

# **Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses)**

## **Framework Document**

**By Hong Kong Institute of Construction**

**1 November 2023**

此文件關於中級技工合作培訓計劃（技術提升課程）。如有需要索取此文件的中文版本，請致電 2100 9238 或以電郵 [cos.itctssec@hkic.edu.hk](mailto:cos.itctssec@hkic.edu.hk) 與蔡汶儀女士聯絡。

This Disclaimer has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

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## 1. Purpose

The purpose of this document is to depict the details of Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) [ITCTS (Skills Enhancement Courses)] and to set out the procedures of Construction Industry Council / Hong Kong Institute of Construction in handling this Scheme.

## 2. Terminology

In this document, the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:-

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Sub-committee ATP&COS	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ITCTS (Skills Enhancement Courses) approved by the CIC/HKIC
f.	Scheme	ITCTS (Skills Enhancement Courses)
g.	Training Subsidy	Reimbursement of training fees to Training Bodies
h.	Training Bodies	Training Bodies related to the construction industry and approved by the CITB

## 3. Background

- 3.1 The Government announced its Budget 2022-2023's proposal that it would provide \$1 billion funding to Construction Industry Council (hereinafter called the "CIC") for further enhancing manpower supply of the construction industry. HKIC aims at uplifting general workers' skill level through extending Collaboration Scheme in order to enhance workers' retention rate and increase the supply of semi-skilled workers.
- 3.2 HKIC partners with training bodies and trains up registered general workers who possess relevant working experience to be registered semi-skilled workers in a fast and flexible way by launching Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) [ITCTS (Skills Enhancement Courses)].

#### 4. Nature of the Scheme

- 4.1 The Scheme follows training approach of collaborative training schemes. The CIC/HKIC is responsible for planning, monitoring and reviewing the tasks, including assisting and monitoring the participated Training Bodies to conduct the training.
- 4.2 This Scheme is in collaboration with Training Bodies to cover various trades in order to cope with the demand of the industry.
- 4.3 The CIC/HKIC uses the benchmark approach to follow the operations of the HKIC and “Collaborative Training Scheme” and selected those items in Trade Divisions that are much in demand in the Scheme.
- 4.4 Training Bodies Involved and Trade Divisions

- 4.4.1 Ten Training Bodies join the Scheme with 24 Trade Divisions. The Trade Divisions courses offered by Training Bodies are listed as follows:

i) Hong Kong Construction Industry Employees General Union	<u>23 courses:</u> (1) Bricklayer (2) Tiler (3) Plasterer (4) Carpenter (Formwork - Building Construction) (5) Leveller (6) Painter and Decorator (7) Fire Service Mechanical Fitter (8) Fire Service Electrical Fitter (9) Plumber (10) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (11) Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) (12) Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation) (13) Refrigeration/Air-conditioning/Ventilation Mechanic (Water System) (14) Electrical Wireman (15) Metal Scaffolder
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	(16) Metal Worker (17) General Welder (18) Control Panel Assembler (19) Window Frame Installer (20) Joiner (21) Bar Bender and Fixer (22) False Ceiling Installer (23) Glazier
ii) The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions	<u>7 courses:</u> (1) Fire Service Electrical Fitter (2) Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control) (3) Electrical Wireman (4) Control Panel Assembler (5) Plumber (6) Painter and Decorator (7) Building Security System Mechanic
iii) Hong Kong and Kowloon Electrical Engineering & Appliances Trade Workers Union	<u>7 courses:</u> (1) Fire Service Electrical Fitter (2) Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control) (3) Electrical Wireman (4) Control Panel Assembler (5) Plumber (6) Painter and Decorator (7) Building Security System Mechanic
iv) The Association of Electrical and Mechanical Engineering (HK) Limited	<u>4 courses:</u> (1) Painter and Decorator (2) Plumber (3) Electrical Wireman (4) General Welder
v) Hong Kong Construction Services Association	<u>6 courses:</u> (1) Painter and Decorator (2) Fire Service Electrical Fitter (3) Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control) (4) Electrical Wireman (5) Metal Scaffolder (6) Window Frame Installer
vi) Hong Kong Construction	<u>21 courses:</u> (1) Bricklayer

Industry Registered Specialist Trade Union Federation	(2)Tiler (3)Plasterer (4) Carpenter (Formwork – Building Construction) (5)Leveller (6)Painter and Decorator (7)Fire Service Mechanical Fitter (8)Fire Service Electrical Fitter (9)Plumber (10)Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (11)Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) (12)Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation) (13)Refrigeration/Air-conditioning/Ventilation Mechanic (Water System) (14)Electrical Wireman (15)Metal Scaffolder (16)Metal Worker (17)General Welder (18)Control Panel Assembler (19) Window Frame Installer (20) False Ceiling Installer (21)Glazier
vii) Hong Kong Vocational Skills Training School	<u>9 courses:</u> (1)Bricklayer (2)Tiler (3)Plasterer (4) Painter and Decorator (5)Fire Service Electrical Fitter (6)Plumber (7)Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (8) Electrical Wireman (9) Control Panel Assembler
viii) Plumbing Technology Student Association	<u>1 course:</u> (1)Plumber
ix) Hong Kong Unity Construction	<u>1 course:</u>

Workmate Home	(1) Carpenter (Formwork – Building Construction)
x) Construction Site Workers General Union	3 <u>courses</u> : (1)Electrical Wireman (2)Control Panel Assembler (3)Plumber

4.5 The CIC/HKIC approves training application, monitors and reviews the Scheme by Sub-committee and CITB regularly.

4.6 Please refer to Annex 1 for the flowchart for inclusion of new work trades.

4.7 Consideration of including new training body to the Scheme:

- i) Background of the training body, training experience, trainee recruitment network, financial status, organizational management (management structure, quality assurance policy, etc.)
- ii) Qualification of trainer, training ground and equipment;
- iii) Strategy and development in training (include work trades, projects, application of technology in the construction industry, etc.);
- iv) Contributions to industry/CIC/HKIC development; and
- v) Other relevant considerations (include social services, experience in providing services to ethnic minorities)

## 5. Details of the Scheme

5.1 Training Bodies provide training courses and cover theory and practice with safety measures, equipment, tools, and materials of the related trades so as to enhance technical skills of trainees.

5.2 The training mode of this scheme includes theoretical and workshop practical training. Training are scheduled by individual Training Bodies and are provided in full-time training.

5.3 Eligibility and Requirements for Trainee

5.3.1 To participate in this Scheme, a proposed trainee must meet the following requirements:

- i) Eligible employees in Hong Kong (i.e. persons legally residing in Hong Kong who are free to be employed or work without conditions, including Hong Kong permanent residents and new arrivals); and

- ii) registered as a registered general worker; and
- iii) with at least 1-year relevant working experience (verified by the training bodies); and
- iv) has not obtained the intermediate trade test certificate or trade test certificate qualification; and
- v) has not registered as registered semi-skilled workers or registered skilled workers of any trade under Construction Workers Registration Ordinance; and
- vi) has not taken the courses of relevant trades offered or funded by the CIC and HKIC over one year prior to application.

#### 5.3.2 Trainee must meet the following assessment criteria:

- i) The trainees must have attendance rate of 85% or above and pass the internal assessment provided by the training bodies before applying for the Intermediate Trade Test, and
- ii) One Intermediate Trade Test and one make-up test (if applicable) will be free on the condition that the trainee is recommended by training bodies and the trainee must attend the Intermediate Trade Test within 3 months after course completion. Otherwise, the qualification will be cancelled.

### 5.4 Training Duration and Class Size

The training duration is 50 hours (to be completed in 6 months). The class size is 8-10 trainees.

### 5.5 Training Places and Quota Allocation

5.5.1 The number of training places is reviewed and approved by CITB every year.

5.5.2 Allocation of the places would be flexible according to the actual application situation.

### 5.6 Training Subsidy

5.6.1 Training subsidy would be reimbursed to Training Bodies upon the completion of courses. Training Bodies may apply to the CIC/HKIC for preparatory fee up to one-half of the total amount approved.



5.6.2 The tuition is free for trainees. An Intermediate Trade Test and a make-up test are arranged to trainees for free of charge.

5.6.3 Bonus payment arrangement applicable to trainees who register on or before 14 November 2023::

A bonus of \$4,000 will be provided to trainees who achieve the attendance rate of 85% or above. An additional bonus of \$10,000 will be provided to the trainees who pass the Intermediate Trade Test (a maximum of 2 fee waivers) and register as registered semi-skilled workers of the relevant trade under the “Construction Workers Registration Ordinance”. The bonus shall be paid by CIC/HKIC to the trainee directly.

Bonus payment arrangement applicable to trainees who register on or after 15 November 2023: :

A bonus of \$7,000 will be provided to the trainees who achieve the attendance rate of 85% or above, pass the Intermediate Trade Test (a maximum of 2 fee waivers) and register as registered semi-skilled workers of the relevant trade under the “Construction Workers Registration Ordinance”. The second phase of incentive bonus of \$7,000 will only be provided to trainees who are still working in the relevant work trades 3 months after passed the Intermediate Trade Test. The bonus shall be paid by CIC/HKIC to the trainee directly.

## 5.7 Requirements on Trainer Qualification and Trainer-to-Trainee Ratio

5.7.1 Training Bodies shall arrange eligible trainers and assistant trainers to provide training for trainees.

5.7.2 Eligible trainers must meet the following requirements:

- (i) Holder of Registered Skilled Worker of relevant work trade through the “Senior Workers Registration Arrangement”; or
- (ii) Holder of relevant trade test certificate or the qualifications listed in Note 1 below; with not less than 5 years relevant post qualification working experience; or
- (iii) Holder of the relevant trade test certificate or the qualifications listed in Note 1 below; and with at least 7 years relevant working experience; and

- (iv) Trainers must attend “the Certificate in Instructing Techniques for Site Trainers”.

