

# 教育評議會

## Structured Manager Training Programmes (2022/23)

### Programme B: For Participants who are

### FAMILIAR with Education and School Operation or have completed Programme A

### 有系統校董培訓課程 (2022/23)

### 課程乙 - 為熟悉教育和學校運作或已完成課程甲的人士舉辦

## Introduction 前言

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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 B is designed to help serving or potential school managers, who are familiar with education and school operation or have completed Programme A, 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；另一方面學校亦須增加透明度，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。課程乙旨在協助熟悉教育及學校運作或已完成課程甲的現任或擬任校董，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

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The programme comprises two parts, namely Part 1 “School Governance” and Part 2 “Legal Matters”. The objective of Part 1 is to introduce participants to the essence of effective school governance under the SBM framework to enable them to carry out their duties as school managers more confidently and competently. The objective of Part 2 is to help participants understand the legal matters related to school governance.

課程分為兩個部份：第一部份的「學校管治」及第二部份的「法律議題」。第一部份旨在讓學員瞭解達致學校良好管治的重要元素，加強學員履行校董職責的信心和能力，以落實校本管理的精神。第二部份則幫助學員掌握學校管治的法律議題。

## Target Participants 課程對象

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The target participants of the programme are serving or potential school managers of aided schools who are familiar with education and school operation, or who have completed Programme A of Structured Manager Training Programmes.

課程對象為熟悉教育和學校運作或已完成課程甲的資助學校現任或擬任校董。

## Medium of Instruction 教學語言

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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).

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

#### *Programme B – Part 1 School Governance*

Dr CHU Kai Wing 朱啟榮博士  
Mr NG Yau Keung Benjamin 吳友強校長  
Rev Dr SO Shing Yit Eric 蘇成溢牧師

#### *Programme B – Parts 2A and 2B Legal Matters*

Mr CHUNG Ho Yee Nelson 鍾浩怡律師  
Mr CHOW Wai Hung Enzo 周偉雄大律師  
Ms LAM Moon Hing Vera 林滿馨律師  
Mr CHOY Sai Hung 蔡世鴻校長  
Dr TAM Wai Ming Frank 譚偉明博士

## Programme Content 課程內容

The programme comprises two parts, namely Part 1 “School Governance” and Part 2 “Legal Matters”. Part 1 comprises three 3-hour sessions, whereas Part 2 is further divided into Part 2A and Part 2B, each comprises two 3-hour sessions. The first and second phases of the course will commence in February and March 2023 respectively, with identical contents in both phases (i.e., Courses B1 and B2 are identical; Courses B3 and B4 are identical and Courses B5 and B6 are identical.)

課程分為兩個部份：第一部份的「學校管治」及第二部份的「法律議題」；第一部份「學校管治」包含三個課節，每個課節為3小時；第二部份「法律議題」再分為2A及2B兩個部份，各包含兩個3小時的課節。第一期課程及第二期課程分別於2023年2月及3月開始，兩期課程內容相同（即班別B1與B2相同；班別B3與B4相同及班別B5與B6相同）。

### *Programme B (Part 1: School Governance)*

課程乙（第一部份：學校管治）

| Course 班別<br>B1             | Course 班別<br>B2  | Session<br>課節 | Module Titles<br>單元題目  |
|-----------------------------|--|---------------|--|
| Thursday<br>星期四             | Saturday<br>星期六  |               |  |
| 18:30 – 21:30               | 09:30 – 12:30  |               |  |
| 20 April 2023<br>2023年4月20日 | 17 June 2023<br>2023年6月17日   | 1             | Building an effective Incorporated Management Committees (IMCs); Implications of the Guangdong-Hong Kong-Macao Greater Bay development for education in Hong Kong and school development<br>建立高效的法團校董會；粵港澳大灣區發展對香港教育及學校的影響 |
| 27 April 2023<br>2023年4月27日 | 24 June 2023<br>2023年6月24日   | 2             | Practice of effective human resource management in schools - case analysis<br>學校妥善人力資源管理實踐與個案分析  |
| 4 May 2023<br>2023年5月4日     | 29 June 2023<br>(Thursday)<br>(18:30 – 21:30)<br>2023年6月29日<br>(星期四) | 3             | Practice of effective financial management in schools - case analysis<br>學校妥善財務資源管理實踐與個案分析   |

