

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 004/16 of the Construction Industry Training Board (CITB) was held on Monday, 8 August 2016 at 2:30 p.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present:	Allan CHAN	(SKC)	Chairperson
	Pat-kan CHAN	(PKC)	
	Sau-kuen CHENG	(SKCg)	
	Benjamin CHONG	(WHC)	
	Kwok-kwan NG	(KKN)	
	Raymond SYNN	(RSn)	
	Kyran SZE	(KS)	
	Chun-yuen TSE	(CYT)	
	Albert LAM	(ALa)	
	Kok-keung YUM	(KKYm)	Representing Mr Yuk-keung LEUNG of Labour Department
In Attendance:	Jacky WU	(JW)	Development Bureau
	Patrick CHENG	(KPCg)	Development Bureau
	Christopher TO	(CT)	Executive Director
	Alex LEUNG	(AL)	Director - Training & Development
	Wyllie FUNG	(HWF)	Assistant Director - Training & Development
	Cheryl IP	(CI)	Assistant Director - Human Resources, Facilities Management & Administration
	Ivan KO	(IK)	Senior Manager - Training & Development
	Yin-lin CHU	(YLC)	Senior Manager - Training & Development
	Victor WONG	(VWg)	Senior Manager - Training & Development
	Annie HO	(AeH)	Senior Manager - Training & Development
	Esther LAI	(WFL)	Manager - Corporate Developments
	Jamie CHAI	(JeC)	Manager - Corporate Developments (Career Support Services)

	Priscilla TAM	(PTm)	Manager - Training & Development
	Kin-chung LEUNG	(KCLg)	Trade Testing Superintendent
	Shirley LAM	(YYW)	Senior Officer - Board Services
Presenter:	Channey CHAN		Project Coordinator, Hong Kong Baptist University (Agenda Item 4.3)
	William LAM		Project Coordinator, Hong Kong Baptist University (Agenda Item 4.3)
Apologies:	Yat-hung CHIANG	(YHC)	
	Albert HO	(AHO)	
	Sai-hong LAI	(SHL)	
	Sai-yen YU	(SYYu)	

## **Progress Report**

## **Action**

### **4.1 Confirmation of the Progress Report of the Previous Meeting**

Members took note of Paper CIC/CTB/R/003/16 and confirmed the Progress Report of the 3<sup>rd</sup> meeting held on 10 June 2016.

Director stated that Members had to declare in advance their interest regarding the agenda items, if any, before the start of the meeting in future.

### **4.2 Matters Arising from the Last Meeting**

#### **4.2.1 Item 3.2.4–Request of professional institutes/trade associations of the industry to join task forces of CIC**

Members noted that both the Task Force on Trade Testing and Task Force on Training had discussed the captioned request. Members of the task forces all agreed that persons from professional institutes/trade associations would be invited on a need basis to attend the meeting as a person in attendance when related professional knowledge was in need for any

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agenda items in the future.

- 4.2.2 Item 3.2.6–Review on subsidy for “Construction Industry Cooperative Training Scheme (Labour Union) - Pilot Scheme”

Members noted that follow-up actions should be taken only after the consultant had reviewed various collaborative training schemes and written up the report.

- 4.2.3 Item 3.4.2–Proposed Work Plan and Budget for Construction Industry Training Board for 2017

Director reported that a briefing session on the work plan and budget for CITB for 2017 was held on 11 July 2016. A total of 9 Members (including the Chairperson) attended the session. The management had supplemented the required information and provided explanations according to the comments made by Members. Owing to the typhoon, the meeting of CITB was rescheduled. Thus, the budget proposal had to be submitted to CITB for consideration by circulation on 2 August 2016 and was accepted. The budget proposal could then meet the timeline for submission to Committee on Administration and Finance (“Com-ANF”) for approval on 5 August 2016. Com-ANF instructed to amend the estimated figures in the revised budget for the first half of year 2016 and recommended the use of actual figures. The further amended budget of CITB as per the said comments would be submitted for Members’ information in due course.

(Post-meeting note: On 20<sup>th</sup> September 2016, the budget of CITB further amended as per the comments of the Committee on Administration and Finance was sent out by email to all CITB Members for information by the Secretariat.)

