

Construction Industry Council

Construction Industry Training Board

Meeting No. 005/14 of the Construction Industry Training Board (CITB) was held on Tuesday, 17 June 2014 at 9:30 a.m. at Conference Room, CIC Headquarters, 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.

Present :	Ir PANG Yat-bond, Derrick	Chairman
	Ms HUNG Yee-man	Member
	Mr LOK Kwei-sang, Tandy	Member
	Mr NG Kwok-kwan	Member
	Ir SYNN Raymond-cheung	Member
	Mr SZE Kyran	Member
	Ir LAU Chun-kit	(representing Mr LAM Kai-chung)
	Mr LI Chi-leung	Member
In Attendance:	Mr HO Wai-wah	Member of Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme
	Mr FU Chin-shing, Ivan	Member of Task Force on Trade Testing
	Mr LAM Shing-tim	AS (Works Policies) 9, DEVB
	Mr WONG Doon-ye, Charles	Director - Training & Development, CIC
	Ir LEUNG Wai-hung, Alex	Deputy Director - Training & Development, CIC
	Mr WONG Chi-lap	Senior Manager - Construction Trade Testing, CIC
	Mr CHU Yin-lin	Senior Manager - Construction Training, CIC
	Mr CHEUNG Yuk-lung	Senior Manager - Development & Support Services, CIC
	Dr Thomas TONG	Chief Research Consultant, CIC
	Ms Jamie CHAI	Manager - Trainees Career Support, CIC
	Ms Joyce AU	Manager - Board Services, CIC
	Ms Formula CHEN	Assistant Manager - Board Services, CIC

Apologies :	Ir HO Ngai-leung, Albert	Member
	Sr LAI Yuk-fai, Stephen	Member
	Mr LAM Ping-hong, Robert	Member
	Mr MAK Tak-ching	Member
	Prof TAM Chi-ming	Member
	Mr TSE Chun-yuen	Member

Progress Report

Action

5.1 Confirmation of Progress Report of the last meeting

Members took note of Paper CIC/CTB/R/004/14 and confirmed the revised Progress Report of the 4th meeting held on 20 May 2014.

5.2 Matters arising from the last meeting

5.2.1 Agenda item 4.5.1—Workshop installations and arrangement for applicants on waiting list to take safety related course

As regards the proposal by Independent Review Working Group after the visit to CIC training centres that the power supply installations at the workshops should follow as much as possible the current specification adopted in general construction sites, Members noted that the management were now compiling information on relevant workshop equipment and tools and would discuss the matter in the meeting of Task Force on Training in July.

For the proposal of arranging course applicants on waiting list to take safety related topics to avoid the loss of these applicants during the time of waiting, it could not help much in retaining these applicants considering that the Green Card Course only lasted for one day. The management were now exploring other alternatives and studying the feasibility of outsourcing some courses with longer waiting time.

Action

5.2.2 Agenda item 4.5.2—Items for discussion of Task Force on Training

Members noted that Task Force on Training had reviewed the waiting time and reasons of waiting for all courses in its meeting held on 28 May 2014 and it would continue to discuss various possible enhancement measures. In addition, the Task Force selected the course on tower crane, which had a longer waiting time, and the course on construction scaffolding works, which had sufficient training places but insufficient enrollment, for first review. In relation to considering the views of graduates and instructing staff of various courses to review the quality of respective courses, the management were now compiling questions for the questionnaire.

As regards the follow-up of the implications of re-organization or splitting of skills due to the amendments to Construction Workers Registration Ordinance (CWRO) on CIC training courses and trade tests, Members noted that the management had submitted “Corresponding Distribution of Various Skills in Training Courses and Trade Tests after the Amendments to Construction Workers Registration Ordinance” to Steering Group on Implementation of CWRO Amendments on 13 June 2014, and would submit “Corresponding Distribution of Various Skills in Different Trade Tests after the Amendments to CWRO” to Task Force on Trade Testing on 19 June which would then be submitted to CITB for consideration.

5.2.3 Agenda items 4.5.3—Waiting time for Site Surveying (ZIS) and Surveying and Setting Out (ZVS) courses

The Task Force on Training had discussed the issue of long waiting queue for the captioned two courses. It was also noted that CIC had greatly increased the number of training places to 200 for ZIS over the past few years. Since the training venues were fully used, it would consider the feasibility of outsourcing the courses.

