

Construction Industry Council

Construction Industry Training Board

Meeting No. 002/18 of the Construction Industry Training Board (“CITB”) was held on Monday, 19 March 2018 at 9:30am at the Meeting Room of Construction Innovation and Technology Application Centre, G/F, HKIC- Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon.

Present:	Allan CHAN	(SKC)	Chairperson
	Kim-kwong CHAN	(KCCN)	
	Pat-kan CHAN	(PKC)	
	Sau-kuen CHENG	(SKCg)	
	Joseph CHI	(JCI)	
	Yat-hung CHIANG	(YHC)	
	Henry CHAU	(BCC)	
	Amelia FOK	(CYF)	
	Dennis WONG	(DW)	
	YU Sai-yen	(SYYu)	
Raymond IP	(RI)	Representing Miss Joey LAM of Development Bureau	
	MAK Ping-sang	(PSM)	
In Attendance:	Ka-kui CHAN	(KKCh)	CIC Chairman
	Alex LEUNG	(AL)	Director - Collaboration & Trade Testing
	Francis WONG	(FW)	Director - HKIC
	Wyllie FUNG	(HWF)	Assistant Director - Professional Development & Administration,
	Yin-lin CHU	(YLC)	Assistant Director – Training (Acting)
	Ivan KO	(IK)	Senior Manager - Trade Testing
	Davis LIU	(DsL)	Principal - Kowloon Bay Campus
	Kelvin LIN	(KnL)	Senior Manager - Centre for Professional Development, HKIC
	Wai-hung KAN	(KWH)	Principal (Acting), Kwai Chung Campus
	Jamie CHAI	(JeC)	Manager - Career Support Services

	Jimmy LEUNG	(JyL)	Manager (Acting) - Collaboration Scheme
	Priscilla TAM	(PTm)	Manager - Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager - CITB - Secretariat
Apologies:	Peter LAM	(OKL)	
	Kwok-kwan NG	(KKN)	

Progress Report

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2.1 Confirmation of Progress Report of the Last Meeting

Members took note of Paper CIC/CTB/M/001/18 and confirmed the minutes of the 1st meeting held on 30 January 2018.

2.2 Matters Arising from the Last Meeting

Item 1.2 – To train machinery operators through cooperative training schemes

A paper on the above had been drafted by the management for discussion under agenda item 5.

Item 1.6 – Monitoring Mechanism for Apprenticeship Scheme

The management would report the above monitoring mechanism under “Any Other Business”. A paper on the graduates of Diploma in Construction Programme of the year 2017-2018 joining the Apprenticeship Programme would be submitted to CITB in the second half of 2018.

Item 1.8 – Amendment to question paper of Trade Test on Painter and Decorator (Surface Filling)

The management had contacted the Painting Committee of H.K. and Kowloon Painters General Union. It was noted that the Painting Committee would hold a meeting to discuss the issue in question and would reply CIC upon reaching a consensus.

Item 1.12 – Training Statistics of Advanced Construction Manpower Training Scheme – Pilot Scheme

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Trainees and employers had been informed of the amendment made to the above Scheme via SMS and email respectively. New employers wishing to join the Scheme would be invited to join a briefing session to learn about the highlights of the amendment. The management would submit a review paper in the second half of 2018.

2.3 Proposed Amendments to “Advanced Construction Manpower Training Scheme – Pilot Scheme” (for approval)

Members took note of paper CIC/CTB/P/011/18 and approved the following suggestions:

- (1) With reference to the following indices, the amount of skills enhancement courses’ subsidies would be regularly reviewed and adjusted every two years:

Subsidy	Reference Index
Subsidy for Instructors and Instructor’s Assistants	Hourly Rate for Union’s instructors
Cost of Construction Materials for Teaching	“Index Numbers of the Costs of Labour and Materials used in Public Sector Construction Projects” from Census and Statistics Department
Rent Subsidy	“Private Flatted Factories - Rental and Price Indices” from Rating and Valuation Department
Subsidy for Overall Operational Expenses including Administration cost, Utilities rates and Insurance	Local “Composite Consumer Price Index (Inflation)” from Census and Statistics Department

- (2) The number of training hours of skills enhancement courses on the following trades would be increased (ranging from 15 hours to 22.5 hours):
- Bricklayer / Plasterer / Tiler;
 - Electrical Wireman;
 - Painter and Decorator; and
 - Bar Bender and Fixer.
- (3) The Structured On-the-Job Training Courses on “Bricklayer

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/ Plasterer” and “Plasterer / Tiler” would be split up into three separate courses as “Bricklayer”, “Plasterer” and “Tiler”. Training period of the three courses would be one year.

