

Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)

Framework Document

By Hong Kong Institute of Construction

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**(F o r New Applications submitted after 1 July 2020 &
New arrangement for site trainers approved after 16 October
2020)**

此文件關於進階工藝培訓計劃-先導計劃 (系統性在職培訓)。如有需要索取此文件的中文版本，請致電 2100 9238 或以電郵 cos.acmts@hkic.edu.hk 與蔡汶儀女士聯絡。

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CONSTRUCTION INDUSTRY COUNCIL
建造業議會

Hong Kong Institute of Construction (HKIC) is a member
organisation of the Construction Industry Council (CIC)
香港建造學院為建造業議會機構成員

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1. Purpose

The purpose of this document is to depict the details of Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) [ACMTS - Pilot Scheme (Structured On-the-job)] and to set out the procedures of Construction Industry Council / Hong Kong Institute of Construction in handling this Scheme.

2. Terminology

In this documents, the following words and expressions shall have the meaning hereby assigned to them except when the context otherwise requires:-

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Sub-committee	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ACMTS-Pilot (Structured On-the-Job) approved by the CIC/HKIC
f.	Scheme	Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job)

3. Background

- 3.1 The Government announced in its Policy Address 2015 that it would earmark \$100 million to Construction Industry Council (hereinafter called the “CIC”) to launch an Advanced Construction Manpower Training Scheme - Pilot Scheme (“ACMTS - Pilot Scheme”) for enhancing the training of workers to skilled workers. In the meantime, ACMTS-Pilot can also enhance the retention rate of semi-skilled workers and increase the supply of skilled workers.
- 3.2 It is not only to train up trainees to become skilled workers, but also encourages them to master professional skills of other trades in order to become the elites with “multi-skills” in the industry and make contributions to the long-term sustainable development of construction industry.

4. Nature of the Scheme

- 4.1 Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) (hereinafter called the “Scheme”) follows the training approach of collaborative training schemes to provide on-the-job training on construction sites through a structured on-the-job training scheme in collaboration with contractors and sub-contractors.
- 4.2 Participation to this scheme is voluntary and it is in the form of “First-hire-then-train”. Training is mainly conducted on construction sites. Through a structured training scheme, semi-skilled workers are trained within the training period from one to two years.
- 4.3 The CIC/HKIC is to review and approve the applications as well as monitor and review the scheme regularly.

5. Details of the Scheme

5.1 Eligibility Requirements for Trainee

5.1.1 To participate in this scheme, a trainee must meet the following requirements:

- (i) a resident in Hong Kong at the age of 18; and
- (ii) possess respective intermediate trade test qualification (Except the 5 work trades from HKIC’s Short Course Graduates including Bar Bender and Fixer, Carpenter, Metal Worker, General Welder and Leveller) ; and
- (iii) workers with less than 2 years experience after attaining intermediate trade test qualification of the respective trade; and
- (iv) for those who have not taken the applied relevant trade under CIC’s or HKIC’s Advanced Construction Manpower Training Scheme – Pilot Scheme offered or funded by CIC/HKIC over one year prior to application.

5.1.2 An employer must select the suitable trainee to become his/her employee first. The trainee may be a semi-skilled trainee under the current collaborative training schemes. (He/she shall hold the qualification of intermediate trade test.)

5.2 Eligibility Requirements for Employer

An employer who is going to apply for this pilot scheme shall meet at least one of the following requirements:

- (i) Members of the Hong Kong Construction Association

- (ii) Contractors who have paid levy to the CIC within the past five years (counted from the application date)
- (iii) Sub-contractor who is currently under direct employment of those contractors mentioned in (i) or (ii)
- (iv) Members of the Hong Kong Construction Sub-Contractors Association
- (v) Members of the Hong Kong Plumbing & Sanitary Ware Trade Association
- (vi) Members of the Hong Kong Federation of Electrical and Mechanical Contractors
- (vii) Members (Employer) of trade unions in relation to construction
- (viii) Registered companies under the “Registered Specialist Trade Contractors Scheme” or the “Sub-contractors Registration Scheme” of the CIC
- (ix) Owners of refurbishment, repair and maintenance projects or new projects (owner refers to the property holder, developer or administrator)
 - (a) Developer: Must be a member of “The Real Estate Developers Association of Hong Kong (REDA)”, relevant membership is to be provided by the applicant; or
 - (b) Property Management Company: Must be a member of “The Hong Kong Association of Property Management Companies”, relevant membership is to be provided by the applicant; or
 - (c) Other Categories of Applicant: If the applicant does not fall into the above approved categories, the application will be submitted to the Sub-committee for consideration and approval.

5.3 Trade Division

- 5.3.1 This scheme consists of 25 trade division. For details, please refer to Annex 1.
- 5.3.2 Besides training in the designated trade, training in other collateral trades is also encouraged. For details of the application requirements, please refer to the adjustment of application requirements for Intermediate Trade Test effective from 1 January 2020 by the Hong Kong Construction Industry Trade Testing Centre.
- 5.3.3 Other trades can be added flexibly upon request from the industry and the manpower demand for individual trade subject to the approval by the Sub-committee and CITB. If the CIC/HKIC receives a request for the inclusion of new work trades, please refer to Annex 2 for the work flow.

5.4 Length of Training

This scheme will last for one to two years according to the different trades. For details, please refer to Annex 1.

5.5 Recommended Wage for Employing Trainee

- 5.5.1 The employer shall sign “employment contract” with trainee and pay the employee by month. In the meantime, the monthly salary paid by employer to employee shall not be less than the monthly salary specified by the CIC. For details, please refer to Annex 3.
- 5.5.2 The employer shall pay the full monthly salary to the trainee on the basis of 25 days per month. When there is an unforeseeable delay of construction work and inclement weather to affect the attendance rate, the employer can deduct the daily wage for absence from work. (Except for paid sick leave/paid annual leave/paid injury leave. All employees covered by the Employment Ordinance, irrespective of their hours of work, are entitled to basic protection under the Ordinance).
- 5.5.3 To ensure that employer will offer the sufficient working days to the trainee, all approval employers under the scheme are required to submit attendance record. If a trainee works less than 20 days in the month, the employers are required to submit the documents to justify the cause(s) of the low attendance rate due to the unforeseeable delay of construction work and inclement weather.
- 5.5.4 The employers are required to provide adequate insurance coverage for its training, including Contractor's All Risk, Third Party Liability, Employee Compensation and any other insurance necessary for the execution of the trainings under the scheme. Such insurances shall cover the trainees and site trainers.
- 5.5.5 If the employer is found in fundamental breach of conditions of the agreement or relevant laws of the HKSAR, the CIC/HKIC will formally write to notify the employer that he/she must rectify the mistakes and report to the CIC/HKIC about the correction before the prescribed time limit (within one month normally); otherwise, the CIC/HKIC will terminate and stop issuing reimbursement subsidy to the employer. The CIC/HKIC is entitled to recover the issued subsidy.
- 5.5.6 Employers are not allowed to join or re-apply this scheme who have violated the agreement or relevant laws of the HKSAR. Nevertheless, those employers can appeal to the CIC/HKIC.

5.6 Training Subsidy to Employer

- 5.6.1 The trainee subsidy is \$6,000 for trades in group 1 and \$5,000 for trades in group 2. The trainee subsidy will be provided to subsidize the employer and

the employer can issue it to trainee as part of the trainee's salary. For details, please refer to Annex 4.

- 5.6.2 The trainee subsidy will be calculated based on the actual attendance rate of the working days of the trainee.

Calculation Example (e.g. Group 1, regular monthly subsidy is \$6,000):

If the actual working days of the trainee are 20 days, the following subsidy will be issued to the employer:

$$\$6,000 \div 25 \times 20 = \$4,800.$$

- 5.6.3 If the trainee takes leave with full pay, the subsidy will pay in full to the employer. For leave without pay, the subsidy will be deducted based on the actual absence of the working days. Same principle applies to sick leave, maternity leave or injury leave, if the salary is paid for 4/5, the subsidy amount will be paid for 4/5.
- 5.6.4 If the employer / trainee withdraws from the scheme with reasonable justification which is accepted by the CIC/HKIC, the CIC/HKIC will issue trainee subsidy in proportion as per the last working day of the trainee and will not recover the trainee subsidy issued previously. If no reasonable justification is given, the CIC/HKIC reserves the right to recover from the employer the previously issued trainee subsidy.
- 5.6.5 Once the trainee completed the training, the trainee subsidy would be suspended for issuing to the employer by the CIC/HKIC immediately.
- 5.6.6 If employer gives site trainer the paid study leave to attend the 5-day "Certificate in Instructing Techniques for Site trainers" course, the CIC/HKIC will subsidize part of the salary expenses of the site trainer in the amount of \$5,000, but the site trainer must successfully complete the 5-day course. Employer can only nominate one direct site trainer for approved trainee to participate in this course and receive related subsidy and tuition waiver.

5.7 Site trainer Subsidy

- 5.7.1 The site trainer subsidy is not applicable for the new applications starting from 1 July 2020.
- 5.7.2 The CIC/HKIC also encourages site trainer to participate in this course and provides course subsidy to the site trainer. The site trainer can receive a subsidy of \$2,000 for successfully completing the 5-day course. Upon completion of the course, the site trainer can obtain the "Qualification of Approved Site Site trainer by the CIC/HKIC", which is valid for 5 years, after which the qualification certification renewal is still required. The list of

approved site trainer will be added to the appropriate location on the webpage of Registration Services of CIC website.

5.8 Trainee Bonus

- 5.8.1 After attending all arranged activities of the Enrichment Programme, if a trainee successfully passes the mid-term assessment (including the written test and practical test) after completing 6 months / 9 months / 12 months training periods, the CIC/HKIC will issue a retention bounus of \$10,000 / \$15,000 / \$20,000 to the trainee. The bonus will be paid by the CIC/HKIC to the trainee directly. Please refer to Annex 5 for amount and trades, and Annex 6 for the “Trainee Allowance Processing Form”.
- 5.8.2 After attending all arranged activities of the Enrichment Programme, if a trainee successfully passes the relevant trade test for achieving skilled worker qualification and registers as a registered skilled worker of the relevant trade under the “Construction Workers Registration Ordinance” after completing 1 year / 1.5 years / 2 years training period, the CIC/HKIC will issue a completion bonus of \$15,000 / \$20,000 / \$30,000 to the trainee. The bonus will be paid by the CIC/HKIC to the trainee directly. Please refer to Annex 5 for amount and trades, and Annex 6 for the “Trainee Allowance Processing Form”.
- 5.8.3 If a trainee successfully passes intermediate trade test of other trades during the training period, he/she will be issued a multi-skills bonus of \$4,000 per trade (with a maximum of three other work trades). The bonus will be paid by the CIC/HKIC to the trainee directly. Please refer to Annex 5 for details and Annex 6 for the “Trainee Allowance Processing Form”.

5.9 Requirements on Site trainer Qualifications and Site trainer-to-Trainee Ratio

- 5.9.1 Employers shall arrange eligible site trainers to provide training for trainees.
- 5.9.2 Eligible site trainers must meet the following requirements :
- (i) Holder of Registered Skilled Worker of relevant work trade through the “Senior Workers Registration Arrangement”; or
 - (ii) Holder of relevant trade test certificate or the qualifications listed in Note 1 below; with not less than 5 years relevant post qualification working experience; or
 - (iii) Holder of the relevant trade test certificate or the qualifications listed in Note 1 below; and with at least 7 years relevant working experience.
- Note 1: The below qualifications are applicable for the following trades:

- Electrical Wireman: Holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
 - Plumber: Holder of valid “Grade I Plumber's Licence” issued by the Water Supplies Department.
 - Refrigeration/Air-conditioning/Ventilation Mechanic (Air System): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- 5.9.3 To ensure the quality of training, the maximum site trainer-to-trainee ratio shall be 1:6 (i.e. one site trainer trains 6 trainees).
- 5.9.4 The CIC/HKIC shall arrange interview with proposed site trainer in the following scenario:
- (i) Trade test has not been set up for the trade of the application; or
 - (ii) The proposed site trainer does not possess trade test qualification but possess relevant professional qualification.
- 5.9.5 The interviewer of the CIC/HKIC would be instructor of the Hong Kong Institute of Construction, or the CIC/HKIC's management staff with relevant professional qualification of The Hong Kong Institution of Engineers or The Hong Kong Institute of Surveyors, or equivalent. The interview with proposed site trainer shall be conducted based on the assessment framework.

5.10 Compulsory Course for Site trainers and Programme for Trainees

- 5.10.1 To improve the training performance of site trainers and trainees, for applications submitted on or after 1 January 2020, a compulsory course for site trainers and a compulsory programme for trainees have been added. These compulsory requirements are not applicable to applications submitted on or before 31 December 2019.
- 5.10.2 Site trainers who are approved after 16 October 2020 are required to take a 5-day "Certificate in Instructing Techniques for Site trainers" course. The course is valid for 5 years, and the Hong Kong Institute of Construction will provide renewal courses in the future.
- 5.10.3 Trainees are required to attend the Enrichment Programme provided by CIC/HKIC during the training period. The duration of the Programme is 11 days for trades with training period of 1 year or 1.5 years and 17-19 days for trades with training period of 2 years. The components of the Enrichment Programme and duration of individual items are listed in the table below.

No. of training days in Enrichment Programme	For trades with training period of 1 year or 1.5 years	For trades with training period of 2 years
(1) Safety Training	2	4
(2) Technology & Innovation	2	4
(3) Empowerment	2	4
(4) Skill Enhancement	3	3-5*
(5) Assessment on Skills	2	2
	11	17-19

*The 5-day course is only applicable for Bar Bender and Fixer.

- 5.10.4 If a trainee is absent from the Enrichment Programme, an amount of \$3,000 per day will be deducted from the retention bonus or completion bonus (pass the Trade Test and register as a registered skilled worker of the relevant trade) of the trainee.
- 5.10.5 Employer must pay the salaries of trainees attending the Enrichment Programme on the day.

5.11 Mid-term Assessment and Date for Mid-term test

- 5.11.1 Trainees are required to take the mid-term assessment in the middle of the training period conducted by the CIC to ensure a satisfactory training progress (Please refer to Annex 7). Mid-term assessment is based on the part of the assessment questions in trade test (including written test and practical test). A pass is obtained if a trainee gets 60 marks or above for both of these two unit tests.
- 5.11.2 If a trainee is failed on the mid-term assessment, the defect report will be provided by the CIC/HKIC to the employer, and the employer shall inform the site trainer and the trainee to follow up and improve during the rest of training period. If a trainee is failed with lower marks (less than 40 marks), the CIC/HKIC shall arrange a meeting (through face to face or video or telephone) with employer, site trainer and trainee to discuss the improvement plan. One more site inspection will be arranged for the trainee to monitor the training progress if the test score is less than 40 marks on the mid-term assessment.
- 5.11.3 If the test score of the mid-term assessment for the trainee is rated as “zero”, the CIC/HKIC reserves the right to terminate the remaining training provided by the employer for the trainee.

5.11.4 If a trainee is failed on the mid-term assessment, they still can continue with the rest of training but no trainee retention bonus will be issued.

5.11.5 Dates for mid-term assessment for various trades are listed in Annex 1.

5.12 Trade Test

5.12.1 Trainees must take part in trade test at the end of the training. The CIC/HKIC will provide one free trade test and one free re-test. A pass is obtained if a trainee obtains 60 marks or above; otherwise, he/she has to re-take the test within two months. If a trainee cannot pass the test in two times, his/her training will be ceased immediately. If a trainee is absent from any free test and not able to provide compelling reasons to CIC/HKIC with evidence in writing within 10 working days after the test date, CIC/HKIC will not arrange any free test. Under such circumstances, the trainee may apply for the trade test on individual basis within 3 months after the test date and the completion bonus will be reduced to 50% if a pass is obtained. For details of the application requirements, please refer to the adjustment of application requirements for Trade Test effective from 1 January 2020 by the Hong Kong Construction Industry Trade Testing Centre.

5.12.2 If the test score of trade test for the trainee is rated as “zero”, the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.

5.12.3 If a trainee fails to take the trade test in this scheme, it does not affect him to apply the test as an individual outside the scheme.

5.13 Application Assessment

5.13.1 When an employer submits an application for this scheme, the CIC/HKIC will conduct a preliminary verification on the document and should be including:

- (i) Copy of Business Registration certificate
- (ii) Copy of Employment contract
- (iii) Copy of qualification of Intermediate Trade Test obtained by trainee in training
- (iv) Copy of qualification of trade test obtained by site trainer.
- (v) The “Collaboration Training Scheme Resume of Site Trainer” (Annex 18) and a copy of the relevant documents (applicable to new site trainer)
- (vi) Copy of construction contract of where the on-site training will be conducted primarily or sub-contract document (submit before training).

- 5.13.2 Employers are required to provide the main construction contract reference number and its main contractor's name of where the on-site training will be primary conducted. The CIC/HKIC would contact the related main contractor to verify the information if needed. Once the application has been approved, employers are not allowed to amend the main construction contract information under any circumstances.
- 5.13.3 Applications will be reviewed and approved by CIC/HKIC (Approved Project). Upon approval, the employer shall be enrolled in this scheme list immediately. The CIC/HKIC will inform the employer in writing (Notification of Approval) and the training period shall start on or after the approval date.

5.14 Deployment Mechanism of Trainee

- 5.14.1 The employers may change the training location from the site specified in the contract to another site, provided that it is necessary or desirable for the completion of training. The nature of the construction, in whole or in part, must be appropriate to the type of trainees to be trained under the scheme. Any relocation of training sites must be reported to the CIC/HKIC within one month by written notice.
- 5.14.2 If the originally approved project or work procedure is affected by the progress of work in the time of training. Hence, it is estimated that the trainee cannot continue with the training as scheduled, the concerned employer can deploy the trainee to another new employer to continue with the training. The employer must notify and seek the approval from the CIC/HKIC as soon as possible. In this case, the employer is required to re-submit the new application for the approval by the CIC/HKIC.
- 5.14.3 The originally approved employer is responsible to arrange placement for trainee to continue the training in escape of termination of training scheme.
- 5.14.4 All applications for deployment must be submitted prior to 2 months upon deployment will be taken and it is assessed and approved by the CIC/HKIC.
- 5.14.5 The CIC/HKIC will calculate the trainee subsidy for different employers in pro-rata basis of the training period by different employers.

5.15 Site Inspection on Training Progress

- 5.15.1 The CIC/HKIC shall conduct site inspection at least three times per year to ensure that the training is properly conducted during the training period. The CIC/HKIC staff will communicate with trainees and site trainers. Site inspection report (Annex 8) will be kept for follow-up actions, if necessary.

The employer is also responsible for arranging site inspection for the CIC/HKIC staff.

- 5.15.2 If the supervisory of the relevant site cannot provide reasonable reason to refuse the inspection or changed the inspection appointment for more than 3 times, the site will be classified to be higher risk. The higher risk site will be arranged the site inspection one more time.
- 5.15.3 If the test score of the mid-term assessment for the trainee is less than 40 marks, one more site inspection will be arranged to monitor the training progress with the site trainer and trainee.

6. Requirements of Employers

- 6.1 Since this scheme is in the form of “First-hire-then-train”, employer must submit employment contract of trainee, qualification of site trainers and construction site contract to the CIC/HKIC for approval.
- 6.2 About the trainee
 - 6.2.1 The employer shall sign an employment contract with trainee and submit the copy of employment contract and other relevant documents to the CIC/HKIC for approval. If the application is approved, the CIC/HKIC will inform the employer in writing (email and letter) to confirm the application.
 - 6.2.2 The employer shall sign an employment contract with trainee which shall be conformed with the labour ordinance and with a period of not less than the specified period in the training scheme. Depending on the nature of the trade, the normal period shall be 1 to 2 years.
 - 6.2.3 The employer shall pay the salary of the trainee on a monthly basis. The employer shall issue the salary in an amount of not less than the monthly salary specified by the CIC (including the specified monthly salary for the first year and second year). For details, please refer to Annex 3.
 - 6.2.4 Employment contract must list the amount of salary paid by the employer to the employee and the method of payment. The CIC/HKIC shall not be liable to the terms and responsibilities stated in the employment contract.
 - 6.2.5 To ensure that employer will pay the salary according to the contract, the employer must submit the attendance records on site and pay slips to the CIC/HKIC on monthly basis. Relevant documents regarding work progress on site must be submitted to prove that under-employment is caused by

some out of the employer control factors in order to obtain training subsidy from the CIC/HKIC.

