

Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)

**[ACMTS - Pilot Scheme
(Structured On-the-job)]**

Framework Document

**By Construction Industry Council
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此文件關於進階工藝培訓計劃-先導計劃 (系統性在職培訓)。如有需要索取此文件的中文版本，請致電 2100 9248 或以電郵 emilywong2@cic.org 與王婉欣女士聯絡。

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1. Purpose

The purpose of this document is to depict the details of Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) [ACMTS - Pilot Scheme (Structured On-the-job)] and to set out the procedures of Construction Industry Council in handling this Scheme.

2. Terminology

In this documents, the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:-

a.	CIC	Construction Industry Council
b.	CITB	Construction Industry Training Board
c.	Task Forces	Delegated task forces by CITB
d.	Approved Project	Application of ACMTS-Pilot (Structured On-the-Job) approved by the Task Forces.
e.	Scheme	Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)
f.	Training Subsidy	Training subsidy, trainer's subsidy, completion bonus and trainee's bonuses

3. Background

- 3.1 The Government announced in its Policy Address 2015 that it would earmark \$100 million to Construction Industry Council (hereinafter called the "CIC") to launch an Advanced Construction Manpower Training Scheme - Pilot Scheme ("ACMTS - Pilot Scheme") for enhancing the training of workers to skilled workers. In the meantime, ACMTS-Pilot can also enhance the retention rate of semi-skilled workers and increase the supply of skilled workers.
- 3.2 It is not only to train up trainees to become skilled workers, but also encourages them to master professional skills of other trades in order to become the elites with "multi-skills" in the industry and make contributions to the long-term sustainable development of construction industry.

4. Nature of the Scheme

- 4.1 Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) (hereinafter called the “Scheme”) follows the training approach of cooperative training schemes to provide on-the-job training on construction sites through a structured on-the-job training scheme in collaboration with contractors, sub-contractors and labour unions.
- 4.2 Participation to this scheme is voluntary and it is in the form of “First-hire- then-train”. Training is mainly conducted on construction sites. Through a structured training scheme, semi-skilled workers are trained within the training period from one to two years (it depends on the actual situations of different trades and the training period will be reduced if necessary) to achieve the level of skilled workers. It takes three to four years to complete the whole training scheme.
- 4.3 Delegated task forces by CITB (hereinafter called the “Task Forces”) jointly approve the applications as well as monitor and review the scheme regularly.

5. Details of the Scheme

5.1 Eligibility Requirements for Trainee

- 5.1.1 To participate in this scheme, a trainee must meet the following requirements:
 - i) a resident in Hong Kong at the age of 18 ; and
 - ii) possess respective intermediate trade test qualification; and
 - iii) workers with less than 2 years experience after attaining intermediate trade test qualification of the respective trade; and
 - iv) for those who have not taken the applied relevant trade under CIC’s or Hong Kong Industry Council (HKIC)’s Advanced Construction Manpower Training Scheme – Pilot Scheme offered or funded by CIC and HKIC over one year prior to application.
- 5.1.2 An employer must select the suitable trainee to become his/her employee first. The trainee may be a semi-skilled trainee under the current cooperative training schemes. (He/she shall hold the qualification of intermediate trade test.)
- 5.1.3 The eligible trainee shall hold the qualification of intermediate trade test for the same trade and obtain the relevant post-qualification working experience of no more than 2 years. The trainee must take the trade test for construction craftsmen to obtain qualification as a skilled worker.

5.1.4 The CIC may consider to extend the limitation of post-qualification working experience of not more than 2 years to 3 years if employers have difficulty to recruit workers on specific work trade.

5.2 Eligibility Requirements for Employer

An employer who is going to apply for this pilot scheme shall meet at least one of the following requirements:

- (i) Members of the Hong Kong Construction Association
- (ii) Contractors who have paid levy to the CIC within the past five years (counted from the application date)
- (iii) Sub-contractor who is currently under direct employment of those contractor mentioned in (i) or (ii)
- (iv) Members of the Hong Kong Construction Sub-Contractors Association
- (v) Members of the Hong Kong Plumbing & Sanitary Ware Trade Association
- (vi) Members of the Hong Kong Federation of Electrical and Mechanical Contractors
- (vii) Members (Employer) of trade unions in relation to construction
- (viii) Sub-Contractors registered under the Sub-contractors Registration Scheme of the CIC

5.3 Trade Division and “Multi-skills” Trades

5.3.1 This scheme consists of 25 trade division. Other trades can be added flexibly upon request from the industry and the manpower demand for individual trade subject to the approval by the CITB. For details, please refer to Annex 1.

5.3.2 Besides training in the designated trade, training in other collateral trades is also encouraged. For details, please refer to Annex 2.

5.4 Length of Training

This scheme will last for one to two years. Depending on the actual situations of different trades, the training period will be changed if necessary. For details, please refer to Annex 1.

5.5 Training Target and Work Trade

The proposed number of training target (application quota) is 1,000 in total (200 of which will be allocated to ACMTS - Pilot Scheme (Skills Enhancement Courses) and will be launched in two phases. It takes three to four years to complete the scheme.

5.6 Recommended Wage for Employing Trainee

5.6.1 The employer shall sign “employment contract” with trainee and pay the employee by month. In the meantime, the monthly salary paid by employer to employee shall not be less than the monthly salary specified by the CIC. For details, please refer to Annex 3.

5.6.2 The employer shall pay the full monthly salary to the trainee. When there is an unforeseeable delay of construction work and inclement weather to affect the attendance rate, the employer can deduct the daily wage for absence from work. (Except for paid sick leave/ paid annual leave/paid injury leave. (All employees covered by the Employment Ordinance, irrespective of their hours of work, are entitled to basic protection under the Ordinance.))

Calculation Example (e.g. Concretor):

Situation One :

Specify monthly salary of the trainee is \$24,500. If we assume the number of working days of the trainee is on basis of 25 days per month, the number of absence from work is 5 days. The actual monthly salary of the trainee is:

$\$24,500 - \$24,500 \div 25 \times 5 = \$19,600.$

Situation Two:

If the number of absence from work of the trainee is 11 days, the employer calculate salary for that particular month in proportion by the number of working days. The monthly salary of the trainee is: $\$24,500 - \$24,500 \div 25 \times 11 = \$13,720.$

5.6.3 To ensure that employer will offer the sufficient working days to the trainee, all approval employers under the scheme are required to submit attendance record. If a trainee works less than 20 days in the month, the employers are required to submit the documents

to justify the cause(s) of the low attendance rate due to the unforeseeable delay of construction work and inclement weather.

5.6.4 If the employer is found in fundamental breach of conditions of the agreement or relevant laws of the HKSAR, the CIC will formally write to notify the employer that he/she must rectify correct the mistakes report to the CIC about the correction before the prescribed time limit (within one month normally); otherwise, the CIC will terminate and stop issuing reimbursement subsidy to the employer. The CIC is entitled to recover the issued subsidy.

5.6.5 Employers are not allowed to join or re-apply this scheme who have violated the agreement or relevant laws of the HKSAR. Nevertheless, those employers can appeal to the CITB for further jurisdiction.

5.7 Monthly Training Subsidy for Trainee

5.7.1 The amount for trainee's allowance, extra allowance upon completion of the course and trainer's subsidy are calculated by the average daily wages of the trades based on "Average Daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors" published by Census and Statistics Department of the Government in November 2014.

5.7.2 If the average daily wage of a particular trade is HK\$1,300 or above, the monthly trainee's allowance will be HK\$6,000; if the average daily wage of a particular trade is less than HK\$1,300, the monthly trainee's allowance will be HK\$5,000. The above allowance will be provided to subsidize the employer and the employer can issue it to trainee as part of the trainee's salary. For details, please refer to Annex 4.

5.7.3 The Training allowance will be calculated base on the actual attendance rate of the working days of the trainee.

Calculation Example (e.g. Group One, regularly monthly subsidy is \$6,000):

If the actual working days of the trainee are 20 days, the following allowance will be issued to the empolyer:

$$\$6,000 - \$6,000 \div 25 \times 5 = \$4,800.$$

- 5.7.4 If the employee takes leave with pay, the subsidy will pay in full to the employer. If leave without pay, the subsidy will be deducted on the actual absence of the Working days. Same principle applies to sick leave, maturity leave or injury leave, if the salary is paid for 4/5, the subsidy amount will be paid for 4/5.
- 5.7.5 The extra allowance for trainee upon completion of the course is \$60 per day in Group One or \$50 per day in Group Two. Such allowance will be issued to the employer in a lump-sum upon completion of the training scheme (i.e. after obtaining the qualification of skilled workers). For details, please refer to Annex 5.
- 5.7.6 If the employer / trainee withdraws from the scheme with reasonable justification which is accepted by the Task Forces, the CIC will issue trainee's allowance in proportion as per the last working day of the trainee and will not recover the trainee's allowance issued previously. If no reasonable justification is given, the CIC reserves the right to recover from the employer the previously issued trainee's allowance.
- 5.7.7 Once the trainee obtained the skilled workers qualification during the training period, the training allowance would be stopped for issuing to the employer by the CIC immediately.

5.8 Trainer Subsidy

- 5.8.1 The trainer subsidy is \$3,250 per month in Group One or \$2,500 per month in Group Two respectively. For details, please refer to Annex 6.
- 5.8.2 Once the trainee obtained the skilled workers qualification during the training period, the trainer subsidy would not be granted to the employer by the CIC immediately.

5.9 Trainee Bonus

- 5.9.1 If a trainee (for 12 months training period) completes 6 months training and attends to mid-term assessment, the CIC will issue an retention bonus of HK\$ 1,000 to the trainee; If a trainee (for 18 months training period) completes 9 months training and attends to mid-term assessment, the CIC will issue an retention bonus of HK\$ 15,000 to the trainee; If a trainee (for 24 months training period) completes 12 months training and attends to mid-term assessment, the CIC will issue an retention bonus of

HK\$ 20,000 to the trainee. The bonus will be paid by employers first and the employer shall apply the reimbursement from the CIC afterwards. For details, please refer to Annex 5.

5.9.2 If a trainee successfully passes the relevant trade test for achieving skilled worker qualification after completing 1 year training period, the CIC will issue a completion bonus of HK\$20,000 to the trainee; If a trainee successfully passes the relevant trade test for achieving skilled worker qualification after completing 1.5 years training period, the CIC will issue a completion bonus of HK\$25,000 to the trainee; If a trainee successfully passes the relevant trade test for achieving skilled worker qualification after completing 2 years training period, the CIC will issue a completion bonus of HK\$30,000 to the trainee. The bonus will be paid by employers within 2 months first and the employer shall apply the reimbursement from the CIC afterwards. For details, please refer to Annex 5.

5.9.3 If a trainee successfully passes intermediate trade test or certification test of other trades during the training period, he/she will be issued an incentive bonus of HK\$4,000 per trade (with a maximum of three other work trades). The bonus will be paid by employers first and the employer shall apply the reimbursement from the CIC afterwards. For details, please refer to Annex 5.

5.10 Requirements on Trainer Qualifications and Trainer-to-Trainee Ratio

5.10.1 Employers shall arrange eligible trainers to provide training for trainees.

5.10.2 Eligible trainers must meet the following requirements :

- i.) holder of the relevant trade test qualifications/certificates, or
- ii) possess the skilled worker qualification with at least 5 years of relevant post-qualification experience.

5.10.3 To ensure the quality of training, the maximum trainer-to-trainee ratio shall be 1:6 (i.e. one trainer trains 6 trainees).

5.10.4 If the proposed trainer does not meet the requirements, the CIC shall arrange two different levels of CIC staffs (officer level or above) to interview with the trainer, and in accordance with the basic assessment and guidelines to examine the qualifications of

the trainer. The proposed trainers must be approved by the CIC before training commences.

5.11 Mid-term Assessment and Date for Mid-term test

5.11.1 Trainees are required to take the mid-term assessment at the middle of the training period conducted by the CIC to ensure a satisfactory training progress (Please refer to Annex 9). Mid-term assessment is based on the part of the assessment questions in trade test. (including written test and practical test). A pass is obtained if a trainee gets 60 marks or above for both of these two unit tests.

5.11.2 If a trainee is failed on the mid-term assessment, the defect report will be provided by the CIC to the employer, and the employer shall inform the trainer and the trainee to follow up and improve during the rest of training period. On the other hand, if a trainee is failed with lower marks (less than 40 marks), the CIC will follow up with its employers, trainers and trainees on their training content and progress.

5.11.3 Dates for mid-term assessment for various trades are listed in Annex 1.

5.12 Trade Test for Skilled Worker

5.12.1 Trainees must take part in trade test for skilled worker at the end of the training. The CIC will provide two free trade tests. A pass is obtained if a trainee obtains 60 marks or above; otherwise, he/she has to re-take the test within two months (counted from the application date). If a trainee cannot pass the test in two times, his/her training will be ceased immediately.

5.12.2 Recommendations from the training employers are required when a trainee applies for trade test for skilled worker(s).

5.13 Application Assessment

5.13.1 When an employer submits an application for the pilot training scheme, the CIC will conduct a preliminary verification on the background of applicants (including employers and trainees) and eligibility of trainees according to the established procedures. The following document should be submitted :

- i. Business Registration Certificate
- ii. Employment Verification /Employment Contract
- iii. Copy of qualification of Intermediate Trade Test obtained by trainee in training
- iv. Copy of qualification of Skilled Worker obtained by trainer and the Curriculum Vitae.
- v. Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document (submit before training).

5.13.2 Employers are required to provide the main construction contract reference number and its main contractor's name of where the on-site training will be primarily conducted. The CIC would contact the related main contractor to verify the information if needed. Once the application has been approved, employers are not allowed to amend the main construction contract information under any circumstances including the situation mentioned in part 5.14.

5.13.3 Task forces shall jointly approve the application (or Approved Project). Upon approval, the employer shall be enrolled in this scheme list immediately. The CIC will inform the employer in writing (Notification of Approval) and the training period shall start from the date specified by the CIC (Commencement Date). Please refer to the item 2.2 of Annex 7.

5.14 Deployment Mechanism of Trainee

5.14.1 The employers may change the training location from the site specified in the contract to another site, provided that it is necessary or desirable for the completion of training. The nature of the construction, in whole or in part, must be appropriate to the type of trainees to be trained under the scheme. Any relocation of training sites must be reported to the CIC within one month by written notice.

5.14.2 If the originally approved project or work procedure is affected by the progress of work in the time of training. Hence, it is estimated that the trainee cannot continue with the training as scheduled, the concerned employer can deploy the trainee to another new employer to continue with the training. The employer must notify and seek the approval from the CIC as soon as possible. In this case, the employer is required to re-submit the new application for the approval by the CIC. In addition, the employer must deploy the trainee back to the first employer (i.e. a total of two deployments) before the end of whole training to fulfill the responsibility of the completion in training.

