

Contractor Cooperative Training Scheme (CCTS)

Framework Document

Effective from May 2017, the application is limited to mandatory public works contract only

By Hong Kong Institute of Construction

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此文件關於承建商合作培訓計劃。如有需要索取此文件的中文版本，請致電 2100 9238 或以電郵 cos.ccts@hkic.edu.hk 與蔡汶儀女士聯絡。

This Disclaimer has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

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1. Purpose

The purpose of this document is to depict the details of Contractor Cooperative Training Scheme (CCTS) and to set out the procedures of Construction Industry Council / Hong Kong Institute of Construction in handling this Scheme.

2. Terminology

In this document, the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:-

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Approved Project	Application of CCTS approved by the CIC/HKIC
e.	Scheme	Contractor Cooperative Training Scheme
f.	Agreement	Training agreement made between the CIC/HKIC and the Main Contractor comprising this Framework Document, the Application Form submitted by the Main Contractor and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form.

3. Background

3.1 In order to provide proper training for people who are interested in joining construction industry, the CIC has been providing a wide range of training programmes for construction industry since its establishment. However, followed by the commencement of “Ten Major Infrastructure Projects”, railways and private construction projects, workers for various trades is highly in need, especially workers of civil engineering. In order to cope with the projected labour demand and attract new workforce in construction industry, the CIC has introduced the CCTS and cooperate with contractor to provide training for workers.

3.2 In addition to the benefit of site training suiting the nature of the trades concerned, the CCTS can also increase the training capacity of the industry substantially in a short period of time. Furthermore, it can capitalise on the trainees’ productivity and provide

a real on-site environment to gear the graduates up for higher productivity to meet the actual site requirements and the overall benefit of the construction industry.

4. Nature of the Scheme

- 4.1 The Main Contractor or the Sub-Contractor shall follow the "First-hire-then-train" approach and provide the on-site training to the trainee. The Main-Contractor submit the document including the Scheme application form, contract of construction project, trainer's qualification and supporting document, training supervisor's qualification to the CIC/HKIC. The training shall carry out training according to the Approved Projects and the approved proposed training syllabus. For details of proposed training syllabus, please refer to Annex 1.
- 4.2 Under CCTS, the Main Contractor and/or the Sub-Contractor shall recruit worker and the CIC/HKIC shall provide proposed training syllabus for reference. The Sub-Contractor shall provide a trainer to train his/her workers on site under the supervision of the Main Contractor and the CIC/HKIC shall conduct site inspection. The workers, after completing the training, shall sit for the intermediate trade test or the certificate test or the completion test conducted by the CIC/HKIC. The Main Contractor and/or the Sub-Contractor shall receive appropriate training subsidy from the CIC/HKIC under the CCTS.
- 4.3 The CIC/HKIC shall approve the Scheme application, monitor periodically and review the Scheme.

5. Details of the Scheme

- 5.1 To participate in this Scheme, the trainee must meet the follow requirements :
- (i) aged 18 or above ; and
 - (ii) a Hong Kong Resident and has permit to work in Hong Kong; and
 - (iii) has not taken the CIC's or HKIC's Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) or other full-time training courses offered by the CIC or HKIC or other training bodies funded by the CIC or HKIC **within one year** after graduation; and
 - (iv) has not taken the CIC's or HKIC's Technician programmes **within two years** after graduation; and
 - (v) does not possess intermediate trade test certificate or trade test certificate of applied trade; and
 - (vi) has not registered as a skilled worker or semi-skilled worker of applied trade in the Construction Workers Registration.
- 5.2 The Main Contractor who wishes to participate in the Scheme must possess a public works contract and provide the proof of conditions to participate in the Scheme.

5.3 The training supervisor proposed by the Main Contractor shall possess at least 5 years of site supervision experience and his/her CV shall be submitted to the CIC/HKIC by the Main Contractor.

5.4 Requirements on Trainer Qualifications and Trainer-to-Trainee Ratio

5.4.1 The trainer proposed by the Main Contractor and/or the Sub-Contractor shall meet the following requirements:

- (i) Holder of Registered Skilled Worker of relevant trade through the "Senior Workers Registration Arrangement"; or
- (ii) Holder of relevant trade test certificate with not less than 5 years relevant post qualification working experience; or
- (iii) Holder of relevant trade test certificate with at least 7 years relevant working experience.

For the trade of Measurement Technician assistant, the trainer shall have 10 years or above relevant post-qualification working experience or be the holder of relevant professional qualification.

5.4.2 The relevant working experience of proposed trainer shall be proved in the form of CV. The CV of the proposed trainer shall be written by the Main Contractor and/or the Sub-Contractor in the form of a company letter or CV stamped with company chop. The CV shall include the following information:

- (i) Relevant Working Experience - detailed listed the project name, start date (year and month) and completion date (year and month); and
- (ii) Job Duties - The content must be written in accordance with the "Description of skills" (column 3) of the respective trade division in Schedule 1 of the Construction Workers Registration Ordinance, Chapter 583 of the Laws of Hong Kong.

5.4.3 The CV of a proposed trainer who has been working for the current Main Contractor and/or the current Sub-Contractor for 5 or 7 years should be provided by the current Main Contractor and/or the current Sub-Contractor. If a proposed trainer has not been working for the current Main Contractor and/or the Sub-Contractor for 5 or 7 years, other than the CV provided by the current Main Contractor and/or the current Sub-Contractor, the CV from former employer is also required to prove that he/she has a total of 5 or 7 years of relevant working experience. If the CV from former employer could not be provided, the prove of relevant working experience must be in the form of making oath at the Home Affairs Department. The CIC/HKIC can provide CV sample applicable for making

oath for the proposed trainers' reference and completion. CIC/HKIC may contact Main Contractor to verify the submitted information.

5.4.4 The CIC/HKIC shall arrange interview with proposed trainer in the following scenario:

- (i) Trade test has not been set up for the trade of the application; or
- (ii) The proposed trainer does not possess trade test qualification but possess relevant professional qualification.

The interviewer would be instructor of the Hong Kong Institute of Construction, or the management staff of CIC/HKIC with relevant professional qualification of The Hong Kong Institution of Engineers or The Hong Kong Institute of Surveyors, or equivalent. The interview with proposed trainer shall be conducted based on the assessment framework.

5.4.5 For the trade of Crawler Crane Operator (Apprenticeship), the qualification of trainer shall be in accordance with the "Course Design and Specifications for Training Courses for Operators of Crane" of the Labour Department, the trainer of the practical session should possess the following qualification:

- (i) Adequate training on operation of crawler crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid certificate of crawler crane); and
- (ii) Substantial experience on operation of the crawler crane involved (normally three years' relevant experience is preferred); and (iii) Possess the qualifications listed in either (a) or (b):
 - (a) Possess a Continuing Education Diploma in Occupational Safety and Health Practices issued by Occupational Safety and Health Council (OSHC); or
 - (b) Has completed mandatory basic safety training and possess a certificate of Safety Supervisor Course issued either by OSHC or the CIC/HKIC.

Trainers are required to comply with the relevant legislative provisions while working at construction sites and operating crawler cranes.

5.4.6 For details of Trainer-to-Trainee Ratio, please refer to Annex 1.

5.5 For details of trade entitled to subsidy, please refer to Annex 2.

5.6 At the end of the training, the trainees are required to take the intermediate trade test or the certificate test or the completion test conducted by the CIC/HKIC free of charge. If the trainees are absent from any free intermediate trade test or the certificate test arranged by the CIC/HKIC, a reasonable excuse and evidence should be submitted

in writing within 10 working days after the test. Otherwise, the CIC/HKIC shall consider it to be absent without reason and the trainees shall lose all free testing opportunities. Trainees are only allowed to take another intermediate trade test or certificate test free of charge if he/she fails the first one. Thereafter, the normal fees shall be charged for any subsequent trade test or the certificate test. No certificate shall be issued by the CIC/HKIC to the trainee fails in the intermediate trade test or the certificate test or the completion test. The Main Contractor and the Sub-Contractor shall provide further training if necessary to assist the failed trainee for re-test.

- 5.7 If the test score for the trainee is rated as “zero” on the Intermediate Trade Test (ITT) or Certification Test or Completion Test, the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 5.8 The CIC/HKIC shall examine the training records and progress of Trainee Training Log Book. The CIC/HKIC shall conduct site inspection during training period to understand the training progress of trainee and communicate with trainee and trainer. The CIC/HKIC staff shall fill in the site inspection report (for details, please refer to Annex 3) for record and necessary follow-up actions. The Main Contractor is responsible for arranging site inspections for the CIC/HKIC staff. If the site inspection cannot be conducted as scheduled, the CIC/HKIC will prioritise the inspection. Sites with the person-in-charge refuses inspection without justifications or changes schedule for more than 3 times will be classified to be higher risk. Site inspection to higher risk sites will be arranged for one extra time.

6. Requirements for Main Contractor

- 6.1 The Main Contractor shall has at least one public works contract, either in progress or ready to commence. (The contract must be mandatory public works and has the proof of conditions to apply). During submitting an application, the Main Contractor shall fill in the main construction project contract number of which the on-site training for trainees will be primarily conducted. After the CIC/HKIC approves the application, the Main Contractor cannot change the information of the main construction contract under any circumstances.
- 6.2 The Main Contractor may apply for adding a new training site managed by him/her, provided that it is necessary or desirable for the completion of training. But the Main Contractor cannot change the information of the main construction contract which has been approved by the CIC/HKIC. The nature of the construction project, in whole or in part, must be appropriate to the type of workers to be trained under the approved trades of Approved Project. The CIC/HKIC shall keep record of the application.
- 6.3 The Main Contractor shall comply with the Minimum Wage Ordinance when employing the trainees. The training subsidy can be used to pay wages in accordance to regulations under the Minimum Wage Ordinance.

- 6.4 The Main Contractor shall submit all the particulars of the trainees to the CIC/HKIC for approval. The Main Contractor must ensure that the collection, transfer and use of all such particulars of trainees to the CIC/HKIC are in compliance with the Personal Data (Privacy) Ordinance (PDPO). All trainees must be the employees of either the Main Contractor or the Sub-Contractor and that the employment contract shall comply with the Employment Ordinance of The Hong Kong Special Administrative Region (HKSAR). To ensure better use of the training capacity, skilled workers or semiskilled workers of the relevant trades are not eligible to participate in the CCTS. In order to receive training and subsidy, approval of trainees shall be obtained before the commencement of training.
- 6.5 The Main Contractor shall submit all the particulars of the trainers and the training supervisors, including all education background, qualification and experience of relevant trade to the CIC/HKIC. The Main Contractor must ensure that the collection, transfer and use of all such particulars of the trainers and the training supervisors to the CIC/HKIC are in compliance with the PDPO. Should there be any change of these personnel, proper replacement shall be arranged and prior approval shall be obtained from the CIC/HKIC before the replacement. The CIC/HKIC shall keep record of the application.
- 6.6 If there is any Sub-Contractor participating in the Scheme, the Main Contractor shall bear the responsibility to ensure that the information submitted by the Sub-Contractor is complete and correct and that the Sub-Contractor provides training in accordance with the Agreement.
- 6.7 The CIC/HKIC shall provide trainer subsidy in accordance with the rate approved by CITB for particular trades. The trainer subsidy shall be proportionately reduced if the number of trainees is less than the approved number. For example, if 4 training places are approved but only 2 trainees are recruited, the trainer subsidy would be halved. However, the Main Contractor and/or the Sub-Contractor may provide more trainer subsidy at his/her own expense.
- 6.8 The training supervisor proposed by the Main Contractor shall supervise, monitor and inspect the training in accordance with the Approved Project, so that the trainees can enhance their skills during the training period and pass the intermediate trade test or the certificate test or the completion test conducted by the CIC/HKIC at the end of training.
- 6.9 The Main Contractor shall check the trainee training log book submitted by the Subcontractor. Then the training supervisor from the Main Contractor shall sign the log book and submit it to the CIC/HKIC for checking and approval. For details of the log book sample, please refer to Annex 4.

- 6.10 Free site access shall be provided by the Main Contractor for the CIC/HKIC to carry out site inspections during training period, including but not limited to access to the specified site of the contract. If irregularities are spotted, the CIC/HKIC shall impose more frequent site inspections to ensure the Main Contractor and/or the Sub-Contractor meet the training requirements.
- 6.11 The Main Contractor shall register the particulars of the CCTS trainees to the CIC/HKIC. No CCTS trainee shall be registered more than once at any time.
- 6.12 According to the Approved Project, the Main Contractor shall commence the training within 12 months from the date the CIC/HKIC notifies that his/her application to participate in the CCTS has been approved. If the Main Contractor fails to comply with this policy, the application shall be deregistered from the approval list of the CIC/HKIC, and that the Approved Project and the approved subsidy shall be cancelled. Submission of a new application is required if the Main Contractor wishes to pursue the training plan.
- 6.13 The Main Contractor shall submit the application form for intermediate trade test or the certificate test or the completion test to the CIC/HKIC in the middle of the training period. Otherwise the CIC/HKIC reserves the right to terminate the remaining training provided by the Main Contractor.
- 6.14 The Main Contractor shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 1. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test conducted by the CIC/HKIC at the end of training. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test is rated as "zero" (CIC/HKIC will notify the Main Contractor individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 6.15 After receiving the subsidy from the CIC/HKIC, the Main Contractor shall transfer the relevant training subsidy to the Sub-Contractor.
- 6.16 **Quality assurance and performance assessment mechanism**

To further enhance the quality and performance of the CCTS, the following monitoring mechanisms are set up:

Assessment Period

The performance of the Main Contractor is assessed annually, and the assessment period starts from January 1 to December 31 of each year.

