

Construction Industry Council
Construction Industry Training Board

Meeting No. 002/13 of the Construction Industry Training Board was held on Tuesday, 5 March 2013 at 9:30 am at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

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| Present : | Ir WONG Wing-hoo, Billy | Chairman |
| | Ir HO Ngai-leung, Albert | Member |
| | Mr NG Kwok-kwan | Member |
| | Mr LI Chi-leung | Member |
| | Ir SYNN Raymond-cheung | Member |
| | Mr SZE Kyran | Member |
| | Ir PANG Yat-bond, Derrick | Member |
| | Ir LAU Chun-kit, Ricky | (Representing Member Ms LUI Kit-yuk, Grace) |
| | Mr LOK Kwei-sang, Tandy | Member |
| | Mr TSE Chun-yuen | Member |
| In Attendance : | Mr NG San-wa, Lawrence | Co-opted Member designate |
| | Mr WAN Koon-sun | Co-opted Member designate |
| | Mr LAM Shing-tim | AS (Works Policies) 9, DEVB |
| | Mr Christopher TO | Executive Director, CIC |
| | Mr WONG Doon-ye, Charles | 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 |
| | Mr Robert LAU | Manager - Construction Trade Testing (Aberdeen Centre), CIC |
| | Ms Iris CHEUNG | Manager - Development & Support Services, CIC |
| | Ms Joyce AU | Manager - Board Services, CIC |
| | Mrs Shirley LAM | Senior Officer - Board |

Services, CIC

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| Apologies : | Prof TAM Chi-ming | Member |
| | Ms HUNG Yee-man | Member |
| | Sr LAI Yuk-fai, Stephen | Member |
| | Mr MAK Tak-ching | Member |
| | Ir CHEW Tai-chong | Co-opted Member designate |
| | Mr CHOW Luen-kiu | Co-opted Member designate |
| | Prof LEUNG Kin-ying, Christopher | Co-opted Member designate |
| | Sr WONG Bay | Co-opted Member designate |
| | Mr WONG Chik-wing | Co-opted Member designate |
| | Ir WONG Tin-cheung, Conrad | Co-opted Member designate |

Progress Report

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2.1 Confirmation of progress report of 1st meeting of Construction Industry Training Board (CITB)

Members took note of Paper CIC/CTB/R/001/13 and confirmed the progress report of the 1st CITB meeting held on 19 February 2013.

2.2 Matters arising from the last meeting

2.2.1 Agenda item 1.3.4 — review of training courses and trade tests by Course Advisory Panels

It would be discussed under relevant agenda item later.

2.2.2 Agenda item 1.4.2 — inviting members of Committee on Manpower Training and Development (CMTD) to serve as Co-opted Members of CITB

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Members noted that 8 former members of CMTD agreed to serve as Co-opted Members of CITB but would only sit in on the meeting until Construction Industry Council (CIC) approved the related membership list.

- 2.2.3 Agenda item 1.6.9 – three-level subsidy mechanism of “On-the-job training subsidy scheme”

Members noted that CIC had accepted the above subsidy scheme in principle. Yet, it believed that the quota of 6,000 subsidy places proposed for the Scheme should be launched in two stages with the first stage offering 3,000 subsidy places.

2.3 Contractor Cooperative Training Scheme (CCTS)

Members approved six applications for Mandatory CCTS and two applications for Voluntary CCTS as follows :

- i) CIC/CTB/P/029/13 – Mandatory Contractor Cooperative Training Scheme – Proposal of site surveying training scheme (bilateral cooperative scheme) submitted by Paul Y. Construction Company Limited
Construction contract : Improvement works for “Pedestrian Links at Tsz Wan Shan” (MTR contract : 1114)
Training period : 133 days
Number of trainees : 4 (site surveying)
Total subsidy : \$294,353.7
- ii) CIC/CTB/P/030/13 – Mandatory Contractor Cooperative Training Scheme – Proposal of welding training scheme (tripartite cooperative scheme) submitted by Paul Y. Construction Company Limited and MSY Engineering Limited
Construction contract : Improvement works for “Pedestrian Links at Tsz Wan Shan” (MTR contract : 1114)
Training period : 75 days

