

Construction Industry Council

Construction Industry Training Board

Meeting No. 004/17 of the Construction Industry Training Board (CITB) was held on Thursday, 3 August 2017 at 9:30 a.m. at Board Room, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Present:	Allan CHAN	(SKC)	Chairperson	
	Kim-kwong CHAN	(KCCN)		
	Pat-kan CHAN	(PKC)		
	Henry CHAU	(BCC)		
	Sau-kuen CHENG	(SKCg)		
	Joseph CHI	(JCI)		
	Peter LAM	(OKL)		
	Kwok-kwan NG	(KKN)		
	Dennis WONG	(DW)		
	Sai-yen YU	(SYYu)		
	Albert LAM	(ALa)		
	Ping-sang MAK	(PSM)		
In Attendance:	Raymond IP	(RI)	Development Bureau	
	Albert CHENG	(CTN)	Executive Director	
	Wyllie FUNG	(HWF)	Assistant Director – Training & Development	
	Yin-lin CHU	(YLC)	Senior Manager - Training & Development	
	Ivan KO	(IK)	Senior Manager - Training & Development	
	Kelvin LIN	(KnL)	Senior Manager - Training & Development	
	Cheryl IP	(CI)	Assistant Director - HR, Facilities Management & Admin	} (only for agenda items 4.13, 4.14 and 4.15)
	Miranda YEAP	(MYP)	Senior Manager – Council Services	
	Annie HO	(HSW)	Advisor – Education Development and Quality	
	Olivia YIU	(OaY)	Manager - Trainees Recruitment	
	Jimmy LEUNG	(JyL)	Manager (Acting) - Development & Support Services	
	Priscilla TAM	(PTm)	Manager - Training & Development	
	Roy WONG	(RyW)	Officer - Career Support Services	(only for agenda item 4.4)
	Shirley LAM	(YYW)	Senior Officer - Board Services	

Presenter: Ka-kui CHAN (KKCh) Chairman of Construction Industry Council (for agenda items 4.13, 4.14 and 4.15)

Apologies: Yat-hung CHIANG (YHC)
Amelia FOK (CYF)

Progress Report

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4.1 Confirmation of Progress Report of the Last Meeting

Members took note of Paper CIC/CTB/R/003/17 and confirmed the Progress Report of the 3rd meeting held on 21 June 2017.

4.2 Matters Arising from the Last Meeting

4.2.1 Item 3.2.6 – Requirement on Years of Working Experience for Trade Tests for Construction Craftsmen

KKN, the Chairperson of the Task Force on Trade Testing (TF-TRT), said that the consultation time would be long if the proposed relaxation of the trade testing requirement for construction craftsmen of having a minimum of 4 years of related working experience was to be discussed by the Course Advisory Panels. He thus brought up the issue with the Member representing the Hong Kong Construction Sub-Contractors Association (HKCSCA) who suggested the submission of a recommendation letter from the applicant's employer in the last meeting. It was agreed that labour unions could also issue recommendation letters to applicants, i.e. workers who had not yet possessed the required four years of related working experience, upon paying a deposit of HK\$800 together with a recommendation letter issued by their employers or labour unions, might apply for the Trade Tests for Construction Craftsmen. The said arrangement was reported at the last meeting of TF-

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TRT on 26 July 2017 and was accepted. The CITB Chairperson advised that the arrangement should be reviewed one year later to check if the technical skill level of those workers who took the Trade Tests for Construction Craftsmen via that arrangement could have met the standard.

**TF-TRT and
IK**

(Post-meeting Note: For the arrangement of issuing recommendation letters to workers with less than 4 years' related experience by employers and labor unions, reference would be made to the list of recognised government / public organisations and their registered contractors, construction-related trade associations and recognised labour unions adopted by the Senior Workers Registration Arrangement.)

4.2.2 Item 3.3.3, 3.3.6, 3.3.8 and 3.3.9 – Proposed Annual Budget for CITB in the Year of 2018

It was noted that the number of training places for Enhanced Construction Supervisor / Technician Programme had been increased from 120 to 200 in the Annual Budget for CITB in the Year of 2018.

For the submission of the work report on publicity, the work report on trainee recruitment and retention together with suggestions for improvement, and the report on benchmarks of efficiency for full-time courses, the management had prepared relevant papers for Members' discussion.

4.2.3 Item 3.7.2 – Provision of Training Courses for Ethnic Minorities and Proposed Future Development

It was noted that Members' comments made at the last meeting were incorporated into the paper submitted to the Committee of Administration and Finance for its endorsement, which included the

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employment of two full-time translators with proficiency in English / Cantonese and in dialects of ethnic minorities to assist in teaching, and favourable consideration would be given to those veteran ethnic minority workers who could speak Cantonese.

