

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

Framework Document

**By Hong Kong Institute of Construction
20 February 2026**

This Disclaimer has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

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Amendment Log

Revision	Date	Details of Amendment
1	July 2020	N/A
2	March 2021	Addition of provisions for Construction Industry Council Approved Technical Talents Training Programme Approved Employer List
3	September 2021	Update of training syllabus
4	December 2021	Addition of 5.11 on training suspension terms
5	June 2022	<ol style="list-style-type: none"> 1. Addition of Individual Enhanced Construction Industry Workforce Training Programme Trades 2. Addition of Part-time Programme 3. Addition of Trainee Bonus 4. Addition of 5.12 Trainee Allocation Mechanism 5. Update of Site Inspection Report 6. Addition of two Annexes, namely Trainee Allowance Processing Form and Application for Suspension/Extension of Training
6	June 2023	<ol style="list-style-type: none"> 1. Implementation of employer bonus 2. Update the course content of the Certificate in Instructing Techniques for Site Trainer
7	October 2024	Update of Trainee Allowance Processing Form
8	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 1 January 2025).
9	July 2025	In response to the request from the Independent Commission Against Corruption (ICAC), additional explicit terms regarding the prevention of bribery have been included.
10	Dec 2025	<ol style="list-style-type: none"> 1. In response to the decision made by the Sub-committee on CIC Approved Technical Talents Training Programmes and Collaborative Training Schemes on 27 November 2025, an Emergency Incident Handling and Reporting Mechanism has been included (effective from 15 December 2025) 2. In response to the decision made by the Hong Kong Institute of Construction Management Board meeting held on 3 December 2025, the course content of the Certificate in Instructing Techniques (Refresher) for Site Trainers has been included.
11	Feb 2026	<ol style="list-style-type: none"> 1. In response to the decision made by the Hong Kong Institute of Construction Management Board meeting held on 29 January 2026, the employer allowance of HK\$500 for the Certificate in Instructing Techniques (Refresher) for Site Trainers has been included.

1. Purpose

The purpose of this document is to depict the details of Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma) [CIC ATP – 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.	Sub-committee	Delegated Sub-committee by CITB
e.	Programme	Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Diploma)
f.	Training Allowance	Training allowance and bonus for trainees

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.

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
<ul style="list-style-type: none"> (i) A fresh graduate of the Diploma in Construction Programme offered by HKIC; and (ii) Not more than 2 years of service after passing the Intermediate Trade Test (Semi-skilled Worker); and (iii) Study in HKIC’s Professional Diploma in Construction Programme 	<ul style="list-style-type: none"> (i) A fresh graduate of the Certificate in Construction Programme offered by HKIC; or graduate of short courses of designed trades offered by HKIC; or graduate of ITCTS; and (ii) Not more than 2 years of service after passing the Intermediate Trade Test (Semi-skilled Worker); and (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); or
- 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 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)”; or
 - c. Property Management Company: shall be a member of “The Hong Kong Association of Property Management Companies”; or

- 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 19 March 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 19 March 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. (Please refer to HKIC's webpage: <https://www.hkic.edu.hk/en/partners/atp/employers>)

5.3 Trade Division

There are 13 subsidised trade divisions under this programme. For details, please refer to [Annex 1](#).

5.4 Length of Training

This programme will last for two years.

5.5 Required Wage for Employing Trainee

5.5.1 The employer shall sign an employment contract 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 or Form worker 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 6](#)) 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 for Trainee 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 maternity leave, and the employer 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 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.
- 5.6.5 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:

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

- 5.6.6 Starting from 1 May 2023, the employer will receive a bonus of HK\$ 10,000 for each trainee successfully trained to become a skilled worker.
- 5.6.7 If the employer/trainee withdraws from the programme with a reasonable justification which is accepted by the HKIC, the HKIC will issue training allowance in proportion as per 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 previously issued training allowance.

5.6.8 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 subsidise 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 subsidise the tuition fees for three years.

5.7 Trainee Assessment and Bonus

5.7.1 If a trainee (for 2-year training period) satisfactorily completes 12 months training, passes the mid-term assessment, trainee will receive a retention bonus of HK\$ 24,000 and continue with the remaining 12-month training. The bonus will be paid by the HKIC to the trainee directly. Please refer to [Annex 5](#) for the "Trainee Allowance Processing Form". If the trainee fails the assessment, the HKIC will provide one retake opportunity. The training programme will be terminated immediately if the trainee still cannot pass after re-taking the assessment.

5.7.2 After passing the above assessment, trainee can move on to the second-year training. If the trainee's performance is satisfactory, the HKIC will arrange the trainee to attend the final assessment in the 24th month of the training. After passing the final assessment, register as a senior tradesman, i.e. skilled workers, the trainee will receive a completion bonus of HK\$30,000 from the HKIC. Please refer to [Annex 5](#) for the "Trainee Allowance Processing Form". If the trainee fails the final assessment, the HKIC will provide one retake opportunity. If the trainee cannot pass the final assessment after the retake, he will not receive the completion certificate and will not be able to acquire the Senior Tradesman qualification, i.e. skilled worker qualification.

5.7.3 If a trainee is absent from the enrichment programme and fails to submit a reasonable explanation and supporting documents in writing within 10 working days after the course day, he will be considered as absent without reason. The HKIC will provide supplementary classes to trainees who are absent with reasonable explanations when resources allow, and the supplementary class will only be arranged once. If the trainee is absent from the supplementary class arranged by the HKIC, he will be regarded as absent without reason. For every absence without reason, HK\$2,700 will be deducted from the retention and completion bonus.

5.7.4 After obtaining the certificate of completion, the trainee can apply for exemption from the trade test of the Hong Kong Construction Industry Trade Testing Centre through the Traineeship Management, and obtain the Trade Test Certificate for Registered Specialist Trade Contractors.

5.8 Requirements on Trainer Qualifications and Trainer-to-Trainee Ratio

5.8.1 Employers shall arrange eligible trainers to provide training.

5.8.2 The eligible trainer 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 respective 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 proposed trainer fails to provide proof of the qualifications stated in paragraph 5.8.2, but holds other relevant professional qualifications, the trainer is required to attend a HKIC interview to examine his qualifications. The HKIC reserves the right for final decision.

5.8.4 To ensure the quality of training, the maximum trainer-to-trainee ratio shall be 1:6 (i.e. one trainer trains 6 trainees).

5.8.5 Trainers are required to take a designated HKIC training course (Refer [Annex 18](#)) for site trainer and complete the course before the mid-term of the training programme.

5.8.6 If the trainer is absent from any of the free course of “Certificate in Instructing Techniques for Site Trainers” arranged by the HKIC, the employer should submit reasonable explanation and supporting evidence in writing within 10 working days after the day of absence. Otherwise, it will be considered as absence without reason. The trainer has to enroll in the course on his own and submit the completion certificate. If the employer nominates the same trainer to provide training in a new application, HKIC will not arrange free courses for the trainer.

5.8.7 The qualification of the “Certificate in Instructing Techniques for Site Trainers” is valid for five years. Upon expiry, site trainers are required to complete the “Certificate in Instructing Techniques (Refresher) for Site Trainers” to ensure their training knowledge and skills remain up to date. For details, please refer to [Annex 18](#).

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 IV of [Annex 2](#)).

