

# **Contractor Cooperative Training Scheme (CCTS)**

## **Framework Document**

**By CIC**

**22 June 2016**

<b>Rev</b>	<b>Date of Issue</b>	<b>Summary of Changes</b>
First issue	8 Nov 2011	Revised by CIC
Second issue	1 Dec 2011	Revised by CIC
Third issue	9 Dec 2011	Revised by CIC from HKCA comment
Fourth issue	9 Dec 2011	Revised by CIC
Fifth issue	19 Dec 2011	Revised by CIC from DEVB comment
Sixth issue	3 Jan 2012	Revised by CIC from HKCA comment
Seventh issue	3 Jan 2012	Revised by CIC from CIC Mr. Charles Wong comment
Eighth issue	5 Jan 2012	Control Table added
Ninth issue	6 Nov 2012	a) Revised by CIC from ICAC comment b) 5 new trades added to Annex G and Annex I c) Increase of trainer's subsidy for application after 6 Nov 2012 d) Table 1 is added to annex E
Tenth issue	9 August 2013	a) Pass rate 75% & Attendance rate 95% b) Data Collection Declaration added in the Section 14 c) Probity Clause added in the Section 13 d) Annex H revised e) Work trades added in Annex I f) Annex E revised
Eleventh issue	18 Sept 2013	a) Annex G revised b) New Work Trades added in Annex I
Twelfth issue	18 Dec 2013	a) Annex E revised b) Annex G revised c) New Work Trades added in Annex I
Thirteenth issue	31 Dec 2013	a) To incorporate voluntary and mandatory framework documents into one single common document b) Annex G revised
Fourteenth issue	14 Jan 2014	a) Training period of Drainlaying is 85 days b) Annex G revised – Metal Formwork
Fifteenth issue	26 Mar 2014	a) Training period of Metal Scaffolding and Metal Formwork is 54 days b) Annex E revised – Metal Scaffolding and Metal Formwork c) Annex G revised – Metal Scaffolding and Metal Formwork
Sixteenth issue	15 May 2014	a) New Work Trade added in Annex E, Annex G and Annex I b) Revised in Para 4.5 and 5.12
Seventeenth issue	17 July 2014	a) Add Para 5.13 b) Annex H revised
Eighteenth issue	19 May 2015	a) Annex A , E to H revised b) Revised in Para 5.4, 5.5, 5.8, 5.12, 6.5, 8.2, 8.5, 9.4, 9.5 and 10.2 revised c) Revised in Para 11 to 14
Nineteenth issue	27 July 2015	a) Add Para 10.9 and 10.10
Twentieth issue	23 February 2016	a) New Work Trade added in Annex E, Annex G and Annex I b) Revised in Para 4.6

<b>Rev</b>	<b>Date of Issue</b>	<b>Summary of Changes</b>
Twenty-first issue	22 June 2016	a) Revised in Annex G

此文件關於承建商強制性合作培訓計劃。如有需要索取此文件的中文版本，請致電 2100 9238 或以電郵 [alicechoi@cic.hk](mailto:alicechoi@cic.hk) 與 Alice Choi 聯絡。

This Disclaimer has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

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## 1. Purpose

The purpose of this document is to set out the procedures of the Construction Industry Council (CIC) in handling the Contractor Cooperative Training Scheme (CCTS).

## 2. Terminology

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

a.	Agreement	Training agreement made between CIC and the Main Contractor comprising this Framework Document, the Application Form submitted by the Main Contractor and approved by the CIC and the Terms and Conditions annexed to the Application Form.
b.	Approved Training Plan	Training proposal or training plan submitted by the Main Contractor (and on behalf of the Sub-contractor, if applicable) and approved by the CIC for the training prescribed in the CCTS
c.	Approved Project	The CCTS application of the Main Contractor approved by the CIC.
d.	CIC	Construction Industry Council
e.	CITB	Construction Industry Training Board

## 3. Background

3.1 Since its establishment, the CIC has been providing a wide range of training programmes for different construction trades. However, training of workers for some trades may require heavy or massive plant and equipment and extensive site areas, which should be more efficiently provided by contractor on site. In order to cope with the projected labour demand in construction works, the CIC has introduced the CCTS for training workers.

3.2 Under CCTS, the Main Contractor or the First-tier Sub-contractor will recruit and train his/her workers on site by a trainer approved by the CIC. The CIC will provide practical course contents, procedural and

administration templates, training-end test/assessment if appropriate, target passing rate and ratio of trainer to trainee for reference. The First-tier Sub-contractor will provide training to the workers on site under the supervision of the Main Contractor and periodic checks by the CIC. The workers, after completing the course, shall sit for an assessment or relevant intermediate trade tests conducted by the CIC. The Main Contractor and/or the First-tier Sub-contractor will receive appropriate training allowance from the CIC through the Main Contractor for training the workers under the CCTS.

- 3.3 In addition to the benefit of site training suiting the nature of the trades concerned, the CCTS can also increase the training capacity of the industry substantially within a short time. Furthermore, it can capitalise on the trainees' productivity and provide a real on-site environment to gear the graduates up for higher productivity to meet the actual site requirements all to the overall benefit of the construction industry.

#### **4. Introduction of the Scheme**

- 4.1 An enhanced training allowance is payable for trades approved in the Enhanced Construction Manpower Training Scheme (ECMTS) and non-ECMTS as listed in Annex H. Other trades for training may be considered upon application to the CIC.
- 4.2 The CIC will assist the Main Contractor and the First-tier Sub-contractor where appropriate to train workers in their construction sites. The Main Contractor and the First-tier Sub-contractor who wish to join the Scheme must possess at least an on-going contract or a contract about to commence that is appropriate for the training purpose. The training location may switch from the Site of the Contract to the site of another contract provided –
- it is necessary or desirable for the completion of the training;
  - the Main Contractor and the First-tier Sub-contractor providing the training are as in the Approved Training Plan; or otherwise as approved by the CIC; and
  - a submission is made to the CIC at least 14 days prior to the proposed change; and
  - approval is obtained from the CIC for the change.
- 4.3 The Main Contractor and/or the First-tier Sub-contractor will recruit suitable trainees, provide a detailed training proposal (the Proposal)

to the CIC through the Main Contractor. The training proposal will include a training syllabus, training period, passing rate of intermediate test, rate of attendance, training equipments and tools, venue of training, qualification and experience of the competent trainers, ratio of trainer to trainees, expected training allowance of the trainers, trainees and training supervisors. The Main Contractor can propose alternative syllabus of training but subject to the approval of CIC. Standard training syllabus for trades under ECMTS is appended in Annex G for reference. Other trades can be provided by the CIC upon request.

- 4.4 The Main Contractor shall submit his proposed supervision plan together with the experience of his proposed training supervisor to the CIC for approval. A training supervisor must possess at least 5 years of site supervision experience. The CIC will provide appropriate tutorial to the supervisor where necessary.
- 4.5 The trainer proposed by the Main Contractor or the First-tier Sub-contractor shall possess the relevant trade test certificate appropriate to the training plus 5 years post qualification working experience in that trade. Except for the work trade of Measurement Technician assistant, the trainer shall have 10 years or over post qualification working experience or be the competent person. Other relevant experience may also be considered by the CIC. The proposed trainers must be approved by the CIC before training commences. The CIC will provide appropriate tutorial to the trainers where necessary.
- 4.6 For the work trade of Crawler Crane Operator (Apprenticeship), the qualification of trainer shall according to the Labour Department "Course Design and Specifications for Training Courses for Operators of Crane", the trainer on the practical session should at least possess the following:
  - i. Adequate training on operation of crawler crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid operator certificate of crawler crane);and
  - ii. Substantial experience on operation of the crawler crane involved (normally three years' relevant experience is preferred); and
  - iii. Possess a Continuing Education Diploma in Occupational Safety and Health Practices issued by Occupational Safety and Health Council (OSHC); or

- iv. Possess mandatory basic safety training; and
- v. Possess a certificate of Safety Supervisor Course issued either by OSHC or CIC.

Trainers are required to comply with the relevant legislative provisions while working at construction sites and operating crawler cranes.

- 4.7 The ratio of trainers to trainees should be in line with the nature of training proposal, site conditions, safety and environmental aspects. All should be considered and discussed with the CIC.
- 4.8 The Main Contractor and/or the First-tier Sub-contractor shall carry out the training in accordance with the Proposal.
- 4.9 While the requirements may vary from trades to trades and depending on the specific CCTS, the general requirements of the assessment of training subsidy are given in Annex E for reference.
- 4.10 The approval of the training places is based on the principle of first come first serve. The CIC is not liable for the additional costs incurred by the applicants due to the rejection of their application.

## **5. Requirements for Main Contractor**

- 5.1 The Main Contractor must have at least a construction contract, either in progress or ready to commence. The Main Contractor may change the training location from the site of the contract to another site managed by him provided that it is necessary or desirable for the completion of training. The nature of construction, in whole or in part, must be appropriate to the type of workers to be trained under the Proposal.
- 5.2 The Main Contractor and/or the First-tier Sub-contractor should comply with the Minimum Wage Ordinance in employing the trainees. The training allowance can be utilised to meet the minimum wage requirements under the Minimum Wage Ordinance for the days the trainee attends training.
- 5.3 The Main Contractor shall submit all the particulars of the trainees including personal data, education background and past experience etc to the CIC for approval. Different trade will have different entry requirement. Information can be found in Annex G. The Main Contractor must ensure that the collection, transfer and use of all



such particulars of trainees to the CIC are in compliance with the Personal Data (Privacy) Ordinance. All trainees must be the employees of either the Main Contractor or the First-tier Sub-contractor and that the employment contract shall comply with the employment laws of The Hong Kong Special Administrative Region (HKSAR). To ensure better use of the training capacity, skilled workers or semi-skilled workers of the relevant trades under the Enhanced Construction Manpower Training Scheme (ECMTS) are not eligible to participate in the CCTS. The trainees shall be endorsed by the CIC for the training and subsidy before the commencement of training.

- 5.4 The Main Contractor must ensure that it and its First-tier Sub-contractors, agents or other personnel responsible for conduct training under the CCTS 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 CCTS. Such insurance shall cover the trainees and trainers whether they are employed by the Main Contractor or his First-tier Sub-contractor.
- 5.5 The Main Contractor shall submit all the particulars of the trainers and the supervising staff including all personal data, education background, qualification and past experience of training to the CIC. The Main Contractor shall ensure that the collection, transfer and use of such particulars to the CIC and via the CIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO). Should there be any change of these site personnel, proper replacement shall be arranged and prior approval shall be obtained from the CIC before the replacement.
- 5.6 The CIC will provide trainer subsidy in accordance with a rate approved by CITB for a particular trade. This allowance may be proportionately reduced if the number of trainees is less than the approved number. For example, if the requirement is to train 4 trainees per trainer but only 2 trainees could be recruited, then the trainer subsidy would be halved. However, the Main Contractor and/or the First Tier Sub-contractor may provide more trainers as he thinks fit at his own cost.
- 5.7 The Main Contractor shall supervise, monitor and inspect the training in accordance with the approved training plan during the course of

training such that the trainees can enhance their skills during the training period and pass the certificate test or intermediate trade test conducted by the CIC at the end of training. For mandatory CCTS, the pass rate is 75% minimum and for voluntary CCTS, the pass rate is 80% minimum. A minimum pass rate of a particular trade is shown in Annex G for reference. (Remarks: Pass rate is defined as the number of trainees passing the relevant intermediate trade test (ITT) or certificate test or end-of-training assessment over the number of trainees enrolled in the Scheme. This includes the number of trainees who failed to attend the relevant ITT or certificate test or end-of-training assessment).

- 5.8 The Main Contractor should check the First-tier Sub-contractor's training record, check and sign the trainee's training log book provided by the CIC (a sample of the log book is in Annex F) and monitor the training progress. The CIC will countersign the training log book during site inspection.
- 5.9 The Main Contractor shall monitor and keep record of the ratio of the trainer to trainee during the course of training. Should there be a change of site condition such as safety and environment during the course of training, the Main Contractor shall inform the CIC and propose a change of ratio to accommodate the change of site condition as soon as possible whenever it arises. Notwithstanding the above, the Main Contractor shall maintain at all time a safe environmental condition to the training. The subsidy to the trainers cannot be adjusted if there is a change of the ratio due to reason outside the control of the Main Contractor.
- 5.10 Free site access shall be provided or maintained by the Main Contractor for the CIC to carry out site inspections during the course of training including but not limited to access to the site of the Contract. If irregularities are spotted, the CIC will impose more frequent site visits and inspections to ensure the Main Contractor and/or the First-tier Sub-contractor are meeting the training requirements.
- 5.11 The Main Contractor shall register with the CIC the names of the CCTS trainees, contract number and title of the contract under which the CCTS trainees work. Upon request, the Main Contractor shall submit a certified true copy of the written employment contract of each CCTS trainees to the CIC for inspection. No CCTS trainee shall be registered more than once at any one time.

