

**Construction Industry Council**

**Construction Industry Training Board**

---

Meeting No. 005/22 of Construction Industry Training Board was held on 14 Sep 2022 (Wednesday) at 9:30 am at the Board Room, 29/F, Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon.

Present:	Eddie LAM	(ELM)	Chairperson
	CHAN Lok-chai *	(CLCn)	
	CHOW Luen-kiu	(LKC)	
	Conrad FUNG	(KKF)	
	HUANG Yongquan *	(YQH)	
	LO LEE Oi-lin	(OLLL)	
	William LUK	(WmL)	
	Lawrence NG	(LN)	
	Staw WONG *	(SwW)	
	WONG Ping	(PWG)	
	Daniel YAN *	(DY)	
	Angela LEE	(DS1)	
	WAN Chi-ping *	(CPW)	
In attendance:	Eric CHAN	(ECCW)	Development Bureau
	Rick KO	(WCK)	Development Bureau
	Ringo SHEA	(RSh)	Hong Kong Federation of Electrical and Mechanical Contractors Limited
	Peter LAM (only attended Agenda Item 5.8)	(OKL)	Chairperson of Sub-committee on Ethnic Minorities in Construction
	Thomas HO On-sing	(TH)	Construction Industry Council Chairman
	Albert CHENG	(CTN)	Executive Director
	Stephen MANN	(SnM)	Director - Hong Kong Institute of Construction (Acting)
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Chris LAU *	(CsLu)	Senior Manager – Finance
	Eric CHENG *	(EcC)	Principal – Kowloon Bay Campus, HKIC
	Kevin WONG *	(KeW)	Principal – Kwai Chung Campus, HKIC (Acting)
	Daniel CHIU *	(DIC)	Principal - School of Professional Development in Construction (Acting)
	Roy WONG *	(RyW)	Manager – Career Support Services
	David LEUNG *	(DdLg)	Assistant Manager - Collaboration Scheme

Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
Formula CHEN	(FMC)	Assistant Manager – Board Services & Administration Support

Apologies: Bernard Vincent LIM (BVL)

\*Members and attendees attended the meeting via video conference

**Minutes**

**Action**

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

Members took note of Paper CIC/CTB/M/004/22, and confirmed the minutes of the meeting No. 004/22 held on 6 July 2022.

**5.2 Matters Arising from the Previous Meeting**

There were no matters arising from the previous meeting.

**5.3 Detailed Business Plan and Financial Budget of CITB for Year 2023 (for endorsement)**

Members took note of Paper CIC/CTB/P/050/22. SnM briefly introduced the business plan, relevant key performance indicators and financial budget of Hong Kong Institute of Construction (HKIC) and Trade Testing for year 2023.

CIC Chairman enquired about the responsible department for each project in the business plan of HKIC and Trade Testing for year 2023. The Chairperson responded that Construction Industry Training Board (CITB) and HKIC had an inescapable responsibility for training, while CIC and CITB were ultimately responsible for that. The Chairperson of Hong Kong Institute of Construction Management Board (HKICMB) responded that HKIC had submitted a detailed work plan and schedule to HKICMB. With a view to achieving the goal of training 10,000 workers per year, a number of student recruitment exercises had been carried out in recent months. She invited SnM to brief Members on the work progress. SnM reported that Collaboration Scheme Department had set up street counters every week since July 2022, and collaborated with district councilors in recruiting students. Around 150 students were recruited through the street station in August 2022.

CIC Chairman stated that the student recruitment result was not ideal, and invited the Members from Hong Kong Construction Association, Hong Kong Construction Sub-Contractors Association (HKCSA), Registered Specialist Trade Contractors Federation (RSTCF), Hong Kong Federation of Electrical and Mechanical Contractors, Hong Kong Construction Industry Employees General Union and Hong Kong Construction Industry Registered Specialist Trade Union Federation to proactively participate in collaboration schemes, and strive to achieve their

Action

training targets. The Member representing HKCSA responded that HKCSA and Collaboration Scheme Department had held job fairs in co-operation with Democratic Alliance for the Betterment and Progress of Hong Kong, Hong Kong Federation of Trade Unions and Housing Department respectively, and also liaised with Hong Kong Correctional Services Department to promote collaboration schemes to rehabilitated offenders. The Member representing RSTCF expressed that the effectiveness of job fairs and street counters was not ideal, and hoped that the recruitment exercises for collaboration schemes and HKIC courses could be arranged separately. Promotion in shopping malls could also be considered to enhance effectiveness.

