

Contractor Cooperative Training Scheme - (E & M Work Trades) E & M Work Trades in Building/Civil Engineering Main Contracts

(CCTS-E&M)

Framework Document

**Effective from May 2017 , the application is limited to
mandatory public works contract**

By Hong Kong Institute of Construction

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此文件關於承建商合作培訓計劃-機電工種，適用於在建築/土木工程合約。如有需要索取此文件的中文版本，請致電 2100 9238 或以電郵 cos.ccts@hkic.edu.hk 與蔡汶儀女士聯絡。

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

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1. Purpose

The purpose of this document is to depict the details of Contractor Cooperative Training Scheme for electrical and mechanical trades (CCTS-E&M) in E&M main contracts and to set out the procedures of Construction Industry Council / Hong Kong Institute of Construction in handling this Scheme.

2. Terminology

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

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Approved Project	Application of Contractor Cooperative Training Scheme for E&M trades in E&M main contracts (CCTS-E&M) approved by CIC/HKIC
e.	Scheme	Contractor Cooperative Training Scheme for E&M trades in E&M main contracts (CCTS-E&M)
f.	Agreement	Training agreement made between CIC/HKIC and the Main Contractor (E&M) comprising this Framework Document, the Application Form submitted by the Main Contractor (E&M) and approved by CIC/HKIC and the Terms and Conditions annexed to the Application Form.

3. Background

- 3.1 Since its establishment, the Construction Industry Council (CIC) has been providing a wide range of training programmes for different trades to those who wish to be trained professionally and then to work in the construction industry. Following the launching of the ten major infrastructure projects and the development of mass transit railway system, there is a substantial growth in the labour demand in E&M trades in recent years. To cope with the imminent demand of manpower shortage, CIC promotes Contractor Cooperative Training Scheme - E&M Work Trades (CCTS-E&M) and cooperate with contractors in providing the respective on-site training to increase the overall training capacity as well as to attract new-blood to the industry.
- 3.2 Under CCTS-E&M, the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor shall recruit and the CIC/HKIC shall provide practical course contents for reference. The First-tier E & M Sub-Contractor shall provide a trainer to train his/her workers on site under the supervision of the Main Contractor (E&M) and CIC/HKIC shall provide the periodic checks. The workers, after completing the training, shall sit for the intermediate trade test or the completion test assessment

conducted by the CIC/HKIC. The Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor shall receive appropriate training subsidy from the CIC/HKIC under the CCTS-E&M.

- 3.3 In addition to the benefit of site training suiting the nature of the trades concerned, the CCTS-E&M can also increase the training capacity of the industry substantially within a short time. Furthermore, it can capitalise on the trainees' productivity and provide a real on-site environment to gear the graduates up for higher productivity to meet the actual site requirements all to the overall benefit of the construction industry.

4. Introduction of the Scheme

- 4.1 For details of trade entitled to subsidy, please refer to Annex 1.
- 4.2 The Main Contractor (E&M) who wish to participate the Scheme must possess a public works contract and provide the proof of conditions to participate the Scheme.
- 4.3 The Main Contractor (E&M) or the First-tier E & M Sub-Contractor shall follow the "First-hire-then-train" approach and provide the on site training to the trainee. The Main-Contractor submit the document including the Scheme application form, contract of construction project, trainer's qualification and supporting document, training supervisor's qualification and proof of conditions to the CIC/HKIC. The training shall carry out according to the Approved Projects and the approved training syllabus. For details of training syllabus, please refer to Annex 2.
- 4.4 The training supervisor proposed by the Main Contractor (E&M) shall possess at least 5 years of site supervision experience and his/her CV shall be submitted to the CIC/HKIC by the Main Contractor (E&M).
- 4.5 The trainer proposed by the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor shall meet the following requirements:
- i. Holder of Registered Skilled Worker of relevant work trade through the "Senior Workers Registration Arrangement"; or
 - ii. Holder of relevant trade test certificate or the qualifications listed in Note 1 below; with not less than 5 years relevant post qualification working experience; or
 - iii. Holder of the relevant trade test certificate or the qualifications listed in Note 1 below; and with at least 7 years relevant working experience.

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.
- Refrigeration/Air-conditioning/Ventilation Mechanic: refer to 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.
- Escalator Mechanic: holder of valid “Escalator Worker Registration Card”, Class A, B and C issued by the Electrical and Mechanical Services Department.

- 4.6 The relevant working experience of proposed trainer shall be proved in the form of CV. The CV of the proposed trainer shall be written by the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor in the form of a company letter or CV stamped with company chop. The CV shall include the following information:
- i. Relevant Working Experience - Detailed listed the project name, start date (year and month) and completion date (year and month); and
 - ii. Job Duties - The content must be written in accordance with the "Description of skills" (column 3) of the respective trade division in Schedule 1 the Laws of Hong Kong Chapter 583 of “the Construction Workers Registration Ordinance”.
- 4.7 The CV of a proposed trainer who has been working in the current Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor for 5 or 7 years should be provided by the current Main Contractor (E&M)and/or the First-tier E & M Sub-Contractor. If a proposed trainer has not been working in the current Main Contractor (E&M)and/or the First-tier E & M Sub-Contractor for 5 or 7 years, other than the CV provided by the current Main Contractor (E&M)and/or the First-tier E & M Sub-Contractor, the CV from former employer is also required to prove that he/she has a total of 5 or 7 years of relevant working experience. If the CV from former employer could not be provided, the prove of relevant working experience must be in the form of making oath at the Home Affairs Department. CIC/HKIC can provide CV sample applicable for making oath for the proposed trainers’ reference and completion. CIC/HKIC may contact Main Contractor to verify the submitted information.
- 4.8 The CIC/HKIC shall arrange interview with proposed trainer in the following scenario:
- i. Trade test has not been set up for the trade of the application; or
 - ii. The proposed trainer dose not possess trade test qualification but possess relevant professional qualification.

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

- 4.9 For details of ratio for trainer to trainee, please refer to Annex 2.
- 4.10 To participate in this scheme, the trainee must meet the follow 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 CIC's or Hong Kong Institute of Construction's (HKIC) Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) 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** after graduation; and
- iv. For those who have not taken CIC's or HKIC's Technician programmes **within two years** after graduation; and
- v. **NOT** Holders of intermediate trade test certificate or trade test certificate of applied trade; and
- vi. **NOT** For those who have registered as a skilled worker or semi-skilled worker of applied trade in the Construction Workers Registration.

5. Requirements for General Contractor (B&C)

The General Contractor (B&C) of the main contract must have at least a construction contract, either in progress or ready to commence (the contract must be mandatory public works and has the proof of conditions to apply). As stipulated in the Main Contract, there is a mandatory requirement to provide training of a minimum number of E & M CCTS trainees.

6. Requirements for the Main Contractor (E&M)

- 6.1 The Main Contractor (E&M) must have at least a construction contract, either in progress or ready to commence. (The contract must be mandatory public works and has the proof of conditions to apply). During submitting an application, the Main Contractor (E&M) shall fill in a main construction project contract number of the work site where provides training to the trainees. After the application has been approved by the CIC/HKIC, the Main Contractor (E&M) cannot change the information on the main construction site.
- 6.2 The Main Contractor (E&M) may change the training location from the main construction site to another site managed by him, provided that it is necessary or desirable for the completion of training. But the Main Contractor (E&M) cannot change the information on the main construction site of the approved application. The nature of construction, in whole or in part, must be appropriate to the type of workers to be trained under the approved work trades of Approved Project. The CIC/HKIC shall document the application record.
- 6.3 The Main Contractor (E&M) shall comply with the Minimum Wage Ordinance in employing the trainees. The training subsidy can be utilised to meet the minimum wage requirements under the Minimum Wage Ordinance for the days the trainee attends training.

- 6.4 The Main Contractor (E&M) shall submit all the particulars of the trainees including personal data, etc. to the CIC/HKIC for approval. The Main Contractor (E&M) must ensure that the collection, transfer and use of all such particulars of trainees to the CIC/HKIC are in compliance with the Personal Data (Privacy) Ordinance. All trainees must be the employees of either the Main Contractor (E&M) or the First-tier E & M Sub-Contractor and that the employment contract shall comply with the employment laws of The Hong Kong Special Administrative Region (HKSAR). To ensure better use of the training capacity, skilled workers or semi-skilled workers of the relevant trades are not eligible to participate in the CCTS-E&M. The trainees shall be endorsed by the CIC/HKIC for the training and subsidy before the commencement of training.
- 6.5 The Main Contractor (E&M) shall submit all the particulars of the trainers and the training supervisors including all personal data, education background, qualification and past experience of training to the CIC/HKIC. The Main Contractor (E&M) shall ensure that the collection, transfer and use of such particulars to the CIC/HKIC and via the CIC/HKIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO). Should there be any change of these site personnel, proper replacement shall be arranged and prior approval shall be obtained from the CIC/HKIC before the replacement. The CIC/HKIC shall document the application record.
- 6.6 If there is a First-tier E & M Sub-Contractor when apply the Scheme, the Main Contractor (E&M) bears the responsibility to ensure that the information submitted by the First-tier E & M Sub-Contractor is complete and correct and that the First-tier E & M Sub-Contractor acts in accordance with the Agreement.
- 6.7 The CIC/HKIC provides trainer subsidy in accordance with a rate approved by CITB for a particular trade. The trainer subsidy may be proportionately reduced if the number of trainees is less than the approved number. For example, if the requirement is to train 4 trainees per trainer but only 2 trainees could be recruited, then the trainer subsidy would be halved. However, the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor may provide more trainers as he thinks fit at his own cost.
- 6.8 The Main Contractor (E&M) shall supervise, monitor and inspect the training in accordance with the Approved Project. The trainees can enhance their skills during the training period and pass the intermediate trade test and or the completion test conducted by the CIC/HKIC at the end of training.
- 6.9 The Main Contractor (E&M) shall check the trainee training log book submitted by the First-tier E & M Sub-Contractor. Then the training supervisor shall sign the log book and submit to the CIC/HKIC for checking and approval. For details of sample of the trainee training log book, please refer to Annex 3.
- 6.10 Free site access shall be provided or maintained by the Main Contractor (E&M) for the CIC/HKIC to carry out site inspections during the course of training including but not limited to access to the site of the contract. If irregularities are spotted, the CIC/HKIC shall impose more frequent site visits and inspections to ensure the Main

Contractor (E&M) and/or the First-tier E & M Sub-Contractor are meeting the training requirements.

