

Construction Industry Council

Construction Industry Training Board

Meeting No. 007/14 of the Construction Industry Training Board (CITB) was held on Monday, 1 September 2014 at 3:00 p.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present :	Ir Dr PANG Yat-bond, Derrick	Chairman
	Ir HO Ngai-leung, Albert	Member
	Ms HUNG Yee-man	Member
	Sr LAI Yuk-fai, Stephen	Member
	Mr LAM Ping-hong, Robert	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr NG Kwok-kwan	Member
	Ir SYNN Raymond-cheung	Member
	Mr SZE Kyran	Member
	Mr TSE Chun-yuen	Member
	Ir LAU Chun-kit, Ricky	(representing Member Mr Albert LAM)
	Mr LI Chi-leung	Member
In Attendance:	Dr HO Wai-wah	Member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme
	Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing
	Mr LAM Shing-tim	AS (Works Policies) 9, DEVB
	Ir Alex LEUNG	Director - Training & Development, CIC
	Ms Katherine TAM	Senior Manager - Finance, CIC
	Mr WONG Chi-lap	Senior Manager - Construction Trade Testing, CIC
	Mr CHU Yin-lin	Senior Manager - Construction Training, CIC
	Mr CHEUNG Yuk-lung	Senior Manager - Development & Support Services, CIC
	Dr Thomas TONG	Chief Research Consultant, CIC

	Mr Robert LAU	Manager - Construction Trade Testing, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC
	Ms Venue LAU	Graduate Trainee, CIC
Apologies :	Mr MAK Tak-ching	Member
	Prof TAM Chi-ming	Member

Progress Report

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7.1 Confirmation of Progress Report of the last meeting

Members took note of Paper CIC/CTB/R/006/14 and confirmed the amended Progress Report of the 6th meeting held on 15 July 2014.

7.2 Matters arising from the last meeting

7.2.1 Agenda item 6.3.1— Comments and recommendations by Independent Review Working Group

Members noted that Independent Review Working Group would hold a meeting in early September 2014 to sum up the comments made during the five site visits and report to Task Force on Training before submitting a report to CITB for consideration.

7.2.2 Agenda item 6.3.2— Estimated waiting time for full-time adult short courses

Members noted that courses on AutoCAD Draftsman and Quantity Surveying Technician Assistant required longer waiting time. The former course had been put under Contractor Cooperative Training Scheme (CCTS) as approved by CITB through circulation of papers in April 2014. For the latter course, the management had contacted several construction

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companies and noted that there was no shortage of draftsman in the industry and the industry had no interest to join the cooperative training schemes. The management was now trying to get in touch with the chairman of relevant course advisory panel to know about the situation. Since the new training term would begin in September, it was proposed to observe for a while before making a decision. In addition, the timetable on waiting had included the average time of course interval and the date of the last class of a course.

7.2.3 Agenda items 6.4.1— Meeting schedule of task forces

Members noted that the Secretariat would re-arrange the meeting schedule of the four task forces and inform relevant members.

7.2.4 Agenda item 6.6.1—“Report on Introduction of Sub-contractor Cooperative Training Scheme and its Cost-effectiveness”

Members noted that the management had discussed with Hong Kong Construction Sub-Contractors Association (HKCSA) in relation to the captioned report. HKCSA would provide supplementary information for further discussion and Chairman of CITB would follow up the relevant issues with the President of HKCSA in September 2014.

7.2.5 Agenda item 6.6.2— Communicating with industry stakeholders before fine-tuning the Sub-contractor Cooperative Training Scheme (SCTS)

Members noted that the management had discussed twice with HKCSA in July 2014 about fine-tuning SCTS. The management also explored with DEVB and MTRC regarding the ways to enhance the implementation of mandatory cooperative training scheme and would continue to liaise with industry stakeholders to explore the feasibility of enhancing voluntary cooperative training scheme while focusing on the implementation of mandatory cooperative training scheme.

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- 7.2.6 Agenda item 6.6.3—Number of training places under Sub-contractor Cooperative Training Scheme in the second half of 2014

Members noted that “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” had submitted the proposed target number of training places and financial estimates for 2014 and 2015 under cooperative training schemes in the joint meeting held on 4 August 2014. The said proposals would be followed up under agenda items 7.3 and 7.4.

