

教育評議會

Structured Manager Training Programmes (2022/23) **Programme A: For Participants who are** **NOT FAMILIAR with Education and School Operation**

有系統校董培訓課程 (2022/23)
課程甲 - 為不熟悉教育及學校運作的人士舉辦

Introduction 前言

Under the principle of School-based Management (SBM), aided schools are given greater autonomy and flexibility in managing their own operation and resources for the provision of quality education. In return, schools are expected to be more transparent and accountable for their operation and key stakeholders should be involved in the decision-making process. As members of the Incorporated Management Committees (IMCs), school managers should play an important role in leading and steering the school for continuous development and improvement, thereby providing all-round education to students. Programme A is for school managers who are not familiar with education and school operation. We hope that this programme can help school managers to perform their roles more effectively under the SBM governance framework as stipulated in the Education Ordinance.

在校本管理框架下，資助學校一方面在運作上享有更大自主權，可靈活運用資源，為學生提供優質教育；另一方面學校須增加透明度，加強問責機制，並容許主要持份者參與校政決策。作為法團校董會成員，校董應帶領學校持續發展和改進，並推動學生全人發展。課程甲旨在協助不熟悉教育及學校運作的現任或擬任校董，按《教育條例》訂明的校本管理管治架構，有效履行其校董職責。

Programme Objectives 課程目標

The programme comprises two parts, namely Part 1 “Macro School-based Management” and Part 2 “School Governance”. The objective of Part 1 is to enable participants to have a better understanding of their roles and functions as school managers. The objective of Part 2 is to enable participants to gain a deeper understanding of effective resources management as well as to communicate and work in collaboration with other members of the IMCs for the benefits of the students.

課程分為兩個部份：第一部份的「校本管理概要」及第二部份的「學校管治」。第一部份旨在讓學員對校董的角色及職責有更透徹的了解；第二部份則幫助學員掌握資源管理的概念，俾能與法團校董會各其他成員溝通、合作，尋求學生福祉。

Target Participants 課程對象

The target participants of the programme are serving or potential school managers of aided schools who are not working in the education-related fields or not familiar with education and school operation in Hong Kong.

課程對象為非任職於教育界別，或不熟悉教育及學校運作的資助學校現任或擬任校董。

Medium of Instruction 教學語言

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

教學語言以粵語為主，輔以英語。課程資料以中文為主（或輔以英文，如適用）。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor Kwan Yu Kwong Paula	關譽綱教授
Dr Cheung Wing Ming Francis	張永明博士

Teaching Staff 教學人員

Mr Chan Siu Choy	陳紹才校長
Dr Cheung Wing Ming Francis	張永明博士
Mr Choy Sai Hung	蔡世鴻校長
Ms Leung Shuk Yee	梁淑儀校長
Mr Ng Wun Kit	伍煥杰校長
Mr Yung Kong Sing	翁港成校長

Programme Content 課程內容

The programme comprises two parts, namely Part 1 “Macro School-based Management” and Part 2 “School Governance”, with two 3-hour sessions and three 3-hour sessions respectively. The first and second phases of the course will commence in January and April 2023 respectively, with the identical content in both phases (i.e. Courses A1 and A2 are identical; Courses A3 and A4 are identical).

課程分為兩個部份：第一部份的「校本管理概要」及第二部份的「學校管治」；分別包含兩個及三個課節，每個課節為3小時。第一期課程及第二期課程分別於2023年1月及4月開始，兩期課程內容相同（即班別A1與A2相同；班別A3與A4相同）。

Programme A (Part 1: Macro School-based Management)

課程甲（第一部份：校本管理概要）

Course 班別 A1	Course 班別 A2	Session 課節	Module Titles 單元題目
Tuesday 星期二	Saturday 星期六		
18:30 – 21:30	09:30 – 12:30		
31 January 2023 2023年1月31日	15 April 2023 2023年4月15日	1	The latest education policies related to school operation* 與學校運作相關的最新教育政策*
7 February 2023 2023年2月7日	22 April 2023 2023年4月22日	2	The development of School-based Management (SBM); functions, responsibilities and operations of Incorporated Management Committees (IMCs); roles and responsibilities of school managers 校本管理政策及其最新發展；法團校董會的職能、責任與運作；校董的角色與責任

* “Assessment for Learning”, one of the topics in session 1, will be delivered by a representative from the Education Bureau.

