

Training Needs User Manual

1. **Introduction to Training Needs page**
2. **Enquiries**
3. **Relationships between Training Needs page in e-Services Portal and T-surf^{24/7}**
4. **Teacher Desk**
 - 4.1 **Self-defined Training Needs**
 - 4.1.1 Define Training Needs Items and Combinations for myself
 - 4.1.2 Use T-surf^{24/7} with the self-defined Training Needs Combinations
 - 4.1.3 Symbols next to the options in my “Self-defined” Training Needs page
 - 4.2 **Recommendation of Training Needs**
 - 4.2.1 Role of Recommending Teachers
 - 4.2.2 Recommend Training Needs for a specific teacher
 - 4.2.3 Effects shown on the specific teacher when recommendations are made
 - 4.2.4 Copy the Recommended Training Needs to other teachers
For newly appointed School Heads
 - 4.2.5 Actions to be taken before using “Recommendation of Training Needs” page for newly appointed School Heads
 - 4.3 **T-surf^{24/7} Email Subscription**
 - 4.3.1 Subscription of T-surf^{24/7} email notification service
 - 4.3.2 Email notifications to be received after T-surf^{24/7} email notification service subscription
 - 4.3.3 Unsubscription of T-surf^{24/7} email notification service
 - 4.4 **Issues related to T-surf^{24/7}**
 - 4.4.1 Using different “Training Needs Combinations” in e-Services Portal to search suitable training courses in T-surf^{24/7}
5. **School Desk**
 - 5.1 **Role of School Administrators in the Training Needs page**
 - 5.2 **Assignment of Recommending Teachers for Training Needs**
 - 5.2.1 Role of Recommending Teachers
 - 5.2.2 Assign a teacher as a Recommending Teacher
 - 5.2.3 School Heads as Recommending Teacher for all teachers
 - 5.2.4 Remove a Recommending Teacher for a specific teacher
 - 5.2.5 View the Recommending Teachers of a specific teacher
 - 5.2.6 View the list of teachers assigned to a specific Recommending

Teacher

- 5.2.7 Export the relationship (of roles) among teachers for recommendation of Training Needs to an EXCEL file

5.3 View Training Needs for All Teachers

- 5.3.1 View the Training Needs for a specific teacher
- 5.3.2 View the Recommended Training Needs of a specific Recommending Teacher on a specific teacher
- 5.3.3 Export the Training Needs defined by all teachers to an EXCEL file

1. Introduction to Training Needs page

The Training Needs Function allows the users to define their training needs and to consider the recommendations made by their Recommending Teachers. With the defined Training Needs, users can subscribe email notification and T-surf^{24/7} will send emails to users providing latest course information according to their training needs. T-surf^{24/7} also allows users to search courses based on their Training Needs. All functions for school administrators and teachers in the Training Needs page are **optional**.

2. Enquiries

For technical issues or enquiries, please email to T-surf^{24/7} Support Team (t-surf@edb.gov.hk) or contact the team at 3698 3638 / 3698 3660.

3. Relationships between Training Needs page in e-Services Portal and T-surf^{24/7}

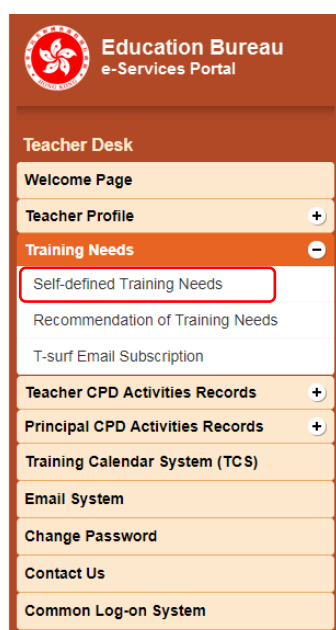
Users can define their Training Needs in e-Services Portal. The defined Training Needs will be effective on T-surf^{24/7} from the next day.

4. Teacher Desk

4.1 Self-defined Training Needs

4.1.1 Define Training Needs Items and Combinations for myself

Users can define their **Training Needs Items** in e-Services Portal via [e-Services Portal > Teacher Desk > Training Needs > Self-defined Training Needs](#).



Welcome! t105540 [Print](#) [Help Manual](#) [Logout](#) [Eng](#)

Self-defined Training Needs

Name of Teacher: MR CHAU, HUNG KEUNG (周鴻強) Date of Birth: 14/08/****
 HKID Card Number: Z419**** RT/PT Number:

"Training Needs" module helps teachers to define their training needs. All functions for school administrators. Should you have any enquiries, please contact T-surfer Support.

[Update](#)

Users can click the "Update" button first, then define their Training Needs Items by checking ("✓") the box(es).

My Training Needs Items

This section records the training needs defined by yourself.

Level/Type

☐ Kindergarten
☐ Primary
☒ Secondary

☐ Special
☐ Other

Key Learning Areas - Subject/Function

[Chinese Language Education](#) [English Language Education](#) [Mathematics Education](#) [Science Education*](#) [Technology Education](#) [Personal, Social and Humanities Education](#)
[Arts Education](#) [Physical Education](#) [Cross KLAs](#) [SEN and Non-KLAs](#) [Other Languages](#) [Applied Learning/Career Oriented Curriculum](#) [OTHERS](#)

☐ CHINESE LANGUAGE
☐ CHINESE LITERATURE

☐ PUTONGHUA

In the Self-defined Training Needs page, users can define their **Training Needs Items** by clicking the "Update" button, then make their choice by checking the box(es). They can define their **Training Needs Items** based on six categories: "*Level/ Type*", "*Key Learning Areas – Subject/ Function*", "*Target Participants*", "*Core Areas of Leadership for Principals*", "*CPD Domains for Teachers*" and "*Content Area*".

My Training Needs Combinations

To facilitate the search of training courses efficiently in T-surf^{24/7}, you can define 1 – 3 Training Needs Combination(s) by choosing the filter(s) (i.e. (1) Level/Type, (2) Key Learning Areas – Subject/Function, (3) Target Participants, (4) Core Areas of Leadership for Principals, (5) CPD Domain for Teachers and (6) Content Area) below. Please check the box(es) to apply filter(s). You may also view the filters applied by clicking "View Combination" button next to each Training Needs Combination.

Name of Training Needs Combination	Apply filter when searching for courses						View Combination	Delete Combination
	Level/Type	Key Learning Areas - Subject/Function	Target Participants	Core Areas of Leadership for Principals	CPD Domains for Teachers	Content Area		
My Training Needs Combination A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Combination	Delete Combination
My Training Needs Combination B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View Combination	Delete Combination
My Training Needs Combination C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View Combination	Delete Combination

Add Combination

Save Cancel Reset

Users can check the box(es) to apply filter(s).

Users can change the default name of the Training Needs Combination by clicking it.

To facilitate the search of training courses in T-surf^{24/7}, users can define one to three **Training Needs Combination(s)** by choosing the filter(s) (i.e. (1) Level/Type, (2) Key Learning Areas – Subject/Function, (3) Target Participants, (4) Core Areas of Leadership for Principals, (5) CPD Domain for Teachers and (6) Content Area) in the Self-defined Training Needs page of e-Services Portal. Users can apply filter(s) by checking the box(es) next to the filter(s).

Users can also name the Training Needs Combination(s) by clicking the default name(s) (i.e. My Training Needs Combination A, My Training Needs Combination B or My Training Needs Combination C).

The [\[View Combination\]](#) button allows users to view the filter(s) they applied. Users can delete the Training Needs Combination(s) by clicking the [\[Delete Combination\]](#) button.

Training Needs saved successfully. The update in T-surf^{24/7} will be effective from tomorrow.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, and teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

Users can click the [\[Save\]](#) button to save the changes they have made in the Training Needs page. The updates on Training Needs will take one day to become effective in T-surf^{24/7}.

