

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 002/21 of the Construction Industry Training Board was held on 18 March 2021 (Thursday) 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)	
	LAU Wing-sum*	(WSLu)	
	William LUK*	(WmL)	
	Staw WONG*	(SwW)	
	WONG Ping	(PWG)	
	Daniel YAN*	(DY)	
	Angela LEE*	(DS1)	
In attendance:	Percy HAU*	(KMH)	Development Bureau
	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
	Stephen MANN	(SnM)	Assistant Director – Student & Curriculum Development
	Stephen HO (attended Agenda item 2.2 only)	(SnH)	Assistant Director – Industry Development & Estates Office
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Ellen FUNG	(EnF)	Manager – Apprenticeship Management
	Daniel CHIU*	(DIC)	Manager – Collaboration Scheme
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat
Apologies:	Peter LAM	(OKL)	
	Dennis WONG	(DW)	
	WAN Chi-ping	(CPW)	

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

**Minutes**

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**2.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of Paper CIC/CTB/M/001/21, and confirmed the minutes of the meeting No. 001/21 held on 20 January 2021.

**2.2 Matters Arising from the Previous Meeting**

Item 1.2 - Interpretation of the Motto of Hong Kong Institute of Construction (HKIC)

FW reported that HKIC had prepared the formal version for the interpretation of the motto and presented the formal version to Members at the meeting. The Chairperson enquired whether the need to completely comply with the procedures and rules, one of the points of the motto, would undermine flexibility. FW stated that construction works should comply with the procedures and rules, and an aphorism from Lo Pan also said, "with a pair of compasses and a set square, a perfect circle and a square can be drawn". Therefore, the interpretation should be retained.

Item 1.4 - Tender Recommendation on Construction Contract of the Relocation of Wai Lok Street Training Ground to Lam Tei Training Ground in Tuen Mun

SnH explained to Members the reason of the difference between the lowest tender sum and the budgeted amount as well as the areas to be improved. A member enquired if there any inadequacy of the departments responsible for this tender project was found from the review. SnH responded that both the responsible departments and the consultant quantity surveyor had their inadequacies. Estates Office should strengthen the communications with other departments regarding scope of the project. In addition, the CIC should engage all the consultants, such as authorised persons and quantity surveyors, to get involved in the project from an early stage. As such, management staff would develop a new workflow to engage consultants in construction projects. Procurement Department had taken up tendering work independently and communications should be strengthened as well. Lastly, the performance of the consultant quantity surveyor, who could not get hold of accurate information to estimate the cost, would be reflected in the evaluation report of CIC vendors. The CIC would

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also enhance the tendering procedure for recruiting term consultants.

The Chairperson enquired the role of the Procurement Department in the tendering process. The Executive Director stated that the Procurement Department was responsible for devising the procurement documents and tendering work. The substantial difference between the tender sum and the budgeted amount of that project was attributable to two main reasons: the related department did not inform the consultant quantity surveyor timely about the changes made to the project; and the information used by the consultant quantity surveyor for cost estimation was not the latest. To learn from the above experience, the responsible department had to inform the consultant quantity surveyor timely should there be any changes to the project and pay attention to the information used by the consultant quantity surveyor for cost estimation.

A Member suggested establishing different checkpoints for procurement process to prevent the problems. The Member continued to enquire why the tenderers could significantly lower the tender sum. SnH responded that it was mainly because the tender negotiation team had made proper adjustment after reviewing the relevant project requirements, and the risks had been relatively reduced after the tenderers fully understood the project requirements.

A Member stated that the purpose of finding out inadequacy was not for accountability, but a gentle reminder. In private market, the difference between tender sum and budget resulting in insufficient fund for procuring the required project would be a very severe problem. Therefore, it was suggested to draw on the experience and stringently monitor the tender projects in the future.

Item 1.7 - Report on Satisfaction Rate of Employers and Graduates (Intermediate Tradesmen) towards the Collaborative Training Schemes in Year 2018-2019

As the feedback of some graduates on the relevancy of course content and training duration to the job requirements was “not relevant”, the Collaboration Scheme Department conducted a detailed analysis in seven areas according to the data collected in the report and found the following main reasons, and had taken the corresponding improvement measures:

- (a) There were integration and communication hiccups between some graduates and site instructors at the early stage of the training, which fell short of their expectations. Collaboration Scheme Department had enhanced the content of the “Expectation Management Seminar” to enable the trainees to better understand the Scheme and narrow the expectation gap.
- (b) Some graduates opined that the electrical wireman course and the general welding course focused too much on theories during the initial training. After the discussion with HKIC, the Collaboration Scheme Department had updated the initial training content in the fourth quarter of 2020 and reinforced the practical training of Electrical Wireman and General Welder courses.
- (c) Some trainees opined that the training duration of some trades should be extended. Each trade of Collaborative Training Schemes had a comprehensive programme curriculum, and the employer could provide training of appropriate duration according to the content. Learning progress did vary among individuals. In addition, Collaboration Scheme Department had consulted employers at the employers sharing session held in November 2020. The participating employers agreed that the existing training duration was appropriate.

