

Intermediate Tradesman Collaborative Training Scheme (ITCTS)

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。如有需要索取此文件的中文版本，請致電 2100 9000 或以電郵 cos.itcts@hkic.edu.hk。

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1. Purpose

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

2. Terminology

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

a.	CIC	Construction Industry Council
b.	HKIC	Hong Kong Institute of Construction
c.	CITB	Construction Industry Training Board
d.	Sub-committee	Sub-committee on Construction Industry Council Approved Technical Talents Training Programmes and Collaborative Training Schemes
e.	Approved Project	Application of ITCTS approved by the CIC/HKIC
f.	Scheme	Intermediate Tradesman Collaborative Training Scheme (ITCTS)
g.	Agreement	Training agreement made between the CIC/HKIC and the Employer comprising this Framework Document, the Application Form submitted by the Employer and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form
h.	Student(s)	Also known as trainee(s), Employer(s) recommend qualified employee(s) to participate in the "Intermediate Tradesman Collaborative Training Scheme" through "first-hire-then-train" basis

3. Background

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

3.2 In order to integrate and optimize the original five collaborative training schemes, the CIC implements the "Intermediate Tradesman Collaborative Training Scheme" (ITCTS) in

2017. The Scheme aims to focus on trades with severe manpower shortage and simplifies the application procedure to make it easier for employers to apply.

4. Nature of the Scheme

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

5. Details of the Scheme

5.1 Eligibility of Student

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

- i) Aged 18 or above; and
- ii) 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
- iii) For those who have not taken the below courses **within one year**:
 - Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) of the CIC or HKIC; or
 - The courses under Collaborative Training Schemes which subsidised by the CIC or HKIC; or

For those who have not taken the CIC's or HKIC's Technician programmes **within**

two years; and

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

5.2 Employer Eligibility

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

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

5.3 Work Trade

5.3.1 There are totally 55 work trades under five categories. For details, please refer to Annex 1.

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

5.4 Training Period

5.4.1 For new practitioners, the overall training period is fixed at 1 to 6 months, which includes 2 weeks, 1 month or 2 months initial training, depending on work trades. For details, please refer to Annex 1.

- 5.4.2 For registered general workers, the overall training period is fixed at 3 to 6 months, which includes 1.5 weeks or 1 month initial training, depending on work trades. For details, please refer to Annex 1.
- 5.4.3 Registered general workers must meet the following requirements:
- i) Holder of “Registered General Workers” qualification; and
 - ii) Not less than 6 months of relevant working experience verified and recommended by the employers; and
 - iii) Not applicable to machineries and cranes operation work trades and some of the building and civil work trades.
- 5.4.4 For registered general workers to participate the Scheme, the employer shall complete the Application Form and please refer to Annex 4 for details. It is required to be approved by the CIC/HKIC before the commencement of the initial training.
- 5.4.5 Employers could apply the kickoff of on-site training. It is required to be approved by the CIC/HKIC before the commencement of the on-site training. Employer promises to provide the students with the basic knowledge of site safety, construction industry background, professional ethics and the main work trades during the on-site training, while achieve and agree to the following requirements:
- i) Confirms the student is registered general worker who possess a valid “Construction Industry Safety Training Certificate” (Safety Card) and relevant working experience, and the employer promises that the student obtains or enrolled in a safety course of the relevant work trade before starting the on-site training; and
 - ii) Employer is required to confirm and inform HKIC the start date of the On-Site Training before starting the training; and
 - iii) The training period and the training subsidies of On-Site Training remains unchanged, the arrangement of reimbursement application remains unchanged.

5.5 Requirement on Wage of Employing Students

- 5.5.1 The employers are required to sign "Employment Contract" or related certificate of employment with their employees which state clearly that the monthly salary is not less than \$13,400 during the on-site training. For details, please refer to Annex 5. The employment contract shall comply with the employment laws of the Hong Kong Special Administrative Region (HKSAR). Please refer to Annex 6 for Employment Contract sample.
- 5.5.2 The employers are required to provide adequate insurance coverage for its training, including Contractor's All Risk, Third Party Liability, Employee Compensation and any other insurance necessary for the execution of the trainings under the scheme. Such insurances shall cover the students and site trainers.

- 5.5.3 If the employer is found in breach of conditions of the agreement or relevant laws of the HKSAR, the CIC/HKIC will, in written form, request the employer for rectification and reporting the result before a prescribed time limit (normally within one month); otherwise, the CIC/HKIC will consider terminating the agreement and stop issuing subsidy to the employer. The CIC/HKIC also reserves the right to recover the issued subsidy.
- 5.5.4 Employers who have violated the agreement or relevant laws of the HKSAR may not be allowed to join or re-apply for this scheme. Those employers can lodge appeal to the CIC/HKIC for consideration.

5.6 Student Subsidy

5.6.1 Student Subsidy (Subsidise Student)

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

Example:

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

5.6.2 Student Subsidy (Subsidise Employer)

During the on-site training period, the CIC/HKIC shall provide student subsidy of \$6,500/month/student to employers if the student works for not less than 20 days per month, with the basis of 25 working days per month. Student subsidy will be prorated if the student works for less than 20 days per month. But if the student has less than 20 days due to the annual leave, sick leave and work injury leave, and no deduction in monthly salary, the student subsidy will still be fully paid.

Example:

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

- 5.6.3 During the on-site training period, the working days of students shall be calculated according to the attendance record submitted by their employers.
- 5.6.4 Once the overall training period ends, the CIC/HKIC will stop issuing the student subsidy.

5.7 Site trainer Subsidy (Subsidise Employer)

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

Example:

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

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

5.8 Completion Bonus

Student Completion Bonus (Subsidise Student)

- 5.8.1 A one-off \$10,000 completion bonus will be provided by the CIC/HKIC to the student who successfully accomplished the Intermediate Trade Test (ITT) or Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled

worker of the relevant trade under the “Construction Workers Registration Ordinance”, and attended all 4 days Follow-up Training in total provided by CIC/HKIC (if applicable). The one-off bonus shall be paid by the CIC/HKIC to the student directly. Please refer to Annex 7 for “Student Allowance Processing Form”.

- 5.8.2 If the student is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The student’s all free test opportunities will be forfeited and the student needs to apply the test on his/her own within 3 months; only 50% of the completion bonus (amount of \$5,000) will be issued for those who successfully accomplished the test and registers as a registered semi-skilled worker of the relevant trade.

Student Completion Bonus (Subsidise Employer)

- 5.8.3 A one-off \$10,000 student completion bonus subsidy will be provided by the CIC/HKIC to employers if their student passes the Intermediate Trade Test (ITT) or Certification Test or Completion Test of relevant work trades and registers as a registered semi-skilled worker of the relevant trade under the “Construction Workers Registration Ordinance”.

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

- 5.9.1 Employers shall arrange eligible site trainers to provide training for students.

- 5.9.2 A qualified site trainer must meet the following requirement:

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

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

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

- Refrigeration/Air-conditioning/Ventilation Mechanic (Thermal Insulation): Holder of the qualifications of respective trades in the “Construction Workers Registration Ordinance”.
- Lift Mechanic: Holder of valid “Lift Worker Registration Card”, Class A, B and C issued by the Electrical and Mechanical Services Department.

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

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

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

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

- i) Adequate training on operation of crawler crane/wheeled telescopic mobile crane/tower crane (e.g. possession of a certificate of competency issued by the manufacturer/supplier or valid operator certificate of the relevant crane); and
- ii) Substantial experience on operation of the crawler crane/wheeled telescopic mobile crane/tower crane involved (normally three years' relevant experience is preferred); and
- iii) Possess a Continuing Education Diploma in Occupational Safety and Health Practices issued by Occupational Safety and Health Council (OSHC); or Both possess mandatory basic safety training and a certificate of Safety Supervisor Course issued either by OSHC or the CIC.

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

5.9.6 Special Marine Work Trades are not included in the “Construction Workers Registration Ordinance” (CWRO), site trainers of these work trades are not able to registered as skilled workers. At the same time, there are currently no relevant trade test for these work trades. As a result, the qualification for site trainer Specialist Marine Work Trades will be reviewed and approved by both of the CIC and the organization which is supervising the project.

5.9.7 For the work trade of Loadshifting Machine Operator (Excavator Operator, Bulldozer Operator and Loader Operator), the qualification of trainer shall be in accordance with the Labour Department "Course Design and Specification for Training Courses for New

Operators of Loadshifting Machine". The site trainer on the practical session should possess the following:

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

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

- 5.9.8 For the work trade of Offsite Rebar Automation Cut and Bend Operator, the qualification of site trainer shall be no less than 5 years of experience in the offsite rebar automation and bend operation and obtain the confirmation from the relevant employer.
- 5.9.9 For the work trade of Tower Crane Worker's Assistant, the qualification of site trainer shall be no less than 10 years of experience in the tower crane installation and assembly, and holder the certificate of Tower Crane Competent Person (Erecting, Dismantling, Telescoping & Climbing).
- 5.9.10 For the work trade of Repair, Maintenance, Alterations and Additions (Building Construction) and Repair, Maintenance, Alterations and Additions (Electrical and Mechanical), the qualification of site trainer shall be the holder of one relevant trade test certificate or the Holder of valid "Certificate of Registration of Electrical Worker" (Grade A) issued by the Electrical and Mechanical Services Department with not less than 5 years relevant post qualification working experience; or with at least 7 years RMAA working experience operation and obtain the confirmation from the relevant employers or the organization which is supervising the project..
- 5.9.11 For the work trade of Cured-in-place pipe (CIPP) worker, the qualification of site trainer shall be no less than 5 years of experience in the Cured-in-place pipe and obtain the confirmation from the relevant employer and endorsed by Drainage Services Department.
- 5.9.12 For the work trade of Handcrafted Trail Worker, the qualification of site trainer shall be no less than 5 years of relevant working experience in Handcrafted Trail Work with completion of ITCTS Handcrafted Trail Worker course, or no less than 7 years relevant working experience in Handcrafted Trail Work. The relevant working experience is endorsed by the Agriculture, Fisheries and Conservation Department.

- 5.9.13 To ensure the quality of training, the CIC/HKIC has certain requirements for the site trainer-to-student ratio. For details, please refer to Annex 8.
- 5.9.14 Approved trainer list will be set up in Year 2022 and by using the relevant training figures, the overall passing rate of all students that is directly trained by the site trainer in the past year is calculated and that must not be less than 75%. When a new application is received, the CIC/HKIC will refer to the site trainer's performance in the past year as consideration for approving the application. In addition, each site trainer must participate the Trainer Exchange Session organized by the Hong Kong Construction Industry Trade Testing Centre to understand the key points of the relevant work trades.
- 5.9.15 Site trainers are required to enroll and complete the "Certificate in Instructing Techniques for Site Trainers" organised by HKIC. The training duration is 3 days. Upon completion and passing the assessment, a certificate will be issued. The certificate is valid for 5 years, and the site trainers are required to enroll the renewal course upon expiration.
- 5.9.16 If the site trainer fails to meet the overall passing rate which is 75%, the CIC/HKIC shall arrange a meeting (through face to face or telephone) with the employer and the site trainer to discuss the improvement plan. If the situation continues for two years, the site trainer will not be approved for a new application for one year and require to attend the site trainer revalidation course. The outstanding site trainer will present awards at the annual Employers Appreciation Ceremony to praise their outstanding performance.

