

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 001/24 of Construction Industry Training Board (CITB) was held on 10 January 2024 (Wednesday) at 9:30 am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

Present:	Eddie LAM	(ELM)	Chairperson
	CHAN Lok-chai	(CLCn)	
	CHOW Luen-kiu	(LKC)	
	HUANG Yongquan	(YQH)	
	LO LEE Oi-lin	(OLLL)	
	Lawrence NG	(LN)	
	William LUK*	(WmL)	
	Staw WONG	(SwW)	
	WONG Ping	(PWG)	
	Daniel YAN*	(DY)	
	Pamela LAM	(DS1)	
	NG Ho-wang	(VNg)	
In Attendance:	Alfred CHAN	(AdCn)	Development Bureau
	Keith CHU*	(KCu)	Development Bureau
	Charles HO	(CHLC)	Assistant Director – Training
	Rebecca CHOI	(RaC)	Assistant Director – Qualification & Quality Control
	William HO	(YHH)	Head of Certificate Training
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Priscilla TAM	(PTm)	Senior Manager – Student Affairs
	Chris LAU*	(CsLu)	General Manager – Finance & Procurement
	Ron NG*	(RNCw)	Principal – School of Professional Development in Construction (Acting)
	Roy WONG	(RyW)	Manager – Collaboration Scheme
	May LEUNG*	(MyL)	Manager – Board Services & Administration Support
	Eddie YU*	(EeY)	Manager – Curriculum Development & Quality Assurance
	Karol Cheung	(KIC)	Assistant Manager – Management Support
	Leo HUI*	(HLH)	Assistant Manager – Management Support
	Formula CHEN	(FMC)	Assistant Manager – Board Services & Administration Support

Apologies: Conrad FUNG (KKF)  
Bernard Vincent (BVL)  
LIM

\*Attended the meeting via video conference.

**Minutes**

**Action**

**1.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of Paper CIC/CTB/M/006/23, and confirmed the minutes of the meeting No. 006/23 held on 8 November 2023.

**1.2 Matters Arising from the Previous Meeting**

Item 6.2 (Item 5.2) – Report and Recommendations of Subcommittee on Ethnic Minorities in Construction (EM Subcommittee)

The Management had developed a work plan with timeline to encourage Ethnic Minorities (EMs) to join the construction industry. Details would be reported under agenda item 1.5.

Item 6.6 – Part-Time Diploma in Construction for Specialist Trades Management (Site Supervisory Personnel Programme)

A Member pointed out that the Supervisors nowadays tended to be familiar with their own work trade only, but not other fields in construction. The programme would help Supervisors learn more about the overall operation of the construction industry and enhance communications. The Member opined that the unsatisfactory enrolment was probably attributable to insufficient promotion, the tuition fee, and the part-time evening study mode. He proposed to consider waiving the tuition fee and allowing Supervisors to apply the programme without recommendation from employer. The Member agreed that Hong Kong Institute of Construction (HKIC) had devoted much effort to the programme, while the associations had offered experienced tutors in the industry to teach trade elective modules. He hoped that HKIC Instructors would sit-in on the class and teach the programme in future, and develop a succession plan.

RaC responded that the programme provided two trade elective modules, mainly covering the latest practice and tips in the industry, as well as practical knowledge. The programme was now conducted by part-time teaching staff referred by the associations. Due to limited manpower resources and staff movements, HKIC was unable to arrange full-time teaching staff for the programme at this moment. Despite this, HKIC would prepare well for the future. On the one hand, it would train up full-time teaching staff; on the other hand, it would also

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encourage the associations to groom successors for the part-time teaching staff. HKIC would set up a working group to enhance the programme and review the arrangements. For the waiver of tuition fee, Members noted that in order to encourage more applications, graduates of the first two classes of the Site Supervisory Personnel Programme for each work trade could apply for tuition reimbursement.

A Member pointed out that engaging industry professionals as teaching staff helped facilitating exchange of ideas. Take the Law Degree Programme of Universities as an example, practicing lawyers would also be engaged to teach the course. In addition, the Member believed that HKIC needed to expand the network of part-time teaching staff.