- (4) There would be no need to apply for additional funding for the amendments.

The Chairman of the Construction Industry Council (“CIC”) opined that the title of “Advanced Construction Manpower Training Scheme – Pilot Scheme” (“ACMTS”) might not be clear enough to let people readily know the training target. JyL expressed that the title was given in the paper submitted to the Legislative Council to apply for funding in 2015, and that the wording of “Construction Craftsmen” had been used in all CIC’s promotion since then. CIC Chairman expressed that the titles of training schemes should be unified and easily comprehensible in the future.

JyL

A member said that he was a member of the Task Force on Collaborative Schemes, and a request was made during the vetting of applications for Structured On-the-Job Training Scheme to the Secretariat to provide data on the number of applications and withdrawal cases of participating organizations. The member restated that those data did help the task force in approving the applications. Another member reiterated that CIC should process applications stringently, and meet with the employers and employees before accepting their applications to ensure that both of them had the intention to join the scheme. JyL responded that the Secretariat had started contacting those contractors with high dropout rates. Some contractors expressed that the dropout rate was relatively high because some trainees withdrew from the scheme on their own accord and there were no new projects after part of the project had been completed. These contractors would tentatively stop putting in their applications but would strengthen the training of existing trainees in order to reduce the dropout rate.

JyL

The CIC Chairman requested the Secretariat to submit statistics on participating organisations of the Scheme including the number of participants, the number of persons completed training, and the passing rate in addition to the quality control mechanism.

JyL

2.4 Proposal on providing Initial Training to Registered General Workers under Construction Tradesman Collaborative Training Scheme (CTS) (for approval)

Members took note of paper CIC/CTB/P/012/18 and approved the following suggestions:

- (1) Applicants must be registered general workers (RGWs) who possessed at least 6-month relevant work experience and be recommended by the employers with documentary proofs of work experience;
- (2) Duration of initial training would be 1 month and 9 days respectively depending on the trades;
- (3) The provision of initial training would not be applicable to all types of crane operators;
- (4) RGWs could only have on-site training upon passing the continuous assessment of the initial training if they undertook the 1-month initial training;
- (5) The amount of trainees' and trainers' subsidies would remain unchanged;
- (6) The scheme should be reviewed one year after implementation; and
- (7) As there would be no increase in the subsidy amount and the number of training places in 2018 would remain unchanged, there was no need to apply for additional funding.

2.5 Proposal on adding Trades of Reclamation Works to Construction Tradesman Collaborative Training Scheme (for approval)

Members took note of paper CIC/CTB/P/013/18 and approved the following suggestions:

- (1) With reference to the existing CTS training mode, 10 trades of reclamation works would be added to CTS;
- (2) The upper limit of trainer-trainee ratio would be 1:4;
- (3) The duration of training would be 6 months including the 12-day initial training and the 138-day on-site training;
- (4) As the trades concerned were not specified trades under the Construction Workers Registration Ordinance, there were no corresponding trade tests and the number of trainers with relevant qualifications in Hong Kong was small. Thus, trainers from overseas had to apply to come to Hong Kong via the Admission Scheme for Mainland Talents and Professionals (ASMTP) of the Immigration Department or Supplementary Labour Scheme (SLS) of the Labour Department and the Airport Authority Hong Kong (AA)

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- would assist in verifying the trainers' qualifications;
- (5) Trainees should pass a written test in the format of multiple-choice questions with answers to be jointly formulated and agreed by CIC and AA; and
- (6) As the estimated number of training places in 2018 would remain unchanged, there was no need to apply for additional funding.

The Chairperson inquired about the estimated number of training places for each year. JyL responded that the number of training places would be within 100. A member opined that the estimated training timetable was not in line with the current situation. JyL responded that the timetable was suggested by concerned contractors. The Secretariat would contact the contractors to follow up on the issue.

