

# Intermediate Tradesman Collaborative Training Scheme (ITCTS)

## Framework Document

By Hong Kong Institute of Construction

1 July 2023

此文件關於中級技工合作培訓計劃。如有需要索取此文件的中文版本，請致電 2100 9000 或以電郵 [cos.itcts@hkic.edu.hk](mailto:cos.itcts@hkic.edu.hk)。

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.

# Table of Content

1. Purpose
  2. Terminology
  3. Background
  4. Nature of the Scheme
  5. Details of the Scheme
  6. Requirement of Employers
  7. Role of the Construction Industry Council/Hong Kong Institute of Construction
  8. Application Procedures
  9. Monitoring Procedures
  10. Reimbursement of Trainee Subsidy and Site trainer Subsidy
  11. Fraud Case and Termination of Agreement
  12. Forfeiture
  13. Special Circumstances
  14. Avoiding Conflict of Interests
  15. Personal Data Collection Declaration
- 
- Annex 1 Work Trade and Training Period
  - Annex 2 Flow Chart of ITCTS
  - Annex 3 Flow Chart of Procedure on Inclusion of New Work Trades
  - Annex 4 Registered General Workers Initial Training Application Form
  - Annex 5 Trainee Subsidy
  - Annex 6 Sample Employment Contract
  - Annex 7 Trainee Allowance Processing Form
  - Annex 8 Site trainer to Trainee Ratio and Site trainer Subsidy
  - Annex 9 Site Inspection Report
  - Annex 10 ITCTS Trainee Application Form
  - Annex 11 Proposed Training Syllabus (Chinese Only)
  - Annex 12 Supervisory Check for Trainee Applicants Eligibility Checking and Trainee Summary Record
  - Annex 13 ITCTS Application Form
  - Annex 14 Sample of ITCTS Application Form
  - Annex 15 Application Procedure
  - Annex 16 Handling of Application Processing Procedure and Flow Chart
  - Annex 17 Flow Chart for Complaint Handling
  - Annex 18 Flow Chart of Payment Procedure (Initial Training)
  - Annex 19 Handling of Reimbursement Application Processing Procedure and Flow Chart (Site Training)
  - Annex 20 Flow Chart of Handling of Suspected Fraud Case
  - Annex 21 Collaboration Training Scheme Resume of Site Trainer
  - Annex 22 Checklist for follow-up action on cooling-off period
  - Annex 23 Flow Chart for follow-up action on cooling-off period

## 1. Purpose

The purpose of this document is to set out the procedures of the Construction Industry Council (CIC)/ Hong Kong Institute of Construction (HKIC) in handling the Intermediate Tradesman Collaborative Training Scheme (ITCTS).

## 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.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Sub-committee	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ITCTS approved by the CIC/HKIC
f.	Scheme	Intermediate Tradesman Collaborative Training Scheme
g.	Agreement	Training agreement made between the CIC/HKIC and the Employer comprising this Framework Document, the Application Form submitted by the Employer and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form

## 3. Background

3.1 The construction industry has been experiencing worker shortage since year 2007, against this background, the CIC has initiated five collaborative training schemes between year 2011 and 2014 to collaboratively train up semi-skilled workers with the industry. Under these schemes, trainees are recruited on a first-hire-then-train basis and primarily trained on-site. In support of the schemes, the CIC provides subsidy to trainees and encourage the new comers to join the industry.

3.2 In order to integrate and optimize the original five collaborative training schemes, the CIC implements the "Intermediate Tradesman Collaborative Training Scheme" (ITCTS) in 2017. The Scheme aims to focus on trades with severe manpower shortage and simplifies the application procedure to make it easier for employers to apply.

## 4. Nature of the Scheme

- 4.1 The Scheme follows training approach of collaborative training schemes. It consists of initial training and on-site training which are conducted collaboratively with employers.
- 4.2 The Scheme follows " first-hire-then-train" basis. The training is composed into 2 modules. The first module is initial training conducted by the CIC/HKIC, and the second module is the on-site training conducted by the employer. The overall training period is from 1 to 6 months depending on work trades. For details, please refer to Annex 1.
- 4.3 Trainees will first receive initial training in Hong Kong Institute of Construction which including general knowledge and fundamental skill training. The general knowledge introduces the background of local construction industry, professional ethics and major work trades. The fundamental skill training introduces basic operation skills of relevant work trades and provide practise training. General knowledge is provided to all work trades while fundamental skill training is provided to selected trades only.
- 4.4 During the on-site training period, trainees can learn and practice relevant skill set on site provided by the employers.
- 4.5 The CIC/HKIC approves the applications as well as monitor and review the Scheme regularly.
- 4.6 For flow chart of ITCTS, please refer to Annex 2.

## 5. Details of the Scheme

### 5.1 Eligibility of Trainee

To participate in this Scheme, the trainee must meet the following requirements :

- i) Aged 18 or above ; and
- ii) Hong Kong residents and have permit to work in Hong Kong; and
- iii) For those who have not taken the Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) offered by the CIC or Hong Kong Institute of Construction (HKIC) within one year; or  
Other full-time training courses offered by the CIC or HKIC or other training bodies funded by the CIC or HKIC **within one year**; or  
For those who have not taken the CIC's or HKIC's Technician programmes

**within two years; and**

- iv) To ensure the optimal use of training places, holders of trade test or intermediate trade test qualification are not eligible to participate in the Scheme of relevant trades.

## **5.2 Employer Eligibility**

To participate in this Scheme, an employer must meet the follow requirements:

- i) Main Contractor; or
- ii) Registered companies under the “Registered Specialist Trade Contractors Scheme” or the “Sub-contractors Registration Scheme” of the CIC; or
- iii) Contractor who has paid Construction Industry Levy to Construction Industry Council within 5 years (from the date of application) or subcontractor who is directly employed by contractor; or
- iv) Owners of refurbishment, repair and maintenance projects or new projects (owner refers to the property holder, developer or administrator)
  - a) Developer: Must be a member of “The Real Estate Developers Association of Hong Kong (REDA)”, relevant membership is to be provided by the applicant; or
  - b) Property Management Company: Must be a member of “The Hong Kong Association of Property Management Companies”, relevant membership is to be provided by the applicant; or
  - c) Other Categories of Applicant: If the applicant does not fall into the above approved categories, the application will be submitted to the Sub-committee for consideration and approval; and
- v) possess at least one construction contract, either in progress or ready to commence. The nature of the construction, in whole or in part, must be appropriate to the type of work trade applied.

## **5.3 Trade Division**

5.3.1 There are totally 50 work trades under five categories. For details, please refer to Annex 1.

5.3.2 In addition, according to the necessary of industry and manpower requirements, individual types of work trades could be added to the scheme flexibly by the approval of Sub-committee and CITB. For details of inclusion of new work trades, please refer to Annex 3.

## **5.4 Training Period**

- 5.4.1 For new practitioners, the overall training period is fixed at 1 to 6 months, which includes 2 weeks, 1 month or 2 months initial training, depending on work trades. For details, please refer to Annex 1.
- 5.4.2 For registered general workers, the overall training period is fixed at 3 to 6 months, which includes 1.5 weeks or 1 month initial training, depending on work trades. For details, please refer to Annex 1.
- 5.4.3 Registered general workers must meet the following requirements:
- i) Holder of "Registered General Workers" qualification; and
  - ii) Not less than 6 months of relevant working experience verified and recommended by the employers; and
  - iii) Not applicable to machineries and cranes operation work trades and some of the building and civil work trades.
- 5.4.4 For registered general workers to participate the Scheme, the employer shall complete the Application Form and please refer to Annex 4 for details. It is required to be approved by the CIC/HKIC before the commencement of the initial training.

## **5.5 Requirement on Wage of Employing Trainees**

- 5.5.1 The employers are required to sign "Employment Contract" or related certificate of employment with their employees which state clearly that the monthly salary is not less than \$13,400 during the on-site training. For details, please refer to Annex 5. The employment contract shall comply with the employment laws of the Hong Kong Special Administrative Region (HKSAR). Please refer to Annex 6 for Employment Contract sample.
- 5.5.2 The employers are required to provide adequate insurance coverage for its training, including Contractor's All Risk, Third Party Liability, Employee Compensation and any other insurance necessary for the execution of the trainings under the scheme. Such insurances shall cover the trainees and site trainers.
- 5.5.3 If the employer is found in breach of conditions of the agreement or relevant laws of the HKSAR, the CIC/HKIC will, in written form, request the employer for rectification and reporting the result before a prescribed time limit (normally within one month); otherwise, the CIC/HKIC will consider terminating the agreement and stop issuing subsidy to the employer. The CIC/HKIC also reserves the right to recover the issued subsidy.

- 5.5.4 Employers who have violated the agreement or relevant laws of the HKSAR may not be allowed to join or re-apply for this scheme. Those employers can lodge appeal to the CIC/HKIC for consideration.

## 5.6 Trainee Subsidy

- 5.6.1 During the initial training period, the trainee shall receive a subsidy of \$10,200/month (in full attendance) from CIC/HKIC, with the basis of 30 training days per month. For details, please refer to Annex 5. The trainee subsidy shall be paid directly by the CIC/HKIC to the trainee and please refer to Annex 7 for “Trainee Allowance Processing Form”. The Trainee subsidy will be prorated base on trainees' attendance if the trainee does not attend in full attendance. The number of leave or absence shall not exceed 5% of the total initial training days.

Example:

During the initial training period, a trainee absented 5 days in that month. With the basis of 30 training days per month, the trainee shall receive the trainee subsidy for that month:  $\$10,200 \times (30-5)/30 = \$8,500$

- 5.6.2 During the on-site training period, the CIC/HKIC shall provide trainee subsidy of \$6,500/month/trainee to employers if the trainee works for not less than 20 days per month, with the basis of 25 working days per month. Trainee subsidy will be prorated if the trainee works for less than 20 days per month. But if the trainee has less than 20 days due to the annual leave, sick leave and work injury leave, the trainee subsidy will still be fully paid.

Example:

During the on-site training period, a trainee works for 18 days in that month. With basis of 25 working days per month, the employer shall receive the trainee subsidy for that month:  $\$6,500 \times 18/25 = \$4,680$

- 5.6.3 During the on-site training period, the working days of trainees shall be calculated according to the attendance record submitted by their employers.
- 5.6.4 A one-off \$10,000 trainee completion bonus subsidy will be provided by the CIC/HKIC to employers if their trainee passes the Intermediate Trade Test (ITT) or Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled worker of the relevant trade under the “Construction Workers Registration Ordinance”.

- 5.6.5 Once the overall training period ends, the CIC/HKIC will stop issuing the trainee subsidy.

## 5.7 Site trainer Subsidy

- 5.7.1 During the on-site training period, the employer shall provide a site trainer to train up the trainee. The CIC/HKIC shall provide site trainer subsidy of \$7,500/month/trainee to employer if the site trainer trains not less than 20 days per month, with basis of 25 working days per month. Site trainer subsidy will be prorated if the site trainer trains less than 20 days per month.

### Example:

During the on-site training period, a site trainer works for 18 days in that month and train up one trainee. Since the site trainer works for less than 20 days and with basis of 25 working days per month, the employer shall receive the site trainer subsidy for that month:  $\$7,500 \times 18/25 = \$5,400$

- 5.7.2 If trainee withdraws the scheme during the on-site training period, the CIC/HKIC will still fully pay the site trainer subsidy for the trainees in the month of withdrawal. For example, the site trainer had 4 trainees at the start of the on-site training, but 2 trainees withdrew for personal reason in the second month. In this case, the CIC/HKIC would grant the full amount of site trainer subsidy for the first month to the employer. Starting from the second month, there were only 2 trainees and the site trainer subsidy would be calculated based on 2 trainees. If the trainees withdraw because of an unreasonable dismissal from the employer or the site trainer fails to comply with the training syllabus, the employer will no longer be approved by the CIC/HKIC and will not be issued the site trainer subsidy.
- 5.7.3 Once the overall training period ends, the CIC/HKIC will stop issuing the site trainer subsidy.
- 5.7.4 Employer can only nominate one direct site trainer for approved trainee to participate in this course and receive tuition waiver. The site trainer participates in this course can receive a subsidy of \$1,200 for successfully completing the 3-day course. The subsidy will be paid by the CIC/HKIC to the site trainer directly. Upon completion of the course, the site trainer can obtain the "Qualification of Approved Site trainer by the CIC", which is valid for 5 years, after which the qualification certification renewal is still required. The list of approved site trainer will be added to the appropriate location on the webpage of Registration Services of CIC website.



## **5.8 Trainee Completion Bonus**

- 5.8.1 A one-off \$10,000 completion bonus will be provided by the CIC/HKIC to the trainee who successfully accomplished the Intermediate Trade Test (ITT) or Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled worker of the relevant trade under the “Construction Workers Registration Ordinance”. The bonus shall be paid by the CIC/HKIC to the trainee directly. Please refer to Annex 7 for “Trainee Allowance Processing Form”.
- 5.8.2 If the trainee is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The trainee’s all free test opportunities will be forfeited and the trainee needs to apply the test on his/her own within 3 months; only 50% of the completion bonus (amount of \$5,000) will be issued for those who successfully accomplished the test and registers as a registered semi-skilled worker of the relevant trade.

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

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

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

- Electrical Wireman: Holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.
- Plumber: Holder of valid “Grade I Plumber's Licence” issued by the Water Supplies Department.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Air System): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Water System): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.

- Lift Mechanic: Holder of valid “Lift Worker Registration Card”, Class A, B and C issued by the Electrical and Mechanical Services Department.
- Repair, Maintenance, Alterations and Additions (Building Construction) and Repair, Maintenance, Alterations and Additions (Electrical and Mechanical): holder of valid “Certificate of Registration of Electrical Worker” issued by the Electrical and Mechanical Services Department.

5.9.3 The CIC/HKIC will arrange interview with proposed site trainer in the following scenario:

- i) Trade test has not been set up for the trade of the application; or
- ii) The proposed site trainer does not possess trade test qualification but possess relevant professional qualification.

5.9.4 The interviewer of the CIC/HKIC would be instructor of the Hong Kong Institute of Construction, or member of the Institute management with relevant professional qualification of The Hong Kong Institution of Engineers or The Hong Kong Institute of Surveyors, or equivalent. The interview with proposed site trainer will be conducted by fundamental criteria and guideline.

5.9.5 For the work trade of Crawler Crane Operator/Wheeled Telescopic Mobile Crane Operator/Tower Crane Operator, the qualification of trainer shall according to the Labour Department "Course Design and Specifications for Training Courses for Operators of Crane". The site trainer on the practical session should at least possess the following:

- i) Adequate training on operation of crawler crane/wheeled telescopic mobile crane/tower crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid operator certificate of the relevant crane); and
- ii) Substantial experience on operation of the crawler crane/wheeled telescopic mobile crane/tower 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  
Both possess mandatory basic safety training and a certificate of Safety Supervisor Course issued either by OSHC or the CIC.

Site trainers are required to comply with the relevant legislative provisions while operating crawler cranes/wheeled telescopic mobile crane/tower crane.

5.9.6 Specialist Marine Work Trades are not included in the “Construction Workers Registration Ordinance” (CWRO), site trainers of these work trades are not able to registered as skilled workers. At the same time, there are currently no relevant trade test for these work trades. As a result, the qualification for site trainers of

Specialist Marine Work Trades will be reviewed and approved by both of the CIC and the organization which is supervising the project.

