

2008 MANPOWER SURVEY REPORT

METALS INDUSTRY

METALS TRAINING BOARD

VOCATIONAL TRAINING COUNCIL

金 屬 業

2008 年人力調查報告

職業訓練局

金屬業訓練委員會

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Executive Summary of the Report on the 2008 Manpower Survey of the Metals Industry

Objective

The Metals Training Board of the Vocational Training Council conducted a survey during the period from 13 May to 12 June 2008 to collect the latest manpower information of the metals industry which also includes the jewellery sector.

Scope of the Survey

2. The survey covered the following 12 branches of the two major sectors of the metals industry:

Sector A : Metal Products and Related Industries

- Branch 1 : Plant maintenance section of food, beverage and tobacco manufacturing industries (HSIC 311-314),
- Branch 2 : Basic metal industries (HSIC 371-372),
- Branch 3 : Manufacture of fabricated metal products, except machinery and equipment (excluding manufacture of metal furniture and fixture) (HSIC 380-381, except 3812),
- Branch 4 : Manufacture of machinery and equipment, except electrical (HSIC 3821, 3861-3864 and 3871),
- Branch 5 : Manufacture of mechanical & electronic watches and clocks including cases, dials and parts (HSIC 3892 – 3894),
- Branch 6 : Manufacture of electrical appliances and house-wares, industrial machinery for the generation of electricity, dry batteries, torch bulbs and tubes (HSIC 3851, 3865-3867 and 3872),
- Branch 7 : Manufacture of photographic & optical goods, including cameras and spectacles (HSIC 3891),
- Branch 8 : Technical support / marketing & maintenance / services sections of major machinery / equipment / watches and clocks import-export / wholesale establishments (HSIC 611602, 611804, 631524, 631601 and 631602),
- Branch 9 : Major engineering services including material testing, metallurgy, process development / testing, production line consulting / design, and quality control (HSIC 8335), and
- Branch 10 : Relevant departments of training / educational institutions.

Sector B : Jewellery Industry

Branch 11 : Manufacture of jewellery and related articles including artificial pearls and imitation jewellery (HSIC 3902 and 3907), and

Branch 12 : Wholesale and import-export of jewellery and related products including imitation jewellery (HSIC 611514 and 631512).

(HSIC denotes Hong Kong Standard Industrial Classification)

3. Prior to the survey, the Census and Statistics Department recorded some 15 000 establishments in the above 12 branches of the metals industry in Hong Kong. In view of the limited resources available, a stratified random sampling method was adopted and a total of 1 247 samples were selected to be surveyed. The data collected were scaled up statistically to give an overall picture of the manpower situation of the industry.

4. The findings of the survey reflect the manpower situation of the metals industry at the time of the survey. However, the current uncertainty in global financial markets is likely to have a significant impact on the manpower demand of the metals industry. The manpower data and forecast in the report should therefore be read in this context.

Survey Findings

5. The survey revealed that in May/June 2008, a total of **44 170** persons were employed in the principal jobs of the metals industry. Of them, **30 984** were employed in the metal products and related industries, and **13 186** were in the jewellery industry. The distribution of the workforce by job level of the two major sectors of the metals industry is as follows:

| Job Level | No. of Employees | Percentage of Total Number of Employees |
|--|------------------|---|
| (a) Metal Products and Related Industries | | |
| Technologist/Managerial | 6 530 | 21.1% |
| Technician/Supervisory | 14 668 | 47.3% |
| Craftsman | 6 602 | 21.3% |
| Operative/Unskilled | 3 184 | 10.3% |
| Total | 30 984 | 100.0% |
| (b) Jewellery Industry | | |
| Technologist/Managerial | 1 592 | 12.1% |
| Technician/Supervisory | 9 389 | 71.2% |
| Craftsman | 1 705 | 12.9% |
| Operative/Unskilled | 500 | 3.8% |
| Total | 13 186 | 100.0% |

Number of Trainees and Vacancies

6. At the time of the survey, there were 99 trainees and 466 vacancies in the metal products and related industries, and 34 trainees and 292 vacancies in the jewellery industry. Their distributions are shown below:

| Job Level | Metal Products and Related Industries | | | | | Jewellery Industry | | | | |
|-------------------------|---------------------------------------|-----------|---------------|------------|---------------|--------------------|-----------|---------------|------------|---------------|
| | Manpower | Trainees | | Vacancies | | Manpower | Trainees | | Vacancies | |
| | | No. | % of Manpower | No. | % of Manpower | | No. | % of Manpower | No. | % of Manpower |
| Technologist/Managerial | 6 530 | 1 | 0.02% | 115 | 1.8% | 1 592 | - | - | 8 | 0.5% |
| Technician/Supervisory | 14 668 | 41 | 0.3% | 198 | 1.3% | 9 389 | 4 | 0.04% | 268 | 2.9% |
| Craftsman | 6 602 | 52 | 0.8% | 98 | 1.5% | 1 705 | 29 | 1.7% | 11 | 0.6% |
| Operative/Unskilled | 3 184 | 5 | 0.2% | 55 | 1.7% | 500 | 1 | 0.2% | 5 | 1.0% |
| Total | 30 984 | 99 | 0.3% | 466 | 1.5% | 13 186 | 34 | 0.3% | 292 | 2.2% |

7. According to employers' one-year forecast, there would be 31 250 and 13 480 employees in the metal products and related industries and the jewellery industry respectively by May 2009. A summary of the employers' one year forecast by job level is shown below:

| Job Level | No. of Employees in June 2008 | Employers' Forecast of Total No. of Employees by May 2009 |
|--|-------------------------------|---|
| (a) Metal Products and Related Industries | | |
| Technologist/Managerial | 6 530 | 6 633 |
| Technician/Supervisory | 14 668 | 14 879 |
| Craftsman | 6 602 | 6 678 |
| Operative/Unskilled | 3 184 | 3 060 |
| Total | 30 984 | 31 250 |
| (b) Jewellery Industry | | |
| Technologist/Managerial | 1 592 | 1 600 |
| Technician/Supervisory | 9 389 | 9 661 |
| Craftsman | 1 705 | 1 714 |
| Operative/Unskilled | 500 | 505 |
| Total | 13 186 | 13 480 |

Business Outlook

8. The Training Board is of the view that the external environment which affects the performance of the metals industry would be challenging in the near future. Because of the financial tsunami, the whole world is now experiencing a slowdown in trade which is reflected in the decline of the Baltic Dry Index and other indices. In fact, the Baltic Dry Index has dropped a lot in recent months which highlights a sharp decline in global manufacturing activities. Many economists and financial commentators opine that recession has already arrived. According to the forecast by the International Monetary Fund, the global economy is expected to grow a mere 2.2% in 2009 while major industrialised economies would contract by 0.25%. Even though the outlook looks gloomy, there are some positives as commented by a research done by the Standard Chartered Bank. As per the research, the positives include increased government spending and lower official interest rates which are able to ease the pain in the years to come.

Sector A: Metal Products and Related Industries

9. In the past few years, business environment in China has undergone changes with the introduction of the Labour Contract Law, the new Enterprise Income Tax Law, adjustments in process trade policies, appreciation of RMB, shortage of labour supply and the fluctuation of raw material costs. All these factors pose unprecedented challenges to Hong Kong manufacturers.

10. In spite of these challenges and difficulties, the Training Board is of the view that there are always opportunities in the midst of a gloomy economy. Hong Kong manufacturers are famous for their flexibility in trade practices. They also have a well-established connection with buyers around the globe. Based on these solid competitive advantages, industry practitioners should further enhance the competitiveness by continuous innovation, shifting the business focus to ODM manufacturing, developing private brands so as to improve profit margins and enhancing technical capability.

Sector B: Jewellery Industry

11. By and large, the Hong Kong jewellery industry is export-oriented. Because of a sluggish economy around the globe, the industry is going to face difficult times ahead. In response to this hard time, the HKSAR government has extended HK\$100 billion in loan guarantees to non-listed companies. It is believed that this kind of assistance will be helpful to companies to survive this transition period.

12. Despite the fact that there is an economic downturn in other parts of the world, the economic growth of China remained satisfactory in 2008. With the Chinese government's policy on encouraging consumption, Hong Kong jewellery businesses will be benefited from this by having more sales of jewellery items to our hinterland as well as more retail sales in Hong Kong contributed by tourists from China. As per a survey prepared by the Hong Kong Tourism Board in 2007, the spending on jewellery by Chinese visitors who stayed overnight accounted for 20% of their total spending on shopping. A number of Hong Kong jewellers have also expanded the retail network to China through franchising and cooperative arrangement. By doing so, a recognised brand image can be earned there. A recent survey conducted by the Hong Kong Trade Development Council showed that, for

low-to-medium and medium-to-high-end brands, brands from Hong Kong were the first choice, compared with local and overseas brands, of consumers in China. What is more, the survey discovered that Hong Kong brands earned a premium of 35.9% over the counterparts in China.

13. Despite the gloomy economy, the Training Board is confident that China's vitality is believed to exist in the foreseeable future. The business outlook will undoubtedly be full of challenges and opportunities. With the support of China's gradual development of domestic consumption, the metals industry at large should adopt a proactive and positive approach in surviving the current situation.

Future Manpower Demand

14. The Training Board's forecast of the additional manpower required by the metals industry to cover both wastage and growth from 2009 to 2012 is given below:

| Job Level | Annual Average Additional Demand for Employees from 2009 to 2012 | |
|-------------------------|---|---|
| | <u>Sector A</u> Metal Products and Related Industries | <u>Sector B</u> Jewellery Industry |
| Technologist/Managerial | 104 – 128 | 44 – 54 |
| Technician/Supervisory | 358 - 438 | 343 – 419 |
| Craftsman | 104 - 126 | 37 - 45 |

Recommendation

15. In order to further improve the competitiveness of the Hong Kong metals industry, the Training Board is of the view that employers in the industry should continue to invest in training efforts so that an adequate supply of properly trained manpower is in place to meet the developing need of the metals industry. Long-term and well-organised training plans are able to upgrade the job knowledge and skills of employees at each level which help employees achieve organisational goals and their personal growth. This in turn will promote a positive learning culture and a good level of morale within the organization.

16. The whole world is now facing the financial tsunami. Relative to the recessions in the West, the continuous growth of the Chinese economy provides Hong Kong with unique support. Employees of the metals industry are encouraged to upgrade themselves by broadening their horizons and exploiting opportunities in China. This calls for lifelong learning, particularly participation in programmes and training schemes that will lead to recognized qualifications.

SECTION I

INTRODUCTION

The Metals Training Board

1.1 The Metals Training Board of the Vocational Training Council (VTC) is a statutory body appointed by the HKSAR Government to be responsible for matters pertaining to manpower training in the metals industry which also includes the jewellery sector. The Training Board comprises members nominated by major trade associations, professional bodies, workers unions, training and educational institutions, as well as representatives from government departments. The membership and terms of reference of the Training Board are given in Appendices 1 and 2 respectively.

1.2 The Training Board is required by its terms of reference to determine the manpower needs of the industry and to recommend to the VTC the development of vocational education and training facilities to meet such needs.

The Manpower Survey

1.3 The Training Board conducted a survey from 13 May to 12 June 2008 to collect up-to-date information on the manpower situation of the metals industry. The survey was conducted with the assistance of the Census and Statistics Department of the HKSAR Government. Follow-up of the fieldwork was completed in December 2008 and data processing was carried out in December 2008 / January 2009.

1.4 The following manpower statistics and information were collected from the survey:

- (i) number of employees in various principal jobs at the time of the survey,
- (ii) number of existing vacancies,
- (iii) number of trainees,
- (iv) employers' forecast of the total number of employees by May 2009,
- (v) average monthly income of employees, and
- (vi) employers' views on the preferred education, training mode and training period of employees.

1.5 Employers were also requested to provide other information such as the number of technologists, technicians and craftsmen who had been promoted in the past 12 months, and also those who had been deployed to work for more than 6 months outside Hong Kong during the 12 months prior to the survey.

Scope of Survey

1.6 The survey covered the following 12 branches of the two major sectors of the metals industry:

Sector A : Metal Products and Related Industries

- Branch 1 : Plant maintenance section of food, beverage and tobacco manufacturing industries (HSIC 311-314),
- Branch 2 : Basic metal industries (HSIC 371-372),
- Branch 3 : Manufacture of fabricated metal products, except machinery and equipment (excluding manufacture of metal furniture and fixture) (HSIC 380-381, except 3812),
- Branch 4 : Manufacture of machinery and equipment, except electrical (HSIC 3821, 3861-3864 and 3871),
- Branch 5 : Manufacture of mechanical & electronic watches and clocks including cases, dials and parts (HSIC 3892 – 3894),
- Branch 6 : Manufacture of electrical appliances and house-wares, industrial machinery for the generation of electricity, dry batteries, torch bulbs and tubes (HSIC 3851, 3865-3867 and 3872),
- Branch 7 : Manufacture of photographic & optical goods, including cameras and spectacles (HSIC 3891),
- Branch 8 : Technical support / marketing & maintenance / services sections of major machinery / equipment / watches and clocks import-export / wholesale establishments (HSIC 611602, 611804, 631524, 631601 and 631602),
- Branch 9 : Major engineering services including material testing, metallurgy, process development / testing, production line consulting / design, and quality control (HSIC 8335), and
- Branch 10 : Relevant departments of training / educational institutions.

Sector B : Jewellery Industry

Branch 11 : Manufacture of jewellery and related articles including artificial pearls and imitation jewellery (HSIC 3902 and 3907), and

Branch 12 : Wholesale and import-export of jewellery and related products including imitation jewellery (HSIC 611514 and 631512).

(HSIC denotes Hong Kong Standard Industrial Classification)

1.7 Prior to the survey, the Census and Statistics Department recorded some 15 000 establishments in the above 12 branches of the metals industry in Hong Kong. In view of the limited resources available, a stratified random sampling method was adopted and a total of 1 247 samples were selected to be surveyed. The data collected were scaled up statistically to give an overall picture of the manpower situation of the industry.

Method of the Survey

1.8 Two sets of survey documents including questionnaires, explanatory notes and lists of principal jobs were designed, one for Sector A (Appendices 13, 15 and 17) and the other for Sector B (Appendices 14, 16 and 18). Two weeks before the survey, relevant survey documents were mailed to the 1 247 establishments according to their nature of work. Prior publicity was given through the local press to solicit employers' co-operation. Relevant trade and industrial organizations were also requested to publicize the survey among their members and to encourage them to co-operate in the survey.

1.9 During the survey period, interviewing officers of the Census and Statistics Department visited all 1 247 establishments to collect the completed questionnaires and, where required, to assist employers in completing them. All returned questionnaires were scrutinized and where necessary, cross checked with the respondents.

Response to the Survey

1.10 Of the 1 247 establishments, 870 completed the questionnaires and 21 refused to supply information. The remaining 356 establishments had either moved, closed and could not be traced, or no longer engaged in the trade. The effective response rate was 97.6%.

The Report

1.11 This report presents all the findings of the survey together with the Training Board's forecast of the training needs of the industry and recommendations on measures to meet these needs. In the report, the terms "employees", "workers" and "manpower" refer to the total number of persons employed in the principal jobs at the time of the survey but excluding trainees and apprentices. The term "trainees" means all persons receiving any form of training including those registered apprentices under a contract of apprenticeship.

1.12 The findings of the survey reflect the manpower situation of the metals industry at the time of the survey. However, the current uncertainty in global financial markets is likely to have a significant impact on the manpower demand of the metals industry. The manpower data and forecast in the report should therefore be read in this context.

SECTION II

SUMMARY OF SURVEY FINDINGS

Number of Workers Employed

2.1 The survey revealed that in May/June 2008, a total of 44 170 workers were employed in the principal jobs of the metals industry. Of them, 30 984 workers (70.1%) were employed in the metal products and related industries (Sector A), and 13 186 workers (29.9%) in the jewellery industry (Sector B). Details of the manpower statistics are shown in Appendices 3, 4 and 5.

2.2 At the time of the survey, there were also 42 119 persons of other disciplines, such as accounting officers and clerks, working in the metals industry. Of them, 35 165 persons (83.5%) were in the metal products and related industries, and 6 954 persons (16.5%) in the jewellery industry.

2.3 The following paragraphs present only the manpower statistics of those workers engaged in the principal jobs of the metals industry.

Distribution of Employees by Job Level

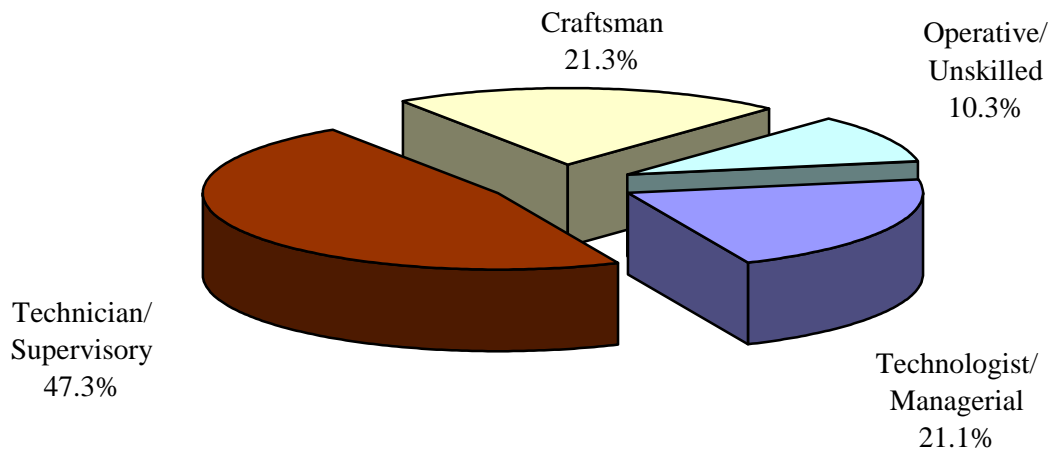
2.4 The distribution of employees in principal jobs by job level is shown in Table 2.1 and Figure 2.1:

Table 2.1 : Distribution of Employees by Job Level

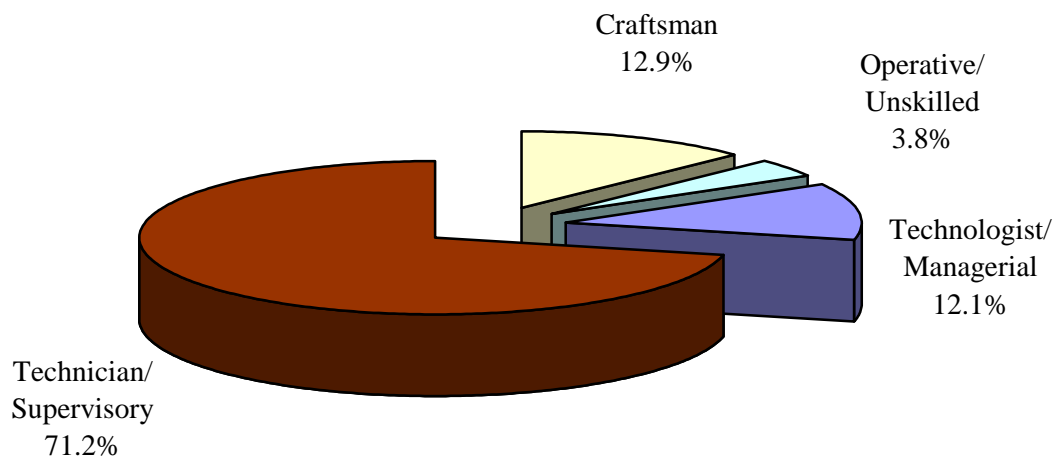
| Job Level | <u>Sector A</u> Metal Products and Related Industries | <u>Sector B</u> Jewellery Industry |
|-------------------------|---|--|
| Technologist/Managerial | 6 530 | 1 592 |
| Technician/Supervisory | 14 668 | 9 389 |
| Craftsman | 6 602 | 1 705 |
| Operative/Unskilled | 3 184 | 500 |
| Total | 30 984 | 13 186 |

Figure 2.1 (a & b) : Distribution of Employees by Job Level

(a) Metal Products and Related Industries



(b) Jewellery Industry



Number of Trainees

2.5 At the time of the survey, there were 99 trainees in the metal products and related industries and 34 trainees in the jewellery industry. Details of the trainee statistics are shown in Appendices 3 and 5. The distribution of trainees by job level is shown in Table 2.2:

Table 2.2 : Distribution of Trainees by Job Level

| Job Level | Metal Products and Related Industries | | Jewellery Industry | |
|-----------------------------|---------------------------------------|---|--------------------|---|
| | No. of Trainees | % of Total No. of Employees at same Job Level | No. of Trainees | % of Total No. of Employees at same Job Level |
| Technologist/ Managerial | 1 | 0.02% | - | - |
| Technician/ Supervisory | 41 | 0.3% | 4 | 0.04% |
| Craftsman | 52 | 0.8% | 29 | 1.7% |
| Operative/ Unskilled | 5 | 0.2% | 1 | 0.2% |
| Total | 99 | 0.3% | 34 | 0.3% |

Number of Vacancies at Time of Survey and Forecast Manpower by May 2009

2.6 At the time of the survey, the total number of job vacancies was 466 and 292, or 1.5% and 2.2% of the total number employed in the metal products and related industries and the jewellery industry respectively.

2.7 Employers also forecast that there would be 31 250 and 13 480 employees in the metal products and related industries and the jewellery industry respectively by May 2009, comparing with 30 984 and 13 186 employees at the time of the survey.

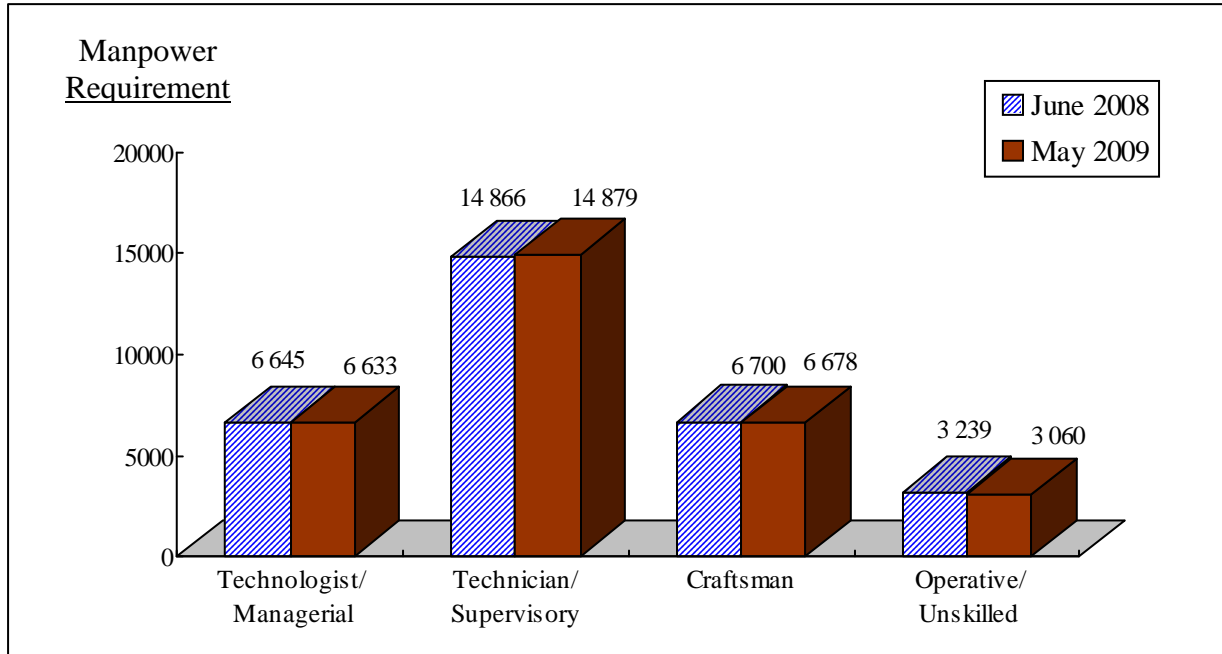
2.8 Details of the vacancy statistics and forecast manpower are shown in Appendices 3 and 5. A comparison of the manpower requirement at the time of the survey and the employers' forecast of the number of employees by May 2009 is shown in Table 2.3 and Figure 2.2:

Table 2.3 : Comparison of Manpower Requirement
by June 2008 and May 2009

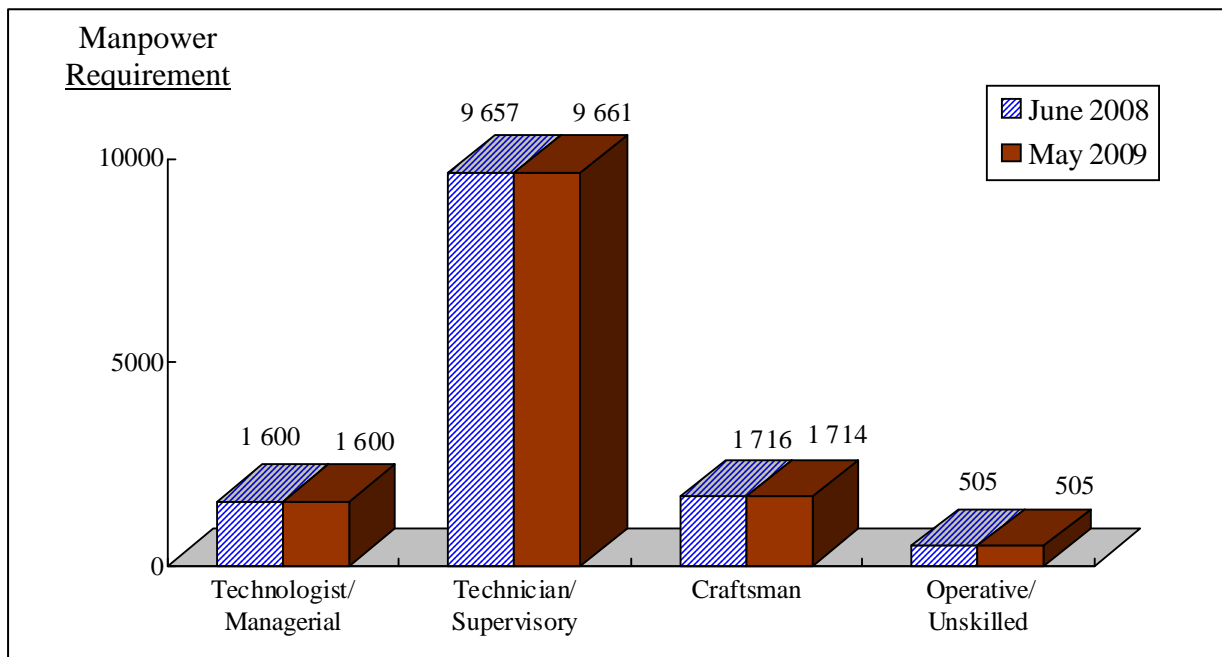
| Job Level | At Time of Survey (June 2008) | | | Forecast Total No. of Employees by May 2009 | Forecast Increase/ Decrease in No. of Employees |
|---|-------------------------------|---------------------|----------------------------------|--|---|
| | No. of Employees | No. of Vacancies | Total Manpower Requirement | | |
| (a) Metal Products and Related Industries | | | | | |
| Technologist/ Managerial | 6 530 | 115 | 6 645 | 6 633 | -0.18% |
| Technician/ Supervisory | 14 668 | 198 | 14 866 | 14 879 | +0.09% |
| Craftsman | 6 602 | 98 | 6 700 | 6 678 | -0.33% |
| Operative/ Unskilled | 3 184 | 55 | 3 239 | 3 060 | -5.53% |
| Total | 30 984 | 466 | 31 450 | 31 250 | -0.64% |
| (b) Jewellery Industry | | | | | |
| Technologist/ Managerial | 1 592 | 8 | 1 600 | 1 600 | 0% |
| Technician/ Supervisory | 9 389 | 268 | 9 657 | 9 661 | +0.04% |
| Craftsman | 1 705 | 11 | 1 716 | 1 714 | -0.12% |
| Operative/ Unskilled | 500 | 5 | 505 | 505 | 0% |
| Total | 13 186 | 292 | 13 478 | 13 480 | +0.01% |

Figure 2.2 (a & b) : Comparison of Manpower Requirements by June 2008 and May 2009

(a) Metal Products and Related Industries



(b) Jewellery Industry



Total Monthly Income Range of Employees

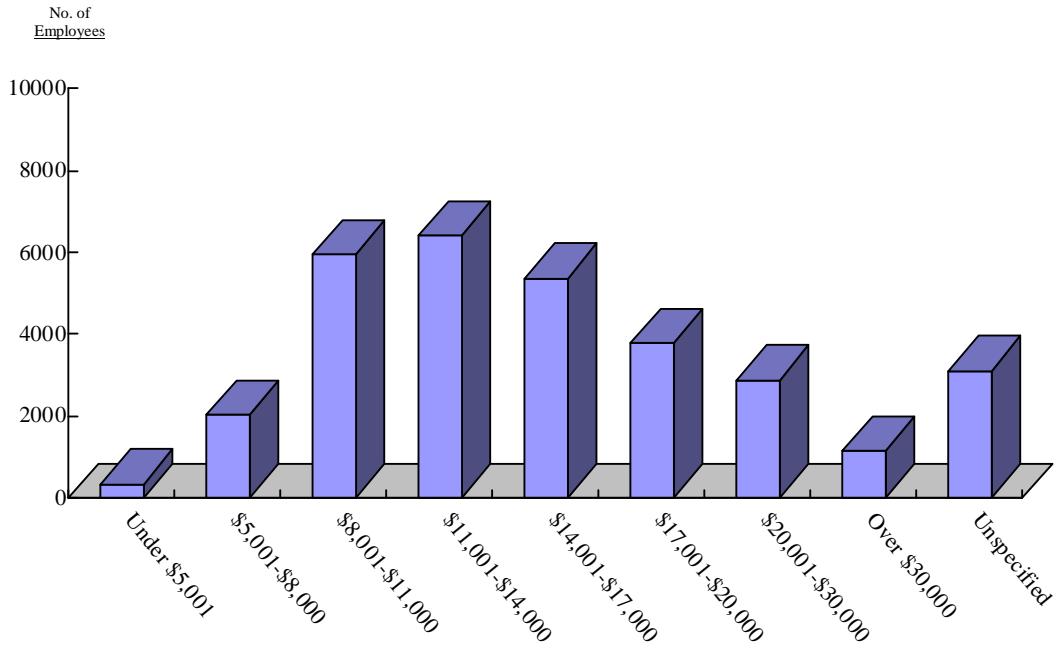
2.9 The distribution of employees by total monthly income range in the two major sectors of the metals industry is shown in Table 2.4 and Figure 2.3, and details are also given in Appendices 6 and 7:

Table 2.4 : Distribution of Employees by
Total Monthly Income Range

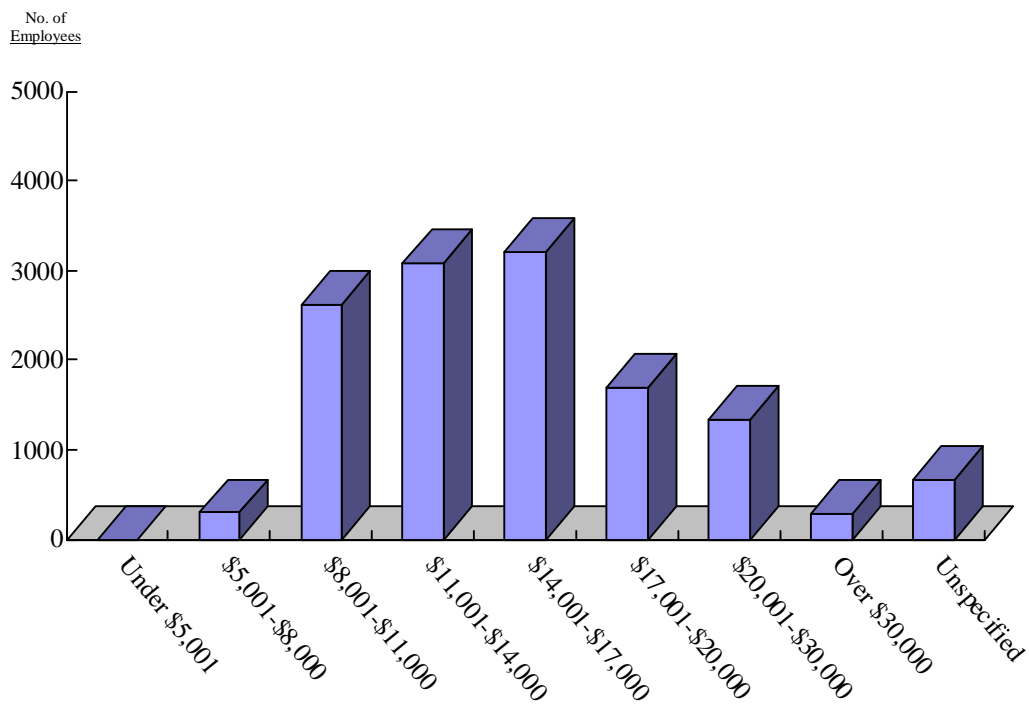
| Job Level | Under \$5,001 | \$5,001-\$8,000 | \$8,001-\$11,000 | \$11,001-\$14,000 | \$14,001-\$17,000 | \$17,001-\$20,000 | \$20,001-\$30,000 | Over \$30,000 | Un-specified | Total |
|---|---------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|--------|
| (a) Metal Products and Related Industries | | | | | | | | | | |
| Technologist/Managerial | - | - | 2 | 250 | 697 | 1 622 | 2 186 | 1 041 | 732 | 6 530 |
| Technician/Supervisory | 129 | 44 | 1 984 | 3 524 | 4 521 | 2 130 | 676 | 115 | 1 545 | 14 668 |
| Craftsman | - | 516 | 2 958 | 2 337 | 159 | 17 | 15 | - | 600 | 6 602 |
| Operative/Unskilled | 200 | 1 460 | 999 | 299 | - | - | - | - | 226 | 3 184 |
| Total | 329 | 2 020 | 5 943 | 6 410 | 5 377 | 3 769 | 2 877 | 1 156 | 3 103 | 30 984 |
| (b) Jewellery Industry | | | | | | | | | | |
| Technologist/Managerial | - | - | 3 | 30 | 179 | 349 | 688 | 249 | 94 | 1 592 |
| Technician/Supervisory | - | - | 1 793 | 2 557 | 2 731 | 1 153 | 641 | 45 | 469 | 9 389 |
| Craftsman | - | 137 | 579 | 458 | 246 | 186 | 5 | - | 94 | 1 705 |
| Operative/Unskilled | 3 | 159 | 243 | 31 | 45 | - | - | - | 19 | 500 |
| Total | 3 | 296 | 2 618 | 3 076 | 3 201 | 1 688 | 1 334 | 294 | 676 | 13 186 |

Figure 2.3 (a & b) : Distribution of Employees by Total Monthly Income Range

(a) Metal Products and Related Industries



(b) Jewellery Industry



Employers' Views on the Expected Change in Business Situation for the Coming Year

2.10 The survey revealed that 58.8% of the employers in the metal products & related industries and 39.1% of the employers in the jewellery industry had forecasted that the business situation would be the same in the coming year. The distribution of employers' views is shown in Table 2.5:

Table 2.5 : Distribution of Employer's Views on the Business Situation in the Coming Year

| Employment Size | Business Situation in the Coming Year | | | | |
|---|---------------------------------------|------------------|------------------|--------------|-----------------|
| | Better | Same | Worse | Unspecified | Total |
| (a) Metal Products and Related Industries | | | | | |
| 1 – 9 | 483 | 3 996 | 2 457 | - | 6 936 |
| 10 – 49 | 129 | 554 | 104 | 2 | 789 |
| 50 & Over | 55 | 82 | 4 | 6 | 147 |
| All | 667 (8.5%) | 4 632 (58.8%) | 2 565 (32.6%) | 8 (0.1%) | 7 872 (100%) |
| (b) Jewellery Industry | | | | | |
| 1 – 9 | 620 | 1 367 | 1 432 | 31 | 3 450 |
| 10 – 49 | 75 | 120 | 162 | 1 | 358 |
| 50 & Over | 14 | 13 | 4 | 2 | 33 |
| All | 709 (18.5%) | 1 500 (39.0%) | 1 598 (41.6%) | 34 (0.9%) | 3 841 (100%) |

Preferred Education, Mode of Training and Period of Training of Employees

2.11 The majority views of employers on the preferred education, mode of training and period of training of their employees are shown in Table 2.6. Details are given in Appendices 8, 9 and 10.

Table 2.6 : Preferred Education, Mode of Training and Period of Training of Employees in the Metals Industry

| Job Level | Preferred Education | Preferred Mode of Training | Preferred Period of Training |
|-----------------------------|--|--|------------------------------|
| Technologist/ Managerial | Degree/ Higher Diploma | On-the-job Training/ Graduate Traineeship | 3 - 4 years |
| Technician/ Supervisory | Higher Certificate/ Certificate/ Diploma | On-the-job Training | 1 - 3 years |
| Craftsman | Craft Certificate | On-the-job Training/ Apprenticeship | 1 - 3 years |

Internal Promotion

2.12 In the twelve months prior to the survey, a total of 232 employees were promoted to higher level jobs in their own companies. Their distributions in each job level are shown below:

Table 2.7 : Internal Promotion in the Metals Industry

| Internal Promotion | No. of Employees Promoted (a) | No. of Employees at the Promoted Level (b) | Percentage $\frac{(a)}{(b)} \times 100\%$ |
|--|-------------------------------|--|---|
| From Technician/Supervisor to Technologist/Manager | 34 | 8 122 | 0.4% |
| From Craftsman to Technician/Supervisor | 141 | 24 057 | 0.6% |
| From Other Levels to Craftsman | 57 | 8 307 | 0.7% |
| Total | 232 | 40 486 | 0.6% |

Employees Deployed to Work Outside Hong Kong

2.13 Employers reported the following number of employees who had been deployed to work outside Hong Kong for more than 6 months during the 12 months prior to the survey:

Table 2.8 : Number of Employees Deployed to Work Outside Hong Kong in the Metals Industry

| Job Level | No. of Employees Deployed to Work Outside Hong Kong (a) | Total No. of Employees at Same Job Level (b) | Percentage $\frac{(a)}{(b)} \times 100\%$ |
|-------------------------|---|--|---|
| Technologist/Managerial | 1 152 | 8 122 | 14.2% |
| Technician/Supervisory | 949 | 24 057 | 3.9% |
| Craftsman | 63 | 8 307 | 0.8% |
| Total | 2 164 | 40 486 | 5.3% |

Establishments with Operations in the Mainland

2.14 The survey revealed that in the metals industry, there were 2 847 establishments with active operations in the Mainland and they employed some 487 400 Mainland workers. Among these workers, 17 124 were technologists including managers responsible for technical work. Employers also forecasted that the number of Mainland technologists in their Mainland operations would increase to 17 424 by May 2009.

SECTION III

CONCLUSIONS

3.1 The Training Board has carefully examined the survey findings and is of the view that they generally reflect the employment situation of the metals industry at the time of the survey.

Manpower Changes by Job Level

3.2 The survey revealed that the manpower of the metal products and related industries (Sector A) had decreased at an annual rate of 4.1% from 33 711 employees in June 2006 to 30 984 employees in June 2008. The manpower of the jewellery industry (Sector B) had grown at an annual rate of 5.8% from 11 773 to 13 186 employees during the same period. Table 3.1 shows the manpower changes by job level of the two major sectors of the metals industry between 2006 and 2008:

Table 3.1: Manpower Changes by Job Level
between 2006 and 2008

| Job Level | No. of Employees | | Change Per Annum |
|--|------------------|-----------|------------------|
| | June 2006 | June 2008 | |
| (a) Metal Products and Related Industries | | | |
| Technologist/Managerial | 7 549 | 6 530 | -7.0% |
| Technician/Supervisory | 14 980 | 14 668 | -1.0% |
| Craftsman | 7 690 | 6 602 | -7.3% |
| Operative/Unskilled | 3 492 | 3 184 | -4.5% |
| Total | 33 711 | 30 984 | -4.1% |
| (b) Jewellery Industry | | | |
| Technologist/Managerial | 1 164 | 1 592 | +16.9% |
| Technician/Supervisory | 8 341 | 9 389 | +6.1% |
| Craftsman | 1 778 | 1 705 | -2.1% |
| Operative/Unskilled | 490 | 500 | +1.0% |
| Total | 11 773 | 13 186 | +5.8% |

3.3 The survey revealed that for the metal products and related industries, there was a decrease in the number of technologists/managers in recent years, particularly in jobs such as Manufacturing/Production/Industrial Engineer, Factory Manager and Production Manager. The decrease was attributable to the contraction of the technical support/marketing/services branch (Branch 8) which employed about 73% of the technologists/managers in the metal products and related industries. On the other hand, there was also a decrease in the number of craftsmen in the metal products and related industries, especially in jobs such as Machinist and Sheetmetal Fabricator.