4.1.2 Use T-surf^{24/7} with the self-defined Training Needs Items and Combinations

The screenshot displays the T-surf^{24/7} One-stop Portal interface. At the top, there are navigation links for HOME and SEARCH COURSES. Below this, a 'HOT SPOTS' section lists various resources, including 'My Training Needs Combinations', which is highlighted with a red box and an arrow. A red callout box explains that users can search courses by clicking on these combinations, noting that pictures will be updated later. Below the 'HOT SPOTS' section is a 'SEARCH COURSES' button. The main content area is divided into two columns. The left column, titled 'My Account', shows the user's e-services portal account name (t105540), subscription status (Subscribed), and email address (tsurfuat@gmail.com). The right column, titled 'Links to e-Services Portal', provides links to view/update training needs and update subscription status/email address. A note states that training needs and email status will be updated in T-surf^{24/7} the next day after updating in the e-Services Portal. Below these columns is a section titled 'Search Courses Using My Training Needs Combinations', which includes a search bar and a list of combinations. Three combinations are shown: 'My Training Needs Combination A', 'My Training Needs Combination B', and 'My Training Needs Combination C'. Each combination has a list of criteria with checkboxes. Combination A has 'Level/Type', 'Key Learning Area', and 'Subjects' checked. Combination B has 'Level/Type', 'Target Participants', and 'Content Area' checked. Combination C has 'Level/Type', 'Content Area', and 'Content Area' checked. A red arrow points to the 'My Training Needs Combination A' section.

Users can search courses according to their Training Needs Combinations by clicking the name(s) of Training Needs Combinations [The pictures will be updated later].

Input Course Keywords

My Account

MY E-SERVICES PORTAL ACCOUNT NAME:
t105540

SUBSCRIPTION TO T-SURF EMAIL NOTIFICATION:
Subscribed

Email address: tsurfuat@gmail.com

Links to e-Services Portal

CLICK TO:

- View / Update my Self-defined Training Needs in e-Services Portal
- Update my T-surf^{24/7} email subscription status / email address in e-Services Portal

Note: Training Needs / Email Subscription status / email address will be updated in T-surf^{24/7} the next day after updating in e-Services Portal.

Search Courses Using My Training Needs Combinations

Click the combination names below to search courses filtered by the selected categories in My Training Needs Combinations defined in e-Services Portal (default combinations are provided if not yet defined):

My Training Needs Combination A	My Training Needs Combination B	My Training Needs Combination C
<input checked="" type="checkbox"/> Level/Type	<input checked="" type="checkbox"/> Level/Type	<input checked="" type="checkbox"/> Level/Type
<input checked="" type="checkbox"/> Key Learning Area	<input type="checkbox"/> Key Learning Area	<input type="checkbox"/> Key Learning Area
<input checked="" type="checkbox"/> Subjects	<input type="checkbox"/> Subjects	<input type="checkbox"/> Subjects
<input type="checkbox"/> Target Participants	<input checked="" type="checkbox"/> Target Participants	<input type="checkbox"/> Target Participants
<input type="checkbox"/> Core Areas of Leadership For Principals	<input type="checkbox"/> Core Areas of Leadership For Principals	<input type="checkbox"/> Core Areas of Leadership For Principals
<input type="checkbox"/> CPD Domain for Teachers	<input type="checkbox"/> CPD Domain for Teachers	<input type="checkbox"/> CPD Domain for Teachers
<input type="checkbox"/> Content Area	<input type="checkbox"/> Content Area	<input checked="" type="checkbox"/> Content Area

After defining the Training Needs Items and Combinations in e-Services Portal, users can search courses filtered by ‘My Training Needs Combinations’ in T-surf^{24/7}.

In the first page of T-surf^{24/7} after log in, “My Training Needs Combinations” will be displayed under “HOT SPOTS” on the left hand side. Users can search courses according to their Training Needs Combinations by clicking “My Training Needs Combination A”, “My Training Needs Combination B” or “My Training Needs Combination C” (or the self-defined name(s)) under “My Training Needs Combinations”.

Users can also view and search courses filtered by My Training Needs Combinations under “Search Courses Using My Training Needs Combinations” in the first page after log in.

4.1.3 Symbols next to the options in my “Self-defined” Training Needs page

The screenshot displays the 'Self-defined Training Needs' interface. At the top, a header bar includes a welcome message, a print button, a help manual link, a logoff button, and a language selector (Eng). Below this, the 'Self-defined Training Needs' section shows the user's name as 'MS FU, SHIU WUN (傅英媛)' and their HKID Card Number as 'Z481****'. A red box highlights the key '[S11] SUNG, PAK KUEN (宋柏權)' with the annotation 'The full name of the key will be shown on the top.' Below the key, a red box highlights the teacher's name 'SUNG, PAK KUEN (宋柏權)' with the annotation 'The name of the Recommending Teacher will be shown when users mouse over the key(s).' The 'Level/Type' section shows a list of levels: Kindergarten, Primary, and Secondary (selected). The 'Secondary' level is expanded, showing the key '[S11]' and the teacher's name 'SUNG, PAK KUEN (宋柏權)'.

The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher**. **Recommending Teacher** can recommend / revise Training Needs to his / her Assigned Teacher.

If a user has a Recommending Teacher, a key, [S11] in this example will be shown next to the recommended Training Needs. The full name of the key, which is the name of the **Recommending Teacher** can be found on the top.

4.2 Recommendation of Training Needs

4.2.1 Role of Recommending Teachers

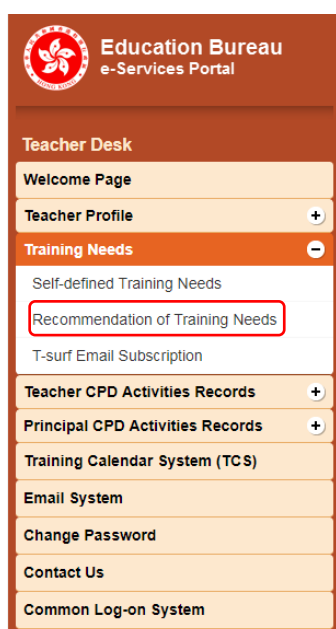
Recommending Teachers are teachers who can recommend Training Needs to teachers specified by the School. They might be the representative of a panel / team, or any teacher as the School deemed appropriate.

Note:

- The School Head is assigned as the Recommending Teacher of all teachers of the school by default.

4.2.2 Recommend Training Needs for a specific teacher

Recommending Teacher may recommend Training Needs to a specific teacher via [e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs](#).



After clicking [\[View / Recommend\]](#) button next to the specific teacher assigned by the School, the Recommending Teacher may view the current Recommended Training Needs of the teacher. Recommending Teacher may click [\[Update\]](#) button to update / recommend a new set of Training Needs.

After the Recommended Training Needs are saved, the name of the teacher will be displayed in italics when you visit the “Recommendation of Training Needs” page again.

Note: The name of teacher is displayed in *italics* if you have recommended Training Needs to the teacher.

	Name of Teacher	Training Needs	Copy Needs
1	CHING, KIN LUN (程健倫)	View / Recommend	Copy
2	FU, SHI / WUN (傅笑嫻)	View / Recommend	Copy
3	KWOK, CHAU SUET (郭秋雪)	View / Recommend	Copy
4	MANG, TAI HIM (萬大謙)	View / Recommend	Copy
5	SHIU, YI CHUN (邵伊珍)	View / Recommend	Copy
6	SIU, MAN CHING (蕭敬貞)	View / Recommend	Copy
7	SO, MAN PO (蘇曼寶)	View / Recommend	Copy
8	SUNG, PAK KUEN (宋柏權)	View / Recommend	Copy
9	TONG, YUEN CHING (唐婉婷)	View / Recommend	Copy

4.2.3 Effects shown on the specific teacher when recommendations are made

For the teacher who was being recommended Training Needs, a key will be shown next to the Training Needs item in [e-Services Portal > Teacher Desk > Training Needs > Self-defined Training Needs](#).

Should you have any enquiries, please contact T-surfer Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

[Update](#)

My Training Needs Items

This section records the training needs defined by yourself.

Square brackets [] represent training needs recommended by Recommending Teachers.

Key: [S11] CHONG, NGAN LING (莊麗齡) [S12] SUNG, PAK KUEN (宋柏權)

Level/Type

☐ Kindergarten
☐ Primary
☒ Secondary [S11] [S12]

Key Learning Areas - Subject/Function

Chinese Language Education English Language Education Mathematics Education **Science Education**** Technology Education Personal, Social and Humanities Education

Arts Education Physical Education Cross KLAs SEN and Non-KLAs Other Languages Applied Learning/Career Oriented Curriculum OTHERS

☐ BIOLOGY
☐ CHEMISTRY
☐ COMBINED SCIENCE
☐ COMBINED SCIENCE (BIOLOGY, CHEMISTRY)
☐ COMBINED SCIENCE (CHEMISTRY, PHYSICS)
☐ COMBINED SCIENCE (PHYSICS, BIOLOGY)
☐ INTEGRATED SCIENCE
☒ PHYSICS [S11] [S12]
☐ PRIMARY SCIENCE/GENERAL SCIENCE
☐ SCIENCE (SECONDARY 1-3) [S11]

[CHONG, NGAN LING (莊麗齡)]

* Self Defined Training Needs Item(s) in this KLA
* Recommended Training Needs Item(s) in this KLA

A key will be shown for the users who has recommended Training Needs

The recommended Training Needs by Recommending Teachers are shown by the key(s) next to the Training Needs item.

