

Construction Industry Council

Construction Industry Training Board

Meeting No. 006/14 of the Construction Industry Training Board (CITB) was held on Tuesday, 15 July 2014 at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present :	Ir Dr PANG Yat-bond, Derrick	Chairman
	Ir HO Ngai-leung, Albert	Member
	Sr LAI Yuk-fai, Stephen	Member
	Mr LAM Ping-hong, Robert	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr NG Kwok-kwan	Member
	Ir SYNN Raymond-cheung	Member
	Mr SZE Kyran	Member
	Prof TAM Chi-ming	Member
	Mr TSE Chun-yuen	Member
	Mr LAM Kai-chung	Member
	Mr LI Chi-leung	Member
In Attendance:	Mr HO Wai-wah	Member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme
	Ir LAU Chun-kit	Ch AS (Works) 6, DEVB
	Mr LAM Shing-tim	AS (Works Policies) 9, DEVB
	Ir Christopher TO	Executive Director, CIC
	Mr WONG Doon-ye, Charles	Director - Training & Development, CIC
	Ir LEUNG Wai-hung, Alex	Deputy Director - Training & Development, CIC
	Mr WONG Chi-lap	Senior Manager - Construction Trade Testing, CIC
	Mr CHU Yin-lin	Senior Manager - Construction Training, CIC
	Mr CHEUNG Yuk-lung	Senior Manager - Development & Support Services, CIC
	Dr Thomas TONG	Chief Research Consultant, CIC

	Ms Jamie CHAI	Manager - Trainees Career Support, CIC
	Mr Robert LAU	Manager – Construction Trade Testing, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC
Apologies :	Mr MAK Tak-ching	Member
	Ms HUNG Yee-man	Member
	Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing

Progress Report

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6.1 Confirmation of Progress Report of the last meeting

Members took note of Paper CIC/CTB/R/005/14 and confirmed the Progress Report of the 5th meeting held on 17 June 2014.

6.2 Matters arising from the last meeting

- 6.2.1 Agenda item 5.2.10—Proposal of opening up cooperative training schemes to non-members of trade associations

Members noted that the management had discussed the captioned issue with labour unions and would report the updated progress and make proposals under item 6.11.

- 6.2.2 Agenda item 5.3.2—Ways to cope with the long waiting time for courses

Members noted that the management were now studying measures of renting venues and outsourcing training courses to tackle the issue of long waiting time for courses and Tower Crane Operator course would be the first course for trial run. Relevant discussion papers

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would be submitted to Task Force on Training later. In addition, Trainees Recruitment Department of CIC had been advising applicants about the approximate date of course commencement and would also suggest applicants waiting in a long queue to consider other courses with shorter queues or other course venues.

- 6.2.3 Agenda items 5.3.4—An African worker was referred by CIC staff to apply for a course at a union

Members noted that Trainees Recruitment Department of CIC had contacted the African worker and provided information on relevant course and trade testing for his consideration. In addition, CIC would arrange training targeted at enhancing communication and question-and-answer skills to the frontline workers concerned.

- 6.2.4 Agenda item 5.3.5—Renting venues and machinery to increase training places for Tower Crane Operator course

Management had drafted a proposal for the captioned and would submit it to Task Force on Training for discussion.

- 6.2.5 Agenda item 5.3.6—Key issues to be followed up by Task Force on Training

Members noted that the management, apart from submitting proposal for addressing the courses with long waiting time, had included a note on the 26 trades with manpower shortage under “Table on estimated waiting time for full-time adult short courses in construction industry”, and would submit a paper on “Proposal of review mechanism on full-time courses” in the coming meeting of Task Force on Training.

