

Construction Industry Council

Construction Industry Training Board

Meeting No. 004/18 of the Construction Industry Training Board (“CITB”) was held on Friday, 6 July 2018 at 9:30am at Board Room, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Present:	Allan CHAN	(SKC)	Chairperson	
	Kim-kwong CHAN	(KKCN)		
	Pat-kan CHAN	(PKC)		
	Sau-kuen CHENG	(SKCg)		
	Joseph CHI	(JCI)		
	Yat-hung CHIANG	(YHC)		
	Henry CHAU	(BCC)		
	Amelia FOK	(CYF)		
	Peter LAM	(OKL)		
	Dennis WONG	(DW)		
	Sai-yen YU	(SYYu)		
	Joey LAM	(KPL)		
	Mimi NG	(MN)	Representing Mr Ping-sang MAK of Labour Department	
In Attendance:	Hau-yin YAU	(HYYu)	Development Bureau	
	Raymond IP	(RI)	Development Bureau	
	Ka-kui CHAN	(KKCh)	CIC Chairman	
	Albert CHENG	(CTN)	Executive Director	
	Alex LEUNG	(AL)	Director - Collaboration & Trade Testing	
	Francis WONG	(FW)	Director - HKIC	
	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	
	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:	Kwok-kwan NG	(KKN)	

Progress Report

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4.1 Confirmation of Progress Report of the Last Meeting

Members took note of Paper CIC/CTB/M/003/18 and confirmed the minutes of the 3rd meeting held on 7 May 2018.

4.2 Matters Arising from the Last Meeting

Item 3.2 – Proposal on adding Trades of Reclamation Works to Construction Tradesman Collaborative Training Scheme (CTS)

The Airport Authority Hong Kong (“AA”) had discussed with relevant contractors on the feasibility of raising monthly salary (e.g. in the HK\$18,000-HK\$20,000 range). The contractors expressed strong concern and opined that it might significantly affect their existing employees of the project and employees of other projects. After negotiation and liaison among different parties, the contractors suggested that the monthly salary for the training period would be HK\$15,000 per month and it would be increased to HK\$18,000 after completion of training. There would be a 3-month probation and the salary would be increased to HK\$20,000 upon passing the probation together with a bonus of HK\$5,000. The management had already reported to the Chairperson of Construction Industry Training Board (“CITB”) and got his consent. The first recruitment fair was held on 8 June 2018.

Item 3.2 – Proposal on training Plant and Equipment Operators

The representative of Labour Department (“LD”) reported that legal advice had been sought for “Loadshifting Machinery Operators” training course. It was considered that CIC could not assign part of the training course to contractors or sub-contractors. According to existing approval conditions and application guidelines, CIC might consider collaborating with contractors or sub-contractors through joint venture arrangement to submit application to LD for organising training courses. Besides, as CIC was approved to provide the relevant courses, CIC might also consider making use of the sites as new training grounds. However, such application must be made in the name of CIC and information regarding the new venue, plant and equipment as well as site instructors had to be submitted to LD. Construction Industry Council (“CIC”) Chairman opined that collaboration with the

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industry to train plant and equipment operators would be the broad direction, but the aforesaid suggestions would cause great inconvenience to the industry. In order to facilitate the training of plant operators by the industry, the secretariat was requested to liaise with LD together with the assistance of DEVB to work out a solution.

Item 3.3 – Apprenticeship Scheme

The management had prepared the paper which would be discussed under item 4.5.

Item 3.3 – Diploma of Foundation Studies offered by the Hong Kong Institute of Construction (“HKIC”)

In order to help students save time on travelling and enhance their sense of belonging to HKIC, HKIC and the Vocational Training Council (“VTC”) were now exploring ways for students to have their lessons at HKIC campuses. Besides, alternative means such as same course(s) offered by other institutions or by HKIC might also be considered.

Item 3.3 – Quality Assurance and Performance Appraisal Mechanism of Collaborative Schemes

The management had prepared the paper which would be discussed under item 4.3.