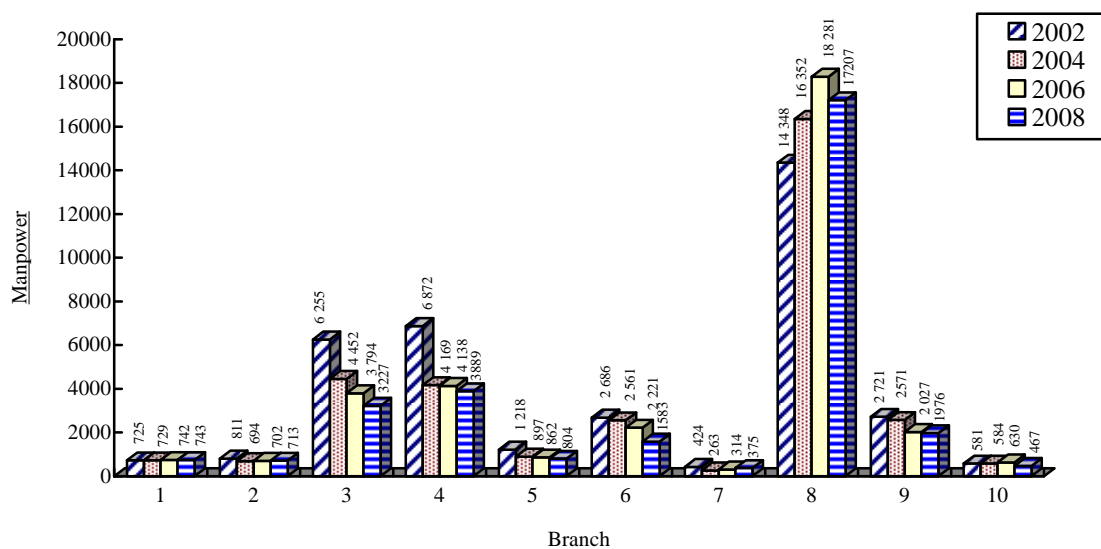
3.4 As regards the jewellery industry, the increase in manpower occurred mainly at technologist/managerial and technician/supervisory levels, in jobs such as Jewellery Marketing Manager, Jewellery Marketing Executive, Jewellery Designer and Quality Controller.

Manpower Changes by Branch

3.5 The scope of the manpower surveys of the metals industry has been expanded significantly to include more branches of the industry since the survey conducted in 2002. Figures 3.1(a) and 3.1(b) show the manpower changes by branch of the two major sectors of the metals industry between 2002 and 2008.

Figure 3.1(a): Manpower Changes by Branch between 2002 and 2008

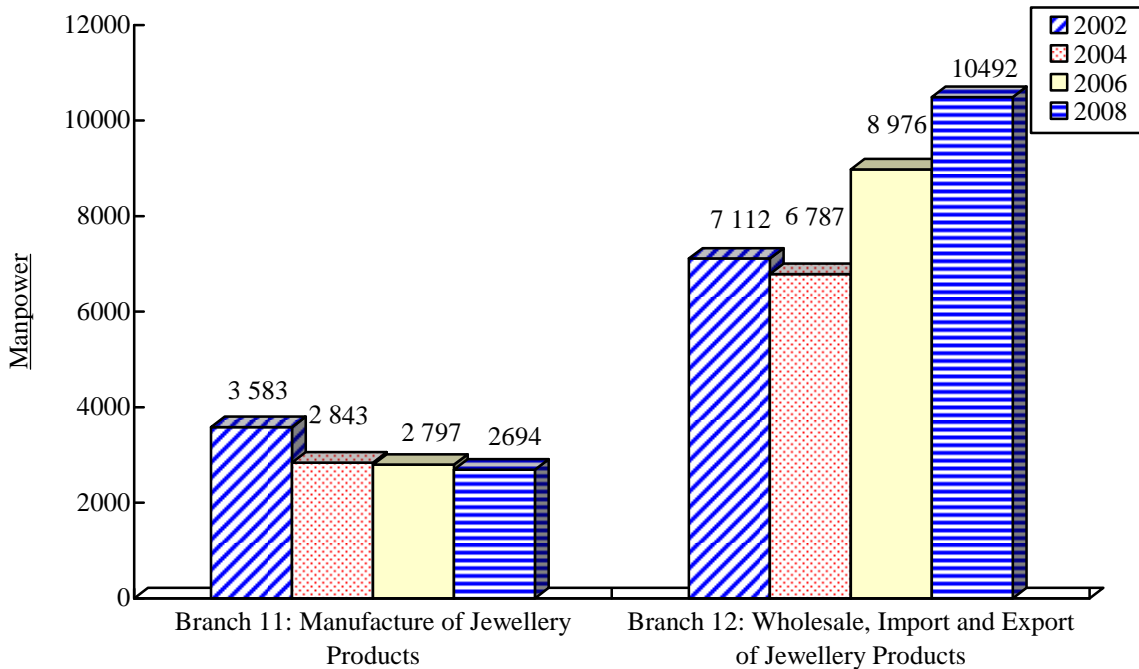
Sector A: Metal Products and Related Industries



- | | | |
|----------|-----|--|
| Branch : | 1. | Plant maintenance section of food, beverage and tobacco manufacturing industries |
| | 2. | Basic metal industries |
| | 3. | Manufacture of fabricated metal products |
| | 4. | Manufacture of machinery and equipment, except electrical |
| | 5. | Manufacture of watches and clocks |
| | 6. | Manufacture of electrical appliances and house-ware |
| | 7. | Manufacture of optical goods |
| | 8. | Technical support/marketing/services |
| | 9. | Engineering services |
| | 10. | Education/training institutions |

Figure 3.1(b): Manpower Changes by Branch
between 2002 and 2008

Sector B: Jewellery Industry



3.6 As shown in figure 3.1(a), 7 out of 10 branches, which employed about 94% of the total manpower in the metal products and related industries (Sector A), recorded a decrease in manpower from 31 953 in June 2006 to 29 153 in June 2008, representing an average decrease of 4.5% per annum. During the same period, the total manpower of the metal products and related industries had decreased by 4.1% per annum.

3.7 Regarding the jewellery industry (Sector B), the manpower in the jewellery wholesale, import and export branch (Branch 12) increased from 8 976 employees in June 2006 to 10 492 employees in June 2008, representing an average growth of 8.1% per annum (Figure 3.1(b)). This was mainly attributable to expansion of the local market including sales to tourists, and economic development in China, which had stimulated the business and consumer activities in the jewellery industry. On the other hand, the manpower in the jewellery manufacture branch (Branch 11) remained stable at about 2 700 employees. Jewellery manufacturers are increasingly shifting their production processes to the Chinese Mainland, mainly in Shenzhen and Panyu, although value-added processes are still retained in Hong Kong.

Business Outlook

3.8 The Training Board is of the view that the external environment which affects the performance of the metals industry would be challenging in the near future. Because of the financial tsunami, the whole world is now experiencing a slowdown in trade which is reflected in the decline of the Baltic Dry Index and other indices. In fact, the Baltic Dry Index has dropped a lot in recent months which highlights a sharp decline in global manufacturing activities. Many economists and financial commentators opine that recession has already arrived. According to the forecast by the International Monetary Fund, the global economy is expected to grow a mere 2.2% in 2009 while major industrialised economies would contract by 0.25%. Even though the outlook looks gloomy, there are some positives as commented by a research done by the Standard Chartered Bank. As per the research, the positives include increased government spending and lower official interest rates which are able to ease the pain in the years to come.

Sector A: Metal Products and Related Industries

3.9 China's economic reform started 30 years ago. Since then, Hong Kong manufacturers have enjoyed growth and success in production operations in China, particularly in the Pearl River Delta (PRD) region and the Yangtze River Delta (YRD) region. These two regions provide Hong Kong manufacturers with scores of cheap labours and land. However, business environment in China has undergone changes with the introduction of the Labour Contract Law, the new Enterprise Income Tax Law, adjustments in process trade polices, appreciation of RMB, shortage of labour supply and the fluctuation of raw material costs. According to a study prepared by the Federation of Hong Kong Industries, the implementation of the Labour Contract Law has led to an increase in labour costs for most enterprises. 51.2% of the enterprises said their labour costs had increased by over 20%. Regarding the new Enterprise Income Tax Law, certain tax incentives such as the "two-year exemption and three-year 50% reduction" tax holidays previously enjoyed by foreign manufacturing enterprises, preferential tax rates of 15% and 24% enforced in certain locations in China are to be repealed. This change represents a shift from granting incentives based on special geographical zones to incentives based on industry types, high-tech investment and R&D expenses. For the policy adjustment on processing trade, companies engaging in the processing trade of the restricted category are required to pay a deposit either equivalent to 50% or 100% of the amount of tariffs and VAT payable. This in turn will cause the profit margins and cash flow of enterprises to suffer. The appreciation of RMB in the past few years has caused the production cost to increase by 5 to 10%, as per a survey done by the Federation of Hong Kong Industries. The shortage of labour supply in the Guangdong province also hits Hong Kong manufacturers where wages, social security contributions and other welfare benefits rise. Last but not least, rising raw material costs have a negative impact on the profit margins of Hong Kong manufacturers although the situation has been eased recently. All these factors pose unprecedented challenges to Hong Kong manufacturers.

3.10 In spite of these challenges and difficulties, the Training Board is of the view that there are always opportunities in the midst of a gloomy economy. Hong Kong manufacturers are famous for their flexibility in trade practices. They also have a well-established connection with buyers around the globe. Based on these solid competitive advantages, industry practitioners should further enhance the competitiveness by continuous innovation, shifting the business focus to ODM manufacturing, developing private brands so as to improve profit margins and enhancing technical capability.

Sector B: Jewellery Industry

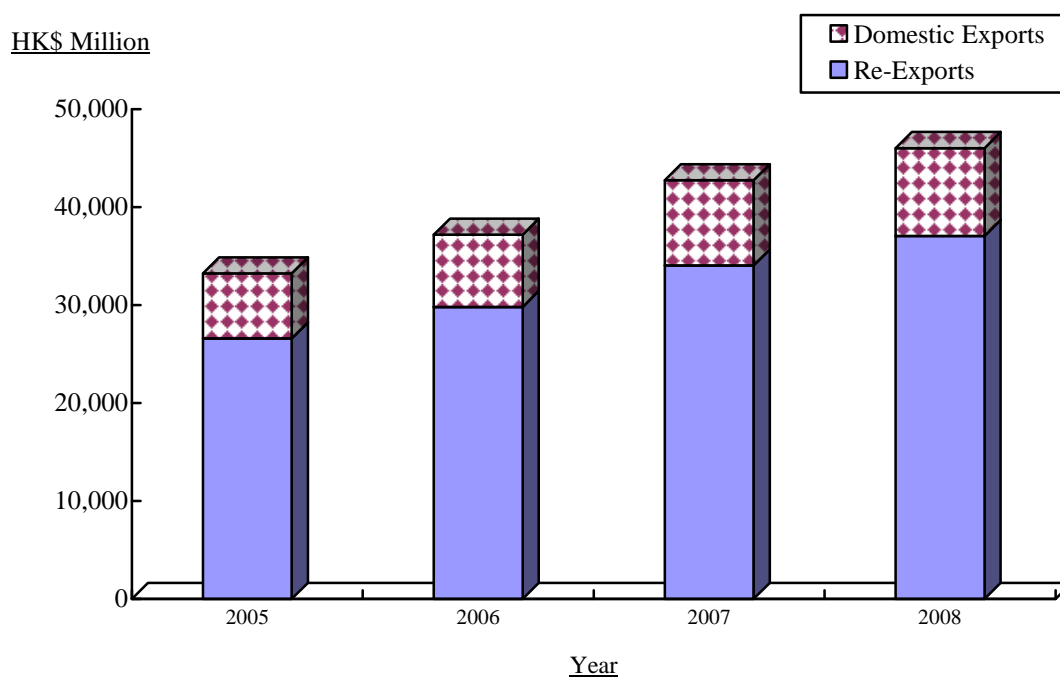
3.11 Hong Kong is the fourth largest exporter of fine jewellery and the leading exporter of imitation jewellery in the world. In 2008, the total export value of jewellery, goldsmiths' and silversmiths' wares, and other articles of precious or semi-precious materials was HK\$46 042 million, which was about 7.7% higher than that of 2007. Details of the export values between 2005 and 2008 are shown in Table 3.2 and Figure 3.2.

Table 3.2: Export Value of Jewellery Products

| Jewellery Products (SITC 897) | Value (HK\$ Million) | | | |
|-------------------------------|----------------------|--------|--------|--------|
| | 2005 | 2006 | 2007 | 2008 |
| Domestic Exports | 6 642 | 7 376 | 8 705 | 8 978 |
| Re-Exports | 26 607 | 29 820 | 34 049 | 37 064 |
| Total Exports | 33 249 | 37 196 | 42 754 | 46 042 |

Source: *Hong Kong External Merchandise Trade, Census and Statistics Department*

Figure 3.2: Export Value of Jewellery Products



3.12 By and large, the Hong Kong jewellery industry is export-oriented. Because of a sluggish economy around the globe, the industry is going to face difficult times ahead. In response to this hard time, the HKSAR government has extended HK\$100 billion in loan guarantees to non-listed companies. It is believed that this kind of assistance will be helpful to companies to survive this transition period.

3.13 Despite the fact that there is an economic downturn in other parts of the world, the economic growth of China remained satisfactory in 2008. With the Chinese government's policy on encouraging consumption, Hong Kong jewellery businesses will be benefited from this by having more sales of jewellery items to our hinterland as well as more retail sales in Hong Kong contributed by tourists from China. As per a survey prepared by the Hong Kong Tourism Board in 2007, the spending on jewellery by Chinese visitors who stayed overnight accounted for 20% of their total spending on shopping. A number of Hong Kong jewellers have also expanded the retail network to China through franchising and cooperative arrangement. By doing so, a recognised brand image can be earned there. A recent survey conducted by the Hong Kong Trade Development Council showed that, for low-to-medium and medium-to-high-end brands, brands from Hong Kong were the first choice, compared with local and overseas brands, of consumers in China. What is more, the survey discovered that Hong Kong brands earned a premium of 35.9% over the counterparts in China.

3.14 Despite the gloomy economy, the Training Board is confident that China's vitality is believed to exist in the foreseeable future. The business outlook will undoubtedly be full of challenges and opportunities. With the support of China's gradual development of domestic consumption, the metals industry at large should adopt a proactive and positive approach in surviving the current situation.

Future Manpower Demand

3.15 Having considered the latest developments as well as the employers' forecast of future manpower requirements and their views on the expected change in business situation, the Training Board believes that in the years ahead there will be an on-going demand for properly trained technologists and technicians to sustain the development of the metal products and related industries. Most of these technical personnel would be employed by the technical support/marketing/services branch to provide marketing and after sales repair & maintenance services to the machinery and equipment they installed in the manufacturing establishments. On the other hand, the demand for craftsmen, operatives and unskilled workers will be reduced.

3.16 Regarding the jewellery industry, the Training Board is of the view that the jewellery wholesale, import and export branch will continue to be stable in the coming years, while the jewellery manufacturing branch will continue to contract. There will be a stable demand for jewellery manpower at the technologist and technician levels for design and development, marketing and sales for export-oriented activities in Hong Kong. However, the demand for additional craftsmen for production related jobs will be limited, and the number of operative/unskilled workers will further be reduced.

3.17 The Training Board has also estimated the loss of manpower at different job levels due to natural wastage, i.e. workers leaving the metals industry through retirement, migration to other industries and other causes. The Training Board has decided that the annual wastage rate for technologists/managers, technicians/supervisors and craftsmen should remain unchanged at 3%.

3.18 The Training Board's forecast of the additional manpower required by the metals industry to cover both wastage and growth from 2009 to 2012 is given in Table 3.3 below:

Table 3.3: Annual Manpower Demand in the Metals Industry
from 2009 to 2012

| Job Level | Annual Average Additional Demand for Employees | |
|-------------------------|---|--|
| | <u>Sector A</u> Metal Products and Related Industries | <u>Sector B</u> Jewellery Industry |
| Technologist/Managerial | 104 – 128 | 44 – 54 |
| Technician/Supervisory | 358 – 438 | 343 – 419 |
| Craftsman | 104 – 126 | 37 – 45 |

3.19 The Training Board will conduct another manpower survey in 2010 to update the manpower statistics and review the training requirements of the metals industry.

SECTION IV

RECOMMENDATIONS

4.1 The Pearl River Delta region (PRD) has been one of the most successful economic regions of China since the launch of China's reform programme. Hong Kong serves a distinctive role as a place for firms to access the strength of the PRD. To take advantage of low production costs, Hong Kong manufacturers have shifted labour-intensive production activities to China while maintaining other business functions such as R&D, finance, sales and marketing, design and brand development in Hong Kong. This kind of division of functions has called for a restructuring of manpower demand which in turn has led to a reduction in the demand for production-related jobs. On the other hand, however, the demand for services such as wholesale, import and export has increased.

4.2 In addition to the restructuring of manpower demand in the metals industry, globalisation has brought forth both opportunities and threats. With advances in information technology, the exploration of overseas market has become easier. At the same time, however, international competition has become keener than ever before and expectation of international customers is on the rise. In order to further improve our competitiveness, the Training Board is of the view that employers in the metals industry should continue to invest in training efforts so that an adequate supply of properly trained manpower is in place to meet the developing need of the metals industry. Long-term and well-organised training plans are able to upgrade the job knowledge and skills of employees at each level which help employees achieve organisational goals and their personal growth. This in turn will promote a positive learning culture and a good level of morale within the organization.

4.3 The whole world is now facing the financial tsunami. Relative to the recessions in the West, the continuous growth of the Chinese economy provides Hong Kong with unique support. Employees of the metals industry are encouraged to upgrade themselves by broadening their horizons and exploiting opportunities in China. This calls for lifelong learning, particularly participation in programmes and training schemes that will lead to recognized qualifications.

Annual Intake of Trainees

4.4 At the time of the survey, there were only 99 trainees in the metal products and related industries, and 34 trainees in the jewellery industry. Since it normally takes three to four years to train a trainee, it is evident that the present training efforts are insufficient to satisfy the industry's needs.

4.5 The Training Board recommends that the industry as a whole should embark on a training programme of a scale as set out in paragraph 3.18. A breakdown of the training requirements into various principal jobs is given in Appendices 11 and 12.

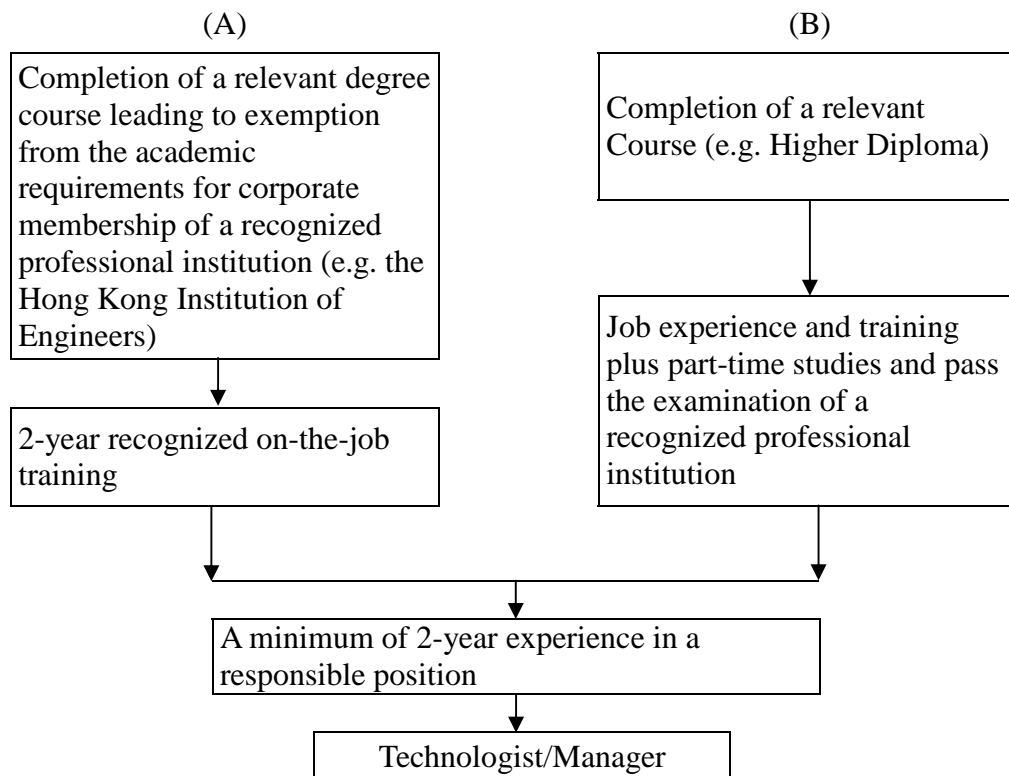
4.6 The recommended training routes for technologists/managers, technicians and craftsmen are outlined in the following paragraphs.

(a) Training in the Metal Products and Related Industries

Training of Technologists/Managers

4.7 Technologists/Managers play an important role in bringing about improvement in management and technological innovations. The Training Board recommends that they should be trained via the following routes:

Figure 4.1: Training of Technologists/Managers



4.8 A number of local educational institutions funded by the University Grants Committee (UGC) offer various degree courses in mechanical/manufacturing engineering and related disciplines. The following table shows the estimated number of graduates from these full-time engineering degree courses in 2008/09 and 2009/10:

Table 4.1: Estimated Number of Graduates from
UGC-funded Institutions

| Full-time Degree Programme | Estimated Number of Graduates | |
|---|-------------------------------|---------|
| | 2008/09 | 2009/10 |
| Mechanical Engineering | 285 | 306 |
| Manufacturing/Industrial/Systems Engineering & Engineering Management | 351 | 385 |
| Mechatronic Engineering | 33 | 37 |
| Materials Engineering | 64 | 48 |
| Total | 733 | 776 |

4.9 The Hong Kong Institute of Vocational Education (IVE) of the VTC offers a range of higher diploma courses in the mechanical/manufacturing engineering and related disciplines. An UGC-funded institution also offers higher diploma programmes in industrial & systems engineering and product innovation technologies. The following table shows the estimated number of graduates from relevant full-time higher diploma courses offered by these institutions:

Table 4.2: Estimated Number of Higher Diploma Graduates

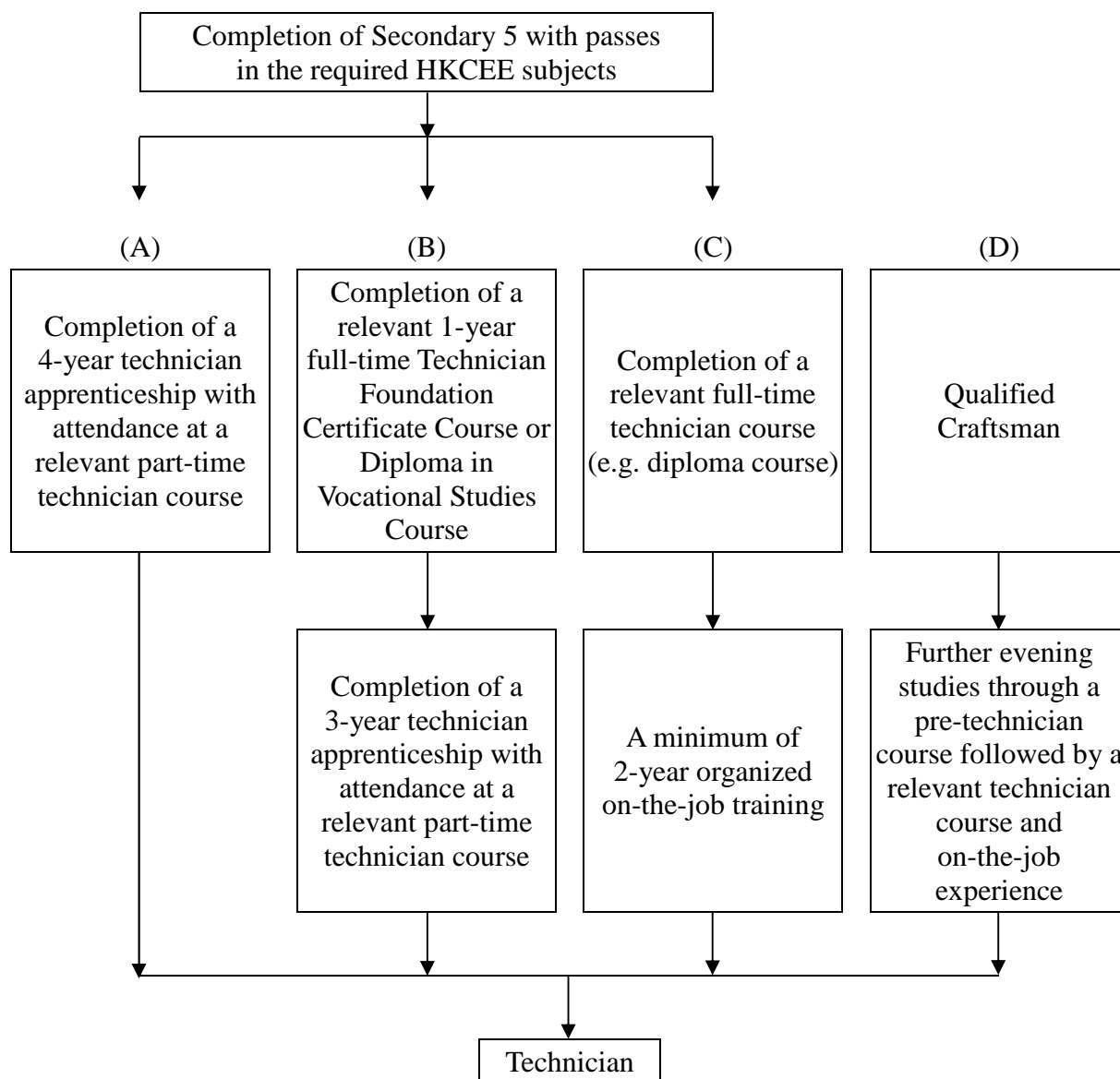
| Full-time Higher Diploma Programme | Estimated Number of Graduates | |
|---|-------------------------------|---------|
| | 2008/09 | 2009/10 |
| Mechanical Engineering | 124 | 132 |
| Manufacturing/Industrial/Systems Engineering & Engineering Management | 81 | 72 |
| Product Design/Innovation | 105 | 79 |
| Horological Science & Technology | 44 | 41 |
| Product Testing | 46 | 30 |
| Total | 400 | 354 |

4.10 A large number of the degree and higher diploma graduates of the mechanical/manufacturing engineering and related disciplines are also employed by other economic sectors such as the electrical and mechanical services, construction and plastics industries. Many higher diploma graduates also enter jobs at the technician level, instead of technologist level.

Training of Technicians

4.11 A technician is one who occupies a position between the technologist and the craftsman. His education, training and practical experience should enable him to apply proven techniques to solve technical problems. He is expected to carry a measure of technical responsibility, normally under the guidance of a technologist. The routes available for training technicians are shown in Figure 4.2.

Figure 4.2: Training of Technicians

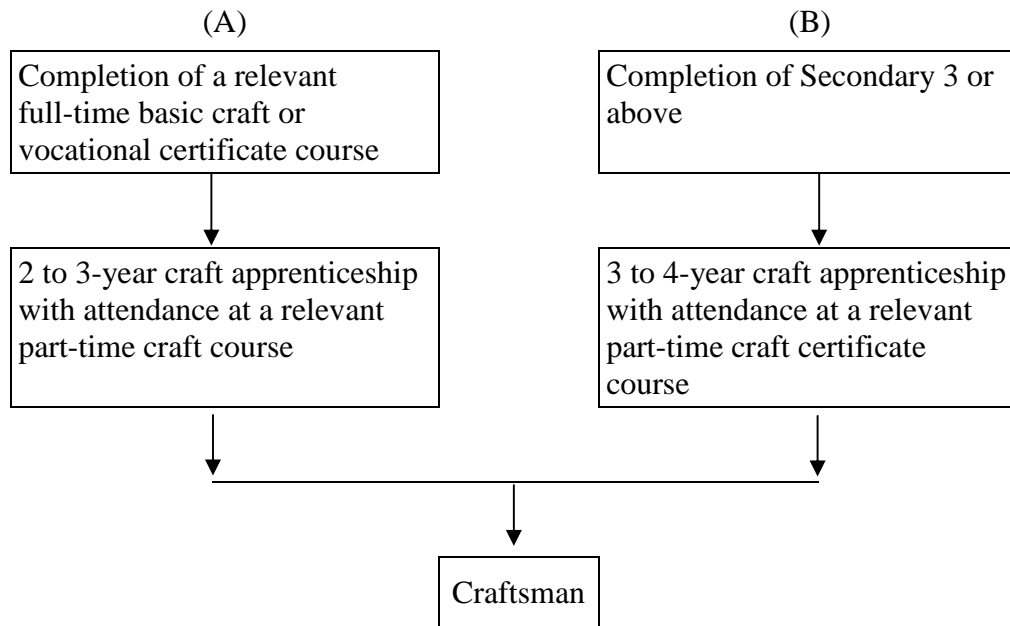


4.12 As mentioned in paragraph 4.10 above, many higher diploma graduates join the industry as technicians after completion of their courses, and they are an important source of technician supply for the metal products and related industries. The VTC's Machine Shop and Metal Working Industry Training Centre also offers a 1-year full-time Technician Foundation Certificate Course and a 1-year full-time Diploma in Vocational Studies Course for Secondary 5 school leavers. The estimated numbers of graduates from these two courses are 81 and 154 respectively in 2008/09. From 2009/10 onward, the planned annual intake for the 1-year full-time Diploma in Vocational Studies Course is 220.

Training of Craftsmen

4.13 A craftsman is a skilled worker who is able to apply a wide range of skills to his work with minimum direction and supervision. He requires not only practical skills but also related theoretical knowledge to enable him to adapt himself to new technologies. A proper craft apprenticeship would contain both components. The common routes for training craftsmen are shown in Figure 4.3:

Figure 4.3: Training of Craftsmen



4.14 The Training Board recommends route (A) because the apprenticeship period is shorter and the apprentices have already undergone proper basic training and would be productive right from the start of their apprenticeship.

4.15 The Machine Shop and Metal Working Industry Training Centre offers a 1-year Basic Craft Certificate (BCC) in Mechanical Engineering and a 3-year Diploma in Vocational Studies (DVS) in Automation Engineering for Secondary 3 school leavers. Second year graduates of the DVS who do not progress into the final year will be awarded a vocational certificate for joining the craft jobs. In the 2008/09 academic year, a total of 22 and 69 trainees were recruited to the BCC and DVS courses respectively. Starting from 2009/10 the Youth College will offer a Diploma in Vocational Education with a planned annual intake of 60 students.

(b) Training in the Jewellery Industry

Training of Jewellery Technologists

4.16 Technologists in the jewellery industry should preferably be corporate member of an appropriate professional institution. Alternatively, they should preferably possess either a university degree or a higher diploma in jewellery or in design. They should have undergone a period of organized training and acquired sufficient experience in a responsible position. At the time of the survey, there were 1 592 technologists in the jewellery industry. Some received their education and subsequent practical training abroad. Some were experienced technicians promoted to technologists after acquiring additional professional qualifications.

4.17 Since the 2004/05 academic year, the Hong Kong Institute of Vocational Education (Lee Wai Lee) has offered a full-time higher diploma course in jewellery design and technology. The estimated number of graduates from this course is 49 and 82 in 2008/09 and 2009/10 respectively. After completion of the higher diploma course, students can pursue further study in related degree courses offered by overseas universities.

Training of Jewellery Technicians

4.18 The recommended training routes of jewellery technicians are similar to those shown in Figure 4.2. Jewellery technician courses are offered by the VTC's Jewellery Industry Training Centre. In 2008/09, a total of 57 and 70 trainees were enrolled to the Centre's 1-year Technician Foundation Certificate in Jewellery Design & Manufacturing and 1-year Diploma in Vocational Studies in Jewellery Arts and Design respectively. The 1-year Diploma technician course will provide a total of about 120 training places from 2009/10 onward.

Training of Jewellery Craftsmen

4.19 The training routes of jewellery craftsmen are similar to those described in Figure 4.3. The Jewellery Industry Training Centre plays a key role in providing basic training for Secondary 3 school leavers to become apprentices/trainees in the jewellery industry. The Centre offers two 1-year Basic Craft Certificate (BCC) courses in goldsmithing and precious stone setting, as well as a 3-year Diploma in Vocational Studies (DVS) in Jewellery Arts and Design. The enrolment is 32 for BCC and 79 for DVS in 2008/09. Starting from 2009/10, the Centre will offer a Diploma in Vocational Education with a planned annual intake of 40 students.

Educational and Training Institutions

4.20 The VTC's Hong Kong Institute of Vocational Education (IVE), Machine Shop and Metal Working Industry Training Centre and Jewellery Industry Training Centre, as well as several tertiary institutions offer a wide range of pre-employment and in-service training courses for workers in the metals industry. The Training Board strongly urges employers in the industry to make full use of the training facilities in these institutions by recruiting their graduates as apprentices/trainees and sponsoring employees to attend relevant upgrading

courses.

Training Services of the Vocational Training Council

4.21 The Vocational Training Council offers free services to help employers organize training schemes including:

- (a) The statutory **Apprenticeship Scheme**, through which technicians and craftsmen are effectively trained to meet the needs of the industry;
- (b) The **Engineering Graduate Training Scheme**, which helps engineering students and graduates complete their professional training as engineers;
- (c) The voluntary **Trade Testing and Certification Scheme**, which ascertains the standards of skilled workers; and
- (d) The **New Technology Training Scheme**, which provides financial assistance to local companies that wish to have their employees trained overseas or locally in new technologies. The maximum grant is 50% of the training cost.

The Training Board recommends employers to contact the Council for assistance in setting up training schemes and recruiting apprentices/trainees.

金屬業 2008 年人力調查 報告摘要

目的

金屬業訓練委員會於 2008 年 5 月 13 日至 6 月 12 日期間為金屬業，包括珠寶業進行人力調查，蒐集業內最新人力資料。

調查範圍

2. 是次調查包括金屬業以下兩個行業的 12 個門類：

行業 A：金屬品製造及相關行業

門類 1：食物、飲品及煙草製造業的廠房保養部門
(HSIC 311-314)；

門類 2：普通金屬工業
(HSIC 371、372)；

門類 3：機械及設備以外的金屬製品製造（金屬傢俬及裝置製造除外）
(HSIC 380-381，3812 除外)；

門類 4：非電機機械及設備製造
(HSIC 3821、3861 - 3864 及 3871)；

門類 5：機械及電子鐘錶製造，包括金屬外殼、鐘／錶面及零件
(HSIC 3892-3894)；

門類 6：家庭電器用具、發電用工業機械及乾電池、電燈泡與光管製造
(HSIC 3851、3865 - 3867 及 3872)；及

門類 7：攝影及光學用品製造（包括相機及眼鏡）
(HSIC 3891)。

門類 8：各大機械、設備、鐘錶出入口及批發商行的技術支援、推廣及保養維修部門
(HSIC 611602、611804、631524、631601 及 631602)；

門類 9：主要的工程服務，包括物料測試、冶金服務、生產工序發展及測試、生產線顧問／設計及品質控制服務
(HSIC 8335)；及

門類 10：訓練機構／教育院校有關學系。

行業 B：珠寶業

門類 11：珠寶首飾及有關物品(包括人造珠及仿製珠寶首飾)製造
(HSIC 3902、3907)；及

門類 12：珠寶首飾及有關物品(包括仿製珠寶首飾)批發及出入口
(HSIC 611514、631512)。

(註：HSIC 代表香港標準行業分類)

3. 調查前，統計處就以上金屬業 12 個門類於全港錄得約 15 000 間機構。鑑於調查資源有限，本會採用了分層隨機抽樣法，選出 1 247 間作為調查對象。所得數字其後用統計方法倍大，以反映業內整體人力情況。

4. 調查結果顯示金屬業於調查進行期間的人力情況。然而，全球金融市場的前景尚未明朗，可能對金屬業的人力需求造成重大影響，因此，參閱本報告的人力數據及預測時應顧及此因素。

調查結果

5. 調查顯示，2008 年 5、6 月間，金屬業共有 **44 170** 名僱員受僱於主要職務；其中 **30 984** 人受僱於金屬品製造及相關行業，**13 186** 人受僱於珠寶業。按兩行業技能等級劃分的各主要職務的僱員人數分布如下：

| 技能等級 | 主要職務 僱員人數 | 佔總人數 的百分比 |
|------------------------|---------------|---------------|
| 行業 A 金屬品製造及相關行業 | | |
| 技師級／經理級 | 6 530 | 21.1% |
| 技術員級／督導級 | 14 668 | 47.3% |
| 技工級 | 6 602 | 21.3% |
| 操作工級／非技術工人級 | 3 184 | 10.3% |
| 總數 | 30 984 | 100.0% |
| 行業 B 珠寶業 | | |
| 技師級／經理級 | 1 592 | 12.1% |
| 技術員級／督導級 | 9 389 | 71.2% |
| 技工級 | 1 705 | 12.9% |
| 操作工級／非技術工人級 | 500 | 3.8% |
| 總數 | 13 186 | 100.0% |

受訓者人數及空缺數目

6. 調查期間，金屬品製造及相關行業共有 99 名受訓者及 466 個空缺，而珠寶業亦有 34 名受訓者及 292 個空缺；其分布如下表：

| 技能等級 | 金屬品製造及相關行業 | | | | | 珠寶業 | | | | |
|---------------------|---------------|-----------|-------------------------|------------|-------------------------|---------------|-----------|-------------------------|------------|-------------------------|
| | 僱員 人數 | 受訓者 | | 空缺 | | 僱員 人數 | 受訓者 | | 空缺 | |
| | | 人數 | 佔同級 僱員人 數的百 分率 | 數目 | 佔同級 僱員人 數的百 分率 | | 人數 | 佔同級 僱員人 數的百 分率 | 數目 | 佔同級 僱員人 數的百 分率 |
| 技師級／ 經理級 | 6 530 | 1 | 0.02% | 115 | 1.8% | 1 592 | - | - | 8 | 0.5% |
| 技術員級／ 督導級 | 14 668 | 41 | 0.3% | 198 | 1.3% | 9 389 | 4 | 0.04% | 268 | 2.9% |
| 技工級 | 6 602 | 52 | 0.8% | 98 | 1.5% | 1 705 | 29 | 1.7% | 11 | 0.6% |
| 操作工級／ 非技術工人 級 | 3 184 | 5 | 0.2% | 55 | 1.7% | 500 | 1 | 0.2% | 5 | 1.0% |
| 總數 | 30 984 | 99 | 0.3% | 466 | 1.5% | 13 186 | 34 | 0.3% | 292 | 2.2% |

7. 根據僱主對一年後的人力預測，到 2009 年 5 月時，金屬品製造及相關行業與珠寶業的僱員將分別會有 31 250 及 13 480 人，其預測人數按技能等級分布如下：

| 技能等級 | 2008 年 6 月時的僱員人數 | 僱主對 2009 年 5 月時僱員人數的預測 |
|------------------------|------------------|------------------------|
| 行業 A 金屬品製造及相關行業 | | |
| 技師級／經理級 | 6 530 | 6 633 |
| 技術員級／督導級 | 14 668 | 14 879 |
| 技工級 | 6 602 | 6 678 |
| 操作工級／ 非技術工人級 | 3 184 | 3 060 |
| 總數 | 30 984 | 31 250 |
| 行業 B 珠寶業 | | |
| 技師級／經理級 | 1 592 | 1 600 |
| 技術員級／督導級 | 9 389 | 9 661 |
| 技工級 | 1 705 | 1 714 |
| 操作工級／ 非技術工人級 | 500 | 505 |
| 總數 | 13 186 | 13 480 |

業務前景

8. 本會認為，短期內影響金屬業表現的外圍環境仍具挑戰性。由於金融海嘯，波羅的海乾散貨綜合指數(Baltic Dry Index)及其他指數下跌，反映全球貿易放緩。事實上，最近數月波羅的海乾散貨綜合指數大跌，明確顯示全球製造活動急遽收縮。許多經濟學家及財經評論員認為衰退已來臨。根據國際貨幣基金組織的預測，預期全球經濟於 2009 年輕微增長 2.2%，而主要工業化經濟體系則收縮 0.25%。雖然前景看似黯淡，渣打銀行的研究指出仍有一些正面的因素，包括政府開支增加、官方利率下降等，均有助紓緩未來幾年面對的經濟困境。