Item 1.11 - 3-year Plan of Hong Kong Construction Industry Trade Testing Centre (HKCITTC)

AL stated that HKCITTC had finished the first draft of the plan, and would discuss the details of the plan with CIC’s senior management. The plan was expected to be submitted to the Subcommittee on Trade Testing for discussion in May 2021.

Item 1.15 - “CIC Relief Fund – Multi-skills Training Scheme for Registered Workers”

The above project had been launched since 18 January 2021. Up to 28 February 2021, a total of 85 eligible applicants enrolled in nine different courses. HKIC would provide a comprehensive report after completion of the project. Apart from using HKIC’s website, posters and leaflets, HKIC had further liaised with the labour unions to promote the courses. HKIC would also consider promoting the courses via electronic media, such as Facebook. The Chairperson enquired whether the current intake had met the target. YLC replied that the intake fell a little short of the

expectation, and HKIC would enhance the promotion.

**2.3 Suggestion on Training Allowances for Full-time Courses for Year 2021/22 (for approval)**

Members took note of Paper CIC/CTB/P/013/21, and noted that the amount of allowances provided by other training institutes had not been adjusted over the past five years. The ceiling of the amount of allowance for the Love Upgrading Special Scheme of Employees Retraining Board was also maintained and only adjustment was made to the requirement of attendance rate for granting allowances. Whereas, the annual adjustment of Composite Consumer Price Index of the Census and Statistics Department was -0.2%. Having considered all these factors, Members approved the suggestion that the training allowance for full-time courses for year 2021/22 would remain unchanged.

**2.4 Proposal on Subsidising Training Places of “VTC Diploma of Vocational Education” in Years 2021/2022 & 2022/2023 and its Financial Budget (for approval)**

Members took note of Paper CIC/CTB/P/014/21, and approved the subsidising of 1,580 training places of the “VTC Diploma of Vocational Education” (including the “Craft Certificate” and “Technician” courses) in years 2021/2022 and 2022/2023, and the related budget of HK\$34,188,000. The budgeted expenditure would be spent over 4 years from 2021 to 2024. Besides, Members also approved the subsidising of around 700 trainees of the “Diploma of Vocational Education – Craft Certificate Programmes” in years 2021/2022 and 2022/2013 to take the Mandatory Basic Safety Training Course and the total subsidy would be HK\$98,000.

CIC Chairman opined that HKIC should offer construction-related courses on its own in the long run, and thoroughly review when HKIC could provide its own courses and did not have to subsidise relevant VTC’s courses again. A Member stated that as HKIC could not provide some electrical and mechanical (E&M) courses relating to the construction industry, relevant VTC’s courses were subsidised. The Member agreed that the courses in question should be provided by HKIC in the long run, and enquired whether HKIC could provide these courses after 2023. SnM believed that HKIC might still not be able to provide some of the special courses such as electronic and computer engineering courses after 2023.

The Chairperson stated that as mentioned in the Paper, HKIC was seeking recognition under the Qualifications Framework for its E&M courses. He opined that HKIC should devise the roadmap and timetable for that. In addition, regarding other courses that could not be provided by HKIC for the time being, HKIC should review and plan when the courses could be offered, and could consider formulating a roadmap. FW responded that the roadmap and timetable for the application of recognition under the Qualifications Framework for relevant courses had been set. After obtaining the recognition, it would not be necessary to subsidise the related VTC courses. Regarding other special courses, unless they were closely related to the construction industry, it would also not be necessary to subsidise them.

**FW**

## **2.5 Proposal on Establishing the Register of Recognised Employers of Construction Industry Council Approved Technical Talents Programmes (for approval)**

Members took note of Paper CIC/CTB/P/015/21. The background, assessment criteria, approval procedures for including in the register, effective date of the register, mechanism for giving priority to the registered employers to hire graduates, benefits of the establishment of the register for all parties, proposed working schedule and the estimate of expenditure of establishing the register of Recognised Employers of Construction Industry Council Approved Technical Talents Programmes (CICATP) were also noted.

