

## Education Bureau Circular Memorandum No. 34/2013

From : Secretary for Education	To : Supervisors/Heads of all aided primary schools and special schools with a primary section
Ref. : (15) in EDB(NETADM)/PNET/1/8/1(1)	
Date : 28 March 2013	c.c. : Supervisors/Heads of all private primary schools/DSS schools, Heads of Sections/Government primary schools

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### Native-speaking English Teacher (NET) Scheme in Primary Schools

#### Appointment and Re-appointment of NETs in the 2013/14 School Year

##### SUMMARY

This is to inform schools and NETs currently employed under the NET Scheme in Primary Schools about appointment and re-appointment of NETs in the 2013/14 school year. **Schools are requested to bring this circular memorandum to the attention of their NETs.** This circular memorandum supersedes Education Bureau (EDB) Circular Memorandum No. 26/2012 on the same subject.

##### DETAILS

##### Appointment and Re-appointment of NETs

2. Schools and their serving NETs with contracts due to expire at the end of the 2012/13 school year are requested to discuss and reach an initial agreement as to whether they wish to have their contracts renewed for another two years. Early discussion on contract renewal matters would enable NETs to make their own future plans and schools to arrange for recruitment/ staff deployment. **ALL schools are requested to complete and return the attached Form A, "Reply Proforma on Appointment of NETs" to EDB as detailed in paragraph 17** to facilitate our planning for the recruitment of NETs.
3. Schools may opt to recruit new NETs directly on their own or entrust EDB to recruit NETs on their behalf. Schools opting to recruit their NETs directly may proceed with the normal recruitment procedure and **should ensure that the qualifications of NETs meet the requirements for appointment of NETs in primary schools as set out in the Appendix.** Assessment on non-local qualifications of NETs should be arranged by schools in accordance with [EDB Circular No. 1/2005](#) before offering appointments.
4. Schools are reminded that, since the 2009/10 school year, NETs who have not served under the NET Schemes before or with a break in service are required to produce documentary evidence of their having / not having been found guilty of criminal offence (e.g. Certificate of No Criminal Conviction (CNCC)) from the countries/ cities where

they have resided before they take up an appointment as NET in Hong Kong. Eligible candidates who are not able to obtain the above-mentioned CNCC since they have been residing in Hong Kong are required to obtain a certificate of statutory declaration from one of the District Offices of the Home Affairs Department certifying that they have not been found guilty of criminal offence before they could be appointed as NETs. Any NETs who have been found providing false information or withholding information willfully in this respect will be disqualified for employment or liable for termination of employment even though they have already assumed duties in schools.

5. With effect from 1 December 2011, the Hong Kong Police Force has launched the Sexual Conviction Record Check (SCRC) scheme which is applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons in organizations or enterprises (including the NET posts under the NET Scheme in Primary Schools). Given the importance of protecting our students, schools are strongly advised to adopt the SCRC scheme and request prospective NETs to undergo SCRC at the advanced stage of the employment process. Applications for SCRC should be submitted by the prospective employees voluntarily. Schools are reminded that the scheme does not cover overseas sexual conviction record and does not apply to staff working in the same school under continuously renewed contracts without break. Please refer to [EDB Circular Memorandum No. 179/2011](#) for details.

6. Schools recruiting NETs directly should ask the NET to complete and return the relevant attached form as detailed in paragraph 17 together with the required documentary evidence to EDB.

7. A primary school operating **six classes or more** is entitled to a NET. As a general rule, primary schools operating fewer than six classes will not be eligible for this provision. Primary schools with the number of approved classes falling below six in the 2013/14 school year will normally not be allowed to recruit any new NETs. If the NETs in those schools are serving in the first year of their two-year contract, they will be allowed to complete the current contract up to the end of the 2013/14 school year in their respective schools. In general, schools with fewer than six classes in the 2013/14 school year would not be allowed to renew or extend the two-year contract of their serving NETs unless the number of classes resumes to six or more under special circumstances. Schools with less than six classes will be provided with peripatetic support through the Advisory Teaching Team (ATT) of the NET Section.

