

Education Bureau
Staff Interflow Schemes 2024
Application Form

Please read Education Bureau (EDB) Circular Memorandum (CM) No. 26/2024 before filling in this form. The completed application form should be sent by post to the Human Resource Management Unit of EDB on 4/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or by hand to the Education Bureau's drop-in box (Box no.: EDB03 – Staff Interflow Schemes 2024) located at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Please specify "Application for Interflow" on the envelope. Application for interflow arrangement to commence in August/September 2024 should reach HRM Unit of EDB or EDB's drop-in-box on or before 5 April 2024.

Personal Particulars			
Name in English : (*Mr/Ms)	_____	(surname)	_____
			(other names)
Name in Chinese :	_____	HKID No. (First 4 digits) :	_____
Substantive Rank ^(Note1) :	_____	E-mail ^(Note2) :	_____
Employment Term ^(Note3) :	employed on *permanent/probation/trial/non-civil service contract/temporary contract term		
Residential Address :	_____		
Tel : (Day)	_____	(Evening)	_____
Parent School/Office			
Name of School/Section:	_____		
Office Address :	_____		
Tel :	_____		
Fax :	School Level (if applicable) :	* Primary/Secondary/Special School	
Academic and Teacher Qualifications			
Qualification Obtained	Major/Minor/ Elective Subjects	Name of School/Institute	Year of Award
Experience			
Experience in Education Profession			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
Experience of Interflow to EDB or former Education and Manpower Bureau/Education Department(if any)			
Name of School/Section	Post	Period of Service (mm/yy – mm/yy)	Major Duties (for teaching jobs, please specify the subjects and levels taught)
Brief Descriptions (with duration) of Other Related Experience (e.g. subject panel, committee i/c, curriculum design and development, research, IT projects, SAMS administration, student discipline work, etc.)			
Position Held	Period of Service (mm/yy – mm/yy)		
Knowledge of Computer Software Packages/Programmes			

* Please delete where inapplicable

Note 1 : For teachers from Direct Subsidy Scheme (DSS) schools, actual salary level will need to be provided if their applications are successful.

Note 2 : We will acknowledge the receipt of your application by sending electronic mail to this address.

Note 3 : Please read paragraph 4 of EDBCM No. 26/2024.

Choice of Interflow Arrangements (Please insert “✓” in the appropriate box(es))															
Annual Teacher Secondment Exercise – for school heads and teachers from aided or DSS schools <input type="checkbox"/> specified in Appendix A(1) to A(25) .															
Annual Teacher Secondment Exercise – for school heads and teachers from government schools, aided or DSS schools <input type="checkbox"/> under the “Seed” Projects specified in Appendix A(26) . <input type="checkbox"/> under the IT in Education Centre of Excellence Scheme specified in Appendix A(27) . <i>Note: Applicant can only choose one from the above.</i>															
Scheme of Voluntary Postings to Schools – for EDB non-teaching departmental grade officers at basic rank <input type="checkbox"/> I wish to be considered for teaching duties in a government/aided school. Duly completed <u>Annex 3 to this Appendix</u> is attached. I am qualified to teach the following subjects and levels:															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Order of preference</th> <th style="width: 50%;">Subject(s)</th> <th style="width: 20%;">Level</th> <th style="width: 20%;">Type of school preferred</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td style="text-align: center;">* Government/Aided</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">* Government/Aided</td> </tr> </tbody> </table>	Order of preference	Subject(s)	Level	Type of school preferred	1.			* Government/Aided				* Government/Aided			
Order of preference	Subject(s)	Level	Type of school preferred												
1.			* Government/Aided												
			* Government/Aided												
Cross-grade Posting Scheme – for EDB departmental grade (either teaching or non-teaching) officers <input type="checkbox"/> I wish to be considered for cross-grade posting to take up teaching duties. I am qualified to teach the following subjects and levels: [With effect from 2004/05 school year, non-teaching departmental grade officers who wish to take up postings as school heads should obtain the Certificate of Principalship as required under the Continuing Professional Development for teaching staff.]															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Order of preference</th> <th style="width: 60%;">Subject(s)</th> <th style="width: 30%;">Level</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Order of preference	Subject(s)	Level	1.											
Order of preference	Subject(s)	Level													
1.															
<input type="checkbox"/> I wish to be considered for cross-grade posting to the following non-teaching positions outside my own grade :															
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1.															
Additional Information															
Please provide any other relevant information that you think will be useful to your application. For example, you may elaborate why you think you are suitable for interflow, and in what ways and how you will contribute to improve overall education service and student learning through the interflow opportunity.															
I wish to be considered for posting to areas other than those preference(s) indicated above under other interflow arrangements as deemed appropriate by EDB.			* YES/NO												
Declaration by Applicant (Please insert “✓” in the appropriate box(es))															
I accept the terms and conditions of interflow as set out in EDBCM No. 26/2024. I understand that it is my responsibility to provide accurate information required in this form and to report to EDB immediately any subsequent changes to the information provided in this form that may affect my eligibility or suitability for interflow. I also:															
<input type="checkbox"/> have stayed in my current post for at least two years before the date of commencement of interflow. <input type="checkbox"/> on completion of interflow, will have more than three years to serve before reaching the age of normal retirement. <input type="checkbox"/> have not joined any interflow schemes for the past five years.															
Signature of Applicant:															
_____ (Name : _____)	Rank : _____	Date : _____													

