

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 006/13 of the Construction Industry Training Board (CITB) was held on Tuesday, 10 December 2013 at 1:30 p.m. at Construction Industry Resource Centre at G/F, CIC Kowloon Bay Training Centre, 44 Tai Yip Street, Kowloon Bay, Kowloon, Hong Kong.

|                 |                                  |                                                                                      |
|-----------------|----------------------------------|--------------------------------------------------------------------------------------|
| Present :       | Ir WONG Wing-hoo, Billy          | Chairman                                                                             |
|                 | Ir HO Ngai-leung, Albert         | Member                                                                               |
|                 | Mr NG Kwok-kwan                  | Member                                                                               |
|                 | Mr LI Chi-leung                  | Member                                                                               |
|                 | Mr LAM Kai-chung, Albert         | Member                                                                               |
|                 | Ir PANG Yat-bond, Derrick        | Member                                                                               |
|                 | Mr LOK Kwei-sang, Tandy          | Member                                                                               |
|                 | Mr TSE Chun-yuen                 | Member                                                                               |
|                 | Prof LEUNG Kin-ying, Christopher | Co-opted Member                                                                      |
|                 | Mr WAN Koon-sun                  | Co-opted Member                                                                      |
| In Attendance : | Ir LAU Chun-kit, Ricky           | Ch AS (Works) 6, DEVB                                                                |
|                 | Mr LAM Shing-tim                 | AS (Works Policies) 9, DEVB                                                          |
|                 | Mr Christopher TO                | Executive Director, CIC                                                              |
|                 | Mr WONG Doon-ye, Charles         | Director - Training &<br>Development, CIC                                            |
|                 | Ir LEUNG Wai-hung, Alex          | Deputy Director - Training &<br>Development, CIC                                     |
|                 | Ms Katherine TAM                 | Senior Manager – Finance, CIC                                                        |
|                 | Mr WONG Chi-lap                  | Senior Manager – Construction<br>Trade Testing, CIC                                  |
|                 | Mr CHU Yin-lin                   | Senior Manager - Construction<br>Training, CIC                                       |
|                 | Mr CHEUNG Yuk-lung               | Senior Manager - Development &<br>Support Services, CIC                              |
|                 | Dr Thomas TONG                   | Chief Research Consultant, CIC                                                       |
|                 | Mr Davis LIU                     | Senior Manager - Workers<br>Registration, CIC<br>(only attended for agenda item 6.4) |
|                 | Mr Robert LAU                    | Manager - Construction Trade<br>Testing, CIC                                         |

|             |                            |                                         |
|-------------|----------------------------|-----------------------------------------|
|             | Ms Joyce AU                | Manager - Board Services, CIC           |
|             | Mrs Shirley LAM            | Senior Officer - Board Services,<br>CIC |
| Apologies : | Ir SYNN Raymond-cheung     | Member                                  |
|             | Mr SZE Kyran               | Member                                  |
|             | Ms HUNG Yee-man            | Member                                  |
|             | Mr MAK Tak-ching           | Member                                  |
|             | Sr LAI Yuk-fai, Stephen    | Member                                  |
|             | Prof TAM Chi-ming          | Member                                  |
|             | Mr NG San-wa, Lawrence     | Co-opted Member                         |
|             | Ir CHEW Tai-chong          | Co-opted Member                         |
|             | Mr CHOW Luen-kiu           | Co-opted Member                         |
|             | Ir WONG Tin-cheung, Conrad | Co-opted Member                         |
|             | Sr WONG Bay                | Co-opted Member                         |
|             | Mr WONG Chik-wing, Mike    | Co-opted Member                         |

## **Progress Report**

### **Action**

#### **6.1 Welcome**

Chairman welcomed all Members to attend the last meeting in the year and welcomed Mr LAM Kai-chung, Albert, the new representative from Development Bureau.

