

**Construction Industry Council**

**Construction Industry Training Board**

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Meeting No. 003/19 of the Construction Industry Training Board (CITB) was held on 15 May 2019 (Wednesday) at 9:30am at Board Room, Construction Industry Council, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Present:	Allan CHAN	(SKC)	Chairperson
	CHAN Kim-kwong	(KKCN)	
	CHAN Pat-kan	(PKC)	
	CHENG Sau-kuen	(SKCg)	
	Joseph CHI	(JCI)	
	CHOW Luen-kiu	(LKC)	
	Henry CHAU	(BCC)	
	Amelia FOK	(CYF)	
	Peter LAM	(OKL)	
	Dennis WONG	(DW)	
	Edmond WONG	(EW)	
	YU Sai-yen	(SYYu)	
	Joey LAM	(DS1)	
	WAN Chi-ping	(CPW)	
In attendance:	YAU Hau-yin	(HYYu)	Development Bureau
	Rick KO	(WCK)	Development Bureau
	CHAN Ka-kui	(KKCh)	CIC Chairman
	Albert CHENG	(CTN)	Executive Director
	Alex LEUNG	(AL)	Director – Collaboration & Trade Testing
	Francis WONG	(FW)	Director - HKIC
	CHU Yin-lin	(YLC)	Assistant Director – Training (Acting)
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Davis LIU	(DsL)	Principal (Kowloon Bay Campus)
	MOK Peng-lam	(PMk)	Principal (Centre for Professional Development)
	Jimmy LEUNG	(JyL)	Consultant – Collaboration Scheme and Apprenticeship Scheme Management
	CHOR Tai-wai	(TWCr)	Manager – Student Development
	Priscilla TAM	(PTm)	Manager – Board Services & Administration Support
	Formula CHEN	(FMC)	Assistant Manager – CITB Secretariat

## Minutes

### Action

### **3.1 Confirmation of the Minutes of the Previous Meeting**

Members took note of the paper CIC/CTB/M/002/19 and confirmed the minutes of the meeting No. 002/19 held on 20 March 2019.

### **3.2 Matters Arising from the Previous Meeting**

Item 2.4 – Adjustment to Trade Test Application Requirements and Application Fee

The subject matter would be discussed under item 3.3.

Item 2.11 – Reimbursement of Collaboration Training Allowances

In order to strengthen communication, the management visited the Hong Kong Construction Sub-Contractors Association on 11 April to explain in detail the procedure and required documents of the reimbursement application and then discussed with relevant companies. They all understood the handling procedures of the Construction Industry Council (CIC) and unanimously agreed that it was appropriate for the CIC to notify employers to provide supplementary documents via instant email reminders. Meanwhile, the management had stepped up promotion at sharing sessions for employers to enable them to better understand the application procedures.

### **3.3 Adjustment to Trade Test Application Requirements and Application Fee (Revised) (for approval)**

Members took note of the paper CIC/CTB/P/016A/19. IK reported that the “Discussion Session on Adjustment to Application Requirements and Application Fee for Trade Tests” was held on 11 April 2019. Attendees reached a consensus on the six suggestions made by the Members of the Construction Industry Training Board (CITB). Consequential amendments had been made to the document as follows:

- (a) The proof of work experience of Senior Tradesmen (Skilled Workers) and Construction Tradesmen (Semi-skilled Workers) should be either documentary proof issued by employers or oath record made at the Home Affairs

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Department. Trade unions recognized by the CIC could issue proof of work experience to workers who would apply for intermediate trade tests. The CIC would devise a mechanism and design a standardised form for the trade unions to fill in relevant items when verifying applications /interviewing their members. Presidents or vice presidents of the trade unions must sign the designated form to confirm that workers genuinely possessed the work experience and qualification of the relevant trades. Trade unions should develop an effective internal vetting mechanism on their own. The CIC reserved the rights to inspect the applications by random checks. In case of misstatement, the CIC would take actions, including disqualifying the trade unions from issuing the proof of work experience. According to the Construction Industry Council Ordinance, the following trade unions were allowed by the CIC to issue proof of qualifications for workers:

- (i) Construction Site Workers General Union
- (ii) Resident Site Staff Association
- (iii) The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions
- (iv) Hong Kong Construction Industry Employees General Union
- (v) Hong Kong Electrical Engineering Professional Employees Association
- (vi) Hong Kong General Union of Lift and Escalator Employees

(b) Proposed applicant eligibility for trade tests was as follows:

Intermediate Trade Test Requirements	Trade Test Requirements
(i) Hong Kong residents with at least 2 years of relevant work experience; or those who will soon complete / have completed courses of the Hong Kong Institute of Construction (HKIC) or the Vocational Training Council or the Collaborative Training Schemes, or possess an	(i) Hong Kong residents aged 18 or above; and (ii) Holders of valid Green Card/other certificates; and (iii) At least 4 years of relevant work experience; or those who will soon complete / have completed courses for skilled workers of the HKIC or the

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(ii) Apprenticeship Training Contract; and Holders of valid Green Card or completion of “Pre-test Briefing on Site Safety” (for applicants under 18 years old).	Collaborative Training Schemes, or possess an Apprenticeship Scheme Contract; or qualified semi-skilled workers of the same trade with 2 years of work experience.
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An annual review on the effectiveness of the overall enhancement plan would be conducted, and the need to adjust the requirement of minimum work experience would be reviewed in 2022.

- (c) A “Restriction Period for Re-test” would be set up for candidates with low scores. Candidates with score as low as 0-39 in a Trade Test and an Intermediate Trade Test would only be allowed to apply for a re-test after 1 year and 6 months respectively. If these candidates failed in the test and then completed a relevant course offered by the recognised organisations, they could be recommended by these course providers to take a re-test during the “Restriction Period for Re-test” (one chance only). The relevant courses offered by the following organisations were recognised by the CIC:

- (i) Hong Kong Institute of Construction
- (ii) CIC Collaboration Scheme
- (iii) Vocational Training Council
- (iv) Correctional Services Department
- (v) The Society for the Aid and Rehabilitation of Drug Abusers

A Member inquired whether there was any condition and restriction of granting underperformed candidates a re-test within the “restriction period of re-test”. YLC responded that there were skills enhancement courses for some trades only and the skill level of these students varied dramatically. Instructors would teach students according to their aptitude, with the view to enhancing their skill standards. Based on the past experience, most of the students with relatively low skill standards would drop out after discovering their level was much below that of other students. Executive Director stated that the purpose of introducing the “restriction period of re-test” was to enable underperformed candidates to enhance their skills within the restriction period. If candidates completed the recognised course and passed the course

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assessment, they would be allowed to take a re-test within the “restriction period of re-test”.

(d) Application fees for trade tests were as follows:

	Civil and Building Works Trade Test (HK\$)	Electrical and Mechanical Trade Test (HK\$)	Intermediate Trade Test (HK\$)
First Attempt	1,000	500	300
First re-test	1,000	500	300
Second re-test	2,000	1,000	1,500
Third and subsequent re-test	4,000	2,000	3,000
Re-test for written examination	200	200	200
Exemption	200	200	N/A

The application fees for Electrical and Mechanical (E&M) trade tests would be increased to HK\$500 in 2020, and would be adjusted in accordance with the fee review, with the aim to bring it in line with that of the Civil and Building Works Trade Tests, i.e. HK\$1,000. Non-Hong Kong residents should pay the total cost of each test, i.e. HK\$7,000 for a trade test and HK\$6,000 for an intermediate trade test. The application fee for trade tests and intermediate trade tests would be recalculated every two years and every year respectively.