- 5.14.3 The originally approved employer is responsible to arrange placement for trainee to continue the training in escape of termination of training scheme.
- 5.14.4 All applications for deployment must be submitted prior to 2 months upon deployment will be taken and it is assessed and approved by the CIC.
- 5.14.5 The CIC will calculate the trainee allowance, completion bonus and trainer subsidy for different employers in pro-rata basis of the training period by different employers.

5.15 Inspection on Training Progress

- 5.15.1 The CIC shall examine the training records, progress and supervision reports. The CIC shall conduct at least one site inspection during training period to ensure that the training is properly conducted. The CIC staff will communicate with trainees and trainers. Meeting records will be kept for follow-up actions, if necessary. The employer is also responsible for arranging site visits for the CIC staff. The employer shall submit the regular report on trainees progress to the CIC.
- 5.15.2 If the supervisory of the relevant site cannot provide reasonable reason to refuse the inspection or changed the inspection appointment for more than 3 times, the site will be classified to be higher risk. The higher risk site will be arranged the site inspection one more time.

5.16 Scheme Evaluation

- 5.16.1 To review on the effectiveness of this scheme, CIC shall use the following indicators to assess the scheme:
- (i) Application Rate
 - (ii) Admission Rate
 - (iii) Drop-out Rate
 - (iv) Passing Rate
 - (v) Retention Rate
 - (vi) Degree of Satisfaction
 - (vii) Participating Rate in the value-added courses organized by the CIC (trainees are required to attend the value-added courses within the 1 to 2 years training period)
 - (viii) Training Cost

6. Requirements of Employers

- 6.1 Since this scheme is in the form of “First-hire-then-train”, employer must submit various proofs of employment and qualification of trainers, such as the employment letter and recommendation letter from the employer to the employee as well as the certificate of relevant craftsmen’s qualification and the curriculum vitae of trainers etc., to the CIC for approval.
- 6.2 The employer shall sign an “employment contract” with “eligible trainee” and submit the copy of employment contract and other relevant documents to the CIC. It is subject to the approval by the Task Forces. If the application is approved, the CIC will inform the employer in writing and confirm the application.
- 6.3 The employer shall sign an “employment contract” with the employee which shall be conformed with the labour ordinance and with a period of not less than the specified period in the training scheme. Depending on the nature of the trade, the normal period shall be 1 to 2 years.
- 6.4 The employer shall pay the salary of the employee on a monthly basis. The training employer shall issue the employee’s salary in an amount of not less than the monthly salary specified by the CIC (including the specified monthly salary for the first year and second year). For details, please refer to Annex 3.
- 6.5 “Employment contract” must list the amount of salary paid by the employer to the employee and the method of payment. The CIC shall not be liable to the terms and responsibilities stated in the employment contract.
- 6.6 To ensure that employer will pay the salary according to the contract, the employer must submit the attendance records on site and pay slips to the CIC on monthly basis. Relevant documents regarding work progress on site must be submitted to prove that under-employment is caused by some out of the employer control factors in order to obtain training allowance from the CIC.
- 6.7 The employer must select the suitable semi-skilled graduate for on-the-job training. The employer shall pledge to pay an amount of not less than the minimum monthly salary specified by the CIC. It aims to protect the basic living of trainees so that they can be assured to stay and continue to work in the industry and enhance their skills. For details, please refer to Annex 3.
- 6.8 If the trainee cannot continue to complete the training due to situations of the site or unexpected circumstances in the training period, the employer can transfer the trainee to other sites or to a new employer to

continue with the remaining training. All applications for deployment and new applications must be submitted to the CIC for assessment and approval.

- 6.9 A trainee must be recommended by his/her training employer to apply for trade test for skilled worker.
- 6.10 The employer shall allow trainee to take part in the value-added activities such as seminars, training courses, site visits etc. as well as the relevant tests organized by the CIC.

7. Roles of Construction Industry Council

- 7.1 The CIC shall draft the training syllabus with reference to the current trade tests and skilled worker's trade tests in the construction industry including (for detail, please refer to Annex 13) :
 - (i) Skills required in the major Work Trade;
 - (ii) Skills required in the minor Work Trade (if applicable);
 - (iii) Skills with reference to skilled worker Trade Tests;
 - (iv) Safety Courses – based on the characteristics of particular trade;
 - (v) Seminars by Independent Commission Against Corruption (ICAC) (half-day);
 - (vi) Construction Materials Rigger (2 days) – based on the characteristics of individual trades;
 - (vii) Centre Visit to the training courses in other relevant trades (1 day);
 - (viii) Mid-term Assessment (1 day)
 - (ix) Trade Test for Skilled Worker (1 -2 days)
- 7.2 The CIC will review the specified monthly salary and basic monthly salary annually. They are the indicators for employers to pay the salary of their employees. For detail, please refer to Annex 3.
- 7.3 The Applicant shall indemnify the CIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.
- 7.4 The CIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.

- 7.5 The CIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

8. Application Procedures

- 8.1 The employer shall complete the Application Form in Annex 7 and submit together with all supporting documents (including employment verification for trainees and curriculum vitae of trainers, proof of qualifications etc) to the CIC for checking and approval.
- 8.2 The employer shall commence the training in accordance with the Approved Project to meet his own contract requirements.
- 8.3 When the CIC acknowledge the receipt of the full set of documents, it will transfer the documents to the Task Forces for review and approval. The approval process will be normally taken in one month approximately. Upon approval by the Task Forces (Approved Project), the employer shall provide the copy of employment contract to the CIC for record. Under normal circumstances, it takes one to two months (from the date of receiving all required documents) to process the application.
- 8.4 Please refer to Annex 10 for a flow chart on the application procedures.

9. Monitoring Procedures

- 9.1 When the employer commences the training, the trainee shall fill in the training items/contents, training period and the participation of the value-added activities organized by the CIC with his/her attendance record in Trainee's Progress Report (Annex 12) on a monthly basis. The Report shall be signed by the trainee for confirmation.
- 9.2 The trainer is required to check the Trainee's Progress Report, sign and endorse the contents monthly.
- 9.3 The employer shall submit the Trainee's Progress Report and attendance record to the CIC every two months for checking and endorsement.
- 9.4 After checking the attendance records of trainees, training progress and applications for subsidy, the CIC will prepare the subsidy to employers.

10. Reimbursement of Payment of Subsidy and Trainee Bonus

- 10.1 When employers apply for payment of subsidy from the CIC, they must submit the following documents for the CIC's verification:
- (i) Application Form on Payment of Subsidy (Invoice)
 - (ii) Trainee's Progress Report with endorsement;
 - (iii) Attendance Records; and
 - (iv) Pay slips of trainees
- 10.2 During the site training period, trainee's working days will be calculated according to their attendance records.
- 10.3 The CIC will process the application and check the completeness of the documents submitted by employers.
- 10.4 After endorsement by the CIC, the Finance Department will process the applications for payment of subsidy. In accordance with the prescribed procedures for payment of subsidy, the employer shall first pay trainee's allowance, trainer's subsidy, extra allowance upon completion of the course and incentive bonus and then apply to CIC for reimbursement.
- 10.5 A flow chart on the procedures for payment of subsidy and trainee bonus is illustrated in Annex 11.

11. Termination of Agreement

- 11.1 The CIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant and/or the Sub-contractors are in breach of the terms stipulated in the Agreement.
- 11.2 No indemnity claims or claims of any other kind may be made against the CIC by the Applicant and/or Sub-contractors.

12. Forfeiture

In the event that the employer shall become bankrupt or having a receiving order made against him/them or has abandoned the employment contract between employer and employee, the training shall be stopped immediately and no subsidy shall be reimbursed as from that date.

13. Special Circumstances

- 13.1 After the submission of application by the employer, the employer shall not transfer the subsidy quota to hire another eligible graduate. If the employee changes to another employer, the new employer cannot apply for subsidy in the capacity of this employee. The CIC shall keep the record of all employees within this training scheme so as to monitor whether the employee changes to work for another employer or not under the validity period of the training scheme. (Except for item 6.8)
- 13.2 If the employee is being dismissed by the employer or resigns from jobs during the period of employment, the employer must inform the CIC immediately.
- 13.3 If the employee is being dismissed by the employer or resigns from job during the training period, the employer must inform the CIC immediately. The employer cannot apply for the remaining subsidy.
- 13.4 The CIC reserves the rights of final decision.

14. Avoiding Conflict of Interests

- 14.1 An employer should procure its employees, agents, sub-contractors and trainees (regardless of employees of contractors or their sub-contractors) participating in this agreement that they are prohibited from providing, retrieving or accepting any benefits as stipulated under the Laws of Hong Kong Chapter 201 "Prevention of Bribery Ordinance" (POBO) when handling business affairs in this agreement.

15. Personal Data Collection Declaration

- 15.1 The employer shall ensure that the collection and transfer of trainees' personal data to the Construction Industry Council (CIC) and through the CIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, the employer must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the followings:

- a. To inform the trainee that his/her information will be provided to CIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of CIC (including the transfer of any personal data by CIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other cooperative training schemes.

- b. To give the trainee an option to agree or disagree that CIC may keep him/her informed of CIC activities and industry development which may be of his/her interest, CIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 - c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
 - d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC at 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.
- 15.2 The employer, who is responsible for collecting the personal data from the trainee, must obtain the trainee's written consent regarding the above and provide a copy of such consent to the CIC.
- 15.3 The employer shall indemnify the CIC against any claims, suffered or incurred by the CIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

Trade Division, Training Period and Date of Mid-term Assessment

Category	Trade Division	Training Period of 1 to 2 years	Date of Mid-term Assessment
Building and Civil Work Trade (B&C Trade)	Metal Scaffolder	1 year	After first 6 months
	Drainlayer	1 year	After first 6 months
	Bricklayer	1 year	After first 6 months
	Plasterer	1 year	After first 6 months
	Tiler	1 year	After first 6 months
	Plumber	1.5 years	After first 8 months
	Ground Investigation Operator	1.5 years	After first 8 months
	Bar Bender and Fixer	2 years	After first 12 months
	Concretor	2 years	After first 12 months
	Carpenter (Formwork- Building /Civil)	2 years	After first 12 months
	Marble Worker (Polishing /Fixing)	2 years	After first 12 months
	Bamboo Scaffolder	2 years	After first 12 months
	Tower Crane Erecting & Dismantling Worker's Assistant	2 years	After first 12 months
	Painter and Decorator	2 years	After first 12 months
	General Welder	2 years	After first 12 months
	Rigger/Metal Formwork Erector	2 years	After first 12 months
	Leveller	2 years	After first 12 months
	Metal Worker	2 years	After first 12 months
	Tunnel Worker	2 years	After first 12 months
	Construction Plant Mechanic	2 years	After first 12 months
	Joiner	2 years	After first 12 months
Electrical & Mechanical Work Trade (E&M Trade)	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)	1 year	After first 6 months
	Electrical Wireman	1 year	After first 6 months
	Fire Service Electrical Fitter	1 year	After first 6 months
	Fire Service Mechanical Fitter	1 year	After first 6 months

“Multi-skills” Trades

No	Trade Division	“Multi-skills” Trade(s)
1.	Rigger/Metal Formwork Erector	Multi-skills Trade
2.	Bricklayer	Tiler
3.	Tiler	Plasterer
4.	Concretor	Metal Scaffolder
5.	Carpenter (Formwork- Building / Civil)	Metal Scaffolder
6.	Marble Workers (Polishing / Fixing)	Metal Scaffolder
7.	Tower Crane Erecting & Dismantling Worker's Assistant	Painter (Iron), General Welder
8.	Painter and Decorator	Metal Scaffolder
9.	Plumber	Cement Sand Mortar Worker

No	Trade Division	With reference to “Average Daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors in Jan 2015 (HK\$)	Specified monthly salary for the 1 st year of training suggested by the CIC (25 days per month) (HK\$)	Specified monthly salary for the 2 nd year of training suggested by the CIC (mark- up 8% of the 1 st year) (HK\$)
1.	Concretor	1,945	24,500	26,500
2.	Bar Bender and Fixer	1,894	24,000	26,000
3.	Carpenter (Formwork- Building /Civil)	1,906	24,000	26,000
4.	Bamboo Scaffolder	1,639	20,500	22,500
5.	Tower Crane Erecting & Dismantling Worker's Assistant	-	20,000	22,000
6.	Tunnel Worker	-	20,000	22,000
7.	Ground Investigation Operator	-	18,500	20,000
8.	Rigger/Metal Formwork Erector	1,472	18,500	20,000
9.	Drainlayer	1,410	18,000	N/A
10.	Metal Scaffolder	-	18,000	N/A
11.	Leveller	1,380	17,500	19,000
12.	General Welder	1,304	16,500	18,000
13.	Bricklayer	1,278	16,000	N/A
14.	Plasterer	1,278	16,000	N/A
15.	Tiler	1,234	15,500	N/A
16.	Marble Worker (Polishing/Fixing)	1,161	15,000*	16,500
17.	Metal Worker	1,138	15,000*	16,500
18.	Plumber	1,146	15,000*	16,500
19.	Refrigeration/Air- conditioning/Ventilation Mechanic (Air System)	1,030 (revised by industry)	15,000*	N/A
20.	Painter and Decorator	992	15,000*	16,500
21.	Construction Plant Mechanic	1,180	15,000*	16,500
22.	Electrical Wireman	942	15,000*	N/A
23.	Fire Service Electrical Fitter	1,050 (revised by industry)	15,000*	N/A
24.	Fire Service Mechanical Fitter	1,050 (revised by industry)	15,000*	N/A
25.	Joiner	1,069	15,000	16,500

* The CIC discussed with the relevant industry stakeholders and all parties opined that the specified monthly salary for the first year will be too low. Hence, it is agreed to increase the amount to the proposed level at \$15,000.