CIC Chairman stated that there was no need to report the progress in that meeting, and invited HKIC to report figures on student recruitment to CITB bi-weekly, and submit information on the responsible department for each project of business plan for year 2023 to CITB within one week after the meeting.

**Secretariat**

(Post-meeting note: The secretariat submitted the information on the responsible department for each project of business plan for year 2023 to CITB via email on 21 September 2022.)

After deliberation, Members endorsed the detailed business plan and financial budget of CITB for year 2023.

**5.4 Report and Suggestions of Task Force on HKIC's Staffing Policy (for approval)**

Members took note of Paper CIC/CTB/P/051/22 and the report of Task Force on HKIC's Staffing Policy (the Task Force). In response to the suggestions of the audit report prepared by Ernst & Young, the Task Force had completed the following tasks, including planning teaching hours, developing manpower policies and training places, providing training for teaching staff in different aspects to ensure the quality of the team so as to meet the teaching needs of new technology. Members also noted that the terms of the Task Force had ended on 30 June 2022. The management staff would follow up on the manpower needs of administrative personnel subsequently, and would report to HKICMB by end of 2022.

The Chairperson expressed that the training capacity of HKIC should be maximized, and enquired whether HKIC estimated the training capacity for the next year. SnM responded that HKIC could train up 5,500 or more people in the coming year. The

Action

maximum training capacity of HKIC depended on types of courses and the market demand.

The Chairperson was concerned and enquired about how the quality of instructors could be ensured. SnM responded that under the leadership of CIC Chairman, elements of “change of cultures” such as craftsmanship and professional ethics were included in the annual work plan for instructors. Curriculum Development & Quality Assurance (CDQA) would also arrange training related to construction technologies, whole person development and professional ethics, etc. for instructors.

CIC Chairman was concerned about how the trade skill quality of the courses could be ensured. The Chairperson of Sub-committee on Trade Testing stated that a meeting was held with the Chairpersons of 19 Trade Advisory Panels. Each Trade Advisory Panel had also held meetings to comprehensively review the suitability of the course content including new technologies, skills, safety and work ethic. The relevant reports would be submitted to Sub-committee on Trade Testing within 2 to 3 months. CIC Chairman enquired whether the execution of the suggestions from the reports in relevant courses would be audited. The Chairperson of Sub-committee on Trade Testing responded that lesson observation could be arranged for audit teams. CIC Chairman hoped that the audit teams could observe lessons on a regular basis.

CIC Chairman was also concerned about how the trade skill quality of the instructors could be ensured, and enquired whether site practices would be arranged for them. SnM responded that HKIC provided “Industry & Site Attachment” for instructors, and they could apply for practices on construction sites for 3 weeks to 3 months. HKIC would arrange appropriate sites for practices, while instructors could also suggest sites themselves. The Chairperson opined that the sites for practices should be arranged by HKIC.

CIC Chairman enquired whether the terms of office of the Task Force would be extended. The Chairperson of HKICMB responded that as the works of the Task Force were yet to be completed. There was still a gap between the teaching of HKIC instructors and practical application. The teaching contents delivered by instructors also varied. Teaching and Learning Package should be developed by HKIC if resources were available. The same subject could be taught according to the Teaching and Learning Package even if the instructor was changed. In addition, as short courses had not obtained

Action

**CDQA**

recognition from the Qualifications Framework for the time being, a management system should be established to monitor the teaching quality, and the Director and Principals of HKIC should observe lessons on a regular basis. It took substantial effort to establish the whole system. CDQA was mainly responsible for programme accreditation, while the Director and CDQA needed to consider how to develop the system. The Task Force should exist in another way if necessary.

A Member pointed out that his company had also produced many videos related to craftsmanship and safety, and he was willing to share them with CIC. HKIC could also use the videos in teaching as necessary. The Chairperson asked the Secretariat to share the videos with Members.

(Post-meeting note: The Secretariat had shared 3 videos filmed by the company of that Member with other Members on 15 September 2022.)

After deliberation, Members approved the report and suggestions of the Task Force.

