

Intermediate Tradesman Collaborative Training Scheme (ITCTS)

Framework Document

By Hong Kong Institute of Construction

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此文件關於中級技工合作培訓計劃。如有需要索取此文件的中文版本，請致電 2100 9243 或以電郵 cos.itcts@hkic.edu.hk 與林珈韻女士聯絡。

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1. Purpose

The purpose of this document is to set out the procedures of the Construction Industry Council (CIC)/ Hong Kong Institute of Construction (HKIC) in handling the Intermediate Tradesman Collaborative Training Scheme (ITCTS).

2. Terminology

In this document, the following words and expressions shall have the meaning hereby assigned to them except where 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	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ITCTS approved by the CIC/HKIC
f.	Scheme	Intermediate Tradesman Collaborative Training Scheme
g	Agreement	Training agreement made between the CIC/HKIC and the Employer comprising this Framework Document, the Application Form submitted by the Employer and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form

3. Background

3.1 The construction industry has been experiencing worker shortage since year 2007, against this background, the CIC has initiated five collaborative training schemes between year 2011 and 2014 to collaboratively train up semi-skilled workers with the industry. Under these schemes, trainees are recruited on a first-hire-then-train basis and primarily trained on-site. In support of the schemes, the CIC provides subsidy to trainees and encourage the new comers to join the industry.

3.2 In order to integrate and optimize the original five collaborative training schemes, the CIC implements the "Intermediate Tradesman Collaborative Training Scheme" (ITCTS) in 2017. The Scheme aims to focus on trades with severe manpower shortage and simplifies the application procedure to make it easier for employers to apply.

4. Nature of the Scheme

- 4.1 The Scheme follows training approach of collaborative training schemes. It consists of initial training and on-site training which are conducted collaboratively with employers.
- 4.2 The Scheme follows " first-hire-then-train" basis. The training is composed into 2 modules. The first module is initial training conducted by the CIC/HKIC, and the second module is the on-site training conducted by the employer. The overall training period is from 1 to 6 months depending on work trades. For details, please refer to Annex 1.
- 4.3 Trainees will first receive initial training in Hong Kong Institute of Construction which including general knowledge and fundamental skill training. The general knowledge introduces the background of local construction industry, professional ethics and major work trades. The fundamental skill training introduces basic operation skills of relevant work trades and provide practise training. General knowledge is provided to all work trades while fundamental skill training is provided to selected trades only.
- 4.4 During the on-site training period, trainees can learn and practice relevant skill set on site provided by the employers.
- 4.5 The CIC/HKIC approves the applications as well as monitor and review the Scheme regularly.
- 4.6 For flow chart of ITCTS, please refer to Annex 2.

5. Details of the Scheme

5.1 Eligibility of Trainee

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

- i) Aged 18 or above ; and
- ii) Hong Kong residents and have permit to work in Hong Kong; and
- iii) For those who have not taken the Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) offered by the CIC or Hong Kong Institute of Construction (HKIC) within one year; or
Other full-time training courses offered by the CIC or HKIC or other training bodies funded by the CIC or HKIC **within one year**; or
For those who have not taken the CIC's or HKIC's Technician programmes

within two years; and

- iv) To ensure the optimal use of training places, holders of trade test or intermediate trade test qualification are not eligible to participate in the Scheme of relevant trades.

5.2 Employer Eligibility

To participate in this Scheme, an employer must meet the follow requirements:

- i) Main Contractor; or
- ii) Registered companies under the “Registered Specialist Trade Contractors Scheme” or the “Sub-contractors Registration Scheme” of the CIC; or
- iii) Owners of refurbishment, repair and maintenance projects or new projects (owner refers to the property holder, developer or administrator)
 - a) Developer: Must be a member of “The Real Estate Developers Association of Hong Kong (REDA)”, relevant membership is to be provided by the applicant; or
 - b) Property Management Company: Must be a member of “The Hong Kong Association of Property Management Companies”, relevant membership is to be provided by the applicant; or
 - c) Other Categories of Applicant: If the applicant does not fall into the above approved categories, the application will be submitted to the Sub-committee for consideration and approval; and
- iv) possess at least one construction contract, either in progress or ready to commence. The nature of the construction, in whole or in part, must be appropriate to the type of work trade applied.

5.3 Trade Division

- 5.3.1 There are totally 49 work trades under five categories. For details, please refer to Annex 1.
- 5.3.2 In addition, according to the necessary of industry and manpower requirements, individual types of work trades could be added to the scheme flexibly by the approval of Sub-committee and CITB. For details of inclusion of new work trades, please refer to Annex 3.

5.4 Training Period

- 5.4.1 For new practitioners, the overall training period is fixed at 1 to 6 months, which includes 2 weeks, 1 month or 2 months initial training, depending on work trades. For details, please refer to Annex 1.

- 5.4.2 For registered general workers, the overall training period is fixed at 3 to 6 months, which includes 1.5 weeks or 1 month initial training, depending on work trades. For details, please refer to Annex 1.
- 5.4.3 Registered general workers must meet the following requirements:
- i) Holder of “Registered General Workers” qualification; and
 - ii) Not less than 6 months of relevant working experience verified and recommended by the employers; and
 - iii) Not applicable to machineries and cranes operation work trades and some of the building and civil work trades.
- 5.4.4 For registered general workers to participate the Scheme, the employer shall complete the Application Form and please refer to Annex 4 for details. It is required to be approved by the CIC/HKIC before the commencement of the initial training.

5.5 Requirement on Wage of Employing Trainees

- 5.5.1 The employers are required to sign "Employment Contract" with their employees which state clearly that the monthly salary is not less than \$13,400 during the on-site training. For details, please refer to Annex 5. The employment contract shall comply with the employment laws of the Hong Kong Special Administrative Region (HKSAR). Please refer to Annex 6 for Employment Contract sample.
- 5.5.2 The employers are required to 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 the scheme. Such insurances shall cover the trainees and site trainers.
- 5.5.3 If the employer is found in breach of conditions of the agreement or relevant laws of the HKSAR, the CIC/HKIC will, in written form, request the employer for rectification and reporting the result before a prescribed time limit (normally within one month); otherwise, the CIC/HKIC will consider terminating the agreement and stop issuing subsidy to the employer. The CIC/HKIC also reserves the right to recover the issued subsidy.
- 5.5.4 Employers who have violated the agreement or relevant laws of the HKSAR may not be allowed to join or re-apply for this scheme. Those employers can lodge appeal to the CIC/HKIC for consideration.

5.6 Trainee Subsidy

- 5.6.1 During the initial training period, the trainee shall receive a subsidy of \$10,200/month (in full attendance) from CIC/HKIC, with the basis of 30 training days per month. For details, please refer to Annex 5. The trainee subsidy shall be paid directly by the CIC/HKIC to the trainee and please refer to Annex 7 for “Trainee Allowance Processing Form”. The Trainee subsidy will be prorated base on trainees' attendance if the trainee does not attend in full attendance. The number of leave or absence shall not exceed 5% of the total initial training days.

Example:

During the initial training period, a trainee absented 5 days in that month. With the basis of 30 training days per month, the trainee shall receive the trainee subsidy for that month: $\$10,200 \times (30-5)/30 = \$8,500$

- 5.6.2 During the on-site training period, the CIC/HKIC shall provide trainee subsidy of \$6,500/month/trainee to employers if the trainee works for not less than 20 days per month, with the basis of 25 working days per month. Trainee subsidy will be prorated if the trainee works for less than 20 days per month. But if the trainee has less than 20 days due to the annual leave, sick leave and work injury leave, the trainee subsidy will still be fully paid.

Example:

During the on-site training period, a trainee works for 18 days in that month. With basis of 25 working days per month, the employer shall receive the trainee subsidy for that month: $\$6,500 \times 18/25 = \$4,680$

- 5.6.3 During the on-site training period, the working days of trainees shall be calculated according to the attendance record submitted by their employers.
- 5.6.4 A one-off \$10,000 trainee completion bonus subsidy will be provided by the CIC/HKIC to employers if their trainee passes the Intermediate Trade Test (ITT) or Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled worker of the relevant trade under the “Construction Workers Registration Ordinance”.
- 5.6.5 Once the overall training period ends, the CIC/HKIC will stop issuing the trainee subsidy.

5.7 Site trainer Subsidy

- 5.7.1 During the on-site training period, the employer shall provide a site trainer to train up the trainee. The CIC/HKIC shall provide site trainer subsidy of \$7,500/month/trainee to employer if the site trainer trains not less than 20 days per month, with basis of 25 working days per month. Site trainer subsidy will be prorated if the site trainer trains less than 20 days per month.

Example:

During the on-site training period, a site trainer works for 18 days in that month and train up one trainee. Since the site trainer works for less than 20 days and with basis of 25 working days per month, the employer shall receive the site trainer subsidy for that month: $\$7,500 \times 18/25 = \$5,400$

- 5.7.2 If trainee withdraws the scheme during the on-site training period, the CIC/HKIC will still fully pay the site trainer subsidy for the trainees in the month of withdrawal. For example, the site trainer had 4 trainees at the start of the on-site training, but 2 trainees withdrew for personal reason in the second month. In this case, the CIC/HKIC would grant the full amount of site trainer subsidy for the first month to the employer. Starting from the second month, there were only 2 trainees and the site trainer subsidy would be calculated based on 2 trainees. If the trainees withdraw because of an unreasonable dismissal from the employer or the site trainer fails to comply with the training syllabus, the employer will no longer be approved by the CIC/HKIC and will not be issued the site trainer subsidy.
- 5.7.3 Once the overall training period ends, the CIC/HKIC will stop issuing the site trainer subsidy.
- 5.7.4 Employer can only nominate one direct site trainer for approved trainee to participate in this course and receive tuition waiver. The site trainer participates in this course can receive a subsidy of \$2,000 for successfully completing the 5-day course. The subsidy will be paid by the CIC/HKIC to the site trainer directly. Upon completion of the course, the site trainer can obtain the "Qualification of Approved Site Site trainer by the CIC", which is valid for 5 years, after which the qualification certification renewal is still required. The list of approved site trainer will be added to the appropriate location on the webpage of Registration Services of CIC website.

5.8 Trainee Completion Bonus

- 5.8.1 A one-off \$10,000 completion bonus will be provided by the CIC/HKIC to the trainee who successfully accomplished the Intermediate Trade Test (ITT) or

Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled worker of the relevant trade under the “Construction Workers Registration Ordinance”. The bonus shall be paid by the CIC/HKIC to the trainee directly. Please refer to Annex 7 for “Trainee Allowance Processing Form”.

- 5.8.2 If the trainee is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The trainee’s all free test opportunities will be forfeited and the trainee needs to apply the test on his/her own within 3 months; only 50% of the completion bonus (amount of \$5,000) will be issued for those who successfully accomplished the test and registers as a registered semi-skilled worker of the relevant trade.

5.9 Requirements on Site trainer Qualifications and Site trainer-to-Trainee Ratio

- 5.9.1 Employers shall arrange eligible site trainers to provide training for trainees.

- 5.9.2 A qualified site trainer must meet the following requirement:

- 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.

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

- Electrical Wireman: 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 (Air System): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Water System): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Lift Mechanic: Holder of valid “Lift Worker Registration Card”, Class A, B and C issued by the Electrical and Mechanical Services Department.

- 5.9.3 The CIC/HKIC will arrange interview with proposed site trainer in the following

scenario:

- i) Trade test has not been set up for the trade of the application; or
- ii) The proposed site trainer does not possess trade test qualification but possess relevant professional qualification.

5.9.4 The interviewer of the CIC/HKIC would be instructor of the Hong Kong Institute of Construction, or member of the Institute management with relevant professional qualification of The Hong Kong Institution of Engineers or The Hong Kong Institute of Surveyors, or equivalent. The interview with proposed site trainer will be conducted by fundamental criteria and guideline.

5.9.5 For the work trade of Crawler Crane Operator/Wheeled Telescopic Mobile Crane Operator/Tower Crane Operator, the qualification of trainer shall according to the Labour Department "Course Design and Specifications for Training Courses for Operators of Crane". The site trainer on the practical session should at least possess the following:

- i) Adequate training on operation of crawler crane/wheeled telescopic mobile crane/tower crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid operator certificate of the relevant crane); and
- ii) Substantial experience on operation of the crawler crane/wheeled telescopic mobile crane/tower crane involved (normally three years' relevant experience is preferred); and
- iii) Possess a Continuing Education Diploma in Occupational Safety and Health Practices issued by Occupational Safety and Health Council (OSHC); or
Both possess mandatory basic safety training and a certificate of Safety Supervisor Course issued either by OSHC or the CIC.

Site trainers are required to comply with the relevant legislative provisions while operating crawler cranes/wheeled telescopic mobile crane/tower crane.

5.9.6 Specialist Marine Work Trades are not included in the "Construction Workers Registration Ordinance" (CWRO), site trainers of these work trades are not able to registered as skilled workers. At the same time, there are currently no relevant trade test for these work trades. As a result, the qualification for site trainers of Specialist Marine Work Trades will be reviewed and approved by both of the CIC and the organization which is supervising the project.

5.9.7 For the work trade of Loadshifting Machine Operator (Excavator Operator, Bulldozer Operator and Loader Operator), the qualification of trainer shall be in accordance with the Labour Department "Course Design and Specification for Training Courses for New Operators of Loadshifting Machine". The site trainer on the practical session should possess the following:

- i) Have successfully completed an acceptable instructional skill training course, such as the certificate course of Basic Instructional Techniques by The Education University of Hong Kong (Formerly known as Hong Kong Institute of Education) or the certificate course of Occupational Safety and Health trainer by the Occupational Safety and Health Council (“OSHC”) or the certificate course of Foundation Certificate in Site Instruction Techniques Course by the Hong Kong Institute of Construction (HKIC) (Formerly known as Construction Industry Council Training Academy (“CICTA”)) or equivalent; and
- ii) Have 7 years relevant working experience in operating the type of machine; and
- iii) Hold a relevant valid operator certificate for the particular type of loadshifting machine or equivalent.

Site trainers are required to comply with the relevant legislative provisions while working at construction sites and operating loadshifting machine.

- 5.9.8 For the work trade of Offsite Rebar Automation Cut and Bend Operator, the qualification of site trainer shall be no less than 5 years of experience in the offsite rebar automation and bend operation, and obtain the confirmation from the relevant employer.
- 5.9.9 To ensure the quality of training, the CIC/HKIC has certain requirements for the site trainer-to-trainee ratio. For details, please refer to Annex 8.
- 5.9.10 Site trainers who are approved after 16 October 2020 are required 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.
- 5.9.11 Approved trainer list will be set up in Year 2022 and by using the relevant training figures, the overall passing rate of all trainees that is directly trained by the site 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 site trainer's performance in the past year as consideration for approving the application. In addition, each site trainer must participate the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.
- 5.9.12 If the site 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 employer and the site trainer to discuss the improvement plan. If the situation continues for two years, the site trainer will not be approved for a new application for one year and require to attend the site trainer revalidation course.

The outstanding site trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

5.10 Follow-up Training

- 5.10.1 For the selected work trades, trainees are required to attend the 4 non-consecutive days follow-up training provided by the CIC/HKIC during the on-site training period. The purpose is to follow up the trainee training progress and provide the training support.
- 5.10.2 If the trainee is absent from the follow-up training (1 day) and cannot provide reasonable explanation and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason and the deduction of \$2,500 (From Completion Bonus) will be executed for every absence. The CIC/HKIC will provide supplementary classes to trainees who are absent with reasonable explanation and the supplementary class will only be arranged once. If the trainee is absent from the supplementary class, the CIC/HKIC consider it to be absent without reason and the deduction of \$2,500 from Completion Bonus will be executed from this absence.

5.11 Intermediate Trade Test (ITT) or Certification Test or Completion Test

- 5.11.1 Within 3 months after the end of training, trainees are required to take the Intermediate Trade Test (ITT) or Certification Test or Completion Test provided by the CIC/HKIC.
- 5.11.2 If the trainee fails the first free Intermediate Trade Test (ITT) or Certification Test or Completion Test, the trainee may be allowed to retake the test once for free. Thereafter, trainees are required to pay the test fees at their own expense.
- 5.11.3 If the trainee cannot pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test in the scheme, the eligibility of the trainee will not be affected when he/she applies for test on individual basis.
- 5.11.4 If the test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the trainee is rated as “zero”, the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 5.11.5 Certificate will be issued to the trainees who passed the Intermediate Trade Test (ITT) or Certification Test or Completion Test.

- 5.11.6 As there is no Intermediate Trade Test (ITT) or Certification Test for Specialist Marine Work Trades, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the organization who is supervising the project. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.7 As there is no Intermediate Trade Test (ITT) or Certification Test for Lift Mechanic, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Electrical And Mechanical Services Department. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.8 As there is no Intermediate Trade Test (ITT) or Certification Test for Offsite Rebar Automation Cut and Bend Operator, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Materials Association Limited - Rebar Processing Solution Committee. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.9 As there is no Intermediate Trade Test (ITT) or Certification Test for Tunnel Worker, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Association. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.10 If the trainee is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The trainee's all free test opportunities will be forfeited and the trainee needs to apply the test on his/her own within 3 months. (The Arrangement of Completion Bonus Please Refer 5.8.2)

5.12 Application Assessment

- 5.12.1 When the employer submits an application, the CIC/HKIC will check the following documents according to the established procedures:
- i) Copy of Business Registration Certificate; and
 - ii) The "Collaboration Training Scheme Resume of Site Trainer" (Annex 21) and a copy of the relevant documents (applicable to new site trainer); and
 - iii) Copy of Site trainers' Registered Skilled Worker Certificate; or
 - iv) Copy of Site trainer's trade test certificate; and
 - v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document
- 5.12.2 For site trainers who have been approved in the CIC/HKIC collaboration schemes (including the scheme, the Contractor Cooperative Training Scheme and the Advanced Construction Manpower Training Scheme - Pilot Scheme), they only

need to submit valid qualification documents, such as trade test certificate or construction worker registration card.

- 5.12.3 For newly proposed site trainers, the employer shall submit “Collaboration Training Scheme Resume of Site Trainer” (Annex 21) to verify the qualification and relevant work experience of proposed site trainers meet eligible site trainers’ requirements stated on 5.9.2; and attach a copy of certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification, to the CIC/HKIC for approval. 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 employer 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.

- 5.12.4 Applications will be reviewed and approved as appropriate by the CIC/HKIC. Upon approval, the CIC/HKIC will inform the employer in writing (by email and post), the employer shall enrolled the training within 12 months. If the employer fails to comply with this policy, approved project and subsidy will be cancelled. If the employer wishes to take part in the scheme again, a new application form must be submitted again.
- 5.12.5 If the number of applicants exceeds the total number approved by the CIC/HKIC, the CIC/HKIC has the right to conduct a first-come-first-served mechanism until the quota is reached.

5.13 Deployment of Training Site And Transfer of Trainee

5.13.1 Deployment Of Training Site

The employers may change the training location from the site specified in the contract to another site, provided that it is necessary or desirable for the completion of training. The nature of the construction, in whole or in part, must be appropriate to the type of trainees to be trained under the scheme. Any relocation of training sites must be reported to the CIC/HKIC within one month by written notice.

5.13.2 Transfer of Trainee

Employers approved by the CIC/HKIC need to arrange the trainees to complete the entire training in their company. During the training period, if the approved employer (Original Employer) is not expecting to continue the training for the trainees with the original project (For example, affected by the progress of work or other reasons), the original employer may apply the transfer of trainee.

For the transfer of trainee, the original employer is required to inform and apply to CIC/HKIC. The new employer also needs to submit the Annex 13 (Employer Application Form) as a new application to the CIC/HKIC for approval. For details, please refer to item 8 (Application Procedure). All deployment must be approved by CIC/HKIC before they can be officially executed. The new employer's subsidy is only approved for the remaining training period of the trainee and the original employer's subsidy is only calculated to the last day before the deployment.

5.14 Site Inspection

- 5.14.1 During the training period, the CIC/HKIC shall conduct site inspection at least one time per year to ensure that the training is properly conducted. During site inspection, the CIC/HKIC staff will communicate with trainee and site trainer and fill in the Site Inspection Report (for details, please refer to Annex 9) for record and necessary follow-up actions. Employers are responsible for arranging site inspection for the CIC/HKIC staff.
- 5.14.2 If the site inspection cannot be conducted as scheduled, the CIC/HKIC will prioritise the inspection according to the risk level. Sites with the person-in-charge refuses inspection without justifications or changes schedule for more than 3 times will be classified to be higher risk. One more time site inspection will be arranged for higher risk sites.

5.15 Assist in Trainee Recruitment

- 5.15.1 To enhance the effectiveness of the scheme, the CIC/HKIC shall assist the approved ITCTS employers to recruit trainees in recruitment day.
- 5.15.2 ITCTS trainee application forms (Annex 10) will be collected from post, email and fax by the CIC/HKIC, and the accuracy and the sufficiency of the filled information and the eligibility of trainees will be checked. For details, please refer to item 5.1

5.15.3 All trainee applications will be organized and only the eligible applications will be filed by the CIC/HKIC for prompting the recruitment day.

5.16 Deferred Admission of Trainee

If the employer applies an Admission Deferment for the trainee, the employer must report to the CIC/HKIC and makes an application by e-mail or in writing at the last school day of and before the end of the admission period. Telephone calls and late applications will not be accepted by the CIC/HKIC.

The admission period is 10% of the total number of days of the initial training after the commencement date. If the total number of days of the initial training is 50 days, 25 days and 12 days; the admission period is 5 days, 3 days and 1 day respectively; if there is a registered general worker, the total number of days of initial training is 25 days and 9 days; then the admission period is 3 days and 1 day respectively.

(Example: 50 days of initial training with the commencement date on Monday, December 3, 2018; the admission period should be 5 days, therefore the end of the admission period is on Friday, December 7, 2018; the deadline for the employer to inform the CIC/HKIC is one school day prior the end of the admission period, i.e Thursday, December 6, 2018.) Employers must apply to the CIC/HKIC on or before this date.

Upon receipt of the employer's notice and application, the CIC/HKIC will send a acknowledgement reply to the employer by e-mail and the trainee must report duty to the designated campus within the admission period (subject to the attendance record of the campus) before the enrollment could be done by the CIC/HKIC officially. The CIC/HKIC has the final decision.

6. Requirement of Employers

- 6.1 As the scheme is under "first-hire-then-train" basis, employers are required to provide the on-site training in the second module to the trainee. Therefore, the employers are required to submit the trainee's employment contract to the approval by the CIC/HKIC.
- 6.2 The copy of the employment contract signed between employer and trainee, and with other relevant documents shall be submitted to the CIC/HKIC for approval. If the application is approved, the CIC/HKIC will inform the employer in writing (by email and post).

- 6.3 The employment contract shall comply with the employment laws of the HKSAR. The contract period should not less than the on-site training period, which from 1 to 6 months, depends on work trades.
- 6.4 The employers shall pay salary on monthly basis to their trainees. The salary of the trainees must not less than the specific monthly salary of the CIC/HKIC which is \$13,400.
- 6.5 The employment contract shall mention clearly the amount of wages and payment method. The CIC/HKIC is not responsible for the terms and condition of the employment contract.
- 6.6 During the on-site training period, the employers shall submit both of trainee and site trainer' attendance record and payment record, etc to the CIC/HKIC by monthly in order to receive the trainee and site trainer subsidy.
- 6.7 The employers shall notify to the CIC/HKIC within 7 working days about the loss of trainees. If the employer fails to report for more than a month, the CIC/HKIC will record on file and will reconsider any future application from the employer.
- 6.8 If the trainee cannot continue to complete the training due to situations of the site or unexpected circumstances in the training period, the employer can transfer the trainee to other sites or to a new employer to continue with the remaining training. For details, please refer to item 5.13.
- 6.9 Employers shall arrange one day per month for their trainees to attend the follow-up training provided by the CIC/HKIC. The employers shall pay their salary for that day.
- 6.10 Employers shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 11. 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. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test is rated as "zero" (CIC/HKIC will notify the employer individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 6.11 Quality assurance and performance assessment mechanism.

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

Assessment Period

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

6.11.1 Performance Indicator

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

Assessment Guidelines

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

6.11.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the employer to review the employer'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 employer's application had been approved before, CIC/HKIC would have taken the initiative to meet the employer to discuss and implement the employer's improvement measure(s) before allowing trainee joins the scheme.

6.12 Employers should arrange the admission for the trainee. If an admission deferment is needed employers must inform CIC/HKIC and submit an application. Please refer to item 5.16.

6.13 After the application has been approved by the CIC/HKIC, the Employers cannot change the information on the main construction site.

7. Role of the Construction Industry Council/ Hong Kong Institute of Construction

- 7.1 With reference to the skills required in different trades of the construction industry and the requirement of Intermediate Trade Test (ITT), the CIC/HKIC proposed the training syllabus. For details, please refer to Annex 11.
- 7.2 The CIC/HKIC shall provide the training log sheet to the trainees and record the training activities and the learned skills.
- 7.3 The CIC/HKIC shall arrange the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the trainees at the end of training.
- 7.4 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.
- 7.5 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, sub-contractors, agents or other personnel.
- 7.6 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.7 The CIC/HKIC may assist employers to recruit trainees where appropriate. Please refer to item 5.15.
- 7.8 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 12.

8. Application Procedures

- 8.1 Employer should complete the Application Form (for details, please refer to Annex 13) and submit together with all required supporting documents to the CIC/HKIC for checking and approval. For sample of application form, please refer to Annex 14.
- 8.2 The employer shall commence the training in accordance with the Approved Project.
- 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 process the application. The CIC/HKIC shall notify the employer in writing (email and post) that its application has been approved. The terms and conditions set out in the Agreement shall become legally binding on the Employer and the CIC/HKIC upon the CIC/HKIC 's issue of such letter. The Employer is therefore advised to carefully read the defined terms and condition before signing and submitting its application.

- 8.4 If there is any incomplete or inaccurate document in an application, the employer should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application shall be returned.
- 8.5 Please refer to Annex 15 for application procedure and refer to Annex 16 for details of procedure and flowchart for handling scheme application.

9. Monitoring Procedures

- 9.1 When the employer commences the training, the site trainer and trainee shall fill in the training items/contents, training period in the Trainee's Progress Report and shall be signed by the site trainer and trainee.
- 9.2 The employer shall submit the Trainee's Progress Report and attendance record to the CIC/HKIC once 1 to 3 months for checking.
- 9.3 After checking the attendance records of trainees, training progress and applications for subsidy, the CIC/HKIC will prepare the subsidy to employers.
- 9.4 If the CIC/HKIC receives a complaint, a flow chart for complaints handling is as shown in Annex 17.

10. Reimbursement of Trainee Subsidy and Site Trainer Subsidy

- 10.1 In accordance with the prescribed procedures for payment of subsidy, the employer shall first pay trainee salary and then apply for reimbursement of subsidy from CIC/HKIC. When employers apply for payment of subsidy or completion bonus, the following documents shall be submitted for the CIC/HKIC's verification.
 - i) Application Form on Payment of Subsidy together with company invoice;
 - ii) Log Sheet endorsed by trainee and site trainer; and
 - iii) Trainee's and site trainer's attendance record; and
 - iv) Trainee's pay slip.
- 10.2 Employers are required to submit application for reimbursement of payment of subsidy in accordance with part 10.1 above within 12 months from the month in

which the trainee's wage was incurred by the employer in respect of a subsidy. Should the employer fail to submit an application within such time period, the CIC/HKIC shall not process the application for reimbursement.

- 10.3 During the initial training period, trainee subsidy will be paid to trainees directly by the CIC/HKIC. During the on-site training period, trainee salary shall be paid by the employer and the subsidy to be reimbursed by the CIC/HKIC afterwards. Trainee needs to fill in the form Annex 7.
- 10.4 The CIC/HKIC will process the application and check the completeness of the documents submitted by employer.
- 10.5 After endorsement by the CIC/HKIC, the Finance Department will process the applications for payment of subsidy. 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.
- 10.6 If there is any incomplete or inaccurate item in an application, the employer should submit supplementary information within 20 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.
- 10.7 Please refer to Annex 18 and Annex 19 for the payment processing procedure and flowchart of Initial Training and Site Training respectively

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. For the flowchart of the handling of suspected fraud case, please refer to Annex 20.
- 11.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the applicant is/are in breach of the terms stipulated in the Agreement.
- 11.3 No indemnity claims or claims of any other kind should be made against the CIC/HKIC by the applicant.

12. Forfeiture

In the event that the employer shall become bankrupt or having a receiving order made against him/them or has terminated the employment contract between the employer and employee, the training shall be stopped immediately and no subsidy shall be reimbursed as from that date.

