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|  | **School Year Information Registration Form for Teaching Staff** |
| 1. Teaching Staff Number \*
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ] Initial registration[ ] Information update |  | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | - |  |
| School year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | For DSEDJ only |
|  |  |  | Date of registration at the DSEDJ |  | / |  | / |  |

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| **School information** | 1. School unit code \*
 | 1. Name of school unit\*
 |
|  |  |
| 1. Is item 2) the main school unit that you are working for? \*
 | [ ] Yes [ ] No | 1. Beside this school unit, you also work in other unit of the same school. (If so, state the school unit code.)
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| **Teaching Staff Information** | 1. Chinese name
 |  | 1. Name in foreign language or transliteration
 |  |
| 1. Date of employment of this school year/Date of information update \*
 |  | / |  | / |  | 1. You expect to teach in the school until the end of the school year.\* [ ] Yes [ ]  No
 |
|  yyyy mm dd  |
| 1. Monthly basic salary\*
 |  | + | 1. Monthly seniority bonus
 |  | **+** | 1. Overtime teaching pay per month\*
 |  | **+** | 1. Other monthly fixed subsidy and extra pay \*
 |  | **= Monthly basic remuneration** |

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| **Teaching information** | 1. **Code of subject\***
 | 1. **Name of subject\***
 | 1. **Main medium of instruction (Please select with 🗸)**
 | 1. **Grade\***
 | 1. **Class\***
 | 1. **Teaching hours (not applicable to those who teach before 6 p.m.) \***
 | 1. **Teaching only inclusive students**
 | 1. **Number of lessons per week\***
 |
| Cantonese | Putonghua | **Portuguese** | **English** | **Others (Please specify)** |
|  |  | [ ] supplemented by | [ ] supplemented by |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |
|  |  |  |  |  |  |  |  |  | [ ] from 18:00 to 20:00[ ] after20:00 | [ ]  Yes |  |

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|  | **School Year Information Registration Form for Teaching Staff** |
| 1. Teaching Staff Number \*
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|  |  | / |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | - |  |
| School year |

|  |  |  |
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| **School information** | 1. School unit code \*
 | 1. Name of school unit \*
 |

|  |  |  |  |  |
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| **Teaching Staff Information** | 1. Chinese name
 |  | 1. Name in foreign language or transliteration
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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Teaching hours exemption**
 | 1. **Type of post \***
 | 1. **No. of post and work scope\*\***
 | 1. **Name of post\***
 | 1. **Job description \***
 | 1. **Education level or area\***
 | 1. **Teaching hours (not applicable to those who teach before 6 p.m.)**
 | 1. **Number**

**of lessons per week\*** |
| Principal, middle and senior manage-ment staff in the school | [ ]  F01.01　Principal | [ ]  F01.02　Acting principal |  | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F02　Deputy principal |  | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F03　Head of the leading body of administration |  | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F04　Head of the leading body of discipline or counselling  |  | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F05　Head of the leading body of teaching  |  | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| Non-teaching work related to education | [ ]  F06　Class teacher  | -- | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F07　Head of subject panel (Subject code:\_\_\_\_\_\_\_\_\_)  | -- | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F08　Grade coordinator  | -- | -- | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F09　Curriculum development and teaching research activities  |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F10　Teaching staff performance assessment work  |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F11　 Laboratory Instructor (subject code:\_\_\_\_\_\_\_\_\_)  | -- |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| F12 Inclusive education | -- |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| 27) **Teaching hours exemption** | Non-teaching work related to education | [ ]  F12.01 Assisting inclusive students to learn in regular class | [ ]  F12.02　After-class learning support | [ ]  F12.03　Admini-strative coordination | -- |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Special Education[ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |
| [ ]  F13　Leisure activities | -- |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F14　Student activities |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Special education[ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F15　Health education |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F16　Discipline or counselling |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F17　Learning guidance |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| [ ]  F18　Home-school collaboration |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| 1. Work that is accepted conditionally
 | [ ]  F19　Facility or equipment management |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary[ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from18:00 to 20:00[ ] after20:00 |  |
| [ ]  F20　Administrative or financial work |  |  | [ ] Senior Secondary [ ] Junior Secondary [ ] Primary[ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) | [ ] from 18:00 to 20:00[ ] after 20:00 |  |
| 1. **Total number of lessons per week（teaching +** **teaching exemption+** **work that is accepted conditionally）**
 |  |

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| 1. **Information of special duty personnel that are subsidised by the DSEDJ**（Related job duties do not belong to the scope of teaching staff’s work as stipulated in the “Private School Framework”）
 |
| 1. **Name of work \***
 | 1. **Education level or area \***
 | 1. **Number of hours per week\***
 |
| [ ] Reading promotion staff [ ] School health promotion staff [ ] Activity promotion staff [ ] Information technology education staff [ ]  Laboratory management staff | [ ] Senior Secondary [ ] Junior Secondary[ ] Primary [ ] Pre-primary [ ] Senior Secondary (Special Education)[ ] Junior Secondary (Special Education[ ] Primary (Special Education)[ ] Pre-primary (Special Education) |  |

