

Construction Industry Council

Construction Industry Training Board

Meeting No. 004/13 of the Construction Industry Training Board (CITB) was held on Tuesday, 16 July 2013 at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, 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
	Ir SYNN Raymond-cheung	Member
	Mr SZE Kyran	Member
	Ms HUNG Yee-man	Member
	Ir PANG Yat-bond, Derrick	Member
	Ms LUI Kit-yuk, Grace	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr TSE Chun-yuen	Member
	Mr NG San-wa, Lawrence	Co-opted Member
	Ir CHEW Tai-chong	Co-opted Member
	Mr CHOW Luen-kiu	Co-opted Member
	Sr WONG Bay	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 WONG Doon-ye, Charles	Director - Training & Development, CIC
	Ir Alex LEUNG	Deputy Director - Training & Development, CIC
	Ms Katherine TAM	Senior Manager - Finance, 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

	Dr Thomas TONG	& Support Services, CIC
	Mr Robert LAU	Chief Research Consultant, CIC
	Ms Joyce AU	Manager - Construction Trade Testing, CIC
	Mrs Shirley LAM	Manager - Board Services, CIC
		Senior Officer - Board Services, CIC
Apologies :	Mr MAK Tak-ching	Member
	Sr LAI Yuk-fai, Stephen	Member
	Prof TAM Chi-ming	Member
	Prof LEUNG Kin-ying, Christopher	Co-opted Member
	Ir WONG Tin-cheung, Conrad	Co-opted Member
	Mr WONG Chik-wing	Co-opted Member

Progress Report

Action

4.1 Confirmation of progress report of 3rd meeting of Construction Industry Training Board (CITB) held in 2013

Members took note of Paper CIC/CTB/R/003/13 and confirmed the progress report of the 3rd CITB meeting held on 23 April 2013.

4.2 Matters arising from the last meeting

4.2.1 Agenda item 3.1.2 — simulators for training purpose

It would be discussed under relevant agenda item in latter part of the meeting.

4.2.2 Agenda item 3.3.1 — new subsidy scheme

4.2.2.1 Members noted the table on financial status of various courses/schemes of CITB in year 2013 (as of end of

Action

April 2013) and noted the revised training capacity and expenditure were 8,017 and about \$503 million respectively. The training capacity and actual total training expenditure for January to April 2013 were 2,370 and \$84.3 million respectively.

4.2.2.2 For the estimations of “training capacity” and “training expenditure” under “2013 The Best Estimation for the Year” in the table, Chairman considered that they should be worked out according to actual conditions rather than simply summing up the figures of the first four months and those of the remaining eight months in 2013. He also pointed out that the actual total training expenditure of the first four months seemed much lower when compared with the estimated figures of the whole year.

4.2.2.3 Director stated that the training capacity of individual training schemes in 2013 was arrived at in agreement with relevant trade associations and the related estimates were also made according to this. CIC needed to achieve the projected targets within the year. For regular courses, the training target could have been achieved but further support was needed from relevant trade associations for the “Contractor Cooperative Training Scheme” and “Contractor Cooperative Training Scheme for E&M trades”.

4.2.2.4 A Co-opted Member said that the recruitment of trainees for the

Action

Subcontractor Cooperative Training Scheme embarked on 13 April received favourable response with around 200 people registered to join. However, classes were delayed due to resources and other issues such that some registered participants dropped out. The Hong Kong Construction Sub-contractors Association and CIC would continue to follow up on possible ways to achieve the projected training targets in 2013.

4.2.2.5 Chairman expressed that the above situation best demonstrated that the management had to re-estimate the training capacities and training expenditure for the year 2013 according to actual and current situations.

4.2.2.6 Director said that the table would be revised accordingly and circulated to Members. In response to a question that whether the running of regular courses would be affected with the implementation of various subsidy training schemes, Director replied that the training schemes would not reduce the number of places offered by the regular courses but rather making an increase in them.

**Senior
Manager-
Finance**

4.2.3 Agenda item 3.3.4 — recruitment of Project Manager (Outsourcing of Repair and Maintenance Projects)

Director reported that CIC had outsourced the repair and maintenance projects of training venues and facilities.

Action

4.2.4 Agenda item 3.3.8.3 — revising membership lists of Course Advisory Panels

4.2.4.1 For the membership lists of Course Advisory Panels (CAPs) in 2013 / 2014 circulated earlier, Members accepted the nomination lists of the CAPs in the new term. However, it was also suggested in the paper that for individual CAPs which had not met the maximum of 14 panel members, the vacant seat(s) be filled by suitable persons to be suggested in the first Panel meeting. A Member offered a counter proposal in his reply that “the vacant seat(s) had to be filled by nominee(s) from the Hong Kong Construction Employees General Union (HKCIEGU) as there was only one representative from workers in some trades.” The Member raised again in the meeting that as each CAP had reserved a panel seat for each of the two labour unions and one of the unions declined the invitation for nomination such that there was only one representative coming from the labour union. When compared with the representatives from employers, trade associations and suppliers, people with the background of labour unions were obviously under-represented. Yet, the main topic of the CAPs was to discuss the training of workers. If there was only one member representing the workers, the discussion would be imbalance. It was thus proposed the nomination for the vacant seat to be made by the labour union rather than a replacement to be put forward in the

Action

first meeting as suggested in the paper earlier.

- 4.2.4.2 Chairman opined that nomination by the other labour union for the vacant seat that was originally reserved for another labour union could be accepted in principle but the labour union concerned must nominate a worker in related trade to fill the vacancy.
- Senior
Manager-
Construction
Training**

- 4.2.5 Agenda item 3.3.9.3 – communication with Course Advisory Panels
Agenda item 3.8.2 – revisions to test paper of intermediate trade test (air system)
Agenda item 3.10.2 – estimated expenditure for training targets of certificate in supervision course
Agenda item 3.13 – definition of 9 site supervision personnel

The above would be discussed under relevant agenda items in latter parts of the meeting.