Users can put the cursor on the key to view the name of Recommending Teacher.

Note:

- It is not mandatory for the teacher to define the Training Needs according to the recommendations from the Recommending Teacher.
- The Recommending Teacher cannot view or change the Self defined Training Needs of a specific teacher.

4.2.4 Copy the Recommended Training Needs to other teachers

Recommending Teachers can copy the Training Needs recommended to specific teacher to other teachers under his/her assigned teacher list via [e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs](#).

After clicking [\[Copy\]](#) button next to the specific teacher that he / she has recommended Training Needs before, the Recommending Teacher may choose the target teacher that he / she wishes to copy to.

The screenshot shows a web interface for copying training needs. A table lists teachers with their names in italics. A red box highlights the name 'FU, SHIU WUN (傅笑嫻)' in the second row. A red arrow points from this box to a note on the left. Another red box highlights the 'To:' dropdown menu, which is open and shows a list of teachers. A red arrow points from this box to a note on the right. A third red box highlights the text 'FU, SHIU WUN (傅笑嫻)' in the dropdown list. A red arrow points from this box to a note at the top right.

Note:

Make sure the teacher name you wish to copy FROM is shown in italics, indicating you have recommended training needs to the teacher before.

Training Needs set recommended you wish to copy FROM

Choose the target teacher you wish to copy TO

	Name of Teacher	
1	CHING, KIN LUN (程健倫)	
2	FU, SHIU WUN (傅笑嫻)	

Note: The name of teacher is displayed in italics if you have recommended Training Needs to the teacher.

Copy Training Needs for Teachers

You can copy your recommended training needs for FU, SHIU WUN (傅笑嫻) to another teacher. The original recommended training needs of the other teacher will be replaced.

To :

Please Select

- CHING, KIN LUN (程健倫)
- KWOK, CHAU SUET (郭秋雪)
- MANG, TAI HIM (蔣大謙)
- SHIU, YI CHUN (邵伊珍)
- SIU, MAN CHING (蕭敬貞)
- SO, MAN PO (蘇曼寶)
- SUNG, PAK KUEN (宋柏權)
- TONG, YUEN CHING (唐婉婷)

commend Copy

commend Copy

commend Copy

commend Copy

Note:

- The original Recommended Training Needs you have recommended to the teacher will be replaced by the new set of Training Needs recommended.

For newly appointed School Heads

4.2.5 Actions to be taken before using “Recommendation of Training Needs” page for newly appointed School Heads

Before using “Recommendation of Training Needs” page, newly appointed School Heads has to choose the set of Training Needs to be recommended for the teachers. They can choose one of the followings for each teacher:

- To adopt the Training Needs recommended by the former School Head; or
- To keep the Training Needs you previously recommended to the assigned teachers (applicable to School Heads who was a Recommending Teacher in the same school before appointed as School Head ONLY); or
- To clear the recommended Training Needs.

For newly appointed School Head who was NOT a Recommending Teacher in the same school before appointed as School Head (including School Heads who did not serve in the same school)

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surfSM Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows you to recommend training needs to your assigned teachers.

The School Head is assigned as the Recommending Teacher (RT) of all teachers of the school by default. This page allows you to choose one of the followings for each teacher:

- To adopt the Training Needs recommended by the former School Head; or
- To clear the recommended Training Needs

The set of Training Needs recommended by the former School Head is marked as a default. You can make your choice for each teacher after you have submitted your choices for all teachers.

	Adopt Training Needs recommended by the former School Head	Clear the recommended Training Needs
	Select All	Select All
AU, TIN YU (歐天如)	<input checked="" type="radio"/> View	<input type="radio"/>
CHAN, KAM TIN (陳錦田)	<input checked="" type="radio"/> View	<input type="radio"/>
CHAN, SIN YING (陳善盈)	<input checked="" type="radio"/> View	<input type="radio"/>
CHAU, HON LONG (周漢朗)	<input checked="" type="radio"/> View	<input type="radio"/>
CHAU, HUNG KEUNG (周鴻強)	<input checked="" type="radio"/> View	<input type="radio"/>

Newly appointed School Head may make the choice by clicking the appropriate button against each teacher.

Newly appointed School Heads can click the respective "View" buttons to see the recommended Training Needs by the previous School Head.

For newly appointed School Head who was a Recommending Teacher in the same school before appointed as School Head

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers' training needs, search training courses in T-surfSM and subscribe email notification. It also helps schools to analyse their teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surfSM Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows you to recommend training needs to your assigned teachers.

The School Head is assigned as the Recommending Teacher (RT) of all teachers of the school by default. This page allows newly appointed School Heads to choose the set of Training Needs to be recommended for the teachers. You may choose one of the followings for each teacher:

- To adopt the Training Needs recommended by the former School Head; or
- To keep the Training Needs you previously recommended to the assigned teachers; or
- To clear the recommended Training Needs

If you were the Recommending Teacher of a certain teacher, the set of Training Needs which you previously recommended for the teacher is marked as a default in table below. For other cases, the set of Training Needs recommended by the former School Head is marked as a default. You can make your choice by clicking the appropriate button against each teacher. You can update the recommended Training Needs of individual teachers after you have submitted your choices for all teachers.

	Adopt Training Needs recommended by the former School Head	Keep the Training Needs I previously recommended	Clear the recommended Training Needs
	Select All	Select All	Select All
AU, TIN YU (歐天如)	<input checked="" type="radio"/> View	<input type="radio"/> View	<input type="radio"/>
CHAN, KAM TIN (陳錦田)	<input checked="" type="radio"/> View	<input type="radio"/> View	<input type="radio"/>
CHAN, SIN YING (陳善盈)	<input checked="" type="radio"/> View	<input type="radio"/> View	<input type="radio"/>
CHAU, HON LONG (周漢朗)	<input checked="" type="radio"/> View	<input type="radio"/> View	<input type="radio"/>
CHAU, HUNG KEUNG (周鴻強)	<input checked="" type="radio"/> View	<input type="radio"/> View	<input type="radio"/>
CHEUNG, YU LOK (張宇珩)	<input type="radio"/> View	<input checked="" type="radio"/> View	<input type="radio"/>

Newly appointed School Head may make the choice by clicking the appropriate button against each teacher.

Newly appointed School Heads can click the respective "View" buttons to see the recommended Training Needs by the previous School Head / Training Needs previously recommended to the assigned teachers.

- Newly appointed School Heads can change the details of recommended Training Needs of a specific teacher after confirming all choices for all teachers.
- Unchosen choices will be deleted by the system. School Heads can still change the recommended Training Needs of a specific teacher via [e-Services Portal > Teacher Desk > Training Needs > Recommendation of Training Needs](#) (please refer to 4.2.2).

4.3 T-surf^{24/7} Email Subscription

4.3.1 Subscribe T-surf^{24/7} email notification service

Users can subscribe T-surf^{24/7} email notification service via [e-Services Portal > Teacher Desk > Training Needs > T-surf Email Subscription](#).

After clicking [\[Go to subscription\]](#) button, users may enter the email address that they wishes to receive email notification service.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training courses in T-surf^{24/7} and subscribe email notification. It also helps schools to analyse their teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows you to subscribe/unsubscribe T-surf^{24/7} email notification containing training course information matching your self-defined training needs. You may also update your email address.

Currently subscribed T-surf^{24/7} email notification: No

I would like to subscribe T-surf^{24/7} email notification. Please send emails containing training course information to

[Confirm](#) [Cancel](#)

Enter the email address here

4.3.2 Email notifications to be received after T-surf^{24/7} email notification service subscription

Users will receive weekly email notifications on the training programmes that are suitable for them according to the Training Needs that they defined in e-Services Portal.

4.3.3 Unsubscribe T-surf^{24/7} email notification service

Users can unsubscribe T-surf^{24/7} email notification service via [e-Services Portal > Teacher Desk > Training Needs > T-surf Email Subscription](#).

Currently subscribed to T-surf^{24/7} email notification: Yes

Please send emails containing training course information to trainingneeds@eservices.hkedcity.net

[Unsubscribe](#)

[Update Email Address](#)

Users may check the current subscription status through the bar shown above. After clicking [\[Unsubscribe\]](#) button, users may unsubscribe email notification service.