A Member agreed that construction sites were advancing rapidly, and trade elective modules should be conducted by industry professionals. Moreover, an annual training workshop for teaching staff could be organised, and the associations could be invited to nominate relevant industry professionals to share their first-hand experience and latest updates. The associations would also be willing to provide comments on curriculum development for HKIC.

The Chairperson pointed out that as the trade elective modules involved site practical work and industry knowledge, the modules should be conducted by industry professionals for the relevant work trades in construction. The Chairperson agreed that a sustainable solution addressing the teaching staff had to be developed and invited all the associations to actively refer part-time teaching staff to HKIC. The Chairperson understood that the application for Qualifications Framework (QF) Level 3 “Programme Area Accreditation” would be a major task for HKIC in 2024, which would involve lot of preparatory work. He asked the Management to set priorities before setting the QF application schedule for the programme. For the waiver of tuition fee, the Chairperson asked the Management to review the resources before deciding whether incentives should be provided to the applicants. In addition, the class timetables for the programme should also be reviewed.

**RaC**

The Chairperson enquired whether there was any plan to organise the programme for other work trades. RaC responded that the programme covered nine work trades at current stage. It was planned to organise the programme for Plumbing. However, the

Plumbing work trade also had a Licensed Plumbers Mechanism in addition to Semi-skilled Workers and Skilled Workers. The operation of that work trade was different from the other work trades. It was necessary to review whether the programme was suitable for the plumbing work trade. The Chairperson mentioned that if the programme could be offered to all the nine work trades successfully, it would be very satisfactory. A Member expressed that his association could offer assistance for the programme on the Demolition and Erection of Concrete Precast Component work trade.

Item 6.6 – Sharing of Safety Culture Study Tour in Japan

The Management had shared their observations from the safety culture study tour in Japan at the meeting of Hong Kong Institute of Construction Management Board (HKICMB) on 12 December 2023.

**1.3 Recommendation on Promoting Construction Safety Culture (for information)**

Members took note of Paper CIC/CTB/P/001/24 and noted that CIC placed great emphasis on safety and set 2024 as the Year of Safety, with an aim of further enhancing construction safety culture awareness among the industry. Members also noted the major contents and observations made during the CIC safety culture study tour in Japan in mid-October 2023, including culture, site condition and influence from the society. With reference to the experience gained from the study tour, HKIC had added elements for the morning assembly such as safety harness training and dynamic risk assessment, and would continue to hold the silent tribute to promote the culture of construction safety morning assembly.

The Chairperson pointed out that workers at construction site in Japan in the video wore personal protective equipment (PPE) before work commenced. It was necessary to consider whether such arrangement should be applied to construction sites in Hong Kong and whether it was compulsory for workers to put on a full set of PPE when they were not working at height(e.g. painting), or let workers make it a habit and to be the norm. The Chairperson also pointed out that Japanese culture emphasized unity and the spirit of adhering to guidance/rules. Since it took a long time to build a culture, it was necessary to consider how a safety culture could be built in Hong Kong, and the first step should be taken

from the present moment.

A Member hoped that trade unions would also be invited to join the study tours organised by CIC in the future, and trade unions would bear their own costs. The Member requested to consider whether it was necessary for collaborative training organisations to engage structural engineer to inspect the anchorage point of independent lifelines, which would increase the training costs. The Chairperson responded that CIC would invite Members from different Committees to join different types of study tours on a need basis. The Committees also had representatives from trade unions. For inviting other industry stakeholders, it would be the decision of CIC. The Chairperson also suggested the Member to discuss the situation of the individual collaborative training organisation with the Management after the meeting.

**1.4 Proposed Arrangement for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) to Offer Special Class for Promoting Multi-skills (for approval)**

Members took note of Paper CIC/CTB/P/002/24.

The Chairperson enquired whether students passing the Trade Test (Skilled Workers) or Intermediate Trade Test (Semi-skilled Workers) through the above scheme could apply for the cash prize under the Construction Workers Professional Development Scheme (CWDS). RaC responded that one of the eligibility requirements for CWDS was that: "Not admitted in or graduated from any full-time programmes, collaborative training schemes, or programmes and/or schemes with student allowances (including training and trade testing) organised by the CIC and/or Hong Kong Institute of Construction on or after 1 January 2022". As "Multi-Skilled" Special Class offered tuition fee subsidy, it was not eligible for the cash prize under CWDS.

