

# **Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses)**

## **Framework Document**

**By Hong Kong Institute of Construction**

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

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## Table of Contents

|          |                                                                                                                                                               |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | Purpose                                                                                                                                                       |
| 2.       | Terminology                                                                                                                                                   |
| 3.       | Background                                                                                                                                                    |
| 4.       | Nature of the Scheme                                                                                                                                          |
| 5.       | Details of the Scheme                                                                                                                                         |
| 6.       | Requirements for Training Bodies                                                                                                                              |
| 7.       | Roles of the CIC/HKIC                                                                                                                                         |
| 8.       | Application Procedures                                                                                                                                        |
| 9.       | Monitoring Procedures                                                                                                                                         |
| 10.      | Reimbursement of Subsidy                                                                                                                                      |
| 11.      | Special Class of "Multi-Skilled Development"                                                                                                                  |
| 12.      | Special Class of "Home Makers"                                                                                                                                |
| 13.      | New initiatives to assist unemployed/underemployed construction workers                                                                                       |
| 14.      | Emergency Incident Handling and Reporting Mechanism                                                                                                           |
| 15.      | Fraud Case and Termination of Agreement                                                                                                                       |
| 16.      | Prevention of Bribery                                                                                                                                         |
| 17.      | Personal Data Collection Declaration                                                                                                                          |
| Annex 1  | Flowchart for Inclusion of New Work Trades                                                                                                                    |
| Annex 2  | Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Application Form                                                            |
| Annex 3  | Application Form Sample                                                                                                                                       |
| Annex 4  | Student Allowance Processing Form                                                                                                                             |
| Annex 5  | Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Course Evaluation Questionnaire                                             |
| Annex 6  | Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Proposed Training Syllabus (refer to Framework Document in Chinese Version) |
| Annex 7  | Supervisory Check for Student Applicants Eligibility Checking and Student Summary Record                                                                      |
| Annex 8  | Procedure and Flowchart for Handling Scheme Application                                                                                                       |
| Annex 9  | Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Progress Report                                                             |
| Annex 10 | Flowchart for Complaint Handling                                                                                                                              |
| Annex 11 | Procedure and Flowchart for Handling Subsidy Reimbursement Application                                                                                        |
| Annex 12 | Flowchart of Handling of Suspected Fraud Case                                                                                                                 |
| Annex 13 | Collaboration Training Scheme Resume of Site Trainer                                                                                                          |
| Annex 14 | Checklist for follow-up action on cooling-off period                                                                                                          |
| Annex 15 | Flow Chart for follow-up action on cooling-off period                                                                                                         |
| Annex 16 | Course Application Form                                                                                                                                       |
| Annex 17 | Emergency Incident Report                                                                                                                                     |

## 1. Purpose

The purpose of this document is to depict the details of Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) [ITCTS (Skills Enhancement Courses)] and to set out the procedures of Construction Industry Council / Hong Kong Institute of Construction in handling this Scheme.

## 2. Terminology

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

|    |                       |                                                                                                                                  |
|----|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| a. | CIC                   | Construction Industry Council                                                                                                    |
| b. | HKIC                  | Hong Kong Institute of Construction                                                                                              |
| c. | CITB                  | Construction Industry Training Board                                                                                             |
| d. | Sub-committee ATP&COS | Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes |
| e. | Approved Project      | Application of ITCTS (Skills Enhancement Courses) approved by the CIC/HKIC                                                       |
| f. | Scheme                | ITCTS (Skills Enhancement Courses)                                                                                               |
| g. | Training Subsidy      | Reimbursement of training fees to Training Bodies                                                                                |
| h. | Training Bodies       | Training Bodies related to the construction industry and approved by the CITB                                                    |
| i. | Student               | Also known as trainee(s), the applicants recruited by the training bodies to join the scheme                                     |

## 3. Background

- 3.1 The Government announced its Budget 2022-2023's proposal that it would provide \$1 billion funding to Construction Industry Council (hereinafter called the "CIC") for further enhancing manpower supply of the construction industry. HKIC aims at uplifting general workers' skill level through extending Collaboration Scheme in order to enhance workers' retention rate and increase the supply of semi-skilled workers.
- 3.2 HKIC partners with training bodies and trains up registered general workers who possess relevant working experience to be registered semi-skilled workers in a fast and flexible way by launching Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) [ITCTS-SEC].

## 4. Nature of the Scheme

- 4.1 The Scheme follows training approach of collaborative training schemes. The CIC/HKIC is responsible for planning, monitoring and reviewing the tasks,

including assisting and monitoring the participated Training Bodies to conduct the training.

- 4.2 This Scheme is in collaboration with Training Bodies to cover various trades in order to cope with the demand of the industry.
- 4.3 The CIC/HKIC uses the benchmark approach to follow the operations of the “Enhanced Construction Manpower Training Scheme” and “Collaborative Training Scheme” and selected those items in Trade Divisions that are much in demand in the Scheme. A total of 24 nos. of work trades have been approved as shown in the below table.

| Item | Work Trade                                                               | Item | Work Trade                                                         |
|------|--------------------------------------------------------------------------|------|--------------------------------------------------------------------|
| 1    | Bricklayer                                                               | 13   | Refrigeration/Air-conditioning/Ventilation Mechanic (Water System) |
| 2    | Tiler                                                                    | 14   | Electrical Wireman                                                 |
| 3    | Plasterer                                                                | 15   | Metal Scaffolder                                                   |
| 4    | Carpenter (Formwork - Building Construction)                             | 16   | Metal Worker                                                       |
| 5    | Leveller                                                                 | 17   | General Welder                                                     |
| 6    | Painter and Decorator                                                    | 18   | Control Panel Assembler                                            |
| 7    | Fire Service Mechanical Fitter                                           | 19   | Window Frame Installer                                             |
| 8    | Fire Service Electrical Fitter                                           | 20   | Joiner                                                             |
| 9    | Plumber                                                                  | 21   | Building Security System Mechanic                                  |
| 10   | Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control) | 22   | Bar Bender and Fixer                                               |
| 11   | Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)         | 23   | False Ceiling Installer                                            |
| 12   | Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation) | 24   | Glazier                                                            |

- 4.4 The following factors will be considered when formulating and allocating places under the “Collaborative Training Scheme” each academic year:
- (a) the latest report of “Construction Manpower Forecast”;
  - (b) to meet the current needs of the construction industry, e.g. increase the training of intermediate tradesmen to become senior tradesmen;

- (c) training resources and facilities (including CIC resources, training bodies' venues and equipment, etc.);
  - (d) the types of training and the number of places offered by the HKIC campuses;
  - (e) the enrolment rate of the programmes in the past year; and
  - (f) effectiveness indicators (including training capacity, training effectiveness and management quality) of training bodies.
- 4.5 For the training quotas applied by training bodies of the work trades approved for each academic year, please refer to the updates on the HKIC's website of this training scheme.
- 4.6 The CIC/HKIC approves training application, monitors and reviews the Scheme by Sub-committee and CITB regularly.
- 4.7 Please refer to Annex 1 for the flowchart for inclusion of new work trades.

## **5. Details of the Scheme**

- 5.1 Training Bodies provide training courses and cover theory and practice with safety measures, equipment, tools, and materials of the related trades so as to enhance technical skills of students.
- 5.2 The training mode of this scheme includes theoretical and workshop practical training. Training schedules are flexibly determined by training bodies and can be conducted at any time, including weekends and public holidays.
- 5.3 Eligibility and Requirements for Student
- 5.3.1 To participate in this Scheme, a proposed student must meet the following requirements:
- i) Eligible employees in Hong Kong (i.e. persons legally residing in Hong Kong who are free to be employed or work without conditions, including Hong Kong permanent residents and new arrivals); and
  - ii) registered as a registered general worker; and
  - iii) with at least 1-year construction related working experience (verified by the training bodies); and
  - iv) has not obtained the intermediate trade test certificate or trade test certificate qualification; and
  - v) has not registered as registered semi-skilled workers or registered skilled workers of any trade under Construction Workers Registration Ordinance. However, those registered as registered skilled workers for <Construction Goods Vehicle Driver or their sub-categories> (C349a, C349b, C349c, C349d) and registered skilled workers for <Sub-categories of Plant and Equipment Operators> ((Plant and Equipment Operator (Suspended Working

- Platform)) C357, (Builder's Lift Operator) C332) are exempted; and
- vi) has not taken the courses funded by the CIC and HKIC over one year prior to application.

#### 5.3.2 Student must meet the following assessment criteria:

- i) The students must have attendance rate of 85% or above and pass the internal assessment provided by the training bodies before applying for the Intermediate Trade Test, and
- ii) One Intermediate Trade Test and one make-up test (if applicable) will be free on the condition that the student is recommended by training bodies and the student must attend the Intermediate Trade Test within 3 months after course completion. Otherwise, the qualification will be cancelled.

#### 5.4 Training Duration and Class Size

The training duration is 50 hours (to be completed in 6 months). The class size is 8-10 students.

#### 5.5 Training Places and Quota Allocation

- 5.5.1 The number of training places is reviewed and approved by CITB every year.
- 5.5.2 Allocation of the places would be flexible according to the actual application situation.

#### 5.6 Training Subsidy

- 5.6.1 Training subsidy would be reimbursed to Training Bodies upon the completion of courses. Training Bodies may apply to the CIC/HKIC for preparatory fee up to one-half of the total amount approved.
- 5.6.2 The tuition is free for students. An Intermediate Trade Test and a make-up test are arranged to students for free of charge.
- 5.6.3 Bonus payment arrangement applicable to students who register on or before 14 November 2023:  
A bonus of \$4,000 will be provided to students who achieve the attendance rate of 85% or above. An additional bonus of \$10,000 will be provided to the students who pass the Intermediate Trade Test (a maximum of 2 fee waivers) and register as registered semi-skilled workers of the relevant trade under the "Construction Workers Registration Ordinance". The bonus shall be paid by CIC/HKIC to the student directly.

Bonus payment arrangement applicable to students who register on or after 15 November 2023:

A bonus of \$7,000 will be provided to the students who achieve the attendance rate of 85% or above, pass the Intermediate Trade Test (a maximum of 2 fee waivers) and register as registered semi-skilled workers of the relevant trade under the “Construction Workers Registration Ordinance”. Additionally, a \$7,000 retention bonus will be issued to the students who engage in the relevant work for the third month after graduation. The bonus shall be paid by CIC/HKIC to the student directly.

## 5.7 Requirements on Trainer Qualification and Trainer-to-Student Ratio

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

5.7.2 Eligible trainers must meet the following requirements:

- (i) Holder of Registered Skilled Worker of relevant work trade through the “Senior Workers Registration Arrangement”; or
- (ii) Holder of relevant trade test certificate or the qualifications listed in Note 1 below; with not less than 5 years relevant post qualification working experience; or
- (iii) Holder of the relevant trade test certificate or the qualifications listed in Note 1 below; and with at least 7 years relevant working experience; and
- (iv) All trainers must enroll in the “Certificate in Instructing Techniques for Site Trainers” course provided by HKIC.

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

- Electrical Wireman/ Control Panel Assembler 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 (Electrical Control) / (Air System) / (Thermal Insulation) / (Water System) fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

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

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

- Electrical Wireman/ Control Panel Assembler: 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 (Electrical Control) / (Air System) / (Thermal Insulation) / (Water System): fulfill the qualification requirements of respective trades in the “Construction Workers Registration Ordinance”.