行業 A : 金屬品製造及相關行業

9. 過去幾年，中國的營商環境有所轉變，包括引入《勞動合同法》和新《企業所得稅法》、加工業政策的調整、人民幣升值、勞工短缺和原料成本波動等。上述因素均令港商面對前所未有的挑戰。

10. 雖說挑戰與困難重重，本會認為，經濟低迷下仍然會有商機。港商一向以營商手法靈活而馳名，而且與全球買家已建立穩固的聯繫。憑藉堅實的競爭優勢，業界應進一步提升競爭力，不斷創新、轉移業務重心到原創生產、發展自有品牌方面，從而改善邊際溢利，提升技術能力。

行業 B : 珠寶業

11. 由於香港珠寶業以出口為主，全球經濟呆滯，行業未來的前景亦變得困難。因應業界目前面對的困難，香港政府推出港幣 1,000 億元貸款保證計劃予非上市公司，相信這類援助措施有助珠寶業公司在過渡時期求存。

12. 雖然全球經濟下滑，但中國於 2008 年的經濟增長令人滿意。中國政府鼓勵消費的政策，令香港珠寶業務受惠於銷售更多珠寶到內地，以及訪港內地旅客零售珠寶業務的增長。根據香港旅遊發展局 2007 年的調查，在港住宿的中國旅客於珠寶方面的花費佔購物總額的 20%。一些香港珠寶商亦透過特許經營及合作安排，擴充零售網絡到內地，藉此於內地建立品牌形象。香港貿易發展局近期的調查顯示，對內地消費者來說，與當地及海外品牌比較，香港中下檔次及高中檔次品牌是他們的首選。調查更發現，本港品牌較內地對手有溢價 35.9%。

13. 雖然經濟低迷，本會有信心在可見未來，中國的經濟動力將會持續，業務前景肯定充滿挑戰和機會。憑著中國逐步拓展內需的支持，金屬業界應採取積極進取的態度，以便在現況下求存。

未來人力需求

14. 就 2009 至 2012 年金屬業為填補流失員工及應付業務增長而需增加的人力，本會作出預測如下：

| 技能等級 | 2009 至 2012 年平均每年需增加的僱員人數 | |
|----------|---------------------------|-------------|
| | 行業 A 金屬品製造及相關 行業 | 行業 B 珠寶業 |
| 技師級／經理級 | 104 – 128 | 44 – 54 |
| 技術員級／督導級 | 358 – 438 | 343 – 419 |
| 技工級 | 104 – 126 | 37 – 45 |

建議

15. 爲了進一步改善本港金屬業的競爭力，本會認爲，業內僱主應繼續投放資源於培訓工作，以便有足夠的幹練人才滿足本業日增的需求。長期而有系統的培訓計劃可提升各級僱員的行業知識及技能，有助僱員達成機構目標之餘，個人亦得以成長，此舉亦有助機構推廣積極學習文化，保持良好士氣。

16. 全球正面對金融海嘯，西方的經濟陷入衰退，中國經濟則持續增長，爲本港提供獨特的支持。本會鼓勵金屬業僱員擴闊視野，探索內地機遇，透過終身學習提升自己，特別是修讀頒授認可資歷的課程及培訓計劃。

第一章

緒 論

金屬業訓練委員會

1.1 金屬業訓練委員會隸屬職業訓練局，是政府委任的法定機構，負責金屬業，包括珠寶業的人力及訓練事宜；成員由主要行業協會、專業團體、工會、培訓及教育機構提名出任，並包括政府部門代表。委員名單及職權範圍載於附錄 1 及 2。

1.2 按職權規定，本會須釐定業界的訓練需求，並就發展專業教育及培訓設施向職訓局提出建議，以滿足訓練需求。

人力調查

1.3 本會於 2008 年 5 月 13 日至 6 月 12 日期間進行人力調查，蒐集金屬業的最新人力資料。是次調查由政府統計處協助進行。跟進工作於 2008 年 12 月完成，而數據處理工作則於 2008 年 12 月至 2009 年 1 月間進行。

1.4 調查所得資料包括：

- (i) 調查期間業內主要職務的僱員人數；
- (ii) 現有空缺數目；
- (iii) 受訓人數；
- (iv) 僱主對 2009 年 5 月時的僱員人數預測；
- (v) 僱員每月平均收入；及
- (vi) 僱主對僱員宜有教育程度、訓練方式及訓練期的意見。

1.5 是次調查亦請僱主提供過去 12 個月內部晉升的技師、技術員及技工人數，以及調查進行之前 12 個月內，派駐本港以外地區工作超過 6 個月的各級僱員人數。

調查範圍

1.6 是次調查包括金屬業以下兩個行業的 12 個門類：

行業 A：金屬品製造及相關行業

門類 1：食物、飲品及煙草製造業的廠房保養部門
(HSIC 311-314)；

門類 2：普通金屬工業
(HSIC 371、372)；

門類 3：機械及設備以外的金屬製品製造（金屬傢俬及裝置製造除外）
(HSIC 380-381，3812 除外)；

門類 4：非電機機械及設備製造
(HSIC 3821、3861 - 3864 及 3871)；

門類 5：機械及電子鐘錶製造，包括金屬外殼、鐘／錶面及零件
(HSIC 3892-3894)；

門類 6：家庭電器用具、發電用工業機械及乾電池、電燈泡與光管製造
(HSIC 3851、3865 - 3867 及 3872)；及

門類 7：攝影及光學用品製造（包括相機及眼鏡）
(HSIC 3891)。

門類 8：各大機械、設備、鐘錶出入口及批發商行的技術支援、推廣及保養維修部門
(HSIC 611602、611804、631524、631601 及 631602)；

門類 9：主要的工程服務，包括物料測試、冶金服務、生產工序發展及測試、生產線顧問／設計及品質控制服務
(HSIC 8335)；及

門類 10：訓練機構／教育院校有關學系。

行業 B：珠寶業

門類 11：珠寶首飾及有關物品（包括人造珠及仿製珠寶首飾）製造

（HSIC 3902、3907）；及

門類 12：珠寶首飾及有關物品（包括仿製珠寶首飾）批發及出入口

（HSIC 611514、631512）。

（註：HSIC 代表香港標準行業分類）

1.7 調查前，統計處就以上金屬業 12 個門類於全港錄得約 15 000 間機構。鑑於調查資源有限，本會採用了分層隨機抽樣法，選出 1 247 間作為調查對象。所得數字其後用統計方法倍大，以反映業內整體人力情況。

調查方法

1.8 本會分別為行業 A（附錄 13、15 及 17），以及行業 B（附錄 14、16 及 18）設計調查表、附註及業內主要職務說明。調查前兩星期，本會將有關調查表、調查表附註及工作說明寄予選出的 1 247 間機構。此外，本會透過本地報章宣傳調查工作，邀請僱主合作；並請有關行業組織協助，籲請其會員合作。

1.9 調查期間，統計處職員造訪 1 247 間選定機構，收集填妥的調查表，並在有需要時協助僱主填表。收回的調查表均經詳細審閱，並在有需要時與填表者覆核，然後交由政府統計處處理。

受訪機構反應

1.10 1 247 間機構中，870 間填覆調查表，21 間拒絕作覆。其餘 356 間則或已搬遷、停業而無法根查，又或不再從事本業。調查填覆率達 97.6%。

調查報告

1.11 本報告載列調查結果、本會對培訓需求的預測，以及應付需求的建議。文中「僱員」、「工人」及「人力」等詞，指調查期間業內從事主要職務的技術人力，但不包括受訓者及學徒。「受訓者」指正在接受各種形式訓練的人士，以及簽有學徒訓練合約的學徒。

1.12 調查結果顯示金屬業於調查進行期間的人力情況。然而，全球金融市場的前景尚未明朗，可能對金屬業的人力需求造成重大影響，因此，參閱本報告的人力數據及預測時應顧及此因素。

第二章

調查結果摘要

僱員人數

2.1 調查顯示，2008年5、6期間共有44 170人受僱從事金屬業主要職務。其中30 984人(70.1%)受僱於金屬品製造及相關行業(行業A)，13 186人(29.9%)從事珠寶業(行業B)。詳細的人力統計數字載於附錄3、4及5。

2.2 調查期間，亦有42 119名其他範疇的人士受僱於金屬業，例如會計主任及文員。其中，35 165人(83.5%)受僱於金屬品製造及相關行業，6 954人(16.5%)受僱於珠寶業。

2.3 以下段落只顯示受僱於金屬業主要職務的人力分布情況。

各技能等級僱員人數分布

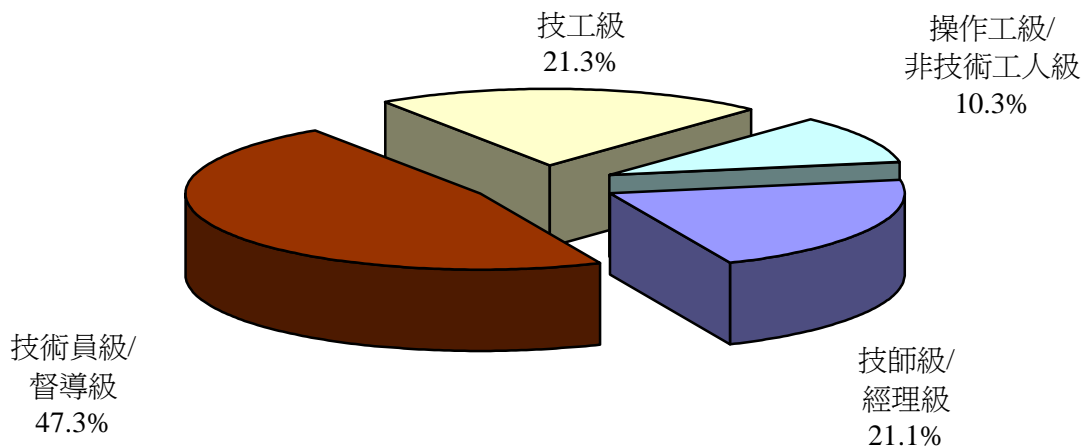
2.4 按技能等級劃分的各主要職務僱員人數分布列載於表 2.1 及圖 2.1：

表 2.1： 按技能等級劃分的僱員人數分布

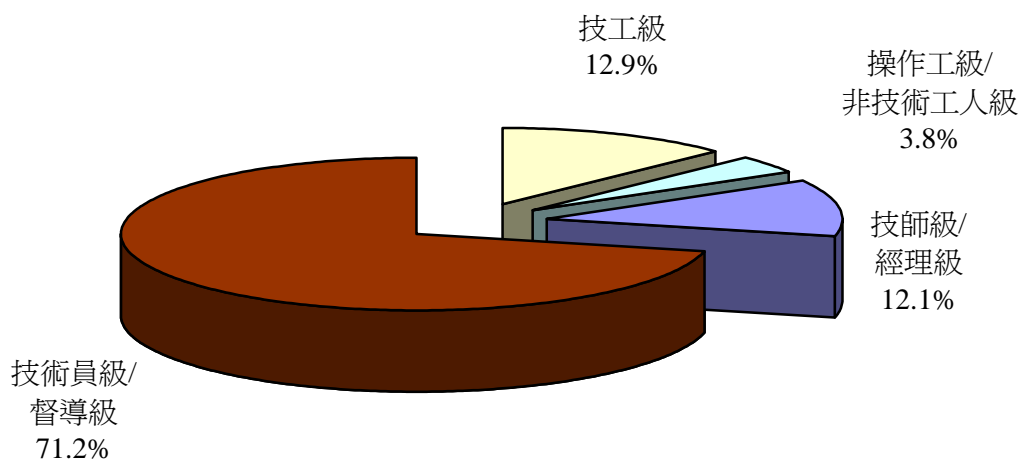
| 技能等級 | 行業 A 金屬品製造及 相關行業 | 行業 B 珠寶業 |
|-------------|------------------------|-------------|
| 技師級／經理級 | 6 530 | 1 592 |
| 技術員級／督導級 | 14 668 | 9 389 |
| 技工級 | 6 602 | 1 705 |
| 操作工級／非技術工人級 | 3 184 | 500 |
| 總數 | 30 984 | 13 186 |

圖 2.1(a 及 b)：按技能等級劃分的僱員人數分布

(a) 金屬品製造及相關行業



(b) 珠寶業



受訓者人數

2.5 調查期間，金屬品製造及相關行業和珠寶業分別有受訓者 99 人及 34 人。詳細的受訓者統計數字載於附錄 3 及 5。按技能等級劃分的受訓者人數分布如下：

表 2.2：按技能等級劃分的受訓者人數分布

| 技能等級 | 金屬品製造及相關行業 | | 珠寶業 | |
|-------------|------------|----------------|-------|----------------|
| | 受訓者人數 | 佔同一技能等級僱員總數百分率 | 受訓者人數 | 佔同一技能等級僱員總數百分率 |
| 技師級／經理級 | 1 | 0.02% | - | - |
| 技術員級／督導級 | 41 | 0.3% | 4 | 0.04% |
| 技工級 | 52 | 0.8% | 29 | 1.7% |
| 操作工級／非技術工人級 | 5 | 0.2% | 1 | 0.2% |
| 總數 | 99 | 0.3% | 34 | 0.3% |

調查期間空缺數目及 2009 年 5 月時的預測人力

2.6 調查期間，金屬品製造及相關行業和珠寶業的空缺總數分別有 466 個及 292 個，佔僱員總數的 1.5% 及 2.2%。

2.7 僱主預測 2009 年 5 月時金屬品製造及相關行業和珠寶業的僱員分別有 31 250 人及 13 480 人，較調查期間受僱的 30 984 人及 13 186 人有所增加。

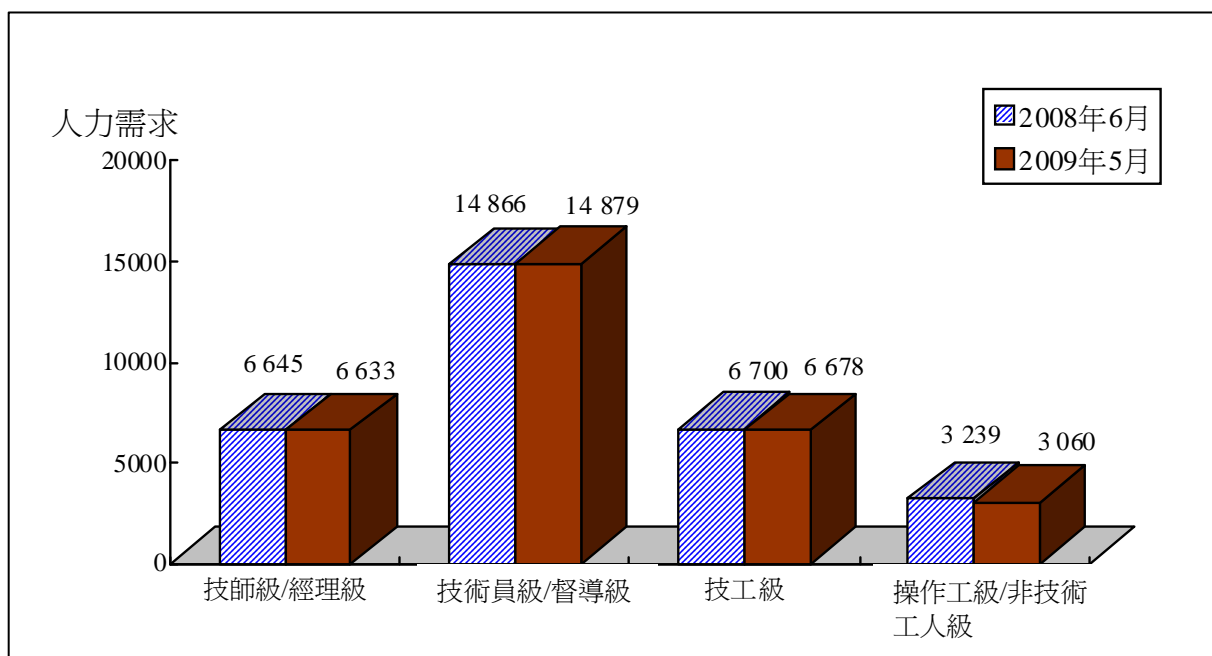
2.8 詳細的空缺及預測人力統計數字載於附錄 3 及 5。調查期間的人力需求以及僱主預測 2009 年 5 月時的僱員人數比較如下：

表 2.3：2008 年 6 月與 2009 年 5 月的
人力需求比較

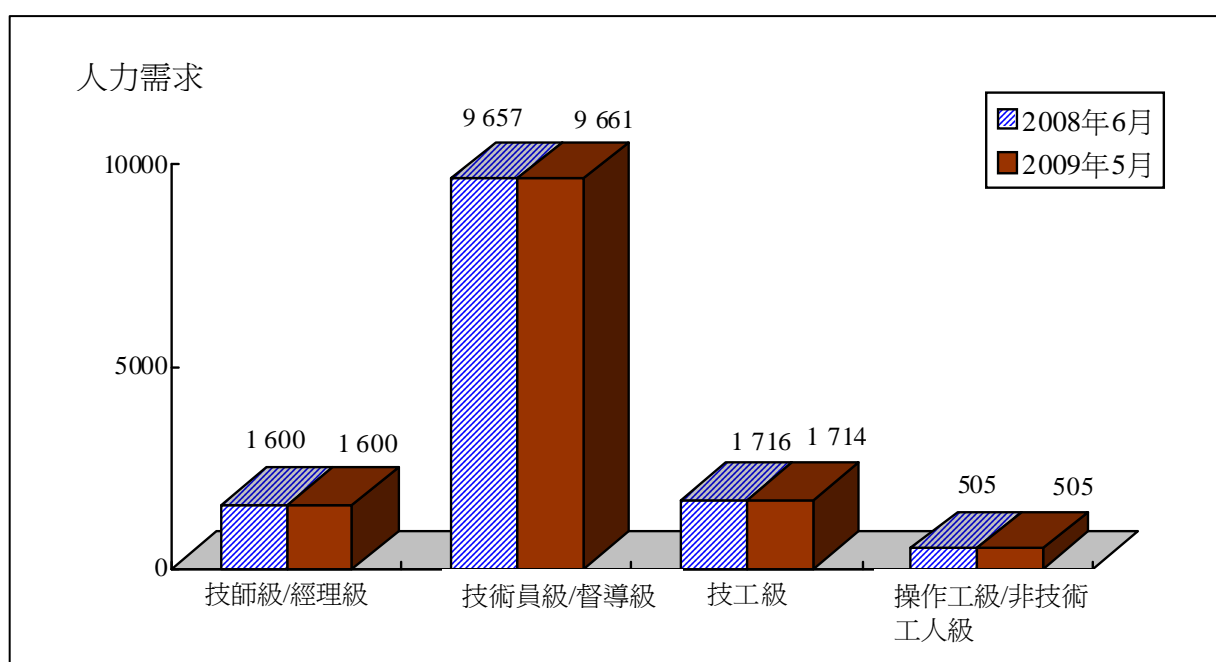
| 技能等級 | 調查期間 (2008 年 6 月) | | | 僱主預測 2009 年 5 月時 的僱員總數 | 僱員人數預測增 幅／減幅 |
|---------------------|-------------------|------|--------|------------------------------|-----------------|
| | 僱員人數 | 空缺數目 | 總人力需求 | | |
| (a) 金屬品製造及相關行業 | | | | | |
| 技師級／ 經理級 | 6 530 | 115 | 6 645 | 6 633 | -0.18% |
| 技術員級／ 督導級 | 14 668 | 198 | 14 866 | 14 879 | +0.09% |
| 技工級 | 6 602 | 98 | 6 700 | 6 678 | -0.33% |
| 操作工級／ 非技術工人 級 | 3 184 | 55 | 3 239 | 3 060 | -5.53% |
| 總 數 | 30 984 | 466 | 31 450 | 31 250 | -0.64% |
| (b) 珠寶業 | | | | | |
| 技師級／ 經理級 | 1 592 | 8 | 1 600 | 1 600 | 0% |
| 技術員級／ 督導級 | 9 389 | 268 | 9 657 | 9 661 | +0.04% |
| 技工級 | 1 705 | 11 | 1 716 | 1 714 | -0.12% |
| 操作工級／ 非技術工人 級 | 500 | 5 | 505 | 505 | 0% |
| 總 數 | 13 186 | 292 | 13 478 | 13 480 | +0.01% |

圖 2.2 (a 及 b) : 2008 年 6 月與 2009 年 5 月的人力需求比較

(a) 金屬品製造及相關行業



(b) 珠寶業



僱員每月總收入幅度

2.9 金屬業兩個主要行業的僱員每月總收入幅度的分布情況分別載於表 2.4 及圖 2.3，詳細資料載於附錄 6 及 7：

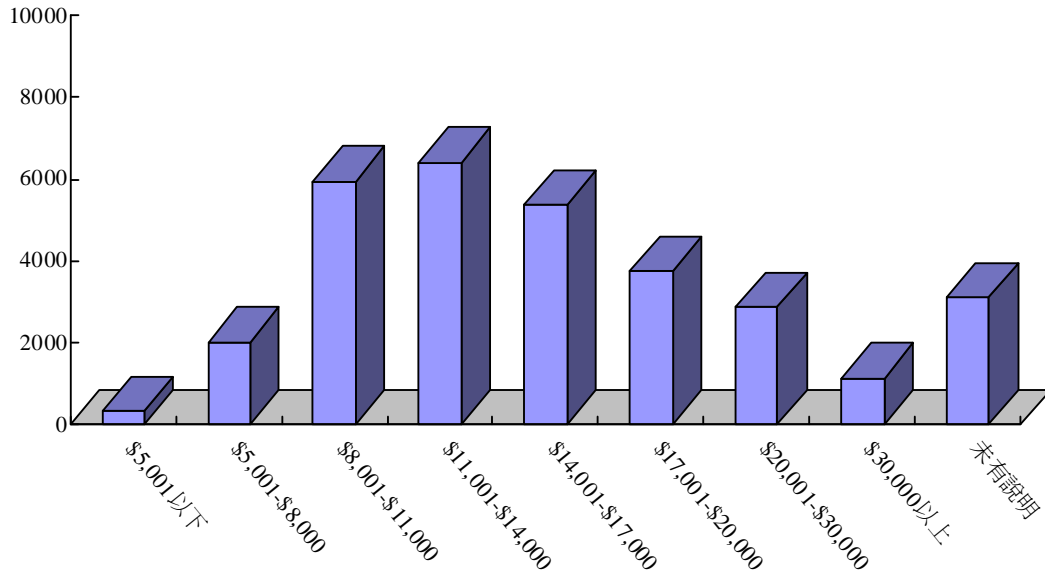
表 2.4：僱員每月總收入幅度分布情況

| 技能等級 | \$5,001 以下 | \$5,001-\$ 8,000 | \$8,001- \$11,000 | \$11,001- \$14,000 | \$14,001- \$17,000 | \$17,001- \$20,000 | \$20,001- \$30,000 | \$30,000 以上 | 未有 說明 | 總數 |
|-----------------|---------------|---------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------|----------|--------|
| (a) 金屬品製造及相關行業 | | | | | | | | | | |
| 技師級／ 經理級 | - | - | 2 | 250 | 697 | 1 622 | 2 186 | 1 041 | 732 | 6 530 |
| 技術員級／ 督導級 | 129 | 44 | 1 984 | 3 524 | 4 521 | 2 130 | 676 | 115 | 1 545 | 14 668 |
| 技工級 | - | 516 | 2 958 | 2 337 | 159 | 17 | 15 | - | 600 | 6 602 |
| 操作工級／ 非技術工人級 | 200 | 1 460 | 999 | 299 | - | - | - | - | 226 | 3 184 |
| 總數 | 329 | 2 020 | 5 943 | 6 410 | 5 377 | 3 769 | 2 877 | 1 156 | 3 103 | 30 984 |
| (b) 珠寶業 | | | | | | | | | | |
| 技師級／ 經理級 | - | - | 3 | 30 | 179 | 349 | 688 | 249 | 94 | 1 592 |
| 技術員級／ 督導級 | - | - | 1 793 | 2 557 | 2 731 | 1 153 | 641 | 45 | 469 | 9 389 |
| 技工級 | - | 137 | 579 | 458 | 246 | 186 | 5 | - | 94 | 1 705 |
| 操作工級／ 非技術工人級 | 3 | 159 | 243 | 31 | 45 | - | - | - | 19 | 500 |
| 總數 | 3 | 296 | 2 618 | 3 076 | 3 201 | 1 688 | 1 334 | 294 | 676 | 13 186 |

圖 2.3(a 及 b)：僱員每月總收入幅度分布情況

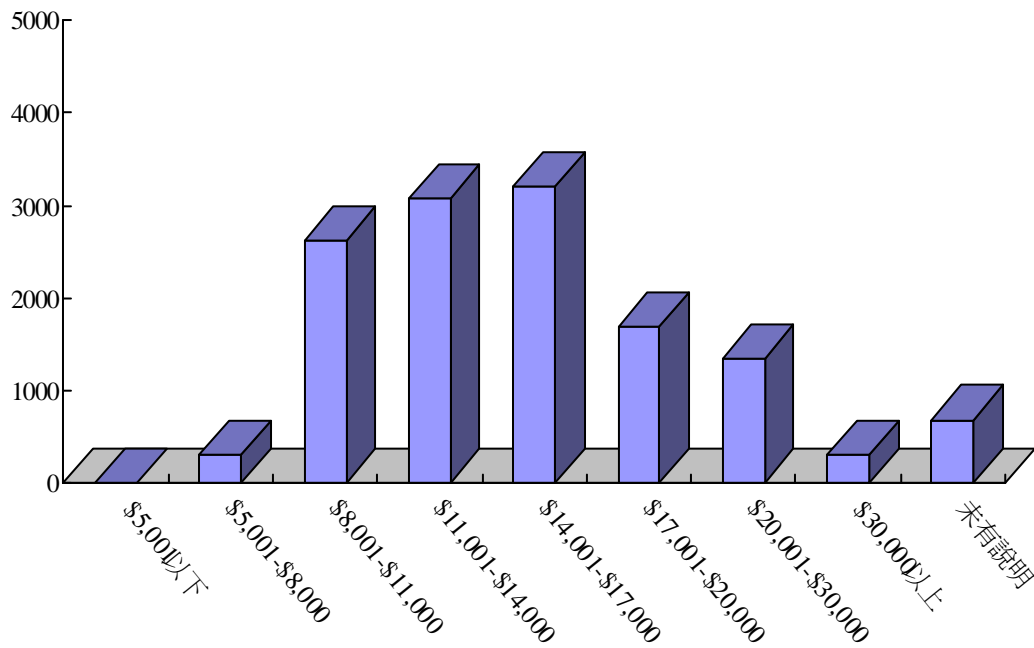
(a) 金屬品製造及相關行業

僱員人數



(b) 珠寶業

僱員人數



僱主預期來年業務情況的轉變

2.10 調查顯示，金屬品製造及相關行業和珠寶業分別有 58.8% 及 39.1% 的僱主預測來年的業務情況將會維持不變。僱主意見的分布情況如下：

表 2.5： 僱主對來年業務情況的看法

| 僱員人數 | 來年業務情況 | | | | |
|----------------|----------------|------------------|------------------|--------------|-----------------|
| | 較佳 | 相同 | 較差 | 未有說明 | 總數 |
| (a) 金屬品製造及相關行業 | | | | | |
| 1 – 9 人 | 483 | 3 996 | 2 457 | - | 6 936 |
| 10 – 49 人 | 129 | 554 | 104 | 2 | 789 |
| 50 人或以上 | 55 | 82 | 4 | 6 | 147 |
| 機構總數 | 667 (8.5%) | 4 632 (58.8%) | 2 565 (32.6%) | 8 (0.1%) | 7 872 (100%) |
| (b) 珠寶業 | | | | | |
| 1 – 9 人 | 620 | 1 367 | 1 432 | 31 | 3 450 |
| 10 – 49 人 | 75 | 120 | 162 | 1 | 358 |
| 50 人或以上 | 14 | 13 | 4 | 2 | 33 |
| 機構總數 | 709 (18.5%) | 1 500 (39.0%) | 1 598 (41.6%) | 34 (0.9%) | 3 841 (100%) |

僱員宜有的教育程度、訓練方式及訓練期

2.11 僱主對各級僱員宜有教育程度、訓練方式及訓練期的意見載於表 2.6。詳細資料載於附錄 8、9 及 10。

表 2.6：金屬業僱員宜有的教育程度、
訓練方式及訓練期

| 技能等級 | 宜有的教育程度 | 宜有的訓練方式 | 宜有的訓練期 |
|--------------|----------------|------------------|---------|
| 技師級／ 經理級 | 學位／ 高級文憑 | 在職訓練／ 工科畢業生訓練 | 3 - 4 年 |
| 技術員級／ 督導級 | 高級證書／ 證書／文憑 | 在職訓練 | 1 - 3 年 |
| 技工級 | 技工證書 | 在職訓練／ 學徒訓練 | 1 - 3 年 |

內部晉升

2.12 調查前 12 個月，共有 232 名業內僱員獲得內部晉升，下表為各等級僱員獲晉升的情況：

表 2.7：金屬業內部晉升

| 內部晉升 | 獲晉升 僱員數目 (a) | 所晉升等級 僱員人數 (b) | 所佔比率 $\frac{(a)}{(b)} \times 100\%$ |
|-------------------------|--------------------|----------------------|--|
| 由技術員／督導人員級晉 升至技師／經理級 | 34 | 8 122 | 0.4% |
| 由技工級晉升至技術員／ 督導人員級 | 141 | 24 057 | 0.6% |
| 由其他等級晉升至技工級 | 57 | 8 307 | 0.7% |
| 總 數 | 232 | 40 486 | 0.6% |

派駐本港以外地區工作的僱員

2.13 調查前 12 個月，派駐本港以外地區工作超過 6 個月的僱員人數如下：

表 2.8：金屬業派駐本港以外地區工作超過 6 個月的僱員人數

| 技能等級 | 派駐本港以外地區工作的僱員人數 (a) | 同一技能等級的僱員總數 (b) | 所佔比率 $\frac{(a)}{(b)} \times 100\%$ |
|----------|------------------------|--------------------|--|
| 技師級／經理級 | 1 152 | 8 122 | 14.2% |
| 技術員級／督導級 | 949 | 24 057 | 3.9% |
| 技工級 | 63 | 8 307 | 0.8% |
| 總數 | 2 164 | 40 486 | 5.3% |

於中國內地擁有業務的機構

2.14 調查顯示，於內地擁有活躍業務的金屬業機構有 2 847 間，僱用約 487 400 名內地工人。其中 17 124 名是負責技術工作的技師(包括經理)。僱主預測，於 2009 年 5 月時僱用的內地技師人數將有 17 424 人。

第三章

結 論

3.1 本會仔細研究是次調查結果後，認為所得數據大致能反映調查期間金屬業的人力情況。

按技能等級劃分的人力轉變

3.2 調查顯示，金屬品製造及相關行業(行業 A)的人力由 2006 年 6 月 33 711 人下降至 2008 年 6 月的 30 984 人，年縮減率為 4.1%。同期，珠寶業(行業 B)的人力由 11 773 人上升至 13 186 人，年增長率為 5.8%。表 3.1 顯示 2006 至 2008 年金屬業兩個主要行業按技能等級劃分的人力轉變：

表 3.1: 2006 至 2008 年
按技能等級劃分的人力轉變

| 技能等級 | 僱員人數 | | 每年增減幅度 |
|-----------------------|------------|------------|--------|
| | 2006 年 6 月 | 2008 年 6 月 | |
| (a) 金屬品製造及相關行業 | | | |
| 技師級／經理級 | 7 549 | 6 530 | -7.0% |
| 技術員級／督導級 | 14 980 | 14 668 | -1.0% |
| 技工級 | 7 690 | 6 602 | -7.3% |
| 操作工級／非技術工人級 | 3 492 | 3 184 | -4.5% |
| 總 數 | 33 711 | 30 984 | -4.1% |
| (b) 珠寶業 | | | |
| 技師級／經理級 | 1 164 | 1 592 | +16.9% |
| 技術員級／督導級 | 8 341 | 9 389 | +6.1% |
| 技工級 | 1 778 | 1 705 | -2.1% |
| 操作工級／非技術工人級 | 490 | 500 | +1.0% |
| 總 數 | 11 773 | 13 186 | +5.8% |

3.3 調查顯示，近年金屬品製造及相關行業的技師／經理人數有所下降，特別是製造／生產／工業工程師、工廠經理及生產部經理；這主要由於技術支援／推廣／保養維修服務門類(門類 8) 收縮，該門類僱用金屬品製造及相關行業技師／經理約 73%。另一方面，金屬品製造及相關行業的技工人數亦有所下降，特別是機床工及薄片金屬構造工。

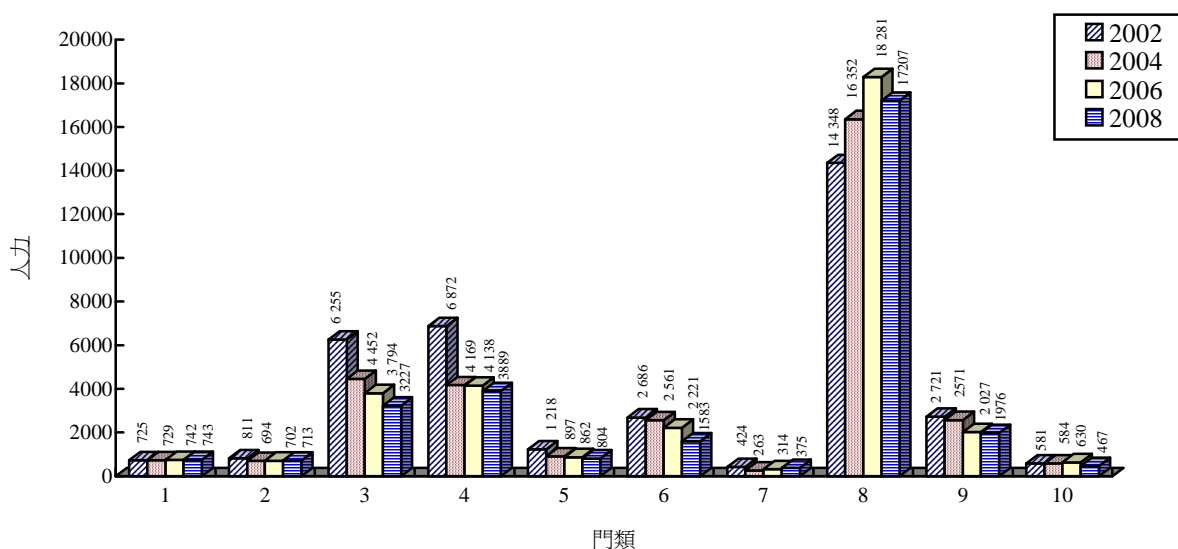
3.4 珠寶業的人力增長主要出現在技師／經理級，以及技術員／督導級，例如珠寶市務經理、珠寶市務主任、珠寶設計員及品質管制員。

按門類劃分人力轉變

3.5 自 2002 年進行調查以來，金屬業人力調查的範圍已大幅擴大，包括更多門類。圖 3.1(a)及 3.1(b)顯示 2002 至 2008 年金屬業兩大行業按門類劃分的人力轉變。

圖 3.1(a)： 2002 至 2008 年
按門類劃分的人力轉變

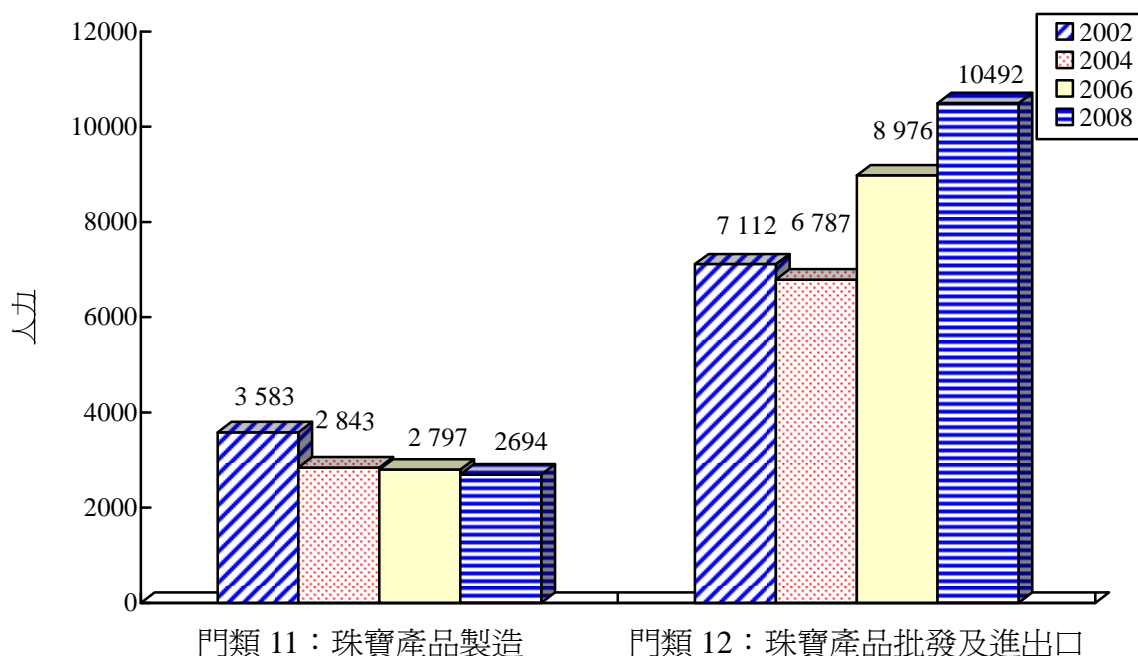
行業 A： 金屬品製造及相關行業



- 門類：
1. 食物、飲品及煙草製造業的廠房保養部門
 2. 普通金屬工業
 3. 金屬製品製造
 4. 非電機機械及設備製造
 5. 電子鐘錶製造
 6. 家庭電器用具製造
 7. 光學用品製造
 8. 技術支援／推廣／保養維修服務
 9. 工程服務
 10. 訓練機構／教育院校

圖 3.1(b)： 2002 至 2008 年
按門類劃分的人力轉變

行業 B： 珠寶業



3.6 如圖 3.1(a)所示，10 個門類之中 7 個僱用金屬品製造及相關行業總人力約 94%，僱員人數由 2006 年 6 月的 31 953 人下降至 2008 年 6 月的 29 153 人，平均年縮減率 4.5%。同期，金屬品製造及相關行業的總人力每年下降 4.1%。

3.7 珠寶業(行業 B)方面，珠寶批發及出入口門類(門類 12)的人力由 2006 年 6 月的 8 976 人上升至 2008 年 6 月的 10 492 人，平均年增長率 8.1% (圖 3.1(b))，這主要由於本地市場擴充(包括旅客銷售量)，以及內地經濟發展，均刺激珠寶業的業務及消費活動。另一方面，珠寶製造門類(門類 11)的人力保持於約 2 700 人的穩定水平。珠寶製造商陸續將生產工序轉移到內地，主要是深圳及番禺，惟增值工序仍然於香港進行。

業務前景

3.8 本會認為，短期內影響金屬業表現的外圍環境仍具挑戰性。由於金融海嘯，波羅的海乾散貨綜合指數(Baltic Dry Index)及其他指數下跌，反映全球貿易放緩。事實上，最近數月波羅的海乾散貨綜合指數大跌，明確顯示全球製造活動急遽收縮。許多經濟學家及財經評論員認為衰退已來臨。根據國際貨幣基金組織的預測，預期全球經濟於 2009 年輕微增長 2.2%，而主要工業化經濟體系則收縮 0.25%。雖然前景看似黯淡，渣打銀行的研究指出仍有一些正面的因素，包括政府開支增加、官方利率下降等，均有助紓緩未來幾年面對的經濟困境。

行業 A： 金屬品製造及相關行業

3.9 中國經濟改革自三十年前開始，自此，香港廠商在內地的製造業務有長足的發展及成功，特別是珠江三角洲(珠三角)地區及長江三角洲(長三角)地區，為港商提供廉價勞工和土地。但是，近年中國的營商環境有所轉變，包括引入《勞動合同法》和新《企業所得稅法》、加工業政策的調整、人民幣升值、勞工短缺和原料成本波動等。根據香港工業總會的研究，推行《勞動合同法》，令大部分企業的勞工成本上漲，其中 51.2% 港商稱上漲超過兩成。另外，根據新《企業所得稅法》，外商以往所享有的「兩免三減半」減免稅期，以及內地某些地區推行的 15% 及 24% 優惠稅率亦會取消。轉變反映提供優惠的原則已有所改變：由過往根據特殊地區提供優惠，改為按照行業類型、高科技投資及研發費用而提供優惠。由於加工業政策的調整，從事受限制類別加工業的公司須支付一筆相當於應課關稅及增值稅 50% 或 100% 的按金，令企業的邊際溢利及現金流受損。此外，根據香港工業總會的一項研究，過去幾年人民幣升值已令生產成本上升 5 至 10%。廣東省勞工供應短缺，亦令港商蒙受損失，包括工資、社保供款及其他福利開支上升。最後，原料成本上漲亦對港商邊際溢利造成負面影響，儘管情況於近期已有所紓緩。以上的因素均使港商面對空前挑戰。