- 7.2.7 Agenda item 6.7.2—Highlights of future tasks for Steering Group on Implementation of CWRO Amendments

Members noted that under the amendments to the captioned Ordinance some trades would be split into many trade divisions which would require more testing time. The management would consult the industry as soon as possible to reach a consensus and had communicated with DEVB about the amendments to CWRO and would report in the meeting of Steering Group. For the effect on trade testing, it would be followed up under agenda item 7.6.

- 7.2.8 Agenda item 6.9.2—Recruitment of additional testing invigilator and general worker for Window Frame Installation

Members noted that the proposed additional recruitment was endorsed by Committee on Administration and Finance.

- 7.2.9 Agenda item 6.10.5—Proposed revisions of trade list of Enhanced Construction Manpower Training Scheme (ECMTS)

Members noted that the captioned proposal would be followed up under agenda item 7.8.

- 7.2.10 Agenda item 6.11.4—Proposed revisions to

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Construction Industry Cooperative Training Scheme
(Labour Union) – Pilot Scheme

Members noted that the proposed revisions to the Pilot Scheme had been endorsed by CITB through circulation of papers and would be submitted to Committee on Administration and Finance (Com-ANF) for approval on 19 September 2014.

7.2.11 Agenda item 6.12.4—Second Report on CIC Manpower Forecasting Model (Workers)

Members noted that the above report was accepted by Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study on 22 July 2014. The report was endorsed on 25 July after making minor revisions based on the comments from Com-ANF and it had been submitted to CIC for approval on 29 August.

7.2.12 Agenda item 6.13.1—Letter from Education Bureau of HKSAR

Members noted that the Secretariat would draft a reply on how to promote vocational education. In addition, Chairman requested the Director to prepare information on the background of CIC and admission criteria of training courses for the meeting with representatives of the Education Bureau in due course to explore scope of cooperation in the long run.

**Director –
Training &
Development**

7.2.13 Summary of the previous six CITB meetings

Chairman expressed that six meetings were held since the start of 2014 and now he would like to give a brief report on the future developments of CITB. For the short-term goal, it aimed at tackling the training courses and trade tests with longer waiting time. For the mid-term goal, since inconsistencies were found in different cooperative training schemes in terms of costs, training periods etc., Chairman hoped that the two task forces of cooperative training schemes could discuss together to standardize indicators of various schemes to save relevant administrative work as well as encourage trainees to stay in the industry through

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the last measure of on-the-job training subsidy scheme. For the long-term goal, it was necessary to commission a consultant to conduct utility review on training centres and training grounds and provide recommendations on enhancement / improvement measures. In addition, it was necessary to explore the required training courses for the training of skilled workers and draft long-term training proposals. Chairman continued that the relevant long-term measures involved a certain amount of funding, and thus, apart from ensuring the financial estimates approved for CITB could be used more effectively, it should also consider ways of reducing expenses such as adding more training places to mandatory cooperative training schemes and exploring the feasibility of the subsidy being borne by the industry. While increasing the quantity, the quality should also be enhanced. CIC had conducted surveys targeted at trainees, instructors and trainees' employers and would improve the quality of training with reference to the survey results.

7.3 Proposal of the target number of graduates and financial estimates for cooperative training schemes in Year 2014 (for discussion)

7.3.1 Members took note of Paper CIC/CTB/P/168/14 and noted that the above proposal was endorsed in the meeting on 4 August 2014 jointly held by “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”. Yet, it had to be adjusted with reference to the target number of training places for Construction Industry Cooperative Training Scheme (Labour Union) – Pilot Scheme as approved recently.

7.3.2 Members also noted that the target number of graduates for all cooperative training schemes in 2014 was 2,085. With a projection of 35% on the rates of non-attendance and withdrawal as well as failure, the total number of training places would be 2,821. Together with the trainees, who had not yet completed training by end 2013 and had to complete the training

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within 2014, the total estimates for training expenses for 2014 were around \$128 million. After consideration, Members approved the target number of graduates and total number of training places for cooperative training schemes in 2014 and its estimated financial expenditure.

