



Advanced Construction Manpower Training Scheme - Pilot Scheme (Skills Enhancement Courses)

Framework Document

By Hong Kong Institute of Construction

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

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.



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

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1. Purpose

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

2. Terminology

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

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Sub-committee ATP&COS	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ACMTS-Pilot Scheme (Skills Enhancement Courses) approved by the CIC/HKIC
f.	Scheme	ACMTS - Pilot Scheme (Skills Enhancement Courses)
g.	Training Subsidy	Reimbursement of training fees to Training Bodies
h.	Training Bodies	Training Bodies related to the construction industry and approved by the CITB

3. Background

3.1 The Government announced in its Policy Address 2015 that it would earmark HK\$100 million to Construction Industry Council (hereinafter called the "CIC") to launch an Advanced Construction Manpower Training Scheme - Pilot Scheme (ACMTS-Pilot Scheme) for enhancing the training of workers to skilled workers. In the meantime, ACMTS-Pilot Scheme can also enhance the retention rate of semi-skilled workers and increase the supply of skilled workers.

3.2 This Scheme facilitates the industry to have a trial on different ways of training and review the effectiveness of the Scheme; it also establishes the atmosphere for training up the skilled workers. The Scheme would provide a clearer career

ladder for semi-skilled workers in order to attract more young entrants to the industry. This would tackle the problem of aging skilled workers and labour shortage for the particular trade(s), and would ensure the long term sustainable development of construction industry.

4. Nature of the Scheme

- 4.1 The Scheme follows training approach of collaborative training schemes. The CIC/HKIC is responsible for planning, monitoring and reviewing the tasks, including assisting and monitoring the participated Training Bodies to conduct the training.
- 4.2 This Scheme is in collaboration with Training Bodies to cover various trades in order to cope with the demand of the industry.
- 4.3 The CIC/HKIC uses the benchmark approach to follow the operations of the “Enhanced Construction Manpower Training Scheme” and “Collaborative Training Scheme” and selected those items in Trade Divisions that are much in demand in the Scheme.
- 4.4 Training Bodies Involved and Trade Divisions
- 4.4.1 Ten Training Bodies join the Scheme with 23 Trade Divisions. The Trade Divisions courses offered by Training Bodies are listed as follows:

<p>i) Hong Kong Construction Industry Employees General Union</p>	<p><u>20 courses:</u></p> <p>(1) Bricklayer (2) Tiler (3) Plasterer (4) Painter and Decorator (5) Plumber (6) Metal Scaffolder (7) Metal Worker (8) Window Frame Installer (9) Bamboo Scaffolder (10) Carpenter (Formwork - Building / Civil Construction) (11) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)</p>
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	<p>(12) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)</p> <p>(13) Fire Service Electrical Fitter</p> <p>(14) Electrical Wireman</p> <p>(15) Joiner</p> <p>(16) Floor Layer (Timber Flooring)</p> <p>(17) Bar Bender and Fixer</p> <p>(18) Leveller</p> <p>(19) Control Panel Assembler</p> <p>(20) Paving Block Layer</p>
ii) The Federation of Hong Kong Electrical & Mechanical Industries Trade Unions	<p><u>8 courses:</u></p> <p>(1) Plumber</p> <p>(2) Communication System Mechanic</p> <p>(3) Control Panel Assembler</p> <p>(4) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)</p> <p>(5) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)</p> <p>(6) Fire Service Electrical Fitter</p> <p>(7) Electrical Wireman</p> <p>(8) Building Security System Mechanic</p>
iii) Hong Kong and Kowloon Electrical Engineering & Appliances Trade Workers Union	<p><u>8 courses:</u></p> <p>(1) Plumber</p> <p>(2) Communication System Mechanic</p> <p>(3) Control Panel Assembler</p> <p>(4) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)</p> <p>(5) Refrigeration / Air-conditioning/Ventilation Mechanic (Electrical Control)</p> <p>(6) Fire Service Electrical Fitter</p> <p>(7) Electrical Wireman</p> <p>(8) Building Security System Mechanic</p>
iv) Construction Site Workers General Union	<p><u>6 courses:</u></p> <p>(1) Plumber</p> <p>(2) Metal Scaffolder</p> <p>(3) Bar Bender and Fixer</p> <p>(4) Electrical Wireman</p> <p>(5) Carpenter (Formwork - Building Construction)</p> <p>(6) Control Panel Assembler</p>
v) Hong Kong	<p><u>5 courses:</u></p> <p>(1) Metal Scaffolder</p>

Construction Services Association	(2) Refrigeration / Air-conditioning/ Ventilation Mechanic (Electrical Control) (3) Fire Service Electrical Fitter (4) Electrical Wireman (5) Glazier
vi) The Association of Electrical and Mechanical Engineering (HK) Limited	<u>2 courses:</u> (1) Plumber (2) Electrical Wireman
vii) Hong Kong Construction Industry Registered Specialist Trade Union Federation	<u>18 courses:</u> (1) Bricklayer (2) Tiler (3) Plasterer (4) Painter and Decorator (5) Plumber (6) Metal Scaffolder (7) Metal Worker (8) Window Frame Installer (9) Bamboo Scaffolder (10) Carpenter (Formwork - Building Construction) (11) Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System) (12) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) (13) Fire Service Electrical Fitter (14) Electrical Wireman (15) Joiner (16) Bar Bender and Fixer (17) Leveller (18) Control Panel Assembler
viii) Hong Kong Vocational Skills Training School	<u>1 course:</u> (1) Plumber
ix) Plumbing Technology Student Association	<u>1 course:</u> (1) Plumber
x) Hong Kong Unity	<u>1 course:</u>

Construction Workmate Home	(1) Carpenter (Formwork – Building Construction)
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- 4.5 The CIC/HKIC approves training application, monitors and reviews the Scheme by Sub-committee and CITB regularly.
- 4.6 Please refer to Annex 1 for the flowchart for inclusion of new work trades.
- 4.7 Consideration of including new training body to the Scheme:
- i) Background of the training body, training experience, trainee recruitment network, financial status, organizational management (management structure, quality assurance policy, etc.)
 - ii) Qualification of trainer, training ground and equipment;
 - iii) Strategy and development in training (include work trades, projects, application of technology in the construction industry, etc.);
 - iv) Contributions to industry/CIC/HKIC development; and
 - v) Other relevant considerations (include social services, experience in providing services to ethnic minorities)

5. Details of the Scheme

- 5.1 Training Bodies provide training courses and cover theory and practice with safety measures, equipment, tools, and materials of the related trades so as to enhance technical skills of trainees.
- 5.2 The training mode of this scheme includes theoretical and workshop practical training. Training are scheduled by individual Training Bodies and are usually held on weekday evenings and during weekend daytime hours.
- 5.3 Eligibility and Requirements for Trainee
- 5.3.1 To participate in this Scheme, a proposed trainee must meet the following requirements:
- i) Semi-skilled worker of the applied trade with at least 1 year post-qualification relevant working experience (counting from the issuance date of certificate); Except for "Paving Block Layer", because there is no Intermediate Trade Test qualification, the academic qualification must have at least 3 years of relevant work experience; and

- ii) has not taken the applied trade under the CIC's or HKIC's Advanced Construction Manpower Training Scheme – Pilot Scheme offered or funded by the CIC and HKIC over one year prior to application.
- iii) Working experience is verified by the employer/training bodies.

5.3.2 Trainee must meet the following assessment criteria:

- i) The attendance rate of trainees must be 80% or above in order to be recommended by the Training Bodies to apply for the Trade Test, and
- ii) The trainee must attend the Trade Test within 3 months after course completion, otherwise, the qualification will be cancelled.

5.4 Training Duration and Class Size

The training duration is 75-106 hours (to be completed in 6 months). The class size is 4-6 trainees.

5.5 Training Places and Quota Allocation

5.5.1 The number of training places is reviewed and approved by CITB every year.

5.5.2 Allocation of the places would be flexible according to the actual application situation.

5.6 Training Subsidy

5.6.1 Training subsidy would be reimbursed to Training Bodies upon the completion of courses. Training Bodies may apply to the CIC/HKIC for preparatory fee up to one-half of the total amount approved.

5.6.2 The tuition is free for trainees. As well as a free Trade Test and a free re-test are arranged to trainees for free of charge.

5.6.3 Effective from 1 September 2022, trainee will receive a one-off \$16,000 completion bonus from the CIC/HKIC after completing the course, passing the Trade Test qualification and registering as a registered skilled worker of the relevant trade under the "Construction Workers Registration Ordinance".

5.7 Requirements on Trainer Qualification and Trainer-to-Trainee Ratio

5.7.1 Training Bodies shall arrange eligible trainers and assistant trainers to provide training for trainees.

5.7.2 Eligible trainers must meet the following requirements:

- (i) Holder of Registered Skilled Worker of relevant work trade through the “Senior Workers Registration Arrangement”; or
- (ii) Holder of relevant trade test certificate or the qualifications listed in Note 1 below; with not less than 5 years relevant post qualification working experience; or
- (iii) Holder of the relevant trade test certificate or the qualifications listed in Note 1 below; and with at least 7 years relevant working experience.

Note 1: The below qualifications are applicable for the following trades:

- Electrical Wireman/ Control Panel Assembler/ Communication System Mechanic: holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
- Plumber: holder of valid “Grade I Plumber's Licence” issued by the Water Supplies Department.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

5.7.3 Eligible assistant trainer must meet one of the following requirements: Holder of relevant Trade Test Certificate or the qualifications listed in Note 1 below;

Note 1: The below qualifications are applicable for the following trades:

- Electrical Wireman/ Control Panel Assembler/ Communication System Mechanic: holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
- Plumber: holder of valid “Grade I Plumber's Licence” issued by the Water Supplies Department.

- Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

5.7.4 One trainer and one assistant trainer train 4-6 trainees.

6. Requirements for Training Bodies

- 6.1 Training Bodies play a major role in the Scheme. Training Bodies are responsible for verifying the trainee eligibility, managing and arranging training for trainees, and monitoring the learning progress of trainees. Their duties include course promotion, trainee recruitment, assessment, teaching, attendance record keeping, quality assurance such as internal assessment, etc.
- 6.2 Training Bodies are required to submit application (for details, please refer to Annex 2) to the CIC/HKIC for approval with agreeing on the terms and condition in Annex 3 and recruit suitable trainees, trainers and assistant trainers. The application shall include training period, training venues, qualification and experience of trainers and assistant trainers, etc. Should there be any changes in trainers, assistant trainers and trainees, a replacement should be arranged with advance notice to seek the prior approval and consent of the CIC/HKIC.
- 6.3 Training Bodies are responsible for identifying and verifying the capability, suitability and eligibility of trainees for participating in the training, including
- i) Intermediate Trade Test qualification of trainees; and
 - ii) Working experience of trainees.
- 6.4 Training Bodies are required to verify the working experiences provided by trainees on the Application Form of “Collaboration Training Scheme Resume of Trainee” and to stamp with the Training Body chop on the form before submitting to the CIC/HKIC for approval.
- 6.5 For trainers / assistant trainers who have been approved in the CIC/HKIC’s collaborative training schemes (including this Scheme, the Contractor Cooperative Training Scheme and the Intermediate Tradesman Collaborative Training Scheme), they need to submit relevant document for confirmation.

- 6.6 For newly proposed assistant trainers, Training Bodies shall provide the information of proposed assistant trainers and confirm his/her Trade Test Qualification.
- 6.7 For newly proposed trainers, the Training Bodies shall submit “Collaboration Training Scheme Resume of Trainer” (Annex 13) to verify the qualification and relevant work experience of proposed trainers meet eligible trainers’ requirements stated on 5.7.2; and certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification, are confirmed by Training Bodies. The following information should be included in “Relevant Work Experience” in “Collaboration Training Scheme Resume of Site Trainer”:
- (a) Year
Listed the project’s start year and completion year; and
 - (b) Work Details
Detailed listed construction project and job duties. The Training Body may refer to the "Description of skills" (column 3) of the respective trade division in Schedule 1 of the Construction Workers Registration Ordinance, Chapter 583 of the Laws of Hong Kong to fill in job duties.
- 6.8 Training Bodies are required to offer insurance for trainees, trainers and assistant trainers.
- 6.9 Trainees shall take part in Trade Test at the end of the training with the recommendation from the Training Bodies. The CIC/HKIC will provide one free Trade Test and one free re-test.
- 6.10 If a trainee is absent from free Trade Test and not able to provide compelling reasons with evidence in writing within 10 working days after the test date, the CIC/HKIC will not arrange any free test. Under such circumstances, the trainee may apply for the Trade Test on individual basis within 3 months after the test date and the completion bonus will be reduced to 50% if a pass is obtained. For details of the application requirements, please refer to the adjustment of application requirements for Trade Test effective from 1 January 2020 by the Hong Kong Construction Industry Trade Testing Centre.
- 6.11 Training Bodies are required to submit trainee attendance record to the CIC/HKIC.

- 6.12 Training Bodies are responsible for collecting the Trainee Allowance Processing Forms (for details, please refer to Annex 4) and submit them to the CIC/HKIC for the issuance of completion bonus.
- 6.13 Training Bodies are responsible for collecting the course evaluation questionnaire completed by trainees (for details, please refer to Annex 5) and submit them to the CIC/HKIC.
- 6.14 Training Bodies are responsible for the disputes arising from the training under this Scheme.
- 6.15 Quality Assurance and Performance Assessment Mechanism

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

Assessment Period

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

6.15.1 Performance Indicator

Retention Rate is 75% and Passing Rate is 75%.

Assessment Guidelines

Item		Performance Indicator
1.	Appreciation of outstanding achievements	≥75% (the top)
2.	Performance satisfactory	≥75%
3.	Letter to remind the Training Bodies to pay attention to their unsatisfactory performance	≥50% and <75%
4.	Letter to strongly remind the Training Bodies for their poor performance and meeting with the Training Bodies for improvement measures	≥40% and <50%
5.	Suspension of processing new applications for 6-month cooling-off period	<40%

- 6.15.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Training Body to review the Training Body's current training plan and

support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the Training Body's application had been approved before, CIC/HKIC would have taken the initiative to meet the Training Body to discuss and implement the Training Body's improvement measure(s) before allowing trainee joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details, please refer to Annex 14). For flow chart for follow-up action on cooling-off period, please refer to Annex 15.

6.16 Approved trainer list will be set up in Year 2022 and by using the relevant training figures, the overall passing rate of all trainees that is directly trained by the Training Bodies trainer in the past year is calculated and that must not be less than 75%. When a new application is received, the CIC/HKIC will refer to the Training Bodies trainer's performance in the past year as consideration for approving the application. In addition, each Training Bodies trainer must participate the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.

6.17 If the Training Bodies trainer fails to meet the overall passing rate which is 75%, the CIC/HKIC shall arrange a meeting (through face to face or telephone) with the Training Bodies and the Training Bodies trainer to discuss the improvement plan. If the situation continues for two years, the Training Bodies trainer will not be approved for a new application for one year and require to attend the site trainer revalidation course. The outstanding Training Bodies trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

7. Roles of the CIC/HKIC

7.1 The CIC/HKIC is responsible for reviewing the applications submitted by Training Bodies, including the training syllabus (for details, please refer to Annex 6) submitted by Training Bodies and qualifications of proposed trainer and assistant trainer.

7.2 Applications shall be approved, monitored and reviewed regularly by the CIC/HKIC.

- 7.3 Upon completion of training, the CIC/HKIC shall arrange trainees, who meet the assessment criteria, to sit for Trade Test to evaluate their skill levels.
- 7.4 The CIC/HKIC shall conduct an internal check for the data input and referral information periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarize and to record the relevant circumstances, and then sign and file the Supervisory Check for Trainee Applicants Eligibility Checking and Trainee Summary Record. For details, please refer to Annex 7.

8. Application Procedures

- 8.1 Training Bodies shall submit the following documents to the CIC/HKIC for checking and approval at least 3 weeks before the training commences:
- i) Completed and duly signed application form together with all supporting documents and agreed with the terms and conditions in Annex 3; and
 - ii) Training schedule; and
 - iii) Application form for Trade Test and Construction Workers Registration of Trainees stamped with Training Body chop;
 - iv) The "Collaboration Training Scheme Resume of Trainer" (Annex 13) (applicable to new trainer).
- 8.2 Working experience of trainees shall be verified by the Training Bodies.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 17 calendar days to proceed and approve the application.
- 8.4 If there is any incomplete or inaccurate document in an application, the Training Bodies should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application will be returned.
- 8.5 Upon the approval of the Approved Project by the CIC/HKIC, the CIC/HKIC will notify in writing (email and post) to the Training Bodies. The training period shall start from the date specified by the CIC/HKIC (Commencement Date). (For details, please refer to item 2.2 of Annex 3.)

- 8.6 Training Bodies shall commence the training in accordance with the Approved Project.
- 8.7 Please refer to Annex 8 for the procedure and flowchart for handling scheme application.

9. Monitoring Procedures

- 9.1 The CIC/HKIC shall conduct inspection to Training Bodies' workshop at least 3 times per year.
- 9.2 The CIC/HKIC will regularly arrange staff to conduct unannounced inspections to review the teaching situation and the progress of trainees.
- 9.3 When the Training Bodies commence the training, the trainees shall fill in the training contents in Progress Report (for details, please refer to Annex 9).
- 9.4 Training Bodies are required to sign and endorse the Progress Report.
- 9.5 Training Bodies are required to submit the Progress Report and attendance record to the CIC/HKIC after the completion of training.
- 9.6 The CIC/HKIC will handle complaint according to established procedure. Please refer to Annex 10 for details of the flowchart for complaint handling.

10. Reimbursement of Subsidy

- 10.1 When Training Bodies apply for reimbursement of subsidy from the CIC/HKIC, the following documents must be submitted for verification by the CIC/HKIC:
- i) Invoice issued by the Training Bodies; and
 - ii) Progress Report signed by trainer and assistant trainer ; and
 - iii) Trainee's Attendance Record signed by trainer and assistant trainer.
- 10.2 Training Bodies are required to submit application for reimbursement of subsidy in accordance with item 10.1 above within 12 months from the month in which the training costs incurred by the Training Bodies. Should the Training Bodies fail to submit an applications within such time period, the CIC/HKIC shall not process the applications for reimbursement.

- 10.3 Completion bonuses will be issued to the eligible trainees by the CIC/HKIC directly. The eligible trainees are required to pass the free Trade Tests or the re-tests provided by the CIC/HKIC for achieving skilled worker qualification; and register as registered skilled workers of the relevant trades under the “Construction Workers Registration Ordinance”. Training Bodies are required to submit the following documents to the CIC/HKIC for handling:
- i) Trainee Allowance Processing Forms; and
 - ii) Copies of bank account proof
- 10.4 The CIC/HKIC will process the applications and check the completeness of the documents submitted by Training Bodies. Upon receipt of duly completed reimbursement application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 30 calendar days to proceed and approve the application.
- 10.5 If there is any incomplete or inaccurate item in an application, Training Bodies should submit supplementary information within 20 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.
- 10.6 After endorsement by the CIC/HKIC, the Finance Department shall process the applications for reimbursement of subsidy and will pay to trainee directly.
- 10.7 Please refer to Annex 11 for the procedure and flowchart for handling subsidy reimbursement application.

11. Fraud Case and Termination of Agreement

- 11.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall take follow-up actions in a serious manner. Please refer to Annex 12 for the flowchart of handling of suspected fraud case.
- 11.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the Training Bodies are in breach of the terms stipulated in the Agreement.
- 11.3 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Training Bodies.

12. Avoiding Conflict of Interests

All participating working staff, Training Bodies, agents and trainees must comply with the Laws of Hong Kong Chapter 201 “Prevention of Bribery Ordinance” (POBO). If any possible case of violation against POBO is found, the CIC/HKIC will transfer such case to the Hong Kong Independent Commission Against Corruption (ICAC).

