

Construction Industry Council

Construction Industry Training Board

Meeting No. 003/20 of the Construction Industry Training Board was held on 13 May 2020 (Wednesday) at 9:30am at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay, Kowloon.

Present:	YU Sai-yen	(SYYu)	Chairperson
	CHAN Kim-kwong	(KKCN)	
	CHAN Pat-kan*	(CPK)	
	Henry CHAU*	(BCC)	
	CHENG Sau-kuen*	(SKCg)	
	Amelia FOK*	(CYF)	
	Eddie LAM	(ELM)	
	Peter LAM	(OKL)	
	Dennis WONG*	(DW)	
	Edmond WONG*	(EW)	
	Francis CHAU*	(DS1)	
	WAN Chi-ping*	(CPW)	
In attendance:	Percy HAU *	(PHu)	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
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Jimmy LEUNG	(JyL)	Consultant – Collaboration Scheme and Apprenticeship Management
	Ellen FUNG	(EnF)	Manager – Apprenticeship Management
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat
Apologies:	Joseph CHI	(JCI)	
	CHOW Luen-kiu	(LKC)	

*Members or persons in attendance joined the meeting via video-conferencing

Minutes

Action

3.1 Confirmation of the Minutes of the Previous Meeting

Members took note of Paper CIC/CTB/M/002/20, and confirmed the minutes of the meeting No. 002/20 held on 18 March 2020.

3.2 Matters Arising from the Previous Meeting

Members noted there were no matters arising from the previous meeting.

3.3 Structure of Construction Industry Training Board, Terms of Reference, Term of Office and Membership List of Sub-committees, Membership List and Term of Office of Course Advisory Panels (for approval)

Members took note of Paper CIC/CTB/P/027/20 and approved the following suggestions:

- (a) The structure of the Construction Industry Training Board (CITB).
- (b) The terms of reference and the new membership lists of the Sub-committee on Construction Industry Council Approved Technical Talents Training Programme and Collaboration Scheme and the Sub-committee on Trade Testing, with the term of office extended to 30 June 2022.
- (c) The composition and terms of reference of the Sub-committee on Ethnic Minorities in Construction, with the term of office starting from 1 July 2020 to 30 June 2022.
- (d) The list of the Chairpersons and members of the Course Advisory Panels (CAPs), with the term of office running from 1 January 2020 to 31 December 2021.

A member expressed that he once suggested including a representative of the Hong Kong Construction Association (HKCA) when discussing the composition of the Sub-committee on Ethnic Minorities in Construction. However, he was given to understand that the main contractors were not the direct employers of ethnic minority workers, and therefore it was not necessary to include a HKCA representative. The member representing the HKCA also agreed to the arrangement as most of the ethnic minority workers were directly hired by sub-contractors. The member also stated that he was the convener of the STEM Alliance under the Hong Kong Institute of Construction (HKIC), and would

suggest the STEM Alliance to invite ethnic minority secondary schools to send representatives to join the Alliance.

A member expressed that there were fewer than four employer representatives in some CAPs and their views could not be adequately reflected. AL responded that the Secretariat had invited relevant CAP employers to nominate representatives. However, many employers did not make any nominations. PTm supplemented that as some employers did not submit nominations, the solution was to increase the number of employers under the category of persons that the CITB thought fit, with a view to including representatives from different groups. The Chairperson stated that the Secretariat had sent out a large number of nomination invitations, but no nominations had been received. Members were welcome to contact the Secretariat if there were employers qualified for nomination. The member said that he would forward suitable nominations to the Secretariat.

(Post-meeting note: The membership list of the CAPs was sent out to members for approval by circulation on 2 June 2020.)

3.4 Proposed Adjustments to “Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)” and “Construction Industry Council Approved Technical Talents Training Programmes” (for approval)

Members took note of Paper CIC/CTB/P/028/20, and noted that “Advanced Construction Manpower Training Scheme – Pilot Scheme (Structured On-the-job)” (ACMTS-SOJ) and “Construction Industry Council Approved Technical Talents Training Programmes” (CICATP) both aimed at training up semi-skilled workers to become skilled workers. In order for employers and trainees to differentiate the two programmes clearly, the management suggested revising their contents.