### **Retention Incentive**

8. With effect from the 2005/06 school year, EDB has introduced a retention incentive to provide additional incentive for serving NETs to continue their service in the NET Schemes in Hong Kong. NETs who have served two years of continuous service and are in the **third and fourth years of continuous service** OR who have served four years of continuous service and are in the **fifth year of service onwards**, are eligible to apply for receiving a retention incentive of **5% OR 10% of the current base salary** respectively. Under normal circumstances, NETs have to serve continuously in the NET Schemes in order to be eligible for the retention incentive. The incentive is payable to NETs in each school year subject to the school management's confirmation in the annual appraisal that the performance of the NET has been satisfactory. For further details of the retention incentive, schools may refer to [EDB Circular No. 2/2013](#).

## **Fringe Benefits for NETs**

9. Schools are reminded that once the NET's normal place of residence is established as being outside Hong Kong and his/her eligibility for the fringe benefits under the NET Scheme is confirmed, he/she should continue to be eligible for the fringe benefits when re-appointed continuously unless there are changes in the NET's personal or family particulars such as change of marital status, permanent resident status and children having reached the age of 18, etc., which might affect his/her entitlement. NETs should also be reminded to submit timely applications for fringe benefits, when they report for duty to your school.

## **Payment of Contract Gratuity**

10. Schools should arrange for the payment of contract gratuity for their NETs the soonest possible upon their satisfactory completion of contract. For details of the payment of contract gratuity and the payment of tax before leaving Hong Kong, schools may refer to [EDB Circular No. 4/2012](#).

## **Appointment for Serving NETs on Completion of Contract**

11. For NETs recruited through EDB who wish to change to another school on completion of their current contract at the end of the 2012/13 school year, EDB can offer assistance to them to look for a new appointment. These NETs should complete and return the attached **Form B on "Application of Serving NETs for New Appointment on Completion of Contract"** via their respective school head to EDB as detailed in paragraph 17. They should note that there is no guarantee that they will be offered an appointment at other schools. If they subsequently fail to obtain a new appointment, they would not be able to return to their original schools.

## **Duties of NETs**

12. NETs should work collaboratively with the English panel in the preparation of teaching materials, curriculum development, organisation of English-related activities and staff development, etc., and act as resource persons for the schools. Schools should carefully review the NET's job description and duty lists and make sure that they are gainfully deployed. Please make reference to the Deployment Guidelines issued by the NET Section which are available on the EDB webpage at [www.edb.gov.hk](http://www.edb.gov.hk) → Curriculum Development → Resources and Support → [Native-speaking English Teacher \(NET\) Scheme](#) or seek advice from the ATT at 3549 8331.

## **Terms and Conditions of Service**

13. The specimen letter of appointment together with the memorandum on the terms and conditions of service for appointment as teachers under the NET Scheme in Primary Schools is subject to annual review. An updated specimen letter of appointment, its accompanying sample memorandum on the terms and conditions of service as well as sample letter of acceptance will be uploaded onto the EDB webpage for schools' reference by May 2013. **Schools are advised not to sign a formal contract**

**with their serving / new NETs before receiving the specimen letter of appointment.**

## **Employment Visa**

14. Before signing a formal contract with NETs coming from abroad, schools are advised to remind them that the offer for employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to their arrival in Hong Kong, from the Director of Immigration of the Government of the Hong Kong Special Administrative Region.

15. For NETs who are already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the Contract, an approval from the Director of Immigration of the Government of the Hong Kong Special Administrative Region allowing them to work for the school as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year. Schools should ensure that their NETs have obtained the valid employment visa before reporting for duty.

## **Teacher Registration**

16. Section 42 of the Education Ordinance stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have applied to be RTs or have applied for teaching permits for them prior to their assumption of duties. For enquiries in this regard, please contact the Teacher Registration Team of EDB at 2520 0325 or 2520 0270.