- 6.11 The Main Contractor (E&M) shall register the names of the CCTS-E&M trainees to the CIC/HKIC. No CCTS-E&M trainee shall be registered more than once at any one time.
- 6.12 Upon the Approved Project, the Main Contractor (E&M) shall commence the training within 12 months from the date the CIC/HKIC notifies it that its application to participate in the CCTS-E&M has been approved. Approved training places shall be forfeited if the Main Contractor (E&M) does not do so within such time period. If the Main Contractor (E&M) has failed to comply with this policy, the application shall be deregistered from the approval list of the CIC/HKIC, and that the Approved Project and the subsidy shall be cancelled. Submission of a new application is required if the Main Contractor (E&M) wishes to pursue the training plan.
- 6.13 The Main Contractor (E&M) shall submit the application form for intermediate trade test or the completion test to the CIC/HKIC in the middle of the training period. Otherwise the CIC/HKIC reserves the right to terminate the remaining training provided by the Main Contractor (E&M).
- 6.14 The Main Contractor 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 2. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Completion Test conducted by the CIC/HKIC at the end of training. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Completion Test is rated as "zero" (CIC/HKIC will notify the Main Contractor individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee
- 6.15 After receiving the subsidy from the CIC/HKIC, the Main Contractor (E&M) shall transfer the relevant training subsidy to the First-tier E & M Sub-Contractor.
- 6.16 Quality assurance and performance assessment mechanism

To further enhance the quality and performance of the CCTS-E&M, the following monitoring mechanisms are set up:

Assessment Period

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

6.16.1 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 Main Contractor (E&M) to pay attention to their unsatisfactory performance	≥50% and <75%
4.	Letter to strongly remind the Main Contractor (E&M) for their poor performance and meeting with the Main Contractor (E&M) for improvement measures	≥40% and <50%
5.	Suspension of processing new applications for 6-month cooling-off period	<40%

6.16.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Main Contractor(E&M) to review the Main Contractor(E&M)'s current training plan and support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the Main Contractor(E&M)'s application had been approved before, CIC/HKIC would have taken the initiative to meet the Main Contractor(E&M) to discuss and implement the employer's improvement measure(s) before allowing trainee joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details, please refer to Annex 13). For flow chart for follow-up action on cooling-off period, please refer to Annex 14.

7. Requirements for First-tier E & M Sub-Contractor

- 7.1 The First-tier E & M Sub-Contractor is allowed to participate the CCTS-E&M provided that he has a valid on-going or soon-to-start Sub-contract through the Main Contractor (E&M).
- 7.2 The First-tier E & M Sub-Contractor shall recruit suitable workers and shall comply with the Minimum Wage Ordinance in employing the trainees in the scheme. To ensure better use of the training capacity, skilled workers or semi-skilled workers of the relevant trades are not eligible to participate in the CCTS-E&M.
- 7.3 First-tier E & M Sub-Contractor shall prepare the Scheme application and submit to the CIC/HKIC through the Main Contractor. Under the supervision of the Main Contractor, the First-tier E & M Sub-Contractor shall conduct the training in accordance with the Approved Project such that the trainees can enhance their skill during the training period and pass the intermediate trade test or the completion test conducted by the CIC/HKIC.
- 7.4 At the end of the training, the trainees are required to take the intermediate trade

test or the completed test conducted by the CIC/HKIC free of charge. If the trainees are absent from any free intermediate trade test or arranged by the CIC/HKIC, a reasonable excuse and evidence should be submitted in writing within 10 working days after the test. Otherwise, the CIC/HKIC shall consider it to be absent without reason and the trainees shall lose all free testing opportunities. Trainees are only permitted to take another intermediate trade test free of charge if he/she fails the first one. Thereafter, the normal fees shall be charged for any subsequent trade test. No certificate shall be issued by the CIC/HKIC to the trainee fails in the intermediate trade test or the completion test. The Main Contractor (E&M) and the First-tier E & M Sub-Contractor shall provide further training if necessary to assist the failed trainee to re-test his/her skill.

7.5 The First-tier E & M Sub-Contractor shall submit the application form for intermediate trade test or the completion test to the Main Contractor (E&M) in the middle of the training period.

7.6 The First-tier E & M Sub-Contractor 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 2. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Completion Test conducted by the CIC/HKIC at the end of training. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Completion Test is rated as "zero" (CIC/HKIC will notify the Main Contractor individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.

8. Roles of the Construction Industry Council / Hong Kong Institute of Construction

8.1 The CIC/HKIC shall provide a trainee training log book (please refer to Annex 3) to the CCTS-E&M trainee for recording their attendance, training content and skills.

8.2 The CIC/HKIC shall examine the training records and progress of Trainee Training Log Book. The CIC/HKIC shall conduct site inspection during training period to understand the training progress of trainee and communicate with trainee and trainer. The CIC/HKIC staff shall fill in the site inspection report (for details, please refer to Annex 4) for record and necessary follow-up actions. The Main Contractor (E&M) is responsible for arranging site visits for the CIC/HKIC staff. If the site inspection cannot be conducted as scheduled, the CIC/HKIC will prioritise the inspection. 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. Site inspection to higher risk sites will be arranged for one extra time.

8.3 The CIC/HKIC shall provide and arrange relevant safety training courses and intermediate trade test or the completion test to the CCTS-E&M trainees at no cost upon the request of the Main Contractor.

- 8.4 If the test score for the trainee of the Intermediate Trade Test (ITT) or Completion Test 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.
- 8.5 The CIC/HKIC shall pay the approved subsidy to the Main Contractor (E&M) on a monthly basis upon the receipt of the monthly reimbursement application by the Main Contractor (E&M) in accordance with the Approved Project.
- 8.6 The CIC/HKIC shall not be held liable for any loss, damages, costs, expenses and liabilities arising from any conflict of interest due to the contractual relationship between the Main Contractor (E&M) and the First-tier E & M Sub-Contractor in the CCTS-E&M.
- 8.7 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Main Contractor (E&M) and any of the Main Contractor's directors, officers, employees, First-tier E & M Sub-Contractors, agents or other personnel.
- 8.8 The CIC/HKIC shall not be held liable for any matters arising from the employment of the trainees and trainers by the Main Contractor (E&M) and/or his First-tier E & M Sub-Contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 8.9 The CIC shall conduct an internal check for the data input 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 document the internal supervisory check form. For details, please refer to Annex 5.

9. Application Procedures

- 9.1 The Main Contractor (E&M) shall complete the Application Form in Annex 6 and together with the following supporting document submit to the CIC/HKIC for checking and endorsement.
- i. Contract of Construction Project (shall issue the letter by the specific organization and including the name and contract number of the main construction site, start date of the construction project, end date/ duration of the project, and signature page); and
 - ii. CV for training supervisor; and
 - iii. CV and qualification showing required relevant working experience for the trainer; and
 - iv. Terms and Condition that shows Mandatory for joining the Scheme
- 9.2 The Main Contractor (E&M) shall commence the training in accordance with the Approved Project to meet his own contract requirements.
- 9.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 17 calendar days to proceed and approve the application. The CIC/HKIC shall issue

a letter notifying the Main Contractor (E&M) that its application has been approved. The terms and conditions set out in the Agreement shall become legally binding on the Main Contractor (E&M) and the CIC/HKIC upon the CIC/HKIC's issue of such letter. The Main Contractor (E&M) is therefore advised to carefully read the documents comprising the Agreement before signing and submitting its application.

- 9.4 The Main Contractor (E&M) is required to submit the supplementary documents within 23 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the application package in its entirety shall be returned to the Main Contractor.
- 9.5 For details of the procedure and flowchart for handling scheme application, please refer to Annex 7.

10. Monitoring Procedures

- 10.1 When the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor commences the training, the trainee shall start to record their training activities in the training log book daily. Trainee and trainer are required to sign their names in the training log book.
- 10.2 The Main Contractor (E&M) shall endorse and submit the trainee training log book to the CIC/HKIC for checking and approval.
- 10.3 Please refer to Annex 8 for details of flowchart of Monitoring Procedure.
- 10.4 If the CIC/HKIC receives a complaint, for the flowchart for complaint handling, please refer to Annex 9.