In addition, to encourage workers to upgrade their skills as well as to have optimized specialization and wide diversity in abilities, a 50% discount would be offered to those who had the semi-skilled worker qualification awarded by the CIC and applied for the trade test of the same trade, and those who had the skilled worker qualification awarded by the CIC and applied for trade tests of other trades. Whereas, other discount and free tests offered to the HKIC and the Collaborative Schemes would be cancelled.

The representative of the Development Bureau (DEVB) agreed to the proposed amendments and stated that promotion and publicity should be conducted as soon as possible. It was hoped that CIC would disseminate the information to all registered general

**IK**

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workers directly. As the proposed amendments would be implemented on 1 January 2020, the number of test applications were expected to increase at the end of 2019. The DEVB representative hoped that the CIC would devise corresponding measures to meet the demand during the peak period.

After deliberation, Members approved the proposed adjustment to the trade test application requirements and application fee mentioned above, which would be officially implemented on 1 January 2020.

**3.4 Proposed 3-year Programme Plan for 2019/20 to 2021/22 (including 2019/20 training places) (for approval)**

Members took note of the paper CIC/CTB/P/023/19. It was noted that the suggestions were accepted by HKIC Management Board (“HKICMB”), and HKICMB members’ comments had been incorporated into the paper.

YLC briefed the Members about the various factors which had been taken into consideration when preparing the programme plan for the coming three years, including the demand for trades and ranks of manpower of the construction industry, trade advisory bodies (such as course advisory groups), development direction and facilities of the HKIC, professional skills of staff, yearly student intake and placement results of graduates. The HKIC proposed the training places for the year 2019/20 as follows:

	Categories	Proposed training places for year 2019/20
Full-time courses	(a) Certificate in Construction Programme	520
	(b) Diploma in Construction Programme	180
	(c) Advanced Diploma Programme (18+6)	254
	(d) Certification Programme – Regular Courses	661
	(e) Certification Programme – Courses for Enhanced Trades	4,086
	(f) Short Courses jointly organised with Correctional Services Department	120

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	(g) Enhanced Construction Supervisor / Technician Scheme (9+6)	120
	Total:	5,941
Part-time courses	(a) Skills Enhancement Courses	4,681
	(b) Technology and Supervision Related Courses	7,290
	(c) Safety Training Courses	69,590
	(d) Certification Courses for Construction Skills & Machinery Operation	7,290
	(e) Regular Commissioned Courses for Individual Campus	500
	(f) Non-regular Commissioned Courses	800
	Total	90,151

In response to the insufficient student intake of the Marble Course, a Member opined that the Marble Course should focus on dry fixing as wet fixing work was generally assigned to plasterers. In view of the case that Kowloon Bay Campus (KBC) could not offer Civil Engineering Supervisor Certificate Course because it was unable to recruit relevant instructors, the Member opined that the course could be converted to a part-time evening course and part-time instructors should be engaged. YLC responded that the Marble Course mainly focused on dry fixing and polishing. The trade was lesser known as there had not been much promotion of the marble sector. The HKIC had studied the feasibility of converting the Civil Engineering Supervisor Certificate Course to a part-time evening course. In addition to the engagement of an additional instructor, the course also required more manpower resources as other instructors should be engaged to teach levelling and construction management. Moreover, it would take as long as 2 to 3 years with 3 evenings per week if it was a part-time evening course, which would be less appealing to students.

A Member stated that there was no enrolment or the approved places were more than the actual enrolments of some part-time courses, such as the Aluminium Window Courses. The Member inquired how to integrate the courses and adjust the use of resources, such as offering courses on Saturdays and Sundays, to attract students. YLC responded that there were two courses on Aluminium Window, one was on maintenance while the other was on inspection, in addition to a course combining the two fields. The

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course was on a modular basis to enhance flexibility and meet the market demands.

