

**Construction Industry Council**

**Construction Industry Training Board**

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The 4<sup>th</sup> Meeting of the Construction Industry Training Board was held on Monday, 19 September 2011 at 10:00 am in Conference Room, CIC Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wanchai.

Present:	Ir Wong W H, Billy	Chairman
	Ir Ho Ngai Leung, Albert	
	Mr Li Chi Leung	
	Mr Chow Luen Kiu	
	Mr Synn Raymond-Cheung	
	Dr Lo Kin Ki, Edmond	
	Ir Kelvin Lo	(Representing Mr Enoch Lam)
	Mr Lok Kwei Sang, Tandy	
	Mr Tse Chun Yuen	
	Mr Tse Lai Leung, Jimmy	
	Ir Helen Kwan	
In attendance:	Mr Charles Wong	Director (Training), CIC
	Mr Wong Chi Lap	Senior Manager (ST), CIC
	Mr Chu Yin Lin	Senior Manager (CT), CIC
	Mr Cheung Yuk Lung	Senior Manager (DSS), CIC
	Mrs Sophie Leung	Secretary, CITB
	Mrs Shirley Lam	Assistant Secretary, CITB
Attend part of the meeting:	Mr Alfred Wong	Accounting Manager, CIC ( only attended Agenda item 4.3 )
Apologies:	Mr Choi Wun Hing, Donald	
	Mr Lai Yuk Fai, Stephen	

**Progress Report**

**Action**

**4.1 Confirmation of the progress report of the 3<sup>rd</sup> meeting held in 2011**

Members took note of Paper CIC/CTB/R/003/11 and confirmed the progress report of the 3<sup>rd</sup> meeting held on 3 August 2011.

**4.2 Matters arising from the last meeting**

**4.2.1 Agenda item 3.2.6—Modularization of Technically Competent Person T1 Training Course and Technically Competent Person T1 (Minor Works) Training Course**

Director (Training) reported that a reply was received from the Buildings Department. It was pointed out that there was a need to keep the two courses separate as the contents and levels of the two courses were different.

(Mr Tandy Lok joined the meeting at this juncture.)

**4.2.2 Agenda item 3.2.7—Relocation of three training grounds and establishment of training ground in Tai Po**

Director (Training) reported that the three phases of the Quantitative Risk Assessment of the two buildings with potential hazardous installations near the proposed land in Tai Po were completed and submitted to the Electrical and Mechanical Services Department. The Department was awaiting a proposal with measures on crowd control from the Leisure and Cultural Services Department to manage the flow of people regarding the ball courts in that district. According to the latest development, the proposal on establishment of an outdoor training ground in Tai Po would be submitted for discussion in the Tai Po

**D(T)**

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District Council in January 2012.

- 4.2.3 Agenda item 3.2.8 – Demand for electrical and mechanical (E&M) manpower

Members noted that the data of active workers and inactive workers was being analyzed.

- 4.2.4 Agenda item 3.3 – Concept proposal on running new Supervisor/Technician courses

Director (Training) reported that the bridging arrangement of the course was being discussed with Hong Kong Institute of Vocational Education (IVE). For recognition of the course, the Buildings Department expressed that it would consider recognizing the qualification equivalent to T1 level after CICTA organized an advanced course for those trainees who had completed the proposed Supervisor/Technician course.

- 4.2.5 Agenda item 3.4 – Progress Report of Investing in Construction Manpower Project

Proposal to effectively address the spatial and manpower shortage as a result of the long waiting lists for some courses under the Investing in Construction Manpower Project would be discussed under a latter item.

- 4.2.6 Agenda item 3.9.1 – Concern for safety training

Director (Training) reported that the required information had been sought from relevant government departments as regards the concern of Members on safety training. It was found that, among the construction accidents, only one fatal accident involved a worker holding the Green card issued by CIC. The Committee Chairman, in an earlier quarterly meeting with the Permanent Secretary of Development, suggested running more

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Silver Card courses. The related government department would make proposal on enhancing safety training at a later stage and discuss with the industry.

