

Instruction

Purpose: This form collects teaching staffs' training information necessary for the Education and Youth Affairs Bureau to make planning for various teaching staff training programmes.

1. Please check the information provided by the DSEJ. In case of any error, please cross out the wrong one and fill in the correct information with a blue pen in the blank space of that column.
2. Besides the information provided by the DSEJ, please fill in the information related to the professional development activities completed in the previous academic year (from Sep. to Aug. of the following year) in the blank columns.
For example: For the academic year 2013/2014, the information about the professional development activities completed in the academic year 2012/2013 (in the period from Sep. 2012 to Aug. 2013) should be filled in.
3. The complete date of the professional development activity decides whether the respective activity is within the period requiring to be reported in the list.
4. The category codes:

Category code	Type of activity	Classification code	Type of activity
0	Training Class	4	Seminar
1	Lecture	5	Sharing session
2	Workshop	99	Others
3	Visit		

In addition, if academic programme is taken, please fill the related information in the "Personal Information Registration Form for Teaching Staff" (DSEJ-B05), and it is not necessary to fill in this form.

5. If there is no specific name for the professional development activity that you participated in, the word "None" shall be marked in this column.
6. Subject Code

Code	Subject	Code	Subject	Code	Subject	Code	Subject	Code	Subject
S01	Chinese	S11	General knowledge/ General education	S15.6	Financial affairs / tax affairs	S16.6	Electrician / electronics / circuit / electrics	S24	All subjects
S02	Putonghua	S12	General science	S15.7	Finance	S16.7	Welding	S25	Special education
S03	Portuguese	S13	Civic/Moral education	S15.8	Secretary/commercial letters	S16.8	Communication	S26	Fashion design
S04	English	S14	Religion	S15.9	Marketing/sales	S17	Computer information	S27	Social service
S05	Mathematics	S15	Commerce	S16	Engineering	S18	Fine arts/visual arts/ Plane design	S28	Martial arts
S06	Physics	S15.1	Accounting/ bookkeeping	S16.1	Elevator	S19	Music	S29	Drama
S07	Chemistry	S15.2	Economics	S16.2	Refrigeration	S20	Dancing	S99	Other (Please specify)
S08	Biology	S15.3	Commercial administration/ trade	S16.3	Mechanics	S21	Physical education/ sports	N	Not related to any subject
S09	History	S15.4	Statistics	S16.4	Metal processing	S22	Translation		
S10	Geography	S15.5	Audit	S16.5	Architecture / draftsmanship / industrial design	S23	Tourism/Hotel reception		

7. Code/name of organiser

Code of organiser	Content	Code of organiser	Content
H01	Training organised by the DSEJ	H05	University of Saint Joseph
H02	School-based training	H06	Training of the Chinese Educators' Association of Macau
H03	Training of the Macao University	H07	Training of the Macao Catholic School Association
H04	Training of the Macao Polytechnic Institute	H99	Others (please specify the name of training organisation)

8. The number of hours should be indicated in integer by rounding off the decimal places to the nearest integer.