13. Personal Information Collection Declaration

13.1 Training Bodies shall ensure that the collection and transfer of trainees’ personal data to the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) and through the CIC/HKIC to the government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

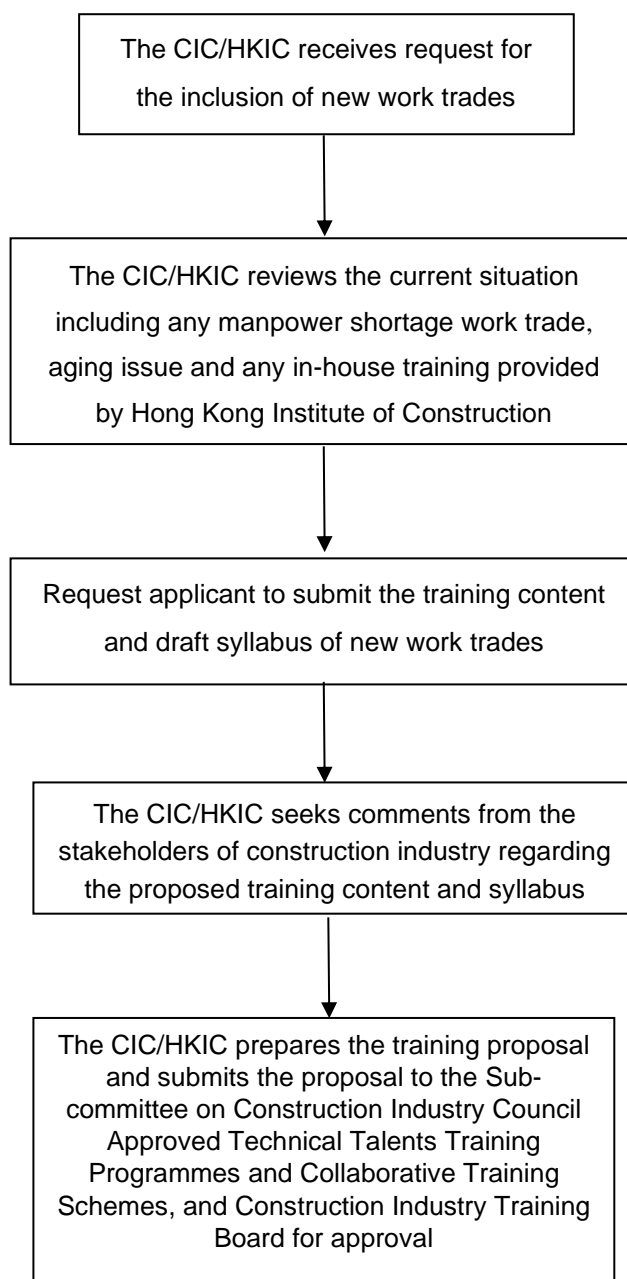
In order to comply with the PDPO, Training Bodies must accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the following:

- a. To inform the trainee that his/her information will be provided to the CIC/HKIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of the CIC/HKIC (including the transfer of any personal data by the CIC/HKIC to the Development Bureau for reimbursement of the trainee's wages) or any other purposes in connection with any other collaborative training schemes.
- b. To give the trainee an option to agree or disagree that the CIC/HKIC may keep him/her informed of the CIC/HKIC activities and industry development which may be of his/her interest, the CIC/HKIC may use his/her personal data, including name, phone number, correspondence and email addresses, to update him/her in relation to training courses, Trade Testing, registration, events and other aspects of its work and the construction industry.
- c. To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
- d. To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so,

he/she can write to the CIC/HKIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.

- 13.2 Training Bodies shall obtain the trainee's written consent regarding the above.
- 13.3 Training Bodies shall indemnify the CIC/HKIC for any action that violate the terms and condition of PDPO or the above declaration.

Flowchart for Inclusion of New Work Trades





**Advanced Construction Manpower
Training Scheme - Pilot Scheme
(Skills Enhancement Courses)
Application Form**

(For CIC/HKIC Use)

No. : _____

Date of Rec : _____

Last Update : _____

Code : S____-7____-_____

Part I: Information of Applicant (Training Body)	
Name of Training Body :	
Address of Training Body :	
Name of Person-in-charge :	Position :
Telephone No. :	Email :

Part II: Training Proposal	
(1) Training Venue :	
(2) Training Period :	
(3) Time of Training :	(4) Length of Training :
(5) Proposed Number of Trainees : (maximum 6 trainees per class, one Application Form per each Trade)	
(6) Work Trade and Class Number :	

Part III: Particulars of Proposed Trainees	
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :
Name in Chinese :	HKID No. :
Name in English :	Telephone No. :

Part IV: Particulars of Proposed Trainer and Assistant Trainer

Trainer

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

Assistant Trainer

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

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

<input type="checkbox"/> Bamboo Scaffolder	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> Joiner	<input type="checkbox"/> Refrigeration/ Air-conditioning/ Ventilation Mechanic (Unitary System)
<input type="checkbox"/> Bar Bender and Fixer	<input type="checkbox"/> Metal Scaffolder	<input type="checkbox"/> Window Frame Installer	<input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Electrical Wireman	<input type="checkbox"/> Painter and Decorator	<input type="checkbox"/> Floor Layer (Timber Flooring)
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Fire Service Electrical Fitter	<input type="checkbox"/> Control Panel Assembler	<input type="checkbox"/> Carpenter (Formwork - Building / Civil Construction)
<input type="checkbox"/> Tiler	<input type="checkbox"/> Communication System Mechanic	<input type="checkbox"/> Plumber	<input type="checkbox"/> Building Security System Mechanic
<input type="checkbox"/> Leveller	<input type="checkbox"/> Glazier	<input type="checkbox"/> Paving Block Layer	

Part VI: Declaration of Applicant

1. Our Training Body/I understand and agree that the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our Training Body/I understand and agree that the CIC/HKIC has the right to request us/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. The CIC/HKIC also has the right to send representatives to inspect the above location(s).
3. Our Training Body/I understand and undertake to provide training to trainee(s) according to training syllabus and agree that the CIC/HKIC can send personnel to the venue at any time to inspect whether the training progress, environment and conditions are safe and reasonable after the approval of the application.
4. Our Training Body/I agree to provide the relevant insurance for trainers, assistant trainers and trainees. The CIC/HKIC is not held liable in any event.
5. Our Training Body/I declare that all information above and attached is true and accurate. We/I understand

and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.

6. Our Training Body/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
7. Our Training Body/I hereby confirm that the trainees possess respective Intermediate Trade Test qualification with at least 1 year of relevant post-qualification working experience.
8. Our Training Body/I hereby confirm that we/I shall comply with the terms and conditions stipulated in the framework document of ACMTS - Pilot Scheme (Skills Enhancement Courses) as well as this application form and the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part VII: Personal Data Collection Statement

《 Personal Data Collection Statement 》

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

《 Declaration on Compliance 》

I have carefully read and understand the Personal Data Collection Statement and all other information on this application.

Please attach the following documents and put in the box below:

<input type="checkbox"/>	Training Schedule
<input type="checkbox"/>	Training Mode
<input type="checkbox"/>	CV of each trainer
<input type="checkbox"/>	CV of each trainee
<input type="checkbox"/>	Copy of HKID, Safety Green Card, Trade Test Application Form and Allowance Form

Signature : _____
Authorized signature
Training Body Chop

Name : _____ Position : _____

Date : _____

For CIC/HKIC Use			
Endorsement :		Date :	



**Advanced Construction Manpower
Training Scheme - Pilot Scheme
(Skills Enhancement Courses)
Application Form**

(For CIC/HKIC Use)

No. : _____

Date of Rec : _____

Last Update : _____

Code : S____-7____-_____

Part I: Information of Applicant (Training Body)	
Name of Training Body : XXX	
Address of Training Body : 1/F, 95 XXX Road	
Name of Person-in-charge : Chan Tai Man	Position : Senior Manager
Telephone No. : 2976 9999	Email : xxxconstruction@mail.com

Part II: Training Proposal	
(1) Training Venue : XXX Training Ground	
(2) Training Period : Oct 2015 – Dec 2015	
(3) Time of Training : Every Tue & Thu 7pm – 10pm	(4) Length of Training : X Hours
(5) Proposed Number of Trainees : 6 (maximum 6 trainees per class, one Application Form per each Trade)	
(6) Work Trade and Class Number :	Plumber Class X

Part III: Particulars of Proposed Trainees	
Name in Chinese : 陳偉	HKID No. : A123456(7)
Name in English : Chan Wai	Telephone No. : 9888 7777
Name in Chinese : 王健	HKID No. : B123456(7)
Name in English : Wong Kin	Telephone No. : 9777 6666
Name in Chinese : 周傑	HKID No. : C123456(7)
Name in English : Chow Kit	Telephone No. : 9666 5555
Name in Chinese : 李俊	HKID No. : D123456(7)
Name in English : Lee Chun	Telephone No. : 9555 4444
Name in Chinese : 張明	HKID No. : E123456(7)
Name in English : Cheung Ming	Telephone No. : 9444 3333
Name in Chinese : 何賢	HKID No. : F123456(7)
Name in English : Ho Yin	Telephone No. : 9333 2222

Part IV: Particulars of Proposed Trainer and Assistant Trainer

Trainer

Name in Chinese : 李一君	HKID No. : G123456(7)
Name in English : Lee Yat Kwan	Telephone No. : 9222 1111

Assistant Trainer

Name in Chinese : 王心	HKID No. : H123456(7)
Name in English : Wong Sum	Telephone No. : 9111 0000

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

<input type="checkbox"/> Bamboo Scaffolder	<input type="checkbox"/> Metal Worker	<input type="checkbox"/> Joiner	<input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Unitary System)
<input type="checkbox"/> Bar Bender and Fixer	<input type="checkbox"/> Metal Scaffolder	<input type="checkbox"/> Window Frame Installer	<input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Electrical Wireman	<input type="checkbox"/> Painter and Decorator	<input type="checkbox"/> Floor Layer (Timber Flooring)
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Fire Service Electrical Fitter	<input type="checkbox"/> Control Panel Assembler	<input type="checkbox"/> Carpenter (Formwork - Building / Civil Construction)
<input type="checkbox"/> Tiler	<input type="checkbox"/> Communication System Mechanic	<input checked="" type="checkbox"/> Plumber	<input type="checkbox"/> Building Security System Mechanic
<input type="checkbox"/> Leveller	<input type="checkbox"/> Glazier	<input type="checkbox"/> Paving Block Layer	

Part VI: Declaration of Applicant

1. Our Training Body/I understand and agree that the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our Training Body/I understand and agree that the CIC/HKIC has the right to request us/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. The CIC/HKIC also has the right to send representatives to inspect the above location(s).
3. Our Training Body/I understand and undertake to provide training to trainee(s) according to training syllabus and agree that the CIC/HKIC can send personnel to the venue at any time to inspect whether the training progress, environment and conditions are safe and reasonable after the approval of the application.
4. Our Training Body/I agree to provide the relevant insurance for trainers, assistant trainers and trainees. The CIC/HKIC is not held liable in any event.
5. Our Training Body/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Training Body/I understand that if false information is deliberately provided when submitting application

or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.