- 4.2.4 Item 3.12.4–Table on Estimated Waiting Time for Full-time Adult Short Courses

Members noted that the outdoor training grounds of

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CIC would be reshuffled in the year. CIC would then have more space to conduct training and testing of plant operation. It was estimated that one more session of training and testing for the operation of truck-mounted crane, crawler-mounted crane and wheeled crane, and two more sessions for the operation of excavator could be added.

4.2.5 Item 3.14.4–Table on Waiting Time for Plant Operation Tests

Members noted that regarding the measures to cut short the waiting time for the certification course cum test for builder’s lift, the management had contacted Gammon Construction Limited as referred by Hong Kong Construction Association (“HKCA”). Gammon Construction Limited agreed to lend its builder’s lift at the public housing site of the Housing Department, which was next to Siu Hong MTR Station in Tuen Mun, to CIC for use on Saturdays. CIC had inspected the said builder’s lift on 23 July 2016 and confirmed that the model was suitable for practical training and test. If the work could be commenced in mid-August, the waiting queue was estimated to be cut short within 4 months. As the Housing Department requested CIC to take out insurance to provide appropriate protection for the said arrangement, training and testing could only be conducted in the construction site after the required arrangement was made. In addition, HKCA also recommended other contractors for CIC to approach for the use of venues and builder’s lift.

As regards the installation of builder’s lift in places other than construction sites, CIC had held a meeting with Electrical and Mechanical Services Department (“EMSD”) on 22 July 2016. Representatives from EMSD stated that Aberdeen Trade Testing Centre was not a construction site and its builder’s lift should be regulated by the Lifts and Escalators Ordinance (Cap. 618). However, the model of the lift should be approved under the Builders’ Lifts and Tower Working Platforms (Safety) Ordinance (Cap. 470). Trade Testing Centre would conduct tendering

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in August 2016 according to these requirements. It would invite contractors under the register of the Ordinance (Cap. 618) for the tender, and the successful tenderer would then procure and install the builder's lift in accordance with the Ordinance (Cap. 470).

4.2.6 Item 3.16.1.3–Prevention of Heat Stroke

Director reported that CIC had mentioned about “prevention of heat stroke when working in hot weather” in its safety handbook for trainees and course contents on the prevention of heat stroke would also be enhanced.

4.2.7 Item 3.16.4–Hong Kong Youth Skills Competition

Members noted that the organising committee of the event now called on all members to provide possible support to competition participants. The Secretariat had emailed the above message to Members of CITB on 18 July 2016.

**4.3 2014-2015 Report on Satisfaction Rate of Employers and Trainees (for discussion)**

4.3.1 Members took note of Paper CIC/CTB/P/043/16 and noted that the captioned report was accepted by Task Force on Training and Task Force on Collaborative Schemes respectively in June and July 2016. The survey on the above was carried out by the Centre for the Advancement of Social Sciences Research (CASR) Centre of the Hong Kong Baptist University (HKBU). Ms. Channey CHAN, Project Coordinator of the survey, presented the survey results and analysis while JeC briefed Members on the corresponding improvement initiatives.

4.3.2 A Member asked about the characteristics of the employers who could retain more workers at work. JeC responded that the rates from trainees who graduated in the period from September 2014 to June 2015 of the Construction Supervisor/Technician Course for staying in the construction industry and

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working for the same employers reached a high level of 98% and 93% respectively at the time of conducting the interview. The rates yielded were the highest among the four types of full-time courses covered in the present survey. The employers of these trainees were mainly contractors or construction companies of a larger scale. They would sign contract of apprenticeship with trainees and pay monthly salary. These factors would greatly affect a trainee's willingness to work for the same employer. Whereas, trainees of Enhanced Construction Manpower Training Scheme (ECMTS) mostly engaged in work paid on a daily basis. Thus, they would be easily affected by fluctuation of salary of a single day to change employers, particularly for trainees of Bar-bending and Fixing and Formwork.

