

Enhanced Training Requirements for Promotion

Professional Development and Training Division
Education Bureau

Enhanced Arrangements of Training for Promotion

- ✓ implemented from 2020/21 s.y.
- ✓ applicable for promotion to Senior Graduate Master / Mistress (SGM), Principal Graduate Master / Mistress (PGM), Primary School Master / Mistress (PSM) and Senior Primary School Master / Mistress (SPSM)

Steps:

- 1) Principals inform teachers of the training requirements for promotion.
(Please refer to Slides 4-7 for details.)
- 2) Teachers set goals and directions for continuous development.
(Please refer to Slides 8-12 for details.)
- 3) SMCs/IMCs endorse teachers' fulfillment of the training requirements for promotion.
(Please refer to Slides 13-15 for details.)





Step 1:

Principals should explain clearly to teachers the training requirements for promotion, including:

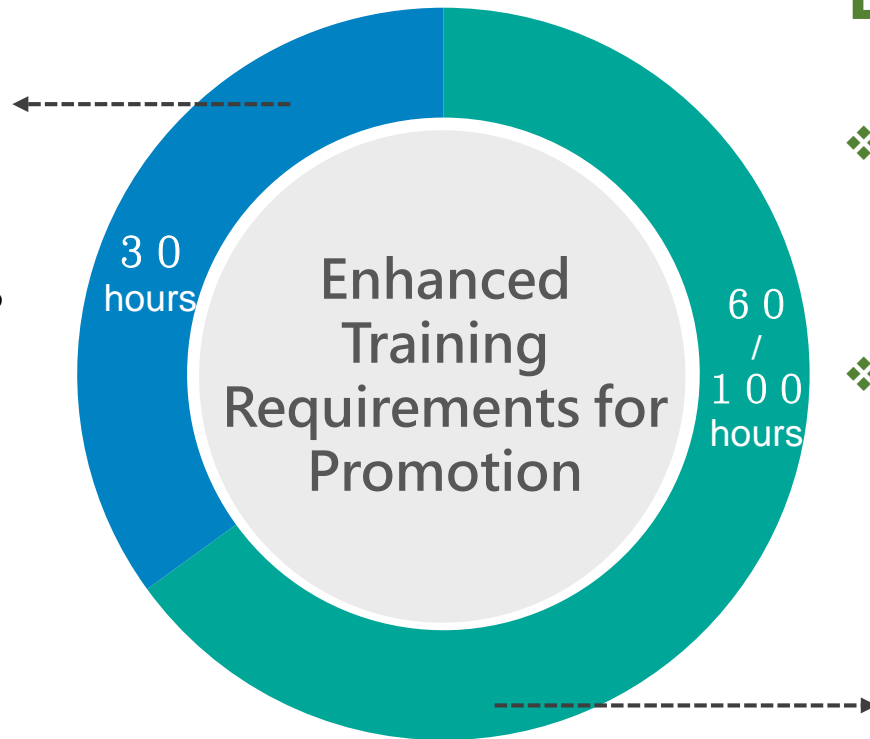
- content
- validity period
- transition period

Enhanced Training Requirements for Promotion

Content – Core Part & Elective Part

Core Part

- ❖ 30 hours
- ❖ Designated programmes provided by the EDB
- ❖ Focusing on the competencies required of schools leaders



Elective Part

- ❖ 60 hours (for promotion to SGM/PSM) or 100 hours (for promotion to PGM/SPSM)
- ❖ Teachers select suitable training programmes according to the professional expertise required for respective promotion posts

Enhanced Training Requirements for Promotion

Validity Period

- ✓ Teachers must complete the designated training programmes in the Core Part and the required number of hours of the Elective Part within five years prior to their substantive promotion.

Example:



Enhanced Training Requirements for Promotion

Transition Period



- ✓ A three-year transition period is in place.
- ✓ All teachers promoted on or before 31 August 2023 can opt to fulfil the original or enhanced training requirements for promotion.

