

Construction Industry Council

Construction Industry Training Board

Meeting No. 004/13 of the Construction Industry Training Board (CITB) was held on Tuesday, 16 July 2013 at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Summary notes of the Construction Industry Training Board (CITB) Meeting No. 004/13:

| Agenda Item | Paper | Major Resolutions / Progress Highlights |
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| 4.1 | CIC/CTB/R/003/13 | Confirmation of the Progress Report of the Previous Meeting Members confirmed the Progress Report of the 3 rd meeting held on 23 April 2013. |
| 4.2 | CIC/CTB/R/003/13 | Matters arising from the last meeting (i) Revision to membership of Course Advisory Panel — Each course advisory panel had reserved a panel seat respectively for the two labour unions. However, one of the labour unions declined the invitation for nomination. After discussion, Members agreed the seat would also be re-allocated to the other labour union but the nominee must be related to the trade in the industry. (ii) Short course on “curtain wall and aluminum window installation” — Members noted that the tender document for the design of curtain wall workshop at Sheung Shui Training Centre was being drafted. |

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| 4.3 | CIC/CTB/P/108/13 (for discussion) | <p>Contractor Cooperative Training Scheme – Proposal for “Contractor (Tower crane operation) Cooperative Training Scheme”</p> <p>In relation to the arrangement of adding the above trade into the “Enhanced Construction Manpower Training Scheme” (ECMTS), Members requested more detailed background information, the related criteria, data on manpower shortage and the like as supplementary information.</p> |
| 4.4 | CIC/CTB/P/109/13 (for discussion) | <p>Proposal for insurance and fee estimates of subcontractor’s site for pre-training under “Subcontractor (Tower Crane Worker’s Assistant) Cooperative Training Scheme”</p> <p>Members noted that the captioned agenda item had to be withdrawn.</p> |
| 4.5 | CIC/CTB/P/110/13 (for discussion) | <p>On-the-job Training Scheme – “Framework document” and Proposal for “Subcontractor’s assistance in implementation of monitoring scheme”</p> <p>Members accepted the “Framework document” and the proposal for “Subcontractor’s assistance in implementation of monitoring scheme” of the above training scheme. However, a Member commented on the arrangement in which a subcontractor would only be given the remaining half of the subsidy if a trainee was continuously employed for another 12 months after completing the first 6 months of training. Thus, it was agreed to review the implementation details according to the situation after the introduction of the scheme.</p> |

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| 4.6 | CIC/CTB/P/111/13 (for discussion) | Proposal for Training Allowance for “Diploma in Vocational Education Programme” Members accepted the contents and mechanism of the proposal to provide training allowance for the above programme and agreed not to recover the allowance issued earlier from trainees who had completed the first year of study but did not work for specified E&M (construction) trade or planned to continue to study at VTC. |
| 4.7 | CIC/CTB/P/112/13 (for discussion) | Proposal for adding excavator simulators as teaching aids Members accepted adding excavator simulators as teaching aids for pilot run. It was also agreed to make an application to the Labour Department for revising the training arrangement of the related course by using simulators as teaching aids while simultaneously going ahead with the tendering process for the excavator simulators. |
| 4.8 | CIC/CTB/P/113/13 (for discussion) | Proposal for capacity in year 2013 for “Enhanced Construction Supervisor / Technician Training Scheme” Members accepted the above proposal in principle that a Certificate in Building Construction Supervision (ZBD) Course would be run in 2013, together with the already commenced Certificate in Civil Engineering Supervision (ZCV) Course, there would be a total of 200 capacities on offer. Yet, the management was requested to review the direct training expenditure involved in the said proposal. |

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| 4.9 | CIC/CTB/P/114/13 (for discussion) | <p>Proposal for Basic Craft Courses in year 2013/2014</p> <p>Members accepted the proposals made by the Course Advisory Panels (Panels) to change six of the 2-year Basic Craft courses to one year courses; re-organize the stream of “Bricklaying, Plastering and Tiling” into two streams of “Bricklaying and Titling” and “Bricklaying and Plastering”; and re-organize “Carpentry and Joinery” into “Construction Formwork” and “Joinery”. That would increase the streams of Basic Craft courses from nine to eleven in year 2013/2014. In addition, Members accepted the proposal of revising the number of training days for the trades of “Painting, Decorating and Sign-writing” and “Construction Formwork” as suggested by the two respective Panels. However, the proposal of revising the number of training days for general trade training and complementary training as suggested by the course advisory panel on plumbing and pip-fitting was rejected because all trainees of the Basic Craft courses had to attend the said training sessions. The course syllabuses of Basic Craft courses in year 2013/2014 as revised accordingly were accepted by Members.</p> |
| 4.10 | CIC/CTB/P/115/13 (for discussion) | <p>Proposal for capacity establishment and trainee allowance of full-time courses in 2013/2014 training year</p> <p>Members accepted the following proposed capacity establishment and trainee allowance of full-time courses in 2013/2014 training year and agreed to recruit the required number of instructors by temporary contracts to teach Basic Craft courses and short courses:</p> |

