

# Construction Tradesman Collaborative Training Scheme (CTS)

## Framework Document

By Construction Industry Council

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此文件關於建造技工合作培訓計劃。如有需要索取此文件的中文版本，  
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This Disclaimer has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

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## 1. Purpose

The purpose of this document is to set out the procedures of the Construction Industry Council (CIC) in handling the Construction Tradesman Collaborative Training Scheme (CTS).

## 2. Terminology

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

a.	Agreement	Training agreement made between CIC and the Employer comprising this Framework Document, the Application Form submitted by the Employer and approved by the CIC and the Terms and Conditions annexed to the Application Form.
b.	CIC	Construction Industry Council
c.	CITB	Construction Industry Training Board
d.	Approved Project	The CTS application of the Employer approved by the CIC.
e.	Scheme	Construction Tradesman Collaborative Training Scheme
f.	Subsidy	Trainee Allowance; Trainer Subsidy & Completion Bonus

## 3. Background

3.1 The construction industry has been experiencing worker shortage since year 2007, against this background, the CIC has initiated five collaborative training schemes between year 2011 and 2014 to collaboratively train up semi-skilled workers with the industry. Under these schemes, trainees are recruited on a first-hire-then-train basis and primarily trained on-site. In support of the schemes, the CIC provides allowances to employers for trainees and subsidies for trainers.

3.2 In order to optimize the current collaborative training schemes, the CIC implements the "Construction Tradesman Collaborative Training Scheme"

(CTS). The scheme aims at integrating the current five collaborative training schemes, at the same time focusing on trades with severe shortage and simplifying the application procedure.

#### **4. Nature of the Scheme**

- 4.1 The scheme follows training approach of cooperative training schemes. It consists of initial training and site training which are conducted collaboratively with employers.
- 4.2 The scheme follows " first-hire-then-train" basis. The training is composed into 2 modules. The first module is initial training conducted by the CIC. and the second module is the on-site training conducted by the employer. The overall training period is fixed at 3 months or 6 months depending on work trades.
- 4.3 Trainees will first receive initial training which consists of two parts - general knowledge and fundamental skill training. The general knowledge introduces the background of local construction industry, professional ethics and major work trades. The fundamental skill training introduces basic operation skills of relevant work trades. General knowledge is provided to all work trades while fundamental skill training is provided to selected trades only.
- 4.4 During on-site training, trainees can learn and practice relevant skill set provided by the employers.

#### **5. Details of the Scheme**

##### **5.1 Trainee Eligibility**

To participate in this scheme, the trainee must meet the follow requirements :

- i) Aged 18 or above ; and
- ii) Hong Kong Residents and have permit to work in Hong Kong; and
- iii) For those who have not taken CIC's Enhanced Construction Manpower

Training Scheme (ECMTS)/Manpower Shortage Work Trade or other full time training courses offered by the CIC or other training bodies funded by the CIC **within one year** after graduation; or

- iv) For those who have not taken CIC's Technician programmes **within two years** after graduation.
- v) Holders of skilled workers or semi-skilled workers qualification are not eligible to participate in the Scheme of relevant trades.

## **5.2 Employer Eligibility**

To participate in this Scheme, an employer must meet the follow requirements:

- i) Main Contractor / Sub-contractors registered under the Sub-contractors Registration Scheme; and
- ii) possess at least one construction contract, either in progress or ready to commence. The nature of the construction, in whole or in part, must be appropriate to the type of work trade applied.

## **5.3 Eligible Trades**

There are totally 30 work trades under two categories. For details, please refer to Annex A.

## **5.4 Training Duration**

5.4.1 For new practitioners, the overall training period is fixed at 3 months or 6 months, which includes 12 days or 2 months initial training, depending on work trades. For details, please refer to Annex A.

5.4.2 For registered general workers, the overall training period is fixed at 3 months, 5 months or 6 months, which includes 9 days or 1 month initial training, depending on work trades. For details, please refer to Annex A.

5.4.3 Registered general workers must meet the following requirements:

- i) Holder of "Registered General Workers" qualification; and
- ii) No less than 6 months of relevant working experience recommended by the employers; and
- iii) Not applicable to machineries and cranes operation work trades.

- 5.4.4 To recommend registered general workers, employers shall complete the Application Form given in Annex O. It is required to be approved by the CIC before the commencement of the initial training.

## **5.5 Requirement on Employing Trainees**

- 5.5.1 The employers are required to sign "Employment Contract" with their employees which state clearly that the monthly salary is not less than HK\$13,400. The employment contract shall comply with the employment laws of the Hong Kong Special Administrative Region (HKSAR). The Employment Contract sample in Annex H is for reference only.
- 5.5.2 The employers are required to provide adequate insurance coverage for its training, including Contractor's All Risk, Third Party Liability, Employee Compensation and any other insurance necessary for the execution of the trainings under the Scheme. Such insurances shall cover the trainees and trainers.
- 5.5.3 If any violation of the agreement or the laws of Hong Kong Special Administrative Region (HKSAR) by the employers is discovered, the CIC will ask the employer to rectify the problem within one month and the employer shall report to the CIC afterward. Otherwise, the CIC will terminate the agreement and stop issuing any subsidy afterward. The CIC reserves the right to reclaim any issued subsidy.

## **5.6 Trainee Allowance**

- 5.6.1 During the initial training period, the CIC will provide an allowance of HK\$10,000/month to trainees (subject to full attendance). Trainee allowance will be prorated base on trainees' attendance. The number of leave or absence shall not exceed 5% of the total initial training days.

### Example:

During initial training period, a trainee absented 5 days one month, base on 30 training days per month, the trainee allowance for that month would be:  $\$10,000 \times (30-5)/30 = \$8,334$

- 5.6.2 During the on-site training period, the CIC will provide trainee subsidy of HK\$6,500/month/trainee to employers if the trainee works 20 days or more per month. Trainee subsidy will be prorated if the trainee works less than 20 days/month. Annual leave, sick leave and work injury leave will also be counted as working days.

Example:

During on-site training period, a trainee works 18 days in one month, base on 25 working days per month, the trainee subsidy for that month would be:  $\$6,500 \times 18/25 = \$4,680$

- 5.6.3 During On-site training period, the working days of trainees shall be calculated according to the attendance record submitted by their employers.
- 5.6.4 Once the training period end, the CIC will stop issuing the trainee allowance.

## **5.7 Trainer Subsidy**

- 5.7.1 During the on-site training period, the CIC will provide a trainer subsidy of HK\$30,000/month per 4 trainees to employers.
- 5.7.2 The trainer subsidy would be prorated if the number of trainees is less than the approved number. For example, the required trainer to trainee ratio is 1:4 but only 2 trainees could be recruited, the trainer subsidy would be halved.
- 5.7.3 During the on-site training period, the CIC will provide a trainer subsidy of HK\$30,000/month per 4 trainees to employers if the trainer works 20 days or more per month. The trainer subsidy will be prorated if the trainer works less than 20 days/month. Annual leave, sick leave and work injury leave will also be counted as working days.

Example:

During on-site training period, a trainer works 18 days in one month, with one trainee following him, base on 25 working days per month, the trainee subsidy for that month would be:

$$\$30,000 \times 1/4 \times 18/25 = \$5,400$$

5.7.4 If trainees quit during on-site training period, the CIC would still provide the original amount of trainer subsidy to employers for that month. For example, a trainer is training 4 trainees on site, 2 trainees quit at the 2nd month during on-site training period due to personal reason, in this case the CIC would still paid the full amount of trainer subsidy for the first 2 months. As only 2 trainees left in third month, the subsidy would be calculated base on 2 trainees. The subsidy would also be prorated if the reason of the quit is due to unreasonable dismissal by employers or trainers fail to follow the training syllabus.

5.7.5 Once the training period end, the CIC will stop issuing the trainer allowance.

## 5.8 Employer and Trainee Completion Bonus

5.8.1 A one-off HK\$10,000 completion bonus will be provided by the CIC to trainee who achieves the Intermediate Trade Test (ITT) or Certification Test of relevant work trades within two attempts.

5.8.2 A one-off HK\$10,000 completion bonus will be provided by the CIC to employers for each of their trainee achieving the Intermediate Trade Test (ITT) or Certification Test of relevant work trades within two attempts.

## 5.9 Requirement on Trainer

5.9.1 Employers should arrange qualified trainers themselves and seek CIC approval before the training begins.

5.9.2 A qualified trainer must meet the following requirement:

- i) Holder of **Registered Skilled Worker** of relevant work trade through the "Senior Workers Registration Arrangement "; or
- ii) Holder of relevant **trade test certificate** with not less than **5 years** relevant post qualification working experience, and registered as Skilled Worker.



- 5.9.3 If the proposed trainer does not meet the requirements but possess equivalent qualification, the CIC shall arrange two different levels of CIC staff (officer level or above) to interview the trainer, and in accordance with the basic assessment and guidelines to examine the qualifications of the trainer.
- 5.9.4 For the work trade of Crawler Crane Operator (Apprenticeship), the qualification of trainer shall according to the Labour Department "Course Design and Specifications for Training Courses for Operators of Crane". The trainer on the practical session should at least possess the following:
- i) Adequate training on operation of crawler crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid operator certificate of crawler crane); and
  - ii) Substantial experience on operation of the crawler crane involved (normally three years' relevant experience is preferred); and
  - iii) Possess a Continuing Education Diploma in Occupational Safety and Health Practices issued by Occupational Safety and Health Council (OSHC); or
  - iv) Possess mandatory basic safety training; and
  - v) Possess a certificate of Safety Supervisor Course issued either by OSHC or CIC.

Trainers are required to comply with the relevant legislative provisions while working at construction sites and operating crawler cranes.

- 5.9.5 Marine Specialist Work Trades are not covered by the "Construction Workers Registration Ordinance" (CWRO). Trainers of these work trades are not able to registered as skilled workers. At the same time, there are currently no relevant skill test for these work trades. As a result, trainers of Marine Specialist Work Trades will be approved by the Airport Authority Hong Kong.
- 5.9.6 "Effective Site Safety Training and Instructing Techniques Course" is a compulsory course provided by the CIC to all site trainers. All site trainers are required to obtain the certificate before instructing on site. For trainers who possess the following could apply for exemption:

- i) had been working as a site trainer in any CIC Cooperative Training Schemes; and
- ii) had successfully lead trainee to achieve the Intermediate Trade Test or Certification Test.

5.9.7 For requirement on trainer to trainee ratio, please refer to Annex C.

## **5.10 CIC Follow-up Training**

To address the difficulties trainees encountered and provide further knowledge, the CIC will provide follow-up training during the on-site training. All trainees are required to attend the follow-up training one day per month.

## **5.11 Intermediate Trade Test (ITT) / Certification Test**

5.11.1 Within 3 months after the end of training, trainees are required to take the Intermediate Trade Test (ITT) or Certification Test provided by the CIC.

5.11.2 The CIC will provide one Intermediate Trade Test (ITT) / Certification Test and one re-take for free. Thereafter, normal fees will be charged for any subsequent tests.

5.11.3 Certificate will be issued to the candidate who passes the Intermediate Trade Test (ITT) / Certification Test.

5.11.4 As there is no Intermediate Trade Test (ITT) / Certification Test for Marine Specialist Work Trades, a written test which is formulated and reviewed by the CIC and the Airport Authority Hong Kong will be provided for trainees. The CIC is responsible for invigilating and scoring of the test.

## **5.12 Application Assessment**

5.12.1 Once the employers submit application, the CIC will check the eligibility of the application, including:

- i) Copy of Business Registration Certificate; and
- ii) Trainers' CV; and
- iii) Copy of Trainers' Registered Skilled Worker Certificate; and
- iv) Copy of Trainers' relevant Trade Test Certificate (If any); and
- v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document (submit before training)

5.12.2 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 5.13.

5.12.3 If the application is approved, the CIC will issue a letter notifying the employer. The employer shall commence the training within 12 months from letter issued date, approved training places will be forfeited if the employer fails to commence within such time period. A new application is required if the employer wishes to apply for the scheme again.

5.12.4 The approval of training places is under first-come-first-serve basis.

### **5.13 Relocation of training site**

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 Site Inspection**

The CIC shall conduct at least one site inspection during training period to ensure that the training is properly conducted. If irregularities are spotted, the CIC shall impose more frequent site visits and inspections to ensure the employers are meeting the training requirements. If the employers reject CIC site visit without reason, more site visits will be arranged especially for rejections more than 3 times.

### **5.15 Referral**

The CIC may assist employers to recruit CTS trainees where appropriate. Refer Annex L for referral procedure.

5.15.1 CTS trainee application forms will be collected by mail, email, fax and collection boxes by CIC assistants. The eligibility of applicants will be checked.

5.15.2 All eligible applications will be saved and stored by CIC assistants.

5.15.3 Eligible applicants will be referred to approved CTS employers for their consideration by CIC officers.

## **6. Requirement for Applicants**

6.1 As the scheme is under "first-hire-then-train" basis, employers are required to submit proof of employment and trainer qualification for the CIC approval, such as Employment Contract; Registered Skilled Worker Certificate; Trade Test Certificate and Trainers CV etc.

6.2 Once the application is approved by the CIC, the employers should sign employment contract with qualified trainees. The copy of the signed employment contract and other required documents shall be submitted to the CIC for approval.

6.3 The employment contract shall comply with the employment laws of the Hong Kong Special Administrative Region (HKSAR). The contract period should not less than the on-site training period, which is 2.5 months, 4 months or 5.5 months depends on work trades.

- 6.4 The employers shall pay salary on monthly basis to their trainees.
- 6.5 The employment contract shall mention clearly the amount of wages and payment method. The CIC is not responsible for the terms and condition of the employment contract.
- 6.6 During on-site training period, Employers shall submit trainees' attendance record monthly for the CIC calculation of the trainee allowance.
- 6.7 Free site access shall be provided or maintained by the employer for the CIC to carry out site inspections during the course of training including but not limited to access to the site of the Contract. If irregularities are spotted, the CIC will impose more frequent site visits and inspections to ensure the employers are meeting the training requirements.
- 6.8 If there is any quitting of trainees, the employers shall report to the CIC within 7 working days. If the employer fails to report within one month, the CIC will record on file and will reconsider any future application from the employer.
- 6.9 Employers shall arrange one day per month for their trainees to attend the follow-up training provided by the CIC. The employers shall pay their salary for that day.
- 6.10 Employers should attend a 3 hours' kick-off meeting before training.
- 6.11 Employers shall supervise, monitor and inspect the training in accordance with the Training Syllabus (Annex P) during the on-site training period such that the trainees can enhance their skills and pass the certificate test or intermediate trade test conducted by the CIC at the end of training.

## **7. Roles of the CIC**

- 7.1 The CIC will assist the implementation of the scheme and provide standard training documentation to the employers for reference.

- 7.2 The CIC will examine the training records, progress and supervision reports. The CIC will conduct periodic site visits and inspections during training period to ensure that the training is properly conducted.
- 7.3 The CIC shall assess the skill level of trainees achieved at the completion of training by conducting the intermediate trade test or certificate test at the end of training.
- 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 employers and any of the employers' 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 trainees and trainers by the employers and/or his First-tier Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.6 The CIC shall not be held liable for any loss, damages, costs, expenses and liabilities arising from any conflict of interest due to the contractual relationship between the employers and trainees.
- 7.7 The CIC may assist employers to recruit trainees where appropriate.

## **8. Application Procedures**

- 8.1 Employers shall complete the Application Form given in Annex D and agree with the terms and conditions in Annex D; they are required to be submitted to the CIC with all documents for checking and approval.
- 8.2 When full documentation has been submitted to the CIC's satisfaction, the CIC will use its best endeavour to process the approval as soon as possible. The normal period to seek for approval will normally not less than 15 working days. The CIC will issue a letter notifying the employer that its application has been approved. The terms and conditions set out in the Agreement will become legally binding on the employer and the CIC upon the CIC's issue of such letter. The employer is therefore advised to carefully read the documents comprising the Agreement (as defined on page 3 of this Framework Document) before signing and submitting its application.

8.3 After approved by the CIC, the employer shall commence the training and recruit trainees in accordance with the syllabus. Employers shall submit information and employment contract of their trainees for CIC approval.

8.4 The application procedure is shown in a flow chart form in Annex I.

## **9. Monitoring Procedures**

9.1 When the employer commences the training program, the trainees shall start to record their training activities in the log sheet monthly.

9.2 The CIC will inspect and check the training log sheet during site visit. If irregularities are spotted, the employer shall rectify immediately.