#### **6.2 Confirmation of progress report of 5<sup>th</sup> meeting of Construction Industry Training Board (CITB) in 2013**

Members took note of Paper CIC/CTB/R/005/13 and confirmed the revised Progress Report of the 5th meeting held on 17 October 2013.

#### **6.3 Matters arising from the 5<sup>th</sup> meeting**

##### **6.3.1 Agenda item 5.2.4.1 – Progress reports of Course Advisory Panels**

Members noted that progress reports of Course

Action

Advisory Panels had been uploaded to the website of Construction Industry Council (CIC). CITB Members could login with specified password to view the progress reports. Members could also contact CITB Secretariat if hard copies of the reports were needed.

6.3.2 Agenda item 5.3 – Financial estimates of CITB

Members noted that the financial estimates for CITB for year 2014 had been approved by CIC and the said estimates would circulate to all Members in due course. Since the participation rate of contractors/subcontractors joining the cooperative training schemes in the year was lower than the set target, there was a need to adjust downwards the \$315 million reserved originally in the estimates for 8,500 plus training places projected to be provided in 2013 to \$220 million and the number of training places. The estimated training expenses for 2014 had been adjusted to \$285 million according to the provision of training places for the year 2013.

**Manager –  
Board  
Services**

6.3.3 Agenda item 5.4.3 – Review of the timeframe and surcharge for re-examination

The Member, who made the above enquiry, clarified that a surcharge would be imposed for a re-attempt within a year for a trade test rather than a specified training course. The management stated that workers taking construction trade test or intermediate trade test at present would need to pay a surcharge of \$800 or \$400 respectively if they got marks below 40 in the test and would like to re-take the respective test within one year or half a year after the examination. Originally, it was believed that workers with relatively lower marks would need a certain period of time to improve relevant trade skills. It was thus not recommended that a re-examination be taken within a short period to

Action

prevent abuse of resources. However, a Member reflected to the management that workers should be encouraged to get qualified for their skills under the present situation. If a worker was confident to re-take the test, no surcharge should be imposed. After discussion, CITB agreed that workers with marks below 40 could be reimbursed the surcharge payment if they applied for re-test of construction trade test or intermediate trade test within one year or half a year respectively and passed the assessment.

**Senior  
Manager –  
Construction  
Trade Testing**

- 6.3.4 Agenda item 5.7.2 – Complaint case referred by a union

Members noted the contents of a complaint case referred by the Hong Kong Construction Industry Employees General Union and noted that result of the investigation conducted by CIC aligned with the investigation carried out subsequently by Hong Kong Construction Subcontractors Association. There involved no unreasonable dismissal and the employer concerned had already given the required compensation according to the Labour Ordinance while CIC had also helped the dismissed trainee to look for another subcontractor employer. Chairman opined that if the Union referring the case had no further comment on the aforesaid follow-up actions, the complaint case could be closed. Member representing the Union stated that the case was put forward in the last meeting to draw the attention of relevant parties to follow up and handle the case. The Union accepted the actions taken by CIC.

- 6.3.5 Agenda items 5.8.2 and 5.8.3 – Proposed mode of allowance disbursement by VTC and the requirements for employer companies in E&M (construction) trades

Action

Members noted the disbursement proposal by VTC that it would pay in advance the training allowance to participating trainees per month as required by the allowance scheme and apply for reimbursement of such amount from CITB every three months. The proposed arrangement could reduce administrative work and manpower. Members accepted the proposed mode of allowance disbursement by VTC.

For the two additional requirements about confirming trainees of joining specified E&M (construction) employer companies and the list of specified E&M trades for the Training Allowance Scheme for Diploma in Vocational Education programme, Members proposed adding one more requirement for employer companies after discussion. It required that an employer company must hold at present one works contract in specified E&M trade(s) with contract period exceeding the 6-month training period of a trainee so as to ensure the trainee could receive the required on-the-job training. The management responded that they would follow up with VTC based on the comments of CITB.

