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
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:

Validity Period of Training: 1 Sep 2020 – 31 Aug 2025

Substantive Promotion
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
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)
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)
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
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.

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

<table>
<thead>
<tr>
<th>Content</th>
<th>Duration</th>
<th>Training Provider</th>
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<tbody>
<tr>
<td>The training programmes should fall into the following categories:</td>
<td>The duration of each programme should not be shorter than half a day (i.e. three contact hours).</td>
<td>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.</td>
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<tr>
<td>• Management and organisation</td>
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<td>• Learning and teaching</td>
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<td>• School ethos and student support</td>
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<td>• Others (e.g. topics related to the mission and major concerns of the school)</td>
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Mode

The training programmes should provide structured learning.
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).