- 6.2.6 If the trainee cannot continue to complete the training due to situations of the site or unexpected circumstances in the training period, the employer can transfer the trainee to other sites or to a new employer to continue with the remaining training. Please refer to 5.14 for deployment mechanism of trainee.
- 6.2.7 A trainee must be recommended by his/her training employer to apply for trade test.
- 6.2.8 Employers shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 9. The trainees should enhance their skills and pass the mid-term assessment or trade test conducted by the CIC/HKIC during the mid-term and at the end of training. In the event that the trainee's test score of the mid-term assessment is rated as "zero" (CIC/HKIC will notify the employer individually), the CIC/HKIC reserves the right to terminate the remaining training provided by the employer for the trainee. In the event that the trainee's test score of the trade test is rated as "zero" (CIC/HKIC will notify the employer individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 6.2.9 The employer shall allow trainee to take part in the value-added activities such as seminars and enrichment programme etc. as well as the relevant tests organized by the CIC/HKIC. The employer must provide paid study leave for the trainees in these activities.

6.3 About the site trainer

- 6.3.1 For site trainers who have been approved in the CIC/HKIC's collaborative training schemes (including this Scheme, the Contractor Cooperative Training Scheme and the Intermediate Tradesman Collaborative Training Scheme), they need to submit valid qualification documents, such as Trade Test Certificate or Construction Workers Registration Card.
- 6.3.2 For newly proposed site trainers, the employer shall submit "Collaboration Training Scheme Resume of Site Trainer" (Annex 18) to verify the qualification and relevant work experience of proposed site trainers meet eligible site trainers' requirements stated on 5.9.2; and attach a copy of certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification, to the CIC/HKIC for

approval. The following information should be included in “Relevant Work Experience” in “Collaboration Training Scheme Resume of Site Trainer”:

(a) Year

Listed the project’s start year and completion year; and

(b) Work Details

Detailed listed construction project and job duties. The employer may refer to the "Description of skills" (column 3) of the respective trade division in Schedule 1 of the Construction Workers Registration Ordinance, Chapter 583 of the Laws of Hong Kong to fill in job duties.

6.3.3 Approved trainer list will be set up in Year 2022 and by using the relevant training figures, the overall passing rate of all trainees that is directly trained by the site trainer in the past year is calculated and that must not be less than 70%. When a new application is received, the CIC/HKIC will refer to the site trainer’s performance in the past year as consideration for approving the application. In addition, each site trainer must participate the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.

6.3.4 If the site trainer fails to meet the overall passing rate which is 70%, the CIC/HKIC shall arrange a meeting (through face to face or telephone) with the employer and the site trainer to discuss the improvement plan. If the situation continues for two years, the site trainer will not be approved for a new application for one year and require to attend the site trainer revalidation course. The outstanding site trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

6.4 About the construction contract

6.4.1 The construction contract submitted by the employer must include the following information:

- (i) Name of main project contract
- (ii) Main contract number
- (iii) The name of the main contractor of the main contract
- (iv) Project start date
- (v) Project completion date/project duration
- (vi) The signing page of both parties/Notice of Award/Letter of Acceptance

6.5 Quality assurance and performance assessment mechanism

To further enhance the quality and performance of the scheme, the following monitoring mechanisms are set up:

Assessment Period

The performance of the employer is assessed annually, and the assessment period starts from January 1 to December 31 of each year.

6.5.1 Performance Indicator

Retention Rate is 70% and Passing Rate is 70%.

Assessment Guidelines

Item		Performance Indicator
1.	Appreciation of outstanding achievements	≥70% (the top three)
2.	Performance satisfactory	≥70%
3.	Letter to remind the employer to pay attention to their unsatisfactory performance	≥50% and <70%
4.	Letter to strongly remind the employer for their poor performance and meeting with the employer for improvement measures	≥40% and <50%
5.	Suspension of processing new applications for 6-month cooling-off period	<40%

6.5.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the employer to review the employer's current training plan and support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the employer's application had been approved before, CIC/HKIC would have taken the initiative to meet the employer to discuss and implement the employer's improvement measure(s) before allowing trainee joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details,

please refer to Annex 22). For flow chart for follow-up action on cooling-off period, please refer to Annex 23.

7. Roles of CIC/HKIC

7.1 The CIC/HKIC shall draft the training syllabus with reference to the current trade tests in the construction industry including (for detail, please refer to Annex 9) :

- (i) Skills required in the major work trade;
- (ii) Skills required in the non-major work trade (if applicable);
- (iii) Skills with reference to skilled worker Trade Tests;
- (iv) Enrichment programme;
- (v) Safety course – based on the characteristics of individual trades;
- (vi) ICAC seminar(if applicable);
- (vii) Construction Materials Rigger – based on the characteristics of individual trades;
- (viii) Visit the center for other related trades training;
- (ix) Mid-term Assessment
- (x) Trade Test

7.2 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

7.3 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.

7.4 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

7.5 The CIC/HKIC shall conduct an internal check for the data input and referral information periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarize and to record the relevant circumstances, and then sign and file the Supervisory Check for Trainee Applicants Eligibility Checking and Trainee Summary Record. For details, please refer to Annex 10.

8. Application Procedures

- 8.1 The employer shall complete the Application Form in Annex 11 and refer to sample in Annex 12 and submit together with all supporting documents to the CIC/HKIC for checking and approval.
- 8.2 The employer shall commence the training in accordance with the Approved Project to meet his own contract requirements.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 17 calendar days to process the application.
- 8.4 If there is any incomplete or inaccurate document in an application, the employer should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application shall be returned.
- 8.5 Please refer to Annex 13 for procedure and flowchart for handling scheme application.

9. Monitoring Procedures

- 9.1 When the employer commences the training, the trainee shall fill in the training items/contents, training period and the participation of the value-added activities organized by the CIC/HKIC with his/her attendance record in Trainee's Progress Report (Annex 14) on a monthly basis. The Report shall be signed by the trainee for confirmation.
- 9.2 The employer shall submit the Trainee's Progress Report and attendance record to the CIC/HKIC every two months for checking and endorsement.
- 9.3 After checking the attendance records of trainees, training progress and applications for subsidy, the CIC/HKIC will prepare the subsidy to employers.
- 9.4 If the CIC/HKIC receives a complaint, a flow chart for complaint handling is as shown in Annex 15.

10. Reimbursement of Payment of Trainee Subsidy

- 10.1 In accordance with the prescribed procedures for payment of subsidy, the employer shall first pay trainee salary and then apply for reimbursement of subsidy from CIC/HKIC. When employers apply for payment of subsidy from the CIC/HKIC, they must submit the following documents for the CIC/HKIC's verification:
 - (i) Application Form on Payment of Subsidy together with company invoice

- (ii) Trainee's Progress Report with endorsement;
 - (iii) Trainee's Attendance Record; and
 - (iv) Salary Record/ Payslip of trainee
- 10.2 Employers are required to submit an application for reimbursement of payment of subsidy in accordance with part 10.1 above within 12 months from the month in which the trainee subsidy was incurred by the employer in respect of a subsidy. Should the employer fail to submit an application within such time period, the CIC/HKIC shall not process the application for reimbursement and no payment of subsidy or bonus shall be made.
- 10.3 During the site training period, trainee subsidy will be calculated according to their attendance records.
- 10.4 The CIC/HKIC will process the application and check the completeness of the documents submitted by employers.
- 10.5 After endorsement by the CIC/HKIC, the Finance Department will process the application for payment of subsidy. Upon receipt of duly completed reimbursement application form with all accurate details and all related supporting documents, the CIC/HKIC takes 30 calendar days to proceed and approve the application.
- 10.6 If there is any incomplete or inaccurate item in an application, the employer is required to submit the supplementary documents within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the whole application will be returned to the employer.
- 10.7 Please refer to Annex 16 for procedures for handling subsidy reimbursement application.
11. **Subsidy to attend 5-day "Certificate in Instructing Techniques for Site trainers" Course**
- 11.1 The subsidy application form must be endorsed by the employer and the site trainer, proving the employer has paid the study leave to the site trainer to complete all classes in the course.
- 11.2 The subsidy application can be submitted to the CIC/HKIC 3 months after the site trainer completed the course (attendance rate must be 95% and passed the assessment) together with the company invoice and the amount is \$5,000. CIC/HKIC/HKIC will conduct inspection to ensure the site trainer perform and provide on-site training for trainees in accordance with the training syllabus of the scheme within 3 months after completing the 5-day course.

- 11.3 If a site trainer successfully completed the 5-day course, the subsidy of \$2,000 will be paid by the CIC/HKIC to the site trainer directly.

12. Fraud Case and Termination of Agreement

- 12.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall take follow-up actions in a serious manner. Please refer to Annex 17 for the flow chart of the handling of suspected fraud case.
- 12.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant is in breach of the terms stipulated in the Agreement.
- 12.3 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Applicant.

13. Forfeiture

- 13.1 In the event that the employer shall become bankrupt or having a receiving order made against him/them or has abandoned the employment contract between employer and employee, the training shall be suspended immediately and no subsidy shall be reimbursed as from that date.

14. Special Circumstances

- 14.1 After the submission of application by the employer, the employer shall not transfer the subsidy quota to hire another eligible graduate if the trainee changes to another employer, the new employer cannot apply for subsidy in the capacity of this trainee. The CIC/HKIC shall keep the record of all trainees within this training scheme so as to monitor whether the trainee changes to work for another employer or not under the validity period of the training scheme.
- 14.2 If the employee is being dismissed by the employer or resigns from jobs during the period of employment, the employer must inform the CIC/HKIC immediately.
- 14.3 If the employee is being dismissed by the employer or resigns from job during the training period, the employer cannot apply for the remaining subsidy. That trainee is not eligible to apply this scheme again.
- 14.4 The CIC/HKIC reserves the rights of final decision.

15. Avoiding Conflict of Interests

- 15.1 An employer should procure its employees, agents, sub-contractors and trainees (regardless of employees of contractors or their sub-contractors) participating in this agreement that they are prohibited from providing, retrieving or accepting any benefits as stipulated under the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO) when handling business affairs in this agreement.

16. Personal Data Collection Declaration

- 16.1 The employer shall ensure that the collection and transfer of trainees’ personal data to the CIC/HKIC and through the CIC/HKIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, the employer must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the followings:

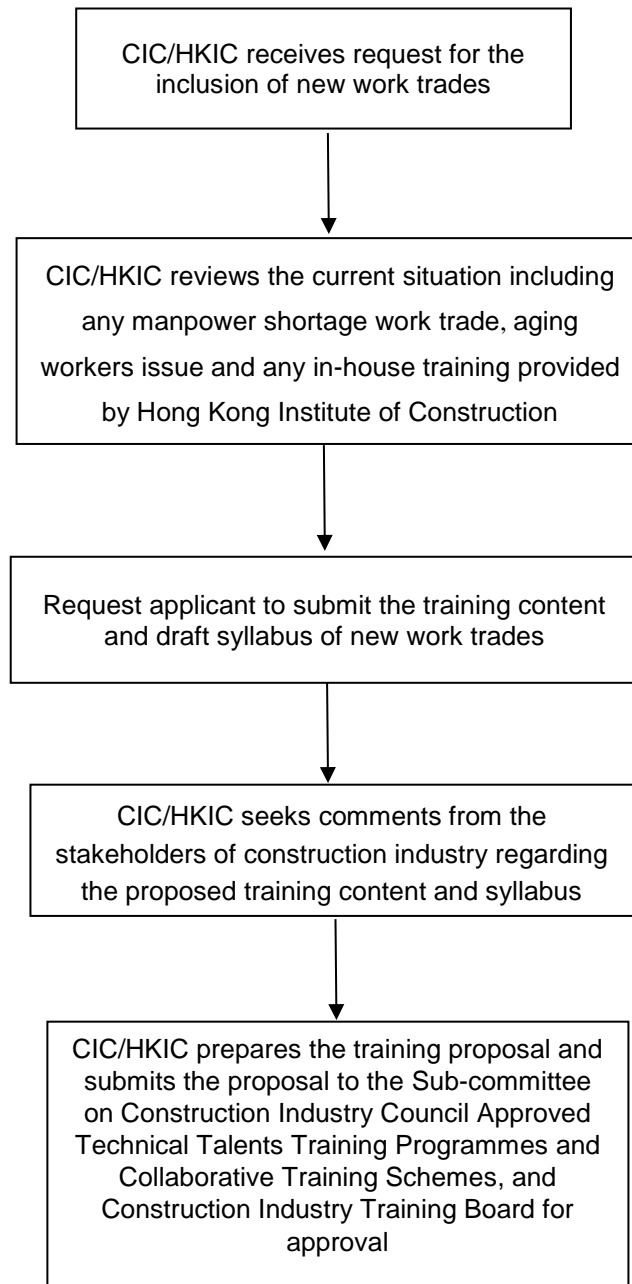
- a. To inform the trainee that his/her information will be provided to CIC/HKIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of CIC/HKIC (including the transfer of any personal data by CIC/HKIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other cooperative training schemes.
 - b. To give the trainee an option to agree or disagree that CIC/HKIC may keep him/her informed of CIC/HKIC activities and industry development which may be of his/her interest, CIC/HKIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 - c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
 - d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the CIC/HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- 16.2 The employer, who is responsible for collecting the personal data from the trainee, must obtain the trainee’s written consent regarding the above and provide a copy of such consent to the CIC/HKIC.

- 16.3 The employer shall indemnify the CIC/HKIC against any claims, suffered or incurred by the CIC/HKIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

Trade Division, Training Period and Date of Mid-term Assessment

Category	Trade Division	Training Period of 1 to 2 years	Date of Mid-term Assessment
Building and Civil Work Trade (B&C Trade)	Metal Scaffolder	1 year	After first 6 months
	Drainlayer	1 year	After first 6 months
	Bricklayer	1 year	After first 6 months
	Plasterer	1 year	After first 6 months
	Tiler	1 year	After first 6 months
	Ground Investigation Operator	1.5 years	After first 9 months
	Plumber	2 years	After first 12 months
	Bar Bender and Fixer	2 years	After first 12 months
	Concretor	2 years	After first 12 months
	Carpenter (Formwork- Building /Civil)	2 years	After first 12 months
	Marble Worker (Polishing /Fixing)	2 years	After first 12 months
	Bamboo Scaffolder	2 years	After first 12 months
	Tower Crane Erecting & Dismantling Worker's Assistant	2 years	After first 12 months
	Painter and Decorator	2 years	After first 12 months
	General Welder	2 years	After first 12 months
	Rigger/Metal Formwork Erector	2 years	After first 12 months
	Leveller	2 years	After first 12 months
	Metal Worker	2 years	After first 12 months
	Tunnel Worker	2 years	After first 12 months
	Construction Plant Mechanic	2 years	After first 12 months
	Joiner	2 years	After first 12 months
Electrical & Mechanical Work Trade (E&M Trade)	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)	2 years	After first 12 months
	Electrical Wireman	2 years	After first 12 months
	Fire Service Electrical Fitter	1 year	After first 6 months
	Fire Service Mechanical Fitter	1 year	After first 6 months

Procedure and Flowchart for Inclusion of New Work Trades



Recommended Wage for employing Trainee

No	Trade Division	Specified monthly salary for the 1st year of training suggested by the CIC (25 days per month) (HK\$)	Specified monthly salary for the 2nd year of training suggested by the CIC (mark-up 8% of the 1st year) (HK\$)
1.	Concretor	25,000	27,000
2.	Bar Bender and Fixer *	24,500	26,500
3.	Carpenter (Formwork-Building /Civil)*	24,500	26,500
4.	Bamboo Scaffolder	23,000	25,000
5.	Tower Crane Erecting & Dismantling Worker's Assistant	21,000	23,000
6.	Tunnel Worker	21,000	23,000
7.	Ground Investigation Operator	19,000	20,500
8.	Rigger/Metal Formwork Erector	20,000	22,000
9.	Drainlayer	21,500	N/A
10.	Metal Scaffolder	18,500	N/A
11.	Leveller	18,000	19,500
12.	General Welder	17,500	19,000
13.	Bricklayer	16,500	N/A
14.	Plasterer	16,500	N/A
15.	Tiler	17,000	N/A
16.	Marble Worker (Polishing/Fixing)	16,000	17,500
17.	Metal Worker	16,000	17,500
18.	Plumber	17,500	19,000
19.	Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)	15,500	17,000
20.	Painter and Decorator	15,500	17,000
21.	Construction Plant Mechanic	15,500	17,000
22.	Electrical Wireman	15,500	17,000
23.	Fire Service Electrical Fitter	15,500	N/A
24.	Fire Service Mechanical Fitter	15,500	N/A
25.	Joiner	16,000	17,500

*Refer to the guidance on ACMTS in the discussion paper of the Finance Committee of the Legislative Council (document number: FCR (2015-16) 27) Annex 1 (a) Minimum monthly salary range

Training Subsidy to Employer

Category	Trade Division	Subsidy to Employer	
		Trainee Subsidy (HK\$)	Site trainer Subsidy (HK\$)
Group 1	Bar Bender and Fixer	6,000/ month	-
	Concretor		
	Carpenter (Formwork- Building /Civil)		
	Drainlayer		
	Bamboo Scaffolder		
	General Welder		
	Rigger/Metal Formwork Erector		
	Metal Scaffolder		
	Tower Crane Erecting & Dismantling Worker's Assistant		
	Leveller		
	Ground Investigation Operator		
	Tunnel Worker		
Group 2	Marble Worker (Polishing /Fixing)	5,000/ month	-
	Bricklayer		
	Plasterer		
	Tiler		
	Metal Worker		
	Plumber		
	Refrigeration/ Air-conditioning/ Ventilation Mechanic (Air System)		
	Painter and Decorator		
	Construction Plant Mechanic		
	Electrical Wireman		
	Fire Service Electrical Fitter		
	Fire Service Mechanical Fitter		
	Joiner		

Bonus to Trainee

	Work Trade	Retention Bonus		Completion Bonus		Multi-Skills Bonus
		Completion of mid-term assessment	Completed the mid-term assessment and passed (HK\$)	Completion of training period	Completed the training and passed trade test and registered as a registered skilled worker (HK\$)	Achievement of other ITT Qualification (HK\$)
1.	Bricklayer	6 months	10,000	1 year	15,000	4,000 × 3 work trades= \$12,000 (max.)
2.	Drainlayer					
3.	Fire Service Electrical Fitter					
4.	Fire Service Mechanical Fitter					
5.	Metal Scoffolder					
6.	Plasterer					
7.	Tiler					
8.	Ground Investigation Operator	9 months	15,000	1.5 years	20,000	
9.	Plumber	12 months	20,000	2 years	30,000	
10	Bar Bender and Fixer					
11	Bamboo Scaffolder					
12	Carpenter(Formwork-Buliding & Civil)					
13	Concretor					
14	Construction Plant Mechanic					
15	Electrical Wireman					
16	General Welder					
17	Leveller					
18	Marble Worker(Polishing/Fixing)					
19	Metal Worker					
20	Painter and Decorator					
21	Refrigeration / Air-conditioning / Ventilation Mechanic (Air system)					
22	Rigger/ Metal Formwork Erector					
23	Tower Crane Erection & Dismantling Worker' Assistant					
24	Tunnel Worker					
25	Joiner					

Note: The bonus amount specified above will only be released after trainees attending all components of the Enrichment Programme during the relevant training period.