4.2.7 Agenda item 3.9.2 – Maintenance and repair of historical buildings

It was noted that regarding the trip of CITB's working group members to study historical buildings in Beijing, the mainland unit had suggested a time slot to the Committee for consideration. A Working Group on Heritage Maintenance (文物建築保育工作小組) was already set up and would convene a meeting as soon as possible in late September to follow up the arrangement of Beijing's trip.

D(T)

4.2.8 Agenda item 3.9.3 – Monthly schedule of trade tests conducted by trade testing personnel

Director (Training) remarked that an initial analysis was carried out for the above. It was found that most trade tests could be arranged within one month after the candidate submitted his/her application. However, individual trades, like ground investigation, required more than three months before a test could be conducted as the post of test invigilator had been vacant for a long time with no suitable replacement. Members noted that the allocation of test-related tasks was still under review.

D(T)

(Members agreed to slightly change the order of agenda items to first discuss the proposed work plan and budget estimates in 2012 of the Construction Industry Training Board.)

4.3 **Proposed work plan and budget estimates in 2012 of the Construction Industry Training Board**

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Members took note of Paper CIC/CTB/P/053/11 and noted the work plan of the Construction Industry Training Board in 2012. For the budget estimates in 2012, the total operating income would be \$72.44 million while the total operating expenditure would be \$298.25 million. The total deficit in 2012 was estimated to be \$225.81 million.

As for the expenditure estimates, Members noted that staff costs in 2012 would be 11.5% more than that in 2011 revised, mainly due to salary adjustment and increase in the number of temporary posts to cope with the workload arising from Investing in Construction Manpower Project and the anticipated peak renewal period of the Construction Workers Registration Office.

(Ir Helen Kwan joined the meeting at this juncture.)

For training expenses, estimated expenditure in 2012 would be 51.3% more than that in 2011 revised, mainly because of the increase in monthly allowances of full-time trainees and the allowance for site practice in 2011/12 training year as well as the increase in other training-related expenses as there were more trainees. Members noted that the required expenditure for Phase 4 of Enhanced Construction Manpower Training Scheme under the original 2012 training expenses would be proposed for consideration of the Committee after discussion with the industry and confirmation of the training capacities at a later time. Breakdown of the trainees' allowances and subsidy for training and supervisory personnel and the like would be added to the expenses prepared for 2012 Work Trades Contractor Cooperative Training Scheme, and the expenses would have to be adjusted accordingly. Chairman requested the management to list clearly the expenses reserved for the 645 places under Phase 3 of the Scheme as agreed in principle in the last meeting, and proposed endorsing the revised budget by circulation.

**D(T)**

**Secretary**

For capital expenditure, when compared with 2011 revised estimates, there was a slight decrease of 5.6% in 2012 estimates. The main expenditure items included the

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construction cost of the Tai Po training ground (site A) and the replacement of a tower crane and a 10 ton Crawler-mounted tower crane etc planned for 2012. Chairman requested the management to provide the salvage value of the relevant machinery. Moreover, the budget should also include the additional training resources to be required for speeding up course commencement under Enhanced Construction Manpower Training Scheme.

**Senior  
Manager  
(CT)**

Due to urgency, Chairman requested all members to reply as soon as possible upon receipt of the above paper via circulation.

**All  
Members**

**4.4 Proposal on speeding up course commencement under Enhanced Construction Manpower Training Scheme**

Members took note of Paper CIC/CTB/P/048/11 and noted that there were 451 applicants waiting to take courses under the Enhanced Construction Manpower Training Scheme as of mid-August 2011. With the existing training resources to handle applications, only 165 applicants, as estimated by end September, could be absorbed whereas 139-159 people would be absorbed by the Work Trades Contractor Cooperative Training Scheme. To enable applicants on the waiting list to be trained soonest possible, CICTA proposed additional short-term measures, including relocating some courses from Shatin Training Ground to Sheung Shui Training Centre and setting up workshop facilities in the vacant place for bar-bending and fixing course. In addition, a temporary workshop could be built on the roof at the Kwai Chung Training Centre to host the extra classes of site surveying, which was estimated to absorb 80 applicants. All these measures however required extra instructing staff and materials. After making the above three arrangements, the waiting list by end of September was estimated to be 88 to 108 applicants.

Apart from the above short-term measures, four medium and long term measures were also proposed to cut short the waiting list, including building more workshops, adjusting the salary of temporary instructors, outsourcing training

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activities and changing the existing training pattern.