## **Forms to be completed**

17. School heads are strongly advised to discuss the appointment and re-appointment matters with the NET before returning the attached Forms A, B and C to EDB. Schools and NETs should complete the forms where appropriate:

<b>Form A</b>	<b><i>Reply Proforma on Appointment of NETs</i></b> – To be completed by <b>ALL</b> aided primary schools and special schools (with a primary section) under the NET Scheme and eligible schools joining the Scheme for the first time in the 2013/14 school year.
<b>Form B</b>	<b><i>Application of Serving NETs for New Appointment on Completion of Contract</i></b> – To be completed by NETs recruited through EDB with contract NOT to be renewed upon expiry in August 2013.
<b>Form C</b>	<b><i>Personal Particulars of NETs Recruited by Schools Directly</i></b> – To be completed by both the NETs who have been recruited by schools directly and their employing schools.

Completed Forms A and B should be returned to the NET Administration Team by fax at 2123 1239 by **3 May 2013** while completed Form C should be returned to the NET

Administration Team by fax once a contract has been signed between the school and the NET.

**Enquiries**

18. For enquiries, please contact the NET Administration Team on 2892 6495 or 2892 6498.

Y F LEE  
for Secretary for Education

**Qualifications for Appointment of NETs  
under the NET Scheme in Primary Schools**

- ✧ The applicant should be a native-speaker of English or possess native-speaker English competence.

Native speakers of English are people who acquire the language in infancy and develop the language through adolescence and adulthood within a community where English is spoken as the first language. Native-speaker English competence refers to the ability to use English fluently and spontaneously, to give grammatically accurate responses in communication and to write or speak creatively.

Non-native speakers of English, i.e. people who have not acquired the language in early childhood, are also suitable for employment as NETs if their English competence is not different from that of native-speakers in terms of fluency, accuracy and creativity in language use.

- ✧ Preference will be given to applicants with experience in teaching English as a second / foreign language.

- ✧ Appointment of NETs should be considered according to the following order of priority:

1. **Category 1** (to be appointed at Assistant Primary School Master/Mistress (APSM) rank, MPS pt. 15-29)

- (i) a bachelor's degree in English (i.e. majoring in English Language or English Literature or English Studies or Linguistics<sup>#</sup> or a Modern Language<sup>#</sup>) from a Hong Kong university or equivalent;
- (ii) a recognised teacher training qualification in primary education; and
- (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at certificate level, or an equivalent course of study recognised by EDB \*.

2. **Category 2** (to be appointed at APSM rank, MPS pt.15-29)

- (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
- (ii) a recognised teacher training qualification in primary education; and
- (iii) a TEFL/TESL qualification at least at certificate level, or an equivalent course of study recognised by EDB \*.

**In the event that candidates meeting the requirements in Category 1 – 2 cannot be recruited, consideration may be given to appoint teachers with the following qualifications:**

3. **Category 3** (to be appointed at APSM rank, MPS pt.15-29)

- (i) a bachelor's degree in any subject from a Hong Kong university or equivalent;
- (ii) a recognised teacher training qualification; and
- (iii) a TEFL/TESL qualification at least at certificate level, or an equivalent course of study recognised by EDB\*.

4. **Category 4** (to be appointed at APSM rank, MPS pt.15-29, with salary bar at MPS Point 20)

- (i) a bachelor's degree in any subject from a Hong Kong university or equivalent; and
- (ii) a TEFL/TESL qualification at least at certificate level, or an equivalent course of study recognised by EDB\*.

5. **Category 5** (to be appointed at Certificated Master/Mistress (CM) rank, MPS pt.14-24)

- (i) a recognised teacher's certificate obtained after at least 2 years' full-time study or equivalent; and
- (ii) a TEFL/TESL qualification at least at certificate level, or an equivalent course of study recognised by EDB\*.

<sup>#</sup> *A degree in Linguistics or Modern Languages should be one in which English is the major language studied.*

<sup>\*</sup> *For example, a Post-graduate Diploma in Education majoring in English*

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**Form A**

## Native-speaking English Teacher (NET) Scheme in Primary Schools Reply Proforma on Appointment of NETs (to be returned by 3 May 2013)

- 1) For *aided primary schools/special schools already in the NET Scheme*, please  
 ➤ complete **Parts 1 to 3** of this form if the contract of your NET is due to expire at the end of the 2012/13 school year; or  
 ➤ complete **Part 1** only if the contract of your NET is due to expire at the end of the 2013/14 school year.
- 2) For eligible schools joining the NET Scheme for **the first time** in the 2013/14 school year, please complete **Part 3** only.

