

ITCTS (Employer)

The purpose of this document is to depict the main points of Intermediate Tradesman Collaborative Training Scheme (ITCTS) for participated employers by highlighting items that they need to prepare or pay attention to, so that training will be carried out effectively and training efficiency will be enhanced.

Participated employers should:

1. Sign the employment contract or related certificate of employment with trainees in accordance with the employment laws of the HKSAR. The contract period should not less than the designated training period, which depends on work trades and ranges from 1 to 6 months. The CIC/HKIC is not responsible for the terms and condition of the employment contract;
2. Pay salary on monthly basis. The salary of the trainees must not less than the specific monthly salary of the CIC/HKIC which is \$13,400. The employment contract or related certificate of employment shall mention the amount of wages and payment method clearly;
3. Submit copy of the trainee' s employment contract or related certificate of employment for approval by the CIC/HKIC;
4. Notify to the CIC/HKIC within 7 working days about the loss of trainees;
5. Arrange trainees to attend 4 days followup training (depends on work trades) provided by the CIC/HKIC. The employers shall pay their salary for these days;
6. Arrange eligible site trainers to provide training for trainees;
7. Arrange site trainers to take a 5-day "Certificate in Instructing Techniques for Site trainers" course. The course is valid for 5 years, and the Hong Kong Institute of Construction will provide renewal courses in the future;
8. Submit attendance record of trainers and trainees during on-site training, payment records to trainees, and other relevant information every month;
9. Supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test conducted by the CIC/HKIC at the end of training and register as registered semi-skilled workers;

10. Arrange site trainer to participate in the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades;
11. Instruct site trainers to explain trade test information to trainees for well preparation before the test;
12. Provide adequate insurance coverage for its training, including Contractor's All Risk, Third Party Liability, Employee Compensation and any other insurance necessary for the execution of the trainings under ITCTS. These insurances shall cover the trainees and site trainers;
13. CIC/HKIC arranges site inspection at least one time during on-site training to ensure that the training is properly conducted;
14. Monitor the training period, training items/contents that site trainers and trainees filled in on the progress report. It shall be signed by the site trainers and trainees;
15. Submit the Trainee's Progress Report and attendance record to the CIC/HKIC once every 1 to 3 months for checking;
16. Compile with quality assurance and performance assessment mechanism.

To further enhance the quality and performance of the scheme, the following monitoring mechanisms are set up:

The performance of the Main Contractor is assessed annually, and the assessment period starts from January 1 to December 31 of each year.

Item	Description	Performance Indicator
1.	Appreciation of outstanding achievements	≥75% (the top three)
2.	Performance satisfactory	≥75%
3.	Letter to remind the Main Contractor to pay attention to their unsatisfactory performance	≥50% and <75%
4.	Letter to strongly remind the Main Contractor for their poor performance and meeting with the Main Contractor for improvement measures	≥40% and <50%
5.	Suspension of processing new applications	<40%

	for 6-month coolingoff period^	
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^ During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Main Contractor to review the Main Contractor' s current training plan and support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the Main Contractor' s application had been approved before, CIC/HKIC would have taken the initiative to meet the Main Contractor to discuss and implement the employer's improvement measure(s) before allowing trainee joins the scheme.

Enquiry

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Framework
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