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Number of trainees : 8 (welding)
Total subsidy : \$238,025.2

- iii) CIC/CTB/P/031/13 – Mandatory Contractor Cooperative Training Scheme – Proposal of site surveying training scheme (bilateral cooperative scheme) submitted by Gammon Construction Limited
Construction contract : Sha Tin to Central Link : Hung Hom North Approach Tunnel (MTR contract : 1111)
Training period : 133 days
Number of trainees : 20 (site surveying)
Total subsidy : \$1,471,768.3
- iv) CIC/CTB/P/032/13 – Mandatory Contractor Cooperative Training Scheme – Proposal of concreting training scheme submitted by Sang Hing Civil Contractors Co. Ltd. and Kong Hing Engineering Company
Construction contract : Re-provisioning of Boundary Patrol Road and associated security facilities between Ping Yuen River and Pak Fu Shan and drainage works in North District (contract : DC/2011/06)
Training period : 23 days
Number of trainees : 4 (concreting)
Total subsidy : \$53,460.3
- v) CIC/CTB/P/033/13 – Mandatory Contractor Cooperative Training Scheme – Proposal of “crawler-mounted mobile crane operation” cooperative training scheme (bilateral cooperation) submitted by Gammon Construction Limited
Construction contract : Sha Tin to Central Link : Hung Hom North Approach Tunnel (MTR contract : 1111)
Training period : 52 days
Number of trainees : 20 (crawler-mounted mobile crane operation)
Total subsidy : \$597,083.8

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- vi) CIC/CTB/P/034/13 — Mandatory Contractor Cooperative Training Scheme – Proposal of metal formwork cooperative training scheme (bilateral cooperative training scheme) submitted by Gammon Construction Limited
Construction contract : Sha Tin to Central Link :
Hung Hom North Approach Tunnel (MTR contract : 1111)
Training period : 28 days
Number of trainees : 20 (metal formwork)
Total subsidy : \$300,341.3
- vii) CIC/CTB/P/035/13 — Contractor Cooperative Training Scheme – Proposal of concreting cooperative training scheme (tripartite cooperative scheme) submitted by Shui On Building Contractors Ltd and Hung Tung Construction Company Limited
Construction contract : Public Rental Housing –
Kwai Shing Circuit and Kwai Luen Road
(contract number : 20100097)
Training period : 23 days
Number of trainees : 4 (concreting)
Total subsidy : \$52,341.7
- viii) CIC/CTB/P/036/13 — Contractor Cooperative Training Scheme – Proposal of bar bending and fixing training scheme (tripartite cooperative scheme) submitted by Gammon Construction Limited
Construction contract : Midfield Concourse
(contract : P533)
Training period : 97 days
Number of trainees : 20 (bar bending and fixing)
Total subsidy : \$1,245,010.8

2.4 New demand for manpower and other resources subsequent to expansion of CCTS

2.4.1 Members took note of Paper CIC/CTB/P/037/13.

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It was also noted that the number of training targets under the cooperative training scheme would surge to around 5,400 in 2013 and 2014 with an average of 2,700 capacities per year, which was six times of the existing processed applications. Thus, it was necessary to establish a special team under the Senior Manager concerned to manage the cooperative training scheme and recruit the required additional manpower and corresponding equipment to cope with the surge in workload.

- 2.4.2 Some viewed that the proposed new position of “Manager – Cooperative Training” should have the same workload as “Manager–Development” of the same rank. Therefore, it was proposed “Manager - Development” be responsible for implementing the late-stage monitoring work. A Member asked about the post title and scope of work of the new position. The Chairman opined that a clear job title should be adopted.

**Senior
Manager-
Development
& Support**

- 2.4.3 Chairman pointed out that the CCTS (E&M trades) and Sub-contractor Cooperative Training Scheme (SCTS) to be launched soon would definitely boost the number of training targets. As those trades included in the ECMTS and put under the cooperative training schemes would use the \$300 million allocation earmarked earlier by the Government, CIC must be discreet in carrying out monitoring work when using public funds. Thus, it was indeed necessary to recruit more staff to vet applications, handle the issuance of subsidy, follow up and inspect on-the-job training arranged by contractors/sub-contractors as a lot of administrative, clerical and field work would be involved. Chairman also mentioned about the succession arrangement of the Senior Manager.