9.3 Employers shall submit their trainees' attendance record, payment record etc. for the CIC inspection.

## **10. Reimbursement of Payment of Subsidy and Bonus**

10.1 When employers apply for payment of subsidy, the following documents shall be submitted for the CIC's verification.

- (i) Payment Application Form (Receipt); and
- (ii) Trainer attendance record; and
- (iii) Trainee attendance record; and
- (iv) Trainee payment record; and
- (v) Training log sheet signed by both trainer and trainee

10.2 During Initial Training period, trainee allowance will be paid to trainees directly by the CIC. During on-site training period, trainee allowance shall be paid by the employer and reimburse from the CIC afterward.

10.3 After endorsement by the CIC, the finance department will process the applications for reimbursement of payment of subsidy within 2 months subject to the submitted document is complete.

10.4 A flow chart on the procedures for reimbursement is illustrated in Annex J.

## **11. Termination of Agreement**

- 11.1 The CIC has the absolute right to terminate the Approved Project in the event that the employer is in breach of the terms of the Agreement. All allowances and subsidies shall cease to be reimbursable to the employer from the date of the breach and any allowance or subsidy that have been reimbursed after the date of the breach shall be refunded in full by the employer to the CIC.
- 11.2 The employers shall not terminate the Agreement before its completion without prior approval of the CIC in writing.
- 11.3 No indemnity claims or claims of any other kind may be made against the CIC by the employers or trainees.

## **12. Bankruptcy or Receivership**

The CIC may at any time by notice in writing summarily terminate the training without entitling the employer to compensation if the employer 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 employer, 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 employer as from the date of termination.

## **13. Special Condition**

- 13.1 If trainees drop out during initial training, the CIC reserve the right to claim back all the trainee allowance issued to the trainee before.
- 13.2 If trainees drop out or dismissed by employers during on-site training, the employer shall inform the CIC immediately, and shall not apply for the remaining training subsidy.
- 13.3 The CIC reserves the right of final decision in case of any dispute °



## **14. Avoiding Conflict of Interests**

All participating working staff, employers and employees must comply with the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO). If any possible case of violation against POBO is found, the CIC will transfer such case to Independent Commission Against Corruption (ICAC).

## **15. Personal Data Collection Declaration**

15.1 Employers shall ensure that the collection and transfer of trainee personal data to the CIC and via the CIC to the government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, employers must accept and agree to provide a Personal Information Collection Statement (PICS) to each of the trainees and trainers in compliance with the following:

- 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 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 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

15.2 Employers must obtain the trainee's written consent regarding the above and provide a copy of such consent to the CIC.

15.3 Employers shall indemnify the CIC in the event of any breach of the PDPO or any breach of the above undertaking.

# **Annex A**

## **Work Trade and Training Period**

## Training Period (New Practitioners)

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (days) (i)	Fundamental Skill Training (days) (ii)		
<b>Building and Civil Work Trade</b> <b>(B&amp;C Trade)</b>	Bar Bender and Fixer	12	38	4 mos.	6 mos.
	Concretor	12	38	4 mos.	6 mos.
	Carpenter (Formwork - Building Construction/ Civil Construction)	12	38	4 mos.	6 mos.
	Site Surveying (Leveller)	12	38	4 mos.	6 mos.
	Surveying & Setting Out (Leveller)	12	38	4 mos.	6 mos.
	Bricklayer	12	38	4 mos.	6 mos.
	Tiler	12	38	4 mos.	6 mos.
	Plasterer	12	38	4 mos.	6 mos.
	Painter and Decorator	12	38	4 mos.	6 mos.
	Marble Worker (Polishing)	12	38	4 mos.	6 mos.
	Plumber	12	38	4 mos.	6 mos.
	Drainlayer	12	38	4 mos.	6 mos.
	Tower Crane Workers' Assistant	12	38	4 mos.	6 mos.
	Metal Worker	12	×	2.5 mos.	3 mos.
	General Welder	12	×	2.5 mos.	3 mos.
	Metal Scaffolder and Metal Formwork Erector	12	×	2.5 mos.	3 mos.
	Crawler-mounted Mobile Crane Operator	12	×	2.5 mos.	3 mos.
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	12	×	2.5 mos.	3 mos.
	Ground Investigation Operator	12	×	2.5 mos.	3 mos.
	Tower Crane Operator	12	×	2.5 mos.	3 mos.
	Underwater Geotextile Special Barge Operator	12	×	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	12	×	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	12	×	5.5 mos.	6 mos.
	Anchor Boat Operator	12	×	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	12	×	5.5 mos.	6 mos.

<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman	12	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	12	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	12	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	12	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic ( Water System)	12	×	5.5 mos.	6 mos.

*\* Note: 0.5 month is counted as 15 calendar days.*

## Training Period (Registered General Worker)

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (days) (i)	Fundamental Skill Training (days) (ii)		
<b>Building and Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer	9	16	4 mos.	5 mos.
	Concretor	9	16	4 mos.	5 mos.
	Carpenter (Formwork - Building Construction/ Civil Construction)	9	16	4 mos.	5 mos.
	Site Surveying (Leveller)	9	16	4 mos.	5 mos.
	Surveying & Setting Out (Leveller)	9	16	4 mos.	5 mos.
	Bricklayer	9	16	4 mos.	5 mos.
	Tiler	9	16	4 mos.	5 mos.
	Plasterer	9	16	4 mos.	5 mos.
	Painter and Decorator	9	16	4 mos.	5 mos.
	Marble Worker (Polishing)	9	16	4 mos.	5 mos.
	Plumber	9	16	4 mos.	5 mos.
	Drainlayer	9	16	4 mos.	5 mos.
	Tower Crane Workers' Assistant	9	16	4 mos.	5 mos.
	Metal Worker	9	×	2.5 mos.	3 mos.
	General Welder	9	×	2.5 mos.	3 mos.
	Metal Scaffolder and Metal Formwork Erector	9	×	2.5 mos.	3 mos.
	Ground Investigation Operator	9	×	2.5 mos.	3 mos.
	Underwater Geotextile Special Barge Operator	9	×	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	9	×	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	9	×	5.5 mos.	6 mos.
	Anchor Boat Operator	9	×	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	9	×	5.5 mos.	6 mos.
	Crawler-mounted Mobile Crane Operator	Not applicable			
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	Not applicable			
	Tower Crane Operator	Not applicable			

<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman	9	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	9	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	9	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	9	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic ( Water System)	9	×	5.5 mos.	6 mos.

*\* Note: 0.5 month is counted as 15 calendar days.*

# **Annex B**

## **Trainee Allowance**



## Trainee Allowance

Catagory	Work Trade	Initial Training Subsidy	Required Salary on site
<b>Building and Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer	HKD\$10,000 per month  (the CIC will issue subsidy directly to trainees)	No less than HKD\$13,400 per month
	Concretor		
	Carpenter (Formwork - Building Construction/ Civil Construction)		
	Site Surveying (Leveller)		
	Surveying & Setting Out (Leveller)		
	Bricklayer		
	Tiler		
	Plasterer		
	Painter and Decorator		
	Marble Worker (Polishing)		
	Plumber		
	Drainlayer		
	Metal Worker		
	General Welder		
	Metal Scaffolder and Metal Formwork Erector		
	Crawler-mounted Mobile Crane Operator		
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)		
	Ground Investigation Operator		
	Tower Crane Operator		
	Tower Crane Workers' Assistant		
	Underwater Geotextile Special Barge Operator		
	Underwater Band Drain Special Barge Operator		
	Sand Pumping Barge Operation Supervisor		
	Anchor Boat Operator		
	Rock Placing Pelican Barge Operator		

<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman	HKD\$10,000 per month  (the CIC will issue subsidy directly to trainees)	No less than HKD\$13,400 per month
	Fire Service Mechanical Fitter		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)		
	Refrigeration/Airconditioning/ Ventilation Mechanic ( Thermal Insulation)		
	Refrigeration/Airconditioning/ Ventilation Mechanic ( Water System)		

# **Annex C**

## **Trainer to Trainee Ratio and Trainer Subsidy**

## Trainer to Trainee Ratio and Trainer Subsidy

No.	Work Trades	Trainer to Trainee Ratio	Trainer Subsidy
1.	Bar Bender and Fixer	1 trainer : 4 trainees	HK\$30,000/month per 4 trainees
2.	Concretor	1 trainer : 4 trainees	
3.	Carpenter (Formwork - Building Construction/ Civil Construction)	1 trainer : 4 trainees	
4.	Site Surveying (Leveller)	1 trainer : 4 trainees	
5.	Surveying & Setting Out (Leveller)	1 trainer : 4 trainees	
6.	Bricklayer	1 trainer : 4 trainees	
7.	Tiler	1 trainer : 4 trainees	
8.	Plasterer	1 trainer : 4 trainees	
9.	Painter and Decorator	1 trainer : 4 trainees	
10.	Marble Worker (Polishing)	1 trainer : 4 trainees	
11.	Plumber	1 trainer : 4 trainees	
12.	Drainlayer	1 trainer : 4 trainees	
13.	Electrical Wireman	1 trainer : 4 trainees	
14.	Tower Crane Workers' Assistant	1 trainer : 2 trainees	
15.	Fire Service Mechanical Fitter	1 trainer : 4 trainees	
16.	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)	1 trainer : 4 trainees	
17.	Refrigeration/Airconditioning/ Ventilation Mechanic ( Thermal Insulation)	1 trainer : 4 trainees	
18.	Refrigeration/Airconditioning/ Ventilation Mechanic ( Water System)	1 trainer : 4 trainees	
19.	Metal Worker	1 trainer : 4 trainees	
20.	General Welder	1 trainer : 4 trainees	
21.	Metal Scaffolder and Metal Formwork Erector	1 trainer : 4 trainees	
22.	Crawler-mounted Mobile Crane Operator	2 trainer : 5 trainees	
23.	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	1 trainer : 1 trainee	
24.	Ground Investigation Operator	1 trainer : 4 trainees	
25.	Tower Crane Operator	1 trainer : 3 trainees	

26.	Underwater Geotextile Special Barge Operator	1 trainer : 4 trainees	HK\$30,000/month per 4 trainees
27.	Underwater Band Drain Special Barge Operator	1 trainer : 4 trainees	
28.	Sand Pumping Barge Operation Supervisor	1 trainer : 4 trainees	
29.	Anchor Boat Operator	1 trainer : 4 trainees	
30.	Rock Placing Pelican Barge Operator	1 trainer : 4 trainees	

# **Annex D**

## **Employer Application Form**

## Construction Tradesman Collaborative Training Scheme (CTS) Employer Application Form

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

### **Part I: Information of Applicant (Employer)**

Please put "✓" in the appropriate Boxes

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_  
(Please attach the copy of Business Registration Certificate)

Name and Position of Person-in-charge: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of Application: ☐ Voluntary ☐ Mandatory (Specified in the Construction Contract)

### **Part II: Applicant (Employer) shall possess one of the followings requirement:**

- ☐ a. Main Contractor ☐ b. Sub-Contractor under the "Sub contractors Registration Scheme"  
(Please provide the SRS no.: \_\_\_\_\_)

### **Part III: Choice of Trades (One trade for each application only)**

- |   |  |
|---|--|
| <input type="checkbox"/> Bar Bender and Fixer   | <input type="checkbox"/> Tower Crane Workers' Assistant  |
| <input type="checkbox"/> Concretor  | <input type="checkbox"/> Fire Service Mechanical Fitter  |
| <input type="checkbox"/> Carpenter (Formwork – Building Construction/ Civil Construction) | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Air System)         |
| <input type="checkbox"/> Site Surveying (Leveller)  | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation) |
| <input type="checkbox"/> Surveying & Setting Out (Leveller)                               | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Water System)       |
| <input type="checkbox"/> Bricklayer   | <input type="checkbox"/> Metal Worker  |
| <input type="checkbox"/> Tiler  | <input type="checkbox"/> General Welder  |
| <input type="checkbox"/> Plasterer  | <input type="checkbox"/> Metal Scaffolder and Metal Formwork Erector                             |
| <input type="checkbox"/> Painter and Decorator  | <input type="checkbox"/> Crawler-mounted Mobile Crane Operator                                   |
| <input type="checkbox"/> Marble Worker (Polishing)  | <input type="checkbox"/> Crawler-mounted Mobile Crane Operator (Apprentices Scheme)              |
| <input type="checkbox"/> Plumber  | <input type="checkbox"/> Ground Investigation Operator   |
| <input type="checkbox"/> Drainlayer   | <input type="checkbox"/> Tower Crane Operator  |
| <input type="checkbox"/> Electrical Wireman   | <input type="checkbox"/> Underwater Geotextile Special Barge Operator                            |
| <input type="checkbox"/> Anchor Boat Operator   | <input type="checkbox"/> Underwater Band Drain Special Barge Operator                            |
| <input type="checkbox"/> Rock Placing Pelican Barge Operator                              | <input type="checkbox"/> Sand Pumping Barge Operation Supervisor                                 |

#### **Part IV: 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: \_\_\_\_\_ Training Period: \_\_\_\_\_  
MM/YYYY - MM/YYYY MM/YYYY - MM/YYYY

Work Trade: \_\_\_\_\_

Expected number of trainees: \_\_\_\_\_ trainee(s)

#### **Part V: Particulars of Trainer (Please attach CVs)**

Please put "✓" in the appropriate boxes

<b>Trainers Name:</b>	
<b>HKID:</b>	
<b>Work Trade:</b>	
<b>* Trainer Qualification:</b>	<input type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach the copy of certificate)

<b>Trainers Name:</b>	
<b>HKID:</b>	
<b>Work Trade:</b>	
<b>* Trainer Qualification:</b>	<input type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach the copy of certificate)

(Please continue in Annex 1 - Additional Information if needed)



## **Part VI: 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. CIC might also transfer part of the information to 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 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 make correction of any errors in 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, Hong Kong**.
- You can choose whether he/she agrees to receive information disseminated by CIC.

Please put “✓” in the box below if you do not wish to receive such information.

- ☐ I do not wish to receive information from CIC in relation to its activities and construction-related information.

## **Part VII: Declaration**

I/We hereby confirm that I/we will comply with the terms and conditions set out in the CTS Framework Document, this Application Form and as annexed as **Annex 2** to this Application Form and confirm that all information provided by us are correct.

\_\_\_\_\_  
Company chop and authorized signature

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach the following documents and put a “✓” in the boxes below

☐ Copy of Business Registration Certificate

☐ Trainers' CV

☐ Copy of Trainers relevant Trade Test Certificate (If any)

☐ Copy of Trainers Registered Skilled Work certificate

☐ Copy of Construction Contract or valid proof document

For the use of the CIC only

Part I		Part II	
Part III		Part IV	
Part V		Part VI	
Part VII			
Approved by		Date	

## Annex 1 - Additional Information

### Part V (Cont'): Particulars of Trainer (Please attach CVs)

Please put "✓" in the appropriate Boxes

<b>Trainers Name:</b>	
<b>HKID:</b>	
<b>Work Trade:</b>	
<b>* Trainer Qualification:</b>	<input type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach copy of certificate)

<b>Trainers Name:</b>	
<b>HKID:</b>	
<b>Work Trade:</b>	
<b>* Trainer Qualification:</b>	<input type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach copy of certificate)

### Additional Information

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## Annex 2 - Terms and Condition

### 1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between 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 employers 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 12 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 organisations 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.cic.hk>.

## **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.

## **13 Third party rights**

- 13.1 A person or third party who is not a party to this agreement (whether or not a person specified in this agreement) shall not have any right under the Contracts (Rights of Third Parties) Ordinance (Cap 623) to enforce any right under any term of this agreement.