5.12 Upon approval of an application, the Main Contractor shall commence the training within 12 months from the date the CIC notifies it that its application to participate in the CCTS has been approved. Approved training places will be forfeited if the Main Contractor does not do so within such time period. If the Main Contractor has failed to comply with this policy, the application will be deregistered from the approval list of the CIC, and that the Approved Training Proposal/Plan and the subsidy will be cancelled. Submission of a new application is required if the Main Contractor wishes to pursue the training plan.

## **6. Requirements for First-tier Sub-contractor**

6.1 The First-tier Sub-contractor is allowed to join the CCTS provided that he has a valid on-going or soon-to-start Sub-contract with the Main Contractor suitable for the purpose of training.

6.2 The First-tier Sub-contractor shall recruit suitable workers as the trainees in the scheme. To ensure better use of the training capacity, skilled workers or semi-skilled workers of the relevant trades under the ECMTS are not eligible to participate in the CCTS. All detailed particulars of the trainees shall be submitted to the CIC for approval via the main Contractor.

6.3 The First-tier Sub-contractor shall prepare a proposal of training and submit to the CIC through the Main Contractor. The proposal will include the course syllabus, qualification and experience of competent trainers, equipments and tools for the training, period of training, venue and expected training subsidy of trainers and training allowance of trainees if applicable. Training packages for ECMTS and non-ECMTS are attached in Annex G for reference.

6.4 Under the supervision of the Main Contractor, the First-tier Sub-contractor shall conduct the training in accordance with the Approved Training Plan such that the trainees can enhance their skill during the training period and pass the intermediate trade test conducted by the CIC.

6.5 During the course of training, the First-tier Sub-contractor shall provide and submit their training record to the Main Contractor for inspection and endorsement. The Main Contractor shall then submit it to the CIC for checking and approval. The CIC shall provide a log book to each trainee to record his/her daily training activity and the

enhanced skills he/she has learned. This log book shall be signed by the trainee and endorsed by his/her trainer on a daily basis. The Main Contractor or his designated supervisor shall endorse the log book weekly. The CIC will countersign the training log book during site inspection. Notwithstanding the above, the First-tier Sub-contractor shall keep his own site record on the trainees' attendance, training content and training activities for the proper monitoring and review.

- 6.6 The ratio of the trainer to trainee is essential to the training plan. Factors such as the site condition, safety and environment shall be considered. The ratio that has been approved by CITB is as shown in the training packages in Annex G. The First-tier Sub-contractor has the responsibility to monitor this requirement and shall report to the CIC via the Main Contractor should there be a change of the ratio. Notwithstanding this, the First-tier Sub-contractor shall maintain at all times a safe environment for the training.
- 6.7 At the end of the training, the trainees are required to take the intermediate trade test or the certificate test conducted by the CIC free of charge. Trainees are only permitted to take another intermediate trade test or certificate test free of charge if he/she fails the first one. Thereafter, the normal fees will be charged for any subsequent trade test or the certificate test. No certificate will be issued by the CIC to the trainee fails in the intermediate trade test or the certificate test. The Main Contractor and the First-tier Sub-contractor shall provide further training if necessary to assist the failed trainee to re-test his/her skill.

## **7. Roles of the CIC**

- 7.1 The CIC will assist the implementation of the CCTS and provide standard training documentation and administration templates if available to the Main Contractor and the First-tier Sub-contractor for reference.
- 7.2 The CIC will examine the training records, progress and supervision reports. The CIC will conduct periodic site visits and inspections during training period to ensure that the training is properly conducted. If irregularities are spotted, the CIC will impose more frequent site visits and inspections to ensure the Main Contractor and/or the First-tier Sub-contractor are meeting the training requirements.

- 7.3 The CIC will provide safety training (e.g. Green Card and Silver Card) to the trainees in the CCTS at no cost upon the request of the Main Contractor.
- 7.4 The CIC will pay the approved subsidy to the Main Contractor on a monthly basis upon the receipt of the monthly reimbursement application by the Main Contractor in accordance with the Schedule of Subsidy approved by CITB.
- 7.5 The CIC shall assess the skill level of trainees achieved at the completion of training by conducting the intermediate trade test or certificate test.
- 7.6 The CIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Main Contractor and any of the Main Contractor's directors, officers, employees, sub-contractors, agents or other personnel.
- 7.7 The CIC shall not be held liable for any matters arising from the employment of the trainees and trainers by the Main Contractor and/or his First-tier Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.8 The CIC shall not be held liable for any loss, damages, costs, expenses and liabilities arising from any conflict of interest due to the contractual relationship between the Main Contractor and the First-tier Sub-contractor in the CCTS project.
- 7.9 The CIC may assist Main Contractor and/or the First-tier Sub-contractor to recruit CCTS trainees where appropriate.
- 7.10 The CIC will consider and approve where appropriate experienced skilled workers recommended by Main Contractor and/or the First-tier Sub-contractor to be CCTS Trainer for relevant CCTS Trades. Appropriate tutorial will be provided where necessary.

## **8. Application Procedure**

- 8.1 The Main Contractor shall complete the Application Form in Annex A and together with all supporting document submit to the CIC for checking and endorsement.

- 8.2 The First-tier Sub-contractor will submit its application via the Main Contractor's application and will not be considered an applicant itself. The Main Contractor therefore bears the responsibility to ensure that the information submitted by the First-tier Sub-contractor is complete and correct and that the First-tier Sub-contractor acts in accordance with the Agreement.
- 8.3 The Main Contractor shall commence the training in accordance with the Approved Training Plan to meet his own contract requirements.
- 8.4 The application procedure is as shown in a flow chart form in Annex B.
- 8.5 When full documentation has been submitted to the CIC's satisfaction, the CIC will use its best endeavour to process the approval as soon as possible. The normal period to seek for approval will normally not less than 15 working days. The CIC will issue a letter notifying the Main Contractor that its application has been approved. The terms and conditions set out in the Agreement will become legally binding on the Main Contractor and the CIC upon the CIC's issue of such letter. The Main Contractor is therefore advised to carefully read the documents comprising the Agreement (as defined on page 4 of this Framework Document) before signing and submitting its application.

## **9. Monitoring Procedure**

- 9.1 When the Main Contractor and/or the First-tier Sub-contractor commences the training program, the trainees shall start to record their training activities in the log book daily. Trainees are required to sign their names in the log book daily.
- 9.2 The trainer shall be required to check the log books, sign and endorse the content daily.
- 9.3 The Main Contractor or his designated supervisor shall be required to check the log book and countersign the log book weekly.
- 9.4 The CIC will inspect and check the training log book during site visit. If irregularities are spotted, the Main Contractor and/or the First-tier Sub-contractor shall rectify the irregularities immediately.
- 9.5 The whole process of monitoring the training progress is as shown in a flow chart in Annex C.

## **10. Payment of Subsidy**

- 10.1 The subsidy to be reimbursed is in accordance with a Schedule of Subsidy which is assessed by reference to the Guidelines of Subsidy in Annex E. There shall be no entitlement to subsidy after the training period in the Approved Training Plan. Upon the approval of the Main Contractor's Training Proposal, the CIC shall provide an approved schedule of subsidy to the Main Contractor.
- 10.2 The Main Contractor shall submit a monthly subsidy reimbursement application stating the amount of subsidy to be reimbursed for the training carried out in the preceding training month. The submission shall be backed up with the training record, progress report and the attendance record signed and endorsed for the purpose of providing information of attendance, training progress, subsidy payment receipt of trainees, training content of the preceding training month for the CIC to check and certify.
- 10.3 When the aggregate sum that has been paid to the Main Contractor reaches the total sum in the training, this aggregate sum is deemed to be final and no more subsidy shall be reimbursed even when the training course has not yet completed. However, this does not release the training liability of the Main Contractor and the First-tier Sub-contractor and they shall have maintained the continuity of training and take measures to ensure that the number of trainees accepted in the approved training proposal to pass the certificate test or intermediate trade test.
- 10.4 The Main Contractor and/or the First-tier Sub-contractor shall try their best to support the trainees to pass the intermediate trade test or the certificate test conducted by the CIC.
- 10.5 Without prejudice to paragraph 11.1, subsidy already reimbursed to the Main Contractor and/or the First-tier Sub-contractor for a trainee who has dropped out from the training program will not need to be refunded by the Main Contractor and/or the First-tier Sub-contractor to the CIC. However, the trainee shall not be eligible to join any other training programme under the CCTS for one year unless his departure is under special circumstances (e.g. illness) approved by the CIC. The CIC has set up a computer program to check the eligibility of the trainee. Subsidy paid to trainers and supervisors need not be refunded.

- 10.6 The Main Contractor shall provide an account for reimbursement of training subsidy which is separate from other payment to the First-tier Sub-contractor and shall not deduct the subsidy due to the settlement of contractual matters between them. The CIC may conduct random checks on the receipts of subsidy by the subcontractors concerned.
- 10.7 The Main Contractor shall transfer the relevant part of training subsidy to the First-tier Sub-contractor within 7 working days upon receipt of the subsidy from the CIC. All record of payment must be submitted to the CIC for checking and record.
- 10.8 A flow chart of the payment procedure is as shown in Annex D.
- 10.9 The subsidy can be regarded as the whole or the part of the salaries paid to the trainees (workers) and the Main Contractor or the First-tier Sub-contractor should pay the salaries to the trainees in compliance with the statutory requirements of minimum wages.
- 10.10 Other subsidies can be regarded as the allowance for the Main Contractor and/or the First-tier Sub-contractor to provide trainer and supervising staff for the training.

## **11. Termination of Agreement**

- 11.1 The CIC has the absolute right to terminate the Approved Project in the event that the Main Contractor and/or the First-tier Sub-contractor are in breach of the terms of the Agreement. All allowances and subsidies shall cease to be reimbursable to the Main Contractor from the date of the breach and any allowance or subsidy that have been reimbursed after the date of the breach shall be refunded in full by the Main Contractor to the CIC. The Main Contractor agrees to procure the sum to be refunded by the First-tier Sub-contractor, if applicable, to the CIC.
- 11.2 The Main Contractor shall not terminate the Agreement before its completion without prior approval of the CIC in writing.

## **12. Bankruptcy or Receivership**

The CIC may at any time by notice in writing summarily terminate the training without entitling the Main Contractor to compensation if the



Main Contractor and/or the First-tier 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 Main Contractor and/or the First-tier Sub-contractor, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Main Contractor as from the date of termination.

### **13. Probity**

The Main Contractor shall prohibit his/her employees, agents, First-tier Sub-contractor, trainers and trainees (whether they are employees of the Main Contractor or the First-tier Sub-contractor) who are involved in the CCTS from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap 201), when conducting business in connection with the CCTS.

### **14. Data Collection Declaration**

- 14.1 The Main Contractor shall ensure that the collection, use and transfer of trainee and trainer personal data to the CIC and via the CIC to the relevant authorities and/or organisations which subsidize the CCTS are in compliance with the Personal Data (Privacy) Ordinance (PDPO) (Cap 486).
- 14.2 In order to comply with the PDPO, the Main Contractor must accept and agree to provide a Personal Information Collection Statement (PICS) to each of the trainees and trainers in compliance with the following:
  - a. To inform the trainee/trainer that his/her information will be provided to the CIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of the CIC (including the transfer of any personal data by the CIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with the CCTS.

- b. To give the trainee/trainer an option to agree or disagree that the CIC may keep him/her informed of the CIC activities and industry development which may be of his/her interest, the CIC 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/trainer 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 at 15/F, Allied Kajima Building, 138 Gloucester Road, Wanchai, Hong Kong.
- 14.3 The Main Contractor who has collected 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.
- 14.4 The Main Contractor shall indemnify the CIC in the event of any breach of the PDPO or any breach of the above undertaking.



**Contractor Cooperative Training Scheme**  
**Application Form**

**Section 1: Main Contractor**

**A. Applicant Information**

Main Contractor: \_\_\_\_\_

Project period: \_\_\_\_\_  
MM/YY – MM/YY

Project type: \_\_\_\_\_

Site location: \_\_\_\_\_

Main Contractor's In-charge /Title: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

**B. Main Contractor's Supervision Plan**

Work Trade: \_\_\_\_\_

Training period: \_\_\_\_\_  
MM/YY – MM/YY

Name of Supervisor In-charge: \_\_\_\_\_ (Please attach CV)

Supervision Plan mode and content: (Refer to attached supervision plan outline submitted by the Applicant)

*The Plan should include checking their Sub-contractors' training records, monitor the training progress of the approved Proposal on monthly basis, and provide monthly progress report*

**C. Main Contractor's Monitoring Plan for release of subsidies**

Monitoring Plan for release of subsidies mode and content: (Refer to attached Monitoring Plan for release of subsidies outline submitted by the Applicant)

The Plan should include (i) release the training subsidy to Sub-contractors within one week upon receipt of the subsidy; [this will not be applicable if payment is on a reimbursement basis] (ii) provide separated accounts for training subsidy from other payments of Sub-contractors; and (iii) Sub-contractors should effect prompt payment of salaries and training allowances to the trainees (workers) who are their employees in timely manner and according to the approved Proposal and their employment contracts.

