

**Training for School Supervisors and School Managers of
Incorporated Management Committees (IMC)
Questions and Answers**

Q1 : What are the training requirements that school supervisors and school managers should fulfil?

A1 : EDB announced in the circular letter issued on 31 August 2023 that the soft training targets for IMC school supervisors and managers would be maintained for the time being until further notice. The requirements of the relevant soft training targets for school supervisors and school managers are tabulated as follow:

	Newly registered [Note]	Serving/ Re-nominated	Training programmes
School supervisors	At least a total of 6 hours within the first year of service as a school supervisor	At least a total of 2 hours each year	Newly registered supervisors may opt for training programmes or activities provided by school sponsoring bodies (SSBs), incorporated management committees (IMCs) or the Education Bureau (EDB), and <u>those offered by EDB are compulsory.</u> Serving/re-nominated supervisors <u>shall enrol in programmes or activities provided by EDB for refresher training.</u>
School managers	At least a total of 3 hours within the first year of service as a school manager	At least a total of 2 hours each year	Newly registered/ serving/ re-nominated managers may opt for training programmes or activities provided by SSBs, IMCs or EDB.

Note:

1. A newly-registered school supervisor refers to a person who has never taken up the post as a school supervisor of an IMC in the past (regardless

of whether it is the IMC of the same school). A person having taken up the post as a manager of an IMC in the past and serving as the school supervisor of an IMC in the current school year (regardless of whether it is the IMC of the same school) is also considered as taking up the position of school supervisor for the first time.

2. A newly-registered school manager refers to a person who has never taken up the post as an IMC manager in the past (regardless of whether it is the IMC of the same school). If the person has previously served as an IMC manager of any category, they are not considered as a newly registered school manager.

IMCs should draw up a school-based Annual Training Plan for School Supervisors and School Managers (Annual Training Plan) and endorse the Annual Training Plan at the first meeting in each school year, and ensure the full implementation of the planned training, as well as review its effectiveness at the last meeting at the end of the school year.

Q2 : Could the training organised by the school sponsoring bodies (SSBs) or IMCs be counted towards the training hours for school supervisors/school managers?

A2 : School supervisors and school managers joining training programmes or activities related to school operation or facilitating their understanding of their roles and functions as school supervisors and school managers offered by SSBs, IMCs or EDB (including sharing sessions on education policies organised by EDB and the sharing activities organised by SSBs or IMCs) during their tenure could be counted towards their training hours.

Q3 : If the duty of school supervisor of an IMC is currently taken up by an acting supervisor, should the school complete the training records of school supervisor by filling in those of the acting supervisor?

A3 : When completing the training records of the school supervisor, the IMC should fill in the training records of the incumbent school supervisor. The training records of the acting supervisor should be filled in according to his/her school manager category, such as SSB manager.

Q4 : Are school supervisors required to participate in training programmes/activities organised by EDB in order to meet the training target requirements for school supervisors?

A4 : Newly registered school supervisors shall participate in training programmes or activities for at least a total of 6 hours within their first year of service as school supervisors, among which those offered by EDB (without restriction on the number of training hours) are compulsory. As for serving/re-nominated school supervisors, they shall attend training programmes or activities offered by EDB for at least a total of 2 hours each year.

Q5 : Is the time spent on browsing self-learning materials on “SBM Learning Channel” of EDB webpage counted towards the training hours for school supervisors and school managers?

A5 : Yes. EDB has launched the “SBM Learning Channel” which is an online self-learning platform for school managers (<https://sbm.edb.gov.hk> > [SBM Learning Channel](#)). It covers content such as “Progressive Learning Journey for School Managers” and “Videos of Thematic Seminars”, allowing school supervisors/school managers to browse and learn about school-based management information at their own pace and as needed. The learning hours can be counted as attending training offered by EDB.

Q6 : Will the training programmes that a school supervisor/school manager complete before his/her tenure start date be counted towards his/her training hours?

A6 : No. In general, the training hours of school supervisors/school managers should be counted from their tenure start dates onwards. Nevertheless, IMCs should provide appropriate support to prospective school supervisors/school managers to assist them to be well-prepared for discharging their responsibilities. In addition, IMCs should arrange school supervisors/school managers to participate in training programmes during their tenure each year in accordance with the training target requirements so as to foster their continuous professional development.

Q7 : If a school supervisor/school manager serves as a speaker in training programmes or seminars organised by EDB, will the time of the programmes or seminars be counted towards his/her training hours?

A7 : When a school supervisor/school manager serves as a speaker in training programmes or seminars organised by EDB during his/her tenure, the hours he/she serves as a speaker in the training programme or seminar cannot be counted towards his/her training hours. However, the time that the school supervisor/school manager spent on preparing the training programme/seminar will be considered as self-learning and can be regarded as having participated in training provided by EDB (with a limit of 3 hours per year). If the said training programme or seminar is also delivered by other speakers, the time the school supervisor/school manager spent on attending the part delivered by other speakers can be counted towards his/her training hours.

Q8 : If a school supervisor/school manager serves as school supervisor/school manager in more than one schools with different tenure, how should his/her training record be completed?

A8 : For a school supervisor/school manager who serves in more than one IMC school, the training activities he/she participated in during his/her respective tenure can be counted towards his/her training hours subject to his/her tenure start date in individual IMC schools. In this connection, when the IMC completes the training records of school supervisor/school managers, it should also report the training hours the school supervisor/school manager obtained by participating in the training activities through other IMCs during their tenure instead of just reporting the training hours obtained through participating in the training activities of one IMC. Examples are as follows.

Schools that school supervisor/ school manager served at	Tenure of school supervisor/ school manager	Training activities participated and date	Activities counted towards the training hours
School A	1.9.2023 – 31.8.2024	<p><u>Activity(1)</u> Sharing session organised by the IMC of School A (e.g. school manager and staff development day) Date: 15.10.2023</p> <p><u>Activity(2)</u> Training programme organised by EDB (Applied via School A) Date: 5.3.2024</p>	<p>Activity(1), Activity(2) and Activity(3) <i>[Since the school manager participated in Activity(1) to Activity(3) during his/her tenure in School A, he/she can report the training hours of the above 3 training activities in School A.]</i></p>
School B	1.11.2023 – 31.8.2024	<p><u>Activity(3)</u> Seminar organised by the SSB of School B Date: 15.4.2024</p>	<p>Activity(2) and Activity(3) <i>[Since the school manager only participated in Activity(2) and Activity(3) during his/her tenure in School B, he/she can only report the training hours of the above 2 training activities in School B.]</i></p>

Q9 : If the tenure of a school supervisor/school manager lasts for several school years, is he/she required to fulfil the training target requirement every school year?

A9 : School supervisors/school managers should, in accordance with the training requirements, participate in training activities during their tenure in each school year. If the tenure of a school supervisor/school manager lasts for 6 months or above in a school year, he/she should fulfil the training target requirements for that school year and complete the training record. Relevant example is as follows:

Tenure of the school supervisor/school manager:

1.11.2023 – 31.10.2026 (3 years)

School year	Tenure in respective school year	Is the school manager required to fulfil the training target requirements in that school year?
2023/24	1.11.2023 – 31.8.2024 (10 months)	Yes <i>[The tenure lasts for more than 6 months in the 2023/24 school year]</i>
2024/25	1.9.2024 – 31.8.2025	Yes
2025/26	1.9.2025 – 31.8.2026	Yes
2026/27	1.9.2026 – 31.10.2026 (2 months)	No <i>[The tenure lasts for less than 6 months in the 2026/27 school year]</i>