

Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)

[ACMTS - Pilot Scheme (Skills Enhancement Courses)]

Framework Document

By Construction Industry Council

20 March 2018

<u>Rev.</u>	<u>Date of Issue</u>	<u>Summary of Changes</u>
First issue	26 November 2015	-
Second issue	1 August 2016	Amendment according to paper CIC/CTB/P/032/16 a. Revised Para 4.4 for 18 trade divisions b. Revised Para 5.4 for class size 4 to 6 trainees c. Revised Para 5.5 for 300 training target d. Revised Annex 6 for training syllabus of Bricklayer, Tiler, Plasterer and joiner (page 28-33) Update Plumber training syllabus (page 28-29)
Third issue	15 August 2016	Revised Para 5.3.1 wording from post-registration to post-qualification
Fourth issue	4 September 2017	a. Revised Para 5.7.4 for requirement on trainer b. Revised Para 5.8 for inspection on training progress
Fifth issue	15 December 2017	a. Revised Para 4.4.1 for 19 work trade trades b. Revised 5.3.1 for eligibility and requirement of trainee

		c. Add Floor Layer (Timber Flooring) work trade
Sixth issue	20 March 2018	a. Revised Para 5.4.1 for training duration

此文件關於進階工藝培訓計劃 - 先導計劃 (技術提升課程)。如有需要索取此文件的中文版本，請致電 2100 9243 或以電郵 judyyuen@cic.hk 與袁秀豐女士聯絡。

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 depict the details of Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses) [ACMTS - Pilot Scheme (Skills Enhancement Courses)] and to set out the procedures of Construction Industry Council in handling this Scheme.

2. Terminology

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

a.	CIC	Construction Industry Council
b.	CITB	Construction Industry Training Board
c.	Task Forces	Delegated task forces by CITB
d.	Approved Project	Application of ACMTS-Pilot (Skills Enhancement Courses) approved by the Task Forces.
e.	Scheme	Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)
f.	Training subsidy	Payment of Subsidy and Trainee bonus
g.	Trade Unions	Trade Union relates to the construction industry

3. Background

- 3.1 The Government announced in its Policy Address 2015 that it would earmark \$100 million to Construction Industry Council (hereinafter called the “CIC”) to launch an Advanced Construction Manpower Training Scheme - Pilot Scheme (ACMTS-Pilot Scheme) for enhancing the training of workers to skilled workers. In the meantime, ACMTS-Pilot can also enhance the retention rate of semi-skilled workers and increase the supply of skilled workers.
- 3.2 This Scheme facilitates the industry to have a trial on different ways of training and review the effectiveness of the Scheme; it also establishes the

atmosphere for training up the skilled workers. The Scheme would provide a clearer career ladder for semi-skilled workers in order to attract more young entrants to the industry. This would tackle the problem of aging skilled workers and labour shortage for the particular trade(s), and would ensure the long term sustainable development of construction industry.

4. Nature of the Scheme

- 4.1 Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses) (hereinafter called the “Scheme”) follows training approach of cooperative training schemes. The CIC is responsible for planning, monitoring and reviewing the tasks, including assisting and monitoring the participated Trade Unions to conduct the training.
- 4.2 This Scheme is in collaboration with Trade Unions to cover various work trades in order to cope with the demand of the industry.
- 4.3 The CIC uses the benchmark approach to follow the operations of the “Enhanced Construction Manpower Training Scheme” and “Cooperative Training Scheme” and selected those items in Trade Divisions that are much in demand in the Scheme.
- 4.4 Trade Unions Involved and Trade Divisions

- 4.4.1 Four Trade Unions join the Scheme with 19 Trade Divisions . The Trade Divisions courses offered by Trade Unions are listed as follows:

i.) Hong Kong Construction Industry Employees General Union	17 courses: (1) Bricklayer (2) Tiler (3) Plasterer (4) Painter and Decorator (5) Plumber (6) Metal Scaffolder (7) Metal Worker (8) Window Frame Installer (9) Bamboo Scaffolder (10) Carpenter (Formwork - Building / Civil Construction)
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	(11) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) (12) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (13) Fire Service Electrical Fitter (14) Electrical Wireman (15) Joiner (16) Floor Layer (Timber Flooring)
ii.) The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions	<u>7 courses:</u> (1) Plumber (2) Communication System Mechanic (3) Control Panel Assembler (4) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) (5) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (6) Fire Service Electrical Fitter (7) Electrical Wireman
iii.) Hong Kong and Kowloon Electrical Engineering & Appliances Trade Workers Union	<u>7 courses:</u> (1) Plumber (2) Communication System Mechanic (3) Control Panel Assembler (4) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) (5) Refrigeration / Air-conditioning/Ventilation Mechanic (Electrical Control) (6) Fire Service Electrical Fitter (7) Electrical Wireman
iv.) Hong Kong Confederation of Trade Unions - Construction Site Workers General Union	5 courses: (1) Plumber (2) Metal Scaffolder (3) Bar Bender and Fixer (4) Electrical Wireman (5) Carpenter (Formwork - Building / Civil Construction)

4.5 Those delegated task forces by CITB approve, monitor and review the Scheme regularly.

5. Details of the Scheme

5.1 Trade Unions provide training courses and covers those basic training courses about safety measures and equipments, tools, materials knowledge of the related work trades so as to enhance technical skills of trainees.

5.2 Classroom and workshop trainings conducted by Trade Unions. (Part-time Course may includes day and evening classes.) Also, some full time classes may be arranged on Sunday.

