

# On-the-job Training Scheme (OJTS)

## Framework Document

By Construction Industry Council  
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<u>Rev</u>	<u>Date of Issue</u>	<u>Summary of Changes</u>
First Issue	27 May 2013	
Second Issue	25 June 2013	
Third Issue	19 August 2013	Recommendations from ICAC added
Fourth Issue	17 July 2014	<ul style="list-style-type: none"><li>➤ Pre-approval application for the Cooperative Training Schemes added</li><li>➤ Revised on eligible employers for applying OJTS</li></ul>
Fifth Issue	19 November 2014	<ul style="list-style-type: none"><li>➤ Revised on application deadline</li><li>➤ Definition of eligible trainers added</li><li>➤ Ratio of qualified trainers and qualified employees added</li><li>➤ Revised on application procedures</li><li>➤ Revised on payment of subsidy procedures</li></ul>

此文件關於「在職培訓計劃」。如有需要索取此文件的中文版本，請致電 2100 9107 或以電郵 [shirleykwan@hkcic.org](mailto:shirleykwan@hkcic.org) 與 關兆蕙小姐 聯絡。

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**1. Purpose**

- 1.1 The purpose of this document is to set out details of the “On-the-job Training Scheme” (OJTS) and to provide guidelines to facilitate staff of the Construction Industry Council (CIC) to execute and monitor the contents of the Scheme.

**2. Introduction**

- 2.1 Since its establishment, the Construction Industry Council (hereinafter referred as “CIC”) has continuously offered various subsidy schemes for the industry to cope with the labour demand in future. To enhance the opportunities of employment and continuous training for the graduates of the Enhanced Construction Manpower Training Scheme (ECMTS), the CIC has launched the “On-the-job Training Scheme” (OJTS) to encourage the employers by offering subsidy to them to provide an on-the-job training and to hire graduates continuously with less working experience.

**3. Eligibility for Application**

- 3.1 Employers apply for the OJTS should meet 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 mentioned in above (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.
- 3.2 If any employer does not match with the above definition of “eligible employers”, the CIC may also consider whether the applicants have the potential to become eligible employers in exceptional cases.
- 3.3 The employer should hire qualified graduates of the following specified schemes of the CIC; and should complete and sign an

employment contract with the qualified graduates. The specified schemes include:

- a. Enhanced Construction Manpower Training Scheme (ECMTS) by the CIC Training Centres (Not include those employers who sign the public works contracts which need to employ the ECMTS graduates at least 12 months and continuously), or
- b. Contractor Cooperative Training Scheme (Not include those contractors who join the Mandatory Cooperative Training Scheme, which means those employers who sign the public works contracts and need to employ the mandatory cooperative training schemes' graduates at least 12 months and continuously), or
- c. Subcontractor Cooperative Training Scheme, or
- d. Plumbing Subcontractor Cooperative Training Scheme, or
- e. Other relevant Cooperative Training Schemes.

3.4 A qualified graduate must complete the specified scheme. The list of trades entitled to subsidy is attached in Annex G.

3.5 A qualified graduate must successfully complete the course including passing the Intermediate Trade Test (if appropriate for the trade of the trainee) on or after 30 August 2013 and “should graduate successfully not more than 3 months when signing the employment contract” unless an approval from the “Construction Industry Training Board” (hereinafter referred as “CITB”) is obtained.

#### **4. General Application Procedures**

4.1 The employer must employ and sign the employment contract with the ECMTS graduates within 3 months after their graduation from the CIC; and submit the OJTS application with the following documents within 6 months from the signing date of the employment contract:

- a. Application Form of the OJTS (Annex A), and
- b. Undertaking of Training Scheme Outline (Annex B), and
- c. A copy of the employment contract. Employer should select and hire the qualified graduate first by signing an employment contract and then submit an application to the CIC. Reference can be made to a sample of employment contract provided by the Labour Department (Annex C).

- 4.2 The CIC will assess and prepare an assessment paper based on the application information provided by the employer and submit to the CITB for approval bi-weekly or monthly subject to the circumstances.
- 4.3 If the employer could not submit all the proven supporting documents within one month after the deadline of application, the CIC has the right to terminate the application and would notify the employer in written format.
- 4.4 After the CITB has made a decision, the CIC will notify the employer formally by written format about the approval of the application or the reasons for non-approval. Under normal conditions, the CIC will inform the employer about the application result within one month after the submission. Approved employer shall sign an agreement with the CIC. The effective day of the relevant training scheme is counted from the first day of the next month after the approval of application.
- 4.5 The CIC has estimated the financial budget according to the number of qualified graduates and a forecast from 30 August 2013. The approval of quota is based on 'first-come-first-served' until the quota is exhausted. The CIC has the right to terminate the application when the subsidy quota is exhausted.
- 4.6 The CIC will conduct regular inquiry by telephone and site visit to the employers and employees to monitor the progress and handling complaints (Annex M). If the complaint concerned is substantiated without proper rectification by the employer, the CIC will file the respective complaint into record. If the employer, who has been complained for, wishes to apply for the OJTS in the future, the CIC shall submit his application together with the record of the previous complaint to the CITB for consideration.

## **5. Application Procedures of Cooperative Training Schemes**

- 5.1 Employers who participate in the Contractors Cooperative Training Scheme (CCTS), Sub-contractors Cooperative Training Scheme (SCTS), the Plumbing-Contractor Cooperative Training Scheme (PCTS) and other relevant Cooperative Training Schemes are eligible to apply for the OJTS in advance. Employers can apply for the OJTS within kick off of Cooperative Training Schemes and 3 months after the graduation of the trainees. The CIC will submit the applications to the CITB for pre-approval. For the application and all the supporting documents that need to be handed in could refer to Paragraph 4.1.

- 5.2 The OJTS will be effective immediately after the submission of the Intermediate Trade Test Certificate copy to the CIC by the employer.
- 5.3 The subsidy period of this Scheme will start from the first day of the next month following the effective date of approval and last for 6 months.
- 5.4 Apart from CCTS, SCTS and PCTS, all the employers of the Cooperative Training Schemes of OJTS pre-approval mentioned in Paragraph 5.1 are applicable to other ECMTS of the Cooperative Training Schemes added in the future.

**6. Employment Contract Signed by the Employer**

- 6.1 Employer must hire the qualified graduate by monthly salary and sign a legal binding employment contract agreement with the graduate. Please refer to Annex G for the list of relevant trades.
- 6.2 The employment contract should state that the employment period shall be at least 18 months continuously.
- 6.3 The employment contract submitted by the employer should state the basic salary and employment terms of the employee and such terms must comply with the relevant laws of the HKSAR.
- 6.4 The employment contract must state the total amount of salary and payment method, insurance, MPF, compensation and other benefits provided by the employer. The CIC is not held liable for the terms and responsibilities of the employment contract.
- 6.5 The employer should consider carefully whether the person to be employed is suitable before signing the employment contract. The employer can check with the CIC whether the candidate is a qualified graduate.
- 6.6 After the application is approved, the CIC will conduct site visits and make telephone inquiry to check whether the employment is in order. If a fraud is found, the CIC is entitled to recover from the amount of subsidy that has been paid to the employer.
- 6.7 The employer is required to set up a training scheme and to implement the training for 6 months. It should be started on the first day of the next month after the CIC has approved the application.

**7. Qualified Trainers**

- 7.1 Employer must arrange an appropriate on-the-job training to the qualified graduates by the qualified trainers.
- 7.2 Qualified trainers must be a skilled worker or with at least 10 years working experience of the relevant trade.
- 7.3 To ensure that the employers provide adequate technical training for the qualified employees, the ratio of qualified trainers to qualified employees of OJTS will be based on the ratio recommended in CCTS, each trade would have its own recommended ratio. For detailed ratio of each trade, please refer to Annex I.

## **8. Subsidy Period and Amount**

- 8.1 The subsidy period is 6 months, starting from the first day of the next month after the CIC has approved the relevant application. The period of subsidy will not be last for more than 6 months unless it is a special case.
- 8.2 The subsidy amount is determined based on the statistical data i.e. Average Daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors issued by the Census and Statistics Department in June 2012 through the calculation of daily average wage of the trade. The ways of calculation are as follows:
  - a. If the daily average wage of the trade is HK\$1,000 or above, the monthly subsidy amount will be HK\$6,000.
  - b. If the daily average wage of the trade is between HK\$800 and HK\$1,000, the monthly subsidy amount will be HK\$5,000.
  - c. If the daily average wage of the trade is HK\$800 or below, the monthly subsidy amount will be HK\$4,000.

Example: If the daily average wage of a bar bender is HK\$1,200, the monthly subsidy amount will be HK\$6,000. Please refer to Annex H for all subsidised trades and the subsidy amounts.

## **9. Payment of Subsidy**

- 9.1 After obtaining approval from the CIC, the employer should sign an agreement with the CIC for the participation of the Scheme (Annex J) to execute the training according to the agreed terms and conditions.

- 9.2 Subsidy will be issued in two parts. For the first part of the subsidy, employer shall submit monthly application in the first six months. The CIC will issue half of the subsidy (the maximum monthly limit is HK\$2,000 to \$3,000 based on the trade) to employers with the capping at HK\$18,000 maximum. For the second part of the subsidy, it shall be issued in a lump sum after the completion of the 18 months employment. Subsidy of the second part will be of the same amount issued in the first six months but also capped at HK\$18,000 maximum.
- 9.3 Application for the first part of the subsidy: employer shall submit his subsidy application to the CIC for the previous month on or before 15th of the next month. If the employer submits the subsidy application after 15th of the next month, the CIC will process the payment based on the actual days required. If it cannot be processed in the same month, the subsidy payment will be delayed to the next month. The employer shall submit the following information:
- a. Receipts of salary payment signed by employees. The employer can use the form provided by the CIC (Annex K) or a form designed by the employer according to the requirements. All salary payment receipts must be stamped with the employer's company chop;
  - b. Progress report on employee training scheme (Annex L).
- 9.4 Application for the second part of the subsidy: after the end of the scheme (i.e. 18 months continuously employment period completed), the employer shall submit to the CIC the second part of the subsidy application with information including the salary receipts signed by employees in the past 18 months. The employer can use the form provided by CIC (Annex K) or a form designed by the employer according to the requirements. All salary payment receipts must be stamped with the employer's company chop.
- 9.5 If the employer could not provide any supporting documents for claiming the subsidy during the 6th month, the CIC would require the employer to submit all the missing documents within one month after the end of the grant period by written format. For all the late submission, the CIC would have the right to terminate all its subsidy.
- 9.6 After the CIC approves the issue of the subsidy, the Finance Department of the CIC will process the subsidy application and issue the approved amount to the employers. If the documents are in order, it will normally take 60 days to complete the application.