The Member representing the Hong Kong Federation of Electrical & Mechanical Contractors Limited (HKFEMC) stated that one class of Skills Enhancement Course for ethnic minority plumbers would be concluded by mid-September 2017. The HKFEMC had appealed for the direct employment of these graduates by its members. The Member also hoped that the CIC would formulate strategy to help the placement of these trainees. That Member considered that quite a number of ethnic minorities did wish to join the construction industry. It was hoped that CIC could offer more classes of these courses and introduce training courses for other trades like fire service installations and electrical installations. The Member continued that most of these ethnic minority trainees wished to get a monthly-paid job with better job security and stability. Whereas, employers should be prepared to hire those ethnic minority workers, who had completed the Skills Enhancement Courses and passed the Intermediate Trade Tests, and assign them to perform the duties of semi-skilled workers. The HKFEMC might share the related experience and views with CITB later in order to retain ethnic minorities in the industry to replenish the workforce.

The Member representing the HKCSCA stated that employers would usually assign a senior worker to lead two or three newly recruited semi-skilled workers, no matter whether they were locals or ethnic minorities. That arrangement was similar to the traditional mentorship adopted in some trades like plastering and painting. Mentorship not only facilitated skills succession and connection between mentors and apprentices, but also helped reduce the wastage of new entrants from the industry.

The Executive Director said that CIC would enhance

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promotion work and its linkage with employers. Employers were advised to arrange tasks which would suit the capability of trainees for them to apply their knowledge. Furthermore, CIC would strengthen the expectation management of trainees, enhancing their understanding of the initial duties of new practitioners before joining the industry and how to get along with employers and other workers. The progress of graduates after joining the industry would be closely followed up by the Career Support Services Section which would provide appropriate consultation to them if needed. CIC also requested both the HKFEMC and HKCSCA to urge their members to arrange suitable tasks for graduates to better utilize the trained workforce. The suggestion of introducing a monthly salary mechanism had the full support of CIC and was considered as a long term target to fight for.

- 4.2.4 Item 3.15.2 – Summary Table on Waiting Time for Trade Tests and Charts on Eligible Workers for Trade Registration through the Senior Workers Registration Arrangement and Trade Tests

It was noted that Carpenter and Leveler would be chosen as the two trades for trial run of on-site replacement arrangement to allow applicants who were willing to wait at the site of trade testing venue to fill up the place of absent candidates.

(SYYu and PKC joined the meeting at this juncture.)

4.3 Report on Benchmarks of Efficiency for Full-time Short Courses (Application Rate, Intake Rate and Dropout Rate) (for discussion)

- 4.3.1 Members took note of Paper CIC/CTB/P/051/17. It was noted that the captioned report was accepted by Task Force on Training on 20 July 2017.
- 4.3.2 It was noted that the full-time short courses during the period from January to June in 2017 using the “calculation based on estimated number of training

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places for courses" and the "calculation based on actual number of training places for courses", both application rate and intake rate were of a greater value than those recorded in the same period in 2016. Moreover, a total of 12 classes were unable to commence as scheduled during the reporting period due to the lack of instructors, lack of machinery/reshuffle of training ground or under-enrollment, comparing with the 26 classes canceled last year. Although the number of intake in the first half of 2017 was about 200 persons more than that of the same period in 2016, a greater number of dropouts was also reported, which resulted in the slightly higher post-admission dropout rate of trainees in 2017 compared with that of the same period in 2016. Members also noted the follow-up work of CIC in uplifting the application rate and intake rate while reducing the number of drop-outs. The management would submit an activity report on expectation management later for members' discussion.

OaY and JeC

- 4.3.3 The CITB Chairperson expressed concern about the nine classes being canceled due to the lack of instructors and considered there was a need to flexibly handle the recruitment of instructors. A Member suggested liaising with trade unions / labour unions of relevant trades for their assistance in locating or recommending suitable persons to fill in the vacancies of instructing staff in CIC.
- 4.3.4 Executive Director expressed that the CIC was proactively considering the adjustment of the remuneration package of instructors to make these jobs more appealing to prospective applicants. And CIC would liaise with the related trade unions/labour unions to help identify suitable persons soonest possible as advised.
- 4.3.5 Members accepted the report on benchmarks of efficiency for full-time short courses (application rate, intake rate and turnover rate) and the related follow-up tasks.