Note 1: The below qualifications are applicable for the following trades:

- Electrical Wireman/ Control Panel Assembler of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
- Plumber: holder of valid “Grade I Plumber’s Licence” issued by the Water Supplies Department.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) / (Air System) / (Thermal Insulation) / (Water System) fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

5.7.3 Eligible assistant trainer must meet one of the following requirements:  
Holder of relevant Trade Test Certificate or the qualifications listed in Note 1 below;

Note 1: The below qualifications are applicable for the following trades:

- Electrical Wireman/ Control Panel Assembler: holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
- Plumber: holder of valid “Grade I Plumber’s Licence” issued by the Water Supplies Department.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) / (Air System) / (Thermal Insulation) / (Water System): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

5.7.4 One trainer and one assistant trainer train 8-10 trainees.

## **6. Requirements for Training Bodies**

- 6.1 Training Bodies play a major role in the Scheme. Training Bodies are responsible for verifying the trainee eligibility, managing and arranging training for trainees, and monitoring the learning progress of trainees. Their duties include course promotion, trainee recruitment, assessment, teaching, attendance record keeping, quality assurance such as internal assessment, etc.
- 6.2 Training Bodies are required to submit application (for details, please refer to Annex 2) to the CIC/HKIC for approval with agreeing on the terms and condition

in Annex 3 and recruit suitable trainees, trainers and assistant trainers. The application shall include training period, training venues, qualification and experience of trainers and assistant trainers, etc. Should there be any changes in trainers, assistant trainers and trainees, a replacement should be arranged with advance notice to seek the prior approval and consent of the CIC/HKIC.

- 6.3 Training Bodies are responsible for identifying and verifying the capability, suitability and eligibility of trainees for participating in the training, including
- i) Registered General Worker qualification of trainees; and
  - ii) Working experience of trainees.
- 6.4 Training Bodies are required to verify the working experiences provided by trainees on the Application Form of “Collaboration Training Scheme Trainee Application Form” and to stamp with the Training Body chop on the form before submitting to the CIC/HKIC.
- 6.5 For trainers / assistant trainers who have been approved in the CIC/HKIC’s collaborative training schemes (including this Scheme, the Contractor Cooperative Training Scheme, the Intermediate Tradesman Collaborative Training Scheme and Advanced Construction Manpower Training Scheme (ACMTS) - Pilot Scheme), they need to submit valid qualification documents.
- 6.6 For newly proposed assistant trainers, Training Bodies shall provide the information of proposed assistant trainers and confirm his/her Trade Test Qualification.
- 6.7 For newly proposed site trainers, the Training Bodies shall submit “Collaboration Training Scheme Resume of Site Trainer” (Annex 13) to verify the qualification and relevant work experience of proposed site trainers meet eligible site trainers’ requirements stated on 5.7.2; and certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification, are confirmed by training bodies. The following information should be included in “Relevant Work Experience” in “Collaboration Training Scheme Resume of Site Trainer”:

(a) Year

Listed the project’s start year and completion year; and

(b) Work Details

Detailed listed construction project and job duties. The Training Body may refer to the "Description of skills" (column 3) of the respective trade division in Schedule 1 of the Construction Workers Registration Ordinance, Chapter 583 of the Laws of Hong Kong to fill in job duties.

- 6.8 Training Bodies are required to offer insurance for trainees, trainers and assistant trainers.
- 6.9 Trainees shall take part in Intermediate Trade Test at the end of the training with the recommendation from the Training Bodies. The CIC/HKIC will provide one free Intermediate Trade Test and one free re-test.
- 6.10 If a trainee is absent from free Intermediate Trade Test and not able to provide compelling reasons with evidence in writing within 10 working days after the test date, the CIC/HKIC will not arrange any free test.
- 6.11 Training Bodies are required to submit trainee attendance record to the CIC/HKIC.
- 6.12 Training Bodies are responsible for collecting the Trainee Allowance Processing Forms (for details, please refer to Annex 4) and submit them to the CIC/HKIC for the issuance of bonus.
- 6.13 Training Bodies are responsible for collecting the course evaluation questionnaire completed by trainees (for details, please refer to Annex 5) and submit them to the CIC/HKIC.
- 6.14 Training Bodies are responsible for the disputes arising from the training under this Scheme.
- 6.15 Quality Assurance and Performance Assessment Mechanism

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

#### Assessment Period

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

#### 6.15.1 Performance Indicator

Retention Rate is 75% and Passing Rate is 75%.

#### Assessment Guidelines

Item		Performance Indicator
1.	Appreciation of outstanding achievements	≥75% (the top)
2.	Performance satisfactory	≥75%
3.	Letter to remind the Training Bodies to pay attention to their unsatisfactory performance	≥50% and <75%
4.	Letter to strongly remind the Training Bodies for their poor performance and meeting with the Training Bodies for improvement measures	≥40% and <50%
5.	Suspension of processing new applications for 6-month cooling-off period	<40%

6.15.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Training Body to review the Training Body'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 Training Body's application had been approved before, CIC/HKIC would have taken the initiative to meet the Training Body to discuss and implement the Training Body's improvement measure(s) before allowing trainee joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details, please refer to Annex 14). For flow chart for follow-up action on cooling-off period, please refer to Annex 15.

6.16 Relevant training figures could be drawn from approved trainer list. The overall passing rate of all trainees that is directly trained by the Training Bodies trainer in the past year is calculated and that must not be less than 75%. When a new application is received, the CIC/HKIC will refer to the Training Bodies trainer's performance in the past year as consideration for approving the application. In addition, each Training Bodies trainer must 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.

- 6.17 If the Training Bodies trainer fails to meet the overall passing rate which is 75%, the CIC/HKIC shall arrange a meeting (through face to face or telephone) with the Training Bodies and the Training Bodies trainer to discuss the improvement plan. If the situation continues for two years, the Training Bodies trainer will not be approved for a new application for one year and require attending the site trainer revalidation course. The outstanding Training Bodies trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.
- 6.18 The Training Bodies are required to verify the proof of employment of relevant trade submitted by trainees three months after passing the test; and forward to the CIC/HKIC for approval. If a trainee fails to provide proof of employment in relevant trade three months after passing the test but can provide within one year, the second phase of incentive bonus will be still issued. The CIC/HKIC will randomly check the trainees' proof of employment, so the Training Bodies must keep relevant record of trainees for no less than seven years.

## **7. Roles of the CIC/HKIC**

- 7.1 The CIC/HKIC is responsible for reviewing the applications submitted by Training Bodies, including the training syllabus (for details, please refer to Annex 6 of Framework Document in Chinese Version) submitted by Training Bodies and qualifications of proposed trainer and assistant trainer. The CIC/HKIC will also randomly check the work experience of the trainees.
- 7.2 Applications shall be approved, monitored and reviewed regularly by the CIC/HKIC.
- 7.3 Upon completion of training, the CIC/HKIC shall arrange trainees, who meet the assessment criteria, to sit for Intermediate Trade Test to evaluate their skill levels.
- 7.4 The CIC/HKIC shall conduct an internal check for the data input and referral information periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarize and to record the relevant circumstances, and then sign and file the Supervisory Check for Trainee Applicants Eligibility Checking and Trainee Summary Record. For details, please refer to Annex 7.

## **8. Application Procedures**

- 8.1 Training Bodies shall submit the following documents to the CIC/HKIC for checking and approval at least 3 weeks before the training commences:
- i) Completed and duly signed application form together with all supporting documents and agreed with the terms and conditions in Annex 3; and
  - ii) Training schedule; and
  - iii) Application form for Trade Test and Construction Workers Registration of Trainees stamped with Training Body chop; and
  - iv) Trainee Application Form
  - v) Collaboration Training Scheme Resume of Trainer (Annex 13) (applicable to new proposed trainer)
- 8.2 Working experience of trainees on the application form shall be verified by the Training Bodies.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 17 calendar days to proceed and approve the application.
- 8.4 If there is any incomplete or inaccurate document in an application, the Training Bodies should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application will be returned.
- 8.5 Upon the approval of the Approved Project by the CIC/HKIC, the CIC/HKIC will notify in writing (email and post) to the Training Bodies. The training period shall start from the date specified by the CIC/HKIC (Commencement Date). (For details, please refer to item 2.2 of Annex 3.)
- 8.6 Training Bodies shall commence the training in accordance with the Approved Project.
- 8.7 Please refer to Annex 8 for the procedure and flowchart for handling scheme application.

## **9. Monitoring Procedures**

- 9.1 The CIC/HKIC shall conduct inspection to Training Bodies' workshop at least 3 times per year.

- 9.2 The CIC/HKIC will regularly arrange staff to conduct unannounced inspections to review the teaching situation and the progress of trainees.
- 9.3 When the Training Bodies commence the training, the trainees shall fill in the training contents in Progress Report (for details, please refer to Annex 9).
- 9.4 Training Bodies are required to sign and endorse the Progress Report.
- 9.5 Training Bodies are required to submit the Progress Report and attendance record to the CIC/HKIC after the completion of training.
- 9.6 The CIC/HKIC will handle complaint according to established procedure. Please refer to Annex 10 for details of the flowchart for complaint handling.