A Member said that as set out in paragraph 4.9 of the Paper, the validity period of the eligibility review of the employers would be six years, with dropout rate of apprentices not more than 20% and passing rate of graduation assessment not less than 80%. The member enquired how to determine the dropout rate and the passing rate. The Member continued that the high dropout rate of the apprentices could not only be attributed to the employers, and there were substantial differences in the passing rates of trade tests for construction craftsmen of different trades. The Member agreed that the requirements for outstanding employers should be higher than that for the general ones but it would be impractical if the standard was too high for employers to attain. The Member said that as requested by CICATP and the Collaborative Training Schemes, site trainers must complete the five-day “Certificate in Instructing Techniques for Site Trainers”, while some site trainers

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had completed the two-day “Foundation Certificate in Site Instruction Techniques”. The Member suggested that HKIC should exempt those site trainers from attending the duplicate modules and let them complete the “Certificate in Instructing Techniques for Site Trainers” by attending the remaining three training days of the course. In addition, as site trainers had to catch up with the completion of the construction works and it would be difficult for them to attend the training for five consecutive days. The Member suggested scheduling the course one day per week for five weeks. SnM responded that the dropout rate and the passing rate were determined by making reference to the average data. Dropout rate not more than 20% and passing rate of graduation assessment not less than 80% were set to encourage the employers with outstanding performance. The validity period of the eligibility review of the outstanding employers was six years, while that of the other employers was only three years. Therefore, other employers did not need to pay attention to the above-mentioned indicators. The management staff would review again the above-mentioned dropout rate and passing rate. HKIC would study the feasibility of exempting site trainers who had completed the two-day “Foundation Certificate in Site Instruction Techniques” from taking the duplicate modules.

SnM

DEVB representative stated that the six-year validity period of the eligibility review of the outstanding employers was too long and opined that the performance of the relevant employers should be monitored during the six-year validity period. In addition, HKIC would invite industry stakeholders as assessors of the register to assess the eligibility of the employers. HKIC should also establish a mechanism of declaration of interests accordingly.

A Member opined that if the contractors participating in the Collaborative Training Schemes could obtain higher scores in public work tendering, contractors would be motivated to more proactively participate in the provision of training. Another Member also opined that registered sub-contractors could be requested to participate in the provision of training. DEVB representative responded that the Government had always encouraged contractors to participate in the Collaborative Training Schemes organised by CIC. The level of participation in Collaborative Training Schemes of contractors had been taken into account during the tender assessment process of public works. The DEVB would also review the relevant evaluation system where appropriate.

CIC Chairman suggested that the effective date set out in paragraph 5.1 of the Paper should be revised as 18 March 2021 if CITB approved the proposal. In addition, the suggestion stated in paragraph 4.9 regarding the six-year validity period of the eligibility review (the dropout rate not more than 20% and the passing rate of graduation assessment of apprentices not less than 80% and relevant monitoring mechanism) could be examined again by the management before submitting to the Chairperson of the Construction Industry Training Board and the Chairperson of the Sub-committee on Construction Industry Council Approved Technical Talents Training Programme and Collaborative Training Schemes for decision. Member agreed to the above suggestion unanimously.

**SnM**

After deliberation, Members approved the proposal on establishing a register of recognised employers of CICATP. The publicity and production cost for establishing the register could be covered by the publicity budget of Career Support Services Department. Thus, there was no need to apply for additional funding. The effective date of the register would be 18 March 2021.

**2.6 Proposal on the Development Plan of Apprenticeship Training of Construction Industry for the Next Three Years (for approval)**

Members took note of Paper CIC/CTB/P/016/21, and noted the background of the development plan of apprenticeship training of construction industry for the next three years, the current implementation of CICATP and the direction of improvement, the implementation of the strategies in enhancing the culture of apprenticeship training of construction industry and the work plan, the deployment of CICATP to complement the Construction Pathway Project of the Hong Kong Institute of Construction, the estimated number of graduates of every full-time course participating in the construction industry apprenticeship training each year and the expenses, the proposed implementation milestone of the apprenticeship training of construction industry, and the benchmarks of efficiency for construction apprenticeship management.