5.10 CIC/HKIC Follow-up Training

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

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

- 5.11.1 Within 3 months after the end of training, students are required to take the Intermediate Trade Test (ITT) or Certification Test or Completion Test provided by the CIC/HKIC.
- 5.11.2 If the student fails the first free Intermediate Trade Test (ITT) or Certification Test or Completion Test, the student may be allowed to retake the test once for free. Thereafter, students are required to pay the test fees at their own expense.
- 5.11.3 If the student cannot pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test in the scheme, the eligibility of the student will not be affected when he/she applies for test on individual basis. If the test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the student is rated as “zero”, the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the student.
- 5.11.4 Certificate will be issued to the students who passed the Intermediate Trade Test (ITT) or Certification Test or Completion Test.
- 5.11.5 As there is no Intermediate Trade Test (ITT) or Certification Test for Specialist Marine Work Trades, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the organization who is supervising the project. The CIC/HKIC staff are responsible for invigilating and scoring the test.
- 5.11.6 As there is no Intermediate Trade Test (ITT) or Certification Test for Lift Mechanic, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Electrical and Mechanical Services Department. The CIC/HKIC staff are responsible for invigilating and scoring the test.
- 5.11.7 As there is no Intermediate Trade Test (ITT) or Certification Test for Offsite Rebar Automation Cut and Bend Operator, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Materials Association Limited - Rebar Processing Solution Committee. The CIC/HKIC staff are responsible for invigilating and scoring the test.
- 5.11.8 As there is no Intermediate Trade Test (ITT) or Certification Test for Tunnel Worker, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Association. The CIC/HKIC staff are responsible for invigilating and scoring the test.
- 5.11.9 As there is no Intermediate Trade Test (ITT) or Certification Test for Repair,

Maintenance, Alterations and Additions (Building Construction)/ (Electrical and Mechanical), a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and the Hong Kong Construction Association. The CIC/HKIC staff are responsible for invigilating and scoring the test. If Trade Test sets up ITT for related types of work, students will switch to the tests provided by Trade Test for assessment.

- 5.11.10 As there is no Intermediate Trade Test (ITT) or Certification Test for Cured-in-place-pipe (CIPP) worker, a Completion Test (written exam) which is reviewed and approved by both of the CIC/HKIC and Drainage Services Department. The CIC/HKIC staff are responsible for invigilating and scoring the test.
- 5.11.11 As there is no Intermediate Trade Test (ITT) or Certification Test for Handcrafted Trail Worker, a Completion Test shall be conducted as the graduation examination. The graduation examination is divided into two parts: a written exam and a practical skills assessment. The first part is the written exam. The questions and answers are drafted and reviewed by the Agriculture, Fisheries and Conservation Department (AFCD). The CIC/HKIC staff are responsible for invigilating and scoring the test. The second part is the practical skills assessment. Students are required to construct trail surfaces, steps, and drainage facilities on-site. Invigilators will assess the work based on the acceptance standards of the "Hand-built Trail" method, including criteria such as material selection, construction techniques, and safety measures. The site trainers are responsible for being invigilators, while the CIC/HKIC staff monitor the examination.
- 5.11.12 If the student is absent from any free test arranged by the CIC/HKIC and cannot provide reasonable excuse and evidence in writing within 10 working days after the absent day, the CIC/HKIC consider it to be absent without reason. The student's all free test opportunities will be forfeited, and the student needs to apply the test on his/her own within 3 months. (The Arrangement of Completion Bonus Please Refer 5.8.2)

5.12 Application Assessment

- 5.12.1 When the employer submits an application, the CIC/HKIC will check the following documents according to the established procedures:
- i) Copy of Business Registration Certificate; and
 - ii) The "Collaboration Training Scheme Resume of Site Trainer" (Annex 21) and copy of the relevant documents (applicable to new site trainer); and
 - iii) Record of Site trainers' Construction Workers Registration Card (if applicable); or
 - iv) Record of Site trainer's relevant trade test Certificate (if applicable); and

- v) Copy of Construction Contract of where the on-site training will be conducted primarily, sub-contract document or related proof of document (The training period must be within the contract period).

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

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

(a) Year

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

(b) Work Details

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

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

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

5.13 Deployment of Training Site and Transfer of Student

5.13.1 Deployment Of Training Site

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

5.13.2 Transfer of Student

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

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

5.14 Site Inspection

- 5.14.1 During the training period, the CIC/HKIC shall conduct site inspection at least one time per year to ensure that the training is properly conducted. During site inspection, the CIC/HKIC staff will communicate with student and site trainer and fill in the Site Inspection Report (for details, please refer to Annex 9) for record and necessary follow-up actions. Employers are responsible for arranging site inspection for the CIC/HKIC staff.
- 5.14.2 If the site inspection cannot be conducted as scheduled, the CIC/HKIC will prioritise the inspection according to the risk level. Sites with the person-in-charge refuses inspection without justifications or changes schedule for more than 3 times will be classified to be higher risk. One more time site inspection will be arranged for higher risk sites.

5.15 Assist in Student Recruitment

- 5.15.1 To enhance the effectiveness of the scheme, the CIC/HKIC shall assist the approved ITCTS employers to recruit students in recruitment day.
- 5.15.2 CIC/HKIC will be organized contact information of applicants who subscribed Intermediate Tradesman Collaborative Training Scheme (ITCTS) Recruitment Day information for promotion.
- 5.15.3 ITCTS Recruitment Day Application Forms (Annex 10) will be collected from recruitment event. CIC/HKIC will assist the employers to check the eligibility of applicants for their employers' reference. For details of student eligibility, please refer to item 5.1

5.16 Deferred Admission of Student

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

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

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

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

6. Requirement of Employers

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

6.2 The copy of the employment contract or related certificate of employment signed between employer and student, with Student Declaration Form and other relevant documents shall be submitted to the CIC/HKIC for approval. If the application is approved, the CIC/HKIC will inform the employer in writing (by email or by post).

6.3 The employment contract or related certificate of employment shall comply with the employment laws of the HKSAR. The contract period should not less than the on- site training period, which from 1 to 6 months, depends on work trades.

- 6.4 The employers shall pay salary on monthly basis to their students. The salary of the students must not less than the specific monthly salary of the CIC/HKIC which is \$13,400.
- 6.5 The employment contract shall mention clearly the amount of wages and payment method. The CIC/HKIC is not responsible for the terms and condition of the employment contract.
- 6.6 During the on-site training period, the employers shall submit the student's attendance record and salary record and site trainer's attendance record at site and etc. to the CIC/HKIC by monthly in order to receive the employer's subsidy.
- 6.7 The employers shall notify to the CIC/HKIC within 7 working days about the dropout of students. If the employer fails to report for more than a month, the CIC/HKIC will record on file and will reconsider any future application from the employer.
- 6.8 If the student cannot continue to complete the training due to situations of the site or unexpected circumstances in the training period, the employer can transfer the student to other sites or to a new employer to continue with the remaining training. For details, please refer to item 5.13.
- 6.9 Employers must arrange total four days for their students to attend the follow-up training provided by the CIC/HKIC. The employers must pay their salary for that day.
- 6.10 Employers are required to arrange the site trainers to apply and attend the "Certificate in Instructing Techniques for Site Trainers".
- 6.11 Employers shall supervise, monitor and inspect the training in accordance with the proposed training syllabus during the on-site training period. For details, please refer to Annex 11. The students should enhance their skills and pass the Intermediate Trade Test (ITT) or Certification Test or Completion Test conducted by the CIC/HKIC at the end of training and register as registered semi-skilled workers. In the event that the student's test score of the Intermediate Trade Test (ITT) or Certification Test or Completion Test is rated as "zero" (CIC/HKIC will notify the employer individually), the CIC/HKIC reserves the right to forfeit the free re-test and terminate the training provided by the employer for the student.
- 6.12 Quality assurance and performance assessment mechanism.

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

Assessment Period

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

6.12.1 Performance Indicator

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

Assessment Guidelines

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

6.12.2 During 6-month cooling-off period, CIC/HKIC takes the initiative to meet the employer to review the employer's current training plan and support for improvement measure(s) in the first 3 months (probation period). At the end of the probation period, CIC/HKIC reviews and assesses the measure(s) implemented. If the employer's application had been approved before, CIC/HKIC would have taken the initiative to meet the employer to discuss and implement the employer's improvement measure(s) before allowing 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 22). For flow chart for follow-up action on cooling-off period, please refer to Annex 23.

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

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

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

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

- 7.2 The CIC/HKIC shall provide the training log sheet to the students and record the training activities and the learned skills.
- 7.3 The CIC/HKIC shall arrange the Intermediate Trade Test (ITT) or Certification Test or Completion Test for the students at the end of training.
- 7.4 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.
- 7.5 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.
- 7.6 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.7 The CIC/HKIC may assist employers to recruit students where appropriate. Please refer to item 5.15.
- 7.8 The CIC/HKIC shall conduct an internal check for the data input and referral information periodically (usually no less than two months). The senior staff shall spot check the staff's data entry whether the inputted information is correct or not. The checker requires to summarize and to record the relevant circumstances, and then sign and file the Supervisory Check for Student Applicants Eligibility Checking and Student Summary Record. For details, please refer to Annex 12.

8. Application Procedures

- 8.1 Employer should complete the Application Form (for details, please refer to Annex 13) and submit together with all required supporting documents to the CIC/HKIC for checking and approval. For sample of application form, please refer to Annex 14.
- 8.2 The employer shall commence the training in accordance with the Approved Project.
- 8.3 Upon receipt of duly completed application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 15 working days to process the application. The CIC/HKIC shall notify the employer in writing (email or post) that its application has been approved. The terms and conditions set out in the Agreement shall become legally binding on the Employer and the CIC/HKIC upon the CIC/HKIC 's issue of such letter. The Employer is therefore advised to carefully read the defined terms

and condition before signing and submitting its application.

- 8.4 If there is any incomplete or inaccurate document in an application, the employer should submit supplementary document within 20 working days after receiving email notification from the CIC/HKIC. Otherwise, the entire application shall be returned.
- 8.5 Please refer to Annex 15 for application procedure and refer to Annex 16 for details of procedure and flowchart for handling scheme application.

9. Monitoring Procedures

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

10. Reimbursement of Employer's Subsidy

- 10.1 In accordance with the prescribed procedures for payment of subsidy, the employer shall first pay student salary and then apply for reimbursement of subsidy from CIC/HKIC. When employers apply for payment of subsidy or completion bonus, the following "Subsidy Reimbursement Supporting Documents" shall be submitted for the CIC/HKIC's verification.
- i) Payment Application Form, and
 - ii) Company Invoice, and
 - iii) Student Payroll Record[^], and
 - iv) Student's and site trainer's attendance record, and
 - v) Log Sheet endorsed by student and site trainer.

[^]Regarding to the "Student Payroll Record", the employer must provide the copy of supporting documents issued by a third party, such as bank transfer records, bank statements or MPF statements, etc., which showing the employee (i.e. student) income for that month or MPF contribution details. The CIC/HKIC may request additional information from the employer if necessary. The relevant amendments apply to all reimbursement applications submitted on or after January 1, 2025.

- 10.2 Employers are required to submit application for reimbursement of payment of subsidy in

accordance with part 10.1 above within 12 months from the month in which the student's wage was incurred by the employer in respect of a subsidy. Should the employer fail to submit an application within such time period, the CIC/HKIC shall not process the application for reimbursement.

- 10.3 During the initial training period, student subsidy will be paid to students directly by the CIC/HKIC. During the on-site training period, student salary shall be paid by the employer and the subsidy to be reimbursed by the CIC/HKIC afterwards. Student needs to fill in the form Annex 7.
- 10.4 The CIC/HKIC will process the application and check the completeness of the documents submitted by employer.
- 10.5 After endorsement by the CIC/HKIC, the Finance Department will process the applications for payment of subsidy. Upon receipt of duly completed reimbursement application form with all accurate details and all related complete and accurate supporting documents, the CIC/HKIC takes 25 working days to proceed and approve the application.
- 10.6 If there is any incomplete or inaccurate item in an application, the employer should submit supplementary information within 20 working days after receiving email notification from the CIC/HKIC. Otherwise, the whole application will be returned.
- 10.7 Please refer to Annex 18 and Annex 19 for the payment processing procedure and flowchart of Initial Training and Site Training respectively

11. Fraud Case and Termination of Agreement

- 11.1 If the CIC/HKIC finds document with suspected fraud case, the CIC/HKIC shall take follow-up actions in a serious manner. For the flowchart of the handling of suspected fraud case, please refer to Annex 20.
- 11.2 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay any subsidies in the event that the applicant is/are in breach of the terms stipulated in the Agreement.
- 11.3 No indemnity claims or claims of any other kind should be made against the CIC/HKIC by the applicant.

12. Forfeiture

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

13. Special Circumstances

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

14. Prevention of Bribery

- 14.1 The Employer 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 Employer 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 Employer 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.
- 14.2 The Employer 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.