- 4.2.6 Agenda item 3.18.2 – short course on “curtain wall and aluminum window installation”

Members noted that the tender document for the design of curtain wall workshop at Sheung Shui Training Centre was under draft. Referring to a question on whether the working procedure of stone-cladding (“掛石”) was being taught, a Co-opted Member stated that some curtain walls had been pre-installed with marble as an integrated structure at present. Under this circumstance, the curtain wall surface would be installed at workshop by the curtain wall company no matter what type of materials was used, glass, stone or metal, etc. Therefore, the working procedure of stone-cladding was not needed to be taught at the proposed curtain wall workshop.

Action

4.3 Contractor Cooperative Training Scheme – Proposal for “Contractor (Tower crane operation) Cooperative Training Scheme”

4.3.1 Members took note of Paper CIC/CTB/P/108/13 and noted the background leading to the proposed introduction of the captioned cooperative training scheme. Training to be offered under this cooperative training scheme would be practical site training as arranged by the main contractors, which would last for a total of 80 days. The ratio of instructor to trainee should not exceed 1:3 and the training cost per trainee was \$31,033.33 (daily allowance of \$320 per trainee had been deducted). The number of places to be offered in 2013 by the said training scheme was expected to be about 30 with an estimated total subsidy of \$1,699,000 and it would become \$931,000 after deducting trainee allowance.

4.3.2 With reference to the financial estimates of the above cooperative training scheme, Chairman requested the management to list the amount of Government subsidy and the net amount after deducting the subsidy of this scheme when submitting training proposal in the future.

**Senior
Manager-
Development
& Support**

4.3.3 According to records of registered workers, over 60% tower crane operators in the industry were 50 years old or above. Ageing had appeared but the “Tower crane operation” course run by CIC could only turn out 20 graduates every year due to limited resources and venues, which far lagged behind the demand of the industry. Thus, it was proposed to launch “Contractor (Tower crane operation) Cooperative Training Scheme” and put that trade in the Enhanced Construction Manpower Training Scheme (ECMTS) to train more required manpower for the industry. However, Member representing DEVB requested the management to provide related

**Senior
Manager-
Development
& Support**

Action

supplementary information on the arrangement of adding the above trade into the ECMTS in accordance with the established assessment criteria for record purposes after meeting. Chairman reminded that information on the assessment criteria and whether that particular trade could meet the said criteria must be listed in detail when proposing to add individual trade into ECMTS in the future.

4.4 Proposal for insurance and fee estimates of subcontractor's site for pre-training under "Subcontractor (Tower Crane Worker's Assistant) Cooperative Training Scheme"

Members noted that the captioned agenda item (original Paper no. CIC/CTB/P/109/13) had to be withdrawn.

4.5 On-the-job Training Scheme – "Framework document" and Proposal for enlisting "Outsourced service contractors' help in implementation of monitoring scheme"

4.5.1 Members took note of Paper CIC/CTB/P/110/13 and noted the "Framework document of On-the-job Training Scheme" and the related proposal for enlisting "Outsourced service contractors' help in implementation of monitoring scheme" as given in the above paper. As the Scheme involved the use of levy, the management would first seek comments from the Independent Commission Against Corruption (ICAC) and then submit it to CITB for approval. Chairman stated that an effective monitoring system was needed to be established for the above scheme to ensure the subsidy be assessed according to the procedures. It was then agreed to first pass the framework document to ICAC for comment. If there was an urgent need to obtain approval for the document later, it could be considered by CITB via circulation of document.

**Senior
Manager-
Development
& Support**

Action

- 4.5.2 Member representing DEVB supported the said arrangement as this could further refine the training scheme. To enable the participating contractors to have a better understanding of the arrangement, the document should list in detail that the contractor had to sign an employment contract with the graduate upon completion of training and pledged to continue to provide suitable on-the-job training as a condition to receive half of the subsidy on a monthly basis in the first 6 months and the remaining subsidy on a one-off basis after completion of the subsequent 12 months of employment. The whole training period for the on-the-job subsidy scheme would be 18 months.
- 4.5.3 A Co-opted Member asked if a trainee resigned on his own accord during the period of employment contract as signed between the trainee and the subcontractor, would the subcontractor be given the proposed subsidy?
- 4.5.4 Member representing DEVB pointed out that when the scheme was conceived, the proposed subsidy would be given out on condition that the scheme could help ensure trainees completing the training be employed consecutively by the employer for 18 months (first 6 months plus subsequent 12 months) in a bid to enable trainees to stay in the industry for a longer period of time.
- 4.5.5 That Co-opted Member expressed his support to the principle of the scheme but stated that further clarification was needed in terms of execution. That Member also pointed out that subcontractors as employers were in a passive situation most of the time. Although subcontractors could receive subsidy, they had to provide on-the-job training and the required resources. Thus, they would not want to see graduate trainees leaving. However, trainees might have various reasons to leave the jobs

**Senior
Manager-
Development
& Support**

Action

during the employment period and subcontractors could not force them to stay which would put subcontractors in a rather helpless situation. That Co-opted Member continued that he totally agreed to the basic principle of the scheme to encourage graduate trainees to stay in the industry and subcontractors themselves must also try their best to retain them. In fact, subcontractors did contribute to the scheme since productivity of trainees receiving on-the-job training was not high and guidance by tradesmen was required. Therefore, there would be no incentive for subcontractors to make the graduate trainees leave their jobs. It was thus proposed to revise the arrangement of giving out the remaining subsidy on a one-off basis after 12 months as such arrangement would create a feeling of distrust towards subcontractors and entail additional administrative works. It was proposed to maintain the clause of recovering subsidy from individual non-compliant subcontractors or other punishment means afterwards.

- 4.5.6 Member representing DEVB was glad to learn from the discussion that all Members agreed to the basic principle of the scheme to retain trainees in the industry through the provision of subsidy, and was grateful to subcontractors for their efforts and contribution made. For the implementation details of the scheme, there was a need for further in-depth discussion. Whereas, the administrative arrangements in relation to non-compliance cases had to be drawn up by CIC.

(Ir CHEW Tai-chong joined the meeting at 10:05 am.)

- 4.5.7 Chairman noted the concern of that Co-opted Member. Chairman went on to say that the scheme was formulated after lengthy discussions with related organizations and its clauses were not only applicable to subcontractors but also the

Action

main contractors. As the scheme was a new scheme, it was proposed to roll it out first and then review and revise according to circumstances.