5.7.4 One trainer and one assistant trainer train 8-10 students.

## **6. Requirements for Training Bodies**

- 6.1 Training Bodies play a major role in the Scheme. Training Bodies are responsible for verifying the student eligibility, managing and arranging training for students, and monitoring the learning progress of students. Their duties include course promotion, student recruitment, assessment, training workshop administration & safety, teaching, attendance record keeping, quality assurance such as internal assessment, etc.
- 6.2 The considerations for including a new training body in the Scheme, under the approval procedure endorsed by CITB, are as follows:
- i) Background of the training body, training experience, student recruitment network, financial status, organizational management (management structure, quality assurance policy, etc.)
  - ii) Qualification of trainer, training ground and equipment;
  - iii) Strategy and development in training (include work trades, projects, application of technology in the construction industry, etc.);
  - iv) Contributions to industry/CIC/HKIC development; and
  - v) Other relevant considerations (include social services, experience in providing services to ethnic minorities)
- 6.3 The assessment factors for adding a new training workshop and alternation of existing training workshop, under the approval procedure endorsed by CITB, include: the type and intended use of the training venue, venue size and training equipment, safety and training facilities, trade test models, relevant valid documents required for operation, and on-site visits/inspections.
- 6.4 Training Bodies are required to submit application (for details, please refer to Annex 2) to the CIC/HKIC for approval with agreeing on the terms and condition in Annex 3 and recruit suitable students, trainers and assistant trainers. The application shall include training period, training venues, qualification and experience of trainers and assistant trainers, etc. Should there be any changes in trainers, assistant trainers, students, training period and training location after approved, a replacement should be arranged with advance notice to seek the prior approval and consent of the CIC/HKIC.

- 6.5 Training Bodies are responsible for identifying and verifying the capability, suitability and eligibility of students for participating in the training, including
- i) Registered General Worker qualification of students; and
  - ii) Working experience of students.
- 6.6 Training Bodies are required to verify the information and working experiences provided by students on the Application Form of “Collaboration Training Scheme Student Application Form” and to stamp with the Training Body chop on the form before submitting to the CIC/HKIC.
- 6.7 For trainers / assistant trainers who have been approved in the CIC/HKIC’s collaborative training schemes (including this Scheme, the Contractor Cooperative Training Scheme, the Intermediate Tradesman Collaborative Training Scheme and Advanced Construction Manpower Training Scheme (ACMTS) - Pilot Scheme), they need to submit valid qualification documents.
- 6.8 For newly proposed assistant trainers, Training Bodies shall provide the information of proposed assistant trainers and confirm his/her Trade Test Qualification.
- 6.9 For newly proposed site trainers, the Training Bodies shall submit “Collaboration Training Scheme Resume of Site Trainer” (Annex 13) to verify the qualification and relevant work experience of proposed site trainers meet eligible site trainers’ requirements stated on 5.7.2; and certificates, for example, Trade Test Certificate, Construction Worker Registration Card and any other relevant qualification, are confirmed by training bodies. The following information should be included in “Relevant Work Experience” in “Collaboration Training Scheme Resume of Site Trainer”:
- (a) Year  
Listed the project’s start year and completion year; and
  - (b) Work Details  
Detailed listed construction project and job duties. The Training Body may refer to the "Description of skills" (column 3) of the respective trade division in Schedule 1 of the Construction Workers Registration Ordinance, Chapter 583 of the Laws of Hong Kong to fill in job duties.
- 6.10 Training Bodies are required to offer insurance for students, trainers and assistant trainers.
- 6.11 Students shall take part in Intermediate Trade Test at the end of the training with the recommendation from the Training Bodies. The CIC/HKIC will provide one free Intermediate Trade Test and one free re-test.

- 6.12 If a student is absent from free Intermediate Trade Test and not able to provide compelling reasons with evidence in writing within 10 working days after the test date, the CIC/HKIC will not arrange any free test.
- 6.13 Training Bodies are required to submit student attendance record of the first class and the last class to the CIC/HKIC.
- 6.14 Training Bodies are required to assign designated staff to countersign the attendance record. The designated staff must submit the signature specimen to the CIC/HKIC in advance for verification and conduct checks during site inspections and when applying for reimbursement of subsidies.
- 6.15 Training Bodies are responsible for collecting the Student Allowance Processing Forms (for details, please refer to Annex 4) and submit them to the CIC/HKIC for the issuance of bonus.
- 6.16 Training Bodies are responsible to arrange the students to complete the course evaluation online questionnaire provided by CIC/HKIC (for details, please refer to Annex 5) and submit them through internet to the CIC/HKIC.
- 6.17 Training Bodies are responsible for the disputes arising from the training under this Scheme.
- 6.18 The Training Bodies are required to verify the proof of employment of relevant trade submitted by students three months after passing the test; and forward to the CIC/HKIC for approval. If a student fails to provide proof of employment in relevant trade three months after passing the test but can provide within one year, the second phase of incentive bonus will be still issued. The CIC/HKIC will randomly check the students' proof of employment, so the Training Bodies must keep relevant record of students for no less than seven years.
- 6.19 Quality Assurance and Performance Assessment Mechanism

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

Assessment Period

The performance of the Training Body is assessed annually, and the assessment period starts from September 1 to August 31 of next year.

6.19.1 Performance Indicator

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

## Assessment Guidelines

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

- 6.19.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the Training Body to review the Training Body's current training plan and support for improvement measure(s) in the first 3 months(probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the Training Body's application had been approved before, CIC/HKIC would have taken the initiative to meet the Training Body to discuss and implement the Training Body's improvement measure(s) before allowing student joins the scheme. CIC/HKIC would summarize and record the relevant information in the Checklist for follow-up action on cooling-off period (for details, please refer to Annex 14). For flow chart for follow-up action on cooling-off period, please refer to Annex 15.
- 6.20 Starting from Year 2022, relevant training figures could be drawn from approved trainer list. The overall passing rate of all students that is directly trained by the Training Bodies trainer in the past year is calculated and that must not be less than 75%. When a new application is received, the CIC/HKIC will refer to the Training Bodies trainer's performance in the past year as consideration for approving the application. In addition, each Training Bodies trainer must participate in the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.
- 6.21 If the Training Bodies trainer fails to meet the overall passing rate which is 75%, the CIC/HKIC shall arrange a meeting (through face to face or telephone) with the Training Bodies and the Training Bodies trainer to discuss the improvement plan. If the situation continues for two years, the Training Bodies trainer will not be approved for a new application for one year and require attending the site trainer revalidation course. The outstanding Training Bodies trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

- 6.22 Training bodies are required to arrange for their trainers (including trainers and assistant trainers) to engage in Continuing Professional Development (CPD), to update the latest site technologies and developments in construction-related innovations. Trainers are required to accumulate 8 hours of CPD each academic year. The CPD can be conducted by site visits and exchanges, webinars, forum, exhibition and etc. However, the safety element should be included in 8 hours of CPD,  
Training bodies are required to monitor their trainers to ensure the completion of relevant progress of CPD, and upload the site visit reports / attendance certificates to the online platform provided by CIC/HKIC for reporting regularly. If the trainers fail to meet the CPD requirements in the previous academic year, they must complete the outstanding CPD hours before continuing to teach in the courses in this academic year.

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

- 7.1 The CIC/HKIC is responsible for reviewing the applications submitted by Training Bodies, including the training syllabus (for details, please refer to Annex 6 of Framework Document in Chinese Version) submitted by Training Bodies and qualifications of proposed trainer and assistant trainer. The CIC/HKIC will also randomly check the work experience of the students.
- 7.2 The CIC/HKIC shall conduct random checks on students (applicants) work experience. If it is found that student (applicant) does not meet the admission requirements, the relevant application will be returned to the training bodies. If the student (applicant) is ultimately rejected due to ineligibility, points will be deducted from the training institution under the Quality Assurance Mechanism.
- 7.3 Applications shall be approved, monitored and reviewed regularly by the CIC/HKIC.
- 7.4 Upon completion of training, the CIC/HKIC shall arrange students, who meet the assessment criteria, to sit for Intermediate Trade Test to evaluate their skill levels.
- 7.5 The CIC/HKIC shall conduct an internal check for the data input and referral information periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarize and to record the relevant circumstances and then sign and file the Supervisory Check for Student Applicants Eligibility Checking and Student Summary Record. For details, please refer to Annex 7.

## **8. Application Procedures**

- 8.1 Training Bodies shall submit the following documents to the CIC/HKIC for checking and approval at least 3 weeks before the training commences:
- i) Completed and duly signed application form together with all supporting documents and agreed with the terms and conditions in Annex 3; Personal Data Collection Statement annexed and
  - ii) Training schedule; and
  - iii) Application form for Trade Test and Construction Workers Registration of Students stamped with Training Body chop; and
  - iv) Student Course Application Form
  - v) Collaboration Training Scheme Resume of Trainer (Annex 13) (applicable to new proposed trainer)
- 8.2 Working experience of students from the student course application form shall be verified by the Training Bodies.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 15 working days to proceed and approve the application.
- 8.4 If there is any incomplete or inaccurate document in an application, the Training Bodies should submit supplementary document within 20 working days after receiving email notification from the CIC/HKIC. Otherwise, the entire application will be returned.
- 8.5 Upon the approval of the Approved Project by the CIC/HKIC, the CIC/HKIC will notify in writing (email and post) to the Training Bodies. The training period shall start from the date specified by the CIC/HKIC (Commencement Date). (For details, please refer to item 2.2 of Annex 3.)
- 8.6 Training Bodies shall commence the training in accordance with the Approved Project.
- 8.7 Please refer to Annex 8 for the procedure and flowchart for handling scheme application.

## **9. Monitoring Procedures**

- 9.1 The CIC/HKIC shall conduct inspection to each Training Body at least once every two months, including “regular visit” and “non-regular visit”.
- 9.2 The CIC/HKIC will conduct visit including surprise checks, safety inspections, technical exchanges and class observations, follow-up inspections, special inspections, and etc. to review and check the trainers and students information, training workshop management, safety and teaching quality, training progress of students, and etc.

- 9.3 When the Training Bodies commence the training, the students shall fill in the training contents in Progress Report (for details, please refer to Annex 9).
- 9.4 Training Bodies are required to sign and endorse the Progress Report.
- 9.5 Training Bodies are required to submit the Progress Report and attendance record to the CIC/HKIC after the completion of training.
- 9.6 The CIC/HKIC will handle complaint according to established procedure. Please refer to Annex 10 for details of the flowchart for complaint handling.

## **10. Reimbursement of Subsidy**

- 10.1 When Training Bodies apply for reimbursement of subsidy from the CIC/HKIC, the following documents must be submitted for verification by the CIC/HKIC:
- i) Invoice issued by the Training Bodies; and
  - ii) Progress Report signed by trainer and assistant trainer; and
  - iii) Student's Attendance Record signed by student, trainer and assistant trainer. Additionally, a designated reviewer is required to countersign for verification at each class.
- 10.2 Training Bodies are required to submit application for reimbursement of subsidy in accordance with item 10.1 above within 12 months from the month in which the training costs incurred by the Training Bodies. Should the Training Bodies fail to submit an application within such time period, the CIC/HKIC shall not process the applications for reimbursement.
- 10.3 Bonus will be issued to the eligible students by the CIC/HKIC directly. Training Bodies are required to submit the following documents to the CIC/HKIC for handling:
- i) Student Allowance Processing Forms; and
  - ii) Copies of bank account proof; and
  - iii) Proof of employment in relevant trade in the third month after passing the test
- 10.4 The CIC/HKIC will process the applications and check the completeness of the documents submitted by Training Bodies. Upon receipt of duly completed reimbursement application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 25 working days to proceed and approve the application.
- 10.5 If there is any incomplete or inaccurate item in an application, Training Bodies should submit supplementary information within 20 working days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.

- 10.6 After endorsement by the CIC/HKIC, the Finance Department shall process the applications for reimbursement of subsidy and will pay to student directly.
- 10.7 Please refer to Annex 11 for the procedure and flowchart for handling subsidy reimbursement application.

## **11. Special Class of "Multi-Skilled Development"**

- 11.1 This Special Class aims to encourage registered semi-skilled workers or/and skilled workers to receive training of another work trade and obtain relevant intermediate trade qualifications, thereby enable workers to participate in more construction projects, enhancing their employment opportunities and fully utilising their talent and skills, thus unleashing the greater potential of the workforce. The scheme provides the below work trades.