5.9.7 For the work trade of Loadshifting Machine Operator (Excavator Operator, Bulldozer Operator and Loader Operator), the qualification of trainer shall be in accordance with the Labour Department "Course Design and Specification for Training Courses for New Operators of Loadshifting Machine". The site trainer on the practical session should possess the following:

- i) Have successfully completed an acceptable instructional skill training course, such as the certificate course of Basic Instructional Techniques by The Education University of Hong Kong (Formerly known as Hong Kong Institute of Education) or the certificate course of Occupational Safety and Health trainer by the Occupational Safety and Health Council ("OSHC") or the certificate course of Foundation Certificate in Site Instruction Techniques Course by the Hong Kong Institute of Construction (HKIC) (Formerly known as Construction Industry Council Training Academy ("CICTA")) or equivalent; and
- ii) Have 7 years relevant working experience in operating the type of machine; and
- iii) Hold a relevant valid operator certificate for the particular type of loadshifting machine or equivalent.

Site trainers are required to comply with the relevant legislative provisions while working at construction sites and operating loadshifting machine.

5.9.8 For the work trade of Offsite Rebar Automation Cut and Bend Operator, the qualification of site trainer shall be no less than 5 years of experience in the offsite rebar automation and bend operation, and obtain the confirmation from the relevant employer.

5.9.9 To ensure the quality of training, the CIC/HKIC has certain requirements for the site trainer-to-trainee ratio. For details, please refer to Annex 8.

5.9.10 Approved trainer list will be set up in Year 2022 and by using the relevant training figures, the overall passing rate of all trainees that is directly trained by the site trainer in the past year is calculated and that must not be less than 75%. When a new application is received, the CIC/HKIC will refer to the site trainer's performance in the past year as consideration for approving the application. In

addition, each site trainer must participate the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.

- 5.9.11 If the site 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 employer and the site trainer to discuss the improvement plan. If the situation continues for two years, the site trainer will not be approved for a new application for one year and require to attend the site trainer revalidation course. The outstanding site trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

## **5.10 Follow-up Training**

- 5.10.1 For the selected work trades, trainees are required to attend the 4 non-consecutive days follow-up training provided by the CIC/HKIC during the on-site training period. The purpose is to follow up the trainee training progress and provide the training support.
- 5.10.2 If the trainee is absent from the follow-up training (1 day) and cannot provide reasonable explanation and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason and the deduction of \$2,500 (From Completion Bonus) will be executed for every absence. The CIC/HKIC will provide supplementary classes to trainees who are absent with reasonable explanation and the supplementary class will only be arranged once. If the trainee is absent from the supplementary class, the CIC/HKIC consider it to be absent without reason and the deduction of \$2,500 from Completion Bonus will be executed from this absence.

## **5.11 Intermediate Trade Test (ITT) or Certification Test or Completion Test**

- 5.11.1 Within 3 months after the end of training, trainees are required to take the Intermediate Trade Test (ITT) or Certification Test or Completion Test provided by the CIC/HKIC.
- 5.11.2 If the trainee fails the first free Intermediate Trade Test (ITT) or Certification Test or Completion Test, the trainee may be allowed to retake the test once for free. Thereafter, trainees are required to pay the test fees at their own expense.
- 5.11.3 If the trainee cannot pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test in the scheme, the eligibility of the trainee will not be affected when he/she applies for test on individual basis.

- 5.11.4 If the test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the trainee is rated as “zero”, the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.
- 5.11.5 Certificate will be issued to the trainees who passed the Intermediate Trade Test (ITT) or Certification Test or Completion Test.
- 5.11.6 As there is no Intermediate Trade Test (ITT) or Certification Test for Specialist Marine Work Trades, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the organization who is supervising the project. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.7 As there is no Intermediate Trade Test (ITT) or Certification Test for Lift Mechanic, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Electrical And Mechanical Services Department. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.8 As there is no Intermediate Trade Test (ITT) or Certification Test for Offsite Rebar Automation Cut and Bend Operator, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Materials Association Limited - Rebar Processing Solution Committee. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.9 As there is no Intermediate Trade Test (ITT) or Certification Test for Tunnel Worker, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Association. The CIC/HKIC is responsible for invigilating and scoring of the test.
- 5.11.10 If the trainee is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The trainee’s all free test opportunities will be forfeited and the trainee needs to apply the test on his/her own within 3 months. (The Arrangement of Completion Bonus Please Refer 5.8.2)

## **5.12 Application Assessment**

- 5.12.1 When the employer submits an application, the CIC/HKIC will check the following documents according to the established procedures:
- i) Copy of Business Registration Certificate; and
  - ii) The “Collaboration Training Scheme Resume of Site Trainer” (Annex 21)

and a copy of the relevant documents (applicable to new site trainer); and  
iii) Copy of Construction Contract of where the on-site training will be conducted primarily, sub-contract document or related proof of document.

5.12.2 For site trainers who have been approved in the CIC/HKIC collaboration schemes (including the scheme, the Contractor Cooperative Training Scheme and the Advanced Construction Manpower Training Scheme - Pilot Scheme), they need to submit supporting information showing relevant approval for verification.

5.12.3 For newly proposed site trainers, the employer shall submit "Collaboration Training Scheme Resume of Site Trainer" (Annex 21) to verify the qualification and relevant work experience of proposed site trainers meet eligible site trainers' requirements stated on 5.9.2; and certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification are confirmed by employer. The following information should be included in "Relevant Work Experience" in "Collaboration Training Scheme Resume of Site Trainer":

(a) Year

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

(b) Work Details

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

5.12.4 Applications will be reviewed and approved as appropriate by the CIC/HKIC. Upon approval, the CIC/HKIC will inform the employer in writing (by email and post), the employer shall enrolled the training within 12 months. If the employer fails to comply with this policy, approved project and subsidy will be cancelled. If the employer wishes to take part in the scheme again, a new application form must be submitted again.

5.12.5 If the number of applicants exceeds the total number approved by the CIC/HKIC, the CIC/HKIC has the right to conduct a first-come-first-served mechanism until the quota is reached.

## **5.13 Deployment of Training Site And Transfer of Trainee**

5.13.1 Deployment Of Training Site

The employers may change the training location from the site specified in the contract to another site, provided that it is necessary or desirable for the completion of training. The nature of the construction, in whole or in part, must be appropriate to the type of trainees to be trained under the scheme. Any relocation of training sites must be reported to the CIC/HKIC within one month by written notice.

#### 5.13.2 Transfer of Trainee

Employers approved by the CIC/HKIC need to arrange the trainees to complete the entire training in their company. During the training period, if the approved employer (Original Employer) is not expecting to continue the training for the trainees with the original project (For example, affected by the progress of work or other reasons), the original employer may apply the transfer of trainee.

For the transfer of trainee, the original employer is required to inform and apply to CIC/HKIC. The new employer also needs to submit the Annex 13 (Employer Application Form) as a new application to the CIC/HKIC for approval. For details, please refer to item 8 (Application Procedure). All deployment must be approved by CIC/HKIC before they can be officially executed. The new employer's subsidy is only approved for the remaining training period of the trainee and the original employer's subsidy is only calculated to the last day before the deployment.

### 5.14 Site Inspection

5.14.1 During the training period, the CIC/HKIC shall conduct site inspection at least one time per year to ensure that the training is properly conducted. During site inspection, the CIC/HKIC staff will communicate with trainee and site trainer and fill in the Site Inspection Report (for details, please refer to Annex 9) for record and necessary follow-up actions. Employers are responsible for arranging site inspection for the CIC/HKIC staff.

5.14.2 If the site inspection cannot be conducted as scheduled, the CIC/HKIC will prioritise the inspection according to the risk level. Sites with the person-in-charge refuses inspection without justifications or changes schedule for more than 3 times will be classified to be higher risk. One more time site inspection will be arranged for higher risk sites.

### 5.15 Assist in Trainee Recruitment

5.15.1 To enhance the effectiveness of the scheme, the CIC/HKIC shall assist the approved ITCTS employers to recruit trainees in recruitment day.

5.15.2 ITCTS trainee application forms (Annex 10) will be collected from post, email and fax by the CIC/HKIC, and the accuracy and the sufficiency of the filled information and the eligibility of trainees will be checked. For details, please refer to item 5.1

5.15.3 All trainee applications will be organized and only the eligible applications will be filed by the CIC/HKIC for promoting the recruitment day.

## **5.16 Deferred Admission of Trainee**

If the employer applies an Admission Deferment for the trainee, the employer must report to the CIC/HKIC and makes an application by e-mail or in writing at the last school day of and before the end of the admission period. Telephone calls and late applications will not be accepted by the CIC/HKIC.

The admission period is 10% of the total number of days of the initial training after the commencement date. If the total number of days of the initial training is 50 days, 25 days and 12 days; the admission period is 5 days, 3 days and 1 day respectively; if there is a registered general worker, the total number of days of initial training is 25 days and 9 days; then the admission period is 3 days and 1 day respectively.

(Example: 50 days of initial training with the commencement date on Monday, December 3, 2018; the admission period should be 5 days, therefore the end of the admission period is on Friday, December 7, 2018; the deadline for the employer to inform the CIC/HKIC is one school day prior the end of the admission period, i.e Thursday, December 6, 2018.) Employers must apply to the CIC/HKIC on or before this date.

Upon receipt of the employer's notice and application, the CIC/HKIC will send a acknowledgement reply to the employer by e-mail and the trainee must report duty to the designated campus within the admission period (subject to the attendance record of the campus) before the enrollment could be done by the CIC/HKIC officially. The CIC/HKIC has the final decision.

## **6. Requirement of Employers**

6.1 As the scheme is under "first-hire-then-train" basis, employers are required to provide the on-site training in the second module to the trainee. Therefore, the employers are required to submit the trainee's employment contract or related certificate of employment to the approval by the CIC/HKIC.



- 6.2 The copy of the employment contract or related certificate of employment signed between employer and trainee, and with other relevant documents shall be submitted to the CIC/HKIC for approval. If the application is approved, the CIC/HKIC will inform the employer in writing (by email and post).
- 6.3 The employment contract or related certificate of employment shall comply with the employment laws of the HKSAR. The contract period should not less than the on-site training period, which from 1 to 6 months, depends on work trades.
- 6.4 The employers shall pay salary on monthly basis to their trainees. The salary of the trainees must not less than the specific monthly salary of the CIC/HKIC which is \$13,400.
- 6.5 The employment contract shall mention clearly the amount of wages and payment method. The CIC/HKIC is not responsible for the terms and condition of the employment contract.
- 6.6 During the on-site training period, the employers shall submit both of trainee and site trainer' attendance record and payment record, etc to the CIC/HKIC by monthly in order to receive the trainee and site trainer subsidy.
- 6.7 The employers shall notify to the CIC/HKIC within 7 working days about the loss of trainees. If the employer fails to report for more than a month, the CIC/HKIC will record on file and will reconsider any future application from the employer.
- 6.8 If the trainee cannot continue to complete the training due to situations of the site or unexpected circumstances in the training period, the employer can transfer the trainee to other sites or to a new employer to continue with the remaining training. For details, please refer to item 5.13.
- 6.9 Employers shall arrange one day per month for their trainees to attend the follow-up training provided by the CIC/HKIC. The employers shall pay their salary for that day.
- 6.10 Employers shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 11. The trainees should enhance their skills and pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test conducted by the CIC/HKIC at the end of training and register as registered semi-skilled workers. In the event that the trainee's test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test is rated as "zero" (CIC/HKIC will notify

the employer individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the trainee.

#### 6.11 Quality assurance and performance assessment mechanism.

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

##### Assessment Period

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

##### 6.11.1 Performance Indicator

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

##### Assessment Guidelines

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

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

6.12 Employers should arrange the admission for the trainee. If an admission deferment is needed employers must inform CIC/HKIC and submit an application. Please refer to item 5.16.

6.13 After the application has been approved by the CIC/HKIC, the Employers cannot change the information on the main construction site.

## **7. Role of the Construction Industry Council/ Hong Kong Institute of Construction**

7.1 With reference to the skills required in different trades of the construction industry and the requirement of Intermediate Trade Test (ITT), the CIC/HKIC proposed the training syllabus. For details, please refer to Annex 11.

7.2 The CIC/HKIC shall provide the training log sheet to the trainees and record the training activities and the learned skills.

7.3 The CIC/HKIC shall arrange the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the trainees at the end of training.

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

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

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

7.7 The CIC/HKIC may assist employers to recruit trainees where appropriate. Please refer to item 5.15.

7.8 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 12.

## **8. Application Procedures**

- 8.1 Employer should complete the Application Form (for details, please refer to Annex 13) and submit together with all required supporting documents to the CIC/HKIC for checking and approval. For sample of application form, please refer to Annex 14.
- 8.2 The employer shall commence the training in accordance with the Approved Project.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 17 calendar days to process the application. The CIC/HKIC shall notify the employer in writing (email and post) that its application has been approved. The terms and conditions set out in the Agreement shall become legally binding on the Employer and the CIC/HKIC upon the CIC/HKIC 's issue of such letter. The Employer is therefore advised to carefully read the defined terms and condition before signing and submitting its application.
- 8.4 If there is any incomplete or inaccurate document in an application, the employer should submit supplementary document within 23 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the entire application shall be returned.
- 8.5 Please refer to Annex 15 for application procedure and refer to Annex 16 for details of procedure and flowchart for handling scheme application.

## **9. Monitoring Procedures**

- 9.1 When the employer commences the training, the site trainer and trainee shall fill in the training items/contents, training period in the Trainee's Progress Report and shall be signed by the site trainer and trainee.
- 9.2 The employer shall submit the Trainee's Progress Report and attendance record to the CIC/HKIC once 1 to 3 months for checking.
- 9.3 After checking the attendance records of trainees, training progress and applications for subsidy, the CIC/HKIC will prepare the subsidy to employers.
- 9.4 If the CIC/HKIC receives a complaint, a flow chart for complaints handling is as shown in Annex 17.

## **10. Reimbursement of Trainee Subsidy and Site Trainer Subsidy**

- 10.1 In accordance with the prescribed procedures for payment of subsidy, the employer shall first pay trainee salary and then apply for reimbursement of subsidy from CIC/HKIC. When employers apply for payment of subsidy or completion bonus, the following documents shall be submitted for the CIC/HKIC's verification.

- i) Application Form on Payment of Subsidy together with company invoice;
- ii) Log Sheet endorsed by trainee and site trainer; and
- iii) Trainee's and site trainer's attendance record; and
- iv) Trainee's pay slip.

- 10.2 Employers are required to submit application for reimbursement of payment of subsidy in accordance with part 10.1 above within 12 months from the month in which the trainee's wage was incurred by the employer in respect of a subsidy. Should the employer fail to submit an application within such time period, the CIC/HKIC shall not process the application for reimbursement.
- 10.3 During the initial training period, trainee subsidy will be paid to trainees directly by the CIC/HKIC. During the on-site training period, trainee salary shall be paid by the employer and the subsidy to be reimbursed by the CIC/HKIC afterwards. Trainee needs to fill in the form Annex 7.
- 10.4 The CIC/HKIC will process the application and check the completeness of the documents submitted by employer.
- 10.5 After endorsement by the CIC/HKIC, the Finance Department will process the applications for payment of subsidy. 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.
- 10.6 If there is any incomplete or inaccurate item in an application, the employer should submit supplementary information within 20 calendar days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.
- 10.7 Please refer to Annex 18 and Annex 19 for the payment processing procedure and flowchart of Initial Training and Site Training respectively

## **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. For the flowchart of the handling of suspected fraud case, please refer to Annex 20.
- 11.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the applicant is/are in breach of the terms stipulated in the Agreement.
- 11.3 No indemnity claims or claims of any other kind should be made against the CIC/HKIC by the applicant.

