2009 MANPOWER SURVEY REPORT

TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES

TEXTILE AND CLOTHING TRAINING BOARD

VOCATIONAL TRAINING COUNCIL

紡織業、製衣業、製鞋及手袋業

2009年人力調查報告

職業訓練局 紡織及製衣業訓練委員會

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Executive Summary 2009 Manpower Survey Report of the Textile, Clothing, Footwear and Handbag Industries

Introduction

The Textile and Clothing Training Board conducted a survey of the textile, clothing, footwear and handbag industries in July/August 2009 to collect the up-to-date manpower information. This is the sixth joint manpower survey of the textile, clothing, footwear and handbag industries and their related trading and servicing sector.

2. The fieldwork of the survey covered 1 607 textile, clothing, footwear and handbag establishments from the 13 703 establishments registered with the Census and Statistics Department. The survey data from the selected establishments were scaled up statistically to reflect the overall manpower situation of the industries.

Survey Findings

3. The survey revealed that in August 2009, a total of 13 126 employees were employed in the manufacturing sector of the textile, clothing, footwear and handbag industries while 59 127 were employed in the trading and servicing sector of the three industries. Their distributions by job level and by sector were as follows:

Sector	Manufacturing Sector			Trading and Servicing Sector	
Job Level	Textile Industry	Clothing Industry	Footwear and Handbag Industries	Trading Sector	Testing Services and Laboratories
Technologist	221	712	3	9 836	44
Technician	946	2 517	20	47 744	557
Craftsman	509	727	17	206	158
Operative	2 036	4 272	30	582	-
Unskilled	579	537	-	-	-
Total	4 291	8 765	70	58 368	759

- 4. Employers reported a total of 34 vacancies in the manufacturing sector of the textile, clothing, footwear and handbag industries; and a total of 242 vacancies in the trading and servicing sector of the three industries. Employers also reported a total of 15 trainees in the manufacturing sector of the textile, clothing, footwear and handbag industries, and 24 in the trading and servicing sector. In addition, employers forecast that by August 2010, the three industries would have a total workforce of 13 174 in the manufacturing sector and 58 425 in the trading and servicing sector.
- 5. Ageing is a problem in the manufacturing sector of the three industries. In the footwear & handbag industries, some 51.43% of employees were over the age of 50; while some 38.47% and 31.44% of employees were over the age of 50 in the textile and clothing industries respectively.

Manpower Changes Since 2007

- 6. Compared with the findings of the 2007 survey, the total manpower in the current survey recorded an average annual decrease of 5.73%, comprising a decline of 27.1% in the manufacturing sector and a slight increase of 2.2% in the servicing sector.
- 7. The Training Board considers that the manpower changes of the textile, clothing, footwear and handbag industries might be attributable to the following factors:
 - (i) the global economic downturn and rapid deterioration in the world trading environment in early 2009 caused by the financial tsunami in the fall of 2008 have rendered a number of employers to opt out of business (nevertheless, the global economy has been recovering fast during the later half of 2009, but the corresponding effects are beyond this report's findings);
 - (ii) rising trend on global trade protectionism has posed uncertainty to the trading environment;
 - (iii) more stringent rules and regulations imposed by the major importing countries on product quality and safety as a result of an increase in the awareness of environmental protection concerns have pushed up the overall production cost for the manufacturers;
 - (iv) increasing demands by foreign importers on product quality and delivery lead time have prompted manufacturers and trading companies to strive hard for making continuous improvements on product design & innovation, value-added production, operation management and logistic & supply chain management;
 - (v) many manufacturers have already relocated their production bases from Hong Kong to Mainland China, taking advantage of the low labour cost there, in order to enhance their cost competitiveness. As a consequence, Hong Kong has gradually been transformed and established as a sourcing and co-ordinating centre;

- (vi) liberation of quotas worldwide has sped up the rationalization and globalization of textile and clothing manufacturing business with the effect of further hastening employers to shift their manufacturing plants from Hong Kong to regions with lower labour cost in order to sustain their cost competitiveness;
- (vii) the other effect of the liberation of quotas worldwide is the emergence of a highly competitive market environment in the post-quota regime, posing more challenges for many textile manufacturers;
- (viii) as a result of strong price competition from manufacturers in the developing countries, some of Hong Kong's less effective manufacturers have been competed out of business, while some others are considering to further migrate their production bases to nearby countries with lower labour cost, such as Vietnam and Bangladesh etc.;
- (ix) in response to the above trend, the Census and Statistics Department has re-classified a number of manufacturing firms into trading firms to reflect the current situation that Hong Kong has indeed been transformed and established as the management and sourcing centre, functioning as headquarters for manufacturers with production in Mainland China and nearby countries;
- (x) in line with Hong Kong's re-established role as a management and sourcing centre, together with employers' call for making continuous improvements to stay competitive, it is envisaged there would be a gradual migration of technical personnel from the manufacturing sector to the trading sector. Additional technical manpower is also required, especially in design houses attached to the local trading office for original design manufacture (ODM);
- (xi) another consequence is that quite a number of principal jobs have been merged or gradually phased out either due to changes in production processes or technological advancement;
- (xii) owing to Hong Kong government's recently launched plastic bags levy scheme to discourage the usage of plastic bags, there creates a surging opportunity within the industry for the development and production of environmental-friendly replacement products for plastic bags, such as the nonwoven fabric;
- (xiii) in response to the importing countries' more stringent requirements on product quality and safety and Hong Kong government's promotion on Testing and Certification service, it is noted there would be a corresponding growth in manpower need in the areas of laboratory testing and certification within the industry;
- (xiv) nevertheless, owing to the many challenges faced by the industry, there is a general misconception that the industry is considered as "unattractive" for new entrants.

Recommendation

- 8. Although the industry has undergone drastic transformation over the years and has been heavily hit by the global economic downturn caused by the unprecedented financial tsunami in the fall of 2008, the industry has been recovering fast. In view of Hong Kong's re-established role as a management and sourcing centre, together with the pressing needs for employers to strive for continuous improvements to stay competitive, the Training Board anticipates a persistent demand for technologists and technicians to perform the merchandising and production co-ordination functions to support large-scale production outside Hong Kong. It is much desirable that manufacturers should invest not only in plants and machinery in the nearby countries, but also in manpower training at higher skill levels particularly in merchandising and quality control in Hong Kong.
- 9. The Training Board recommends that the number of employees required annually by the textile, clothing, footwear & handbag industries as a whole at the technologist, technician and craftsman levels are estimated to be as follows:

Total Level	Annual Training Requirement
Technologist	435
Technician	1 925
Craftsman	24

10. The Training Board urges employers to make use of the part-time courses offered by the Hong Kong Polytechnic University, the Department of Fashion and Textiles of the Hong Kong Design Institute, the Textile Industry Training Centre and the Clothing Industry Training Authority for upgrading their workforce. Employers are also encouraged to contact the Vocational Training Council to set up apprenticeship/traineeship schemes and to make use of the New Technology Training Scheme for training their employees in new technologies. On the other hand, the Training Board also urges the training institutes to encourage their students to get prepared that it is inevitable they would have to work outside Hong Kong, particularly in Mainland China or nearby countries, sooner or later in their future career development.

SECTION I

INTRODUCTION

The Training Board

1.1 The Textile and Clothing Training Board of the Vocational Training Council is required by its terms of reference to determine the manpower needs of the textile, clothing, footwear and handbag industries and to make recommendations to the Council for the development of training facilities to meet such needs. The membership and terms of reference of the Training Board are listed in Appendices 1 and 2 respectively.

Purpose and Date of the Survey

1.2 During the period from 20 July to 19 August 2009, the Textile and Clothing Training Board conducted a survey of the textile, clothing, footwear and handbag industries to collect the up-to-date manpower information. This is the sixth manpower survey covering three industries, including the manufacturing and the trading and servicing sectors. The survey was carried out with the assistance of the Census and Statistics Department.

Information Collected from the Survey

- 1.3 The following information was collected from employers:
 - (i) the number of employees at the time of the survey;
 - (ii) the number of employees under training;
 - (iii) the number of existing vacancies;
 - (iv) a forecast of number of employees by August 2010;
 - (v) the average income of employees;
 - (vi) the number of internal promotion and employees over age of 50 by job level; and
 - (vii) employers' views on the preferred education, training mode and training period of employees by level.

1.4 Employers were also requested to provide information with regard to the reason(s) for any difficulties in employee recruitment that they might have experienced during the 12 months prior to the survey. In addition, the number of Compliance Manager and/or Compliance Supervisor needed by the Employers in the coming 12 months after the survey was also collected.

Scope of the Survey

1.5 The survey covered the following branches of the three industries and their related trading sectors and commercial laboratories:

(A) Manufacturing Sector

(i) Textile Industry

- (a) Spinning Branch (HSIC 131101, 131102, 131103, 131104, 131199, 139401, 139402, 139403, 139404 & 139700)
- (b) Weaving Branch (HSIC 131201, 131202, 131203, 131204, 131299, 139300, 139500 & 139900)
- (c) Knitting Branch (HSIC 139101, 139102, 139199 & 143100)
- (d) Finishing Branch (HSIC 131301, 131302, 131303, 131304, 131305, 131306, 131307 & 131399)
- (e) Non-woven Branch

- (a) Garment Branch Manufacture of garments and raincoats (HSIC 141101, 141103, 141104 & 141199)
- (b) Knitwear Branch Manufacture of knitwear (HSIC 143200 & 143300)
- (c) Fur Branch Manufacture of fur garments (HSIC 142000)

(iii) Footwear and Handbag Industries

- (a) Footwear Branch Manufacture of shoes, slippers and rubber footwear (HSIC 152000)
- (b) Handbag Branch Manufacture of handbags (HSIC 151200)

(B) Trading and Servicing Sector

- (i) I/E of Footwear (HSIC 451401 & 452401)
- (ii) I/E of Fabrics (HSIC 451402 & 452402)
- (iii) I/E of Wearing Apparel (HSIC 451404 & 452404)
- (iv) I/E of Cotton, Textile Fibre and Yarn (HSIC 451202 & 452202)
- (v) Testing Services and Laboratories 11 Textile Testing Services and Laboratories
- 1.6 According to the Census and Statistics Department, there were 992 establishments engaged in the manufacturing sector and 12 711 in the trading and servicing sector of the textile, clothing, footwear and handbag industries. In view of the limited manpower available for the fieldwork, a stratified random sampling method was adopted to select 1 607 textile, clothing, footwear and handbag, trading and servicing establishments for the survey.

Method of the Survey

- 1.7 One week before the fieldwork, copies of the questionnaire together with explanatory notes and job descriptions of the principal jobs in the respective industries were sent to the selected establishments (Appendices 3(a) to 3(d)).
- 1.8 During the fieldwork, interviewers of the Census and Statistics Department visited the selected establishments by appointment to collect the completed questionnaires. If required, they also helped employers to complete the questionnaires.
- 1.9 The completed questionnaires were edited and, where necessary, checked with the respondents. They were then processed by the Census and Statistics Department. The collected data were statistically scaled up to reflect the overall manpower situations of the three industries.

Publicity

- 1.10 Prior notice of the survey was given, the following employers' associations were requested to publicise the survey among their members:
 - (i) The Chinese Manufacturers' Association of Hong Kong
 - (ii) The Federation of Hong Kong Cotton Weavers
 - (iii) The Federation of Hong Kong Garment Manufacturers
 - (iv) The Federation of Hong Kong Industries
 - (v) Hong Kong Apparel Society Ltd.
 - (vi) The Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Ltd.
 - (vii) Hong Kong Chinese Textile Mills Association
 - (viii) The Hong Kong Cotton Spinners Association
 - (ix) Hong Kong Fur Federation
 - (x) Hong Kong Garment Manufacturers' Association Ltd.
 - (xi) The Hong Kong General Chamber of Commerce
 - (xii) The Hong Kong General Chamber of Textiles Ltd.
 - (xiii) Hong Kong Knitwear Exporters and Manufacturers Association Ltd.
 - (xiv) Hong Kong Leather Shoe and Shoe Material Merchants Association Ltd.
 - (xv) The Hong Kong Piece-Goods Merchants' Association
 - (xvi) Hong Kong Printers and Dyers Association Ltd.
 - (xvii) Hong Kong Footwear Association Ltd.
 - (xviii) The Hong Kong Weaving Mills Association
 - (xix) Hong Kong Woollen and Synthetic Knitting Manufacturers' Association Ltd.
 - (xx) Textile Council of Hong Kong Ltd.

Survey Response

1.11 Of the 1 607 establishments, 1 084 provided the information and 126 declined to do so. The remaining 397 had either closed, moved or were no longer engaged in the textile, clothing, footwear and handbag industries. The effective response rate was up to 90%.