- 2.4.4 CITB approved the proposed demand for manpower and other resources after the expansion of CCTS subject to the revisions made

**Senior
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Development**

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according to the above comments.

& Support

2.5 Financial estimates for CCTS – E&M trades and Sub-contractor Cooperative Training Scheme (SCTS)

2.5.1 Members took note of Paper CIC/CTB/P/038/13 and the summary tables on training capacities, training allowances and training costs for various subsidy schemes in 2013 and 2014.

2.5.2 Chairman pointed out that the summary tables were yet to provide data on the amount to be allocated from the Government's \$300 million fund, the amount already put aside in the CIC's endorsed budget and the additional amount required for these relevant subsidy schemes. Chairman requested Senior Manager – Finance to provide the aforesaid data later for the consideration of CITB and then for the approval of Committee on Administration and Finance.

**Senior
Manager -
Finance**

2.5.3 Chairman proposed that CITB in principle approved providing subsidy to trainees who would be admitted to DVE course at Youth College of VTC in 2013, CCTS for E&M trades and SCTS subject to the later financial revisions. Chairman stated that he would first study the supplementary financial data before circulating to all Members for consideration.

**Senior
Manager -
Finance
Director-
Training &
Development**

2.6 Contractor (Tower crane operation) Cooperative Training Scheme

2.6.1 Members took note of Paper CIC/CTB/P/039/13 and noted that the contractor concerned had originally agreed to align the course syllabus of the proposed training scheme with the short course on Tower Crane Operation offered by CIC with the same training period of 80 days. However, the contractor requested to extend the training period of the captioned scheme after knowing recently that the upper limit of training period and subsidy of Sub-contractor

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Cooperative Training Scheme were adjusted upwards to six months.

- 2.6.2 Chairman stated that the training period of any course should be based on actual needs. Contractor should not unreasonably lengthen the training period just for getting more subsidies as this not only wasted the training resources of CIC but also failed to meet the existing situation of serious manpower shortage in the industry urgently requiring new entrants. Representatives of different sectors in the industry were requested to disseminate the message to their sectors that they should consider the interests of the industry and society at large when discussing cooperative training schemes with CIC. The management should also be good gate-keepers in drawing up appropriate cooperative training schemes with the contractors.

- 2.6.3 CITB agreed to take the above principles in vetting cooperative training schemes and requested the management to follow up on the contents of that Contractor (Tower crane operation) Cooperative Training Scheme with reference to these principles.

**Senior
Manager -
Development
& Support**

2.7 Contractor (Wheeled telescopic mobile crane operation) Cooperative Training Scheme

- 2.7.1 Members took note of Paper CIC/CTB/P/040/13 and also the small number of persons to be trained by the wheeled telescopic mobile crane operation course conducted by CIC. The Contractor (crawler-mounted mobile crane operation) Cooperative Training Scheme launched in 2012 however had borne fruit to a certain degree in terms of training outputs. Thus, the trade of wheeled telescopic mobile operation was proposed to be included in the Contractor Cooperative Training Scheme.

- 2.7.2 CITB accepted the proposal of Contractor

Senior

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(wheeled telescopic mobile crane operation) Cooperative Training Scheme and its subsidy assessment mechanism with the cost per trainee as \$30,811.7. **Manager - Development & Support**

2.8 Contractor Cooperative Training Scheme – E&M trade (Electrical Wireman)

2.8.1 Members took note of Paper CIC/CTB/P/041/13 and noted that there was an estimated shortage of a thousand workers in electrical wireman trade in 2013 and 2014 subsequent to the industry consultation conducted by the Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC). VTC and CIC trained a hundred graduates for this trade every year but it was still far below the required manpower in the industry. Therefore, it was proposed to increase the number of new entrants through the Contractor Cooperative Training Scheme. The proposed training period for the scheme would be six months. The cost per trainee would be \$52,630.4 calculated on the basis of a daily training allowance of \$150. If a total of 334 electrical wireman workers were to be trained, the total estimated expenditure would reach \$17,578,554.