6.16.1 Performance Indicator

Retention Rate is 75% and Passing Rate is 75%.

Assessment Guidelines

Item		Performance Indicator
1.	Appreciation of outstanding achievements	≥75% (the top three)
2.	Performance satisfactory	≥75%
3.	Letter to remind the Main Contractor to pay attention to their unsatisfactory performance	≥50% and <75%
4.	Letter to strongly remind the Main Contractor for their poor performance and meeting with the Main Contractor for improvement measures	≥40% and <50%
5.	Suspension of processing new applications for 6-month cooling-off period	<40%

6.16.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Main Contractor to review the Main Contractor's current training plan and support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the Main Contractor's application had been approved before, CIC/HKIC would have taken the initiative to meet the Main Contractor to discuss and implement the employer's improvement measure(s) before allowing trainee joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details, please refer to Annex 13). For flow chart for follow-up action on cooling-off period, please refer to Annex 14.

7. Requirements for Sub-Contractor

- 7.1 The Sub-Contractor is allowed to participate in the Scheme through Main Contractor, provided that he/she has a valid on-going or soon-to-start Sub-contract with the Main Contractor which suits the training purpose.
- 7.2 The Sub-Contractor shall recruit suitable workers and shall comply with the Minimum Wage Ordinance when employing the trainees in the Scheme. To ensure better use of the training capacity, skilled workers or semi-skilled workers of the relevant trades are not eligible to participate in the CCTS.

- 7.3 Sub-Contractor shall prepare the Scheme application and submit to the CIC/HKIC through the Main Contractor. Under the supervision of the Main Contractor, the Sub-Contractor shall conduct the training in accordance with the Approved Project such that the trainees can enhance their skill during the training period and pass the intermediate trade test or the certificate test or the completion test conducted by the CIC/HKIC.
- 7.4 Trainee shall record daily training content and skills learned in his/her training log book during the training period. The trainer of the Sub-Contractor shall sign the training log book and submit to Main Contractor for checking and approval.
- 7.5 The Sub-Contractor shall submit the application form for intermediate trade test or the certificate test or the completion test to the Main Contractor in the middle of the training period.
- 7.6 The Sub-Contractor shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 1. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test conducted by the CIC/HKIC at the end of training. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test is rated as "zero" (CIC/HKIC will notify the Main Contractor individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.

8. Roles of the CIC or HKIC

- 8.1 The CIC/HKIC shall provide a trainee training log book (please refer to Annex 4) to each CCTS trainee for recording his/her attendance, training content and skills learned.
- 8.2 According to the Approved Project, the CIC/HKIC shall provide and arrange free safety training courses of relevant trade and free intermediate trade test or certificate test or completion test to the CCTS trainees.
- 8.3 If the test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the trainee is rated as "zero", the CIC/HKIC reserves the right to cancel the free re-test and terminate the training provided by the employer for the trainee.
- 8.4 The CIC/HKIC shall issue the approved subsidy to the Main Contractor upon the receipt of the monthly reimbursement application by the Main Contractor in accordance with the Approved Project.

- 8.5 The Main Contractor shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.
- 8.6 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Main Contractor and any of the Main Contractor's directors, officers, employees, sub-contractors, agents or other personnel.
- 8.7 The CIC/HKIC shall not be held liable for any matters arising from the employment of the trainees and trainers by the Main Contractor and/or his Sub-Contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 8.8 The CIC shall conduct an internal check for the data input periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarise and to record the relevant circumstances, and then sign and document the internal supervisory check form. For details, please refer to Annex 5.

9. Application Procedures

- 9.1 The Main Contractor shall complete the Application Form in Annex 6 and submit it together with the following supporting document to the CIC/HKIC for checking and approval.
- (i) Contract of Construction Project (shall be issued by the specific organization that supervise the project with the name and contract number of the main construction site, start date of the construction project, end date/duration of the project, and both side of signature page); and
 - (ii) CV for training supervisor; and
 - (iii) CV of trainer; and
 - (iv) Terms and condition that shows mandatory for joining the Scheme
- 9.2 The Main Contractor shall commence the training in accordance with the Approved Project to meet the contract requirements.
- 9.3 Upon receipt of duly completed application form with all accurate details and related complete and accurate supporting document, the CIC/HKIC takes 17 calendar days to proceed and approve the application. The CIC/HKIC shall issue an email and a letter notifying the Main Contractor that his/her application has been approved. Upon the issuance of email and letter notifications, the terms and conditions set out in the Agreement shall become legally binding on the Main Contractor and the CIC/HKIC. The Main Contractor is therefore advised to carefully read the defined terms and condition before signing and submitting its application.

- 9.4 If there is any incomplete or inaccurate document in an application, the Main Contractor should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application shall be returned.
- 9.5 For details of the procedure and flowchart for handling scheme application, please refer to Annex 7.

10. Monitoring Procedures

- 10.1 When the Main Contractor and/or the Sub-Contractor commences the training, the trainee shall start to record their training activities in the training log book. Trainee and trainer are required to sign in the training log book.
- 10.2 The Main Contractor shall endorse and submit the training log book to the CIC/HKIC for checking and approval.
- 10.3 For details of flowchart of monitoring procedure, please refer to Annex 8.
- 10.4 The CIC/HKIC shall handle complaint according to established procedure. Please refer to Annex 9 for details of the flow chart for complaint handling.

11. Reimbursement of Trainee Subsidy, Trainer Subsidy and Completion Bonus

- 11.1 In accordance with the established procedures for reimbursement of subsidy, the Main Contractor shall issue training subsidy first and then apply for reimbursement from the CIC/HKIC. When the Main Contractor applies for reimbursement of training subsidy from the CIC/HKIC, the following documents must be submitted for verification by the CIC/HKIC:
- (i) Application Breakdown on Payment of Subsidy with invoice from the Main Contractor; and
 - (ii) Training log book signed by both of the trainee and trainer; and
 - (iii) Pay slip of trainee or trainee payment record; and
 - (iv) Trainee's and trainer's attendance record.
- 11.2 The Main Contractor is required to submit an application for reimbursement of payment of subsidy in accordance with part 11.1 above within 12 months from the month in which the trainee subsidy was incurred by the Main Contractor in respect of a subsidy. Should the Main Contractor fails to submit an application within such time period, the CIC/HKIC shall not process the application for reimbursement and no payment of subsidy or bonus shall be made.

- 11.3 During the site training period, the subsidy of trainee and trainer will be calculated according to their attendance records.
- 11.4 When the aggregate sum that has been paid to the Main Contractor reaches the total sum in the training, this aggregate sum is deemed to be final and no more subsidy shall be reimbursed no matter the training course has not yet completed. However, this does not release the training liability of the Main Contractor and the Sub-Contractor and they shall maintain the continuity of training until its completion.
- 11.5 Training subsidy includes the supervision fee, trainer subsidy and trainee subsidy. Supervision fee is \$ 21,500 per month for training 40 trainees. Details of trainer subsidy and trainee subsidy, please refer to Annex 10 and Annex 2 respectively. Completion bonus shall be issued to trainee of specific trades if he/she passes the intermediate trade test or certificate test or completion test. The bonus is paid in one-time by the Main Contractor and/or the Sub-Contractor.
- 11.6 If the trainee withdraws from the Scheme during the training period, the CIC/HKIC shall not chase back the subsidy that was reimbursed to the Main Contractor and/or the Sub-Contractor. The trainee cannot participate in any of our Schemes within one year. The supervision fee and trainer subsidy are not required to return to the CIC/HKIC.
- 11.7 After endorsement by the CIC/HKIC, the Finance Department shall process the applications for reimbursement of subsidy. Upon receipt of duly completed and accurate reimbursement application form with all accurate details and all related complete and accurate supporting document, the CIC/HKIC takes 30 calendar days to proceed and approve the application.
- 11.8 If there is any incomplete or inaccurate item in an application, the Main Contractor is required to submit the supplementary documents within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the whole application will be returned to the Main Contractor.
- 11.9 Please refer to Annex 11 for the procedure and flowchart for handling subsidy reimbursement application.
- 11.10 The subsidy can be regarded as the whole or part of the salaries paid to the trainees and the Main Contractor or the Sub-Contractor should pay the salaries to the trainees in compliance with the statutory requirements of minimum wages.
- 11.11 Other subsidies can be regarded as the subsidy for the Main Contractor and/or the Sub-Contractor to provide trainer and training supervisor for the training.
- 11.12 The Main Contractor and/or the Sub-Contractor must complete the training within one year from the trainee's training start date, otherwise, the CIC/HKIC reserves the right

to terminate the remaining training provided by the Main Contractor and/or the Sub-Contractor for the trainees and clawback the subsidy that has been issued.

12. Fraud Case and Termination of Agreement

- 12.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall take follow-up actions in a serious manner. Please refer to Annex 12 for the flow chart of the handling of suspected fraud case.
- 12.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the Main Contractor and/or the Sub-Contractor is/are in breach of the terms stipulated in the Agreement.
- 12.3 No indemnity claims or claims of any other kind should be made against the CIC/HKIC by the Main Contractor and/or the Sub-Contractor.

13. Forfeiture

In the event that the Main Contractor and/or the Sub-Contractor shall become bankrupt or having a receiving order made against him/her/them or has abandoned the employment contract between Main Contractor and/or the Sub-Contractor and employee, the training shall be stopped immediately and no subsidy shall be reimbursed as from that date.

14. Special Circumstances

- 14.1 After the submission of application by the Main Contractor, the Main Contractor shall not transfer the subsidy quota to hire another eligible graduate if the trainee changes to another Main Contractor and/or the Sub-Contractor, the new Main Contractor cannot apply for subsidy in the capacity of this trainee. The CIC/HKIC shall keep the record of all trainees within this training scheme so as to monitor whether the trainee changes to work for another Main Contractor and/or the Sub-Contractor or not under the validity period of the training scheme.
- 14.2 If the trainee is being dismissed by the Main Contractor and/or the Sub-Contractor or resigns from jobs during the period of employment, the Main Contractor and/or the Sub-Contractor must inform the CIC/HKIC immediately.
- 14.3 If the trainee is being dismissed by the Main Contractor and/or the Sub-Contractor or resigns from job during the training period, the Main Contractor and/or the Sub-Contractor cannot apply for the remaining subsidy. That trainee is not qualified to apply the scheme again.
- 14.4 The CIC/HKIC reserves the rights of final decision.

15. Avoiding Conflict of Interests

The Main Contractor and/or the Sub-Contractor should procure his/her/their employees, agents, sub-contractors and trainees (regardless of employees of contractors or their sub-contractors) participating in this agreement that they are prohibited from providing, retrieving or accepting any benefits as stipulated under the Laws of Hong Kong Chapter 201 "Prevention of Bribery Ordinance" (POBO) when handling business affairs in this agreement.

16. Personal Data Collection Declaration

16.1 The Main Contractor shall ensure that the collection and transfer of trainees' personal data to the Construction Industry Council (CIC) or Hong Kong Institute of Construction (HKIC) and through the CIC/HKIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, the Main Contractor must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the following:

- a. To inform the trainee that his/her information shall be provided to the CIC/HKIC (including any personal data as defined in the PDPO), shall be used for purposes related to the activities of the CIC/HKIC (including the transfer of any personal data by the CIC/HKIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other collaborative training schemes.
- b. To give the trainee an option to agree or disagree that CIC/HKIC may keep him/her informed of the CIC/HKIC activities and industry development which may be of his/her interest, the CIC/HKIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
- c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
- d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC/HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

16.2 The Main Contractor, who is responsible for collecting the personal data from the trainee, must obtain the trainee's written consent regarding the above.