HWF

4.4 Report on Benchmarks of Efficiency for Full-time Courses (Employment Rate and Retention Rate) (for discussion)

4.4.1 Members took note of Paper CIC/CTB/P/052/17, and noted that the captioned report was accepted by Task Force on Training on 20 July 2017. It was also noted that in the period from 1 January to 31 May 2017, both the average employment rate of full-time courses' graduates within 1 month after graduation and retention rate after graduation for 3 months were 87% and 73% respectively, both figures were lower than the respective figures of 89% and 87% recorded in the same period in 2016. The main reason was due to the drop of vacancies in the job market and the delay in the construction of some large scale projects, affecting the employment opportunities of graduates. Members also noted the follow-up work taken by CIC in the light of the unsatisfactory placement results.

4.4.2 Regarding the average employment rate of graduates of Metal Scaffolding Course (English) and Welding Course (English) within 1 month after graduation was around 50%, which was attributed mainly to the communication problem or the reluctance of employers to hire ethnic minorities because of the unsatisfactory performance of their predecessors in the past, the CITB Chairperson restated the earlier concerns of Members of the employment of ethnic minorities. The management was requested to work out measures to encourage more employers willingly to hire well-trained ethnic minority graduates. Moreover, the CITB Chairperson pointed out that there were more than two hundred thousand general workers in the industry. CIC was considering the ways from different perspectives to attract these general workers to take CIC courses so as to pass the intermediate trade trades to be qualified as semi-skilled workers.

JeC

4.4.3 The Member for the HKCSCA remarked that it was not easy to persuade the general workers who were earning more than a thousand dollars a day to take a day off or make use of the public holidays to enroll

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in CIC courses to get the intermediate trade test certificates. Yet HKCSCA would make an effort to encourage workers to get the semi-skilled qualification and suggested its members to reward their workers by raising their wages after they obtained the intermediate trade test certificates.

4.4.4 The Member representing the Hong Kong Construction Industry Employees General Union (HKCIEGU) expressed that CIC should formulate a scheme to help general workers to become semi-skilled workers. The existing Skills Enhancement Courses for Construction Workers to train up general workers to be semi-skilled workers only provided 1,000 training places which was far from satisfying the training demand. That Member advised allocating resources to other industry stakeholders for helping in the training of these workers.

4.4.5 Assistant Director said that CIC would adjust the number of training places in accordance with the enrolment results. However, general workers seemed not very interested in these courses at that moment. YLC replied that CIC had proactively recommended these skills enhancement courses to the HKCSCA and specifically arranged these courses on Sundays or in the evenings. Trainees upon completing the course and passing the intermediate test would receive an award of HK\$4,000. The management would conduct a review to see if the amount of the award was enough or not. The CITB Chairperson instructed to carry out an immediate review of the award amount to boost the attractiveness of the courses.

YLC

4.4.6 The Member representing the HKCIEGU pointed out that the good responses received by the Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses) run by labour unions to train semi-skilled workers to become skilled ones suggested that many workers were willing to receive training to enhance their skills. At present, there were over 200 thousand registered general workers, 20 thousand registered semi-skilled

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and about 200 thousand skilled workers. According to the registration record, about half of the registered workers aged 50 or above. That Member worried that there would be a succession gap in the workforce a few years later, leaving only a large number of general workers in the industry. That kind of manpower structure was unhealthy. Since the employment rate of the industry had been dropped slightly due to the slowdown of construction projects, CIC should seize the opportunity to introduce more courses to train general workers to become semi-skilled workers. Otherwise, the supply of skilled workers might not be able to satisfy the need if the volume of construction work increased in the future. That Member reiterated that the current environmental conditions and volume of construction work both provided a suitable timing for CIC to further its effort in training general workers to become semi-skilled workers with a view to facilitate the sustainable development of the industry.

- 4.4.7 The Executive Director replied that CIC had tried its best to satisfy the training need of construction workers, including the launch of courses on Sundays and evenings, as well as the granting of an award upon passing the intermediate trade tests. However, there were restrictions on CIC in setting the amount of the award. In addition, only two classes had been offered so far and more time might be needed to observe the responses from workers. The Executive Director expressed his wish to find out the main reasons behind the unsatisfactory recruitment results. He added that CIC would explore the feasibility of introducing the monthly-salary mechanism and the specialist sub-contractors system in the long run.
- 4.4.8 The Member representing the HKCSCA remarked that it was still not feasible to implement the monthly-salary mechanism in the construction industry at that moment, and pointed out that given their daily wage was of a considerable amount, general worker would have no imminent need to get the intermediate trade test qualification. That Member suggested that since labour unions could

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provide a stable source of applicants for the training courses, CIC should enhance its collaboration with the labour unions. Good outcome might be achieved with the contractors and sub-contractors both joined in promoting the courses.

