

19 September 2007

Education Bureau Circular No. 11/2007
Revised Procedures for Teacher Registration

[Note: This circular should be read by –

- (a) Supervisors/Heads/Teachers of all schools - for necessary action; and
- (b) Heads of Sections - for information]

Summary

This circular is to draw the attention of schools to the updated procedures for teacher registration, including applications for employing permitted teachers. It should be read in conjunction with Education Bureau (EDB) Circular No. 1/2005 if non-local qualifications are involved. This circular supersedes EDB Circular No. 36/2002.

Details

2. The Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order (Cap. 279F) (hereafter referred to as the Exemption Order) has been in operation since 1 July 2004. In this light, revised arrangements are in place for private schools offering non-formal curriculum (hereafter referred to as PSNFCs)^{Note 1} and evening schools when they apply to employ permitted teachers. As regards Kindergartens, Private Primary/Secondary, Aided, Caput, Direct Subsidy Scheme (DSS), International and English Schools Foundation (ESF) schools, the existing procedures for registration in connection with the employment of permitted teachers and registered teachers remain unchanged.

3. The following sections set out the procedures for teacher registration in relation to the following categories:

- (i) Kindergartens, Private Primary/Secondary, Aided, Caput, DSS, International and ESF Schools;
- (ii) PSNFCs; and
- (iii) Evening Schools Offering Formal Curriculum

^{Note 1} Private schools which offer educational courses such as tutorial, commercial, language and computer courses are categorized as private schools offering non-formal curriculum (PSNFCs).

Schools concerned should follow the arrangements of teacher registration and employment of permitted teachers for the respective categories.

(I) Kindergartens, Private Primary/Secondary, Aided, Caput, DSS, International and ESF Schools

4. For Kindergartens, Private Primary/Secondary, Aided, Caput, DSS, International and ESF schools, the teachers concerned are not required to attend interviews with the Teacher Registration Team of EDB during the vetting process if the relevant application forms (Form 8, 10 or 11)^{Note 2} are accompanied by photocopies of the following documents endorsed “Original Seen” by school supervisors/principals:

- (i) Hong Kong Identity Card;
- (ii) Supporting documents on academic and/or professional qualifications (e.g. certificate, diploma, transcript, public examination results, etc.) and, in case of non-local qualifications, the qualifications assessment report issued by the Hong Kong Council for Academic Accreditation or other relevant qualifications assessment documents;
- (iii) A reference letter from the former school confirming that the teacher was serving at the school as at 30 September 2004 and document(s) showing that he/she has enrolled in or is attending an approved teacher training course (only applicable to an under-qualified permitted teacher candidate who was serving as a permitted teacher on 30 September 2004 and the application for a teaching permit is made before 1 October 2009)^{Note 3}; and
- (iv) Other relevant documents such as passport (for non-Hong Kong residents), deed poll, marriage certificate, etc.

5. Supervisors/principals should ensure that the original documents provided by the teachers accompanying their application made on Form 8, 10 or 11 are in order. They should endorse the corresponding photocopy of each supporting document with a stamp containing the following information:

- (i) School supervisor’s/principal’s signature against the words “Original Seen”;
- (ii) School supervisor’s/principal’s name and post;
- (iii) School name (or school chop); and
- (iv) Date of sighting the original documents.

Note 2 Forms 8, 10 and 11 can be downloaded from the website: www.edb.gov.hk. Form 8 is for application for registration as a teacher, Form 10 for application for permission to employ an unregistered teacher and Form 11 for application for permission to employ an unregistered teacher who has previously been employed as a permitted teacher.

Note 3 Since the Education (Miscellaneous Amendments) Ordinance 2004 came into operation on 1 October 2004, the minimum qualifications for teachers teaching in schools have been raised. The Permanent Secretary for Education and Manpower (currently the Permanent Secretary for Education) has the authority to issue teaching permits to serving permitted teachers who are without the prescribed qualifications but are attending/have enrolled in approved training courses if they change schools, subjects or levels taught within the grace period of five years from 1 October 2004.

(II) PSNFCs

Applications for Employing Permitted Teachers

6. The Exemption Order grants exemption from certain provisions of the Education Ordinance (EO) (Cap. 279) and the Education Regulations to PSNFCs, be they day schools or evening schools, which

- (i) provide any educational courses (such as tutorial, commercial, language and computer courses) other than nursery, kindergarten, primary, secondary or post secondary education; and
- (ii) are not funded wholly or partly by any subsidy from the Government.

The above schools are “exempted schools” under the Exemption Order. The managers, supervisors and principals of such schools are exempted from the requirements of the provisions under EO of seeking permission to employ permitted teachers, subject to compliance with specified conditions. (Schools should refer to EDB Circular No. 7/2007 for details.) With immediate effect, the Teacher Registration Team of EDB will not process applications for permission to employ an unregistered teacher (i.e. Forms 10 and 11) from eligible exempted PSNFCs, and teaching permits will not be issued to them.

7. PSNFCs which provide formal curriculum courses (such as arts, science or commercial courses at Secondary 4, 5, 6 or 7 level) or courses leading to post secondary qualifications (such as courses accredited by the Hong Kong Council for Academic Accreditation as equivalent to Associate Degree or Higher Diploma) in addition to non-formal curriculum courses are still required to submit to EDB applications for employing permitted teachers. However, with immediate effect, the teachers concerned will no longer be required to attend interviews during the vetting process of the permitted teacher applications. School supervisors/principals should verify and endorse the relevant documents submitted by these teachers in accordance with the requirements set out in paragraph 5.

Applications for Registration as a Teacher

8. Teachers of PSNFCs are required to attend interviews for verification of their identity and qualifications documents when they apply for registration as a teacher (on Form 8).

(III) Evening Schools Offering Formal Curriculum

Applications for Employing Permitted Teachers

9. Evening schools offering formal curriculum are still required to submit to EDB applications for employing permitted teachers. With immediate effect, the teachers concerned will no longer be required to attend interviews during the vetting process of the permitted teacher applications. School supervisors/principals should verify and endorse the

relevant documents submitted by the teachers in accordance with the requirements set out in paragraph 5.

Applications for Registration as a Teacher

10. Teachers of evening schools offering formal curriculum are required to attend interviews for verification of their identity and qualifications documents when they apply for registration as a teacher (on Form 8).

General Points to Note

11. The duly completed application forms (Form 8, 10 or 11) together with the endorsed photocopies of the relevant documents (applicable to the types of application specified in paragraphs 4, 7 and 9) should be sent to the Teacher Registration Team of EDB. Upon approval of the application, a Certificate of Registration as a Teacher (Form 9) will be mailed to the teacher, while a Permit to Employ an Unregistered Teacher (Form 12) and its duplicate (for the teacher's retention) will be mailed to the school.

12. Except for teachers of eligible exempted PSNFCs as mentioned in paragraph 6, no person shall teach in a school unless he is a registered teacher or a permitted teacher according to section 42(1) of the Education Ordinance. Any person who contravenes section 42(1) shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (\$50,000 at present) and to imprisonment for 2 years. Schools and teachers are hence reminded to submit applications for teacher registration as soon as the appointment of teachers has been confirmed.

Enquiries

13. For enquiries, please contact the respective Senior School Development Officer or the Teacher Registration Team of EDB on 2520 0325.

Y F LEE
for Permanent Secretary for Education