2.8.2 CITB approved the captioned training scheme, including the subsidy assessment mechanism, training contents and provision of 334 training places in 2013 as well as its related financial estimates. **Senior Manager - Development & Support**

2.9 Training resources required for sixth phase of Enhanced Construction Manpower Training Scheme (ECMTS)

2.9.1 Members took note of Paper CIC/CTB/P/042/13 and noted the table, distributed in the meeting, indicating the projected and actual number of graduates of ECMTS as of December 2014. Whereas, the six-phase course schedule also **Senior Manager-Construction Training**

Action

given out had to be re-scheduled later in terms of training grounds at the request of CITB.

- 2.9.2 Members noted that the management proposed a total of 1,285 training places for the sixth phase (April-October 2013) of the Scheme offering 68 classes for 10 trades after collecting information from various channels, including making reference to the construction industry manpower demand forecast report submitted by CityU consultants, surveying the contractors about the manpower demand in the latter half of 2013 and first half of 2014, taking note of the change of registration figures and the results of the manpower survey conducted by HKCA in November 2012 on its members. Moreover, CIC needed to recruit 17 additional instructors to deliver the proposed training capacities and the total staff expenditure would be around \$12.85 million. The staff cost together with the expenditure of \$2.91 million for consumable materials and tools and the training expenses of \$500,000 would add up to an amount of \$15.78million for the sixth phase. Furthermore, it was necessary to additionally employ two temporary supervising instructors to monitor the provision of training, which would involve an expenditure of around \$1 million.

- 2.9.3 Chairman pointed out that the proposed training resources to be required was just a general projection as the training capacities would be adjusted according to the market demand and the extra instructors would only be employed just before class commencement. Furthermore, Chairman directed that starting from next phase, information such as the impact of resources to be incurred on the overall finances of CIC and their proportion also needed to be provided when requesting for an increase in training resources.

**Senior
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Construction
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Senior
Manager -
Finance**

- 2.9.4 Currently, training staff needed to take additional responsibility for land application to the

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Government and renovation of existing training blocks. Chairman believed that there was a need for change and proposed to re-delegate the duties to the specially designated Project Managers so that training staff could focus on training. As such, Chairman requested the CIC to recruit Project Managers to follow up the applications for new training venues, tenancy agreement, construction and restoration of venues to their original states as well as upgrade of existing training facilities and the like. A Member raised that when arranging recruitment of Project Managers, there should also be a plan to prepare for any reduction in manpower should the market turnaround. Chairman expressed that CIC staff had been employed by contract in line with actual situation and he also stated that CIC should have a comprehensive planning for staff retirement and succession.

**Executive
Director**

2.9.5 CITB accepted the training capacities of 1,285 and the related 10 trades as well as the total estimated expenditure of \$15.78 million for the sixth phase of ECMTS. It was also agreed to employ two extra temporary supervising instructors and the estimated costs of \$1 million.

**Senior
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Construction
Training**

2.9.6 Member representing DEVB requested CIC to provide the list of trades included in ECMTS so that industry stakeholders could know clearly which trades were of serious manpower shortage and could have more attractive training allowances. Director expressed that the said list could be circulated to Members after the meeting.

**Senior
Manager -
Construction
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2.9.7 A Member viewed that the use of fixed-term contracts might affect the recruitment of instructors. Chairman responded that if long-term employment mode was adopted, the organization could not flexibly meet the changes in the market, which was also an irresponsible act.

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2.9.8 As the land of San Tin ST7 in Yuen Long was in the “Wetland Restoration Area”, it was recommended to abandon this land application and allocate \$3.50 million out of the budget of \$4.27 million already approved by CIC to set up the Sha Tin Training Ground. CITB accepted the proposal of this re-allocation of estimated expenditure. Chairman reminded that works related to constructing the venues should be outsourced as far as possible before the employment of Project Manager(s) and requested the Executive Director to follow up on the related arrangement.