- 4.3.3 A Member pointed out that trainees, who left the construction industry because of two main reasons including the low salary / little welfare benefits and insufficient work / unstable work, were mainly from the Short Course on Painting as well as Courses on Bar-bending & Fixing and Timber & Aluminum Formwork under ECMTS. That Member opined that it was necessary to focus on the measures to cope with these reasons of trainees for leaving the industry. Director stated that only ten more trainees of these ECMTS courses had left the industry and it did not account for a large percentage when compared with the base of several hundred trainees. Some trainees might wrongly believe that upon graduation they could get the salary of craftsmen. When there was difference between the actual salary to be received after graduation and the expected salary, these trainees would leave the industry easily. To ensure that trainees had adequate knowledge in this aspect, the related departments had further strengthened the management of expectation of these trainees.
- 4.3.4 Chairperson opined that salary of the trade was a main factor, and the survey report would be passed to the consultant for follow-up and analysis. He also said that as shown by the survey report employers

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were generally satisfied with the performance of graduates of the full-time courses and collaborative training schemes. CIC had to propose improvement measures targeted at the problems with reference to the survey results and enhance the management of the courses to attract more applicants.

4.3.5 Members noted that CITB had set the employer's overall satisfaction index at 80% in relation to the performance of graduates of full-time courses and collaborative training schemes in the previous year. In this year, the rate of "satisfactory / very satisfactory" had exceeded 85%. A Member suggested extending the recruitment net of collaborative training schemes by letting, apart from sub-contractors, the "third-tier sub-contractors" or "fourth-tier sub-contractors" take part in providing training directly. Chairperson stated that the above suggestion could be raised and explored in the Forum on Training and Development to be held in the following day.

4.3.6 Members accepted the report on satisfaction rate of employers and graduates for 2014-2015.

**4.4 On-the-job Training Scheme ("OJTS") Mid-term Review Report 2016 and Proposals (for discussion)**

4.4.1 Members took note of Paper CIC/CTB/P/044/16 and noted that the 2016 Mid-term Review Report for On-the-job Training Scheme had been accepted by Task Force on Collaborative Schemes.

4.4.2 Since the cost-effectiveness of the captioned scheme was relatively low with drop-out rate exceeding 30% and there was an increasing number of employers withdrawing from OJTS to join the Advanced Construction Manpower Training Scheme ("ACMTS") after its launch in 2015, Members agreed that CIC should review OJTS again at the end of 2016. If the number of new applications was still not satisfactory, it might stop receiving applications in 2017. Applications that had been approved would still be valid until the trainees had completed the

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18-month training.

**4.5 Introduction of Three New Skills Enhancement Courses under Advanced Construction Manpower Training Scheme - Pilot Scheme (for discussion)**

4.5.1 Members took note of Paper CIC/CTB/P/045/16 and noted that Task Force on Training had accepted the proposal of providing three new Skills Enhancement Courses.

4.5.2 A Member representing a labour union stated that his union also ran Skills Enhancement Courses and supported CIC to provide the captioned three courses. Yet, he opined that the estimated costs of consumable materials for each class might not be adequate. Director instructed to review the budgeted amount of the related expense item.

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4.5.3 Members agreed to offer in-house Skills Enhancement Courses for three trades, namely General Welder, Construction Plant Mechanic and Joiner. The first class was expected to be commenced in September 2016 and the training duration would be 90 hours. The number of trainees per class for Welder and Joiner was 10 while the class size for Construction Plant Mechanic was 8. The total number of training places was capped at 100 tentatively and the number of classes would be adjusted according to the industry demand. In addition, only trainees with the attendance rate of 80% or above were allowed to take Trade Tests for Construction Craftsmen. The trainee would be allowed to take the Trade Test for a maximum of two times free of charge but the trainee must be recommended by CIC and had to take the test within 3 months after the completion of the course. The courses would be included in ACMTS-Pilot. The course fee and the fee for Trade Tests for Construction Craftsmen (two times) would be subsidised. The total amount of expenses was around \$1.17 million (excluding the fee for Trade Tests for two times). Since the remaining subsidy of ACMTS-Pilot could cover the said estimated

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expenses, no additional request for funding would be made.

**4.6 Revisions to Training Quota of Work Trade of “Advanced Construction Manpower Training Scheme - Pilot Scheme” (Structured on-the-job) (for discussion)**

4.6.1 Members took note of Paper CIC/CTB/P/046/16 and noted that Task Force on Collaborative Schemes had accepted the above revision proposal.

