

Construction Industry Council

Construction Industry Training Board

Meeting No. 006/19 of the Construction Industry Training Board (CITB) was held on 28 November 2019 (Thursday) at 9:30am at Board Room, 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

Summary Notes of the CITB Meeting No. 006/19:

Agenda Item	Paper	Major Resolutions/Progress Highlights								
6.1	CIC/CTB/M/005/19	Confirmation of Minutes of the Previous Meeting Members approved the Minutes of the 5 th Meeting held on 18 September 2019.								
6.2	CIC/CTB/M/005/19	Matters Arising from the Previous Meeting Members took note of the progress on the matters arising from the previous meeting.								
6.3	CIC/CTB/P/066/19 (for approval)	Composition of Course Advisory Panels for Year 2020 - 2021 Members took note of the paper CIC/CTB/P/066/19, and approved the following suggestions including adopting the new composition of Course Advisory Panels for year 2020 - 2021, establishing the “Course Advisory Panel on Refrigeration/Air-conditioning/ Ventilation” and the “Course Advisory Panel on Fire Service System”, renaming the “Course Advisory Panel on Quantity Measurement” as the Course Advisory Panel on Quantity Surveying”, the terms of office for Members of the Course Advisory Panels would be from 1 January 2020 to 31 December 2021. Members should attain at least 75% attendance and their tenure should not exceed 4 consecutive years. Details of the new composition are as follows: <table border="1"><thead><tr><th>Member</th><th>Number</th></tr></thead><tbody><tr><td>Persons with trade employer background</td><td>No more than 4</td></tr><tr><td>Persons with trade union background</td><td>No more than 2</td></tr><tr><td>Persons with trade association or professional body background</td><td>No more than 2</td></tr></tbody></table>	Member	Number	Persons with trade employer background	No more than 4	Persons with trade union background	No more than 2	Persons with trade association or professional body background	No more than 2
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		Persons with construction material / equipment supplier background	1						
		Persons graduated from CIC	1						
		Persons with proprietor background	1						
		Persons that the CITB thinks fit	3						
		Total	No more than 14						
6.4	CIC/CTB/P/067/19 (for approval)	<p>Proposal on Selection and Review Mechanism of Courses of Training Institutes Recognised by Trade Testing</p> <p>Members took note of the paper CIC/CTB/P/067/19, and approved that there would be a grace period of 3 months until 1 April 2020. The Trade Testing Centre would accept all the training institutes to recommend students for taking trade tests during the grace period. However, the following measures would be implemented from 1 April 2020.</p> <p>(a) Selection criteria for recognised courses</p> <table border="1" data-bbox="629 799 2130 1441"> <thead> <tr> <th data-bbox="629 799 887 879">Selection criteria</th> <th data-bbox="887 799 2130 879">CIC's standard</th> </tr> </thead> <tbody> <tr> <td data-bbox="629 879 887 1246">(i) Course content</td> <td data-bbox="887 879 2130 1246"> including <ul style="list-style-type: none"> ● Understanding of drawing and specification; ● Pre-works preparation; ● Working procedures and Quality Assurance; ● Proper handling and use of materials; ● Proper use of tools and equipment; ● Implementation of safety measures; ● House keeping after completion of work; and ● Professional ethics. </td> </tr> <tr> <td data-bbox="629 1246 887 1441">(ii) Qualification requirement and working experience of instructors</td> <td data-bbox="887 1246 2130 1441"> <ul style="list-style-type: none"> ● Holder of a Trade Test Certificate of the relevant trade, with at least 5 years of relevant working experience; or ● Holder of Higher Diploma or equivalent and a valid Registered Electrical Worker license, with 3 years of working experience and/or teaching experience (only applicable to the electrical trade) </td> </tr> </tbody> </table>		Selection criteria	CIC's standard	(i) Course content	including <ul style="list-style-type: none"> ● Understanding of drawing and specification; ● Pre-works preparation; ● Working procedures and Quality Assurance; ● Proper handling and use of materials; ● Proper use of tools and equipment; ● Implementation of safety measures; ● House keeping after completion of work; and ● Professional ethics. 	(ii) Qualification requirement and working experience of instructors	<ul style="list-style-type: none"> ● Holder of a Trade Test Certificate of the relevant trade, with at least 5 years of relevant working experience; or ● Holder of Higher Diploma or equivalent and a valid Registered Electrical Worker license, with 3 years of working experience and/or teaching experience (only applicable to the electrical trade)