**Senior  
Manager –  
Development  
& Support**

- 6.3.6 Agenda item 5.12.2 – Shorten the time of review on training courses and trade tests

Members noted that CIC had started to work out the standards of work competency for graduates and would start the review of training courses and trade tests in early 2014. The review timeframe would also be cut short to half a year as advised by CITB.

- 6.3.7 Agenda item 5.13.2 – Directions for E&M training and related data

Members took note of the summary report tabled

Action

at the meeting of the discussion of roadmap for E&M training held amongst Construction Industry Council, Electrical and Mechanical Services Department, Vocational Training Council and Hong Kong Federation of Electrical and Mechanical Contractors Limited. It summed up the findings of manpower resources survey on E&M sector in 2013, training provisions for technicians and craftsmen offered by VTC, and the related discussions and recommendations. Chairman opined that the summary covered a wide range of information, and thus, it should be submitted to CITB for consideration in the next meeting in the format of a discussion paper on a single topic. It was believed that the summary could point out the crux of the issue but more detailed recommendations on addressing the problems were needed to be provided. It should also seek the confirmation of validity of the data presented in the paper with related trade associations.

**Senior  
Manager –  
Construction  
Training**

- 6.3.8 Agenda item 5.15 - Proposal for converting the outdoor ground at Tat Mei Road for training use

Members noted the proposed set-up cost and operational expenditure with revisions made according to the comments from the last meeting would be submitted to CITB for consideration in due course.

(Since the representative from Construction Workers Registration Board would only attend the meeting for relevant agenda items, the agenda had to be slightly adjusted to discuss the concerned items first.)

- 6.4 Full implementation of the proposal to allow workers with expired temporary registration to enroll in simplified Specified Training Courses (STCs)**

Action

- 6.4.1 Members took note of Paper CIC/CTB/P/226/13 and noted that the 10 plus workers with expired temporary registration allowed to take the simplified STCs in 3 of the relatively popular trades already completed the courses in late October 2013. The graduates then applied to Workers Registration Office (WRO) for registering as skilled workers. Construction Workers Qualifications Board had deliberated that the certificates holding by these graduates were equivalent to the qualification got from registering as skilled workers while the STCs in remaining 64 trades were also assessed as equivalent to the qualifications eligible for skilled workers registration. Construction Workers Registration Board (CWRB) agreed in late November 2013 to fully implement the proposal to allow all workers with expired temporary registration to take simplified STCs starting from 1 April 2014 for a period of one year, which would involve around 13,000 workers. In addition, CWRB proposed that CITB should consider hiring interpreters to help workers from ethnic minorities to take simplified STCs. The interpretation fees for one year were estimated to be around \$60,000.
- 6.4.2 Responding to the question by Chairman, Senior Manager – Construction Trade Testing stated that there was no more practical assessment in the simplified STCs. Instead, there was a written test in the format of multiple-choice questions for assessment. A Member representing a labour union pointed out that those workers with expired temporary registration had already possessed not less than 6 years of working experience in relevant trades when they got registered in 2005. Even if they did not take STCs now, after the revisions of Construction Workers Registration Ordinance, they could apply for registration as skilled workers directly provided that they had worked in the industry

Action

continuously for not less than 10 years. The present arrangement for workers with expired temporary registration to take STCs could ensure that the workers concerned had passed a certain assessment procedure before obtaining the equivalent qualification.

- 6.4.3 After discussion, CITB approved that all trades could admit workers with expired temporary registration to take simplified STCs. This special arrangement would last for one year, from 1 April 2014 to 31 March 2015, with a fee of \$150. If workers applied before the commencement date, CIC could conduct classes according to the situation. It could also continue to process applications received before the closing date even after the application period. Moreover, CITB also approved hiring temporary interpreters to help workers from ethnic minorities in need and related interpretation fees.

**Senior  
Manager –  
Construction  
Trade Testing**

(Mr Davis LIU, representative from CWRB, left the meeting at 2:05 p.m.)

