

### 僱主資助金發放安排

資助金將分兩部分發放。

第一部分資助金，僱主於首6個月按月提出申請，議會先將資助金之一半（按工種計，每月上限為港幣2,000元至3,000元）發放予僱主，首6個月發放的總金額上限為港幣18,000元。

第二部分資助金，將於在職培訓計劃完結後（即第18個月後）一筆過發放予僱主。此部分的資助金額將相等於首6個月獲發的總金額，上限為港幣18,000元。

### 僱主支薪模式與資助金額計算方式

僱主需以月薪方式支付僱員薪金，但如僱員薪金因行業慣例以日薪計算，而該僱員該月上班日數相等或多於20天，資助金額會按該工種既定的每月資助金額計算。議會為確保該僱員於公司有足夠的上班日數，僱員每月最少工作15天或以上，僱主才可獲發放該月的在職培訓資助金額。

如該僱員該月上班日數少於20天，資助金額會按該僱員該月上班日數按比例計算，而每日津貼金額將以每個月25個工作天為計算基礎。

### 中途退出計劃安排

若僱主/僱員於本計劃生效後的首6個月內退出計劃而有合理解釋，議會將依照僱員最後一個工作日，按比例發放資助金予僱主，而不會追討先前已發放的資助金。若沒有合理解釋，議會有權向僱主追討已發放的資助金。

僱主於被批核的僱傭合約生效後18個月內任何時間退出計劃將不會獲得第二部分資助金。

### 定期監察培訓計劃

議會將定期於僱員工作之地盤巡查及聯絡僱主及僱員，以確保僱主履行僱傭合約，並監察在職培訓進度。在有需要時，議會會向僱員提供輔導及支援。



### 查詢及索取申請表格 ENQUIRY & APPLICATION

建造業議會 Construction Industry Council

☎ 電話 Tel : 2100 9107 / 2100 9108

🌐 網址 Website : [www.hkcic.org](http://www.hkcic.org)

👤 就業熱線 Placement Hotline : 2100 9102

本議會製作此簡介時（2015年4月），已力求資料正確無誤，惟資料或會因應需要而修改。

The CIC has taken necessary measures to ensure the validity of this document on the date of production (Apr 2015). However, the CIC reserves the right to change its content whenever necessary.

### PAYMENT OF SUBSIDY

Subsidy shall be paid in two parts.

For the first part of subsidy, employers shall submit monthly application in the first six months. The CIC shall issue half of the subsidy (the upper monthly limit is from HK\$2,000 to HK\$3,000 based on the trade) to employers which is capped at HK\$18,000 for the 6-month period.

For the second part of subsidy, it shall be paid in a lump sum after the completion of the 18 months of the OJTS. Subsidy of the second part shall be of the total amount paid in the first six months and also capped at HK\$18,000.

### PAYMENT OF SALARY AND SUBSIDY CALCULATION METHOD

Employers must pay employees by monthly salary. If the salary of an employee is paid daily due to current practices in some trades, the number of working days of that employee should be equal to or more than 20 days in the month for acquiring full monthly subsidy. In order to ensure the employees having minimum working days in a month; therefore, employers would be entitled the monthly subsidy for employees who work at least 15 days in a month.

If the number of working days of that employee is less than 20 days, subsidy shall be calculated pro-rata to the actual number of working days in that month over 25 days.

### WITHDRAWAL ARRANGEMENT

If the employer or the employee leaves the scheme within 6 months after commencement of the scheme with reasonable explanation, the CIC may pay the monthly subsidy in pro-rata to the employer based on the last working day of the employee. All paid subsidy to the employer shall not be clawed back only if the explanation is accepted by the CIC.

The second part of subsidy shall not be paid to employer whenever the employer withdraws from the scheme within 18 months of employment.