13. Special Circumstances

- 13.1 Except the arrangement under the Deployment Mechanism of Trainee, after the approval of application of an employer, the employer shall not transfer the subsidy quota. If a trainee changes to another employer, the new employer cannot apply for joining this employee. The CIC/HKIC keeps a record of all trainees of this scheme in order to monitor such change of employer during the training.
- 13.2 If a trainee is dismissed by the employer or resign during the training period, the employer must inform the CIC/HKIC immediately.
- 13.3 If a trainee was dismissed by the employer or resigned during the training period, the employer is not allowed to apply for the training subsidy in the remaining period. The trainee will not be eligible for joining the scheme again.
- 13.4 The CIC/HKIC reserves the rights of final decision.

14. Avoiding Conflict of Interests

The Employer should procure his/her/their employees, agents, sub-contractors and trainees (regardless of employees of contractors or their sub-contractors) participating in this agreement that they are prohibited from providing, retrieving or accepting any benefits as stipulated under the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO) when handling business affairs in this agreement.

15. Personal Data Collection Declaration

- 15.1 Employers shall ensure that the collection and transfer of trainee personal data to the CIC/HKIC and via the CIC/HKIC to the government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, employers must accept and agree to provide a Personal Information Collection Statement (PICS) to each of the trainees and site trainers in compliance with the followings:

- 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 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.

15.2 The employer, who is responsible for collecting the personal data from the trainee, must obtain the trainee's written consent regarding the above.

15.3 The employer shall indemnify the CIC/HKIC against any claims, suffered or incurred by the CIC/HKIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

Work Trade and Training Period (New Practitioners)

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (weeks) (i)	Fundamental Skill Training (weeks) (ii)		
Building And Civil Work Trade (B&C Trade)	Bar Bender and Fixer	1	3	4 mos.	5 mos.
	Concretor	1	3	4 mos.	5 mos
	Carpenter (Formwork - Building Construction/ Civil Construction)	1	3	4 mos.	5 mos
	Site Surveying (Leveller)	1	3	4 mos.	5 mos
	Surveying & Setting Out (Leveller)	1	3	4 mos.	5 mos
	Bricklayer	1	3	4 mos.	5 mos
	Tiler	1	3	4 mos.	5 mos
	Plasterer	1	3	4 mos.	5 mos
	Painter and Decorator	2	6	4 mos.	6 mos.
	Marble Worker (Polishing)	2	6	4 mos.	6 mos.
	Plumber	2	6	4 mos.	6 mos.
	Drainlayer	2	6	4 mos.	6 mos.
	Tower Crane Workers' Assistant	2	6	4 mos.	6 mos.
	Piling Operative (Bored Pile)	2	×	5.5 mos.	6 mos.
	Offsite Rebar Automation Cut and Bend Operator	2	×	5.5 mos.	6 mos.
	Metal Worker	2	×	5.5 mos.	6 mos.
	General Welder	2	×	5.5 mos.	6 mos.
	Metal Scaffolder	2	×	2.5 mos.	3 mos.
	Metal Formwork Erector	2	×	2.5 mos.	3 mos.
	Ground Investigation Operator	2	×	2.5 mos.	3 mos.
	Tunnel Worker	2	×	2.5 mos.	3 mos.
Specialist Marine Work Trade	Underwater Geotextile Special Barge Operator	2	×	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	2	×	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	2	×	5.5 mos.	6 mos.
	Anchor Boat Operator	2	×	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	2	×	5.5 mos.	6 mos.
	Dredge Pipe Supervisor – TSHD	2	×	5.5 mos.	6 mos.
	Deep Cement Mixing Plant Operator	2	×	5.5 mos.	6 mos.
	Hydraulic Filling Vibro Compaction Rig Operator	2	×	5.5 mos.	6 mos.
	Floating Box Culvert Installation Operator	2	×	5.5 mos.	6 mos.

	Operator of Specialized Plant for Seabed Ground Treatment Works	2	×	5.5 mos.	6 mos.
	Sand Transshipment Operator	2	×	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	2	×	5.5 mos.	6 mos.
Plant and Equipment Operator Work Trade	Crawler-mounted Mobile Crane Operator	2	×	2.5 mos.	3 mos.
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	2	×	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator	2	×	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	2	×	2.5 mos.	3 mos.
	Tower Crane Operator	2	×	2.5 mos.	3 mos.
	Bulldozer Operator	1	×	1 mos.	1 mos.
	Loader Operator	1	×	1 mos.	1 mos.
	Excavator Operator	1	×	2 mos.	2 mos.
Electrical & Mechanical Work Trade (E&M Trade)	Electrical Wireman	2	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Water System)	2	×	5.5 mos.	6 mos.
	Lift Mechanic	2	×	5.5 mos.	6 mos.
Repair, Maintenance, Alterations and Additions Work Trade	Repair, Maintenance, Alterations and Additions (Civil and Building Construction)	2	×	5.5 mos.	6 mos.
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	2	×	5.5 mos.	6 mos.

* Note: 0.5 month is counted as 15 calendar days.

Work Trade and Training Period (Registered General Worker)
Annex 1

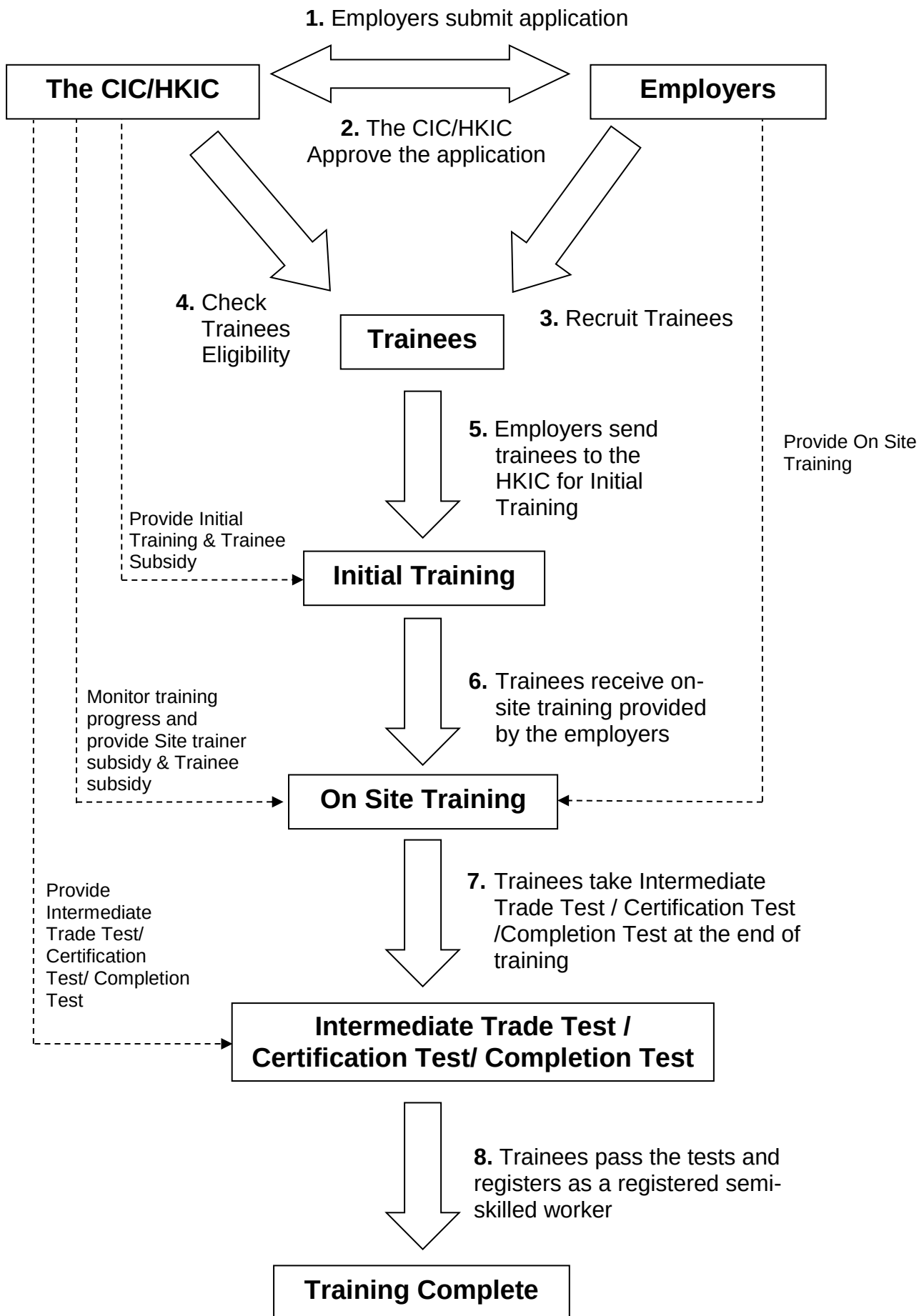
Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (weeks) (i)	Fundamental Skill Training (weeks) (ii)		
Building and Civil Work Trade (B&C Trade)	Bar Bender and Fixer	Not applicable			
	Concretor	Not applicable			
	Carpenter (Formwork - Building Construction/ Civil Construction)	Not applicable			
	Site Surveying (Leveller)	Not applicable			
	Surveying & Setting Out (Leveller)	Not applicable			
	Bricklayer	Not applicable			
	Tiler	Not applicable			
	Plasterer	Not applicable			
	Painter and Decorator	1.5	2.5	4 mos.	5 mos
	Marble Worker (Polishing)	1.5	2.5	4 mos.	5 mos
	Plumber	1.5	2.5	4 mos.	5 mos
	Drainlayer	1.5	2.5	4 mos.	5 mos
	Tower Crane Workers' Assistant	1.5	2.5	4 mos.	5 mos
	Piling Operative (Bored Pile)	1.5	×	5.5 mos.	6 mos.
	Offsite Rebar Automation Cut and Bend Operator	1.5	×	5.5 mos.	6 mos.
	Metal Worker	1.5	×	5.5 mos.	6 mos.
	General Welder	1.5	×	5.5 mos.	6 mos.
	Metal Scaffolder	1.5	×	2.5 mos.	3 mos.
	Metal Formwork Erector	1.5	×	2.5 mos.	3 mos.
	Specialist Marine Work Trade	Ground Investigation Operator	1.5	×	2.5 mos.
Tunnel Worker		1.5	×	2.5 mos.	3 mos.
Underwater Geotextile Special Barge Operator		1.5	×	5.5 mos.	6 mos.
Underwater Band Drain Special Barge Operator		1.5	×	5.5 mos.	6 mos.
Sand Pumping Barge Operation Supervisor		1.5	×	5.5 mos.	6 mos.
Anchor Boat Operator		1.5	×	5.5 mos.	6 mos.
Rock Placing Pelican Barge Operator		1.5	×	5.5 mos.	6 mos.
Dredge Pipe Supervisor – TSHD		1.5	×	5.5 mos.	6 mos.
Deep Cement Mixing Plant Operator		1.5	×	5.5 mos.	6 mos.
Hydraulic Filling Vibro Compaction Rig Operator		1.5	×	5.5 mos.	6 mos.
Floating Box Culvert Installation Operator00	1.5	×	5.5 mos.	6 mos.	
Operator of Specialized 0Plant for Seabed Ground Treatment Works	1.5	×	5.5 mos.	6 mos.	

	Sand Transshipment Operator	1.5	×	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	1.5	×	5.5 mos.	6 mos.
Plant and Equipment Operator Work Trade	Crawler-mounted Mobile Crane Operator	Not applicable			
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	Not applicable			
	Wheeled Telescopic Mobile Crane Operator	Not applicable			
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	Not applicable			
	Tower Crane Operator	Not applicable			
	Bulldozer Operator	Not applicable			
	Loader Operator	Not applicable			
	Excavator Operator	Not applicable			
Electrical & Mechanical Work Trade (E&M Trade)	Electrical Wireman	1.5	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Water System)	1.5	×	5.5 mos.	6 mos.
	Lift Mechanic	1.5	×	5.5 mos.	6 mos.
Repair, Maintenance, Alterations and Additions Work Trade	Repair, Maintenance, Alterations and Additions (Civil and Building Construction)	Not applicable			
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	Not applicable			

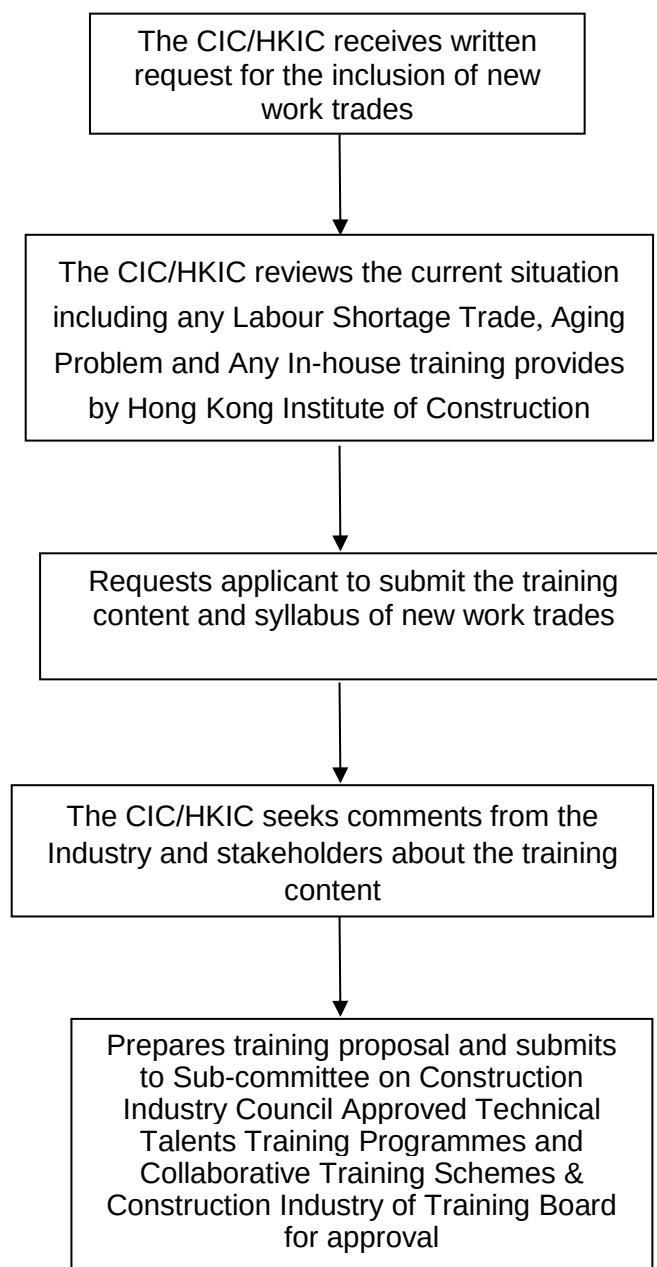
* Note: 0.5 month is counted as 15 calendar days.

Flow Chart of ITCTS

Annex 2



Flow Chart of Procedure on Inclusion of New Work Trades



「中級技工合作培訓計劃」

COS-020
2022/7/15
rev 9

Intermediate Tradesman Collaborative Training Scheme

為註冊普通工人而設的前期培訓申請表

Registered General Workers Initial Training Application Form

為註冊普通工人而設的前期培訓，按工種分為 1 個月及 1.5 星期兩類，學員須符合以下資格：
Initial Trainings for registered general workers are categorized in 1 month and 1.5 weeks depending on work trades, trainees shall fulfil the following requirement:

1. 已註冊成為「註冊普通工人」；及

Holder of "Registered General Workers" qualification; and

2. 不少於 6 個月相關工作經驗，由僱主證明工作經驗及推薦參加計劃；及

Not less than 6 months of relevant working experience recommended by the employers; and

3. 不適用於機械設備操作工種及部分建築及土木工程

Not applicable to machineries and cranes operation work trades and some of the building and civil work trades.

申請公司名稱 Company Name: _____

聯絡人姓名及電話 Contact Person and Phone no.: _____

學員資料 Trainees Information

姓名 Name	身份證號碼 HKID No.	註冊編號 Registration No.
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR

個人資料收集聲明 Personal Data Collection Statement

《個人資料收集聲明》

- 申請者向建造業議會/香港建造學院（議會/學院）提供的資料（包括本表格及附件）將用作處理包括（但不限於）申請本計劃和發放津貼及其他與計劃相關事宜。議會/學院亦可能將部份資料給予法例授權接收的政府部門及其他機構。
- 申請者並非必須向議會/學院提供以上所有資料，但如果缺少在收集資料時所需要提供的個人資料，可能會影響議會/學院審批。
- 根據個人資料（私隱）條例，你有權要求查閱和更改個人資料，有關申請須以書面向議會/學院提出，地址為**九龍觀塘駿業街 56 號中海日升中心 38 樓**。
- 你可選擇是否不同意接收由議會/學院發出的資訊及加入 CICATP，請於下列空格內加上「✓」號或留空，以表達你的意願。

☐ 本公司/本人不同意日後接收由議會/學院發出有關議會/學院的活動和與建造業相關的資訊。

☐ 本公司/本人有意加入建造業議會認可技術專才培訓計劃(CICATP)認可僱主名冊；及提名合資格的合作計劃畢業生參與 CICATP 高級技工(大工)的工種培訓。計劃詳情: <https://hkic.edu.hk/chi/atp>。

《Personal Data Collection Statement》

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. The CIC/HKIC might also transfer part of the information to the government departments and other organizations that are lawfully authorized to receive the information.
- It is not a must for the applicant to submit all the above information to the CIC/HKIC but assessment may be affected if in default of any necessary personal data during collection.
- In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and amend your personal data. If you wish to do so, you shall write to the CIC/HKIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**.
- You can choose whether you agree to receive information disseminated by the CIC/HKIC; and join CICATP. Please put "✓" in the box below or leave it blank to show your intention for the following items.
- ☐ Our company/I do not agree to receive information from the CIC/HKIC in relation to its activities and construction-related information in the future.
- ☐ Our company/ I* is/am interested in joining the Approved Employer List of CICATP; and nominate qualified collaboration scheme trainees to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

聲明及簽署 Declaration

我/我們在此確認我/我們會遵守載於中級技工合作培訓計劃架構文件內的條款和條件，確認所有資料都是正確的，並會通知學員有關「為註冊普通工人而設的前期培訓」的安排。

I/We hereby confirm that I/we will comply with the terms and conditions set out in the ITCTS Framework Document, confirm that all information provided by us are correct and will inform the trainees about the arrangements of initial trainings for registered general workers in ITCTS.

公司蓋印及授權人簽署

Company chop and authorized signature

姓名 Name: _____

職位 Position: _____

日期 Date: _____

Trainee Subsidy

Catagory	Work Trade	Initial Training Subsidy	Required Salary on site
Building and Civil Work Trade (B&C Trade)	Bar Bender and Fixer	\$10,200 per month (The CIC/HKIC will issue subsidy directly to trainees)	No less than \$13,400 per month
	Concretor		
	Carpenter (Formwork - Building Construction/ Civil Construction)		
	Site Surveying (Leveller)		
	Surveying & Setting Out (Leveller)		
	Bricklayer		
	Tiler		
	Plasterer		
	Painter and Decorator		
	Marble Worker (Polishing)		
	Plumber		
	Drainlayer		
	Tower Crane Workers' Assistant		
	Piling Operative (Bored Pile)		
	Offsite Rebar Automation Cut and Bend Operator		
	Metal Worker		
	General Welder		
	Metal Scaffolder		
	Metal Formwork Erector		
	Ground Investigation Operator		
	Tunnel Worker		
Specialist Marine Work Trade	Underwater Geotextile Special Barge Operator		
	Underwater Band Drain Special Barge Operator		
	Sand Pumping Barge Operation Supervisor		
	Anchor Boat Operator		
	Rock Placing Pelican Barge Operator		
	Dredge Pipe Supervisor – TSHD		
	Deep Cement Mixing Plant Operator		
	Hydraulic Filling Vibro Compaction Rig Operator		
	Floating Box Culvert Installation Operator		

	Operator of Specialized Plant for Seabed Ground Treatment Works	\$10,200 per month (The CIC/HKIC will issue subsidy directly to trainees)	No less than \$13,400 per month
	Sand Transshipment Operator		
	Underwater Lamination Sand Placing Special Barge Operator		
Plant and Equipment Operator Work Trade	Crawler-mounted Mobile Crane Operator		
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)		
	Tower Crane Operator		
	Wheeled Telescopic Mobile Crane Operator		
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)		
	Bulldozer Operator		
	Loader Operator		
Electrical & Mechanical Work Trade (E&M Trade)	Excavator Operator		
	Electrical Wireman		
	Fire Service Mechanical Fitter		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Water System)		
Repair, Maintenance, Alterations and Additions Work Trade	Lift Mechanic		
	Repair, Maintenance, Alterations and Additions (Civil and Building Construction)		
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)		

Sample Employment Contract

This contract of employment is entered into between _____ (hereinafter referred to as 'Employer') and _____ hereinafter referred to as 'Employee') on _____ Under the terms and conditions of employment below:

- 1. Commencement of Employment** (i) The Construction Industry Council/Hong Kong Institute of Construction Initial Training
 A fixed period of _____ days initial training from _____ to _____.

Initial training will be provided by the Construction Industry Council/Hong Kong Institute of Construction to deliver basic construction and safety knowledge. The Construction Industry Council/Hong Kong Institute of Construction will provide allowance to the trainee directly. (Employment shall be effective after initial training)

- (ii) Employment effective from _____ ,
☐ until either party terminates the contract.
☐ for a fixed term contract for a period of _____ * day(s) / week(s) / month(s) / year(s),
 ending on _____.

A fixed period of _____ months on site training starts on the employment effective date.

On-the-job training will be provided by the employer to deliver basic operation skill of relevant trades. After the training, the trainee is required to take the Intermediate Trade test / Certification Test provided by the Construction Industry Council/Hong Kong Institute of Construction, the training will be completed after trainees pass the relevant tests.

- 2. Probation Period** ☐ No ☐ Yes _____ *day(s) / week(s) / month(s)

- 3. Position and Section Employed** _____

- 4. Place of Work** _____

- 5. Working Hours** ☐ Fixed, at _____ days per week, _____ hours per day
 from _____ *am/pm to _____ *am/pm
 and _____ *am/pm to _____ *am/pm
☐ Shift work required, _____ hours per day
 from _____ *am/pm to _____ *am/pm
 or _____ *am/pm to _____ *am/pm
☐ Shift work required, at _____ working day(s) per *week/ month, _____ hour(s).
 totalling _____
☐ Others _____
 (details of the arrangement on working hours and total working hours)

- 6. Meal Break** ☐ Fixed, from _____ *am/pm to _____ *am/pm *with/without pay

☐ Not-fixed, at _____ *minutes/hour(s) per day, *with/without pay

Meal break *is/ is not counted as working hour(s).

† Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

7. Rest Days ☐ On every _____, *with / without pay

☐ On rotation, _____ day(s) per *week/month, *with / without pay

(The employee is entitled to not less than 1 rest day in every period of 7 days)

8. Wages

(a) wage rate† Basic wages of \$ _____ per * hour/ day /week/month;

plus the following allowance(s) :

☐ Meal allowance of _____ per * day / week/ month
\$ _____

☐ Travelling allowance of _____ per * day / week/ month
\$ _____

☐ Attendance allowance of _____ (amount)
\$ _____

(details of criteria and calculation of payment)

☐ Others (e.g. commission, tips) \$ _____ (amount)

(details of criteria and calculation of payment and date of payment)

(b) overtime pay† ☐ At the rate of \$ _____ per hour

☐ At the rate according to *normal wages / _____ % of normal wages

(c) payment of wages & wage period(s)†

☐ Every month, on _____ day of the month

& for wage period from _____ day of the month to _____ day of *the month/ the following month.

☐ Twice monthly, payable on

(i) _____ day of *the month / following month

for wage period from _____ day of the month to _____ day of *the month/ the following month.

(ii) _____ day of *the month / following month

for wage period from _____ day of the month to _____ day of *the month/ the following month.

☐ Once for every _____ *day(s)/week(s)

for wage period from _____ to _____.

9. Holidays†

The Employee is entitled to:

☐ statutory holidays as specified in the Employment Ordinance

☐ public holidays

☐ **plus** other holidays (please specify) _____

10. Paid Annual Leave†

☐ The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).

☐ The Employee is entitled to the following paid annual leave according to the rules of the company (please specify) _____

- 11. Maternity Benefits**
- ☐ The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the company (please specify) _____
- 12. Paternity Benefits**
- ☐ The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the company (please specify) _____
- 13. Sickness Allowance**
- ☐ The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.
- ☐ The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances:
- If the number of sickness days taken is _____ day(s) or below, an appropriate medical certificate in support of the sick leave **is /is not* required.
 - If the number of sickness days taken is _____ day(s) or more, an appropriate medical certificate in support of the sick leave is required.
- ☐ Others (please specify) _____
- 14 Termination of Employment Contract**
- A notice period of _____ * day(s) /week(s)/ month(s) or _____
- an equivalent amount of wages in lieu of notice (notice period not less than 7 days). During the probation period (if applicable) :
- within the first month : without notice or wages in lieu of notice
 - after the first month : a notice period of _____ * day(s)/week(s)/ month(s) or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).
- 15 End of Year Payment**
- An amount of * \$ _____ or equivalent to _____ month's basic/ normal wages upon completion of each
- ☐ *calendar / lunar year
- ☐ specified period : from _____ to _____
- Payment is to be made _____ days before commencement of the following within _____
- * calendar /lunar year.
- 16 Mandatory Provident Fund Scheme**
- The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
- ☐ **In addition to the mandatory contribution**, the Employer provides monthly voluntary contribution to the Mandatory Provident Fund Scheme * *in the amount* of \$ _____
- / at a rate of _____ % of the Employee's monthly wages.
- ☐ **In addition to the mandatory contribution**, the Employee provides monthly voluntary contribution to the Mandatory Provident Fund Scheme * *in the amount* of \$ _____
- / at a rate of _____ % of the Employee's monthly wages.

- 17 Work**
- Arrangements during Typhoon†**
- ☐ The Employee is required to work when typhoon signal no.8 or above is hoisted. In addition to wages, the employee is entitled to **typhoon allowance / travelling allowance* at \$ _____ or _____ % of normal wages.
- ☐ The Employee is not required to work when typhoon signal no.8 or above is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less _____ hours before close of working hours. than _____
- 18. Work**
- Arrangements during Black Rainstorm Warning†**
- ☐ The Employee is required to work when black rainstorm warning is hoisted. In addition to wages, the employee is entitled to **rainstorm allowance / travelling allowance* at \$ _____ or _____ % of normal wages.
- ☐ The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less _____ hours before close of working hours. than _____ hours.
- 19. Others**
- The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.
- (If appropriate) Additional rules and regulations , rights, benefits or protection promulgated under the ** Company Handbook* / _____ also form part of this contract.

† Please put a "✓" in the clause(s) as appropriate

* Please delete the word(s) as inappropriate

The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.