**6.5 Report on utilization of CIC instructing staff and training cost for year 2012/13**

- 6.5.1 Members took note of Paper CIC/CTB/P/219/13 and noted that the captioned report was the second report on reviewing the utilization of CIC instructing staff and training cost, which covered the working time of all instructors, invigilators and lecturers during the period from September 2012 to August 2013. It then calculated the workload percentage of teaching personnel in teaching different courses and conducting trade tests.
- 6.5.2 Chairman asked about the number of working days of the instructing staff, Director replied that it referred to the number of teaching days excluding the holidays. The related formula was



Action

given in the first report but it could be provided again after the meeting.

- 6.5.3 Chairman pointed out that the purpose of the review reports was for the management to make use of the data to study whether the duties beyond teaching and trade testing of the instructing staff could be taken up by other non-teaching personnel so as to deploy more teaching manpower to conduct more training courses and trade tests. As in previous reviews, the restoration work after trade tests originally carried out by instructors was assigned to non-teaching staff. More manpower resources could then be deployed to conduct trade tests. Chairman considered that analysis should be carried out for the data collected in the review to explore a more effective deployment of instructing staff so as to increase the chances of running more classes. There was no need to list that the workload of instructing staff had reached a certain percentage, which was not the original purpose of the review. Chairman pointed out again that the review was conducted with an aim of more effectively using the human resources. The management were requested again to explore whether the administrative work of instructing staff could be reduced so as to run more classes.

**Director-  
Training &  
Development**

- 6.5.4 Director stated that he would ensure the available manpower resources in teaching would be deployed in teaching-related work.

**6.6 Sum up and follow up on CITB Brainstorming Session on Training**

- 6.6.1 Members took note of Paper CIC/CTB/P/220/13 tabled at the meeting and noted the three strategies of training and development concluded in the brainstorming session: attracting new entrants to join, enhancing quality of training and

Action

reducing drop-out rate as well as the corresponding means, proposed follow-up items, officer in charge and completion time in priority order.

- 6.6.2 Chairman opined that only the second strategy of enhancing the quality of training could be independently carried out by CITB and CIC while the other two strategies needed the participation of other industry stakeholders. Thus, it was proposed to first focus on the second strategy, particularly the training of instructors. If the follow-up items under the strategy could be handled properly, it would be a remarkable progress.

**Director –  
Training and  
Development**

**6.7 On-the-job training allowance for Construction Supervisor / Technician Training Programme**

- 6.7.1 Members took note of Paper CIC/CTB/P/221/13 and noted that CITB had previously agreed to offer a new Construction Supervisor / Technician Training Programme. During the period of 6-month on-the-job training after 18 months of classroom training, CIC did not need to offer training allowance to the trainees. After being consulted, both the Construction Supervisor Course Advisory Panel and Quantity Measurement Course Advisory Panel considered offering an allowance of \$2,800, the same amount given out during classroom training, to trainees undergoing on-the-job training could make them more committed to work and learn. It thus proposed to give out the said allowance. However, to avoid affecting the salary arrangement between a trainee and his/her employer, the 6-month on-the-job allowance totaling \$16,800 would be issued in a lump sum by CIC after the trainee had completed his/her training, reached an attendance rate of 80% and submitted site practice report and the required documents.

Action

- 6.7.2 CITB accepted the abovementioned proposal and noted that CIC had already set aside the expenditure on on-the-job training allowance in its 2014 estimates.
- Senior  
Manager –  
Construction  
Training**

**6.8 Proposed estimates for establishing two new outdoor training grounds**

6.8.1 Members took note of Paper CIC/CTB/P/222/13 and noted that the two outdoor training grounds to be established at Tin Wah Road and Tin Yuet Road in Tin Shui Wai were to replace the Tin Shui Wai Training Centre, which had to be returned to the Government by end 2014.