15. Personal Data Collection Declaration

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

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

- a. To inform the applicant and 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 or any other purposes in connection with any other collaborative training schemes.
- b. To give the applicant and 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 applicant and student that he/she is free to choose whether he/she is willing to be informed of the above information.
- d. To inform the applicant and 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.

15.2 The employer, who is responsible for collecting the personal data from the applicant and student, must obtain the their written consent regarding the above.

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

Work Trade and Training Period (New Practitioners)

Annex 1

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

	Dredge Pipe Supervisor – TSHD	2	×	5.5 mos.	6 mos.
	Deep Cement Mixing Plant Operator	2	×	5.5 mos.	6 mos.
	Hydraulic Filling Vibro Compaction Rig Operator	2	×	5.5 mos.	6 mos.
	Floating Box Culvert Installation Operator	2	×	5.5 mos.	6 mos.
	Operator of Specialized Plant for Seabed Ground Treatment Works	2	×	5.5 mos.	6 mos.
	Sand Transshipment Operator	2	×	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	2	×	5.5 mos.	6 mos.

Plant and Equipment Operator Work Trade	Crawler-mounted Mobile Crane Operator	2	×	2.5 mos.	3 mos.
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)	2	×	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator	2	×	2.5 mos.	3 mos.
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)	2	×	2.5 mos.	3 mos.
	Tower Crane Operator	2	×	2.5 mos.	3 mos.
	Bulldozer Operator ^	1	×	1 mo.	1 mo.
	Loader Operator ^	1	×	1 mo.	1 mo.
	Excavator Operator ^	1	×	2 mos.	2 mos.
Electrical & Mechanical Work Trade (E&M Trade)	Electrical Wireman	2	×	5.5 mos.	6 mos.
	Fire Service Electrical Fitter	2	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	2	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Water System)	2	×	5.5 mos.	6 mos.
	Lift Mechanic	2	×	5.5 mos.	6 mos.
	Mechanical Fitter	2	×	5.5 mos.	6 mos.
Repair, Maintenance, Alterations and Additions Work Trade	Repair, Maintenance, Alterations and Additions (Building Construction)	2	×	5.5 mos.	6 mos.
	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)	2	×	5.5 mos.	6 mos.

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

^ Work Trade need to be approved by Labour Department

Category	Work Trade	Initial Training		Practical Training (iii)	Total Training Period (i)+(ii)+(iii)
		General Knowledge Training (weeks) (i)	Fundamental Skill Training (weeks) (ii)		
Building and Civil Work Trade (B&C Trade)	Bar Bender and Fixer	Not applicable		4 mos	4 mos
	Concretor			4 mos	4 mos
	Carpenter (Formwork - Building Construction/ Civil Construction)			4 mos	4 mos
	Site Surveying (Leveller)			4 mos	4 mos
	Surveying & Setting Out (Leveller)			4 mos	4 mos
	Bricklayer			4 mos	4 mos
	Tiler			4 mos	4 mos
	Plasterer			4 mos	4 mos
	Painter and Decorator	1.5	2.5	4 mos.	5 mos
	Marble Worker (Polishing)	1.5	2.5	4 mos.	5 mos
	Plumber	1.5	2.5	4 mos.	5 mos
	Drainlayer	1.5	2.5	4 mos.	5 mos
	Tower Crane Workers' Assistant	1.5	2.5	4 mos.	5 mos
	Piling Operative (Bored Pile)	1.5	×	5.5 mos.	6 mos.
	Offsite Rebar Automation Cut and Bend Operator	1.5	×	5.5 mos.	6 mos.
	Metal Worker	1.5	×	5.5 mos.	6 mos.
	General Welder	1.5	×	5.5 mos.	6 mos.
	Metal Scaffolder	1.5	×	2.5 mos.	3 mos.
	Metal Formwork Erector	1.5	×	2.5 mos.	3 mos.
	Ground Investigation Operator	1.5	×	2.5 mos.	3 mos.
	Tunnel Worker	1.5	×	2.5 mos.	3 mos.
	False Ceiling Installer	Not applicable		4 mos	4 mos
	Curtain Wall Installer			4 mos	4 mos
	Cured-in-place-pipe (CIPP) Worker			4 mos	4 mos
	Construction Plant Mechanic			5.5 mos.	5.5 mos.
	Handcrafted Trail Worker			1 mo.	1 mo.
Specialist Marine Work Trade	Underwater Geotextile Special Barge Operator	1.5	×	5.5 mos.	6 mos.
	Underwater Band Drain Special Barge Operator	1.5	×	5.5 mos.	6 mos.
	Sand Pumping Barge Operation Supervisor	1.5	×	5.5 mos.	6 mos.
	Anchor Boat Operator	1.5	×	5.5 mos.	6 mos.
	Rock Placing Pelican Barge Operator	1.5	×	5.5 mos.	6 mos.
	Dredge Pipe Supervisor – TSHD	1.5	×	5.5 mos.	6 mos.

	Deep Cement Mixing Plant Operator	1.5	×	5.5 mos.	6 mos.
	Hydraulic Filling Vibro Compaction Rig Operator	1.5	×	5.5 mos.	6 mos.
	Floating Box Culvert Installation Operator	1.5	×	5.5 mos.	6 mos.
	Operator of Specialized Plant for Seabed Ground Treatment Works	1.5	×	5.5 mos.	6 mos.
	Sand Transshipment Operator	1.5	×	5.5 mos.	6 mos.
	Underwater Lamination Sand Placing Special Barge Operator	1.5	×	5.5 mos.	6 mos.
Plant and Equipment Operator Work Trade	Crawler-mounted Mobile Crane Operator	Not applicable		2.5 mos.	2.5 mos.
	Crawler-mounted Mobile Crane Operator (Apprentices Scheme)			2.5 mos.	2.5 mos.
	Wheeled Telescopic Mobile Crane Operator			2.5 mos.	2.5 mos.
	Wheeled Telescopic Mobile Crane Operator (Apprentices Scheme)			2.5 mos.	2.5 mos.
	Tower Crane Operator			2.5 mos.	2.5 mos.
	Bulldozer Operator ^			1 mo.	1 mo.
	Loader Operator ^			1 mo.	1 mo.
	Excavator Operator ^			2 mos.	2 mos.
Electrical & Mechanical Work Trade (E&M Trade)	Electrical Wireman	1.5	×	5.5 mos.	6 mos.
	Fire Service Electrical Fitter	1.5	×	5.5 mos.	6 mos.
	Fire Service Mechanical Fitter	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Air System)	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Thermal Insulation)	1.5	×	5.5 mos.	6 mos.
	Refrigeration/Airconditioning/Ventilation Mechanic (Water System)	1.5	×	5.5 mos.	6 mos.
	Lift Mechanic	1.5	×	5.5 mos.	6 mos.
	Mechanical Fitter	Not applicable		5.5 mos.	5.5 mos.
	Repair, Maintenance, Alterations and Additions (Building Construction)			5.5 mos.	5.5 mos.
Repair, Maintenance, Alterations and Additions Work Trade	Repair, Maintenance, Alterations and Additions (Electrical and Mechanical)			5.5 mos.	5.5 mos.

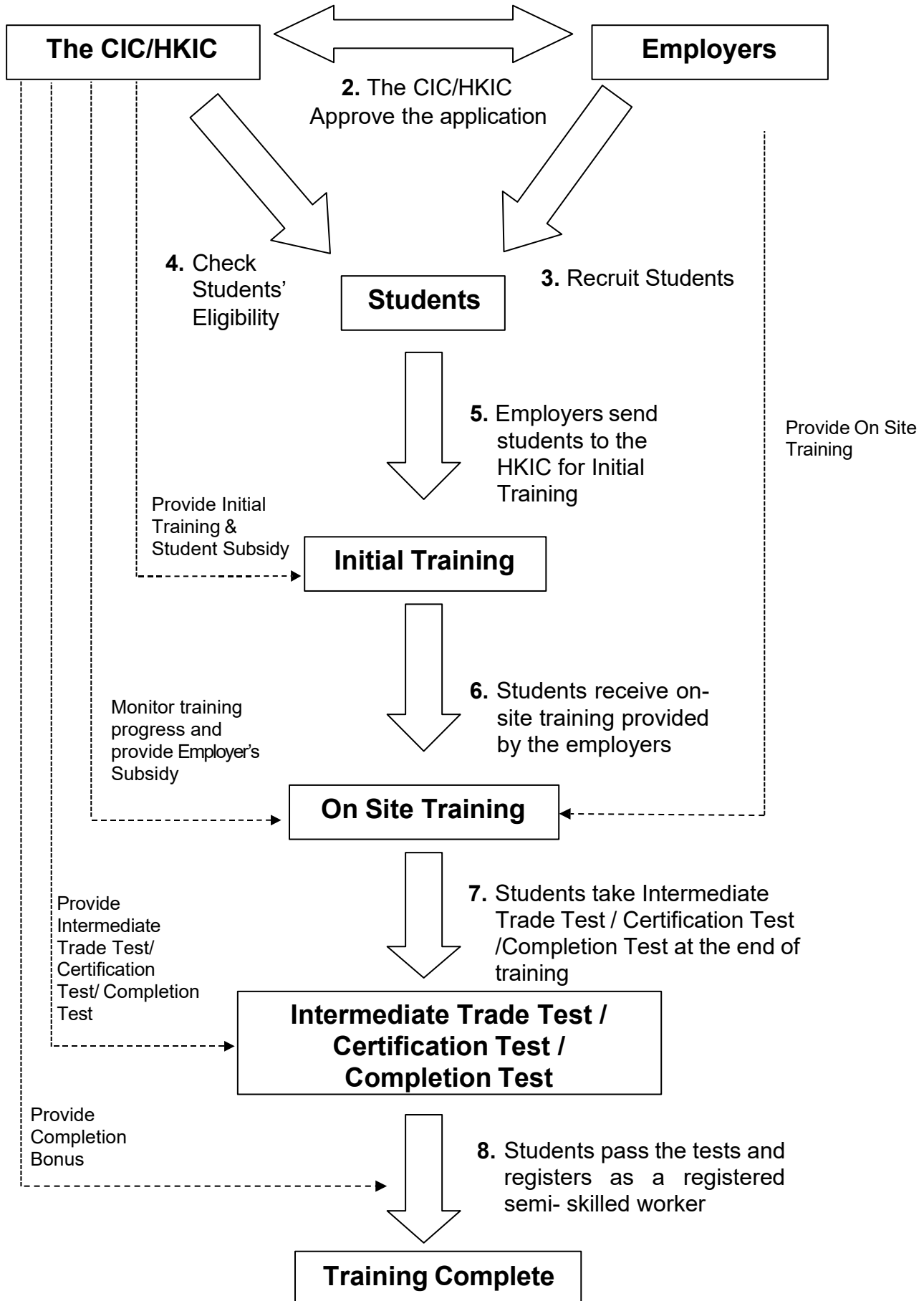
* Note: 0.5 month is counted as 15 calendar days.