The Report

1.12 This report presents the findings of the survey (Tables 1 - 44), the Training Board's forecast of the manpower needs of the three industries and its recommendations on measures to meet these needs. In the report, the term 'employees' refers to the total manpower in the principal jobs excluding trainees. The term 'trainees' includes all trainees receiving any form of training and apprentices under an apprenticeship.

SECTION II

SUMMARY OF SURVEY FINDINGS

Number of Employees (Tables 1, 2, 3, 4 and 5)

2.1 The survey revealed that in August 2009, a total of 4 291, 8 765 and 70 persons were employed respectively in the manufacturing sector of the textile, clothing, footwear and handbag industries while 59 127 were employed in the trading and servicing sector of the three industries. Their distribution by sector/branch is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Total	Percentage of Total Number of Employees
Spinning	738	17.20%
Weaving	2 187	50.97%
Knitting	334	7.78%
Finishing	918	21.39%
Non-woven	114	2.66%
Total	4 291	100.00%

Branch	Total	Percentage of Total Number of Employees	
Garment	5 129	58.52%	
Knitwear	3 528	40.25%	
Fur	108	1.23%	
Total	8 765	100.00%	

(iii) Footwear and Handbag Industries

Branch	Total	Percentage of Total Number of Employees	
Footwear	34	48.57%	
Handbag	36	51.43%	
Total	70	100.00%	

(B) Trading and Servicing Sector

(i) Trading

Branch	Total	Percentage of Total Number of Employees	
I/E of Footwear	2 423	4.15%	
I/E of Fabrics	7 565	12.96%	
I/E of Wearing Apparel	46 581	79.81%	
I/E of Cotton, Textile Fibre and Yarn	1 799	3.08%	
Total	58 368	100.00%	

(ii) Testing Services and Laboratories

Branch	Total	Percentage of Total Number of Employees	
Testing Services and Laboratories	759	100.00%	
Total	759	100.00%	

2.2 The distribution of employees according to job level in the ten branches of the manufacturing sector and five branches in the trading and servicing sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Spinning	39	86	121	417	75	738
Weaving	123	487	258	949	370	2 187
Knitting	7	90	48	160	29	334
Finishing	30	214	82	493	99	918
Non-woven	22	69	-	17	6	114
Total	221	946	509	2 036	579	4 291
Percentage in Total Number of Employees	5.15%	22.05%	11.86%	47.45%	13.49%	100.00%

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Garment	304	1 309	386	2 875	255	5 129
Knitwear	392	1 178	296	1 390	272	3 528
Fur	16	30	45	7	10	108
Total	712	2 517	727	4 272	537	8 765
Percentage in Total Number of Employees	8.12%	28.72%	8.29%	48.74%	6.13%	100.00%

(iii) Footwear and Handbag Industries

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Footwear	1	15	7	11	-	34
Handbag	2	5	10	19	-	36
Total	3	20	17	30	-	70
Percentage in Total Number of Employees	4.29%	28.57%	24.29%	42.85%	-	100.00%

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
I/E of Footwear	361	2 039	4	19	-	2 423
I/E of Fabrics	1 006	6 341	16	202	-	7 565
I/E of Wearing Apparel	8 257	37 777	186	361	-	46 581
I/E of Cotton, Textiles Fibre and Yarn	212	1 587	-	-	-	1 799
Total	9 836	47 744	206	582	-	58 368
Percentage in Total Number of Employees	16.85%	81.80%	0.35%	1%	-	100.00%

(ii) Testing Services and Laboratories

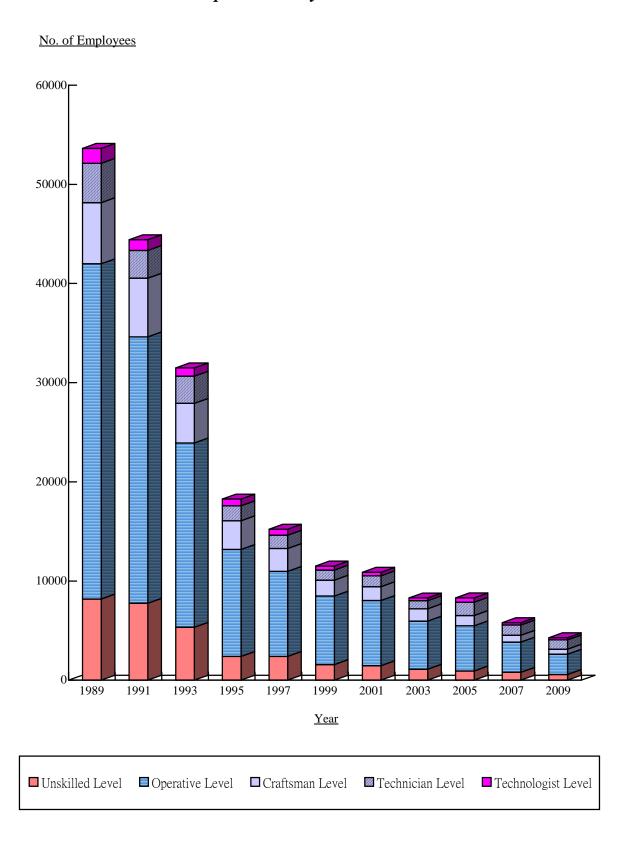
Branch	Technologist	Technician	Craftsman	Total
Testing Services and Laboratories	44	557	158	759
Total	44	557	158	759
Percentage in Total Number of Employees	5.79%	73.39%	20.82%	100.00%

2.3 The distribution of workers by job level based on the past ten consecutive surveys for the textile, clothing, footwear and handbag industries is as follows:

(i) Textile Industry

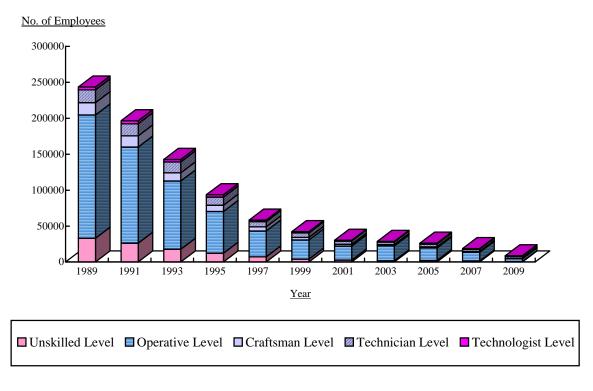
		Manpower at						
Year	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	Total Manpower		
1989	1 499	3 973	6 169	33 796	8 192	53 629		
1991	1 078	2 805	5 910	26 856	7 769	44 418		
1993	838	2 743	3 988	18 578	5 349	31 496		
1995	678	1 505	2 896	10 796	2 393	18 268		
1997	604	1 346	2 304	8 574	2 402	15 230		
1999	397	1 017	1 605	6 914	1 581	11 514		
2001	358	1 095	1 399	6 571	1 465	10 888		
2003	272	815	1 241	4 860	1 108	8 296		
2005	434	1 341	1 034	4 561	933	8 303		
2007	234	1 037	681	3 057	797	5 806		
2009	221	946	509	2 036	579	4 291		

Figure 1: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2009



		Manpower at						
Year Technologist Level	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	Total Manpower		
1989	4 119	17 792	16 982	171 503	33 144	243 540		
1991	4 348	16 923	15 556	133 485	26 335	196 647		
1993	3 524	15 075	11 232	94 939	17 903	142 673		
1995	3 380	11 272	8 705	58 117	12 250	93 724		
1997	1 976	7 452	5 719	36 063	7 131	58 341		
1999	1 958	6 221	3 399	26 709	4 118	42 405		
2001	1 067	4 392	2 463	19 664	2 743	30 329		
2003	918	3 726	1 645	20 835	1 752	28 876		
2005	1 214	3 895	1 449	17 718	2 031	26 307		
2007	838	3 315	981	12 258	1 444	18 836		
2009	712	2 517	727	4 272	537	8 765		

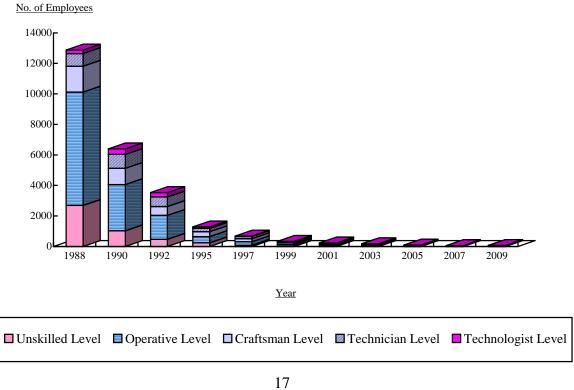
Figure 2: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2009



(iii) Footwear and Handbag Industries

		Total				
Year	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	Total Manpower
1988	234	828	1 697	7 429	2 690	12 878
1990	364	913	1 064	3 031	1 028	6 400
1992	292	619	586	1 567	473	3 537
1995	95	221	322	408	241	1 287
1997	23	141	203	230	84	681
1999	10	90	104	112	23	339
2001	4	38	57	84	50	233
2003	5	17	38	77	41	178
2005	7	15	29	40	1	92
2007	4	11	13	27	2	57
2009	3	20	17	30	-	70

Distribution of Employees by Job Level in the Figure 3: Manpower Surveys Between 1988 and 2009

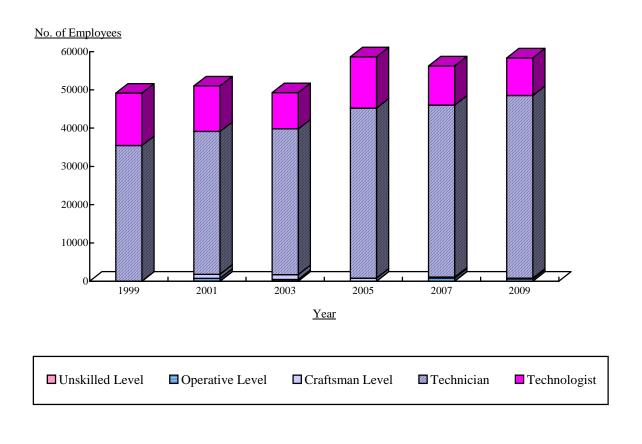


(B) Trading and Servicing Sector

(i) Trading

	Manpower at								
Year	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	Total Manpower			
1999	13 696	35 459	-	-	-	49 155			
2001	11 912	37 324	1 030	740	27	51 033			
2003	9 471	38 077	1 250	387	87	49 272			
2005	13 390	44 456	782	14	2	58 644			
2007	10 254	44 952	218	843	11	56 278			
2009	9 836	47 744	206	582	-	58 368			

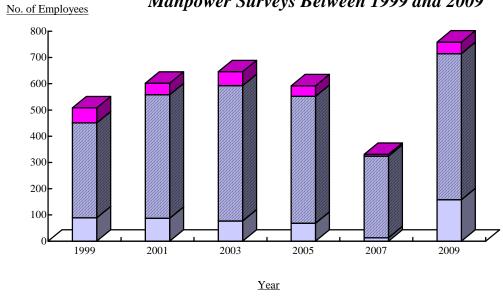
Figure 4: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2009



(ii) Testing Services and Laboratories

		Manpower at		- Total
Year	Technologist Technician		Craftsman Level	Manpower
1999	57	362	89	508
2001	44	471	87	602
2003	53	516	77	646
2005	40	484	68	592
2007	7	311	13	331
2009	44	557	158	759

Figure 5: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2009





Number of Trainees (Tables 1, 2, 3, 4 and 5)

2.4 At the time of survey, there were 15 and 24 trainees receiving various forms of training in the manufacturing and the trading and servicing sectors of the textile, clothing, footwear and handbag industries. The distribution of trainees by branch and job level is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Spinning	-	-	-	2	-	2	0.27%
Weaving	-	-	4	-	-	4	0.18%
Knitting	-	-	-	-	-	-	-
Finishing	-	-	-	-	-	1	-
Non-woven	-	-	-	-	-	1	
Total	-	-	4	2	-	6	0.14%
Percentage in Total Number of Employees at the Same Job Level	-	-	0.79%	0.10%	-	0.14%	

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Garment	-	-	8	-	-	8	0.16%
Knitwear	-	-	-	-	-	-	-
Fur	-	1	-	-	-	1	0.93%
Total	-	1	8	-	-	9	0.10%
Percentage in Total Number of Employees at the Same Job Level	-	0.04%	1.10%	-	-	0.10%	

(iii) Footwear and Handbag Industries

Nil trainee in footwear and handbag industries was reported by employers.