# **Annex E**

## **Employer Application Form (Sample)**



**Construction Tradesman**  
**Collaborative Training Scheme (CTS)**  
**Employer Application Form**

Application No.: CTS-001  
(To be filled by the CIC)  
Date Received: 15-9-2017

**Part I: Information of Applicant (Employer)**

Please put "✓" in the appropriate Boxes

Company Name: CTS Construction Company Ltd

Company Address: No.1, 1<sup>st</sup> Floor, Construction Road

Business Registration Number: 12345678-000-01-11-A

(Please attach the copy of Business Registration Certificate)

Name and Position of Person-in-charge: Chan Tai-Man, Manager

Contact Phone No.: 2100 1234 Fax No.: 2100 4321

Email: construction@mail.com

Nature of Application: ☒ Voluntary ☐ Mandatory (Specified in the Construction Contract)

**Part II: Applicant (Employer) shall be one of the followings:**

- ☐ a. Hong Kong Main Contractor ☒ b. Sub-Contractor under the "Sub contractors Registration Scheme"  
(Please provide the SRS no.: R123456)

**Part III: Work Trades (One trade for each application only)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Bar Bender and Fixer                                  | <input type="checkbox"/> Tower Crane Workers' Assistant  |
| <input type="checkbox"/> Concreter  | <input type="checkbox"/> Fire Service Mechanical Fitter  |
| <input type="checkbox"/> Carpenter (Formwork - Building Construction/ Civil Construction) | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Air System)         |
| <input type="checkbox"/> Site Surveying   | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation) |
| <input type="checkbox"/> Surveying & Setting Out (Leveller)                               | <input type="checkbox"/> Refrigeration/Airconditioning/Ventilation Mechanic (Water System)       |
| <input type="checkbox"/> Bricklayer   | <input type="checkbox"/> Metal Worker  |
| <input type="checkbox"/> Tiler  | <input type="checkbox"/> General Welder  |
| <input type="checkbox"/> Plasterer  | <input type="checkbox"/> Metal Scaffolder and Metal Formwork Erector                             |
| <input type="checkbox"/> Painter and Decorator  | <input type="checkbox"/> Crawler-mounted Mobile Crane Operator                                   |
| <input type="checkbox"/> Marble Worker (Polishing)  | <input type="checkbox"/> Crawler-mounted Mobile Crane Operator (Apprentices Scheme)              |
| <input type="checkbox"/> Plumber  | <input type="checkbox"/> Ground Investigation Operator   |
| <input type="checkbox"/> Drainlayer   | <input type="checkbox"/> Tower Crane Operator  |
| <input type="checkbox"/> Electrical Wireman   | <input type="checkbox"/> Underwater Geotextile Special Barge Operator                            |
| <input type="checkbox"/> Anchor Boat Operator   | <input type="checkbox"/> Underwater Band Drain Special Barge Operator                            |
| <input type="checkbox"/> Rock Placing Pelican Barge Operator                              | <input type="checkbox"/> Sand Pumping Barge Operation Supervisor                                 |

#### **Part IV: Information of Construction Site**

Name of the main construction contract and reference number: XXXXXX

(Please attach copy of the construction contract)

Name of the Main Contractor of the above contract: XXXXXX

Construction Site Address: XXXXXX

Construction Period: 01/2017 - 12/2019 Training Period: 06/2017 - 12/2017  
MM/YYYY - MM/YYYY MM/YYYY - MM/YYYY

Work Trade: Bar Bender and Fixer

Expected number of trainees: 4 trainee(s)

#### **Part V: Particulars of Trainer (Please attach CVs)**

Please put "✓" in the appropriate boxes

<b>Trainers Name:</b>	<i>Chan Wai</i>
<b>HKID:</b>	<i>Z123456(7)</i>
<b>Work Trade:</b>	<i>Bar Bender and Fixer</i>
<b>* Trainer Qualification:</b>	<input checked="" type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach the copy of certificate)

<b>Trainers Name:</b>	
<b>HKID:</b>	
<b>Work Trade:</b>	
<b>* Trainer Qualification:</b>	<input type="checkbox"/> Holder of <b>Registered Skilled Worker</b> of relevant work trade through the "Senior Workers Registration Arrangement "
	<input type="checkbox"/> Holder of relevant <b>trade test certificate</b> with not less than <b>5 years</b> relevant post qualification working experience, and registered as Skilled Worker.

(\*Please attach the copy of certificate)

(Please continue in Annex 1 - Additional Information if needed)



## **Part VI: 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. CIC might also transfer part of the information to 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 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 make correction of any errors in 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, Hong Kong**.
- You can choose whether he/she agrees to receive information disseminated by CIC.

Please put “✓” in the box below if you do not wish to receive such information.

- ☐ I do not wish to receive information from CIC in relation to its activities and construction-related information.

## **Part VII: Declaration**

I/We hereby confirm that I/we will comply with the terms and conditions set out in the CTS Framework Document, this Application Form and as annexed as **Annex 2** to this Application Form and confirm that all information provided by us are correct.

\_\_\_\_\_  
Company chop and authorized signature

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please attach the following documents and put a “✓” in the boxes below

☒ Copy of Business Registration Certificate

☒ Trainers' CV

☒ Copy of Trainers relevant Trade Test Certificate (If any)

☒ Copy of Trainers Registered Skilled Work certificate

☒ Copy of Construction Contract or valid proof document

For the use of the CIC only

Part I		Part II	
Part III		Part IV	
Part V		Part VI	
Part VII			
Approved by		Date	

# **Annex F**

## **Trainee Application Form**

## Construction Tradesman Collaborative Training Scheme Trainee Application Form

### Choice of Trade (Please select from below)

1. Bar Bender and Fixer	16. Refrigeration/Airconditioning/Ventilation Mechanic (Air System)
2. Concretor	17. Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)
3. Carpenter (Formwork - Building Construction/ Civil Construction)	18. Refrigeration/Airconditioning/Ventilation Mechanic (Water System)
4. Site Surveying	19. Metal Worker
5. Surveying & Setting Out (Leveller)	20. General Welder
6. Bricklayer	21. Metal Scaffolder and Metal Formwork Erector
7. Tiler	22. Crawler-mounted Mobile Crane Operator
8. Plasterer	23. Crawler-mounted Mobile Crane Operator (Apprentices Scheme)
9. Painter and Decorator	24. Ground Investigation Operator
10. Marble Worker (Polishing)	25. Tower Crane Operator
11. Plumber	26. Underwater Geotextile Special Barge Operator
12. Drainlayer	27. Underwater Band Drain Special Barge Operator
13. Electrical Wireman	28. Sand Pumping Barge Operation Supervisor
14. Tower Crane Workers' Assistant	29. Anchor Boat Operator
15. Fire Service Mechanical Fitter	30. Rock Placing Pelican Barge Operator

First Choice : \_\_\_\_\_ Second Choice : \_\_\_\_\_

### Personal Information

Chinese Name:	English Name:
Contact Telephone No.:	HKID/ Passport No.:
Email Address:	
Residential Address:	

### Academic Background / Qualification

Please put "✓" in the appropriate Boxes

<input type="checkbox"/> Postgraduate or above <input type="checkbox"/> Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Others(Please specify: _____ )			
Holding of Valid "Worker Registration Card":			
<input type="checkbox"/> Yes	Trade: _____	Ref No.: _____	Valid Until: _____

## Working Experience

From-To (mth/yr)	Name of Employer	Job Nature	Position

Do you need a working visa in Hong Kong ?      ☐ Yes    ☐ No

**Date Available for Employment:** \_\_\_\_\_

**Language:** ☐ Cantonese   ☐ English   ☐ Putonghua   ☐ Others (please specify): \_\_\_\_\_

### 《 Personal Data Collection Statement 》

- The information you provided to the Construction Council (the CIC) including any personal data as defined in the Personal Data(Privacy) Ordinance (the Ordinance), will be used solely for the purpose related to the activities of the CIC.
  - 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 address, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
  - 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, Hong Kong.
  - You are free to decide whether you wish to receive such information. If you choose not to do so, please put “✓” in the box below.
- ☐ I do not wish to receive information from CIC in relation to its activities or developments in the construction industry.

## DECLARATION

I hereby declare that the information provided by me in this application is true, complete and correct. False information and/or dishonest answer to any question above will result in dismissal from employment. I shall not be entitled for any compensation from the Company in this case.  
I hereby give my consent to the CIC for passing this application form to the contractors / construction companies. The CIC would not be liable for the use of information thereon.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Completed form should be submitted by:

Post to Aberdeen Trade Testing and Training Centre, DSS Department, 95, Yue Kwong Road, Aberdeen, Hong Kong ; or

Fax to 2100 9000 ; or

E-mail to dssinfo@cic.hk

# **Annex G**

## **Trainee Allowance Processing Form**

## Trainee Allowance Processing Form 學員津貼處理事宜

**Please tick the appropriate box(es) for processing of the required trainee allowance:**

**請在需處理的學員津貼事項方格內加“✓”：**

- authorisation for trainee allowance payment into a bank account belonging to the trainee  
☐ 授權學員津貼存入學員銀行賬戶
- authorisation for trainee allowance payment into a bank account not belonging to the trainee  
☐ 授權學員津貼存入非學員銀行賬戶
- updating account information concerning trainee allowance payment  
☐ 更新學員津貼入賬戶口資料

Name of Trainee \_\_\_\_\_ Training Centre \_\_\_\_\_  
 學員姓名：\_\_\_\_\_ 訓練中心：\_\_\_\_\_

Trade \_\_\_\_\_ Class \_\_\_\_\_ Trainee Number \_\_\_\_\_  
 科別：\_\_\_\_\_ 班別：\_\_\_\_\_ 學員編號：\_\_\_\_\_

### Part I 第一部份

To: Construction Industry Council (hereinafter referred to as the CIC)

致： 建造業議會〔以下簡稱議會〕

I, hereby authorise the CIC to transfer the trainee allowance accrued (if any) from my traineeship with the Training Centre under the CIC to the following bank account. A copy of the bank account information is hereby attached.

本人現授權議會將本人在議會訓練中心學藝所得之學員津貼(如有)存入下述之銀行賬戶，現附上有關賬戶資料和副本。

Bank Name: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
 銀行名稱： (中文) \_\_\_\_\_ (英文) \_\_\_\_\_

Account No: 

--	--	--

 – 

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 – 

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 賬戶號碼： 

--	--	--

 – 

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 – 

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                     (Bank code)                      (Branch Code)                      (Account Number)  
                     (銀行編號)                      (分行編號)                      (賬戶號碼)

Name of Bank Account Holder: (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
 銀行賬戶持有人姓名： (中文) \_\_\_\_\_ (英文) \_\_\_\_\_

✱ Relationship of the Account Holder with Trainee: Self/ Parent/ Guardian/ Others (Please specify)  
 賬戶持有人與學員之關係：本人 / 父母 / 監護人 / 其它 (請註明):

## Part II 第二部份

I hereby authorise the Finance Department of the Construction Industry Council to transfer the allowance accrued (if any) from my traineeship with the Centre into the bank account provided in 'Part I' above in accordance with the stated payment instruction thereof starting from the next term of payment until the termination of my entitlement to the allowance. I also agree that bank acknowledgement will suffice and neither me nor ✱my parent/ guardian/ the account holder is required to acknowledge the receipt personally. In addition, I understand that if the bank account as provided and designated for auto-paying the allowance is not a HSBC bank account, the time required for enquiries and processing the payment may be longer.

茲授權建造業議會財務部根據「第一部份」所提供的存款指示，由下次付款開始將本人在中心學藝所得之津貼(如有)存入本表格「第一部份」所提供的銀行賬戶，直至本人離開中心或停止獲得該津貼為止。本人並同意所有入賬收入由銀行確認已經足夠，不必由本人或✱本人父母／監護人／賬戶持有人親自確認收妥。此外，若本人所提供指定存入津貼的銀行賬戶並非經由匯豐銀行賬戶自動轉賬存入，本人明白在查詢及處理賬戶所需的時間或會增加。

Signature of Trainee:

學員簽署：\_\_\_\_\_

Date:

日期：\_\_\_\_\_

---

## Part III 第三部份

The bank information in Part I is collected by the CIC to pay the trainee allowances only and will not be used for any other purposes. 第一部份所收集的銀行資料只用於議會支付學員津貼，議會將不會用作其他用途。

Declaration 聲明

1. I declare that all information supplied on this application form shall be true and genuine to the best of my knowledge and I am aware that the application shall be rendered null if any false information is supplied. Meanwhile, my qualification for any subsequent applications under the Construction Tradesman Collaborative Training Scheme (CTS) shall be forfeited  
本人聲明本報名表內所載一切資料，依本人所知均屬真確無誤，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
2. I agree that if I am registered for the CTS, I shall abide by my declaration made under the CTS Application Form and its terms.  
本人同意如本人/本人之子女註冊入學，當遵守建造業議會之學員守則。

✱ Signature of Trainee:

學員/父母 / 監護人簽署:\_\_\_\_\_

Date:

日期:\_\_\_\_\_

---

## Part IV (To be completed by General Office of the Training Centre) 第四部份 (由訓練中心總務科填寫)

Information provided above have been checked and confirmed correct.  
上述填報之資料經已核對及證實無誤。

Trainee Number

學員編號:\_\_\_\_\_

Checked by:

核對人:\_\_\_\_\_

Date:

日期:\_\_\_\_\_

✱ Responsible Manager/

Officer- Centre Administration

負責經理/主任-中心行政\_\_\_\_\_

Date:

日期:\_\_\_\_\_

(✱ Please delete as inappropriate 請將不適用者刪去)

# **Annex H**

## **Sample Employment Contract**



# Sample Employment Contract

This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as 'Employer') and \_\_\_\_\_ hereinafter referred to as 'Employee') on \_\_\_\_\_ under the terms and conditions of employment below :

## 1. Commencement of Employment

(i) The Construction Industry Council Initial Training

A fixed period of \_\_\_\_\_ days initial training from \_\_\_\_\_ to \_\_\_\_\_. Initial training will be provided by the Construction Industry Council to deliver basic construction and safety knowledge. The Construction Industry Council will provide allowance to the trainee directly. (Employment shall be effective after initial training)

(ii) Employment effective from \_\_\_\_\_ ,

☐ until either party terminates the contract.

☐ for a fixed term contract for a period of \_\_\_\_\_ \*day(s) / week(s) / month(s) / year(s), ending on \_\_\_\_\_.

A fixed period of \_\_\_\_\_ months on site training starts on the employment effective date. On-the-job training will be provided by the employer to deliver basic operation skill of relevant trades. After the training, the trainee is required to take the Intermediate Trade test / Certification Test provided by the Construction Industry Council, the training will be completed after trainees pass the relevant tests.

## 2. Probation Period

☐ No ☐ Yes \_\_\_\_\_ \*day(s) / week(s) / month(s)

## 3. Position and Section Employed

\_\_\_\_\_

## 4. Place of Work

\_\_\_\_\_

## 5. Working Hours

☐ Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
and \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm

☐ Shift work required, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
or \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm

☐ Shift work required, at \_\_\_\_\_ working day(s) per \*week/ month, totalling \_\_\_\_\_ hour(s).

☐ Others \_\_\_\_\_  
(details of the arrangement on working hours and total working hours)

## 6. Meal Break

☐ Fixed, from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm, \*with/without pay

☐ Not-fixed, at \_\_\_\_\_ \*minutes/hour(s) per day, \*with/without pay

Meal break \*is/ is not counted as working hour(s).

## 7. Rest Days

☐ On every \_\_\_\_\_, \*with / without pay

☐ On rotation, \_\_\_\_\_ day(s) per \*week/month, \*with / without pay

(The employee is entitled to not less than 1 rest day in every period of 7 days)

## 8. Wages

### (a) wage rate

Basic wages of \$ \_\_\_\_\_ per \* hour/ day / week/ month;

**plus** the following allowance(s) :

☐ Meal allowance of \$ \_\_\_\_\_ per \* day / week/ month

☐ Travelling allowance of \$ \_\_\_\_\_ per \* day / week/ month

† Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

☐ Attendance allowance of \$ \_\_\_\_\_ (amount)

\_\_\_\_\_  
(details of criteria and calculation of payment)

☐ Others (e.g. commission, tips) \$ \_\_\_\_\_ (amount)

\_\_\_\_\_  
(details of criteria and calculation of payment and date of payment)

**(b) overtime pay†** ☐ At the rate of \$ \_\_\_\_\_ per hour  
☐ At the rate according to *\*normal wages* / \_\_\_\_\_ % of *normal wages*

**(c) payment of wages & wage period(s)†** ☐ Every month, on \_\_\_\_\_ day of the month  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.  
☐ Twice monthly, payable on  
(i) \_\_\_\_\_ day of *\*the month / following month*  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.  
(ii) \_\_\_\_\_ day of *\*the month / following month*  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of *\*the month/ the following month*.  
☐ Once for every \_\_\_\_\_ *\*day(s)/week(s)*  
for wage period from \_\_\_\_\_ to \_\_\_\_\_.

**9. Holidays†**

The Employee is entitled to:

- ☐ statutory holidays as specified in the Employment Ordinance  
☐ public holidays  
☐ **plus** other holidays (please specify) \_\_\_\_\_

**10. Paid Annual Leave†**

- ☐ The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).  
☐ The Employee is entitled to the following paid annual leave according to the rules of the company (please specify) \_\_\_\_\_

**11. Maternity Benefits†**

- ☐ The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.  
☐ The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the company (please specify) \_\_\_\_\_

**12. Paternity Benefits†**

- ☐ The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.  
☐ The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the company (please specify) \_\_\_\_\_

**13. Sickness Allowance†**

- ☐ The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.  
☐ The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances:  
- If the number of sickness days taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave *\*is /is not* required.  
- If the number of sickness days taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required.  
☐ Others (please specify) \_\_\_\_\_

**14. Termination of Employment** A notice period of \_\_\_\_\_ *\* day(s) /week(s)/ month(s)* or  
an equivalent amount of wages in lieu of notice (notice period not less than 7 days).

† Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

<b>Contract†</b>	<p>During the probation period (if applicable) :</p> <ul style="list-style-type: none"> <li>- within the first month : without notice or wages in lieu of notice</li> <li>- after the first month : a notice period of _____ * <i>day(s)/week(s)/ month(s)</i> or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).</li> </ul>
<b>15. End of Year Payment†</b>	<p>An amount of * \$ _____ or equivalent to _____ month's basic/ normal wages upon completion of each</p> <p><input type="checkbox"/> * <i>calendar / lunar year</i></p> <p><input type="checkbox"/> specified period : from _____ to _____</p> <p>Payment is to be made within _____ days before commencement of the following * <i>calendar /lunar year</i>.</p>
<b>16. Mandatory Provident Fund Schemet</b>	<p>The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.</p> <p><input type="checkbox"/> <b>In addition to the mandatory contribution</b>, the Employer provides monthly voluntary contribution to the Mandatory Provident Fund Scheme * <i>in the amount of \$</i> _____ / <i>at a rate of</i> _____ % <i>of the Employee's monthly wages</i>.</p> <p><input type="checkbox"/> <b>In addition to the mandatory contribution</b>, the Employee provides monthly voluntary contribution to the Mandatory Provident Fund Scheme * <i>in the amount of \$</i> _____ / <i>at a rate of</i> _____ % <i>of the Employee's monthly wages</i>.</p>
<b>17. Work Arrangements during Typhoon†</b>	<p><input type="checkbox"/> The Employee is required to work when typhoon signal no.8 or above is hoisted. In addition to wages, the employee is entitled to * <i>typhoon allowance / travelling allowance at \$</i> _____ or _____ % <i>of normal wages</i>.</p> <p><input type="checkbox"/> The Employee is not required to work when typhoon signal no.8 or above is hoisted and no Wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less than _____ hours before close of working hours.</p>
<b>18. Work Arrangements during Black Rainstorm Warning†</b>	<p><input type="checkbox"/> The Employee is required to work when black rainstorm warning is hoisted. In addition to wages, the employee is entitled to * <i>rainstorm allowance / travelling allowance at \$</i> _____ or _____ % <i>of normal wages</i>.</p> <p><input type="checkbox"/> The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less than _____ hours before close of working hours.</p>
<b>19. Others</b>	<p>The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.</p> <p>(If appropriate) Additional rules and regulations , rights, benefits or protection promulgated under the * <i>Company Handbook /</i> _____ also form part of this contract.</p>

† Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.**

*Signature of Employee*

*Signature of Employer or Employer’s Representative*

\_\_\_\_\_  
Name in full: \_\_\_\_\_  
HK I.D. No: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name in full: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Chop of the Company

*†Please put a “✓” in the clause(s) as appropriate  
\* Please delete the word(s) as inappropriate*

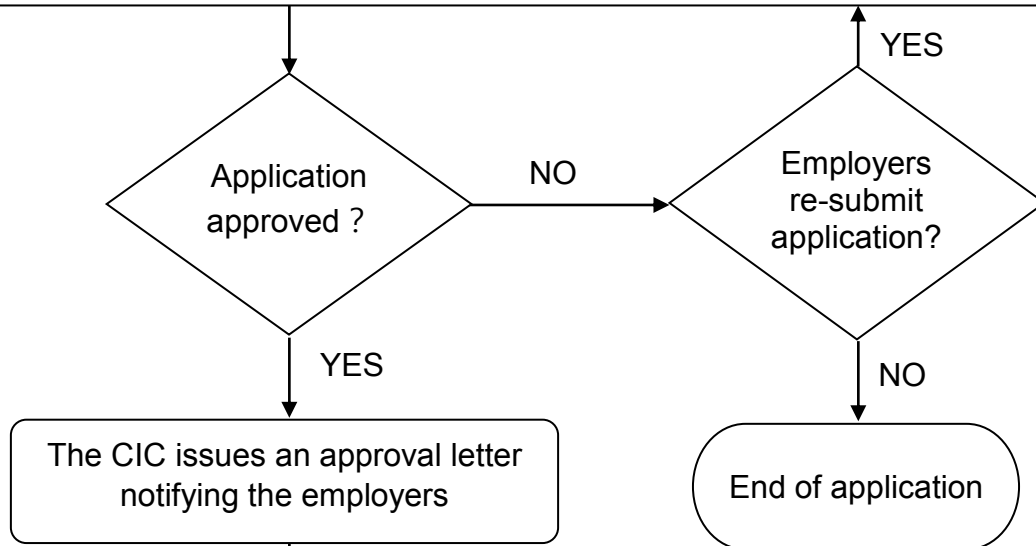
# **Annex I**

## **Application Procedure**

## Application Procedure

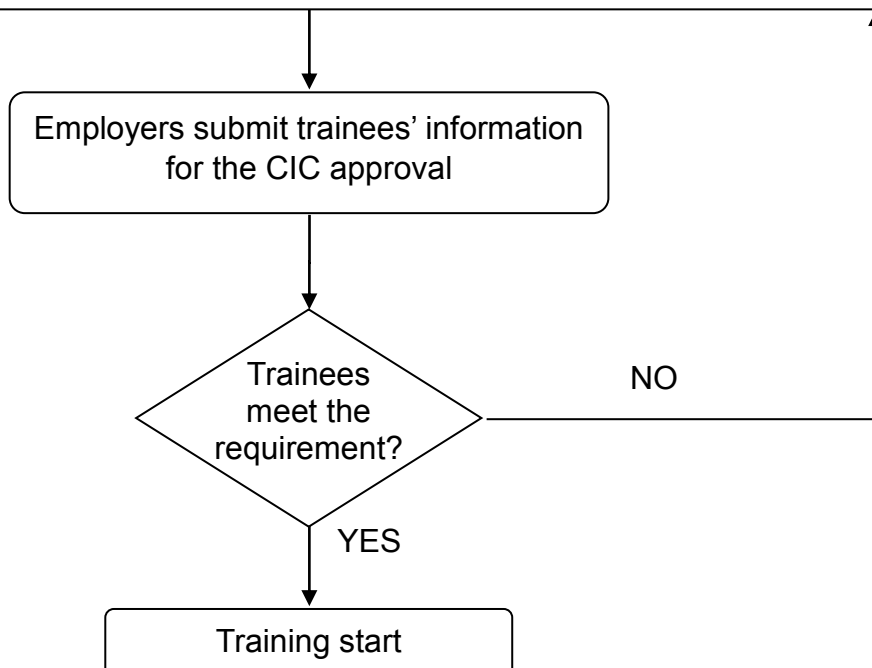
Employers submit completed application form with the following documents:

- i) Copy of Business Registration Certificate; and
- ii) Trainers qualification and CVs; and
- iii) Copy of trainers' relevant Trade Test Certificate (if any); and
- iv) Copy of trainers' relevant Registration Skilled Worker Certificate; and
- v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document (submit before training begins)



The employers can start recruiting trainees with the following requirement:

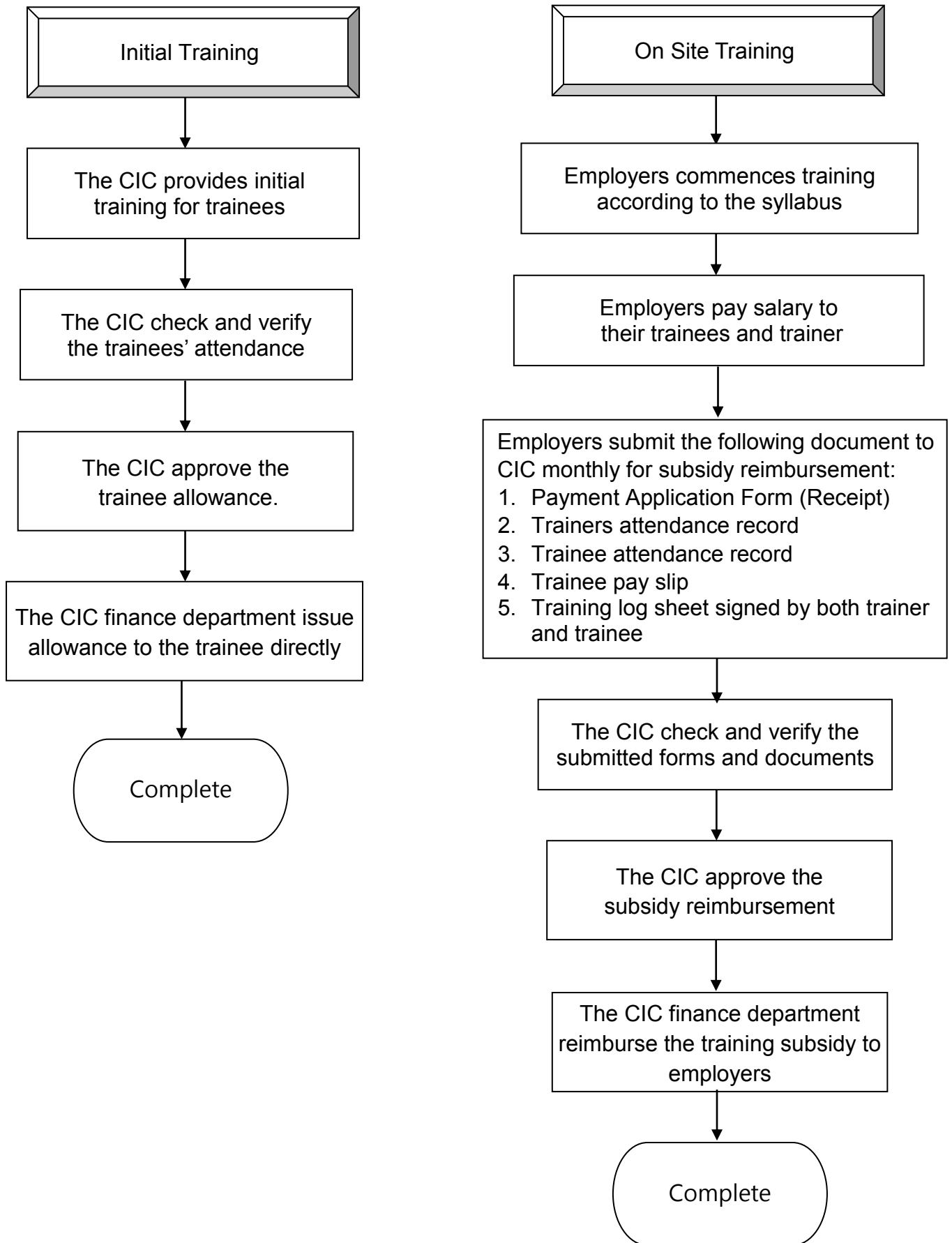
- i) Aged 18 or above ; and
- ii) Hong Kong residents and have permit to work in Hong Kong; and
- iii) For those who have not taken CIC's Enhanced Construction Manpower Training Scheme (ECMTS)/Manpower Shortage Work Trade or other full time training courses offered by the CIC or another training bodies funded by the CIC **within one year** after graduation; or
- iv) For those who have not taken CIC's Technician programmes **within two years** after graduation.