^ Work Trade need to be approved by Labour Department

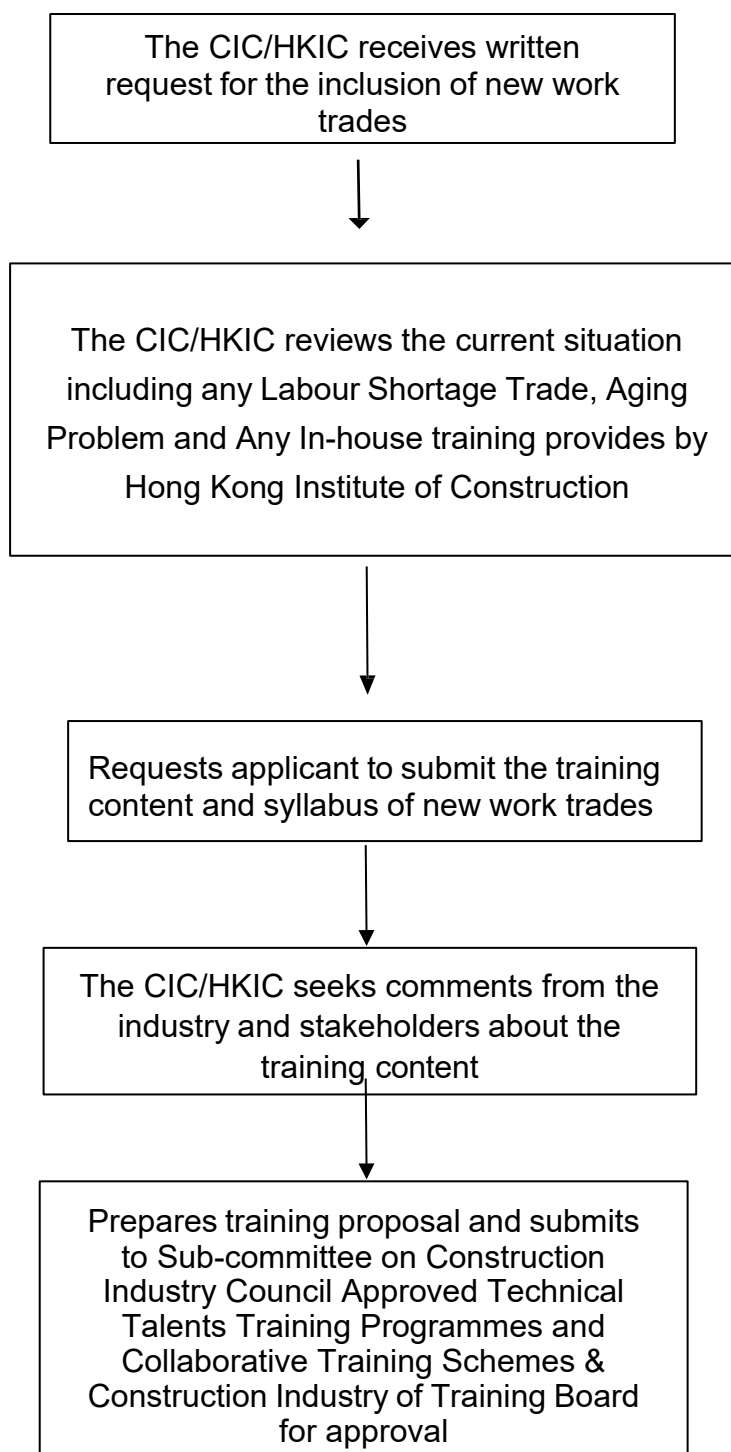
Flow Chart of ITCTS

Annex 2

1. Employers submit application



Flow Chart of Procedure on Inclusion of New Work Trades



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

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

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

申請公司名稱 Company Name: _____

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

學生資料 Students Information

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

《個人資料收集聲明》

1. 個人資料的收集

- 1.1 香港建造學院（學院）為建造業議會（議會）機構成員之一。你向學院提供的資料，包括《個人資料(私隱)條例》（第486章）中定義的任何個人資料，只會用於與議會（包括學院）活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。
- 1.2 你是否向學院提供個人資料純屬自願性質。然而，如果你提供資料之目的是為了作出某項申請，你便須向學院提供申請表格上所指明的資料。否則，學院可能無法處理或考慮你的申請。如果你未滿十八歲，在向我們提供你的個人資料前，應先徵詢你的父母或監護人。
- 1.3 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函 香港建造學院，助理經理—中央部門（查閱資料要求），地址為九龍觀塘駿業街56號中海日升中心38樓。如你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至enquiry@cic.hk。學院作為議會成員，嚴格遵守議會的相關政策。如需要更多關於我們在私隱及保障個人資料政策的資料，請參閱我們的私隱政策 (https://www.cic.hk/chi/main/privacy_policy_statement/)。

2. 收集的目的

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- a. 評估你的入學申請（包括必要時安排付款和退款等）；
- b. 應對涉及健康或安全風險的情況，包括緊急情況；
- c. 所有與你於香港建造學院之學習及評核相關的所有其他目的；
- d. 安排就業服務；
- e. 管理畢業生事務；
- f. 利便與你的通訊；
- g. 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第587章）及《建造業工人註冊條例》（第583章）；
- h. 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
- i. 管理進出議會處所和保安目的；
- j. 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- k. 處理投訴或查詢；
- l. 進行分析、研究和意見調查；
- m. 進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守；
- n. 與議會活動進行相關或附帶的其他目的；及
- o. 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

3.1. 因應第2段所述目的，我們可能披露或轉移你的個人資料予第三方，包括但不限於以下：

- a) 任何或所有議會的關聯及/或附屬公司；
- b) 任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務(包括保險、銀行或議會使用的任何第三方支付網關服務)以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；
- c) 議會的专业顧問，包括但不限於律師、會計師和審計師；或
- d) 對議會負有保密責任的任何一方。

3.2. 按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

4. 使用個人資料於直接促銷

為了告知你可能有興趣的議會活動及建造業發展狀況，議會希望使用你的個人資料，包括你的姓名、電話號碼、通訊地址和電郵地址，向你提供有關我們的培訓課程、工藝測試、註冊、活動及其他工作範疇和建造業發展的最新資訊。

你可自由決定是否願意接收此類信息。如果你選擇收有關信息，請勾選下面的方框。如果日後你希望更改有關選擇，可以透過書面形式通知我們。

☐ 本人希望接收議會任何有關推廣活動或建造業的發展信息。

《Personal Data Collection Statement》

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. 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.

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 for admission, 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 your 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 promotional information from the CIC in relation to its activities or developments in the construction industry.

聲明及簽署 Declaration

☐ 本公司/本人有意加入建造業議會認可技術專才培訓計劃(CICATP)認可僱主名冊；及提名合資格的合作計劃畢業生參與 CICATP高級技工(大工)的工種培訓。計劃詳情: <https://hkic.edu.hk/chi/atp>。

I am interested in joining the Approved Employer List of CICATP ; and nominate qualified collaboration scheme students to be skilled workers through work trades training under CICATP. Scheme details: <https://hkic.edu.hk/chi/atp>.

☐ 本人已仔細閱讀並理解本頁的收集個人資料聲明。

I confirm that I have carefully read and understood the Personal Information Collection Statement printed overleaf.

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

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

公司蓋印及授權人簽署 Company chop and authorized signature

姓名 Name: _____

職位 Position: _____

日期 Date: _____

Student Subsidy

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

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

Sample Employment Contract

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

1. **Commence-ment of Employment**
 - (i) The Construction Industry Council/Hong Kong Institute of Construction Initial Training
A fixed period of _____ days initial training from _____ to _____.
Initial training will be provided by the Construction Industry Council/Hong Kong Institute of Construction to deliver basic construction and safety knowledge. The Construction Industry Council/Hong Kong Institute of Construction will provide allowance to the student directly. (Employment shall be effective after initial training)
 - (ii) Employment effective from _____,
☐ until either party terminates the contract.
☐ for a fixed term contract for a period of _____ * day(s) / week(s) / month(s) / year(s),
 ending on _____.
 A fixed period of _____ months on site training starts on the employment effective date.
 On-the-job training will be provided by the employer to deliver basic operation skill of relevant trades. After the training, the student is required to take the Intermediate Trade test / Certification Test provided by the Construction Industry Council/Hong Kong Institute of Construction, the training will be completed after students pass the relevant tests.
2. **Probation Period** ☐ No ☐ Yes *day(s) / week(s) / month(s)

3. **Position and Section Employed**

4. **Place of Work**

5. **Working Hours**

☐ Fixed, at _____ days per week, _____ hours per day

from _____ *am/pm to _____ *am/pm
and _____ *am/pm to _____ *am/pm

☐ Shift work required, _____ hours per day
 from _____ *am/pm to _____ *am/pm
 or _____ *am/pm to _____ *am/pm

☐ Shift work required, at _____ working day(s) per *week/ month, _____ hour(s).
 totalling _____

☐ Others _____
 (details of the arrangement on working hours and total working hours)
6. **Meal Break** ☐ Fixed, from _____ *am/pm to _____ *am/pm *with/without pay
 _____,

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

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

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

* Please delete the word(s) as inappropriate

7. **Rest Days** ☐ On every _____, *with / without pay

☐ On rotation, _____ day(s) per *week/month, *with / without pay

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

8. **Wages**

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

plus the following allowance(s) :

☐ Meal allowance of _____ per * day / week/ month
\$ _____

☐ Travelling allowance of _____ per * day / week/ month
\$ _____

☐ Attendance allowance of _____ (amount)
\$ _____

_____ (details of criteria and calculation of payment)

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

_____ (details of criteria and calculation of payment and date of payment)

(b) **overtime** ☐ At the rate of \$ _____ per hour
pay†

☐ At the rate according to *normal wages / _____ % of normal wages

(c) **payment** ☐ Every month, on _____ day of the month
of

wages & for wage period from _____ day of the month to _____ day of *the month/ the following month.

wage

period(s)†

☐ Twice monthly, payable on

(i) _____ day of *the month / following month

for wage period from _____ day of the month to _____ day of *the month/ the following month.

(ii) _____ day of *the month / following month

for wage period from _____ day of the month to _____ day of *the month/ the following month.

☐ Once for every _____ *day(s)/week(s)

for wage period from _____ to _____ .

9. **Holidays†**

The Employee is entitled to:

☐ statutory holidays as specified in the Employment Ordinance

☐ public holidays

☐ **plus** other holidays (please specify) _____

10. **Paid Annual Leave†**

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

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

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

17 Work

**Arrangements
during
Typhoon†**

☐The Employee is required to work when typhoon signal no.8 or above is hoisted. In addition to wages, the employee is entitled to **typhoon allowance / travelling allowance at \$ _____ or _____ % of normal wages.*

☐The Employee is not required to work when typhoon signal no.8 or above is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less _____ hours before close of working hours. than _____

18. Work

**Arrangements
during Black
Rainstorm
Warning†**

☐The Employee is required to work when black rainstorm warning is hoisted. In addition to wages, the employee is entitled to **rainstorm allowance / travelling allowance at \$ _____ or _____ % of normal wages.*

☐The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less _____ hours before close of working than _____ hours.

19. Others

The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.

(If appropriate) Additional rules and regulations , rights, benefits or protection promulgated under the ** Company Handbook* / _____ also form part of this contract.

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

* Please delete the word(s) as inappropriate

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

Signature of Employee

Signature of Employer or Employer's Representative

Name in full: _____

HK I.D. No: _____

Date: _____

Name in full: _____

Position held: _____

Date: _____

Chop of the Company

Student Allowance Processing Form

Name : _____ Student number: _____

Please tick the appropriate box(es) :

- ☒ authorization for training allowance into a bank account belonging to the student
- ☐ authorization for training allowance into a bank account not belonging to the student
- ☐ updating account information concerning student allowance payment

Part I: Information

To: Construction Industry Council / Hong Kong Institute of Construction
(hereinafter referred to as the CIC / HKIC)

I, _____, hereby authorized CIC/HKIC to transfer the training allowance accrued from my studentship to the following bank account. A copy of the bank account information is hereby attached. The bank information is collected for the purpose of issuing the training allowance only and will not be used for other purpose.

Bank Name: (English) _____

Account No:

--	--	--

 –

--	--	--

 –

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

(Bank code) (Branch Code) (Account Number)

Name of Bank Account Holder: (English) _____

Part II: Declaration

- I hereby authorized CIC/HKIC to transfer the allowance accrued from my Studentship 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 agreed that bank acknowledgement will suffice and neither me 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.
- I declared 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 provided. Meanwhile, my qualification for any subsequent applications to this course shall be forfeited.
- I agreed that if I am registered for the course, I shall abide by the Student Regulations of the CIC / HKIC.

Personal Information Collection Statement

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- 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.

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- c. All other purposes in connection with your 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:
 1. Any or all of the CIC's affiliates and/or subsidiaries;
 2. 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;
 3. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
 4. 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 information from the CIC or HKIC in relation to its activities or developments in the construction industry
- ☐ I confirm that I have carefully read and understood the Personal Information Collection Statement and all other information on this application.

#Signature of Student: _____ Date: _____

Remarks: A student aged 18 or above may sign on his/her own.