Action

5.2.4 Agenda item 4.5.4—Bulldozer and Loader Operation (BLC) Course

The Task Force on Training had discussed the case in which a worker reflected to the union that he could not take the above course. Apart from running an extra class in June 2014, it was approved to conduct three additional classes in 2014/2015, boosting the number of training places from 5 to 20. It was believed that the waiting queue of 37 applicants could be eased. In addition, the management would also consider the feasibility of outsourcing the course.

5.2.5 Agenda item 4.6.4—Repeal of the requirement of re-validation for renewal of certificate of Ground Investigation Operator

Members noted that starting from 21 May 2014 the requirement of re-validation for renewal of certificate of Ground Investigation Operator was repealed according to the decision of CITB. Arrangement for replacing and issuing permanent test certificate was made for the purpose of the renewal of workers registration cards.

5.2.6 Agenda item 4.7.1—Withdrawal of training places approved but not used under cooperative training schemes within the time specified

Members noted that CIC would write to all contractors, who had not yet started the training within the approved timeframe, under Contractor Cooperative Training Scheme (including E&M training) and requested them to commence training within one month. If a deferment was needed, contractors could state the reasons in writing; otherwise, their applications and subsidies would both be cancelled. For the newly submitted applications, the management would separately write to all participated contractors that they must start the training within 3 months after obtaining approval for their applications.

5.2.7 Agenda item 4.7.6—Enhancement of mandatory “Contractor Cooperative Training Scheme”

Action

Members noted that the management would meet and discuss with related stakeholders like Development Bureau, Housing Department and MTRC regarding the captioned matter within this month.

- 5.2.8 Agenda item 4.8.1—Draw up a review cycle to improve drop-out rate of trainees and wastage of resources

Members noted that the management would first review trades with higher drop-out rate under Subcontractor Cooperative Training Scheme. Questionnaires had been sent to trainees taking part in schemes on trades of Bar-bending and Fixing, and Bricklaying, Plastering and Tiling. Information and data were being collected and compiled at the moment which would then be submitted to Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme for consideration after discussion with relevant trade associations in due course.

- 5.2.9 Agenda item 4.8.2—Salary for apprentice completing first year of “Diploma in Vocational Education (DVE) Programme”

Members noted that employers in E&M trades offered a monthly salary of not less than \$8,000 to E&M (craftsman) apprentices while the monthly salary for E&M (technician) apprentices was increased to the amount not less than \$9,000. The management would request more relevant information and data from VTC for consideration of the Task Force.

Chairman opined that relevant organizations like VTC and Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC) should be informed that CITB would seriously consider the minimum monthly salary being offered by E&M employers to their apprentices when vetting applications for “DVE Programme Subsidy Scheme”. It was hoped that related organizations or parties could be encouraged to adjust upwards the monthly salary of apprentices to a reasonable level.

Action

(Post-meeting notes: For the comment from a labour union about construction E&M training courses, the management found out that the said courses were provided by VTC and had clarified with the union already. The view of the labour union was also reflected to VTC.)

- 5.2.10 Agenda item 4.8.3—Proposal of opening up cooperative training schemes to non-members of trade associations

As regards the proposal of opening up cooperative training schemes to non-members of trade associations to boost participation, Members noted that Plumbing Contractor Cooperative Training Scheme had already allowed non-members of the trade association to apply. The management were also studying the launch of a Construction Cooperative Training Scheme for non-members of trade associations to join and discussion on such cooperation was being made with a labour union in the industry. It was hoped that the framework document of the above scheme could be submitted to CITB for discussion next month and this framework document would be served as the blueprint.

**Senior
Manager-
Development
& Support**

- 5.2.11 Agenda item 4.9.2—Draw up a timetable for the review of trade tests and training courses

Members noted that the implications of CWRO amendments on trade tests and training courses and the follow-up issues as well as the timetable were submitted to Steering Group on Implementation of CWRO Amendments for discussion on 13 June 2014. Details of work would be followed up by Task Force on Training and Task Force on Trade Testing.

- 5.2.12 Agenda item 4.10.3—Report on tendering of excavator simulator

Members noted that the tender result for excavator simulator was submitted to Committee on Administration and Finance for approval.

Action

- 5.2.13 Agenda item 4.12.3—Subsidizing “Diploma in Vocational Education (DVE) Programme – Technician” offered by VTC

Members noted that the captioned subsidy scheme had been considered and approved by Committee on Administration and Finance. The management would monitor the drop-out rate of trainees after commencement of the programme in September.