4.4 Issues related to T-surf^{24/7}

4.4.1 Using different “[Training Needs Combinations](#)” to search suitable training courses in T-surf^{24/7} by my self-defined Training Needs in e-Services Portal

After defining the Training Needs Items and Combinations, users can log in T-surf^{24/7} to search for suitable training courses with the “[Training Needs Combinations](#)” in T-surf^{24/7}. Users may click on the name of the Training Needs Combinations to search for suitable training courses immediately.

The screenshot shows the T-surf^{24/7} One-stop Portal for Professional Development. The interface includes a top navigation bar with links for HOME, SEARCH COURSES, E-LEARNING COURSES, DOCUMENTS, HOW TO USE T-SURF^{24/7}, and CONTACT US. A search bar is located at the top right. The left sidebar contains a 'HOT SPOTS' section with links to Training Courses, Self-Reflection Tool, COTAP Publications, and My Training Needs Combinations. The 'My Training Needs Combinations' section is highlighted with a red box and contains three sub-items: My Training Needs Combination A, My Training Needs Combination B, and My Training Needs Combination C. Below this, there are filters for 'Applicable to All Sources' (Level/Type: All), 'Applicable to PTIPS and TCS' (Core Areas of Leadership For Principals: All), and 'Applicable to TCS' (Subjects: All). The main content area is titled 'Q Search Courses Using My Training Needs Combinations' and includes a search bar and a table of results. The table has three columns: My Training Needs Combination A, My Training Needs Combination B, and My Training Needs Combination C. Each column contains a list of checkboxes for various criteria: Level/Type, Key Learning Area, Subjects, Target Participants, Core Areas of Leadership For Principals, and CPD Domain for Teachers. The 'My Training Needs Combination A' column has all checkboxes checked, while the other two columns have only 'Level/Type' checked. A red box highlights the 'My Training Needs Combination A' column and its corresponding search results.

This screenshot shows the same T-surf^{24/7} One-stop Portal for Professional Development interface. The 'CLICK TO:' section in the 'Links to e-Services Portal' area is highlighted with a red box. This section contains two links: 'View / Update my Self-defined Training Needs in e-Services Portal' and 'Update my T-surf^{24/7} email subscription status / email address in e-Services Portal'. Below these links is a note: 'Note: Training Needs / Email Subscription status / email address will be updated in T-surf^{24/7} the next day after updating in e-Services Portal.'

5. School Desk

5.1 Role of School Administrators in the Training Needs page

The School Administrators are responsible for establishing / revising the relationship (of roles) among teachers for recommendation of Training Needs. The training needs (of both self-defined and recommended) can also be viewed and exported to an EXCEL file by the School Administrators.

5.2 Assignment of Recommending Teachers for Training Needs

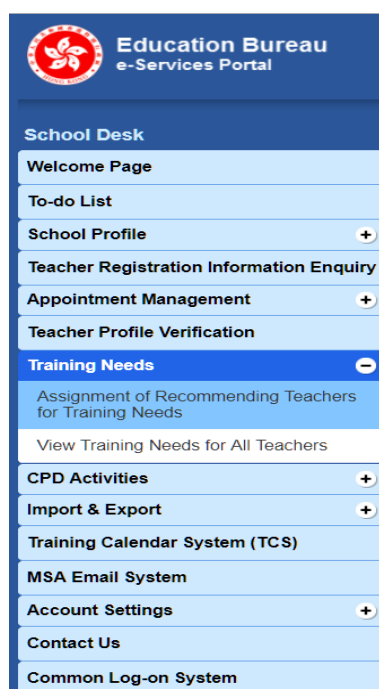
The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher** while the one who receives such recommendation(s) is called **Assigned Teacher**. The relationship (of roles) among teachers for recommendation of Training Needs can also be viewed and exported to an EXCEL file by the School Administrators.

5.2.1 Role of Recommending Teachers

Recommending Teachers can recommend / revise Training Needs to his / her Assigned Teacher as long as the relationship (of roles) remains. The Training Needs recommended, if any, will be removed once the relationship (of roles) is removed.

5.2.2 Assign a teacher as a Recommending Teacher

Users can assign a teacher as a Recommending Teacher via [e-Services Portal > School Desk > Training Needs > Assignment of Recommending Teachers for Training Needs](#).



Click on a teacher's name in Column (a) who to be assigned as a Recommending Teacher;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:
 Email Address:
 Curriculum Type:
 Facsimile:


"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	* CHUI, MEI YUE (徐美瑜)	
2	CHAN, YU LOK (陳宇珞) 	* CHUI, MEI YUE (徐美瑜)
3	CHAU, YAT YING (周逸瑩)	* CHUI, MEI YUE (徐美瑜)

Click the [\[Update\]](#) button to enter the edit mode;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇珞)
 HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- | | |
|---|---|
| <input type="checkbox"/> CHUI, MEI YUE (徐美瑜) | <input type="checkbox"/> KONG, WAI LING (江惠玲) |
| <input type="checkbox"/> CHAN, YU LOK (陳宇珞) | <input type="checkbox"/> KUK, SO PO (谷素寶) |
| <input type="checkbox"/> CHAU, YAT YING (周逸瑩) | <input type="checkbox"/> KWAN, TZE LEI (關子薇) |
| <input type="checkbox"/> CHEUNG, HENG SEUNG (張杏嫦) | <input type="checkbox"/> LAU, KIN HEI (劉建喜) |
| <input type="checkbox"/> CHEUNG, SO KWAN (張素筠) | <input type="checkbox"/> LEE, WAI JING (李慧晶) |
| <input type="checkbox"/> CHIN, KAM NIN (錢錦年) | <input type="checkbox"/> LUI, SIU FOON (雷少歡) |
| <input type="checkbox"/> CHIU, LAI NA (趙麗娜) | <input type="checkbox"/> LUK, PUI SUET (陸珮雪) |
| <input type="checkbox"/> CHOW, CHAU SEUNG (鄧秋嫦) | <input type="checkbox"/> LUK, WING FUN (陸穎芬) |
| <input type="checkbox"/> CHUI, BIK YEE (崔碧兒) | <input type="checkbox"/> NGAN, JO YU (顏祖宇) |
| <input type="checkbox"/> SUNG, MAN KEI (宋曼琦) | <input type="checkbox"/> NGAN, WING WAI (顏詠慧) |
| <input type="checkbox"/> HUNG, MAN YAN (孔敏茵) | <input type="checkbox"/> SUEN, SIU NA (孫少娜) |
| <input type="checkbox"/> KAN, SAI LEUNG (簡世良) | <input type="checkbox"/> SUEN, YUET FA (孫月花) |
| <input type="checkbox"/> KEUNG, KWAI YIN (姜桂燕) | |



Click the checkbox on the left side of the teacher's name who will become an Assigned Teacher. In the following example, 'CHAU, YAT YING' will become an *Assigned Teacher* of 'CHAN, YU LOK' (the *Recommending Teacher*). The relationship will be established after the [\[Save\]](#) button is clicked;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PR/AM
 Finance Type: AIDED
 Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇珞)
 HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- | | |
|--|---|
| <input type="checkbox"/> CHUI, MEI YUE (徐美瑜) | <input type="checkbox"/> KONG, WAI LING (江惠玲) |
| <input type="checkbox"/> CHAN, YU LOK (陳宇珞) | <input type="checkbox"/> KUK, SO PO (谷素寶) |
| <input checked="" type="checkbox"/> CHAU, YAT YING (周逸瑩) | <input type="checkbox"/> KWAN, TZE LEI (關子薇) |
| <input type="checkbox"/> CHEUNG, HENG SEUNG (張杏嫻) | <input type="checkbox"/> LAU, KIN HEI (劉建喜) |
| <input type="checkbox"/> CHEUNG, SO KWAN (張素筠) | <input type="checkbox"/> LEE, WAI JING (李慧晶) |
| <input type="checkbox"/> CHIN, KAM NIN (錢錦年) | <input type="checkbox"/> LUI, SIU FOON (雷少歡) |
| <input type="checkbox"/> CHIU, LAI NA (趙麗娜) | <input type="checkbox"/> LUK, PUI SUET (陸珮雪) |
| <input type="checkbox"/> CHOW, CHAU SEUNG (鄒秋嫻) | <input type="checkbox"/> LUK, WING FUN (陸穎芬) |
| <input type="checkbox"/> CHUI, BIK YEE (崔碧兒) | <input type="checkbox"/> NGAN, JO YU (顏祖宇) |
| <input type="checkbox"/> SUNG, MAN KEI (宋曼琦) | <input type="checkbox"/> NGAN, WING WAI (顏詠慧) |
| <input type="checkbox"/> HUNG, MAN YAN (孔敏茵) | <input type="checkbox"/> SUEN, SIU NA (孫少娜) |
| <input type="checkbox"/> KAN, SAI LEUNG (簡世良) | <input type="checkbox"/> SUEN, YUET FA (孫月花) |
| <input type="checkbox"/> KEUNG, KWAI YIN (姜桂燕) | |

[Select All](#) [Deselect All](#) [Save](#) [Cancel](#)

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PR/AM
 Finance Type: AIDED
 Telephone: Email Address:
 Curriculum Type:
 Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search trainee teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal by default.