11. Reimbursement of Payment of Subsidy and Trainee Completion Bonus

- 11.1 In accordance with the prescribed procedures for payment of subsidy, the Main Contractor (E&M) shall first pay training subsidy and then apply for reimbursement from the CIC/HKIC. When the Main Contractor (E&M) apply for payment of subsidy from the CIC/HKIC, they must submit the following documents for the CIC/HKIC's verification:
- i. Application Breakdown on Payment of Subsidy and with Invoice from the Main Contractor; and
 - ii. Training log book signed by both of the trainee and trainer; and
 - iii. Pay slip of trainee or trainee payment record; and
 - iv. Trainee's and trainer's attendance record.
- 11.2 The Main Contractor (E&M) is required to submit an application for reimbursement of payment of subsidy in accordance with part 11.1 above within 12 months from the month in which the trainee subsidy was incurred by the Main Contractor (E&M) in respect of a subsidy. Should the Main Contractor (E&M) fails to submit an

application within such time period, the CIC/HKIC shall not process the application for reimbursement and no payment of subsidy or bonus shall be made.

- 11.3 During the site training period, the subsidy of trainee and trainer shall be calculated according to their attendance records.
- 11.4 When the aggregate sum that has been paid to the Main Contractor (E&M) reaches the total sum in the training, this aggregate sum is deemed to be final and no more subsidy shall be reimbursed even when the training course has not yet completed. However, this does not release the training liability of the Main Contractor (E&M) and the First-tier E & M Sub-Contractor and they shall have maintained the continuity of training and take measures to ensure that the number of trainees accepted in the approved training proposal to pass the intermediate trade test or the completion test.
- 11.5 Training subsidy including the supervision fee, trainer subsidy and trainee subsidy. Supervision fee is \$ 21,500 per month with training up to 40 trainees. Details of supervision fee, trainer subsidy and trainee subsidy, please refer to Annex 10 and Annex 1 respectively. Some of the work trades have the Trainee Completion Bonus if the trainee passed the intermediate trade test and the subsidy is paid in one-time by the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor.
- 11.6 If the trainee withdraws from the scheme during the training period, the CIC/HKIC shall not chase back the subsidy that was reimbursed to the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor. The trainee cannot participate any one of our scheme within one year. The supervision fee and trainer subsidy are also no need to return to the CIC/HKIC.
- 11.7 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.
- 11.8 The Main Contractor (E&M) is required to submit the supplementary documents within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the whole application will be returned to the Main Contractor.
- 11.9 Please refer to Annex 11 for details of the handling subsidy reimbursement application.
- 11.10 The subsidy can be regarded as the whole or the part of the salaries paid to the trainees (workers) and the Main Contractor (E&M) or the First-tier E & M Sub-Contractor should pay the salaries to the trainees in compliance with the statutory requirements of minimum wages.
- 11.11 Other subsidies can be regarded as the allowance for the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor to provide trainer and supervision fee for the training.

11.12 The Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor must complete the training within one year from the trainee's training start date, otherwise, the CIC/HKIC reserves the right to terminate the remaining training provided by the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor for the trainees and clawback the subsidy that has been issued.

12. Fraud Case and Termination of Agreement

12.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall refer the flow chart of Annex 12 to follow up.

12.2 The CIC/HKIC has the absolute right to terminate the Approved Project in the event that the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor are in breach of the terms of the Agreement.

12.3 No indemnity claims or claims of any other kind should be made against the CIC/HKIC by the Main Contractor and/or the First-tier E & M Sub-Contractor.

13. Forfeiture

In the event that the Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor shall become bankrupt or having a receiving order made against him/them or has abandoned the employment contract between Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor and employee, the training shall be stopped immediately and no subsidy shall be reimbursed as from that date.

14. Special Circumstances

14.1 After the submission of application by the Main Contractor(E&M), the Main Contractor(E&M) shall not transfer the subsidy quota to hire another eligible graduate if the trainee changes to another Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor, the new Main Contractor (E&M) cannot apply for subsidy in the capacity of this trainee. The CIC/HKIC shall keep the record of all trainees within this training scheme so as to monitor whether the trainee changes to work for another Main Contractor (E&M) and/or First-tier E & M Sub-Contractor or not under the validity period of the training scheme.

14.2 If the trainee is being dismissed by the Main Contractor (E&M) and/or First-tier E & M Sub-Contractor or resigns from jobs during the period of employment, the Main Contractor(E&M) and/or First-tier E & M Sub-Contractor must inform the CIC/HKIC immediately.

14.3 If the trainee is being dismissed by the Main Contractor (E&M) and/or First-tier E & M Sub-Contractor or resigns from job during the training period, the Main Contractor (E&M) and/or First-tier E & M Sub-Contractor cannot apply for the remaining subsidy. That trainee is not qualified to apply the scheme again.

14.4 The CIC/HKIC reserves the rights of final decision.

15. Avoiding Conflict of Interests

The Main Contractor (E&M) and/or the First-tier E & M Sub-Contractor should procure its employees, agents, First-tier E & M Sub-Contractors and trainees (regardless of employees of contractors or their First-tier E & M 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.

16. Personal Data Collection Declaration

16.1 The Main Contractor (E&M) shall ensure that the collection and transfer of trainees’ personal data to the Construction Industry Council (CIC) or Hong Kong Institute of Construction (HKIC) and through the CIC/HKIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, the Main Contractor (E&M) must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the followings:

- a. To inform the trainee that his/her information shall be provided to CIC/HKIC (including any personal data as defined in the PDPO), shall be used for purposes related to the activities of CIC/HKIC (including the transfer of any personal data by CIC/HKIC to the Development Bureau for reimbursement of the trainee’s wages) or any other purposes in connection with any other cooperative training schemes.
 - b. To give the trainee an option to agree or disagree that CIC/HKIC may keep him/her informed of CIC/HKIC activities and industry development which may be of his/her interest, 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.
- 16.2 The Main Contractor (E&M), who is responsible for collecting the personal data from the trainee, must obtain the trainee’s written consent regarding the above.
- 16.3 The Main Contractor (E&M) 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.

List of Trade entitled to Training Subsidy

Annex 1

List of Trades Entitled to Trainee Subsidy of HK\$6,750 per month (The subsidy is based on 25 days per month)(Trainee Completion Bonus of HK\$2,250 per month)

- (a) Refrigeration/Air conditioning/ ventilation mechanic – Water System
- (b) Refrigeration/Air conditioning/ ventilation mechanic – Air System
- (c) Fire Service Electrical Fitter
- (d) Fire Service Mechanical Fitter
- (e) Lift Mechanic
- (f) Escalator Mechanic

List of Trades Entitled to Trainee Subsidy of HK\$4,250 per month (The subsidy is based on 25 days per month)

- (g) Electrical Wireman
- (h) Refrigeration/Air conditioning/ ventilation mechanic – Thermal Insulation

Proposed Training Syllabus

**List of Trades Entitled to Trainee Subsidy of HK\$6,750 per month
(The subsidy is based on 25 days per month) (Trainee Completion Bonus of
HK\$2,250 per month)**

Training Period:

150 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

List of Trades Entitled to Subsidy

(a) Refrigeration/Air conditioning/ ventilation mechanic – Water System

Item	Description	Training Duration
1	<ul style="list-style-type: none"> Understand the importance of site safety 	1 Week
2	<ul style="list-style-type: none"> Know the use of tools related to cold water and drainage pipe system A trained person should understand the use of tools related to cold water and drainage pipe system and have a clear thought of using which tools at different work steps. Yet, it does not apply to tools used in relatively more complicated working procedures, particularly for machines like electric threading machine and electric welding machine. For general hand tools like electric drill, measuring tape, iron hammer and handsaw, there shall be no problem in operation. 	1 Week
3	<ul style="list-style-type: none"> Understand the operation of specialized machines of cold water and drainage pipe system; The main mechanical equipment for cold water and drainage pipe system are threading machine and welding machine. Both machines need special training, so a trainee is only required to understand their operation but no need to master the techniques. For floor stand drill and electric cutter, these are easier to learn and, thus, can know how to operate in a short time including the change of drill nozzle. 	2 Weeks
4	<ul style="list-style-type: none"> Understand the basic connection techniques for cold water and drainage pipe system; Cold water pipe system mainly involves the connection of water pipes but the more complicated connection techniques in some 	8 Weeks

parts like requirements for connecting different groups of machines require the basic knowledge in the simple connection before further operation. Thus, it is essentially important for a trainee to understand the basic connection techniques. After six months of training, a trainee can independently grasp the techniques of cutting straight and bent pipes below $\varnothing 80\text{mm}$, fittings required for pipe connection, production of different pipe brackets, connection of different valves and connection methods of plastic pipes etc.