## **12. Forfeiture**

In the event that the employer shall become bankrupt or having a receiving order made against him/them or has terminated the employment contract or related certificate of employment between the employer and employee, the training shall be stopped immediately and no subsidy shall be reimbursed as from that date.

## **13. Special Circumstances**

- 13.1 Except the arrangement under the Deployment Mechanism of Trainee, after the approval of application of an employer, the employer shall not transfer the subsidy quota. If a trainee changes to another employer, the new employer cannot apply for joining this employee. The CIC/HKIC keeps a record of all trainees of this scheme in order to monitor such change of employer during the training.
- 13.2 If a trainee is dismissed by the employer or resign during the training period, the employer must inform the CIC/HKIC immediately.
- 13.3 If a trainee was dismissed by the employer or resigned during the training period, the employer is not allowed to apply for the training subsidy in the remaining period. The trainee will not be eligible for joining the scheme again.
- 13.4 The CIC/HKIC reserves the rights of final decision.

## **14. Avoiding Conflict of Interests**

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

## **15. Personal Data Collection Declaration**

- 15.1 Employers shall ensure that the collection and transfer of trainee personal data to the CIC/HKIC and via the CIC/HKIC to the government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

In order to comply with the PDPO, employers must accept and agree to provide a Personal Information Collection Statement (PICS) to each of the trainees and site trainers in compliance with the followings:

- 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 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.
- 15.2 The employer, who is responsible for collecting the personal data from the trainee, must obtain the trainee's written consent regarding the above.
- 15.3 The employer shall indemnify the CIC/HKIC against any claims, suffered or incurred by the CIC/HKIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

**Work Trade and Training Period (New Practitioners)**

Annex 1

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (weeks) (i)	Fundamental Skill Training (weeks) (ii)		
<b>Building And Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer	1	3	4 mos.	5 mos.
	Concretor	1	3	4 mos.	5 mos
	Carpenter (Formwork - Building Construction/ Civil Construction)	1	3	4 mos.	5 mos
	Site Surveying (Leveller)	1	3	4 mos.	5 mos
	Surveying & Setting Out (Leveller)	1	3	4 mos.	5 mos
	Bricklayer	1	3	4 mos.	5 mos
	Tiler	1	3	4 mos.	5 mos
	Plasterer	1	3	4 mos.	5 mos
	Painter and Decorator	2	6	4 mos.	6 mos.
	Marble Worker (Polishing)	2	6	4 mos.	6 mos.
	Plumber	2	6	4 mos.	6 mos.
	Drainlayer	2	6	4 mos.	6 mos.
	Tower Crane Workers' Assistant	2	6	4 mos.	6 mos.
	Piling Operative (Bored Pile)	2	x	5.5 mos.	6 mos.
	Offsite Rebar Automation Cut and Bend Operator	2	x	5.5 mos.	6 mos.
	Metal Worker	2	x	5.5 mos.	6 mos.
	General Welder	2	x	5.5 mos.	6 mos.
	Metal Scaffolder	2	x	2.5 mos.	3 mos.
	Metal Formwork Erector	2	x	2.5 mos.	3 mos.
	Ground Investigation Operator	2	x	2.5 mos.	3 mos.
Tunnel Worker	2	x	2.5 mos.	3 mos.	
False Ceiling Installer	2	x	4 mos.	4.5 mos.	
Curtain Wall Installer	2	x	4 mos.	4.5 mos.	
<b>Specialist Marine Work Trade</b>	Underwater Geotextile Special Barge Operator	2	x	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	2	x	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	2	x	5.5 mos.	6 mos.
	Anchor Boat Operator	2	x	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	2	x	5.5 mos.	6 mos.
	Dredge Pipe Supervisor – TSHD	2	x	5.5 mos.	6 mos.
	Deep Cement Mixing Plant Operator	2	x	5.5 mos.	6 mos.



	Hydraulic Filling Vibro Compaction Rig Operator	2	x	5.5 mos.	6 mos.
	Floating Box Culvert Installation Operator	2	x	5.5 mos.	6 mos.
	Operator of Specialized Plant for Seabed Ground Treatment Works	2	x	5.5 mos.	6 mos.
	Sand Transshipment Operator	2	x	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	2	x	5.5 mos.	6 mos.
<b>Plant and Equipment Operator Work Trade</b>	Crawler-mounted Mobile Crane Operator	2	x	2.5 mos.	3 mos.
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	2	x	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator	2	x	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	2	x	2.5 mos.	3 mos.
	Tower Crane Operator	2	x	2.5 mos.	3 mos.
	Bulldozer Operator	1	x	1 mos.	1 mos.
	Loader Operator	1	x	1 mos.	1 mos.
	Excavator Operator	1	x	2 mos.	2 mos.
<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman	2	x	5.5 mos.	6 mos.
	Fire Service Electrical Fitter	2	x	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	2	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	2	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	2	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic ( Water System)	2	x	5.5 mos.	6 mos.
	Lift Mechanic	2	x	5.5 mos.	6 mos.
<b>Repair, Maintenance, Alterations and Additions Work Trade</b>	Repair, Maintenance, Alterations and Additions (Building Construction)	2	x	5.5 mos.	6 mos.
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	2	x	5.5 mos.	6 mos.

\* Note: 0.5 month is counted as 15 calendar days.

**Work Trade and Training Period (Registered General Worker)**

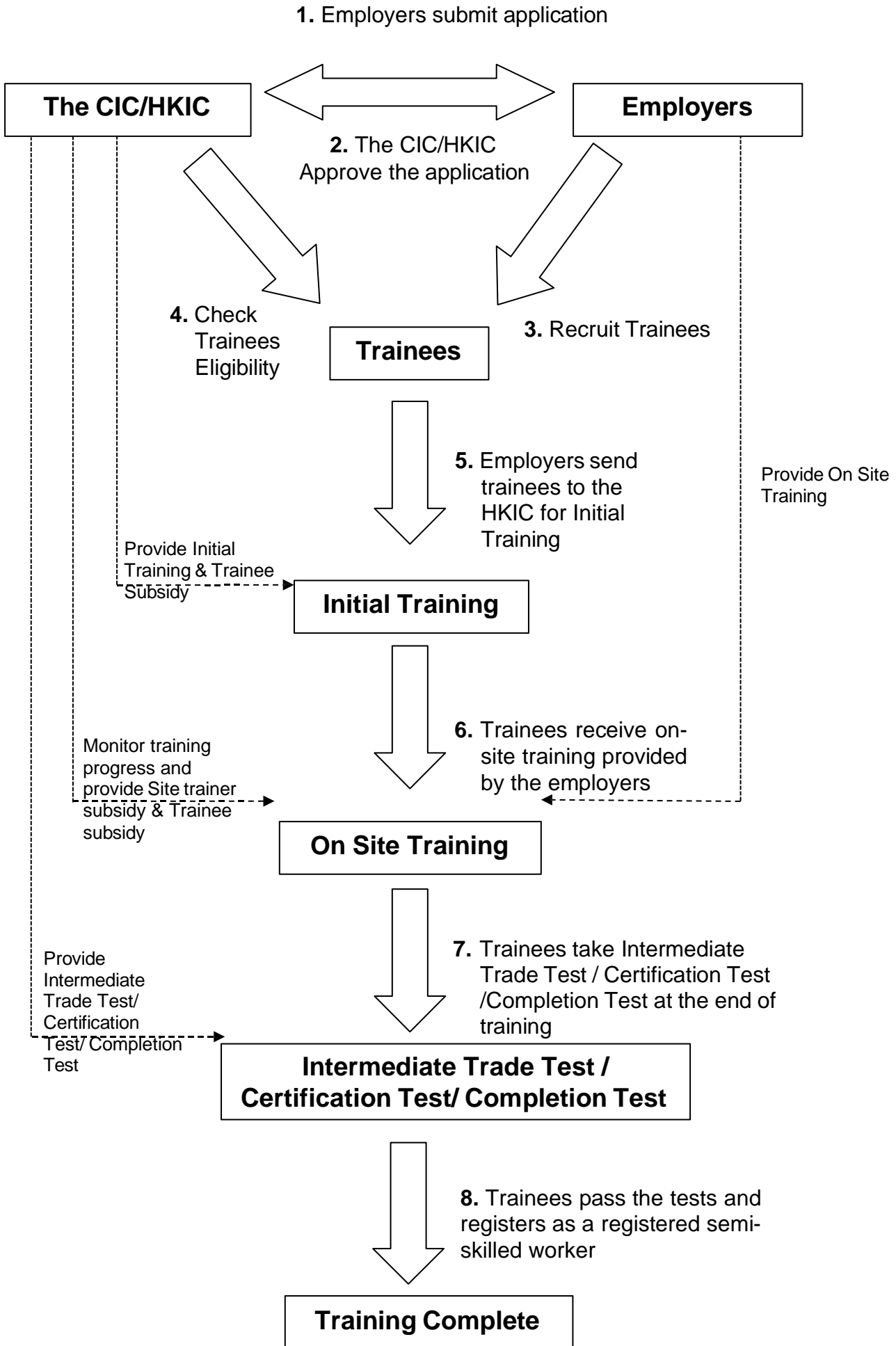
Annex 1

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (weeks) (i)	Fundamental Skill Training (weeks) (ii)		
<b>Building and Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer	Not applicable			
	Concretor	Not applicable			
	Carpenter (Formwork - Building Construction/ Civil Construction)	Not applicable			
	Site Surveying (Leveller)	Not applicable			
	Surveying & Setting Out (Leveller)	Not applicable			
	Bricklayer	Not applicable			
	Tiler	Not applicable			
	Plasterer	Not applicable			
	Painter and Decorator	1.5	2.5	4 mos.	5 mos
	Marble Worker (Polishing)	1.5	2.5	4 mos.	5 mos
	Plumber	1.5	2.5	4 mos.	5 mos
	Drainlayer	1.5	2.5	4 mos.	5 mos
	Tower Crane Workers' Assistant	1.5	2.5	4 mos.	5 mos
	Piling Operative (Bored Pile)	1.5	x	5.5 mos.	6 mos.
	Offsite Rebar Automation Cut and Bend Operator	1.5	x	5.5 mos.	6 mos.
	Metal Worker	1.5	x	5.5 mos.	6 mos.
	General Welder	1.5	x	5.5 mos.	6 mos.
	Metal Scaffolder	1.5	x	2.5 mos.	3 mos.
	Metal Formwork Erector	1.5	x	2.5 mos.	3 mos.
	Ground Investigation Operator	1.5	x	2.5 mos.	3 mos.
Tunnel Worker	1.5	x	2.5 mos.	3 mos.	
False Ceiling Installer	Not applicable				
Curtain Wall Installer	Not applicable				
<b>Specialist Marine Work Trade</b>	Underwater Geotextile Special Barge Operator	1.5	x	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	1.5	x	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	1.5	x	5.5 mos.	6 mos.
	Anchor Boat Operator	1.5	x	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	1.5	x	5.5 mos.	6 mos.
	Dredge Pipe Supervisor – TSHD	1.5	x	5.5 mos.	6 mos.
	Deep Cement Mixing Plant Operator	1.5	x	5.5 mos.	6 mos.
	Hydraulic Filling Vibro Compaction Rig Operator	1.5	x	5.5 mos.	6 mos.

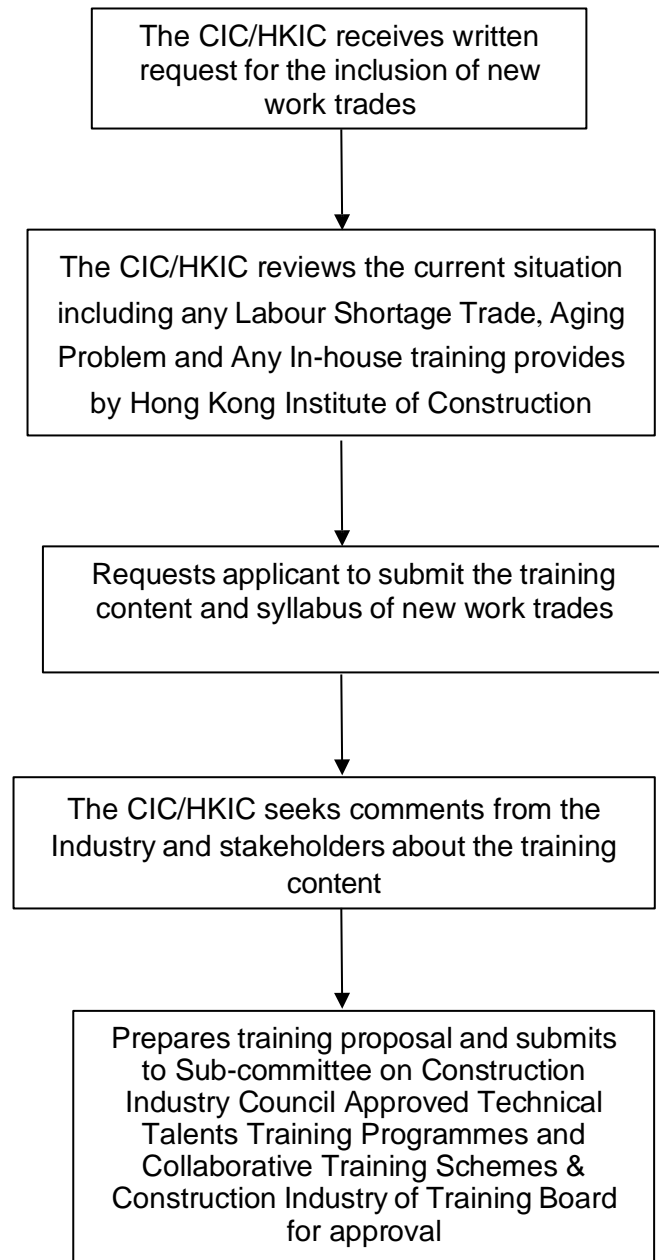
	Floating Box Culvert Installation Operator00	1.5	x	5.5 mos.	6 mos.
	Operator of Specialized OPlant for Seabed Ground Treatment Works	1.5	x	5.5 mos.	6 mos.
	Sand Transshipment Operator	1.5	x	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	1.5	x	5.5 mos.	6 mos.
<b>Plant and Equipment Operator Work Trade</b>	Crawler-mounted Mobile Crane Operator	Not applicable			
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	Not applicable			
	Wheeled Telescopic Mobile Crane Operator	Not applicable			
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	Not applicable			
	Tower Crane Operator	Not applicable			
	Bulldozer Operator	Not applicable			
	Loader Operator	Not applicable			
	Excavator Operator	Not applicable			
<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman	1.5	x	5.5 mos.	6 mos.
	Fire Service Electrical Fitter	1.5	x	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	1.5	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	1.5	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	1.5	x	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic ( Water System)	1.5	x	5.5 mos.	6 mos.
	Lift Mechanic	1.5	x	5.5 mos.	6 mos.
<b>Repair, Maintenance, Alterations and Additions Work Trade</b>	Repair, Maintenance, Alterations and Additions (Building Construction)	Not applicable			
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	Not applicable			

\* Note: 0.5 month is counted as 15 calendar days.