Category	Trade Division	Subsidy to Employer		Trainee Bonus
		Regular Subsidy (HK\$)	Trainer Subsidy (Monthly Wages/Trainee) (HK\$)	Achievement of ITT Qualification (Minor) / Other Certificates Tests (HK\$)
Group 1 (The daily average wages of skilled worker reported by C&S of HKSARG \geq \$1,300)	Bar Bender and Fixer	\$6,000/month	\$3,250/month	\$4,000× 3 work trades=\$12,000 (max.)
	Concretor			
	Carpenter (Formwork-Building /Civil)			
	Drainlayer			
	Bamboo Scaffolder			
	General Welder			
	Rigger/Metal Formwork Erector			
	Metal Scaffolder			
	Tower Crane Erecting & Dismantling Worker's Assistant			
	Leveller			
	Ground Investigation Operator			
	Tunnel Worker			
Group 2 (The daily average wages of skilled worker reported by C&S of HKSARG < \$1,300)	Marble Worker (Polishing /Fixing)	\$5,000/month	\$2,500/month	\$4,000× 3 work trades=\$12,000 (max.)
	Bricklayer			
	Plasterer			
	Tiler			
	Metal Worker			
	Plumber			
	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)			
	Painter and Decorator			
	Construction Plant Mechanic			
	Electrical Wireman			
	Fire Service Electrical Fitter			
	Fire Service Mechanical Fitter			
	Joiner			

Annex 5

	Work Trade	Completion of mid-term training		Attaining Trade Test qualification at the end of training period	
		Completion of mid-term assessment	Retention bonus after attending mid-term assessment	Completion of training period	Completion bonus for obtaining TT
1.	Bricklayer	6 month	\$ 10,000	1 year	\$ 20,000
2.	Drainlayer				
3.	Electrical Wireman				
4.	Fire Service Electrical Fitter				
5.	Fire Service Mechanical Fitter				
6.	Metal Scoffolder				
7.	Plasterer				
8.	Refrigeration/Air-conditioning / Ventilation Mechanic(Air system)				
9.	Tiler				
10.	Ground Investigation Operator	9 month	\$ 15,000	1.5 years	\$ 25,000
11.	Plumber				
12.	Bar Bender and Fixer	12 month	\$20,000	2 years	\$ 30,000
13.	Bamboo Scaffolder				
14.	Carpenter(Formwork-Buliding & Civil)				
15.	Concretor				
16.	Construction Plant Mechanic				
17.	General Welder				
18.	Leveller				
19.	Marble Worker(Polishing/Fixing)				
20.	Metal Worker				
21.	Painter and Decorator				
22.	Rigger/ Metal Formwork Erector				
23.	Tower Crane Erection & Dismantling Worker' Assistant				
24.	Tunnel Worker				
25.	Joiner				

Category	Work Trade	Median Wage (HK\$)	Proposed Trainer Subsidy(Monthly Wage/Trainee) (HK\$)
Group 1	Bar Bender and Fixer	\$1,600	\$3,250/month
	Concretor		
	Carpenter (Formwork- Building / Civil)		
	Drainlayer		
	Bamboo Scaffolder		
	General Welder		
	Rigger/Metal Formwork Erector		
	Metal Scaffolder		
	Tower Crane Erecting & Dismantling Worker's Assistant		
	Leveller		
	Ground Investigation Operator		
	Tunnel Worker		
Group 2	Marble Worker (Polishing /Fixing)	\$1,150	\$2,500/month
	Bricklayer		
	Plasterer		
	Tiler		
	Metal Worker		
	Plumber		
	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)		
	Painter and Decorator		
	Construction Plant Mechanic		
	Electrical Wireman		
	Fire Service Electrical Fitter		
	Fire Service Mechanical Fitter		
	Joiner		



Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) Application Form

Application No.: _____
(To be filled by CIC)
Date Received: _____

Part I: Information of Applicant (Employer)

Name of company: _____

Address of company: _____

*Business Registration Number: _____ (*Please attach copy of a valid Business Registration Certificate)

Name and Position of Person-in-charge: _____ Contact Phone No.: _____

Email: _____ Fax No.: _____

Part II: Eligibility of Applicant/ Employer shall meet at least ONE of the following requirements :

- | | |
|---|--|
| <input type="checkbox"/> a. Members of the Hong Kong Construction Association

<input type="checkbox"/> b. Contractors who have paid construction levy to the CIC within the past five years

<input type="checkbox"/> c. Members of the Hong Kong Construction Sub- Contractors Association

<input type="checkbox"/> d. Members of Hong Kong Plumbing & Sanitary Ware Trade Association | <input type="checkbox"/> e. Members of Hong Kong Federation of Electrical and Mechanical Contractors Limited

<input type="checkbox"/> f. Members of Labour Union (Construction)– Related Employer

<input type="checkbox"/> g. Sub-contractors who are under employment of these contractors mentioned in (a) or (b)

<input type="checkbox"/> h. Sub-contractors registered under the Sub-contractors Registration Scheme of the CIC |
|---|--|

Part III. Information of Construction Site

Name of the main construction contract and reference number: _____

(Please attach copy of the construction contract)

Name of the Main Contractor of the above contract: _____

Construction Site Address: _____

Construction Period: _____

(MM/YYYY - MM/YYYY)

Part IV: Particulars of Trainee in Training (Employee)

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:

	* Date of Employment:	Monthly Salary: /month
--	------------------------------	----------------------------------

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel. No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:
	* Date of Employment:	Monthly Salary: /month

(*Please attach the relevant supporting documents) If necessary, you may write the information in the part of "Additional Information" to your application.

Part V: Particulars of Trainer (please attach a copy of your curriculum vitae)

Name (Chinese)	Name (English)	Work Trade	Date of obtaining qualification of skilled worker	Training Location

(*Please attach the relevant supporting documents) If necessary, you may write the information in the part of "Additional Information" to your application.

Part VI: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme. It normally takes one to two years depending on the trade.
4. Our company/I understand and agree to provide to the CIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC is not held responsible for all the liabilities of employee(s)
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.

8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that our employee(s) shall hold the qualification of the ITT for the same trade and obtain the relevant post-qualification working experience of not more than 2 years.
10. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document of ACMTS-Pilot Scheme (Structured On-the-job) as well as the terms and conditions specified in this application form Annex 8. We/I confirm that all information is accurate.

Part VII: Personal Data Collection Statement

《 Personal Data Collection Statement 》

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. The CIC might also transfer part of the information to the government departments and other organizations that are lawfully authorized to receive the information.
- It is not a must for the applicant to submit all the above information to the CIC but assessment may be affected if in default of any necessary personal data during collection.
- In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and amend your personal data. If you wish to do so, you shall write to the CIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**.
- You can choose whether he/she agrees to receive information disseminated by the CIC. Please put "✓" in the box below if you do not wish to receive the relevant information.
☐ Our company/I do not agree to receive information from the CIC in relation to its activities and construction-related information in the future.

Company chop and authorized signature

Name: _____ Position: _____

Date: _____

For the use of CIC only			
Part I		Part II	
Part III		Part IV	
Part V			
Endorsement:		Date:	

Please attach the following documents and put ☒ in the box below:

☐ Copy of Business Registration Certificate

☐ Copy of employment contract

☐ Copy of qualification of Intermediate Trade Test obtained by trainee in training

☐ Copy of qualification of Skilled Worker obtained by trainer and the curriculum vitae

☐ Contract of Construction Project

Additional Information

Continued – Part III: Particulars of Trainee in Training (Employee)

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:
	* Date of Employment:	Monthly Salary: /month

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:
	* Date of Employment:	Monthly Salary: /month

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:
	* Date of Employment:	Monthly Salary: /month

Name (Chinese):	Name (English):	Date of Birth:
HKID No.:	Tel No.:	Sex:
Address:	* Date of obtaining qualification of Intermediate Trade Test:	Work Trade:
	* Date of Employment:	Monthly Salary: /month

(*Please attach relevant supporting documents) You may write in a separate sheet if necessary.

Continued –Part IV: Particulars of Trainer (please attach the curriculum vitae)

Name in Chinese	Name in English	Trade	* Date of obtaining qualification of skilled worker	Training Location
<u>Others:</u>				

(*Please attach relevant supporting documents) You may write in a separate sheet if necessary.

Sample



Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) Subsidy Application Form

Part I: Information of Applicant (Employer)

Application No.: ACMTS 0001
(To be filled by the CIC)
Date Received: 15-9-2015

Name of company: 建設香港工程有限公司

Address of company: 香港仔漁光道 95 號 1 樓

Business Registration Number: 12345678-000-01-11-A (Please attach ocopy of Business Registration Certificate)

Name and Position: 陳大文, 高級經理

Contact Phone No.: 2100 1234

Email Address: construction@mail.com

Fax No.: 2100 4321

Part II: Eligibility of Applicant (Employer) shall meet at least ONE of the following requirements:

- | | |
|--|--|
| <input checked="" type="checkbox"/> a. Member of Hong Kong Construction Association

<input type="checkbox"/> b. Contractor who has paid construction levy to the CIC in the past five years

<input type="checkbox"/> c. Member of Hong Kong Construction Sub-Contractors Association

<input type="checkbox"/> d. Member of Hong Kong Plumbing & Sanitary Ware Trade Association | <input type="checkbox"/> e. Member of Hong Kong Federation of Electrical and Mechanical Contractors Limited

<input type="checkbox"/> f. Member of Labour Union (Construction)–Related Employer

<input type="checkbox"/> g. Sub-contractor who is under employment of those contractor mentioned in (a) or (b)

<input type="checkbox"/> h. Sub-contractors registered under the Sub-contractors Registration Scheme of the CIC |
|--|--|

Part III. Information of Construction Site

Name of the main construction contract and reference number: ABC Construction Project (ABC/2017/01)

(Please attach copy of the construction contract)

Name of the Main Contractor of the above contract: ABC Construction Company Limited

Construction Site Address: Development Site in Tung Chung

Construction Period: 01/2017 – 12/2020

(MM/YYYY - MM/YYYY)

Part IV: Particulars of Trainee in Training (Employee)

Name (Chinese): 李一君	Name (English): Lee Yat Kwan	Date of Birth: 5/5/1972
HKID No.: A 123456(7)	Tel No.: 9876 5432	Sex: M
Address: 九龍城南角道 2 號 10A	*Date of obtaining qualification of Intermediate Trade Test: 1/11/2014	Work Trade: Concretor
	* Date of Employment: 1/9/2015	Monthly Salary: \$20,000/month

Name (Chinese): 王心	Name (English): Wong Shum	Date of Birth: 31/1/1980
HKID No.: C 345678(9)	Tel No.: 9123 4567	Sex: M
Address: 柴灣永泰道 3 號 B	* Date of obtaining qualification of Intermediate Trade Test: 16/12/2014	Work Trade: Concretor
	* Date of Employment: 1/9/2015	Monthly Salary: \$20,000/ month

(*Please attach the relevant supporting documents) (If necessary, you may write the information in the part of "Additional Information" to your application)

Part V: Particulars of Trainer (please attach curriculum vitae)

Name (Chinese)	Name (English)	Work Trade	Date of obtaining qualification of skilled worker	Training Location
陳傑	Chan Kit	Concretor	1/6/2005	Tseung Kwan O

(*Please attach the relevant supporting documents) (If necessary, you may write the information in the part of "Additional Information" to your application)

Appendix - Terms and Conditions

1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the the CIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any employer that submit an application to participate in the Scheme launched by the CIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC.
- (d) **CIC** means the Construction Industry Council.
- (e) **CITB** means the Construction Industry Training Board.
- (f) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC.
- (g) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>).
- (h) **Main Contractor** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (i) **Notification of Approval** means the letter issued by the CIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (j) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (k) **Scheme** means the collaborative training scheme launched by the CIC to which this Application Form relates to.
- (l) **Sub-contractor** means the contractor who entered into a sub-contract [(whether a valid on-going contract or a soon-to-start contract)] with the Main Contractor to undertake all or part of the construction contract.
- (m) **Interpretation**

In the terms and conditions of the Agreement, except where the context otherwise requires:

- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and
- (iii) headings are for ease of reference only and do not affect interpretation.

No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of the terms and conditions of the Agreement or any part of it.

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved trainees within 3 months from the Commencement Date. Approved training places will

be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.

- 2.3 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC in writing immediately.

3 Training Subsidies

- 3.1 The CIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC:
- (a) The Applicant has failed or is, in the opinion of the CIC, likely to fail to execute the Approved Projects; and
 - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

4 Insurance

- 4.1 The Applicant shall ensure that it and its Sub-contractors, agents or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including contractors' all risk insurance, third party liability, employees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

- 5.1 The CIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant and / or its Sub-contractor shall at any time become bankrupt/insolvent, undergoes or will undergo receivership or liquidation, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Applicant and / or its Sub-contractor, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.

6 Probity

- 6.1 The Applicant shall prohibit its employees, agents, Sub-contractors and Participants (whether they are employees of the Applicant or its Sub-contractors) who are involved in the Scheme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) when conducting business in connection with the Scheme.

7 Personal Data Collection

- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC and through the CIC to the relevant authorities and/or organizations which subsidize the Scheme.
- 7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.
- 7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC in accordance with the data access procedures stipulated on the CIC website <http://www.hkcic.org>.

8 Indemnity

- 8.1 The Applicant shall indemnify the CIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

9 Liability of CIC

- 9.1 The CIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.
- 9.2 The CIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

10 Termination of Approved Project

- 10.1 The CIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant and/or the Sub-contractors are in breach of the terms stipulated in the Agreement.
- 10.2 No indemnity claims or claims of any other kind may be made against the CIC by the Applicant and/or Sub-contractors.

11 Settlement of Disputes

- 11.1 In relation to any dispute or difference arising out of or in connection with the Scheme, the parties shall first try to resolve the dispute or difference amicably by good faith negotiations between senior representatives of the related parties. In the event that the dispute or difference remains unresolved 28 days after the commencement of such negotiations, the dispute shall then be referred to mediation at the Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a

submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate or the failure of the mediation.

12 Governing Laws and Jurisdiction

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.

Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job)

Application Form of Mid-term Assessment

Guides to
Applicants :

1. Please read the Notes printed overleaf carefully before completing this form.
2. Please complete the form in English and in BLOCK letters unless otherwise stated;
3. Please ✓ in the appropriate ☐ ;
4. Personal Particulars must be consistent with that on HKID Card.

(1) Trade to be tested : _____

The application of this trade is : ☐ 1st intake ☐ re-test in written test ☐ re-test in practical test
☐ re-test in written and practical test

(please ✓ in the appropriate ☐, each application form for one application only)

(2) Applicant Particulars :

Name (English) (Surname first) : _____ (Chinese Name) : _____

HKID card no. : _____ () Date of Birth : _____ (Y) (M) (D) Age : _____

Contact tel. no. : (Home) _____ (Office) _____ (Mobile /Pager): _____

Address : _____ E-mail : _____

Education : ☐ primary school ☐ secondary school ☐ tertiary ☐ university
☐ others (please specify) _____

【Declaration】

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and the person(s) concerned may be liable to commit criminal liability.

2. I consent that if my application is accepted, I will conform to the regulations of the Council.

3. I will bear the cost of repair for any damage to machines, tools and equipment due to my negligence or willful misconduct during the trade test.

Please sign to acknowledge that 【Notes for Applicants of Mid-term Assessment】、【Personal Data Collection Statement】and 【Declaration】have been carefully read and understood.

【Personal Data Collection Statement】

1. The information you provide to the Construction Industry Council (the CIC), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC.
2. To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

☐ I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry.