課節一其中一個課題「促進學習的評估」由教育局代表擔任講者。

Programme A (Part 2: School Governance)

課程甲（第二部份：學校管治）

Course 班別 A3	Course 班別 A4	Session 課節	Module Titles 單元題目
Wednesday 星期三	Saturday 星期六		
18:30 – 21:30	09:30 – 12:30		
22 February 2023 2023年2月22日	6 May 2023 2023年5月6日	1	Enhancing communication and cooperation among school managers in Incorporated Management Committees (IMCs); Implications of the Guangdong-Hong Kong-Macao Greater Bay Area development for education in Hong Kong and school development 提升校董間的溝通與合作；粵港澳大灣區發展對香港教育及學校的影響
1 March 2023 2023年3月1日	3 June 2023 2023年6月3日	2	Principles of sound financial management in schools 學校妥善財務管理概論

8 March 2023 2023年3月8日	20 May 2023 2023年5月20日	3	Principles of sound human resource management in schools 學校妥善人力資源管理概論
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In addition to face-to face classes, participants can access our online school manager training platform for fundamental learning according to individual needs and schedule. It covers three areas: (i) the essence of school-based management; (ii) legal matters related to school governance; and (iii) school policy and development.

除了實體課外，各學員還可以按個別需要及時間安排，參加校董網上學習課程。網上課程涵蓋三部分：(i) 校本管理的要旨；(ii) 學校管治相關的法律議題；及(iii) 學校的政策及發展。

Attendance Certificates 出席證明

A Certificate of Attendance will be awarded to participants of Part 1 who have attained 100% attendance and to participants of Part 2 who have attained at least 60% attendance by Education Convergence on each part respectively. A certifying letter of attendance will be issued to participants who have not achieved the above attendance requirements, upon request.

在第一部份出席率達 100%的參加者及在第二部份出席率達 60%或以上的參加者將獲教育評議會頒發各有關部份的出席證明。出席率少於上述者，可申請出席證明信。

Participants who have satisfactorily completed the online manager learning programme will be awarded a Completion Certificate by Education Convergence.

學員完成校董網上學習課程，且獲滿意成績，將獲教育評議會頒發完成證明。

Teaching Timetable and Closing Date for Application 上課時間表及截止報名日期

A total of 4 courses will be offered from January to June 2023. Participants may choose to enrol in any one or two of the following courses (please note that Courses A2 and A4 are duplicates of Courses A1 and A3): 2023年1月至6月期間開辦4班。學員可選擇報讀以下任何班別(請注意班別A1與A2的課程內容相同；班別A3與A4的課程內容相同)：

Course 班別	Date 日期	Day 星期	Time 時間	Venue 地點	Application Deadline 截止報名日期
A1	31 January and 7 February 2023 2023年1月31日及2月7日	Tue 二	6:30–9:30 p.m. 下午6:30–9:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	13 January 2023 2023年1月13日 20 January 2023 2023年1月20日
A2	15 April and 22 April 2023 2023年4月15日及4月22日	Sat 六	9:30 a.m.–12:30 p.m. 上午9:30–下午12:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	17 March 2023 2023年3月17日
A3	22 February to 8 March 2023 2023年2月22日至3月8日	Wed 三	6:30–9:30 p.m. 下午6:30–9:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	3 February 2023 2023年2月3日
A4	6 May to 3 June 2023 2023年5月6日至6月3日	Sat 六	9:30 a.m.–12:30 p.m. 上午9:30–下午12:30	Heep Woh Primary School (Cheung Sha Wan) 中華基督教會協和小學 (長沙灣)	11 April 2023 2023年4月11日

Application Procedures 申請手續

Applications can be made via the following means:

參加者可循以下途徑申請：

- (1) Scan the QR code and file in an online application
掃描 QR 碼進行網上登記
- (2) Fill in the attached application form and fax it to Education Convergence
(fax number: 2111 9826)
填妥附上之報名表格並傳真至教育評議會 (傳真號碼：2111 9826)
- (3) Download the application form from Education Convergence's Programme website (<https://www.i-learner.com.hk/edconvergence>) and fax the completed form to 2111 9826
從教育評議會課程網頁下載申請表，並將填妥的表格傳真至 2111 9826

Programme details are available at:

另外，課程資料亦可見於：

- The EDB website [School Administration and Management > School-based Management > Training Courses for School Managers]:
教育局網頁 [學校行政及管理 > 校本管理 > 校董培訓課程] :
<https://www.edb.gov.hk/en/sch-admin/sbm/about-sbm/corner-manager-courses.html>
- Training Calendar of the EDB:
教育局培訓行事曆：
<https://tcs.edb.gov.hk/tcs/publicCalendar/start.htm>

Admission notices, together with the information relating to the online manager learning programme, will be sent to the email addresses of the successful applicants provided in the application forms within one to two weeks before the course commences. **Priority will be given to applicants who are serving school managers.**

獲取錄者將於上課前一至兩星期內收到取錄通知書 (連同校董網上學習課程的資訊)，該通知書會發送至填報於申請表格內之電郵地址。 **現任校董將獲考慮優先取錄。**

Enquiries 查詢

Education Convergence 教育評議會

Telephone 電話 9775 3200
Fax 傳真 2111 9826
Email 電郵 edconvergence@gmail.com



網上申請 QR 碼