

# **Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma)**

## **Framework Document**

**By Hong Kong Institute of Construction  
11 December 2024**

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## Amendment Record

| Revision | Date           | Details of Amendment  |
|----------|----------------|---|
| 1        | July 2020      | N/A   |
| 2        | March 2021     | <ul style="list-style-type: none"> <li>• Addition of provisions for Construction Industry Council Approved Technical Talents Training Programme Approved Employer List and update of relevant application forms.</li> </ul>   |
| 3        | September 2021 | <ul style="list-style-type: none"> <li>• Update of training syllabus</li> </ul>   |
| 4        | June 2022      | <ul style="list-style-type: none"> <li>• Addition of Individual Enhanced Construction Industry Workforce Training Programme Trades</li> <li>• Addition of Part-time Programme</li> <li>• Addition of Trainee Bonus</li> <li>• Addition of 5.12 Trainee Allocation Mechanism</li> <li>• Update of Site Inspection Report</li> <li>• Addition of Annex 20 and 21</li> </ul> |
| 5        | June 2023      | <ul style="list-style-type: none"> <li>• Addition of Certificate of Instructing Technique for Site Trainer</li> <li>• Addition of Employer Bonus</li> </ul>   |
| 6        | October 2024   | <ul style="list-style-type: none"> <li>• Update of Trainee Allowance Processing Form</li> </ul>   |
| 7        | December 2024  | In response to the decision made by the Subcommittee on the Construction Industry Council Approved Technical Talents Training Programme and Collaboration Schemes on November 18, 2024, a third-party payroll proof requirement has been established (applicable to application submitted on or after January 1, 2025).   |

## 1. Purpose

The purpose of this document is to depict the details of Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma) and to set out the procedures of Hong Kong Institute of Construction in handling this Programme.

## 2. Terminology

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

|    |                    |  |
|----|--------------------|--|
| a. | CIC                | Construction Industry Council  |
| b. | HKIC               | Hong Kong Institute of Construction  |
| c. | CITB               | Construction Industry Training Board   |
| d. | Subcommittee       | Delegated subcommittee by CITB   |
| e. | Programme          | Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma) |
| f. | Training Allowance | Training allowance and tuition fee allowance for trainee   |

## 3. Background

- 3.1 The year-long Diploma in Construction Programme was launched in September 2017. It aims at providing specific technical training and fundamental engineering management training for young people who have completed secondary 6 studies under the new senior secondary academic curriculum, so as to equip and prepare them as knowledge-based technical personnels and further develop their career path as specialist trade supervisors.
- 3.2 After completing the year-long Diploma in Construction Programme, trainees will receive job placement by the HKIC and be admitted to this programme. The employer who participates in this programme is required to sign an “employment contract” with the trainees and pay their wage on a monthly basis. During the two-year training period, apart from providing training allowances for the trainees, this programme will also train them to become knowledge-based Senior Tradesmen through HKIC’s enrichment programme, which integrates technical assessment and technical enhancement training, safety training, soft skills enhancement, as well as technology and innovation.

#### **4. Nature of the Programme**

- 4.1 The targets of this programme are graduates of HKIC's Diploma in Construction Programme, who aim to develop their career path as specialist trade supervisors. To allow the trainees to acquire qualification in both trade skill and supervision skill, this programme is managed by the Hong Kong Institute of Construction. Participants have to continue to participate in training courses designated by the Hong Kong Institute of Construction.
- 4.2 The Subcommittee delegated by the CITB will monitor and review the programme regularly.

#### **5. Details of the Programme**

##### **5.1 Eligibility Requirements for Trainee**

The following two types of participants are eligible for the programme:

| Type I   | Type II  |
|--|--|
| (i) A fresh graduate of the Diploma in Construction Programme offered by the HKIC; and<br>(ii) Not more than 2 years of service after passing the Intermediate Trade Test (Semi-skilled Worker); and<br>(iii) Study in HKIC's Professional Diploma in Construction Programme | (i) A fresh graduate of the Certificate in Construction Programme offered by the HKIC ; or graduate of short courses of designed trades offered by the HKIC ; or graduate of ITCTS ; and<br>(ii) Not more than 2 years of service after passing the Intermediate Trade Test (Semi-skilled Worker); and<br>(iii) Study in HKIC's Part Time Diploma in Construction Programme. |

##### **5.2 Eligibility Requirements for Employer**

The employer who is going to apply for this programme shall meet at least one of the following requirements:

- (i) member of the Hong Kong Construction Association (HKCA); or
- (ii) 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
- (iii) existing sub-contractors directly employed by the contractors mentioned in (i) or (ii)
- (iv) member of the Hong Kong Construction Sub-Contractors Association (HKCSA); or
- (v) member of the Hong Kong Plumbing and Sanitary Ware Trade Association (HKPSWTA); or
- (vi) member of the Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC); or
- (vii) member of construction industry unions (employers); or
- (viii) sub-contractor registered or shall register under the Registered Specialist Trade Contractors Scheme of the HKIC before programme commencement; or
- (ix) Owner of refurbishment, repair and maintenance projects or new projects (owner refers to items a, b, c below)
  - (a) Owner: property holder
  - (b) Developer: shall be a member of “The Real Estate Developers Association of Hong Kong (REDA)”;
  - (c) Property Management Company: shall be a member of “The Hong Kong Association of Property Management Companies”;
- (x) 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
- (xi) employers who are listed in the Construction Industry Council Approved Technical Talents Training Programme Approved Employer List

Note: For applications submitted on or after March 19, 2021, employers must be approved and listed in the Construction Industry Council Approved Technical Talents Training Programme Approved Employer List before commencing training. Employers who submitted applications before March 19, 2021, and have already been approved to join the programme will be automatically listed in the Approved Employer List for two years, after which they will undergo review in accordance with the procedures. (Refer to Annex 17 for details)

### **5.3 Trade Division**

There are 13 subsidized trade divisions under this programme. For details, please refer to Annex 1.

### **5.4 Length of Training**

The training period of this programme is 2 years.

## **5.5 Required Wage for Employing Trainee**

- 5.5.1 The employer shall enter into a contract of employment with the trainee and pay their wage on a monthly basis. At the same time, the monthly wage shall not be less than the amount specified by the HKIC, which is HK\$14,000 for the first year and HK\$18,000 for the second year. The monthly wage paid by the employer to the Bar Bender and Fixer trainee shall be not less than HK\$18,500 for the first year and not less than HK\$23,000 for the second year.
- 5.5.2 The employer is required to submit trainee attendance and wage payment records (please refer to Annex 4) together with third-party payroll proof, such as bank transfer records, bank statements, MPF (Mandatory Provident Fund) reports, and other documents to the HKIC every month.

## **5.6 Monthly Training Allowance and Employer Bonus**

- 5.6.1 The HKIC will provide training allowance of up to HK\$3,500/month (first year) and HK\$4,000/month (second year) to eligible employers.

Details are as follows:

The maximum amount of the total allowance is  $(\text{HK}\$3,500 \times 12) + (\text{HK}\$4,000 \times 12) = \text{HK}\$90,000$

- 5.6.2 If the employer fails to pay the specified wage as required, the HKIC will suspend the payment of the relevant allowance until the employer provides a reasonable explanation or repays the specified wage owed.
- 5.6.3 The allowance is calculated on a pro-rata basis of the employee's monthly wage. If the employer has paid for the employee's leave days, the allowance will be paid in full for the relevant days. If the employer does not pay for the employee's leave days, the employer will not receive the allowance for the relevant days. For instance, if an employee applies to injury leave, sick leave or maturity leave, and the employee pays four-fifths of the relevant wage, the employee will receive four-fifths of the allowance. If the employee's leave is not paid by the employer, the employer will not receive the allowance for the relevant leave period.
- 5.6.4 Training allowance for the trainees will be calculated based on the actual number of working days. For full attendance, a full monthly training allowance will be issued. The deduction of allowance for absence at work is calculated based on 25 working days per month.

Calculation Example (Take first year of training, trainee allowance of HK\$3,500 as an example):

If the actual number of working days of the trainee in a month is 20 days, the following allowance will be issued to the employer:

$$\text{HK\$3,500} - \text{HK\$3,500} \div 25 \times 5 = \text{HK\$2,800}$$

5.6.5 If the employer/trainee withdraws from the programme with a reasonable justification that is accepted by the HKIC, the HKIC will issue training allowance in proportion up to the last working day of the trainee, and will not recover the training allowance issued previously. If the programme is terminated without a reasonable justification, the HKIC reserves the right to recover from the employer the trainee training allowance that has been paid.

5.6.6 The HKIC will pay the tuition fee for trainee enrolled the HKIC's Part Time Diploma in Construction Programme or the HKIC's Professional Diploma in Construction Programme on behalf of the employer:

(i) The HKIC's Part Time Diploma in Construction Programme

The HKIC will fully subsidize the first year's tuition fees and 50% of the second year's tuition fees. The remaining 50% will be paid by the employer.

(ii) The HKIC's Professional Diploma in Construction Programme

The HKIC will fully subsidize the tuition fees for three years.

5.6.7 Starting from May 1, 2023, the employer will receive a bonus of HK\$ 10,000 for each trainee successfully trained to become a skilled worker.

5.6.8 During the 24-month programme period, if the HKIC finds that the employer is in breach of the provisions of this Agreement or the relevant laws of the Hong Kong Special Administrative Region (HKSAR), the HKIC will formally write to notify that the employer shall rectify the problem and report to the HKIC within the prescribed time limit (one month in general). Otherwise, the HKIC will terminate the Agreement and stop issuing any allowance immediately, and put the relevant employer on the watchlist. The HKIC has the right to recover all the allowances that have been issued.

## **5.7 Trainee Assessment and Bonus**

5.7.1 For trainees (based on a two-year training period), upon completing 12 months of training and passing the mid-term assessment, the trainee will



receive a bonus of HK\$ 24,000 and continue the remaining 12 months of training. This bonus will be paid directly to the trainee by the HKIC. Please refer to Annex 21 for the "Trainee Allowance Processing" form. If the trainee fails the mid-term assessment, the HKIC will provide one retake opportunity. If the trainee fails the retake, the training program will be immediately terminated.

- 5.7.2 After completing the aforementioned assessment, trainees can commence their second year of training. In the 24th month of training, the HKIC will arrange for trainees to participate in the graduation assessment. Trainees who pass the assessment and register as senior tradesmen (i.e., "skilled workers") will receive a bonus of HKD 30,000 from the HKIC. Please refer to Annex 21 for the "Trainee Allowance Processing" form. If the trainee fails the graduation assessment, the HKIC will provide one retake opportunity. If the trainee fails the retake, they will not be awarded a graduation certificate and will not qualify as a senior tradesman.
- 5.7.3 If a trainee is absent from the enrichment programme and fails to submit a reasonable written explanation and supporting documents within 10 working days after the course date, it will be considered an unexcused absence. The HKIC will provide a make-up class for trainees with a reasonable explanation for their absence, subject to resource availability, and the make-up class will only be arranged once. If the trainee is absent from the make-up class arranged by the HKIC, it will be considered an unexcused absence. Each unexcused absence will result in a deduction of HKD 2,700 (deducted from the trainee's test pass bonus).
- 5.7.4 After being awarded the graduation certificate, trainees can apply for a trade test exemption through the Student Career Services at the Hong Kong Construction Industry Trade Testing Center and obtain a Certificate Card. This certificate card can be used to apply for registration as a senior tradesman (i.e., "skilled worker").

## **5.8 Qualification Requirements for Site Trainers and Trainer-to-Trainee Ratio**

- 5.8.1 The employers shall arrange for qualified trainers to provide training to trainees.
- 5.8.2 Eligible trainers shall meet the following requirements:
  - (i) Holder of Registered Skilled Worker of relevant work trade through

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

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

- Electrical Wireman: 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.

- 5.8.3 If the site trainer applicant cannot provide the qualification proof specified in section 5.8.2 but holds other relevant professional qualifications, the site trainer applicant shall attend an interview at the HKIC to assess their qualifications. HKIC reserves the final decision.
- 5.8.4 To ensure the quality of training, the maximum trainer-to- trainee ratio is 1:6 (one trainer to six trainees).
- 5.8.5 All site trainer shall enroll in the designated site trainer course provided by the HKIC and complete the course before the mid-point of the trainee’s training period. For course details, refer to Annex 15.
- 5.8.6 If a site trainer is absent from any free course of “Certificate in Instructing Techniques for Site Trainers” arranged by the HKIC, the employer shall submit a reasonable written explanation and evidence within 10 working days after the course date. Otherwise, the HKIC will consider it an unexcused absence, and the site trainer shall enroll in and submit a certificate proving the completion of the course at their own expense. If the employer nominates this trainer for training in a new application, the HKIC will not arrange another free course.

## **5.9 Application Assessment**

- 5.9.1 After the employer submits the programme application, the HKIC will conduct a verification on the background of applicants (including employer and trainee) and the eligibility of trainee according to the established procedures.
- 5.9.2 The employer is required to provide the main construction contract reference number and its main contractor’s name of the construction site where the on-

site training will be conducted. Once the application has been approved, the trainee's training score will be assigned to this main contract.