Signature of Employee

Signature of Employer or Employer's Representative

Name in full: _____
HK I.D. No: _____
Date: _____

Name in full: _____
Position held: _____
Date: _____

Chop of the Company

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資料

Name of Trainee	Campus
學員姓名:	院校:

Trade	Class	Trainee Number
科別:	班別:	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)	(English)
銀行名稱：	(中文)	(英文)

Account No:

--	--	--

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--	--	--

 –

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

賬戶號碼： (Bank code) (Branch Code) (Account Number)

(銀行編號) (分行編號) (賬戶號碼)

Name of Bank Account Holder: (Chinese) (English)
銀行賬戶持有人姓名：(中文) (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

Date:

負責經理/主任-中心行政_____

日期：_____

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

Annex 8

Site trainer to Trainee Ratio and Site trainer Subsidy

No.	Work Trades	Site trainer to Trainee Ratio	Site trainer Subsidy
1.	Bar Bender and Fixer	1 site trainer : 4 trainees	\$7,500/month per trainee
2.	Concretor	1 site trainer : 4 trainees	
3.	Carpenter (Formwork - Building Construction/ Civil Construction)	1 site trainer : 4 trainees	
4.	Site Surveying (Leveller)	1 site trainer : 4 trainees	
5.	Surveying & Setting Out (Leveller)	1 site trainer : 4 trainees	
6.	Bricklayer	1 site trainer : 4 trainees	
7.	Tiler	1 site trainer : 4 trainees	
8.	Plasterer	1 site trainer : 4 trainees	
9.	Painter and Decorator	1 site trainer : 4 trainees	
10.	Marble Worker (Polishing)	1 site trainer : 4 trainees	
11.	Plumber	1 site trainer : 4 trainees	
12.	Drainlayer	1 site trainer : 4 trainees	
13.	Electrical Wireman	1 site trainer : 4 trainees	
14.	Tower Crane Workers' Assistant	1 site trainer : 2 trainees	
15.	Piling Operative (Bored Pile)	1 site trainer : 4 trainees	
16.	Offsite Rebar Automation Cut and Bend Operator	1 site trainer : 4 trainees	
17.	Fire Service Mechanical Fitter	1 site trainer : 4 trainees	
18.	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)	1 site trainer : 4 trainees	
19.	Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)	1 site trainer : 4 trainees	
20.	Refrigeration/Airconditioning/ Ventilation Mechanic (Water System)	1 site trainer : 4 trainees	
21.	Lift Mechanic	1 site trainer : 4 trainees	
22.	Metal Worker	1 site trainer : 4 trainees	
23.	General Welder	1 site trainer : 4 trainees	
24.	Metal Scaffolder	1 site trainer : 4 trainees	
25.	Metal Formwork Erector	1 site trainer : 4 trainees	
26.	Crawler-mounted Mobile Crane Operator	2 site trainers : 5 trainees	
27.	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	1 site trainer : 1 trainee	
28.	Ground Investigation Operator	1 site trainer : 4 trainees	
29.	Tunnel Worker	1 site trainer : 4 trainees	

30.	Tower Crane Operator	1 site trainer : 3 trainees	
31.	Wheeled Telescopic Mobile Crane Operator	2 site trainers : 5 trainees	
32.	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	1 site trainer : 1 trainee	
33.	Bulldozer Operator	1 site trainer : 3 trainees	
34.	Loader Operator	1 site trainer : 3 trainees	
35.	Excavator Operator	1 site trainer : 3 trainees	\$7,500/month per trainee
36.	Underwater Geotextile Special Barge Operator	1 site trainer : 4 trainees	
37.	Underwater Band Drain Special Barge Operator	1 site trainer : 4 trainees	
38.	Sand Pumping Barge Operation Supervisor	1 site trainer : 4 trainees	
39.	Anchor Boat Operator	1 site trainer : 4 trainees	
40.	Rock Placing Pelican Barge Operator	1 site trainer : 4 trainees	
41.	Dredge Pipe Supervisor – TSHD	1 site trainer : 4 trainees	
42.	Deep Cement Mixing Plant Operator	1 site trainer : 4 trainees	
43.	Hydraulic Filling Vibro Compaction Rig Operator	1 site trainer : 4 trainees	
44.	Floating Box Culvert Installation Operator	1 site trainer : 4 trainees	
45.	Operator of Specialized Plant for Seabed Ground Treatment Works	1 site trainer : 4 trainees	
46.	Sand Transshipment Operator	1 site trainer : 4 trainees	
47.	Underwater Lamination Sand Placing Special Barge Operator	1 site trainer : 4 trainees	
48.	Repair, Maintenance, Alterations and Additions (Civil and Building Construction)	1 site trainer : 4 trainees	
49.	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	1 site trainer : 4 trainees	



工地巡查報告

Site Inspection Report

第一部份：學員基本資料 Part I: Trainee' Basic Information

培訓計劃：

Training Scheme:

學員姓名：

Name of Trainee:

班別：

Class:

公司名稱：

Name of Company:

註冊導師姓名：

Name of Registered Trainer(s):

工地培訓期：

On-site Training:

聯絡電話：

Contact no.:

工種：

Work Trade:

由：

From:

至：

To:

第二部份：工地巡查資料 Part II: Information of Site Inspection

工地巡查日期：

時間：

Inspection Date:

Time:

第

次探訪

Number of visit(s):

工地聯絡人：

聯絡電話：

On-site Representative:

Phone no.:

巡查地點：

Location of Site:

第三部份：學員培訓跟進 Part III: Training Progress

1) 學員之個人資料是否曾作更改？

☐

是

☐

否

Any change of personal information?

Yes

No

(如是，請註明) (If YES, please specify)

2) 是否以月薪支薪？

☐

是

☐

否

Wages paid by monthly payment?

Yes

No

3) 是否曾發生拖欠薪金的情況？

☐

是

☐

否

Any cases of default in payment of wages?

Yes

No

第四部份：合作計劃滿意度 Part IV: Trainee' opinion about the Collaboration Scheme

非常不滿意

不滿意

滿意

非常滿意

Totally Unsatisfactory

Unsatisfactory

Satisfactory

Totally Satisfactory

1

2

3

4

意見反映：Comments:

學員簽署

Signature of Trainee

內部專用 For Internal Use Only

個案類型：☐ 意見反映

☐ 投訴

Case type:

Comments

Complaint

備註：

Remarks:

1) 投訴是否成立? (如適用)

Is this a reasonable complaint?
(If applicable)

☐

是
Yes

投訴個案編號：

Compliant case no.:

☐

否
No

請註明原因：

Please specify:

2) 投訴是否需要跟進巡查?

Further inspection to be arranged for this complaint?

☐

是
Yes

☐

否
No

備註：

Remarks:

巡查人員上級之意見/建議：

Comments / recommendations from senior staff:

巡查人員姓名及簽署： Name and signature of site inspection staff:	巡查人員上級姓名及簽署： Name and signature of senior staff:
日期： Date:	日期： Date:

「中級技工合作培訓計劃」學員報名表
Intermediate Tradesman
Collaborative Training Scheme (ITCTS)
Trainee Application Form

COS-015
2022/7/15
rev 5

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工種選擇 Choice of Trade (請從以下工種選擇 Please select from below)

建築及土木工種 Building and Civil Work Trade (B&C Trade)		
1 鋼筋屈紮工 Bar Bender and Fixer	2 混凝土工 Concretor	3 木模板工(樓宇工程/土木工程) Carpenter (Formwork - Building Construction/Civil Construction)
4 建造工地測量員 Site Surveying (Leveller)	5 建築樓宇測量員/平水工 Surveying & Setting Out (Leveller)	6 砌磚工 Bricklayer
7 批盪工 Plasterer	8 鋪瓦工 Tiler	9 髹漆及裝飾工 Painter and Decorator
10 水喉工 Plumber	11 雲石工(打磨) Marble Worker (Polishing)	12 地渠工 Drainlayer
13 塔式起重機組裝技工助理 Tower Crane Workers' Assistant	14 打樁工(鑽孔樁) Piling Operative (Bored Pile)	15 場外鋼筋預製工場-自動化鋼筋剪屈工 Offsite Rebar Automation Cut and Bend Operator
16 金屬工 Metal Worker	17 普通焊接工 General Welder	18 金屬棚架工 Metal Scaffolder
19 金屬模板裝嵌工 Metal Formwork Erector	20 岩土勘探工 Ground Investigation Operator	21 隧道工 Tunnel Worker
機械設備操作工種 Plant and Equipment Operator Work Trade		
22 履帶式固定吊臂起重機操作工 Crawler-mounted Mobile Crane Operator	23 輪胎式液壓伸縮吊臂起重機操作工 Wheeled Telescopic Mobile Crane Operator	24 塔式起重機操作工 Tower Crane Operator
25 推土機操作工 Bulldozer Operator	26 搬土機操作工 Loader Operator	27 挖掘機操作工 Excavator Operator
機電工種 Electrical & Mechanical Work Trade (E&M Trade)		
28 電氣佈線工 Electrical Wireman	29 消防機械裝配工 Fire Service Mechanical Fitter	30 升降機技工 Lift Mechanic
31 空調製冷設備技工(送風系統) Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)	32 空調製冷設備技工(保溫) Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)	33 空調製冷設備技工(水系統) Refrigeration/Airconditioning/Ventilation Mechanic (Water System)
專業海事工種 Specialist Marine Work Trade		
34 水下土工布船操作員 Underwater Geotextile Special Barge Operator	35 水底排水板船操作員 Underwater Band Drain Special Barge Operator	36 泵沙船技工 Sand Pumping Barge Operation Supervisor
37 錨艇船操作員 Anchor Boat Operator	38 塊石拋卸皮帶船操作員 Rock Placing Pelican Barge Operator	39 耙吸船排泥管線技工 Dredge Pipe Supervisor – TSHD
40 深層水泥攪拌樁設備操作員 Deep Cement Mixing Plant Operator	41 水力吹填填料振沖密實機操作員 Hydraulic Filling Vibro Compaction Rig Operator	42 箱涵浮運安裝操作員 Floating Box Culvert Installation Operator
43 海床軟基處理專業設備操作員 Operator of Specialized Plant for Seabed Ground Treatment Works	44 砂料中轉船操作員 Sand Transshipment Operator	45 水下分層鋪砂專用船操作員 Underwater Lamination Sand Placing Special Barge Operator

裝修維修工種 Repair, Maintenance, Alterations and Additions Work Trade

46 裝修維修工 (土 建) Repair, Maintenance, Alterations and Additions (Civil and Building Construction)	47 裝修維修工 (機 電) Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	
--	--	--

第一選擇

First Choice : _____

第二選擇

Second Choice : _____

個人資料

Personal Information:

中文姓名: Chinese Name:	英文姓名: English Name:
聯絡電話 : Contact Telephone No:	香港身份證/護照號碼 : HKID/Passport No:
電郵地址: Email Address:	
住址: Residential Address:	

學歷 / 資歷

Academic Background / Qualification

請在適當的 ☐ 內加上✓號

Please put "✓" in the appropriate Boxes

☐ 大專或以上 Post-secondary education or above	☐ 中學 Secondary	☐ 小學 Primary	☐ 其他 (請註明: _____) Others (Please specify: _____)
---	--	--	--

持有有效之工人註冊證 Holding of Valid "Worker Registration Card":

☐ 是 工種 編號 有效期至
Yes Trade: _____ Ref No: _____ Valid Until: _____

☐ 否
No

工作經驗:

Working Experience:

由-至(月/年) From-To (mth/yr)	僱主名稱 Name of Employer	工作性質 Job Nature	職位 Position

是否需要工作簽證才能在香港工作? ☐ 是 ☐ 否
Do you need a working visa in Hong Kong? Yes No

可到職日期 Available Date for Employment: _____

語言: ☐ 廣東話 ☐ 英語 ☐ 普通話 ☐ 其他(請註明):
 Language: Cantonese English Putonghua Others (Please Specify): _____

《收集個人資料聲明》

《Personal Data Collection Statement》

- 您向建造業議會/香港建造學院〔「議會/學院」〕所提供的資料，包括《個人資料〔私隱〕條例》「個人資料」所指的個人資料，只會用於議會/學院之相關活動。

The information you provided to the Construction Industry Council/ Hong Kong Institute of Construction (CIC/HKIC) including any personal data as defined in the Personal Data(Privacy) Ordinance (the Ordinance), will be used solely for the purpose related to the activities of CIC / HKIC.

- 議會希望持續通知您有關議會/學院之情況及業界發展，相關資訊屬於議會/學院認為您感興趣的。議會/學院希望使用您的個人資料，包括姓名、電話號碼、通訊地址和電子郵件地址，以便向您提供關於議會/學院之培訓課程、技能測試、工人註冊、活動及其工作、和建造業的資訊。

To keep you informed of CIC / HKIC activities and industry developments, which may be of interest to you, CIC / HKIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.

- 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會/學院提出，地址為香港九龍觀塘駿業街 56 號中海日升中心 38 樓。
You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC / HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

- 您可以自由選擇是否希望接收到有關之市場資訊。若您不同意收取議會/學院發出之資訊，請在下面之 ☐ 內加上✓號。

You are free to decide whether you wish to receive such information. If you choose not to do so, please put "✓" in the box below.

- ☐ 本人不同意日後接收由議會發出有關議會/學院之活動和與建造業相關的資訊。

I do not wish to receive information from CIC / HKIC in relation to its activities or developments in the construction industry.

聲明

DECLARATION

- 本人在此聲明，以上所填乃真實、完整及正確資料，如發覺有任何地方與事實不符，本人明白聘用本人之僱主有權按雙方的僱傭合約立刻開除或解僱本人而毋須付出任何補償。

I hereby declare that the information provided by me in this application is true, complete and correct. False information and/or dishonest answer to any question above will result in dismissal from employment. I shall not be entitled for any compensation from the Company in this case.

- 本人在此授權建造業議會 / 香港建造學院將本表格轉給僱主，僱主使用本人之個人資料與建造業議會 / 香港建造學院無關。

I hereby give my consent to the CIC / HKIC for passing this application form to the employers. The CIC / HKIC would not be liable for the use of information thereon.

- 本人同意，如果我參與中級技工合作培訓計劃(本計劃)並註冊成為學員，我將會遵守本計劃有關條款及載於香港建造學院全日制短期課程學生手冊中的守則及須知。若本人不論屬何種原因無法完成本計劃，包括但不限於因不遵守學員守則而被開除出本計劃，或在完成培訓前退出本計劃，或本計劃終止而適用於本人之任何原因，建造業議會 / 香港建造學院有權要求本人全數退還已支付給本人之任何津貼，而建造業議會 / 香港建造學院亦不會根據本計劃作任何其他支付。本人同意不會就本計劃有關或所產生之津貼（或其付款或退款）作出任何索償。

I agree that if I participate in the Intermediate Tradesman Collaborative Training Scheme (this Scheme) and register as a trainee, I shall abide by the terms of This Scheme and the Trainee Regulations contained in the Trainee Handbook for Full-time Short Course issued by the Hong Kong Institute of Construction (the Regulations). If I am unable to complete this Scheme for whatever reason, including but not limited to dismissal from this scheme due to non-compliance with the Regulations or withdrawal from this Scheme before its completion or termination of this Scheme as applicable to me for whatever reason, the CIC / HKIC has the right to request refund of any allowance paid to me and not to make any further payments to me under this Scheme. I agree not to bring any claims against the CIC / HKIC relating to or arising from my allowance under this Scheme (or its payment or refund).

申請人簽署
Applicant's Signature

日期
Date

填妥報名表後，請：

- 1) 寄回香港九龍觀塘駿業街 56 號中海日升中心 38 樓；或
- 2) 傳真至 2100 9290；或
- 3) 電郵至 cos.itcts@hkic.edu.hk

Completed form should be submitted by:

- 1) Post to CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong, or
- 2) Fax to 2100 9290; or
- 3) E-mail to cos.itcts@hkic.edu.hk

Intermediate Tradesman Collaborative Training Scheme

General Knowledge Training Syllabus (通識工藝訓練)

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
1	<u>認識訓練的規章制度與職業道德</u>	1	1
1.1	認識訓練中心的運作及學習模式		
1.2	學員守則及習藝規章		
1.3	與訓練有關的通告		
1.4	認識建造行業主要範疇的職業道德		
2	<u>學習安全知識、守則和相關措施</u>	1	1
2.1	基本安全知識及安全措施		
2.2	工作進行中應有的安全措施		
2.3	工地安全措施		
2.4	工地用電須知		
2.5	認識進入密閉空間工作及基本安全知識		
3	<u>認識建造行業及各主要工種和其工藝</u>	2	1
3.1	認識建造行業的承判制度和地盤組織		
3.2	認識主要工種： 樓宇測量、裝嵌模板、鋼筋屈紮、澆置混凝土、泥水粉飾、粗細木工、油漆粉飾、水喉潔具、建造棚架、機械維修、電器裝置、金屬工藝、雲石裝飾 包括往各主要工場體會作業環境，認識日常運作		
4	<u>物料、工具和機械的採購、收發及貯存</u>	1	1
4.1	程序包括：訂貨、品種、數量、規格、品質、價格、安排付運、驗收、存倉、登記、分發使用		
4.2	常用物料的特性、保護、包裝、處理及存放		
4.3	應用 ISO9000 品質系統內的有關物料、工具和機械之質量控制		
5	<u>認識施工圖則與平水繩墨</u>	2	1
5.1	認識施工圖則常用名詞及符號		

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
5.2	認識平水繩墨		
5.3	認識平水繩墨的施工標誌		
5.4	常用曲尺線的彈畫方法		
5.5	實習使用常用工具		
6	<u>人力提舉及重物搬運等體力處理操作</u>	0.5	0.5
6.1	基本人體力學		
6.2	人力提舉及重物搬運的受傷成因		
6.3	正確人力提舉及重物搬運方法		
6.4	基本腰背護理		
7	<u>認識安全使用砂輪</u>	0.5	0.5
7.1	使用砂輪的危險性及安全措施		
7.2	選擇砂輪考慮因素		
7.3	安裝砂輪的步驟		
7.4	使用及處理砂輪安全須知		
8	<u>安全搭建金屬棚架及工作台</u>	1	1
8.1	搭建金屬棚架及工作台的工藝原理		
8.2	搭建金屬棚架及工作台的安全措施		
8.3	閱讀及理解金屬棚架及工作台的圖則		
8.4	搭建及拆卸金屬棚架及工作台		
8.5	應用品質檢查表進行定期檢查及維修		
9	<u>認識起重機 / 吊機之安全吊運</u>	1	1
9.1	綁扎埋碼及吊運的原理		
9.2	安全知識及措施		
10	<u>建築信息模擬應用(BIM)介紹</u>	1	1
11	<u>強制性基本安全訓練課程(建築工程) (建造業平安卡課程)</u>	1	N/A
	通識工藝訓練合共：	<u>2 星期</u>	<u>1.5 星期</u>

Intermediate Tradesman Collaborative Training Scheme

Bar Bender & Fixer (鋼筋屈紮工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	認識及使用各種手動工具及機動工具	
2.	學習屈紮鋼筋時的安全措施	
3.	學習鋼筋屈曲成型(機械操作)	
4.	綁紮及安裝鋼筋和鋼筋網(BRC)	
5.	體能訓練 (搬運鐵料)、紮柱牆 /樓面 /陣	
6.	密閉空間核准工人安全訓練課程	
7.	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	
8.	建造工友(指定行業)安全訓練課程 –鋼筋屈紮工 (AS5)	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	認識及使用各種手動工具及機動工具	
2.	學習屈紮鋼筋時的安全措施	
3.	認識鋼筋的種類及分佈位置的名稱，認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)	
4.	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法	
5.	認識鋼筋屈紮的工作範圍、樓宇建造和土木工程的施工規範	
6.	學習鋼筋屈曲成型(機械操作)	
7.	綁紮及安裝鋼筋和鋼筋網(BRC)	
8.	接駁鋼筋的方法及預留孔洞時的附加鋼筋	
9.	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、ISO-9000 品質檢查表、檢查程序及報告	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 鋼筋屈紮工</u> (由議會/學院提供)	

項 目	說 明	授藝天數 (星期)
	鋼筋屈紮工訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Concretor (混凝土工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	
2.	認識各種樓宇建造之混凝土的特性，操作及其正確處理方法	
3.	認識樓宇建造的混凝土之、高空工作，及安全攀爬棚架的工確方法	
4.	認識及正確使用常用手工具、手提動力工具、澆置混凝土的工具與設備，及其安全操作方法	
5.	認識及處理各種施工縫、飾面及養護的工作方法	
6.	認識蜂巢狀混凝土"黃蜂竇"的成因及其修補方法	
7.	練習澆置混凝土構件	
8.	建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	地盤安全訓練及認識地盤環境訓練	
2.	認識震機、震喉及其操作方法	
3.	出槽訓練	
3.1	• 泵車出槽訓練	
3.2	• 大吊、天秤出槽訓練	
4.	實地落石矢訓練	
4.1	• 花藍、花槽	
4.2	• 樓面、陣	
4.3	• 由低位開始落石矢至高位，由遠至近施工	
4.4	• 間牆、分層數落間垤石矢至指定平水跟平水施工	
4.5	• 100 mm 間垤落石矢方法，350 mm 間距中至中落震喉，攪震石矢	
4.6	• 200 mm 間垤落石矢方法，300 mm 間距中至中落震喉攪震石矢	
4.7	• 超過 300 mm 間垤落石矢方法，250 mm 間距中至中落震喉及間垤兩邊攪震石矢	

項 目	說 明	授藝天數 (星期)
4.8	* 樓梯(搭建樓梯架步,依平水執好樓梯及樓級)	
4.9	* 攝樓梯級搭建樓梯架步	
4.10	* 分層數落間垵石矢至指定平水跟平水施工	
4.11	* 搭建天面欄河及樓梯架步	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 混凝土工</u> (由議會/學院提供)	
	混凝土工訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Carpenter (Formwork – Building Construction / Civil Construction)
木模板工(樓宇工程/土木工程)- Training Syllabus

2022年7月修訂

項目	說明	授藝天數 (星期)
A.	通識工藝訓練(由議會/學院提供)	1
B.	基礎工藝訓練(由議會/學院提供)	3
1.	學習工場規則及有關安全和環保知識	
2.	個人手工工具、手提動力工具及鋸床之安全操作	
3.	適當使用、切割、存放方法	
4.	認識及理解平水、墨線、標誌、鋼筋、混凝土及施工關係	
5.	認識木/鋁/鐵/纖維模板簡介	
6.	板模切割/配件裝嵌及拆卸安全操作	
7.	建造工友(指定行業)安全訓練-木模板工(AS2)	
8.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	工地培訓(由僱主提供)	16
1.	地盤入職安全訓練、工地環境、守則	
2.	學習安全使用各類手工工具及手提動力工具	
3.	認識工地板模相關材料、名稱(行內述語)適當使用、切割及存放方法	
4.	認識墨線、平水、鋼筋、板模釘嵌與灌注混凝土之施工程序、關係及規格要求	
5.	木板模各部位、配件之名稱、述語, 如五金鏢絲、鐵器、通架配件	
6.	板模釘建、拆卸操作之程序及安全施工。如：釘「地腳陣」「花籃」, 釘建及拆卸。	
7.	學習使用「鋸床」切割所需物料尺寸, 即「開料」, 塗板油、秤線、鑽吼、收鏢絲。	
8.	使用「鋸床」切割所需物料尺寸、塗板油、秤線、鑽吼、收鏢絲、加固。使用工作台施工	
9.	依照墨線資料, 切割所需尺寸, 使用工作台。	
10.	依照墨線、平水資料排放鐵架、扣掛所需配件	
11.	學習釘陣板、旁板、排底龍、筷子廊、樓面板	
12.	切割所需尺寸及形狀, 依照規格釘製	
13.	使用電鋸切割所需尺寸及形狀釘嵌	

項 目	說 明	授藝天數 (星期)
14.	檢查平水、收緊鑼絲、通架、叉頭穩因、承抬力(需否「補頂」加固	
15.	拆卸「威咿」及「撞鑼絲」之安全施工	
16.	了解鐵柱模之安裝技巧，安全裝嵌	
17.	認識選料、規格、尺寸、釘裝	
18.	依照圖則資料，協助師傅使用鋸床切割所需物料	
19.	外牆腳卡搭建技巧與外牆板釘建之程序及技巧	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 木模板工</u> (由議會/學院提供)	
	木模板工(樓宇工程/土木工程)訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme Site Surveying (Leveller) (建造工地測量員) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	平水繩墨工具的使用方法	
2.	閱讀圖則的具體步驟與方法	
3.	平水儀使用方法	
4.	全站儀使用方法	
5.	建築物開線定位	
6.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	基本安全知識及安全措施	
2.	認識 ISO-9000品質制度及 ISO-14001環境管理系統	
3.	平水繩墨工具的使用方法	
4.	閱讀圖則的具體步驟與方法	
5.	建築物開線定位	
6.	平水儀使用方法	
7.	全站儀使用方法	
8.	地形測量	
9.	邊坡斜水架之建立	
10.	橋樑道路、渠道、砂井開線	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 平水工</u> (由議會/學院提供)	
	建造工地測量員訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme Surveying & Setting Out (Leveller) (建築樓宇測量員/平水工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	建築屋宇工程及土木工程之常用工具的認識	
2.	建築屋宇工程及土木工程工具的使用方法	
3.	平水儀的認識及使用方法	
4.	全站儀的認識及使用方法	
5.	常用圖形的畫法及認識圖則	
6.	建築屋宇工程工作範圍及工作方法	
7.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	基本安全知識及安全措施	
2.	認識 ISO-9000品質制度及 ISO-14001環境管理系統	
3.	建築屋宇工程及土木工程之常用工具的認識	
4.	建築屋宇工程及土木工程工具的使用方法	
5.	平水儀的認識及使用方法	
6.	全站儀的認識及使用方法	
7.	常用圖形的畫法及認識圖則	
8.	建築屋宇工程工作範圍及工作方法	
9.	土木工程工作範圍及工作方法	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 平水工</u> (由議會/學院提供)	
	建築樓宇測量員/平水工訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Bricklayer (砌磚工)

Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u>(由議會/學院提供)	1
B.	<u>基礎工藝訓練</u>(由議會/學院提供)	3
1.	機動工具和有關機械	
2.	量度、定線與平水用之工具	
3.	認識施工圖則	
4.	施工程序和規範	
5.	基準平水墨線的操作	
6.	認識各類材料及沙漿成份	
7.	學習使用機械和手工拌和操作	
8.	搭建及拆卸工作台之支承組架 (腳手架)	
9.	使用 ISO-9000品質檢查表的檢查程序、紀錄與報告	
10.	認識房屋署驗收標準	
11.	材料存放及傳送	
12.	練習基本手藝操作	
13.	建造工友(指定行業)安全訓練課程 - 批盪工、鋪瓦工(AS6)	
14.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	
15.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u>(由僱主提供)	16
1.	學習及實踐該行業的職業道德	
2.	認識各類磚塊及磚牆砌合排列	
3.	築砌磚牆基本技術及操作	
4.	築砌牆角、齒接口及新舊磚牆碼合操作	
5.	空心沙磚牆操作	
6.	在已裝置喉管之位置上築砌磚牆	
7.	砌封浴缸裙、陣底及天花底操作	
8.	認識混凝土之組成、攪拌及澆灌石屎楣操作	
9.	鋪砌路磚	
10.	營通磚的築砌操作	
11.	執爛及收尾工作	

項 目	說 明	授藝天數
12.	認識 ISO-9000品質制度及在各施工程序應用品質檢查表格 小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 砌磚工</u> (由議會/學院提供)	
	砌磚工 訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Plasterer (批盪工)

Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	機動工具和有關機械	
2.	量度、定線與平水用之工具	
3.	認識施工圖則	
4.	施工程序和規範	
5.	基準平水墨線的操作	
6.	認識各類材料及沙漿成份	
7.	學習使用機械和手工拌和操作	
8.	搭建及拆卸工作台之支承組架 (腳手架)	
9.	使用 ISO-9000品質檢查表的檢查程序、紀錄與報告	
10.	認識房屋署驗收標準	
11.	材料存放及傳送	
12.	練習基本手藝操作	
13.	建造工友(指定行業)安全訓練課程 - 批盪工、鋪瓦工(AS6)	
14.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	
15.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	學習及實踐該行業的職業道德	
2.	認識安裝批盪角包括金屬和塑料	
3.	認識沙漿的種類、比例、時限及拌和方法	
4.	認識批盪前之準備工作	
5.	撒沙仔的用途	
6.	乾式牆體的防爆裂準備	
7.	膠漿的用途	
8.	牆壁批盪及鋪面	
9.	撒沙仔操作	

Intermediate Tradesman Collaborative Training Scheme

Tiler (鋪瓦工)

Training Syllabus

2022年7月修訂

項目	說明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	1
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	3
1.	機動工具和有關機械	
2.	量度、定線與平水用之工具	
3.	認識施工圖則	
4.	施工程序和規範	
5.	基準平水墨線的操作	
6.	認識各類材料及沙漿成份	
7.	學習使用機械和手工拌和操作	
8.	搭建及拆卸工作台之支承組架 (腳手架)	
9.	使用 ISO-9000品質檢查表的檢查程序、紀錄與報告	
10.	認識房屋署驗收標準	
11.	材料存放及傳送	
12.	練習基本手藝操作	
13.	建造工友(指定行業)安全訓練課程 - 批盪工、鋪瓦工(AS6)	
14.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	
15.	密閉空間核准工人安全訓練課程	
	小結	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16
1.	學習及實踐該行業的職業道德	
2.	底層批盪操作及鋪砌內外牆錦瓦 (紙皮石)	
3.	內外牆錦瓦鋪砌操作	
4.	使用膠漿鋪砌法包括使用坑匙	
5.	錦瓦 (紙皮石) 收口	
6.	維修及翻新內外牆錦瓦 (紙皮石)	
7.	認識 ISO-9000品質制度及應用品質檢查表格	
8.	鋪砌牆壁釉面瓦	
9.	各項牆壁鋪貼操作 (包括使用膠漿鋪貼)	
10.	各種牆瓦收口方法	
11.	各種手工及機械開孔鏤瓦操作	

