



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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24 February 2023

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

Dear Principals,

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

This letter serves to inform schools about the latest arrangement of the Core Training Programme for Newly-joined Teachers<sup>1</sup> (hereafter 'NJT'), and remind schools of their obligation to arrange all NJTs to complete core training by the deadline in order to meet the training requirements.

#### **Background**

2. Starting from the 2020/21 school year, the Education Bureau (EDB) provides core training for NJTs<sup>2</sup>. NJTs are required to complete core training and not less than 60 hours of elective training within the first three years of service. EDB issued a letter to all schools on 30 September 2022 appealing to them to remind the NJTs to complete core training as soon as possible so as to meet the requirements, and arrange them to attend training in an orderly manner.

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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> Details are set out in *EDB Circular No. 6/2020 "Implementation of the Recommendations of the Task Force on Professional Development of Teachers"*. For the latest information of Continuing Professional Development of Teachers, please refer to EDB website (<https://www.edb.gov.hk/en/teacher/qualification-training-development/development/cpd-teachers/index.html>).

## Details

3. EDB has continuously organised a number of courses on Core Training for NJTs (Category 1) starting from November 2020. The table below details the training to be organised in this school year. Schools should arrange NJTs to enrol in the core training at the earliest opportunity in order to meet the training requirements.

Content of Core Training		Date	Training Hours	
<b>Category 1</b> Teachers' Professional Identity - Roles, Values and Conduct  (Each course should be taken once only)	<ul style="list-style-type: none"> <li>● Workshop on Teachers' Professional Identity</li> </ul>	14 March, 10 May*, 11 May, courses in July (dates to be confirmed)	6	12 (in total)
	<ul style="list-style-type: none"> <li>● "T-Standard<sup>++</sup>" Online Course</li> </ul>	Regularly organised	3	
	<ul style="list-style-type: none"> <li>● Training Programme on the Constitution, Basic Law and Hong Kong National Security Law</li> </ul>	9 May, 18 May, 31 May, 5 June and 6 June*	3	
<b>Category 2</b> Teachers' Professional Learning - Latest Education Development and Related Policy Issues	Mainland Study Tour for NJTs	April to July	18	

\* English sessions

### "T-Standard<sup>++</sup>" Online Course

4. "T-standard<sup>++</sup>"<sup>3</sup> comprises "Professional Standards for Teachers of Hong Kong". It portrays the professionalism that teachers are expected to demonstrate at different stages of professional growth. It also provides a self-reflection tool to facilitate teachers' understanding of their individual professional development needs. "T-standard<sup>++</sup>" Online Course aims to deepen NJTs' understanding of the professional roles, professional conduct and values through scenario analyses, interactive games, videos, etc. This course will be run on a regular basis and is now available for enrolment on the Training Calendar System (Course ID: PDT020230018 or see the QR code on the right).



<sup>3</sup> Details are set out in the website of Committee on Professional Development of Teachers and Principals (<https://www.cotap.hk/index.php/en/>).

## Mainland Study Tour for NJTs

5. Mainland study tours of three to four days aim to enhance NJTs' sense of belonging towards the country and allow them to experience the development of our country and strengthen their capabilities to nurture a sense of belonging towards the country and national identity in students. As normal travel between Hong Kong and the Mainland has fully resumed, EDB will organise 7 Mainland study tours to locations including the Greater Bay Area, Beijing, Shanghai and Wuhan in the current school year. The Mainland study tours will include thematic talks, school visits, visits to enterprises as well as cultural and historical sites, etc. Each tour will offer approximately 120 places. The first two tours to the Greater Bay Area are scheduled for 11 to 14 April and 19 to 22 April respectively and are now available for enrolment on the Training Calendar System (Course ID: PDT020220332 or see the QR code on the right).



