

Urban Forestry Support Fund – Trainee Programme (UFSF – TP)

Framework Document

By Construction Industry Council

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此文件關於城市林務發展基金-見習生計劃。如有需要索取此文件的中文版本，請致電 2100 9000 或以電郵至 ufsf-tp@cic.hk。

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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1. Purpose

The purpose of this document is to depict the details of the Trainee Programme (TP) established under the Urban Forestry Support Fund (UFSF) and to set out the procedures of the Construction Industry Council/Hong Kong Institute of Construction (CIC/HKIC) 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)	Agreement	Training agreement made between CIC/HKIC and the Applicant (i.e. employer) comprising the Programme's Framework Document, the Application Form submitted by the Applicant and approved by CIC/HKIC and the Terms and Conditions annexed to the Application Form
(b)	Approved Project	Application of the Programme approved by CIC/HKIC
(c)	CIC	Construction Industry Council
(d)	DEVB	Development Bureau
(e)	GLTMS	Greening, Landscape and Tree Management Section
(f)	HKIC	Hong Kong Institute of Construction
(g)	HKQF	Qualifications Framework in Hong Kong
(h)	Programme	Urban Forestry Support Fund – Trainee Programme (UFSF – TP)
(i)	TMO	Tree Management Office
(j)	TP	Trainee Programme
(k)	UFSF	Urban Forestry Support Fund

3. Background

3.1 The arboriculture and horticulture industry is young and evolving in Hong

Kong. Building up its strength and capacity is of utmost importance to ensure quality arboricultural services to keep our urban forest healthy (including trees within construction sites) and minimise tree failure risks, thereby protecting public safety. There is a pressing need to build up an adequate and quality workforce to support tree management in Hong Kong.

- 3.2 The Government announced in the 2019-20 Budget to set aside \$200 million to establish the UFSF to uplift the professional standards of arboriculture and horticulture practitioners and to strengthen public education and promotion on proper tree care. The UFSF supports the implementation of several initiatives, including the TP to offer formal on-the-job training to graduates of local arboriculture, tree management and tree work programmes at Level 3 to Level 5 of the Qualifications Framework in Hong Kong (HKQF) who aspire to become professionally qualified arborists, tree risk assessors, tree work supervisors, tree climbers or tree climber cum chainsaw operators. Lists of relevant programmes are at **Annex A** for reference.
- 3.3 The Greening, Landscape and Tree Management Section (GLTMS) of the Development Bureau (DEVB) has appointed CIC/HKIC to launch and administer the UFSF – TP (the Programme). CIC/HKIC is responsible for developing training plan, liaising with employer companies and institutions, administering the Programme including assessing and approving applications, monitoring training progress, processing allowance reimbursement, and instituting a review and feedback mechanism on participating companies, etc.

4. Nature of the Programme

- 4.1 The Programme follows the training approach of cooperative training programme to provide structured on-the-job training in collaboration with employers.
- 4.2 Participation to this Programme, which is on a voluntary basis, follows the “first-hire-then-train” principle. The employer shall first employ the trainee with a proper and signed employment contract, and commence training upon approval on the employer’s application to the Programme by CIC/HKIC. Through the structured training programme in accordance with the Training Plans (**Annex B**), which are developed by making reference to the Qualifications Framework’s Specification of Competency Standards for the arboriculture and horticulture industry, and other requirements stipulated in this Framework Document, trainees will be properly trained and acquired with necessary and adequate experience within the specified training periods.
- 4.3 CIC/HKIC will check and approve applications, monitor the training programme, and conduct review on the Programme on a regular basis.

5. Details of the Programme

5.1 Job Category and Training Period

The Programme is for Arborist Trainee, Tree Risk Assessor Trainee, Tree Work Supervisor Trainee, Tree Climber Trainee and Tree Climber cum Chainsaw Operator Trainee. The training period for Arborist Trainee, Tree Risk Assessor Trainee and Tree Work Supervisor Trainee is three years. The training period for Tree Climber Trainee is 18 months and that for Tree Climber cum Chainsaw Operator Trainee is 24 months.

5.2 Eligibility Requirements for Trainee

5.2.1 To participate in this Programme, a trainee must meet the following requirements:

- (a) a Hong Kong resident and have permit to work in Hong Kong¹; and
- (b) a graduate of local arboriculture and tree management programmes at HKQF Level 4 to Level 5² (for being an Arborist Trainee), a graduate of local arboriculture, tree management, tree risk assessment programmes at HKQF Level 3 to Level 5² (for being a Tree Risk Assessor Trainee/Tree Work Supervisor Trainee), tree work and tree climbing programmes at HKQF Level 3 to Level 4² (for being a Tree Climber Trainee/Tree Climber cum Chainsaw Operator Trainee) or equivalent in an appropriate discipline; and
- (c) not possessing any recognised professional qualifications as follows:

Job Categories		Not possessing the below recognised professional qualifications
(i)	Arborist Trainee/ Tree Risk Assessor Trainee/ Tree Work Supervisor Trainee	Not possessing any recognised arborist professional qualifications ³ or tree risk

¹ If a trainee is to work in a construction site, he/she must be at the age of 18 or above in accordance with Cap. 591 Construction Sites (Safety) Regulations.

² CIC/HKIC will verify the suitability of the study programme according to the available market information and/or consult the programme providers as and when necessary, when assessing the application. In case that the trainee has completed the study programme but the documentary proof (e.g. graduation certificate) has yet been available, the employer can still submit the application to CIC/HKIC. See Sections 8.2 and 8.3 for details.

³ Arborist professional qualifications such as –

		assessor professional qualifications/training qualifications ⁴ or tree work supervisor professional qualifications/training qualifications ⁵
(ii)	Tree Climber Trainee/ Tree Climber cum Chainsaw Operator Trainee	Not possessing any recognised tree climber professional qualification/training qualifications ⁶ or chainsaw operator professional qualification/training qualifications ⁷

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- Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture; or
 - Technician Member, Professional Member or Fellow Member of the Arboricultural Association of the United Kingdom; or
 - European Tree Worker or European Tree Technician of the European Arboricultural Council; or
 - General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or
 - Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist or Registered Consulting & Practicing Arborist of the Arboriculture Australia; or
 - Accredited Arborist of the Hong Kong Institute of Landscape Architects; or equivalent.
- ⁴ Tree risk assessor professional qualifications/training qualifications such as completed and passed –
- Comprehensive Tree Risk Assessment and Management Training Course with assessment or Refresher Course with assessment organised by the Tree Management Office; or
 - Tree Risk Assessment Qualification by the International Society of Arboriculture; or
 - Professional Tree Inspection by Lantra Awards; or
 - Certificate in Tree Preservation and Risk Assessment conducted by the training bodies of the Employees Retraining Board; or
 - Certificate of Training in Professional Tree Inspection and Risk Assessment by Li Ka Shing School of Professional and Continuing Education, Hong Kong Metropolitan University; or
 - Tree Risk Assessment Course with Assessment by Technological and Higher Education Institute of Hong Kong (THEi); or
 - Certificate in Professional Tree Inspection by Tree Climbing Hong Kong (TCHK).
- ⁵ Tree work supervisor professional qualifications/training qualifications such as –
- Certified Arborist of the International Society of Arboriculture
 - Registered Arborist (Level 3 or above) of Arboriculture Australia; or
 - Technician Member or above of the Arboricultural Association of the United Kingdom; or
 - The Accredited Arborists of the Hong Kong Institute of Landscape Architects; or
 - Having taken the Professional Diploma Programme in Arboriculture of the Chinese University of Hong Kong or equivalent or above.
- ⁶ Tree climber professional qualifications/training qualifications such as –
- Certified Tree Worker Climber Specialist of the International Society of Arboriculture; or
 - Having taken the Professional Diploma Programme in Arboriculture of the Chinese University of Hong Kong or equivalent or above.
- ⁷ Chainsaw operator professional qualifications/training qualifications such as –
- Passed the “Vocational Assessment in Safety Use and Maintenance of Chainsaw Operation and Basic Tree Pruning for the Arboriculture Industry” organised by the Vocational Training Council; or
 - Modules “Operate and Maintain Chainsaw” (RTC2304A/ AHCARB205A) and “Prune trees and shrubs” (RTF2017A/ AHCARBPGD203A) of the certificate/diploma courses in Arboriculture offered by the Northern Melbourne Institute of TAFE (NMIT, now known as Melbourne Polytechnic); or

5.2.2 Trainees who have participated in the job category (i) or have obtained recognised professional qualifications^{3, 4 or 5} of job category (i) can still participate in job category (ii) under the training programme. Similarly, trainees who have participated in job category (ii) or have obtained recognised professional qualifications^{6 or 7} in job category (ii) can still participate in the job category (i) under the programme. However, trainees must still meet the requirements specified in 5.2.1(a) and (b).

5.2.3 The trainee must be employed by an eligible employer under the Programme.

5.2.4 Both the employer and trainee are willing to join the Programme.

5.3 Eligibility Requirements for Employer

5.3.1 For an employer to take up Arborist Trainees, Tree Risk Assessor Trainees or Tree Work Supervisor Trainees, he/she must meet the following requirements:

- (a) As a consultant or a contractor undertaking active tree inspection and/or tree work related contract(s) for the Government or the private sector with duration not less than one year; **OR** as a tree management party (e.g. government department, utility company, property management company, large corporation such as theme park company, etc.) possessing/managing a substantial amount of tree asset⁸; **AND**
- (b) Directly employing at least one professionally qualified arborist who meets the requirement for the training tutor of Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee as given in Section 5.6.2.

5.3.2 For an employer to take up Tree Climber Trainees or Tree Climber cum Chainsaw Operator Trainees, he/she must meet the following requirements:

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- Qualified Chainsaw and Pruning (Ground-based) Technician (QCPT) offered by the International Society of Arboriculture, Hong Kong Chapter; or
 - Chainsaw Operation and Maintenance and Tree Pruning Training offered by Li Ka Shing School of Professional and Continuing Education, the Hong Kong Metropolitan University (formerly known as Chainsaw Operation and Maintenance Training, offered by Li Ka Shing Institute of Professional and Continuing Education, the Open University of Hong Kong)); or
 - "Professional Competency Assessment of Petrol Chainsaw Use and Maintenance and Pruning" offered by the TCHK; or
 - Safe Use and Maintenance of Chainsaw and Basic Pruning in Arboriculture offered by Pro Tree Development Limited; or equivalent.

⁸ Possessing/ managing more than about 100 trees.

- (a) As a consultant or a contractor undertaking active tree inspection and/or tree work related contract(s) for the Government or the private sector with duration not less than one year; **OR** as a tree management party (e.g. government department, utility company, property management company, large corporation such as theme park company, etc.) possessing/managing a substantial amount of tree asset⁹; **AND**
- (b) Directly employing at least one professionally qualified tree climber who meets the requirement for the training tutor of Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee as given in Section 5.6.4.

5.3.3 Employers are not allowed to join or re-apply to this Programme if they have violated the Agreement or relevant laws of the Hong Kong.