Part III (To be completed by HKIC)

Input and checked by: _____
(Assistant-Campus Administration)

Date: _____

(# Please delete as inappropriate)
(20250315)

Site trainer to Student Ratio and Site trainer Subsidy(Subsidise Employer)

Annex 8

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

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

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



工地巡查報告

Site Inspection Report

第一部份：學生基本資料 Part I: Student' Basic Information

培訓計劃：

Training Scheme:

學生姓名：

Name of Student:

班別：

Class:

公司名稱：

Name of Company:

註冊導師姓名：

Name of Registered Trainer(s):

工地培訓期：

On-site Training:

聯絡電話：

Contact no.:

工種：

Work Trade:

由：

From:

至：

To:

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

工地巡查日期：

時間：

Inspection Date:

Time:

第

次探訪

Number of visit(s):

工地聯絡人：

聯絡電話：

On-site Representative:

Phone no.:

巡查地點：

Location of Site:

第三部份：學生培訓跟進 Part III: Training Progress

- 1) 學生之個人資料是否曾作更改? ☐ 是 ☐ 否
Any change of personal information? Yes No
(如是，請註明) (If YES, please specify)
- 2) 是否以月薪支薪? ☐ 是 ☐ 否
Wages paid by monthly payment? Yes No
- 3) 是否曾發生拖欠薪金的情況? ☐ 是 ☐ 否
Any cases of default in payment of wages? Yes No

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

非常不滿意	不滿意	滿意	非常滿意
Totally Unsatisfactory	Unsatisfactory	Satisfactory	Totally Satisfactory
1	2	3	4

意見反映：Comments:

學生簽署

Signature of Student

第五部份：學生工作表現 Part V: Student' Performance

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

	非常不滿意 Totally Unsatisfactory	不滿意 Unsatisfactory	滿意 Satisfactory	非常滿意 Totally Satisfactory
學生整體表現： Overall performance of Student:	1	2	3	4
學生行為： Behavior of Student:	1	2	3	4
學生學習能力： Learning ability of Student:	1	2	3	4
學生勤奮性： Diligent of Student:	1	2	3	4
學生合作性： Collaborativeness of Student:	1	2	3	4
學生安全習慣： Safety habit of Student:	1	2	3	4

意見反映：

Comments:

註冊導師簽署
Signature of Trainer

內部專用 For Internal Use Only

個案類型：☐ 意見反映

☐ 投訴

Case type: Comments

Complaint

備註：

Remarks:

1) 投訴是否成立? (如適用)

Is this a reasonable complaint?
(If applicable)

☐

是

Yes

☐

否

No

投訴個案編號：

Compliant case no.:

請註明原因：

Please specify:

2) 投訴是否需要跟進巡查?

Further inspection to be arranged for this complaint

☐

是

Yes

☐

否

No

備註：

Remarks:

巡查人員上級之意見/建議：

Comments / recommendations from senior staff:

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



中級技工合作培訓計劃招募日申請表
Intermediate Tradesman Collaborative
Training Scheme (ITCTS) Recruitment Day
Application Form

COS-015
2025/3/15
Rev12

CONTACT INFORMATION 聯絡資料 (* Must 必須填寫) (Please ✓ at the appropriate boxes 請在適當 ☐加✓號)

Salutation 稱謂	☐ Mr 先生 ☐ Ms 女士/小姐	*Mobile Number 流動電話	
*Chinese Name 中文姓名		* English Name 英文姓名	

PERSONAL PARTICULARS 個人資料 (Optional 可選擇是否填寫)

Year of Birth 出生年份		Email 電郵	
--------------------	--	----------	--

DATE AVAILABLE FOR TRAINING 可受訓日期

☐ Immediate 即時 ☐ One month notice 獲確定後一個月通知 ☐ Date 日期 : _____

LANGUAGE 語言

☐ Cantonese 廣東話 ☐ English 英語 ☐ Putonghua 普通話 ☐ Others 其他 (請註明 Please specify) :

SUPPLEMENTARY INFORMATION 補充資料

	Yes 有/是	No 沒有/不是
1. Do you hold a valid Construction Workers Registration Card? 你是否持有有效之建造業工人註冊證?		
2. Do you hold a valid Mandatory Basic Safety Training Courses (commonly known as 'Green Card')? 你是否持有有效之強制性基本安全訓練課程(俗稱「平安咭/綠咭」)?		
3. Are you an applicant with a disability? (If yes, please fill in "Continue to Q2") 你是否殘疾人士? (如是, 請填寫「續問題2」)?		
4. Do you need to take medicine regularly or receive continued medical treatment? 你過去或現在是否需要長期服用藥物或接受治療?		
5. Are you allergic to any construction materials or substances, e.g. thinner, paints, dust, power and/or afraid of working at heights? 你有否對任何物料或工作環境 (如天拿水、漆油、木糠或高空工作、攀棚架、粉塵及吊船) 敏感或不適?		

Continue to Q2續問題2

If yes, please indicate nature and degree of disability to facilitate arrangement.
如為殘疾人士, 請註明殘疾性質及程度, 以便作出適當的安排。

Note 註:

- Applicants with a disability are considered on equal terms with other applicants. The above conditions will not affect the decision on offer of appointment.
在遴選時對殘疾人士及其他申請人一視同仁。以上情況不會影響取錄決定。
- Applicants should have appropriate abilities to distinguish colours, good mental and physical conditions, and the ability to lift heavy loads manually. Those who are under long-term medication may require recommendation from a medical practitioner. Should a student fail to catch up the curriculum or unable to fulfill the requirements mentally/physically, Hong Kong Institute of Construction may request the student to withdraw from program.
學生需具備合適的分辨顏色能力、良好精神及體格狀況, 並有能力提舉重物。凡需長期服用藥物者, 可能需要醫生推薦。如在入學後未能跟上學習進度或精神/體能上未能達到要求, 香港建造學院保留要求學生退出的權利。

☐ I confirm that I have carefully read and understood the Personal Information Collection Statement printed as annexed.
本人已仔細閱讀並理解附頁的《收集個人資料聲明》。

Applicant's Signature 申請人簽署

Date 日期

1. Collection of Personal Data 個人資料的收集

- 1.1. The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the "CIC"), 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. The activity and the required personal data are detailed in the application form.

你向建造業議會、其關聯及/或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司（統稱「議會」）提供的資料，包括《個人資料(私隱)條例》（第486章）中定義的任何個人資料，只會用於與議會活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。

- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC 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.

你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料的目的是為了作出某項申請，你便須向議會提供申請表格上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。

- 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 Officer-Collaboration Scheme (Data Access Request), 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. For more information about the CIC's policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的主任——合作計劃（查閱資料要求），地址為九龍觀塘駿業街56號中海日升中心38樓。如你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請參閱我們的私隱政策(https://www.cic.hk/chi/main/privacy_policy_statement/)。

2. Purposes of Collection 收集的目的

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

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- Eligibility check of applicant to join Intermediate Tradesman Collaborative Training Scheme;
中級技工合作培訓計劃學員資格審查；
- Facilitating communication with you;
利便與你的通訊；
- 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);
履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》（第587章）及《建造業工人註冊條例》（第583章）；
- 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.);
確立、行使或維護議會的法律權利及遵從議會的法律和規管責任（包括打擊洗錢責任、遵從法院或監管機構的命令等）；
- Managing access to the CIC's premises and for security purposes;
管理進出議會處所和保安目的；
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- Handling complaints or enquiries;
處理投訴或查詢；
- Performing analysis and conducting research and surveys;
進行分析、研究和意見調查；
- Performing audits and compliance reviews to ensure compliance with the applicable CIC's policies and procedures, regulations and law;
進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守；
- Other purposes related or incidental to the conduct of the CIC's activities; and
與議會活動進行相關或附帶的其他目的；及
- Any other purposes that you may consent to from time to time.
你不時同意的任何其他目的。

3. Disclosure and Transfer of Personal Data 個人資料的披露及轉移

- 3.1 The CIC 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:

因應第2段所述目的，議會可能披露或轉移你的個人資料予第三方，包括但不限於以下：

- Any or all of the CIC's affiliates and/or subsidiaries;
任何或所有議會的關聯及/或附屬公司；
- 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;
任何代表議會營運或維持會員資格、活動註冊、導賞預約、研究及/或分析，或代表議會進行後端服務、行政服務、驗證服務、雲端服務或資訊科技服務，或向議會提供所需支援或服務（包括保險、銀行或議會使用的任何第三方支付網關服務）以便議會提供服務的第三方服務提供商、承包商或分包商，及代表議會履行合約規範責任之實體；
- Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
議會的專業顧問，包括但不限於律師、會計師和審計師；或
- Any party that owes a duty of confidentiality to the CIC.
對議會負有保密責任的任何一方。

- 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.

按照任何適用於議會的法律規定或規管性質規定或法院命令，議會可能披露及轉移你的個人資料。

4. Use of Personal Data Related to Direct Marketing 使用個人資料於直接促銷

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 CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

為了告知你可能有興趣的議會活動及建造業發展狀況，議會希望使用你的個人資料，包括你的姓名、電話號碼、通訊地址和電郵地址，向你提供有關議會的培訓課程、工藝測試、註冊、活動及其他工作範疇和建造業發展的最新資訊。

You are free to decide whether you wish to receive such information. If you choose not 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. You may freely decide whether you wish to receive such information. If you choose to receive such information, please tick the box below. If you later wish to change your choice, you can notify us 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.
本人希望接收議會任何推廣活動或建造業的發展信息。

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

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

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

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: _____

機密 CONFIDENTIAL



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

(For CIC/HKIC Use)

No.: ITCTS _____

Date of Rec: _____

Last Update: _____

Code: _____

For submitting application, please e-mail to cos.itcts@hkic.edu.hk

Part I: Application Nature (One trade for each application only)		☐ HKCSA	☐ RSTCF
☐ Voluntary ☐ Mandatory (Specified in the Construction Contract) ☐ Mandatory (Labour Importation Scheme)			

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

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

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

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

Part VI: Trainer Information	Please provide the copy of certificates (e.g. Trade Test Certificate, Construction Workers Registration Card, etc.) and CV showing the proposed trainer possessed the required relevant qualification and working experience. Please note the ratio of trainer to students of the applied work trade.
Name in Chinese :	Contact No. :
Name in English :	

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

*For applying Cured-in-place pipe (CIPP) Worker and Handcrafted Trail Worker, please submit the site trainer information with on the Additional Information Page to relevant Department for endorsement before submitting to CIC/HKIC for processing application.

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

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

Part VIII: Declaration of Applicant

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

Part IX: Declaration of Interest

1. Our company/I shall require our/my directors and employees to declare in writing to our company/me 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 company/I 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 company/I shall require our/my agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
2. Our company/I shall prohibit our/my 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 company/I shall require our/my agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
3. Our company/I shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that our/my 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 X: Personal Information Collection Statement

《Personal Information Collection Statement》

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. 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.

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 for admission, 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 your 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 not 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.

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

《Declaration on Compliance》

- ☐ Our company/I confirm that our company/I have carefully read and understood the 《Personal Information Collection Statement》, all other information as annexed on this application and confirmed that we/I have complied with the clauses in 《Declaration of Interest》
- ☐ Our company/I confirm that our company/I have carefully read and understood and agreed to be bounded by the ITCTS employers' guide.
(☑ is a must)

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

☐	Copy of Business Registration Certificate
☐	Contract of Construction Project, including (1) name of the main construction contract, (2) reference no. of the main construction contract, (3) name of the main contractor, (4) start date of the construction project, (5) end date / duration for the project, and (6) signing page of both parties (Including main construction contract and sub-contract)
☐	Trade Test certificate (both front and back sides), Construction Workers Registration Card, etc. of each proposed trainer
☐	CV of each proposed trainer, showing required relevant working experience

Endorsement:

Authorized signature _____ Stamp of Company _____

Name: _____ Position: _____

Date: _____

For CIC/HKIC use

Approved by:		Date:	
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Additional Information

Continued – Part VI: Trainer Information

For each proposed trainer, please provide the copy of certificates (e.g. Trade Test Certificate, Construction Workers Registration Card, etc.) and CV showing the proposed trainer possessed the required relevant qualification and working experience. Please note that the ratio of trainer to students of the applied work trade.