5.3 Eligibility and Requirements for Trainee

5.3.1 To participate in this Scheme, a trainee must meet the following requirements:

- i) A Semi-skilled workers of the same trade with post-qualification experience of 1 year;
- ii) For those who have not taken the applied relevant trade under CIC's or Hong Kong Industry Council (HKIC)'s Advanced Construction Manpower Training Scheme – Pilot Scheme offered or funded by CIC and HKIC over one year prior to application; and
- iii) Working Experience are verified by Employer/Trade Unions

5.3.2 Trainee must meet the following assessment criteria:

- i) The minimum attendance rate of 80% or over is required to be eligible for the assessment in skilled worker qualification, and
- ii) CIC provides two free trade tests. The trainee is to be recommended by the Trade Unions to take a Trade test about skilled worker qualification within 3 months. Otherwise, the trainee will be disqualified.

5.4 Training Duration and Class Size

5.4.1 Period: 75-106 hours (to be completed in 6 months).

5.4.2 Class size: 4-6 trainees per class.

5.5 Training Target and Quota Allocation

5.5.1 Training Target: maximum 300 trainees.

5.5.2 Allocation of the places would be allocated flexibly according to the actual application situation.

5.6 Training Subsidy

5.6.1 Training subsidy would be reimbursed to Trade Unions upon the completion of courses.

5.6.2 The CIC provides two free trade tests.

5.6.3 Trainee will benefit from HK\$8000 trainee bonus after completing the course and achievement of trade test qualification within 2 months from Trade Unions.

5.7 Requirements on Trainer and Trainee Ratio

5.7.1 Qualified Trainer and Teaching Assistant should be arranged by Trade Unions to conduct the trainings courses.

5.7.2 Trainer should hold the relevant Trade test qualifications with at least 5 years relevant post-qualification experience; or a Registered Senior Worker.

5.7.3 Teaching Assistant should hold the relevant Trade test qualifications.

5.7.4 If the proposed trainer does not meet the requirements, the CIC shall arrange two different levels of CIC staffs (senior officer level or above) to interview with the trainer, and in accordance with the basic assessment and guidelines to examine the qualifications of the trainer. The proposed trainers must be approved by the CIC before training commences.

5.7.5 Trainer/Teaching Assistant to Trainee Ratio 2:6.

5.8 Inspection on Training Progress

5.8.1 The CIC shall examine the training records, progress and supervision reports. The CIC shall conduct at least one site inspection during training period to ensure that the training is properly conducted.

5.8.2 If the supervisory of the relevant site cannot provide reasonable reason to refuse the inspection or changed the inspection appointment for more than 3 times, the site will be classified to be higher risk. The higher risk site will be arranged the site inspection one more time.

5.9 Application Procedures

5.9.1 Trade Unions should submit the Application Form to the CIC for checking and endorsement:

- i. Training mode and syllabus
- ii. Trainer/Teaching Assistant qualifications and CV
- iii. Trainee list

5.8.2 When CIC acknowledge the receipt of the documents, it will transfer them to the Task Forces for approval. Upon the approval, CIC will issue a letter to notify the Trade Unions. The training period shall start from the date specified by the CIC (Commencement Date). (Please refer to Annex 2 item 2.2)

5.9 Scheme Evaluation

5.9.1 To review the effectiveness of this scheme, CIC shall use the following indicators to assess the scheme:

- | | | |
|--------|------------------------|------------------|
| (i) | Application Rate | – Every 3 months |
| (ii) | Intake Rate | – Every 3 months |
| (iii) | Drop-out Rate | – Every 3 months |
| (iv) | Passing rate | – Annually |
| (v) | Retention rate | – Annually |
| (vi) | Degree of satisfaction | – Annually |
| (viii) | Training Cost | – Annually |

6. **Requirements on Trade Unions**

6.1 Trade Unions play a major role in the scheme. Trade Unions are responsible for managing and arranging trainings for trainees. Their duties include course promotion, trainee recruitment , teaching, assessment, record keeping, form filling, trainee bonus, etc.

- 6.2 Trade Unions are responsible for verifying trainees' qualification and ensuring that trainees are eligible to join the trainings.
- 6.3 Trade Unions are required to submit a detailed training proposal (Approved Training Proposal) to the CIC and to recruit suitable trainees. The proposal should include training outline, training period, facilities and tools, training venues, qualification and experience of trainers, etc. Should there be any staff movement of trainers, a replacement should be arranged with advance notice to seek the CIC prior approval and consent.
- 6.4 Trade Unions are required to offer insurance for trainees and trainers.
- 6.5 Upon completion of trainings, Trade Unions are required to recommend trainees to sit for the free trade tests provided by the CIC. If a trainee fails to pass the assessment on the first attempt, the trainee will be given a second attempt with free of charge.
- 6.6 Trade Unions are required to submit trainee attendance record to the CIC monthly.
- 6.7 Trade Unions are required to distribute bonus to trainees who are qualified as skilled worker on behalf of CIC and they can apply for reimbursement from the CIC afterwards.
- 6.8 Trade Unions are responsible for the disputes for matters arising about the training under this Scheme.

7. Roles of Construction Industry Council

- 7.1 The CIC is responsible for reviewing the training proposal submitted by Trade Unions to ensure it to meet the training requirements, including the approval of training syllabus(see Annex 6) and proposed staff arrangement.
- 7.2 Applications must be approved by Task Forces.
- 7.3 When trainees completed the training, the CIC must arrange the Trade Test for them to evaluate their skill level.