Item 3.4 – Physical Fitness Tests for Bar-bending and Fixing Course

The management had drafted the physical fitness test requirement for bar bending course which would be introduced as a pilot scheme and would seek the advice of relevant course advisory panel (“CAP”).

4.3 Proposal on Quality Assurance and Performance Appraisal Mechanism of Collaborative Schemes (for approval)

Members took note of Paper CIC/CTB/P/035/18.

AL said that a quality assurance mechanism had been established when launching “Contractor Cooperative Training Scheme” (CCTS), “Contractor Cooperative Training Scheme - E&M

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Trades” (CCTS-E&M), “Construction Tradesman Collaborative Training Scheme” (CTS), “Advanced Construction Manpower Training Scheme - Pilot Scheme” (ACMTS-Pilot Scheme) which included “ACMTS-Pilot Scheme (Structured On-the-job)” (ACMTS-SOJ) and “ACMTS-Pilot Scheme (Skills Enhancement Courses)” (ACMTS-SEC). Requirements on employer eligibility, instructor qualification, instructor-trainee ratio, assessment system and training syllabus had all been specified. Effectiveness of training would also be monitored through regular site visits, sharing sessions for trainees and employers as well as trainees’ training log books. In the following years, the management also strengthened the existing monitoring system by enhancing site visits and sharing sessions, and by adding two dedicated hotlines for trainees to express their views.

JyL briefed members on the assessment mechanism and suggested using completion and passing rates as performance indicators. Levels of performance indicators would be adjusted according to the unique training mode of each collaborative training scheme such as the length of training period. Levels of performance indicators were as follows:

	CCTS/ CCTS-E&M/ CTS	ACMTS- SOJ	ACMTS- SEC
Outstanding performance would be recognised at the Award Ceremony	≥70% and the top three	≥65% and the top three	≥70% and the top one
Meeting the requirements	≥70%	≥65%	≥70%
Sending reminders to participants for their underperformance	≥50% and <70%	≥50% and <65%	≥50% and <70%
Sending strong reminders to participants and meet with them for their underperformance	≥40% and <50%	≥40% and <50%	≥40% and <50%
New application would not be accepted during 3-month Cooling-off Period	<40% *	<40%	<40%

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*Remark: CIC would notify DEVB to follow up if the case was related to public works project.

The representative of DEVB opined that the purpose of the assessment mechanism was to encourage more contractors and sub-contractors to join the collaborative schemes. It was hoped that CIC could provide more support to them and give more recognition to the organisations with outstanding performance.

A member enquired whether CIC would provide guidance to the participating organisations to facilitate the training delivery. AL responded that CIC would provide briefing sessions for the organisations before the commencement of training and four sharing sessions would be organised every year to answer their questions. If the organisations could not participate in the briefing and sharing sessions, they could contact CIC. CIC would visit them and assist in handling the training issues.

A member pointed out that there were 57 organisations whose performance had not met the target level and the number of trainees was 10 or less. The member concerned how CIC would help these organisations to improve their training. JyL said that the actual effectiveness could not be reflected if the number of trainees was too small. Therefore, these organisations would not be included in the performance assessment mechanism. However, the management would still monitor their performance and might meet with the responsible person if the performance was not satisfactory. If these organisations could not meet the target level for two consecutive years, the cases would be dealt with according to the recommended assessment mechanism.

A member asked whether CIC would consider setting a lower limit on the number of trainees per class to 3 in order to improve the effectiveness. Another member responded that a lower limit should not be set as some companies were small in scale and would have difficulty in recruiting trainees.

CIC Chairman asked if CCTS could be put to an end earlier as the statistic showed that the attainment rate of CCTS was relatively low. JyL expressed that the management had encouraged contractors and sub-contractors to join the CTS. However, participating in CCTS was one of the terms under public work contracts and some projects would have lasted for several years. Thus, it was expected that CCTS would continue to run up to 2021.

Although some public works projects still required contractors to join CCTS, contractors could choose to join CTS and the training places could be regarded as fulfilling the contractual terms.

