

APPLICATION FORM
LANGUAGE PROFICIENCY REQUIREMENT CERTIFICATE OF
MERIT AND/OR ATTAINMENT CERTIFICATE

語文能力嘉許狀 及/或 證書申請表格

Notes 請注意:

- Application could be submitted by post or in person. An acknowledgement of receipt of application will be sent to the email address provided by the applicant.
申請人可透過郵寄或親身遞交申請。本局收到申請後，會以電郵回覆確認已收到申請。
- The completed form, together with **copies of all relevant supporting documents**, should be submitted to:
填妥申請表格後，請連同**相關證明文件的副本**送交至：

Language Teacher Qualifications Team, Education Bureau Room 1107, 11/F, Wu Chung House 213 Queen's Road East, Wan Chai, Hong Kong	香港灣仔皇后大道東213號 胡忠大廈11樓1107室 教育局語文教師資歷小組
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- 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 authorised representative.
本局將會以郵遞方式書面通知獲發證書的申請人，請申請人親身或委託代表到教育局語文教師資歷小組辦事處領取證書。

Type of Certificate(s) 證書類別

Please indicate the certificate(s) you are applying for by putting a tick ✓ in the appropriate box(es) *.
請在適當空格加上✓號，以表明申請領取的證書*。

English Language 英文科	<input type="checkbox"/> Certificate of Merit (English Language) <input type="checkbox"/> Attainment Certificate (English Language) #	嘉許狀 (英文科) 語文能力證書 (英文科) #
Putonghua 普通話科	<input type="checkbox"/> Certificate of Merit (Putonghua) <input type="checkbox"/> Attainment Certificate (Putonghua)	嘉許狀 (普通話科) 語文能力證書 (普通話科)

Remark 備註:

* Applicants may use this Application Form to apply for certificates for both English Language and Putonghua, but those applying for the Certificate of Merit should NOT apply for the Attainment Certificate for the same language subject.
申請人可用本表格同時申領英文科及普通話科的證書，但申領語文能力嘉許狀的人士請勿同時申領同一語文科目的語文能力證書。

Applicants who have already been granted full exemption from the Language Proficiency Requirement (LPR) in English Language should not apply for the Attainment Certificate (English Language) as the letter of notification issued by the Education Bureau regarding the granting of exemption is already proof that they have fulfilled the LPR.
已獲全面豁免英文科教師語文能力要求的申請人毋須申領相關的語文能力證書，教育局通知他們獲得豁免的專函已是證明他們達到語文能力要求的文件。

Personal Particulars 個人資料

Name in English (Surname first) 英文姓名 (先填姓氏)

Name in Chinese 中文姓名: _____ HKID Card No. 香港身份證號碼: _____

Sex 性別: (M = Male 男, F = Female 女) Telephone No. 聯絡電話: _____

Email Address 電郵地址: _____

Local Postal Address 本地通訊地址: _____

Language Proficiency Levels 語文能力等級

Please attach copies of results notices and exemption letter (if any).

請附上成績單及豁免通知書副本（如有）。

English Language 英文科				
Paper/Module 卷別 / 單元	Exempted 已獲豁免	Paper/Scales Level 卷別 / 範疇等級	Awarding Institute/ Authority 頒發機構	Year 年份
1. Reading				
2. Writing				
3. Listening				
4. Speaking				
5. Classroom Language Assessment				

Putonghua 普通話科				
Paper/Module 卷別 / 單元	Exempted 已獲豁免	Paper/Scales Level 卷別 / 範疇等級	Awarding Institute/ Authority 頒發機構	Year 年份
(一) 聆聽與認辨				
(二) 拼音				
(三) 口語				
(四) 課堂語言運用	N.A. 不適用			

Declaration 聲明

- (1) I declare that all information provided above and copies of all relevant supporting documents are correct and true. I understand that if I give false or incorrect information, any qualification/certificate awarded may be revoked.
本人聲明以上資料及所附的相關證明文件副本全屬真確無誤。本人明白如提供虛假資料，教育局可拒絕有關申請，或撤銷已經授予的資格/證書。
- (2) I confirm that I have read and understood the contents of the Collection of Personal Data section of this application form. I agree that the data thus provided can be used by the Education Bureau for administrative purposes related to the Language Proficiency Requirement.
本人已閱讀及明白本申請表內有關個人資料收集部分的內容。本人同意以上所提供的資料可供教育局在處理有關語文能力要求的工作時使用。

Applicant's Signature: _____

申請人簽署

Date: _____

日期

For Office Use 此欄由教育局職員填寫 Copies of supporting documents 證明文件副本 Certificate issued 獲發證書

- | | | |
|--|---------------|-------|
| <input type="checkbox"/> Certificate of Merit (English Language) | 嘉許狀 (英文科) | _____ |
| <input type="checkbox"/> Attainment Certificate (English Language) | 語文能力證書 (英文科) | _____ |
| <input type="checkbox"/> Certificate of Merit (Putonghua) | 嘉許狀 (普通話科) | _____ |
| <input type="checkbox"/> Attainment Certificate (Putonghua) | 語文能力證書 (普通話科) | _____ |

Serial No. 證書編號

 Certificate not issued 不獲發證書

Remarks 備註: _____

Checked by: _____

核對人

Date: _____

日期

Collection of Personal Data

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for exemption from the Language Proficiency Requirement for English Teachers;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Language Teacher Qualifications Team at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to ltq@edb.gov.hk.

個人資料收集

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證就豁免普通話科教師語文能力要求的申請；
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
 - (f) 編製統計資料、研究及政府刊物；以及
 - (g) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：香港灣仔皇后大道東213號胡忠大廈1107室教育局語文教師資歷小組或電郵至 ltq@edb.gov.hk。