

Construction Industry Council

Construction Industry Training Board

Meeting No. 005/24 of Construction Industry Training Board (CITB) was held on 11 September 2024 (Wednesday) at 9:30 am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

Present:	Eddie LAM	(ELM)	Chairperson
	CHAN Lok-chai	(CLCn)	
	Franki CHAN *	(FiC)	
	HUANG Yongquan	(YQH)	
	William LUK	(WmL)	
	Staw WONG	(SwW)	
	Rex WONG	(RWg)	
	Daniel YAN *	(DY)	
	Pamela LAM	(DS1)	
	NG Ho-wang	(VNg)	
In Attendance:	Alfred CHAN	(AdCn)	Development Bureau
	Keith CHU*	(KCu)	Development Bureau
	Ringo SHEA	(RSh)	Hong Kong Federation of Electrical and Mechanical Contractors Limited
	Charles HO	(CHLC)	Assistant Director – Training
	Rebecca CHOI	(RaC)	Assistant Director – Qualification & Quality Control
	Chris LAU *	(CsLu)	General Manager – Finance & Procurement
	William HO	(YHH)	Head of Certificate Training
	William THONG	(WTg)	Head of Diploma & Machinery Training
	George AU	(GAWY)	Principal – Kwai Chung Campus
	Ivan KO	(IK)	Senior Manager – Trade Testing
	Priscilla TAM	(PTm)	Senior Manager – Student Affairs
	Jonas YIM	(JoY)	Senior Manager – Safety Training & Culture Development
	Ron NG	(RNCw)	Principal – School of Professional Development in Construction (Acting)
	Roy WONG	(RyW)	Manager – Collaboration Scheme
	Carmen LIU *	(KML)	Manager – Management Support
	May LEUNG	(MyL)	Manager – Board Services & Administration Support
	Karol CHEUNG *	(KIC)	Assistant Manager – Management Support
	Leo HUI *	(HLH)	Assistant Manager – Management Support

Shiron CHAN *	(SHCn)	Assistant Manager – Central Office
Formula CHEN	(FMC)	Assistant Manager – Board Services & Administration Support
Meghan CHAN *	(MCWY)	Graduate Trainee

Apologies:

CHOW Luen-kiu	(LKC)
Benny LEE	(BLCM)
LO LEE Oi-lin	(OLLL)
TSE Wang-yu	(TWY)

* Attended the meeting via video conference.

Minutes

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5.1 Confirmation of the Minutes of the Previous Meeting

JoY briefed Members on the Safety Moment session and the prevention of Mpox. The Chairperson enquired whether there were Mpox vaccines available. JoY said that he would provide relevant information later.

(Post-meeting note: Centre for Health Protection (“CHP”) of the Department of Health had a Mpox Vaccination Programme. The Scientific Committee on Vaccine Preventable Diseases and the Scientific Committee on Emerging and Zoonotic Diseases under CHP did not recommend a mass Mpox vaccination programme. The high-risk target groups could receive Mpox vaccination on a voluntary basis.)

Members took note of Paper CIC/CTB/M/004/24, and confirmed the minutes of the meeting No. 004/24 held on 3 July 2024.

5.2 Matters Arising from the Previous Meeting

Item 4.2 (Item 3.2, 2.2, 1.2 and 6.6) – Part-Time Diploma in Construction Specialist Trades Management (“Site Supervisory Personnel Programme”)

The Secretariat submitted the progress report on Site Supervisory Personnel Programme to CITB Members on 23 August 2024 by email. The Diploma in Construction Specialist Trades Management Working Group (“Working Group”) had reviewed the enhanced structure and content of the programme, and opined that the proposed Qualifications Framework (“QF”) Level of the programme should be Level 3. Hong Kong Institute of Construction (“HKIC”) would submit the application for Programme Area Accreditation QF Level 3 in December 2024. Related work was expected to be completed by the first quarter of 2025, and the Site Supervisory Personnel Programme would become a QF Level 3 programme by then. HKIC expected the enhanced programme to be ready for launch in the fourth quarter of 2024. However, the qualification received by such batch of graduates would not be recognized under QF. To avoid different recognition of the same qualification within such a short

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timeframe, the Working Group concurred that the commencement date would be postponed to the first quarter of 2025.