Trainee Allowance Processing Form

Annex 6

學員津貼處理事宜

Please tick the appropriate box(es) for processing of the required trainee allowance:

請在需處理的學員津貼事項方格內加“✓”：

- authorisation for trainee allowance payment into a bank account belonging to the trainee
- ☐ 授權學員津貼存入學員銀行賬戶
- authorisation for trainee allowance payment into a bank account not belonging to the trainee
- ☐ 授權學員津貼存入非學員銀行賬戶
- updating account information concerning trainee allowance payment
- ☐ 更新學員津貼入賬戶口資料

Name of Trainee

學員姓名: _____

Campus

院校: _____

Trade

科別: _____

Class

班別: _____

Trainee Number

學員編號: _____

Part I 第一部份

To: Construction Industry Council (hereinafter referred to as the CIC)

致：建造業議會〔以下簡稱議會〕

I, hereby authorise the CIC to transfer the trainee allowance accrued (if any) from my traineeship with the Campus under the CIC to the following bank account. A copy of the bank account information is hereby attached.

本人現授權議會將本人在議會院校學藝所得之學員津貼(如有)存入下述之銀行賬戶，現附上有關賬戶資料和副本。

Bank Name: (Chinese)

銀行名稱：(中文)

(English)

(英文) _____

Account No:

賬戶號碼：

--	--	--

(Bank code)

(銀行編號)

--	--	--

(Branch Code)

(分行編號)

--	--	--	--	--	--	--	--	--	--

(Account Number)

(賬戶號碼)

Name of Bank Account Holder:

銀行賬戶持有人姓名：

(中文)

(Chinese) (English)

(英文)

✱ Relationship of the Account Holder with Trainee: Self/ Parent/ Guardian/ Others (Please specify)

賬戶持有人與學員之關係：本人 / 父母 / 監護人 / 其它 (請註明): _____

Part II 第二部份

I hereby authorise the Finance Department of the Construction Industry Council to transfer the allowance accrued (if any) from my traineeship with the Centre into the bank account provided in 'Part I' above in accordance with the stated payment instruction thereof starting from the next term of payment until the termination of my entitlement to the allowance. I also agree that bank acknowledgement will suffice and neither me nor ✕my parent/ guardian/ the account holder is required to acknowledge the receipt personally. In addition, I understand that if the bank account as provided and designated for auto-paying the allowance is not a HSBC bank account, the time required for enquiries and processing the payment may be longer.

茲授權建造業議會財務部根據「第一部份」所提供的存款指示，由下次付款開始將本人在中心學藝所得之津貼(如有)存入本表格「第一部份」所提供的銀行賬戶，直至本人離開中心或停止獲得該津貼為止。本人並同意所有入賬收入由銀行確認已經足夠，不必由本人或✕本人父母/監護人/賬戶持有人親自確認收妥。此外，若本人所提供指定存入津貼的銀行賬戶並非經由匯豐銀行賬戶自動轉賬存入，本人明白在查詢及處理賬戶所需的時間或會增加。

Signature of Trainee:

Date:

學員簽署：_____

日期：_____

Part III 第三部份

The bank information in Part I is collected by the CIC to pay the trainee allowances only and will not be used for any other purposes.

第一部份所收集的銀行資料只用於議會支付學員津貼，議會將不會用作其他用途。

Declaration 聲明

1. I declare that all information supplied on this application form shall be true and genuine to the best of my knowledge and I am aware that the application shall be rendered null if any false information is supplied. Meanwhile, my qualification for any subsequent applications under the Intermediate Tradesman Collaborative Training Scheme (ITCTS) shall be forfeited.
本人聲明本報名表內所載一切資料，依本人所知均屬真確無誤，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
2. I agree that if I am registered for the ITCTS, I shall abide by my declaration made under the ITCTS Application Form and its terms.
本人同意如本人/本人之子女註冊入學，當遵守建造業議會之學員守則。

✕ Signature of Trainee:

Date:

學員/父母 / 監護人簽署：_____

日期：_____

Part IV (To be completed by General Office of the Campus) 第四部份 (由院校總務科填寫)

Information provided above have been checked and confirmed correct.

上述填報之資料經已核對及證實無誤。

Trainee Number

學員編號：_____ - _____ - _____

Checked by:

Date:

核對人：_____

日期：_____

✕ Responsible Manager/

Officer- Centre Administration

Date:

負責經理/主任-中心行政

日期：

(✕ Please delete as inappropriate 請將不適用者刪去)

Construction Industry Council

(Revised on : 20/10/2022)

Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job)

Application Form of Mid-term Assessment

Guides to
Applicants

1. Please read the Notes printed overleaf carefully before completing this form.
2. Please complete the form in English and in BLOCK letters unless otherwise stated;
3. Please ✓ in the appropriate ☐ ;
4. Personal Particulars must be consistent with that on HKID Card.

(1) Trade to be tested : _____

The application of this trade is : ☐ 1st intake

(please ✓ in the appropriate ☐, each application form for one application only)

(2) Applicant Particulars :

Name (English)(Surname first) :

(Chinese Name) : _____

HKID card no. : _____ () Date of Birth : _____ (Y) _____ (M) _____ (D) Age : _____

Contact tel. no. : (Home) _____ (Office) _____ (Mobile /Pager): _____

Address : _____ E-mail : _____

Education : ☐ primary school ☐ secondary school ☐ tertiary ☐ university
☐ others (please specify) _____

【Declaration】

1. I declare that all information given in this application form is, to the best of my knowledge, accurate and complete. If any false information is given, the application is deemed to be invalid and the person(s) concerned may be liable to commit criminal liability.

2. I consent that if my application is accepted, I will conform to the regulations of the CIC/HKIC.

3. I will bear the cost of repair for any damage to machines, tools and equipment due to my negligence or willful misconduct during the trade test.

Please sign to acknowledge that 【Notes for Applicants of Mid-term Assessment】、【Personal Data Collection Statement】and 【Declaration】have been carefully read and understood.

【Personal Data Collection Statement】

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- ☐ I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

Applicant's Signature :

Date :

Please turn overleaf to read the information ➡ ➡ ➡

【For Office Use Only】

Receiving Date : _____
 Reference No. : _____
 Applicant No. : _____
 Data Entry Staff _____ Checked By: _____
 Signature/Date : _____ Signature/Date : _____

Please affix a copy of your HKID card here
Mark your HKID card copy with the word
“COPY” at a place where personal details in
the card will not be covered

(3) Works Experience :

Applicants **MUST** be a trainee of Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job). CIC/HKIC will random check the submitted information, if found ineligible or false, the application will not be accepted.

From (Year/Month)	To (Year/Month)	Co./Employer Name and Contact Tel. No.	Site Location	Job Nature
/	/			
/	/			
/	/			
/	/			

【Notes for Applicants of Mid-term Assessment】

- | | |
|---------------------|---|
| <u>Requirements</u> | (1) Applicants MUST join Advanced Construction Manpower Training Scheme-Pilot Scheme (Structured On-the-job). Applicants are required to take the mid-term assessment in the middle of the training period conducted by the CIC. |
| <u>Application</u> | (2) A photo copy of the applicant's Hong Kong ID Card must be affixed on the application form. The copy will be destroyed once the information of the applicant has been verified.

(3) Complete the application form and return it to the Collaboration Scheme at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

(4) Under no circumstances shall applicants be absent without compelling reasons. If the reason for absence from assessment is illness, a valid medical certificate issued by a registered medical practitioner must be submitted.

(5) Applicants who want to withdraw from the tests have to submit their reasons in writing to the Collaboration Scheme at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong at least 3 working days before the schedule test date. |
| <u>Pass marks</u> | (6) A pass is obtained if candidates get 60 marks or above for both written test and practical test. |



工地巡查報告

Site Inspection Report

第一部份：學員基本資料 Part I: Trainee' Basic Information

培訓計劃：

Training Scheme:

學員姓名：

聯絡電話：

Name of Trainee:

Contact no.:

班別：

工種：

Class:

Work Trade:

公司名稱：

Name of Company:

註冊導師姓名：

Name of Registered Trainer(s):

工地培訓期：

由：

至：

On-site Training:

From:

To:

第二部份：工地巡查資料 Part II: Information of Site Inspection

工地巡查日期：

時間：

Inspection Date:

Time:

第

次探訪

Number of visit(s):

工地聯絡人：

聯絡電話：

On-site Representative:

Phone no.:

巡查地點：

Location of Site:

第三部份：學員培訓跟進 Part III: Training Progress

1) 學員之個人資料是否曾作更改？

☐

是

☐

否

Any change of personal information?

Yes

No

(如是，請註明) (If YES, please specify)

2) 是否以月薪支薪？

☐

是

☐

否

Wages paid by monthly payment?

Yes

No

3) 是否曾發生拖欠薪金的情況？

☐

是

☐

否

Any cases of default in payment of wages?

Yes

No

第四部份：合作計劃滿意度 Part IV: Trainee' opinion about the Collaboration Scheme

非常不滿意

不滿意

滿意

非常滿意

Totally Unsatisfactory

Unsatisfactory

Satisfactory

Totally Satisfactory

1

2

3

4

意見反映：Comments:

學員簽署

Signature of Trainee

第五部份：學員工作表現 Part V: Trainee' Performance

註冊導師/僱主意見：Opinion(s) of registered trainer or employer:

	非常不滿意 Totally Unsatisfactory	不滿意 Unsatisfactory	滿意 Satisfactory	非常滿意 Totally Satisfactory
學員整體表現： Overall performance of trainee:	1	2	3	4
學員行為： Behavior of trainee:	1	2	3	4
學員學習能力： Learning ability of trainee:	1	2	3	4
學員勤奮性： Diligent of trainee:	1	2	3	4
學員合作性： Collaborativeness of trainee:	1	2	3	4
學員安全習慣： Safety habit of trainee:	1	2	3	4

意見反映：

Comments:

註冊導師簽署
Signature of Trainer

內部專用 For Internal Use Only

個案類型：☐ 意見反映

☐ 投訴

Case type:

Comments

Complaint

備註：

Remarks:

1) 投訴是否成立? (如適用)

Is this a reasonable complaint?
(If applicable)

☐

是
Yes

投訴個案編號：

Compliant case no.:

☐

否
No

請註明原因：

Please specify:

2) 投訴是否需要跟進巡查?

Further inspection to be arranged for this complaint?

☐

是
Yes

☐

否
No

備註：

Remarks:

巡查人員上級之意見/建議：

Comments / recommendations from senior staff:

巡查人員姓名及簽署： Name and signature of site inspection staff:	巡查人員上級姓名及簽署： Name and signature of senior staff:
日期： Date:	日期： Date:

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bar Bender and Fixer Training Course
Proposed Training Syllabus

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	17
3.	<u>**Master Operating Principle and Maintenance of Bar Cutting Machine, and Training on Appropriate Methods in Cutting and Bending Bars</u>				✓	35.5
4.	<u>**Master Operating Principle and Maintenance of Stirrup Bending Machine, and Training on Appropriate Methods in Link Bending</u>				✓	50
5.	<u>**Requirements on Environmental Measures for Work at Heights, Safety at Work</u>		✓			12
6.	<u>**Construction Drawings, Construction Specifications, Quality Requirements and Acceptance Standards for Bar Structure</u>			✓		30
7.	<u>**Length Requirements on Bar Lapping and Anchorage, and Important Provision on Trimming Bar</u> - Bar cover, correct placing and distribution of spacing blocks - Construction of bar mesh, acceptance standard of coupler				✓	90

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
8.	<u>**Training on Fixing Bar Structures for Types of Stairs, Iron Steps and Acceptance Standard</u>				✓	40
9.	<u>**Training on Fixing Bar Structures for Types of Columns and Acceptance Standard</u>				✓	40
10.	<u>**Training on Fixing Bar Structures for Types of Partition Walls and Acceptance Standard</u>				✓	30
11.	<u>**Training on Fixing Bar Structures for Types of Beams and Acceptance Standard</u>				✓	40
12.	<u>**Training on Fixing Bar Structures for Types of Floor Slabs and Acceptance Standard</u>				✓	30
13.	<u>(Bending Schedule) Fabricate Simple Bar Fixing Sketch and Bending Schedule</u>				✓	30
14.	<u>Pile Up and Storage of Bar Raw Materials Delivered to the Site</u> - Procedure on pending examination			✓		20
15.	<u>Proper Handling of Tying and Securing Materials Pending for Rigging and Safety Codes</u>				✓	20
16.	<u>Proper Methods and Measures in Unloading and Safety Codes</u>				✓	20
17.	<u>Training on Procedures in Fixing Bar Structures for Types of Small Foundations, Big Cap Foundations and Acceptance Standard</u>				✓	40
18.	<u>Training on Fixing Types of Rebar Leg, Handling of Late Cast Opening Rebar and Acceptance Standard</u>				✓	30
19.	<u>Familiarize Fixing of Bar Structures for Types of Water Tanks, Retaining Walls and Acceptance Standard</u>		✓			10.5
20.	<u>Construction Materials Rigger*</u>				✓	2

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
21.	<u>Coordination Work with Other Trades</u>	✓				1
22.	<u>Mid-term Assessment*</u>				✓	1
23.	<u>Trade Test – Bar Bender and Fixer</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Concretor Training Course
Proposed Training Syllabus

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Properties of Concrete</u> <ul style="list-style-type: none"> - Properties, mixing composition, water content, initial setting time, admixture, reasons of rejection and casting sequence of concrete - Importance of concrete - Method of measuring the temperature of concrete 			✓		3.5
4.	<u>** Workability of Concrete</u> <ul style="list-style-type: none"> - Fabricate and measure slump test - Procedures and methods of fabricating concrete test cube - Conveyance of concrete and transportation and method of casting - Property and usage of dense concrete 			✓		16

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
5.	<u>**Concrete Casting and Ramming Methods</u> <ul style="list-style-type: none"> - Correctly use types of hand tools and portable power tools commonly used - Tools and equipment for casting concrete and their safe operation - Erect safe and secured bridge deck - Practice operation of buggy on the bridge deck - Purpose of concrete ramming - Basic knowledge in formwork bracing, reasons of formwork bursting and conditions to be observed during concrete casting - Relationship between degree of concrete ramming and its strength/density <p>Expel the air in fresh concrete such that the concrete has sufficient strength and density after setting</p>				✓	148
6.	<u>**Construction Drawings – Horizontal Height Mark of Level Marking Line</u> <ul style="list-style-type: none"> - Knowledge in setting out marks of leftward line, rightward line, upward line and downward line 			✓		40
7.	<u>**Types of Slinging Tools and Their Safe Use</u> <ul style="list-style-type: none"> - Types of hand signals commonly used in coordination with lifting operation of tower cranes 				✓	60
8.	<u>**Practice Casting of Concrete Components (Kerb, Concrete Buffer, Concrete Slab, Staircase, Partition Wall, Road etc.)</u>				✓	80

Item	Description	(Expectation of achievement level)				Training Days
		General	Knowledge	Experience	Capability	
9.	<u>Site Safety Training</u> - Mandatory Basic Safety Training Course (Green Card) - Safety Training Course for Construction Workers of Specified Trades – Construction Materials Rigger				✓	3
10.	<u>Work at Heights for Concrete Casting and Correct Method of Safe Scaffolding Climbing</u>				✓	30
11.	<u>Practice the Use of Tools and Equipment Related to Concrete Casting</u> - Practice skills in hand mixing concrete				✓	60
12.	<u>Handle Types of Construction Joints, Water Stop and Dowel Bar, and Working Methods of Types of Finishing and Curing</u> - Difference in requirements on skill levels of exposed concrete and general building concrete surface				✓	80
13.	<u>Clear Up Surrounding Environment after Casting Concrete and Understand the Cause of Honeycomb Concrete and Repair Methods</u>				✓	36
14.	<u>ISO 9000 Quality System, ISO 14001 Environmental Protection System</u>	✓				13.5
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Construction Materials Rigger*</u>				✓	2
17.	<u>Mid-term Assessment*</u>				✓	1
18.	<u>Trade Test – Concretor*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Carpenter (Formwork - Building Construction) Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and measures - Points to note on safe use of electricity on site - Safety knowledge in working in confined space 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Correct Use of Types of Hand Tools, Assembling and Dismantling Tools, and Electrical Tools Commonly Used and Their Safe Operating Method</u> <ul style="list-style-type: none"> - Hand tools (tools commonly used, measuring and line marking tools, rotary tools, assembling and dismantling tools etc.) - Electrical tools (saws, table saw, drills etc.) 			✓		33.5
4.	<u>** Formwork and Accessories Erection</u> <ul style="list-style-type: none"> - Civil construction formwork operation - Foundation formwork and structure (pile cap, foundation doll, foundation beam, kicker etc.) - Columns (standalone column, partition wall with column, fixed material column, loose material column etc.) - Partition wall and retaining wall (civil fixed material partition wall, loose material partition wall etc.) 				✓	204

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (common stairs, footbridge stairs, foot path stairs) - Slabs (level slab, small angle slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.) - Correctly erect and secure steel mast for formwork bracing - Strike simple formwork and tidy up materials 					
5.	<u>**Concrete Structural Drawing, Levelling, Ink Line, Marks and Construction Specification</u> <ul style="list-style-type: none"> - Concrete structural drawings (plan, section drawing, detail drawing) and construction specifications - Full application of levelling, ink line, marks etc. in construction 				✓	40
6.	<u>Understand Formwork Materials Especially Timber Material and Their Appropriate Use, Cutting and Storage</u> <ul style="list-style-type: none"> - Grasp and ascertain the quantity of materials and procedure in sawing - Grasp basic methods in making up rot fixed material formwork (wall panel, uneven surface retaining wall panel, column panel etc.) 			✓		40
7.	<u>Formwork and Accessories Erection</u> <ul style="list-style-type: none"> - Building construction formwork operation - Columns (buildings standalone column, round column, partition wall with column, fixed material column, loose 				✓	248.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	material column etc.) - Partition walls (buildings fixed material partition wall, loose material partition wall, curve wall etc.) - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (buildings fixed and loose materials stairs, footbridge stairs, foot path stairs) - Slabs (level slab, slanting slab etc.) - Lift shaft - Storage tank - Nail-fix types of finishing (timber finishing, iron and steel finishing etc.) - Types of hanger plates - Correctly erect and secure steel mast for formwork bracing - Strike formwork and tidy up materials in coordination with safe material lifting method of tower crane or hoist					
8.	<u>Measurement of Formwork and Calculation of Materials</u>			✓		4
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Mid-term Assessment*</u>				✓	1
12.	<u>Trade Test – Carpenter (Formwork - Building Construction)*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Carpenter (Formwork – Civil Construction) Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and measures - Points to note on safe use of electricity on site - Safety knowledge in working in confined space 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Correct Use of Types of Hand Tools, Assembling and Dismantling Tools, and Electrical Tools Commonly Used and Their Safe Operating Method</u> <ul style="list-style-type: none"> - Hand tools (tools commonly used, measuring and line marking tools, rotary tools, assembling and dismantling tools etc.) - Electrical tools (saws, table saw, drills etc.) 			✓		33.5
4.	<u>** Formwork and Accessories Erection</u> <ul style="list-style-type: none"> - Civil construction formwork operation - Foundation formwork and structure (pile cap, foundation doll, foundation beam, kicker etc.) - Columns (standalone column, partition wall with column, fixed material column, loose material column etc.) - Partition wall and retaining wall (civil fixed material partition wall, loose material partition wall etc.) 				✓	204