Applicant's Signature : _____

Date : _____

【For Office Use Only】

Receiving Date : _____

Reference No. : _____

Applicant No. : _____

Data Entry Staff _____ Checked By: _____

Signature/Date : _____ Signature/Date : _____

Please affix a copy of your HKID card here
Mark your HKID card copy with the word
“COPY” at a place where personal details in
the card will not be covered

Please turn overleaf to read the information → → →

(3) Works Experience :

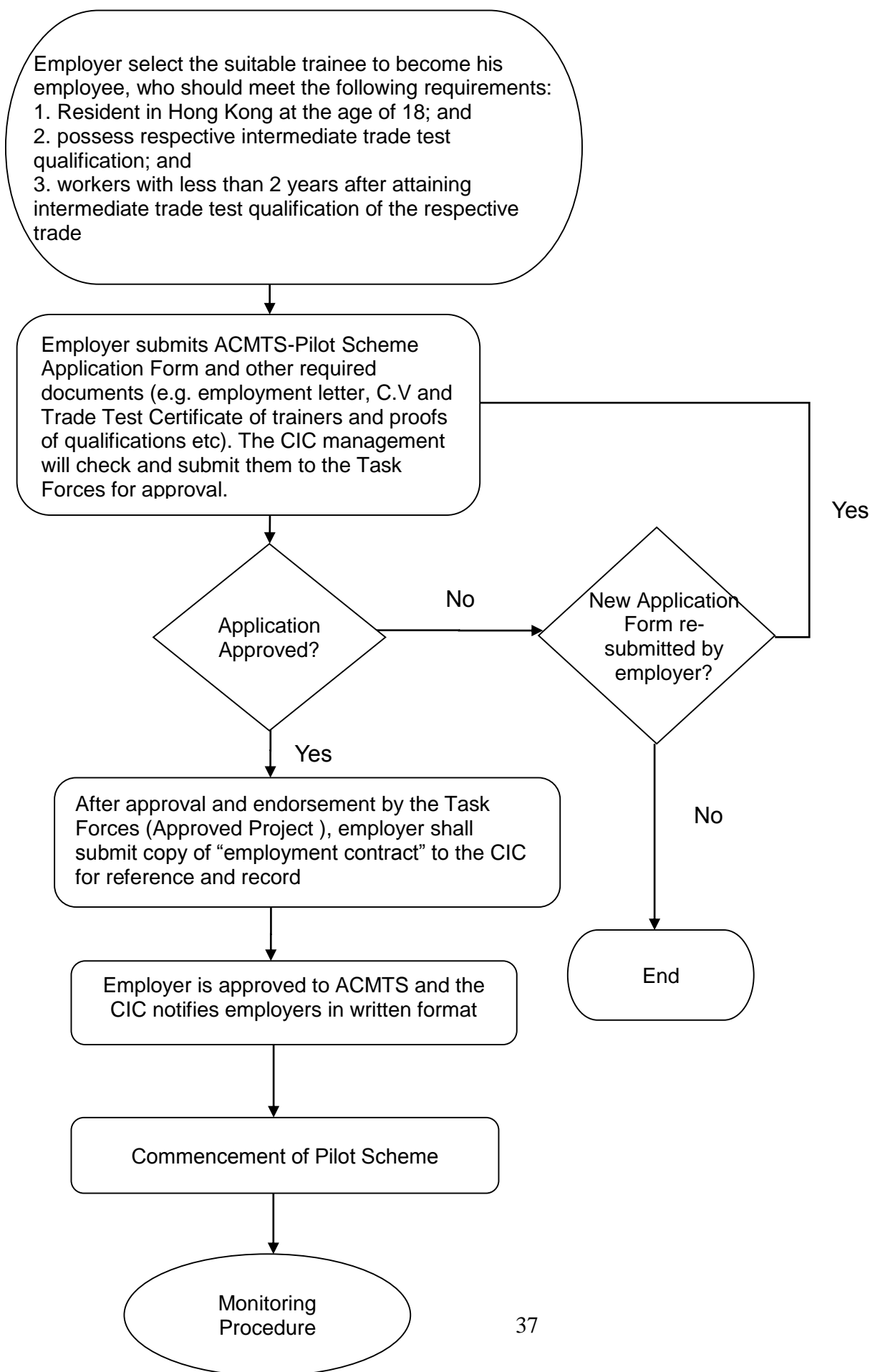
Applicants MUST be a trainee of Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job). CIC will random check the submitted information, if found ineligible or false, the application will not be accepted.

From (Year/Month)	To (Year/Month)	Co./Employer Name and Contact Tel. No.	Site Location	Job Nature
/	/			
/	/			
/	/			
/	/			

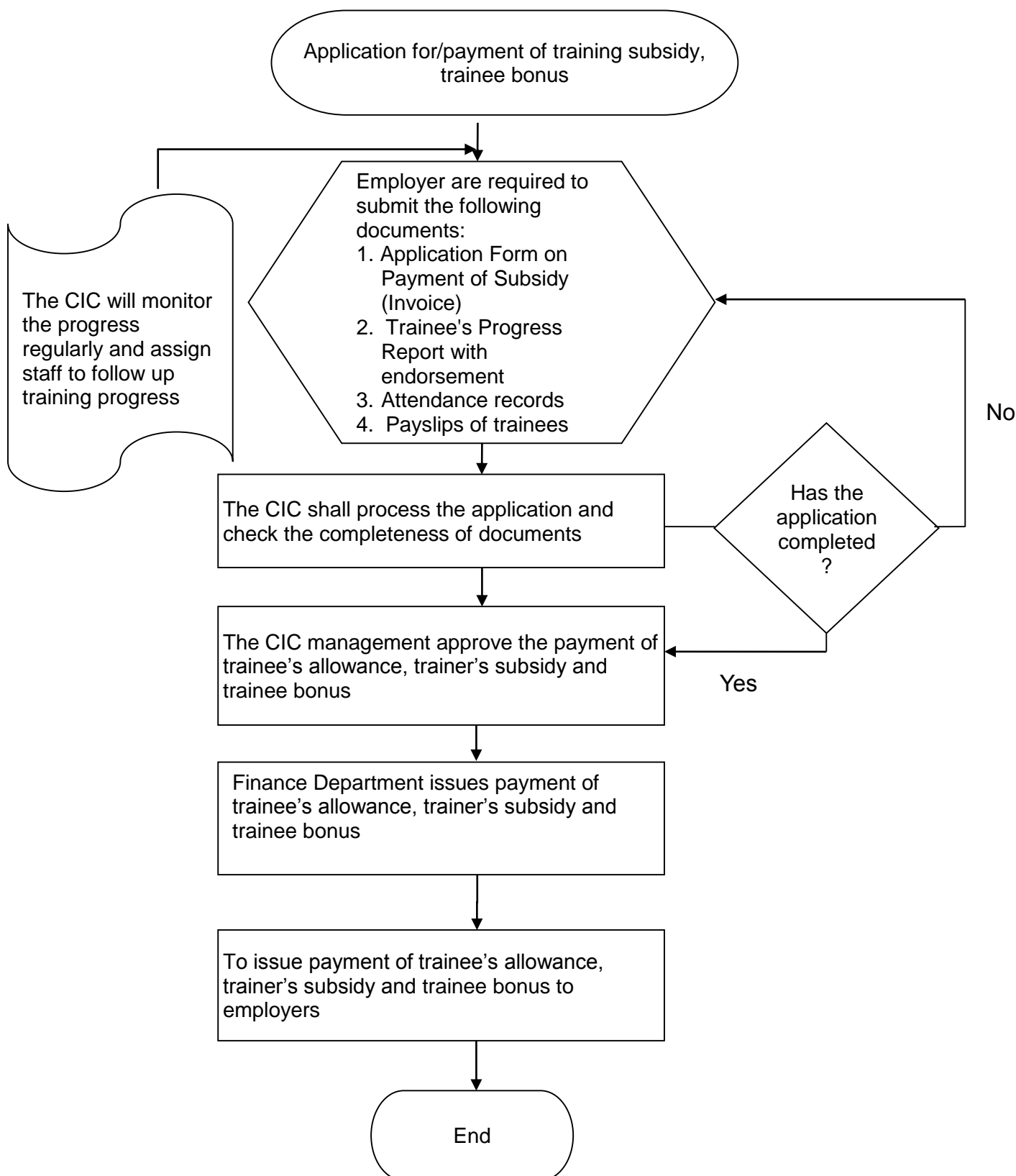
【Notes for Applicants of Mid-term Assessment】

<u>Requirements</u>	(1) Applicants MUST join Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job). Applicants are required to take the mid-term assessment at the middle of the training period conducted by the CIC.
<u>Application</u>	(2) A photo copy of the applicant's Hong Kong ID Card must be affixed on the application form. The copy will be destroyed once the information of the applicant has been verified. (3) Complete the application form and return it to the CIC Development and Support Services at 95 Yue Kwong Road, Aberdeen, Hong Kong. (4) Under no circumstances shall applicants be absent without compelling reasons. If the reason for absence from assessment is illness, a valid medical certificate issued by a registered medical practitioner must be submitted. (5) Applicants who want to withdraw from the tests have to submit their reasons in writing to the CIC Development and Support Services at 95 Yue Kwong Road, Aberdeen, Hong Kong at least 3 working days before the schedule test date.
<u>Pass marks</u>	(6) A pass is obtained if candidates get 60 marks or above for both written test and practical test.

Flow Chart of Application Procedures



Flow Chart on Procedures for Payment of Subsidy and Trainee Bonus



Sample

Application No.: _____
 (To be filled by the CIC)
 Date Received: _____

Advanced Construction Manpower Training Scheme

- Pilot Scheme (Structured On-the-Job)

Progress Report (Month) to (Month) (Year)

Name of Employer : _____

Contact No. : _____ Email : _____

Name of Trainers : _____ Working Location : _____

Name of Employee : _____ Passed the Intermediate Trade Test : Y / N

Work Trade (Major) : _____ Other Trade(Minor) : _____

Training Period: ____ (dd) ____ (mm) ____ (yyyy) to ____ (dd) ____ (mm) ____ (yyyy)

Attendance Record of Employee : Bi-monthly Working Day(s) _____ Days.

Training content : _____

Did employee attend "Valued-added Activity" during the above two months?

(e.g. seminar of ICAC) Y / N

If yes, please specify : _____

Employee Safety Record : Any work injury record of the employee in this month? Y / N

Reason for injury : _____ Absence due to injury : _____ day(s)

Remarks : _____

 Name and Signature of trainer

 Signature of trainee (employee)

 Date

Construction Industry Council

**Advanced Construction Manpower Training Scheme
– Pilot Scheme**

(Structured On-the-job)

Reference Instructing Course Manual

ON

NEXT PAGES

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bar Bender and Fixer Training Course
Instructing Course

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Master Operating Principle and Maintenance of Bar Cutting Machine, and Training on Appropriate Methods in Cutting and Bending Bars</u>				✓	50
4.	<u>**Master Operating Principle and Maintenance of Stirrup Bending Machine, and Training on Appropriate Methods in Link Bending</u>				✓	50
5.	<u>**Requirements on Environmental Measures for Work at Heights, Safety at Work</u>		✓			12
6.	<u>**Construction Drawings, Construction Specifications, Quality Requirements and Acceptance Standards for Bar Structure</u>			✓		30
7.	<u>**Length Requirements on Bar Lapping and Anchorage, and Important Provision on Trimming Bar</u> - Bar cover, correct placing and distribution of spacing blocks - Construction of bar mesh, acceptance standard of coupler				✓	90
8.	<u>**Training on Fixing Bar Structures for Types of Stairs, Iron Steps and Acceptance Standard</u>				✓	40

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
9.	<u>**Training on Fixing Bar Structures for Types of Columns and Acceptance Standard</u>				✓	40
10.	<u>**Training on Fixing Bar Structures for Types of Partition Walls and Acceptance Standard</u>				✓	30
11.	<u>**Training on Fixing Bar Structures for Types of Beams and Acceptance Standard</u>				✓	40
12.	<u>**Training on Fixing Bar Structures for Types of Floor Slabs and Acceptance Standard</u>				✓	30
13.	<u>(Bending Schedule) Fabricate Simple Bar Fixing Sketch and Bending Schedule</u>				✓	30
14.	<u>Pile Up and Storage of Bar Raw Materials Delivered to the Site</u> - Procedure on pending examination			✓		20
15.	<u>Proper Handling of Tying and Securing Materials Pending for Rigging and Safety Codes</u>				✓	20
16.	<u>Proper Methods and Measures in Unloading and Safety Codes</u>				✓	20
17.	<u>Training on Procedures in Fixing Bar Structures for Types of Small Foundations, Big Cap Foundations and Acceptance Standard</u>				✓	40
18.	<u>Training on Fixing Types of Rebar Leg, Handling of Late Cast Opening Rebar and Acceptance Standard</u>				✓	30
19.	<u>Familiarize Fixing of Bar Structures for Types of Water Tanks, Retaining Walls and Acceptance Standard</u>		✓			10.5
20.	<u>Construction Materials Rigger*</u>				✓	2
21.	<u>Coordination Work with Other Trades</u>	✓				1

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
22.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
23.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
24.	<u>Mid-term Assessment*</u>				✓	1
25.	<u>Trade Test – Bar Bender and Fixer</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Concretor Training Course
Instructing Course

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site 		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Properties of Concrete</u> <ul style="list-style-type: none"> - Properties, mixing composition, water content, initial setting time, admixture, reasons of rejection and casting sequence of concrete - Importance of concrete - Method of measuring the temperature of concrete 			✓		16
4.	<u>** Workability of Concrete</u> <ul style="list-style-type: none"> - Fabricate and measure slump test - Procedures and methods of fabricating concrete test cube - Conveyance of concrete and transportation and method of casting - Property and usage of dense concrete 			✓		16

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
5.	<u>**Concrete Casting and Ramming Methods</u> <ul style="list-style-type: none"> - Correctly use types of hand tools and portable power tools commonly used - Tools and equipment for casting concrete and their safe operation - Erect safe and secured bridge deck - Practice operation of buggy on the bridge deck - Purpose of concrete ramming - Basic knowledge in formwork bracing, reasons of formwork bursting and conditions to be observed during concrete casting - Relationship between degree of concrete ramming and its strength/density <p>Expel the air in fresh concrete such that the concrete has sufficient strength and density after setting</p>				✓	148
6.	<u>**Construction Drawings – Horizontal Height Mark of Level Marking Line</u> <ul style="list-style-type: none"> - Knowledge in setting out marks of leftward line, rightward line, upward line and downward line 			✓		40
7.	<u>**Types of Slings Tools and Their Safe Use</u> <ul style="list-style-type: none"> - Types of hand signals commonly used in coordination with lifting operation of tower cranes 				✓	60
8.	<u>**Practice Casting of Concrete Components (Kerb, Concrete Buffer, Concrete Slab, Staircase, Partition Wall, Road etc.)</u>				✓	80

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
9.	<u>Site Safety Training</u> - Mandatory Basic Safety Training Course (Green Card) - Safety Training Course for Construction Workers of Specified Trades – Construction Materials Rigger				✓	3
10.	<u>Work at Heights for Concrete Casting and Correct Method of Safe Scaffolding Climbing</u>				✓	30
11.	<u>Practice the Use of Tools and Equipment Related to Concrete Casting</u> - Practice skills in hand mixing concrete				✓	60
12.	<u>Handle Types of Construction Joints, Water Stop and Dowel Bar, and Working Methods of Types of Finishing and Curing</u> - Difference in requirements on skill levels of exposed concrete and general building concrete surface				✓	80
13.	<u>Clear Up Surrounding Environment after Casting Concrete and Understand the Cause of Honeycomb Concrete and Repair Methods</u>				✓	36
14.	<u>ISO 9000 Quality System, ISO 14001 Environmental Protection System</u>	✓				13.5
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Construction Materials Rigger*</u>				✓	2
17.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
18.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process		✓			1

