

18 March 2003

Education Bureau Circular No. 12/2003
(Formerly referred as EMB Circular No. 12/2003)

**Native-speaking English Teacher (NET) and
English Language Teaching Assistant (ELTA) Scheme
in Primary Schools**

Teaching of English as a Second/Foreign Language Qualification

[This circular should be read by:

- (a) Supervisors and Heads of aided primary schools, aided primary special schools and special schools with primary section - for action; and*
- (b) Supervisors and Heads of Government secondary and primary schools, caput schools, private independent schools, DSS schools, ESF schools and Heads of sections - for information]*

Summary

This circular provides a set of guidelines for primary schools to assess the Teaching of English as a Second or Foreign Language (TESL/TEFL) course taken/to be taken by the Native-speaking English Teachers (NETs) employed under the NET & ELTA Scheme.

Background

2. According to the qualification requirements for appointment of NETs in primary schools promulgated in Administration Circular No. 8/2002 dated 14 March 2002, a NET who does not possess a degree plus a teacher training qualification in primary education or English is required to obtain a TESL/TEFL qualification at least at certificate level either before appointment or within the first twelve months of his/her employment.

The guidelines

3. The school, as the employer, should ensure that the NET to be appointed meets the appointment requirements. To help schools assess whether the TESL/TEFL qualifications obtained by their NETs are up to the standard, a set of guidelines is provided in the Appendix. The guidelines are also for the reference of NETs who need to complete a TESL/TEFL course within the first twelve months of their employment; they should consult the principals of their base schools and obtain their consent before enrolling in a TESL/TEFL course.

Effective Date

4. The guidelines take effect from the date of this circular. They do not apply to qualifications that are possessed by serving NETs and have already been accepted by their schools for appointment in accordance with the requirements set out in the above-mentioned administration circular. Neither are the guidelines applicable for serving NETs who have, before this circular is issued, already enrolled in a TESL/TEFL course in order to obtain the required qualification as stipulated in their employment contract.

Enquiries

5. For enquiries, please contact Ms. C.C. CHUM on telephone number 2126 5292 or Mr. Simon THAM on 3525 0338.

Dr. CHAN Ka-ki
for Secretary for Education and Manpower

Appointment of NETs in Primary Schools

Teaching of English as a Second/Foreign Language (TESL/TEFL) Qualifications

The following are guidelines for schools to assess the TESL/TEFL qualification of the NETs they are going to appoint/have appointed under the NET & ELTA Scheme in Primary Schools.

The duration of the TESL/TEFL course should include a minimum of **100 contact hours**. The course should cover the majority of the topics under each of the headings shown below. ***A pass in the practice teaching component of the course is required.***

- Language:** knowledge of language in the areas of phonology, lexis/vocabulary, grammar and discourse, and their pedagogical implications
- Methodology:** commonly used approaches and techniques for - curriculum development and materials design; teaching English language systems; teaching language skills; effective classroom management; conducting a range of activity types; assessment for language learning (including monitoring and evaluation of student learning and giving appropriate feedback)
- :** a component that focuses on developing the participants' understanding of the socio-cultural contexts in which learning and teaching take place. Such a component would comprise, for example, modules that consider the status, roles and features of English throughout the world in general, and preferably in the Hong Kong context
- Resources:** use of classroom facilities and multi-media teaching resources to facilitate learning
- Learners:** commonly used techniques for assessing learners' needs; raising learners' awareness and facilitating effective learning strategies
- Practice Teaching:** a teaching practice component in the course where participants can put their teaching knowledge and skills into practice through teaching sessions. The course should include self-evaluation assessments and tutor-evaluation assessments.