

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 005/19 of the Construction Industry Training Board (CITB) was held on 18 September 2019 (Wednesday) at 9:30am at Board Room, Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Present:	YU Sai-yen	(SYYu)	Chairperson
	CHAN Kim-kwong	(KCCN)	
	CHAN Pat-kan	(CPK)	
	CHENG Sau-kuen	(SKCg)	
	Joseph CHI	(JCI)	
	CHOW Luen-kiu	(LKC)	
	Amelia FOK	(CYF)	
	Eddie LAM	(ELM)	
	Peter LAM	(OKL)	
	Dennis WONG	(DW)	
	Edmond WONG	(EW)	
	Joey LAM	(DS1)	
	WAN Chi-ping	(CPW)	
In attendance:	YAU Hau-yin	(HYYu)	Development Bureau
	Rick KO	(WCK)	Development Bureau
	CHAN Ka-kui	(KKCh)	CIC Chairman
	Albert CHENG	(CTN)	Executive Director
	Alex LEUNG	(AL)	Director – Collaboration & Trade Testing
	Francis WONG	(FW)	Director – HKIC
	CHU Yin-lin	(YLC)	Assistant Director – Training
	Peter TANG	(PrT)	Assistant Director – Student & Curriculum Development
	MOK Peng-lam	(PMk)	Principal (Centre for Professional Development)
	Ivan KO	(IK)	Senior Manager – Trade Testing
	James WONG	(JsW)	Senior Manager – Construction Productivity
	Jimmy LEUNG	(JyL)	Consultant – Collaboration Scheme and Apprenticeship Scheme Management
	Daniel CHIU	(DIC)	Manager – Collaboration Scheme
	Tommy LAW	(YLL)	Manager – Career Support Services
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support

Formula CHEN (FMC) Assistant Manager – CITB  
Secretariat

Absent: Henry CHAU (BCC)

## Minutes

### Action

#### **5.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of Paper CIC/CTB/M/004/19 and confirmed the minutes of the meeting No. 004/19 held on 10 July 2019.

#### **5.2 Matters Arising from the Previous Meeting**

Item 4.2 – Screening Mechanism of Recognised Organisations for Trade Tests

The management would develop a screening mechanism. The Sub-committee on Trade Testing would discuss the subject matter on 4 October 2019.

Item 4.3 – Report on the Results of Satisfaction Survey 2018 of Construction Industry Council Trade Tests

The Sub-committee on Trade Testing would discuss the subject matter on 4 October 2019.

Item 4.6 – Increasing Provision of Skills Enhancement Courses

The Hong Kong Institution of Construction (HKIC) and the Collaboration Scheme Department had launched 22 Skills Enhancement Courses, which had covered popular trades in the construction industry. As the enrolment rate of individual course was low, the HKIC and the Collaboration Scheme Department would enhance the promotion and maintain close liaison with the industry as well as timely provide training courses as needed in order to meet the market demand.

Item 4.6 – Survey Report on Drop-out Students of Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)

The Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes (ATP&COS Sub-com) discussed the above report on 21 August 2019 and agreed to add the enrichment programme in order to encourage the trainees to continue developing their career in the industry. The proposal on enrichment programme and training for site instructors would be discussed under agenda item 5.8.

Item 4.8 – Tender Recommendation of Four Two-year Fixed Term Service Contracts on Outsourcing Demolition and Reinstatement Works of Various Trade Test Workshops

It had already been specified in the tender documents that tenderers should engage not less than 30% monthly-rated employees.

Item 4.15 – Eligibility Criteria of Employer of “Construction Industry Council Approved Technical Talents Training Programmes” (ATP)

ATP&COS Sub-com endorsed the suggestion on expanding the eligibility criteria of employer at its meeting on 21 August 2019. The suggestion would be discussed under agenda item 5.9.