項 目	說 明	授藝天數
12.	鋪砌地台釉面瓦	
13	各種地台磚鋪砌操作 (包括使用膠漿鋪砌)	
14	各種地台去水及仰溝鋪砌操作及鏟開地台磚之方法	
15	各種地台磚收口方法	
16	窗台剛磚鋪砌方法	
17	使用樹脂膠填封各類洗盆、浴缸潔具、門、窗框緣與牆身/地台間的接縫收口	
18.	執爛及收尾工作	
	小結	<u>4 個月</u>
D.	<u>中級工藝測試 - 鋪瓦工</u> (由議會/學院提供)	
	鋪瓦工訓練總月數合共：	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Painter and Decorator (髹漆及裝飾工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	6	2.5
1.	學習中心規則、安全知識及安全措施		
2.	掃外牆塗料		
3.	掃色粉油料(包括白膠水)		
4.	掃乳膠漆連批灰及磨沙紙		
5.	在批盪面、木料面油油基漆油/磁漆及水性磁漆		
6.	在金屬面油油基漆油/磁漆及水性磁漆(包括土木工程鋼架結構面)		
7.	噴浮雕漆、水泥批灰、浮雕轆花及噴塗石頭塗		
8.	混凝土面油環氧樹脂漆(包括土木工程混凝土面)		
9.	重點複習、認識 ISO-9000品質制度、應用品質檢查表格及 ISO-14001環境管理系統		
10.	建造工友(指定行業)安全訓練課程 - 髹漆及裝飾工(AS1)		
11.	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程		
	小結	<u>2 個月</u>	<u>1 個月</u>
C.	<u>工地培訓</u> (由僱主提供)	16	16
1.	認識材料及工具、地盤運作及安全		
2.	學習批灰、磨沙紙		
3.	學習磨沙紙、掃乳膠漆		
4.	學習油磁漆及轆油		
5.	學習油掃轆油		
6.	學習噴塗		
	小結	<u>4 個月</u>	<u>4 個月</u>
D.	<u>中級工藝測試 - 髹漆及裝飾工</u> (由議會/學院提供)		
	髹漆及裝飾工訓練總月數合共：	<u>6 個月</u>	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Marble Worker (Polishing) 雲石工(打磨)
Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	6	2.5
1.	搬運和放置雲石的程序及方法		
2.	認識、使用各保養各種工具及有關機械		
3.	認識雲石的種類及其性質		
4.	打磨及切割雲石:		
4.1	• 使用砂紙用人手推磨方式將雲石打磨致光亮		
4.2	• 使用10000RPM 打磨機器配合砂紙打磨雲石見光邊到真光石面		
4.3	• 使用慢轉打磨機器配合真光水磨碟打磨麻石見光邊到真光石面		
4.4	• 認識雲石打磨邊各種樣式及示範		
4.5	• 開始學習使用鑽石磨盤打磨 6 x 6mm 斜邊再進行拋光		
4.6	• 雲石雙級見光邊造法		
4.7	• 學習打磨10mm 圓邊		
4.8	• 學習使用將各種斷裂的雲石黏合再進行打磨,接縫和夾角的切割方法		
4.9	• 學習使用手提切割機進行雲石彎角切割		
4.10	• 學習使用手提切割機開洗手盆粗吼水喉孔及電箱孔		
4.11	• 學習使用打磨機打磨鵝蛋見光吼		
5.	雲石翻新及護理:		
5.1	• 雲石的護理		
5.2	• 粗磨、幼磨、拋光及晶硬處理		
5.3	• 各類石材的保養、除漬及清潔方法		
	小結	<u>2 個月</u>	<u>1 個月</u>

C.	<u>工地培訓(由僱主提供)</u>	16	16
1.	搬運和放置雲石的程序及方法		
2.	認識、使用各保養各種工具及有關機械		
3.	使用砂紙用人手推磨方式將雲石打磨致光亮		
4.	使用10000RPM 打磨機器配合砂紙打磨雲石見光邊到真光石面		
5.	使用慢轉打磨機器配合真光水磨碟打磨麻石見光邊到真光石面		
6.	開始學習使用鑽石磨盤打磨 6 x 6mm 斜邊再進行拋光		
7.	雲石雙級見光邊造法		
8.	學習打磨10mm 圓邊		
9.	學習使用將各種斷裂的雲石黏合再進行打磨,接縫和夾角的切割方法		
10.	學習使用手提切割機進行雲石彎角切割		
11.	學習使用手提切割機開洗手盆粗吼水喉孔及電箱孔		
12.	雲石的護理		
13.	粗磨、幼磨、拋光及晶硬處理		
14.	各類石材的保養、除漬及清潔方法		
	小結	<u>4 個月</u>	<u>4 個月</u>
D.	<u>中級工藝測試 - 雲石工(打磨)</u> (由議會/學院提供)		
	雲石工(打磨)訓練總月數合共：	<u>6 個月</u>	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Plumber (水喉工)

Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>基礎工藝訓練</u> (由議會/學院提供)	6	2.5
1.	認識常用之各類喉管、配件、閘門、隔氣及有關材料		
2.	認識、使用及保養各種工具(包括機動工具)和有關機械及其安全操作方法		
3.	閱讀及理解管道工程圖表、圖紙及施工章程		
4.	安裝/維修/保養排水系統:		
4.1	• 切割喉管操作方法		
4.2	• 電弧焊法		
4.3	• 排水管道接駁、安裝及維修/保養		
4.4	• 排水系統之測試及驗收		
	安裝/維修/保養供水系統:		
5.1	• 絞管紋操作方法		
5.2	• 供水管道與管件接駁、管道安裝及維修/保養		
5.3	• 供水系統之測試及驗收		
	安裝/維修/保養常用之潔具:		
6.1	• 認識各種潔具及其相應配件		
6.2	• 安裝各種潔具及接駁供水管、排水管		
6.3	• 使用樹脂膠填封接縫		
6.4	• 各種潔具之測試及驗收		
7.	一日制氣體焊接安全訓練課程		
8.	建造工友(指定行業)安全訓練課程-水喉工(AS4)		
9	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程		
10	密閉空間核准工人安全訓練課程		
	小結	<u>2 個月</u>	<u>1 個月</u>

C.	工地培訓(由僱主提供)	16	16
1.	認識工地安全、安全措施、工地用電須知、個人安全設備及其重要性		
2.	認識工地之各類有關材料，例如喉類、配件、閘門等材料擺放		
3.	認識、使用及保養各種工具(包括機動工具)和有關機械及其安全操作方法		
4.	閱讀及理解管道工程圖表、圖紙及施工章程		
5.	強化排水系統之安裝/維修/保養之工序及施工方法及實習，包括：		
5.1	• 切割喉管操作方法		
5.2	• 電弧焊法		
5.3	• 排水管道接駁、安裝及維修/保養		
5.4	• 排水系統之測試及驗收		
6.	強化供水系統之安裝/維修/保養之工序及施工方法		
6.1	• 絞管紋操作方法		
6.2	• 供水管道與管件接駁、管道安裝及維修/保養		
6.3	• 供水系統之測試及驗收		
7.	強化供水系統之安裝/維修/保養之工序及施工方法		
7.1	• 認識各種潔具及其相應配件		
7.2	• 安裝各種潔具及接駁供水管、排水管		
7.3	• 使用樹脂膠填封接縫		
7.4	• 各種潔具之測試及驗收		
	小結	<u>4 個月</u>	<u>4 個月</u>
D.	中級工藝測試 - 水喉工(由議會/學院提供)		
	水喉工訓練總月數合共：	<u>6 個月</u>	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Drainlayer (地渠工)

Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u>(由議會/學院提供)	2	1.5
B.	<u>基礎工藝訓練</u>(由議會/學院提供)	6	2.5
1.	認識常用工具、機械的使用和保養		
2.	認識常用材料的規格、特性、運輸和存放方法		
3.	認識圖則、施工章程和常用名詞		
4.	認識渠坑挖掘有關法例、條例、指引及施工安全守則		
5.	正確使用工具和機械		
6.	接駁及切割管件正確方法		
7.	密閉空間核准工人安全訓練課程		
8.	建造工友安全訓練課程 - 工地建材索具工(A12)		
	小 結	<u>2 個月</u>	<u>1 個月</u>
C.	<u>工地培訓</u>(由僱主提供)	16	16
1.	平水繩墨及開綫定位		
2.	使用適當設備挖掘渠坑、支撐渠坑相應安全措施的配合		
3.	整理渠坑底部及使用機械壓實墊層物料		
4.	使用適當機械或設備吊嵌和接駁管件		
5.	接駁或切割管件和安裝填縫物		
6.	管道座槽 (傍筒) 和外包墊層 (捲筒) 的方法		
7.	管道測漏方法		
8.	建造沙井、裝嵌腳踏、沙井蓋及其他配套		
9.	使用適當工具建造沙井內馬枕、行水位批盪		
10.	建造明渠、批盪行水位和裝設渠閘		
11.	裝嵌方渠的施工程序		
12.	臨時更改水道		
13.	探測、維修和保養管道		
14.	ISO 9000 品質管理表格的應用		
15.	認識地下電纜及氣體管道探測		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
16.	拆卸嵌件、存放渠道和清理		
	小結	<u>4 個月</u>	<u>4 個月</u>
D.	<u>中級工藝測試 - 地渠工</u> (由議會/學院提供)		
	地渠工訓練總天數合共：	<u>6 個月</u>	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme Tower Crane Workers Assistant (塔式起重機組裝技工助理) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u>(由議會/學院提供)	2	1.5
B.	<u>基礎工藝訓練</u>(由議會/學院提供)	6	2.5
1.	認識物料和學習使用常用工具		
2.	認識相關條例		
2.1	• 學習工廠及工業經營(起重機械及起重裝置)規例及 其他 有關表格		
2.2	• 學習有關塔式起重機之法例		
	學習起重吊運操作		
3.1	• 認識吊索、吊鏈、繩索及滑輪組的力學常識與安全使用		
3.2	• 學習網紮吊運“埋碼”工作		
	塔式起重機種類、裝拆升基本原理及安全措施		
4.1	• 認識塔式起重機的種類、構造及其性能、工作原理		
4.2	• 運送塔式起重機的安排，安裝前的準備工作之認識		
4.3	• 塔式起重機裝嵌、拆卸及爬升工作之一般安全事項		
	塔式起重機裝嵌、拆卸、及爬升實務基本概覽 *著重地面吊運 埋碼、實際裝拆天秤一次，由於學員需分組施工，學員只能執 行負責的程序，其他程序由導師作出講解。		
5.1	• 裝嵌及拆卸底架		
5.2	• 裝嵌及拆卸塔身架		
5.3	• 裝嵌及拆卸轉盤及控制室		
5.4	• 裝嵌及拆卸配重臂		
5.5	• 裝嵌及拆卸捲揚機		
5.6	• 裝嵌及拆卸轉盤連接配重臂		
5.7	• 裝嵌及拆卸塔頂		
5.8	• 裝嵌及拆卸塔頂連接配重臂		
5.9	• 裝嵌及拆卸起重臂		
5.10	• 裝嵌及拆卸轉盤連接起重臂		
5.11	• 裝嵌及拆卸塔頂連接起重臂		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
5.12	• 升、降塔式起重機：加裝、爬升、或拆卸塔身 安全訓練		
6.	建造工友(指定行業)安全訓練 - 工地建材索具工(A12)		
7.	建造工地吊運操作訊號員課程 (SHO)		
8.	建造工友(指定行業)安全訓練 - 塔式起重機組裝工(安裝、拆卸及 升降)(A11)		
	小 結	<u>2 個月</u>	<u>1 個月</u>
C.	<u>工地培訓(由僱主提供)</u>	16	16
1.	塔式起重機種類與特性		
1.1	• 塔式起重機各種品牌、型號及特性		
1.2	• 塔式起重機說明書與參考數據		
2.	塔式起重機裝嵌施工實習		
2.1	• 塔式起重機施工方案		
2.2	• 安全注意事項		
2.3	• 塔式起重機裝嵌施工安全訓練		
2.4	• 塔式起重機圖則與地盤圖則		
2.5	• 塔式起重機施工工序說明		
2.6	• 施工方案之安全健康危害評估報告		
2.7	• 塔式起重機資料		
2.8	• 塔式起重機團隊架構及有關資料		
3.	塔式起重機拆卸施工實習		
3.1	• 塔式起重機施工方案		
3.2	• 安全注意事項		
3.3	• 塔式起重機拆卸施工安全訓練		
3.4	• 塔式起重機圖則與地盤圖則		
3.5	• 塔式起重機施工工序說明		
3.6	• 施工方案之安全健康危害評估報告		
3.7	• 塔式起重機資料		
3.8	• 塔式起重機團隊架構及有關資料		
4.	塔式起重機爬升施工實習		
4.1	• 塔式起重機施工方案		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
4.2	• 安全注意事項		
4.3	• 塔式起重機爬升施工安全訓練		
4.4	• 塔式起重機圖則與地盤圖則		
4.5	• 塔式起重機施工工序說明		
4.6	• 施工方案之安全健康危害評估報告		
4.7	• 塔式起重機資料		
4.8	• 塔式起重機團隊架構及有關資料		
	小 結	<u>4 個月</u>	<u>4 個月</u>
D.	<u>完成培訓測試證明- 塔式起重機組裝技工助理 (由議會/學院提供)</u>		
	塔式起重機組裝技工助理訓練總天數合共：	<u>6 個月</u>	<u>5 個月</u>

Intermediate Tradesman Collaborative Training Scheme Piling Operative (Bored Pile) (打樁工(鑽孔樁)) Training Syllabus

2019年5月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u>(由議會/學院提供) 包括： 強制性基本安全訓練課程 (平安卡) 建造工友安全訓練課程-工地建材索具工(叻架) A12	2	1.5
B.	<u>工地培訓</u>(由僱主提供)	22	22
1.	有關地盤安全，環保與工地整理及需要遵守之一般法例及守則 (½)		
1.1	一般地盤安全設施與遵守之法例及守則		
1.2	個人安全保護及保護設施與裝備		
1.3	公司守則及指引		
1.4	政府法例		
1.5	對保障工地安全應有之態度		
2.	環保與地盤整理 (½)		
2.1	做成危害環境主要因素		
2.2	怎樣減低對環境做成損害		
2.3	公司守則及指引		
2.4	政府法例		
2.5	對環保應持之態度		
3.	工地整理 (9)		
3.1	工地出入口		
3.2	人車分路		
3.3	物料存放		
3.4	工具分類與存放		
3.5	廢物存放與處理		
3.6	工地整潔		
3.7	機械佈陣		
3.8	公司守則及指引		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
4.	一般常用機械及附件之應用，保養及目驗常識 (28)		
4.1	吊重機械 - 履帶吊重機 - 油壓流動吊機 - 吊機車		
4.2	鑽樁機械(鑽孔式) - 鋼管、轉樁機、磨樁機、鑽石機與鑽頭、導管、混凝土斗		
5.	挖掘機械 (1½)		
5.1	挖泥機(雞頭)		
5.2	堆土機		
6.	吊運及物料擺放要點與傳達訊息手號之認識 (18)		
6.1	吊重種類 - 吊運圓管 - 吊運工字鐵料 - 吊運鋼筋鐵條 - 吊運散件 - 吊運重形機械		
7.	傳達訊息手號 (3)		
7.1	一般習慣手號		
7.2	國際手號		
8.	不同物料存放之要點 (5)		
8.1	圓管		
8.2	工字		
8.3	鋼筋鐵條		
9.	施工前之準備, 施工方法及施工後之整理 (18)		
9.1	鑽孔樁 - 施工前之準備 - 地面平整 - 運入各種鑽孔樁必需之機械及裝嵌 - 由測量員放位及借點 - 機械擺位 - 泥水處理設施及防溢措施		
10.	施工方法 (18)		
10.1	首節鋼管安裝方法		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
10.2 10.3 10.4	震錘方法 磨樁方法 轉樁方法		
11. 11.1 11.2 12. 12.1 12.2 12.3 13. 13.1 13.2 14. 15. 15.1 15.2 16. 17. 17.1 17.2 17.3 18. 19. 19.1 19.2 19.3 19.4 20. 21.	鋼管延長接駁方法 (½) 機械式接駁方法 焊接法 挖掘方法 (9) 鑿夾方法 鑽石機 “RCD” 方法 樁底擴大方法 樁底清洗方法(吹水) (5) 收水版 收石版 樁管垂直度及樁底直直徑大小測量(KODEN TEST) (1) 鋼筋籠(猪籠)扎作與安放(5) 接駁猪籠方法 鋼筋疊口須知 澆注混凝土前之準備(5) 澆注混凝土之控制 (5) 怎樣量度混凝土量與升高之對比 控制導管之升高速度 控制鋼管之升高速度 澆注混凝土後之安排 (5) 一般測試 (1) 樁柱混凝土完整性測試(鑽孔取辦) 樁柱混凝土完整性測試(聲波測試) 樁底混凝土與石面之介面測試(鑽孔取辦) 各種測試完畢之善後工作 工地撤退前之整理 (½) 職業道德及良好操守 (½)		
小結		<u>5.5 個月</u>	<u>5.5 個月</u>

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	<u>中級工藝測試 – 打樁工(鑽孔樁)</u> (由議會/學院提供)		
	打樁工 (鑽孔樁) 訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Offsite Rebar Automation Cut and Bend Operator (場外鋼筋預製工場-自動化鋼筋剪屈工)

Training Syllabus

2020年7月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	22	22
1.	安全培訓		
1.1	• 工作安全，風險知識		
1.2	• 廠房規劃		
1.3	• 廠房通道，安全出入口及集合處		
1.4	• 學習 5S		
1.5	• 員工入職前安全培訓，包括各種個人防護裝備的配戴及工作過程中的安全保護措施		
1.6	• 學習操作手動及電動工具		
1.7	• 學習數控屈鐵機的電力及機械裝置的安全事故處理知識，掌握相關電力及機械鎖閉程序的流程；		
1.8	• 認識起重機安全吊運(搬運鐵料)方式，包括剪裁鋼筋的儲存、吊運手號等；		
1.9	• 認識及了解移動鋼筋的人力提舉要點及安全事項		
1.10	以下項目的導師需要持有鋼筋屈紮工技能測試（大工）資歷，及在考獲資格後不少於 5 年相關工作經驗： • 介紹工地型自動化剪屈機械品種、應用趨勢及應用技能； • 鋼筋預製工場及施工地盤的溝通銜接；及 • 參觀工地了解鋼筋剪屈紮的工序實況。		
2.	ISO9000 介紹		
2.1	• 有關文件介紹，產品品質，運作流程，有關追溯資料及文件		
3.	鋼筋規格及鋼筋加工要求介紹		
3.1	• 了解使用成形鋼筋於建築物內的基本概況及要點		
3.2	• 認識 HKCS2:2012(直條及盤圈，Bar Pattern，產品證書) • 鋼鐵存放，樣辦要求，測試結果		
3.3	• 認識 BS8666 內對各種剪鐵屈曲形狀尺寸、公差、標示的各種要求及做法		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
3.4 4.	- 了解 BBS 資料 - 認識生產及電腦系統		
5.	認識機器種類及功能		
5.1	手動剪鐵機		
5.2	手動折屈機		
5.3	自動上鐵機		
5.4	自動數鐵機		
5.5	數控剪鐵機		
5.6	自動分鐵系統(Consolidator)		
5.7	數控水平式屈鐵機		
5.8	數控屈鐵機(直條鋼筋)		
5.9	數控屈鐵機(盤圈鋼筋)		
5.10	數控鋼筋籠成型機		
5.11	認識原材料標牌及打印		
5.12	認識生產標牌及打印		
5.13	主控制台		
5.14	生產包裝		
5.15	- 認識分碼 - 認識上落貨設備		
6.	認識工地鋼筋剪屈紮運作		
6.1	介紹工地型自動化剪屈機械品種、應用趨勢及應用技能；		
6.2	鋼筋預製工場及施工地盤的溝通銜接；及		
6.3	參觀工地了解鋼筋剪屈紮的工序實況。		
	(導師需要持有鋼筋屈紮工技能測試 (大工) 資歷，及在考獲資格後不少於 5 年相關工作經驗)		
7.	數控剪鐵操作員		
7.1	實地了解數控剪鐵機工作環境，並講解現場工作基本安全常識和風險評估及其控制方法，包括配合起重機安全吊運(搬運鐵料)及開機前檢查工作；		
7.2	認識及了解場地的 QMS 及 IAT approved yard 的運作要求；		
7.3	學習如何在剪鐵生產過程中做到物料追溯性的要求，包括掛牌標識、物料配對、分碼扎裝及放置的處理；		
7.4	了解及認識自動化屈鐵機的基本保養、維修及校對工作；		
7.5	學習如何操作剪鐵機械		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
7.6	— 上料操作(自動上料機操作) — 自動數鐵系統操作 — 數控剪鐵系統操作 — 手動剪鐵機械操作 — 自動分鐵系統操作 — 學習電子介面輸入操作內容及對各尺寸設定調校		
7.7	• 學習如何檢查 BS8666 內各種形狀尺寸的方法及相關工具使用；		
7.8	• 學習填寫 QMS 要求的品質控制及追溯性記錄； • 獨立操作剪鐵機		
8.	數控水平式屈鐵機操作員		
8.1	• 實地了解水平式屈鐵工作環境，並講解現場工作基本安全常識和風險評估及其控制方法及開機前檢查工作；		
8.2	• 認識及了解場地的 QMS 及 IAT approved yard 的運作要求；		
8.3	• 學習如何在屈鐵生產過程中做到物料追溯性的要求，包括掛牌標識、物料配對、分碼扎裝及放置的處理；		
8.4	• 了解及認識自動化屈鐵機的基本保養、維修及校對工作		
8.5	• 認識數控水平式屈鐵設備操作 — 學習準備操縱機器注意事項 — 學習如何配置合適機械硬件以配合屈曲 CS2 內常用鋼筋直徑(50 · 40 · 32 · 25 · 20 · 16 · 12 及 10mm) · 熟悉配搭中心軸直徑 · 屈曲軸大小及位置設定以可屈曲到 BBS 內的要求 — 學習屈曲帶曲面及 3D 形狀的操作及處理 — 學習運用數描器電子介面輸入操作內容及對各尺寸設定調校； — 餘料處理。		
8.6	• 學習如何檢查 BS8666 內各種形狀尺寸的方法及相關工具使用；		
8.7	• 學習填寫 QMS 要求的品質控制及追溯性記錄；		
8.8	• 獨立操作水平式屈鐵		
9.	數控屈鐵機(直條鋼筋)屈鐵機(直條鋼筋)操作員		
9.1	• 實地了解數控屈鐵機(直條鋼筋)工作環境，並講解現場工作基本安全常識和風險評估及其控制方法及開機前檢查工作；		
9.2	• 認識及了解場地的 QMS 及 IAT approved yard 的運作要求；		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
9.3	學習如何在屈鐵生產過程中做到物料追溯性的要求，包括掛牌標識、物料配對、分碼扎裝及放置的處理；		
9.4	了解及認識自動化屈鐵機的基本保養、維修及校對工作；		
9.5	認識數控屈鐵機(直條鋼筋)設備操作		
9.6	- 學習準備操縱機器注意事項 - 學習如何配置合適機械硬件以配合屈曲 CS2 內常用鋼筋直徑(25、20、16、12 及 10mm)，熟悉配搭中心軸直徑，屈曲軸大小及位置設定以可屈曲到 BBS 內的要求； - 學習屈曲帶曲面形狀的操作及處理； - 學習運用數描器電子介面輸入操作內容及對各尺寸設定調校。		
9.7	學習如何檢查 BS8666 內各種形狀尺寸的方法及相關工具使用；尤其針對箍筋形狀的各種製作方法；		
9.8			
9.9	學習填寫 QMS 要求的品質控制及追溯性記錄；		
9.10	獨立操作數控屈鐵機(直條鋼筋)。		
	數控屈鐵機(盤圈鋼筋)操作員		
10.	認識對盤圈鋼筋在開圈時的彈性及內應力特性及其處理方法；		
10.1	實地了解數控屈鐵機(盤圈鋼筋)工作環境，並講解現場工作基本安全常識和風險評估及其控制方法及開機前檢查工作；尤其針對盤圈鋼筋的纏線、鬆圈交疊、扭曲打結、手動剪切等的處理方式及其安全要點		
10.2			
10.3	認識及了解場地的 QMS 及 IAT approved yard 的運作要求；		
10.4	學習如何在屈鐵生產過程中做到物料追溯性的要求，包括掛牌標識、物料配對、分碼扎裝及放置的處理；		
	了解及認識自動化屈鐵機的基本保養、維修及校對工作；		
10.5	認識數控屈鐵機(盤圈鋼筋)設備操作；		
10.6	- 學習準備操縱機器注意事項； - 學習如何配置合適機械硬件以配合屈曲 CS2 內常用鋼筋直徑(16、12 及 10mm)，熟悉配搭中心軸直徑，屈曲軸大小及位置設定以可屈曲到 BBS 內的要求； - 學習如何安裝盤圈鋼筋、開圈方式、入線方法、矯直設定及調校，以確保鋼筋直度及扭曲度合符所需尺寸要求； - 學習屈曲帶曲面形狀的操作及處理； - 學習運用數描器電子介面輸入操作內容及對各尺寸設定調校。		
10.7	學習如何檢查 BS8666 內各種形狀尺寸的方法及相關工具使用；尤其針對箍筋形狀的各種製作方法；		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
10.8 10.9	- 學習填寫 QMS 要求的品質控制及追溯性記錄； - 獨立操作加工中心型式屈鐵(盤圈鋼筋)。		
11.1 11.2	數控鋼筋籠成型機操作員 - 實地了解加工中心類型屈鐵機工作環境，並講解現場工作基本安全常識和風險評估及其控制方法及開機前檢查工作；尤其針對硬令(金剛圈)的處理方式及其安全要點； - 實地了解數控鋼筋籠成型機工作環境，並講解現場工作基本安全常識和風險評估及其控制方法及開機前檢查工作尤其針對盤圈鋼筋的纏線、鬆圈交疊、扭曲打結、手動剪切等的處理方式及其安全要點；		
11.3	認識及了解場地的 QMS 及 IAT approved yard 的運作要求；		
11.4	學習如何在屈鐵生產過程中做到物料追溯性的要求，包括掛牌標識、物料配對、扎裝及放置的處理；		
11.5	了解及認識數控鋼筋籠成型機，屈鐵機的基本保養、維修及校對工作；		
11.6	- 認識數控鋼筋籠成型機操作； - 學習準備操縱機器注意事項； - 學習如何配置合適模具以配合生產鋼筋籠，CS2 內常用直枝鋼筋直徑(50、40 及 32mm)，及盤圈鋼筋直徑(16、12 及 10mm)，熟悉配搭 U 碼，U 碼安裝方法； - 選用焊線，調校燒焊氣體符合要求； - 學習如何安裝盤圈鋼筋、開圈方式、入線方法、矯直設定及調校，以確保鋼筋直度及扭曲度合符所需尺寸要求； - 學習運用數描器電子介面輸入操作內容及對各尺寸設定調校。		
11.7	學習如何檢查 BS8666 內各種形狀尺寸的方法及相關工具使用；尤其針對箍筋形狀的各種製作方法；		
11.8	學習填寫 QMS 要求的品質控制及追溯性記錄。		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
C.	<u>完成培訓測試證明-場外鋼筋預製工場-自動化鋼筋剪屈工(由議會/學院提供)</u>		
	場外鋼筋預製工場-自動化鋼筋剪屈工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme Tunnel Worker (隧道工) Training Syllabus