- 4.4.9 The Member for the HKCIEGU expressed that the amount of the award provided by CIC was sufficient yet the crux of the issue was that the promotion messages might not be able to reach the targets. A Member advised putting up posters in more construction sites.
- 4.4.10 The Member for the HKCIEGU added that for the promotion to serve its purpose, CIC should tell the target audiences the benefits of being semi-skilled workers. The workers would then be willing to take time to enrol in the CIC courses. However, there were constraints which would discourage workers from applying for the courses, one of which was that registered semi-skilled workers of a specific trade were forbidden from enrolling in a course on another trade.
- 4.4.11 The Executive Director said that CIC had long adopted the “Multi-skill” policy. He also considered that there was a need to relax the existing constraints of enrolment. YLC said that the objective of introducing the skills enhancement courses was to help those general workers who had not registered as semi-skilled workers. A phone survey was conducted earlier. It was found that there were over 80 thousands of registered general workers not possessing intermediate trade test certificates. However, after the introduction of the courses in April 2017, it was found that quite a number of interested workers had already possessed intermediate trade test qualification of one or more trades. The management had started to review the situation and would have it completed by the end of the month. A proposal would then be submitted for Members’ consideration.
- 4.4.12 A Member raised that the provision of Designated

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Workers for Designated Skills (DWDS) had been in force for a certain period of time and could not understand why some general workers could still perform the duties of specific trades and receive lavish wages. It was considered that a review of the situation was needed.

- 4.4.13 CITB Chairperson replied that because some of the general workers did possess years of working experience in construction sites, so the wages they received were similar to those of semi-skilled workers. However, the wage difference among skilled, semi-skilled and general workers might be more significant as time went by after the implementation of the above-mentioned provision.
- 4.4.14 A Member commented that the situation should be adjusted by the market. That Member opined that the most important factor would be the aspiration and determination of a worker to move upward, and the blame should not be put on CIC. In fact, CIC had provided sufficient resources and incentives. It was opined that all stakeholders in the industry, including labour unions, should join hands in promoting the courses and encouraging workers to take these courses.
- 4.4.15 A Member suggested strengthening the promotion of the benefits of obtaining intermediate trade test qualification, including designated skill work needn't be carried out under the instruction and supervision of skill-registered workers, to attract workers to enroll in the courses for career advancement. The Executive Director instructed the management to consult the labour unions and trade associations for the publicity work.
- 4.4.16 The Member representing the Federation of Hong Kong Electrical & Mechanical Industries Trade Union strongly concurred that all stakeholders in the industry had the responsibility to help promote the courses and said that her union had assisted in urging members to take the courses. Despite the fact that the resources of CIC were limited, CIC could focus on

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reviewing the admission requirements of the Skills Enhancement Courses as there was a need to encourage workers to become multi-skilled workers. For example, CIC could stipulate the maximum number of Skills Enhancement Courses for which a worker with intermediate trade test qualification could enrol in a year. Similar arrangement could be considered for the Advanced Construction Manpower Training Scheme (Skills Enhancement Courses) for semi-skilled workers to become skilled workers, like relaxing the requirement of the years of working experience.

- 4.4.17 Members suggested that in order to avoid the idling of resources, CIC could flexibly handle applications for the skills enhancement courses to first admit those general workers without intermediate trade test qualifications and accord lower priority to those workers already with semi-skilled qualifications. A Member suggested limiting workers with intermediate trade test qualifications to enrol in one Skills Enhancement Course each year in order to avoid the abuse of resources to complement with the initiative of “Multi-skills” advocated by CIC.
- 4.4.18 For the enrolment requirement of skills enhancement courses that registered general workers should have at least one year of related working experience, YLC added that the arrangement was to ensure applicants, prior to their being admitted to the courses, possessed the required level of trade skills and experience. Only with that background could the skills of these workers be augmented by the courses of short duration. Same reason applied to the Advanced Construction Manpower Training Scheme (Skills Enhancement Courses) which required workers to possess one to three years’ working experience after they obtained the intermediate trade test qualifications.
- 4.4.19 The Executive Director instructed the management to expedite the conduct of the review, in particular the Skills Enhancement Courses for general workers to become semi-skilled workers. New arrangement

**HWF and
YLC**

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should be flexible and in line with the “multi-skills” initiative advocated by CIC. Proposal for amendments could be circulated for Members’ consideration and approval if needed. The related management staff should follow up the appropriate publicity strategies with labour unions and trade associations. The related proposal could also be circulated for Members’ consideration.