5.4 Specified Minimum Monthly Wage and Training Allowance

5.4.1 The employer shall sign an employment contract with the trainee and pay the trainee a monthly wage. At any time within the training period, the employer shall pay the trainee monthly wage not less than the amount specified below:

(a) Monthly Wage for Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee (3-year training)

1 st year	:	\$16,500 (\$5,500* + \$11,000) #
2 nd year	:	\$17,500 (\$6,000* + \$11,500) #
3 rd year	:	\$19,000 (\$6,500* + \$12,500) #

(b) Monthly Wage for Tree Climber Trainee (18-month training)

1 st – 12 th months	:	\$17,500 (\$6,000* + \$11,500) #
13 th – 18 th months	:	\$19,500 (\$6,500* + \$13,000) #

(c) Monthly Wage for Tree Climber cum Chainsaw Operator Trainee (24-month training)¹⁰

1 st – 12 th months	:	\$17,500 (\$6,000* + \$11,500) #
13 th – 24 th months	:	\$19,500 (\$6,500* + \$13,000) #

The training allowances for Arborist Trainee, Tree Risk Assessor Trainee, Tree Work Supervisor Trainee, Tree Climber Trainee and

⁹ Possessing/ managing more than about 100 trees.

¹⁰ If a Tree Climber Trainee wants to become Tree Climber cum Chainsaw Operator Trainee during the training period, he/she must submit relevant application to CIC/HKIC at least one month before training completion.

Tree Climber cum Chainsaw Operator Trainee during the respective training periods are asterisked (*) in the above.

the specified minimum monthly wages and training allowances are subject to change upon review by CIC/HKIC with considerations of factors including inflation.

- 5.4.2 The employer is required to submit the trainee's attendance and wage payment records, amongst others, for claiming reimbursement of the training allowance paid to the trainee. Details are given in Section 10.

5.5 Monthly Training Allowance

- 5.5.1 For the engagement of each Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee, CIC/HKIC shall reimburse monthly training allowances of HK\$5,500, HK\$6,000 and HK\$6,500 in the first, second and third years of training respectively to the eligible employer. The maximum amount of allowance to be provided in the three-year training period is estimated to be HK\$216,000 (i.e. $\text{HK\$}5,500 \times 12 + \text{HK\$}6,000 \times 12 + \text{HK\$}6,500 \times 12$). Allowances are subject to change upon review by CIC/HKIC.
- 5.5.2 For the engagement of each Tree Climber Trainee, CIC/HKIC shall reimburse monthly training allowances of HK\$6,000 and HK\$6,500 in the 1st to 12th months and 13th to 18th months respectively to the eligible employer. The maximum amount of allowance to be provided in the 18-month training period is estimated to be HK\$111,000 (i.e. $\text{HK\$}6,000 \times 12 + \text{HK\$}6,500 \times 6$). Allowances are subject to change upon review by CIC/HKIC.
- 5.5.3 For the engagement of each Tree Climber cum Chainsaw Operator Trainee, CIC/HKIC shall reimburse monthly training allowances of HK\$6,000 and HK\$6,500 in the 1st to 12th months and 13th to 24th months respectively to the eligible employer. The maximum amount of allowance to be provided in the 24-month training period is estimated to be HK\$150,000 (i.e. $\text{HK\$}6,000 \times 12 + \text{HK\$}6,500 \times 12$). Allowances are subject to change upon review by CIC/HKIC.
- 5.5.4 If the employer fails to pay the minimum monthly wage as specified in Section 5.4.1, CIC/HKIC will suspend the reimbursement of allowance until the employer provides a reasonable explanation and re-issue the wage that is fallen short of the specified minimum amount over that period of time.
- 5.5.5 If the employer is found in fundamental breach of conditions of the Agreement or relevant laws of Hong Kong, CIC/HKIC will formally

write to notify the employer that he/she must rectify the mistakes and report to CIC/HKIC about the correction within the prescribed time limit (normally one month). Otherwise, CIC/HKIC will terminate the Approved Project and stop the reimbursement of allowance to the employer. CIC/HKIC is entitled to recover the reimbursed allowance from the employer.

- 5.5.6 The allowance is calculated on a pro-rata basis to the actual wage received by the trainee in a month, taking account of his/her attendance to work in the period. If the trainee takes leave with pay in that month, the employer will be reimbursed with full amount of allowance. If the trainee's leave is not paid by the employer, the employer will not be reimbursed on the allowance for that leave period. If the trainee takes leave without pay, the allowance will be deducted according to the absence and reduction of salary for that month. The same principle applies to sick leave, maturity leave or injury leave. If the paid wage for a month is at 4/5 of the full amount, the reimbursement of allowance will be reduced to its 4/5. If the trainee is ordered by the employer to take no-pay leave such that the monthly wage falls below the specified minimum wage in Section 5.4.1, CIC/HKIC will suspend the reimbursement of allowance until the employer provides a reasonable explanation and re-issue the wage that is fallen short of the specified minimum amount over that period of time.
- 5.5.7 If the employer/trainee withdraws from the Programme with reasonable justification which is accepted by CIC/HKIC, CIC/HKIC will reimburse the allowance in proportion as per the last working day of the trainee and will not recover the allowance previously reimbursed to the employer. If no acceptable justifications are given, CIC/HKIC reserves all the rights in making the final decision and to recover the reimbursed allowances from the employer.

5.6 Requirements on Training Tutor's Qualifications and Training Tutor-to-Trainee Ratio

- 5.6.1 The employer shall arrange an eligible training tutor(s) who is (are) his/her direct employee(s) working on a full-time and paid on a monthly basis¹¹ meeting the specified requirements as follows to provide training for each trainee. The training tutor shall be the supervisor of the trainee overseeing the training arrangement and providing necessary and adequate guidance to the trainee. Furthermore, the employer can arrange an eligible assistant training tutor(s) who is (are) his/her direct employee(s) working on a full-time

¹¹ For details, please refer to the definition of a continuous contract under the Employment Ordinance (Cap. 57).

and paid on a monthly basis¹² meeting the specified requirements as follows to assist training tutor in training. Subject to the actual deployment of work and for the purpose of acquiring necessary training with respect to the different core areas in the Training Plan, the employer can propose one training tutor and/or assistant training tutor for each training station that the trainee is attached to with clear schedule of training arrangement to CIC/HKIC for approval and subsequent monitoring.

Training Tutor of Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee¹³

5.6.2 For the training tutor of an Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee, he/she must be a registered arborist under the Registration Scheme for Tree Management Personnel managed by the GLTMS of the DEVB or practicing qualified arborist professional, who meets the following requirements:

Academic Qualifications

(a) Professional certificate/higher diploma or above qualifications in arboriculture, tree management, tree risk assessment, landscape management, up to or above the standards of Level 4 in the HKQF; or equivalent in an appropriate discipline; **AND**

Professional Qualifications

(b) (i) Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture (ISA); or
(ii) Technician Member, Professional Member or Fellow Member of the Arboricultural Association of the United Kingdom; or
(iii) European Tree Worker or European Tree Technician of the European Arboricultural Council; or
(iv) General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or
(v) Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist or Registered Consulting & Practicing Arborist of the Arboriculture Australia; or
(vi) Accredited Arborist of the Hong Kong Institute of Landscape Architects; or equivalent; **AND**

¹² For details, please refer to the definition of a continuous contract under the Employment Ordinance (Cap. 57).

¹³ Field Officer Grade (at Senior Officer rank), Forestry Officer Grade, Landscape Architect Grade and Leisure Services Manager Grade staff in tree management departments are considered meeting the requirements on the training tutor of Arborist Trainees, Tree Risk Assessor Trainees or Tree Work Supervisor Trainees.

Training Qualifications

- (c) (i) Completed and passed Comprehensive Tree Risk Assessment and Management Training Course with assessment or Refresher Course with assessment organised by the Tree Management Office (TMO) of the GLTMS; or
(ii) Completed and passed training programmes in tree risk assessment recognised by the TMO, such as Tree Risk Assessment Qualification by the ISA, Professional Tree Inspection by Lantra Awards, Certificate of Training in Professional Tree Inspection and Risk Assessment by Li Ka Shing School of Professional and Continuing Education, Hong Kong Metropolitan University, Tree Risk Assessment Course with Assessment by Technological and Higher Education Institute of Hong Kong (THEi), Certificate in Professional Tree Inspection by TCHK ; **AND**

Occupational Safety and Health (OSH) Training

- (d) Received relevant training in occupational safety and health relating to tree work operation covering hazard identification, risk assessment and supervision; **AND**

Work Experience

- (e) With at least 7 years of work experience in tree care and familiar with tree risk assessment and management.

Assistant Training Tutor of Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee

- 5.6.3 For the assistant training tutor of an Arborist Trainee, he/she must be a registered Tree Risk Assessor or registered Tree Work Supervisor under the Registration Scheme for Tree Management Personnel managed by the GLTMS of the DEVB. For the assistant training tutor of a Tree Risk Assessor Trainee, he/she must be the relevant registered Tree Risk Assessor. For the assistant training tutor of a Tree Work Supervisor Trainee, he/she must be the relevant registered Tree Work Supervisor.

*Training Tutor of Tree Climber Trainee / Tree Climber cum Chainsaw Operator Trainee*¹⁴

- 5.6.4 For the training tutor of a Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee, he/she must be a registered tree climber under the Registration Scheme for Tree Management Personnel managed by the GLTMS of the DEVB or practicing qualified tree climber professional, who meets the following

¹⁴ Field Officer Grade, Forestry Officer Grade and Leisure Services Manager Grade staff in tree maintenance departments are considered meeting the requirements on the training tutor of Tree Climber Trainees or Tree Climber cum Chainsaw Operator Trainees.

requirements:

Training Qualifications

- (a) Received basic training in occupational safety and health relating to tree work operation; **AND**
- (b) (i) Completed training or vocational assessment in tree work operations (including tree climbing (rope access), use of chainsaw and aerial rescue) by recognised institutions or industry organisations; or
(ii) be a “Certified Tree Worker Climber Specialist” of the ISA, those having taken Professional Diploma Programme in Arboriculture of the Chinese University of Hong Kong or equivalent or above; **AND**

Work Experience

- (c) With at least 3 years of work experience in tree care and tree climbing.

Assistant Training Tutor of Tree Climber Trainee / Tree Climber cum Chainsaw Operator Trainee

- 5.6.5 For the assistant training tutor of a Tree Climber Trainee, he/she must be a registered Tree Climber under the Registration Scheme for Tree Management Personnel managed by the GLTMS of the DEVB. For the assistant training tutor of a Tree Climber cum Chainsaw Operator Trainee, he/she must be the relevant registered Tree Climber or registered Chainsaw Operator.
- 5.6.6 To ensure the training quality, the maximum training tutor-to-trainee ratio shall be 1:4 for training of Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee. If employer arranges assistant training tutor, the maximum training tutor-to-assistant training tutor ratio shall be 1:1 and the maximum ratio of assistant training tutor to Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee shall be 1:2. In other words, the maximum ratio of the training tutor and assistant training tutor to Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee who are under the co-supervision by two categories of training tutor shall be 2:6.
- 5.6.7 Furthermore, the maximum training tutor-to-trainee ratio shall be 1:3 for training of Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee. If employer arranges assistant training tutor, the maximum training tutor-to-assistant training tutor ratio shall be 1:1 and the maximum ratio of assistant training tutor to Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee shall be 1:1. Therefore, the maximum ratio of the training tutor and assistant

training tutor to Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee who are under the co-supervision by two categories of training tutor shall be 2:4.