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		<p>For courses offered by government departments and statutory bodies, submission of documents was not required. The respective authorities could review their course according to the above criteria by themselves and declare in writing that the courses had met the requirements.</p> <p>(b) Review criteria for recognised courses</p> <table border="1" data-bbox="629 472 2107 715"> <thead> <tr> <th data-bbox="629 472 1151 512">Review criteria</th> <th data-bbox="1151 472 2107 512">CIC's standard</th> </tr> </thead> <tbody> <tr> <td data-bbox="629 512 1151 592">(i) Course attendance rate of candidates</td> <td data-bbox="1151 512 2107 592">80% or above</td> </tr> <tr> <td data-bbox="629 592 1151 715">(ii) Passing rate and overall unauthorised absence rate of trade tests of relevant courses</td> <td data-bbox="1151 592 2107 715"> <ul style="list-style-type: none"> ● Passing rate should be equal to or higher than that of the outsiders in the same year ● overall unauthorised absence rate should be 10% or below </td> </tr> </tbody> </table> <p>(c) Measures adopted by the Trade Testing Centre to address different passing rates</p> <table border="1" data-bbox="629 799 2107 1361"> <thead> <tr> <th data-bbox="629 799 1037 879">Trade test passing rate of relevant courses (X)</th> <th data-bbox="1037 799 2107 879">Corresponding measures of the Trade Testing Centre</th> </tr> </thead> <tbody> <tr> <td data-bbox="629 879 1037 1038">Passing rate of the trade test is equal to or higher than that of the outsiders (Y) in the same year</td> <td data-bbox="1037 879 2107 1038">meeting the requirement</td> </tr> <tr> <td data-bbox="629 1038 1037 1118" style="text-align: center;">$0.9Y \leq X < Y$</td> <td data-bbox="1037 1038 2107 1118">Sending reminders to training institutes for their underperformance as appropriate</td> </tr> <tr> <td data-bbox="629 1118 1037 1198" style="text-align: center;">$0.8Y \leq X < 0.9Y$</td> <td data-bbox="1037 1118 2107 1198">Sending strong reminders to training institutes and meet with them for their underperformance as appropriate</td> </tr> <tr> <td data-bbox="629 1198 1037 1361" style="text-align: center;">$X < 0.8Y$</td> <td data-bbox="1037 1198 2107 1361">Sending letter to training institutes for requesting for improvement plan. If the situation was not improved after a year, the Trade Testing Centre would report to the Subcommittee on Trade Testing and the CITB, and suggest revoking the recognition of the course.</td> </tr> </tbody> </table> <p>Remark: Alternative options would be considered under special circumstances, such as a relatively low number of candidates.</p>	Review criteria	CIC's standard	(i) Course attendance rate of candidates	80% or above	(ii) Passing rate and overall unauthorised absence rate of trade tests of relevant courses	<ul style="list-style-type: none"> ● Passing rate should be equal to or higher than that of the outsiders in the same year ● overall unauthorised absence rate should be 10% or below 	Trade test passing rate of relevant courses (X)	Corresponding measures of the Trade Testing Centre	Passing rate of the trade test is equal to or higher than that of the outsiders (Y) in the same year	meeting the requirement	$0.9Y \leq X < Y$	Sending reminders to training institutes for their underperformance as appropriate	$0.8Y \leq X < 0.9Y$	Sending strong reminders to training institutes and meet with them for their underperformance as appropriate	$X < 0.8Y$	Sending letter to training institutes for requesting for improvement plan. If the situation was not improved after a year, the Trade Testing Centre would report to the Subcommittee on Trade Testing and the CITB, and suggest revoking the recognition of the course.
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		<p>(d) As CIC collaborative training schemes were strictly monitored by the CITB, the selection and review mechanism would not be applicable to the collaborative training schemes. If recognition of courses provided by the training institutes was revoked, the training institute could try to submit application for the course recognition to the Trade Testing Centre a year from the date of issue of letter.</p>
6.5	CIC/CTB/P/068/19 (for approval)	<p>Intermediate Trade Test – Proposal on Selection and Review Mechanism for Recognised Trade Unions on Verifying Working Experience and Skill Level of Workers</p> <p>Members took note of the paper CIC/CTB/P/068/19, and approved to implement following measures from 1 January 2020:</p> <p>(a) The selection criteria consist of the following 5 items, which did not apply to trade unions listed in the “Construction Industry Council Ordinance”:</p> <ul style="list-style-type: none">(i) A trade union registered with the Labour Department;(ii) 5 years of establishment or above;(iii) The number of members of the trade union should amount to at least 10% of the number of registered workers of the same trade (skilled workers and semi-skilled workers);(iv) The applied trade shall be one of the trades for the current Intermediate Trade Test; and(v) The effectiveness of the assessment method to determine that the technical skills of its candidates have reached the intermediate trade test standards. <p>The proof of working experience of workers must be verified and signed by Chairman or Vice-chairman of the trade unions.</p> <p>(b) Performance of candidates whose working experience and technical levels had been confirmed by trade unions would be reviewed biennially, starting from 1 January of the first year to 31 December of the next year. Candidates recommended by trade unions should meet the following standards:</p> <ul style="list-style-type: none">(i) Passing rate should be equal to or higher than that of the outsiders in the same year; and(ii) Unauthorised absence rate is 10% or below.