### **5.3 Detailed Business Plan and Financial Budget for CITB in Year 2020 (for endorsement)**

Members took note of Paper CIC/CTB/P/048/19 and the proposed work plan as well as the financial budget of CITB for year 2020. FW and AL briefly introduced the respective business plan of the Hong Kong Institute of Construction (HKIC) and the Collaboration & Trade Testing in 2020, the related key performance indicators and the financial budget.

AL said that Apprenticeship Management Department would reserve a budget of HK\$3 million in 2020 to assist the Development Bureau in implementing the Arboriculture and Horticultur Trainee Programme under Urban Forestry Support Fund. DEVB would reimburse the related expense to CIC. A member welcomed the introduction of a registration system for the tree management personnel. DEVB representative said that in view of CIC’s abundant experience in administering structured on-the-job training in collaboration with contractors for various trades in the construction industry, DEVB would commission CIC to

administer the trainee programme. The government planned to establish a voluntary registration system for arboriculture practitioners, to be implemented through contractual terms. The CIC would not be held responsible for the registration scheme.

A member said that a research report recently pointed out that 80% of the traditional work processes could have been completed in factory in lieu of on site. Regarding the use of MiC, Singapore was far better than Hong Kong. FW responded that the Centre for Professional Development (CPD) had planned to offer Design for Manufacture and Assembly (DfMA) and MiC training courses for supervisors and management in various stratum in the third and fourth quarters of this year, and the first quarter of next year. CPD would also collaborate with BCA Academy to provide relevant training courses.

CIC Chairman said that a number of renovation projects of HKIC campuses had commenced this year and the payment would be settled in the following year. CIC Chairman enquired whether the capital expenditure was sufficient. Executive Director replied that adequate expenditure had been reserved.

After discussion, Members endorsed the proposed work plan and financial budget of CITB for year 2020.

#### **5.4 Development Blueprint of Full-time Courses (1-Year and 2-Year) of the Hong Kong Institute of Construction (for approval)**

Members took note of Paper CIC/CTB/P/049/19, the background of the above development blueprint, the long-term development strategies of the Hong Kong Institute of Construction (HKIC), the quality assurance mechanism and qualification accreditation, and the arrangement and shortcomings of the current full-time courses (1-year and 2-year). The outline of the HKIC development blueprint was devised mainly for the purpose of offering a complete articulation mechanism and a “through-train” progression ladder for graduates of the full-time courses, allowing graduates to be promoted from intermediate construction workers to site management staff or higher grades. All top-up study programmes would be offered in a part-time mode. According to Post Secondary Colleges Ordinance (Cap 320), a post-secondary college should first satisfy the Institutional Review of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and prove itself being capable of

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offering a four-year based degree course, preceding its application for registration of such title. As HKIC positioned itself as an institution for Vocational and Professional Education and Training (VPET) and had no intention to offer degree level courses for the time being, there was no imminent need to develop higher diploma courses. Members also noted the proposed milestone of the programme development for the next 5 years. The HKIC would recruit necessary staff in phases according to the programme development. A total of 11 curriculum development and teaching staff would be hired in 2020 for the development and preparation of teaching work. Teaching assistants and part-time lecturers would also be employed to provide general education. In the future, the HKIC would reduce the course fee currently paid to the Youth College/Hong Kong Institute of Vocational Education. If the HKIC would also charge the fee for the provision of the new part-time Diploma in Construction and Advanced Diploma courses, the annual expense of the entire project would be further reduced.

The Chairperson opined that a road map should be formulated for the development blueprint. YLC stated that the HKIC was developing a road map, which was expected to be submitted to the CITB for discussion in early 2020.

YLC

A member enquired whether students who wished to pursue further studies should enrol for higher diploma courses offered by other institutions as the HKIC would not develop higher diploma courses for the time being. YLC replied that the HKIC would enhance its advanced diploma course in the hope that it could articulate into the degree courses offered by other institutions. PrT pointed out that the HKIC would start developing its strategy from September, which included exploring how the HKIC's course content could articulate into those of related degree courses before initiating liaison with all major tertiary institutions. Credit transfer method would be the main articulation pathway. FW added that higher diploma courses and advanced diploma courses both belonged to level 4 of the Qualifications Framework (QF) and could articulate into degree courses.