### Electrical and Mechanical relevant work trades:

- (i) Electrical Wireman
- (ii) Control Panel Assembler
- (iii) Plumber
- (iv) Refrigeration/Air-conditioning/Ventilation Mechanic (Electrical Control)
- (v) Refrigeration/Air-conditioning/Ventilation Mechanic (Air System)
- (vi) Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation)
- (vii) Refrigeration/Air-conditioning/Ventilation Mechanic (Water Insulation)
- (viii) Fire Service Mechanical Fitter
- (ix) Fire Service Electrical Fitter

### Non Electrical and Mechanical relevant work trades:

- (i) Bricklayer
- (ii) Tiler
- (iii) Plasterer
- (iv) Carpenter (Formwork - Building Construction)
- (v) Leveller
- (vi) Metal Scaffolder
- (vii) Metal Worker
- (viii) General Welder
- (ix) Window Frame Installer
- (x) Joiner
- (xi) Building Security System Mechanic
- (xii) Bar Bender and Fixer
- (xiii) False Ceiling Installer
- (xiv) Glazier

- 11.2 Training Duration and Class Size  
The training duration is 50 hours. The class size is 10 students and must recruit at least five students to submit the applications.
- 11.3 Requirements on Trainer Qualification and Trainer-to-Student Ratio

One trainer and one assistant trainer per class and the requirements are same as item 5.7.2 and 5.7.3.

#### 11.4 Eligibility and Requirements for Student

To participate in this Special class, a proposed student must meet the following requirements:

- (i) “Eligible employees” in Hong Kong (i.e. persons legally residing in Hong Kong who are free to be employed or work without conditions, including Hong Kong permanent residents and new arrivals); and
- (ii) registered as registered semi-skilled workers or registered skilled workers under Construction Workers Registration Ordinance (non-relevant work trade); and
- (iii) has not obtained relevant work trade of the intermediate trade test certificate or trade test certificate qualification; and
- (iv) with at least 1-year construction related working experience (verified by the training bodies); and
- (v) has not taken the courses offered or funded by the CIC and HKIC over one year prior to application.

#### 11.5 Training Subsidy

11.5.1 Training subsidy would be reimbursed to Training Bodies by the CIC/HKIC. Student is required to pay the tuition to Training Bodies at the amount of \$4,500.

11.5.2 An Intermediate Trade Test and a make-up test are arranged to students for free of charge. No bonus will be provided to students. Application and Reimbursement of Subsidy are same as item 8.1 and 10.1. Copy of tuition receipts must be submitted for verification.

### 12. Special Class of "Home Makers"

#### 12.1 Training Duration and Class Size

The training duration is 50 hours. The class size is 10 students and must recruit at least five students to submit the applications. Training Bodies can flexibly arrange class times (Usually no more than 6 hours a day).

#### 12.2 Requirements on Trainer Qualification and Trainer-to-Student Ratio

One trainer and one assistant trainer per class and the requirements are same as item 5.7.2 and 5.7.3.

#### 12.3 Eligibility and Requirements for Student

To participate in this Special class, a proposed student must meet the following requirements:

- (i) Same as item 5.3; and;
- (ii) Student must declare in the application form that they will take on household responsibilities. The application form will also state the consequences of providing false or inaccurate information, including

cancellation of admission, monetary compensation, recovery of training allowances and referral to government law enforcement agencies for handling.

### 13. New Enhanced Training Support Measures

#### **New measures to assist unemployed/underemployed construction workers**

13.1 On 17 October 2025, HKIC launched new measures to enhance the support for construction workers who have recently been unemployed or underemployed. The new measures include strengthening the "Multi-Skilled" training and "Skill Enhancement" training through an increase in training quota, updating the admission requirements of "Multi-skilled" training, waiving tuition fee, increasing bonuses and enhancing bonus payment arrangements, and strengthening employment and matching services provided by training bodies.

#### 13.2 Eligibility and requirements

a. Applicants must meet all the following criteria:

**Criteria 1. Construction Industry Workers:** Within the 24 months prior to course enrolment, the applicant must have worked in the construction industry for at least six months, with each month having 15 or more days of employment;

**and one of the following:**

**Criteria 2. Definition of unemployment:** The applicant has actively sought construction-related employment in the past month but was unable to secure a job;  
**or**

**Criteria 3. Definition of underemployment:** The applicant was employed in construction-related work for two consecutive months prior to course enrolment, but averaged fewer than 15 working days per month.

b. If the applicant does not meet the criteria under the new measure but fulfils the general admission requirements of the course, the applicant may still enrol. However, the applicant will not be entitled to waive the tuition fee or new bonus arrangements.

#### 13.3 Application and monitoring process

a. Applicants are required to submit the application forms to training body as below:

- Course Application Form
- New Measures Application Form

The training body verifies the application and supporting documents, and then they will submit the application to the Hong Kong Institute of Construction for approval.

b. Applicants can provide any one or more of the following documents to

training body as proof:

- Employment service records from the Labour Department, Construction Industry Council, or trade unions, or other documents/records proving that job-seeking has been sought.
  - Affidavit/Statutory Declaration.
  - Employment confirmation letter issued by a company.
  - MPF (Mandatory Provident Fund) contribution records.
  - Other documents that sufficiently prove employment or unemployment status.
- c. To ensure that applicants meet the application requirements of the courses, after they submit the application form and relevant information to the training bodies, the training bodies are required to verify the application form and relevant information submitted by the applicants before submitting it to the HKIC for approval. The HKIC will conduct a random check of the application form and related information, and will also conduct checking of all applicants' construction worker attendance record.

13.4 The bonus payment arrangement is as follows:

**The "Multi-skilled" training course**

- For eligible applicants under new measure: Tuition fee waived, one-off completion bonus of **HK\$10,000**

**The "Skill Enhancement" training course**

- For eligible applicants under new measure: one-off completion bonus of **HK\$14,000**

Students must complete the course, pass the trade test and register the relevant trade, submit their bank account details and supporting documents to the training body for sending to HKIC which are complete and accurate, before bonus being issued.

13.5 If the graduates applied the new measures, the training body will provide employment services to them, assist in job placement, and follow up on employment status, including collecting employer and contact details from the graduates. For graduates who are not hired, the training body will continue to follow up until job matching is completed.

## **14. Emergency Incident Handling and Reporting Mechanism**

14.1 According to the "Emergency Incident Handling and Reporting Mechanism", "Emergency incidents" include :

- i. Natural or man-made disasters or accidents that endanger students, staff, or instructors;

- ii. Serious conflicts between student, or between students and staff of training body (including instructors), such as verbal disputes or physical altercations;
- iii. Situations where apprentices, or their family members or friends, bring others, such as legislators, journalists, labour union representatives, or community officers, to the training body's premises to lodge complaints related to the HKIC;
- iv. Incidents suspected of being illegal, unethical, or in serious violation of the framework documents/guidelines established by the HKIC for the relevant scheme; and
- v. Incidents not falling under the above four categories but that could seriously affect the operations, image, or public interest of the HKIC or training body.

#### 14.2 Reporting responsibilities and procedures of training institutions

When there is an "Emergency incident" mentioned in paragraph 13.1, the training provider must take the following actions:

- i. Immediate Response: based on the actual needs, priority will be given to contacting the Police, Fire Services Department and other departments for emergency assistance.
- ii. Real-time Notification: notify designated contacts of the CIC/HKIC by phone or instant messaging within the shortest and practicable time.
- iii. Submission of Report (within 24 hours): the "Emergency Incident Report" (Annex 17) must be completed and returned to the CIC/HKIC within 24 hours after the incident occurs.
- iv. Continuous follow-up: keep the CIC/HKIC informed of ongoing incidents. If necessary, the CIC/HKIC will require the training body to submit a detailed review report within 10 working days after the incident ends.

### 15. Fraud Case and Termination of Agreement

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

### 16. Prevention of Bribery

- 16.1 The Training Body shall not, and shall procure that its directors, employees, agents, sub-contractors and students who are involved in this Agreement shall

not, except with permission of the CIC/HKIC solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in relation to the business of the CIC/HKIC. The Training Body shall also caution its directors, employees, agents, sub-contractors and students against soliciting or accepting any hospitality, entertainment or inducements which would impair their impartiality in relation to the business of the CIC/HKIC. The Training Body shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that its directors, employees, agents, sub-contractors and students are aware of the aforesaid prohibition and will not, except with permission of the CIC/HKIC, solicit or accept any advantage, hospitality, etc. in relation to the business of the CIC/HKIC.

- 16.2 The Training Body shall not, and shall procure that its directors, employees, agents, sub-contractors and students who are involved in this Agreement shall not, offer any advantage to any Board member or staff in relation to the business of the CIC/HKIC.

## **17. Personal Information Collection Declaration**

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

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

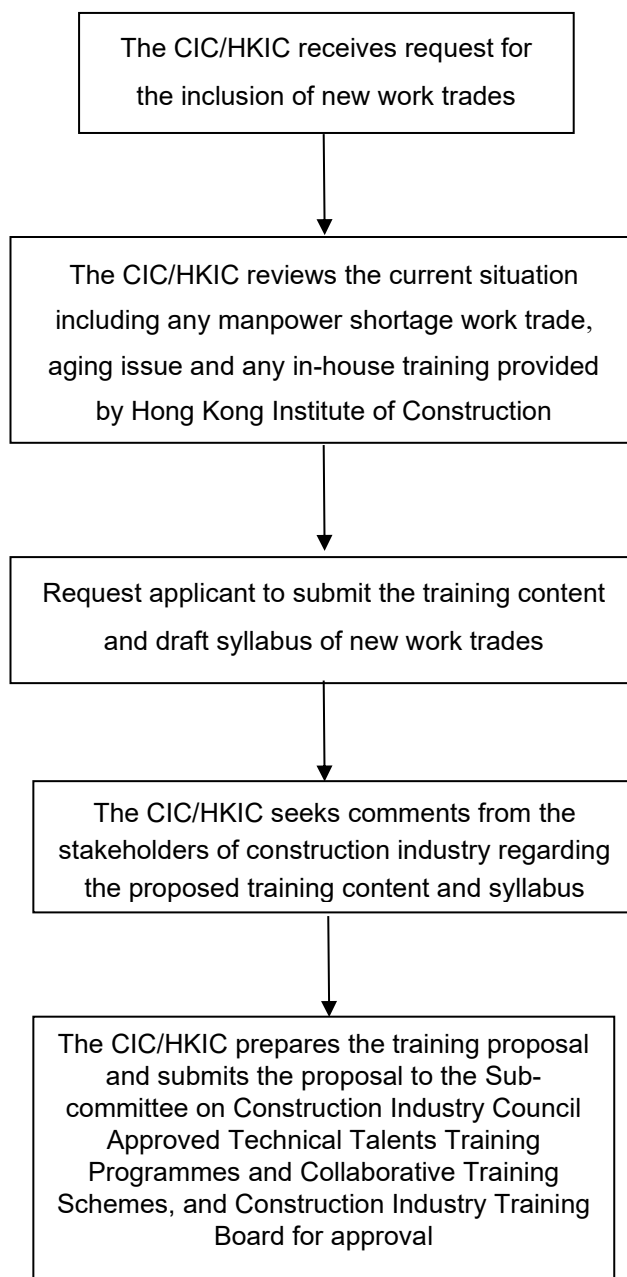
- a. To inform the student that his/her information will be provided to the CIC/HKIC (including any personal data as defined in the PDPO), will be used for purposes related to the activities of the CIC/HKIC (including the transfer of any personal data by the CIC/HKIC to the Development Bureau for reimbursement of the student's wages) or any other purposes in connection with any other collaborative training schemes.
- b. To give the student 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 student that he/she is free to choose whether he/she is willing to be informed of the above information.

- d. To inform the student 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.

17.2 Training Bodies shall obtain the student's written consent regarding the above.

17.3 Training Bodies shall indemnify the CIC/HKIC for any action that violate the terms and condition of PDPO or the above declaration.