A member declared conflict of interest and stated that he was a sub-contractor. He had also employed HKIC graduates and participated in the ACMTS-SOJ and CICATP. That member opined that employers had to arrange on-site trainers to teach trainees, regularly fill in training records, and participate in the Foundation Certificate in Site Instruction Techniques. Thus, he disagreed with the cancellation of the trainer subsidy. The member further stated that if ACMTS-SOJ trainees failed the mid-term assessment, subsidy to employers should be ceased in order to prevent employers from abusing the mechanism to receive the

Action

subsidy while training trainees without due diligence. A member responded that CICATP did not provide trainer subsidy, and thus there was a need to align the conditions of both programmes. According to the established mechanism, CIC would disburse the ACMTS-SOJ trainer subsidy to the employers. The cancellation of the trainer subsidy would help CICATP and ACMTS-SOJ tally with each other in terms of the subsidy to employers.

The Chairperson stated that from the perspective of consistency, the giving out of subsidy to employer should be ceased if the trainee failed his mid-term assessment. Therefore, the disbursement of trainer subsidy depended on whether the trainees passed their mid-term assessment. In addition, if CICATP apprentices failed their mid-term assessment, they would not be allowed to continue to participate in the programme. However, the ACMTS-SOJ trainees might continue to participate in the scheme if they failed the mid-term assessment, which was inconsistent with the CICATP.

JyL gave an example that there were 10 testing items in a Trade Test for Construction Craftsman. As ACMTS-SOJ trainees would have mid-term assessment after completing the first year of training, there would only be 5 testing items. Whereas, the requirement of the mid-term assessment was same as that of a Trade Test for Construction Craftsman, which was much higher than that of an Intermediate Trade Test. When the ACMTS-SOJ was launched in 2015, many potential trainees changed jobs when undertaking training and the dropout rate was relatively high. In order to retain the trainees and avoid wastage of resources, the mid-term bonus was set up and the dropout rate was evidently lowered. Initially, there were no enrichment programmes for ACMTS-SOJ, and even the duration of the current ones for ACMTS-SOJ was only from 11 days to 19 days (depending on the trades). On the other hand, the training progress of CICATP apprentices was closely monitored by HKIC, and there was a 32-day enrichment programme. If an apprentice failed the mid-term assessment, it might indicate that the apprentice had poor learning motivation or inadequate capability, and therefore it would not be suitable for him to continue to participate in the programme. JyL further pointed out that the training mode of CICATP was better than that of ACMTS-SOJ. In the long run, the enrichment programmes and assessments of all trades under ACMTS-SOJ should be in line with those of CICATP, if the resources of HKIC allowed.

A member stated that when the funding for ACMTS was depleted, CIC would concentrate its resources on the development of CICATP. However, during the transition period, both programmes

Action

should tally with each other to avoid confusion. CIC had earmarked substantial resources to closely monitor the training progress of CICATP apprentices, with the aim of training up high quality and knowledge-based workers. Therefore, CICATP was the main focus of CIC development. CIC Chairman also considered that the adjustments proposed by the management were reasonable and necessary. After deliberation, members approved the following proposed adjustments, which would be applicable to all new applications for CICATP and ACMTS starting from 1 July 2020.

Item	Proposed adjustments
(1) Enrolment	ACMTS-SOJ would admit graduates of Adult Short Courses (excluding Bar Bending & Fixing, Formwork, Metal Works, General Welding and Leveller courses) of the Hong Kong Institute of Construction, graduates of Collaborative Training Scheme and construction workers who had acquired the qualification of semi-skilled workers on their own initiative, with no more than 2 years of work experience.
(2) Enrichment programme (Mandatory)	Number of training days of the enrichment programmes of ACMTS-SOJ would be maintained from 11 days to 19 days (depending on the trades). In the long term, the duration of enrichment programmes for all trades would be in line with that of CICATP (i.e. 32 days in two years).
(3) Minimum monthly salary for trainees	The minimum monthly salary for bar benders & fixers and formworkers of CICATP and ACMTS-SOJ would be revised to HK\$24,500 in the first year and HK\$26,500 in the second year. The Hong Kong Bar-Bending Contractors Association and the Hong Kong Formwork Contractors Association had agreed to the revision.
(4) Monthly subsidy for on-site trainers	The existing subsidy for on-site trainers of ACMTS-SOJ would be cancelled.
(5) Ratio of trainers to	The ratio of trainers to trainees for CICATP would be 1:6.