The Chairperson enquired whether the 200 training places reserved for the Site Supervisory Personnel Programme for 2025 was sufficient. A Member opined that it would be satisfactory if the programme could recruit 200 students at the initial stage of the launch. The Member continued that the tuition fee and part-time mode on weekday evenings would discourage practitioners from taking the Site Supervisory Personnel Programme. He suggested offering tuition fee waivers to the first 200 to 300 applicants. RaC responded that HKIC had distributed a survey to students of the Site Supervisory Personnel Programme. Taking the students' opinions into consideration, the class time of the part-time programme would be changed to one weekday evening plus Sunday per week. As the targets of part-time programmes were mainly existing practitioners, the general principle of HKIC was to recover costs through tuition fees. To encourage more applications for the Site Supervisory Personnel Programme, HKIC had implemented a trial run scheme. Graduates of the first two classes of the Site Supervisory Personnel programme for each work trade could apply for reimbursement of the tuition fee. It could be explored whether such policy should be adopted in the future. The Chairperson suggested that the detailed arrangement and related matters of the Site Supervisory Personnel Programme would be discussed and followed up by the Working Group in the future.

Item 4.9 – Table on Estimated Waiting Time for Full-time Short Programmes with Proposed Actions for Enhancement

Regarding shortening the waiting time for Machinery and Crane Operator Programmes to three months, HKIC had launched the Online Programme Application System (“OPAS”), which allowed the public to browse the class date and venue for all full-time short programmes, and to apply for suitable classes online. The waiting time would not exceed three months. Details would be reported under agenda item 5.14.

Tai Po Training Ground had completed the installation of two additional tower cranes for teaching purpose on 31 July 2024.

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The number of training and test places for tower crane operation would be increased accordingly. In the long term, after the Rigger and Signaller Programmes had been relocated from Tai Po Training Ground to the new training ground, the training places for Wheeled Telescopic Mobile Crane Operation in Tai Po Training Ground could be increased.

In addition, the Management had continuously appealed to Trade Advisory Panel on Plant Operation and asked trade union representatives to remind workers who had enrolled in the programmes to cherish the learning and test opportunity. Absence without excuse should be avoided to prevent wastage of resources. The Management would continue to instill the awareness among trade union representatives and the industry.

The Chairperson asked whether there would be any punitive measures for applicants who were absent from certification programmes and tests without excuse. RaC responded that consideration could be given to setting up a “restriction period of re-enrollment” for applicants who were absent without excuse. During the restriction period, applications from the concerned applicants would not be accepted. WTg supplemented that if applicants had informed HKIC in advance that he/she failed to attend class or take the test as scheduled, HKIC would utilize the resources and try to arrange other applicants to fill up the vacancy.

WTg

5.3 Utilization of Training Places under Collaborative Training Schemes for Academic Year 2023/24 and the Proposed Training Targets for Academic Year 2024/25 (for approval)

Members took note of Paper CIC/CTB/P/043/24.

A Member pointed out that many electrical & mechanical workers were interested in Special Class of “Multi-Skilled” Training Course under the Intermediate Tradesman Collaborative Training Scheme (“ITCTS”) (Skills Enhancement Courses). The above-mentioned course required the applicants to possess at least one year relevant working experience. However, workers were unable to submit proof of relevant working experience. The Member continued that the trade skills for electrical appliances, fire service systems and air conditioning installation were similar.

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For workers who possessed the working experience of one of those trades and wished to enroll in another work trade of Special Class of “Multi-Skilled” Training Course, they should be exempted from submitting proof of working experience in the other trade.

RaC responded that the Special Class of “Multi-Skilled” Training Course aimed to encourage registered semi-skilled workers and registered skilled workers to take up training for another work trade. The training duration was only 50 hours, but students were required to take the relevant Intermediate Trade Test upon completion of the course. Therefore, the applicants had to possess relevant working experience. As for the definition of relevant working experience of the applicants, it could be discussed by the Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes (“Sub-committee”). The Chairperson stated that the purpose of the Special Class of “Multi-Skilled” Training Course was to encourage workers to possess multiple skills, and concurred that the review of the admission requirements should be referred to the Sub-committee for follow-up.

