting)	14 Oct 2023	EDB Kowloon Tong Education Services Centre
<a href="#">PDT020230387 - AB</a>		4 Nov 2023	

7. Teachers should actively participate in continuous professional development activities to enhance their professional competence and meet the training requirements at different stages of profession in accordance with the guidelines of EDB and their schools<sup>3</sup>. Please be reminded that if the teachers concerned have not yet enrolled in the core training programmes (category 1) and the make-up sessions of the Thematic Talks by 6 October 2023, EDB will write to SMC/IMC/school governance authorities of individual schools and request explanation and follow-up actions.

### Information about Training Programme for NJTs and Briefing Sessions

8. EDB has been launching the aforementioned core training programmes for NJTs from time to time. For the latest course information, please refer to the website of training programme for NJTs (<https://www.edb.gov.hk/njt/en>), or access it by using the QR code on the right, and EDB Training Calendar System (<https://tcs.edb.gov.hk>). If school sponsoring bodies or schools would like to co-organise the “Workshop on Teachers’ Professional Identity” with EDB, please contact the School Leadership and Professional Development Section at 3509 8774.



9. To allow schools and NJTs to understand the relevant training requirements and to answer frequently-asked questions, this Bureau is going to organise two sessions of “Online Briefing Sessions on Training Requirements for NJTs” at 3 p.m. and 5 p.m. on **6 October 2023**. Each school can nominate two teachers to join the event. Please register using the QR code on the right or the link <https://forms.office.com/r/5VSVFU8uB8> by **29 September 2023**.



<sup>3</sup> Please refer to Code 8 of Chapter 3 of the Guidelines on Teachers’ Professional Conduct ([https://www.edb.gov.hk/en/teacher/guidelines\\_tpc](https://www.edb.gov.hk/en/teacher/guidelines_tpc)).

## **Enquiries**

10. For enquiries, please contact the School Leadership and Professional Development Section or email to [ctnjt@edb.gov.hk](mailto:ctnjt@edb.gov.hk).

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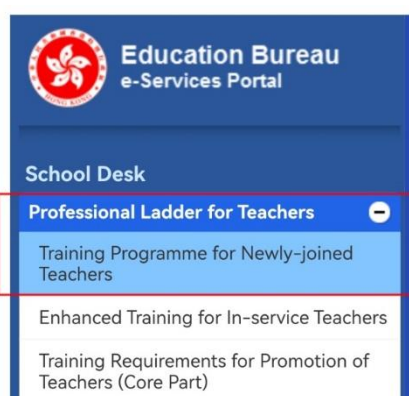
Ms W P LEE  
for Secretary for Education

cc. Heads of Sections – for information

## Procedures for Viewing the Training Progress of NJTs

### Schools

- 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”.



- 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 are not appointed as a full-time teacher to teach in public sector schools or schools under the Direct Subsidy Scheme for the first time in the 2020/21 school year or later, 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	
Select Teacher(s)	Select by Date	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

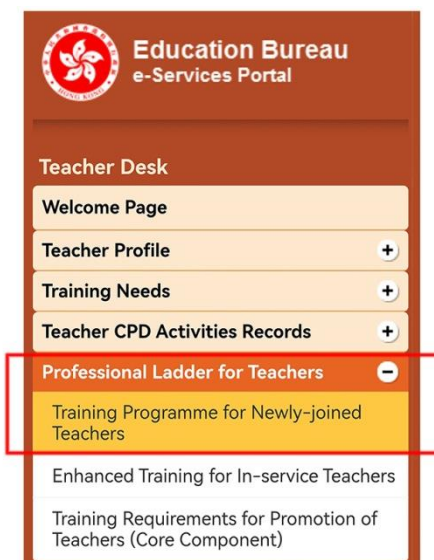
After selecting teachers, click 'Search' to view the teachers' participation in Training Programme for Newly-joined Teachers

- 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	First Appointment Date in Public Sector or DSS School	Training Hours		End Date
Course Title (Core Training)		Category 1	Category 2	
Core Training Programme for Newly-joined Teachers (I) (2022/23) - Teachers' Professional Identity (Re-run)	03/09/2020	6.0	-	05/11/2022
Core Training Programme for Newly-joined Teachers (I) - "E-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
<b>Total Hours</b>		<b>12.0</b>	<b>18.0</b>	
		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
<b>Total Hours</b>		<b>9.0</b>		

## NJTs

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”. If teachers are not appointed as a full-time teacher to teach in public sector schools or schools under the Direct Subsidy Scheme for the first time in the 2020/21 school year or later, the relevant item will not be displayed.



2. View the details of core and elective training completed, including end dates of the courses and training hours. Each core training course should be taken once only. For repeated enrolment, no CPD hours will be awarded.

Course Title (Core Training)	Training Hours		End Date
	Category 1	Category 2	
No record found.			
	<b>Total Hours</b>	<b>0.0/12.0</b>	<b>0.0/18.0</b>
Course Title (Elective Training)	Training Hours		End Date
2021 School Development Day	6.0		04/07/2021
Mathematics - Demonstration Lesson by Awarded Teacher of the Chief Executive's Award for Teaching Excellence	3.0		01/12/2021
2022 Putonghua Programme for Teachers of Kindergartens, Primary and Secondary Schools (Online course) (for Primary, Secondary and Special Schools)	4.0		01/08/2022
IT in Education Subject-related Series: Using IT Tools to Enhance e-Assessment for Mathematics in Primary Schools (Basic Level)	3.0		03/08/2022
	<b>Total Hours</b>	<b>16.0/60.0</b>	