## **10. Reimbursement of Subsidy**

- 10.1 When Training Bodies apply for reimbursement of subsidy from the CIC/HKIC, the following documents must be submitted for verification by the CIC/HKIC:
- i) Invoice issued by the Training Bodies; and
  - ii) Progress Report signed by trainer and assistant trainer; and
  - iii) Trainee's Attendance Record signed by trainer and assistant trainer.
- 10.2 Training Bodies are required to submit application for reimbursement of subsidy in accordance with item 10.1 above within 12 months from the month in which the training costs incurred by the Training Bodies. Should the Training Bodies fail to submit an application within such time period, the CIC/HKIC shall not process the applications for reimbursement.
- 10.3 Bonus will be issued to the eligible trainees by the CIC/HKIC directly. Training Bodies are required to submit the following documents to the CIC/HKIC for handling:
- i) Trainee Allowance Processing Forms; and
  - ii) Copies of bank account proof; and
  - iii) Proof of employment in relevant trade in the third month after passing the test



- 10.4 The CIC/HKIC will process the applications and check the completeness of the documents submitted by Training Bodies. Upon receipt of duly completed reimbursement application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 30 calendar days to proceed and approve the application.
- 10.5 If there is any incomplete or inaccurate item in an application, Training Bodies should submit supplementary information within 20 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.
- 10.6 After endorsement by the CIC/HKIC, the Finance Department shall process the applications for reimbursement of subsidy and will pay to trainee directly.
- 10.7 Please refer to Annex 11 for the procedure and flowchart for handling subsidy reimbursement application.

## **11. Fraud Case and Termination of Agreement**

- 11.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall take follow-up actions in a serious manner. Please refer to Annex 12 for the flowchart of handling of suspected fraud case.
- 11.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the Training Bodies are in breach of the terms stipulated in the Agreement.
- 11.3 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Training Bodies.

## **12. Avoiding Conflict of Interests**

All participating working staff, Training Bodies, agents and trainees must comply with the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO). If any possible case of violation against POBO is found, the CIC/HKIC will transfer such case to the Hong Kong Independent Commission Against Corruption (ICAC).

## **13. Personal Information Collection Declaration**

13.1 Training Bodies shall ensure that the collection and transfer of trainees' personal data to the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) and through the CIC/HKIC to the government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

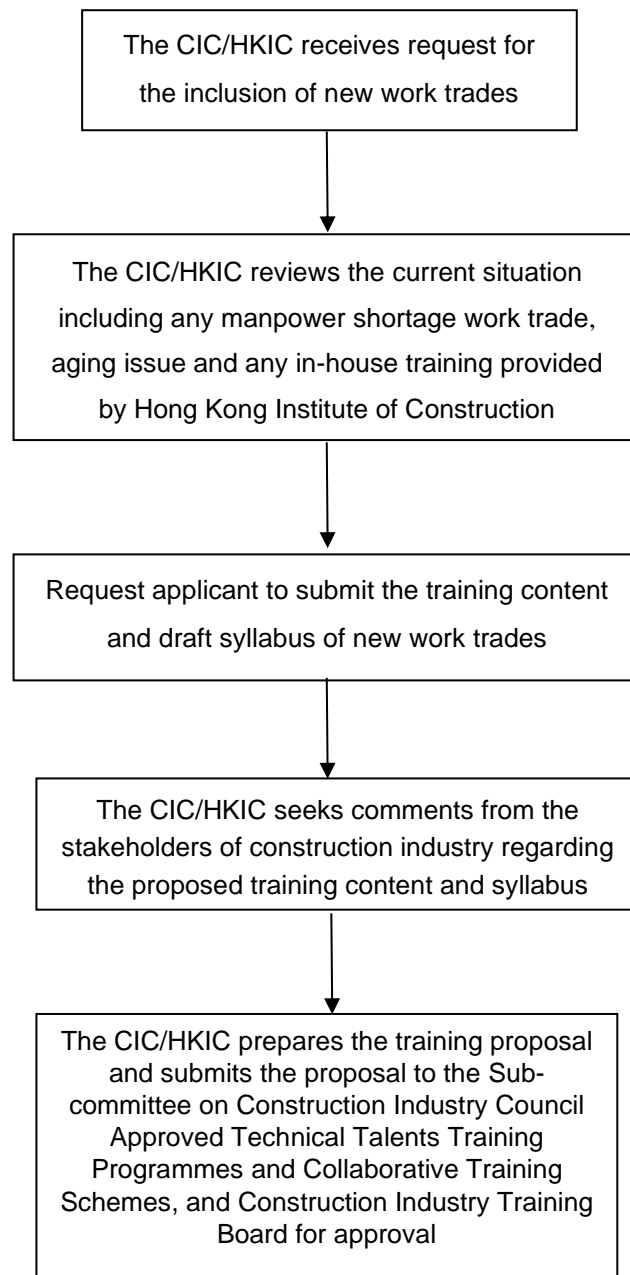
In order to comply with the PDPO, Training Bodies must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the following:

- a. To inform the trainee that his/her information will be provided to the CIC/HKIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of the CIC/HKIC (including the transfer of any personal data by the CIC/HKIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other collaborative training schemes.
- b. To give the trainee an option to agree or disagree that the CIC/HKIC may keep him/her informed of the CIC/HKIC activities and industry development which may be of his/her interest, the CIC/HKIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, Trade Testing, registration, events and other aspects of its work and the construction industry.
- c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
- d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC/HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

13.2 Training Bodies shall obtain the trainee's written consent regarding the above.

13.3 Training Bodies shall indemnify the CIC/HKIC for any action that violate the terms and condition of PDPO or the above declaration.

Flowchart for Inclusion of New Work Trades





**Intermediate Tradesman**  
**Collaborative Training Scheme**  
**(Skills Enhancement Courses)**  
**Application Form**

(For CIC/HKIC Use)

App. No. : \_\_\_\_\_

Date of Rec : \_\_\_\_\_

Last Update : \_\_\_\_\_

Code : \_\_-\_\_ Q-\_\_\_\_\_

<b>Part I: Information of Applicant (Training Body)</b>	
Name of Training Body :	
Address of Training Body :	
Name of Person-in-charge :	Position :
Telephone No. :	Email :

<b>Part II: Training Proposal</b>	
(1) Training Venue :	
(2) Training Period :	
(3) Time of Training :	(4) Length of Training :
(5) Proposed Number of Trainees : <small>(maximum 10 trainees per class, one Application Form for each class)</small>	
(6) Work Trade and Class Number :	

<b>Part III: Particulars of Proposed Trainees</b>	
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :

**(Continued) Part III: Particulars of Proposed Trainees**

Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :

**Part IV: Particulars of Proposed Trainer and Assistant Trainer**

Trainer

Name in Chinese :	HKID No. :
Name in English :	Telephone No. :

Assistant Trainer

Name in Chinese :	HKID No. :
Name in English :	Telephone No. :

**Part V: Work Trade (one Application Form per Trade)**

<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> General Welder	<input type="checkbox"/> Refrigeration/ Air-conditioning/ Ventilation Mechanic (Water System)
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Metal Scaffolder	<input type="checkbox"/> Painter and Decorator	<input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control)
<input type="checkbox"/> Tiler	<input type="checkbox"/> Electrical Wireman	<input type="checkbox"/> Control Panel Assembler	<input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Air System)
<input type="checkbox"/> Plumber	<input type="checkbox"/> Fire Service Electrical Fitter	<input type="checkbox"/> Carpenter (Formwork - Building Construction)	<input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Thermal Insulation)
<input type="checkbox"/> Leveller	<input type="checkbox"/> Fire Service Mechanical Fitter	<input type="checkbox"/> Window Frame Installer	<input type="checkbox"/> Building Security System Mechanic
<input type="checkbox"/> Joiner	<input type="checkbox"/> Bar Bender and Fixer	<input type="checkbox"/> False Ceiling Installer	<input type="checkbox"/> Glazier

## **Part VI: Declaration of Applicant**

1. Our Training Body/I understand and agree that the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our Training Body/I understand and agree that the CIC/HKIC has the right to request us/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. The CIC/HKIC also has the right to send representatives to inspect the above location(s).
3. Our Training Body/I understand and undertake to provide training to trainee(s) according to training syllabus and agree that the CIC/HKIC can send personnel to the venue at any time to inspect whether the training progress, environment and conditions are safe and reasonable after the approval of the application.
4. Our Training Body/I agree to provide the relevant insurance for trainers, assistant trainers and trainees. The CIC/HKIC is not held liable in any event.
5. Our Training Body/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Training Body/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
7. Our Training Body/I hereby confirm that the trainees register as registered general worker and possess at least 1-year post-qualification working experience related to the course of trades they applied for.
8. Our Training Body/I hereby confirm that we/I shall comply with the terms and conditions stipulated in the framework document of Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) as well as this application form and the terms and conditions specified in this application form. We/I confirm that all information is accurate.

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  3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
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### **《Declaration on Compliance》**

I have carefully read and understand the Personal Data Collection Statement and all other information on this application.

Please attach the following documents and put ☒ in the box below:

<input type="checkbox"/>	Training Schedule
<input type="checkbox"/>	Training Mode
<input type="checkbox"/>	CV of each trainer
<input type="checkbox"/>	Trainee Application Form
<input type="checkbox"/>	Copy of HKID, Safety Green Card, Trade Test Application Form and Allowance Form

Signature : \_\_\_\_\_

Authorized signature

Training Body Chop

Name : \_\_\_\_\_ Position : \_\_\_\_\_

Date : \_\_\_\_\_

For CIC/HKIC Use			
Endorsement :		Date :	

## **Annex: Terms and Conditions**

### **1 Defined Terms and Interpretation**

- (a) **Agreement** means the training agreement made between the CIC/HKIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any Training Body that submit an application to participate in the Scheme launched by the CIC/HKIC.
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- (d) **CIC** means the Construction Industry Council. **HKIC** means the Hong Kong Institute of Construction.
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- (i) **Participant** means trainers, assistant trainers and trainees recruited by the Applicant to participate in the Scheme.
- (j) **Scheme** means the collaborative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (k) **Interpretation**

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- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and
- (iii) headings are for ease of reference only and do not affect interpretation.

