

## EDUCATION BUREAU CIRCULAR MEMORANDUM NO.73/2013

From : Secretary for Education

To: Heads of Secondary and Primary Schools

(except ESF and International Schools)

Ref. : EDB/LTQ/PRO/8VIII

- for necessary action

Date: 26 June 2013

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### **Language Proficiency Requirement (LPR) Certificate of Merit and Attainment Certificate for English/Putonghua (PTH) Teachers**

(Note: This circular should be read by all heads and teachers of secondary and primary schools.)

#### **Summary**

This circular memorandum informs school heads and teachers of the details of the application for LPR Certificate of Merit and Attainment Certificate for English/PTH Teachers.

#### **Details**

##### Certificates

2. There are two calls for application for the certificates in the 2012/13 school year, and this is the second call for application in this school year.

(i) *Certificate of Merit*

A Certificate of Merit will be awarded, on request, to an applicant who has attained an overall proficiency level of 4 or above in English Language or PTH. The criteria for recognition of an overall proficiency level of 4 or above in English Language and PTH are detailed at Appendices 1 and 2 respectively.

(ii) *Attainment Certificate*

An Attainment Certificate will be issued, on request, to an applicant who has fully met the LPR in English Language or PTH through any of the given channels at any point in time.

##### Application Procedures

3. Applicants who wish to apply for the certificates as set out in Paragraph 2 can now submit their applications. For applicants who have been granted full exemption from the LPR in English Language, there is no need for them to apply for the related Attainment Certificate as the letter of notification regarding full exemption issued by the Education Bureau is already proof of LPR attainment. Please note that those applying for the Certificate of Merit should not apply for the Attainment Certificate for the same language subject.

4. Applications for the Certificate of Merit should be accompanied by photocopies of all relevant supporting documents including

- (i) the official results notice(s) issued by the Hong Kong Examinations and Assessment Authority (HKEAA); and/or
- (ii) the official results notice(s) issued by authorized course providers; and/or

(iii) the letter of notification regarding the granting of full exemption from the LPR in English Language OR the letter of notification regarding the granting of partial exemption from the LPR in PTH issued by the Education Bureau.

5. Applications for the Attainment Certificate should be accompanied by photocopies of all relevant supporting documents including

- (i) the official results notice(s) issued by the HKEAA; and/or
- (ii) the official results notice(s) issued by authorized course providers; and/or
- (iii) the letter of notification regarding the granting of partial exemption from the LPR in PTH issued by the Education Bureau.

6. All application forms together with photocopies of relevant supporting documents should reach the Language Teacher Qualifications (LTQ) Team, Education Bureau at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong by 31 July 2013. Please also note that tentative results notices will not be accepted as supporting documents for applications.

7. Enclosed please find the Application Form for the certificate(s). This Form can also be downloaded from the following webpage on the LPR in the Education Bureau website:

<http://www.edb.gov.hk/en/teacher/qualification-training-development/qualification/language-proficiency-requirement/results-and-certificates.html>

It may be duplicated for teachers' use.

*Relevant Information and Enquiry*

8. For information on the LPR, please refer to the webpage in Paragraph 7. For enquiries, please contact Ms Louisa YUNG at 2892 5760.

(Y F LEE)  
for Secretary for Education

c.c. Heads of Sections – for information

**Overall Proficiency Level of 4 or Above**  
**Language Proficiency Requirement (English Language)**

A teacher is deemed to have reached an overall proficiency level of 4 or above if he/she has met the following TWO criteria:

- (i) The teacher has attained at least Level 3 in ALL the five papers in the Language Proficiency Requirement for English teachers. For Reading and Listening, the teacher has to attain '3' or above. For Writing, Speaking and Classroom Language Assessment, the teacher has to attain, in one sitting for each paper, '3' or above in all the scales of the respective papers; AND
- (ii) The teacher has attained Level 4 or above in at least three papers. For Writing, Speaking and Classroom Language Assessment, Level 4 or above is deemed to have been attained if more than half of the scales of the respective papers are scored, in one sitting for each paper, at '4' or above (i.e. having attained Level 4 or above in three or more scales in Writing and Classroom Language Assessment and four or more scales in Speaking).

For results in individual papers and scales, please refer to the results notices issued by the Hong Kong Examinations and Assessment Authority and/or authorized course providers.

**Overall Proficiency Level of 4 or Above  
Language Proficiency Requirement (Putonghua)**

A teacher is deemed to have reached an overall proficiency level of 4 or above if he/she has met the following TWO criteria:

- (i) The teacher has attained at least Level 3 in ALL the four papers in the Language Proficiency Requirement for Putonghua teachers. For Listening and Recognition, Pinyin, and Speaking, the teacher has to attain '3' or above. For Classroom Language Assessment, the teacher has to attain, in one sitting, '3' or above in all the scales of the paper; AND
- (ii) The teacher has attained Level 4 or above in at least three papers. For Classroom Language Assessment, Level 4 or above is deemed to have been attained if more than half of the scales of the paper are scored, in one sitting, at '4' or above (i.e. having attained Level 4 or above in at least three scales in the paper).

For results in individual papers and scales, please refer to the results notices issued by the Hong Kong Examinations and Assessment Authority and/or authorized course providers.



Putonghua 普通話科				
Paper/Module 卷別 / 單元	Scales Level 範疇等級	Paper Level 卷別等級	Awarding Institute/Authority 頒發成績機構	Year 年份
一 聆聽與認辨	Not Applicable 不適用	<input type="checkbox"/>		
二 拼音	Not Applicable 不適用	<input type="checkbox"/>		
三 口語	Not Applicable 不適用	<input type="checkbox"/>		
四 課堂語言運用	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	N.A. 不適用		

## Collection of Certificate(s) 領取證書方法

A letter will be sent to the successful applicants inviting them to collect the certificate(s) at the office of the Language Teacher Qualifications Team, Education Bureau in person or by an authorized representative.

我們將會以郵遞方式書面通知獲頒證書的申請人親自或委託代表到教育局語文教師資歷小組領取證書。

**Declaration 聲明**

- (1) I declare that all information provided above is correct. I understand that if I give false or incorrect information, any qualification/certificate awarded may be revoked.  
本人聲明以上資料全屬真確。本人明白如有提供虛假資料，教育局可撤消已經授予的資格/證書。
- (2) I agree that the data thus provided can be used by the Education Bureau for administrative purposes related to the Language Proficiency Requirement.  
本人同意以上的個人資料可供教育局在處理有關語文能力要求的工作時使用。

Date  
日期 \_\_\_\_\_

Applicant's Signature  
申請人簽署 \_\_\_\_\_

**For Office Use** 此欄由職員填寫

Copies of Results Slips 成績單副本

Certificate not issued 不獲發證書

Certificate issued 獲發證書

Certificate of Merit (Putonghua) 嘉許狀(普通話科)

Serial No. 證書編號: \_\_\_\_\_

Attainment Certificate (Putonghua) 語文能力證書(普通話科)

Serial No. 證書編號: \_\_\_\_\_

Certificate of Merit (Eng. Lang.) 嘉許狀(英文科)

Serial No. 證書編號: \_\_\_\_\_

Attainment Certificate (Eng. Lang.) 語文能力證書(英文科)

Serial No. 證書編號: \_\_\_\_\_

## Remarks

checked by  
核對人 \_\_\_\_\_

Date  
日期 \_\_\_\_\_