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- 4.4.20 A Member raised that despite the implementation of the DWDS provision on 1 April 2017, a number of workers still thought that the provision would not be strictly enforced and thus there was no urgent need to get the required certificates. CITB Chairperson expressed that there were different voices and views in the industry yet a grace period and lenient enforcement should be given during the initial stage of the implementation of a new provision. Steering Group of the related Ordinance would closely monitor the implementation of the provision and hold a meeting to review the situations. The provision would be strictly enforced gradually according to the circumstances and the review result would be reported to CITB in the future.

4.5 2017 Promotion Strategies on Trainee Recruitment for Full-time Courses (for discussion)

- 4.5.1 Members took note of Paper CIC/CTB/P/053/17, the promotion strategies for Basic Craft Courses, Construction Diploma Programme and Enhanced Construction Supervisor / Technician Programme in the year of 2017, and also the strategies and themes for TV advertisements and other advertisements in the same year. The promotion and advertising activities would at the same time help promote the Short Courses.
- 4.5.2 For the target trainees for recruitment, the CITB Chairperson said that the Vocational Training Council (the “VTC”) would be the main competitor to the CIC as both targeted at similar group of people for intake. Thus, it was hoped that both CIC and VTC could reach an agreement to strategically cooperate

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with each other to work in synergy and avoid vicious competition. At the same time, applicants should be well informed of the differences between the courses provided by CIC and VTC. The CITB Chairperson stated that the strength of CIC was in the training of construction craftsmen. It was necessary to tell the young people that if they intended to join the construction industry, they had to undertake formal training in CIC first.

- 4.5.3 The Executive Director advised highlighting the competitive advantage of CIC in its publicity strategy, such as its strong partnership with employers and other stakeholders. Besides, the Executive Director considered that the placement of TV advertisements and other advertisements in the monthly of July was a bit late. Thus, it was hoped that the review of the recruitment result and the media survey to be carried out in 2017 could be brought forward to formulate the advertisement strategy in 2018 and to place the TV advertisements and other advertisements as early as possible. Executive Director also expressed that CIC would actively follow up on the suggestion to come up with a collaborative agreement with the VTC.

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- 4.5.4 Members opined that, in order to attract young people to join the industry, the working environment of the construction sites had to be improved first. On the whole, the wages offered by the construction industry were good. However, young people would like to have a clean and neat working environment. The Member considered that if ventilation system and shower facility after work could be added, more young people would be attracted to join the industry. CIC should proactively push for the provision of these facilities / apparatuses in construction sites for the betterment of the working environment.

- 4.5.5 The Executive Director advised drafting a publicity proposal targeting at the construction sites of the main contractors to improve the working environment, and requested the Hong Kong Construction Association (HKCA) to help urge their

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members to follow suit.

- 4.5.6 A Member pointed out that some construction sites might not be able to accommodate the apparatuses / facilities which would help improve the working environment. The Member suggested that CIC could send letters to all contractors to collect and compile the information on their good practices for sharing with the industry stakeholders and for their reference. It was believed that such action would bring a positive effect to the elevation of the image of the whole industry. That Member also opined that the HKCA should put more effort in forging ahead the issue. The CITB Chairperson expressed that the HKCA had been promoting the importance of safety and sanitation in construction sites, and suggested that CIC could play a leading role to be complemented by the HKCA in various aspects.

(Post-meeting Note: Reference Materials - Construction Site Welfare, Health and Safety Measures compiled by the Committee on Construction Safety had been issued by CIC in March 2017, in which the neat working environment, welfare facilities and safety measures provided in various construction sites were listed. The industry was consulted before the issuance of the document and a Feedback Form was enclosed. Members of the public were welcome to give their views.)

- 4.5.7 A Member concurred with the suggestion to include the above said arrangement into the assessment of contractors' performance under the public work contracts. That Member opined that it should be introduced by the government first after working out the details, with other public utilities like the MTR Corporation Ltd to follow suit. The perception of the

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public towards site environment could be improved, which would help attract more people to join the industry.

- 4.5.8 The Member representing the Development Bureau commented that the workers' welfare facilities like the provision of drinking water facilities, toilets and showers and the like by the contractors had been stipulated in the public works contracts, which in turn would impose certain mandatory requirements on the site environment. The performance of the contractors in that aspect would directly affect the chance of its being awarded a tender and the assessment of the tender. However, the environmental quality of the construction sites like the odor given out by the toilets was beyond the scope stated in the contract. In fact, if a good construction site environment could be provided by contractors, it would certainly be easier for them to hire staff as the market was self-regulated. If Members still considered the self-regulatory mechanism of the market was insufficient and suggested further the inclusion of the quality of the site environment in the assessment mechanism of the contract, the threshold of the tendering exercises might be uplifted to an overly high standard. Different industry stakeholders might have different reactions towards that suggestion. However, the government would keep an open mind and was willing to listen to views from various parties.