Action

trainees	
(6) Mid-term bonus for trainees	To be eligible for the mid-term bonus (amount unchanged), ACMTS-SOJ trainees must pass the mid-term assessment (including written tests and practical tests).
(7) Completion bonus	The completion bonuses for 1-year, 1.5-year and 2-year periods of training of ACMTS-SOJ would be revised to HK\$15,000 (1-year training duration), HK\$20,000(1.5-year training duration) and HK\$30,000 (2-year training duration with no change to the bonus amount).
(8) Training period	Training period of ACMTS-SOJ for plumbers would be revised to 2 years.
(9) Foundation Certificate in Site Instruction Techniques Course	The 2-day course of Foundation Certificate in Site Instruction Techniques for CICATP and ACMTS-SOJ would have to be extended to at least 40 hours (the course would commence upon the completion of enhancement by HKIC).

3.5 Development of Electrical and Mechanical Programmes (for approval)

Members took note of Paper CIC/CTB/P/029/20. Members also noted the overview of the current electrical and mechanical (E&M) programmes offered by HKIC, and the manpower and resource arrangement.

A member enquired whether students of E&M programmes of HKIC had to attend classes in the Vocational Training Council (VTC) and whether there were sufficient instructors. The member also hoped that there would be statistical data for analysing the effectiveness of the E&M programmes in the future. YLC responded that HKIC would still send students of the Certificate in Construction (Electrical Installation) to attend classes in VTC. The students were not required to pay tuition fees and had allowance. In the long run, HKIC would develop relevant programmes for students to attend in HKIC. In addition, the two newly recruited E&M instructors were currently receiving training, and there would be sufficient instructors when the school term commenced in September.

After deliberation, members approved the development of Electrical and Mechanical Programmes.

3.6 Proposed Planning for Full-time Courses (One year or Above) in 2021/22 and 2022/23 (for approval)

Members took note of Paper CIC/CTB/P/030/20, and noted that HKIC had proposed the future planning for relevant courses in accordance with the construction output over the past five years and the construction output forecast for the next five years.

A member inquired the difference between “Advanced Diploma – Specialist Trade” and “Advanced Diploma”. Another member said that as VTC also had similar courses, HKIC should clearly defined the title and content of the training courses to avoid confusion such that interested parties could clearly distinguish the two programmes. YLC responded that the “Advanced Diploma – Specialist Trade” would be a part-time course, targeting at graduates of HKIC’s Diploma in Construction. While the “Advanced Diploma” would be a full-time course, targeting at secondary 6 graduates who had achieved score 10 or better result in Hong Kong Diploma of Secondary Education Examination. In addition, “Advanced Diploma” would train frontline site supervisors while “Advanced Diploma – Specialist Trade” would train supervisors of sub-contractors. HKIC might revise the title of the course in future upon having consulted the industry.

A member inquired whether the contents of the 4 Advanced Diploma courses and those of the related VTC’s courses would be duplicate. YLC responded that the course contents offered by the two institutions were different. HKIC focused on site operation and the courses were more practical. The Chairperson enquired the data on advanced diploma graduates pursuing further studies. YLC responded that around 60% to 70% graduates would pursue further studies and in individual trades around 80% graduates would pursue further studies. HKIC would continue to offer one-stop service to students and encourage them to join CICATP.

After deliberation, members approved the following accredited courses to be offered in 2021/22 and 2022/23:

2021/22	2022/23
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	Certificate in Construction (QF Level 2)	Diploma in Construction (QF Level 3)	Advanced Diploma– Specialist Trade (QF Level 4)
1	/	Bar Bending & Fixing	Structure
	/	Formwork	
	Building Surveying	Site Surveying	
2	Painting & Decoration	Painting & Decoration	Construction Decoration
	Bricklaying & Plastering	Bricklaying, Plastering & Tiling	
	Bricklaying & Tiling		
	Joinery	Joinery	
	/	Metal Works & Welding	
3	Plumbing	Plumbing	Plumbing Installation
4	Electrical Installation	Electrical Installation	Electrical Installation
5	Plant Maintenance & Repairs	Plant Maintenance & Repairs	Mechanical Installation

3.7 Progress Report of CIC major Work Plans (for information)

Members took note of Paper CIC/CTB/P/031/20, and noted that CIC major work plans included the repositioning of the Hong Kong Institute of Construction and CIC Approved Technical Talents Programmes, and the progress report of the aforesaid two major work items.