# **Annex J**

## **Payment Procedure**

## Payment Procedure

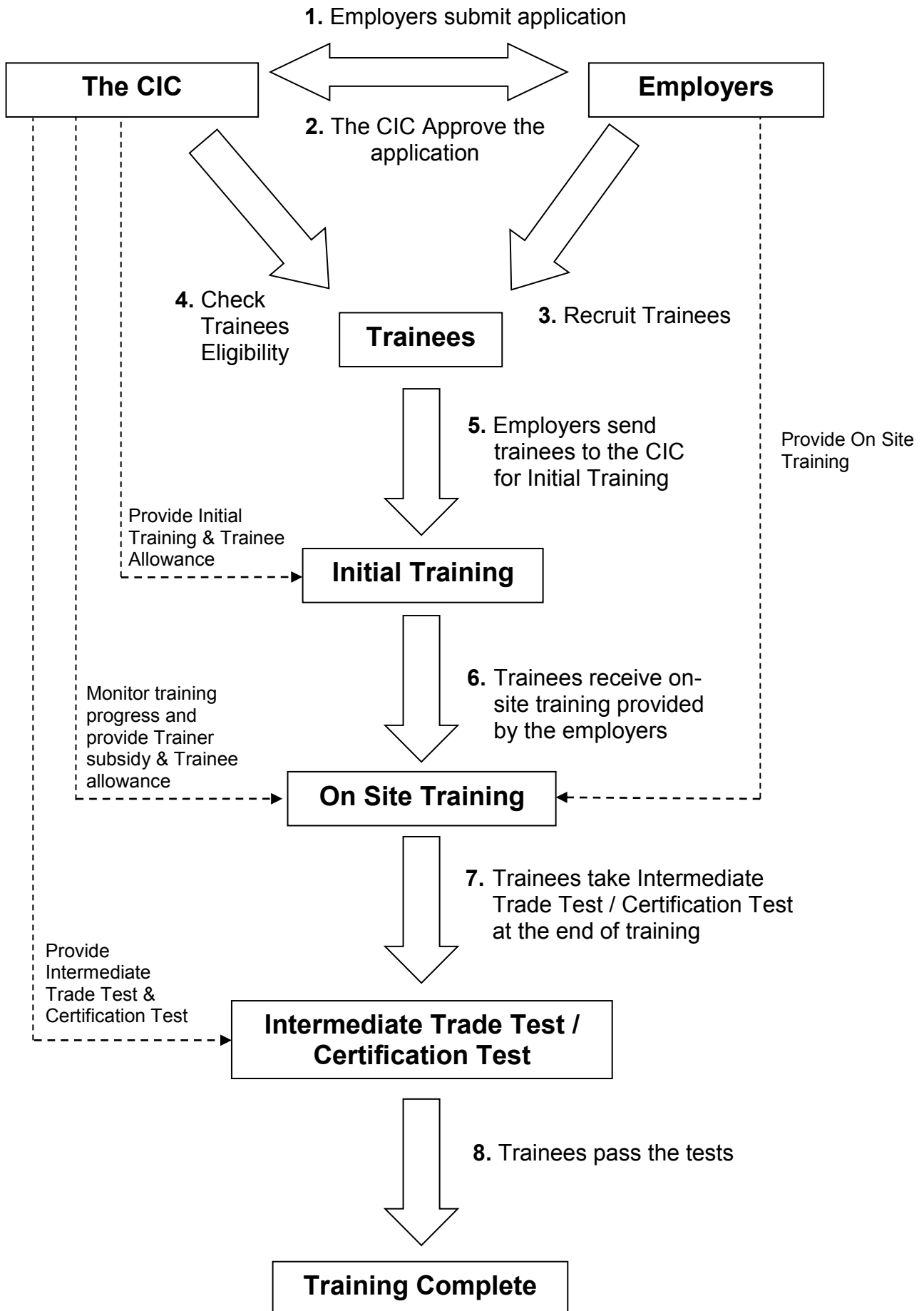




# **Annex K**

## **Flow Chart of CTS**

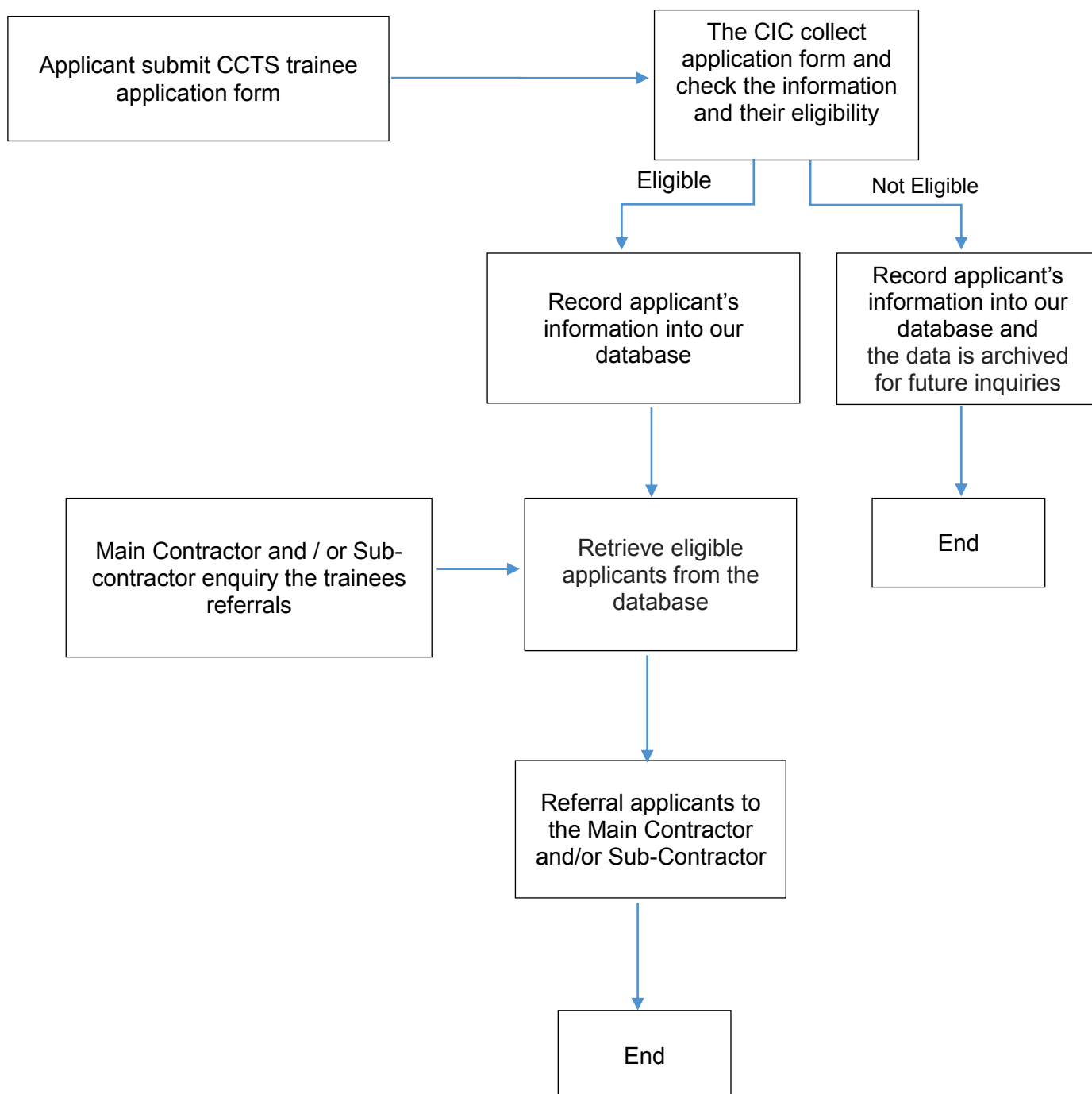
## Flow Chart of CTS



# **Annex L**

## **Flow Chart of Handling Trainees' Application**

## Flow Chart of Handling trainees' application



# **Annex M**

## **Sample of Internal Supervisory Check Form**

## **DSS – Internal Supervisory Check Form**

(for Trainee Applicants Eligibility Checking and Trainee Summary Record)

**Objective:** To have a supervisory check (counter-check) of the accuracy about the records input in database (computer system) against the information received through application form or notification on the check date.

**Scheme :** CCTS / CCTS-E&M / SCTS / PCTS / CICTS / ACMTS - SOTJ / ACMTS - SEC *(Please Circle)*

**Record Type:** Trainee Applicants' for referral / Trainee Summary *(Please Circle)*

<b>1. Database of Trainee Applicants' for Referral (Eligibility Check)</b>			
Checklists	Conformity		
	Yes	No	N/A
1. Trainee Applicants' Eligibility Checking under Neterm System - Any subsidies paid by CIC or Intake CIC course within one year previously?			
2. Trainee Applicants' Eligibility Checking under TTMS System - Any qualification of Intermediate Trade Test or Trade test under same trade?			
3. Trainee Applicants' Eligibility Checking under Worker Registration System (Website) - Any qualification of Worker Registration under same trade?			
4. Does the record accurate input into the database?			
5. Does the information refer to the Main Contractors / Subcontractors accurately?			

<b>2. Database of Trainee Summary (Trainee Registration)</b>			
Checklists	Conformity		
	Yes	No	N/A
1. Trainee Applicants' Eligibility Checking under Neterm System - Any subsidies paid by CIC or Intake CIC course within one year previously?			
2. Trainee Applicants' Eligibility Checking under TTMS System - Any qualification of Intermediate Trade Test or Trade test under same trade?			
3. Trainee Applicants' Eligibility Checking under Worker Registration System (Website) - Any qualification of Worker Registration under same trade?			
4. Does the record input into Neterm System accurately?			
5. Does the record input into the relevant trainee database (including Intake, Drop-out and Graduated) ?			

Supervisory Check Date: \_\_\_\_\_

First Checker: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisory Checker: \_\_\_\_\_ Signature: \_\_\_\_\_

# **Annex N**

## **Sample of Site Inspection Report**

## Inspection Report

DSS-012(E)  
2015/11/23  
rev 1

Name of  
Trainee(s):

---

Phone no. / Email:

---

Inspection Time&  
Date:

---

Number of  
visit(s):

---

On-site Liaison:

---

Phone no. :

---

Inspection inside  
the Site

☐Yes ☐No (Please Specify):

---

Inspection Venue:

---

Name of  
Instructor(s) &  
Instructor(s):

---

Instructor(s)  
presence:

☐Yes ☐No (Please Specify):

---

Name of Employer/  
Organization:

---

Trade work:

---

Liaison of  
Employer/  
Organization:

---

Phone no. :

---

Registered  
Trainee(s):

---

Present  
Trainee(s) :

---

Reason(s) of  
Trainee(s)  
discrepant:

---

---



## Trainee(s) follow up contents:

### 1) Training progress of trainee(s):

Contents completed or under training:

(refer to Annex 1)

Did employer or organization provide a qualified tutor\* ? ☐ Yes ☐ No

\*(Possess with Trade Test Certificate 5 years or above)

### 2) Suggestion(s) or complaint(s) from trainee(s):

Opinion of trainees on job & training:

☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐ Very Poor

Detailed contents:

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### 3) Tutor or organization opinion(s)

	Extremely satisfied	Moderately satisfied	Moderately dissatisfied	Extremely dissatisfied
Overall performance of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning ability of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diligent of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborativeness of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety habit of trainees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Detailed Contents:

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---

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4) Inspector's  
comments:

Instructions  
and  
suggestions:

Is this a legitimate complaint ? ☐Yes ☐No ☐Not Applicable

Previous complaint item(s) has/have been improved yet?

☐Yes ☐No, follow up action(s) required ☐Not Applicable

Remarks:

Is this a special case need to be approved by supervisor(s)?

☐Yes ☐No

Name and signature of site inspection or follow up action staff:	Name and signature of site inspection or follow up action staff's supervisor:
Date:	Date:

# **Annex O**

## **Registered General Workers Initial Training** **Application Form**

## 「建造技工合作培訓計劃」

### Construction Tradesman Collaborative Training Scheme

### 為註冊普通工人而設的前期培訓申請表

### Registered General Workers Initial Training Application Form

為註冊普通工人而設的前期培訓，按工種分為 1 個月及 9 天兩類，學員須符合以下資格：  
Initial Trainings for registered general workers are categorized in 1 month and 9 days depending on work trades, trainees shall fulfil the following requirement:

1. 已註冊成為「註冊普通工人」；  
Holder of "Registered General Workers" qualification;
2. 不少於 6 個月相關工作經驗，由僱主証明工作經驗及推薦參加計劃；及  
No less than 6 months of relevant working experience recommended by the employers;
3. 不適用於機械設備操作工種  
Not applicable to machineries and cranes operation work trades.

申請公司名稱 Company Name: \_\_\_\_\_

聯絡人姓名及電話 Contact Person and Phone no.: \_\_\_\_\_

#### 學員資料 Trainees Information

姓名 Name	身份證號碼 HKID No.	註冊編號 Registration No.
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR

## 個人資料收集聲明 Personal Data Collection Statement

### 《個人資料收集聲明》

- 申請者向建造業議會提供的資料(包括本表格及附件)將用作處理包括(但不限於)申請「建造技工合作培訓計劃」和發放津貼及其他與計劃相關事宜。議會亦可能將部份資料給予法例授權接收的政府部門及其他機構。
  - 申請者並非必須向建造業議會提供以上所有資料，但如果缺少在收集資料時所需要提供的個人資料，可能會影響建造業議會審批。
  - 根據個人資料(私隱)條例，你有權要求查閱和更改個人資料，有關申請須以書面向建造業議會提出，地址為**香港九龍觀塘駿業街 56 號中海日升中心 38 樓**。
  - 你可選擇是否不同意接收由建造業議會發出的資訊，請於下列有關接收資訊一欄之空格內加上「✓」號
- ☐ 本公司/本人不同意日後接收由建造業議會發出有關建造業議會的活動和與建造業相關的資訊。

### 《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. CIC might also transfer part of the information to 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 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 make correction of any errors in 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, Hong Kong**.
  - You can choose whether he/she agrees to receive information disseminated by CIC. Please put "✓" in the box below if you do not wish to receive such information.
- ☐ I do not wish to receive information from CIC in relation to its activities and construction-related information.

## 聲明及簽署 Declaration

我/我們在此確認我/我們會遵守載於建造技工合作培訓計劃架構文件內的條款和條件，確認所有資料都是正確的，並會通知學員有關「為註冊普通工人而設的前期培訓」的安排。

I/We hereby confirm that I/we will comply with the terms and conditions set out in the CTS Framework Document, confirm that all information provided by us are correct and will inform the trainees about the arrangements of initial trainings for registered general workers in CTS.

\_\_\_\_\_  
公司蓋印及授權人簽署

Company chop and authorized signature

姓名 Name: \_\_\_\_\_

職位 Position: \_\_\_\_\_

日期 Date: \_\_\_\_\_

# **Annex P**

## **Training Syllabus (Chinese Only)**

Construction Industry Council - CTS  
General Knowledge Training Syllabus (通識工藝訓練)

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
1	<b><u>認識訓練的規章制度與職業道德</u></b>	1	1
1.1	認識訓練中心的運作及學習模式		
1.2	學員守則及習藝規章		
1.3	與訓練有關的通告		
1.4	認識建造行業主要範疇的職業道德		
2	<b><u>學習安全知識、守則和相關措施</u></b>	1	1
2.1	基本安全知識及安全措施		
2.2	工作進行中應有的安全措施		
2.3	工地安全措施		
2.4	工地用電須知		
2.5	認識進入密閉空間工作及基本安全知識		
3	<b><u>認識建造行業及各主要工種和其工藝</u></b>	2	1
3.1	認識建造行業的承判制度和地盤組織		
3.2	認識主要工種： 樓宇測量、裝嵌模板、鋼筋屈紮、澆置混凝土、泥水粉飾、粗細木工、油漆粉飾、水喉潔具、建造棚架、機械維修、電器裝置、金屬工藝、雲石裝飾 包括往各主要工場體會作業環境，認識日常運作		
4	<b><u>物料、工具和機械的採購、收發及貯存</u></b>	1	1
4.1	程序包括：訂貨、品種、數量、規格、品質、價格、安排付運、驗收、存倉、登記、分發使用		
4.2	常用物料的特性、保護、包裝、處理及存放		
4.3	應用 ISO9000 品質系統內的有關物料、工具和機械之質量控制		
5	<b><u>認識施工圖則與平水繩墨</u></b>	2	1
5.1	認識施工圖則常用名詞及符號		
5.2	認識平水繩墨		
5.3	認識平水繩墨的施工標誌		
5.4	常用曲尺線的彈畫方法		
5.5	實習使用常用工具		
6	<b><u>人力提舉及重物搬運等體力處理操作</u></b>	0.5	0.5
6.1	基本人體力學		
6.2	人力提舉及重物搬運的受傷成因		
6.3	正確人力提舉及重物搬運方法		
6.4	基本腰背護理		

項目	說明	授藝天數	
		新入行人士	註冊普通工人
7	<b><u>認識安全使用砂輪</u></b>	0.5	0.5
7.1	使用砂輪的危險性及安全措施		
7.2	選擇砂輪考慮因素		
7.3	安裝砂輪的步驟		
7.4	使用及處理砂輪安全須知		
8	<b><u>安全搭建金屬棚架及工作台</u></b>	1	1
8.1	搭建金屬棚架及工作台的工藝原理		
8.2	搭建金屬棚架及工作台的安全措施		
8.3	閱讀及理解金屬棚架及工作台的圖則		
8.4	搭建及拆卸金屬棚架及工作台		
8.5	應用品質檢查表進行定期檢查及維修		
9	<b><u>認識起重機／吊機之安全吊運</u></b>	1	1
9.1	綁扎埋碼及吊運的原理		
9.2	安全知識及措施		
10	<b><u>建築信息模擬應用(BIM)介紹</u></b>	1	1
11	<b><u>強制性基本安全訓練課程(建築工程) (建造業平安卡課程)</u></b>	1	N/A
	通識工藝訓練總天數合共：	<b><u>12 天</u></b>	<b><u>9 天</u></b>



Construction Industry Council - CTS  
Bar Bender & Fixer (鋼筋屈紮工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u></b> (由議會提供)	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u></b> (由議會提供)	38	16
1.	認識及使用各種手動工具及機動工具		
2.	學習屈紮鋼筋時的安全措施		
3.	學習鋼筋屈曲成型(機械操作)		
4.	綁紮及安裝鋼筋和鋼筋網(BRC)		
5.	體能訓練 (搬運鐵料) 、紮柱牆 /樓面 /陣		
6.	密閉空間核准工人安全訓練課程		
7.	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)		
8.	建造工友(指定行業)安全訓練課程 - 鋼筋屈紮工 (AS5)		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<b><u>工地培訓</u></b> (由僱主提供)	100	100
1.	認識及使用各種手動工具及機動工具		
2.	學習屈紮鋼筋時的安全措施		
3.	認識鋼筋的種類及分佈位置的名稱，認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)		
4.	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法		
5.	認識鋼筋屈紮工的工作範圍、樓宇建造和土木工程的施工規範		
6.	學習鋼筋屈曲成型(機械操作)		
7.	綁紮及安裝鋼筋和鋼筋網(BRC)		
8.	接駁鋼筋的方法及預留孔洞時的附加鋼筋		
9.	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、ISO-9000 品質檢查表、檢查程序及報告		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b><u>中級工藝測試 - 鋼筋屈紮工</u></b> (由議會提供)		
	<b>鋼筋屈紮工訓練總天數合共：</b>	<b><u>150 天</u></b>	<b><u>125 天</u></b>

