

Approved Technical Talents Training Programmes (CICATP)
Approved Employer List

Execution Brief

1. Background

To address the low participation rate of the graduates of the Hong Kong Institute of Construction (HKIC) and employers in the apprenticeship scheme, the Construction Industry Training Board (CITB) and the Construction Industry Council (CIC) approved an apprenticeship scheme for civil engineering trade in 2018. The scheme was formally named the Approved Technical Talents Training Programmes (CICATP) in March 2019 after approval by CITB.

By the end of 2020, HKIC reviewed the implementation of CICATP and found that one key factor for the success of the programmes is the participation of employers with positive attitude and adequate resources. Therefore, HKIC established the CICATP Approved Employer List. By executing an employer assessment system, HKIC aims at enhancing the quality of on-the-job training provided by employers participating in CICATP. Employers should offer appropriate supervision to the apprentices by providing qualified site trainers and advanced craft-level trainings.

2. Objectives

- i. Through this assessment system, HKIC aims at identifying suitable employers with excellent training recourses to guide the apprentices toward long-term career development in the building industry;
- ii. To ensure the apprentices receive advanced craft-level training in their respective trade under the guidance of suitable site mentors.

3. Target Audience

Employers, who are providing or would like to provide training to apprentices, through CICATP.

4. **Assessment Scope**

Assessment Scope	Item
Company Background	
a) Basic Requirements	<ul style="list-style-type: none"> - Business Registration - Qualifications of Employer, e.g. being a registered general contractor, Registered Specialist Trade Contractors under the Registered Specialist Trade Contractors Scheme (RSTCS) of CIC, developer, property management company, etc.
b) Core business and relevant projects to understand its scale and related training trades	<ul style="list-style-type: none"> - Main business of the company - Significant projects participated
Training resources and performance	
c) Implementation of measures to train their employees and provision of suitable and systematic training plans and resources	<ul style="list-style-type: none"> - Company organisation - Number of qualified site trainer, who meets the requirements as stated in the CICATP framework - Number and proportion of permanent staff and technical personnel offered with monthly pay - Training performance, including its participation in training programmes launched by CIC and Site Practice Programmes of HKIC - Human resources-related awards / certificates - Training facilities, etc.

5. **Application Procedures**

- i. Employers, either for their first time application or renewal application, submit the completed application form with required documents to HKIC;
- ii. HKIC will review the submitted documents to confirm the applicant's preliminary eligibility. Upon confirmation, an HKIC Officer will arrange an assessment panel comprising two professional assessors from trades different to that of the employer concerned, along with one staff member from CIC or HKIC (at Assistant Manager level or above) serving as the third external assessor. The assessment may be conducted either via online meeting or site inspection, subject to the assessors' discretion. Following the assessment, the panel will complete and submit the assessment reports;
- iii. The assessment reports would be reviewed by Manager of HKIC and be submitted for the endorsement of Senior Manager of HKIC within five working days after receiving the completed applications and the assessors' recommendations. Decision rests with the Sub-committee under CITB, which oversees the operations of CICATP;
- iv. For employers approved for the first time, the validity period is three years. Employers may apply for renewal within six months before expiry. Renewed approvals will also be valid for three years;
- v. After approval, HKIC would then upload the Approved Employer List to the HKIC website;
- vi. If there is any issue observed during the apprenticeship, HKIC will issue written warning and improvement suggestions to respective employers. If the employer fails to improve so as to fulfill the requirements, HKIC will recommend regulatory actions to the Sub-committee, which may include immediate removal from the Approved Employer List and a 24-month ban from re-applying;
- vii. Employers may appeal against the regulatory actions (see Section 6 in this Execution Brief for details);
- viii. Employers, submitting applications on or after 19 March 2021, must be approved for insertion into the Approved Employer List before commencing CICATP training. Employers, who have been providing CICATP training before 19 March 2021, will be automatically included in the Approved Employer List for two years. After that, they must follow the renewal procedures to be the approved employer.

6. Appeal procedure

- i. Employers may appeal against the result of their application and the regulatory actions;
- ii. Employers may submit a written appeal to HKIC within 21 calendar days after receiving written notice of HKIC's decision and notification;
- iii. HKIC will convene the first appeal hearing within 60 calendar days upon receiving the written appeal with required supporting documents (total number of hearings to be held would be determined case by case);
- iv. The appeal panel shall consist of a chairman and two members appointed by CITB;
- v. The appeal panel hearing must be conducted with the attendance of the chairman and both members. After reviewing relevant documents, the appeal panel will then consider and render a decision;
- vi. HKIC must notify the appealing employer in writing of the decision within 21 calendar days after the appeal panel's ruling. This decision will be final.

7. Benefits of establishing the Approved Employer List

- i. The employer will be able to work closely with HKIC to find suitable graduates of HKIC for their companies within a shorter period of time, thereby increasing the chance of recruiting outstanding graduates and retaining them in the company for development. This strengthens manpower development and management, and facilitates the organisation in establishing and maintaining a technical team;
- ii. HKIC Career Portal would show that these employers have been included in the Approved Employer List and so the graduates would have confidence in the establishment of these companies when searching for jobs in the Career Portal;
- iii. Approved employers can use the Approved Employer logo on their websites and promotional materials, allowing the public to identify quality employers;
- iv. Employers with good performance in training will be invited to the Employers Appreciation Ceremony, and so the company image and popularity will be enhanced.