After discussion, Members approved the Development Blueprint of HKIC Full-time Courses (1-year and 2-year), new staffing and financial budget.

**5.5 Development Blueprint of the Centre of Professional Development (for approval)**

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Members took note of Paper CIC/CTB/P/050/19, and the background of the CPD's development blueprint which was devised according to the development direction of the CIC and the HKIC. The positioning of CPD, the existing programmes on offer, and the major considerations for programme development in the coming future, including: (i) meeting the industry development needs; (ii) responding to demands from the industry; (iii) accommodating the development needs of individual practitioners; (iv) meeting the future development of the HKIC; and (v) meeting the development needs of the Greater Bay Area, were also noted. The facilities of CPD in the future would be concentrated in Kowloon Bay Campus. The office space of the Construction Innovation & Technology Application Centre and the Construction Industry Recruitment Centre of Labour Department, both currently located at Kowloon Bay Campus, might be allocated to CPD. CPD would then increase the number of classrooms, expand school office and increase student lounges/facilities based on the actual needs. In the aspect of human resources, 1 Manager had been engaged, the position of 1 Senior Lecturer was suggested to be changed as Assistant Manager; 9 Lecturers and 1 Assistant-Centre Administration were suggested to be changed as "established" posts; and a new round of recruitment of part-time lecturers would be commenced. CPD would engage necessary staff in phases in line with the programme development. Given that the future development of CPD would move in the direction of vocational and professional education, instead of focusing merely on vocational training, the Chinese and English names of CPD was suggested to be renamed as "建造專業進修院校" and School of Professional Development in Construction (SPDC) respectively. Another mountain man, the designer of HKIC emblem, would be invited to design an easily identifiable CPD's emblem in harmony with the HKIC emblem. Finally, CPD would develop a separate web page and a mobile application (apps) to enhance the promotion and publicity of the programmes for the industry.

CIC Chairman opined that CPD should not only shoulder the responsibility of providing training courses to frontline management staff of the construction industry, but also the need to promote the image of the industry. CPD might place advertisement on newspapers to promote quality programmes such as the training course collaborated with BCA Academy in

**PMk**

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Singapore to enable the public to know these quality programmes in the industry.

Executive Director opined that the Centre of Excellence for Major Project Leaders (CoE) under the Development Bureau was established to offer high-level project management and leadership development programmes to the senior government officials. The programmes were also offered to construction leaders involved in public projects. Executive Director hoped that CPD could strengthen the project management quality of frontline management staff when developing the courses. PMk replied that the management courses offered by CPD for frontline supervisors were about project management quality. CPD would also organise seminars for lecturers and supervising instructors to brief them on new techniques on monitoring project quality, hoping that the project management quality would be increased through a multi-pronged strategy.

A member suggested that CPD might apply for the Construction Industry Innovation and Technology Fund (CITF) to provide courses for practitioners. PMk responded that CPD would collaborate with the BCA Academy of Singapore in early January next year to provide MiC course for project managers to attend in Singapore. The management would apply for CITF in order to provide subsidy to applicants enrolling in the course.

Regarding the renaming of CPD, a member expressed that the Chinese name “院校” was the general term of schools and colleges, and might be different from the meaning of “school” in English. The member suggested changing the term “院校”, and continued that as CPD was subordinated to HKIC, the term “Institute” should be avoided and other options should be considered. PMk responded that the Hong Kong Institute of Construction Management Board (HKICMB) had discussed the issue. As the three campuses of HKIC had adopted the term “院校”, HKICMB decided to continue to use the term “院校”. After deliberation, members agreed to maintain the renaming of the Chinese name of CPD as “建造專業進修院校”.