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| 1. Remarks
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\* Note: Please note the description of the items with \* in the “Instruction”.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | / |  | / |  |  |  |  |   |
|  | yyyy mm dd |  | Signature of the teaching staff |  | Seal of the school |

Instruction

Purpose: This form collects teaching staff’s remuneration and job information needed by the Education and Youth Development Bureau to complete the registration verification and approval procedures.

Other information:

* All teaching staff have to complete the form before the commencement of each school year. If there are any changes in the work for more than 30 consecutive days, schools have to report relevant information to the DSEDJ within 30 days from the first day of adjustment. Teaching staff who work for several school units have to complete one form for each school unit respectively.
* The items of “Teaching information” or “Teaching hours exemption” should not be both left blank.

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| **Item No.** | Instruction |
| 1), 22) | Fill in the number of the teaching staff card; this item must be completed (except for teaching staff registering for the first time). |
| 2),3), 23), 24) | These items must be completed. Refer to Appendix 4 “School code list” of the “Procedure Guide for the Collection of Education Data”. |
| 4) | Generally refers to the school unit where the teaching staff member has most of his/her teaching periods. |
| 8) | The earliest date of employment should be the first day of the school year, which is 1st September. After first submission, if there are any changes in the work arrangement during the school year, the related teaching staff member has to update the information and the starting date of the new arrangement in accordance with the need.  |
| 10), 12) , 13) | 1. The “monthly basic salary” of private school teaching staff can be referred to the definition in Article 40 of the “Private School Framework”.
2. “Overtime teaching pay per month” refers to the remuneration caused by teaching extra hours than the normal teaching hours per week.
3. For “Other monthly fixed subsidy and extra pay”, apart from the “monthly basic salary”, “monthly seniority bonus” and “monthly overtime teaching pay”, it is only necessary to fill in the regular monthly fixed subsidy and extra pay offered by the school (such as family allowance, meal allowance, medical allowance, housing allowance, class teacher allowance, allowance for special duties, and other allowance of the same kinds.)
4. If the teaching staff member is “special duty personnel subsidised by the DSEDJ”, please fill in the special duty allowance in the box of “Other monthly fixed subsidy and extra pay”.
5. Fill in these items by school unit. If a teaching staff member works for several units of a school, please fill the information of the total remuneration of the teaching staff in the School Year Information Registration Form for Teaching Staff (DSEDJ-B06) for the school unit where he/she mainly works or has the most teaching periods.
6. Teaching staff employed by the Government only need to fill in the salary of the school unit shown on the pay slip; if teaching staff member is a DSEDJ staff, (except service providers), he/she is not required to complete these items; their personal information registered at the DSEDJ shall prevail..
 |
| 14) | All teaching periods are required to fill in, including normal and overtime teaching. Subject Codes: |
| Code | Subject | Code | Subject | Code | Subject | Code | Subject | Code | Subject |
| S01 | Chinese | S11 | General Studies /General Education | S15.6 | Financial Affairs /Tax Affairs | S16.6 | Electrician / Electronics /Circuit  | S24 | All Subjects |
| S02 | Putonghua | S12 | General Science | S15.7 | Finance | S16.7 | Welding | S25.1 | Special Education |
| S03 | Portuguese | S13 | Civic Education/Moral Education | S15.8 | Secretary/Commercial Letters | S16.8 | Communication | S25.2 | Inclusive education (resource class)\* |
| S04 | English | S14 | Religion | S15.9 | Marketing/Sales | S17 | Computer Information | S26 | Fashion Design |
| S05 | Mathematics | S15 | Commerce | S16 | Engineering | S18 | Fine Arts/Visual Arts/Plane Design | S27 | Social Service |
| S06 | Physics | S15.1 | Accounting/ Bookkeeping | S16.1 | Elevator | S19 | Music | S28 | Martial Arts |
| S07 | Chemistry | S15.2 | Economics | S16.2 | Refrigeration | S20 | Dancing | S29 | Drama |
| S08 | Biology | S15.3 | Commercial Administration/ Trade | S16.3 | Mechanics | S21 | Physical/Education/ Sports | S30 | Design and Applied Technology |
| S09 | History | S15.4 | Statistics | S16.4 | Metal Processing | S22 | Translation | S31 | Life Skills  |
| S10 | Geography | S15.5 | Audit | S16.5 | Architecture/Draftsmanship /Industrial Design | S23 | Tourism/Hotel Reception | S99 | Others (Please specify) |
| \*S25.2 Inclusive education (resource class): applicable to the teachings provided for inclusive students at all educational levels in formal education (including: co-teaching in the same classroom, pull-out, remedial teaching).For “S99 Others”, please refer to the guideline in item 15).Note: For school units that use Chinese as the first language (medium of instruction), Chinese teachers have to pay attention to developing students’ language ability in both Cantonese and Putonghua in Chinese lessons.  |