The Chairperson concluded that the suggestions aimed at enhancing the quality of training. Even some organisations had a small number of trainees, CIC should use the existing mechanism to monitor their performance. Besides, CIC might also give recognition to participating organisations with outstanding performance in different major occasions. After discussion, members approved the suggestions on performance assessment mechanism.

4.4 Detailed Proposal on Implementation of 3-Year Strategic Plan of Trade Testing (for endorsement)

Members took note of Paper CIC/CTB/P/036/18. IK briefed members that the 3-year strategic plan of trade testing included the following eight items:

- (1) to meet market needs and expectation
- (2) to compare vocational skills requirements, assessment mechanism and practices with other relevant organisations
- (3) to review the trade testing structure
- (4) to enhance quality management
- (5) to provide professional assessment training for staff
- (6) to adopt electronic system
- (7) to renovate trade testing workshops
- (8) to standardise facilities

IK continued that 2 assistant managers and 1 senior officer should be recruited on two-year fixed term contract for implementation of the 3-year strategic plan of trade testing.

A member considered that it was necessary to list out objectives of the items for enhancement and quantify the objectives. CIC Chairman opined that trade testing aimed to provide reliable, equitable and highly efficient services. Therefore, some measurable indicators should be adopted for “reliability, equity and high efficiency”. AL responded that “reliability” and “equity” were related to quality and could be quantified by statistics using questionnaires to collect users’ views. Whereas “efficiency” was related to quantity such as shortening the waiting time of trade testing and time for trade test workstation reinstatement. The

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management would submit the indicator later.

The Chairperson enquired whether the ultimate goal of the 3-year strategic plan for trade testing was to get recognition from other regions. AL expressed that trade testing would first focus on local work to enhance service quality and quantity, and then strive for recognition by other regions gradually.

The CIC Chairman asked if there was a mechanism to review trade test questions regularly and whether a comprehensive review of the questions would be conducted and included in the 3-year strategic plan. AL responded that the Course Advisory Panels would meet twice a year to review trade test questions. One of the objectives of the 3-year strategic plan was to thoroughly review the structure of trade testing which included test questions and criteria for assessment. Therefore, one additional assistant manager should be recruited to execute the related work. IK supplemented that with the successful implementation of the Designated Workers for Designated Skills (DWDS) provision, the number of trade tests conducted had remained steady. The Task Force on Trade Testing would now focus on the review of the trade testing structure and endorsed the addition of a written test to intermediate trade tests at its meeting on 12 April 2018. The written test would include safety and technical content. To pass the written test, candidates should pass both safety and technical sections.

The representative of DEVB opined that the staff responsible for trade testing were familiar with the systems and contents. Therefore, it would be more efficient if these staff could carry out the review. As the review would mainly be led by the management, it was suggested to deploy the existing manpower. AL expressed that the management had examined the manpower arrangement thoroughly and would lead the review. The current staff would also participate in the review. However, it was necessary to have full-time staff to focus effort on the review whole-heartedly as the review was large-scale and comprehensive. Moreover, professionals were needed to take care of the safe conduct of trade testing, which rendered the need for additional staff members.

The Executive Director expressed that 2 additional assistant managers would be employed on fixed-term contracts to assist the management in comprehensively reviewing the trade testing structure at the working level. If the review could be completed within three years, the CIC could deploy them to fill vacancies

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according to their expertise. As enhancement of quality management control would be a long-term task, a senior officer was therefore needed to take up the work and the post should be changed to an established one.

After deliberation, the CIC Chairman requested the Secretariat to devise performance indicators for “reliability, equity and high efficiency” and report the work progress to CITB regularly. Members approved the recruitment of 2 assistant managers (on two-year fixed term contracts) and 1 senior officer (an established post).