* Please delete where inapplicable

Remarks

The information provided in this form will be used for processing the application under the Staff Interflow Schemes administered by EDB. It may be disclosed to officers in EDB and the participating organisations who are required to handle appointment and personnel matters related to staff interflow. You have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. For enquiries, please contact Executive Officer (Human Resource Management) at Tel : 3509 8497 or e-mail: exohrm@edb.gov.hk.

Education Bureau
Staff Interflow Schemes 2024
Annual Teacher Secondment Exercise (2024/25 school year)

Choice of Secondment Position Specified in A(1) to A(25)

Please choose **no more than three** categories of secondment positions listed below in order of preference. Items selected other than your first three choices will **not** be considered.

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Preference <i>(Please fill in 1 – 3)</i>
A(1) SDD – Life Planning Education Section	GMs/SGMs of secondary schools	No less than five years (as at 31 August 2024) of full-time teaching experience and three years of experience in Life Planning Education and Career Guidance Work in Secondary Schools. Priority will be given to applicants with professional training in life planning education and career guidance such as the Certificate Course on Career Guidance and Life Planning for Secondary School Teachers.	
A(2) SDD – School Development Central Team 3	Teachers of primary or secondary schools	No less than 3 years (as at 31 August 2024) of full-time teaching experience. Priority will be given to applicants with relevant working experience and background in matters under the purview of Central Team.	
A(3) SED – Guidance and Discipline Section	Teachers of primary or secondary schools	No less than 5 years (as at 31 August 2024) of teaching experience preferably with professional training in guidance/discipline/counselling and at least 3 years of experience in school guidance/discipline work.	
A(4) CDI - Citizenship and Social Development Section	Teachers of secondary schools	Bachelor degree or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2024) of full-time teaching experience in the subject of Citizenship and Social Development.	
A(5) CDI - English Language Education Section	Teachers of primary or secondary schools	Bachelor degree /Master degree/Doctoral degree majoring in English Language, English Studies, English Literature, English Language Education or Translation or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2024) of full-time teaching experience in the English Language subject at the primary or secondary level.	
A(6) CDI – Kindergarten and Primary Section	Teachers of primary schools	No less than three years (as at 31 August 2024) of full-time teaching experience in General Studies.	
A(7) CDI – Moral, Civic and National Education Section Section 1	Teachers of primary or secondary schools	No less than three years (as at 31 August 2024) of full-time teaching experience in Values Education.	
A(8) CDI – Moral, Civic and National Education Section Section 2	Teachers of primary or secondary schools	No less than three years (as at 31 August 2024) of full-time teaching experience in National Education.	
A(9) CDI – Moral, Civic and National Education Section Section 3	Teachers of primary or secondary schools	No less than three years (as at 31 August 2024) of full-time teaching experience in National Education and/or National Security Education.	
A(10) CDI – Native-speaking English Teacher Section	English teachers of primary or secondary schools	Bachelor degree in English Language or equivalent; (b) a post-graduate diploma / certificate in education or equivalent; and (c) no less than three years (as of 31 August 2024) of full-time teaching experience in the English Language subject. Applicants experienced in leading or assisting in the school's curriculum development projects are preferred.	
A(11) CDI – Personal, Social and Humanities Education Section History	GMs/SGMs of secondary schools	Bachelor degree/Master degree/Doctoral degree majoring in History or equivalent, and a postgraduate diploma/certificate in education or equivalent; and no less than three years (as at 31 August 2024) of full-time teaching experience in History at secondary level(s).	
A(12) CDI – Physical Education Section	Teachers of primary or secondary schools	Bachelor degree/Master degree/Doctoral degree majoring in Physical Education or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2024) of full-time teaching experience in the Physical Education.	
A(13) EID – Quality Education Fund Secretariat Team 1	Teachers of primary or secondary schools	No less than four years (as at 31 August 2024) of full-time teaching experience at primary and/or secondary level.	
A(14) EID – Quality Education Fund Secretariat Team 2	Teachers of primary or secondary schools	No less than four years (as at 31 August 2024) of full-time teaching experience at primary and/or secondary level.	
A(15) QAD – Life-wide Learning and Mainland Exchange Section 2	Teachers of primary or secondary schools	University degree in Chinese Language/Humanities disciplines/Liberal Studies/Science/Technology/General Studies/Social Science, or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than seven years (as at 31 August 2024) of full-time teaching experience in relevant subjects. Proficiency in Putonghua is preferred.	
A(16) CSD – Language Learning Support Section	Panel heads/Assistant panel heads/level coordinators of primary or secondary schools	University degree or equivalent in Chinese/English Language and/or Chinese/English Language Education, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2024) of full-time teaching experience in the English/Chinese subject at primary and/or secondary level(s). A higher degree or equivalent in Chinese/English language and/or Chinese/English Language Education is an advantage.	
A(17) CSD – Mathematics Education Section	GMs/SGMs of secondary schools	University degree majoring in Mathematics/Mathematics Education and no less than three years (as at 31 August 2024) of full-time teaching experience in Mathematics at the secondary level.	
A(18) CSD – School-based Curriculum Development (Secondary) Section	Teachers of secondary schools	University degree or equivalent, a postgraduate diploma/certificate in education or equivalent, and no less than five years (as at 31 August 2024) of full-time teaching experience in the Key Learning Areas(KLAs) of Personal, Social and Humanities Education, Mathematics Education, Science Education or other STEAM-related KLAs/subjects or no less than three years (as at 31 August 2024) of full-time teaching experience in CS. Experience of being the Prefect of Studies/Head of Curriculum Development in schools would be preferable.	

