

Education Bureau Circular Memorandum No. 31/2018

From: Permanent Secretary for Education To: Supervisors / Heads / Teachers of Kindergartens,
Ref.: (10) in EDB(TS)/6/15/5/1 Kindergarten-cum-Child Care Centres,
Government, Aided (including Special Schools), Caput, Direct Subsidy Scheme (DSS) and Private schools (excluding ESF and International Schools)
Date: 28 February 2018

Pilot Scheme on Self-paced e-Learning Course Fee Reimbursement for Teachers under T-excel@hk Project

Summary

The purpose of this circular memorandum is to invite applications for course fee reimbursement from teachers who have completed self-paced e-learning courses between 1 March 2018 and 31 August 2020. This circular memorandum should be circulated for information of teachers.

Background

2. Since its inception in June 2013, the Committee on Professional Development of Teachers and Principals (COTAP) has worked towards building shared vision, mission and objectives for the professional development of teachers and school leaders in Hong Kong. To achieve these goals, COTAP has launched T-excel@hk, an overarching project which comprises eight areas of focus¹.

3. Reimbursing self-paced e-learning course fee is a pilot scheme under T-surf^{24/7}, which is one of the focus areas under T-excel@hk. T-surf^{24/7} is a one-stop e-platform that enables the teaching profession to have easy access to information on various professional development programmes offered by the Education Bureau (EDB), tertiary institutions and other educational bodies, as well as various e-learning resources and repositories for self-paced learning. While T-surf^{24/7} will be developed and enhanced progressively by phases, the course fee reimbursement scheme is introduced on a pilot basis to encourage teachers to participate in various kinds of e-learning courses or web-based seminars (webinars) anytime and anywhere.

¹ The eight areas of focus are T-standard⁺, T-dataset^{PD}, T-train^B, T-surf^{24/7}, T-craft³, T-share, T-applause and T-bridge.

Details

4. Supervisors/principals may nominate teacher(s) for self-paced e-learning course fee reimbursement upon **completion** of course(s) between 1 March 2018 and 31 August 2020 by completing the application form at **Annex**.

5. There is no limitation on the number of applications submitted by each school. However, the total amount of course fee reimbursement claimed for taking eligible self-paced e-learning course(s) **cannot exceed \$2,000 per school year¹**, and the amount of reimbursement for **each course is capped at 50% of the course fee**. Schools should be aware that the total amount of reimbursement that they may receive in a specific school year is calculated based on the date of application entered in the application form². Schools should also formulate their school-based policy on determining the order of priority by which teachers are nominated for e-learning course fee reimbursement, with the consent of the majority of teachers.

6. Supervisors/principals should ensure that the self-paced e-learning course(s) completed by the teacher(s) concerned has/have met the following criteria:

- (i) The course content is relevant to the duties, training needs, career development or continuing professional development of the teacher(s) concerned; and/or
- (ii) The course content is relevant to or can be beneficial to the school's development; and
- (iii) The teacher(s) concerned has/have never been offered any publicly-funded course fee reimbursement for the same course.

7. Upon receipt of a school's verified claim, the Training and Development Team of EDB will arrange for the reimbursement of the course fee to the school, which should in turn reimburse to the teacher(s) concerned.

8. Examples of website regarding relevant self-paced e-learning courses are available on the EDB Training Calendar System (<https://tcs.edb.gov.hk/tcs/publicCalendar/start.htm>) for teachers' reference. Teachers can also enroll for relevant e-learning courses on other websites.

Closing Time for Submission

9. All applications should reach the Training and Development Team of EDB on or before 30 September 2020 by fax or mail. Late submissions will not be considered.

¹ The maximum amount of reimbursement claimed by each school per school year (i.e. \$2,000) is applicable to the 2017/18 (for applications submitted between 1 March 2018 to 31 August 2018), 2018/19 (for applications submitted between 1 September 2018 and 31 August 2019) and 2019/20 school years (for applications submitted between 1 September 2019 and 30 September 2020).

² For example, if a school applies in October 2018 for the course fee reimbursement of a self-paced e-learning course completed in June the same year, the reimbursement will be counted towards the total amount that the school may receive in the 2018/19 school year.

Accounting Arrangement

10. For accounting and auditing purposes, schools are required to keep a separate ledger account entitled “Self-paced e-Learning Course Fee Reimbursement for Teachers” to record all the income and expenditure chargeable to the account.

11. Schools are also required to keep records, including **original official receipts and related documents**, of the self-paced e-learning courses completed by the teacher(s) concerned. They should also make available such records to EDB for inspection at any time.

Enquiry

12. For enquiries, please contact Ms Felicity TANG, Executive Officer (Training and Development) at 3698 3632 or Miss Kitty LUK, Administrative Assistant (Training Support) at 3698 3637 of the Training and Development Team of EDB.

(Benjamin YUNG)

for Permanent Secretary for Education

Pilot Scheme on Self-paced e-Learning Course Fee Reimbursement for Teachers under T-excel@hk Project

Part A

To: Permanent Secretary for Education [Attn: CPDO(TS)]
Training and Development Team, Rm W131, 1/F, West Block,
Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong.
(Fax Number: 2891 6123)

I wish to apply for course fee reimbursement for the following self-paced e-learning course(s) and hereby confirm that the teacher(s) concerned has/have completed such course(s) which has/have met the requirements set out in the Education Bureau (EDB) Circular Memorandum No. 31/2018 dated 28 February 2018. **Original official receipts and related documents** issued by e-learning course providers are properly kept at the school and are available for inspection at any time.

(Applicants should provide copies of official receipts of the course fee and respective bank statements/ documents (applicable to courses charged with foreign currency) with School Supervisors/ Heads' endorsement and stamp of certified true copy to support your claims.)

Name of Teacher	Self-paced e-Learning Course Title (Organisation)	Course Duration	Course Fee	Recommended Amount of Reimbursement (Not exceeding 50% of the Course Fee)	Approved Amount of Reimbursement (For Official Use Only)
e.g. LAM Kin-hong	Research Methods in Education (Education University)	1 Apr 2018 to 30 Jun 2018	\$850	\$425	
Total Amount[#] :					
					(20 -20 s.y.)

Name & Signature of Supervisor/School Head* : _____

School Registration Name: _____

School Registration No. (6 digits only): _____

Account Payee: _____

School Registration Address: _____

Telephone No.: _____ Fax No.: _____ Date: _____

(* Note: If the School Head applies for course fee reimbursement, this application form should be signed by the Supervisor.)

School Chop

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Part B

To: Supervisor / School Head

Your school's application is approved as indicated above. The EDB will effect the payment of the approved course fee in the total sum of **HK\$** _____ (20 - 20 s.y.) to your school/ teacher concerned in due course. Please keep a separate ledger account entitled "Self-paced e-Learning Course Fee Reimbursement for Teachers" to record all the income and expenditure chargeable to the account.

Signature of Recommending Officer : _____ Post : _____ Date : _____

Signature of Approving Officer : _____ Post : _____ Date : _____

There is no limitation on the number of applications submitted by each school. However, the total amount of course fee reimbursement claimed for taking eligible self-paced e-learning courses cannot exceed \$2,000 per school year.