

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 006/21 of the Construction Industry Training Board was held on 10 November 2021 (Wednesday) at 9:30am at Conference Room, 7/F, Sheung Shui Campus, HKIC, 1 Fung Nam Road, Sheung Shui, New Territories.

Present:	Eddie LAM	(ELM)	Chairperson
	CHAN Kim-kwong	(KKCN)	
	Henry CHAU	(BCC)	
	HUANG Yongquan	(YQH)	
	Peter LAM	(OKL)	
	LO LEE Oi-lin	(OLLL)	
	William LUK	(WmL)	
	Dennis WONG	(DW)	
	Staw WONG	(SwW)	
	Angela LEE	(DS1)	
	CHENG King-leung	(CKLg)	for WAN Chi-ping from Labour Department
In attendance:	Eric CHAN	(ECCW)	Development Bureau
	Rick KO	(WCK)	Development Bureau
	CHAN Ka-kui	(KKCh)	Construction Industry Council Chairman
	Albert CHENG	(CTN)	Executive Director
	Francis WONG	(FW)	Director – HKIC
	Stephen MANN	(SnM)	Assistant Director – Student & Curriculum Development
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat
Apologies:	LAU Wing-sum	(WSLu)	
	WONG Ping	(PWG)	
	Daniel YAN	(DY)	

**Minutes**

**Action**

**6.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of Paper CIC/CTB/M/005/21, and confirmed the minutes of the meeting No. 005/21 held on 9 September 2021.

**6.2 Matters Arising from the Previous Meeting**

Item 5.3 - Chinese Abbreviations for “Collaborative Training Schemes”

SnM reported that the following Chinese abbreviations would be used for “Collaborative Training Schemes” :

Full name	Chinese abbreviation
Intermediate Tradesman Collaborative Training Scheme	中工培訓計劃
Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)	大工培訓計劃(在職)
Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)	大工培訓計劃(工會)

Item 5.4 - Detailed Business Plan and Financial Budget of CITB for Year 2022

The Hong Kong Institute of Construction (HKIC) was reviewing and enhancing relevant admission requirements, arrangements for mid-term examinations and schedule for reimbursement of subsidies by upholding the principle of optimisation of resources. Progress report would be submitted to CITB later.

Item 5.11 - Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes (CIC Apprenticeship Scheme)

The management staff was coordinating with the Registration Department of Registered Specialist Trade Contractors/Sub-contractors on the implementation details of Register of Approved Employers of CIC Apprenticeship Scheme, including standard application procedures, information exchange and invitation for approved contractors to be included in the Register of Approved Employers of CIC Apprenticeship Scheme, etc.

Item 5.12 - Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme

The passing rates of students of collaborative training scheme raised after attending the extra skills enhancement courses, in which the passing rates of Timber Formworker and Leveller were higher than that of those who did not attend the relevant courses. All the students had to take the relevant courses with effect from 2022. The management staff would continue to monitor the effectiveness.

Item 5.13 - Voluntary Recognition Scheme for Fire Service Installation Technicians

FW stated that according to the prioritization of resources allocation of CIC, HKIC mainly provided trainings for semi-skilled workers, skilled workers and site supervisors of specialist trades. As HKIC was still unable to recruit instructors with relevant qualifications, relevant courses could not be provided for the time being. A Member pointed out that the Voluntary Recognition Scheme for Fire Service Installation Technicians could help fire service industry regulate maintenance qualifications. Many term contracts involved maintenance work, thus CITB had to consider providing relevant trainings. The Chairperson responded that practitioners under the Voluntary Recognition Scheme already had the skilled worker qualification of the relevant trades of fire service installations. HKIC could consider offering short courses to provide technical knowledge and conduct assessment by trade tests. A Member stated that it was necessary to liaise with the Fire Services Department and study the course arrangement. FW stated that the concerned syllabus was being studied, and Vocational Training Council (VTC) also provided relevant courses. Although HKIC could not provide relevant courses for the time being, recruitment of eligible instructor would be continued. Members were welcomed to encourage and recommend suitable candidate to apply for the teaching position. The Chairperson requested the management staff to continue to follow up the matter, and report to CITB in due course.

**FW**

**6.3 Appointment of Members of the Hong Kong Institute of Construction Management Board and Directors of the Hong Kong Institute of Construction (for endorsement)**

Members took note of Paper CIC/CTB/P/063/22, and endorsed the appointment of the chairperson OLLL and member SYYu of Hong Kong Institute of Construction Management Board (HKICMB) for a new term. The term of office of OLLL and SYYu would be from 1 January 2022 to 31 December 2023, and that of another member CIC thinks fit was to be confirmed.

Members also endorsed the appointment of Directors to HKIC. The term of office of ELM as a Director was from 1 July 2021 to 30 June 2023, and he would be the chairperson of HKIC from 1 January 2022 to 30 June 2023. The term of office of OLLL and CTN would be from 1 January 2022 to 31 December 2023, and the appointment of another Director was to be confirmed.