6.8.2 Chairman had reservation about the estimated expenditure for individual set-up items at the two lots, in particular the two items of staff container and trainee container. Another Member expressed that he had previously commented on the estimated expenditure for establishing the training grounds and pointed out the need to lower the estimated expenditure for paving asphalt cover and setting up containers.

6.8.3 Chairman requested the management to follow up comments from the Member and re-calculate the estimates of establishing two new outdoor training grounds and submit it by circulation to CITB for consideration.

**Senior  
Manager –  
Construction  
Training**

**6.9 Progress Report on Investing in Construction Manpower project**

6.9.1 Members took note of Paper CIC/CTB/P/223/13 and noted the progress of various items under Investing in Construction Manpower project as of 15 November 2013.

Action

6.9.2 Under Enhanced Construction Supervisor / Technician Training Scheme, a total of four classes of Diploma in Civil Engineering Supervision Programme and Diploma in Building Construction Supervision Programme had been delayed due to the shortage of lecturers and instructors. Chairman stated that the industry was now urgently in need of supervisory personnel. CIC had contacted relevant policy bureau to assist in calling upon retired personnel like Site Inspectors and Clerks of Works and the like to apply for the lecturer jobs but the response was unsatisfactory.

6.9.3 Referring to the situation that the teaching scope required for the applicants of lecturer jobs did not match with their experience, a Member proposed that if the scope of teaching was too wide, the course could be divided into a number of units. Teaching staff could then be recruited and deployed according to the scope of units. Chairman agreed and stated that he had proposed establishing a “Centre for Special Projects” to coordinate among specialized units to provide teaching services so as to enhance the cost-effectiveness of resources. It could be used as a reference for coping with the present situation. Chairman also proposed inviting a Member to assist in reviewing the recruitment and selection arrangements for lecturers. He pointed out that training of supervisory personnel was very important as they would be responsible for supervising the work of a large number of frontline workers while the shortage of supervisory personnel had reached a critical level. Member Ir Albert HO accepted the invitation.

**Senior  
Manager –  
Construction  
Trade Testing**

**Ir Albert HO**

6.9.4 A Member expressed that his union had once received a complaint in which a worker resigned from work and then applied for a course at CIC but the course commencement date was deferred.

Action

Thus, it was hoped that the management could explain to the affected course applicant the reason why the course could not be commenced as scheduled and the expected day of commencement. Chairman requested the management to recruit the required teaching and instructing personnel as soon as possible and give an interim reply in the short-term to course applicants who were affected by course deferment due to a shortage of teaching / training manpower.

**Senior  
Manager –  
Construction  
Training**

- 6.9.5 For the estimated balance of the \$300 million earmarked by the HKSAR Government to support the training work of CIC, Director would report in the next meeting.

**Director –  
Training and  
Development**

**6.10 Proposed revisions to Intermediate Trade Test for Leveller and Trade Test for Window Frame Installer by Course Advisory Panels**

- 6.10.1 Members took note of Paper CIC/CTB/P/224/13 and noted the proposal of removing climbing of bamboo scaffolding from the test paper of Intermediate Trade Test for Leveller. It also proposed to cancel the part of sealing the window frame with waterproof mortar and replace it with checking of window frame of aluminum windows in the Trade Test for Window Frame Installer.

- 6.10.2 Members opined that climbing of bamboo scaffolding and safely using life line were mentioned in the safety training courses but it would be better to take more assessments in this aspect. Thus, CITB decided to keep the part on climbing of bamboo scaffolding in the Intermediate Trade Test for Leveller.

**Senior  
Manager –  
Construction  
Trade Testing**

- 6.10.3 For cancellation of the part on sealing the window frame with waterproof mortar, a Member stated that sealing window frame would

Action

still be needed in domestic renovation / repair works and the assessment seemed to be just focused on works of newly-built buildings while neglecting the need of alteration and repair works. Another Member opined that a window frame installer should know the work of sealing the window frame apart from installing window frame; otherwise, it would not be a complete assessment. CITB thus decided to keep the part on sealing the window frame in the test. For the proposed checking of aluminum window as a replacement, CITB stated that it should be added to the test if there was a genuine need in the industry and the testing time should be lengthened according to actual situations.

