

**Construction Industry Council**

**Construction Industry Training Board**

---

Meeting No. 005/20 of the Construction Industry Training Board was held on 16 September 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)	
	Henry CHAU*	(BCC)	
	HUANG Yongquan*	(YQH)	
	Eddie LAM	(ELM)	
	Peter LAM	(OKL)	
	LAU Wing-sum	(WSLu)	
	William LUK*	(WmL)	
	Dennis WONG*	(DW)	
	Staw WONG*	(SwW)	
	Daniel YAN*	(DY)	
	Percy HAU*	(KMH)	(Representing Ir Francis CHAU of Development Bureau)
	WAN Chi-ping*	(CPW)	
In attendance:	Rick KO*	(WCK)	Development Bureau
	CHAN Ka-kui	(KKCh)	Construction Industry Council 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
	Ivan KO	(IK)	Senior Manager – Trade Testing
	James WONG	(JsW)	Senior Manager – Construction Productivity
	Jimmy LEUNG	(JyL)	Consultant – Collaboration Scheme and Apprenticeship Management
	Ellen FUNG	(EnF)	Manager – Apprenticeship Management
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Angus NG	(ANg)	Assistant Manager – Construction Productivity
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat
Apologies:	WONG Ping	(PWG)	

\* Members or attendees joined the meeting via video-conferencing

**Minutes**

**Action**

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

Members took note of Paper CIC/CTB/M/004/20, and confirmed the minutes of the meeting No. 004/20 held on 8 July 2020.

**5.2 Matters Arising from the Previous Meeting**

Item 4.3 – Proposal on adding a trade on “Offsite Rebar Automation Cut and Bend Operator” to “Intermediate Tradesman Collaborative Training Scheme” (ITCTS)

The management had liaised with the Hong Kong Construction Materials Association (HKCMA). Their factories had hired safety officers to inspect and supervise the daily operations to ensure all operations were in compliance with the Factories and Industrial Undertakings Ordinance so as to safeguard the safety and health of their workers. The management also reminded HKCMA that they must comply with the relevant system and pay attention to the safety issues when providing training for the trainees.

Item 4.5 – Report on Benchmarks of Efficiency for Full-time Courses in 2018-2019 – Course Satisfaction Rate (Including Employers and Graduates)

The management proposed to arrange classroom observations of Hong Kong Institute of Construction (HKIC) courses in the first quarter of 2021, after the epidemic situation had stabilized and renovation works of HKIC campuses had been completed.

**5.3 Consultancy Services of the Manpower Forecast on Construction Workers in the Construction Industry (for approval)**

Members took note of Paper CIC/CTB/P/054/20. JsW briefly introduced the background of the tender of consultancy services of the manpower forecast on construction workers in the construction industry. The proposed scope of the consultancy services focused on forecasting the demand and supply of construction workers in the coming five years in the construction industry of Hong Kong. The estimated duration of the consultancy services would be 24 months. The budget for the consultancy services was calculated with reference to the previous similar CIC consultancy services. The amount budgeted for that item was within the approved budget

of 2020.

A member said that the adoption of Modular Integrated Construction (MiC) and Building Information Modelling (BIM) would be a major trend in the construction industry, and the CIC consultancy report on “Design for Manufacture and Assembly” (DfMA) was also related to the manpower forecast. The member inquired whether the manpower forecast on construction workers in the construction industry would consider the relevant data. The Chairperson stated that the Construction Productivity Department could be asked to pass the DfMA data to the manpower forecast consultant. A member opined that the forecast was mainly about the demand for construction workers, and the BIM data might not cover these workers. JsW responded that the consultancy services on manpower forecast would consider the impact of innovative construction technologies like the DfMA and BIM on the future manpower demand.

CIC Chairman opined that the manpower forecast should include a higher level of the concept of labour force and could project wages and costs. JsW responded that the current forecast was based on a similar concept and was calculated by comparing the construction volume and the manpower demand.

CIC Chairman pointed out that the CIC card reading system on sites could collect site data but not those of renovation and maintenance works. The Chairperson inquired whether the data of renovation and maintenance workers would be handled separately. Another member inquired the definition of “active worker”. JsW responded that the current data of renovation and maintenance works was collected via the Registered Minor Works Contractor Signatory Association. A construction worker who worked for over 30 hours per week could be regarded as an active worker. The consultant would also take into account the related definition of “active worker”.

