

Construction Industry Degree Graduate On-the-Job Training Subsidy Scheme

Guide to Application

1. Background

- 1.1 In the light of the recent adjustment in construction volume of the private sector, employment opportunities for graduate engineers have dwindled. The construction industry is facing the need to nurture and retain talent. With the support of the Development Bureau (DEVB), the Construction Industry Council (CIC) launches a Graduate On-the-Job Training Subsidy Scheme (**the Scheme**) to subsidise the construction industry to provide on-the-job training for graduates of academic programmes in engineering, architecture, surveying, planning and landscape architecture. The aim is to assist more young people to obtain professional qualifications, as well as to train and retain talent for the industry.
- 1.2 The Scheme will provide a total of 2500 plus 400 quotas for the grant of on-the-job training subsidy (subsidy quotas).

2. Eligibility

Eligible Applicant

- 2.1 The application should be company-based and submitted by **a Main Contractor or Consultancy Firm of the construction industry** (in engineering, architectural, surveying, planning and landscape architectural sectors) undertaking construction works projects in Hong Kong, including private sector works projects, and satisfying the requirements tabulated below:

| Applicant | Eligibility Criterion |
|-----------------------|--|
| (a) Main Contractors | Levy-paying main contractors which have paid levy for the construction works under the Construction Industry Council Ordinance (Cap. 587) to the CIC on or after 17 March 2023 (i.e. CIC List of levy-paying main contractors as of 16 April 2025). |
| (b) Consultancy Firms | Consultancy Firms on any one of the following lists maintained by Government and professional bodies: <ul style="list-style-type: none">(i) The Engineering and Associated Consultants Selection Board;(ii) The Architectural and Associated Consultants Selection Board;(iii) The Band 3 Architectural Consultants and the list of Registered Practices maintained by the Hong Kong Institute of Architects;(iv) The Band 3 Architectural Consultants maintained by the Association of Architectural Practices Ltd;(v) Member companies of the Association of Consultant Quantity |

| Applicant | Eligibility Criterion |
|-----------|---|
| | Surveyors; |
| | (vi) Member companies of the Hong Kong Institute of Surveyors; |
| | (vii) Member companies of the Association of Consulting Engineers of Hong Kong; |
| | (viii) Member companies of the Association of Registered Engineering Consultants; |
| | (ix) Member Companies of The Hong Kong Institute of Planners (HKIP); or |
| | (x) Registered Practices under The Hong Kong Institute of Landscape Architects (HKILA). |

- 2.2 An Applicant should be a company registered at the Business Registration Office under the Business Registration Ordinance (Chapter 310, Law of Hong Kong) and employing eligible employee (Young Graduate) under the Scheme during the specified period (Sections 2.5 to 2.7 refer).
- 2.3 The Applicants should read this set of Guide to Application carefully before completing the application / claim form and ensure that the conditions set out are fully complied with.
- 2.4 The Applicant can still apply for subsidy under the Scheme for Young Graduates employed by its subsidiary company if the subsidiary company does not fulfil the eligibility criterion under item 2.1 above, provided that (i) the Applicant holds 30% or more ownership of such subsidiary company (despite the Applicant and its subsidiary company are of different Business Registration numbers); and (ii) these Young Graduates are engaged in working for the Applicant's works contracts during the entire subsidy period. In this case, the Applicant is required to declare (i) and (ii) during the disbursement stage.

Eligible Employees

- 2.5 The following persons being employees of the Applicant are eligible employees (Young Graduates) under the Scheme who before 1 July 2025* are:
- (a) valid Hong Kong identity card holders under the age of 35; and
 - (b) under the full-time employment of the Applicant; and
 - (c) graduates of professional degree programmes recognised by the five Professional Institutes¹ for qualifying to be professionals of the relevant profession and are yet to obtain the professional memberships; (2,500 quotas) OR

¹ Including (1) The Hong Kong Institution of Engineers (HKIE), (2) The Hong Kong Institute of Architects (HKIA), (3) The Hong Kong Institute of Surveyors (HKIS), (4) The Hong Kong Institute of Planners (HKIP) and (5) The Hong Kong Institute of Landscape Architects (HKILA).

