

FAQ - Full-time Adult Short Courses

About application

Q1. What are the basic eligibility criteria of the Full-time Adult Short Courses application?

Ans:

- Male or female, aged 18 – 60 (based on the date of completion of training), Hong Kong permanent residents with valid identity card which could be work freely in Hong Kong
 - Ability to distinguish color appropriately, mentally and physically fine for working
 - People who is required for long term follow-up treatment or taking medication, have to seek for recommendation from Council specify doctors and applicants attending doctors for consideration
 - Physical requirement varies at different work trade
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Q2. What are the academic requirement for the Full-time Adult Short Courses?

Ans:

- Most of the courses have no specific academic requirement, except some of the courses require junior secondary education or above
 - Able to write and read Chinese, and communicate with others in Cantonese
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Q3. What is the medium of instruction of the course?

Ans:

- Except the specified courses, all Full-time Adult Short Courses are conducted in Cantonese with Chinese notes
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Q4. Any courses conducted in English are available?

Ans:

- At the current stage, the CIC offered Metal Scaffolding (Civil Engineering and Building Construction), Welding and Plumbing & Pipe-Fitting (Building Construction) in English
 - The CIC may consider to offer course conducted in English on other work trades according to the demand, please stay tuned for the announcement in CIC Website
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Q5. Is it possible to apply for more than one course of other work trade at the same time?

Ans:

- No
 - Any applicant who has submitted more than one applications, the preceding one will be cancelled without prior notice
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Q6. Could I apply if I can't meet the academic requirement of specified course?

Ans:

- Applicants who are only able to fulfill the academic requirement in a marginal case could still apply the course, the CIC will consider case by case in its own discretion according to the situation.
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Q7. If I have attended CIC Full-time Courses in the past, could I enroll into another Full-time Adult Short Courses again?

Ans:

- Yes, but it is generally not accepted for applicant to enroll into another Full-time Courses within a year after graduation. When re-applying after 1 year, one must provide proven employment record which covers a period of at least 1 months. The employment record should be within 1 year from the date of graduation in the construction industry. If graduates encounter job-seeking difficulties and wishes to gain another skills to enhance the employability, he can re-apply a full-time course 3 months after the date of graduation. However, the choice of course must be assessed and recommended by the CIC Career Support Services team and the graduate must enroll to a class that commences training the soonest. Each graduate is only eligible for this special arrangement once.
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Q8. Are there any special arrangements for people who already pass intermediate trade test in a work trade to learn the skills in other work trade?

Ans:

- CIC implements a "Multi-skill Training Programme" to enhance the employability of the workers. Since the workers have significant work experience and adequate skill in the construction industry, they can enroll in the courses at certain points and also can complete the training within a shortened training period.
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Q9. How to enroll into Full-time Adult Short Courses?

Ans:

Submit your application form:

- By fax to 2100 9139 ;
 - By mail to “CIC, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon”;
 - By Online Registration;
 - <https://www.cic.hk/ssl/chi/s/> (Chinese);
 - <https://www.cic.hk/ssl/eng/minority/> (English);
 - By hand to any training center
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Q10. How long should it take for me to get notification after submitting the application?

Ans:

- Applicants generally receive a reply in around 7 working days
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Q11. Why my enrollment application is rejected?

Ans:

Below are the common reasons for the rejection:

- Lack of employment interest ;
 - Graduated from another full-time courses within 1 year ;
 - Drop out from CIC full-time courses within 1 year ;
 - Have drop out record in CIC courses, and drop out again after re-enrollment ;
 - Have been asked to dropped out from the course during CIC training;
 - Have been admitted for training course, but not to attend the course without prior notification;
 - Have been fail in Intermediate trade test but not to re-test ;
 - Not meet the minimum course entry requirement ;
 - Fail in body test
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Q12 Could I apply the Adult Full-time Short Course after graduation from the Build Up training programme?

Ans:

- All CIC full-time courses have placement service to help the graduates to find the job. The CIC encouraged the graduates to apply what they have learned, and actively seeking employment to showcase their talents. So, unless there are

special reasons, graduates are generally not allowed to apply other full-time courses immediately

- When re-applying after 1 year, one must provide proven employment record which covers a period of at least 1 months. The employment record should be within 1 year from the date of graduation in the construction industry. If graduates encounter job-seeking difficulties and wishes to gain another skills to enhance the employability, he can re-apply a full-time course 3 months after the date of graduation. However, the choice of course must be assessed and recommended by the CIC Career Support Services team and the graduate must enroll to a class that commences training the soonest. Each graduate is only eligible for this special arrangement once.
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About the course

Q13. How long is the training period for Adult Full time Short Course?

