

Construction Industry Council Relief Fund – Multi-skills Training Scheme for Registered Workers Notes to Applicants

1 Application

- 1.1 Applicants must be Registered Construction Workers for at least 3 years before 18 January 2021 and hold the valid Construction Worker Registration Card as at the course commencement date of the selected course.
- 1.2 Applicants must declare their employment status (i.e. unemployed or underemployed) when they apply for the course.
- 1.3 The Scheme aims to support registered construction workers who are recently underemployed or temporarily unemployed due to the COVID-19 pandemic, so applicants must have daily attendance records (DAR) in the submission by principal contractors under the Construction Workers Registration Ordinance (Cap. 583) during the period from 19 Jan 2018 to 18 Jan 2021. If this DAR cannot be provided, applicants should provide valid declaration on employment record in construction industry to HKIC for special approval.
- 1.4 Applicants should not apply for a training course which he or she has already obtained a trade test certificate in that trade (including intermediate tradesmen and senior tradesmen).
- 1.5 Applicants should be aged 18 or above on or before course commencement date and are Hong Kong resident and legally permitted to stay and work in Hong Kong. Applicants of English-speaking course should be able to communicate in English.
- 1.6 Courses may have course-specific admission requirements.
- 1.7 Applicants of Construction Industry Council Relief Fund – Multi-skills Training Scheme for Registered Workers should apply the courses under Enhanced Construction Manpower Training Scheme which are scheduled to commence between 18 January 2021 and 17 January 2022.
- 1.8 Each applicant is allowed to apply for this scheme once only. The quota for this scheme is limited which is against the number of enrolment. The scheme runs on a “first-come-first-served” basis until the quota is reached.
- 1.9 Applicants must read the course information and admission requirements very carefully before choosing the designated English-speaking courses under Enhanced Construction Manpower Training Scheme. No change of course is allowed after course commencement.

2 Interview Process

- 2.1 During the admission interview, applicants will be asked about working experience, expectation from the course, personal physical condition and academic background. Applicants must answer correctly.
- 2.2 Applicants are required to present their Hong Kong Identity Card during the interview; record of work experience, academic qualification and related qualifications may also be required. If applicants cannot submit the required documents during the interview, they must submit it before the course commencement. Anyone fails to comply will be rejected from admission.
- 2.3 Applicants will be assessed according to the information provided in the application form and performance under interview.

The followings are the selection criteria:

- ✧ Basic and preferred admission requirement
- ✧ Comparison between the applicants of the same course
- ✧ Interview performance and the test results, if applicable
- ✧ The desire for joining the construction industry

The time of application and interview is not the absolute selection criteria.

- 2.4 The HKIC will not accept applicants who already acquired Trade Test Certificates or Intermediate Trade Test Certificates to apply for the course of the same trade .
- 2.5 If the applicant had joined or completed any other full-time training programmes offered or subsidized by CIC/HKIC and received any allowance, his/her re-application will be restricted by the conditions listed in item 8.5.

3 Interview Result

- 3.1 HKIC usually will notify the applicants of the interview result immediately after the interview. When additional assessment is required, applicants will be notified in writing or by phone within 3 weeks after interview.
- 3.2 The applicants can only be entitled to the special allowance of this scheme when they enroll in the selected course within the Scheme period and before the quota is reached. Therefore, if the course is full or the applicants have to wait for a long time before admitting to the next class, applicants can consider other available courses which will commence soon and within the Scheme period and make their request known to the interviewer.

4 Admission and Enrollment

- 4.1 Admitted applicants who wish to make any amendment or abandon his/her training place after receipt of the "Notice of Admission" shall notify HKIC at least one week prior to the course commencement date. For admitted applicants who absent on the first day of class without prior notification and explanation, HKIC reserves the right not to process his/her other application for a period of 3 months from the commencement date of the courses he/she absents from.
- 4.2 Applicants continuously refuse the admission arrangement for twice, their applications will be cancelled.
- 4.3 If the class is full or in the event of insufficient enrolment, the HKIC reserves the right to transfer the admitted applicant to another class pending schedule or postpone the class schedule. The decision of HKIC is final. Nevertheless, the admitted applicant is allowed to apply for another course under the Scheme and within the Scheme period.
- 4.4 Applicants are not allowed to enroll in any other courses offered by CIC/ HKIC that provide training allowance / bonus / subsidy at the same time.
- 4.5 COVID-19 Vaccination Requirement and Other Anti-Pandemic Measures

In view of the COVID-19 pandemic threat, commencing from 1 January 2022, all students of full time courses have to present evidence of having received two jabs

of COVID-19 vaccination and a lapse of 14 days after the second jab when they enter HKIC premises for training. Exemptions are given to those who cannot receive the said vaccination due to medical grounds, and these people must show the relevant medical certificate (which can be downloaded from HKIC website or obtained from the staff during interview), together with evidence of a negative COVID-19 test result taken within 14 days prior to the day when the person concerned seeks to attend the aforementioned training. Please visit HKIC website at www.hkic.edu.hk for the vaccination requirement and precautionary measures of other training courses.