**To: NET Administration Team  
Education Bureau (EDB)**

**Fax No: 2123 1239**

1. The contract period of my **servicing NET** is:

Name of NET	HKID Card No. and Date of Birth (dd/mm/yy)	Recruited through EDB	Current Contract Period (exact dates)		<b>For contract due to expire at the end of the 2012/13 school year</b>	
			From	To		
	( )	Yes / No *	/ /	/ /	Not applicable / Yes ^/ No *	
	/ /		^ If yes, please put a "✓" at the appropriate box below		<input type="checkbox"/> Contract to be extended for 1 year (2013/14)	<input type="checkbox"/> Contract to be renewed for 2 years (2013/14-2014/15)

\* Delete where inappropriate

*Note: If the NET was recruited through EDB and his/ her contract is **not** to be renewed, please request the NET to complete Form B.*

The no. of approved classes (excluding Intensive Remedial Teaching Programmes) of my school in the 2013/14 school year is as follows:

Class Level	P.1	P.2	P.3	P.4	P.5	P.6	Total
No. of Classes							

***Note: Primary schools with six classes or more are entitled to a NET. In general, primary schools with fewer than six classes will not be eligible for provision of any NET.***

2. Please provide reasons below if the contract of the NET will not be renewed:  
(The information is for internal survey purposes only.)

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3. Please '☑' one box below. (Your request will not be entertained if you tick more than one box.)

We are going to recruit one NET directly.

I hereby give / do not give\* my consent for EDB to disclose the name, address and fax no. of my school to potential NET candidates for direct application to schools upon their request.

We wish to entrust EDB to recruit one NET on our behalf.

I hereby give / do not give\* my consent for EDB to disclose the name, address and fax no. of my school to potential NET candidates for direct application to schools upon their request.

**(Please fill in the following information to facilitate EDB's provision of suitable NET candidates for your school's reference.)**

Religion of school: \_\_\_\_\_

Requirements (if any): \_\_\_\_\_

Main duties of the NET in school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Declaration:

- ✧ I certify that all the information given in this form is true and accurate.
- ✧ I undertake to co-operate with the EDB in the running of the NET Scheme in Primary Schools to make the best use of resources.

Name of School: \_\_\_\_\_ School District: (      )

Sponsoring Body: \_\_\_\_\_

Name of Supervisor / School Head\*: \_\_\_\_\_ Signature: \_\_\_\_\_

Mode of Operation: \_\_\_\_\_ AM / PM / Whole-day\*

School Type: \_\_\_\_\_ Aided / Special\*

Name of Contact Person: \_\_\_\_\_ Tel. no. : \_\_\_\_\_

\* Delete where inappropriate

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**Form B**

**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Application of Serving NETs for New Appointment on Completion of Contract  
(to be returned by 3 May 2013)**

*To be completed by the NET recruited through EDB and whose contract will not be renewed upon expiry at the end of the 2012/2013 school year*

**To: NET Administration Team  
Education Bureau (EDB)**

**Fax No: 2123 1239**

*via: School Head, \_\_\_\_\_  
(Name of current school)*

1. Please '☑' one box below. (Your request will not be entertained if you tick more than one box.)

- I would like to request EDB to send my personal particulars and curriculum vitae (CV) to primary schools in need of NETs in the 2013/14 school year. I understand that interested schools may contact me direct for job interviews. (Please proceed to paras. 2 to 4 below.)
- I would not request EDB's assistance in finding a new appointment for me for the 2013/14 school year.
- I do not need the assistance of EDB but I would like a list of primary schools with NET vacancies to be sent to my e-mail address as shown below.

2. **I attach herewith my updated CV and give my consent for EDB to send my personal particulars to schools for the purpose of finding a new appointment.** The following information is included in the CV: (a) Qualifications and teaching experience; (b) Expertise and skills (including duties in my current school); (c) Type(s) of school in which my expertise could be best utilised; and (d) Other remarks, if any (e.g. preference for districts, religion of school, etc.)