**Flowchart for Inclusion of New Work Trades**



## Annex 2

Update: 20250901



### **Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Application Form**

(For CIC/HKIC Use)

App. No. : \_\_\_\_\_

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

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

Code : \_\_-\_\_ Q-\_\_\_\_\_

|                                                         |                                                                                                                                 |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Part I: Information of Applicant (Training Body)</b> |                                                                                                                                 |
| Name of Training Body :                                 | <input type="checkbox"/> Special Class of "Multi-Skilled Development" <input type="checkbox"/> Special Class of "Family Status" |
| Address of Training Body :                              |                                                                                                                                 |
| Name of Person-in-charge :                              | Position :                                                                                                                      |
| Telephone No. :                                         | Email :                                                                                                                         |

|                                   |                                                                      |
|-----------------------------------|----------------------------------------------------------------------|
| <b>Part II: Training Proposal</b> |                                                                      |
| (1) Training Venue :              |                                                                      |
| (2) Training Period :             |                                                                      |
| (3) Time of Training :            | (4) Length of Training :                                             |
| (5) Proposed Number of Students : | (maximum 10 students per class, one Application Form for each class) |
| (6) Work Trade and Class Number : |                                                                      |

|                                                   |  |
|---------------------------------------------------|--|
| <b>Part III: Particulars of Proposed Students</b> |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |
| Name in Chinese :                                 |  |
| Name in English :                                 |  |
|                                                   |  |

**(Continued) Part III: Particulars of Proposed Students**

|                   |  |
|-------------------|--|
| Name in Chinese : |  |
| Name in English : |  |
| Name in Chinese : |  |
| Name in English : |  |
| Name in Chinese : |  |
| Name in English : |  |
| Name in Chinese : |  |
| Name in English : |  |

**Part IV: Particulars of Proposed Trainer and Assistant Trainer****Trainer**

|                   |  |
|-------------------|--|
| Name in Chinese : |  |
| Name in English : |  |

**Assistant Trainer**

|                   |  |
|-------------------|--|
| Name in Chinese : |  |
| Name in English : |  |

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

|                                     |                                                         |                                                                       |                                                                                                    |
|-------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Metal Worker                   | <input type="checkbox"/> General Welder                               | <input type="checkbox"/> Refrigeration/ Air-conditioning/ Ventilation Mechanic (Water System)      |
| <input type="checkbox"/> Plasterer  | <input type="checkbox"/> Metal Scaffolder               | <input type="checkbox"/> Painter and Decorator                        | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control) |
| <input type="checkbox"/> Tiler      | <input type="checkbox"/> Electrical Wireman             | <input type="checkbox"/> Control Panel Assembler                      | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Air System)         |
| <input type="checkbox"/> Plumber    | <input type="checkbox"/> Fire Service Electrical Fitter | <input type="checkbox"/> Carpenter (Formwork - Building Construction) | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Thermal Insulation) |
| <input type="checkbox"/> Leveller   | <input type="checkbox"/> Fire Service Mechanical Fitter | <input type="checkbox"/> Window Frame Installer                       | <input type="checkbox"/> Building Security System Mechanic                                         |
| <input type="checkbox"/> Joiner     | <input type="checkbox"/> Bar Bender and Fixer           | <input type="checkbox"/> False Ceiling Installer                      | <input type="checkbox"/> Glazier                                                                   |

## **Part VI: Declaration of Applicant**

1. Our Training Body understand and agree that the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our application.
2. Our Training Body understand and agree that the CIC/HKIC has the right to request us to provide the supporting document(s) of the above information or further information and document(s) when considering this application. The CIC/HKIC also has the right to send representatives to inspect the above location(s).
3. Our Training Body understand and undertake to provide training to student(s) according to training syllabus and agree that the CIC/HKIC can send personnel to the venue at any time to inspect whether the training progress, environment and conditions are safe and reasonable after the approval of the application.
4. Our Training Body agree to provide the relevant insurance for trainers, assistant trainers and students. The CIC/HKIC is not held liable in any event.
5. Our Training Body declare that all information above and attached is true and accurate. We understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Training Body 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 the reimbursed subsidy and make claims.
7. Our Training Body hereby confirm that the students register as registered general worker and possess at least 1-year post-qualification working experience related to the course of trades they applied for.
8. Our Training Body hereby confirm that we shall comply with the terms and conditions stipulated in the framework document of Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) as well as this application form and the terms and conditions specified in this application form as annexed. We confirm that all information is accurate.

## **Part VII: Declaration of Interest**

1. Our Training Body shall require our directors and employees to declare in writing to our Training Body any conflict or potential conflict between their personal/financial interests and their duties in connection with this Agreement. In the event that such conflict or potential conflict is disclosed in a declaration, our Training Body shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed. Our Training Body shall require our agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
2. Our Training Body shall prohibit our directors and employees who are involved in this Agreement from engaging in any work or employment other than in the performance of this Agreement, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Agreement. Our Training Body shall require our agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
3. Our Training Body shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that our directors, employees, agents, sub-contractors and students who are involved in this Agreement are aware of the provisions under the aforesaid sub-clauses 1 and 2.

## **Part VIII: Personal Data Collection Statement**

The collection of personal data, the purposes of collection and the disclosure and transfer of personal data are detailed in Annex "Personal Information Collection Statement".

### **《 Declaration on Compliance 》**

- ☐ Our Training Body confirmed that we have carefully read and understood the Declaration of Applicant, Annex of Terms and Conditions, all other information on this application, and confirmed that we have complied with the clauses in Declaration of Interest.
- ☐ Our Training Body confirmed that we have carefully read and understood the Personal Data Collection Statement annexed on this application.

(Please fill in the appropriate box with a "√" mark)

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

Signature : \_\_\_\_\_  
Authorized signature      Training Body Chop  
Name : \_\_\_\_\_ Position : \_\_\_\_\_  
Date : \_\_\_\_\_

| For CIC/HKIC Use |  |        |  |
|------------------|--|--------|--|
| Endorsement :    |  | Date : |  |

**1. Collection of Personal Data**

- 1.1. Hong Kong Institute of Construction ("HKIC") is one of the member organizations of the Construction Industry Council (the "CIC"). The information you provide to HKIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC, including HKIC. The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to HKIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply HKIC with complete information as specified on the application form. Otherwise, HKIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Assistant Manager – Central Office (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via [enquiry@cic.hk](mailto:enquiry@cic.hk). As a member of the CIC, HKIC strictly follows the relevant policies of the CIC. For more information about our policies on privacy and personal data protection, you can access our Privacy Policy Statement at [https://www.cic.hk/eng/main/privacy\\_policy\\_statement](https://www.cic.hk/eng/main/privacy_policy_statement).

**2. Purposes of Collection**

Your personal data will be kept confidential and may be used by the CIC, including HKIC for the following purposes:

- a. Assessing your application, including payment and refund/reimbursement whenever necessary;
- b. Responding to situations involving a risk of health or safety, including an emergency;
- c. All other purposes in connection with the studies and assessments;
- d. Arranging for career services;
- e. Managing alumni affairs;
- f. Facilitating communication with you;
- g. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- i. Managing access to the CIC's premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. Any other purposes that you may consent to from time to time.

**3. Disclosure and Transfer of Personal Data**

- 3.1. We may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
  - a. Any or all of the CIC's affiliates and/or subsidiaries;
  - b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
  - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
  - d. Any party that owes a duty of confidentiality to the CIC.
- 3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

**4. Use of Personal Data Related to Direct Marketing**

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to our training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

- ☐ I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

Signature \_\_\_\_\_

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

## **Annex: Terms and Conditions**

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

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

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

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

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

### **2 Applicant's Obligations**

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

### **3 Training Subsidies**

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

### **4 Insurance**

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

### **5 Bankruptcy or Receivership**

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

## **6 Prevention of Bribery**

- 6.1 The Applicant shall not, and shall procure that its directors, employees, agents, sub-contractors and students who are involved in this Agreement shall not, except with permission of the CIC/HKIC solicit or accept any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) in relation to the business of the CIC/HKIC. The Applicant shall also caution its directors, employees, agents, sub-contractors and students against soliciting or accepting any hospitality, entertainment or inducements which would impair their impartiality in relation to the business of the CIC/HKIC. The Applicant shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that its directors, employees, agents, sub-contractors and students are aware of the aforesaid prohibition and will not, except with permission of the CIC/HKIC, solicit or accept any advantage, hospitality, etc. in relation to the business of the CIC/HKIC.
- 6.2 The Applicant shall not, and shall procure that its directors, employees, agents, sub-contractors and students who are involved in this Agreement shall not, offer any advantage to any Board member or staff in relation to the business of the CIC/HKIC.

## **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, students, agents or other personnel.
- 9.2 The CIC/HKIC shall not be held liable for any matters arising from the participation of the Applicant and the Participants in the scheme, including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

## **10 Termination of Approved Project**

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

## **11 Settlement of Disputes**

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

## **12 Governing Laws and Jurisdiction**

- 12.1 This Agreement shall be governed by and construed in accordance with the laws of Hong Kong Special Administrative Region of the People's Republic of China.
- 12.2 The Applicant shall complete the Approved Training Plan once commenced. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.

## Sample

## Annex 3



### Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Application Form

Update: 20250901

(For CIC/HKIC Use)

App. No. : \_\_\_\_\_

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

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

Code : \_\_-\_\_ Q-\_\_\_\_\_

#### Part I: Information of Applicant (Training Body)

Name of Training Body : XXX ☐ Special Class of "Multi-Skilled Development"  
☐ Special Class of "Family Status"

Address of Training Body : 1/F, 95 XXX Road

Name of Person-in-charge : Chan Tai Man Position : Senior Manager

Telephone No. : 2976 XXXX Email : xxxconstruction@mail.com

#### Part II: Training Proposal

(1) Training Venue : XXX Training Ground

(2) Training Period : Oct 2022-Dec 2022

(3) Time of Training : Every Tue & Thu 7pm – 10pm (4) Length of Training : X Hours

(5) Proposed Number of Students : 10 (maximum 10 students per class, one Application Form for each class)

(6) Work Trade and Class Number : Fire Service Mechanical Fitter Class X

#### Part III: Particulars of Proposed Students

|                                 |  |
|---------------------------------|--|
| Name in Chinese : 學生一           |  |
| Name in English : Student One   |  |
| Name in Chinese : 學生二           |  |
| Name in English : Student Two   |  |
| Name in Chinese : 學生三           |  |
| Name in English : Student Three |  |
| Name in Chinese : 學生四           |  |
| Name in English : Student Four  |  |
| Name in Chinese : 學生五           |  |
| Name in English : Student Five  |  |
| Name in Chinese : 學生六           |  |
| Name in English : Student Six   |  |

**(Continued) Part III: Particulars of Proposed Students**

|                                 |  |
|---------------------------------|--|
| Name in Chinese : 學生七           |  |
| Name in English : Student Seven |  |
| Name in Chinese : 學生八           |  |
| Name in English : Student Eight |  |
| Name in Chinese : 學生九           |  |
| Name in English : Student Nine  |  |
| Name in Chinese : 學生十           |  |
| Name in English : Student Ten   |  |

**Part IV: Particulars of Proposed Trainer and Assistant Trainer****Trainer**

|                                  |  |
|----------------------------------|--|
| Name in Chinese : 導師一            |  |
| Name in English : Instructor One |  |

**Assistant Trainer**

|                                  |  |
|----------------------------------|--|
| Name in Chinese : 導師二            |  |
| Name in English : Instructor Two |  |

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

|                                     |                                                                    |                                                                       |                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Bricklayer | <input type="checkbox"/> Metal Worker                              | <input type="checkbox"/> General Welder                               | <input type="checkbox"/> Refrigeration/ Air-conditioning/ Ventilation Mechanic (Water System)      |
| <input type="checkbox"/> Plasterer  | <input type="checkbox"/> Metal Scaffolder                          | <input type="checkbox"/> Painter and Decorator                        | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Electrical Control) |
| <input type="checkbox"/> Tiler      | <input type="checkbox"/> Electrical Wireman                        | <input type="checkbox"/> Control Panel Assembler                      | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Air System)         |
| <input type="checkbox"/> Plumber    | <input type="checkbox"/> Fire Service Electrical Fitter            | <input type="checkbox"/> Carpenter (Formwork - Building Construction) | <input type="checkbox"/> Refrigeration/Air-conditioning/ Ventilation Mechanic (Thermal Insulation) |
| <input type="checkbox"/> Leveller   | <input checked="" type="checkbox"/> Fire Service Mechanical Fitter | <input type="checkbox"/> Window Frame Installer                       | <input type="checkbox"/> Building Security System Mechanic                                         |
| <input type="checkbox"/> Joiner     | <input type="checkbox"/> Bar Bender and Fixer                      | <input type="checkbox"/> False Ceiling Installer                      | <input type="checkbox"/> Glazier                                                                   |