**Assessment Form**

(for official use)

**D. Assessment Item**

(Authorized assessor completes according to the guidelines)

1. Main Contractor’s contract

Main Contractor should provide relevant contract information which includes work nature, work progress and project dates, etc.

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2. Main Contractor’s Supervision Plan

Main Contractor should provide supervision plan outline, which includes checking their Sub-contractors’ training records, monitoring the training progress of the approved Proposal on monthly basis, and providing monthly progress report.

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**E. Personal Data Collection Statement**

All particulars of the trainees and trainers including their personal data, employment contract, education background and past experience submitted by the Main Contractor to the CIC and the subsequent transfer of such information by the CIC to the relevant authorities and/or organisations which subsidize the CCTS are in compliance with the Personal Data (Privacy) Ordinance (Cap 486). This liability is imposed on the Main Contractor. A declaration is made by the Main Contractor to the CIC that the personal data collected, transferred and used are compliant with the Personal Data (Privacy) Ordinance (Cap 486).

**F. Declaration**

I/We hereby confirm that I/we will comply with the terms and conditions set out in the CCTS Framework Document, this Application Form and as annexed as **Annex 1** to this Application Form and confirm that all information provided by us are correct.

Signed by Main Contractor:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Section 2: Sub-Contractor**

**A. Sub-Contractor Information**

Sub-Contractor: \_\_\_\_\_  
Work Trade \_\_\_\_\_  
working period: \_\_\_\_\_  
MM/YY – MM/YY

Work Trade  
type: \_\_\_\_\_

Site location: \_\_\_\_\_  
Sub-  
Contractor's In-  
charge/ Title: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

**B. Training Information**

Work Trade: \_\_\_\_\_

Training period: \_\_\_\_\_  
MM/YY – MM/YY

Name of  
instructor: \_\_\_\_\_ (Please attach CV)

Facility required: \_\_\_\_\_

Name of trainee:

Number of trainee: X nos	

Training mode and content: (Refer to attached training outline submitted by the Applicant)

**C. Assessment Item**

**Assessment Form**  
(for official use)  
**(Authorized assessor completes according to the guidelines)**

1. **Sub-Contractor's contract**

Sub-Contractor should provide relevant sub-contract information which includes work nature, work progress and project dates, etc

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2. **Sub-Contractor's Work Trade**

Sub-Contractor should provide trade name and explain why such type of workers needs to be trained.

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3. **Sub-Contractor's Training facilities and venue**

Sub-Contract should list out the quantities of facilities and venue for the training.

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4. **No. of Sub-Contractor's trainee**

Sub-Contractor should provide no. of workers and trainees of the relevant trade required at the site.

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5. **Sub-Contractor's ratio of Trainers to Trainees**

Sub-Contractor should provide the ratio of Trainers to Trainees.

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6. **Sub-Contractor's Subsidy**

Sub-Contractor should list out the details of the expected subsidies which include, salaries of trainer(s), expenses of construction plants and tools, expenses of training venues and classrooms, trainees' subsidy and administrative fee, etc.

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7. **Experience of Sub-Contractor's trainer**

Sub-Contractor should provide documentary proof of the trainer's experience (related working experience, position held and training experience, etc.)

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8. **Sub-Contractor's Training period and course content**

Sub-Contractor should provide course outline and training period, attendance rate, passing rate; construction plants and tools, and venues etc.

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9. Skills assessment at completion of training

All trainees in the Contractor Cooperative Training Scheme should be required to pass the intermediate trade test conducted by CIC. If such intermediate trade test is not available, the applicant should make his proposal of assessment.

\_\_\_\_\_

Signed by Sub  
Contractor : \_\_\_\_\_

Date: \_\_\_\_\_

10. Comments of assessor (for official use) :

\_\_\_\_\_

Recommendation :

1. Approve / Not approve the application of training subsidy.

2. Recommended amount of subsidy:

\_\_\_\_\_

Signature: \_\_\_\_\_

Assessor

Date : \_\_\_\_\_

## Annex 1 - Terms and Conditions

### **1 Defined Terms and Interpretation**

- (a) **Agreement** means the training agreement made between the CIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** mean any Main Contractor that submit an application to participate in the Scheme launched by the CIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC.
- (d) **Approved Training Plan** means the training proposal or training plan submitted by the Applicant (on behalf of the Sub-contractor, if applicable) and approved by the CIC for the training prescribed in the Scheme.
- (e) **CIC** means the Construction Industry Council.
- (f) **CITB** means the Construction Industry Training Board.
- (g) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC.
- (h) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>).
- (i) **Main Contractor** means the contractor with a direct contractual relationship with the employer of the construction contract.
- (j) **Notification of Approval** means the letter issued by the CIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (k) **Participant** means trainers and trainees recruited by the Applicant to participate in the Scheme.
- (l) **Scheme** means the cooperative training scheme launched by the CIC to which this Application Form relates to.
- (m) **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.
- (n) **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 reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 The Applicant bears the responsibility of the involvement of the Sub-contractors in the Scheme and must therefore ensure the information provided by the Sub-contractors is complete and correct and that the Sub-contractors act in accordance with the Agreement.
- 2.3 Upon approval of an application, the Applicant shall commence training for the approved trainees within 12 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.
- 2.4 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 in writing immediately.

## **3 Training Subsidies**

- 3.1 The CIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC:
  - (a) The Applicant has failed or is, in the opinion of the CIC, 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 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. 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 and through the CIC to the relevant authorities and/or organisations 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 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 in accordance with the data access procedures stipulated on the CIC website <http://www.hkcic.org>.

## **8 Indemnity**

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

## **9 Liability of CIC**

9.1 The CIC 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 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 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 by the Applicant and/or Sub-contractors.

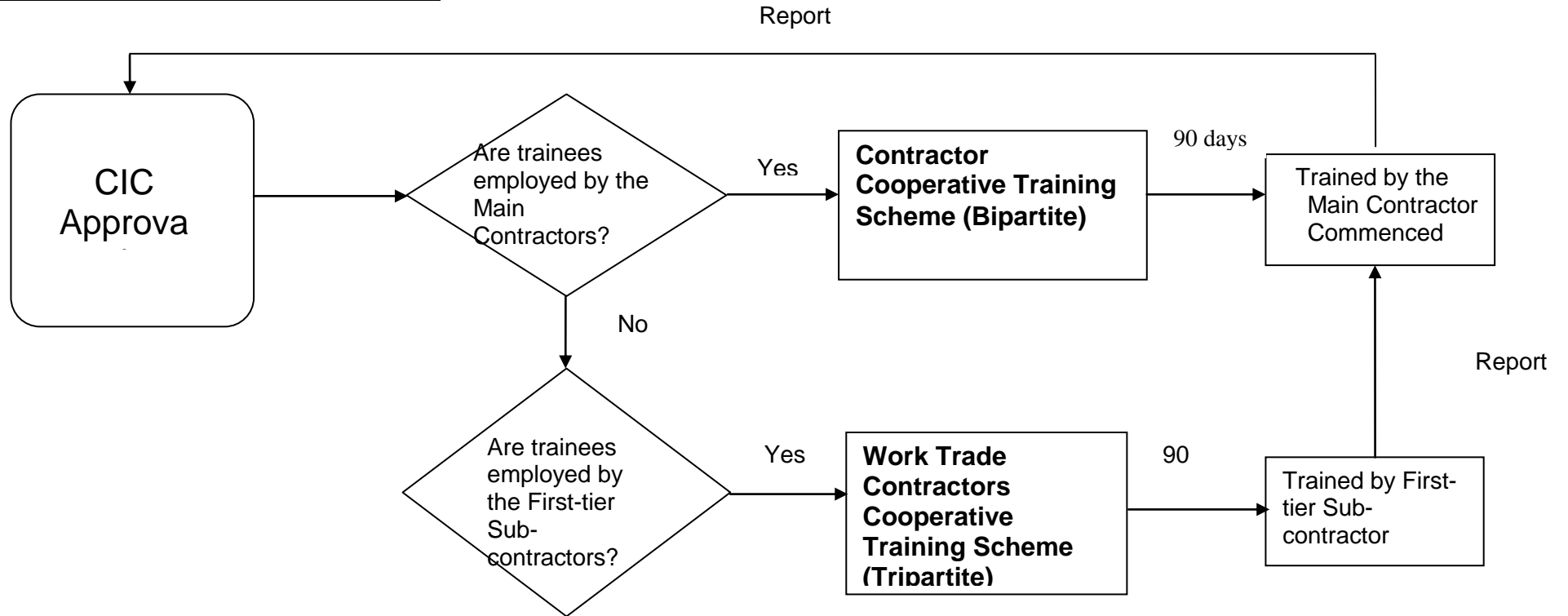
## **11 Settlement of Disputes**

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**

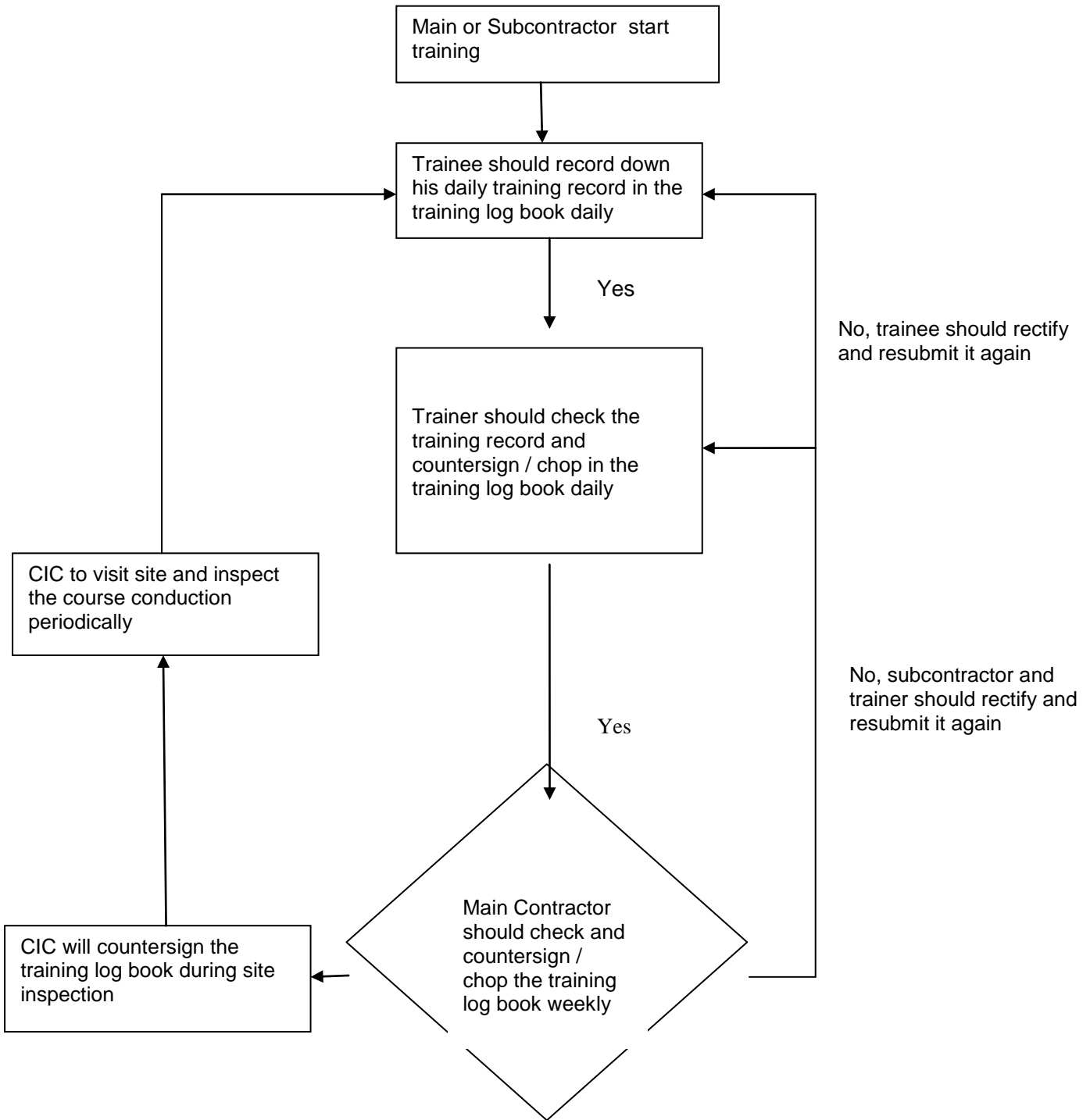
12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.

