

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 004/14 of the Construction Industry Training Board (CITB) was held on Tuesday, 20 May 2014 at 2:30 p.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present :	Ir PANG Yat-bond, Derrick	Chairman
	Mr LAM Ping-hong, Robert	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr NG Kwok-kwan	Member
	Ir SYNN Raymond-cheung	Member
	Prof TAM Chi-ming	Member
	Mr TSE Chun-yuen	Member
	Mr LAM Kai-chung	Member
	Mr LI Chi-leung	Member
In Attendance:	Mr HO Wai-wah	Member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme
	Mr TANG Kai-yan	AS (Works Policies) 10, DEVB
	Mr WONG Doon-ye, Charles	Director - Training & Development, CIC
	Ir LEUNG Wai-hung, Alex	Deputy Director - Training & Development, CIC
	Mr WONG Chi-lap	Senior Manager - Construction Trade Testing, CIC
	Mr CHU Yin-lin	Senior Manager - Construction Training, CIC
	Mr CHEUNG Yuk-lung	Senior Manager - Development & Support Services, CIC
	Dr Thomas TONG	Chief Research Consultant, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC
	Mr Chris WONG	Graduate Trainee, CIC
Apologies :	Ir HO Ngai-leung, Albert	Member

Ms HUNG Yee-man	Member
Sr LAI Yuk-fai, Stephen	Member
Mr MAK Tak-ching	Member
Mr SZE Kyran	Member
Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing

## **Progress Report**

### **Action**

#### **4.1 Welcome**

Chairman welcomed Mr HO Wai-wah and Mr FU chin-shing (who was engaged elsewhere today in other business) for attending CITB's meetings in the capacity of being a member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme and a member of Task Force on Trade Testing respectively. They both possessed solid industry experience. Mr Ho was familiar with the conditions and related requirements for various construction projects while Mr Fu participated in the work of CWRB. Thus, their participation would be beneficial to the discussion of CITB.

#### **4.2 Confirmation of Progress Report of the last meeting**

Members took note of Paper CIC/CTB/R/003/14 and confirmed the Progress Report of the 3<sup>rd</sup> meeting held on 15 April 2014.

#### **4.3 Matters arising from the last meeting**

##### **4.3.1 Agenda item 3.2.4—Proposal to revise application mechanism of Plumbing–Contractor Cooperative Training Scheme**

Members noted that requirements for the tiers of sub-contracting would be included in the framework document of Plumbing-Contractor Cooperative Training Scheme.

##### **4.3.2 Agenda item 3.2.5—Proposal of revised enhancement measures for the framework document for**

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Sub-contractor Cooperative Training Scheme

Members noted that the first meeting of Task Force on Sub-contractor Cooperative Training, E&M Training and Subsidy Scheme was held on 15 May 2014 and it had started following up related issues. Summary report of the Task Force would be submitted under agenda item 4.8.

4.3.3 Agenda items 3.2.2 and 3.3.3—Verbal report by Task Force on Training

Members noted that the first meeting of the captioned Task Force would be held on 28 May 2014. Since Ir HO Ngai-leung, who had agreed to be the chairman of the Task Force, needed more time to rest due to his illness, CITB Chairman was requested to appoint another Member to chair the Task Force. Mr LOK Kwei-sang agreed to serve as the chairman of Task Force on Training and its sub-group “Independent Review Working Group”. Furthermore, the Task Force would review the quantity and quality of training as well as the enhancement measures before following up the topic of training semi-skilled workers to become skilled workers.

4.3.4 Agenda item 3.4.2—Verbal report by Task Force on Trade Testing

Members noted that the above Task Force would report the waiting time and the number of candidates lining up for trade tests under agenda item 4.6.