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (common stairs, footbridge stairs, foot path stairs) - Slabs (level slab, small angle slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.) - Correctly erect and secure steel mast for formwork bracing - Strike simple formwork and tidy up materials 					
5.	<u>**Concrete Structural Drawing, Levelling, Ink Line, Marks and Construction Specification</u> <ul style="list-style-type: none"> - Concrete structural drawing (plan, section drawing, detail drawing) and construction specification - Full application of levelling, ink line, marks etc. in construction 				✓	40
6.	<u>Understand Formwork Materials Especially Timber Material and Their Appropriate Use, Cutting and Storage</u> <ul style="list-style-type: none"> - Grasp and ascertain the quantity of materials and procedure in sawing - Grasp basic methods in making up rot fixed material formwork (wall panel, uneven surface retaining wall panel, column panel etc.) 			✓		40
7.	<u>Formwork and Accessories Erection</u> <ul style="list-style-type: none"> - Civil construction formwork operation - Columns (civil standalone column, round column, partition wall with column, fixed material column, loose 				✓	248.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	material column etc.) - Retaining wall, box culvert (fixed material wall, loose material wall, curved wall etc.) - Beams (ceiling beam, standalone beam, reverse beam etc.) - Stairs (common stairs, foot bridge stairs, foot path stairs) - Slabs (level slab, slanting slab etc.) - Nail-fixing types of finishing (timber finishing, iron and steel finishing, water stop finishing etc.)					
8.	<u>Measurement of Formwork and Calculation of Materials</u>			✓		4
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Mid-term Assessment*</u>				✓	1
12.	<u>Trade Test – Carpenter (Formwork-Civil Construction)</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Drainlayer Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics - Safety requirements on special process on the site		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	9
3.	<u>**Understand Tools Commonly Used, Use and Maintenance of Machinery</u>		✓			13.5
4.	<u>**Understand Specifications, Properties, Methods in Transportation and Storage of Materials Commonly Used</u> - Large diameter pipework including: 1200mm ~ 3000mm - Medium diameter pipework including: 750mm ~ 1125mm - Other diameter pipework including: 100mm ~ 675mm		✓			10
5.	<u>**Levelling, Setting Up Job Lines and Positioning</u> - Portal frame - Fishing line				✓	10
6.	<u>**Arrange the Bottom of Drain Channel and Compact the Bedding Material with Machinery</u> - Compact the base level of channel bottom - Compact soft bedding - Levelling lean concrete bedding				✓	10

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
7.	<u>**Use Suitable Machinery/ Equipment to Lift-install and Join Pipe Fitting</u> <ul style="list-style-type: none"> - Lifting appliances (suitable for large diameter and medium diameter pipework) - Chain-block (suitable for medium diameter pipework) - Hydraulic jack, slings, lifting gear and push rod - Safe hoisting 				✓	30
8.	<u>**Join/Cut Pipe Fitting and Install Joint Filler</u> <ul style="list-style-type: none"> - Rigid Joint - Flexible Joint - Cut concrete pipework 				✓	15
9.	<u>**Pipeline Leakage Test Method</u> <ul style="list-style-type: none"> - Smoke test - Hydraulic pressure test - Ball pressure test - Air pressure test 				✓	20
10.	<u>**Construct Manholes, Install Steps, Manhole Cover and Other Accessories</u> <ul style="list-style-type: none"> - Rainwater manhole - Sewer manhole 				✓	20
11.	<u>**Use Suitable Tools to Construct Benching and Plaster Invert Level in the Manhole</u>				✓	28
12.	<u>**Handle Pipework Joints</u>			✓		5.5
13.	<u>Methods in Constructing Pipeline Haunches and Surrounding</u> <ul style="list-style-type: none"> - Layering backfill with soil and selection of compacting machinery - Backfill with concrete and selection of vibrating device 			✓		15

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
14.	<u>Use Suitable Equipment to Excavate Drain Channel, Coordination of Corresponding Safety Measures in Shoring</u> - Open Cut - Steel Sheet-pile Shoring				✓	20
15.	<u>Construct Open-cut Drain, Plaster Invert Level and Install Drain Gate</u>				✓	15
16.	<u>Construction Procedure of Installing Box-culvert</u>				✓	32
17.	<u>Drawings, Construction Rules and Regulations and Terms Commonly Used</u>		✓			10
18.	<u>Related Legislation, Ordinance, Guideline in Channel Excavation and Safety Codes in Construction</u>		✓			14
19.	<u>Detect, Repair and Maintain Pipeline</u>		✓			2
20.	<u>Application of ISO9000 Quality Management Form</u>	✓				1
21.	<u>Understand Detection of Underground Cable/ Gas Pipeline</u>		✓			1
22.	<u>Dismantle Inserts, Store Pipework and Clean Up</u>			✓		4
23.	<u>Coordination work with other trades</u>	✓				1
24.	<u>Construction Materials Rigger*</u> - Safety procedure and operation of lifting - Safety inspection of lifting gear				✓	2
25.	<u>Mid-term Assessment*</u>				✓	1
26.	<u>Trade Test – Drainlayer*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bamboo Scaffolder Training Course
Instruction Course

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures** - Safety measures of work at heights - Need to know on sites		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>Comprehend Related Plans Knowledge and Construction Specification</u> - Building plans - Preparation knowledge in scaffolding and its location design etc.**		✓			2
4.	<u>**Understand Correct Maintenance of Scaffolding Tools</u> - Skills principle in maintaining scaffolding tools		✓			2.5
5.	<u>Erect and Dismantle Types of Scaffolds for Construction</u> - Single lift scaffold, working platform** Construction method of sloping catch-fan, overall transom Lay and hang safety net, understand canvas - Erecting lift shaft scaffold - Safety knowledge and measures				✓	157.5
6.	<u>Erect and Dismantle Types of Scaffolds for Minor Works</u> - Points to note in erecting overhanging scaffolding and understand basic principle - Erecting truss-out scaffolding and understand the principle** - Basic principle in erecting ceiling frame scaffolding - Basic principle in erecting pipework scaffolding - Safety knowledge and measures				✓	180

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
7.	<u>Erect and Dismantle Scaffolding for Renovation Work of External Walls of Building</u> - Points to note about single lift scaffold, working platform, sloping catch-fan and bottoming** - Points to note about step ladder - Lay and hang net, canvas				✓	180
8.	<u>Related Work in Inspecting, Maintaining and Repairing Scaffolding</u> - Basic principle in maintenance and repair Points to note in inspecting scaffolding**			✓		32
9.	<u>Erect and Dismantle Types of Temporary Hangars and Canopy – Property of Metal and its Application</u> - Points to note about basic principle			✓		16
10.	<u>Coordination Work with Other Trades</u>	✓				1
11.	<u>Construction Materials Rigger*</u>				✓	2
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Bamboo Scaffolder*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
General Welder Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>**Comprehend Welding Symbols and Setting Out Method</u> - Points to note in double checking drawings - Points to note in construction specifications - Knowledge in leveling job lines and marks		✓			7
4.	<u>**Maintenance of welding equipment and tools</u> - Maintain welding machine and equipment - Maintain welding and cutting tools		✓			2
5.	<u>**Operation of Oxy-acetylene Cutting</u> - Working principle of oxy-acetylene cutting (including fabrication and storage of gas) - Safety in oxy-acetylene cutting - Legislations on oxy-acetylene cutting - Operation of oxy-acetylene cutting				✓	16.5
6	<u>**Operation of Manual Electric Arc Welding</u> - Basic principle of manual electric arc welding - Types, model,				✓	325.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	specification, fabrication, usage and selection principle of electrode - Manual electric arc welding equipment (structure of welding machine, types and use of power supply) - Mode of bevels commonly used and welding position/ preparation before welding and tests after welding - Operation of fillet weld in manual electric arc welding (including flat, vertical, overhead and horizontal positions) - Pipe butt joint (operating skills of one side welding and both sides formation)					
7.	<u>**Weld Defect and Test Methods</u>				✓	7
8.	<u>Operation of Semi-automatic Electric Arc Welding</u>				✓	146
9.	<u>Working with Gas Tungsten Arc Welding</u> - Understand types and usage of protective gas, solder wire and tungsten - Operation of gas tungsten arc welding				✓	30
10.	<u>Air-carbon Arc Cutting</u> - Working principle of plasma arc cutting - Operation of plasma arc cutting			✓		20
11.	<u>Understand Welding Stress and Deformation</u> - Understand stress and the reason and types of deformation - Measures to prevent deformation and methods to eliminate stress		✓			10
12.	<u>Basic Knowledge in Heat Treatment</u> - Preheating before welding, operation of interlayer temperature - Operation of post heating		✓			8
13.	<u>Coordination Work with Other Trades</u>	✓				1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – General Welder*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Rigger/Metal Formwork Erector Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and measures - Points to note in site safety knowledge - Safety measures in working on sites 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Erect Metal Formwork and Its Safe Operating Method</u> <ul style="list-style-type: none"> - Types of hand tools commonly used - Correctly use types of hand tools commonly used - Use of portable power tools - Correctly use types of portable power tools 			✓		10
4.	<u>**Training Specification of Types of Site Safety Slings</u> <ul style="list-style-type: none"> - Training on safe use of slings - Identify and select types of slinging tools, and use correct and clear hand signals to notify the crane operator - Correctly use suitable safety equipment - Integrity of considering the safety of others 				✓	8
5.	<u>**Construction Drawings of Civil Construction and Building Construction, Levelling, Job Lines and Marks</u> <ul style="list-style-type: none"> - Construction procedures/specifications - Operation of levelling and job lines - Terms and symbols in construction drawing - Construction marks of 				✓	3

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	leveling and setting out					
6.	<p><u>**Metal Formwork, Metal Scaffolding, Bearing Support and Shoring Used in civil Construction and Building Construction</u></p> <p><u>Phase 1</u></p> <ul style="list-style-type: none"> - Metal formwork used in civil construction and building construction - Metal scaffolding used in civil construction and building construction <p><u>Phase 2</u></p> <ul style="list-style-type: none"> - Fit and dismantle metal combination formwork (including operating at heights) - Erect and dismantle standard combination scaffolding - Learn and practice occupational ethics of the trade <p><u>Phase 3</u></p> <ul style="list-style-type: none"> - Types of support and fit in with the use - Install and dismantle types of support components - Inspect foundation structure of types of support components <p><u>Phase 4</u></p> <ul style="list-style-type: none"> - Formwork for column foundation and columns of civil construction flyover - Formwork for transverse beam and deck of flyover - Formwork for building construction harmony modules - Aluminum alloy combination formwork 				✓	<p><u>Phase 1</u> 133</p> <p><u>Phase 2</u> 133</p> <p><u>Phase 3</u> 133</p> <p><u>Phase 4</u> 133</p>
7.	<u>Working Method for Handling Types of Construction Joints and Finishing</u>		✓			6

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
8.	<u>Maintain and Repair Formwork and Tools; Safe Method in Correctly Using Oxy-acetylene Cutting and Welding</u>			✓		10
9.	<u>ISO9000 Quality System and Application</u> - Related Knowledge in ISO9000 Management System	✓				1
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Rigger/Metal Formwork Erector*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Metal Scaffolder Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	9
3.	<u>**Construction Drawings and Construction Specifications for Metal Scaffolder</u> - Knowledge in construction drawing - Points to note on construction rules and regulations - Design drawing for metal scaffolding - Design of temporary props and supports - Installation drawing of mobile aluminum tower		✓			5.5
4.	<u>**Erect Steel Tubular Scaffolding</u> - Erect and dismantle steel tubular scaffolding on external wall - Erect and dismantle steel tubular scaffolding on slope - Inspect the foundation structure of steel tubular scaffolding - Hang safety net - Erect and dismantle steel tubular scaffolding for slope maintenance				✓	58
5.	<u>**Related Work on Inspection and</u>			✓		12

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Maintenance of Scaffolding</u>					
6.	<u>Erect and Dismantle Modular Scaffolding</u> <ul style="list-style-type: none"> - Types of support and fit in with the use - Install and dismantle types of support components - Inspect foundation structure of types of support components 				✓	60
7.	<u>Erect and Dismantle Plane Frame Scaffolding</u>				✓	60
8.	<u>Erect and Dismantle Mobile Aluminum Tower</u>				✓	44.5
9.	<u>Component Combination of Temporary Support</u> <ul style="list-style-type: none"> - Component combination and usage of bearing support (scaffolding) - Installation and dismantling of bearing support (scaffolding) - Inspection of foundation structure of bearing support (scaffolding) - Erection and dismantling of single-tube support (dead shore) - Erection and dismantling of heavy-duty support (square prop) - Inspection of foundation structure of types of modular supports 				✓	36
10.	<u>Construction Materials Rigger*</u>				✓	2
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Metal Scaffolder*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Tower Crane Assembler Assistant Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>**Familiarize Trade Related Ordinance and Legislation</u>		✓			10
4.	<u>**Familiarize Requirements on Environmental Measures of Work At Heights and Safety At Work</u>		✓			18
5.	<u>**Structural Drawings, Installation Specifications and Standard of Types of Tower Cranes</u>		✓			51
6.	<u>**Master the Use of Hand Tools for the Trade, Slings Tools and Their Maintenance</u> - Maintenance of tower crane - Regular inspection and maintenance - Common faults and elimination method - Analysis on tower crane accident cases				✓	50
7.	<u>**Master the Display of Clear Hand Signals for Rigging, Correctly Use Sling Rope, Sling Chain, Rope and the Mechanics of Pulley Block and Safety Measures</u>				✓	20
8.	<u>**Properly Handle Rigging Components and Tying Materials, Safety Measures and Codes on Securing Materials and Unloading</u>				✓	30
9.	<u>**Master the Use of Hydraulic Wrench and Operation of Hydraulic Pump Jack Equipment</u>			✓		20
10.	<u>**Master the Assembling and Dismantling of Balance Weight Lever, Balance</u>				✓	30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Weight Block, Electric Current Control Box, Tie Rod, Working Platform, Guard Rail and Lighting etc.</u>					
11.	<u>**Master the Assembling and Dismantling of Foundation Frame According to the Limit Specified by the Manufacturer</u>				✓	20
12.	<u>**Master the Assembling and Dismantling of Tower Body Frame (Standard Section) and Major Accessories such as Steps and Access Platform</u>				✓	27
13.	<u>**Master the Assembling and Dismantling of Jib and Balance Weight Lever Connecting to the Tower Top</u>				✓	20
14.	<u>Master Metal Cutting with Oxy-acetylene and Electric Arc Welding</u>				✓	20
15.	<u>Know the Piling Arrangement and Storage of Tower Crane Components Delivered to the Site and Preparation Work Before Assembling and Dismantling</u>			✓		20
16.	<u>Master the Assembling and Dismantling of Slewing Ring and Control Room, Guard Rail, Circuit Control Box, Motor</u>				✓	30
17.	<u>Master the Assembling and Dismantling of Hoist, Motor and Switch Box</u>				✓	30
18.	<u>Master the Jointing of all Barrow Cables and Load-lifting Cables; Power Supply Cable and Wires of Other Control Boxes</u>				✓	30
19.	<u>Master the Assembling and Dismantling of Tower Top Working Platform, Tie Rods of Guard Rails and Tower Top Steps</u> <ul style="list-style-type: none"> - Rigging of construction materials - Rigging of concrete - Hoisting operation in civil engineering 				✓	30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Rigging of metal formwork					
20.	<u>Master the Assembling and Dismantling of Cables and Hooks</u>				✓	30
21.	<u>Master the Assembling and Dismantling of Climbing Frame (Bean Curd Frame) and Complete Necessary Measures</u>				✓	30
22.	<u>Master the Assembling and Dismantling of Telescopic Cage</u>				✓	30
23.	<u>Master the Use of Hydraulic Climbing System to Raise or Lower the Tower Crane and Add Tower Body (Standard Section)</u>				✓	24
24.	<u>Coordination Work with Other Trades*</u>	✓				1
25.	<u>Construction Materials Rigger*</u>				✓	2
26.	<u>Mid-term Assessment*</u>				✓	1
27.	<u>Trade Test – Tower Crane Assembler*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Leveller Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Knowledge</u> - Basic safety knowledge - Understand safety measures		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>**Use of Levelling and Setting Out Tools</u>			✓		5
4.	<u>**Specific Steps and Methods in Reading Drawings</u> - Types of construction drawings for building works - Steps in reading construction drawings fitting in with construction procedures - Computer drawings - Comprehensive drawing of surrounding underground utilities				✓	204
5.	<u>**Setting Out for Buildings</u> - Preparation of construction drawings for setting out - Setting out method for piles and foundation - Setting out method for floor slabs - Setting out method for brick wall partition and door frame within the storey - Setting out staircase job lines and decorative lines with ink - Coordination of floor slab control line with other trades and how to grasp the time and skills in setting out				✓	110
6.	<u>**Use of Levelling Gauge</u> - Practical application of				✓	60

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	levelling gauge in building construction - Collimation height and telescopic survey in surveying with levelling gauge, surveying procedure and recording - Introduction and demarcation of bench mark - Practical application of levelling gauge in civil construction					
7.	<u>**Use of Total Station</u> - Setting up, calibration and operation of total station - Determination of horizontal and vertical angles - Determination of horizontal distance with steel tape - Coordinates principle and control of surveying procedure and calculation with closed traverse - Determination of closed traverse survey stations fitting in with setting out of earthwork - Application of total station in setting out of buildings				✓	100
8.	<u>Topographic Survey</u> - Topographic survey - Surveying topography with total station - Drawing of topographic map including plane and profile - Drawing of topographic map including plane drawing and profile drawing - Application of satellite positioning			✓		12
9.	<u>Setting Up of Slope Rack on Side Slope</u> - Calculation of side slope fall gradient and setting up of gradient control framework - Use of total station and levelling gauge fitting in			✓		6

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	with the set up of slope rack - Setting out and positioning of earthwork excavation					
10.	<u>Setting Out for Bridge, Road, Channel and Manhole</u> - Positioning and setting out of bridge, road, channel and manhole, calculation of levelling control - Determination of the line of position for bridge and road with total station, including straight line and curved line - Determination of the line of position for channel and manhole with total station, setting out of retaining wall			✓		15
11.	<u>Application of Computer</u> - Application of AutoCAD - Application of Excel - Drawing of topographic map with AutoCAD in coordination with Excel - Application of MicroStation - AutoCAD 2D and 3D			✓		54.5
12.	<u>Understand Quality System and Environmental Management System</u> - ISO-9000 Management System - ISO-14001 Management System	✓				6
13.	<u>Coordination Work with Other Trades*</u>	✓				0.5
14.	<u>Mid-term Assessment*</u>				✓	1
15.	<u>Trade Test – Leveller*</u>				✓	1
Total:						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Ground Investigation Operator Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Knowledge</u> - Safety knowledge in ground investigation - Safety equipment - Hazards in the workplace		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	9
3.	<u>**Understand Geoguide</u> - Knowledge about types of tools, construction, sample, and standard and guideline on site test		✓			28
4.	<u>**Basic Operating Skills of Drill Rig</u> - Structure and function, repair and maintenance of drill rig - Examination of lifting appliance and lifting gear - Use of hydraulic system and winch warping drum, skills in self-moving device - Types and use of meters - Use of flushing medium				✓	49
5.	<u>**Requirements on Environmental Protection (ISO 14000)</u> - Construction method				✓	55
6.	<u>**Understand Ground Investigation Tools</u> - Internationally recognized standards on ground investigation tools - Casing and drill rod - Tools used in Standard Penetration Test (S.P.T.) - Mazier 101 Triple-tube Sampling Tool - Piston Sampler - Application of double-tube and triple-tube core barrel - Application of diamond drill bit			✓		19
7.	<u>**Application of Ground Investigation Skills</u> - Standard Penetration Test (S.P.T.) - Mazier 101 undisturbed soil				✓	276

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	sample - Piston Sampler soil sample - Depth control and measurement techniques - Labeling and preservation of sample, ground investigation records					
8.	<u>Signalman for Hoisting Operations at Construction Site Course</u>		✓			1
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Ground Investigation Operator*</u>				✓	1
Total:						450

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Tunnel Worker Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Safety measures/ occupational ethics - Safety requirements on special process on the tunneling site 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>Practice Operation and Maintenance of Working Equipment in General Tunnels</u> <ul style="list-style-type: none"> - Maintain types of working equipment (including pneumatic breaker, pneumatic drill, air compressor, change drill rod and drill bit, grouting machine, install tunnel rail, fit concrete pump hose and water pump etc.) - Install brackets and operate ventilation system 				✓	210
4.	<u>Practise Safe Assembling and Dismantling of Metal Mould Components</u> <ul style="list-style-type: none"> - Operate hand tools - Safe use of hoisting equipment 				✓	10