Master Flow Chart of Approval for CCTS

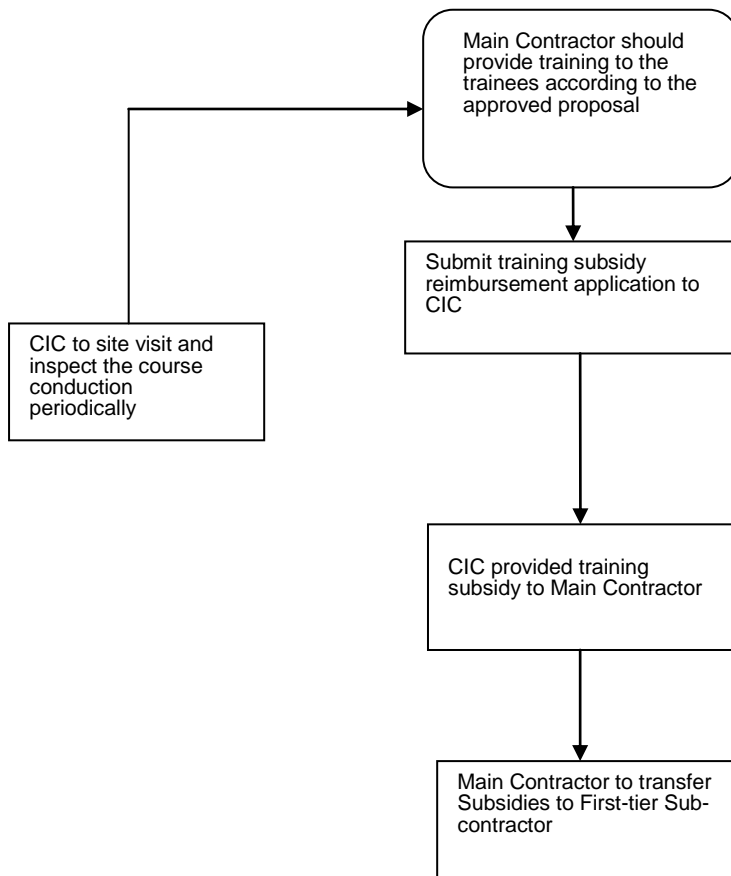


# Contractor Cooperative Training Scheme

## Flow Chart for monitoring training progress in Contractor Cooperative Training Scheme



**Flow Chart of Payment Procedure**



Assessment of Subsidy

Notes

The purpose to initiate this mechanism is to establish a standardize methodology for the evaluation of the subsidy offered to the above training schemes.

The final decision to grant subsidy is on the CIC.

Cost Item No.	Description of Cost Item	Unit	Quantity	Rate (HK\$)	Reason of Adjustment	Adjustment Factor	Final Evaluation	Remark
			(i)	(ii)		(iii)	(iv) = (i) x (ii) x (iii)	
1	Qualified Instructor	man-day	a	b	Instructors provided by Contractors should be reimbursed. The ratio of trainer to trainee is 1:4 for Bar Bender and Fixer, Carpenters, Land Surveyor and Levellers. (See Annex G)	1.0	(iv) = 1.0 a b	The Rate b is based on the "Average Daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors" published by the Census and Statistics Department at June 2012. For example, Bar Bender and Fixer \$1,295.5/day, Carpenter (Formwork) \$1143.2/day.
2	Equipments solely for the training	nr-month (no. of unit per month)	d	e	Cost of Maintenance of equipment solely used for training during period of training is justified as subsidy. Additional equipments may be provided for the purpose of training and should be reimbursed.	f	(iv) = d e f	An adjustment factor "f" is applied which is expressed as a percentage of the unit hire rate "e". This item is not normally payable when trainees are trained in normal job production situation where no extra equipment is needed solely for training.
3	Materials provided for the Training Steel bars, wire meshes etc	As appropriate (e.g. tonne, m <sup>2</sup> )	g	h	Materials provided for the training can be used as site production. An adjustment factor is applied to provide an allowance for the extra wastage of materials due to training.	j	(iv) = g h j	"g" is the measurement of materials used for purpose of training and regard as wastage. "h" is the market buying rate of the materials solely for training. This item is not normally payable when trainees are trained in normal job production situation where no extra materials are needed solely for training.
4	Provision of Training Ground/Venue	m <sup>2</sup>	k	l	No subsidy is considered for this item.	0.00	0.00	Only apply in very special case.
5	Main Contractor's Management/Administration Costs	nr-month	m	n	The main contractors may need to employ additional site supervising staffs to supervise and monitor the training programme, to produce regular reports to CIC and payment transfer etc.	1.0	(iv) = 1.0 m n but limited to a max of HK\$21,500 per month and duration is based on the length of the course	The adjustment factor is fixed at 1.0 is that it is envisaged that the supervising staffs does not required to work full time and a max of 1.0 is allowed. The HK\$21,500 per month is for 40 trainees and it will be adjusted on a pro-rata basis if the number of trainees is fewer.
6	Subsidy to Trainees	man-day	s	ECMT Trades: (i) \$240/day during training period and pay on monthly basis; (ii) \$80/day during training period but release in a lump sum	Subsidy to trainees.	1.00	(iv) = 320 / 150 s	"s" is the no. of training days same as the training duration in CIC, e.g. s = 97 days for bar bending and fixing.

Cost Item No.	Description of Cost Item	Unit	Quantity	Rate (HK\$)	Reason of Adjustment	Adjustment Factor	Final Evaluation	Remark
			(i)	(ii)		(iii)	(iv) = (i) x (ii) x (iii)	
				after passing ITT Other Trades: \$150/day during training period and pay on monthly basis				
7	Other related costs				This item of cost may be allowed for consideration in the event that the main contractor may incur as a result of training and not covered by the above items 1 to 6.	To be considered case by case.		

#### Legends

- a: The duration of instructors engaged in the training program
- b: The unit rate of instructors, reference is made to the "Average Daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors" published by the Census & Statistics Department at June 2012.
- d: The no. of equipments used for solely for training during the training period.
- e: The market hiring rate of the equipment
- f: The adjustment factor applied to cover part of the maintenance cost of the equipments/tools provided for the training. This adjustment factor is limited at a max of 50% on the assumption that the maintenance cost to be shared equally between CIC and Sub-contractors.
- g: The quantity of the materials provided for training is taken into account. This does not covered for the finished product which has a commercial value.
- h: The market value of the construction material.
- j: The adjustment factor allowed for extra wastage of materials in the manufacturing process of finished product arising from the training of trainees.
- k: The area of training ground/venue
- l: Rental rate of the training ground/venue
- m: The no. of main contractor's staff to supervise, monitor and reporting during the course of training programme. The unit is expressed in no. of site personnel engaged in each calendar month.
- n: It is the month salary rate of the main contractor's site supervisory staff in item no. "m".
- s: The no. of trainees in the training class expressed in training days.

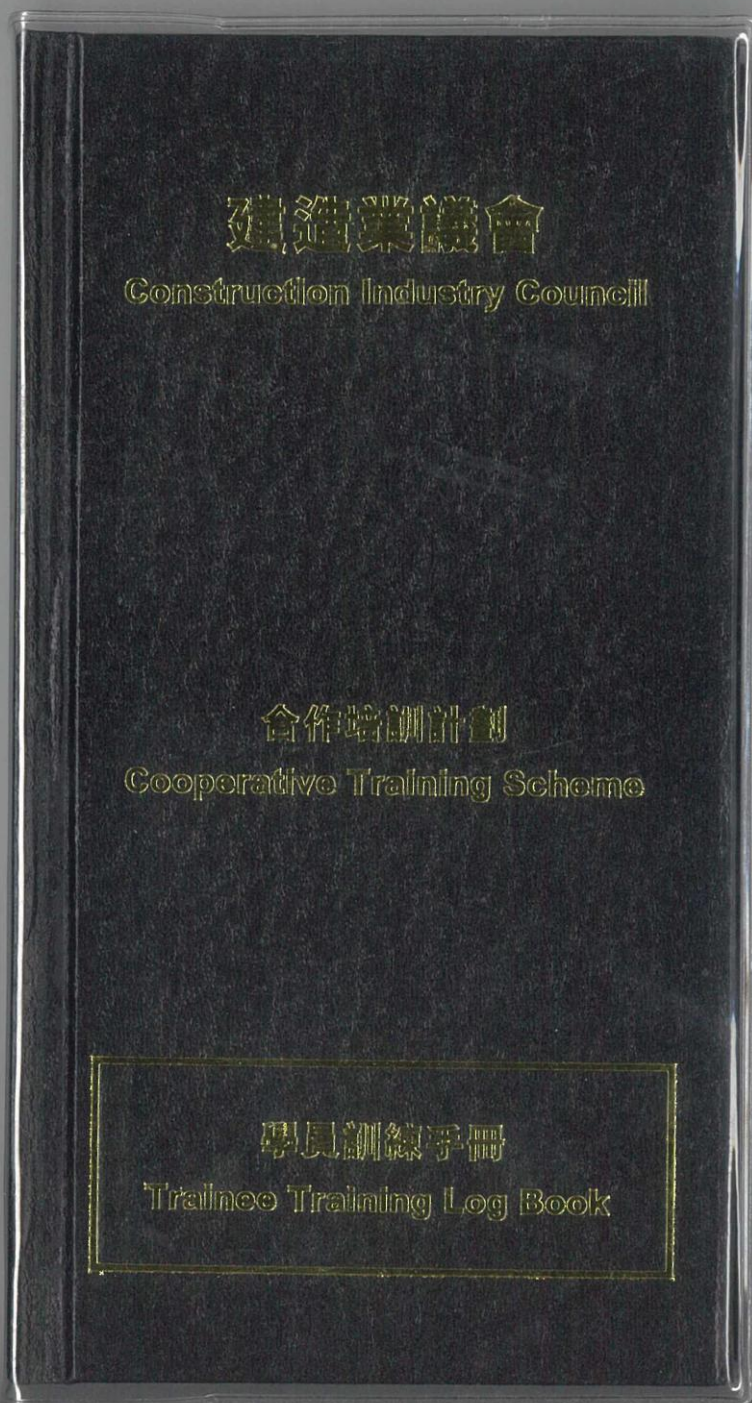


Annex E – Table 1

## New Trainers' allowance calculation under CCTS

Work Trade	CCTS course	Average Daily Wages (HK\$)	Training Durations (days)
Bar Bending and Fixer	Bar Bending and Fixing	HK\$1,295.5	97
Timber / Aluminum Formworker	Timber / Aluminum Formwork	HK\$1,143.2	95
Surveying & Setting out	Surveying & Setting out	HK\$881.4	90
Site Surveying	Site Surveying	HK\$881.4	133
Concretor	Concretor	HK\$1,118.6	23
Metal Formworker	Metal Formwork	HK\$925.9	28
Metal Formworker & Concretor	Metal Formwork & Concretor	HK\$1,118.6	36
Welder	Welding	HK\$953.3	75
Metal worker	Metal Work	HK\$874.5	75
Drainlayer	Drainlaying	HK\$1,001.0	85
Tunnel Worker	Tunnel Work	HK\$600.0	32
Tower Crane Operation Workers' Assistant	Tower Crane Operation Workers' Assistant	HK\$1,200.0	75
Construction Scaffolding Worker	Construction Scaffolding Work	HK\$1,147.0	100
Metal Scaffolding & Metal Formworker	Metal Scaffolding & Metal Formwork	Metal Scaffolding - HK\$1,147.0 Metal Formwork - HK\$1,154.0	Metal Scaffolding - 28 Metal Formwork - 26 Total: 54
Bricklayer & Plasterer	Bricklaying & Plastering	HK\$1,000.0	94
Bricklayer & Tiler	Bricklaying & Tiling	HK\$1,000.0	97
Pipe Layer	Pipe laying	HK\$952.0	42
PVC Waterproofer	PVC Waterproofing	HK\$744.0	54
Track Worker	Track Worker	HK\$900.0	96
Track Welder	Track Welder	HK\$1,100.0	95
TBM Operator	TBM Operation	HK\$960.0	71
Jumbo Driller Operator	Jumbo Driller Operation	HK\$1,100.0	63
Segment Erector	Segment Erection	HK\$900.0	17
Tunnel Shotcretor	Tunnel Shotcretor	HK\$1,300.0	13
Tunnel Grouting Worker	Tunnel Grouting Worker	HK\$850.0	18
Tunnel Signalman	Tunnel Signalman	HK\$800.0	8
Wheeled Telescopic Mobile Crane Operator	Wheeled Telescopic Mobile Crane Operation	HK\$1,200.0	52
Ground Investigation Operation Assistant	Ground Investigation Operation Assistant	HK\$577.0	64
Crawler Crane Operator	Crawler Crane Operation	HK\$2,100.0	52
Crawler Crane Operator (Apprenticeship)	Crawler Crane Operation (Apprenticeship)	HK\$2,100.0	52
PE Underground Pipelayer	PE Underground Pipe laying	HK\$800.0	90
Tower Crane Operator	Tower Crane Operation	Theory - HK\$60,000.0 Practical - HK\$30,000.0	Theory - 12 Practical - 28 Total: 40
Measurement Technician Assistant	Measurement Technician Assistant	HK\$1,760.0	120

The average daily wages is based on the "Average daily Wages of Workers Engaged in Public Sector Construction Projects as Reported by Main Contractors" published by the Census and Statistics Department's records as of 2012 & 2013 or as evaluated in accordance with market wage and CIC instructor salary.



