

The Role of Lay Members in Quality Assurance Inspection

Why do we need lay members?



The Education Department has adopted a whole school approach to inspecting schools. To increase the transparency of the inspection process, the inspection team has included a lay member to provide an added perspective on the quality of education delivered by the school.

What is the role of a lay member ?

- To serve as a member of the quality assurance inspection team to conduct inspection in schools in Hong Kong
- To provide views on schools' performance from a layman's perspective

Who can serve as a lay member ?

- An adult who cares about the education in Hong Kong
- He / she has completed post-secondary education *or* secondary education (S5) with 10 years working experience
- No professional qualification in teaching
- No working experience in the education field
- He / she has to attend a training course before conducting quality assurance inspections



What are the duties and responsibilities of a lay member?

A lay member will spend 4-5 days for each school inspection spreading over 4-6-weeks. The schedule is as follows:

1. Pre-inspection stage (time required is 2 half-days)
 - To participate in pre-inspection briefing (half-day)
 - To participate in parents' meeting (half-day)
2. Inspection stage (time required is 5 to 6 half-days)
 - To tour around the school, observe school activities and meet students and school staff
 - To participate in the formulation of corporate judgement on the performance of the school
3. Post-inspection stage (time required is 1 to 2 half-days)
 - To participate in team meeting to discuss main findings of the school

Why should you serve as a lay member?

- A unique opportunity for the public to take a closer look at how education is delivered in Hong Kong schools
- As community service to assist in improving the quality of education in Hong Kong



What is the commitment of a lay member?

A lay member has to participate in the preparation and conducting of quality assurance inspection, to share his / her opinions and experience with the inspection team. Like other members of the team, the lay member has to observe the following code of conduct:



- Carry out duties with integrity and courtesy
- Evaluate school performance objectively
- Report honestly and fairly
- Communicate clearly and frankly
- Act in the best interests of the students
- Respect the confidentiality of information collected during the inspection
- Be consistent in the evaluation

How to apply to serve as a lay member?

Those interested in serving as lay members are requested to complete the attached Application Form (which can also be downloaded from the Homepage) and return it or fax it together with a self-certified copy each of documentary proof of education and working experience to:

Inspection Section of Quality Assurance Division
Education Department
Rm. 3221, 32/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

Telephone no : 2126 5288 2126 5258
Fax no : 2117 0748

Homepage web site: <http://www.ed.gov.hk/qai/qai.htm>
Email address : sqao4@ed.gov.hk

Application Form

Lay Members for Quality Assurance Inspection

The following personal information will only be used by the Education Department as reference while planning quality assurance inspection.

Please complete all items. Write 'N.A.' if not applicable.

Name in Chinese			
Name in English			
Title	Mr / Ms *	HKID No.	
Date of Birth	(Day/Month/Year) / / 19		
Education Level #	<input type="checkbox"/> Secondary 5 <input type="checkbox"/> Post-secondary <input type="checkbox"/> University		
Occupation		Employer	
Professional Qualification Obtained (such as Dip. Ed, ACCA, MRCP etc.)			
Working experience (in chronological order) (Please enter details on a separate sheet if necessary)			
Language Written #		Language/Dialect Spoken #	
<input type="checkbox"/> Chinese <input type="checkbox"/> English		<input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> English	
Correspondence Address			
Office Address			
Telephone No.	(home)	(office)	(mobile)
Fax No.	(home)	(office)	

Please put a ✓ in the appropriate box.

* Delete whichever inappropriate

Declaration

(a) I certify that

- (1) I have not been convicted of any criminal offences.
- (2) The information in this application form is complete and true. I understand that the Education Department will rely on the information provided by me to determine my eligibility as a lay member.

(b) I have no objection

- (1) to disclose my personal information above to the Education Department as reference while planning quality assurance inspection,
- (2) to insert my name in the quality assurance inspection report to be published in due course. °

Signature _____ Date _____

For Official Use	
The applicant	<input type="checkbox"/> meets the set requirement as a lay member <input type="checkbox"/> does not meet
Signature _____	Date _____
Name in Block letters/Designation _____	



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