8. Application Procedures

- 8.1 Trade Unions shall complete the Application Form given in Annex 1 and agree with the terms and conditions in Annex 2; they are required to be submitted to the CIC with all documents for checking and approval.
- 8.2 Trade Unions shall commence the training in accordance with the Approved Project to meet his own contract requirements.
- 8.3 When the CIC acknowledge the receipt of the full set of documents, it will transfer the documents to the Task Forces for approval. Under normal circumstances, it takes one month (from the date of receiving all required documents) to process the application.
- 8.4 Please refer to Annex 3 for a flow chart on the application procedures.

9. Monitoring Procedures

- 9.1 When Trade Unions commence the training, the trainee shall fill in the training contents in Progress Report (see Annex 5).
- 9.2 Trade Unions are required to endorse the Progress Report.
- 9.3 Trade Unions are required to submit the Progress Report monthly.
- 9.4 Trade Unions are required to submit the Attendance Report monthly.

10. Reimbursement of Payment of Subsidy and Trainee Bonus

- 10.1 When Trade Unions apply for payment of subsidy from the CIC, they must submit the following documents for the CIC's verification.
 - (i) Application Form on Payment of Subsidy (Invoice)
 - (ii) Trainee Progress Report with endorsement

- (iii) Attendance Record
- (iv) Acknowledgement of receipt of Trainee Bonus

- 10.2 The CIC will process the application and check the completeness of the documents submitted from Trade Unions.
- 10.3 After endorsement by the CIC, Finance Department will process the applications for reimbursement of payment of subsidy.
- 10.4 A flow chart on the procedures for reimbursement is illustrated in Annex 4.

11. Termination of Agreement

- 11.1 If Trade Unions are found in breaching of conditions in the Agreement, the CIC is entitled to terminate the training agreement.
- 11.2 Trade Unions are not allowed to terminate the training agreement without the approval of the CIC in written format.

12. Avoiding Conflict of Interests

- 12.1 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).

13. Personal Information Collection Declaration

- 13.1 Trade Unions 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, Trade Unions 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 (including the transfer of any personal data by CIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other cooperative training schemes.
- b. To give the trainee an option to agree or disagree that CIC may keep him/her informed of CIC activities and industry development which may be of his/her interest, CIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
- c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
- d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

13.2 Trade Unions must obtain the trainee's written consent regarding the above and provide a copy of such consent to the CIC.

13.3 Trade Unions shall indemnify the CIC in the event of any breach of the PDPO or any breach of the above undertaking.



Application No.: _____

(To be filled by the CIC)

Date Received: _____

Advanced Construction Manpower Training Scheme - Pilot Scheme
(Skills Enhancement Courses) Subsidy Application Form

Part I: Information of Applicant (Trade Union)

Name of Trade Union : _____

Address of Trade Union : _____

Name and Position of Person-in-charge : _____

Contact Phone No. : _____

Email: _____ Fax No.: _____

Part II: Training Proposal

Work Trade : _____ (one Application Form per each Work Trade)

Training Venue : _____

Training Period : _____

Month/Year- Month/Year

Expected Number of Trainees: _____ (maximum 6 trainees per class)

(one Application Form per each class)

Name of Trainer: _____ (please attach copy of resume)

Name of Teaching Assistant : _____ (please attach copy of resume)

Mode of Training and Time: _____

Training Contents: Please refer to the Training Syllabus attached to this document for a detailed description of training contents (Annex 6).

Part III: Particulars of Trainee in Training

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

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

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

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

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

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

(*Please attach relevant supporting documents) (You may continue in the part of "[Additional Information](#)" , if necessary)

Part IV: Declaration of Applicant

1. Our Trade Union/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our Trade Union/I understand and agree that CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send representatives to inspect the above working location(s).

3. Our Trade Union/I understand and undertake to provide training to employee(s) according to training syllabus and agree that CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application.
4. Our Trade Union/I agree to provide the relevant insurance for trainers, Teaching Assistant s and trainees. CIC is not held liable to the employees in any event.
5. Our Trade Union/I declare that all information above and attached is genuine and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Trade Union/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and CIC has the right to recover from us/me the reimbursed subsidy and other claims.
7. Our Trade Union/I confirm that the trainees are Semi-skilled workers of the same trade with post-registration experience of 1 year.
8. Our Trade Union/I understand the terms and conditions attached (Annex 2) in the application form.

Part V: 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**.
- 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.
☐ Our Trade Union/I do not wish to receive information from CIC in relation to its activities and construction-related information.

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

☐ Mode of Training and Training Content

☐ Resumes of the Trainer and Teaching Assistant

☐ List of Trainee

Trade Union

chop and authorized signature

Date: _____

(*Please attach the relevant identification documents)

You may write in a separate sheet if necessary

For the use of the CIC only	
Part I	
Part II	
Part III	
Part V	
Approved by:	
Date:	

Annex: Terms and Conditions

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 Trade Unions 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) **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.
- (i) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (j) **Scheme** means the collaborative training scheme launched by the CIC to which this Application Form relates to.
- (k) **Interpretation**

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

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

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

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved trainees within 3 months from the Commencement Date. Approved training places will be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.
- 2.3 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC in writing immediately.

3 Training Subsidies

- 3.1 The CIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC:
 - (a) The Applicant has failed or is, in the opinion of the CIC, likely to fail to execute the Approved Projects;
 - (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; and
 - (c) The Applicant shall submit the subsidy reimbursement application for expenses incurred in the proceeding month in a monthly basis. Any late reimbursement application received more than 12 months from the month of the expenses incurred will not be accepted.
- 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 trainees or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including third party liability, employees' and trainees' compensation insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

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

6 Probity

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

7 Personal Data Collection

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

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.
- 12.2 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.