## **Part VI: Declaration of Applicant**

1. Our Training Body understand and agree that the Construction Industry Council (CIC) / Hong Kong Institute of Construction (HKIC) has absolute right to decide whether to accept our application.
2. Our Training Body understand and agree that the CIC/HKIC has the right to request us to provide the supporting document(s) of the above information or further information and document(s) when considering this application. The CIC/HKIC also has the right to send representatives to inspect the above location(s).
3. Our Training Body understand and undertake to provide training to student(s) according to training syllabus and agree that the CIC/HKIC can send personnel to the venue at any time to inspect whether the training progress, environment and conditions are safe and reasonable after the approval of the application.
4. Our Training Body agree to provide the relevant insurance for trainers, assistant trainers and students. The CIC/HKIC is not held liable in any event.
5. Our Training Body declare that all information above and attached is true and accurate. We understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
6. Our Training Body 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 the reimbursed subsidy and make claims.
7. Our Training Body hereby confirm that the students register as registered general worker and possess at least 1-year post-qualification working experience related to the course of trades they applied for.
8. Our Training Body hereby confirm that we shall comply with the terms and conditions stipulated in the framework document of Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) as well as this application form and the terms and conditions specified in this application form as annexed. We confirm that all information is accurate.

## **Part VII: Declaration of Interest**

1. Our Training Body shall require our directors and employees to declare in writing to our Training Body any conflict or potential conflict between their personal/financial interests and their duties in connection with this Agreement. In the event that such conflict or potential conflict is disclosed in a declaration, our Training Body shall forthwith take such reasonable measures as are necessary to mitigate as far as possible or remove the conflict or potential conflict so disclosed. Our Training Body shall require our agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
2. Our Training Body shall prohibit our directors and employees who are involved in this Agreement from engaging in any work or employment other than in the performance of this Agreement, with or without remuneration, which could create or potentially give rise to a conflict between their personal/financial interests and their duties in connection with this Agreement. Our Training Body shall require our agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
3. Our Training Body shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that our directors, employees, agents, sub-contractors and students who are involved in this Agreement are aware of the provisions under the aforesaid sub-clauses 1 and 2.

## **Part VIII: Personal Data Collection Statement**

The collection of personal data, the purposes of collection and the disclosure and transfer of personal data are detailed in Annex "Personal Information Collection Statement".

### **《 Declaration on Compliance 》**

- ☐ Our Training Body confirmed that we have carefully read and understood the Declaration of Applicant, Annex of Terms and Conditions, all other information on this application, and confirmed that we have complied with the clauses in Declaration of Interest.
- ☐ Our Training Body confirmed that we have carefully read and understood the Personal Data Collection Statement annexed on this application.

(Please fill in the appropriate box with a "√" mark)

|                                                                                                     |                                                                                 |                                                                                                                              |              |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------|
| Please attach the following documents and put <input checked="" type="checkbox"/> in the box below: |                                                                                 | <div style="text-align: center;"></div> |              |
| <input type="checkbox"/>                                                                            | Training Schedule                                                               |                                                                                                                              |              |
| <input type="checkbox"/>                                                                            | CV of each trainer                                                              | Authorized signature _____ Training Body Chop                                                                                |              |
| <input type="checkbox"/>                                                                            | Course Application Form of each student                                         | Name : _____ Position : _____                                                                                                |              |
| <input type="checkbox"/>                                                                            | Copy of HKID, Safety Green Card, Trade Test Application Form and Allowance Form | Date : _____                                                                                                                 |              |
|                                                                                                     |                                                                                 | For CIC/HKIC Use                                                                                                             |              |
|                                                                                                     |                                                                                 | Endorsement : _____                                                                                                          | Date : _____ |

**Student Allowance Processing Form****學生津貼處理事宜**

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

請在需處理的學生津貼事項方格內加“✓”：

authorisation for student allowance payment into a bank account belonging to the student

☐ 授權學生津貼存入學生銀行賬戶

authorisation for student allowance payment into a bank account not belonging to the student

☐ 授權學生津貼存入非學生銀行賬戶

updating account information concerning student allowance payment

☐ 更新學生津貼入賬戶口資料

Name of Student

學生姓名: \_\_\_\_\_

Campus

院校: \_\_\_\_\_

Trade

科別: \_\_\_\_\_

Class

班別: \_\_\_\_\_

Student Number

學生編號: \_\_\_\_\_

**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 student allowance accrued (if any) from my studentship 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生津貼(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)

(銀行編號)

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

(Branch Code)

(分行編號)

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

(Account Number)

(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 Student: Self/ Parent/ Guardian/ Others (Please specify)

賬戶持有人與學生之關係：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 studentship 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 Student:

Date:

學生簽署: \_\_\_\_\_

日期: \_\_\_\_\_

---

## Part III 第三部份

The bank information in Part I is collected by the CIC to pay the student 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生津貼，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生守則。

✕ Signature of Student:

Date:

學生/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。

Student Number

學生編號: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Checked by:

Date:

核對人: \_\_\_\_\_

日期: \_\_\_\_\_

✕ Responsible Manager/

Officer- Centre Administration

Date:

負責經理/主任-中心行政 \_\_\_\_\_

日期: \_\_\_\_\_

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

**Intermediate Tradesman Collaborative Training  
Scheme (Skills Enhancement Courses)  
Course Evaluation Questionnaire**

Course Name : \_\_\_\_\_ Date : \_\_\_\_\_ YYYY \_\_\_\_ MM \_\_\_\_ DD

Course Code/Class Code : \_\_\_\_\_

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

**1. Training Progress**

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

**2. Course Arrangement**

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

**3. Teaching Performance**

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

**4. Site Arrangement and Facilities**

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

**5. Overall Assessment**

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

**6. Comments :**

---

---

---

Proposed Training Syllabus  
(Refer to Framework Document in Chinese Version)

**Supervisory Check for Student Applicants**  
**Eligibility Checking and**  
**Student 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 :** ITCTS / ITCTS(SEC)/ ACMTS - SEC *(Please Circle)*

**Check items:** It has been confirmed that the information of 5 students from the student summary record database is consistent (including student qualification check/data input)

| Item                                               | Consistent |
|----------------------------------------------------|------------|
| Training Management System (TMS)                   |            |
| Trade Test Management System (TTMS)                |            |
| Register of Construction Workers (On-line System)  |            |
| Student Summary Record (Intake/Drop out/Graduated) |            |
| Follow up/Remarks :                                |            |

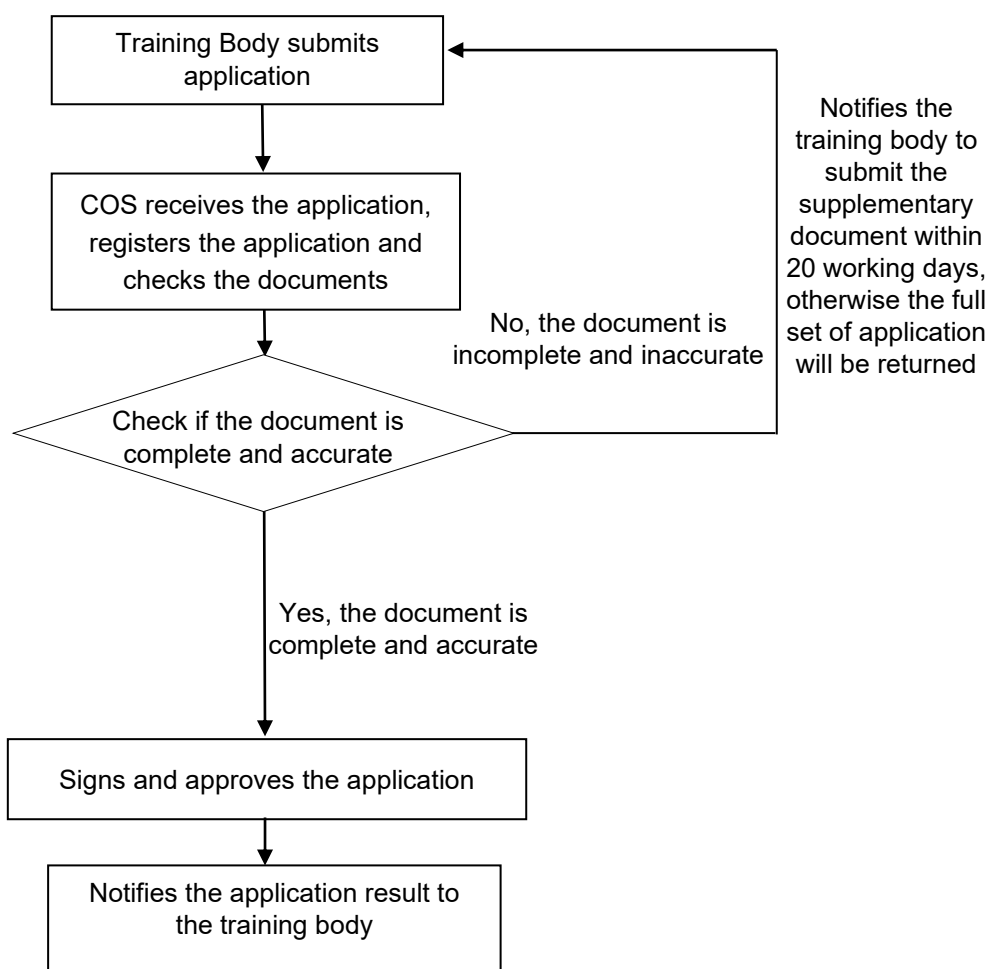
Supervisory Check Date: \_\_\_\_\_

First Checker: \_\_\_\_\_ Signature and date: \_\_\_\_\_

Supervisory Checker: \_\_\_\_\_ Signature and date: \_\_\_\_\_

# Procedure and Flowchart for Handling Scheme Application

| Handling Procedure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. COS receives the application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2. A-COS register and O-COS check whether the document is complete and accurate. The training body shall submit the following document to the CIC/HKIC for checking: (2.1) Completed Application Form ; (2.2) Training Schedule ; (2.3) Trainee Course Application Form ; (2.4) "Application Form of Trade Test and Construction Workers Registration" of each Trainee ; (2.5) CV of the trainer                                                                                                                   |
| 3. Notifies the training body to follow up matters (if any)<br>The training body is required to submit the supplementary document within 20 working days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 15 working days service pledge will be counted after receiving the complete and accurate submission document. If the application is returned, the trade union must resubmit the full set of document to the CIC/HKIC to re-process |
| 4. If the document is complete and accurate, the CIC/HKIC will process the application                                                                                                                                                                                                                                                                                                                                                                                                                             |



**Intermediate Tradesman Collaborative Training Scheme  
(Skills Enhancement Courses)  
Progress Report**

(To be completed by Training Body)

Name of Training Body: \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email : \_\_\_\_\_

Name of Trainer : \_\_\_\_\_ Training Location : \_\_\_\_\_

(To be completed by Trainee)

Name of Trainee: \_\_\_\_\_

Work Trades : \_\_\_\_\_

Training Period : \_\_\_\_\_(dd)\_\_\_\_\_(mm)\_\_\_\_(yyyy) to \_\_\_\_\_(dd)\_\_\_\_\_(mm)\_\_\_\_(yyyy)