YLC continued that the HKIC would organise day-time skills enhancement courses for the ethnic minorities, and thus adjusted the quota of the relevant part-time courses. The total number of places were maintained at 300. The Member stated that targets of the courses were working persons, and it would be difficult to attract students to enroll in day-time courses. YLC responded that since the government would allocate HK\$40,000,000 to increase the allowances of skills enhancement courses, students would receive an allowance of HK\$6,000 by completing a 7-day training course and those who passed the trade test to become a registered semi-skilled worker would be awarded HK\$8,000. It was quite attractive. On the other hand, the part-time courses scheduled for Saturdays and Sundays would take as long as 7 weeks, which would pose a burden to some students.

The DEVB representative suggested editing the phrase “It was estimated that 11 trades in the next five years would...” in paragraph 3.13.1 to “It was estimated that 14 courses and 13 trades in the next five years would...”, and the remark “Construction volume was expected to decrease” in items 2 and 23 of Annex D (iv) to “Manpower requirement of construction projects was expected to decrease” of the paper CIC/CTB/P/023/19. YLC stated that the information would be corrected.

The CIC Chairman stated that the HKIC would offer its first E&M short course this year, and suggested organising a simple inauguration ceremony jointly with the Hong Kong Federation of Electrical and Mechanical Contractors Limited.

YLC

**3.5 Training Places of “Collaborative Training Scheme” and “Approved Technical Talents Training Programme – Senior Tradesmen (Diploma) & (Certificate)” in 2020 (for approval)**

Members took note of the paper CIC/CTB/P/024/19, and noted that the management was reviewing the effectiveness of “Advanced Construction Manpower Training Scheme – Pilot Scheme” and would submit a paper on the review together with the training quota of the scheme later. Members approved the training places for the “Collaborative Training Scheme” and the “Approved Technical Talents Training Programme – Senior Tradesmen (Certificate) and (Diploma)” as follows:

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	Project name	Training places for 2020
For skilled workers	CIC Approved Technical Talents Training Programmes - Senior Tradesmen (Certificate)	220
	CIC Approved Technical Talents Training Programmes - Senior Tradesmen (Diploma)	70
	Total:	290
For semi-skilled workers	Construction Tradesman Collaborative Training Scheme	2,000
	Contractor Cooperative Training Scheme	350
	Contractor Cooperative Training Scheme - E&M Trades	150
	Total:	2,500

### 3.6 Proposed Adjustment to Training Allowances for Full-time Courses (for approval)

Members took note of the paper CIC/CTB/P/025/19. YLC stated that since the HKIC had increased the training allowances of full-time courses by 13% last year, the training allowances in year 2019/20 were suggested to remain unchanged with reference to the Composite Consumer Price Index released by the Census and Statistics Department in November 2018. However, as the government would allocate HK\$50,000,000 to increase the training allowances for the Certificate in Construction Programme and the Diploma in Construction Programme to enhance the attractiveness of these programmes, the related monthly training allowance in the year 2019/20 would be increased from HK\$3,600 to HK\$4,800. Members approved the aforementioned suggestion.

Executive Director stated that the promotional leaflets should specify that the allowance would be increased to HK\$4,800 once the Finance Committee of the Legislative Council approved the funding. Executive Director inquired if the funding was yet to be approved by the Finance Committee of the Legislative Council in September 2019, could CIC backdate the payment of the allowances to the students who started the courses in September after funding approval. The DEVB representative responded that they would explore the feasibility of the arrangement.

**DEVB**

**3.7 Proposed Strategic Development and Manpower Planning for Promoting “Whole-person Education” by Student Development Department of Hong Kong Institute of Construction (for endorsement)**

Members took note of the paper CIC/CTB/P/026/19. TWCr briefed Members on the development status, major challenges, mitigating measures, development strategies of the HKIC Student Development Department, manpower structure and functions of counterparts in other institutions. Taking all these aforementioned factors and the tight resources of the HKIC into consideration, it was recommended to engage a total of 2 Assistant Managers and 2 Senior Officers by phases. 1 Assistant Manager and 1 Senior Officer would be engaged in the year 2019-20 first. 1 Assistant Manager and 1 Senior Officer would then be engaged in the year 2020-21.