4.3.5 Agenda item 3.7.7 and 3.7.9—Extending the scope of cooperative training for Subcontractor Cooperative Training Scheme and respective trades of target training places in 2014

The management held a discussion with the related union on 19 May 2014 to explore the scope of collaboration. Initially, it would refer to the mode of Subcontractor Cooperative Training Scheme to develop other cooperative training schemes under the existing framework to collaborate with labour

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unions or other suitable organizations / industry stakeholders. It would continue to explore along this line and report to CITB in due course. For re-organizing the trade information of the two tables in the Paper, the Secretariat had circulated the updated table on trades for training to all Members on 28 April 2014.

- 4.3.6 Agenda item 3.8.2—Report on evaluation of productivity of CIC graduates

Members noted that Task Force on Sub-contractor Cooperative Training, E&M Training and Subsidy Scheme would refer to the data in the captioned report when reviewing the outcome of the scheme. Moreover, the management would include graduates from Contractor Cooperative Training Scheme in the next evaluation. Such evaluation would be conducted once a year.

- 4.3.7 Agenda item 3.9.3—Survey on employers' satisfaction towards the work performance of trainees

Members noted that Trainees Career Support Department would communicate with the employers and send the questionnaire to the direct supervisors of the graduates to fill in and sign for verification in future.

- 4.3.8 Agenda item 3.10.1—Review on the use of venues

Members noted that CIC had hired a consultant to review the overall usage of CIC premises and set out the future directions. Upon completion of the report, the management would report to CITB in due course.

- 4.3.9 Agenda item 3.10.2—Continuous professional development of instructors

Task Force on Training would follow up the captioned item.

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**4.4 Amendments to names and terms of reference of Task Forces, membership of Task Force on Training and its working groups ( for discussion )**

4.4.1 Members took note of Paper CIC/CTB/P/125/14 and noted the revisions proposed and related background given in the Paper.

4.4.2 After consideration, Members confirmed the following revisions:

- i) since there was rearrangement of the function to follow up On-the-job Training Subsidy Scheme, the names of two related task forces were revised as “Task Force on Contractor Cooperative Training and Apprenticeship Scheme” and “Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme” , and accordingly their respective terms of reference;
- ii) with the change of chairman for Task Force on Training, membership lists of the Task Force and its “Independent Review Working Group” were revised; and
- iii) terms of reference of the working groups under Task Force on Training were revised due to the redeployment of direct subordination of working groups and Course Advisory Panels.

Members accepted the English and Chinese organizational charts of “Proposal on restructuring sub-committees under CITB” as tabled.

**4.5 Verbal report by Task Force on Training**

4.5.1 Mr LOK Kwei-sang, chairman of Task Force on Training, relayed the views of Independent Review Working Group which visited CIC training centres earlier that the power supply of 220V being used at the workshops should closely follow the specification of 110V currently adopted by

**Senior  
Manager-  
Construction  
Training**

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construction sites. It was also opined that applicants for courses with longer waiting time could be sent to take safety related topics first to avoid the loss of those applicants during the time of waiting. The management were requested to draft a proposal for consideration by the Task Force.

4.5.2 CITB Chairman raised the following points for the discussion of the Task Force:

- i) to review the waiting time and the reasons for all courses and consider appropriate improvement measures; **Task Force on Training Senior Manager -Construction Training**
- ii) to consider the comments from graduates and instructors of different courses to examine the respective course quality; **Task Force on Training Senior Manager -Construction Training**
- iii) to follow up the implications of re-organization or splitting of skills due to the change from “trade” to “skill” as the regulatory basis in Schedule 1 under amendments to CWRO on CIC training courses and the possible adjustments to be made to cater for the requirements. Moreover, amendments to CWRO would also affect the trade tests offered by CIC, so Task Force on Trade Testing had to follow up on this issue. **Task Force on Trade Testing Senior Manager -Construction Training**

4.5.3 For the “Table on estimated waiting time for full-time adult short courses in construction industry” as tabled, Chairman pointed out that two courses on Site Surveying (ZIS) and Surveying and Setting Out (ZVS) under Enhanced Construction Manpower Training Scheme (ECMTS) already offered 640 places in total in 2014 but there were still 450 applicants waiting for admission. The management had to follow up closely on ways of shortening the waiting queue. **Senior Manager-Construction Training**