RaC

The Chairperson said that the number of skilled workers had to be increased. However, there was a lack of incentive for semi-skilled workers to be promoted to skilled workers as they were already able to receive a skilled worker salary. More incentives were therefore needed. A Member hoped that HKIC would train more skilled workers in the future, and asked trade unions to encourage semi-skilled workers to upskill themselves into skilled workers. He continued that given the current market condition in the private sector, the Government and property developers should increase the required proportion of skilled workers in the works contracts among the private sector. The Chairperson responded that the proposal required long-term consideration. On the one hand, HKIC should definitely strengthen its promotion and provision of training while employers should also encourage workers to take training courses. On the other hand, the manpower demand for workers would decrease if the Modular Integrated Construction (“MiC”) came into full implementation in the future. Therefore, a precise manpower forecast was required to formulate an appropriate training plan.

After deliberation, Members noted the utilization of training places under Collaborative Training Schemes for academic year 2023/24, and approved the proposed allocation of 7,400 training places for Collaborative Training Schemes and the training places for relevant training organisations for academic year 2024/25.

5.4 Proposed 3-Year Plan from 2024/25 to 2026/27 and Training Places for 2024/25 (for approval)

Members took note of Paper CIC/CTB/P/044/24. CHLC briefly introduced that HKIC aimed to become leading construction training academy in Asia through comprehensive development strategies in the coming three years. The future plans would mainly focus on the following training items: training for frontline tradesmen (new entrants) and (skills enhancement), training for frontline management (new entrants) and (continuing professional development), training of new technologies in the construction industry and construction safety. HKIC had also taken different factors into consideration when working out the training places for 2024/25, including the estimated manpower demand of the 2023 Manpower Forecast for Hong Kong Construction Industry, arrangement of HKIC facilities and class size, recruitment of teaching staff, management, government subsidy, etc.

The Chairperson said that the HKIC training target for semi-skilled workers and skilled workers for 2024/25 was 13,670, and enquired why the total training places for full-time programmes and Collaborative Training Schemes fell short of the target. RaC responded that some of the machinery operator programmes and part-time skills enhancement programmes were also under the training categories of semi-skilled workers and skilled workers. The Chairperson suggested to list out the number of training places for semi-skilled workers and skilled workers in details.

CHLC

After deliberation, Members approved 4,789 training places for full-time programmes, 70,092 training places for part-time programmes and 7,400 training places for Collaborative Training Schemes and Construction Industry Council Approved Technical Talents Training Programmes.

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5.5 Financial Budget and Detailed Business Plan of Construction Industry Training Board for Year 2025 (for endorsement)

Members took note of Paper CIC/CTB/P/045/24. RaC briefly introduced the 2025 business plan, relevant key performance indicators and financial budget for HKIC and Trade Testing.

The Chairperson asked the Management to provide data on training cost of programmes (showing the cost with and without training allowance) to CITB for reference in the next meeting.

RaC

After deliberation, Members endorsed the 2025 financial budget and detailed business plan for CITB.

5.6 Proposed Enhancement of Subsidy Distribution for Training Organisations of Collaborative Training Scheme (Skills Enhancement Courses) and Mechanism for Reviewing Subsidy (for approval)

Members took note of Paper CIC/CTB/P/046/24, and approved the proposed enhancement of subsidy distribution for training organisations of Collaborative Training Scheme (Skills Enhancement Courses) and mechanism for reviewing subsidy.

5.7 Contract Templates and Signing Mechanism with Training Organisations and Collaborative Organisations (Employers) (for approval)

Members took note of Paper CIC/CTB/P/047/24, and approved the contract templates and signing mechanism between HKIC and the training organisations and collaborative organisations (employers).

5.8 Tender Recommendation for the Award of Construction Contract for Re-provision of HKIC Tuen Mun Training Ground to Siu Lam (for endorsement)

Members took note of Paper CIC/CTB/P/048/24. WTg stated that the phrase “It is expected by 1 October 2024” in paragraph 7.3 of the Paper should be revised to “It is expected by 31 October 2024”.

RSh pointed out that the location of the Siu Lam works had a

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slope, and enquired whether the tender price of the project included the cost for handling the slope. WTg responded that the tender price had included relevant cost.

A Member enquired why the technical proposals of the three companies were not qualified in the first tender but were qualified in the second tender. WTg said that the tender specifications required tenderers to adopt full implementation of Smart Site Safety System (“4S”) in construction management. The three companies did not submit 4S proposals in the first tender and hence the technical proposals were not eligible. In the second tender, the three companies added 4S proposal and were therefore eligible.