JyL

The CIC Chairman expressed that the proposed monthly salary of HK\$13,400 would be too low. Other members also considered that the proposed salary should be raised. After discussion, the CIC Chairman requested the Secretariat to liaise with related contractors on the possibility of increasing the proposed monthly salary (say for example no less than HK\$18,000 or HK\$20,000). To save time, the Secretariat must inform the Chairperson of the progress before implementation and should report on the outcome of the follow-up actions in the next meeting.

JyL

Another member opined that there was no need to create an employer bonus or to rename the bonus as employer administration fee. The CIC Chairman expressed that, for the sake of consistency, the arrangement could be retained. It was suggested to review the bonus in the context of a major review of CTS in the future.

JyL

2.6 Proposal on Training Crane Operators (for approval)

Members took note of paper CIC/CTB/P/014/18, and approved the inclusion of the trades of "Excavator Operator", "Wheeled Telescopic Mobile Crane Operator" and "Bulldozer & Loader Operator" in CTS.

The CIC Chairman expressed that the issue had been discussed by the Executive Committee and Council Members. The Chairman reiterated that it was not practicable solely for CIC to train heavy crane operators and could hardly satisfy the industry demand. In addition, graduates would leave the industry if they could not find

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a job after graduation, which would lead to a waste of resources. The merit of collaborative training scheme was the arrangement of “first-hire-then-train” so that students could stay in the industry to develop their careers. This would also be a long-term policy of CIC. The Chairperson requested the Secretariat to liaise with the Labour Department and Environmental Protection Department to explore ways to conduct training on construction sites and extend training hours on public holidays.

JyL

Representative of the Development Bureau expressed support to the training direction of crane operators. It was foreseen that a number of large scale projects would come on stream in the next few years and there would be huge demand for crane operators. Therefore, it was necessary to closely monitor the market demand for manpower when setting training quota for collaborative training and in-house training.

2.7 Report on Benchmarks of Efficiency for Full-time Courses (Employment Rate and Retention Rate) (for information)

Members took note of paper CIC/CTB/P/015/18. JeC briefly reported that the average employment rate after graduation for 1 month of full-time courses’ graduates in 2017 was 87%, similar to that in 2016. The employment rates of machinery operation courses and English classes were relatively lower. The employment rates of courses on “timber and aluminium formwork”, “concreting”, and “bar-bending and fixing” had also dropped. Whereas, the average employment rates of basic craft courses and construction supervisor / technician programme after graduation for 1 month were observed to have slightly risen compared to that in 2016. The retention rates of full-time courses in 2017 after graduation for 3 months and 6 months were 77% and 74% respectively, which were 10% lower than the corresponding figures recorded in 2016.

JeC said that the drop in retention rates were believed to be affected by the decrease in the number of vacancies in the job market and filibustering in the Legislative Council. Therefore, the Career Support Services Department would continue to strengthen the connection with employers and look for new employers to find more vacancies for our graduates. In order to address problems arising from the cultural differences, Career Support Services Department would continue to contact employers who would recruit ethnic minorities to help them understand the culture of

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ethnic minorities, and brief ethnic minority students the job requirements. Besides, the inclusion of Cantonese lessons in the course curriculum would enable the ethnic minority students to understand simple Cantonese.

The CIC Chairman said that the dropout rate after graduation for 6 months in 2017 was about 25% and continued that he was appointed the Chairman of the Construction Industry Training Authority 20 years ago. Up to now, the issue of high dropout rate had not yet been resolved, which would lead to a waste of public money. The CIC Chairman suggested to form a task force comprising 4 to 5 people to review the issue. The task force could make reference to the retention rate and training mode of other industries. A member pointed out that many factors such as the construction expenditure and remuneration might affect the dropout rate. Not all trades had high dropout rate and some trades, like the supervisor discipline, got a low dropout rate. Therefore, more data would be needed for analysis. The Chairperson requested the Secretariat to collect relevant data on employment and construction expenditure over the past 5 years for comparison and analysis, and then submit a report to CITB after three months. In addition, the Secretariat would also need to review the content of courses.

JeC

YLC

The Representative of Development Bureau expressed that he had raised a few suggestions regarding the calculation and presentation of the retention rates of full-time courses' students after graduation for 3 months and 6 months. He hoped that the suggestions would be adopted in the next report on benchmarks of efficiency for full-time courses.

2.8 Summary Notes of 1st Meeting of HKICMB in 2018 (for information)

Members took note of paper CIC/CTB/P/016/18 and noted the Summary Notes of the 1st HKICMB Meeting held on 5 February 2018.