7. Our Training Body/I hereby confirm that the trainees possess respective Intermediate Trade Test qualification with at least 1 year of relevant post-qualification working experience.
8. Our Training Body/I hereby confirm that we/I shall comply with the terms and conditions stipulated in the framework document of ACMTS - Pilot Scheme (Skills Enhancement Courses) as well as this application form and the terms and conditions specified in this application form. We/I confirm that all information is accurate.

Part VII: Personal Data Collection Statement

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

Please attach the following documents and put <input checked="" type="checkbox"/> in the box below:	
<input checked="" type="checkbox"/>	Training Schedule
<input checked="" type="checkbox"/>	Training Mode
<input checked="" type="checkbox"/>	CV of each trainer
<input checked="" type="checkbox"/>	CV of each trainee
<input checked="" type="checkbox"/>	Copy of HKID, Safety Green Card, Trade Test Application Form and Allowance Form



Signature : T.M. Chan

Authorized signature Training Body Chop

Name : _____ Position : _____

Date : _____

For CIC/HKIC Use			
Endorsement		Date :	

Annex: Terms and Conditions

1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the CIC/HKIC and the Applicant comprising the Scheme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any Training Bodies that submit an application to participate in the Scheme launched by the CIC/HKIC.
- (c) **Approved Project** means the Scheme application of the Applicant approved by the CIC/HKIC.
- (d) **CIC** means the Construction Industry Council. **HKIC** means the Hong Kong Institute of Construction.
- (e) **CITB** means the Construction Industry Training Board.
- (f) **Commencement Date** means the date of issue stated on the Notification of Approval issued by the CIC/HKIC.
- (g) **Framework Document** means the policy document governing the Scheme which can be accessed on the CIC's website (<http://www.cic.hk>) or HKIC's website (<http://www.hkic.edu.hk>).
- (h) **Notification of Approval** means the letter issued by the CIC/HKIC to the successful Applicant notifying it that its application to participate in the Scheme has been approved.
- (i) **Participant** means trainers, assistant trainers and trainees recruited by the Applicant to participate in the Scheme.
- (j) **Scheme** means the collaborative training scheme launched by the CIC/HKIC to which this Application Form relates to.
- (k) **Interpretation**

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

- (i) words importing the plural shall include the singular and vice versa,
- (ii) words importing any gender shall include the other genders, and

(iii) headings are for ease of reference only and do not affect interpretation.

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

2 Applicant's Obligations

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

3 Training Subsidies

- 3.1 The CIC/HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the CIC/HKIC:
 - (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects;
 - (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, agents, trainees or other personnel responsible to conduct training under the Scheme have adequate insurance coverage for its training, operational and business risks including third party liability, employees' and trainees' compensation insurance, directors and officers liability insurance and any other insurance necessary or ordinarily taken for the execution of the training under the Scheme. Such insurance shall cover the Participants whether they are employed by the Applicant or its Sub-contractors.

5 Bankruptcy or Receivership

- 5.1 The CIC/HKIC may at any time by notice in writing summarily terminate the training without entitling the Applicant to the compensation if the Applicant 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, but without prejudice to any right, action or remedy which shall have accrued or shall accrue thereafter to the CIC/HKIC. Accordingly, any training carried out under the Approved Project shall stop immediately and no allowance or subsidy shall be reimbursable to the Applicant as from the date of termination.

6 Probity

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

7 Personal Data Collection

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

8 Indemnity

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

9 Liability of CIC/HKIC

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

10 Termination of Approved Project

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

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.
- 12.2 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.

Trainee Allowance Processing Form

學員津貼處理事宜

Please tick the appropriate box(es) for processing of the required trainee allowance:
請在需處理的學員津貼事項方格內加“✓”：

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

Name of Trainee _____ Campus _____
 學員姓名: _____ 院校: _____

Trade _____ Class _____ Trainee Number _____
 科別: _____ 班別: _____ 學員編號: _____

Part I 第一部份

To: Construction Industry Council (hereinafter referred to as the CIC)
 致： 建造業議會〔以下簡稱議會〕

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

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

Bank Name: (Chinese) _____ (English) _____
 銀行名稱： (中文) _____ (英文) _____

Account No:

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 賬戶號碼： (Bank code) (Branch Code) (Account Number)
 (銀行編號) (分行編號) (賬戶號碼)

Name of Bank Account Holder: _____ (Chinese) _____ (English) _____
 銀行賬戶持有人姓名： (中文) _____ (英文) _____

Relationship of the Account Holder with Trainee: Self/ Parent/ Guardian/ Others (Please specify)
 賬戶持有人與學員之關係：本人 / 父母 / 監護人 / 其它 (請註明): _____

Part II 第二部份

I hereby authorise the Finance Department of the Construction Industry Council to transfer the allowance accrued (if any) from my traineeship with the Centre into the bank account provided in 'Part I' above in accordance with the stated payment instruction thereof starting from the next term of payment until the termination of my entitlement to the allowance. I also agree that bank acknowledgement will suffice and neither me nor *my parent/ guardian/ the account holder is required to acknowledge the receipt personally. In addition, I understand that if the bank account as provided and designated for auto-paying the allowance is not a HSBC bank account, the time required for enquiries and processing the payment may be longer. 茲授權建造業議會財務部根據「第一部份」所提供的存款指示，由下次付款開始將本人在中心學藝所得之津貼(如有)存入本表格「第一部份」所提供的銀行賬戶，直至本人離開中心或停止獲得該津貼為止。本人並同意所有入賬收入由銀行確認已經足夠，不必由本人或*本人父母/監護人/賬戶持有人親自確認收妥。此外，若本人所提供指定存入津貼的銀行賬戶並非經由匯豐銀行賬戶自動轉賬存入，本人明白在查詢及處理賬戶所需的時間或會增加。

Signature of Trainee:

Date:

學員簽署：_____

日期：_____

Part III 第三部份

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

第一部份所收集的銀行資料只用於議會支付學員津貼，議會將不會用作其他用途。

Declaration 聲明

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

* Signature of Trainee:

Date:

學員/父母 / 監護人簽署：_____

日期：_____

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

Information provided above have been checked and confirmed correct.

上述填報之資料經已核對及證實無誤。

Trainee Number

學員編號：_____ - _____ - _____

Checked by:

Date:

核對人：_____

日期：_____

* Responsible Manager/
Officer- Centre Administration
負責經理/主任-中心行政 _____

Date:

日期：_____

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

**Advanced Construction Manpower Training Scheme –
Pilot Scheme (Skills Enhancement Courses)
Course Evaluation Questionnaire**

Course Name : _____ Date : _____ YYYY ____ MM ____ DD

Course Code/Class Code : _____

**Please rate the following by circling your choice of number in the box provided.
(Full mark: 5)**

1. Training Progress

1	2	3	4	5
---	---	---	---	---

2. Course Arrangement

1	2	3	4	5
---	---	---	---	---

3. Teaching Performance

1	2	3	4	5
---	---	---	---	---

4. Site Arrangement and Facilities

1	2	3	4	5
---	---	---	---	---

5. Overall Assessment

1	2	3	4	5
---	---	---	---	---

6. Comments :

Annex 6

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme

(Skills Enhancement Courses)

Plumber Proposed Training Syllabus

Item	Description	Training Hours
1	General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	2
2	Use of various plumbing hand and electrical tools, cutting machines, tube benders, pipe threading machine, soldering and welding equipment (including spare parts, and lead-free welding material certificate)	5
3	Know general plumbing plans, work procedures and standards, installation, repair and maintenance of pipes, accessories, sanitary units, spare parts, additional equipment, and coordination with other trades	5
4	Identification and proper use of various kinds of tools and materials in the trade such as spirit level, ink line, pen, ruler, pipes, accessories, sanitary units, and appliances, etc.	3
5	Arrangement for hose clips – drill holes in the wall, and installation of pipe brackets	3
6	Hose/pipe – use hand tools or machine to cut or bend hoses/pipes, do pipe threading; economical use of materials	15
7	Accessories, and sanitary units – 1. Cold and hot water supply system and affiliated equipment; 2. Toilet system; 3. Drainage system; 4. Sanitary units	33
8	Welding – connection through soldering and gas welding; use glue, fusion, screw thread, cold pressure, flange edge joint, or drainage caulking socket to install various piping systems, copper pipes, and accessories through soldering (with lead-free materials) and instant lead testing, cast iron pipe and PC4 connections	22
9	Testing and acceptance – visual quality, water or air pressure including compliance with requirements specified in Water Supplies Department Circular for water supply and introduction and maintenance Guidance in Quality Water Supply Scheme for buildings – fresh water; and potable water requirements and its impact to human beings	2
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Metal Scaffolder Proposed Training Syllabus

Item	Description	Training Hours
1	Code of Practice for Metal Scaffolding Safety	3
2	Safety Equipment and Their Proper Use	1.5
3	Quality and Application of Metal Tubes	2
4	Techniques for Safely Assembling and Dismantling Metal Scaffolding	1.5
5	Tools, Components, and Lifts for Metal Scaffolding Structures	2
6	Proper Use of Metal Scaffolding Components(Screw Threads), and Devices	1.5
7	Maintenance of Metal Scaffolding Components	1.5
8	Setting-up and Removal of Metal Scaffolding Protection Nets	1.5
9	Tie up Planks Heads Ropes	1.5
10	Detailed Examination and Maintenance of Metal Scaffolding, and Responsibilities for Signing Form 5 (Scaffolding Paper)	2
11	Understand Testing Plan and Measurements	1
12	Detailed Examination of Metal Scaffolding Safety	2
13	Practise Dismantling (Existing) Metal Scaffolding	1
14	Practise Setting Up Metal Scaffolding With Tubes and Couplers	32
15	Set Up and Dismantle Slop Maintenance Platform	12
16	Set Up And Dismantle Heavy Duty Supports	6
17	Set up and Dismantle Stair Protection Fences	6
18	Set up and Dismantle Suspended Hangers	6
19	Repeat Setting up and Dismantling Metal Scaffolding Practices a. Proper Use of Scaffolding Materials and Organize Work b. Use Tape Ruler and Spirit Levels to Do Vertical and Horizontal Examination, and Readjust Straight and Horizontal lines	6
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Metal Worker Proposed Training Syllabus