- 4.5.9 Members were of the view that it was sufficient to mandate the setting up of shower facility in construction sites. The CITB Chairperson remarked that CIC would launch the related promotion activities only after the site environment had been improved to avoid complaints of "misleading description".

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- 4.5.10 A Member made comments on the recruitment target. In addition to the secondary school graduates on whom CIC had focused most, CIC might consider attracting employed persons and arranging the related promotion strategy. The CITB Chairperson stated that the current promotion strategy for

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recruitment had already been all-round and could comprehensively get in touch with our recruitment targets and draw the attention of the general audience.

4.6 Work Report and Proposed Dissolution of the Task Group on Machinery and Crane Operation (for discussion)

4.6.1 Members took note of Paper CIC/CTB/P/054/17. It was noted that the captioned Task Group (TG-MCO) held a total of 5 meetings and twice circulated papers in years 2016 and 2017 to review 18 training and testing items on machinery operation. Summarizing the discussion results of the Task Group, it was resolved that the training and testing content of CIC's machinery operation courses were appropriate and there was no need for revision for the time being. The related work report was then endorsed by the Task Group on 18 July 2017 and the issues on enhancing the safety of machinery operation were recommended to be followed up by related committees under CIC, and the task group was to be dissolved if the work report was accepted by CITB.

4.6.2 Members accepted the work report, and agreed to pass the follow-up items to the related committees under CIC and dissolve the task group. **TG-MCO and DsL**

4.7 Course on Principle of New Engineering Contract (NEC) & Adjudication (for discussion)

4.7.1 Members took note of Paper CIC/CTB/P/055/17. It was noted that the captioned course proposal was accepted by TF-TNG on 20 July 2017.

4.7.2 Members agreed to the introduction of a part-time course on Principle of New Engineering Contract (NEC) and Adjudication to provide basic training on NEC & construction industry dispute resolution. Target trainees would be practitioners with experience in contract management or contract administration. The course would start in September 2017, with a total of 18 teaching hours and a class

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size of no more than 20 persons. The course fee for each trainee would be HK\$3,000.

4.8 Summary Notes of Meeting No. 002/17 of Task Force on Trade Testing (for information)

Members took note of Paper CIC/CTB/P/056/17 and the summary notes of Meeting No. 002/17 of the above Task Force held on 9 June 2017.

4.9 Table on Estimated Waiting Time for Full-time Adult Short Courses (for information)

Members took note of Paper CIC/CTB/P/057/17 and the waiting time of the three types of Full-time Adult Short Courses as of 30 June 2017.

4.10 Summary Table on Waiting Time for Trade Tests and Charts on Eligible Workers for Trade Registration through the Senior Worker Registration Arrangement and Trade Tests (for information)

Members took note of Paper CIC/CTB/P/058/17. Summary table on the waiting time for trade tests as of 30 June 2017 and charts on eligible workers for trade registration through the senior worker registration arrangement and trade tests as of 5 July 2017 were noted.

4.11 Table on Waiting Time for Plant Operation Certification Courses cum Tests (for information)

Members took note of Paper CIC/CTB/P/059/17. The list of highlights of waiting time for plant operation tests as of 30 June 2017 was noted.

4.12 Statistical Data of Advanced Construction Manpower Training Scheme - Pilot Scheme (for information)

Members took note of Paper CIC/CTB/P/060/17. Statistical data of Advanced Construction Manpower Training Scheme - Pilot Scheme from 1 September 2015 to 13 July 2017 was noted.

4.13 Appointment of Chairperson of the Hong Kong Institute of

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Construction and Members of the Management Board (for endorsement)