- 6.2.6 Agenda item 5.4.2—Trades with long waiting time for trade testing

Members noted that Task Force on Trade Testing had agreed to additionally employ an instructor and a general worker by one-year fixed-term contract on

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full-time basis to cope with the demand for trade tests on Window Frame Installer in the industry. The issue would be discussed under item 6.9. As regards the trade testing demand for Rigger / Metal Formwork Erector and Bar-bender and Fixer, it was expected to be a periodic fluctuation; yet, the management would closely monitor the change in the waiting queue and take appropriate measures where necessary.

- 6.2.7 Agenda item 5.4.4—Salary of instructors, continuous enhancement of standards of instructors and staff development

Members noted that the management were now handling the issues of the salary and qualifications of instructors. It was noted that a certain number of applications were received for the vacancies but many of the applicants were not employed as they could not pass the entrance test. Such phenomenon was particularly prevalent this year and the management would pay close attention to it and take corresponding actions.

- 6.2.8 Agenda item 5.5—Letter to contractors urging them to commence training as soon as possible after obtaining approval

Members noted that the management had written to contractors regarding the captioned matter and would follow up closely whether the contractors had commenced the approved training on time or not.

- 6.2.9 Agenda item 5.6—Key tasks of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme

Members noted that the management were now drafting a review mechanism on cooperative training schemes and it would be submitted to the captioned Task Force for discussion. In relation to whether mandatory cooperative training schemes would become the direction of development in the future and that CIC was proposed to provide the trades and number of training places to be required for every

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public works contracts to the Government, Members noted that the Chief Research Consultant was now drafting the flow charts for the trades and training schemes. Discussion with the industry stakeholders would be made in due course.

- 6.2.10 Agenda item 5.7.3 —Training schedule for full-time courses in 2014/2015 and additional employment of 2 instructors

Members noted that relevant departments of CIC would recruit trainees according to the approved capacity and the cost of additionally employing 2 instructors was included in the revised financial estimates for 2014/2015.

- 6.2.11 Agenda item 5.8.5—Various measures for consideration targeted at the employment of graduates

Members noted that a joint meeting would be held between Task Force on Contractor Cooperative Training and Apprenticeship Scheme and Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme on 4 August to review the cost-effectiveness of cooperative training schemes to decide the direction of future development and discuss how to boost participation in On-the-job Subsidy Scheme. Moreover, CIC would hold a briefing session on cooperative training schemes on 22 July. Employers were invited to attend to understand the schemes and they would be encouraged to join “On-the-job Training Subsidy Scheme”. For implementation of training for multi-skills, the combination of Compactor Operator course and other machinery operation courses was being studied to enhance the employability of graduates. Relevant course advisory panels would be consulted regarding the aforesaid proposal in September.

6.3 Verbal report by Task Force on Training

- 6.3.1 Members noted that an independent working group under the captioned Task Force had conducted five site visits to review the facilities and operation of all the

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training and trade tests provided by CIC and comments and suggestions made would be followed up by the Task Force before submitting for the consideration of CITB. In addition, the Task Force would discuss the training capacity and schedule for part-time courses in 2014/2015 as well as the proposal of offering a “Building Information Modelling (BIM) Advanced Course”. The second meeting of the Task Force would be held on 29 July 2014.

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- 6.3.2 As regards the “Table on estimated waiting time for full-time adult short courses” tabled in the meeting, Members noted that courses on AutoCAD Draftsman and Quantity Surveying Technician Assistant required longer waiting time and the management would consider easing the queues through cooperative training schemes. It was also suggested that the average time of conducting a course and the latest date of course commencement should be listed out. Chairman requested the Task Force to follow up the courses with longer waiting time as highlighted in the Table and discuss measures for improvement.