9.7 The CIC shall keep the supporting documents of the subsidy payment for 7 years.

9.8 Upper limit of the subsidy

If an employee resigns, the subsidy of that month will be calculated in proportion by the number of working days of that employee and the number of calendar days in that month. Subsidy will be paid up to 6 months and calculated based on the daily average wage of each trade:

- a. If the average daily wage of the trade is HK\$1,000 or above, the upper limit of the total employer subsidy for one qualified employee will be HK\$36,000.
- b. If the average daily wage of the trade is between HK\$800 and \$1,000, the upper limit of the total employer subsidy for one qualified employee will be HK\$30,000.
- c. If the average daily wage of the trade is HK\$800 or below, the upper limit of the total employer subsidy for one qualified employee will be HK\$24,000.

9.9 The earliest date of subsidy payment

The period of subsidy is calculated from the first day of the next month after the approval of the application. When the employer's application has been endorsed by the CITB, the subsidy of the first month will be counted from the first day of the next month for integrity.

9.10 If the employee takes leave with pay, the subsidy will pay in full to the employer. If leave without pay, the subsidy will be reduced on pro-rata basis. Same principle applies to sick leave, maturity leave or injury, if the salary is paid for 4/5, the subsidy amount will be paid for 4/5.

9.11 If the salary of an employee is paid daily due to current practices in some trades and the number of working days of that employee is equal to or more than 20 days in that month, the subsidy will be calculated as illustrated in paragraphs 8.2 and 9.2. However, if the number of working days of that employee is less than 20 days in that month, the subsidy will only be calculated based on the actual number of workings days in that month over 25 days.

Example of calculation (taking bar bending and fixing as example):

Scenario 1:

An employee has worked for 23 days in that month and the total subsidy in that month is HK\$6,000. Half of which, i.e. HK\$3,000, will be issued monthly whereas the other half of HK\$3,000 will be accrued to the one-off subsidy after 18 months.

Scenario 2:

An employee has worked for 16 days in that month. The total subsidy in that month is  $\text{HK\$}6,000 \times 16 \div 25 = \text{HK\$}3,840$ . Half of which, i.e. HK\$1,920, will be issued whereas the other half of HK\$1,920 will be accrued to the one-off subsidy after 18 months.

- 9.12 The CIC wants to ensure all the employees have enough working days; therefore, employees should have at least 15 working days of that subsidy month of all the approved OJTS application in order to apply for the subsidy of that month (If employers or employees have acceptable reasons for not having 15 working days of the particular month, the CIC would have the right to make the final decision of issuing subsidy to the employers as an exceptional case). The subsidy of that month will be calculated in proportion by the number of working days of that employee and the number of calendar days in that month over 25 days. If the salary of an employee is paid daily due to current practices in some trades and the number of working days of that employee is equal to or more than 20 days in that month, the subsidy will be pay in full to the employer.
- 9.13 The validity of the scheme is 18 months continuously. During this period, the employer is responsible for providing monthly salary record to prove that an employee has been paid properly.
- 9.14 Within the 18 months validity period of this scheme, if the employer is found in fundamental breach of conditions of the agreement or relevant laws of the HKSAR, the CIC will formally write to notify the employer that he/she must rectify correct the mistakes and report to the CIC about the correction before the prescribed time limit (within one month normally); otherwise, the CIC will terminate the agreement, stop issuing reimbursement subsidy and blacklist the employer. The CIC is entitled to recover the issued subsidy.
- 9.15 Blacklisted employers cannot join or re-apply this scheme. The blacklisted employers can appeal to the CITB for further jurisdiction.

**10. Validity Period and Special Circumstances**

- 10.1 Validity period of the OJTS is 18 months continuously.

- 10.2 If the employee does not report to duty on the date as stated in the contract after the approved of the application, the employer cannot transfer the approved place to another graduate. If the approved graduate employee transfers to a new employer, the new employer cannot enjoy the subsidy. The CIC will keep record of all information of employees under this scheme and monitor movement of the employee.
- 10.3 If the graduate employee leaves or lays off during the subsidy period, the employer cannot apply for the remaining subsidy but can hire another qualified trainee and make a new application.
- 10.4 If the employee leaves or lays off during the period of employment contract, the CIC must be informed immediately. If the reason for leaving is unusual, the CIC reserves the right to recover from the employer for the issued subsidy.
- 10.5 The CIC reserves the right of all the final decisions.

**11. Extension of Employment Contract**

- 11.1 The CIC shall monitor during the 18 months employment period. The employer should provide desirable working conditions and encourage the employee to continue to work. However, the CIC will not participate in matters related to an extension of employment contract.

**12. Visits of Employers and Employees and Follow up in Progress**

- 12.1 The CIC will conduct regular visit to employers and employees
- a. The CIC will arrange regular visits.
  - b. After the visit, the CIC will complete the inspection report (Annex M) with details including:
    - i. confirmation of the employees if they are on employment and paid on monthly basis
    - ii. any changes in terms of employment contract
    - iii. employee's training progress and working condition
    - iv. comments from employees about satisfaction of work and training

- v. comments and evaluations of employees from their supervisors or employers
  - vi. inspector's comments on the interviewees
- c. The visit report shall be completed as soon as possible preferably within three working days after the visit and submit to the supervisor for review.
  - d. If it is a special case, it shall be submitted to the management for final decision making.
- 12.2 The CIC will conduct surprise checks to ensure that the effectiveness to implement the scheme.
- 12.3 If the inspection cannot be arranged, telephone / email will be made in lieu.
- 12.4 The CIC will conduct regular telephone / email to follow-up the employers and employees including:
- a. confirmation of the employees if they are on employment and paid on monthly basis
  - b. any changes in the details of employment contract
  - c. employee's training progress and working condition
  - d. comments from employees about satisfaction of work and training
  - e. comments and evaluations of employees from their supervisors or employers
  - f. inspector's comments on the interviewees
- 12.5 The visit and telephone / email report shall be completed as soon as possible preferably within three working days and submit to the supervisor for review.

### **13. Terminated Employment Contract**

- 13.1 The CIC, upon the leaving notice of the employee, will at once inquire the employer and employee about the reason of leaving and the CIC will then conduct a survey of the employment status of that leaving employee for the first month and the third month after his/her leaving, including whether he/she is still working in the industry and

the relevant salary etc. If the leaving graduate has left the industry, the CIC will try to convince his/her return to the construction industry.

**14. Information Collected from Employers and Employees Regularly**

The CIC will regularly collect information from employers and employees including:

- a. employee training progress report submitted by the employer;
- b. application documents for issue of subsidy;
- c. current status and comments of employers and employees.

**15. Procedures of Handling Irregular Matters**

- 15.1 If irregularities are spotted during site inspection or telephone/email inquiry, all details shall be recorded and directions from the Director is required. If necessary, direction from the CITB shall also be sought. The CIC shall categorise each individual case and the reasons to make the final decision. The completed case shall be filed in this guideline as a precedent to handle similar case in the future.

**16. Update of Information and Progress Report**

- 16.1 The CIC will update the following records every month:

- a. summary of employee's record
- b. information of employer's application
- c. dates of visit and telephone/email inquiry
- d. record of terminated employment contracts
- e. record of quota used
- f. record of worker's accident/injury
- g. summary record of employee's salary
- h. statistics of monthly expenses of the CIC

- 16.2 Progress Report

The progress report of this scheme shall include the approved number to indicate the market trend of application and summarise the reasons of leaving in order to keep track on any changes of leaving reasons.

**17. Avoiding Conflicts of Interest**

- 17.1 All working personnel participating in the OJTS shall declare to their supervisors immediately if they are relatives of the participating employers or employees, with business relations/correspondences or conflicts of interest with those participants.
- 17.2 All participating working staff, employers and employees must comply with the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO). If any possible case of violation against POBO is found, the CIC will transfer such case to the Independent Commission Against Corruption (ICAC).
- 17.3 An employer should procure its employees, agents, subcontractors and employees participating in this scheme that they are prohibited from providing, retrieving or accepting any benefits as stipulated under the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO) when handling business affairs in this scheme.

**18. Termination of Agreement**

- 18.1 The CIC has the absolute right to terminate the Agreement in the event that the employer is found in fundamental breach of conditions in the Agreement. The CIC will stop issuing all reimbursable subsidies and is entitled to recover the issued subsidies.
- 18.2 The employer cannot terminate the Agreement before its completion without the approval of the CIC in written format.

**19. Forfeiture**

- 19.1 In the event that the employer shall become bankrupt or having a receiving order made against him/her or has abandoned the Agreement, the OJTS shall be stopped immediately and no subsidy shall be reimbursed as from that date.

**Construction Industry Council**  
**Application Form for**  
**On-the-job Training Scheme**

Sample
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Application No.: _____ (For CIC Use)
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**Part I: Information of Applicant (Employer)**

Name of company: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of business (can tick more than one option):  Building Construction  Civil Engineering Repair and Maintenance Works  E&M Engineering  Others: \_\_\_\_\_

Business Registration Number: \_\_\_\_\_ (please attach copy of Business Registration Certificate)

Number of staff in company: \_\_\_\_\_

Name and Position of Personnel In-charge: \_\_\_\_\_

Company's Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Record of current and previous construction works conducted by applicant (employer):**

Item	Title of Construction Project	Name of Owner / Developer (applicable to contractors) / Name of Contractor (applicable to subcontractors)	Date of Commencement	Date of Completion

(please continue with a separate sheet if necessary)

**Part II: Eligibility of Applicant (Employer)**

- |  |   |
|--|---|
| <input type="checkbox"/> a. Members of Hong Kong Construction Association<br><input type="checkbox"/> b. Contractors who have paid levy to CIC in the past 5 years<br><input type="checkbox"/> c. Registered contractors of Buildings Department<br><input type="checkbox"/> d. Subcontractors directly employed by contractors mentioned in above (a), (b) or (c) | <input type="checkbox"/> e. Members of Hong Kong Construction Sub-Contractors Association<br><input type="checkbox"/> f. Members of Hong Kong Plumbing & Sanitary Ware Trade Association Ltd<br><input type="checkbox"/> g. Others: _____ |
|--|---|

For the use of CIC only	
Part I	
Part II	

**Part III: Information of Qualified Graduate (Employee)**

<b>Trade</b>	<b>Name of Graduate</b>	<b>HKID No.</b>	<b>Date of Graduation</b>	<b>Monthly Salary</b>	<b>Effective Date of Employment Contract</b>

(please continue with a separate sheet if necessary)

**Part IV: Information of qualified training person applying for the relevant trade**

<b>Trade</b>	<b>No. of Applicants</b>	<b>Working Location / Title of Construction Works</b>	<b>No. of workers currently employed for the trade</b>	<b>No. of Qualified Trainer</b>

( please continue with a separate sheet if necessary)

<b>For the use of CIC only</b>	
Part III	
Part IV	



**Relevant Qualification of Qualified Trainer:**

Name of Trainer	Construction Trade Test / Formal Relevant Qualification	HKID No.