## 合作培訓計劃 Cooperative Training Scheme

計劃名稱 Type of Scheme	
訓練科別 (請填寫) Trade of Training (Fill in)	蓋章 (祇選一科) Chop ( Select one only)
鋼筋屈紮 Steel Bar Bending	
木模板工 Formwork	

注: 蓋章須由負責培訓機構/公司蓋印確認

## Training Summary

Year	期間 Period	簽署/蓋章 Signature/Chop
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	
	由 From 至 To	

在學員離開該培訓機構/公司時填寫  
Organization/Employer providing the  
on the Trainee is leaving that training.

## 個人資料

## PERSONAL DETAILS

姓名 Name (須與身份證相同及用正楷書寫 Block letters, same as HKID Card)

中文 in Chinese :

英文 in English :

出生日期 Date of Birth :            年(Y)            月(M)            日(D)

住址 Address :

電話 Telephone :

家長(父/母)或監護人或聯絡人姓名及電話  
Name & Telephone Number of Parent/Guardian/Contact Person :

受訓練時教育程度:  
Educational Standard Attained :

計劃名稱:  
Type of Scheme:

開始訓練日期  
Training Commencement Date :

照片  
Photo

學員簽署  
Trainee's Signature :

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i) Drainlayer (Civil Engineering)

Construction Industry Council  
Drainlayer (Civil Engineering)  
Training Syllabus

Annex G Reference Training Syllabus of the CIC  
i) Drainlayer (Civil Engineering)

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

85 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Drainlayer (Civil Engineering) 地渠工(土木工程)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施、環境保護概念及認識行業的職業道德	2
2	認識常用工具、機械的使用和保養	4
3	認識常用材料的規格、特性、運輸和存放方法	3
4	認識圖則、施工章程和常用名詞	4
5	認識渠坑挖掘有關法例、條例、指引及施工安全守則	2
6	平水繩墨及開綫定位	2
7	使用適當設備挖掘渠坑、支撐渠坑相應安全措施的配合	9
8	整理渠坑底部及使用機械壓實墊層物料	4
9	使用適當機械或設備吊嵌和接駁管件	5
10	接駁或切割管件和安裝填縫物	2
11	管道座槽 (傍筒) 和外包墊層 (捲筒) 的方法	3
12	管道測漏方法	2
13	建造沙井、裝嵌腳踏、沙井蓋及其他配套	17
14	使用適當工具建造沙井內馬枕、行水位批盪	4
15	建造明渠、批盪行水位和裝設渠閘	6
16	裝嵌方渠的施工程序	3



Construction Industry Council  
Drainlayer (Civil Engineering) 地渠工(土木工程)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
17	臨時更改水道	1
18	探測、維修和保養管道	2
19	ISO 9000 品質管理表格的應用	1
20	認識地下電纜及氣體管道探測	1
21	拆卸嵌件、存放渠道和清理	3
22	強制性基本安全訓練課程(平安卡)	1
23	密閉空間核准工人安全訓練課程	1
24	建造工友安全訓練課程 - 工地建材索具工	2
25	中級工藝測試-地渠工	1
	<b>合共：</b>	<b>85 天</b>

ii) Metal Formwork and Concretor

**Annex G**

Construction Industry Council

Metal Formwork and Concretor (Civil Engineering and Building Construction)  
Training Syllabus

Annex G Reference Training Syllabus of the CIC

ii) Metal Formwork and Concretor (Civil Engineering and Building Construction)

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

36 days

Pass Rate:

75% for mandatory

80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Metal Formwork and Concretor (金屬模板及混凝土工)  
(Civil Engineering and Building Construction)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、職業道德、基本安全及環境保護知識	1.5
2	認識各種土木工程及樓宇建造之金屬模板的特性、兩者配合操作及其正確處理方法	1
3	認識土木工程及樓宇建造的模板裝嵌和澆置混凝土之高空工作	1
4	認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、澆置混凝土的工具與設備，及其安全操作方法	1
5	工地安全訓練及安全使用吊索訓練 ● 強制性基本安全訓練課程 (平安卡) (1) ● 建造工友(指定行業)安全訓練課程 - 工地建材索具工 (2)	3
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 ● 認識金屬棚架安全守則所規定的檢查、紀錄 (Form 5) 及合資格的人執行之職責及任務 ● 模板及支承架之搭建安全及高空操作 ● 模板及支承架之拆卸安全及高空操作	6

Construction Industry Council  
Metal Formwork and Concretor (金屬模板及混凝土工)  
(Civil Engineering and Building Construction)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
8	裝嵌和拆卸金屬組合模板(包括高空操作) <ul style="list-style-type: none"> <li>● 土木工程類： 行車天橋之柱躉及支柱模板 行車天橋之橫樑及橋面模板</li> <li>● 屋宇建造類： 和諧式組件模板 鋁合金屬組合模板</li> </ul>	8
9	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
10	練習澆置混凝土構件 (墜仔、大石墜、石矢板、樓梯、間牆、馬路等)	7
11	認識處理各種施工縫、飾面及養護的工作方法	1
12	認識蜂巢狀混凝土“黃蜂竇”的成因及其修補方法	1
13	認識ISO 9000 品質制度和應用	0.5
14	中級工藝測試： <ul style="list-style-type: none"> <li>● 混凝土工</li> <li>● 索具工(叻架) / 金屬模板裝嵌工</li> </ul>	2
<b>合共：</b>		<b>36 天</b>

Construction Industry Council  
Metal Formworker (Civil Engineering and Building Construction)  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
Metal Formworker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. Minimum education attainment F.3 or above, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

28 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Metal Formworker (金屬模板工)  
(Civil Engineering and Building Construction)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、職業道德、基本安全及學習工地安全措施	1
2	認識各種土木工程及樓宇建造之金屬模板的特性、合操作及其正確處理方法	2
3	認識土木工程及樓宇建造的模板裝嵌之高空工作	1
4	認識及正確使用各種常用手工工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法	1
5	工地安全訓練 <ul style="list-style-type: none"> <li>● 強制性基本安全訓練課程 (平安卡) (1)</li> <li>● 建造工友(指定行業)安全訓練課程 - 索具工(叻架)/金屬模板裝嵌工 (2)</li> </ul>	3
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
8	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 <ul style="list-style-type: none"> <li>● 認識金屬棚架安全守則所規定的檢查、紀錄(Form 5)及合資格的人執行之職責及任務</li> <li>● 模板及支承架之搭建安全及高空操作</li> <li>● 模板及支承架之拆卸安全及高空操作</li> </ul>	6
9	裝嵌和拆卸金屬組合模板(包括高空操作) <ul style="list-style-type: none"> <li>● 土木工程類： 行車天橋之柱躉及支柱模板 行車天橋之橫樑及橋面模板</li> <li>● 屋宇建造類： 和諧式組件模板 鋁合金屬組合模板</li> </ul>	8

Construction Industry Council  
Metal Formworker (金屬模板工)  
(Civil Engineering and Building Construction)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
10	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
11	認識ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德	1
12	中級工藝測試：索具工(叻架)/金屬模板裝嵌工	1
	合共：	28 天

Construction Industry Council  
Concretor (Civil Engineering and Building Construction)  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
Concretor

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. Minimum education attainment F.3 or above, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

23 days

Pass Rate:

75% for mandatory

80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainee



**Construction Industry Council**  
**Concretor (混凝土工)**  
**(Civil Engineering and Building Construction)**  
**Training Syllabus**

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、職業道德、基本安全及學習工地安全措施	1
2	認識各種土木工程及樓宇建造之混凝土的特性、合操作及其正確處理方法	2
3	認識土木工程及樓宇建造的澆置混凝土之高空工作，及安全攀爬棚架的正確方法	1
4	認識及正確使用各種常用手工具、手提動力工具，澆置混凝土的工具與設備，及其安全操作方法	1
5	工地安全訓練 <ul style="list-style-type: none"> <li>● 強制性基本安全訓練課程 (平安卡) (1)</li> <li>● 建造工友(指定行業)安全訓練課程 - 索具工(叻架)/金屬模板裝嵌工 (2)</li> </ul>	3
6	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
7	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
8	練習澆置混凝土構件 (學仔、大石壘、石矢板、樓梯、間牆、馬路等)	8
9	認識處理各種施工縫、飾面及養護的工作方法	1
10	認識蜂巢狀混凝土“黃蜂竇”的成因及其修補方法	2
11	認識ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德	1
12	中級工藝測試：混凝土工	1
<b>合共：</b>		<b>23 天</b>

Construction Industry Council  
Surveying and Setting Out  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
iii)      Surveying and Setting Out

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. Minimum education attainment F.3 or above, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

90 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Surveying and Setting Out (建築樓宇測量員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施	1
2	認識ISO 9000品質制度及ISO 14001環境管理系統	1
3	建築屋宇工程及土木工程之常用工具的認識	1
4	建築屋宇工程及土木工程工具的使用方法	8
5	平水儀的認識及使用方法	10
6	全站儀的認識及使用方法	12
7	常用圖形的畫法及認識圖則	17
8	建築屋宇工程工作範圍及工作方法	24
9	土木工程工作範圍及工作方法	13
10	強制性基本安全訓練課程 (平安卡)	1
11	密閉空間核准工人安全訓練課程	1
12	中級工藝測試 - 平水工	1
<b>合共：</b>		<b>90 天</b>

Construction Industry Council  
Site Surveying  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
iv) Site Surveying

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. Minimum education attainment F.5 graduates or F.6 graduates under the 3-3-4 system in 2012, which pass in mathematics, or equivalent academic qualification. Applicants with higher academic qualification will have priority. Applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

133 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Site Surveying (建造工地測量員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施	1
2	認識ISO-9000品質制度及ISO-14001環境管理系統	1
3	平水繩墨工具的使用方法	8
4	閱讀圖則的具體步驟與方法	12
5	建築物開線定位	25
6	平水儀使用方法	10
7	全站儀使用方法	30
8	地形測量	12
9	邊坡斜水架之建立	6
10	橋樑道路、渠道、砂井開線	15
11	認識電腦的應用	10
12	強制性基本安全訓練課程 (平安卡)	1
13	密閉空間核准工人安全訓練課程	1
14	中級工藝測試 - 平水工	1
<b>合共：</b>		<b>133 天</b>

v) Metalworker

Construction Industry Council  
Metalworker  
Training Syllabus

Annex G

Annex G      Reference Training Syllabus of the CIC  
v) Metalworker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

75 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council

Metalworker (金屬工藝工)

Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施	0.5
2	認識ISO 9000品質制度及應用品質檢查表	0.5
3	認識施工圖則與平水繩墨，閱讀及理解金屬工作的大樣詳圖	2
4	人力提舉及重物搬運等體力處理操作	0.5
5	安全搭建金屬棚架及工作台	3
6	認識起重機/吊機之安全吊運操作	0.5
7	認識、使用及保養各種工具及機械	1
8	認識金屬特性及其應用	1
9	金屬工的基本技能	9
10	冷態形變操作	3
11	熱態形變操作	2
12	各種加工機械操作	5
13	焊接操作	22
14	製造、組合、安裝、校正及維修鋁窗	7
15	製造、組合、安裝、校正及維修金屬欄杆	8
16	製造、組合、安裝、校正及維修金屬門	5
17	製作及安裝圍街鐵板	2
18	安全訓練 (平安咭及一天氣焊)	2
19	中級工藝測試-金屬工	1
	合共：	75 天

vi) Timber / Aluminum Formworker

Construction Industry Council  
Timber / Aluminum Formworker  
Training Syllabus

**Annex G**

Annex G      Reference Training Syllabus of the CIC  
vi) Timber / Aluminum Formworker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

95 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees



Construction Industry Council  
Timber / Aluminum Formworker (木/鋁模板工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則及有關知識	2
2.	認識正確使用、維修、保養各種手工工具、裝拆工具、手提動力工具及其安全操作方法	4
3	認識有關材料及其適當使用、切割與存放方法	2
4	認識、理解鋼筋混凝土結構圖、平水、墨線、標誌及施工規	3
5.	模板及配件裝嵌操作	78
6	環境保護知識	1
7	認識ISO 9000 品質制度及ISO 14001 環境管理系統	1
8	強制性基本安全訓練課程 (平安卡)	1
9	建造工友(指定行業)安全訓練課程 – 木模板	1
10	中級工藝測試 - 木模板工	1
11	密閉空間核准工人安全訓練課程	1
	合共：	95 天

Construction Industry Council  
Bar-Bending & Fixer  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
vii) Bar-Bending and Fixer

