

**Structured Manager Training Programmes (2024/25)**  
**(Commissioned by Education Bureau)**  
**Foundation Programme: For Participants who have**  
**LIMITED or NO Experience in Education and School Operation**

**Programme Objective**

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The target participants of Foundation Programme (FP) are serving or potential school managers who are not working in education-related fields. They have not attended any similar manager training programmes before and have limited or no experience in education and school operation in Hong Kong. The FP aims at providing school managers a better understanding of their roles and functions as Incorporated Management Committees (IMC) managers within the School-based Management (SBM) governance framework. The FP is specifically for IMCs, but some content is also suitable for School Management Committees (SMC) Chairpersons and Members of Government Schools. Enrolling in FP is eligible to meet Education Bureau's Soft Training Target for school supervisors and school managers.

**Medium of Instruction**

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Cantonese will be the major medium of instruction, supplemented by English. The training materials will be in Chinese (supplemented by English, if applicable).

**Programme Structure and Session Content**

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The FP comprises of 2 parts: Part 1 introduces to school managers the governance in IMC schools; Part 2 explains the roles and responsibilities of school managers. Each part consists of two 2.5-hour sessions; a total of 4 sessions in the FP. Each session would provide two timeslots for school managers: one for weekday evenings and one for Saturday mornings. Participants are recommended to attend all 4 sessions in both parts to better prepare for their school manager roles yet can attend any sessions considering their availability.

**Part 1, Session 1**

**Understanding the latest education initiatives and the implications of the Constitution, Basic Law and National Security Education to school operations**

This session will introduce new school managers to the latest education initiatives in Hong Kong that affect school operations, highlighting the operation principles of the Constitution, Basic Law and National Security Education to school operations, for helping schools formulate appropriate plans and policies for nurturing students' national identity and responsibilities.

**Speaker: Pr CHOY Sai Hung**

**Part 1, Session 2**

**Understanding the functions, operations and meeting protocols of IMCs**

This session provides new school managers a general overview of school-based management (SBM) development in Hong Kong. It focuses on the functions, responsibilities, operations and the standing meeting protocols of Incorporated Management Committees (IMCs). It aims to enable the new school managers to understand the operation of IMCs, and the working relationship with school staff so that the new school managers could perform their roles effectively and foster the development of the schools.

**Speaker: Dr CHEUNG Wing Ming Francis**

Part 2, Session 1

Exploring approaches to strengthen the roles and responsibilities of school managers (Parent, Alumni and Teacher) to IMCs

This session focuses on the roles and responsibilities of various categories of school managers, differentiating the role of a school manager from that of a Parent-teacher Association chairperson (and committee members), Alumni Association chairperson (and committee members) or Teacher. It also introduces the legal protection and ethical conduct to school managers. The session will use case studies to inspire participants to explore better ways to enhance collaborations in the IMCs.

**Speaker:** Mr CHAN Shiu Choy

Part 2, Session 2

Understanding the monitoring roles of school managers in school financial and human resources management

This session aims to give new school managers a general overview of school finance and human resources management, referring to the Education Ordinance and the Code of Aid. It highlights to school managers the importance of their monitoring roles in school financial and human resources to effectively monitor the schools' use of public funds and formulate different policies for using those resources.

**Speaker:** Dr CHU Kai Wing

## Timetable

	Date and Time		Speaker	Venue
Part 1	Course A	Course B		
Session 1: Understanding the latest education initiatives and the implications of the Constitution, Basic Law and National Security Education to school operations	<b>26 Sept 2024 (Thu)</b> <b>6:45 pm – 9:15 pm</b>	<b>22 Mar 2025 (Sat)</b> <b>10:00 am – 12:30 pm</b>	<b>Pr CHOY Sai Hung</b>	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
Session 2: Understanding the functions, operations and meeting protocols of IMCs	<b>3 Oct 2024 (Thu)</b> <b>6:45 pm – 9:15 pm</b>	<b>29 Mar 2025 (Sat)</b> <b>10:00 am – 12:30 pm</b>	<b>Dr CHEUNG Wing Ming Francis</b>	
Part 2				
Session 1: Exploring approaches to strengthen the roles and responsibilities of school managers (Parent, Alumni and Teacher) to IMCs	<b>19 Oct 2024 (Sat)</b> <b>10:00 am – 12:30 pm</b>	<b>7 May 2025 (Wed)</b> <b>6:45 pm – 9:15 pm</b>	<b>Pr CHAN Shiu Choy</b>	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
Session 2: Understanding the monitoring roles of school managers in school financial and human resources management	<b>26 Oct 2024 (Sat)</b> <b>10:00 am – 12:30 pm</b>	<b>14 May 2025 (Wed)</b> <b>6:45 pm – 9:15 pm</b>	<b>Dr CHU Kai Wing</b>	

## Attendance / Completion Certificates

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An E-Certificate of Attendance at a training session will be sent to participants within two weeks after the session. Participants who have attained 100% attendance in any one of the parts will be issued a Certificate of Completion of the relevant part by Education Convergence.