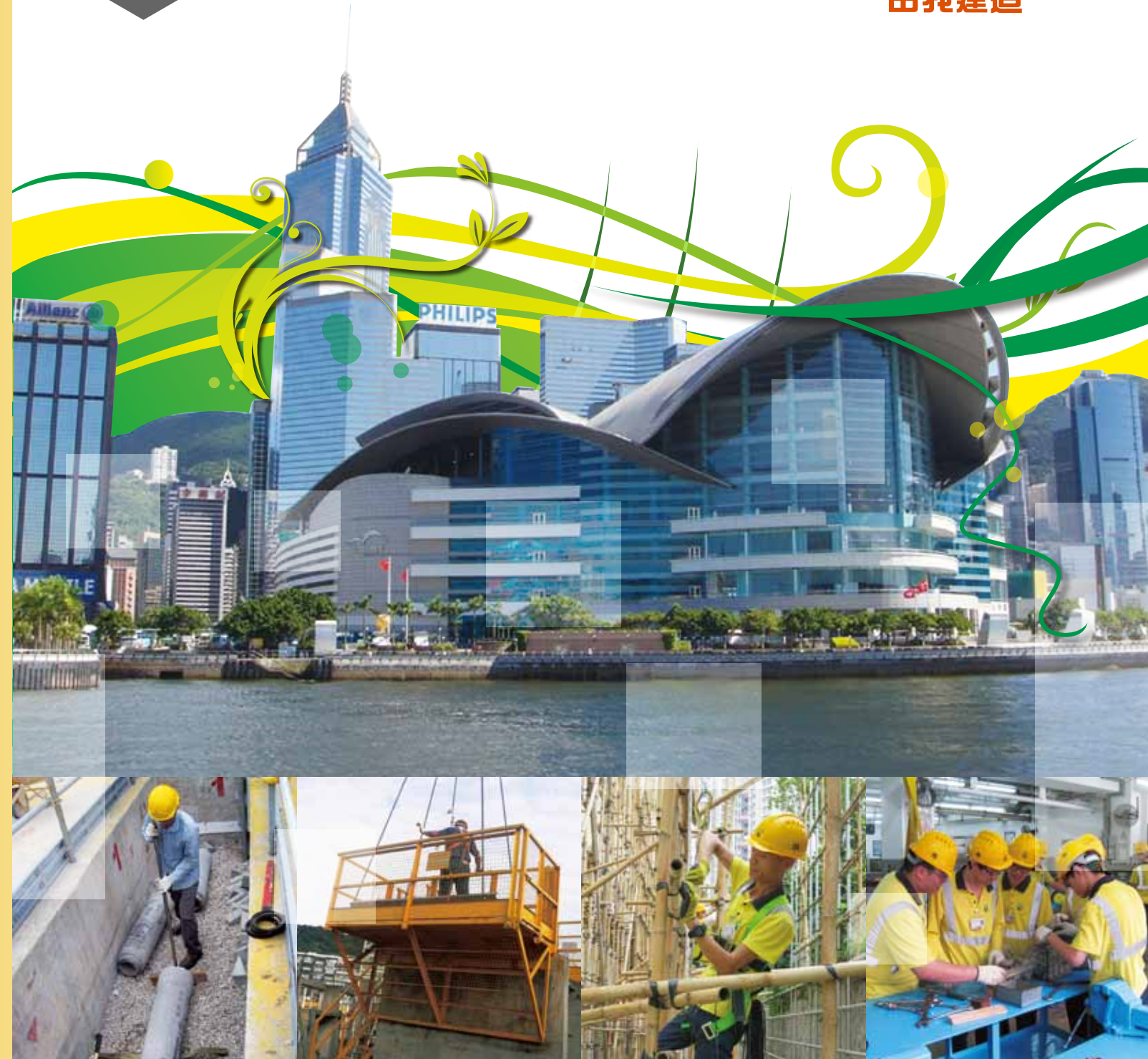
### SCHEME MONITORING

The CIC shall conduct regular site visits and contact with employers and employees to ensure the employers fulfil and implement conditions of employment contract, and to monitor the on-the-job training progress. The CIC may provide counselling and support to the employees when needed.