4.6.2 The number of applications for individual trades under Structured On-the-job training of ACMTS-Pilot had exceeded the upper limit of 100 places per trade as set by CIC previously. After making reference to the information on the number of people passing the Intermediate Trade Tests in these two years and the types of trades with the most manpower shortage as announced by Hong Kong Construction Association recently, Members agreed to increase the maximum quota of places for application to 200 for each of the following five trades, namely Bar-bending and Fixing, Carpenter (Formwork-Building Construction), Concretor, Electrical Wireman and Leveller, so that more interested contractors / sub-contractors could submit applications. However, the total number of places proposed for Structured On-the-job training would remain at 800.

**4.7 Mandatory Basic Safety Training Course (Construction Work) (Revised Version) (for discussion)**

4.7.1 Members took note of Paper CIC/CTB/P/047/16. Members also noted the background of providing the revised Mandatory Basic Safety Training Course (Construction Work) (i.e. Green Card Course) and the contents of the revised course as well as the related manpower demand and other resources requirements. The proposal was accepted by Task Group on Construction Safety Courses and Task Force on Training.

4.7.2 A representative from the Labour Department

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attending the meeting stated that Occupational Safety and Health Council (“OSHC”), another organisation approved by Labour Department to conduct the revised Green Card Course as a pilot scheme, would move forward the launch of the said course to September 2016. As such, the Labour Department hoped that CIC could advance the date of launch, which was originally scheduled for the fourth quarter of 2016. Taking into account the response and comments from stakeholders after the launch of the revised course, the Labour Department could then decide if it was necessary to further revise the course contents or request all other course providers to provide the same revised course.

- 4.7.3 Members agreed to offer the revised Green Card Course. The course duration would be increased by 0.5 hours to 7.5 hours. With 500 classes per year, the pay for part-time lecturers per year would be increased by around \$80,000 and around \$100,000 would be needed for purchasing training equipment. The additional expenses would be charged to Management and Safety Training Centre and no additional request for funding would be made. At the request of the Labour Department’s representative, CIC would make the necessary arrangement in the hope that the revised Green Card Course could be launched with OSHC at the same time.

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**4.8 Introduction of “Enhancement Course for Safety Supervisors (Construction)” (for discussion)**

- 4.8.1 Members took note of Paper CIC/CTB/P/048/16. Members also noted the background of providing the captioned enhancement course and the course contents as well as the related manpower demand and other resources requirements. The course proposal had been accepted by Task Group on Construction Safety Courses and Task Force on Training.
- 4.8.2 Members agreed to offer the part-time day and evening Enhancement Course for Safety Supervisors (Construction) in the fourth quarter of 2016.

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Management and Safety Training Centre would be held responsible for the coordination and development of the course. The course duration would be 12 hours with 30 persons per class. The course fee per trainee was \$500. It was proposed to offer one class per month but the number of classes would be adjusted according to the number of applications. As such, the resident site supervisory personnel of the consultant, who was responsible for the public works, and the staff from related government departments could meet the requirements of the revised Technical Circular on construction works as issued by the Development Bureau in July 2016 through taking the captioned enhancement course instead of re-taking the Construction Safety Supervisor Course every 5 years.

**4.9 Proposed Tender Documents for Purchasing One Brand New 30-ton Hydraulic Truck-mounted Crane (for discussion)**

- 4.9.1 Members took note of Paper CIC/CTB/P/049/16. It was noted that the captioned tender documents were accepted in principle by Task Force on Training but the weighting for technical assessment and fee assessment should be revised according to the Procurement Manual of CIC.
- 4.9.2 Members approved the tender documents for purchasing a new 30-ton hydraulic truck-mounted crane to replace the one purchased in 1999. The weighting for technical assessment and fee assessment was 30% and 70% respectively. If the technical assessment could not meet the required 60 marks, the fee envelope of the respective supplier would not be opened and considered. In addition to providing specified information, the tenderers must also meet the requirements of some specified items listed in the technical specifications to ensure that the quality of the truck-mounted crane could reach a certain level. A Member pointed out different origins of production would affect the price and durability of a truck-mounted crane. Thus, the weighting of fee assessment might have to be adjusted. Director

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responded that the Tender Assessment Panel would assess the tenders in a fair manner to ensure the quality of the truck-mounted crane.