- 5.6.8 If a Tree Climber Trainee decides to extend the training period to become a Tree Climber cum Chainsaw Operator Trainee, the employer and the trainee must confirm the relevant amendment and notify CIC/HKIC at least one month before training completion. The relevant amendment must be approved by CIC/HKIC before extending the training period to become a Tree Climber cum Chainsaw Operator Trainee.
- 5.6.9 If the employer company is eligible for taking up both job categories – (i) Arborist Trainee/ Tree Risk Assessor Trainee/ Tree Work Supervisor Trainee and (ii) Tree Climber Trainee/ Tree Climber cum Chainsaw Operator and its direct employee(s) can meet the requirements of the training tutor for both job category (i) and (ii), that employee(s) can be arranged to be the training tutor for both categories, subject to the maximum ratio of one training tutor to two Arborist Trainees/Tree Risk Assessor Trainees/Tree Work Supervisor Trainees and two Tree Climber Trainee/Tree Climber cum Chainsaw Operator Trainee. If the employer company arrange assistant training tutor to facilitate the training and both the training tutor and assistant training tutor can also meet the requirement of both job categories (i) and (ii), employee(s) can be arranged to be the training tutor for both job categories, subject to the maximum ratio of one training tutor to three Arborist Trainees/Tree Risk Assessor Trainees/Tree Work Supervisor Trainees and three Tree Climber Trainees/Tree Climber cum Chainsaw Operator Trainees, under the co-supervision by training tutor and assistant training tutor.
- 5.6.10 The proposed training tutors or assistant training tutors must be approved by CIC/HKIC before training commencement. If there is any replacement of training tutor or assistant training tutor, the employer must notify and seek CIC/HKIC's approval in advance. If the approved training tutor or assistant training tutor was found to be nominated as the training tutor or assistant training tutor for another company, CIC/HKIC will investigate the case and the reimbursement of training allowance to the relevant employer(s) may be ceased.

5.7 Inspection on Training Progress

- 5.7.1 CIC/HKIC will examine the Training Progress Reports, and conduct visit, site inspection or phone interview at least 3 times per year within training period to ensure that the training is properly conducted. CIC/HKIC staff will communicate with training tutors and

trainees during the inspection. Meeting records will be kept for follow-up actions, if necessary. The employer is responsible to coordinate and arrange visits, site inspections or phone interviews for CIC/HKIC staff. The employer shall submit the Training Progress Reports and other relevant records showing the progress of training to CIC/HKIC. When necessary, CIC/HKIC shall conduct more frequent visits, site inspections, or phone interviews to ensure that both employers and trainees could meet the training requirements. CIC/HKIC reserves the right for making unannounced inspections.

- 5.7.2 If CIC/HKIC could not carry out the visit, site inspection or phone interview successfully for more than 2 times, the case will be flagged up for follow-up by the managerial staff of the employer company. If CIC/HKIC could not carry out the visit, site inspection or phone interview further, it will be considered as a breach of the conditions of the Agreement of the Programme by the employer. CIC/HKIC has the absolute right to terminate the Approved Project and recover the reimbursed allowances from the employer.

5.8 Value-added/Enrichment Programme

- 5.8.1 During the training period, CIC/HKIC (or its designated institutes/organisations) will organise Value-added/Enrichment Programmes generally covering aspects on code of ethics, occupational safety and health, technical aspects, specific skillsets, etc. for the trainees as part of the training. Such programmes can be in the form of lecture, workshop, site visit, etc. at training places assigned by CIC/HKIC. The programmes will be held at a monthly or bi-monthly basis, or at an interval as determined by CIC/HKIC.
- 5.8.2 Employers are required to release the trainees to attend the Value-added/Enrichment Programmes with full pay as a normal working day. The attendance of the trainees will be provided to the employer for record or follow up if it is an unauthorised absence. If the attendance rate to the Value-added/Enrichment Programmes for a trainee is below 80% without acceptable reason (e.g. due to illness with medical proof), CIC/HKIC will consider that the training of that trainee is not satisfactorily completed.
- 5.8.3 CIC/HKIC will be normally not to provide supplementary class to individual trainees if they are absent from that class of the Value-added/Enrichment Programmes.

5.9 **Criteria for Interim and Final Assessments for Completion of Training**

- 5.9.1 Trainees are required to attend the interim and final assessments and pass the final assessment for the completion of training.
- 5.9.2 Both interim and final assessments shall be competency-based assessments conducted by the training assessor arranged by CIC/HKIC. The assessment can be conducted in a paper form (e.g. test paper or report writing) and/or through practical fieldwork.
- 5.9.3 For Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee, an interim assessment is to be conducted around the end of the second year of training, with the final assessment around the end of the third year of training.
- 5.9.4 For Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee, an interim assessment is to be held around the end of the 12th month of training, with the final assessment around the end of the 18th month of training.
- 5.9.5 The interim assessment is to assess the trainee's development in the relevant competencies and to suggest areas for improvement in the remaining training as appropriate. If the trainee is found unable to meet the required standard in the interim assessment, an improvement report will be sent to the employer and the trainee. The employer, training tutor and trainee shall follow it up and adopt necessary improvement measures in the remaining training period. The CIC/HKIC will closely monitor the training progress in order to facilitate the trainee to complete the training.
- 5.9.6 The final assessment is to ascertain the overall competency development of the trainee for endorsement of completion of training. The competency levels of different areas in the Training Plan attained by the trainee will also be assessed. CIC/HKIC will normally allow for one re-assessment opportunity for the final assessment. Re-assessment shall be arranged within 3 months from the date of the first attempt.
- 5.9.7 If the trainee is absent from the interim or final assessment and cannot provide acceptable reasons to CIC/HKIC (e.g. due to illness with medical proof), CIC/HKIC will consider that the training of that trainee is not satisfactorily completed.
- 5.9.8 The performance of the employer company (and its training tutor) and the trainee as reflected from the assessments will be taken into account when CIC/HKIC assessing new applications to the Programme by that employer.

5.10 Completion of Training

- 5.10.1 With the satisfactory completion of the training and the assessments, the trainee will be awarded with a Certificate of Completion of on-the-job training for the corresponding training category.
- 5.10.2 Trainees are encouraged to take part in the relevant trade test/professional assessment available and recognised by the Government at a time arranged by himself/herself. Trainees may have to acquire further/advanced study or training on other relevant subject in order to meet the eligibility requirements for sitting the trade tests/professional assessments available at that moment of time.

5.11 Bonus upon Completion of Training and Acquisition of Professional Qualification¹⁵

- 5.11.1 For Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee, if one can complete the second year of training and pass the interim assessment and, he/she can apply for a bonus of HK\$10,000. The trainees can apply for another bonus of HK\$10,000 after the completion of the third year of training and attain the passing score of the final assessment.
- 5.11.2 For Arborist Trainee, if one can acquire the relevant professional qualification for arborist during the training period or within 1 year after completion of training, he/she can apply for the remaining bonus of HK\$10,000. If the Arborist Trainee also acquires the relevant professional qualification/training qualification for tree risk assessor within 1 year, he/she can apply for an additional bonus of HK\$4,000.
- 5.11.3 For Tree Risk Assessor Trainee, if one can acquire the relevant professional qualification/training qualification for tree risk assessor during the training period or within 1 year after completion of training, he/she can apply for the remaining bonus of HK\$10,000. If the Tree Risk Assessor Trainee also acquires the relevant professional qualification for arborist within 1 year, he/she can apply for an additional bonus of HK\$4,000.
- 5.11.4 For Tree Work Supervisor Trainee, if one can acquire the relevant professional qualification for arborist or complete recognised training or vocational assessment in tree work operations for registered Tree Work Supervisor under the Registration Scheme for Tree Management Personnel managed by the GLTMS of the DEVB

¹⁵ Professional qualifications/training qualifications as stated in footnotes (3), (4), (5), (6) & (7) for arborist, tree risk assessor, tree work supervisor, tree climber and chainsaw operator respectively acquired on an assessment basis or other qualifications recognised by the Government.

during the training period or within 1 year after completion of training, he/she can apply for the remaining bonus of HK\$10,000. If the Tree Work Supervisor Trainee also acquires the relevant professional qualification/training qualification for tree risk assessor within 1 year, he/she can apply for an additional bonus of HK\$4,000.

- 5.11.5 For Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee, if one can pass the interim assessment and complete the 12th month of training, he/she can apply for a bonus of HK\$6,000. The trainees can apply for another bonus of HK\$6,000 after the completion of the 18th month of training and attain the passing score of the final assessment. The trainees can apply for the remaining bonus of HK\$8,000 if one can acquire the relevant professional qualification/training qualification for tree climber during the training period or within 1 year after completion of training.
- 5.11.6 If the Tree Climber cum Chainsaw Operator Trainee acquires the relevant professional qualification/training qualification for chainsaw operator during the training period or within 1 year after completion of training, he/she can apply for an additional bonus of HK\$4,000.
- 5.11.7 The total amount of bonus that can be claimed by Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee is HK\$ 34,000 and that for Tree Climber Trainee and Tree Climber cum Chainsaw Operator Trainee is HK\$20,000 and HK\$24,000 respectively.

6. Requirements of Employers

- 6.1 The employer must submit the relevant documents along with the application form to the Programme to prove that it meets the eligibility requirements for CIC/HKIC's approval. The required documents are listed in Section 8.2.
- 6.2 The employer shall sign an "employment contract" with the trainee which shall conform to the Employment Ordinance Cap. 57.
- 6.3 If the employer is found violating any terms and requirements in the Agreement or the laws of Hong Kong, the CIC/HKIC will consider terminating the Approved Project and ceasing the reimbursement of any training allowance. The CIC/HKIC reserves the right to reclaim any reimbursed training allowances from the employer.
- 6.4 The employer shall pay the wage to the trainee on a monthly basis. The wage should not be less than the minimum amounts as specified in Section 5.4.1.
- 6.5 "Employment contract" must list the amount of wage paid by the employer

to the trainee and the method of payment. CIC/HKIC shall not be liable to the terms and responsibilities stated in the employment contract.

- 6.6 The employer must allow the trainee to take part in the Value-added/Enrichment Programme as stated in Section 5.8. The employer must pay the wage to the trainee for that day of release.
- 6.7 The employer must submit the trainee's attendance records, pay slips, etc. to CIC/HKIC on a monthly basis. Relevant documents regarding on-the-job training progress must also be submitted to prove the trainee's working situation, number of working days and work content in the respective month for claiming reimbursement of training allowance from CIC/HKIC.
- 6.8 The employer shall supervise, monitor and inspect the training for the corresponding training category within the training period such that the trainee can acquire the experience and develop the skillset in different core areas in accordance with the Training Plan (**Annex B**), and pass the assessments conducted by CIC/HKIC. CIC/HKIC reserves the right to amend the Training Plans from time to time, and will notify the employer about the amendments in writing.
- 6.9 If the trainee cannot continue the training till its completion owing to the situation of the training site or the unexpected circumstances arisen in the training period, the employer can transfer the trainee to other sites or to a new employer to continue with the remaining training. All applications for re-deployment to other sites and change of employers must be submitted to CIC/HKIC for assessment and approval.
- 6.10 If the training tutor resigned from the employer company, the employer must notify CIC/HKIC immediately upon the receipt of his/her resignation notification and apply to CIC/HKIC for the change of training tutor of the respective trainee(s). However, if there is no more eligible training tutor available in that employer company, the training would be ceased by the last working day of the training tutor and reimbursement of training allowances would be stopped respectively. If the employer could not employ a replacement of training tutor within three months after the receipt of such resignation notification, the Approved Project will be terminated. The concerned trainee(s) may choose to continue work for the same employer and to continue the training until that the employer could employ an eligible training tutor, or find a new eligible employer to continue his/her training. Stoppage of training with duration longer than nine months is not allowed by CIC/HKIC and the previous training would be forfeited.
- 6.11 The employer agrees and undertakes -
 - (a) to comply with all laws, enactments, ordinances, rules and regulations, including but not limited to the Basic Law, Safeguarding National Security Ordinance and the Law of the People's Republic of China on Safeguarding

National Security in the Hong Kong Special Administrative Region (collectively referred to as the “National Security Law”), in force in Hong Kong for the time being and amended from time to time;

- (b) to ensure the observance by the employer himself, his employees, agents, sponsors, promoters, contractors, licensees and all other persons engaged by him of the National Security Law and any other laws of Hong Kong in relation to the safeguarding of national security; and
- (c) not to engage in any act or activity which is likely to constitute or cause the occurrence of an offence endangering national security under the National Security Law or other laws of Hong Kong, or which would otherwise be contrary to the interests of national security.

