

**Construction Industry Council
Construction Industry Training Board**

Meeting No. 011/15 of the Construction Industry Training Board (CITB) was held on Tuesday, 15 December 2015 at 9:00 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present:	Derrick PANG	(DP)	Chairman
	Pat-kan CHAN	(PKC)	
	Yat-hung CHIANG	(YHC)	
	Sau-kuen CHENG	(SKC)	
	Benjamin CHONG	(BC)	
	Albert HO	(AH)	
	Robert LAM	(RL)	
	Kwok-kwan NG	(KKN)	
	Kyran SZE	(KS)	
	Chun-yuen TSE	(CYT)	
	Raymond SYNN	(RS)	
	Albert LAM	(AL)	
	Yuk-keung LEUNG	(YKL)	
In Attendance:	Tandy LOK	(TL)	Chairman of Task Force on Training
	Jacky WU	(JW)	Development Bureau
	Patrick CHENG	(PC)	Development Bureau
	Wai-shing TSOI	(WST)	Labour Department
	Christopher TO	(CT)	Executive Director
	Ivan KO	(IK)	Senior Manager - Training & Development
	Yin-lin CHU	(YLC)	Senior Manager - Training & Development
	Victor WONG	(VW)	Senior Manager - Training & Development
	Davis LIU	(DL)	Senior Manager - Training & Development
	Jimmy LEUNG	(JL)	Manager - Training & Development (Acting)
	Priscilla TAM	(PT)	Manager - Training & Development
	Formula CHEN	(FC)	Assistant Manager - Board Services
	Venice HUNG	(VH)	Assistant Manager - Management Support
	Ray WONG	(RW)	Assistant Manager - Training & Development
	Shirley LAM	(SL)	Senior Officer - Board Services
Apologies:	Sai-hong LAI	(SHL)	
	Ivan FU	(IF)	Member of Task Force on Trade

Wai-wah HO (WWH) Testing
Member of Task Force on
Sub-contractor Cooperative
Training, On-the-job Training, E&M
Training and Subsidy Scheme

Progress Report

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11.1 Confirmation of the Progress Report of the previous meeting

Members took note of Paper CIC/CTB/R/010/15 and confirmed the amended Progress Report of the 10th meeting held on 20 November 2015.

11.2 Matters arising from the last meeting

- 11.2.1 Items 10.1.1.17 to 10.1.1.20–A representative from Water Supplies Department to address Members’ concerns on Waterworks Regulations

At the sharing session with relevant government departments and professional bodies of waterworks held on 16 November 2015, attendees had made two suggestions for follow-up, which included strengthening the publicity of courses on plumbing and pipe-fitting, and reviewing incentive measures. The Management had discussed with the Hong Kong Plumbing and Sanitary Ware Trade Association Ltd. on enhancing the recruitment of “cooperative training scheme” while the publicity of short courses on plumbing would be strengthened. Training subsidies of trainees would be reviewed in early 2016.

As for the suggestion made by a Member on shifting the execution and supervision of some project works like minor works to the skilled workers in plumbing, and that works on water supplies could be categorised by making reference to the practices of handling different grades of electrical works by electricians of

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different licenses, the Management would have meetings with the industry stakeholders of the Course Advisory Panel prior to submitting the results of discussion to Task Force on Training and CITB for consideration.

DL

- 11.2.2 Items 10.2.5 to 10.2.7–Construction Industry Council Manpower Forecasting Model (Workers) in 2015

Regarding the concern on whether the Government could roll out enough construction projects to maintain the employment opportunities of construction workers when the construction expenditure dropped, IK reported that the Research Department and the consultant would conduct a sensitivity study in the next construction expenditure forecast to explore the effects of a change in economic data such as an increase in interest rate or slowdown of economic growth on the volume of construction works. Moreover, the Research Department would take out the amount of the surge in cost at the later stage arising from the delays of projects to generate a more accurate labour multiplier when updating the manpower forecast next year.

- 11.2.3 Item 10.1.3–To split two skills enhancement courses

IK reported that the Management would submit the proposal on splitting the two skills enhancement courses in Bricklaying & Plastering and in Bricklaying & Tiling under Advanced Construction Manpower Training Scheme-Pilot Scheme into three individual skills enhancement courses by early 2016.