Item	Description	Training Hours
1	Metal Characteristics	2
2	Material Specifications	2
3	Understand Working Plan and Work Procedures	2
4	Material Measurement and Cuts	2
5	In-depth Use of Various Tools and Proper Safe Operation	2
6	Work Safety	3
7	Arc Welding and Grinding Techniques	2
8	Practices of Steel and Iron Material Arc Welding, and Connections; Flat Welding, Vertical Welding, Horizontal Welding, Overhead Welding; Practices of Steel and Iron Material Arc Welding, and Connections; Flat Welding, Vertical Welding, Horizontal Welding, Overhead Welding, and Butt-welding; (Question: Why is this repeated except for 'Butt-welding')	36
9	Make Hexagonal Pile by Filing with Steel Hand File	3
10	Cut Triangle Opening on Flat Iron Material, and Work out Socket Positions	3
11	Use Flat Iron Material and Iron Bar to Make Round Frames	6
12	Practise Making Spare Parts and Connecting Frames (Welding/Screws)	4
13	Practise Installing Door Locks	6
14	Make and Weld Stainless Steel Flat Frames, and Grinding	3
15	Install Staircase Hand-rails and Spindles	6
16	Draw Expansion Plan (Pattern)	2
17	Make Triangular Iron Frames	6
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Bamboo Scaffolder Proposed Training Syllabus

Item	Description	Training Hours
1	Know the Code of Practice for Bamboo Scaffolding Safety	6
2	Know Proper Use of Safety Equipment	
3	Know Material Types and Characteristics, and Their Applications	
4	Know Safe Work Procedures	
5	Work Procedures for Various Kinds of Bamboo Scaffolding a. Bamboo Scaffolding for Construction Site b. Bamboo Scaffolding for Building Demolition c. Bamboo Scaffolding for Slop Maintenance d. Herringbone Bamboo Scaffolding e. Landing Bridging Scaffolding f. Four-Eave Factory Scaffolding g. Maintenance Scaffolding h. Scaffolding for Work on Overhanging Signs i. Bamboo-Steel Scaffolding j. Archway Sheds for Celebrations k. Large-Scaled Archway Sheds for Festivals	15
6	Know the Setting-up and Demolition of Various Types of Bamboo Scaffolding Protection Nets	
7	Know, Inspect Thoroughly, and Maintain Bamboo Scaffolding, and Exercise Responsibilities for Signing Form 5 (Scaffolding Paper)	
8	Set up and Dismantle Herringbone Bamboo Scaffolding	12
9	Set up and Dismantle Work Site Scaffolding	12
10	Set up and Dismantle Slop Scaffolding	12
11	Set up and Dismantle Bamboo-Steel Scaffolding	12
12	Practise Setting up and Dismantling Work and Skill Testing Scaffolding (Exam Item)	21
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Refrigeration/Air-conditioning/ Ventilation Mechanic (Unitary System)
Proposed Training Syllabus

Item	Description	Training Hours
1	Coolants Circulation Status, and Flow Process	6
2	Refrigeration System Composition, and Condensation Theory	6
3	Knowledge of Single and Three-Phase Power Supply and Circuit Control	9
4	Test and Repair of Micro-Computerized Circuit Board (electronic panel)	12
5	Classification and Composition of Fan Electromotors	3
6	Classification and Starting Method of Compressors	3
7	Key Points of Connecting Copper Pipe Components by Oxyacetylene Gas Welding Method	15
8	Procedures for Installing (Independent System) Split-unit Air-conditioners and Copper Pipes, and Wire Connection System Procedures	15
9	Copper Pipe Leakage Testing (High Pressure), Vacuum, Adding Coolants, and A/C System Operation; Test and Record Operation Status	12
10	General Malfunction Analysis, and Repair and Maintenance Attention Points	9
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control)
Proposed Training Syllabus

Item	Description	Training Hours
1	Learn General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	3
2	Learn to Use and Maintain Various Tools, Mechanical Tools and Related Machineries	6
3	Know Working Plans, Procedures and Standards and Basic Levelling Operations	6
4	Know the Various Tools, Learn to Use the Machineries and Hand Tools Operations	3
5	Learn Various Circuit Control Methods	9
6	Learn to Use Construction Drawings, Insulation Device and Multimeter	3
7	Install and Test the Various Circuits	54
8	Trade Test-Install Various Circuits	6
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Electrical Wireman Proposed Training Syllabus

Item	Description	Training Hours
1	Brief Introduction of General Installation and Wiring Types of Electromechanical and Household Appliances as well as General Knowledge of Electricity Safety	3
2	Know the Local Electrical Wiring Code, and Types, Sizes, Specifications, Characteristics, Functions and Applications of Cables, Pipes, Conduits, Switch Components, Protection Units, and Relevant Accessories for General Electrical Appliances	12
3	Bending and Fixing Electrical Pipes and Conduits, and Installation of Accessories	18
4	Connection of 13A Plugs and Sockets, Single and Three Phase Industrial Plugs and Sockets, and Identification of Armoured Cable Joints, Industrial Plugs and Sockets Colours, and Voltages	6
5	General Final-stage Electrical Wiring and Installation	45
6	Know the Function and Application of Meters, Completion Inspection and Test, and Fill out Testing Report	22
	Total :	106 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Communication System Mechanic Proposed Training Syllabus

Item	Description	Training Hours
1	Learn General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	2
2	Learn to Use and Maintain Various Tools, Electronic Meters, and Relevant Tests	5
3	Know Working Plans, Procedures and Standards, and Basic Electronic System Operation	8
4	Know Various Electronic Elements, Affiliated Equipment and Accessories	10
5	Set up Electronic Equipment Work Station to Connect Various Electronic Systems	5
6	Know the Safety and Operation, and High-frequency Electromagnetic Radiation of Various Communication Cable Connections	5
7	Determine Electronic System Components, and Connecting and Wiring Techniques and Operation	12
8	Learn to Use Testing Skills, and Hardware and Software Operation	8
9	Preparatory Work Before Composing Electronic Systems	5
10	Colour Identification	1
11	Welding Skills	5
12	Install Small-scale Office PABX Telephone System	10
13	Install Indoor Coaxial Cable Distribution System IBCCD	10
14	Electronic System Fault Detection	4
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Control Panel Assembler Proposed Training Syllabus

Item	Description	Training Hours
1	Brief Introduction of Common Electric Motor Control Circuit for General Electrical and Household Equipment, Know the Function and Application of Multi-meter, and Workplace Safety Knowledge	5
2	Know the Composition, Application and Specification of General Induction Motors, and Polarity of Motor Winding; Identify common Faults and Maintenance; and Detect Fault of Three-Phase Induction Motor Windings.	6
3	Types, Specifications, Code, Function, application, Testing and Repair of Protective, Controlling, and Interlocking Components for Ordinary Motor Control Circuits	9
4	Know the Controlling Circuits of the Starter of General Induction Motors, Select Appropriate Components, and Connect the Controlling Circuit of the Starter of General Induction Motors	40
5	Connect Current Meter, Voltmeter, Power Indicator, and Select Controlling Circuit breaker	10
6	Know the Function and Application of Meters, Completion Examination and Testing of Controlling Circuits, and Fill out the Testing Report	10
7	Know the Common Faults of Controlling Circuits of Electric Motors	4
8	Remote Cable Assembly Fault Detection	6
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Fire Service Electrical Fitter Proposed Training Syllabus

Item	Description	Training Hours
1	Learn General Rules, Basic Safety Knowledge, Safety Measures, and Environmental Protection Knowledge	3
2	Learn to Use and Maintain Various Tools	3
3	Learn Basic Electrical Knowledge to Facilitate the Implementation of Working Plans	3
4	Know Working Plans, Procedures and Standards	43
5	Learn to Examine the Tools, Quantify the Materials and Test the Capability of Using the Tools before Carrying Out the Works	13
6	Install and Decorate Working Plans after Knowing the Various Materials	42
7	Completion Inspection and Test	6
8	Review Working Plans, Procedures and Standards	3
9	Theories and Applications of Fire Service	21
10	Test	3
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Bar Bender and Fixer Proposed Training Syllabus

Item	Description	Training Hours
1	Syllabus, Rules, Facilities; Knowledge of Basic Safety, Environmental Protection and the Industry	3
2	Analyse Working Plans; Prepare Sample Paper, Material List Paper, and Bar List	3
3	Practise Making Small Chicken Cage and Large Dustpan	8
4	Principles and Techniques for Operating Iron Cutting Machine	3
5	Practise Tying up Columns	8
6	Principles and Skills for Operating Stirrup Bending Machine	3
7	Practise Tying and Planting Rail Foot, and Making Holes in Steel Bar	8
8	Handle Piling, Unloading, Steel Bar Laps, Anchoring, and Additional Iron Rods	3
9	Practise Tying up Backdrop Levels	8
10	Deal with Steel Bar Protective Level, Base Bricks, Steel Bar Net and Screw Heads	3
11	Mid-term Test	8
12	Practise Tying up Partition Walls	8
13	Practise Tying up Net	8
14	Practise Tying up Building Surface	8
15	Testing Exercises	24
	Total :	106 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Window Frame Installer Proposed Training Syllabus

Item	Description	Training Hours
1	Regulations of the Mandatory Window Inspection Plan	1.5
2	Legal Responsibilities of Property Owners/Owners' Corporation	1.5
3	Scope of Window Inspection	1.5
4	Qualified Personnel for Mandatory Window Inspection Plan	1.5
5	Responsibilities of Registered Inspectors, Qualified Personnel, and Registered Contractors	1.5
6	Application for Registration as a Class III Registered Minor Works Contractor (Individual)	1.5
7	Procedures for Window Set Installation	1.5
8	Requirements for Replacing Window Accessories	1.5
9	Requirements for Replacing Window Glass	1.5
10	Requirements for Cutting Glass and Opening Round Holes	1.5
11	Procedures for Installing Aluminium Door Set	1.5
12	Requirements for Replacing Aluminium Door Accessories	1.5
13	Safety Procedures for Removing Windows	3
14	Safety Procedures for Removing Aluminium Doors	3
15	Replacing Window Seals and Handles	3
16	Replacing Window Locks and Hinges	9
17	Install Window Locks and Security Tags	3
18	Replacing Windows and Glue	3
19	Replacing Aluminium Door Hinges	3
20	Cutting Glass and Opening Round Holes	3
21	Install Flat Steel Windows	6
22	Install Corner Aluminium Windows	6
23	Install Aluminium Doors	6
24	Fix Window Frame with Waterproof Sands	3
25	Practise Testing Windows and Aluminium Doors	3
26	Testing Exercises	18
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Painter and Decorator Proposed Training Syllabus