- 5.9.3 Upon approval and acceptance of the application by the HKIC, the HKIC will inform the employer in writing (Notification of Approval), and the training period shall commence from the date agreed by the HKIC, the employer and the trainee. (Please refer to item 4 of Annex 2)

## **5.10 Inspection on Training Progress**

- 5.10.1 The HKIC shall conduct site inspections (Refer to Annex 10) during the on-the-job training period to inspect the training progress of the trainees and communicate with the trainees and trainers. The HKIC staff will record the meeting process and fill in the site inspection report for follow-up and record (Refer to Annex 6). The employer is also required to regularly submit trainee progress reports for HKIC's inspection. If the employer is found to be uncooperative so that the HKIC staff cannot complete the site visits and/or inspections on time or as needed, the HKIC will terminate the training programme.
- 5.10.2 Special cases shall be submitted to the HKIC management for review.

## **5.11 Suspension of Training**

- 5.11.1 If a trainee is absent for more than one month due to further studies, other work arrangements, maternity leave, illness, etc., the employer should promptly notify the HKIC to suspend the training and submit a written form (Annex 20). The maximum suspension period is twelve months.

## **5.12 Secondment**

- 5.12.1 During the training period, if the project or process of the originally approved employer is expected to be unable to continue the training according to the original plan due to the progress of the project in the coming months, the employer may allocate the trainee to a new employer to continue the training and shall notify the HKIC as soon as possible. The new employer shall re-submit an application form for review by the HKIC.
- 5.12.2 The originally approved employer is responsible for coordinating the allocation arrangements to ensure that the training plan is not interrupted.
- 5.12.3 All trainee allocation applications shall be reviewed and approved by the HKIC two months in advance.

5.12.4 The HKIC will calculate the training subsidy paid to different employers based on the proportion of the training period.

## **6. Requirements for the Employer**

6.1 The employer shall submit the following documents to the HKIC for approval before programme commencement:

- (i) A copy of the employer's Business Registration Certificate; and
- (ii) A copy of the construction contract; and
- (iii) A copy of the contract of employment.
- (iv) A copy of the site trainer's senior tradesman qualification for the specific trade and their resume.

6.2 The employer shall enter into a contract of employment with the trainee. The HKIC shall not be liable to the terms and responsibilities stated in the contract of employment.

6.3 The employer shall pay the wage of the trainees on a monthly basis. For details, please refer to paragraph 5.5.1. The employers are required to sign an employment contract of no less than 3 years with trainees enrolled in HKIC's Professional Diploma in Construction Programme

6.4 The employment contract shall specify the amount of the employee's wage and the method of payment. The terms and responsibilities within the employment contract are not related to the institution.

6.5 To ensure that employer will pay the wage according to the contract, the employer shall submit the attendance records, payslips, etc. to the HKIC every month. Relevant on-the-job training progress documents shall also be submitted to verify the work performance, the number of working days and work content for the respective month in order to receive the training allowance from the HKIC.

6.6 The employers shall allow trainees to attend the 20-day enrichment programme provided by the HKIC in the 2-year period, and one day per week and one night per week of the HKIC's Part Time Diploma in Construction Programme or the HKIC's Professional Diploma in Construction Programme within two years. The employers shall be responsible for paying the trainees' wages for those days, including the 20-day enrichment programme in the 2-year period and the first two years of one day per week and one night per week of the HKIC's Part Time Diploma in Construction Programme or the HKIC's Professional Diploma in Construction Programme.

- 6.7 The employers shall provide on-the-job training for trainees as required by this programme; otherwise, the HKIC reserves the right to suspend or terminate the subsidy based on the actual situation.
- 6.8 The employers shall complete the specified form (Annex 18) and submit it to the HKIC within 14 days after the trainees' training period ends (or within a later time approved by the HKIC).

## **7. Roles of the Hong Kong Institute of Construction**

- 7.1 By taking reference to the current trade tests and intermediate trade test for the construction industry, the HKIC shall draft the training syllabus (refer to Annex 8) including:
- (i) enrichment programme syllabus
  - (ii) mid-term and final assessment outline
- 7.2 The HKIC will review the specified monthly wage and basic monthly wage on an annual basis as the indicators for the employer in determining the employee's wages. For details, please refer to Annex 8.
- 7.3 The Applicant shall indemnify the HKIC against any and all losses, claims, demands, damages, costs, expenses and legal liabilities that are suffered by the HKIC or incurred to the HKIC due to or in connection with the breach of any terms and conditions of the Agreement.
- 7.4 The HKIC shall not be 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.
- 7.5 The HKIC shall not be liable for any matters arising from the employment of the Participants by the Applicant and/or his Sub-contractor, including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.6 The HKIC reserves the right for the final interpretation of the terms and conditions of the framework document.

## **8. Application Procedures**

- 8.1 The employer shall complete the Application Form in Annex 2 and submit it to the HKIC with all supporting documents for review and approval.
- 8.2 The employer shall commence training according to HKIC's approval.

8.3 The HKIC shall take no more than 15 working days (from the date of receiving all the required documents) to process the application.

8.4 Please refer to Annex 10 for the flow chart on application procedures.

## **9. Monitoring Procedures**

9.1 When the employer commences the training, the trainee shall fill in the training items/contents and training period in the Trainee Progress Report (refer to Annex 5) on a monthly basis. The Report shall be signed by the trainee for confirmation.

9.2 The employer shall check the Trainee's Progress Report, then sign and endorse the contents every month.

9.3 The employer shall submit the signed Trainee Progress Report and attendance record to the HKIC every month for inspection and review.

9.4 After checking the trainees' attendance record, training progress and application of allowance, the HKIC will prepare to issue the allowances to the employer.

## **10. Reimbursement of Training Allowance and Trainee Bonus**

10.1 The employer shall first pay monthly wage to trainees before applying to the HKIC for reimbursement of the training allowance.

10.2 When the employer applies to the HKIC for the payment of training allowance, they shall also submit the following documents for the HKIC's verification within 3 months. Otherwise, it will not be processed:

- (i) Invoice/ Debit Note;
- (ii) Trainee Attendance and Wage Payment Record Form (Annex 4);
- (iii) Third-party payroll proof, such as bank transfer records, bank statements, MPF (Mandatory Provident Fund) reports, and other documents; and
- (iv) Trainee Progress Report signed and endorsed by the employer (Annex 5)

10.3 Upon receiving the employer's application, the HKIC will process and check the information and documents submitted by the employer.

10.4 After approval of the application by the HKIC management, the Finance Department will arrange the payment of training allowances and tuition fee subsidies through autopay. The HKIC will complete the application approval procedure within 30

calendar days after the HKIC receives the completed application with correct information and all the relevant supporting documents.

- 10.5 Please refer to Annex 11 for the flow chart on the procedures for payment of allowances and subsidies.
- 10.6 The mid-term bonus and graduation bonus for trainees will be approved according to section 5.7 and will be directly transferred to the trainees by the HKIC via bank transfer.

## **11. Fraud Case and Termination of Agreement**

- 11.1 If the HKIC finds document with suspected fraud case, the HKIC shall take follow-up actions in a serious manner. Please refer to Annex 12 for the flow chart of the handling of suspected fraud case.
- 11.2 The HKIC reserves the right to terminate the approved application, cease to pay any and all allowances and subsidies, and reserve the right to pursue, in the event that the applicant and/or this sub-contractor is in breach of the terms and conditions stipulated in this agreement. Please refer to Annex 14 for the flow chart of clawing back the subsidy.
- 11.3 No indemnity claims or claims of any other kind shall be made against the HKIC by the applicant and/or his sub-contractor.

## **12. Special Circumstances**

- 12.1 If a trainee quits the job or is dismissed by the employer during the period of the contract of employment, the employer shall notify the HKIC immediately.
- 12.2 If a trainee quits the job or is dismissed by the employer during the training period, the employer cannot apply for the remaining allowance.
- 12.3 If the company is unable to continue the programme due to its business condition, and it is not related to the trainee's performance, the trainee can transfer to another employer to continue the remaining training period. However, the new employer should be approved by the HKIC for its eligibility. The allowance for the previous employer shall be calculated based on the contract termination date, and the remaining allowance will not be issued.
- 12.4 If a trainee is transferred to another employer by the HKIC to continue his training for special reasons, the new employer can only apply for the allowance for the trainee's remaining training period.

- 12.5 If a trainee is dismissed due to multiple counts of poor performance or discipline/ excessive absenteeism/ misconduct, he will not be referred to other employers.
- 12.6 The HKIC reserves the rights for final decision.

### **13. Avoiding Conflict of Interest**

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

### **14. Personal Data Collection Declaration**

- 14.1 The employer shall ensure that the collection and transfer of trainees’ personal data to the Hong Kong Institute of Construction (HKIC), and through the HKIC to Government, are in compliance with the Personal Data (Privacy) Ordinance (PDPO).
- 14.2 In order to comply with the PDPO, the employer shall accept and agree to provide a Personal Information Collection Statement (PICS) in compliance with the following:
- (i) To inform the trainees that their information will be provided to the HKIC, including any personal data as defined in the PDPO, which will be used for purposes related to the activities of the HKIC (including any personal data transfer by the HKIC to the Development Bureau for reimbursement of trainee wage) or any other purposes regarding Construction Industry Council’s Approved Technical Talents Training Programmes.
  - (ii) To inform the trainees that the HKIC may provide them with the relevant information about HKIC activities that the trainees may be interested in and industry development updates. The HKIC may use their personal data, including name, phone number, correspondence and email addresses, send them up-to-date information on training courses, trade tests, registrations, events and other aspects of its work and the construction industry.
  - (iii) To inform the trainees that they have the option to decide whether they are willing to receive such information.
  - (iv) To inform the trainees that they have the right to request access to their personal data and correction of any errors in their personal data. They can submit a written request to the HKIC (Address: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong) when needed.



- 14.3 The employer who is responsible for collecting trainees' personal data shall obtain the trainees' written consent regarding the above. Employer shall inform the HKIC if any trainees have withdrawn their consent.
- 14.4 The employer shall indemnify the HKIC for any breach of the PDPO or violation of the commitments.

### Trade Division, Training Period and Date of Assessments

| Trade Division                     | Training Period | Date of Mid-term Assessment                   | Date of Final Assessment                      |
|------------------------------------|-----------------|---|---|
| Bricklayer                         | 2 years         | 12 <sup>th</sup> month of the training period | 24 <sup>th</sup> month of the training period |
| Plasterer                          |                 |   |   |
| Tiler                              |                 |   |   |
| Painter and Decorator              |                 |   |   |
| Joiner                             |                 |   |   |
| Metal Worker                       |                 |   |   |
| General Welder                     |                 |   |   |
| Leveller                           |                 |   |   |
| Bar Bender and Fixer               |                 |   |   |
| Formworker (Building Construction) |                 |   |   |
| Plumber                            |                 |   |   |
| Electrical Wireman                 |                 |   |   |
| Construction Plant Mechanic        |                 |   |   |

Training Programmes – Senior Tradesmen (Diploma)Application Form

Application No: \_\_\_\_\_

(To be filled by HKIC)

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

Please “√” as appropriate.