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4.5 Proposal on Apprenticeship Scheme (Civil & Building Work Trades) (for endorsement)

Members took note of Paper CIC/CTB/P/037/18. AL briefed members on the proposal on Apprenticeship Scheme (Civil & Building Work Trades). As the participation rate of civil & building work trades of current apprenticeship scheme was relatively low, the management suggested to enhance the scheme in order to attract graduates of HKIC and employers to join the scheme. This scheme could provide an alternative route for students, who did not wish to further their academic studies, to become registered “senior skilled workers” (i.e. “craftsmen”). Highlights of the scheme were as follows:

- (1) A total of 160 training places, of which 60 places were for “Bricklaying and Plastering / Bricklaying and Tiling” trade, 40 for “Joinery”, 20 for “Formwork” and 40 for “Painting and Decorating”, would be provided in the first phase.
- (2) The class would be commenced only when there was sufficient support from the employers (the number of students reached half of the class size).
- (3) The training duration was at least 2 years (depending on the work trades).
- (4) The starting monthly salary of the apprentices would be not less than HK\$15,000 (apprentices with good performance would receive a “double pay” from their employers each year). It was proposed that the monthly salary should be increased to not less than HK\$20,000 in the second year. Monthly subsidy for each apprentice to participating employers would be HK\$5,000 in the first year and HK\$6,000 in the second year (during the apprenticeship

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- contract period). Apprentices who passed the year end assignment and stayed in Apprenticeship Scheme upon completion of the first year training would receive HK\$20,000 bonus offered by CIC. Apprentices who passed the year end assignment upon completion of the second year training would receive HK\$30,000 bonus offered by CIC.
- (5) The total subsidy amount for 160 training places would be HK\$29,120,000. Assuming the participation rate was around 60%, the budget would be HK\$17,472,000.
 - (6) CIC would establish an Apprenticeship Management Team with 10 established posts for vetting of applications, monitoring and operation. The posts would be recruited by phases according to the implementation situation of the scheme. 1 senior manager, 1 manager, 1 senior officer and 1 officer would be recruited in the early stage in 2018.

A member concerned that E&M trades were not included in the above scheme and pointed out that there was lack of new blood for the new projects as many E&M graduates were engaged in maintenance and repair works. The member enquired whether CIC would include E&M trades in the scheme and follow up E&M apprentices' learning progress. AL responded that as the participation rate of E&M trades of VTC Apprenticeship Scheme was satisfactory, only civil & building work trades were included in the scheme in the first stage. JeC supplemented that CIC would refer E&M graduates to join VTC Apprenticeship Scheme and Earn & Learn Scheme. Meanwhile, CIC was in close contact with VTC to follow up E&M apprentices' learning progress. The Executive Director emphasised that VTC also had a well-established mechanism to follow up with E&M apprentices. As the participation rate of civil & building work trades of the current apprenticeship scheme was relatively low, more incentives should be provided. When the apprenticeship scheme (civil & building work trades) had been well developed, other trades might be considered.

The representative of DEVB agreed to set up an apprenticeship management team, but suggested reviewing and deploying current manpower. A member expressed that he concurred with the view of DEVB representative, and considered that the post of senior manager should be reviewed. The member advised the management to prudently deploy manpower. AL responded that the management had reviewed the existing manpower arrangement. It was necessary to hire a staff member in a

managerial position with ample experience in executing apprenticeship scheme to coordinate and set up the system, documentation, quality assurance mechanism, agreements, and monitoring measures, etc. of CIC apprenticeship scheme. Therefore, there should be a senior manager post. The various posts would be recruited by phases in the light of the implementation of the scheme and only 4 posts would be recruited in 2018.

A member opined that sub-contractors outsourced most of the plastering projects and the workers would be hired directly by the sub-contractors at the second-tier. However, these sub-contractors at the second-tier were not eligible to join the apprenticeship scheme. The member suggested the management to liaise with the Association of Plastering Sub-contractors.

After deliberation, members approved the proposal on Apprenticeship Scheme (Civil & Building Work Trades), the setting up of an Apprenticeship Management Team with 10 established posts (including 1 senior manager, 1 manager, 1 senior officer, 5 officers and 2 supporting staff) and the related expenditure.