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**Senior
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6.4 Summary report of the third meeting of Task Force on Trade Testing (for information)

- 6.4.1 To be consistent, Chairman proposed the four task forces under CITB to hold meetings every two months and only meetings for two task forces would be arranged in each month.
- 6.4.2 Members took note of Paper CIC/CTB/P/140/14 and noted the summary report of the third meeting of the captioned Task Force. The key issues of discussion included that the Trade Testing Centre would pay close attention to the trades, with waiting time beyond two months, as newly identified in June and would suggest possible coping measures; completion date of the extension work for workshop of metal scaffolding had to be delayed for one month and it was estimated to be ready for use in August; the table on waiting time for trade testing had to be refined to indicate whether there was a rising trend of waiting time for trade testing and

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illustrate if the rise was due to increasing number of applicants or decreasing number of trade tests processed during that month; conducting intermediate trade tests for trainees at training grounds was proposed to reduce the workload of Trade Testing Centre, and yet, there was another proposal of providing training to instructors so that they could act as trade testing invigilators when necessary; additional recruitment of an invigilating instructor and an assistant on full-time terms was proposed to cut short the queue for the Trade Test on Window Frame Installation. Measures to cope with the amendments to CWRO, which included drafting new questions for trade tests as well as designing and building workshops according to the test contents were also discussed. For drafting of intermediate trade test questions for various types of machinery, it required discussion with industry representatives.

- 6.4.3 Mr NG Kwok-kwan, Chairman of the Task Force, reported that there was a declining trend of the overall waiting time for trade testing. He thanked the effort of colleagues at Trade Testing Centre and believed that the situation could further improve after the instructor and assistant joined. The Task Force would continue to follow up trade tests with longer waiting time and study ways to cut short the queues.

6.5 Verbal report by Task Force on Contractor Cooperative Training and Apprenticeship Scheme

Members noted that it had been reported under the item “Matters arising from the last meeting” that the joint meeting would discuss review mechanism and direction of future development for cooperative training schemes as well as the training capacity of the schemes in 2015.

6.6 Summary report of the second meeting of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme in 2014 (for information)

- 6.6.1 A Member representing Hong Kong Construction Sub-Contractors Association (HKCSA) pointed out

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that HKCSA considered that the data in “Report on Introduction to Sub-contractor Cooperative Training Scheme and its Cost-effectiveness” was not comprehensive. Being one of the cooperative training organizations, HKCSA hoped to offer its frontline experience for discussion. Chairman asked the management concerned to contact HKCSA and review again the data and analysis in the paper.

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- 6.6.2 Members took note of Paper CIC/CTB/P/141/14 and noted the summary report of the second meeting of the captioned Task Force. Key issues of discussion included there was a need to lay down cycle and criteria to review the allowance for instructors of Sub-contractor Cooperative Training Scheme; to consider offering higher allowance to attract sub-contractors to join the cooperative training scheme; to allocate resources to support sub-contractors, who were determined to provide better training, while strengthening the monitoring of sub-contractors with relatively poor performance; to follow up three new agenda items, i.e. putting repair and maintenance works under cooperative training schemes, arranging meetings with sub-contractors of different performance and communicating with lower-tier sub-contractors, in every meeting; to make a comparison within these two months on salary package given to trainees between E&M employers and civil engineering employers for the future use of assessing employers applying for Diploma in Vocational Education Programme Subsidy Scheme; to continue discussion with Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC) regarding the feasibility of coordinating administration and monitoring services in relation to the provision of training by E&M contractors for “Contractor Cooperative Training Scheme (E&M)”; a reply was sent to Hong Kong Bar-Bending Contractors Association (HKBCAL) that pre-training period would not be extended just due to the issue of physical fitness of trainees; to communicate with the industry stakeholders before fine-tuning Sub-contractor Cooperative Training Scheme; to study the feasibility of integrating cooperative training schemes

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and focusing on implementing mandatory cooperative training scheme after discussion and reaching consensus with relevant policy bureau and industry stakeholders.