- 4.5.8 A Co-opted Member stated that the reason for the labour union to support the scheme at the beginning was due to its principle of “employment first, training afterwards”. Receiving subsidy during the training of graduate trainees, subcontractors / main contractors being employers of these trainees should also put something into the scheme. To prevent employers from offering too low salary to hire trainees, the Co-opted Member supported the setting up of an effective monitoring mechanism for such scheme.
- 4.5.9 A Member expressed from the perspective of employers that, under this scheme, subcontractors were in fact bearing a heavy burden as subcontracting projects in the industry were mostly non-continuous which rendered participating subcontractors the need to continue to pay the trainees during the “6+12” period in which there might be a break in work projects.
- 4.5.10 Chairman understood the concerns of employers and said that the scheme was proposed in collaboration with Subcontractors’ Association. When the project of a subcontractor could not fully cater for the on-the-job training of the graduate trainees, the affected trainees would be referred to work for another subcontractor. This situation had been considered when drawing up the scheme.
- 4.5.11 Member representing DEVB was of the same opinion that the arrangement was proposed in the hope of enabling contractors / sub-contractors to successfully retain trainees in the industry. In this way, the subcontractors could get the remaining

Action

half of the training subsidy. This arrangement was reasonable. If this condition was to be changed at this moment, the original aim of the scheme would be altered. When discussing the trades to be covered in the scheme and the amount of subsidy to be given out, the actual situation of subcontracting projects, the drop-out of trainees and the like had been considered. That Member continued that the effort and commitment of subcontractors to the scheme were fully appreciated.

- 4.5.12 The Co-opted Member, who proposed revising part of the arrangement of the scheme, continued to point out that Hong Kong was a free economy. Subcontractors would allocate the most training resources to trainees in the first year of employment when providing on-the-job training. Thereafter, workers could freely change employers without involving the Subcontractors' Association. At that time, the original employers could not force the trainees concerned to stay. It turned out to be that the new employer enjoyed the fruits of training while the original employer suffered.
- 4.5.13 Chairman expressed that the scheme was drawn up after lengthy discussion among various relevant units before reaching consensus. Thus, it was proposed to first launch the on-the-job training scheme and then write up appropriate measures to directly address the ensuing problems.
- 4.5.14 A Member from the Hong Kong Construction Association (HKCA) pointed out that HKCA agreed to the general principle of the scheme but main contractors and subcontractors would face substantial problems in terms of implementation. Thus, it was hoped to review the implementation details of the scheme after six months of its launch.

Action

- 4.5.15 Chairman remarked that there might be unexpected problems after the launch of the scheme. Thus, he agreed to review the implementation details and arrangement according to circumstances and needs after the scheme was launched.
- Senior
Manager-
Development
& Support**

4.6 Training Allowance Scheme for Diploma in Vocational Education Programme

- 4.6.1 Members took note of Paper CIC/CTB/P/111/13 and noted the background of introducing the captioned scheme. The said scheme would cover seven specified basic craft certificate courses of the DVE programme (Electrical & Mechanical Engineering Industry). The Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC) promised to offer not less than 90 hours or not less than 12 days of industry practice training to trainees during the 11-month course. Throughout the course, trainees would receive half of the training allowance, i.e. \$1,400 per month, a total of \$15,400 for 11 months. Upon completion of first year of DVE programme, trainees would be referred by HKFEMC to join an E&M construction company and sign a contract of apprenticeship to become E&M apprentice technician. After being employed consecutively for at least 6 months, trainees could get the remaining half of the training allowance in a lump sum, i.e. \$15,400.
- 4.6.2 Referring to the revised Page 3 of the document tabled having the original paragraphs of 6.6 and 6.7 been deleted, Director explained that the arrangement of retrieving training allowance from trainees who completed the first year of the course but did not work in the specified E&M (construction) sector or continued to study at VTC would involve relatively high

Action

administrative fees and would also increase the psychological burden of trainees. Thus, it was proposed to delete these two clauses.

- 4.6.3 The Committee agreed to the above proposed revisions and accepted the plan, content and mechanism of the proposed training allowance scheme for the Diploma in Vocational Education Programme.

**Senior
Manager-
Development
& Support**

4.7 Proposal for using excavator simulators as teaching aids

- 4.7.1 Members took note of Paper CIC/CTB/P/112/13 tabled and noted the reasons and benefits of using excavator simulators as teaching aids. The management proposed to add 6 excavator simulators and 1 instructor's control panel and to recruit 1 simulator instructor. These together with the existing 2 instructors and 2 excavators, it was expected to run 20 classes of excavator training course per year, providing a total of 60 training places. Training expenditure per trainee would be around \$24,000. At present, only 10 classes could be conducted every year, providing a total of 30 places with training expenditure per trainee amounted to about \$32,000. In addition, it was also proposed to include around 10 practical operation exercises of the present course in the simulator to be purchased, the programming fees of which would cost about \$800,000.

- 4.7.2 Members also noted that the Labour Department had certain requirements for training of loadshifting machine operators. Information on the number of trainees per class, course content and number of training days, etc. were required to be submitted to the Labour Department for approval. According to the approval letter issued by Labour Department in 2011, every instructor can only teach three trainees at a time when using one excavator during the practical lesson

Action

and the training period of the course was 50 days. As there was no precedent case in Hong Kong for using construction simulators in training, full justification was needed if there was a change in the number of trainees per class of the approved course or a reduction in the training days of the whole course. In addition, time was needed to get approval from the Labour Department. It was expected to take a rather long period of time to discuss with Labour Department and obtain its approval. The management thus recommended a parallel approach that it would carry out tender exercise of purchasing relevant simulators while discussing with the Labour Department. The tender results would only be confirmed after Labour Department approved using simulators as teaching aids.

4.7.3 A Member asked about the “open and selective tendering approach” in conducting the tendering exercise as proposed in the paper. Director replied that CIC had yet to have a complete list of suppliers of simulators for training purpose and recommendation was just made according to established arrangement. Chairman added that there were only a few suppliers who could provide the said simulators in the market actually and the management could revise the related procurement approach accordingly.