No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of the terms and conditions of the Agreement or any part of it.

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  - (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects;
  - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

### **4 Insurance**

- 4.1 The Applicant shall ensure that it, agents, trainees or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including third party liability, employees' and trainees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the training under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

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- 5.1 The CIC/HKIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant shall at any time become bankrupt/insolvent, undergoes or will undergo receivership or liquidation, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Applicant, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC/HKIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.



## **6 Probity**

- 6.1 The Applicant shall prohibit its employees, agents and Participants (whether they are employees of the Applicant) who are involved in the Scheme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) when conducting business in connection with the Scheme.

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- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC/HKIC and through the CIC/HKIC to the relevant authorities and/or organizations which subsidize the Scheme.
- 7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC/HKIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.
- 7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC/HKIC in accordance with the data access procedures stipulated on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).

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- 8.1 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

## **9 Liability of CIC/HKIC**

- 9.1 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, trainees, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the participation of the Applicant and the Participants in the scheme, including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

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- 10.1 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant is in breach of the terms stipulated in the Agreement.
- 10.2 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Applicant.

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- 11.1 In relation to any dispute or difference arising out of or in connection with the Scheme, the parties shall first try to resolve the dispute or difference amicably by good faith negotiations between senior representatives of the related parties. In the event that the dispute or difference remains unresolved 28 days after the commencement of such negotiations, the dispute shall then be referred to mediation at the Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate or the failure of the mediation.

## **12 Governing Laws and Jurisdiction**

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.
- 12.2 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.



**Intermediate Tradesman**  
**Collaborative Training Scheme**  
**(Skills Enhancement Courses)**  
**Application Form**

(For CIC/HKIC Use)

App. No. : \_\_\_\_\_

Date of Rec : \_\_\_\_\_

Last Update : \_\_\_\_\_

Code : \_\_-\_\_ Q-\_\_\_\_\_

<b>Part I: Information of Applicant (Training Body)</b>	
Name of Training Body : XXX	
Address of Training Body : 1/F,95 XXX Road	
Name of Person-in-charge : Chan Tai Man	Position : Senior Manager
Telephone No. : 2976 9999	Email : xxxconstruction@mail.com

<b>Part II: Training Proposal</b>	
(1) Training Venue : XXX Training Ground	
(2) Training Period : Oct 2022-Dec 2022	
(3) Time of Training : Every Tue & Thu 7pm – 10pm	(4) Length of Training : X Hours
(5) Proposed Number of Trainees : 10 <small>(maximum 10 trainees per class, one Application Form for each class)</small>	
(6) Work Trade and Class Number : Fire Service Mechanical Fitter Class X	

<b>Part III: Particulars of Proposed Trainees</b>	
Name in Chinese : 陳偉	HKID No. : A123456(7)
Name in English : Chan Wai	Telephone No. : 9888 7777
Name in Chinese : 王健	HKID No. : B123456(7)
Name in English : Wong Kin	Telephone No. : 9777 6666
Name in Chinese : 周傑	HKID No. : C123456(7)
Name in English : Chow Kit	Telephone No. : 9666 5555
Name in Chinese : 李俊	HKID No. : D123456(7)
Name in English : Lee Chun	Telephone No. : 9555 4444
Name in Chinese : 張明	HKID No. : E123456(7)
Name in English : Cheung Ming	Telephone No. : 9444 3333
Name in Chinese : 何賢	HKID No. : F123456(7)
Name in English : Ho Yin	Telephone No. : 9333 2222

**(Continued) Part III: Particulars of Proposed Trainees**

Name in Chinese : 劉剛	HKID No. : G123456(7)
Name in English : Lau Kong	Telephone No. : 9222 1111
Name in Chinese : 蔡輝	HKID No. : H123456(7)
Name in English : Choy Fai	Telephone No. : 9111 2222
Name in Chinese : 羅鈞	HKID No. : J123456(7)
Name in English : Law Kwan	Telephone No. : 9222 3333
Name in Chinese : 楊全	HKID No. : K123456(7)
Name in English : Yeung Chuan	Telephone No. : 9333 4444

**Part IV: Particulars of Proposed Trainer and Assistant Trainer**

Trainer

Name in Chinese : 李一心	HKID No. : L123456(7)
Name in English : Lee Yat Sum	Telephone No. : 9444 5555

Assistant Trainer

Name in Chinese : 王君	HKID No. : M123456(7)
Name in English : Wong Kwan	Telephone No. : 9555 6666

**Part V: Work Trade (one Application Form per Trade)**

<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> General Welder	<input type="checkbox"/> Refrigeration/ Air-conditioning/ Ventilation Mechanic (Water System)
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<input type="checkbox"/> Leveller	<input checked="" type="checkbox"/> Fire Service Mechanical Fitter	<input type="checkbox"/> Window Frame Installer	<input type="checkbox"/> Building Security System Mechanic
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Please attach the following documents and put <input checked="" type="checkbox"/> in the box below:	
<input checked="" type="checkbox"/>	Training Schedule
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<input checked="" type="checkbox"/>	CV of each trainer
<input checked="" type="checkbox"/>	Trainee Application Form
<input checked="" type="checkbox"/>	Copy of HKID, Safety Green Card, Trade Test Application Form and Allowance Form

..... T.M. Chan  
Signature :

Authorized signature



Training Body Chop

Name : \_\_\_\_\_ Position : \_\_\_\_\_

Date : \_\_\_\_\_

For CIC/HKIC Use			
Endorsement :		Date :	

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**Trainee Allowance Processing Form****學員津貼處理事宜**

Please tick the appropriate box(es) for processing of the required trainee allowance:

請在需處理的學員津貼事項方格內加“✓”：

- authorisation for trainee allowance payment into a bank account belonging to the trainee
- ☐ 授權學員津貼存入學員銀行賬戶
- authorisation for trainee allowance payment into a bank account not belonging to the trainee
- ☐ 授權學員津貼存入非學員銀行賬戶
- updating account information concerning trainee allowance payment
- ☐ 更新學員津貼入賬戶口資料

Name of Trainee

學員姓名: \_\_\_\_\_

Campus

院校: \_\_\_\_\_

Trade

科別: \_\_\_\_\_

Class

班別: \_\_\_\_\_

Trainee Number

學員編號: \_\_\_\_\_

**Part I 第一部份**

To: Construction Industry Council (hereinafter referred to as the CIC)

致： 建造業議會〔以下簡稱議會〕

I, hereby authorise the CIC to transfer the trainee allowance accrued (if any) from my traineeship with the Campus under the CIC to the following bank account. A copy of the bank account information is hereby attached.

本人現授權議會將本人在議會院校學藝所得之學員津貼(如有)存入下述之銀行賬戶，現附上有關賬戶資料和副本。

Bank Name: (Chinese)

銀行名稱：(中文) \_\_\_\_\_

(English)

(英文) \_\_\_\_\_

Account No:

賬戶號碼：

--	--	--

(Bank code)

(銀行編號)

--	--	--

(Branch Code)

(分行編號)

--	--	--	--	--	--	--	--	--	--

(Account Number)

(賬戶號碼)

Name of Bank Account Holder:(Chinese)

銀行賬戶持有人姓名：(中文) \_\_\_\_\_

(English)

(英文) \_\_\_\_\_

Relationship of the Account Holder with Trainee: Self/ Parent/ Guardian/ Others (Please specify)

賬戶持有人與學員之關係：本人 / 父母 / 監護人 / 其它 (請註明): \_\_\_\_\_

## Part II 第二部份

I hereby authorise the Finance Department of the Construction Industry Council to transfer the allowance accrued (if any) from my traineeship with the Centre into the bank account provided in 'Part I' above in accordance with the stated payment instruction thereof starting from the next term of payment until the termination of my entitlement to the allowance. I also agree that bank acknowledgement will suffice and neither me nor ✕my parent/ guardian/ the account holder is required to acknowledge the receipt personally. In addition, I understand that if the bank account as provided and designated for auto-paying the allowance is not a HSBC bank account, the time required for enquiries and processing the payment may be longer. 茲授權建造業議會財務部根據「第一部份」所提供的存款指示，由下次付款開始將本人在中心學藝所得之津貼(如有)存入本表格「第一部份」所提供的銀行賬戶，直至本人離開中心或停止獲得該津貼為止。本人並同意所有入賬收入由銀行確認已經足夠，不必由本人或✕本人父母 / 監護人 / 賬戶持有人親自確認收妥。此外，若本人所提供指定存入津貼的銀行賬戶並非經由匯豐銀行賬戶自動轉賬存入，本人明白在查詢及處理賬戶所需的時間或會增加。

Signature of Trainee:

Date:

學員簽署：\_\_\_\_\_

日期：\_\_\_\_\_

---

## Part III 第三部份

The bank information in Part I is collected by the CIC to pay the trainee allowances only and will not be used for any other purposes.

第一部份所收集的銀行資料只用於議會支付學員津貼，議會將不會用作其他用途。

### Declaration 聲明

1. I declare that all information supplied on this application form shall be true and genuine to the best of my knowledge and I am aware that the application shall be rendered null if any false information is supplied. Meanwhile, my qualification for any subsequent applications under the Intermediate Tradesman Collaborative Training Scheme (ITCTS) shall be forfeited  
本人聲明本報名表內所載一切資料，依本人所知均屬真確無誤，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
2. I agree that if I am registered for the ITCTS, I shall abide by my declaration made under the ITCTS Application Form and its terms.  
本人同意如本人/本人之子女註冊入學，當遵守建造業議會之學員守則。

✕ Signature of Trainee:

Date:

學員/父母 / 監護人簽署：\_\_\_\_\_

日期：\_\_\_\_\_

---

## Part IV (To be completed by General Office of the Campus) 第四部份 (由院校總務科填寫)

Information provided above have been checked and confirmed correct.