16.3 The Main Contractor shall indemnify the CIC/HKIC against any claims, suffered or incurred by the CIC/HKIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

Proposed Training Syllabus**List of Trades Entitled to Trainee Subsidy of HK\$6,750 per month (The subsidy is based on 25 days per month) (Completion bonus of HK\$2,250 per month)**

i) Drainlayer (Civil Engineering)

Training Period:

85 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Drainlayer (Civil Engineering) 地渠工(土木工程)Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	2
2	認識常用工具、機械的使用和保養	4
3	認識常用材料的規格、特性、運輸和存放方法	3
4	認識圖則、施工章程和常用名詞	4
5	認識渠坑挖掘有關法例、條例、指引及施工安全守則	2
6	平水繩墨及開綫定位	2
7	使用適當設備挖掘渠坑、支撐渠坑相應安全措施的配合	9
8	整理渠坑底部及使用機械壓實墊層物料	4
9	使用適當機械或設備吊嵌和接駁管件	5
10	接駁或切割管件和安裝填縫物	2
11	管道座槽 (傍筒) 和外包墊層 (捲筒) 的方法	3
12	管道測漏方法	2

項目 Item	說明 Description	授藝天數 Training Days
13	建造沙井、裝嵌腳踏、沙井蓋及其他配套	17
14	使用適當工具建造沙井內馬枕、行水位批盪	4
15	建造明渠、批盪行水位和裝設渠閘	6
16	裝嵌方渠的施工程序	3
17	臨時更改水道	1
18	探測、維修和保養管道	2
19	ISO 9000 品質管理表格的應用	1
20	認識地下電纜及氣體管道探測	1
21	拆卸嵌件、存放渠道和清理	3
22	強制性基本安全訓練課程(平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
23	中級工藝測試：地渠工	1
	合共：	85 天

ii) Metal Formworker and Concretor

Training Period:

36 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Metal Formworker and Concretor (金屬模板及混凝土工)
(Civil Engineering and Building Construction)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1.5
2	認識各種土木工程及樓宇建造之金屬模板的特性、兩者配合操作及其正確處理方法	1
3	認識土木工程及樓宇建造的模板裝嵌和澆置混凝土之高空工作	1
4	認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、澆置混凝土的工具與設備，及其安全操作方法	1
5	強制性基本安全訓練課程 (平安卡)	1
6	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 <ul style="list-style-type: none"> ● 認識金屬棚架安全守則所規定的檢查、紀錄 (Form 5) 及合資格的人執行之職責及任務 ● 模板及支承架之搭建安全及高空操作 ● 模板及支承架之拆卸安全及高空操作 	6

項目 Item	說明 Description	授藝天數 Training Days
8	裝嵌和拆卸金屬組合模板(包括高空操作) <ul style="list-style-type: none"> ● 土木工程類： 行車天橋之柱躉及支柱模板 行車天橋之橫樑及橋面模板 ● 屋宇建造類： 和諧式組件模板 鋁合金屬組合模板 	8
9	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
10	練習澆置混凝土構件 (學仔、大石壘、石矢板、樓梯、間牆、馬路等)	7
11	認識處理各種施工縫、飾面及養護的工作方法	1
12	認識蜂巢狀混凝土“黃蜂竇”的成因及其修補方法	1
13	認識 ISO 9000 品質制度和應用	0.5
14	中級工藝測試：混凝土工、索具工(叻架) / 金屬模板裝嵌工	2
	合共：	36 天

iii) Metal Formworker

Training Period:

28 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Metal Formworker (金屬模板工)
(Civil Engineering and Building Construction)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識各種土木工程及樓宇建造之金屬模板的特性、合操作及其正確處理方法	2
3	認識土木工程及樓宇建造的模板裝嵌之高空工作	1
4	認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法	1
5	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
8	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐	6
	<ul style="list-style-type: none"> ● 認識金屬棚架安全守則所規定的檢查、紀錄(Form 5)及合資格的人執行之職責及任務 ● 模板及支承架之搭建及拆卸之安全及高空操作 	

項目 Item	說明 Description	授藝天數 Training Days
9	裝嵌和拆卸金屬組合模板(包括高空操作) <ul style="list-style-type: none"> ● 土木工程類：行車天橋之柱躉及支柱模板、行車天橋之橫樑及橋面模板 ● 屋宇建造類：和諧式組件模板及鋁合金屬組合模板 	8
10	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
11	認識 ISO 9000 品質制度、ISO 14001 環境保護系統和應用及職業道德	1
12	中級工藝測試：索具工(叻架)/金屬模板裝嵌工	1
	合共：	28 天

iv) Concretor

Training Period:

23 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainee

Concretor (混凝土工)
(Civil Engineering and Building Construction)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識各種土木工程及樓宇建造之混凝土的特性、合操作及其正確處理方法	2
3	認識土木工程及樓宇建造的澆置混凝土之高空工作，及安全攀爬棚架的正確方法	1
4	認識及正確使用各種常用手工工具、手提動力工具，澆置混凝土的工具與設備，及其安全操作方法	1
5	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 -工地建材索具工(A12)	2
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
8	練習澆置混凝土構件 (墾仔、大石墾、石矢板、樓梯、間牆、馬路等)	8
9	認識處理各種施工縫、飾面及養護的工作方法	1

項目 Item	說明 Description	授藝天數 Training Days
10	認識蜂巢狀混凝土“黃蜂竇”的成因及其修補方法	2
11	認識 ISO 9000 品質制度、ISO 14001 環境保護系統和應用及職業道德	1
12	中級工藝測試：混凝土工	1
	合共：	23 天

v) Surveying & Setting-out

Training Period:

90 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Surveying & Setting-out (建築樓宇測量員)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識 ISO 9000 品質制度及 ISO 14001 環境管理系統	1
3	建築屋宇工程及土木工程之常用工具的認識	1
4	建築屋宇工程及土木工程工具的使用方法	8
5	平水儀的認識及使用方法	10
6	全站儀的認識及使用方法	12
7	常用圖形的畫法及認識圖則	17
8	建築屋宇工程工作範圍及工作方法	24
9	土木工程工作範圍及工作方法	13
10	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
11	中級工藝測試：平水工	1
	合共：	90 天

vi) Site Surveying

Training Period:

133 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Site Surveying (建造工地測量員)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識 ISO-9000 品質制度及 ISO-14001 環境管理系統	1
3	平水繩墨工具的使用方法	8
4	閱讀圖則的具體步驟與方法	12
5	建築物開線定位	25
6	平水儀使用方法	10
7	全站儀使用方法	30
8	地形測量	12
9	邊坡斜水架之建立	6
10	橋樑道路、渠道、砂井開線	15
11	認識電腦的應用	10
12	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
13	中級工藝測試：平水工	1
	合共：	133 天

vii) Metal Worker

Training Period:

75 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Metal Worker (金屬工藝工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	0.5
2	認識 ISO 9000 品質制度及應用品質檢查表	0.5
3	認識施工圖則與平水繩墨，閱讀及理解金屬工作的大樣詳圖	2
4	人力提舉及重物搬運等體力處理操作	0.5
5	安全搭建金屬棚架及工作台	3
6	認識起重機/吊機之安全吊運操作	0.5
7	認識、使用及保養各種工具及機械	1
8	認識金屬特性及其應用	1
9	金屬工的基本技能	9
10	冷態形變操作	3
11	熱態形變操作	2
12	各種加工機械操作	5
13	焊接操作	22

項目 Item	說明 Description	授藝天數 Training Days
14	製造、組合、安裝、校正及維修鋁窗	7
15	製造、組合、安裝、校正及維修金屬欄杆	8
16	製造、組合、安裝、校正及維修金屬門	5
17	製作及安裝圍街鐵板	2
18	氣體焊接安全訓練課程強制性基本安全訓練課程 (平安卡)	1 1
19	中級工藝測試：金屬工	1
	合共：	75 天

viii) Timber Formworker

Training Period:

95 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Timber Formworker (木/鋁模板工)Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	2
2.	認識正確使用、維修、保養各種手工具、裝拆工具、手提動力工具及其安全操作方法	4
3	認識有關材料及其適當使用、切割與存放方法	2
4	認識、理解鋼筋混凝土結構圖、平水、墨線、標誌及施工規	3
5.	模板及配件裝嵌操作	78
6	環境保護知識	1
7	認識 ISO 9000 品質制度及 ISO 14001 環境管理系統	1
8	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 – 木模板	1
	密閉空間核准工人安全訓練課程	1
9	中級工藝測試：木模板工(樓宇工程)/(土木工程)	1
	合共：	95 天

ix) Bar Bender & Fixer

Training Period:

97 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Bar-Bender & Fixer (鋼筋屈紮工)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識及使用各種手動工具及機動工具	3
3	學習屈紮鋼筋時的安全措施	2
4	認識鋼筋的種類及分佈位置的名稱，認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)	2
5	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法	3
6	認識鋼筋屈紮工的工作範圍、樓宇建造和土木工程的施工規範	2
7	學習鋼筋屈曲成型(機械操作)	12
8	綁紮及安裝鋼筋和鋼筋網(BRC)	1
9	接駁鋼筋的方法，COUPLER 鋼筋接駁器及預留孔洞時的附加鋼筋	3

項目 Item	說明 Description	授藝天數 Training Days
10	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、體能訓練、ISO-9000 品質檢查表、檢查程序及報告	62
11	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12) 密閉空間核准工人安全訓練課程 強制性基本安全訓練課程(平安卡) 建造工友(指定行業)安全訓練課程 - 鋼筋屈紮工	2 1 1 1
12	中級工藝測試：鋼筋屈紮工	1
	合共：	97 天

x) Construction Scaffolding Worker

Training Period:

100 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Scaffolding Worker (建造棚架工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	養護樹木基本認識	0.5
3	認識材料特性及其用途	1
4	理解圖則與棚架基本架構、學習有關搭棚安全 / 守則	3
5	認識與使用及保養搭棚工具	0.5
6	搭棚和拆棚的基本操作	20
7	搭建金屬棚架	12
8	搭裝修排柵	10

項目 Item	說明 Description	授藝天數 Training Days
9	建築施工用排柵、棚架及橋筏	18
10	搭裝管道用棚架	2
11	安裝升降機豎井內及煙窗棚架	3
12	搭室內天花棚架	7
13	搭招牌棚架	5
14	搭工地各種臨時廠及雨棚	5
15	定期檢查、維修棚架工作及颱風前後的預防和善後工作	2
16	建造工友(指定行業)安全訓練課程 - 工地建材索具工 (A12)	2
	密閉空間核准工人安全訓練課程	1
	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 竹棚工、金屬棚架工	1
17	工地實習(包括搭棚以供維修學院大廈工作)	3
18	中級工藝測試 : 竹棚工、金屬棚架工	2
	合共：	100 天

xi) Tower Crane Operation Workers' Assistant

Training Period:

75 days

Ratio of Trainers to Trainee:

1 Trainers to 4 Trainees

Tower Crane Operation Workers' Assistant (塔式起重機組裝技工助理)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識 ISO 9000 品質制度和應用、ISO 14001 環境保護系統及 OHASA 18000 職業安全衛生保證體系	1
3	認識物料和學習使用常用工具	3
4	認識相關條例	2
5	學習起重吊運操作	3
6	塔式起機種類、裝拆基本原理及安全措施	8
7	塔式起重機裝組及拆卸實務	50
8	強制性基本安全訓練課程(平安卡)	1
	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2

項目 Item	說明 Description	授藝天數 Training Days
9	建造工地吊運操作訊號員課程(SHO)	1
	建造工友(指定行業)安全訓練課程(銀卡課程) – 塔式起重機組裝工(安裝、拆卸及升降)(A11)	2
	完成培訓測試證明：塔式起重機組裝技工助理	1
	合共：	75 天

xii) Tunnel Worker

Training Period:

32 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Tunnel Worker (隧道工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	練習操作及保養一般隧道內的工作設備認識及保養各項工作設備(包括：氣動式鑿碎機(風炮)、風鑽、風機、灌漿機、隧道路軌安裝、裝配混凝土泵喉及抽水泵等，地質介紹，爆破工序及相關的安全知識)	6
3	練習安全裝拆金屬模板構件 ● 手工具的操作 ● 吊重設備的安全使用	2
4	認識安裝及掛放噴射混凝土護網	3
5	認識安裝狗臂架及通風設備系統	3
6	練習安全裝拆金屬通架及工作台	3
7	練習安裝封隔器(packer)設備	2

項目 Item	說明 Description	授藝天數 Training Days
8	練習操作氣動風鑽孔及安裝石錨(anchor)	5
9	練習操作鋼筋屈紮基本工具	1
10	練習安全操作動作升降工作台	1
11	認識平水繩墨及施工標誌	1
12	密閉空間核准工人安全訓練課程	1
	強制性基本安全訓練課程(平安卡)	1
	建造工友(指定行業) 安全訓練課程 - 隧道工 (A13)	1
13	完成培訓測試證明：隧道工	1
	合共：	32 天

xiii) Welder

Training Period:

75 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Welder (焊接工藝工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	0.5
2	認識 ISO 9000 品質制度及應用品質檢查表格	0.5
3	理解及覆核圖則、施工規範、平水墨線與標誌	0.5
4	認識各類金屬及材料的特性、工具及機械器材	0.5
5	手工電弧焊 – 基本原理、種類、切割及操作等	44
6	半自動及自動電弧焊 - 基本原理及操作等	10
7	乙炔氧氣焊- 基本原理及操作等	11
8	焊接應用與變形 - 變形原因、種類等	1
9	焊接的缺陷、焊口的清潔和處理	0.5
10	焊接的質量檢查	2