A Member expressed that the tuition fee for "Multi-skilled" Special Class of the Collaborative Scheme would be HK\$15,000. After deducting the subsidy of HK\$10,500 from HKIC, students would have to pay HK\$4,500. The Member enquired whether the training organisations could waive the tuition fee of HK\$4,500. RaC mentioned that the same payment arrangement should apply to all the training organisations. HKIC would establish a payment guideline for the training organisations later.

**RaC**

After deliberation, Members approved the proposed arrangement for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) to offer special class for promoting multi-skills. The trial run would be carried out in Q1 2024 in the Electrical & Mechanical work trades, offering 150 places in the form of pilot programme. The second phase would be launched in Q2 or Q3 2024, with a total of 250 places offered for other work trades. A total of 400 places would be provided in the two phases. As the related expenses had been included in the budget for the 2024 Collaborative Training Scheme, application for additional budget was not required.

### **1.5 Work Plan to Promote Ethnic Minorities to Join the Construction Industry (for information)**

Members took note of Paper CIC/CTB/P/003/24 and the work plan to promote EMs to join the construction industry.

A Member asked, apart from promoting EMs to join the construction industry, if the construction industry was introduced to new immigrants or they were approached through other organisations, such as New Home Association, in order to encourage new immigrants to join the construction industry. RaC stated that the Government would distribute a Service Handbook for New Arrivals, which includes vocational training information provided by HKIC, to new immigrants. HKIC would explore the possibility to promote the construction industry among those people through different ways.

A Member asked whether additional places could be provided to training organisations if their training places had been used up but EM students could be recruited. The Chairperson responded that application for allocation of places could be made in accordance with the existing mechanism.

The Chairperson stated that the work plan was comprehensive and enquired whether HKIC had established performance indicators for recruiting EM students. YHH mentioned that HKIC currently had approximately 500 places for the programmes in English for academic year 2023/24. HKIC was actively recruiting non-Chinese speaking students. Recruitment for Plumbing & Pipe-fitting programme (English) had received a lukewarm response in recent years. To address such issue, HKIC would take different measures such as arranging those EMs who could speak Cantonese but could not read or write Chinese to enroll in regular

programmes with English notes provided and adopting a flexible approach in dealing with the commencement of individual programmes with enrollment rate less than 50%.

A Member asked whether HKIC had followed up the employment status of EM students. YHH responded that HKIC would organise sharing sessions for employers and EM students to strengthen their expectation management. The retention rate of EM students one year after graduation was satisfactory. The Chairperson suggested reporting the employment rate of EM students regularly. YHH responded that HKIC would report related figures at each meeting of EM Sub-committee.

The Chairman said that apart from subsidies, he hoped that EM Sub-committee would consider alternative methods to assist and motivate employers to recruit EMs.

**1.6 ★Work Report of Hong Kong Institute of Construction Management Board for Academic Year 2022/23 (for information)**

Members took note of Paper \*CIC/CTB/P/004/24\* and the accomplishments listed in the work report of HKICMB for academic year 2022/23.

RaC reported that the estimated training places for BIM programmes for academic year 2022/23 was 3,432. The final intake was approximately 4,856 (including 2,584 HKIC students and 2,272 intakes from open recruitment), exceeding the estimated training target (reaching 141%). The Chairperson enquired the training places for CIC-Certification of BIM Coordinators (CCBC) and the application status of Certificate Programmes in RMAA (Part-Time) for academic year 2023/24. RaC said there were 360 CCBC training places for academic year 2023/24. YHH mentioned that a series of Certificate Programmes in RMAA (Part-Time) were launched in December 2023. Amongst them, Cement Sand Mortar and Plumbing received more than 30 applications respectively. However, only 8 students completed the registration for the Cement Sand Mortar Programme. The number of completed registration for Plumbing also failed to reach 50% of the class size. As for Certificate Programme in RMAA (Building Construction), the number of applications was encouraging and the waiting time slightly exceeded three months. The Chairperson asked the Management to review whether the lukewarm response for Certificate

**YHH**



Programmes in RMAA (Part-Time) was attributable to the launch in late 2023, which was a peak season for most workers. In addition, the Management should also explore the possibility of training RMAA workers through the Collaborative Training Scheme.

