

**Construction Industry Council**

**Construction Industry Training Board**

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

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Summary Notes of the Construction Industry Training Board (the “CITB”) Meeting No. 004/17:

<b>Agenda Item</b>	<b>Paper</b>	<b>Major Resolutions/ Progress Highlights</b>
4.1	CIC/CTB/R/003/17	<b>Confirmation of the Progress Report of the Previous Meeting</b> Members confirmed the progress report of 3rd CITB Meeting held on 21 June 2017.
4.2	CIC/CTB/R/003/17	<b>Matters arising from the last meeting</b> Item 3.2.6 – For the issue of whether the requirement of having a minimum of 4 years of related working experience to apply for trade tests should be relaxed, Members in question had reached a consensus before the views of the course advisory panels were sought by CITB. Workers who had not yet possessed 4 years of related working experience, upon paying a deposit of HK\$800 together with a recommendation letter issued by their employers or unions (with reference to the list of recognised government / public organisations and their registered contractors, construction-related trade associations and recognised trade unions adopted by the Senior Workers Registration Arrangement), might apply for trade testing. The arrangement would be reviewed a year later after its introduction to see if the skill level of those workers who took trade tests via that arrangement could meet the standard.
4.3	CIC/CTB/P/051/17 (for discussion)	<b>Report on benchmarks of efficiency for full-time Short Courses (Application Rate, Intake Rate and Dropout Rate)</b> 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 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. It might be due to the increased training allowance and enhanced publicity. In addition, a total of 12 classes were cancelled during the reporting

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		<p>period. 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. Nevertheless, as these figures might be affected by the course commencement date, it would be better to make a comprehensive comparison after the number of classes were confirmed by the end of the year. Members also noted the follow-up work of CIC in uplifting the application rate and intake rate while reducing the number of drop-outs. Members expressed concern about the 9 classes out of 12 that could not be commenced because of a lack of instructors. It was considered that the recruitment of instructors should be handled flexibly.</p>
4.4	CIC/CTB/P/052/17 (for discussion)	<p><b>Report on benchmarks of efficiency for full-time courses (employment rate and retention rate)</b> It was noted that during the period from 1 January to 31 May 2017, both the average employment rate within 1 month after graduation and the retention rate after graduation for 3 months of full-time courses were lower than the corresponding figures recorded in the same period in 2016. The main reason was due to the drop of vacancies in the market and the delay in the construction of some large-scale projects, which thus affected the employment opportunities of graduates. Members also noted the follow-up work taken by the CIC in the light of the unsatisfactory employment situation. Regarding the initial lukewarm response to the skills enhancement courses for training general workers to become semi-skilled workers, it was opined that the specific publicity work should be strengthened so that target audience could receive the relevant promotion message and understand the benefits of becoming a semi-skilled worker. The management was also requested to review the enrollment restrictions of the course so as to be in line with the multi-skills initiative advocated by CIC.</p>
4.5	CIC/CTB/P/053/17 (for discussion)	<p><b>2017 Promotion Strategies on Trainee Recruitment for Full-time Courses</b> Members took note of the promotion strategies for Basic Craft Courses, Construction Diploma Programme and Enhanced Construction Supervisor / Technician Programme in 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. Regarding the opinion that it would be desirable for the Vocational Training Council and the CIC to strategically cooperate with each other as they both targeted similar group of people for recruitment,</p>