**CONSTRUCTION
INDUSTRY COUNCIL**
建造業議會

Advanced Construction Manpower Training Scheme- Pilot Scheme
(Skills Enhancement Courses) Subsidy Application Form

Part I: Information of Applicant (Trade Union)

Name of Trade Union : XXX

Address of Trade Union : No 1, 1st Floor, XXX Road,

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

Contact Phone No. : 2976 9999

Email: xxxconstruction@mail.com Fax No : _____

Part II: Training Proposal

Work Trade : Plumber (one Application Form per each Work Trade)

Training Venue : xxx Training Ground

Training Period : 13/Sept 2015 to 31 Dec 2016, Every Sunday 9am to 5pm

Month/Year- Month/Year

Expected Number of Trainees: _____ (maximum 6 trainees per class)

(one Application Form per each class)

Name of Trainer: Lee Yat Kwam (please attach copy of resume)

Name of Teaching Assistant : Wong Sum (please attach copy of resume)

Mode of Training and Time: Every Sunday 9am to 5pm

Training Contents: Please refer to the Training Syllabus attached to this document for a detailed description of training contents (Annex 6).

Part III: Particulars of Trainee in Training

Name (Chinese): 陳偉	Name (English): Chan Wai	Date of Birth:1979/8/29
HKID No.: A123456(7)	Tel. No.:9888777	Sex: Male
Address: No 12 A, Shatin Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 王健	Name (English): Wong Kin	Date of Birth:1970/4/11
HKID No.: B123456(7)	Tel. No.:98886666	Sex: Male
Address: No 11 A, Tai Po Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 周傑	Name (English): Chow Kit	Date of Birth:1965/11/29
HKID No.: C123456(7)	Tel. No.:98885555	Sex: Male
Address: No 12 A, Kwai Chung Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 張明	Name (English): Cheung Ming	Date of Birth:1960/8/29
HKID No.: D123456(7)	Tel. No.:9888777	Sex: Male
Address: No 12 A, Kwun Tong Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

Name (Chinese): 何賢	Name (English): Ho Yin	Date of Birth:1979/8/29
HKID No.: A123456(7)	Tel. No.:9888777	Sex: Male
Address: No 12 A, Tin Shyi Wai Road	* Year of obtaining qualification of Intermediate Trade Test: 2014	Work Trade: Plumber

(*Please attach relevant supporting documents) (You may continue in the part of "[Additional Information](#)", if necessary)

Part IV: Declaration of Applicant

1. Our Trade Union/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our Trade Union/I understand and agree that CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send representatives to inspect the above working location(s).
3. Our Trade Union/I understand and undertake to provide training to employee(s) according to training syllabus and agree that CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application.
4. Our Trade Union/I agree to provide the relevant insurance for trainers, Teaching Assistant s and trainees. CIC is not held liable to the employees in any event.

5. Our Trade Union/I declare that all information above and attached is genuine and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Trade Union/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and CIC has the right to recover from us/me the reimbursed subsidy and other claims.
7. Our Trade Union/I confirm that the trainees are Semi-skilled workers of the same trade with post-registration experience of 1 year.
8. Our Trade Union/I understand the terms and conditions attached (Annex 2) in the application form.

Part V: 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 at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**.
- 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.
☐ Our Trade Union/I do not wish to receive information from CIC in relation to its activities and construction-related information.