5.10 Inspection on Training Progress

5.10.1 The HKIC shall conduct site inspections (Refer to [Annex 13](#)) 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 8](#)). 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 will 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 21](#)). 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 employment contract; and
 - (iv) A copy of the Skilled Worker qualification obtained by the trainer and his resume.
- 6.2 The employer shall sign an "employment contract" with the employee in accordance with the labour ordinance.
- 6.3 The employer shall pay the wage of the trainees on a monthly basis. For details, please refer to paragraph 5.5.1.
- 6.4 The amount and payment method of the employee's wage shall be included in the "employment contract". The HKIC shall not be liable to the terms and responsibilities stated in the employment contract.
- 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 by employer 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 employer shall allow the trainees to attend the 32-day enrichment programme provided by the HKIC in the 2-year period. The employer shall pay the trainees' wage for the training days.

- 6.7 The employer shall train the trainees in accordance with the Training Syllabus (details in [Annex 9](#)) of the relevant trade division. The employer shall also supervise, monitor and inspect the training during the on-site training period, so that the trainee can enhance his trade skills during the training, meet the skill requirements of the industry, and pass the mid-term and final assessments conducted by the HKIC. The HKIC reserves the right to amend the above syllabus from time to time, and the HKIC will notify the employer in writing of the amendment.
- 6.8 The employer shall complete the specified form ([Annex 20](#)) 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 Hong Kong Institute of Construction

- 7.1 The HKIC shall draft the training syllabus with reference to the current trade tests and intermediate trade tests for the construction industry including:
- (i) on-the-job training syllabus (refer to [Annex 9](#))
 - (ii) enrichment programme syllabus (refer to [Annex 9](#))
- 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 11](#).
- 7.3 The Applicant shall indemnify the HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the HKIC arising out of 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 Applicants and any of the Applicants' 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 Applicants and/or their Sub-contractors, 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 (including trainee employment proof, resume of trainer and proof of his qualifications, etc.) for review and approval.
- 8.2 The employer shall commence training according to the HKIC's approved training period.

- 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 12](#) 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 7](#)) on a monthly basis. The Report shall be signed by the trainee for confirmation.
- 9.2 The trainer shall check the Trainee 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 issue the allowances to the employer.

10. Reimbursement of Payment 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, he shall also submit the following documents for the HKIC's verification within 3 months. Otherwise, it will not be processed:
- (i) Invoice/ Debit note; and
 - (ii) Trainee Attendance and Wage Payment Record ([Annex 6](#)); and
 - (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 trainer ([Annex 7](#)).
- 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 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. Please refer to [Annex 14](#) for the flow chart on the procedures for payment of allowances.
- 10.5 The trainee's retention bonus and completion bonus will be approved in accordance with paragraph 5.7 and be paid by the HKIC to the trainee via bank transfer directly.

11. Fraud Case and Termination of Agreement

- 11.1 If the HKIC identifies any documents suspected of containing false information, the matter will be handled seriously. For details on the flow chart for handling fraud case and of false information, please refer to [Annex 15](#).
- 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.
- 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 employment contract, 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. The trainee will no longer be eligible for participating in this programme.
- 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. Prevention of Bribery

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

15. Emergency Incident Handling and Reporting Mechanism

- 15.1 Emergency incidents, include:
- (i) Natural or man-made disasters or accidents that endanger apprentices, staff, or instructors;
 - (ii) Serious conflicts between apprentices, or between apprentices and staff of employer (including instructors), such as verbal disputes or physical altercations;
 - (iii) Situations when apprentices, or their family members or friends, bring others, such as legislators, journalists, union representatives, or community officers, to the employer's premises to lodge complaints related to the Institute;
 - (iv) Incidents suspected of being illegal, unethical, or in serious violation of the framework documents/guidelines established by the Institute for the relevant programme; and
 - (v) Incidents not falling under the above four categories but that could seriously affect the operations, image, or public interest of the Institute or employers.
- 15.2 In the event of an emergency incident, the employer must, based on the actual needs, first contact the police or the Fire Services Department for immediate assistance. The employer must then complete the "Emergency Incident Report" (see [Annex 22](#)) and submit it to HKIC within 24 hours after the incident occurs.

16. Personal Data Collection Declaration

- 16.1 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).
- 16.2 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, to 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.
- 16.3 The employer who is responsible for collecting trainees' personal data shall obtain the trainees' written consent regarding the above.
- 16.4 The employer shall indemnify the HKIC for any breach of the PDPO or violation of the commitments.

Construction Industry Council Approved Technical Talents Training Programmes – Senior Tradesmen (Diploma)

Annex 1: Trade Division, Training Period and Date of Assessments

Trade Division	Training Period	Date of Mid-term Assessment	Date of Final Assessment
1. Bricklayer	2 years	12 th month of the training period	24 th month of the training period
2. Plasterer			
3. Tiler			
4. Painter and Decorator			
5. Joiner			
6. Metal Worker			
7. General Welder			
8. Leveller			
9. Bar Bender and Fixer			
10. Form worker (Civil/Building Construction)			
11. Plumber			
12. Electrical Wireman			
13. Construction Plant Mechanic			

Annex 2: Construction Industry Council Approved Technical Talents Training Programmes – Senior Tradesmen (Diploma) Application Form

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: _____

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

Please as appropriate.

- i. Member of the Hong Kong Construction Association (HKCA);
 - 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;
 - iii. Existing sub-contractors directly employed by the contractors mentioned in (a) or (b);
 - iv. Member of the Hong Kong Construction Sub-Contractors Association (HKCSA);
 - v. Member of the Hong Kong Plumbing and Sanitary Ware Trade Association (HKPSWTA);
 - vi. Member of the Hong Kong Federation of Electrical and Mechanical Contractors Limited (HKFEMC)
Member of construction industry unions (employers);
 - vii. Sub-contractor registered or shall register under the Registered Specialist Trade Contractors of the HKIC before programme commencement;
 - viii. 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”
 - ix. Others.
- and**
- x. **listed in the Construction Industry Council Approved Technical Talents Training Programme Approved Employer List**

Part III: Work Trade

Please as appropriate.

- | | | |
|---|------------------------------------|---|
| <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"/> Form worker (*Civil/Building Construction) | <input type="checkbox"/> Plumber | <input type="checkbox"/> Electrical Wireman |
| <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) <Annex 3>) *Note: Please enter the ID card number as a letter followed by the first three digits.

1	Name:	Trade Division:	*HKID No.: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Name:	Trade Division:	*HKID No.: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Name:	Trade Division:	*HKID No.: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

No	Name (Chinese)	Name (English)	HKID No. (A letter followed by the first three 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 any time 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 Programme – 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

《Personal Data Collection Statement》

1. Collection of Personal Data

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

2. Purposes of Collection

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

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

3. Disclosure and Transfer of Personal Data

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

4. Use of Personal Data Related to Direct Marketing

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

You are free to decide whether you wish to receive such information. If you choose 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 (Diploma) 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 <input checked="" type="checkbox"/> in the boxes below: |
| <input type="checkbox"/> Copy of Business Registration Certificate                                      |
| <input type="checkbox"/> Copy of Construction Project Contract                                          |
| <input type="checkbox"/> Registered Specialist Trade Contractors Copy (if applicable)                   |
| <input type="checkbox"/> Resume of Trainer(s)                                                           |
| <input type="checkbox"/> Trainee Consent Form(s)                                                        |
| <input type="checkbox"/> 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                 | NA | 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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>(A letter followed by the first three digits) |

I hereby confirm my agreement to participate in the two-year Construction Industry Council Approved Technical Talents Training Programmes – Senior Tradesmen (Diploma) with \_\_\_\_\_ (Employer). The expected start date for the training is \_\_\_\_\_ (Year) \_\_\_\_\_ (Month).