**Please attach relevant document(s) for the qualification of the proposed trainer**

*(please continue with a separate sheet if necessary)*

For the use of CIC only	
Part IV	

**Part VI: Declaration of Applicant**

1. Our company/I understand and agree that Construction Industry Council (CIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that CIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC also has the right to send representatives to inspect the above working location(s).
3. Our company/I understand and agree to hire and sign employment contract with graduate by monthly salary under this scheme. The period of the employment contract should be at least 18 continuously months or more.
4. Our company/I understand and agree to provide to CIC the attendance record, salary payment record/supporting document and training progress report of employee(s) after the approval of application and the commencement of employment contract.
5. Our company/I understand and undertake to provide training to employee(s) according to training syllabus and agree that CIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, CIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all insurance to employee(s). CIC is not held liable to the employees in any event.
7. Our company/I declare that all information above and attached is genuine and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and CIC has the right to recover from us/me the reimbursed subsidy and other claims.
9. Our company/I understand and agree that CIC has the right to amend the terms and details of this scheme without giving prior notification to us/me. When the terms and details are amended, CIC will notify us/me in writing. If we/I have any objection, we/I shall notify the CIC in writing.

**Part VII: Personal Data Collection Statement**

**《 Personal Data Collection Statement 》**

- The data provided by applicant (including this form and attachment(s)) shall be used for the purpose of, including (but not limited to), handling the application of On-the-job Training Scheme, payment of subsidy and other matters related to the scheme.
- It is not a must for the applicant to submit all the above information to CIC but assessment may be affected if in default of any necessary personal data during collection.
- The applicant shall ensure that the collection and transfer of personal particulars to the Construction Industry Council (CIC) and via the CIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO). To abide by PDPO, the applicant must accept and agree to provide a Data Collection Declaration (the Declaration) observing the stipulations as follows:
  1. To inform the concerned party that his/her information provided (including any personal data defined under the PDPO ) will be used for purposes related to the activities of the CIC (including the transfer of any personal data by the CIC to the Development Bureau) for subsidy payment or any other purposes in connection with other training schemes.
  2. To inform the concerned party that the CIC may keep him/her informed of the CIC activities and industry development which may be of his/her interest, the CIC may use his/her personal data, including name, phone number, correspondence and email addresses etc, to update him/her in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
  3. To inform the concerned party that he/she is free to decide whether he/she wishes to receive such information above.
  4. To inform the concerned party that he/she is entitled to request access to and correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC at 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.
- The applicant who has collected the personal data from the concerned party must obtain the consent from the relevant party regarding the above.
- The applicant shall indemnify the CIC in the event of any breach of the PDPO or any breach of the above undertakings.
- Applicant can choose whether he/she agrees to receive information disseminated by CIC. Please put “✓” in the box below if you do not wish to receive such information.
 

Our company/I do not wish to receive information from CIC in relation to its activities and construction-related information.

\_\_\_\_\_

Company chop and signature of authorized person

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

For the use of CIC only	
Endorsement:	
Date:	

## Guidelines on Training Scheme

### Bar Bending and Fixing (150 Training days)

Compulsory items	Days of Training
1. To know safety measures of cutting, handling and lifting of steel bars on site.	12
2. To use and maintain all types of tools and equipment.	
3. To know the quality acceptance and storage methods of bar.	
4. To know all types, acceptance of materials and storage methods of all types of bar wires, wire meshes, and spacer.	12
5. To read and understand drawing.	
6. To prepare fixing details and bar schedule.	24
7. To cut and bend bars and stirrups (切斷鋼筋, 屈曲大料及屈絡仔).	24
8. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To fix rectangular columns, circular columns and curved columns.	
2. To fix vertical bars, anchor bars and walls (綁紮直身扔, 鎖匙頭扔及散牆等構件).	
3. To fix all types of beams (綁紮各類陣構件).	
4. To fix structures of one-way, two-way, and etc (單向, 雙向及面吧).	
5. To fix bars of staircase.	
6. To fix other types of structures e.g. large pile caps, water tank, retaining wall and manhole etc.	
	66

Our company undertakes to provide training courses with not less than the above listed trade to employee(s) under On-the-job Training Scheme.

\_\_\_\_\_  
Company chop and signature of authorized person

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Sample Employment Contract

This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as 'Employer') and \_\_\_\_\_ (hereinafter referred to as 'Employee') on \_\_\_\_\_ under the terms and conditions of employment below :

1. **Commencement of Employment**<sup>†</sup> Effective from \_\_\_\_\_  
 until either party terminates the contract.  
 for a fixed term contract for a period of \_\_\_\_\_ \* day(s) / week(s) / month(s) / year(s), ending on \_\_\_\_\_.
2. **Probation Period**<sup>†</sup>  No  Yes \_\_\_\_\_ \* day(s) / week(s) / month(s)
3. **Position and Section Employed** \_\_\_\_\_
4. **Place of Work** \_\_\_\_\_
5. **Working Hours**<sup>†</sup>  Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day  
 from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 and \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 Shift work required, \_\_\_\_\_ hours per day  
 from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 or \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 Shift work required, at \_\_\_\_\_ working day(s) per \*week/ month, totalling \_\_\_\_\_ hour(s).  
 Others \_\_\_\_\_  
 (details of the arrangement on working hours and total working hours)
6. **Meal Break**<sup>†</sup>  Fixed, from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm, \*with/without pay  
 Not-fixed, at \_\_\_\_\_ \*minutes/hour(s) per day, \*with/without pay  
 Meal break \*is/ is not counted as working hour(s).
7. **Rest Days**  
 On every \_\_\_\_\_, \*with / without pay  
 On rotation, \_\_\_\_\_ day(s) per \*week/month, \*with / without pay  
 (The employee is entitled to not less than 1 rest day in every period of 7 days)
8. **Wages**  
**(a) wage rate**<sup>†</sup> Basic wages of \$ \_\_\_\_\_ per \* hour/ day / week/month;  
**plus** the following allowance(s) :  
 Meal allowance of \$ \_\_\_\_\_ per \* day / week/ month  
 Travelling allowance of \$ \_\_\_\_\_ per \* day / week/ month

Attendance allowance of \$ \_\_\_\_\_ (amount)

\_\_\_\_\_  
(details of criteria and calculation of payment)

Others (e.g. commission, tips) \$ \_\_\_\_\_ (amount)

\_\_\_\_\_  
(details of criteria and calculation of payment and date of payment)

**(b) overtime pay<sup>†</sup>**

At the rate of \$ \_\_\_\_\_ per hour

At the rate according to \*normal wages / \_\_\_\_\_ % of normal wages

**(c) payment of wages & wage period(s)<sup>†</sup>**

Every month, on \_\_\_\_\_ day of the month

for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

Twice monthly, payable on

(i) \_\_\_\_\_ day of \*the month / following month

for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

(ii) \_\_\_\_\_ day of \*the month / following month

for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

Once for every \_\_\_\_\_ \*day(s)/week(s)

for wage period from \_\_\_\_\_ to \_\_\_\_\_.

**9. Holidays<sup>†</sup>**

The Employee is entitled to:

statutory holidays as specified in the Employment Ordinance

public holidays

plus other holidays (please specify) \_\_\_\_\_

**10. Paid Annual Leave<sup>†</sup>**

The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).

The Employee is entitled to the following paid annual leave according to the rules of the company (please specify) \_\_\_\_\_

**11. Maternity Benefits<sup>†</sup>**

The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.

The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the company(please specify) \_\_\_\_\_

**12. Sickness Allowance<sup>†</sup>**

The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.

The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances:

- If the number of sickness days taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave \*is/is not required.

- If the number of sickness days taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required.

Others (please specify) \_\_\_\_\_

- 13. Termination of Employment Contract<sup>†</sup>** A notice period of \_\_\_\_\_ \* *day(s) / week(s) / month(s)* or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).  
During the probation period (if applicable) :  
- within the first month : without notice or wages in lieu of notice  
- after the first month : a notice period of \_\_\_\_\_ \* *day(s) / week(s) / month(s)* or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).
- 14. End of Year Payment<sup>†</sup>** An amount of \* \$ \_\_\_\_\_ or equivalent to \_\_\_\_\_ *month's basic/ normal* wages upon completion of each  
 \* *calendar / lunar year*  
 specified period : from \_\_\_\_\_ to \_\_\_\_\_  
Payment is to be made within \_\_\_\_\_ days before commencement of the following \* *calendar / lunar year*.
- 15. Mandatory Provident Fund Scheme<sup>†</sup>** The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.  
 **In addition to the mandatory contribution**, the Employer provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount of* \$ \_\_\_\_\_ / *at a rate of* \_\_\_\_\_ % *of the Employee's monthly wages*.  
 **In addition to the mandatory contribution**, the Employee provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount of* \$ \_\_\_\_\_ / *at a rate of* \_\_\_\_\_ % *of the Employee's monthly wages*.
- 16. Work Arrangements during Typhoon<sup>†</sup>**  The Employee is required to work when typhoon signal no.8 or above is hoisted. In addition to wages, the employee is entitled to \* *typhoon allowance / travelling allowance at* \$ \_\_\_\_\_ or \_\_\_\_\_ % *of normal wages*.  
 The Employee is not required to work when typhoon signal no.8 or above is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less than \_\_\_\_\_ hours before close of working hours.
- 17. Work Arrangements during Black Rainstorm Warning<sup>†</sup>**  The Employee is required to work when black rainstorm warning is hoisted. In addition to wages, the employee is entitled to \* *rainstorm allowance / travelling allowance at* \$ \_\_\_\_\_ or \_\_\_\_\_ % *of normal wages*.  
 The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less than \_\_\_\_\_ hours before close of working hours.
- 18. Others** The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.  
(If appropriate) Additional rules and regulations, rights, benefits or protection promulgated under the \* *Company Handbook /* \_\_\_\_\_ also form part of this contract.

