

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 005/23 of Construction Industry Training Board (CITB) was held on 13 September 2023 (Wednesday) at 9:30 am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

Present:	Eddie LAM	(ELM)	Chairperson
	CHAN Lok-chai	(CLCn)	
	CHOW Luen-kiu	(LKC)	
	Conrad FUNG	(KKF)	
	HUANG Yongquan	(YQH)	
	LO LEE Oi-lin	(OLLL)	
	William LUK	(WmL)	
	Lawrence NG	(LN)	
	Staw WONG*	(SwW)	
	WONG Ping	(PWG)	
	Pamela LAM	(DS1)	
	NG Ho-wang	(VNg)	
In Attendance:	Susanne WONG	(PAS1)	Development Bureau
	Alfred CHAN*	(AdCn)	Development Bureau
	Keith CHU*	(KCu)	Development Bureau
	Ringo SHEA	(RSh)	Hong Kong Federation of Electrical and Mechanical Contractors
	Thomas HO	(TH)	Chairman, Construction Industry Council
	Charles HO	(CHLC)	Assistant Director – Training
	Rebecca CHOI	(RaC)	Assistant Director – Qualification & Quality Control
	William HO	(YHH)	Head of Certificate Training
	William THONG	(WTg)	Head of Diploma & Machinery Training
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Chris LAU*	(CsLu)	General Manager – Finance & Procurement
	Gary CHAN*	(GCn)	Deputy Principal – School of Professional Development in Construction
	Roy WONG	(RyW)	Manager – Career Support Services
	Priscilla TAM	(PTm)	Senior Manager – Student Affairs

**CIC/CTB/M/005/23**

	May LEUNG*	(MyL)	Assistant Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – Board Services & Administration Support
Apologies:	Bernard Vincent LIM	(BVL)	
	Daniel YAN	(DY)	

\* Members and attendees attended the meeting via video conference

**Minutes**

**Action**

**5.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of Paper CIC/CTB/M/004/23.

A Member proposed to amend the sentence in Paragraph 4.5 in the minutes from “The Member thus disagreed to the change of arrangement within a short time by.” into “HKCIRSTUF agreed with the decision of CIC, but hoped that CIC could set a grace period so that the training organisations could make corresponding arrangements in respect of student recruitment.”

Members confirmed the above revised minutes of the meeting No. 004/23 held on 5 July 2023.

**5.2 Matters Arising from the Previous Meeting**

Item 4.3 – Membership Composition of Sub-committee on Ethnic Minorities in Construction (EM Sub-committee)

The Secretariat had invited representatives from Bar-bending and Aluminium Formwork to join the EM Sub-committee. Members approved the addition of Mr TSANG Kin-shing from Hong Kong Bar-Bending Contractors Association and Mr LAM Ho-yin from Hong Kong Formwork Contractors Association as Members of the EM Sub-committee, with terms of office commencing from 13 September 2023 until 30 June 2025. The Chairperson also suggested considering to add representatives from other work trades.

Item 4.3 – Report and Recommendations of Sub-committee on Ethnic Minorities in Construction

YHH reported that the EM Sub-committee held two brainstorming sessions in July 2023 to discuss how to support employers in recruiting Ethnic Minorities (EM). The Hong Kong Institute of Construction (HKIC) adopted a multi-pronged approach in collaboration with associations, trade unions, employers and EM groups to drive employers recruiting EM and attract EM to join the industry. In addition, promotions had been stepped up, such as issuing programme leaflets in EM languages, organising job fairs, arranging sharing from Nepali workers, etc. The Collaboration Scheme Department worked with the

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Federation of Hong Kong & Kowloon Labour Unions (HKFLU). HKFLU would recruit those EM who could speak Cantonese but could not read and write Chinese characters to attend regular class, with notes in English provided to them. The waiting time for the English class would therefore be reduced. Meanwhile, HKIC arranged a ground investigation site visit for the Hong Kong Nepalese Federation. It also reached an agreement with Hong Kong Construction Association (HKCA) to encourage employers under HKCA to train EM Ground Investigation Workers through Collaborative Training Scheme. Besides, HKIC arranged representatives from the Hong Kong Nepalese Federation to visit training facilities in August 2023. Further visits would be arranged for the Pakistani and Indian groups to enable the EM groups to have a better understanding about the construction industry. The Chairperson asked the Management to set up a schedule for the above actions and submit a paper.