## Arrangements for NJTs of the 2020/21 School Year

6. In principle, NJTs of the 2020/21 school year are required to meet the training requirements within this school year, i.e. to complete the Core Training and not less than 60 hours of elective training within the first three years of service. Regarding Core Training (Category 1), schools should arrange NJTs of the 2020/21 school year to complete the Workshop on “Teachers’ Professional Identity”, “T-standard+” Online Course and Training Programme on the Constitution, Basic Law and Hong Kong National Security Law as soon as possible by the deadline. As for Core Training (Category 2), to facilitate NJTs of the 2020/21 school year to participate in the Mainland study tours as early as possible to meet the training requirements, EDB will accord admission priority to this batch of NJTs. If they are not able to participate in the Mainland study tours within this school year, they must first participate in thematic talks on national development and education delivered by Mainland experts and organised by EDB in Hong Kong this school year, and then participate in the Mainland study tours in the 2023/24 school year to complete Core Training (Category 2). Details of the above thematic talks will be announced later. EDB will organise more Mainland study tours, closely monitor NJTs’ participation, and make appropriate arrangements. Schools and teachers please check the relevant information via the Training Calendar System regularly to make corresponding plans for training.

## Monitoring and Viewing the Training Progress

7. NJTs 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 schools<sup>4</sup>. As employers of teachers,

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<sup>4</sup> Please refer to Code 8 of Chapter 3 of *Guidelines on Teachers’ Professional Conduct* ([https://www.edb.gov.hk/en/teacher/guidelines\\_tpc/](https://www.edb.gov.hk/en/teacher/guidelines_tpc/)).

schools are accountable for performing their role of monitoring and support. School management should log on to EDB e-Services Portal (<https://eservices.edb.gov.hk>) regularly to review NJTs' training progress, and urge the teachers concerned to complete the training as soon as possible and provide them with necessary support. EDB will contact individual schools to follow up with those NJTs who have failed to complete the core training within the training period. Please refer to Annex for procedures for viewing the NJTs' training progress by schools and teachers.



## **Enquiries**

8. For enquiries, please contact the School Leadership and Professional Development Section.

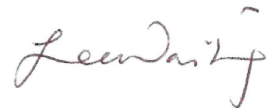
### **Training requirements of NJTs and Online Course**

Ms LEE Mei-shan                      Tel: 3509 8525

Mr LIU Chun-yin, Jeffrey          Tel: 3509 7577

### **Mainland Study Tour for NJTs**

Ms LO Ka-yan                          Tel: 3509 7570



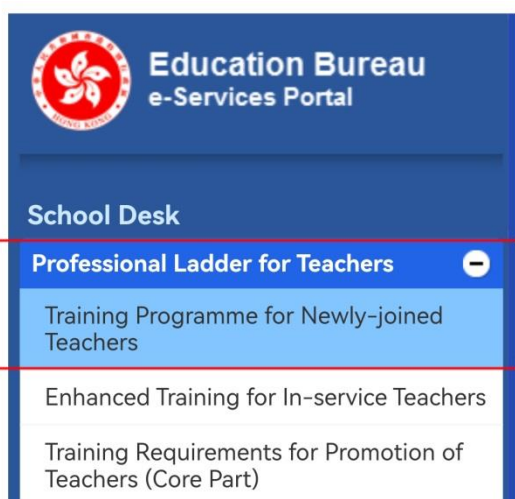
Ms W P LEE  
for Secretary for Education

cc: All District School Development Sections, EDB

## 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.

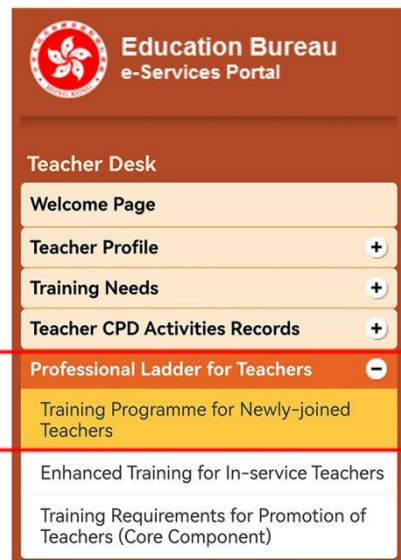
Teacher Name		First Appointment Date in Public Sector or DSS School	Completed Hours of Training Programme for Newly-joined Teachers	
Select Teacher(s)		Select by Date	Core (30 Hours)	Elective (60 Hours)
<input type="checkbox"/>		01/09/2020	0	13.0
<input type="checkbox"/>		01/09/2020	0	13.0
<input type="checkbox"/>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

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.

## NJTs

- 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 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, the relevant item will not be displayed.



- 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
	Category 1	Category 2	
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>	