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
I/E of Footwear	-	-	-	-	-	-	-
I/E of Fabrics	-	10	-	-	-	10	0.13%
I/E of Wearing Apparel	-	14	-	-	-	14	0.03%
I/E of Cotton, Textile Fibre and Yarn	-	-	-	-	-	-	-
Total	-	24	-	-	-	24	0.04%
Percentage in Total Number of Employees at the Same Job Level	-	0.05%	-	-	-	0.04%	

(ii) Testing Services and Laboratories

Nil trainee in testing services and laboratories was reported by employers.

Number of Vacancies (Tables 1, 2, 3, 4 and 5)

2.5 At the time of the survey, employers in the manufacturing sectors reported a total of 34 vacancies, and in the trading and servicing sector 242 vacancies respectively. The distribution of vacancies by branch and by job level is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Spinning	-	-	-	-	-	-	-
Weaving	-	-	-	1	-	1	0.05%
Knitting	-	-	-	-	-	ı	-
Finishing	-	-	-	-	-	ı	-
Non-woven	-	-	-	-	-	ı	-
Total	-	-	-	1	-	1	0.02%
Percentage in Total Number of Employees at the Same Job Level	-	-	-	0.05%	-	0.02%	

(ii) Clothing Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Garment	-	10	-	12	-	22	0.43%
Knitwear	-	-	5	3	ı	8	0.23%
Fur	-	1	-	-	-	1	0.93%
Total	-	11	5	15	-	31	0.35%
Percentage in Total Number of Employees at the Same Job Level	-	0.44%	0.69%	0.35%	-	0.35%	

(iii) Footwear and Handbag Industries

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Handbags	-	-	-	-	2	2	5.56%
Footwear	-	ı	-	-	ı	ı	-
Total	-	-	-	-	2	2	2.86%
Percentage in Total Number of Employees at the Same Job Level	-	-	-	-	N.A.	2.86%	

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
I/E of Footwear	6	21	-	-	-	27	1.11%
I/E of Fabrics	-	20	-	-	-	20	0.26%
I/E of Wearing Apparel	36	136	-	-	-	172	0.37%
I/E of Cotton, Textile Fibre and Yarn	-	8	-	-	-	8	0.44%
Total	42	185	-	-	-	227	0.39%
Percentage in Total Number of Employees at the Same Job Level	0.43%	0.39%	-	-	-	0.39%	

(ii) Testing Services and Laboratories

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Testing Services and Laboratories	1	14	-	-	-	15	1.98%
Total	1	14	-	-	-	15	1.98%
Percentage in Total Number of Employees at the Same Job Level	2.27%	2.51%	-	-	-	1.98%	

Forecast Workforce by August 2010 (Tables 1, 2, 3, 4 and 5)

Employers also forecast that the manufacturing and the trading and servicing sectors of the textile, clothing, footwear and handbag industries would respectively require 13 174 and 59 425 employees by August 2010. The employers' forecasts by branch and by job level are:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2010
Technologist	221	-	221	221
Technician	946	-	946	943
Craftsman	509	-	509	511
Operative	2 036	1	2 037	2 027
Unskilled	579	-	579	579
Total	4 291	1	4 292	4 281

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2010
Technologist	712	-	712	712
Technician	2 517	11	2 528	2 528
Craftsman	727	5	732	725
Operative	4 272	15	4 287	4 319
Unskilled	537	-	537	537
Total	8 765	31	8 796	8 821

(iii) Footwear and Handbag Industries

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2010
Technologist	3	-	3	3
Technician	20	-	20	20
Craftsman	17	-	17	17
Operative	30	-	30	30
Unskilled	-	2	2	2
Total	70	2	72	72

(B) Trading and Servicing Sector

(i) Trading

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2010
Technologist	9 836	42	9 878	9 876
Technician	47 744	185	47 929	47 976
Craftsman	206	-	206	206
Operative	582	-	582	582
Unskilled	-	-	-	-
Total	58 368	227	58 595	58 640

(ii) Testing Services and Laboratories

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2010
Technologist	44	1	45	45
Technician	557	14	571	582
Craftsman	158	-	158	158
Total	759	15	774	785

Total Monthly Income Range of Employees (Tables 6 to 10)

2.7 The distribution of employees by total monthly income ranges in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	Under - \$5,000	\$5,001 - \$6,500	\$6,501 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	13	58	76	49	25	221
Technician	6	11	1	234	391	208	32	-	63	946
Craftsman	-	1	52	117	194	59	-	-	86	509
Operative	10	128	385	890	544	6	-	-	73	2 036
Unskilled	13	170	267	71	3	-	-	-	55	579
Total	29	310	705	1 312	1 145	331	108	49	302	4 291
Percentage in Total Number of Employees	0.68%	7.22%	16.43%	30.58%	26.68%	7.71%	2.52%	1.14%	7.04%	100.00%

(ii) Clothing Industry

Job Level	Under - \$5,000	\$5,001 - \$6,500	\$6,501 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	78	79	207	241	107	712
Technician	-	6	-	180	1 140	600	204	5	382	2 517
Craftsman	-	8	111	193	238	75	15	-	87	727
Operative	115	980	1 748	784	300	36	-	-	309	4 272
Unskilled	130	253	107	2	-	-	-	-	45	537
Total	245	1 247	1 966	1 159	1 756	790	426	246	930	8 765
Percentage in Total Number of Employees	2.80%	14.23%	22.43%	13.22%	20.03%	9.01%	4.86%	2.81%	10.61%	100.00%

(iii) Footwear and Handbag Industries

Job Level	Under - \$5,000	\$5,001 - \$6,500	\$6,501 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	-	1	2	-	-	3
Technician	-	-	-	9	6	5	-	-	-	20
Craftsman	-	1	2	13	1	-	-	-	-	17
Operative	1	2	21	6	-	-	-	-	-	30
Unskilled	-	-	-	-	-	-	-	-	-	-
Total	1	3	23	28	7	6	2	-	-	70
Percentage in Total Number of Employees	1.43%	4.29%	32.85%	40%	10%	8.57%	2.86%	-	-	100.00%

(B) Trading and Servicing Sector

Job Level	Under - \$5,000	\$5,001 - \$6,500		\$8,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	580	2 001	3 418	3 120	761	9 880
Technician	-	154	582	7 470	18 943	14 109	2 608	137	4 298	48 301
Craftsman	2	-	195	66	48	29	20	-	4	364
Operative	-	100	402	77	3	-	-	-	-	582
Unskilled	-	-	-	-	-	-	-	-	-	-
Total	2	254	1179	7 613	19 574	16 139	6 046	3 257	5 063	59 127
Percentage in Total Number of Employees	-	0.42%	1.99%	12.88%	33.11%	27.30%	10.23%	5.51%	8.56%	100.00%

Employees Working in Mainland China and Offshore Plants/Offices under Employers' Control

2.8 The Training Board noted that a huge number of local employees of host countries, excluding Hong Kong residents, working in a large number of Mainland China and offshore plants/offices controlled by Hong Kong companies. As a usual practice, the Hong Kong employers may have different registered company names or joint-venture enterprises to employ local people. Moreover, there are different types of venture modes which made the survey difficult to draw accurate findings/conclusions on employees working in Mainland China and offshore plants/offices under Hong Kong employers' control. In view of this, the local employees working in Mainland China and offshore plants/offices under the control of Hong Kong employers are not covered in this manpower survey.

Number of Internal Promotion

2.9 In the twelve months prior to the survey, a total of 4 and 150 employees in the manufacturing and the trading and servicing sectors were promoted internally to higher level jobs. The distribution of these employees by job level is:

(A) Manufacturing Sector

(i) Textile Industry

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	-	-
Craftsman to Technician	-	-
Operative to Craftsman	2	0.39%
Total	2	0.12%

(ii) Clothing Industry

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	-	-
Craftsman to Technician	-	-
Operative to Craftsman	2	0.28%
Total	2	0.05%

(iii) Footwear and Handbag Industries

Nil case in the footwear and handbag industries was reported by employers.

(B) Trading and Servicing Sector

(i) Trading

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level	
Technician to Technologist	118	1.20%	
Craftsman to Technician	12	0.03%	
Operative to Craftsman	-	-	
Total	130	0.22%	

(ii) Testing Services and Laboratories

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	4	9.09%
Craftsman to Technician	16	2.87%
Operative to Craftsman	-	-
Total	20	2.64%

Age of Employees (Tables 11 - 14)

2.10 The distribution of employees over age of 50 by level in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	96	221	43.44%
Technician	246	946	26.00%
Craftsman	212	509	41.65%
Operative	874	2036	42.93%
* TOTAL	1 428	3 712	38.47%

(ii) Clothing Industry

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	230	712	32.30%
Technician	509	2 517	20.22%
Craftsman	154	727	21.18%
Operative	1 694	4 272	39.65%
* TOTAL	2 587	8 228	31.44%

^{*} Excluding unskilled employees

(iii) Footwear and Handbag Industries

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	-	3	-
Technician	7	20	35.00%
Craftsman	11	17	64.71%
Operative	18	30	60.00%
* TOTAL	36	70	51.43%

(B) Trading and Servicing Sector

(i) Trading

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	1 765	9 836	17.94%
Technician	5 810	47 744	12.17%
Craftsman	81	206	39.32%
Operative	78	582	13.40%
* TOTAL	7 734	58 368	13.25%

^{*} Excluding unskilled employees

(ii) Testing Services and Laboratories

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	4	44	9.09%
Technician	23	557	4.13%
Craftsman	16	158	10.13%
* TOTAL	43	759	5.67%

^{*} Excluding unskilled employees

Preferred Education, Training Period and Training Mode of Employees (Tables 15 to 29)

2.11 Most employers in the manufacturing and the trading and servicing sectors of the three industries preferred their employees to have the following education and training:

Job Level

Technologist	Higher Diploma and above, and 3 years or above On-the-job Training
Technician	Secondary 5 and above, and 2 years or above On-the-job Training
Craftsman	Secondary 3 and above, and 2 years or above On-the-job Training or Apprenticeship
Operative	Below Secondary 3, and less than 2 years On-the-job Training

2.12 The distribution of employers' preference on the education that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 15, 16 and 17)

Job Level	Degree/ Associateship	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	263	502	12	2	2	120	-	-	-	35	936
Technician	4	14	657	130	283	2 184	27	27	-	157	3 483
Craftsman	-	-	-	-	-	323	364	466	34	66	1 253
Operative	-	-	-	-	-	-	-	3 085	3 040	213	6 338
Total	267	516	669	132	285	2 627	391	3 578	3 074	471	12 010
*Percentage in Total Number of Employees	2.22%	4.30%	5.57%	1.10%	2.37%	21.87%	3.26%	29.79%	25.60%	3.92%	100.00%

(B) Trading and Servicing Sector (Table 18 and 19)

Job Level	Degree/ Associateship	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	3 983	4 290	186	4	50	1 083	-	-	-	284	9 880
Technician	1 138	6 285	6 110	857	1 435	30 602	28	14	-	1 832	48 301
Craftsman	-	-	-	-	-	211	7	94	50	2	364
Operative	1	-	-	-	-	42	114	421	4	1	582
Total	5 121	10 575	6 296	861	1 485	31 938	149	529	54	2 119	59 127
*Percentage in Total Number of Employees	8.66%	17.89%	10.65%	1.46%	2.51%	54.02%	0.25%	0.89%	0.09%	3.58%	100.00%

^{*} Excluding unskilled employees

2.13 The distribution of employers' preference on the training period that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 20, 21 and 22)

Job Level	Above 4 Years	3 to less than 4 Years	2 to less than 3 Years	1 to less than 2 Years	6 - 11 Months	Below 6 Months	Unspecified	Total Number of Employees
Technologist	762	134	8	1	-	6	25	936
Technician	897	1 125	1 211	67	41	3	139	3 483
Craftsman	178	178	763	60	8	-	66	1 253
Operative	55	94	57	2 636	1 444	1 849	203	6 338
Total	1 892	1 531	2 039	2 764	1 493	1 858	433	12 010
*Percentage in Total Number of Employees	15.75%	12.75%	16.98%	23.01%	12.43%	15.47%	3.61%	100.00%

(B) Trading and Servicing Sector (Table 23 and 24)

Job Level	Above 4 Years	3 to less than 4 Years	2 to less than 3 Years	1 to less than 2 Years	6 - 11 Months	Below 6 Months	Unspecified	Total Number of Employees
Technologist	8 417	1 124	53	8	-	-	278	9 880
Technician	8 963	13 451	22 792	759	320	171	1 845	48 301
Craftsman	57	1	264	40	-	-	2	364
Operative	-	-	-	87	232	262	1	582
Total	17 437	14 576	23 109	894	552	433	2 126	59 127
*Percentage in Total Number of Employees	29.49%	24.65%	39.09%	1.51%	0.93%	0.73%	3.60%	100.00%