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

☐ Mode of Training and Training Content

☐ Resumes of the Trainer and Teaching Assistant

☐ List of Trainee

XXX 工



TM Chan

Trade Union
chop and authorized signature

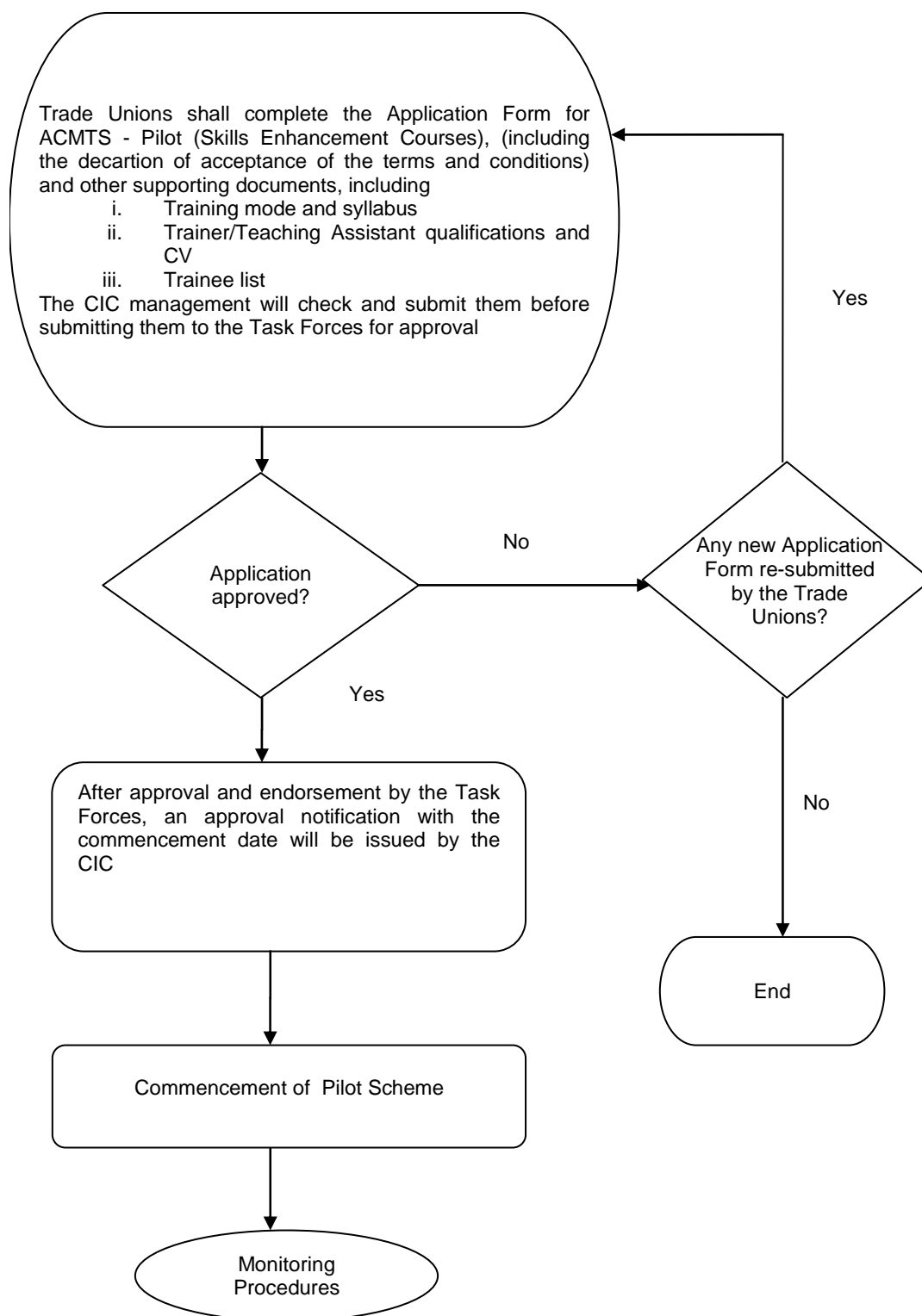
Date: 3/1/2018

For the use of the CIC only	
Part I	
Part II	
Part III	
Part V	
Approved by:	
Date:	

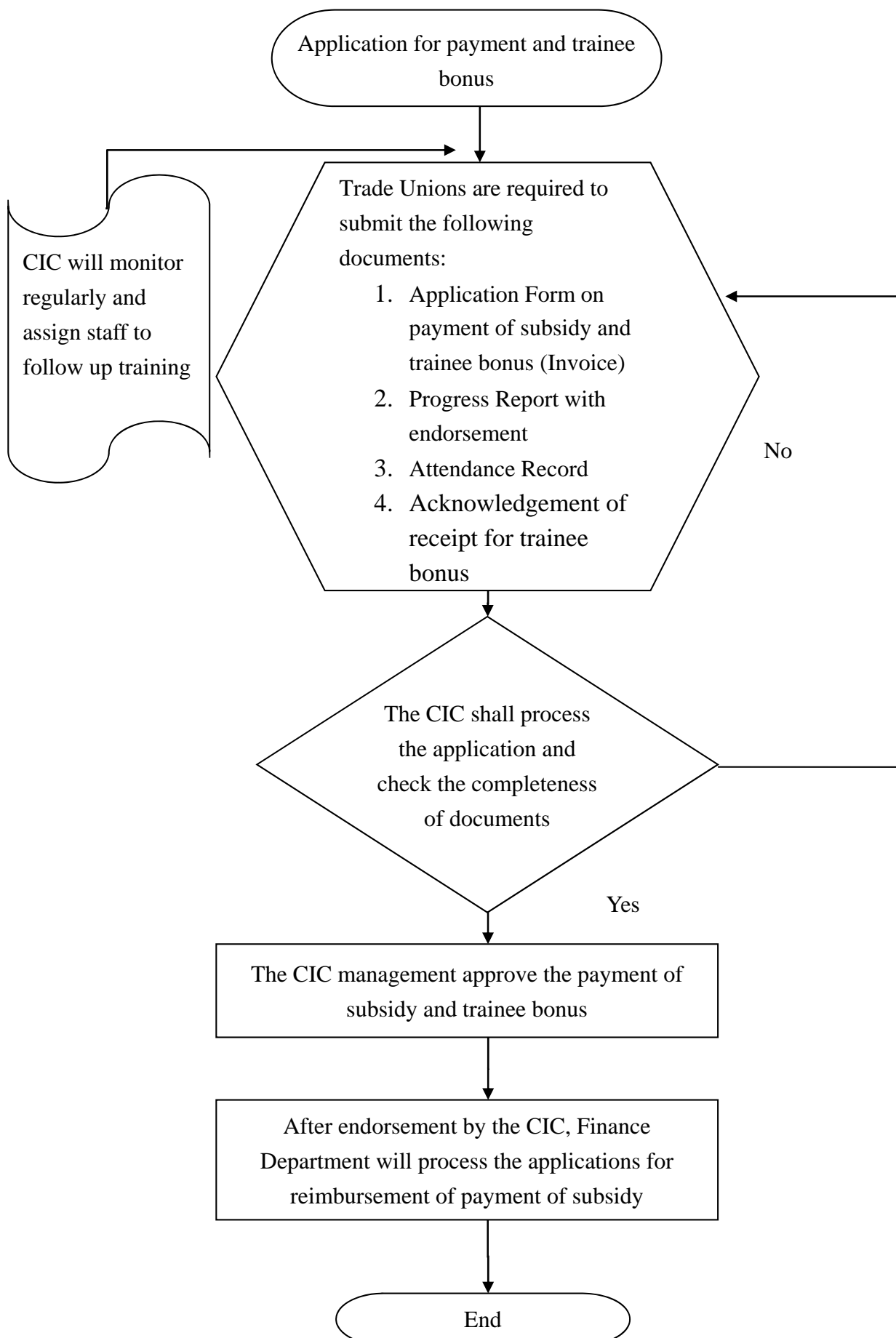
(*Please attach the relevant identification documents)