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

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

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

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

For Drainage Services Department / Agriculture, Fisheries and Conservation Department use			
Site Trainer's has ☐ At least 5 years / ☐ At least 7 years relevant working experience related to the training syllabus in ☐ Cured-in-place pipe (CIPP) / ☐ Handcrafted Trail Worker			
Endorsed by: (Signature & Post/Title)		Date:	

Appendix - Terms and Conditions

1 Defined Terms and Interpretation

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

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

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

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

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC/HKIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall commence training for the approved 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; and
 - (b) Documents submitted by the Applicant in relation to the monthly subsidy reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply the subsidies solely towards the Approved Projects in accordance with the Framework Document.

4 Insurance

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

5 Bankruptcy or Receivership

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

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

10 Termination of Approved Project

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

11 Settlement of Disputes

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

12 Governing Laws and Jurisdiction

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



機密 CONFIDENTIAL

**Sample of Intermediate
Tradesman Collaborative
Training Scheme (ITCTS)
Application Form**

(For CIC/HKIC Use)

No.: ITCTS _____

Date of Rec: _____

Last Update: _____

Code _____

For submitting application, please e-mail to cos.itcts@hkic.edu.hk

Part I: Application Nature (One trade for each application only)		☐ HKCSA	☐ RSTCF
☒ Voluntary ☐ Mandatory (Specified in the Construction Contract)			
☐ Mandatory (Labour Importation Scheme)			

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

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

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

Part V: Information of Construction Site
(1) Reference Number of main construction contract : Project XXXXXXXXXX (12345)
(2) Name of the Main Contractor of the construction contract : XXXXXXXXXX Limited
Applicant must provide the <u>copy of the construction contract</u>, including the following items:
(i) Name of the main contract (iii) Name of the main contractor (v) Completion Date/ Period
(ii) Number of the main contract (iv) Commencement Date (vi) Page of both parties endorsement

Part VI: Trainer Information	Please provide the copy of certificates (e.g. Trade Test Certificate, Construction Workers Registration Card, etc.) and CV showing the proposed trainer possessed the required relevant qualification and working experience. Please note the ratio of trainer to students of the applied work trade.
Name in Chinese : 陳偉	Contact No. : 12345678
Name in English : Chan Wai	

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

*For applying Cured-in-place pipe (CIPP) Worker and Handcrafted Trail Worker, please submit the site trainer information with on the Additional Information Page to relevant Department for endorsement before submitting to CIC/HKIC for processing application.

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

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

Part VIII: Declaration of Applicant

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

Part IX: Declaration of Interest

1. Our company/I shall require our/my directors and employees to declare in writing to our company/me 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 company/I 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 company/I shall require our/my agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
2. Our company/I shall prohibit our/my 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 company/I shall require our/my agents and sub-contractors to impose similar restriction on their directors and employees by way of a contractual provision.
3. Our company/I shall take all necessary measures (including by way of internal guidelines or contractual provisions where appropriate) to ensure that our/my 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 X: Personal Information Collection Statement

《Personal Information Collection Statement》

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. 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.

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 for admission, 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 your 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 not 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.

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

《Declaration on Compliance》

- ☒ Our company/I confirm that our company/I have carefully read and understood the 《Personal Information Collection Statement》, all other information as annexed on this application and confirmed that we/I have complied with the clauses in 《Declaration of Interest》
- ☒ Our company/I confirm that our company/I have carefully read and understood and agreed to be bounded by the ITCTS employers' guide.
(☒ is a must)

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

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

Endorsement:

Chan Tai-Man

CTS
CONSTRUCTION
LIMITED

Authorized signature

Stamp of Company

Name: _____ Position: _____

Date: _____

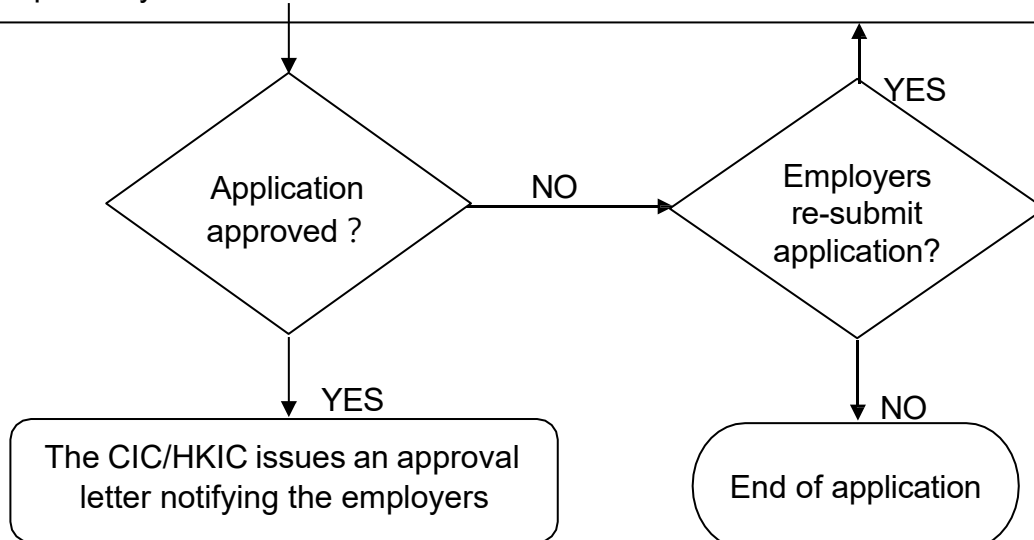
For CIC/HKIC use

Approved by:		Date:	
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Application Procedure

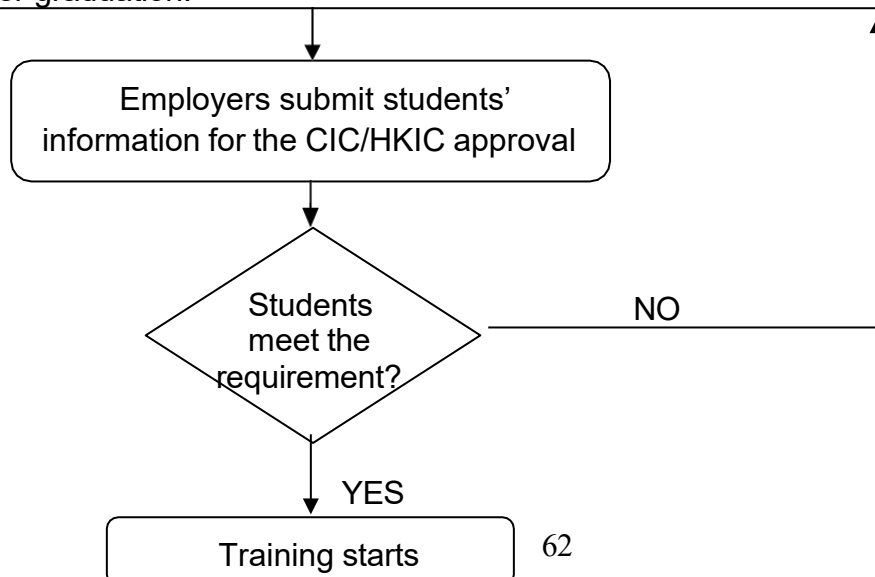
Employers submit completed application form with the following documents:

- i) Copy of Business Registration Certificate; and
- ii) Site trainers qualification and proof of working experience such as CV and the copy of supporting certificates; and
- iii) Record of site trainers' relevant Trade Test Certificate (if any); and
- iv) Record of site trainers' Construction Workers Registration Card (if any); and
- v) Copy of Construction Contract of where the on-site training will be conducted primarily or sub-contract document



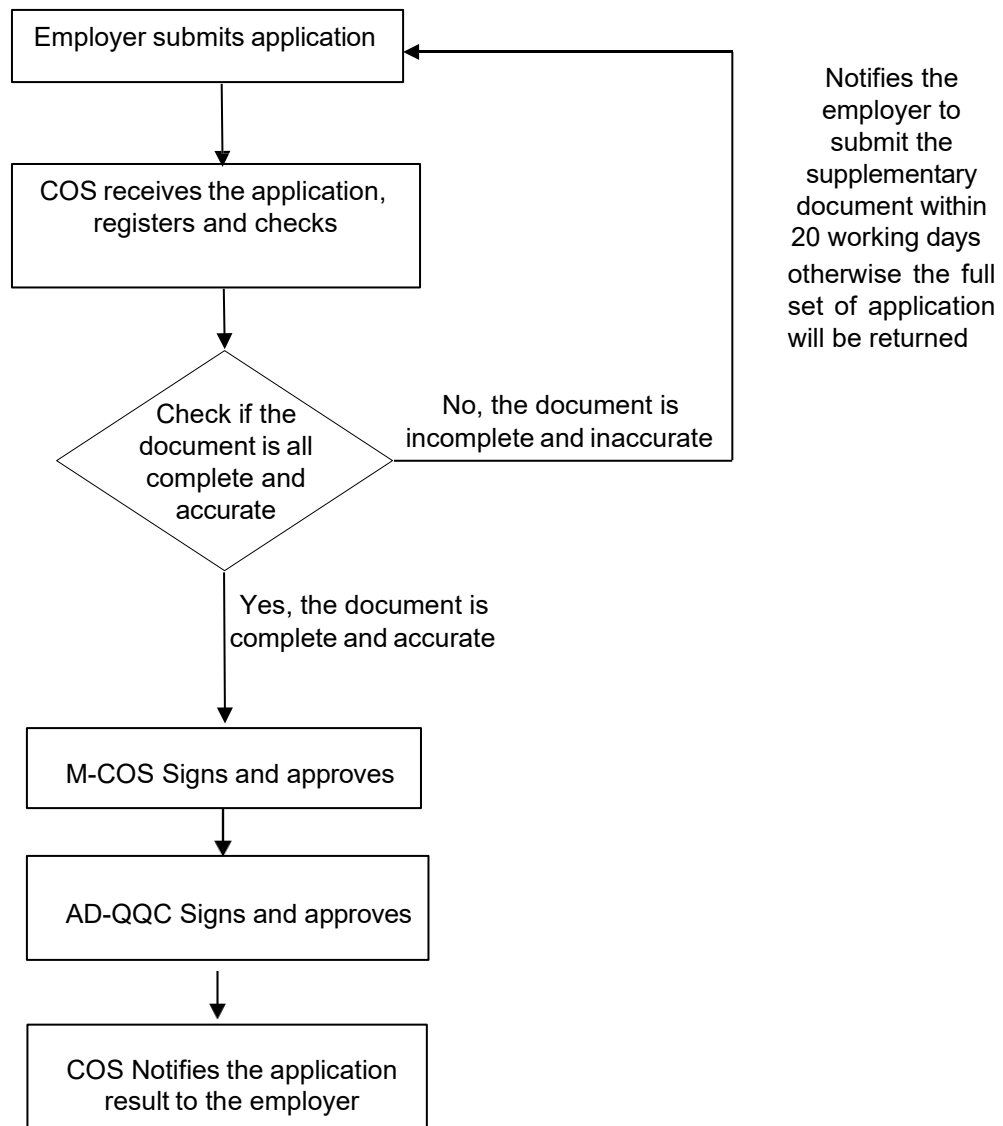
The employers can start recruiting students with the following requirement:

- i) Aged 18 or above; and
- ii) 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
- iii) For those who have not taken the below courses within one year:
 - the Full-time Short Course/Enhanced Construction Manpower Training Scheme (ECMTS) of the CIC or HKIC, or
 - the courses under Collaborative Training Schemes which subsidised by the CIC or HKIC; or
- iv) For those who have not taken CIC's/HKIC's Technician programmes **within two years** after graduation.