4.5.4 A Member representing the union expressed that a worker raised to the union recently he could not take the course on Bulldozer and Loader Operation (BLC). According to the Table, the course only offered 5 training places per year and the class

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commencement date for the last batch of applicants on waiting was in April 2016. The management stated that training for the trade of excavator operation was the main focus in the past few years due to the large number of applicants on waiting and an increase in demand in the market. Now, the waiting situation improved greatly and manpower would be deployed to run extra classes of BLC in September this year and four classes were expected to be offered in 2015. However, Member representing the union opined that the number of operators of bulldozer and loader could not meet the demand of the industry. Chairman requested the Task Force to follow up the view and stated that it could discuss with the Labour Department on how to train manpower on sites with contractors if the issue involved was due to the limitation of spatial resources.

**Task Force on  
Training  
Senior  
Manager-  
Construction  
Training**

**4.6 Summary report of the first meeting of Task Force on Trade Testing in 2014 (for information)**

- 4.6.1 Members took note of Paper CIC/CTB/P/118/14 and noted the summary report of the first meeting of the captioned Task Force held on 16 April 2014 as well as the table on estimated number of applicants for trade testing (latest version) as tabled.
- 4.6.2 Mr NG Kwok-kwan, chairman of Task Force on Trade Testing, reported that the Task Force had identified a few trades of which the waiting time for trade testing exceeded two months and suggested a number of short-term, mid-term and long-term measures targeted at alleviating the demands for trade tests. Details would be looked into under agenda item 4.11. The Task Force Chairman continued that there was 60 staff at present at the Trade Testing Centre to handle 12,000 tests for civil and construction trades every year. Following the amendments of CWRO, the number of workers applying for trade tests was expected to rise further. CIC would face greater challenge in conducting trade tests, so the Task Force would focus on the discussion of related matters.

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- 4.6.3 Deputy Director supplemented that a letter from Site Investigation Contractors Committee of the Hong Kong Construction Association was received requesting the Trade Testing Centre to cancel the requirement of re-validation for renewing the certificate of Ground Investigation Operator. It also pointed out that such requirement was laid down by the Association years ago with reference to the British Standards, which made the Ground Investigation Operator the only trade that required a test re-validation every five years. Yet, the passing rate of re-validation in these years almost reached 100% and existing trade-tested workers were all experienced. Thus, the Association proposed cancelling the requirement for re-validation to align with other civil and construction trades for skilled workers, which did not require re-validation test.
- 4.6.4 Members accepted the summary report of the first meeting of the captioned Task Force in 2014 and approved cancelling the requirement of re-validation for renewal of certificate of Ground Investigation Operator.
- Senior  
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Construction  
Trade Testing**
- 4.7 Summary report of the first meeting of Task Force on Contractor Cooperative Training, Apprenticeship Scheme and On-the-job Training in 2014 ( for information )**
- 4.7.1 Members took note of Paper CIC/CTB/P/119/14 and noted the summary of the discussion of the first meeting of the captioned Task Force held on 8 May 2014. A Task Force member expressed concern about contractors, who did not start training after obtaining approval for their mandatory cooperative training places. Although the delay was partly due to the postponement of construction work, it would lead to the commencement of training in a rather short time later, which might put pressure on CIC. At the request of the Task Force, DEVB had provided for reference details of the requirement of public works contracts, which required contractors to participate in the Mandatory Contractor Cooperative Training Scheme, to explore how to enhance the intention of contractors to commence training in a
- Senior  
Manager-  
Development  
& Support**



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timely manner. In addition, CIC would also explore the arrangement for CIC to withdraw the training places approved but not used by contractors within the time specified, and to add the clauses into relevant application documents. As some contractors participated in cooperative training scheme to increase the chance of getting a public contract rather than obtaining the training subsidy, the Task Force would follow up along this direction on how to enhance participation in the scheme.