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Construction Industry Council – CTS  
Carpenter (Formwork – Building Construction / Civil Construction)  
木模板工(樓宇工程/土木工程)- Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b>通識工藝訓練(由議會提供)</b>	12	9
<b>B.</b>	<b>基礎工藝訓練(由議會提供)</b>	38	16
1.	學習工場規則及有關安全和環保知識		
2.	個人手工具、手提動力工具及鋸床之安全操作		
3.	適當使用、切割、存放方法		
4.	認識及理解平水、墨線、標誌、鋼筋、混凝土及施工關係		
5.	認識木/鋁/鐵/纖維模板簡介		
6.	板模切割/配件裝嵌及拆卸安全操作		
7.	建造工友(指定行業)安全訓練-木模板工(AS2)		
8.	密閉空間核准工人安全訓練課程		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<b>工地培訓(由僱主提供)</b>	100	100
1.	地盤入職安全訓練、工地環境、守則		
2.	學習安全使用各類手工具及手提動力工具		
3.	認識工地板模相關材料、名稱(行內述語)適當使用、切割及存放方法		
4.	認識墨線、平水、鋼筋、板模釘嵌與灌注混凝土之施工程序、關係及規格要求		
5.	木板模各部位、配件之名稱、述語, 如五金鏢絲、鐵器、通架配件		
6.	板模釘建、拆卸操作之程序及安全施工。如：釘「地腳陣」「花籃」, 釘建及拆卸。		
7.	學習使用「鋸床」切割所需物料尺寸, 即「開料」, 塗板油、秤線、鑽吼、收鏢絲。		
8.	使用「鋸床」切割所需物料尺寸、塗板油、秤線、鑽吼、收鏢絲、加固。使用工作台施工		
9.	依照墨線資料, 切割所需尺寸, 使用工作台。		
10.	依照墨線、平水資料排放鐵架、扣掛所需配件		
11.	學習釘陣板、旁板、排底龍、筷子廊、樓面板		
12.	切割所需尺寸及形狀, 依照規格釘製		
13.	使用電鋸切割所需尺寸及形狀釘嵌		
14.	檢查平水、收緊鏢絲、通架、叉頭穩因、承抬力(需否「補頂」加固		
15.	拆卸「威吟」及「撞鏢絲」之安全施工		
16.	了解鐵柱模之安裝技巧, 安全裝嵌		
17.	認識選料、規格、尺寸、釘裝		
18.	依照圖則資料, 協助師傅使用鋸床切割所需物料		
19.	外牆腳卡搭建技巧與外牆板釘建之程序及技巧		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b>中級工藝測試 - 木模板工(由議會提供)</b>		
	木模板工(樓宇工程/土木工程)訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Site Surveying (Leveller) (建造工地測量員) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
<b>A.</b>	<u>通識工藝訓練</u> (由議會提供)	12	9
<b>B.</b>	<u>基礎工藝訓練</u> (由議會提供)	38	16
1.	平水繩墨工具的使用方法		
2.	閱讀圖則的具體步驟與方法		
3.	平水儀使用方法		
4.	全站儀使用方法		
5.	建築物開線定位		
6.	密閉空間核准工人安全訓練課程		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<u>工地培訓</u> (由僱主提供)	100	100
1.	基本安全知識及安全措施		
2.	認識 ISO-9000品質制度及 ISO-14001環境管理系統		
3.	平水繩墨工具的使用方法		
4.	閱讀圖則的具體步驟與方法		
5.	建築物開線定位		
6.	平水儀使用方法		
7.	全站儀使用方法		
8.	地形測量		
9.	邊坡斜水架之建立		
10.	橋樑道路、渠道、砂井開線		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<u>中級工藝測試 - 平水工</u> (由議會提供)		
	建造工地測量員訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
 Surveying & Setting Out (Leveller) (建築樓宇測量員/平水工)  
 Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<u>通識工藝訓練</u> (由議會提供)	12	9
<b>B.</b>	<u>基礎工藝訓練</u> (由議會提供)	38	16
1.	建築屋宇工程及土木工程之常用工具的認識		
2.	建築屋宇工程及土木工程工具的使用方法		
3.	平水儀的認識及使用方法		
4.	全站儀的認識及使用方法		
5.	常用圖形的畫法及認識圖則		
6.	建築屋宇工程工作範圍及工作方法		
7.	密閉空間核准工人安全訓練課程		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<u>工地培訓</u> (由僱主提供)	100	100
1.	基本安全知識及安全措施		
2.	認識 ISO-9000品質制度及 ISO-14001環境管理系統		
3.	建築屋宇工程及土木工程之常用工具的認識		
4.	建築屋宇工程及土木工程工具的使用方法		
5.	平水儀的認識及使用方法		
6.	全站儀的認識及使用方法		
7.	常用圖形的畫法及認識圖則		
8.	建築屋宇工程工作範圍及工作方法		
9.	土木工程工作範圍及工作方法		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<u>中級工藝測試 - 平水工</u> (由議會提供)		
	建築樓宇測量員/平水工訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Bricklayer / Tiler / Plasterer (砌磚工/批盪工/鋪瓦工)  
Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u></b> (由議會提供)	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u></b> (由議會提供)	38	16
1.	機動工具和有關機械		
2.	量度、定線與平水用之工具		
3.	認識施工圖則		
4.	施工程序和規範		
5.	基準平水墨線的操作		
6.	認識各類材料及沙漿成份		
7.	學習使用機械和手工拌和操作		
8.	搭建及拆卸工作台之支承組架 (腳手架)		
9.	使用 ISO-9000品質檢查表的檢查程序、紀錄與報告		
10.	認識房屋署驗收標準		
11.	材料存放及傳送		
12.	練習基本手藝操作		
13.	建造工友(指定行業)安全訓練課程 - 批盪工、鋪瓦工(AS6)		
14.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程		
15.	密閉空間核准工人安全訓練課程		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<b><u>工地培訓</u></b> (由僱主提供) - 砌磚工	100	100
1.	學習及實踐該行業的職業道德		
2.	認識各類磚塊及磚牆砌合排列		
3.	築砌磚牆基本技術及操作		
4.	築砌牆角、齒接口及新舊磚牆碼合操作		
5.	空心沙磚牆操作		
6.	在已裝置喉管之位置上築砌磚牆		
7.	砌封浴缸裙、陣底及天花底操作		
8.	認識混凝土之組成，攪拌及澆灌石屎楣操作		
9.	鋪砌路磚		
10.	營通磚的築砌操作		
11.	執爛及收尾工作		
12.	認識 ISO-9000品質制度及在各施工程序應用品質檢查表格		

<b>D.</b>	<b><u>工地培訓(由僱主提供) - 鋪瓦工</u></b>	<b>100</b>	<b>100</b>
1.	學習及實踐該行業的職業道德		
2.	底層批盪操作及鋪砌內外牆錦瓦 (紙皮石)		
3.	內外牆錦瓦鋪砌操作		
4.	使用膠漿鋪砌法包括使用坑匙		
5.	錦瓦 (紙皮石) 收口		
6.	維修及翻新內外牆錦瓦 (紙皮石)		
7.	認識 ISO-9000品質制度及應用品質檢查表格		
8.	鋪砌牆壁釉面瓦		
9.	各項牆壁鋪貼操作 (包括使用膠漿鋪貼)		
10.	各種牆瓦收口方法		
11.	各種手工及機械開孔鑲瓦操作		
12.	鋪砌地台釉面瓦		
13.	各種地台磚鋪砌操作 (包括使用膠漿鋪砌)		
14.	各種地台去水及仰溝鋪砌操作及鑲開地台磚之方法		
15.	各種地台磚收口方法		
16.	窗台剛磚鋪砌方法		
17.	使用樹脂膠填封各類洗盆、浴缸潔具、門、窗框緣與牆身/地台間的接縫收口		
18.	執爛及收尾工作		
<b>E.</b>	<b><u>工地培訓(由僱主提供) - 批盪工</u></b>	<b>100</b>	<b>100</b>
1.	學習及實踐該行業的職業道德		
2.	認識安裝批盪角包括金屬和塑料		
3.	認識沙漿的種類、比例、時限及拌和方法		
4.	認識批盪前之準備工作		
5.	撒沙仔的用途		
6.	乾式牆體的防爆裂準備		
7.	膠漿的用途		
8.	牆壁批盪及鋪面		
9.	撒沙仔操作		
10.	乾式牆體的防爆裂操作		
11.	底層批盪操作和加進膠漿操作		
12.	內牆水泥紙筋灰批盪		
13.	護壁(傍水)光滑批盪		
14.	水泥、磨沙粗面批盪		
15.	噴漿批盪		
16.	執爛及收尾工作		
17.	認識 ISO-9000品質制度及在各施工程序應用品質檢查表格		
	小結	<u>100 天</u>	<u>100 天</u>
<b>F.</b>	<b><u>中級工藝測試 - 砌磚工/鋪瓦工/批盪工(由議會提供)</u></b>		
	砌磚工/鋪瓦工/批盪工 訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Painter and Decorator (髹漆及裝飾工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u>(由議會提供)</b>	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u>(由議會提供)</b>	38	16
1.	學習中心規則、安全知識及安全措施		
2.	掃外牆塗料		
3.	掃色粉油料(包括白膠水)		
4.	掃乳膠漆連批灰及磨沙紙		
5.	在批盪面、木料面油油基漆油/磁漆及水性磁漆		
6.	在金屬面油油基漆油/磁漆及水性磁漆(包括土木工程鋼架結構面)		
7.	噴浮雕漆、水泥批灰、浮雕輓花及噴塗石頭塗		
8.	混凝土面油環氧樹脂漆(包括土木工程混凝土面)		
9.	重點複習、認識 ISO-9000品質制度、應用品質檢查表格及 ISO-14001環境管理系統		
10.	建造工友(指定行業)安全訓練課程 - 髹漆及裝飾工(AS1)		
11.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<b><u>工地培訓</u>(由僱主提供)</b>	100	100
1.	認識材料及工具、地盤運作及安全		
2.	學習批灰、磨沙紙		
3.	學習磨沙紙、掃乳膠漆		
4.	學習油磁漆及輓油		
5.	學習油掃輓油		
6.	學習噴塗		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b><u>中級工藝測試 - 髹漆及裝飾工</u>(由議會提供)</b>		
	髹漆及裝飾工訓練總天數合共：	<u>150 天</u>	<u>125 天</u>



Construction Industry Council – CTS  
Marble Worker ( Polishing) 雲石工(打磨) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u>(由議會提供)</b>	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u>(由議會提供)</b>	38	16
1.	搬運和放置雲石的程序及方法		
2.	認識、使用各保養各種工具及有關機械		
3.	認識雲石的種類及其性質		
4.	打磨及切割雲石:		
4.1	* 使用砂紙用人手推磨方式將雲石打磨致光亮		
4.2	* 使用10000RPM 打磨機器配合砂紙打磨雲石見光邊到真光石面		
4.3	* 使用慢轉打磨機器配合真光水磨碟打磨麻石見光邊到真光石面		
4.4	* 認識雲石打磨邊各種樣式及示範		
4.5	* 開始學習使用鑽石磨盤打磨 6 x 6mm 斜邊再進行拋光		
4.6	* 雲石雙級見光邊造法		
4.7	* 學習打磨10mm 圓邊		
4.8	* 學習使用將各種斷裂的雲石黏合再進行打磨,接縫和夾角的切割方法		
4.9	* 學習使用手提切割機進行雲石彎角切割		
4.10	* 學習使用手提切割機開洗手盆粗吼水喉孔及電箱孔		
4.11	* 學習使用打磨機打磨鵝蛋見光吼		
5.	雲石翻新及護理:		
5.1	* 雲石的護理		
5.2	* 粗磨、幼磨、拋光及晶硬處理		
5.3	* 各類石材的保養、除漬及清潔方法		
	小結	<u>50 天</u>	<u>25 天</u>

<b>C.</b>	<b><u>工地培訓(由僱主提供)</u></b>	<b>100</b>	<b>100</b>
1.	搬運和放置雲石的程序及方法		
2.	認識、使用各保養各種工具及有關機械		
3.	使用砂紙用人手推磨方式將雲石打磨致光亮		
4.	使用10000RPM 打磨機器配合砂紙打磨雲石見光邊到真光石面		
5.	使用慢轉打磨機器配合真光水磨碟打磨麻石見光邊到真光石面		
6.	開始學習使用鑽石磨盤打磨 6 x 6mm 斜邊再進行拋光		
7.	雲石雙級見光邊造法		
8.	學習打磨10mm 圓邊		
9.	學習使用將各種斷裂的雲石黏合再進行打磨,接縫和夾角的切割方法		
10.	學習使用手提切割機進行雲石彎角切割		
11.	學習使用手提切割機開洗手盆粗吼水喉孔及電箱孔		
12.	雲石的護理		
13.	粗磨、幼磨、拋光及晶硬處理		
14.	各類石材的保養、除漬及清潔方法		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b><u>中級工藝測試 - 雲石工(打磨) (由議會提供)</u></b>		
	雲石工(打磨)訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Plumber (水喉工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	<u>通識工藝訓練</u> (由議會提供)	12	9
B.	<u>基礎工藝訓練</u> (由議會提供)	38	16
1.	認識常用之各類喉管、配件、閥門、隔氣及有關材料		
2.	認識、使用及保養各種工具(包括機動工具)和有關機械及其安全操作方法		
3.	閱讀及理解管道工程圖表、圖紙及施工章程		
4.	安裝/維修/保養排水系統:		
4.1	* 切割喉管操作方法		
4.2	* 電弧焊法		
4.3	* 排水管道接駁、安裝及維修/保養		
4.4	* 排水系統之測試及驗收		
5.	安裝/維修/保養供水系統:		
5.1	* 絞管紋操作方法		
5.2	* 供水管道與管件接駁、管道安裝及維修/保養		
5.3	* 供水系統之測試及驗收		
6.	安裝/維修/保養常用之潔具:		
6.1	* 認識各種潔具及其相應配件		
6.2	* 安裝各種潔具及接駁供水管、排水管		
6.3	* 使用樹脂膠填封接縫		
6.4	* 各種潔具之測試及驗收		
7.	一日制氣體焊接安全訓練課程		
8.	建造工友(指定行業)安全訓練課程-水喉工(AS4)		
9.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程		
10.	密閉空間核准工人安全訓練課程		
	小結	<u>50 天</u>	<u>25 天</u>

<b>C.</b>	<b><u>工地培訓(由僱主提供)</u></b>	<b>100</b>	<b>100</b>
1.	認識工地安全、安全措施、工地用電須知、個人安全設備及其重要性		
2.	認識工地之各類有關材料，例如喉類、配件、閥門等材料擺放		
3.	認識、使用及保養各種工具(包括機動工具)和有關機械及其安全操作方法		
4.	閱讀及理解管道工程圖表、圖紙及施工章程		
5.	強化排水系統之安裝/維修/保養之工序及施工方法及實習，包括：		
5.1	* 切割喉管操作方法		
5.2	* 電弧焊法		
5.3	* 排水管道接駁、安裝及維修/保養		
5.4	* 排水系統之測試及驗收		
6.	強化供水系統之安裝/維修/保養之工序及施工方法		
6.1	* 絞管紋操作方法		
6.2	* 供水管道與管件接駁、管道安裝及維修/保養		
6.3	* 供水系統之測試及驗收		
7.	強化供水系統之安裝/維修/保養之工序及施工方法		
7.1	* 認識各種潔具及其相應配件		
7.2	* 安裝各種潔具及接駁供水管、排水管		
7.3	* 使用樹脂膠填封接縫		
7.4	* 各種潔具之測試及驗收		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b><u>中級工藝測試 - 水喉工(由議會提供)</u></b>		
	水喉工訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Drainlayer (地渠工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u></b> (由議會提供)	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u></b> (由議會提供)	38	16
1.	認識常用工具、機械的使用和保養		
2.	認識常用材料的規格、特性、運輸和存放方法		
3.	認識圖則、施工章程和常用名詞		
4.	認識渠坑挖掘有關法例、條例、指引及施工安全守則		
5.	正確使用工具和機械		
6.	接駁及切割管件正確方法		
7.	密閉空間核准工人安全訓練課程		
8.	建造工友安全訓練課程 - 工地建材索具工(A12)		
	小結	<u>50 天</u>	<u>25 天</u>
<b>C.</b>	<b><u>工地培訓</u></b> (由僱主提供)	100	100
1.	平水繩墨及開綫定位		
2.	使用適當設備挖掘渠坑、支撐渠坑相應安全措施的配合		
3.	整理渠坑底部及使用機械壓實墊層物料		
4.	使用適當機械或設備吊嵌和接駁管件		
5.	接駁或切割管件和安裝填縫物		
6.	管道座槽 (傍筒) 和外包墊層 (捲筒) 的方法		
7.	管道測漏方法		
8.	建造沙井、裝嵌腳踏、沙井蓋及其他配套		
9.	使用適當工具建造沙井內馬枕、行水位批盪		
10.	建造明渠、批盪行水位和裝設渠閘		
11.	裝嵌方渠的施工程序		
12.	臨時更改水道		
13.	探測、維修和保養管道		
14.	ISO 9000 品質管理表格的應用		
15.	認識地下電纜及氣體管道探測		
16.	拆卸嵌件、存放渠道和清理		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b><u>中級工藝測試 - 地渠工</u></b> (由議會提供)		
	地渠工訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Tower Crane Workers Assistant (塔式起重機組裝技工助理)  
Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u>(由議會提供)</b>	12	9
<b>B.</b>	<b><u>基礎工藝訓練</u>(由議會提供)</b>	38	16
1.	認識物料和學習使用常用工具		
2.	認識相關條例		
2.1	* 學習工廠及工業經營(起重機械及起重裝置)規例及 其他有關表格		
2.2	* 學習有關塔式起重機之法例		
3.	學習起重吊運操作		
3.1	* 認識吊索、吊鏈、繩索及滑輪組的力學常識與安全使用		
3.2	* 學習網紮吊運“埋碼”工作		
4.	塔式起重機種類、裝拆升基本原理及安全措施		
4.1	* 認識塔式起重機的種類、構造及其性能、工作原理		
4.2	* 運送塔式起重機的安排，安裝前的準備工作之認識		
4.3	* 塔式起重機裝嵌、拆卸及爬升工作之一般安全事項		
5.	塔式起重機裝嵌、拆卸、及爬升實務基本概覽 * 著重地面吊運埋碼、實際裝拆天秤一次，由於學員需分組施工，學員只能執行負責的程序，其他程序由導師作出講解。		
5.1	* 裝嵌及拆卸底架		
5.2	* 裝嵌及拆卸塔身架		
5.3	* 裝嵌及拆卸轉盤及控制室		
5.4	* 裝嵌及拆卸配重臂		
5.5	* 裝嵌及拆卸捲揚機		
5.6	* 裝嵌及拆卸轉盤連接配重臂		
5.7	* 裝嵌及拆卸塔頂		
5.8	* 裝嵌及拆卸塔頂連接配重臂		
5.9	* 裝嵌及拆卸起重臂		
5.10	* 裝嵌及拆卸轉盤連接起重臂		
5.11	* 裝嵌及拆卸塔頂連接起重臂		
5.12	* 升、降塔式起重機：加裝、爬升、或拆卸塔身		
6.	安全訓練		
6.1	* 建造工友(指定行業)安全訓練 - 工地建材索具工(A12)		
6.2	* 建造工地吊運操作訊號員課程 (SHO)		
6.3	* 建造工友(指定行業)安全訓練 - 塔式起重機組裝工(安裝、拆卸及升降)(A11)		
	小結	<u>50 天</u>	<u>25 天</u>