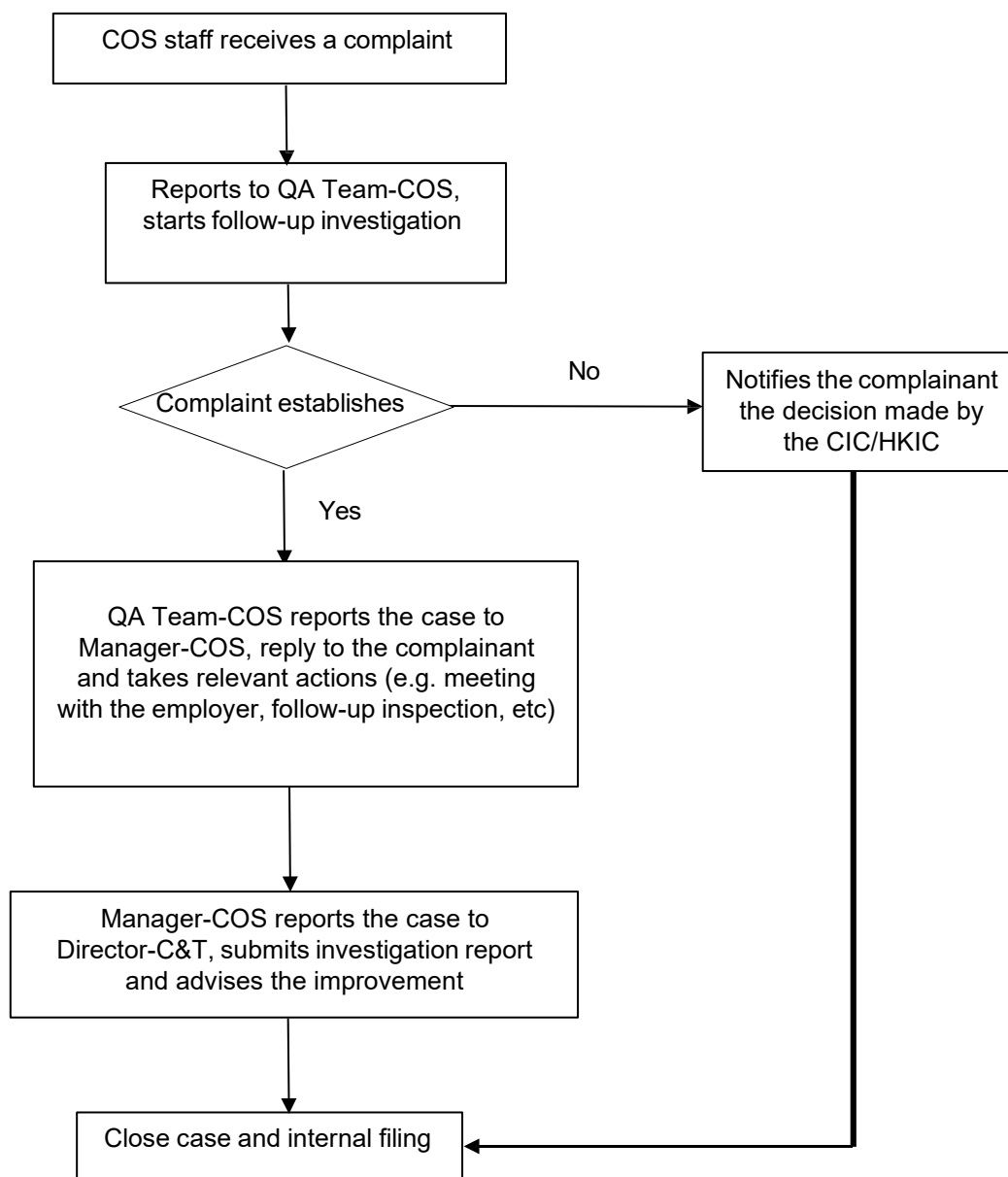


Handling of Application Processing Procedure and Flow Chart

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

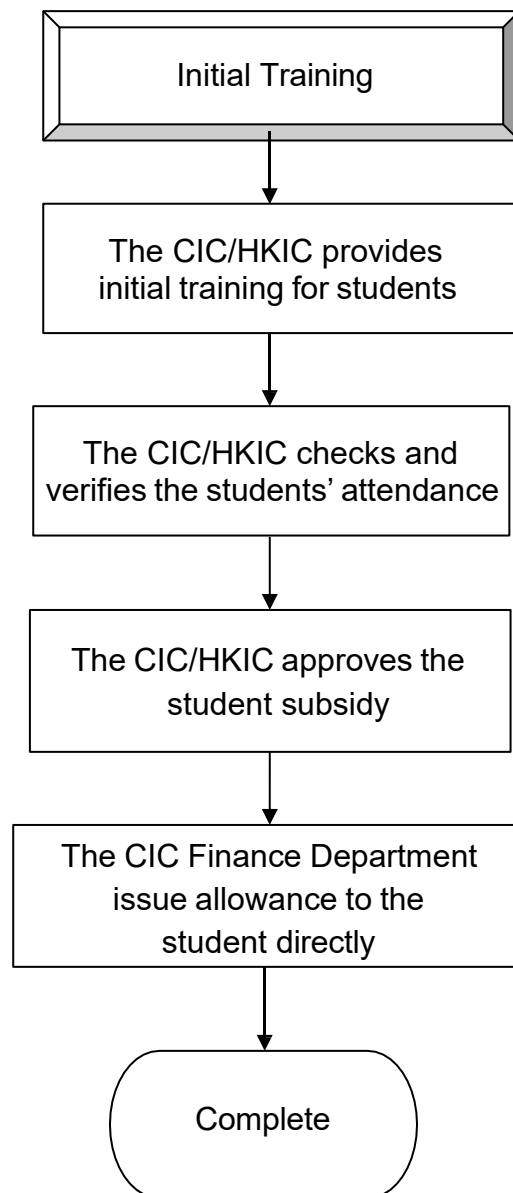


Flow Chart of Complaint Handling



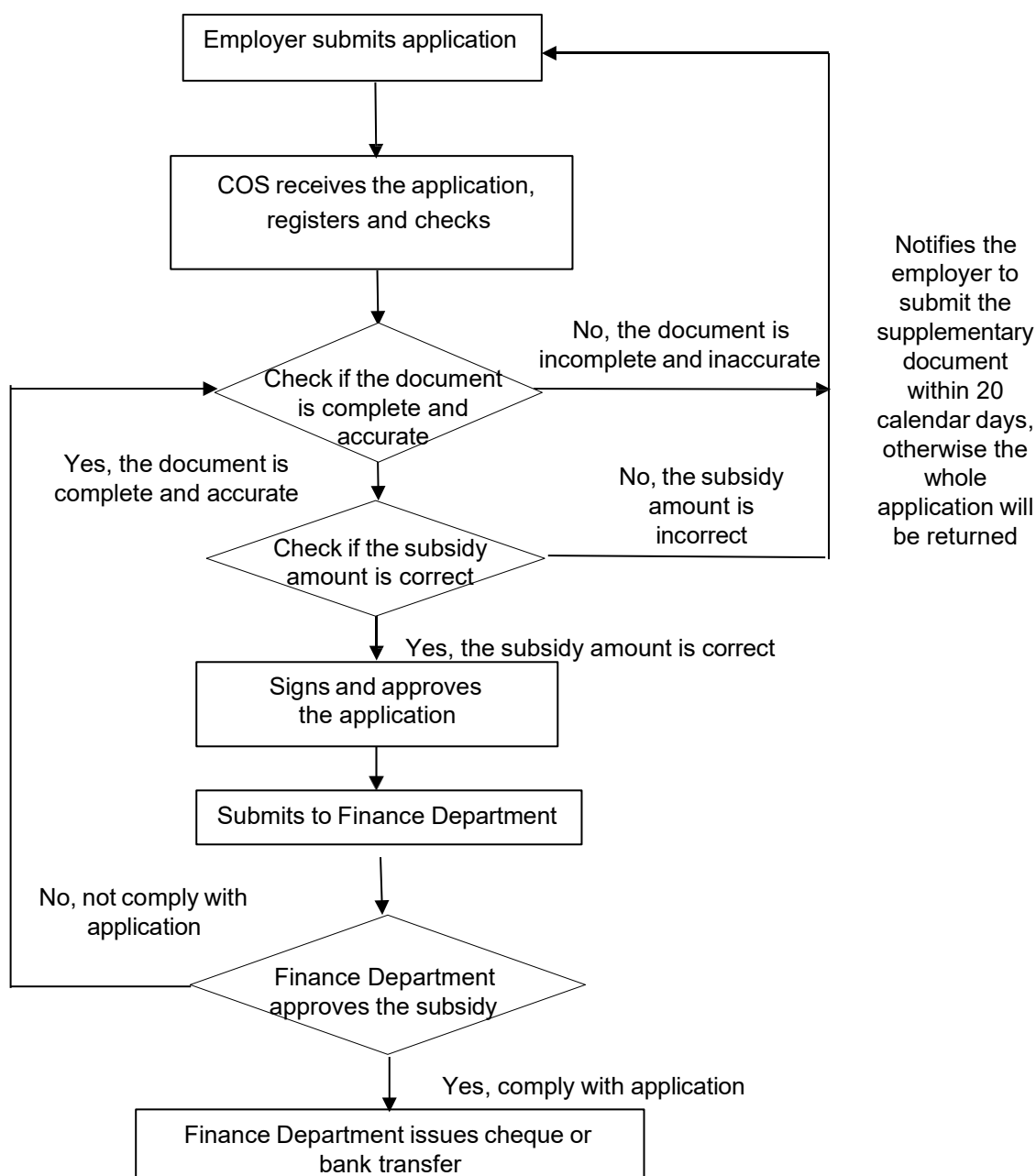
*The progress of our case handling depends very much on the cooperation of complainants and organisations under complaint in providing us with adequate information.

Flow Chart of Payment Procedure (Initial Training)



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

Handling Procedure
1. COS receives the application
2. A-COS register and O-COS check whether the document is complete and accurate, check whether the subsidy amount is correct. The employer shall submit the following document to the CIC/HKIC (Please refer to the following pages, 5 pages in total): (2.1) Payment Application Form; (2.2) Company Invoice; (2.3) Student Payroll Record, (2.4) Student's and site trainer's attendance record; (2.5) Log sheet endorsed by both of site trainer and student.
3. Notifies the employer to follow up matters (if any) The employer is required to submit the supplementary document within 20 working days after receiving the email notification from the CIC/HKIC. Otherwise, the whole 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 employer must re-submit the full set of documents to the CIC/HKIC to re-process.
4. If the document is complete and accurate, the CIC/HKIC will keep process the application and submit to Finance Department
5. Finance Department approves the application, issue the cheque or bank transfer



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

Sample 樣本

To: Construction Industry Council / 致: 建造業議會	
Company Name 公司名稱	ABC Co. Ltd
Period of Reimbursement 資助申請期	2021/01/02 to 2021/01/31
Work Trade 培訓工種	01. 鋼筋屈紮工 Bar Bender and Fixer 原表格(深藍色)填滿 下方此清單填滿(只填中文) For English, please refer to the Trade Index for selection.
Site Trainer to Student Ratio 工地導師對學生比例	1:4

For CIC Use / 供議案用
CIC Receive Date/議案收件日期:
Application Code 項目編號:
Course Code 科別編號:
提交文件清單 Checklist:
☐ 1. Debit Note / Invoice 付款通知書/發票
☐ 2. Attendance record of Students 學生出勤紀錄
☐ 3. Attendance record of Trainers 工地導師出勤紀錄
☐ 4. True Copy of Cheque/ Payment Records to Students 學生支票紀錄
☐ 5. Logsheet 訓練日誌

(1) Student Allowance 學生資助												Student Dropout 學生退出紀錄		(3) Bonus to Employer 獎金(支付僱主)	
No. 編號	Student Name 學生姓名		Site Trainer Name 工地導師姓名	Student Attendance 學生出勤紀錄						Total Months of this Application (i.e. 20 days per month) 本期總月數 (每月以滿20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期總日數(餘額) (每月以少於20天)	(1) Total Student Allowance 本期總學生資助 (HK\$)	Must Provide Dropout Date 必須填寫退出日期	Student (ITT/Certificate Test Pass Date) 學生(中工/證書測試合格日期) (G)	Bonus to Employer if Students achieving intermediate trade test/certificate test (\$10,000 per Student) 如學生考過中工/證書測試, 僱主獲發一次性能獎金每學生\$10,000
				(a)											
				21/01/02											
				to	to	to	to	to	to						
	English		中文	21/01/31						(A)	(B)	(C) = (B) x \$6,500 + (A) x \$6,500	YYYY/MM/DD	YYYY/MM/DD	(D) = (B) x \$10,000
				(D1) Total Days 缺勤日數	(D2) Total Days 缺勤日數	(D3) Total Days 缺勤日數	(D4) Total Days 缺勤日數	(D5) Total Days 缺勤日數	(D6) Total Days 缺勤日數						
1	Chan Tai Man	陳太文	張小強	23						1.0		6,500			
2												0			
3												0			
4												0			
5												0			
6												0			
7												0			
8												0			
Total No. of Student 學生總數:		1	Should NOT input Any Date After Student Dropout Date 學生退出後不能填寫任何日期									6,500	Date Must Be Provided For Calculation 必須填寫日期方能計算獎金		0