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6.6	CIC/CTB/P/069/19 (for approval)	<p>Review on Referring Apprentices of 2017 - 2018 to join Earn and Learn Pilot Scheme and Recommendation</p> <p>Members took note of the paper CIC/CTB/P/069/19, and approved to continue referring apprentices of year 2018/2019 and 2019/2020 to participate in the Earn and Learn Pilot Scheme offered by the Vocational Training Council. 380 subsidised places would be offered annually for year 2019 and 2020. The relevant cooperation arrangement would be reviewed in late 2020. For those trainees who could not join the Earn and Learn Pilot Scheme, the Hong Kong Institute of Construction (HKIC) would actively encourage them to participate in Construction Industry Council Approved Technical Talents Training Programmes (CICATP). Members also approved the terms and conditions of referring apprentices of year 2018/2019 and 2019/2020 to the Earn and Learn Pilot Scheme and authorise the Executive Director of CIC to sign the agreement.</p>										

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6.7	CIC/CTB/P/70/19 (for approval)	<p>Proposal on adding Training for Lift Mechanic to Construction Tradesman Collaborative Training Scheme</p> <p>Members took note of the paper CIC/CTB/P/070/19 and approved the proposal on adding training for lift mechanics to Construction Tradesman Collaborative Training Scheme.</p>
6.8	CIC/CTB/P/71/19 (for information)	<p>Incorporation of the Construction Industry Council Approved Technician Training Programme into the Mandatory Requirements of the Public Works Contracts for Contractors</p> <p>Members took note of the paper CIC/CTB/P/071/19, and note that, in order to enhance the recognition of CICATP, the Development Bureau had incorporated the CICATP into the mandatory requirements of the public works contracts for contractors, and the mandatory requirements of the training places of the public works contracts.</p>
6.9 to 6.15	CIC/CTB/P/072/19 to CIC/CTB/P/078/19 (for information)	<p>Summary Report of the 5th Meeting of the Hong Kong Institute of Construction Management Board in 2019, Summary Report of the 1st Meeting of the Sub-committee on Trade Testing in 2019, Table on Estimated Waiting Time for Full-time Short Courses, Table on Waiting Time and Data for Trade Tests, Table on Waiting Time for Plant and Machinery Operation Certification Courses cum Tests, Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes and Statistical Data of Advanced Construction Manpower Training Scheme – Pilot Scheme</p> <p>Members took note of the mentioned summary reports, waiting time tables and statistical data.</p>
6.16	-	<p>Any Other Business</p> <p>(a) <u>Task Force on Ethnic Minorities in Construction</u> Members took note of the purpose of setting up the Task Force on Ethnic Minorities in Construction (the Task Force), terms of reference, membership, advisor list, work strategy and suggestions. The Task Force would steer the directions of the initiatives until June 2020. Members approve to establish a sub-committee under CITB to continue executing the subsequent initiatives.</p> <p>(b) <u>Proposal to Subsidise Training Places of “VTC Diploma of Vocational Education” in Years 2019/2020 & 2020/2021 and Financial Budget</u> CITB approved to subsidise 2,100 training places of “VTC Diploma of Vocational Education” (including</p>

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		<p>“Craft Certificate” and “Technician” courses) and “Engineering Diploma” in years 2019/2020 and 2020/2021 with an estimated budget of HK\$48,602,400. The total subsidy of 2,100 training places was HK\$64,680,000. The agreement between the CIC and VTC was based on the above training places and the total subsidy. However, with reference to actual intake rate and the retention rates in the past, the discount rates of “VTC Diploma of Vocational Education - Craft Certificate” was 70% and “VTC Diploma of Vocational Education - Technician” & “Engineering Diploma” were 90%. Based on this estimate, the total budget for years 2019/2020 and 2020/2021 was HK\$48,602,400. If the number of students enrolled exceeds the budgeted figure, the management would report to CITB and apply for additional funding. Members accepted the above arrangement and suggestion.</p>

Remarks: The mentioned papers and / or meeting minutes discussed at the Construction Industry Training Board can be made available to Council Members from the CIC Secretariat upon request.