上述填報之資料經已核對及證實無誤。

Trainee Number

學員編號：\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Checked by:

Date:

核對人：\_\_\_\_\_

日期：\_\_\_\_\_

✕ Responsible Manager/  
Officer– Centre Administration  
負責經理/主任-中心行政 \_\_\_\_\_

Date:

日期：\_\_\_\_\_

(✕ Please delete as inappropriate 請將不適用者刪去)

**Intermediate Tradesman Collaborative Training  
Scheme (Skills Enhancement Courses)  
Course Evaluation Questionnaire**

Course Name : \_\_\_\_\_ Date : \_\_\_\_\_ YYYY \_\_\_\_ MM \_\_\_\_ DD

Course Code/Class Code : \_\_\_\_\_

**Please rate the following by circling your choice of number in the box provided.  
(Full mark: 5)**

**1. Training Progress**

1	2	3	4	5
---	---	---	---	---

**2. Course Arrangement**

1	2	3	4	5
---	---	---	---	---

**3. Teaching Performance**

1	2	3	4	5
---	---	---	---	---

**4. Site Arrangement and Facilities**

1	2	3	4	5
---	---	---	---	---

**5. Overall Assessment**

1	2	3	4	5
---	---	---	---	---

**6. Comments :**

---

---

---

Proposed Training Syllabus

(Refer to Framework Document in Chinese Version)

**Supervisory Check for Trainee Applicants**  
**Eligibility Checking and**  
**Trainee Summary Record**

**Annex 7**

**Objective:** To have a supervisory check (counter-check) of the accuracy about the records input in database (computer system) against the information received through application form or notification on the check date.

**Scheme :** CCTS / CCTS-E&M /ITCTS(SEC)/ ITCTS / ACMTS - SOJ / ACMTS - SEC *(Please circle)*

<b>Database of Trainee Summary (Trainee Registration)</b>			
<b>Checklists</b>	<b>Conformity</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Trainee Applicants' Eligibility Checking under TMS - Any subsidies paid by the CIC/HKIC or Intake the CIC/HKIC course within one year previously?			
2. Trainee Applicants' Eligibility Checking under TTMS - Any qualification of Intermediate Trade Test or Trade test under same trade?			
3. Trainee Applicants' Eligibility Checking under Worker Registration System (Website) - Any qualification of Worker Registration under same trade?			
4. Does the record input into TMS accurately?			
5. Does the record input into the relevant trainee database (including Intake, Drop-out and Graduated) ?			

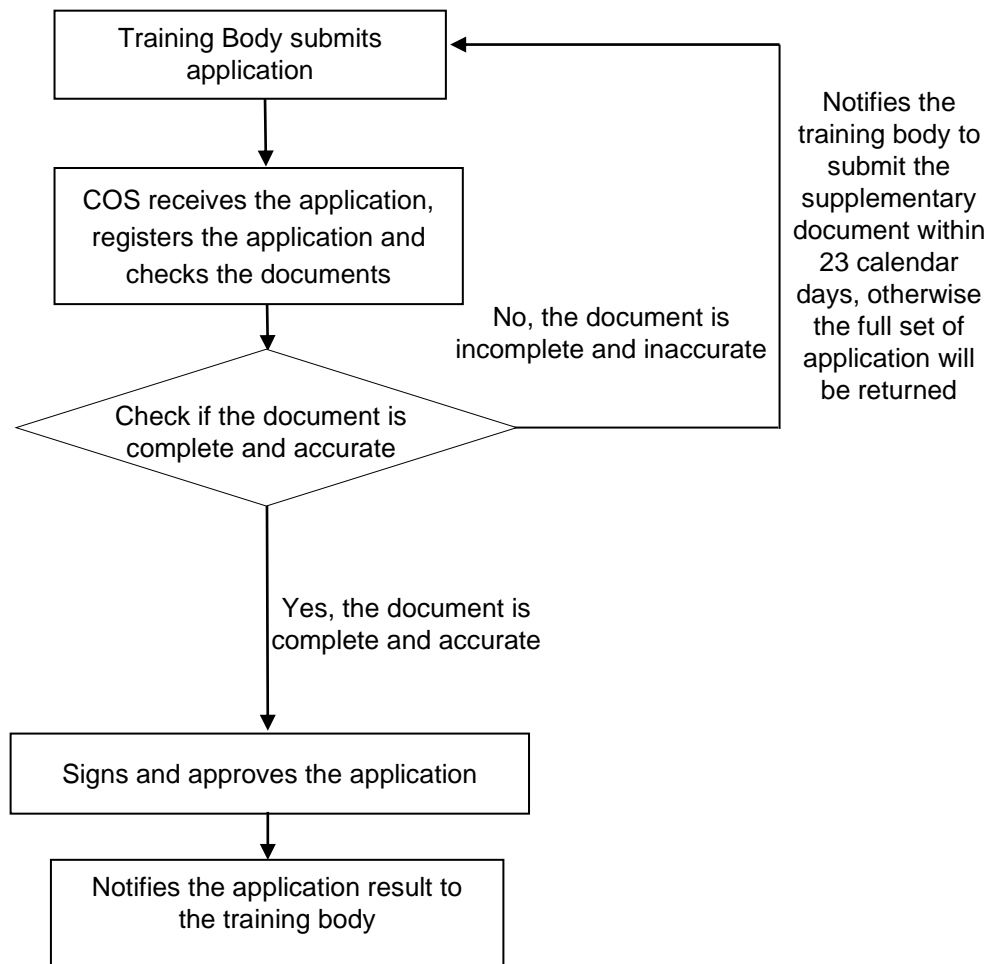
Supervisory Check Date: \_\_\_\_\_

First Checker: \_\_\_\_\_ Signature and date: \_\_\_\_\_

Supervisory Checker: \_\_\_\_\_ Signature and date: \_\_\_\_\_

**Procedure and Flowchart for Handling Scheme Application**

<b>Handling Procedure</b>
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate. The training body shall submit the following document to the CIC/HKIC for checking: (2.1) Completed Application Form ; (2.2) Training Schedule ; (2.3) Trainee Application Form ; (2.4) "Application Form of Trade Test and Construction Workers Registration" of each Trainee ; (2.5) CV of the trainer
3. Notifies the training body to follow up matters (if any) The training body is required to submit the supplementary document within 23 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 17 calendar days service pledge will be counted after receiving the complete and accurate submission document. If the application is returned, the trade union must resubmit the full set of document to the CIC/HKIC to re-process
4. If the document is complete and accurate, the CIC/HKIC will process the application



**Intermediate Tradesman Collaborative Training Scheme  
(Skills Enhancement Courses)  
Progress Report**

(To be completed by Training Body)

Name of Training Body: \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_

Name of Trainer : \_\_\_\_\_ Training Location : \_\_\_\_\_

(To be completed by Trainee)

Name of Trainee: \_\_\_\_\_

Work Trades : \_\_\_\_\_

Training Period : \_\_\_\_\_(dd)\_\_\_\_\_(mm)\_\_\_\_(yyyy) to \_\_\_\_\_(dd)\_\_\_\_\_(mm)\_\_\_\_(yyyy)

Attendance Record of Trainee : \_\_\_\_\_ hours

Training contents : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remark : Please complete and submit this form to the CIC after completion of course.

\_\_\_\_\_  
Training Body  
chop and  
authorized signature

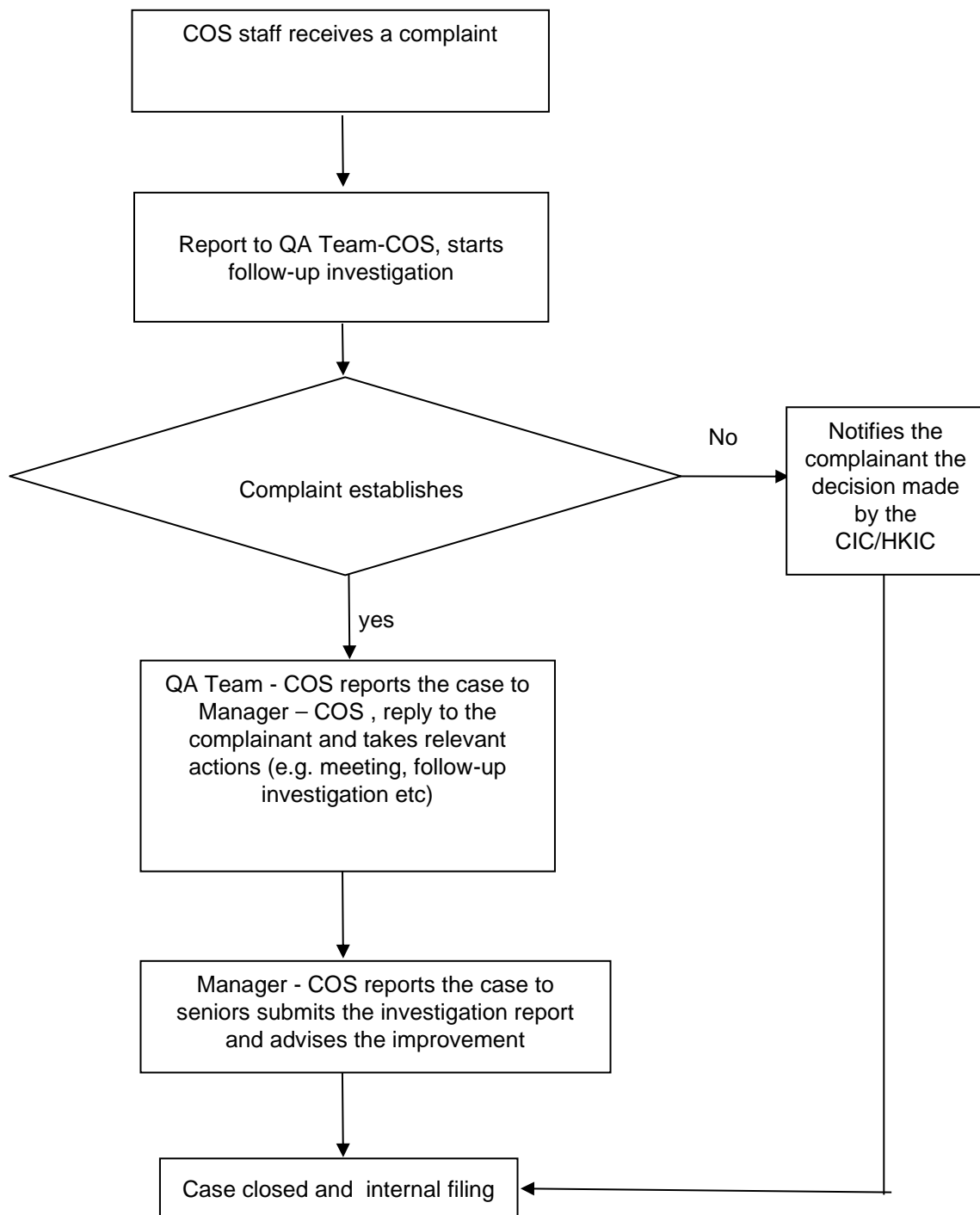
\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_  
Date