- 4.7.2 Ir SYNN Raymond-cheung, chairman of the Task Force, added that there were quite a number of approved training places not yet used. There was a need to review and propose specific measures to address the backlog of approved but unused training places to ensure a better utilization of resources. As the public works contracts which required contractors to join cooperative training scheme did not specify the trades for training, contractors might shift their training focus to a few trades. The Task Force thus hoped that the allocation of training places could cover more trades.
- 4.7.3 Member representing DEVB stated that flexibility should also be built in while adding a clause of mandatorily requiring the contractors to join the cooperative training scheme in public works contracts. For the proposal of reducing flexibility, DEVB welcomed possible measures raised by the industry but a balance should be struck between the carrying out of construction work and the training of the required manpower and it must be beneficial to all parties involved.
- 4.7.4 A member of the Task Force attending the meeting suggested dividing the industry by three basic project works i.e. structural, E&M and finishing and assigning a reasonable percentage of training places according to the manpower demands. Chairman proposed that contractors, who expressed interest for the tender of a project, should be informed of the number of trainees in specified trades to be trained during the relatively unoccupied stage of the project at the time of inviting tender. The contractor could

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then take into account the requirement in preparing the tender submission and plan well ahead with sub-contractors. This arrangement would also allow relevant departments of CIC to liaise timely with contractors / sub-contractors. Member representing DEVB stated that comments from industry representatives were welcome and they would work with the CIC management to study their feasibility and make the apt deliberation.

- 4.7.5 Chairman of the Task Force also pointed out that mandatory Contractor Cooperative Training Scheme was effective in increasing the training output. However, it was hoped that contractors would not provide training just for a few trades. For voluntary Contractor Cooperative Training Scheme, the inclination of contractors to join the training scheme was affected by matters like construction period, instructing manpower and productivity of trainees.
- 4.7.6 Chairman requested the Task Force to follow up on how to further promote and enhance mandatory Contractor Cooperative Training Scheme to increase the output of cooperative training and to explore how to avoid shifting training focus to just a few trades. Chairman also advised the Task Force to discuss with DEVB, Housing Department, MTRC and other related stakeholders on how to enhance the interest of contractors to join the Contractor Cooperative Training Scheme.
- 4.7.7 Members accepted the summary report of the first meeting of the captioned Task Force in 2014.
- 4.8 Summary report of the first meeting of Task Force on Sub-contractor Cooperative Training, E&M Training and Subsidy Scheme in 2014 (for information)**
- 4.8.1 Members took note of Paper CIC/CTB/P/126/14 as tabled. Members also noted the summary of discussions of the first meeting of the captioned Task Force held on 15 May 2014, which included an introduction of five training/subsidy schemes and their respective progress/ outcome reports as well as an initial study of development for various schemes.

**Task Force on Contractor Cooperative Training and Apprenticeship Scheme Senior Manager-Development & Support**

**Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and**

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It was noted that training cost for Subcontractor Cooperative Training Scheme was higher than other cooperative training schemes whereas the drop-out rate of trainees was as high as 40%. Therefore, the Task Force would soon set up a review cycle for each trade to improve the drop-out rate of trainees in individual trades and wastage of resources. In the long run, adjustments in policy would be considered but it should be explored and agreed with Task Force on Contractor Cooperative Training and Apprenticeship Scheme.

**Subsidy Scheme  
Task Force on  
Contractor  
Cooperative  
Training and  
Apprenticeship  
Scheme  
Senior  
Manager-  
Development  
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- 4.8.2 Members noted that trainees enrolled in DVE Programme at VTC at present were normally Secondary Three graduates. In the first year of study, trainees applied for joining the DVE Programme Subsidy Scheme (craftman level) (as noted by the management trainees also qualified to participate in the proposed VTC pilot scheme to integrate vocational education and employment) (“the pilot scheme”). Upon completing the first year study and being employed in construction-related E&M industry with the signing of a three-year apprenticeship contract, trainees could not only receive a monthly salary of at least \$8,000 from employers as pledged, but also an extra monthly allowance of \$2,000 on average from the Government (Education Bureau) (allowance for the first year of apprenticeship training would be \$1,500, \$2,000 for the second year and \$2,500 for the third year). During the three years of apprenticeship training, employers had to allow trainees to go back to VTC for completing part-time day-release training courses on specified dates. For the arrangement of giving extra monthly allowance to each trainee by the Government if an employer under the current pilot scheme needed to employ a trainee, who had completed the first year of the course and was receiving apprenticeship training, with at least \$8,000 per month, some members opined that it would mislead others to think the allowance was for employers to hire “cheap labour”. Members held different views towards whether the monthly salary of \$8,000 together with the allowance from the Government would be a reasonable amount. Some