**Senior
Manager-
Development
& Support**

4.7.4 The Committee accepted using excavators as teaching aids for a pilot test and making a request to the Labour Department for revising the training arrangement of the course to use simulators as teaching aids while going ahead with the tendering process for the excavator simulators.

**Senior
Manager-
Development
& Support**

4.8 Proposal for capacity in year 2013 for “Enhanced Construction Supervisor / Technician Training Scheme”

Action

4.8.1 Members took note of Paper CIC/CTB/P/113/13 and received the loose sheet on revisions to the capital expenditure on page 4 of the Paper. The capital expenditure would be reduced from the original proposed \$4.07 million to \$3.70 million.

4.8.2 Members noted that the course advisory panel had accepted the syllabus and details of the “Certificate in Building Construction Supervision (ZBD)” and “Certificate in Civil Engineering Supervision (ZCV)”. The management now proposed that additional ZBD classes would be run in 2013, which together with the already commenced ZCV course would provide an additional 200 training places. Direct training expenditure would amount to around \$3.93 million which included expenditure of \$3.47 million for extra staff and expenditure of \$460,000 for materials and tools. For capital expenditure, it would be reduced to \$3.70 million. Trainee allowance would first be paid by CIC and then be reimbursed by the government on an accountable basis. Concerning the recruitment of the required lecturers, the management proposed to temporarily revise the qualification requirements for lecturers.

4.8.3 Chairman believed that the estimated capital expenditure of running 5 classes of ZCV and ZBD courses had room for downward adjustments and requested the management to re-consider the actual need of adding a total station to see whether the teaching resources of existing surveying course could be used to save the expenditure while better utilizing the existing facilities and teaching manpower. The suggestion would also be applicable to the computer lessons and addition of relevant facilities. Chairman suggested the management consider strategically the deployment of teaching resources to maximize efficiency.

**Senior
Manger-
Construction
Training**

Action

4.8.4 Members shared the above views and one Co-opted Member proposed to consider the usage of CIC resources in a broad sense. Another Member raised that there was a need to re-consider the actual need of purchasing a concrete mixer.

4.8.5 CITB accepted the recommendations given in the paper in principle but requested the management to revise the paper according to the comments made by Members in the meeting and submit to the Committee for consideration via circulation.

**Senior
Manger-
Construction
Training**

4.9 Proposal for Basic Craft Courses in Year 2013/2014

4.9.1 Members took note of Paper CIC/CTB/P/114/13. It was also noted that the new term of Course Advisory Panels (CAPs) had agreed in their meetings held in May and June to revamp six of the 2-year Basic Craft courses to one year courses; re-organize the stream of “Bricklaying, Plastering and Tiling” into two streams of “Bricklaying and Tiling” and “Bricklaying and Plastering”; re-organize “Carpentry and Joinery” into “Construction Formwork” and “Joinery”. That would increase the streams of Basic Craft courses from nine to eleven in year 2013/2014. No revisions were made by CAPs to the training topics, days and overall arrangement of basic craft courses but the number of training days for individual training topics of courses on “Painting, Decorating and Sign-writing”, “Construction Formwork” and “Plumbing and Pipe-fitting” were proposed to be revised. The management however only recommended to accept the revisions proposed by the CAPs on Painting, Decorating and Sign-writing and on Construction Formwork but rejected the revision to the number of training days of generic trade training and supplementary training in Plumbing

Action

and Pipe-fitting course because all trainees of Basic Craft courses had to undertake the said training.

- 4.9.2 CITB accepted the recommendations made by the management regarding the revisions proposed by the CAPs and approved the revised course syllabuses of Basic Craft Courses in 2013/2014 given in the paper.

**Senior
Manager-
Construction
Training**

4.10 Proposed training capacity and trainee allowance of full-time courses in 2013/2014 training year

- 4.10.1 Members took note of Paper CIC/CTB/P/115/13 and the revised page 6 of the Paper tabled in the meeting.
- 4.10.2 Members noted the proposed training capacity and trainee allowance of full-time courses in 2013/2014 as follows:

Course	Capacity	Trainee Allowance	Site Practice Allowance
Enhanced Construction Manpower Training Scheme (ECMTS)	2,940	About \$8,000 per month (first paid by CIC and then reimbursed by the Government)	-
Short Courses	1,697	\$150 per day	-
Short courses jointly offered with Correctional Services Department	75	-	
Basic Craft Courses	570	\$2,800 per month	\$150 per day
Construction Supervisor/ Technician Courses	287	\$2,800 per month	\$150 per day

- 4.10.3 In reply to the question raised by the Chairman, Director said that response to the short courses

Action

jointly offered with Correctional Services Department (CSD) was satisfactory and courses were often oversubscribed. However, in a survey asking the inmates who had completed the course on their intention to join the industry, only 60% affirmative response was received. Thus, CIC had discussed with CSD and planned to work together to enhance information on careers support such as the prospects and promotion opportunities in the industry, etc. Chairman pointed out that if the enrollment of inmates was good, provision of more places could be considered for these courses.

**Senior
Manager-
Construction
Training**

- 4.10.4 A Member suggested asking the respondents about their reasons of not joining the industry so as to specifically adjust the placement support strategies to avoid wasting the training resources. Director said that an effort would be made to boost the rate of inmates joining the industry after completing the course. For increasing the number of training places, CIC would enhance its recruitment efforts. Apart from recruiting suitable inmates to take the courses through CSD, it would also actively enhance the publicity work at the forefront to introduce the blooming prospects of construction industry to the inmates so as to foster their interests in enrolling in relevant courses.

- 4.10.5 The Committee accepted the proposed training capacity and trainee allowance of full-time courses in 2013/2014 and agreed to hire more instructors to teach basic craft courses and short courses on temporary contracts.

**Senior
Manager-
Construction
Training**

4.11 Proposed revisions to various full-time short courses

- 4.11.1 Members took note of Paper CIC/CTB/P/116/13 and noted that course advisory panels of the new term had discussed various full-time courses in May to June and proposed a number of revisions,

Action

which mainly included: (i) suspension of Timber Formwork Top Up (Civil Engineering) Course (TTP); (ii) suspension of Underground Pipe Laying (UPL) Course and changing it to part-time mode; (iii) reducing the number of training days of individual training topics in Drainlaying (ZDL) Course so that the total number of training days be reduced from 90 days to 85 days; and (iv) increasing the subtopics of individual training topics in Site Surveying (ZIS) Course so that the total number of training days be increased from 133 days to 135 days.