**Part I: Information of Applicant (Employer)**

Name of Company: : \_\_\_\_\_ (Please attach a copy of a valid Business Registration Certificate)

Address of Company: \_\_\_\_\_

Name and Title of Person-in-charge: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Part II: Eligibility of Applicant/ Employer shall meet at least ONE of the following requirements**

- a. Member of the Hong Kong Construction Association (HKCA)
- b. 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
- c. Existing sub-contractors directly employed by the contractors mentioned in (a) or (b)
- d. Member of the Hong Kong Construction Sub-Contractors Association (HKCSA)
- f. Member of the Hong Kong Plumbing and Sanitary Ware Trade Association (HKPSWTA)
- g. Member of the Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC)
- h. Member of construction industry unions (employers)
- i. Sub-contractor registered or shall register under the Registered Specialist Trade Contractors of the HKIC before programme commencement
- j. Owner of refurbishment, repair and maintenance projects or new projects (owner refers to items a, b, c below)
- (a)Owner: property holder
- (b)Developer: shall be a member of “The Real Estate Developers Association of Hong Kong (REDA)”;
- (c)Property Management Company: shall be a member of “The Hong Kong Association of Property Management Companies”
- k. Does not fall into the above approved categories

**Part III: Work Trade**

|                          |                             |                          |   |                          |                    |                          |                       |
|--------------------------|-----------------------------|--------------------------|---|--------------------------|--------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Bricklayer                  | <input type="checkbox"/> | Plasterer                                       | <input type="checkbox"/> | Tiler              | <input type="checkbox"/> | Painter and Decorator |
| <input type="checkbox"/> | Joiner                      | <input type="checkbox"/> | Metal Worker                                    | <input type="checkbox"/> | General Welder     | <input type="checkbox"/> | Leveller              |
| <input type="checkbox"/> | Bar Bender and Fixer        | <input type="checkbox"/> | Formworker<br>(*Civil/Building<br>Construction) | <input type="checkbox"/> | Electrical Wireman | <input type="checkbox"/> | Plumber               |
| <input type="checkbox"/> | Construction Plant Mechanic |                          |   |                          |                    |                          |                       |

## **Part IV. Information of Construction Site (Please attach copy of the construction contract)**

Name of the main construction contract and reference number:

Name of the Main Contractor of the above contract: \_\_\_\_\_

Construction Period: \_\_\_\_\_ Expected Training Commencement: \_\_\_\_\_  
MM/YYYY - MM/YYYY DDMM/YYYY

### **Expected No. of Trainee(s):**

**Part V: Particulars of Trainer (Please attach resume of trainer(s) <Form ATP-C003(E)> \*Note: Please enter the ID card number as a letter followed by the first four digits.**

|   |       |                 |            |
|---|-------|-----------------|------------|
| 1 | Name: | Trade Division: | *HKID No.: |
| 2 | Name: | Trade Division: | *HKID No.: |
| 3 | Name: | Trade Division: | *HKID No.: |

## **Part VI: Particulars of Trainee (Please attach a copy of the employment contract and Annex A – Trainee Consent Form for each trainee)**

| Item | Name (Chinese) | Name (English) | HKID No. (A letter followed by the first four digits) | Trade Division |
|------|----------------|----------------|---|----------------|
| 1    |                |                |   |                |
| 2    |                |                |   |                |
| 3    |                |                |   |                |
| 4    |                |                |   |                |
| 5    |                |                |   |                |

(Please attach supplementary sheet(s) for more items)

## **Part VII: Declaration of Applicant**

1. Our company/I understand and agree that 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 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. HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the HKIC has the right to hire and sign two years employment contract with employee by monthly wage under this scheme.
4. Our company/I understand and agree to provide to the HKIC the attendance record, wage 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 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 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 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 HKIC has the right to recover from us/me the reimbursed subsidy and make claims.
9. Our company/I hereby confirm that our employee(s) shall hold the qualification of the ITT for the same trade and obtain the relevant post-qualification working experience of not more than 1 years for graduate of year-long Certificate in Construction Programme or Diploma in Construction Programme and not more than 2 years for graduate of short-term courses of designed trades offered by the HKIC
10. Our company/I hereby confirm that our company/I will comply with the terms and conditions outlined in the "Construction Industry Council Accredited Technical Training Program – Senior Tradesmen (Diploma)" framework document, as well as the terms and conditions in this application form and agreement (Attachment B), and confirm that all information is correct.

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

|   |  |
|---|--|
| <b>《Personal Data Collection Statement》</b> |  |
| 1.  | Collection of Personal Data  |
| 1.1.  | Hong Kong Institute of Construction ("HKIC") is one of the member organizations of the Construction Industry Council (the "CIC"). The information you provide to HKIC, including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC, including HKIC. The activity and the required personal data are detailed in the application form. |

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

2. Purposes of Collection

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

- a. Assessing your application 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 do not wish to receive any promotional information from the CIC 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

**Part IX: Declaration and Signature**

I/We hereby confirm that I/We will comply with the terms and conditions outlined in the Hong Kong Construction Academy Accredited Technical Training Program – Senior Tradesmen (Certificate) framework document, as well as the terms and conditions of this application form and all attachments therein, and confirm that all provided information is correct.

\_\_\_\_\_  
Company chop and authorized signature

Applicant Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following documents and put a  in the boxes below:

Copy of Business Registration Certificate

Copy of Construction Project Contract

Registered Specialist Trade Contractors Copy (if applicable)

Resume of Trainer(s)

Trainee Consent Form(s)

Copy of Employment Contract(s)

| For the use of HKIC only |  |           |  |
|--------------------------|--|-----------|--|
| Part I                   |  | Part II   |  |
| Part III                 |  | Part IV   |  |
| Part V                   |  | Part VI   |  |
| Part VII                 |  | Part VIII |  |
| Endorsement:             |  | Date:     |  |

Construction Industry Council Approved Technical Talents  
Training Programmes – Senior Tradesmen (Diploma)  
Annex A – Trainee Consent Form

**Personal Information**

|                 |   |
|-----------------|---|
| Chinese Name:   | English Name:   |
| Contact Number: | Hong Kong ID/Passport Number:<br>(A letter followed by the first four digits) |

I hereby confirm my agreement to participate in the two-year Construction Industry Council Accredited Technical Training Program – Advanced Technician (Diploma) with (Employer)\_\_\_\_\_. The expected start date for the training is Year Month.

**《Personal Data Collection Statement》**

5. Collection of Personal Data

- 5.1. 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.
- 5.2. 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.
- 5.3. You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to Assistant Manager – Central Office (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via [enquiry@cic.hk](mailto:enquiry@cic.hk). As a member of the CIC, HKIC strictly follows the relevant policies of the CIC. For more information about our policies on privacy and personal data protection, you can access our Privacy Policy Statement at [https://www.cic.hk/eng/main/privacy\\_policy\\_statement](https://www.cic.hk/eng/main/privacy_policy_statement).

6. Purposes of Collection

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

- p. Assessing your application for admission, including payment and refund/reimbursement whenever necessary;
- q. Responding to situations involving a risk of health or safety, including an emergency;
- r. All other purposes in connection with your studies and assessments;
- s. Arranging for career services;
- t. Managing alumni affairs;
- u. Facilitating communication with you;
- v. 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);
- w. 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.);
- x. Managing access to the CIC’s premises and for security purposes;
- y. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- z. Handling complaints or enquiries;
- aa. Performing analysis and conducting research and surveys;
- bb. Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
- cc. Other purposes related or incidental to the conduct of the CIC’s activities; and
- dd. Any other purposes that you may consent to from time to time.

7. Disclosure and Transfer of Personal Data

7.1. 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:

- e. Any or all of the CIC’s affiliates and/or subsidiaries;
- f. 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;
- g. Any of the CIC’s professional advisors, including but not limited to lawyers, accountants and auditors; or
- h. Any party that owes a duty of confidentiality to the CIC.

7.2. We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the CIC.

8. 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 do not wish to receive any promotional information from the CIC 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

### Declaration

- I hereby declare that the information provided above is true, complete, and correct. I understand that if any part of it is found to be inaccurate, my employer has the right to terminate my employment immediately without compensation according to our employment contract.
- I authorize the Construction Industry Council/Hong Kong Institute of Construction to transfer this form to my employer, and that my employer's use of my personal data is unrelated to the Construction Industry Council//Hong Kong Institute of Construction.
- I agree that if I participate in the Construction Industry Council Accredited Technical Training Program – Senior Tradesmen (Diploma) (the Program) and register as a student, I will comply with the relevant terms of the Program and the rules and regulations outlined in the /Hong Kong Institute of Construction full-time short course student handbook. If I am unable to complete the Program for any reason, including but not limited to being expelled for not adhering to student conduct rules, withdrawing before completion, or if the Program is terminated for any reason applicable to me, the Construction Industry Council//Hong Kong Institute of Construction has the right to demand the full refund of any subsidies paid to me, and no further payments will be made under the Program. I agree not to make any claims regarding subsidies related to or arising from the Program (or their payment or refund).

---

Signature of Trainee

---

Date



## Terms and Conditions

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

- (a) **Agreement** means the training agreement made between the HKIC and the Applicant comprising the Programme's Framework Document, the Application Form submitted by the Applicant and approved by the HKIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any employer that submit an application to participate in the Programme launched by the HKIC.
- (c) **Approved Project** means the Programme application of the Applicant approved by the HKIC.
- (d) **CIC** means the Construction Industry Council.
- (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 HKIC.
- (g) **Framework Document** means the policy document governing the Programme which can be accessed on the 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 HKIC to the successful Applicant notifying it that its application to participate in the Programme has been approved.
- (j) **Participant** means trainers and trainees recruited by the Applicant to participate in the Programme.
- (k) **Programme** means the approved technical talents training programme launched by the 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 is responsible for the preparing 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 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, if the Applicant cannot commence the training according to the Notification of Approval, then the approved training quota will be forfeited. If the Applicant wishes to continue participating in the Programme, a new application shall 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 HKIC in writing immediately.

### **3 Training Subsidies**

- 3.1 The HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the HKIC:
- (a) The Applicant has failed or is, in the opinion of the HKIC, likely to fail to execute the Approved Projects; and
  - (b) Documents submitted by the Applicant in relation to the monthly allowance 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**

The Applicant shall ensure that he and his Sub-contractors, agents or other personnel who are responsible for providing trainings under this programme shall have adequate insurance coverage, covering all training, operation and business risks, including the Contractors' all risk insurance, third-party liability insurance, employees' compensation insurance, directors and officers liability insurance and any other insurance that are required or usually acquired for the execution of this training programme. Such insurance shall cover the Participants whether they are employed by the Applicant or his Sub-contractor.

### **5 Bankruptcy or Receivership**

Without prejudice to any rights, legal actions or compensations that have been or will be vested in the HKIC thereafter, once the Applicant and/or his Sub-contractor go bankrupt or insolvent, or undergoing or will undergo the process of takeover or liquidation, or being filed for liquidation, bankruptcy or receivership (whether it is voluntary or involuntary, except for restructuring or amalgamation), the HKIC may at any time summarily terminate the training by written notice, and the Applicants shall not be entitled to any compensation. Any training under the Approved Projects shall be immediately terminated, and the Applicant shall not receive any subsidies or compensation after the termination date.

### **6 Probity**

The Applicant shall prohibit his employee, agent, Sub-contractor and Participant (whether they are employed by the Applicant or his Sub-contractors) from offering, soliciting or accepting any Benefits as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) when conducting business in connection with the Programme.

### **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 Programme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap 486). This includes the transfer of the personal data to the HKIC and through the HKIC to the relevant authorities and/or organizations who subsidize the Programme.
- 7.2 The Applicant shall provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the 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 amend personal data. Written requests should be addressed to the HKIC in accordance with the data access procedures stipulated on the HKIC website (<http://www.hkic.edu.hk>).

## **8 Indemnity**

The Applicant shall indemnify the HKIC against any and all losses, claims, demands, damages, costs, expenses and legal liabilities that are suffered or incurred by the HKIC due to or in connection with the breach of any terms and conditions of the Agreement.

## **9 Liability of HKIC**

- 9.1 The HKIC shall not be 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 HKIC shall not be liable for any matters arising from the employment of the Participants by the Applicant and/or his 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 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 his Sub-contractor 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 HKIC by the Applicant and/or his Sub-contractors.

## **11 Settlement of Disputes**

For any disputes or disagreements arising from or in connection with this programme, the parties shall first try to negotiate in good faith through the senior representatives of the relevant parties, and try to resolve the disputes or disagreements in a friendly manner. In the event that the dispute or disagreements remain unresolved 28 days after the commencement of such negotiations, the disputes shall then be referred to the Hong Kong International Arbitration Centre (HKIAC) for mediation in accordance with its mediation rules. If the mediation is abandoned by the mediator, or is otherwise concluded without the disputes or disagreements being resolved, then such disputes or disagreements shall be referred to the HKIAC, and be determined by arbitration in accordance with the HKIAC's Domestic Arbitration Rules and the Arbitration Ordinance (Cap 609 of the Laws of Hong Kong), or any statutory amendments to the statutory provisions in force at that time. The referral shall be considered as an arbitration request in compliance with the regulations according to the complaint handling procedure. Any referral regarding the arbitration shall be submitted within 90 days after the mediation is rejected or the mediation fails. HKIC reserve the absolute right to terminate the Approved Project, cease to pay any and all allowances and subsidies.

## **12 Governing Laws and Jurisdiction**

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.

## **13 Third party rights**

A person or third party who is not a party to this agreement (whether or not a person specified in this Agreement) shall not have any right under the Contracts (Rights of Third Parties) Ordinance (Cap 623) to enforce any terms of this Agreement.

## 以銀行轉賬支付發票授權表格

***Authorization Form for Settlement of Invoices by Bank Transfer***

致: 建造業議會  
財務部  
香港九龍觀塘駿業街 56 號  
中海日升中心 38 樓

To: Construction Industry Council ("CIC")  
Finance Department  
38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong,  
Kowloon, Hong Kong

我們授權你以銀行轉賬方式直接傳入我們銀行戶口以支付我們的發票，詳細資料如下：  
We authorize you to settle our invoices by direct credit to our bank account, details as follows:

(請以英文正楷填寫 Please complete in **English** with block letters)

|                                     |  |                       |  |
|-------------------------------------|--|-----------------------|--|
| 公司名稱<br>Company's Name              |  |                       |  |
| 地址<br>Address                       |  |                       |  |
| 聯絡人<br>Contact Person               |  | 職位<br>Position        |  |
| 電話號碼<br>Telephone No                |  | 電子郵件<br>Email Address |  |
| 銀行及分行名稱<br>Banker's Name and Branch |  |                       |  |
| 帳戶名稱<br>Account Name                |  |                       |  |

(以上提供之帳戶名稱及帳戶號碼乃根據本公司之銀行記錄，本公司明白如有任何差異將會導致銀行轉賬失敗。)

(The account name and account number are consistent with our bank records, we understood that if any discrepancies will cause failure in the bank transfer.)

|                        |                      |                      |                        |                      |                      |                      |                      |                      |                      |                      |                      |
|------------------------|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 帳戶號碼<br>Account Number | <input type="text"/> | <input type="text"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|                        | 銀行編號<br>Bank Code    | 分行編號<br>Branch Code  | 戶口號碼<br>Account Number |                      |                      |                      |                      |                      |                      |                      |                      |

(請提供銀行月結單副本作核實)  
(Please provide a copy of bank statement for verification)

如以上有任何更改，請在旁簽名作實。  
Please sign against any amendment above.