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.**

*Signature of Employee*

*Signature of Employer or Employer's Representative*

\_\_\_\_\_

\_\_\_\_\_

Name in full : \_\_\_\_\_

Name in full : \_\_\_\_\_

HK I.D. No : \_\_\_\_\_

Position held : \_\_\_\_\_

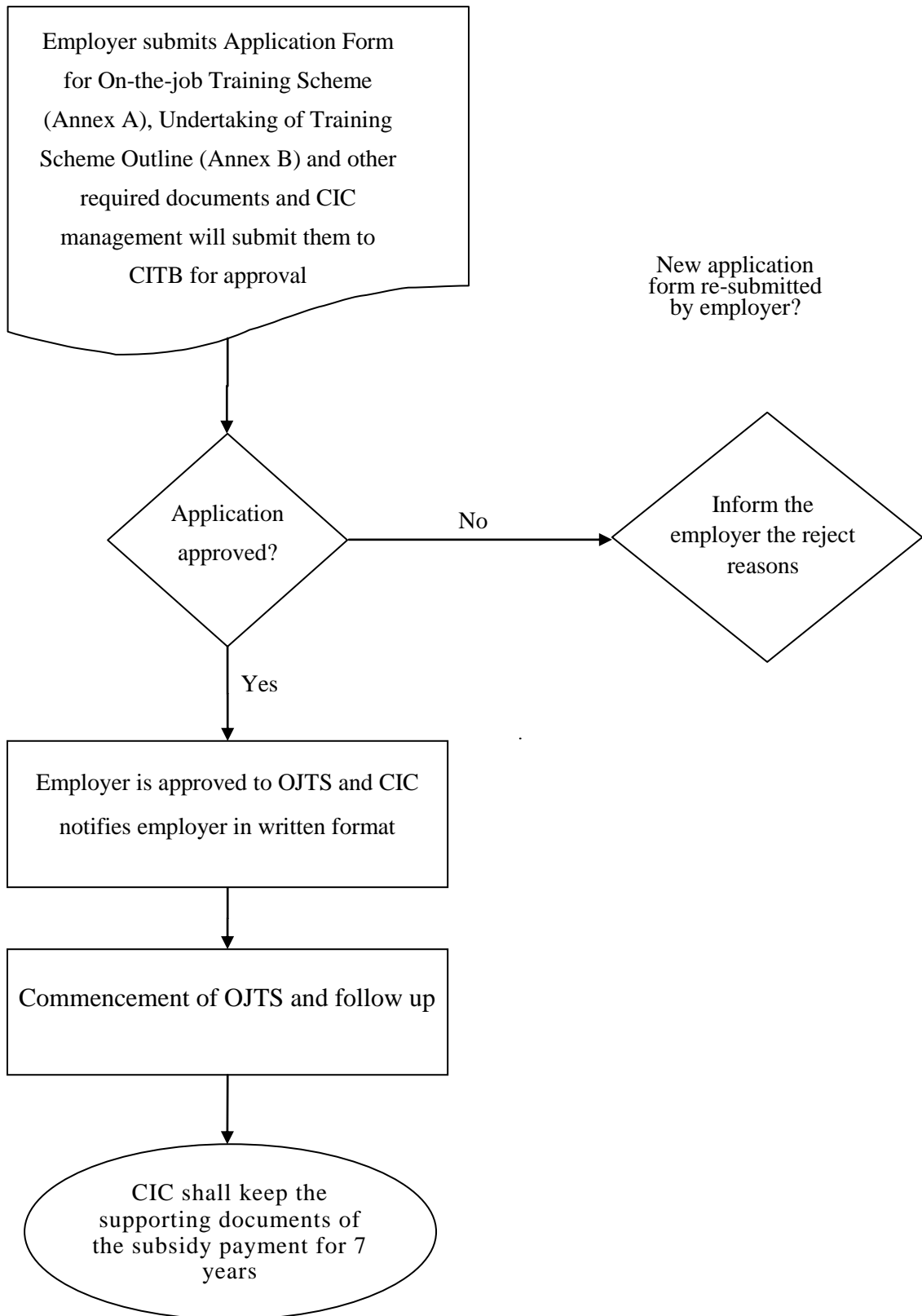
Date : \_\_\_\_\_

Date : \_\_\_\_\_

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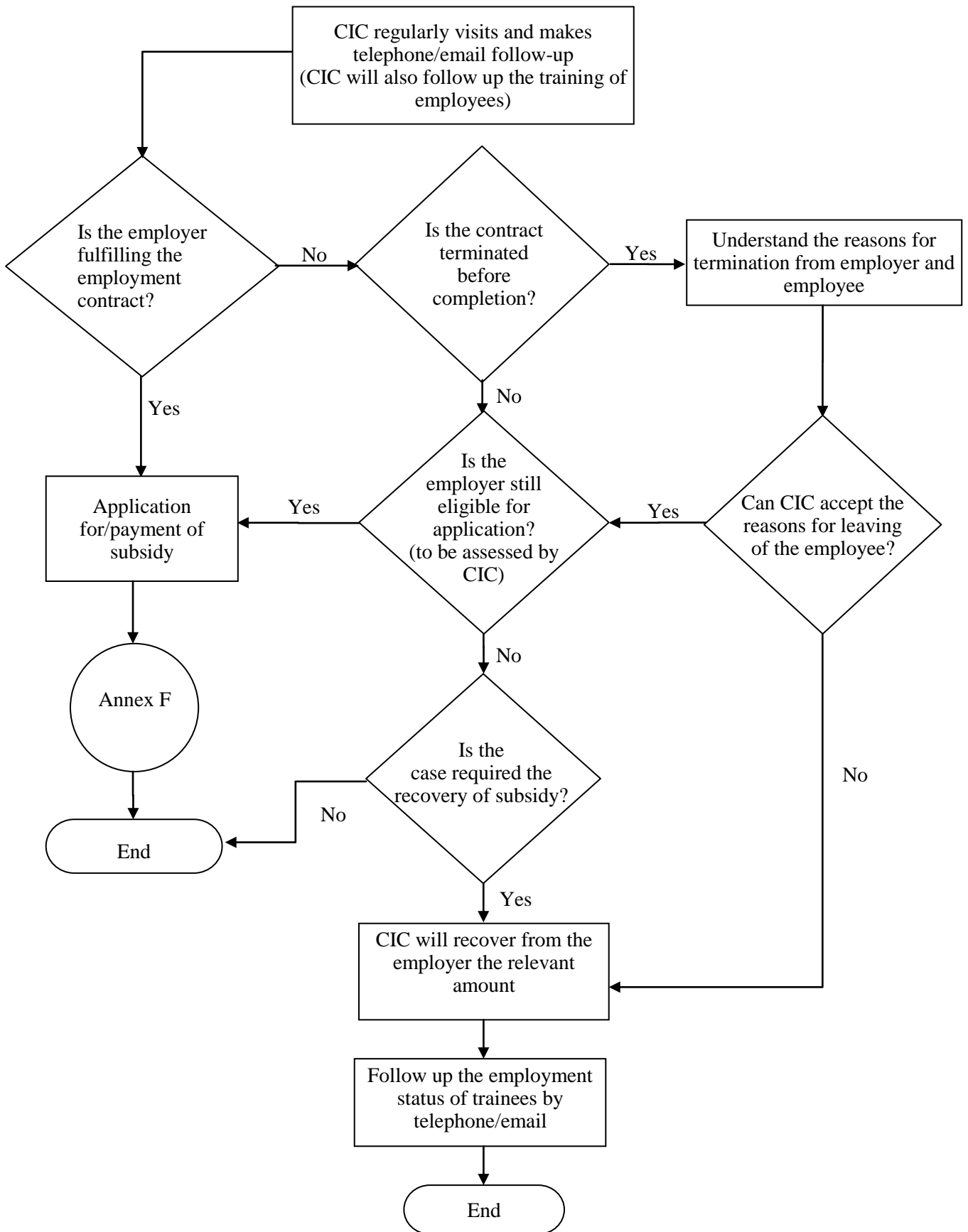
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Annex D Flow Chart of Application Procedures