- 4.11.2 A Member raised that the pass rate of the Specified Training Course on Pipelaying was relatively low and hoped CIC could enhance the training contents of the course taking into account of the performance of the candidates. Senior Manager – Construction Trade Testing expressed that the specified training course was developed using the testing mode of the trade as blueprint over the years and many of the workers were unfamiliar with the pipelaying procedures. Thus, the course results were unsatisfactory. Yet, the Construction Workers Registration Board had recently agreed to simplify the assessment methods for the specified training courses and cancelled the practical assignment. It was believed that the issue in question could be solved.
- 4.11.3 Chairman remarked that CIC should review the contents of trade tests from time to time and specifically adjust and enhance the corresponding training in the light of the performance of and difficulties faced by trainees or candidates.
- 4.11.4 As there were views that construction trade skills were evolving and the trade training should also keep abreast with the time, Chairman thus expected the management to follow up on the

Action

following topics :

- i. whether the training provided by CIC be in line with the practices in the industry or not; and
- ii. whether the course adopted internationally and commonly used or more advanced equipment / technology or not.

Chairman also stated that the mission of CIC was not only to train workers but also enhance the skills and introduce the skills into the industry. Thus, the management needed to follow up on how to achieve the mission. Chairman added that training must first be linked up with the industry, and on top of that, move ahead of the industry and introduce the latest skills into the industry. Chairman requested the management to submit a roadmap on achieving the said mission in the next meeting.

**Deputy
Director-
Training &
Development
and
Manager –
Training &
Support**

- 4.11.5 A Member shared his experience as a member of the Committee on Specified Training Courses under the former Construction Workers Registration Authority and pointed out that from reviewing the course contents to putting into effect the revisions, the process was rather complicated and involved considerable time which was very common in those days.

- 4.11.6 Chairman proposed arranging more site visits for trade instructors and management personnel to understand the latest practices of different working procedures on sites. During the visits, it might be found that many working procedures had changed. Chairman also opined that the management should arrange a brainstorming session to summarize and make forward-looking recommendations.

**Deputy
Director-
Training &
Development
and
Manager –
Training &
Support**

- 4.11.7 CITB accepted the proposed revisions to various full-time courses.

**Senior
Manager-
Construction
Training**

Action

4.12 Capacity and schedule of part-time courses in 2013/2014 training year

4.12.1 Members took note of Paper CIC/CTB/P/117/13 and noted that CIC would continue to offer six main types of part-time courses in 2013/2014 with an estimated capacity of 64,247. Among which, capacities of theory skills courses and regular commissioned courses for individual institutions were reduced by 160 and 580 respectively whereas capacity of commissioned courses not regularly provided remained unchanged. The capacities of other three types of courses, including skills enhancement courses, safety training courses and certification courses for construction plant operation tests, on the contrary, increased by about 770 in total, making the overall capacity similar to last year.

4.12.2 As the present proposed capacity had not yet included the training places of a part-time course on “Pipelaying installation”, which was just approved by the Committee, Chairman requested the management to submit a paper on the proposed course soonest possible. The capacity schedule for part-time courses would then need to be adjusted accordingly. CITB approved the capacity and schedule of part-time courses in 2013/2014 training year as submitted while corresponding adjustment would be made if there was any newly endorsed course proposal.

**Senior
Manager-
Construction
Training**

4.13 Conduct of safety training courses suitable for site management personnel and site supervision personnel

4.13.1 Members took note of Paper CIC/CTB/P/118/13 and noted the background of conducting training courses suitable for site management personnel and site supervision personnel. The Task Force on Site Safety Training under the Committee on Construction Site Safety of CIC had set up an

Action

informal working group earlier comprising representatives from DEVB, Housing Department, Labour Department and Occupational Safety and Health Council. It also proposed conducting a 27-hour “Safety Training Course for Site Management Personnel” and a 42-hour “Construction Safety Supervisor Course” for site management personnel and site supervision personnel respectively while the latter one was an existing course. The industry had been consulted again on the proposed courses and general support was received. The Task Force and the Committee on Construction Site Safety had accepted the courses, which were submitted to the Board of Studies on Construction Safety Courses under CITB last month for consideration and endorsement was sought subsequently.

- 4.13.2 Members noted the target trainees, teaching mode and number of trainees per class of “Safety Training Course for Site Management Personnel” and “Construction Safety Supervisor Course”. Members also noted the exemption criteria for taking individual modules of “Safety Training Course for Site Management Personnel”. The two courses would be operated under the principle of cost recovery with course fees set at \$1,700 and \$1,100 respectively. DEVB and Housing Department would support CIC in actively encouraging their site personnel of engineering departments to take the courses. It was also proposed to include a clause in the new construction contract requesting staff of contractors and consultancy companies to take these two courses.

- 4.13.3 CITB approved conducting “Safety Training Course for Site Management Personnel” for site management personnel while the current “Construction Safety Supervisor Course” would be suitable for site supervision personnel.

**Senior
Manager-
Construction
Trade Testing**

Action

- 4.13.4 Chairman remarked that, apart from specific safety training courses, CIC had many training courses at present embedded with topics on safety. Thus, the management could consider providing the required teaching resources for safety modules in individual courses by a specialized unit. For the certificate in supervision course mentioned earlier, similar arrangement could be considered for modules on computer applications, levelling and surveying, etc. In this way, resources and professional knowledge could be pooled together and more effectively utilized. Director responded that follow-up actions would be taken in establishing a “Centre of Excellence”.
- Senior
Manager-
Construction
Training**
- 4.14 Proposed revisions to test papers of E&M trade – Refrigeration /Air-conditioning /Ventilation Mechanic (Air System) (Intermediate Trade Test)**
- 4.14.1 Members took note of Paper CIC/CTB/P/119/13 and received the loose sheet of revised page 4 of Annex One distributed in the meeting.
- 4.14.2 Members noted that Working Group on Skills Test of Refrigeration /Air-conditioning /Ventilation held two meetings with a CITB Member and a Co-opted Member in March and April 2013 to follow up the revisions proposed to intermediate trade test questions of the above trade. After discussion, the Working Group proposed a number of revisions and CIC would have to add equipment of around \$30,000 in this aspect.
- 4.14.3 CITB approved the proposed revisions to the intermediate trade test questions of E&M trade– Refrigeration /Air-conditioning /Ventilation Mechanic (Air System).
- Senior
Manager-
Construction
Training**
- 4.15 Revisions proposed by course advisory panels to trade**