3.10 雖說挑戰與困難重重，本會認為，經濟低迷下仍然會有商機。港商一向以營商手法靈活而馳名，而且與全球買家已建立穩固的聯繫。憑藉堅實的競爭優勢，業界應進一步提升競爭力，不斷創新、轉移業務重心到原創生產、發展自有品牌方面，從而改善邊際溢利，提升技術能力。

行業 B： 珠寶業

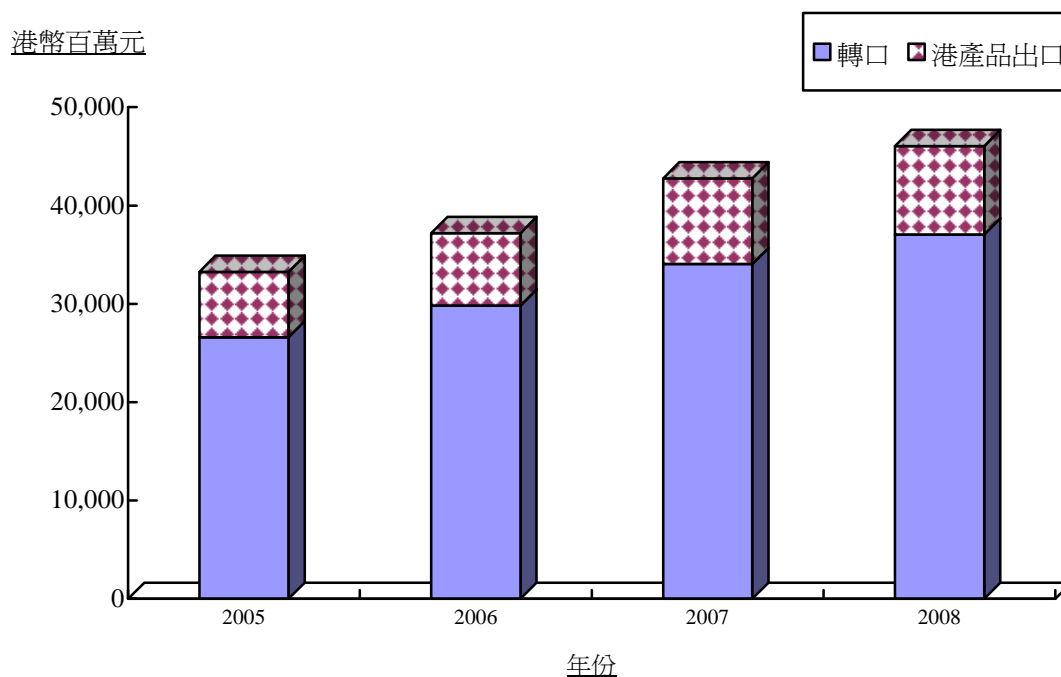
3.11 香港是全球第四大珠寶首飾出口商兼主要的仿製首飾出口商。2008 年，珠寶、金銀器、其他貴重金屬或半貴重金屬材料的出口總值為港幣 460 億 4,200 萬元，較 2007 年上升 7.7%。2005 至 2008 年出口值的詳細資料載於表 3.2 及圖 3.2。

表 3.2: 珠寶產品的出口值

| 珠寶產品 (SITC 897) | 價值(港幣百萬元) | | | |
|-----------------|-----------|--------|--------|--------|
| | 2005 | 2006 | 2007 | 2008 |
| 港產品出口 | 6 642 | 7 376 | 8 705 | 8 978 |
| 轉口 | 26 607 | 29 820 | 34 049 | 37 064 |
| 出口總值 | 33 249 | 37 196 | 42 754 | 46 042 |

資料來源：統計處「香港對外商品貿易」數字

圖 3.2: 珠寶產品出口值



3.12 由於香港珠寶業以出口為主，全球經濟呆滯，行業未來的前景亦變得困難。因應業界目前面對的困難，香港政府推出港幣 1,000 億元貸款保證計劃予非上市公司，相信這類援助措施有助珠寶業公司在過渡時期求存。

3.13 雖然全球經濟下滑，但中國 2008 年的經濟增長令人滿意。中國政府鼓勵消費的政策，令香港珠寶業務受惠於外銷更多珠寶到內地，以及訪港內地旅客零售珠寶業務的增長。根據香港旅遊發展局 2007 年的調查，在港住宿的中國旅客於珠寶方面的花費佔購物總額的 20%。一些香港珠寶商亦透過特許經營及合作安排，擴充零售網絡到內地，藉此於內地建立品牌形象。香港貿易發展局近期的調查顯示，對內地消費者來說，與當地及海外品牌比較，香港中下檔次及高中檔次品牌是他們的首選。調查更發現，本港品牌較內地對手有溢價 35.9%。

3.14 雖然經濟低迷，本會有信心在可見未來，中國的經濟動力將會持續，業務前景肯定充滿挑戰和機會。憑著中國逐步拓展內需的支持，金屬業界應採取積極進取的態度，以便在現況下求存。

未來人力需求

3.15 經探討金屬業的最新發展，以及僱主預期未來人力需求及業務情況轉變的意見，本會相信，未來本業對技師及技術員的幹練人才將有持續需求，以便支援金屬品製造及相關行業發展。大部分技術人員將受僱於技術支援／推廣／保養維修服務門類，為生產商提供機器和設備的市場推廣及售後維修保養服務。另一方面，技工、操作工及非技術工人的需求將會下降。

3.16 就珠寶業來說，本會認為，珠寶批發、出入口門類於未來將持續穩定，而珠寶製造門類將持續收縮。從事設計及發展、市場推廣及銷售的技師／技術員級珠寶業人力將會穩定，支援香港出口為主的業務。然而，預期從事生產相關工作的技工需求增幅經微，而操作工／非技術工人的人數將會下降。

3.17 本會亦就本業各職級的自然流失情況作出估計。自然流失指因退休、轉業或其他原因離開金屬業。本會預期本業技師／經理、技術員／督導人員及技工的每年流失率仍為 3%。

3.18 本會對 2009 至 2012 年金屬業為填補流失員工及應付業務增長而增加的人力作出預測，詳情見表 3.3。

表 3.3: 2009 至 2012 年金屬業每年需增加的人力

| 技能等級 | 平均每年需增加的僱員人數 | |
|----------|------------------------|-------------|
| | 行業 A 金屬品製造 及相關行業 | 行業 B 珠寶業 |
| 技師級／經理級 | 104 – 128 | 44 – 54 |
| 技術員級／督導級 | 358 – 438 | 343 – 419 |
| 技工級 | 104 – 126 | 37 – 45 |

3.19 本會將於 2010 年進行另一次人力調查，以更新人力資料及檢討金屬業的訓練需求。

第四章

建 議

4.1 自中國推出改革計劃後，珠三角地區成爲內地最成功的經濟區之一。香港肩負獨特角色，協助企業善用珠三角地區的優勢。爲了享受低生產成本，港商遷移勞動力密集的生產工序到內地，而將研發、財務、銷售及市場推廣、設計及品牌開發等其他工作保留於本地進行。這種分工導致人力需求轉變，繼而引致對生產相關人力的需求下降。相反，對批發、進出口等服務的需求則有所上升。

4.2 全球一體化不單令金屬業人力需求轉變，同時帶來機會和威脅。資訊科技進步，探索海外市場亦變得更容易。但與此同時，國際競爭前所未有的激烈，客戶期望亦日升。爲了進一步改善本港的競爭力，本會認爲，金屬業僱主應繼續投放資源於培訓工作，以便有足夠的幹練人才滿足本業日增的需求。長期而有系統的培訓計劃可提升各級僱員的行業知識及技能，有助僱員達成機構目標之餘，個人亦得以成長，此舉亦有助機構推廣積極學習文化，保持良好士氣。

4.3 全球正面對金融海嘯。西方的經濟陷入衰退，中國經濟則持續增長，爲本港提供獨特的支持。本會鼓勵金屬業僱員擴闊視野，探索內地機遇，透過終身學習提升自己，特別是修讀頒授認可資歷的課程及培訓計劃。

每年的受訓者人數

4.4 調查期間，金屬品及有關行業只有 99 名受訓者，而珠寶業則只有 34 人。訓練一名技師最少需要兩年，而訓練技術員及技工亦需要二至四年；業界現時的受訓者人數明顯不足以應付需求。

4.5 本會建議業界整體應籌辦培訓計劃，規模可參考第 3.18 段釐定。不同主要職務的培訓需求分析載於附錄 11 及 12。

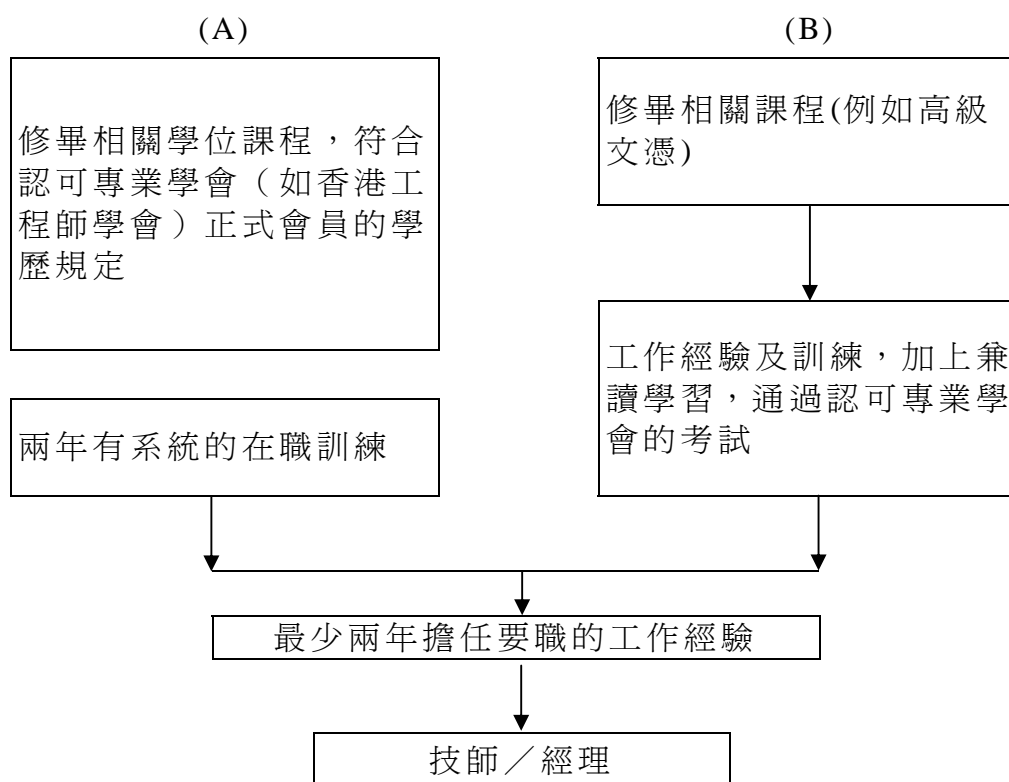
4.6 技師／經理、技術員及技工的建議訓練途徑載列如下：

(a) 金屬品及有關行業的人力培訓

技師／經理訓練

4.7 技師／經理在改善管理、革新科技方面，擔當重要角色。本會建議僱主採用下圖所示途徑訓練技師：

圖 4.1: 技師／經理訓練



4.8 由大學教育資助委員會(教資會)撥款的多間本地院校均辦有各類與機械及製造工程有關的學位課程。下表載列 2008/09 至 2009/10 年度修讀全日制工程學位課程的估計畢業生人數：

表 4.1: 大學教育資助委員會資助院校的估計畢業生人數

| 全日制學位課程 | 估計畢業生人數 | |
|-----------------|---------|---------|
| | 2008/09 | 2009/10 |
| 機械工程 | 285 | 306 |
| 製造／工業／系統工程／工程管理 | 351 | 385 |
| 機電一體化工程 | 33 | 37 |
| 物料工程 | 64 | 48 |
| 總數 | 733 | 776 |

4.9 職業訓練局屬下香港專業教育學院開辦了一系列機械／製造工程及相關學科的高級文憑課程。某間教資會資助院校也提供工業及系統工程，以及產品創新技術高級文憑課程。下表列載了這些院校開辦的相關全日制高級文憑課程的估計畢業生人數：

表 4.2: 高級文憑畢業生估計人數

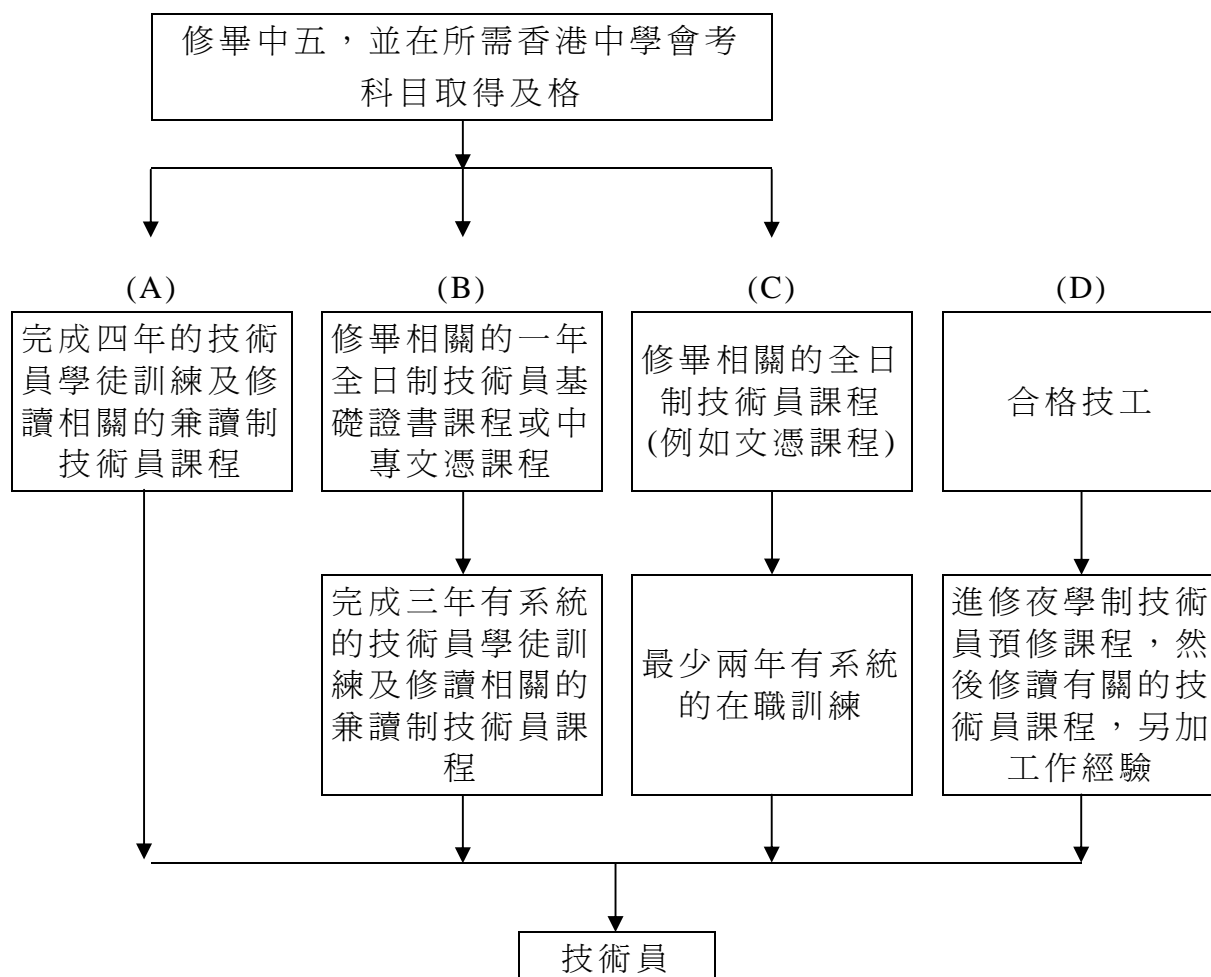
| 全日制高級文憑課程 | 估計畢業生人數 | |
|-----------------|---------|---------|
| | 2008/09 | 2009/10 |
| 機械工程 | 124 | 132 |
| 製造／工業／系統工程／工程管理 | 81 | 72 |
| 產品設計／創新技術 | 105 | 79 |
| 時計科學及技術 | 44 | 41 |
| 產品測試 | 46 | 30 |
| 總數 | 400 | 354 |

4.10 許多機械／製造工程及相關科目的學位和高級文憑畢業生獲其他界別聘用，例如機電服務業、建築業及塑膠業。此外，不少高級文憑畢業生投身技術員級而非技師級工作。

技術員訓練

4.11 技術員是技師與技工之間的技能等級。他們憑著本身經驗，以及曾接受的教育、訓練和實務經驗，運用已確立的技術解決技術困難，通常可在技師指引下，完成工作。圖 4.2 為訓練技術員的途徑：

圖 4.2: 技術員訓練

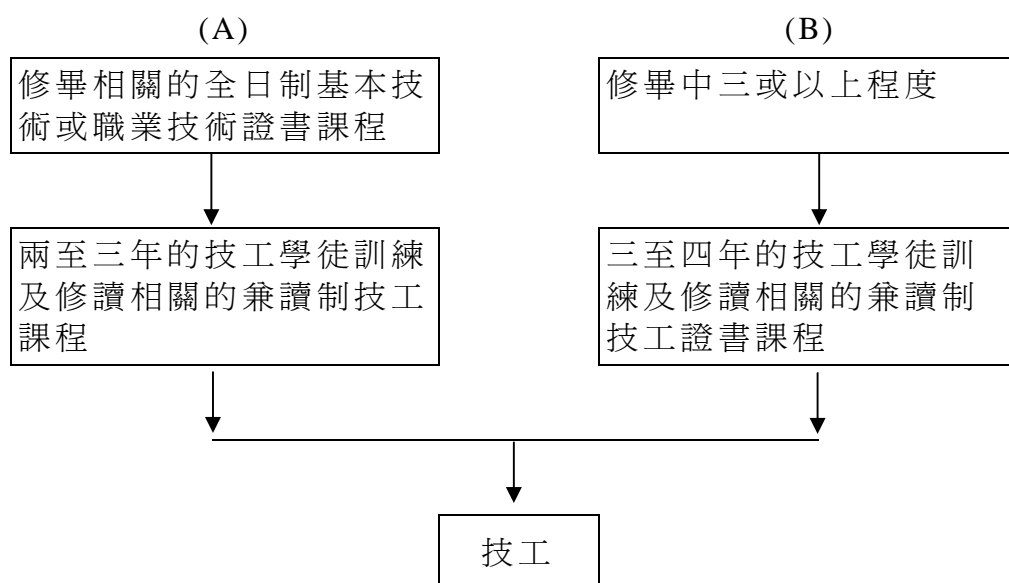


4.12 如第 4.10 段所述，許多高級文憑畢業生完成課程後，投身業界成為技術員，是金屬品及有關行業技術員的重要來源。職訓局金屬品製造業訓練中心亦為中五離校生開辦一年全日技術員基礎證書課程及一年全日制中專文憑課程。2008/09 年度，這兩個課程的預計畢業生人數分別有 81 人及 154 人。由 2009/10 年度起，一年全日制中專文憑課程的預計學額為 220 個。

技工訓練

4.13 技工能夠在極少指導和監督下，將多方面的技能應用到工作上。技工不單要有實際技能，亦需具相關的理論知識，才能適應科技發展。完善的技工學徒訓練兼備上述兩者。訓練技工的一般途徑如下：

圖 4.3: 技工訓練



4.14 本會推薦(A)途徑，原因是訓練期較短，加上學徒已受過適當基本訓練，故開始接受學徒訓練時，即能投入工作。

4.15 金屬品製造業訓練中心為中三離校生提供一年制機械工程基本技術證書(BCC)課程，以及三年制自動化工程中專文憑(DVS)課程。完成中專文憑的第二年課程後，如選擇不繼續升學可獲頒發職業技術證書，擔任技工。2008/09學年，BCC及DVS課程分別招收了22及69人。由2009/10年起，青年學院將開辦中專教育文憑課程，預計每年收生60人。

(b) 珠寶業的人力培訓

珠寶技師訓練

4.16 珠寶業的技師級人員宜具相關專業學會的正式會員資格，或持有珠寶或設計學科的大學學位／高級文憑，再加上有系統的訓練，以及擔任要職的經驗。調查期間，業內有技師 1 592 人。他們部分在海外接受教育及實務訓練，另一些則是富經驗的技術員，在取得專業資格後，成為技師。

4.17 自 2004/05 學年開始，香港專業教育學院（李惠利分校）開辦全日制珠寶設計及技術高級文憑課程，2008/09 及 2009/10 年度預計畢業生人數分別為 49 及 82 人。學生可於畢業後修讀海外大學提供的相關學位課程。

珠寶技術員訓練

4.18 本會建議訓練珠寶技術員的途徑與圖 4.2 所載的相近。珠寶技術員課程由職訓局珠寶業訓練中心開辦。2008/09 年度，共有 57 名受訓者入讀中心一年制珠寶設計及製造技術員基礎證書課程，70 名受訓者入讀中心一年制珠寶設計與工藝中專文憑課程。2009/10 年起，一年制技術員文憑課程將提供共 120 個訓練學額。

珠寶技工訓練

4.19 珠寶技工的訓練途徑與圖 4.3 所載的相近。珠寶業訓練中心為中三離校生提供珠寶業學徒／受訓者基本訓練，在培訓技工方面擔當重要角色。中心開辦珠寶首飾製作及首飾鑲嵌兩個一年制基本技術證書(BCC)課程，以及三年制珠寶設計與工藝中專文憑(DVS)課程。2008/09 年，BCC 及 DVS 課程的取錄人數分別為 32 及 79 人。2009/10 年起，中心將開辦中專教育文憑，預計每年學額為 40 人。

教育及培訓機構

4.20 職訓局轄下香港專業教育學院(IVE)、金屬品製造業訓練中心和珠寶業訓練中心，以及若干專上教育院校，均有為金屬業員工開辦各類職前及在職培訓課程。本會強烈籲請僱主充分利用這些院校的訓練設施，聘用畢業生為學徒／受訓者，並保送僱員修讀相關技能提升課程。

職業訓練局的培訓服務

4.21 職業訓練局免費協助僱主籌辦培訓計劃，包括：

- (a) **法定學徒訓練計劃**，有效培訓技術員及技工，符合業界需求；
- (b) **工科畢業生訓練計劃**，協助工程系學生及畢業生完成專業培訓，投身工程師行列；
- (c) **技能測驗及認證計劃**，確認幹練工人的水平；
- (d) **新科技培訓計劃**，為本地公司提供財政援助，保送僱員到海外或於本地接受新科技訓練，資助額最高為培訓開支的 50%。

僱主如有意設立訓練計劃或招聘學徒／受訓者，可聯絡職業訓練局。

Appendices

附錄

Membership of the Metals Training Board
(March 2009)

金屬業訓練委員會委員名單
(2009年3月)

Chairman:
主席

Mr LEUNG Fai-man, Moses (nominated by the Federation of Hong Kong Watch
梁輝文先生 Trades and Industries Ltd.)
(香港鐘錶業總會提名)

Members:
委員

Mr CHING Kwong-wing (nominated by a Machinery Sales/ Marketing/ Services
程光榮先生 company)
(機器銷售、推廣及維修公司提名)

Mr CHONG Chiu-ping, Dave (nominated by the Hong Kong Diecasting Association)
莊超平先生 (香港壓鑄業協會提名)

Mr HUI Leung-wah (nominated by a major manufacturer of metal frame
許亮華先生 spectacles)
(金屬框眼鏡製造公司提名)

Mr KONG Wing-keung, Ken (nominated by the Hong Kong Mould and Die Council)
江永強先生 (香港模具協會提名)

Mr KWOK Hon-lam, Steven (Ad Personam)
郭漢林先生 (獨立人士)

Dr LAU Kam-hing, Francis (nominated by the Hong Kong Polytechnic University)
劉錦興博士 (香港理工大學提名)

Dr LAU Ting-lai (nominated by the University of Hong Kong)
劉定禮博士 (香港大學提名)

Mr LI Sze-king (nominated by The Chinese Manufacturers'
李思敬先生 Association of Hong Kong)
(香港中華廠商聯合會提名)

Mr MAK Kam-chuen, George (nominated by the Hong Kong Jewellery
麥錦泉先生 Manufacturers' Association)
(香港珠寶製造業廠商會提名)

- Mr NG Wang-pun, Dennis, MH (Ad Personam)
吳宏斌先生, MH (獨立人士)
- Mr SUN Kwok-wah, Peter, MH (nominated by The Federation of Hong Kong Industries)
孫國華先生, MH (香港工業總會提名)
- Mr WONG Kim-bor (nominated by the Hong Kong Gold and Silver Ornaments and Wares Workers and Merchants General Union)
黃劍波先生 (香港金銀首飾工商總會提名)
- Dr YEUNG Lee-kin (nominated by the Hong Kong Productivity Council)
楊利堅博士 (香港生產力促進局提名)
- Mr YU Man-pui (nominated by the Hong Kong and Kowloon Metal Industry Workers General Union)
余文培先生 (港九五金工業總工會提名)
- Mr YU Tak-ming (nominated by the Hong Kong Metals Manufacturers' Association)
余德明先生 (香港金屬製造業協會提名)
- Ms NG Yee-ling, Elaine (representative of the Director-General of Trade and Industry)
吳伊玲女士 (工業貿易署署長代表)
- Mr TANG Sing-sum (Principal, Hong Kong Institute of Vocational Education (Morrison Hill))
鄧勝森先生 (香港專業教育學院(摩理臣山) 院長)

In Attendance:

列席者

- Mr YEUNG Kai-tai (Centre Manager, Plastics and Tooling Technology Development Centre)
楊啓泰先生 (塑膠與模具科技發展中心 中心主任)
- Mr LAM Ki-yook, Ronald (Centre Manager, Jewellery Industry Training Centre)
林祺煜先生 (珠寶業訓練中心 中心主任)
- Mr CHAN Ping-yee, Paul (Manager-In-Charge, Machine Shop and Metal Working Industry Training Centre)
陳秉頤先生 (金屬品製造業訓練中心 中心主管)

Secretary:

秘書

- Mr CHOW Wing-nin (Vocational Training Council)
周永年先生 (職業訓練局)

Terms of Reference of the Metals Training Board

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.
4. To advise the Hong Kong Institute of Vocational Education (IVE) and training & development centres on the direction and strategic development of their programmes in the relevant disciplines.
5. To advise on the course planning, curriculum development and quality assurance systems of the IVE and training & development centres.
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.
8. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.
10. To liaise with relevant bodies on matters pertaining to the development and promotion of vocational education and training in the industry, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments.
11. To organize seminars/conferences/symposia on vocational education and training for the industry.
12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of the VTC.
13. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.
14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

金屬業訓練委員會職權範圍

1. 確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
2. 評估及研究本業的人力供求是否平衡。
3. 就發展業內專業教育及訓練設施應付人力需求，向職業訓練局提供意見。
4. 就相關學科的課程發展方向及策略，向香港專業教育學院(IVE)、訓練及發展中心提出建議。
5. 就 IVE、訓練及發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. 擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. 建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。
9. 就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. 就本業專業教育及訓練的發展與推廣事宜，與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡。
11. 為本業舉辦有關專業教育及訓練的研討會與會議。
12. 就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
14. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

Appendix 3
附錄 3

MANPOWER STATISTICS OF THE METAL PRODUCTS AND RELATED INDUSTRIES
金屬品製造及相關行業人力統計數字

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Forecast of Total No. of Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|------------------------|---|---|---------------------------------|---|---|
| TECHNOLOGIST LEVEL 技師級 | | | | | |
| 101 | Mechanical Engineer 機械工程師 | 1 110 | - | 94 | 1 202 |
| 102 | Manufacturing/Production/ Industrial Engineer 製造/生產/工業工程師 | 301 | - | 4 | 305 |
| 103 | Materials Engineer/Metallurgist 用料工程師/冶金技師 | 67 | - | 2 | 57 |
| 104 | Electrical Engineer 電機工程師 | 266 | - | 3 | 269 |
| 105 | Electronics Engineer 電子工程師 | 301 | - | 6 | 307 |
| 106 | Technical Services Engineer 技術支援工程師 | 408 | - | 4 | 412 |
| 107 | Technical Marketing Manager 技術市務經理 | 2 446 | - | 2 | 2 448 |
| 108 | Logistics Manager 物流經理 | 100 | - | - | 100 |
| 109 | Merchandising Manager 採購經理 | 288 | - | - | 288 |
| 110 | Training Manager 訓練經理 | 11 | - | - | 11 |
| 111 | Engineering Manager 工程經理 | 195 | 1 | - | 197 |
| 112 | Factory Manager 工廠經理 | 222 | - | - | 222 |
| 113 | Production Manager 生產部經理 | 368 | - | - | 368 |
| 114 | Quality Control Manager 品質控制經理 | 195 | - | - | 195 |
| 115 | Product/Graphic Designer 產品/平面設計師 | 252 | - | - | 252 |
| | Sub-total 小計 | 6 530 | 1 | 115 | 6 633 |

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Forecast of Total No. of Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|-----------------------|---|---|---------------------------------|---|---|
| TECHNICIAN LEVEL 技術員級 | | | | | |
| 201 | Mechanical Draftsman 機械繪圖員 | 177 | - | 1 | 178 |
| 202 | Mechanical Engineering Technician 機械工程技術員 | 827 | - | 64 | 888 |
| 203 | Manufacturing/Production/ Industrial Engineering Technician 製造/生產/工業工程技術員 | 371 | 1 | 5 | 356 |
| 204 | Electrical Engineering Technician 電機工程技術員 | 554 | 40 | 20 | 610 |
| 205 | Foreman/Supervisor 管工/監督 | 984 | - | 6 | 988 |
| 206 | Electronics Technician 電子技術員 | 450 | - | 6 | 456 |
| 207 | Technical Services Technician 支援技術員 | 877 | - | 52 | 929 |
| 208 | Technical Marketing Executive 技術市場主任 | 6 243 | - | 30 | 6 274 |
| 209 | Co-ordinator 協理員/聯絡員 | 1 432 | - | 2 | 1 436 |
| 210 | Logistics Executive/Supervisor 物流主任 | 442 | - | 2 | 444 |
| 211 | Merchandiser 採購員 | 1 585 | - | 3 | 1 591 |
| 212 | Production Supervisor 生產主管 | 234 | - | - | 235 |
| 213 | Quality Control Supervisor 品質控制主管 | 300 | - | - | 300 |
| 214 | Training Officer 訓練主任 | 4 | - | - | 4 |
| 215 | Research and Development Technician 研究及發展技術員 | 188 | - | 7 | 190 |
| | Sub-total 小計 | 14 668 | 41 | 198 | 14 879 |
| CRAFTSMAN LEVEL 技工級 | | | | | |
| 301 | Machinist 機床工 | 651 | 4 | 1 | 634 |
| 302 | Precision Machinist 精密加工機床工 | 119 | - | - | 120 |
| 303 | Machine Setter 機器調校工 | 75 | - | - | 71 |
| 304 | Tool and Die Maker 工具及工模製造工 | 178 | - | - | 178 |
| 305 | Instrument Maker/Repairer 儀器製造/修理工 | 447 | 18 | 7 | 454 |

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Forecast of Total No. of Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|-------------------------------------|---|---|---------------------------------|---|---|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | |
| 306 | Electrician 電工 | 735 | 8 | 11 | 771 |
| 307 | Mechanical Fitter 機械打磨裝配工 | 2 051 | 14 | 61 | 2 103 |
| 308 | Moulder and Core Maker (Sand) 砂模及模心製造工 | 14 | - | - | 14 |
| 309 | Furnaceman 熔爐工 | 78 | - | - | 78 |
| 310 | Electric Arc and Gas Welder 電焊氣焊工 | 406 | - | 2 | 400 |
| 311 | Sheetmetal Fabricator 薄片金屬構造工 | 399 | - | - | 399 |
| 312 | Steel Fabricator (Thick Plate) 鋼板構造工 | 102 | - | - | 93 |
| 313 | Plumber and Pipe Fitter 喉管工 | 53 | - | - | 53 |
| 314 | Pattern/Model/Prototype Maker 樣本/模型/生產原型製造工 | 67 | - | - | 67 |
| 315 | Electroplating and Metal Coating Worker 電鍍及金屬塗層工 | 212 | - | - | 212 |
| 316 | Painter 髹漆工 | 96 | - | - | 96 |
| 317 | Metal Printing Craftsman 金屬印製技工 | 26 | - | - | 26 |
| 318 | Rolling Mill/Extrusion Press Craftsman 軋壓/擠壓技工 | 123 | - | - | 123 |
| 319 | Silk Screen Printer 絲網印刷工 | 1 | - | - | 1 |
| 320 | Cameraman/Darkroom Processor 攝影員/黑房整理員 | 6 | - | - | 6 |
| 321 | Mould Maker 製模技工 | 292 | 6 | - | 292 |
| 322 | Repairer (Watches and Clocks) 鐘錶修理工 | 368 | - | 12 | 380 |
| 323 | Heat Treatment Craftsman 熱處理技工 | 15 | - | - | 15 |
| 324 | Edging/Shaping Craftsman 車邊工 | 88 | 2 | 4 | 92 |
| | Sub-total 小計 | 6 602 | 52 | 98 | 6 678 |
| OPERATIVE LEVEL 操作工級 | | | | | |
| 401 | Semi-skilled Machine Operator 機器操作工 | 480 | - | - | 480 |

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Forecast of Total No. of Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|--------------------------------------|---|---|---------------------------------|---|---|
| OPERATIVE LEVEL (Continued) 操作工級 (續) | | | | | |
| 402 | Fettler 鑄件整理工 | 8 | - | - | 8 |
| 403 | Pourer 澆鑄工 | - | - | - | - |
| 404 | Die-Casting Machine Operator 金屬壓鑄機操作工 | 63 | - | - | 62 |
| 405 | Electric-resistance Welder 電阻焊接工 | 176 | - | 26 | 202 |
| 406 | Polishing Worker 磨光工 | 94 | - | - | 94 |
| 407 | Striker 打鐵工 | 57 | - | - | 57 |
| 408 | Press Operator 啤機操作工 | 148 | - | - | 148 |
| 409 | Paint Spraying Gun Operator/ Zinc Sprayer 噴漆/噴鋅工 | 25 | - | 6 | 31 |
| 410 | Semi-skilled Electroplating and Metal Coating Worker 電鍍及金屬塗層半技工 | 67 | - | 6 | 73 |
| 411 | Quality Control Operator 品質控制操作工 | 307 | 2 | 2 | 309 |
| 412 | Assembler 裝配工 | 1 045 | 3 | 13 | 1 058 |
| 413 | Injection Moulding Machine Operator 注塑機操作工 | 126 | - | - | 38 |
| 414 | Crane Operator 起重機操作工 | 43 | - | - | 43 |
| 415 | Polishing Worker (Lens) 磨鏡片工 | 63 | - | 2 | 65 |
| | Sub-total 小計 | 2 702 | 5 | 55 | 2 668 |
| UNSKILLED LEVEL 非技術工人級 | | | | | |
| 501 | Labourer 雜工 | 482 | - | - | 392 |
| | Sub-total 小計 | 482 | - | - | 392 |
| | GRAND TOTAL 總計 | 30 984 | 99 | 466 | 31 250 |

DISTRIBUTION OF EMPLOYEES BY BRANCH OF THE METAL PRODUCTS AND RELATED INDUSTRIES

金屬品製造及相關行業的僱員人數分布情況

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及煙草製造業的廠房保養部門 | Branch 2 門類 2 Basic Metal Industries 普通金屬工業 | Branch 3 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture 金屬製品製造(金屬傢俬製造除外) | Branch 4 門類 4 Manufacture of Machinery, Except Electrical 非電機機械及設備製造 | Branch 5 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | Branch 6 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、用具、電池、燈泡等製造 | Branch 7 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學用品製造 | Branch 8 門類 8 Technical Support/Marketing, Maintenance/Services Section 技術員支援、市場及維修服務 | Branch 9 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產線顧問、設計及品質控制 | Branch 10 門類 10 Relevant Training/Education Institutions 訓練/教育院校 | Total 總數 |
|------------------------|--|---|--|--|---|---|---|--|--|--|---|-------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | | | | | | |
| 101 | Mechanical Engineer 機械工程師 | 49 | 9 | 9 | 47 | - | 19 | 1 | 802 | 103 | 71 | 1 110 |
| 102 | Manufacturing/Production/Industrial Engineering 製造/生產/工業工程師 | 7 | 1 | 17 | 19 | 13 | 15 | - | 146 | 16 | 67 | 301 |
| 103 | Materials Engineer/Metallurgist 用料工程師/冶金技師 | - | 2 | 1 | - | 7 | - | - | 6 | 10 | 41 | 67 |
| 104 | Electrical Engineer 電機工程師 | 14 | 13 | 1 | 12 | - | 32 | - | 127 | 60 | 7 | 266 |
| 105 | Electronics Engineer 電子工程師 | 2 | - | 1 | 22 | - | 4 | 2 | 10 | 245 | 15 | 301 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 | Branch 2 | Branch 3 | Branch 4 | Branch 5 | Branch 6 | Branch 7 | Branch 8 | Branch 9 | Branch 10 | Total 總數 |
|--|---|--|--|--|--|---|--|---|--|---|--|-------------|
| | | 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及 煙草製造業的 廠房保養部門 | 門類 2 Basic Metal Industries 普通 金屬工業 | 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture 金屬製品製造 (金屬傢俬 製造除外) | 門類 4 Manufacture of Machinery, Except Electrical 非電機機械 及設備製造 | 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、 用具、電池、 燈泡等製造 | 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學 用品製造 | 門類 8 Technical Support/ Marketing, Maintenance/ Services Section 技術員支援、市 務及 維修服務 | 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產 線顧問、設計及 品質控制 | 門類 10 Relevant Training/ Education Institutions 訓練/ 教育院校 | |
| TECHNOLOGIST LEVEL (Continued) 技師級 (續) | | | | | | | | | | | | |
| 106 | Technical Services Engineer 技術支援工程師 | 1 | 3 | - | 64 | - | 1 | - | 143 | 191 | 5 | 408 |
| 107 | Technical Marketing Manager 技術市務經理 | - | 10 | 23 | 25 | 19 | 18 | 4 | 2 333 | 14 | - | 2 446 |
| 108 | Logistics Manager 物流經理 | - | 4 | 1 | - | 2 | 7 | 1 | 85 | - | - | 100 |
| 109 | Merchandising Manager 採購經理 | - | 4 | 17 | 3 | 9 | 5 | - | 248 | 2 | - | 288 |
| 110 | Training Manager 訓練經理 | - | 3 | - | - | 1 | - | - | 3 | - | 4 | 11 |
| 111 | Engineering Manager 工程經理 | 7 | - | 3 | 4 | - | 15 | - | 67 | 86 | 13 | 195 |
| 112 | Factory Manager 工廠經理 | - | 3 | 20 | 34 | 3 | 11 | 5 | 145 | - | 1 | 222 |
| 113 | Production Manager 生產部經理 | - | 8 | 23 | 20 | 13 | 15 | 4 | 284 | - | 1 | 368 |
| 114 | Quality Control Manager 品質控制經理 | - | 7 | 5 | 2 | 2 | 11 | - | 139 | 28 | 1 | 195 |
| 115 | Product/Graphic Designer 產品/平面設計師 | - | - | 1 | 1 | 10 | 6 | - | 207 | 20 | 7 | 252 |
| | Sub-total 小計 | 80 | 67 | 122 | 253 | 79 | 159 | 17 | 4 745 | 775 | 233 | 6 530 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及煙草製造業的廠房保養部門 | Branch 2 門類 2 Basic Metal Industries 普通金屬工業 | Branch 3 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture 金屬製品製造(金屬傢俬製造除外) | Branch 4 門類 4 Manufacture of Machinery, Except Electrical 非電機機械及設備製造 | Branch 5 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | Branch 6 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、用具、電池、燈泡等製造 | Branch 7 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學用品製造 | Branch 8 門類 8 Technical Support/Marketing, Maintenance/Services Section 技術員支援、市場及維修服務 | Branch 9 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產線顧問、設計及品質控制 | Branch 10 門類 10 Relevant Training/Education Institutions 訓練／教育院校 | Total 總數 |
|-----------------------|---|---|--|--|---|---|---|--|--|--|---|-------------|
| TECHNICIAN LEVEL 技術員級 | | | | | | | | | | | | |
| 201 | Mechanical Draftsman 機械繪圖員 | 1 | - | 24 | 9 | - | 35 | - | 84 | 24 | - | 177 |
| 202 | Mechanical Engineering Technician 機械工程技術員 | 128 | 27 | 18 | 90 | 1 | 24 | - | 443 | 62 | 34 | 827 |
| 203 | Manufacturing/Production/Industrial Engineering Technician 製造/生產/工業工程技術員 | - | 12 | 26 | 69 | 15 | 14 | - | 190 | - | 45 | 371 |
| 204 | Electrical Engineering Technician 電機工程技術員 | 31 | 6 | 24 | 103 | - | 82 | - | 97 | 209 | 2 | 554 |
| 205 | Foreman/Supervisor 管工/監督 | 37 | 29 | 189 | 211 | 31 | 91 | 18 | 330 | 16 | 32 | 984 |
| 206 | Electronics Technician 電子技術員 | 1 | - | - | 37 | - | 1 | 2 | 51 | 342 | 16 | 450 |
| 207 | Technical Services Technician 支援技術員 | 2 | 3 | - | 107 | 2 | 2 | 2 | 492 | 255 | 12 | 877 |
| 208 | Technical Marketing Executive 技術市場主任 | - | 18 | 171 | 111 | 71 | 41 | 49 | 5 706 | 76 | - | 6 243 |
| 209 | Co-ordinator 協理員／聯絡員 | - | 7 | 26 | 48 | 22 | 1 | 6 | 1 316 | 2 | 4 | 1 432 |