## Registration Procedures

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School managers could apply via following ways:

- (1) Click this [link](#) to apply online
- (2) Scan the QR code and fill in an online application



To protect personal data, participants only need to provide limited information in the online registration form above. After receiving the online application, Education Convergence will send a full registration form by email. The school should complete and send it to our email ([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)). Participants should contact the relevant school's Executive Officer (EO) to complete the registration process.

- (3) Email [edconvergence02@gmail.com](mailto:edconvergence02@gmail.com) to request a full registration form. Complete and email it back.
- (4) Fill in the attached full registration form and email ([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)) to Education Convergence.
- (5) Fill in the attached full registration form and fax (number: 2111 9826) to Education Convergence.

Confirmation notices will be sent to the email addresses of the respective schools provided in the registration forms within one week of application.

Programme details are also available at:

- Education Bureau School-based Management Information Online  
[Home Page > Training Courses for School Managers]:  
<https://sbm.edb.gov.hk/tc/training-courses-for-school-managers.html>

## Enquiries

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Education Convergence

Telephone      9775 3200  
Fax              2111 9826  
Email            [edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)

**有系統校董培訓課程 (2024/25) (由教育局委託)**  
**基礎課程：適合有限或沒有教育和學校運作經驗的人士**

**申請須知：**請將填妥之表格電郵至([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)) 或傳真至(傳真號碼：2111 9826) 教育評議會。確認通知書將於報名後一星期內發送至填寫於申請表格內之電郵地址。如有任何查詢，請致電教育評議會(電話號碼：9775 3200)。

**收集個人資料聲明：**校董所提交之資料除了用作參加者紀錄，亦會交予教育局作校董培訓統計之用。根據個人資料(私隱)條例，參加者有權查閱及更改其個人資料，如有需要，可與本會職員聯絡。

**請在方格內加✓報讀心儀的課節：**(可選多個課節，也可自行組合 A 與 B 的課節，但請留意課節 1A 與課節 1B 內容相同；2A 與 2B 相同)。

**所有課節均在中華基督教會協和小學(長沙灣)舉行。**

第一部份	上課日期及時間	上課日期及時間	講者
	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	
課節一：認識香港教育政策的發展及學校在憲法、基本法及國安教育框架下的運作	2024年9月26日(星期四) 下午 6:45 - 9:15  <b>截止報名日期： 2024年9月16日</b>	2025年3月22日(星期六) 上午 10:00 - 下午 12:30  <b>截止報名日期： 2025年3月12日</b>	蔡世鴻校長
	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	
課節二：認識法團校董會的職能、運作及會議常規	2024年10月3日(星期四) 下午 6:45 - 9:15  <b>截止報名日期： 2024年9月23日</b>	2025年3月29日(星期六) 上午 10:00 - 下午 12:30  <b>截止報名日期： 2025年3月19日</b>	張永明博士
第二部份	上課日期及時間	上課日期及時間	講者
	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	
課節一：探討加強家長、校友和教員校董在法團校董會的角色及責任	2024年10月19日(星期六) 上午 10:00 - 下午 12:30  <b>截止報名日期： 2024年10月9日</b>	2025年5月7日(星期三) 下午 6:45 - 9:15  <b>截止報名日期： 2025年4月26日</b>	陳紹才校長
	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	
課節二：認識校董在學校財務及人力資源管理中的監督角色	2024年10月26日(星期六) 上午 10:00 - 下午 12:30  <b>截止報名日期： 2024年10月16日</b>	2025年5月14日(星期三) 下午 6:45 - 9:15  <b>截止報名日期： 2025年5月3日</b>	朱啟榮博士

備註：主辦單位可視乎實際情況，取消課節或更改課節講者、日期、時間及地點。

中文姓名： \_\_\_\_\_ 稱謂\*：先生 女士

必須與身份證明文件相同，用以編印出席證明（如適用）

英文姓氏： \_\_\_\_\_ 英文名字： \_\_\_\_\_

必須與身份證明文件相同，用以編印出席證明（如適用）

學校聯絡電話號碼（必須填寫）： \_\_\_\_\_

電郵地址（必須填寫）： \_\_\_\_\_

學校名稱（必須填寫）： \_\_\_\_\_

辦學團體名稱： \_\_\_\_\_

學校性質：小學 中學 特殊學校

學校類別（必須填寫）：

資助／按位津貼／直接資助計劃學校

校董類別：辦學團體 校長 教員 家長 校友 獨立 擬任校董

其他：請註明 \_\_\_\_\_

校董註冊編號： \_\_\_\_\_

是否現任校監：是

否

是否新任校監：是

否

官立學校

校管會成員類別：主席 校長 家長成員 教員成員 校友成員 獨立成員

擬任成員

申請人／學校行政主任簽署： \_\_\_\_\_ 日期： \_\_\_\_\_

\*請選擇適用者