The DEVB representative indicated no objection to the additional manpower. When necessary, 2 Assistant Managers and 2 Senior Officers could be engaged simultaneously to attract talents. However, if the ratio of staff to students of the Student Development Department became broadly comparable with that of other institutions after the additional engagement of 1 Assistant Manager and 1 Senior Officer, it was not necessary to approve the staff establishment needed for the future at this stage. The HKIC could review the manpower requirement from time to time and, if necessary, present it to the CITB for discussion.

After deliberation, Members endorsed the additional headcount of 1 assistant manager and 1 senior officer (established posts) for the Student Development Department of HKIC in year 2019/20.

**3.8 Proposed Visit of “Construction Industry Training Board” and “Hong Kong Institute of Construction Management Board” to Germany and Switzerland in 2019 (for approval)**

Members took note of the paper CIC/CTB/P/027/19. PTm briefed Members about the reasons and purposes of visiting Germany and Switzerland, the proposed itinerary and the financial budget.

The DEVB representative inquired about the departure time. PTm said that the initially proposed departure time was 23 October 2019 midnight, and the estimated arrival time at Germany was 6:45am on the same day. The DEVB representative suggested that the arrangement should be confirmed as soon as possible to facilitate

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the reservation of flight tickets. PTm said that Members of the CITB and HKICMB would be invited to the visit soon after the proposal was approved by the CITB. The CIC Chairman suggested departing earlier on 22 October 2019.

PTm

Executive Director stated that the itinerary included observing the dual-track vocational education and training system of Germany and Switzerland and visiting the business chambers in order to learn their successful experience. He suggested inviting relevant business associations to join the visit, so as to know how the business chambers in these two countries collaborated with training institutions in vocational training work. The DEVB representative agreed to the Executive Director's suggestion and stated that the German business chambers played an important role in vocational training and the formulation of the curriculum of apprenticeship training. The DEVB representative suggested inviting major construction-related associations in Hong Kong to join the visit.

PTm

Members endorsed the proposed visit of "Construction Industry Training Board" and "Hong Kong Institution of Construction Management Board" to Germany and Switzerland in 2019, and the related financial budget of around HK\$900,000.

(Post-meeting note: In response to the suggestions raised by Members at the meeting, which included visiting Germany a day in advance and inviting industry stakeholders to join the visit, the financial budget would have to be increased from HK\$0.9 million to around HK\$1 million.)

**3.9 ★Summary Report of the 2nd Meeting of the Hong Kong Institute of Construction Management Board in 2019 (for information)**

Members took note of the paper \*CIC/CTB/P/028/19\* with no further comments.

**3.10 ★Table on Estimated Waiting Time for Full-time Short Courses (for information)**

Members took note of the paper \*CIC/CTB/P/029/19\*. The DEVB representative stated that some timber formworkers were being underemployed due to the slow progress of the funding of construction projects, and reminded the HKIC to take that into consideration when deciding to step up the publicity of the related

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courses. The Chairperson stated that manpower resources of different trades were required throughout different stages of a construction project, and forecasted that the manpower demands would increase later. YLC concurred with the Chairperson, and pointed out that the HKIC had offered skills enhancement courses and stepped up the publicity efforts to enhance recruitment in regions like Tin Shui Wai and Yuen Long in response to the decreasing enrolment.

**3.11 ★Table on Waiting Time and Data for Trade Tests (for information)**

Members took note of the paper \*CIC/CTB/P/030/19\* with no further comments.

**3.12 ★Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests (for information)**

Members took note of the paper \*CIC/CTB/P/031/19\* with no further comments.

**3.13 ★Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme (for information)**

Members took note of the paper \*CIC/CTB/P/032/19\* with no further comments.