5.3 Summary report of first meeting of Task Force on Training in 2014 (for information)

- 5.3.1 Members took note of Paper CIC/CTB/P/133/14 and noted the summary report of the first meeting of the captioned Task Force. The discussion included that Independent Review Working Group had conducted three site visits to testing/training centres and training grounds while the fourth one was scheduled for late June. The management were now compiling the views of Members regarding the training and testing facilities for follow-up. Furthermore, the feasibility of requiring contractors undertaking construction projects from the government to mandatorily participate in Contractor Cooperative Training Scheme would be explored provided that there was a continuous increase in manpower demand in the future. Moreover, the running of tower crane operation course on construction sites should be followed up as soon as possible without violating the safety legislations. In addition, courses on tower crane operation, which had the longest queue, and construction scaffolding works, which had sufficient training places but insufficient enrollment, were selected for further review. For the quantity of full-time courses and enhancement measures, they would be discussed under agenda item 5.7.

- 5.3.2 Mr LOK Kwei-sang, chairman of the Task Force, added that selecting the course with longer queue to be reviewed first was due to the limited training venues at CIC. It was hoped that ways could be explored to ease the waiting queue, like outsourcing the course or streamlining the course. Chairman recommended

Senior

Action

reviewing the courses by means of urgency in terms of the number of applicants on waiting. The ways such as renting venues, outsourcing the courses or operating under cooperative training schemes would be studied to address those courses with more people on waiting. He continued to suggest referring applicants on waiting to take the courses with manpower shortage on case-by-case basis.

**Manager-
Construction
Training**

**Manager-
Trainees
Career
Support**

5.3.3 A Member asked about the training arrangement for the 26 trades with manpower shortage as determined by Task Force on Short-term Labour Supply.

5.3.4 Deputy Director stated that colleagues of Trainees Recruitment Department had been providing course information to applicants with reference to the waiting time. Applicants would also be suggested taking other suitable courses if necessary. Based on the comment from CITB, CIC staff would enhance their relevant communication and question-and-answer skills. The management would report the recruitment of trainees and how to make use of all training places in the next Task Force meeting. For the case raised by a Member representing the union that an African worker was referred by a CIC staff to take Earth Moving Machine Operation course at the union but the union did not offer English class for this course, the management would check the details of the event.

**Senior
Manager-
Construction
Trade
Testing and
Manager-
Trainees
Recruitment
& Career
Support**

5.3.5 A Member of the Task Force attending the meeting pointed out that tower cranes used on sites were mostly rented from equipment suppliers. To cope with the training demand for tower crane, CIC was proposed to consider renting training venues and renting tower cranes from suppliers to provide more training places. Chairman opined that demand for housing kept increasing and the demand for relevant manpower and training would also be increased. Thus, Task Force on Training was proposed to follow up the proposal of renting tower cranes and training venues.

**Senior
Manager-
Construction
Training and
Task Force
on Training**

5.3.6 Chairman summarized the key issues to be followed up by Task Force on Training:

Action

- i) to tackle the issue of long waiting time of training courses;
- ii) to consider the needs of 26 trades with manpower shortage in the industry when adjusting the number of training places and reflect it in the “Table on estimated waiting time for full-time adult short courses in construction industry”; and
- iii) to set up simple review mechanism and cycle and review gradually the quality of course contents as well as the continuous enhancement and development of the quality of instructors.

**Senior
Manager-
Construction
Training
and Task
Force on
Training**

5.4 Summary report of second meeting of Task Force on Trade Testing in 2014 (for information)

5.4.1 Members took note of Paper CIC/CTB/P/134/14 and noted the discussion summary of the second meeting of the captioned Task Force, which included improving the estimated waiting timetable for trade testing; exploring the feasibility of conducting trade tests on training grounds to increase the number of tests to be conducted as well as following up with relevant policy bureau and government departments on the use of any vacant land for training/trade testing. It would also ensure the latest estimation of trade test volume was in line with data of Construction Workers Registration Board after the amendments to CWRO. In addition, the Task Force would draft the macro significance and corresponding mid-term and long-term measures in wake of the amendments made to CWRO. Furthermore, it accepted the revisions to trade tests by the related Course Advisory Panel and followed up the proposal of posting the details of marking scheme at the testing centres. For the plan of recruiting more manpower to handle the waiting queue of welding test, the discussion on outsourcing to tertiary institutions as a pilot scheme was put on hold.

5.4.2 Mr NG Kwok-kwan, chairman of the Task Force, stated that there were 10 trades of which waiting time for trade testing were two months exceeding the allowed waiting time stated in the service pledge based on the “Summary table on waiting time of trade tests

**Senior
Manager-
Construction
Trade**

Action

(as of 16 June)”, which was more than that of last month. Thus, the Task Force would follow up in the next meeting the waiting situation and corresponding coping measures for trades, including Window Frame Worker, Rigger / Metal Formwork Erector, Joiner, Concretor and Bar-bender and Fixer.