# Flow Chart of ITCTS



## Flow Chart of Procedure on Inclusion of New Work Trades



**「中級技工合作培訓計劃」**  
**Intermediate Tradesman Collaborative Training Scheme**  
**為註冊普通工人而設的前期培訓申請表**  
**Registered General Workers Initial Training Application Form**

為註冊普通工人而設的前期培訓，按工種分為 1 個月及 1.5 星期兩類，學員須符合以下資格：  
Initial Trainings for registered general workers are categorized in 1 month and 1.5 weeks depending on work trades, trainees shall fulfil the following requirement:

1. 已註冊成為「註冊普通工人」；及  
Holder of “Registered General Workers” qualification; and
2. 不少於 6 個月相關工作經驗，由僱主證明工作經驗及推薦參加計劃；及  
Not less than 6 months of relevant working experience recommended by the employers; and
3. 不適用於機械設備操作工種及部分建築及土木工程  
Not applicable to machineries and cranes operation work trades and some of the building and civil work trades.

申請公司名稱 Company Name: \_\_\_\_\_

聯絡人姓名及電話 Contact Person and Phone no.: \_\_\_\_\_

**學員資料 Trainees Information**

姓名 Name	身份證號碼 HKID No.	註冊編號 Registration No.
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR
		CWR

## 個人資料收集聲明 Personal Data Collection Statement

### 《個人資料收集聲明》

1. 你向建造業議會或香港建造學院〔「議會或學院」〕所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於相關議會或學院之活動。
  2. 為讓你得知最新的議會或學院活動和行業內發展情況，議會或學院將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會或學院工作和建造業其他方面的最新資訊提供給你。你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「√」號。
  3. 在未得你的事先同意前，議會或學院不會將你的個人資料轉移給任何第三方。
  4. 你必須向議會或學院提供所要求之全部資料。如你未能提供所要求的全部資料，議會或學院或無法處理及/或考慮你的申請。
  5. 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會或學院提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。
- 本人不同意日後接收由建造業議會或香港建造學院發出有關議會或學院活動和與建造業相關的資訊。
- 本公司/本人有意加入建造業議會認可技術專才培訓計劃(CICATP)認可僱主名冊；及提名合資格的合作計劃畢業生參與 CICATP 高級技工(大工)的工種培訓。計劃詳情: <https://hkic.edu.hk/chi/atp>。

《申請人聲明》

本公司/本人已詳細閱讀並明白《收集個人資料聲明》及在本申請內之全部其他資料。

### 《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.
- Our company/ I\* is/am interested in joining the Approved Employer List of CICATP ; and nominate qualified collaboration scheme trainees to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

《Declaration on Compliance》

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

## 聲明及簽署 Declaration

我/我們在此確認我/我們會遵守載於中級技工合作培訓計劃架構文件內的條款和條件，確認所有資料都是正確的，並會通知學員有關「為註冊普通工人而設的前期培訓」的安排。

I/We hereby confirm that I/we will comply with the terms and conditions set out in the ITCTS Framework Document, confirm that all information provided by us are correct and will inform the trainees about the arrangements of initial trainings for registered general workers in ITCTS.

公司蓋印及授權人簽署

Company chop and authorized signature

姓名 Name: \_\_\_\_\_

職位 Position: \_\_\_\_\_

日期 Date: \_\_\_\_\_

## Trainee Subsidy

Category	Work Trade	Initial Training Subsidy	Required Salary on site
<b>Building and Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer	\$10,200 per month (The CIC/HKIC will issue subsidy directly to trainees)	No less than \$13,400 per month
	Concretor		
	Carpenter (Formwork - Building Construction/ Civil Construction)		
	Site Surveying (Leveller)		
	Surveying & Setting Out (Leveller)		
	Bricklayer		
	Tiler		
	Plasterer		
	Painter and Decorator		
	Marble Worker (Polishing)		
	Plumber		
	Drainlayer		
	Tower Crane Workers' Assistant		
	Piling Operative (Bored Pile)		
	Offsite Rebar Automation Cut and Bend Operator		
	Metal Worker		
	General Welder		
	Metal Scaffolder		
	Metal Formwork Erector		
	Ground Investigation Operator		
Tunnel Worker			
False Ceiling Installer			
Curtain Wall Installer			
<b>Specialist Marine Work Trade</b>	Underwater Geotextile Special Barge Operator		
	Underwater Band Drain Special Barge Operator		
	Sand Pumping Barge Operation Supervisor		
	Anchor Boat Operator		
	Rock Placing Pelican Barge Operator		
	Dredge Pipe Supervisor – TSHD		
	Deep Cement Mixing Plant Operator		



	Hydraulic Filling Vibro Compaction Rig Operator		
	Floating Box Culvert Installation Operator		
	Operator of Specialized Plant for Seabed Ground Treatment Works		
	Sand Transshipment Operator		
	Underwater Lamination Sand Placing Special Barge Operator		
<b>Plant and Equipment Operator Work Trade</b>	Crawler-mounted Mobile Crane Operator	<b>\$10,200 per month (The CIC/HKIC will issue subsidy directly to trainees)</b>	No less than \$13,400 per month
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)		
	Tower Crane Operator		
	Wheeled Telescopic Mobile Crane Operator		
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)		
	Bulldozer Operator		
	Loader Operator		
<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Excavator Operator		
	Electrical Wireman		
	Fire Service Electrical Fitter		
	Fire Service Mechanical Fitter		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)		
	Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)		
	Refrigeration/Airconditioning/ Ventilation Mechanic ( Water System)		
<b>Repair, Maintenance, Alterations and Additions Work Trade</b>	Lift Mechanic		
	Repair, Maintenance, Alterations and Additions (Building Construction)		
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)		

## Sample Employment Contract

This contract of employment is entered into between \_\_\_\_\_ (hereinafter referred to as 'Employer') and \_\_\_\_\_ hereinafter referred to as 'Employee') on \_\_\_\_\_ Under the terms and conditions of employment below:

- 1. Commencement of Employment** (i) The Construction Industry Council/Hong Kong Institute of Construction Initial Training A fixed period of \_\_\_\_\_ days initial training from \_\_\_\_\_ to \_\_\_\_\_.
- Initial training will be provided by the Construction Industry Council/Hong Kong Institute of Construction to deliver basic construction and safety knowledge. The Construction Industry Council/Hong Kong Institute of Construction will provide allowance to the trainee directly. (Employment shall be effective after initial training)
- (ii) Employment effective from \_\_\_\_\_,
- until either party terminates the contract.
- for a fixed term contract for a period of \_\_\_\_\_ \* day(s) /week(s)/ month(s)/ year(s), ending on \_\_\_\_\_.
- A fixed period of \_\_\_\_\_ months on site training starts on the employment effective date.
- On-the-job training will be provided by the employer to deliver basic operation skill of relevant trades. After the training, the trainee is required to take the Intermediate Trade test / Certification Test provided by the Construction Industry Council/Hong Kong Institute of Construction, the training will be completed after trainees pass the relevant tests.
- 2. Probation Period**  No  Yes \_\_\_\_\_ \*day(s) / week(s)/ month(s)
- 3. Position and Section Employed** \_\_\_\_\_
- 4. Place of Work** \_\_\_\_\_
- 5. Working Hours**  Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day
- from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
and \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm
- Shift work required, \_\_\_\_\_ hours per day
- from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
or \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm
- Shift work required, at \_\_\_\_\_ working day(s) per \*week/ month, \_\_\_\_\_ hour(s).  
totalling \_\_\_\_\_
- Others \_\_\_\_\_  
(details of the arrangement on working hours and total working hours)
- 6. Meal Break**  Fixed, from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm \*with/without pay

Not-fixed, at \_\_\_\_\_ \*minutes/hour(s) per day, \*with/without pay

Meal break \*is/ is not counted as working hour(s).

† Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate

7. Rest Days  On every \_\_\_\_\_, \*with / without pay

On rotation, \_\_\_\_\_ day(s) per \*week/month, \*with / without pay

(The employee is entitled to not less than 1 rest day in every period of 7 days)

### 8. Wages

(a) wage rate Basic wages of \$ \_\_\_\_\_ per \*hour/ day /week/month;

plus the following allowance(s) :

Meal allowance of \_\_\_\_\_ per \* day / week/ month  
\$ \_\_\_\_\_

Travelling allowance of \_\_\_\_\_ per \* day / week/ month  
\$ \_\_\_\_\_

Attendance allowance of \_\_\_\_\_ (amount)  
\$ \_\_\_\_\_

\_\_\_\_\_ (details of criteria and calculation of payment)

Others (e.g. commission, tips) \$ \_\_\_\_\_ (amount)

\_\_\_\_\_ (details of criteria and calculation of payment and date of payment)

(b) overtime pay  At the rate of \$ \_\_\_\_\_ per hour

At the rate according to \*normal wages / \_\_\_\_\_ % of normal wages

(c) payment of wages & wage period(s)†  Every month, on \_\_\_\_\_ day of the month

& for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

Twice monthly, payable on  
(i) \_\_\_\_\_ day of \*the month / following month  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

(ii) \_\_\_\_\_ day of \*the month / following month  
for wage period from \_\_\_\_\_ day of the month to \_\_\_\_\_ day of \*the month/ the following month.

Once for every \_\_\_\_\_ \*day(s)/week(s)  
for wage period from \_\_\_\_\_ to \_\_\_\_\_

### 9. Holidays†

The Employee is entitled to:

statutory holidays as specified in the Employment Ordinance

public holidays

plus other holidays (please specify) \_\_\_\_\_

10. Paid Annual Leave†  The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).

The Employee is entitled to the following paid annual leave according to the rules of the company (please specify) \_\_\_\_\_

- 11. Maternity Benefits**
- The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.
- The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the company (please specify) \_\_\_\_\_
- 12. Paternity Benefits**
- The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.
- The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the company (please specify) \_\_\_\_\_
- 13. Sickness Allowance**
- The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.
- The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances:
- If the number of sickness days taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave *\*is /is not* required.
  - If the number of sickness days taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required.
- Others (please specify)
- 14 Termination of Employment Contract**
- A notice period of \_\_\_\_\_ \* *day(s) /week(s)/ month(s)* or \_\_\_\_\_
- an equivalent amount of wages in lieu of notice (notice period not less than 7 days).  
 During the probation period (if applicable) :
- within the first month : without notice or wages in lieu of notice
  - after the first month : a notice period of \_\_\_\_\_ \* *day(s)/week(s)/ month(s)* or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).
- 15 End of Year Payment**
- An amount of \* \$ \_\_\_\_\_ or equivalent to \_\_\_\_\_ month's basic/ normal wages upon completion of each
- \*calendar / lunar year
- specified period : from \_\_\_\_\_ to \_\_\_\_\_
- Payment is to be made \_\_\_\_\_ days before commencement of the following within \_\_\_\_\_
- \* *calendar /lunar year.*
- 16 Mandatory Provident Fund Scheme**
- The Employer and the Employee are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
- In addition to the mandatory contribution**, the Employer provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount* of \$ \_\_\_\_\_
- / at a rate of \_\_\_\_\_ % of the Employee's monthly wages.*
- In addition to the mandatory contribution**, the Employee provides monthly voluntary contribution to the Mandatory Provident Fund Scheme \* *in the amount* of \$ \_\_\_\_\_
- / at a rate of \_\_\_\_\_ % of the Employee's monthly wages.*

**17 Work**

**Arrangements during Typhoon**

The Employee is required to work when typhoon signal no.8 or above is hoisted. In addition to wages, the employee is entitled to \**typhoon allowance / travelling allowance* at \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages.  
The Employee is not required to work when typhoon signal no.8 or above is hoisted and no Wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less \_\_\_\_\_ hours before close of working hours. than \_\_\_\_\_

**18. Work**

**Arrangements during Black Rainstorm Warning†**

The Employee is required to work when black rainstorm warning is hoisted. In addition to wages, the employee is entitled to \**rainstorm allowance / travelling allowance* at \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages.  
The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less \_\_\_\_\_ hours before close of working than \_\_\_\_\_ hours.

**19. Others**

The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.  
(If appropriate) Additional rules and regulations , rights, benefits or protection promulgated under the \* *Company Handbook* / \_\_\_\_\_ also form part of this contract.

† Please put a "✓" in the clause(s) as appropriate  
\* Please delete the word(s) as inappropriate

The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.

***Signature of Employee***

***Signature of Employer or Employer's Representative***

\_\_\_\_\_  
Name in full: \_\_\_\_\_  
HK I.D. No: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name in full: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Chop of the Company

## 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: 

--	--	--

 – 

--	--	--

 – 

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

  
 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，依本人所知均屬真確無誤，並知道倘若虛報資料，申請即屬無效，且喪失其後報讀本課程的資格。
2. I agree that if I am registered for the ITCTS, I shall abide by my declaration made under the ITCTS Application Form and its terms.

本人同意如本人/本人之子女註冊入學，當遵守建造業議會之學員守則。

~~Signature of Trainee:~~

Date:

學員/父母/ 監護人簽署：\_\_\_\_\_

日期：\_\_\_\_\_

---

## Part IV (To be completed by General Office of the Campus)

### 第四部份 (由院校總務科填寫)

Information provided above have been checked and confirmed correct.