- | | | |
|---|---|----------|
| 5 | <ul style="list-style-type: none"> • Know the basic combined installation procedures for cold water and drainage pipe system;
Air conditioning cold water and drainage pipe system, including unit equipment, valve instrument, pipe hanger (喉管吊碼), has its own installation priorities. Therefore, no mistake can be appeared in the procedures and steps for installing combined system and the things involved are very complicated. In view of this, the trainee only needs to know basic combined installation procedures for cold water and drainage pipe system, particularly laying the cold water and drainage pipes outside the machine rooms including the position of pipe hanger according to the drawings shall be most important. The matching between installation position of valves and unit equipment and environment is very important. A trainee should know how to support and assist his/her mentor to conduct a more complicated installation procedure. | 10 Weeks |
| 6 | <ul style="list-style-type: none"> • Know the effects of other facilities in cold water and drainage pipe system;
Apart from pipes, there are other facilities fitted in for the operation of air conditioning cold water and drainage pipe system. The common facilities which a trainee is required to know are: <ol style="list-style-type: none"> 1. Unit equipment – AHU or PAU, FCU; 2. Valve facilities - gate valve, ball valve, electric valve (電掣), water volume adjusting valve; 3. Flexible Connector; 4. Spring Isolator; 5. Thermometer ; 6. Pressure Gauge. Other complex facilities are not mentioned here as most of them shall be used in the main machine room. | 2 Weeks |
| 7 | <ul style="list-style-type: none"> • Understand the application of cold water and drainage pipe system materials and the corresponding fitting parts;
In the air conditioning cold water and drainage pipe system, the materials commonly used in cold water are wrought iron pipe and copper pipe whereas galvanized pipe and PVC or UPVC | 1 Week |

	<p>pipes are commonly used in drainage pipe. A trainee is only required to know about the above materials during the six months of training. Cold water pipes can be used in welding or threading connection; drainage pipe of galvanized pipe can only be used for threading connection under normal conditions while PVC or UPVC pipes can only be adhered by glue. General parts in cold water and drainage pipes include screws, screw head (絲母), screw ring (介子), flange, flat iron bars, angle iron etc. Pipe hanger can be made by galvanized wrought iron or wire railings (絲干) of wrought iron fitted with U-shaped adjustment chute.</p>	
8	<ul style="list-style-type: none"> Understand and master the skills of general pipe treatment and test like cleaning of pipes and pressure test, etc.; 	1 Week
9	<ul style="list-style-type: none"> Intermediate Trade Test: Refrigeration/Air conditioning/ventilation mechanic – Water System 	1 Day
	Total :	150 Days

(b) Refrigeration/Air conditioning/ ventilation mechanic – Air System

Item	Description	Training Duration
1	<ul style="list-style-type: none"> Understand the importance of site safety 	1 Weeks
2	<ul style="list-style-type: none"> Understand the use of relevant tools (training period: 1 week); A trained person should understand the use of work-related tools and have a clear thought of using which tools at different work steps. However, proficiency varies with different people, especially the use of iron scissors requires a long time practice to make a perfect move. For common had tools like electric drill, scriber, steel ruler, iron hammer, there shall be no problem in use. 	1 Week
3	<ul style="list-style-type: none"> Understand and grasp the skills in ordering suitable ventilation materials based on the design of the drawing and actual site conditions (training period:8 weeks); Air duct materials are not cut and produced on site nowadays mainly because the manufacturers and factories produce the materials according to the order instruction by contractors and deliver the products to assemble on site. Thus, workers must understand how to draw the product drawing and provide sufficient information for the manufacturer to make the air duct units. 	8 Weeks
4	<ul style="list-style-type: none"> Know the combined installation procedures for air duct system The air duct in air conditioning and ventilation system are more or less the same. A trained person should know to support and assist his/her mentor to conduct the work on the assembly of flange and the assembly of required parts, priority of installation, other facilities fitted in air duct system, the sealing position, the branching position, air outlet position or return air inlet when the units are formed in shape. The person should also know how to install pipe hanger and fitting parts, e.g. where and how to install the U-shaped adjusting chute (commonly known as 欖仔 or 公仔頭) or spring isolator (under special conditions), the length of hanger pipe wire railings and the required quantity and effect of screw head and screw ring at different positions etc. 	10 Weeks
5	<ul style="list-style-type: none"> Know the effects of other facilities in air duct system Apart from air outlet duct, there are other facilities fitted in for the operation of air conditioning and ventilation system. The common facilities that a trainee is required to know are: <ol style="list-style-type: none"> Duct Type Volume Control Damper (VCD); 	4 Weeks

	<ol style="list-style-type: none"> 2. Splitter; 3. Silencer; 4. Flexible Duct; 5. Air Grille (common ones: iron, aluminum and stainless steel including bottom grille, double grille (雙葉咀), single grille, louver grille, waterproof louver grille, straight grille, crab-clawed grille, round grille etc); 6. Heater; 7. Filter; 8. Fire Damper (including local and overseas); 9. Access Door or Access Panel; 10. VAV Box; 11. Insulated Flexible Duct or Flexible Duct. <p>Other special facilities are not mentioned here, e.g. exhaust hood and its relevant fittings, electrostatic precipitator etc.</p>	
6	<ul style="list-style-type: none"> • Understand the application of relevant materials and corresponding fitting parts <p>In air conditioning and ventilation system, galvanized sheet (commonly known as galvanized iron) and stainless steel sheet are commonly used in air outlet duct while the galvanized sheet is the most commonly used. Since the production procedure of stainless steel is the same as galvanized sheet, a trainee is only required to know the production of galvanized sheet during the six months of training. The size of air outlet duct shall determine the thickness of galvanized sheet. The thickness of official galvanized sheet ranges between 0.6mm – 1.2mm generally. Zinc plate is mainly used in the combination parts of galvanized air outlet duct, including the screw, screw head, screw ring, flange, pincher, flat iron bar, angle iron etc. Pipe hanger can be made of galvanized wrought iron or wrought iron wire railings and angle iron with U-shaped adjusting chute. Air outlet duct made of stainless steel and other materials are not mentioned here, including different types of fire resisting shields and rubber hoses etc.</p>	2 Weeks
7	<ul style="list-style-type: none"> • Intermediate Trade Test: Refrigeration/Air conditioning/ventilation mechanic – Air System 	1 Day
	Total :	150 Days

(c) Fire Service Electrical Fitter

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Understand the importance of site safety 	1.5 Weeks
2	<ul style="list-style-type: none"> • Know the basic equipment and elements of various conduit, cable trunking, cable tray, wires and fire services electrical system <ol style="list-style-type: none"> 1. plastic conduit and fittings 2. steel conduit and fittings 3. plastic cable trunking and fittings 4. steel cable trunking and fittings 5. steel cable tray and fittings 6. fire resisting wire 7. basic equipment and elements in fire services system <ul style="list-style-type: none"> - Alarm Bell - Breakglass Unit - Smoke Detector - Heat Detector - Addressable Module - Fire Alarm Indication Panel - Battery & Charger - Visual Fire Alarm - Fire Pump Control Panel etc 8. relevant legislations on fire services system 	1 Week
3	<ul style="list-style-type: none"> • Know how to safely use the tools, mechanical equipment and testing devices related to fire services electrical system. A trained person should master the use of general working machines and tools, including required working machines and tools, the steps of using and safety codes in various trades. The common machines and tools include : <ol style="list-style-type: none"> 1. Electric Disc Cutter 2. Conduit Bender 3. Conduit Thread Die 4. Portable Drill 5. Cable Cutter & Wire Stripper 6. Cable Lug Plier 7. Jigsaw 8. Drilling Machine 9. Welding Machine 10. Multi-meter 11. Common hand tools e.g. iron hammer, handsaw, hand vice etc. 	1 Week

4	<ul style="list-style-type: none"> Conduct test for fire services electrical installation (non-live parts) according to Code of Practice for the Electricity (Wiring) Regulations <ul style="list-style-type: none"> -continuity test for protective conductor 	1 Week
5	<ul style="list-style-type: none"> Know how to read installation drawings and cutting techniques, installation methods and procedures for various conduits and fittings <ul style="list-style-type: none"> - A trained person should be able to read installation drawings, cut plastic conduit materials based on the actual size on site, bend the conduit with suitable tools and join the fittings with suitable amount of glue until completing a stable and correctly positioned conduit installation. - A trained person should be able to read installation drawings, cut steel conduit materials based on the actual size on site, bend the conduit with suitable tools and join the fittings until completing a stable and correctly positioned conduit installation. 	9 Weeks
6	<ul style="list-style-type: none"> Know how to read installation drawings and cutting techniques, installation methods and procedures for various cable trunking, cable tray and fittings <ul style="list-style-type: none"> - A trained person should be able to read installation drawings and cut cable trunking with suitable tools based on the actual size on site, join the fittings until completing a stable and correctly positioned cable trunk. - A trained person should be able to read installation drawings and cut cable tray with suitable tools based on the actual size on site, install hanger and join fittings until completing a stable and correctly positioned installation. 	8 Weeks
7	<ul style="list-style-type: none"> Under the supervision of technician, know how to install simple fire services devices such as alarm bell, breakglass unit, smoke detector, heat detector, fire alarm indication panel and relevant wire installation etc., (training period : 4.5 weeks) <ul style="list-style-type: none"> - A trained person under instruction of technicians should be able to install simple fire services devices like alarm bell, breakglass unit, smoke detector, heat detector, fire alarm indication panel and relevant wiring work etc. - A trained person under instruction of technicians should be able to install cables inside conduit and cable trunking. 	4.5 Weeks
8	<ul style="list-style-type: none"> Intermediate Trade Test: Fire Service Electrical Fitter 	1 Day
Total :		150 Days

(d) Fire Service Mechanical Fitter

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Understand the importance of site safety 	1 Week
2	<ul style="list-style-type: none"> • Know various water pipes, fittings, valves and basic equipment and elements in fire services system commonly used in fire services <ol style="list-style-type: none"> 1. galvanized iron pipes and fittings 2. wrought iron pipes and fitting 3. fire pump 4. Gate Valve 5. Check Valve 6. Flexible Connector 7. Expansion Joint 8. Basic equipment and elements in fire services system <ul style="list-style-type: none"> - Fire Hydrant - Fire Hose Reel - FS Inlet - Fire Pump - Sprinkler Head - Sprinkler Control Valve etc. 9. Relevant legislations on fire services system 	1 Week
3	<ul style="list-style-type: none"> • Understand the use of general machines and tools at work and the safety codes when in use A trained person should master the use of general working machines and tools, including required working machines and tools, the steps of using and safety codes in various trades. The common machines and tools include: <ol style="list-style-type: none"> 1. Electric Disc Cutter 2. Pipe Threading Machine 3. Baby Reed-Type Ratchet Threader 4. Portable Drill 5. Roll Grooving Machine 6. Drilling Machine 7. Welding Machine 8. Portable Hydraulic Pump 9. Pressure Gauge 1. Common hand tools e.g. iron hammer, handsaw, hand vice, pipe wrench, spanner etc. 	1 Week
4	<ul style="list-style-type: none"> • Know the cutting and connection skills of pipes <ul style="list-style-type: none"> - A trained person should be able to read installation drawings, cut galvanized iron pipe based on the actual size on site, thread pipe using pipe threading machine, 	12 Weeks