如以上銀行資料有任何改動，我們會儘快通知你。  
We undertake to advise you as soon as possible of any changes to the above bank information.

本公司接納以銀行轉賬支付發票服務及已仔細閱讀和理解《收集個人資料聲明》<sup>1</sup> 與此申請表上的所有其他資訊。

Our company accepts the service for Settlement of Invoices by Bank Transfer and has carefully read and understood the Personal Data Collection Statement<sup>1</sup> and all other information on this application.

Company Chop  
公司印鑑

Authorized Signature  
授權簽名

Name of Signatory  
授權人名稱

Position of Signatory (Manager Grade or above)  
授權人職位 (經理級或以上)

Date  
日期

This Authorization Form is solely to be used by CIC Finance Department for the designated purpose and is not intended for any other purposes.

此授權表格僅供建造業議會財務部門用於指定目的，而不能用於其他用途。

1 若你不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊，請於附上《收集個人資料聲明》有關拒收資訊一欄之空格

### Personal Data Collection Statement

1. The information you provide to the Construction Industry Council (the **CIC**), including any personal data as defined in the Personal Data (Privacy) Ordinance (the **Ordinance**), will be used solely for purposes related to the activities of the CIC.
  2. To keep you informed of CIC activities and industry developments which may be of interest, the CIC would like to use your personal data, including your name, phone number and correspondence and email addresses, to update you in relation to training courses, trade testing, registration, events and other aspects of its work and the construction industry.
  3. You are free to decide whether you wish to receive such information. If you choose not to do so, please put a tick in the box below.
  4. You are also entitled to request access to and correction of any errors in your personal data. If you wish to do so please write to the CIC at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong.
- I do not wish to receive any information from the CIC in relation to its activities or developments in the construction industry

### 《收集個人資料聲明》

1. 你向建造業議會〔「議會」〕所提供的資料，包括《個人資料〔私隱〕條例》所指的個人資料，只會用於相關議會之活動。
  2. 為讓你得知最新的議會活動和行業內發展情況，議會將使用你的個人資料，包括你的姓名、電話號碼、郵寄和電郵地址，將有關訓練課程、測試、註冊、活動項目、議會工作和建造業其他方面的最新資訊提供給你。
  3. 你可選擇是否同意接收上述資訊。若不同意的話，請於下列有關拒收資訊一欄之空格內加上「」號。
  4. 你有權要求查閱及修正你的個人資料。有關申請須以書面向建造業議會提出，地址為香港九龍觀塘駿業街 56 號中海日升中心 38 樓。
- 本人不同意日後接收由建造業議會發出有關議會活動和與建造業相關的資訊。
- 本人已仔細閱讀並理解[背頁/附頁]的收集個人資料聲明

|  |
|--|
| No.: _____<br>(To be filled by HKIC)<br>Date Received: _____ |
|--|

**Construction Industry Council Approved Technical Talents  
Training Programmes – Senior Tradesmen (Diploma)  
Trainee Attendance and Wage Payment Record Form**

I, \_\_\_\_\_, have received wage from \_\_\_\_\_ (the employer) for the period from \_\_\_\_\_ (DD/MM/YYYY) to \_\_\_\_\_ (DD/MM/YYYY) as follows:

|  | <i>HK\$</i>                             |
|--|---|
| Monthly Wage (as stated in the contract of traineeship) :                                | \$ _____                                |
| Allowance :  |   |
| Overtime Allowance :   | \$ _____                                |
| Transportation Allowance :   | \$ _____                                |
| Others: (Please specify : _____)   | \$ _____                                |
| (Please specify : _____)   | \$ _____                                |
| No. of Unpaid Absence Day : _days<br>(exclude eligible rest days and statutory holidays) | \$ _____<br>(Wage deducted for absence) |
| Other Wage Deduction :   | \$ _____                                |
| (Reason : _____)   | \$ _____                                |
| (Reason : _____)   | \$ _____                                |
| Total Wage from _____ to _____ :<br>(DD/MM/YYYY) (DD/MM/YYYY)                            | \$ _____                                |

\_\_\_\_\_  
Company Chop and Authorized Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Application No.: \_\_\_\_\_  
(To be filled by the HKIC)  
Date Received: \_\_\_\_\_

Construction Industry Council Approved Technical Talents  
Training Programmes – Senior Tradesmen

Progress Report (Month) (Year)

To be completed by the employer

Name of Employer : \_\_\_\_\_

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

Name of Trainers : \_\_\_\_\_ Working Location : \_\_\_\_\_

Name of Employee : \_\_\_\_\_ Trade Division : \_\_\_\_\_

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

Employee Safety Record : Any work injury record of the employee in this month? Y / N

Reason for injury : \_\_\_\_\_ Absence due to injury : \_\_\_\_\_ day(s)

To be completed by the trainee

Training content : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trainee Performance (to be completed by the employer)

Training Progress :  Excellent  Good  Average  Fair  Poor

Comments : \_\_\_\_\_

Working Attitude :  Excellent  Good  Average  Fair  Poor

Comments : \_\_\_\_\_

Learning Attitude :  Excellent  Good  Average  Fair  Poor

Comments : \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Employer

\_\_\_\_\_  
Date



**Construction Industry Council Approved Technical Talents Training Programme**  
**Site Inspection Report**

**Part One: Trainee Basic Information**

Trainee Scheme : Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma)

---

Trainee Name: \_\_\_\_\_ Contact No.: \_\_\_\_\_

---

Trade: \_\_\_\_\_ Trainer Name: \_\_\_\_\_

---

Employer Name: \_\_\_\_\_

---

Training Period: From: \_\_\_\_\_ To: \_\_\_\_\_

**Part Two: Site Inspection Information**

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Visit Number: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_ Contact No.: \_\_\_\_\_

Inspection Address: \_\_\_\_\_

**Part Three: Trainee Training Follow-Up**

Training Content Completed/Currently Undergoing by trainee:

---



---

**Part Four: Follow-Up Items**

---



---

**Part Five: Feedback from Registered Trainers/Employers**

|                             | Very Unsatisfied | Unsatisfied | Satisfied | Very Satisfied |
|-----------------------------|------------------|-------------|-----------|----------------|
| Trainee Overall Performance | 1                | 2           | 3         | 4              |
| Trainee Behavior:           | 1                | 2           | 3         | 4              |
| Trainee Learning Ability:   | 1                | 2           | 3         | 4              |
| Trainee Diligence:          | 1                | 2           | 3         | 4              |
| Trainee Cooperation:        | 1                | 2           | 3         | 4              |
| Trainee Safety Habits:      | 1                | 2           | 3         | 4              |
| Comments:                   |                  |             |           |                |

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

\_\_\_\_\_  
Trainer Signature

---

---

Inspector Follow-Up/Comments

---

---

---

Supervisor's Comments/Suggestions

---

---

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|                                 |                                  |
|---------------------------------|----------------------------------|
| Inspector's Name and Signature: | Supervisor's Name and Signature: |
| Date:                           | Date:                            |

## **Training Syllabus**

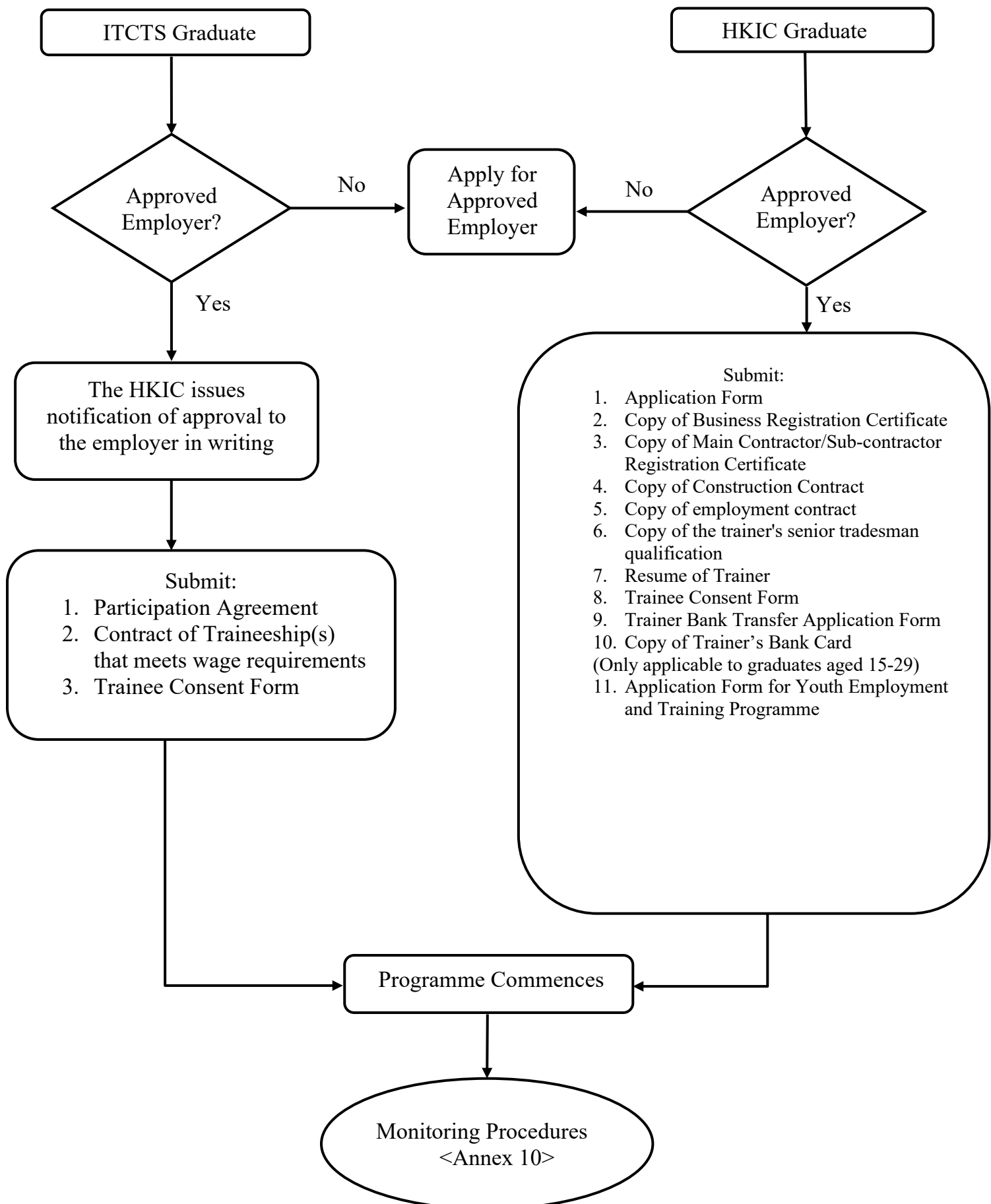
**(Please Refer to Framework Document in Chinese Version)**

|                                    |
|------------------------------------|
| <b>Trade Division</b>              |
| Bricklayer                         |
| Plasterer                          |
| Tiler                              |
| Painter and Decorator              |
| Joiner                             |
| Metal Worker                       |
| General Welder                     |
| Leveller                           |
| Bar Bender and Fixer               |
| Formworker (Building Construction) |
| Plumber                            |
| Electrical Wireman                 |
| Construction Plant Mechanic        |