### Programme B (Part 2A: Legal Matters)

課程乙 (2A 部份：法律議題)

| Course 班別<br>B3                     | Course 班別<br>B4                  | Session<br>課節 | Module Titles<br>單元題目   |
|-------------------------------------|----------------------------------|---------------|---|
| Saturday<br>星期六                     | Monday<br>星期一                    |               |   |
| 09:30 – 12:30                       | 18:30 – 21:30                    |               |   |
| 25 February 2023<br>2023 年 2 月 25 日 | 17 April 2023<br>2023 年 4 月 17 日 | 1             | Legal context of schools I – (employment issues and staffing matters) and protection from legal liabilities<br>單元一：學校的法律議題 (一) (聘僱及員工事宜) 及法律保障) |
| 4 March 2023<br>2023 年 3 月 4 日      | 24 April 2023<br>2023 年 4 月 24 日 | 2             | Legal context of schools II – (negligence, equality, and discrimination) and formulation of school policies<br>學校的法律議題 (二) (疏忽、平等、歧視) 及制訂學校政策   |

### Programme B (Part 2B: Legal Matters)

課程乙 (2B 部份：法律議題)

| Course 班別<br>B5                     | Course 班別<br>B6                  | Session<br>課節 | Module Titles<br>單元題目  |
|-------------------------------------|----------------------------------|---------------|--|
| Friday<br>星期五                       | Saturday<br>星期六                  |               |  |
| 18:30 – 21:30                       | 09:30 – 12:30                    |               |  |
| 3 February 2023<br>2023 年 2 月 3 日   | 18 March 2023<br>2023 年 3 月 18 日 | 1             | Strategies for complaint and dispute handling<br>學校處理投訴及衝突的策略        |
| 10 February 2023<br>2023 年 2 月 10 日 | 25 March 2023<br>2023 年 3 月 25 日 | 2             | Strategies for risk management in student affairs<br>學校處理學生事務的風險管理策略 |

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

Each participant/each participant of the same IMC who has attended at least 60% of a course in Part 1; or has attended all sessions of a course in Part 2A or 2B will be awarded a Certificate of Attendance by Education Convergence. Upon request, a Certificate of Attendance will be issued to each IMC with participants having attended at least 60% of a course in Part 1.

每位學員或屬相同法團校董會的學員在第一部份出席率達 60%或以上，或在第二部份的 2A 或 2B 部份出席所有課堂，將獲教育評議會頒發出席證明。所屬學員在第一部份出席率達 60%或以上時，法團校董會可申請出席證明。

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 6 courses will be offered from February to June 2023. Participants may choose to enrol in the following course(s) that suit(s) their needs (please note that Courses B2, B4, and B6 are duplicates of Courses B1, B3 and B5):

2023年2月至6月期間開辦6班。學員可選擇報讀以下班別(班別B1課程內容與B2相同;B3與B4相同,B5與B6相同):

| Course<br>班別 | Date<br>日期   | Day<br>星期 | Time<br>時間                             | Venue<br>地點  | Application<br>Deadline<br>截止報名日期 |
|--------------|--|-----------|--|--|-----------------------------------|
| B1           | 20 April to 4 May 2023<br>2023年4月20日至5月4日          | Thu<br>四  | 6:30–9:30 p.m.<br>下午6:30–9:30          | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 20 March 2023<br>2023年3月20日       |
| B2           | 17 June to 29 June 2023<br>2023年6月17日至6月29日        | Sat<br>六  | 9:30 a.m.–12:30 p.m.<br>上午9:30–下午12:30 | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 17 May 2023<br>2023年5月17日         |
|              |  | Thu<br>四  | 6:30–9:30 p.m.<br>下午6:30–9:30          |  |                                   |
| B3           | 25 February and 4 March 2023<br>2023年2月25日及3月4日    | Sat<br>六  | 9:30 a.m.–12:30 p.m.<br>上午9:30–下午12:30 | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 3 February 2023<br>2023年2月3日      |
| B4           | 17 April and 24 April 2023<br>2023年4月17日及4月24日     | Mon<br>一  | 6:30–9:30 p.m.<br>下午6:30–9:30          | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 17 March 2023<br>2023年3月17日       |
| B5           | 3 February and 10 February 2023<br>2023年2月3日及2月10日 | Fri<br>五  | 6:30–9:30 p.m.<br>下午6:30–9:30          | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 18 January 2023<br>2023年1月18日     |
| B6           | 18 March and 25 March 2023<br>2023年3月18日及3月25日     | Sat<br>六  | 9:30 a.m.–12:30 p.m.<br>上午9:30–下午12:30 | <b>Heep Woh Primary School<br/>(Cheung Sha Wan)</b><br>中華基督教會協和小學<br>(長沙灣) | 20 February<br>2023<br>2023年2月20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

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Education Convergence 教育評議會

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Email 電郵 [edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)



網上申請 QR 碼