	<p>adopt suitable tools and steps to connect pipes or fittings.</p> <ul style="list-style-type: none"> - A trained person should be able to read installation drawings, cut galvanized iron pipe based on the actual size on site, groove by roll grooving machine, adopt suitable tools and steps to connect pipes or fittings. 	
5	<ul style="list-style-type: none"> • Know how to read installation drawings and install pipe bracket, flange, pipe and fittings <ol style="list-style-type: none"> 1. A trained person should be able to read installation drawings and install pipe bracket, flange, pipe and fittings according to the drawing. 2. A trained person should be able to conduct water pressure test under guidance of technicians. 	8 Weeks
6	<ul style="list-style-type: none"> • Under the guidance of technicians, know how to install and conduct testing for simple fire services devices like valves, fire hydrant, fire hose, fire services inlet and fire sprinkler head etc <ol style="list-style-type: none"> 1. A trained person under the instruction of technicians should be able to install simple fire services devices, like valves, fire hydrant, fire hose reel, fire services inlet, fire sprinkler head etc. <p>-A trained person under the instruction of technicians should be able to conduct water pressure test etc.</p> 	3 Weeks
7	<ul style="list-style-type: none"> • Intermediate Trade Test: Fire Service Mechanical Fitter 	1 Day
	Total :	150 Days

(e) Lift Mechanic

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Know and understand the safety requirements for general work at construction sites, safety requirements for lift work and risk assessment of individual work; 	0.5 Week
2	<ul style="list-style-type: none"> • Understand the types and structure of lift; A trainee shall first know about the types of lifts and their operative characteristics, including: <ul style="list-style-type: none"> - electric traction lift; - hydraulic lift; - machine roomless lift; - special lift types of other individual companies; To introduce the basic structures of lifts and the functions of their components, such as motor, control cabinet, navigation, overspeed governor, outer door, cradle, safety gear, counterweight, rope, compensating rope/chain, cage, portable cable, lift shaft selector, buffer etc. A trainee shall be arranged to visit the lift under the company's maintenance and understand the lift type and structure on site. 	1.5 Weeks
3	<ul style="list-style-type: none"> • Learn the features of the main parts in lift; its installation methods and working procedures; use of tools and knowing the installation drawing and understanding its contents; A trainee shall receive on-site installation training on the installation site: <ul style="list-style-type: none"> - use of tools (e.g. hanging weight, level, rail guide card (導軌卡) etc); - installing working drawing and measurement of lift shaft balance line; - rail guide installation and adjustment; - installation of outer door, outer door frame and ground base (地砵); - installation of motor; - installation of cradle and safety gear; - counterweight installation; - rope installation; - compensating rope/chain installation; - cage installation; - buffer installation; - portable cable installation; - lift shaft selector installation; - installation of electrical equipment; - installation of other facilities (e.g. intercom system, CCTV etc.). 	12 Weeks

4	<p>To know the use of tools and work flow and methods during the installation training to further understand the characteristics of main units in lift and the safety requirements at work and can then work with the competent lift personnel.</p> <ul style="list-style-type: none"> • Learn different types of lift maintenance requirements and the main adjusting units; understand basic control principles and circuit diagrams. <p>A trainee shall receive maintenance training at different maintenance places:</p> <ul style="list-style-type: none"> - control methods of different lifts; - basic safety circuit and controlled circuit diagram; - repair and maintenance requirements for different types of lifts; - basic adjustment methods for main units; - check on safety equipment; - refueling and cleaning requirements for different units; - checking methods and requirements for different units; - use of general measurement tools and devices; - know the lift release procedures; - safety requirements for work at different positions (e.g. machine room, opening of outer door, work at lift cage roof and lift pit); 	12 Weeks
5	<ul style="list-style-type: none"> • Completion Test: Lift Mechanic 	1 Day
Total :		150 Days

(f) Escalator Mechanic

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Know and understand the safety requirements for general work at construction sites, safety requirements for escalator work and risk assessment of individual work; 	0.5 Week
2	<ul style="list-style-type: none"> • Understand the types and structure of escalator; <ul style="list-style-type: none"> - A trainee shall first understand the basic structures of escalators and the functions of their components, such as motor, control cabinet, main drive chain, main drive gear, escalator framework, panel, skirting plate, overspeed governor, brake, auxiliary brake, ladder steps, ladder step chain, handrail, handrail chain, handrail guide shoe and ladder comb etc. - A trainee shall be arranged to visit the escalator under the company's maintenance and understand the structural operation features of the escalator on site. 	1.5 Weeks
3	<ul style="list-style-type: none"> • Learn the features of the main parts in escalator; its installation methods and working procedures; use of tools and knowing the installation drawing and understanding its contents; A trainee shall receive on-site installation training on the installation site; <ul style="list-style-type: none"> - installing working drawing and measurement of bearing point position; - escalator framework installation; - connecting escalator framework; - ladder steps installation; - main drive chain installation and tension adjustment; - ladder step chain installation and tension adjustment; - handrail chain installation and tension adjustment; - handrail guide shoe and ladder comb installation and adjustment; - skirting plate installation; - electrical equipment installation; - safety equipment installation; - exterior panel installation; other equipment and special option device installation (e.g. lighting, automatic sensor device etc) 	8 Weeks
4	<ul style="list-style-type: none"> • Learn different types of escalator maintenance requirements and the main adjusting units; understand basic control principles and circuit diagrams; A trainee shall receive maintenance training at different maintenance places: <ul style="list-style-type: none"> - operation control methods of different types of escalators; 	16 Weeks

5	<ul style="list-style-type: none"> - basic safety and controlled circuit diagram; - maintenance requirements for different models of escalators; - basic adjustment methods for main components; - check of safety equipment; - refueling and cleaning requirements for different units; - checking methods and requirements for different units; - use of common measurement tools and devices; <p>To know the use of tools and work flow and methods during the maintenance process to further understand the characteristics of main units in escalator and the safety requirements at work and can then work with the competent escalator personnel.</p> <ul style="list-style-type: none"> • Completion Test: Escalator Mechanic 	1 Day
	Total :	150 Days

List of Trades Entitled to Trainee Subsidy of HK\$4,250 per month
(The subsidy is based on 25 days per month)

Training Period:

150 days

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

(g) Electrical Wireman

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Understand the importance of site safety 	1.5 Weeks
2	<ul style="list-style-type: none"> • Know the use of electrical installation tools, equipment and testing devices 	1 Week
3	<ul style="list-style-type: none"> • Understand different products of conduit, wiring duct, wire and fittings <ul style="list-style-type: none"> - Product knowledge in conduit and fittings - Product knowledge in wiring duct and fittings - Product knowledge in wire and fittings - Colour code adopted in fixed electrical installation 	1.5 Weeks
4	<ul style="list-style-type: none"> • Know how to read drawings and the correct cutting techniques, installation methods and procedures for various conduits, wiring ducts, wires and fittings <ul style="list-style-type: none"> - Techniques for cutting of steel and plastic conduits, threading (screw threads), bending and installation etc. - Techniques for cutting and installing steel wiring ducts and fittings 	12 Weeks
5	<ul style="list-style-type: none"> • Know the methods and procedures for controlled circuit, socket circuit, plug, junction box and wire connection of distribution box in wiring, connecting and laying commonly-used illumination position according to the drawing 	8 Weeks
6	<ul style="list-style-type: none"> • Conduct test for electrical installation (non-live parts) according to Code of Practice for the Electricity (Wiring) Regulations <ul style="list-style-type: none"> - Continuity test for protective conductor - Continuity test for ring-shaped terminal electric conductor - Insulation resistance test - Polarity test and - Earth electrode resistance test 	2 Weeks
7	<ul style="list-style-type: none"> • Intermediate Trade Test: Electrical Wireman 	1 Day
Total :		150 Days

(h) Refrigeration/Air conditioning/ ventilation mechanic – Thermal Insulation

Item	Description	Training Duration
1	<ul style="list-style-type: none"> • Understand the importance of site safety 	1 Week
2	<ul style="list-style-type: none"> • Knowledge in thermal materials and simple heat principles Thermal materials include the following: <ul style="list-style-type: none"> - Expandable Polystyrene (EPS) Foam (commonly known: foam plastics or white foam) - Fiberglass Wool (commonly known: glass wool) - Rigid Phenolic Foam (commonly known :bubble phenol or grey glue 灰膠) - Flexible Elastomeric Nitrile Rubber (commonly known :豬腸膠 pig intestine glue) - Pre-Insulated Duct (PID) System (commonly known :三文治式保溫板風管系統 sandwich thermal plate air duct system) 	1 Week
3	<ul style="list-style-type: none"> • Learn the correct cutting techniques, installation methods and procedures for the application in cold water pipe, water pipe and fittings in various thermal materials: <ul style="list-style-type: none"> - Use of foam plastics or white foam together with asphalt and plastering - Use of glass wool together with glue - Use of bubble phenol or grey glue together with glue - Use of flexible elastomeric nitrile rubber together with glue and anti-freezeing belt 	12 Weeks
4	<ul style="list-style-type: none"> • Learn the correct cutting techniques, installation methods and procedures for the application in air duct and fittings in various thermal materials: <ul style="list-style-type: none"> - Use of glass wool together with aluminum nail and glue - Use of bubble phenol or grey glue together with aluminum nail and glue or metal belt and glue - Use of flexible elastomeric nitrile rubber together with glue - Use of PID system together with aluminum bars, flange, sealant and glue 	12 Weeks
5	<ul style="list-style-type: none"> • Intermediate Trade Test: Refrigeration/Air conditioning/ ventilation mechanic – Thermal Insulation 	1 天
Total :		150 Days

Sample of Trainee Training Log Book



合作培訓計劃 Cooperative Training Scheme

計劃名稱 Type of Scheme	
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訓練科別 (請填寫) Trade of Training (Fill in)	蓋章 (祇選一科) Chop (Select one only)
鋼筋屈紮 Steel Bar Bending	
木模板工 Formwork	

註: 蓋章須由負責培訓機構/公司蓋印確認

訓練歷程彙列 Training Summary

提供訓練單位 Organization/Employer	期間 Period	簽署/蓋章 Signature/Chop
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	

本頁應由提供訓練單位在學員離開該培訓機構/公司時填寫
To be filled in by the Organization/Employer providing the training at the time when the Trainee is leaving that training.