- 11.2.4 Item 10.1.6–Summary report of the 5th meeting of Task Force on Trade Testing in 2015

IK briefly introduced the method of working out the new target of the number of trade test applicants. However, as the calculation involved

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- a large amount of data, a Member requested the management to provide details of the estimate after the meeting. **IK**
- 11.2.5 Item 10.1.10–Construction Industry Cooperative Training Scheme (Labour Union) – Pilot Scheme
- Members noted that discussion with the related labour union on the above Scheme had been embarked and the adjustment of trainers’ salary was being followed up. A Member representing the labour union stated that the first class for Nepalese had been scheduled for commencement in early January 2016. Should trainers’ salary and subsidies for other expenditure items be adjusted during this period, it was hoped that classes offered in January and in subsequent months would be eligible to claim back the difference. Chairman agreed. **YLC**
- 11.2.6 Item 10.4.2–Report on benchmarks of efficiency for cooperative training schemes (retention rate on staying in the industry)
- Members noted that in order to refine the data for working out the retention rate on staying in the industry and enhance the contact with graduates, the Management would try to collect the latest contacts of trainees of various cooperative training schemes via site visits before their graduation, and would invite them to join the alumni association.
- 11.2.7 Item 10.9.1–Table on estimated waiting time for full-time adult short courses
- Members noted that the Management suggested setting the waiting time for the courses on plant operation at a maximum of 12 months. Applications that went beyond that upper limit would not be accepted. In the meantime, the operation mode of the courses on plant operation would be reviewed to further increase the training places to cope with the demand. **YLC**

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Chairman stated that apart from setting the upper limit for waiting time, the Management should submit proposals which would involve the deployment of plant and spatial resources for achieving and maintaining the waiting time within the 12 months' time.

- 11.2.8 Item 10.9.4–Review of cooperative training schemes

Members noted that the Management had finished the review of cooperative training schemes. For the continuation of the review, the brainstorming session originally scheduled for early December would be postponed and followed up after the new Chairman had taken up his appointment.

11.3 Introduction of “Basic Appreciation Course on the Safe Use of Cranes for Frontline Supervisors” (for discussion)

- 11.3.1 Members took note of Paper CIC/CTB/P/106/15 and the background and proposed content of the above course.

- 11.3.2 A Member pointed out that when the paper was submitted to Task Force on Training for discussion, it was suggested that the course fee should be \$350 for each trainee, but now the course fee was increased to \$450 after taking into account of an enrolment rate of 80%. That Member went on to say that there were numerous plant related casualties and CIC was provided with resources from the industry to offer trainings. CIC thus had to engage more publicity to promote the courses. Moreover, workers did not have any income when they took the course. The course fee should be reduced to attract more applications from workers.

- 11.3.3 Chairman instructed that should there be any changes to the content of papers in the wake of a meeting, management should inform the Task Forces. As the enrolment rate of 80% has been

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used by CIC for calculating the course fee of part-time courses for years, Chairman suggested to impose a course fee of \$450 for each trainee at first. If the enrolment rate was unsatisfactory, the Task Force on Training could consider offering a one-off subsidy to adjust downwards the course fee.

- 11.3.4 Members agreed to offer the “Basic Appreciation Course on the Safe Use of Cranes for Frontline Supervisors”, with 15 trainees per class. The total training hours were 7.5 hours and the course fee would be \$450 per trainee.

11.4 Regular review of the arrangement for candidates reaching the stipulated level of Intermediate Trade Test in the Practical Test of the related Trade Tests for Construction Craftsmen (for discussion)

- 11.4.1 Members took note of Paper CIC/CTB/P/107/15 and the background of the above review. It was noted that on the premise of safe operation and use of tools, Task Force on Trade Testing agreed to continue with the practice of awarding the Intermediate Trade Test Certificate to candidates who got 50 to 59 marks in the Trade Test for Construction Craftsmen.

- 11.4.2 A Member of the Task Force on Trade Testing pointed out that candidates applying for the Trade Test for Construction Craftsmen aimed at acquiring the certificate for Construction Craftsmen. Awarding an Intermediate Trade Test Certificate to these candidates might not be of great significance. That Member also said that if a candidate was able to get 50 to 59 marks in the Trade Test, the result could be considered as a pass, only that it was not sufficient for acquiring the certificate for Construction Craftsmen that required a passing score of 60 or above. In addition, it might be caused by a poor management of time during the test that made the candidate fail to meet the requirement. Therefore, an articulation arrangement was suggested to allow candidates to accumulate a

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specified number of years of experience for acquiring the certificate for Construction Craftsmen without having to take the test again. This practice would also help save resources and administrative work. Another Member pointed out that candidates applying for the Trade Test for Construction Craftsmen might already have the related Intermediate Trade Test Certificate. The award of an Intermediate Trade Test Certificate might be meaningless to them.