7. Roles of Construction Industry Council / Hong Kong Institute of Construction

- 7.1 CIC/HKIC shall administer the operation of the Programme and report directly to the GLTMS of the DEVB.
- 7.2 CIC/HKIC will review the specified minimum monthly wage and training allowance annually with consideration of factors including inflation. It is the indicator for employers to pay the salary of their trainees.
- 7.3 The Applicant shall indemnify CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.
- 7.4 CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.
- 7.5 CIC/HKIC shall not be held liable for any matters arising from the employment of the participants by the Applicant including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.
- 7.6 The CIC/HKIC shall not be held liable for any loss, damages, costs, expenses and liabilities arising from any conflict of interest due to the contractual relationship between the employers and trainees.

8. Application Procedures

- 8.1 The employer shall complete the Application Form at **Annex C** (with the

Trainee Consent Form at Appendix to Application Form completed by the trainee) and submit together with all supporting documents to CIC/HKIC for checking and approval.

- 8.2 CIC/HKIC will conduct a verification on the eligibility of the employer and the trainee(s) according to the established procedures. The following documents are required to be submitted along with the Application Form:
- (i) Copy of Business Registration Certificate;
 - (ii) Copy of tree inspection and/or tree work related contract; or record/proof of possessing/managing substantial amount of tree asset;
 - (iii) Record/proof showing the details of the staffing establishment complying with requirements specified in Section 5.3;
 - (iv) Copy of monthly wage full-time employment contract¹⁶ of the trainee;
 - (v) Documentary proof of qualifications of the training tutor and his/her Curriculum Vitae; and
 - (vi) Copy of academic qualification of the trainee showing his/her graduation from arboriculture, tree management or tree work programmes at HKQF Level 3 to Level 5 (or document or record showing his/her completion of the relevant study programme, in case the documentary proof such as graduation certificate has yet been available at the time of application).
- 8.3 Upon receipt of the duly completed application form with all accurate details and all relevant and valid supporting documents, CIC/HKIC will normally take 15 working days to process the application. CIC/HKIC will issue a Notification of Approval to notify the Applicant in writing on its approval of the application. The approved application is referred as the Approved Project. CIC/HKIC may issue a conditional approval in case that the trainee completed the study programme but its documentary proof (e.g. graduation certificate) has yet been available at the time of application. In such case, the employer is not allowed to claim for reimbursement of training allowances until there is a valid documentary proof on the trainee's graduation from the study programme acceptable to CIC/HKIC. If the trainee could not graduate finally, the conditional approval on the application will be invalidated and no training allowances will be reimbursed.
- 8.4 Upon approval, the employer shall notify CIC/HKIC the commencement date of training, and commence the training in accordance with the Training Plan accordingly. The employer shall commence the training within 2 months from the date of approval. Otherwise, the approval will be withheld and re-submission of application would be required.
- 8.5 CIC/HKIC will handle the applications on a first-come-first-served basis. CIC/HKIC does not guarantee all applications will be accepted.

¹⁶ For details, please refer to the definition of a continuous contract under the Employment Ordinance (Cap. 57).

- 8.6 CIC/HKIC will arrange a kick-off meeting with employer, training tutor and trainee when training starts.
- 8.7 A flow chart of the application procedures for the Programme is at **Annex D**.

9. Monitoring Procedures

- 9.1 When the training commences, the trainee shall input the training items/contents, duration, participation to the value-added/enrichment activities organised by CIC/HKIC, attendance information, etc. in the Training Progress Report (**Annex E**) on a monthly basis. The report shall be signed by the trainee. The training tutor is required to check the Training Progress Report prepared by the trainee, and countersign it to endorse its contents monthly.
- 9.2 The training tutor is also required to assess and sign the level of competencies attained by the trainee in different core areas according to the Training Plan. The training tutor shall ensure that the trainee can attain the required levels of competencies for different areas as stipulated in the training plan by the end of the training period.
- 9.3 The employer is also required to prepare and sign the Trainee's Attendance and Wage Payment Record Form (**Annex F**). The form shall be countersigned by the trainee for confirmation.
- 9.4 CIC/HKIC will review the Training Progress Reports and attendance records, etc. in the assessment for reimbursement of training allowance to the employer.

10. Reimbursement of Training Allowance

- 10.1 In accordance with the prescribed procedures for the reimbursement of training allowance, the employer shall first pay the trainee full monthly salary (which has covered the amount of training allowance) and then apply for reimbursement of training allowance from CIC/HKIC. When the employer applies for such reimbursement, it must submit the following documents to CIC/HKIC for its checking and verification:
- (i) Completed Training Allowance Reimbursement Application Form (**Annex G**);
 - (ii) Copy of the Training Plan filled with the latest training progress (**Annex B**);
 - (iii) Copy of completed Training Progress Report (**Annex E**);
 - (iv) Copy of completed Trainee's Attendance and Wage Payment Record Form (**Annex F**); and

- (v) Copy of pay slip for wage payment to the trainee.
- 10.2 The employer is required to submit the application for reimbursement of training allowance in accordance with Section 10.1 within 12 months from the month in which the wage has been duly paid to the trainee by the employer. Should the employer fail to submit the application for reimbursement within that 12-month period, CIC/HKIC will not process any applications submitted beyond that period and no reimbursement of training allowance to the employer will be made.
- 10.3 CIC/HKIC will assess the validity of the application for reimbursement and check the completeness of the documents submitted by the employer. Upon receipt of the duly completed application form with all valid supporting documents, normally CIC/HKIC will take 30 calendar days to settle the payment for reimbursement.
- 10.4 A flow chart of the application procedures for reimbursement of allowance is at **Annex H**.

11. Granting of Bonus upon Completion of Training and Acquisition of Professional Qualification

- 11.1 As stated in Section 5.11, the trainee is eligible for applying for granting of bonus if he/she meets the relevant application requirements.
- 11.2 When the trainee applies for granting of bonus, he/she must submit the following documents for CIC/HKIC's checking and verification:
- (i) Application Form for Granting of Bonus (**Annex I**);
 - (ii) Documentary proof/copy of certificate of the professional qualification attained;
 - (iii) Copy of Certificate of Completion of on-the-job training for the corresponding job category; and
 - (iv) Copy of bank card/bank proof
- 11.3 The trainee is required to submit the application for granting of bonus in accordance with Section 11.2 within 6 months from the date of meeting the relevant application requirements. Should the trainee fail to submit an application for granting of bonus within the aforementioned period of time, CIC/HKIC will not process any applications submitted beyond that period and no granting of bonus to the trainee will be made.
- 11.4 CIC/HKIC will assess the validity of the application and check the completeness of the documents submitted by the trainee. Upon receipt of the duly completed application form with all valid supporting documents, normally CIC/HKIC will take 30 calendar days to settle the payment.

11.5 A flow chart of the application procedures for granting of bonus is at **Annex J**.

12. Termination of Agreement

12.1 CIC/HKIC has the absolute right to terminate the Approved Project, cease to pay the allowance and bonus in the event that the Applicant is in breach of the terms stipulated in the Agreement.

12.2 No indemnity claims or claims of any other kind may be made against CIC/HKIC by the Applicant.

12.3 The employers could not terminate the Agreement before its completion, unless approved by CIC/HKIC.

12.4 The Government is entitled to terminate this Agreement forthwith but without prejudice to any other rights and remedies which the Government has or may have upon the occurrence of any of the following events:-

- (a) the continued engagement of the employer or the continued performance of the Agreement is contrary to the interest of national security; or
- (b) the employer has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security.

13. Forfeiture

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

14. Special Circumstances

14.1 After submitting an application to the Programme, the employer must not transfer the training quota to his/her other employee if the approved trainee left the company. The new employer of that trainee cannot apply for allowance in the capacity of him unless new application has been made and accepted by CIC/HKIC. CIC/HKIC shall keep the record of all trainees in the Programme so as to monitor whether they change their employers during the training period.

- 14.2 The trainee is allowed to change employer once during the training period. The trainee cannot continue his/ her uncompleted training while the new employer of that trainee cannot apply for the remaining allowance in the capacity of the trainee unless new application has been submitted and accepted by CIC/HKIC.
- 14.3 The trainee must be employed by a new employer within 6 months after termination of the employment in order to continue the uncompleted training, otherwise the completed training will be invalidated and the trainee will not be able to re-apply for training in the same job category. Arborist Trainees, Tree Risk Assessor Trainees and Tree Work Supervision Trainees will be treated as the same job category. Similarly, Tree Climber Trainee and Tree Climbing cum Chainsaw Operator Trainee will be considered as the same job category. This arrangement is also applicable for trainees who have been re-employed by their original employers.
- 14.4 If the trainee is dismissed by the employer or resigns from job during the training period, the employer must inform CIC/HKIC immediately. The employer cannot apply for reimbursement of the remaining training allowance.
- 14.5 CIC/HKIC reserves the rights of final decision in every circumstances under the Programme.

15. Prevention of Bribery

- 15.1 The Applicant shall observe the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and shall prohibit its employees, subcontractors, agents and other personnel who are in any way involved in the Approved Project from offering to or soliciting or accepting from any person with any money, gifts or advantage as defined in the PBO in the conduct of or in relation to the Approved Project.
- 15.2 The offer of an advantage to the CIC/HKIC with a view to influencing the approval of an application is an offence under the PBO. Any such offer by any of the Applicant(s) or their employee(s) or agent(s) will render the application null and void. The CIC/HKIC may also withdraw the Notification of Approval and hold the Applicant concerned liable for any loss or damage which the CIC/HKIC may suffer.

16. Personal Data Collection Declaration

- 16.1 The employer shall ensure that the collection and transfer of trainees’ personal data to CIC/HKIC and through CIC/HKIC to the Government are in compliance with the Personal Data (Privacy) Ordinance (PDPO).

- 16.2 In order to comply with the PDPO, the employer must accept and provide a declaration to the trainee in compliance with the followings:
- (i) Annex K “Personal Information Collection Statement”.
 - (ii) To inform the trainee the content of “Personal Information Collection Statement” of Annex K.
 - (iii) To give the trainee an option to agree or disagree that CIC/HKIC may keep him/her informed of CIC/HKIC activities and industry development which may be of his/her interest, CIC/HKIC may use his/her personal data, including name, phone number, correspondence and email address, to update him/her in relation to CIC/HKIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction, arboriculture and horticulture industries.
 - (iv) To inform the trainee that he/she is free to choose whether he/she is willing to be informed of the above information.
 - (v) To inform the trainee that he/she is also entitled to request access to correct any errors in his/her personal data. If he/she wishes to do so, he/she can write to the Officer, Urban Forestry Support Fund - Trainee Programme (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.**
- 16.3 The employer, who is responsible for collecting the personal data from the trainee, must obtain the trainee’s written consent regarding the above and provide a copy of signed consent and Annex K to CIC/HKIC.
- 16.4 The employer shall indemnify CIC/HKIC against any claims, suffered or incurred by CIC/HKIC arising out of in connection with the breach of any the terms and conditions of the PDPO.