**6.4 Composition of Course Advisory Panels for Year 2022 – 2023 (for approval)**

Members took note of paper CIC/CTB/P/064/21, and noted the composition of Course Advisory Panels (CAPs) for Year 2022-2023.

CIC Chairman pointed out that in view of the great demand of Repair, Maintenance, Alterations and Additions (RMAA), he hoped that the relevant CAPs could recruit RMAA professionals to join the panels. FW stated that CAPs had encountered some difficulties in identifying suitable members. The Chairperson called on Members' assistance to recommend suitable persons to the CAPs. A Member stated that most of the RMAA trades were multi-skilled, but the legal requirement was "Designated Workers for Designated Skills". Another Member opined that it had to consider whether RMAA workers should possess licence in the future. The Chairperson responded that CIC has established the Task Force on RMAA to optimise relevant training courses thoroughly and enhance safety awareness of the industry, as well as explore the need and feasibility of developing new trades, registration scheme and trade test.

Members approved the composition of Course Advisory Panels for Year 2022-2023 and the dissolution of Course Advisory Panel on Computer-aided Software for Construction Projects in 2022 after discussion. The terms of office for the new members of Course Advisory Panels would be from 1 January 2022 to 31 December 2023 and their tenure should not exceed 4 consecutive years. HKIC would organise 3 extended meetings of Course Advisory Panels (including Civil & Building Work Trades, Construction Plant

Maintenance & Repairs, Electrical and Plumbing Trades, and Plastering, Carpentry & Painting Trades) in 2022 and conduct extensive consultation on the training content of these trades to optimise the course content.

**6.5 Audit Report of Hong Kong Institute of Construction (Phase II) (for information)**

Members took note of paper CIC/CTB/P/065/21, and noted that the CIC had engaged Ernst & Young Advisory Services Limited (EY) in the third quarter of 2020 to conduct audit for HKIC. The concerned audit was generally divided into two phases. The first phase was completed in January 2021 while the second phase was completed in June 2021. After reviewing the operation of the Hong Kong Institute of Construction, EY had summarised and recommended 5 areas for improvement. The management had proposed work enhancement and timeline in the report, and would submit a progress report by the end of 2021, in accordance with the recommendation made by CITB at the meeting on 26 May 2021.

OLLL stated that HKIC had established “Task Force on HKIC’s Staffing Policy” in order to conduct comprehensive review on HKIC’s manpower demand and forecast of the manpower demand, which included the duration of the programmes, programme arrangements and optimised number of students per class. External environmental factors would also be considered, such as future development of the construction industry and changes in construction methods. The scope of review was beyond EY’s recommendation.

The representative of Development Bureau (DEVB) enquired whether HKIC planned to arrange the manpower in 2022-2023 based on the manpower forecasting model, and whether HKIC had enough time to conduct recruitment if the manpower forecasting model suggested that substantially increase of manpower was needed. FW responded that HKIC planned to submit the manpower forecast to the Task Force on HKIC’s Staffing Policy for discussion in early December this year. SnM supplemented that HKIC would first implement the abovementioned measures on a pilot basis for 8 trades from January to June 2022 and then conduct reviews before extending to other trades.

CIC Chairman stated that EY’s report showed that HKIC had a total of 314 full-time staff and part-time teaching staff (equivalent to approximately 14 full-time staff). However, the accounting report showed that the ratio of full-time to part-time teaching staff in HKIC was 55:45. There was a substantial difference between

the two reports. CIC Chairman opined that HKIC had a high proportion of part-time teaching staff, and the situation was not satisfactory. FW stated that there were three types of full-time staff in CIC: established, time-limited and temporary. All of them were employed on a full-time monthly-rated basis, which was similar to EY's calculation. Full-time teaching staff with a shorter contract period were mainly responsible for short-term classes. If there was a sustained demand for short-term classes, their contracts would be extended. A Member stated that as many instructors in CIC would teach on a part-time basis after retirement at age of 60, and the government had recently suggested extending the retirement age from 60 to 65, CIC could also consider extending the retirement age to 65. CIC Chairman responded that it was not necessary to rigidly extend the retirement age to 65, but if staff aged 60 or above were to renew their contracts, they should be appointed on a contract of 1 to 2 years. Many trades such as Bar-bending and Fixing, Bricklaying, Plastering & Tiling, Plant and Machinery Operation, Painting, Decorating & Sign-writing and Surveying required long-term training, but HKIC employed teaching staff on short-term contracts. It was necessary for HKIC to review the relevant arrangement.

FW

**6.6 ★Work Report of the Hong Kong Institute of Construction Management Board for 2020/21 Academic Year (for information)**

Members took note of paper \*CIC/CTB/P/066/21\*, and noted the accomplishments listed in the work report of the Hong Kong Institute of Construction Management Board for 2020/21 academic year. The Chairperson enquired about the progress of accreditation of HKIC programmes. FW responded that HKIC had completed the accreditation of 20 programmes / streams and uploaded the qualifications to the Qualifications Register, and would also conduct accreditation at Qualifications Framework (QF) Level 4 for higher diploma programmes in April 2022. SnM supplemented that after HKIC completed the accreditation for higher diploma programmes, they would begin to conduct accreditation at QF Level 2 for some full-time short courses.