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Manager -
Construction
Training**

**Executive
Director**

2.10 Plumbing Association Cooperative Training Scheme

2.10.1 Members took note of Paper CIC/CTB/P/043/13 and noted a shortage of around 200 plumbers in the industry as revealed by the survey conducted by the HKCA. Therefore, it was necessary to include plumbing trade in the ECMTS and train the required manpower for the industry through cooperative training scheme. The proposed cooperative training scheme would provide a mixed-mode training, including basic skills and safety training in the first 60 days and site training at an appropriate site of the Plumbing Association in the subsequent 90 days. There would also be a day for intermediate trade test (plumber). The training cost per trainee would be around \$34,601.58 (after deducting daily allowance of \$320 per person) and the total estimated expenditure for 200 plumbers in 2013 training year would be \$6,920,316.

2.10.2 CITB agreed to include the trade of plumbers in the ECMTS and accepted the training contents and subsidy assessment mechanism of the Plumbing Association Cooperative Training Scheme and its related financial estimates. Chairman instructed that the resources involved in each training scheme was required to be listed

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Manager -
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in the overall financial estimates of CIC in future to highlight its impact on the overall finance of CIC.

2.11 Membership list of Working Group on RMAA Manpower Research

2.11.1 Members took note of Paper CIC/CTB/P/044/13 and noted the background of establishing the captioned working group and its functions.

2.11.2 Chairman stated that the above working group had a forward-looking key function to recommend for the industry a system to collect data of RMAA projects. The early work of the group would focus on the types of channels and changes made to obtain the required data under the existing system from a macro perspective while the later stage of work would shift to a practical nature.

2.11.3 For the nomination of two CITB Members to the Working Group, Chairman recommended Mr SZE Kyran and Mr WAN Koon-sun to serve as Chairman and Member of the Group respectively, which was then accepted by other Members. In addition, CITB agreed that representatives of the "Construction Workers Registration Authority" and the "Consultant for the Construction Industry Council Manpower Forecasting Model Updating and Enhancement Study" were to be deleted from the membership list and be replaced by representatives of the "Construction Workers Registration Board Secretariat" and the "CITB Secretariat - Manpower Forecasting Group" to sit in on the meeting. The membership list of the Working Group given in Annex II of the paper was also accepted.

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2.12 Membership list of Working Group on Standardization of Labour Return of Construction Sites

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2.12.1 Members took note of Paper CIC/CTB/P/045/13 and agreed to remove the representative of the “Consultant for Construction Industry Council Manpower Forecasting Model Updating and Enhancement Study” from the membership list and replace it by a representative of “CITB Secretariat - Manpower Forecasting Group” to sit in on the meeting. The partial list of Members attached in Annex II of the paper was also accepted.

2.12.2 For CITB representative in the Working Group, Chairman recommended Ir HO Ngai-leung to serve as the Chairman, which was supported by other Members.

**Ir HO Ngai-
leung
Senior
Manager -
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& Support**

2.13 Way Forward for Updating and Enhancement Study of Construction Industry Manpower Forecasting Model

2.13.1 Members took note of Paper CIC/CTB/P/046/13. It was noted that since the manpower research consultant invited by single tender had health problems, the Advisory Sub-committee on Construction Industry Council Manpower Forecasting Model earlier approved by circulation that in case the consultant could not conduct the relevant research, a backup plan would be employed. The original developer of Construction Industry Council Manpower Forecasting (CICMF) Model and also the researcher of this study in the early stage would be invited to form a manpower research team to carry out the study. In the meantime, the consultant had given written notification to withdraw its tender proposal before the tender validity date which would end on 26 February 2013. The management then discussed the detailed arrangement with the researcher who would be employed by CIC as a part-time staff with a fixed-term contract for two years. The first report was expected to be completed after

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four to six months upon his taking up the position.

- 2.13.2 CITB approved adopting the backup plan and agreed that the research proposal, formation of manpower research team and related financial estimates as proposed by the researcher would be submitted to the Committee on Administration and Finance for consideration after receiving comments from the Chairman of the Advisory Sub-committee.