The Executive Director opined that the consultant could review whether the data collection method for renovation and maintenance works was accurate and lay down the definition of “active worker”. The Executive Director continued that the manpower demand could be determined by the production capacity of workers. Suggestions could be made by the Construction Industry Training Board (CITB) to the consultant to clearly set out the definition of “supply”.

**JsW**

After deliberation, members approved the service scope and duration of consultancy services of the manpower forecast on construction workers in the construction industry. However, the following amendments must be made before issuing the tender document: page C25 (year “2024” to be amended to year “2027”) and C26 (“June 2019” to be amended to “November 2020”).

#### **5.4 Detailed Business Plan and Financial Budget of CITB for Year 2021 (for endorsement)**

Members took note of Paper CIC/CTB/P/055/20 and noted the detailed business plan and the financial budget of CITB for year 2021. FW and AL briefly introduced the business plan, relevant key performance indicators and financial budget of HKIC and Collaboration and Trade Testing for year 2021 respectively.

A member stated that he was the Chairperson of the Subcommittee on Ethnic Minorities in Construction and it was hoped that ethnic minorities would be attracted to join the construction industry. The member inquired whether HKIC had set aside a budget to provide courses for ethnic minorities. Another member stated that more people began to join the construction industry as the economy had been worsened recently, and inquired whether funds had been earmarked in the budget. YLC responded that HKIC had been providing English training courses and a series of basic English courses for ethnic minorities, the funding of which had been included in the financial budget for 2021. HKIC had also made provision in the budget for different courses. Proposal on the arrangement of full-time courses would be discussed under agenda item 5.6.

The Chairperson and a member both suggested shooting a video about the work situation at the construction sites and playing the video during interviews, allowing course applicants to understand the actual working conditions to see if they were suitable to join the construction industry. YLC responded that HKIC would let the course applicants learn more about the relevant work trades and situation of the construction industry during interviews.

Members also noted that the government had passed the Appropriation Bill 2020 on 28 May 2020, and would grant additional subsidies (i.e. the difference between HK\$3,600 and HK\$4,800) starting from 22 May 2020 for programmes of Certificate in Construction and Diploma in Construction to CIC.

After deliberation, members endorsed the detailed business plan and financial budget of CITB for year 2021.

**5.5 Proposal on Adding a Trade on “Tunnel Worker” to “Intermediate Tradesman Collaborative Training Scheme” (for approval)**

Members took note of Paper CIC/CTB/P/056/20. JyL briefly introduced the training syllabus, training schedule and financial budget for “Tunnel Worker” under “Intermediate Tradesman Collaborative Training Scheme (ITCTS). As there was no intermediate trade test for the trade, the assessment method for the trade would be in the form of multiple-choice questions. The questions and answers would be jointly designed by CIC and experts of the relevant trade from the Hong Kong Construction Association, while CIC would invigilate and assess the examinations. In addition, CIC would provide training for tunnel workers in phases to meet the number of workers that the employers required. Members approved the proposal on adding a trade on “Tunnel Worker” to ITCTS.

**5.6 Proposal on Adjusting the Arrangement of Full-time Courses in Response to COVID-19 (for approval)**

Members took note of Paper CIC/CTB/P/057/20. YLC briefly introduced HKIC’s proposal on adjusting the following arrangement of full-time courses according to the development of COVID-19 and the features of the full-time long and short courses:

- (a) For full-time long courses (one year or above), HKIC would provide online learning materials to students during the epidemic period. Students would be granted training allowance in full during the suspension of face-to-face teaching and the monthly allowance in full starting from the first day of returning to school (including the number of additional days to catch up with the progress).
- (b) The classes already commenced would be concluded between September and December 2020. New classes of full-time short courses or Enhanced Construction Supervisor / Technician Programme would not be provided in 2020, and were tentatively scheduled to be reopened for applications in January 2021. Those who were currently queuing for admission to full-time short courses (including the Enhanced Construction Manpower Training Scheme)

Action

would be referred to take relevant ITCTS programme. During that period, instructors of all courses would be redeployed to teach the initial training of ITCTS, which would adopt the small class teaching mode.