| 15) | Name of subject: it must be filled in according to the name of subject listed in item 14) and fill in only one subject in each box. If the subject taught cannot be found in the table, then it belongs to “S99 Others”. The full name of the subject is required to be filled in**and the wording that helps clearly define the scope of the subject should be used**, **e.g. Chinese Literature, English Literature.** |
| 16) | For school units that use Chinese as the first language (medium of instruction), if “S01” is filled in blank 14) and “Chinese” in blank 15), aside from choosing Cantonese or Putonghua as “the main medium of instruction”, schools should also select “supplemented by Cantonese” or “supplemented by Putonghua” with a tick, so as to clearly state that Chinese teaching is “conducted in Cantonese supplemented with Putonghua” or “conducted in Putonghua supplemented with Cantonese”. This requirement only applies to Chinese subject. |
| 17), 18) | 1. Fill in only one grade or one class in each box, e.g. P1A; i.e. it is necessary to fill in the information separately for teaching the same subject in different grade levels and classes. Please refer to the “Grade code list” in Appendix 2 of the “Procedure Guide for the Collection of Education Data”.2. For mixed class or mixed grade level, please fill proportionally in each box.  |
| 19), 32) | For class session/session that is across two periods, please fill proportionally in each box.  |
| 20) | Only applicable to teaching staff providing extra support (teaching in collaboration with the teaching staff of the original class, pull-out teaching, after-class remedial teaching) to inclusive students. |
| 21) | Specify the number of periods per week for each subject taught in each grade. The number of periods taught should not be “0”.  |
| 27), 28), 29) | - In accordance with the provision of the “Guidelines for the exemption of teaching periods of teaching staff”, schools should appropriately arrange the exempted teaching hours of teaching staff.- For the work of the principal and other middle and senior management personnel in the school, please refer to the related provisions of Articles 6 and 7 of the “Private School Framework”. - In accordance with the provision of Clause 8 of Article 38 of Law No. 9/2006 Fundamental Law of Non-Tertiary Education System: “Schools should establish the leading bodies of administration, discipline or counselling, teaching respectively”. Therefore, schools must appoint a leader for each of the leading bodies mentioned above. Any staff who meet the job requirements as stipulated in Article 9 of the “Private School Framework" can take up the post of the leader concurrently, e.g. a deputy principal can be the head of leading bodies of administration, discipline or counselling at the same time. Such staff can tick all items of F02, F03 and F04 under “No. of post and work scope”. - The “non-teaching work related to education” includes the following four types: a) participating in school administration, teaching management, counselling and the work of class affairs; ii) giving attention to and promoting the healthy physical and mental growth of students’ individual and social development; iii) providing psychological counselling, educational and career guidance for students; iv) participating in the work of promoting home-school cooperation and making external contact so as to promote the development of the school.- - For teaching staff who work as leisure activity instructors in the form of exemption from teaching periods, the number of exempted periods, each week shall not exceed five. |
| 30), 31) | For the “name of post”, full name of the post is required and fill in only one post in each box. For “job description”, please explain in details the work content of the post. |
| 34) | Indicate the number of periods per week for each post in each education level. |
| 35) | Considering that before the entry into force of the “Private School Framework”, schools have already arranged teachers to take up the posts that do not belong to Item 27 and 28 mentioned above (such as: facility and equipment management, library management, administrative and financial work, etc.) in the form of exemption of teaching hours, Starting from the school year 2019/2020, such types of work will not be included in the scope of calculating the exempted teaching periods except the teaching staff indicated in Article 70 of the Framework. For these type of teaching staff, schools should not increase their total number of exempted teaching periods of these types of work. |
| 36) | In accordance with the provision of Article 31 of the “Private School Framework”, the normal weekly teaching hours of teachers in different education levels are: secondary school teachers – 16 to 18 periods; primary school teachers – 18 to 20 periods; pre-primary education teachers – 21 to 23 periods; teachers teaching special education classes – 16 to 18 periods; teachers teaching particularly between 18:00 and 24:00 – 14 to 16 periods.  |
| 37), 38) , 39) , 40) | The work content of special duty personnel subsidised by the DSEDJ is not included in the scope of work of teaching staff as stipulated in the “Private School Framework”. Please indicate the total number of hours per week for each post in each education level; the related total number of hours should not be less than 18. |