- 7.3.3 A task force member in attendance asked about the cost-effectiveness of the estimates for training expenditure. Chairman proposed developing benchmarks of comparison to evaluate the effectiveness of training. Another Member raised that applications for cooperative training schemes mostly came from major contractors. Chairman pointed out that CIC now offered cooperative training schemes for contractors, sub-contractors and non-members of trade associations that were open for applications for all eligible parties. Thus, CIC had tried her best to cater for the needs of cooperative training of employers in different scales of business. Moreover, it would follow up a suggestion made by a Member in other meetings, to extend the scope of subsidy like exploring the feasibility of subsidizing an individual for giving training to trainees in his/her personal capacity. There was a view that the ratio of instructors to trainees under cooperative training schemes sometimes did not meet the optimal efficiency. Members noted that it was mainly due to the dropout of trainees during the course of training. The management would closely monitor the situation to ensure optimization of training resources. Furthermore, Chairman stated that he would review the application procedures for cooperative training schemes together with Task Force on Contractor Cooperative Training and Apprenticeship Scheme to improve and simplify relevant administrative procedures. The management had to fully understand the views of various stakeholders in order to review different cooperative training schemes.

**Senior
Manager –
Development
& Support
Services**

7.4 Proposal of the target number of graduates and financial estimates for cooperative training schemes in Year 2015 (for discussion)

- 7.4.1 Members took note of Paper CIC/CTB/P/169/14 and noted that background of the captioned proposal.

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Members noted that the target number of graduates for all cooperative training schemes in Year 2015 was 1,806. With a projection of 35% on the rates of non-attendance and withdrawal as well as failure, the total number of training places was 2,750. The target number of graduates in 2015 was lower than that in 2014 mainly because half of the training places (i.e. 250) out of the originally estimated number of 500 for Contractor Cooperative Training Scheme – E&M Trade had been transferred to Diploma in Vocational Education Programme – Technician.

- 7.4.2 After consideration, Members approved the target number of graduates and the total number of training places for 2015 as well as the estimated expenditure of \$107 million for the target number of graduates.

7.5 Work plan and financial estimates for CITB for Year 2015 (for discussion)

- 7.5.1 Members took note of Paper CIC/CTB/P/170/14 and noted the key tasks of CITB, which included regular course/tests and training subsidy schemes, items of Investing in Construction Manpower, cooperative training schemes and manpower forecasting study for construction industry. It also included the estimated expenditure based on the annual work plan, which mainly covered staff costs, training expenses, workshop expenses, publicity and public relations expenses, general administrative expenses, repairs & maintenance expenses, research and studies and capital expenditure etc. Members also noted that the income and operating expenditure under CITB as well as the net expenditure after deducting the estimated expenditure from the income for Year 2015.
- 7.5.2 Chairman stated that he had met with the heads of different training centres and relevant departments to understand the details of the estimates concerned. If the estimated expenditure was calculated by “per trainee” basis, including relevant trainee allowance, operating expenditure for training grounds, tools and materials, advertising and publicity expenses, repairs and maintenance expenses and general administrative expenses etc., the expenditure for training of a trainee

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roughly estimated to be around \$60,000. Chairman continued that he would review with various centres and departments their structure, role and responsibility to find out areas of improvement and rooms for savings of expenditure. Other items of expenditure such as repairs & maintenance might have to be submitted for CITB approval in the future.

**Director –
Training &
Development**

7.5.3 A Member asked if the expenditure involved in the improvement measures taken or to be taken to tackle the long waiting time for training courses or trade tests had been reflected in the relevant financial estimates. Director stated that the expenditure involved in improvement measures, like recruiting extra manpower and building/altering training or trade testing venues to tackle the issues of long waiting time for courses and trade tests, had been estimated under items of staff costs and capital expenditure. However, it took time to add manpower and build/alter a venue, the effect might not be shown immediately. Chairman supplemented that the improvement measures approved by CITB should have been included in the estimated expenditure, and the management were required to draft and submit a proposal to CITB for approval for any additional measure afterwards. Overall, the estimates should have reserved enough funding for the implementation of required improvement measures. For the practical outcome, it would be discussed when reviewing reports of various task forces.