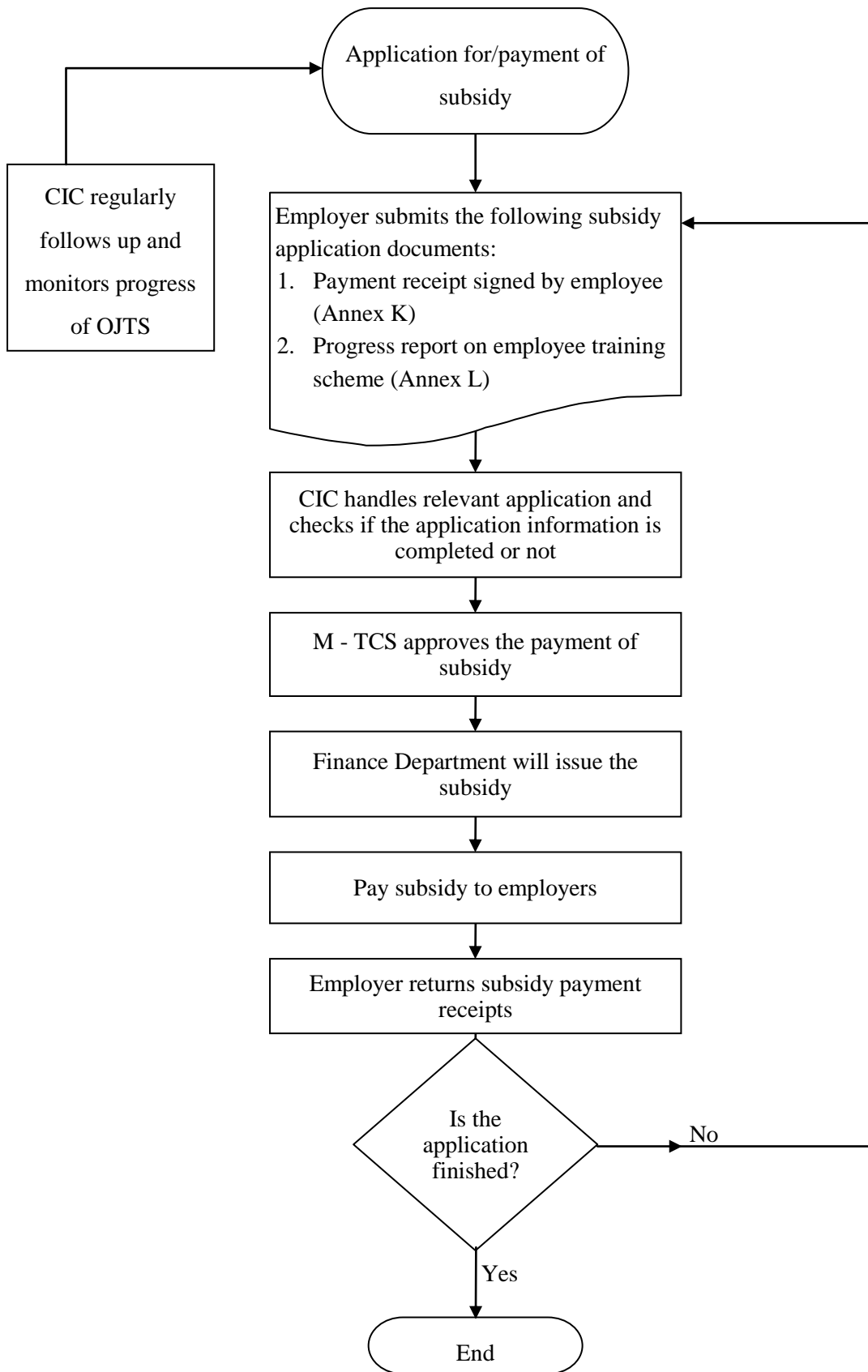




Annex E Flow Chart of Monitoring Procedures



Annex F Flow Chart of Payment Procedures and Subsidy Payment



## Annex G List of Trades Entitled to Subsidy under the OJTS

Subsidised Trades	Enhanced Construction Manpower Training Scheme of CIC Training Centres	Contractor Cooperative Training Scheme	Subcontractor Cooperative Training Scheme	Plumbing Subcontractor Cooperative Training Scheme
1. Bar bending and fixing	✓	✓	✓	
2. Metal formwork & concreting	✓	✓		
3. Metal work	✓	✓		
4. Metal formwork		✓		
5. Concreting		✓		
6. Timber formwork	✓	✓	✓	
7. Site surveying	✓	✓		
8. Drainlaying	✓	✓		
9. Surveying and Setting-out	✓	✓		
10. Tower crane worker's assistant	✓		✓	
11. Construction scaffolding works	✓			
12. Tunnel works		✓		
13. Plastering (wet trades)			✓	
14. Brick laying (wet trades)			✓	
15. Tiling (wet trades)			✓	
16. Painting			✓	
17. Marble polishing			✓	
18. Plumbing				✓
19. Welding	✓	✓		

## Annex H Trades Entitled to Subsidy and Subsidy Amount

	<u>Subsidised Trades</u>	<u>Average Daily Wages Issued by Census and Statistics Department in June 2012 (HK\$)</u>	<u>Monthly Subsidy Amount of On-the-job Training Scheme (HK\$)</u>
1.	Bar bending and fixing	1,295.50	6,000.00
2.	Metal formwork & concreting	-	6,000.00
3.	Metal work	874.50	5,000.00
4.	Metal formwork	925.90	5,000.00
5.	Concreting	1,118.60	6,000.00
6.	Timber formwork	1,143.20	6,000.00
7.	Site surveying	881.40	5,000.00
8.	Drainlaying	1,001.00	6,000.00
9.	Surveying and Setting-out	881.40	5,000.00
10.	Tower crane worker's assistant	-	6,000.00
11.	Construction scaffolding works	1,147.00	6,000.00
12.	Tunnel works	-	4,000.00
13.	Plastering (wet trades)	965.50	5,000.00
14.	Brick laying (wet trades)	965.50	5,000.00
15.	Tiling (wet trades)	965.50	5,000.00
16.	Painting	816.60	5,000.00
17.	Marble polishing	-	6,000.00
18.	Plumbing	910.00	5,000.00
19.	Welding	953.30	5,000.00

## Remarks:

If average daily wage is HK\$1,000 or above, the monthly subsidy will be HK\$6,000;

If average daily wage is between HK\$800 and HK\$999, the monthly subsidy will be HK\$5,000;

If average daily wage is less than HK\$800, the monthly subsidy will be HK\$4,000.

## Annex I Ratio of Qualified Trainers to Qualified Employees

	Subsidised Trades	Ratio of Qualified Trainers to Qualified Employees of CCTS / SCTS*	Suggested Ratio of Qualified Trainers to Qualified Employees of OJTS <sup>#</sup>
1.	Bar bending and fixing	1 : 4	1 : 4 <sup>^</sup>
2.	Metal formwork & concreting	1 : 4	1 : 6
3.	Metal work	1 : 4	1 : 6
4.	Metal formwork	1 : 4	1 : 6
5.	Concreting	1 : 4	1 : 6
6.	Timber formwork	1 : 4	1 : 4 <sup>^</sup>
7.	Site surveying	1 : 4	1 : 6
8.	Drainlaying	1 : 4	1 : 6
9.	Surveying and Setting-out	1 : 4	1 : 6
10.	Tower crane worker's assistant (till 31 Dec 2014)	1 : 2	1 : 2 <sup>^</sup>
11.	Construction scaffolding works	1 : 4	1 : 4 <sup>^</sup>
12.	Tunnel works	1 : 4	1 : 6
13.	Plastering (wet trades)	1 : 4	1 : 6
14.	Brick laying (wet trades)	1 : 4	1 : 6
15.	Tiling (wet trades)	1 : 4	1 : 6
16.	Painting	1 : 4	1 : 6
17.	Marble polishing	1 : 4	1 : 6
18.	Plumbing	1 : 4	1 : 6
19.	Welding	1 : 4	1 : 6

\*Trainees are not yet passed the Intermediate Trade Test.

<sup>#</sup>All trainees who joined OJTS have already passed the Intermediate Trade Test.

<sup>^</sup>After discussion with the related Trade Associations, it is recommended to keep the same ratio of qualified trainers to employees as those trades are in high risk.

Annex J Agreement of Consent to Participate in the OJTS



Application Number: CIC/OJT/14/0018

25<sup>th</sup> June, 2014

Vinci Construction Grands Projets  
1/F, 160 PO KONG VILLAGE ROAD  
TSZ WAN SHAN, KOWLOON

Dear Sir / Madam,

**On-the-job Training Scheme**

Construction Industry Training Board (referred to as 'CITB') has approved the application on 12th June, 2014 which your company submitted on 28th March, 2014 the 18-months 'On-the-job Training Scheme' (referred to as 'the Scheme'). The Terms and Conditions of the implementation of the Scheme are as follows:

**Table 1 Subsidised employee and the employer committed employment period**

<b><u>No.</u></b>	<b><u>Name of Employee</u></b>	<b><u>Trades</u></b>	<b><u>HKID No.</u></b>	<b><u>Subsidy Period</u></b>	<b><u>Monthly Subsidy</u></b>	<b><u>Training Period</u></b>	<b><u>Employer committed employment period</u></b>
1	Luk Chung Fai	Site Surveying	K517 - - -	1/7/2014 – 31/12/2014	\$5000	24/3/2014 – 23/9/2015	From 24/3/2014 for 18 consequence months or more
2	Lau Kwan	Site Surveying	V070 - - -	1/7/2014 – 31/12/2014	\$5000	24/3/2014 – 23/9/2015	From 24/3/2014 for 18 consequence months or more

1. Employee Salary

- 1.1 Basic salary of the employee shall be based on or not less than the amount as listed in the application form of your company.
- 1.2 We recommend your company to adjust the salary subject to the employee's skills and progress.

- 1.3 The pay slip of your company must be signed by the employee as a confirmation and the original receipt must be submitted to the Construction Industry Council (referred to as 'CIC'). Your company must release the salary to the employee before requiring the employee to sign the pay slip; otherwise, CIC has the right to refuse to grant the subsidy to your company.
  - 1.4 If your company settles the payroll by autopay, please stamp your company chop on the copy of the autopay receipt, sign by the person-in-charge, and submit together to CIC with the subsidy claim application.
2. Visits to employees and follow-up
- 2.1 Your company shall implement the training programme of the employee as soon as possible, and provide on-the-job training according to the Training Outline of the Employee Training Scheme designated by CIC (the outline is formulated according to the related trades training of the employee at CIC. Please refer to Annex 2).
  - 2.2 Your company is required to submit the 'Employee Training Scheme Progress Report' (Annex 3) on a monthly basis and evaluate the skills training progress based on the Training Outline (Annex 2) within the subsidy period as a record for CIC.
  - 2.3 CIC will send staff to the construction site and workplace of the employee to follow-up their training progress for CIC's record.
  - 2.4 Your company shall assign the trainer who passed the trade test or with relevant recognised qualifications to monitor the progress of the employee.
  - 2.5 Your company shall provide appropriate training to the employee, otherwise, CIC has the right to suspend or terminate the grant of subsidy subject to the actual circumstances.
3. Payment of subsidy
- 3.1 The employer is required to sign this letter to indicate that they agree and will effectively implement all terms and conditions stated in this letter. The subsidy period of this Scheme starts from the first day of the next month following the

approval and last for 6 months. If the employment contract terminates before the expiration of the subsidy period, the maximum subsidy can be allocated up to the last day of the individual employment contract.

- 3.2 The release of the subsidy will be divided into two parts. The following is calculated for each eligible graduate :

First part of the subsidy

The employer applies for the subsidy on a monthly basis within the subsidy period (Table 1). CIC will release the first half of the subsidy (maximum of HK\$2,500 per month) to the eligible employers. The maximum amount of subsidy to be given to the employer within the subsidy period is HK\$15,000.

Second part of the subsidy

It will be released to the eligible employer in lump sum payment at the end of the Scheme, i.e. after the training period (Table 1). The amount of the subsidy will be equivalent to the total amount released within the subsidy period, up to maximum payment of HK\$15,000.

- 3.3 Application procedure of the first part of the subsidy:

Employer is required to submit the application materials for subsidy as of last month on or before the 15th day of each month to CIC within the subsidy period. If the employer submits the application materials after the 15th day of each month, CIC will handle it according to the actual circumstances. If the application cannot be processed in the month, the subsidy application will be postponed to the following month. Employer is required to submit the following materials:

- a. Pay slip signed by the employee. Employer may use the form provided by CIC (Annex 4) or own-designed form as long as it meets the requirement. All pay slip must have company stamp of the employer;
- b. Employee Training Scheme Progress Report (Annex 3).

- 3.4 Application procedure of the second part of subsidy:

At the end of the Scheme (i.e. hiring employee for 18 consecutive months), the



employer can submit the application materials for the second part of the subsidy to CIC. Application materials include the pay slip signed by the employee for the past 18 months. Employer may use the form provided by CIC (Annex 4) or own-designed form as long as it meets the requirement. All pay slip must have company stamp of the employer.