(Post-meeting note: The senior manager of Collaborative Schemes (an established post to be recruited) would take up the duties of the new senior manager post for the Apprenticeship Scheme in addition to existing duties. Recruitment exercise for this vacancy would be conducted soon. In 2018, only 1 manager, 1 senior officer and 1 officer would be recruited in the initial stage.)

4.6 Updates on Follow-up of Major Recommendations in “Final Report on the Review of Training and Development for the Construction Industry Council” (for information)

AL briefed members on the updates on the follow-up of major recommendations in the “Final Report on the Review of Training and Development for the Construction Industry Council” as at end of June 2018. Members took note of Paper CIC/CTB/P/038/18 with no further comments.

4.7 Report on Employment of Graduates of Full-time Courses over the Past Five Years (for information)

Members took note of Paper CIC/CTB/P/039/18. YLC briefly

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introduced the retention rate of graduates of full-time courses in the period from 2013 to 2017. The average employment rate of the graduates of full-time courses after graduation for 1 month was around 85%, whereas the retention rates after graduation for 3 months and for 6 months were both around 80%. Employment rate of graduates of Enhanced Construction Manpower Training Scheme (ECMTS) and Adult Short Courses had started to decrease since 2017. The average employment rate after graduation for 1 month or the retention rates after graduation for 3 months, 6 months and 1 year for graduates of Construction Supervisor/Technician Programme were very stable.

CIC Chairman pointed out that the retention rate of Adult Short Courses was only around 70%. The Secretariat was requested to conduct an in-depth review such as pooling resources for courses with high cost-effectiveness and stopping to offer courses with low retention rate. A member responded that some students who enrolled in courses not for joining the construction industry, but for other purposes such as just for obtaining subsidies. These students were known as “professional students”. Another member opined that administrative measures and screening could be enhanced in order to prevent “professional students” from abusing the resources. CIC could collect views from the industry and consider terminating unpopular courses and developing new courses for new trades. Another member suggested renaming “Adult Short Courses” to “Short Courses for Career Changers”.

YLC

YLC said that the management was now streamlining the courses and admission procedures. It was expected that the paper would be submitted to Hong Kong Institute of Construction Management Board (“HKICMB”) and CITB respectively in September and December this year for their deliberation.

YLC

The CIC Chairman opined that at the last meeting, members agreed that training quality should be given priority over training quantity. The mentality and physical fitness of students would be crucial factors. HKIC should submit a paper on “how to implement a quality-focused plan” for discussion. A member expressed his reservations about the suggestion on “quality-focused but not quantity-focused” because one of the crucial functions of CIC was to train talents for the construction industry. Insufficient enrolment was a structural problem. CIC should make every effort to change the labour-intensive mode to reduce the manpower demand and enhance site safety. The representative of DEVB opined that the

government was seeking funding approval from the Legislative Council for the establishment of Construction Innovation and Technology Fund to encourage wider adoption of innovative construction methods and technology in the construction industry with a view to promoting productivity and uplifting built quality. The meaning of “quality-focused but not quantity-focused” was to prevent those students who had no intention to develop a career in the construction industry from abusing resources. CIC would still need to train adequate manpower to meet the industry’s demand. FW expressed that HKIC had placed great importance on quality and quantity, and quality would come first. In addition to enhancing the screening of students, HKIC had already invested more resources to new technology to raise the construction quality and reduce manpower demand in order to address the problem of aging population.

The Chairperson summarised that the major direction of both the government and industry was to enhance construction technology level and reduce manpower demand. CIC would provide as much training as possible to train adequate number of local workers and attract youngsters to join the industry.

(DW left the meeting at this juncture)

4.8 A New Name for “Aberdeen Trade Testing and Training Centre” (for information)

Members took note of the Paper CIC/CTB/P/040/18 and noted that CIC planned to change the name of 「香港仔工藝測試及訓練中心」 (English name was “Aberdeen Trade Testing and Training Centre”) to 「香港建造業工藝測試中心」 (English name would be “Hong Kong Construction Industry Trade Testing Centre”) in order to differentiate the independence of training from that of trade testing, and to clearly describe services provided by the centre in Aberdeen. Members did not have further comments.

