



Qualifications of the Staff Team of Leader Training Courses

This Circular supersedes the Training Circular No. 20/2018 issued on 15 April 2018 in view of the revision of some titles of course staff.

The appointment of Course Leader

Training Commissioner determined the appointment of Course Leader of Leader Training Course at his sole discretion; however, appointees must meet the following qualifications, and if there is any change, consent of the Training Commissioner should be obtained.

The qualifications of Course Leader

Course Title	Qualifications of the Course Leader
General Information Course	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer, and having served as the Deputy Course Leader or Assistant Course Leader in a General Information Course
Basic Course (I)	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer, and having served as the Deputy Course Leader or Assistant Course Leader in a Fundamentals Course, Fundamentals and Leadership Training Course or Basic Course of the same Section
Cadet Training Course Basic Course (II) Basic Operations Course	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer
Advanced Course	<ol style="list-style-type: none">1. Leader Trainer
Leader Skill Course	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer, and having served as the Deputy Course Leader or Assistant Course Leader in the same Leader Skill Course; or4. possess recognised qualifications and approved by the Training Commissioner
Trainers' Course	<ol style="list-style-type: none">1. Leader Trainer; or2. possess recognised qualifications and approved by the Training Commissioner

Remark: To enrich leadership experience of other Training Team Members, on reaching the sixty-fifth birthday, members of the training team will not be invited as Course Leader.

The qualifications of the Deputy Course Leader/Assistant Course Leader

Course Title	Qualifications of the Deputy Course Leader/Assistant Course Leader
General Information Course Basic Course (I)	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer; or 3. Trainer
Basic Course (II)	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer; or 3. Trainer, and fulfilling one of the following requirements: <ol style="list-style-type: none"> a) having served as the Assistant Course Leader or Tutor in a Sectional Skills Course or Intermediate Course of the same Section; or b) having served as the Course Leader in a Fundamentals Course, Fundamentals and Leadership Training Course or Basic Course of the same Section; or c) having served as the Tutor in an Advanced Course of the same Section
Cadet Training Course Basic Operations Course	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer; or 3. Trainer, and fulfilling one of the following requirements: <ol style="list-style-type: none"> a) having served as the Assistant Course Leader or Tutor in a Sectional Skills Course or Intermediate Course; or b) having served as the Course Leader in a Fundamentals Course, Fundamentals and Leadership Training Course or Basic Course; or c) having served as the Tutor in an Advanced Course
Advanced Course	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer
Leader Skill Course	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer; or 3. Trainer ; or 4. possess recognised qualifications and approved by the Training Commissioner
Trainers' Course	<ol style="list-style-type: none"> 1. Leader Trainer; or 2. Assistant Leader Trainer; or 3. possess recognised qualifications and approved by the Training Commissioner

The qualifications of other staff members

Staff Member	Qualifications
Tutor	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer; or4. have completed all 3 modules of Trainers' Basic Course; or5. possess recognised qualifications and approved by the Training Commissioner
Course Administrator Quartermaster	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer; or4. Training Auxiliary; or5. recommended by the Course Leader
Session Leader Activity Leader Course Assistant	<ol style="list-style-type: none">1. Leader Trainer; or2. Assistant Leader Trainer; or3. Trainer; or4. recommended by the Course Leader and have adequate breadth of training experience in the relevant session or activity; or5. Specialist Trainer



A handwritten signature in black ink, appearing to read 'Chan Yung'.

CHAN Yung
Training Commissioner