項目 Item	說明 Description	授藝天數 Training Days
11	焊接的安全措施	0.5
12	強制性基本安全訓練課程(平安卡)	1
	氣體焊接安全訓練課程	1
13	環保概念應用於焊接	1
14	中級工藝測試: 普通焊接工	1
	合共:	75 天

xiv) Metal Scaffolder and Metal Formworker

Training Period:

54 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Metal Scaffolder and Metal Formworker (金屬棚架及金屬模板)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	金屬棚架	
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	0.5
2	金屬棚架工作安全守則規例之釋義	0.5
3	養護樹林基本認識	0.5
4	學習妥善貯存及維修保養土木工程、橋樑及屋宇建造之金屬棚架與配件	0.5
5	閱讀及理解有關土木工程、橋樑及屋宇建造金屬棚架之臨時支柱支撐及撐聯結設計圖則及搭建	2
6	土木工程、橋樑及屋宇建造之臨時支承組架(腳手架)及支柱支撐	6

項目 Item	說明 Description	授藝天數 Training Days
7	土木工程、橋樑及屋宇建造之單管支撐(裝頂)、重型(方柱)支撐及聯結	5
8	土木工程及屋宇建造之鋼管棚架 (鋼通棚)	7.5
9	ISO 9000 品質制度及應用品質檢查表的檢查程序、紀錄與報告	1
10	環保概念應用於土木工程及屋宇建造之鋼管棚架	0.5
11	強制性基本安全訓練課程(平安卡)	1
	建造工友(指定行業)安全訓練課程-工地建材索具工(A12)	2
	密閉空間核准工人安全訓練課程	1
12	中級工藝測試：金屬棚架工	1
	小計：	28天

項目 Item	說明 Description	授藝天數 Training Days
13	金屬模板 認識各種土木工程及樓宇建造之金屬模板的特性、合操作及其正確處理方法	2

項目 Item	說明 Description	授藝天數 Training Days
14	認識土木工程及樓宇建造的模板裝嵌之高空工作	1
15	認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法	1
16	建造工友(指定行業)安全訓練課程 - 索具工(叻架)/金屬模板裝嵌工	1
17	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
18	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
19	<p>土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐</p> <ul style="list-style-type: none"> ● 認識金屬棚架安全守則所規定的檢查、紀錄(Form 5)及合資格的人執行之職責及任務 ● 模板及支承架之搭建安全及高空操作 ● 模板及支承架之拆卸安全及高空操作 	6

項目 Item	說明 Description	授藝天數 Training Days
20	裝嵌和拆卸金屬組合模板(包括高空操作) <ul style="list-style-type: none"> ● 土木工程類：行車天橋之柱躉及支柱模板行車天橋之橫樑及橋面模板 ● 屋宇建造類：和諧式組件模板鋁合金屬組合模板 	8
21	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
22	認識 ISO 9000 品質制度、ISO 14001 環境保護系統和應用及職業道德	1
23	中級工藝測試：索具工(叻架)/金屬模板裝嵌工	1
	小計：	26 天
	合計：	54 天

xv) Bricklayer and Plasterer

Training Period:

94 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Bricklayer and Plasterer (砌磚批盪工)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	學習使用與保養各種工具、機動工具和有關機械	1
3	認識施工圖則，施工程序和規範，基準平水墨 ^線 的操作	1
4	認識各類材料及沙漿成份，學習使用機械和手工拌和操作	1
5	搭建工作台之支承組架(腳手架)	2
6	貨車吊機及埋碼及安全吊運操作	1
7	砌磚 - 鋪砌路磚、空心沙磚牆操作、築砌磚牆基本技術及操作等	38
8	批盪 - 安裝批盪角包括金屬和塑料、批盪前之準備工作等	42
9	密閉空間核准工人安全訓練課程	1
	強制性基本安全訓練課程(平安卡)	1
	建造工友(指定行業)安全訓練課程 - 砌磚、批盪工	1
	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	2
10	中級工藝測試：砌磚工、批盪工	2
	合計：	94 天

xvi) Bricklayer and Tiler

Training Period:

97 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Bricklayer and Tiler (砌磚鋪瓦工)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	學習使用與保養各種工具、機動工具和有關機械	1
3	認識施工圖則，施工程序和規範，基準平水墨綫的操作	1
4	認識各類材料及沙漿成份，學習使用機械和手工拌和操作	1
5	搭建工作台之支承組架(腳手架)	2
6	貨車吊機及埋碼及安全吊運操作	1
7	砌磚 - 鋪砌路磚、空心沙磚牆操作、築砌磚牆基本技術及操作等	38
8	鋪瓦-內外牆錦瓦鋪砌操作、維修及翻新內外牆錦瓦(紙皮石)等	45
9	密閉空間核准工人安全訓練課程	1
	強制性基本安全訓練課程(平安卡)	1
	建造工友(指定行業)安全訓練課程 - 砌磚、鋪瓦工	1
	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	2

項目 Item	說明 Description	授藝天數 Training Days
10	中級工藝測試：砌磚工、鋪瓦工	2
	合計：	97 天

xvii) Track Worker

Training Period:

96 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Track Worker (鋪軌工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	認識及使用各種手動工具及機動工具	1
3	學習 Track / Turnout Laying 時的安全措施	2
4	認識 Trackform 種類及 Plant/ Equipment	2
5	認識平水繩墨、Trackform 的結構圖則、Track / Turnout Setup 的 Procedure 以及保管與貯存 Rail / Turnout 的方法	3
6	認識 Track Worker 的工作範圍、Trackwork 工程的施工規範	2
7	學習 Plant / Equipment Application (Actual 操作)	12
8	Track / Turnout Components	1
9	Track / Turnout Assembly	3
10	個別 Trackform (Ballast Track, Non Ballast Track)的施工方法、體能訓練、ISO 9000 品質檢查表、檢查程序及報告	63

項目 Item	說明 Description	授藝天數 Training Days
11	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12) 密閉空間核准工人安全訓練課程 強制性基本安全訓練課程(平安卡) 建造工友(指定行業)安全訓練課程 - 隧道工(A13)	2 1 1 1
12	完成培訓測試：鋪軌工	1
	合計：	96 天

xviii) TBM Operator

Training Period:

71 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

TBM Operator (隧道掘進機操作員)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德、ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	切割機頭及屏蔽運作、水力系統的控制、網絡控制、空調系統及除塵控制	29
3	用輸送帶移去已挖掘沙石的程序、挖掘及運送泥水的方法	5
4	資料收集的監控程序	17
5	探測器鑽探及灌漿的監控程序、危急時的安排	14
6	地面監察，包括地面沉降及水表	1
7	密閉空間核准工人安全訓練課程	1
	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 隧道工(A13)	1
8	中級工藝測試：機械設備操作工(隧道)- 鑽挖機械	1
	合共：	71 天

List of Trades Entitled to Trainee Subsidy of HK\$4,250 per month (The subsidy is based on 25 days per month)

i) Ground Investigation Operation Assistant

Training Period:

64 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Ground Investigation Operator Assistant (岩土勘探機長助理)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
2	岩土勘探工作簡介，個人安全裝備	1
3	體力處理條例及體能訓練	12
4	體力處理課程	1
5	手工具的認識及運用	2
6	岩地勘探工具的認識及操作原理	3
7	岩土勘探機械的認識，運作及保養要求	3
8	工作場地危害的認識，認識 ISO 9000，ISO 14000 等	1
9	吊索工具的認識及安全使用方法	1

項目 Item	說明 Description	授藝天數 Training Days
10	纜索的網索方式及運用	1
11	強制性基本安全訓練課程(平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友(指定行業)安全訓練課程(銀卡課程) (A12)	2
12	認識岩土勘探操作程序	9
13	練習勘探操作	22
14	參觀實驗室和工地	2
15	中級工藝測試：岩土勘探工	1
	合計：	64 天

ii) Crawler Crane Operator

Training Period:

52 days

Ratio of Trainers to Trainee:

1 Trainer to 15 Trainees at maximum (Theory) & 2 Trainers to 5 Trainees (Practical)

Crawler Crane Operator (履帶式起重機操作員)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	強制性基本安全訓練課程 (平安卡) 建造工友(指定行業)安全訓練課程 -工地建材索具工(A12)	1 2
2	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	1
3	學習工地安全措施	1
4	認識 ISO 9000 品質制度、ISO 14001 環境保護系統和應用及職業道德	1
5	認識常用工具和物料及職業道德	1
6	認識履帶式起重機的種類、構造及其性能	1
7	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用及職業道德	1
8	學習履帶式固定吊臂起重機的安全操作方法及職業道德	6
9	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	1

項目 Item	說明 Description	授藝天數 Training Days
10	認識履帶式固定吊臂起重機的安全作業方法、實習操作及職業道德	33
11	資歷測試：履帶式固定吊臂起重機	3
	合計：	52 天

iii) Crawler Crane Operator(Apprenticeship)

Training Period:

52 days

Ratio of Trainers to Trainee:

1 Trainer to 15 Trainees at maximum (Theory) & 1 Trainer to 1 Trainee (Practical)

Crawler Crane Operator (Apprenticeship) (履帶式起重機操作員 (師徒制))

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	<u>安全及理論課程</u> (建造業議會負責)	
1	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
2	認識 ISO 9000 品質制度、ISO 14001 環境保護系統和應用及職業道德	1
3	認識有關法例條文	1
4	認識有關類型起重機的構造、性能、保養及操作，包括負荷表和安全負荷顯示器等設備的詮釋	1
5	認識起重操作的潛在危險及預防方法，包括： <ul style="list-style-type: none"> ● 吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用 ● 利用起重機械及起重裝置進行起重操作、高空工作、處理及疊放貨物和貨櫃、各種不同工序的協調、為起重機械 / 起重裝置及手動工具進行預防性保養 ● 應變部署、疏散步驟及急救設備、意外及危險事故的通報機制和程序 	1

項目 Item	說明 Description	授藝天數 Training Days
6	認識常見的起重操作意外類別、可能成因和預防方法，以及匯報意外及危險事故的重要性的和匯報程序	1
7	認識有關類型起重機的基本操作原理、常用工具和物料	1
8	認識常用的個人防護裝備的種類、用途、正確選擇方法及適當的使用方法，包括安全頭盔、安全鞋 / 靴、設有救生繩及防墮裝置的安全吊帶、安全手套、聽覺保護器及護眼用具、呼吸器。	1
	小計	10
	實務課程	
9	學習履帶式固定吊臂起重機的基本操作技巧，包括： <ul style="list-style-type: none"> ● 按照製造商的規格及操作 / 保養手冊或同等文件進行定期檢查 ● 策劃起重工作（包括檢查工作範圍） ● 按照製造商的規格及操作 / 保養手冊或同等文件檢查監控設備及器材 ● 按照製造商的規格及操作 / 保養手冊或同等文件關閉機器 ● 確保工作場所安全 ● 吊索的技巧 ● 操作起重機吊起重物基本技巧 	6
10	實習操作履帶式固定吊臂起重機的安全作業方法、執行吊起重物程序、及職業道德。訓練涵蓋起重機的各项限制、操作規程及步驟、策劃起重工作、執行起重工作及使用吊索的技巧等。	33
11	資歷測試：履帶式固定吊臂起重機	3
	合計：	52 天

iv) PE Underground Pipelayer

Training Period:

90 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

PE Underground Pipelayer (煤氣聚乙烯管道敷設員)

Proposed Training Syllabus

項目 Item	說明 Description	培訓機構 Training Organization	授藝天數 Training Days
1	基本氣體行業認識	香港中華煤氣有限公司	1
2	強制性基本安全訓練課程 (平安卡)	建造業議會/ 香港建造學院	1
3	密閉空間核准工人安全訓練課程	建造業議會/ 香港建造學院	1
4	壕坑支撐	建造業議會/ 香港建造學院	1
5	掘路許可證之工作條件	香港中華煤氣有限公司	1
6	敷設管道之工作守則	香港中華煤氣有限公司	2
7	電熔接口之工作程序	香港中華煤氣有限公司	4
8	自動熱熔對接口程序	香港中華煤氣有限公司	3
9	非開掘技術簡介	香港中華煤氣有限公司	1
10	帶氣接駁技術簡介	香港中華煤氣有限公司	1

項目 Item	說明 Description	培訓機構 Training Organization	授藝天數 Training Days
11	工地實習 – 工地安全、壕坑掘坑、清管、接口技術、壕坑回填、路面修復、敷設管道等	卓裕工程有限公司	73
12	完成培訓測試：煤氣聚乙烯管道敷設員	卓裕工程有限公司	1
		合計：	90 天

v) Wheeled Telescopic Mobile Crane Operator

Training Period:

52 days

Ratio of Trainers to Trainee:

1 Trainer to 15 Trainees at maximum (Theory) & 2 Trainers to 5 Trainees (Practical)

Wheeled Telescopic Mobile Crane Operator
(輪胎式液壓伸縮吊臂起重機操作員)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及 ISO 9000 品質制度和應用	1
2	認識 ISO14001 環境保護系統及 OHSAS 18000 職業安全衛生保證體系	1
3	認識常用工具和物料	1
4	認識輪胎式起重機的種類、構造及其性能	1
5	習安全措施及操作注意事項	1
6	學習輪胎式液壓伸縮吊臂起重機的安全操作方	6
7	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用	1
8	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	1
9	認識輪胎式液壓伸縮吊臂起重機的安全作業方法和實習操作及職業道德	33

項目 Item	說明 Description	授藝天數 Training Days
10	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
11	資歷測試：輪胎式液壓伸縮吊臂起重機	3
	合計：	52 天

vi) Pipe Layer

Training Period:

42 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Pipe Layer (地喉安裝工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德	0.5
2	認識業內各種常用工具、機械之適當使用及保養方法 - 常用的手動及電動工具、吊動機械纜、素裝置	1
3	認識常用材料如 - 鍍鋅鋼鐵管、球墨鑄鐵管、聚乙烯管、紅銅管及不銹鋼管的規格、特性、運輸和存放方法	1
4	認識圖則，施工章程和常用名詞	3
5	認識地喉安裝有關法例、條例、指引及施工安全守則及施工前之準備工作	2
6	平水繩墨及開線定位	1
7	在喉坑內工作應有的安全措施	0.5
8	認識喉坑底部的整理方法	0.5
9	地喉接駁	22

項目 Item	說明 Description	授藝天數 Training Days
10	認識喉管的支承及基座的安裝	1
11	管道測漏方法	2
12	管道的維修	1
13	認識 ISO 9000、ISO 14000 及 ISO 18000	0.5
14	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	2
	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
15	認識地下電纜/氣體管道探測	1
16	完成培訓測試：地喉安裝工	1
	合計：	42 天

vii) PVC Waterproofer

Training Period:

54 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

PVC Waterproofer (隧道鋪設塑膠防水工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	強制性基本安全訓練課程(平安咭) 強制性密閉空間核准工人安全訓練課程 隧道工基本安全訓練課程(銀咭課程)	1 1 1
2	防水系統簡介 (隧道及天台防水系統) - 不同的防水系統簡介、其特性及施工方法評、估防水系統的性能 土木工程滲漏的成因及其特性及施工方法	4
3	認識正確使用、維修、保養各種手工具。手提動力工具及其安全操作方法 - 手工具、常用工具、手提動力 (電) 工具	6
4	工作場地危害的認識及環保要求	1
5	漏水處理、測試及個案研究 - 土木工程及屋宇工程的測試方法、補漏方法、合約上和法例上的防水要求	6
6	土木工程及屋宇工程的防水施工方法 - 隧道、蓄水築構物、天橋路面、伸縮縫/ 施工縫等	15
7	防水工程的適當保護	1

項目 Item	說明 Description	授藝天數 Training Days
8	防水基本知識 - 防水的目的 / 防水的建造、針對漏水的問題 / 漏水與石屎剝落	2
9	漏水種類及簡介 - 牆壁漏水、天台漏水、隧道漏水、水缸漏水、斜坡 / 擋土漏水	5
10	漏水測試 - 外牆勘察、快速紅外線勘察技術、螢光試劑測試、超聲波滲漏探測	5
11	建築物防水圖則參考 - 天台防水施工圖、隧道防水施工圖、水缸防水施工圖	3
12	中級工藝測試：防水工 (燒膠型瀝青氈) 及技能測試(大工)：防水工 (黏貼型瀝青氈)、防水工 (塗膜)	3
	合計：	54 天

viii) Track Welder

Training Period:

95 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Track Welder (路軌燒焊工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及認識 ISO-9000 品質制度及應用	1
2	認識及使用各種手動工具及機動工具	1
3	學習 Track Welding 時的安全措施	2
4	認識 Track Welding 種類及 Plant / Equipment	2
5	認識平水繩墨、Track Welding Setup, Procedure 以 Welding Test 種類	3
6	認識 Track Welder 的工作範圍、Trackwork 工程的施工規範	2
7	學習 Plant / Equipment Application (Actual 操作)	12
8	Welding Components	1
9	Test Welding	3

項目 Item	說明 Description	授藝天數 Training Days
10	個別 Welding (Flash Butt, Aluminothermic)的施工方法、體能訓練、ISO 9000 品質檢查表、檢查程序及報告	62
11	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12) 密閉空間核准工人安全訓練課程 強制性基本安全訓練課程(平安卡) 建造工友(指定行業)安全訓練課程 - 隧道工(A13)	2 1 1 1
12	完成培訓測試：路軌燒焊工	1
	合計：	95 天

ix) Jumbo Driller Operator

Training Period:

63 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Jumbo Driller Operator (隧道鑽探機操作員)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	認識鑽探機的運作、佩件、操作、安全注意事項等等有關資料	5
3	認識危險位置及注意事項	1
4	認識軌道式控制方法 - 開動柴油機及開機前的檢查、運行機身左右移動、選動不同的齒輪控制、行駛剎車測試	10
5	鑽干定位操作 - 開動“鑽干控制系統”、工作燈、水力抽水系統及移動鑽干位置	10
6	鑽干定位操作 - 窄路及隧道之角位	1
7	設立及定位操作 - 連接動力及水源、設立鑽干的程序	2
8	開啟鑽洞的運作	2
9	下載鑽探方案之程序	3

項目 Item	說明 Description	授藝天數 Training Days
10	密閉空間核准工人安全訓練課程	1
11	練習鑽探操作	18
12	現場鑽探工作操作	6
13	強制性基本安全訓練課程 (平安卡)	1
	建造工友(指定行業)安全訓練課程 - 隧道工(A13)	1
14	中級工藝測試 -機械設備操作工(隧道)- 鑽孔機	1
	合共：	63 天

x) Segment Erector

Training Period:

17 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Segment Erector (隧道預製件安裝工)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識、安全措施、環境保護概念及行業的職業道德	1
2	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友(指定行業)安全訓練課程 - 隧道工(A13)	1
	建造工友 (指定行業)安全訓練課程 - 工地建材索具工(A12)	2
3	預製件安裝程序	10
4	中級工藝測試 - 機械設備操作工(隧道)- 拱塊安裝	1
	合共 :	17 天

xi) Tunnel Shotcretor

Training Period:

13 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Tunnel Shotcretor (隧道噴漿工)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友 (指定行業)安全訓練課程 - 隧道工(A13)	1
3	棚架上 / 高空工作的安全注意事項	2
4	噴漿 機的構造、性能、掛網的步驟及注意的安全事項	4
5	混合英泥漿的程序及注意的安全事項	2
6	完成培訓測試：隧道噴漿工	1
	合共：	13 天

xii) Tunnel Grouting Worker

Training Period:

18 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Tunnel Grouting Worker (隧道灌漿工)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及安全措施，ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友 (指定行業)安全訓練課程 - 隧道工(A13)	1
3	鑽探機的運作、佩件、操作、安全注意事項等有關資料	2
4	探測地下管線的步驟及認可人士監管的要求	2
5	不同石層的分別、特性	3
6	安裝鐵枝步驟及安全注意事項	2
7	混合英泥漿的程序及注意的安全事項	1
8	灌漿 機的運作、步驟及安全注意事項，安裝量度壓力儀的程序	3
9	完成培訓測試：隧道灌漿工	1
	合共：	18 天

xiii) Tunnel Signalman

Training Period:

8 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Tunnel Signalman (隧道礦井訊號員)

Proposed Training Syllabus

工項 目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及安全措施，ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	0.5
2	強制性基本安全訓練課程 (平安卡)	1
	密閉空間核准工人安全訓練課程	1
	建造工友(指定行業)安全訓練課程 - 隧道工(A13)	1
	建造工友 (指定行業)安全訓練課程 - 索具工(叻架) / 金屬模板裝嵌工	2
3	隧道 礦井訊號員作業方法	2
4	完成培訓測試：隧道礦井訊號員	0.5
	合共：	8 天

xiv) Tower Crane Operator

Training Period:

40 days

Ratio of Trainers to Trainee:

-1 Trainer to 15 Trainees at maximum (Theory) & 2 Trainers to 5 Trainees (Practical)

Tower Crane Operator (塔式起重機操作員)
Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習基本安全知識、安全措施、環境保護概念及認識行業的職業道德及安全措施	1
2	各種油類、物料及常用工具 認識及應用各種油類和物料 認識處理廢油及物料的環保規例認識、使用及保養常用工具	0.5
3	安全措施及注意事項(包括動臂起重機) 安全系統管理簡介 (SMS) OHSAS 18000	0.5
4	塔式起重機種類、構造及其性能(包括動臂起重機) 認識塔式起重機的種類 認識塔式起重機的構造	1
5	吊索、吊鏈及繩纜的力學常識與安全使用吊索及吊鏈及混凝土吊斗	0.5
6	滑輪組的原理及運用滑輪組的原理和組合 滑輪組的實際運用	0.5

項目 Item	說明 Description	授藝天數 Training Days
7	塔式起重機的作業方法及常用訊號/無線電對話機/手號	0.5
8	塔式起重機保養及常見的故障/塔式起重機的保養/定期檢查及保養/常用的故障及排除方法/塔式起重機的意外個案分析	0.5
9	學習工廠暨工業經營條例(起重機械及起重裝置) 規例及有關的表格	1
10	塔式起重機的爬升	1
11	強制性基本安全訓練課程 (平安卡)	1
12	建造工友(指定行業)安全訓練課程 - 工地建材索具工 (A12)	2
13	塔式起重機的操作方法 升降機械的安全操作 旋轉機械的安全操作 變幅機械的安全操作 認識防止互碰系統及在重疊區的安全操作 裝、拆秤時機手的配合工作	4
14	塔式起重機的作業方法 建築材料的吊運 吊運混凝土工作 土木工程中的超重作業 鐵模板的吊運	23
15	資歷測試：塔式起重機	3
	合共:	40 天

xv) Measurement Technician Assistant

Training Period:

120 days

Ratio of Trainers to Trainee:

1 Trainer to 8 Trainees

Measurement Technician Assistant (工料量度技術員助理)

Proposed Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	<p><u>認識香港建造業</u></p> <p>香港建造業的架構及運作</p> <p>工料測量師的職責</p> <p>施工要求及規範的認識: 介紹一般施工要求及特定施工規範的認識</p> <p>介紹各種投標方法: 公開招標、選擇性招標及談判式招標</p> <p>承建商於合約上的職責</p> <p>承建商之法律責任</p>	4

項目 Item	說明 Description	授藝天數 Training Days
2	<p><u>工料測量的基本認識</u> 合約文件的認識及執行</p> <p>工料清單的用途</p> <p>編寫工料清單的程序</p> <p>認識編寫中期糧單的程序</p> <p>工程變更的認識及其估值</p> <p>建築師指令、工地紀錄與索償</p>	7
3	<p>建造圖則基本認識、編寫工料清單及圖形丈量方法</p> <p>建造圖則基本認識</p> <p>認識結構圖則</p> <p>認識建築圖則</p> <p>土木工程圖則</p> <p>各類施工圖則的綜合性認識</p>	70
4	<p>簡介工料清單(土木工程)之主要內容量度土木工程圖則的前期準備</p> <p>各類規則及不規則圖形的丈量方法重溫</p> <p>幾何定律、三角函數重溫簡單代數</p> <p><u>基本建造工藝</u></p> <p>認識樓宇建造工程基礎理論基本樓宇 地基認識基本樓宇結構認識基本樓宇 功能認識基本樓宇裝飾工程預應力混 凝土施工規格一般樓宇外圍工程認識 介紹基本屋宇裝備工程空調及通風系統消防系統來水、去水供應 系統</p>	21

項目 Item	說明 Description	授藝天數 Training Days
	電器裝置及工地用電介紹 樓宇維修認識樓宇維修相關的法例及法定要求 常見的樓宇損毀及其癥狀 常見維修工程項目，包括混凝土修補及防水工程的認識 認識土木工程基礎理論土木工程介紹泥釘及錨栓工程 渠務及無坑挖掘工程、深坑挖掘工程 認識土木工程基礎理論認識水泥、混凝土及瀝青等材料的特性不同性質的金屬物料 常見泥水、沙漿、紅磚、磁磚等物料	
5	<u>電腦應用</u> 電腦軟件的應用: MS Excel MS Project Auto CAD 介紹 Auto CAD 電腦輔助繪圖環境認識 圖紙設定及座標系統認識基本繪圖及編 修指令建立與修改字型建立圖層及修改 特定物件性質建立標註 介紹工務項目電腦輔助繪圖標準(CAD Standard for Works Rrojects) 列印與出圖	10
6	認識保養工程常用之「單價表」(Schedule of Rates)	2
7	強制性基本安全訓練課程 (平安卡)	1
8	認識 ISO 9000 品質保證及管理系統	1
9	職業介紹及廉政公署講座	1

項目 Item	說明 Description	授藝天數 Training Days
10	認識各種工種的作業方法，參觀工地	2
11	完成培訓測試: 工料量度技術員助理	1
合共：		120 天

List of Trades Entitled to Training Subsidy

List of Trades Entitled to Trainee Subsidy of HK\$6,750 per month (The subsidy is based on 25 days per month)(Completion bonus which passed the intermediate trade test or the certificate test or the completion test of HK\$2,250 per month)

- i) Drainlayer (Civil Engineering)
- ii) Metal Formworker and Concretor (Civil Engineering and Building Construction) *
- iii) Metal Formworker (Civil Engineering and Building Construction)
- iv) Concretor (Civil Engineering and Building Construction)
- v) Surveying & Setting-out
- vi) Site Surveying
- vii) Metalworker
- viii) Timber Formworker
- ix) Bar-Bender & Fixer
- x) Construction Scaffolding Worker
- xi) Tower Crane Operation Workers' Assistant
- xii) Tunnel Worker
- xiii) General Welder
- xiv) Metal Scaffolder and Metal Formworker
- xv) Bricklayer and Plasterer
- xvi) Bricklayer and Tiler
- xvii) Track Worker
- xviii) TBM Operator

* Note: "Metal Formworker and Concretor" trade can be modularised into "Metal Formworker" and "Concretor" and trainees can be trained in both or either one of the modules.