- 4.13.1 Members took note of Paper CIC/CTB/P/061/17, and the presentation given by KKCh, the CIC Chairman, and the CITB Chairperson, in which the background leading to the establishment of the Management Board of Hong Kong Institute of Construction (the “HKIC”), the Chairperson of the HKIC and membership of the Management Board, the biography of the Chairperson and some Members (most of them had construction background so as to be in line with the main objective of the HKIC in training skilled workers and junior supervisors / site foremen for the construction industry in Hong Kong), the arrangement of having the CIC Chairman and the CITB Chairperson to serve as members of the first Management Board to facilitate the tripartite communication, and the terms of the first Chairperson and Members of the Management Board were covered.
- 4.13.2 Members endorsed the proposed appointment of Prof. LEE Chack-fan to be the first Chairperson of the HKIC, and the proposed membership list of the Management Board of HKIC, including three members from CITB (SKC, KKN and OKL), two government representatives (Permanent Secretary for Development (Works) (or his/her representative) and Permanent Secretary for Education (or his/her representative), six persons whom the CIC deemed appropriate (KKCh, Ir Dr. Derrick PANG, Ir Prof. CHAN Ping-chuen, Ms Leonie Ki, Mrs Lo Lee Oi-lin and Mr LI Wing-leung) and the Executive Director of CIC. Members accepted that the term of the first Chairperson of HKIC and Members of the Management Board would be ended by 31 December 2018. The proposed appointment, upon the endorsement by CITB, would be submitted to the Council Meeting on 25 August 2017 for final approval. The HKIC Chairperson and Members would then be formally appointed by CIC. A CITB Member expressed his gratitude for being

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recommended for appointment as a Member of the HKIC Management Board.

4.14 Vision and Mission of the HKIC (for discussion)

- 4.14.1 Members took note of Paper CIC/CTB/P/062/17. The CIC Chairman stressed that the educational aspiration of a training institution was of utmost importance. After taking lead of the existing training centres, the HKIC would be a well-established institution. Within the institution, members should share the same goal to ensure the development of the institution. Therefore, it would be necessary for all stakeholders to discuss and formulate the shared goal and aspiration at the initial stage of the establishment. Only after the goal and aspiration had been established, stakeholders would have the sheer determination to achieve the goal. In setting the goal and aspiration, the involvement of all stakeholders would be of crucial importance. The vision and mission of HKIC given in the paper were preliminary ideas on what elements should be included. Riding on that opportunity, Members' opinions were consulted and would be submitted to the Council for discussion. Consolidated views would be further discussed by the Management Board of the HKIC and HKIC staff. Final draft would be submitted to CITB and CIC by the Management Board of HKIC for endorsement and approval.
- 4.14.2 A Member interpreted mission as a task and the target should be the new generation of skilled workers and supervisors. Hence, core values of the task should be established in the order of safety, professionalism, enthusiasm for one's profession, innovation, health, caring and passion. The vision of the HKIC was to achieve the aforesaid seven core values through the provision of whole-person education.
- 4.14.3 A Member opined that there was a need to highlight the importance of quality. As a training institute, the HKIC should teach the best practices of the industry and turn out workers of high quality. For the whole-

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person education, the Member wished that moral education would be emphasized and the continuation of the teaching of moral education by the HKIC should be highlighted. Parents would then realise that moral education would be continued after trainees had completed their secondary education and started their training at the HKIC. HKIC would continue to nurture the morality and good virtue of the trainees so that they would possess positive values and attitude in entering the job market. For the best practices, the Member cited the practice of a semi-public institute in Singapore. The institute had devised a specific guidelines pack listing in details the best practices for each trade. The Hong Kong Housing Authority also produced similar guidelines. The Member hoped that the HKIC and the CIC would adopt the best practices in training to facilitate the quality enhancement of the construction works of the whole industry by the workers trained in the HKIC.

- 4.14.4 Another Member also agreed to the importance of moral education and added that there was a need to create a good culture in the industry. Trainees should be educated to kick away bad habits like using foul language, and being late for work and leaving early so as to elevate the professional image of the industry. Furthermore, it was also crucial to establish and maintain the safety culture. The HKIC should keep on educating trainees the safe practices.
- 4.14.5 A Member agreed that the HKIC should strive to enhance the skills and virtues of trainees, and to nurture their occupational ethics. The awareness of trainees towards occupational safety and health should also be strengthened. Apart from personal safety, the safety of one's colleagues should be taken care of. Moreover, while enhancing the skills of trainees, the opportunities for continuous advancement should also be highlighted. After the completion of systematic training in the HKIC, trainees could become tradesmen / craftsmen or supervisors / professionals step by step.