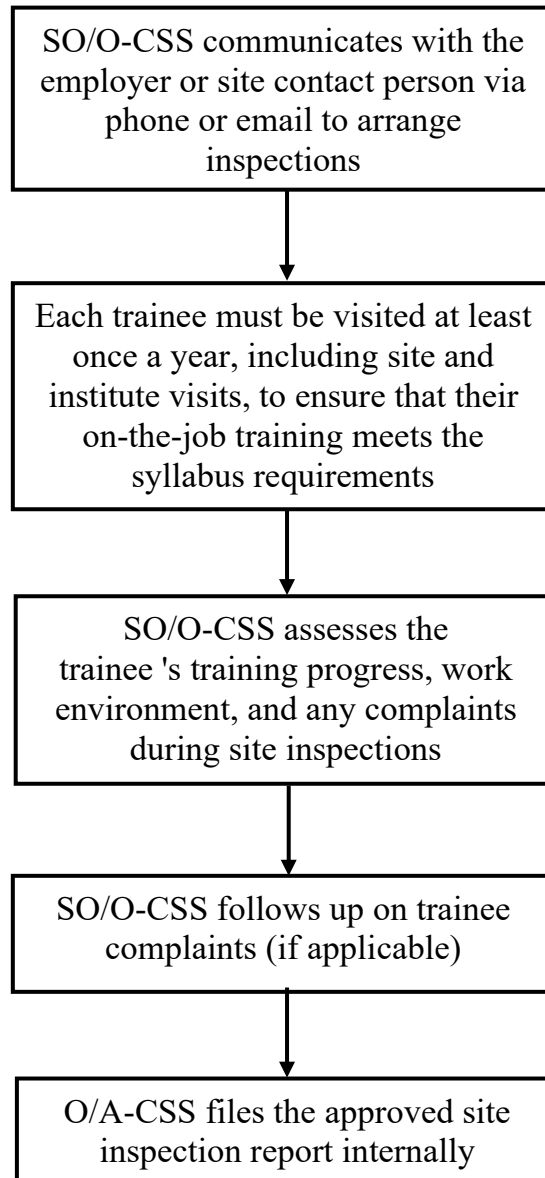
## Required Wage for Employing Trainee

| Item | Subsidized Trade Division          | First Year  | Second Year |
|------|------------------------------------|---|-------------|
|      |                                    | Monthly Wage paid by Employer to Employee shall not be less than (HK\$) |             |
| 1.   | Bricklayer                         | HK\$14,000  | HK\$18,000  |
| 2.   | Plasterer                          |   |             |
| 3.   | Tiler                              |   |             |
| 4.   | Painter and Decorator              |   |             |
| 5.   | Joiner                             |   |             |
| 6.   | Metal Worker                       |   |             |
| 7.   | General Welder                     |   |             |
| 8.   | Leveller                           |   |             |
| 9.   | Electrical Wireman                 |   |             |
| 10.  | Construction Plant Mechanic        |   |             |
| 11.  | Plumber                            |   |             |
| 12.  | Bar Bender and Fixer               | HK\$18,500  | HK\$23,000  |
| 13.  | Formworker (Building Construction) |   |             |

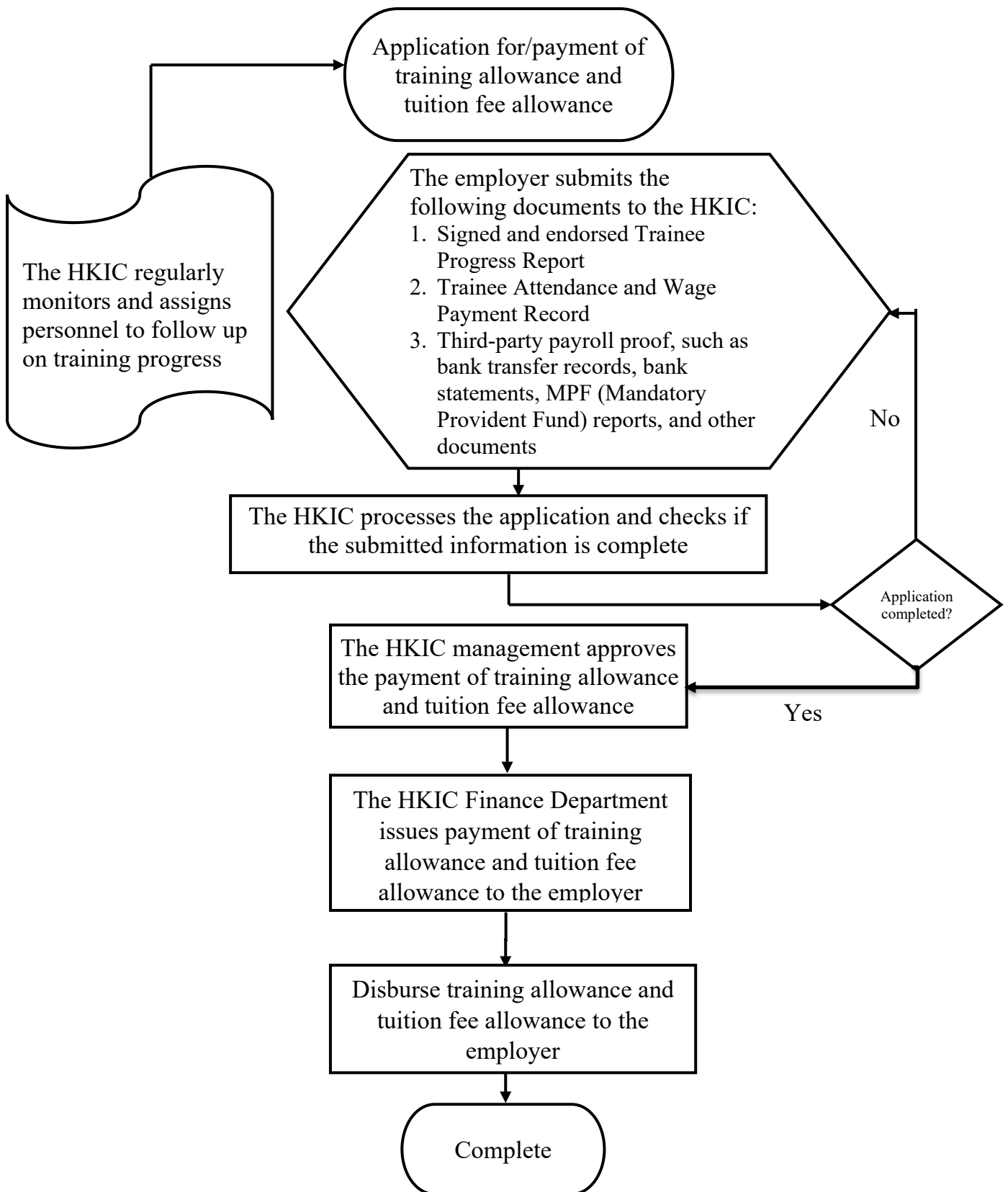
## Process 1: Flow Chart of Application Procedures



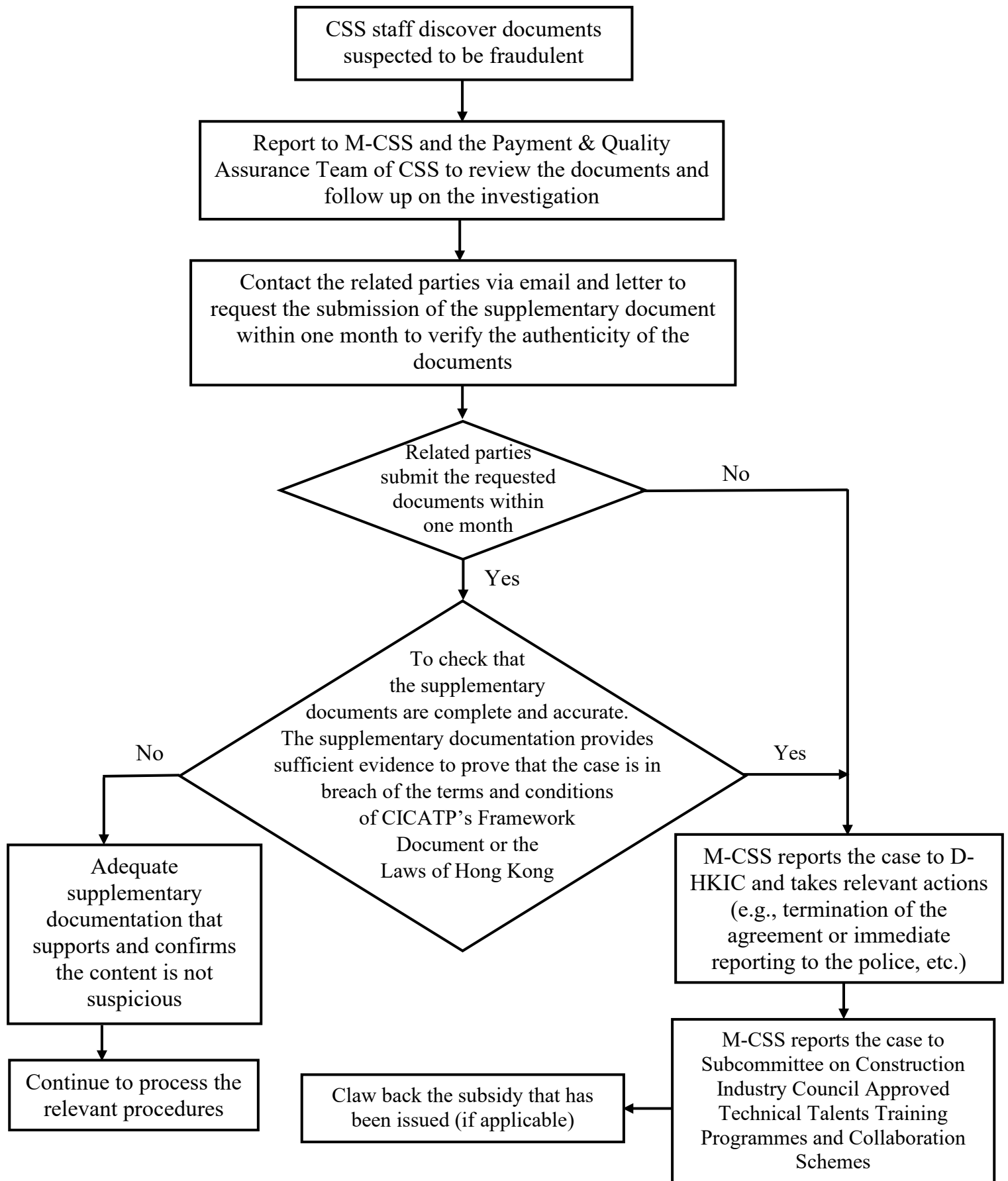
## Process 2: Flow Chart of Monitoring Procedures