A member said that there was strong market demand for CIC-Accredited Building Information Modeling (BIM) Managers. As there were only 243 accredited BIM managers at present, the member inquired whether CIC would recognize and approve the qualification of BIM course providers in the market, which could also offer Professional Certificate for BIM Manager. FW responded that CIC had approved two institutions to offer Professional Certificate for BIM Manager course in 2019, one of which being HKIC. As the course required appropriate venues and computer software, HKIC, albeit having limited resources, swiftly launched the course and provided BIM coordinator courses as well. The Executive Director opined that external

institutions could apply to become course providers for Professional Certificate for BIM Manager. Those institutions interested in providing the aforesaid courses might also apply for Construction Innovation and Technology Fund (CITF). CIC welcomed more qualified institutions to provide accredited BIM Manager courses to satisfy the market demand.

CIC Chairman expressed that HKIC taught craftsmanship mainly via face-to-face means, and inquired if HKIC would unify and digitalize the teaching materials as well as standardize the teaching means. FW responded that under the impact of the pandemic, HKIC suspended the classes without suspending learning. HKIC adopted on-line teaching method, digitalize the teaching materials and shoot videos to teach skills. In the future, HKIC would digitalize teaching materials and standardize teaching means in accordance with CIC Chairman's suggestion.

CIC Chairman called on members to support the work of CIC and HKIC, and to encourage suitable persons to participate in CICATP. The Chairperson opined that HKIC should put more effort to invite employers to let their employees join the programme and to train talents together. Another member hoped that HKIC could step up publicity. PrT responded that the Apprenticeship Management Department had been promoting CICATP throughout the year. EnF added that HKIC graduates might join CICATP within two years after graduation. HKIC would continue urging employers to let their qualified employees participate in CICATP.

3.8 ★Supply and Delivery of Nine Sets of Brand New Loadshifting Machinery Simulators (re-tender) (for approval)

Members took note of Paper *CIC/CTB/P/032/20*. YLC reported that after reviewing the cost effectiveness of the proposal, the management found that the purchase of only 3 sets of brand new loadshifting machinery simulators, alongside the existing 6 loadshifting machinery simulators, were sufficient for training. If members were to agree, the management would discuss with the supplier, Proteck Engineering Limited, which got the highest marks in both the technical and fee proposals, on purchasing 3 simulators only. As the cost of 3 sets of brand new loadshifting machinery simulators would not exceed the amount stipulated by CIC, it would not be necessary to submit the proposal for the Council's approval.

The Chairperson inquired whether the management could request the supplier to put the supply of the remaining 6 sets of loadshifting simulators on hold, such that in future, CIC could purchase at the same condition if necessary. YLC expressed that he would follow up on the issue.

After deliberation, members approved the recommendation made by the Tender Assessment Panel. The contract (re-tender) would be awarded to the supplier, Proteck Engineering Limited, which got the highest marks in both the technical and fee proposals, to supply and deliver 3 sets of brand new loadshifting machinery simulators.

(Post-meeting note: After liaising with the supplier, the management noted that the cost for purchasing 3 sets of loadshifting machinery simulators was around HK\$3.2M (the total cost for purchasing 9 sets of loadshifting machinery simulators was HK\$5.1M). The management considered that the outlay did not match the expectation, and decided to suspend the procurement for the time being.)

3.9 ★ Key Items of Discussion and Revisions to Trade Test Questions of the 2nd to 4th Meetings of the Course Advisory Panels (CAPs) in 2018-2019 (for approval)

Members took note of Paper *CIC/CTB/P/033/20*, and the key items of discussion of the CAPs meetings as well as the proposed revisions to relevant trade test questions. IK clarified that the revised trade test and intermediate trade test questions for window frame installers should be “replacing iron window by aluminium window”, and the assessment on how to use torque wrench would be added to the trade test and intermediate trade test questions for curtain wall installers. The revised trade test questions for marble worker trade and construction scaffolder trade would be returned to the relevant CAPs for discussion again as suggested by the Sub-committee on Trade Testing. Members approved the proposed revisions to relevant trade test questions.