**List of Arboriculture and Tree Management Programmes
at HKQF Levels 3 to 5¹⁷**

Institution / Association / Organisation	Programme	HKQF Level
Technological and Higher Education Institute of Hong Kong (THEi)	Bachelor of Science (Honours) in Horticulture, Arboriculture and Landscape Management ¹⁸	5
Vocational Training Council (VTC)	Professional Diploma in Horticulture, Arboriculture and Landscape Management ¹⁹	4
School of Continuing Education Hong Kong Baptist University	Professional Diploma in Tree Management	5
College of International Education (CIE) Hong Kong Baptist University	Associate Degree in Tree Management	4
HKU School of Professional and Continuing Education (HKU SPACE)	Professional Diploma in Urban Forestry	4
	Advanced Diploma in Tree Management and Conservation	4
Hong Kong Institute of Vocational Education (IVE) VTC	Higher Diploma in Conservation and Tree Management	4
	Professional Diploma in Arboriculture and Urban Forestry	4
	Certificate in Tree Risk Assessment	3
	Certificate in Tree Work Supervision	3
Li Ka Shing School of Professional and Continuing Education (LiPACE), Hong Kong Metropolitan University (formerly known as Li Ka Shing Institute of Professional and Continuing Education (LiPACE) The Open University of Hong Kong)	Certificate in Professional Tree Management	3

¹⁷ Please refer to the latest information on the website of Greening, Landscape and Tree Management Section of the Development Bureau - <https://www.greening.gov.hk/en/resource-centre/relevant-organisations-qualification-and-training/index.html> .

¹⁸ The former title of this programme is Bachelor of Arts (Honours) in Horticulture and Landscape Management before 2020/21 academic year.

¹⁹ The former title of this programme is Professional Diploma in Horticulture and Landscape Management before 2020/21 academic year.

Institution / Association / Organisation	Programme	HKQF Level
School of Continuing and Professional Studies (CUSCS) The Chinese University of Hong Kong	Diploma in Arboriculture	3
	Certificate in Horticulture Management	3
Employees Retraining Board (ERB)	Certificate in Tree Preservation and Risk Assessment	3
	Certificate in Basic Arboriculture	3

List of Tree Work and Tree Climbing Programmes
at HKQF Levels 3 to 4²⁰

Institution / Association / Organisation	Programme	HKQF Level
Hong Kong Institute of Vocational Education (IVE) VTC	Certificate in Tree Climbing	3
Tree Climbing Hong Kong (TCHK)	Certificate in Integrated Tree Climbing	3
	Certificate in Practical Tree Rigging Skills	3
Pro Tree Foundation Limited	Certificate in Modern Tree Climbing Practice	3

²⁰ Please refer to the latest information on the website of Greening, Landscape and Tree Management Section of the Development Bureau - <https://www.greening.gov.hk/en/resource-centre/relevant-organisations-qualification-and-training/index.html> .

Training Plan for Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee

Ref.	Core Areas (approximate weighting of training)	Level of Competency to Attain: K-Knowledge E-Experience C-Capability (see Notes)	Training Tutor's Assessment (Signature and Date)		
			K	E	C
1.	Tree Biology (10%)				
1.1	Tree anatomy and physiology	K			
1.2	Tree identification	C			
2.	Occupational Safety and Health (OSH) (10%)				
2.1	Understanding of OSH rules and other relevant legislations or regulations	K			
2.2	Prevention of work place injury	E			
2.3	Knowledge of safe use and proper operation procedures of tools and equipment, including climbing gears and chainsaw	K			
2.4	Site safety and practices, and proper use of personal protective equipment (PPE)	C			
3.	Tree Selection, Planting, Transplanting and Removal (20%)				
3.1	Knowledge of tree selection criteria and principles	K			
3.2	Knowledge of nursery standards and practice and nurturing of young trees	K			
3.3	Planting*, transplanting*, removal* and compensation* considerations, methodologies, requirements and procedures	C			
3.4	Preparation of planting*, transplanting*, removal* and compensation* proposal	C			
3.5	Site supervision of planting*, transplanting*, removal* and compensation* works	C			

* At least two areas as appropriate to the company

Ref.	Core Areas (approximate weighting of training)	Level of Competency to Attain: K-Knowledge E-Experience C-Capability (see Notes)	Training Tutor's Assessment (Signature and Date)		
			K	E	C
4.	Tree Maintenance (20%)				
4.1	Tree survey and maintenance of tree data	E			
4.2	Tree health care, including soil management, water management, fertilisation, diagnosis of tree health problems, and selection and implementation of pest and disease control measures <i>(Note: To attain level "C" for this item, the trainee needs to be competent in at least two areas, and preferably more, out of those listed in the above)</i>	C			
4.3	Consideration, design and implementation of proper tree maintenance measures including pruning and installation of support system	C			
4.4	Supervision of tree climbing	E			
5.	Tree Risk Assessment and Management (25%)				
5.1	Hazard tree recognition and assessment				
	(i) Responsibilities and requirements of tree risk assessment	K			
	(ii) Selection of methodology for tree risk assessment	E			
	(iii) Establishment of site history and present situation and impact assessment on targets	C			
	(iv) Visual tree inspection and use of assessment tools	C			
	(v) Assessment on the health and structure of trees and the associated potential hazard(s)	C			
	(vi) Use of advanced assessment	C			
5.2	Recommendation including mitigation options selection and assessment of residual risk	C			
5.3	Preparation of tree inspection and risk assessment report	C			

Ref.	Core Areas (approximate weighting of training)	Level of Competency to Attain: K-Knowledge E-Experience C-Capability (see Notes)	Training Tutor's Assessment (Signature and Date)		
			K	E	C
6.	Tree Protection in Construction Sites (10%)				
6.1	Ability to read and understand construction and landscape plans or drawings	E			
6.2	Knowledge of government policies, requirements and procedures on tree preservation	K			
6.3	Implementation and supervision of tree protection measures	E			
7.	Project Management and General Report Writing (5%)				
7.1	Computer skills (word processing, databases, spread sheets)	C			
7.2	Communication skills (verbal and written)	C			
7.3	Tender and specification preparation	K			
8.	Specific Objectives (if any) (to be filled in by individual company on other areas that are not included as Core Areas)				

Notes:

1. Training tutor should arrange sufficient training for items under the Core Areas in line with the suggested weighting of training.
2. Explanations on the competency levels "K", "E" and "C" are as follows:

Knowledge "K" – Demonstrating a good understanding of the fundamental principles involved, and their importance to a professional arborist / tree risk assessor / tree work supervisor. The trainee can attain this level by reading appropriate literature and attending enrichment courses.

Experience “E” – Demonstrating an understanding of how theory integrates with practical application. The trainee is likely to attain this level by getting sufficient on-the-job experience and undertaking real work under an appropriate level of supervision.

Capability “C” – Demonstrating being qualified and capable of undertaking tasks while taking an appropriate level of responsibility.

3. The assessment levels are progressive. The trainee will normally need to achieve levels “K” and “E” before achieving level “C”, i.e. the trainee needs a good knowledge of the subject “K” before he/she is assigned to relevant working experience; and he/she needs sufficient experience “E” before reaching the level of capability “C”. The training tutor can sign the “K” column in early assessments before the trainee achieves level “E” or “C” to complete the training.
4. When making assessment, the training tutor should make reference to the requirements of the relevant Units of Competency in the Specification of Competency Standards for the arboriculture and horticulture industry under the Qualifications Framework.

Training Plan for Tree Climber Trainee / Tree Climber cum Chainsaw Operator Trainee

Ref.	Core Areas (approximate weighting of training)	Level of Competency to Attain: K-Knowledge E-Experience C-Capability (see Notes)	Training Tutor's Assessment (Signature and Date)		
			K	E	C
1.	Basic Tree Biology and Identification (15%)				
1.1	Basic tree anatomy and physiology	K			
1.2	Basic tree classification and local tree identification	E			
2.	Occupational Safety and Health (15%)				
2.1	Understanding of OSH rules and other relevant legislations or regulations	K			
2.2	Knowledge of safe use and proper operation procedures of tools and equipment	K			
2.3	Selection and proper use of PPE	E			
2.4	Site hazard recognition and prevention of work place injury	E			
2.5	Site safety and practices, and proper communications in tree climbing and tree work operation	C			
3.	Tree Climbing and Works at Height (25%)				
3.1	Knowledge of knots and rope operation in rope access	K			
3.2	Various rope access technique	C			
3.3	Aerial tree inspection	C			
3.4	Aerial tree work including pruning	C			
3.5	Proper use of climbing equipment and their maintenance	C			
3.6	Aerial rescue technique	C			
3.7	Operation and use of aerial platform	C			
4.	Use of Chainsaw and other Tools and Equipment (20%)				
4.1	Knowledge of operation and safe use of chainsaw on ground	K			
4.2	Knowledge of operation and safe use of chainsaw at height	K			
4.3	Proper use of chainsaw and other tools and equipment on ground and at height and their maintenance	C			

Ref.	Core Areas (approximate weighting of training)	Level of Competency to Attain: K-Knowledge E-Experience C-Capability (see Notes)	Training Tutor's Assessment (Signature and Date)		
			K	E	C
5.	Tree Pruning and Removal (25%)				
5.1	Tree pruning and removal principles and techniques	C			
5.2	Use of knots and rope operation for rigging	C			
6.	Specific Objectives (if any) (to be filled in by individual company on other areas that are not included as Core Areas)				

Notes:

1. Training tutor should arrange sufficient training for items under the Core Areas in line with the suggested weighting of training.
2. Explanations on the competency levels “K”, “E” and “C” are as follows:

Knowledge “K” – Demonstrating a good understanding of the fundamental principles involved, and their importance to a professional tree climber / chainsaw operator. The trainee can attain this level by reading appropriate literature and attending enrichment courses.

Experience “E” – Demonstrating an understanding of how theory integrates with practical application. The trainee is likely to attain this level by getting sufficient on-the-job experience and undertaking real work under an appropriate level of supervision.

Capability “C” – Demonstrating being qualified and capable of undertaking tasks while taking an appropriate level of responsibility.

3. The assessment levels are progressive. The trainee will normally need to achieve levels “K” and “E” before achieving level “C”, i.e. the trainee needs a good knowledge of the subject “K” before he/she is assigned to relevant working experience; and he/she needs sufficient experience “E” before reaching the level of capability “C”. The

training tutor can sign the “K” column in early assessments before the trainee achieves level “E” or “C” to complete the training.

4. When making assessment, the training tutor should make reference to the requirements of the relevant Units of Competency in the Specification of Competency Standards for the arboriculture and horticulture industry under the Qualifications Framework.



Urban Forestry Support Fund - Trainee Programme Application Form

(CIC / HKIC Use) Application No.: _____ Date Received: _____ Last Update: _____
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Please email the completed form together with supporting documents to ufsf-tp@cic.hk or by post to Construction Industry Council Office: 38/F, COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon, Hong Kong

For submission by post, please ensure sufficient mailing time and postage to make delivery in order. Underpaid mail will be rejected.

You shall receive the acknowledge receipt from the Construction Industry Council or Hong Kong Institute of Construction (CIC or HKIC) Office within 5 working days. For enquiries, please contact at 2100 9000.

Part I: Particulars of Applicant (Employer)

Registered Name of Company:			
Contact Address:			
Contact Person:			
Telephone No.:		Fax No.:	
Email Address:			
Business Registration No.:			

Part II: Eligibility Requirements for Applicant (Employer):

Please insert a "✓" in the boxes below as appropriate.

For Job Category of Arborist / Tree Risk Assessor / Tree Work Supervisor:

- (as a consultant or a contractor) undertaking active tree inspection and/or tree work related contract(s) for the Government or the private sector with duration not less than one year or
- (as a tree management party e.g. government department, utility company, property management company, large corporation such as themed park company) possessing/managing a substantial amount of tree asset;
and
- Directly employing at least one professionally qualified arborist²¹.