Education Bureau
Staff Interflow Schemes 2024
Annual Teacher Secondment Exercise (2024/25 school year)

Choice of Secondment Position Specified in A(1) to A(25)

Please choose **no more than three** categories of secondment positions listed below in order of preference. Items selected other than your first three choices will **not** be considered.

Division/Office/Section	Eligible ranks	Qualification and experience required/preferred <i>(See Note)</i>	Choice of Preference <i>(Please fill in 1 – 3)</i>
A(19) CSD – School-based Curriculum Development (Primary) Section	Teachers of primary schools	Bachelor degree majoring in Chinese Language Education/English Language Education /Science /Social Science, or equivalent, a postgraduate diploma/certificate in education, or equivalent. Applicant should have language proficiency requirements of 'Level 2' results in the two language papers [Use of Chinese (UC) and Use of English (UE)] in the Common Recruitment Examination (CRE), or equivalent, and a pass result in the Basic Law and National Security Law Test (Degree/Professional Grades). No less than five years (as at 31 August 2024) of full-time teaching experience in the Chinese Language/English Language/General Studies subject(s) at primary level(s). They should have a good understanding on the local education systems and recent curriculum reforms in both local and international settings. Preference will be given to candidates who have proficiency in Putonghua or experience in Chinese Language/English Language Education/General Studies curriculum development.	
A(20) CSD – School-based Professional Support Section	Teachers of primary or secondary schools	University degree or equivalent, a postgraduate diploma/certificate in education or equivalent and no less than six years (as at 31 August 2024) of full-time teaching experience. Applicant should have rich experience in teacher training and curriculum development work. Priority will be given to applicant teachers of English Language, Chinese Language and/or Mathematics, who have experience as a subject panel chairperson, in whole-school curriculum planning, or in the learning and teaching of non-Chinese speaking students.	
A(21) CSD – Technology Education Section STEM Education Centre	Teachers of secondary schools	University Degree in Technology/STEAM-related disciplines and a postgraduate diploma/certificate in education, or equivalent; and no less than four years (as at 31 August 2024) of full-time teaching experience in STEAM-related subjects at the secondary level. Priority will be given to candidates who have full-time teaching experience in Design and Technology related subjects at the secondary level.	
A(22) CSD – Technology Education Section Artificial Intelligence	Teachers of secondary schools	No less than four years (as at 31 August 2024) of full-time teaching experience in Information and communication technologies (ICT) or relevant subjects with implementation of Artificial Intelligence (AI) in school. Preference may be given to candidates who possess good experience in teaching AI.	
A(23) CSD – Technology Education Section Primary General Studies or Mathematics	Teachers of primary schools	No less than four years (as at 31 August 2024) of full-time teaching experience in General Studies or Mathematics or Computer/IT lesson with implementation of Computational Thinking-Coding Education in school. Preference may be given to candidates who possess good experience in teaching coding education or applying coding education in General Studies or Mathematics.	
A(24) CSD – Science Education Section	Teachers of primary or secondary schools	Bachelor degree/Master degree/Doctoral degree majoring in Biology/Chemistry/Physics/Engineering or equivalent, and a postgraduate diploma/certificate in education or equivalent, and no less than three years (as at 31 August 2024) of full-time teaching experience in General Studies/science-related subjects for primary schools or science subject(s) in secondary schools.	
A(25) ITMD – Systems & Information Management Section	Teachers of primary or secondary schools	Adequate knowledge of the functioning of WebSAMS and preferably no less than two years (as at 31 August 2024) of experience as a WebSAMS administrator or equivalent.	