Action

tests

- 4.15.1 Members took note of Paper CIC/CTB/P/120/13 and noted the revisions proposed by course advisory panels to the test contents of construction trade tests / intermediate trade tests of six trades in plumber, construction mechanic, tiller, plasterer, leveler and painter as well as the revisions to the course contents of Ground Investigation Operator's Assistant Course.
- 4.15.2 A Co-opted Member expressed his support to the idea of keeping abreast with the time and believed that there were still rooms for improvement for those contents of trade tests and courses. Since CIC had pledged to strive for excellence, it needed to learn in many aspects. Thus, it was hoped that the industry could share with CIC the latest skills, materials and designs while CIC should also arrange study tours to learn from the good practices of others.
- 4.15.3 Chairman stated that as trade skills and equipment kept improving, the contents of trade tests and training courses should also be updated and revised from time to time.
- 4.15.4 CITB accepted the revisions to the above six trades and one training course as proposed by the course advisory panels.

**Senior
Manager-
Construction
Trade Testing**

4.16 Survey report on trade tests

- 4.16.1 Members took note of Paper CIC/CTB/P/121/13 and noted that CIC had been conducting surveys on trade testing. The survey reference period of the report submitted this time was between September 2012 and February 2013 and CIC would submit survey reports to CITB regularly in future. It was also noted that out of the 7,700 more questionnaires issued, around 4,000 responses were collected. The survey mainly

Action

asked about matters related to application, scheduling, invigilator, tools, materials, test process and time etc. The average points of the ten questions were in the range of 4.31 and 4.58 (5 was the maximum point). In addition, 98.52% candidates had an overall comment of “satisfactory” to “very satisfactory” in relation to the conduct of trade test. Furthermore, candidates could provide supplementary information on the questionnaires if they had other comments towards the test. A total of 175 written feedbacks were received and CIC had taken suitable follow-up actions as regards the candidates’ comments.

4.16.2 CITB accepted the survey report on trade tests.

4.17 Annual report on complaints about Trade Tests for construction/civil engineering/electrical & mechanical engineering trades and certification tests for plant operation

4.17.1 Members took note of Paper CIC/CTB/P/122/13 and noted that CIC had developed “Trade Test Appeal Mechanism and Complaint Handling Procedures” which was implemented in April 2012 to handle cases of test result recheck, comments and complaints etc under the principle of effectiveness and fairness. The first annual report on complaints about trade tests for construction/civil engineering/electrical & mechanical engineering and certification tests for plant operation covering the period from March 2012 to February 2013 was submitted as required. The management would submit the said report to CITB on a half-yearly basis from then onwards.

4.17.2 Members also noted that during the time period covered by the report, CIC conducted 3,620 trade tests in total and received a total of 23 cases involving 11 trades, which included 9

Action

enquiries, 8 feedbacks, 4 complaints and 2 applications for rechecking test results. All these cases were sorted and handled by suitable level of management according to the mechanism and all the 23 cases were closed. For feedbacks on test arrangement and tools and equipment etc, which depicted similar results of the aforementioned survey report on trade testing, the management would review in details the insufficiencies and make improvements. Whereas, there were 6 cases indicating dissatisfaction with the attitude of the staff members. The management would remind and request the relevant staff to improve, if necessary.

4.17.3 A Member pointed out that the report indicated that cases involving the plumbing trade were relatively more. Director responded that these cases were mainly about tools, materials and equipment, and stakeholders of the plumbing industry had been invited to inspect the plumbing workshop and views were sought for improvements. Some opined that CIC should regularly update the testing components and tools. The management had enhanced the frequency of checking and the replacement of tools and materials and was still following up how to lessen the impact of gaps within the wall on fixed pipe brackets.

4.17.4 A Co-opted Member pointed out that since the plumbing trade had relatively low passing rate and received the most complaints, it was proposed to fully review the training course and test contents of the said trade.

4.17.5 Chairman proposed to conduct a full study on plumbing trade to find out the actual operation of the trade so as to revise the training course and testing contents accordingly. Chairman requested relevant department heads to handle the matters

**Senior
Manager-
Construction
Training and
Senior**

Action

seriously and submit a thematic report on plumbing trade to fully review the trade skills, materials used and related training and testing arrangements and the like of the trade in the next meeting.

**Manager –
Construction
Trade Testing**

- 4.17.6 CITB accepted the annual report on complaints about trade tests on construction/civil engineering/electrical & mechanical engineering trades and certification test of plant operation from March 2012 to February 2013.

4.18 Proposal of adding “curtain wall intermediate trade test”

- 4.18.1 Members took note of Paper CIC/CTB/P/123/13 and noted that Construction Workers Registration Board (CWRB) had approved adding curtain wall installer as a trade for registration under the category of semi-skilled workers in early 2013. On the other hand, CIC had commenced the first class of curtain wall installer training course in the second quarter of 2013. The management then drafted the test questions of “curtain wall installer intermediate trade test” for the Committee to consider after receiving comments from Hong Kong Facade Association (HKFA), curtain wall contractors and design consultants. The proposed intermediate trade test would only consist of a 3-hour practical test.

- 4.18.2 A Member questioned why the working drawing still marked as “the picture was not drawn to scale”. Chairman showed his understanding and opined that dimensions were already given in the drawing but would still request the management to review.

**Senior
Manager-
Construction
Trade Testing**

- 4.18.3 CITB approved adding “curtain wall intermediate trade test” and its proposed test contents.

**Senior
Manager-
Construction
Trade Testing**

Action

4.19 Proposal of adding “marble (polishing) trade test”

Members noted that the management had withdrawn the above agenda item (original Paper no. CIC/CTB/P/124/13) but a Co-opted Member proposed following up on this item under agenda item of Any Other Business.