Item	Description	Training Hours
1	Construction Safety	7.5
2	Correct Use of Tools	
3	Preparation Works for Construction and Working Procedures	
4	Properties of Different Paint Oil	
5	Dilution Methods for Different Paint Oil	
6	Remove Old Coat on Wall, Brush Primer Paint, Plaster and Stuff Surface Ash and Brush Emulsion Paint	15
7	Plaster and Stuff Surface Ash, Brush Sand Textured Emulsion Plaint	7.5
8	Paint Oil-base Paint on Metal Surface	7.5
9	Adjust Ground Pigment, Paint Clear Lacquer on Wooden Surface	7.5
10	Plaster and Stuff Surface Ash, Adjust Colour of Brushing Lacquer and Paint Brushing Lacquer on Wooden Surface	7.5
11	Plaster and Stuff Surface Ash, Paste Pattern Matching Wallpaper	7.5
12	Draw/ Print Chinese and English Characters on Paper	7.5
13	Test Practice	38.5
	Total :	106 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Bricklayer Proposed Training Syllabus

Item	Description	Training Hours
1 2 3 4	Industry practices; Procedures of workflow; Safety issues; and Industry ethic	8
5 6 7 8 9 10 11	Precautious measures of bricklaying; Preparatory work; British-style 225mm stack method; Dutch –style stack method; Top of the brick stack method; Practices; and Exercises.	44
12	Review on exercises and workshop restoration.	23
	Total :	75 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Plasterer Proposed Training Syllabus

Item	Description	Training Hours
1 2 3 4	Industry practices; Procedures of workflow; Safety issues; and Industry ethic	8
5 6 7 8 9 10 11	Precautious measures of plastering; Preparatory work; The stigma methods; The underlying plaster; The effectiveness of different coating materials; Practice; and Exercises.	67
12	Review on exercises and workshop restoration.	30
	Total :	105 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Tiler Proposed Training Syllabus

Item	Description	Training Hours
1 2 3 4	Industry practices; Procedures of workflow; Safety issues; and Industry ethic	8
5 6 7 8 9 10 11	Precautious measures of tiling; Preparatory work; Tiling method with different materials; Paving stone mosaic method; Various cuff methods of obvious corner and hidden corner; Skill of opening round holes with watering-machine; Practices; and Exercises.	67
12	Review on exercises and workshop restoration.	30
	Total :	105 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Joiner Proposed Training Syllabus

Item	Description	Training Hours
1 2 3 4 5 6 7 8	Safety precautions; Proper use of machines and tools; Trade test regulation and requirement; Understanding of drawing; Use of leveling and ink line for assembling and sub-frame fixing; Door fixing and hinge installation; Installation of lock and chain on door frame; and Polishing and finishing of doors	15
9 10 11 12 13 14 15 16	Practice 1 Understanding the drawings and working with leveling/ink line; Assembling the sub-frame; Fixing the sub-frame and holdfasts; Polishing the door edges and finishing the sharp corners; Door fixing and hinge installation; Installation of lock and chain on door frame; Fixing plate and level-checking; and Dismantling and recycling for practice.	60
17 18	Practice 2 Complete the task according to working drawing within time-limit as assessment (twice); and Trainer and trainee discussion after the task completion. Finding out the weakness in the procedures and completed work. Suggesting improvement and solution.	15
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Floor Layer (Timber Flooring) Proposed Training Syllabus

Item	Description	Training Hours
1 2 3 4 5 6 7 8 9	Construction Safety Correct Use of Tools and Equipment Requirement and Terms of Trade Testing Types of Timber Floor Installation of Timber Floor a. Timber Strip Flooring b. Seamless Flooring Repair of Timber Floor Maintenance of Timber Floor Colouring and Painting Floor Oil on Timber Floor	7.5
10 11 12 13 14	Exercise 1: Installation of Timber Strip Flooring Install Laying of Waterproof Plastic Sheet Install Plywood Install Bituminous Sheet Install Laying of Slanting Timber Strip a. Straight b. Slanting c. Skirting Relaying Practice	22.5
15 16	Exercise 2: Colouring and Painting Timber Floor Colouring Painting Floor Oil	7.5
17 18 19 20	Exercise 3: Installation of Seamless Floor Install Laying of Bedding PE Foam Cloth Install Seamless Floor a. Straight b. Slanting c. Skirting Fabricate Two Stair Steps with Seamless Flooring, including Tread, Skirt and Corner Protection Line Relaying Practice	22.5
21 22	Exercise 4: Mock Test Timing Mock Trade Test Timing Relaying Practice	30
	Total :	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Leveller Proposed Training Syllabus

Item	Description	Training Hours
1	Basic safety knowledge and safety measures	7
2	Common tools and its application on building construction and civil construction 2.1 Use of measurement tools 2.2 Use of spirit level 2.3 Use of plumb bob(vertical reference line) 2.4 Use of automatic unreeling line marker 2.5 The use of laser machine for jobbing lines	
3	Building and Civil Construction Drawings 3.1 Knowledge on building construction drawings 3.2 Knowledge on civil construction drawings 3.3 Specific steps and methods for reading the drawings	14
4	Measuring tools and its applications 4.1 Using levelling instrument to measure, including the basic calculation principle and error checking method 4.2 Setting up, calibration and operation of total station 4.3 Determination of horizontal and vertical angles 4.4 Checking equipment before use and its maintenance 4.5 Practical exercises	20
5	Work scope and method of Building construction 5.1 Setting out method for floor structure 5.2 Positioning and marking gauges for stairs structure 5.3 Practical exercises	28
6	Revision, review and conclusion	21
	Total:	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Building Security System Mechanic Proposed Training Syllabus

Item	Description	Training hours
1	Introduction to basic concept of electricity, safety rule and knowledge, using meters	5
2	Understanding the design and concept of installing building's extra-low voltage devices, materials used and tools application. Reading simple construction drawings about building's extra-low voltage installation and learning its installation.	4
3	CCTV system a. Wiring, installation, system testing of CCTV system, and correct use of various tools and meters. b. Learning relevant equipment including monitor, screen splitter, multiplex hard disk recorder, focal length, iris setting, tripod head and controller.	25
4	Security System a. Wiring, installation, programming, checking of the security system, and the correct use of meters and various tools. b. Learning relevant apparatus including security panel, password keyboard, infrared sensor, vibration sensor, magnetic sensor, glass break sensor, horn and light box and telephone alarm device	25
5	Intercom system within building a. Wiring, installation, checking of the intercom system, and the correct use of various tools. b. Learning relevant apparatus including main unit, intercom for household and electric lock.	25
6	Learning basic skills and techniques within the industry, including welding, wires handling, making various types of joints, etc.	6
	Total:	90 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Glazier Proposed Training Syllabus

Item	Description	Training hours
1	Awareness of construction safety and safe use of glazier's tools and equipment	3
2	Know the types and applications of glass	1.5
3	Know the removal and reinstallation procedures of aluminum window glass	1.5
4	Know the type and application of glass glue	1.5
5	Familiar with the construction procedure of glass glue	3
6	Practice glass glue	1.5
7	Remove sliding window (line glass and light glass)	3
8	Remove the original window cover (light sheet glass)	3
9	Glass cleaning and finishing	1
10	Glass cleaning and sorting and dismantling of various types of glass for aluminum windows	2
11	Glass glue for gaps in aluminum window glass	1.5
12	Cutting all types of glass	7.5
13	Skills of Cutting Various Glass Sheets to Open Square and Round Holes	7.5
14	Safety rules and methods for handling glass sheets	7.5
15	Understanding, installation and maintenance of aluminum windows	7.5
16	Install double glass doors	6
17	Familiar with aluminum window glass gap and glass glue	1.5
18	Glazier Practice Test Skills (Exam Preparation)	15
	Total:	75 Hrs

Advanced Construction Manpower Training Scheme (ACMTS) – Pilot Scheme
(Skills Enhancement Courses)

Paving Block Layer Proposed Training Syllabus

Item	Description	Training hours
1.	Conduct all-rounded education through introduction to student guidelines, basic safety knowledge and measures, personal safety equipment and industry ethic, etc.	
2.	Explain the current situation of the industry, construction requirements and procedures, preliminary preparations and precautions (including measuring and predicting the location of floor tiles on the construction surface, checking the horizontal ink line and the base layer of the construction surface)	
3.	Learn to use materials, tools and equipment, including sand and floor tiles, showers, nylon ropes, pressure gauges, turning shovels and electric cutters, etc	
4.	Practice construction procedures including readjust, wet and level base layer, compress the entire coarse sand layer thoroughly with a compactor, opening lines and dispatching bricks, cutting bricks into shapes needed	
5.	Practice operating compactor to jolt and ram the brick surface, sweeping brick joints and cutting bricks with an electric cutter	
6.	Practice compacting and scraping the bottom layer of sand, brick laying position, distance between brick joints, skills of interlocking bricks, levelling on the floor brick surface, accuracy of the slope of the floor brick surface, brick cutting skills, manhole cover and surrounding brick paving Skills, brick closing, platform brick seam sweeping, jolt and ram the brick surface skills	
7.	Cleaning and restoring the site	
8.	Practice and review	
	Total:	75 Hrs

Supervisory Check for Trainee Applicants
Eligibility Checking and
Trainee Summary Record