#### 《Personal Data Collection Statement》

##### 1. Collection of Personal Data

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

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.

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

- a. 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.
- b. 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 Programme – Senior Tradesmen (Diploma) (the Programme) and register as a student, I will comply with the relevant terms of the Programme 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 Programme for any reason, including but not limited to being expelled for not adhering to student conduct rules, withdrawing before completion, or if the Programme 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 Programme. I agree not to make any claims regarding subsidies related to or arising from the Programme (or their payment or refund).

Signature of Trainee

Date

Annex B – 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

- (a) 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.
- (b) Upon approval of an application, if the Applicant cannot commence the training within the specified period, then the approved training quota will be forfeited. If the Applicant wishes to continue participating in the Programme, a new application shall be submitted.
- (c) 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

- (a) The HKIC may withhold payment of the training subsidies or any part of it if in the sole opinion of the HKIC:
 - (i) The Applicant has failed or is, in the opinion of the HKIC, likely to fail to execute the Approved Projects; and
 - (ii) 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.
- (b) 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. Prevention of Bribery

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

7. Personal Data Collection

- (a) 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.
- (b) 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.
- (c) 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

- (a) 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.
- (b) 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

- (a) 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.
- (b) 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. In case, 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.

Construction Industry Council

Approved Technical Talents Training Programmes

Annex 3: Resume of Site Trainer

No	Name of Trainer	Trade Test Qualifications (Yes/ No)	Obtain Date	Registered Skilled Worker (Yes/ No)	Relevant Work Experience		Other Relevant Qualifications	“Certificate in Instructing Techniques for Site Trainers” (Yes/ No)	If you have the following certificate(s), please check the <input checked="" type="checkbox"/> box and attach a copy of the relevant documents
					Year	Work Details			
1									<input type="checkbox"/> Trade Test Qualifications (front and back) <input type="checkbox"/> Construction Worker Registration (front and back) <input type="checkbox"/> Other relevant qualifications
2									<input type="checkbox"/> Trade Test Qualifications (front and back) <input type="checkbox"/> Construction Worker Registration (front and back) <input type="checkbox"/> Other relevant qualifications
3									<input type="checkbox"/> Trade Test Qualifications (front and back) <input type="checkbox"/> Construction Worker Registration (front and back) <input type="checkbox"/> Other relevant qualifications
4									<input type="checkbox"/> Trade Test Qualifications (front and back) <input type="checkbox"/> Construction Worker Registration (front and back) <input type="checkbox"/> Other relevant qualifications

Name of Person- in-charge: _____ Signature and Company Chop: _____

Title: _____ Date: _____

以銀行轉賬支付發票授權表格

Annex 4: Authorisation Form for Settlement of Invoices by Bank Transfer

致: 建造業議會

To: Construction Industry Council ("CIC")

財務部

Finance Department

香港九龍觀塘駿業街 56 號

38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong,

中海日升中心 38 樓

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 Company's Name			
地址 Address			
聯絡人 Contact Person		職位 Position	
電話號碼 Telephone No		電子郵件 Email Address	
銀行及分行名稱 Banker's Name and Branch			
帳戶名稱 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 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"/>
	銀行編號 Bank Code	分行編號 Branch Code	戶口號碼 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》¹ 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 Statement¹ and all other information on this application.

Company Chop 公司印鑑	<input type="text"/>
Authorized Signature 授權簽名	<input type="text"/>
Name of Signatory 授權人名稱	<input type="text"/>
Position of Signatory (Manager Grade or above) 授權人職位 (經理級或以上)	<input type="text"/>
Date 日期	<input type="text"/>

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。

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

1 本人已仔細閱讀並理解背頁的收集個人資料聲明。

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

Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. The information you provide to the Construction Industry Council, its affiliates, and / or its subsidiaries, including, but not limited to, the Hong Kong Institute of Construction and Zero Carbon Building, Construction Sector Imported Labour Quarters Limited (collectively, the “CIC”), including any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the CIC. The activity and the required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to the CIC is voluntary. However, where you are providing information for the purpose of an application, it is necessary that you supply the CIC with complete information as specified on the application form. Otherwise, the CIC may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 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 Ms. Priscilla Iu, Manager – Finance (Data Access Request), Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon**. Should you have any enquiries about our PICS and related practices, please contact us at the above address or via enquiry@cic.hk. For more information about the CIC’s policies on privacy and personal data protection, you can access our Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

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

- a. Processing payment by bank transfer for settlement of invoices;
- b. Facilitating communication with you;
- c. 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);
- d. 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.);
- e. Managing access to the CIC’s premises and for security purposes;
- f. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- g. Handling complaints or enquiries;
- h. Performing analysis and conducting research and surveys;
- i. Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
- j. Other purposes related or incidental to the conduct of the CIC’s activities; and
- k. Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

- 3.1. The CIC may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:
 - 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.

收集個人資料聲明

1. 個人資料的收集

- 1.1. 你向建造業議會、其關聯及/或附屬公司，包括但不限於香港建造學院、建造業零碳天地、建造業輸入勞工宿舍有限公司 (統稱「議會」) 提供的資料，包括《個人資料(私隱)條例》(第 486 章) 中定義的任何個人資料，只會用於與議會活動相關之目的。有關活動及其所需的個人資料已詳列於申請表格內。
- 1.2. 你是否向議會提供個人資料純屬自願性質。然而，如果你提供資料之目的是為了作出某項申請，你便須向議會提供申請表格上所指明的資料。否則，議會可能無法處理或考慮你的申請。如果你未滿十八歲，在向議會提供你的個人資料前，應先徵詢你的父母或監護人。
- 1.3. 你有權查閱你的個人資料和更正當中的錯誤。如需要作出此要求，請致函議會的姚玉弟女士經理 - 財務 (查閱資料要求)，地址為九龍觀塘駿業街 56 號中海日升中心 38 樓。如你對本聲明及有關做法有任何查詢，請致函上述地址或電郵至 enquiry@cic.hk。如需要更多關於議會在私隱及保障個人資料政策的資料，請參閱我們的私隱政策(https://www.cic.hk/chi/main/privacy_policy_statement/)。

2. 收集的目的

從你收集得來的個人資料將會被保密，並可能用於以下用途：

- a. 透過銀行轉帳處理付款以結算發票；
- b. 利便與你的通訊；
- c. 履行和行使議會根據相關條例、規則和附屬法規授予的職能和權力，包括但不限於《建造業議會條例》(第 587 章) 及《建造業工人註冊條例》(第 583 章)；
- d. 確立、行使或維護議會的法律權利及遵從議會的法律和規管責任 (包括打擊洗錢責任、遵從法院或監管機構的命令等)；
- e. 管理進出議會處所和保安目的；
- f. 防止和應對實際或潛在的安全威脅、詐騙或非法活動；
- g. 處理投訴或查詢；
- h. 進行分析、研究和意見調查；
- i. 進行審計及合規審查，以確保適用的議會政策、程序、規例及法律獲得遵守；
- j. 與議會活動進行相關或附帶的其他目的；及
- k. 你不時同意的任何其他目的。

3. 個人資料的披露及轉移

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

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

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

Personal Data Collection Statement

Collection of Personal Data

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.
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.
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. 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/).