For Job Category of Tree Climber / Tree Climber cum Chainsaw Operator:

- (as a consultant or a contractor) undertaking active tree inspection and/or tree work related contract(s) for the Government or the private sector with duration not less than one year or
- (as a tree management party e.g. government department, utility company, property management company, large corporation such as theme park company) possessing/managing a substantial amount of tree asset;
and
- Directly employing at least one professionally qualified tree climber²².

Part III: Information of Contract(s) (where applicable)

Please provide a copy of the contract(s) that the trainee(s) will be deployed covering the following information:

- (1) Name of the main contract
- (2) Start date of the project
- (3) End date of the project / duration
- (4) Signature page

For companies possessing/managing a substantial amount of tree asset without the information of contract as required in the above, please specify the deployment location for the trainee(s).

²¹ Requirements on the qualified arborist are given in Section 5.6.2 of the Framework Document.

²² Requirements on the qualified tree climber are given in Section 5.6.4 of the Framework Document.

Part IV: Information of Training Tutor, Assistant Training Tutor and Trainee

The maximum training tutor-to-trainee ratio shall be 1:4 for training of Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee. If employer arranges assistant training tutor, the maximum training tutor-to-assistant training tutor ratio shall be 1:1 and the maximum ratio of assistant training tutor to Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee shall be 1:2. In other words, the maximum ratio of the training tutor and assistant training tutor to Arborist Trainee, Tree Risk Assessor Trainee or Tree Work Supervisor Trainee who are under the co-supervision by two types of training tutor shall be 2:6.

The maximum training tutor-to-trainee ratio shall be 1:3 for training of Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee. If employer arranges assistant training tutor, the maximum training tutor-to-assistant training tutor ratio shall be 1:1 and the maximum ratio of assistant training tutor to Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee shall be 1:1. Therefore, the maximum ratio of the training tutor and assistant training tutor to Tree Climber Trainee or Tree Climber cum Chainsaw Operator Trainee who are under the co-supervision by two types of training tutor shall be 2:4.

Name of Training Tutor			Tel No.		Job Categories	<input type="checkbox"/> Arborist
			Email			<input type="checkbox"/> Tree Climber
Name of Assistant Training Tutor (if applicable)			Tel No.		Job Categories	<input type="checkbox"/> Tree Risk Assessor
			Email			<input type="checkbox"/> Tree Work Supervisor
						<input type="checkbox"/> Chainsaw Operator
Name of Trainee (s)	HKID No. (First 4 digits or letters)	Tel No. & Email	Name of the Main Contract (if applicable)	Job Categories		
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator		
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator		
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator		

Name of Trainee (s)	HKID No. (First 4 digits or letters)	Tel No. & Email	Name of the Main Contract (if applicable)	Job Categories
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator
				<input type="checkbox"/> Arborist <input type="checkbox"/> Tree Risk Assessor <input type="checkbox"/> Tree Work Supervisor <input type="checkbox"/> Tree Climber <input type="checkbox"/> Tree Climber cum Chainsaw Operator

Please copy and fill in the “Part IV. Information of Training Tutor, Assistant Training Tutor and Trainee” if the blank space is insufficient.

Part V: Documents Submission

Please attach the following documents and put a “√” in the boxes below

Employer:

<input type="checkbox"/>	Copy of Business Registration Certificate.	
<input type="checkbox"/>	<u>For company of consultant or contractor:</u> Copy of tree inspection and/or tree work related contract with pages showing: (i) Name of the Main Contract; (ii) Start Date of the Project; (iii) End Date / Duration of the project; and (iv) Signature page.	<u>For tree management party:</u> Record/proof of possessing/managing substantial amount of tree asset.
<input type="checkbox"/>	Record/proof on staffing establishment complying with the eligibility requirements of Applicant (Employer) specified in Section 5.3.1 or 5.3.2 by the employer company.	

Training Tutors and Assistant Training Tutors:

<input type="checkbox"/>	<u>For training arborist / tree risk assessor / tree work supervisor trainee(s):</u> 1. Copy of Training Tutors' certificates /documentary proof on the following if applicable: (a) Employment documentary proof of the current job AND (b)(i) Copy of electronic registration card of Registered Tree Management Personnel; OR (b)(ii) Academic Qualification; (iii) Professional Qualification; (iv) Training Qualification; (v) OHS Training; and (vi) Detailed CV showing the work experience; 2. Copy of electronic registration card of Registered Tree Management Personnel and Employment documentary proof of the current job(For Assistant Training Tutor, if applicable).	<u>For training tree climber / tree climber cum chainsaw operator trainee(s):</u> 1. Copy of Training Tutors' certificates /documentary proof on the following if applicable: (a) Employment documentary proof of the current job AND (b)(i) Copy of electronic registration card of Registered Tree Management Personnel; OR b)(ii) OHS Training; (iii) Received training in tree work operations, or possess a professional tree climber qualification; and (iv) Detailed CV showing the work experience; 2. Copy of electronic registration card of Registered Tree Management Personnel and Employment documentary proof of the current job (For Assistant Training Tutors, if applicable).
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Trainees:

<input type="checkbox"/>	Trainees' HKID Copies (Mark the HKID card copy with the word "COPY" at a place where personal details in the card will not be covered).
<input type="checkbox"/>	Graduation certificate or documentary proof showing completion of local arboriculture and tree management programmes at HKQF Level 4 to Level 5 (for Arborist Trainee), local arboriculture and tree management programmes at HKQF Level 3 to Level 5 (for Tree Risk Assessor Trainee/Tree Work Supervisor Trainee) or tree work and tree climbing programmes at HKQF Level 3 to Level 4 (for Tree Climber Trainee/Tree Climber cum Chainsaw Operator Trainee).
<input type="checkbox"/>	Copy of full-time basis ²³ and monthly wage employment contract of the trainee(s).
<input type="checkbox"/>	Consent Form(s) and Annex K(s) duly completed by the trainee(s).

²³ For details, please refer to the definition of a continuous contract under the Employment Ordinance (Cap. 57).

Part VI: Declaration of Applicant

1. Our company/I understand and agree that Construction Industry Council or Hong Kong Institute of Construction (CIC/HKIC) has absolute right to decide whether to accept our/my application.
2. Our company/I understand and agree that the CIC/HKIC has the right to request my company/me to provide the supporting document(s) of the above information or further information and document(s) when considering this application. CIC/HKIC also has the right to send personnel to inspect the above working location(s).
3. Our company/I understand and agree that the employee is hired on full-time basis and monthly salary²⁴ under this programme. The period of employment contract should not be less than that specified in the training programme.
4. Our company/I understand and agree to provide to the CIC/HKIC the attendance record, salary payment record/supporting document and training progress schedule of relevant employee(s) after the approval of application and the commencement of training. We/I understand and agree that reimbursement of allowance shall be delayed if 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 the Training Plan and agree that the CIC/HKIC can send personnel to the working location of that employee at anytime to inspect whether the training progress, working environment and conditions are safe and reasonable after the approval of the application. We/I understand and agree that if employee/employer is in fundamental breach of the conditions in the Agreement or relevant laws of Hong Kong, the CIC/HKIC has the right to terminate this programme without any compensation and recover the reimbursed allowance.
6. Our company/I agree to provide according to labour legislation, including but not limited to, the relevant insurance and MPF contribution to employee(s) and provide all liability insurance to employee(s) while the CIC/HKIC is not held responsible for all the liabilities of employee(s).
7. Our company/I declare that all information above and attached is true and accurate. We/I understand and agree that if the above information is inaccurate or insufficient, it can affect the approval of application and can lead to a cancellation of an approved application without any compensation.
8. Our company/I understand that if false information is deliberately provided when submitting application or within the effective period of the contract, it may contravene the criminal laws and the CIC/HKIC has the right to recover from us/me the reimbursed allowance and make claims.
9. Our company/I hereby confirm that we/I shall observe the terms and conditions stipulated in the Framework Document of the Urban Forestry Support Fund-Trainee Programme as well as the terms and conditions specified in this Application Form. We/I confirm that all information is accurate.

²⁴ For details, please refer to the definition of a continuous contract under the Employment Ordinance (Cap. 57).

Part VII: Personal Data Collection Statement

《Personal Data Collection Statement》

- The collection of personal data, the purposes of collection and the disclosure and transfer of personal data are detailed in Annex K “Personal Information Collection Statement”.
- To keep you informed of CIC activities and developments in the construction, arboriculture and horticulture industries which may be of interest, the CIC would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to CIC training courses, trade testing, registration, events and other aspects of its work and developments in the construction, arboriculture and horticulture industries.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction, arboriculture and horticulture industries.

I confirm that I have carefully read and understood the Annex K Personal Information Collection Statement .

 Authorised signature

 Company chop

Name: _____ Position: _____

Date: _____

For the use of CIC/HKIC only	Date
PART I	
PART II	
PART III	
PART IV	
PART V	
PART VI	
PART VII	
Checked by	
Endorsed by	

Terms and Conditions

1 Defined Terms and Interpretation

- (a) **Agreement** means the training agreement made between the CIC/HKIC and the Applicant comprising the Programme's Framework Document, the Application Form submitted by the Applicant and approved by the CIC/HKIC and the Terms and Conditions annexed to the Application Form.
- (b) **Applicant** means any employer that submit an application to participate in the Programme launched by the CIC/HKIC.
- (c) **Approved Project** means the Programme application of the Applicant approved by the CIC/HKIC.
- (d) **CIC** means the Construction Industry Council.
- (e) **Commencement Date** means the date of training commencement notified by the Applicant to the CIC/HKIC upon the approval of application by the CIC/HKIC.
- (f) **Framework Document** means the policy document governing the Programme which can be accessed on the CIC/HKIC's website (<http://www.cic.hk>/<https://www.hkic.edu.hk>).
- (g) **HKIC** means the Hong Kong Institute of Construction.
- (h) **Notification of Approval** means the letter issued by the CIC/HKIC to the successful Applicant notifying it that its application to participate in the Programme has been approved.
- (i) **Participant** means training tutor and trainees recruited by the Applicant to participate in the Programme.
- (j) **Programme** means the Urban Forestry Support Fund-Trainee Programme launched by the CIC/HKIC to which this Application Form relates to.
- (k) **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.

2 Applicant's Obligations

- 2.1 The Applicant shall comply with all the provisions of the Agreement. The CIC/HKIC reserves the right to revise the provisions of the Agreement from time to time without prior notice.
- 2.2 Upon approval of an application, the Applicant shall notify CIC/HKIC the date of training commencement and commence the training for the approved trainees within 2 months from the date of Notification of Approval. The Approved Project will be forfeited if the Applicant does not commence the training within such time period. In that case, a new application must be submitted if the Applicant wishes to continue participating in the Programme.

- 2.3 The Applicant shall conduct training to the trainee according to the Training Plan in the training period. Should there be any circumstances that hinder the Applicant from doing so, the Applicant shall notify the CIC/HKIC in writing immediately.

3 Training Allowance

- 3.1 The CIC/HKIC may withhold the reimbursement of the training allowance or any part of it if in the sole opinion of the CIC/HKIC:
- (a) The Applicant has failed or is, in the opinion of the CIC/HKIC, likely to fail to execute the Approved Projects; and
 - (b) Documents submitted by the Applicant in relation to the monthly allowance reimbursement application do not meet the standards or requirements specified in the Framework Document.
- 3.2 The Applicant shall apply for the reimbursement of training allowance solely towards the Approved Projects in accordance with the Framework Document.