Testing and Task Force on Trade Testing

- 5.4.3 A Member of the Task Force attending the meeting questioned about the relationship between “Table on estimated waiting time for full-time adult short courses in construction industry” and “Summary table on waiting time of trade tests”. Director responded that CIC proactively increased the number of training places in the year which rendered the demand for trade tests increased accordingly. Chairman also pointed out that the courses which the applicants were interested in might not match with the trades with manpower shortage in the industry. However, CITB still needed to take care of both sides and would allocate more training resources to trades with manpower shortage in the industry. The short-term problem facing CITB was the lack of complementary facilities to cope with the queue for training courses and the demand for trade tests.

- 5.4.4 A Member representing the union pointed out that CITB had to speed up the approval process of recruitment of instructing staff and review whether the present salary of instructors lagged behind the market such that the required manpower could not be recruited. Chairman stated that salary of instructors, continuous enhancement of standards of instructors and staff development would be reviewed altogether but it took time.

Senior Manager-Construction Training and Task Force on Training

5.5 Verbal report by Task Force on Contractor Cooperative Training and Apprenticeship Scheme

Members noted that the second meeting of the captioned Task Force would be held on 11 August and the key follow-up issues in progress were already reported under the item “Matters arising from the last meeting”. The main issue was to write to contractors urging them to commence training as soon as possible after obtaining approval and send a copy of the letter to

Senior

Action

Hong Kong Construction Association. For the letter for mandatory Contractor Cooperative Training Scheme, it would also be copied to relevant client government departments as advised by members. **Manager-Development & Support**

5.6 Verbal report by Task Force on Sub-contractor Cooperative Training, On-the-job Training, E&M Training and Subsidy Scheme

Chairman expressed that the second meeting of the captioned Task Force would be held right after this meeting of CITB and pointed out the key task of the Task Force in the short term was to review the drop-out of trainees in all cooperative training schemes and the quality of graduates. For the long-term tasks, they included:

- i) the Task Force would review the cost-effectiveness of every cooperative training scheme together with Task Force on Contractor Cooperative Training and Apprenticeship Scheme as the training outcome was not in proportion to the resources allocated by CIC to cooperative training schemes. Thus, it was necessary to consider if voluntary cooperative training schemes should be continued or not; and **Senior Manager-Development & Support**
- ii) whether mandatory cooperative training schemes would become the direction of development in the future and whether the required trades for training and the timeframe for commencement of training be stated in the contracts if voluntary cooperative training schemes were to be suspended. Yet, CIC had to provide the manpower estimation of relevant trades for deciding the trades and training places to be required in individual contracts. It was hoped that it could initiate discussion on the future direction of development with the Government by end 2014. Chairman added that this proposal was just one of the options and did not rule out any other possible approaches. The Task Force and Members were welcomed to make suggestions. **Senior Manager-Development & Support and Chief Research Consultant**

5.7 Training capacity and trainee allowance for full-time courses in 2014/2015 (for discussion)

5.7.1 Members took note of Paper CIC/CTB/P/135/14 and noted the background of the proposals stated in the

Action

paper. Based on the estimation of manpower demand, the proposed training capacity and allowance for full-time courses in 2014/2015 were as follows:

Course	Training capacity	Trainee allowance	Site practice allowance
Short courses	1,817	\$150 per day	-
Enhanced Construction Manpower Training Scheme (ECMTS)	2,780	\$320 per day, i.e. maximum of \$8,000 per month, first paid by CIC and then reimbursed by the Government. If the subsidy from the Government was used up, CIC would pay for the amount.	-
Short courses jointly run with Correctional Services Department	75	-	-
Basic Craft courses	640	\$2,800 per month	\$105 per day
Construction Supervisor / Technician Programme	320	\$2,800 per month	i)site practice allowance: \$105 per day ii)on-the-job training allowance: \$2,800 per month
Enhanced Construction Supervisor / Technician Training Scheme	320	\$180 per day, i.e. around \$4,300 per month, first paid by CIC and then reimbursed by the Government.	On-the-job training allowance of \$6,000 per month would first be paid by CIC and then reimbursed by the Government.