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個人資料**PERSONAL DETAILS**

姓名 Name (須與身份證相同及用正楷書寫 Block letters, same as HKID Card)

中文 in Chinese :

英文 in English :

出生日期 Date of Birth : 年(Y) 月(M) 日(D)

住址 Address :

電話 Telephone :

家長(父/母)或監護人或聯絡人姓名及電話
Name & Telephone Number of Parent/Guardian/Contact Person :

受訓練時教育程度:
Educational Standard Attained :

計劃名稱:
Type of Scheme:

開始訓練日期
Training Commencement Date :

照片
Photo

學員簽署
Trainee's Signature :

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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：

聯絡電話：

Name of Trainee:

Contact no.:

班別：

工種：

Class:

Work Trade:

公司名稱：

Name of Company:

註冊導師姓名：

Name of Registered Trainer(s):

工地培訓期：

由：

至：

On-site Training:

From:

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

第五部份：學員工作表現 Part V: Trainee' Performance

註冊導師/僱主意見：Opinion(s) of registered trainer or employer:

	非常不滿意 Totally Unsatisfactory	不滿意 Unsatisfactory	滿意 Satisfactory	非常滿意 Totally Satisfactory
學員整體表現： Overall performance of trainee:	1	2	3	4
學員行為： Behavior of trainee:	1	2	3	4
學員學習能力： Learning ability of trainee:	1	2	3	4
學員勤奮性： Diligent of trainee:	1	2	3	4
學員合作性： Collaborativeness of trainee:	1	2	3	4
學員安全習慣： Safety habit of trainee:	1	2	3	4

意見反映：

Comments:

註冊導師簽署
Signature of Trainer

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

否
No

投訴個案編號：

Compliant case 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 compliant?

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:

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(SEC) / 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 CIC/HKIC or Intake 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: _____



Contractor Cooperative Training Scheme Application Form

FOR CIC/HKIC USE No. : _____ Date of Rec: _____ Late Update: _____ Code: ____ - ____ - ____

Part I: Information of Applicant (One form per each application)

- Contractor Cooperative Training Scheme (CCTS)
- Contractor Cooperative Training Scheme - E&M Trade (CCTS-E&M)

Part II: Information of Applicant (Employer)

Name of company :

Name of Person-in-charge :

Position :

Tel. No :

Email :

Part III: Training Proposal

Proposed No. of Training Quota:

Proposed Training Period :

MM/YYYY to

MM/YYYY

Part IV: Information of Construction Site

(1) Reference number of the Main construction Contract :

(2) Name of Main Contractor of the contract :

Applicant must provide the copy of the construction contract including the following items :

- (i) name of the main construction contract (iii) name of the main contractor (v) end date / duration of the project
 (ii) reference no. of the main contract (iv) start date of the construction project, (vi) signature page with both parties

Part V: Particulars of Proposed Site trainer

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

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Name in Chinese:

HKID No.:

Name in English:

Telephone No.:

Part VIII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) or 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. It normally takes one to two years depending on the trade.
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 》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction (“the CIC or HKIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a “✓” in the box below.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is necessary for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information.
 5. 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 or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

《 Declaration on Compliance 》

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

Please attach copy of the following documents and put in the box below:

<input type="checkbox"/>	Copy of 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 fo the project, and (6) signature page
<input type="checkbox"/>	Copy of Subcontract of Construction Project, including (1) start date of the construction project, (2) end date / duration of the project, and (3) signature page with both parties
<input type="checkbox"/>	Trade Test card (both front and back sides) of each proposed site trainer
<input type="checkbox"/>	CV of each proposed site trainer, showing required relevant working experience
<input type="checkbox"/>	CV of the Training Supervisor, showing required relevant working experience
<input type="checkbox"/>	Terms of main contract showing the mandatory requirement to join CCTS / CCTS-E&M

Authorized signature _____ Company chop _____
 Name: _____ Position: _____
 Date: _____

For CIC / HKIC Use			
Approved by:		Date:	

Annex 1 - 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** mean any Main Contractor (E&M) 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) **Approved Training Plan** means the training proposal or training plan submitted by the Applicant (on behalf of the First-tier E & M Sub-Contractor, if applicable) and approved by the CIC/HKIC for the training prescribed in the Scheme.
- (e) **CIC** means the Construction Industry Council. **HKIC** means Hong Kong Institute of Construction.
- (f) **CITB** means the Construction Industry Training Board.
- (g) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC/HKIC.
- (h) **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>).
- (i) **Main Contractor (E&M)** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (j) **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.
- (k) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (l) **Scheme** means the cooperative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (m) **First-tier E & M 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 (E&M) to undertake all or part of the construction contract.

(n) 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 The Applicant bears the responsibility of the involvement of the First-tier E & M Sub-Contractors in the Scheme and must therefore ensure the information provided by the First-tier E & M Sub-Contractors is complete and correct and that the First-tier E & M Sub-Contractors act in accordance with the Agreement.
- 2.3 Upon approval of an application, the Applicant shall commence training for the approved trainees within 12 months from the approved 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.
- 2.4 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 First-tier E & M 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 First-tier E & M 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 First-tier E & M 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 First-tier E & M 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, First-tier E & M Sub-Contractors and Participants (whether they are employees of the Applicant or its First-tier E & M 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 organisations 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, First-tier E & M 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 First-tier E & M 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 First-tier E & M 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 First-tier E & M 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.

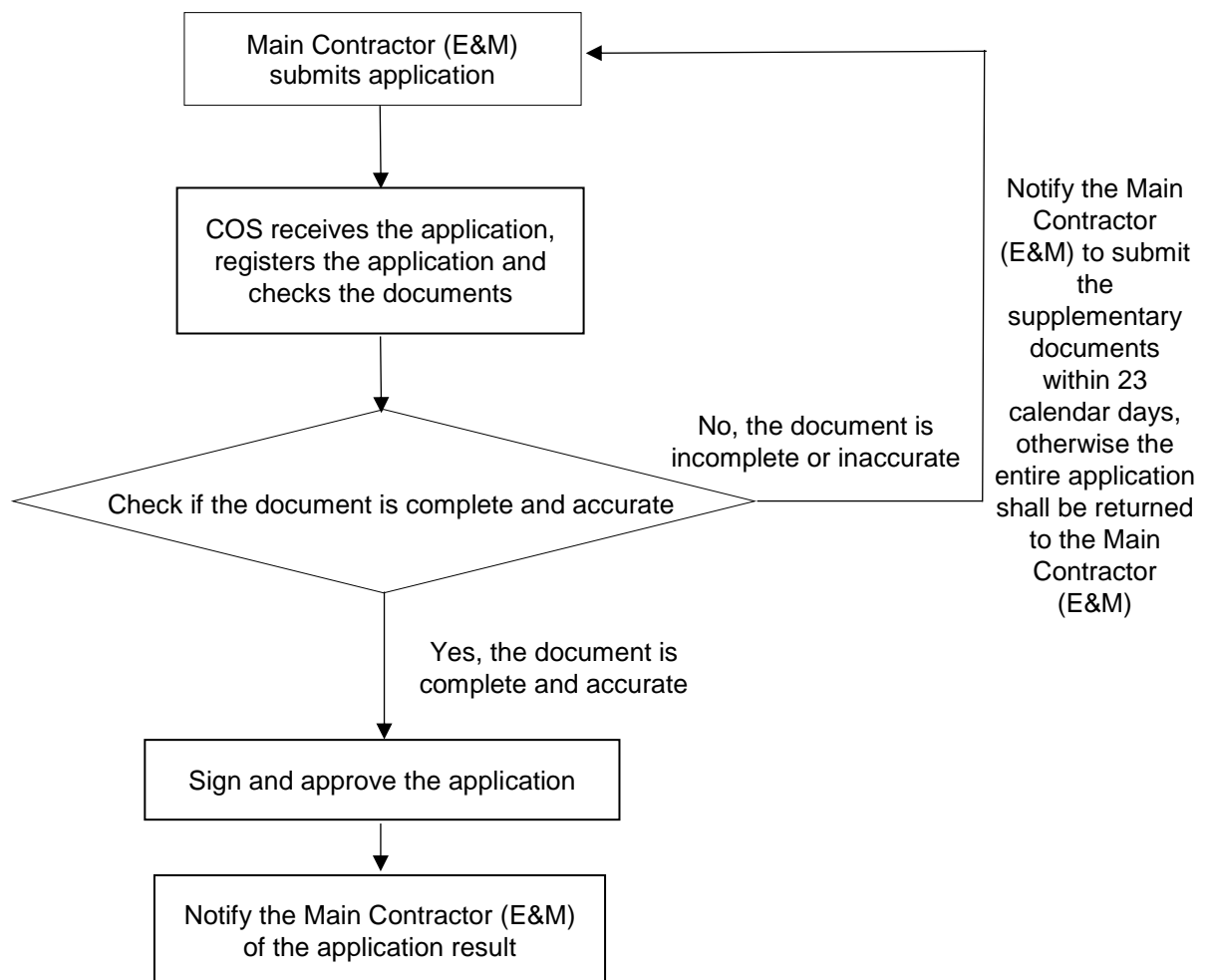
12 Governing Laws and Jurisdiction

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.