(2) Site Trainer Subsidy 工地導師資助											計算資助指引:		For English, please refer to Framework	
No. 編號	Site Trainer Name 工地導師姓名	Student Name 學生姓名	Trainer Attendance 導師出勤紀錄						Total Months of this Application (i.e. 20 days per month) 本期 總月數 (每月以滿20天)	Total Days (remaining) of this Application (less than 20 days per month) 本期 總日數(餘額) (每月以少於20天)	(2) Total Site Trainer Subsidy 本期工地導師總資助 (HK\$) \$7,500 per Student per month(i.e. 20days) \$7,500 x attend days/25 (<20 days)			
			(a)											
			21/01/02											
			to	to	to	to	to	to						
			21/01/31						(E)	(F)				
			(D1) Total Days 缺勤日數	(D2) Total Days 缺勤日數	(D3) Total Days 缺勤日數	(D4) Total Days 缺勤日數	(D5) Total Days 缺勤日數	(D6) Total Days 缺勤日數						
1	張小強	陳太文	23						1.0		7,500			
2											0			
3											0			
4											0			
5											0			
6											0			
7											0			
8											0			
											7,500			

(1) 學生資助:
如學生每月的工作天數不少於20天, 每月資助總額\$6,500 (每學生);
若不足20天, 則該月份的資助將會根據學生出席率按比例支付, 如學生因病假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學生相關薪金, 議會仍會全數支付學生資助。培訓期結束後, 議會將即時停止發放學生資助。

(2) 導師資助:
導師資助金額每名學生每月總額\$7,500, 如導師每月的工作天數不少於20天, 僱主可獲議會每月資助總額\$7,500 (按每學生計);
若不足20天, 則該月份的資助將會根據導師出席率按比例支付, 如導師因病假、病假或工傷而導致每月工作天數不足20天, 而僱主仍支付學生相關薪金, 議會仍會全數支付導師資助。培訓期結束後, 議會將即時停止發放學生資助及導師資助。

如果學生在培訓期開始後學生才退出, 議會仍會全數支付導師於學生退出當月份之資助, 而下個月開始, 導師資助將以按在學人數計算。

如果學生之退出原因是僱主不合理辭退或導師沒有提供課程授課, 該僱主將不會再獲議會批核, 及該導師之資助亦必需按在學人數計算。

(3) 獎金(支付僱主):
僱主如成功培訓一名學生, 是在兩次測試內成功考取相關的中級工證書測試 / 實際測試, 可獲議會發放一次性的學生獎勵獎金總額\$10,000。

Breakdown 明細:

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

* Round up to dollars 四捨五入, 單位至個位數

CIC Approval 議案審批 (For CIC Use / 供議案用):

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

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

Sample for Company Invoice

公司發票樣本

ABC Co. Ltd

Invoice No.: CIC012021001

Date: 3 February 2021

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

Attn: Collaboration Scheme

INVOICE

Amount
HK\$

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

\$14,000.00

(Say: Hong Kong Dollars Fourteen Thousand Dollars Only)

For and on behalf of
ABC Co. Ltd

Authorised Signature

負責人簽署

Company Chop

公司蓋章

Cheung Siu Keung
Executive Director

Encl.

Bank Transfer Record (Bank Statement)
銀行轉賬紀錄 (銀行月結單)
Sample 樣本

HS [REDACTED] 豐

AUTOPAY ELECTRONIC PAYMENT REPORT

Branch [REDACTED] RD BRANCH (011)

ATTENTION: [REDACTED]

[REDACTED] ENGINEERING
CO., LTD

[REDACTED]

CHEUNG SHA WAN RD KOWLOON * P & C * X

Page 10 (0010)
Date 30 JAN 20 [REDACTED]
Account No. 011-0 [REDACTED]
Payment Code 001
Description PAYROLL [REDACTED]
Value Date 31 JAN 20 [REDACTED]
Reference BANK TRANSFE

Particular	Payee Name	Account No.	Amount	Remark
001 [REDACTED]	LAH LAH	034 [REDACTED] CB	21,120.00	

The Hongkong and Shanghai Banking Corporation Limited 香港上海銀行有限公司

			ABC Co. Ltd										Sample for Student's and Site Trainer's Attendance Record																							
			員工出值紀錄表										學生及工地導師出席紀錄表樣本																							
2021/01/01 to 2021/01/31													01月份																							
	學生姓名		日期	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	總天數	簽署
	星期	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日	一	二	三	四	五	六	日				
	中文	英文	工地培訓 開始日期																																	
學生	陳大文	Chan Tai Man	2/1/2021	H	V	H	V	V	V	V	V	O	H	V	V	V	V	V	H	V	V	V	V	V	H	H	V	V	V	V	V	V	H	23	Signature 簽署	
導師	張小強	Cheung Siu Keung	N/A	V	V	H	V	V	V	V	V	H	V	V	V	V	V	H	V	V	V	V	V	V	H	V	V	V	V	V	V	H	26			
Remarks:																																				
																			Company Chop 公司蓋章																	
																			Symbol: O=Absent V=Present H=Holiday																	

Sample 樣本

中級技工合作培訓計劃 鋼筋屈紮工-訓練日誌

Course Code: _____

Class Code: _____

(由學院填寫)

僱主名稱: _____ ABC Co. Ltd

工作地點: _____ 香港仔漁光道 95 號

學生姓名: _____ 陳大文 聯絡電話: _____ 9123 4567

工地培訓期: 第 ① / 2 / 3 / 4 個月 (請選擇)

曾在上述期間進行下列訓練工作，請在相應空格加上"✓"確認:

項 目	說 明	請加上"✓"
1.	認識及使用各種手動工具及機動工具	✓
2.	學習屈紮鋼筋時的安全措施	✓
3.	認識鋼筋的種類及分佈位置的名稱，認識 BS4449、CS2(鋼筋質量規範)及 BS8666 與 BS4466 (鋼筋屈曲成型規範)	✓
4.	認識平水繩墨、學習鋼筋混凝土的結構圖則、鋼筋與保護層的關係以及保管與貯存鋼筋的方法	
5.	認識鋼筋屈紮工的工作範圍、樓宇建造和土木工程的施工規範	✓
僱主須按照計劃相關工種的建議培訓課程大綱，於工地培訓期間督導、監督及視察培訓情況 Employers shall supervise, monitor and inspect the training in accordance with the proposed training		
8.	接駁鋼筋的方法及預留孔洞時的附加鋼筋	
9.	個別工程項目(樁柱、地基、護土牆、方渠、懸臂陣、天橋和樓廠結構等)的施工方法(包括搭建鋼通架及臨時工作台等)、ISO-9000 品質檢查表、檢查程序及報告	

Trainer's Signature

導師簽署

工地導師簽署

(姓名: _____)

Trainee's Signature

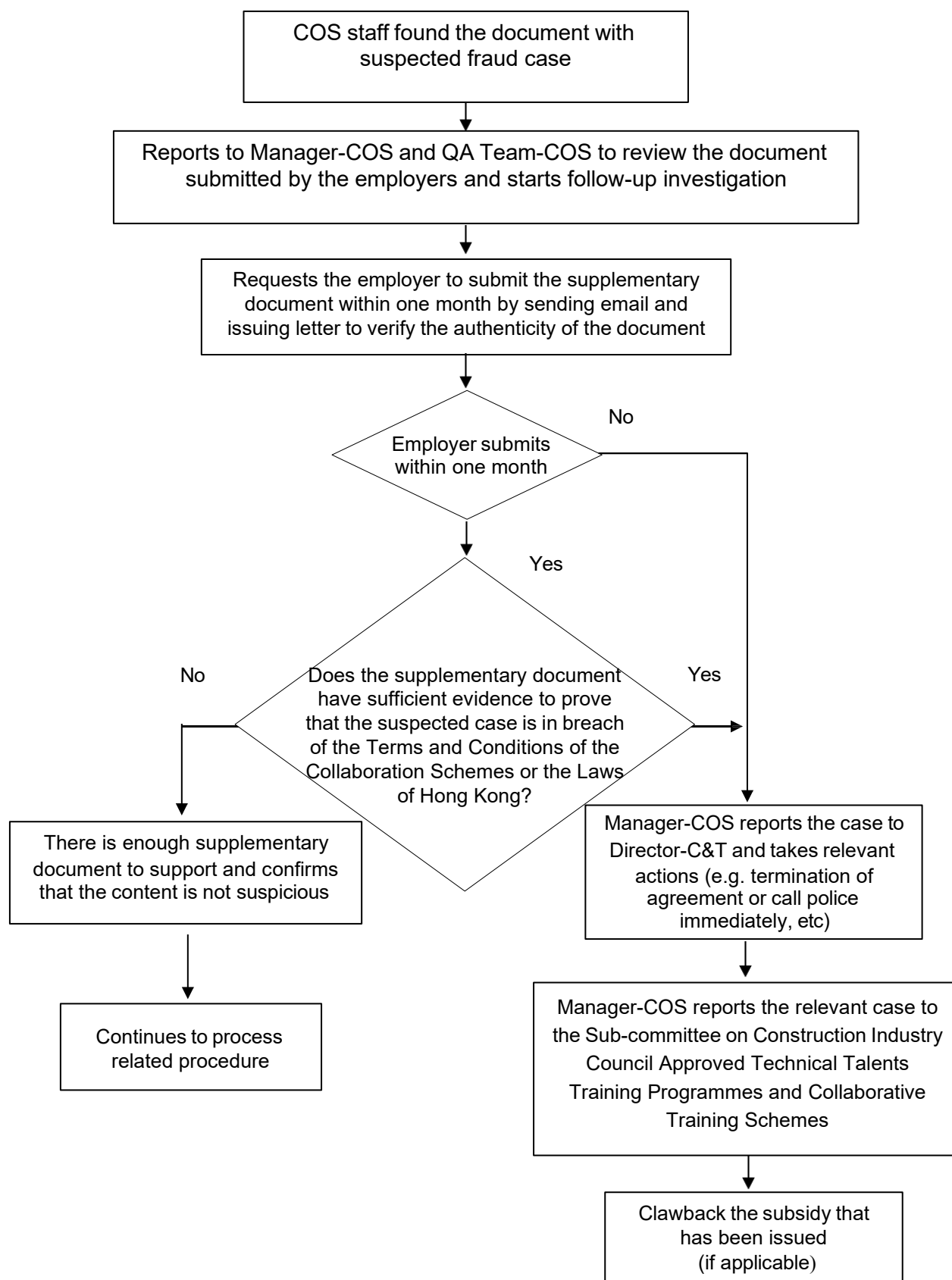
學生簽署

學生簽署

日期: _____ 1/2/2021

日期: _____ 1/2/2021

Flow Chart of Handling of Suspected Fraud Case



Collaboration Training Scheme

Resume of Site Trainer

	Name of trainer	Trade Test Qualification (Yes/No)	Date of obtaining Trade Test Qualification	Registered Skilled Worker (Yes/No)	Relevant Work Experience		Other Relevant Qualification	Certificate in Instructing Techniques for Site trainers (Yes/No)	The following certificate(s) is(are) verified by Training bodies/employers, please ✓ the ☐ box.
					Year	Work Details			
1.									☐ Trade Test Certificate ☐ Construction Workers Registration Card ☐ Other Relevant Qualification
2.									☐ Trade Test Certificate ☐ Construction Workers Registration Card ☐ Other Relevant Qualification
3.									☐ Trade Test Certificate ☐ Construction Workers Registration Card ☐ Other Relevant Qualification
4.									☐ Trade Test Certificate ☐ Construction Workers Registration Card ☐ Other Relevant Qualification

Name of
Person-In-charge: _____

Title: _____

Signature and Company
Chop: _____

Date: _____

Checklist for follow-up action on cooling-off period

Name of participating organization: _____

Scheme: _____ Year: _____

Work trade involved: _____

Remaining quota from approved application: _____

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

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