2020年9月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	10	10
1.	學習工地、基本安全知識、職業道德、環境保護意識、施工前準備工作及隧道內工作的安全知識。		
2.	練習操作及保養一般隧道內的工作設備 認識及保養各項工作設備(包括：氣動式鑿碎機(風炮)、風鑽、風機、灌漿機、隧道路軌安裝、裝配混凝土泵喉及抽水泵等，地質介紹，爆破工序及相關的安全知識) 練習安全裝拆金屬模板構件/預製件/工字鐵		
3.	手工具的操作 吊重設備的安全使用		
4.	認識安裝及掛放噴射混凝土護網/灌隧道內壁石矢		
5.	認識安裝狗臂架及通風設備系統		
6.	練習安全裝拆金屬通架及工作台		
7.	練習安裝封隔器(packer)設備		
8.	練習操作氣動風鑽孔及安裝石錨(anchor)/電鑽安裝螺栓		
9.	練習操作鋼筋屈紮基本工具		
10.	練習安全操作動作升降工作台		
11.	認識平水繩墨及施工標誌		
	小結	<u>2.5 個月</u>	<u>2.5 個月</u>
C.	<u>完成培訓之考試 - 隧道工</u> (由議會/學院提供)		
	隧道工訓練總月數合共：	<u>3 個月</u>	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Electrical Wireman (電氣佈線工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u>(由議會/學院提供)	2	1.5
B.	<u>工地培訓</u>(由僱主提供)	22	22
1.	安全訓練		
1.1	• 安全守則		
1.2	• 電力安全		
1.3	• 施工前的準備		
1.4	• 施工時應注意事項		
1.5	• 放工時應注意事項		
2.	電氣安裝相關的工具、設備及測試儀器		
3.	各類導管、線槽、電線及配件的產品認識		
3.1	• 導管及配件的產品認識		
3.2	• 線槽及配件的產品認識		
3.3	• 電線及配件的產品認識		
3.4	• 固定電力裝置所採用的電線顏色代碼		
4.	閱讀圖則及各類導管、線槽、電線及配件之正確開料技巧、安裝方法和程序		
4.1	• 鋼導管及塑膠導管的切割、攪牙(刻螺紋)、屈曲及安裝技巧等		
4.2	• 鋼線槽及配件的切割及安裝技巧等		
5.	按圖佈線、接線及佈設常用的照明燈位控制電路、插座電路、插頭、接線箱和配電箱接線的方法和程序		
6.	根據電力(線路)規例工作守則內指引進行電力裝置 (非帶電部份)的測試		
6.1	• 保護導體的連續性測試		
6.2	• 環形最終電導體的連續性測試		
6.3	• 絕緣電阻測試		
6.4	• 極性測試及		
6.5	• 接地極電阻測試		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	<u>中級工藝測試 - 電氣佈線工</u> (由議會/學院提供)		
	電氣佈線工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Fire Service Mechanical Fitter (消防機械裝配工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u>(由議會/學院提供)	2	1.5
B.	<u>工地培訓</u>(由僱主提供)	22	22
1.	安全訓練		
1.1	▪ 安全守則		
1.2	▪ 電力安全		
1.3	▪ 施工前的準備		
1.4	▪ 施工時應注意事項		
1.5	▪ 放工時應注意事項		
2.	認識各類消防常用水喉管、配件、閘門及消防系統基本設備及元件		
2.1	▪ 鍍鋅鐵喉(或稱鉛水喉)及配件		
2.2	▪ 生鐵喉及配件		
2.3	▪ 消防泵		
2.4	▪ 閘閥(或稱閘掣)		
2.5	▪ 止回閥(或稱唧啞)		
2.6	▪ 避震喉		
2.7	▪ 伸縮喉		
2.8	▪ 消防系統基本設備及元件(包括消防栓、消防喉轆、消防入水掣、消防泵、消防花灑頭及消防花灑總掣等)		
2.9	▪ 消防系統的相關法例		
3.	掌握一般施工機械及工具的使用，及使用時的安全守則，包括：		
3.1	▪ 電動切割機		
3.2	▪ 水喉鉸牙機		
3.3	▪ 手絞喉牙器		
3.4	▪ 手提電鑽		
3.5	▪ 水喉轆坑機		
3.6	▪ 鑽床		
3.7	▪ 電焊機		
3.8	▪ 手搖試壓泵		
3.9	▪ 壓力錶		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
3.10	• 一般的手工具如鐵鎚、手鋸、手鉗、牙鉗、扳手等		
4.	喉管的開料及接駁技巧		
4.1	• 依現場尺寸剪裁鍍鋅鐵喉管		
4.2	• 用水喉鉸牙機車牙		
4.3	• 用水喉鉸牙機車牙		
4.4	• 使用適當工具及步驟接合喉管及配件		
4.5	• 使用轆坑機壓坑		
5.	閱讀安裝圖則，及依照圖則安裝喉碼、佛冷、喉管及配件		
5.1	• 依照圖則安裝喉碼、佛冷、喉管及配件		
5.2	• 依技工指示下，進行水壓測試		
6	安裝簡單消防裝置		
6.1	• 安裝簡單消防裝置，如閘門、消防栓、消防喉轆、消防入水掣、消防花灑頭等		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
C.	<u>中級工藝測試 - 消防機械裝配工</u> (由議會/學院提供)		
	消防機械裝配工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Refrigeration/Air conditioning/Ventilation Mechanic (Air System)
空調製冷設備技工(送風系統) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	22	22
1.	安全訓練		
1.1	• 安全守則		
1.2	• 施工前的準備		
1.3	• 施工時應注意事項		
1.4	• 放工時應注意事項		
1.5	• 認識防火隔離區的使用物料		
2.	掌握相關工具的使用		
3.	訂購合適風管材料的技巧		
4.	不同風管系統組合安裝程序及技巧		
5.	認識風管系統內其他設施的作用，包括：		
5.1	• 風管式風量控制器(簡稱 VCD)		
5.2	• 風量調較器(俗稱搖手)		
5.3	• 滅聲器		
5.4	• 避震器(俗稱避震口)		
5.5	• 風咀(常用的有鐵質、鋁質及不銹鋼，包括底咀、雙葉咀、單葉咀、百葉咀、防水百葉咀、直綫咀、蟹爪咀、圓咀等)		
5.6	• 發熱線		
5.7	• 隔塵網		
5.8	• 防火閘(包括有本地及來佬兩種)		
5.9	• 修理門		
5.10	• 變風量空調箱		
5.11	• 保溫軟喉及光身軟喉		
6.	了解相關物料的應用及相應的零件配合		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	<u>中級工藝測試 - 空調製冷設備技工(送風系統)</u> (由議會/學院提供)		
	空調製冷設備技工(送風系統)訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Refrigeration/Air conditioning/Ventilation Mechanic (Insulation)
空調製冷設備技工(保溫) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2	1.5
B.	<u>工地培訓(由僱主提供)</u>	22	22
1.	安全訓練		
1.1	• 安全守則		
1.2	• 施工前的準備		
1.3	• 施工時應注意事項		
1.4	• 放工時應注意事項		
2.	保溫材料及簡單熱學原理的認識，包括以下：		
2.1	• 聚苯乙烯(俗稱:發泡膠或白膠)		
2.2	• 玻璃纖維棉(俗稱:玻璃棉)		
2.3	• 硬質泡沫酚醛塑料(俗稱:泡酚或灰膠)		
2.4	• 柔性泡沫橡塑(俗稱:豬腸膠)		
2.5	• 預製直接風管系統(俗稱:三文治式保溫板風管系統)		
3.	學習各類保溫材料應用於冷水管、水喉管及配件之正確開料技巧、安裝方法和程序		
3.1	• 發泡膠或白膠保溫配合瀝青和批盪使用		
3.2	• 玻璃棉保溫配合膠水使用		
3.3	• 泡酚或灰膠保溫配合膠水使用		
3.4	• 豬腸膠保溫配合膠水和防凍帶使用		
4.	學習各類保溫材料應用於風管及配件之正確開料技巧、安裝方法和程序		
4.1	• 玻璃棉保溫配合鋁釘和膠水使用		
4.2	• 泡酚或灰膠保溫配合鋁釘和膠水或金屬帶和膠水使用		
4.3	• 豬腸膠保溫配合膠水使用		
4.4	• 三文治式保溫板配合鋁條、法蘭、密封劑和膠水使用		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
C.	<u>中級工藝測試 - 空調製冷設備技工(保溫)(由議會/學院提供)</u>		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
	空調製冷設備技工(保溫)訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

ITCTS
Refrigeration/Air conditioning/Ventilation Mechanic (Water System)
空調製冷設備技工(水系統) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2	1.5
B.	<u>工地培訓(由僱主提供)</u>	22	22
1.	安全訓練		
1.1	• 安全守則		
1.2	• 施工前的準備		
1.3	• 施工時應注意事項		
1.4	• 放工時應注意事項		
2.	冷水及去水喉管相關工具的使用		
3.	冷水及去水喉管系統專用機械設備的運作		
4.	冷水及去水喉管系統基本的接駁技巧		
5.	冷水及去水喉管系統基本組合安裝程序		
6.	認識冷水及去水喉管系統內其他設施的作用，包括：		
6.1	• 機組設備-冷水柜機(AHU 或 PAU)、盤管風機(FCU)		
6.2	• 掣項設施-閘掣、球掣、電唔、水量調節閥		
6.3	• 避震喉(俗稱避震鼓)		
6.4	• 避震彈弓		
6.5	• 溫度針		
6.6	• 壓力錶		
7.	了解相關冷水及去水喉管物料的應用及相應的零件配合		
8.	了解及掌握一般喉管系統的有關處理及測試如洗喉及試壓等技巧		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
C.	<u>中級工藝測試 - 空調製冷設備技工(水系統)(由議會/學院提供)</u>		
	空調製冷設備技工(水系統)訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Lift Mechanic (升降機技工) Training Syllabus

2019年11月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	22	22
1.	認識及掌握地盤的一般工作的安全要求、升降機行業的施工安全要求及個別工作的風險評估		
2.	了解升降機類型及其構造，包括：		
2.1	• 電動牽引式升降機		
2.2	• 液壓式升降機		
2.3	• 無機房升降機		
2.4	• 其他個別公司的特有升降機類型		
3.	介紹升降機基本結構及其組件功能，如電動機、控制櫃、導軌、限速器、外門、機架、安全鉗、平衡鉞、纜索、補償纜/鏈、機廂、隨行電纜、井道選層器、緩衝器等。被安排到公司保養中的升降機，實地了解升降機的類型及其構造。		
4.	學習升降機主要部件特性；其安裝方法、施工程序，工具使用及認識安裝圖紙及明白其內容，被安排在安裝地盤進行實地安裝訓練：		
4.1	• 工具的使用方法 (如垂鉞、平水尺、導軌卡等)		
4.2	• 安裝施工圖紙及井道稱線量度		
4.3	• 導軌安裝及調校		
4.4	• 外門，外門框及地砵安裝		
4.5	• 電動機安裝		
4.6	• 機架和安全鉗安裝		
4.7	• 平衡鉞安裝		
4.8	• 纜索安裝		
4.9	• 補償纜/鏈安裝		
4.10	• 機廂安裝		
4.11	• 緩衝器安裝		
4.12	• 隨行電纜安裝		
4.13	• 井道選層器安裝		
4.14	• 電氣設備安裝；		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
4.15	• 其它設備安裝(如對講機系統，閉路電視等)。在安裝訓練過程中，認識工具的使用方法和施工流程及方法，進一步了解升降機主要部件特性及施工上的安全要求。		
5	學習各類升降機保養要求及主要元件調校，認識基本控制原理及線路圖，被安排在不同的保養地點進行保養訓練： 5.1 • 不同類型升降機的控制操作控制方式 5.2 • 基本安全線路及控制線路圖 5.3 • 不同類型升降機維修保養要求 5.4 • 主要部件的基本調校方法 5.5 • 安全設備檢查 5.6 • 不同部件的加油及清潔要求 5.7 • 不同部件的檢查方法及要求 5.8 • 一般量度器具和儀表的使用 5.9 • 認識升降機放人程序 5.10 • 在不同位置的工作的安全要求 (如在機房、開啟外門、機廂頂及井底工作) 在保養訓練過程中，認識工具和儀表的使用方法和施工流程及方法，進一步了解升降機主要部件特性及施工上的安全要求。 小結	5.5 個月	5.5 個月
C.	<u>完成培訓測試證明 - 升降機技工</u> (由議會/學院提供)		
	升降機技工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Metal Worker (金屬工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	22	22
1.	認識施工圖則與平水繩墨,閱讀及理解金屬工作的大樣詳圖		
2.	人力提舉及重物搬運等體力處理操作		
3.	安全搭建金屬棚架及工作台		
4.	認識起重機/吊機之安全吊運操作		
5.	認識、使用及保養各種工具及機械		
6.	認識金屬特性及其應用		
7.	金屬工的基本技能		
8.	冷態形變操作		
9.	熱態形變操作		
10.	各種加工機械操作		
11.	焊接操作		
12.	製造、組合、安裝、校正及維修鋁窗		
13.	製造、組合、安裝、校正及維修金屬欄杆		
14.	製造、組合、安裝、校正及維修金屬門		
15.	製作及安裝圍街鐵板		
C.	<u>一日制氣體焊接安全訓練課程</u> (由議會/學院提供)		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>中級工藝測試 - 金屬工</u> (由議會/學院提供)		
	金屬工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme General Welder (普通焊接工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供) 1. 理解及覆核圖則、施工規範、平水墨線與標誌 2. 認識各類金屬及材料的特性、工具及機械器材 3. 手工電弧焊-基本原理、種類、切割及操作等 4. 半自動及自動電弧焊 - 基本原理及操作等 5. 乙炔氧氣焊 - 基本原理及操作等 6. 焊接應用與變形 - 變形原因、種類等 7. 焊接的缺陷、焊口的清潔和處理 8. 焊接的質量檢查 9. 焊接的安全措施 10. 環保概念應用於焊接	22	22
C.	<u>一日制氣體焊接安全訓練課程</u> (由議會/學院提供) 小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>中級工藝測試 - 普通焊接工</u> (由議會/學院提供)		
	普通焊接工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Metal Scaffolder(金屬棚架工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2	1.5
B.	<u>工地培訓(由僱主提供) - 金屬棚架</u>	10	10
11.	金屬棚架工作安全守則規例之釋義		
12.	養護樹林基本認識		
13.	學習妥善貯存及維修保養土木工程、橋樑及屋宇建造之金屬棚架與配件		
14.	閱讀及理解有關土木工程、橋樑及屋宇建造金屬棚架之臨時支柱支撐及撐聯結設計圖則及搭建		
15.	土木工程、橋樑及屋宇建造之臨時支承組架(腳手架)及支柱支撐		
16.	土木工程、橋樑及屋宇建造之單管支撐(裝頂)、重型(方柱)支撐及聯結		
17.	土木工程及屋宇建造之鋼管棚架(鋼通棚)		
18.	ISO 9000品質制度及應用品質檢查表的檢查程序、紀錄與報告		
19.	環保概念應用於土木工程及屋宇建造之鋼管棚架		
C.	<u>建造工友(指定行業)安全訓練課程 - 金屬棚架工(AS7)</u> (由議會/學院提供)		
D.	<u>密閉空間核准工人安全訓練課程(由議會/學院提供)</u>		
E.	<u>建造工友(指定行業)安全訓練課程-工地建材索具工(A12)</u> (由議會/學院提供)		
	小結	<u>2.5 個月</u>	<u>2.5 個月</u>
F.	<u>中級工藝測試 - 金屬棚架工(由議會/學院提供)</u>		
	金屬棚架工訓練總月數合共：	<u>3 個月</u>	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Metal Formwork Erector (金屬模板裝嵌工) Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2	1.5
B.	<u>工地培訓(由僱主提供) - 金屬模板裝嵌</u>	10	10
1.	認識各種土木工程及樓宇建造之金屬模板的特性、操作及其正確處理方法		
2.	認識土木工程及樓宇建造的模板裝嵌之高空工作		
3.	認識及正確使用各種常用手工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法		
4.	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記		
5.	安全使用吊索，學習配合塔式起重機（天秤）吊運操作的常用訊號		
6.	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 • 認識金屬棚架安全守則所規定的檢查、紀錄(Form5)及合資格的人執行之職責及任務 • 模板及支承架之搭建安全及高空操作 • 模板及支承架之拆卸安全及高空操作		
7.	裝嵌和拆卸金屬組合模板(包括高空操作) • 土木工程類： - 行車天橋之柱躉及支柱模板 - 行車天橋之橫樑及橋面模板 • 屋宇建造類： - 和諧式組件模板 - 鋁合金組合模板		
8.	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法		
9.	認識 ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德		
C.	<u>密閉空間核准工人安全訓練課程(由議會/學院提供)</u>		

項 目	說 明	授藝天數	
		新入行 人士	註冊普通 工人
D.	<u>建造工友(指定行業)安全訓練課程-工地建材索具工(A12)</u> (由議會/學院提供) 小結	<u>2.5 個月</u>	<u>2.5 個月</u>
E.	<u>中級工藝測試 - 索具工(叻架)/金屬模板裝嵌工(由議會/學院提供)</u>		
	金屬模板裝嵌工訓練總月數合共：	<u>3 個月</u>	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Crawler-mounted Mobile Crane Operator
(履帶式固定吊臂起重機操作工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2
B.	<u>工地培訓(由僱主提供)</u>	10
1.	學習安全措施及操作注意事項	
2.	學習工地安全措施	
3.	認識常用工具和物料及職業道德	
4.	認識履帶式起重機的種類、構造及其性能	
5.	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用及職業道德	
6.	學習履帶式固定吊臂起重機的安全操作方法及職業道德	
7.	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	
8.	認識履帶式固定吊臂起重機的安全作業方法、實習操作及職業道德	
C.	<u>建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)</u> (由議會/學院提供)	
	小結	<u>2.5 個月</u>
D.	<u>資歷證明測試 - 履帶式固定吊臂起重機(由議會/學院提供)</u>	
	履帶式固定吊臂起重機訓練總月數合共：	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Wheeled Telescopic Mobile Crane Operator
(輪胎式液壓伸縮吊臂起重機操作工) Training Syllabus

2018年6月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練(由議會/學院提供)</u>	2
B.	<u>工地培訓(由僱主提供)</u>	10
1.	認識常用工具和物料	
2.	認識輪胎式起重機的種類、構造及其性能	
3.	學習安全措施及操作注意事項	
4.	學習輪胎式液壓伸縮吊臂起重機的安全操作方法	
5.	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用	
6.	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	
7.	認識輪胎式液壓伸縮吊臂起重機的安全作業方法和實習操作及職業道德	
8.	認識輪胎式液壓伸縮吊臂起重機的意外事例	
C.	<u>建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)</u> (由議會/學院提供)	
	小結	<u>2.5 個月</u>
D.	<u>資歷證明測試 - 輪胎式液壓伸縮吊臂起重機(由議會/學院提供)</u>	
	輪胎式液壓伸縮吊臂起重機訓練總月數合共：	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme Ground Investigation Operator (岩土勘探工) Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2	1.5
B.	<u>工地培訓</u> (由僱主提供)	10	10
1.	岩土勘探工作簡介・個人安全裝備		
2.	體力處理條例及體能訓練		
3.	體力處理課程		
4.	手工具的認識及運用		
5.	岩地勘探工具的認識及操作原理		
6.	岩土勘探機械的認識・運作及保養要求		
7.	工作場地危害的認識・認識 ISO 9000・ISO 14000 等		
8.	吊索工具的認識及安全使用方法		
9.	纜索的網索方式及運用		
10.	認識岩土勘探操作程序		
11.	練習勘探操作		
C.	<u>建造工友(指定行業)安全訓練課程-工地建材索具工(A12)</u> (由議會/學院提供)		
D.	<u>密閉空間核准工人安全訓練課程</u> (由議會/學院提供)		
	小 結	<u>2.5 個月</u>	<u>2.5 個月</u>
E.	<u>中級工藝測試 - 岩土勘探工</u> (由議會/學院提供)		
	岩土勘探工訓練總月數合共：	<u>3 個月</u>	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme Tower Crane Operator (塔式起重機操作工) Training Syllabus

2017年6月修訂

項 目	說 明	授藝天數 (星期)
A.	<u>通識工藝訓練</u> (由議會/學院提供)	2
B.	<u>工地培訓</u> (由僱主提供)	10
1.	各種油類、物料及常用工具 • 認識及應用各種油類和物料 • 認識處理廢油及物料的環保規例 • 認識、使用及保養常用工具	
2.	安全措施及注意事項(包括動臂起重機) • 安全系統管理簡介(SMS) • OHSAS 18000	
3.	塔式起重機種類、構造及其性能(包括動臂起重機) • 認識塔式起重機的種類 • 認識塔式起重機的構造	
4.	吊索、吊鏈及繩纜的力學常識與安全使用 • 吊索及吊鏈 • 混凝土吊斗	
5.	滑輪組的原理及運用 • 滑輪組的原理和組合 • 滑輪組的實際運用	
6.	塔式起重機的作業方法及常用訊號 • 無線電對話機 • 手號	
7.	塔式起重機保養及常見的故障 • 塔式起重機的保養 • 定期檢查及保養 • 常用的故障及排除方法 • 塔式起重機的意外個案分析	
8.	學習工廠暨工業經營條例(起重機械及起重裝置) • 規例及有關的表格 • 塔式起重機的爬升	
9.	塔式起重機的操作方法 • 升降機械的安全操作	

項 目	說 明	授藝天數 (星期)
	• 旋轉機械的安全操作 • 變幅機械的安全操作	
10.	• 認識防止互碰系統及在重疊區的安全操作 • 裝、拆秤時機手的配合工作 塔式起重機的作業方法 • 建築材料的吊運 • 吊運混凝土工作 • 土木工程中的超重作業 • 鐵模板的吊運	
	小結	<u>2.5 個月</u>
C.	<u>建造工友(指定行業)安全訓練課程 - 工地建材索具工(A12)</u> (由議會/學院提供)	
D.	<u>資歷證明測試 - 塔式起重機操作工</u> (由議會/學院提供)	
	塔式起重機訓練總月數合共：	<u>3 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Bulldozer Operator (推土機操作工) Training Syllabus

2018年12月修訂

項 目	說 明	授藝天數 (星期)
A.	前期培訓-通識工藝訓練(由議會/學院提供) -學習學院規則及有關知識 -認識及使用常用工具、處理燃油潤滑劑、液壓油等油脂類物類及其他 -輪胎式、履帶式推土機的構造及其性能 -推土機安全措施及操作注意事項 -推土機械的保養 -學習建造工地(安全)規例 -強制性基本安全訓練課程(建造業平安卡課程)	1
B.	工藝訓練(由承建商提供)	4
1.1	推土機的操縱方法 -儀錶及操縱桿的認識和使用 -行動機構的操作方法 -轉向機構的操作方法 -斗臂液壓機的操作方法	
1.2	推土機的作業方法 -推土機的作業範圍 -草叢及樹木的處理 -樹幹的清除方法 -大體積石塊的清理 -推運石塊的方法	
1.3	原地面的土方平整 -推挖方法填方 -推平程序 -剷斗運用方法	
1.4	大面積的廣場推土及平整 -實地了解設計要求 -情況確定使用機械種類及數量 -了解出土地點	

項 目	說 明	授藝天數 (星期)
1.5	斜坡俗稱“斜水”的開挖方法 -認識及使用平水標誌 -開挖前實地了解	
1.6	推土方的方法 -基本方法	
1.7	填土工程	
1.8	臨時道路的平整方法	
1.9	土推的移平	
1.10	上落搬運排架	
	小結	<u>1 個月</u>
C.	<u>資歷證明測試-推土機操作工</u> (由議會/學院提供)	
	推土機操作工訓練總月數合共：	<u>1 個月</u>

Intermediate Tradesman Collaborative Training Scheme Loader Operator (搬土機操作工) Training Syllabus

2018年12月修訂

項 目	說 明	授藝天數 (星期)
A.	前期培訓-通識工藝訓練(由議會/學院提供) -學習學院規則及有關知識 -認識及使用常用工具、處理燃油潤滑劑、液壓油等油脂類物類及其他 -搬土機的構造及其性能 -搬土機安全措施及操作注意事項 -搬土機械的保養 -學習建造工地(安全)規例 -強制性基本安全訓練課程(建造業平安卡課程)	1
B. 1.1 1.2 1.3 1.4	工藝訓練(由承建商提供) 搬土機的操縱方法 -儀錶及操縱桿的認識和使用 -行動機構的操作方法 -轉向機構的操作方法 -斗臂液壓機的操作方法 搬土機的作業方法 -搬土機的作業範圍 -草叢及樹木的處理 -樹幹的清除方法 -大體積石塊的清理 -推運石塊的方法 原地面的土方平整 -推挖方法填方 -推平程序 -刮斗運用方法 大面積的廣場推土及平整 -實地了解設計要求 -情況確定使用機械種類及數量 -了解出土地點	4

項 目	說 明	授藝天數 (星期)
1.5	斜坡俗稱“斜水”的開挖方法 -認識及使用平水標誌 -開挖前實地了解	
1.6	搬土方上車方法 -基本方法	
1.7	填土工程	
1.8	臨時道路的推挖方法	
1.9	土推的移平	
1.10	上落搬運排架	
	小結	<u>1個月</u>
c.	<u>資歷證明測試 - 搬土機操作工</u> (由議會/學院提供)	
	搬土機操作工訓練總月數合共：	<u>1 個月</u>

Intermediate Tradesman Collaborative Training Scheme Excavator Operator (挖掘機操作工) Training Syllabus

2018年12月修訂

項 目	說 明	授藝天數 (星期)
A.	前期培訓-通識工藝訓練(由議會/學院提供) -學習學院規則及工地安全/品質制度 -認識及使用常用工具、處理燃油潤滑劑、液壓油等油脂類物類及其他(用模擬器輔助教學) -挖掘機的構造及其性能(用模擬器輔助教學) -挖 掘 機 安 全 措 施 及 操 作 注 意 事 項(用模擬器輔助教學) -挖 掘 機 的 保 養(用模擬器輔助教學) -強制性基本安全訓練課程 (建造業平安卡課程)	1
B. 1.1 1.2 1.3	工藝訓練 (由承建商提供) 挖 掘 機 的 操 作 方 法 挖 掘 機 的 傳 動 -錶及操縱桿的認識和使用 -液壓機構的 操作方法 -旋轉機構的操作方法 -行走機構的操作方法 挖 掘 機 的 作 業 方 法 -平水標誌的認識和使用 -土堆的挖運方法 -石塊的挖運方法 (裝車) -大型基礎的開掘方法 -渠道的開挖方法 -油壓炮的使用 -道路 (臨時) 的 挖 掘 方 法 -填土的作業 -上落搬運排架 小結	8
C.	資歷證明測試-挖掘機操作工(由議會/學院提供)	<u>2 個月</u>
	挖掘機操作工訓練總月數合共：	<u>2 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Underwater Geotextile Special Barge Operator (水下土工布船操作員)

Training Syllabus

2018年4月修訂

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎工藝訓練(由僱主提供)	22	22
1	安全知識培訓		
1.1	瞭解土工布海上施工的環境及施工作業中存在的安全風險，培訓土工布施工過程中風險的識別、控制和處理		
1.2	藍卡培訓		
1.3	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
1.4	學習海上施工的安全理論知識，並進行安全防護用品使用的學習培訓		
1.5	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
1.6	瞭解公司施工現場組織框架		
1.7	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
1.8	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象		
1.9	學習防淺防颱風,防火和防止走錨等安全工作		
2	土工布工藝常識培訓		
2.1	認識土工布鋪布船專業設備，對鋪布船的整體情況有充分的認識，包括鋪布船的錨機系統、電力系統、定位系統、絞車系統、卷布與鋪布系統等		
2.2	瞭解鋪布船與其他配套船舶的工作配合，包括拖輪、錨艇、橫雞薑在施工過程中的關係		
2.3	觀看以往其他工程中土工布鋪設的視頻影像資料，對鋪佈施工有直觀的認識		
C.	工地培訓 (由僱主提供)		
1	對鋪布船拖航、進點、拋錨、定位、移船、回收等過程的船機操作培訓		
2	學習掌握土工布船的操作狀態和維修機械系統，維修翻板，絞車的		

項 目	說 明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
	日常保養，捲筒操作的靈活性檢查，保證設備完好，保持錨機系統正常運轉		
3	能夠根據圖紙合理規劃船舶航行路線，根據限高要求配備船機資源，根據限制條件合理佈置錨位，確定船舶高度是否滿足限高要求等		
4	分階段學習掌握操作完成鋪布船拖航、進點、拋錨、定位、移船、鋪布、回收等過程		
4.1	負責操作土工布船在拖輪拖帶下移動土工布船進入鋪布區域；		
4.2	到達鋪布區域後將土工布鋪布船拋錨定位		
4.3	根據GPS定位，操作錨機絞鋼絲纜繩至鋪布位置		
4.4	操作捲筒絞車，將土工布卷上滾筒		
4.5	操作錨機絞鋼絲纜繩移動土工布船，控制鋪設土工布平面位置準確		
4.6	操作土工布船，使用壓輥進行土工布的壓穩施工		
	土工布鋪設完成後進行土工布搭接品質檢查，以佈置5個浮標		
5	作檢測點位的土工布實際平面位置的測檢和相鄰土工布搭接寬度的檢測		
6	整體課程回顧		
7	獨立操作練習		
8	實習總結及問題解答		
	小結	5.5 個月	5.5 個月
D.	完成培訓測試證明-水下土工布船操作員(由僱主提供)		
	水下土工布船操作員訓練總月數合共：	6 個月	6 個月

Intermediate Tradesman Collaborative Training Scheme Underwater
Band Drain Special Barge Operator
(水底排水板船操作員) Training Syllabus