### Process 3: Flow Chart on Procedures for Payment of Allowance

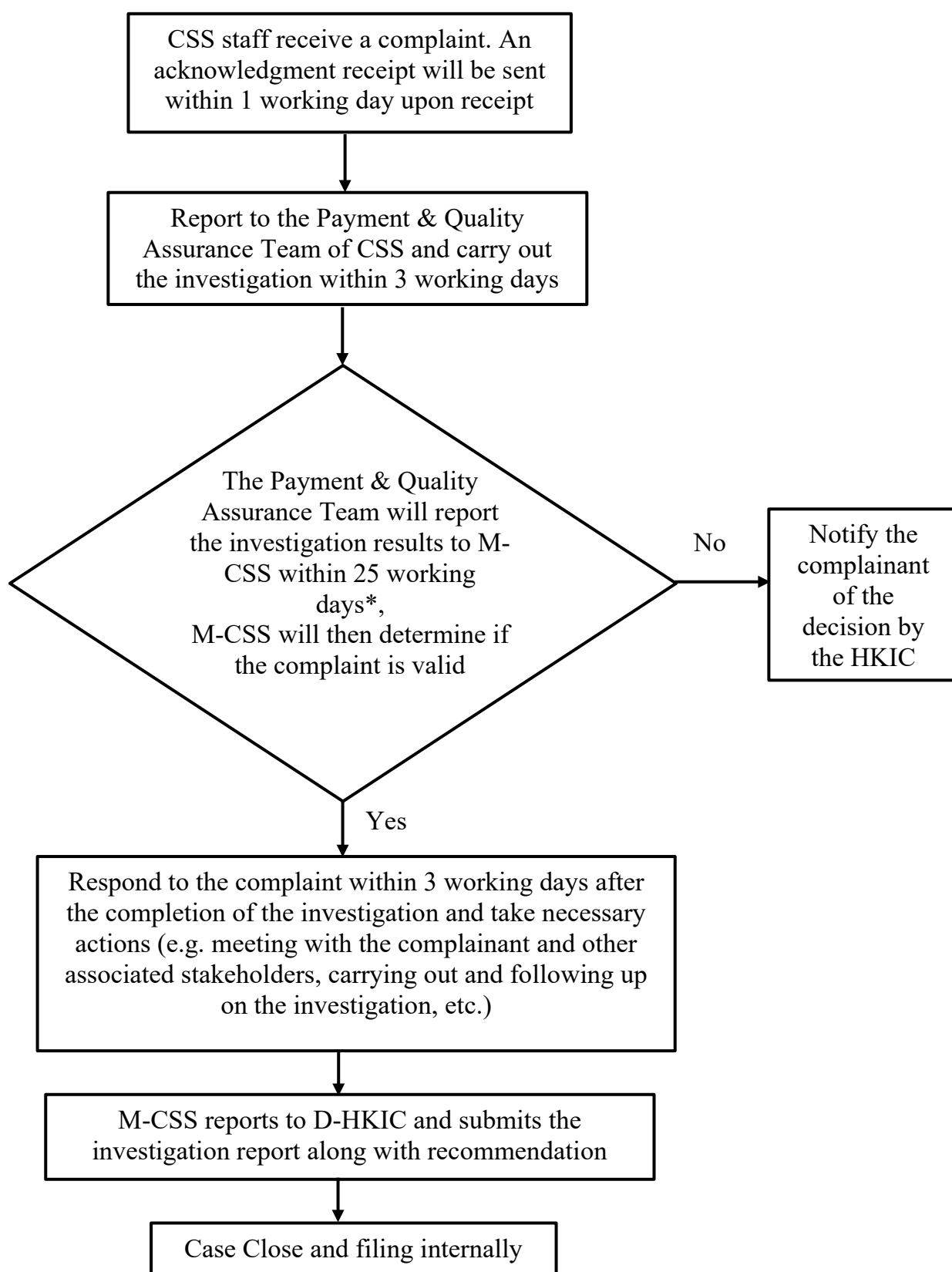


## Process 4: Flow Chart on Procedures for Handling Suspected Fraud Case

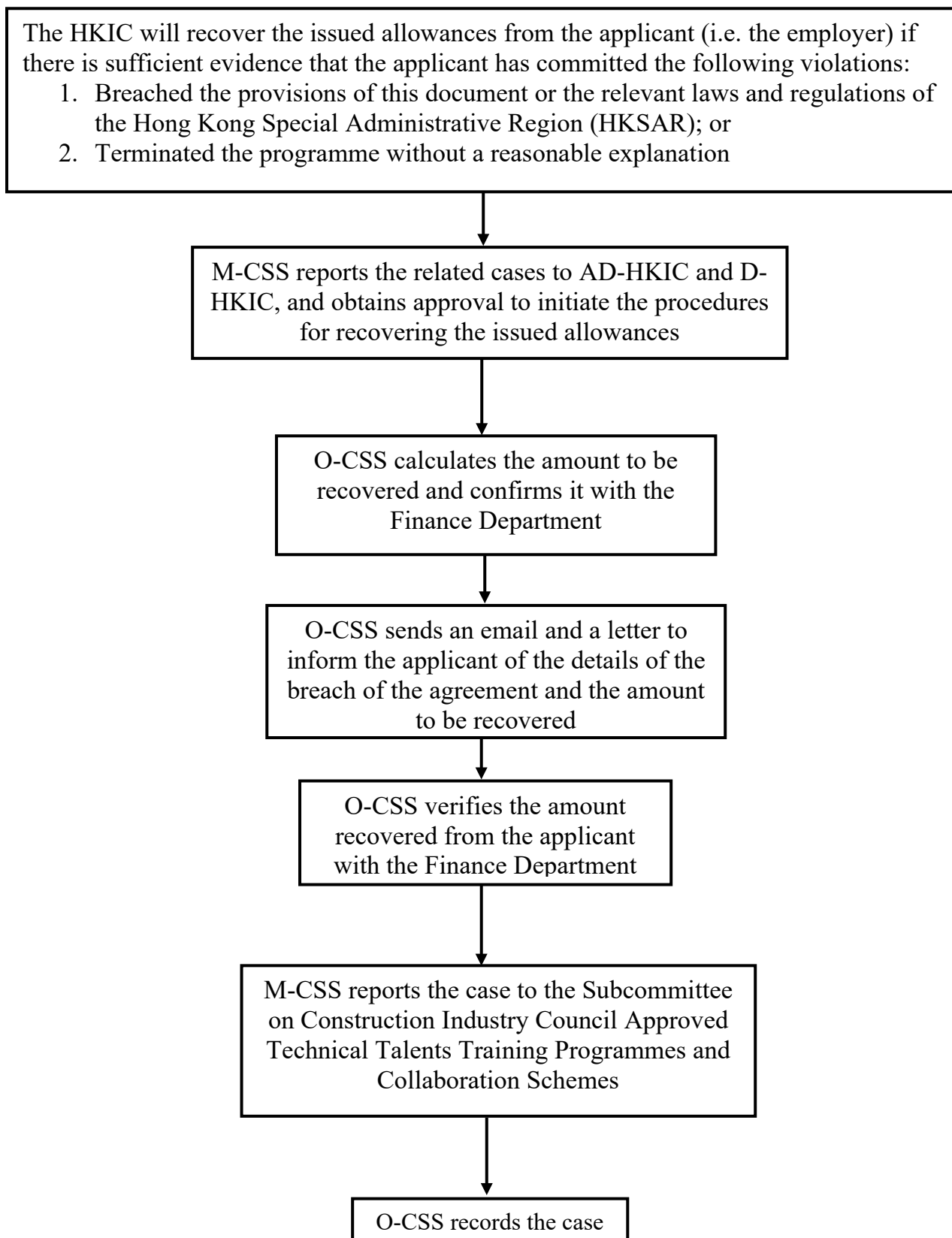




### Process 5: Flow Chart on Procedures for Handling Complaint Case



\*The progress of handling complaint cases by this department relies on the cooperation of both the complainant and the respondent (organization) in providing sufficient information.

**Process 6: Flow Chart on Procedures for Clawing Back the Subsidy**

## Certificate in Instructing Techniques for Site Trainers

|  |   |  |
|--|---|--|
| Course Objective                                   | : | The purpose of this course is to provide comprehensive training skills required for skilled workers with extensive work experience to become site instructors. This will enable them to effectively conduct training and assessment of trainees, fostering new talent. (Note 1)  |
| Training Period                                    | : | 3 Days (Including assessment hours) (Note 2)   |
| Target Participants (Note 1, 2)                    | : | On-the-job training site trainers of: <ol style="list-style-type: none"> <li>1) Construction Industry Council Approved Technical Talents Training Programmes (CICATP); or</li> <li>2) Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ); or</li> <li>3) Intermediate Tradesman Collaborative Training Scheme (ITCTS)</li> </ol>   |
| Allowances   | : | <p><u>Employer Allowance</u><br/>If the employer grants paid study leave to the site trainer and ensures that the site trainer primarily provides site training to trainees according to the training syllabus of the relevant programme within three months after completing the 3-day training, the HKIC will subsidize part of the wage expenses, up to a maximum of \$3,000 (Note 3).</p> <p><u>Trainer Allowance</u><br/>Site trainers who primarily provide site training to trainees according to the training syllabus of the relevant programme after completing the 3-day course will receive an allowance of \$1,200 from the Council (Note 4).</p> |
| Certificate Issuance and Qualification Recognition | : | Participants who achieve an overall attendance rate of 95% and pass all assessments within the course will be awarded the "Council-Recognized Site Trainer Qualification" certificate.   |
| Certificate Validity Period                        | : | The certificate is valid for 5 years, after which renewal of the qualification certification is required.  |

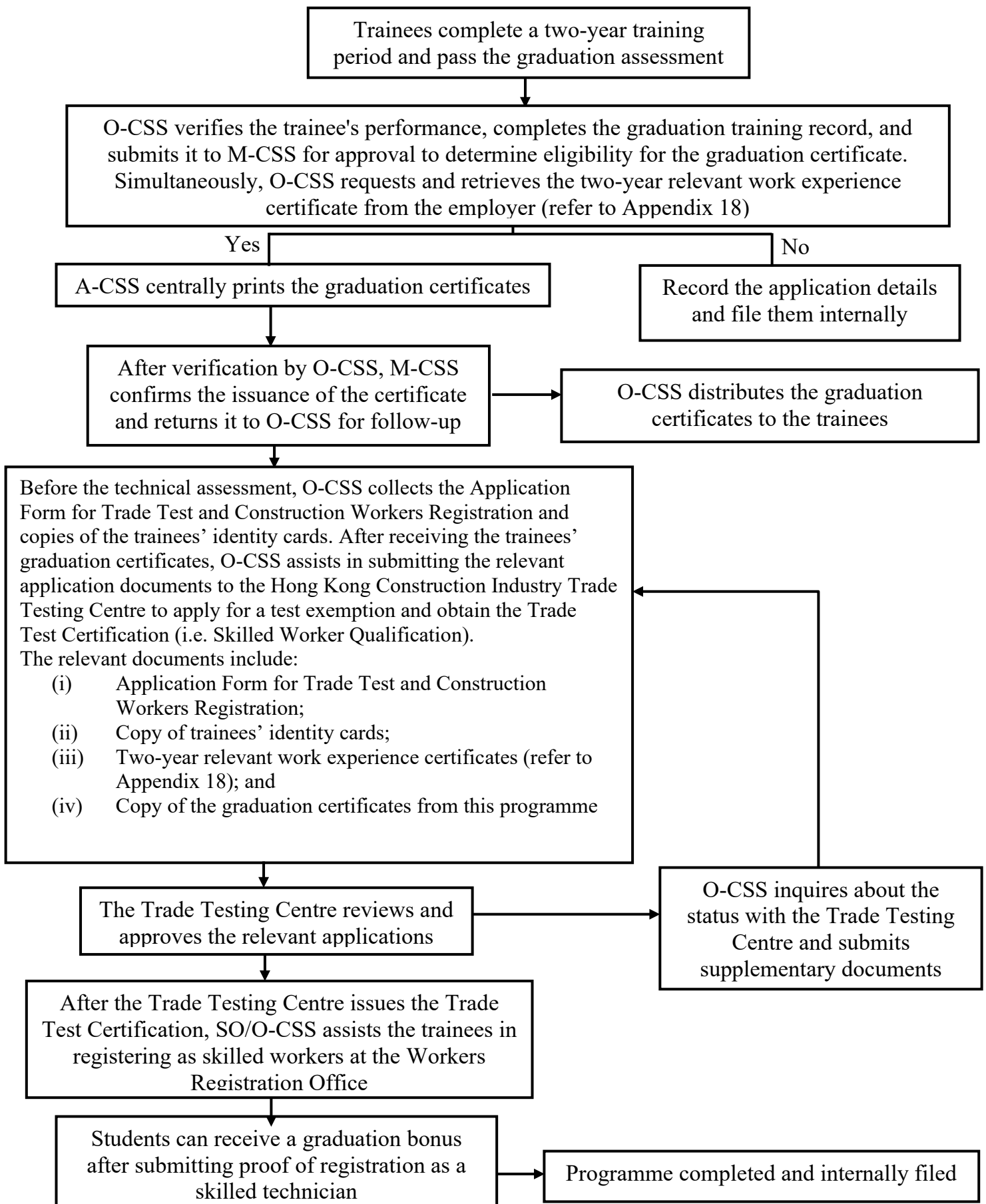
**(Note 1):** The course is applicable to approved site trainers of the Construction Industry Council Approved Technical Talents Training Programmes (ATP), Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ), and Intermediate Tradesman Collaboration Training Scheme (ITCTS) starting from October 16, 2020.

**(Note 2):** Site trainers who have completed the previous 2-day course must complete the 3-day course by January 1, 2022, to continue their trainers' duties.

**(Note 3):** This applies to employers of on-the-job training site trainers under the Construction Industry Council Approved Technical Talents Training Programmes (ATP), Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ), and Intermediate Tradesman Collaboration Training Scheme (ITCTS).

**(Note 4):** This applies to site trainers under the Construction Industry Council Approved Technical Talents Training Programmes (ATP) and Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ).

## Process 7: Flowchart on Issuance of Graduation Certificates, Trade Test Certifications and Graduation Bonuses



**Construction Industry Council**  
**Approved Technical Talents Training Programmes (CICATP)**  
**Execution Brief for Approved Employer List**

Annex 17

## **1. Background**

To address the low participation rate of graduates and employers in the traineeship programs at the Hong Kong Institute of Construction (HKIC), the Construction Industry Training Board (CITB) and the Construction Industry Council (CIC) respectively approved the proposal for the "Traineeship Training Programme (Civil Trades 土工種)" in 2018. The programme was officially named the "CIC Approved Technical Talents Training Programmes" by the CITB in March 2019.

At the end of 2020, the HKIC summarized its execution experience, including the key factor that one of the critical elements for students successfully completing their training was employers having a good training attitude and resources. Therefore, the HKIC established the CIC Approved Technical Talents Training Programmes Approved Employer List. By formulating and implementing an employer evaluation system, the quality and resources of the on-the-job training provided by employers for trainee training were strengthened. This ensures that trainees receive advanced technical training in the relevant trades under suitable project environments and guidance from site trainers, thereby making better use of the HKIC's training resources.

## **2. Purpose**

- i. To identify employers with excellent training attitudes and resources through objective criteria, and to guide HKIC graduates towards long-term development in the construction industry by becoming training programme partners.
- ii. To ensure trainees receive advanced technical training in the relevant trades under suitable project environments and guidance from site trainers.

## **3. Target Participant**

Employers who are about to apply for or are currently participating in CIC Approved Technical Talents Training Programmes.