You may write in a separate sheet if necessary

Flow Chart of Application Procedures



Flow Chart on Procedures for Payment of Subsidy and Trainee Bonus



Sample

Application No.: _____

(To be filled by the CIC)

Date Received: _____

Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)

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

Name of Trade Union: _____

(To be completed by Trade Union)

Contact No. : _____ Email : _____

Name of Trainer : _____ Training Location : _____

Name of Trainee: _____

(To be completed by Trainee)

Work Trades : _____

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

Attendance Record of Trainee : _____ hours within two months

Training contents : _____

Remark : Please complete and submit this form to the CIC after completion of course.

Trade Union
chop and
authorized signature

Signature of Trainee

Date

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skill Enhancement Courses)

Plumber Training Syllabus

Item	Description	Training Hours
1	General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	2
2	Use of various plumbing hand and electrical tools, cutting machines, tube benders, pipe threading machine, soldering and welding equipment (including spare parts, and lead-free welding material certificate).	5
3	Know general plumbing plans, work procedures and standards, installation, repair and maintenance of pipes, accessories, sanitary units, spare parts, additional equipment, and coordination with other trades	5
4	Identification and proper use of various kinds of tools and materials in the trade such as spirit level, ink line, pen, ruler, pipes, accessories, sanitary units, and appliances, etc.	3
5	Arrangement for hose clips – drill holes in the wall, and installation of pipe brackets	3
6	Hose/pipe – use hand tools or machine to cut or bend hoses/pipes, do pipe threading; economical use of materials,	15
7	Accessories, and sanitary units – 1. Cold and hot water supply system and affiliated equipment; 2. Toilet system; 3. Drainage system; 4. Sanitary units	33

8	Welding –connection through soldering and gas welding; use glue, fusion, screw thread, cold pressure, flange edge joint, or drainage caulking socket to install various piping systems, copper pipes, and accessories through soldering (with lead-free materials) and instant lead testing, cast iron pipe and PC4 connections	22
9	Testing and acceptance – visual quality, water or air pressure including compliance with requirements specified in Water Supplies Department Circular for water supply and introduction and maintenance Guidance in Quality Water Supply Scheme for buildings – fresh water; and potable water requirements and its impact to human beings.	2
	Total	90 hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skill Enhancement Courses)

Bricklayer Training Syllabus

Item	Description	Training Hours
1. Theoretical training	Industry practices; Procedures of workflow; Safety issues; and Industry ethic.	8
2. Bricklaying	Precautions measures of bricklaying; Preparatory work; British-style 225mm stack method; Dutch –style stack method; Top of the brick stack method; Practices; and Exercises.	44
3. Review on exercises	Review on exercises and workshop restoration.	8
	Total :	60 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skill Enhancement Courses)

Plasterer Training Syllabus

Item	Description	Training Hours
1. Theoretical training	Industry practices; Procedures of workflow; Safety issues; and Industry ethic.	8
2. Plastering	Precautions measures of plastering; Preparatory work; The stigma methods; The underlying plaster; The effectiveness of different coating materials; Practice; and Exercises.	67
3. Review on exercises	Review on exercises and workshop restoration.	7.5
Total :		82.5 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skill Enhancement Courses)

Tiler Training Syllabus

Item	Description	Training Hours
1. Theoretical training	Industry practices; Procedures of workflow; Safety issues; and Industry ethic.	8
2. Tiling	Precautions measures of tiling; Preparatory work; Tiling method with different materials; Paving stone mosaic method; Various cuff methods of obvious corner and hidden corner; Skill of opening round holes with watering-machine; Practices; and Exercises.	67
3. Review on exercises	Review on exercises and workshop restoration.	7.5
	Total :	82.5 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skill Enhancement Courses)

Joiner Training Syllabus

Item	Description	Training Hours
1. Knowledge	Safety precautions; Proper use of machines and tools; Trade test regulation and requirement; Understanding of drawing; Use of leveling and ink line for assembling and sub-frame fixing; Door fixing and hinge installation; Installation of lock and chain on door frame; and Polishing and finishing of doors	15
2. Practice	Practice 1 1. Understanding the drawings and working with leveling/ink line; 2. Assembling the sub-frame; 3. Fixing the sub-frame and holdfasts; 4. Polishing the door edges and finishing the sharp corners; 5. Door fixing and hinge installation; 6. Installation of lock and chain on door frame; 7. Fixing plate and level-checking; and 8. Dismantling and recycling for practice.	60
	Practice 2 1. Complete the task according to working drawing within time-limit as assessment (twice); and 2. Trainer and trainee discussion after the task completion. Finding out the weakness in the procedures and completed work. Suggesting improvement and solution.	15
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)
Metal Scaffolder Training Syllabus