^{*} Excluding unskilled employees

2.14 The distribution of employers' preference on the training mode that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 25, 26 and 27)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	911	-	-	25	936
Technician	3 330	14	-	139	3 483
Craftsman	1 180	7	-	66	1 253
Operative	6 135	-	-	203	6 338
Total	11 556	21	-	433	12 010
*Percentage in Total Number of Employees	96.22%	0.17%	-	3.61%	100.00%

(B) Trading and Servicing Sector (Table 28 and 29)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	9 602	-	-	278	9 880
Technician	46 478	30	-	1 793	48 301
Craftsman	362	-	1	2	364
Operative	581	-	1	1	582
Total	57 023	30	-	2 074	59 127
*Percentage in Total Number of Employees	96.44%	0.05%	-	3.51%	100.00%

^{*} Excluding unskilled employees

Technical and Non-technical Staff

2.15 The survey revealed that a total of 72 253 technical and 32 352 non-technical staff employed in the textile, clothing, footwear and handbag industries. The distribution of these employees by sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technical Staff	Non-technical Staff	Total
Spinning	738	120	858
Weaving	2 187	375	2 562
Knitting	334	44	378
Finishing	918	134	1 052
Non-woven	114	62	176
Sub-total (i)	4 291	735	5 026

(ii) Clothing Industry

Branch	Technical Staff	Non-technical Staff	Total
Garment	5 129	1 047	6 176
Knitwear	3 528	1 241	4 769
Fur	108	35	143
Sub-total (ii)	8 765	2 323	11 088

(iii) Footwear and Handbag Industry

Branch	Technical Staff	Non-technical Staff	Total
Footwear	34	10	44
Handbag	36	3	39
Sub-total (iii)	70	13	83
TOTAL (i + ii + iii)	13 126	3 071	16 197

(B) Trading and Servicing Sector

(i) Trading

Branch	Technical Staff	Non-technical Staff	Total
I/E of Footwear	2 423	1 626	4 049
I/E of Fabrics	7 565	3 097	10 662
I/E of Wearing Apparel	46 581	21 737	68 318
I/E of Cotton, Textile Fibre and Yarn	1 799	844	2 643
Sub-total (i)	58 368	27 304	85 672

(ii) Testing Services and Laboratories

Branch	Technical Staff Non-technical Staff		Total
Testing Services and Laboratories	759	1 977	2 736
Sub-total (ii) 759		1 977	2 736
TOTAL (i + ii)	59 127	29 281	88 408

Recruitment of Employees

2.16 The distribution of companies which had recruitment difficulty during the 12 months prior to the survey in different job level in the three industries and their related trading and servicing sector is as follows:

Sector	Technologist	Technician	Craftsman	Operative	Total
Textile	-	3	3	12	18
Clothing	1	8	-	28	37
Footwear & Handbag	-	1	1	-	2
Trading	44	396	-	-	440
Servicing	4	11	-	-	15
Total	49	419	4	40	512

2.17 Employers indicated the reasons of recruitment difficulty which they had experienced during the 12 months prior to the survey. The numbers of employers' indications in different job level are as follows:

(A) Manufacturing Sector

(i) Textile Industry

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	-	3	-	3
Insufficient graduates in relevant disciplines from institutions	-	-	-	-	-
Lack of applicants with relevant experience and training	-	2	-	1	3
Working conditions/remuneration package not meet applicants' expectation	-	1	-	11	12
Other reasons	-	-	-	-	-
Total	-	3	3	12	18

(ii) Clothing Industry

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	-	-	20	20
Insufficient graduates in relevant disciplines from institutions	-	-	-	-	-
Lack of applicants with relevant experience and training	1	5	-	4	10
Working conditions/remuneration package not meet applicants' expectation	-	3	-	4	7
Other reasons	-	-	-	-	-
Total	1	8	-	28	37

(iii) Footwear and Handbag Industry

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	1	-	-	1
Insufficient graduates in relevant disciplines from institutions	-	-	-	-	-
Lack of applicants with relevant experience and training	-	-	1	-	1
Working conditions/remuneration package not meet applicants' expectation	-	-	-	-	-
Other reasons	-	-	-	-	-
Total	-	1	1	-	2

(B) Trading and Servicing Sector

(i) Trading

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	5	36	-	-	41
Insufficient graduates in relevant disciplines from institutions	2	2	-	-	4
Lack of applicants with relevant experience and training	34	227	-	-	261
Working conditions/remuneration package not meet applicants' expectation	3	131	-	-	134
Other reasons	-	-	-	-	-
Total	44	396	-	-	440

(ii) Testing Services and Laboratories

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	1	2	-	-	3
Insufficient graduates in relevant disciplines from institutions	-	2	-	-	2
Lack of applicants with relevant experience and training	3	5	-	-	8
Working conditions/remuneration package not meet applicants' expectation	-	2	-	-	2
Other reasons	-	-	-	-	-
Total	4	11	-	-	15

Recruitment of Compliance Manager/Supervisor

2.18 Employers reported that the estimated number of Compliance Manager and/or Compliance Supervisor who/will be employed during the 12 months after the survey is as follows:

Sector	Compliance Manager	Compliance Supervisor	Total
Textile	-	-	-
Clothing	1	-	1
Footwear & Handbag	-	-	-
Trading	1	1	2
Servicing	-	-	-
Total	2	1	3

Survey Finding of Individual Branches

2.19 Detailed manpower statistics of the respective branches in the manufacturing and the trading and servicing sectors are given in the following tables:

	Branc	ch	Table
(A)	Manuf	facturing Sector	
	(i)	Spinning	30
	(ii)	Weaving	31
	(iii)	Knitting	32
	(iv)	Finishing	33
	(v)	Non-woven	34
	(vi)	Garment	35
	(vii)	Knitwear	36
	(viii)	Fur	37
	(ix)	Footwear	38
	(x)	Handbag	39
(B)	Tradin	ng and Servicing Sector	
	(i)	I/E of Footwear	40
	(ii)	I/E of Fabrics	41
	(iii)	I/E of Wearing Apparel	42
	(iv)	I/E of Cotton, Textile Fibre and Yarn	43
	(v)	Testing Services and Laboratories	44

SECTION III

CONCLUSIONS

General

- 3.1 The Training Board has carefully examined the survey findings and is of the view that they generally reflect the actual employment situation of the textile, clothing, footwear and handbag industries at the time of the survey.
- 3.2 In August 2009, the textile, clothing, footwear and handbag, trading and servicing industries, employed a total of 72 253 persons, representing an average annual decrease of 5.73% when compared with 81 308 found in the last survey conducted in September 2007. The distribution and comparison of the workforce by job level and by sector in 2007 and 2009 are shown below:

Job Level	Manufacturing Sector	Trading and Servicing Sector	Total	Average Annual Change in %
Technologist	936 (1 076)	9 880 (10 261)	10 816 (11 337)	-2.32%
Technician	3 483 (4 363)	48 301 (45 263)	51 784 (49 626)	2.15%
Craftsman	1 253 (1 675)	364 (231)	1 617 (1 906)	-7.89%
Operative	6 338 (15 342)	582 (843)	6 920 (16 185)	-34.61%
Unskilled	1 116 (2 243)	0 (11)	1 116 (2 254)	-29.64%
Total	13 126 (24 699)	59 127 (56 609)	72 253 (81 308)	-5.73%
Annual Change in %	-27.10%	2.20%	-5.73%	

Note: Figure in brackets () represent the corresponding number collected in the 2007 manpower survey.

- 3.3 The findings indicated an average annual decline of 27.10% in the manpower in the manufacturing sector from year 2007 to 2009, and an average annual increase of 2.20% in the trading and servicing sector. The decrease in the manpower of the whole industry, i.e. 5.73% per annum, was mainly due to the decrease in the manufacturing sector.
- 3.4 By skill level, there were also considerable annual decreases of 2.32%, 7.89%, 34.61% and 29.64% at the technologist, craftsman, operative and unskilled level respectively. While at the technician level, there was slightly annual increase of 2.15%.

Manpower Changes by Branch of the Textile, Clothing, Footwear and Handbag Industries

- 3.5 The manpower survey of the textile, clothing, footwear and handbag industries covers the manufacturing and the trading and servicing sectors. The manufacturing sector includes the textile, clothing, footwear and handbag industries with ten branches as follows:
 - (i) Textile Industry

Spinning

Weaving

Knitting

Finishing

Non-woven

(ii) Clothing Industry

Garment

Knitwear

Fur

(iii) Footwear and Handbag Industries

Footwear

Handbag

- 3.6 The trading and servicing sector includes the trading sector, testing services and laboratories with five branches as follows:
 - (i) Trading Sector

Import/Export of Footwear

Import/Export of Fabrics

Import/Export of Wearing Apparel

Import/Export of Cotton, Textile Fibre and Yarn

(ii) Testing Services and Laboratories

Firms engaged in Textile Testing Services and Laboratories

- 3.7 In August 2009, the manufacturing sector employed 4 291 employees in the textile industry, 8 765 in the clothing industry and 70 in the footwear and handbag industries. Compared with the 2007 survey, the total manpower recorded an annual decline of 14.03%, and 31.78% in the textile and clothing industries respectively and an annual increase of 10.82% in the footwear and handbag industries. The trading and servicing sector employed 58 368 employees in the trading sector and 759 in the testing services and laboratories, representing an average annual increase of 1.84% and 51.43% in the trading sector and the servicing sector respectively from 2007 to 2009.
- 3.8 The textile industry recorded an overall decline in manpower of 1 515 employees from 2007 to 2009. The annual decline of manpower in the branches of spinning, weaving, knitting and finishing are 24.63%, 9.61%, 14.97% and 18.08% respectively. Details of manpower changes are tabulated below:

Branch	No. of E	Average Change per annum (%)	
Branch	August 2007 August 2009		
Spinning	1 299	738	-24.63%
Weaving	2 677	2 187	-9.61%
Knitting	462	334	-14.97%
Finishing	1 368	918	-18.08%
Non-woven	-	114	-
Total	5 806	4 291	-14.03%

3.9 The findings indicated that the branches of garment and knitwear in the clothing industry had an average decline of 35.18% and 26.56% respectively and the branch of fur had an increase of 11.42%, giving an overall annual manpower decrease of 31.78% in manpower per annum. Details of the manpower changes are tabulated as follows:

Branch	No. of E	Average Change per annum (%)	
Branch	August 2007 August 2009		
Garment	12 208	5 129	-35.18%
Knitwear	6 541	3 528	-26.56%
Fur	87	108	11.42%
Total	18 836 8 765		-31.78%

3.10 The combined effect of the increase in manpower respectively in the footwear and handbag branches resulted in an average annual increase of 10.82% in the overall manpower in the industries from 2007 to 2009. Details of manpower changes are tabulated below:

Branch	No. of E	Average Change	
Branch	August 2007	August 2009	per annum (%)
Footwear	26	34	14.35%
Handbag	31	36	7.76%
Total	57	70	10.82%

3.11 There was an overall increase of 1.84% of manpower in the trading sector in the past two years. The branch of footwear had a decrease of 5.57% of manpower while there was an increase of 2.68% of manpower in the branch of wearing apparel. Details of manpower changes are shown below:

Branch	No. of E	Average Change		
Branch	August 2007	August 2009	per annum (%)	
I/E of Footwear	2 717	2 423	-5.57%	
I/E of Fabrics	7 587	7 565	-0.15%	
I/E of Wearing Apparel	44 179	46 581	2.68%	
I/E of Cotton, Textile Fibre and Yarn	1 795	1 799	0.11%	
Total	56 278	58 368	1.84%	

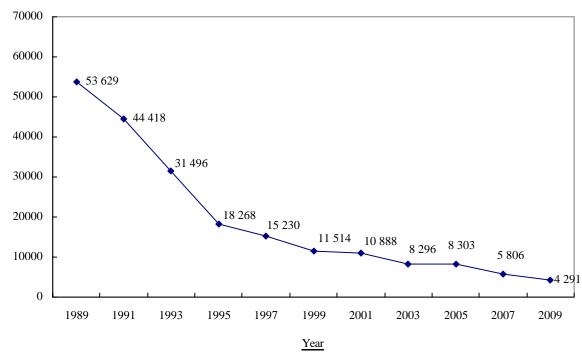
3.12 There was a substantial annual increase of 51.43% of manpower in the testing services and laboratories sector in the past two years. Details of manpower changes are listed as follows:

Branch	No. of Employees		Average Change per annum (%)	
Branch	August 2007 August 2			
Testing Services and Laboratories	331	759	51.43%	
Total	331	759	51.43%	

- 3.13 The manpower situation in the manufacturing sector of the textile, clothing, footwear and handbag industries between 1988 (or 1989) and 2009 is depicted below:
 - (A) Manufacturing Sector
 - (i) Textile Industry

Figure 6: Manpower Situation of the Textile Industry Between 1989 and 2009

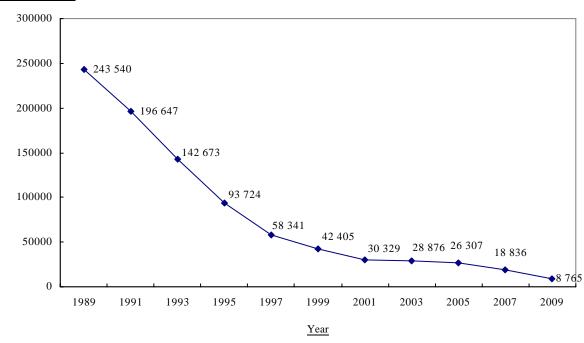
No. of Employees



(ii) Clothing Industry

Figure 7: Manpower Situation of the Clothing Industry Between 1989 and 2009

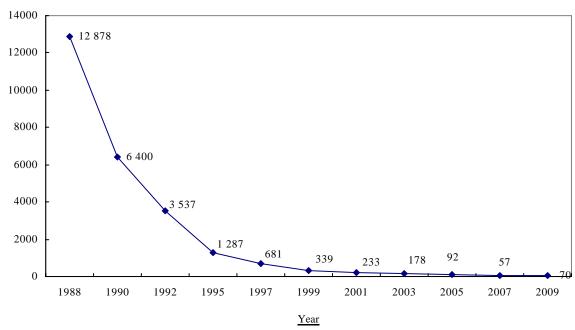




(iii) Footwear and Handbag Industries

Figure 8: Manpower Situation of the Footwear and Handbag Industries Between 1988 and 2009

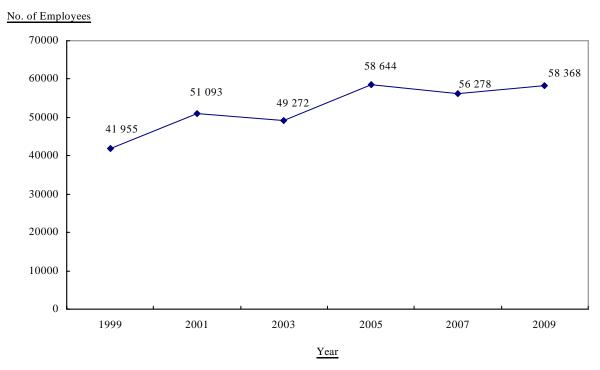
No. of Employees



(B) Trading and Servicing Sector

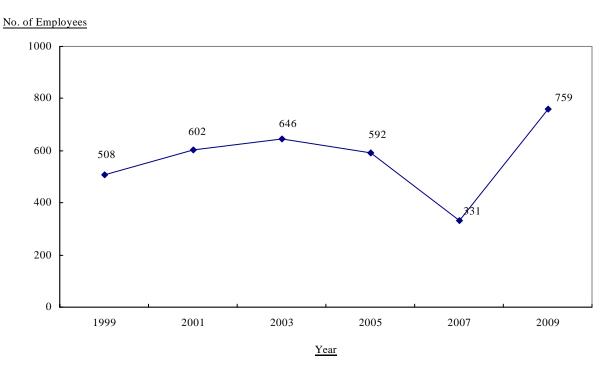
(i) Trading

Figure 9: Manpower Situation of the Trading Sector Between 1999 and 2009



(ii) Testing Services and Laboratories

Figure 10: Manpower Situation of the Testing Services and Laboratories Between 1999 and 2009



3.14 The manpower changes by job levels for the three industries are tabulated below:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	2007	2009	Average Change per Annum (%)
Technologist	234	221	-2.82%
Technician	1 037	946	-4.49%
Craftsman	681	509	-13.55%
Operative	3 057	2 036	-18.39%
Unskilled	797	579	-14.77%
Total	5 806	4 291	-14.03%

(ii) Clothing Industry

Job Level	2007	2009	Average Change per Annum (%)
Technologist	838	712	-7.82%
Technician	3 315	2 517	-12.86%
Craftsman	981	727	-13.91%
Operative	12 258	4 272	-40.97%
Unskilled	1 444	537	-39.02%
Total	18 836	8 765	-31.78%

(iii) Footwear and Handbag Industries

Job Level	2007	2009	Average Change per Annum (%)
Technologist	4	3	-13.40%
Technician	11	20	34.84%
Craftsman	13	17	14.35%
Operative	27	30	5.41%
Unskilled	2	1	-100%
Total	57	70	10.82%

(B) Trading and Servicing Sector

(i) Trading

Job Level	2007	2009	Average Change per Annum (%)
Technologist	10 254	9 836	-2.06%
Technician	44 952	47 744	3.06%
Craftsman	218	206	-2.79%
Operative	843	582	-16.91%
Unskilled	11	-	-100%
Total	56 278	58 368	1.84%

(ii) Testing Services and Laboratories

Job Level	2007	2009	Average Change per Annum (%)
Technologist	7	44	150.71%
Technician	311	557	33.83%
Craftsman	13	158	248.62%
Total	331	759	51.43%

3.15 The number of establishments in manufacturing sector of the textile and clothing industries dropped from 668 and 1 229 in the 1st quarter of 2007 to 398 and 578 in the 1st quarter of 2009, representing decreases of 22.81% and 31.42% respectively, whereas the number of establishments in the footwear and handbag industries recorded a decrease from 22 in the 1st quarter of 2007 to 16 in the 1st quarter of 2009. The annual reduction rate in the number of the establishments for the manufacturing sector was 21.16%. In the trading sector, the number of establishments decreased from 19 074 in the 1st quarter of 2007 to 12 711 in the 1st quarter of 2009, representing decreases of 18.37%. The number of establishments in testing services and laboratories is also presented starting from this report. Details of the change in the number of establishments in the three sectors are listed below:

(A) Manufacturing Sector

(i) Textile Industry

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
4 th Quarter 1996	899	238	136	57	22	12	1 364
1 st Quarter 1999	817	185	103	45	9	7	1 166
1 st Quarter 2001	685	171	85	33	9	7	990
4 th Quarter 2002	598	126	75	25	10	8	842
4 th Quarter 2004	526	103	69	19	7	8	732
1 st Quarter 2007	491	84	61	19	7	6	668
1 st Quarter 2009	298	59	25	9	3	4	398

(ii) Clothing Industry

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 1997	1 493	702	770	287	86	34	3 372
1 st Quarter 1999	1 104	582	588	189	65	21	2 549
1 st Quarter 2000	879	540	415	111	51	16	2 012
4 th Quarter 2002	752	396	317	89	30	13	1 597
4 th Quarter 2004	613	302	365	68	33	10	1 391
1 st Quarter 2007	551	290	314	38	29	7	1 229
1 st Quarter 2009	285	140	107	34	9	3	578

(iii) Footwear and Handbag Industries

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 1997	131	13	9	-	-	-	153
1 st Quarter 1999	91	4	6	-	-	-	101
1 st Quarter 2000	57	6	1	3	-	-	67
4 th Quarter 2002	44	3	2	-	-	-	49
4 th Quarter 2004	28	2	2	-	-	-	32
1 st Quarter 2007	21	1	-	-	-	-	22
1 st Quarter 2009	13	2	1	-	-	-	16

(iv) Total of (i) + (ii) + (iii)

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2001	1 621	717	501	147	60	23	3 069
4 th Quarter 2002	1 394	525	394	114	40	21	2 488
4 th Quarter 2004	1 167	407	436	87	40	18	2 155
1 st Quarter 2007	1 063	375	375	57	36	13	1 919
1 st Quarter 2009	596	201	133	43	12	7	992

(B) Trading Sector

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2001	18 127	1 484	490	108	43	15	20 267
4 th Quarter 2002	17 619	1 471	511	126	45	16	19 788
4 th Quarter 2004	16 658	1 383	597	136	50	19	18 843
1 st Quarter 2007	16 796	1 420	672	114	50	22	19 074
1 st Quarter 2009	10 790	1 109	612	132	33	24	12 700

(C) Testing Services and Laboratories Sector*

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2009	2	-	-	3	1	6	11

^{*} Establishment of testing services and laboratories was not reported in the reports before 2007. Due to the significant changes in this sector starting from 2009, the establishment of this sector is presented in this report.

(D) Grand Total of (A) + (B) + (C)=(D)

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2001	19 748	2 201	991	255	103	38	23 336
4 th Quarter 2002	19 013	1 996	905	240	85	37	22 276
4 th Quarter 2004	17 825	1 790	1 033	223	90	37	20 998
1 st Quarter 2007	17 859	1 795	1 047	171	86	35	20 993
1 st Quarter 2009	11 388	1 310	745	178	45	37	13 703

Manpower Changes by Job Level of the Textile, Clothing, Footwear and Handbag Industries

Technologist

3.16 There were 936 technologists in August 2009. Compared with the figure of 1 076 in 2007, technologists in the manufacturing sector recorded a 6.73% decrease per annum. The decrease in the manpower at technologist level occurred in the textile, clothing, footwear and handbag industries. In the trading and servicing sector, there were 9 836 managers in August 2009, representing an annual decrease of 2.06% in the trading sector. There were 44 technologists in the servicing sector in August 2009 which recorded a 150.71% increase per annum. Details of manpower changes are tabulated below:

(A) Manufacturing Sector

Industry	No. of E	Average Change		
Industry	August 2007	August 2009	per annum (%)	
Textile	234	221	-2.82%	
Clothing	838	712	-7.82%	
Footwear and Handbag	4	3	-13.40%	
Total	1 076	936	-6.73%	

(B) Trading and Servicing Sector

Duonah	No. of E	Average Change	
Branch	August 2007	August 2009	per annum (%)
Trading	10 254	9 836	-2.06%
Testing Services and Laboratories	7	44	150.71%
Total	10 261	9 880	-1.87%

Technician Level

3.17 At the technician level, the manpower in the manufacturing sector decreased from 4 363 in 2007 to 3 483 in 2009, representing a 10.65% average annual decrease. This was due to a substantial manpower decrease of the textile and the clothing industries in the past two years. In the footwear and handbag industries, although there was a substantial manpower increase of 34.84% per annum, in real terms, it only accounts for an increase of 9 employees. On the other hand, there was a slight average growth of 3.06% per annum in the trading sector and a 33.83% average annual increase in the servicing sector. In terms of real growth, such increases are much more significant. Details of manpower changes are listed below:

(A) Manufacturing Sector

Industry	No. of E	Average Change	
Industry	August 2007	August 2009	per annum (%)
Textile	1 037	946	-4.49%
Clothing	3 315	2 517	-12.86%
Footwear and Handbag	11	20	34.84%
Total	4 363	3 483	-10.65%

(B) Trading and Servicing Sector

Branch	No. of E	Average Change	
Branch	August 2007	August 2009	per annum (%)
Trading	44 952	47 744	3.06%
Testing Services and Laboratories	311	557	33.83%
Total	45 263	48 301	3.30%

Craftsman Level

3.18 The average annual decrease of craftsman manpower in the manufacturing sector was at 13.51%. This was mainly due to the shrinkage of craftsmen in the textile and clothing industries. The survey also revealed that there was a slight average decrease of 2.79% per annum in the trading sector. On the other hand, a significant annual increase of 248.62% of skilled employees at craftsman level employed in testing services and laboratories was noted. Although in real terms, it only accounts for an addition of 145 employees, such a significant increase somehow indicates that great manpower demand would potentially be required in this area. Details of manpower changes are listed as follows:

(A) Manufacturing Sector

Industry	No. of E	Average Change	
Industry	August 2007	August 2009	per annum (%)
Textile	681	509	-13.55%
Clothing	981	727	-13.91%
Footwear and Handbag	13	17	14.35%
Total	1 675	1 253	-13.51%

(B) Trading and Servicing Sector

Dranah	No. of E	Average Change	
Branch	August 2007	August 2009	per annum (%)
Trading	218	206	-2.79%
Testing Services and Laboratories	13	158	248.62%
Total	231	364	25.53%

3.19 The charts below show the manpower situation at various job levels in the manufacturing sector of the textile and clothing industries between 1989 and 2009, the footwear and handbag industries between 1988 and 2009, and the trading and servicing sector between 1999 and 2009.