7.5.4 A task force member attending the meeting raised that the present financial estimates submitted to CITB for consideration involved a large amount but CITB had no task force to monitor every item of expenditure. It was a bit difficult for Members to approve the estimates for CITB for the whole year within a limited time frame. Another Member opined that more detailed information should be provided for various estimated items, particularly the item of staff costs. It was hoped that breakdown of expenditure items could be listed clearly for Members to monitor the timely usage of the funding reserved for recruiting additional manpower. Senior Manager – Finance supplemented that there were notes in the financial statements stating

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what were mainly covered by various expenditure items, for example, government rates accounted for the largest part of expenditure under office management fees and rates.

- 7.5.5 Chairman stated that Members could propose to the Secretariat if they had any comment on the financial estimates of CITB for 2015. If it was found necessary after collecting the comments, a special meeting might be held to answer questions from Members. Director requested Members to submit comments to the Secretariat within one week after this meeting before the meeting of Committee on Administration and Finance scheduled for 19 September 2014. Furthermore, if the estimates did not reserve enough funding for necessary items, Chairman stated that he was willing to allocate additional resources through administrative measures. In addition, it was hoped that Members could show understanding as some internal changes required time to implement and achieve outcomes. As regards the reasonable salary for recruiting instructors/testing staff, Chairman promised to keep following up the issue and would consider setting up a small group on approval of financial estimates to continue to review the financial status of CITB.

(Post-meeting notes: CITB arranged an explanatory session on 11 September 2014 for Members to ask questions and know about the details of the revised financial estimates for CITB in 2014 and 2015.)

7.6 Effect on training courses and trade tests subsequent to amendments to CWRO and the proposed overall response plan (for discussion)

- 7.6.1 Members took note of Paper CIC/CTB/P/156/14 and noted that there would be 37 trades and 139 trade divisions under CWRO after the amendments. The management had drafted a table on corresponding distribution of skills based on the captioned, detailing the effects on training courses and trade tests imposed by the amendments. Subsequent to the amendments to CWRO, individual registered skilled workers could work across trades for similar tasks. Course Advisory

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Panel considered that only the work with similar trade skills and tools could be done across the trades, and thus, CITB did not need to offer additional training courses. There would be greater impact on trade tests regarding the amendments to CWRO. Subsequent to the amendments of CWRO, changes for trade tests included:

- i) adding 5 proposed trades with a total of 17 construction trade tests;
- ii) deleting 1 proposed trade with 1 construction trade test;
- iii) adding 7 proposed trades with a total of 17 intermediate trade tests; and
- iv) deleting 1 proposed trade with 1 intermediate trade test.

Apart from making arrangement for trade tests of new trade divisions, Trade Testing Centre had to follow up the arrangement for intermediate trade tests in ten trade divisions related to plant operation and also the arrangement for combined construction trade test in the new Bricklaying, Plastering and Tiling (Master) trade. It was also noted that Trade Testing Centre had offered construction trade tests or intermediate trade tests in some of the new trade divisions through administrative measures.

7.6.2 With the introduction of “designated workers for designated trades” under CWRO, Members noted that around 23,000 registered general workers with relevant skills would be attracted to take construction trade tests or intermediate trade tests as predicted by the Secretariat of Construction Workers Registration Board (CWRB). According to this conservative estimation, the tests in around 5 trades had already been beyond the testing capacity of the Centre. To ensure that CWRB and CITB used the same data for follow-up actions, Task Force on Trade Testing proposed to submit the above estimation to Steering Group for confirmation.

7.6.3 A Member hoped that Steering Group could determine the number of workers who would be taking construction trade tests/intermediate trade tests due to

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the arrangement of “designated workers for designated trades” under CWRO. A task force member attending the meeting raised that if CWRB and CITB both agreed to the relevant estimation figures, it would be far more effective in execution. Chairman understood the concern of Members about the accuracy of the estimated figures and the subsequent follow-up actions.