- 3.5 If the employer could not provide any supporting documents for claiming the subsidy during the 6th month, the CIC would require the employer to submit all the missing documents within one month after the end of the grant period by written format. For all the late submission, the CIC would have the right to terminate its entire subsidy.
- 3.6 After the approval by the CIC's manager, the financial department of CIC will process the payment of subsidy. All approved subsidies will be sent to the registered address of the employer in cheque. CIC will take 60 days to process the application if all materials are submitted.
- 3.7 If the employee resigns during the subsidy period, the employer is entitled to receive the first part of the subsidy according to employees' working period. If the employee works less than one month, the amount of subsidy will be calculated by the total working days of the employee. If the employee resigns any time within the 18 months training period, the employer will not be given the second part of the subsidy.
- 3.8 The subsidy period will start on the first day of next month after the approval of the application. When the employer has submitted all the application materials, the subsidy of the first month will be released according to the procedure as stated above.
- 3.9 Subsidy will be calculated prorated according to the employee's salary of the month. If the employee takes leave with paid salary, employer will be granted the subsidy accordingly. If the employee takes leave without paid salary, employer will not be given the subsidy for the number of leave days. For example, if the employee applied for injury leave, sick leave or maternity leave and paid by proportion of four-fifth of salary, the subsidy given to the employer will be in a four-fifth proportion. If the employee does not receive leave pay from the employer, the employer will not be given the subsidy for the relevant period.

3.10 If the employee's salary is calculated in daily rate as a prevailing practice in certain trades, and the employee has work equivalent to or more than 20 days in a month, the employer can still be granted the full subsidy for the month. However, if the working day of the employee is less than 20 days in a month, the subsidy will only be calculated prorated according to the employee's working day in the month. The daily allowance will be calculated based on 25 days per month.

For example, if the employee has 16 working days in a month, the total amount of subsidy of the month will be  $\text{HK\$}2,500 \times 16/25 = \text{HK\$}1,600$ .

3.11 The CIC wants to ensure all the employees have enough working days; therefore, employees should have at least 15 working days of that subsidy month of all the approved OJTS application in order to apply for the subsidy of that month (If employers or employees have acceptable reasons for not having 15 working days of the particular month, the CIC would have the right to make the final decision of issuing subsidy to the employers as an exceptional case). The subsidy of that month will be calculated in proportion by the number of working days of that employee and the number of calendar days in that month over 25 days. If the salary of an employee is paid daily due to current practices in some trades and the number of working days of that employee is equal to or more than 20 days in that month, the subsidy will be pay in full to the employer.

3.12 The training period of the Scheme is 18 consequence months. During the period, the employer is responsible to prove that the employee has received the related salary to meet the objectives of the Scheme. Therefore, the employer is required to submit pay slip each month within the 18 consequence months or before the expiry of the employment period as stated in the employment contract for the follow-up and record of CIC.

3.13 If the employer is found in violation of the relevant terms of agreement of CIC or the related regulations of HKSAR Government during the 18 months validity period, CIC will send a written notification to request the employer for reply and rectify the related issues before a designated date (usually within one month). Otherwise, CIC will terminate the agreement, granting and approval of all subsidies, and the related employer will be blacklisted. CIC also reserves the right to retrieve the disbursed subsidies.

4. Other business

- 4.1 Employer is required to ensure that the transfer of personal data collected from the employee to CIC comply with the "Personal Data (Privacy) Ordinance". Employer needs to sign to agree and accept the Personal Information Collection Statement of CIC (Annex 1).
- 4.2 CIC reserves the right to adjust or modify all terms and conditions of the Scheme. CIC will notify your company in writing before the effective date of the amendment of the terms and conditions.
- 4.3 CIC reserves the final interpretation of the implementation details as stated above.

If your company understands, agrees and acknowledges the effective implementation of all the above terms and conditions, please sign two copies of this agreement and the Personal Information Collection Statement and return them to CIC to follow up.

---

Ms. Jamie Chai  
Manager - Trainees Career Support

**Declaration of the Employer**

The company acknowledges and agrees all the contents in this letter and will implement according to all the above terms and conditions.

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Company stamp and signature of  
authorized person

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Position

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Name

---

Date

**Annex 1 : Personal Information Collection Statement**

1. The information you provide to the Construction Industry Council (CIC), including any personal data as defined in the Personal Data (Privacy) Ordinance ("**Personal Data**"), will be used by the CIC for the following purposes:
  - a) to assess your suitability for a vacancy on the On-the-job Training Scheme (OJTS);
  - b) to verify your identity;
  - c) to seek references;
  - d) to verify your employment history, education history and any qualifications;
  - e) to perform checks with law enforcement and other authorised agencies;
  - f) to process and pay your allowance under the OJTS; and
  - g) any other purposes related to the OJTS.
2. You further agree that CIC may disclose and transfer your Personal Data to the relevant contractor, sub-contractor, the Hong Kong Construction Sub-Contractors Association and the Development Bureau for the purposes described at (1) above.
3. CIC may also disclose and transfer (within Hong Kong) your Personal Data to third party service providers engaged by CIC to assist it with the application process (including data entry, managing the CIC job application database, processing applications, and securely disposing of your Personal Data ("Third Party Service Providers")). These Third Party Service Providers are under a duty of confidentiality to CIC and are only permitted to use your Personal Data in connection with the purposes specified at (1) above, and not for their own purposes (including direct marketing).
4. When necessary CIC may also disclose and transfer (within Hong Kong) your Personal Data to its professional advisers, law enforcement and other credit and reference agencies for the purposes specified at (1) above or as may be required or permitted by the Construction Industry Council Ordinance (Cap. 587) or at law.
5. Any Personal Data supplied by you will be retained by CIC while it processes your application and will be accessible by other CIC employees, Third Party Service Providers engaged by CIC and the other third parties referred to at (2) and (4) above, for or in relation to any of the purposes stated at (1) above.
6. Subject to receiving your consent, CIC would like to keep you informed of its activities and industry developments which CIC feels may be of interest to you. CIC would like to use your Personal Data, including your name, phone number and correspondence and email addresses, to provide you with marketing materials on CIC training courses, trade testing, registration, events and other aspects of its work and the construction industry. You are free to decide whether you wish to receive such marketing materials. If you would like to receive marketing materials from CIC, please put a tick in the box below.  
  
 I would like to receive marketing materials from CIC as described in (6) above.
7. You are also entitled to request access to and correction of any errors in your Personal Data. If you wish to do so please write to CIC at 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

**DECLARATION**

I hereby declare that the information provided by me in this application is true, complete and correct. False information and/or dishonest answer to any question above will result in dismissal from employment. I shall not be entitled for any compensation from the Company in this case.

If I am unable to complete the OJTS for whatever reason, including but not limited to dismissal from the OJTS for non-compliance with the Regulations or withdrawal from the OJTS before its completion or termination of the OJTS as applicable to me for whatever reason, the CIC has the right to request refund of any allowance paid to me and not to make any further payments to me under the OJTS. I agree not to bring any claims against the CIC relating to or arising from my allowance under the OJTS (or its payment or refund).

---

Company stamp and signature of  
authorized person

---

Position

---

Name

---

Date

**Annex 2 : Training Outline of the Employee Training Scheme**

**Guidelines on Training Scheme**

**Site Surveying (150 Training days)**

<b>Compulsory items</b>	<b>Days of Training</b>
1. The role and duties of leveller.	12
2. Work safety practices of leveller.	
3. To learn the correct use, checking and maintenance of leveling equipments.	12
4. To learn the correct use, checking and application of surveying instruments.	
5. To read and understand drawing and application areas.	24
6. To familiarize with the application of setting-out lines.	
7. To learn with introduction of setting out: control point, level point, cross control mark (十字大線)	24
8. To familiarize with all types of setting out in civil engineering	42
9. To familiarize with verification of setting out in civil engineering	
10. To familiarize with procedures of setting out in various types of civil engineering works.	
11. To learn how to make drawings and computerized drawings.	24
12. To comply with the safety measures in the industry and on sites	12

The company undertakes to provide training programme not less than the above listed to the eligible employees under the On-the-job Training Scheme.

**Annex 3 : Progress Report on Employee Training Scheme**

Number: \_\_\_\_\_

(to be filled by the CIC)

**Progress Report on Employee Training Scheme**

**Assessment Period:                      Month /                      Year**

Name of Employer: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Trainer(s): \_\_\_\_\_ Passed the construction trade test? Y / N

Name of Employee: \_\_\_\_\_ Working Location: \_\_\_\_\_

**Attendance Record of Employee:**

Within one month from \_\_\_\_\_ to \_\_\_\_\_, absent for \_\_\_\_ days except proper rest days, late arrival (more than half an hour) \_\_\_\_\_ times, leave early (more than half an hour) \_\_\_\_\_ times.

Employee Safety Record: Any work injury record of the employee in this month ?  Y /  N

Reason of injury : \_\_\_\_\_

Absence due to injury : \_\_\_\_\_ in a total of \_\_\_\_\_ days

Title of Training: \_\_\_\_\_

**Training Progress of Employee:**

Excellent  Good                       Satisfactory  Average                       Poor

Comment: \_\_\_\_\_

**Working Attitude of Employee:**

Excellent  Good                       Satisfactory  Average                       Poor

Comment: \_\_\_\_\_

**Learning Attitude of Employee:**

Excellent  Good                       Satisfactory  Average                       Poor

Comment: \_\_\_\_\_

**Salary Payment Record of Employee:**

Salary payment in this month is a total of HK\$ \_\_\_\_\_ (HK\$ \_\_\_\_\_ out of which is the basic salary that has been paid to that employee on \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yyyy) by \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature of person in-charge and company chop

\_\_\_\_\_  
Date

**Annex 4 : Employee Salary Payment Receipt Form**

**Receipt on Salary Payment**

I, \_\_\_\_\_, receive salary payment from “ \_\_\_\_\_ “ for the period from \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yyyy) to \_\_\_\_\_ (dd) \_\_\_\_\_ (mm) \_\_\_\_\_ (yyyy) as follows:

Monthly Basic Salary (salary specified in the employment contract): \$ \_\_\_\_\_

Allowance:

Overtime Working Allowance: \$ \_\_\_\_\_

Transportation Allowance: \$ \_\_\_\_\_

Others: (Reason: \_\_\_\_\_ ) \$ \_\_\_\_\_

(Reason: \_\_\_\_\_ ) \$ \_\_\_\_\_

No-paid Leave: \_\_\_\_\_ day(s) \$ \_\_\_\_\_  
[excluding the entitled rest day(s) and statutory holiday(s)] (salary deducted due to absence)

Other deduction(s): \$ \_\_\_\_\_

(Reason: \_\_\_\_\_ ) \$ \_\_\_\_\_

(Reason: \_\_\_\_\_ ) \$ \_\_\_\_\_

Salary from \_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day to \_\_\_\_\_ Year  
\_\_\_\_ Month \_\_\_\_ Day

Total (HK\$): \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of person in-charge and  
company chop

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Annex K Payment Receipt Signed by Employee