Annex 7

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

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

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

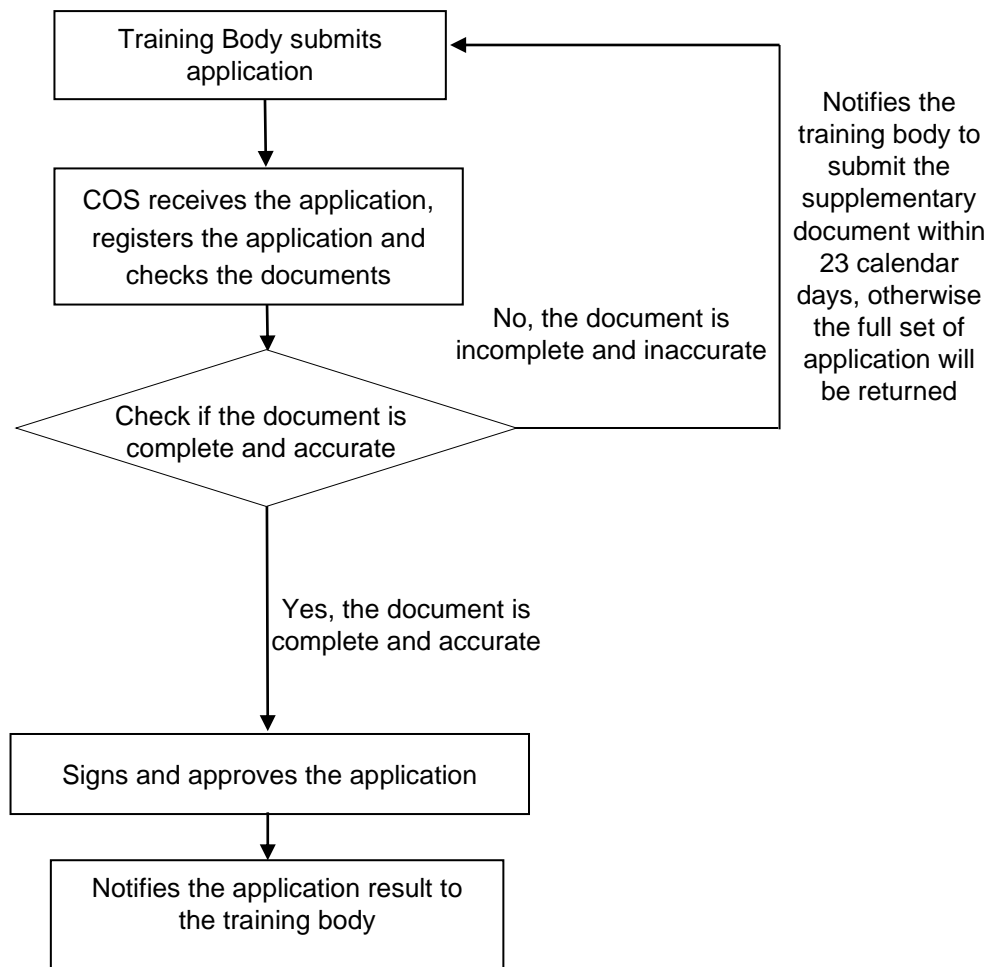
Supervisory Check Date: _____

First Checker: _____ Signature and date: _____

Supervisory Checker: _____ Signature and date: _____

Procedure and Flowchart for Handling Scheme Application

Handling Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate. The training body shall submit the following document to the CIC/HKIC for checking: (2.1) Completed Application Form ; (2.2) Training Schedule ; (2.3) Training Mode and Syllabus ; (2.4) "Application Form of Trade Test and Construction Workers Registration" of each Trainee ; (2.5) CV of the trainer
3. Notifies the training body to follow up matters (if any) The training body is required to submit the supplementary document within 23 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 17 calendar days service pledge will be counted after receiving the complete and accurate submission document. If the application is returned, the trade union must resubmit the full set of document to the CIC/HKIC to re-process
4. If the document is complete and accurate, the CIC/HKIC will process the application



**Advanced Construction Manpower Training Scheme
- Pilot Scheme (Skills Enhancement Courses)
Progress Report**

(To be completed by Training Body)

Name of Training Body: _____

Contact No. : _____ Email : _____

Name of Trainer : _____ Training Location : _____

(To be completed by Trainee)

Name of Trainee: _____

Work Trades : _____

Training Period : _____(dd)_____ (mm)____(yyyy) to_____ (dd)_____ (mm)____

Attendance Record of Trainee : _____ hours within two months

Training contents : _____

Remark : Please complete and submit this form to the CIC after completion of course

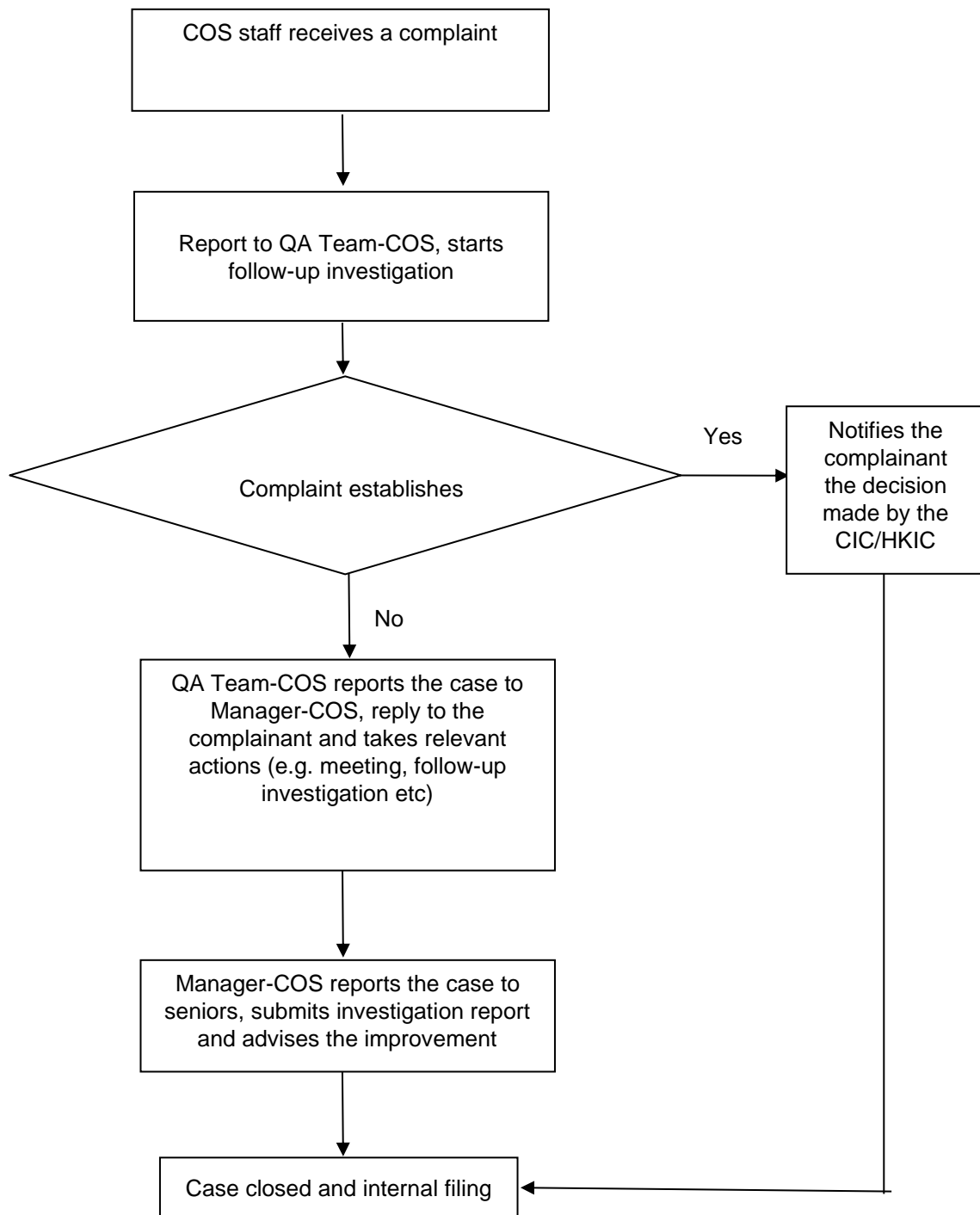
Training Body
chop and
authorized signature