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considered it acceptable while some considered it not of much help to retain manpower in the industry. Task Force opined that the salary (excluding the extra allowance provided by the government) should be adjusted upwards to a reasonable level within a specified period. Chairman also remarked that the Task Force should follow up whether the monthly salary of \$8,000 was reasonable and attractive or not as the construction industry was now flourishing with great manpower demand. The management would request related information from VTC for consideration by the Task Force.

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Development  
& Support**

- 4.8.3 Furthermore, Members noted that On-the-job Training Subsidy Scheme, Contractor Cooperative Training Scheme for E&M Trades and Plumbing-Contractor Cooperative Training Scheme all faced the problem of low participation of sub-contractors. The Task Force also put forward three proposals for promoting cooperative training schemes and discussed the opening up of cooperative training schemes to non-members of trade associations in order to enhance the participation rate.

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Development  
& Support**

- 4.8.4 Members accepted the summary report of the first meeting of the captioned Task Force in 2014.

**4.9 Summary report of the first meeting of Steering Group on Implementation of CWRO Amendments in 2014 (for information)**

- 4.9.1 Members took note of Paper CIC/CTB/P/120/14 and noted the summary report of the first meeting of the captioned Steering Group held on 25 March 2014.

- 4.9.2 Chairman stated that the most important thing now was to review the trade testing and training courses and to draw up the required action list and related timetable to accommodate the amendments of CWRO and the implementation of the second phase of Prohibition. The second meeting of the Steering Group would be held in early June 2014 to follow up the above matters.

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Construction  
Trade Testing**

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**4.10 Report on tendering for excavator simulator (for discussion)**

4.10.1 Members took note of Paper CIC/CTB/P/121/14 and noted that CIC adopted an open and selective tendering approach for the procurement of excavator simulators. Three tenders were received in total. After assessing both the technical aspect and price aspect, the overall mark of The China Engineers, Ltd was the highest. The assessment panel recommended accepting this tender with the tender price as \$3,050,000, which would supply 6 simulators for the purpose of training and one simulator specifically tailored for the use of instructor. The said tender price was within the approved budget.

4.10.2 As regards the purchase of an additional motion platform for the use of excavator simulators as proposed by the successful bidder, Chairman opined that such equipment was not included in the tender and would involve considerable amount of repair and maintenance fees, so it should not be considered. In addition, Members also noted that it was stipulated in the tender document that the supplier with the awarded contract must help lobby Labour Department to agree to let CIC use excavator simulators as teaching aids. The contract would be divided into three stages. If approval from Labour Department could not be obtained within the specified timeframe after the first stage, the supplier could only receive 50% of the first stage payment, i.e. 2.5% of the total contract sum, \$76,250, and the contract would be terminated without any compensation.

4.10.3 Members agreed to accept the tender proposal submitted by The China Engineers, Ltd at a contract sum of \$3,050,000.

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**4.11 Proposed short-term measures to shorten the existing waiting time for trade testing (for discussion)**

4.11.1 Members took note of Paper CIC/CTB/P/122/14 and noted that CIC Trade Testing Centre had implemented a series of measures, including

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enhancement of manpower deployment procedures and scheduling and the like. Testing capability was thus increased significantly. Yet, it still could not offset the increasing number of applications. The alleviating measures of CIC would cover short-term, mid-term and long-term ones. In the long term, it would explore if the assessment procedures could be simplified; in the mid-term, it would explore the feasibility of outsourcing some of the tests to tertiary educational institutions; in the short-term, it would first employ extra manpower for trade testing on time-limited contract for 4 trades having a longer waiting time. The total estimated cost was \$2.70 million for one year.

