**Record Form for**

**Training Requirements for Promotion**

*(Schools are not required to submit this Form to the Permanent Secretary for Education for confirmation but should keep this Form properly for checking.)*

**Part A: Teacher’s Information**

|  |  |
| --- | --- |
| Teacher Name: |  |
| Current Rank: |  |
| Rank to be promoted to: |  |
| Proposed date of substantive promotion: |  |
| School Name: |  |

**Part B: Training Requirements for Promotion**

Teachers should complete (i) Core Part and (ii) Elective Part to be eligible for promotion to a higher rank. The validity period of the courses undertaken is five years Note 1.

**(i) Core Part**

The 30-hours Core Part offered by the EDB focuses on the necessary competencies required of school leaders. The courses teachers should take are determined by the ranks they will be promoted to. Please complete the appropriate table in accordance with the respective promotion rank.

*For teachers to be promoted to*

*Senior Graduate Master/Mistress or Primary School Master/Mistress*

|  |  |  |
| --- | --- | --- |
| Course Title | Contact Hours | Completion Date |
| Professional Conduct, Values and Education Policies | 12 |  |
| Professional Vision and Growth of School Leaders | 12 |  |
| Reflection and Practice of Professional Leadership | 6 |  |

*For teachers to be promoted to*

*Principal Graduate Master/Mistress or Senior Primary School Master/Mistress*

|  |  |  |
| --- | --- | --- |
| Course Title | Contact Hours | Completion Date |
| Professional Conduct, Values and Education Policies | 12 |  |
| School Administration and Management | 18 |  |

**(ii) Elective Part**

The Elective Part focuses on professional knowledge, and its content should be relevant to the promotion post. Teachers promoted to Senior Graduate Master/Mistress or Primary School Master/Mistress must complete 60 hours of training in the Elective Part. Teachers promoted to Principal Graduate Master/Mistress or Senior Primary School Master/Mistress must complete 100 hours of training in the Elective Part.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course title | Categories Note2 : | Training | Contact hours | Completion date | Supporting document | Verified Note 3 |
| e.g. Nurturing Reflective Professionals – Using the T-standard+ for Staff Development | MO | EDB | 3 | 18.6.2020 | Record in e-Services | ✓ |
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**Part C: SMC/IMC Endorsement**

I confirm that my school has complied with the EDB’s training requirements for promotion of teachers in aided schools and confirm that the teacher in Part A has fulfilled the training requirements for promotion on the Core Part and Elective Part within five years prior to his/her substantive promotion.

|  |  |  |  |
| --- | --- | --- | --- |
| School chop | Signature of School Supervisor : |  | |
|  | Name of School Supervisor : |  |
|  | Date : |  |

Note 1: Five years prior to the date of the teacher’s substantive promotion.

Note 2: The training in the Elective Part should match the following categories:

Management and Organisation (MO) - e.g. school self-evaluation; teacher professional development

Learning and Teaching (LT) - e.g. curriculum planning; assessment; teaching strategies

School Ethos and Student Support (SS) - e.g. guidance and counselling; life planning; moral and civic education

Others (OTH) - e.g. related to the mission and major concerns of the school

Please use the acronyms in brackets when completing the record form for the Elective Part. It is acceptable to fill in more than one category for a programme.

Note 3: Training programmes in the Elective Part can be provided by the EDB, local universities or training organisations accepted by SMC/IMC.

Note 4: When deciding whether to accept a programme to be the Elective Part, SMC/IMC should consider the following criteria:

The prgramme is structured learning with 3 or more contact hours.

The programme is related to promotion posts.

The programme is provided by the EDB, local universities, or training organisations accepted by SMC/IMC.

The programme is completed within five years prior to the date of the teacher’s substantive promotion.