Purpose of Collection

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

1. Assessing your application for admission (including arranging payment and refunds if necessary);
2. Responding to situations involving health or safety risks, including emergencies;
3. All other purposes related to your study and assessment at the Hong Kong Institute of Construction;
4. Arranging career services;
5. Managing alumni affairs;
6. Facilitating communication with you;
7. 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);
8. 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.);
9. Managing access to CIC premises and security purposes;
10. Preventing and responding to actual or potential security threats, fraud, or illegal activities;
11. Handling complaints or inquiries;
12. Conducting analysis, research, and opinion surveys;
13. Conducting audits and compliance reviews to ensure applicable CIC policies, procedures, regulations, and laws are followed;
14. Other purposes related or incidental to CIC activities;
15. Any other purposes you may agree to from time to time.

Disclosure and Transfer of Personal Data

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:

1. Any or all affiliated and/or subsidiary companies of the CIC;
2. Any third party service providers, contractors/sub-contractors that, on behalf of the CIC, operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the CIC to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the CIC, and any other entities that discharge contractual obligations on our behalf;
3. Any of the CIC's professional advisors, including but not limited to lawyers, accountants and auditors; or
4. Any party that owes a duty of confidentiality to the CIC.

The CIC may disclose and transfer your personal data in accordance with any applicable legal requirements or regulatory requirements or court orders.

Use of Personal Data for Direct Marketing

1. 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.
2. 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.

Trainee (Self) /Parent/Guardian/Other Signature: _____ Date: _____

Please delete as appropriate. Note: Students aged 18 or above can sign on their own.

Part 3: (To be filled by HKIC)

Entry and Verified: _____

(Assistant - School Administration)

Date: _____

Construction Industry Council
Approved Technical Talents Training Programme

Annex 6: 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:

HK\$

Monthly Wage (as stated in employment contract): _____ \$

Allowance: _____ \$

Overtime Allowance: _____ \$

Travelling Allowance: _____ \$

Others: (Please specify : _____) _____ \$

(Please specify : _____) _____ \$

Other Wage Deduction: _____ (Wage deducted for absence)

No. of Unpaid Absence Day: _____ days
 (exclude eligible rest days and statutory holidays) _____ \$

Others: (Please specify : _____) _____ \$

(Please specify : _____) _____ \$

Total Wage from _____ to _____:
(DD/MM/YYYY) (DD/MM/YYYY) _____ \$

Company Chop and Authorized Signature

Signature of Trainee

Date

Date

**Construction Industry Council
Approved Technical Talents Training Programme**

Annex 7: Trainee Progress Report

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)

Monthly Training Details:

Trainee Performance

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

Annex 8: Site Inspection Report

Part One: Trainee Basic Information

Trainee Scheme: Construction Industry Council Approved Technical Talents Training Programme – Senior Tradesmen (Certificate) / (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 *Please circle as appropriate.

	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:

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

Or E-form (in Chinese only)

認可技術專才培訓計劃
工地巡查報告(工地導師)



Construction Industry Council

Approved Technical Talents Training Programmes – Senior Tradesmen (Diploma)

Annex 9: Training Syllabus (Please refer to the Framework Document in Chinese)

Trade Division	
1.	Bricklayer
2.	Plasterer
3.	Tiler
4.	Painter and Decorator
5.	Joiner
6.	Metal Worker
7.	General Welder
8.	Leveller
9.	Bar Bender and Fixer
10.	Form worker (Civil/Building Construction)
11.	Plumber
12.	Electrical Wireman
13.	Construction Plant Mechanic

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

Annex 10: Two-Year Training Schedule (32 Days)

Item	Date	Enrichment Programme	Time
1	19 Mar 2020	Trade Skills Enhancement	8:20-12:30 13:30-16:20
2	16 Apr 2020	Trade Skills Enhancement	
3	21 May 2020	Trade Skills Enhancement	
4	18 Jun 2020	Trade Skills Enhancement	
5	23 Jul 2020	Trade Skills Enhancement	
6	24 Aug 2020	Trade Skills Enhancement	
7	25 Aug 2020	Trade Skills Enhancement	
8	26 Aug 2020	Trade Skills Enhancement	
9	27 Aug 2020	Trade Skills Enhancement	
10	28 Aug 2020	Mid-Term Assessment	
11	18 Mar 2021	Trade Skills Enhancement	
12	22 Apr 2021	Trade Skills Enhancement	
13	18 May 2021	Trade Skills Enhancement	
14	17 Jun 2021	Trade Skills Enhancement	
15	22 Jul 2021	Trade Skills Enhancement	
16	23 Aug 2021	Trade Skills Enhancement	
17	24 Aug 2021	Trade Skills Enhancement	
18	25 Aug 2021	Trade Skills Enhancement	
19	26 Aug 2021	Trade Skills Enhancement	
20	27 Aug 2021	Final Assessment	

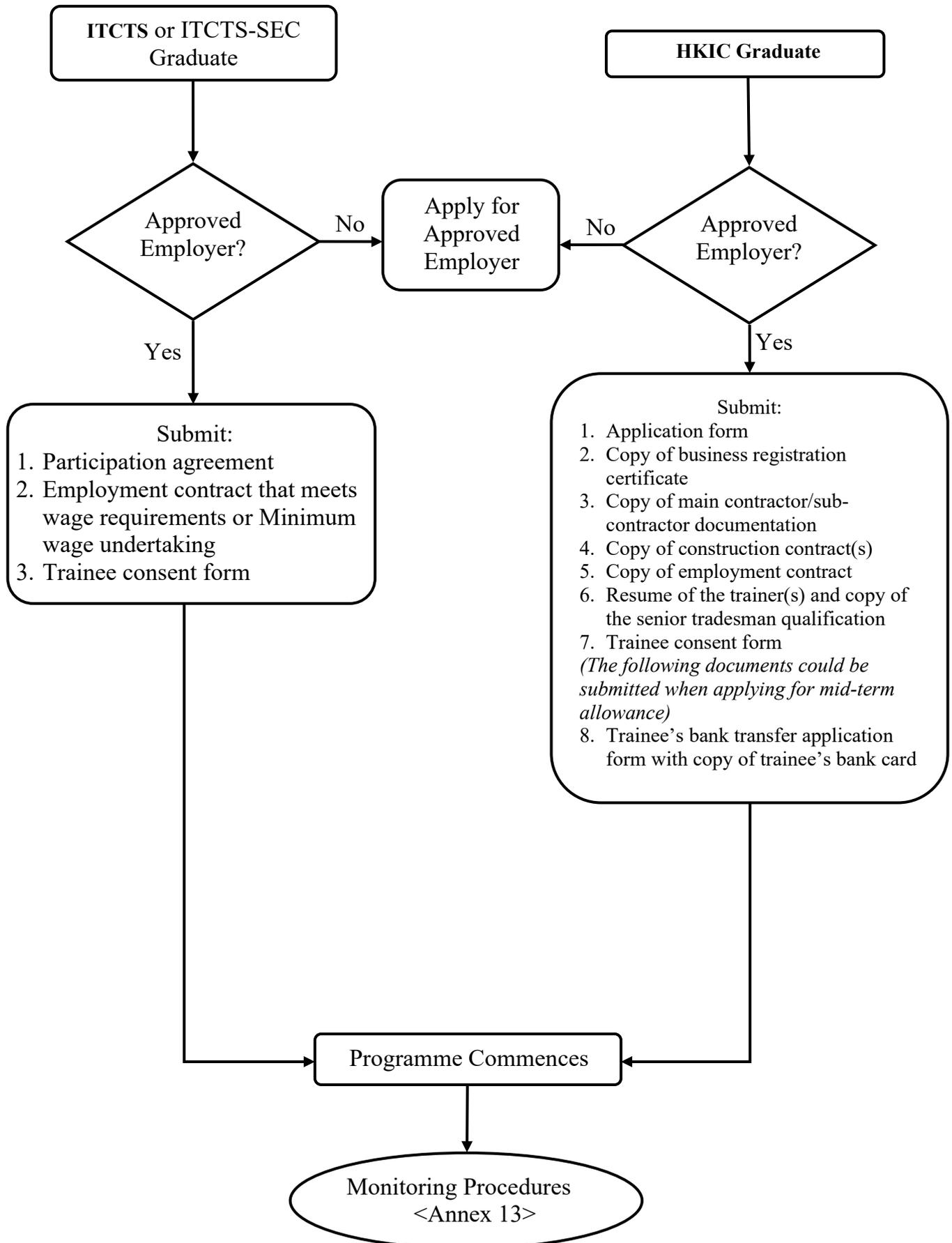
Construction Industry Council
Approved Technical Talents Training Programme – Senior Tradesmen (Diploma)