Name [Search](#)

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	* CHUI, MEI YUE (徐美瑜)	
2	CHAN, YU LOK (陳宇珞)	* CHUI, MEI YUE (徐美瑜)
3	CHAU, YAT YING (周逸瑩)	* CHUI, MEI YUE (徐美瑜) * CHAN, YU LOK (陳宇珞)

- Please note that the principal of the School ‘CHUI, MEI YUE’ is the “*Recommending Teacher of all teachers*” by default and therefore her name appears in Column (b) of every row.

5.2.3 School Heads as Recommending Teacher for all teachers

The principal / acting principal of the School is assigned as “*Recommending Teacher of all teachers*” by default. He / she does NOT have a Recommending Teacher and can recommend Training Needs to every other teacher(s) of the School. Please note that the assignment of principal/acting principal references the ‘Headship’ update by EDB e-Services Team. It is independent from the ‘Rank’ defined by the School upon the appointment of a teacher OR the ‘Duties and Posts’ entered by the teacher in e-Services.

5.2.4 Remove a Recommending Teacher for a specific teacher

[For cases when the name of the Recommending Teacher is unknown]

Search for the specific teacher by entering his / her name in the [Name] field and press the [Search] button;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-sur^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name: CHAU, YAT YING

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAU, YAT YING (周逸瑩)	• CHUI, MEI YUE (徐美瑤) • CHAN, YU LOK (陳宇路)

Copy the Recommending Teacher's name who will be removed from the specific teacher in Column (b);

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-sur^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name: CHAN, YU LOK

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇路)	• CHUI, MEI YUE (徐美瑤)
2	CHAU, YAT YING (周逸瑩) <div>Assigned Teacher(s): • CHAU, YAT YING (周逸瑩)</div>	• CHUI, MEI YUE (徐美瑤) • CHAN, YU LOK (陳宇路)

[Continue with the steps when the name of the Recommending Teacher is known in the next page.]

[For cases when the name of the Recommending Teacher is unknown]
Type / Paste the Recommending Teacher's name in the [Name] field and press the [Search] button;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PR/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training courses in T-surf²⁴ teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf²⁴ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/acting principal of y default.

Name: CHAU, YAT YING Search

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAU, YAT YING (周逸瑩)	<ul style="list-style-type: none"> • CHUI, MEI YUE (徐美瑜) • CHAN, YU LOK (陳宇路)

Export to Excel

Copy Ctrl+C
Search Google for "• CHAN, YU LOK (陳宇路)"
Print... Ctrl+P
Inspect Ctrl+Shift+I

Click on the Recommending Teacher's name in column (a);

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PR/AM
Finance Type: AIDED
Telephone:
Email Address:
Curriculum Type:
Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf²⁴ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name: CHAN, YU LOK Search

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇路)	• CHUI, MEI YUE (徐美瑜)
2	CHAU, YAT YING (周逸瑩)	<ul style="list-style-type: none"> Assigned Teacher(s): • CHAU, YAT YING (周逸瑩) • CHEUNG, SO KWAN (張素筠)
3	CHEUNG, SO KWAN (張素筠)	<ul style="list-style-type: none"> • CHUI, MEI YUE (徐美瑜) • CHAN, YU LOK (陳宇路)

Export to Excel

Press the [\[Update\]](#) button to enter the edit mode;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇路)
HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- | | |
|--|---|
| <input type="checkbox"/> CHUI, MEI YUE (徐美瑜) | <input type="checkbox"/> KONG, WAI LING (江惠玲) |
| <input type="checkbox"/> CHAN, YU LOK (陳宇路) | <input type="checkbox"/> KUK, SO PO (谷素寶) |
| <input checked="" type="checkbox"/> CHAU, YAT YING (周逸瑩) | <input type="checkbox"/> KWAN, TZE LEI (關子薇) |
| <input type="checkbox"/> CHEUNG, HENG SEUNG (張杏嫻) | <input type="checkbox"/> LAU, KIN HEI (劉建喜) |
| <input type="checkbox"/> CHEUNG, SO KWAN (張素筠) | <input type="checkbox"/> LEE, WAI JING (李慧晶) |
| <input type="checkbox"/> CHIN, KAM NIN (錢錦年) | <input type="checkbox"/> LUI, SIU FOON (雷少歡) |
| <input type="checkbox"/> CHIU, LAI NA (趙麗娜) | <input type="checkbox"/> LUK, PUI SUET (陸珮雪) |
| <input type="checkbox"/> CHOW, CHAU SEUNG (鄒秋嫦) | <input type="checkbox"/> LUK, WING FUN (陸穎芬) |
| <input type="checkbox"/> CHUI, BIK YEE (崔碧兒) | <input type="checkbox"/> NGAN, JO YU (顏祖宇) |
| <input type="checkbox"/> SUNG, MAN KEI (宋曼琦) | <input type="checkbox"/> NGAN, WING WAI (顏詠慧) |
| <input type="checkbox"/> HUNG, MAN YAN (孔敏茵) | <input type="checkbox"/> SUEN, SIU NA (孫少娜) |
| <input type="checkbox"/> KAN, SAI LEUNG (簡世良) | <input type="checkbox"/> SUEN, YUET FA (孫月花) |
| <input type="checkbox"/> KEUNG, KWAI YIN (姜桂燕) | |

 **Update**

Back

Uncheck the checkbox on the left of the specific person and click the [\[Save\]](#) button.

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇路)
HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- | | |
|--|---|
| <input type="checkbox"/> CHUI, MEI YUE (徐美瑜) | <input type="checkbox"/> KONG, WAI LING (江惠玲) |
| <input type="checkbox"/> CHAN, YU LOK (陳宇路) | <input type="checkbox"/> KUK, SO PO (谷素寶) |
| <input checked="" type="checkbox"/> CHAU, YAT YING (周逸瑩) | <input type="checkbox"/> KWAN, TZE LEI (關子薇) |
| <input type="checkbox"/> CHEUNG, HENG SEUNG (張杏嫻) | <input type="checkbox"/> LAU, KIN HEI (劉建喜) |
| <input type="checkbox"/> CHEUNG, SO KWAN (張素筠) | <input type="checkbox"/> LEE, WAI JING (李慧晶) |
| <input type="checkbox"/> CHIN, KAM NIN (錢錦年) | <input type="checkbox"/> LUI, SIU FOON (雷少歡) |
| <input type="checkbox"/> CHIU, LAI NA (趙麗娜) | <input type="checkbox"/> LUK, PUI SUET (陸珮雪) |
| <input type="checkbox"/> CHOW, CHAU SEUNG (鄒秋嫦) | <input type="checkbox"/> LUK, WING FUN (陸穎芬) |
| <input type="checkbox"/> CHUI, BIK YEE (崔碧兒) | <input type="checkbox"/> NGAN, JO YU (顏祖宇) |
| <input type="checkbox"/> SUNG, MAN KEI (宋曼琦) | <input type="checkbox"/> NGAN, WING WAI (顏詠慧) |
| <input type="checkbox"/> HUNG, MAN YAN (孔敏茵) | <input type="checkbox"/> SUEN, SIU NA (孫少娜) |
| <input type="checkbox"/> KAN, SAI LEUNG (簡世良) | <input type="checkbox"/> SUEN, YUET FA (孫月花) |
| <input type="checkbox"/> KEUNG, KWAI YIN (姜桂燕) | |

Select All

Deselect All

 **Save**

Cancel

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:

Email Address:
 Curriculum Type:
 Facsimile:

 Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf²⁴⁷ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal by default.

Name

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	* CHUI, MEI YUE (徐美瑜)	CHAN, YU LOK is no longer a Recommending Teacher of CHAU, YAT YING
2	CHAN, YU LOK (陳宇路)	* CHUI, MEI YUE (徐美瑜)
3	CHAU, YAT YING (周逸瑩)	* CHUI, MEI YUE (徐美瑜)

5.2.5 View the Recommending Teachers of a specific teacher

Search for the specific teacher by entering his / her name in the [\[Name\]](#) field and press the [\[Search\]](#) button. His/her Recommending Teacher name(s) is displayed in column (b) along with the principal/acting principal of the School. Please note that at most **5 Recommending Teachers** can be assigned for a specific teacher.

