

## Structured Manager Training Programmes (2024/25) (Commissioned by Education Bureau)

**Advanced Programme: For Participants who are FAMILIAR with Education and School Operation OR have completed the Foundation Programme**

### **Programme Objective**

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The target participants of the Advanced Programme (AP) are serving and potential managers of IMC schools who have experience in education and school operation in Hong Kong or have completed Foundation Programme. The AP aims to help school managers effectively assume their monitoring responsibilities in Incorporated Management Committees (IMCs). The training programmes are specifically for IMCs, but some content are also suitable for School Management Committees (SMC) Chairpersons and Members of Government Schools. Enrolling in the AP is eligible to meet the 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 AP comprises of 3 parts: Part 1 introduces school managers with the advisory and monitoring roles of IMCs in school development; Parts 2 and 3 introduce to school managers the relevant legislations in Hong Kong that affect school operations. Each part consists of two 2.5-hour sessions; a total of 6 sessions in the AP. Each session would provide two timeslots for school managers: one for weekday evenings and one for Saturday mornings. Participants are recommended to attend all 6 sessions in all parts to better prepare for their school manager roles yet can attend any sessions considering their availability.

#### ***Part 1, Session 1***

##### ***Establishing an effective IMC***

This session is designed to provide serving and potential managers, or those with experience in education and school operation in Hong Kong, with an advanced knowledge of the functions, powers, and code of ethics of school managers in IMCs. It also focuses on the functions and roles of the Treasurer and Secretary in an IMC for the effective operations of schools. It will also discuss how IMCs can integrate the school sponsoring body's core values with school situations when developing school strategies. Through case studies, the speaker will share how to establish collaborative IMCs.

**Speaker: Ms WONG She Lai Shirley**

#### ***Part 1, Session 2***

##### ***Facilitating the good practice of human resources and financial management in schools - case sharing***

This session is designed to help school managers with a basic knowledge of human resource and financial management in schools to develop an in-depth understanding of the rules and regulations that IMCs need to

consider when approving and monitoring the related school operations. Through case studies of selected current and important school issues related to human resources management (e.g., teacher appointment, appraisal, promotion, and complaints) and financial management (e.g., processing of tenders, use of various student learning funds, and freezing of teacher promotion posts), the speaker will lead participants to examine the factors that IMCs should deliberate for endorsing the proposals and the subsequent monitoring actions.

**Speaker: Pr NG Yau Keung Benjamin**

**Part 2, Session 1**

**Strengthening the IMCs' Understanding of the Constitutional and Legal Implications of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the National Security Law), the Safeguarding National Security Ordinance, the National Flag and National Emblem Ordinance and the National Anthem Ordinance from a constitutional and legal perspective**

This session introduces the general legal concepts underpinning the Constitution of the People's Republic of China and its establishment and enforcement in Hong Kong. It also highlights the legal concepts of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the National Security Law), the Safeguarding National Security Ordinance, the National Flag and National Emblem Ordinance and the National Anthem Ordinance. Through case sharing and discussions, the speakers help participants to understand the implications of the Ordinances for schools on the one hand and to implement feasible and effective ways of monitoring school IMCs' compliance with the laws on the other hand appropriately formulate and implement policies in safeguarding national security education.

**Speakers: ~~Mr CHAN Hiu Fung Nick~~  
Mr AU Pak Ching and Pr CHAN Yee Wah**

**Part 2, Session 2**

**Understanding school human resources management from a legal perspective**

This session examines two main human resource themes in schools – (1) employment and staffing issues, and (2) negligence, equality and discrimination, and protection from legal liability. The former deals with staffing matters such as selection, promotion, contract, appraisal and dismissal, and the latter deals with risk management and protection from legal liability. Using court cases reported in Hong Kong schools, the two speakers will examine the scenarios, taking into account legal constraints and school-contextual factors, and recommend possible strategies for school managers' consideration. It aims to help participants make better human resources decisions in their IMCs, and protect them from legal liability.

**Speakers: Mr AU Pak Ching and Pr NG Yau Keung Benjamin**

**Part 3, Session 1**

**Understanding IMCs' complaint and dispute handling strategies from a legal perspective**

This session aims to explain to school managers the legal elements that schools must consider when dealing with complaints from the public, staff, parents, and students, and when settling disputes between different stakeholders. Through case studies, the speakers share with the participants with practical advice on how to handle complaints and disputes, with due legal consideration, to protect the IMCs from legal liability. The speakers will also introduce the Apology Ordinance to school managers and discuss its implications for schools.

Speakers: Mr CHOW Wai Hung and Pr CHOY Sai Hung

Part 3, Session 2

Understanding the school risks in daily operations and student affairs from a legal perspective

This session is designed to make school managers aware of the potential risks that schools may encounter in school operations and student affairs, and the subsequent legal liabilities. It introduces school managers to the various legal concepts relating to school operations and the management of student affairs. Through the sharing of local school cases, the speakers help participants understand the legal responsibilities of IMCs in developing appropriate policies and monitoring school operations and student affairs.