List of Trades Entitled to Trainee Subsidy of HK\$4,250 per month (The subsidy is based on 25 days per month)

- i) Ground Investigation Operation Assistant
- ii) Crawler Crane Operator
- iii) Crawler Crane Operator(Apprenticeship)
- iv) PE underground Pipelayer
- v) Wheeled Telescopic Mobile Crane Operator
- vi) Pipe Layer
- vii) PVC Waterproofing
- viii) Track Welder
- ix) Jumbo Driller Operator
- x) Segment Erector
- xi) Tunnel Shotcretor
- xii) Tunnel Grouting Worker
- xiii) Tunnel Signalman
- xiv) Tower Crane Operator
- xv) Measurement Technician Assistant



工地巡查報告

Site Inspection Report

第一部份：學員基本資料 Part I: Trainee' Basic Information

培訓計劃：

Training Scheme:

學員姓名：

Name of Trainee:

班別：

Class:

公司名稱：

Name of Company:

註冊導師姓名：

Name of Registered Trainer(s):

工地培訓期：

On-site Training:

聯絡電話：

Contact no.:

工種：

Work Trade:

由：

至：

From:

To:

第二部份：工地巡查資料 Part II: Information of Site Inspection

工地巡查日期：

Inspection Date:

時間：

Time:

第

次探訪

Number of visit(s):

工地聯絡人：

On-site Representative:

聯絡電話：

Phone no.:

巡查地點：

Location of Site:

第三部份：學員培訓跟進 Part III: Training Progress

1) 學員之個人資料是否曾作更改?

Any change of personal information?

(如是，請註明) (If YES, please specify)

是

Yes

否

No

2) 是否以月薪支薪?

Wages paid by monthly payment?

是

Yes

否

No

3) 是否曾發生拖欠薪金的情況?

Any cases of default in payment of wages?

是

Yes

否

No

第四部份：合作計劃滿意度 Part IV: Trainee' opinion about the Collaboration Scheme

非常不滿意

Totally Unsatisfactory

1

不滿意

Unsatisfactory

2

滿意

Satisfactory

3

非常滿意

Totally Satisfactory

4

意見反映：Comments:

學員簽署

Signature of Trainee

第五部份：學員工作表現 Part V: Trainee' Performance

註冊導師/僱主意見：Opinion(s) of registered trainer or employer:

	非常不滿意 Totally Unsatisfactory	不滿意 Unsatisfactory	滿意 Satisfactory	非常滿意 Totally Satisfactory
學員整體表現： Overall performance of trainee:	1	2	3	4
學員行為： Behavior of trainee:	1	2	3	4
學員學習能力： Learning ability of trainee:	1	2	3	4
學員勤奮性： Diligent of trainee:	1	2	3	4
學員合作性： Collaborativeness of trainee:	1	2	3	4
學員安全習慣： Safety habit of trainee:	1	2	3	4

意見反映：

Comments:

註冊導師簽署
Signature of Trainer

內部專用 For Internal Use Only

個案類型： 意見反映 投訴
Case type: Comments Complaint

備註：

Remarks:

1) 投訴是否成立? (如適用)
Is this a reasonable complaint?
(If applicable)

是
Yes

否
No

投訴個案編號：
Compliant case no.:

請註明原因：
Please specify:

2) 投訴是否需要跟進巡查?
Further inspection to be arranged for this complaint?

是 否
Yes No

備註：

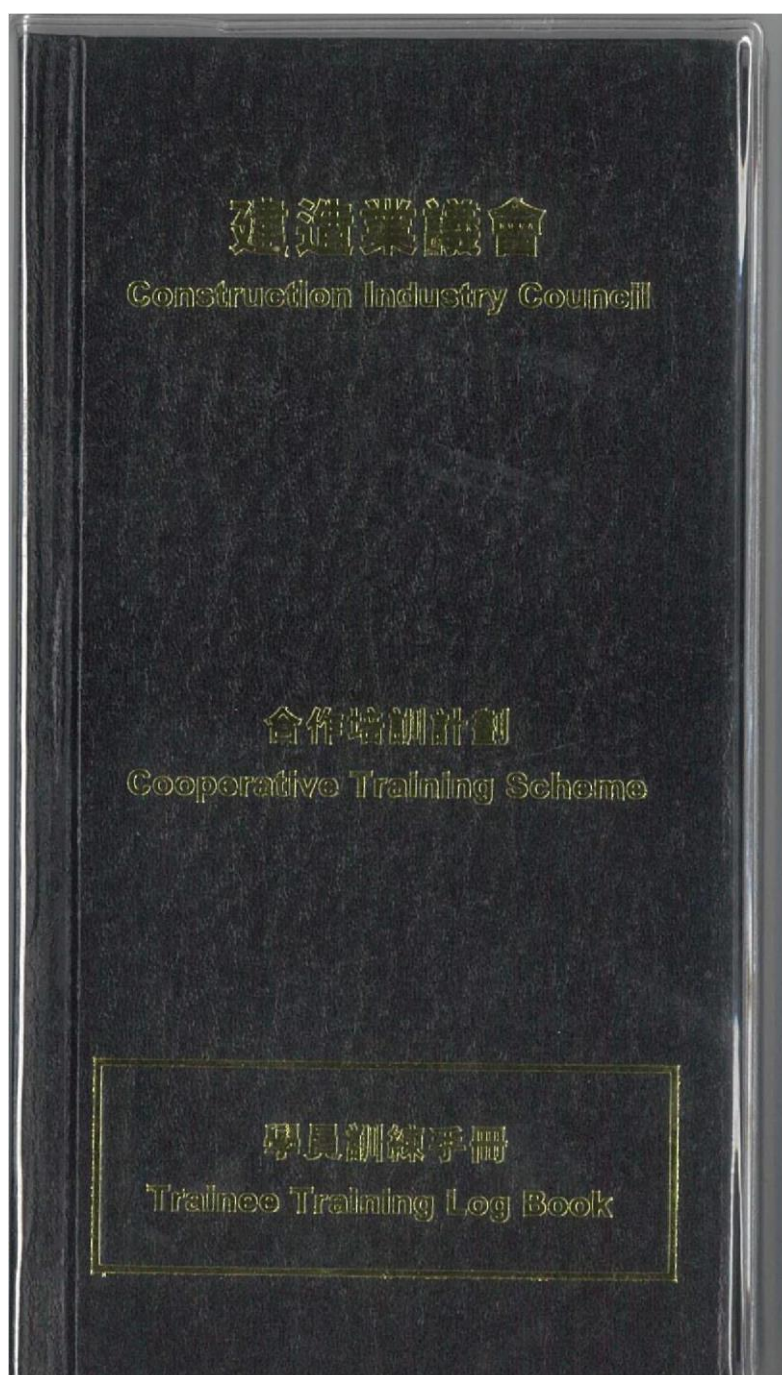
Remarks:

巡查人員上級之意見/建議：

Comments / recommendations from senior staff:

巡查人員姓名及簽署： Name and signature of site inspection staff:	巡查人員上級姓名及簽署： Name and signature of senior staff:
日期： Date:	日期： Date:

Sample of Trainee Training Log Book



合作培訓計劃 Cooperative Training Scheme

計劃名稱 Type of Scheme	
------------------------	--

訓練科別 (請填寫) Trade of Training (Fill in)	蓋章 (祇選一科) Chop (Select one only)
鋼筋屈紮 Steel Bar Bending	
木模板工 Formwork	

註: 蓋章須由負責培訓機構/公司蓋印確認

訓練歷程彙列 Training Summary

提供訓練單位 Organization/Employer	期間 Period	簽署/蓋章 Signature/Chop
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	

本頁應由提供訓練單位在學員離開該培訓機構/公司時填寫
To be filled in by the Organization/Employer providing the training at the time when the Trainee is leaving that training.

i

個人資料**PERSONAL DETAILS**

姓名 Name (須與身份證相同及用正楷書寫 Block letters, same as HKID Card)

中文 In Chinese :

英文 in English :

出生日期 Date of Birth : 年(Y) 月(M) 日(D)

住址 Address :

電話 Telephone :

家長(父/母)或監護人或聯絡人姓名及電話
Name & Telephone Number of Parent/Guardian/Contact Person :

受訓練時教育程度:
Educational Standard Attained :

計劃名稱:
Type of Scheme:

開始訓練日期
Training Commencement Date :

照片
Photo

學員簽署
Trainee's Signature :

ii

目錄 Contents	頁數 Page
• 訓練歷程彙列 Training Summary	i
• 個人資料 Personal Details	ii
• 訓練手冊使用方法 Notes on the use of this log book	1
• 日常習藝紀錄 Training Log	3
• 課程訓練天數及考勤紀錄 Training Days & Attendance Record	174
• 訓練評核紀錄 Record of Training Assessment	175

iv

Supervisory Check for Trainee Applicants
Eligibility Checking and
Trainee Summary Record

Objective: To have a supervisory check (counter-check) of the accuracy about the records input in database (computer system) against the information received through application form or notification on the check date.

Scheme : CCTS / CCTS-E&M / ITCTS(SEC) /ITCTS / ACMTS - SOJ / ACMTS - SEC *(Please Circle)*

Database of Trainee Summary (Trainee Registration)			
Checklists	Conformity		
	Yes	No	N/A
1. Trainee Applicants' Eligibility Checking under TMS - Any subsidies paid by the CIC/HKIC or Intake the CIC/HKIC course within one year previously?			
2. Trainee Applicants' Eligibility Checking under TTMS - Any qualification of Intermediate Trade Test or Trade test under same trade?			
3. Trainee Applicants' Eligibility Checking under Worker Registration System (Website) - Any qualification of Worker Registration under same trade?			
4. Does the record input into TMS accurately?			
5. Does the record input into the relevant trainee database (including Intake, Drop-out and Graduated) ?			

Supervisory Check Date: _____

First Checker: _____ Signature and date: _____

Supervisory Checker: _____ Signature and date: _____



Contractor Cooperative Training Scheme Application Form

FOR CIC/HKIC USE

No. : _____

Date of Rec: _____

Late Update: _____

Code: ____ - ____ - ____

Part I: Information of Applicant (One form per each application)

- Contractor Cooperative Training Scheme (CCTS)
- Contractor Cooperative Training Scheme - E&M Trade (CCTS-E&M)

Part II: Information of Applicant (Employer)

Name of company :

Name of Person-in-charge :

Position :

Tel. No :

Email :

Part III: Training Proposal

Proposed No. of Training Quota:

Proposed Training Period :

MM/YYYY to

MM/YYYY

Part IV: Information of Construction Site

(1) Reference number of the Main construction Contract :

(2) Name of Main Contractor of the contract :

Applicant must provide the copy of the construction contract including the following items :

- (i) name of the main construction contract (iii) name of the main contractor (v) end date / duration of the project
- (ii) reference no. of the main contract (iv) start date of the construction project, (vi) signature page with both parties

Part V: Particulars of Proposed Site trainer

For each proposed site trainer, please provide CV showing the proposed site trainer possessed the required relevant working experience.

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Part VIII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme. It normally takes one to two years depending on the trade.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part IX: Personal Data Collection Statement

《 Personal Data Collection Statement 》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is necessary for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information.
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

《 Declaration on Compliance 》

I have carefully read and understand the Personal Data Collection Statement and all other information on this application.