Note The requirements summarised in this table are for quick reference only. Please refer to Appendices A(1) to A(25) of EDBCM No. 26/2024 for the detailed eligibility criteria for the secondment positions.

Signature of Applicant:

(Name : _____)

Rank : _____

Date : _____

Education Bureau
Staff Interflow Schemes 2024
Annual Teacher Secondment Exercise (2024/25 school year)

Application for Collaborate Research and Development (“Seed”) Projects
(To be completed by the applicant whose school applies for participation in the “Seed” Projects)

A. Project applied for

Project Code	Title of “Seed” Project

B. Teacher’s expectations of participation in the above “Seed” Project

Please use the space below or separate A4 sheet(s) to provide details of your expectations with regard to the following aspects:

1. Benefits to self/students/schools
2. Training/support needed
3. Difficulties envisaged
4. Others


Signature of Applicant:

(Name : _____) Rank : _____
Date : _____

Education Bureau
Staff Interflow Schemes 2024

Recommendation by Head of Division/School

Completion of this Annex is required for applications for teacher secondment commencing August/September 2024. This form should be completed by the school head (for applications from school teachers) or the applicant's supervisor (for applications from school heads).

Name of Applicant :	(Name)	(Rank)
Supervisor's Remarks		
What are your views on the applicant's suitability for secondment to EDB/posting to a school?		
What are your views on the applicant's strengths/areas for improvement and his/her potential for career development?		
Priority number of this application (if more than one application is submitted from the same division/school) :	<input style="width: 80px; height: 25px;" type="text"/>	
Do you support this application? Please insert "✓" in the appropriate box.		
<input type="checkbox"/> Yes, I support this application. To the best of my knowledge, the applicant can be deployed to work for the interflow position he/she applies for. I understand that : <ul style="list-style-type: none"> ● it is my responsibility to report to EDB any subsequent changes to the applicant's terms and conditions of employment, duty/training commitment or approved leave schedule which may affect the applicant's eligibility or suitability for interflow. ● there will be no acting appointment to cover the absence of the officers released for interflow. 		
<input type="checkbox"/> No, I do not support this application. Reason(s) : _____		
Please indicate your acceptance to the relief arrangement by inserting "✓" in <u>only one</u> of the following boxes :		
<input type="checkbox"/> <u>Application for participation in the Annual Teacher Secondment Exercise</u> I am willing to receive funding for employing a substitute teacher at the basic rank (at the actual salary level if the applicant is at the basic rank) as relief arrangement.		
<input type="checkbox"/> <u>Application for voluntary posting to schools for non-teaching departmental grade officers at basic rank</u> I am willing to receive funding (up to the minimum salary point of the teacher post) for employing non-civil service contract staff.		
	Signature of supervisor /School Head: _____ (Name and Post : _____)	
	Division/School: _____	
	Tel : _____	Date : _____

* Please delete where inapplicable