



Guidance Notes on Training Service Hours of Training Team Members

This Circular supersedes the Training Circular No. 04/2005 issued on 15 March 2005.

The establishment of Hong Kong Training Team aims to gather trainers for the provision of leader training so as to equip adult leaders with the necessary Scouting knowledge and skills to carry out their duties effectively. In order to ensure that the Training Team has adequate human resources to plan and execute various training courses and activities and to cope with the increasing demands of adult leader training, all Training Team members are required to perform not less than 10 working days of training duties each year. For those members who are granted permissions from Training Commissioner or Deputy Regional Commissioners (Training) for substantive appointment, they are required to perform not less than 20 working days of training duties. The calculation methods of training service hours are listed in the Appendix 1.

Training Team members may apply to Training Commissioner or Deputy Regional Commissioners (Training) for a transfer to Reserved Team if it is estimated that they cannot fulfill the basic service requirements due to personal reasons until times are available for devoting to their training duties again.

Each Training Team member should take note of their commitment, attitudes and qualities, which are the key factors for the success of leader training.

MAK Wai-ming
Training Commissioner

Calculation Methods of Training Service Hours

Method 1:	
Applicable to:	- Assuming the following training duties <u>without staying overnight</u> in a training course or activity : Course Leader, Deputy Course Leader, Assistant Course Leader, Tutor, Course Administrator or Supply Officer.
Calculation Method	- equivalent to the number of hours of attending the training activity. - “1 Day” means: <ul style="list-style-type: none"> ● at least 7 consecutives hours of training duties (<u>including</u> breaks & meals); or ● 2 “half days” of training duties (<u>only</u> including breaks); or ● any 7 hours of training duties in total (<u>not including</u> breaks & meals).

Method 2:	
Applicable to:	- Assuming the following training duties and <u>staying overnight</u> in a training course or activity: Course Leader, Deputy Course Leader, Assistant Course Leader, Tutor, Course Administrator or Supply Officer.
Calculation Method	- Each day is divided into 3 “half days” , i.e. morning, afternoon and evening (<u>including</u> breaks & meals).

Method 3:	
Applicable to:	- Assuming the following training duties in a <u>recognized</u> training course or activity: Session Speaker or Activity Instructor.
Calculation Method	- 1 session is equivalent to a “half day” of training duties.

Method 4:	
Applicable to:	- Attending preparatory meeting of a training course.
Calculation Method	- equivalent to the actual number of hours of attending the meeting. For each training course, the maximum number of service hours is “1 Day”.

Method 5	
Applicable to:	- involving in <u>other training duties</u> such as compiling training materials, producing training aids, taking up secretarial and administrative duties, participating in specific research or serving as a Mentor of In-service Training, etc.
Calculation Method	- Deliberate with Training Commissioner or Deputy Regional Commissioners (Training) to confirm the calculation of training service hours. The training hours of serving as a Mentor of In-service Training can be calculated according to the following method: <ul style="list-style-type: none"> ● 2 working days for Basic In-service Training; ● 3 working days for Advanced In-service Training.