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 					
19.	<u>Mid-term Assessment*</u>				✓	1
20.	<u>Trade Test – Concretor*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Carpenter (Formwork - Building Construction) Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on safe use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Correct Use of Types of Hand Tools, Assembling and Dismantling Tools, and Electrical Tools Commonly Used and Their Safe Operating Method</u> - Hand tools (tools commonly used, measuring and line marking tools, rotary tools, assembling and dismantling tools etc.) - Electrical tools (saws, table saw, drills etc.)			✓		46
4.	<u>** Formwork and Accessories Erection</u> - Civil construction formwork operation - Foundation formwork and structure (pile cap, foundation doll, foundation beam, kicker etc.) - Columns (standalone column, partition wall with column, fixed material column, loose material column etc.) - Partition wall and retaining wall (civil fixed material partition wall, loose material partition wall etc.) - Beams (ceiling beam, standalone beam,				✓	204

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	reverse beam etc.) - Stairs (common stairs, footbridge stairs, foot path stairs) - Slabs (level slab, small angle slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.) - Correctly erect and secure steel mast for formwork bracing - Strike simple formwork and tidy up materials					
5.	<u>**Concrete Structural Drawing, Levelling, Ink Line, Marks and Construction Specification</u> - Concrete structural drawings (plan, section drawing, detail drawing) and construction specifications - Full application of levelling, ink line, marks etc. in construction				✓	40
6.	<u>Understand Formwork Materials Especially Timber Material and Their Appropriate Use, Cutting and Storage</u> - Grasp and ascertain the quantity of materials and procedure in sawing - Grasp basic methods in making up wrought fixed material formwork (wall panel, uneven surface retaining wall panel, column panel etc.)			✓		40
7.	<u>Formwork and Accessories Erection</u> - Building construction formwork operation - Columns (buildings standalone column, round column, partition wall with column, fixed material column, loose material column etc.)				✓	248.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Partition walls (buildings fixed material partition wall, loose material partition wall, curve wall etc.) - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (buildings fixed and loose materials stairs, footbridge stairs, foot path stairs) - Slabs (level slab, slanting slab etc.) - Lift shaft - Storage tank - Nail-fix types of finishing (timber finishing, iron and steel finishing etc.) - Types of hanger plates - Correctly erect and secure steel mast for formwork bracing - Strike formwork and tidy up materials in coordination with safe material lifting method of tower crane or hoist 					
8.	<u>Measurement of Formwork and Calculation of Materials</u>			✓		4
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
11.	<u>Construction Materials Rigger*</u>				✓	2
12.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills 		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Interpersonal communication in different scenarios					
13.	<u>Mid-term Assessment*</u>				✓	1
14.	<u>Trade Test – Carpenter (Formwork - Building Construction)*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Carpenter (Formwork – Civil Construction) Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on safe use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Correct Use of Types of Hand Tools, Assembling and Dismantling Tools, and Electrical Tools Commonly Used and Their Safe Operating Method</u> - Hand tools (tools commonly used, measuring and line marking tools, rotary tools, assembling and dismantling tools etc.) - Electrical tools (saws, table saw, drills etc.)			✓		46
4.	<u>** Formwork and Accessories Erection</u> - Civil construction formwork operation - Foundation formwork and structure (pile cap, foundation doll, foundation beam, kicker etc.) - Columns (standalone column, partition wall with column, fixed material column, loose material column etc.) - Partition wall and retaining wall (civil fixed material partition wall, loose material partition wall etc.) - Beams (ceiling beam, standalone beam,				✓	204

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	reverse beam etc.) - Stairs (common stairs, footbridge stairs, foot path stairs) - Slabs (level slab, small angle slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.) - Correctly erect and secure steel mast for formwork bracing - Strike simple formwork and tidy up materials					
5.	<u>**Concrete Structural Drawing, Levelling, Ink Line, Marks and Construction Specification</u> - Concrete structural drawing (plan, section drawing, detail drawing) and construction specification - Full application of levelling, ink line, marks etc. in construction				✓	40
6.	<u>Understand Formwork Materials Especially Timber Material and Their Appropriate Use, Cutting and Storage</u> - Grasp and ascertain the quantity of materials and procedure in sawing - Grasp basic methods in making up wrot fixed material formwork (wall panel, uneven surface retaining wall panel, column panel etc.)			✓		40
7.	<u>Formwork and Accessories Erection</u> - Civil construction formwork operation - Columns (civil standalone column, round column, partition wall with column, fixed material column, loose material column etc.)				✓	248.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Retaining wall, box culvert (fixed material wall, loose material wall, curved wall etc.) - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (common stairs, foot bridge stairs, foot path stairs) - Slabs (level slab, slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.) 					
8.	<u>Measurement of Formwork and Calculation of Materials</u>			✓		4
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
11.	<u>Construction Materials Rigger*</u>				✓	2
12.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
13.	<u>Mid-term Assessment*</u>				✓	1
14.	<u>Trade Test – Carpenter (Formwork-Civil Construction)</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Drainlayer Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Understand Tools Commonly Used, Use and Maintenance of Machinery</u>		✓			20
4.	<u>**Understand Specifications, Properties, Methods in Transportation and Storage of Materials Commonly Used</u> - Large diameter pipework including: 1200mm ~ 3000mm - Medium diameter pipework including: 750mm ~ 1125mm - Other diameter pipework including: 100mm ~ 675mm		✓			10
5.	<u>**Levelling, Setting Up Job Lines and Positioning</u> - Portal frame - Fishing line				✓	10
6.	<u>**Arrange the Bottom of Drain Channel and Compact the Bedding Material with Machinery</u> - Compact the base level of channel bottom - Compact soft bedding - Levelling lean concrete bedding				✓	10

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
7.	<u>**Use Suitable Machinery/ Equipment to Lift-install and Join Pipe Fitting</u> <ul style="list-style-type: none"> - Lifting appliances (suitable for large diameter and medium diameter pipework) - Chain-block (suitable for medium diameter pipework) - Hydraulic jack, slings, lifting gear and push rod - Safe hoisting 				✓	30
8.	<u>**Join/Cut Pipe Fitting and Install Joint Filler</u> <ul style="list-style-type: none"> - Rigid Joint - Flexible Joint - Cut concrete pipework 				✓	15
9.	<u>**Pipeline Leakage Test Method</u> <ul style="list-style-type: none"> - Smoke test - Hydraulic pressure test - Ball pressure test - Air pressure test 				✓	20
10.	<u>**Construct Manholes, Install Steps, Manhole Cover and Other Accessories</u> <ul style="list-style-type: none"> - Rainwater manhole - Sewer manhole 				✓	20
11.	<u>**Use Suitable Tools to Construct Benching and Plaster Invert Level in the Manhole</u>				✓	28
12.	<u>**Handle Pipework Joints</u>			✓		5.5
13.	<u>Methods in Constructing Pipeline Haunches and Surrounding</u> <ul style="list-style-type: none"> - Layering backfill with soil and selection of compacting machinery - Backfill with concrete and selection of vibrating device 			✓		15

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
14.	<u>Use Suitable Equipment to Excavate Drain Channel, Coordination of Corresponding Safety Measures in Shoring</u> - Open Cut - Steel Sheet-pile Shoring				✓	20
15.	<u>Construct Open-cut Drain, Plaster Invert Level and Install Drain Gate</u>				✓	15
16.	<u>Construction Procedure of Installing Box-culvert</u>				✓	32
17.	<u>Drawings, Construction Rules and Regulations and Terms Commonly Used</u>		✓			10
18.	<u>Related Legislation, Ordinance, Guideline in Channel Excavation and Safety Codes in Construction</u>		✓			14
19.	<u>Detect, Repair and Maintain Pipeline</u>		✓			2
20.	<u>Application of ISO9000 Quality Management Form</u>	✓				1
21.	<u>Understand Detection of Underground Cable/ Gas Pipeline</u>		✓			1
22.	<u>Dismantle Inserts, Store Pipework and Clean Up</u>			✓		4
23.	<u>Coordination work with other trades</u>	✓				1
24.	<u>Construction Materials Rigger*</u> - Safety procedure and operation of lifting - Safety inspection of lifting gear				✓	2
25.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
26.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	expression skills - Interpersonal communication in different scenarios					
27.	<u>Mid-term Assessment*</u>				✓	1
28.	<u>Trade Test – Drainlayer*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bamboo Scaffolder Training Course
Instruction Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures** - Safety measures of work at heights - Need to know on sites		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>Comprehend Related Plans Knowledge and Construction Specification</u> - Building plans - Preparation knowledge in scaffolding and its location design etc.**		✓			2
4.	<u>**Understand Correct Maintenance of Scaffolding Tools</u> - Skills principle in maintaining scaffolding tools		✓			2.5
5.	<u>Erect and Dismantle Types of Scaffolds for Construction</u> - Single lift scaffold, working platform** Construction method of sloping catch-fan, overall transom Lay and hang safety net, understand canvas - Erecting lift shaft scaffold - Safety knowledge and measures				✓	170
6.	<u>Erect and Dismantle Types of Scaffolds for Minor Works</u> - Points to note in erecting overhanging scaffolding and understand basic principle - Erecting truss-out scaffolding and understand the principle** - Basic principle in erecting ceiling frame scaffolding - Basic principle in erecting pipework scaffolding - Safety knowledge and measures				✓	180

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
7.	<u>Erect and Dismantle Scaffolding for Renovation Work of External Walls of Building</u> - Points to note about single lift scaffold, working platform, sloping catch-fan and bottoming** - Points to note about step ladder - Lay and hang net, canvas				✓	180
8.	<u>Related Work in Inspecting, Maintaining and Repairing Scaffolding</u> - Basic principle in maintenance and repair Points to note in inspecting scaffolding**			✓		32
9.	<u>Erect and Dismantle Types of Temporary Hangars and Canopy – Property of Metal and its Application</u> - Points to note about basic principle			✓		16
10.	<u>Coordination Work with Other Trades</u>	✓				1
11.	<u>Construction Materials Rigger*</u>				✓	2
12.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios		✓			1
13.	<u>Visit to the Training of Other Related Trades in the Centre</u>	✓				1
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – Bamboo Scaffolder*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
General Welder Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Comprehend Welding Symbols and Setting Out Method</u> - Points to note in double checking drawings - Points to note in construction specifications - Knowledge in leveling job lines and marks		✓			7
4.	<u>**Specifications of Types of Structural Steel</u> - Maintain welding machine and equipment - Maintain welding and cutting tools		✓			2
5.	<u>**Operation of Oxy-acetylene Cutting</u> - Working principle of oxy-acetylene cutting (including fabrication and storage of gas) - Safety in oxy-acetylene cutting - Legislations on oxy-acetylene cutting - Operation of oxy-acetylene cutting				✓	29
6	<u>**Operation of Manual Electric Arc Welding</u> - Basic principle of manual electric arc welding - Types, model, specification, fabrication, usage and selection principle of electrode - Manual electric arc welding equipment (structure of				✓	325.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	welding machine, types and use of power supply) - Mode of bevels commonly used and welding position/ preparation before welding and tests after welding - Operation of fillet weld in manual electric arc welding (including flat, vertical, overhead and horizontal positions) - Pipe butt joint (operating skills of one side welding and both sides formation)					
7.	<u>**Weld Defect and Test Methods</u>				✓	7
8.	<u>Operation of Semi-automatic Electric Arc Welding</u>				✓	146
9.	<u>Working with Gas Tungsten Arc Welding</u> - Understand types and usage of protective gas, solder wire and tungsten - Operation of gas tungsten arc welding				✓	30
10.	<u>Air-carbon Arc Cutting</u> - Working principle of plasma arc cutting - Operation of plasma arc cutting			✓		20
11.	<u>Understand Welding Stress and Deformation</u> - Understand stress and the reason and types of deformation - Measures to prevent deformation and methods to eliminate stress		✓			10
12.	<u>Basic Knowledge in Heat Treatment</u> - Preheating before welding, operation of interlayer temperature - Operation of post heating		✓			8
13.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 					
14.	<u>Coordination Work with Other Trades</u>	✓				1
15.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
16.	<u>Mid-term Assessment*</u>				✓	1
17.	<u>Trade Test – General Welder*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Rigger/Metal Formwork Erector Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and measures - Points to note in site safety knowledge - Safety measures in working on sites 		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Erect Metal Formwork and Its Safe Operating Method</u> <ul style="list-style-type: none"> - Types of hand tools commonly used - Correctly use types of hand tools commonly used - Use of portable power tools - Correctly use types of portable power tools 			✓		10
4.	<u>**Training Specification of Types of Site Safety Slings</u> <ul style="list-style-type: none"> - Training on safe use of slings - Identify and select types of slinging tools, and use correct and clear hand signals to notify the crane operator - Correctly use suitable safety equipment - Integrity of considering the safety of others 				✓	8
5.	<u>**Construction Drawings of Civil Construction and Building Construction, Levelling, Job Lines and Marks</u> <ul style="list-style-type: none"> - Construction procedures/specifications - Operation of levelling and job lines - Terms and symbols in construction drawing - Construction marks of leveling and setting out 				✓	3

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>**Metal Formwork, Metal Scaffolding, Bearing Support and Shoring Used in civil Construction and Building Construction</u> <u>Phase 1</u> <ul style="list-style-type: none"> - Metal formwork used in civil construction and building construction - Metal scaffolding used in civil construction and building construction 					<u>Phase 1</u> 136
	<u>Phase 2</u> <ul style="list-style-type: none"> - Fit and dismantle metal combination formwork (including operating at heights) - Erect and dismantle standard combination scaffolding - Learn and practice occupational ethics of the trade 				✓	<u>Phase 2</u> 136
	<u>Phase 3</u> <ul style="list-style-type: none"> - Types of support and fit in with the use - Install and dismantle types of support components - Inspect foundation structure of types of support components 					<u>Phase 3</u> 136
	<u>Phase 4</u> <ul style="list-style-type: none"> - Formwork for column foundation and columns of civil construction flyover - Formwork for transverse beam and deck of flyover - Formwork for building construction harmony modules - Aluminium alloy combination formwork 					<u>Phase 4</u> 136
7.	<u>Working Method for Handling Types of Construction Joints and Finishing</u>		✓			6
8.	<u>Maintain and Repair Formwork and Tools; Safe</u>			✓		10.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Method in Correctly Using Oxy-acetylene Cutting and Welding</u>					
9.	<u>ISO9000 Quality System and Application</u> - Related Knowledge in ISO9000 Management System	✓				1
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
13.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios		✓			1
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – Rigger/Metal Formwork Erector*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Metal Scaffolder Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Construction Drawings and Construction Specifications for Metal Scaffolder</u> - Knowledge in construction drawing - Points to note on construction rules and regulations - Design drawing for metal scaffolding - Design of temporary props and supports - Installation drawing of mobile aluminium tower		✓			12
4.	<u>**Erect Steel Tubular Scaffolding</u> - Erect and dismantle steel tubular scaffolding on external wall - Erect and dismantle steel tubular scaffolding on slope - Inspect the foundation structure of steel tubular scaffolding - Hang safety net - Erect and dismantle steel tubular scaffolding for slope maintenance				✓	58
5.	<u>**Related Work on Inspection and Maintenance of Scaffolding</u>			✓		12