YHH

CIC Chairman enquired about the waiting time for trade tests among Collaborative Training Scheme graduates. IK responded that 98% of the trade tests fulfilled the service pledge. The waiting time for 3 trades exceeded the 60-day service pledge, namely Bricklayer (semi-skilled trade test), Plumber (semi-skilled trade test) and Painter (semi-skilled trade test). Hong Kong Construction Industry Trade Testing Centre (HKCITTC) would adopt a multi-pronged approach. Part of the land at the community isolation facilities in San Tin was being planned for temporary trade tests to meet the rising demand. Waiting time for the above 3 trade tests was expected to fulfill the service pledge by November 2023.

Item 4.4 – Review on the Subsidy for Administration Fee of Intermediate Tradesman Collaborative Training Scheme

The Management was formulating a mechanism and consulting the industry, and would submit a proposal to CITB for discussion and approval upon completion. The Chairperson asked the Management to submit papers on the above mechanism and enhancement on the payment arrangements of bonus for Skill Enhancement Courses (General Workers to Intermediate Tradesman) to CITB for approval by circulation in mid-October 2023. The Chairperson stated that a grace period should be offered for the payment arrangements of bonus. The Executive Director enquired about how long it took the trade unions to recruit students prior to course commencement. A Member

RaC

representing Hong Kong Construction Industry Registered Special Trade Union Federation (HKCIRSTUF) responded that it took two months. The Executive Director suggested setting a grace period of two months.

The Executive Director stated that given a large amount of CIC resources were allocated to the Collaborative Training Scheme, it was hoped that the training would focus on work trades with an acute manpower shortage to ensure the efficient use of resources. CIC had also engaged a consultant to review the mechanism of Collaborative Training Scheme with an expected completion in November 2023. A report would be submitted to CITB for discussion later.

RaC mentioned that although the new payment arrangements of bonus for Collaboration Scheme had yet to be implemented, HKIC had measures to monitor whether the Collaboration Scheme graduates were still working in the construction industry and the relevant work trade after three months upon graduation. A Member suggested including telephone interviews in the future in order to collect the information of the construction sites to which the graduates belonged.

CIC Chairman hoped that the trade unions would expedite and strengthen the training for work trades with an acute manpower shortage. Representatives of the Development Bureau (DEVB) understood that most of the trainings offered by HKIC and Collaboration Scheme belonged to those 29 work trades with an acute manpower shortage. She agreed to boost training efforts, in particular, for work trades with an acute manpower shortage, such as False Ceiling Installer and Paving Block Layer. In consideration of the rapidly changing market demand and the Manpower Forecast issued by CIC annually, the training for the work trades should be kept up with market demand and changes.

### **5.3 Proposed 3-Year Plan from 2023/24 to 2025/26 and Training Places for 2023/24 (for approval)**

Members took note of Paper CIC/CTB/P/047/23. RaC briefly introduced that the future programme plan for HKIC mainly focused on following trainings: training for frontline tradesmen (new entrants), training for frontline tradesmen (skill enhancement), training for the frontline management (new entrants), professionals and the frontline management

(continuing professional development), safety training and training of new technologies in the construction industry. HKIC had also taken different factors into consideration while working out the training places for 2023/24, including estimation of manpower demand in the construction industry, arrangement on HKIC facilities and class size, recruitment and management of teaching staff, government subsidy, etc.

A Member suggested considering to offer more safety related continuing professional development programmes for practitioners in the future.

After deliberation, Members approved the training places for full-time and part-time courses to be 6,148 and 67,879 respectively. The total number of training places for the workers (i.e. semi-skilled workers and skilled workers) for 2023/24 would be 15,700, including 6,500 for HKIC training, 620 for Construction Industry Council Approved Technical Talents Training Programme (CIC Apprenticeship Scheme), 6,880 for Collaborative Training Schemes, 1,200 additional places for Collaborative Training Scheme to tie in with the Labour Importation Scheme for the Construction Sector which had just been launched in July 2023, and 500 places under the Multi-skills Training Programme.

#### **5.4 Training Place Allocation Mechanism for Collaborative Training Scheme (Skills Enhancement Courses) and Proposed Training Place Allocation for the 2023/24 Academic Year (for approval)**

Members took note of Paper CIC/CTB/P/048/23.