Step 2:

Teachers aspiring for promotion should understand the training requirements, review their own strengths, and set goals and directions for continuous development. They should attend training programmes in the:

- Core Part
- Elective Part



Core Part

- for promotion to SGM and PSM

30-hour Core Part +

60-hour Elective Part

Aspiring SGMs and PSMs can apply for the following programmes through Training Calendar System (TCS):

1. Professional Conduct, Values and Education Policies (12 hours)
2. Professional Vision and Growth of School Leaders (12 hours)
3. Reflection and Practice of Professional Leadership (6 hours)

Core Part

- for promotion to PGM and SPSM

30-hour Core Part +

100-hour Elective Part

Aspiring PGMs and SPSMs can apply for the following programmes through Training Calendar System (TCS):

1. Professional Conduct, Values and Education Policies (12 hours)
2. School Administration and Management (18 hours)

Elective Part

30-hour Core Part +

60-hour Elective Part (SGM/PSM)

100-hour Elective Part (PGM/SPSM)

- ❖ Teachers can select suitable training programmes, according to the professional expertise required for respective promotion posts.
- ❖ The required no. of training hours depends on the promotion rank:
 - SGM/PSM : 60 hours
 - PGM/SPSM : 100 hours
- ❖ These training programmes must be endorsed and accepted by the SMCs/IMCs as fulfilling the requirements of the Elective Part.

Related Information

Teachers can:

- ✓ apply for core training programmes through the **TCS** (from Oct 2020).
- ✓ review their progress in completing training programmes in the Core Part through the **e-Services Portal** (from Dec 2020).
- ✓ submit via principals records of the training programmes completed using the “**Record Form for the Training Requirements for Promotion**”, together with related documentation, to SMCs/IMCs for endorsement.



QR code for downloading the Form

Step 3 :

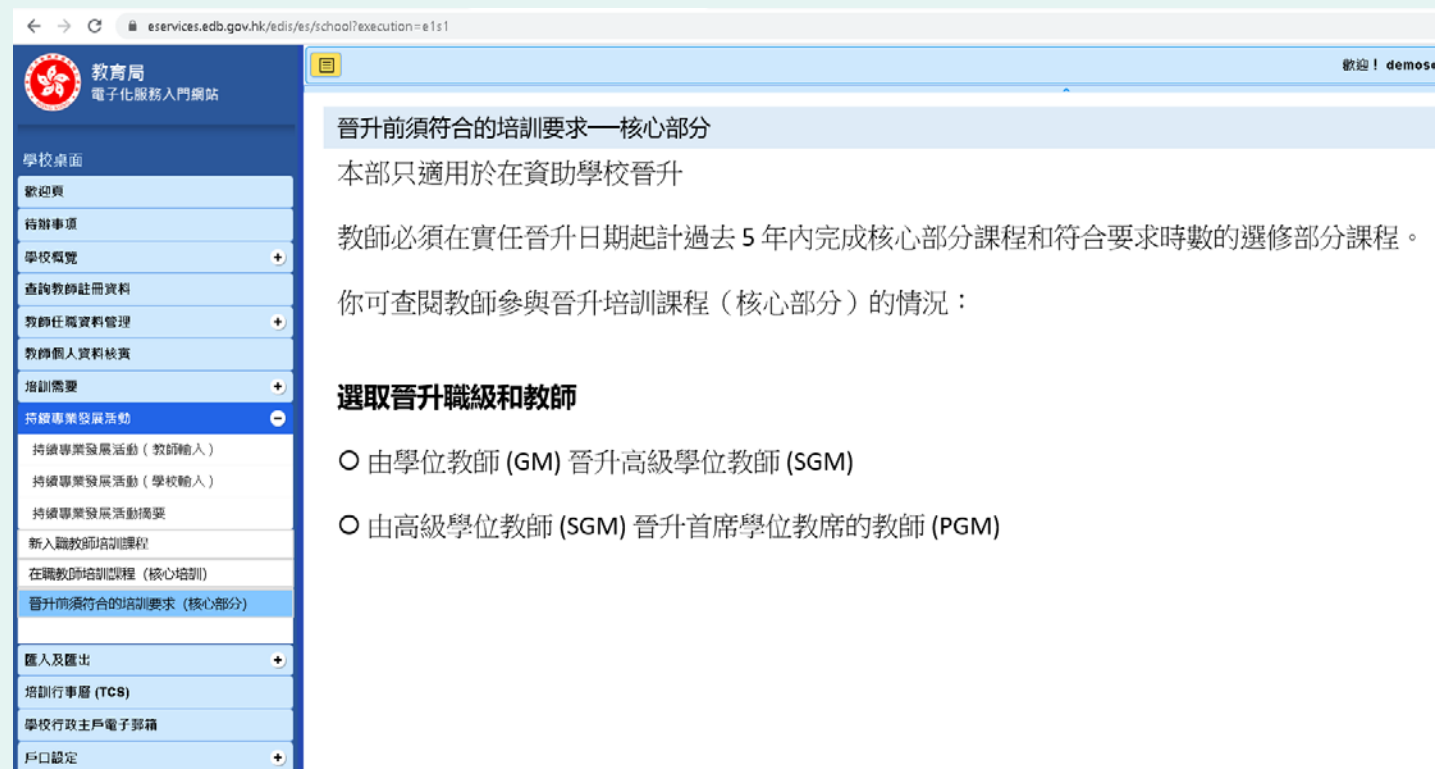
SMCs/IMCs should verify teachers' training records and endorse their fulfilment of the training requirements for promotion by :