Attendance Record of Trainee : \_\_\_\_\_ hours

Training contents : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

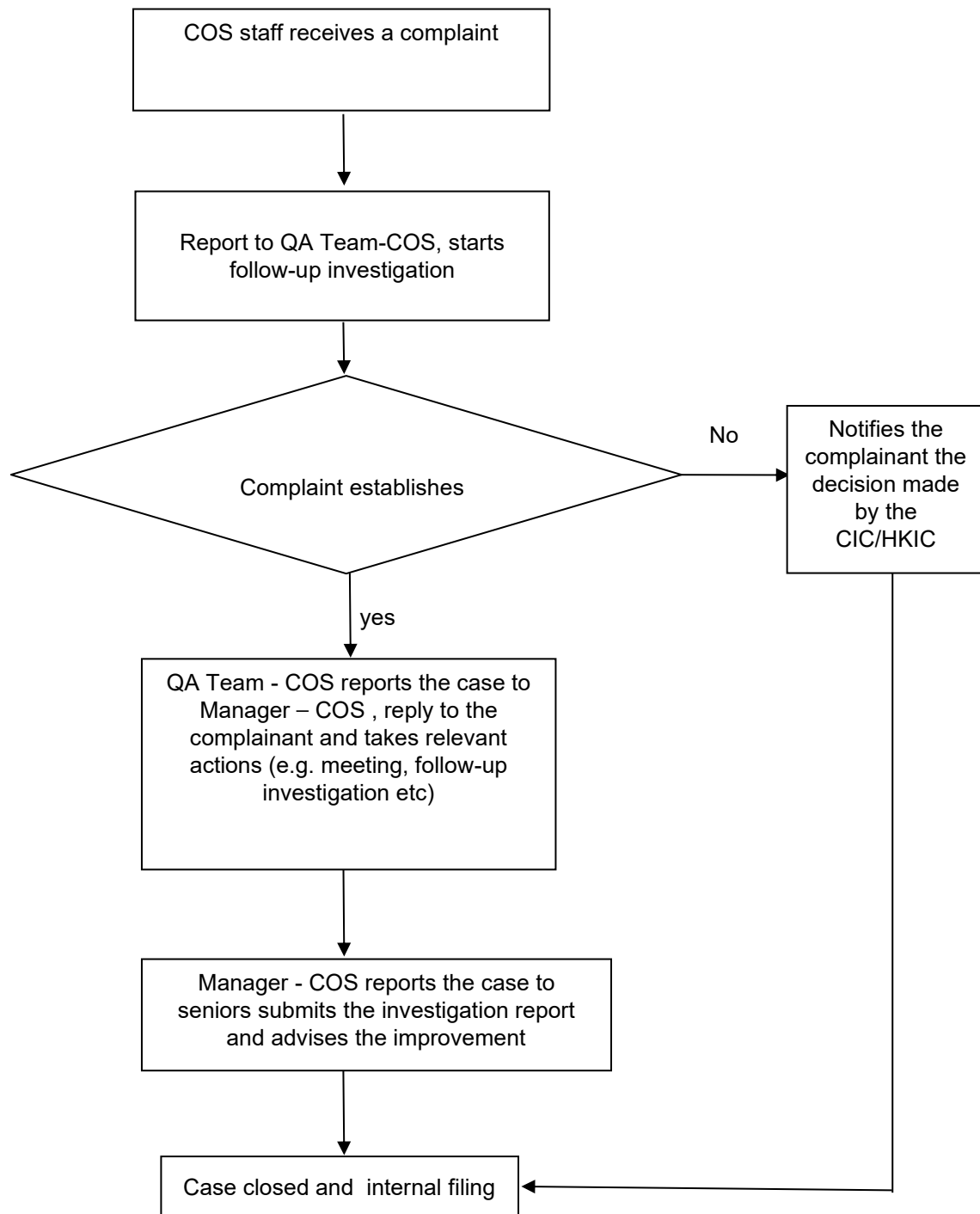
\_\_\_\_\_  
Training Body  
chop and  
authorized signature

\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_  
Date

## Flowchart for Complaint Handling

## Annex 10

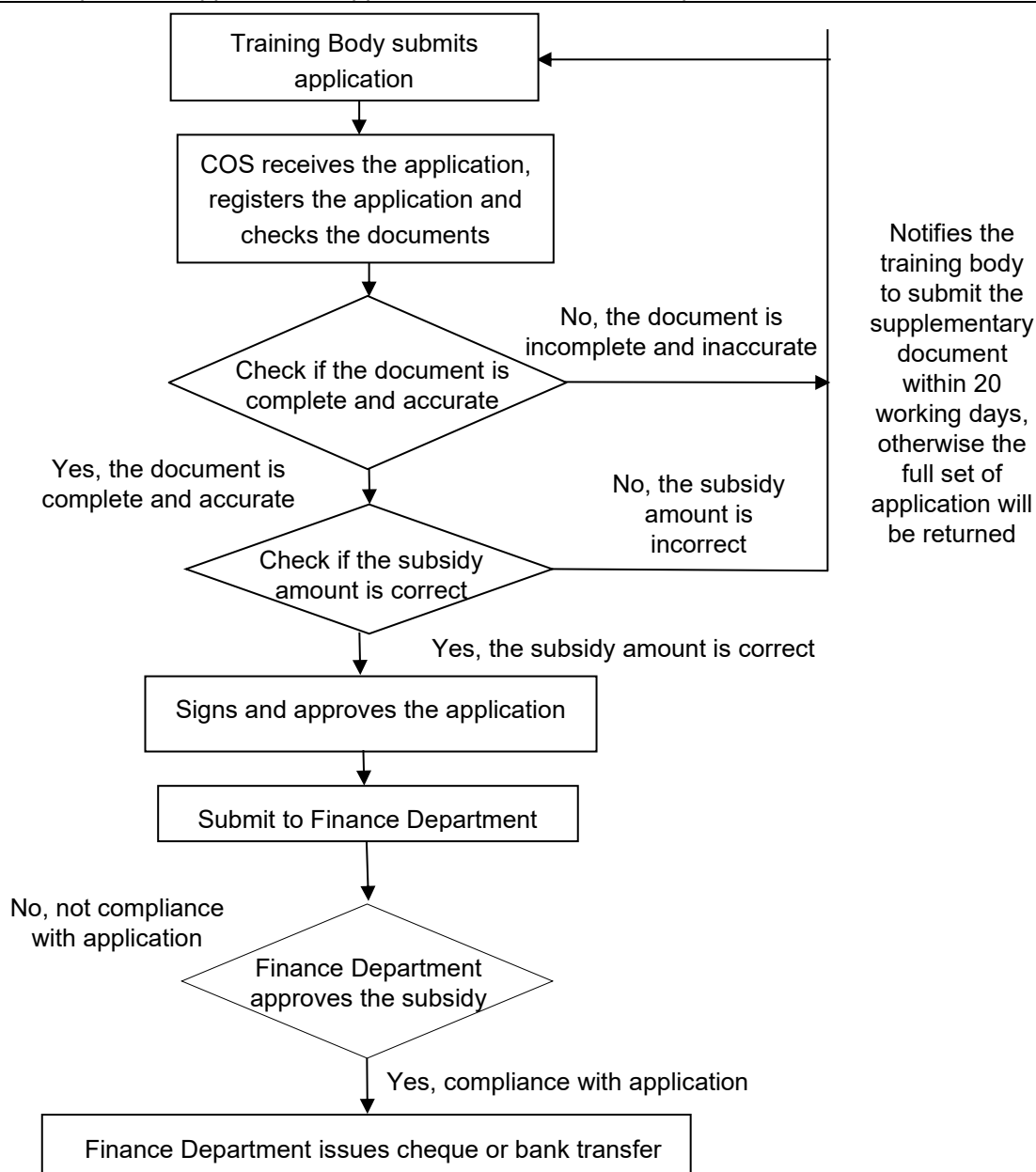


\*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

# Procedure and Flowchart for Handling Subsidy Reimbursement Application

## **Handing Procedure**

1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate, check whether the subsidy amount is correct. The Training Body shall submit the following document to the CIC/HKIC (Please refer to the following documents, 3 pages in total): (2.1) Invoice issued by the Training Body ; (2.2) Training log duly signed and chop of Training Body; (2.3) Student attendance record duly signed by student and both the trainer and assistant trainer. Additionally, a designated reviewer is required to countersign for verification at each class.
3. Notifies the Training Body to follow up matters (if any)  
The Training Body is required to submit the supplementary document within 20 working days after receiving the email notification from the CIC/HKIC. Otherwise, the full set of application will be returned. The 25 working days service pledge will be counted after receiving the complete and accurate submission documents. If the application is returned, the Training Body must resubmit the full set of document to the CIC/HKIC to re-process.
4. If the document is complete and accurate, COS will process the application and submit it to Finance Department.
5. Finance Department approves the application and issues the cheque or bank transfer