Signature of Trainee

Date

Flowchart for Complaint Handling

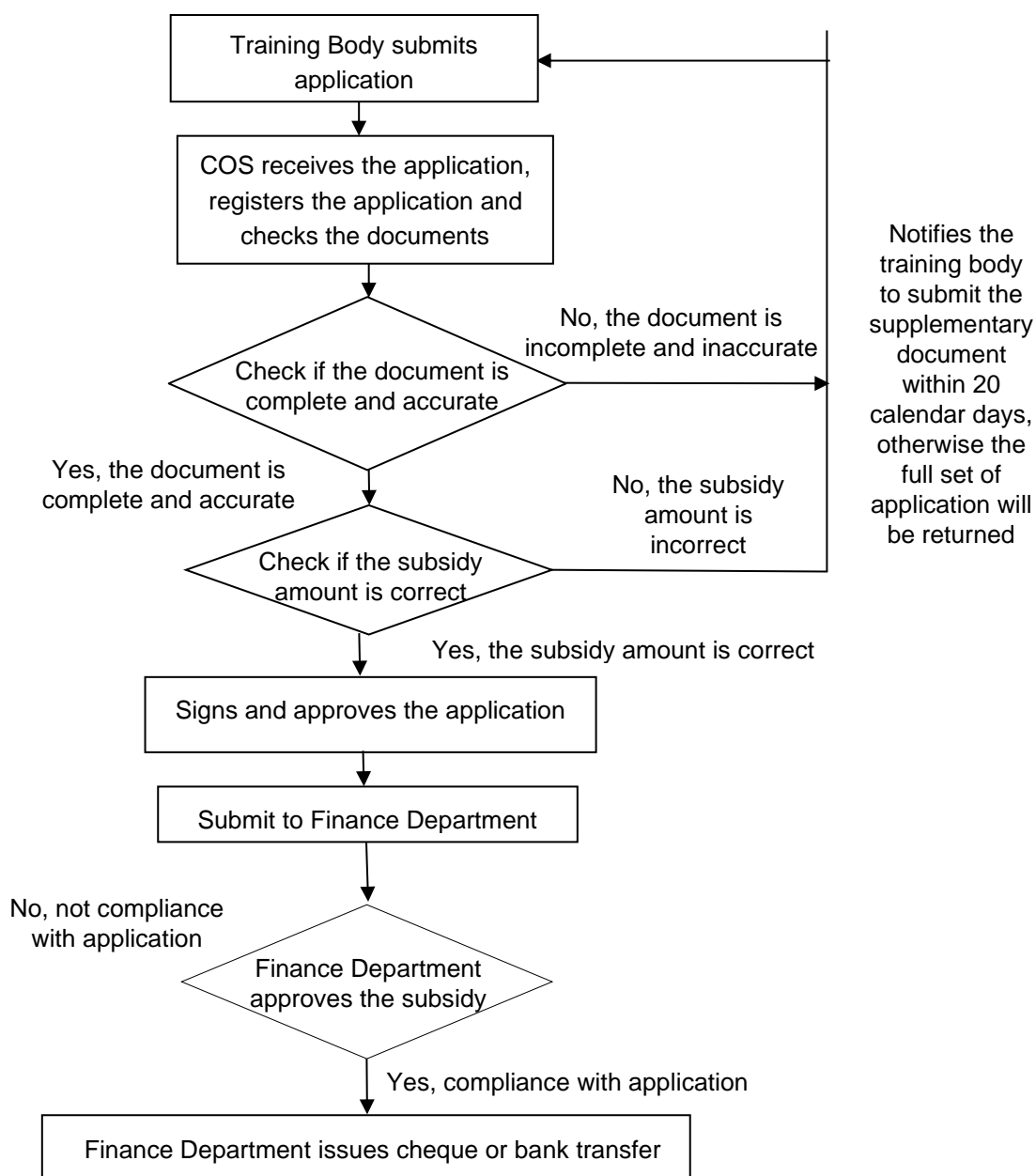
Annex 10



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

Procedure and Flowchart for Handling Subsidy Reimbursement Application

Handing Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate, check whether the subsidy amount is correct. The Training Body shall submit the following document to the CIC/HKIC (Please refer to the following documents, 3 pages in total): (2.1) Invoice issued by the Training Body ; (2.2) Training log duly signed and chop of Training Body; (2.3) Trainee attendance record duly signed by both the trainer and assistant trainer, and chop of Training Body
3. Notifies the Training Body to follow up matters (if any) The Training Body is required to submit the supplementary document within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 30 calendar days service pledge will be counted after receiving the complete and accurate submission documents. If the application is returned, the Training Body must resubmit the full set of document to the CIC/HKIC to re-process.
4. If the document is complete and accurate, COS will process the application and submit it to Finance Department.
5. Finance Department approves the application and issues the cheque or bank transfer



Sample for Training Body's Invoice
培訓機構發票樣本

ABC 培訓機構

發票號碼.: CIC012021001
日期:3/2/2021

建造業議會
合作計劃
香港九龍觀塘駿業街 56 號
中海日升中心 38 樓

發票

總額
(港幣)

先導計劃 - 技術提升課程 (水喉工) 資助
課程日期:2020 年 10 月 10 日至 11 月 28 日

\$XXXXXX

負責人簽署及蓋章

Authorised Signature

負責人簽署

Chop of Training Body

培訓機構蓋章

張大明
理事長

建造業議會
進階工藝培訓計劃 - 先導計劃 (技術提升課程)

學員進度報告表

Sample 樣本

培訓機構填寫

培訓機構名稱：ABC 培訓機構

聯絡人電話：9123 4567

電郵：abc@abc.com

培訓人員姓名：張小強

培訓地點：香港仔漁光道 95 號

學員填寫

Each trainee shall fill in and sign this progress report

各學員須填寫及簽署此進度報告

學員姓名：陳大文

培訓工種：水喉工

培訓期：2020 年 10 月 10 日 至 2020 年 11 月 28 日

學員考勤紀錄：共出席 90 小時。

培訓內容：

焊接 - 以錫焊及氣焊焊接；黏合、熔合、絲扣、壓接、凸緣接合或排水堵縫承插口等方式安裝各類喉管系統、銅管與管件滲錫熔接(無鉛物料)及快速驗鉛方法，紅銅接駁及 PC4 接駁，測試及驗收

Training Body shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the training period

培訓機構須按照計劃相關工種的建議培訓課程大綱，於培訓期間督導、監督及視察培訓情況

備註：此表格在完成課程後提交

Authorised Signature and
Chop of Training Body
培訓機構負責人簽署及蓋章

培訓機構負責人簽署及蓋章

Trainee's
Signature
學員簽署

學員簽署

Signing Date

簽署日期

日期

ABC 培訓機構

課程出值紀錄表

課程： 先導計劃 - 技術提升課程：水喉工

培訓日期： 2020年10月10日至11月28日

Sample for Trainee's and Trainer's Attendance Record

學員及導師出席紀錄表樣本

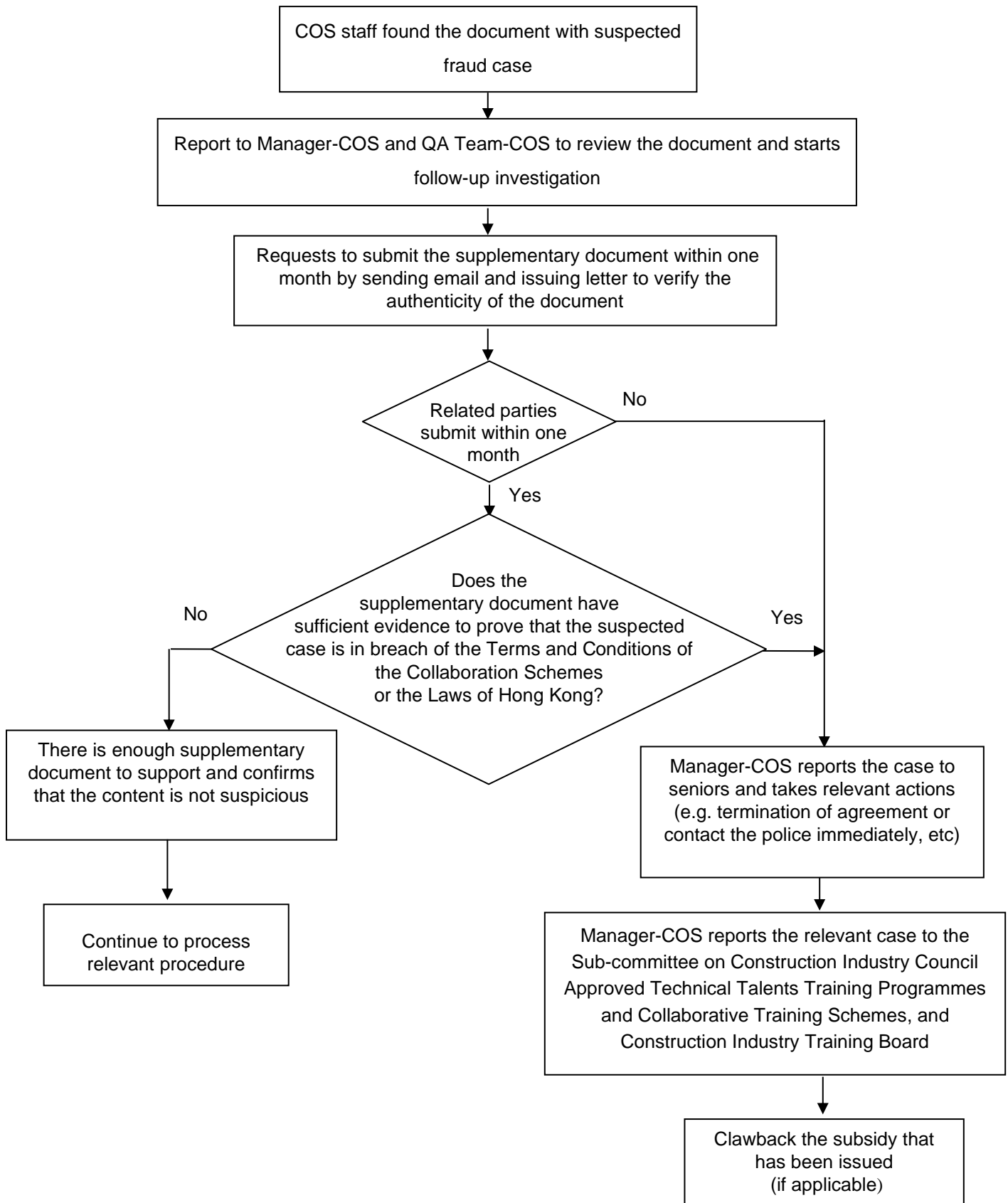
日期	星期	時間	學員姓名及簽署						出席人數	導師簽署	
			陳大文	學員B	學員C	學員D	學員E	學員F		主導師	助理導師
10/10	六	10:00 - 13:00							6		
10/10	六	14:00 - 17:00							6		
11/10	日	10:00 - 13:00							6		
11/10	日	14:00 - 17:00							6		
17/10	六	10:00 - 13:00							6		
17/10	六	14:00 - 17:00							6		
18/10	日	10:00 - 13:00							6		
18/10	日	14:00 - 17:00							6		
24/10	六	10:00 - 13:00							6		
24/10	六	14:00 - 17:00							6		
25/10	日	10:00 - 13:00							6		
25/10	日	14:00 - 17:00							6		
31/10	六	10:00 - 13:00							6		
31/10	六	14:00 - 17:00							6		
1/11	日	10:00 - 13:00							6		
1/11	日	14:00 - 17:00							6		
7/11	六	10:00 - 13:00							6		
7/11	六	14:00 - 17:00							6		
8/11	日	10:00 - 13:00							6		
8/11	日	14:00 - 17:00							6		
14/11	六	10:00 - 13:00							6		
14/11	六	14:00 - 17:00							6		
15/11	日	10:00 - 13:00							6		
15/11	日	14:00 - 17:00							6		
21/11	六	10:00 - 13:00							6		
21/11	六	14:00 - 17:00							6		
22/11	日	10:00 - 13:00							6		
22/11	日	14:00 - 17:00							6		
28/11	六	10:00 - 13:00							6		
28/11	六	14:00 - 17:00							6		

**Trainees'
Signature
學員簽署**

**Trainers'
Signature
導師簽署**

**Chop of Training Body
培訓機構蓋章**

Flowchart of Handling of Suspected Fraud Case



Collaboration Training Scheme

Resume of Trainer

	Name of Trainer	Confirmed trainer obtain Trade Test Qualification (Yes/No)	Confirmed the trainer is Registered Skilled Worker (Yes/No)	Please check the <input type="checkbox"/> box and choose appropriate type of trainer qualification	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)
					Year	Work Details		
1.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
2.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
3.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				
4.				<input type="checkbox"/> Trade Test Certificate <input type="checkbox"/> Construction Worker Registration Card <input type="checkbox"/> Other Relevant Qualification				

Name of
Person-In-charge: _____

Signature and Training
Body Chop: _____

Title: _____

Date: _____

Checklist for follow-up action on cooling-off period

Name of participating organization: _____

Scheme: _____ Year: _____

Work trade involved: _____

Remaining quota from approved application: _____

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

Date of discussing improvement measure(s) : _____

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

Handled By : _____

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