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| | | Course | Capacity | Trainee Allowance | Site Practice Allowance |
| | | Enhanced Construction Manpower Training Scheme (ECMTS) | 2,940 | \$8,000 per month (first paid by CIC and then reimbursed by the Government) | - |
| | | Short courses | 1,697 | \$150 per day | - |
| | | Short courses jointly offered with Correctional Services Department | 75 | - | |
| | | Basic Craft courses | 570 | \$2,800 per month | \$105 per day |
| | | Construction supervisor /technician courses | 287 | \$2,800 per month | \$105 per day |
| 4.11 | CIC/CTB/P/116/13 (for discussion) | <p>Proposed revisions to various full-time short courses</p> <p>Members accepted a number of revisions proposed to various full-time short courses, which mainly included: (i) suspension of Timber Formwork Top Up (Civil Engineering) Course (TTP); (ii) suspension of Underground Pipe Laying (UPL) Course and changing it to part-time mode; (iii) reducing the number of training days of individual training items in Drainlaying (ZDL) Course so that the total number of training days be reduced from 90 days to 85 days; and (iv) increasing the topics of individual training items in Site Surveying (ZIS) Course so that the total number of training days be increased from 133 days to 135 days.</p> | | | |

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| | | <p>Moreover, Members requested the management to follow up on two topics: (i) whether the training provided by CIC be in line with the practices in the industry or not; and (ii) whether the course adopted internationally and commonly used or more advanced equipment / technology or not. A roadmap on achieving the said mission was to be submitted in the next meeting.</p> |
| 4.12 | CIC/CTB/P/117/13 (for discussion) | <p>Capacity and schedule of part-time courses in 2013/2014 training year</p> <p>Members approved the capacity and schedule of part-time courses in 2013/2014 training year to continue to provide six main types of part-time courses with an estimated total capacity of 64,247 places. Yet, corresponding adjustment would be made to the capacity / schedule if there was any newly endorsed course proposal.</p> |
| 4.13 | CIC/CTB/P/118/13 (for discussion) | <p>Conduct of safety training courses suitable for site management personnel and site supervision personnel</p> <p>Members approved running a 27-hour “Safety Training Course for Site Management Staff” for site management personnel while the current 42-hour “Construction Safety Supervisor Course” would be suitable for site supervision personnel. The two courses would be operated under the principle of cost recovery with course fees being set at \$1,700 and \$1,100 respectively.</p> |
| 4.14 | CIC/CTB/P/119/13 (for discussion) | <p>Proposed revisions to test papers of E&M trade – Refrigeration /Air-conditioning /Ventilation Mechanic (Air System) (Intermediate Trade Test)</p> |

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| | | Members approved the proposed revisions to intermediate trade test questions of the above trade as suggested by Working Group on Skills Test of Refrigeration /Air-conditioning /Ventilation and two CITB Member and Co-opted Member. CIC would have to purchase equipment of around \$30,000 accordingly. |
| 4.15 | CIC/CTB/P/120/13 (for discussion) | Revisions proposed by course advisory panels to trade tests Members accepted the revisions proposed by course advisory panels to the test contents of construction trade tests/ intermediate trade tests of six trades in plumber, construction mechanic, tiler, plasterer, leveler and painter as well as the revisions proposed to the course contents of Ground Investigation Operator's Assistant Course. |
| 4.16 | CIC/CTB/P/121/13 (for discussion) | Survey report on trade tests Members accepted the captioned survey report with the survey reference period running from September 2012 to February 2013. Out of the 7,700 questionnaires issued, 4,000 more were collected. The survey mainly asked about matters related to registration, scheduling, invigilator, tools, materials, test process and duration etc. The average points of the ten questions scored were in the range of 4.31 and 4.58 (5 was the highest score). In addition, 98.52% candidates had an overall comment of "satisfactory" to "very satisfactory" towards the conduct of trade tests. Furthermore, 175 written feedbacks were received via the questionnaires and CIC had taken suitable follow-up actions as regards the candidates' comments. |