## Flowchart for Complaint Handling

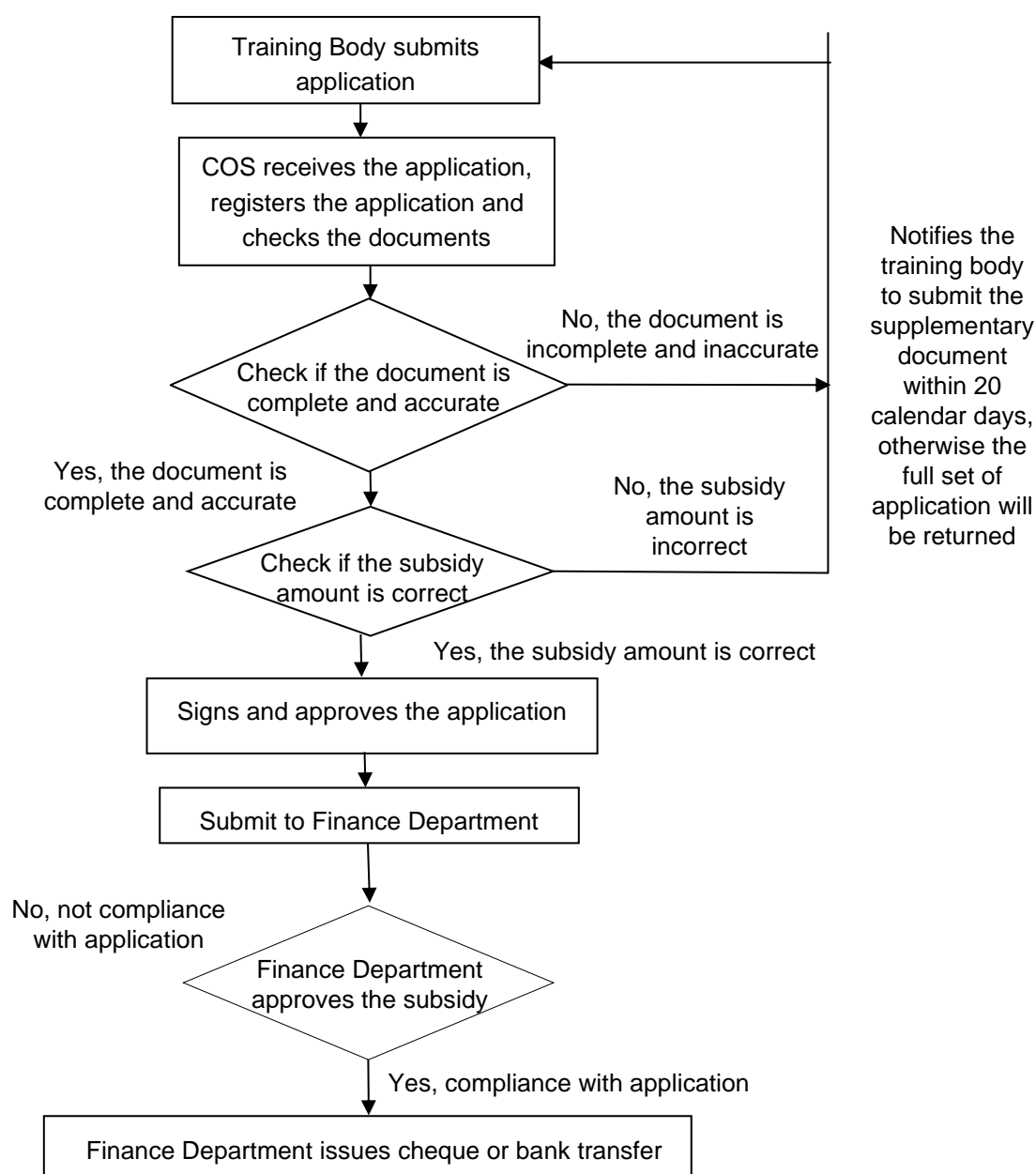
## Annex 10



\*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

# Procedure and Flowchart for Handling Subsidy Reimbursement Application

Handling Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate, check whether the subsidy amount is correct. The Training Body shall submit the following document to the CIC/HKIC (Please refer to the following documents, 3 pages in total): (2.1) Invoice issued by the Training Body ; (2.2) Training log duly signed and chop of Training Body; (2.3) Trainee attendance record duly signed by both the trainer and assistant trainer, and chop of Training Body
3. Notifies the Training Body to follow up matters (if any) The Training Body is required to submit the supplementary document within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 30 calendar days service pledge will be counted after receiving the complete and accurate submission documents. If the application is returned, the Training Body must resubmit the full set of document to the CIC/HKIC to re-process.
4. If the document is complete and accurate, COS will process the application and submit it to Finance Department.
5. Finance Department approves the application and issues the cheque or bank transfer



**Sample for Training Body's Invoice**  
**培訓機構發票樣本**

*ABC* 培訓機構

發票號碼.: CIC012021001  
日期:3/2/2023

建造業議會  
合作計劃  
香港九龍觀塘駿業街 56 號  
中海日升中心 38 樓

發票

總額  
(港幣)

中級技工合作培訓計劃 (技術提升課程) (水喉工) 資助  
課程日期:2022 年 10 月 10 日至 11 月 28 日

\$XXXXXX

負責人簽署及蓋章

**Authorised Signature**  
**負責人簽署**

**Chop of Training Body**  
**培訓機構蓋章**

張大明  
理事長

中級技工合作培訓計劃（技術提升課程）

學員進度報告表

Sample 樣本

培訓機構填寫

培訓機構名稱：ABC 培訓機構

聯絡人電話：9123 4567

電郵：abc@abc.com

培訓人員姓名：張小強

培訓地點：香港仔漁光道 95 號

學員填寫

Each trainee shall fill in and sign this progress report

各學員須填寫及簽署此進度報告

學員姓名：陳大文

培訓工種：水喉工

培訓期：2022 年 10 月 10 日 至 2022 年 11 月 28 日

學員考勤紀錄：共出席 50 小時。

培訓內容：

焊接 - 以錫焊及氣焊焊接；黏合、熔合、絲扣、壓接、凸緣接合或排水堵縫承插口等方式安裝各類喉管系統、銅管與管件銲錫熔接(無鉛物料)及快速驗鉛方法，紅銅接駁及 PC4 接駁，測試及驗收

Training Body shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the training period