**5.5 Suggestions on Subsidy for Administrative Fee of Intermediate Tradesman Collaborative Training Scheme (ITCTS) (for approval)**

Members took note of Paper CIC/CTB/P/052/22.

The Chairperson clarified the following points:

- (a) The basic monthly administrative fee was for subsidising the expenses of HKCSA and TRSTCF for their joint promotion with CIC and coordination of training. The amount of subsidy was fixed, and would not be adjusted according to the number of students enrolled.
- (b) Sub-committee on Construction Industry Council Approved Technical Talents Training and Collaborative Training Schemes suggested that in addition to the two above-mentioned associations, other organisations should also be rewarded HK\$300 for successful recruitment of each student for participation in ITCTS at the meeting held on 5 August 2022.
- (c) The maximum expenses on successful recruitment of students for participating in the collaboration schemes would be HK\$1,590,000 (including administrative fee and incentives).

A Member opined that it was not easy for the industry to achieve the target of recruiting 2,500 students to participate in ITCTS. To encourage different organisations to recruit more students, no upper limit should be set for the incentives on successful recruitment of students. The Chairperson expressed that setting an upper limit for the above-mentioned administrative expenses was mainly because such expenses were required to be clearly reserved in the financial budget. He welcomed Members to express their opinions regarding the matter. All Members agreed that there was no need to set an upper limit for the HK\$300 incentives for successful recruitment of each student.

After deliberation, Members approved to collaborate with HKCSA and RSTCF to organise recruitment events and coordinate training. CIC would subsidise the administrative expense incurred from related work by HKCSA and RSTCF, with a basic administrative fee of HK\$35,000 per month. HKCSA and RSTCF had started assisting in organising recruitment events and coordinating administrative work of training since June 2022 and May 2022 respectively. Therefore, CIC was required to pay the administrative expense from the above-mentioned time (with a cap of 1 year). In addition, organisations of the industry (excluding those on a company-basis) would be rewarded HK\$300 for successful recruitment of each student for participation in ITCTS, with no upper limit for the places. The above recruitment events and training mode would operate for one year. As the 2022 Financial Budget was sufficient to cover the administrative expense of the associations, and the administrative expense of the associations for 2023 was also included in the financial budget of the corresponding year, no additional funding was required.

**5.6 ★Summary Report of the 3rd and 4th Meeting of the Hong Kong Institute of Construction Management Board in 2022 (for information)**

Members took note of Paper \*CIC/CTB/P/053/22\*, and did not make further comments on the Paper.

**5.7 ★Summary Report of the 3rd Meeting of Sub-committee on Trade Testing in 2022 (for information)**

Members took note of Paper \*CIC/CTB/P/054/22\*, and did not make further comments on the Paper.

**5.8 ★Summary Report of the 1st Meeting of Sub-committee on Ethnic Minorities in Construction in 2022 (for information)**

Members took note of Paper \*CIC/CTB/P/055/22\*. OKL, the Chairperson of Sub-committee on Ethnic Minorities in Construction, reported that there were approximately 12,000 EM registered general workers for the time being. According to the Daily Attendance Records (DAR), there were approximately 4,900 (39.8%) of them working on construction sites. The Sub-committee had approved the proposal on upskilling of EM registered general workers to registered semi-skilled workers at the meeting held on 5 September 2022, and would visit the relevant construction sites and conduct face-to-face promotion through the CIC outreach team. OKL also pointed out that in order to retain EM registered general workers in the construction industry, employers needed to deploy more resources to train and retain the new EM workers. In addition, it was also necessary to encourage employers to recruit a team comprised of EM workers. OKL also shared the successful experience of a Member from the Sub-committee. His company successfully encouraged the hired EM team to be a sub-contractor. The Chairperson responded that it was required to identify the employers who wanted to hire EM workers and above-mentioned EM registered general workers at first, matchmaking would be conducted afterwards. The language barrier should also be overcome. If employers from Electrical & Mechanical Trades possessed the ability to communicate in English and the experience in hiring EM workers, it was hoped that Hong Kong Federation of Electrical and Mechanical Contractors could provide full support. The Chairperson continued that after outreach team visiting the sites, the effectiveness could be evaluated. The Sub-committee could submit a proposal to CITB as necessary.