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|---------------------------------------|---|---|--|--|---|---|---|--|--|--|---|-------------|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | | | | | | | | |
| 210 | Logistics Executive/Supervisor 物流主任 | - | 4 | 1 | 1 | 7 | 10 | - | 418 | 1 | - | 442 |
| 211 | Merchandiser 採購員 | - | 10 | 74 | 45 | 62 | 22 | 3 | 1 357 | 12 | - | 1 585 |
| 212 | Production Supervisor 生產主管 | - | 7 | 25 | 17 | 15 | 10 | 14 | 141 | - | 5 | 234 |
| 213 | Quality Control Supervisor 品質控制主管 | - | 4 | 26 | 15 | 31 | 14 | 1 | 98 | 97 | 14 | 300 |
| 214 | Training Officer 訓練主任 | - | - | - | 1 | - | - | - | - | - | 3 | 4 |
| 215 | Research and Development Technician 研究及發展技術員 | - | - | 2 | 4 | 17 | 8 | - | 115 | 16 | 26 | 188 |
| | Sub-total 小計 | 200 | 127 | 606 | 868 | 274 | 355 | 95 | 10 838 | 1 112 | 193 | 14 668 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | | | | | | |
| 301 | Machinist 機床工 | 7 | 29 | 229 | 280 | 40 | 47 | 2 | 4 | - | 13 | 651 |
| 302 | Precision Machinist 精密加工機床工 | - | - | 16 | 65 | 23 | 1 | 3 | - | - | 11 | 119 |
| 303 | Machine Setter 機器調校工 | 11 | - | 52 | - | 6 | 6 | - | - | - | - | 75 |

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|-------------------------------------|--|--|--|--|--|---|--|---|--|---|---|-------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | | | |
| 304 | Tool and Die Maker 工具及工模製造工 | - | - | 78 | 91 | 2 | 5 | - | - | - | 2 | 178 |
| 305 | Instrument Maker/ Repairer 儀器製造/修理工 | 48 | 10 | 2 | 172 | - | 23 | 2 | 190 | - | - | 447 |
| 306 | Electrician 電工 | 106 | 25 | 13 | 230 | - | 107 | - | 252 | - | 2 | 735 |
| 307 | Mechanical Fitter 機械打磨裝配工 | 258 | 33 | 46 | 1 086 | 2 | 169 | - | 426 | 29 | 2 | 2 051 |
| 308 | Moulder and Core Maker (Sand) 砂模及模心製造工 | - | - | 14 | - | - | - | - | - | - | - | 14 |
| 309 | Furnaceman 熔爐工 | - | 70 | 8 | - | - | - | - | - | - | - | 78 |
| 310 | Electric Arc and Gas Welder 電焊氣焊工 | 13 | 34 | 208 | 104 | - | 40 | - | 7 | - | - | 406 |
| 311 | Sheetmetal Fabricator 薄片金屬構造工 | - | 3 | 316 | 51 | 5 | 24 | - | - | - | - | 399 |
| 312 | Steel Fabricator (Thick Plate) 鋼板構造工 | 3 | - | 10 | 86 | - | 3 | - | - | - | - | 102 |
| 313 | Plumber and Pipe Fitter 喉管工 | 8 | 27 | - | 18 | - | - | - | - | - | - | 53 |
| 314 | Pattern/Model/ Prototype Maker 樣本/模型/ 生產原型製造工 | - | - | 19 | - | 5 | 9 | 2 | - | 30 | 2 | 67 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及 煙草製造業的 廠房保養部門 | Branch 2 門類 2 Basic Metal Industries 普通 金屬工業 | Branch 3 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture 金屬製品製造 (金屬傢俬 製造除外) | Branch 4 門類 4 Manufacture of Machinery, Except Electrical 非電機機械 及設備製造 | Branch 5 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | Branch 6 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、 用具、電池、 燈泡等製造 | Branch 7 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學 用品製造 | Branch 8 門類 8 Technical Support/ Marketing, Maintenance/ Services Section 技術員支援、市 務及 維修服務 | Branch 9 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產 線顧問、設計及 品質控制 | Branch 10 門類 10 Relevant Training/ Education Institutions 訓練/ 教育院校 | Total 總數 |
|-------------------------------------|---|--|--|--|--|---|--|---|--|---|---|-------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | | | |
| 315 | Electroplating and Metal Coating Worker 電鍍及金屬塗層工 | - | 7 | 194 | - | - | 10 | - | - | - | 1 | 212 |
| 316 | Painter 髹漆工 | 7 | - | 61 | 18 | - | 4 | - | 6 | - | - | 96 |
| 317 | Metal Printing Craftsman 金屬印製技工 | - | - | 20 | - | 6 | - | - | - | - | - | 26 |
| 318 | Rolling Mill/ Extrusion Press Craftsman 輾壓/擠壓技工 | - | 86 | 21 | - | - | 1 | - | 15 | - | - | 123 |
| 319 | Silk Screen Printer 絲網/印刷工 | - | - | - | - | 1 | - | - | - | - | - | 1 |
| 320 | Cameraman/ Darkroom Processor 攝影師/黑房整理員 | - | - | 6 | - | - | - | - | - | - | - | 6 |
| 321 | Mould Maker 製模技工 | - | - | - | 286 | - | 5 | - | - | - | 1 | 292 |
| 322 | Repairer (Watches and Clocks) 鐘錶修理工 | - | - | - | - | 26 | - | - | 342 | - | - | 368 |
| 323 | Heat Treatment Craftsman 熱處理技工 | - | 6 | 6 | - | - | - | 3 | - | - | - | 15 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及煙草製造業的廠房保養部門 | Branch 2 門類 2 Basic Metal Industries 普通金屬工業 | Branch 3 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture (金屬傢俬製造除外) | Branch 4 門類 4 Manufacture of Machinery, Except Electrical 非電機機械及設備製造 | Branch 5 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | Branch 6 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、用具、電池、燈泡等製造 | Branch 7 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學用品製造 | Branch 8 門類 8 Technical Support/ Marketing, Maintenance/ Services Section 技術員支援、市場及維修服務 | Branch 9 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產線顧問、設計及品質控制 | Branch 10 門類 10 Relevant Training/ Education Institutions 訓練／教育院校 | Total 總數 |
|-------------------------------------|--|---|--|---|---|---|---|--|--|--|--|-------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | | | |
| 324 | Edging/Shaping Craftsman 車邊工 | - | - | - | - | - | - | 88 | - | - | - | 88 |
| | Sub-total 小計 | 461 | 330 | 1 319 | 2 487 | 116 | 454 | 100 | 1 242 | 59 | 34 | 6 602 |
| OPERATIVE LEVEL 操作工級 | | | | | | | | | | | | |
| 401 | Semi-skilled Machine Operator 機器操作工 | - | 55 | 210 | 94 | 13 | 77 | 12 | 18 | - | 1 | 480 |
| 402 | Fettler 鑄件整理工 | - | 3 | 5 | - | - | - | - | - | - | - | 8 |
| 403 | Pourer 澆鑄工 | - | - | - | - | - | - | - | - | - | - | - |
| 404 | Die-Casting Machine Operator 金屬壓鑄機操作工 | - | 10 | 51 | 2 | - | - | - | - | - | - | 63 |
| 405 | Electric-resistance Welder 電阻焊接工 | - | - | 120 | 22 | - | 34 | - | - | - | - | 176 |
| 406 | Polishing Worker 磨光工 | - | - | 58 | 5 | - | - | - | 31 | - | - | 94 |
| 407 | Striker 打鐵工 | - | 6 | 45 | - | - | 6 | - | - | - | - | 57 |
| 408 | Press Operator 啤機操作工 | - | 14 | 97 | 18 | 4 | 15 | - | - | - | - | 148 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及煙草製造業的廠房保養部門 | Branch 2 門類 2 Basic Metal Industries 普通金屬工業 | Branch 3 門類 3 Manufacture of Fabricated Metal Products Excluding Metal Furniture (金屬傢俬製造除外) | Branch 4 門類 4 Manufacture of Machinery, Except Electrical 非電機機械及設備製造 | Branch 5 門類 5 Manufacture of Watches and Clocks 鐘錶製造 | Branch 6 門類 6 Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、用具、電池、燈泡等製造 | Branch 7 門類 7 Manufacture of Photographic and Optical Goods 攝影及光學用品製造 | Branch 8 門類 8 Technical Support/Marketing, Maintenance/Services Section 技術員支援、市場及維修服務 | Branch 9 門類 9 Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產線顧問、設計及品質控制 | Branch 10 門類 10 Relevant Training/Education Institutions 訓練／教育院校 | Total 總數 |
|--------------------------------------|--|---|--|--|---|---|---|--|--|--|---|-------------|
| OPERATIVE LEVEL (Continued) 操作工級 (續) | | | | | | | | | | | | |
| 409 | Paint Spraying Gun Operator/Zinc Sprayer 噴漆/噴鋅工 | - | 6 | 2 | 17 | - | - | - | - | - | - | 25 |
| 410 | Semi-skilled Electroplating and Metal Coating Worker 電鍍及金屬塗層半技工 | - | 12 | 52 | - | - | - | 3 | - | - | - | 67 |
| 411 | Quality Control Operator 品質控制操作工 | - | 26 | 39 | 19 | 80 | 56 | 9 | 56 | 22 | - | 307 |
| 412 | Assembler 裝配工 | - | - | 336 | 22 | 193 | 373 | 54 | 59 | 8 | - | 1 045 |
| 413 | Injection Moulding Machine Operator 注塑機操作工 | - | - | 11 | 11 | 4 | 7 | 4 | 88 | - | 1 | 126 |
| 414 | Crane Operator 起重機操作工 | - | 12 | 17 | 3 | - | 10 | - | 1 | - | - | 43 |
| 415 | Polishing Worker 磨鏡片工 | - | - | - | - | 6 | - | 57 | - | - | - | 63 |
| | Sub-total 小計 | - | 144 | 1 043 | 213 | 300 | 578 | 139 | 253 | 30 | 2 | 2 702 |

| Code No. 編號 | Branch 門類 Job Title 職稱 | Branch 1 門類 1 | Branch 2 門類 2 | Branch 3 門類 3 | Branch 4 門類 4 | Branch 5 門類 5 | Branch 6 門類 6 | Branch 7 門類 7 | Branch 8 門類 8 | Branch 9 門類 9 | Branch 10 門類 10 | Total 總數 |
|------------------------|-------------------------------------|--|----------------------------------|--|---|---|---|--|--|--|---|-------------|
| | | Plant Maintenance Section of Food, Beverage and Tobacco Manufacturing Industries 食物、飲品及煙草製造業的廠房保養部門 | Basic Metal Industries 普通金屬工業 | Manufacture of Fabricated Metal Products Excluding Metal Furniture (Metal Furniture Manufacturing Excluded) 金屬製品製造 (金屬傢俬製造除外) | Manufacture of Machinery, Except Electrical 非電機機械及設備製造 | Manufacture of Watches and Clocks 鐘錶製造 | Manufacture of Electrical Appliances, Housewares, Batteries Bulbs and Tubes 家庭電器、用具、電池、燈泡等製造 | Manufacture of Photographic and Optical Goods 攝影及光學用品製造 | Technical Support/Marketing, Maintenance/Services Section 技術員支援、市場服務及維修服務 | Engineering Services, Production Line Consultant, Designer and Quality Control 工程服務、生產線顧問、設計及品質控制 | Relevant Training/Education Institutions 訓練／教育院校 | |
| UNSKILLED LEVEL 非技術工人級 | | | | | | | | | | | | |
| 501 | Labourer 雜工 | 2 | 45 | 137 | 68 | 35 | 37 | 24 | 129 | - | 5 | 482 |
| | Sub-total 小計 | 2 | 45 | 137 | 68 | 35 | 37 | 24 | 129 | - | 5 | 482 |
| | GRAND TOTAL 總計 | 743 | 713 | 3 227 | 3 889 | 804 | 1 583 | 375 | 17 207 | 1 976 | 467 | 30 984 |

MANPOWER STATISTICS OF THE JEWELLERY INDUSTRY
珠寶業人力統計數字

| Code Number 編號 | Job Title 職稱 | Branch 11 門類 11 Jewellery and Related Products Including Imitation Jewellery Manufacture 珠寶首飾(包括仿製品)的製造 | Branch 12 門類 12 Wholesale and Import-export Establishments of Jewellery and Related Products (Including Imitation Jewellery) 主要珠寶首飾(包括仿製品)的批發及進出口機構 | Total Number of Workers Employed (Excluding Trainees) 總僱員人數(受訓者除外) | Total Number of Trainees 總受訓者人數 | Total Number of Vacancies at Date of Survey 調查期間的空缺總數 | Forecast of Total Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|------------------------|---|--|--|---|------------------------------------|--|--|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | |
| 108 | Logistics Manager 物流經理 | - | 1 | 1 | - | - | 1 |
| 110 | Training Manager 訓練經理 | - | 2 | 2 | - | - | 2 |
| 131 | Gemologist 寶石鑒定師 | 4 | 12 | 16 | - | - | 16 |
| 132 | Assay Officer 驗金師 | - | 5 | 5 | - | - | 5 |
| 133 | Jewellery Marketing Manager 珠寶市務經理 | 80 | 833 | 913 | - | 5 | 918 |
| 134 | Production Manager 生產部經理 | 45 | 241 | 286 | - | - | 286 |
| 135 | Design and Development Manager 設計及發展經理 | 12 | 106 | 118 | - | 2 | 120 |
| 136 | Merchandising Manager 營銷採購經理 | 14 | 234 | 248 | - | 1 | 249 |
| 137 | Brand Development Manager 品牌發展經理 | 2 | 1 | 3 | - | - | 3 |
| | Sub-total 小計 | 157 | 1 435 | 1 592 | - | 8 | 1 600 |
| TECHNICIAN LEVEL 技術員級 | | | | | | | |
| 210 | Logistics Executive/Supervisor 物流主任 | - | 1 | 1 | - | - | 1 |
| 231 | Jewellery Designer (Hand Sketch) 珠寶設計員(手繪) | 91 | 358 | 449 | - | 17 | 466 |

| Code Number 編號 | Job Title 職稱 | Branch 11 門類 11 Jewellery and Related Products Including Imitation Jewellery Manufacture 珠寶首飾 (包括仿製品)的製造 | Branch 12 門類 12 Wholesale and Import-export Establishments of Jewellery and Related Products (Including Imitation Jewellery) 主要珠寶首飾 (包括仿製品)的批發及進出口機構 | Total Number of Workers Employed (Excluding Trainees) 總僱員人數 (受訓者除外) | Total Number of Trainees 總受訓者人數 | Total Number of Vacancies at Date of Survey 調查期間的空缺總數 | Forecast of Total Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|---------------------------------------|--|---|---|--|------------------------------------|--|--|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | | | |
| 232 | Jewellery Designer (CAD) 珠寶設計師 (電腦輔助設計) | 11 | 195 | 206 | - | 33 | 239 |
| 233 | Foreman/Supervisor 工場主管 | 184 | 112 | 296 | - | 3 | 299 |
| 234 | Marketing Co-ordinator 業務協理員 | 97 | 481 | 578 | - | 10 | 588 |
| 235 | Quality Controller 品質管理員 | 85 | 408 | 493 | - | - | 493 |
| 236 | Merchandizer 營銷採購員 | 88 | 2 417 | 2 505 | 4 | 6 | 2 511 |
| 237 | Jewellery Marketing Executive 珠寶市務主任 | 158 | 4 703 | 4 861 | - | 199 | 5 064 |
| | Sub-total 小計 | 714 | 8 675 | 9 389 | 4 | 268 | 9 661 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | |
| 331 | Goldsmith (K-gold) 打金工 (西金) | 740 | 55 | 795 | 22 | 10 | 804 |
| 332 | Goldsmith (Fine-gold) 打金工 (足金) | 65 | - | 65 | - | - | 65 |
| 333 | Precious Stone Setter 首飾鑲嵌工 | 408 | 44 | 452 | 7 | - | 451 |
| 334 | Jewellery Pattern Maker (Metal) 首飾鑄造金屬樣板工 | 26 | 18 | 44 | - | - | 44 |
| 335 | Jewellery Pattern Maker (Wax) 首飾鑄造蠟板工 | 25 | - | 25 | - | - | 25 |
| 336 | Mould Maker/Caster 製模鑄造工 | 56 | 1 | 57 | - | - | 57 |
| 337 | Jewellery Plater 首飾電鍍工 | 86 | - | 86 | - | - | 86 |
| 338 | Jewellery Engraver/Milligrainer 珠寶雕刻工 | 55 | 5 | 60 | - | - | 60 |
| 339 | Gemstone Cutter/Polisher 寶石割切/打磨工 | 91 | 17 | 108 | - | 1 | 109 |
| 340 | Diamond Cutter/Polisher 鑽石割切/打磨工 | 3 | 5 | 8 | - | - | 8 |

| Code Number 編號 | Job Title 職稱 | Branch 11 門類 11 Jewellery and Related Products Including Imitation Jewellery Manufacture 珠寶首飾 (包括仿製品)的製造 | Branch 12 門類 12 Wholesale and Import-export Establishments of Jewellery and Related Products (Including Imitation Jewellery) 主要珠寶首飾 (包括仿製品)的批發及進出口機構 | Total Number of Workers Employed (Excluding Trainees) 總僱員人數 (受訓者除外) | Total Number of Trainees 總受訓者人數 | Total Number of Vacancies at Date of Survey 調查期間的空缺總數 | Forecast of Total Workers by May 2009 預計 2009 年 5 月時的僱員總數 |
|-------------------------------------|--|---|---|--|------------------------------------|--|--|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | |
| 341 | Rapid Prototyping (RP) Craftsman 快速原型製造技工 | 5 | - | 5 | - | - | 5 |
| | Sub-total 小計 | 1 560 | 145 | 1 705 | 29 | 11 | 1 714 |
| OPERATIVE LEVEL 操作工級 | | | | | | | |
| 431 | Pearl Dyer 珍珠染色工 | 1 | - | 1 | - | - | 1 |
| 432 | Beads and Pearls Stringing Workers 穿珠工 | 2 | - | 2 | - | - | 2 |
| 433 | Wax Pattern Mounter/Maker 蠟樣工 | 42 | - | 42 | - | - | 42 |
| 434 | Jewellery Polisher 首飾打磨工 | 58 | 5 | 63 | - | 3 | 66 |
| 435 | Stone Selector 配石工 | 126 | 232 | 358 | 1 | 2 | 360 |
| 436 | Colouring Worker 著色工 | 1 | - | 1 | - | - | 1 |
| 437 | Gold Refiner 煉金工 | 33 | - | 33 | - | - | 33 |
| | Sub-total 小計 | 263 | 237 | 500 | 1 | 5 | 505 |
| | Grand Total 總數 | 2 694 | 10 492 | 13 186 | 34 | 292 | 13 480 |

Appendix 6
附錄 6

**DISTRIBUTION OF EMPLOYEES BY MONTHLY
INCOME RANGE (METAL PRODUCTS AND RELATED INDUSTRIES)**
根據每月收入幅度區分的僱員人數分布情況〔金屬品製造及相關行業〕

| Code No. 編號 | Job Title 職稱 | Under \$5,001 以下 | \$5,001 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|------------------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | | | | | |
| 101 | Mechanical Engineer 機械工程師 | - | - | - | 5 | 53 | 204 | 350 | 355 | 143 | 1 110 |
| 102 | Manufacturing/ Production/ Industrial Engineer 製造/生產/ 工業工程師 | - | - | 2 | - | 18 | 142 | 57 | 11 | 71 | 301 |
| 103 | Materials Engineer/ Metallurgist 物料工程師/ 冶金技師 | - | - | - | 9 | - | 4 | 28 | 18 | 8 | 67 |
| 104 | Electrical Engineer 電機工程師 | - | - | - | 1 | 2 | 143 | 80 | 19 | 21 | 266 |
| 105 | Electronics Engineer 電子工程師 | - | - | - | - | 3 | 57 | 218 | 3 | 20 | 301 |
| 106 | Technical Services Engineer 技術支援工程師 | - | - | - | 5 | 30 | 160 | 95 | 12 | 106 | 408 |
| 107 | Technical Marketing Manager 技術市務經理 | - | - | - | 170 | 524 | 562 | 735 | 315 | 140 | 2 446 |
| 108 | Logistics Manager 物流經理 | - | - | - | - | 4 | 25 | 56 | 13 | 2 | 100 |
| 109 | Merchandising Manager 採購經理 | - | - | - | 5 | 3 | 53 | 175 | 24 | 28 | 288 |
| 110 | Training Manager 訓練經理 | - | - | - | - | - | 1 | 3 | 7 | - | 11 |
| 111 | Engineering Manager 工程經理 | - | - | - | - | 3 | 3 | 43 | 105 | 41 | 195 |
| 112 | Factory Manager 工廠經理 | - | - | - | 2 | 4 | 27 | 90 | 31 | 68 | 222 |
| 113 | Production Manager 生產部經理 | - | - | - | 5 | 18 | 163 | 82 | 30 | 70 | 368 |
| 114 | Quality Control Manager 品質控制經理 | - | - | - | - | 11 | 22 | 74 | 74 | 14 | 195 |
| 115 | Product/Graphic Designer 產品/平面設計師 | - | - | - | 48 | 24 | 56 | 100 | 24 | - | 252 |
| | Sub-total 小計 | - | - | 2 | 250 | 697 | 1 622 | 2 186 | 1 041 | 732 | 6 530 |

| Code No. 編號 | Job Title 職稱 | Under \$5,001 以下 | \$5,001 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|-----------------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| TECHNICIAN LEVEL 技術員級 | | | | | | | | | | | |
| 201 | Mechanical Draftsman 機械繪圖員 | - | - | 54 | 31 | 57 | 23 | 1 | - | 11 | 177 |
| 202 | Mechanical Engineering Technician 機械工程技術員 | 43 | - | 129 | 109 | 255 | 193 | - | - | 98 | 827 |
| 203 | Manufacturing/ Production/ Industrial Engineering Technician 製造/生產/工業工程技術員 | 43 | - | 5 | 138 | 50 | 78 | 1 | - | 56 | 371 |
| 204 | Electrical Engineering Technician 電機工程技術員 | - | - | 101 | 62 | 332 | 30 | - | - | 29 | 554 |
| 205 | Foreman/ Supervisor 管工/監督 | - | - | 181 | 214 | 300 | 177 | 44 | 8 | 60 | 984 |
| 206 | Electronics Technician 電子技術員 | - | - | - | 72 | 355 | 21 | - | - | 2 | 450 |
| 207 | Technical Services Technician 支援技術員 | - | - | 80 | 377 | 257 | 22 | 4 | - | 137 | 877 |
| 208 | Technical Marketing Executive 技術市場主任 | - | - | 827 | 1 393 | 1 758 | 992 | 503 | 96 | 674 | 6 243 |
| 209 | Co-ordinator 協理員/聯絡員 | - | 44 | 303 | 252 | 360 | 131 | 49 | - | 293 | 1 432 |
| 210 | Logistics Executive/ Supervisor 物流主任 | - | - | 50 | 116 | 180 | 57 | 1 | 2 | 36 | 442 |
| 211 | Merchandiser 採購員 | - | - | 208 | 469 | 489 | 279 | 60 | 2 | 78 | 1 585 |
| 212 | Production Supervisor 生產主管 | 43 | - | 7 | 98 | 17 | 41 | 5 | 6 | 17 | 234 |
| 213 | Quality Control Supervisor 品質控制主管 | - | - | 39 | 116 | 101 | 9 | 8 | - | 27 | 300 |
| 214 | Training Officer 訓練主任 | - | - | - | - | 2 | 1 | - | 1 | - | 4 |
| 215 | Research and Development Technician 研究及發展技術員 | - | - | - | 77 | 8 | 76 | - | - | 27 | 188 |
| | Sub-total 小計 | 129 | 44 | 1 984 | 3 524 | 4 521 | 2 130 | 676 | 115 | 1 545 | 14 668 |

| Code No. 編號 | Job Title 職稱 | Under \$5,001 以下 | \$5,001 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|---------------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| CRAFTSMAN LEVEL 技工級 | | | | | | | | | | | |
| 301 | Machinist 機床工 | - | 120 | 341 | 90 | 25 | 5 | 13 | - | 57 | 651 |
| 302 | Precision Machinist 精密加工機床工 | - | - | 33 | 26 | 6 | 2 | - | - | 52 | 119 |
| 303 | Machine Setter 機器調校工 | - | - | 20 | 53 | 2 | - | - | - | - | 75 |
| 304 | Tool and Die Maker 工具及工模製造工 | - | - | 100 | 71 | 7 | - | - | - | - | 178 |
| 305 | Instrument Maker/ Repairer 儀器製造/修理工 | - | 8 | 174 | 223 | 3 | - | - | - | 39 | 447 |
| 306 | Electrician 電工 | - | - | 287 | 360 | 8 | - | - | - | 80 | 735 |
| 307 | Mechanical Fitter 機械打磨裝配工 | - | 108 | 789 | 914 | 43 | 8 | 2 | - | 187 | 2 051 |
| 308 | Moulder and Core Maker (Sand) 砂模及模心製造工 | - | - | 14 | - | - | - | - | - | - | 14 |
| 309 | Furnaceman 熔爐工 | - | - | 67 | 11 | - | - | - | - | - | 78 |
| 310 | Electric Arc and Gas Welder 電焊氣焊工 | - | 41 | 170 | 176 | 14 | - | - | - | 5 | 406 |
| 311 | Sheetmetal Fabricator 薄片金屬構造工 | - | 76 | 184 | 112 | 21 | - | - | - | 6 | 399 |
| 312 | Steel Fabricator (Thick Plate) 鋼板構造工 | - | - | 8 | 90 | 3 | - | - | - | 1 | 102 |
| 313 | Plumber and Pipe Fitter 喉管工 | - | - | 29 | 17 | - | - | - | - | 7 | 53 |
| 314 | Pattern/Model/ Prototype Maker 樣本/模型/生產 原型製造工 | - | 4 | 20 | 41 | - | 2 | - | - | - | 67 |
| 315 | Electroplating and Metal Coating Worker 電鍍及金屬塗層工 | - | 43 | 139 | 30 | - | - | - | - | - | 212 |
| 316 | Painter 髹漆工 | - | 21 | 63 | 5 | - | - | - | - | 7 | 96 |
| 317 | Metal Printing Craftsman 金屬印製技工 | - | - | 23 | 3 | - | - | - | - | - | 26 |
| 318 | Rolling Mill/ Extrusion Press Craftsman 軋壓/擠壓技工 | - | 31 | 73 | 19 | - | - | - | - | - | 123 |
| 319 | Silk Screen Printer 絲網印刷工 | - | - | 1 | - | - | - | - | - | - | 1 |
| 320 | Cameraman/ Darkroom Processor 攝影員/黑房整理員 | - | - | - | 6 | - | - | - | - | - | 6 |

| Code No. 編號 | Job Title 職稱 | Under \$5,001 以下 | \$5,001 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|-------------------------------------|--|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | | |
| 321 | Mould Maker 製模技工 | - | 36 | 167 | 38 | - | - | - | - | 51 | 292 |
| 322 | Repairer (Watches and Clocks) 鐘錶修理工 | - | 8 | 191 | 46 | 16 | - | - | - | 107 | 368 |
| 323 | Heat Treatment Craftsman 熱處理技工 | - | 6 | 6 | - | 3 | - | - | - | - | 15 |
| 324 | Edging/Shaping Craftsman 車邊工 | - | 14 | 59 | 6 | 8 | - | - | - | 1 | 88 |
| | Sub-total 小計 | - | 516 | 2 958 | 2 337 | 159 | 17 | 15 | - | 600 | 6 602 |
| OPERATIVE LEVEL 操作工級 | | | | | | | | | | | |
| 401 | Semi-skilled Machine Operator 機器操作工 | 14 | 143 | 186 | 98 | - | - | - | - | 39 | 480 |
| 402 | Fettler 鑄件整理工 | - | 5 | 3 | - | - | - | - | - | - | 8 |
| 403 | Pourer 澆鑄工 | - | - | - | - | - | - | - | - | - | - |
| 404 | Die-Casting Machine Operator 金屬壓鑄機操作工 | - | 2 | 61 | - | - | - | - | - | - | 63 |
| 405 | Electric-resistance Welder 電阻焊接工 | - | 55 | 36 | 85 | - | - | - | - | - | 176 |
| 406 | Polishing Worker 磨光工 | - | 4 | 31 | 14 | - | - | - | - | 45 | 94 |
| 407 | Striker 打鐵工 | - | 15 | 6 | 6 | - | - | - | - | 30 | 57 |
| 408 | Press Operator 啤機操作工 | 30 | 101 | 17 | - | - | - | - | - | - | 148 |
| 409 | Paint Spraying Gun Operator/ Zinc Sprayer 噴漆/噴鋅工 | - | 2 | 23 | - | - | - | - | - | - | 25 |
| 410 | Semi-skilled Electroplating and Metal Coating Worker 電鍍及金屬塗層半技工 | - | 10 | 15 | 42 | - | - | - | - | - | 67 |
| 411 | Quality Control Operator 品質控制操作工 | 4 | 133 | 146 | - | - | - | - | - | 24 | 307 |
| 412 | Assembler 裝配工 | 123 | 535 | 278 | 38 | - | - | - | - | 71 | 1 045 |
| 413 | Injection Moulding Machine Operator 注塑機操作工 | - | 3 | 115 | - | - | - | - | - | 8 | 126 |
| 414 | Crane Operator 起重機操作工 | - | 9 | 22 | 11 | - | - | - | - | 1 | 43 |

| Code No. 編號 | Job Title 職稱 | Under \$5,001 以下 | \$5,001 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|--------------------------------------|--------------------------|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| OPERATIVE LEVEL (Continued) 操作工級 (續) | | | | | | | | | | | |
| 415 | Polishing Worker 磨鏡片工 | - | 27 | 35 | - | - | - | - | - | 1 | 63 |
| | Sub-total 小計 | 171 | 1 044 | 974 | 294 | - | - | - | - | 219 | 2 702 |
| UNSKILLED LEVEL 非技術工人級 | | | | | | | | | | | |
| 501 | Labourer 雜工 | 29 | 416 | 25 | 5 | - | - | - | - | 7 | 482 |
| | Sub-total 小計 | 29 | 416 | 25 | 5 | - | - | - | - | 7 | 482 |
| | Grand Total 總計 | 329 | 2 020 | 5 943 | 6 410 | 5 377 | 3 769 | 2 877 | 1 156 | 3 103 | 30 984 |

DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE
(JEWELLERY INDUSTRY)

根據每月收入幅度區分的僱員人數分布情況（珠寶業）

| Code Number 編號 | Job Title 職稱 | Under \$5,000 以下 | \$5,000 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|------------------------|---|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | | | | | |
| 108 | Logistics Manager 物流經理 | - | - | - | - | - | - | - | 1 | - | 1 |
| 110 | Training Manager 訓練經理 | - | - | - | - | - | 2 | - | - | - | 2 |
| 131 | Gemmologist 寶石鑒定師 | - | - | - | 1 | - | - | 2 | 13 | - | 16 |
| 132 | Assay Officer 驗金師 | - | - | 1 | - | - | - | 4 | - | - | 5 |
| 133 | Jewellery Marketing Manager 珠寶市務經理 | - | - | - | 19 | 145 | 228 | 379 | 130 | 12 | 913 |
| 134 | Production Manager 生產部經理 | - | - | 2 | 5 | 22 | 65 | 72 | 50 | 70 | 286 |
| 135 | Design and Development Manager 設計及發展經理 | - | - | - | - | 6 | 11 | 72 | 23 | 6 | 118 |
| 136 | Merchandizing Manager 營銷採購經理 | - | - | - | 5 | 6 | 41 | 159 | 32 | 5 | 248 |
| 137 | Brand Development Manager 品牌發展經理 | - | - | - | - | - | 2 | - | - | 1 | 3 |
| | Sub-total 小計 | - | - | 3 | 30 | 179 | 349 | 688 | 249 | 94 | 1 592 |

| Code Number 編號 | Job Title 職稱 | Under \$5,000 以下 | \$5,000 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|-----------------------|--|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| TECHNICIAN LEVEL 技術員級 | | | | | | | | | | | |
| 210 | Logistics Executive/Supervisor 物流主任 | - | - | - | - | - | - | 1 | - | - | 1 |
| 231 | Jewellery Designer (Hand Sketch) 珠寶設計員 (手繪) | - | - | 34 | 125 | 83 | 83 | 54 | 8 | 62 | 449 |
| 232 | Jewellery Designer (CAD) 珠寶設計員 (電腦輔助設計) | - | - | 132 | 31 | 6 | 6 | 1 | - | 30 | 206 |
| 233 | Foreman/Supervisor 工場主管 | - | - | 18 | 36 | 129 | 51 | 41 | 4 | 17 | 296 |
| 234 | Marketing Co-ordinator 業務協理員 | - | - | 167 | 142 | 178 | 75 | 2 | - | 14 | 578 |
| 235 | Quality Controller 品質管理員 | - | - | 250 | 158 | 59 | 10 | - | - | 16 | 493 |
| 236 | Merchandizer 營銷採購員 | - | - | 259 | 963 | 677 | 326 | 159 | 33 | 88 | 2 505 |
| 237 | Jewellery Marketing Executive 珠寶市務主任 | - | - | 933 | 1 102 | 1 599 | 602 | 383 | - | 242 | 4 861 |
| | Sub-total 小計 | - | - | 1 793 | 2 557 | 2 731 | 1 153 | 641 | 45 | 469 | 9 389 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | | | | | |
| 331 | Goldsmith (K-gold) 打金工 (西金) | - | 46 | 367 | 142 | 158 | 29 | 4 | - | 49 | 795 |
| 332 | Goldsmith (Fine-gold) 打金工 (足金) | - | 2 | 13 | 50 | - | - | - | - | - | 65 |
| 333 | Precious Stone Setter 首飾鑲嵌工 | - | 56 | 115 | 121 | 57 | 82 | - | - | 21 | 452 |

| Code Number 編號 | Job Title 職稱 | Under \$5,000 以下 | \$5,000 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|-------------------------------------|--|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | | |
| 334 | Jewellery Pattern Maker (Metal) 首飾鑄造金屬樣板工 | - | - | 4 | 30 | 4 | 6 | - | - | - | 44 |
| 335 | Jewellery Patter Maker (Wax) 首飾鑄造蠟板工 | - | 2 | 8 | 7 | 7 | - | - | - | 1 | 25 |
| 336 | Mould Mater/Caster 製模鑄造工 | - | - | 41 | 6 | 2 | - | - | - | 8 | 57 |
| 337 | Jewellery Plater 首飾電鍍工 | - | 16 | 25 | 19 | 16 | - | 1 | - | 9 | 86 |
| 338 | Jewellery Engraver/Milligrainer 珠寶雕刻工 | - | 5 | 4 | 51 | - | - | - | - | - | 60 |
| 339 | Gemstone Cutter/Polisher 寶石割切/打磨工 | - | 5 | - | 27 | 1 | 69 | - | - | 6 | 108 |
| 340 | Diamond Cutter/Polisher 鑽石割切/打磨工 | - | 5 | 2 | - | 1 | - | - | - | - | 8 |
| 341 | Rapid Prototyping (RP) Craftsman 快速原型製造技工 | - | - | - | 5 | - | - | - | - | - | 5 |
| | Sub-total 小計 | - | 137 | 579 | 458 | 246 | 186 | 5 | - | 94 | 1 705 |
| OPERATIVE LEVEL 操作工級 | | | | | | | | | | | |
| 431 | Pearl Dyer 珍珠染色工 | 1 | - | - | - | - | - | - | - | - | 1 |
| 432 | Beads and Pearls Stringing Workers 穿珠工 | - | 2 | - | - | - | - | - | - | - | 2 |
| 433 | Wax Pattern Mounter/Maker 蠟樣工 | - | 37 | 2 | 3 | - | - | - | - | - | 42 |
| 434 | Jewellery Polisher 首飾打磨工 | 1 | 5 | 44 | 3 | 4 | - | - | - | 6 | 63 |

| Code Number 編號 | Job Title 職稱 | Under \$5,000 以下 | \$5,000 - \$8,000 | \$8,001 - \$11,000 | \$11,001 - \$14,000 | \$14,001 - \$17,000 | \$17,001 - \$20,000 | \$20,001 - \$30,000 | Over \$30,000 以上 | Unspecified 未有說明 | Sub-total 小計 |
|--------------------------------------|-------------------------|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| OPERATIVE LEVEL (Continued) 操作工級 (續) | | | | | | | | | | | |
| 435 | Stone Selector 配石工 | 1 | 114 | 191 | 25 | 14 | - | - | - | 13 | 358 |
| 436 | Colouring Worker 著色工 | - | 1 | - | - | - | - | - | - | - | 1 |
| 437 | Gold Refiner 煉金工 | - | - | 6 | - | 27 | - | - | - | - | 33 |
| | Sub-total 小計 | 3 | 159 | 243 | 31 | 45 | - | - | - | 19 | 500 |
| | Grand Total 總計 | 3 | 296 | 2 618 | 3 076 | 3 201 | 1 688 | 1 334 | 294 | 676 | 13 186 |