Annex 11: Specific Monthly Salary Requirements

Item	Trade Division	First Year	Second Year
		Monthly wage paid by employer to employee shall not be less than (HK\$)	
1	Bricklayer	HK\$15,000	HK\$20,000
2	Plasterer		
3	Tiler		
4	Painter and Decorator		
5	Joiner		
6	Metal Worker		
7	General Welder		
8	Leveller		
9	Plumber		
10	Electrical Wireman		
11	Construction Plant Mechanic		
12	Bar Bender and Fixer	HK\$24,500	HK\$26,500
13	Formworker (Civil/Building Construction)		

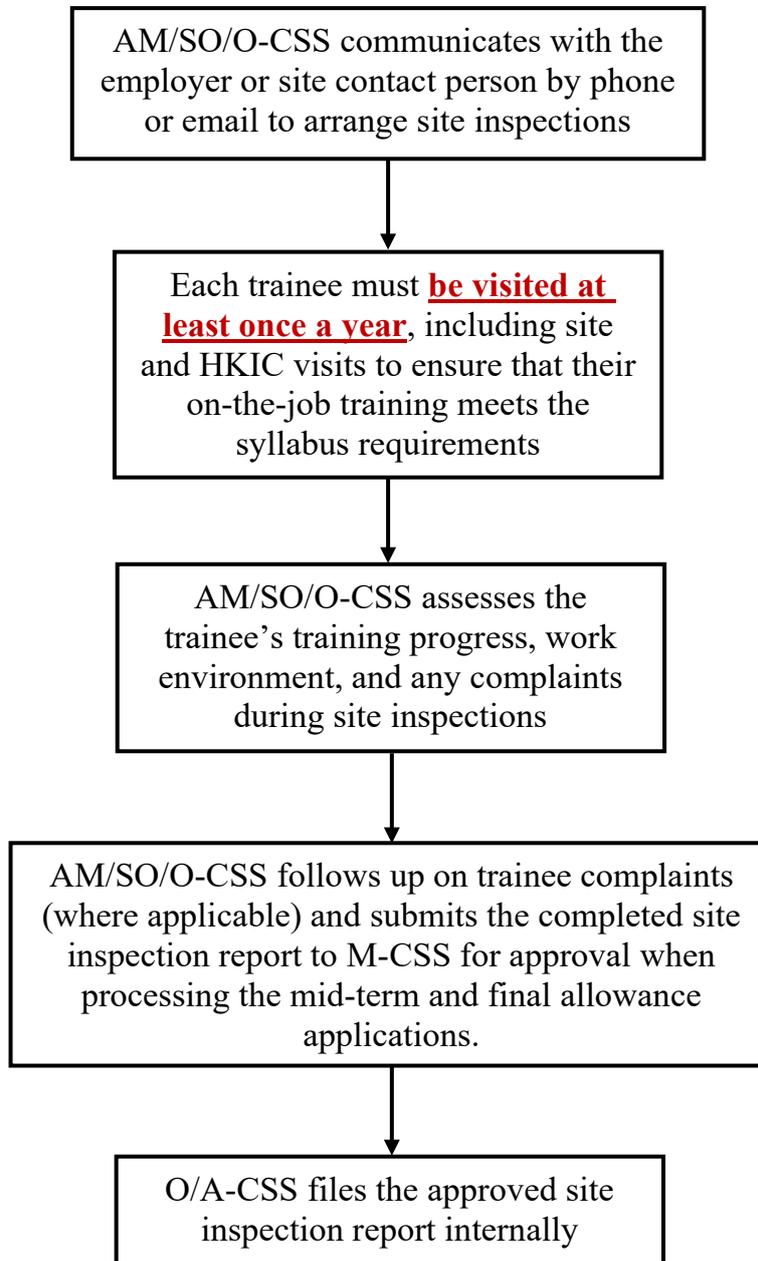
Construction Industry Council Approved Technical Talents Training Programme

Annex 12: Flow Chart on Application Procedures



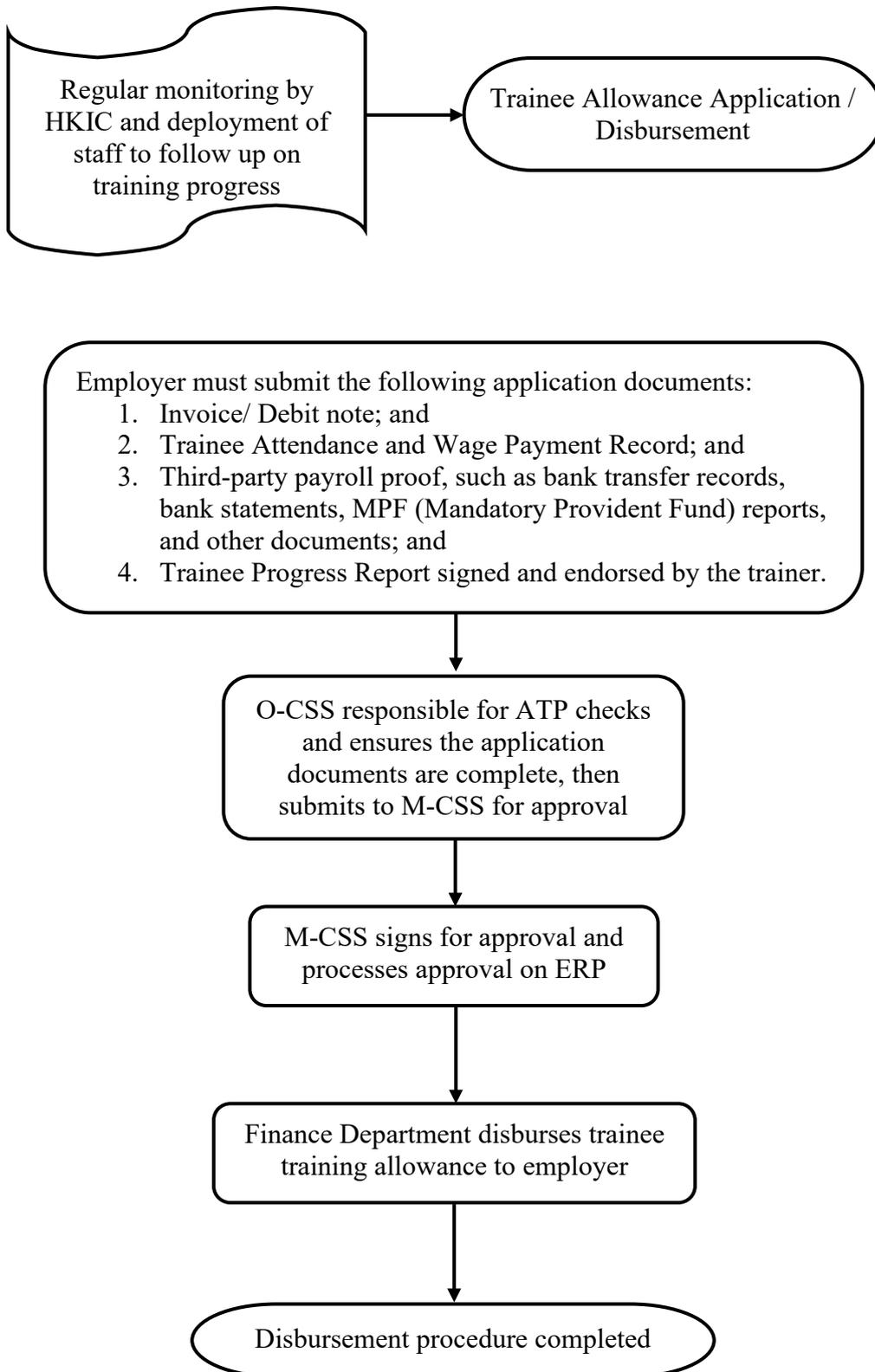
**Construction Industry Council
Approved Technical Talents Training Programme**