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2.14 Proposed revisions to test papers of E&M trade tests - Refrigeration /Air-conditioning/ Ventilation Mechanic (Air System, Thermal System, Water System, Unitary System and Electrical Control) (Trade Test and Intermediate Trade Test)

- 2.14.1 Members took note of Paper CIC/CTB/P/047/13. It was also noted that the Working Group on Refrigeration, Air-conditioning and Ventilation Trade Test proposed three revisions after reviewing the test questions, including (i) extending the testing time of refrigeration/air-conditioning/ventilation mechanic (air system) trade test; (ii) revising the work procedures for bending to produce Pittsburg Lock ("joint") by hand tools in air system intermediate trade test; and (iii) revising the second question on work procedures for installing cold water pump pipes and fittings in Refrigeration / Air-conditioning / Ventilation Mechanic (water system) trade test. Members had no comment on point (iii) above on the proposed revision to the trade test of water system.

- 2.14.2 Some viewed that the proposed revision to replace hand tools by duct cleating machines to bend to produce Pittsburgh Lock in the refrigeration / air-conditioning / ventilation mechanic (air system) intermediate trade test did not fully fit into the actual operation in the

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industry. Some believed that workers should know about that basic work procedure. A Member stated that the training contents of a course should be complementary with its related trade test so that a work procedure should not be tested if such procedure was not taught. In view of this, Chairman proposed postponing the discussion of these proposals and instructed the management to hold another Working Group meeting and invite Ir SYNN Raymond-cheung and Mr WAN Koon-sun to attend and offer comments.

**Ir SYNN
Raymond-
cheung and
Mr WAN
Koon-sun
Senior
Manager -
Construction
Training**

2.15 Review report on test paper of E&M trade test – Mechanical Fitter (Intermediate Trade Test and Trade Test)

Members took note of Paper CIC/CTB/P/048/13. It was also noted that the existing test questions of mechanical fitter (trade test and intermediate trade test) could meet the needs of the market after the review made by the Working Group and thus no changes were recommended.

2.16 Review report on full-time courses in 2012

2.16.1 Members took note of Paper CIC/CTB/P/049/13 and the course syllabus of the proposed “Certificate in Building Construction Supervision” and “Certificate in Building Services Supervision” which had taken into account of the views of the last Course Advisory Panel. Comments from the Panels on the Basic Craft Courses and Adult Full-time Short Courses were also noted.

2.16.2 Chairman requested all Members to give comments on the captioned paper and instructed the management to forward the comments made by Members and the last Panels on full-time courses to the new Panels for consideration.

**Senior
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2.16.3 In the paper, it proposed re-structuring the six two-year Basic Craft Courses to one-year

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courses and re-arranging Bricklaying, Plastering and Tiling stream into “Bricklaying and Tiling course” and “Bricklaying and Plastering course” while re-arranging Carpentry and Joinery stream into “Construction Formwork course” and “Joinery course”. This would increase the stream of Basic Craft Courses from nine to eleven in 2013/2014 and the total training days for each stream would be standardized as 270 days. CITB had no comment on the proposal of re-structuring the Basic Craft Courses.

**Senior
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- 2.16.4 Regarding the comments given in the Annex on Basic Craft Courses and Short Courses made by the last Course Advisory Panels, some viewed that most of the comments tended to maintain the course contents, materials and even tools and facilities etc, which did not fit into the actual situation. It was believed that those comments were not suitable for the reference of the new term of Panels and it was not recommended pre-defining a discussion framework for the new term so as to allow members to discuss in an open-minded attitude. Chairman proposed meeting with the Panel members of the new term and urged them to put aside the historical burden and reflect the actual situation of the existing market to enhance various training and testing tasks.

**Senior
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- 2.16.5 There were views that some instructors were over dominant in the discussion of Course Advisory Panels. It was opined that instructors after joining the CIC to perform training work for a certain time might get out of touch with the present market conditions. Thus, instructors should just listen to the views given by Members when they attended the Course Advisory Panels’ meeting. Chairman however pointed out that mutual communication could facilitate discussion and thus proposed the Course Advisory Panels’ meeting to be split into two parts with the first part only attended by Panel

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members and discussed specified topics and moved to the second part after reaching some views on the topics. The second part would then be attended by CIC staff to avoid affecting the views of Panel members at the beginning of discussion.

