

Suggested Learning Areas for School Supervisors and School Managers

The suggested learning areas are designed mainly according to school operation and management. The training content, mode of delivery and number of training hours may be determined by IMCs in light of the genuine needs of school supervisors and school managers, school context and concerns of SSBs.

I	School-based Management	<ul style="list-style-type: none">• Spirit of school-based management and school governance framework (operation and composition of IMC)• Roles and responsibilities of EDB, SSB and IMC• Roles and responsibilities, and core competences (attitude, skill and knowledge) of, code of ethics for, and declaration and disclosure of interests by school managers• Planning of training for, professional exchange among and succession of school managers
II	Human Resource Management of Schools	<ul style="list-style-type: none">• Staff appointment, regrading of posts, promotion and acting appointment• Administrative procedures for the appointment of school staff• Rights and benefits of school staff• Staff appraisal, training and development• Staff conduct and discipline• Handling staff complaints• Staff resignation, dismissal, retirement and extension of services
III	Financial Management of Schools	<ul style="list-style-type: none">• School revenue• Trading operations• Procurement of stores and services• Accounting and financial control• Annual audited accounts and retention of accounting records
IV	School Development and Policy	<ul style="list-style-type: none">• Vision and mission of the school• School development planning• School policy• Curriculum policy• Student matters• Essential skills for handling complaints, crises and conflicts at school, media enquiries, etc.

Soft Training Targets for School Supervisors and School Managers

	Training hours		Training programmes
	Newly registered	Serving/ Re-nominated	
School supervisors	At least a total of 6 hours within the first year of service as a school supervisor	At least a total of 2 hours each year	<p>Newly registered supervisors may select training programmes or activities provided by school sponsoring bodies (SSBs), incorporated management committees (IMCs) or the Education Bureau (EDB), and those offered by EDB are compulsory.</p> <p>Serving/re-nominated supervisors shall enrol in refresher training programmes or activities provided by EDB.</p>
School managers	At least a total of 3 hours within the first year of service as a school manager	At least a total of 2 hours each year	Newly registered/serving/re-nominated managers may select training programmes or activities provided by SSBs, IMCs or EDB.