7.7 Revising the terms of reference and membership composition of course advisory panels (for discussion)

7.7.1 Members took note of Paper CIC/CTB/P/157/14. It was also noted that organisation of task forces under CITB was re-structured in the beginning of the year, 17 course advisory panels needed to report to Task Force on Training and Task Force on Trade Testing. As such, the terms of reference for the new term of course advisory panels required minor revisions. As regards the membership, the number of members would be reduced from 14 to 11 in order to enhance consistency of membership of the panels from different trades to fairly listen to comments from various parties as well as to maintain effective operation and discussion. The number of representatives from employers would be reduced; representatives from labour unions, trade associations and professional bodies would be no more than two persons; representatives from graduates and other members would be replaced by representatives of alumni and frontline management staff from the employers. The place of membership taken up by Centre Manager would be deleted. The new term for course advisory panels would last from 1 January 2015 to 31 December 2016.

7.7.2 A Member opined that the key task of course advisory panels was to discuss the training of workers but representatives of labour unions only accounted for a small portion. Thus, it was proposed to increase the number of representatives from the labour unions. Chairman expressed that the focus should be on whether relevant representatives could work in the meeting rather than the number of people. If Members considered it necessary to increase the number of representatives from individual sectors, they could

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send in their views with justifications to the Secretariat. Chairman added that the proposed membership composition for course advisory panels would be considered in full and confirmed subject to any other proposals made by Members afterwards.

All Members

7.8 Proposed revisions to trades under Enhanced Construction Manpower Training Scheme (ECMTS) (for discussion)

7.8.1 Members took note of Paper CIC/CTB/P/158/14 and noted that the management had reviewed the proposed revisions to the list of trades under ECMTS based on the comments raised by Members in the last meeting. The management now recommended adjusting the provision of specified trades for training under ECMTS from 18 (a total of 23 courses) to 17 (21 courses) after September 2014. Such revision was applicable to courses offered at CIC starting from October 2014 as well as Contractor Cooperative Training Scheme, Sub-Contractor Cooperative Training Scheme and Plumbing Contractor Cooperative Training Scheme commencing in 2015. The trade proposed for deletion was Tower Crane Worker's Assistant while its related assistant course and the Tower Crane Worker (Erecting, Dismantling, Telescoping & Climbing) Course would become regular short courses of CIC with the daily trainee allowance being reduced from \$320 per day to \$150 per day.

7.8.2 After consideration, Members accepted the above proposed revisions to trades under ECMTS.

7.9 Proposal of providing intermediate trade tests for trainees at training centres (for discussion)

7.9.1 Members took note of Paper CIC/CTB/P/159/14 and noted the background of the proposal. According to the table on waiting time as of end July from Trade Testing Centre, the current waiting time for intermediate trade tests of six trades exceeded two months' time. After analyzing the arrangements for tests, manpower and venues of relevant trades, Trade Testing Centre proposed to provide intermediate trade tests in Metal Scaffolding and Timber Formwork (Building Construction) for trainees at training centres first and

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set up 7 work stations of intermediate trade test at Siu Lun Street Training Ground at Tuen Mun. The construction fee for each station would be around \$10,000 while the estimated fee for site formation would be 60,000, making up a sum of around \$130,000. If the proposal was approved, it could be commenced within two months. If the waiting time for trade tests of a trade was reduced to less than two months, the related tests to be conducted at training centres would be transferred back to Trade Testing Centre for execution.

- 7.9.2 Since there was no full-time instructor to teach Aluminum Window Installation and there was only one instructor teaching Metal Formwork and Concreting, no intermediate trade test of these trades could be provided for trainees at training centres. A Member hoped to follow up the issue of instructing staff for the said trades.

**Senior
Manager –
Construction
Training**

- 7.9.3 Members approved the arrangement for providing intermediate trade tests in Metal Scaffolding and Timber Formwork (Building Construction) for trainees at training centres. Members also accepted the budget of \$130,000 for establishing 7 stations for intermediate trade test of Timber Formwork at Siu Lun Street Training Ground.