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>Erect and Dismantle Modular Scaffolding</u> <ul style="list-style-type: none"> - Types of support and fit in with the use - Install and dismantle types of support components - Inspect foundation structure of types of support components 				✓	60
7.	<u>Erect and Dismantle Plane Frame Scaffolding</u>				✓	60
8.	<u>Erect and Dismantle Mobile Aluminium Tower</u>				✓	44.5
9.	<u>Component Combination of Temporary Support</u> <ul style="list-style-type: none"> - Component combination and usage of bearing support (scaffolding) - Installation and dismantling of bearing support (scaffolding) - Inspection of foundation structure of bearing support (scaffolding) - Erection and dismantling of single-tube support (dead shore) - Erection and dismantling of heavy-duty support (square prop) - Inspection of foundation structure of types of modular supports 				✓	36
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
13.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication 		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	skills - Communication and expression skills - Interpersonal communication in different scenarios					
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – Metal Scaffolder*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Tower Crane Assembler Assistant Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics		✓			10
2.	<u>**ICAC Talks*</u>	✓				1
3.	<u>**Familiarize Trade Related Ordinance and Legislation</u>		✓			10
4.	<u>**Familiarize Requirements on Environmental Measures of Work At Heights and Safety At Work</u>		✓			30
5.	<u>**Structural Drawings, Installation Specifications and Standard of Types of Tower Cranes</u>		✓			51
6.	<u>**Master the Use of Hand Tools for the Trade, Slings Tools and Their Maintenance</u> - Maintenance of tower crane - Regular inspection and maintenance - Common faults and elimination method - Analysis on tower crane accident cases				✓	50
7.	<u>**Master the Display of Clear Hand Signals for Rigging, Correctly Use Sling Rope, Sling Chain, Rope and the Mechanics of Pulley Block and Safety Measures</u>				✓	20
8.	<u>**Properly Handle Rigging Components and Tying Materials, Safety Measures and Codes on Securing Materials and Unloading</u>				✓	30
9.	<u>**Master the Use of Hydraulic Wrench and Operation of Hydraulic Pump Jack Equipment</u>			✓		20
10.	<u>**Master the Assembling and Dismantling of Balance Weight Lever, Balance Weight Block, Electric Current Control Box, Tie</u>				✓	30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Rod, Working Platform, Guard Rail and Lighting etc.</u>					
11.	<u>**Master the Assembling and Dismantling of Foundation Frame According to the Limit Specified by the Manufacturer</u>				✓	20
12.	<u>**Master the Assembling and Dismantling of Tower Body Frame (Standard Section) and Major Accessories such as Steps and Access Platform</u>				✓	27
13.	<u>**Master the Assembling and Dismantling of Jib and Balance Weight Lever Connecting to the Tower Top</u>				✓	20
14.	<u>Master Metal Cutting with Oxy-acetylene and Electric Arc Welding</u>				✓	20
15.	<u>Know the Piling Arrangement and Storage of Tower Crane Components Delivered to the Site and Preparation Work Before Assembling and Dismantling</u>			✓		20
16.	<u>Master the Assembling and Dismantling of Slewing Ring and Control Room, Guard Rail, Circuit Control Box, Motor</u>				✓	30
17.	<u>Master the Assembling and Dismantling of Hoist, Motor and Switch Box</u>				✓	30
18.	<u>Master the Jointing of all Barrow Cables and Load-lifting Cables; Power Supply Cable and Wires of Other Control Boxes</u>				✓	30
19.	<u>Master the Assembling and Dismantling of Tower Top Working Platform, Tie Rods of Guard Rails and Tower Top Steps</u> <ul style="list-style-type: none"> - Rigging of construction materials - Rigging of concrete - Hoisting operation in civil engineering - Rigging of metal formwork 				✓	30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
20.	<u>Master the Assembling and Dismantling of Cables and Hooks</u>				✓	30
21.	<u>Master the Assembling and Dismantling of Climbing Frame (Bean Curd Frame) and Complete Necessary Measures</u>				✓	30
22.	<u>Master the Assembling and Dismantling of Telescopic Cage</u>				✓	30
23.	<u>Master the Use of Hydraulic Climbing System to Raise or Lower the Tower Crane and Add Tower Body (Standard Section)</u>				✓	24
24.	<u>Coordination Work with Other Trades*</u>	✓				1
25.	<u>Construction Materials Rigger*</u>				✓	2
26.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
27.	<u>Visit the Training of Other Related Trades in the Centre</u>	✓				1
28.	<u>Mid-term Assessment*</u>				✓	1
29.	<u>Trade Test – Tower Crane Assembler*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Leveller Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Knowledge</u> - Basic safety knowledge - Understand safety measures		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Use of Levelling and Setting Out Tools</u> <u>**Specific Steps and Methods in Reading Drawings</u> - Types of construction drawings for building works - Steps in reading construction drawings fitting in with construction procedures - Computer drawings - Comprehensive drawing of surrounding underground utilities			✓		17
4.	<u>**Setting Out for Buildings</u> - Preparation of construction drawings for setting out - Setting out method for piles and foundation - Setting out method for floor slabs - Setting out method for brick wall partition and door frame within the storey - Setting out staircase job lines and decorative lines with ink - Coordination of floor slab control line with other trades and how to grasp the time and skills in setting out				✓	204
4.	<u>**Use of Levelling Gauge</u> - Practical application of levelling gauge in building construction				✓	110
5.					✓	60

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Collimation height and telescopic survey in surveying with levelling gauge, surveying procedure and recording - Introduction and demarcation of bench mark - Practical application of levelling gauge in civil construction 					
6.	<u>**Use of Total Station</u> <ul style="list-style-type: none"> - Setting up, calibration and operation of total station - Determination of horizontal and vertical angles - Determination of horizontal distance with steel tape - Coordinates principle and control of surveying procedure and calculation with closed traverse - Determination of closed traverse survey stations fitting in with setting out of earthwork - Application of total station in setting out of buildings 				✓	100
7.	<u>Topographic Survey</u> <ul style="list-style-type: none"> - Topographic survey - Surveying topography with total station - Drawing of topographic map including plane and profile - Drawing of topographic map including plane drawing and profile drawing - Application of satellite positioning 			✓		12
8.	<u>Setting Up of Slope Rack on Side Slope</u> <ul style="list-style-type: none"> - Calculation of side slope fall gradient and setting up of gradient control framework - Use of total station and levelling gauge fitting in with the set up of slope rack 			✓		6

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Setting out and positioning of earthwork excavation 					
9.	<u>Setting Out for Bridge, Road, Channel and Manhole</u> <ul style="list-style-type: none"> - Positioning and setting out of bridge, road, channel and manhole, calculation of levelling control - Determination of the line of position for bridge and road with total station, including straight line and curved line - Determination of the line of position for channel and manhole with total station, setting out of retaining wall 			✓		15
10.	<u>Application of Computer</u> <ul style="list-style-type: none"> - Application of AutoCAD - Application of Excel - Drawing of topographic map with AutoCAD in coordination with Excel - Application of MicroStation - AutoCAD 2D and 3D 			✓		54.5
11.	<u>Understand Quality System and Environmental Management System</u> <ul style="list-style-type: none"> - ISO-9000 Management System - ISO-14001 Management System 	✓				6
12.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
13.	<u>Coordination Work with Other Trades*</u>	✓				0.5
14.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
15.	<u>Mid-term Assessment*</u>				✓	1
16.	<u>Trade Test – Leveller*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Ground Investigation Operator Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Knowledge</u> - Safety knowledge in ground investigation - Safety equipment - Hazards in the workplace		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Understand Geoguide</u> - Knowledge about types of tools, construction, sample, and standard and guideline on site test		✓			28
4.	<u>**Basic Operating Skills of Drill Rig</u> - Structure and function, repair and maintenance of drill rig - Examination of lifting appliance and lifting gear - Use of hydraulic system and winch warping drum, skills in self-moving device - Types and use of meters - Use of flushing medium				✓	55.5
5.	<u>**Requirements on Environmental Protection (ISO 14000)</u> - Construction method				✓	55
6.	<u>**Understand Ground Investigation Tools</u> - Internationally recognized standards on ground investigation tools - Casing and drill rod - Tools used in Standard Penetration Test (S.P.T.) - Mazier 101 Triple-tube Sampling Tool - Piston Sampler - Application of double-tube and triple-tube core barrel - Application of diamond drill bit			✓		19
7.	<u>**Application of Ground Investigation Skills</u> - Standard Penetration Test (S.P.T.) - Mazier 101 undisturbed soil sample - Piston Sampler soil sample				✓	276

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Depth control and measurement techniques - Labeling and preservation of sample, ground investigation records 					
8.	<u>Signalman for Hoisting Operations at Construction Site Course</u>		✓			1
9.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
10.	<u>Coordination Work with Other Trades</u>	✓				1
11.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Ground Investigation Operator*</u>				✓	1
Total:						450

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Tunnel Worker Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Safety measures/ occupational ethics - Safety requirements on special process on the tunneling site		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>Practice Operation and Maintenance of Working Equipment in General Tunnels</u> - Maintain types of working equipment (including pneumatic breaker, pneumatic drill, air compressor, change drill rod and drill bit, grouting machine, install tunnel rail, fit concrete pump hose and water pump etc.) - Install brackets and operate ventilation system				✓	222.5
4.	<u>Practise Safe Assembling and Dismantling of Metal Mould Components</u> - Operate hand tools - Safe use of hoisting equipment				✓	10
5	<u>Site Safety Training</u> - Mandatory Basic Safety Training Course (Green Card) - Safety Training Course for Construction Workers of Specified Trade - Construction Materials Rigger				✓	10

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>**Types of Slings and Safe Operation</u> - Types of hand signals commonly used in coordination with lifting operation				✓	10
7.	<u>**Install and Hang Shotcreting Protective Fencing</u>			✓		30
8.	<u>**Practice Safe Assembling and Dismantling of Metal Tubular Scaffolding</u>				✓	118
9.	<u>**Practise Operation of Pneumatic Drill in Boring</u> - Install packer - Operate pneumatic drill in boring				✓	120
10.	<u>**Levelling and Setting Out and Construction Marks</u> - Practical application of levelling and setting out in building construction - Collimation height and telescopic survey in surveying with levelling and setting out, surveying procedure and recording - Practical application of levelling and setting out in civil construction			✓		30
11.	Safe Operation of Power-operated Elevating Work Platform				✓	31
12.	Safety Training Course for Certified Workers of Confined Spaces Operation				✓	1
13.	<u>Coordination Work with Other Trades</u>	✓				1
14.	<u>Construction Materials Rigger*</u>				✓	2

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
15.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
16.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
17.	<u>Mid-term Assessment*</u>				✓	1
18.	<u>Trade Test – Tunnel Worker*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Marble Worker (Fixing) Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Use of safety measures - Safety knowledge in using cutting tools		✓			10
2.	<u>**ICAC Talks*</u>	<input type="checkbox"/> ✓				0.5
3.	<u>**Comprehend Principle of Marble Cutting Craft</u> - Points to note on cutting with hand tools - Knowledge in cutting with portable stone cutter - Safety measures in cutting with cutting machine - Types of marble joints and - Cutting of clip corner - Basic cutting method for pipe hole, switch box hole and washing basin hole (sinks)				✓	106
4.	<u>**Marble Polishing Method</u> - Manual polishing method - Machine polishing method - Marble edge and surface polishing method				✓	186
5.	<u>**Principle and Methods of Fixing Marble</u> - Preparation work before fixing - Hole boring, hole chiseling and hook installing on marble - Marble fixing methods - Fixing with marble glue (epoxy glue) - Fixing with grouting method - Fixing with bedding (mud-jack method) - Fixing with combined method - Fixing with dry hung method (including frame hanging and hatch installation) - Fixing on ceiling				✓	214.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	(including dry hung method) - Floor slab paving (including semi-dry sand and hard base method) - Paving of stairs and non-slip emery nosing or copper plate (stainless steel plate) - Installation of washing basin bench top and base strips					
6.	<u>Application of Finishing and Caring of Marble</u> - Marble finishing - Knowledge in caring of marble - Coarse grinding, fine grinding, polishing and crystallization treatment - Maintenance, stain removal and cleaning of types of stones			✓		76
7.	Coordination Work with Other Trades	<input type="checkbox"/> ✓				1
8.	Construction Materials Rigger*				✓	2
9.	Visit to the Training of Other Related Trades in the Centre	<input type="checkbox"/> ✓				1
10.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios		✓			1
11.	Mid-term Assessment*				✓	1
12.	<u>Trade Test – Marble Worker (Fixing)*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Marble Worker (Polishing) Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Use of safety measures - Safety knowledge in using cutting tools 		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Comprehend Principle of Marble Cutting Craft</u> <ul style="list-style-type: none"> - Points to note on cutting with hand tools - Preparation knowledge in cutting with portable stone cutter - Safety measures in cutting with cutting machine - Types of marble joints - Cutting of clip corner - Basic cutting method for pipe hole, switch box hole and washing basin hole (sinks) 				✓	106
4.	<u>**Marble Polishing Method</u> <ul style="list-style-type: none"> - Manual polishing method - Machine polishing method - Marble edge and surface polishing method 				✓	186
5.	<u>**Manual Push-grinding Skill</u> <ul style="list-style-type: none"> - Use 1000RPM grinding machine fitting in with sandpaper to grind the facing edge to photic surface of marble - Use slow rotating grinding machine fitting in with photic grinding disc to grind the facing edge to photic surface of granite - Cut large hole for washing basin, pipe hole and switch box hole with portable cutter - Grind oval facing hole with grinding machine - Marble glue colour mixing and glue filling 				✓	214.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>Application of Finishing and Caring of Marble</u> <ul style="list-style-type: none"> - Marble finishing - Knowledge in caring of marble - Coarse grinding, fine grinding, polishing and crystallization treatment - Maintenance, stain removal and cleaning of types of stones 			✓		76
7.	<u>Coordination Work with Other Trades</u>	✓				1
8.	<u>Construction Materials Rigger*</u>				✓	2
9.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
10.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
11.	<u>Mid-term Assessment*</u>				✓	1
12.	<u>Trade Test – Marble Worker (Polishing)*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bricklayer & Plasterer Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures - Relevant circulars / guidelines - Learn and practice occupational ethics of the trade - Learn environmental protection knowledge 		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Operation of Types of Machinery</u> <ul style="list-style-type: none"> - Operation of types of hand tools and machineries - Maintenance and operation of machinery 		✓			2
4.	<u>**Construction Drawings</u> <ul style="list-style-type: none"> - Construction procedures/ specifications - Operation of levelling and setting out - Terms and symbols of construction drawings - Maintenance of levelling and setting out construction marks 			✓		26.5
5.	<u>**Operation of Working Platform</u> <ul style="list-style-type: none"> - Legislation on erection of working platform - Skills principle and safety measures on erection of metal frame and working platform - Comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form 				✓	5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>**General Knowledge in Manual Lifting</u> <ul style="list-style-type: none"> - Cause of injury in hauling heavy load - Correct method in manual lifting and hauling - Basic care for lower back 	✓				1
7.	<u>**Rules and Regulations/ System in Skills Training and Occupational Ethics</u> <ul style="list-style-type: none"> - Occupational ethics in construction 		✓			1
8.	<u>**Skills Training</u> <u>** (Phase 1)</u> <ul style="list-style-type: none"> - Construct and lay brick walls/components - Construction drawings, understand related materials and construction procedures - Types of brick components and their application - Electrical mortar mixing/ hand mixing and operating methods - Construct and lay types of brick walls 				✓	141
	<u>**Skills Training</u> <u>** (Phase 2)</u> <ul style="list-style-type: none"> - Knowledge in laying of damp proof material in brick walls - Concrete components and mixing and casting operation - Operating method of joints between new and old brick walls - Construct and lay brick wall to specified height/ length - Skills in restoring brick components of types of brick walls 				✓	140