To illustrate how the COVID-19 test period is to be calculated, e.g. when the course commencement or test falls on 1 November 2021, the COVID-19 test must be taken between 18 October 2021 and 31 October 2021, both dates inclusive. Such test result must be obtained from the Hong Kong Government's "COVID-19 Electronic Vaccination and Testing Record System" and for further details about obtaining the electronic record and records downloading procedures, please refer to: www.evt.gov.hk/portal/en.

All persons are required to use the "LeaveHomeSafe" Mobile App (the App) to scan the venue QR code, complete a health declaration form, be subject to a body temperature check and wear a face mask before they are allowed to enter HKIC premises. Persons who are aged below 12 or aged 65 or above and those with disabilities that render use of the App difficult will be exempted from the above requirements. However, they will be required to complete a prescribed record form to register their personal information and present relevant identification documents for verification by the HKIC staff. Under the above arrangement, unwillingness to use the App will not be considered as justification for granting exemption.

HKIC reserves the rights to amend its precautionary measures at any time.

- 5. Class Schedule:** Mondays to Fridays: From 8:20am to 4:20pm
Saturdays: From 8:20am to 12:30pm

6. Discipline at Campus

- 6.1 On the first day of training, each student will be given a Student Handbook which includes the regulations set out in the campus (e.g. no smoking, no wearing of shorts and abide the safety regulations, etc.) as prescribed by the campus. Student will be also provided with training uniforms, the necessary tools and materials.
- 6.2 A student will be dismissed from training if his/her overall attendance rate falls below 95%, unable to follow the training curriculum, violate serious discipline or disobey the campus' instructions (e.g. refuse to be assigned to attend training course at other campus/training grounds, etc).

7. Release of Training Allowance

- 7.1 Please refer to Attachment A for details on training allowance.
- 7.2 Allowance will be deducted for any absence.

- 7.3 No allowance is to be granted for all designated holidays of HKIC, casual leave and sick leave; unless a special approval from the Principal of campus is obtained.
- 7.4 Late arrival for more than 15 minutes or early leave for half day to training shall result in reduction of allowance.
- 7.5 The course includes the graduation allowance. Students have to complete and pass all assigned intermediate trade tests or assessment in order to be granted with the graduation allowance. Additional test opportunity could be offered free of charge once during the training period. If students are not able to complete or pass the tests, graduation allowance will not be granted.
- 7.6 All cases of dropping-out before completion of training, for whatever reasons, will be requested to reimburse all allowance received. Training uniforms, the necessary tools and materials will also needed to be returned.
- 7.7 The monthly allowances will be distributed by auto-pay through local bank accounts in the middle of the subsequent month. Students must provide their local bank account information on or before the course commencement. HSBC account is recommended while transferring of allowance to other bank account involves a few days of delay. If the applicants do not own a Hong Kong bank account, please open one prior to the commencement of class and provide HKIC with the relevant information. Accounts from virtual banks are not accepted at the moment.
- 7.8 Full-time Course is specially designed for the unemployed. Applicant who is fully employed during the training period, will not be entitled to receive training allowance, unless he/she can prove that his/her salary is temporary suspended during the training period.
- 7.9 If the student has obtained relevant qualifications (e.g. Mandatory Basic Safety Training Course (Construction Work), Safety Training Course for Certified Workers of Confined Spaces Operation, etc.) before admission, HKIC will make corresponding arrangements in accordance with the guidelines issued by regulatory bodies, such as arranging the student to enroll in a revalidation course during the card renewal period. If the student holds a valid qualification, he/she is not required to retake the course and therefore needless to return to school that day. No absenteeism shall be counted and no allowance will be given in this case.

8. The Arrangement of Placement / Re-admission

- 8.1 In addition to a graduation certificate after the completion of training, graduates will be given placement assistance if their overall attendance rate attains 95% AND pass either the trade test or examination as required by the course.
- 8.2 Graduates are required to comply with HKIC's placement offer and treasure every job opportunity. Nevertheless, graduates may also seek placement in the construction industry by themselves.
- 8.3 HKIC will assist students on seeking employment, but whether or not the graduates could be hired also depending on the demands in job markets, graduates' performance and expected remuneration.
- 8.4 Student who fails in the Intermediate Trade Test should retake and pass the test soonest in order to seek for employment support from HKIC Career Support Services.
- 8.5 Graduates who have completed the course and would like to apply another

full-time course, should be bound by the re-application restriction under Attachment B. In general, HKIC will not accept re-applications from applicants with bad training performance and lack of desire to join the construction industry.