- (d) graduates of higher diploma programmes accredited by the five Professional Institutes as associate members (400 quotas), who are:
 - i. full-time employed by main contractors; and
 - ii. performing similar professional duties at their work, e.g. Project Coordinators / Site Agents working on construction sites.

* For 2025 graduates, this time limit is set at 1 December 2025.

- 2.6 Young Graduates who have obtained the professional membership during the subsidy period may continue to receive the subsidy.
- 2.7 The employees mentioned in Sections 2.5 and 2.6 who have received subsidies under the “Engineering Graduate Training Scheme” and the “On-the-Job Training Allowance Pilot Scheme”, etc, or any resident site staff (RSS) directly subsidised by the Government are not eligible Young Graduates under the Scheme.

3. Subsidy Level and Subsidy Period

- 3.1 The subsidy level for each subsidy quota is HK\$5,000 per month for a maximum period of 12 months.
- 3.2 The subsidy period should be from 1 July 2025 to 30 June 2026 during which the Young Graduates should be under full-time employment of the Applicant. For 2025 Young Graduates, the subsidy period should be from 1 December 2025 to 30 November 2026.

4. Application Procedures

- 4.1 Applications will be conducted in two stages. Stage 1 is for applications for subsidy quotas for Young Graduates meeting the eligibility criteria set out in Sections 2.5 to 2.7 above. The CIC will consider the number of subsidy quotas to be allocated to each Applicant and advise each Applicant of the application result in batches from May to June 2025 after receiving all necessary information. Upon receipt of the application result, Applicant may proceed to claim for the subsidy under Stage 2.
- 4.2 Applicant should submit application through the dedicated portal of the Scheme (to be advised by CIC, with reference to: <https://cic.hk/pdgotss>) during the period from **17 March to 16 April 2025** (both dates inclusive). Applications submitted after the deadline or by other means will not be accepted.
- 4.3 Applicant should submit one application for subsidy quotas covering all sectors applied for.
- 4.4 The following basic information is required:
 - (a) information of the Applicant (i.e. name and nature of business, business registration (BR) number, employment size, etc.);
 - (b) details of the representative of the Applicant in handling the application (i.e. name, email address, position and telephone number); and

- (c) number of subsidy quotas applied for each of the engineering, architectural, surveying, planning and landscape architectural sectors.

Upon completion of the basic information online, Applicant is required to upload a copy of the valid BR certificate (i.e. the certificate should have a minimum validity of six months from the date of submission of the application) of the Applicant via the portal. Before submitting the form, Applicant is required acknowledge the terms given in the Declaration section.

- 4.5 Applicant should ensure the validity of the email address provided in the application as emails would be the channel of future communication.
- 4.6 Only Applicants eligible for the Scheme, as described in Sections 2.1 and 2.2, will be considered for allocation of subsidy quotas.
- 4.7 Subsidy quotas will generally be allocated in accordance with the parameters as approved by an advisory panel comprising representatives from [Professional Institutes and training bodies]. The parameters may include but are not limited to the following:
 - (a) company size of the Applicant;
 - (b) number of eligible Young Graduates employed by the Applicant in each sector under application;
 - (c) number of quotas applied for each sector;
 - (d) the prevailing market situation and/or unemployment rate of the sector under application; and
 - (e) any other factors which the advisory panel considers appropriate.
- 4.8 In case the number of eligible Applicants is less than the number of quota available, each Applicant will be allocated at least one subsidy quota.
- 4.9 The approved subsidy quota is for the sector applied and approved. Transfer of the approved subsidy quota to another sector, even it is of the same Applicant, is not permitted.
- 4.10 Approval-in-principle will be issued to Applicants via email starting from May 2025 (see Section 4.1). Each allocated subsidy quota will have a unique reference number. Applicants are required to quote the reference number in the communication regarding the Scheme with the CIC (e.g. when applying for the release of subsidy and the subsequent replacement if necessary).
- 4.11 The CIC reserves the right to make the final decision as to whether the Applicant is eligible for allocation of the subsidy quotas as well as the number of subsidy quotas allocated for each sector, and there is no appeal mechanism.