(A) Manufacturing Sector

(i) Textile Industry

Figure 11: Manpower Situation at the Technologist Level Between 1989 and 2009

No. of Employees

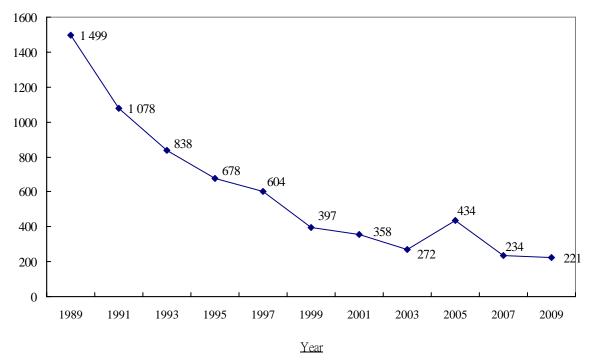


Figure 12: Manpower Situation at the Technician Level Between 1989 and 2009

No. of Employees

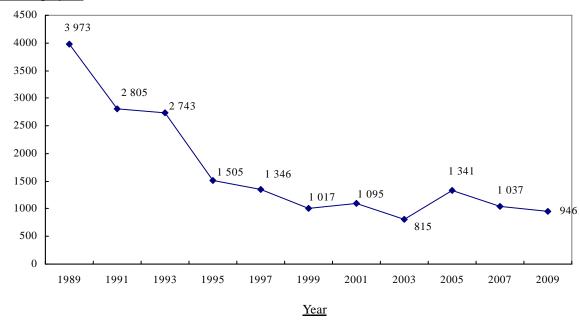
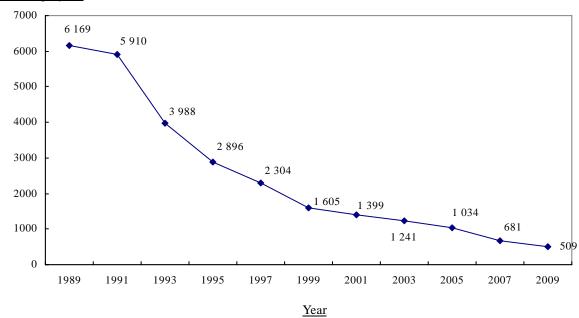


Figure 13: Manpower Situation at the Craftsman Level Between 1989 and 2009

No. of Employees



(ii) Clothing Industry

Figure 14: Manpower Situation at the Technologist Level Between 1989 and 2009

No. of Employees

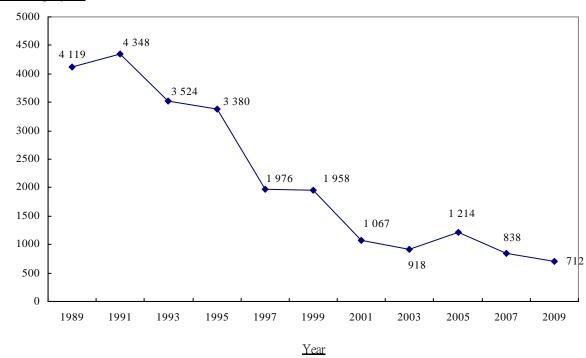


Figure 15: Manpower Situation at the Technician Level Between 1989 and 2009

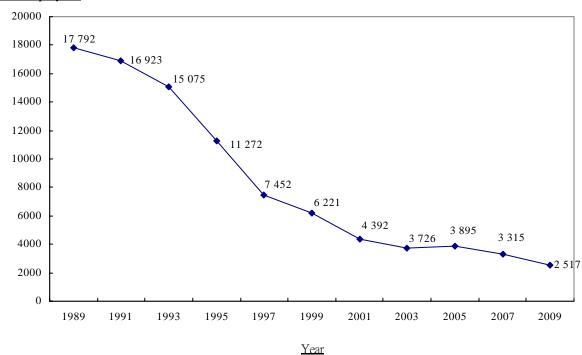
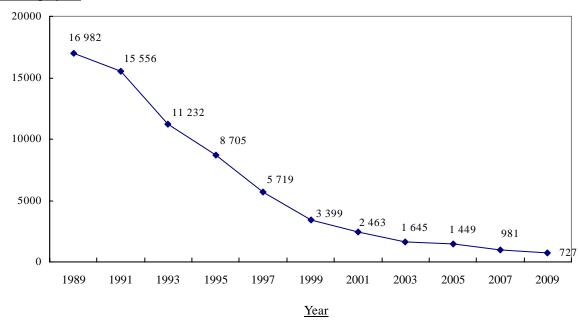


Figure 16: Manpower Situation at the Craftsman Level Between 1989 and 2009

No. of Employees



(iii) Footwear and Handbag Industry

Figure 17: Manpower Situation at the Technologist Level Between 1988 and 2009

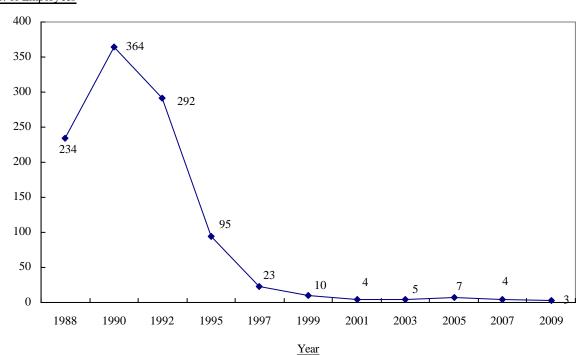


Figure 18: Manpower Situation at the Technician Level Between 1988 and 2009

No. of Employees

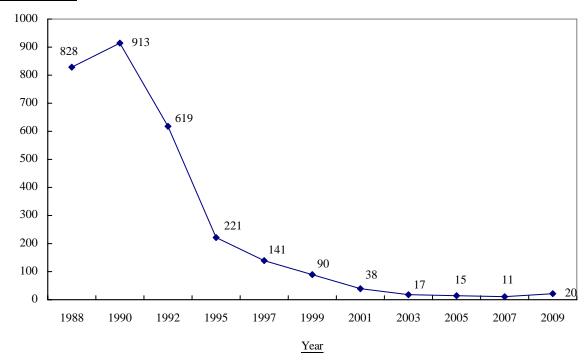
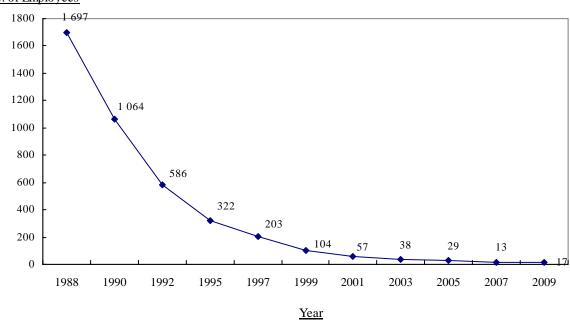


Figure 19: Manpower Situation at the Craftsman Level Between 1988 and 2009



(B) Trading and Servicing Sector

(i) Trading

Figure 20: Manpower Situation at the Technologist Level Between 1999 and 2009

No. of Employees

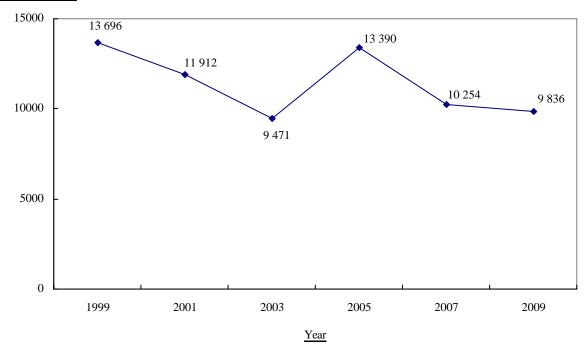


Figure 21: Manpower Situation at the Technician Level Between 1999 and 2009

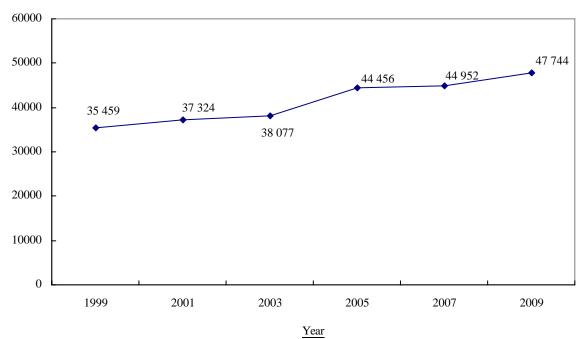
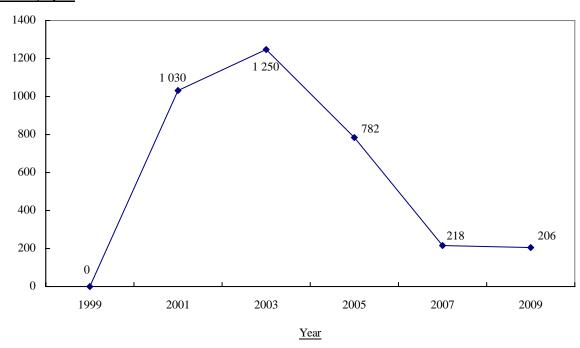


Figure 22: Manpower Situation at the Craftsman Level Between 1999 and 2009

No. of Employees



(ii) Testing Services and Laboratories

Figure 23: Manpower Situation at the Technologist Level Between 1999 and 2009

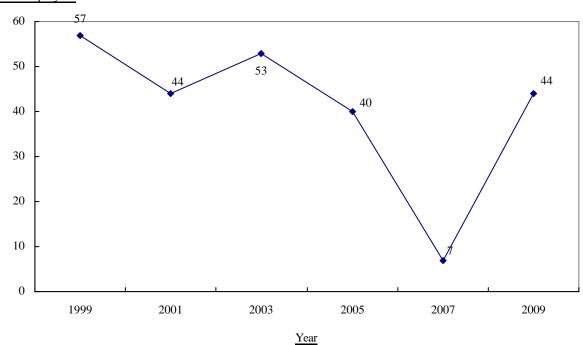


Figure 24: Manpower Situation at the Technician Level Between 1999 and 2009

No. of Employees

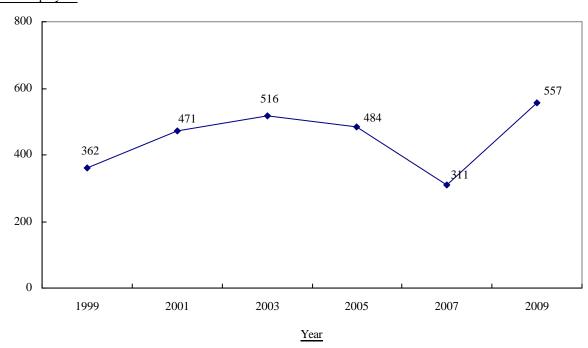
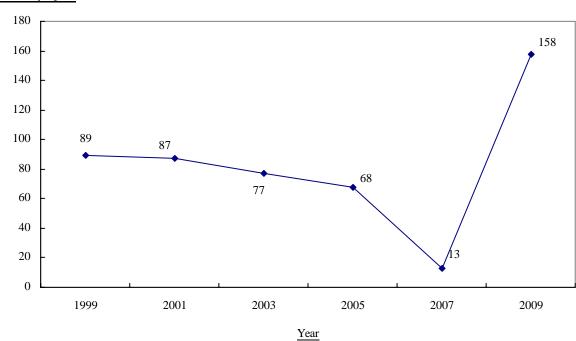


Figure 25: Manpower Situation at the Craftsman Level Between 1999 and 2009



Views and Observations on Manpower Changes

- 3.20 The Training Board is of the view that the manpower changes may be attributable to the followings:
 - (i) the global economic downturn and rapid deterioration in the world trading environment in early 2009 caused by the financial tsunami in the fall of 2008 have rendered a number of employers to opt out of business (nevertheless, the global economy has been recovering fast during the later half of 2009, but the corresponding effects are beyond this report's findings);
 - (ii) rising trend on global trade protectionism has posed uncertainty to the trading environment;
 - (iii) more stringent rules and regulations imposed by the major importing countries on product quality and safety as a result of an increase in the awareness of environmental protection concerns have pushed up the overall production cost for the manufacturers;
 - (iv) increasing demands by foreign importers on product quality and delivery lead time have prompted manufacturers and trading companies to strive hard for making continuous improvements on product design & innovation, value-added production, operation management and logistic & supply chain management;
 - (v) many manufacturers have already relocated their production bases from Hong Kong to Mainland China, taking advantage of the low labour cost there, in order to enhance their cost competitiveness. As a consequence, Hong Kong has gradually been transformed and established as a sourcing and co-ordinating centre;
 - (vi) liberation of quotas worldwide has sped up the rationalization and globalization of textile and clothing manufacturing business with the effect of further hastening employers to shift their manufacturing plants from Hong Kong to regions with lower labour cost in order to sustain their cost competitiveness;
 - (vii) the other effect of the liberation of quotas worldwide is the emergence of a highly competitive market environment in the post-quota regime, posing more challenges for many textile manufacturers;
 - (viii) as a result of strong price competition from manufacturers in the developing countries, some of Hong Kong's less effective manufacturers have been competed out of business, while some others are considering to further migrate their production bases to nearby countries with lower labour cost, such as Vietnam and Bangladesh etc.;