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:

Email Address:
 Curriculum Type:
 Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surf²⁴⁷ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name 

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAU, YAT YING (周逸瑩)	* CHUI, MEI YUE (徐美瑜) * CHAN, YU LOK (陳宇路)

5.2.6 View the list of teachers assigned to a specific Recommending Teacher

Type the specific Recommending Teacher's name in the [Name] field and press the [Search] button;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PR/AM
 Finance Type: AIDED
 Telephone:
 Email Address:
 Curriculum Type:
 Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf²⁴ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name: 

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇路)	▪ CHUI, MEI YUE (徐美瑜)
2	CHAU, YAT YING (周逸瑩)	▪ CHUI, MEI YUE (徐美瑜) ▪ CHAN, YU LOK (陳宇路)

Click on the specific Recommending Teacher's name in column (a);

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PR/AM
 Finance Type: AIDED
 Telephone:
 Email Address:
 Curriculum Type:
 Facsimile:

Record(s) has/have been updated.

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [User Manual] for more details.

Should you have any enquiries, please contact T-surf²⁴ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/ default.

Name: 

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇路)	▪ CHUI, MEI YUE (徐美瑜)
2	CHAU, YAT YING (周逸瑩) <div>Assigned Teacher(s): ▪ CHAU, YAT YING (周逸瑩)</div>	▪ CHUI, MEI YUE (徐美瑜) ▪ CHAN, YU LOK (陳宇路)

All the teacher(s) assigned to the specific Recommending Teacher is displayed in the list with a '✓' mark on the left of his / her name.

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

Name of Teacher: MS CHAN, YU LOK (陳宇珞)
HKID Card Number: D514****

The following teacher(s) can be assigned to the Recommending Teacher listed above:

- | | |
|--|---|
| <input type="checkbox"/> CHUI, MEI YUE (徐美瑜) | <input type="checkbox"/> KONG, WAI LING (江惠玲) |
| <input type="checkbox"/> CHAN, YU LOK (陳宇珞) | <input type="checkbox"/> KUK, SO PO (谷素寶) |
| <input checked="" type="checkbox"/> CHAU, YAT YING (周逸瑩) | <input type="checkbox"/> KWAN, TZE LEI (關子薇) |
| <input type="checkbox"/> CHEUNG, HENG SEUNG (張杏嫦) | <input type="checkbox"/> LAU, KIN HEI (劉建喜) |
| <input type="checkbox"/> CHEUNG, SO KWAN (張素筠) | <input type="checkbox"/> LEE, WAI JING (李慧晶) |
| <input type="checkbox"/> CHIN, KAM NIN (錢錦年) | <input type="checkbox"/> LUI, SIU FOON (雷少歡) |
| <input type="checkbox"/> CHIU, LAI NA (趙麗娜) | <input type="checkbox"/> LUK, PUI SUET (陸珮雪) |
| <input type="checkbox"/> CHOW, CHAU SEUNG (鄒秋嫦) | <input type="checkbox"/> LUK, WING FUN (陸穎芬) |
| <input type="checkbox"/> CHUI, BIK YEE (崔碧兒) | <input type="checkbox"/> NGAN, JO YU (顏祖宇) |
| <input type="checkbox"/> SUNG, MAN KEI (宋曼琦) | <input type="checkbox"/> NGAN, WING WAI (顏詠慧) |
| <input type="checkbox"/> HUNG, MAN YAN (孔敏茵) | <input type="checkbox"/> SUEN, SIU NA (孫少娜) |
| <input type="checkbox"/> KAN, SAI LEUNG (簡世良) | <input type="checkbox"/> SUEN, YUET FA (孫月花) |
| <input type="checkbox"/> KEUNG, KWAI YIN (姜桂燕) | |

Update

Back

5.2.7 Export the relationship (of roles) among teachers for recommendation of Training Needs to an EXCEL file

Users can export the relationship among teachers for recommendation of Training Needs to an EXCEL file via [e-Services Portal > School Desk > Training Needs > Assignment of Recommending Teachers for Training Needs](#).

Scroll to the bottom of the function and press the [\[Export to Excel\]](#) button. Type in a password and press the [\[Export\]](#) button;

Assignment of Recommending Teachers for Training Needs

School Name: Z_SERVICES DEMO SCHOOL (虛擬學校)
 School Number: 002216-0033PRIGAM
 Finance Type: 資助
 Email Address: NOT APPLICABLE
 Curriculum Type: NOT APPLICABLE
 Payscale: 00022304679

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training courses in E-nurTM and subscribe email notification. It also helps schools to analyse their teachers' training needs. All functions for school administrators and teachers are available. (Click [User Support] for more details.)

Should you have any enquiries, please contact E-nurTM Support Team at 3696 3636 / 3696 3660 (8h) or eandj@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/acting principal of your school is assigned as "Recommending Teacher of all teachers" (RT(P)) by default.

Name: Search

Teaching Staff ("denotes RT(P)")

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (A)	Recommending Teacher of Teacher in Column (A) (Can recommend training needs to Teacher in Column (A)) (B)
1	*CHAU, MEI YUE (卓惠儀)	*CHAU, MEI YUE (卓惠儀)
2	CHAU, YU LOK (陳卓樂)	*CHAU, MEI YUE (卓惠儀)
3	CHAU, YAT HING (陳逸興)	*CHAU, MEI YUE (卓惠儀)
4	CHEUNG, HING SENG (張榮成)	*CHAU, MEI YUE (卓惠儀)
5	CHEUNG, SO KWAN (張善恩)	*CHAU, MEI YUE (卓惠儀)
6	CHIL, KAM HAN (陳錦漢)	*CHAU, MEI YUE (卓惠儀)
7	CHIL, LAM KA (陳錦基)	*CHAU, MEI YUE (卓惠儀)
8	CHOW, CHAU SENG (周樹成)	*CHAU, MEI YUE (卓惠儀)
9	CHUI, SIN HEE (崔新怡)	*CHAU, MEI YUE (卓惠儀)
10	FU, WAI LOK (符偉立)	*CHAU, MEI YUE (卓惠儀)
11	HUNG, MAN YAN (洪文恩)	*CHAU, MEI YUE (卓惠儀)
12	KAN, SUI LING (簡慧英)	*CHAU, MEI YUE (卓惠儀)
13	HONG, KWAN YIN (黃婉茵)	*CHAU, MEI YUE (卓惠儀)
14	HONG, WAI LING (黃麗儀)	*CHAU, MEI YUE (卓惠儀)
15	HUI, SO PO (何卓波)	*CHAU, MEI YUE (卓惠儀)
16	HOANG, TZE LEE (何子榮)	*CHAU, MEI YUE (卓惠儀)
17	LAU, KIN HEE (劉錦儀)	*CHAU, MEI YUE (卓惠儀)
18	LEE, WAN JING (李慧儀)	*CHAU, MEI YUE (卓惠儀)
19	LUI, SHU POON (盧守權)	*CHAU, MEI YUE (卓惠儀) *LEE, WAN JING (李慧儀)
20	LUI, PUI SUET (盧潔潔)	*CHAU, MEI YUE (卓惠儀) *LEE, WAN JING (李慧儀)
21	LUI, WING FUN (盧國輝)	*CHAU, MEI YUE (卓惠儀)
22	NGAI, JO YU (鄺卓宇)	*CHAU, MEI YUE (卓惠儀)
23	NGAI, WING WAI (鄺麗儀)	*CHAU, MEI YUE (卓惠儀)
24	SUEN, SHU NA (孫小嫻)	*CHAU, MEI YUE (卓惠儀)
25	SUEN, YUE TIA (孫月嫻)	*CHAU, MEI YUE (卓惠儀)
26	SUNG, MAN HED (宋煥德)	*CHAU, MEI YUE (卓惠儀)
27	TSE, KIM HENG (謝健成)	*CHAU, MEI YUE (卓惠儀)
28	TUNG, KA SUN (唐卓榮)	*CHAU, MEI YUE (卓惠儀)
29	WAI, SHI HAN (衛詩嫻)	*CHAU, MEI YUE (卓惠儀)
30	WAI, SHI KWAN (衛小嫻)	*CHAU, MEI YUE (卓惠儀) *WAI, SHI HAN (衛詩嫻)
31	WAI, TSZ HE (衛德儀)	*CHAU, MEI YUE (卓惠儀)
32	WAI, YUET CH (衛月嫻)	*CHAU, MEI YUE (卓惠儀)
33	YAU, WAI HIN (姚煥恩)	*CHAU, MEI YUE (卓惠儀)
34	YOUNG, WAI HING (楊煥儀)	*CHAU, MEI YUE (卓惠儀) *WAI, SHI HAN (衛詩嫻)
35	YIM, YUK HEE (嚴潔儀)	*CHAU, MEI YUE (卓惠儀)
36	YU, MAN YAU (余曼容)	*CHAU, MEI YUE (卓惠儀)
37	YUEN, SHI YAN (袁小嫻)	*CHAU, MEI YUE (卓惠儀)