7.10 Provision of “Building Information Modelling (BIM) Advanced Course” (for discussion)

- 7.10.1 Members took note of Paper CIC/CTB/P/160/14 and noted that CIC had already provided a 30-hour “BIM Basic Course”. Based on the market needs, it now proposed to run three advanced courses on BIM, namely “BIM Advanced Course (Architecture)”, “BIM Advanced Course (Structure)” and “BIM Advanced Course (MEP)”. Each course would last for 30 hours with 20 people per class. The courses would be coordinated by Management & Safety Training Centre. There would be open recruitment of lecturers and a course attendant. Together with the cost of teaching materials and the fees for recruiting part-time lecturers to draft course syllabus and examination questions, the net course fee per trainee would be

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\$2,500 on a cost-recovery basis. Courses were expected to be commenced after October 2014.

- 7.10.2 A Member expressed that the industry now adopted 5D Models including progress management and cost control but the proposed advanced courses seemed not able to reflect the latest trend in the industry. Director stated that the proposed advanced courses could be graded as intermediate level and CIC planned to provide courses with the latest and higher level contents gradually.
- 7.10.3 A Member expressed that it was too conservative to estimate that only one class for each course would be offered in the first year. Senior Manager-Construction Trade Testing responded that classes would be added according to actual needs in an effort to satisfy the demands from the industry. Director supplemented that CIC already knew the latest training needs for BIM in the industry and might consider establishing a BIM training centre at Kowloon Bay Training Centre to provide the necessary training.
- 7.10.4 Members approved providing three BIM Advanced Courses with the course fee of \$2,500 per trainee.

7.11 Proposed revisions to trade test contents of Plumber and Leveller (for discussion)

Members took note of Paper CIC/CTB/P/161/14 and noted the background of the captioned proposal of revisions. After consideration, Members approved the following revisions:

- i) revising the test contents of construction trade test for Plumber and replacing PVC pipe (白膠塑料管) by epoxy coated cast iron pipe (紅坭) in the system;
- ii) adding a provision “if candidates cannot pass the water test within the time limit, the whole test will be graded as failed” in the construction trade test and intermediate trade test of Plumber;
- iii) adding 15 minutes more in the testing time of construction trade test and intermediate trade test of Plumber for candidates to replace fittings and thus increasing the whole testing time to 6 hours 45 minutes and 3 hours and 30 minutes respectively; and

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- iv) cancelling the task of climbing of bamboo scaffold in the intermediate trade test of Leveller.

7.12 Proposed new revision to the payment of trainee allowance under Sub-Contractor Cooperative Training Scheme (for discussion)

- 7.12.1 Members took note of Paper CIC/CTB/P/162/14 and noted the background of the above proposed revisions. The proposal of standardizing the calculation of trainee allowance by using a daily wage rate was agreed by HKCSA.
- 7.12.2 Members approved the proposed new revision to the payment of trainee allowance under Sub-Contractor Cooperative Training Scheme with the standardization of trainee allowance by using a daily wage rate, i.e. calculated by days of attendance of trainees with daily allowance of \$240. The graduation allowance would also be calculated by days of attendance, i.e. \$80 per day.

7.13 Summary report of the second meeting of Task Force on Training in 2014 (for information)

- 7.13.1 Members took note of Paper CIC/CTB/P/163/14 and noted the summary report of the second meeting of Task Force on Training. The key tasks had already been followed up under relevant agenda items.
- 7.13.2 As regards the “Table on estimated waiting time for full-time adult short courses” as of 8 August 2014 tabled in the meeting, Chairman proposed adding clear indicators to the rows and columns in the table and pointed out that the latest commencement date in 7 out of 31 courses was over one year. Chairman requested Task Force on Training to take note of that and cut short the waiting time as soon as possible to focus on addressing the mid-term and long-term issues. Chairman then requested the management to propose possible measures for reducing the waiting time in the next meeting of the Task Force.
- 7.13.3 A Member raised that some people might back out if the waiting time for the courses was too long. He

**Senior
Manager -
Construction
Training**

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worried that the number of people on waiting listed on the table might not reflect the actual number of people on waiting. Chairman stated that the management could still draft the proposed measures for reducing the waiting time based on the number of people on waiting. Initial target was to reduce the waiting time of the above-mentioned 7 courses to less than one year. Chairman was also open to all measures and proposals like outsourcing of courses and increasing the number of training grounds etc. Members also noted that the management had contacted the contractors with a view to ease the waiting queues for courses through cooperative training schemes.