9. Others

- 9.1 The HKIC has taken necessary measures to ensure the validity of this document during production. Student Handbook will be distributed on the first day of class. Should there be any difference between this notice and the handbook, the Principal / Training Superintendent of campus would make all necessary determination.
- 9.2 The HKIC may at its absolute discretion without notice at any time and under any circumstances withdraw or modify the provisions of any goods or services.
- 9.3 For new classes commencing from September 2021 in the academic year 2021/22, 1-day sports training will be included in the Full-time (Training) Short Programme with training days of 75 days or above to fulfil the graduation requirement.
- 9.4 For inquiries about this scheme before course commencement, please call HKIC Student Recruitment at 2100 9723.

Issued by Student Recruitment - Hong Kong Institute of Construction

9 November 2021

Training Allowance under Construction Industry Council Relief Fund – Multi-skills Training Scheme for Registered Workers

Applicable to the courses under Enhanced Construction Manpower Training Scheme which are scheduled to commence between 18 January 2021 and 17 January 2022.

English-speaking classes for non-Chinese-speaking persons:

1. Certificate in Welding (English)
2. Certificate in Metal Scaffolding (English)
3. Certificate in Plumbing and Pipe-fitting (English)

Training Allowance (HK\$)

- For the courses under Construction Industry Council Relief Fund – Multi-skills Training Scheme for Registered Workers, students will receive a maximum allowance up to HK\$13,200* per month according to the number of training days and attendance. The allowance includes the basic allowance with a maximum of HK\$7,650 per month, special allowance of HK\$3,000 per month and a one-off graduation allowance.
- Basic allowance is granted monthly. A one-off graduation allowance will be granted before the students have completed the course with the attendance rate attaining 95% after passing the Intermediate Trade Test.
- No graduation allowance will be provided if the students pass the intermediate trade test or assessment after the course completion

With effect from 1 January 2021, no training allowance will be provided to students of all full-time short courses during class suspension caused by Novel Coronavirus, other epidemic outbreaks or any incident which causes a serious impact on the livelihood of the community.

* Actual allowance amount is to be determined by HKIC, pending eligibility and other governing regulations.

Re-application arrangement for full-time courses

Type of re-application	Re-application restriction
General re-application (including cases which career placement service is not required and priority employment opportunity was provided by the employer of the previous course that applied)	<ul style="list-style-type: none"> - Starting from the last graduation date, re-application will not be accepted within 1 year. - Re-application after 1 year must be provided with at least 1 month proven employment record in construction industry. - Re-application to the same course graduated will not be accepted.
Being terminated during the training period	<ul style="list-style-type: none"> - Re-application will not be accepted for 2 years starting from the termination date. Applicants must provide letter of explanation and return all received allowance from last course prior to application.
Withdrawal from the course during the training period (including cases which priority employment opportunity was provided by the employer of the previous course that applied)	<ul style="list-style-type: none"> - Re-application will not be accepted for 1 year starting from the withdrawal date. Applicants must provide letter of explanation and return all received allowance from last course prior to application.
Failed in the Intermediate Trade Test	<ul style="list-style-type: none"> - For every one year from the last graduation date, applicants should provide at least 1 month proven employment record in the construction industry or at least 3 months proven employment record in other industries. - Re-application to the same course will not be accepted.
Failed to comply with HKIC's placement instruction, e.g. refused to attend the job interview or employment	<ul style="list-style-type: none"> - If they have absent or refused to attend job interview /employment twice from last graduation, re-application will not be accepted within 15 months. - Applicants must provide at least 1 month proven employment record in the construction industry within 1 year after the date of last graduation. - Re-application to the same course will not be accepted.
Participated in any Collaborative Training Scheme	<ul style="list-style-type: none"> - Starting from the last graduation / completion / withdrawal date in the record of CIC/HKIC, re-application will not be accepted within 1 year. - Re-application to the same course and/or the same trade which he or she has already obtained a trade test certificate in that trade (including intermediate tradesmen and senior tradesmen), will not be accepted.
Participated in any Advanced Construction Manpower Training Scheme - Pilot Scheme or Skills Enhancement Courses	<ul style="list-style-type: none"> - Re-application to the same course and/or the same trade which he or she has already obtained a trade test certificate in that trade (including intermediate tradesmen and senior tradesmen), will not be accepted.

Other remarks:

1. Applicants must return all received allowance from last course before application.
2. Proven employment record should include the employer's particulars and employment period.
3. The above re-application arrangement is for reference only. Other criteria include desire to join construction industry, training performance, etc. In general, priority of training places will be given to the applicants who have never applied HKIC's courses before.