- 6.6.3 A Member enquired the number of training places under Sub-contractor Cooperative Training Scheme in the second half of 2014, Deputy Director stated that CITB approved 200 places in early 2014, and together with 90 more places approved but unused in 2013, a total of 290 more places were available. If there was not enough number of places, Senior Manager–DSS would make estimation with reference to the situation for the discussion in the joint meeting of the two task forces in August. Chairman instructed that it was necessary to inform relevant trade associations regarding the estimated annual training capacity of individual cooperative training schemes and Senior Manager–DSS would take follow-up actions.

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6.7 Summary report of the second meeting of Steering Group on Implementation of CWRO Amendments in 2014 (for information)

- 6.7.1 Members took note of Paper CIC/CTB/P/142/14 and noted the summary report of the second meeting of the captioned Steering Group. Issues required follow-up by CITB or its task forces included reviewing and revising with DEVB and CWRB the contents of “Corresponding Distribution of Various Skills in Training Courses and Trade Tests” after amendments were made to CWRO, and arranging corresponding intermediate trade tests to match with the new skills as well as whether the testing time of intermediate trade tests of various skills should follow the existing arrangement.
- 6.7.2 Chairman supplemented that the Steering Group was very concerned about the testing time involved when a worker applied for various skills after the trades were divided into numerous modular skills. Therefore, it was necessary to review and rationalize the testing time and arrangement of relevant skills. Chairman of Task Force on Trade Testing stated that

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communication and consensus with relevant stakeholders were needed to facilitate the required work to be executed based on the amendments of CWRO.

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6.8 Permanent certificate for worker with expired ground investigation operator certificate (for discussion)

6.8.1 Members took note of Paper CIC/CTB/P/143/14 and noted the background of the proposal as well as the related discussion and recommendations. It was noted that there were around 200 workers with expired ground investigation operator certificates. Since the number of workers was not many, the cost involved in contacting the workers was not much.

6.8.2 After consideration, Members agreed that workers with expired certificates of five-year validity for Ground Investigation Operator could be entitled to permanent ones. No matter the certificate was valid or expired, a worker only needed to pay \$50 to get a permanent certificate. In addition, CIC would inform the workers through various channels and the expenses involved would be paid by Trade Testing Centre in terms of general administrative and operational expenses.

6.9 Recruitment of testing invigilator and general worker for trade on Window Frame Installation (for discussion)

6.9.1 Members took note of Paper CIC/CTB/P/144/14 and noted the background of the above proposal. Currently, external part-time invigilators were engaged for the trade test on Window Frame Installation but it still could not ease the waiting queue promptly. Thus, it was necessary to employ a full-time testing invigilator for Window Frame Installation to cope with the waiting queue at present and the rising number of candidates in the future.

6.9.2 After consideration, Members agreed to recruit one testing invigilator and one general worker for Window Frame Installation by a one-year fixed-term contract. The estimated annual total cost was \$676,200.

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6.10 Revising trade list under Enhanced Construction Manpower Training Scheme (ECMTS) (for discussion)

- 6.10.1 Members took note of Paper CIC/CTB/P/145/14 and noted the background of the proposed revisions to the list of trades under ECMTS and factors of consideration for the review mechanism of ECMTS. Members also noted that the number of selected trades, which were proposed for ECMTS according to various factors, were revised from 23 trades to 17 trades. The courses removed from the list of ECMTS would become regular short courses or remain in the original cooperative training schemes while the trainee allowance would be adjusted from \$320 per day to \$150 per day as currently offered by regular short courses.
- 6.10.2 A DEVB representative attending the meeting proposed that the review of the selected trades under ECMTS should be based on the trade itself rather than the course. Another Member stated that it was recommended to keep the two individual courses on plastering and bricklaying. Yet, the hybrid course “Bricklaying and Plastering” with the two trades combined were not recommended to be kept, which was quite confusing.
- 6.10.3 A Member raised that differences in manpower demand were found many times in the surveys conducted by CICMF Model, Task Force on Short-term Labour Supply and Hong Kong Construction Association (HKCA). Chief Research Consultant clarified that the 52 trades in CICMF Model did not follow straightly with the labour return form of the Government (GF527) in its early compilation, so no data for Tiler could be found in the Model and thus its manpower demand could not be displayed.
- 6.10.4 A Member stated that the arrangement seemed unreasonable if Bricklaying and Plastering Course or Bricklaying and Tiling Course were to be removed from list of ECMTS and kept as regular short courses