5. Disbursement Procedures (Claim for Subsidy)

- 5.1 Upon receipt of the approval-in-principle from the CIC, Applicant may claim for the subsidy by submitting the claim form and upload copies of the following supporting documents through the dedicated portal of the CIC:

- (a) transcript/certificate of the academic qualification obtained by each Young Graduate applied for;
- (b) employment proof of each Young Graduate applied for (e.g. salary statement, remittance statement for Mandatory Provident Fund, etc.); and
- (c) documentary proof of the designated bank account for receiving the subsidy²;
- (d) where applicable, declaration by the Applicant company about the Young Graduates of its subsidiary company are engaged for performing the Applicant's contracts during the entire subsidy period.

5.2 The subsidy will be disbursed in arrears on a half-yearly basis, covering two subsidy periods of six months each. The employment of the Young Graduates should be consecutive and cover the entire subsidy period, i.e. twelve months. The subsidy will not be paid on a pro-rata basis for employment periods of less than twelve months or for the Young Graduates who are not consecutively employed. In case of termination of the employment contract of the Young Graduates within the subsidy period, the Applicant is allowed to have another substitute, i.e. for one quota having a maximum of two Young Graduates during the entire subsidy period. Such arrangement should be specified in the claim form for consideration of the CIC.

5.3 Applicant should ensure that the Young Graduates listed in the claim form meet the eligibility criteria set out in Sections 2.5 to 2.7.

5.4 Deadlines for submission of the claim forms and supporting documents by the Applicants for the respective subsidy periods, and the time of disbursement by the CIC are tabulated below:

| | Subsidy period | Deadline for submission of claim form by Applicant | Disbursement by the CIC by |
|--|-------------------------------|---|-----------------------------------|
| <i>For Young Graduates graduated before 2025</i> | | | |
| (a) | 1 July – 31 December 2025 | 31 January 2026 | 31 March 2026 |
| (b) | 1 January – 30 June 2026 | 31 July 2026 | 30 September 2026 |
| <i>For Young Graduates graduated in 2025</i> | | | |
| (c) | 1 December 2025 – 31 May 2026 | 30 June 2026 | 31 August 2026 |
| (d) | 1 June – 30 November 2026 | 31 December 2026 | 28 February 2027 |

Late submission of the claim forms will not be accepted.

5.5 Upon checking the information, if the CIC considers that the proposed employee does not meet the criteria for granting of the subsidy, the Applicant will be allowed one opportunity to submit a replacement. The replacement and the relevant supporting documents required should be submitted within five working days after the CIC's date of notification. If the

² A copy of the first page of the bank book or bank statement issued within the last 3 months which should clearly show the name of the bank, name of the bank account holder and account number. The name of the bank account for receiving payment should tally with that of the Applicant. Personal bank account will not be accepted.

Applicant fails to submit the information about the replacement on time, including but not limited to not responding to the CIC's notification, or the replacement is found not meeting the criteria for grant of the subsidy, the proposed employee and the relevant replacement will not be further considered.

- 5.6 While CIC would put in place an independent audit service to ensure the implementation of the scheme would follow the parameters drawn up in consultation with the stakeholders concerned. There is no appeal mechanism for applications under the scheme. . The CIC reserves the right to make the final decision as to whether the proposed Applicant or the employee is eligible for the subsidy and the number of quotas to be granted.