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
5	<u>Site Safety Training</u> - Mandatory Basic Safety Training Course (Green Card) - Safety Training Course for Construction Workers of Specified Trade - Construction Materials Rigger				✓	10
6.	<u>**Types of Slings Tools and Safe Operation</u> - Types of hand signals commonly used in coordination with lifting operation				✓	10
7.	<u>**Install and Hang Shotcreting Protective Fencing</u>			✓		30
8.	<u>**Practice Safe Assembling and Dismantling of Metal Tubular Scaffolding</u>				✓	118
9.	<u>**Practise Operation of Pneumatic Drill in Boring</u> - Install packer - Operate pneumatic drill in boring				✓	120
10.	<u>**Levelling and Setting Out and Construction Marks</u> - Practical application of levelling and setting out in building construction - Collimation height and telescopic survey in surveying with levelling and setting out, surveying procedure and recording - Practical application of levelling and setting out in civil construction			✓		30
11.	Safe Operation of Power-operated Elevating Work Platform				✓	31

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
12.	Safety Training Course for Certified Workers of Confined Spaces Operation				✓	1
13.	<u>Coordination Work with Other Trades</u>	✓				1
14.	<u>Construction Materials Rigger*</u>				✓	2
15.	<u>Mid-term Assessment*</u>				✓	1
16.	<u>Trade Test – Tunnel Worker*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Marble Worker (Fixing) Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Use of safety measures - Safety knowledge in using cutting tools 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Comprehend Principle of Marble Cutting Craft</u> <ul style="list-style-type: none"> - Points to note on cutting with hand tools - Knowledge in cutting with portable stone cutter - Safety measures in cutting with cutting machine - Types of marble joints and - Cutting of clip corner - Basic cutting method for pipe hole, switch box hole and washing basin hole (sinks) 				✓	108
4.	<u>**Marble Polishing Method</u> <ul style="list-style-type: none"> - Manual polishing method - Machine polishing method - Marble edge and surface polishing method 				✓	186
5.	<u>**Principle and Methods of Fixing Marble</u> <ul style="list-style-type: none"> - Preparation work before fixing - Hole boring, hole chiseling and hook installing on marble - Marble fixing methods - Fixing with marble glue (epoxy glue) - Fixing with grouting method - Fixing with bedding (mud-jack method) - Fixing with combined method - Fixing with dry hung method (including frame hanging and hatch 				✓	200

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	installation) - Fixing on ceiling (including dry hung method) - Floor slab paving (including semi-dry sand and hard base method) - Paving of stairs and non-slip emery nosing or copper plate (stainless steel plate) - Installation of washing basin bench top and base strips					
6.	<u>Application of Finishing and Caring of Marble</u> - Marble finishing - Knowledge in caring of marble - Coarse grinding, fine grinding, polishing and crystallization treatment - Maintenance, stain removal and cleaning of types of stones			✓		76
7.	Coordination Work with Other Trades	✓				1
8.	Construction Materials Rigger*				✓	2
9.	Mid-term Assessment*				✓	1
10.	<u>Trade Test – Marble Worker (Fixing)*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Marble Worker (Polishing) Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge - Use of safety measures - Safety knowledge in using cutting tools 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Comprehend Principle of Marble Cutting Craft</u> <ul style="list-style-type: none"> - Points to note on cutting with hand tools - Preparation knowledge in cutting with portable stone cutter - Safety measures in cutting with cutting machine - Types of marble joints - Cutting of clip corner - Basic cutting method for pipe hole, switch box hole and washing basin hole (sinks) 				✓	106
4.	<u>**Marble Polishing Method</u> <ul style="list-style-type: none"> - Manual polishing method - Machine polishing method - Marble edge and surface polishing method 				✓	186
5.	<u>**Manual Push-grinding Skill</u> <ul style="list-style-type: none"> - Use 1000RPM grinding machine fitting in with sandpaper to grind the facing edge to photic surface of marble - Use slow rotating grinding machine fitting in with photic grinding disc to grind the facing edge to photic surface of granite - Cut large hole for washing basin, pipe hole and switch box hole with portable cutter - Grind oval facing hole with grinding machine 				✓	202

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Marble glue colour mixing and glue filling					
6.	<u>Application of Finishing and Caring of Marble</u> - Marble finishing - Knowledge in caring of marble - Coarse grinding, fine grinding, polishing and crystallization treatment - Maintenance, stain removal and cleaning of types of stones			✓		76
7.	<u>Coordination Work with Other Trades</u>	✓				1
8.	<u>Construction Materials Rigger*</u>				✓	2
9.	<u>Mid-term Assessment*</u>				✓	1
10.	<u>Trade Test – Marble Worker (Polishing)*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Metal Worker Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and measures - Points to note on use of electricity on site - Safety knowledge in working in confined space - Manual lifting and heavy load moving - Manual handling operation 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Metal Work Construction Drawings, Levelling and Setting out and Construction Specifications</u> <ul style="list-style-type: none"> - Knowledge in construction drawings - Points to note in construction rules and regulations - Read and comprehend knowledge in levelling, job lines and symbols etc. 		✓			7
4.	<u>**Use and Maintain Types of Tools and Machineries</u> <ul style="list-style-type: none"> - Use and maintain types of setting out and measuring tools - Use and maintain hand tools and portable power tools - Use and maintain 		✓			4

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	types of machineries					
5.	<u>**Basic Skills of Metal Worker</u> <ul style="list-style-type: none"> - Property of metal and its application - Use hack saw, file, drilling, threading, tapping - Use grinding machine (grinding, buffing care) - Metal connector and its application - Types of bolts, nuts, washers, screws and screw nails 				✓	42
6.	<u>**Operation of Welding and Manual Electric Arc Welding</u> <ul style="list-style-type: none"> - Basic principle of manual electric arc welding - Types, models, specifications, fabrication, function and selection principle of electrodes - Manual electric arc welding equipment (structure of welding machine, types and use of power supply) - Basic operation of soldering - Basic principle of manual electric arc welding - Basic principle of resistance welding - Basic principle of gas tungsten arc welding 				✓	80
7.	<u>Correct and Safe Use of Metal Scaffolding and Working Platform</u> <ul style="list-style-type: none"> - Legislation on erection of working platform - Skills and principle of erection of metal frame and working platform - Safety measures in 				✓	7

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	erection of metal frame and working platform - Read and comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form					
8.	<u>Safe Rigging with Crane/Hoist</u> - Principle of tying, securing and rigging - Safety knowledge and measures				✓	7
9.	<u>Thermal Energy Deformation Operation (Forging)</u>			✓		9
10.	<u>Operation of Types of Processing Machinery</u>				✓	40
11.	<u>Operation and Basic Principle of Cold State Deformation</u> - Application of cold state deformation				✓	22
12.	<u>Repair and Maintenance of Aluminum Window, Metal Railing and Metal Door</u> - Assemble and install aluminum window - Calibrate aluminum window - Application of repair of metal railing - Calibrate and repair metal door				✓	230
13.	<u>Fabricate and Install Metal Ladder, Hoarding and Auxiliary Components of Steel Structure</u> - Install metal ladder				✓	124

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Install hoarding - Fabricate auxiliary components of steel structure 					
14.	<u>Coordination Work with Other Trades</u>	✓				1
15.	<u>Mid-term Assessment*</u>				✓	1
16.	<u>Trade Test – Metal Worker*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training – Pilot Scheme
(Structured On-the-job Training)
Plumber Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures** - Points to note on use of electricity on site** - Working in confined space - Use and requirements of elevated working platform 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Understand the Requirements of the Water Supplies Department of the Government of the Hong Kong Special Administrative Region on Soldering Materials of Water Supply System, Including the Following Items:</u> <ul style="list-style-type: none"> - Procurement Standard: copper pipes, fittings and soldering materials must have lead-free certification document during procurement. - Monitoring of Construction: management staff must stringently inspect and monitor materials used on the site during construction to ensure that the pipes, fittings and soldering materials (lead free) comply with the Waterworks Regulations - Cleaning Standard: the whole water supply system must be washed after completion of joining the pipes. - Analysis of Water Sample: Water quality samples must be collected in all plumbing work. The test results must also strictly comply with the latest test parameter (lead, cadmium, chromium and nickel parameters) and its standard certification requirement issued by the Water Supplies Department. 		✓			1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
4.	<u>Read and Comprehend Pipework Schedule, Drawings and Construction Rules and Regulations</u> <ul style="list-style-type: none"> - Points to note on surveying and estimation - Points to note on construction rules and regulations** - Read and comprehend pipework schedule/construction with levelling, job lines and marks etc.** - Confirm the pipework line and location of pipe fitting to be used according to the drawing** - Calculate the required length and quantity of materials according to the drawing** - Requirements on types of pipework support 		✓			4
5.	<u>Correctly Use and Maintain Types of Hand Tools (Mechanical Tools)</u> <ul style="list-style-type: none"> - Maintain cutting tools** - Maintain abrasive wheel cutting-off machine** - Acetylene cutter and welding - Arc welding machine - Electric threading machine** - Copper pipe bending tool - PVC pipe bending device** - Blow torch furnace and container** 				✓	15
6.	<u>Correctly Use Types of Valves and Traps</u> <ul style="list-style-type: none"> - Globe valve (ball valve), gate valve - Safety valve, non-return valve, relief valve, types of taps, floating valve - P-trap, S-trap, bottle trap, types of antisiphonage traps** 			✓		15
7.	<u>Correctly Use Types of Pipes and Pipe Fitting</u> <ul style="list-style-type: none"> - Galvanized pipe and fitting** - Cast iron pipe and fitting** - Resin cast iron pipe and fitting** - Copper pipe and fitting - Unplasticized polyvinyl chloride (U.P.V.C) pipe and fitting, polyvinyl chloride (P.V.C.) pipe** - Ductile iron pipe, stainless steel pipe, polyethylene (PE) pipe and fitting - Operating method of pipe 			✓		25

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	bending** Copper pipe and PVC pipe					
8.	<u>**Install and Repair/Maintain Drainage Pipe System (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - One pipe drainage system - Two pipe drainage system - Single stack drainage system - Connection of cast iron pipe and fitting - Cast iron pipe connecting with galvanized pipe - Connection of resin cast iron pipe and fitting - Connection of galvanized pipe and fitting - Connection of polyvinyl chloride (P.V.C.) pipe and fitting - Points to note on holderbat installation 				✓	178
9.	<u>**Install and Repair/Maintain Supply Pipe System (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - Stannizing fusion (lead free materials) of copper pipe and fitting - Compression joining of copper pipe and fitting - Silver brazing fusion of copper pipe and fitting - Connection of polyethylene pipe and fitting - Connection of ductile iron pipe and stainless steel pipe and fitting - Process and standard of hydraulic pressure test, understanding of circulars of Water Supplies Department for water supply and introduction and maintenance Guidance in Quality Water Supply Scheme for buildings – fresh water; and potable water requirements and its impact to human beings. - Instant lead testing - Points to note on holderbat installation 				✓	240
10.	<u>Install and Repair/Maintain Sanitary Appliance Commonly</u>				✓	

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<u>Used (Including Application of ISO9000 Quality Checklist and Test-Acceptance)</u> <ul style="list-style-type: none"> - Installation and connection of basin, sink, shower tray/bath tub and fitting** - Installation and connection of flushing cistern, automatic scouring cistern for closet and urinal and fitting - Use resin glue to fill the joint between the sanitary appliance and tile** - Test standard of types of sanitary appliance and process of acceptance** 					92
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Construction Materials Rigger*</u>				✓	2
13.	<u>Mid-term Assessment*</u>				✓	1
14.	<u>Trade Test – Plumber*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Remark: The most basic principle for all plumber mid-term test and trade test: there must not be leakage from the pipe components after installation.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Refrigeration/Air-conditioning/Ventilation Mechanic (Air System) Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures - Points to note on site safety		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>**Enhance Skills Cognition in the Following Aspects</u> - Thickness and measurement of air duct sheet iron - Distance and specification of suspend bracket - Types and installation of fire damper - Air duct leakage control - Use of tools			✓		48
4.	<u>**Construction of Square Air Duct</u> - Types of connection, sliding seam, flange - Air duct reinforcement, thread forming, threaded rod, false flange - Drilling and connection of branch pipe - Material cutting and fabrication of square air duct - Application and installation of air regulating component - Types and installation of diffuser - Calculation of materials				✓	124

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
5.	<u>**Construction of Circular and Oval Air Duct</u> - Connection method - Types of suspend brackets - Drilling and connection - Material cutting and fabrication of circular air duct - Leakage test, pressure grades				✓	130
6.	<u>Installation of Types of Refrigerating Equipment</u> - Types of fans, fan coils - Air handling unit, fresh air unit - Exhaust hood, degreaser - Requirements on weight and shock proofing of equipment - Requirements on maintenance platform - Requirements on repair access and ceiling opening - Method to resolve water leaking from equipment				✓	158
7.	<u>Test Items</u> - Air duct leakage test - Measurement of air flow - Measurement of loss of static pressure - Fill in test form				✓	110
8.	<u>Coordination Work with Other Trades</u>	✓				1
9.	<u>Construction Materials Rigger*</u>				✓	2
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Refrigeration/ Air-conditioning/Ventilation Mechanic (Air System)*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Painter & Decorator Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>Related Knowledge in Plastering and Stuffing Filler</u> - Mix, plaster and stuff clear varnish double size powder plaster surface (ceiling and wall)** - Plaster and stuff surface ash (including stuffing ceramic tile filler) Knowledge in safety at work, use of tools, use of materials and construction procedures				✓	56.5
4.	<u>Knowledge in Brushing External Wall Coating Material</u> - Brush textured latex paint on plaster surface with 6-inch large flat brush** - Method of use of sealer, acrylic water and paint, water-base polyester paint - Related knowledge in safety at work, use of tools, use of materials and construction procedures				✓	60.5
5.	<u>Knowledge in Brushing Internal Wall Coating Material</u> - Brush emulsion paint (ceiling and wall) Method of use of 16-tip spread pen or 6-inch spread pen - Refine and stretch colour separation line on top of the wall in brushing emulsion paint with multi-function brush** - Handling of object plane of new and old plaster surface, wooden surface, gypsum board surface, old paint surface, method of use of				✓	60.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	primer paint - Knowledge in safety at work, use of tools, use of materials and construction procedures**					
6.	<u>**Painting of Oil-base Paint (Synthetic Enamel)</u> - Painting of oil-base paint (synthetic enamel) on gate surface - Painting with 2-inch/3-inch brushes - Handling of object plane of wooden and metal surfaces. Method of use of primer paint on wooden surface and metal surface - Painting of water-base synthetic enamel on metal surface - Painting of oil-base paint (synthetic enamel) on wooden surface - Painting of water-base synthetic enamel on wooden surface - Knowledge in safety at work, use of tools, use of materials and construction procedures				✓	80
7.	<u>Painting of Clear Lacquer</u> - Adjust ground pigment, paint clear lacquer on wooden surface and perform polishing - Knowledge in safety at work, use of tools, use of materials and construction procedures				✓	40
8.	<u>Application of Related Knowledge in Painting of Brushing Lacquer</u> - Plaster and stuff filler, adjust colour of brushing lacquer, paint brushing lacquer on wooden surface and perform polishing - Handling of object plane of wooden and metal surfaces - Method of use of primer paint on wooden and metal surfaces - Paint brushing lacquer on metal surface. Paint water-base brushing lacquer on wooden surface. Paint water-base brushing lacquer				✓	60

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	on metal surface. - Knowledge in safety at work, use of tools, use of materials and construction procedures					
9.	<u>Related Knowledge in Pasting Wallpaper</u> - Paste pattern matching wallpaper on plaster surface of ceiling and wall - Handling of object plane of new and old plaster surfaces, wooden surface, gypsum board surface and old paint surface - Use of primer paint. Paste commercial wallpaper. - Knowledge in safety at work, use of tools, use of materials and construction procedures				✓	60
10.	<u>Related Knowledge in Portraying Characters</u> - Draw/print Chinese and English characters of 100 mm respectively on paper - Knowledge on safety at work, use of tools, use of materials and construction procedures			✓		10
11.	<u>Knowledge in Paint Rolling with Roller</u> - How to roll water-base external wall paint on the wall with roller - Method of rolling sealer - Method of rolling water-base paint - Method of rolling oil-base paint - Method of rolling epoxy enamel paint - Method of rolling polyurethane coating			✓		20
12.	<u>Knowledge in Texture-spraying</u> - Paste polyethylene membrane on the non-working location of a specified plaster surface as protection, roll water-base sealer on the plaster surface - Method of spraying stone-effect paint				✓	60
13.	<u>Knowledge in Spray Painting</u>			✓		62.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Use masking tape and newspaper to protect the non-working location and polish the gate - Old brushing lacquer surface, spray brushing lacquer of specified colour on the gate - Handling of object plane. Method of spraying paint and multi-colour paint 					
14.	<u>Construction Materials Rigger*</u>				✓	2
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Mid-term Assessment*</u>				✓	1
17.	<u>Trade Test – Painter & Decorator*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Construction Plant Mechanic Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge - Understand safety measures - Occupational ethics		✓			10
2.	<u>**Types of Oil, Material and Tools Commonly Used</u> - Oils - Industrial diesel - Hydraulic oil - Engine oil - Transmission oil - Lubricating oil - Brake oil - Clutch oil - Materials - Mixed calico strips, pure cotton yarn - Environmental protection regulations on handling of waste oil and materials		✓			5
3.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
4.	<u>**Gas Welding and Electric Welding</u> - Electric arc welding machine - Acetylene welder - PVC pipe welding machine - Stannizing tools - Electro-fusion welder				✓	27.5
5.	<u>**Installation of Temporary Water Supply and Drainage System Equipment</u>			✓		40
6.	<u>Maintenance of Surveying Tools and Mechanical Equipment Commonly Used</u> - Measurement tools			✓		12
7.	<u>Use of Machine Tool</u>				✓	30
8.	<u>Concrete Mixing and Ramming Machines</u> - Ramming machines				✓	60
9.	<u>Repair and Maintenance of Mechanical System</u>		✓			30

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
10.	<u>Operation of Lifting Gear of Cranes and Signals Commonly Use</u>		✓			10
11.	<u>Maintenance and Repair of Types of Cranes</u> <ul style="list-style-type: none"> - Regular inspection and maintenance - Common faults and methods of elimination - Analysis of accidents 				✓	57.5
12.	<u>Maintenance and Repair of Types of Pneumatic Machinery</u> <ul style="list-style-type: none"> - Repair and maintenance of all systems of loadshifting machinery - Maintenance of all systems of loadshifting machinery 				✓	200
13.	<u>Installation and Maintenance of Types of Lifting Machinery Systems in Building Construction</u>			✓		50
14.	<u>Knowledge in Construction Plant Electrical and Control System and Practical Work</u>			✓		50
15.	<u>Coordination Work with Other Trades</u>	✓				1
16.	<u>Mid-term Assessment*</u>				✓	1
17.	<u>Trade Test – Construction Plant Mechanic*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Electrical Wireman Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Related Legislation, Code of Practice and Requirements</u> <ul style="list-style-type: none"> - Electricity Ordinance - Electricity Supply Regulations - Buildings Energy Efficiency Ordinance - Specifications for Projects of the Government of the Hong Kong Special Administration Region 		✓			50
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	15
3.	<u>**Use Hand Tools, Electric Tools, Measuring and Testing Meters</u> <ul style="list-style-type: none"> - Use types of hand tools and mechanical operation - Types of electric tools and mechanical operation - Operation of measuring and testing meters 			✓		100
4.	<u>**Comprehend Specifications of Electric Circuit and Circuit Drawing, Installation and Repair Manual</u> <ul style="list-style-type: none"> - Specifications of electric circuit and circuit drawing - Connection of electric circuit and circuit drawing - Installation specification - Repair electric circuit and circuit drawing - Identify types of cables 				✓	80
5.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures - Related circulars/guidelines - Practice occupational ethics of the trade - Knowledge on 		✓			12