- 11.4.3 Chairman summed up the views of Members that all agreed to continue with the current practice of awarding the Intermediate Trade Test Certificate at this stage, and to follow up the provision of a better articulation arrangement for candidates to avoid the need to take the test again before getting the trade test certificate while helping save the administrative work and cost of CIC.

Task Force on Trade Testing

11.5 A new round of publicity campaign for boosting the number of candidates for trade tests (for reference)

- 11.5.1 Members took note of Paper CIC/CTB/P/108/15, and the new round of publicity campaign for boosting the number of candidates for trade tests.
- 11.5.2 Chairman of Task Force on Trade Testing opined that on promoting the implementation of the provision of “Designated Workers for Designated Skills” stipulated in the Construction Workers Registration Ordinance, CIC lacked a comprehensive publicity strategy. Chairman pointed out that Construction Workers Registration Board Secretariat and colleagues of Corporate Developments Department of CIC were already invited to attend the CITB meeting in July 2015 to brief Members on the publicity work in relation to the Provision, including the overall publicity strategy and work schedule of CIC from 2015 to 2017. The proposal given in the paper was only a further supplement to the publicity work already set out.

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- 11.5.3 A Member pointed out that workers were already aware of the offer of trade tests by CIC. Emphasis of the promotion should be on the fact that should a worker fail to take and pass the test to become a Registered Skilled/Semi-skilled Worker of the designated trade division within the specified time frame, the worker would not be allowed to carry out construction works of the respective trade divisions after the implementation of the provision of “Designated Workers for Designated Skills” in April 2017. IK replied that all publicity means had already carried such message. Chairman opined that in terms of the display and design of the message, there were rooms for improvement to make it clear and concise. **IK**
- 11.5.4 In response to the request of Chairman of Task Force on Trade Testing, Chairman advised to reflect to Steering Group on Implementation of CWRO Amendments so as to review the overall publicity strategy. IK said that views had recently been relayed to the Steering Group and there were no comments. Chairman thus suggested the management to review the effectiveness of the activities launched and identify areas that needed to be enhanced. If necessary, colleagues of related departments could be invited to give a briefing again. **IK**
- 11.6 Improving the career path for trainees and graduates of “Full-time Construction Supervisor/Technician Programme” (for information)**
- 11.6.1 Members took note of Paper CIC/CTB/P/109/15 and the career path for trainees and graduates of Construction Supervisor/Technician Programme, as well as the proposal to seek recognized membership from related institutes.
- 11.6.2 A Member pointed out that in the “Career path for trainees of Construction Supervisor/Technician Programme” given in the Annex, the VTC courses in fact had academic elements in their curriculum. Chairman asked the Management to make **RW**

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amendments accordingly.

11.6.3 A Member raised out that a similar career path should also be drawn up for graduates of Basic Craft Courses. Chairman stated that with the help of DEVB, the Management was actively making the necessary preparation and it was believed that a preliminary proposal would be ready by the first quarter of next year. IK reported that CIC was exploring various ways of assisting workers in pursuing further studies and professional development, including becoming a supervisor through the path of Technically Competent Person (TCP), becoming a professional through taking DVE courses, and becoming a sub-contractor through pursuing new diploma courses at CIC.

11.6.4 The Member representing DEVB pointed out that the construction industry would face a shortage of 10,000 to 15,000 craftsmen and around 400 technicians/supervisors in the coming few years according to the latest construction manpower forecast report of CIC. To be in line with the manpower demand of the industry, it was proposed that S.3 and S.6 graduates should be encouraged to first join the industry as semi-skilled or skilled workers and to move upward as professionals or sub-contractors through the career path.

11.6.5 A Member suggested to create an appropriate title for workers with excellent skills like “工藝師” (Chinese only) for an enhancement of professional image and to attract newcomers to join the industry. Another Member added that Singapore was using the title “master craftsman”. Chairman said that the suggestion was worth referring to and following up.

11.7 Set up touch screen kiosks of Construction JobsNet at Construction Industry Recruitment Centre of Labour Department (for information)

Members took note of Paper CIC/CTB/P/110/15, and agreed

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to relocate two touch screen kiosks of Construction JobsNet from the ground floor of Kowloon Bay Training Centre and Resource Centre to the Construction Industry Recruitment Centre of Labour Department on the first floor. The related relocation and installation costs at around \$10,000 would be borne by CIC.

11.8 Report on the Survey of Trainees of Full-time courses 2014-15 (for information)

11.8.1 Members took note of Paper CIC/CTB/P/111/15 and the background of conducting the survey, the survey result and analysis report, as well as the suggestions for improvements.