- 2.16.6 A Member suggested arranging continuous professional development course for teaching staff to enhance their experience and keep abreast of changes in the industry. Chairman pointed out that the issue of “train-the-trainer” had been discussed for a long time but there was a huge demand for training in recent years and the establishment of instructing staff was very tight. It might need to wait until the training demand became moderate before re-considering the issue.

2.17 Review report on trade tests and certification tests of plant operators

- 2.17.1 Members took note of Paper CIC/CTB/P/050/13 and noted that comments on contents of trade tests and certification tests of plant operators by the last Course Advisory Panels would be forwarded to the new Panels for consideration. For other trades, the management had drafted the membership lists for various working groups and invited Members to recommend suitable industry practitioners to join.

All Members

- 2.17.2 Chairman pointed out that existing training offered by CIC could be classified into three main groups, i.e. construction, decoration and management. Many of the present Course Advisory Panels could be further categorized according to the three groups and CITB Members with relevant professional knowledge would be responsible for coordinating and reviewing the comments collected in the Panels before submitting to the CITB for consideration. This would be helpful for the CITB to make

**All Members
Director -
Training &
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decisions on course and trade test proposals. Chairman recommended following up on the issue in this direction and studying the specific details in the next meeting.

2.18 Report and recommendations on “using simulators for training”

2.18.1 Members took note of Paper CIC/CTB/P/052/13. It was also noted that simulators were estimated to replace three to five days of teaching with real machines after discussing with the suppliers of simulators. The purchasing of simulators was proposed to be carried out in stages with the initial stage to purchase four types of simulators: bulldozers, excavators, tower cranes and crawler-mounted mobile cranes, the initial estimate of cost of which was about 3.50 million. After discussion with the Labour Department about using simulators for training in the course, the management would submit the revised course syllabus and the resources to be required to the CITB for consideration.

2.18.2 Some Members requested to provide the specifications and photos of these simulators. Chairman opined that demonstration videos on the operation of simulators could be obtained from the suppliers. After the simulators were purchased through central procurement procedure, without affecting the course delivery, interested Members could be arranged to try out these simulators. Chairman pointed out that simulators were aids to teaching and would not replace site training. The purpose was to let the trainees familiarize with the operation of relevant machines through simulators before operating the real machines so that trainees could pick up quickly, which would help reduce the learning time and enhance the safety of operation.

**Senior
Manager -
Development
& Support**

2.19 Report on CIC staff utilization and cost of training

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2.19.1 Director briefed Members on the contents of Paper CIC/CTB/P/051/13, which mainly included:

- i) purpose of review and background
- ii) utilization of instructing staff at three training centres :

| | <u>workload %</u> |
|-----------------------------|-------------------|
| Kowloon Bay Training Centre | |
| instructing staff | 95% |
| Sheung Shui Training Centre | |
| instructing staff | 89% |
| Kwai Chung Training Centre | |
| instructing staff | 99% |

- iii) utilization of invigilators at Trade Testing Centre :

Workload percentage of invigilators was 82%.

- iv) utilization of lecturers at Management & Safety Training Centre :

| | <u>workload %</u> |
|----------------------|-------------------|
| Management and | |
| Technology Lecturers | 111% |
| AutoCAD Lecturers | 105% |
| Safety Lecturers | 97% |

- v) existing mechanism of cost control in materials and tools used in training and trade testing and proposal of further enhancing cost efficiency.
- vi) Cost Per Graduate (CPG) was \$68,099 and Cost Per Month (CPM) was \$10,803.
- vii) overall recommendations

To recommend further actions in terms of human resources, cost control and cost per graduate based on the review results. For human resources, CIC would consider developing a computer system to automate and optimize the allocation and utilization of human resources and facilities, and also providing more opportunities to gain

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practical experience on using machines during training. For cost control, CIC could consider using term contract to invite tender for buying scrap materials to increase returns and also using lower-graded materials during the early stage of training to save costs. As for the calculation of training cost per graduate, CIC had to conduct periodic review.

2.19.2 Chairman expressed that if Members had any views/comments on the review, they were welcome to bring them up. **All Members**

2.20 There being no other business, the meeting was adjourned at 12:15 pm.

**CITB Secretariat
March 2013**