7.14 Summary reports of the fourth and fifth meetings of Task Force on Trade Testing in 2014 (for information)

- 7.14.1 Members took note of Paper CIC/CTB/P/164/14 and noted the summary reports of the fourth and fifth meetings of Task Force on Trade Testing. The key tasks had already been followed up under relevant agenda items.
- 7.14.2 For the summary table on the waiting time for trade tests as of end July 2014 tabled in the meeting, it highlighted the trades with waiting time beyond the allowed time (2 months) stated in the service pledge. Chairman stated that out of the 11 trades for testing, only the waiting time of one trade, i.e. Timber Formwork (Building Construction), recorded a drop when compared with the last two months. The waiting time of the other ten trades for testing increased rather than decreased. Chairman requested the management and Task Force on Trade Testing to identify ways to shorten the waiting time of the trades concerned.
- 7.14.3 Members noted that some trades had recruited additional manpower to process the tests but it needed time to recruit manpower. In addition, adding work stations at training grounds also required time before putting into services. It was expected that some trades still required two to four months to shorten the waiting time. Chairman requested the management to report the progress of approved improvement measures in the next meeting and submit some new measures with

**Senior
Manager –
Construction
Trade Testing**

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expenditure being listed out and the time needed to work on cutting short the waiting queues.

- 7.14.4 Mr NG Kwok-kwan, Chairman of the Task Force, stated that applications for the trade tests listed on the table per month all exceeded the monthly capacity of testing by Trade Testing Centre. The approved additional personnel had not yet on board and there were still four vacancies of instructors. Mr. Ng pointed out that the situation was worsening and thus hoped that CIC could speed up the recruitment work.
- 7.14.5 A Member suggested considering the appointment of external institutions to carry out testing for some trades. Another Member raised that recruiting instructors who could handle both of the duties in teaching and testing would be difficult. The requirements for the instructors could be adjusted by separating the scope of duties into teaching and testing and to recruit designated instructors according to the duties.
- 7.14.6 Chairman expressed that any measure that could help ease the waiting queue would be considered. He requested the management to contact trade associations or unions to explore the possibility of temporarily appointing members of trade associations to help conduct the trade tests. Remuneration or working days could be specially dealt with as special cases.
- Senior Manager – Construction Trade Testing**
- 7.15 Summary report of the first 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” in 2014 (for information)**

Members took note of Paper CIC/CTB/P/165/14. It was also noted that the captioned two task forces would continue to follow up the overall review of the cooperative training schemes and the feasibility of integrating the present cooperative training schemes and on-the-job training subsidy scheme. It was hoped that relevant proposals could soon be submitted to CITB for discussion.

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7.16 Summary report of the second meeting of Working Group on RMAA Manpower Research in 2014 (for information)

Members took note of Paper CIC/CTB/P/166/14 and noted the summary report of the second meeting of Working Group on RMAA Manpower Research. The key items included revising the Chinese title of “屋宇測量師” (building surveyors) in CIC Manpower Forecasting (CICMF) Model as “建築測量師” based on the title adopted by Hong Kong Institute of Surveyors; the survey on the ratio of the number of workers engaging in RMAA projects to that of engaging in new projects was conducted and completed, and the ratio of the number of workers in different trades engaging in RMAA projects and new projects would be applied in the second update of CICMF Model; the Second Report on CIC Manpower Forecasting Model (Workers) was submitted to CIC for consideration on 29 August and would make minor revisions based on the comments of CIC. It would then be re-submitted to CITB for endorsement. The results of the second update of manpower forecasting regarding construction professional personnel was still under compilation.

7.17 Tentative date of next meeting 008/14

The next meeting was scheduled for 10 October 2014 (Friday) at 3 p.m. at Meeting Room 1, Construction Industry Council Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

There being no other business, the meeting was adjourned at 5:30 p.m.

**CIC Secretariat
September 2014**