Annex 13: Flow Chart on Monitoring Procedures



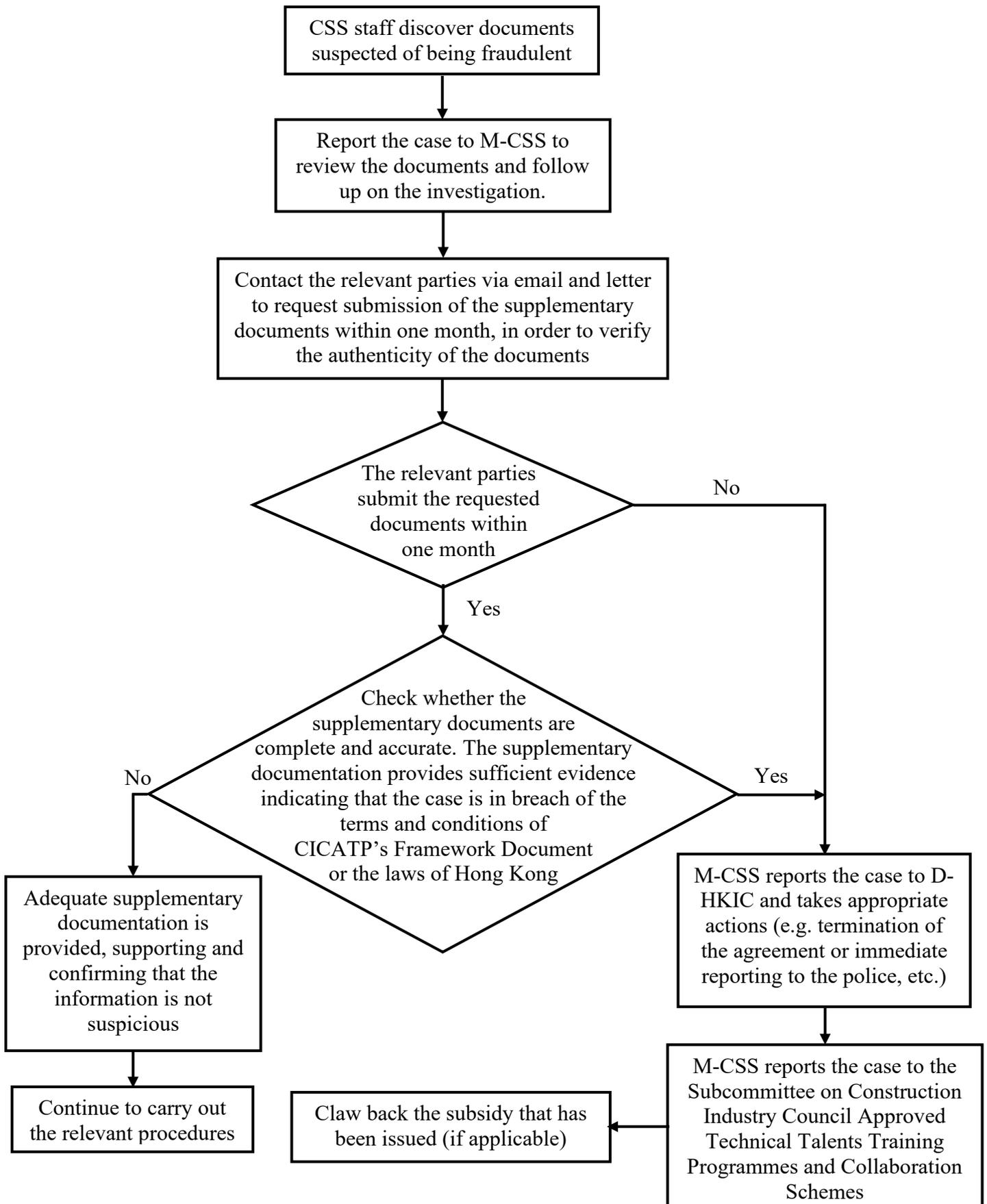
**Construction Industry Council
Approved Technical Talents Training Programme**

Annex 14: Flow Chart on Procedures for Payment of Allowance



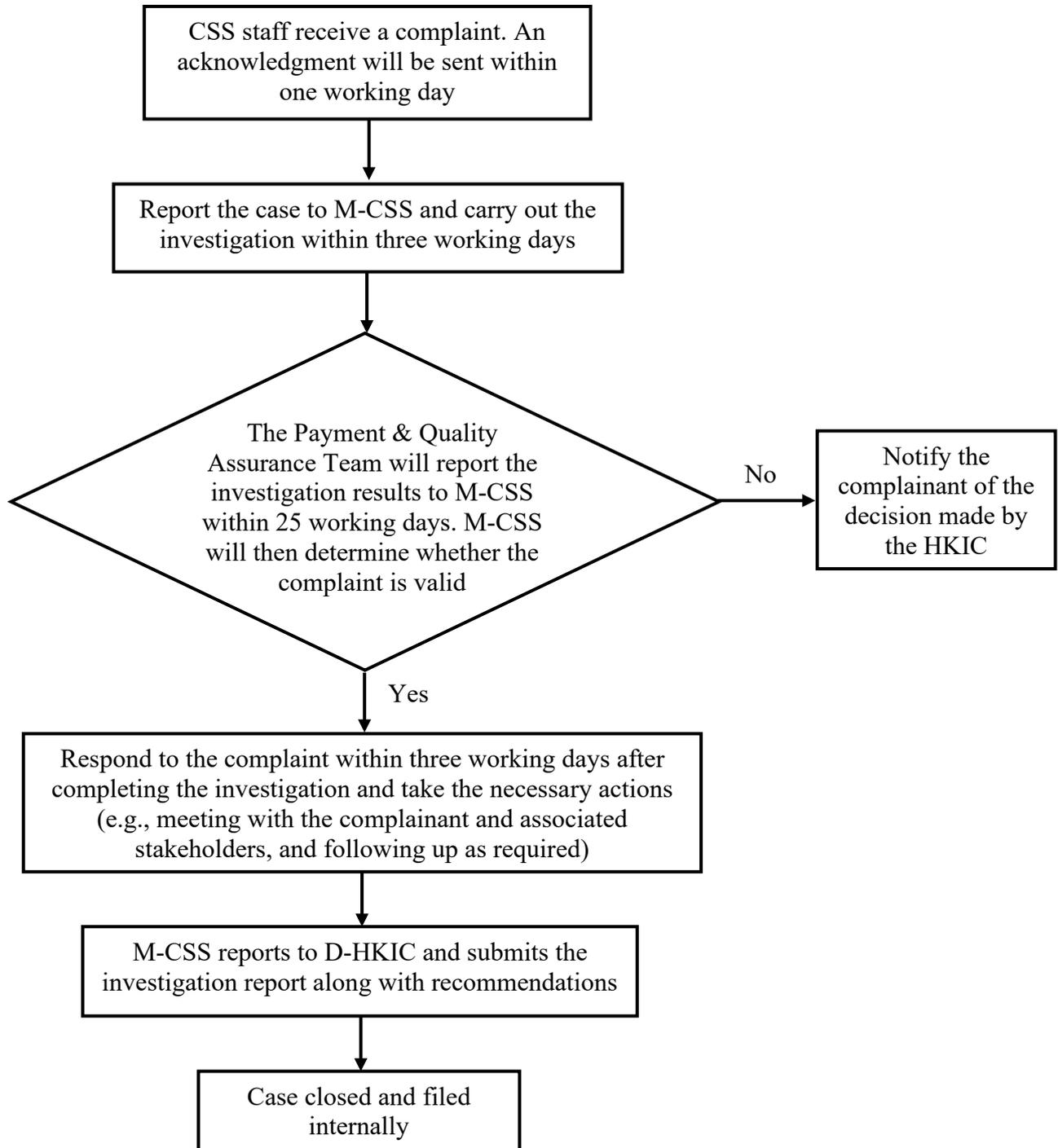
**Construction Industry Council
Approved Technical Talents Training Programme**