The Executive Director stated that the original 3,000 reserved training places for the Collaborative Training Scheme for the 2023/24 academic year had been allocated to existing training organisations. There was no room for adding new training organisations. DEVB representative expressed gratitude to CIC, trade unions and associations for the substantial increase in the number of training places in those two years. She pointed out that the Government had allocated HK\$1 billion to support manpower training, which included the increase of the training places and the amount of allowance. The majority of the fund would go to the Enhanced Construction Manpower Training Scheme to attract new entrants to the construction industry. DEVB understood that

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it was challenging to rely on HKIC to recruit new entrants solely. If there were other ways to attract new entrants to the industry, DEVB would be happy to explore the feasibility of flexibly allocating the above-mentioned resources to other training schemes under HKIC. In addition, DEVB agreed that a pre-set total for training places under the Collaborative Training Scheme and allocation of training places to different work trades helped training organisations to make early planning and preparation. As for the training place allocation set out in Annex C of the Paper, the Management could further discuss with training organisations according to the annual Construction Manpower Forecast released by CIC and the actual market condition.

CIC Chairman hoped that the collaborative organisations would enhance training efforts for popular work trades (such as False Ceiling Installer and Window Frame Installer). The Management said that the number of training places was initially calculated based on the Manpower Forecast. Minor fine-tuning or allocation could be allowed and would be reported to the Sub-committee.

The Chairperson pointed out that training places for skilled workers were relatively few, which had to be increased in the future. CIC Chairman mentioned the aging problem of skilled workers, with 60% of them over age 50. HKIC and the industry had to make an effort to upgrade those semi-skilled workers under age 35 into skilled workers. Training organisations under the Collaboration Scheme had to ensure that their training facilities could meet the requirement and provide quality training as well as increase training for the work trades with an acute manpower shortage. The Chairperson also asked the industry to leverage technology to alleviate the manpower shortage problem.

A Member mentioned that semi-skilled workers lacked motivations to upgrade themselves into skilled workers, more incentives were needed, e.g. the Government could request private works to recruit a certain percentage of skilled workers. He pointed out that the Bar-Bending sector shared the opinion that technology helped reducing accidents and manpower demand. However, there were insufficient venues for installing machines to cut and bend bars. The Chairperson responded that a letter had been sent to the Government, proposing to make it compulsory for private works to recruit a certain amount of skilled workers. CIC Chairman suggested that the Member to discuss the problem of insufficient venue with DEVB.

CIC Chairman indicated that safety awareness had to be enhanced among frontline site management staff and workers for all programmes. A Member stated that HKIC programmes emphasized the importance of enhancing safety awareness among students, and sharing sessions could be conducted for other safety training organisations if there was a need and resources allowed. The Chairperson responded that HKIC had an undeniable responsibility to enhance the safety awareness among students, while fostering a safety culture involved different levels. DEVB representative knew that the Labour Department planned to issue a Revised Guidance Notes for the Mandatory Safety Training Course in October 2023. All safety programme providers would be required to follow the Guidance Notes in the provision of training.

After deliberation, Members approved the training place allocation mechanism for Collaborative Training Scheme (Skills Enhancement Courses) for the 2023/24 Academic Year, and Proposed Training Place Allocation for the 2023/24 Academic Year.

**5.5 Application for Supplementary Provisions for Year 2023 and Detailed Business Plan and Financial Budget of Construction Industry Training Board for Year 2024 (for approval)**

Members took note of Paper CIC/CTB/P/049/23. CHLC briefed Members on the application for supplementary provisions for HKIC and HKCITTC for year 2023 and business plan for 2024, the corresponding key performance indicators and financial budget for year 2024.

Members endorsed application for supplementary provisions for year 2023 and detailed business plan and financial budget of CITB for year 2024.

**5.6 Proposed Enhancement on the Approval Mechanism for New Collaborative Training Organisations and New Training Venues (for approval)**

Members took note of Paper CIC/CTB/P/050/23.

In response to a Member's enquiry on the concern of management of training organisations (including contract and



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renewal), RaC said there was established mechanism to assess the performance of existing training organisations, which were required to submit all the documents stated in Annex C of Paper CIC/CTB/P/050/23 for their training grounds. The Management would continue to follow up the work as mentioned in the Paper and explore whether contracts should be signed to identify the roles and responsibilities between HKIC and the training organisations, consideration and arrangement for contractual period and contract renewal. Relevant consultation would be made with the training organisations during the period. DEVB representative pointed out that although the existing training organisations were not required to go through the application and assessment process again, they should sign and return the Person-in-Charge Declaration section in the application form as soon as possible. RaC responded that they would ask the existing training organisations to sign and return the Declaration as soon as possible.