RaC

**1.7 ★Report on Efficiency Benchmarking of Full-time Programmes for Academic Year 2021/22 and 2022/23: Employment Rate One Month After Graduation and Retention Rate and Related Follow-Up Work (for information)**

Members took note of Paper \*CIC/CTB/P/005/24\* and noted the employment rate one month after graduation and retention rate of full-time programmes for academic year 2021/22 and 2022/23, and related follow-up work. DEVB representative suggested including the employment rate and retention rate of EM students in the report. PTm responded that the appendices in Paper \*CIC/CTB/P/005/24\* had set out the employment rate and retention rate of each full-time programmes in English, and relevant data of EM students could also be reported in the Paper in the future.

**1.8 ★Review on Initial Dropout Rates of Full-time (1-Year and 2-Year) Programmes for Academic Year 2023/24, and Dropout Rates of Full-time Short Programmes for Academic Year 2022/23 (for information)**

Members took note of Paper \*CIC/CTB/P/006/24\* and noted there were improvements for both the initial dropout rates of full-time (1-year and 2-year) programmes for academic year 2023/24 and dropout rates of full-time short programmes for academic year 2022/23 for HKIC.

**1.9 ★Summary Report of the 5th Meeting of Hong Kong Institute of Construction Management Board for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/007/24\* with no further comments.

**1.10 ★Summary Report of the 5th Meeting of Sub-committee on Trade Testing for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/008/24\*.

A Member asked IK to provide the latest figures for the Intermediate / Advanced Level Truss-out Scaffolder Safety Training after the meeting.

(Post-meeting note: IK had provided relevant figures to the Member after the meeting.)

The Chairperson enquired whether the waiting time for trade tests met the 2-month indicator. IK responded that all trade tests met the indicator as at 31 December 2023.

**1.11 ★Summary Report of the 5th Meeting of Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes for 2023 (For information)**

Members took note of Paper \*CIC/CTB/P/009/24\* with no further comments.

**1.12 ★Training Figures of Hong Kong Institute of Construction (for information)**

Members took note of Paper \*CIC/CTB/P/010/24\*. The Chairperson reminded that trainings should meet the need of the work trades with manpower shortage.

**1.13 ★Table on Estimated Waiting Time for Full-time Short Programme with Proposed Actions for Enhancement (for information)**

Members took note of Paper \*CIC/CTB/P/011/24\* and noted that the waiting time for three work trade programmes was slightly more than 3 months. The Chairperson hoped that the waiting time could be shortened, and suggested increasing the class size through flexible allocation of training grounds and study on the increase of number of Instructor Assistants. YHH responded that HKIC had increased the class size and adjusted the training ground arrangements, and would continue to allocate resource to shorten the waiting time as soon as possible.

**1.14 ★Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes (for information)**

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Members took note of Paper \*CIC/CTB/P/012/24\* with no further comments.

**1.15 ★Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme (for information)**

Members took note of Paper \*CIC/CTB/P/013/24\* with no further comments.

**1.16 Any Other Business**

Progress Report on Key Performance Indicators (KPI)

CHLC reported to Members on the KPI progress of HKIC and Trade Testing. The Chairperson asked IK to present the latest educational short video of Hong Kong Construction Industry Trade Testing Centre (HKCITTC) at the next meeting.

**IK**

Hong Kong Construction Industry Trade Testing Centre Management Report (1 January to 31 December 2023)

IK reported to Members on the HKCITTC Management Report (1 January to 31 December 2023).

The Chairperson stated that the passing rate of Trade Tests for Skilled Workers of the public was relatively low, and enquired whether there was any preparatory course for the candidates. YHH responded that HKIC offered Intermediate Trade Test Preparatory Courses. The Chairperson asked the Management to consider inviting recognized training bodies to offer trade test preparatory course to help the public prepare for Trade Tests for Skilled Workers.

**IK**

**1.17 Tentative Date of Next Meeting No. 002/24**

The next meeting was scheduled for 6 March 2024 (Wednesday) at 9:30am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.