

**Frequently-asked Questions**  
*(For reference of school principals and teachers)*

**Enhanced training requirements for promotion**

**Q1 : Why are changes introduced to enhance the long-standing training requirements for promotion?**

A1 : The Government attaches great importance to teachers' professional development, and has implemented various measures to enhance teachers' professional competencies and sustain excellence in education. With the growing complexity in teachers' responsibilities, teachers, in particular the middle leaders, must possess professional competencies and perspectives (e.g. understanding of social and policy developments as well as global education trends, etc.) to meet the needs in the promotion posts. Enhancing the training requirements for promotion can keep teachers abreast with the latest developments and adequately equip them with the necessary professional competencies to meet the needs in the promotion posts. Please refer to Annex 4 of EDB Circular No. 6/2020 for details of the enhanced training requirements for promotion.

**Q2 : Why is the validity period for the training for promotion shortened to 5 years?**

A2 : With the growing complexity in teachers' responsibilities, teachers, in particular the middle leaders, must possess professional competencies and perspectives (e.g. understanding of social and policy developments as well as global education trends, etc.) to meet the needs in the promotion posts. The EDB shortens the validity period of training for promotion for the middle management to ensure that teachers receive up-to-date training that is aligned with the latest social development and education trends and meet the needs in the promotion posts.

**Q3 : Can SMCs/IMCs consider accepting higher degree programmes, teacher's certificates or post-graduate diplomas in education as the training programmes of the Elective Part?**

A3 : Under the enhanced arrangements of training for promotion, SMCs/IMCs should follow the guiding principles stipulated in Annex 4 of the EDB Circular No. 6/2020 when considering whether to accept a higher degree, teacher's certificate or a post-graduate diploma in education as the training programme of the Elective Part. SMCs/IMCs could consider factors such as course contents, learning modes, contact hours and training providers, etc. when endorsing courses. Nevertheless, teachers still have to complete the designated training programmes in the Core Part provided by the EDB in order to fulfil the training requirements for promotion.

**Q4 : Will the Bureau continue to offer the Refresher Training and Management Training?**

A4 : The Refresher Training offered by the EDB could be accepted as the training programme(s) in the Elective Part under the enhanced arrangements of training for promotion. The Management Training will be offered until the full implementation of the enhanced training requirements for promotion on 1 September 2023.

**Q5 : Under the enhanced arrangements of the training for promotion, how should schools handle the promotion of teachers who fail to fulfil the training requirements for promotion?**

A5 : Schools should consider a basket of factors, including but not limited to the training requirements for promotion, when promoting teachers to a higher rank. The Codes of Aid stipulate that to be eligible for substantive promotion to a higher rank of grade, a candidate must have undertaken training specified by or acceptable to the Permanent Secretary for Education. In the case where teachers meet all requirements for promotion except the training requirements, the teachers can act up the promotion posts until the fulfilment of all requirements. Please refer to the Codes of Aid and relevant EDB Circular(s) for details.

**Q6 : Is it obligatory for SMCs/IMCs to use the “Record Form for Training Requirements for Promotion” provided by the EDB when reviewing teachers’ fulfilment of the training requirements for promotion?**

A6 : The “Record Form for Training Requirements for Promotion” (Record Form) is provided by the EDB to facilitate schools’ review of teachers’ fulfilment of the training requirements for promotion. Schools are welcome to document teachers’ training records in their own ways or download the Record Form from the EDB Website<sup>1</sup> for adaptation. Irrespective of the forms of records, schools must properly maintain the records and related proofing documents (e.g. proof of attendance in courses, certified true copies of the training certificates, etc.) for the purpose of inspection.

Professional Development and Training Division

Education Bureau

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<sup>1</sup> The Record Form has been uploaded to the EDB webpage ([Home > Teachers Related > Qualifications, Training and Development > Development](#)).