- (c) The implementation of “Construction Industry Council Relief Fund – Multi-skills Training Scheme for Registered Workers” was tentatively postponed to January 2021.
- (d) Starting from January 2021, if classes were to be suspended due to COVID-19, and it was predicted that classes would not be resumed in the following month, or there would be any incident that would severely affect people’s livelihood, the reactivation of the abovementioned referral mechanism should be considered, so as to allow students to finish training and join the construction industry as soon as possible by the means of “first-hire-then-train”.
- (e) Regarding the arrangement of training allowance, the monthly allowance (including all school days during suspension and after resumption of class) would still be granted in full to students who had not completed their courses due to the epidemic. Besides, starting from January 2021, students of full-time short courses would not be granted any monthly allowance during the period of class suspension, so as to ensure proper use of levy under the established mechanism.
- (f) The management would review the effectiveness of the above measures in December 2020.

After deliberation, members approved the proposal on adjusting the arrangement of full-time courses in response to COVID-19, and authorised the CITB Chairperson, CIC Executive Director and HKIC Director to decide when to resume the short courses.

**5.7 Proposed Strategies in Promoting a Culture of Apprenticeship Training (for approval)**

Members took note of Paper CIC/CTB/P/058/20. EnF briefly introduced the difficulties in implementing Apprenticeship Scheme at present, and the management had proposed the following strategies:

- (a) To establish a clear and integrated apprenticeship system

Action

- and a sustainable progression ladder;
- (b) The training mode of Construction Industry Council Approved Technical Talents Training Programmes (ATP) and the qualification of HKIC programmes to be widely recognised by the construction industry;
- (c) To enhance the employers' network for construction apprenticeship scheme, and upgrade the quality and quantity of training opportunities for apprentices;
- (d) To reinforce the graduates' willingness to join the apprenticeship scheme; and
- (e) To establish an on-the-job training scheme for instructors to strengthen the fine traditions of site instructor teams and mentorship.

To encourage the industry to actively participate in the training of instructors, subsidies would be provided to employers and site instructors as follows:

	Items	HK\$
a	Subsidy for employers who offer paid study leaves to instructors	Maximum \$5,000
b	Course subsidy for instructor (subject to 95% attendance and pass the assessment)	Maximum \$2,000
c	Exemption from the 5-day Site Trainer Instructing Techniques Course Fee	\$2,500

The Chairperson suggested promoting ATP directly to the Hong Kong Construction Association and main contractors, and encouraged companies with effectiveness in training provision to hire more apprentices. A member responded that small and medium-sized enterprises (SMEs) were relatively small in size and in need of more all-rounded skilled workers and apprentices. CIC had already promoted ATP to SMEs, and would promote it to main contractors in the future as well. EnF added that colleagues of the Career Support Services Department (CSS) had visited over 200 organizations in 2019, including Hong Kong Construction Association, Hong Kong Construction Sub-Contractors Association, different sub-contractor associations, contractors, sub-contractors, etc. At present, there were more than 60 companies participating in ATP. Besides, CSS colleagues would also learn about the construction projects of the contractors and encourage them to hire apprentices in different trades.

The Executive Director opined that the promotion should start at the system. If a company intended to hire HKIC graduates, it must participate in ATP. In the meantime, HKIC should also enhance its

Action

training efforts in order to attract more companies to join ATP. In addition, the Development Bureau (DEVB) could also encourage contractors that engaged in public works projects to hire ATP apprentices, with a view to driving public organizations to include the participation in ATP as one of the terms of the projects.

CIC Chairman stated that the training cost for students of one-year programmes was high but students could only obtain semi-skilled workers' qualification after the one-year training. Therefore, it was necessary to train graduates as skilled workers through the Apprenticeship Scheme. At present, more than 71% of the graduates participated in ATP and Vocational Training Council (VTC) Apprenticeship Scheme, and the result was satisfactory. If there was a lack of apprenticeship training opportunities for some trades in the future, CITB might consider setting up a mechanism to stop providing one-year training courses for the trades concerned. CIC Chairman continued that Construction Quality Employers Appreciation Scheme and Site Trainer Instructing Techniques Training Course were very important, and hoped that HKIC would ensure applicants could meet the relevant requirements when processing ATP applications. CIC Chairman stated that he had promoted the work of CIC, including ATP, to main contractors and employers in the past few months, and appealed to all the members to promote ATP together.