A Member mentioned that HKIC had engaged another consultancy to act as the full-time Resident Safety Staff (“RSS”) of the owner to supervise site safety on behalf of CIC at 10% of the tender price for six months. The Member opined that the price was on the high side. The Chairperson also agreed with the Member’s view and enquired how to deal with the situation that the total amount of that contract exceeded the budget. WTg responded that the expenses of the construction works would be monitored closely and the contingency would be used carefully. Relevant works expenses of the construction works had been included in the 2024 and 2025 financial budgets.

After deliberation, Members endorsed the recommendation proposed by the Tender Assessment Panel. The construction contract for the reprovision of Tuen Mun Training Ground to Siu Lam would be awarded to New Progress Construction Company Limited, which obtained the highest combined assessment score.

5.9 ★ Report on Employers and Graduates’ Satisfaction Rate of Collaborative Training Schemes for Academic Year 2022/2023 (for information)

Members took note of Paper *CIC/CTB/P/049/24*, and noted that HKIC had conducted a survey on employers’ satisfaction with the working performance of graduates from the Collaborative Training Schemes, and graduates’ satisfaction with the Collaborative Training Schemes, covering the period from September 2022 to August 2023. Employers’ feedback on the

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working performance of graduates was very positive, with the overall score of satisfactory/very satisfactory reaching 99%. Meanwhile, graduates' feedback on the Collaborative Training Schemes was positive, with the score of satisfactory/very satisfactory reaching 96%.

5.10 ★Summary Report of the 3rd Meeting of Hong Kong Institute of Construction Management Board for 2024 (for information)

Members took note of Paper *CIC/CTB/P/050/24* with no further comments.

5.11 ★Summary Report of the 3rd Meeting of Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes for 2024 (for information)

Members took note of Paper *CIC/CTB/P/051/24* with no further comments.

5.12 ★Summary Report of the 1st Meeting of Sub-committee on Trade Testing for 2024 (for information)

Members took note of Paper *CIC/CTB/P/052/24*. The Chairperson stated that the level of workers who had successfully passed the trade tests and certification tests should be ensured to meet the requirements of the industry. Moreover, CIC had to develop initiatives to assist workers in attaining the “One Examination, Multiple Certifications” qualification in the future.

CHLC
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5.13 ★Training Figures of Hong Kong Institute of Construction (for information)

Members took note of Paper *CIC/CTB/P/053/24* with no further comments.

5.14 ★Table on Estimated Waiting Time for Full-time Short Courses with Proposed Actions for Enhancement (for information)

Members took note of Paper *CIC/CTB/P/054/24*, and noted that HKIC had launched the OPAS, which allowed the public to

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browse the class date and venue for all full-time short programmes, and to apply for suitable classes online. The training duration for most full-time short programmes was one to two months. Application would be closed when the class was full. Therefore, the waiting time would not exceed three months. Members agreed that HKIC had no need to submit Table on Estimated Waiting Time for Full-time Short Programmes with Proposed Actions for Enhancement to CITB.

5.15 ★Statistical Data of Construction Industry Council Approved Technical Talents Training Programmes (for information)

Members took note of Paper *CIC/CTB/P/055/24* with no further comments.

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

Members took note of Paper *CIC/CTB/P/056/24* with no further comments.

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

Members took note of Paper *CIC/CTB/P/057/24* with no further comments.

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

Members took note of Paper *CIC/CTB/P/058/24*. The Chairperson asked the Management to provide data on HKIC's training capacity for Foundation Certificate in Construction Safety in the next meeting.

JoY

5.19 Any Other Business

Progress Report on Key Performance Indicators (“KPI”)

Members took note of the KPI progress for HKIC and Trade Testing.

Audit Report of School of Professional Development in Construction (SPDC)

Members took note that CIC had engaged Ernst & Young (EY) to conduct audit for the training programmes, student recruitment, student evaluation and resource utilization of SPDC for the period between 1 January and 31 December 2023. EY recommended three items for enhancement. The Management had completed most of the enhancement works, with the remaining item to be completed by the third quarter of 2025.

5.20 Tentative Date of Next Meeting No. 006/24

The next meeting was scheduled for 6 November 2024 (Wednesday) at 9:30am at the Star Chamber, 4/F, Kowloon Bay Campus, Hong Kong Institute of Construction, 44 Tai Yip Street, Kowloon Bay, Hong Kong.

**CITB Secretariat
September 2024**