4.20 Tender report on purchasing one tower crane

4.20.1 Members took note of Paper CIC/CTB/P/125/13 and noted that CIC had started to purchase one new tower crane through open tenders and a total of 3 tender proposals were received by the closing date. The machine to be procured would be used at Tai Po Training Ground. Tender assessment adopted a two-envelope system consisting of a technical proposal and a price proposal. After assessing the technical proposals of the three tenders by an assessment panel comprising two industry practitioners and three CIC staff, the three tenderers all passed the assessment and obtained pass marks. Thus, their price proposals were opened. The assessment panel now recommended accepting the lowest tender submitted by Eastime Construction Equipment Engineering Ltd. for providing one tower crane (model type: YongMao ST5515B) with the tender price as \$2,226,000 that was within the budgeted estimate.

4.20.2 Replying to the question from Chairman, Director remarked that the two industry practitioners in the assessment panel had declared there were no conflicts of interest in matters relating to the procurement tendering.

4.20.3 CITB accepted the recommendations of the assessment panel.

**Senior
Manager-
Construction
Training**

4.21 Definition of 9 categories of site supervision personnel

Action

under Construction Industry Council Manpower Forecasting Model

Members noted that the above Paper CIC/CTB/P/126/13 had to be withdrawn.

4.22 Organizing a Seminar on Manpower Survey of RMAA Projects in the Construction Industry

4.22.1 Members took note of Paper CIC/CTB/P/127/13 and noted that Working Group on RMAA Manpower Research held a meeting in May 2013. It was agreed to organize a Seminar to explore the ways to obtain RMAA statistics and to solicit support from the industry and seminar attendees to help collect the said data and information. The proposed Seminar would be held in the afternoon of 6 August 2013 at Construction Industry Resource Centre. Target participants would be industry practitioners / organizations involving in RMAA works which included Government departments, contractors, subcontractors, owners and property agents etc. The proposed list of organizations to be invited and the tentative programme rundown were given in the paper.

4.22.2 CITB approved organizing a Seminar on Manpower Survey of RMAA Projects in the Construction by the Working Group on RMAA Manpower Research and its related arrangements.

**Chief
Research
Consultant**

4.23 Progress report on “Investing in Construction Manpower project”

4.23.1 Members took note of Paper CIC/CTB/P/128/13 and noted the progress of various items under the “Investing in Construction Manpower project” as of 15 June 2013.

4.23.2 Members noted that the target capacity from

Action

September 2010 to end of 2014 for short courses under Enhanced Construction Manpower Training Scheme (ECMTS) would be 7,490 and be implemented in 8 phases. The total target capacity was 4,550 for Phases 1 to 6 (September 2010 to September 2013). Target capacity as of 15 June was 3,735 with 3,245 having been enrolled and, among which, 2,189 trainees had graduated. During the same period, total enrollment for Contractor Cooperative Training Scheme and Subcontractor Cooperative Training Scheme was 545 with 165 graduates respectively. For individual courses that needed to wait for four months or above to get admitted, CIC would try to make improvements and expect that the vacated Sha Tin Training Ground could be used to run more classes for the bar bending and fixing trade, which had serious manpower shortage, after completing the construction projects at Tai Po Training Ground in June and moving out of facilities at Sha Tin Training Ground. It was also planned to mainly conduct site surveying and leveler courses at Yuen Kong Training Ground after its completion of construction. In addition, CIC would liaise with contractors to operate more cooperative training classes, particularly cooperative training schemes for welders and levelers, to divert people waiting for enrollment.

- 4.23.3 Members also noted that applications for taking the “Senior Construction Workers Trade Management Course”, “Specified Training Courses” and “Skills Enhancement Course” remained at a relatively low level. Yet, CIC had obtained consent from relevant policy bureau that if the number of course applicants was below target, the remaining budget estimates could be re-allocated to ECMTS. For Enhanced Construction Supervisor / Technician Training Scheme, it was expected to provide 1,000 target capacities by the end of 2014. Regarding the

Action

subsidy for fees of trade test, the number of applicants matched closely with the target number.

- 4.23.4 CITB accepted the progress report on “Investing in Construction Manpower project” as of 15 June 2013.

(Ms LUI Kit-yuk, Grace left the meeting at this juncture.)

4.24 Proposal on communications between CITB and course advisory panels

- 4.24.1 Members took note of Paper CIC/CTB/P/129/13 tabled in the meeting. It was also noted that the management made a number of proposals to build up formal and direct communications between CITB and course advisory panels. However, as there were many items to be discussed in each CITB meeting, it was difficult to add one more agenda item to discuss the issue of course advisory panels. Thus, it was proposed that after all panels had held their meetings, CITB Chairman or his delegated Member(s) and/or any interested Member(s) would meet with the 17 course advisory panel chairmen.
- 4.24.2 A Co-opted Member pointed out that there were representatives from trade associations and labour unions in course advisory panels and the discussions in the panels could be passed to CITB through their respective representatives serving as CITB Members. Thus, a certain degree of communication already existed between course advisory panels and CITB.
- 4.24.3 Chairman raised that there were comments received earlier that proposals made by course advisory panels might not be fully reflected by the management. Thus, one more opportunity was proposed for the course advisory panels and CITB to exchange and communicate.

Action

4.24.4 A Co-opted Member expressed that not all panels had representatives from trade associations. If there was a direct communication opportunity for the panels and CITB, this could bring the main discussion points of the panels and even new perspectives to CITB directly.

4.24.5 A Member raised that meetings of most of the panels at present were scheduled in the same month and the notice of meeting was usually short that organizations of serving panel representatives could not have enough time to thoroughly study the meeting agenda and offer comments.

4.24.6 Chairman remarked that the management should try their best to send notice of meeting one week before the date of meeting. The 17 course advisory panels held their meetings in May and June was mainly because the reorganization of the new term of panels was just completed and the reviews of a number of courses and trade tests had been delayed for a long time. It was thus necessary to meet as soon as possible. Chairman agreed that subsequent meetings of the 17 panels should be arranged in different months.

4.24.7 Director said that hereafter meeting schedule would be drawn up in advance and agenda would be sent out two weeks before the date of meeting.