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		the management would actively follow up that idea and highlight the competitive advantage of CIC in its publicity strategy. Members also opined that, in order to attract young people to join the industry, the foremost thing to do was to improve the working environment of the construction site. CIC should actively work with stakeholders to enhance the facilities / equipment at the construction sites so as to elevate image of the construction industry at large to attract more people to join.
4.6	CIC/CTB/P/054/17 (for discussion)	<b>Work Report and Proposed Dissolution of the Task Group on Machinery and Crane Operation</b> It was noted that the Task Group on Machinery and Crane Operation 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 discussions of the Task Group, it was found 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, in which 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. Members accepted the work report, and agreed to pass on the follow-up items to the related committees under CIC and dissolve the task group.
4.7	CIC/CTB/P/055/17 (for discussion)	<b>Course on Principle of New Engineering Contract (NEC) and Adjudication</b> 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 and construction industry dispute resolution. Target trainees would be practitioners with experience in contract management or contract administration. The 18-hour course would start in September 2017 with a class size of no more than 20 people. The course fee for each trainee would be HK\$3,000.
4.8	CIC/CTB/P/056/17 (for information)	<b>Summary Notes of Meeting of Task Force on Trade Testing (2nd meeting on 9 June 2017)</b> Members took note of the above summary notes.
4.9 to 4.12	CIC/CTB/P/057/17 to CIC/CTB/P/060/17	<b>Waiting Time and Figures of Training Courses/Schemes and Trade/Certification Tests</b> Members took note of the tables on waiting time for Full-time Adult Short Courses, Trade Tests and Certification Training Courses and Tests of Construction Machinery, the charts on workers got

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	(for information)	registered through Senior Workers Registration Arrangement and Trade Tests, and the training statistics on Advanced Construction Manpower Training Scheme-Pilot Scheme.
4.13	CIC/CTB/P/061/17 (for endorsement)	<p><b>Appointment of Chairperson of the Hong Kong Institute of Construction and Members of its Management Board</b></p> <p>It was noted that CIC had already approved the establishment of the Hong Kong Institute of Construction (the “HKIC”) and the composition of its Management Board on 28 April 2017. Through the exercise of power delegated by the CIC and CITB, the Management Board of HKIC would ensure that the HKIC would be properly and efficiently operated. The Management Board would comprise a chairperson and a maximum of twelve members to be appointed by the CIC. The appointment of the chairperson and members would be generally for a two-year term and consistent with that for CITB members. Re-appointment might be made upon the end of term, with the provision that the chairperson and committee members would not serve in the Management Board of HKIC for more than six years. It was also noted that the recommended appointment of the chairperson and members for the Management Board were supported by the Committee on Administration and Finance on 14 July 2017. Members endorsed the proposed appointment of Professor LEE Chack-fan to be the first Chairperson of the HKIC, and the proposed composition and membership list of the Management Board of HKIC. The first term of the chairperson of HKIC and the members of the Management Board would end on 31 December 2018. The proposed appointment upon the endorsement by CITB would be submitted to the council meeting scheduled for 25 August 2017 for final approval. The appointment of the chairperson and all members of the Management Board would then be sanctioned by CIC.</p>
4.14	CIC/CTB/P/062/17 (for discussion)	<p><b>Vision and Mission of the HKIC</b></p> <p>It was noted that the HKIC must clearly establish its vision, mission and educational aspirations such that all stakeholders (the CIC, the CITB, the HKIC’s Management Board and staff) could clearly understand the objectives, direction and pace of the work of HKIC. The elements that should be included in the vision and mission are: (i) to nurture a new generation of workers and management staff with theoretical knowledge, professional skills, safety awareness, innovative ideas, passion and pride</p>

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		for the construction industry of Hong Kong; (ii) to provide training in construction skills based on whole-person education and construction site practices; (iii) to cultivate a culture of work safety for the construction industry; (iv) to cultivate a culture of career dedication for the construction industry; and (v) to cultivate a healthy and caring image for the construction industry. Members then made suggestions and additions to these elements, who were also invited by the CIC Chairman to give views on the school motto of the HKIC.
4.15	Any Other Business	<b>Corporate Governance - Approval Workflow for Activities/Programmes of Hong Kong Institute of Construction (first draft)</b> Members took note of the preliminary ideas on the three-level approval workflow of the activities / programmes of the Hong Kong Institute of Construction by the Management Board of HKIC, the CITB, and the CIC. The approval workflow would help facilitate the day-to-day operation of the HKIC while ensuring sufficient monitoring.

*Remarks: The mentioned papers discussed at the Construction Industry Training Board can be made available to Council Members from the CIC Secretariat upon request.*