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

Members took note of Paper \*CIC/CTB/P/056/22\*. The Chairperson opined that unmanned machinery was becoming popular, and the management staff should set that as a long-term goal. A Member enquired on the training content of Certificate in Repair, Maintenance, Alteration and Addition (Building Construction). The Executive Director responded that the programme targeted the needs for repair, maintenance, alteration and addition (RMAA) works of sizeable property management companies. Plastering, joinery, painting and metal works were included in the programme content, and many workshops were utilised for training. It could not expand to the home RMAA



works for the time being.

**5.10 ★Table on Waiting Time and Data for Trade Tests with Proposed Actions for Enhancement (for information)**

Members took note of Paper \*CIC/CTB/P/057/22\*, and did not make further comments on the Paper.

**5.11 ★Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests with Proposed Actions for Enhancement (for information)**

Members took note of Paper \*CIC/CTB/P/058/22\*, and did not make further comments on the Paper.

**5.12 ★Statistical Data, Progress Report and Proposed Actions for Enhancement of Construction Industry Council Approved Technical Talents Training Programmes (for information)**

Members took note of Paper \*CIC/CTB/P/059/22\*. The Chairperson stated that the passing rate of apprentices was only 96%, and enquired the reason for failing. RyW responded that the concerned apprentices were mainly the graduates from VTC Earn & Learn. They did not perform proactively. It was believed that the passing rate would increase after 2022 as all apprentices would be trained by HKIC.

**5.13 ★Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme with Proposed Actions for Enhancement (for information)**

Members took note of Paper \*CIC/CTB/P/060/22\*. The Chairperson was concerned about the low passing rate of Bricklaying, Plastering & Tiling trade from Skilled Tradesman Training Scheme (Intensive Programme). SnM responded as there were only 4 candidates for the above trades, it was difficult to conduct a holistic analysis on their performance. He invited IK to supplement the matter. IK expressed that HKCITTC had contacted relevant training institutes to learn the reasons for the low passing rate. It was found that some candidates did not understand the requirements of trade tests. Relevant instructors' understanding of the requirements should be enhanced. In addition, training institutes used tools and materials different from that used in trade tests, which also affected the performance of candidates. HKCITTC had reminded relevant training

institutes of the matter.

#### **5.14 Any Other Business**

##### Addition of Members to Trade Advisory Panels

Members approved to invite Hong Kong Construction Industry Registered Specialist Trade Union Federation to nominate representatives to join the 18 Trade Advisory Panels with vacancies.

##### Blueprint on Training of Manpower in Construction Industry

SnM briefed Members on the development blueprint for manpower training of the construction industry. It was hoped that HKIC could become the leading construction training academy in Asia within 3 to 5 years. In order to achieve the goal, HKIC would formulate a new brand positioning and overall training strategy for the future, with four areas of training as the pillars of HKIC, including:

- (a) Trade Skills Development;
- (b) Professional Development;
- (c) New Technology/ Modern Methods of Construction/  
Modern Construction Management and Sustainability;  
and
- (d) Construction safety.

The Executive Director expressed that an expert panel would be established to assist HKIC in establishing the development content of the above four pillars. The Chairperson opined that HKIC needed to establish its unique position and branding. It was hoped that HKIC could become the main way for those new blood to join the industry and become construction workers in the future. This did not mean that only graduates from HKIC could join the industry. They could also consider to participate in the training programmes for construction workers provided by other training institutes recognised by HKIC. The Chairperson continued that the four pillars of HKIC also included the six elements of “has ideals and beliefs, knows technology, can innovate, dares to assume responsibilities and is willing to dedicate” in the “Reform Plan for the Construction of Industrial Workers in the New Era” mentioned by CIC Chairman.

A Member enquired whether the targets of pillars (b) and (c) were professionals. The Chairperson responded that the frontline

workers would also need to apply the construction innovative technologies to their works in the future and need professional development. The Executive Director agreed with the Chairperson, and pointed out that the target group of CIC was not only limited to workers, different levels of stakeholders should understand new technologies. While the training content would depend on the target group. A Member pointed out there was a tendency of developing high technologies in construction industry, workers also needed to understand and operate new technologies.

**5.15 Tentative Date of Next Meeting No. 006/22**

The next meeting was scheduled for 16 November 2022 (Wednesday) at 9:30am at the Board Room, 29/F, Tower 2, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon.

There being no further business, the meeting was adjourned at 11:50 am.

**CITB Secretariat  
September 2022**