- (ix) in response to the above trend, the Census and Statistics

 Department has re-classified a number of manufacturing firms into trading firms to reflect the current situation that Hong Kong has indeed been transformed and established as the management and sourcing centre, functioning as headquarters for manufacturers with production in Mainland China and nearby countries;
- (x) in line with Hong Kong's re-established role as a management and sourcing centre, together with employers' call for making continuous improvements to stay competitive, it is envisaged there would be a gradual migration of technical personnel from the manufacturing sector to the trading sector. Additional technical manpower is also required, especially in design houses attached to the local trading office for original design manufacture (ODM);
- (xi) another consequence is that quite a number of principal jobs have been merged or gradually phased out either due to changes in production processes or technological advancement;
- (xii) owing to Hong Kong government's recently launched plastic bags levy scheme to discourage the usage of plastic bags, there creates a surging opportunity within the industry for the development and production of environmental-friendly replacement products for plastic bags, such as the shopping bags made of nonwoven fabric;
- (xiii) in response to the importing countries' more stringent requirements on product quality and safety and Hong Kong government's promotion on Testing and Certification service, it is noted there would be a corresponding growth in manpower need in the areas of laboratory testing and certification within the industry;
- (xiv) nevertheless, owing to the many challenges faced by the industry, there is a general misconception that the industry is considered as "unattractive" for new entrants.

3.21 The Training Board also has the following observations on the manpower data:

- (i) the majority of the reported vacancies existed in the three industries were mostly supervisors and operatives in the manufacturing sector and mainly managers and supervisors in the trading and servicing sector;
- (ii) ageing is a problem in the manufacturing sector of the three industries, particularly in the footwear and handbag industries. At the time of survey, there were some 51.43% of the employees in the footwear and handbag industries over the age of 50, whereas 38.47% and 31.44% of employees in the textile and the clothing industries over the age of 50. Nevertheless, ageing is less of a problem in the trading and servicing sector;
- (iii) there would be a significant demand for manpower in relation to the development and production environmental-friendly products, which might be used to replace plastic bags, such as the nonwoven shopping bags;
- (iv) another area of growth with significant demand for manpower would be on laboratory testing and certification services, as indicated in the Chief Executive's Policy Address of 2009-2010 that Testing and Certification Services would be one of the six industries crucial to the development of the Hong Kong economy. It is also foreseeable that there would be an increasing trend for companies to set up their own laboratory testing divisions in response to such needs, in order to curtail the corresponding operation expenses, as well as boost the efficiency on product testing;
- (v) the shift of the nature of activities from manufacturing to trading has gathered momentum, resulting in great demand for well-trained and qualified merchandisers, designers and quality control personnel etc. by the employers, though the surging demand has been briefly dented by the global economic downturn of early 2009. In recent years, Hong Kong manufacturers have been faring particularly well in the branch of fur under the clothing industry, especially in product design and innovation, which would be another area of growth with regard to manpower demand;
- (vi) correspondingly, there would also be a significant demand of manpower for co-ordinating Mainland and offshore productions, merchandising and quality control activities in the trading sector;
- (vii) most of the job duties that should be handled by Compliance Managers and Compliance Supervisors were carried out by other managers or supervisors at the same level to reduce production cost;

- (viii) in view of the recent global economic downturn caused by the financial tsunami in the fall of 2008, coupling with the liberation of quotas worldwide, severe competitions from the developing countries, uncertain trading environment and stringent restrictions imposed by the importing countries, the number of local establishments and corresponding manpower in the manufacturing sector of the textile, clothing, footwear and handbag industries have dwindled from 1 919 establishments and 24 699 employees in 2007 to 1 596 establishments and 13 126 employees in 2009 respectively. In comparison, the number of manpower in the trading sector has expanded from 56 609 in 2007 to 59 127 in 2009, which provides a further proof that Hong Kong has gradually been established as a management and sourcing centre. Nevertheless, it is observed that the number of establishments in the trading sector has decreased from 19 074 in 2007 to 17 171 in 2009. Such decrease could be explained by the fact that some of the less effectively managed companies were jostled out of business by the recent economic crisis and the prevailing fierce competitions;
 - (ix) on the other hand, as the migration of Hong Kong production plants away from Hong Kong to Mainland China and other nearby regions has gathered pace, the number of manpower at the operative and unskilled level in the manufacturing sector have recorded a further significant decrease of 34.61% and 29.64% respectively as compared with the 2007 survey. Such decreases were particularly noted in the garment and knitwear branches as their production costs are most susceptible to competitions vis-à-vis the liberation of trade quotas;
 - (x) in line with the need for the manufacturers to make continuous improvements on product design & innovation, value-added production, operation management and logistic & supply chain management, many employers have heavily invested in modernizing their machinery and equipment for enhancing productivity and quality. In order to stay competitive, manufacturers also need to recruit and train up their technical manpower to be competent in product design and technology, as well as developing their work ethics and working attitude.

Business Outlook

- 3.22 Looking into the future, the Training Board has the following views:
 - (i) the textile and clothing industries have been experiencing tough ongoing challenges and fierce global competition, especially during the past year under an onslaught of an unprecedented financial tsunami that had apparently stifled the whole global economy. Nevertheless, local manufacturers have responded by continuously investing in advanced machinery, technology and manpower training, as well as to employ more competent personnel to make inroads into their business and marketing activities;

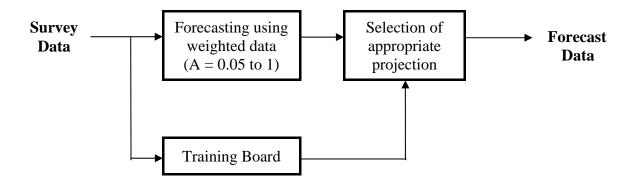
- (ii) the Labour Contract Law of China which came into effect on 1 January 2008 did not pose much hardship to employers as originally expected. Most Hong Kong employers with plants and offices in the Mainland merely take it as one of the many challenges they are used to deal with. To cope with the challenges, many of them have engaged in making continuous improvements to make breakthroughs in product design and innovation, maintain a high standard of product quality, cut down wastages and enhance their supply chain management. This demonstrates Hong Kong manufacturers are indeed highly malleable and adaptive to changes and challenges;
- (iii) Hong Kong as a global sourcing hub, has been able to attract trading firms, major retailers, speciality chains and mail order houses to place orders in situs; that has paved the foundations for Hong Kong to be gradually transformed and established as the management and sourcing centre for manufacturers with production in Mainland China and nearby countries;
- (iv) indeed, many employers have already shifted their production plants to Mainland China and other offshore locations to cut down production cost and enhance their cost competitiveness. Relocation of production facilities offshore has resulted in a largely steady decline in the number of textile and clothing manufacturers in Hong Kong. As a result, Hong Kong has been firmly re-established as a sourcing and co-ordinating centre;
- (v) with strong logistic supports and flexibility, Hong Kong's textile and clothing industries would be able to meet sophisticated specifications with exceedingly short production and delivery time and excel its niche among its international competitors;
- (vi) the abolition of international textile quotas have brought about challenges to the industry as well as opportunities; indeed, many astute manufacturers have already responded by re-orienting their business model to move further up the value chain, steering upmarket for the supply of sophisticated product with original designs. Those with off-shore plants started on developing their own "Original Design Manufacturing" (ODM) lines of business. They are well aware that their competitive edge lies in the superb quality and swift response to fashion trends and market demands. The Training Board strongly recommends manufacturers to embark on similar paths which would enable them to stay competitive and stand out from their competitions;
- (vii) the rapid development and adoption of e-revolution, in merchandise, banking, business trades have further strengthened Hong Kong's role as a leading sourcing and co-ordinating center in the world markets particularly for textile, clothing, footwear and handbag products;

- (viii) the introduction of innovative new wrinkle-free, water-resistant, soft-stretch and environmentally-friendly fibres and functional fabrics has buoyed demand in many different areas. The use of microfibre has also been gaining more attention;
 - (ix) customers and governments of the importing countries are getting more concerned about the environmental issue such as the use of oil and chemicals to make synthetic fibers and clothing treated with dyes and chemicals. The stringent safety regulations imposed by importing countries on textile and clothing products will encourage local manufacturers to continue to upgrade their production facilities and personnel to meet the safety and eco-friendly requirements on products. Coupling with Hong Kong government's promotion on laboratory testing and certification services, it is envisaged that there would be a significant demand for manpower in related areas. It is also foreseeable that there would be an increasing trend for companies to set up their own laboratory testing divisions in response to such needs, in order to curtail the corresponding operation expenses, as well as boost the efficiency on product testing;
 - (x) in terms of the Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA), the local textile and clothing industries should develop the market in China for original brand manufacture (OBM). The growing wealth and booming demand for consumer goods in the Mainland are opening new marketing opportunities for the textile, clothing, footwear and handbag industries.
- 3.23 Based on the above analysis, the Training Board believes that the business outlook of the three industries remains optimistic.

Future Manpower Demand

(A) Manufacturing Sector

The Training Board has tested the key determinants of the textile, clothing, footwear and handbag industries with a view to using the Labour Market Analysis (LMA) system developed by the Vocational Training Council for determining the manpower development trend of the said industries. Due to the complexity of the industries and other factors such as liberation of quotas and CEPA arrangement, the LMA model was found to be inapplicable to this survey. The Training Board therefore adopted the adaptive filtering method (AFM) formerly used in the past surveys instead. Based on manpower data collected in the current and previous surveys, and taking into consideration the external factors, economic trends, technological development mentioned in paragraphs 3.20 - 3.23, the Training Board forecasts the technical manpower demand in the manufacturing sector and the trading and servicing sector in the coming years by using the AFM illustrated in the following diagram.



3.25 Projection is not proposed for the manufacturing sector of the footwear and handbag industries because of the relatively small number of manpower in these industries. On the other hand, Based on the projections generated by using the adaptive filtering method, it is estimated that the average annual growth in the manufacturing sector of the textile and clothing industries are as follows:

Annual Growth* in Next Four Years (2010 – 2013)

Job Level	Manufacturing		
Job Level	Textile Industry	Clothing Industry	
Technologist	-5	-12	
Technician	-7	-61	
Craftsman	-13	-18	

^{*}Note: negative sign denotes negative growth.

3.26 Considering the employees leaving the industry for whatever reasons and taking into account the number of employees over the age of 50 as revealed in Table 21 - 24, the Training Board estimates the manpower loss due to natural wastage (i.e. retirement, death etc.) at the technologist, technician and craftsman levels to be:

Job Level	Manufacturing		
Job Level	Textile Industry	Clothing Industry	
Technologist	5%	4%	
Technician	4%	4%	
Craftsman	4%	4%	

3.27 Taking into consideration the projection, the need to train for wastage and especially the employers' one-year forecast of manpower, the Training Board estimates that the average annual additional manpower demand of the textile and clothing industries should be as follows:

	Manufa		
Job Level	Textile Industry	Clothing Industry	Total
Technologist	6	15	21
Technician	30	35	65
Craftsman	7	9	16

(B) Trading and Servicing Sector

- 3.28 As revealed by the survey findings, there were considerable numbers of textile and clothing craftsmen and operatives employed in the trading and merchandising firms for pattern and sample making as well as quality control and inspection work. More such skilled workers would be required for supporting Hong Kong as an "Original Design Manufacture (ODM)" Centre.
- 3.29 Table 12 shows that the ageing problem is not serious at the technologist and technician levels. It is therefore recommended that the wastage rate of the trading and servicing sector of the three industries should remain at 3%.
- 3.30 Based on the projections generated by using the adaptive filtering method, it is estimated that the average annual growth in the trading and servicing sector are as follows:

Annual Growth* in Next Four Years (2010 - 2013)

Job Level	Trading and Servicing
Technologist	111
Technician	388
Craftsman	-3

*Note: negative sign denotes negative growth.