**3.14 ★Progress Report on Relocation of Outdoor Training Grounds (for information)**

Members took note of the paper \*CIC/CTB/P/033/19\*. The DEVB representative stated that the HKIC should apply for planning permission of the use of Lam Tei in Tuen Mun to the Town Planning Board under Section 16 of Town Planning Ordinance. The DEVB representative reminded that HKIC should have a detailed plan on the relocation work of the outdoor training grounds from July 2019 to February 2020 and provide a detailed work progress, as well as consult the Tuen Mun District Council, the District Officer and district organisations in a timely manner. YLC responded that the HKIC would invite tenders in May 2019 to engage a consultant to be responsible for the relocation of the outdoor training grounds and devise work details. The HKIC would also draw the experience from the establishment of the Tai Po training ground to identify district organisations and to undertake lobbying with an aim to ensure smooth relocation of the

YLC

outdoor training grounds.

### **3.15 Any Other Business**

#### Training for Construction Industry Professional Personnel

OKL stated that at present the HKIC strove to train knowledge-based construction workers, and inquired whether the HKIC would consider expanding its publicity and services to the construction professionals.

The Chairperson stated that a lot of the construction professionals did not have frontline work experience at construction sites, and some companies required engineers to do levelling work or to observe work process on site first. Members could consider from the perspectives of resource allocation and continuing education whether the publicity and services should be expanded to the construction professionals.

The CIC Chairman stated that, from the CIC's perspective, it was necessary to expand the publicity and services to the entire construction industry, but the resources were limited and thus efforts could only be focused on training workers. The HKIC positioned itself to train workers and some supervisors, while the tertiary institutions were responsible for training the professionals. It would be difficult and not effective to attract parents and young people if the publicity solely targeted grassroots workers. The CIC should consider adding elements in relation to the professionals into the publicity to enhance student recruitment. Without affecting the existing training work, the HKIC could consider strengthening the basic knowledge of craftsmanship for the professionals and organising "Other Learning Experiences (OLE)" for targeted secondary schools.

**FW**

FW responded that the University Grants Committee allocated funding to universities for training construction professionals. Since the HKIC had already positioned itself to train knowledge-based workers, there was no need for the HKIC to allocate resources to train professionals. FW continued that the HKIC had entered into agreement with the Hong Kong Institute of Architects (HKIA). HKIA recognized some of the HKIC courses and the HKIC would organise basic craft courses for HKIA members to teach them practical experiences.

#### Construction Tradesman Collaborative Training Scheme

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AL reported that the Task Force on Collaborative Scheme approved “Supplementary Document of the Training of Reclamation Work Trades of Construction Tradesman Collaborative Training Scheme” and “Proposal on adding Piling Operators (bored pile) in the Construction Tradesman Collaborative Training Scheme” in February and March 2019 respectively by circulation.

Note of thanks to Ir Allan CHAN, CITB Chairperson

AL expressed gratitude to Ir Allan CHAN, the outgoing Chairperson, on behalf of the Secretariat for his leadership and guidance, and welcomed Ir YU Sai-yen as the next Chairperson of the CITB. Sr Eddie LAM, representative of the Hong Kong Construction Association, would be appointed as a Member of the CITB. To express gratitude to the Chairperson for his guidance and welcome the Chairperson-designate, AL invited all Members to attend the luncheon on 3 June 2019. Executive Director thanked Ir Chan for his support to the CIC on behalf of the management. The CIC Chairman was grateful that the CITB had accomplished a lot under the leadership of Ir Chan and hoped that Ir Chan would continue to lend support to the CIC in other capacity.

Appointment of Principal (Centre for Professional Development)

Executive Director introduced PMk who took up the post of Principal (Centre for Professional Development) on 2 May 2019.

**3.16 Tentative Date of Meeting No. 004/19**

The next meeting was scheduled for 10 July 2019 (Wednesday) at 9:30am at Board Room, CIC Headquarters, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

There being no further business, the meeting was adjourned at 11:40am.

**CITB Secretariat  
May 2019**