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

97 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Bar-Bending & Fixer (鋼筋屈紮工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施及認識 ISO-9000品質制度及應用(包括介紹行業特性及每天早會15分鐘)	1
2	認識及使用各種手動工具及機動工具	3
3	學習屈紮鋼筋時的安全措施	2
4	認識鋼筋的種類及分佈位置的名稱、認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)	2
5	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法	3
6	認識鋼筋屈紮工的工作範圍、樓宇建造和土木工程的施工規範	2
7	學習鋼筋屈曲成型(機械操作)	12
8	綁紮及安裝鋼筋和鋼筋網(BRC)	1
9	接駁鋼筋的方法、COUPLER 鋼筋接駁器及預留孔洞時的附加鋼筋	3
10	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、體能訓練、ISO-9000 品質檢查表、檢查程序及報告	62
11	吊索工安全操作訓練 (A12)	2
12	密閉空間核准工人安全訓練課程	1
13	工地安全講座 <ul style="list-style-type: none"> <li>● 強制性基本安全訓練課程(平安卡)</li> <li>● 建造工友(指定行業)安全訓練課程 - 鋼筋屈紮工</li> </ul>	1 1
14	中級工藝測試 - 鋼筋屈紮工	1
	<b>合共：</b>	<b>97 天</b>

Construction Industry Council  
Construction Scaffolding Worker  
Training Syllabus

Annex G Reference Training Syllabus of the CIC  
viii) Construction Scaffolding Worker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

100 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Construction Scaffolding Worker (建造棚架工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則，基本安全知識、安全措施及環境保護知識	1
2	養護樹木基本認識	0.5
3	認識材料特性及其用途	1
4	理解圖則與棚架基本架構、學習有關搭棚安全 / 守則	3
5	認識與使用及保養搭棚工具	0.5
6	搭棚和拆棚的基本操作	20
7	搭建金屬棚架	12
8	搭裝修排柵	10
9	建築施工用排柵、棚架及橋筏	18
10	搭裝管道用棚架	2
11	安裝升降機豎井內及煙窗棚架	3
12	搭室內天花棚架	7
13	搭招牌棚架	5

Construction Industry Council  
Construction Scaffolding Worker (建造棚架工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
14	搭工地各種臨時廠及雨棚	5
15	定期檢查、維修棚架工作及颱風前後的預防和善後工作	2
16	建造工友安全訓練課程-工地建材索具工	2
17	密閉空間核准工人安全訓練課程	1
18	工地實習(包括搭棚以供維修中心大廈工作)	3
19	強制性基本安全訓練課程 (平安卡)	1
20	建造工友(指定行業)安全訓練課程 - 竹棚工、金屬棚架工	1
21	中級工藝測試 - 竹棚工、金屬棚架工	2
<b>合共：</b>		<b>100 天</b>

ix) Tower Crane Operation Workers' Assistant

**Annex G**

Construction Industry Council

Tower Crane Operation Workers' Assistant  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
ix) Tower Crane Operation Workers' Assistant

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

75 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainers to 4 Trainees

Construction Industry Council  
Tower Crane Operation Workers' Assistant  
(塔式起重機組裝技工助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	認識中心規則、基本安全知識	1
2	認識ISO 9000品質制度和應用、ISO 14001環境保護系統及OHASA 18000職業安全衛生保證體系	1
3	認識物料和學習使用常用工具	3
4	認識相關條例	2
5	學習起重吊運操作	3
6	塔式起機種類、裝拆基本原理及安全措施	7
7	塔式起重機裝組及拆卸實務	51
8	強制性基本安全訓練課程(平安卡)	1
9	工地建材索具工(銀卡課程)	2
10	建造工地吊運操作訊號員課程(SHO)	1
11	建造工友(指定行業)安全訓練課程(銀卡課程) – 塔式起重機組裝工(安裝、拆卸及升降)	2
<b>合共:</b>		<b>75 天</b>



x) Tunnel Worker

Construction Industry Council  
Tunnel Worker  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
x) Tunnel Worker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

32 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Tunnel Worker (隧道工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習工地、基本安全知識、職業道德、環境保護意識、施工前準備工作及隧道內工作的安全知識。	1
2	練習操作及保養一般隧道內的工作設備 認識及保養各項工作設備(包括：氣動式鑿碎機(風炮)、風鑽、風機、灌漿機、隧道路軌安裝、裝配混凝土泵喉及抽水泵等，地質介紹，爆破工序及相關的安全知識)	6
3	練習安全裝拆金屬模板構件 <ul style="list-style-type: none"> <li>● 手工具的操作</li> <li>● 吊重設備的安全使用</li> </ul>	2
4	認識安裝及掛放噴射混凝土護網	3
5	認識安裝狗臂架及通風設備系統	3
6	練習安全裝拆金屬通架及工作台	3
7	練習安裝封隔器(packer)設備	2
8	練習操作氣動風鑽孔及安裝石錨(anchor)	5
9	練習操作鋼筋屈紮基本工具	1
10	練習安全操作動作升降工作台	1
11	認識平水繩墨及施工標誌	1
12	密閉空間核准工人安全訓練課程	1
13	工地安全講座 <ul style="list-style-type: none"> <li>● 強制性基本安全訓練課程(平安卡)</li> <li>● 建造工友(指定行業)安全訓練課程 - 隧道工 (A13)</li> </ul>	2
14	隧道工實務測試	1
<b>合共：</b>		<b>32 天</b>

xi) Welder

Construction Industry Council

Welder  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
xi) Welder

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

75 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Welder (焊接工藝工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識及安全措施	0.5
2	認識ISO 9000品質制度及應用品質檢查表格	0.5
3	理解及覆核圖則、施工規範、平水墨線與標誌	0.5
4	認識各類金屬及材料的特性、工具及機械器材	0.5
5	手工電弧焊 – 基本原理、種類、切割及操作等	44
6	半自動及自動電弧焊 - 基本原理及操作等	10
7	一日制氣體焊接安全訓練課程	1
8	乙炔氧氣焊- 基本原理及操作等	11
9	焊接應用與變形 - 變形原因、種類等	1
10	焊接的缺陷、焊口的清潔和處理	0.5
11	焊接的質量檢查	2
12	焊接的安全措施	0.5
13	中級工藝測試-焊接工	1
14	環保概念應用於焊接	1
15	強制性基本安全訓練課程(平安卡)	1
<b>合共：</b>		<b>75 天</b>

Construction Industry Council  
Metal Scaffolding and Metal Formworker  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
xii) Metal Scaffolding and Metal Formworker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

54 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Metal Scaffolding and Metal Formworker (金屬棚架及金屬模板工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	<b>金屬棚架</b>	
1	基本安全知識、安全措施	0.5
2	金屬棚架工作安全守則規例之釋義	0.5
3	養護樹林基本認識	0.5
4	學習妥善貯存及維修保養土木工程、橋樑及屋宇建造之金屬棚架與配件	0.5
5	閱讀及理解有關土木工程、橋樑及屋宇建造金屬棚架之臨時支柱支撐及撐聯結設計圖則及搭建	2
6	土木工程、橋樑及屋宇建造之臨時支承組架(腳手架)及支柱支撐	6
7	土木工程、橋樑及屋宇建造之單管支撐(裝頂)、重型(方柱)支撐及聯結	5
8	土木工程及屋宇建造之鋼管棚架(鋼通棚)	7.5
9	ISO 9000 品質制度及應用品質檢查表的檢查程序、紀錄與報告	1
10	環保概念應用於土木工程及屋宇建造之鋼管棚架	0.5
11	強制性基本安全訓練課程(平安卡)	1
12	建造工友(指定行業)安全訓練課程 ~ 竹棚工、金屬棚架工	1
13	密閉空間核准工人安全訓練課程	1
14	金屬棚架工中級工藝測試	1
	<b>小計：</b>	<b>28 天</b>

Construction Industry Council  
Metal Scaffolding and Metal Formworker (金屬棚架及金屬模板工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	<b>金屬模板</b>	
15	認識各種土木工程及樓宇建造之金屬模板的特性、合操作及其正確處理方法	2
16	認識土木工程及樓宇建造的模板裝嵌之高空工作	1
17	認識及正確使用各種常用手工具、手提動力工具，裝嵌金屬模板、工具與設備，及其安全操作方法	1
18	工地安全訓練及安全使用吊索訓練 ● 建造工友(指定行業)安全訓練課程 - 索具工(叻架)/金屬模板裝嵌工	2
19	認識土木工程及樓宇建造之施工圖則、平水、墨線及其標記	1
20	安全使用吊索，學習配合塔式起重機(天秤)吊運操作的常用訊號	1
21	土木工程及樓宇建造使用之金屬模板、金屬棚架、荷重支承及頂撐 ● 認識金屬棚架安全守則所規定的檢查、紀錄(Form 5)及合資格的人執行之職責及任務 ● 模板及支承架之搭建安全及高空操作 ● 模板及支承架之拆卸安全及高空操作	6
22	裝嵌和拆卸金屬組合模板(包括高空操作) ● 土木工程類： 行車天橋之柱躉及支柱模板 行車天橋之橫樑及橋面模板 ● 屋宇建造類： 和諧式組件模板 鋁合金屬組合模板	8

Construction Industry Council  
Metal Scaffolding and Metal Formworker (金屬棚架及金屬模板工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
23	保養及維修模板和工具；認識及正確使用風煤切割和焊接的安全方法	2
24	認識ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德	1
25	中級工藝測試：索具工(叻架)/金屬模板裝嵌工	1
	小計：	26 天
	合計：	54 天



xiii) Bricklayer and Plasterer

Construction Industry Council  
Bricklayer and Plasterer  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
xiii) Bricklayer and Plasterer

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

94 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Bricklayer and Plasterer (砌磚批盪工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則，基本安全知識、安全措施及環境保護知識	1
2	學習使用與保養各種工具、機動工具和有關機械	1
3	認識施工圖則，施工程序和規範，基準平水墨綫的操作	1
4	認識各類材料及沙漿成份，學習使用機械和手工拌和操作	1
5	搭建工作台之支承組架(腳手架)	2
6	貨車吊機及埋碼及安全吊運操作	1
7	砌磚 - 舖砌路磚、空心沙磚牆操作、築砌磚牆基本技術及操作等	38
8	批盪 - 安裝批盪角包括金屬和塑料、批盪前之準備工作等	42
9	中級工藝測試 - 砌磚工、批盪工	2
10	強制性基本安全訓練課程(平安卡)	1
11	建造工友(指定行業)安全訓練課程 - 砌磚、批盪工	1
12	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	2
13	密閉空間核准工人安全訓練課程	1
<b>合計：</b>		<b>94 天</b>

Construction Industry Council  
Bricklayer and Tiler  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
xiv) Bricklayer and Tiler

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

97 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Bricklayer and Tiler (砌磚鋪瓦工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則，基本安全知識、安全措施及環境保護知識	1
2	學習使用與保養各種工具、機動工具和有關機械	1
3	認識施工圖則，施工程序和規範，基準平水墨綫的操作	1
4	認識各類材料及沙漿成份，學習使用機械和手工拌和操作	1
5	搭建工作台之支承組架(腳手架)	2
6	貨車吊機及埋碼及安全吊運操作	1
7	砌磚 - 鋪砌路磚、空心沙磚牆操作、築砌磚牆基本技術及操作等	38
8	鋪瓦 - 內外牆錦瓦鋪砌操作、維修及翻新內外牆錦瓦(紙皮石)等	45
9	中級工藝測試 - 砌磚工、鋪瓦工	2
10	強制性基本安全訓練課程(平安卡)	1
11	建造工友(指定行業)安全訓練課程 - 砌磚、鋪瓦工	1
12	無盡捲盤式臨時裝置懸空工作台(吊船)工作人員證書課程	2
13	密閉空間核准工人安全訓練課程	1
	<b>合計：</b>	<b>97 天</b>

**List of Trades Entitled to Training Allowance of HK\$150/day not Under ECMTS**

i) Ground Investigation Operation Assistant

Construction Industry Council  
Ground Investigation Operator Assistant  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
i) Ground Investigation Operation Assistant

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

64 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Ground Investigation Operator Assistant (岩土勘探機長助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	辦理入學事宜及講解訓練規例	1
2	岩土勘探工作簡介，個人安全裝備	1
3	體力處理條例及體能訓練	12
4	體力處理課程	1
5	手工具的認識及運用	2
6	岩地勘探工具的認識及操作原理	3
7	岩土勘探機械的認識，運作及保養要求	3
8	工作場地危害的認識，認識ISO 9000，ISO 14000 等	1
9	吊索工具的認識及安全使用方法	1
10	纜索的網索方式及運用	1
11	強制性基本安全訓練課程(平安卡)	1
12	認識岩土勘探操作程序	8
13	練習勘探操作	22
14	考生技術評估 (A12課程、密閉空間課程及中工測試)	4
15	參觀實驗室和工地	2
16	結業事宜	1
<b>合計：</b>		<b>64 天</b>

ii) Crawler Crane Operator

**Annex G**

Construction Industry Council  
Crawler Crane Operator  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
ii) Crawler Crane Operator