- 5.7.2 In relation to the demand for instructors, it was needed to recruit one more instructor in joinery at the Sheung Shui Training Centre as there would be two more classes of Joinery for Building Works running in

Action

2014/2015. For Basic Craft courses, it was proposed that one instructor be recruited as there would be one additional class of Electrical Installation running at Kowloon Bay Training Centre.

- 5.7.3 Members approved the proposed 5,952 training places for the captioned full-time courses in 2014/2015 with no change in trainee allowance as well as recruiting one Electrical Installation instructor and one Joinery instructor at Kowloon Bay Training Centre and Sheung Shui Training Centre respectively by one-year fixed-term contract.

**Senior
Manger-
Construction
Training**

5.8 Employment overview of graduates of short courses (for discussion)

- 5.8.1 Members took note of Paper CIC/CTB/P/136/14 (revised) as tabled and noted some of the courses with a worsening trend of job vacancies, including Timber/Aluminum Formwork, Compactor Operation and Metal Scaffolding (Civil Engineering and Building Construction) (English class) under Enhanced Construction Manpower Training Scheme as well as the employment overview of these courses.
- 5.8.2 A task force member attending the meeting raised that these courses were on the trades with manpower shortage in the industry and many people were queuing up for the courses, and yet, there were not many job vacancies available. He enquired whether or not it was because CIC trainees could not meet the needs of the industry. Members noted that it might be because such construction projects were mainly undertaken by “the so-called “lower-tier sub-contractors” (frontline sub-contractors who only provided workers and collected money on a piecework basis) in the industry who might mostly employ skilled workers to avoid delay in construction progress. Thus, the freshly graduated trainees would be deterred from entering the industry. Director also quoted the evaluation on productivity of CIC graduates conducted previously, which compared the productivity of graduates of short courses with those of the Subcontractor Cooperative Training Scheme and experienced skilled workers of

Action

respective fields in the industry. It was found that productivity of CIC graduates was much the same as the skilled workers but they lagged behind in terms of speed.

5.8.3 Chairman stated that the industry could be encouraged to employ CIC graduates in several ways, which included providing training of multi-skills according to the market needs and attract employers to recruit trainees by offering “On-the-job Training Subsidy Scheme” in which the period of training could be extended and the opportunity of trainees being employed in the future could also be increased. Chairman also raised that the encouragement could be in the forms of “mandatory means” and “incentives”. In terms of “mandatory means”, with the support of the Government, a contractual requirement was added in end 2012 that contractors must employ a specified number of graduates of ECMTS for public works contracts of which contract sum exceeding a certain amount of value. In terms of “incentives”, the On-the-job training Subsidy Scheme was used to attract employers to hire graduates of ECMTS trades. If the above two measures did not work in individual trades, other measures targeted at those trades should be adopted.

5.8.4 In the paper, it was said that most employers were not willing to hire non-local trainees of Compactor Operation because these trainees were often absent from work without reason. A Member opined that the main reason might be the communication problem.

5.8.5 Deputy Director supplemented that CIC was now following up various tasks in relation to employment of graduates, which included exploring the feasibility of replacing voluntary Contractor Cooperative Training Scheme by mandatory Contractor Cooperative Training Scheme; enhancing participation in “On-the-job Training Subsidy Scheme”; and implementing training of multi-skills, for example, allowing compactor operators to learn to operate other machinery to enhance their employability so as to train the required manpower for the industry.

**Senior
Manager-
Development
& Support
Senior
Manager-
Construction
Trade Testing
Senior
Manager-
Construction
Training**

5.9 Summary report of third meeting of Task Force on CIC Manpower Forecasting Model Updating and Enhancement Study in 2014 (for information)

Members took note of Paper CIC/CTB/P/137/14 and noted the summary report of the third meeting of the captioned Task Force. Major items included that the public version of First Report on CIC Manpower Forecast (Workers) in 2013 (Special update in February 2014) was uploaded on web on 15 May 2014; results of second update of manpower forecast model could be announced subject to confirmation of the estimation on construction output by CIC; since the titles of site supervisory personnel and non-resident technician did not match totally with the titles of relevant trades stated in VTC report, a working group was set up to study the method of adopting the data of VTC report to the number of site supervisory personnel and non-resident technician under the model.

5.10 Tentative date of next meeting 006/14

The next meeting was scheduled for 15 July 2014 (Tuesday) at 9:30 a.m. at Meeting Room 1, Construction Industry Council Headquarters, 15/F Allied Kajima Building, 138 Gloucester Road, Wan Chai, Hong Kong.

There being no other business, the meeting was adjourned at 11:28 a.m.

**CIC Secretariat
June 2014**