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3 July 2017

**Development Bureau**  
**Technical Circular (Works) No. 3/2017**

**Implementation of Mandatory Construction Tradesman  
Collaborative Training Scheme in Public Works Contracts**

**Scope**

This Circular sets out the policy on the implementation of mandatory construction tradesman collaborative training scheme (CTS) in public works contracts with a view to enhancing the supply of skilled workers.

**Effective Date**

2. This Circular shall take immediate effect.

**Effect on Existing Circular and Circular Memorandum**

3. This Circular supersedes the circular memoranda ref. DEVB(Trg) 133/4(9) dated 5 August 2013 and 16 August 2013 issued by the Secretary for Development.

## **Background**

4. To boost the training capacity of the construction industry to address the demand of construction workers, we issued two circular memoranda ref. DEVB(Trg) 133/4(9) dated 5 August 2013 and 16 August 2013 to mandate contractors for relevant public works contracts to provide on-the-job trainings to the required number of trainees through the contractor collaborative training scheme (CCTS) under the administration of the Construction Industry Council (CIC).

5. With a view to enhancing the quality of trainees and simplifying the application procedures, CIC launched CTS in April 2017. To cater for CTS and to streamline administrative requirements, we have devised a policy on the implementation of mandatory CTS in public works contracts. The policy was endorsed by the Works Policies Coordination Committee at its meeting held on 27 April 2017.

6. Comparing with the policies stated in the two circular memoranda stated in paragraph 4 above, the key revisions are as follows -

- (a) To increase the threshold of adopting the requirement under building and civil contracts to having a contract sum of \$300 million to tally with the tender limit of Group C contractors;
- (b) To allow the subject D2 or above officer to have discretion to exempt the training requirement in certain slope maintenance term contracts and E&M contracts which the main works do not involve any relevant CTS trades;
- (c) To amend the condition of completing CTS training from passing the end-of-training assessment to being registered as the relevant registered semi-skilled workers to align with the Construction Workers Registration Ordinance (Cap 583) requirement;
- (d) To require the contractor to submit and quarterly update its training plan, instead of starting the training of the CTS trainees, within 3 months from commencement of work, so that the contractor can arrange the training according to its works programme; and

- (e) To streamline the administrative procedure on employment, replacement and secondment of the trainees.

## **Policy**

7. The following public works contracts the tender invitations of which are issued **on or after 15 July 2017** shall implement the mandatory CTS through incorporation of the Particular Specification, Particular Preambles and Notes to Tenderers at **Appendices A, B and C** respectively into the tender documents.

- (a) Building and civil engineering (B&C) capital works contracts (including design and build contracts) and term contracts with an estimated contract sum or estimated total expenditure exceeding \$300 million, with or without E&M works; and
- (b) E&M supply and installation contracts and term contracts with an estimated contract sum or estimated total expenditure exceeding \$50 million and with an estimated construction period of not less than 6 months.

8. The subject D2 or above officer may exempt this mandatory CTS requirement for B&C trade or E&M trade, as appropriate, under the following condition -

- (a) The works of a slope maintenance term contract mainly consist of routine maintenance inspections and minor maintenance works (e.g. pruning of vegetation, clearing of debris, etc.) that does not involve the skills of any B&C trade under CTS.
- (b) The E&M works under a relevant B&C contract or the works of an E&M supply and installation contract or term contract do not involve the skills of any E&M trade under CTS.

9. For public works contracts the tender invitations of which are **before 15 July 2017**, the contract provisions at the Appendices may also be incorporated into the tender documents subject to the agreement of the subject D2 or above officer.

10. For public works contracts adopting the mandatory CCTS provisions under the two circular memoranda stated in paragraph 4 above, should the contractors propose to participate in CTS instead of CCTS for some of the trainees at no additional cost to the Contract, the Engineer/Architect/Supervising Officer may accept CTS training to be equivalent as CCTS training of the same specified trades for the purpose of fulfilling the contract requirements.

### **Enquiry**

11. Enquiries on this Circular should be addressed to Assistant Secretary (Works Policies) 10.

**( C K HON )**

**Permanent Secretary for Development (Works)**

**Particular Specification for Implementation of Mandatory  
Construction Tradesman Collaborative Training Scheme**

**PS Clause [C1] - Implementation of Mandatory Construction  
Tradesman Collaborative Training Scheme**

- (1) For the purpose of this PS, the following words and expressions shall, except when the context otherwise requires, have the meaning hereby assigned to them:

“B&C Trade” means a work trade specified by the CIC as a building and civil work trade for the purpose of the CTS.

“CIC” means the Construction Industry Council.

“CTS” means the Construction Tradesman Collaborative Training Scheme administered by the CIC.

“CTS Trainee” means a trainee employed by the Contractor or a sub-contractor of the Contractor to undergo training under the CTS.

“CTS Registered Worker” means a CTS Trainee who has completed the CTS training of a trade division and has registered as a registered semi-skilled worker in the same trade division under CWRO.

“CWRO” means the Construction Workers Registration Ordinance (Cap. 583).

“E&M Trade” means a work trade specified by the CIC as an electrical and mechanical work trade for the purpose of the CTS.

- (2) The Contractor shall provide or ensure the provision of the necessary training to CTS Trainees in accordance with the CTS for the purpose of ensuring that, before the completion of the Contract, [a total of at least [X] CTS Trainees will become CTS

Registered Worker under B&C Trade]<sup>Note 1</sup> and [a total of at least [Y] CTS Trainees will become CTS Registered Worker under E&M Trade]<sup>Notes 2 and 3</sup>.

