

Training Requirements for Promotion of Teachers in Aided Schools

(in effect till 31 August 2023)

To be eligible for substantive promotion to a higher rank of a grade, a candidate must have undertaken training specified by the Permanent Secretary or other acceptable training as approved by the Incorporated Management Committee or the Permanent Secretary based on the criteria/guiding principles provided in paragraph 3 below.

1. Training requirements for promotion of teachers in aided secondary schools / secondary section of special schools

Graduate Grade

Level	Refresher Training	Management Training
Graduate Master/Mistress (GM) to Senior Graduate Master/Mistress (SGM)	Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	Nil
Senior Graduate Master/Mistress (SGM) to Principal Graduate Master/Mistress (PGM)	Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	The management training courses run by tertiary institutions undertaken within the previous 10 years, for example – <ul style="list-style-type: none"> • Educational Administration and Management Course for Senior School Administrators in Secondary Schools; • Leadership Development Programme for Middle Leaders of Secondary Schools; • Certificate in Professional Development Programme for Middle Leaders in Schools; • Leadership Development Programme for Middle Leaders of Special Schools <u>or</u> Other acceptable training undertaken within the previous 10 years

(Updated in October 2021)

Level	Refresher Training	Management Training
Senior Graduate Master/Mistress (SGM) to Principal Graduate Master/Mistress (PGM)*	Certification for Principalship within the previous 5 years	
Senior Graduate Master/Mistress (SGM) or Principal Graduate Master/Mistress (PGM) to Principal II/I	Certification for Principalship within the previous 5 years	
Principal Graduate Master/Mistress (PGM)* to Principal II/I	Nil	
Principal II to Principal I	Nil	

* Secondary school head at Principal Graduate Master/Mistress (PGM) rank

- Note 1: The requirement for refresher training at tertiary institutions will be waived for teachers who have completed a Teacher's Certificate or a Post-graduate Certificate/Diploma in Education course within the previous 5 years.
- Note 2: Requirement for special education teachers is the same as that for ordinary teachers.
- Note 3: The minimum numbers of contact hours for refresher training course and management training course are 90 hours and 40 hours respectively.

2. **Training requirements for promotion of teachers in aided primary schools / primary section of special schools**

(a) ***Non-graduate Grade***

Level	Refresher Training	Management Training
Assistant Master/Mistress (AM) to Senior Primary School Master/Mistress (SPSM)	<p>Professional Development Course run by the tertiary institutions undertaken within the previous 10 years, <u>or</u></p> <p>Other acceptable training undertaken within the previous 10 years</p>	<p>The management training courses run by tertiary institutions undertaken within the previous 10 years, for example –</p> <ul style="list-style-type: none"> • Leadership Development Programme for Middle Leaders of Primary Schools; • Certificate in Professional Development Programme for Middle Leaders in Schools; • Leadership Development Programme for Middle Leaders of Special Schools; <p><u>or</u></p> <p>Other acceptable training undertaken within the previous 10 years</p>

(b) ***Graduate Grade***

Level	Refresher Training	Management Training
Assistant Primary School Master/Mistress (APSM) to Primary School Master/Mistress (PSM)	<p>Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u></p> <p>Other acceptable training undertaken within the previous 10 years</p>	Nil

Level	Refresher Training	Management Training
Primary School Master/Mistress (PSM) to Senior Primary School Master/Mistress (SPSM)	Professional Development Course run by the tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	The management training courses run by tertiary institutions undertaken within the previous 10 years, for example – <ul style="list-style-type: none"> • Leadership Development Programme for Middle Leaders of Primary Schools; • Certificate in Professional Development Programme for Middle Leaders in Schools; • Leadership Development Programme for Middle Leaders of Special Schools; <u>or</u> Other acceptable training undertaken within the previous 10 years
Primary School Master/Mistress (PSM) to Senior Primary School Master/Mistress (SPSM)*	Certification for Principalship within the previous 5 years	
Primary School Master/Mistress (PSM) or Senior Primary School Master/Mistress (SPSM) to Headmaster/ Headmistress II (HM II)	Certification for Principalship within the previous 5 years	
Senior Primary School Master/Mistress (SPSM)* to Headmaster/ Headmistress II (HM II)	Nil	
Headmaster/ Headmistress II (HM II) to Headmaster/ Headmistress I (HM I)	Nil	

* Primary school head at Senior Primary School Master/Mistress (SPSM) rank

Note 1: The requirement for refresher training at tertiary institutions will be waived for teachers who have completed a Teacher's Certificate or a Post-graduate Certificate/Diploma in Education course within the previous 5 years.

(Updated in October 2021)

Note 2: Requirement for special education teachers is the same as that for ordinary teachers.

Note 3: The minimum numbers of contact hours for refresher training course and management training course are 90 hours and 40 hours respectively.

Note 4: Starting from the 2011/12 school year, teachers promoted to the SPSM rank should fulfil both the refresher training and the school management training.

3. Other acceptable training courses

The following criteria/guiding principles will be adopted in assessing whether other course(s) undertaken by candidate is/are considered as acceptable/equivalent to the training course(s) specified:

(a) Other Acceptable Refresher Training

The training consists of course(s) that provide(s) opportunities for teachers to update their professional knowledge on modern methods and approaches related to teaching/learning and student support. The knowledge gained can facilitate them in better carrying out their duties in the school. The minimum number of contact hours is 90. The course(s) is/are offered by EDB or local tertiary institutions.

(b) Other Acceptable Management Training

The training consists of course(s) that provide(s) opportunities for teachers to study various school management or education administration issues. The knowledge gained can enable the teachers to contribute to the effective and efficient operation of the school. The minimum number of contact hours is 40. The course(s) is/are offered by EDB or local tertiary institutions.

Remark: For aggregation of courses, no less than 50% of minimum contact hours (i.e. 45 hours for refresher training and 20 hours for management courses) should be accumulated through the courses with duration of not less than 3 days (18 contact hours) and the rest are from courses with duration of not less than half day (3 contact hours).

(For Reference)

Training Requirements for Promotion of Non-graduate Grade Teachers in Aided Schools

(in effect till 31 August 2023)

Aided secondary schools / secondary section of special schools

Level	Refresher Training	Management Training
Certificated Master/Mistress (CM) to Assistant Master/Mistress (AM)	Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	Nil
Assistant Master/Mistress (AM) to Senior Assistant Master/Mistress (SAM)	Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	The management training courses run by tertiary institutions undertaken within the previous 10 years, for example - <ul style="list-style-type: none">• Leadership Development Programme for Middle Leaders of Secondary Schools;• Certificate in Professional Development Programme for Middle Leaders in Schools <u>or</u> Other acceptable training undertaken within the previous 10 years

Aided primary schools / primary section of special schools

Level	Refresher Training	Management Training
Certificated Master/Mistress (CM) to Assistant Master/Mistress (AM)	Professional Development Course run by tertiary institutions undertaken within the previous 10 years, <u>or</u> Other acceptable training undertaken within the previous 10 years	Nil

(Updated in October 2021)

Level	Refresher Training	Management Training
Assistant Master/Mistress (AM)* to Senior Assistant Master/Mistress (SAM)		Nil
Senior Assistant Master/Mistress (SAM) to Principal Assistant/Mistress (PAM)		Nil

* Primary school head at Assistant Master/Mistress (AM) rank