## **4. Evaluation Criteria for Inclusion in the Approved Employer List**

| Evaluation Criteria                   | Item   |
|---------------------------------------|--|
| <b>Company Background Information</b> |  |
| a) Basic Requirements                 | <ul style="list-style-type: none"><li>- Business Registration Certificate</li><li>- Employer qualifications, such as: Government-registered main contractors, companies registered under the CIC Sub-contractor Registration Scheme /Registered Specialist Trade Contractors Scheme, developers/property managers, subcontractors holding renovation, repair and maintenance contracts or new construction contracts, etc.</li></ul> |

|  |  |
|--|--|
| b) Company's Main Business and Related Projects to Understand Its Scale and Relevant Training Trades                 | <ul style="list-style-type: none"> <li>- Company's main business</li> <li>- Significant projects participated in the past</li> </ul>   |
| Training Resources and Performance   |  |
| c) Implement measures for training employees, providing appropriate and systematic training programmes and resources | <ul style="list-style-type: none"> <li>- Company organization</li> <li>- Number of qualified site trainers (must meet the requirements of the CIC Approved Technical Talents Training Programmes)</li> <li>- Number and ratio of full-time and monthly waged employees/technicians</li> <li>- Training performance, i.e. participation in CIC-launched training programmes, completion of site internships</li> <li>- Awards/certifications related to human resources affairs</li> <li>- Training venues, etc.</li> </ul> |

## 5. **Application Procedure (Appendix B)**

- i. Employers submit a complete set of application forms and required documents to the HKIC (see Appendix A).
- ii. The HKIC reviews the submitted documents and, upon confirming preliminary compliance with registration conditions, arranges for dedicated personnel along with two assessors (see Appendix D) to conduct an on-site assessment and complete the evaluation report section (Appendix A).
- iii. The dedicated personnel of the HKIC submit recommendations for approval or disapproval of the application to the Subcommittee on Construction Industry Council Approved Technical Talents Training Programmes and Collaboration Schemes (Subcommittee) for approval; or provide suggestions and follow-up for employers who do not fully meet the requirements.
- iv. All initial or review applications must be approved by the Subcommittee on Construction Industry Council Approved Technical Talents Training Programmes and Collaboration Schemes.
- v. Employers who are approved for the first time to join the list will have an initial validity period of 3 years. Employers can apply for a review within 6 months before the expiration. Approved employers will be granted another 3-year validity period.
- vi. The HKIC adds the approved employers to the list and uploads it to the HKIC website (valid for 3 years).
- vii. Generally, the HKIC will issue written warnings and improvement suggestions to employers who encounter problems during trainee training and suspend their application for training quotas. If the employer still fails to meet the HKIC's requirements within the following year, the management will recommend and approve further regulatory actions to the Subcommittee, including immediate termination of their registration and a 24-month ban on reapplying to join the list and participate in training.
- viii. Employers can appeal decisions regarding the application for inclusion in the list or regulatory actions to the HKIC (see Section 6 for procedures).

- ix. Employers who submit applications to join the programme on or after March 19, 2021, must be approved to join the list before starting training. Employers who submitted applications before March 19, 2021, and were approved to join the programme can automatically join the list for 2 years, after which they must undergo a review according to the above procedures.

## **6. Appeal Procedure**

- i. The employer may appeal to the HKIC regarding the review results of the application for inclusion in the register or decisions related to regulatory actions against the employer.
- ii. The employer may submit a written appeal to the HKIC within 21 calendar days after receiving the HKIC's written notification.
- iii. The HKIC shall convene the first appeal review meeting within 60 calendar days after receiving the application and the required supporting documents (the total number of meetings will be determined as needed).
- iv. The appeal panel must include a chairman and two members (Appendix C), appointed by the CITB. They must declare any conflicts of interest related to the appeal case.
- v. The appeal review meeting must be conducted with the chairman and two members present. After reviewing relevant documents, hearing reports from the HKIC personnel, and obtaining all necessary information, the panel will deliberate and make a decision.
- vi. If the chairman and members of the appeal panel do not agree, the decision will be made by majority vote.
- vii. The appeal panel may uphold, overturn, or modify the decision made by the specialized committee.
- viii. The HKIC must notify the appealing employer of the decision in writing within 21 calendar days after the appeal panel has made its decision. This decision is final.

## **7. Benefits of Establishing a Register of Approved Employers**

- i. Employers can closely collaborate with the HKIC to expedite the matching of suitable graduates, thereby increasing the success rate of recruiting outstanding graduates and retaining them for company development. This can strengthen talent development and management, as well as enhance the establishment and inheritance of technical teams within the organization.
- ii. The HKIC's online recruitment system (Career Portal) will display the employer's registered status, allowing all graduates to prioritize these employers when browsing job vacancies and applying for positions.
- iii. Employers will be invited to participate in HKIC-hosted events and become important partners (such as employer seminars, workshops, job fairs, site internship programs, and trainee training).
- iv. Approved employers can use the register logo on their websites and promotional materials, making it easier for the public to identify quality employers.
- v. Employers with outstanding training performance may receive commendations/invitations to attend employer recognition ceremonies.
- vi. Enhancing the organization's image and visibility.

(For CIC/HKIC Use)

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

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

Recipient : \_\_\_\_\_

**Construction Industry Council**  
**Approved Technical Talent Training Programmes**  
**Application/Renewal Form for Register of Approved Employers**

(Please "✓" the appropriate box)

**Section A – Company Information** (  New Application /  Renewal Application )

Company Name (Chinese) : \_\_\_\_\_

Company Name (English) : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Business Registration Certificate (please attach a copy) : \_\_\_\_\_

Company Website : \_\_\_\_\_

Company Phone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Name of Contact Person (Full Name) : \_\_\_\_\_ Position : \_\_\_\_\_

Direct Line/Mobile Phone : \_\_\_\_\_

Email : \_\_\_\_\_

**Section B – Company Background**

**Eligibility**  
**(To be completed**  
**by the HKIC)**

(1) Employer / Company Type (please attach supporting documents)

- Main Contractor (must be registered with the Development Bureau or recognized lists of its subordinate government departments)  
 Construction Industry Council Registered Sub-contractor/Registered Specialist Trade Contractors  
 Member of The Real Estate Developers Association of Hong Kong  
 Member of the Hong Kong Association of Property Management Companies  
 Owner  
 Other : \_\_\_\_\_

- Yes  
 No  
 Suggestions/  
 Comments

(2) Main Business :

\_\_\_\_\_

\_\_\_\_\_

(3) Major Project Records in the Last 3 Years

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

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

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

4) Training Structure and Policy (please attach)



**Section C – Training Performance**

**Eligibility  
(To be completed  
by the HKIC)**

**(1) Graduates Employed in the Past 3 Years Trade**

|               |  |  |  |  |  |
|---------------|--|--|--|--|--|
| Trade         |  |  |  |  |  |
| No. of People |  |  |  |  |  |

- Yes  
 No  
 Suggestions/  
Comments

**(2) Participation in the Following Training Programmes in the Past 3 Years**

CIC Approved Technical Talent Training Programmes (ATP)

No. of People in Training : \_\_\_\_\_ No. of People Completed : \_\_\_\_\_

No. of People Terminated : \_\_\_\_\_

CIC Intermediate Tradesman Collaborative Training Scheme (ITCTS)

No. of People in Training : \_\_\_\_\_ No. of People Completed : \_\_\_\_\_

No. of People Terminated : \_\_\_\_\_

CIC Advanced Construction Manpower Training Scheme - Pilot Scheme  
(Structured On-the-job) (ACMTS-SOJ)

No. of People in Training : \_\_\_\_\_ No. of People Completed : \_\_\_\_\_

No. of People Terminated : \_\_\_\_\_

Vocational Training Council - Traineeship Training Scheme (VTC)

No. of People in Training : \_\_\_\_\_ No. of People Completed : \_\_\_\_\_

No. of People Terminated : \_\_\_\_\_

Others : \_\_\_\_\_

No. of People in Training : \_\_\_\_\_ No. of People Completed : \_\_\_\_\_

No. of People Terminated : \_\_\_\_\_

**Or Training Programmes to be Participated in**

ATP  ITCTS  ACMTS-SOJ  VTC  Others : \_\_\_\_\_

**(3) Number of Engineering/Technical Personnel**

No. of Full-time/Monthly Wage Employees : \_\_\_\_\_ / \_\_\_\_\_

No. of Semi-skilled Workers : \_\_\_\_\_

No. of Skilled Workers : \_\_\_\_\_

No. of Trainees : \_\_\_\_\_ (Currently participating in training programmes by the  
CIC or VTC)

| Section C – Training Performance (Continued)                 |               |                      | Eligibility<br>(To be completed<br>by the HKIC) |
|--|---------------|----------------------|---|
| (4) Awards/Certifications Related to Human Resources Affairs |               |                      |   |
| Date of Award  | Name of Award | Issuing Organization |   |
|  |               |                      |   |
|  |               |                      |   |

| Section D – Training Resources   |  |  |  |  |  | Eligibility<br>(To be completed<br>by the HKIC)  |
|--|--|--|--|--|--|--|
| (1) Number of Instructors with Recognized Qualifications (Please fill in and attach the Resume of Trainer as an attachment.)   |  |  |  |  |  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Suggestions/<br>Comments |
| Trade  |  |  |  |  |  |  |
| Number   |  |  |  |  |  |  |
| (2) Number of Training Sites (Estimated) : _____<br>Including : <input type="checkbox"/> Office <input type="checkbox"/> Construction Site <input type="checkbox"/> Maintenance Workshop<br><input type="checkbox"/> Company Training Center <input type="checkbox"/> Others : _____ |  |  |  |  |  |  |
| (3) Support for Site Trainers<br>Please describe the measures taken to ensure site instructors understand their training duties and responsibilities.<br><br>_____<br><br>_____<br><br>_____   |  |  |  |  |  |  |

| Section E – Other References                                    |  | Eligibility<br>(To be completed<br>by the HKIC)  |
|---|--|--|
| (1) Additional Information : (if any)<br><br>_____<br><br>_____ |  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Suggestions/<br>Comments |

《Personal Data Collection Statement》

- The information you provide to the Construction Industry Council or the Hong Kong Institute of Construction ("the CIC" or "the HKIC"), including personal data as defined by the Personal Data (Privacy) Ordinance, will only be used for processing admission applications, selection, course enrollment, employment services, and arranging participation in the CIC or the HKIC activities.
- To keep you informed about the latest activities of the CIC or the HKIC and developments in the industry, the CIC or the HKIC will use your personal data, including your name, phone number, mailing, and email address, to provide you with information about training courses, tests, registration, events, , the CIC or the HKIC work, and other aspects of the construction industry. You can choose whether to receive this information. If you do not agree, please tick 「✓」 the box below to opt-out.
- The CIC or the HKIC will not transfer your personal data to any third party without your prior consent.
- You may decide whether to provide the requested information, but if you fail to provide all the required information accurately, the CIC or the HKIC may not be able to process and/or consider your application.
- You have the right to request access to and correction of your personal data. Such requests must be made in writing to the Council or Institute at 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.

I do not agree to receive information about activities and construction-related information from the Construction Industry Council or the Hong Kong Institute of Construction in the future.

I have read and understood the 《Personal Data Collection Statement》 and all other information in this application.

Please attach the following relevant supporting documents and tick "✓".

Copy of Business Registration Certificate

Proof of Company Type 公司類型證明文件

Training Plan (if applicable)

Training Structure and Policy

Resume of Trainer and Registered Skilled Worker or other relevant professional qualification certificates for the trade

Our company confirms that all the information provided in this application form is correct.

Name/Signature and Company Chop : \_\_\_\_\_ Date : \_\_\_\_\_

**Confirmation by Hong Kong Institute of Construction Reviewer**

Name and Signature : \_\_\_\_\_ Date : \_\_\_\_\_

(P.4/4)

**Composition and Functions of the Approved Employer Register Reviewers and Appeal Panel**

|   |   |
|---|---|
| Construction Industry Training Board (CITB)   |   |
| ↓   | ↓   |
| Subcommittee on Construction Industry Council Approved Technical Talents Training Programmes and Collaboration Schemes (Subcommittee)   | Appeal Panel  |
| ↓   |   |
| Industry Reviewers for the Approved Employer Register   |   |
| <b>Members:</b>   | <b>Members:</b>   |
| <ol style="list-style-type: none"> <li>The chairman of the subcommittee recommends the management personnel or officers of chambers of commerce, trade unions, or associations; or</li> <li>The chairman and members of the Trade Advisory Panel; or</li> <li>Outstanding alumni of the HKIC</li> </ol>   | <ol style="list-style-type: none"> <li>One chairman and two members</li> <li>Members appointed by the CITB</li> <li>They must declare any conflicts of interest not related to the appeal case.</li> </ol> <p>(The secretary of the appeal subcommittee meeting is the Manager/Student Career Services)</p>   |
| <b>Functions:</b>   | <b>Functions:</b>   |
| <ol style="list-style-type: none"> <li>Conduct on-site assessments of applications for the Approved Employer List according to the relevant assessment criteria approved by the CITB and the Subcommittee, as arranged by the HKIC, to effectively evaluate the company's training resources and the suitability of its personnel; and</li> <li>Provide improvement suggestions and opinions to the audited employers; and</li> <li>Complete the employer audit report; and</li> <li>Identify and recommend areas for improvement in the assessment criteria for consideration by the Subcommittee</li> </ol> | <ol style="list-style-type: none"> <li>Review appeal cases regarding decisions on applications for inclusion in the list or regulatory actions on employer training performance</li> <li>Review methods include, but are not limited to, examining relevant documents and hearing reports from the HKIC personnel</li> <li>Obtain all necessary information and conduct discussions</li> <li>Recommend the academy to change or maintain the original decision</li> <li>If deemed appropriate, the appeal panel may report improvement suggestions related to the case to the CITB</li> </ol> |
| <b>Term:</b>  | <b>Term:</b>  |
| July 1, 2024 to December 31, 2025   | July 7, 2021 to the end of the individual panel member's term at the CITB   |

**Construction Industry Council**  
**Approved Technical Talents Training Programmes**  
**Guidelines for Industry Assessors of Approved Employer List**

## 1. Background

Under the list system, industry assessors participate in employer visits and assessments to effectively evaluate the company's training resources and the suitability of its personnel. These tasks are carried out by the HKIC personnel along with two assessors who have training experience and recognized technical qualifications. Therefore, it is necessary to establish a list of assessors for the Approved Employer List system under the supervision of the "Subcommittee on Construction Industry Council Approved Technical Talents Training Programmes and Collaboration Schemes" (Subcommittee).