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| 4.17 | CIC/CTB/P/122/13 (for discussion) | Annual report on complaints of Trade Test (building/ civil engineering/ electrical & mechanical) and Machinery operation certification test Members accepted the above first annual report of the complaints received from March 2012 to February 2013. During the said period, CIC conducted 3,620 trade tests in total and received a total of 23 cases involving 11 trades, which included 9 enquiries, 8 feedbacks, 4 complaints and 2 reviews of test results. All cases were classified and addressed according to the mechanism and all 23 cases were settled. For cases in relation to test arrangement and tools and equipment etc, the management would review in details the insufficiencies and make improvements; for the 6 cases indicating dissatisfaction with the attitude of the staff, the management would remind and request the staff in question to improve. |
| 4.18 | CIC/CTB/P/123/13 (for discussion) | Proposal of adding “curtain wall intermediate trade test” Members approved the proposal of adding “curtain wall intermediate trade test” and the said test would only contain a 3-hour practical test. |
| 4.19 | CIC/CTB/P/124/13 (for discussion) | Proposal of adding “marble (polishing) trade test” Members noted that the above agenda item needed to be withdrawn but a Co-opted Member proposed following up this issue under the item of Any Other Business. |
| 4.20 | CIC/CTB/P/125/13 (for discussion) | Tender report on procurement of tower crane Members accepted the recommendation made by the assessment panel set up for the procurement tender to purchase a tower crane (model: YongMao ST5515B) from Eastime Construction Equipment Engineering Ld, which had |

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| | | passed the technical tender assessment with the lowest tender price of \$2,226,000 that was within the budgeted estimate. |
| 4.21 | CIC/CTB/P/126/13 (for discussion) | <p>Definition of 9 categories of site supervision personnel under Construction Industry Council Manpower Forecasting Model</p> <p>Members noted that the above document had to be withdrawn.</p> |
| 4.22 | CIC/CTB/P/127/13 (for discussion) | <p>Organizing a Conference on RMAA Manpower Research in the Construction Industry</p> <p>Members approved the proposal of organizing a Conference on RMAA Manpower Research in the Construction Industry by the Working Group on RMAA Manpower Research to explore the collection of RMAA statistics and solicit support from the industry and conference attendees to help collect the related data and information. The conference would be held in the afternoon on 6 August 2013 at Construction Industry Resource Centre.</p> |
| 4.23 | CIC/CTB/P/128/13 (for information) | <p>Progress report on “Investing in Construction Manpower project”</p> <p>Members noted the progress of various items under the “Investing in Construction Manpower project” as of 15 June 2013.</p> |
| 4.24 | CIC/CTB/P/129/13 (for discussion) | <p>Proposal on communications between CITB and course advisory panels</p> <p>Members agreed that after all panels had held their meetings, CITB Chairman or his delegated Member(s) and/or any interested Member(s) would meet with the 17 course advisory panel chairmen so as to provide one more opportunity for direct exchange of views and communications between the panels and</p> |

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| 4.25 | CIC/CTB/BOSSC/R/001/13 、 CIC/CTB/CMF/R/001/13 、 CIC/CTB/WGRMAA/R/001/13 and CIC/CTB/WGLR/R/001/13 (for information) | <p>Progress report of 1st meeting of Board of Studies on Construction Safety Courses</p> <p>Progress report of 1st meeting of Steering Committee on CIC Manpower Forecasting Model Updating and Enhancement Study</p> <p>Progress report of 1st meeting of Working Group on RMAA Manpower Research</p> <p>Progress report of 1st meeting of Working Group on Standardization of Labour Return of Construction Sites</p> <p>Members accepted the progress reports of the first meetings of the above Board of Studies, Steering Committee and two Working Groups.</p> |
| 4.26 | Any Other Business | <p>(i) Proposal for adding “Marble (polishing) trade test”</p> <p>Members noted that the management would submit the test questions on the above trade test for the Committee to consider after the Construction Workers Registration Board had discussed and decided on the registration title of the trade.</p> <p>(ii) Review of outcomes of full-time courses and proposal of employing extended training period as the mainstream making reference to current training mode of “Sub-contractor Cooperative Training Scheme”(SCTS)</p> <p>Members requested the management to provide in the next meeting: (i) an account of the drop-out of trainees of full-time courses from the date of admission to the mid-term of the first year of study and by the end of the</p> |

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| | | <p>course; and (ii) entrance rate of trainees who ultimately joined the industry to review the outcomes of full-time courses. For the proposal of extending the training period as the mainstream, Members considered that the current training mode of SCTS could be studied to see if it was appropriate. If appropriate, the coverage of the scheme could be further expanded; on the contrary, if inappropriate, it should be revised before considering the expansion of such scheme.</p> <p>(iii) Development plans for northeastern New Territories and Hung Shui Kiu</p> <p>Members raised that CIC manpower forecasting model had to supplement the impact of the above two major development plans on manpower demand.</p> <p>(iv) E&M training</p> <p>Members requested the management to explore the measures that could be taken by CIC in the short term and long term to tackle the E&M manpower demand in the industry. The management was also requested to look into the division of labour between VTC and CIC on the provisions of E&M training and how to ensure the levy collected from the industry could be channelled into the training of construction personnel.</p> |