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

52 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 5 Trainees (Practical) & 1 Trainer to 5 Trainees (Theory)

Construction Industry Council  
Crawler Crane Operator (履帶式起重機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	認識强制性基本安全訓練課程(平安卡)	1
2	學習安全措施及操作注意事項	1
3	學習工地安全措施	1
4	認識ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德	1
5	認識常用工具和物料及職業道德	1
6	認識履帶式起重機的種類、構造及其性能	1
7	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用及職業道德	1
8	學習履帶式固定吊臂起重機的安全操作方法及職業道德	6
9	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	1
10	吊索工安全操作課程	2
11	認識履帶式固定吊臂起重機的安全作業方法、實習操作及職業道德	33
12	履帶式固定吊臂起重機資格証明測試	3
	合計：	52天



Construction Industry Council  
Crawler Crane Operator(Apprenticeship)  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
                          ii) Crawler Crane Operator(Apprenticeship)

Entry Requirement:

1.     Have an intention to work in construction industries.
2.     Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3.     If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

52 days

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 15 Trainees (Theory) & 1 Trainer to 1 Trainee (Practical)

Construction Industry Council  
Crawler Crane Operator (Apprenticeship) (履帶式起重機操作員 ( 師徒制 ) )  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	<u>安全及理論課程</u> (建造業議會負責)	
1	認識強制性基本安全訓練課程(平安卡)	1
2	認識ISO 9000品質制度、ISO 14001環境保護系統和應用及職業道德	1
3	認識有關法例條文	1
4	認識有關類型起重機的構造、性能、保養及操作，包括負荷表和安全負荷顯示器等設備的詮釋	1
5	認識起重操作的潛在危險及預防方法，包括： <ul style="list-style-type: none"> <li>● 吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用</li> <li>● 利用起重機械及起重裝置進行起重操作、高空工作、處理及疊放貨物和貨櫃、各種不同工序的協調、為起重機械 / 起重裝置及手動工具進行預防性保養</li> <li>● 應變部署、疏散步驟及急救設備、意外及危險事故的通報機制和程序</li> </ul>	1
6	認識常見的起重操作意外類別、可能成因和預防方法，以及匯報意外及危險事故的重要性和匯報程序	1
7	認識有關類型起重機的基本操作原理、常用工具和物料	1
8	認識常用的個人防護裝備的種類、用途、正確選擇方法及適當的使用方法，包括安全頭盔、安全鞋 / 靴、設有救生繩及防墮裝置的安全吊帶、安全手套、聽覺保護器及護眼用具、呼吸器。	1
9	建造工友 ( 指定行業 ) 安全訓練課程 ( 銀卡課程 ) - 工地建材索具工。	2
	小計	10

Construction Industry Council  
Crawler Crane Operator (Apprenticeship) (履帶式起重機操作員 ( 師徒制 ) )  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	<b>實務課程</b>	
10	學習履帶式固定吊臂起重機的基本操作技巧，包括： <ul style="list-style-type: none"> <li>● 按照製造商的規格及操作 / 保養手冊或同等文件進行定期檢查</li> <li>● 策劃起重工作 ( 包括檢查工作範圍 )</li> <li>● 按照製造商的規格及操作 / 保養手冊或同等文件檢查監控設備及器材</li> <li>● 按照製造商的規格及操作 / 保養手冊或同等文件關閉機器</li> <li>● 確保工作場所安全</li> <li>● 吊索的技巧</li> <li>● 操作起重機吊起重物基本技巧</li> </ul>	6
11	實習操作履帶式固定吊臂起重機的安全作業方法、執行吊起重物程序、及職業道德。訓練涵蓋起重機的各项限制、操作規程及步驟、策劃起重工作、執行起重工作及使用吊索的技巧等。	33
	資歷證明測試	
12	履帶式固定吊臂起重機資歷證明測試	3
	合計：	52天

Construction Industry Council  
PE Underground Pipelayer  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
iv) PE Underground Pipelayer

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

90 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
PE Underground Pipelayer (煤氣聚乙烯管道敷設員)  
Training Syllabus

項目 Item	說明 Description	培訓機構 Training Organization	授藝天數 Training Days
1	基本氣體行業認識	香港中華煤氣有限公司	1
2	認識強制性基本安全訓練課程(平安卡)	建造業議會	1
3	密閉空間核准工人安全訓練課程	建造業議會	1
4	壕坑支撐	建造業議會	1
5	掘路許可證之工作條件	香港中華煤氣有限公司	1
6	敷設管道之工作守則	香港中華煤氣有限公司	2
7	電熔接口之工作程序	香港中華煤氣有限公司	4
8	自動熱熔對接口程序	香港中華煤氣有限公司	3
9	非開掘技術簡介	香港中華煤氣有限公司	1
10	帶氣接駁技術簡介	香港中華煤氣有限公司	1
11	工地實習 – 工地安全、壕坑掘坑、清管、接口技術、壕坑回填、路面修復、敷設管道等	卓裕工程有限公司	74
		合計：	90天

Construction Industry Council  
Wheeled Telescopic Mobile Crane Operator  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
v) Wheeled Telescopic Mobile Crane Operator

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

52 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

To be determined by CITB

Construction Industry Council  
Wheeled Telescopic Mobile Crane Operator  
(輪胎式液壓伸縮吊臂起重機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、工地安全措施及 ISO 9000 品質制度和應用	1
2	認識 ISO14001 環境保護系統及 OHSAS 18000 職業安全衛生保證體系	1
3	認識常用工具和物料	1
4	認識輪胎式起重機的種類、構造及其性能	1
5	習安全措施及操作注意事項	1
6	學習輪胎式液壓伸縮吊臂起重機的安全操作方	6
7	認識吊索、吊鏈、繩纜及滑輪組的力學常識與安全使用	1
8	學習工廠及工業經營(起重機械及起重裝置)規例及其有關表格	1
9	建造工友(指定行業)安全訓練課程 - 工地建材索具工	2
10	認識輪胎式液壓伸縮吊臂起重機的安全作業方法和實習操作及職業道德	33
11	複習及輪胎式液壓伸縮吊臂起重機資格證明測試	3
12	強制性基本安全訓練課程 (平安卡)	1
	<b>合計：</b>	<b>52 天</b>

Construction Industry Council

Pipe Layer  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
vi) Pipe Layer

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

42 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees



Construction Industry Council  
Pipe Layer (地喉安裝工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施及環境保護概念、認識行業的職業道德	0.5
2	認識業內各種常用工具、機械之適當使用及保養方法 - 常用的手動及電動工具、吊動機械纜、索裝置	2
3	認識常用材料如 - 鍍鋅鋼鐵管、球墨鑄鐵管、聚乙烯管、紅銅管及不銹鋼管的規格、特性、運輸和存放方法	1
4	認識圖則，施工章程和常用名詞	3
5	認識地喉安裝有關法例、條例、指引及施工安全守則及施工前之準備工作	2
6	平水繩墨及開線定位	1
7	在喉坑內工作應有的安全措施	0.5
8	認識喉坑底部的整理方法	0.5
9	地喉接駁	22
10	認識喉管的支承及基座的安裝	1
11	管道測漏方法	2
12	管道的維修	1
13	認識 ISO 9000、ISO 14000 及 ISO 18000	0.5
14	建造工友(指定行業)安全訓練課程 - 工地建材索具工	2
15	認識地下電纜/氣體管道探測	1
16	密閉空間工作之人士課程	1
17	實務測試	1
	<b>合計：</b>	<b>42 天</b>

Construction Industry Council  
PVC Waterproofing  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
vii) PVC Waterproofing

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

54 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
PVC Waterproofer (隧道鋪設塑膠防水工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	工地安全訓練 - 強制性基本安全訓練課程(平安咭)、強制性密閉空間核准工人安全訓練課程、隧道工基本安全訓練課程(銀咭課程)	3
2	防水系統簡介 (隧道及天台防水系統) - 不同的防水系統簡介、其特性及施工方法評、估防水系統的性能土木工程滲漏的成因及其特性及施工方法	4
3	認識正確使用、維修、保養各種手工具。手提動力工具及其安全操作方法 - 手工具、常用工具、手提動力 (電) 工具	6
4	工作場地危害的認識及環保要求	1
5	漏水處理、測試及個案研究 - 土木工程及屋宇工程的測試方法、補漏方法、合約上和法例上的防水要求	6
6	土木工程及屋宇工程的防水施工方法 - 隧道、蓄水築構物、天橋路面、伸縮縫/ 施工縫等	15
7	防水工程的適當保護	1
8	防水基本知識 - 防水的目的 / 防水的建造、針對漏水的問題 / 漏水與石屎剝落	2
9	漏水種類及簡介 - 牆壁漏水、天台漏水、隧道漏水、水缸漏水、斜坡 / 擋土漏水	5
10	漏水測試 - 外牆勘察、快速紅外線勘察技術、螢光試劑測試、超聲波滲漏探測	5
11	建築物防水圖則參考 - 天台防水施工圖、隧道防水施工圖、水缸防水施工圖	3
12	中級工藝測試 - 防水工 (黏貼型瀝青氈)及大工測試-防水工 (燒膠型瀝青氈)、防水工 (塗膜)	3
<b>合計 :</b>		<b>54 天</b>

Construction Industry Council  
Track Worker  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
viii) Track Worker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

96 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Track Worker (鋪軌工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施及認識 ISO-9000 品質制度及應用(包括介紹行業特性及每天早會 15 分鐘)	1
2	認識及使用各種手動工具及機動工具	1
3	學習 Track / Turnout Laying 時的安全措施	2
4	認識 Trackform 種類及 Plant/ Equipment	2
5	認識平水繩墨、Trackform 的結構圖則、Track / Turnout Setup 的 Procedure 以及保管與貯存 Rail / Turnout 的方法	3
6	認識 Track Worker 的工作範圍、Trackwork 工程的施工規範	2
7	學習 Plant / Equipment Application (Actual 操作)	12
8	Track / Turnout Components	1
9	Track / Turnout Assembly	3
10	個別 Trackform (Ballast Track, Non Ballast Track)的施工方法、體能訓練、ISO 9000 品質檢查表、檢查程序及報告	63
11	吊索工安全操作訓練	2
12	密閉空間核准工人安全訓練課程	1
13	工地安全講座 – 1) 強制性基本安全訓練課程(平安卡) 2) 建造工友(指定行業)安全訓練課程 - 隧道工(A13)	2
14	實務測試	1
	<b>合計：</b>	<b>96 天</b>

ix) Track Welder

Construction Industry Council  
Track Welder  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
ix) Track Welder

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

95 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Track Welder (路軌燒焊工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、基本安全知識、安全措施及認識 ISO-9000 品質制度及應用(包括介紹行業特性及每天早會 15 分鐘)	1
2	認識及使用各種手動工具及機動工具	1
3	學習 Track Welding 時的安全措施	2
4	認識 Track Welding 種類及 Plant / Equipment	2
5	認識平水繩墨、Track Welding Setup, Procedure 以 Welding Test 種類	3
6	認識 Track Welder 的工作範圍、Trackwork 工程的施工規範	2
7	學習 Plant / Equipment Application (Actual 操作)	12
8	Welding Components	1
9	Test Welding	3
10	個別 Welding (Flash Butt, Aluminothermic)的施工方法、體能訓練、ISO 9000 品質檢查表、檢查程序及報告	62
11	吊索工安全操作訓練	2
12	密閉空間核准工人安全訓練課程	1
13	工地安全講座 – 1) 強制性基本安全訓練課程(平安卡) 2) 建造工友(指定行業)安全訓練課程 - 隧道工(A13)	2
14	實務測試	1
<b>合計：</b>		<b>95 天</b>

x) TBM Operator

**Annex G**

Construction Industry Council  
TBM Operator  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
x) TBM Operator

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

71 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees



Construction Industry Council  
TBM Operator (隧道掘進機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	切割機頭及屏蔽運作、水力系統的控制、網絡控制、空調系統及除塵控制	29
3	用輸送帶移去已挖掘沙石的程序、挖掘及運送泥水的方法	5
4	資料收集的監控程序	17
5	探測器鑽探及灌漿的監控程序、危急時的安排	15
6	密閉空間核准工人安全訓練課程	1
7	地面監察，包括地面沉降及水表	1
8	強制性基本安全訓練課程 (平安卡)	
9	建造工友(指定行業)安全訓練課程 - 隧道工	1
10	中級工藝測試 - 機械設備操作工(隧道)- 鑽挖機械	1
	<b>合共：</b>	<b>71 天</b>

Construction Industry Council  
Jumbo Driller Operator  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
xi) Jumbo Driller Operator