Annex 15: Flow Chart on Procedures for Handling Suspected Fraud Case



**Construction Industry Council
Approved Technical Talents Training Programme**

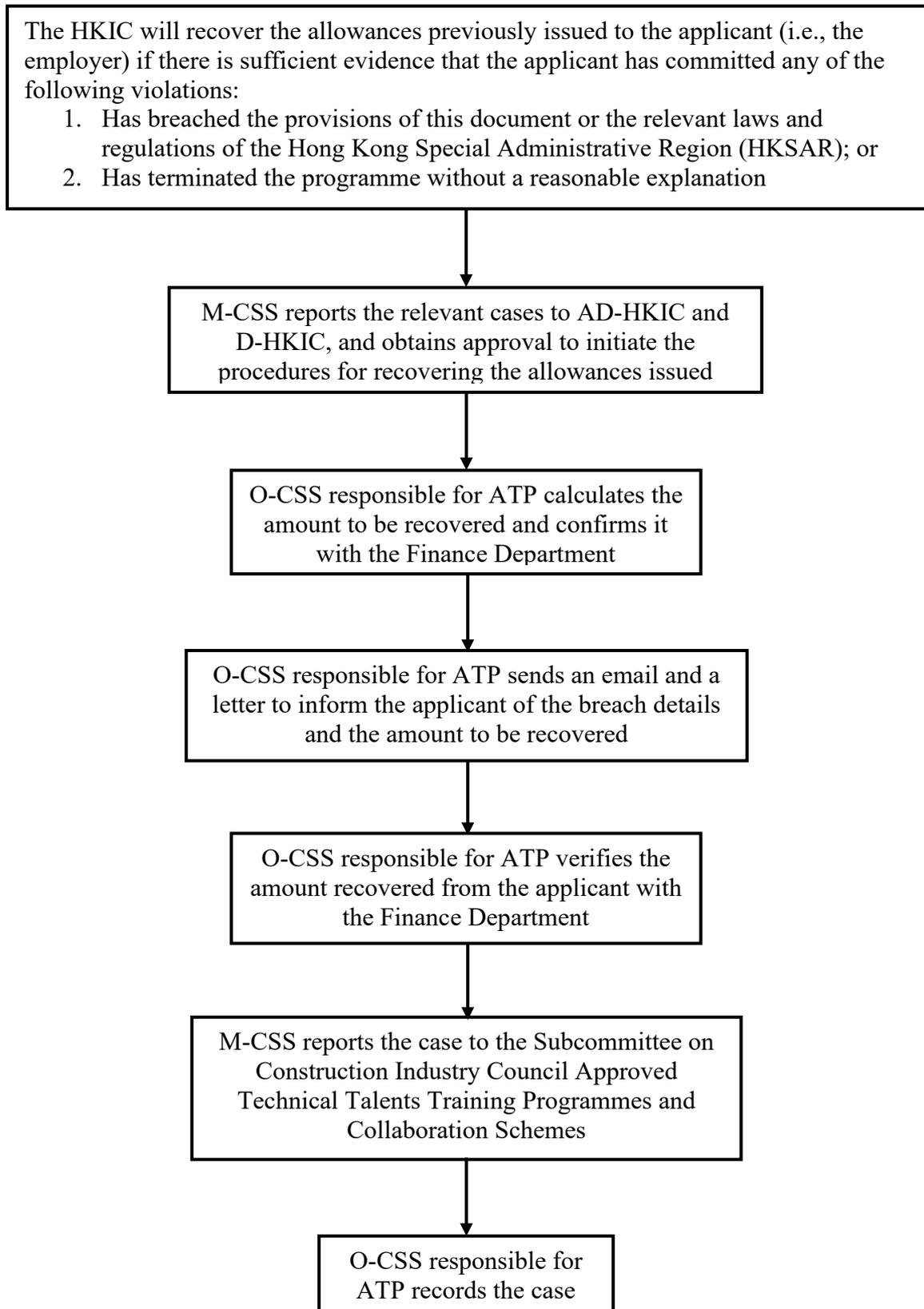
Annex 16: Flow Chart on Procedures for Handling Complaint Case



* CSS' ability to handle complaint cases depends on the cooperation of both the complainant and the respondent (organization) in providing sufficient information.

Construction Industry Council Approved Technical Talents Training Programme

Annex 17: Flow Chart on Procedures for Clawing Back the Subsidy



Construction Industry Council Approved Technical Talents Training Programme

Annex 18 : Certificate in Instructing Techniques for Site Trainers and Certificate in Instructing Techniques (Refresher) for Site Trainers

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)
Target Participants (Note 1)	:	On-the-job training site trainers of: 1) Construction Industry Council Approved Technical Talents Training Programmes (CICATP); or 2) Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ); or 3) Intermediate Tradesman Collaborative Training Scheme (ITCTS)
Allowances	:	<u>Employer Allowance</u> 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 subsidise part of the wage expenses, up to a maximum of \$3,000 (Note 2). <u>Trainer Allowance</u> 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 CIC (Note 3).
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): 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).