For the suggestion of outsourcing training activities, a Member raised that the sub-contracting party should provide teaching staff as well as workshop facilities which would involve taking out insurance and other issues. For setting up more workshops, a Member pointed out that industrial buildings were indoor undertakings and any change in facilities and fire installations etc, would be subject to relevant ordinances. It was noted that complicated application procedures and relatively high construction costs would also be involved. Therefore, vacant outdoor premises should be located as the surroundings would be closer to the actual site environment which could enable trainees to adapt earlier to the outdoor site environment.

As the number of attendees was smaller than the enrollment figures for some courses, a Member proposed to fully utilize the training resources. Senior Manger (Construction Training) said that the current practice for a class size of 20 people would usually enroll up to 23 people, and applicants would be contacted three days before course commencement to confirm their attendance. Other applicants would be contacted to take up the vacant places, if any. To address the concerns of Members, possible measures would be implemented to ensure, as far as possible, the intake numbers were closely equal to the class size.

Members accepted the additional short-term measures proposed by CICTA to ease the application backlog in a short term.

**4.5 Work Trades Contractor Cooperative Training Scheme — two Cooperative Training Schemes for Site Surveyor and Leveller**

Members took note of Paper CIC/CTB/P/050/11 and noted the proposed cooperative training schemes for site surveyor and leveller. The main difference between the proposed

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schemes and those launched earlier for bar bending and formwork was the mode for cooperation, in which two or three parties could be involved. The newly proposed schemes would allow main contractor solely or in collaboration with a first-tier sub-contractor to work with CICTA to train the required workers.

A Member pointed out that the training contents and period for site surveyor and leveller were different. It was proposed, by means of circulation, adding a guideline on vetting subsidy for leveller scheme and clearly listing the unit cost per trainee after deducting the trainee's subsidy from the total cost.

**Senior  
Manager  
(DSS)**

In response to an enquiry from Members, the management confirmed that at present there was only intermediate trade test for leveller and not for site surveyor. Trainees completed the leveller course or site surveyor course at present would both attend the test for Leveller. A Member opined that it was inappropriate not to arrange assessment for trainees completed the site surveying course just because it was not required by the laws at present. Chairman requested the management to conduct a comprehensive review on the type of training courses which did not have corresponding trade tests, and proposed appropriate assessments for these courses.

**Senior  
Manager  
(CT)/  
Senior  
Manager  
(ST)**

A Member enquired the possibility of teaching one more relevant trade skill in a training course. Chairman expressed that multi-skills was the long-term training target. As there were problems of skills mismatch in the industry, focus should first be on recruiting people to join; multi-skills would be promoted to workers to enhance quality when the supply of new comers was stabilized.

**D(T)**

**4.6 Work Trades Contractor Cooperative Training Scheme — Proposal on cooperative training scheme for construction trade (bar bending and fixing) submitted by Heng Shung Construction Company Limited**

Members took note of Paper CIC/CTB/P/051/11. Chairman



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immediately declared an interest in the company applying for the subsidy, and withdrew from the meeting before discussion. Member Mr Tse Lai Leung, Jimmy was invited to hold the discussion for this agenda item.

(Chairman withdrew from the meeting at this juncture.)

Members noted that the proposed cooperative training scheme for bar bending and fixing submitted by Heng Shung Construction Company Limited (Heng Shung) would train 4 trainees under the supervision of two instructors, from August 2011 to February 2012, with a total of 97 days of training. Heng Shung applied for subsidy of \$141,943. However, after applying the previously endorsed subsidy vetting guideline for bar bending and fixing trade, it was proposed the subsidy to be \$136,802, and the unit cost per trainee would be around \$14,800 after deducting the trainee's allowances paid under the Enhanced Construction Manpower Training Scheme.

For the arrangement of having two instructors to supervise four trainees as proposed by Heng Shung, acting Chairman suggested participating contractors/sub-contractors in the future should try to enrol more trainees in future to better utilize the resources.