2018年4月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)		
1.	瞭解海事工程基本概況及香港三跑專案概況	22	22
2.	藍卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
5.	瞭解公司施工現場組織框架		
6.	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
7.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等要求，避免出現違規		
8.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
9.	瞭解排水板工作原理、工藝流程及施工方法		
10.	認識施工設備、材料及相關輔助設備		
11.	PVD 排水板的接板方法		
12.	PVD 材料切割和樁靴安裝培訓		
13.	PVD 施工過程中問題講解		
	PVD 設備維護保養		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解 PVD 工作環境及風險，並講解現場工作基本安全常識和風險控制方法		
2.	現場學習認識 F4000 插板機、NAMBU F-40 靜力液壓捲揚機、GLONASS 衛星定位系統、150KN 電動定位絞纜機、液壓動力系統、水下切割機等設備 (無特定牌子及型號)		
3.	施工準備工作的培訓，包括：安裝並檢查 PVD 排水板材料是否安裝到位，檢查 PVD 作業系統和設備是否正常運行，及時發現記錄系統和設備存在的問題，PVD 安裝的終止標準等		
4.	PVD 材料接板培訓		
5.	PVD 材料切割和樁靴安裝培訓		
6.	PVD 排水板操作介面及系統操作的培訓		
7.	芯軸斷裂的應急處理，及芯軸連接的處理方法		
8.	作業系統各項感測器 (壓力感測器、深度感測器、回帶感測器和傾角) 校正，並檢查資料是否符合品質控制要求的培訓		
9.	檢驗排水板樁位是否定位準確		
10.	排水板打樁過程中應該注意事項，如排水板垂直度的確認、底標高是否達到設計要求及排水板的回帶問題等		
11.	PVD 設備移位元、定位培訓		
12.	PVD 設備的日常維修保養		
13.	整體課程回顧		
14.	獨立操作練習		
15.	實習總結及問題解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>完成培訓測試證明-水底排水板船操作員(由僱主提供)</u>		
	水底排水板船操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Sand Pumping Barge Operation Supervisor
(泵沙船技工) Training Syllabus

2018年4月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況及香港三跑專案概況		
2.	藍卡培訓		
3.	員工入職安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習疏浚吹填行業的安全知識		
5.	瞭解公司施工現場組織框架		
6.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
7.	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
8.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等要求，避免出現違規		
9.	學習泵砂船施工工藝流程及施工方法		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解泵砂船工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法		
2.	瞭解施工設備及施工材料，系統地培訓泵沙設備控制系統、航行設備、信號設備、傳動設備、發電設備、無線電設備		
3.	培訓講解施工前應準備哪些工作		
4.	培訓怎樣操作泵沙專業設備，進行吹填作業		
	培訓怎樣根據吹填品質調整泵機運轉參數，控制吹填濃度		
5.	培訓怎樣檢查、保養泵沙設備，測量泥泵和艙內管線厚度，填報報表		
6.	培訓怎樣根據指令調整艙內管線位置，使用專用工具，拆裝、檢查泵機，對接和卸載管線快速接頭		
7.	培訓如何管理泵沙作業所需的物料和備件，清點及整理，提出更換計畫		
8.	作業完成後，機器設備的歸置工作內容培訓		
9.	培訓怎樣做錨泊時值班及安全警戒		
10.	培訓如何處理處理停泵、停機等故障		
11.	整體課程回顧		
12.	獨立操作練習		
13.	實習總結及問題解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明- 泵砂船技工(由僱主提供)		
	泵砂船技工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Anchor Boat Operator (錨艇船操作員) Training Syllabus

2018年4月修訂

項目	說明	授藝天數	
		新入行人士	註冊普通工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況及香港三跑專案概況		
2.	藍卡培訓		
3.	員工入職安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習疏浚吹填行業的安全知識		
5.	瞭解公司施工現場組織框架		
6.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
7.	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
8.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等的要求，避免出現違規		
9.	學習錨艇施工工藝流程及施工方法		
C.	工地培訓 (由僱主提供)		
1.	實地瞭解錨艇船工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法		
2.	瞭解施工設備及施工材料，系統地培訓使用大型液壓錨機系統、艙吹雄頭、航行設備、信號設備、傳動設備、發電設備、無線電設備		
3.	培訓講解施工前應準備哪些工作		
4.	培訓怎樣進行非自航施工船舶就位時拋出定位錨，校正錨位		
5.	培訓怎樣移位時起收錨，指揮及配合非自航船收放纜		
6.	培訓怎樣檢查錨位及錨標是否正常，發現錨位不正確時立即報告，按要求調整		
7.	協助水上管線對接、拆除作業，區域內拖帶管線		
8.	培訓怎樣進行錨艇主機、錨機及拋錨設備維護保養		
9.	培訓在耙吸船艙吹時，怎樣為耙吸船牽引艙吹雄頭，艙吹結束後，為雄頭系泊，檢查牽引索具		
10.	培訓怎樣安放、移動、取出特殊施工區域的混凝土錨塊		

項目	說明	授藝天數	
		新入行人士	註冊普通工人
11.	整體課程回顧		
12.	獨立操作練習		
13.	實習總結及問題解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>完成培訓測試證明- 錨艇船操作員(由僱主提供)</u>		
	錨艇船操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Rock Placing Pelican Barge Operator (塊石拋卸皮帶船操作員)

Training Syllabus

2018年4月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況及香港三跑專案概況		
2.	藍卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
5.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
6.	瞭解公司施工現場組織框架		
7.	瞭解香港機場三跑道施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解三跑施工的特點及難點		
8.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象		
9.	塊石拋卸皮帶船操作的工藝常識培訓		
10.	認識塊石拋卸皮帶船專業設備，對皮帶船的整體情況有充分的認識 瞭解拋石皮帶船施工前應準備哪些工作		
11.	觀看以往其他工程塊石拋卸皮帶船的視頻影像資料，對塊石拋卸施		
12.	工有直觀的認識		
C.	工地培訓 (由僱主提供)		
1.	培訓塊石拋卸皮帶船進點、拋錨、定位、移船、回收等過程的船機操作流程		
2.	培訓根據圖紙合理規劃船舶航行路線，根據限高要求配備船機資源，根據限制條件合理佈置錨位，確定船舶高度是否滿足限高要求等		
3.	培訓塊石拋卸皮帶船的相關工藝；包括：定位、測深、分層拋石、補拋		
4.	掌握塊石拋卸過程中的 GPS 定位系統的應用，包括定位、截圖、調整偏差等		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
5	熟悉塊石拋卸過程中各個部分人員之間的配合，各個環節人員的溝通等		
6.	如何處理塊石拋卸過程中船舶之間的錨位影響		
7	施工過程中遇到障礙物如何處理		
8	船舶錨機系統、電力系統、定位系統、絞車系統的日常維護保養		
9	整體課程回顧		
10	獨立操作練習		
11	實習總結及問題解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>完成培訓測試證明- 塊石拋卸皮帶船操作員(由僱主提供)</u>		
	塊石拋卸皮帶船操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Dredge Pipe Supervisor – TSHD (耙吸船排泥管線技工)

Training Syllabus

2018年2月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況		
2.	藍卡及綠卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習疏浚吹填行業的安全知識		
5.	瞭解公司施工現場組織框架		
6.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
7.	瞭解施工區域內對船舶的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解施工的特點及難點		
8.	針對施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌設置、船舶航行航道等的要求，避免出現違規		
9.	學習管線施工工藝流程及施工方法		
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項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解錨艇船及施工現場工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法		
2.	瞭解施工設備及施工材料，系統地培訓使用測厚儀、手搖牽引葫蘆、管線對接管線拆接等各鍾專用工具		
3.	培訓講解施工前應準備哪些工作		
4.	培訓怎樣鋪設水上和陸上管線		
5.	培訓怎樣配合施工船舶進行現場管線對接、拆除、更換、轉面		
6.	培訓怎樣與施工船溝通，調整吹填施工參數，培訓如何指揮挖掘機修築及維護吹填		
7.	培訓怎樣進行吹填期間安全警戒，檢查安全警示標誌		
8.	培訓怎樣巡查水上和陸上耙吸船吹砂管線		
9.	培訓怎樣颱風及大風浪影響前加固管線		
10.	培訓怎樣保養及維修管線		
11.	培訓怎樣管線測厚，檢查及分析管線磨損		
12.	培訓怎樣分類、清點管線及附屬設備		
13.	培訓怎樣進行工具整理及工作場所清潔		
14.	整體課程回顧		
15.	獨立操作練習		
16.	實習總結及問題解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-耙吸船排泥管線技工(由僱主提供)		
	耙吸船排泥管線技工訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Deep Cement Mixing Plant Operator (深層水泥攪拌樁設備操作員)

Training Syllabus

2019年2月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)		
1.	瞭解海事工程基本概況	22	22
2.	藍卡及綠卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
5.	瞭解施工區域內對船舶/施工機械的限高、燈塔、油管、救援碼頭、噪音、燈光等的要求，瞭解施工的特點及難點		
6.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
7.	瞭解深層水泥攪拌樁機工作原理、工藝流程及施工方法		
8.	認識施工設備、材料及相關輔助設備		
9.	施工前的準備工作		
10.	DCM 設備維護保養		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解 DCM 工作環境及風險，並講解現場工作基本安全常識和風險控制方法		
2.	認識 DCM 樁機設備及相關輔助設備，包括 JB160/180、DH808/608 樁機、QY50/75 履帶起重機、DH225/300/PC300 挖機、XP-50A 高壓旋噴樁機、後臺攪拌系統等		
3.	講解施工前應準備哪些工作		
4.	施工前應標定攪拌機械的稱重裝置、深度感測器、漿液比重計、漿液流量計、水泥漿輸送管到達攪拌機噴漿口的時間和起吊設備提升速度等施工工藝參數		
5.	操作深層水泥攪拌樁 (DCM) 樁機，包括深層水泥攪拌樁機的移位、定位、姿態調整等		
6.	深層水泥攪拌樁的施工操作培訓，包括深層水泥攪拌樁樁機架的調整，噴攪下鑽速度的控制，噴漿攪拌提升速度的控制，掌握施工工藝曲線，控制攪拌噴漿時間，操作自動記錄系統的資料登錄、讀取、記錄和拷貝等		
7.	施工過程中預攪下沉操作控制培訓		
8.	培訓如何操作重複上、下攪拌及 DCM 樁樁頂及樁底標高的確認		
9.	學習 DCM 樁成樁過程中遇到障礙物時的處置方法及措施		
10.	瞭解 DCM 樁不合格樁的判定及補救措施		
11.	輸漿管堵塞的處理，以及施工過程中漿管堵塞的應急處理		
12.	如何清洗貯料罐、下料堵塞的處理的培訓		
13.	作業完成後，機器設備的歸置工作內容培訓		
14.	深層水泥攪拌樁機的日常維修與保養培訓，包括檢修深層水泥攪拌樁機的自動記錄系統，機械系統，深度感測器、重量感測器的校準，需維護深層水泥攪拌樁機的記錄系統、攪拌機動力系統、制漿和供漿系統、變速器、攪拌葉片和鑽杆，做好基本的機械設備養護工作		
15.	獨立操作 DCM 樁機		
16.	鑽杆的裝卸、鑽頭的更換、攪拌鑽頭和葉片的清洗		
17.	問題總結及分析解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-深層水泥攪拌樁設備操作員(由僱主提供)		
	深層水泥攪拌樁設備操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Hydraulic Filling Vibro Compaction Rig Operator
(水力吹填填料振沖密實機操作員)
Training Syllabus

2019年10月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況		
2.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
3.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
4.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
5.	瞭解水力吹填填料振沖密實機工作原理、工藝流程及施工方法		
6.	綠卡、藍卡培訓		
7.	認識施工設備、材料及相關輔助設備		
8.	水力吹填填料振沖密實樁施工過程中問題講解		
9.	水力吹填填料振沖密實設備維護保養		
C.	工地培訓 (由僱主提供)		
1.	初步瞭解水力吹填填料振沖密實機的工作原理；發電機組的操作培訓、每日安全用電檢查項目		
2.	實地瞭解水力吹填填料振沖密實機工作環境並講解現場工作基本安全常識		
3.	水力吹填形成的新陸地，其含水量高，壓縮性強，承載力較低，容易沉陷，且吹填料的性質複雜，地基處理較為困難。一般常規的設備難以在其上正常運行。水力吹填填料振沖密實機在新吹填地面行走移位、定位，一定要學習操作，積累經驗，避免設備在新陸地上因受力不均或承載力不足引起機械失穩機械翻側等安全事故，引致工傷和機械損傷，耽誤工程進度		
4.	由於水力吹填填料的性質複雜，需因應不同情況，及時調整技術參數，達到地基處理要求。需加強施工質量控制，盡量避免質量不合格情況出現		
5.	學習認識並操作 ZCQ180 水力吹填填料振沖密實機、600KW 柴油發電機組		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
6.	學習如何判斷水力吹填填料振冲密實樁機設備在什麼條件下可以正常施工作業		
7.	培訓施工前設備自檢方法，判斷是否可以施工		
8.	培訓操作水力吹填填料振冲密實樁機移動、回轉及定位		
9.	對水力吹填填料振冲密實樁機施工操作介面及系統的學習，根據施工工藝和施工參數		
10.	檢查作業系統各項感測器監測資料是否符合品質控制要求進行水力吹填填料振冲密實樁機施工操作培訓，包括水力吹填填料振冲密實樁機架的操作，水力吹填填料振冲施工操作的維持，水力吹填填料振冲密實系統的操作，成樁過程中造孔速度的控制、留振時間的控制、空氣壓力的維持、調整及自動化操作系統數據的輸入、記錄、拷貝等，協調和操作機械等		
11.	施工過程中如何保證樁體的垂直度		
12.	如何控制水力吹填填料振冲密實樁的品質		
13.	作業完成後機械設備如何歸置		
14.	對水力吹填填料振冲密實設備日常的保養維修工作，包括檢修打樁設備的液壓系統、機械系統，需維修水力吹填填料振冲密實樁機的操作系統、水力吹填填料振冲器及電機動力系統、自動控制和記錄系統，校準深度感測器，壓力感測器，以及機械設備的基本維護和保養		
15.	獨立操作水力吹填填料振冲密實機台		
16.	問題總結分析		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	<u>完成培訓測試證明-水力吹填填料振冲密實機操作員(由僱主提供)</u>		
	水力吹填填料振冲密實機操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Floating Box Culvert Installation Operator (箱涵浮運安裝操作員)

Training Syllabus

2019年10月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	安全知識培訓		
2.	瞭解海事工程基本概況及相關工程項目概況		
3.	藍卡及綠卡培訓		
4.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
5.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
6.	瞭解箱涵浮運安裝操作的環境及施工作業中存在的安全風險，培訓箱涵浮運安裝施工過程中風險的識別、控制和處理		
7.	針對三跑施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象		
8.	學習防淺防颱風,防火和防止走錨等安全工作		
9.	箱涵浮運安裝操作工藝常識培訓		
10.	認識箱涵浮運安裝操作過程中使用的專業設備，對箱涵浮運安裝的整體情況有充分的認識，包括配合施工船舶的錨機系統、電力系統、定位系統等,對卷場機、氣囊、鋼封門、水泵等設備等有初始的認識		
11.	瞭解箱涵浮運安裝與其他配套船舶的工作配合，包括拖輪、錨艇、平板駁、起重船在施工過程中的關係		
12.	觀看以往其他工程中箱涵浮運安裝的視頻影像資料，對箱涵浮運安裝施工有直觀的認識		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	對平板駁拖航、進點、拋錨、定位、移船、回收等過程的船機操作培訓		
2.	學習掌握起重船的操作狀態和維修機械系統，維修翻板，絞車的日常保養，捲筒操作的靈活性檢查，保證設備完好，保持錨機系統正常運轉		
3.	能夠根據圖紙合理規劃船舶航行路線，根據限高要求配備船機資源，根據限制條件合理佈置錨位，確定船舶高度是否滿足限高要求等		
4.	分階段學習掌握操作完成平板駁船起重船拖航、進點、拋錨、定位、移船、箱涵下潛、浮運、下沉、安裝等過程		
5.	負責操作平板駁船在拖輪拖帶下移動平板駁船進入施工區域拋錨定位		
6.	進行卷揚機安裝、錨碇塊安裝工作。當箱涵運至現場後，操作起重船助浮氣囊安裝		
7.	運輸船舶下潛到一定的深度，箱涵會上浮，然後利用平板駁絞錨並與起重船上錨機共同拉住箱涵四個角		
8.	控制好平板駁起重船上捲揚機鋼絲繩，緩慢收緊，保證箱涵平穩出駁，箱涵浮運至基槽口後，採用平板駁定位安裝浮運過程中即時跟蹤		
9.	檢查鋼封門密封情況、應急封漏、設備操作、箱涵下潛安裝對口確認等		
10.	佈置水泵及水管安裝，箱涵注水壓載，確保箱涵下沉過程中不會浮起		
11.	安裝完成後，進行陸上捲揚機拆除、錨碇塊拆除、氣囊解除		
12.	箱涵安裝完成後進行品質檢查及檢測，配合潛水員，進行箱涵兩端鋼封門拆除、吊出等工作		
13.	問題總結及分析解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-箱涵浮運安裝操作員(由僱主提供)		
	箱涵浮運安裝操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Operator of Specialized Plant for Seabed Ground Treatment Works
(海床軟基處理專業設備操作員)
Training Syllabus

2019 年 11 月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況及香港三跑專案概況		
2.	藍卡及綠卡培訓藍卡及綠卡培訓		
3.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施安全保護措施		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
5.	學習軟基處理行業的安全知識及瞭解公司施工現場組織框架		
6.	瞭解深層水泥攪拌樁機工作原理、工藝流程及施工方法		
7.	認識施工設備、材料及相關輔助設備		
8.	施工前的準備工作		
9.	高壓旋噴樁設備維護保養		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解高壓旋噴樁工作環境及風險，並講解現場工作基本安全常識和基本風險控制方法		
2.	認識高壓旋噴樁機設備及相關輔助設備，包括 Comacchio MC15、Tecniwell TW700、後臺攪拌系統等講解施工前應準備哪些工作		
3.	施工前應標定攪拌機械的稱重裝置、深度感測器、漿液比重計、漿液流量計、水泥漿輸送管到達攪拌機噴漿口的時間和起吊設備提升速度等施工工藝參數		
4.	操作高壓旋噴樁機，包括高壓旋噴樁機的移位、定位、姿態調整等		
5.	高壓旋噴樁的施工操作培訓，包括高壓旋噴樁機架的調整，下鑽速度的控制，旋噴漿速度的控制，掌握施工工藝曲線，控制旋噴漿時間，操作自動記錄系統的數據輸入、讀取、記錄和拷貝等		
6.	施工過程中旋噴注漿管操作控制培訓		
7.	培訓如何操作重複上、下旋噴及高壓旋噴樁樁頂及樁底標高的確認		
8.	學習高壓旋噴樁成樁過程中遇到障礙物時的處置方法及措施		
9.	瞭解高壓旋噴樁不合格樁的判定及補救措施		
10.	輸漿管堵塞的處理，以及施工過程中漿管堵塞的應急處理		
11.	如何清洗貯料罐、下料堵塞的處理的培訓		
12.	作業完成後，機器設備的歸置工作內容培訓		
13.	高壓旋噴樁機的日常維修與保養培訓，包括檢修高壓旋噴樁機的自動記錄系統，機械系統，深度感測器、重量感測器的校準，需維護高壓旋噴樁機的記錄系統、攪拌機動力系統、制漿和供漿系統、變速器、旋噴注漿管和鑽杆，做好基本的機械設備養護工作		
14.	獨立操作高壓旋噴樁機		
15.	鑽杆的裝卸、鑽頭的更換、旋噴注漿管和攪拌設備的清洗		
16.	問題總結及分析解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-海床軟基處理專業設備操作員(由僱主提供)		
	海床軟基處理專業設備操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme

Sand Transshipment Operator (砂料中轉船操作員)

Training Syllabus

2019 年 11 月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	安全知識培訓		
2.	瞭解海事工程基本概況及相關工程項目概況		
3.	藍卡及綠卡培訓		
4.	員工入職前安全培訓，包括勞保用品的配備、正確穿戴及工作過程中的安全保護措施		
5.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施		
6.	學習砂料中轉行業的安全知識及瞭解公司施工現場組織框架		
7.	瞭解砂料中轉船的工作原理、工藝流程及施工方法		
8.	認識施工設備、材料及相關輔助設備		
9.	施工前的準備工作		
10.	皮帶傳送系統及沙門傳送系統等設備維護保養		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解船舶及周圍環境的風險，現場講解施工現場水深、水文氣候變化帶來的影響及應對措施		
2.	認識砂料中轉船上的設備，包括皮帶機、砂門控制系統以及操作卸砂中心集控室的儀器等設備		
3.	講解施工前應準備哪些工作		
4.	施工前應確認好調度計畫和裝載安排，根據指令進行拋錨/起錨、靠離大型運砂船/橫雞薑、拋錨定位等操作		
5.	完成拋錨定位後，巡視船舶及周圍環境，做好附近水文環境的勘察和設備的就位檢查		
6.	學習當砂料中轉船靠泊大船後，當從大船過駁卸載到砂料中轉船時，如何協調抓鬥卸砂到貨艙中合適位置，以免高空拋砂，以免撞擊損傷貨艙底部砂門而造成砂門不能打開而無法卸貨的操作		
7.	學習當砂料中轉船靠近吹砂船後，拋錨定位；接駁和調整環保套管；啟動沙門和傳送帶，開始裝卸作業，在此過程中即時與現場項目調度部門、及相關運輸船/工程船用無線電設備保持密切溝通、傳達資訊		
8.	作業過程中，負責監控皮帶機運行及砂門運作，確保安全有效率的過載物料，保證皮帶機不超負荷運作按照要求並與現場情況相結合，安排和調整砂料中轉船/皮帶機的運作		
9.	觀察皮帶機鋼絲繩以及皮帶的使用情況和沙門淤積情況，及時作出調整和清理，以確保作業效率以及達到環保的指標要求		
10.	學習監測皮帶以及砂門的流量，當發生皮帶過砂的情況後，應及時關閉砂門，已達到控制流量減輕皮帶負荷之效，並按要求量度船上載砂量並記錄和報告		
11.	施工完成后檢查保養船舶上各部分設備，檢查砂帶傳送系統和沙門系統是否處於良好的運作狀態，清查船艙底部情況，評測是否需要安排清倉		
12.	問題總結及分析解答		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-砂料中轉船操作員(由僱主提供)		
	砂料中轉船操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Underwater Lamination Sand Placing Special Barge Operator
(水下分層鋪砂專用船操作員)
Training Syllabus

2020年1月修訂

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
A.	前期培訓-通識工藝訓練(由議會/學院提供)	2	1.5
B.	基礎理論訓練 (由僱主提供)	22	22
1.	瞭解海事工程基本概況及綜合廢物處理設施第一期項目概況。瞭解海事工程基本概況及相關工程項目概況。		
2.	藍卡及綠卡培訓 (由僱主安排及提供)。		
3.	員工入職前安全培訓，包括安全帽、反光衣、救生衣及安全鞋等個人安全防護裝備的配備、這些個人安全防護裝備的正確穿戴；在施工過程中的安全保護措施，包括所有作業人員必須穿戴個人安全防護裝備。檢視水下分層鋪砂專用船邊的護欄是否隱妥，了解上落船的正确姿勢及攀附點。		
4.	學習海上安全事故應急處理知識，掌握應急處理安全事故的流程及措施。		
5.	瞭解水下分層鋪砂專用船操作員操作的環境及施工作業中存在的安全風險，培訓水下分層鋪砂專用船操作員施工過程中風險的識別、控制和處理。		
6.	針對填海區域的施工對施工船舶的限制要求，學習施工過程中拋錨、船舶進出區域、警示標誌的設置、船舶航行航道等的要求，避免出現違規現象。		
7.	學習防淺、防颱風、防火和防止走錨等安全工作。		
8.	學習水下分層鋪砂行業的安全知識及瞭解公司施工現場組織框架。		
9.	瞭解水下分層鋪砂船的工作原理、工藝流程及施工方法。		
10.	認識施工設備、材料及相關輔助設備。		
11.	施工前的準備工作。		
12.	浮式砂料鋪放箱槽、環保圍布及水下分層鋪砂船等設備維護保養。		

項目	說明	授藝天數 (星期)	
		新入行 人士	註冊普通 工人
C.	工地培訓 (由僱主提供)		
1.	實地瞭解船舶及周圍環境的風險，現場講解施工現場水深、水文氣候變化帶來的影響及應對措施。		
2.	認識水下分層鋪砂船上的設備，包括浮式砂料鋪放箱槽、環保圍布、船隻定位系統以及操作船錨機械等設備。		
3.	講解施工前應準備哪些工作，如安排運砂船取樣本工作，檢查環保圍布等等。		
4.	施工前應確認好調度計劃和定位安排，根據指令進行拋錨/起錨、靠離皮帶運砂船、橫雞薑、拋錨定位等操作。		
5.	完成拋錨定位後，巡視船舶及周圍環境，做好附近水文環境的勘察和設備的就位檢查。		
6.	學習檢查環保圍布，潮位及船舶吃水深度，檢查鋪砂前海床標高，確定第一層鋪砂厚度，調節浮式砂料鋪放箱槽距離海床面高度，保證箱槽底放到海床面或砂層頂面。		
7.	學習指引皮帶運砂船系泊到水下分層鋪砂專用船，指引皮帶運砂船下放皮帶橋和卸砂導料管，定位到浮式砂料鋪放箱槽內。		
8.	指揮皮帶運砂船按規定卸料速率，依次按指定位置在浮式砂料鋪放箱槽內均勻卸料，分層鋪放砂，控制分層厚度在指定厚度範圍內。		
9.	提升浮式砂料鋪放箱槽內活動箱到指定高度；操作水力沖砂系統，以免堆塞導管。		
10.	施工完成後檢查保養船舶上各部分設備，檢查分層鋪砂船及浮式砂料鋪放箱槽是否處於良好的運作狀態，清查放箱槽邊及環保圍布情況，評測是否需要安排維修。		
11.	施工過程中遇到導管淤塞如何處理。		
12.	問題總結及分析解答。		
	小結	<u>5.5 個月</u>	<u>5.5 個月</u>
D.	完成培訓測試證明-水下分層鋪砂專用船操作員(由僱主提供)		
	水下分層鋪砂專用船操作員訓練總月數合共：	<u>6 個月</u>	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Repair, Maintenance, Alterations and Additions (Civil and Building
Construction) (裝修維修工 (土建))
Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	前期培訓-通識工藝訓練(由議會/學院提供) -認識訓練的規章制度與職業道德 -學習安全知識、守則和相關措施 -認識建造行業及各主要工種和其工藝 -物料、工具和機械的採購、收發及貯存 -認識施工圖則與平水繩墨 -認識安全使用砂輪及安全吊運的程序 -安全搭建金屬棚架及工作台 -建築信息模擬應用 (BIM) 介紹 -強制性基本安全訓練課程 (平安卡) -密閉空間核准工人安全訓練課程	2
B. 1. 2.	基礎工藝訓練 (由僱主提供) 建造業安全知識及訓練 維修牆身批盪、地台磚及混凝土剝落 • 維修批盪及鋪面處理 - 批盪種類，各種沙漿成份及拌和操作 - 探討批盪爆裂 / 剝落的成因及補救方法 - 認識各類常用防水物料 - 認識窗邊防水、地台斜水及行水位 - 涉及其他工種如喉管、門窗收口工序 • 維修牆瓦及紙皮石 - 認識各種水泥漿、化學膠漿及拌和操作 - 分析瓦仔 / 紙皮石爆裂、剝落的成因及補救方法 - 檢查空心瓦的技巧 • 維修地台批盪及地台磚 - 基本施工方法 - 維修和護養措施 • 混凝土維修	22

項 目	說 明	授藝天數 (星期)
	- 混凝土剝落的一般成因 - 混凝土剝落的修補方法 - 認識施工圖則及規範 - 修補材料應用 - 建造業安全措施 - 拆除混凝土剝落部份 - 清理混凝土及油上底漆 - 混凝土修補劑之用法及完成之粉飾 • 混凝土工藝評核 - 保護鋼筋 - 修補砂漿的應用 - 修補砂漿的養護 • 維修牆身批盪、地台磚工藝評核 - 維修牆身底層批盪及白灰光滑面批盪 - 維修及鋪砌紙皮石及瓦仔 - 維修地台批盪及地台磚	
3.	維修及保養細木工 • 認識手工具機械 (手工具 — 鉋、鑿、鋸等工具使用練習) • 維修各類門框及封口線練習 • 維修各類門扇的方法、配件及練習、對防煙門結構及其安裝方法的認識 • 維修門鎖及小五金配件裝拆和更新練習，包括安裝及調較暗氣鼓及自動門的維修 • 認識廚櫃製作和裝嵌 - 常見廚櫃維修練習 • 認識木地板、牆腳線和天花線製作和裝嵌 - 維修木地板、牆腳線和天花線裝拆和更新練習 • 維修及保養細木工工藝評核 - 維修常用之門扇、開關故障及小五金類別 - 維修廚櫃門扇開關故障 更換地板、腳線及天花線	