PREFERRED EDUCATION OF EMPLOYEES
僱員宜有的教育程度

| Number 號碼 | Branch 門類 | Degree or Equivalent 大學學位 | Higher Diploma 高級文憑 | Diploma 文憑 | Higher Cert./ Certificate 高級證書/ 證書 | Secondary 5 中五 | Craft Certificate 技工證書 | Secondary 3 or below 中三以下 | Unspecified 未有說明 | Sub-total 小計 |
|------------------------|---|---------------------------------|---------------------------|---------------|---|-------------------|------------------------------|---------------------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | 45 | 20 | 9 | - | - | - | - | 6 | 80 |
| 2. | Basic Metal 普通金屬 | 58 | 7 | 2 | - | - | - | - | - | 67 |
| 3. | Metal Products 金屬製品 | 43 | 21 | 15 | - | - | - | - | 43 | 122 |
| 4. | Machinery & Equipment 機械設備 | 172 | 54 | 5 | - | - | - | - | 22 | 253 |
| 5. | Watches & Clocks 鐘錶製造 | 29 | 33 | 6 | - | 5 | - | - | 6 | 79 |
| 6. | Electrical Appliances & House-wares 電器製造 | 129 | 14 | 14 | - | 1 | - | - | 1 | 159 |
| 7. | Optical Goods 光學製品 | 6 | - | 10 | - | 1 | - | - | - | 17 |
| 8. | Technical Support 技術支援 | 2 219 | 1 494 | 601 | - | 4 | - | 44 | 383 | 4 745 |
| 9. | Engineering Services 工程服務 | 581 | 166 | 28 | - | - | - | - | - | 775 |
| 10. | Training/Educational Institutions 訓練／教育院校 | 189 | - | - | - | - | - | - | 44 | 233 |

| Number 號碼 | Branch 門類 | Degree or Equivalent 大學學位 | Higher Diploma 高級文憑 | Diploma 文憑 | Higher Cert./ Certificate 高級證書/ 證書 | Secondary 5 中五 | Craft Certificate 技工證書 | Secondary 3 or below 中三以下 | Unspecified 未有說明 | Sub-total 小計 |
|--|---|---------------------------------|---------------------------|---------------|---|-------------------|------------------------------|---------------------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL (Continued) 技師級 (續) | | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | 79 | 42 | 27 | 1 | 4 | - | 1 | 3 | 157 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 870 | 437 | 70 | 6 | 36 | - | - | 16 | 1 435 |
| | Sub-total 小計 | 4 420 | 2 288 | 787 | 7 | 51 | - | 45 | 524 | 8 122 |
| TECHNICIAN LEVEL 技術員級 | | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | - | 23 | 71 | 92 | 6 | - | - | 8 | 200 |
| 2. | Basic Metal 普通金屬 | - | 95 | 4 | 28 | - | - | - | - | 127 |
| 3. | Metal Products 金屬製品 | 161 | 48 | 121 | 206 | 27 | - | - | 43 | 606 |
| 4. | Machinery & Equipment 機械設備 | 108 | 153 | 162 | 408 | 11 | 18 | - | 8 | 868 |
| 5. | Watches & Clocks 鐘錶製造 | 2 | 100 | 50 | 81 | 11 | - | 4 | 26 | 274 |
| 6. | Electrical Appliances & House-wares 電器製造 | 12 | 119 | 133 | 73 | 5 | - | - | 13 | 355 |
| 7. | Optical Goods 光學製品 | 9 | - | 34 | 13 | 27 | 12 | - | - | 95 |
| 8. | Technical Support 技術支援 | 1 211 | 2 297 | 2 874 | 3 991 | 276 | - | 86 | 103 | 10 838 |
| 9. | Engineering Services 工程服務 | 82 | 539 | 178 | 313 | - | - | - | - | 1 112 |
| 10. | Training/Educational Institutions 訓練/教育院校 | 97 | - | 76 | - | - | - | - | 20 | 193 |

| Number 號碼 | Branch 門類 | Degree or Equivalent 大學學位 | Higher Diploma 高級文憑 | Diploma 文憑 | Higher Cert./ Certificate 高級證書/ 證書 | Secondary 5 中五 | Craft Certificate 技工證書 | Secondary 3 or below 中三以下 | Unspecified 未有說明 | Sub-total 小計 |
|---------------------------------------|---|---------------------------------|---------------------------|---------------|---|-------------------|------------------------------|---------------------------------|---------------------|-----------------|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | 25 | 152 | 163 | 232 | 101 | 28 | 4 | 9 | 714 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 1 626 | 2 743 | 1 625 | 2 100 | 399 | - | - | 182 | 8 675 |
| | Sub-total 小計 | 3 333 | 6 269 | 5 491 | 7 537 | 863 | 58 | 94 | 412 | 24 057 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | - | - | - | 42 | 284 | 125 | - | 10 | 461 |
| 2. | Basic Metal 普通金屬 | - | - | - | - | 76 | 240 | 14 | - | 330 |
| 3. | Metal Products 金屬製品 | - | - | - | - | 296 | 526 | 476 | 21 | 1 319 |
| 4. | Machinery & Equipment 機械設備 | - | - | - | 23 | 1 122 | 1 047 | 285 | 10 | 2 487 |
| 5. | Watches & Clocks 鐘錶製造 | - | - | 3 | - | 44 | 37 | 29 | 3 | 116 |
| 6. | Electrical Appliances & House-wares 電器製造 | - | - | - | 52 | 134 | 202 | 47 | 19 | 454 |
| 7. | Optical Goods 光學製品 | - | - | 2 | - | 18 | 27 | 53 | - | 100 |
| 8. | Technical Support 技術支援 | - | - | - | 55 | 519 | 288 | 173 | 207 | 1 242 |
| 9. | Engineering Services 工程服務 | - | - | - | - | 59 | - | - | - | 59 |
| 10. | Training/Educational Institutions 訓練／教育院校 | - | 1 | 3 | - | 12 | 18 | - | - | 34 |

| Number 號碼 | Branch 門類 | Degree or Equivalent 大學學位 | Higher Diploma 高級文憑 | Diploma 文憑 | Higher Cert./ Certificate 高級證書/ 證書 | Secondary 5 中五 | Craft Certificate 技工證書 | Secondary 3 or below 中三以下 | Unspecified 未有說明 | Sub-total 小計 |
|-------------------------------------|--------------------------------------|---------------------------------|---------------------------|---------------|---|-------------------|------------------------------|---------------------------------|---------------------|-----------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | - | - | 34 | 112 | 570 | 531 | 272 | 41 | 1 560 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | - | - | - | - | 70 | 20 | 40 | 15 | 145 |
| | Sub-total 小計 | - | 1 | 42 | 284 | 3 204 | 3 061 | 1 389 | 326 | 8 307 |
| | Grand Total 總計 | 7 753 | 8 558 | 6 320 | 7 828 | 4 118 | 3 119 | 1 528 | 1 262 | 40 486 |

PREFERRED MODE OF TRAINING OF EMPLOYEES

僱員宜有的訓練方式

| Number 號碼 | Branch 門類 | Graduate Traineeship 工科畢業生 訓練 | On-the-job Training 在職訓練 | Apprenticeship 學徒訓練 | Others 其他 | Unspecified 未有說明 | Sub-total 小計 |
|-------------------------------|---|--|--------------------------------|------------------------|--------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | 5 | 69 | - | - | 6 | 80 |
| 2. | Basic Metal 普通金屬 | - | 67 | - | - | - | 67 |
| 3. | Metal Products 金屬製品 | 27 | 52 | - | - | 43 | 122 |
| 4. | Machinery & Equipment 機械設備 | 7 | 224 | - | - | 22 | 253 |
| 5. | Watches & Clocks 鐘錶製造 | 8 | 65 | - | - | 6 | 79 |
| 6. | Electrical Appliances & House-wares 電器製造 | 7 | 151 | - | - | 1 | 159 |
| 7. | Optical Goods 光學製品 | - | 17 | - | - | - | 17 |
| 8. | Technical Support 技術支援 | 315 | 4 047 | - | - | 383 | 4 745 |
| 9. | Engineering Services 工程服務 | 61 | 714 | - | - | - | 775 |
| 10. | Training/Educational Institutions 訓練／教育院校 | 29 | 160 | - | - | 44 | 233 |
| 11. | Jewellery Manufacturing 珠寶製造 | 6 | 148 | - | - | 3 | 157 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 50 | 1 369 | - | - | 16 | 1 435 |
| | Sub-total 小計 | 515 | 7 083 | - | - | 524 | 8 122 |
| TECHNICIAN LEVEL 技術員級 | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | - | 192 | - | - | 8 | 200 |
| 2. | Basic Metal 普通金屬 | - | 127 | - | - | - | 127 |
| 3. | Metal Products 金屬製品 | - | 563 | - | - | 43 | 606 |
| 4. | Machinery & Equipment 機械設備 | - | 860 | - | - | 8 | 868 |
| 5. | Watches & Clocks 鐘錶製造 | - | 248 | - | - | 26 | 274 |
| 6. | Electrical Appliances & House-wares 電器製造 | - | 342 | - | - | 13 | 355 |

| Number 號碼 | Branch 門類 | Graduate Traineeship 工科畢業生 訓練 | On-the-job Training 在職訓練 | Apprenticeship 學徒訓練 | Others 其他 | Unspecified 未有說明 | Sub-total 小計 |
|--|---|--|--------------------------------|------------------------|--------------|---------------------|-----------------|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | | | |
| 7. | Optical Goods 光學製品 | - | 95 | - | - | - | 95 |
| 8. | Technical Support 技術支援 | 44 | 10 691 | - | - | 103 | 10 838 |
| 9. | Engineering Services 工程服務 | - | 1 112 | - | - | - | 1 112 |
| 10. | Training/Educational Institutions 訓練／教育院校 | - | 173 | - | - | 20 | 193 |
| 11. | Jewellery Manufacturing 珠寶製造 | - | 705 | - | - | 9 | 714 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | - | 8 493 | - | - | 182 | 8 675 |
| | Sub-total 小計 | 44 | 23 601 | - | - | 412 | 24 057 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | - | 420 | 31 | - | 10 | 461 |
| 2. | Basic Metal 普通金屬 | - | 323 | 7 | - | - | 330 |
| 3. | Metal Products 金屬製品 | - | 1 236 | 62 | - | 21 | 1 319 |
| 4. | Machinery & Equipment 機械設備 | - | 2 469 | 8 | - | 10 | 2 487 |
| 5. | Watches & Clocks 鐘錶製造 | - | 109 | 4 | - | 3 | 116 |
| 6. | Electrical Appliances & House-wares 電器製造 | - | 435 | - | - | 19 | 454 |
| 7. | Optical Goods 光學製品 | - | 98 | 2 | - | - | 100 |
| 8. | Technical Support 技術支援 | - | 989 | 46 | - | 207 | 1 242 |
| 9. | Engineering Services 工程服務 | - | 59 | - | - | - | 59 |
| 10. | Training/Educational Institutions 訓練／教育院校 | - | 34 | - | - | - | 34 |
| 11. | Jewellery Manufacturing 珠寶製造 | - | 1 519 | - | - | 41 | 1 560 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | - | 130 | - | - | 15 | 145 |
| | Sub-total 小計 | - | 7 821 | 160 | - | 326 | 8 307 |
| | Grand Total 總計 | 559 | 38 505 | 160 | - | 1 262 | 40 486 |

PREFERRED PERIOD OF TRAINING OF EMPLOYEES

僱員宜有的訓練期

| Number 號碼 | Branch 門類 | 4 Years or above 4 年或以上 | 3 to less than 4 Years 3至4 年以下 | 2 to less than 3 Years 2至3 年以下 | 1 to less than 2 Years 1至2 年以下 | 6 months to less than 1 Year 6個月至1年以下 | Below 6 Months 6個月以下 | Unspecified 未有說明 | Sub-total 小計 |
|------------------------|--|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---|----------------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL 技師級 | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | 49 | 19 | 6 | - | - | - | 6 | 80 |
| 2. | Basic Metal 普通金屬 | 56 | 11 | - | - | - | - | - | 67 |
| 3. | Metal Products 金屬製品 | 49 | 13 | 12 | 5 | - | - | 43 | 122 |
| 4. | Machinery & Equipment 機械設備 | 147 | 70 | 14 | - | - | - | 22 | 253 |
| 5. | Watches & Clocks 鐘錶製造 | 51 | 15 | 7 | - | - | - | 6 | 79 |
| 6. | Electrical Appliances & House-wares 電器製造 | 77 | 32 | 49 | - | - | - | 1 | 159 |
| 7. | Optical Goods 光學製品 | 7 | 6 | - | 4 | - | - | - | 17 |
| 8. | Technical Support 技術支援 | 2 662 | 958 | 738 | - | - | 4 | 383 | 4 745 |
| 9. | Engineering Services 工程服務 | 472 | 223 | 72 | 8 | - | - | - | 775 |
| 10. | Training/Educational Institutions 訓練／教育院校 | 73 | 88 | 28 | - | - | - | 44 | 233 |

| Number 號碼 | Branch 門類 | 4 Years or above 4年或以上 | 3 to less than 4 Years 3至4年以下 | 2 to less than 3 Years 2至3年以下 | 1 to less than 2 Years 1至2年以下 | 6 months to less than 1 Year 6個月至1年以下 | Below 6 Months 6個月以下 | Unspecified 未有說明 | Sub-total 小計 |
|--|--|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|----------------------------|---------------------|-----------------|
| TECHNOLOGIST LEVEL (Continued) 技師級 (續) | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | 103 | 29 | 18 | 4 | - | - | 3 | 157 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 842 | 555 | 22 | - | - | - | 16 | 1 435 |
| | Sub-total 小計 | 4 588 | 2 019 | 966 | 21 | - | 4 | 524 | 8 122 |
| TECHNICIAN LEVEL 技術員級 | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | 17 | 66 | 104 | 5 | - | - | 8 | 200 |
| 2. | Basic Metal 普通金屬 | 93 | 18 | 16 | - | - | - | - | 127 |
| 3. | Metal Products 金屬製品 | 148 | 193 | 173 | 49 | - | - | 43 | 606 |
| 4. | Machinery & Equipment 機械設備 | 302 | 296 | 185 | 77 | - | - | 8 | 868 |
| 5. | Watches & Clocks 鐘錶製造 | 56 | 42 | 120 | 30 | - | - | 26 | 274 |
| 6. | Electrical Appliances & House-wares 電器製造 | 138 | 55 | 118 | 31 | - | - | 13 | 355 |
| 7. | Optical Goods 光學製品 | 3 | 65 | 12 | - | 15 | - | - | 95 |
| 8. | Technical Support 技術支援 | 2 052 | 2 727 | 3 900 | 1 997 | - | 59 | 103 | 10 838 |
| 9. | Engineering Services 工程服務 | 137 | 284 | 119 | 539 | 33 | - | - | 1 112 |
| 10. | Training/Educational Institutions 訓練／教育院校 | 65 | 62 | - | 46 | - | - | 20 | 193 |

| Number 號碼 | Branch 門類 | 4 Years or above 4年或以上 | 3 to less than 4 Years 3至4年以下 | 2 to less than 3 Years 2至3年以下 | 1 to less than 2 Years 1至2年以下 | 6 months to less than 1 Year 6個月至1年以下 | Below 6 Months 6個月以下 | Unspecified 未有說明 | Sub-total 小計 |
|---------------------------------------|--|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---|----------------------------|---------------------|-----------------|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | 332 | 175 | 137 | 61 | - | - | 9 | 714 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 1 155 | 2 365 | 4 299 | 632 | 30 | 12 | 182 | 8 675 |
| | Sub-total 小計 | 4 498 | 6 348 | 9 183 | 3 467 | 78 | 71 | 412 | 24 057 |
| CRAFTSMAN LEVEL 技工級 | | | | | | | | | |
| 1. | Plant Maintenance 廠房保養 | 61 | 54 | 250 | 82 | - | 4 | 10 | 461 |
| 2. | Basic Metal 普通金屬 | 276 | 4 | 17 | 33 | - | - | - | 330 |
| 3. | Metal Products 金屬製品 | 308 | 347 | 286 | 356 | 1 | - | 21 | 1 319 |
| 4. | Machinery & Equipment 機械設備 | 686 | 555 | 683 | 527 | - | 26 | 10 | 2 487 |
| 5. | Watches & Clocks 鐘錶製造 | 13 | 9 | 39 | 50 | - | 2 | 3 | 116 |
| 6. | Electrical Appliances & House-wares 電器製造 | 84 | 142 | 111 | 81 | 17 | - | 19 | 454 |
| 7. | Optical Goods 光學製品 | - | 54 | 30 | 14 | 2 | - | - | 100 |
| 8. | Technical Support 技術支援 | 92 | 449 | 356 | 133 | 5 | - | 207 | 1 242 |
| 9. | Engineering Services 工程服務 | - | - | - | 30 | - | - | 29 | 59 |
| 10. | Training/Educational Institutions 訓練／教育院校 | 6 | - | - | 28 | - | - | - | 34 |

| Number 號碼 | Branch 門類 | 4 Years or above 4 年或以上 | 3 to less than 4 Years 3至4 年以下 | 2 to less than 3 Years 2至3 年以下 | 1 to less than 2 Years 1至2 年以下 | 6 months to less than 1 Year 6個月至1年以下 | Below 6 Months 6個月以下 | Unspecified 未有說明 | Sub-total 小計 |
|-------------------------------------|--------------------------------------|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---|----------------------------|---------------------|-----------------|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | | | | | |
| 11. | Jewellery Manufacturing 珠寶製造 | 768 | 155 | 468 | 128 | - | - | 41 | 1 560 |
| 12. | Jewellery Wholesale & I/E 珠寶批發進出口 | 8 | 40 | 62 | 20 | - | - | 15 | 145 |
| | Sub-total 小計 | 2 302 | 1 809 | 2 302 | 1 482 | 25 | 32 | 355 | 8 307 |
| | Grand Total 總計 | 11 388 | 10 176 | 12 451 | 4 970 | 103 | 107 | 1 291 | 40 486 |

**RECOMMENDED ANNUAL TRAINING REQUIREMENTS
FOR 2009 TO 2012 (METAL PRODUCTS AND RELATED INDUSTRIES)**

金屬品及相關行業於 2009 至 2012 年間建議的每年訓練人數

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Recommended Number of Trainees to be Taken on Annually 建議招收的每年受訓者人數 |
|-------------------------------|---|---|---------------------------------|---|--|
| TECHNOLOGIST LEVEL 技師級 | | | | | |
| 101 | Mechanical Engineer 機械工程師 | 1 110 | - | 94 | 18 – 22 |
| 102 | Manufacturing/Production/ Industrial Engineer 製造/生產/工業工程師 | 301 | - | 4 | 5 – 6 |
| 103 | Materials Engineer/Metallurgist 用料工程師/冶金技師 | 67 | - | 2 | 1 |
| 104 | Electrical Engineer 電機工程師 | 266 | - | 3 | 4 – 5 |
| 105 | Electronics Engineer 電子工程師 | 301 | - | 6 | 5 – 6 |
| 106 | Technical Services Engineer 技術支援工程師 | 408 | - | 4 | 6 – 8 |
| 107 | Technical Marketing Manager 技術市務經理 | 2 446 | - | 2 | 39 – 48 |
| 108 | Logistics Manager 物流經理 | 100 | - | - | 2 |
| 109 | Merchandising Manager 採購經理 | 288 | - | - | 5 – 6 |
| 110 | Training Manager 訓練經理 | 11 | - | - | - |
| 111 | Engineering Manager 工程經理 | 195 | 1 | - | 3 – 4 |
| 112 | Factory Manager 工廠經理 | 222 | - | - | 3 – 4 |
| 113 | Production Manager 生產部經理 | 368 | - | - | 6 – 7 |
| 114 | Quality Control Manager 品質控制經理 | 195 | - | - | 3 – 4 |
| 115 | Product/Graphic Designer 產品/平面設計師 | 252 | - | - | 4 – 5 |
| | Sub-total 小計 | 6 530 | 1 | 115 | 104 – 128 |
| TECHNICIAN LEVEL 技術員級 | | | | | |
| 201 | Mechanical Draughtsman 機械繪圖員 | 177 | - | 1 | 4 – 5 |

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Recommended Number of Trainees to be Taken on Annually 建議招收的每年受訓者人數 |
|--|---|---|---------------------------------|---|--|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | |
| 202 | Mechanical Engineering Technician 機械工程技術員 | 827 | - | 64 | 20 – 25 |
| 203 | Manufacturing/Production/ Industrial Engineering Technician 製造/生產/工業工程技術員 | 371 | 1 | 5 | 9 – 11 |
| 204 | Electrical Engineering Technician 電機工程技術員 | 554 | 40 | 20 | 14 – 17 |
| 205 | Foreman/Supervisor 管工/監督 | 984 | - | 6 | 24 – 29 |
| 206 | Electronics Technician 電子技術員 | 450 | - | 6 | 11 – 14 |
| 207 | Technical Services Technician 支援技術員 | 877 | - | 52 | 21 – 26 |
| 208 | Technical Marketing Executive 技術市場主任 | 6 243 | - | 30 | 152 – 186 |
| 209 | Co-ordinator 協理員/聯絡員 | 1 432 | - | 2 | 35 – 43 |
| 210 | Logistics Executive/Supervisor 物流主任 | 442 | - | 2 | 11 – 13 |
| 211 | Merchandiser 採購員 | 1 585 | - | 3 | 39 – 47 |
| 212 | Production Supervisor 生產主管 | 234 | - | - | 6 – 7 |
| 213 | Quality Control Supervisor 品質控制主管 | 300 | - | - | 7 – 9 |
| 214 | Training Officer 訓練主任 | 4 | - | - | - |
| 215 | Research and Development Technician 研究及發展技術員 | 188 | - | 7 | 5 – 6 |
| | Sub-total 小計 | 14 668 | 41 | 198 | 358 – 438 |
| CRAFTSMAN LEVEL 技工級 | | | | | |
| 301 | Machinist 機床工 | 651 | 4 | 1 | 10 – 13 |
| 302 | Precision Machinist 精密加工機床工 | 119 | - | - | 2 |
| 303 | Machine Setter 機器調校工 | 75 | - | - | 1 |
| 304 | Tool and Die Maker 工具及工模製造工 | 178 | - | - | 3 |
| 305 | Instrument Maker/Repairer 儀器製造/修理工 | 447 | 18 | 7 | 7 – 9 |
| 306 | Electrician 電工 | 735 | 8 | 11 | 12 – 14 |

| Code No. 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者 人數 | Number of Vacancies at Date of Survey 調查期間空缺 | Recommended Number of Trainees to be Taken on Annually 建議招收的每年受訓者人數 |
|-------------------------------------|---|---|---------------------------------|---|--|
| CRAFTSMAN LEVEL (Continued) 技工級 (續) | | | | | |
| 307 | Mechanical Fitter 機械打磨裝配工 | 2 051 | 14 | 61 | 32 – 39 |
| 308 | Moulder and Core Maker (Sand) 砂模及模心製造工 | 14 | - | - | - |
| 309 | Furnaceman 熔爐工 | 78 | - | - | 1 – 2 |
| 310 | Electric Arc and Gas Welder 電焊氣焊工 | 406 | - | 2 | 7 – 8 |
| 311 | Sheetmetal Fabricator 薄片金屬構造工 | 399 | - | - | 6 – 8 |
| 312 | Steel Fabricator (Thick Plate) 鋼板構造工 | 102 | - | - | 2 |
| 313 | Plumber and Pipe Fitter 喉管工 | 53 | - | - | 1 |
| 314 | Pattern/Model/Prototype Maker 樣本/模型/生產原型製造工 | 67 | - | - | 1 |
| 315 | Electroplating and Metal Coating Worker 電鍍及金屬塗層工 | 212 | - | - | 3 – 4 |
| 316 | Painter 髹漆工 | 96 | - | - | 2 |
| 317 | Metal Printing Craftsman 金屬印製技工 | 26 | - | - | - |
| 318 | Rolling Mill/Extrusion Press Craftsman 軋壓/擠壓技工 | 123 | - | - | 2 |
| 319 | Silk Screen Printer 絲網印刷工 | 1 | - | - | - |
| 320 | Cameraman/Darkroom Processor 攝影員/黑房整理員 | 6 | - | - | - |
| 321 | Mould Maker 製模技工 | 292 | 6 | - | 5 – 6 |
| 322 | Repairer (Watches and Clocks) 鐘錶修理工 | 368 | - | 12 | 6 – 7 |
| 323 | Heat Treatment Craftsman 熱處理技工 | 15 | - | - | - |
| 324 | Edging/Shaping Craftsman 車邊工 | 88 | 2 | 4 | 1 – 2 |
| | Sub-total 小計 | 6 602 | 52 | 98 | 104 – 126 |

RECOMMENDED ANNUAL TRAINING REQUIREMENTS
FOR 2009 TO 2012 (JEWELLERY SECTOR)
珠寶業於 2009 至 2012 年間建議的每年訓練人數

| Code Number 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者人數 | Number of Vacancies at Date of Survey 調查期間的空缺 | Recommended Number of Trainees to be Taken on Annually 建議招收的每年受訓者人數 |
|-------------------------------|--|---|-----------------------------|--|--|
| TECHNOLOGIST LEVEL 技師級 | | | | | |
| 108 | Logistics Manager 物流經理 | 1 | - | - | - |
| 110 | Training Manager 訓練經理 | 2 | - | - | - |
| 131 | Gemmologist 寶石鑒定師 | 16 | - | - | 1 |
| 132 | Assay Officer 驗金師 | 5 | - | - | - |
| 133 | Jewellery Marketing Manager 珠寶市務經理 | 913 | - | 5 | 25 – 31 |
| 134 | Production Manager 生產部經理 | 286 | - | - | 8 – 10 |
| 135 | Design and Development Manager 設計及發展經理 | 118 | - | 2 | 3 – 4 |
| 136 | Merchandizing Manager 營銷採購經理 | 248 | - | 1 | 7 – 8 |
| 137 | Brand Development Manager 品牌發展經理 | 3 | - | - | - |
| | Sub-total 小計 | 1 592 | - | 8 | 44 – 54 |
| TECHNICIAN LEVEL 技術員級 | | | | | |
| 210 | Logistics Executive/Supervisor 物流主任 | 1 | - | - | - |
| 231 | Jewellery Designer (Hand Sketch) 珠寶設計員 (手繪) | 449 | - | 17 | 16 – 20 |
| 232 | Jewellery Designer (CAD) 珠寶設計員 (電腦輔助設計) | 206 | - | 33 | 8 – 9 |
| 233 | Foreman/Supervisor 工場主管 | 296 | - | 3 | 11 – 13 |

| Code Number 編號 | Job Title 職稱 | Number of Workers Employed (Excluding Trainees) 僱員人數 (受訓者除外) | Number of Trainees 受訓者人數 | Number of Vacancies at Date of Survey 調查期間的空缺 | Recommended Number of Trainees to be Taken on Annually 建議招收的每年受訓者人數 |
|---------------------------------------|--|---|-----------------------------|--|--|
| TECHNICIAN LEVEL (Continued) 技術員級 (續) | | | | | |
| 234 | Marketing Co-ordinator 業務協理員 | 578 | - | 10 | 21 – 26 |
| 235 | Quality Controller 品質管理員 | 493 | - | - | 18 – 22 |
| 236 | Merchandizer 營銷採購員 | 2 505 | 4 | 6 | 91 – 112 |
| 237 | Jewellery Marketing Executive 珠寶市務主任 | 4 861 | - | 199 | 178 – 217 |
| | Sub-total 小計 | 9 389 | 4 | 268 | 343 – 419 |
| CRAFTSMAN LEVEL 技工級 | | | | | |
| 331 | Goldsmith (K-gold) 打金工 (西金) | 795 | 22 | 10 | 17 – 21 |
| 332 | Goldsmith (Fine-gold) 打金工 (足金) | 65 | - | - | 1 |
| 333 | Precious Stone Setter 首飾鑲嵌工 | 452 | 7 | - | 10 – 12 |
| 334 | Jewellery Pattern Maker (Metal) 首飾鑄造金屬樣板工 | 44 | - | - | 1 |
| 335 | Jewellery Pattern Maker (Wax) 首飾鑄造蠟板工 | 25 | - | - | 1 |
| 336 | Mould Maker/Caster 製模鑄造工 | 57 | - | - | 1 – 2 |
| 337 | Jewellery Plater 首飾電鍍工 | 86 | - | - | 2 |
| 338 | Jewellery Engraver/Milligrainer 珠寶雕刻工 | 60 | - | - | 1 – 2 |
| 339 | Gemstone Cutter/Polisher 寶石割切/打磨工 | 108 | - | 1 | 3 |
| 340 | Diamond Cutter/Polisher 鑽石割切/打磨工 | 8 | - | - | - |
| 341 | Rapid Prototyping (RP) Craftsman 快速原型製造技工 | 5 | - | - | - |
| | Sub-total 小計 | 1 705 | 29 | 11 | 37 – 45 |

| | |
|------------------------|----------------|
| CONFIDENTIAL | 填入數據即成 機密文件 |
| WHEN ENTERED WITH DATA | |

Appendix 13

附錄 13

VOCATIONAL TRAINING COUNCIL

職業訓練局

THE 2008 MANPOWER SURVEY OF THE METALS INDUSTRY

金屬業二〇〇八年人力調查

QUESTIONNAIRE

調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

填表前，請參閱附註

| For official use only: 此欄毋須填寫 | Rec. Type | Survey Code | Industry Code | Establishment No. | Enumerator's No. | Editor's No. | Check Digit | No. of Employees Covered by the Questionnaire |
|----------------------------------|--------------|----------------|------------------|----------------------|---------------------|-----------------|----------------|---|
| | 1 | 0 7 2 3 | 4 5 6 7 8 9 | 10 11 12 13 14 15 | 16 17 | 18 19 | 20 21 22 | 23 24 25 26 27 |

NAME OF ESTABLISHMENT: _____

機構名稱

ADDRESS: _____

地址

TYPE OF PRODUCTS/SERVICES: _____

產品/服務

TOTAL NUMBER OF PERSONS ENGAGED: _____

僱員總人數

NAME OF PERSON TO CONTACT: _____

聯絡人姓名

28

POSITION: _____

職位

47

TEL. NO.: _____ - _____

電話

48

55

56

63

FAX NO.: _____

圖文傳真

E-MAIL: _____

電郵

64

98

VTC-ME-01

Part I 第一部份

| (A) Job 工作 | | | (B) Average Monthly Income 每月 平均 收入 | (C) Number of Employees at Date of Survey (excl. trainees) 現有 僱員人數 (受訓者除外) | (D) Forecast of Number Employed 12 Months from Now (excl. trainees) 預計 十二個月後 僱員人數 (受訓者除外) | (E) Number of Vacancies at Date of Survey (excl. trainees) 現有 空缺額 (受訓者 除外) | (F) Number of Trainees at Date of Survey 現有 受訓者 人數 | Average Monthly Income 每月平均收入 Enter in column B employee's average monthly income range according to the following codes: 請將僱員的每月平均收入 幅度按照下列類別編號填 入B欄內: | |
|--|--------------|---------------------|---|--|---|---|---|---|---|
| Title 職稱 (See Appendix CM) (參閱附錄CM) | Rec. Type | Job Code 職位編號 | Code 編號 | | | | | | |
| For Official Use Only 此欄毋須填寫 | | | 8-10 | 11 | 12-15 | 16-19 | 20-22 | 23-25 | Average Monthly Income Range 每月平均收入幅度 |
| 1 | 2 | | | | | | | 1 | Under \$5,001 以下 |
| 2 | 2 | | | | | | | 2 | \$5,001 - \$8,000 |
| 3 | 2 | | | | | | | 3 | \$8,001 - \$11,000 |
| 4 | 2 | | | | | | | 4 | \$11,001 - \$14,000 |
| 5 | 2 | | | | | | | 5 | \$14,001 - \$17,000 |
| 6 | 2 | | | | | | | 6 | \$17,001 - \$20,000 |
| 7 | 2 | | | | | | | 7 | \$20,001 - \$30,000 |
| 8 | 2 | | | | | | | 8 | Over \$30,000 以上 |
| 9 | 2 | | | | | | | | |
| 10 | 2 | | | | | | | | |
| 11 | 2 | | | | | | | | |
| 12 | 2 | | | | | | | | |
| 13 | 2 | | | | | | | | |
| 14 | 2 | | | | | | | | |
| 15 | 2 | | | | | | | | |
| 16 | 2 | | | | | | | | |
| 17 | 2 | | | | | | | | |
| 18 | 2 | | | | | | | | |
| 19 | 2 | | | | | | | | |
| 20 | 2 | | | | | | | | |
| 21 | 2 | | | | | | | | |
| 22 | 2 | | | | | | | | |
| 23 | 2 | | | | | | | | |
| 24 | 2 | | | | | | | | |
| 25 | 2 | | | | | | | | |
| 26 | 2 | | | | | | | | |
| 27 | 2 | | | | | | | | |
| 28 | 2 | | | | | | | | |
| 29 | 2 | | | | | | | | |
| 30 | 2 | | | | | | | | |
| 31 | 2 | | | | | | | | |
| 32 | 2 | | | | | | | | |

Note 1 If additional lines are necessary, please tick here and enter on supplementary sheet(s).
附註一 如此頁填滿，請先將 (✓) 號填入此 內，然後在附頁繼續填寫。

Note 2 The term 'trainees' includes all trainees receiving any form of training an apprentices under a contract of apprenticeship.
附註二 「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

| | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|---|----------|----------|----------|--|---|--|-----------------------------|-------------|-------------|-------------|---|---|---|--|----------------|----------|----------|
| <p>Internal Promotion 內部晉升</p> <p>Q1. Please fill in the number of internal promotion in the past 12 months. 請填寫過去十二個月內，內部晉升的人數</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 2px;">Rec Type</td> <td style="width:33%; border: 1px solid black; padding: 2px;">From Technician/Supervisor to Technologist/Manager 由技術員/督導員晉升至技師/經理</td> <td style="width:33%; border: 1px solid black; padding: 2px;">From Craftsman to Technician/Supervisor 由技工晉升至技術員/督導員</td> <td style="width:33%; border: 1px solid black; padding: 2px;">From Others to Craftsman 由其他職級晉升至技工</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">3</td> <td style="border: 1px solid black; text-align: center;">1 8 9 10</td> <td style="border: 1px solid black; text-align: center;">11 12 13</td> <td style="border: 1px solid black; text-align: center;">14 15 16</td> </tr> </table> | Rec Type | From Technician/Supervisor to Technologist/Manager 由技術員/督導員晉升至技師/經理 | From Craftsman to Technician/Supervisor 由技工晉升至技術員/督導員 | From Others to Craftsman 由其他職級晉升至技工 | 3 | 1 8 9 10 | 11 12 13 | 14 15 16 | <p>Hong Kong Technical Staff Posted Outside Hong Kong 被派往香港以外地方任職的香港技術員工</p> <p>Q2. Please enter below the number of technologists/managers, technicians/supervisors and craftsmen who had been posted outside Hong Kong for more than half year during the 12 months prior to the survey. 請填寫過去十二個月內，被派往香港以外地方任職超過半年的技師/經理、技術員/督導員及技工人數</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Technologists/Managers 技師/經理人數</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Technicians/Supervisors 技術員/督導員人數</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Craftsmen 技工人數</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">17 18 19 20</td> <td style="border: 1px solid black; text-align: center;">21 22 23 24</td> <td style="border: 1px solid black; text-align: center;">25 26 27 28</td> </tr> </table> | Number of Technologists/Managers 技師/經理人數 | Number of Technicians/Supervisors 技術員/督導員人數 | Number of Craftsmen 技工人數 | 17 18 19 20 | 21 22 23 24 | 25 26 27 28 | <p>Mainland Workers Working in Mainland Operations under Your Company's Control 由貴公司管理在內地機構工作的內地員工</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 2px;">Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人）</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人）</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人）</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">29 30 31 32 33</td> <td style="border: 1px solid black; text-align: center;">34 35 36</td> <td style="border: 1px solid black; text-align: center;">37 38 39</td> </tr> </table> | Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人） | Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人） | Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人） | 29 30 31 32 33 | 34 35 36 | 37 38 39 |
| Rec Type | From Technician/Supervisor to Technologist/Manager 由技術員/督導員晉升至技師/經理 | From Craftsman to Technician/Supervisor 由技工晉升至技術員/督導員 | From Others to Craftsman 由其他職級晉升至技工 | | | | | | | | | | | | | | | | | | | |
| 3 | 1 8 9 10 | 11 12 13 | 14 15 16 | | | | | | | | | | | | | | | | | | | |
| Number of Technologists/Managers 技師/經理人數 | Number of Technicians/Supervisors 技術員/督導員人數 | Number of Craftsmen 技工人數 | | | | | | | | | | | | | | | | | | | | |
| 17 18 19 20 | 21 22 23 24 | 25 26 27 28 | | | | | | | | | | | | | | | | | | | | |
| Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人） | Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人） | Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人） | | | | | | | | | | | | | | | | | | | | |
| 29 30 31 32 33 | 34 35 36 | 37 38 39 | | | | | | | | | | | | | | | | | | | | |

Q6. Employer's view on the Expected Change in Business Situation
僱主對未來業務狀況預期變動的意見

| | | | | | | | | | | | | | |
|--|---------------------|----------------|-------------|--|--|--|--|--------------|----------------|-------------|--|--|--|
| Coming Year 未來一年 | Coming 3 Years 未來三年 | | | | | | | | | | | | |
| <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Better 較佳</td> <td style="width:33%; text-align: center;">The Same 不變</td> <td style="width:33%; text-align: center;">Worse 較差</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> </tr> </table> | Better 較佳 | The Same 不變 | Worse 較差 | | | | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Better 較佳</td> <td style="width:33%; text-align: center;">The Same 不變</td> <td style="width:33%; text-align: center;">Worse 較差</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> <td style="border: 1px solid black; text-align: center; height: 30px;"> </td> </tr> </table> | Better 較佳 | The Same 不變 | Worse 較差 | | | |
| Better 較佳 | The Same 不變 | Worse 較差 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Better 較佳 | The Same 不變 | Worse 較差 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| (Please tick as appropriate) (請在適當的格內填上✓號) | | | | | | | | | | | | | |

Q7. Education and Training an Employee Should Have
僱員宜有的教育及訓練

| | | | | | | | | | | | | | | | | | | | | |
|---|----------------------------------|-------------------------|-------------------------|----|----|----|---|-----------------|-----------------------|-------------------------|----|----|----|---|-----------------|-----------------------|-------------------------|----|----|----|
| Technologist/Manager 技師/經理 | Technician/Supervisor 技術員/督導員 | Craftsman 技工 | | | | | | | | | | | | | | | | | | |
| <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">40</td> <td style="border: 1px solid black; text-align: center;">41</td> <td style="border: 1px solid black; text-align: center;">42</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 40 | 41 | 42 | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">43</td> <td style="border: 1px solid black; text-align: center;">44</td> <td style="border: 1px solid black; text-align: center;">45</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 43 | 44 | 45 | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">46</td> <td style="border: 1px solid black; text-align: center;">47</td> <td style="border: 1px solid black; text-align: center;">48</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 46 | 47 | 48 |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 40 | 41 | 42 | | | | | | | | | | | | | | | | | | |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 43 | 44 | 45 | | | | | | | | | | | | | | | | | | |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 46 | 47 | 48 | | | | | | | | | | | | | | | | | | |

Please enter in the boxes the education and training an employee should have according to the following codes:
請將僱員宜有的教育及訓練按照下列類別編號填入格內：

| Code 編號 | Education 教育 | Code 編號 | Training Mode 訓練方式 | Code 編號 | Training Period 訓練時間 |
|------------|---|------------|---------------------------------|------------|--|
| 1 | Degree or above 大學學位或以上 | 1 | Graduate traineeship 工科畢業生訓練 | 1 | 4 years or above 四年或以上 |
| 2 | Higher Diploma 高級文憑 | 2 | On-the-job training 在職訓練 | 2 | 3 to less than 4 years 三年至四年以下 |
| 3 | Diploma 文憑 | 3 | Apprenticeship 學徒訓練 | 3 | 2 to less than 3 years 二年至三年以下 |
| 4 | Higher Certificate/Certificate 高級證書/證書 | 4 | Others 其他 | 4 | 1 to less than 2 years 一年至二年以下 |
| 5 | Secondary 5 中五 | | | 5 | 6 months to less than 1 year 六個月至一年以下 |
| 6 | Craft Certificate 技工證書 | | | 6 | Below 6 months 六個月以下 |
| 7 | Secondary 3 or below 中三或以下 | | | | |

For official use only 此欄毋須填寫

| | | | | | | | | |
|----|----|----|----|----|----|----|----------------|---------------|
| Q1 | 2 | 3 | 4 | 5 | 6 | 7 | Est. No. _____ | |
| 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | Er. No. _____ |

| | | | | | | | | | |
|--|---|--|--|---|---|---|--|--|---|
| Q8. Recruitment 招聘 Please fill in the number of new recruits <u>in the past 12 months</u> 請填寫過去十二個月內，新招聘的僱員人數 | | | | | Q9. Employees Left 僱員離職 Please fill in the number of employees who had left your establishment <u>in the past 12 months</u> 請填寫過去十二個月內，離職的僱員人數 | | | | |
| Number of Technologists/ Managers 技師/ 經理人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Technicians/ Supervisors 技術員/ 督導員人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Craftsmen 技工人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Operatives 操作工人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | For official use only 此欄毋須填寫 <input type="text"/> | Number of Technologists/ Managers 技師/ 經理人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Technicians/ Supervisors 技術員/ 督導員人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Craftsmen 技工人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Number of Operatives 操作工人數 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | For official use only 此欄毋須填寫 <input type="text"/> |
| 57 58 59 60 | 61 62 63 64 | 65 66 67 68 | 69 70 71 72 | 73 | 74 75 76 77 | 78 79 80 81 | 82 83 84 85 | 86 87 88 89 | 90 |

| | | | | | |
|---|--|--|--|---|--|
| Q10. Skills an Employee Need to Enhance 僱員需加強培訓的技能 Please indicate the <u>three most important skills that your employees need to enhance</u> . (Please see the table on the right for the choice of skills.) 你認為貴機構現有僱員在那三方面技能最需要加強培訓。(請參閱右面的編號表以選擇技能。) | | | Code Types of skills / knowledge / attributes 編號 技能/知識/個人特質的類別 | | |
| Technologist/ Manager 技師/ 經理 <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | Management skills 管理技能 101 Production and engineering management 工業生產及工程管理 102 Marketing management 經銷管理 103 Project management 計劃管理 104 Quality management 品質管理 105 Purchasing management 採購管理 106 People management 人事管理 107 Leadership skills 領導能力 China-related knowledge and world vision 有關中國的知識及世界視野 201 Social and economic development in the mainland of China 在中國大陸的社會和經濟發展 202 Laws and regulatory restrictions for access to China's market 進入中國市場的法律和規條限制 203 Trade practices in the mainland of China 在中國大陸的營商常規 204 Cross-cultural knowledge 跨文化的知識 205 World vision 世界視野 | Language skills 語文技能 301 Spoken English 英語會話 302 Written English 英文書寫能力 303 Putonghua 普通話 304 Written Chinese 中文書寫能力 Interpersonal and intrapersonal skills for the workplace 工作間的人際及個人才能 401 Problem solving 解決問題 402 Creativity 創意力 403 Critical thinking 批判思考能力 404 Communication skills 溝通技巧 405 Team building 團隊建立 406 Time management skills 時間管理技巧 407 Optimism/Positive 樂觀/積極 408 Self-esteem 自尊 409 Perseverance 毅力 | 410 Change management skills 變革管理技巧 411 Customer services skills 客戶服務技巧 412 Numerical skills 數學運用技巧 413 Ability to learn/adapt new skills/knowledge 學習或適應新技能、新知識的能力 699 Others ** 其他 ** * Please specify if skills code = '699'. * 若技能編號 = '699'，請說明。 |
| Technician/ Supervisor 技術員/ 督導員 <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | | | |
| Craftsman 技工 <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | | | |
| For official use only 此欄毋須填寫 <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| | 118 | | | | |

End of Questionnaire. Thank You for Your Co-operation.