The Chairperson inquired the recruitment progress for the coming September 2018. FW said that the main target group of Diploma in Construction Programme was secondary six graduates. As the number of secondary six graduates had dropped significantly in recent years, there was a problem of limited sources of students. Nevertheless, the Student Recruitment Department had tried to use

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various promotion means to promote opportunities in the construction industry to attract youngsters.

A member inquired about the accreditation progress of the HKIC. FW responded that HKIC had no relevant accreditation experience before and was now undergoing “Initial Evaluation” and “Learning Programme Accreditation”. The Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) would determine whether operators had well balanced and robust internal quality assurance systems to self-monitor and accredit their own programmes, given their track records of self-monitoring and assuring the standards of their accredited learning programme(s). Operators might apply for a Programme Area Accreditation exercise in the area of study / training of their accredited learning programme(s), subject to the eligibility criteria. FW foresaw that the greatest challenge in the coming few years was not course accreditation, but was how to let 300 instructors understand the need of HKIC to push ahead the accreditation policy and to upgrade the teaching skills and academic qualifications of instructors. HKIC would launch various initiatives to assist instructors in upgrading their teaching skills and academic qualifications. The management would also explain HKIC policy to instructors. The CIC Chairman opined that it would be crucial for instructors to understand the HKIC policy. The CIC Chairman asked those members who had frequent contacts with the instructors to have more communication with them and help explain the policy.

2.9 Estimated Waiting Time for Full-time Adult Short Courses (for information)

Members took note of paper CIC/CTB/P/017/18, and of the estimated waiting time of the three categories of Adult Full-time Short Courses as at 31 January 2018. It was noted that the number of applications for “Repair & Maintenance in Building Works” and for “Enhanced Construction Manpower Training Scheme – Welding (English)” were greater than that of last year. The management would study if the number of classes should be increased. In addition, the Professional Certificate in Building Information Modelling (BIM) of Construction Industry would be managed by the Committee on Building Information Modelling.

The Chairperson inquired if training target of BIM courses was set to meet the industry demand. YLC responded that 11 BIM courses

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with 1,400 training places would be introduced in 2018 and the targets would be practitioners of different levels of the industry. It was hoped to provide all-round promotion of the applications of BIM and train professionals for the industry.

The CIC Chairman inquired whether the table on the estimated waiting time had been used to adjust the schedule of class commencement and the related criteria, and whether CIC courses could be commenced as scheduled. YLC responded that HKIC would commence classes with reference to the number of applicants on the waiting list. A class would be commenced when the number of students had reached 50% of the number of training places for each class. Almost all courses could be commenced as scheduled. A few courses, albeit enrollment rate was less than 50% like the marble worker course, would still be commenced. However, if there would be new enrolments after the courses had been commenced, those applicants would be arranged to join the classes as well.

The CIC Chairman considered that, if class schedule had been announced, the overriding principle was to conduct the course as scheduled. However, factors such as the number of enrolments in the past and dropout rate should be taken into account when setting the training quota. Besides, the criteria of having the number of students reached 50% of the class size for course commencement should be reviewed. A member suggested that an interim review should be conducted so as to adjust the training quota.

YLC

2.10 Table on Waiting Time for Trade Tests (for information)

Members took note of paper CIC/CTB/P/018/18, and noted the waiting time for various types of trade tests as at 31 January 2018 and the related data. A member said that a suggestion was made during a visit to the Trade Testing Centre on 22 February 2018 to set up a mechanism for candidates to apply for a standby seat on test date. He inquired about the progress. IK responded that TTC had been working with Information Technology Department on how to upgrade the system for workers to apply for the standby seats. As the current practice would allow a buffer time for workers who would be late on test date, a further study on the arrangement of application for a standby seat on test date would be needed. The CIC Chairman opined that to take trade test was an important event and workers had the responsibility to be punctual. Therefore, the buffer time for being late for trade tests should be cancelled. The

IK

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management was requested to set up the stand-by mechanism on test date as soon as possible. A member suggested that the calculation of the passing rates for intermediate trade tests and trade tests for craftsmen should be handled separately.

2.11 Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests (for information)

Members took note of paper CIC/CTB/P/019/18 and noted that around 78% of plant and machinery operation tests met the indicator of 2-month waiting time while six trades were not able to meet the target waiting time as at 31 January 2018.