Speakers: Mr CHUNG Ho Yee Nelson, Dr TAM Wai Ming Frank (Course A), and Pr NG Yau Keung Benjamin (Course B)

## Timetable

	Date and Time		Speaker	Venue
<b>Part 1</b>	<b>Course A</b>	<b>Course B</b>		
Session 1: Establishing an effective IMC	28 Sep 2024 (Sat) 10:00 am - 12:30 pm	20 Mar 2025 (Thu) 6:45 pm - 9:15 pm	Ms WONG She Lai Shirley	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan)
Session 2: Facilitating the good practice of human resources and financial management in schools - case sharing	5 Oct 2024 (Sat) 10:00 am - 12:30 pm	27 Mar 2025 (Thu) 6:45 pm - 9:15 pm	Pr NG Yau Keung Benjamin	(Cheung Sha Wan MTR Station Exit A2)
<b>Part 2</b>				
Session 1: Strengthening the IMCs' Understanding of the Constitutional and Legal Implications of the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (the National Security Law), the Safeguarding National Security Ordinance, the National Flag and National Emblem Ordinance and the National Anthem Ordinance from a constitutional and legal perspective	12 Feb 2025 (Wed) 6:45 pm - 9:15 pm	5 April 2025 (Sat) 10:00 am - 12:30 pm	<del>Mr CHAN Hiu Fung Nick</del> Mr AU Pak Ching, Pr CHAN Yee Wah	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
Session 2: Understanding school human resources management from a legal perspective	19 Feb 2025 (Wed) 6:45 pm - 9:15 pm	12 April 2025 (Sat) 10:00 am - 12:30 pm	Mr AU Pak Ching, Pr NG Yau Keung Benjamin	
<b>Part 3</b>				
Session 1: Understanding IMCs' complaint and dispute handling strategies from a legal perspective	27 Feb 2025 (Thu) 6:45 pm - 9:15 pm	10 May 2025 (Sat) 10:00 am - 12:30 pm	Mr CHOW Wai Hung Enzo, Pr CHOY Sai Hung	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan)

Session 2: Understanding the school risks in daily operations and student affairs from a legal perspective	13 Feb 2025 (Thu)  6:45 pm – 9:15 pm	17 May 2025 (Sat)  10:00 am – 12:30 pm	Mr CHUNG Ho Yee Nelson, Dr TAM Wai Ming Frank (Course A), Pr NG Yau Keung Benjamin (Course B)	Wan) (Cheung Sha Wan MTR Station Exit A2)
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### Attendance / Completion Certificates

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

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

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)**  
**進階課程：適合熟悉教育和學校運作或已完成基礎課程的參加者**

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： 建立高效能法團校董會	2024 年 9 月 28 日(星期六) 上午 10:00 - 下午 12:30  截止報名日期： 2024 年 9 月 16 日	2025 年 3 月 20 日(星期四) 下午 6:45 - 9:15  截止報名日期： 2025 年 3 月 10 日	黃詩麗校監
	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	
課節二： 促進學校人力資源及財務管理的良好實踐 - 個案分享	2024 年 10 月 5 日(星期六) 上午 10:00 - 下午 12:30  截止報名日期： 2024 年 9 月 25 日	2025 年 3 月 27 日(星期四) 下午 6:45 - 9:15  截止報名日期： 2025 年 3 月 17 日	吳友強校長
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： 從憲制及法律的角度，加強法團校董會對《中華人民共和國香港特別行政區維護國家安全法》(《香港國安法》)、《維護國家安全條例》、《國旗及國徽條例》及《國歌條例》的憲制和法律層面的理解	2025 年 2 月 12 日(星期三) 下午 6:45 - 9:15  截止報名日期： 2025 年 1 月 28 日	2025 年 4 月 5 日(星期六) 上午 10:00 - 下午 12:30  截止報名日期： 2025 年 3 月 25 日	陳曉峰律師 歐柏青大律師、 陳綺華校長
	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	
課節二： 從法律觀點了解學校人力資源管理	2025 年 2 月 19 日(星期三) 下午 6:45 - 9:15  截止報名日期： 2025 年 2 月 7 日	2025 年 4 月 12 日(星期六) 上午 10:00 - 下午 12:30  截止報名日期： 2025 年 4 月 2 日	歐柏青大律師、 吳友強校長
第三部份	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：	2025 年 2 月 27 日(星期四)	2025 年 5 月 10 日(星期六)	周偉雄大律師、

從法律角度了解法團校董會投訴及糾紛的處理策略	下午 6:45 - 9:15 <b>截止報名日期： 2025 年 2 月 17 日</b>	上午 10:00 - 下午 12:30 <b>截止報名日期： 2025 年 4 月 30 日</b>	蔡世鴻校長
	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	
課節二： 從法律角度了解學校在日常運作和處理學生事務上的風險	2025 年 2 月 13 日 (星期四) 下午 6:45 - 9:15 <b>截止報名日期： 2025 年 2 月 3 日</b>	2025 年 5 月 17 日 (星期六) 上午 10:00 - 下午 12:30 <b>截止報名日期： 2025 年 5 月 7 日</b>	鍾浩怡律師、 譚偉明博士 (第一期)、 吳友強校長 (第二期)

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