Export to Excel **Export**

Password Guidelines
 Please use passwords with at least 8 characters composed of at least 3 of the following 4 categories:
 a. English uppercase characters (A-Z)
 b. English lower case characters (a-z)
 c. Numerical digits (0-9)
 d. Non-alphanumeric characters (which are !, @, #, %, ^, &, *, ~, _)

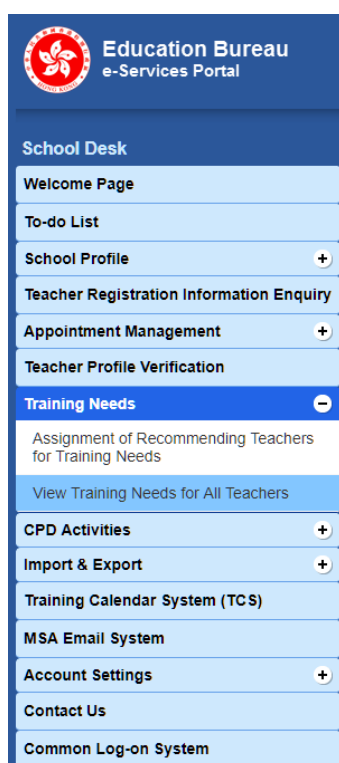
Save the exported EXCEL file to a designated location.

5.3 View Training Needs for All Teachers

The teacher who makes recommendation (of Training Needs) to others is called **Recommending Teacher** while the one who receives such recommendation(s) is called **Assigned Teacher**. The principal/acting principal of the School is assigned as "*Recommending Teacher of all teachers*" by default. The training needs (of both self-defined and recommended) can also be viewed and exported to an EXCEL file by the School Administrators.

5.3.1 View the Training Needs for a specific teacher

Users can view the Training Needs for a specific teacher via [e-Services Portal > School Desk > Training Needs > View Training Needs for All Teachers](#).



Click on the radio button on the left side of a teacher's name to view his / her training needs;

View Training Needs for All Teachers

School Name:	Z_ESERVICES DEMO SCHOOL 示範學校
School Number:	552216-0003/PRI/AM
Finance Type:	AIDED
Telephone:	

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recor teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for m

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@ed

This section lists the training needs defined by all the teachers. Please select the teacher you wish to view. You may

- | | |
|--|--|
| <input type="radio"/> CHAN, YU LOK (陳宇珞) | <input type="radio"/> KONG, WAI LING (江惠玲) |
| <input type="radio"/> CHAU, YAT YING (周逸瑩)  | <input type="radio"/> KUK, SO PO (谷素寶) |
| <input type="radio"/> CHEUNG, HENG SEUNG (張杏嫦) | <input type="radio"/> KWAN, TZE LEI (關子薇) |
| <input type="radio"/> CHEUNG, SO KWAN (張素筠) | <input type="radio"/> LAU, KIN HEI (劉建喜) |
| <input type="radio"/> CHIN, KAM NIN (錢錦年) | <input type="radio"/> LEE, WAI JING (李慧晶) |
| <input type="radio"/> CHIU, LAI NA (趙麗娜) | <input type="radio"/> LUI, SIU FOON (雷少歡) |
| <input type="radio"/> CHOW, CHAU SEUNG (鄒秋嫦) | <input type="radio"/> LUK, PUI SUET (陸珮雪) |
| <input type="radio"/> CHUI, BIK YEE (崔碧兒) | <input type="radio"/> LUK, WING FUN (陸穎芬) |
| <input type="radio"/> CHUI, MEI YUE (徐美瑜) | <input type="radio"/> NGAN, JO YU (顏祖宇) |
| <input type="radio"/> HUI, WAI LOK (許惠珞) | <input type="radio"/> NGAN, WING WAI (顏詠慧) |
| <input type="radio"/> HUNG, MAN YAN (孔敏茵) | <input type="radio"/> SUEN, SIU NA (孫少娜) |
| <input type="radio"/> KAN, SAI LEUNG (簡世良) | <input type="radio"/> SUEN, YUET FA (孫月花) |
| <input type="radio"/> KEUNG, KWAI YIN (姜桂燕) | <input type="radio"/> SUNG, MAN KEI (宋曼琦) |

[Export to Excel](#)

The training needs details of the selected teacher is displayed in a pop up window. The training needs items are grouped into 6 categories (inside each toggle) as displayed;

Details

Name of Teacher: MS CHAU, YAT YING (周逸瑩) Date of Birth: 20/08/****
 HKID Card Number: D297**** RT/PT Number:

Key:

- Level/Type
- Key Learning Areas - Subject/Function
- Target Participants
- Core Areas of Leadership for Principals
- CPD Domains for Teachers
- Content Area

Each toggle can be expanded. The training needs items are denoted in either one of the following types:

- Self-defined** Training Needs is denoted by a '✓' mark;
- Recommended** Training Needs is denoted by a key, [S11] in this example, *appended* on the right where the full name of the key can be found on top of the toggle (Level/Type). To ease identification of Training Needs among each tabs, the symbols '^' AND '*' are used to denote 'self-defined' AND 'recommended' Training Needs item(s) respectively. The symbols can be found in the tab header, [English Language Education] in this example;
- A combination** of (A) & (B)

Details

Key: [S11]CHAN, YU LOK (陳宇諾)

Level/Type

☐ Kindergarten
☒ Primary [S11] **C**
☐ Secondary

Key Learning Areas - Subject/Function

Chinese Language Education | **English Language Education**** | Mathematics Education | Science Education | Technology Education
 Personal, Social and Humanities Education | Arts Education | Physical Education | Cross KLAS | SEN and Non-KLAS | Other Languages
 Applied Learning/Career Oriented Curriculum | OTHERS

☒ ENGLISH LANGUAGE **A** | ☐ LITERATURE IN ENGLISH [S11] **B**

^ Self Defined Training Needs item(s) in this KLA
 * Recommended Training Needs item(s) in this KLA

5.3.2 View the Recommended Training Needs of a specific Recommending Teacher on a specific teacher

Users can follow Section 5.2.5 to view the Recommending Teachers of a specific teacher.

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PR/AM
 Finance Type: AIDED
 Telephone:

Email Address:
 Curriculum Type:
 Facsimile:


"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

Should you have any enquiries, please contact T-surfTM Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/assistant principal is the default.

Name

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇珩)	• CHUI, MEI YUE (徐美瑤)
2	CHAU, YAT YING (周逸瑩) 	• CHUI, MEI YUE (徐美瑤) • CHAN, YU LOK (陳宇珩)
3	CHEUNG, SO KWAN (張素筠)	• CHUI, MEI YUE (徐美瑤) • CHAN, YU LOK (陳宇珩)

Highlight and right-click his / her name in column (a), select ‘Copy’;

Assignment of Recommending Teachers for Training Needs

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:

Email Address:
 Curriculum Type:
 Facsimile:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommending Teachers, search training teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more details.

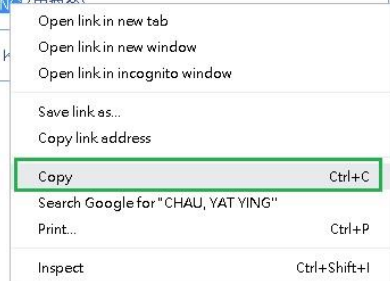
Should you have any enquiries, please contact T-sur²⁴ Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.gov.hk (email).

This section allows school administrators to establish and revise the relationship among teachers for recommendation of Training Needs. The principal/s default.