問卷完，多謝合作

The completed questionnaire will be collected by an officer from the Census and Statistics Department.

政府統計處會派員收回填妥的調查表。

| | |
|---|----------------|
| CONFIDENTIAL WHEN ENTERED WITH DATA | 填入數據即成 機密文件 |
|---|----------------|

Appendix 14
附錄 14

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2008 MANPOWER SURVEY OF THE METALS INDUSTRY (JEWELLERY SECTOR
金屬業(珠寶行業)二〇〇八年人力調查

QUESTIONNAIRE
調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE
填表前,請參閱附註

| <u>For official use only:</u> 此欄毋須填寫 | Rec. Type | Survey Code | Industry Code | Establishment No. | Enumerator's No. | Editor's No. | Check Digit | No. of Employees Covered by the Questionnaire |
|---|--------------|----------------|------------------|----------------------|---------------------|-----------------|----------------|---|
| | 1 1 | 0 7 2 3 | 4 5 6 7 8 9 | 10 11 12 13 14 15 | 16 17 | 18 19 | 20 21 22 | 23 24 25 26 27 |

NAME OF ESTABLISHMENT: _____
機構名稱

ADDRESS: _____
地址

TYPE OF PRODUCTS/SERVICES: _____ TOTAL NUMBER OF PERSONS ENGAGED: _____
產品/服務 僱員總人數

NAME OF PERSON TO CONTACT: _____ POSITION: _____
聯絡人姓名 28 47 職位

TEL. NO.: _____ - _____ FAX NO.: _____
電話 48 55 56 63 圖文傳真

E-MAIL: _____
電郵 64 98

Part I 第一部份

| (A) Job 工作 | | | (B) Average Monthly Income 每月 平均 收入 | (C) Number of Employees at Date of Survey (excl. trainees) 現有 僱員人數 (受訓者除外) | (D) Forecast of Number Employed 12 Months from Now (excl. trainees) 預計 十二個月後 僱員人數 (受訓者除外) | (E) Number of Vacancies at Date of Survey (excl. trainees) 現有 空缺額 (受訓者 除外) | (F) Number of Trainees at Date of Survey 現有 受訓者 人數 | Average Monthly Income 每月平均收入 |
|---|--------------|---------------------|---|--|---|--|---|---|
| Title 職稱 (See Appendix CJ) (參閱附錄CJ) | Rec. Type | Job Code 職位編號 | Code 編號 | | | | | Enter in column B employee's average monthly income range according to the following codes: 請將僱員的每月平均收入 幅度按照下列類別編號填 入B欄內: |
| For Official Use Only 此欄毋須填寫 → | | 8-10 | 11 | 12-15 | 16-19 | 20-22 | 23-25 | Average Monthly Code Income Range 每月平均收入幅度 |
| 1 Gemmologist 寶石鑒定師 | 2 | 1 3 1 | | | | | | 1 Under \$5,001 以下 |
| 2 Assay Officer 驗金師 | 2 | 1 3 2 | | | | | | 2 \$5,001 - \$8,000 |
| 3 Jewellery Marketing Manager 珠寶市場經理 | 2 | 1 3 3 | | | | | | 3 \$8,001 - \$11,000 |
| 4 Production Manager 生產部經理 | 2 | 1 3 4 | | | | | | 4 \$11,001 - \$14,000 |
| 5 Design and Development Manager 設計及發展經理 | 2 | 1 3 5 | | | | | | 5 \$14,001 - \$17,000 |
| 6 Merchandising Manager 採購經理 | 2 | 1 3 6 | | | | | | 6 \$17,001 - \$20,000 |
| 7 Brand Development Manager 品牌發展經理 | 2 | 1 3 7 | | | | | | 7 \$20,001 - \$30,000 |
| 8 Jewellery Designer (Hand Sketch) 珠寶設計員(手繪) | 2 | 2 3 1 | | | | | | 8 Over \$30,000 以上 |
| 9 Jewellery Designer (CAD) 珠寶設計員(電腦輔助設計) | 2 | 2 3 2 | | | | | | |
| 10 Foreman/Supervisor 工場主管 | 2 | 2 3 3 | | | | | | |
| 11 Marketing Co-ordinator 業務協理員 | 2 | 2 3 4 | | | | | | |
| 12 Quality Controller 品質管制員 | 2 | 2 3 5 | | | | | | |
| 13 Merchandiser 營銷採購員 | 2 | 2 3 6 | | | | | | |
| 14 Jewellery Marketing Executive 珠寶市場主任 | 2 | 2 3 7 | | | | | | |
| 15 Goldsmith (K-gold) 打金工(西金) | 2 | 3 3 1 | | | | | | |
| 16 Goldsmith (Fine-gold) 打金工(足金) | 2 | 3 3 2 | | | | | | |
| 17 Precious Stone Setter 首飾鑲嵌工 | 2 | 3 3 3 | | | | | | |
| 18 Jewellery Pattern Maker (Metal) 首飾鑄造金屬樣板工 | 2 | 3 3 4 | | | | | | |
| 19 Jewellery Pattern Maker (Wax) 首飾鑄造蠟板工 | 2 | 3 3 5 | | | | | | |
| 20 Mould Maker/Caster 製模鑄造工 | 2 | 3 3 6 | | | | | | |
| 21 Jewellery Plater 首飾電鍍工 | 2 | 3 3 7 | | | | | | |
| 22 Jewellery Engraver/Millgrainer 珠寶雕刻工 | 2 | 3 3 8 | | | | | | |
| 23 Gemstone Cutter/Polisher 寶石割切/打磨工 | 2 | 3 3 9 | | | | | | |
| 24 Diamond Cutter/Polisher 鑽石割切/打磨工 | 2 | 3 4 0 | | | | | | |
| 25 Rapid Prototyping (RP) Craftsman 快速原型製造技工 | 2 | 3 4 1 | | | | | | |
| 26 Pearl Dyer 珍珠染色工 | 2 | 4 3 1 | | | | | | |
| 27 Beads and Pearls Stringing Workers 穿珠工 | 2 | 4 3 2 | | | | | | |
| 28 Wax Pattern Moulder/Maker 蠟樣工 | 2 | 4 3 3 | | | | | | |
| 29 Jewellery Polisher 首飾打磨工 | 2 | 4 3 4 | | | | | | |
| 30 Stone Selector/Sorter 配石工 | 2 | 4 3 5 | | | | | | |
| 31 Colouring Worker 著色工 | 2 | 4 3 6 | | | | | | |
| 32 Gold Refiner 煉金工 | 2 | 4 3 7 | | | | | | |
| 33 Electroforming Operator 電鍍操作工 | 2 | 4 3 8 | | | | | | |
| 34 | 2 | | | | | | | |

Note 1 If additional lines are necessary, please tick here and enter on supplementary sheet(s).
附註一 如此頁填滿，請先將(✓)號填入此 內，然後在附頁繼續填寫。

Note 2 The term 'trainees' includes all trainees receiving any form of training an apprentices under a contract of apprenticeship.
附註二 「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

| | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|---|----------------------|----------|----------|--|---|--|-----------------------------|-------------|-------------|-------------|--|---|---|--|----------------|----------|----------|
| <p>Internal Promotion 內部晉升</p> <p>Q1. Please fill in the number of internal promotion in the past 12 months. 請填寫過去十二個月內，內部晉升的人數</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border: 1px solid black; padding: 2px;">Rec Type</td> <td style="width:25%; border: 1px solid black; padding: 2px;">From Technician/Supervisor to Technician/Manager 由技術員／督導員晉升至技師／經理</td> <td style="width:25%; border: 1px solid black; padding: 2px;">From Craftsman to Technician/Supervisor 由技工晉升至技術員／督導員</td> <td style="width:25%; border: 1px solid black; padding: 2px;">From Others to Craftsman 由其他職級晉升至技工</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">3</td> <td style="border: 1px solid black; text-align: center;">1 2 3 4 5 6 7 8 9 10</td> <td style="border: 1px solid black; text-align: center;">11 12 13</td> <td style="border: 1px solid black; text-align: center;">14 15 16</td> </tr> </table> | Rec Type | From Technician/Supervisor to Technician/Manager 由技術員／督導員晉升至技師／經理 | From Craftsman to Technician/Supervisor 由技工晉升至技術員／督導員 | From Others to Craftsman 由其他職級晉升至技工 | 3 | 1 2 3 4 5 6 7 8 9 10 | 11 12 13 | 14 15 16 | <p>Hong Kong Technical Staff Posted Outside Hong Kong 被派往香港以外地方任職的香港技術員工</p> <p>Q2. Please enter below the number of technologists/managers, technicians/supervisors and craftsmen who had been posted outside Hong Kong for more than half year during the 12 months prior to the survey. 請填寫調查前十二個月內，被派往香港以外地方任職超過半年的技師／經理、技術員／督導員及技工人數</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Technologists/Managers 技師／經理人數</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Technicians/Supervisors 技術員／督導員人數</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Number of Craftsmen 技工人數</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">17 18 19 20</td> <td style="border: 1px solid black; text-align: center;">21 22 23 24</td> <td style="border: 1px solid black; text-align: center;">25 26 27 28</td> </tr> </table> | Number of Technologists/Managers 技師／經理人數 | Number of Technicians/Supervisors 技術員／督導員人數 | Number of Craftsmen 技工人數 | 17 18 19 20 | 21 22 23 24 | 25 26 27 28 | <p>Mainland Workers Working in Mainland Operations under Your Company's Control 由貴公司管理在內地機構工作的內地員工</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border: 1px solid black; padding: 2px;">Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人）</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人）</td> <td style="width:33%; border: 1px solid black; padding: 2px;">Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人）</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">29 30 31 32 33</td> <td style="border: 1px solid black; text-align: center;">34 35 36</td> <td style="border: 1px solid black; text-align: center;">37 38 39</td> </tr> </table> | Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人） | Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人） | Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人） | 29 30 31 32 33 | 34 35 36 | 37 38 39 |
| Rec Type | From Technician/Supervisor to Technician/Manager 由技術員／督導員晉升至技師／經理 | From Craftsman to Technician/Supervisor 由技工晉升至技術員／督導員 | From Others to Craftsman 由其他職級晉升至技工 | | | | | | | | | | | | | | | | | | | |
| 3 | 1 2 3 4 5 6 7 8 9 10 | 11 12 13 | 14 15 16 | | | | | | | | | | | | | | | | | | | |
| Number of Technologists/Managers 技師／經理人數 | Number of Technicians/Supervisors 技術員／督導員人數 | Number of Craftsmen 技工人數 | | | | | | | | | | | | | | | | | | | | |
| 17 18 19 20 | 21 22 23 24 | 25 26 27 28 | | | | | | | | | | | | | | | | | | | | |
| Q3. Please enter below the total number of Mainland workers (excluding Hong Kong Residents) working in Mainland operations which manufacture products for your company and are under your company's control. 請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人） | Q4. Please enter below the number of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations included in (Q3). 請填寫在內地機構工作，包括在 (Q3) 項內的內地技師人數（不包括香港人） | Q5. Please enter below the forecast of Mainland technologists (excluding Hong Kong Residents) working in Mainland operations 12 months from now. 請填寫預計十二個月後在內地機構工作的內地技師人數（不包括香港人） | | | | | | | | | | | | | | | | | | | | |
| 29 30 31 32 33 | 34 35 36 | 37 38 39 | | | | | | | | | | | | | | | | | | | | |

Q6. Employer's view on the Expected Change in Business Situation
僱主對未來業務狀況預期變動的意見

| | | | | | | | | | | | | | |
|--|---------------------|----------------|-------------|--|--|--|--|--------------|----------------|-------------|--|--|--|
| Coming Year 未來一年 | Coming 3 Years 未來三年 | | | | | | | | | | | | |
| <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Better 較佳</td> <td style="width:33%; text-align: center;">The Same 不變</td> <td style="width:33%; text-align: center;">Worse 較差</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> </tr> </table> | Better 較佳 | The Same 不變 | Worse 較差 | | | | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Better 較佳</td> <td style="width:33%; text-align: center;">The Same 不變</td> <td style="width:33%; text-align: center;">Worse 較差</td> </tr> <tr> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> <td style="border: 1px solid black; text-align: center; height: 20px;"> </td> </tr> </table> | Better 較佳 | The Same 不變 | Worse 較差 | | | |
| Better 較佳 | The Same 不變 | Worse 較差 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Better 較佳 | The Same 不變 | Worse 較差 | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| (Please tick as appropriate) (請在適當的格內填上✓號) | | | | | | | | | | | | | |

Q7. Education and Training an Employee Should Have
僱員宜有的教育及訓練

| | | | | | | | | | | | | | | | | | | | | |
|---|----------------------------------|-------------------------|-------------------------|----|----|----|---|-----------------|-----------------------|-------------------------|----|----|----|---|-----------------|-----------------------|-------------------------|----|----|----|
| Technologist/Manager 技師／經理 | Technician/Supervisor 技術員／督導員 | Craftsman 技工 | | | | | | | | | | | | | | | | | | |
| <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">40</td> <td style="border: 1px solid black; text-align: center;">41</td> <td style="border: 1px solid black; text-align: center;">42</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 40 | 41 | 42 | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">43</td> <td style="border: 1px solid black; text-align: center;">44</td> <td style="border: 1px solid black; text-align: center;">45</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 43 | 44 | 45 | <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; text-align: center;">Education 教育</td> <td style="width:33%; text-align: center;">Training Mode 訓練方式</td> <td style="width:33%; text-align: center;">Training Period 訓練時間</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">46</td> <td style="border: 1px solid black; text-align: center;">47</td> <td style="border: 1px solid black; text-align: center;">48</td> </tr> </table> | Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | 46 | 47 | 48 |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 40 | 41 | 42 | | | | | | | | | | | | | | | | | | |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 43 | 44 | 45 | | | | | | | | | | | | | | | | | | |
| Education 教育 | Training Mode 訓練方式 | Training Period 訓練時間 | | | | | | | | | | | | | | | | | | |
| 46 | 47 | 48 | | | | | | | | | | | | | | | | | | |

Please enter in the boxes the education and training an employee should have according to the following codes:
請將僱員宜有的教育及訓練按照下列類別編號填入格內：

| Code 編號 | Education 教育 | Code 編號 | Training Mode 訓練方式 | Code 編號 | Training Period 訓練時間 |
|------------|---|------------|---------------------------------|------------|--|
| 1 | Degree or above 大學學位或以上 | 1 | Graduate traineeship 工科畢業生訓練 | 1 | 4 years or above 四年或以上 |
| 2 | Higher Diploma 高級文憑 | 2 | On-the-job training 在職訓練 | 2 | 3 to less than 4 years 三年至四年以下 |
| 3 | Diploma 文憑 | 3 | Apprenticeship 學徒訓練 | 3 | 2 to less than 3 years 二年至三年以下 |
| 4 | Higher Certificate/Certificate 高級證書／證書 | 4 | Others 其他 | 4 | 1 to less than 2 years 一年至二年以下 |
| 5 | Secondary 5 中五 | 5 | | 5 | 6 months to less than 1 year 六個月至一年以下 |
| 6 | Craft Certificate 技工證書 | 6 | | 6 | Below 6 months 六個月以下 |
| 7 | Secondary 3 or below 中三或以下 | | | | |

For official use only 此欄毋須填寫

| | | | | | | | | |
|----|----|----|----|----|----|----|----------------|---------------|
| Q1 | 2 | 3 | 4 | 5 | 6 | 7 | Est. No. _____ | |
| 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | Er. No. _____ |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|--|--|---|---|---|---|----------------------|-------------|-------------|-------------|-------------|----|---|---|--|-----------------------------|-------------------------------|--|---|---|---|---|----------------------|-------------|-------------|-------------|-------------|----|
| <p>Q8. Recruitment 招聘</p> <p>Please fill in the number of new recruits <u>in the past 12 months</u> 請填寫過去十二個月內，新招聘的僱員人數</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:12.5%;">Number of Technologists/ Managers 技師/ 經理人數</td> <td style="width:12.5%;">Number of Technicians/ Supervisors 技術員/ 督導員人數</td> <td style="width:12.5%;">Number of Craftsmen 技工人數</td> <td style="width:12.5%;">Number of Operatives 操作工人數</td> <td style="width:12.5%;">For official use only 此欄毋須填寫</td> </tr> <tr> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>57 58 59 60</td> <td>61 62 63 64</td> <td>65 66 67 68</td> <td>69 70 71 72</td> <td>73</td> </tr> </table> | Number of Technologists/ Managers 技師/ 經理人數 | Number of Technicians/ Supervisors 技術員/ 督導員人數 | Number of Craftsmen 技工人數 | Number of Operatives 操作工人數 | For official use only 此欄毋須填寫 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> | 57 58 59 60 | 61 62 63 64 | 65 66 67 68 | 69 70 71 72 | 73 | <p>Q9. Employees Left 僱員離職</p> <p>Please fill in the number of employees who had left your establishment <u>in the past 12 months</u> 請填寫過去十二個月內，離職的僱員人數</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:12.5%;">Number of Technologists/ Managers 技師/ 經理人數</td> <td style="width:12.5%;">Number of Technicians/ Supervisors 技術員/ 督導員人數</td> <td style="width:12.5%;">Number of Craftsmen 技工人數</td> <td style="width:12.5%;">Number of Operatives 操作工人數</td> <td style="width:12.5%;">For official use only 此欄毋須填寫</td> </tr> <tr> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>74 75 76 77</td> <td>78 79 80 81</td> <td>82 83 84 85</td> <td>86 87 88 89</td> <td>90</td> </tr> </table> | Number of Technologists/ Managers 技師/ 經理人數 | Number of Technicians/ Supervisors 技術員/ 督導員人數 | Number of Craftsmen 技工人數 | Number of Operatives 操作工人數 | For official use only 此欄毋須填寫 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> | 74 75 76 77 | 78 79 80 81 | 82 83 84 85 | 86 87 88 89 | 90 |
| Number of Technologists/ Managers 技師/ 經理人數 | Number of Technicians/ Supervisors 技術員/ 督導員人數 | Number of Craftsmen 技工人數 | Number of Operatives 操作工人數 | For official use only 此欄毋須填寫 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 57 58 59 60 | 61 62 63 64 | 65 66 67 68 | 69 70 71 72 | 73 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Technologists/ Managers 技師/ 經理人數 | Number of Technicians/ Supervisors 技術員/ 督導員人數 | Number of Craftsmen 技工人數 | Number of Operatives 操作工人數 | For official use only 此欄毋須填寫 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 74 75 76 77 | 78 79 80 81 | 82 83 84 85 | 86 87 88 89 | 90 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|--|--|--|--|--|----------|----------|----------|--|--|--|--|--|-------------|-------------|-------------|-----------------|--|--|--|--|-------------|-------------|-------------|---|----------------------------------|--------------------------------|--|----------------------------|----------------------------------|-------------------------------|--------------------------------|----------------------|--------------------------------|-------------------------------|-----------------------------------|--|-------------------------------|-----------------------------|-------------------------------|-----------------------|---|---------------------------------|---|----------------------------------|---|---------------------------|--|--------------------------------------|--|--------------------------------|--------------------------|-----------------------|--|------------------------|--|--|--|--|--|--------------------------------|--|--|--|----------------------|
| <p>Q10. Skills an Employee Need to Enhance 僱員需加強培訓的技能</p> <p>Please indicate the three most important skills that your employees need to enhance. (Please see the table on the right for the choice of skills.) 你認為貴機構現有僱員在那三方面技能最需要加強培訓。(請參閱右面的編號表以選擇技能。)</p> <table style="width:100%; text-align: center;"> <tr> <td style="width:33%;">Technologist/ Manager 技師/ 經理</td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td></td> <td>91 92 93</td> <td>94 95 96</td> <td>97 98 99</td> </tr> <tr> <td>Technician/ Supervisor 技術員/ 督導員</td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td></td> <td>100 101 102</td> <td>103 104 105</td> <td>106 107 108</td> </tr> <tr> <td>Craftsman 技工</td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> <td><input type="text"/> <input type="text"/> <input type="text"/></td> </tr> <tr> <td></td> <td>109 110 111</td> <td>112 113 114</td> <td>115 116 117</td> </tr> </table> <p>For official use only 此欄毋須填寫</p> <p style="text-align: center;"><input type="text"/> 118</p> | Technologist/ Manager 技師/ 經理 | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | | 91 92 93 | 94 95 96 | 97 98 99 | Technician/ Supervisor 技術員/ 督導員 | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | | 100 101 102 | 103 104 105 | 106 107 108 | Craftsman 技工 | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> | | 109 110 111 | 112 113 114 | 115 116 117 | <p><u>Code</u> <u>Types of skills / knowledge / attributes</u> 編號 技能/知識/個人特質的類別</p> <table style="width:100%;"> <tr> <td style="width:50%;">Management skills 管理技能</td> <td style="width:50%;">Language skills 語文技能</td> </tr> <tr> <td>101 Production and engineering management 工業生產及工程管理</td> <td>301 Spoken English 英語會話</td> </tr> <tr> <td>102 Marketing management 經銷管理</td> <td>302 Written English 英文書寫能力</td> </tr> <tr> <td>103 Project management 計劃管理</td> <td>303 Putonghua 普通話</td> </tr> <tr> <td>104 Quality management 品質管理</td> <td>304 Written Chinese 中文書寫能力</td> </tr> <tr> <td>105 Purchasing management 採購管理</td> <td>Interpersonal and intrapersonal skills for the workplace 工作間的人際及個人才能</td> </tr> <tr> <td>106 People management 人事管理</td> <td>401 Problem solving 解決問題</td> </tr> <tr> <td>107 Leadership skills 領導能力</td> <td>402 Creativity 創意力</td> </tr> <tr> <td>China-related knowledge and world vision 有關中國的知識及世界視野</td> <td>403 Critical thinking 批判思考能力</td> </tr> <tr> <td>201 Social and economic development in the mainland of China 在中國內地的社會和經濟發展</td> <td>404 Communication skills 溝通技巧</td> </tr> <tr> <td>202 Laws and regulatory restrictions for access to China's market 進入中國市場的法律和規條限制</td> <td>405 Team building 團隊建立</td> </tr> <tr> <td>203 Trade practices in the mainland of China 在中國內地的營商常規</td> <td>406 Time management skills 時間管理技巧</td> </tr> <tr> <td>204 Cross-cultural knowledge 跨文化的知識</td> <td>407 Optimism/Positive 樂觀/積極</td> </tr> <tr> <td>205 World vision 世界視野</td> <td>408 Self-esteem 自尊</td> </tr> <tr> <td></td> <td>409 Perseverance 毅力</td> </tr> </table> <table style="width:100%; 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| 101 Production and engineering management 工業生產及工程管理 | 301 Spoken English 英語會話 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102 Marketing management 經銷管理 | 302 Written English 英文書寫能力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103 Project management 計劃管理 | 303 Putonghua 普通話 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 104 Quality management 品質管理 | 304 Written Chinese 中文書寫能力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 Purchasing management 採購管理 | Interpersonal and intrapersonal skills for the workplace 工作間的人際及個人才能 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 106 People management 人事管理 | 401 Problem solving 解決問題 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 107 Leadership skills 領導能力 | 402 Creativity 創意力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| China-related knowledge and world vision 有關中國的知識及世界視野 | 403 Critical thinking 批判思考能力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 201 Social and economic development in the mainland of China 在中國內地的社會和經濟發展 | 404 Communication skills 溝通技巧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 202 Laws and regulatory restrictions for access to China's market 進入中國市場的法律和規條限制 | 405 Team building 團隊建立 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 203 Trade practices in the mainland of China 在中國內地的營商常規 | 406 Time management skills 時間管理技巧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 204 Cross-cultural knowledge 跨文化的知識 | 407 Optimism/Positive 樂觀/積極 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 205 World vision 世界視野 | 408 Self-esteem 自尊 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 409 Perseverance 毅力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 410 Change management skills 變革管理技巧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 411 Customer services skills 客戶服務技巧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 412 Numerical skills 數學運用技巧 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 413 Ability to learn/adapt new skills/knowledge 學習或適應新技能、新知識的能力 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 699 Others * 其他 * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

End of Questionnaire. Thank You for Your Co-operation.

問卷完，多謝合作

The completed questionnaire will be collected by an officer from the Census and Statistics Department.

政府統計處會派員收回填妥的調查表。

**The 2008 Manpower Survey
of the Metals Industry**
金屬業 2008 年人力調查

Explanatory Note

附註

1. Please ignore the numbers in the row immediately beneath the headings. They are purely for data processing.
每行標題下的編號只供資料處理之用，請毋須理會。
2. Before completing the questionnaire, please read carefully the job titles and job descriptions in Appendix 17.
填寫調查表前，請參閱附錄 17 所列的職稱與工作說明。
3. Please complete the columns (“A” to “F”) of the questionnaire and insert a zero (0) for any column not applicable to your establishment.
請填寫表內 “A” 至 “F” 欄，並在貴機構不適用的各欄內填入 (0) 符號。
4. Please fill in information as accurate as possible because the information collected from this survey is vital for determining the manpower requirements of the industry in order that the Metals Training Board can make meaningful recommendations to Government on how to meet training needs.
請填入準確的資料，因有關資料對於確定本業的人力需求極為重要，而金屬業訓練委員會亦將以此為根據，向政府建議如何應付業內的訓練需求。
5. Job Titles - Column “A”
職稱 — “A” 欄
 - (a) Please enter into column “A” those job titles together with their appropriate code numbers specified in Appendix 17, applicable to your establishment in order of their skill levels (i.e. technologist/manager level jobs first followed by technician/supervisor, craftsman, operative and unskilled level jobs).
請將附錄 17 內適用於貴機構的職稱連同編號，按其技能等級，填入 “A” 欄內（先填技師／經理，其後填寫技術員／督導員、技工、操作工及非技工）。
 - (b) Please add in column “A” titles of any technical jobs not mentioned in Appendix 17, and briefly describe them and indicate their skill levels.

如貴機構另有技術性職稱未載於附錄 17，請一併填入“ A ”欄內，並扼要說明其工作性質及技能等級。

- (c) Please classify an employee according to his/her main duty irrespective of any additional secondary duties he/she may be required to perform, e.g. a craftsman, who works mainly as a tool and die maker but is also required to perform the work of a mould and die maker occasionally, should be classified as a tool and die maker.

請根據僱員的主要職務分類，而不以其兼任的其他職務分類。例如，某技工的主要職務為工具及工模製造工，但間中亦須擔任為製模技工，則應歸類為工具及工模製造工。

6. Average Monthly Income - Column “B”

僱員每月平均收入 — “ B ” 欄

Please enter into this column the code for average monthly income for each type of employees. The income should include basic wages, regular overtime pay, commission, cash allowance and average monthly amount of year end bonus etc., if any. If you have more than one employee doing the same job, please enter the average figure. (Please refer to the codes in the last column of the same page of the questionnaire)

請在“ B ”欄填入每類僱員每月平均收入的編號，這包括底薪、定期性超時工作工資、佣金、現金津貼及每月平均之年終花紅等。若從事同類工作的僱員多於一名，則請取其平均收入。(請參閱調查表同一頁最後一欄的類別編號)

7. Number of Employees at Date of Survey (Excluding Trainees) - Column “C”

現有僱員人數 (受訓者除外) — “ C ” 欄

Please fill in the total number of employees (excluding trainees) in your establishment. 請填寫貴機構現時所僱用的每類僱員總數 (受訓者除外)。

8. Forecast of Number Employed 12 Months from now (Excluding Trainees) - Column “D”

預計十二個月後僱員人數 (受訓者除外) — “ D ” 欄

The forecast of total number employed means the likely number of employees (excluding trainees) you will be employing 12 months from now.

預計僱員人數指貴機構十二個月後所僱用的僱員總數 (受訓者除外)。

9. Number of Vacancies at Date of Survey (Excluding Trainees) - Column “E”

現有空缺額 (受訓者除外) — “ E ” 欄

Please fill in the number of existing vacancies (excluding those for trainees).
“Existing Vacancies” refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.

請填入貴機構現有的空缺數目（受訓者空缺數目除外）。

「現有空缺額」是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

10. Number of Trainees at Date of Survey - Column “F”

現有受訓者人數 — “F” 欄

Please fill in the total number of employees undergoing training as trainees or apprentices.

請填寫正在接受訓練的受訓者或學徒僱員總數。

11. Example

例子

To facilitate proper completion, an example is given hereinafter for your reference.

為協助閣下填表，現將例子附錄於後，以供參考。

12. Internal Promotion

內部晉升

An internal promotion is the promotion of an employee to a higher job level by virtue of his/her performance or abilities. Please fill in the number of internal promotion from “Technician/Supervisor to Technologist/Manager”, from “Craftsman to Technician/Supervisor” and from “Others to Craftsman” in the past 12 months in the respective columns.

內部晉升是指僱員因工作表現良好或具所需才能而獲提升至較高職位。請於所屬欄內填寫過去十二個月機構內部由技術員／督導員晉升至技師／經理，由技工晉升至技術員／督導員，以及由其他職級晉升至技工的人數。

13. Hong Kong Technical Staff Posted Outside Hong Kong

被派往香港以外地方任職的香港技術員工

Please enter the number of technologists/managers, technicians/supervisors and craftsmen who had been posted outside Hong Kong for more than half year during the 12 months prior to the survey.

請填寫調查前十二個月內，被派往香港以外地方任職超過半年的技師／經理、技術員／督導員及技工人數。

14. Mainland Workers Working in Mainland Operations under Your Company's Control

由貴公司管理在內地機構工作的內地員工

- (a) Please enter the total number of Mainland workers (excluding Hong Kong residents) working in operations in the Mainland which manufacture products for your company and are under your company's control.[#] All Mainland workers involved in engineering, management, clerical and production work in such operations should be included (but workers seconded from Hong Kong should be excluded). Please dis-regard the name or ownership of such operations.

請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人）。內地員工總數包括工程人員、管理人員、文職人員及生產人員（但不包括派往內地工作的香港人）。請毋須理會這些機構的名稱或擁有權。

[#] The meaning of 'Operations in the Mainland under Your Company's Control' refers to any operations in the Mainland which satisfy the following conditions:

「由貴公司所管理在內地的機構」指屬於下列情況的內地機構：

- (1) there are staff in your company posted to the Mainland operations to manage the activities on a part-time or full-time basis; or/and
貴公司有派僱員長期或短期在該機構工作；或／及
- (2) your company/top management of your company is involved in making important management decisions concerning the Mainland operations.
貴公司或貴公司的管理層有參與該機構的重要管理決策。

- (b) Please enter the total number of Mainland technologists (excluding Hong Kong residents) working in operations in the Mainland included in (Q3). Mainland managers responsible for technical work should be included as technologists.

請填寫在內地機構工作，包括在（Q3）項內的內地技師人數（不包括香港人）。負責技術工作的內地經理亦作內地技師計算。

- (c) Please enter the forecast number of Mainland technologists (excluding Hong Kong residents) likely to be working in the above-mentioned operations in the Mainland 12 months from now.

請填寫預計十二個月後在上述內地機構工作的內地技師人數（不包括香港人）。

15. Employer's View on the Expected Change in Business Situation

僱主對未來業務狀況預期變動的意見

The purpose of this column is to seek your view on the expected change in business situation for the coming year and the coming three years, would your business situation be better, the same or worse than this year.

此欄目的在調查貴機構的意見，有關僱主對未來一年及未來三年業務狀況預期的變動，預計閣下未來的業務會比今年較佳、不變或較差。

16. Education and Training an Employee Should Have

僱員宜有的教育及訓練

Please enter in the boxes your view on the education and training which an employee in each of the three job levels (i.e. technologist/manager level, technician/supervisor level and craftsman level) should have if he/she were to carry out his/her work competently. (Please refer to the codes in the same page of the questionnaire.)

請在格內填寫貴機構的意見：在技師／經理級、技術員／督導級及技工級的僱員宜具備何種教育程度及訓練，才能勝任其工作。（請參閱調查表同一頁的類別編號）。

17. Recruitment

招聘

Please enter the number of new recruits in the past 12 months.

請填寫過去十二個月內，貴機構新招聘的僱員人數。

18. Employees Left

僱員離職

Please enter the number of employees who had left your establishment in the past 12 months.

請填寫過去十二個月內，貴機構離職的僱員人數。

19. Skills an Employee Need to Enhance

僱員需加強培訓的技能

Please indicate the three most important skills that your employees need to enhance. (Please refer to the codes in the same page of the questionnaire.)

此欄目的在調查貴機構的意見：各類職級的僱員在那三方面技能最需要加強培訓。（請參閱調查表同一頁的類別編號）。

**The 2008 Manpower Survey of the
Jewellery Sector of the Metals Industry**
金屬業（珠寶業）2008年人力調查

Explanatory Note

附註

1. Please ignore the numbers in the row immediately beneath the headings. They are purely for data processing.
每行標題下的編號只供資料處理之用，請毋須理會。
2. Before completing the questionnaire, please read carefully the job titles and job descriptions in Appendix 18.
填寫調查表前，請參閱附錄 18 所列的職稱與工作說明。
3. Please complete the columns (“A” to “F”) of the questionnaire and insert a zero (0) for any column not applicable to your establishment.
請填寫表內 “A” 至 “F” 欄，並在貴機構不適用的各欄內填入 (0) 符號。
4. Please fill in information as accurate as possible because the information collected from this survey is vital for determining the manpower requirements of the industry in order that the Metals Training Board can make meaningful recommendations to Government on how to meet training needs.
請填入準確的資料，因有關資料對於確定本業的人力需求極為重要，而金屬業訓練委員會亦將以此為根據，向政府建議如何應付業內的訓練需求。
5. Job Titles - Column “A”
職稱 — “A” 欄
 - (a) The job titles and job codes are pre-printed.
職稱及職務編號已代為印上。
 - (b) Please add in column “A” titles of any technical jobs not mentioned in Appendix 18, and briefly describe them and indicate their skill levels.
如貴機構另有技術性職稱未載於附錄 18，請一併填入 “A” 欄內，並扼要說明其工作性質及技能等級。

- (c) Please classify an employee according to his/her main duty irrespective of any additional secondary duties he/she may be required to perform, e.g. a craftsman, who works mainly as a goldsmith but is also required to perform the work of a jewellery pattern maker occasionally, should be classified as a goldsmith and not as a jewellery pattern maker.

請根據僱員的主要職務分類，而不以其兼任的其他職務分類。例如，某技工的主要職務為打金工，但間中亦須擔任為首飾鑄模樣板工，則應歸類為打金工。

6. Average Monthly Income - Column "B"

僱員每月平均收入 – “B” 欄

Please enter into this column the code for average monthly income for each type of employees. The income should include basic wages, regular overtime pay, commission, cash allowance and average monthly amount of year end bonus etc., if any. If you have more than one employee doing the same job, please enter the average figure. (Please refer to the codes in the last column of the same page of the questionnaire)

請在“B”欄填入每類僱員每月平均收入的編號，這包括底薪、定期性超時工作工資、佣金、現金津貼及每月平均之年終花紅等。若從事同類工作的僱員多於一名，則請取其平均收入。（請參閱調查表同一頁最後一欄的類別編號）

7. Number of Employees at Date of Survey (Excluding Trainees) - Column "C"

現有僱員人數（受訓者除外） – “C” 欄

Please fill in the total number of employees (excluding trainees) in your establishment. 請填寫貴機構現時所僱用的每類僱員總數（受訓者除外）。

8. Forecast of Number Employed 12 Months from now (Excluding Trainees) - Column "D"

預計十二個月後僱員人數（受訓者除外） – “D” 欄

The forecast of total number employed means the likely number of employees (excluding trainees) you will be employing 12 months from now.

預計僱員人數指貴機構十二個月後所僱用的僱員總數（受訓者除外）。

9. Number of Vacancies at Date of Survey (Excluding Trainees) - Column "E"
現有空缺額（受訓者除外）－“E”欄

Please fill in the number of existing vacancies (excluding those for trainees).
“Existing Vacancies” refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.
請填入貴機構現有的空缺數目（受訓者空缺數目除外）。
「現有空缺額」是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

10. Number of Trainees at Date of Survey - Column "F"
現有受訓者人數－“F”欄

Please fill in the total number of employees undergoing training as trainees or apprentices.
請填寫正在接受訓練的受訓者或學徒僱員總數。

11. Example
例子

To facilitate proper completion, an example is given hereinafter for your reference.
為協助閣下填表，現將例子附錄於後，以供參考。

12. Internal Promotion
內部晉升

An internal promotion is the promotion of an employee to a higher job level by virtue of his/her performance or abilities. Please fill in the number of internal promotion from “Technician/Supervisor to Technologist/Manager”, from “Craftsman to Technician/Supervisor” and from “Others to Craftsman” in the past 12 months in the respective columns.

內部晉升是指僱員因工作表現良好或具所需才能而獲提升至較高職位。請於所屬欄內填寫過去十二個月機構內部由技術員／督導員晉升至技師／經理，由技工晉升至技術員／督導員，以及由其他職級晉升至技工的人數。

13. Hong Kong Technical Staff Posted Outside Hong Kong
被派往香港以外地方任職的香港技術員工

Please enter the number of technologists/managers, technicians/supervisors and craftsmen who had been posted outside Hong Kong for more than half year during the 12 months prior to the survey.

請填寫調查前十二個月內，被派往香港以外地方任職超過半年的技師／經理、技術員／督導員及技工人數。

14. Mainland Workers Working in Mainland Operations under Your Company's Control

由貴公司管理在內地機構工作的內地員工

- (a) Please enter the total number of Mainland workers (excluding Hong Kong residents) working in operations in the Mainland which manufacture products for your company and are under your company's control.[#] All Mainland workers involved in engineering, management, clerical and production work in such operations should be included (but workers seconded from Hong Kong should be excluded). Please dis-regard the name or ownership of such operations.

請填寫在內地機構為貴公司生產製成品，並為貴公司所管理的內地員工總數（不包括香港人）。內地員工總數包括工程人員、管理人員、文職人員及生產人員（但不包括派往內地工作的香港人）。請毋須理會這些機構的名稱或擁有權。

[#] The meaning of 'Operations in the Mainland under Your Company's Control' refers to any operations in the Mainland which satisfy the following conditions:

「由貴公司所管理在內地的機構」指屬於下列情況的內地機構：

- (1) there are staff in your company posted to the Mainland operations to manage the activities on a part-time or full-time basis; or/and
貴公司有派僱員長期或短期在該機構工作；或 / 及
- (2) your company/top management of your company is involved in making important management decisions concerning the Mainland operations.
貴公司或貴公司的管理層有參與該機構的重要管理決策。

- (b) Please enter the total number of Mainland technologists (excluding Hong Kong residents) working in operations in the Mainland included in (Q3). Mainland managers responsible for technical work should be included as technologists.