上述填報之資料經已核對及證實無誤。

### Trainee Number

學員編號：\_\_\_\_\_

Checked by:

Date:

核對人：\_\_\_\_\_

日期：\_\_\_\_\_

~~Responsible Manager/  
Officer- Centre Administration  
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~~)



## Site trainer to Trainee Ratio and Site trainer Subsidy Annex 8

No.	Work Trades	Site trainer to Trainee Ratio	Site trainer Subsidy
1.	Bar Bender and Fixer	1 site trainer : 4 trainees	\$7,500/month per trainee
2.	Concretor	1 site trainer : 4 trainees	
3.	Carpenter (Formwork - Building Construction/ Civil Construction)	1 site trainer : 4 trainees	
4.	Site Surveying (Leveller)	1 site trainer : 4 trainees	
5.	Surveying & Setting Out (Leveller)	1 site trainer : 4 trainees	
6.	Bricklayer	1 site trainer : 4 trainees	
7.	Tiler	1 site trainer : 4 trainees	
8.	Plasterer	1 site trainer : 4 trainees	
9.	Painter and Decorator	1 site trainer : 4 trainees	
10.	Marble Worker (Polishing)	1 site trainer : 4 trainees	
11.	Plumber	1 site trainer : 4 trainees	
12.	Drainlayer	1 site trainer : 4 trainees	
13.	Electrical Wireman	1 site trainer : 4 trainees	
14.	Tower Crane Workers' Assistant	1 site trainer : 2 trainees	
15.	Piling Operative (Bored Pile)	1 site trainer : 4 trainees	
16.	Offsite Rebar Automation Cut and Bend Operator*	1 site trainer : 4 trainees	
17.	Fire Service Electrical Fitter	1 site trainer : 4 trainees	
18.	Fire Service Mechanical Fitter	1 site trainer : 4 trainees	
19.	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)	1 site trainer : 4 trainees	
20.	Refrigeration/Airconditioning/ Ventilation Mechanic ( Thermal Insulation)	1 site trainer : 4 trainees	
21.	Refrigeration/Airconditioning/ Ventilation Mechanic ( Water System)	1 site trainer : 4 trainees	
22.	Lift Mechanic*	1 site trainer : 4 trainees	
23.	Metal Worker	1 site trainer : 4 trainees	
24.	General Welder	1 site trainer : 4 trainees	
25.	Metal Scaffolder	1 site trainer : 4 trainees	
26.	Metal Formwork Erector	1 site trainer : 4 trainees	
27.	Crawler-mounted Mobile Crane Operator	2 site trainers : 5 trainees	
28.	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	1 site trainer : 1 trainee	

29.	Ground Investigation Operator	1 site trainer : 4 trainees	
30.	Tunnel Worker	1 site trainer : 4 trainees	
31.	False Ceiling Installer	1 site trainer : 4 trainees	
32.	Curtain Wall Installer	1 site trainer : 4 trainees	
33.	Tower Crane Operator	1 site trainer : 3 trainees	
34.	Wheeled Telescopic Mobile Crane Operator	2 site trainers : 5 trainees	
35.	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	1 site trainer : 1 trainee	
36.	Bulldozer Operator	1 site trainer : 3 trainees	
37.	Loader Operator	1 site trainer : 3 trainees	
38.	Excavator Operator	1 site trainer : 3 trainees	
39.	Underwater Geotextile Special Barge Operator	1 site trainer : 4 trainees	\$7,500/month per trainee
40.	Underwater Band Drain Special Barge Operator	1 site trainer : 4 trainees	
41.	Sand Pumping Barge Operation Supervisor	1 site trainer : 4 trainees	
42.	Anchor Boat Operator	1 site trainer : 4 trainees	
43.	Rock Placing Pelican Barge Operator	1 site trainer : 4 trainees	
44.	Dredge Pipe Supervisor – TSHD	1 site trainer : 4 trainees	
45.	Deep Cement Mixing Plant Operator	1 site trainer : 4 trainees	
46.	Hydraulic Filling Vibro Compaction Rig Operator	1 site trainer : 4 trainees	
47.	Floating Box Culvert Installation Operator	1 site trainer : 4 trainees	
48.	Operator of Specialized Plant for Seabed Ground Treatment Works	1 site trainer : 4 trainees	
49.	Sand Transshipment Operator	1 site trainer : 4 trainees	
50.	Underwater Lamination Sand Placing Special Barge Operator	1 site trainer : 4 trainees	
51.	Repair, Maintenance, Alterations and Additions (Building Construction)*	1 site trainer : 4 trainees	
52.	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)*	1 site trainer : 4 trainees	

\* Trainer to trainees ratio may adjust to 1:6 for training at non-constructing site, work trades include Offsite Rebar Automation Cut and Bend Operator, Lift Mechanic, Repair, Maintenance, Alterations and Additions (Building Construction) & Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)\*

## 工地巡查報告

*Site Inspection Report*

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

培訓計劃：

Training Scheme:

---

學員姓名：

聯絡電話：

Name of Trainee:

Contact no.:

---

班別：

工種：

Class:

Work Trade:

---

公司名稱：

Name of Company:

---

註冊導師姓名：

Name of Registered Trainer(s):

---

工地培訓期：

由：

至：

On-site Training:

From:

To:

---

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

工地巡查日期：

時間：

Inspection Date:

Time:

第 次探訪

Number of visit(s):

工地聯絡人：

聯絡電話：

On-site Representative:

Phone no.:

巡查地點：

Location of Site:

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

1) 學員之個人資料是否曾作更改?

是

否

Any change of personal information?

Yes

No

(如是，請註明) (If YES, please specify)

2) 是否以月薪支薪?

是

否

Wages paid by monthly payment?

Yes

No

3) 是否曾發生拖欠薪金的情況?

是

否

Any cases of default in payment of wages?

Yes

No

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

非常不滿意

不滿意

滿意

非常滿意

Totally Unsatisfactory

Unsatisfactory

Satisfactory

Totally Satisfactory

1

2

3

4

意見反映：Comments:

學員簽署

Signature of Trainee

**內部專用 For Internal Use Only**

個案類型： 意見反映

投訴

Case type: Comments

Complaint

備註：

Remarks:

1) 投訴是否成立? (如適用)

Is this a reasonable complaint?  
(If applicable)

是  
Yes

否  
No

投訴個案編號：

Compliant case no.:

請註明原因：

Please specify:

2) 投訴是否需要跟進巡查?

Further inspection to be arranged for this compliant?

是  
Yes

否  
No

備註：

Remarks:

巡查人員上級之意見/建議：

Comments / recommendations from senior staff:

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

「中級技工合作培訓計劃」學員申請表  
Intermediate Tradesman Collaborative  
Training Scheme (ITCTS) Trainee  
Application Form

COS-015  
2023/7/1  
Rev10

報名 Application :

工種選擇 Choice of Trade (請從以下工種選擇 Please select from below)

傳真 fax : 2100 9290; 或 or

電郵 e-mail : cos.itcts@hkic.edu.hk

建築及土木工程 Building and Civil Work Trade (B&C Trade)		
1 鋼筋屈紮工 Bar Bender and Fixer	2 混凝土工 Concretor	3 木模板工(樓宇工程/土木工程) Carpenter (Formwork - Building Construction/Civil Construction)
4 建造工地測量員 Site Surveying (Leveller)	5 建築樓宇測量員/平水工 Surveying & Setting Out (Leveller)	6 砌磚工 Bricklayer
7 批盪工 Plasterer	8 鋪瓦工 Tiler	9 髹漆及裝飾工 Painter and Decorator
10 水喉工 Plumber	11 雲石工(打磨) Marble Worker (Polishing)	12 地渠工 Drainlayer
13 塔式起重機組裝技工助理 Tower Crane Workers' Assistant	14 打樁工(鑽孔樁) Piling Operative (Bored Pile)	15 場外鋼筋預製工場-自動化鋼筋剪屈工 Offsite Rebar Automation Cut and Bend Operator
16 金屬工 Metal Worker	17 普通焊接工 General Welder	18 金屬棚架工 Metal Scaffolder
19 金屬模板裝嵌工 Metal Formwork Erector	20 岩土勘探工 Ground Investigation Operator	21 隧道工 Tunnel Worker
22 假天花工 False Ceiling Installer	23 幕牆工 Curtain Wall Installer	
機械設備操作工種 Plant and Equipment Operator Work Trade		
24 履帶式固定吊臂起重機操作工 Crawler-mounted Mobile Crane Operator	25 輪胎式液壓伸縮吊臂起重機操作工 Wheeled Telescopic Mobile Crane Operator	26 塔式起重機操作工 Tower Crane Operator
27 推土機操作工 Bulldozer Operator	28 搬土機操作工 Loader Operator	29 挖掘機操作工 Excavator Operator
機電工種 Electrical & Mechanical Work Trade (E&M Trade)		
30 電氣佈線工 Electrical Wireman	31 消防機械裝配工 Fire Service Mechanical Fitter	32 消防電氣裝配工 Fire Service Electrical Fitter
33 升降機技工 Lift Mechanic	34 空調製冷設備技工(送風系統) Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)	35 空調製冷設備技工(保溫) Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)
	36 空調製冷設備技工(水系統) Refrigeration/Airconditioning/Ventilation Mechanic (Water System)	
專業海事工種 Specialist Marine Work Trade		
37 水下土工布船操作員 Underwater Geotextile Special Barge Operator	38 水底排水板船操作員 Underwater Band Drain Special Barge Operator	39 泵沙船技工 Sand Pumping Barge Operation Supervisor
40 錨艇船操作員 Anchor Boat Operator	41 塊石拋卸皮帶船操作員 Rock Placing Pelican Barge Operator	42 耙吸船排泥管線技工 Dredge Pipe Supervisor – TSHD
43 深層水泥攪拌樁設備操作員 Deep Cement Mixing Plant Operator	44 水力吹填填料振沖密實機操作員 Hydraulic Filling Vibro Compaction Rig Operator	45 箱涵浮運安裝操作員 Floating Box Culvert Installation Operator
46 海床軟基處理專業設備操作員 Operator of Specialized Plant for Seabed Ground Treatment Works	47 砂料中轉船操作員 Sand Transshipment Operator	48 水下分層鋪砂專用船操作員 Underwater Lamination Sand Placing Special Barge Operator

**裝修維修工種 Repair, Maintenance, Alterations and Additions Work Trade**

49 裝修維修工 (樓宇) Repair, Maintenance, Alterations and Additions (Building Construction)	50 裝修維修工 (機電) Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	
---	---	--

第一選擇

第二選擇

First Choice : \_\_\_\_\_

Second Choice : \_\_\_\_\_

**個人資料 Personal Information:**

中文姓名: Chinese Name:	英文姓名: English Name:
聯絡電話: Contact Telephone No:	香港身份証/護照號碼: HKID/Passport No:

**《收集個人資料聲明》《Personal Data Collection Statement》**

1. 你向建造業議會或香港建造學院〔「議會或學院」〕所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於相關議會或學院之活動。 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. 為讓你得知最新的議會或學院活動和行業內發展情況，議會或學院將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會或學院工作和建造業其他方面的最新資訊提供給你。你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「√」號。  
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. 在未經你的事先同意前，議會或學院不會將你的個人資料轉移給任何第三方。  
The CIC or HKIC will not transfer your personal data to any third parties without your prior consent.
  4. 你必須向議會或學院提供所要求之全部資料。如你沒有提供所要求的全部資料，議會或學院或無法處理及/或考慮你的申請。  
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. 你有權要求查閱及修正你的個人資料。有關申請須以書面向議會或學院提出，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。  
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.
- 本人不同意日後接收由建造業議會或香港建造學院發出有關議會或學院活動和與建造業相關的資訊。  
I do not wish to receive any information from the CIC or HKIC in relation to its activities or developments in the construction industry.

**《申請者聲明》《Declaration on Compliance》**

- 本人已詳細閱讀並明白《收集個人資料聲明》及在本申請內之全部其他資料。  
I have carefully read and understand the Personal Data Collection Statement and all other information on this application
- 本人在此聲明，以上所填乃真實、完整及正確資料，如發覺有任何地方與事實不符，本人明白聘用本人之僱主有權按雙方的僱傭合約立刻開除或解僱本人而毋須付出任何補償。  
I hereby declare that the information provided by me in this application is true, complete and correct. False information and/or dishonest answer to any question above will result in dismissal from employment. I shall not be entitled for any compensation from the Company in this case.
- 本人在此授權建造業議會/香港建造學院將本表格轉給僱主，僱主使用本人之個人資料與建造業議會/香港建造學院無關。  
I hereby give my consent to the CIC / HKIC for passing this application form to the employers. The CIC / HKIC would not be liable for the use of information thereon.
- 本人同意，如果我參與中級技工合作培訓計劃(本計劃)並註冊成為學員，我將會遵守本計劃有關條款及載於香港建造學院全日制短期課程學生手冊中的守則及須知。若本人不論屬何種原因無法完成本計劃，包括但不限於因不遵守學員守則而被開除出本計劃，或在完成培訓前退出本計劃，或本計劃終止而適用於本人之任何原因，建造業議會/香港建造學院有權要求本人全數退還已支付給本人之任何津貼，而建造業議會/香港建造學院亦不會根據本計劃作任何其他支付。本人同意不會就本計劃有關或所產生之津貼(或其付款或退款)作出任何索償。  
I agree that if I participate in the Intermediate Tradesman Collaborative Training Scheme (this Scheme) and register as a trainee, I shall abide by the terms of This Scheme and the Trainee Regulations contained in the Trainee Handbook for Full-time Short Course issued by the Hong Kong Institute of Construction (the Regulations). If I am unable to complete this Scheme for whatever reason, including but not limited to dismissal from this scheme due to non-compliance with the Regulations or withdrawal from this Scheme before its completion or termination of this Scheme as applicable to me for whatever reason, the CIC / HKIC has the right to request refund of any allowance paid to me and not to make any further payments to me under this Scheme. I agree not to bring any claims against the CIC / HKIC relating to or arising from my allowance under this Scheme (or its payment or refund).

申請人簽署 Applicant's Signature

日期 Date

Intermediate Tradesman Collaborative Training Scheme  
 Training Syllabus for General Knowledge and Work Trades  
 (Refer to Framework Document in Chinese Version)

Category	Work Trade
<b>Building And Civil Work Trade (B&amp;C Trade)</b>	Bar Bender and Fixer
	Concretor
	Carpenter (Formwork - Building Construction/ Civil Construction)
	Site Surveying (Leveller)
	Surveying & Setting Out (Leveller)
	Bricklayer
	Tiler
	Plasterer
	Painter and Decorator
	Marble Worker (Polishing)
	Plumber
	Drainlayer
	Tower Crane Workers' Assistant
	Piling Operative (Bored Pile)
	Offsite Rebar Automation Cut and Bend Operator
	Metal Worker
	General Welder
	Metal Scaffolder
	Metal Formwork Erector
	Ground Investigation Operator
<b>Specialist Marine Work Trade</b>	Underwater Geotextile Special Barge Operator
	Underwater Band Drain Special Barge Operator
	Sand Pumping Barge Operation Supervisor
	Anchor Boat Operator
	Rock Placing Pelican Barge Operator
	Dredge Pipe Supervisor – TSHD
	Deep Cement Mixing Plant Operator
	Hydraulic Filling Vibro Compaction Rig Operator
	Floating Box Culvert Installation Operator



	Operator of Specialized Plant for Seabed Ground Treatment Works
	Sand Transshipment Operator
	Underwater Lamination Sand Placing Special Barge Operator
<b>Plant and Equipment Operator Work Trade</b>	Crawler-mounted Mobile Crane Operator
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)
	Wheeled Telescopic Mobile Crane Operator
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)
	Tower Crane Operator
	Bulldozer Operator
	Loader Operator
	Excavator Operator
<b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade)</b>	Electrical Wireman
	Fire Service Electrical Fitter
	Fire Service Mechanical Fitter
	Refrigeration/Airconditioning/ Ventilation Mechanic (Air System)
	Refrigeration/Airconditioning/ Ventilation Mechanic (Thermal Insulation)
	Refrigeration/Airconditioning/ Ventilation Mechanic ( Water System)
	Lift Mechanic
<b>Repair, Maintenance, Alterations and Additions Work Trade</b>	Repair, Maintenance, Alterations and Additions (Building Construction)
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)

**Supervisory Check for Trainee Applicants**  
**Eligibility Checking and**  
**Trainee Summary Record**

**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)*

<b>Database of Trainee Summary (Trainee Registration)</b>			
<b>Checklists</b>	<b>Conformity</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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: \_\_\_\_\_

**Intermediate Tradesman  
Collaborative Training Scheme  
(ITCTS)**

**Application Form**

(For CIC/HKIC Use)

No.: ITCTS \_\_\_\_\_

Date of Rec: \_\_\_\_\_

Last Update: \_\_\_\_\_

Code: \_\_\_\_\_

<b>Part I: Application Nature</b> (One trade for each application only)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Voluntary	<input type="checkbox"/> Mandatory (Specified in the Construction Contract)	HKCSA	RSTCF

<b>Part II. Information of Applicant</b>	
Company name : _____ (Please attach the copy of Business Registration Certificate)	
Name of Person-in-charge:	Position:
Contact Phone No:	Email Address:

<b>Part III: Eligibility of Applicant</b> (Shall meet at least ONE of the following requirements)	Please put "✓" in the box
a. Main Contractor / Member of Hong Kong Construction Association	<input type="checkbox"/>
b. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the SRS no.: _____)	<input type="checkbox"/>
c. Contractor who has paid Construction Industry Levy to Construction Industry Council within 5 years (from the date of application) or subcontractor who is directly employed by contractor	<input type="checkbox"/>
d. Owners of refurbishment, repair and maintenance projects or new projects	<input type="checkbox"/>