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
9.	<u>**Wall Plastering and Slab Paving</u> <u>** (Phase 1)</u> <ul style="list-style-type: none"> - Fit in with construction drawing and understand construction procedures - Plastering materials and mortar, hand and mechanical mixing of mortar 				✓	135
	<u>Wall Plastering and Slab Paving</u> <u>(Phase 2)</u> <ul style="list-style-type: none"> - Plaster finishing coat: trade skills in ceramic tile, mosaic tile, surface grinding, smoothing and arris - Trade skills in slab paving and smoothing - Trade skills in restoring types of damaged and cracked plaster 				✓	131
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Visit to the Training of Other Related Trades in the Centre</u>	✓				1
12.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
13.	<u>Mid-term Assessment*</u>				✓	1
14.	<u>Trade Test – Bricklayer & Plasterer</u>				✓	2
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bricklayer & Tiler Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures - Relevant circulars / guidelines - Learn and practice occupational ethics of the trade - Learn environmental protection knowledge		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Operation of Types of Machineries</u> - Operation of types of hand tools and machineries - Maintenance and operation of machineries		✓			2
4.	<u>**Construction Drawings</u> - Construction procedures/ specifications - Operation of levelling and setting out - Terms and symbols of construction drawings - Maintenance of levelling and setting out construction marks			✓		26.5
5.	<u>**Operation of Working Platform</u> - Legislation on erection of working platform - Skills, principle and safety measures on erection of metal frame and working platform - Read and comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form				✓	5
6.	<u>**General Knowledge in Manual Lifting</u> - Cause of injury in hauling heavy load - Correct method in manual lifting and hauling - Basic care for lower back	✓				1
7.	<u>**Rules and</u>		✓			

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Regulations/System in Skills Training and Occupational Ethics</u> - Occupational ethics in construction					1
8.	<u>**Skills Training</u> <u>** (Phase 1)</u> - Construct and lay brick walls/components - Construction drawings, understand related materials and construction procedures - Types of brick components and their application - Electrical mortar mixing/hand mixing and operating methods - Construct and lay types of brick walls				✓	141
	<u>**Skills Training</u> <u>** (Phase 2)</u> - Knowledge in laying of damp proof material in brick walls - Concrete components and mixing and casting operation - Operating method of joints between new and old brick walls - Construct and lay brick wall to specified height/length - Skills in restoring brick components of types of brick walls				✓	140
9.	<u>**Pave Wall Ceramic Tiles/Mosaic Tiles</u> <u>** (Phase 1)</u> - Fit in with construction drawings and understand construction procedures - Electrical mortar mixing/hand mixing and operating methods - Pave internal and external wall ceramic tiles				✓	135
	<u>Pave Wall Ceramic Tiles/Mosaic Tiles</u> <u>(Phase 2)</u> - Pave floor tiles/mosaic tiles - Pave wall terra cotta tiles - Pave precast terrazzo wall and floor slab - Restoration skills and coordination of types of bricks and tiles - Use resin glue to fill the edges of washing basin, bath tub, sanitary				✓	131

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	appliance, door and window frame					
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
12.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
13.	<u>Mid-term Assessment*</u>				✓	1
14.	<u>Trade Test – Bricklayer & Tiler*</u>				✓	2
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Metal Worker Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space - Manual lifting and heavy load moving Manual handling operation		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Metal Work Construction Drawings, Levelling and Setting out and Construction Specifications</u> - Knowledge in construction drawings - Points to note in construction rules and regulations - Read and comprehend knowledge in levelling, job lines and symbols etc.		✓			7
4.	<u>**Use and Maintain Types of Tools and Machineries</u> - Use and maintain types of setting out and measuring tools - Use and maintain hand tools and portable power tools - Use and maintain types of machineries		✓			4

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
5.	<u>**Basic Skills of Metal Worker</u> <ul style="list-style-type: none"> - Property of metal and its application - Use hack saw, file, drilling, threading, tapping - Use grinding machine (grinding, buffing care) - Metal connector and its application - Types of bolts, nuts, washers, screws and screw nails 				✓	42
6.	<u>**Operation of Welding and Manual Electric Arc Welding</u> <ul style="list-style-type: none"> - Basic principle of manual electric arc welding - Types, models, specifications, fabrication, function and selection principle of electrodes - Manual electric arc welding equipment (structure of welding machine, types and use of power supply) - Basic operation of soldering - Basic principle of manual electric arc welding - Basic principle of resistance welding - Basic principle of gas tungsten arc welding 				✓	80
7.	<u>Correct and Safe Use of Metal Scaffolding and Working Platform</u> <ul style="list-style-type: none"> - Legislation on erection of working platform - Skills and principle of erection of metal frame and working platform - Safety measures in erection of metal 				✓	7

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	frame and working platform - Read and comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form					
8.	<u>Safe Rigging with Crane/Hoist</u> - Principle of tying, securing and rigging - Safety knowledge and measures				✓	7
9.	<u>Thermal Energy Deformation Operation (Forging)</u>			✓		9
10.	<u>Operation of Types of Processing Machinery</u>				✓	40
11.	<u>Operation and Basic Principle of Cold State Deformation</u> - Application of cold state deformation				✓	22
12.	<u>Repair and Maintenance of Aluminium Window, Metal Railing and Metal Door</u> - Assemble and install aluminium window - Calibrate aluminium window - Application of repair of metal railing - Calibrate and repair metal door				✓	230
13.	<u>Fabricate and Install Metal Ladder, Hoarding and Auxiliary Components of Steel Structure</u> - Install metal ladder				✓	136.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Install hoarding - Fabricate auxiliary components of steel structure 					
14.	<u>Coordination Work with Other Trades</u>	✓				1
15.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
16.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
17.	<u>Mid-term Assessment*</u>				✓	1
18.	<u>Trade Test – Metal Worker*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training – Pilot Scheme
(Structured On-the-job Training)
Plumber Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes</u> - Basic safety knowledge and safety measures** - Points to note on use of electricity on site** - Working in confined space - Use and requirements of elevated working platform		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Understand the Requirements of the Water Supplies Department of the Government of the Hong Kong Special Administrative Region on Soldering Materials of Water Supply System, Including the Following Items:</u> - Procurement Standard: copper pipes, fittings and soldering materials must have lead-free certification document during procurement. - Monitoring of Construction: management staff must stringently inspect and monitor materials used on the site during construction to ensure that the pipes, fittings and soldering materials (lead free) comply with the Waterworks Regulations - Cleaning Standard: the whole water supply system must be washed after completion of joining the pipes. - Analysis of Water Sample: Water quality samples must be collected in all plumbing work. The test results must also strictly comply with the latest test parameter (lead, cadmium, chromium and nickel parameters) and its standard certification requirement issued by the Water Supplies Department.		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
4.	<u>Read and Comprehend Pipework Schedule, Drawings and Construction Rules and Regulations</u> <ul style="list-style-type: none"> - Points to note on surveying and estimation - Points to note on construction rules and regulations** - Read and comprehend pipework schedule/construction with levelling, job lines and marks etc.** - Confirm the pipework line and location of pipe fitting to be used according to the drawing** - Calculate the required length and quantity of materials according to the drawing** - Requirements on types of pipework support 		✓			4
5.	<u>Correctly Use and Maintain Types of Hand Tools (Mechanical Tools)</u> <ul style="list-style-type: none"> - Maintain cutting tools** - Maintain abrasive wheel cutting-off machine** - Acetylene cutter and welding - Arc welding machine - Electric threading machine** - Copper pipe bending tool - PVC pipe bending device** - Blow torch furnace and container** 				✓	15
6.	<u>Correctly Use Types of Valves and Traps</u> <ul style="list-style-type: none"> - Globe valve (ball valve), gate valve - Safety valve, non-return valve, relief valve, types of taps, floating valve - P-trap, S-trap, bottle trap, types of antisiphonage traps** 			✓		15
7.	<u>Correctly Use Types of Pipes and Pipe Fitting</u> <ul style="list-style-type: none"> - Galvanized pipe and fitting** - Cast iron pipe and fitting** - Resin cast iron pipe and fitting** - Copper pipe and fitting - Unplasticized polyvinyl chloride (U.P.V.C) pipe and fitting, polyvinyl chloride (P.V.C.) pipe** - Ductile iron pipe, stainless steel pipe, polyethylene (PE) pipe and fitting - Operating method of pipe 			✓		25

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	bending** Copper pipe and PVC pipe					
8.	<u>**Install and Repair/Maintain Drainage Pipe System (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - One pipe drainage system - Two pipe drainage system - Single stack drainage system - Connection of cast iron pipe and fitting - Cast iron pipe connecting with galvanized pipe - Connection of resin cast iron pipe and fitting - Connection of galvanized pipe and fitting - Connection of polyvinyl chloride (P.V.C.) pipe and fitting - Points to note on holderbat installation 				✓	109
9.	<u>**Install and Repair/Maintain Supply Pipe System (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - Stannizing fusion (lead free materials) of copper pipe and fitting - Compression joining of copper pipe and fitting - Silver brazing fusion of copper pipe and fitting - Connection of polyethylene pipe and fitting - Connection of ductile iron pipe and stainless steel pipe and fitting - Process and standard of hydraulic pressure test, understanding of circulars of Water Supplies Department for water supply and introduction and maintenance Guidance in Quality Water Supply Scheme for buildings – fresh water; and potable water requirements and its impact to human beings. - Instant lead testing - Points to note on holderbat installation 				✓	172.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
10.	<u>Install and Repair/Maintain Sanitary Appliance Commonly Used (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - Installation and connection of basin, sink, shower tray/bath tub and fitting** - Installation and connection of flushing cistern, automatic scouring cistern for closet and urinal and fitting - Use resin glue to fill the joint between the sanitary appliance and tile** - Test standard of types of sanitary appliance and process of acceptance** 				✓	91
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Construction Materials Rigger*</u>				✓	2
13.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
14.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
15.	<u>Mid-term Assessment*</u>				✓	1
16.	<u>Trade Test – Plumber*</u>				✓	1
Total :						450

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Remark: The most basic principle for all plumber mid-term test and trade test: there must not be leakage from the pipe components after installation.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures - Points to note on site safety		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>**Enhance Skills Cognition in the Following Aspects</u> - Thickness and measurement of air duct sheet iron - Distance and specification of suspend bracket - Types and installation of fire damper - Air duct leakage control - Use of tools			✓		29
4.	<u>**Construction of Square Air Duct</u> - Types of connection, sliding seam, flange - Air duct reinforcement, thread forming, threaded rod, false flange - Drilling and connection of branch pipe - Material cutting and fabrication of square air duct - Application and installation of air regulating component - Types and installation of diffuser - Calculation of materials				✓	62

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
5.	<u>**Construction of Circular and Oval Air Duct</u> <ul style="list-style-type: none"> - Connection method - Types of suspend brackets - Drilling and connection - Material cutting and fabrication of circular air duct - Leakage test, pressure grades 				✓	60
6.	<u>Installation of Types of Refrigerating Equipment</u> <ul style="list-style-type: none"> - Types of fans, fan coils - Air handling unit, fresh air unit - Exhaust hood, degreaser - Requirements on weight and shock proofing of equipment - Requirements on maintenance platform - Requirements on repair access and ceiling opening - Method to resolve water leaking from equipment 				✓	76.5
7.	<u>Test Items</u> <ul style="list-style-type: none"> - Air duct leakage test - Measurement of air flow - Measurement of loss of static pressure - Fill in test form 				✓	55
8.	<u>Coordination Work with Other Trades</u>	✓				1
9.	<u>Construction Materials Rigger*</u>				✓	2
10.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
11.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills 		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Interpersonal communication in different scenarios					
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Painter & Decorator Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>Related Knowledge in Plastering and Stuffing Filler</u> - Mix, plaster and stuff clear varnish double size powder plaster surface (ceiling and wall)** - Plaster and stuff surface ash (including stuffing ceramic tile filler) Knowledge in safety at work, use of tools, use of materials and construction procedures				✓	69
4.	<u>Knowledge in Brushing External Wall Coating Material</u> - Brush textured latex paint on plaster surface with 6-inch large flat brush** - Method of use of sealer, acrylic water and paint, water-base polyester paint - Related knowledge in safety at work, use of tools, use of materials and construction procedures				✓	60.5
5.	<u>Knowledge in Brushing Internal Wall Coating Material</u> - Brush emulsion paint (ceiling and wall) Method of use of 16-tip spread pen or 6-inch spread pen - Refine and stretch colour separation line on top of the wall in brushing emulsion paint with multi-function brush** - Handling of object plane of new and old plaster surface, wooden surface, gypsum board surface, old paint surface, method of use of primer paint - Knowledge in safety at work,				✓	60.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	use of tools, use of materials and construction procedures**					
6.	<u>**Painting of Oil-base Paint (Synthetic Enamel)</u> <ul style="list-style-type: none"> - Painting of oil-base paint (synthetic enamel) on gate surface - Painting with 2-inch/3-inch brushes - Handling of object plane of wooden and metal surfaces. Method of use of primer paint on wooden surface and metal surface - Painting of water-base synthetic enamel on metal surface - Painting of oil-base paint (synthetic enamel) on wooden surface - Painting of water-base synthetic enamel on wooden surface - Knowledge in safety at work, use of tools, use of materials and construction procedures 				✓	80
7.	<u>Painting of Clear Lacquer</u> <ul style="list-style-type: none"> - Adjust ground pigment, paint clear lacquer on wooden surface and perform polishing - Knowledge in safety at work, use of tools, use of materials and construction procedures 				✓	40
8.	<u>Application of Related Knowledge in Painting of Brushing Lacquer</u> <ul style="list-style-type: none"> - Plaster and stuff filler, adjust colour of brushing lacquer, paint brushing lacquer on wooden surface and perform polishing - Handling of object plane of wooden and metal surfaces - Method of use of primer paint on wooden and metal surfaces - Paint brushing lacquer on metal surface. Paint water-base brushing lacquer on wooden surface. Paint water-base brushing lacquer on metal surface. 				✓	60