**Sample for Training Body's Invoice**

**培訓機構發票樣本**

*ABC* 培訓機構

發票號碼.: CIC012021001

日期:3/2/2023

建造業議會  
合作計劃  
香港九龍觀塘駿業街 56 號  
中海日升中心 38 樓

**發票**

**總額**  
**(港幣)**

中級技工合作培訓計劃 (技術提升課程) (水喉工) 資助  
課程日期:2022 年 10 月 10 日至 11 月 28 日

**\$XXXXXX**

負責人簽署及蓋章

**Authorised Signature**

**負責人簽署**

**Chop of Training Body**

**培訓機構蓋章**

張大明  
理事長

中級技工合作培訓計劃（技術提升課程）

學員進度報告表

Sample 樣本

培訓機構填寫

培訓機構名稱：ABC 培訓機構

聯絡人電話：9123 4567

電郵：abc@abc.com

培訓人員姓名：張小強

培訓地點：香港仔漁光道 95 號

學員填寫

Each trainee shall fill in and sign this progress report  
各學員須填寫及簽署此進度報告

學員姓名：陳大文

培訓工種：水喉工

培訓期：2022 年 10 月 10 日 至 2022 年 11 月 28 日

學員考勤紀錄：共出席 50 小時。

培訓內容：

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

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

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

備註：此表格在完成課程後提交

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

培訓機構負責人簽署及蓋章

Trainee's  
Signature  
學員簽署

學員簽署

Signing Date  
簽署日期

日期

ABC 培訓機構

課程出值紀錄表

課程：中級技工合作培訓計劃（技術提升課程）：水喉工

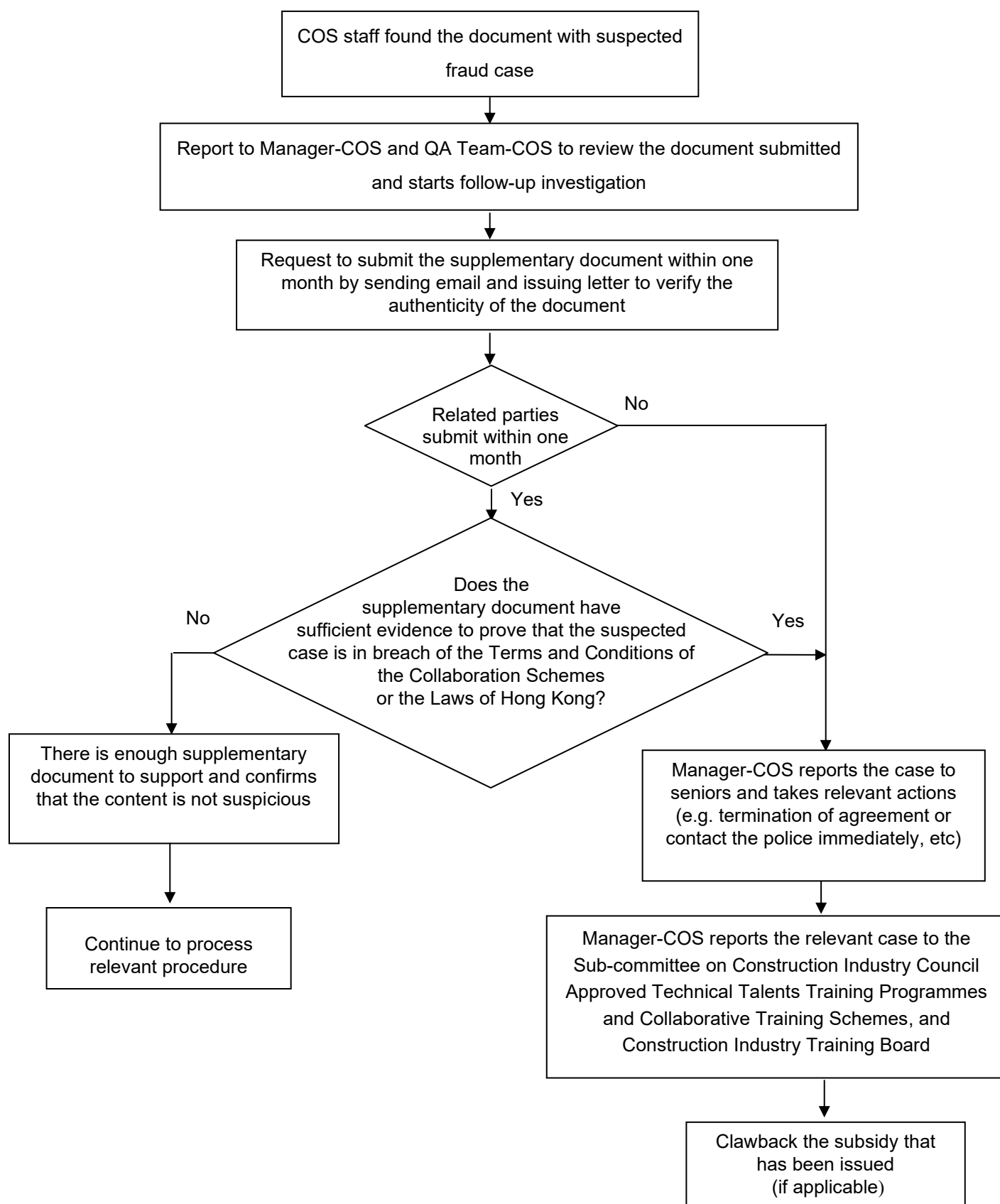
培訓日期：2022年10月10日至11月28日

**Sample for Trainee's and Trainer's Attendance Record**

**學員及導師出席紀錄表樣本**

|       |    |             | 學員姓名及簽署                                   |     |     |     |     |     |     |     |     |     | 出席人數 | 導師簽署                                      |      |
|-------|----|-------------|-------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-------------------------------------------|------|
| 日期    | 星期 | 時間          | 陳大文                                       | 學員B | 學員C | 學員D | 學員E | 學員F | 學員G | 學員H | 學員I | 學員J |      | 主導師                                       | 助理導師 |
| 10/10 | 六  | 09:00-13:00 | <b>Trainees' Siganture</b><br><b>學員簽署</b> |     |     |     |     |     |     |     |     |     | 10   | <b>Trainers' Siganture</b><br><b>導師簽署</b> |      |
| 10/10 | 六  | 14:00-18:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 24/10 | 六  | 09:00-13:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 24/10 | 六  | 14:00-18:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 7/11  | 六  | 09:00-13:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 7/11  | 六  | 14:00-18:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 21/11 | 六  | 09:00-13:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 21/11 | 六  | 14:00-18:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 22/11 | 日  | 09:00-13:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 22/11 | 日  | 14:00-18:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 28/11 | 六  | 08:00-13:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |
| 28/11 | 六  | 14:00-19:00 |                                           |     |     |     |     |     |     |     |     |     | 10   |                                           |      |

**Chop of Training Body**  
**培訓機構蓋章**

**Flowchart of Handling of Suspected Fraud Case**

## **Collaboration Training Scheme**

### **Resume of Trainer**

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

Name of  
Person-In-  
charge: \_\_\_\_\_

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

Signature and Training  
Body Chop: \_\_\_\_\_

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

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

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

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

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

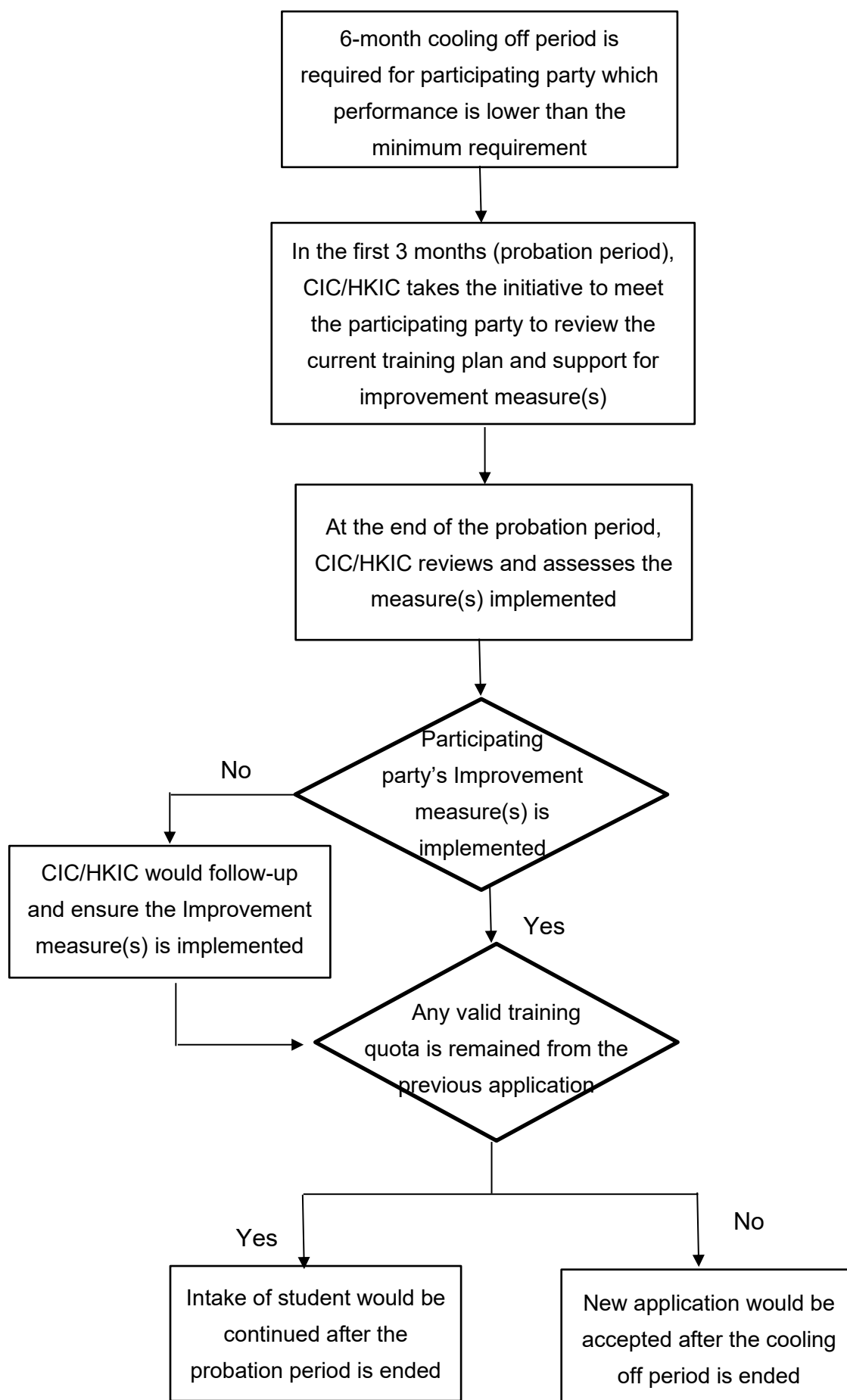
Remaining quota from approved application: \_\_\_\_\_

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

## Course Application Form

For Training Body use only  
Application No. : \_\_\_\_\_

Applicants are advised to take note of the following:

- 1) Please read the Application Guidelines carefully before completing this Form.
- 2) Fill in all the information required in this form clearly and please put a "✓" in the appropriate box.

**(I) Course Applied**

- ☐ Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses)
- ☐ Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Special Class of "Multi-Skilled Development"
- ☐ Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) Special Class of "Home Makers"

**(II) Course applied for:**Trade (1<sup>st</sup> Choice) : \_\_\_\_\_ Training ground : \_\_\_\_\_Trade (2<sup>nd</sup> Choice) : \_\_\_\_\_ Training ground : \_\_\_\_\_**(III) Personal Particulars: (Must be the same as shown on HKID Card or Passport)**

Name in Chinese : \_\_\_\_\_ Name in English : \_\_\_\_\_

HKID Card No. : \_\_\_\_\_ ( ) Gender : ☐ M ☐ F

Date of Birth (yyyy/mm/dd) : \_\_\_\_\_ [Applicants aged 65 or above are required to submit a Medical Examination Report completed and signed by a registered medical practitioner (Specific Form provided by Trade Testing centre).]

Contact No. (Mobile): \_\_\_\_\_ Contact No. (Residential): \_\_\_\_\_

Correspondence Address: Unit/ Flat \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_ Building \_\_\_\_\_

Estate \_\_\_\_\_ Street \_\_\_\_\_

District ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

(P.O. Box address is not acceptable.)

**(IV) Work Experience in Relevant Trade:**

| From (yyyy/mm) | To (yyyy/mm) | Company/Employer Information                                                                    | Relevant Construction Project                                                            |
|----------------|--------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                |              | Name of Company/Employer : _____<br>Contact Person and Job Title : _____<br>Contact No. : _____ | Concerned Trade : _____<br>Name of Construction Project : _____<br>Site Location : _____ |
|                |              | Name of Company/Employer : _____<br>Contact Person and Job Title : _____<br>Contact No. : _____ | Concerned Trade : _____<br>Name of Construction Project : _____<br>Site Location : _____ |

**(V) Construction Workers Registration**

Registration No. : CWR \_\_\_\_\_ Expiry Date (yyyy/mm/dd) : \_\_\_\_\_

"Green Card" No. : \_\_\_\_\_ Expiry Date (yyyy/mm/dd) : \_\_\_\_\_

**(VI) Declaration** (Note: Course applications may not be accepted should applicant decline to sign this Declaration.)

**Course Enrollment Statement**

1. I hereby declare that all information provided by me for applying Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) / Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Multi-Skilled") / Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Home Makers") (course) conducted in collaboration with this training body and Construction Industry Council (CIC) and all documents submitted with this application are true and correct. I understand that CIC reserves the right to spot check the information given and supporting document of applicants or students for assessment purpose. **I also understand that, if I supply false information or do not meet the eligibility, I may be disqualified from course admission, and I shall be demanded to offset the training costs, pay the course fees, and/or return the retraining allowance to CIC. CIC also reserves the right to report the cases to the Government law enforcement department(s) for fraud investigation and prosecution.**
2. I have read the Application Guidelines, and accept all the procedures and rules laid down by the CIC and the Training Body for course admission and disbursement of retraining allowance.
3. I understand and confirm that I meet the course's eligibility and requirements for student; I am not engaged in the course nor employee of the training body offering the courses applied.
4. I agree to authorize the training body and CIC to directly verify the information I provided for course registration with the relevant organization (e.g. employer), and agree to the transfer of such information between the training body and CIC, as well as the transfer of data to relevant government departments and CIC entrusted by CIC Consulting research and survey companies are used for reviewing applications, processing admissions and technical tests, issuing incentives and bonuses, training reviews and opinion surveys, etc.
5. I understand that if I do not provide all the information requested, the training body may not be able to process and/or consider my application.
6. I understand that the purpose of this course is to upgrade the technical skills of general workers to semi-skilled workers. If I successfully graduate from the relevant courses, the training body will follow up on my career progress. I will try my best to provide the training body with employment information during the follow-up period, including but not limited to employer name, position, salary and projects.
7. I understand that if I am 65 years old or above, I am required to get a Medical Examination Report completed and signed by a registered medical practitioner within 3 months before the course starts; and submit it to training body for transmission to the CIC before enrollment.
8. I understand and I will contact training body for enquiry or make changes in enrollment information.
9. I understand that CIC or training body reserves the right to amend the terms and conditions related to the course.