**Sample**

**Receipt on Salary Payment**

I, \_\_\_\_\_, receive salary payment from “\_\_\_\_\_” for the period from \_\_\_\_ (dd) \_\_\_\_ (mm) \_\_\_\_ (yyyy) to \_\_\_\_ (dd) \_\_\_\_ (mm) \_\_\_\_ (yyyy) as follows:

Monthly Basic Salary (salary specified in the employment contract): \$ \_\_\_\_\_

Allowance:

Overtime Working Allowance: \$ \_\_\_\_\_

Transportation Allowance: \$ \_\_\_\_\_

Others: (Reason: \_\_\_\_\_) \$ \_\_\_\_\_

(Reason: \_\_\_\_\_) \$ \_\_\_\_\_

No-paid Leave: \_\_\_\_\_ day(s) \$ \_\_\_\_\_  
[excluding the entitled rest day(s) and statutory holiday(s)] (salary deducted due to absence)

Other deduction(s): \$ \_\_\_\_\_

(Reason: \_\_\_\_\_) \$ \_\_\_\_\_

(Reason: \_\_\_\_\_) \$ \_\_\_\_\_

Salary from \_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day to \_\_\_\_ Year  
\_\_\_\_ Month \_\_\_\_ Day

Total (HK\$): \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of person in-charge and  
company chop

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Sample**

**Progress Report on Employee Training Scheme**

**Assessment Period:            Month /            Year**

Name of Employer: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Trainer(s): \_\_\_\_\_ Passed the construction trade test? Y / N

Name of Employee: \_\_\_\_\_ Working Location: \_\_\_\_\_

**Attendance Record of Employee:**

Within one month from \_\_\_\_\_ to \_\_\_\_\_, absent for \_\_\_\_ days except proper rest days, late arrival (more than half an hour) \_\_\_\_\_ times, leave early (more than half an hour) \_\_\_\_\_ times.

Employee Safety Record: Any work injury record of the employee in this month ?  Y /  N

Reason of injury : \_\_\_\_\_

Absence due to injury : \_\_\_\_\_ in a total of \_\_\_\_\_ days

Title of Training: \_\_\_\_\_

**Training Progress of Employee:**

Excellent  Good             Satisfactory  Average             Poor

Comment: \_\_\_\_\_

**Working Attitude of Employee:**

Excellent  Good             Satisfactory  Average             Poor

Comment: \_\_\_\_\_

**Learning Attitude of Employee:**

Excellent  Good             Satisfactory  Average             Poor

Comment: \_\_\_\_\_

**Salary Payment Record of Employee:**

Salary payment in this month is a total of HK\$\_\_\_\_\_ (HK\$\_\_\_\_\_ out of which is the basic salary that has been paid to that employee on \_\_\_\_\_ (dd)\_\_\_\_\_ (mm)\_\_\_\_\_ (yyyy) by \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Signature of person in-charge and company chop

\_\_\_\_\_  
Date

**Sample**

**OJTS Inspection Report**

Ref. No.: \_\_\_\_\_

Site Visit

Phone / Email Follow up

Name of Employee: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Date of Visit/Follow-up: \_\_\_\_\_ Visit Working Location: \_\_\_\_\_

Employee Contract Period: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Name of Employer: \_\_\_\_\_

Contents of the Visit / Follow-up:

1) Details of Employment Contract: Current Salary (Basic) HK\$ \_\_\_\_\_ (Day/Month)

(Allowance) HK\$ \_\_\_\_\_ (Day/Month) Average Monthly Working Day(s): \_\_\_\_\_ Day(s)

Do you need to work in different construction sites?  Y  N Is there any mismatch with the contract or anything not included in the employment terms in the contract? \_\_\_\_\_ (Please Specify)

2) Training Progress of Employee: Current Training Content: \_\_\_\_\_

Is the training related to the industry specified in the employment contract?

Y  N (Please Specify: \_\_\_\_\_)

3) Comment/Complaint from Employee: Employee's Comment on Work and Training:

Excellent  Good  Satisfactory  Average  Poor

Details: \_\_\_\_\_

4) Comment from the Supervisor of the Employee: Overall Performance of Employee:

Excellent  Good  Satisfactory  Average  Poor

Conduct :  Excellent  Good  Satisfactory  Average  Poor

Learning Ability :  Excellent  Good  Satisfactory  Average  Poor

Details: \_\_\_\_\_

Name of Supervisor of Employee: \_\_\_\_\_ Position: \_\_\_\_\_

5) Comment from Inspector: Recommendation: \_\_\_\_\_

Is the complaint substantiated?  Y /  N /  Not Applicable

Is the complained item improved?  Y /  N, follow-up needed /  Not Applicable

Remarks: \_\_\_\_\_

Is it a special case requires review of the supervisor of the inspector?  Y /  N

## Guidelines on Training Scheme

### Bar Bending and Fixing (150 Training days)

Compulsory items	Days of Training	Progress
1. To know safety measures of cutting, handling and lifting of steel bars on site.	12	
2. To use and maintain all types of tools and equipment.		
3. To know the quality acceptance and storage methods of bar.	12	
4. To know all types, acceptance of materials and storage methods of all types of bar wires, wire meshes, and spacer.		
5. To read and understand drawing.	24	
6. To prepare fixing details and bar schedule.		
7. To cut and bend bars and stirrups.	24	
8. To comply with the safety measures in the industry and on sites.	12	

Optional items (at least two)	Days of Training	Progress
1. To fix rectangular columns, circular columns and curved columns.		
2. To fix vertical bars, anchor bars and walls.		
3. To fix all types of beams.	66	
4. To fix structures of one-way, two-way, and etc.		
5. To fix bars of staircase.		
6. To fix other types of structures e.g. large pile caps, water tank, retaining wall and manhole etc.		

Name and Signature of Inspector:	Name and Signature of Supervisor of Inspector:
Date:	Date:

Recommendation from M-TCS: \_\_\_\_\_

Signature of M-TCS: \_\_\_\_\_

Date: \_\_\_\_\_

## Guidelines on Training Scheme

### **Timber Formwork (150 Training days)**

<b>Compulsory items</b>	<b>Days of Training</b>
1. To learn the safety measures of cutting, loading and lifting on site.	12
2. To use and maintain all types of tools and equipments.	
3. To learn the acceptance and storage method of timber.	12
4. To learn different types of timber materials, wood, boards, timber, plywood, formwork and other materials.	
5. To understand simple construction drawing, specification, preliminary and detailed drawings, setting-out lines and symbols.	
6. To calculate, measure the required quantity of materials accurately according to working conditions and drawing.	36
7. To use the required metal temporary staging and materials, according to the working conditions and drawing.	
8. To check the size, verticality and horizontal of the formwork.	
9. To comply with safety procedures in the industry and on site.	12

<b>Optional items (at least four)</b>	<b>Days of Training</b>
1. To nail the safety hoarding, banding (收口板) .	
2. To prepare, install and/or demolish post formwork.	
3. To prepare, install and/or demolish beam formwork, panel wall partition.	78
4. To prepare, install and/or demolish floor slab formwork, roof formwork.	
5. To prepare, install and/or demolish staircase formwork.	
6. To prepare, install and/or demolish exposure concrete formwork (清水面混凝土模板) .	

## Guidelines on Training Scheme

### Drainlaying (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	12
2. To familiarize with the procedures and methods of transport and staking of pipe materials.	12
3. To read and understand working drawings.	12
4. To familiarize with the application of setting-out lines.	
5. To familiarize with methods of pipe trenching.	48
6. To familiarize preparing the bottom of trench.	
7. To familiarize with connecting and cutting pipes.	
8. To familiarize with pipe leakage testing methods.	
9. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least two)</b>	<b>Days of Training</b>
1. Construction of storm water manholes.	54
2. Construction of sewage manholes.	
3. Construction of nullah.	
4. Construction of box culvert.	

## Guidelines on Training Scheme

### Plastering (150 Training days)

Compulsory items	Days of Training
1. To use and maintain all types of tools and equipment.	6
2. To learn the method to accept the quality and storage methods of materials.	6
3. To read and understand drawing.	12
4. To familiarize with the application of setting-out lines.	
5. To mix mortar by hand and machine.	12
6. To do spatterdash.	48
7. To fit the plastered angles including metal and plastic.	
8. To practice anti-crack operation on dry wall.	
9. To paste the bottom layer and plastic operation (膠漿).	
10. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. Paper strip mixed cement lime mortar plastering on internal wall (內牆水泥紙筋灰批盪).	
2. Dado smooth plastering [護壁(傍水)光滑批盪].	
3. Cement, sand – grinding rough surface plastering.	54
4. Shotcrete plastering.	
5. Floor screening operation.	

## Guidelines on Training Scheme

### Painting (150 Training days)

Compulsory items	Days of Training
1. To use and maintain all types of tools and equipment.	6
2. To learn the method to accept the quality and storage methods of various painting materials.	6
3. To read and understand drawing.	12
4. To familiarize with the application of setting-out lines.	
5. Painting brush and tools and cracks filing/line painting (掃色粉油料工具及填隙料漆灰).	
6. Practice of painting (掃色粉油料來路灰水的施工操作).	
7. To seal the cracks by resin mortar.	48
8. To remove existing paint.	
9. To mix and match paints.	
10. Hand painting (油手掃漆).	
11. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To spray the emulsion paint.	
2. To spray relief paint, brush with relief patterns, cement plastering and stone paint spray (噴浮雕漆、浮雕輻花、水泥批灰及噴塗石頭漆).	
3. Hand-brush (油手掃漆).	66
4. External wall painting.	
5. Wall papers.	

## Guidelines on Training Scheme

### Metal Works (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To maintain and use manual, electric tools and relevant machines.	12
2. To read and understand drawing.	12
3. To familiarize with the application of setting-out lines.	
4. To familiarize with cold deformation operation.	
5. To familiarize with thermal deformation operation.	48
6. To familiarize with the additional work by machines.	
7. To familiarize with welding operation.	
8. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least two)</b>	<b>Days of Training</b>
1. To manufacture, assemble, install, adjust and repair aluminum windows.	
2. To manufacture, assemble, install, adjust metal railings and metal door.	66
3. To manufacture, assemble, install, adjust and repair steel hoardings.	



## Guidelines on Training Scheme

### Metal Formwork (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	6
2. To familiarize with the transportation and staking of formwork materials.	12
3. To learn the quality acceptance and storage methods of various formwork materials.	6
4. To read and understand drawing.	12
5. To familiarize with the application of setting-out lines.	
6. To learn the installation and demolition of formwork and support.	24
7. To comply with the safety measures in the industry and on sites.	12

<b>Optional items</b>	<b>Days of Training</b>
1. To install and demolish column formwork.	78
2. To install and demolish beam formwork.	
3. To install and demolish bridge decking formwork.	