11.8.2 A Member opined that the comments made by trainees on computer facilities were not favourable and there was a need to make improvements as soon as possible. IK said that after the establishment of a BIM Centre on the third floor of Kowloon Bay Training Centre, trainees of Construction Supervisor/Technician Programme and some of the trainees of Basic Craft Courses would be arranged to use the newest computer facilities in the Centre. It was expected that the problem would then be solved. Moreover, the Management would gradually update the computer facilities on other floors. The computer facilities in Sheung Shui Training Centre were relatively new, but they would also be replaced gradually as scheduled.

11.8.3 CT added that CIC had devised a five-year plan to update all computer facilities. In the meantime, computer facilities in use would be reallocated in accordance with the demand and their newness. CIC purchased its own computer facilities in the past but now has gradually turned to computer rental service. It was hoped that all computers would be rented in the long run. Members considered the five-year plan to update computer facilities reasonable and cost effective. Chairman opined that a reserve could be set aside accordingly in the annual budget.

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11.9 Summary Notes of 6th Meeting of Task Force on Training (for information)

11.9.1 Members took note of Paper CIC/CTB/P/112/15 and the summary notes of the 6th meeting of Task Force on Training. The setting up of an additional crane in Tai Po Training Ground was a matter of great concern to the Task Force. VW reported that a meeting was held in late November with Home Affairs Department and discussion was made on the height of the crane. Therefore, a clear message would be spelt out in the meeting to be held on 16 December with representatives of residents of Yue Kok Village that different cranes would have different heights, and the derrick jib would not always be lifted to its highest point for a long time. It was hoped that residents would understand the crane would not make much nuisance to them. On the other hand, the Management had informally met with residents of Riviera Lodge and found that residents in general accepted the setting up of an additional crane in Tai Po Training Ground, but a letter would still be sent to them for a written reply.

11.9.2 Chairman of the Task Force added that the biggest concern of the residents was how many cranes would be set up in Tai Po Training Ground. It was because initially there were only two cranes in the Ground, and now one more was to be added. They worried that there would be more to come. Therefore, there was a need for CIC to explain to the residents that the maximum number of cranes that could be set up in the Ground was three cranes in the hope that their worries could be eased.

VW

11.9.3 Members took note of the table on estimated waiting time for full-time adult short courses as of 30 November 2015, which was tabled at the meeting. With the exception of courses on plant operation, the waiting time for courses on craft skills and technician level was less than 6 months. Among them, the Metal Formwork and Concreting Course

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under Enhanced Construction Manpower Training Scheme, which was supposed to be split into two courses in January 2016, was still in the process of recruiting instructors and thus the split would have to be suspended for the time being. On the other hand, though the queue for the courses on plant operation was cut off, proposals for improvement would be followed up with reference to the maximum waiting time target of 12 months.

YLC

11.9.4 Members also noted the statistics and charts of “Advanced Construction Manpower Training Scheme - Pilot Scheme” during the period from 1 September to 30 November 2015. A total of 170 and 78 applications were received respectively for Structured On-the-job and Skills Enhancement Courses, which were able to meet the targets.

11.9.5 Chairman suggested that apart from giving charts on number of applicants, another set of charts should be prepared to show the expected graduation time of trainees of the corresponding courses to let Members know the number of graduates to be qualified as skilled workers in a specific period of time.

YLC

11.9.6 Chairman stated that as the Pilot Scheme was newly launched, the Management should take the opportunity to collect opinions from the participants for an early adjustment of the Scheme. YLC said that a questionnaire would be aptly designed for participants of the Pilot Scheme to fill in before completion of the course. However, as the training duration of the Structured On-the-job was relatively long, it was planned to conduct simple survey during site visits. Chairman opined that whether the opinions were collected through formal or informal means, they would facilitate the better implementation of the Pilot Scheme. Chairman also asked the Management to report on the opinions of the participants and the related suggestions for improvements.

YLC

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11.10 Summary Notes of the 6th Meeting of Task Force on Trade Testing (for information)

Members took note of Paper CIC/CTB/P/113/15 and the summary notes of the 6th meeting of Task Force on Trade Testing. As the waiting time of trade tests for all trades was within 2 months, there was no need to submit the summary table on waiting time for trade tests. As for the actual number of applications for Senior Workers Registration Arrangement and trade tests, it would be around 2,500 and 1,700 respectively in November 2015. As of 30 November 2015, the total accumulated actual number of applications of these two means was around 4,000 more than the expected accumulated number (i.e. around 14% more), making a total of 32,500.