**(VII) Signature**

- ☐ I have carefully read and committed to the Course Enrollment Statement and Application Guideline and all other information in this Application.
- ☐ I hereby declare that all the information provided in this application form is true and complete, with no concealment or misrepresentation. I accept full responsibility for any inaccuracies or misleading information.

- ☐ **Suitable for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Home Makers")**  
**Declaration: I confirm that I am unable to enroll in the general Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) due to my time constraints as I am the "homemaker" at home.**

(Please fill in the appropriate box with a "V" mark)

Name of Applicant : \_\_\_\_\_ Signature : \_\_\_\_\_ Date of Application : \_\_\_\_\_

**For Training Body use only**

I have received and/or verified the following document(s) of the applicant

☐ HKID card

☐ "Green Card"

☐ I confirm that the applicant is not an employee of this Training Body

☐ Proof of work experience

☐ New Enhanced Training Support Measures – "Unemployed or Underemployed Construction Workers" Application Form (If applicable)

Remark : \_\_\_\_\_

Name of Staff : \_\_\_\_\_

Date of Receipt : \_\_\_\_\_

Chop of Training Body : \_\_\_\_\_

## Application Guidelines

### Eligibility

1. General Admission Criteria for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) :
  - (i) Eligible employees of Hong Kong (i.e. lawfully employable and not subject to conditions of stay, including Hong Kong permanent residents and new arrivals); and
  - (ii) Registered general workers; and
  - (iii) At least 1-year construction related working experience (verified by the training bodies); and
  - (iv) For those who have not passed any intermediate trade test or trade test or has not registered as registered semi-skilled workers or registered skilled workers of any trade under Construction Workers Registration Ordinance. However, those registered as registered skilled workers for <Construction Goods Vehicle Driver or their sub-categories> (C349a, C349b, C349c, C349d) and registered skilled workers for <Sub-categories of Plant and Equipment Operators> ((Plant and Equipment Operator (Suspended Working Platform)) C357, (Builder's Lift Operator) C332) are exempted; and
  - (v) For those who have not taken the training courses funded by the CIC and HKIC over one year prior to application.
2. General Admission Criteria for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Multi-Skilled") :
  - (i) Eligible employees of Hong Kong (i.e. lawfully employable and not subject to conditions of stay, including Hong Kong permanent residents and new arrivals); and
  - (ii) Registered as registered semi-skilled workers or registered skilled workers under Construction Workers Registration Ordinance (non-relevant work trade); and
  - (iii) Has not obtained relevant work trade of the intermediate trade test certificate or trade test certificate qualification; and
  - (iv) At least 1-year construction related working experience (verified by the training bodies); and
  - (v) For those who have not taken the training courses funded by the CIC and HKIC over one year prior to application.
3. General Admission Criteria for Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Home Makers") :
  - (i) Same as Item 1; and
  - (ii) Declaration of family status responsibilities
4. Eligibility for New Measures to assist Unemployment / Underemployment:
  - (i) Looking for a construction industry-related job in the past month but not getting employment; or
  - (ii) The total number of days employed in the construction industry in the two consecutive months is less than 15 days on average per month before application; and
  - (iii) Having been employed stably in the construction industry since 2024 (At least six months from Year 2024 onwards, the number of days of employment in the construction industry at least 15 days or more per month).
5. Employees of Training Bodies are not eligible to apply for any courses offered by the concerned Training Bodies.
6. Applicants must intend to engage in employment in the trade trained for. Interviews will be conducted by Training Bodies to ascertain such intention.
7. To be eligible for class enrolment, applicants must meet the General Admission Criteria and pass the interviews and entry tests (if applicable).

### Application Procedures and Supporting Documents Required

Applicants are required to complete the Course Application Form and provide original of the following supporting documents. Course applications may not be accepted should applicants fail to provide the information or documents required.

- (i) Proof of being eligible employee of Hong Kong (Students may be required to provide proof of being eligible employee of the Hong Kong during classes for verification of identities by staff of CIC and Training Bodies)
  - Hong Kong Permanent Identity Card or HKSAR Passport, or
  - Hong Kong Identity Card, with HKSAR Document of Identity for Visa Purposes or other travel documents, or
  - Other valid working permit or documents issued by the Hong Kong Immigration Department
- (ii) Valid "Green Card" during training period (For Applicants who recently re-validate the "Green Card" could also provide the previous card to expedite the application process.) ; Applicants who do not possess a valid "Green Card" may submit it later during the waiting period for course enrollment.
- (iii) Proof of work experience

Applicants should complete Part (III) Work Experience in Relevant Trade of the course application form for training bodies' verification. Students may be asked to provide proof of work experience as specified in the entry requirements of courses, e.g. reference letter from employer, employment contract, work/service agreement, staff identification card, salary statements, MPF statements, etc.

### **Trade Test and Disbursement of Bonus**

1. Training bodies will conduct internal assessment for students upon completion of the course. Qualified students with recommendation from the training bodies shall take part in Intermediate Trade Test provided by the CIC.
2. One free re-test will be arranged for students who fail in the intermediate trade test. Students shall comply with the requirements and arrangements by the Hong Kong Construction Industry Trade Testing Centre (HKCITTC).
3. Students shall achieve satisfactory attendance (85% or above) for the course and attend the intermediate trade test provided by the HKCITTC. Students who succeed in obtaining the Intermediate Trade Test qualification and registering as registered semi-skilled workers of the relevant trade under the "Construction Workers Registration Ordinance" shall provide proof for training bodies' verification and application for bonus. The second phase of incentive bonus will only be provided to trainees who are still working in the relevant work trades 3 months after passing the Intermediate Trade Test. [Applicable to the general students who are eligible for bonus]
4. Students shall achieve satisfactory attendance (85% or above) for the course and attend the intermediate trade test provided by the HKCITTC. Students who succeed in obtaining the Intermediate Trade Test qualification and registering as registered semi-skilled workers of the relevant trade under the "Construction Workers Registration Ordinance" shall provide proof for training bodies' verification and application for bonus, will also be required to track the employment status of graduates. [Applicable to the students who eligible to apply the new measures to assist Unemployment / Underemployment]
5. Students shall fulfill the requirements and comply with the guidelines regarding student selection and the disbursement of bonus.

### **Cancellation of Course Application/Enrolment**

1. Cancellation of course applications or class enrolment should be made in person or in writing to the Training Bodies offering the courses, no less than 7 working days prior to the course commencement date. Once cancelled, applicants should submit new course applications if they re-apply for the Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses).
2. Applicants, who fail to cancel course applications or class enrolment duly and do not show up for the course, will not be allowed to enroll in the Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses)/ Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Multi-Skilled") / Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Home Makers") within 3 months from the course commencement date.

### **Cancellation of Unemployment or Underemployment Measures Application**

If there is any change in the applicant's employment status while waiting for course admission or during the course period, the applicant must promptly notify the training body and withdraw the application for unemployment or underemployment support measures.

### **Fraud Prevention Measures**

1. CIC and training body conduct spot checks of students' declared educational attainment, employment status and/or employment relationship (if applicable). Students may be asked to provide relevant proofs in respect of course application and/or enrolment, including certification letter from employer and/or salary statements for verification.
2. Students not providing the required information will be put on the watch list, and their course applications will be suspended. Applicants on watch list are required to submit required information within 7 days, otherwise concerned application will not be accepted. Applicants' eligibility could be resumed after the required information is provided and no violation is found.
3. Should any false or inaccurate information be identified during random checks concerning the application for New Enhanced Training Support Measures for "Unemployment or Underemployment Construction Workers", the application may be rendered invalid or result in disqualification from the enrolled course. The applicant shall be liable to reimburse CIC for the associated training costs, course fees, and any disbursed training allowances or bonuses.
4. Students who, in the absence of a legitimate defense, are proven to have provided false information in order to enroll in CIC/HKIC courses and/or obtain course fee subsidies and bonus may be disqualified from course enrolment, course fee subsidies and/or disbursement of bonus. In addition, they are required to offset the training cost of courses, pay the course fees and/or return the bonus to CIC. CIC also reserves the right to report the cases to the law enforcement Government department(s) for fraud investigation and prosecution. Under the Theft Ordinance, Cap. 210 of the Laws of Hong Kong, any person dishonestly obtains for himself or another any pecuniary advantage by deception shall be liable on conviction to imprisonment for 10 years.

### **Enquiry**

1. Training Bodies are responsible for processing of course applications, informing applicants on the application results, course admission and trade test arrangement. For details, please contact the Training Bodies concerned.
2. For other comments or complaints, please call CIC hotline at 2100 9000.
3. For any changes to the course arrangements or the above-mentioned application guidelines, applicants are advised to contact the training body for the most up-to-date information.

## 1. Collection of Personal Data

- 1.1. The information you provide to the Training Body, including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will only be used to process the application for Training Body and CIC, including HKIC jointly organizes the Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) / Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Multi-Skilled") / Intermediate Tradesman Collaborative Training Scheme (Skills Enhancement Courses) (Special Class of "Home Makers") or relevant activities and the application for New Enhanced Training Support Measures for "Unemployment or Underemployment Construction Workers". The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to the Training Body is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply Training Body with complete information as specified on the application form. Otherwise, Training Body may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Assistant Manager – Central Office (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, 38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. As a member of the CIC, HKIC strictly follows the relevant policies of the CIC. For more information about our policies on privacy and personal data protection, you can access our Privacy Policy Statement at [https://www.cic.hk/eng/main/privacy\\_policy\\_statement](https://www.cic.hk/eng/main/privacy_policy_statement).

## 2. Purposes of Collection

Your personal data will be kept confidential and may be used by the CIC, including HKIC for the following purposes:

- a. Assessing your admission or relevant application, including payment and refund/reimbursement whenever necessary;
- b. Responding to situations involving a risk of health or safety, including an emergency;
- c. All other purposes in connection with the studies and assessments;
- d. Arranging for career services;
- e. Managing alumni affairs;
- f. Facilitating communication with you;
- g. Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583);
- h. Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.);
- i. Managing access to the CIC's premises and for security purposes;
- j. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- k. Handling complaints or enquiries;
- l. Performing analysis and conducting research and surveys;
- m. Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
- n. Other purposes related or incidental to the conduct of the CIC's activities; and
- o. Any other purposes that you may consent to from time to time.

## 3. Disclosure and Transfer of Personal Data

- 3.1. We may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
  - a. Any or all of the CIC's affiliates and/or subsidiaries;
  - b. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
  - c. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
  - d. Any party that owes a duty of confidentiality to the CIC.
- 3.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

## 4. Use of Personal Data Related to Direct Marketing

To keep you informed of CIC activities and developments in the construction industry which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to our training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

☐ I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction industry.

Signature \_\_\_\_\_

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

Updated in May 2026



1. Basic Information:

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date and Time:                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Student Name:                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Training Partner:                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Incident Category:<br>Please <input checked="" type="checkbox"/> when appropriate | <input type="checkbox"/> Natural or man-made disasters or accidents that endanger student, staff, or instructors.<br><input type="checkbox"/> Serious conflicts between student, or between students and staff of training partner (including instructors), such as verbal disputes or physical altercations.<br><input type="checkbox"/> Situations where apprentices, or their family members or friends, bring others, such as legislators, journalists, labour union representatives, or community officers, to the training partner's premises to lodge complaints related to the HKIC;<br><input type="checkbox"/> Incidents suspected of being illegal, unethical, or in serious violation of the framework documents/guidelines established by the HKIC for the relevant scheme; and<br><input type="checkbox"/> Incidents not falling under the above four categories but that could seriously affect the operations, image, or public interest of the HKIC or training partner. |

2. Description of the Incident: [Please provide a detailed description of the background, including the timeline, behaviours of the individuals involved, and the site environment]

3. Immediate Handling and Follow-up Actions:

Name and Position

of the Reporting Person : \_\_\_\_\_

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

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