With regard to the design of the emblem, the representative of the Development Bureau (DEVB) pointed out that for the purpose of putting good corporate governance and procurement procedures into practice, other quotations should be sought for comparison. In addition, justifications had to be provided for the proposed single quotation arrangement and the financial budget.

**PMk**

After deliberation, members approved the proposed development blueprint for CPD, the related manpower arrangement, the renaming of CPD, and the creation of an emblem.

**5.6 Proposed Subsidies for Mandatory Basic Safety Training Course of “Diploma of Vocational Education – Craft Certificate Programmes” offered by the Vocational Training Council in Years 2019/2020 and 2020/2021 (for approval)**

Members took note of Paper CIC/CTB/P/051/19 and approved the proposed subsidies for Mandatory Basic Safety Training Course for the “Diploma of Vocational Education – Craft Certificate Programmes” offered by the Vocational Training Council in years 2019/2020 and 2020/2021. The number of trainees entitled to receive the subsidy totalled 700 and the total amount of subsidy would be HK\$98,000. As the related expenses could be allocated from the approved funding of “Diploma of Vocational Education – Craft Certificate Programmes” in years 2019/2020 & 2020/2021, application for additional funding was not required.

**5.7 Proposed Terms of Reference and Composition of the Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study (for approval)**

Members took note of Paper CIC/CTB/P/052/19. It was noted that in order to avoid duplication of information and to standardize the release of manpower forecast result, the Vocational Training Council (VTC) would be responsible for the manpower forecast of Site Supervisory Personnel, Technicians and Professionals, while the CIC would be responsible for the manpower forecast of construction workers with effect from year 2020.

A member suggested that the CIC and the VTC should use the same method to forecast manpower. JsW said that VTC mainly used trend analysis, while CIC focused on specific trades like using the multiplier coefficient to deduce the number of welders required for HK\$1 million public works project. ELM added that VTC collected actual data of workers in different sites of a specific day via snapshot to carry out an analysis which was quite accurate. Different methods of manpower forecast were both effective.



After deliberation, members approved the extension of the term of office of current members of the Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study (Task Force) up to 31 December 2019. The newly amended terms of reference, composition and term of office of the Task Force would come into force in 2020. The term of office of the new term Task Force would expire on 30 June 2021.

**5.8 ★Proposal on Adding Enrichment Programme to Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) (for approval)**

Members took note of Paper \*CIC/CTB/P/053/19\*. Members approved the proposal on adding an enrichment programme to the Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) and to make the 2-day course on site safety training and instruction skill a compulsory course for site instructors.

CIC Chairman enquired whether there were statistics on the trainee passing rates of participating contractors and subcontractors, and if there were any penalty mechanism and actions to follow up with those contractors and subcontractors with low passing rates of trainees. DIC responded that the collaboration scheme had established a performance appraisal mechanism. In addition to sending reminders to participants for their underperformance, a 3-month cooling-off period was set during which new applications from poorly performed participants would not be accepted. Collaboration Scheme Department would submit a related report to CITB early next year. AL added that CITB had approved the quality assurance and performance appraisal mechanism for “collaboration scheme” in mid 2018. CIC Chairman further enquired about the enforcement of the mechanism, whilst the Chairperson enquired if the Collaboration Scheme Department had refused any application from poorly performed employers. DIC responded that a poorly performed employer was recently visited and requested to provide a reasonable explanation, otherwise the employer’s application would not be considered.

The Chairperson suggested that the number of training days for skills enhancement courses could be flexibly set depending on the peculiarities and passing rates of different trades. A member agreed with the Chairperson, holding the view that the CIC could discuss with the industry about the number of days for

skills enhancement courses. The member continued that employer should arrange masters to teach trainees with great care. If the passing rate was too low, the employer should not be allowed to continue participating in the scheme. DIC responded that the management had increased the number of training days of skills enhancement course on bar-bending and fixing trade to 5 days in view of the low passing rate of that trade. The management would timely review the effectiveness of the related arrangement, and discuss with HKIC and the industry about the arrangement of skills enhancement courses.