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

63 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Jumbo Driller Operator (隧道鑽探機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	認識鑽探機的運作、佩件、操作、安全注意事項等等有關資料	5
3	認識危險位置及注意事項	1
4	認識軌道式控制方法 - 開動柴油機及開機前的檢查、運行機身左右移動、選動不同的齒輪控制、行駛剎車測試	10
5	鑽干定位操作 - 開動 “鑽干控制系統”、工作燈、水力抽水系統及移動鑽干位置	10
6	鑽干定位操作 - 窄路及隧道之角位	1
7	設立及定位操作 - 連接動力及水源、設立鑽干的程序	2
8	開啟鑽洞的運作	2
9	下載鑽探方案之程序	3
10	密閉空間核准工人安全訓練課程	1
11	練習鑽探操作	18
12	現場鑽探工作操作	6
13	強制性基本安全訓練課程 (平安卡)	1
14	建造工友(指定行業)安全訓練課程 - 隧道工	1
15	中級工藝測試 -機械設備操作工(隧道)- 鑽孔機	1
<b>合共：</b>		<b>63 天</b>

Construction Industry Council  
Segment Erector  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
xii) Segment Erector

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

17 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Segment Erector (隧道預製件安裝工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識、安全措施、環境保護概念及行業的職業道德	1
2	強制性基本安全訓練課程 (平安卡)	1
3	密閉空間核准工人安全訓練課程	1
4	建造工友(指定行業)安全訓練課程 - 隧道工	1
5	工地吊索程序的安全訓練課程	2
6	預製件安裝程序	10
7	中級工藝測試 -機械設備操作工(隧道)- 拱塊安裝	1
	<b>合共：</b>	<b>17 天</b>

Construction Industry Council  
Tunnel Shotcretor  
Training Syllabus

Annex G            Reference Training Syllabus of the CIC  
                          xiii) Tunnel Shotcretor

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

13 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Tunnel Shotcretor (隧道噴漿工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	強制性基本安全訓練課程 (平安卡)	1
3	密閉空間核准工人安全訓練課程	1
4	建造工友(指定行業)安全訓練課程 - 隧道工	1
5	棚架上 / 高空工作的安全注意事項	2
6	噴漿機的構造、性能，掛網的步驟及注意的安全事項	4
7	混合英泥漿的程序及注意的安全事項	2
8	實務測試	1
	<b>合共：</b>	<b>13 天</b>

Construction Industry Council  
Tunnel Grouting Worker  
Training Syllabus

Annex G          Reference Training Syllabus of the CIC  
xiv) Tunnel Grouting Worker

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

18 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees



Construction Industry Council  
Tunnel Grouting Worker (隧道灌漿工)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	1
2	強制性基本安全訓練課程 (平安卡)	1
3	密閉空間核准工人安全訓練課程	1
4	建造工友(指定行業)安全訓練課程 - 隧道工	1
5	鑽探機的運作、佩件、操作、安全注意事項等有關資料	2
6	探測地下管線的步驟及認可人士監管的要求	2
7	不同石層的分別、特性	3
8	安裝鐵枝步驟及安全注意事項	2
9	混合英泥漿的程序及注意的安全事項	1
10	灌漿機的運作、步驟及安全注意事項，安裝量度壓力儀的程序	3
8	實務測試	1
	<b>合共：</b>	<b>18 天</b>

Construction Industry Council  
Tunnel Signalman  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
xv) Tunnel Signalman

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

8 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 4 Trainees

Construction Industry Council  
Tunnel Signalman (隧道礦井訊號員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	基本安全知識及安全措施 - ISO 9000 品質制度、ISO 14000 環境保護、OHSAS 1888 職業安全衛生管理系統及安全管理制度	0.5
2	強制性基本安全訓練課程 (平安卡)	1
3	密閉空間核准工人安全訓練課程	1
4	建造工友(指定行業)安全訓練課程 - 隧道工	1
5	建造工友(指定行業)安全訓練課程 - 索具工(叻架) / 金屬模板裝嵌工	2
6	隧道礦井訊號員作業方法	2
7	實務測試	0.5
	合共：	8 天

Construction Industry Council  
Tower Crane Operator  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
xvi) Tower Crane Operator

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. If no specific academic qualification is required for the course, applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

40 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 3 Trainees

Construction Industry Council  
Tower Crane Operator (塔式起重機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
1	學習中心規則、職業道德、基本安全及環境保護知識	1
2	各種油類、物料及常用工具	0.5
2.1	認識及應用各種油類和物料	
2.2	認識處理廢油及物料的環保規例	
2.3	認識、使用及保養常用工具	
3	安全措施及注意事項(包括動臂起重機)	0.5
3.1	安全系統管理簡介(SMS)	
3.2	OHSAS 18000	
4	塔式起重機種類、構造及其性能(包括動臂起重機)	1
4.1	認識塔式起重機的種類	
4.2	認識塔式起重機的構造	
5	吊索、吊鏈及繩纜的力學常識與安全使用	0.5
5.1	吊索及吊鏈	
5.2	混凝土吊斗	
6	滑輪組的原理及運用	0.5
6.1	滑輪組的原理和組合	
6.2	滑輪組的實際運用	
7	塔式起重機的作業方法及常用訊號	0.5
7.1	無線電對話機	
7.2	手號	
8	塔式起重機保養及常見的故障	0.5
8.1	塔式起重機的保養	
8.2	定期檢查及保養	
8.3	常用的故障及排除方法	
8.4	塔式起重機的意外個案分析	

Construction Industry Council  
Tower Crane Operator (塔式起重機操作員)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
9	學習工廠暨工業經營條例(起重機械及起重裝置)	1
9.1	規例及有關的表格	
10	塔式起重機的爬升	0
11	強制性基本安全訓練課程(建造業平安卡課程)	1
12	建造工友(指定行業)安全訓練課程— 「工地建材索具工」	2
13	塔式起重機的操作方法	5
13.1	升降機械的安全操作	
13.2	旋轉機械的安全操作	
13.3	變幅機械的安全操作	
13.4	認識防止互碰系統及在重疊區的安全操作	
13.5	裝、拆秤時機手的配合工作	
14	塔式起重機的作業方法	23
14.1	建築材料的吊運	
14.2	吊運混凝土工作	
14.3	土木工程中的超重作業	
14.4	鐵模板的吊運	
15	複習及塔式起重機操作員資歷證明測試	3
	合共:	40 天

Construction Industry Council  
Measurement Technician Assistant  
Training Syllabus

Annex G      Reference Training Syllabus of the CIC  
                 xvii) Measurement Technician Assistant

Entry Requirement:

1. Have an intention to work in construction industries.
2. Aged 18 or above, must be legal residents of HKSAR and can be lawfully employable in HKSAR. New arrivals who meet the requirements are welcome.
3. Minimum education attainment F.5 graduates or F.6 graduates under the 3-3-4 system in 2012, which pass in mathematics, or equivalent academic qualification. Applicants with higher academic qualification will have priority. Applicant is required to know how to read and write Chinese, and is able to communicate in Cantonese.

Teaching Period:

120 days

Pass Rate:

75% for mandatory  
80% for voluntary

Attendance Rate:

90%

Ratio of Trainers to Trainee:

1 Trainer to 8 Trainees

**Construction Industry Council**  
**Measurement Technician Assistant (工料量度技術員助理)**  
**Training Syllabus**

項目 Item	說明 Description	授藝天數 Training Days	
1	<b><u>認識香港建造業</u></b>	<b>(4)</b>	
1.1	香港建造業的架構及運作	1	
1.2	工料測量師的職責	}	
1.3	施工要求及規範的認識: 介紹一般施工要求及特定施工規範的認識		1
1.4	介紹各種投標方法: 公開招標、選擇性招標及談判式招標		1
1.5	承建商於合約上的職責		
1.6	承建商之法律責任	}	
2	<b><u>工料測量的基本認識</u></b>	<b>(7)</b>	
2.1	合約文件的認識及執行	1	
2.2	工料清單的用途	1	
2.3	編寫工料清單的程序	2	
2.4	認識編寫中期糧單的程序	1	
2.5	工程變更的認識及其估值	1	
2.6	建築師指令、工地紀錄與索償	1	
3	<b><u>建造圖則基本認識、編寫工料清單及圖形丈量方法</u></b>	<b>(70)</b>	
3.1	建造圖則基本認識		
3.1.1	認識結構圖則	3	
3.1.2	認識建築圖則	3	
3.1.3	土木工程圖則	3	
3.1.4	各類施工圖則的綜合性認識	3	



Construction Industry Council  
Measurement Technician Assistant (工料量度技術員助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
3.2	編寫工料清單	
3.2.1	工料清單的量度及製備程序	1
3.2.2	認識建築圖則	1
3.2.3	各類工種標準量度法的應用: 主要條款及初步項目	
	土木工程	1
	混凝土工程(包括釘板、紮鐵、落石矢工作)	5
	砌磚工程	10
	地渠工程	1
	防水工程	2
	細木工程	1
	小五金工程	1
	鐵及金屬工程	1
	批盪工程	2
	水喉工程	5
	玻璃工程	4
	髹漆工程	1
	綜合作業	1
		5
3.2.4	介紹「土木工程標準量度法則」:	
	簡介工料清單(土木工程)之主要內容	2
	量度土木工程圖則的前期準備	2
	泥井工程	2
	混凝土及板模工程	2
	鋼筋屈紮工程	2
	給、排水工程	2
	介紹量度土木工程之輔助工作(執行記錄)	1

Construction Industry Council  
Measurement Technician Assistant (工料量度技術員助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
	簡介工料清單(土木工程)之主要內容 量度土木工程圖則的前期準備	1
3.3	各類規則及不規則圖形的丈量方法	
3.3.1	重溫幾何定律、三角函數	1
3.3.2	重溫簡單代數	1
4	<b><u>基本建造工藝</u></b>	<b>(21)</b>
4.1	認識樓宇建造工程基礎理論 基本樓宇地基認識 基本樓宇結構認識 基本樓宇功能認識 基本樓宇裝飾工程 預應力混凝土施工規格 一般樓宇外圍工程認識	1 2 2 2 1 1
4.2	介紹基本屋宇裝備工程 空調及通風系統 消防系統 來水、去水供應系統 電器裝置及工地用電介紹	2
4.3	樓宇維修 認識樓宇維修相關的法例及法定要求 常見的樓宇損毀及其癥狀 常見維修工程項目，包括混凝土修補及防水工程的認識	1 1 1

Construction Industry Council  
Measurement Technician Assistant (工料量度技術員助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
4.4	認識土木工程基礎理論 土木工程介紹 泥釘及錨栓工程 渠務及無坑挖掘工程、深坑挖掘工程	2 1 1 1
4.5	認識土木工程基礎理論 認識水泥、混凝土及瀝青等材料的特性 不同性質的金屬物料 常見泥水、沙漿、紅磚、磁磚等物料	1 1 1 <b><u>(10)</u></b>
5	<b><u>電腦應用</u></b>	2
5.1	電腦軟件的應用: MS Excel MS Project Auto CAD 介紹 Auto CAD 電腦輔助繪圖環境 認識圖紙設定及座標系統 認識基本繪圖及編修指令 建立與修改字型 建立圖層及修改特定物件性質 建立標註 介紹工務項目電腦輔助繪圖標準(CAD Standard for Works Projects) 列印與出圖	2 2 6

Construction Industry Council  
Measurement Technician Assistant (工料量度技術員助理)  
Training Syllabus

項目 Item	說明 Description	授藝天數 Training Days
6	認識保養工程常用之「單價表」(Schedule of Rates)	(2)
7	平安咭課程	(1)
8	認識 ISO 9000 品質保證及管理系統	(1)
9	職業介紹及廉政公署講座	(1)
10	認識各種工種的作業方法，參觀工地	(2)
11	考試	(1)
合共：		120 天

**List of Trades Entitled to Training Allowance of HK\$320/day Under ECMTS**

- i) Drainlayer (Civil Engineering)
- ii) Metal Formwork & Concretor \*  
(Civil Engineering & Building Construction)
- iii) Surveying and Setting Out
- iv) Site Surveying
- v) Metalworker
- vi) Timber/Aluminum Formworker
- vii) Bar-Bending & Fixer
- viii) Construction Scaffolding Worker
- ix) Tower Crane Operation Workers' Assistant
- x) Tunnel Worker
- xi) Welder
- xii) Metal Scaffolding & Metal Formworker
- xiii) Bricklayer & Plasterer
- xiv) Bricklayer & Tiler

\* Note: "Metal Formwork and Concretor" trade can be modularised into "Metal Formworker" and "Concretor" and trainees can be trained in both or either one of the modules.

**List of Trades Entitled to Training Allowance of HK\$150/day not Under ECMTS**

- i) Ground Investigation Operation Assistant
- ii) Crawler Crane Operator
- iii) Crawler Crane Operator(Apprenticeship)
- iv) PE underground Pipelayer
- v) Wheeled Telescopic Mobile Crane Operator
- vi) Pipe Layer
- vii) PVC Waterproofer
- viii) Track Worker
- ix) Track Welder
- x) TBM Operator
- xi) Jumbo Driller Operator
- xii) Segment Erector
- xiii) Tunnel Shotcretor
- xiv) Tunnel Grouting Worker
- xv) Tunnel Signalman
- xvi) Tower Crane Operator
- xvii) Measurement Technician Assistant