<b>Part IV: Proposed No. of Training Quota:</b>
Proposed Training Period : _____ MM/YYYY to _____ MM/YYYY

<b>Part V: Information of Construction Site</b>
(1) Reference Number of main construction contract :
(2) Name of the Main Contractor of the construction contract :
<b>Applicant must provide the <u>copy of the construction contract</u>, including the following items:</b>
(i) Name of the main contract      (iii) Name of the main contractor      (v) Completion Date/ Period
(ii) Number of the main contract      (iv) Commencement Date      (vi) Page of both parties endorsement

<b>Part VI: Trainer Information</b>	Please provide CV showing the proposed trainer possessed the required relevant working experience. Please note the ratio of trainer to trainees of the applied work trade.
Name in Chinese :	HKID No. :
Name in English :	Contact No. :

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

**Part VII: Work Trade (One Application Form per each Work Trade)**

<p><b>Building and Civil Work Trade (B&amp;C Trade):</b></p> <p><input type="checkbox"/> Bar Bender and Fixer      <input type="checkbox"/> Carpenter (Formwork - Building Construction/Civil Construction)</p> <p><input type="checkbox"/> Painter and Decorator      <input type="checkbox"/> Site Surveying (Leveller)</p> <p><input type="checkbox"/> Concretor      <input type="checkbox"/> Surveying &amp; Setting Out (Leveller)</p> <p><input type="checkbox"/> Bricklayer      <input type="checkbox"/> Piling Operative (Bored Pile)</p> <p><input type="checkbox"/> Tiler      <input type="checkbox"/> Tower Crane Workers' Assistant</p> <p><input type="checkbox"/> Plasterer      <input type="checkbox"/> Metal Scaffolder</p> <p><input type="checkbox"/> Plumber      <input type="checkbox"/> Metal Formwork Erector</p> <p><input type="checkbox"/> Drainlayer</p>		<p><b>Plant and Equipment Operator Work Trade:</b></p> <p><input type="checkbox"/> Tower Crane Operator</p> <p><input type="checkbox"/> Crawler-mounted Mobile Crane Operator</p> <p><input type="checkbox"/> Crawler-mounted Mobile Crane Operator (Apprentice)</p> <p><input type="checkbox"/> Wheeled Telescopic Mobile Crane Operator</p> <p><input type="checkbox"/> Wheeled Telescopic Mobile Crane Operator (Apprentice)</p> <p><input type="checkbox"/> Excavator Operator*</p> <p><input type="checkbox"/> Loader Operator*</p> <p><input type="checkbox"/> Bulldozer Operator*</p> <p><i>*The application of these Mandatory Safety Training Courses require the approval from Labour Department.</i></p>
<p><input type="checkbox"/> Marble Worker (Polishing)</p> <p><input type="checkbox"/> Ground Investigation Operator</p> <p><input type="checkbox"/> General Welder</p> <p><input type="checkbox"/> Metal Worker</p> <p><input type="checkbox"/> Tunnel Worker</p> <p><input type="checkbox"/> False Ceiling Installer</p> <p><input type="checkbox"/> Curtain Wall Installer</p>	<p><b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade) :</b></p> <p><input type="checkbox"/> Electrical Wireman</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic(Thermal Insulation System)</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Water System)</p> <p><input type="checkbox"/> Fire Service Mechanical Fitter</p> <p><input type="checkbox"/> Fire Service Electrical Fitter</p> <p><input type="checkbox"/> Lift Mechanic</p>	<p><b>Repair, Maintenance, Alterations and Additions Work Trade:</b></p> <p><input type="checkbox"/> Repair, Maintenance, Alterations and Additions (Building Construction)</p> <p><input type="checkbox"/> Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)</p>
<p><b>Specialist Marine Work Trade :</b></p> <p><input type="checkbox"/> Anchor Boat Operator      <input type="checkbox"/> Rock Placing Pelican Barge Operator      <input type="checkbox"/> Deep Cement Mixing Plant Operator</p> <p><input type="checkbox"/> Sand Transshipment Operator      <input type="checkbox"/> Dredge Pipe Supervisor – TSHD      <input type="checkbox"/> Hydraulic Filling Vibro Compaction Ri Operator</p> <p><input type="checkbox"/> Sand Pumping Barge Operation Supervisor      <input type="checkbox"/> Underwater Band Drain Special Barge Operator      <input type="checkbox"/> Operator of Specialized Plant for Ground Treatment Works</p> <p><input type="checkbox"/> Underwater Geotextile Special Barge Operator      <input type="checkbox"/> Floating Box Culvert Installation Operator      <input type="checkbox"/> Underwater Lamination Sand Placing Barge Operator</p>		



Additional Information

**Continued – Part VI: Trainer Information**

*For each proposed trainer, please provide CV showing the required relevant working experience. Please note that the ratio of trainer to trainees.*

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

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

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

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

## Appendix - Terms and Conditions

### 1 Defined Terms and Interpretation

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

(m) **Interpretation**

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

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

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

### 2 Applicant's Obligations

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

### **3 Training Subsidies**

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

### **4 Insurance**

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

### **5 Bankruptcy or Receivership**

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

### **6 Probity**

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

### **7 Personal Data Collection**

- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Scheme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the CIC/HKIC and through the CIC/HKIC to the relevant authorities and/or organizations which subsidize the Scheme.
- 7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC/HKIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.
- 7.3 Participants have the right to request access to or correction of personal data. Written requests should be addressed to the CIC/HKIC in accordance with the data access procedures stipulated on the CIC's website (<http://www.cic.hk>) or HKIC's 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, sub-contractors, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant and/or its Sub-contractor including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

## **10 Termination of Approved Project**

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

## **11 Settlement of Disputes**

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

## **12 Governing Laws and Jurisdiction**

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



## Sample of Intermediate Tradesman Collaborative Training Scheme (ITCTS)

### Application Form

(For CIC/HKIC Use)

No.: ITCTS \_\_\_\_\_

Date of Rec: \_\_\_\_\_

Last Update: \_\_\_\_\_

Code: \_\_\_\_\_

<b>Part I: Application Nature</b> (One trade for each application only)	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory (Specified in the Construction Contract)	HKCSA	RSTCF

<b>Part II. Information of Applicant</b>	
Company name : <u>CTS Construction Company Ltd</u> (Please attach the copy of Business Registration Certificate)	
Name of Person-in-charge: <u>Chan Tai-Man</u>	Position: <u>Manager</u>
Contact Phone No: <u>2100 1234</u>	Email Address: <u>construction@mail.com</u>

Part III: Eligibility of Applicant (Shall meet at least ONE of the following requirements)	Please put "✓" in the box
a. Main Contractor / Member of Hong Kong Construction Association	<input type="checkbox"/>
b. Registered companies under the "Registered Specialist Trade Contractors Scheme" or the "Sub-contractors Registration Scheme" of the CIC (Please provide the SRS no.: <u>R123456</u> )	<input checked="" type="checkbox"/>
c. Contractor who has paid Construction Industry Levy to Construction Industry Council within 5 years (from the date of application) or subcontractor who is directly employed by contractor	<input type="checkbox"/>
d. Owners of refurbishment, repair and maintenance projects or new projects	<input type="checkbox"/>

<b>Part IV. Proposed No. of Training Quota : 4</b>
Proposed Training Period : <u>05/2021</u> to <u>11/2021</u>

<b>Part V: Information of Construction Site</b>
(1) Reference Number of main construction contract : XXXXXXXXX
(2) Name of the Main Contractor of the construction contract : XXXXXXXXX
<b>Applicant must provide the <u>copy of the construction contract</u>, including the following items:</b>
(i) Name of the main contract      (iii) Name of the main contractor      (v) Completion Date/ Period
(ii) Number of the main contract      (iv) Commencement Date      (vi) Page of both parties endorsement

<b>Part VI: Trainer Information</b>	Please provide CV showing the proposed trainer possessed the required relevant working experience. Please note the ratio of trainer to trainees of the applied work trade.
Name in Chinese :	HKID No. : <u>Z123456(7)</u>
Name in English : <u>Chan Wai</u>	Contact No. : <u>12345678</u>

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

**Part VII: Work Trade (One Application Form per each Work Trade)**

<p><b>Building and Civil Work Trade (B&amp;C Trade):</b></p> <p><input type="checkbox"/> Bar Bender and Fixer</p> <p><input type="checkbox"/> Painter and Decorator</p> <p><input type="checkbox"/> Concretor</p> <p><input type="checkbox"/> Bricklayer</p> <p><input type="checkbox"/> Tiler</p> <p><input type="checkbox"/> Plasterer</p> <p><input type="checkbox"/> Plumber</p> <p><input type="checkbox"/> Drainlayer</p> <p><input type="checkbox"/> Carpenter (Formwork - Building Construction/Civil Construction)</p> <p><input type="checkbox"/> Site Surveying (Leveller)</p> <p><input type="checkbox"/> Surveying &amp; Setting Out (Leveller)</p> <p><input type="checkbox"/> Piling Operative (Bored Pile)</p> <p><input type="checkbox"/> Tower Crane Workers' Assistant</p> <p><input type="checkbox"/> Metal Scaffolder</p> <p><input type="checkbox"/> Metal Formwork Erector</p>	<p><b>Plant and Equipment Operator Work Trade:</b></p> <p><input type="checkbox"/> Tower Crane Operator</p> <p><input type="checkbox"/> Crawler-mounted Mobile Crane Operator</p> <p><input type="checkbox"/> Crawler-mounted Mobile Crane Operator (Apprentice)</p> <p><input type="checkbox"/> Wheeled Telescopic Mobile Crane Operator</p> <p><input type="checkbox"/> Wheeled Telescopic Mobile Crane Operator (Apprentice)</p> <p><input type="checkbox"/> Excavator Operator*</p> <p><input type="checkbox"/> Loader Operator*</p> <p><input type="checkbox"/> Bulldozer Operator*</p> <p><i>*The application of these Mandatory Safety Training Courses require the approval from Labour Department.</i></p>
<p><input type="checkbox"/> Marble Worker (Polishing)</p> <p><input type="checkbox"/> Ground Investigation Operator</p> <p><input type="checkbox"/> General Welder</p> <p><input type="checkbox"/> Metal Worker</p> <p><input type="checkbox"/> Tunnel Worker</p> <p><input type="checkbox"/> False Ceiling Installer</p> <p><input type="checkbox"/> Curtain Wall Installer</p> <p><b>Electrical &amp; Mechanical Work Trade (E&amp;M Trade) :</b></p> <p><input type="checkbox"/> Electrical Wireman</p> <p><input type="checkbox"/> Fire Service Mechanical Fitter</p> <p><input type="checkbox"/> Fire Service Electrical Fitter</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation System)</p> <p><input type="checkbox"/> Refrigeration/Air-conditioning/Ventilation Mechanic (Water System)</p>	<p><b>Repair, Maintenance, Alterations and Additions Work Trade:</b></p> <p><input type="checkbox"/> Repair, Maintenance, Alterations and Additions (Building Construction)</p> <p><input type="checkbox"/> Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)</p>
<p><b>Specialist Marine Work Trade :</b></p> <p><input type="checkbox"/> Anchor Boat Operator</p> <p><input type="checkbox"/> Sand Transshipment Operator</p> <p><input type="checkbox"/> Sand Pumping Barge Operation Supervisor</p> <p><input type="checkbox"/> Underwater Geotextile Underwater Geotextile</p> <p><input type="checkbox"/> Special Barge Operator</p> <p><input type="checkbox"/> Rock Placing Pelican Barge Operator</p> <p><input type="checkbox"/> Dredge Pipe Supervisor – TSHD</p> <p><input type="checkbox"/> Underwater Band Drain Special Barge Operator</p> <p><input type="checkbox"/> Floating Box Culvert Installation Operator</p> <p><input type="checkbox"/> Deep Cement Mixing Plant Operator</p> <p><input type="checkbox"/> Hydraulic Filling Vibro Compaction Ri Operator</p> <p><input type="checkbox"/> Operator of Specialized Plant for Ground Treatment Works</p> <p><input type="checkbox"/> Underwater Lamination Sand Placing Barge Operator</p>	

## Part VIII: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the CIC/HKIC has the right to hire and sign employment contract with employee by monthly salary under this scheme. The period of employment contract should not be less than that specified in the training scheme.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of employment contract. We/I understand and agree that payment of subsidy shall be delayed should the complete records and supporting documents cannot be provided on time.
5. Our company/I understand and undertake to provide training to employee(s) according to training outline and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of HKSAR, the CIC/HKIC has the right to terminate this scheme without any compensation and recover the reimbursed subsidy.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the framework document as well as the terms and conditions specified in this application form. We/I confirm that all information is accurate.

## Part IX: 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 obligatory for you to supply the CIC or HKIC with complete information. The CIC or HKIC may be unable to process and/or consider your application if you do not provide complete information.
  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.
- Our company/ I\* is/am interested in joining the Approved Employer List of CICATP : and nominate qualified collaboration scheme trainees to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

### 《Declaration on Compliance》

- Our company/I have carefully read and understand the Personal Data Collection Statement and all other information on this application.
- Our company/I have read and understand and agree to be bounded by the document, ITCTS (employers' guide).  
( is a must)

Please attach copy of the following documents and put  in the box

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

### Endorsement:

*Chan Tai-Man*  
Authorized signature

**GTS CONSTRUCTION**  
Stamp of Company

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

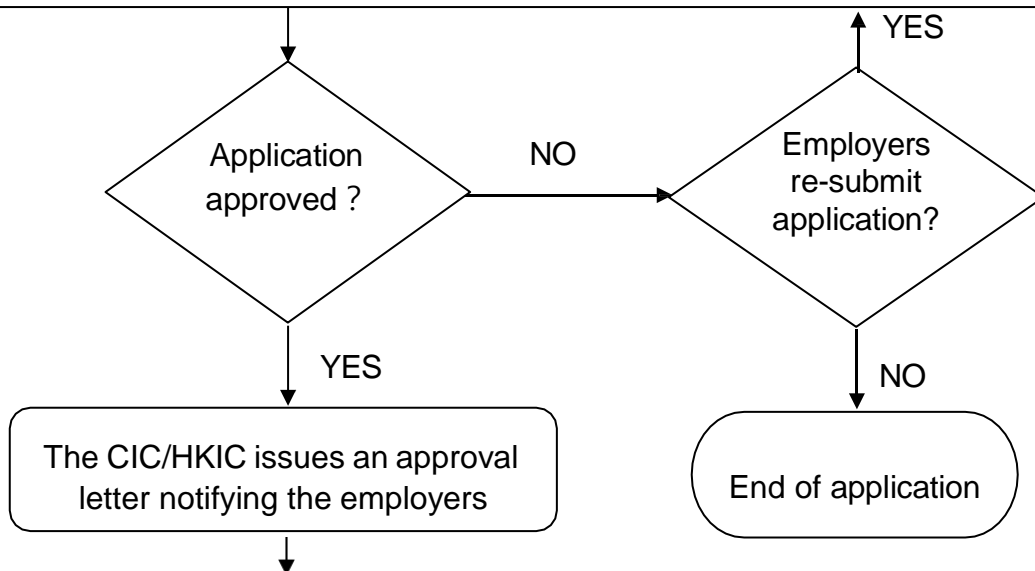
For CIC/HKIC use

Approved by:		Date:	
--------------	--	-------	--

## Application Procedure

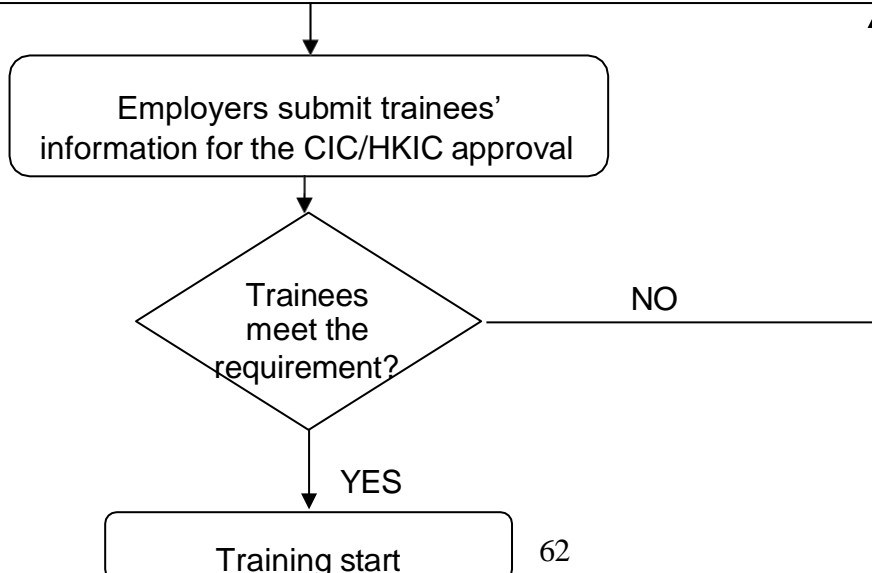
Employers submit completed application form with the following documents:

- i) Copy of Business Registration Certificate; and
- ii) Site trainers qualification and proof of working experience such as CVs; and
- iii) Confirmation of site trainers' relevant Trade Test Certificate (if any); and
- iv) Confirmation of site trainers' relevant Registration Skilled Worker Certificate; and
- v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document (submit before training begins)

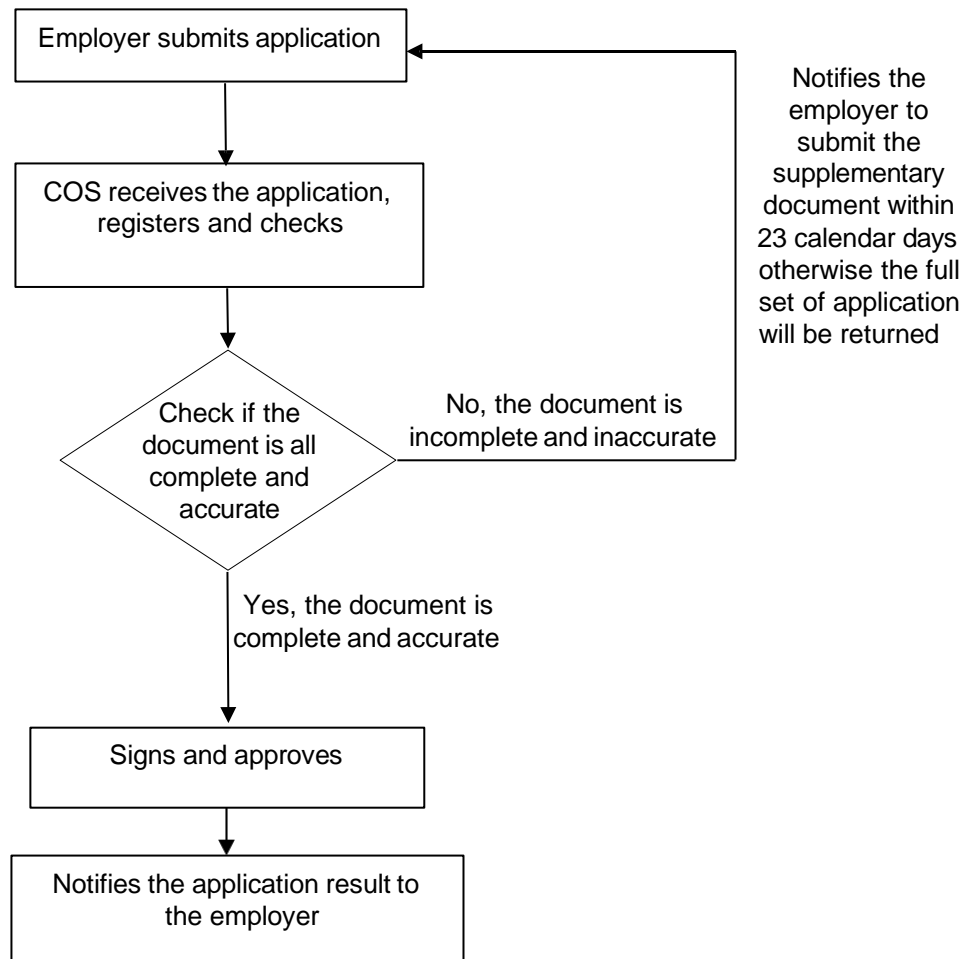


The employers can start recruiting trainees with the following requirement:

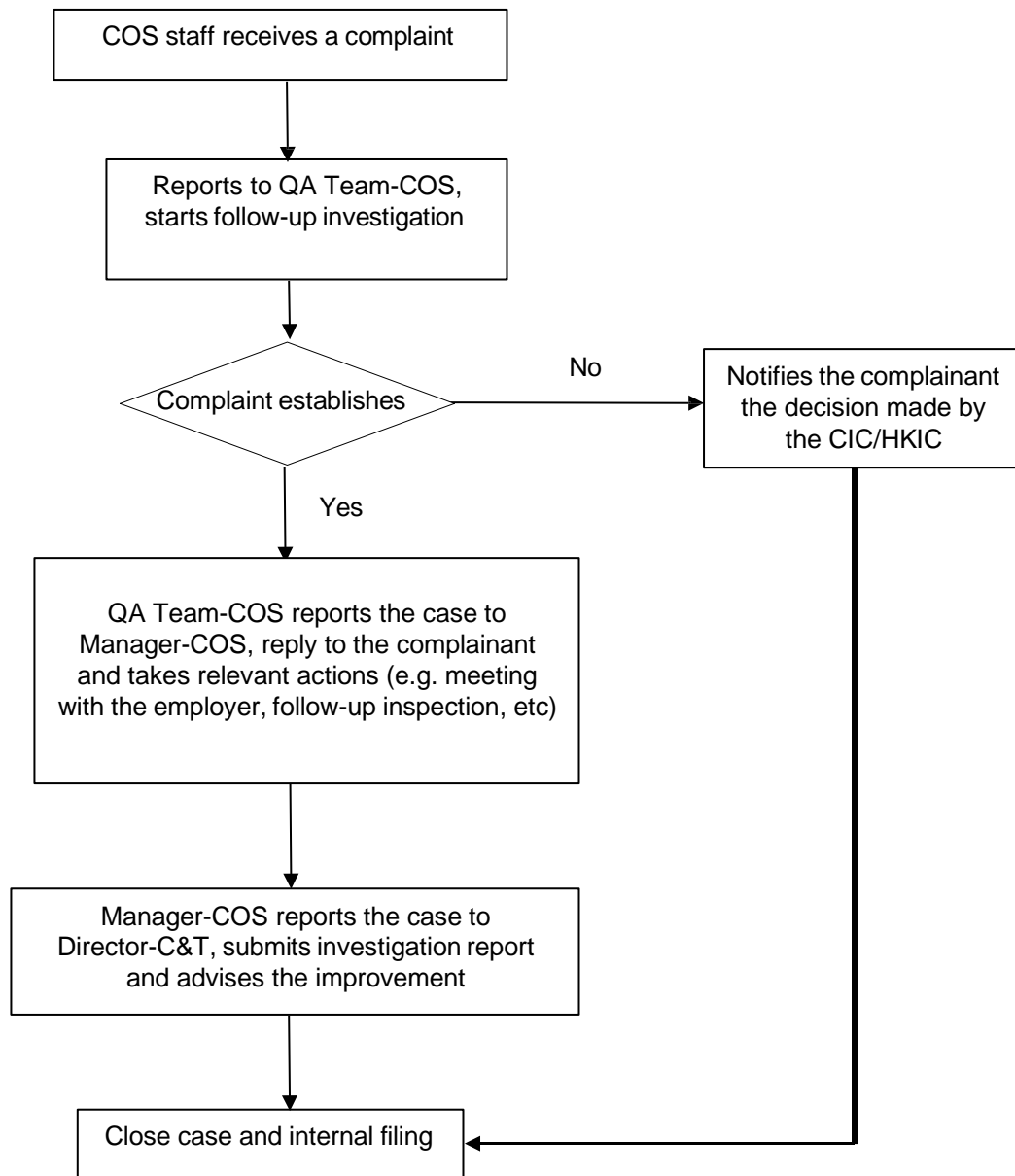
- i) Aged 18 or above ; and
- ii) Hong Kong residents and have permit to work in Hong Kong; and
- iii) For those who have not taken CIC's/HKIC's Enhanced Construction Manpower Training Scheme (ECMTS)/Manpower Shortage Work Trade or other full time training courses offered by the CIC/HKIC or another training bodies funded by the CIC/HKIC **within one year** after graduation; or
- iv) For those who have not taken CIC's/HKIC's Technician programmes **within two years** after graduation.



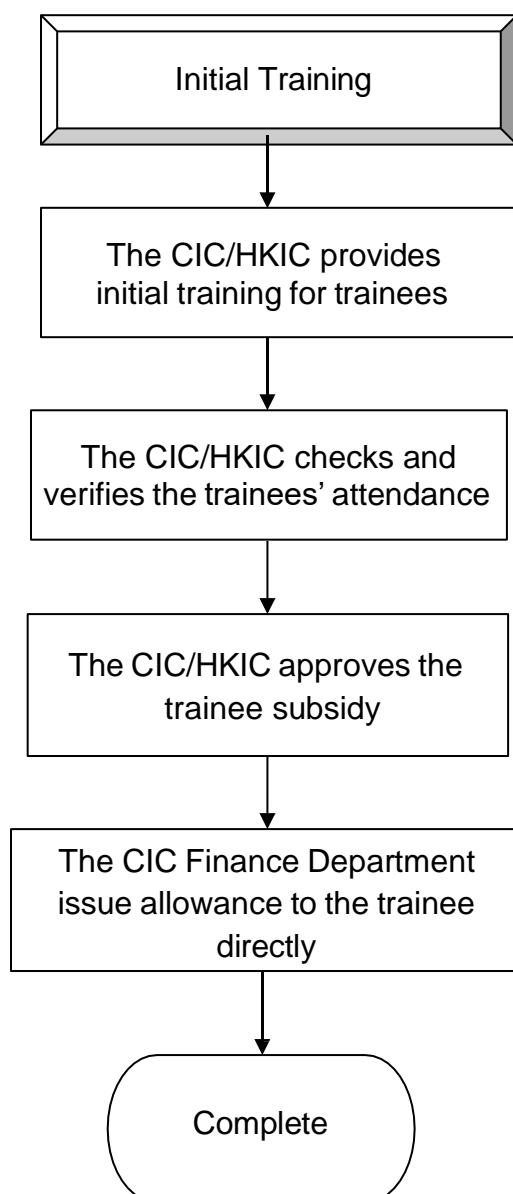
Handling Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate. The employer shall submit the following document to the CIC/HKIC: (2.1) Application Form ; (2.2) Business Registration Certificate (if applicable) ; (2.3) Copy of employment contract of trainee (if applicable) ; (2.4) Confirmation of Intermediate Trade Test of trainee (if applicable) ; (2.5) The proof of working experience such as CV of site trainer ; (2.6) Contract of Construction Project to provide training to the trainee
3. Notifies the employer to follow up matters (if any) The employer 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 employer must resubmit the full set of document to the CIC/HKIC to re-process
4. If the document is in complete and accurate, the CIC/HKIC will keep process the application



## Flow Chart of Complaint Handling



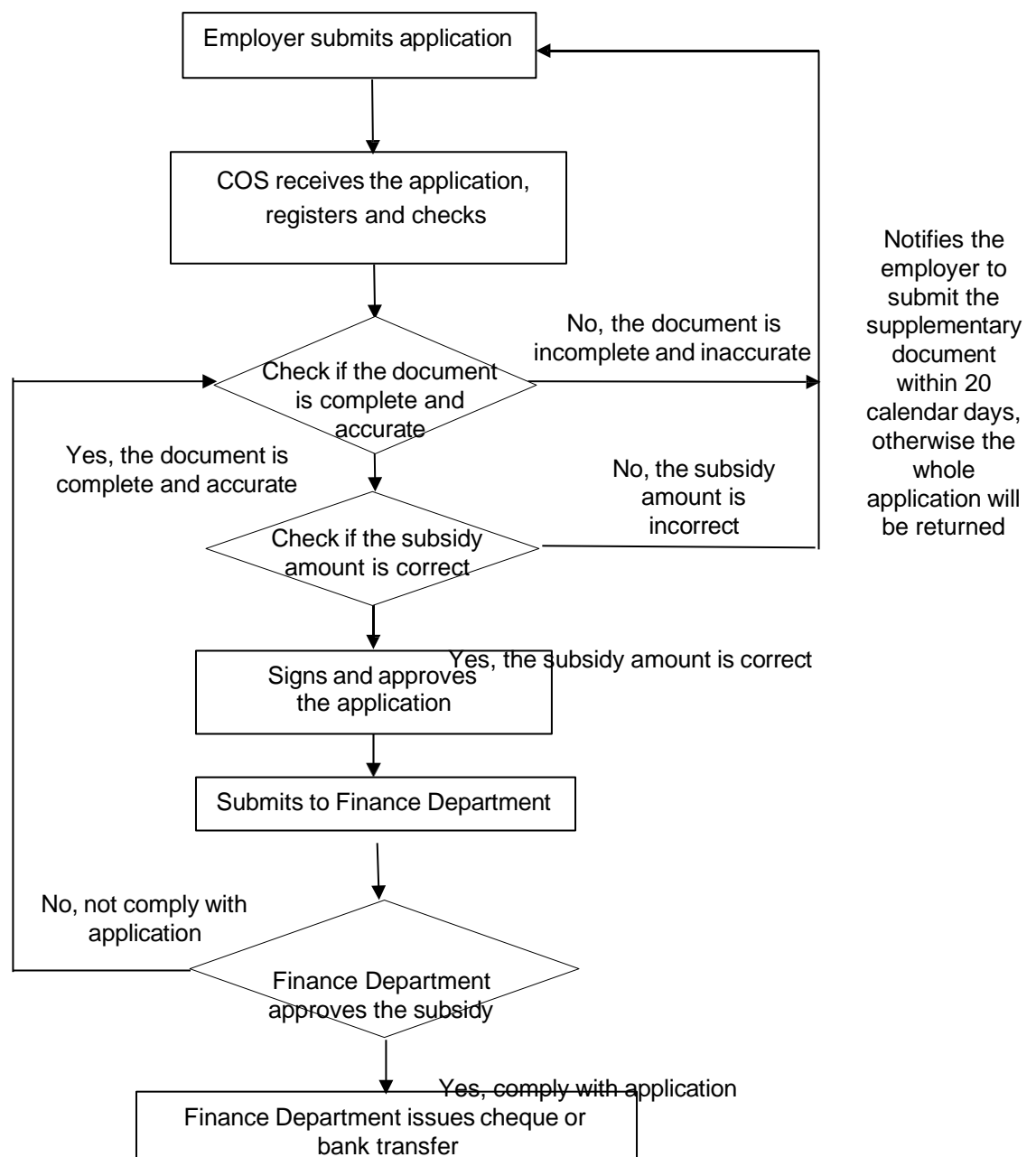
\*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