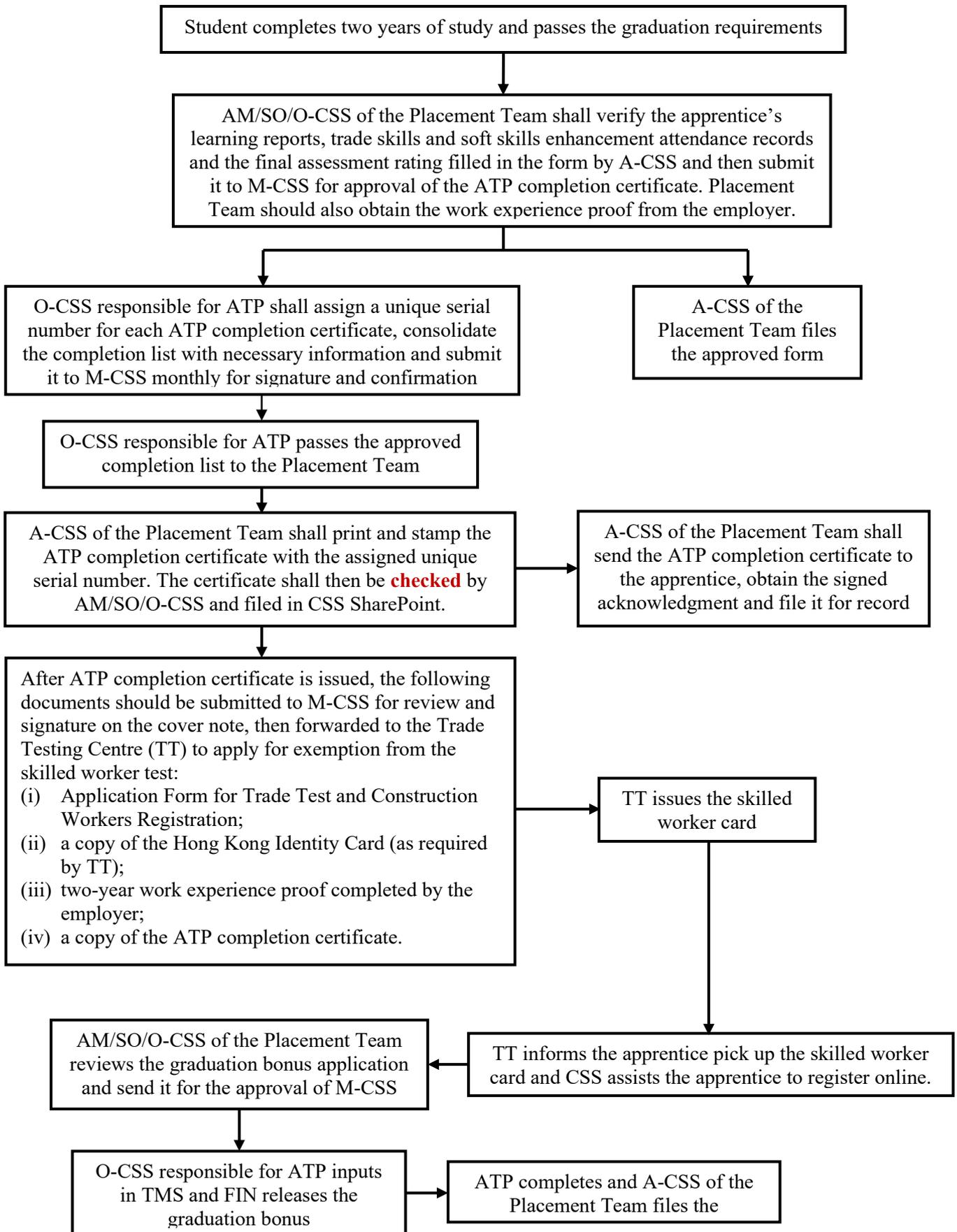
(Note 3): This applies to site trainers under the Construction Industry Council Approved Technical Talents Training Programmes (ATP) and Advanced Construction Manpower Training Scheme - On-the-Job Training (ACMTS-SOJ).

Certificate in Instructing Techniques (Refresher) for Site Trainers

Course Objective	:	This course aims to help site instructors review and enhance their instructional skills to effectively train apprentices in obtaining the Trade Test Certificate (Skilled Worker) or Intermediate Trade Test Certificate (Semi-skilled Worker).
Training Period	:	4 hours (Including assessment hours)
Target Participants (Note 1)	:	<ol style="list-style-type: none"> 1. Possess the Certificate in Instructing Techniques for Site Trainers awarded by the Hong Kong Institute of Construction; and 2. Applicants recommended by employers under the Construction Industry Council's "Collaborative Training Schemes" or "Approved Technical Talents Training Programmes" will be given priority for admission.
Allowances	:	<p><u>Employer Allowance</u> 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 after completing the 4-hour training, the HKIC will subsidise part of the wage expenses, up to a maximum of \$500 (Note 2).</p> <p><u>Trainer Allowance</u> Site trainers who primarily provide site training to trainees according to the training syllabus of the relevant programme after completing the 4-hour course will receive an allowance of \$200 from CIC (Note 3).</p>
Certificate Issuance and Qualification Recognition	:	<ul style="list-style-type: none"> - Attendance rate achieves 100%, and - Pass all assessments within the course, i.e. Grade C or above
Certificate Validity Period	:	The certificate is valid for 5 years, after which renewal of the qualification certification is required.

Construction Industry Council Approved Technical Talents Training Programme

Annex 19: Flow Chart on Issuance of Graduation Certificates, Trade Test Certifications and Graduation Bonuses



**Construction Industry Council
Approved Technical Talents Training Programme**

Annex 20: Graduate Work Experience Proof – Employer’s Certification

Graduate Work Experience Proof – Employer’s Certification

[For employers to report employee’s work experience certification]

(1) Employee Information (must be the same as listed on the employee's Hong Kong ID Card)

This is to certify that (Employee Name) _____ with HKID Card Number (a letter followed by the first three digits): is an employee of myself/company/organization[#], holding the position of _____, and their personal information, relevant work experience, and qualifications are as follows:

(2) Work Experience and Qualifications in Hong Kong

From (year/month)	To (year/month)	Project Name, Construction Area Participated	Trade
Total (years)	_____ years		

(3) According to the records of the company/organization[#], it is hereby certified that the above information is true and correct.

Company/Organization# Name :		Company Chop:	
Employer Representative Name :			
Position :			
Telephone :		Date:	

[#]Please delete as appropriate.

**Construction Industry Council
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Annex 21: Application for Suspension/Extension of Training

Part 1: Trainee Company Information		
Company Name:		
Part 2: Trainee Information		
Trainee Name:		
HKID No.:		
Trade Participated: Please <input checked="" type="checkbox"/> as appropriate.	<input type="checkbox"/> Bricklayer <input type="checkbox"/> Painter and Decorator <input type="checkbox"/> General Welder <input type="checkbox"/> Marble Worker <input type="checkbox"/> Form worker (*Civil Construction/Building Construction) <input type="checkbox"/> Ground Investigation Operator <input type="checkbox"/> Plumber <input type="checkbox"/> Construction Plant Mechanic	<input type="checkbox"/> Plasterer <input type="checkbox"/> Joiner <input type="checkbox"/> Curtain Wall Installer <input type="checkbox"/> Leveller <input type="checkbox"/> Metal Formwork Erectors <input type="checkbox"/> Bamboo Scaffolder <input type="checkbox"/> Drainlayer
		<input type="checkbox"/> Tiler <input type="checkbox"/> Metal Worker <input type="checkbox"/> Window Frame Installer <input type="checkbox"/> Bar Bender and Fixer <input type="checkbox"/> Concreter <input type="checkbox"/> Metal Scaffolder <input type="checkbox"/> Electrical Wireman
Part 3: Details of Suspension/Extension of Training		
Suspension/Extension Period:	From (day/month/year)	
	To (day/month/year)	
Total Days of Suspension/Extension:	_____ (days) 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) 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:		
Part 4: Consent Form		
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:
Company Representative Name:		

For Use by the HKIC

Recommended approval result for this application. Please as appropriate.

Approve / Disapprove

Checked by
(Name/Signature):

Date: _____

Approved by
(Name/Signature):

Date: _____

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Annex 22 : Emergency Incident Report

1. Basic Information:

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

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

3. Immediate Handling and Follow-up Actions:

Name and Post Title of the Reporting Person: _____ Signature: _____

Date: _____