**6.7 ★Summary Report of the 3rd Meeting of Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes in 2021 (for information)**

Members took note of paper \*CIC/CTB/P/067/21\*. CIC Chairman stated that the CIC Apprenticeship Scheme was different from the Apprenticeship Scheme implemented by Vocational Training Council (VTC) under the Apprenticeship Ordinance. To avoid

confusion, “Apprenticeship Scheme” was not adopted as its official name. In order to facilitate the industry to identify the above-mentioned scheme, he suggested revising its Chinese abbreviation to “CIC Apprenticeship Scheme”. CIC Chairman continued to state that CIC Apprenticeship Scheme was crucial for development of the industry. He hoped that DEVB policies could encourage contractors and sub-contractors to participate in the Scheme. The Chairperson stated that CIC Apprenticeship Scheme could provide different aspect of trainings to apprentices such as soft power, professional ethics and safety awareness, etc,. The quality of the apprentices was high. He hoped that incentives of government policies could be enhanced to promote main contractors to participate in the training. Another Member suggested exploring the possibility of compulsory participation of the CIC Apprenticeship Scheme as one of the requirements to the Registered Specialist Trade Contractors Scheme, only applicants who met such requirements could become Registered Specialist Trade Contractors and Registered Subcontractors. The Chairperson agreed that the employers of the industry should understand their responsibilities in participating the trainings.

**SnM**

(Post-meeting note: regarding the public works contracts, the technical circulars has included relevant terms and conditions requesting contractors to participate in the trainings via different Collaborative Training Schemes provided by CIC, and provide a certain amount of training places during the contract period. Each skilled worker trained by CIC Apprentice Scheme was equivalent to 4 training places of semi-skilled workers provided. In addition, to encourage the contractors to proactively participate in the collaborative training, the engagement of contractors in the past, including the participation in CIC Apprentice Scheme, would be considered in the Technical Assessment for the tenders of public works contracts.)

SnM stated that after 2022, some Advanced Diploma graduates would be the last cohort participating in VTC Earn & Learn Scheme, while other graduates would no longer participate in the Earn & Learn Scheme. The management had liaised with the Education Bureau and requested to include CIC Apprenticeship Scheme in the Earn & Learn Scheme. It was hoped that the concerned apprentices could also be granted the subsidy of HK\$90,000. The Education Bureau’s initial response was that CIC Apprenticeship Scheme would not be included in the Earn & Learn Scheme, as the Education Bureau commissioned VTC to manage the Earn & Learn Scheme, which had covered different industries, including construction industry. The Chairperson and CIC Chairman believed that this matter would have far-reaching

implications. The management had to keep striving for the incorporation of CIC Apprenticeship Scheme into the Earn & Learn Scheme. DEVB representative stated that they would liaise with the Education Bureau to find out the arrangements.

DEVB

(Post-meeting note: DEVB had followed up with the Education Bureau, with a view to liaising with CIC to provide the most appropriate arrangement for the training.)

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

Members took note of Paper \*CIC/CTB/P/068/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/069/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/070/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/071/21\* with no further comments.

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

Members took note of Paper \*CIC/CTB/P/072/21\*. A member pointed out that the passing rates of some trades were relatively low. It was necessary to liaise with the industry and relevant CAPs in order to find out the reasons behind.

SnM

**6.13 Any Other Business**

Addition of Members to Sub-committee on Ethnic Minorities in Construction

PTm proposed to invite GAUTAM, Manoj, an ethnic minority, as

a member of Sub-committee on Ethnic Minorities in Construction. GAUTAM, Manoj possessed over 8 years' experience in construction industry and various professional certificates in construction. He was also the Star Award Winner of Management Level in "2020-2021 Construction Safety Incentive Scheme for Construction Practitioners of Diverse Race". Members unanimously confirmed the above-mentioned proposal.

Schedule of CITB Meetings in 2022

Members took note of the schedule of CITB meetings in 2022.

Demand and Supply of Manpower in Construction Industry

Executive Director stated that there would be a great demand of manpower in construction industry in the coming few years. HKIC was working out the maximum training capacity, and requested the management to submit a report to CITB at the next meeting for Members to discuss how to cope with the manpower demand in the future.

**SnM**

**6.14 Tentative Date of Meeting No. 001/22**

The next meeting was scheduled for 19 January 2022 (Wednesday) at 9:30am at Meeting Room, 6/F, Kwai Chung Campus, HKIC, 7-11 Kwai Hop Street, Kwai Chung, New Territories.

There being no further business, the meeting was adjourned at 11:10 am.

**CITB Secretariat  
November 2021**