<b>C.</b>	<b>工地培訓(由僱主提供)</b>	100	100
1.	塔式起重機種類與特性		
1.1	* 塔式起重機各種品牌、型號及特性		
1.2	* 塔式起重機說明書與參考數據		
2.	塔式起重機裝嵌施工實習		
2.1	* 塔式起重機施工方案		
2.2	* 安全注意事項		
2.3	* 塔式起重機裝嵌施工安全訓練		
2.4	* 塔式起重機圖則與地盤圖則		
2.5	* 塔式起重機施工工序說明		
2.6	* 施工方案之安全健康危害評估報告		
2.7	* 塔式起重機資料		
2.8	* 塔式起重機團隊架構及有關資料		
3.	塔式起重機拆卸施工實習		
3.1	* 塔式起重機施工方案		
3.2	* 安全注意事項		
3.3	* 塔式起重機拆卸施工安全訓練		
3.4	* 塔式起重機圖則與地盤圖則		
3.5	* 塔式起重機施工工序說明		
3.6	* 施工方案之安全健康危害評估報告		
3.7	* 塔式起重機資料		
3.8	* 塔式起重機團隊架構及有關資料		
4.	塔式起重機爬升施工實習		
4.1	* 塔式起重機施工方案		
4.2	* 安全注意事項		
4.3	* 塔式起重機爬升施工安全訓練		
4.4	* 塔式起重機圖則與地盤圖則		
4.5	* 塔式起重機施工工序說明		
4.6	* 施工方案之安全健康危害評估報告		
4.7	* 塔式起重機資料		
4.8	* 塔式起重機團隊架構及有關資料		
	小結	<u>100 天</u>	<u>100 天</u>
<b>D.</b>	<b>資歷証明測試 - 塔式起重機組裝技工助理 (由議會提供)</b>		
	塔式起重機組裝技工助理訓練總天數合共：	<u>150 天</u>	<u>125 天</u>

Construction Industry Council – CTS  
Electrical Wireman (電氣佈線工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<u>通識工藝訓練</u> (由議會提供)	12 天	9 天
<b>B.</b>	<u>工地培訓</u> (由僱主提供)	138	138
1.	安全訓練		
1.1	* 安全守則		
1.2	* 電力安全		
1.3	* 施工前的準備		
1.4	* 施工時應注意事項		
1.5	* 放工時應注意事項		
2.	電氣安裝相關的工具、設備及測試儀器		
3.	各類導管、線槽、電線及配件的產品認識		
3.1	* 導管及配件的產品認識		
3.2	* 線槽及配件的產品認識		
3.3	* 電線及配件的產品認識		
3.4	* 固定電力裝置所採用的電線顏色代碼		
4.	閱讀圖則及各類導管、線槽、電線及配件之正確開料技巧、安裝方法和程序		
4.1	* 鋼導管及塑膠導管的切割、攪牙(刻螺紋)、屈曲及安裝技巧等		
4.2	* 鋼線槽及配件的切割及安裝技巧等		
5.	按圖佈線、接線及佈設常用的照明燈位控制電路、插座電路、插頭、接線箱和配電箱接線的方法和程序		
6.	根據電力(線路)規例工作守則內指引進行電力裝置 (非帶電部份)的測試		
6.1	* 保護導體的連續性測試		
6.2	* 環形最終電導體的連續性測試		
6.3	* 絕緣電阻測試		
6.4	* 極性測試及		
6.5	* 接地極電阻測試		
	小結	<u>138 天</u>	<u>138 天</u>
<b>C.</b>	<u>中級工藝測試 - 電氣佈線工</u> (由議會提供)		
	電氣佈線工訓練總天數合共：	<u>150 天</u>	<u>147 天</u>



Construction Industry Council – CTS  
Fire Service Mechanical Fitter (消防機械裝配工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u>(由議會提供)</b>	12 天	9 天
<b>B.</b>	<b><u>工地培訓</u>(由僱主提供)</b>	138	138
1.	安全訓練		
1.1	* 安全守則		
1.2	* 電力安全		
1.3	* 施工前的準備		
1.4	* 施工時應注意事項		
1.5	* 放工時應注意事項		
2.	認識各類消防常用水喉管、配件、閘門及消防系統基本設備及元件		
2.1	* 鍍鋅鐵喉(或稱鉛水喉)及配件		
2.2	* 生鐵喉及配件		
2.3	* 消防泵		
2.4	* 閘閥(或稱閘掣)		
2.5	* 止回閥(或稱唧啞)		
2.6	* 避震喉		
2.7	* 伸縮喉		
2.8	* 消防系統基本設備及元件(包括消防栓、消防喉轆、消防入水掣、消防泵、消防花灑頭及消防花灑總掣等)		
2.9	* 消防系統的相關法例		
3.	掌握一般施工機械及工具的使用，及使用時的安全守則, 包括：		
3.1	* 電動切割機		
3.2	* 水喉鉸牙機		
3.3	* 手絞喉牙器		
3.4	* 手提電鑽		
3.5	* 水喉轆坑機		
3.6	* 鑽床		
3.7	* 電焊機		
3.8	* 手搖試壓泵		
3.9	* 壓力錶		
3.10	* 一般的手工具如鐵鎚、手鋸、手鉗、牙鉗、扳手等		
4.	喉管的開料及接駁技巧		
5.	* 依現場尺寸剪裁鍍鋅鐵喉管		
6.	* 用水喉鉸牙機車牙		
7.	* 用水喉鉸牙機車牙		
8.	* 使用適當工具及步驟接合喉管或配件		
9.	* 使用轆坑機壓坑		
10.	閱讀安裝圖則，及依照圖則安裝喉碼、佛冷、喉管及配件		

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
11.	* 依照圖則安裝喉碼、佛冷、喉管及配件		
12.	* 依技工指示下，進行水壓測試		
13.	安裝簡單消防裝置		
14.	* 安裝簡單消防裝置，如閘門、消防栓、消防喉轆、消防入水 掣、消防花灑頭等		
	小結	<u>138 天</u>	<u>138 天</u>
C.	<u>中級工藝測試 - 消防機械裝配工</u> (由議會提供)		
	消防機械裝配工訓練總天數合共：	<u>150 天</u>	<u>147 天</u>

Construction Industry Council – CTS  
Refrigeration/Air conditioning/Ventilation Mechanic (Air System)  
空調製冷設備技工(送風系統) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練</u>(由議會提供)</b>	12 天	9 天
<b>B.</b>	<b><u>工地培訓</u>(由僱主提供)</b>	138	138
1.	安全訓練		
1.1	* 安全守則		
1.2	* 施工前的準備		
1.3	* 施工時應注意事項		
1.4	* 放工時應注意事項		
1.5	* 認識防火隔離區的使用物料		
2.	掌握相關工具的使用		
3.	訂購合適風管材料的技巧		
4.	不同風管系統組合安裝程序及技巧		
5.	認識風管系統內其他設施的作用，包括：		
5.1	* 風管式風量控制器(簡稱 VCD)		
5.2	* 風量調較器(俗稱搖手)		
5.3	* 減聲器		
5.4	* 避震器(俗稱避震口)		
5.5	* 風咀(常用的有鐵質、鋁質及不銹鋼，包括底咀、雙葉咀、單葉咀、百葉咀、防水百葉咀、直綫咀、蟹爪咀、圓咀等)		
5.6	* 發熱線		
5.7	* 隔塵網		
5.8	* 防火閘(包括有本地及來佬兩種)		
5.9	* 修理門		
5.10	* 變風量空調箱		
5.11	* 保溫軟喉及光身軟喉		
6.	了解相關物料的應用及相應的零件配合		
	小結	<u>138 天</u>	<u>138 天</u>
<b>C.</b>	<b><u>中級工藝測試 - 空調製冷設備技工(送風系統)</u>(由議會提供)</b>		
	<b>空調製冷設備技工(送風系統)訓練總天數合共：</b>	<b><u>150 天</u></b>	<b><u>147 天</u></b>

Construction Industry Council – CTS  
Refrigeration/Air conditioning/Ventilation Mechanic (Insulation)  
空調製冷設備技工(保溫) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<b><u>通識工藝訓練(由議會提供)</u></b>	12 天	9 天
<b>B.</b>	<b><u>工地培訓(由僱主提供)</u></b>	138	138
1.	安全訓練		
1.1	* 安全守則		
1.2	* 施工前的準備		
1.3	* 施工時應注意事項		
1.4	* 放工時應注意事項		
2.	保溫材料及簡單熱學原理的認識，包括以下：		
2.1	* 聚苯乙烯(俗稱:發泡膠或白膠)		
2.2	* 玻璃纖維棉(俗稱:玻璃棉)		
2.3	* 硬質泡沫酚醛塑料(俗稱:泡酚或灰膠)		
2.4	* 柔性泡沫橡塑(俗稱:豬腸膠)		
2.5	* 預制直接風管系統(俗稱:三文治式保溫板風管系統)		
3.	學習各類保溫材料應用於冷水管、水喉管及配件之正確開料技巧、安裝方法和程序		
3.1	* 發泡膠或白膠保溫配合瀝青和批盪使用		
3.2	* 玻璃棉保溫配合膠水使用		
3.3	* 泡酚或灰膠保溫配合膠水使用		
3.4	* 豬腸膠保溫配合膠水和防凍帶使用		
4.	學習各類保溫材料應用於風管及配件之正確開料技巧、安裝方法和程序		
4.1	* 玻璃棉保溫配合鋁釘和膠水使用		
4.2	* 泡酚或灰膠保溫配合鋁釘和膠水或金屬帶和膠水使用		
4.3	* 豬腸膠保溫配合膠水使用		
4.4	* 三文治式保溫板配合鋁條、法蘭、密封劑和膠水使用		
	小結	<u>138 天</u>	<u>138 天</u>
<b>C.</b>	<b><u>中級工藝測試 - 空調製冷設備技工(保溫)(由議會提供)</u></b>		
	<b>空調製冷設備技工(保溫)訓練總天數合共：</b>	<b><u>150 天</u></b>	<b><u>147 天</u></b>

Construction Industry Council – CTS  
Refrigeration/Air conditioning/Ventilation Mechanic (Water System)  
空調製冷設備技工(水系統) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
<b>A.</b>	<u>通識工藝訓練</u> (由議會提供)	12 天	9 天
<b>B.</b>	<u>工地培訓</u> (由僱主提供)	138	138
1.	安全訓練		
1.1	* 安全守則		
1.2	* 施工前的準備		
1.3	* 施工時應注意事項		
1.4	* 放工時應注意事項		
2.	冷水及去水喉管相關工具的使用		
3.	冷水及去水喉管系統專用機械設備的運作		
4.	冷水及去水喉管系統基本的接駁技巧		
5.	冷水及去水喉管系統基本組合安裝程序		
6.	認識冷水及去水喉管系統內其他設施的作用，包括：		
6.1	* 機組設備-冷水柜機(AHU 或 PAU)、盤管風機(FCU)		
6.2	* 掣項設施-閘掣、球掣、電唔、水量調節閥		
6.3	* 避震喉(俗稱避震鼓)		
6.4	* 避震彈弓		
6.5	* 溫度針		
6.6	* 壓力錶		
7.	了解相關冷水及去水喉管物料的應用及相應的零件配合		
8.	了解及掌握一般喉管系統的有關處理及測試如洗喉及試壓等技巧		
	小結	<u>138 天</u>	<u>138 天</u>
<b>C.</b>	<u>中級工藝測試 - 空調製冷設備技工(水系統)</u> (由議會提供)		
	空調製冷設備技工(水系統)訓練總天數合共：	<u>150 天</u>	<u>147 天</u>

Construction Industry Council – CTS  
Metal Worker (金屬工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會提供)	12 天	9 天
B.	<u>工地培訓</u> (由僱主提供)	63	63
1.	認識施工圖則與平水繩墨,閱讀及理解金屬工作的大樣詳圖		
2.	人力提舉及重物搬運等體力處理操作		
3.	安全搭建金屬棚架及工作台		
4.	認識起重機/吊機之安全吊運操作		
5.	認識、使用及保養各種工具及機械		
6.	認識金屬特性及其應用		
7.	金屬工的基本技能		
8.	冷態形變操作		
9.	熱態形變操作		
10.	各種加工機械操作		
11.	焊接操作		
12.	製造、組合、安裝、校正及維修鋁窗		
13.	製造、組合、安裝、校正及維修金屬欄杆		
14.	製造、組合、安裝、校正及維修金屬門		
15.	製作及安裝圍街鐵板		
C.	<u>一日制氣體焊接安全訓練課程</u> (由議會提供)		
	小結	<u>63 天</u>	<u>63 天</u>
D.	<u>中級工藝測試 - 金屬工</u> (由議會提供)		
	金屬工訓練總天數合共：	<u>75 天</u>	<u>72 天</u>

Construction Industry Council – CTS  
General Welder (普通焊接工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	<u>通識工藝訓練</u> (由議會提供)	12 天	9 天
B.	<u>工地培訓</u> (由僱主提供)	63	63
1.	理解及覆核圖則、施工規範、平水墨線與標誌		
2.	認識各類金屬及材料的特性、工具及機械器材		
3.	手工電弧焊-基本原理、種類、切割及操作等		
4.	半自動及自動電弧焊 - 基本原理及操作等		
5.	乙炔氧氣焊 - 基本原理及操作等		
6.	焊接應用與變形 - 變形原因、種類等		
7.	焊接的缺陷、焊口的清潔和處理		
8.	焊接的質量檢查		
9.	焊接的安全措施		
10.	環保概念應用於焊接		
C.	<u>一日制氣體焊接安全訓練課程</u> (由議會提供)		
	小結	<u>63 天</u>	<u>63 天</u>
D.	<u>中級工藝測試 - 普通焊接工</u> (由議會提供)		
	普通焊接工訓練總天數合共：	<u>75 天</u>	<u>72 天</u>

Construction Industry Council – CTS  
Metal Scaffolder and Metal Formwork Erector  
(金屬棚架工及金屬模板裝嵌工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	<b>通識工藝訓練(由議會提供)</b>	12 天	9 天
B.	<b>工地培訓(由僱主提供) - 金屬棚架</b> 1. 金屬棚架工作安全守則規例之釋義 2. 養護樹林基本認識 3. 學習妥善貯存及維修保養土木工程、橋樑及屋宇建造之金屬棚架與配件 4. 閱讀及理解有關土木工程、橋樑及屋宇建造金屬棚架之臨時支柱支撐及撐聯結設計圖則及搭建 5. 土木工程、橋樑及屋宇建造之臨時支承組架(腳手架)及支柱支撐 6. 土木工程、橋樑及屋宇建造之單管支撐(裝頂)、重型(方柱)支撐及聯結 7. 土木工程及屋宇建造之鋼管棚架 (鋼通棚) 8. ISO 9000 品質制度及應用品質檢查表的檢查程序、紀錄與報告 9. 環保概念應用於土木工程及屋宇建造之鋼管棚架  <b>工地培訓(由僱主提供) - 金屬模板裝嵌</b> 1. 認識各種土木工程及樓宇建造之金屬模板的特性、操作及其正確處理方法 2. 認識土木工程及樓宇建造的模板裝嵌之高空工作 3. 認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法 4. 認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記 5. 安全使用吊索，學習配合塔式起重機（天秤）吊運操作的常用訊號 6. 土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 * 認識金屬棚架安全守則所規定的檢查、紀錄(Form5)及合資格的人執行之職責及任務 * 模板及支承架之搭建安全及高空操作 * 模板及支承架之拆卸安全及高空操作 7. 裝嵌和拆卸金屬組合模板(包括高空操作) * 土木工程類： 行車天橋之柱躉及支柱模板 行車天橋之橫樑及橋面模板 * 屋宇建造類： 和諧式組件模板 鋁合金屬組合模板 8. 保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	63	63