**Flow Chart of Payment Procedure (Initial Training)**



## Handling of Reimbursement Application Processing Procedure and Flow Chart (Site Training)

Handling 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 employer shall submit the following document to the CIC/HKIC (Please refer to the following documents, 5 pages in total): (2.1) Application Form on Payment of Subsidy together with company invoice ; (2.2) Trainee's and site trainer's attendance record; (2.3) Trainee's pay slip ; (2.4) Logbook/ log sheet endorsed by both of site trainer and trainee
3. Notifies the employer to follow up matters (if any) The employer is required to submit the supplementary document within 20 calendar days after receiving the email notification from the CIC/HKIC. Otherwise, the whole 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 employer must re-submit the full set of document to the CIC/HKIC to re-process.
4. If the document is complete and accurate, the CIC/HKIC will keep process the application and submit to Finance Department
5. Finance Department approves the application, issue the cheque or bank transfer



**Intermediate Tradesman Collaborative Training Scheme Payment Application Form**  
**中級技工合作培訓計劃-津貼申請表**

**Sample 樣本**

To: Construction Industry Council / 致: 建造業議會	
Company Name 公司名稱	ABC Co. Ltd
Period of Reimbursement 資助申請期	2021/01/02 to 2021/01/31
Work Trade 培訓工種	01.鋼筋屈紮工 <small>原在藍色條線 下款式填寫(只限中文) For English, please refer to the Trade Index for selection.</small>
Site Trainer to Trainee Ratio 工地導師對學員比例	1:4

For CIC Use/ 供議會用	
CIC Receive Date/議會收件日期:	
Application Code 項目編號:	
Course Code 科別編號:	
提交文件清單 Checklist:	
<input type="checkbox"/> 1. Debit Note / Invoice 付款通知書/發票	
<input type="checkbox"/> 2. Attendance record of Trainees 學員出勤紀錄	
<input type="checkbox"/> 3. Attendance record of Trainers 工地導師出勤紀錄	
<input type="checkbox"/> 4. True Copy of Cheque/ Payment Records to Trainees 學員支薪紀錄	
<input type="checkbox"/> 5. True Copy of Logsheet 訓練日記	

No. 編號	Trainee Name 學員姓名		Site Trainer Name 工地導師姓名	(1) Trainee Attendance 學員出勤紀錄						Total Months of this Application (≤ 20days per month) 本期總月數 (按月出席≤20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期總日數(餘額) (按月出席少於20天)	(1) Total Trainee Allowance 本期總學員津貼 (HK\$)	Trainee Dropout 學員退出紀錄	(3) Bonus to Employer 獎金(支付僱主)		
				Trainee Attendance 學員出勤紀錄										Must Provide Dropout Date 必須填寫退出日期	Trainee ITT/Certificate Test Pass Date 學員中工/證書測試合格日期 (G)	Bonus to Employer if trainees achieving intermediate trade test / certificate test (\$10,000 per trainee) 如學員考中工/證書測試, 僱主獲發一次性獎金每學員 \$10,000
				(A1) Total Days 按月總日數	(A2) Total Days 按月總日數	(A3) Total Days 按月總日數	(A4) Total Days 按月總日數	(A5) Total Days 按月總日數	(A6) Total Days 按月總日數							
1	Chan Tai Man	陳太文	張小強	23						1.0	6,500					
2											0					
3											0					
4											0					
5											0					
6											0					
7											0					
8											0					
Total No. of Trainee 學員總數:		1	Should NOT input Any Date After Trainee Dropped Out 學員退出後不能填寫任何日期								6,500	Date Must Be Provided For Calculation 必須填寫日期方能計算獎金	0			

No. 編號	Site Trainee Name 工地導師姓名	Trainee Name 學員姓名	(1) Trainer Attendance 導師出勤紀錄						Total Months of this Application (≤ 20days per month) 本期總月數 (按月出席≤20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期總日數(餘額) (按月出席少於20天)	(2) Total Site Trainer Subsidy 本期工地導師津貼 (HK\$) \$7,500 per trainee per month (≤ 20days) \$7,500 × attend days/25 (<20 days) 每學員每月津貼\$7,500(≤ 20天)	Date Must Be Provided For Calculation 必須填寫日期方能計算獎金			
			Trainer Attendance 導師出勤紀錄										Must Provide Dropout Date 必須填寫退出日期	Trainee ITT/Certificate Test Pass Date 學員中工/證書測試合格日期 (G)	Bonus to Employer if trainees achieving intermediate trade test / certificate test (\$10,000 per trainee) 如學員考中工/證書測試, 僱主獲發一次性獎金每學員 \$10,000
			(A1) Total Days 按月總日數	(A2) Total Days 按月總日數	(A3) Total Days 按月總日數	(A4) Total Days 按月總日數	(A5) Total Days 按月總日數	(A6) Total Days 按月總日數							
1	張小強	陳太文	23						1.0	7,500					
2										0					
3										0					
4										0					
5										0					
6										0					
7										0					
8										0					
Total No. of Trainer 導師總數:		1	Should NOT input Any Date After Trainee Dropped Out 學員退出後不能填寫任何日期								7,500	Date Must Be Provided For Calculation 必須填寫日期方能計算獎金	0		

**計算資助指引:** For English, please refer to Framework

(1) 學員津貼:  
如學員每月的工作天數不少於20天, 每月津貼港幣\$6,500 (每學員);  
若不足20天, 則該月份的津貼將會根據學員出席率按比例支付。如學員因年假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學員相關薪金, 議會仍會全數支付學員津貼。訓練期完結後, 議會將即時停止發放學員培訓津貼。

(2) 導師資助:  
導師資助金額為每名學員每月港幣\$7,500。如導師每月的工作天數不少於20天, 僱主可獲議會每月資助港幣\$7,500 (按每學員計), 若不足20天, 則該月份的津貼將會根據導師出席率按比例支付。但支付日數不應高於學員該月出席日數。如導師因年假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學員相關薪金, 議會仍會全數支付導師資助。訓練期完結後, 議會將即時停止發放學員培訓津貼及導師資助。如果在工地培訓開始後學員才退出, 議會仍會全數支付導師於學員退出當月份之資助。而下個月開始, 導師資助將以按在學人數計算。  
如果學員之退出原因是僱主不合理辭退或導師沒有遵從課程控管, 該僱主將不會再獲議會批核, 及該導師之資助亦必需按照人數比例減。

(3) 獎金(支付僱主):  
僱主每成功培訓一名學員, 並在兩次測試內成功考取相關的中級工藝測試/ 實歷測試, 可獲議會發放一次性的完成培訓獎金港幣\$10,000。

Breakdown 明細:

This Application 本期申請		Account Code
(1) Trainee Allowance 學員津貼	6,500	5110-020-070
(2) Site Trainer Subsidy 工地導師資助	7,500	5130-070
(3) Bonus to Employer 獎金(支付僱主)	0	5130-070
(4) Adjustment 調整	0	
(5) Total 總額	\$14,000	

\* Round up to dollars 四捨五入進位至個位數

CIC Approval 議會審批 [For CIC Use/ 供議會用]:

<b>Authorised Signature</b> 負責人簽署	<b>Company Chop</b> 公司蓋印
Authorised Signature & Company Chop/ 申請人簽署及公司蓋印: Date/日期:	

Calculated By 計算者簽署	Checked By 核數人簽署	Endorsed By 批核人簽署
Name: _____ Date: _____		

**Sample for Company Invoice**

公司發票樣本

*ABC Co. Ltd*

Invoice No.: CIC012021001

Date: 3 February 2021

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

Attn: Collaboration Scheme

**INVOICE**

**Amount**  
**HK\$**

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

\$14,000.00

(Say: Hong Kong Dollars Fourteen Thousand Dollars Only)

For and on behalf of  
**ABC Co. Ltd**

**Authorised Signature**

負責人簽署

**Company Chop**

公司蓋章

Cheung Siu Keung  
Executive Director

Encl.

**Sample for Trainee's Pay Slip**

學員糧單樣本

*ABC Co. Ltd*

**Salary Payment Details 薪俸通知書**

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

**Company Chop**

公司蓋章

**Sample for Trainee's and Site Trainer's Attendance Record**  
**學員及工地導師出席紀錄表樣本**

2021/01/01 to 2021/01/31

員工出席紀錄表

01月份

	學員姓名		日期	01月份																															總天數	員工簽署
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	中文	英文	星期	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日		
學員	陳大文	Chan Tai Man	2/1/2021	H	V	H	V	V	V	V	V	O	H	V	V	V	V	V	V	H	V	V	V	V	H	V	V	V	V	V	V	H	23	<b>Employer's Signature</b> 員工簽署		
導師	張小強	Cheung Siu Keung	N/A	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	H	V	V	V	V	V	H	26			
Remarks:																																			<b>Company Chop</b> 公司蓋章	

Symbol: O=Absent V=Present H=Holiday

# Sample 樣本

## 中級技工合作培訓計劃 鋼筋屈紮工-訓練日誌

Course Code: \_\_\_\_\_

Class Code: \_\_\_\_\_  
(由議會/學院填寫)僱主名稱: ABC Co. Ltd工作地點: 香港仔漁光道 95 號學員姓名: 陳大文 聯絡電話: 9123 4567工地培訓期: 第 ① / 2 / 3 / 4 個月 (請選擇)

曾在上述期間進行下列訓練工作，請在相應空格加上"✓"確認:

項目	說明	請加上"✓"
1.	認識及使用各種手動工具及機動工具	✓
2.	學習屈紮鋼筋時的安全措施	✓
3.	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)	✓
4.	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	
5.	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	✓
<b>僱主須按照計劃相關工種的建議培訓課程大綱，於工地培訓期間督導、監督及視察培訓情況</b> <b>Employers shall supervise, monitor and inspect the training in accordance with the proposed training</b>		
8.	接駁鋼筋的方法及預留孔洞時的附加鋼筋	
9.	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)、ISO-9000 品質檢查表、檢查程序及	

**Trainer's Signature**

導師簽署

**Trainee's Signature**

學員簽署

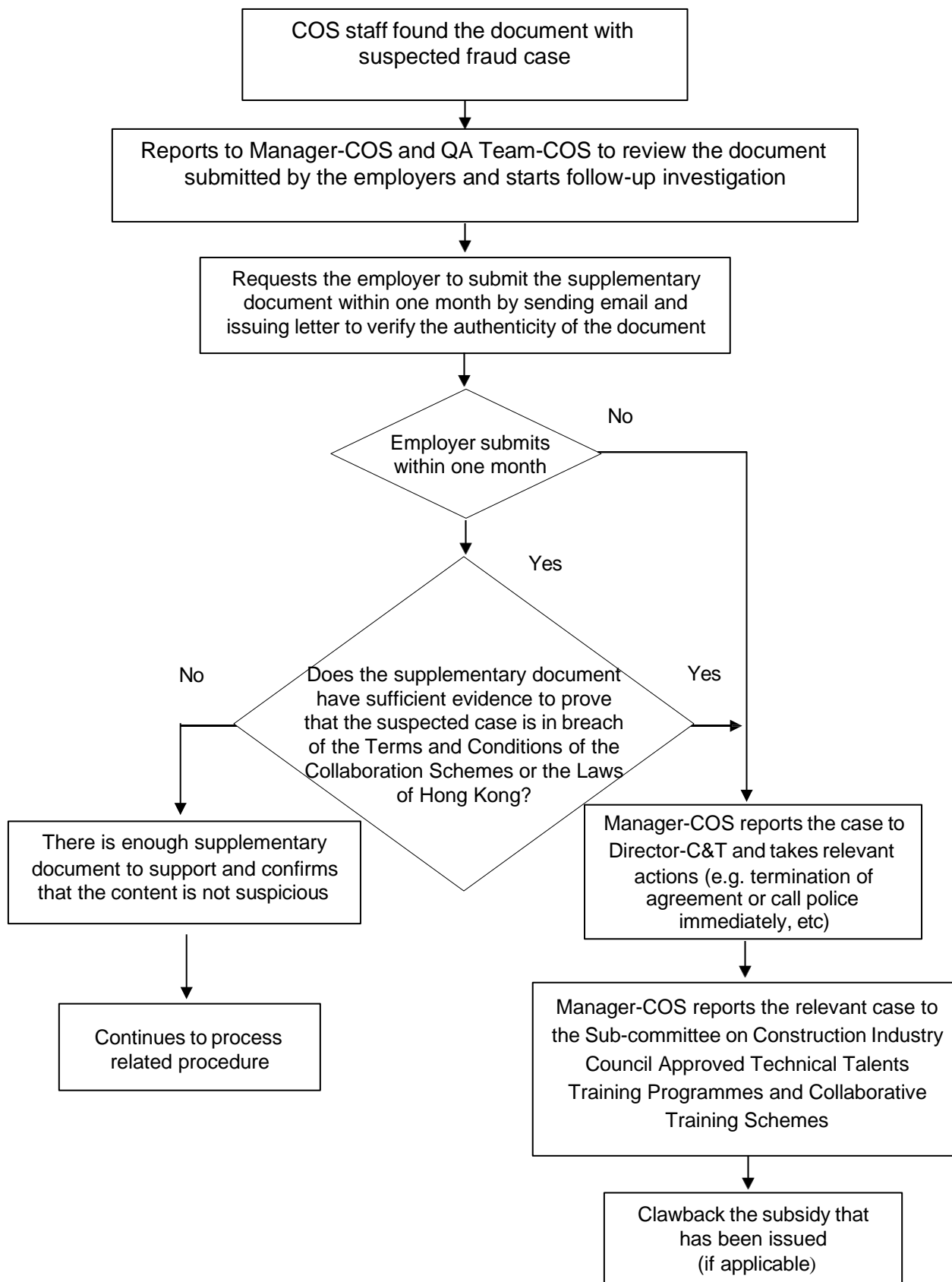
工地導師簽署

(姓名: \_\_\_\_\_ )

學員簽署

日期: 1/2/2021日期: 1/2/2021

## Flow Chart of Handling of Suspected Fraud Case



## Collaboration Training Scheme

### Resume of Site Trainer

	Name of trainer	Trade Test Qualification (Yes/No)	Date of obtaining Trade Test Qualification	Registered Skilled Worker (Yes/No)	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)	The following certificate(s) is(are) verified by Training bodies/employers, please check the <input type="checkbox"/> box.
					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: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and Company  
Chop: \_\_\_\_\_

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



**Checklist for follow-up action on cooling-off period**

Name of participating organization: \_\_\_\_\_

Scheme: \_\_\_\_\_ Year: \_\_\_\_\_

Work trade involved: \_\_\_\_\_

Remaining quota from approved application: \_\_\_\_\_

<b>Performance Indicator</b>			
Passing Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____	Retention Rate: _____ <input type="checkbox"/> Lower than the minimum requirement Reason(s) : _____ _____ _____ _____		
<b>Improvement measure(s)</b>			
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**