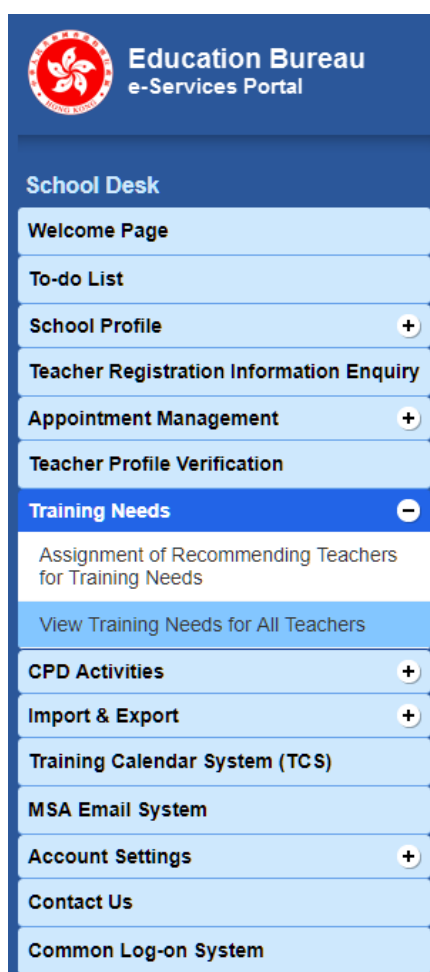
Name

Teaching Staff [* denotes RT(P)]

	Name of Teacher (Click link to list this teacher as Recommending Teacher and assign teacher(s) to him / her) (a)	Recommending Teacher of Teacher in Column (a) (Can recommend training needs to Teacher in Column (a)) (b)
1	CHAN, YU LOK (陳宇路)	▪ CHUI, MEI YUE (徐美瑤)
2	CHAU, YAT YING (周逸榮)	▪ CHUI, MEI YUE (徐美瑤) ▪ CHAN, YU LOK (陳宇路)
3	CHEUNG, SO K	▪ CHUI, MEI YUE (徐美瑤) ▪ CHAN, YU LOK (陳宇路)



Go to [\[View Training Needs for All Teachers\]](#) function in School Desk;



Search for the name copy from the above step and click on the radio button on the left side of his / her name;

View Training Needs for All Teachers

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
 School Number: 552216-0003/PRI/AM
 Finance Type: AIDED
 Telephone:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recomm teachers' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for mor

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edb.g

This section lists the training needs defined by all the teachers. Please select the teacher you wish to view. You may al:

- ☐ KAN, YU LOK (陳宇珞)

☒ CHAU, YAT YING (周逸瑩)

☐ CHEUNG, HENG SEUNG (張杏嫦)

☐ CHEUNG, SO KWAN (張素筠)

☐ CHIN, KAM NIN (錢錦年)

☐ CHIU, LAI NA (趙麗娜)

☐ CHOW, CHAU SEUNG (鄒秋嫦)

☐ CHUI, BIK YEE (崔碧兒)

☐ CHUI, MEI YUE (徐美瑜)

☐ HUI, WAI LOK (許惠珞)

☐ HUNG, MAN YAN (孔敏茵)

☐ KAN, SAI LEUNG (簡世良)

☐ KEUNG, KWAI YIN (姜桂燕)

☐ KONG, WAI LING (江惠玲)

☐ KUK, SO PO (谷素寶)

☐ KWAN, TZE LEI (關子薇)

☐ LAU, KIN HEI (劉建喜)

☐ LEE, WAI JING (李慧晶)

☐ LUI, SIU FOON (雷少歡)

☐ LUK, PUI SUET (陸珮雪)

☐ LUK, WING FUN (陸穎芬)

☐ NGAN, JO YU (顏祖宇)

☐ NGAN, WING WAI (顏詠慧)

☐ SUEN, SIU NA (孫少娜)

☐ SUEN, YUET FA (孫月花)

☐ SUNG, MAN KEI (宋曼琦)

Export to Excel

Obtain the key, [S11] in this example, as appears on the left of the specific Recommending Teacher's name;

Details

Name of Teacher:

MS CHAU, YAT YING (周逸瑩)

Date of Birth:

20/08/****

HKID Card Number:

D297****

RT/PT Number:

Key:

[S11]C (陳宇珞)

Level/Type

☐ Kindergarten
 ☐ Special

☒ Primary [S11]
 ☐ Other

☐ Secondary

Key Learning Areas - Subject/Function

Chinese Language Education

English Language Education**

Mathematics Education

Science Education

Technology Education

Personal, Social and Humanities Education

Arts Education

Physical Education

Cross KLAs

SEN and Non-KLAs

Other Languages

Applied Learning/Career Oriented Curriculum

OTHERS

☐ CHINESE LANGUAGE
 ☐ PUTONGHUA

☐ CHINESE LITERATURE

Search the Recommended Training Needs items by the key obtained from the above steps;

Details

Name of Teacher: MS CHAU, YAT YING (周逸儀) Date of Birth: 20/08/****
 HKID Card Number: D297**** RT/PT Number:

Key: [S11]CHAN, YU LOK (陳宇珣)

Level/Type

☐ Kindergarten ☐ Special
☒ Primary [S11] ☐ Other
☐ Secondary

Key Learning Areas - Subject/Function

Chinese Language Education English Language Education[^] Mathematics Education Science Education Technology Education
 Personal, Social and Humanities Education Arts Education Physical Education Cross KLAS SEN and Non-KLAS Other Languages
 Applied Learning/Career Oriented Curriculum OTHERS

☒ ENGLISH LANGUAGE ☐ LITERATURE IN ENGLISH [S11]

To obtain the Training Needs defined by all teachers, please follow Section 5.3.3.

5.3.3 Export the Training Needs defined by all teachers to an EXCEL file

Users can export the Training Needs defined by all teachers via [e-Services Portal > School Desk > Training Needs > View Training Needs for All Teachers](#).

Scroll to the bottom of the function and press the [\[Export to Excel\]](#) button.

Type in a password and press the [\[Export\]](#) button;

View Training Needs for All Teachers

School Name: Z_ESERVICES DEMO SCHOOL 示範學校
School Number: 552216-0003/PRI/AM
Finance Type: AIDED
Telephone:

"Training Needs" module helps teachers to define their training needs, consider the recommendations of their Recommenders' training needs. All functions for school administrators and teachers are **optional**. Click [\[User Manual\]](#) for more information.

Should you have any enquiries, please contact T-surf^{24/7} Support Team at 3698 3638 / 3698 3660 (tel) or aaes8@edutrust.gov.hk

This section lists the training needs defined by all the teachers. Please select the teacher you wish to view. You may :

- | | |
|--|--|
| <input type="radio"/> CHAN, YU LOK (陳宇珩) | <input type="radio"/> KONG, WAI LING (江惠玲) |
| <input type="radio"/> CHAU, YAT YING (周逸瑩) | <input type="radio"/> KUK, SO PO (谷素寶) |
| <input type="radio"/> CHEUNG, HENG SEUNG (張杏嫦) | <input type="radio"/> KWAN, TZE LEI (關子薇) |
| <input type="radio"/> CHEUNG, SO KWAN (張素筠) | <input type="radio"/> LAU, KIN HEI (劉建喜) |
| <input type="radio"/> CHIN, KAM NIN (錢錦年) | <input type="radio"/> LEE, WAI JING (李慧晶) |
| <input type="radio"/> CHIU, LAI NA (趙麗娜) | <input type="radio"/> LUI, SIU FOON (雷少歡) |
| <input type="radio"/> CHOW, CHAU SEUNG (鄒秋嫦) | <input type="radio"/> LUK, PUI SUET (陸珮雪) |
| <input type="radio"/> CHUI, BIK YEE (崔碧兒) | <input type="radio"/> LUK, WING FUN (陸穎芬) |
| <input type="radio"/> CHUI, MEI YUE (徐美瑜) | <input type="radio"/> NGAN, JO YU (顏祖宇) |
| <input type="radio"/> HUI, WAI LOK (許惠珩) | <input type="radio"/> NGAN, WING WAI (顏詠慧) |
| <input type="radio"/> HUNG, MAN YAN (孔敏茵) | <input type="radio"/> SUEN, SIU NA (孫少娜) |
| <input type="radio"/> KAN, SAI LEUNG (簡世良) | <input type="radio"/> SUEN, YUET FA (孫月花) |
| <input type="radio"/> KEUNG, KWAI YIN (姜桂燕) | <input type="radio"/> SUNG, MAN KEI (宋曼琦) |

Export to Excel

Set a password:

.....

Export

Password Guideline

Please use passwords with at least 8 characters composed of at least 3 of the following 4 categories:

- English uppercase characters (A-Z)
- English lowercase characters (a-z)
- Numerical digits (0-9)
- Non-alphanumeric characters (which are !, \$, #, %, @, - or _)

Save the exported EXCEL file to a designated location.