**5.9 ★Suggestion on Expanding the Eligibility Criteria of Employer of Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Schemes (for approval)**

Members took note of Paper \*CIC/CTB/P/054/19\*. DIC briefed members on the CIC's proposal to expand the eligibility criteria of employer by covering members of The Real Estate Developers Association of Hong Kong (REDA) and The Hong Kong Association of Property Management Companies (HKAPMC). If applicants did not belong to the approved categories, their applications would be submitted on a case-by-case basis to the ATP&COS Sub-com for consideration and approval.

DEVB representative pointed out that employers who participated in the scheme had to follow the requirement of the training scheme to provide comprehensive and rich training content wide enough to cover the technique and skills required for a skilled worker. The CIC must closely monitor the training progress.

CIC Chairman enquired how would the CIC handle if members from other associations also applied for joining as an eligible employer, and whether there would be a mechanism to categorise these associations by industry. DEVB representative opined that, although every industry might have representative organisations, other organisations should not be excluded. Most importantly, training institutions should truly provide appropriate training content which could meet skill level of a skilled worker to trainees. Executive Director concurred with DEVB representative's view that maintaining training quality would be of prime importance. The point in question was not about labelling members from certain associations, but

providing training proposals for the CIC's information. The concerned training proposals must have fulfilled the requirements and standard. The Secretariat supplemented that REDA was a listed association in the CIC Ordinance and had its own representativeness. Extending the eligibility criteria of employer to include HKAPMC members might serve as the first threshold for screening property management employers. The training proposals would be reviewed thereafter. That could avoid wasting too much resources on vetting applications. The Collaboration Scheme Department would review the effectiveness of the expansion of the eligibility criteria of employer after one year. The Chairperson stated that training period for a skilled worker might last for one to two years and employers had to submit proof of projects works. As renovation and maintenance works had relatively more accidents, there were merits in the proposed expansion to include the concerned employers in the system. These employers would be required to comply with relevant occupational safety and health regulations, to fulfil the responsibility for occupational safety, and to specify the standard for health at work. That could help reduce the number of industrial accidents.

After deliberation, members approved the above proposal on expanding the eligibility criteria of employer.

**5.10 ★Renaming and Course Outline of Marine Specialist Work Trades of “Intermediate Tradesman Collaborative Training Scheme” (for approval)**

Members took note of Paper \*CIC/CTB/P/055/19\*, and approved the renaming of “Vibro Compaction Rig Operator” as “Hydraulic Filling Vibro Compaction Rig Operator”, and the course outlines of “Hydraulic Filling Vibro Compaction Rig Operator” and “Floating Box Culvert Installation Operator”.

**5.11 ★Proposed Procedure for Handling Suspected Fraud Cases of Collaborative Training Schemes (for approval)**

Members took note of Paper \*CIC/CTB/P/056/19\*, and approved the proposed procedure for handling suspected fraud cases of Collaborative Training Schemes.

**5.12 ★Report on Employers and Graduates Satisfaction Rate for Year 2017-2018 (for information)**

Members took note of Paper \*CIC/CTB/P/057/19\* and noted that survey on employers' satisfaction towards the working performance of graduates of HKIC and Collaborative Training Schemes, and the graduates' satisfaction towards relevant courses was conducted covering the period from July 2017 to August 2018. The courses included the full-time training courses and Collaborative Training Schemes. Employers' feedback on the performance of graduates of full-time training courses and Collaborative Training Schemes were positive and the respective overall score of satisfactory/very satisfactory were over 77% and 89%. The graduates were generally satisfied with the full-time training courses and Collaborative Training Schemes. The overall course satisfactory rate was 97%. Improvement measures would be introduced according to the findings of the survey to further enhance the satisfaction rates of employers and graduates.