Procedure and Flowchart for Handling Scheme Application

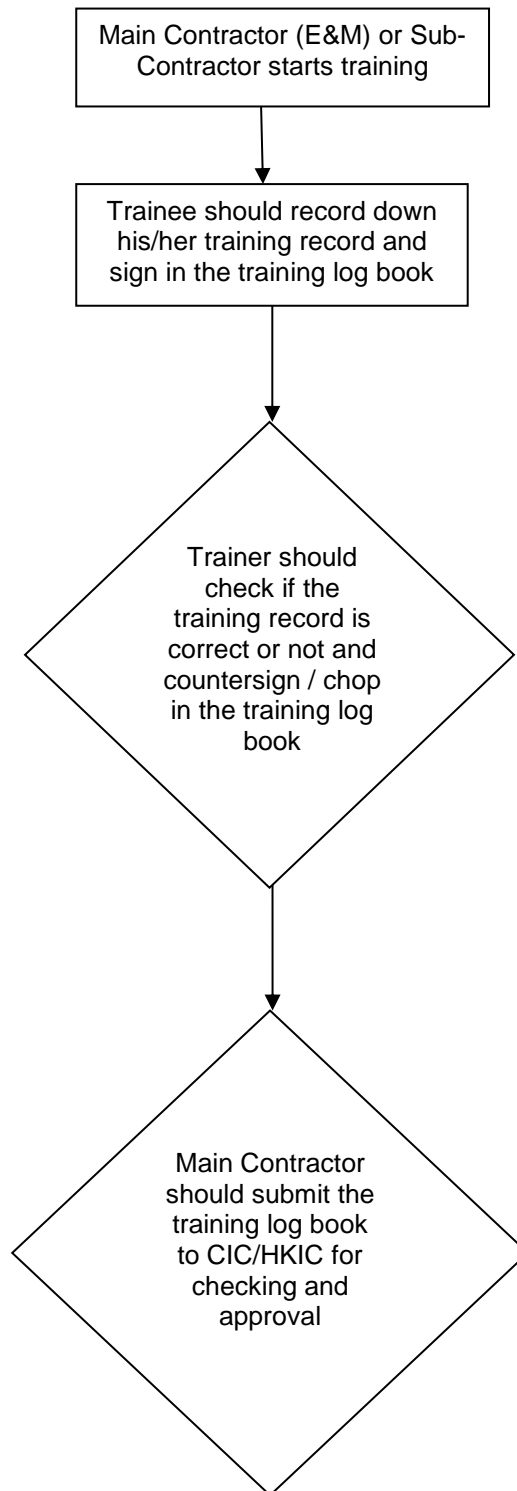
Annex 7

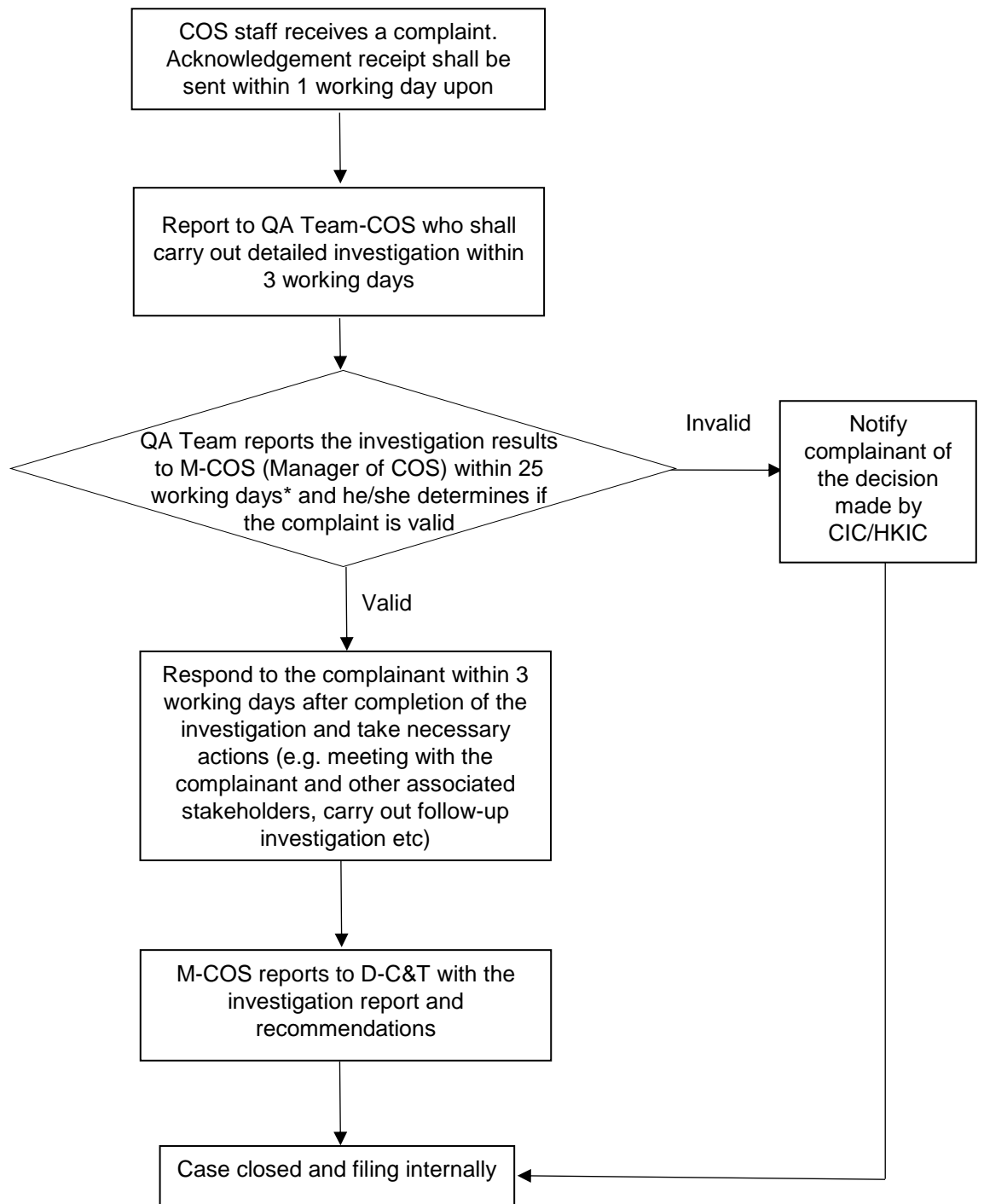
Handling Procedure
1. COS receives the application
2. A-COS register the application and O-COS check whether the documents are complete and accurate. The Main Contractor (E&M) shall submit the following documents to CIC/HKIC: (2.1) Application Form ; (2.2) Copy of Business Registration Certificate (if applicable) ; (2.3) Copy of employment contract of the proposed trainee (if applicable) ; (2.4) Copy of Intermediate Trade Test Certificate of the proposed trainee (if applicable) ; (2.5) Proof of working experience such as CV and Copy of Trade Test Certificate of the proposed trainer; (2.6) Contract of Construction Project which the training is provided to the proposed trainee; (2.7) Terms and Condition that shows Mandatory for joining Scheme ; (2.8) CV of training supervisor
3. Notify the Main Contractor (E&M) of any follow-up details The Main Contractor (E&M) is required to submit the supplementary documents within 23 calendar days after receiving the email notification from CIC/HKIC. Otherwise, the application package in its entirety shall be returned to the Main Contractor (E&M). The service pledge of completing the whole application process within 17 calendar days shall begin upon the resubmission of complete and accurate documents from the Main Contractor (E&M). In the event that the application is returned, the Main Contractor (E&M) must resubmit the full set of documents to CIC/HKIC for re-processing.
4. If the documents are complete and accurate, CIC/HKIC shall process the application.