項 目	說 明	授藝天數 (星期)
4.	維修及保養水喉潔具 • 認識管材 - 介紹各類管道和管件類別、規格及特性 - 講解水掣、龍頭、浮球閥、止回閥等類別及應用範疇 - 講解保溫及防腐材料類別及應用範疇 • 認識各種供水和排水系統 - 講解直接供水系統 - 講解多種間接供水水系統 - 講解熱水系統 - 講解排水系統類別 • 認識各種水喉工常用工具和機械 - 管道切割和接駁練習 - 加熱彎曲 / 形變管道練習 • 安裝及維修食水管道練習 • 安裝及維修沖廁水管道練習 • 安裝及維修排水管道練習 - 認識清理堵塞管道 • 認識各類潔具和配件 - 洗面盆、廁所連水箱和浴缸的水件裝配練習 - 維修電子水龍頭及沖廁自動感應器，以及氣動沖廁的基本概念 - 對食水缸水制及豬膽控掣閥門的認識 • 認識及檢查地下排水管道堵塞及清理 - 認識樓宇供水和排水掣類的故障及檢修 • 維修及保養水喉潔具工藝評核 - 維修洗面盆鬆脫、下墮及拆換 - 檢修及拆換沖廁水箱內膽 - 拆換堵塞 / 損毀的排水管段	
5.	金屬工藝 • 認識材料特性和工具的使用及儲存 • 更換、鞏固及修補欄河、家居鐵閘、商鋪捲閘、鋁窗門及金屬簷篷 認識安全使用砂輪 - 使用砂輪的危險性及安全措施 - 選擇砂輪考慮因素 - 安裝砂輪的步驟	

項 目	說 明	授藝天數 (星期)
	• 如何準備燒焊材料（如氣體）、使用燒焊機等工具及相關的安全措施 • 氣體焊接安全訓練（GWS） • 維修及保養金屬工藝評核 - 窗較安裝 - 更換滑輪及門鎖 - 使用磨輪切割及焊接角架	
6.	油漆粉飾 • 認識材料和工具的使用及儲存 • 執補室內牆身油飾 - 掃乳膠漆及裱貼牆紙 • 執補木器油飾 - 油罩光漆 / 光油、油油基漆 / 磁漆 - 油透明纖維素漆 / 叻架及油手掃漆 • 執補金屬油飾 - 金屬面油油基漆 / 磁漆 • 維修室外油飾 - 掃矽顆粒混合樹脂油料 / 砂膠漆 - 掃亞加力水漆及噴浮雕漆 • 清除舊漆及舊牆紙 • 維修及保養油漆粉飾工藝評核 - 執補乳膠漆 - 執補木器油飾 - 執補室外油飾 - 執補牆紙	
7.	顧客服務 • 何謂優質服務 • 居民及管理處之期望 • 顧客需要 • 服務承諾 • 開工前、施工期間及完工後之服務標準 • 個案分享 • 角式扮演	
C.	<u>完成培訓測試證明-裝修維修工（土建）</u> (由議會/學院提供)	
	裝修維修工（土建）訓練總月數合共：	<u>6 個月</u>

Intermediate Tradesman Collaborative Training Scheme
Repair, Maintenance, Alterations and Additions (Electrical and
Mechanical) (裝修維修工 (機電))
Training Syllabus

2022年7月修訂

項 目	說 明	授藝天數 (星期)
A.	前期培訓-通識工藝訓練(由議會/學院提供) -認識訓練的規章制度與職業道德 -學習安全知識、守則和相關措施 -認識建造行業及各主要工種和其工藝 -物料、工具和機械的採購、收發及貯存 -認識施工圖則與平水繩墨 -認識安全使用砂輪及安全吊運的程序 -安全搭建金屬棚架及工作台 -建築信息模擬應用 (BIM) 介紹 -強制性基本安全訓練課程 (平安卡) -密閉空間核准工人安全訓練課程	2
B. 1. 2.	基礎工藝訓練 (由僱主提供) 建造業安全知識及訓練 電氣裝置 (佈線) • 認識電力裝置規範及施工圖則 - 了解香港供電系統和接地方式及相關施工圖則 - 認識電力裝置行業有關的法例、守則和要求 • 認識、使用和保養各種工具及其安全措施 - 電工手工具認識及應用 - 電動工具認識及應用 - 各類焊接工具認識 • 掌握電學基本概念 - 明白電學基本概念及電路知識 - 分辨及應用一般基本電學：電流、電壓、電阻、電功率及基本單位 - 應用常用儀錶及其保養 • 掌握電動機控制線路知識	22

項 目	說 明	授藝天數 (星期)
	- 掌握基本鉗工技術 - 掌握敷設各式導管及安裝線槽 - 認識及運用各類電路保護器材及其配件 • 擬定和安裝各類控制線路及電動機電路 - 照明電路安裝 - 掌握安裝配電設備技術插座供電電路安裝 - 電路終端接駁及佈線訓練 - 掌握使用儀表測試電路連續性及絕緣度 - 執行技術檢查，並填寫測試報告 • 電氣佈線工藝評核	
3.	電氣裝置（控制板裝配） • 了解電力工程與其他工種的協調 - 控制電路圖及控制板材料認識 - 良好、安全施工工序及職業操守 - 認識電力工程與其他系統之關聯和配合 • 認識、使用和保養各類儀表及其安全措施 - 掌握及應用各類型電流及電壓儀表 - 萬用表之認識及應用 • 掌握電學概念 - 掌握交直流電之應用及運算 - 認識樓宇內相關控制電路的設施 - 認識電動機之工作原理 • 掌握控制電路基本知識 - 認識小五金配件及繼電器的使用 - 認識基本控制電路裝置及其配件 - 掌握電動機控制線路知識 • 擬定和安裝各類控制線路及電動機電路 - 執行供電電路終端接駁 - 掌握安裝配電設備技術 - 掌握控制線路結構、安裝和保養知識 - 安裝電機控制電路、PLC和各類電動機接線 - 識別控制電路安全系數及處不正常問題 • 電氣控制板裝配工藝評核 - 控制板裝配電纜佈置安裝 - 使用儀錶檢測	
4.	空調製冷裝置（獨立系統）	

項 目	說 明	授藝天數 (星期)
	• 掌握使用 / 保養各種冷凍及保溫安裝技術工具及其安全措施 - 認識冷凍及保溫設備的專用工具 - 掌握安裝配電設備技術 - 掌握使用真空泵 - 氣體焊接工具認識 • 掌握流體力學基本知識 - 掌握流體力學基本概念及知識 - 分辨及掌握一般基本物質形態：固體、流體、及氣體基本單位 - 認識熱能交換器之應用及在冷凍及保溫設備內的角色 • 掌握通風及冷凝系統基本知識 - 認識自然通風、機械通風、局部通風、中央全面通風定義及風管安裝的知識 - 瞭解和掌握中央通風系統結構及其功用掌握與業界就工程設計、安裝、驗收、保養等範疇的相關溝通方式，包括填寫不同表格等 - 認識認識相關法例要求 • 制定和執行不同製冷銅管道加工工作及掌握安裝冷凝器技術 - 掌握不同製冷銅管道的特性、種類、成形及加工工序 - 掌握氧乙炔焊接的技巧，包括：銅焊及銀焊方法 - 執行窗口式及分體式冷氣機的基本安裝 - 了解冷凝器內部結構，並掌握其安裝、調較及保養技巧 - 掌握注入冷媒技巧包括抽真空及回收冷媒工序 - 為完成的工作成品，執行技術檢查及進行復修，以確保成品質素達到指定的標準	
5.	空調製冷裝置（電力控制） • 瞭解空調製冷系統工程與其他工種的協調 - 瞭解空調制冷設備之控制方式 - 認識冷凍設備與其他系統之關聯和配合 • 認識、使用和保養各種儀表及其安全措施 - 認識各類測溫器材 - 掌握電動閥門的使用及了解其結構 • 掌握通風及冷凝系統控制電路基本知識 - 認識基本供電裝置電路及配件 - 掌握中央通風系統的結構和控制線路 - 掌握驗收和保養空調制冷設備	

項 目	說 明	授藝天數 (星期)
	- 認識相關電力法例要求 • 制定和執行製作各類控制線路及掌握安裝冷凝器電路技巧 - 執行供電電路終端接駁 - 掌握安裝配電設備技術 - 掌握冷凝器內部控制線路結構、安裝和保養知識 - 掌握空調設備與其他樓宇系統的線路接駁技術 - 為完成的工作成品，執行技術檢查及進行復修，以確保成品質素達到指定的標準 • 空調製冷工藝評核 - 安裝接駁空調製冷裝置 - 使用儀錶完成檢測	
6.	消防裝置及設施基礎理論和消防電氣裝配工藝 • 消防裝置及設施基礎理論 - 消防系統施工之安全規則及工作守則 - 消防系統理論及應用 - 消防系統施工圖則、施工程序和規範 - 施工環境保護知識 - 升降台操作 • 消防電氣裝配基本理論 - 電學原理 - 消防電氣裝配工具及材料 - 火警偵測、警報系統及消防系統的介紹 - 消防電氣裝配的檢修知識 - 消防電氣裝配標準、法例要求及所需表格 • 消防電氣裝配理論筆試	
7.	維修及保養水喉潔具 • 認識管材 - 介紹各類管道和管件類別、規格及特性 - 講解水掣、龍頭、浮球閥、止回閥等類別及應用範疇 - 講解保溫及防腐材料類別及應用範疇 • 認識各種供水和排水系統 - 講解直接供水系統 - 講解多種間接供水水系統 - 講解熱水系統 - 講解排水系統類別 • 認識各種水喉工常用工具和機械	

項 目	說 明	授藝天數 (星期)
	- 管道切割和接駁練習 - 加熱彎曲 / 形變管道練習 • 安裝及維修食水管道練習 • 安裝及維修沖廁水管道練習 • 安裝及維修排水管道練習 - 認識清理堵塞管道 • 認識各類潔具和配件 - 洗面盆、廁所連水箱和浴缸的水件裝配練習 - 維修電子水龍頭及沖廁自動感應器，以及氣動沖廁的基本概念 - 對食水缸水制及豬膽控制閥門的認識 • 認識及檢查地下排水管道堵塞及清理 - 認識樓宇供水和排水掣類的故障及檢修 • 維修及保養水喉潔具工藝評核 - 維修洗面盆鬆脫、下墮及拆換 - 檢修及拆換沖廁水箱內膽 • 拆換堵塞 / 損毀的排水管段	
8.	顧客服務 • 何謂優質服務 • 居民及管理處之期望 • 顧客需要 • 服務承諾 • 開工前、施工期間及完工後之服務標準 • 個案分享 • 角式扮演	
C.	完成培訓測試證明-裝修維修工 (機電) (由議會/學院提供)	
	裝修維修工 (機電) 訓練總月數合共：	<u>6 個月</u>

Supervisory Check for Trainee Applicants
Eligibility Checking and
Trainee Summary Record

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 / ACMTS - SOJ / ACMTS - SEC *(Please Circle)*

Database of Trainee Summary (Trainee Registration)			
Checklists	Conformity		
	Yes	No	N/A
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: _____

Intermediate Tradesman Collaborative Training Scheme (ITCTS)

Application Form

Annex 13

COS-014(E)

2022/07/15

rev 4.2

(For CIC/HKIC Use)

No.: ITCTS _____

Date of Rec: _____

Last Update: _____

Code: ____ - ____ - ____

Part I: Application Nature (One trade for each application only) ☐ Voluntary ☐ Mandatory (Specified in the Construction Contract)	☐ HKCSA	☐ RSTCF
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Part II. Information of Applicant	
Company name : _____ (Please attach the copy of Business Registration Certificate)	
Name of Person-in-charge:	Position:
Contact Phone No:	Email Address:

Part III: Eligibility of Applicant (Shall meet at least ONE of the following requirements)	Please put "✓" in the box
a. Main Contractor / Member of Hong Kong Construction Association	☐
b. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the SRS no.: _____)	☐
c. Owners of refurbishment, repair and maintenance projects or new projects	☐

Part IV: Proposed No. of Training Quota:	
Proposed Training Period :	MM/YYYY to MM/YYYY

Part V: Information of Construction Site	
(1) Reference Number of main construction contract :	
(2) Name of the Main Contractor of the construction contract :	
Applicant must provide the <u>copy of the construction contract</u>, including the following items: (i) Name of the main contract (iii) Name of the main contractor (v) Completion Date/ Period (ii) Number of the main contract (iv) Commencement Date (vi) Page of both parties endorsement	

Part VI: Trainer Information	Please provide a copy of Trade Test card (both front and backsides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. <u>Please note the ratio of trainer to trainees of the applied work trade.</u>
Name in Chinese :	HKID No. :
Name in English :	Contact No. :

(If necessary, you may use the part "Additional Information".)

Part VII: Work Trade (One Application Form per each Work Trade)

Building and Civil Work Trade (B&C Trade):		Plant and Equipment Operator Work Trade:
☐ Bar Bender and Fixer	☐ Carpenter (Formwork - Building Construction/Civil Construction)	☐ Tower Crane Operator
☐ Painter and Decorator	☐ Site Surveying (Leveller)	☐ Crawler-mounted Mobile Crane Operator
☐ Concretor	☐ Surveying & Setting Out (Leveller)	☐ Crawler-mounted Mobile Crane Operator (Apprentice)
☐ Bricklayer	☐ Piling Operative (Bored Pile)	☐ Wheeled Telescopic Mobile Crane Operator
☐ Tiler	☐ Tower Crane Workers' Assistant	☐ Wheeled Telescopic Mobile Crane Operator (Apprentice)
☐ Plasterer	☐ Metal Scaffolder	☐ Excavator Operator*
☐ Plumber	☐ Metal Formwork Erector	☐ Loader Operator*
☐ Drainlayer	Electrical & Mechanical Work Trade (E&M Trade) :	☐ Bulldozer Operator*
☐ Marble Worker (Polishing)	☐ Electrical Wireman	<i>*The application of these Mandatory Safety Training Courses require the approval from Labour Department.</i>
☐ Ground Investigation Operator	☐ Fire Service Mechanical Fitter	Repair, Maintenance, Alterations and Additions Work Trade:
☐ General Welder	☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)	☐ Repair, Maintenance, Alterations and Additions (Civil and Building Construction)
☐ Metal Worker	☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation System)	☐ Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)
☐ Tunnel Worker	☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Water System)	
	☐ Lift Mechanic	
Specialist Marine Work Trade :		
☐ Anchor Boat Operator	☐ Rock Placing Pelican Barge Operator	☐ Deep Cement Mixing Plant Operator
☐ Sand Transshipment Operator	☐ Dredge Pipe Supervisor – TSHD	☐ Hydraulic Filling Vibro Compaction Rig Operator
☐ Sand Pumping Barge Operation Supervisor	☐ Underwater Band Drain Special Barge Operator	☐ Operator of Specialized Plant for Seabed Ground Treatment Works
☐ Underwater Geotextile Special Barge Operator	☐ Floating Box Culvert Installation Operator	☐ Underwater Lamination Sand Placing Special Barge Operator

Part VIII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/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.
8. Our company/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.
9. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part IX: Personal Data Collection Statement

《Personal Data Collection Statement》

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. The CIC/HKIC might also transfer part of the information to the government departments and other organizations that are lawfully authorized to receive the information.
 - It is not a must for the applicant to submit all the above information to the CIC/HKIC but assessment may be affected if in default of any necessary personal data during collection.
 - In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and amend your personal data. If you wish to do so, you shall write to the CIC/HKIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**.
 - You can choose whether you agree to receive information disseminated by the CIC/HKIC; and join CICATP. Please put "✓" in the box below or leave it blank to show your intention for the following items.
- ☐ Our company/I do not agree to receive information from the CIC/HKIC in relation to its activities and construction-related information in the future.
- ☐ Our company/ I* is/am interested in joining the Approved Employer List of CICATP ; and nominate qualified collaboration scheme trainees to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

《Disclaimer》

- ☐ Our company/I have read, understood and agree to be bounded by the document, ITCTS (employers' guide). (☒ is a must)

Please attach copy of the following documents and put ☒ in the box

☐	Copy of Business Registration Certificate
☐	Contract of Construction Project, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration for the project, and (6) signing page of both parties (Including main construction contract and sub-contract)
☐	Trade Test card (both front and back sides) of each proposed trainer
☐	CV of each proposed trainer, showing required relevant working experience

Endorsement:

Authorized signature

Stamp of Company

Name: _____ Position: _____

Date: _____

For CIC/HKIC use			
Approved by:		Date:	

Additional Information

Continued – Part VI: Trainer Information

For each proposed trainer, please provide a copy of Trade Test card (both front and backsides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. Please note that the ratio of trainer to trainees.

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

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

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

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

Appendix - 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/HKIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any employer that submit an application to participate in the Scheme launched by the CIC/HKIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC/HKIC.
- (d) **CIC** means the Construction Industry Council; **HKIC** means the Hong Kong Institute of Construction.
- (e) **CITB** means the Construction Industry Training Board.
- (f) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC/HKIC.
- (g) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).
- (h) **Main Contractor** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (i) **Notification of Approval** means the letter issued by the CIC/HKIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (j) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (k) **Scheme** means the collaborative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (l) **Sub-contractor** means the contractor who entered into a sub-contract [(whether a valid on-going contract or a soon-to-start contract)] with the Main Contractor to undertake all or part of the construction contract.
- (m) **Interpretation**

In the terms and conditions of the Agreement, except where the context otherwise requires:

- (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.

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC/HKIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved trainees within 3 months from the Commencement Date. Approved training places will be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.
- 2.3 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.

3 Training Subsidies

- 3.1 The CIC/HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC/HKIC:
- (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects; and
 - (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 and its Sub-contractors, agents or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including contractors' all risk insurance, third party liability, employees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

- 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 and / or its Sub-contractor 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 and / or its Sub-contractor, 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, Sub-contractors and Participants (whether they are employees of the Applicant or its Sub-contractors) 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.

7 Personal Data Collection

- 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>).

8 Indemnity

- 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, sub-contractors, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

10 Termination of Approved Project

- 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 and/or the Sub-contractors are 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 and/or Sub-contractors.

11 Settlement of Disputes

- 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.



Sample of Intermediate Tradesman Collaborative Training Scheme (ITCTS)

Application Form

(For CIC/HKIC Use)

No.: ITCTS _____

Date of Rec: _____

Last Update: _____

Code: ____ - ____ - ____

Part I: Application Nature (One trade for each application only) ☒ Voluntary ☐ Mandatory (Specified in the Construction Contract)	☐ HKCSA	☐ RSTCF
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Part II. Information of Applicant	
Company name : <u>CTS Construction Company Ltd</u> (Please attach the copy of Business Registration Certificate)	
Name of Person-in-charge: <u>Chan Tai-Man</u>	Position: <u>Manager</u>
Contact Phone No: <u>2100 1234</u>	Email Address: <u>construction@mail.com</u>

Part III: Eligibility of Applicant (Shall meet at least ONE of the following requirements)	Please put "✓" in the box
d. Main Contractor / Member of Hong Kong Construction Association	☐
e. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the SRS no.: <u>R123456</u>)	☒
f. Owners of refurbishment, repair and maintenance projects or new projects	☐

Part IV. Proposed No. of Training Quota : <u>4</u>
Proposed Training Period : <u>05/2021</u> to <u>11/2021</u>

Part V: Information of Construction Site
(1) Reference Number of main construction contract : XXXXXXXXXX
(2) Name of the Main Contractor of the construction contract : XXXXXXXXXX
Applicant must provide the <u>copy of the construction contract</u>, including the following items: (i) Name of the main contract (iii) Name of the main contractor (v) Completion Date/ Period (ii) Number of the main contract (iv) Commencement Date (vi) Page of both parties endorsement

Part VI: Trainer Information	Please provide a copy of Trade Test card (both front and backsides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. <u>Please note the ratio of trainer to trainees of the applied work trade.</u>
Name in Chinese :	HKID No. : <u>Z123456(7)</u>
Name in English : <u>Chan Wai</u>	Contact No. : <u>12345678</u>

(If necessary, you may use the part "Additional Information".)

Part VII: Work Trade (One Application Form per each Work Trade)

Building and Civil Work Trade (B&C Trade): ☒ Bar Bender and Fixer ☐ Painter and Decorator ☐ Concretor ☐ Bricklayer ☐ Tiler ☐ Plasterer ☐ Plumber ☐ Drainlayer ☐ Marble Worker (Polishing) ☐ Ground Investigation Operator ☐ General Welder ☐ Metal Worker ☐ Tunnel Worker ☐ Carpenter (Formwork - Building Construction/Civil Construction) ☐ Site Surveying (Leveller) ☐ Surveying & Setting Out (Leveller) ☐ Piling Operative (Bored Pile) ☐ Tower Crane Workers' Assistant ☐ Metal Scaffolder ☐ Metal Formwork Erector	Plant and Equipment Operator Work Trade: ☐ Tower Crane Operator ☐ Crawler-mounted Mobile Crane Operator ☐ Crawler-mounted Mobile Crane Operator (Apprentice) ☐ Wheeled Telescopic Mobile Crane Operator ☐ Wheeled Telescopic Mobile Crane Operator (Apprentice) ☐ Excavator Operator* ☐ Loader Operator* ☐ Bulldozer Operator* <i>*The application of these Mandatory Safety Training Courses require the approval from Labour Department.</i>
Electrical & Mechanical Work Trade (E&M Trade): ☐ Electrical Wireman ☐ Fire Service Mechanical Fitter ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation System) ☐ Refrigeration/Air-conditioning/Ventilation Mechanic (Water System) ☐ Lift Mechanic	
Repair, Maintenance, Alterations and Additions Work Trade: ☐ Repair, Maintenance, Alterations and Additions (Civil and Building Construction) ☐ Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	
Specialist Marine Work Trade: ☐ Anchor Boat Operator ☐ Sand Transshipment Operator ☐ Sand Pumping Barge Operation Supervisor ☐ Underwater Geotextile Special Barge Operator ☐ Rock Placing Pelican Barge Operator ☐ Dredge Pipe Supervisor – TSHD ☐ Underwater Band Drain Special Barge Operator ☐ Floating Box Culvert Installation Operator	
☐ Deep Cement Mixing Plant Operator ☐ Hydraulic Filling Vibro Compaction Rig Operator ☐ Operator of Specialized Plant for Seabed Ground Treatment Works ☐ Underwater Lamination Sand Placing Special Barge Operator	

Part VIII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/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.
8. Our company/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.
9. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part IX: Personal Data Collection Statement

《Personal Data Collection Statement》

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of this scheme and its relevant issues. The CIC/HKIC might also transfer part of the information to the government departments and other organizations that are lawfully authorized to receive the information.
 - It is not a must for the applicant to submit all the above information to the CIC/HKIC but assessment may be affected if in default of any necessary personal data during collection.
 - In accordance with Personal Data (Privacy) Ordinance, you are entitled to request access to and amend your personal data. If you wish to do so, you shall write to the CIC/HKIC at **38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**.
 - You can choose whether you agree to receive information disseminated by the CIC/HKIC; and join CICATP. Please put "✓" in the box below or leave it blank to show your intention for the following items.
- ☐ Our company/I do not agree to receive information from the CIC/HKIC in relation to its activities and construction-related information in the future.

- ☐ Our company/I * is/am interested in joining the Approved Employer List of CICATP ; and nominate qualified collaboration scheme trainees to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

《Disclaimer》

- ☒ Our company/I have read, understood and agree to be bounded by the document, ITCTS (employers' guide). (☒ is a must)

Please attach copy of the following documents and put ☒ in the box

☐	Copy of Business Registration Certificate
☐	Contract of Construction Project, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration of the project, and (6) signing page of both parties (Including main construction contract and sub-contract)
☐	Trade Test card (both front and back sides) of each proposed trainer
☐	CV of each proposed trainer, showing required relevant working experience

Endorsement:

Chan Tai-Man

CTS CONSTRUCTION
COMPANY LTD

Authorized signature

Stamp of Company

Name: _____ Position: _____

Date: _____

For CIC/HKIC use			
Approved by:		Date:	

Additional Information

Continued – Part VI: Trainer Information

For each proposed trainer, please provide a copy of Trade Test card (both front and backsides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. Please note that the ratio of trainer to trainees.