(Sr Benjamin CHONG left the meeting at this juncture.)

**4.10 Request to Increase Budget for Procurement of a Compactor (for discussion)**

4.10.1 Members took note of Paper CIC/CTB/P/050/16 and noted the background and contents of the captioned proposal, which was accepted by Task Force on Training.

4.10.2 Members agreed to purchase a 10-ton compactor commonly used in the market to replace a 3.5-ton compactor, which had been used for 17 years. The compactor to be purchased could be used interchangeably with the existing 10-ton compactor for training and testing. Members agreed to increase the proposed budget for purchasing a new compactor in 2016 accordingly.

**4.11 Summary Report of Meeting no. 002/16 of Task Force on Training (for information)**

Members took note of Paper CIC/CTB/P/051/16 and noted the summary report of the 2<sup>nd</sup> meeting of Task Force on Training held on 27 June 2016. Of which, the proposals for providing courses and purchasing machinery had been submitted to CITB for consideration. As regards the proposals to map out the future academic advancement ladder for site supervisor/technician and to provide management courses for sub-contractors, they were still being followed up on.

**4.12 Summary Report of Meeting no. 002/16 of Task Force on Trade Testing (for information)**

Members took note of Paper CIC/CTB/P/052/16 and noted the summary report of the 2<sup>nd</sup> meeting of Task Force on Trade Testing held on 4 July 2016. The main issues included: (i) the provision of articulation plan for candidates of Trade Tests for Construction Craftsmen who were granted semi-skilled qualifications, the source of information from which workers

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knew about the trade tests and the Senior Workers Registration Arrangement, and the revision made to the objective of the mutual recognition of qualifications for trade tests with overseas countries as proposed in the consultancy report to “enhance the social image of workers”; (ii) the production of videos on trade tests would be expedited and the broadcasting venues would be increased; and (iii) the figures of application for trade tests from ethnic minorities and safety issues in relation to the pass rate would be passed on to Committee on Construction Safety while liaison with ethnic minorities groups would be made to provide the necessary assistance.

**4.13 Summary Report of Meeting no. 001/16 of Task Group on Machinery and Crane Operation (for information)**

Members took note of Paper CIC/CTB/P/053/16 and noted the summary report of the 1<sup>st</sup> meeting of Task Group on Machinery and Crane Operation held on 25 May 2016. The discussion included a request for the Labour Department to review its proposal of raising the pass mark for plant operation from 60 marks to 80 marks and to provide statistical data and analysis on accidents of certification tests for plant operation in the recent three years. The Task Group would discuss further the contents and pass rate for the training and certification tests of plant operation in due course and views from trainees towards the courses would also be discussed. The training and certification tests of truck-mounted crane operation would first be reviewed.

**4.14 Table on Estimated Waiting Time for Full-time Adult Short Courses (for information)**

Members took note of Paper CIC/CTB/P/054/16. It was noted that the average waiting times for courses on trade skills and for courses at technician level were both less than 6 months. More English classes for Metal Scaffolding (Civil Engineering and Building Construction) would be offered after the redeployment of instructors. The course on Surveying and Setting Out under Enhanced Construction Manpower Training Scheme (ECMTS) recorded a sudden increase in applications recently and subject to circumstances more classes would be offered. For courses on plant operation, outdoor training grounds would be reshuffled to provide more space for additional classes on Bulldozer and Loader Operation,

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Excavator Operation and Wheeled Telescopic Mobile Crane. As regards the promotion of a Collaborative Training Course on Crawler-mounted Mobile Crane Operation (Apprenticeship) to the Hong Kong Construction Association, one contractor had submitted an application in August 2016. Furthermore, the installation of a new tower crane was estimated to be completed in October 2016 and the number of related training places could be increased accordingly.