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	environmental protection					
6.	<u>Fit and Assemble the Mechanical Parts of High Current Equipment</u> <ul style="list-style-type: none"> - Mechanical parts of electric current equipment - Fit low voltage switchboard panel - Maintain low voltage switchboard panel 			✓		100
7.	<u>Install Electric Meter, Instrument, Protective Relay and Related Equipment</u> <ul style="list-style-type: none"> - Install electric meter and instrument - Install protective relay - Install related equipment 				✓	100
8.	<u>Wiring for Control Circuit, Indicating and Alarm System etc.</u>				✓	80
9.	<u>Control Approved Mechanical Hauling and Lifting Equipment</u> <ul style="list-style-type: none"> - Safety measures on lifting equipment - Control mechanical hauling 				✓	20
10.	<u>Maintain, Inspect and Repair Faults in Electrical and Mechanical Installations</u> <ul style="list-style-type: none"> - Inspect electrical equipment - Install, repair and rewind generator of electric motor and transformer 			✓		40
11.	<u>Coordination Work with Other Trades</u>	✓				1
12.	<u>Mid-term Assessment*</u>				✓	1
13.	<u>Trade Test – Electrical Wireman*</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Fire Service Electrical Fitter Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Application of protective equipment - Safe operation in confined space - Legislative requirements on occupational health and safety - Safe handling of general chemicals 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	9
3.	<u>Types of Basic Fire Service Installations</u> <ul style="list-style-type: none"> - Forming factors of fire - Methods to extinguish tinder - Types and application of basic fire service installations 	✓				6
4.	<u>Execute Simple Maintenance and Repair of Fire Service Components</u> <ul style="list-style-type: none"> - Concept of maintaining and repairing fire service components - Method and procedure of simple maintenance and repair of fire service components 			✓		13.5
5.	<u>Electrician Materials and Electrical Equipment</u> <ul style="list-style-type: none"> - Function and application conditions of electrician materials and electrical equipment fitting - Selection of electrician materials and electrical equipment fitting 		✓			6
6.	<u>**Execute Routine Electrical Wiring</u> <ul style="list-style-type: none"> - Principle of electrical wiring - Execute routine electrical wiring 			✓		6
7.	<u>Application of Basic Fire Service Installation</u> <ul style="list-style-type: none"> - Residential, industrial and commercial buildings - Fire service installation and equipment that must be installed 			✓		7
8.	<u>Draw Simple Fire Service Installation Work Drawing</u> <ul style="list-style-type: none"> - Draw fire service installation work drawing - Draw simple fire service 			✓		35

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	installation work drawing					
9.	<u>**Execute Basic Installation of Fire Detection and Alarm System and Equipment</u> <ul style="list-style-type: none"> - Function and knowledge in basic installation of fire detection and alarm system and equipment - Carry out basic installation of fire detection and alarm system and equipment 			✓		20
10.	<u>Execute Basic Installation of Fire Service Power Supply and Control Equipment</u> <ul style="list-style-type: none"> - Function and knowledge in basic installation of fire service power supply and control equipment - Carry out basic installation of fire service power supply and control equipment 			✓		12
11.	<u>**Use Basic Fire Service Installation Checking Instrument</u> <ul style="list-style-type: none"> - Basic knowledge in fire service installation checking instrument - Use basic fire service installation checking instrument - Basic checking of fire service installation 				✓	22
12.	<u>**Use of Electrical Installation, Circuit and Wiring Drawings</u> <ul style="list-style-type: none"> - Application of electrical installation and wiring drawings and information - Carry out electrical and mechanical installation and testing to select electrical installation - Information on control circuit and wiring drawings - Complete installation and testing of related electrical system 				✓	30
13.	<u>Code of Practice and Legislation on Application of Fire Service Installation and Equipment</u> <ul style="list-style-type: none"> - Code of practice and legislation on fire service installation and equipment 		✓			6
14.	<u>Use Fire Detection and Alarm System and Equipment</u> <ul style="list-style-type: none"> - Use fire detection and alarm system and equipment 		✓			6
15.	<u>**Install Fire Service Power Supply and Control Equipment</u> <ul style="list-style-type: none"> - Knowledge/method and procedure of installing fire service power supply and control 				✓	30.5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	equipment - Professional handling of installation of fire service power and control equipment					
16.	<u>Monitor Installation of Fire Service Equipment</u> - Work process, standard and requirement of installing fire service equipment - Monitor installation of fire service equipment - Quality of installing fire service equipment				✓	20
17.	<u>Check & Accept and Adjust & Test Electrical and Mechanical Installation of Fire Service System/Fire Detection/Alarm Installation</u> - Knowledge in checking & accepting and adjusting & testing electrical and mechanical installation of fire service system - Method and procedure of checking & accepting and adjusting & testing electrical and mechanical installation of fire service system - Professional handling of checking & accepting and adjusting & testing system and installation				✓	30
18.	<u>**Fire Service System Equipment</u> - Structure and operating principle of fire service system equipment - Method and procedure of maintaining and repairing fire service system and equipment - Professional handling of maintaining and repairing fire service system and equipment - Execute management of operating, repairing and maintaining types of fire service installation			✓		28
19.	<u>Coordination Work with Other Trades</u>	✓				1
20.	<u>Mid-term Assessment*</u>				✓	1
21.	<u>Trade Test – Fire Service Electrical Fitter*</u>				✓	1
Total:						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the mid-term assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Fire Service Mechanical Fitter Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Application of personal protective equipment - Safe operation in confined space - Legislative requirements on occupational health and safety - Safe handling of general chemicals 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	9
3.	<u>Types of Basic Fire Service Installations</u> <ul style="list-style-type: none"> - Forming factors of fire - Methods to extinguish tinder - Types and applications of basic fire service installations 	✓				6
4.	<u>**Identify Types of Pipework Materials and Scope of Application</u> <ul style="list-style-type: none"> - Pipework materials - Identify application of types of pipework 		✓			6
5.	<u>Execute Simple Maintenance and Repair of Fire Service Components</u> <ul style="list-style-type: none"> - Concept of maintaining and repairing fire service components - Method and procedure of simple maintenance and repair of fire service components 			✓		13.5
6.	<u>**Install Pipework</u> <ul style="list-style-type: none"> - Install general PVC pipework and fitting - Install ferrous (steel/stainless steel/galvanized iron) pipework and fitting - Install non-ferrous (copper/ 				✓	40

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	aluminum) pipework and fitting - Install cast iron pipework and fitting, basic manual (electrode) electric arc welding - Basic oxy-acetylene welding and cutting					
7.	<u>Application of Basic Fire Service Installation</u> - Fire service installation and equipment that must be installed in residential, industrial and commercial buildings			✓		7
8.	<u>Draw Simple Fire Service Installation Work Drawing</u> - Draw fire service installation work drawing			✓		15
9.	<u>**Execute Basic Installation of Water Using Fire Service Mechanical Fitting</u>			✓		15
10.	<u>Execute Basic Installation of Non-water Using Fire Service Mechanical Fitting</u> - Carry out basic installation of non-water using fire service mechanical fitting			✓		7
11.	<u>**Use Basic Fire Service Installation Checking Instrument</u> - Basic knowledge in fire service installation checking instrument - Use basic fire service installation checking instrument - Basic checking of fire service installation				✓	22
12.	<u>Carry Out Examination on General Lifting Appliances and Lifting Gear</u> - Operating principle of lifting appliances and lifting gear and relevant legislation on examination - Examination of lifting appliances and lifting gear			✓		33.5
13.	<u>Pipework Cutting and Welding</u> - Safe operation and maintenance of abrasive wheel				✓	32

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	<ul style="list-style-type: none"> - Carry out manual (electrode) electric arc welding on different steel materials according to the drawing - Carry out oxy-acetylene welding and cutting according to the drawing 					
14.	<u>Code of Practice and Legislation on Application of Fire Service Installation and Equipment</u> <ul style="list-style-type: none"> - Code of practice and legislation on fire service installation and equipment - Code of practice and legislation on fire service installation and equipment 		✓			6
15.	<u>Use Centrifugal Water Pump and Knowledge in Water Pipe System</u>			✓		5
16.	<u>**Knowledge in Water Using Fire Service System and Equipment</u> <ul style="list-style-type: none"> - Knowledge in water using fire service system equipment - Knowledge in non-water using fire service system and equipment 		✓			6
17.	<u>Install Fire Service Mechanical Equipment</u> <ul style="list-style-type: none"> - Install fire pump 			✓		6
18.	<u>Check & Accept and Adjust & Test Electrical and Mechanical Installation of Fire Service System</u> <ul style="list-style-type: none"> - Method and procedure of checking & accepting and adjusting & testing electrical and mechanical installation of fire service system 				✓	30
19.	<u>**Fire Service System Equipment</u> <ul style="list-style-type: none"> - Structure and operating principle of fire service system equipment - Method and procedure of maintaining and repairing fire service system and equipment - Professional handling of maintaining and repairing fire service system and 			✓		28

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	equipment - Execute management of operating, repairing and maintaining types of fire service installation					
20.	<u>Coordination Work with Other Trades</u>	✓				1
21.	<u>Mid-term Assessment*</u>				✓	1
22.	<u>Trade Test – Fire Service Mechanical Fitter*</u>				✓	1
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the Mid-term Assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Joiner Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and measures - Points to note on safe use of electricity on site - Safety knowledge in working environment - (Industry ethics)		✓			14
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	15
3.	<u>**Safety Course for Polishing*</u>		✓			1
4.	<u>Understand Hand Tools Commonly Used, Use and Maintenance of Hand Tools</u> - Safety Use and Maintenance of Woodworking Machinery - Connection of Tenon in carpenter industry - Skill and method of formwork assembling		✓	✓		47.5
5.	<u>Understand Woodworking Machinery Commonly Used, Use and Maintenance of Woodworking Machinery</u> - Safety Use and Maintenance of Woodworking Machinery - Safety Use and Maintenance of Electrical Tools - Safety Use and Maintenance of Pneumatic tool			✓		70
6.	<u>Understand the Wooden Material, Plywood, Adhesive and type of Screw and theory of related skill</u> - Types and nature of Wooden Material, Plywood - Types and Application of	✓				24

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	Adhesive - Types and Application of Screw					
7.	<u>Read and Understand of Woodworking Construction Drawing</u> - Working arrangement and Calculation of Material - Ensure the size			✓		45
8.	<u>Operation of Building Joiner</u> - Fabricate and Install door frame and ink line - Install Door lock - Fabricate and Install closet - Fabricate and Install floor and parts - Install Ceiling - Install imitation-marble				✓	380.5
9.	<u>Coordination Work with Other Trades</u>	✓				1
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Joiner</u>				✓	1
Total :						600

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the Mid-term Assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Bricklayer Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures - Relevant circulars / guidelines - Learn and practice occupational ethics of the trade - Learn environmental protection knowledge 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	9
3.	<u>**Operation of Types of Machinery</u> <ul style="list-style-type: none"> - Operation of types of hand tools and machineries - Maintenance and operation of machinery 		✓			2
4.	<u>**Construction Drawings</u> <ul style="list-style-type: none"> - Construction procedures/ specifications - Operation of levelling and setting out - Terms and symbols of construction drawings - Maintenance of levelling and setting out construction marks 			✓		21
5.	<u>**Operation of Working Platform</u> <ul style="list-style-type: none"> - Legislation on erection of working platform - Skills principle and safety measures on erection of metal frame and working platform - Comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform 				✓	5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	- Regular inspection and repair according to quality inspection form					
6.	**General Knowledge in Manual Lifting <ul style="list-style-type: none"> - Cause of injury in hauling heavy load - Correct method in manual lifting and hauling - Basic care for lower back 	✓				1
7.	**Rules and Regulations/ System in Skills Training and Occupational Ethics <ul style="list-style-type: none"> - Occupational ethics in construction 		✓			1
8.	**Skills Training (Phase 1) <ul style="list-style-type: none"> - Construct and lay brick walls/components - Construction drawings, understand related materials and construction procedures - Types of brick components and their application - Electrical mortar mixing/ hand mixing and operating methods - Construct and lay types of brick walls 				✓	124
	**Skills Training (Phase 2) <ul style="list-style-type: none"> - Knowledge in laying of damp proof material in brick walls - Concrete components and mixing and casting operation - Operating method of joints between new and old brick walls - Construct and lay brick wall to specified height/ length - Skills in restoring brick components of types of brick walls 				✓	123
9	<u>Construction Materials Rigger*</u>				✓	2

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Bricklayer*</u>				✓	2
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the Mid-term Assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Plasterer Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> - Basic safety knowledge and safety measures - Relevant circulars / guidelines - Learn and practice occupational ethics of the trade - Learn environmental protection knowledge		✓			10
2.	<u>Enrichment Programme*</u> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement	✓	✓		✓	9
3.	<u>**Operation of Types of Machinery</u> - Operation of types of hand tools and machineries - Maintenance and operation of machinery		✓			2
4.	<u>**Construction Drawings</u> - Construction procedures/ specifications - Operation of levelling and setting out - Terms and symbols of construction drawings - Maintenance of levelling and setting out construction marks			✓		21
5.	<u>**Operation of Working Platform</u> - Legislation on erection of working platform - Skills principle and safety measures on erection of metal frame and working platform - Comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form				✓	5

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
6.	<u>**General Knowledge in Manual Lifting</u> - Cause of injury in hauling heavy load - Correct method in manual lifting and hauling - Basic care for lower back	✓				1
7.	<u>**Rules and Regulations/System in Skills Training and Occupational Ethics</u> - Occupational ethics in construction		✓			1
8.	<u>**Skills Training</u> <u>**Wall Plastering and Slab Paving</u> <u>** (Phase 1)</u> - Fit in with construction drawing and understand construction procedures - Plastering materials and mortar, hand and mechanical mixing of mortar				✓	124
	<u>**Skills Training</u> <u>Wall Plastering and Slab Paving</u> <u>(Phase 2)</u> - Plaster finishing coat: trade skills in ceramic tile, mosaic tile, surface grinding, smoothing and arris - Trade skills in slab paving and smoothing - Trade skills in restoring types of damaged and cracked plaster				✓	123
9.	<u>Construction Materials Rigger*</u>				✓	2
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Plasterer*</u>				✓	2
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the Mid-term Assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Advanced Construction Manpower Training Scheme – Pilot Scheme
(Structured On-the-job Training)
Tiler Training Course
Proposed Training Syllabus

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
1.	<u>**Safety Codes and Related Knowledge</u> <ul style="list-style-type: none"> - Basic safety knowledge and safety measures - Relevant circulars / guidelines - Learn and practice occupational ethics of the trade - Learn environmental protection knowledge 		✓			10
2.	<u>Enrichment Programme*</u> <ul style="list-style-type: none"> - Safety Training - Technology & Innovation - Empowerment - Skill Enhancement 	✓	✓		✓	9
3.	<u>**Operation of Types of Machineries</u> <ul style="list-style-type: none"> - Operation of types of hand tools and machineries - Maintenance and operation of machineries 		✓			2
4.	<u>**Construction Drawings</u> <ul style="list-style-type: none"> - Construction procedures/ specifications - Operation of levelling and setting out - Terms and symbols of construction drawings - Maintenance of levelling and setting out construction marks 			✓		19
5.	<u>**Operation of Working Platform</u> <ul style="list-style-type: none"> - Legislation on erection of working platform - Skills, principle and safety measures on erection of metal frame and working platform - Read and comprehend the structure of metal frame and working platform - Erect and dismantle metal frame and working platform - Regular inspection and repair according to quality inspection form 				✓	5
6.	<u>**General Knowledge in Manual Lifting</u> <ul style="list-style-type: none"> - Cause of injury in hauling heavy load - Correct method in manual lifting 	✓				1

Item	Description	Expectation of achievement level				Training Days
		General	Knowledge	Experience	Capability	
	and hauling - Basic care for lower back					
7.	<u>**Rules and Regulations/System in Skills Training and Occupational Ethics</u> - Occupational ethics in construction		✓			1
8.	<u>**Pave Wall Ceramic Tiles/Mosaic Tiles</u> <u>*(Phase 1)</u> - Fit in with construction drawings and understand construction procedures - Electrical mortar mixing/hand mixing and operating methods - Pave internal and external wall ceramic tiles				✓	124
	<u>Pave Wall Ceramic Tiles/Mosaic Tiles</u> <u>(Phase 2)</u> - Pave floor tiles/mosaic tiles - Pave wall terra cotta tiles - Pave precast terrazzo wall and floor slab - Restoration skills and coordination of types of bricks and tiles - Use resin glue to fill the edges of washing basin, bath tub, sanitary appliance, door and window frame				✓	123
9.	<u>Construction Materials Rigger*</u>				✓	2
10.	<u>Mid-term Assessment*</u>				✓	1
11.	<u>Trade Test – Tiler*</u>				✓	2
Total :						300

*Training/assessment/testing items provided by the CIC

**Training contents to be learnt by trainees before the Mid-term Assessment. The degree of in-depthness will be decided by the arrangement of the training course.

Supervisory Check for Trainee Applicants
Eligibility Checking and
Trainee Summary Record

Annex 10

Objective: To have a supervisory check (counter-check) of the accuracy about the records input in database (computer system) against the information received through application form or notification on the check date.

Scheme : CCTS / CCTS-E&M / ITCTS(SEC)/ ITCTS / ACMTS - SOJ / ACMTS - SEC *(Please Circle)*

Database of Trainee Summary (Trainee Registration)			
Checklists	Conformity		
	Yes	No	N/A
1. Trainee Applicants' Eligibility Checking under TMS - Any subsidies paid by the CIC/HKIC or Intake the CIC/HKIC course within one year previously?			
2. Trainee Applicants' Eligibility Checking under TTMS - Any qualification of Intermediate Trade Test or Trade test under same trade?			
3. Trainee Applicants' Eligibility Checking under Worker Registration System (Website) - Any qualification of Worker Registration under same trade?			
4. Does the record input into TMS accurately?			
5. Does the record input into the relevant trainee database (including Intake, Drop-out and Graduated) ?			

Supervisory Check Date: _____

First Checker: _____ Signature and date: _____

Supervisory Checker: _____ Signature and date: _____



Advanced Construction Manpower Training Scheme - Pilot Scheme (Structured On-the-job) Application Form

(CIC/HKIC Use)

No.: _____

Date of Rec: _____

Last Update: _____

Code: 6____ - ____ - A____

Part I: Information of Applicant (Employer)	
Name of company : _____ (Please attach copy of a valid Business Registration Certificate)	
Name of Person-in-charge : _____	Position : _____
Telephone No. : _____	Email : _____

Part II: Eligibility of Applicant/ Employer shall meet at least ONE of the following requirements :	Please put "✓" in the box
a. Main Contractor/Members of the Hong Kong Construction Association	<input type="checkbox"/>
b. Contractors who have paid construction levy to the CIC within the past five years	<input type="checkbox"/>
c. Members of the Hong Kong Construction Sub - Contractors Association	<input type="checkbox"/>
d. Members of Hong Kong Plumbing & Sanitary Ware Trade Association	<input type="checkbox"/>
e. Members of Hong Kong Federation of Electrical and Mechanical Contractors Limited	<input type="checkbox"/>
f. Members of Labour Union (Construction)–Related Employer	<input type="checkbox"/>
g. Sub-contractors who are under employment of these contractors mentioned in (a) or (b)	<input type="checkbox"/>
h. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the Registered no.: _____)	<input type="checkbox"/>
i. Owners of refurbishment, repair and maintenance projects or new projects	<input type="checkbox"/>

Part III. Information of Construction Site
(1) Reference number of the main construction contract : _____
(2) Name of Main Contractor of the above contract : _____
<i>Applicants must provide the contract copy including the following:</i>
(i) Name of main construction contract (iii) Name of main contractor (v) End date of construction project/duration
(ii) Reference number of main contractor contract (iv) Start Date of construction project (vi) Signing page of both parties

Part IV: Particulars of Proposed Trainee (Employee)	
<i>For each proposed trainee, please provide a copy of monthly wage employment contract and copy of Intermediate Trade Test card (both front and back sides).</i>	
Name in Chinese: _____	HKID No.: _____
Name in English: _____	Telephone No.: _____
Name in Chinese: _____	HKID No.: _____
Name in English: _____	Telephone No.: _____
Name in Chinese: _____	HKID No.: _____
Name in English: _____	Telephone No.: _____
(If necessary, you may use the part "Additional Information".)	