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with relatively lower daily allowance of \$150 while some single-skilled trades could stay in the list with higher trainee allowance. This could mislead people to think that CIC did not encourage workers to learn more trades. A Member representing HKCSA supplemented in relation to the introduction of hybrid courses. At first, it was worried that the training process of individual trades was too hard and might have difficulty in recruiting trainees, so the trades in question were combined with another popular trade to attract applicants. Thus, revising trade list under ECMTS based on the number of applicants was not thorough as some of the trades had real manpower shortage but it could not attract applicants due to the hard work involved. A task force member attending the meeting proposed that it was necessary to consider the impact from construction workflow and legislations of the Government on manpower demand.

6.10.5 Chairman summarized the above comments as follows:

- i) if there was not enough data to demonstrate manpower shortage in relevant trades from reports on manpower demand or forecasting, those trades should be marked as “not applicable”;
- ii) the number of applicants should not be the factor of consideration for the revision of trades under ECMTS. If there was manpower demand for relevant trades, training should be provided;
- iii) to re-examine the proposal of removing hybrid courses.

Chairman said that the review proposal would be conducted half yearly and communication with relevant industry stakeholders was needed. It should also consult the industry about its estimation on the trades that would have manpower shortage. Chairman also instructed the management to revise the paper based on the comments from Members and have it discussed again in the next meeting.

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6.11 Construction Industry Cooperative Training Scheme (Labour Union) – Pilot Scheme (for discussion)

6.11.1 Members took note of Paper CIC/CTB/P/146/14 and noted the background of the above proposal. It was also noted that the captioned pilot scheme was drawn up with reference to Contractor Cooperative Training Scheme (CCTS). Thus, the requirements for participants, training syllabus, application procedures and relevant documentation as well as payment criteria for training allowance were basically the same as those in CCTS. The pilot scheme would first cover four trades, i.e. Bricklaying, Plastering and Tiling; Metal Scaffolding; Painting; and Plumbing and Pipe-fitting in Building Construction. The number of training targets proposed for 2014 was 200 and the total cost (after deducting the daily allowance of \$320 per trainee) would be around \$4.42 million with the average training expense per trainee as \$47,852.

6.11.2 Mr NG Kwok-kwan, representative from Hong Kong Construction Employees General Union (HKCEGU), declared his interest as HKCEGU would also participate in this pilot scheme. He also supplemented some of the contents in the Paper that training of the trades under the scheme (except for Metal Scaffolding) would be conducted on construction sites while the 28-day training for Metal Scaffolding would be conducted at the training ground of the labour union. Thus, the ratio of instructor to trainee would be increased from 1:4 to 1:10. Furthermore, expense for materials under Metal Scaffolding was not mentioned in the paper and so revision should be made to include such expense in the costing.

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6.11.3 That Member continued to point out that training period for full-time painting course was 70 days at CIC whereas the training period under the pilot scheme was 90 days. It was because the former was conducted at training ground of CIC where trainees could learn the skills step by step according to the course syllabus while the latter was conducted on construction sites where training had to be provided according to the workflow of the sites so that longer

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period was needed to learn the whole set of painting skills.

- 6.11.4 After discussion, Members accepted Construction Industry Cooperative Training Scheme (Labour Union) – Pilot Scheme and approved 200 training targets in 2014 and the related budget estimates of \$9,570,360, which would be submitted to Committee on Administration and Finance for approval. Members also accepted the training period of 90 days for painters under the pilot scheme. Upon the acceptance of the pilot scheme, it would be developed as the blueprint covering all cooperative training schemes.