4 Insurance

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

5 Bankruptcy or Receivership

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

6 Probity

- 6.1 The Applicant shall prohibit its employees, who are involved in the Programme from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) when conducting business in connection with the Programme.

7 Personal Data Collection

- 7.1 The Applicant shall ensure the collection, handling and use of the personal data of its Participants or other personnel associated with the execution of the Programme is in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

7.2 The Applicant shall ensure to provide a written Personal Information Collection Statement as required by the Framework Document to each of the Participants and provide the CIC/HKIC with a copy of the signed Personal Information Collection Statement obtained from each Participant.

7.3 Participants have the right to request access to or correction of personal data. If you wish to do so, please write to the Officer, Urban Forestry Support Fund - Trainee Programme (Data Access Request), Hong Kong Institute of Construction, Construction Industry Council, **38/F COS Centre, 56 Tsun Yip Street, Kwun Tong, Kowloon.**

8 Indemnity

8.1 The Applicant shall indemnify the CIC/HKIC against any and all losses, claims, demands, damages, costs, expenses and liabilities suffered or incurred by the CIC/HKIC arising out of or in connection with the breach of any of the terms and conditions of the Agreement.

9 Liability of CIC/HKIC

9.1 The CIC/HKIC shall not be held liable for any disputes (contractual or otherwise), settlement, arbitration, mediation or litigation for matters arising between the Applicant and any of the Applicant's directors, officers, employees, sub-contractors, agents or other personnel.

9.2 The CIC/HKIC shall not be held liable for any matters arising from the employment of the Participants by the Applicant including but not limited to arrears of wages, personal injury compensation and Mandatory Provident Fund.

10 Termination of Approved Project

10.1 The CIC/HKIC has the absolute right to terminate the Approved Project, cease to reimburse any and all allowances in the event that the Applicant is in breach of the terms stipulated in the Agreement.

10.2 No indemnity claims or claims of any other kind may be made against the CIC/HKIC by the Applicant.

11 Settlement of Disputes

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

the mediation.

12 Governing Laws and Jurisdiction

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

Urban Forestry Support Fund – Trainee Programme Trainee Consent Form

I, _____(Name) (First 4 digits or letters of HKID No.: _____) confirm to participate in the Urban Forestry Support Fund – Trainee Programme (the Programme), understand and agree to the requirements and terms and conditions stipulated in this Application Form and the Framework Document of the Programme. I declare that I do not possess any relevant professional qualifications issued by the professional organisations for the training category of *arborist / tree risk assessor / tree work supervisor / tree climber / chainsaw operator²⁵.

Employer (Company) Name: _____

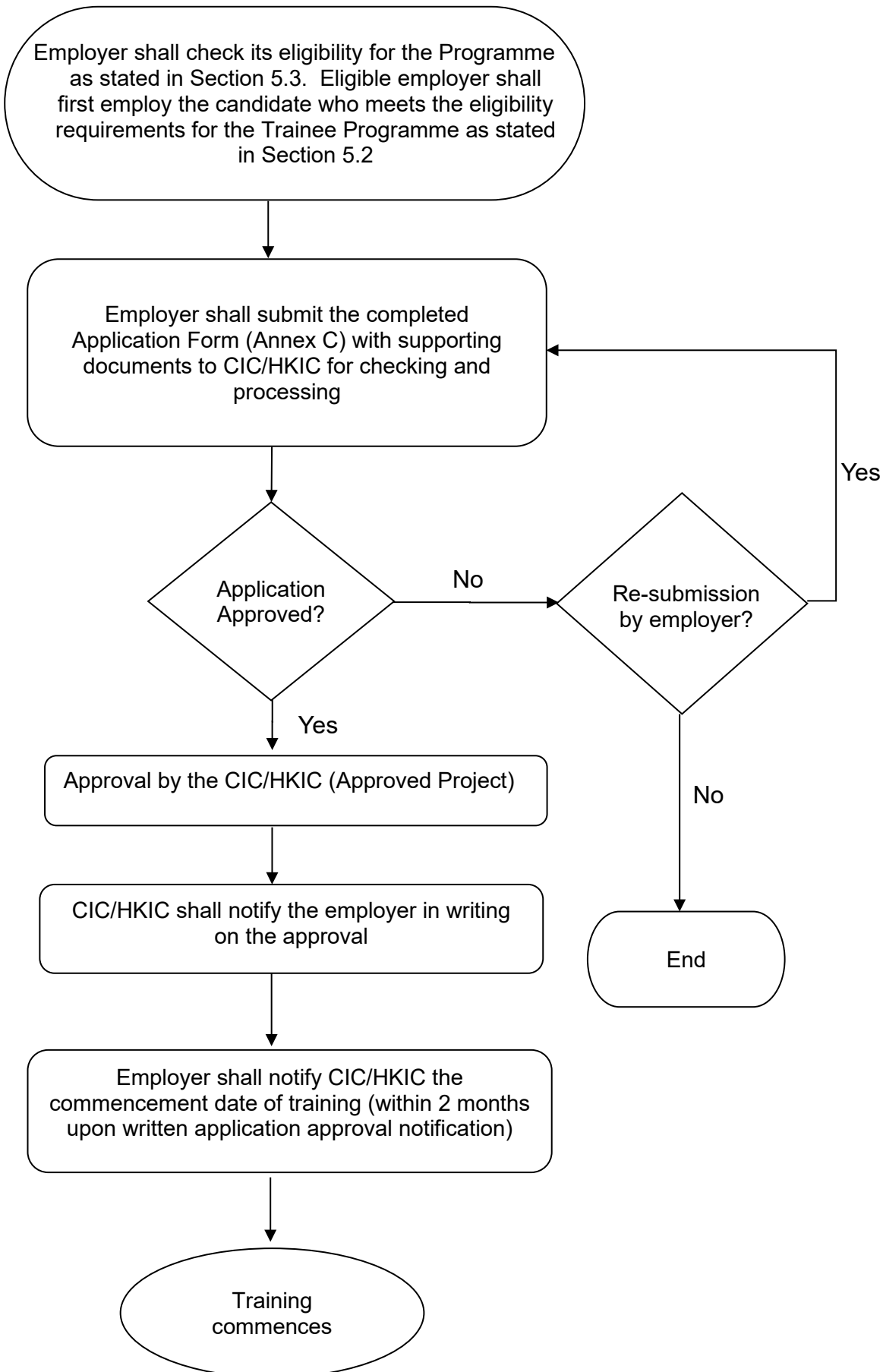
Signature of Trainee

Date

*Please delete as appropriate.

²⁵ Professional qualifications/training qualifications as stated in footnotes (3), (4), (5), (6) & (7) for arborist, tree risk assessor, tree work supervisor, tree climber and chainsaw operator respectively acquired on an assessment basis or other qualifications recognised by the Government.

Flow Chart of Application Procedures for the Programme





Application No.: _____ (To be filled by CIC/HKIC) Date Received: _____
--

Urban Forestry Support Fund
- Trainee Programme

Training Progress Report (Month) (Year)

Name of Employer Company : _____

Contact No.: _____ Working Location: _____

Name of Training Tutor: _____

Name of Trainee: _____

Job Category: Arborist Tree Risk Assessor Tree Work Supervisor
 Tree Climber Tree Climber cum Chainsaw Operator

(Please tick the appropriate box)

Training Period: _____(dd)_____(mm)_____(yyyy) to _____(dd)_____(mm)_____(yyyy)

(From training commencement date to completion date)

Attendance Record of Trainee: Monthly Working Day(s) _____ days.

Training Content : _____

Did the trainee attend Enrichment Programme during the above month?

Yes No *(Please tick the appropriate box)*

If yes, please specify: _____

Trainee Safety Record: Any work injury record of the trainee in this month?

Yes No *(Please tick the appropriate box)*

If yes, reason for injury: _____ Absence due to injury: _____ day(s)

Remarks: _____

Application No.: _____
(To be filled by CIC/HKIC)

Date Received: _____

Urban Forestry Support Fund - Trainee Programme

Trainee's Attendance and Wage Payment Record Form

I, _____, have received salary from _____ (employer) for the period from _____ to _____ as follows:
(DD/MM/YYYY) (DD/MM/YYYY)

HK\$

Monthly Salary (as stated in the Employment Contract): \$ _____
Allowance:

Overtime Allowance: \$ _____

Transportation Allowance: \$ _____

Others : (Please specify: _____) \$ _____

(Please specify: _____) \$ _____

No. of Unpaid Leave: _____ day(s) \$ _____
(exclude eligible rest days and statutory holidays) (Salary deducted due to absence from work)

Other Salary Deduction:

(Reason: _____) \$ _____

(Reason: _____) \$ _____

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

Company Chop and Authorised Signature

Signature of Trainee

Date

Date



Urban Forestry Support Fund -Trainee Programme

Form No.: UFSF-TP/2020/021

Application No.: _____
 (To be filled by CIC/HKIC)
 Date Received: _____

Training Allowance Reimbursement Application Form

Name of Employer Company			
Types of Trainee	Arborist Trainee	No.	
	Tree Risk Assessor Trainee	No.	
	Tree Work Supervisor Trainee	No.	
	Tree Climber Trainee	No.	
	Tree Climber cum Chainsaw Operator Trainee	No.	
Period of Reimbursement		to	
Contact Email			
Contact Tel.			

Copy of Below Checklist:

- 1. Training Plan filled with the latest training progress
- 2. Training Progress Report
- 3. Trainee's Attendance and Wage Payment Record Form
- 4. Pay slip for wage payment to the trainee

*The training allowances will be prorated base on trainees' attendance if the trainee does not attend in full month. Calculation as below :

$$\text{Training Allowances} / 30 \times \text{No. of Paid Working Days} = \text{Trainee Allowance for that Month}$$

Trainee Name				
Year	Month	Monthly Wage (prescribed in the employment contract)	No. of No Paid Days	*Training Allowance
			Total	

Trainee Name				
Year	Month	Monthly Wage (prescribed in the employment contract)	No. of No Paid Days	*Training Allowance
			Total	

Trainee Name				
Year	Month	Monthly Wage (prescribed in the employment contract)	No. of No Paid Days	*Training Allowance
			Total	

Trainee Name				
Year	Month	Monthly Wage (prescribed in the employment contract)	No. of No Paid Days	*Training Allowance
			Total	

Reimbursement of Training Allowance Final Amount	From	To		
		Trainee	No.	Total Amount