- **Confirming the Core Part**
- **Vetting the Elective Part**



Confirming the Core Part

SMCs/IMCs must **confirm** the teachers have completed all the required training programmes in the **Core Part**. Principals can review teachers' records of completion through the EDB e-Services Portal.



The screenshot shows the EDB e-Services Portal interface. On the left is a navigation menu with the following items: 學校桌面, 歡迎頁, 待辦事項, 學校概覽, 查詢教師註冊資料, 教師任職資料管理, 教師個人資料核實, 培訓需要, 持續專業發展活動, 持續專業發展活動 (教師輸入), 持續專業發展活動 (學校輸入), 持續專業發展活動摘要, 新入職教師培訓課程, 在職教師培訓課程 (核心培訓), 晉升前須符合的培訓要求 (核心部分), 匯入及匯出, 培訓行事曆 (TCS), 學校行政主戶電子郵箱, 戶口設定. The '晉升前須符合的培訓要求 (核心部分)' item is highlighted. On the right, the main content area displays the following text: '晉升前須符合的培訓要求—核心部分', '本部只適用於在資助學校晉升', '教師必須在實任晉升日期起計過去 5 年內完成核心部分課程和符合要求時數的選修部分課程。', '你可查閱教師參與晉升培訓課程 (核心部分) 的情況：', '選取晉升職級和教師', and a list of options: '由學位教師 (GM) 晉升高級學位教師 (SGM)' and '由高級學位教師 (SGM) 晉升首席學位教席的教師 (PGM)'.

Click
“Training
Requirements
for Promotion
(Core Part)”

(This function is available from Dec 2020.)

Vetting the Elective Part

SMCs/IMCs should decide whether the training programmes taken by teachers can be accepted as fulfilling the requirements of the **Elective Part** based on the principles on 1) **Content**, 2) **Mode**, 3) **Duration** and 4) **Training Provider**.

Vetting Principles

Content

The training programmes should fall into the following categories:

- Management and organisation
- Learning and teaching
- School ethos and student support
- Others (e.g. topics related to the mission and major concerns of the school)

Mode

The training programmes should provide structured learning.

Duration

The duration of each programme should not be shorter than half a day (i.e. three contact hours).

Training Provider

Training programmes relating to promotion posts offered by the EDB or local universities should be accepted. SMCs/IMCs can consider accepting other training providers, taking into account school-based needs as well as the quality and content of programmes.

Related Information

Details of the “Training Requirements for Promotion of Teachers in Aided Schools” have been uploaded to the EDB website ([Home > Teachers Related > Qualifications, Training and Development > Development](#)).