Flow Chart of Monitoring Procedure

Annex 8





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

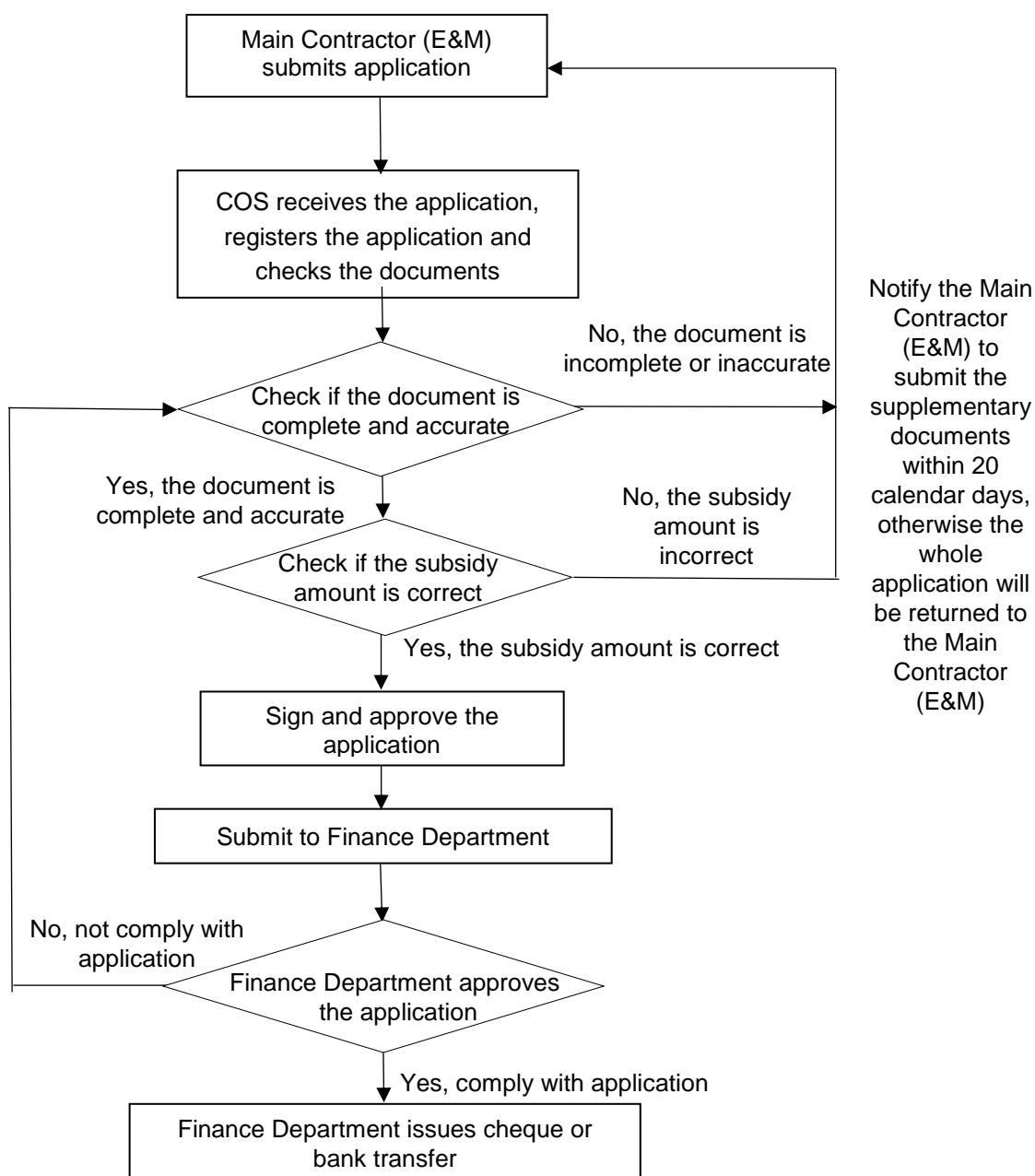
Trainers' subsidy calculation under CCTS-E&M (Monthly subsidy = average daily wage x25 days (based on the 25 days per month))

E & M Work Trade	Average Daily Wage (HK\$)	Training Duration (day)
Electrical Wireman	741.7	148
Fire Service Electrical Fitter	713.5	148
Fire Service Mechanical Fitter	713.5	148
Air Conditioning / Ventilation Mechanic	664.9	148
Lift Mechanic	583	149
Escalator Mechanic	583	149

The average daily wages is based on the “Average daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors” published by the Census and Statistics Department’s records as of 2012 & 2013 or as evaluated in accordance with market wage and CIC/HKIC instructor salary.

Procedure and Flowchart for Handling Subsidy Reimbursement Application Annex 11

Handling Procedure
1. COS receives the application.
2. A-COS register the application and O-COS check whether the application documents are complete and accurate; verify whether the subsidy amount is correct. The Main Contractor (E&M) shall submit the following documents to CIC/HKIC (Please refer to the following documents, 5 pages in total): (2.1) Application Breakdown on Payment of Subsidy and with Invoice from the Main Contractor; (2.2) Pay slip of trainee or trainee payment record; (2.3) Trainee's and trainer's attendance record; (2.4) Training log duly signed by both the trainer and trainee.
3. Notify the Main Contractor (E&M) of the application number and any follow-up details The Main Contractor (E&M) is required to submit the supplementary documents within 20 calendar days after receiving the email notification from CIC/HKIC. Otherwise, the whole application will be returned to the Main Contractor (E&M). The service pledge of completing the whole reimbursement process within 30 calendar days shall begin upon the resubmission of complete and accurate documents from the Main Contractor (E&M). In the event that the application is returned, the Main Contractor (E&M) must resubmit the full set of documents to CIC/HKIC for re-processing.
4. If the documents are complete and accurate, COS shall process the application and submit to Finance Department.
5. Finance Department approves the application, issues the cheque or bank transfer.



ABC Co. Ltd - CCTS - E&M
Application Breakdown (Electrical Wireman)
 津貼申請明細表 (電氣佈線工)
 1/1/2021 - 31/1/2021

Sample 樣本

Trainee's Record (學員記錄)

No. 編號	Name 姓名		Period 培訓期	Total No. of Training Day 總培訓日數	No. of Training Day 出席日數			Trainee's Subsidy 學員津貼	Remark(s) 備註
					2021				
					1/1 - 31/1				
1	Chan Tai Man	陳大文	150	23	23		每月 (Monthly) HK\$4250 (a) x HK\$4250/25 = (b)		
				** 上限150天 Max. 150 days			Total 總額	HK\$3,910.00	

Trainer's Record (導師記錄)

編號	Name 姓名		Total No. of Training Day 總出席日數	No. of Training Day 出席日數		
				2021		
				1/1 - 31/1		
	Cheung Siu Keung	張小強	150	23		
				** 上限 148天 Max. 148 days		

Trainer's Subsidy (導師津貼)

Trainer to trainee ratio = 1:4

導師與學員比例 1:4

Period 日期	Trainer ratio 導師比例 (a)	No. of trainee 學員人數 (b)	No. of Training Day 出席日數 (c)	Trainer's Subsidy (Daily) 導師津貼每日 HK\$741.7
1/1/2021 - 31/1/2021	0.25	1	23	HK\$741.7 X (b)/4 X (c) = (e)
Total 總額				HK\$4,264.78

** 上限148天 Max. 148 days

Supervision Allowance (監察費用)

Period 日期	Monthly Allowance 每月津貼 (a)	No. of trainee 學員人數 (b)	No. of Training Day 出席日數 (c)	Supervision Allowance 監察費用 (a) x (b)/40 x (c) /30 = (d)
1/1/2021 - 31/1/2021	HK\$21,500	1	23	412.08
Total 總額				HK\$412.08

** 上限150天 Max. 150 days

	Amount 金額
Trainee's Subsidy 學員津貼	3,910.00
Trainer's Subsidy 導師津貼	4,264.78
Supervision Allowance 監察費用	412.08
Total 總額	8,586.86

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
HK\$

Being subsidy for expenses for incurred in providing training of
Electrical Wireman in Jan 2021

\$8,586.86

(Say: Hong Kong Dollars Eight Thousand Five Hundred and Eighty-Six Dollars and
Eighty-Six Cents 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 (Electrical Wireman)
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:	\$16,000
MPF Deduction 強積金:	(\$800)
Received Amount 支付總數:	\$15,200

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

員工出席紀錄表

2021/01/01 to 2021/01/31

01月份

	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	總天數	員工簽署		
	中文	英文	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				
學員	陳大文	Chan Tai Man	日期 星期	H	V	H	V	V	V	V	O	H	V	V	V	V	V	V	H	V	V	V	V	V	H	H	V	V	V	V	V	V	H	23	Employer's Signature 員工簽署			
導師	冼小強	Cheung Siu Keung	工地培訓 開始日期	V	V	H	V	V	V	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	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

Chan Tai Man
CCTS - E&M
Logbook

日常習藝紀錄 TRAINING LOG		日常習藝紀錄 TRAINING LOG	
日期 Date	習藝及訓練詳情 Training Particulars	日期 Date	習藝及訓練詳情 Training Particulars
2/1 - 10/1	工地安全的重要性	11/1 - 17/1	線槽及配件的產品認識
	如何使用電氣安裝相關的工具、		固定電力裝置所採用的電線顏色代碼
	導管及配件的產品認識		閱讀圖則及各類導管
18/1 - 24/1	閱讀圖則及各類導管	25/1 - 31/1	鋼導管及塑膠導管的切割
	鋼導管及塑膠導管的切割		鋼導管及塑膠導管的攪牙(刻螺紋)、屈曲及安裝技巧
			按圖佈線
<p>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 syllabus during the on-site training period</p>			
工藝導師/講師評語 Instructor's/Lecturer's Comments : <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Trainee, Trainer, Employer Signature and Date 學員、導師、僱主簽署及簽署日期 </div>		工藝導師/講師評語 Instructor's/Lecturer's Comments : <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Trainee, Trainer, Employer Signature and Date 學員、導師、僱主簽署及簽署日期 </div>	
<small>學員簽名及日期 工藝導師簽名及日期 僱主簽名及日期 建造業議會簽名及日期</small> 5	<small>學員簽名及日期 工藝導師簽名及日期 僱主簽名及日期 建造業議會簽名及日期</small> 6		

Flowchart of Handling of Suspected Fraud Case