2.12 Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme (for information)

Members took note of paper CIC/CTB/P/020/18 and the statistical data of the captioned Pilot Scheme from 1 September 2015 to 31 January 2018.

2.13 Any Other Business

Punitive Mechanism for Collaborative Training Schemes

AL reported that the Executive Committee considered that as there was a reward mechanism for Collaborative Training Schemes, a punitive mechanism should also be established. Penalty measures should be taken against underperforming employers. The Secretariat would submit a paper in the next CITB meeting for discussion.

JyL

Apprenticeship Scheme Monitoring Mechanism

JeC briefed members about the monitoring mechanism of the Apprenticeship Scheme. First, the Office of the Director of Apprenticeship had a stringent monitoring mechanism and CIC maintained close contact with the Office of the Director of Apprenticeship. In addition, CIC had the following monitoring mechanism in place:

- (1) Apprentices were required to return to the campus every month to meet with the instructors who would follow up their training progress;
- (2) Apprentices were regularly invited to attend seminars on new technology development of the industry / or overseas

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- experts would be regularly invited to demonstrate new technology;
- (3) Employers should submit progress reports and salary proofs each month in order to apply for the related subsidy;
 - (4) Regular site visits or telephone surveys would be conducted regularly (two to three times per year); and
 - (5) Evening tea gatherings would be organized every six months so as to understand apprentices' learning progress and provide appropriate counseling.

The CIC Chairman highlighted the three factors for the success of the Diploma in Construction Programme, which included the injection of resources by CIC, the need to train students as skilled craftsmen by Apprenticeship Scheme to become core members of the industry in future, and the willingness of both the employers and graduates to join the Apprenticeship Scheme. The prerequisite for class commencement of the Diploma in Construction Programme was that both the employers and students of Diploma in Construction Programme for the new academic year would join the Apprenticeship Scheme. The CIC Chairman suggested HKIC requiring students to be admitted this year to make a pledge to join the Scheme upon their graduation as an admission requirement. FW responded that HKIC had been explaining to students the benefits of joining the Apprenticeship Programme for career development. That would absolutely be an incentive and not a requirement. JeC added that Vocational Training Council had an "Earn & Learn Scheme". One of the requirements of joining the Construction Industry Programme under this Scheme was that the students must join Apprenticeship Scheme. Participants would receive a monthly allowance from the government for three consecutive years: HK\$1,500 per month for the first year, HK\$2,000 per month for the second year and HK\$2,500 per month for the third year, which would help retain graduates in the industry for career development.

Metal Scaffold Erecting and Dismantling Supervision Training Course

A member said that as required by the law, checking and supervising the installation and dismantling of metal scaffolding had to be performed by a competent person. Thus, there should be a huge demand for these competent people. That member inquired whether CIC was still offering the course in question. YLC responded that Sheung Shui Campus was offering the 3-day Metal

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Scaffold Erecting and Dismantling Supervision Training Course. The admission requirements of the course were the possession of a higher certificate in civil/structural engineering or other similar disciplines or higher academic qualification, and relevant working experience. The management was currently discussing with the Labour Department to launch a new course to train another type of “competent person” for indoor scaffolding not taller than 3m or 3.5m. That member suggested allowing construction safety supervisors to enrol in the proposed course and requested the management to expedite the discussion with the Labour Department.

YLC

Safety Courses

Representative of the Labour Department inquired about the progress of Site Safety Supervising Technique Course and Construction Safety Supervisor (Bridging) Course. Assistant Director of HKIC responded that the Centre for Professional Development was drafting a paper which would be submitted to the Task Group on Construction Safety Courses and to HKICMB for discussion.

KnL

Opening Ceremony of HKIC

YLC reported that the opening ceremony of HKIC was scheduled for the afternoon of 3rd September 2018 and Members were invited to attend.

2.14 Tentative Schedule for the 3rd Meeting in 2018

The next meeting was tentatively scheduled for 7 May 2018 (Monday) at 9:30 a.m. at Meeting Room of Construction Innovation and Technology Application Centre, G/F, HKIC-Kowloon Bay Campus, 44 Tai Yip Street, Kowloon Bay, Kowloon.

There being no further business, the meeting adjourned at 12:30 p.m.

**CITB Secretariat
March 2018**