A Member stated that paragraph 4.3(a)(ii) Eligible Employers of the Paper should include the registered subcontractors under the Subcontractor Registration Scheme. CIC Chairman reminded that

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the eligibility of the employers set out in paragraph 4.3 of the Paper should be the same as the requirements of the register of recognised employers, and only recognised employers could hire CIC apprentices. EnF responded that the content of the paper would be amended according to the comments made by the Member and the CIC Chairman.

EnF

The Chairperson stated that main contractors should be encouraged to participate in the CICATP. A Member responded that there was not enough incentives to attract main contractors to participate in the scheme for the time being. The Member also agreed to put in more efforts to promote CICATP to members of Hong Kong Construction Association, and arrange a visit for the members to see the classroom training of HKIC.

After deliberation, Members approved the proposal on the development plan of apprenticeship training of construction industry for the next three years and the estimated expenditure for the 2020-2025 financial years. CIC Chairman was delighted that CITB approved the paper, and asked the management staff to report the progress to CITB regularly.

SnM

**2.7 ★Key Items of Discussion and Revisions to Trade Test Questions of the 2nd Meetings of the Course Advisory Panels (CAPs) in 2020-2021(for approval)**

Members took note of Paper \*CIC/CTB/P/017/21\* and the key items of discussion of the 2nd CAP meetings in 2020-2021, and approved the proposed revisions to the relevant trade test questions.

**2.8 ★Work Report of the Hong Kong Institute of Construction Management Board for 2019/20 Academic Year (covering the period from 1 September 2019 to 31 August 2020) (for information)**

Members took note of Paper \*CIC/CTB/P/018/21\*, and noted the accomplishments listed in the work report of the Hong Kong Institute of Construction Management Board for 2019/20 academic year.

**2.9 ★Summary Report of the 1st Meeting of Hong Kong Institute of Construction Management Board in 2021(for information)**

Members took note of Paper \*CIC/CTB/P/019/21\* with no further comments.

**2.10 ★Summary Report of the 1st Meeting of Sub-committee on Trade Testing in 2021 (for information)**

Members took note of Paper \*CIC/CTB/P/020/21\* with no further comments.

**2.11 ★Summary Report of the 1st Meeting of Sub-committee on Ethnic Minorities in Construction in 2021 (for information)**

Members took note of Paper \*CIC/CTB/P/021/21\*. The Chairperson enquired whether HKIC had measures to tackle the problems regarding the low enrolment rate and high dropout rate of ethnic minorities. PTm responded that the Sub-committee on Ethnic Minorities in Construction had discussed the issue, and summarised the following three directions to resolve the problems: reach out to employers at an early stage so as to match ethnic minorities graduates with suitable employment opportunities; enhance the training courses on languages; and match the supply of ethnic minorities workers with the market demand.

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

Members took note of Paper \*CIC/CTB/P/022/21\*. CIC Chairman opined that crane operation was particularly crucial for the development of Design for Manufacture and Assembly (DfMA). However, CIC lacked sufficient space for training heavy crane operators. To meet the demand for machinery operation training in the long run, the Chairperson suggested using stockpiling area for training. A Member suggested using simulators. The Executive Director opined that HKIC might also consider training heavy crane operators in the Greater Bay Area. YLC responded that the HKIC had already adopted simulators for training.

YLC

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

Members took note of Paper \*CIC/CTB/P/023/21\* with no further comments.

**2.14 ★Table on Waiting Time for Plant and Machinery Operation**

**Certification Courses cum Tests (for information)**

Members took note of Paper \*CIC/CTB/P/024/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/025/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/026/21\* with no further comments.

**2.17 Any Other Business**

Monthly Salary of Apprentices

A member said that members of the Hong Kong Construction Sub-Contractors Association had relayed to him that at present the recommended starting salary of CICATP apprentices should not be less than HK\$15,000 per month in the first year and not less than HK\$20,000 per month in the second year. The Association's members opined that their existing employees' feeling would be affected as their monthly salary might not reach HK\$20,000 even after they had worked for two years, and suggested allowing a reduction in the recommended monthly salary of apprentices for some trades such as painter and decorator in the second year. The Chairperson requested the management to look into the issue and make a report.

**SnM**

**2.18 Tentative Date of Next Meeting No. 003/21**

The next meeting was scheduled for 26 May 2021 (Wednesday) at 9:30am at Board Room, 29/F, Tower 2, Enterprise Square Five (MegaBox), 38 Wang Chiu Road, Kowloon Bay, Kowloon.

There being no further business, the meeting was adjourned at 11:15 am.

**CITB Secretariat  
March 2021**