**Senior
Manager-
Construction
Training and
Senior
Manager-
Construction
Trade Testing**

4.24.8 CITB approved the proposal of direct communication between CITB and course advisory panels.

4.25 Progress report of 1st meeting of Board of Studies on

Action

Construction Safety Courses

Progress report of 1st meeting of Steering Committee on CIC Manpower Forecasting Model Updating and Enhancement Study

Progress report of 1st meeting of Working Group on RMAA Manpower Research

Progress report of 1st meeting of Working Group on Standardization of Labour Return of Construction Sites

Members took note of Papers CIC/CTB/BOSSC/R/001/13, CIC/CTB/CMF/R/001/13, CIC/CTB/WGRMAA/R/001/13 and CIC/CTB/WGLR/R/001/13. Members also accepted progress reports of the 1st meetings of the above Board of Studies, Steering Committee and Working Groups.

4.26 Any Other Business

4.26.1 Proposal for adding “Marble (polishing) trade test”

4.26.1.1 The Co-opted Member proposing the above agenda item expressed that with the establishment of registration category for skilled and semi-skilled marble workers (polishing) and the launch of Subcontractor (marble worker) Cooperative Training Scheme, there was a need to introduce related trade tests as soon as possible. After discussion with the industry, CIC proposed construction trade test for marble workers (polishing) and designed two test papers for the level of intermediate trade test. The difference between the two intermediate trade test papers mainly reflected the weights assigned to the tasks in marble refurbishment and marble polishing and the different materials used. This was to facilitate

Action

workers to continue to work with their already acquired trade skills. In consultation with the industry, some proposed that the difference should be indicated in the two test papers. The first option for the test papers would be “marble polishing intermediate trade test” and “marble polishing and refurbishment intermediate trade test”; the second option was to state as: “marble worker (polishing) intermediate trade test (paper A)” and “marble worker (polishing) intermediate trade test (paper B)”.

4.26.1.2 The Co-opted Member continued that referring to the procedures of approving documents, Construction Workers Registration Board (CWRB) shall decide the registration name of such trade before CIC considered the test papers of the trade. A brief account of the issue was first given and CIC would then need to introduce the required tests subject to the decision made by the Registration Board in its meeting on 24 July.

4.26.1.3 Chairman expressed that after receiving comments from relevant course advisory panels on the proposed test questions, the management could submit to CITB for consideration through circulation if time was tight.

**Senior
Manager-
Construction
Trade Testing**

4.26.2 Review outcomes of full-time courses and Extend current training period of “Subcontractor Cooperative Training Scheme”(SCTS) as main training endeavour

Action

- 4.26.2.1 The Co-opted Member who raised the above agenda item said that the target trainees of former Construction Industry Training Authority (CITA) at the time of establishment had changed with the time. In the past, it was targeted at students completing Form Three or above and teaching them a working skill through one or two-year full-time basic training courses. However, with improvement of livelihood and the launch of 334 new academic system, students could complete six years of secondary schooling normally and they had many opportunities for further studies and employment. Since the construction industry was facing ageing problem and manpower shortage in recent years, it was proposed to explore effective ways to train new blood and to ensure training closely match actual conditions on sites, which would entail the issue of allocation of resources. That Member added that as there was no data on hand, it was hoped that the management could provide the following data for considering whether there was room for changing the training mode :
- (i) drop-out situation of trainees of full-time courses from recruitment to the mid-term of the first year of study and the end of the course ; and
 - (ii) entrance rate of trainees who ultimately joined the construction industry.

Action

The Member also proposed to explore if there was a need to adopt the master-apprentice training mode and pointed out that it was still practiced in Germany. In fact, this kind of training mode had been the most effective way in training new entrants for the construction industry. The present training arrangement in Subcontractor Cooperative Training Scheme (SCTS) was similar to the said mode, so it was hoped that the Committee could explore these two modes.

- 4.26.2.2 Chairman stated that the topic of reviewing the outcomes of full time courses could be followed up in the next meeting with the provision of relevant data by the management; for the second point on extending the training period as main training endeavour, Chairman opined that the current training mode of SCTS could be considered for further expansion, if found suitable. On the contrary, if there was any shortcoming, it should be revised before considering the expansion of the said scheme.

**Senior
Manager-
Construction
Training**

**Senior
Manager-
Development
& Support**

- 4.26.3 New Development Areas Project for northeastern New Territories and Hung Shui Kiu

Chairman said that the Government would implement new development areas project for northeastern New Territories and Hung Shui Kiu to cope with the demand for housing in the long term and create job opportunities. Therefore, CIC manpower forecasting model had to provide additional information on the impact of the

**Chief
Research
Consultant**

Action

above two major development plans on manpower demand.

4.26.4 E&M training

Chairman said that E&M training had mainly been provided by VTC as only some of the graduates would join the construction industry. Yet, the resources of VTC could not meet the present demand for E&M manpower in the industry. As CIC could now collect levy from E&M works, it had started to provide construction-related E&M training and trade tests. It was thus hoped that CITB Members and the management could explore the measures that could be taken by CIC in the short term and long term to cater for the E&M manpower demand in the industry. Moreover, funding of VTC came from the Government and funding of CIC was from the levy collected in the industry. Therefore, division of labour between VTC and CIC was needed to be considered to ensure the levy collected from the industry could be directed to the training of construction manpower.

**Senior
Manager-
Construction
Training**

4.26.5 Dissatisfaction with the work of CITB

Chairman remarked that we all aimed to achieve consensus among various agenda items through discussions. Honestly, the outcome of discussion might not be able to satisfy all Members representing different organizations/institutions in the industry which involved different interests and matters of concerns. Nevertheless, it was hoped that any disagreement could be discussed and resolved in the CITB meetings first; otherwise, it would be unfair to all Members and CITB at large.

**All CITB
Members**

4.26.6 Strengthen training for construction industry

Action

Members received in the meeting a loose leaflet of one of the discussion papers submitted in the meeting of Social Services, Labour and Economic Affairs Committee of the North District Council. Director supplemented that training local workers had always been the mission of CIC.

4.27 There being no other business, the meeting was adjourned at 12:05 pm.

**CIC Secretariat
July 2013**