- (3) For the purpose of sub-clause (2),
- (a) a CTS Trainee who is employed and trained by a sub-contractor of the Contractor and who become a CTS Registered Worker before the completion of the Contract shall be counted towards the minimum total number of CTS Registered Workers.
  - (b) a CTS Registered Worker shall only be counted under one public works contract.
  - (c) if a CTS Trainee receives training of a trade but (a) such trade has no corresponding trade division under CWRO or (b) CWRO does not allow registration of registered semi-skilled worker for the corresponding trade division, such CTS Trainee will be regarded as CTS Registered Worker provided that he/she passes the end-of-training assessment under the CTS.
- (4) In programming the CTS training, the Contractor shall employ and train the CTS Trainees as early as practicable. Unless with the consent of the Engineer/Architect/Supervising Officer\*, the Contractor shall ensure that the training for the relevant CTS Trainee shall start within 3 months from the commencement of such trade work at the Site.
- (5) The Contractor shall submit a training plan to the Engineer/Architect/Supervising Officer\* within 3 months from commencement of the Contract. The Contractor shall update the training plan and submit the updated plan to the Engineer/Architect/Supervising Officer\* on a quarterly basis. The training plan shall include:
- (i) the Contractor's programme to employ and train the CTS

Trainees of the relevant trades and to meet the minimum total number of CTS Registered Workers as specified in sub-clause (2) above; and

- (ii) a register recording, for each CTS Trainee, the date of CIC's approval to undergo the CTS Training and the trade being trained, the date of completion of the training and the trainee's CWRO registration number when the trainee registered as a registered semi-skilled worker of the relevant trade division under CWRO (if applicable).
- (6) Subject to the terms and conditions of the CTS, the Contractor or the Contractor's subcontractor may arrange part of the CTS training to be carried out outside the Site.
- (7) Notwithstanding any other provisions in the Contract, there shall not be any measurement or separate payment for any of the work, services or obligations under this Clause.

\* *Delete or modify as appropriate.*

Note

1. For building and civil engineering capital works contracts and term contracts (including Design and Build), the required number of CTS Registered Workers in B&C Trade to be specified in sub-clause (2) shall be as follows –

<b>Estimated Contract Sum</b>	<b>Required Number of CTS Registered Workers in B&amp;C Trade to be specified in sub-clause (2) of PS [C1]</b>
> \$300 million and ≤ \$600 million	10 or 5% of forecast total demand for workers <sup>Note 4</sup> in B&C Trade for the Contract, whichever is greater
> \$600 million	20 or 5% of forecast total demand for workers <sup>Note 4</sup> in B&C Trade for the Contract, whichever is greater

D2 or above officer may exempt this mandatory CTS requirement under term contract for slope maintenance which the Works to be provided under the contract mainly involves routine inspections and minor works (e.g. pruning of vegetation, clearing of debris, etc.) that does not include the skills of any B&C Trade.

2. For building and civil engineering capital works contracts and term contracts (including Design and Build) with an estimated contract sum exceeding \$300 million and include electrical and mechanical works, the required number of CTS Registered Workers in E&M Trade to be specified in sub-clause (1) shall be as follows –

<b>Estimated Value and Construction Period of electrical and mechanical works</b>	<b>Required number of CTS Registered Workers in E&amp;M Trade to be specified in sub-clause (2) of PS [C1]</b>
> \$50 million ≥ 6 months	4 or 5% of forecast total demand for workers <sup>Note 4</sup> in E&M Trade for the Contract, whichever is greater.



D2 or above officer may exempt this mandatory CTS requirement if the Works to be provided under the contract does not include works for any E&M Trade.

3. For E&M supply and installation contracts and term contracts, the required number of CTS Registered Workers in E&M Trade to be specified in sub-clause (1) shall be as follows –

<b>Estimated Contract Sum and Construction Period</b>	<b>Required number of CTS Registered Workers in E&amp;M Trade to be specified in sub-clause (2) of PS [C1]</b>
> \$50 million ≥ 6 months	4 or 5% of forecast total demand for workers <sup>Note 4</sup> in E&M Trade for the Contract, whichever is greater.

D2 or above officer may exempt this training requirement if the Works to be provided under the contract does not include works for any E&M Trade.

4. Forecast total demand for workers in a specified trade for the Contract should be calculated in accordance with the “Guideline for Estimation of Manpower Requirements arising from Public Works” published in June 2003 by the then Environment, Transport and Works Bureau and any of its amendment and revision.

**Particular Preambles** <sup>Note 1</sup>  
**for Implementation of Mandatory Construction Tradesman  
Collaborative Training Scheme**

**(A) The following provision shall be included in the Preambles to the Bills of Quantities under Particular Preambles:**

- (i) The rates in the Bills of Quantities shall be deemed to cover all work, services and obligations for or related to the implementation of mandatory Construction Tradesman Collaborative Training Scheme as specified in the Particular Specification Clause [C1]. Notwithstanding any other provisions in the Contract, there shall be no measurement or separate payment for any such work, services or obligations.

Note 1: The provision in this Appendix is applicable to contracts adopting the Standard Method of Measurement (1992 Edition) and its Corrigenda. Amendments if appropriate to suit contracts adopting other types of standard methods of measurement should be made.

**Notes to Tenderers  
for Implementation of Mandatory Construction Tradesman  
Collaborative Training Scheme**

Tenderers should note that the *rates in the Bills of Quantities/rates in the Schedule of Rates together with the percentage adjustments applying thereto/Contract Rates\** shall be deemed to cover all work, services and obligations for or related to the implementation of mandatory Construction Tradesman Collaborative Training Scheme as specified in the Particular Specification Clause [C1]. There shall be no measurement or separate payment for any such work, services or obligations.

*\* delete or modify as appropriate*