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Knowledge in safety at work, use of tools, use of materials and construction procedures					
9.	<u>Related Knowledge in Pasting Wallpaper</u> <ul style="list-style-type: none"> - Paste pattern matching wallpaper on plaster surface of ceiling and wall - Handling of object plane of new and old plaster surfaces, wooden surface, gypsum board surface and old paint surface - Use of primer paint. Paste commercial wallpaper. - Knowledge in safety at work, use of tools, use of materials and construction procedures 				✓	60
10.	<u>Related Knowledge in Portraying Characters</u> <ul style="list-style-type: none"> - Draw/print Chinese and English characters of 100 mm respectively on paper - Knowledge on safety at work, use of tools, use of materials and construction procedures 			✓		10
11.	<u>Knowledge in Paint Rolling with Roller</u> <ul style="list-style-type: none"> - How to roll water-base external wall paint on the wall with roller - Method of rolling sealer - Method of rolling water-base paint - Method of rolling oil-base paint - Method of rolling epoxy enamel paint - Method of rolling polyurethane coating 			✓		20
12.	<u>Knowledge in Texture-spraying</u> <ul style="list-style-type: none"> - Paste polyethylene membrane on the non-working location of a specified plaster surface as protection, roll water-base sealer on the plaster surface - Method of spraying stone-effect paint 				✓	60
13.	<u>Knowledge in Spray Painting</u> <ul style="list-style-type: none"> - Use masking tape and 			✓		62.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	newspaper to protect the non-working location and polish the gate - Old brushing lacquer surface, spray brushing lacquer of specified colour on the gate - Handling of object plane. Method of spraying paint and multi-colour paint					
14.	<u>Construction Materials Rigger*</u>				✓	2
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
17.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios		✓			1
18.	<u>Mid-term Assessment*</u>				✓	1
19.	<u>Trade Test – Painter & Decorator*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Construction Plant Mechanic Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics		✓			10
2.	<u>**Types of Oil, Material and Tools Commonly Used</u> - Oils - Industrial diesel - Hydraulic oil - Engine oil - Transmission oil - Lubricating oil - Brake oil - Clutch oil - Materials - Mixed calico strips, pure cotton yarn - Environmental protection regulations on handling of waste oil and materials		✓			5
3.	<u>**ICAC Talks*</u>	✓				0.5
4.	<u>**Gas Welding and Electric Welding</u> - Electric arc welding machine - Acetylene welder - PVC pipe welding machine - Stannizing tools - Electro-fusion welder				✓	40
5.	<u>**Installation of Temporary Water Supply and Drainage System Equipment</u>			✓		40
6.	<u>Maintenance of Surveying Tools and Mechanical Equipment Commonly Used</u> - Measurement tools			✓		12
7.	<u>Use of Machine Tool</u>				✓	30
8.	<u>Concrete Mixing and Ramming Machines</u> - Ramming machines				✓	60
9.	<u>動力系統維修及保養</u> <u>Repair and Maintenance of Mechanical System</u>		✓			30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
10.	<u>Operation of Lifting Gear of Cranes and Signals Commonly Use</u>		✓			10
11.	<u>Maintenance and Repair of Types of Cranes</u> <ul style="list-style-type: none"> - Regular inspection and maintenance - Common faults and methods of elimination - Analysis of accidents 				✓	57.5
12.	<u>Maintenance and Repair of Types of Pneumatic Machinery</u> <ul style="list-style-type: none"> - Repair and maintenance of all systems of loadshifting machinery - Maintenance of all systems of loadshifting machinery 				✓	200
13.	<u>Installation and Maintenance of Types of Lifting Machinery Systems in Building Construction</u>			✓		50
14.	<u>Knowledge in Construction Plant Electrical and Control System and Practical Work</u>			✓		50
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
17.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
18.	<u>Mid-term Assessment*</u>				✓	1
19.	<u>Trade Test – Construction Plant Mechanic*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Electrical Wireman Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Related Legislation, Code of Practice and Requirements</u> <ul style="list-style-type: none"> - Electricity Ordinance - Electricity Supply Regulations - Buildings Energy Efficiency Ordinance - Specifications for Projects of the Government of the Hong Kong Special Administration Region 		✓			31
2.	<u>**ICAC Talks*</u>	✓				1
3.	<u>**Use Hand Tools, Electric Tools, Measuring and Testing Meters</u> <ul style="list-style-type: none"> - Use types of hand tools and mechanical operation - Types of electric tools and mechanical operation - Operation of measuring and testing meters 			✓		54
4.	<u>**Comprehend Specifications of Electric Circuit and Circuit Drawing, Installation and Repair Manual</u> <ul style="list-style-type: none"> - Specifications of electric circuit and circuit drawing - Connection of electric circuit and circuit drawing - Installation specification - Repair electric circuit and circuit drawing - Identify types of cables 				✓	36
5.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures - Related circulars/guidelines - Practice occupational ethics of the trade - Knowledge on environmental protection 		✓			10

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>Fit and Assemble the Mechanical Parts of High Current Equipment</u> <ul style="list-style-type: none"> - Mechanical parts of electric current equipment - Fit low voltage switchboard panel - Maintain low voltage switchboard panel 			✓		48
7.	<u>Install Electric Meter, Instrument, Protective Relay and Related Equipment</u> <ul style="list-style-type: none"> - Install electric meter and instrument - Install protective relay - Install related equipment 				✓	50
8.	<u>Wiring for Control Circuit, Indicating and Alarm System etc.</u>				✓	36
9.	<u>Control Approved Mechanical Hauling and Lifting Equipment</u> <ul style="list-style-type: none"> - Safety measures on lifting equipment - Control mechanical hauling 				✓	7
10.	<u>Maintain, Inspect and Repair Faults in Electrical and Mechanical Installations</u> <ul style="list-style-type: none"> - Inspect electrical equipment - Install, repair and rewind generator of electric motor and transformer 			✓		18
11.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
12.	<u>Coordination Work with Other Trades</u>	✓				1
13.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – Electrical Wireman*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
Fire Service Electrical Fitter Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Application of protective equipment - Safe operation in confined space - Legislative requirements on occupational health and safety - Safe handling of general chemicals		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>Types of Basic Fire Service Installations</u> - Forming factors of fire - Methods to extinguish tinder - Types and application of basic fire service installations	✓				6
4.	<u>Execute Simple Maintenance and Repair of Fire Service Components</u> - Concept of maintaining and repairing fire service components - Method and procedure of simple maintenance and repair of fire service components			✓		20
5.	<u>Electrician Materials and Electrical Equipment</u> - Function and application conditions of electrician materials and electrical equipment fitting - Selection of electrician materials and electrical equipment fitting		✓			6
6.	<u>**Execute Routine Electrical Wiring</u> - Principle of electrical wiring - Execute routine electrical wiring			✓		6
7.	<u>Application of Basic Fire Service Installation</u> - Residential, industrial and commercial buildings - Fire service installation and equipment that must be installed			✓		7
8.	<u>Draw Simple Fire Service Installation Work Drawing</u> - Draw fire service installation work drawing - Draw simple fire service installation work drawing			✓		35
9.	<u>**Execute Basic Installation of Fire</u>			✓		20

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Detection and Alarm System and Equipment</u> <ul style="list-style-type: none"> - Function and knowledge in basic installation of fire detection and alarm system and equipment - Carry out basic installation of fire detection and alarm system and equipment 					
10.	<u>Execute Basic Installation of Fire Service Power Supply and Control Equipment</u> <ul style="list-style-type: none"> - Function and knowledge in basic installation of fire service power supply and control equipment - Carry out basic installation of fire service power supply and control equipment 			✓		12
11.	<u>**Use Basic Fire Service Installation Checking Instrument</u> <ul style="list-style-type: none"> - Basic knowledge in fire service installation checking instrument - Use basic fire service installation checking instrument - Basic checking of fire service installation 				✓	22
12.	<u>**Use of Electrical Installation, Circuit and Wiring Drawings</u> <ul style="list-style-type: none"> - Application of electrical installation and wiring drawings and information - Carry out electrical and mechanical installation and testing to select electrical installation - Information on control circuit and wiring drawings - Complete installation and testing of related electrical system 				✓	30
13.	<u>Code of Practice and Legislation on Application of Fire Service Installation and Equipment</u> <ul style="list-style-type: none"> - Code of practice and legislation on fire service installation and equipment 		✓			6
14.	<u>Use Fire Detection and Alarm System and Equipment</u> <ul style="list-style-type: none"> - Use fire detection and alarm system and equipment 		✓			6
15.	<u>**Install Fire Service Power Supply and Control Equipment</u> <ul style="list-style-type: none"> - Knowledge/method and procedure of installing fire service power supply and control equipment - Professional handling of 				✓	30.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	installation of fire service power and control equipment					
16.	<u>Monitor Installation of Fire Service Equipment</u> <ul style="list-style-type: none"> - Work process, standard and requirement of installing fire service equipment - Monitor installation of fire service equipment - Quality of installing fire service equipment 				✓	20
17.	<u>Check & Accept and Adjust & Test Electrical and Mechanical Installation of Fire Service System/Fire Detection/Alarm Installation</u> <ul style="list-style-type: none"> - Knowledge in checking & accepting and adjusting & testing electrical and mechanical installation of fire service system - Method and procedure of checking & accepting and adjusting & testing electrical and mechanical installation of fire service system - Professional handling of checking & accepting and adjusting & testing system and installation 				✓	30
18.	<u>**Fire Service System Equipment</u> <ul style="list-style-type: none"> - Structure and operating principle of fire service system equipment - Method and procedure of maintaining and repairing fire service system and equipment - Professional handling of maintaining and repairing fire service system and equipment - Execute management of operating, repairing and maintaining types of fire service installation 			✓		28
19.	<u>Interpersonal Communication Skills*</u> <ul style="list-style-type: none"> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios 		✓			1
20.	<u>Coordination Work with Other</u>	✓				1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Trades</u>					
21.	<u>Visit to the Training of Other Related Trades in the Centre*</u>	✓				1
22.	<u>Mid-term Assessment*</u>				✓	1
23.	<u>Trade Test – Fire Service Electrical Fitter*</u>				✓	1
Total:						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Construction Industry Council
Advanced Construction Manpower Training Scheme – Pilot Scheme
Fire Service Mechanical Fitter Training Course
Instructing Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Application of personal protective equipment - Safe operation in confined space - Legislative requirements on occupational health and safety - Safe handling of general chemicals 		✓			10
2.	<u>**ICAC Talks*</u>	✓				0.5
3.	<u>Types of Basic Fire Service Installations</u> <ul style="list-style-type: none"> - Forming factors of fire - Methods to extinguish tinder - Types and applications of basic fire service installations 	✓				6
4.	<u>**Identify Types of Pipework Materials and Scope of Application</u> <ul style="list-style-type: none"> - Pipework materials - Identify application of types of pipework 		✓			6
5.	<u>Execute Simple Maintenance and Repair of Fire Service Components</u> <ul style="list-style-type: none"> - Concept of maintaining and repairing fire service components - Method and procedure of simple maintenance and repair of fire service components 			✓		20
6.	<u>**Install Pipework</u> <ul style="list-style-type: none"> - Install general PVC pipework and fitting - Install ferrous (steel/stainless steel/galvanized iron) pipework and fitting - Install non-ferrous (copper/aluminium) pipework and fitting - Install cast iron pipework 				✓	40

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	and fitting, basic manual (electrode) electric arc welding - Basic oxy-acetylene welding and cutting					
7.	<u>Application of Basic Fire Service Installation</u> - Fire service installation and equipment that must be installed in residential, industrial and commercial buildings			✓		7
8.	<u>Draw Simple Fire Service Installation Work Drawing</u> - Draw fire service installation work drawing			✓		15
9.	<u>**Execute Basic Installation of Water Using Fire Service Mechanical Fitting</u>			✓		15
10.	<u>Execute Basic Installation of Non-water Using Fire Service Mechanical Fitting</u> - Carry out basic installation of non-water using fire service mechanical fitting			✓		7
11.	<u>**Use Basic Fire Service Installation Checking Instrument</u> - Basic knowledge in fire service installation checking instrument - Use basic fire service installation checking instrument - Basic checking of fire service installation				✓	22
12.	<u>Carry Out Examination on General Lifting Appliances and Lifting Gear</u> - Operating principle of lifting appliances and lifting gear and relevant legislation on examination - Examination of lifting appliances and lifting gear			✓		33.5
13.	<u>Pipework Cutting and Welding</u> - Safe operation and maintenance of abrasive wheel - Carry out manual (electrode) electric arc welding on				✓	32

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	different steel materials according to the drawing - Carry out oxy-acetylene welding and cutting according to the drawing					
14.	<u>Code of Practice and Legislation on Application of Fire Service Installation and Equipment</u> - Code of practice and legislation on fire service installation and equipment - Code of practice and legislation on fire service installation and equipment		✓			6
15.	<u>Use Centrifugal Water Pump and Knowledge in Water Pipe System</u>			✓		5
16.	<u>**Knowledge in Water Using Fire Service System and Equipment</u> - Knowledge in water using fire service system equipment - Knowledge in non-water using fire service system and equipment		✓			6
17.	<u>Install Fire Service Mechanical Equipment</u> - Install fire pump			✓		6
18.	<u>Check & Accept and Adjust & Test Electrical and Mechanical Installation of Fire Service System</u> - Method and procedure of checking & accepting and adjusting & testing electrical and mechanical installation of fire service system				✓	30
19.	<u>**Fire Service System Equipment</u> - Structure and operating principle of fire service system equipment - Method and procedure of maintaining and repairing fire service system and equipment - Professional handling of maintaining and repairing fire service system and equipment			✓		28

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Execute management of operating, repairing and maintaining types of fire service installation					
20.	<u>Interpersonal Communication Skills*</u> - Overview of interpersonal communication process - Interpersonal communication and self-perception - Basic communication skills - Communication and expression skills - Interpersonal communication in different scenarios		✓			1
21.	<u>Coordination Work with Other Trades</u>	✓				1
22.	Visit to the Training of Other Related Trades in the Centre	✓				1
23.	<u>Mid-term Assessment*</u>				✓	1
24.	<u>Trade Test – Fire Service Mechanical Fitter*</u>				✓	1
Total :						300

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