項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
9.	認識 ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德		
C.	<u>建造工友(指定行業)安全訓練課程-金屬棚架工(AS7)</u> (由議會提供)		
D.	<u>密閉空間核准工人安全訓練課程(由議會提供)</u>		
E.	<u>建造工友(指定行業)安全訓練課程-工地建材索具工(A12)</u> (由議會提供)		
	小結	<u>63 天</u>	<u>63 天</u>
F.	<u>中級工藝測試 - 金屬棚架工 (由議會提供)</u>		
G	<u>中級工藝測試 - 索具工(叻架)/金屬模板裝嵌工(由議會提供)</u>		
	金屬棚架工及金屬模板裝嵌工訓練總天數合共：	<u>75 天</u>	<u>72 天</u>

Construction Industry Council – CTS  
Crawler-mounted Mobile Crane Operator (履帶式固定吊臂起重機操作工)  
Training Syllabus

2018年4月修訂

項目	說明	授藝天數
<b>A.</b>	<u>通識工藝訓練(由議會提供)</u>	12 天
<b>B.</b>	<u>工地培訓(由僱主提供)</u>	63
1.	學習安全措施及操作注意事項	
2.	學習工地安全措施	
3.	認識常用工具和物料及職業道德	
4.	認識履帶式起重機的種類、構造及其性能	
5.	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用及職業道德	
6.	學習履帶式固定吊臂起重機的安全操作方法及職業道德	
7.	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	
8.	認識履帶式固定吊臂起重機的安全作業方法、實習操作及職業道德	
<b>C.</b>	<u>建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)</u> (由議會提供)	
	小結	<u>63 天</u>
<b>D.</b>	<u>資歷証明測試 - 履帶式固定吊臂起重機(由議會提供)</u>	
	履帶式固定吊臂起重機訓練總天數合共：	<u>75 天</u>

Construction Industry Council – CTS  
Ground Investigation Operator (岩土勘探工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	<u>通識工藝訓練</u> (由議會提供)	12 天	9 天
B.	<u>工地培訓</u> (由僱主提供)	63	63
1.	岩土勘探工作簡介，個人安全裝備		
2.	體力處理條例及體能訓練		
3.	體力處理課程		
4.	手工具的認識及運用		
5.	岩地勘探工具的認識及操作原理		
6.	岩土勘探機械的認識，運作及保養要求		
7.	工作場地危害的認識，認識 ISO 9000，ISO 14000 等		
8.	吊索工具的認識及安全使用方法		
9.	纜索的網索方式及運用		
10.	認識岩土勘探操作程序		
11.	練習勘探操作		
C.	<u>建造工友(指定行業)安全訓練課程-工地建材索具工(A12)</u> (由議會提供)		
D.	<u>密閉空間核准工人安全訓練課程</u> (由議會提供)		
	小結	<u>63 天</u>	<u>63 天</u>
E.	<u>中級工藝測試 - 岩土勘探工</u> (由議會提供)		
	岩土勘探工訓練總天數合共：	<u>75 天</u>	<u>72 天</u>

Construction Industry Council – CTS  
Tower Crane Operator (塔式起重機操作工) Training Syllabus

2017年6月修訂

項目	說明	授藝天數
<b>A.</b>	<b><u>通識工藝訓練(由議會提供)</u></b>	12 天
<b>B.</b>	<b><u>工地培訓(由僱主提供)</u></b>	63
1.	各種油類、物料及常用工具	
1.1	* 認識及應用各種油類和物料	
1.2	* 認識處理廢油及物料的環保規例	
1.3	* 認識、使用及保養常用工具	
2.	安全措施及注意事項(包括動臂起重機)	
2.1	* 安全系統管理簡介(SMS)	
2.2	* OHSAS 18000	
3.	塔式起重機種類、構造及其性能(包括動臂起重機)	
3.1	* 認識塔式起重機的種類	
3.2	* 認識塔式起重機的構造	
4.	吊索、吊鏈及繩纜的力學常識與安全使用	
4.1	* 吊索及吊鏈	
4.2	* 混凝土吊斗	
5.	滑輪組的原理及運用	
5.1	* 滑輪組的原理和組合	
5.2	* 滑輪組的實際運用	
6.	塔式起重機的作業方法及常用訊號	
6.1	* 無線電對話機	
6.2	* 手號	
7.	塔式起重機保養及常見的故障	
7.1	* 塔式起重機的保養	
7.2	* 定期檢查及保養	
7.3	* 常用的故障及排除方法	
7.4	* 塔式起重機的意外個案分析	
8.	學習工廠暨工業經營條例(起重機械及起重裝置)	
8.1	- 規例及有關的表格	
9.	塔式起重機的爬升	
10.	塔式起重機的操作方法	
10.1	* 升降機械的安全操作	
10.2	* 旋轉機械的安全操作	
10.3	* 變幅機械的安全操作	
10.4	* 認識防止互碰系統及在重疊區的安全操作	
10.5	* 裝、拆秤時機手的配合工作	
11.	塔式起重機的作業方法	
11.1	* 建築材料的吊運	
11.2	* 吊運混凝土工作	

項 目	說 明	授藝天數
11.3 11.4 C.	* 土木工程中的超重作業 * 鐵模板的吊運 <u>建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)</u> (由議會提供) <div>小結</div>	<u>63 天</u>
D.	<u>資歷證明測試 - 塔式起重機操作工</u> (由議會提供)	
	塔式起重機訓練總天數合共：	<u>75 天</u>

Construction Industry Council – CTS  
Underwater Geotextile Special Barge Operator (水下土工布船操作員)  
Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數	
		新入行人士	註冊普通工人
A.	通識工藝訓練(由議會提供)	12天	9天
B.	基礎工藝訓練(由僱主提供)	138	138
1	安全知識培訓		
1.1	瞭解土工布海上施工的環境及施工作業中存在的安全風險，培訓土工布施工過程中風險的識別、控制和處理		
1.2	藍卡培訓		
1.3	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
1.4	學習海上施工的安全理論知識，並進行安全防護用品使用的學習培訓		
1.5	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
1.6	瞭解公司施工現場組織框架		
1.7	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
1.8	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象		
1.9	學習防淺防颱風,防火和防止走錨等安全工作		
2	土工布工藝常識培訓		
2.1	認識土工布鋪布船專業設備，對鋪布船的整體情況有充分的認識，包括鋪布船的錨機系統、電力系統、定位系統、絞車系統、卷布與鋪布系統等		
2.2	瞭解鋪布船與其他配套船舶的工作配合，包括拖輪、錨艇、橫雞薑在施工過程中的關係		
2.3	觀看以往其他工程中土工布鋪設的視頻影像資料，對鋪佈施工有直觀的認識		
C.	工地培訓 (由僱主提供)		
1	對鋪布船拖航、進點、拋錨、定位、移船、回收等過程的船機操作培訓		
2	學習掌握土工布船的操作狀態和維修機械系統，維修翻板，絞車的日常保養，捲筒操作的靈活性檢查，保證設備完好，保持錨機系統正常運轉		
3	能夠根據圖紙合理規劃船舶航行路線，根據限高要求配備船機資源，根據限制條件合理佈置錨位，確定船舶高度是否滿足限高要求等		
4	分階段學習掌握操作完成鋪布船拖航、進點、拋錨、定位、移船、鋪布、回收等過程		
4.1	負責操作土工布船在拖輪拖帶下移動土工布船進入鋪布區域；		
4.2	到達鋪布區域後將土工布鋪布船拋錨定位		
4.3	根據GPS定位，操作錨機絞鋼絲纜繩至鋪布位置		
4.4	操作捲筒絞車，將土工布卷上滾筒		
4.5	操作錨機絞鋼絲纜繩移動土工布船，控制鋪設土工布平面位置準確		

項 目	說 明	授藝天數	
		新入行 人士	註冊普 通工人
4.6	操作土工布船，使用壓輥進行土工布的壓穩施工 土工布鋪設完成後進行土工布搭接品質檢查，以佈置5個浮標 作檢測點位的土工布實際平面位置的測檢和相鄰土工布搭接寬 度的檢測 整體課程回顧 獨立操作練習 實習總結及問題解答		
5			
6			
7			
8	小結	<u>138天</u>	<u>138天</u>
D.	完成培訓測試證明-水下土工布船操作員(由僱主提供)		
	水下土工布船操作員訓練總天數合共：	<u>150天</u>	<u>147天</u>

**Construction Industry Council – CTS**  
**Underwater Band Drain Special Barge Operator (水底排水板船操作員)**  
**Training Syllabus**

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	前期培訓-通識工藝訓練(由議會提供)	12 天	9 天
B.	基礎理論訓練 (由僱主提供)	138	138
1.	瞭解海事工程基本概況及香港三跑專案概況		
2.	藍卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
5.	瞭解公司施工現場組織框架		
6.	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
7.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等要求，避免出現違規		
8.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
9.	瞭解排水板工作原理、工藝流程及施工方法		
10.	認識施工設備、材料及相關輔助設備		
11.	PVD 排水板的接板方法		
12.	PVD 材料切割和樁靴安裝培訓		
13.	PVD 施工過程中問題講解		
C.	工地培訓 (由僱主提供)	138 天	138 天
1.	實地瞭解 PVD 工作環境及風險，並講解現場工作基本安全常識和風險控制方法		
2.	現場學習認識 F4000 插板機、NAMBU F-40 靜力液壓捲揚機、GLONASS 衛星定位系統、150KN 電動定位絞纜機、液壓動力系統、水下切割機等設備（無特定牌子及型號）		
3.	施工準備工作的培訓，包括：安裝並檢查 PVD 排水板材料是否安裝到位，檢查 PVD 作業系統和設備是否正常運行，及時發現記錄系統和設備存在的問題，PVD 安裝的終止標準等		
4.	PVD 材料接板培訓		
5.	PVD 材料切割和樁靴安裝培訓		
6.	PVD 排水板操作介面及系統操作的培訓		
7.	芯軸斷裂的應急處理，及芯軸連接的處理方法		
8.	作業系統各項感測器（壓力感測器、深度感測器、回帶感測器和傾角）校正，並檢查資料是否符合品質控制要求的培訓		
9.	檢驗排水板樁位是否定位準確		
10.	排水板打樁過程中應該注意事項，如排水板垂直度的確認、底標高是否達到設計要求及排水板的回帶問題等		
11.	PVD 設備移位元、定位培訓		
12.	PVD 設備的日常維修保養		
13.	整體課程回顧		
14.	獨立操作練習		
15.	實習總結及問題解答		
	小結	138 天	138 天
D.	完成培訓測試證明-水底排水板船操作員(由僱主提供)		
	水底排水板船操作員訓練總天數合共：	150 天	147 天



Construction Industry Council – CTS  
Sand Pumping Barge Operation Supervisor(泵沙船技工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	前期培訓-通識工藝訓練(由議會提供)	12 天	9 天
B.	<b>基礎理論訓練 (由僱主提供)</b> 1. 瞭解海事工程基本概況及香港三跑專案概況 2. 藍卡培訓 3. 員工入職安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施 4. 學習疏浚吹填行業的安全知識 5. 瞭解公司施工現場組織框架 6. 學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施 7. 瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點 8. 針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等要求，避免出現違規 9. 學習泵砂船施工工藝流程及施工方法	138	138
C.	<b>工地培訓 (由僱主提供)</b> 1. 實地瞭解泵砂船工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法 2. 瞭解施工設備及施工材料，系統地培訓泵沙設備控制系統、航行設備、信號設備、傳動設備、發電設備、無線電設備 3. 培訓講解施工前應準備哪些工作 4. 培訓怎樣操作泵沙專業設備，進行吹填作業 5. 培訓怎樣根據吹填品質調整泵機運轉參數，控制吹填濃度 6. 培訓怎樣檢查、保養泵沙設備，測量泥泵和艙內管線厚度，填報報表 7. 培訓怎樣根據指令調整艙內管線位置，使用專用工具，拆裝、檢查泵機，對接和卸載管線快速接頭 8. 培訓如何管理泵沙作業所需的物料和備件，清點及整理，提出更換計畫 9. 作業完成後，機器設備的歸置工作內容培訓 10. 培訓怎樣做錨泊時值班及安全警戒 11. 培訓如何處理處理停泵、停機等故障 12. 整體課程回顧 13. 獨立操作練習 實習總結及問題解答	138	138
	小結	<u>138 天</u>	<u>138 天</u>
D.	完成培訓測試證明- 泵砂船技工(由僱主提供)		
	泵砂船技工訓練總天數合共：	<u>150 天</u>	<u>147 天</u>

**Construction Industry Council – CTS**  
**Anchor Boat Operator (錨艇船操作員) Training Syllabus**

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	前期培訓-通識工藝訓練(由議會提供)	12 天	9 天
B.	<b>基礎理論訓練 (由僱主提供)</b> 1. 瞭解海事工程基本概況及香港三跑專案概況 2. 藍卡培訓 3. 員工入職安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施 4. 學習疏浚吹填行業的安全知識 5. 瞭解公司施工現場組織框架 6. 學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施 7. 瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點 8. 針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等的要求，避免出現違規 9. 學習錨艇施工工藝流程及施工方法	138	138
C.	<b>工地培訓 (由僱主提供)</b> 1. 實地瞭解錨艇船工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法 2. 瞭解施工設備及施工材料，系統地培訓使用大型液壓錨機系統、艏吹雄頭、航行設備、信號設備、傳動設備、發電設備、無線電設備 3. 培訓講解施工前應準備哪些工作 4. 培訓怎樣進行非自航施工船舶就位時拋出定位錨，校正錨位 5. 培訓怎樣移位時起收錨，指揮及配合非自航船收放纜 6. 培訓怎樣檢查錨位及錨標是否正常，發現錨位不正確時立即報告，按要求調整 7. 協助水上管線對接、拆除作業，區域內拖帶管線 8. 培訓怎樣進行錨艇主機、錨機及拋錨設備維護保養 9. 培訓在耙吸船艏吹時，怎樣為耙吸船牽引艏吹雄頭，艏吹結束後，為雄頭系泊，檢查牽引索具 10. 培訓怎樣安放、移動、取出特殊施工區域的混凝土錨塊 11. 整體課程回顧 12. 獨立操作練習 13. 實習總結及問題解答	小結 <u>138 天</u>	<u>138 天</u>
D.	完成培訓測試證明- 錨艇船操作員(由僱主提供)		
	錨艇船操作員訓練總天數合共：	<u>150 天</u>	<u>147 天</u>

**Construction Industry Council – CTS**  
**Rock Placing Pelican Barge Operator (塊石拋卸皮帶船操作員)**  
**Training Syllabus**

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	前期培訓-通識工藝訓練(由議會提供)	12 天	9 天
B.	<b>基礎理論訓練 (由僱主提供)</b> 1. 瞭解海事工程基本概況及香港三跑專案概況 2. 藍卡培訓 3. 員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施 4. 學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施 5. 學習軟基處理行業的安全知識及瞭解公司施工現場組織框架 6. 瞭解公司施工現場組織框架 7. 瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點 8. 針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象 9. 塊石拋卸皮帶船操作的工藝常識培訓 10. 認識塊石拋卸皮帶船專業設備，對皮帶船的整體情況有充分的認識 瞭解拋石皮帶船施工前應準備哪些工作 11. 觀看以往其他工程塊石拋卸皮帶船的視頻影像資料，對塊石拋卸施工有直觀的認識	138	138
C.	<b>工地培訓 (由僱主提供)</b> 1. 培訓塊石拋卸皮帶船進點、拋錨、定位、移船、回收等過程的船機操作流程 2. 培訓根據圖紙合理規劃船舶航行路線，根據限高要求配備船機資源，根據限制條件合理佈置錨位，確定船舶高度是否滿足限高要求等 3. 培訓塊石拋卸皮帶船的相關工藝；包括：定位、測深、分層拋石、補拋 4. 掌握塊石拋卸過程中的 GPS 定位系統的應用，包括定位、截圖、調整偏差等 5. 熟悉塊石拋卸過程中各個部分人員之間的配合，各個環節人員的溝通等 6. 如何處理塊石拋卸過程中船舶之間的錨位影響 7. 施工過程中遇到障礙物如何處理 8. 船舶錨機系統、電力系統、定位系統、絞車系統的日常維護保養 9. 整體課程回顧 10. 獨立操作練習 11. 實習總結及問題解答 <div style="text-align: right;">小結</div>	138 天	138 天
D.	完成培訓測試證明- 塊石拋卸皮帶船操作員(由僱主提供)		
	塊石拋卸皮帶船操作員訓練總天數合共：	<u>150 天</u>	<u>147 天</u>