Ans:

- The courses, lasting from five weeks to six months, varies from different work trades
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Q14. What kind of knowledge will be cover in the course?

Ans:

- Construction industry understanding; understanding on ISO9000; compulsory basic safety training course; interview skills; job changing counseling; as well as operation skill of specified work trade
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Q15. Any charge for the course? Any allowance for the training?

Ans:

- No charge for the course
 - During their training at CIC, trainees are entitled to receive a monthly allowance at maximum of \$4,250 according to the actual attendance. For half day absent from training, half day allowance will be deducted
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Q16. Where are the training venues and the commencement dates of the courses?

Ans:

- The Council has training grounds at Kowloon Bay, Kwun Tong, Kwai Chung, Shatin, Sheung Shui, Tuen Mun and Tai Po. The venue and starting day of the course will depend on the individual courses
 - Details could be found by calling at 2100 9000 or searching via CIC website <https://www.cic.hk/common/tcis/searchclasses.aspx?lang=en-US>
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Q17. What is the school hour of full-time adult short course?

Ans:

- Monday to Friday : 08:20 a.m. - 04:20 p.m.
Saturday : 08:20 a.m. - 12:30 p.m.
Five and half days per week
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Q18. What kind of career path I could have after graduated from the course?

Ans:

- Students who successfully obtain the green card and pass the trade test could be register as a "Registered Skilled / Semi-skilled Worker"
 - After accumulated sufficient experience in the future, graduates can become a Foreman, and even be a sub-contractor to undertake projects
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Q19. What kind of assistance will be provided from the CIC?

Ans:

- Placement services will be provided for the eligible graduates who have attendance rate of 95% or above in addition to completion certificate
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Q20. I often see the advertising and newspaper reported that, the Bar Bender and Fixer daily wage level could up to \$2000. Does it mean when I graduate from the course, I could reach this salaries level automatically?

Ans:

- The daily wage up to \$2000 for Bar Bender and Fixer is the estimated salary level for the worker who is "Registered Skilled Worker".
 - Actual salary levels are determined by both employers and employees. Salary level of Graduate depends on the type of work and its technical level. Generally, "Registered Semi-Skilled Worker" salary level will be 40-50% of "Registered Skilled Worker".
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About interview

Q21. What kind of documents should be prepared for the interview?

Ans:

- "Interview invitation card" ;
 - Hong Kong Identity Card (If the resident resided in Hong Kong less than 7 years, please show the one-way permit or other travel documents) ;
 - If the course has indicated specific academic requirement and working experience, please provide relevant documents
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Q22. What kind of question will be asked during the interview process?

Ans:

- Working experience, purpose of attending training, health condition, vision test and academic information will be asked
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Q23. When will I know the result of the interview?

Ans:

- Interview result will normally be available to the applicants immediately
 - Some courses have more applicants, or we need to double check applicants record, the CIC may need additional time to handle. However, the interview result will be available to the applicants by phone or mail within 3 weeks
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Q24. If the applied course is full or have to wait a long time, any other options I could consider?

Ans:

- Applicants could ask interviewer to look for the upcoming classes, in order to find out any vacancies available in other training centre(s) or other work trade(s)
 - Applicants also could continue to wait on the queue for the course, occasionally there will be some "alternate" identity to join the class
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Q25. Can I have part-time job during the training period?

Ans:

- According to the student handbook, there is no limitation to the student's activity out of the classroom. However, as the training is lecture and practice based, also have chances to operate tools and even machines, so the student should have

sufficient mental and physical abilities to meet the requirements of the apprenticeship. Student should balance the part -ime job with the apprenticeship. Student are required to pay attention that classroom performance is also part of the evaluation criteria of apprenticeship achievements , which will affect graduation as well as priorities of work selection

About withdrawn admission application

Q26. If I intend to withdrawn my admission application before commencement of the course, what should I do?

Ans:

- Please follow the "Admission notification" to inform our staff at least one week before course commencement if you intend to withdraw your admission application or have any changes
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Q27. What kind of consequences will I face if I drop out during the training period?

Ans:

- If you drop out during the training period, you have to return all training allowance to the CIC;
 - CIC will not process your course application within 1 year ;
 - If you have drop out record in CIC courses, and drop out again after re-enrollment, CIC will not process your course application within 2 year ;
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