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- 4.14.6 A Member expressed that in addition to the creation of occupational safety and health culture, the HKIC should strive to foster the culture of environmental protection. In addition, the safety and environmental awareness of trainees had to be strengthened. The Member added that it would be more effective if the teaching of related regulations was embedded in the training.
- 4.14.7 A Member pointed out that in general the community was concerned about the shortage of manpower of the construction industry. It was thus suggested that the element of sustainability could be added. The HKIC should follow the direction of sustainable development to train sufficient manpower to support the steady development of the industry.
- 4.14.8 A Member opined that HKIC had to think about the ways to make trainees who were receiving training and who joined the industry later as one of the construction practitioners to be proud of themselves and their jobs. The sense of pride would directly affect the quality of learning of the trainees and their future job performance. The Member quoted Germany and Japan as examples and said that construction workers in these two countries were all proud of themselves and their careers. Thus, the HKIC should think about how to build up the pride of trainees. That Member added that workers would devote to work, take heed of occupational safety and tidy up workshops on their own accord if they were proud of their jobs. The CIC Chairman expressed that it should be the spirit of “career dedication”.
- 4.14.9 A Member agreed to the importance of safety as raised by another Member. Both personal safety and others’ safety should be considered. The HKIC should strive to strengthen the safety awareness and compassionate attitude of trainees. That Member opined that comparing with other countries, the HKIC had been started late in promoting the safety awareness.
- 4.14.10 A Member suggested that the HKIC could set the

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enhancement of trainees' skills to meet the qualification levels of the hierarchy under the Qualifications Framework (QF) as one of the objectives. The social status of workers would be uplifted if their qualifications were recognised. As a result, workers would then be motivated to work better.

4.14.11 The CIC Chairman said that CIC had engaged professionals to assist in restructuring the training courses so as to seek accreditation for the courses under the Qualifications Framework. The CIC Chairman would consider whether the need to meet the requirements of the QF levels be included in the elements of the vision and mission. It was reiterated that there would be sufficient monitoring of the training work of HKIC.

4.14.12 The CIC Chairman advised formulating the HKIC's school motto shared by all stakeholders to inspire and encourage the HKIC's staff and trainees. The first draft of the school motto was suggested as "Dedication & excellence" yet stakeholders were not consulted. The CITB Chairperson opined that the proposed school motto was relatively generic and applicable in various situations. Members were invited to give views so that the content of the school motto could focus on the construction industry and being catchy. A Member expressed that as the school motto could be a miniature version of the core values, it would be better to lay down the school motto of the HKIC only after the core values were finalized.

4.14.13 The CIC Chairman invited Members to make suggestions to the CITB Chairperson later so as to give them more time to think about the HKIC's school motto.

**All CITB
Members**

4.15 Any Other Business

4.15.1 Corporate Governance - Approval Workflow for Activities/Programmes of the Hong Kong Institute of Construction (first draft)

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- 4.15.1.1 The CIC Chairman and the CITB Chairperson briefly introduced the preliminary ideas on the three-level approval workflow of the activities/programmes of the HKIC by the Management Board of HKIC, the CITB and the CIC.
- 4.15.1.2 The CIC Chairman said that at present any CITB's project which had to apply for funding from the CIC had to be endorsed by the Committee on Administration and Finance and then approved by the Council after the project had been accepted by CITB. Such process was time consuming and the Executive Director would simplify the said process. Whereas, an individual with professional background would serve as Director of the HKIC and report to the Management Board. The composition of the Management Board would also be stringent. As a statutory body, CIC had to ensure its efficiency in approving projects while providing sufficient counterbalance to maintain good corporate governance. With that background, the CIC Chairman and the CITB Chairperson proposed the tentative three-level approval flow for ten more activities / projects of HKIC in the order of the Management Board of HKIC, the CITB and the Council.
- 4.15.1.3 The CIC Chairman, after briefly explained the proposed three-level approval workflow for activities/programmes one by one, continued to introduce the preliminary reporting arrangement of the HKIC Director to the CITB and to the Executive Director, and the suggestion of having the HKIC Chairperson to attend the Council meeting as needed. The aforesaid

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approval workflow and reporting arrangement aimed to facilitate the day-to-day operation of the HKIC while ensuring sufficient monitoring. Staff of the HKIC would be able to effectively put their professional knowledge into use and the Management Board would be able to fully utilize their expertise. With the monitoring of CITB and the involvement of CIC, it was hoped that an efficient and two-way regulatory mechanism would be created ultimately.

- 4.15.1.4 The CIC Chairman said that the devolution of power in the HKIC would be detailed in the operation manual, which would use the operation manual of the CIC as the blueprint. The functions of the CITB would be increased after the establishment of the HKIC, yet the Management Board would act as a gatekeeper. Members were welcome to voice their views towards the arrangement to the CITB Chairperson or the Executive Director.

**All CITB
Members and
Executive
Director**

4.16 Tentative date of Meeting No. 005/17

The next meeting was scheduled for 4 October 2017 (Wednesday) at 9:30 a.m. at Board Room, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no other business, the meeting was adjourned at 12:40 pm.

**CIC Secretariat
August 2017**