**4.15 Summary Table on Waiting Time for Trade Tests and Charts on Eligible Workers for Trade Registration through Senior Workers Registration Arrangement and Trade Tests (for information)**

4.15.1 Members took note of Paper CIC/CTB/P/055/16. It was noted that as of 28 July 2016, the waiting time for six building and civil engineering trade tests exceeded the service target (2 months), which was mainly due to the significant increase in applications recently. CIC would set up new testing booths and offer certification tests at weekends to reduce the waiting time. It was expected to meet the target in August. There was a trade, of which a candidate requested to postpone the date of test, which made it a special case with waiting time exceeding 10 months. The special case had been resolved and the waiting time for that trade already dropped to within two months. Members also noted that the occurrence of the special case was due to the request of the candidate rather than insufficiency of the testing capability of CIC.

4.15.2 Chairperson of Task Force on Trade Testing opined that the special case should be listed in the table on waiting time for trade tests to prepare for questions from outside parties. CITB Chairperson instructed that special cases should also be listed in the table in the future to let Members understand thoroughly the situations of the queue and the waiting time for trade tests.

4.15.3 Members also noted that as of 30 June 2016, the cumulative actual figures of trade workers who got registered through “senior workers registration

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arrangement” and trade tests exceeded the cumulative targets by 74% and 22% respectively. The combined cumulative actual figure was around 74,000 workers, which was higher than the cumulative target of 49,900 by 49%. The cumulative number of registered skilled workers and registered semi-skilled workers was 43,000 more.

**4.16 Table on Waiting Time for Plant Operation Certification Courses cum Tests (for information)**

Members took note of Paper CIC/CTB/P/056/16 and noted that the estimated waiting time for 4 out of 9 plant operation tests was within two months as of 30 June 2016. For the other 4 courses including courses on wheeled telescopic mobile crane, truck-mounted crane, gondola (new applicant) and gondola (revalidation), the respective waiting time was slightly over the target of two months. It was mainly due to the inclement weathers and the approval of new instructors pending from the Labour Department. For the remaining one course on builder’s lift (new applicant) with waiting time exceeding a year, the reasons and the latest status of which had been reported under agenda item 4.2.5. It was estimated that CIC could cut short the waiting queue within four months after the procurement of a new builder’s lift and the taking out of insurance for the conduct of certification tests of builder’s lifts on construction sites to be borrowed.

**4.17 Statistical data on Advanced Construction Manpower Training Scheme - Pilot Scheme (ACMTS-Pilot) (for information)**

Members took note of Paper CIC/CTB/P/057/16. It was noted that there were 323 and 222 applications approved respectively for Structured On-the-job Training and Skills Enhancement Courses under ACMTS-Pilot Scheme between 1 September 2015 and 30 June 2016. In an earlier Paper CIC/CTB/P/046/16, it was mentioned that over 130 applications had been received recently for the trade on bar-bending and fixing under Structured On-the-job Training. Applications for several other trades might also go beyond the original upper limit of 100 applications. Thus, the management believed that the number of applications for Structured On-the-job training would be very close to the original target

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of 800 applications by the end of the year.

**4.18 Any Other Business**

- 4.18.1 Ways of knowing about Workers Registration Ordinance and the proportion of getting the information through publicity channels

A representative from DEVB attending the meeting pointed out that CIC had earlier appointed the University of Hong Kong to conduct a survey on the ways from which the industry practitioners knew about the provision of “designated workers for designated skills” and the related requirements. A summary of the survey results would be submitted in the next week. Thus, it was proposed that Trade Testing Centre should first compare the contents of the leaflet on the captioned issue just distributed in the meeting with the said survey results and made the necessary refinements.

**IK**

- 4.18.2 Mechanism of a 6-year rule for task forces and task groups

Director stated that the requirement of a 6-year rule did not cover task forces and task groups before 2016. Thus, a number of members might have served in these task forces or groups for more than six years. It was now proposed that if members of the task forces or groups had served in the same post for over six years, their term would expire on 31 December 2016 and their positions would be replaced by others in the future. Members accepted the proposal.

**Task  
Forces/Task  
Groups**

**4.19 Tentative date of Meeting 005/16**

The next meeting was scheduled for 4 October 2016 (Tuesday) at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

There being no other business, the meeting was adjourned at  
4:25 p.m..

**CIC Secretariat**  
**August 2016**