Please attach copy of the following documents and put in the box below:

<input type="checkbox"/>	Copy of Contract of Construction Project, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration for the project, and (6) signature page
<input type="checkbox"/>	Copy of Subcontract of Construction Project, including (1) start date of the construction project, (2) end date / duration of the project, and (3) signature page with both parties
<input type="checkbox"/>	CV of each proposed site trainer, showing required relevant working experience
<input type="checkbox"/>	CV of the Training Supervisor, showing required relevant working experience
<input type="checkbox"/>	Terms of main contract showing the mandatory requirement to join CCTS / CCTS-E&M

Authorized signature _____ Company chop _____

Name: _____ Position: _____

Date: _____

For CIC / HKIC Use

Approved
by: _____

Date: _____

Annex 1 - Terms and Conditions

1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the CIC/HKIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** mean any Main Contractor that submit an application to participate in the Scheme launched by the CIC/HKIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC.
- (d) **Approved Training Plan** means the training proposal or training plan submitted by the Applicant (on behalf of the Sub-contractor, if applicable) and approved by the CIC/HKIC for the training prescribed in the Scheme.
- (e) **CIC** means the Construction Industry Council. **HKIC** means Hong Kong Institute of Construction.
- (f) **CITB** means the Construction Industry Training Board.
- (g) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC/HKIC.
- (h) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).
- (i) **Main Contractor** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (j) **Notification of Approval** means the letter issued by the CIC/HKIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (k) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (l) **Scheme** means the cooperative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (m) **Sub-contractor** means the contractor who entered into a sub-contract [(whether a valid on-going contract or a soon-to-start contract)] with the Main Contractor to undertake all or part of the construction contract.

(n) **Interpretation**

In the terms and conditions of the Agreement, except where the context otherwise requires:

- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and
- (iii) headings are for ease of reference only and do not affect interpretation.

No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of the terms and conditions of the Agreement or any part of it.

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC/HKIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 The Applicant bears the responsibility of the involvement of the Sub-contractors in the Scheme and must therefore ensure the information provided by the Subcontractors is complete and correct and that the Sub-contractors act in accordance with the Agreement.
- 2.3 Upon approval of an application, the Applicant shall commence training for the approved trainees within 12 months from the approved Commencement Date. Approved training places will be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.
- 2.4 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.

3 Training Subsidies

- 3.1 The CIC/HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC/HKIC:
 - (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects; and
 - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

4 Insurance

- 4.1 The Applicant shall ensure that it and its Sub-contractors, agents or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including contractors' all risk insurance, third party liability, employees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

- 5.1 The CIC/HKIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant and / or its Sub-contractor shall at any time become bankrupt/insolvent, undergoes or

will undergo receivership or liquidation, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Applicant and / or its Subcontractor, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC/HKIC. Accordingly, any training carried

out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.

6 Probity

- 6.1 The Applicant shall prohibit its employees, agents, Sub-contractors and Participants (whether they are employees of the Applicant or its Sub-contractors) who are involved in the Scheme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) when conducting business in connection with the Scheme.

7 Personal Data Collection

- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC/HKIC and through the CIC/HKIC to the relevant authorities and/or organisations which subsidize the Scheme.
- 7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC/HKIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.
- 7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC/HKIC in accordance with the data access procedures stipulated on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).

8 Indemnity

- 8.1 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

9 Liability of CIC/HKIC

- 9.1 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, subcontractors, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not

limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

10 Termination of Approved Project

10.1 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant and/or the Sub-contractors are in breach of the terms stipulated in the Agreement.

10.2 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Applicant and/or Sub-contractors.

11 Settlement of Disputes

11.1 In relation to any dispute or difference arising out of or in connection with the Scheme, the parties shall first try to resolve the dispute or difference amicably by good faith negotiations between senior representatives of the related parties. In the event that the dispute or difference remains unresolved 28 days after the commencement of such negotiations, the dispute shall then be referred to mediation at the Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate or the failure of the mediation.

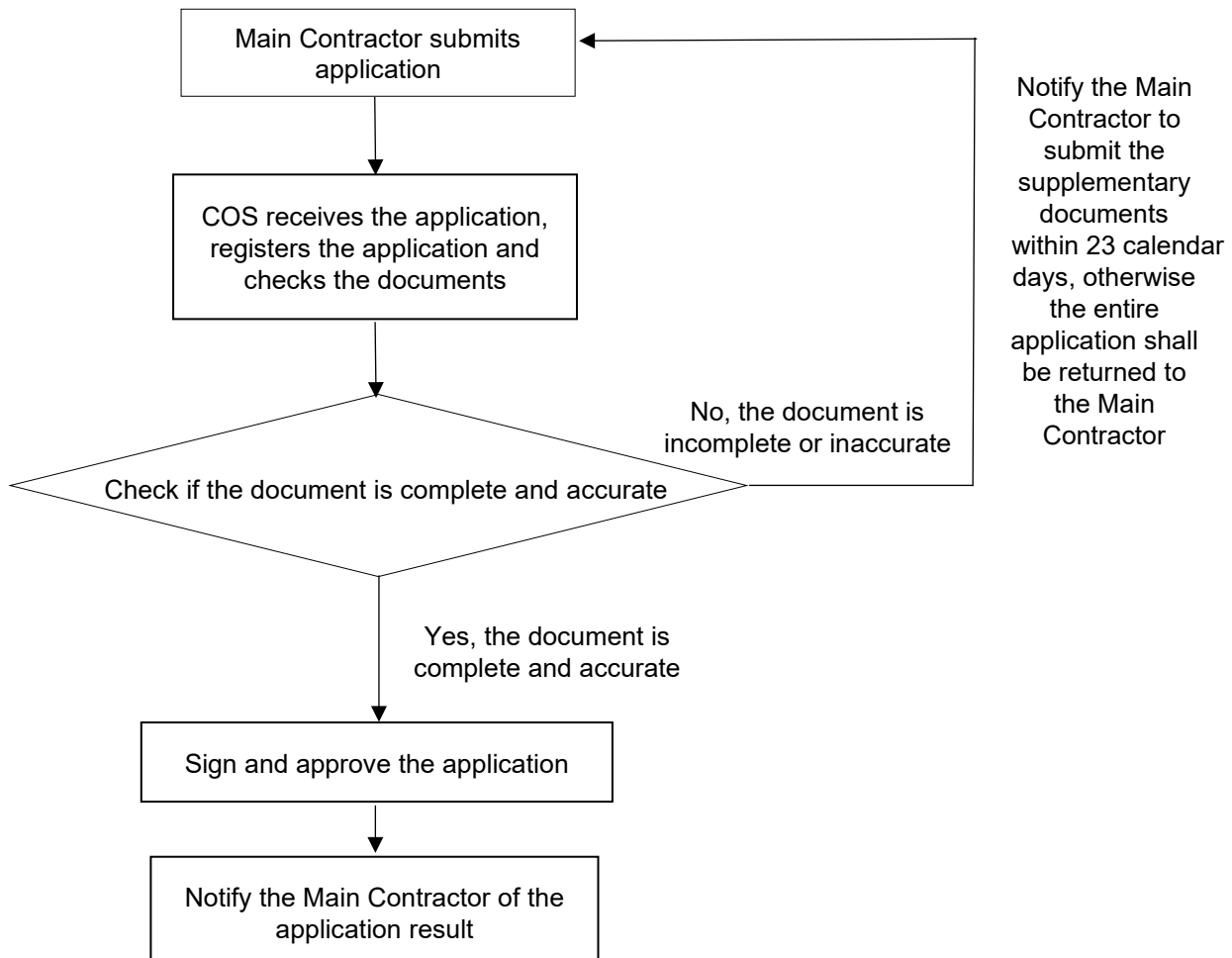
12 Governing Laws and Jurisdiction

12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.

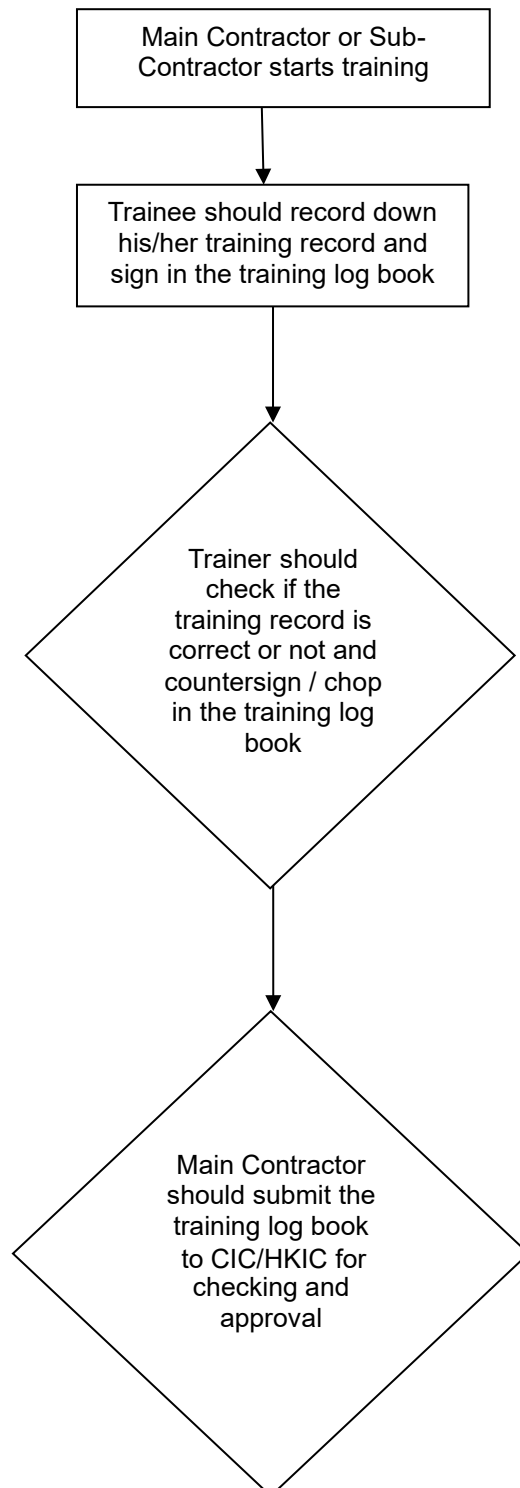
Procedure and Flowchart for Handling Scheme Application

Annex 7

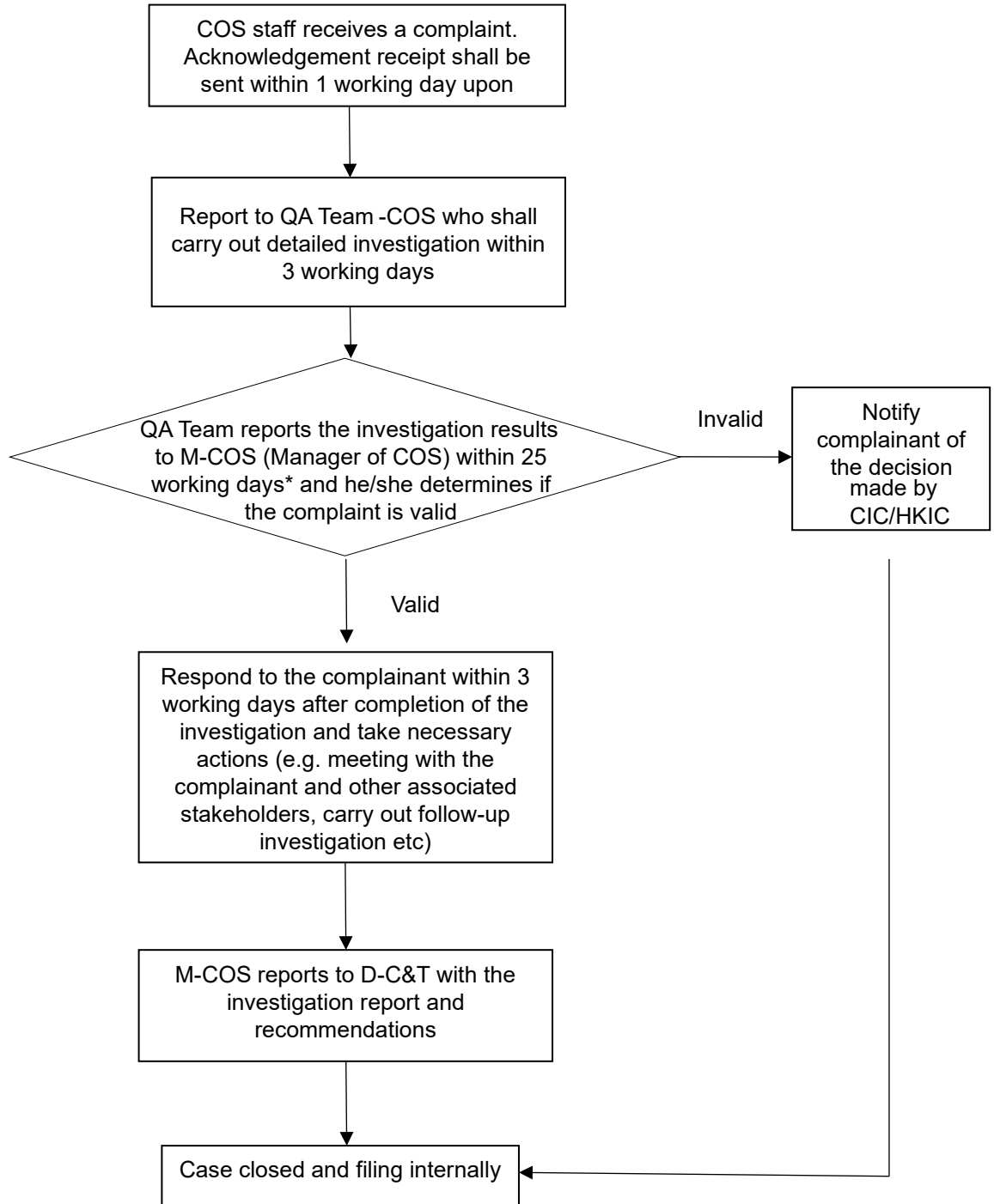
Handling Procedure
1. COS receives the application
2. A-COS register the application and O-COS check whether the documents are complete and accurate. The Main Contractor shall submit the following documents to the CIC/HKIC: (2.1) Application Form ; (2.2) Copy of Business Registration Certificate (if applicable) ; (2.3) Copy of employment contract of the proposed trainee (if applicable) ; (2.4) Confirmation of Intermediate Trade Test Certificate of the proposed trainee (if applicable) ; (2.5) Proof of working experience such as CV of the proposed trainer; (2.6) Contract of Construction Project which the training is provided to the proposed trainee; (2.7) Terms and Condition that shows Mandatory for joining Scheme ; (2.8) CV of training supervisor
3. Notify the Main Contractor of any follow-up details The Main Contractor is required to submit the supplementary documents within 23 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the application package in its entirety shall be returned to the Main Contractor. The service pledge of completing the whole application process within 17 calendar days shall begin upon the resubmission of complete and accurate documents from the Main Contractor. In the event that the application is returned, the Main Contractor must resubmit the full set of documents to the CIC/HKIC for reprocessing.
4. If the documents are complete and accurate, the CIC/HKIC shall process the application.