CONSTRUCTION  
INDUSTRY COUNCIL  
建造業議會

BUILD   
“由我建造”



# 在職培訓計劃

## ON-THE-JOB TRAINING SCHEME



# 在職培訓計劃 On-the-job Training Scheme

## 引言

建造業議會 (以下簡稱“議會”) 一直為建造業提供各項培訓課程及計劃，讓有志加入建造業的人士，有機會得到正統的技術訓練，服務業界。

議會於2010年推出強化建造業人力訓練計劃；另外，議會又大力推出承建商合作培訓計劃、分包商合作培訓計劃、水喉商合作培訓計劃及其他相關之合作培訓計劃，旨在吸引更多新人加入行業，尤其是人手緊張的工種。

## 「在職培訓計劃」

為加強上述各項培訓計劃畢業生的就業及持續培訓機會，議會於2013年8月推出「在職培訓計劃」，為僱主提供資助，以鼓勵僱主提供在職培訓並持續聘用工作經驗較淺的畢業生，讓他們在工作崗位上穩定地循序發展。

## 僱主申請手續

僱主需與畢業後未滿3個月之「合資格畢業生」簽訂僱傭合約，並於僱傭合約生效日期起6個月\*內提出「在職培訓計劃」之申請。

凡參加承建商合作培訓計劃、分包商合作培訓計劃、水喉商合作培訓計劃或其他有關之合作培訓計劃的僱主，可提早於培訓計劃開始時至畢業生畢業後三個月內提出申請。議會會把有關之申請提交建造業訓練委員會（建訓會）作預先審批。

所有僱主需填妥指定的申請表、連同僱傭合約影印本、在職培訓之訓練大綱、合資格培訓人員之資歷證明及其他相關文件交予議會。

若申請獲批准，僱主需與議會簽訂協議書確認。有關訓練計劃大綱及資助之生效日期按申請獲批後之下一個月首日起計算。

\* 此申請期限只適用於建造業議會強化建造業人力訓練計劃之畢業生

## 僱主資格

- 僱主需符合以下最少一項資格：
- a. 香港建造商會會員，或
  - b. 最近五年內曾向建造業議會繳付建造業徵款之承建商，或
  - c. 屋宇署之註冊承建商，或
  - d. 為上述(a)、(b)或(c)承建商所直接僱用之分包商，或
  - e. 香港建造業分包商聯會會員，或
  - f. 香港水喉潔具業商會會員。

## INTRODUCTION

The Construction Industry Council (CIC) has continuously offered various training courses and subsidy schemes in order to provide official training to the new entrants and contribute to the construction industry.

Since 2010, the CIC has introduced the Enhanced Construction Manpower Training Scheme (ECMTS), Contractor Cooperative Training Scheme (CCTS), Subcontractor Cooperative Training Scheme (SCTS), Plumbing Subcontractor Cooperative Training Scheme (PCTS) and other relevant Cooperative Training Schemes to attract suitable calibres to join the industry especially trades that are facing manpower shortage.

## “ON-THE-JOB TRAINING SCHEME”

To enhance employment opportunities and continuous training for graduates of the Training Schemes, the CIC has launched the “On-the-job Training Scheme” (OJTS) in August 2013. Through offering subsidy, this scheme aims at encouraging employers to provide on-the-job training and at the same time continuously hire graduates with lesser working experience.

## EMPLOYER APPLICATION PROCEDURES

Employers must employ and sign employment contracts with qualified graduates within 3 months upon graduation and submit the OJTS application within 6 months\* from the signing date of the employment contract.

Employers who participate in the CCTS, SCTS, PCTS or other relevant Cooperative Training Schemes are eligible to apply for the OJTS in advance. Employers can apply for the OJTS within kick off of the Cooperative Training Schemes and 3 months after the graduation of the trainees. The CIC will submit the applications to the Construction Industry Training Board (CITB) for pre-approval.

All employers should submit the completed OJTS application form, photocopies of the employment contract, training syllabus, references of qualified trainers and relevant documents to the CIC.

After approval of the application, the employer shall sign an agreement with the CIC. The effective day of the relevant training syllabus and the subsidy should be the first day of the following month after the approval.

\*This application deadline is only applicable to the graduates of ECMTS

## EMPLOYERS QUALIFICATION

- Employers apply for the OJTS should meet at least one of the following requirements:
- a. members of the Hong Kong Construction Association, or
  - b. contractors who have paid levies to the CIC in the past five years, or
  - c. registered contractors at the Buildings Department, or
  - d. subcontractors directly employed by contractors as mentioned in (a), (b) or (c), or
  - e. members of the Hong Kong Construction Sub-Contractors Association, or
  - f. members of the Hong Kong Plumbing & Sanitary Ware Trade Association Ltd.