Item	Description	Training Hours
1. Knowledge	1. Code of Practice for Metal Scaffolding Safety	3
	2. Safety Equipment and Their Proper Use	
	3. Techniques for Safely Assembling and Dismantling Metal Scaffolding	1.5 2
	4. Quality and Application of Metal Tubes	
	5. Tools, Components, and Lifts for Metal Scaffolding Structures	1.5 2
	6. Proper Use of Metal Scaffolding Components(Screw Threads), and Devices	1.5
	7. Maintenance of Metal Scaffolding Components	1.5
	8. Setting-up and Removal of Metal Scaffolding Protection Nets	1.5
	9. Tie up Planks Heads Ropes	1.5
	10. Detailed Examination and Maintenance of Metal Scaffolding, and Responsibilities for Signing Form 5 (Scaffolding Paper)	2
2. Practice	1. Understand Testing Plan and Measurements	1
	2. Detailed Examination of Metal Scaffolding Safety	2
	3. Practise Dismantling (Existing) Metal Scaffolding	1
	4. Practise Setting Up Metal Scaffolding With Tubes and Couplers	32
	5. Set Up and Dismantle Slop Maintenance Platform	
	6. Set Up And Dismantle Heavy Duty Supports	12
	7. Set up and Dismantle Stair Protection Fences	
	8. Set up and Dismantle Suspended Hangers	
	9. Repeat Setting up and Dismantling Metal Scaffolding Practices	6
	a. Proper Use of Scaffolding Materials and Organize Work	6
	b. Use Tape Ruler and Spirit Levels to Do Vertical and Horizontal Examination, and Readjust Straight and Horizontal lines.	6 6
	Total :	90 Hrs

(Skills Enhancement Courses)
Metal Worker Training Syllabus

Item	Description	Training Hours
1. Knowledge	1. Metal Characteristics 2. Material Specifications 3. Understand Working Plan and Work Procedures 4. Material Measurement and Cuts 5. In-depth Use of Various Tools and Proper Safe Operation 6. Work Safety 7. Arc Welding and Grinding Techniques	2 2 2 2 2 3 2
2.Practice	1. Practices of Steel and Iron Material Arc Welding, and Connections; Flat Welding, Vertical Welding, Horizontal Welding, Overhead Welding; Practices of Steel and Iron Material Arc Welding, and Connections; Flat Welding, Vertical Welding, Horizontal Welding, Overhead Welding, and Butt-welding; (Question: Why is this repeated except for 'Butt-welding') 2. Make Hexagonal Pile by Filing with Steel Hand File 3. Cut Triangle Opening on Flat Iron Material, and Work out Socket Positions 4. Use Flat Iron Material and Iron Bar to Make Round Frames 5. Practise Making Spare Parts and Connecting Frames (Welding/Screws) 6. Practise Installing Door Locks 7. Make and Weld Stainless Steel Flat Frames, and Grinding 8. Install Staircase Hand-rails and Spindles 9. Draw Expansion Plan (Pattern) 10. Make Triangular Iron Frames	36 3 3 6 4 6 3 6 2 6
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Bamboo Scaffolder Training Syllabus

Item	Description	
1. Knowledge	1. Know the Code of Practice for Bamboo Scaffolding Safety 2. Know Proper Use of Safety Equipment 3. Know Material Types and Characteristics, and Their Applications 4. Know Safe Work Procedures	6
	5. Work Procedures for Various Kinds of Bamboo Scaffolding <ul style="list-style-type: none"> a. Bamboo Scaffolding for Construction Site b. Bamboo Scaffolding for Building Demolition c. Bamboo Scaffolding for Slop Maintenance d. Herringbone Bamboo Scaffolding e. Landing Bridging Scaffolding f. Four-Eave Factory Scaffolding g. Maintenance Scaffolding h. Scaffolding for Work on Overhanging Signs i. Bamboo-Steel Scaffolding j. Archway Sheds for Celebrations k. Large-Scaled Archway Sheds for Festivals ° 6. Know the Setting-up and Demolition of Various Types of Bamboo Scaffolding Protection Nets 7. Know, Inspect Thoroughly, and Maintain Bamboo Scaffolding, and Exercise Responsibilities for Signing Form 5 (Scaffolding Paper)	15

2. Practice	1. Set up and Dismantle Herringbone Bamboo Scaffolding	12
	2. Set up and Dismantle Work Site Scaffolding	12
	3. Set up and Dismantle Slop Scaffolding	12
	4. Set up and Dismantle Bamboo-Steel Scaffolding	12
	5. Practise Setting up and Dismantling Work and Skill Testing Scaffolding (Exam Item)	21
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Refrigeration/Air-conditioning/ Ventilation Mechanic (Unitary System)
Training Syllabus

Item	Description	Training Hours
1	Coolants Circulation Status, and Flow Process	6
2	Refrigeration System Composition, and Condensation Theory	6
3	Knowledge of Single and Three-Phase Power Supply and Circuit Control	9
4	Test and Repair of Micro-Computerized Circuit Board (electronic panel)	12
5	Classification and Composition of Fan Electromotors	3
6	Classification and Starting Method of Compressors	3
7	Key Points of Connecting Copper Pipe Components by Oxyacetylene Gas Welding Method	15
8	Procedures for Installing (Independent System) Split-unit Air-conditioners and Copper Pipes, and Wire Connection System Procedures	15
9	Copper Pipe Leakage Testing (High Pressure), Vacuum, Adding Coolants, and A/C System Operation; Test and Record Operation Status	12
10	General Malfunction Analysis, and Repair and Maintenance Attention Points	9
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Electrical Wiremen Training Syllabus