Member representing the Development Bureau asked about the ways of CIC in dealing with the situation if the passing rate of trainees was below the specified 90%. Director (Training) replied that CICTA would talk to the employer to find out the reasons if the overall passing rate was below the specified 90%; CICTA would provide practical assistance to the employer in question if its employee (trainee) failed the intermediate trade test again; and the employer could not join the trade cooperative scheme if the requirement still could not be met in the third attempt. Director (Training) added that, under the cooperative training scheme, the subsidy issued would not be recovered even if the trainee could not meet the passing requirement.

A Member concerned about whether the employer could provide training within the proposed training period of 97

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days. Acting Chairman pointed out that the employer in question would have enough time for the training if its application could be accepted in the meeting.

Members accepted the proposal on work trades contractor (bar bending and fixing) cooperative training scheme submitted by Heng Shung Construction Company Limited and the subsidy was agreed at \$136,802.

**Senior  
Manger  
(DSS)**

(Chairman returned to hold the meeting at this juncture.)

Director briefly recapped the specified requirement of 90% passing rate and remarked that such requirement was applicable to sub-contractors only at the present stage. A Member pointed out that whether the employer could meet the specified 90% passing requirement, apart from the quality of training given by instructors, the personal attributes and attitudes of the trainees should also be considered. Members representing the Development Bureau expressed that as the trainee's allowance would be paid by Enhanced Construction Manpower Training Scheme, it was hoped that CICTA could be proactive in paying regular site visits and checking the attendance record of trainees so as to effectively monitor the progress of each project and provide timely assistance or coaching.

**Senior  
Manager  
(DSS)**

**4.7 Review report on the Course Advisory Panel and Proposal**

Members took note of Paper CIC/CTB/P/052/11. It was noted that the Course Advisory Panel, after review, would have to make the following improvements to better discharge its functions: (i) to put the Course Advisory Panel under the CITB and be appointed by CITB to enhance recognition; (ii) to reduce the number of representatives from employers and add two members as proposed by CITB to increase the representativeness of the membership; (iii) incumbents must be replaced if he/she attended consecutively for 6 years to avoid the terms of office of individuals from being too long; and (iv) to restrict the number of Panel members from existing 14-22 people to 14

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people for effective discussion. Moreover, it was also proposed the Committee could consider appointing the Chairmen of Panels so as to enhance their representativeness.

Chairman remarked that the restriction of 6 years' terms of office should be in personal capacity rather than on company / organization basis. Moreover, the Committee suggested that the composition and the membership of each Panel could be flexibly agreed on according to the uniqueness of individual trade but keeping the upper limit of 14 people for effective discussion.

Members also opined that Panel Chairman should not be elected among panel members. After deliberation, it was agreed that CICTA could make nomination first and submit the list to the Committee for consideration.

**D(T)**

**4.8 Any Other Business**

**4.8.1 Proposed active tasks of CITB for the years up to 2016**

Members noted that each standing committee under the Construction Industry Council was required to submit a 5-year plan on active tasks and corresponding performance indicators to the Council.

Members discussed the 14 active tasks one by one, making some revisions and advancing the completion dates of individual tasks. In addition, Members agreed to add two major tasks, including the implementation of multi-skills training and provision of training to assist workers to work overseas.

The list of active tasks up to 2016 revised according to Members' views was attached in Annex 1.

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4.8.2 **Discussion on Safety Courses**

A Member asked about the possibility of studying an intensive Silver Card course on the same day of taking the Green Card Revalidation Course. Furthermore, another Member expressed that it was unreasonable for individual construction company to require workers not only to hold valid Greed Card but also Silver Card for entering the site. Member representing the Development Bureau immediately explained in detail the "Pay for Safety Scheme" which encouraged the adoption of appropriate safety measures by sub-contractors and the "Construction Site Safety Manual" which stipulated the type of workers requiring to take the Silver Card Course as included in the contractual terms of the public works contract. The Committee opined that there were clear guidelines for public works but individual contractor might have extra requirement for its workers; and there might be some misunderstandings in which CIC could help clarify the requirements should information of the case(s) be provided. On the other hand, trade union could represent the workers to talk to the contractors or refer the case to the Hong Kong Construction Association.

D(T)

As regards the enquiry raised by a Member earlier on turning the Silver Card course into an intensive half-day training course to allow workers taking the half-day Green Card Revalidation Course to complete the Silver Card course on the rest half day, the Committee requested the management to consider the feasibility of the said proposal taking into account of the content of individual trade.