Company Chop and Authorised Signature
Date: _____

Checked By

Officer / Senior Officer

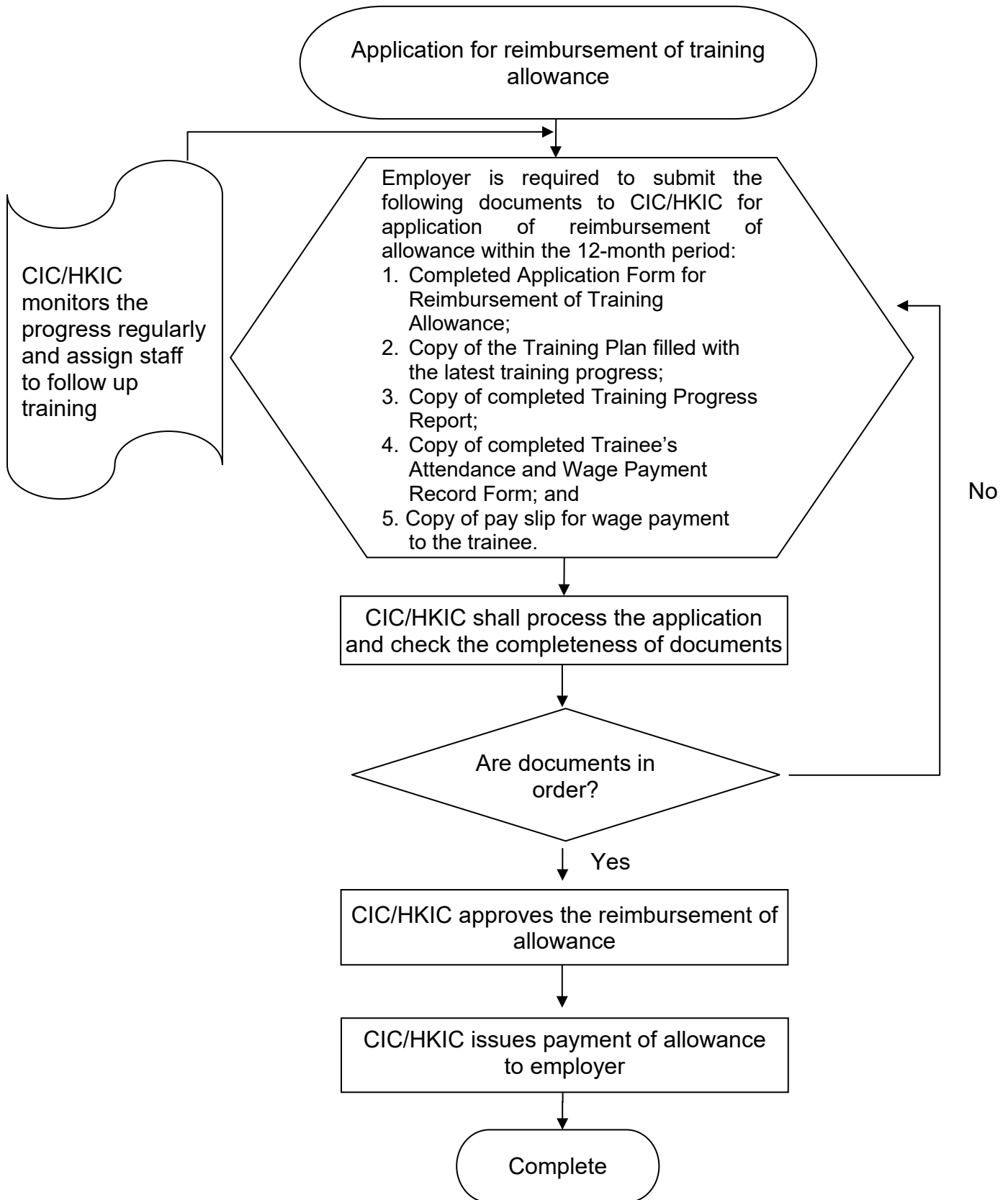
Date _____

Manager's Endorsement

Manager

Date _____

Flow Chart of Application Procedures for Reimbursement of Allowance





Application No.: _____ (To be filled by CIC/HKIC)

Date Received: _____

Urban Forestry Support Fund - Trainee Programme**Application Form for Granting of Bonus****Part I: Applicant Information**

Name: _____ Mr. / Ms. / Mrs. / Miss
HKID No (First 4 digits or letters): _____ **Tel.:** _____
Company Name: _____ **Tel.:** _____
Email Address: _____

Part II: Training Job Category

- Arborist** **Tree Risk Assessor** **Tree Work Supervisor**
 Tree Climber **Tree Climber cum Chainsaw Operator**

(Please put a tick as appropriate.)

Training Period: _____ **To** _____
Training Employer: _____ **Tel.:** _____
Completion Date: _____ **Certificate No.:** _____

Part III: Declaration

I, _____ (Full Name) (First 4 digits or letters of HKID No. _____), have met the relevant application conditions (Section 5.11 of Framework Document) on _____ (date) and would like to apply for a bonus of:

Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee

- HK\$ 10,000 (completion of the second year of training with passing the interim assessment)
 HK\$ 10,000 (completion of the third year of training with passing the final assessment)
 HK\$ 10,000 (completion of training and acquisition of the relevant professional qualification/training qualification)

Tree Climber Trainee / Tree Climber cum Chainsaw Operator Trainee

- HK\$ 6,000 (completion of the 12th month of training with passing the interim assessment)
 HK\$ 6,000 (completion of the 18th month of training with passing the final assessment)
 HK\$ 8,000 (completion of training and acquisition of the relevant professional qualification/training qualification)

Arborist Trainee / Tree Risk Assessor Trainee / Tree Work Supervisor Trainee / Tree Climber cum Chainsaw Operator Trainee

- HK\$ 4,000 (completion of training and acquisition of an additional professional qualification/training qualification)

(Please put a tick as appropriate.)

I agree to abide by the following conditions:

- (i) I confirm that the information provided in this application, its attachments submitted or to be submitted are true and complete;
- (ii) I fully understand the content, requirements and declaration of this application;
- (iii) I understand that if I make any false statements, provide any false or misleading information, omit any relevant information, or change or alter this form in any unauthorised manner, my application may be declined or the approval granted may later be revoked. I understand that it is an offence to provide false information and may be liable to disciplinary / legal action; and
- (iv) I understand the application should be submitted within 6 months from the date of meeting relevant application conditions. If I fail to submit the application for granting of bonus within the aforesaid period of time, CIC will not process any applications submitted beyond that period and no granting of bonus to the trainee will be made.

Part IV: Bank Instructions

Bank Name	
Bank Account Name	
Bank Account Number	

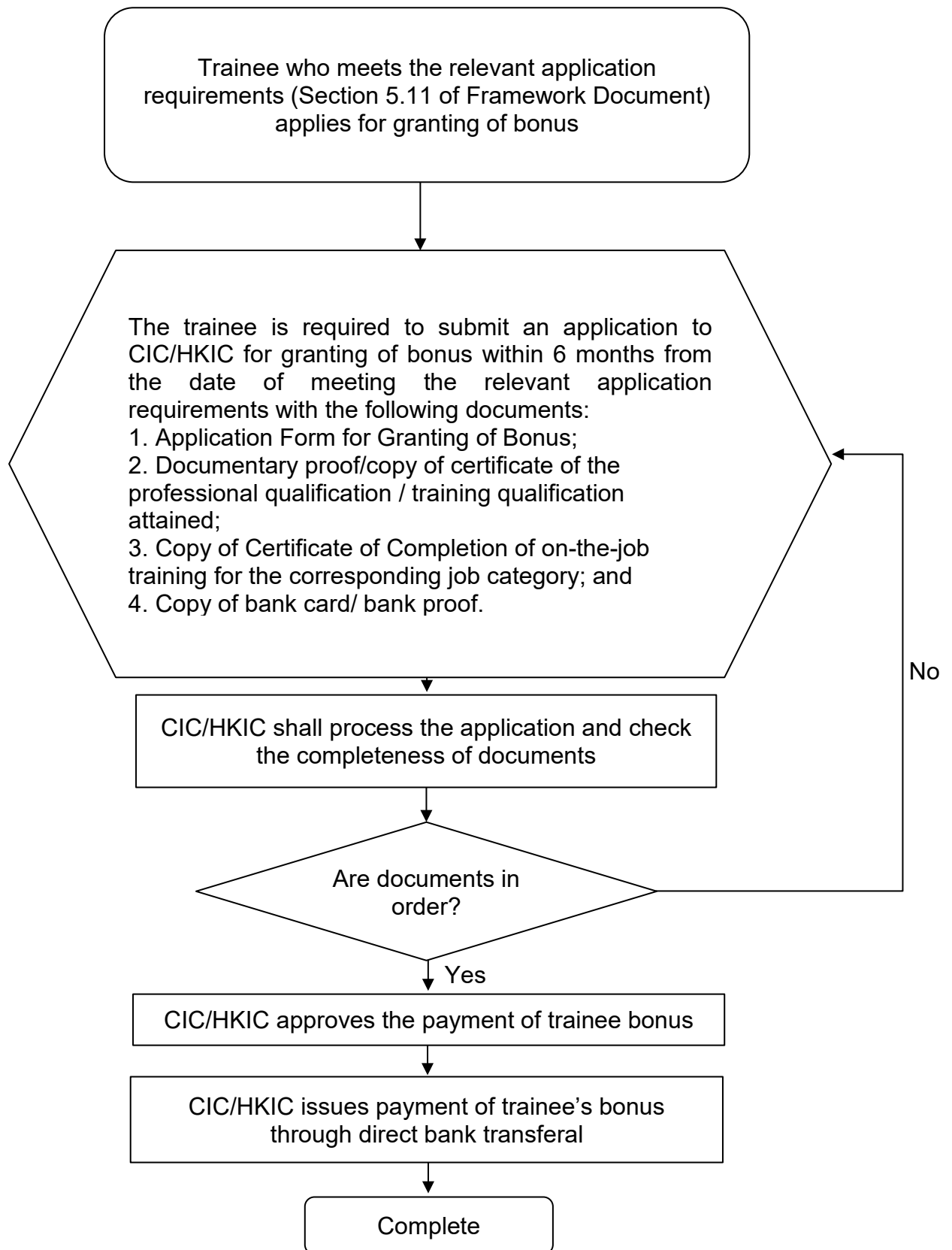
Part V: Document Checklist

- Documentary proof / copy of certificate of the professional qualification / training qualification attained
- Copy of certificate of completion of on-the-job training for the corresponding job type
- Bank Card / bank proof

Signature of the Applicant: _____ Date: _____

For CIC/HKIC Use Code: _____		
Receive Date		Payment Date
Prepared By	Checked By	Manager's Endorsement
Officer	Senior Officer	Manager
Date	Date	Date

Flow Chart of Application Procedures for Granting of Bonus



Personal Information Collection Statement

1. Collection of Personal Data

- 1.1. Hong Kong Institute of Construction (“HKIC”) is one of the subsidiaries 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 application and activities of Urban Forestry Support Fund – Trainee Programme and the CIC, including HKIC. The required personal data are detailed in the application form.
- 1.2. Whether or not you provide your personal data to the HKIC is voluntary. However, where you are providing information for the purpose of applying Urban Forestry Support Fund – Trainee Programme, it is necessary that you supply the 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 the Officer - Urban Forestry Support Fund - Trainee Programme (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. 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, including for the following purposes:

- a. Urban Forestry Support Fund – Trainee Programme (UFSF – TP) application assessment;
- b. As a reference for the disbursement of training allowance and trainee bonus of the Urban Forestry Support Fund – Trainee Programme;
- c. Facilitating communication with you;
- d. 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);
- e. 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.);
- f. Managing access to the CIC’s premises and for security purposes;
- g. Preventing and responding to actual or potential security threats, fraud or illegal activities;
- h. Handling complaints or enquiries;
- i. Performing analysis and conducting research and surveys;
- j. Performing audits and compliance reviews to ensure compliance with the applicable CIC’s policies and procedures, regulations and law;
- k. Other purposes related or incidental to the conduct of the CIC’s activities; and
- l. 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. Related government bureau of Urban Forestry Support Fund – Trainee Programme;
- b. Any or all of the CIC’s affiliates and/or subsidiaries;
- c. 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;
- d. Any of the CIC’s professional advisors, including but not limited to lawyers, accountants and auditors; or
- e. 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, arboriculture and horticulture industries 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, arboriculture and horticulture industries.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes on your choice of receiving promotional materials by writing to us.

I wish to receive any promotional information from the CIC in relation to its activities or developments in the construction, arboriculture and horticulture industries.

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

Signature

Name: _____ Date: _____