培訓機構須按照計劃相關工種的建議培訓課程大綱，於培訓期間督導、監督及視察培訓情況

備註：此表格在完成課程後提交

Authorised Signature and  
Chop of Training Body  
培訓機構負責人簽署及蓋章

培訓機構負責人簽署及蓋章

Trainee's  
Signature  
學員簽署

學員簽署

Signing Date  
簽署日期

日期

ABC 培訓機構

課程出值紀錄表

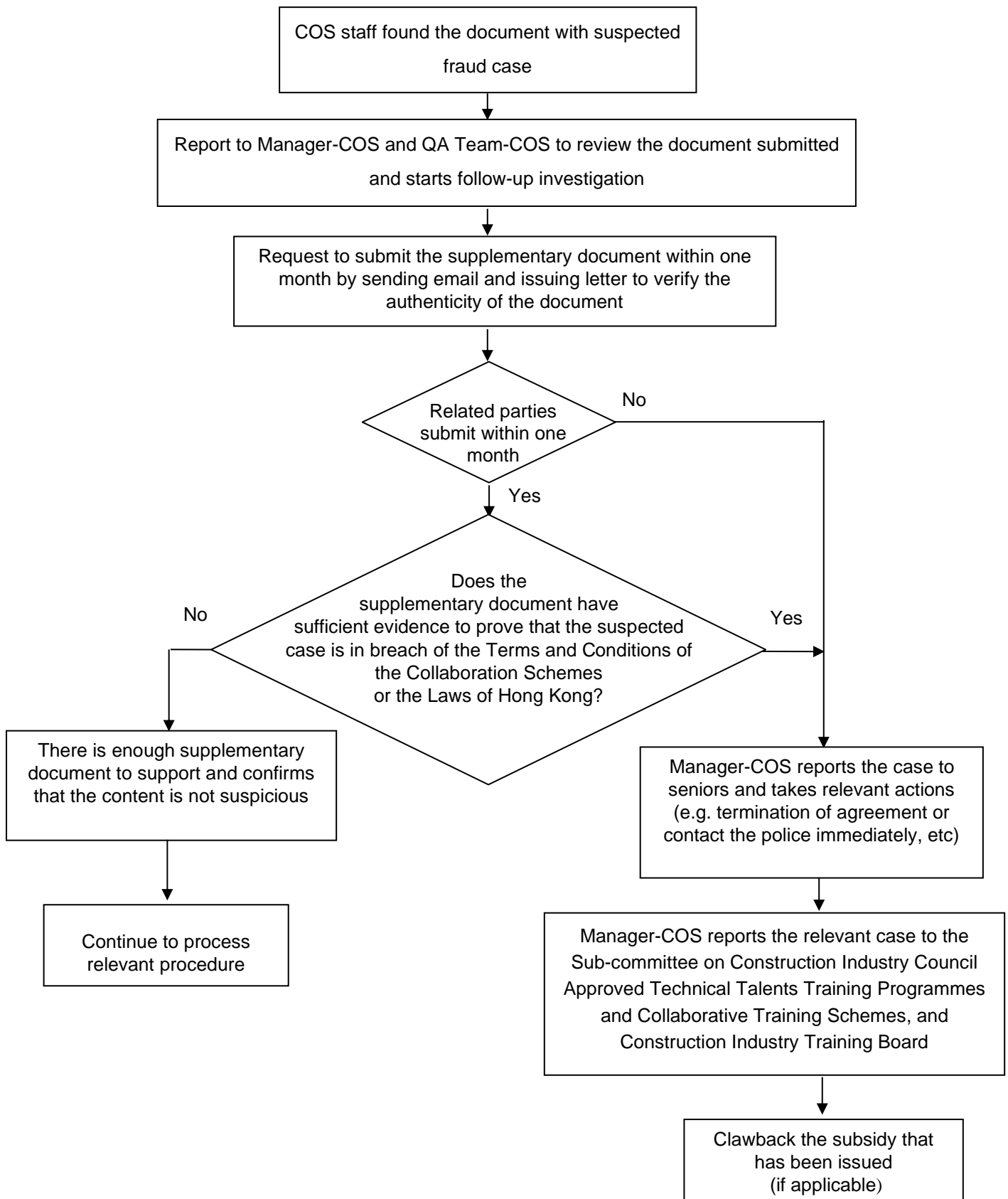
課程：中級技工合作培訓計劃（技術提升課程）：水喉工

培訓日期：2022年10月10日至11月28日

**Sample for Trainee's and Trainer's Attendance Record**  
**學員及導師出席紀錄表樣本**

日期	星期	時間	學員姓名及簽署										出席人數	導師簽署	
			陳大文	學員B	學員C	學員D	學員E	學員F	學員G	學員H	學員I	學員J		主導師	助理導師
10/10	六	09:00-13:00	<b>Trainees' Signature</b> 學員簽署										10	<b>Trainers' Signature</b> 導師簽署	
10/10	六	14:00-18:00											10		
24/10	六	09:00-13:00											10		
24/10	六	14:00-18:00											10		
7/11	六	09:00-13:00											10		
7/11	六	14:00-18:00											10		
21/11	六	09:00-13:00											10		
21/11	六	14:00-18:00											10		
22/11	日	09:00-13:00											10		
22/11	日	14:00-18:00											10		
28/11	六	08:00-13:00											10		
28/11	六	14:00-19:00											10		

**Chop of Training Body**  
培訓機構蓋章

**Flowchart of Handling of Suspected Fraud Case**

## **Collaboration Training Scheme**

### **Resume of Trainer**

	Name of Trainer	Confirmed trainer obtain Trade Test Qualification (Yes/No)	Confirmed the trainer is Registered Skilled Worker (Yes/No)	Please check the <input type="checkbox"/> box and choose appropriate type of trainer qualification	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)
					Year	Work Details		
1.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
2.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
3.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
4.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				

Name of  
Person-In-charge: \_\_\_\_\_

Signature and Training  
Body Chop: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Checklist for follow-up action on cooling-off period

Name of participating organization: \_\_\_\_\_

Scheme: \_\_\_\_\_ Year: \_\_\_\_\_

Work trade involved: \_\_\_\_\_

Remaining quota from approved application: \_\_\_\_\_

Performance Indicator			
Passing Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____ _____	Retention Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____ _____		
Improvement measure(s)			
1. Trade Test Visit 2. Certificate in Instructing Techniques for Site Trainers 3. Other(s), if any: _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Organization internal policy: _____ _____ _____ _____ _____ _____	<input type="checkbox"/>

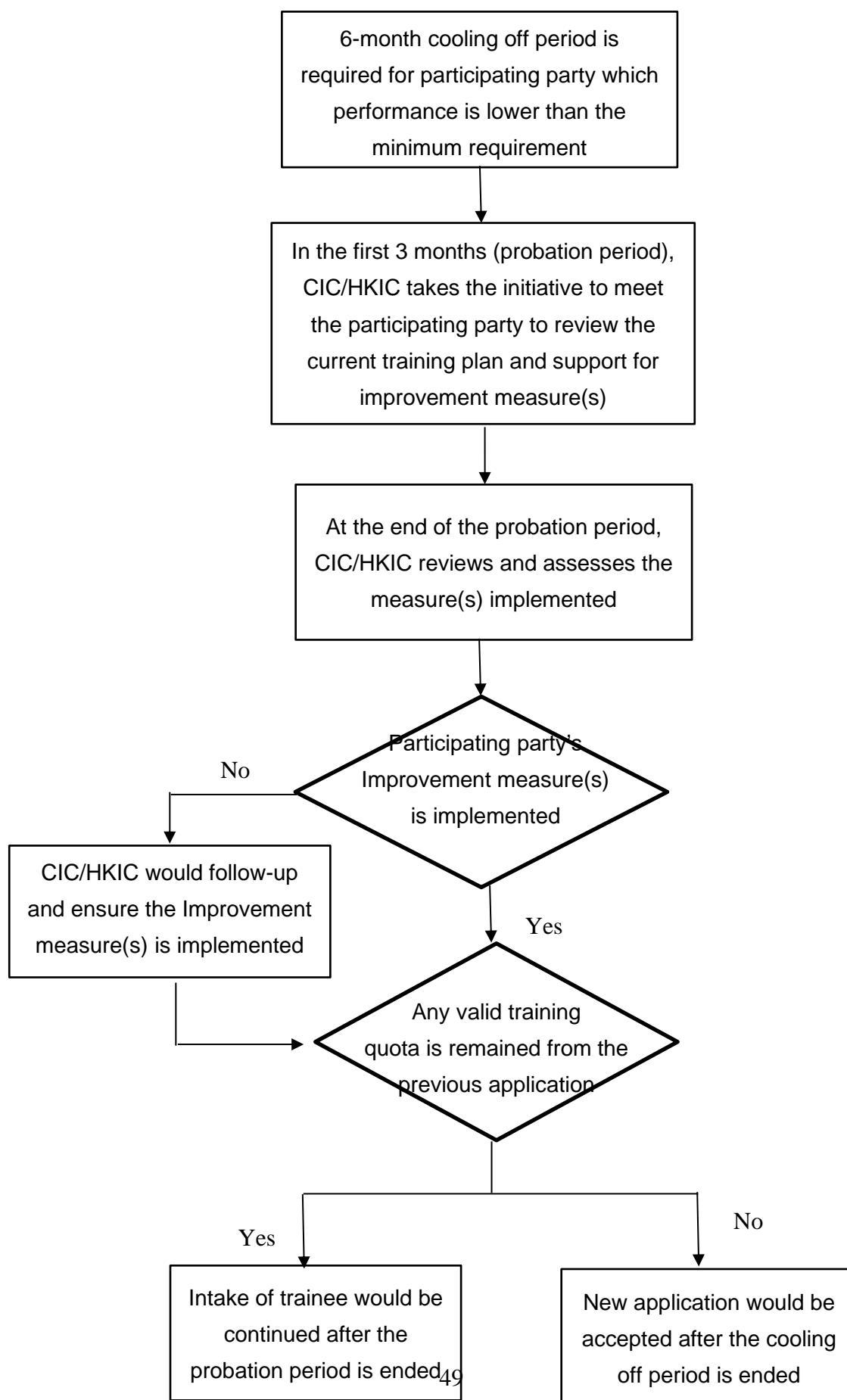
Date of discussing improvement measure(s) : \_\_\_\_\_

Date of reviewing / assessing improvement measure(s): \_\_\_\_\_

Handled By : \_\_\_\_\_



## Flow Chart for follow-up action on cooling-off period



# Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses)

## Course Application Form

Applicants are advised to take note of the following:

1) Please read the Application Guidelines carefully before completing this Form.

2) Fill in all the information required in this form clearly and please put a "✓" in the appropriate box.

For Training Body use only

Application No. : \_\_\_\_\_

### (I) Course applied for:

Trade (1<sup>st</sup> Choice) : \_\_\_\_\_ Training ground : \_\_\_\_\_

Trade (2<sup>nd</sup> Choice) : \_\_\_\_\_ Training ground : \_\_\_\_\_

### (II) Personal Particulars: (Must be the same as shown on HKID Card or Passport)

Name in Chinese : \_\_\_\_\_ Name in English : \_\_\_\_\_

HKID Card No. : \_\_\_\_\_ ( ) Gender : ☐ M ☐ F

Date of Birth (yyyy/mm/dd) : \_\_\_\_\_ [Applicants aged 65 or above are required to submit a Medical Examination Report completed and signed by a registered medical practitioner (Specific Form provided by HKIC Trade Testing centre).]