Senior  
Manager  
(ST)

4.9 **Tentative date of next meeting**

To be announced later.

All to note

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

**CITB Secretariat  
October 2011**

Encl.

	Year 2011				Year 2012				Year 2013				Year 2014				Year 2015				Year 2016				Performance Indicators	Remarks				
	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8			9	10	11	12
<b>(8) Construction Industry Training Board</b>																														
1 Provision of full-time training courses at craft and supervisor/ technician level and adult short course level-around 3,000 for each year depending on market demand																													Training target and training output	For reference only as recruitment depends on numerous factor outside the control of CIC
2 Provision of part-time training courses for in-service construction personnel, including around 60,000 training places for each year depending on market demand and development of new skills																													Training target and training output	For reference only as recruitment depends on numerous factor outside the control of CIC
3 Provision of trade tests in 60 trades for building & civil engineering trades and 28 ITT; and in 12 trades for construction-related E&M trades and 12 ITT; and also those for 6 construction plant operation certification and 6 load shifting machine certification and builders lift & gondola certification test																													Number of tests conducted and number of certificates issued	For reference only as recruitment depends on numerous factor outside the control of CIC
4 Provision of specified training courses which are specifically designed for Registered Skilled Workers (Provisional) under the Construction Workers Registration Ordinance (CWRO)																														No performance indicator as CIC is a service provider for CWRA (Subject to changes to be brought by the amalgamation of CIC & CWRA)
5 Provision of various commissioned courses for government departments, public bodies and other organizations at around 2,000 per year																													Training capacity and Training output	For reference only as recruitment depends on numerous factor outside the control of CIC
6 Assist to operate of four Workers Registration Offices to provide registration services, including new registration, renewal of registration and information update																														CIC is a contractor of CWRA (Subject to changes to be brought by the amalgamation of CIC & CWRA)
7 To continue to run the Apprentice Subsidy Scheme. (Each Scheme will last for 4-5 years.)																													Number of graduates subsidized	
8 To continue and expand the Collaborative Training Scheme with respective contractors / sub-contractors based on demand																													Number of applications approved and	
9 Introduction of Skills Enhancement Courses on Repair and Maintenance of Heritage Buildings																													Number of courses offered	
10 To implement the measures to enhance training and re-training of construction personnel in the coming three years in support of the \$80M earmarked by the Gov't in 2010-11																													Training output	

	Year 2011			Year 2012												Year 2013												Year 2014												Year 2015												Year 2016												Performance Indicators	Remarks									
	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11			12								
<b>(8) Construction Industry Training Board</b>																																																																										
(a) Enhanced Construction Manpower Training Scheme																																																																									Training output	
(b) Senior Construction Workers Trade Management																																																																									Training output	
(c) Enhanced Construction Supervisor Training Scheme - Certificate in Civil Engineering Supervision																																																																									Training output	
(d) Subsidy for fees of trade tests, specified training courses, and skills enhancement courses																																																																									Number of trade tests and STC subsidized; Number of skills enhancement courses conducted	
11 (i) To study the current market needs for civil engineering related training courses																																																																									(i) Findings of the study and recommendations	
(ii) Development and conduct of civil engineering related training courses																																																																									(ii) Roll out of courses and number of courses conducted	
12 To study the provision of building related training courses, to see if there is any overlap of training efforts with other training institutes, to find out the deficiencies and to evaluate the feasibility of collaboration with other training																																																																									Findings of the study and recommendations	
13 To study the provision of Electrical and Mechanical related training courses, to see if there is any overlap of training efforts with other training institutes, to find out the deficiencies and to evaluate the feasibility of collaboration with other training institutes																																																																									Findings of the study and recommendations	
14 Introduction of new Supervisors Courses Review and roll out of supervisor training needs and revise the 2-year CST Programme  Review the need to introduce a training the trainer course for supervisors																																																																									Introduction and running of new supervisor course	
15 Review, make proposals and plan of action for Multi-skills training for workers																																																																										
16 Identify and develop training to assist construction personnel to work overseas																																																																										

Legend:  schedule