請填寫在內地機構工作，包括在（Q3）項內的內地技師人數（不包括香港人）。負責技術工作的內地經理亦作內地技師計算。

- (c) Please enter the forecast number of Mainland technologists (excluding Hong Kong residents) likely to be working in the above-mentioned operations in the Mainland 12 months from now.

請填寫預計十二個月後在上述內地機構工作的內地技師人數（不包括香港人）。

15. Employer's View on the Expected Change in Business Situation

僱主對未來業務狀況預期變動的意見

The purpose of this column is to seek your view on the expected change in business situation for the coming year and the coming three years, would your business situation be better, the same or worse than this year.

此欄目的在調查貴機構的意見，有關僱主對未來一年及未來三年業務狀況預期的變動，預計閣下未來的業務會比今年較佳、不變或較差。

16. Education and Training an Employee Should Have

僱員宜有的教育及訓練

Please enter in the boxes your view on the education and training which an employee in each of the three job levels (i.e. technologist/manager level, technician/supervisor level and craftsman level) should have if he/she were to carry out his/her work competently. (Please refer to the codes in the same page of the questionnaire.)

請在格內填寫貴機構的意見：在技師／經理級、技術員／督導級及技工級的僱員宜具備何種教育程度及訓練，才能勝任其工作。（請參閱調查表同一頁的類別編號）。

17. Recruitment

招聘

Please enter the number of new recruits in the past 12 months.

請填寫過去十二個月內，貴機構新招聘的僱員人數。

18. Employees Left

僱員離職

Please enter the number of employees who had left your establishment in the past 12 months.

請填寫過去十二個月內，貴機構離職的僱員人數。

19. Skills an Employee Need to Enhance

僱員需加強培訓的技能

Please indicate the three most important skills that your employees need to enhance. (Please refer to the codes in the same page of the questionnaire.)

此欄目的在調查貴機構的意見：各類職級的僱員在那三方面技能最需要加強培訓。（請參閱調查表同一頁的類別編號）。

**Job Description for Principal Jobs
in the Metal Products and Related Industries**
金屬品製造及相關行業主要職務的工作說明

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|-------------------------------|---|--|
| TECHNOLOGIST/MANAGERIAL LEVEL | | 技師／經理級 |
| 101 | Mechanical Engineer 機械工程師 | <p>Researches on mechanical engineering problems and product analysis, designs and advises on mechanical plant, equipment and machinery, plans and supervises their development, parts manufacture, installation, operation and maintenance. Usually specialises in one or more of the followings:</p> <ol style="list-style-type: none"> (1) design and development and quality assurance of products, (2) sales and technical service, (3) plant engineering (installation and maintenance), (4) tooling design and manufacture. <p>研究機械或產品工程問題；擔任廠房、設施與機器等的設計工作，並就這方面提供意見；策劃及管理這些器材的發展、零部件製造、安裝、操作與保養。通常專門處理下列一種或多種工作：</p> <ol style="list-style-type: none"> (1) 產品分析，設計與發展，以及品質測試等工作； (2) 推銷及技術方面的服務； (3) 廠房裝置工程（安裝與保養）； (4) 工具工模設計與製造。 |
| 102 | Manufacturing/Production/ Industrial Engineer 製造／生產／工業工程師 | <p>Designs, operates and controls manufacturing/ production systems in industrial plants to ensure efficient use of the resources. This includes:</p> <ol style="list-style-type: none"> (1) layout and design of plant and services, (2) choice of tooling, production equipment, materials, and fabrication/assembly methods, (3) provision of services such as manufacturing capability study, production scheduling, work study, quality assurance, and cost control. <p>設計、操作及控制工廠內的製造／生產系統，以確保資源得以有效運用。有關工作包括：</p> <ol style="list-style-type: none"> (1) 安排及設計廠房裝置與服務； (2) 選擇工具、生產設備、物料及構製／裝配方法； (3) 提供服務，例如生產力研究、生產調度、工作研究、品質控制及成本控制。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|--|---|--|
| TECHNOLOGIST/MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 103 | Materials Engineer/ Metallurgist 物料工程師／冶金技師 | Provides a specialist service to the design, quality assurance and production functions by: (1) advising on choice of materials for use in products and processes, (2) testing properties of materials, both incoming and during production, (3) advising on production process specifications such as temperature, composition, pressure, time, quenching media etc. for processes such as rolling, heat treatment, foundry, die-casting and plastic processing, (4) investigating production problems and product defects. 在設計、保持產品品質及生產過程方面提供下列專門服務： (1) 就選擇產品及工序所用的物料提供意見； (2) 對輸入及生產進行中的物料性質進行測試； (3) 就各種工序如軋壓、熱處理、鑄造、鑄模及塑膠加工等提供有關生產工序規格的意見，例如溫度、組合、壓力、時間、驟冷劑等； (4) 調查生產方面的問題及產品的缺陷。 |
| 104 | Electrical Engineer 電機工程師 | Designs and advises on: (1) electrical equipment and systems, and plans and supervises their installation, operation and maintenance, (2) electrical components and devices used in products. 負責下列範圍的設計工作，並提供建議： (1) 電氣設備及系統；此外，亦須策劃與監督這些器材的安裝、操作和保養工作； (2) 產品所用的電氣零件及配件。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|--|--|--|
| TECHNOLOGIST/MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 105 | Electronics Engineer 電子工程師 | Designs and advises on: (1) electronic equipment and systems, and plans and supervises their installation, operation and maintenance, (2) electronic components and devices used in products. 負責下列範圍的設計工作，並提供建議： (1) 電子設備及系統；此外，亦須策劃與監督這些器材的安裝、操作和保養工作； (2) 產品所用的電子配件及部件。 |
| 106 | Technical Services Engineer 技術支援工程師 | Provides expertise and technical services relating to a specific machinery/equipment/apparatus in one of the following aspects: - application of the software/hardware, and related customer training; - installation, commissioning, testing, repair and maintenance. 為有關機器／設備／儀器提供以下一項或多項服務： - 使用軟件／硬件的說明及客戶培訓； - 安裝、啓動、測試及維修服務。 |
| 107 | Technical Marketing Manager 技術市務／市場經理 | Plans, organizes, directs and controls technical marketing, sales and promotional activities; Co-ordinates with research and development, production control and shipping departments in anticipating, identifying and satisfying customer needs; Reviews performance analysis for forecasting future technical market situation. 策劃、籌辦、指導及監督專業技術儀器／產品的市務推廣、營業及宣傳工作； 協調機構內的研究開發、生產控制、貨運等部門，作出預測、確定及滿足客戶需求； 檢討業績分析，預測未來產品市場狀況。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|--|-----------------------------------|--|
| TECHNOLOGIST/MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 108 | Logistics Manager 物流經理 | <p>Takes charge of the overall operation of the supply chain management;</p> <p>Plans, directs and controls the materials procurement activities of the company including material flow, from the stage of raw material supply throughout finished goods shipment and to meet in-house or customer's stringent Just-in-time (JIT) requirement; and</p> <p>Be responsible to establish cost effective strategy to support the business needs.</p> <p>負責公司供應鏈管理一切運作；</p> <p>策劃督導及控制公司物料採購工作，包括確保由原材料供應商至製成品／付運之間物料流程暢順，以符合內部或客戶對“悉時付運 JIT”的嚴格要求。</p> <p>負責制定策略以配合機構整頓業務需求，以達到成本效益。</p> |
| 109 | Merchandising Manager 採購經理 | <p>Keeps abreast of the up-to-date design, feature and quality requirements of the machinery/parts and component market;</p> <p>Leads a team of merchandisers in the co-ordination and presentation of sample and quotation and to negotiate with buyers/clients;</p> <p>Oversees and follows up buyers'/clients' orders, liaise with appropriate departments to ensure prompt shipment of these orders.</p> <p>留意市場對機械、零部件、特色設計及品質的最新要求；</p> <p>領導一組採購員，配合樣板及報價過程與客戶／買家商談；</p> <p>統籌及跟進客戶／買家的訂單，與有關部門協作確保準時付運。</p> |
| 110 | Training Manager 訓練經理 | <p>Plans, implements and coordinates staff training and employee career development programmes.</p> <p>策劃、推行及統籌員工訓練和僱員職業發展計劃的工作。</p> |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|--|--|---|
| TECHNOLOGIST/MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 111 | Engineering Manager 工程經理 | Plans, directs and controls the engineering activities of the company including product development, procurement, installation, maintenance and servicing the company's mechanical, electrical, electronic equipment and systems. 策劃、督導及掌管公司內各項與工程有關的工作，包括產品發展、採購，以及公司內的機械、電氣、電子裝備和系統的安裝和維修。 |
| 112 | Factory Manager 工廠經理 | Takes charge of the overall operation of the factory. Assumes full responsibility of the management of staff and workers in the factory. Enforces fire, safety and other government regulations. Supervises factory activities such as plant layout, assembly and delivery of finished products. 負責工廠運作的一切事務；負起管理工廠內職員及工人的全部責任；執行防火、安全及其他有關的政府規例；監督工廠內各項工作，例如廠房佈置、製成品的收發等。 |
| 113 | Production Manager 生產部經理 | Plans, directs and controls the production activities of the company. Takes charges of the overall production programmes to ensure the maintenance of specified standards of quality, efficiency and economy. 策劃、督導及控制公司內有關生產的工作；負責全面管理生產計劃，以確保其符合品質、效率及經濟等指標。 |
| 114 | Quality Control Manager 品質控制經理 | Plans, directs, and supervises the quality control of incoming materials/parts, work-in-progress, and finished products of the company. 策劃、督導及管理公司內交來的物料／零件、以及在生產程序中的半製成品及製成品的品質。 |
| 115 | Product/Graphic Designer 產品／平面設計師 | Originates and develops ideas to design, create, modify and arrange the form of manufactured products, layouts and containers for the products based on factors such as design-function relationship, knowledge of design, art concepts, market and pricing characteristics, client specifications, method and cost of production to achieve aesthetically pleasing and functional effect for the products 能根據設計與功能的關係、設計知識、美術概念、市場與價格特性、顧客規格、生產方法及成本等因素進行創作，並加以發揮，以便設計、創作、修改及安排製成品的形狀、結構及包裝，務求產品既美觀又實用。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|--|--|---|
| TECHNICIAN/SUPERVISORY LEVEL 技術員／督導級 | | |
| 201 | Mechanical Draftsman 機械繪圖員 | Prepares arrangement, assembly and detailed drawings of machines, machine parts, tools, other mechanical equipment as well as manufactured products from sketches, specifications and existing parts. 依據草圖、規格及現有零件，繪製機器、機件、工具、其他機械設備及製成品的排列圖、組裝圖及明細圖。 |
| 202 | Mechanical Engineering Technician 機械工程技術員 | Performs technical tasks contributory to design, fabrication, construction, automation, installation, operation, maintenance and repair of mechanical plant and equipment, including maintenance of aircraft, either independently or under the direction of a qualified engineer. 獨自或在合格工程師指導下，擔任技術工作，如從事設計、構製、建造、自動操作、安裝、操作、維修機械廠房和設備，包括飛機的保養。 |
| 203 | Manufacturing/Production/ Industrial Engineering Technician 製造／生產／ 工業工程技術員 | Performs technical tasks contributory to tooling, and the efficient and economical manufacturing/production of products through proper management of machinery and human resources wither independently or under the direction of a qualified engineer. 獨自或在合格工程師指導下，擔任技術工作，如正確管理機器及人力資源，以便製造工具，以及有效和經濟地製造產品。 |
| 204 | Electrical Engineering Technician 電機工程技術員 | Performs technical tasks contributory to design, development, manufacture, installation, operation, maintenance and repair of electrical systems and equipment, either independently or under the direction of a qualified engineer. 獨自或在合格工程師指導下，擔任技術工作，如從事設計、發展、製造、安裝、操作及維修電氣系統和設備。 |
| 205 | Foreman/Supervisor 管工／監督 | Controls a group or groups of craftsmen or other workers by virtue of his skill, training and experience; maintains production at predetermined quality, rate and cost, discipline and safety, liaison between management and workers. 憑本身的技能、訓練及經驗，管理一組或數組技工或其他工人，使產品達到預定的品質、保持預算的生產率及生產成本不超出預算；維持管理部門與工人之間的溝通，以及工場內良好紀律及安全措施。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|---|---|--|
| TECHNICIAN/SUPERVISORYLEVEL (Continued) 技術員／督導級（續） | | |
| 206 | Electronics Technician 電子技術員 | <p>Performs technical tasks, contributory to design, development, manufacture, installation, operation, maintenance and repairs of electronic components, equipment and systems, either independently or under the direction of a qualified engineer.</p> <p>獨自或在合格工程師的指導下，擔任技術工作，如從事設計、發展、製造、安裝、操作、維修電子配件、設備和系統。</p> |
| 207 | Technical Services Technician 支援技術員 | <p>Performs technical tasks, normally under the direction and supervision of the technical services engineer to assist in:</p> <ul style="list-style-type: none"> - application of the software/hardware, and related customer training; - installation, commissioning, testing, repair and maintenance. - calibration of equipment, quality control and assurance of process, parts and products at satellite/sub-contractor's plant. <p>通常在技術支援工程師的指導及監督下，擔任下列技術工作：</p> <ul style="list-style-type: none"> - 使用軟件／硬件的說明及客戶培訓； - 按裝、啓動、測試及維修服務； - 儀器校準，品質控制及保證，使屬下分廠及分包商的生產加工、零部件及成品符合規格。 |
| 208 | Technical Marketing Executive 技術市場主任 | <p>Assists the technical marketing manager in soliciting business, preparing marketing plans and other promotional activities;</p> <p>Monitors market conditions and reflect customer changing requirements to management.</p> <p>協助技術市務經理招攬生意，製訂市務、推廣計劃及活動；</p> <p>監察市場動態，及時反映客戶需求的變化。</p> |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|---|--|---|
| TECHNICIAN/SUPERVISORY LEVEL (Continued) 技術員／督導級（續） | | |
| 209 | Co-ordinator 協理員／聯絡員 | <p>Plans, schedules and controls workload making optimum use of all equipment, material and labour throughout the company, its workshop/sub-contractors and to co-ordinate with clients;</p> <p>Carries out process planning for jobs and estimate the time requirement for operations as to ensure that schedules are met.</p> <p>充分有效使用機構內部資源（包括工廠及分包商的設備、材料及勞務），以制定進度表，與客戶密切聯繫。</p> <p>估計每項職務的操作程序及所需時間，制定流程，以確保工作能夠依期完成。</p> |
| 210 | Logistics Executive/ Supervisor 物流主任 | <p>Assists the logistics manager in following up the operation of the supply chain management;</p> <p>Co-ordinates the material procurement and flow of goods activities with suppliers, shipping companies, production control and shipping departments and customer's receiving department as to ensure that schedules are met on time</p> <p>協助物流經理跟進供應鏈管理上各項事宜；</p> <p>協調供應商，貨運商，生產控制及船務部門與及客戶的收貨部門，保持材料採購至產品付運的流程暢順，以確保工作依期完成。</p> |
| 211 | Merchandiser 採購員 | <p>Assists the merchandising manager;</p> <p>Negotiates with buyers/clients/customers and preparing quotations and handling production samples and orders; and</p> <p>Follows up buyers order including liaising with other departments on the quality requirements and tracing the production progress as to ensure prompt shipment.</p> <p>協助採購經理與客戶；</p> <p>買賣商談及報價工作處理生產訂單及樣辦（首辦）的製作及跟進事項；</p> <p>跟進客戶訂單，包括與其他部門協調品質要求、生產進度以確保依期付運。</p> |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|---|---|--|
| TECHNICIAN/SUPERVISORY LEVEL (Continued) 技術員／督導級（續） | | |
| 212 | Production Supervisor 生產主管 | Works independently or under the direction of Production Manager to set up and carry out production programmes. 獨立工作，或在生產經理的督導下設立及推行生產計劃。 |
| 213 | Quality Control Supervisor 品質控制主管 | Works independently or under the direction of the Quality Control Manager to ensure that incoming materials/parts, work-in-progress, and finished products are in compliance with standards and specifications. 獨立工作或在品質控制經理督導下，確保交來的物料／零件、在生產程序中的半製成品及製成品的品質能符合標準及規格。 |
| 214 | Training Officer 訓練主任 | Assists the Training Manager in participating a wide range of training duties including employee development programmes. 協助訓練經理執行各項訓練職務，包括僱員發展計劃。 |
| 215 | Research and Development Technician 研究及發展技術員 | Performs technical tasks contributory to research of market trend, development of new products and improvement of process efficiency, either independently or under the direction of a qualified engineer. 獨自或在合格工程師指導下，擔任技術工作，如市場研究、產品開發及流程改善。 |
| CRAFTSMAN LEVEL 技工級 | | |
| 301 | Machinist 機床工 | Sets up and operates common machine tools such as lathe, milling machine and surface grinding machine to produce components according to drawings and specifications. 裝設及操作一般機床，例如車床、銑床及平面磨床，並按照圖則及規格，製造配件。 |
| 302 | Precision Machinist 精密加工機床工 | Sets up and operates precision and CNC machine tools, such as jig boring/grinding machine, EDM wirecut/diesinking machine, CNC milling machine and CNC lathe, to produce components according to drawings and specifications. 裝設及操作精密及電腦數控機床，例如座標鏜床／磨床、火花線切機／火花電蝕機、電腦數控銑床及電腦數控車床，以按照圖則及規格，製造配件。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|-----------------------------|---|---|
| CRAFTSMAN LEVEL (Continued) | | 技工級 (續) |
| 303 | Machine Setter 機器調校工 | Sets up, for others to operate, metal working machines such as automatic lathes to produce components according to drawings and specification. 裝設金屬加工機床，例如自動車床，供其他工人操作，以生產符合圖則及規格的配件。 |
| 304 | Tool and Die Maker 工具及工模製造工 | Makes, services and repairs press tools and dies in accordance with drawings and specifications. 按照圖則和規格製造及維修沖壓工具及模具。 |
| 305 | Instrument Maker/Repairer 儀器製造／修理工 | Inspects, tests, repairs, calibrates and maintains mechanical/electrical instruments including the making of replacement parts as necessary. 檢查、測試、修理、標正及保養機械／電氣儀器，包括製造所需的替換零件。 |
| 306 | Electrician 電工 | Installs electrical wiring of all types at low voltage (i.e. not exceeding 1 000 Volts) and tests, maintains and repairs low voltage fixed electrical installation in accordance with regulations and specifications under the direction of a supervisory grade of employee. 在管理級人員指導下，按照規例及規格敷設各類不超過 1 000 伏特低電壓的電氣佈線，並測試及維修低壓固定電力裝置。 |
| 307 | Mechanical Fitter 機械打磨裝配工 | Fits, assembles, erects, installs, services, repairs and tests mechanical plant and machinery according to drawings and specifications; keeps records of work. 按照圖則及規格，打磨、裝配、安裝、維修及測試廠房機械裝置及機器；並保存工作紀錄。 |
| 308 | Moulder and Core Maker (Sand) 砂模及模心製造工 | Makes sand moulds and cores for castings, constructs runners, risers and feeders, and uses various foundry equipment and machinery. 製造鑄件用的砂模及模心，構築流道、升流管及進料器，並使用各類鑄造用的設備及機器。 |
| 309 | Furnaceman 熔爐工 | Operates melting furnaces to produce castings. 操作各種熔爐以生產鑄鐵。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|-----------------------------|--|--|
| CRAFTSMAN LEVEL (Continued) | | 技工級 (續) |
| 310 | Electric Arc and Gas Welder 電焊氣焊工 | Joins, cuts and deposits metals by electric-arc or flame of oxy-acetylene or other gases, or by other welding and brazing processes. 使用電弧、氧乙炔焰、其他氣體、其他焊接法或黃銅焊接法，以接合、割切金屬及補焊。 |
| 311 | Sheetmetal Fabricator 薄片金屬構造工 | Makes to specifications sheetmetal articles of thickness not exceeding 10 s.w.g. (or 3.2 mm) such as containers, ducts, ornaments either by hand or machine, assembles, joins and repairs components by welding, brazing, soldering, riveting etc. 按照規格，利用手工工具或機器製造厚度不超過 10s.w.g. (或 3.2 毫米) 的薄金屬片器具，如容器、槽管及裝飾品；使用溶焊、銅焊、錫焊、鉚釘等方法裝配、接合及修理該等器具。 |
| 312 | Steel Fabricator (Thick Plate) 鋼板構造工 | Constructs, assembles, inspects and repairs boilers, tanks, and articles of heavy steel sections above 10 s.w.g. (or 3.2 mm thick). 建造、裝配、查驗及修理用超過 10s.w.g. (或 3.2 毫米) 鋼板製成的鍋爐、水箱及其他重型鋼件。 |
| 313 | Plumber and Pipe Fitter 喉管工 | Assembles, installs and maintains pipes, fittings and fixtures for supplying air, gas, steam, water and other fluids. 裝配、安裝及保養喉管、配件及夾具，以供應空氣、氣體、蒸氣、水及其他流體。 |
| 314 | Pattern/Model/Prototype Maker 樣本／模型／生產原型製造工 | Sets up and operates metal working and other processing machines to cut, shape and fit parts to fabricate or modify models, patterns and/or prototypes of plastics and other products from drawings and specifications. 按照圖則及規格，調校及操作金屬製造及其他加工機床以切割、鉋削及打磨配件，以便構造或修改塑料製品及其他產品的模型、樣本及／或生產原型。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|-----------------------------|---|--|
| CRAFTSMAN LEVEL (Continued) | | 技工級 (續) |
| 315 | Electroplating and Metal Coating Worker 電鍍及金屬塗層工 | Carries out surface treatment of objects by: (1) electro-chemical and chemical processes including deposition of common metals by electrolyses, electro-chemical polishing, galvanizing, etching and anodising; and (2) metal spraying. 使用下列方法對物體進行表面處理： (1) 電化及化學程序，包括以電解、電化磨光、鍍鋅、腐蝕及陽極氧化將一般金屬沉積；及 (2) 噴鍍金屬。 |
| 316 | Painter 髹漆工 | Prepares and mixes paint appropriate to the surface to be painted and prepares surfaces for painting; applies paint by spraying or brushing. 配製及混合油漆以配合須髹漆的表面，並處理表面以便髹漆；用噴油法或手掃法塗漆。 |
| 317 | Metal Printing Craftsman 金屬印製技工 | Sets, controls, and operates printing machines to print metals and related products. 調校、管理與操作金屬印製機，以便在金屬及有關產品上進行印刷。 |
| 318 | Rolling Mill/Extrusion Press Craftsman 軋壓／擠壓技工 | Sets, controls and operates rolling mill and/or extrusion press. 調校、管理與操作軋壓機及／或擠壓機。 |
| 319 | Silk Screen Printer 絲網印刷工 | Produces hand and photographic screen stencils, sets up and operates silk screen printing equipment and machinery. 製備手繪及攝影的絲網印版，調校及操作絲網印刷設備及機器。 |
| 320 | Cameraman/Darkroom Processor 攝影師／黑房整理員 | Prepares and photographs all types of copy for black and white and colour production, and retouches negatives and positives films. 製備及拍攝各類圖片，供黑白及彩色印刷使用；修飾負片及正片。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|-----------------------------|---|---|
| CRAFTSMAN LEVEL (Continued) | | 技工級 (續) |
| 321 | Mould Maker 製模技工 | Makes, maintains and repairs moulds and dies for plastics processing machines and die-casting machines according to drawings and specifications. 依照圖則製造塑膠處理機及壓鑄機所用工模，並負責維修工模。 |
| 322 | Repairer (Watches and Clocks) 鐘錶修理工 | Diagnoses, locates and repairs faults in the manufacture of watches and clocks, systematically records these faults and recommends changes to minimize such occurrence. 在製造鐘錶的程序中，判斷、根查及修理其間的毛病，並有系統地記錄這些毛病，以及建議如何盡量減少此等情況出現。 |
| 323 | Heat Treatment Craftsman 熱處理技工 | Sets up and operates heat treatment furnaces, baths and quenching equipment to alter physical and chemical properties of metal parts according to specifications for heat treatment processes such as hardening, tempering, annealing, case-hardening, and normalizing. 調校及操作熱處理爐、熱處理槽及驟冷設備，從而改變金屬零件的物理及化學特性，以符合熱處理程序的規格，例如淬火、回火、退火、表面淬火及正火。 |
| 324 | Edging/Shaping Craftsman 車邊工 | Shapes the lenses to fit into the prescribed spectacle frame and comply with the optometrical requirement 根據驗光度數要求，對眼鏡片加工車邊以便合適裝配於顧客選用的眼鏡框內。 |
| OPERATIVE LEVEL | | 操作工級 |
| 401 | Semi-skilled Machine Operator 機器操作工 | Operates one or more of the following machines: drilling machine, capstan (turret) lathe, sawing machine, shearing machine, punching machine, rolling machine, grinding machine, or automatic machine which have been set up by other persons. 操作下列已由他人校妥的一種或多種機床：鑽床、六角車床、鋸床、剪床、打孔機、轉軸機、磨床或自動機床。 |
| 402 | Fettler 鑄件整理工 | Removes runners, risers, cores, flash metal at joints, surface imperfection etc. from castings. 除去鑄成品的水口、模心、不平滑的接口及表面。 |
| 403 | Pourer 澆鑄工 | Pours molten metal into moulds. 負責將熔化的金屬倒入模型。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|----------------------------|---|---|
| OPERATIVE LEVEL(Continued) | | 操作工級 (續) |
| 404 | Die-casting Machine Operator 金屬壓鑄機操作工 | Operates a die-casting machine. 操作金屬壓鑄機器。 |
| 405 | Electric-resistance Welder 電阻焊接工 | Welds metal parts by means of resistance welding machines (i.e. butt, spot and seam welding machines). 使用電阻焊機 (例如對頭焊機、點焊機及接縫焊機) 焊接。 |
| 406 | Polishing Worker 磨光工 | Buffers and polishes metal. 磨光金屬製品。 |
| 407 | Striker 打鐵工 | Uses hammer to assist a blacksmith to form and shape articles. 運用鐵鎚協助打鐵匠工作。 |
| 408 | Press Operator 啤機操作工 | Operates a power press to produce metal articles. 操作五金啤機以生產金屬品。 |
| 409 | Paint Spraying Gun Operator/Zinc Sprayer 噴漆/噴鋅工 | Operates spray-gun to spray onto metallic surface to build up its resistance against corrosion. 操控噴漆槍，將一層金屬噴在金屬的表面，以加強抵抗腐蝕的能力。 |
| 410 | Semi-skilled Electro-plating and Metal Coating Worker 電鍍及金屬塗層半技工 | Assists skilled workers in the process of metal coating. 協助技工進行電鍍金屬表面電化處理的工作。 |
| 411 | Quality Control Operator 品質控制操作工 | Assists in the routine examination of components or finished products according to predetermined standards. 協助日常的檢查工作，以確定配件或製成品符合既定標準。 |
| 412 | Assembler 裝配工 | Assembles components into finished products in accordance with specific job instructions. 按照既定的工作指示裝配配件使成製品。 |

| Code No. 編號 | Job Title 職稱 | Job Description 工作說明 |
|----------------------------|--|--|
| OPERATIVE LEVEL(Continued) | | 操作工級 (續) |
| 413 | Injection Moulding Machine Operator 注塑機操作工 | Operates a plastic injection moulding machine to produce plastic components. 操作塑膠注塑機以生產塑膠零件。 |
| 414 | Crane Operator 起重機操作工 | Operates a crane to lift, move and position equipment, machinery or materials. 使用起重機吊起、搬運及安放設備、機械或物料。 |
| 415 | Polishing worker (Lens) 磨鏡片工 | Bufs and polishes lens for spectacle to comply with the optometrical requirement. 打磨及拋光眼鏡片以符合驗光度數要求。 |
| UNSKILLED LEVEL | | 非技術工人級 |
| 501 | Labourer 雜工 | Undertakes general cleaning work, removal of industrial waste from machines and light material handling. 擔任各類清潔工作，清理機床上的工業廢料及運送輕物料。 |

**Job Descriptions for Principal Jobs
in the Jewellery Sector**
珠寶業主要職務的工作說明

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
|---------------------------------|-------------------------------|--|
| TECHNOLOGIST / MANAGERIAL LEVEL | | 技師／經理級 |
| 108 | Logistics Manager 物流經理 | <p>Takes charge of the overall operation of the supply chain management;</p> <p>Plans, directs and controls the materials procurement activities of the company including material flow, from the stage of raw material supply throughout finished goods shipment and meets in-house or customer's stringent Just-in-time (JIT) requirement; and</p> <p>Be responsible to establish cost effective strategy to support the business needs.</p> <p>負責公司供應鏈管理一切運作；</p> <p>策劃督導及控制公司物料採購工作，包括確保由原材料供應商至製成品／付運之間物料流程暢順，以符合內部或客戶對“悉時付運 JIT”的嚴格要求。</p> <p>負責制定策略以配合機構整頓業務需求，以達到成本效益。</p> |
| 110 | Training Manager 訓練經理 | <p>Plans, implements and coordinates staff training and employee career development programmes.</p> <p>策劃、推行及統籌員工訓練和僱員職業發展計劃的工作。</p> |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
|---|---|---|
| TECHNOLOGIST / MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 131 | Gemmologist 寶石鑒定師 | <p>Analyses, examines and classifies a wide range of diamonds and gem stones using test equipment and prepare reports.</p> <p>利用測試儀器設備對各類型鑽石及寶石進行分析、檢查及分類，並編製報告。</p> <p>A qualified gemmologist should obtain either one of the following qualifications:</p> <p>合格寶石鑒定師須具備以下其中一項資格：</p> <p>(i) Fellowship of Gemmological Association of Great Britain (FGA);</p> <p>英國寶石學院院士；</p> <p>(ii) Fellowship of Gemmological Association of Australia (FGAA);</p> <p>澳洲寶石學會院士；或</p> <p>(iii) Graduate Gemmologist of Gemmological Institute of America (GG).</p> <p>美國寶石學院寶石鑒定師課程畢業生。</p> |
| 132 | Assay Officer 驗金師 | <p>Tests and analyses the standard purity of a precious metal (gold or platinum) or the constituents proportions in the jewellery piece by means of touch stone and chemical etching (aqua regia), x-ray or spectrometer.</p> <p>使用試金石及“王水”作化學腐蝕，或用 X-射綫及質譜儀以測試及分析貴金屬（黃金或鉑金）的標準成色（純度），或珠寶首飾件內所含金 屬成份的比例。</p> |
| 133 | Jewellery Marketing Manager 珠寶市務經理 | <p>Plans, organizes, directs and controls jewellery marketing, sales and promotional activities. Co-ordinates with in-house design and development team, in anticipating, identifying and satisfying customer needs. Visits jewellery fairs and exhibitions to keep abreast of world market situation and development trend.</p> <p>策劃、籌辦、指導及監督珠寶市務推廣、營業及宣傳等工作。協調機構內的設計開發部門，預測、確定及滿足客戶需求。參觀珠寶展覽會、交易會、瞭解當前的市場狀況及發展路向。</p> |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
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| TECHNOLOGIST / MANAGERIAL LEVEL (Continued) 技師／經理級（續） | | |
| 134 | Production Manager 生產部經理 | Plans and executes production systems for goldsmithing, precious stone setting, casting and finishing plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and minimizes manpower and raw material wastage in all production processes. 策劃與執行有關打金、首飾鑲嵌、鑄造及潤飾的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。 |
| 135 | Design and Development Manager 設計及發展經理 | Analyses the latest trends in jewellery design and keeps abreast with developments in production, and manages all phases of the design and development cycles. Manages and directs the design department personnel to originate jewellery designs in accordance with requirements. 分析研究珠寶設計的最新潮流及生產技術的最新發展，以及管理整個設計及發展的流程；領導珠寶設計部門下屬，以顧客要求設計珠寶首飾。 |
| 136 | Merchandising Manager 採購經理 | Keeps abreast of the up-to-date design and quality requirements of the jewellery market; plans, approves and leads a team of merchandisers in the co-ordination and presentation of sample and quotation, negotiation with buyers/clients. Oversees and follows up buyers'/clients' orders, liaise with appropriate departments to ensure prompt shipment of these orders. 密切留意珠寶市場對設計及品質的最新要求，策劃、批准及領導一隊營銷採購員配合樣板及報價過程與客戶／買家商談。統籌及處理客戶訂單與有關部門聯絡，以確保訂單能夠準時付運。 |
| 137 | Brand Development Manager 品牌發展經理 | Plans, develops, and directs promotional efforts for a particular brand. Co-ordinates activities of specialists of production, sales, advertising, market research, distribution and package development. 策劃、發展及指導指定品牌的宣傳工作。協調機構內的專門人才負責的產品銷售、廣告、市場調查、分發及包裝發展。 |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
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| TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級 | | |
| 210 | Logistics Executive/ Supervisor 物流主任 | Assists the logistics manager in following up the operation of the supply chain management; Co-ordinates the material procurement and flow of goods activities with suppliers, shipping companies, production control and shipping departments and customer's receiving department as to ensure that schedules are met on time 協助物流經理跟進供應鏈管理上各項事宜； 協調供應商，貨運商，生產控制及船務部門與及客戶的收貨部門，保持材料採購至產品付運的流程暢順，以確保工作依期完成。 |
| 231 | Jewellery Designer (Hand Sketch) 珠寶設計員 (手繪) | Originates jewellery design taking into account materials and manufacture processes, cost and customer' requirements and prepares basic artwork and working drawing of the products by hand. 因應材料、製造程序、成本及顧客要求設計珠寶首飾；人手繪畫產品的基本美術稿及工作圖。 |
| 232 | Jewellery Designer (CAD) 珠寶設計員 (電腦輔助設計) | Originates jewellery design taking into account materials and manufacture processes, cost and customer' requirements and prepares basic artwork and working drawing of the products using the computer-aided design software. 因應材料、製造程序、成本及顧客要求設計珠寶首飾；利用電腦輔助設計軟件繪畫產品的基本美術稿及工作圖。 |
| 233 | Foreman/Supervisor 工場主管 | Supervises and co-ordinates activities of workers in fabricating, assembling and repairing jewellery, precious stones and metal products by virtue of his skill and experience. 運用本身的技能及經驗，監督、安排工人從事珠寶首飾物品的生產及修改等工作。 |
| 234 | Marketing Co-ordinator 業務協理員 | Plans, schedules and controls workload making optimum use of all equipment, material and labour throughout the factory, coordinates with clients. Carries out process planning for jobs and estimate the time requirements for operations, and ensures that production schedules are met. 充分及有效利用工廠所有設備、材料及人力，以計劃及控制工作量，並制訂工作程序表，與客戶保持聯繫。估計每項職務的操作程序，計劃每個程序所需時間，並確保生產工作依期完成。 |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
|--|--|---|
| TECHNICIAN / SUPERVISORY LEVEL (Continued) | | 技術員／督導級(續) |
| 235 | Quality Controller 品質管制員 | Ensures that materials of the correct quality are used, controls the quality standard of the finished products by measurement and laboratory test, and supervises final inspection. 確保用料正確；利用量度及測試方法管制珠寶首飾產品的品質，並督導最後階段的檢查工作。 |
| 236 | Merchandiser 營銷採購員 | Assists in the negotiation with buyers/clients/customers and preparation of quotations and handles their production orders and samples. Follows up buyers orders including liaising with other departments on the quality requirements of buyers and tracing the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作，處理生產訂單及樣辦（首辦）的製作。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求，及跟查生產進度，以確保客戶訂單能依期付運。 |
| 237 | Jewellery Marketing Executive 珠寶市務主任 | Assists the jewellery marketing manager in soliciting business, preparing marketing plans and other promotional activities; Monitors jewellery market situations and reflects customer changing requirements to management. 協助珠寶市務經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。 |
| CRAFTSMAN LEVEL | | 技工級 |
| 331 | Goldsmith (K-gold) 打金工（西金） | Makes and repairs all kinds of K-gold (including platinum or other precious metals) jewellery using hand or power tools. 利用手動或電動工具，製造及修改各種西金（包括白金或其他貴重金屬）珠寶首飾。 |
| 332 | Goldsmith (Fine-gold) 打金工（足金） | Makes and repairs all kinds of fine-gold jewellery using hand or power tools. 利用手動或電動工具，製造及修改各種足金首飾。 |
| 333 | Precious Stone Setter 首飾鑲嵌工 | Sets precious and semi-precious stones in jewellery mountings in accordance with specifications. 按規格在首飾胚上鑲嵌寶石或半寶石。 |
| 334 | Jewellery Pattern Maker (Metal) 首飾鑄造金屬樣板工 | Makes metal patterns or models to specifications for making moulds in the process of jewellery casting. 製造符合規格的金屬模板以供製模之用。 |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
|--|---|--|
| CRAFTSMAN LEVEL(Continued) 技工級(續) | | |
| 335 | Jewellery Pattern Maker (Wax) 首飾鑄造蠟板工 | Makes wax patterns or models to specifications for making moulds in the process of jewellery casting. 製造符合規格的蠟模板以供製模之用。 |
| 336 | Mould Maker/Caster 製模鑄造工 | Makes all kinds of moulds and casts precious metal ornaments. 製造各種鑄模及鑄造貴重金屬首飾。 |
| 337 | Jewellery Plater 首飾電鍍工 | Carries out gold plating, silver plating, rhodium plating, metal colouring and sand blasting. 進行金鍍、銀鍍、銠鍍、金屬著色及噴沙等工作。 |
| 338 | Jewellery Engraver/ Milligrainer 珠寶雕刻工 | Engraves designs or lettering onto the surfaces of jewellery by hand and power tools. Makes millingrains along the edges of bezels, or around stone settings. 利用手動或電動工具，在珠寶首飾的表面刻上設計圖案或字體；在鑲口及首飾鑲件上轆上珠邊。 |
| 339 | Gemstone Cutter/Polisher 寶石割切／打磨工 | Cuts, shapes, carves and polishes gemstones by hand tools or by machine in accordance with specifications. 按規格利用手動工具或機器割切、雕刻及打磨寶石。 |
| 340 | Diamond Cutter/Polisher 鑽石割切/打磨工 | Cuts, shapes, carves and polishes diamonds by hand tools or by machine in accordance with specifications. 按規格利用手動工具或機器割切、雕刻及打磨鑽石。 |
| 341 | Rapid Prototyping (RP) Craftsman 快速原型製造技工 | Uses rapid prototyping (RP) equipment for the prototype output of precious metal ornaments and parts from CAD file. 使用快速原型製造設備製造貴重金屬首飾及配件原型。 |
| OPERATIVE LEVEL 操作工級 | | |
| 431 | Pearl Dyer 珍珠染色工 | Dyes pearls in various colours. 將珍珠染上各種顏色。 |
| 432 | Beads and Pearls Stringing Workers 穿珠工 | Strings gemstones/precious metals beads and natural/cultured pearls on wire or thread for jewellery products such as necklaces, bracelets, hair ornaments, etc. 用金屬線或其他絲線，把寶石／貴重金屬珠及天然珍珠／養珠串成項鍊、手鐲、髮飾等首飾製品。 |

| Code No. 編號 | Job Title 職 稱 | Job Description 工作說明 |
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| OPERATIVE LEVEL (Continued) 操作工級(續) | | |
| 433 | Wax Pattern Moulder/Maker 蠟樣工 | Makes wax pattern by injecting molten wax into the cavity of the rubber mould and mounts the pattern onto the sprue. 將熔蠟注入橡膠模內製造蠟樣，並將蠟樣焊在水口棍上（即種樹）。 |
| 434 | Jewellery Polisher 首飾打磨工 | Polishes all kinds of K-gold, find-gold and platinum jewellery by hand or polishing machine. 利用手動工具或研磨機器拋光各種珠寶首飾。 |
| 435 | Stone Selector 配石工 | Selects gemstones including jade and diamond, and classifies them into groups according to their size, weight and colour. 挑選寶石，包括玉石及鑽石，並按其形狀大小、重量及顏色分類，以配合各種首飾。 |
| 436 | Colouring Worker 著色工 | Colours metal parts of jewellery and related articles for electro-plating. 在珠寶物品的金屬部分著色，以便進行分色電鍍。 |
| 437 | Gold Refiner 煉金工 | Recovers precious metals such as gold, platinum, rhodium and palladium from saw/file dust, scrap polishing wheels, chemical waste disposal, etc., using furnace, retort, and laboratory equipment. 用熔煉、蒸餾方法及實驗室設備，回收鋸／銼屑、拋光輪碎片、化學廢料等所含的貴重金屬，如金、白金、銻、鈮等。 |
| 438 | Electroforming Operator 電鑄操作工 | Ranges and immerses liquid silver painted jewellery/ornamental article models into electrolyte and carries out fine-gold/K-gold electroforming. 將塗上銀溶液的珠寶／飾物模板排列，浸在電解液內進行足金／西金電鑄。 |