- 4.11.2 Members approved employing 4 instructors (inviolators) and 4 general workers by time-limited contracts for trades of general welder, carpenter, metal scaffolder and concreter (intermediate trade test). The proposal would be submitted to Committee on Administration and Finance for approval.

**4.12 Proposal of subsidizing Diploma in Vocational Education Programme – Technician Course offered by VTC (for discussion)**

- 4.12.1 Members took note of Paper CIC/CTB/P/123/14. It was also noted that the background of the captioned proposal was similar to the scheme to subsidize the first year students (craft certificate level) of the “DVE Programme (for Secondary 3 students)” as approved by CIC last year. Both were due to a gradual decline in applications and the high drop-out rate. Thus, CIC proposed to provide subsidy to attract and retain trainees for the “DVE Programme (for Secondary 6 students)” (technician level). Half of the subsidy, i.e. \$15,400, would be given to trainees in a lump-sum after they had completed the one-year full-time programme and being employed in construction-related E&M or civil structural engineering sectors with the signing of apprenticeship contracts; the remaining half would be issued in a lump-sum to trainees after they had completed the first half year of apprenticeship training. The number of subsidized training places

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was estimated to be 400 and the drop-out rate to be 15%. The related budget estimates would be around \$10,472,000. To balance the overall training expenses, CIC would allocate half of the 500 training places (the training expenses would be about \$12,532,000) originally approved for Contractor Cooperative Training Scheme (E&M) in 2015 to subsidize trainees of the above programme. Thus, CIC did not need to allocate additional expenses for the launch of this subsidy scheme.

4.12.2 Chairman considered it worthwhile implementing this subsidy scheme but it should be reviewed in the long-term whether the monthly salary offered by the employers of E&M works to trainees receiving apprenticeship training was reasonable. It was also hoped that the industry could gradually adjust the salary.

4.12.3 Members approved subsidizing four courses of DVE Programme (for Secondary 6 students) (technician level) of VTC, namely, Mechanical Engineering, Building Services Engineering, Electrical Engineering and Construction Engineering for one year and the mode of giving out the subsidy. Chairman added that CIC would review the outcome of this subsidy scheme after its implementation for a year.

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Manager –  
Development  
& Support**

**4.13 Summary report of the third meeting of Working Group on Standardization of Labour Return of Construction Sites in 2013 (for information)**

4.13.1 Members took note of Paper CIC/CTB/P/124/14 and noted the summary report of the third meeting of the captioned Working Group held on 16 December 2013. Major items covered included the Working Group apart from contacting the Hong Kong Federation of Electrical and Mechanical Contractors Ltd for getting information on the proportion of new building projects to repair/maintenance projects, it would also approach labour unions as suggested by members to obtain more data on projects of repair, maintenance, alterations and additions. For the linkage between trades listed in Labour Return

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GF527 and the proposed trade divisions as given in the CWRO amendments, the Working Group, DEVB and Census and Statistics Department had in principle agreed on the direction which would be followed up on by the Working Group

- 4.13.2 Members also noted that the second update of the forecast data by CICMF Model was completed. The forecast used the latest projection data of construction output by Special Group on Construction Output as the basis of estimation but such data was subject to the confirmation by CIC. Thus, the result of second update might have to be deferred to the third quarter of 2014 for public announcement.

**4.14 Any Other Business**

There being no other business, the meeting was adjourned at 4:10 p.m.

**4.15 Tentative date of next meeting 005/14**

The next meeting was scheduled for 17 June 2014 (Tuesday) at 9:30 a.m. at Meeting Room 1, Construction Industry Council Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

**CIC Secretariat  
May 2014**