## 2. Categories of Industry Assessors

Assessors are appointed from external independent individuals to ensure the professionalism and credibility of the assessment work. The list of assessors will become effective after being reviewed by the Subcommittee.

Assessors must agree to and comply with the Code of Conduct and the Conflict-of-Interest Disclosure Policy as stipulated in the Construction Industry Council document number CIC/CMT/P/034/15 and complete the relevant appointment confirmation and contact information forms.

Assessors are appointed by the Subcommittee from the following categories:

- a) Management personnel or officers of chambers of commerce, trade unions, or associations recommended by the chairman of the Subcommittee; or
- b) The chairman and members of the Trade Advisory Panel; or
- c) Outstanding alumni of the academy

Assessors must meet the following requirements:

- a) In the past two years, when serving as members of the HKIC or trade test committees/working groups, their attendance rate must not be less than 50% (e.g., if the Trade Advisory Panel holds four meetings a year, the member must attend at least two meetings); and
- b) If they have previously served as assessors, they must not refuse to undertake the relevant work more than three times during their term.

Functions of Assessors:

- a) Conduct on-site assessments of applications for the Approved Employer List according to the relevant assessment criteria approved by the "Construction Industry Training Board" and the "Subcommittee," as arranged by the HKIC, to effectively evaluate the company's training resources and the suitability of its personnel; and
- b) Provide improvement suggestions and opinions to the audited employers; and
- c) Complete the employer audit report; and
- d) Identify and recommend areas for improvement in the assessment criteria for consideration by the "Subcommittee."



**Construction Industry Council**  
**Approved Technical Talents Training Programme – Senior Tradesmen (Diploma)**  
**Resume of Site Trainer**

|    | Name of Trainer | Confirmed trainer obtain Trade Test Qualification (Yes/No) | Date of obtaining Trade Test Qualification | Confirmed the trainer is Registered Skilled Worker (Yes/No) | Relevant Work Experience |              | Other Relevant Qualification | Certificate in Instructing Techniques for Site Trainers (Yes/No) | If you have the following certificates, please “✓” the appropriate <input type="checkbox"/> box and attach copies of the relevant documents for verification.  |
|----|-----------------|--|--|---|--------------------------|--------------|------------------------------|--|--|
|    |                 |  |  |   | Year                     | Work Details |                              |  |  |
| 1. |                 |  |  |   |                          |              |                              |  | <input type="checkbox"/> Trade Test Certificate (Front and Back)<br><input type="checkbox"/> Construction Worker Registration Card Certificate (Front and Back)<br><input type="checkbox"/> Other Relevant Qualification |
| 2. |                 |  |  |   |                          |              |                              |  | <input type="checkbox"/> Trade Test Certificate (Front and Back)<br><input type="checkbox"/> Construction Worker Registration Card Certificate (Front and Back)<br><input type="checkbox"/> Other Relevant Qualification |
| 3. |                 |  |  |   |                          |              |                              |  | <input type="checkbox"/> Trade Test Certificate (Front and Back)<br><input type="checkbox"/> Construction Worker Registration Card Certificate (Front and Back)<br><input type="checkbox"/> Other Relevant Qualification |
| 4. |                 |  |  |   |                          |              |                              |  | <input type="checkbox"/> Trade Test Certificate (Front and Back)<br><input type="checkbox"/> Construction Worker Registration Card Certificate (Front and Back)<br><input type="checkbox"/> Other Relevant Qualification |

Name of Person-In-charge :

\_\_\_\_\_

Position :

\_\_\_\_\_

Signature and Company Chop :

\_\_\_\_\_

Date :

\_\_\_\_\_

**Construction Industry Council Approved Technical Talents Training Programmes**  
**Application for Suspension/Extension of Training**

|   |  |  |   |
|---|--|--|---|
| <b>Part 1: Trainee Company Information</b>  |  |  |   |
| Company Name:   |  |  |   |
| <b>Part 2: Trainee Information</b>  |  |  |   |
| Trainee Name:   | Surname:   |  |   |
|   | First Name:  |  |   |
| HKID No.:   |  |  |   |
| Trade Participated:   | <input type="checkbox"/> Bricklayer  | <input type="checkbox"/> Plasterer               | <input type="checkbox"/> Tiler                  |
|   | <input type="checkbox"/> Painter and Decorator   | <input type="checkbox"/> Joiner                  | <input type="checkbox"/> Metal Worker           |
|   | <input type="checkbox"/> General Welder  | <input type="checkbox"/> Curtain Wall Installer  | <input type="checkbox"/> Window Frame Installer |
|   | <input type="checkbox"/> Marble Worker   | <input type="checkbox"/> Leveller                | <input type="checkbox"/> Bar Bender and Fixer   |
|   | <input type="checkbox"/> Formworker (Civil Construction/Building Construction)   | <input type="checkbox"/> Metal Formwork Erectors | <input type="checkbox"/> Concreter              |
|   | <input type="checkbox"/> Ground Investigation Operator   | <input type="checkbox"/> Bamboo Scaffolder       | <input type="checkbox"/> Metal Scaffolder       |
|   | <input type="checkbox"/> Plumber   | <input type="checkbox"/> Drainlayer              | <input type="checkbox"/> Electrical Wireman     |
| <input type="checkbox"/> Construction Plant Mechanic  |  |  |   |
| <b>Part 3: Details of Suspension/Extension of Training</b>  |  |  |   |
| Suspension/Extension Period:  | From (day/month/year)  |  |   |
|   | To (day/month/year)  |  |   |
| Total Days of Suspension/Extension:   | (days)<br>Note: Applicable to apprentices who have been absent for more than one month and the maximum suspension period is 12 months.   |  |   |
| ATP Restart Date:   | (day/month/year)<br>Note: This date must be no earlier than or the same as the signing date of the following Employer Consent to ensure that HKIC can timely monitor the apprentice's training progress. |  |   |
| Reason for Suspension/Extension:  |  |  |   |
| <b>Part 4: Consent Form</b>   |  |  |   |
| I confirm that the above information is correct and understand that this request is subject to the approval of the Hong Kong Institute of Construction, and the decision made is final. |  |  |   |
| Company Representative Signature:   | Date:  |  |   |
| Name:   |  |  |   |
| Position:   |  |  |   |

**For Use by the HKIC**

Recommended approval result for this application:

- Approved  
 Disapproved

Checked by  
(Name/Signature): \_\_\_\_\_

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

Approved by  
(Name/Signature): \_\_\_\_\_

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



## Trainee Allowance Processing Form

學生姓名：\_\_\_\_\_ 學生編號：\_\_\_\_\_

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

- authorization for training allowance payment into a bank account belonging to the trainee
- authorization for training allowance payment into ***a bank account not belonging to the trainee***
- updating account information concerning training allowance payment

### **Part 1: Information**

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

I hereby authorize the "CIC/HKIC" to deposit the training allowance earned during my training into the following bank account and attach the relevant account information copy. The bank information will only be used for the payment of the training allowance and not for other purposes.

Bank Name : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

Account No : 

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

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

Name of Bank Account Holder : (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_

# Relationship of the Account Holder with Trainee: Self/Parent/Guardian/Others (Please specify):

\_\_\_\_\_

### **Part 2: Declaration**

1. I authorize the "CIC/HKIC" to deposit the training allowance earned during my training into the bank account provided in "Part 1" from the next payment onwards until I leave the HKIC or stop receiving the allowance. I agree that all credited income will be confirmed by the bank without the need for personal confirmation by myself/parent/guardian/account holder. Additionally, if the designated bank account for depositing the allowance is not automatically transferred via HSBC, I understand that the time required for inquiry and processing of the account may increase;
2. I declare that all information provided in this application form is true and correct to the best of my knowledge. If any false information is provided, the application will be invalid, and I will lose the eligibility to enroll in this course in the future.
3. I agree that if I/my child is registered for admission, I will comply with the student code of conduct of the "CIC/HKIC".

# Personal Data Collection Statement

## 1. Collection of Personal Data

- 1.1. The Hong Kong Institute of Construction (HKIC) is a member organization of the Construction Industry Council (CIC). The information you provide to the HKIC, including any personal data defined under the Personal Data (Privacy) Ordinance (Cap. 486), will only be used for purposes related to the activities of the CIC (including the HKIC). The activities and the required personal data are detailed in the application form.
- 1.2. Providing personal data to the HKIC is voluntary. However, if the purpose of providing the data is to make an application, you must provide the information specified in the application form. Otherwise, the HKIC may not be able to process or consider your application. If you are under 18 years old, you should consult your parents or guardians before providing your personal data to us.
- 1.3. You have the right to access and correct your personal data. If you need to make such a request, please write to the Assistant Manager of the Central Department (Data Access Request), Hong Kong Institute of Construction, 38/F, COS Tower, 56 Tsun Yip Street, Kwun Tong, Kowloon. If you have any inquiries about this statement and related practices, please write to the above address or email [enquiry@cic.hk](mailto:enquiry@cic.hk). As a member of the CIC, the HKIC strictly adheres to the relevant policies of the CIC. For more information about our privacy and personal data protection policies, please refer to our privacy policy ([https://www.cic.hk/chi/main/privacy\\_policy\\_statement/](https://www.cic.hk/chi/main/privacy_policy_statement/)).

## 2. Purpose of Collection

The personal data collected from you will be kept confidential and may be used for the following purposes:

- a. Assessing your application for admission (including arranging payment and refunds if necessary);
- b. Responding to situations involving health or safety risks, including emergencies;
- c. All other purposes related to your study and assessment at the Hong Kong Institute of Construction;
- d. Arranging career services;
- e. Managing alumni affairs;
- f. Facilitating communication with you;
- g. Performing and exercising the functions and powers granted to the CIC under relevant ordinances, rules, and subsidiary legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and the Construction Workers Registration Ordinance (Cap. 583);
- h. Establishing, exercising, or defending the legal rights of the CIC and complying with the legal and regulatory responsibilities of the CIC (including anti-money laundering responsibilities, complying with court or regulatory orders, etc.);
- i. Managing access to CIC premises and security purposes;
- j. Preventing and responding to actual or potential security threats, fraud, or illegal activities;
- k. Handling complaints or inquiries;
- l. Conducting analysis, research, and opinion surveys;
- m. Conducting audits and compliance reviews to ensure applicable CIC policies, procedures, regulations, and laws are followed;
- n. Other purposes related or incidental to CIC activities;
- o. Any other purposes you may agree to from time to time.

3. Disclosure and Transfer of Personal Data

- 3.1. In response to the purposes stated in paragraph 2, we may disclose or transfer your personal data to third parties, including but not limited to:
  - a) Any or all affiliated and/or subsidiary companies of the CIC;
  - b) Any third-party service providers, contractors, or subcontractors representing the CIC to operate or maintain membership, activity registration, guided tour booking, research and/or analysis, or backend services, administrative services, verification services, cloud services, or information technology services, or providing necessary support or services to the CIC (including insurance, banking, or any third-party payment gateway services used by the CIC) to facilitate the provision of services by the CIC; or
  - c) Any party with confidentiality obligations to the CIC.
- 3.2. The CIC may disclose and transfer your personal data in accordance with any applicable legal requirements or regulatory requirements or court orders.

4. Use of Personal Data for Direct Marketing

To inform you about CIC activities and construction industry developments that may interest you, the CIC wishes to use your personal data, including your name, phone number, mailing address, and email address, to provide you with information about our training courses, trade tests, registration, activities, and other work areas and construction industry developments.

You are free to decide whether you wish to receive such information. If you choose not to receive relevant information, please check the box below. If you wish to change your choice in the future, you can notify us in writing.

I do not wish to receive any promotional activities or construction industry development information from the CIC.

\*\*\*\*\*

I have read and understood the Personal Data Collection Statement.

# Student/Parent/Guardian/Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Students aged 18 or above can sign on their own.**

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**Part 3: (To be filled out by the Institute)**

Data Entry and Verified: \_\_\_\_\_ Date: \_\_\_\_\_

**(Assistant - School Administration)**

**# Please delete as appropriate**  
(20240229)