4.9 Tender Recommendation for the Provision of Safety Shoes for Hong Kong Institute of Construction (for approval)

Members took note of paper CIC/CTB/P/041/18 and approved the tender recommendation for the provision of safety shoes for HKIC. The representative of DEVB agreed to the recommendation given in the paper and considered that only one of the five suppliers who

submitted the tender had fulfilled the tender requirement. It was hoped that CIC could conduct appropriate market research to invite more eligible suppliers to participate in the tendering process in the future in order to create a more competitive tendering environment.

4.10 Proposed Measures in response to the Survey Findings on Career Development of Construction Workers (for information)

Members took note of Paper CIC/CTB/P/042/18 with no further comments.

4.11 Summary Notes of the 3rd Meeting of Hong Kong Institute of Construction Management Board in 2018 (for information)

Members took note of Paper CIC/CTB/P/043/18 with no further comments.

4.12 Summary Notes of the 2nd Meeting of Task Force on Trade Testing in 2018 (for information)

Members took note of Paper CIC/CTB/P/044/18 with no further comments.

4.13 Estimated Waiting Time for Full Time Adult Short Courses (for information)

Members took note of Paper CIC/CTB/P/045/18 with no further comments.

4.14 Table on Waiting Time and Data for Trade Tests (for information)

Members took note of Paper CIC/CTB/P/046/18 with no further comments.

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

Members took note of Paper CIC/CTB/P/047/18 with no further comments.

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

Members took note of Paper CIC/CTB/P/048/18 with no further comments.

4.17 Any Other Business

Nomination to Course Advisory Panels

Members approved Paper CIC/CTB/P/021A/18. YLC said that CITB had agreed to invite Hong Kong Bar Bending & Fixing Industry Association Limited to nominate a representative to sit in on the meetings of CAP on Bar-bending & Fixing. CIC did not accept the nomination as the nominated representative had no professional experience in the trade. Members agreed that CAP members should have possessed professional experience in relevant trade. Members also agreed to the aforementioned handling method. Another member said that CAP on Plumbing & Pipe-fitting had not received nomination from suppliers. That member would try to contact relevant suppliers and provide a name list to the Secretariat. Another member suggested that the number of CAP meetings could be increased as necessary.

Assessment on Demand of Specific Trades

The representative of DEVB suggested that CIC should send a letter to all major contractors and employers in the public and private sectors such as Airport Authority and CLP Power Hong Kong Limited, etc. at the beginning of each year to collect information for estimating their manpower demand of specific trades and trades that had labour shortage in the coming 2 to 3 years. This would help CIC develop appropriate training courses and discuss the collaborative training arrangement at an early stage.

(Post-meeting note: Construction Productivity Team of CIC and DEVB would follow up the above issue.)

**Construction
Productivity
Team & DEVB**

Inclusion of Wheeled Telescopic Mobile Crane in “Construction Tradesman Collaborative Training Scheme”

JyL reported that Task Force on Collaborative Schemes had agreed to include Wheeled Telescopic Mobile Crane in the “Construction Tradesman Collaborative Training Scheme” and the related

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training content by circulation of paper on 5 June 2018.

Hong Kong Construction Youth Skills Competition

AL briefed members that the Hong Kong Construction Youth Skills Competition was held successfully on 23 June 2018 at Trade Testing Centre. The event had attracted more than 600 visitors and wide media coverage.

Arrangement for Issuing Bonus to ACMTS-SOJ Students

A member opined that, in order to reduce administrative procedure, CIC should issue bonus to ACMTS-SOJ students directly. The management would follow up on this suggestion.

JyL

4.18 Tentative Schedule for the 5th Meeting in 2018

The next meeting was tentatively scheduled for 7 September 2018 (Friday) at 9:30 a.m. at Board Room, CIC Headquarters, 38/F, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no further business, the meeting was adjourned at 12:25 p.m.

**CITB Secretariat
July 2018**