11.11 Summary Notes of the 5th Joint Meeting of “Task Force on Contractor Cooperative Training and Apprenticeship Scheme” and “Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme” (for information)

Members took note of Paper CIC/CTB/P/114/15 and noted the summary notes of the 5th Joint Meeting of the above two Task Forces, including the review of CIC training subsidies and cooperative training schemes and other issues.

11.12 Supply of information for 2015 VTC Manpower Survey Report on Building and Civil Engineering Industry (for information)

11.12.1 Members took note of Paper CIC/CTB/P/115/15 tabled at the meeting, and noted the information to be provided by CIC Secretariat for the above report of VTC, including the data of the latest CIC Manpower Forecasting Model, training places of various types of training courses of CIC in recent years, and basic information on training. As for the updated result on manpower shortage of construction skilled workers in the Manpower Forecasting Model, the valid period would be amended from “in the coming 2 to 3 years” to “in the coming 5 years” as suggested by a CIC Member earlier on.

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11.12.2 Chairman opined that the estimated training places for 2013 to 2016 listed in the Annex deviated from the actual places used. A Member pointed out that as the years had passed by, it was suggested to add the number of actual places used next to the columns of the years that passed. Chairman suggested to add remarks next to the year that had not yet ended and the coming year to remind readers that the figures were only estimated ones and they might be different from the actual figures.

VH

11.13 Summary Notes of 5th Meeting of the Steering Group on Implementation of CWRO Amendments (for information)

Members took note of Paper CIC/CTB/P/116/15 tabled at the meeting, and noted the summary notes of the 5th Meeting of the above Steering Group, including hiring a consultant to study the conduct of CIC trade tests overseas and develop a mutual recognition mechanism of trade tests with related overseas organisations, and also having delegations to visit related training organisations in Mainland China.

11.4 Any Other Business

11.4.1 Promotions of Recruitment Days of Sub-contractor Cooperative Training Scheme in 2015

11.14.1.1 Members took note of Paper CIC/CTB/P/117/15 tabled at the meeting, and noted the letter from Hong Kong Construction Sub-Contractors Association dated 10 December 2015, in which a number of points were raised by the Association on the promotion of Recruitment Day of the Sub-contractor Cooperative Training Scheme. In response, CIC had listed in details the promotion campaigns specially devised for the cooperative training scheme, and the actual situations of the Recruitment Day.

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11.14.1.2 A Member representing the Association stated that the promotional activities listed in the paper were more or less in line with what the Association requested in the letter, but it was still necessary to strengthen the promotions for the Recruitment Day. That Member also pointed out that it took too long for CIC to process the applications received on the Recruitment Day, which would render the loss of applicants who wanted to join the Scheme but could not afford to wait for too long for the reply.

11.14.1.3 Chairman agreed that there was a need for a review, and asked the Management to review the format of Recruitment Day to make it more attractive, to strengthen the promotions of the related activities, and to speed up the processing time of applications. On the other hand, the representative from DEVB who was in attendance of the meeting stated that the Construction Industry Recruitment Centre, located on the first floor of Kowloon Bay Training Centre, would be open on 31 December 2015. The Labour Department welcomed CIC and trade associations to hold recruitment fairs at the venue.

YLC

11.14.2 Note of thanks to Ir Dr Derrick PANG, CITB Chairman, and Mr Robert LAM, CITB Member

On behalf of CITB, Chairman thanked the outgoing CITB Member, Mr Robert LAM, for his invaluable advice to the CITB. Chairman also said that today's meeting would be the last meeting within his term of office. He thanked all Members for their support and understanding in the past two years. As a token of thanks, Chairman invited

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Members to a luncheon on 21 December. Chairman also thanked the Management for their hard work and effort.

The Member representing DEVB expressed gratitude to the outgoing CITB Member, Mr Robert LAM, and thanked the outgoing CITB Chairman, Ir Dr Derrick PANG, for his leadership, which facilitated CITB to implement several major projects in his term of office, and the waiting time for training courses and trade tests was drastically shortened. That Member thanked Chairman once again for his support and cooperation for the government policies, which enabled a much smoother provision of training and testing. On behalf of other members of CITB, Ir Albert HO thanked Chairman Ir Dr Derrick PANG and Mr Robert LAM. IK also represented the Management to thank Mr Robert LAM and Chairman Ir Dr Derrick PANG for his leadership and guidance.

11.15 Tentative date of Meeting 001/16

Date of the next meeting to be confirmed.

There being no other business, the meeting was adjourned at 11:05 am.

**CIC Secretariat
December 2015**