## 合資格畢業生

- 合資格畢業生必須符合以下條件：
1. 於2013年8月30日或之後成功完成指定計劃，包括建造業議會強化建造業人力訓練計劃<sup>#1</sup>、承建商合作培訓計劃<sup>#2</sup>、分包商合作培訓計劃、水喉商合作培訓計劃或其他有關之合作培訓計劃，並須中工測試合格（如適用）；
  2. 在簽訂僱傭合約時畢業後未滿3個月
- 曾參加本計劃或學徒訓練資助計劃、資助僱主訓練學徒計劃的畢業生，均不能重複參加本計劃。
- #1 不包括根據相關工務工程合約必須持續聘用此計劃之畢業生最少12個月的僱主
- #2 不包括強制性承建商合作培訓計劃之僱主，意旨根據相關工務工程合約必須持續聘用承建商合作培訓計劃之畢業生最少12個月的承建商

## 在職培訓期

培訓期由僱傭合約生效日期開始計算，一律為18個月。期間僱主需安排合適之合資格培訓人員為僱員提供在職培訓。合資格培訓人員需持有相關工種之技能測試（大工）資歷或10年以上相關工種之工作經驗。

## 僱主資助金

資助期為6個月，資助金額根據現有19個工種分為3類，分別為聘用每名合資格畢業生可獲每月港幣6,000元、5,000元及4,000元，整個計劃資助金總額上限分別為港幣36,000元、30,000元及24,000元。

## QUALIFIED GRADUATES

- A qualified graduate must fulfil the below conditions:
1. complete a course under ECMTS<sup>#1</sup>, CCTS<sup>#2</sup>, SCTS, PCTS or other relevant Cooperative Training Schemes and passed the Intermediate Trade Test (if appropriate) on or after 30 August 2013, and
  2. graduate within 3 months upon graduation when signing the employment contract
- Graduates who have joined the OJTS, the Apprentice Subsidy Scheme and the Employers Subsidy Scheme previously are not eligible to apply for this scheme.
- #1 Exclude those employers who sign the public works contracts and require to employ the ECMTS graduates for at least 12 months continuously
- #2 Exclude those contractors who join the Mandatory Cooperative Training Scheme, which means those employers who sign the public works contracts and require to employ the mandatory cooperative training schemes' graduates for at least 12 months continuously

## ON-THE-JOB TRAINING PERIOD

Employers must arrange an appropriate on-the-job training to graduates for 18 months continuously by qualified trainers starting from the signing of the employment contract. Qualified trainers must be a skilled worker or possessed at least 10 years working experience of the relevant trade.

## SUBSIDY FOR EMPLOYERS

The subsidy period is 6 months. The subsidy amount for 19 trades is divided into 3 categories and varies from HK\$6,000, HK\$5,000 to HK\$4,000 monthly. The upper limit of the employer subsidy for each qualified graduate will be HK\$36,000, HK\$30,000 or HK\$24,000.

資助工種 Subsidised Trades	每月資助金額 (HK\$) Monthly Subsidy Amounts (HK\$)	整個計劃資助總額上限 (HK\$) Upper Limit of Subsidy Amounts (HK\$)
鋼筋屈紮工 Bar Bending and Fixing	6,000.00	36,000.00
金屬模板及混凝土工 Metal Formwork and Concreting		
混凝土工 Concreting		
木/鋁模板工 Timber Formwork		
地渠工 Drainlaying		
塔式起重機組裝技工助理 Tower Crane Worker's Assistant		
建造棚架工 Construction Scaffolding Works		
雲石打磨工 Marble Polishing	5,000.00	30,000.00
金屬工藝工 Metal Work		
金屬模板工 Metal Formwork		
建造工地測量工 Site Surveying		
建築樓宇測量工 Surveying and Setting-out		
批盪工（泥水工）Plastering (Wet Trades)		
砌磚工（泥水工）Brick Laying (Wet Trades)		
鋪瓦工（泥水工）Tiling (Wet Trades)	4,000.00	24,000.00
油漆工 Painting		
水喉工 Plumbing		
焊接工藝工 Welding	4,000.00	24,000.00
隧道工 Tunnel Works		