6. Other Points to Note

- 6.1 Applications and processing of the applications are subject to the requirements set out in this Guide, and the Terms and Conditions set out in the application and claim forms.
- 6.2 Applicant should ensure that all information provided in the application and claim forms and the supporting documents (including supplementary information and document(s) (if any)) is true and correct. Any incorrect/inaccurate information provided may render the application/claim invalid.
- 6.3 If the Applicant knowingly or willfully makes any false statement or withholds any information, or otherwise misleads the CIC for the purpose of obtaining the subsidy under the Scheme, the CIC may terminate processing of the application/claim. If the Applicant by any deceptive means dishonestly obtains for itself or another any pecuniary advantage, it may be liable to prosecution and on conviction be sentenced to imprisonment.
- 6.4 The information and supporting documents provided by the Applicant will be vetted by the CIC and, where appropriate, the relevant Professional Institutes/contractor associations and other Government bureaux/departments. Before the Applicant provides personal data of a third party to the CIC, the Applicant must explain to the data subject the purpose of collecting the personal data and the institution(s) to which the personal data will be transferred.
- 6.5 It is an offence under the Prevention of Bribery Ordinance (Cap. 201) to offer any advantage to any CIC officers in relation to their official duties.
- 6.6 The CIC reserves the right to allocate the subsidy quotas among different sectors and the right of the final decision.
- 6.7 The CIC may review and/or request supplementary document(s) from the Applicant, including but not limited to proof of identity/employment contract of each proposed employee. The Applicant should accede to the request by submitting the relevant information within the prescribed period for the review by the CIC. The CIC reserves the right not to process the application/claim if the Applicant fails to submit the required document(s)/information within the prescribed period and no further notice will be given
- 6.8 The CIC reserves the right to take appropriate action, including but not limited to refusing or not approving an application/claim for subsidy or revoking any approval given and recovering any subsidy granted and all related expenses incurred arising from false information given and false declaration made.

- 6.9 The CIC reserves the right to claw back the subsidies disbursed in case of any over-payment and/or if the Applicant fails to comply with the requirements as well as terms and conditions of the Scheme.
- 6.10 The CIC may conduct interviews with the Applicants and the Young Graduates, and they may be required to provide supplementary documentary proof before and after the release of the subsidy.
- 6.11 To facilitate the CIC or its agent to conduct spot checks, the Applicant shall keep the original of the completed application and claim forms and supporting documents for at least seven years and shall provide any or all of the aforesaid documents to the CIC or its agents forthwith upon request.

7. Disclaimer

- 7.1 The information in this Guide serves as reference. The CIC is not responsible for any loss or damage whatsoever arising out of or in connection with any information in this Guide. The CIC reserves the right to interpret, omit, suspend or edit all information in this Guide and the application/claim form at any time in its absolute discretion without giving any reason or prior notice.

8. Enquiries

- 8.1 For enquiries, please contact the following officer-in-charge:

Name: Ken Wong

Email: PDGOTSS@cic.hk

Phone: 2100 9000

Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

9. Statement of Collection of Personal Data

- 9.1 Refer to enclosed *Annex A* for details.

Construction Industry Council
March 2025

ANNEX A

Standard CIC Personal Information Collection

1. Collection of Personal Data

- 1.1 The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- 1.2 Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to the Administrator of [Professional Degree Graduates On-the-job Training Subsidy Scheme (PDGOTSS)] (Data Access Request), Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact the Administrator at the above address or via PDGOTSS@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC for the following purposes:

- a. Assessing and processing your PDGOTSS application;
- b. Allocation of subsidy quota;
- c. Disbursement of subsidy fund;
- d. Facilitating communication with you;
- e. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- f. Establishing, exercising and defending the CIC’s legal rights, and complying with the CIC’s legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- g. Managing access to the CIC’s premises and for security purposes;
- h. Preventing and responding to actual or potential security threats, fraud or illegal

activities;

- i. Handling complaints or enquiries;
- j. Performing analysis and conducting research and surveys;
- k. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- l. Other purposes related or incidental to the conduct of the CIC's activities; and
- m. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- a) Any or all of the CIC's affiliates and/or subsidiaries listed in 1.1 above;
- b) Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf; or
- c) Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors.

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

4. Points to Notes

Where your PDGOTSS application has been approved, the Approved Project information (including but not limited to the company names of the Successful Applicant, the number and discipline(s) of quota allocated and the grant funding amount may be published on CIC Website for public information. No individual's name of the beneficiary will be published.

It is obligatory for you to provide the CIC with your personal data for publishing. Otherwise, we will not be able to process or consider your application.