Contact No. (Mobile): \_\_\_\_\_ Contact No. (Residential): \_\_\_\_\_

Correspondence Address: Unit/Flat \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_ Building \_\_\_\_\_

Estate \_\_\_\_\_ Street \_\_\_\_\_

District ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

(P.O. Box address is not acceptable.)

### (III) Work Experience in Relevant Trade:

From (yyyy/mm)	To (yyyy/mm)	Company/Employer Information	Relevant Construction Project
		Name of Company/Employer : _____	Concerned Trade : _____
		Contact Person and Job Title : _____	Name of Construction Project : _____
		Contact No. : _____	Site Location : _____

		Name of Company/Employer : _____	Concerned Trade : _____
		Contact Person and Job Title : _____	Name of Construction Project : _____
		Contact No. : _____	Site Location : _____

(IV) Construction Workers Registration

Registration No. : **CWR** \_\_\_\_\_ Expiry Date (yyyy/mm/dd) : \_\_\_\_\_

“Green Card” No. : \_\_\_\_\_ Issued by: \_\_\_\_\_ Expiry Date (yyyy/mm/dd) : \_\_\_\_\_

^

For Training Body use only

I have received and/or verified the following document(s) of the applicant

☐ HKID card

☐ “Green Card”

☐ I confirm that the applicant is not an employee of this Training Body.

☐ Proof of work experience

Remark : \_\_\_\_\_

Name of Staff : \_\_\_\_\_

Date of Receipt : \_\_\_\_\_

Chop of Training Body : \_\_\_\_\_

**(V) Declaration** (Note: Course applications may not be accepted should applicant decline to sign this Declaration.)

### **Course Enrollment Statement**

1. I hereby declare that all information provided by me for applying Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (course) conducted in collaboration with this training body and Construction Industry Council (CIC) and all documents submitted with this application are true and correct. I understand that CIC reserves the right to spot check the information given and supporting document of applicants or trainees for assessment purpose. I also understand that, if I supply false information or do not meet the eligibility, I may be disqualified from course admission, and I shall be demanded to offset the training costs, pay the course fees, and/or return the retraining allowance to CIC. CIC also reserves the right to report the cases to the Government law enforcement department(s) for fraud investigation and prosecution.
2. I confirm that I am an eligible employee of Hong Kong (i.e. lawfully employable and not subject to conditions of stay, including Hong Kong permanent residents and new arrivals), a registered general worker under Construction Workers Registration Ordinance (CWRO), possess at least 1-year work experience related to the applied trade, did not pass any intermediate trade test or trade test, have not taken the courses of relevant trades offered or funded by the CIC over one year prior to application, and will engage in related work trade after course completion.
3. I understand and confirm that I meet the course's eligibility and requirements for trainee; I am not engaged in the course nor employee of the training body offering the courses applied.
4. I agree and accept to attain attendance rate of 85% or above and attend the Intermediate Trade Test provided by CIC. Training body submits bonus application to CIC when the trainees pass the Intermediate Trade Test and provide the proof of registered semi-skilled workers of the relevant trade under the "Construction Workers Registration Ordinance" to training body.
5. I understand that the aim of the course is training registered general workers who possess relevant working experience to be registered semi-skilled workers. If I completed the course, the training body will follow up my employment status. I will endeavor to give information on my employment status during the follow-up period to the training body, including but not limited to name of employer, post title, salary and construction projects.
6. I understand and I will contact training body for enquiry or make changes in enrollment information.
7. I understand that CIC or training body reserves the right to amend the terms and conditions related to the course.

### **Personal Data Collection & Transfer Statement**

1. I understand and agree the personal data I provide to the training body or CIC will be used solely for purposes related to the course or its activities.
2. I give my consent to training body and CIC to verify the information provided by me for course application with the concerned organisations (eg. employers) and I agree the data collected may be transferred to relevant government departments and/or CIC commissioned research consultants and agencies for purposes of vetting of course application, course admission, processing intermediate trade test, issue of bonus, assessment of the training and opinion survey.
3. The CIC or training body will not transfer my personal data to any third parties except mentioned in item 2 without your prior consent.
4. I understand that training body may be unable to process and/or consider my application if I do not provide complete information.
5. I understand that I am entitled to request access to and correction of any errors in my personal data. If I wish to do so, I should write to training body and CIC. The address of CIC is 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong
6. To keep you informed of CIC activities and industry developments which may be of interest, the training body and CIC would like to use your personal data (including but not limited to your name, phone number and correspondence), to update you in relation to training courses, trade testing, registration, events, assessment, opinion survey and other aspects of its work and the construction industry by text message, email and phone, etc. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.

I do not wish to receive any information from the CIC or training body in relation to its activities or developments in the construction industry.

**I have carefully read and understand the Course Enrollment Statement and Personal Data Collection & Transfer Statement.**

Name of Applicant : \_\_\_\_\_ Signature : \_\_\_\_\_ Date of Application : \_\_\_\_\_

# Application Guidelines

## Eligibility

1. General Admission Criteria for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) :
  - (i) Eligible employees of Hong Kong (i.e. lawfully employable and not subject to conditions of stay, including Hong Kong permanent residents and new arrivals); and
  - (ii) Registered general workers; and
  - (iii) At least 1-year relevant working experience (verified by the training bodies); and
  - (iv) For those who have not registered as registered semi-skilled workers or registered skilled workers of any trade under Construction Workers Registration Ordinance; and
  - (v) For those who have not taken the courses of relevant trades offered or funded by the CIC and HKIC over one year prior to application.
2. Employees of Training Bodies are not eligible to apply for any courses offered by the concerned Training Bodies.
3. Applicants should possess intention to engage in employment in the trade trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
4. To be eligible for class enrolment, applicants must meet the General Admission Criteria and pass the interviews and entry tests (if applicable).

## Application Procedures and Supporting Documents Required

Applicants are required to complete the Course Application Form and provide original of the following supporting documents. Course applications may not be accepted should applicants fail to provide the information or documents required.

- (i) Proof of being eligible employee of Hong Kong (Trainees may be required to provide proof of being eligible employee of the Hong Kong during classes for verification of identities by staff of CIC and Training Bodies)
  - Hong Kong Permanent Identity Card or HKSAR Passport, or
  - Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents, or
  - Other valid working permit or documents issued by the Hong Kong Immigration Department
- (ii) Valid "Green Card" during training period (For Applicants who recently re-validate the "Green Card" could also provide the previous card to expedite the application process.)
- (iii) Proof of work experience
  - Applicants should complete Part (III) Work Experience in Relevant Trade of the course application form for training bodies' verification. Trainees may be asked to provide proof of work experience as specified in the entry requirements of courses, e.g. reference letter from employer, employment contract, work/service agreement, staff identification card, salary statements, MPF statements, etc.

## Restrictions on Application and Enrolment

1. Training bodies will conduct internal assessment for trainees upon completion of the course. Qualified trainees with recommendation from the training bodies shall take part in Intermediate Trade Test the process test provided by the CIC.
2. One free re-test will be arranged for trainees who fail in the intermediate trade test. Trainees shall comply with the requirements and arrangements by the Hong Kong Construction Industry Trade Testing Centre (HKCITTC).
3. Trainees shall achieve satisfactory attendance (85% or above) for the course and attend the intermediate trade test provided by the HKCITTC. Trainees who succeed in obtaining the Intermediate Trade Test qualification and registering as registered semi-skilled workers of the relevant trade under the "Construction Workers Registration Ordinance" shall provide proof for training bodies' verification and application for bonus.
4. Trainees shall fulfill the requirements and comply with the guidelines regarding trainee selection and the disbursement of bonus.

## Cancellation of Course Application/Enrolment

1. Cancellation of course applications or class enrolment should be made in person or in writing to the Training Bodies offering the courses, no less than 7 working days prior to the course commencement date.

Once cancelled, applicants should submit new course applications if they re-apply for the Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses).

2. Applicants, who fail to cancel course applications or class enrolment duly and do not show up for the course, will not be allowed to enroll in the Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) within 3 months from the course commencement date.

### **Fraud Prevention Measures**

1. CIC conducts spot checks of trainees' declared educational attainment, employment status and/or employment relationship (if applicable). Trainees may be asked to provide relevant proofs in respect of course application and/or enrolment, including certification letter from employer and/or salary statements for verification.
2. Trainees not providing the required information will be put on the watch list, and their course applications will be suspended. Applicants on watch list are required to submit required information within 7 days, otherwise concerned application will not be accepted. Applicants' eligibility could be resumed after the required information is provided and no violation is found.
3. Trainees who, in the absence of a legitimate defence, are proven to have provided false information in order to enroll in CIC/HKIC courses and/or obtain course fee subsidies and bonus may be disqualified from course enrolment, course fee subsidies and/or disbursement of bonus. In addition, they are required to offset the training cost of courses, pay the course fees and/or return the bonus to CIC. CIC also reserves the right to report the cases to the law enforcement Government department(s) for fraud investigation and prosecution. Under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.

### **Enquiry**

1. Training Bodies are responsible for processing of course applications, informing applicants on the application results, course admission and trade test arrangement. For details, please contact the Training Bodies concerned.
2. For other comments or complaints, please call CIC hotline at 2100 9000.
3. CIC reserves the right to revise course arrangement and the above Application Guidelines from time to time without notifying individual applicants.  
Please refer to HKIC website ([https://hkic.edu.hk/chi/programmes/employers\\_area\\_ITCTS\\_SEC](https://hkic.edu.hk/chi/programmes/employers_area_ITCTS_SEC)) for the updates.