Part V: Particulars of Proposed Trainer

For each proposed trainer, please provide a copy of Trade Test card (both front and back sides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. Please note that the ratio of trainer to trainees is 1:6.

Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:

(If necessary, you may use the part "Additional Information".)

Part VI: Work Trade (one Application Form per each Trade)

<input type="checkbox"/> Bamboo Scaffolder	<input type="checkbox"/> Concretor	<input type="checkbox"/> Leveller	<input type="checkbox"/> Carpenter (Formwork - Building / Civil Construction)
<input type="checkbox"/> Bar Bender and Fixer	<input type="checkbox"/> Ground Investigation Operator	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> Marble Worker (Polishing/Fixing)
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Electrical Wireman	<input type="checkbox"/> Metal Scaffolder	<input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Fire Service Electrical Fitter	<input type="checkbox"/> Construction Plant Mechanic	<input type="checkbox"/> Rigger/Metal Formwork Erector
<input type="checkbox"/> Tiler	<input type="checkbox"/> Fire Service Mechanical Fitter	<input type="checkbox"/> Painter and Decorator	<input type="checkbox"/> Tower Crane Erection & Dimantling Worker's Assistant
<input type="checkbox"/> Plumber	<input type="checkbox"/> General Welder	<input type="checkbox"/> Tunnel Worker	<input type="checkbox"/> Joiner
<input type="checkbox"/> Drainlayer			

Part VII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme. It normally takes one to two years depending on the trade.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe

and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.

6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that our employee(s) shall hold the qualification of the ITT for the same trade and obtain the relevant post-qualification working experience of not more than 2 years.
10. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document of ACMTS-Pilot Scheme (Structured On-the-job) as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part VIII: Personal Data Collection Statement

《Personal Data Collection Statement》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- ☐ I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

Authorized signature _____ Company chop _____
 Name: _____ Position: _____
 Date: _____

For CIC/HKIC use			
Endorsement:		Date:	

Please attach copy of the following documents and put <input checked="" type="checkbox"/> in the box below:
<input type="checkbox"/> Business Registration Certificate
<input type="checkbox"/> Contract of Construction Project copy, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration of the project, and (6) signing page of both parties
<input type="checkbox"/> Trade Test card copy (both front and back sides) of each proposed trainer
<input type="checkbox"/> CV of each proposed trainer, showing required relevant working experience
<input type="checkbox"/> Monthly wage employment contract of each proposed trainee
<input type="checkbox"/> Intermediate Trade Test card copy (both front and back sides) of each proposed trainee

Additional Information

Continued – Part IV: Particulars of Proposed Trainee (Employee)

For each proposed trainee, please provide a copy of monthly wage employment contract and copy of Intermediate Trade Test card (both front and back sides).

Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:

Continued – Part V: Particulars of Proposed Trainer

For each proposed trainer, please provide a copy of Trade Test card (both front and back sides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. Please note that the ratio of trainer to trainees is 1:6.

Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:

Appendix - Terms and Conditions

1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the CIC/HKIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any employer that submit an application to participate in the Scheme launched by the CIC/HKIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC/HKIC.
- (d) **CIC** means the Construction Industry Council. **HKIC** means the Hong Kong Institute of Construction.
- (e) **CITB** means the Construction Industry Training Board.
- (f) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC/HKIC.
- (g) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).
- (h) **Main Contractor** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (i) **Notification of Approval** means the letter issued by the CIC/HKIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (j) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (k) **Scheme** means the collaborative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (l) **Sub-contractor** means the contractor who entered into a sub-contract [(whether a valid on-going contract or a soon-to-start contract)] with the Main Contractor to undertake all or part of the construction contract.
- (m) **Interpretation**

In the terms and conditions of the Agreement, except where the context otherwise requires:

- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and
- (iii) headings are for ease of reference only and do not affect interpretation.

No principles of construction shall apply to the disadvantage of a party because that party was responsible for the preparation of the terms and conditions of the Agreement or any part of it.

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC/HKIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved trainees within 3 months from the Commencement Date. Approved training places will be forfeited if the Applicant does not do so within such time period. If the Applicant wishes to continue participating in the Scheme, a new application must be submitted.
- 2.3 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.

3 Training Subsidies

- 3.1 The CIC/HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC/HKIC:
- (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects; and
 - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

4 Insurance

- 4.1 The Applicant shall ensure that it and its Sub-contractors, agents or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including contractors' all risk insurance, third party liability, employees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the trainings under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

- 5.1 The CIC/HKIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant and / or its Sub-contractor shall at any time become bankrupt/insolvent, undergoes or will undergo receivership or liquidation, or if a petition for liquidation, bankruptcy or receivership (whether voluntary or involuntary, save for the purpose of reconstruction or amalgamation) is filed against the Applicant and / or its Sub-contractor, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC/HKIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.

6 Probity

- 6.1 The Applicant shall prohibit its employees, agents, Sub-contractors and Participants (whether they are employees of the Applicant or its Sub-contractors) who are involved in the Scheme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201) when conducting business in connection with the Scheme.

7 Personal Data Collection

- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC/HKIC and through the CIC/HKIC to the relevant authorities and/or organizations which subsidize the Scheme.
- 7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC/HKIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.
- 7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC/HKIC in accordance with the data access procedures stipulated on the CIC/HKIC website <http://www.CIC/HKIC.hk>.

8 Indemnity

- 8.1 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

9 Liability of CIC/HKIC

- 9.1 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

10 Termination of Approved Project

- 10.1 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies in the event that the Applicant and/or the Sub-contractors are in breach of the terms stipulated in the Agreement.
- 10.2 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Applicant and/or Sub-contractors.

11 Settlement of Disputes

- 11.1 In relation to any dispute or difference arising out of or in connection with the Scheme, the parties shall first try to resolve the dispute or difference amicably by good faith negotiations between senior representatives of the related parties. In the event that the dispute or difference remains unresolved 28 days after the commencement of such negotiations, the dispute shall then be referred to mediation at the Hong Kong International Arbitration Centre (HKIAC) and in accordance with its Mediation Rules. If the mediation is abandoned by the mediator or is otherwise concluded without the dispute or difference being resolved, then such dispute or difference shall be referred to and determined by arbitration at the HKIAC in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609) or any statutory modification thereof for the time being in force and any such reference shall be deemed to be a submission to arbitration within the meaning of such Ordinance. Any such reference to arbitration shall be made within 90 days of either the refusal to mediate or the failure of the mediation.

12 Governing Laws and Jurisdiction

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.



**Sample of Advanced Construction
Manpower Training Scheme
Pilot Scheme (Structured On-the-job)
Application Form**

(For CIC/HKIC Use)

No. : _____

Date of Rec : _____

Last Update : _____

Code: A____ - 6____ - ____

Part I: Information of Applicant (Employer)	
Name of company : 建設香港工程有限公司	(Please attach copy of a valid Business Registration Certificate)
Name of Person-in-charge : 陳大文	Position : 董事
Telephone No. : 2100 1234	Email : construction@mail.com

Part II: Eligibility of Applicant/ Employer shall meet at least ONE of the following requirements :	Please put "✓" in the box
a. Main Contractor/Members of the Hong Kong Construction Association	<input type="checkbox"/>
b. Contractors who have paid construction levy to the CIC within the past five years	<input type="checkbox"/>
c. Members of the Hong Kong Construction Sub- Contractors Association	<input type="checkbox"/>
d. Members of Hong Kong Plumbing & Sanitary Ware Trade Association	<input type="checkbox"/>
e. Members of Hong Kong Federation of Electrical and Mechanical Contractors Limited	<input type="checkbox"/>
f. Members of Labour Union (Construction)-Related Employer	<input type="checkbox"/>
g. Sub-contractors who are under employment of these contractors mentioned in (a) or (b)	<input type="checkbox"/>
h. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the Registered no.: R123456)	<input checked="" type="checkbox"/>
i. Owners of refurbishment, repair and maintenance projects or new projects	<input type="checkbox"/>

Part III. Information of Construction Site
(1) Reference number of the main construction contract : xx 發展項目(編號: 12345)
(2) Name of Main Contractor of the above contract : xxxx 建築有限公司
<i>Applicants must provide the contract copy including the following:</i>
(i) Name of main construction contract (iii) Name of main contractor (v) End date of construction project/duration
(ii) Reference number of main contractor contract (iv) Start Date of construction project (vi) Signing page of both parties

Part IV: Particulars of Proposed Trainee (Employee)	
<i>For each proposed trainee, please provide a copy of monthly wage employment contract and copy of Intermediate Trade Test card (both front and back sides).</i>	
Name in Chinese: 李一君	HKID No.: A 123456(7)
Name in English: Lee Yat Kwan	Telephone No.: 9876 5432
Name in Chinese: 張曉明	HKID No.: Z 789123(0)
Name in English: Cheung Hiu Ming	Telephone No.: 9888 5555
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:
(If necessary, you may use the part "Additional Information".)	

Part V: Particulars of Proposed Trainer

For each proposed trainer, please provide a copy of Trade Test card (both front and back sides) and CV. The CV should show the proposed trainer possessed the required relevant working experience. Please note that the ratio of trainer to trainees is 1:6.

Name in Chinese: 王強	HKID No.: G987654(A)
Name in English: Wong Keung	Telephone No.: 9888 1111
Name in Chinese:	HKID No.:
Name in English:	Telephone No.:

(If necessary, you may use the part "Additional Information".)

Part VI: Work Trade (one Application Form per each Trade)

<input type="checkbox"/> Bamboo Scaffolder	<input type="checkbox"/> Concretor	<input type="checkbox"/> Leveller	<input type="checkbox"/> Carpenter (Formwork - Building / Civil Construction)
<input type="checkbox"/> Bar Bender and Fixer	<input type="checkbox"/> Ground Investigation Operator	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> Marble Worker (Polishing/Fixing)
<input type="checkbox"/> Bricklayer	<input checked="" type="checkbox"/> Electrical Wireman	<input type="checkbox"/> Metal Scaffolder	<input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Fire Service Electrical Fitter	<input type="checkbox"/> Construction Plant Mechanic	<input type="checkbox"/> Rigger/Metal Formwork Erector
<input type="checkbox"/> Tiler	<input type="checkbox"/> Fire Service Mechanical Fitter	<input type="checkbox"/> Painter and Decorator	<input type="checkbox"/> Tower Crane Erection & Dimantling Worker's Assistant
<input type="checkbox"/> Plumber	<input type="checkbox"/> General Welder	<input type="checkbox"/> Tunnel Worker	<input type="checkbox"/> Joiner
<input type="checkbox"/> Drainlayer			

Part VII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme. It normally takes one to two years depending on the trade.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and

reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.

6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that our employee(s) shall hold the qualification of the ITT for the same trade and obtain the relevant post-qualification working experience of not more than 2 years.
10. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document of ACMTS-Pilot Scheme (Structured On-the-job) as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part VIII: Personal Data Collection Statement

《Personal Data Collection Statement》

1. The information you provide to the Construction Industry Council or Hong Kong Institute of Construction ("the CIC or HKIC"), including any personal data as defined in the Personal Data (Privacy) Ordinance (the Ordinance), will be used solely for purposes related to the activities of the CIC or HKIC.
 2. To keep you informed of CIC or HKIC activities and industry developments which may be of interest, the CIC or HKIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
 3. The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
 4. It is obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a "✓" in the box below.
 5. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC or HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- ☐ I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

Signature

T.M. Chan



Authorized signature

Company chop

Name: _____ Position: _____

Date: _____

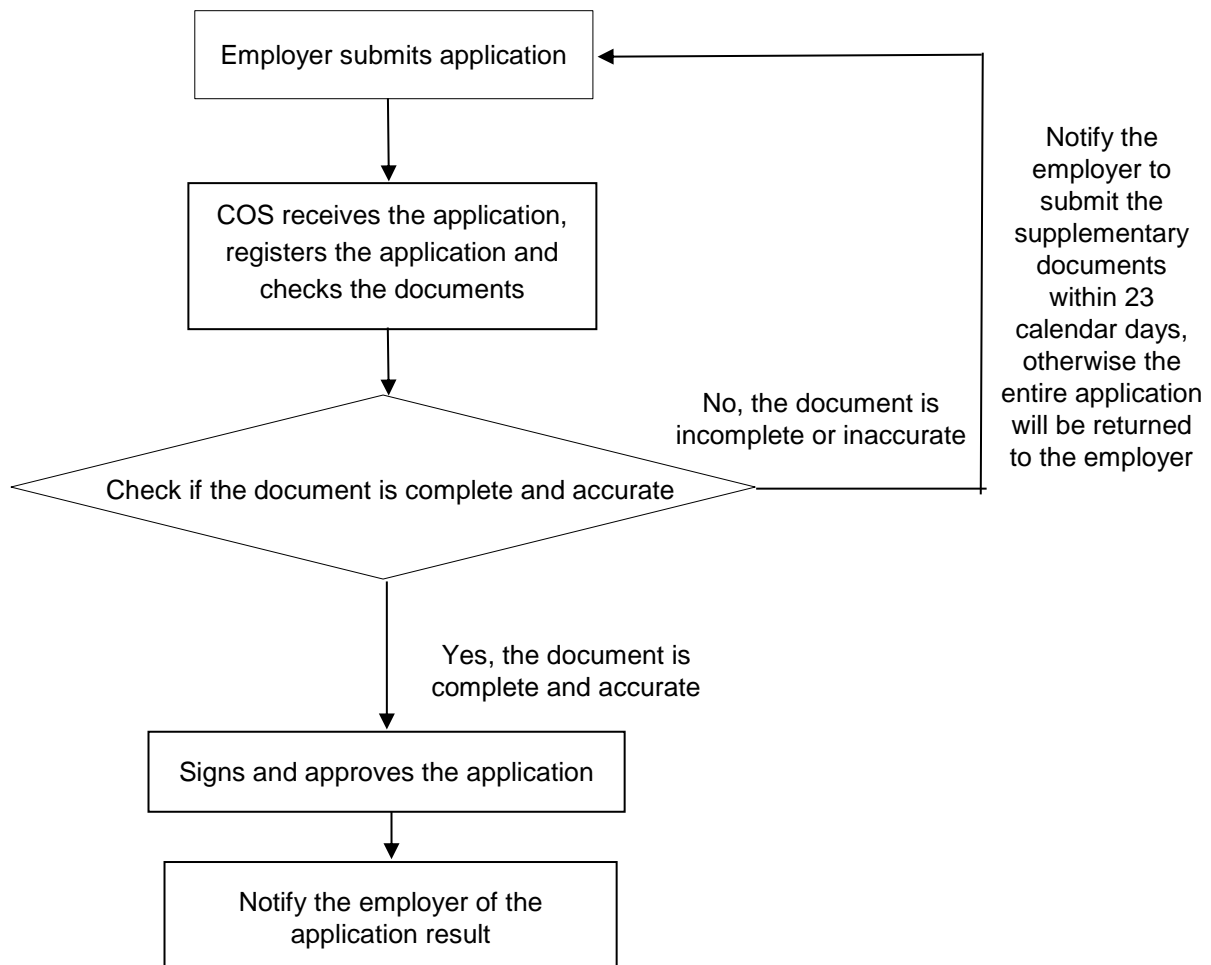
For CIC/HKIC use			
Endorsement:		Date:	

Please attach copy of the following documents and put ☒ in the box below:

- | |
|--|
| <input type="checkbox"/> Business Registration Certificate |
| <input type="checkbox"/> Contract of Construction Project copy, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration of the project, and (6) signing page of both parties |
| <input type="checkbox"/> Trade Test card copy(both front and back sides) of each proposed trainer |
| <input type="checkbox"/> CV of each proposed trainer, showing required relevant working experience |
| <input type="checkbox"/> Monthly wage employment contract of each proposed trainee |
| <input type="checkbox"/> Intermediate Trade Test card copy (both front and back sides) of each proposed trainee |

Procedure and Flowchart for Handling Scheme Application

Handling Procedure
1. COS receives the application
2. A-COS register the application and O-COS check whether the documents are complete and accurate. The employer shall submit the following documents to CIC/HKIC for checking: (2.1) Application Form ; (2.2) Copy of Business Registration Certificate (if applicable) ; (2.3) Copy of employment contract of the proposed trainee (if applicable) ; (2.4) Copy of Intermediate Trade Test Certificate of the proposed trainee (if applicable) ; (2.5) Proof of working experience such as CV and Copy of Trade Test Certificate of the proposed site trainer; (2.6) Contract of Construction Project which the training is provided to the proposed trainee.
3. Notify the employer of any follow-up details The employer is required to submit the supplementary documents within 23 calendar days after receiving the email notification from CIC/HKIC. Otherwise, the application package in its entirety will be returned to the employer. The service pledge of completing the whole application process within 17 calendar days will begin upon the resubmission of complete and accurate documents from the employer. In the event that the application is returned, the employer must resubmit the full set of documents to CIC/HKIC for re-processing.
4. If the documents are complete and accurate, CIC/HKIC will process the application.



Sample

Annex 14

Application No.: _____
(To be filled by the CIC)
Date Received: _____

Advanced Construction Manpower Training Scheme

- Pilot Scheme (Structured On-the-Job)

Progress Report (Month) to (Month) (Year)

Name of Employer : _____

Contact No. : _____ Email : _____

Name of Trainers : _____ Working Location : _____

Name of Employee : _____ Passed the Intermediate Trade Test : Y / N

Work Trade (Major) : _____ Other Trade(Minor) : _____

Training Period: ____ (dd) ____ (mm) ____ (yyyy) to ____ (dd) ____ (mm) ____ (yyyy)

Attendance Record of Employee : Bi-monthly Working Day(s) _____ Days.

Training content : _____

Did employee attend "Valued-added Activity" during the above two months?