Item	Description	Training Hours
1	Brief Introduction of General Installation and Wiring Types of Electromechanical and Household Appliances as well as General Knowledge of Electricity Safety	3
2	Know the Local Electrical Wiring Code, and Types, Sizes, Specifications, Characteristics, Functions and Applications of Cables, Pipes, Conduits, Switch Components, Protection Units, and Relevant Accessories for General Electrical Appliances	12
3	Bending and Fixing Electrical Pipes and Conduits, and Installation of Accessories	18
4	Connection of 13A Plugs and Sockets, Single and Three Phase Industrial Plugs and Sockets, and Identification of Armoured Cable Joints, Industrial Plugs and Sockets Colours, and Voltages	6
5	General Final-stage Electrical Wiring and Installation	45
6	Know the Function and Application of Meters, Completion Inspection and Test, and Fill out Testing Report	6
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Communication System Mechanics Training Syllabus

Item	Description	Training Hours
1	Learn General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	2
2	Learn to Use and Maintain Various Tools, Electronic Meters, and Relevant Tests	5
3	Know Working Plans, Procedures and Standards, and Basic Electronic System Operation	8
4	Know Various Electronic Elements, Affiliated Equipment and Accessories	10
5	Set up Electronic Equipment Work Station to Connect Various Electronic Systems	5
6	Know the Safety and Operation, and High-frequency Electromagnetic Radiation of Various Communication Cable Connections,	5
7	Determine Electronic System Components, and Connecting and Wiring Techniques and Operation	12
8	Learn to Use Testing Skills, and Hardware and Software Operation	8
9	Preparatory Work Before Composing Electronic Systems	5
10	Colour Identification	1
11	Welding Skills	5
12	Install Small-scale Office PABX Telephone System	10
13	Install Indoor Coaxial Cable Distribution System IBCCD	10
14	Electronic System Fault Detection	4
Total :		90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Control Panel Assembler Training Syllabus

Item	Description	Training Hours
1	Brief Introduction of Common Electric Motor Control Circuit for General Electrical and Household Equipment, Know the Function and Application of Multi-meter, and Workplace Safety Knowledge	5
2	Know the Composition, Application and Specification of General Induction Motors, and Polarity of Motor Winding; Identify common Faults and Maintenance; and Detect Fault of Three-Phase Induction Motor Windings.	6
3	Types, Specifications, Code, Function, application, Testing and Repair of Protective, Controlling, and Interlocking Components for Ordinary Motor Control Circuits	9
4	Know the Controlling Circuits of the Starter of General Induction Motors, Select Appropriate Components, and Connect the Controlling Circuit of the Starter of General Induction Motors	40
5	Connect Current Meter, Voltmeter, Power Indicator, and Select Controlling Circuit breaker	10
6	Know the Function and Application of Meters, Completion Examination and Testing of Controlling Circuits, and Fill out the Testing Report	10
7	Know the Common Faults of Controlling Circuits of Electric Motors	4
8	Remote Cable Assembly Fault Detection	6
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Bar Bender and Fixer Training Syllabus

Item	Description	Training Hours
1	Syllabus, Rules, Facilities; Knowledge of Basic Safety, Environmental Protection and the Industry	3
2	Analyse Working Plans; Prepare Sample Paper, Material List Paper, and Bar List	3
3	Practise Making Small Chicken Cage and Large Dustpan	8
4	Principles and Techniques for Operating Iron Cutting Machine	3
5	Practise Tying up Columns	8
6	Principles and Skills for Operating Stirrup Bending Machine	3
7	Practise Tying and Planting Rail Foot, and Making Holes in Steel Bar	8
8	Handle Piling, Unloading, Steel Bar Laps, Anchoring, and Additional Iron Rods	3
9	Practise Tying up Backdrop Levels	8
10	Deal with Steel Bar Protective Level, Base Bricks, Steel Bar Net and Screw Heads	3
11	Mid-term Test	8
12	Practise Tying up Partition Walls	8
13	Practise Tying up Net	8
14	Practise Tying up Building Surface	8
15	Testing Exercises	8
	Total :	90 Hrs

Construction Industry Council
Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Window Frame Installer Training Syllabus

Item	Description	Training Hours
1.Knowledge	1. Regulations of the Mandatory Window Inspection Plan	1.5
	2. Legal Responsibilities of Property Owners/Owners' Corporation	1.5
	3. Scope of Window Inspection	1.5
	4. Qualified Personnel for Mandatory Window Inspection Plan	1.5
	5. Responsibilities of Registered Inspectors, Qualified Personnel, and Registered Contractors	1.5
	6. Application for Registration as a Class III Registered Minor Works Contractor (Individual)	1.5
	7. Procedures for Window Set Installation	1.5
	8. Requirements for Replacing Window Accessories	1.5
	9. Requirements for Replacing Window Glass	1.5
	10. Requirements for Cutting Glass and Opening Round Holes	1.5
	11. Procedures for Installing Aluminium Door Set	1.5
	12. Requirements for Replacing Aluminium Door Accessories	1.5
2.Practice	1. Safety Procedures for Removing Windows	3
	2. Safety Procedures for Removing Aluminium Doors	3
	3. Replacing Window Seals and Handles	3
	4. Replacing Window Locks and Hinges	9
	5. Install Window Locks and Security Tags	3
	6. Replacing Windows and Glue	3
	7. Replacing Aluminium Door Hinges	3
	8. Cutting Glass and Opening Round Holes	3
	9. Install Flat Steel Windows	6
	10. Install Corner Aluminium Windows	6
	11. Install Aluminium Doors	6
	12. Fix Window Frame with Waterproof Sands	3
	13. Practise Testing Windows and Aluminium Doors	3
	14. Testing Exercises	18
	Total :	90 Hrs