RaC

After deliberation, Members approved the proposed enhancement on the approval mechanism for new collaborative training organisations and new training grounds. The new mechanism would be effective from 15 September 2023.

**5.7 Proposed Membership Structure of Trade Advisory Panels (TAPs) for 2024-2025 (for approval)**

Members took note of Paper CIC/CTB/P/051/23 and approved the following changes:

- (a) Trade Advisory Panel on Construction would be renamed as Advisory Panel on Construction Supervisor
- (b) Trade Advisory Panel on Quantity Surveying would be renamed as Advisory Panel on Quantity;
- (c) Trade Advisory Panel on Joinery would be renamed as Trade Advisory Panel on Joinery & Ceiling, with the addition of representatives from relevant ceiling organisations and employers; and
- (d) In view of the importance of youth development nowadays, the Management would invite appropriate young people to join TAPs, either selecting among the award winners of Construction Industry Outstanding Young Person Award, the Hong Kong Institute of Construction Outstanding Alumni Award and

Construction Industry Outstanding Apprentice Award,  
or as referred by CIC Youth Affairs Committee.

A Member representing the Registered Specialist Trade Contractors Federation (RSTCF) stated that Members of RSTCF were all Registered Specialist Trade Contractors. He suggested CITB to consider inviting RSTCF to join the TAPs on relevant work trades. PTm responded that representatives from RSTCF could be included under the category of “Persons that CITB Thinks Fit” of relevant TAPs.

Members approved the proposed membership structure of TAPs for 2024-2025. The terms of office for the new members of TAPs would be from 1 January 2024 to 31 December 2025 and their tenure should not exceed 4 consecutive years.

**5.8 Manpower Report of Registered Workers (for information)**

Members took note of Paper CIC/CTB/P/052/23, and noted the manpower summary of Registered Workers as at July 2023.

**5.9 ★Summary Report of the 3rd Meeting of Hong Kong Institute of Construction Management Board for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/053/23\* with no further comments.

**5.10 ★Summary Report of the 3rd Meeting of Sub-committee on Trade Testing for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/054/23\* with no further comments.

**5.11 ★Summary Report of the 3rd Meeting of Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/055/23\* with no further comments.

**5.12 ★Summary Report of the 3rd Meeting of Sub-committee on Ethnic Minorities in Construction for 2023 (for information)**

Members took note of Paper \*CIC/CTB/P/056/23\* with no further comments.

**5.13 ★Training Figures of Hong Kong Institute of Construction (for information)**

Members took note of Paper \*CIC/CTB/P/057/23\* with no further comments.

**5.14 ★Table on Estimated Waiting Time for Full-time Short Courses with Proposed Actions for Enhancement (for information)**

Members took note of Paper \*CIC/CTB/P/058/23\* with no further comments.

**5.15 ★Statistical Data and Progress Report for Construction Industry Council Approved Technical Talents Training Programmes (for information)**

Members took note of Paper \*CIC/CTB/P/059/23\* with no further comments.

**5.16 ★Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme (for information)**

Members took note of Paper \*CIC/CTB/P/060/23\* with no further comments.

**5.17 ★Table on Waiting Time and Data for Trade Tests (for information)**

Members took note of Paper \*CIC/CTB/P/061/23\* with no further comments.

**5.18 ★Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests (for information)**

Members took note of Paper \*CIC/CTB/P/062/23\* with no further comments.

**5.19 Any Other Business**

Progress Report on Key Performance Indicators (KPI)

**Action**

CHLC reported to Members on the KPI progress of HKIC and Trade Testing.

DEVB representative pointed out that the facilities of Centre for Future Construction (exact name to be confirmed) should be training-oriented and should not duplicate that of other institutions and organisations. Furthermore, in view of the rising demand for trade test, HKCITTC had to report the status on the waiting time of trade tests to CITB every time.

**IK**

**5.20 Tentative Date of Next Meeting No. 006/23**

The next meeting was scheduled for 8 November 2023 (Wednesday) at 9:30am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Kowloon.

**CITB Secretariat  
September 2023**