The Chairperson enquired about the reason for the relatively low employers' satisfaction in the Subcontractor Cooperative Training Programme (SCTS) and the Short Course - Enhanced Construction Manpower Training Scheme (SC-ECMTS). AL replied that the SCTS had ended and was replaced by the Construction Tradesman Collaborative Training Scheme (ITCTS), and that the ITCTS satisfaction rate was quite high. YLL responded that employers were less satisfied with the personal attributes of graduates such as attitude, proactiveness, judgment and problem solving ability. A member proposed that targeting at the students' attitudes, moral training should be enhanced and proper mindset should be inculcated into the students. YLL stated that the HKIC would invite employers, outstanding alumni and apprentices to share their experience, and concepts of positive thinking and good working attitude would continue to be taught in the whole person development lessons.

Executive Director opined that the employer satisfaction rate should exceed 90%, and requested the HKIC to share the survey result with the students.

YLL

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

Members took note of Paper \*CIC/CTB/P/058/19\* and noted that the average employment rate after graduation for 1 month of full-time courses in 2018 was 89%, which was similar to that

in 2017. The retention rate after graduation for 3 months was 80%, which was 3% higher than the corresponding figure recorded in 2017. The retention rate after graduation for 6 months was 75%, which was similar to that in 2017.

The Chairperson enquired whether there was performance index for retention rate. Executive Director suggested that the setting of performance index for retention rate at 80% could be considered.

**5.14 ★Summary Report of the 4<sup>th</sup> Meeting of the Hong Kong Institute of Construction Management Board in 2019 (for information)**

Members took note of Paper \*CIC/CTB/P/059/19\* with no further comments.

**5.15 ★Summary Report of the 1<sup>st</sup> Meeting of the Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes (for information)**

Members took note of Paper \*CIC/CTB/P/060/19\* with no further comments.

**5.16 ★Table on Estimated Waiting Time for Full-time Short Courses (for information)**

Members took note of Paper \*CIC/CTB/P/061/19\* with no further comments.

**5.17 ★Table on Waiting Time and Data for Trade Tests (for information)**

Members took note of Paper \*CIC/CTB/P/062/19\*. The Chairperson expressed concern that the waiting time for 11 trades exceeded two months. IK responded that the main reasons included staff movement, sudden increase in applications for some unpopular trades, and workshop renovation projects. As the renovation projects had been completed and instructors for concerned trades had reported duties, it was expected that the waiting time would be reduced in 2 months.

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

Members took note of Paper \*CIC/CTB/P/063/19\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/064/19\* with no further comments.

**5.20 Any Other Business**

Retirement and Contract Renewal of Instructors

A member asked whether the CIC would renew contracts with instructors who had reached the retirement age of 60 but with satisfactory performance. The member suggested that in such case the instructor's contract should be renewed on a two-year term. Executive Director responded that renewal of contract and length of the renewal depended on whether the post was an established one and whether there was a successor.

Qualification Requirement for Instructors of Construction Industry Council Approved Technical Talents Training Programmes (ATP) and Collaboration Schemes

AL said that some renovation companies would like to participate in the ATP. Although their masters possessed many years of rich experience in “plastering”, “joinery” and “painting and decorating”, they were not able to meet the current qualification requirement as they were not registered skilled workers and did not possess the relevant trade test (skilled workers) qualification and the 5-year post-qualification working experience. In order to include these companies in the ATP, it was suggested that on top of the current qualification requirement for instructors, one more requirement that holding relevant trade testing qualification and no less than 7 years' relevant actual working experience of the related trade be added. Members approved the suggestion.

**5.21 Tentative Date of Meeting No. 006/19**

The next meeting was scheduled for 28 November 2019 (Wednesday) at 9:30am at Board Room, CIC Headquarters, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no further business, the meeting was adjourned at 12:20pm.

**CITB Secretariat  
September 2019**