## Guidelines on Training Scheme

### Metal Formwork and Concreting (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	6
2. To familiarize with the transportation and staking of formwork materials.	12
3. To know the quality acceptance and storage methods of formwork materials.	6
4. To read and understand drawing.	12
5. To understand the application of setting-out lines.	12
6. To learn the installation and demolition of formwork and support.	48
7. To learn all types of mixing equipments.	
8. To learn all types of joints, finishing and maintenance.	
9. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least four)</b>	<b>Days of Training</b>
1. To install and demolish column formwork.	54
2. To install and demolish beam formwork.	
3. To install and demolish bridge decking formwork.	
4. To pour concrete into column formwork.	
5. To pour concrete into beam formwork.	
6. To pour concrete into bridge decking formwork.	

## Guidelines on Training Scheme

### Plumbing Installation in Buildings (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	12
2. To learn the quality acceptance and storage method of all types of pipes, fittings, valves, traps and other relevant materials.	12
3. To read and understand drawing.	12
4. To familiarize with the application of setting-out lines.	
5. To learn the bending of pipe.	
6. To learn all types of welding.	36
7. To learn the connection methods of pipes and fittings.	
8. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least two)</b>	<b>Days of Training</b>
1. To install drainage system.	
2. To install water supply system.	
3. To install supply system.	
4. To maintain / repair all types of sanitary hardware and connection of water supply pipes and drainage.	66

## Guidelines on Training Scheme

### Site Surveying (150 Training days)

Compulsory items	Days of Training
1 . The role and duties of leveller.	12
2 . Work safety practices of leveller.	
3 . To learn the correct use, checking and maintenance of levelling equipments.	12
4 . To learn the correct use, checking and application of surveying instruments.	
5 . To read and understand drawing and application areas.	24
6 . To familiarise with the application of setting-out lines.	
7 . To learn with introduction of setting out: control point, level point, cross control mark (十字大線) .	24
8 . To familiarize with all types of setting out in civil engineering.	
9 . To familiarize with verification of setting out in civil engineering.	42
10 . To familiarize with procedures of setting out in various types of civil engineering works.	
11 . To learn how to make drawings and computerized drawings.	24
12 . To comply with the safety measures in the industry and on sites.	12

## Guidelines on Training Scheme

### Construction Scaffolding Works (150 Training days)

Compulsory items	Days of Training
1. To correctly use and maintain all types of hand tools and other equipments.	12
2. To understand simple construction drawings, drafts, detailed drawing and design pattern.	12
3. To calculate and measure required materials according to working conditions and drawings.	12
4. To lift, compile and staking of materials.	12
5. To identify and correctly use all types of scaffolding materials.	12
6. To erect, repair, support and demolish bamboo scaffolding.	48
7. To use straight edge and leveller to check and adjust vertical and horizontal lines.	48
8. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To erect, repair, support and demolish other bamboo structures.	54
2. To fix all types of bamboo scaffolds to the buildings or other structures.	54
3. To support dangerous structures.	54
4. After demolition of bamboo scaffolding, repair the construction works that are damaged during the erecting.	54

## Guidelines on Training Scheme

### Building Surveying (150 Training days)

Compulsory items	Days of Training
1 . The role and duties of a leveller. 2 . Safety procedures for levellers.	12
3 . To familiarise with the correct use, checking and maintenance of levelling instruments. 4 . To familiarise with the correct use, checking and application of surveying instruments.	12
5 . To read and understand drawing and application areas. 6 . To familiarise with the application of setting-out on site.	24
7 . To familiarise with basic knowledge of setting out: control point, level point, cross control mark ( 十字大線 ) .	24
8 . To familiarise with building structures and setting out of plastering. 9 . To familiarise with verification procedures of setting out in building structures and plastering. 10 . To familiarise with procedures of work setting out in building structures and plastering.	42
11 . To learn how to make drawing and computerized drawing.	24
12 . To comply with the safety measures in the industry and on sites.	12

## Guidelines on Training Scheme

### Bricklaying (150 Training days)

Compulsory items	Days of Training
1. To use and maintain all types of tools and equipment.	6
2. To learn the quality acceptance and storage methods of all types of bricks and related materials.	6
3. To read and understand drawing.	12
4. To familiarise with the application of setting-out lines.	12
5. To mix mortar by hand and machine.	24
6. To cut bricks by hand and machine.	24
7. To build wall corner, gear joint (齒接口) and new and old wall bricks.	24
8. To lay water proofing materials.	24
9. To comply with the safety measures in the industry and on sites.	12

Optional items (at least four)	Days of Training
1. To build bricks at the location with pipe already installed.	66
2. To seal the bath tub skirts.	
3. To seal the bottom of beams.	
4. To lay block and plaster the ceiling.	
5. To lay road path paving blocks.	
6. To lay and brush the sand in laying road paving blocks.	

## Guidelines on Training Scheme

### Concreting (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	12
2. To read and understand drawing.	12
3. To familiarise with the application of setting-out lines.	
4. To learn with all types of mixing by hand and by machine.	24
5. To learn with procedures of different types of filling cracks, finishing surface and maintenance.	
6. To comply with the safety measures in the industry and on sites.	12

<b>Optional items</b>	<b>Days of Training</b>
1. To mix concrete into column formwork.	
2. To mix concrete into beam formwork.	90
3. To mix concrete into bridge decking formwork.	



## Guidelines on Training Scheme

### Welding (150 Training days)

Compulsory items	Days of Training
1. To maintain and use hand and electric tools, including welding machines and accessories.	12
2. To choose and check common engineering materials, particularly carbon steel.	12
3. To read and understand drawing.	12
4. To learn setting out and installation according to drawing and prepare welding tools according to specifications.	12
5. To familiarise with oxyacetylene gas welding and cutting procedures at different positions.	60
6. To familiarise with arc welding procedures at different positions, including flat welding, angle welding, vertical welding, horizontal welding and overhead welding etc.	
7. To familiarise with quality checking of welding.	
8. To familiarise with defects of welding and the cleaning and handling of welding joints.	
9. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. Oxyacetylene gas welding (brazing) and (soldering 銀焊).	42
2. To prevent and eliminate various types of deformation and stress caused by welding.	
3. Semi-auto arc welding.	
4. Auto arc welding.	

## Guidelines on Training Scheme

### Marble Polishing (150 Training days)

Compulsory items	Days of Training
1. To use and maintain all types of tools and equipment.	6
2. To familiarise with the procedures and methods (lifting and safety hoisting operation etc) of moving and placing of marbles.	12
3. To know the quality acceptance and storage method of all types of marble materials.	6
4. To read and understand drawing.	12
5. To familiarise with the application of setting-out lines.	
6. To cut marble.	
7. To polish marble.	
8. To mix mortar and use all types of bonding agent (marble glue).	48
9. Wall plastering and floor rendering.	
10. Marble installation.	
11. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To familiarise with arc welding.	
2. To familiarise with finishing, repair, renovation and maintenance of marbles.	54
3. To familiarise with patterns of engraving, abrasive and sandspraying (熟習蝕花、磨砂及噴砂圖案).	

## Guidelines on Training Scheme

### Tower Crane Worker's Assistant (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	6
2. To read and understand drawing.	6
3. To familiarise with sling, lifting chain, rope and pulley block. 4. To familiarise with the work of lifting and hoisting. 5. To familiarise with arrangement of transporting of tower crane and preparatory work before installation.	48
6. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least four)</b>	<b>Days of Training</b>
1. To install and demolish the base part. 2. To install and demolish the tower part. 3. To install and demolish rotating plate and control room. 4. To install and demolish the jib arm. 5. To install and demolish the winching machine. 6. To install and demolish top of tower.	72

## Guidelines on Training Scheme

### Tiling (150 Training days)

<b>Compulsory items</b>	<b>Days of Training</b>
1. To use and maintain all types of tools and equipment.	6
2. To know the quality acceptance and storage methods of different types of tiles.	6
3. To read and understand drawing.	12
4. To familiarise with the application of setting-out lines.	
5. To mix mortar by hand and machine means.	36
6. To plaster the bottom layer.	
7. To comply with the safety measures in the industry and on sites.	12

<b>Optional items (at least four)</b>	<b>Days of Training</b>
1. Laying of internal and external wall tiles (mosaic).	
2. Laying of floor / wall tiles (mosaic). [ 鋪砌地台磚/錦瓦 (紙皮石) ]	
3. Tiling of wall glazed tiles.	78
4. Laying of prefabricated terrazzo on wall and floor.	
5. The finishing work of repairing all types of broken tiles and matching after the completion of other working procedures.	

## Guidelines on Training Scheme

### Bar Bending and Fixing (150 Training days)

Compulsory items	Days of Training
1. To know safety measures of cutting, handling and lifting of steel bars on site.	12
2. To use and maintain all types of tools and equipment.	
3. To know the quality acceptance and storage methods of bar.	
4. To know all types, acceptance of materials and storage methods of all types of bar wires, wire meshes, and spacer.	12
5. To read and understand drawing.	24
6. To prepare fixing details and bar schedule.	
7. To cut and bend bars and stirrups (切斷鋼筋, 屈曲大料及屈絡仔).	24
8. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To fix rectangular columns, circular columns and curved columns.	
2. To fix vertical bars, anchor bars and walls (綁紮直身扔, 鎖匙頭扔及散牆等構件).	
3. To fix all types of beams (綁紮各類陣構件).	
4. To fix structures of one-way, two-way, and etc (單向, 雙向及面吧).	
5. To fix bars of staircase.	
6. To fix other types of structures e.g. large pile caps, water tank, retaining wall and manhole etc.	
	66

## Guidelines on Training Scheme

### Tunnel Works (150 Training days)

Compulsory items	Days of Training
1. To use and maintain all types of tools and equipment.	12
2. To familiarise with procedures and methods of moving and placing of materials.	12
3. To read and understand drawing.	12
4. To familiarise with the application of setting-out lines on site.	
5. To familiarise with safely installing and dismantle metal formwork structures.	
6. To familiarise with installing and laying sprayed concrete wire mesh.	60
7. To familiarise with installing packer.	
8. To familiarise with operating pneumatic driller and installing anchor.	
9. To familiarise with safety working procedures in confined space.	
10. To comply with the safety measures in the industry and on sites.	12

Optional items (at least two)	Days of Training
1. To install and demolish metal scaffolding and working platform.	
2. To operate lifting working platform.	42
3. To perform bar bending and fixing.	
4. To install and demolish angle bracket and ventilation system.	