Flowchart of Monitoring Contractor Cooperative Training Scheme



Flowchart for Complaint Handling



*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

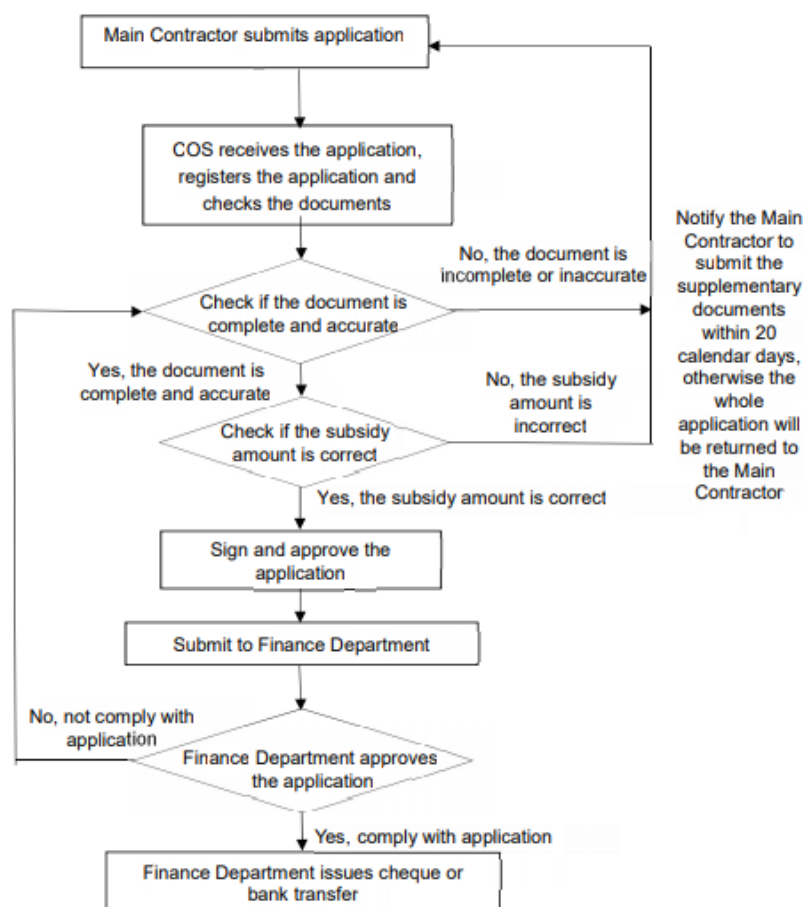
Calculation for Trainers' Subsidy CCTS (Monthly subsidy = average daily wage x 25 days (based on 25 days per month))

Trade	CCTS course	Average Daily Wages (HK\$)	Training Durations (days)
Bar Bender and Fixer	Bar Bender and Fixer	HK\$1,295.5	97
Timber Aluminum Formworker	Timber Formworker	HK\$1,143.2	95
Surveying & Setting-out	Surveying & Setting-out	HK\$881.4	90
Site Surveying	Site Surveying	HK\$881.4	133
Concretor	Concretor	HK\$1,118.6	23
Metal Formworker (Civil Engineering and Building Construction)	Metal Formworker (Civil Engineering and Building Construction)	HK\$925.9	28
Metal Formworker and Concretor (Civil Engineering and Building Construction)	Metal Formworker and Concretor (Civil Engineering and Building Construction)	HK\$1,118.6	36
Welder	Welder	HK\$953.3	75
Metalworker	Metalworker	HK\$874.5	75
Drainlayer	Drainlayer	HK\$1,001.0	85
Tunnel Worker	Tunnel Worker	HK\$600.0	32
Tower Crane Operation Workers' Assistant	Tower Crane Operation Workers' Assistant	HK\$1,200.0	75
Construction Scaffolding Worker	Construction Scaffolding Worker	HK\$1,147.0	100
Metal Scaffolder & Metal Formworker	Metal Scaffolder & Metal Formworker	Metal Scaffolding - \$1,147.0 Metal Formwork - K\$1,154.0	Metal Scaffolding - 28 Metal Formwork - 26 Total: 54
Bricklayer and Plasterer	Bricklayer and Plasterer	HK\$1,000.0	94
Bricklayer and Tiler	Bricklayer and Tiler	HK\$1,000.0	97
Pipe Layer	Pipe layer	HK\$952.0	42
PVC Waterproofofer	PVC Waterproofofer	HK\$744.0	54
Track Worker	Track Worker	HK\$900.0	96
Track Welder	Track Welder	HK\$1,100.0	95
TBM Operator	TBM Operator	HK\$960.0	71
Jumbo Driller Operator	Jumbo Driller Operator	HK\$1,100.0	63
Segment Erector	Segment Erector	HK\$900.0	17
Tunnel Shotcretor	Tunnel Shotcretor	HK\$1,300.0	13
Tunnel Grouting Worker	Tunnel Grouting Worker	HK\$850.0	18
Tunnel Signalman	Tunnel Signalman	HK\$800.0	8
Wheeled Telescopic Mobile Crane Operator	Wheeled Telescopic Mobile Crane Operator	HK\$1,200.0	52
Ground Investigation Operation Assistant	Ground Investigation Operation Assistant	HK\$577.0	64
Crawler Crane Operator	Crawler Crane Operator	HK\$2,100.0	52
Crawler Crane Operator (Apprenticeship)	Crawler Crane Operator (Apprenticeship)	HK\$2,100.0	52
PE Underground Pipelayer	PE Underground Pipelayer	HK\$800.0	90
Tower Crane Operator	Tower Crane Operator	Theory - \$2,400.0 Practical - K\$1,200.0	Theory - 12 Practical - 28 Total: 40
Measurement Technician Assistant	Measurement Technician Assistant	HK\$1,760.0	120

The average daily wages is based on the "Average daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors" published by the Census and Statistics Department's records as of 2012 & 2013 or as evaluated in accordance with market wage and CIC/HKIC instructor salary.

Procedure and Flowchart for Handling Subsidy Reimbursement Application

Handling Procedure
1. COS receives the application.
2. A-COS register the application and O-COS check whether the application documents are complete and accurate; verify whether the subsidy amount is correct. The Main Contractor shall submit the following documents to CIC/HKIC (Please refer to the following documents, 5 pages in total): (2.1) Application Breakdown on Payment of Subsidy and with Invoice from the Main Contractor; (2.2) Pay slip of trainee or trainee payment record; (2.3) Trainee's and trainer's attendance record; (2.4) Training log book signed by both of the trainee and trainer.
3. Notify the Main Contractor of the application number and any follow-up details The Main Contractor is required to submit the supplementary documents within 20 calendar days after receiving the email notification from CIC/HKIC. Otherwise, the whole application will be returned to the Main Contractor . The service pledge of completing the whole reimbursement process within 30 calendar days shall begin upon the resubmission of complete and accurate documents from the Main Contractor. In the event that the application is returned, the Main Contractor must resubmit the full set of documents to CIC/HKIC for re-processing.
4. If the documents are complete and accurate, COS shall process the application and submit to Finance Department.
5. Finance Department approves the application, issues the cheque or bank transfer.



ABC Co. Ltd - CCTS
Application Breakdown (Bar Bender & Fixer)
 津貼申請明細表 (鋼筋屈紮工)
 1/1/2021 - 31/1/2021

Sample 樣本

Trainee's Record (學員記錄)

No. 編號	Name 姓名		Period 培訓期	Total No. of Training Day 總培訓日數	No. of Training Day 出席日數			Trainee's Subsidy 學員津貼	Remark(s) 備註
					2021				
					1/1 - 31/1				
					(a)				
1	Chan Tai Man	陳大文	97	23	23		每月(Monthly) HK\$6750 (a) x HK\$6750/25 = (b)		
**上限97天 Max. 97 days							Total 總額	HK\$6,210.00	

Trainer's Record (導師記錄)

編號	Name 姓名		Total No. of Training Day 總出席日數	No. of Training Day 出席日數		
				2021		
				1/1 - 31/1		
	Cheung Siu Keung	張小強	23	23		
**上限91天 Max. 91 days						

Trainer's Subsidy (導師津貼)

Trainer to trainee ratio = 1:4
 導師與學員比例 1:4

Period 日期	Trainer ratio 導師比例 (a)	No. of trainee 學員人數 (b)	No. of Training Day 出席日數 (c)	Trainer's Subsidy (Daily) 導師津貼每日 HK\$1,295.5 HK\$1,295.5 X (b)/4 X (c) = (e)
1/1/2021 - 31/1/2021	0.25	1	23	HK\$7,449.13
Total 總額				HK\$7,449.13

****上限91天 Max. 91 days**

Supervision Allowance (監察費用)

Period 日期	Monthly Allowance 每月津貼 (a)	No. of trainee 學員人數 (b)	No. of Training Day 出席日數 (c)	Supervision Allowance 監察費用 (a) x (b)/40 x (c) /30 = (d)
1/1/2021 - 31/1/2021	HK\$21,500	1	23	412.08
Total 總額				HK\$412.08

****上限97天 Max. 97 days**

	Amount 金額
Trainee's Subsidy 學員津貼	6,210.00
Trainer's Subsidy 導師津貼	7,449.13
Supervision Allowance 監察費用	412.08
Total 總額	14,071.21

Sample for Company Invoice

公司發票樣本

ABC Co. Ltd

Invoice No.: CIC012021001

Date: 3 February 2021

Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street,
Kwun Tong, Kowloon, Hong Kong

Attn: Collaboration Scheme

INVOICE

Amount
HK\$

Being subsidy for expenses for incurred in providing training of
Bar Bender and Fixer in Jan 2021

\$14,071.21

(Say: Hong Kong Dollars Fourteen Thousand and Seventy-One Dollars and
Twenty-One Cents Only)

For and on behalf of
ABC Co. Ltd

Authorised Signature

負責人簽署

Company Chop

公司蓋章

Cheung Tai Ming
Executive Director

Encl.

Sample for Trainee's Pay Slip

學員糧單樣本

ABC Co. Ltd

Salary Payment Details 薪俸通知書

Name 姓名:	Chan Tai Man 陳大文
Staff No. 員工編號:	12345
Position 職位:	Trainee (Bar Bender and Fixer)
Pay Period 支薪期間:	1/1/2021 – 31/1/2021
Payment Date 支薪日期:	31/1/2021
Basic Salary 基本薪金:	\$28,000
MPF Deduction 強積金:	(\$1,400)
Received Amount 支付總數:	\$26,600

Company Chop

公司蓋章

ABC Co. Ltd

Sample for Trainee's and Site Trainer's Attendance Record
學員及工地導師出席紀錄表樣本

2021/01/01 to 2021/01/31

員工出席紀錄表

01月份

	學員姓名		日期	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	總天數	員工簽署	
	中文	英文	星期	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日			
學員	陳大文	Chan Tai Man	2/1/2021	II	V	II	V	V	V	V	V	O	II	V	V	V	V	V	V	II	V	V	V	V	V	II	II	V	V	V	V	V	V	II	23	Employer's Signature 員工簽署	
導師	張小強	Cheung Siu Keung	N/A	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	26		
Remarks:																												Company Chop 公司蓋章									

Symbol: O-Absent V-Present II-Holiday