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

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

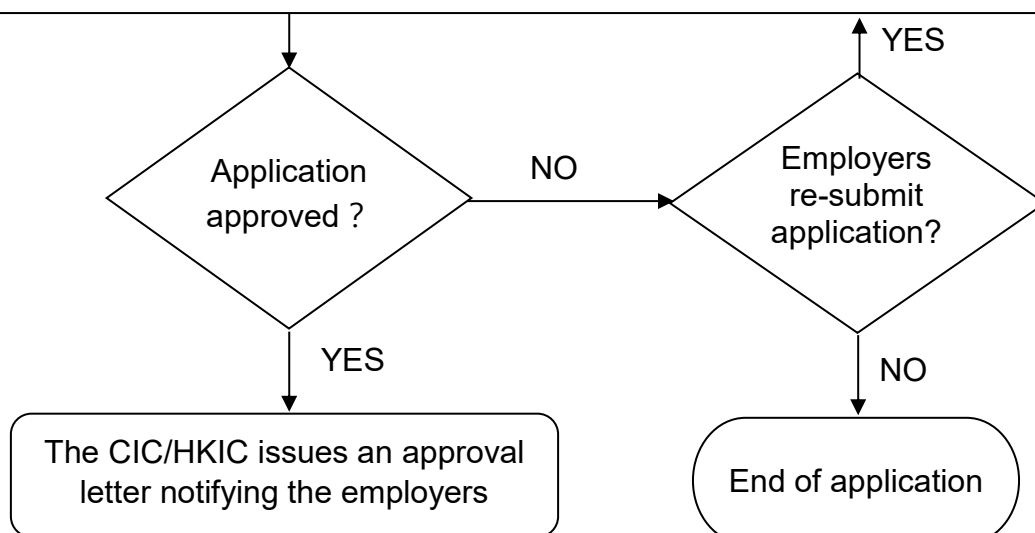
Name in Chinese:	HKID No.:
Name in English:	Contact No.:

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

Application Procedure

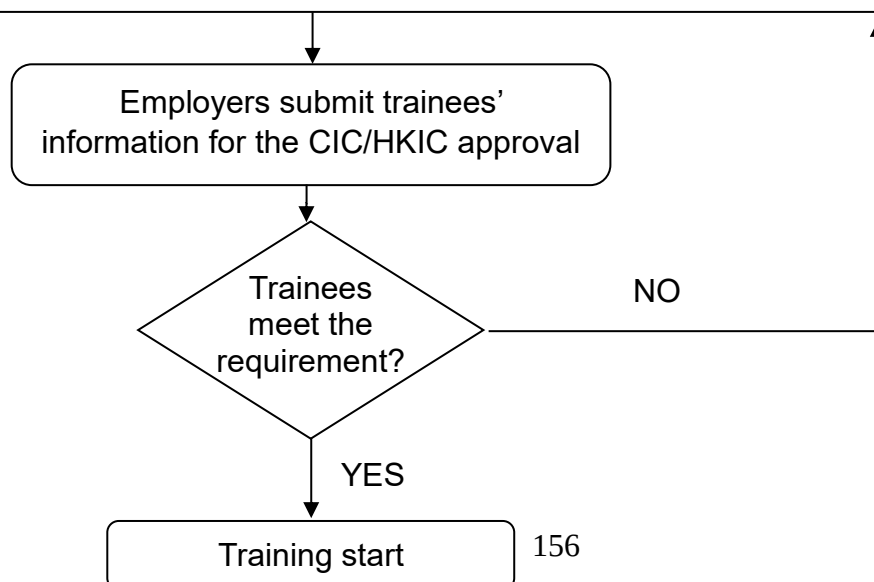
Employers submit completed application form with the following documents:

- i) Copy of Business Registration Certificate; and
- ii) Site trainers qualification and proof of working experience such as CVs; and
- iii) Copy of site trainers' relevant Trade Test Certificate (if any); and
- iv) Copy of site trainers' relevant Registration Skilled Worker Certificate; and
- v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document (submit before training begins)

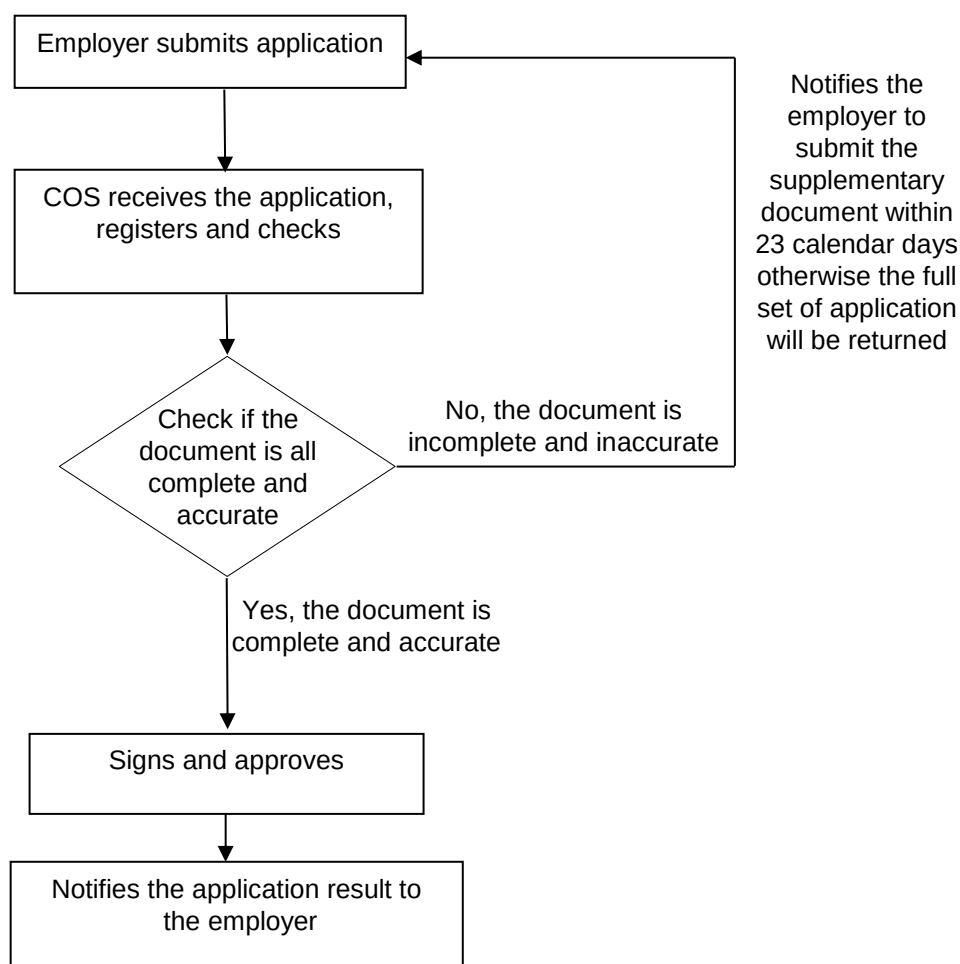


The employers can start recruiting trainees with the following requirement:

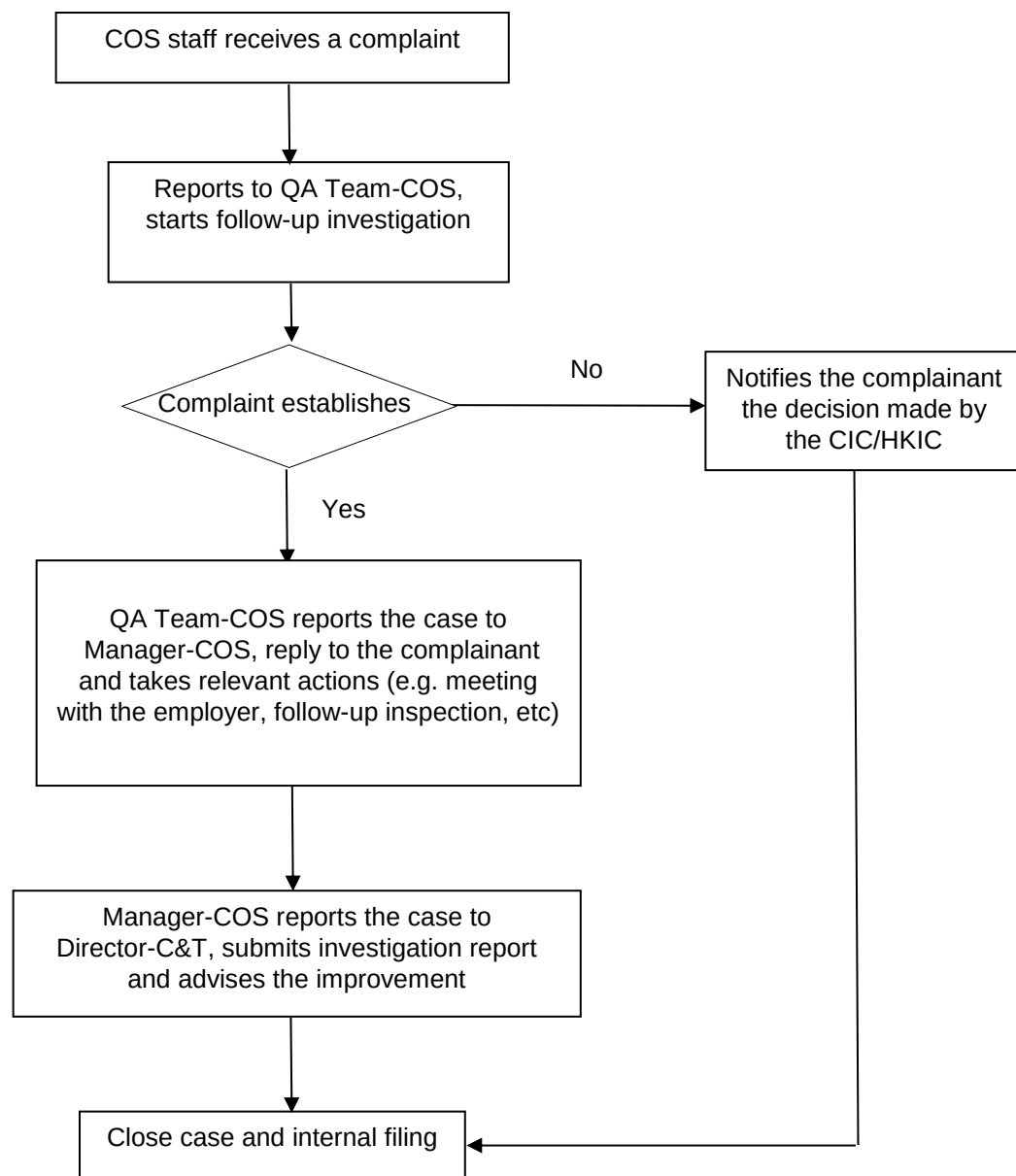
- i) Aged 18 or above ; and
- ii) Hong Kong residents and have permit to work in Hong Kong; and
- iii) For those who have not taken CIC's/HKIC's Enhanced Construction Manpower Training Scheme (ECMTS)/Manpower Shortage Work Trade or other full time training courses offered by the CIC/HKIC or another training bodies funded by the CIC/HKIC **within one year** after graduation; or
- iv) For those who have not taken CIC's/HKIC's Technician programmes **within two years** after graduation.



Handling Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate. The employer shall submit the following document to the CIC/HKIC: (2.1) Application Form ; (2.2) Business Registration Certificate (if applicable) ; (2.3) Copy of employment contract of trainee (if applicable) ; (2.4) Copy of Intermediate Trade Test card of trainee (if applicable) ; (2.5) The proof of working experience such as CV and Copy of Trade Test card of site trainer ; (2.6) Contract of Construction Project to provide training to the trainee
3. Notifies the employer to follow up matters (if any) The employer 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 employer must resubmit the full set of document to the CIC/HKIC to re-process
4. If the document is in complete and accurate, the CIC/HKIC will keep process the application

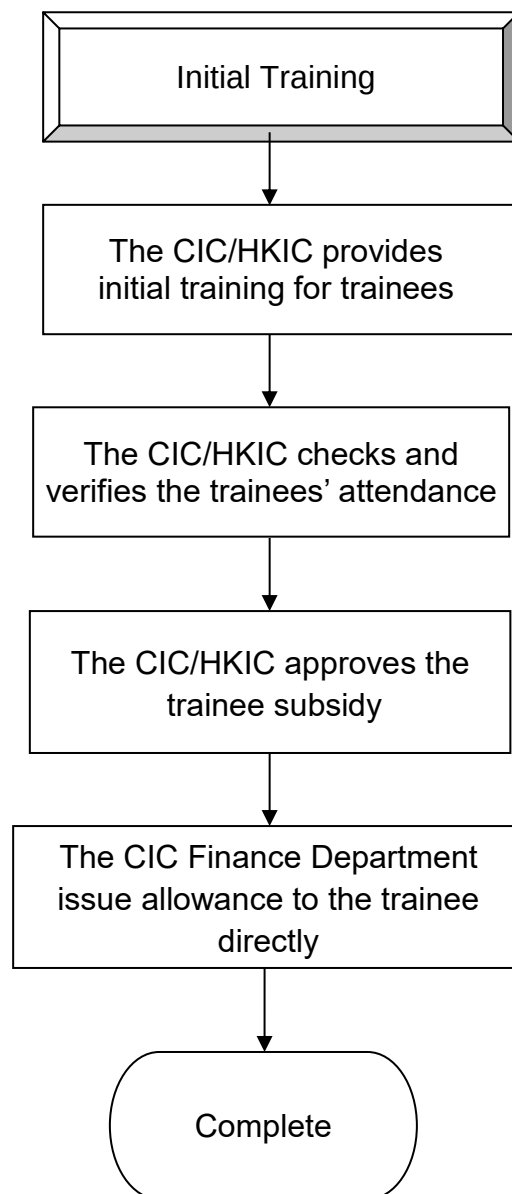


Flow Chart of Complaint Handling



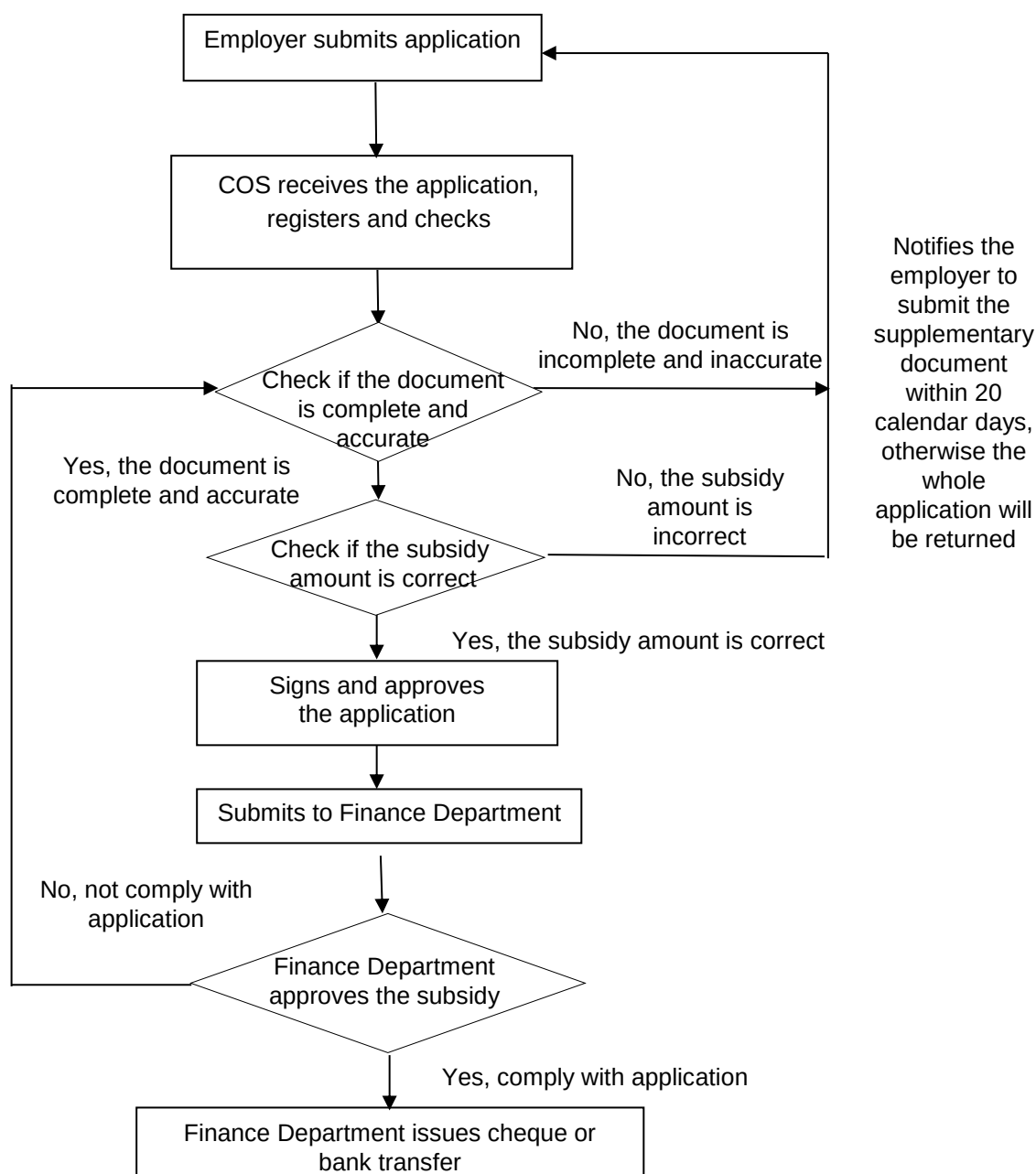
*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

Flow Chart of Payment Procedure (Initial Training)



Handling of Reimbursement Application Processing Procedure and Flow Chart (Site Training)

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 employer shall submit the following document to the CIC/HKIC (Please refer to the following documents, 5 pages in total): (2.1) Application Form on Payment of Subsidy together with company invoice ; (2.2) Trainee's and site trainer's attendance record; (2.3) Trainee's pay slip ; (2.4) Logbook/ log sheet endorsed by both of site trainer and trainee
3. Notifies the employer to follow up matters (if any) The employer is required to submit the supplementary document within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the whole 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 employer must re-submit the full set of document to the CIC/HKIC to re-process.
4. If the document is complete and accurate, the CIC/HKIC will keep process the application and submit to Finance Department
5. Finance Department approves the application, issue the cheque or bank transfer



Intermediate Tradesman Collaborative Training Scheme Payment Application Form
中級技工合作培訓計劃-津貼申請表

Sample 樣本

To: Construction Industry Council / 致: 建造業議會	
Company Name 公司名稱	ABC Co. Ltd
Period of Reimbursement 資助申請期	2021/01/02 to 2021/01/31
Work Trade 培訓工種	01. 鋼筋屈紮工 Bar Bender and Fixer
Site Trainer to Trainee Ratio 工地導師對學員比例	1:4

For CIC Use/ 供議會用
CIC Receive Date/ 議會收件日期:
Application Code 項目編號:
Course Code 科別編號:
提交文件清單 Checklist:
☐ 1. Debit Note / Invoice 付款通知書/發票
☐ 2. Attendance record of Trainees 學員出勤紀錄
☐ 3. Attendance record of Trainers 工地導師出勤紀錄
☐ 4. True Copy of Cheque/ Payment Records to Trainees 學員支票紀錄
☐ 5. True Copy of Logsheet 訓練日誌

(1) Trainee Allowance 學員津貼												Trainee Dropout 學員退出紀錄	(3) Bonus to Employer 獎金(支付僱主)		
No. 編號	Trainee Name 學員姓名		Site Trainer Name 工地導師姓名	Trainee Attendance 學員出勤紀錄						Total Months of this Application (≤ 20days per month) 本期總月數 (按月出席≤20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期總日數(餘額) (按月出席少於20天)	(1) Total Trainee Allowance 本期總學員津貼 (HK\$)	Must Provide Dropout Date 必須填寫退出日期	Trainee ITT/Certificate Test Pass Date 學員中工/證書測試合格日期 (G)	Bonus to Employer if trainees achieving intermediate trade test / certificate test (\$10,000 per trainee) 如學員考獲中工/證書測試, 僱主獲發一次性的獎金每學員 \$10,000
				(a)											
				21/01/02											
	to	to		to	to	to	to								
	English	中文		(A1) Total Days 按月總日數	(A2) Total Days 按月總日數	(A3) Total Days 按月總日數	(A4) Total Days 按月總日數	(A5) Total Days 按月總日數	(A6) Total Days 按月總日數	(A)	(B)	(C) = (A) × \$6,500 + (B)/25 × \$6,500	YYYY/MM/DD	YYYY/MM/DD	(F) = (G) × \$10,000
1	Chan Tai Man	陳太文	張小強	23						1.0		6,500			
2												0			
3												0			
4												0			
5												0			
6												0			
7												0			
8												0			
Total No. of Trainee 學員總數:				1	Should NOT Input Any Date After Trainee Dropped Out 學員退出後不能填寫任何日數							6,500	Date Must Be Provided For Calculation 必須填寫日期方能計算獎金		0

(2) Site Trainer Subsidy 工地導師資助												計算資助指引: For English, please refer to Framework			
No. 編號	Site Trainee Name 工地導師姓名	Trainee Name 學員姓名	Trainer Attendance 導師出勤紀錄						Total Months of this Application (≤ 20 days per month) 本期總月數 (按月出席≤20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期總日數(餘額) (按月出席少於20天)	(2) Total Site Trainer Subsidy 本期工地導師津貼資助 (HK\$) \$7,500 per trainee per month (≤ 20 days) \$7,500 × attend days / 25 (≤ 20 days) 按每名學員每月津貼 \$7,500; 20 日 \$7,500 × 出席日數 / 25 (≤ 20 日)	(1) 學員津貼: 如學員每月的工作天數不少於20天, 每月津貼港幣\$6,500 (每學員); 若不足20天, 則該月份的津貼將會根據學員出席率按比例支付。如學員因年假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學員相關薪金, 議會仍會全數支付學員津貼。訓練期完結後, 議會將即時停止發放學員培訓津貼。 (2) 導師資助: 導師資助金額為每名學員每月津貼\$7,500。如導師每月的工作天數不少於20天, 僱主可獲議會每月資助港幣\$7,500 (按每名學員計)。若不足20天, 則該月份的津貼將會根據導師出席率按比例支付。但支付日數不應高於學員該月出席日數。如導師因年假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學員相關薪金, 議會仍會全數支付導師資助。訓練期完結後, 議會將即時停止發放學員培訓津貼及導師資助。 如學員在工地培訓開始後學員才退出, 議會仍會全數支付導師於學員退出前月份之資助。而下個月開始, 導師資助將以按在學人數計算。 如果學員之退出原因是僱主不合理辭退或導師沒有遵從課程安排, 該僱主將不會再獲議會批核, 及該導師之資助亦必需按照人數比例減。 (3) 獎金(支付僱主): 僱主每成功培訓一名學員, 並在兩次測試內成功考取相關的中級工藝測試 / 實歷測試, 可獲議會發放一次性的完成培訓獎金港幣\$10,000。			
			(a)	(b)	(c)	(d)	(e)	(f)							
			21/01/02 to	21/01/02 to	21/01/02 to	21/01/02 to	21/01/02 to	21/01/02 to							
			(A1) Total Days 按月總日數	(A2) Total Days 按月總日數	(A3) Total Days 按月總日數	(A4) Total Days 按月總日數	(A5) Total Days 按月總日數	(A6) Total Days 按月總日數	(E)	(F)					
1	張小強	陳太文	23						1.0		7,500				
2											0				
3											0				
4											0				
5											0				
6											0				
7											0				
8											0				
											7,500				

Breakdown 明細:

This Application 本期申請		Account Code
(1) Trainee Allowance 學員津貼	6,500	5110-020-070
(2) Site Trainer Subsidy 工地導師資助	7,500	5130-070
(3) Bonus to Employer 獎金(支付僱主)	0	5130-070
(4) Adjustment 調整	0	
(5) Total 總額	\$14,000	

* Round up to dollars 四捨五入進位至個位數

CIC Approval 議會審批 [For CIC Use/ 供議會用]:

Authorised Signature 負責人簽署	Company Chop 公司蓋印
Authorised Signature & Company Chop/ 申請人簽署及公司蓋印: Date/日期:	

Calculated By 計算者簽署	Checked By 核數人簽署	Endorsed By 批核人簽署
Name: _____ Date: _____		

Sample for Company Invoice

公司發票樣本

ABC Co. Ltd

Invoice No.: CIC012021001

Date: 3 February 2021

Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street,
Kwun Tong, Kowloon, Hong Kong

Attn: Collaboration Scheme

INVOICE

Amount
HKS

Being subsidy for expenses for incurred in providing training of
Bar Bender and Fixer in Jan 2021

\$14,000.00

(Say: Hong Kong Dollars Fourteen Thousand Dollars Only)

For and on behalf of
ABC Co. Ltd

Authorised Signature

負責人簽署

Company Chop

公司蓋章

Cheung Siu Keung
Executive Director

Encl.

Sample for Trainee's Pay Slip

學員糧單樣本

ABC Co. Ltd

Salary Payment Details 薪俸通知書

Name 姓名:	Chan Tai Man 陳大文
Staff No. 員工編號:	12345
Position 職位:	Trainee (Bar Bender and Fixer)
Pay Period 支薪期間:	1/1/2021 – 31/1/2021
Payment Date 支薪日期:	31/1/2021
Basic Salary 基本薪金:	\$28,000
MPF Deduction 強積金:	(\$1,400)
Received Amount 支付總數:	\$26,600

Company Chop

公司蓋章

			ABC Co. Ltd			Sample for Trainee's and Site Trainer's Attendance Record 學員及工地導師出席紀錄表樣本																														
2021/01/01 to 2021/01/31			員工出席紀錄表																																	
學員姓名			日期	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01月份	
星期			五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	總天數	員工簽署	
中文	英文	工地培訓 開始日期																																		
學員	陳太文	Chan Tai Man	2/1/2021	H	V	H	V	V	V	V	O	H	V	V	V	V	V	V	H	V	V	V	V	H	H	V	V	V	V	V	V	H	23	Employer's Signature 員工簽署		
導師	張小強	Cheung Siu Keung	N/A	V	V	H	V	V	V	V	V	H	V	V	V	V	V	H	V	V	V	V	V	H	V	V	V	V	V	V	V	H	26			
Remarks:																																				
																																		Company Chop 公司蓋章		

Symbol: O=Absent V=Present H=Holiday

Sample 樣本中級技工合作培訓計劃
鋼筋屈紮工-訓練日誌

Course Code: _____

Class Code: _____
(由議會/學院填寫)

僱主名稱: _____ ABC Co. Ltd

工作地點: _____ 香港仔漁光道 95 號

學員姓名: _____ 陳大文 聯絡電話: _____ 9123 4567

工地培訓期: 第 ① / 2 / 3 / 4 個月 (請選擇)

曾在上述期間進行下列訓練工作，請在相應空格加上"✓"確認:

項 目	說 明	請加上"✓"
1.	認識及使用各種手動工具及機動工具	✓
2.	學習屈紮鋼筋時的安全措施	✓
3.	認識鋼筋的種類及分佈位置的名稱，認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)	✓
4.	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法	
5.	認識鋼筋屈紮工的工作範圍、樓宇建造和土木工程 的施工規範	✓
僱主須按照計劃相關工種的建議培訓課程大綱，於工地培訓期間督導、監督及視察培訓情況 Employers shall supervise, monitor and inspect the training in accordance with the proposed training		
8.	接駁鋼筋的方法及預留孔洞時的附加鋼筋	
9.	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、ISO-9000 品質檢查表、檢查程序及	

Trainer's Signature

導師簽署

Trainee's Signature

學員簽署

工地導師簽署

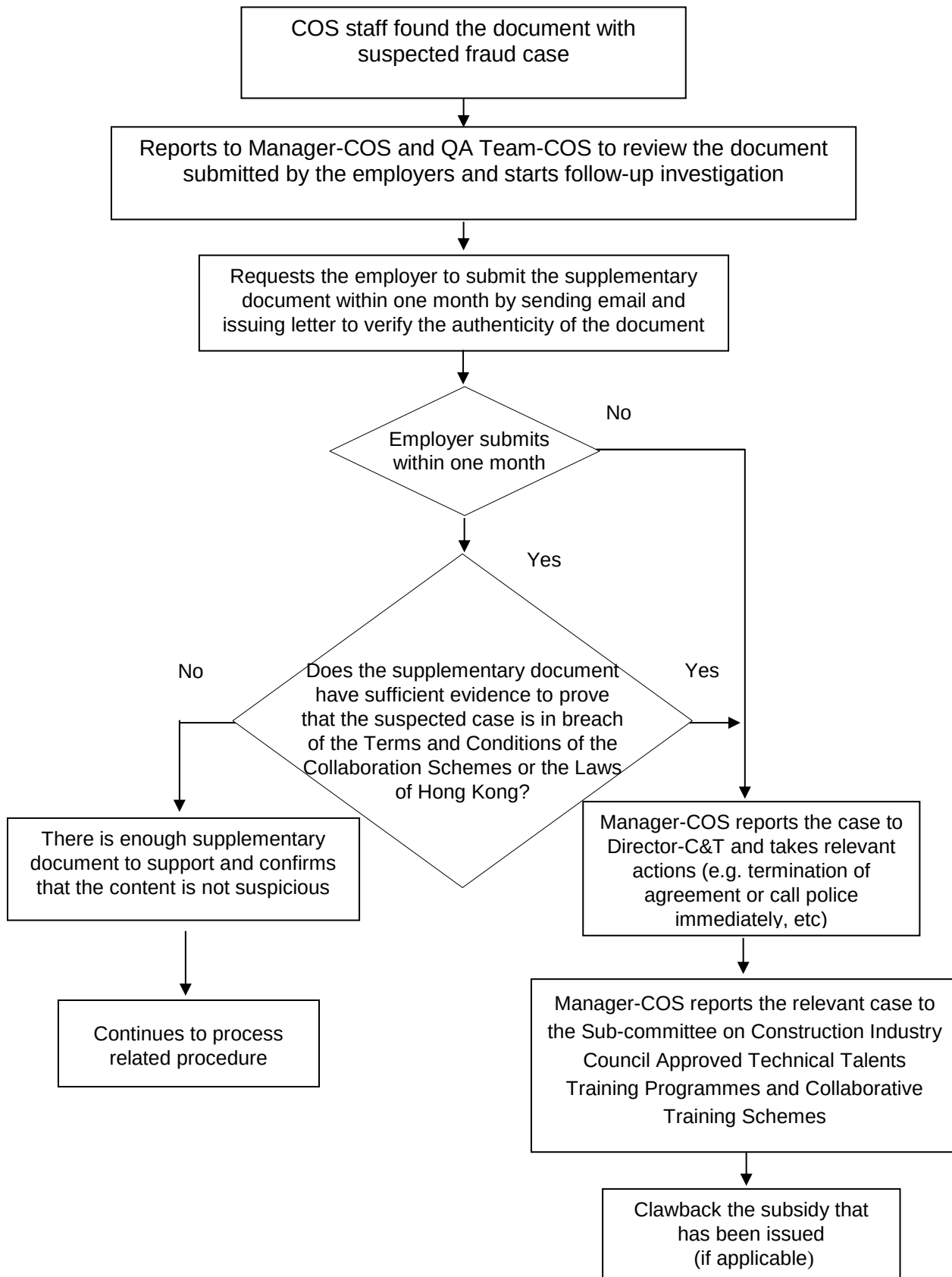
(姓名: _____)

學員簽署

日期: _____ 1/2/2021

日期: _____ 1/2/2021

Flow Chart of Handling of Suspected Fraud Case



Collaboration Training Scheme

Resume of Site Trainer

	Name of trainer	Trade Test Qualification (Yes/No)	Date of obtaining Trade Test Qualification	Registered Skilled Worker (Yes/No)	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)	If you have the following certificate(s), please check the ☐ box and attach a copy of the relevant documents
					Year	Work Details			
1.									☐ Trade Test Certificate (front and back) ☐ Construction Worker Registration Card (front and back) ☐ Other Relevant Qualification
2.									☐ Trade Test Certificate (front and back) ☐ Construction Worker Registration Card (front and back) ☐ Other Relevant Qualification
3.									☐ Trade Test Certificate (front and back) ☐ Construction Worker Registration Card (front and back) ☐ Other Relevant Qualification
4.									☐ Trade Test Certificate (front and back) ☐ Construction Worker Registration Card (front and back) ☐ Other Relevant Qualification

Name of
Person-In-charge: _____

Title: _____

Signature and Company
Chop: _____

Date: _____