(Post-meeting note: To encourage contractors to participate in ATP, DEVB had included ATP in the list of recognized training schemes under the mandatory requirements for training collaboration of the public works contracts in September 2019. Besides, starting from 1 January 2022, all site instructors of ATP, ITCTS and Advanced Construction Manpower Training Scheme - On-the-job (ACMTS-SOJ) had to complete "Certificate in Instructing Techniques for Site Trainers" before they could continue to teach relevant courses, so as to improve training quality.)

**5.8 ★Key Items of Discussion and Revisions to Trade Test Questions of the 1<sup>st</sup> Meeting of the Course Advisory Panels (CAPs) in 2020-2021 (for approval)**

Members took note of Paper \*CIC/CTB/P/059/20\*, and the key items of discussion of the 1st CAP meetings in 2020-2021 as well as the proposed revisions to relevant trade test questions.

**5.9 ★Summary Report of the 2<sup>nd</sup> Meeting of the Sub-committee on Construction Industry Council Approved Technical**

**Talents Training Programmes and Collaborative Training Schemes in 2020 (for information)**

Members took note of Paper \*CIC/CTB/P/060/20\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/061/20\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/062/20\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/063/20\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/064/20\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/065/20\* with no further comments.

**5.15 Any Other Business**

Specific Training for Plasterers under Construction Industry Council Approved Technical Talents Training Programmes

EnF stated that ATP plastering apprentices could obtain skilled workers' qualification of two trades after finishing the 2-year training. Instructors and apprentices both expressed that apprentices were under great pressure due to the very tight training

schedule. Regarding the aforementioned issues, the management suggested that starting from 2020-2021, apprentices could choose one trade for training. The management had consulted Mr. CHAN Kiu-sum who was the President of the Association of Plastering Sub-Contractors and various employers of apprentices. They all agreed to the amendment. The Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes had accepted the proposal at its meeting on 8 September 2020. Members agreed that, starting from September 2020, plastering apprentices under ATP would choose only one work trade for the training. Upon completion of 2-year training and passing both the interim and final assessments, apprentices might apply for exemption from the trade test of the trade concerned and register as a skilled worker.

Provision of Trade Test and Courses for Electrical Workers for Grade A Electrical Work

AL gave a brief introduction before IK and YLC reported the preparation for providing trade tests and courses for Grade A electrical workers by the Hong Kong Construction Industry Trade Testing Centre and the HKIC respectively. If trade tests for Grade A electrical workers and the 60-hour electrical worker course were approved by the Electrical and Mechanical Services Department, they were expected to be implemented in late 2020 and early 2021 respectively. Members agreed on its development direction. A member representing VTC said that from February to August, the tests of Grade A electrical workers in VTC were not held as scheduled due to the epidemic and work from home arrangements. VTC had resumed tests in stages in August and the number of tests conducted doubled in September. OKL was satisfied with the efficiency of follow-up work of the management.

Training Places of Advanced Construction Manpower Training Scheme – Pilot Scheme (Skills Enhancement Courses)(ACMTS-SEC)

A member representing the Federation of Hong Kong Electrical and Mechanical Industries Trade Unions said that his union also provided the ACMTS-SEC and they were informed that since the training places for 2020 had been filled, no additional funding for the ACMTS-SEC courses would be provided. However, there were still workers waiting for admission to these courses. The

member asked if CIC would increase the places and funding for the Scheme. The Executive Director responded that CIC would make a provision in the budget for all collaborative training schemes every year and take into account different factors and utilization of resources. Places and funding for the Scheme would not be increased for the time being.

**5.16 Tentative Date of Next Meeting No. 006/20**

The next meeting was scheduled for 18 November 2020 (Wednesday) at 9:30am at the Board Room, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no further business, the meeting was adjourned at 11:49 am.

**CITB Secretariat  
September 2020**