3. I would / would not \* attend interviews with schools which are not in the districts of my preference.

4. I fully understand that: (a) EDB does not guarantee an appointment for me; (b) whether I am offered appointment is at the full discretion of the schools; (c) if I subsequently fail to obtain employment at another school, I would NOT be able to return to my original school; and (d) all expenses incurred for attending interviews will be borne by myself.

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

HKID Card No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd/mm/yyyy)

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Tel. No.: (School) \_\_\_\_\_ (Home/Mobile) \_\_\_\_\_

Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Delete where inappropriate

**Native-speaking English Teacher (NET) Scheme in Primary Schools  
Personal Particulars of NETs Recruited Directly by School**

(To be returned by fax once a contract has been signed between the school and the NET)

To be completed by the NETs recruited directly by schools and their employing schools.

**To: NET Administration Team  
Education Bureau (EDB)**

**Fax No: 2123 1239**

**Part A: To be Completed by the NET**

My personal particulars are as follows:

(1) Name (Mr./Ms./Mrs./Miss\*) : \_\_\_\_\_  
(First Name) (Family Name)

(The name should be identical with that on your passport or HKID Card.)

(2) Hong Kong Identity (HKID) Card Number 

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(3) Maiden Name [if applicable]: \_\_\_\_\_

(4) Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yyyy) (5) Place of Birth: \_\_\_\_\_

(6) Nationality: \_\_\_\_\_

(7) Residential Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8) Correspondence Address [if different from the residential address above]:  
\_\_\_\_\_  
\_\_\_\_\_

(9) Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(10) Duration of the current contract with the serving school:

(i) Effective Date of Appointment / Contract : \_\_\_\_\_  
(Day/Month/Year)

(ii) End Date of Appointment / Contract: \_\_\_\_\_  
(Day/Month/Year)

\* Delete if not applicable

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(11) Have you been previously employed under the NET Scheme in Secondary or Primary Schools in Hong Kong? If yes, please complete your past employment records below: (Use separate sheets if necessary.)

<u>Name of School(s) in Hong Kong</u>	<u>Contract Periods (Day/Month/Year)</u>
1. _____	from _____ to _____
2. _____	from _____ to _____
3. _____	from _____ to _____

(12) Educational Qualifications (Use separate sheets if necessary.):

Teaching of English as a Second/Foreign Language Qualification (e.g. TESL/TEFL Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Professional Qualification (e.g. Diploma / Certificate in Education)	Name of Awarding Institute (Country)	Year	Major Subject(s)
Academic Qualification (e.g. Degree, Diploma or Certificate)	Name of Awarding Institute (Country)	Year	Major Subject(s)

(13) Teaching Experience [if any] (Use separate sheets if necessary.):

Name of School (Country)	From (Day/Month/Year)	To (Day/Month/Year)	Levels & Subjects Taught	Full-time/ Part-time

(14) Certificate of No Criminal Conviction (CNCC) (attached to this form)

(i) Issuing Date: \_\_\_\_\_

(ii) Issuing Country: \_\_\_\_\_

The contents of the above information are true and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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### **Part B: To be Completed by the School**

I confirm that \_\_\_\_\_(Name of the NET appointed) has met all the requirements for appointment of NETs in primary schools as set out in the Appendix of EDB Circular Memorandum No. 34/2013 on “NET Scheme in Primary Schools - Appointment and Re-appointment of NETs in the 2013/14 School Year”. Copies of the relevant academic qualifications, qualification assessment result for non-local qualifications issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and certificates of service of the NET are attached for reference.

Name of School: \_\_\_\_\_ School District: ( \_\_\_\_\_ )

Sponsoring Body: \_\_\_\_\_

Name of School Head\*: \_\_\_\_\_ Signature: \_\_\_\_\_

Mode of Operation: \_\_\_\_\_ AM / PM / Whole-day\*

School Type: \_\_\_\_\_ Aided / Special\*

Name of Contact Person: \_\_\_\_\_ Tel. no. : \_\_\_\_\_