**Senior  
Manager –  
Construction  
Trade Testing**

**6.11 Half-yearly report on complaints about Trade Tests for Construction/Civil/E&M Trades and Certification Tests for Plant Operation**

- 6.11.1 Members took note of Paper CIC/CTB/P/225/13 and noted the contents of report on complaints about trade tests for construction/civil/E&M trades and certification tests for plant operation between March and August 2013, which covered the 9,992 tests conducted by CIC during the period and the 8 cases of enquiry / complaint / comment reflected / appeal for review of test results involving 6 trades received. Four cases of complaints could be categorized into three main types: “test arrangement”, “tools, equipment and materials” and “dissatisfaction with attitude of invigilator”. If a staff member was complained twice, his/her supervisor would remind the staff to make improvement. The management would also inform staff members about the complaint case received so that they could learn a lesson from it.
- 6.11.2 A Member raised that there were complaints about the plumbing trade again but the report only listed the number of cases received in the

Action

specified period of six months which made the related complaint data lacking continuity. Director responded that information like accumulated number and categories of cases would be added in the next report. The complaint in relation to the plumbing trade this time involved another invigilator. As regards the components and tools used in the test of plumbing trade mentioned in the last report, the frequency of checking and replacing the relevant components and tools had enhanced and the situations were improved. Director invited the Member to visit the test venue of plumbing trade.

**Senior  
Manager –  
Construction  
Trade Testing**

**Mr NG  
Kwok-kwan**

- 6.12 Progress report on the second meeting of Board of Studies on Construction Safety Courses**  
**Progress report on the second meeting of Working Group on Standardisation on Labour Return of Construction Sites**  
**Progress report on the second meeting of Working Group on RMAA Manpower Research**

Members took note of Papers CTB/BOS/R/002/13, CTB/WLR/R/002/13 and CTB/WRM/R/002/13. Members also accepted the progress reports on the second meetings of the captioned Board / Working Groups.

**6.13 Any Other Business**

- 6.13.1 Expressing gratitude to a Member on transfer and Co-opted Members going to leave

On behalf of CITB, Chairman thanked Ms LUI Kit-yuk, a Member representing DEVB who had now been transferred to another post, and the following 8 Co-opted Members who were going to leave CITB:

Ir CHEW Tai-chong  
Mr CHOW Luen-kiu

Mr WAN Koon-sun  
Sr WONG Bay

Action

Prof LEUNG Kin-ying, Mr WONG Chik-wing, Mike  
Christopher  
Mr NG San-wa, Lawrence Ir WONG Tin-cheung, Conrad

6.13.2 Leaving of incumbent Chairman

Chairman stated that this was the last meeting in his term of office. He said that he was appointed as the Chairman of the then Construction Industry Training Authority in 2001 and had been serving as a Member of Construction Industry Council since its establishment in 2007 and was appointed as the Chairman of CITB from 2008 onwards. He had been participated in the work of construction-related policies and training for more than ten years. He would like to take this opportunity to thank DEVB and all Members for their continuous support and understanding. He continued that society and the whole construction industry were changing, so he hoped CITB could closely keep abreast of the changes and make necessary adjustments. He truly believed that CITB under the leadership of the new Chairman would progress better and request all Members to continue to support CITB.

6.13.3 The Chairman designate, Ir PANG Yat-bond, Derrick, on behalf of the attending Members, expressed gratitude to Chairman for his leadership and contributions to CITB. Member representing DEVB also thanked Chairman for his contributions and support to the government over the years and looked forward to the start of the new term of office.

**6.14 There being no other business, the meeting was adjourned at 3:10 pm.**

**CITB  
December 2013**