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(Post-meeting note: after the meeting, representative from HKCEGU further stated that the new expense items in the costing should include rents of training venues, related charges for water, electricity and insurance. The Secretariat would circulate the revised estimates to Members for approval.)

6.12 Second Report on CIC Manpower Forecasting Model (Workers) (for discussion)

- 6.12.1 Members took note of Paper CIC/CTB/P/147/14 and noted the powerpoint presentation given by Chief Research Consultant on the Second Report on CIC Manpower Forecasting Model (Workers) about the future trend and figures for workers in construction industry in Hong Kong.
- 6.12.2 Members noted that apart from the assumptions which had been considered in the first update of the demand model, the second update would i) use the data of construction industry given by Focus Group on Projected Construction Expenditure in August 2014, and ii) use the new ratio for newly-built projects to RMAA projects, in which the ratio was derived from the telephone survey jointly conducted by CIC and HKCEGU as well as the sampling survey carried out at Workers Registration Office to identify the ratio of workers with different skills engaging in newly-built projects and RMAA projects. Concerning the supply model, apart from the assumptions that had been

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considered in the first update, it would also i) use the updated data in the database of Workers Registration Office as of 2013; ii) consider the productivity of unemployed and underemployed workers; iii) consider the estimated productivity of newly-employed workers and the retention rate; iv) include the assumption that productivity of some in-service workers had decreased as they needed to assist in training new joiners; v) consider utilizing the potential labour force in a more effective way; and vi) update the training figures as of the projection in early 2014.

- 6.12.3 Members also noted that 16 trades were estimated to have manpower shortage between 2014 and 2023. The trades with more manpower demand included bar-bender and fixer, timber formwork, plant and equipment operator (loadshifting), plasterer etc. CICMF Model found that demand for workers with trade skills indicated a rising trend from 2014 to 2023. According to the updated manpower situation in May 2014, there were about 330,000 registered workers and it was estimated that 240,000 of them were in-service practitioners. Moreover, the Model estimated the additional number of general workers and number of workers with trade skills to be recruited in the coming years. It also considered the estimation for the required number of workers with trade skills after better utilizing the potential labour force. The direction for development of CICMF Model included: enhancing and regularly updating the data from public and private organizations for the estimation of labour multiplier; adding the data for workers engaging in RMAA projects and the number of non-registered workers; monitoring the change in construction expenditure for projects requiring a large number of special trades; and considering the trades that were more prone to the effect of construction expenditure and thus causing a higher magnitude of change in demand etc. Finally, future enhancement of the Model would consider integrating results of data analysis from Workers Registration Office into the Model and further explore those trades that could not be determined by data forecasting.

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- 6.12.4 Chief Research Consultant stated that Second Report on CIC Manpower Forecasting Model (Workers) was now being circulated for the consideration of Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study. If CITB accepted the report of this stage, it would be submitted to Committee on Administration and Finance and the Construction Industry Council for endorsement. After further discussion, Members confirmed the results of the Second Report.

**Chief
Research
Consultant**

6.13 Any Other Business

- 6.13.1 Letter from Education Bureau of HKSAR

Members noted the letter from Task Force on Promotion of Vocational Education of the Education Bureau as tabled. It invited CIC to provide suggestions on how to promote vocational education. Deputy Director welcomed comments from Members regarding this matter, which could be forwarded to the Secretariat within one week for compilation and drafting a reply.

**All
Members**

- 6.13.2 Retirement of Director

Members thanked Director – Training & Development for his last attendance in the meeting before retirement. Members were also grateful for the hard work made by Mr Wong during his term of office.

6.14 Tentative date of next meeting 007/14

The next meeting was scheduled for 1 September 2014 (Monday) at 3 p.m. at Meeting Room 1, Construction Industry Council Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

There being no other business, the meeting was adjourned at 11:45 a.m.

**CIC Secretariat
July 2014**