(e.g. seminar of ICAC) Y / N

If yes, please specify : _____

Employee Safety Record : Any work injury record of the employee in this month? Y / N

Reason for injury : _____ Absence due to injury : _____ day(s)

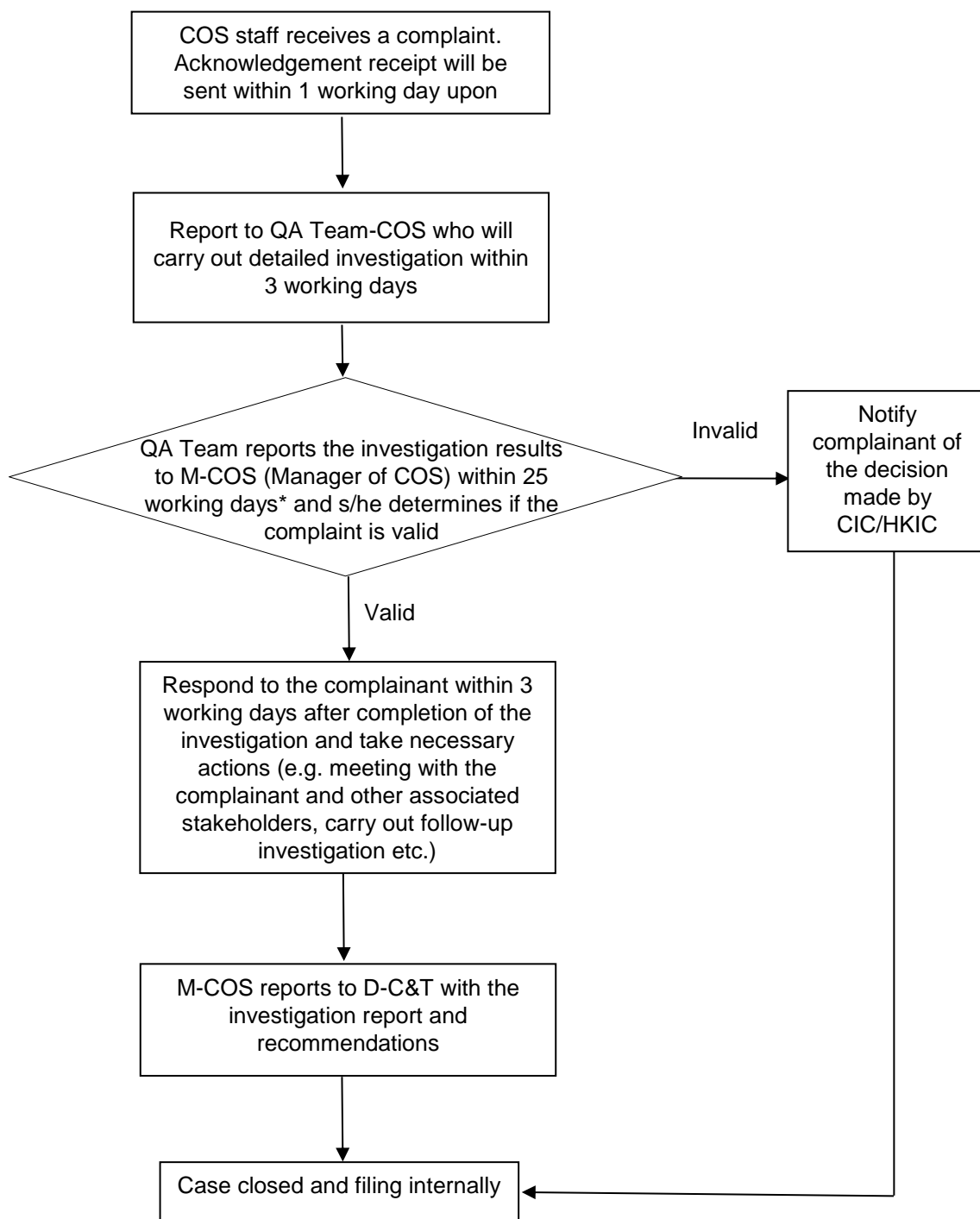
Remarks : _____

Name and Signature of trainer

Signature of trainee (employee)

Date

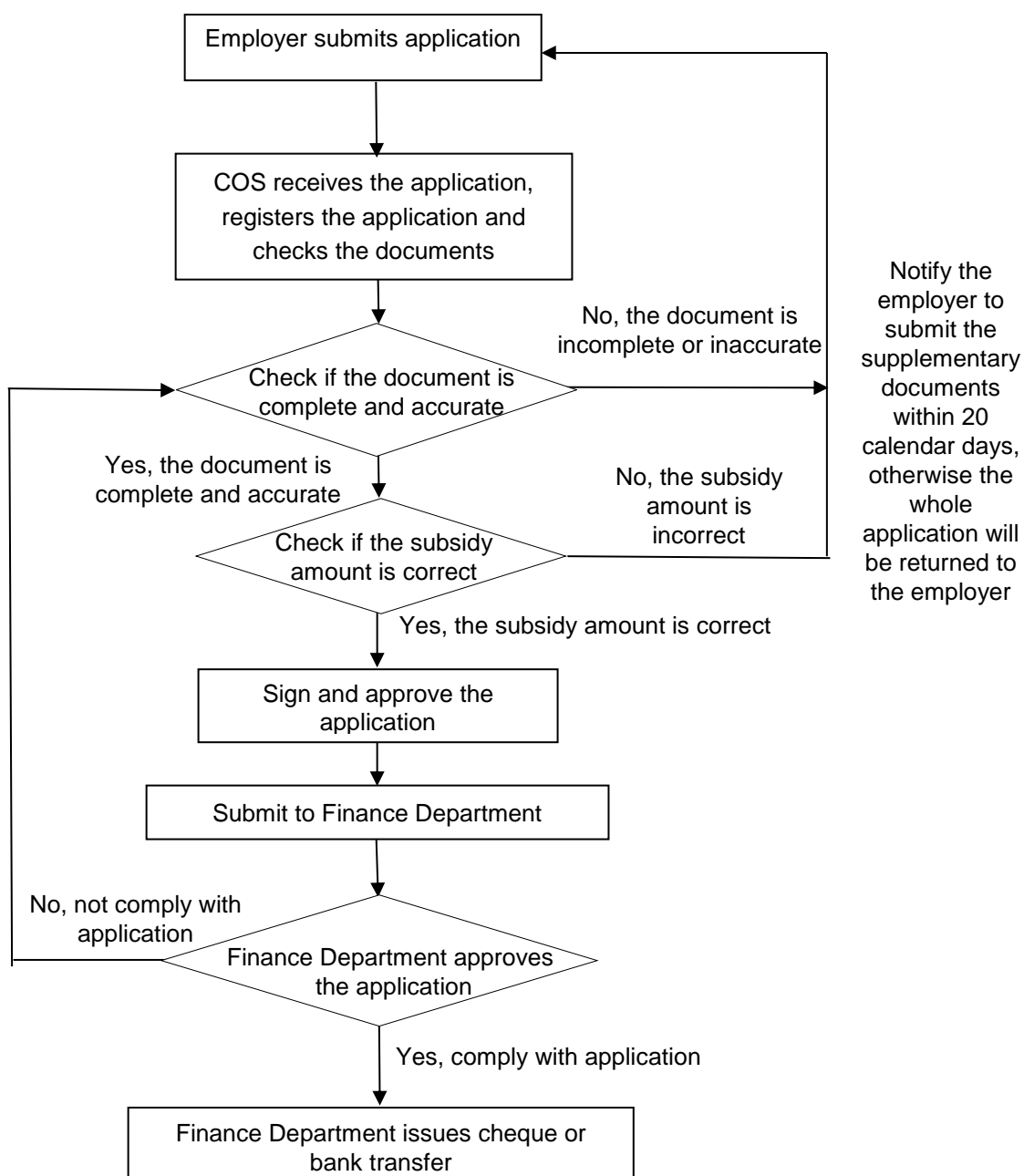
Flow Chart for Complaint Handling



*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

Procedure and Flowchart for Handling Subsidy Reimbursement Application

Handling Procedure
1. COS receives the application.
2. Register the application and check whether the application documents are complete and accurate; verify whether the subsidy amount is correct. The employer shall submit the following documents to CIC/HKIC (Please refer to the following documents, 5 pages in total): (2.1) Application Form on Payment of Subsidy together with company invoice ; (2.2) Trainee's payroll record; (2.3) Trainee's attendance record ; (2.4) Training log duly signed by both the site trainer and trainee.
3. Notify the employer of the application number and any follow-up details The employer is required to submit the supplementary documents within 20 calendar days after receiving the email notification from CIC/HKIC. Otherwise, the whole application will be returned to the employer. The service pledge of completing the whole reimbursement process within 30 calendar days will begin upon the resubmission of complete and accurate documents from the employer. In the event that the application is returned, the employer must resubmit the full set of documents to CIC/HKIC for re-processing.
4. If the documents are complete and accurate, COS will process the application and submit to Finance Department.
5. Finance Department approves the application, issues the cheque or bank transfer.



ACMTS PAYMENT APPLICATION 進階工藝培訓計劃-津貼申請表
(For Application Submitted and Approved On or After 2020-7-1 / 適用於2020年7月1日或以後申請並審批之培訓)

To: Construction Industry Council / 致: 建造業議會		(供公司用) 需提交文件 Checklist:		For CIC Use/ 供議會用	
Company Name 公司名稱: ABC Co. Ltd		<input type="checkbox"/> 1. Debit Note 付款通知書		Sample 樣本	
Work Trade 培訓工種: 2. Bar Bender and Fixer 鋼筋屈紮工		<input type="checkbox"/> 2. Payment Application Form 本			
Category 工種類別: Group 1 第一類別		<input type="checkbox"/> 3. Attendance record of Trainees 學員出席紀錄		項目編號	
Period of Reimbursement 資助申請期: 2/1/2021 - 31/1/2021		<input type="checkbox"/> 4. True Copy of Payment Records 支薪紀錄		Project Code:	
Contact Email 申請人電郵: cheungsiukcung@abc.com		<input type="checkbox"/> 5. Trainees' Log Sheet 進度報告		科別編號	
				Course Code:	

No 編號	Trainee Name 學員姓名	Trainer's Name 導師姓名	This Application 本期申請			Total Days of this Application 本期申請總日數	資助/類別 Subsidy/ Category Category 1 第一類別: \$6,000 Category 2 第二類別: \$5,000	(1) Total Subsidy 本期津貼	Trainee Dropout 學員退出紀錄	Remark(s) 備註
			2021							
			Jan							
			(2/1 - 31/1)							
			(A1)	(A2)	(A3)	(A) = (A1)+(A2)+(A3)	(B)	(C) = (A) x (B)/25	Must Provide Dropout Date 必須填寫退出日期	
1	Chan Tai Man 陳太文	張小強	23			23.0	6,000	5,520		
2						0.0	6,000			
3						0.0	6,000			
4						0.0	6,000			
5						0.0	6,000			
6						0.0	6,000			
Total No. of Trainee 學員總數:			1	導師與學員比例: 1:6			23.0	HK\$5,520		

Training Information 培訓資料 [For CIC Use/ 供議會用]:

No 編號	Trainee Number - [CIC] 學員編號-[議會]	Approved Training Period 培訓期	Accumulated - Applied Training Days 累積培訓日數		Total Days of this Application 本期申請總日數	Accumulated - Applied Training Days 累積培訓日數	Total Training Days 總累積培訓日數	Remaining Training Days 餘下培訓日數	Trainee Subsidy of this Application 本期學員資助申請總額	Remarks 備註
			on or before 2017/12/31 或之前	on or after 2018/1/1 或之後						
			(F)	(G2)	(C)	(I) = (G2) + (C)	(H) = (G1) + (G2) + (C)	(E) = (F) - (H)	(C) x \$6,000/25	
1		600			23	23.0	23.0	577.0	5,520	
2		600			0	0.0	0.0	600.0	0	
3		600			0	0.0	0.0	600.0	0	
4		600			0	0.0	0.0	600.0	0	
5		600			0	0.0	0.0	600.0	0	
6		600			0	0.0	0.0	600.0	0	

Breakdown 明細:

This Application Subsidies 本期津貼	
(1) Total Subsidy 本期津貼	5,520
(2) Adjustment 調整	0
(3) Total 總額	HK\$5,520

Authorised Signature 負責人簽署	Company Chop 公司蓋印
Authorised Signature & Company Chop/ 申請人簽署及公司蓋印: Date/ 日期:	
For Application Submitted and Approved On or After 2020-7-1 / 適用於2020年7月1日或以後申請並審批之培訓	

Remark: All subsidy and allowance are only counted upto the date the trainee achieved the Trade Test Certificate

註: 若學員考取大工牌, 議會將即時停止發放學員培訓津貼。

For CIC Use/ 供議會用:			Account Code	Subsidies 津貼	Approved Amount 撥款金額
Received & Checked By 計算者簽署	Checked By 核數人簽署	Endorsed By 批核人簽署	5111-010-020	(1a) Trainee 學員	5,520
			5111-010-020	(2) Adjustment 調整	0
				(3) Total 總額	5,520
			<input type="checkbox"/> 符合學員工資及每月底薪要求		
Date:					

Sample for Company Invoice

公司發票樣本

ABC Co. Ltd

Invoice No.: CIC012021001

Date: 3 February 2021

Construction Industry Council
38/F, COS Centre, 56 Tsun Yip Street,
Kwun Tong, Kowloon, Hong Kong

Attn: Collaboration Scheme

INVOICE

Amount
HK\$

Being subsidy for expenses for incurred in providing training of
Bar Bender and Fixer in Jan 2021

\$5,520.00

(Say: Hong Kong Dollars Five Thousand Five Hundred and Twenty Dollars Only)

For and on behalf of
ABC Co. Ltd

Authorised Signature

負責人簽署

Company Chop

公司蓋章

Cheung Tai Ming
Executive Director

Encl.

Sample for Trainee's Pay Slip

學員糧單樣本

ABC Co. Ltd

Salary Payment Details 薪俸通知書

Name 姓名:	Chan Tai Man 陳大文
Staff No. 員工編號:	12345
Position 職位:	Trainee (Bar Bender and Fixer)
Pay Period 支薪期間:	1/1/2021 – 31/1/2021
Payment Date 支薪日期:	31/1/2021
Basic Salary 基本薪金:	\$28,000
MPF Deduction 強積金:	(\$1,400)
Received Amount 支付總數:	\$26,600

Company Chop

公司蓋章

ABC Co. Ltd			Sample for Trainee's Attendance Record 學員出席紀錄表樣本																															01月份			
2021/01/01 to 2021/01/31			員工出席紀錄表																																		
學員姓名			日期	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	總天數	員工簽署	
			星期	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日			
中文			英文	工地培訓 開始日期																																	
學員	陳大文	Chan Tai Man	2/1/2021	H	V	H	V	V	V	V	O	H	V	V	V	V	V	V	H	V	V	V	V	V	H	H	V	V	V	V	V	V	H	23	Employer's Signature 員工簽署		
Remarks:																																					
																																			Company Chop 公司蓋章		

Symbol: O=Absent V=Present H=Holiday

Sample 樣本

編號: _____

(建造業議會填寫)

收表日期: _____

進階工藝培訓計劃 - 先導計劃 (系統性在職培訓)

進度報告 2021 年 1 月 2 日 至 1 月 31 日

僱主名稱: ABC Co. Ltd

聯絡人電話: 9123 4567

電郵: cheungsiukeung@abc.com

培訓人員姓名: 張小強

工作地點: 香港仔漁光道 95 號

僱員姓名: 陳大文

已通過中期評核工藝測試: 是 / ☒ 否

訓練工種(主修): 鋼筋屈紮工

其他工種(非主修): _____

訓練期: 2021 年 1 月 2 日 至 2021 年 1 月 31 日

僱員考勤紀錄: 上述一個月內上班共 23 天。

本月訓練內容: 安全守則及有關知識, 熟練剪鐵機操作原理、剪鐵機操作保養及恰當方法剪屈鋼

筋訓練

僱主須按照計劃相關工種的建議培訓課程大綱, 於工地培訓期間督導、監督及視察培訓情況

Employers shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period

僱員於上述時期內是否有參加「增值活動」?(例如: 廉政公署講座) 有 / ☒ 沒有

如有, 請填上活動名稱: _____

僱員安全紀錄: 僱員於本月是否有工傷紀錄? 是 / ☒ 否

工傷原因: _____ 工傷缺勤: 共 _____ 天

備註: _____

Trainer's Signature

導師簽署

導師姓名及簽署

Trainee's Signature

學員簽署

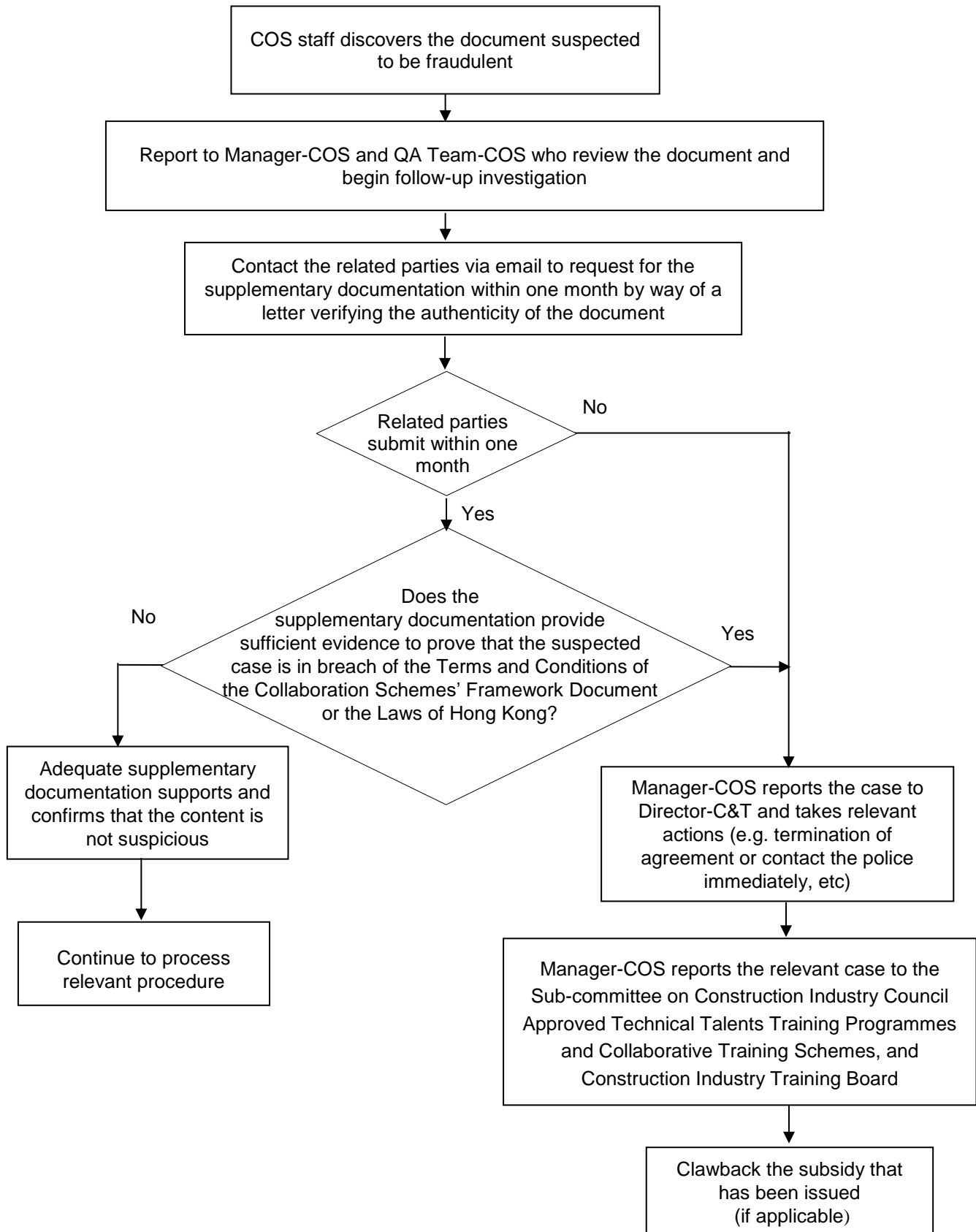
學員(僱員)姓名及簽署

3/2/2021

日期

Flowchart of Handling of Suspected Fraud Case

Annex 17



Collaboration Training Scheme

Resume of Site Trainer

	Name of trainer	Trade Test Qualification (Yes/No)	Date of obtaining Trade Test Qualification	Registered Skilled Worker (Yes/No)	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)	If you have the following certificate(s), please check the <input type="checkbox"/> box and attach a copy of the relevant documents
					Year	Work Details			
1.									<input type="checkbox"/> Trade Test Certificate (front and back) <input type="checkbox"/> Construction Worker Registration Card (front and back) <input type="checkbox"/> Other Relevant Qualification
2.									<input type="checkbox"/> Trade Test Certificate (front and back) <input type="checkbox"/> Construction Worker Registration Card (front and back) <input type="checkbox"/> Other Relevant Qualification
3.									<input type="checkbox"/> Trade Test Certificate (front and back) <input type="checkbox"/> Construction Worker Registration Card (front and back) <input type="checkbox"/> Other Relevant Qualification
4.									<input type="checkbox"/> Trade Test Certificate (front and back) <input type="checkbox"/> Construction Worker Registration Card (front and back) <input type="checkbox"/> Other Relevant Qualification

Name of
Person-In-charge: _____

Title: _____

Signature and Company
Chop: _____

Date: _____

Checklist for follow-up action on cooling-off period

Name of participating organization: _____

Scheme: _____ Year: _____

Work trade involved: _____

Remaining quota from approved application: _____

Performance Indicator			
Passing Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____ _____		Retention Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____ _____ _____ _____	
Improvement measure(s)			
1. Trade Test Visit 2. Certificate in Instructing Techniques for Site Trainers 3. Other(s), if any: _____ _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Organization internal policy: _____ _____ _____ _____ _____ _____	<input type="checkbox"/>

Date of discussing improvement measure(s) : _____

Date of reviewing / assessing improvement measure(s): _____

Handled By : _____

Flow Chart for follow-up action on cooling-off period