3.10 ★ Report on the Quality Assurance and Performance Appraisal of “Collaborative Training Scheme” (for information)

Members took note of Paper *CIC/CTB/P/034/20*, and the report on performance appraisal of participating organisations of the Collaborative Training Scheme from January to December 2019. Members noted that in order to provide a more realistic reflection of the number of trainees who were still in training and

those who had completed training for each participating organization in the year under review, “Completion Rate” was renamed as “Retention Rate”. The Collaboration Scheme Department had evaluated the performance of participating organisations based on the “Retention Rate” and “Passing Rate”, and commended those with good performance and followed up on those with unsatisfactory performance according to the established mechanism.

CIC Chairman inquired if there was a mechanism to notify Development Bureau (DEVB) and Subcontractor Registration Scheme Department about the name list of contractors and subcontractors with unsatisfactory performance. The Executive Director also suggested reporting the name list of contractors whose performance did not meet the standard to DEVB regularly, so that the works departments under DEVB when carrying site inspection of public works could conduct random checks of sites of those sub-standard contractors. The Chairperson opined that as reflected by the data contractors performed satisfactorily if they conducted training themselves, while training performance of joint venture companies were comparatively not ideal. Thus, there was a need to figure out the reason behind.

JyL

JyL responded that the Collaboration Scheme Department had already established the Collaborative Training Scheme Statistics System (CTSSS) to keep record of all training data of employers (contractors and sub-contractors) participating in public works projects. The data would be kept updated and be accessible by DEVB and their works departments at any time via CTSSS. Regarding the overall performance, some participating companies were small in scale. For example, the training pattern of E&M companies was that the contractor would outsource the training to a subcontractor, who then sub-contracted it to another sub-sub-contractor. Thus, the training performance was relatively unsatisfactory. In addition, joint venture was made up of two or more companies to bid for a public works project. They would then outsource the training to a sub-contractor. As a result, training performance of joint venture companies were also unsatisfactory.

DEVB representative responded that the level of participation of contractors in the collaborative schemes would not only be reflected in future tender evaluations, but also in the quarterly performance assessment of the project. Besides, the DEVB would meet the works departments monthly to keep a close watch on the progress of the participation of public works contractors in collaboration scheme.

3.11 ★ Summary Report of the 2nd Meeting of the Hong Kong Institute of Construction Management Board in 2020 (for information)

Members took note of Paper *CIC/CTB/P/035/20* with no further comments.

3.12 ★ Summary Report of the 1st Meeting of the Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaboration Scheme in 2020 (for information)

Members took note of Paper *CIC/CTB/P/036/20* with no further comments.

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

Members took note of Paper *CIC/CTB/P/037/20* with no further comments.

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

Members took note of Paper *CIC/CTB/P/038/20* with no further comments.

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

Members took note of Paper *CIC/CTB/P/039/20* with no further comments.

3.16 ★Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes (for information)

Members took note of Paper *CIC/CTB/P/040/20* with no further comments.

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

Members took note of Paper *CIC/CTB/P/041/20* with no further comments.

3.18 Any Other Business

Progress Report on the McKinsey Report

Members noted that there were 9 suggestions in the McKinsey Report relating to CITB work, among which 6 items were completed and 2 items were expected to be completed in the next few years. In addition, for the suggestion of exploring the opportunities for construction practitioners to work overseas, it was not appropriate to commence such a study for the time being due to the supply and demand of construction workers and the environment in recent years.

Vote of Thanks to Outgoing Members

The Chairperson expressed gratitude on behalf of the CITB to the outgoing members: CPK, LKC, SKCg, CYF, JCI and EW for their contributions. As affected by the pandemic, the Secretariat would arrange a farewell lunch at an appropriate time later.

3.19 Tentative Date of Meeting No. 004/20

The next meeting was scheduled for 8 July 2020 (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 11:45am.

**CITB Secretariat
May 2020**