3.31 Considering the employees leaving the industry for whatever reasons and taking into account the number of employees over the age of 50 as revealed in Table 21 - 24, the Training Board estimates the manpower loss due to natural wastage (i.e. retirement, death etc.) at the technologist, technician and craftsman levels to be:

Job Level	Trading and Servicing
Technologist	3%
Technician	3%
Craftsman	3%

3.32 Taking into consideration the projection, the need to train for wastage and especially the employers' one-year forecast of manpower, the Training Board estimates that the average annual additional manpower demand of the trading and servicing industries should be as follows:

Job Level	Trading and Servicing Total
Technologist	414
Technician	1 860
Craftsman	8

3.33 Based on the preceding paragraphs, the total number of employees required annually by the textile, clothing, footwear and handbag industries at the technologist, the technician and the craftsman levels are estimated to be as follows:

Annual Manpower Demand in Next Four Years (2010 – 2013)

	Manufacturing (A)			Trading		Annual	
Job Level	Textile	Clothing	Sub- Total	and Servicing (B)	Total (C) = (A) + (B)	Manpower Demand in ±10% Range	
Technologist	6	15	21	414	435	392-479	
Technician	30	35	65	1 860	1 925	1 733-2 118	
Craftsman	7	9	16	8	24	22-26	

Manpower Demand and Supply Analysis

3.34 At the technologist level, the average annual demand for fresh graduates with relevant background is 392 - 479.

3.35 The Hong Kong Polytechnic University (PolyU), Hong Kong Design Institute and the Clothing Industry Training Authority are supplying fresh graduates in textile and clothing studies at degree level. The planned output for degree and higher diploma levels courses is summarized as follows:

Course	No	utes	
com se	2010/11	2011/12	2012/13
Institute of Textiles and Clothing, PolyU			
BA (Hons) Scheme in Fashion and Textiles	253	248	239
BA (Hons) Scheme in Fashion and Textile Studies	107	94	100
BA (Hons) in Intimate Apparel	2	-	-
Total:	362	342	339
Hong Kong Design Institute (in collaboration with Nottingham Trent University)			
BA (Hons) Fashion Design	30	30	30
BA (Hons) International Fashion Business	35	35	35
Total:	65	65	65
Clothing Industry Training Authority (in collaboration with the Open University of Hong Kong)			
Bachelor of Business Administration in Fashion Business	17	30	40

The Training Board notes that some higher diploma and some other universities graduates' holders may be employed as senior technicians in the trading and servicing sector of the textile, clothing, footwear and handbag industries.

- 3.36 Employees at the technician level in the manufacturing and the trading and servicing sectors are in demand. The forecast demand for textile, clothing, footwear and handbag technicians in the two sectors would be 1 733-2 118 annually in the next four years.
- 3.37 Based on the information provided by the Hong Kong Polytechnic University, Hong Kong Design Institute, Textile Industry Training Centre and Clothing Industry Training Authority, the major institutions providing full-time technician courses on the textile, clothing, footwear and handbag disciplines, the supply of fresh technician graduates would be:

Course	Estimated No. of Graduates		
	2010/11	2011/12	2012/13
Institute of Textiles and Clothing, PolyU			
HD Scheme in Fashion and Textile Studies	305	280	280
Department of Fashion & Textiles, Hong Kong Design Insitute			
<u>Full-time Course</u>			
Higher Diploma in Fashion Design & Product Development	164	-	-
Higher Diploma in Fashion Merchandising	110	-	-
Higher Diploma in Fashion Image Design	81	-	-
Higher Diploma in Fashion Branding & Promotion	58	-	-
Higher Diploma in Fashion Business	43	51	51
Higher Diploma in Fashion Design & Development	-	83	83
Higher Diploma in Fashion Design & Branding	-	56	56
Higher Diploma in Fashion Merchandising	-	82	82
Higher Diploma in Fashion Image Design (Hair-Styling)	-	22	22
Higher Diploma in Fashion Image Design (Makeup Styling)	-	29	29
Higher Diploma in Fashion Image Design (Fashion Styling)	-	36	36
The following New 2-year 5-semester HD Courses will be commenced in Academic Year 2010/11			
Higher Diploma in Fashion Design & Development	-	60	60
Higher Diploma in Global Fashion Merchandising & Buying	-	30	30
Higher Diploma in Fashion Image Design	-	60	60
Total:	456	509	509
Textile Industry Training Centre			
Diploma in Vocational Education in Fashion Textile Design and Merchandising	80*1	120*2	80* ³ 160#
Diploma in Vocational Studies in Fashion Textile Design and Merchandising	140	-	-
*1 : BCC (40) + TFC (40)	220	120	240

^{*1 :} BCC (40) + TFC (40) *2 : BCC (40) + TFC (40) + DVE (40)

^{*3 :} BCC (40) + TFC (40)

^{# :} DVE

The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – BCC, TFC and DVE. It would be launched starting from AY 2009/10 and operated under a credit-based and Module Accumulation Programme (MAP) structure. Students will be awarded with the BCC, TFC or DVE award irrespective of their level of entry once the prescribed number of credits had been accumulated.

	Estimated No. of Graduates		
Course	2010/11	2011/12	2012/13
Clothing Industry Training Authority			
<u>Full-time Course</u>			
Diploma in Apparel Merchandising	55	55	70
Advanced Diploma in Fashion Design, Merchandising and Marketing	34	35	35
(in collaboration with Gordon Institute, Australia) Diploma in Fashion Design Studies (in collaboration with OUHK LiPACE)	23	35	35
Professional Diploma in Fashion Design (in collaboration with OUHK LiPACE)	29	35	35
Total	141	160	175

- 3.38 The total output from the three institutions is 1 566 in 2010/11, 1 506 in 2011/12 and 1 648 in 2012/13, which is much lower than the demand required by the three industries. In fact, some of the technician jobs are filled by internal promotion of experienced craftsmen and School Certificate and Advanced-level school leavers. The Training Board notes that the Caritas Bianchi College of Careers, HKU SPACE Community College, School of Continuing & Professional Studies CUHK, First Institute of Art & Design and Hong Kong Communication Art Centre are offering fashion and related courses in various modes which could supplement part of the manpower demand at technician level.
- 3.39 In view of the small number of manpower demand at craftsman level, the supply of craftsman should be readily available at the employment market. The Training Board considers that upgrading training through short courses on trade knowledge and skills as well as supervisory management are necessary.
- 3.40 The Training Board will conduct another manpower survey in 2011 to update the manpower statistics and review the training requirements of the textile, clothing footwear and handbag industries.

SECTION IV

RECOMMENDATIONS

- Although the industry has undergone drastic transformation over the years and has been heavily hit by the global economic downturn caused by the unprecedented financial tsunami in the fall of 2008, the industry has been recovering fast. In view of Hong Kong's re-established role as a management and sourcing centre, together with the pressing needs for employers to strive for continuous improvements to stay competitive, the Training Board anticipates a persistent demand for technologists and technicians to perform the merchandising and production co-ordination functions to support large-scale production outside Hong Kong. It is much desirable that manufacturers should invest not only in plants and machinery in the nearby countries, but also in manpower training at higher skill levels particularly in merchandising and quality control in Hong Kong.
- 4.2 The Training Board is aware of the operational difficulties experienced by employers in recent years. However, unless employers are willing and able to train up a sufficient number of technical personnel to meet their manpower needs, the development of the industry will be hindered. The Training Board therefore urges employers to uplift their efforts to recruit young people to join the industry. The Training Board also recommends that the Textile Council of Hong Kong, the Trade and Industry Department, relevant technical institutions and the Training Board itself should jointly promote the image of the said industries, so as to enhance the attractiveness of the industries to job seekers.
- 4.3 The Training Board is of the opinion that the survey results generally reflected the actual situation of the textile, clothing, footwear and handbag industries. In view of Hong Kong's persisting position as a textile and clothing sourcing, production co-ordinating and original design manufacture (ODM) centre for Mainland China and nearby areas, the textile, clothing, footwear and handbag employers would require more well-trained and qualified merchandisers, fabric and fashion designers as well as quality controllers to sustain their operations in Mainland China and nearby areas in next few years. Training and educational institutions are advised to strengthen their courses and refocus on the areas of merchandising, fabric design and technology, fashion design and production as well as quality control for meeting the manpower demand training needs of the industries. On the other hand, training and educational institutions are also urged to encourage their students to get prepared that it is inevitable they would have to work outside Hong Kong, particularly in Mainland China or nearby countries, sooner or later in their future career development.

Annual Intake of Trainees

- 4.4 At the time of the survey, there were 39 trainees receiving various forms of training in the manufacturing and trading and servicing sectors. Among them, 6 trainees were in the textile industry, 9 were in the clothing industry and 24 trainees in the trading and servicing sector. Since it takes at least two years on-the-job training to train a technologist/manager with relevant education background, three to four years for a technician/supervisor, three years for a craftsman and three to six months for an operative, it is alarming that the current training effort is grossly inadequate to satisfy the forecast manpower demand (the respective training routes are given in paragraphs 4.8 to 4.14 below).
- 4.5 Manpower training is a long-term investment. Properly trained manpower is most crucial when the industry has to satisfy stringent requirements on quality and safety at work. To ensure an adequate supply of skilled manpower to sustain development, the textile, clothing, footwear and handbag industries including the respective trading and servicing sector, as a whole, should embark on a manpower training programme at a scale tabulated below:

Recommended Number of Trainees to be Taken on Annually from 2010 to 2013

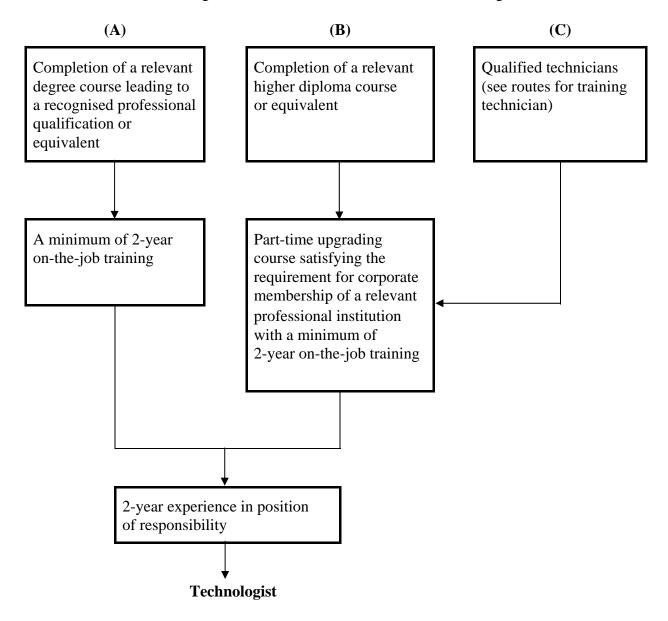
Job Level	Recommended Annual Intake
Technologist	435
Technician	1 925
Craftsman	24

4.6 The Training Board is fully aware of the efforts made and difficulties experienced by employers in recruiting and retaining technologist/professional manager, technician/supervisor and craftsman trainees. However, unless employers are willing to train up a sufficient number of technical personnel to meet their manpower needs, the development of the textile, clothing, footwear and handbag industries will be hindered particularly in the trading and servicing sector. The Training Board therefore urges employers to step up their efforts in attracting more young people to join the industries.

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Training at Technologist Level

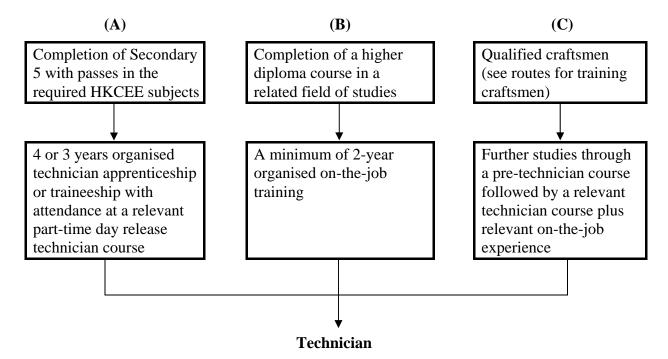
- 4.7 A technologist is a person who has the qualification and experience required for corporate membership of a professional institution. He should be competent in analyzing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgement, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates.
- 4.8 Technologists play an important role in bringing about improvements in management and technological innovations needed to increase competitiveness and adaptability of the textile, clothing, footwear and handbag industries. The Training Board recommends that technologists should be trained via one of the following routes:



4.9 Employers are recommended to recruit either degree or higher diploma holders as technologist trainees (i.e. route (A) or (B)). For qualified technicians with exceptional abilities, route (C) provides them with advancement opportunities.

Training at Technician Level

- 4.10 A technician is one who occupies a position between the technologist and the craftsman. His/Her education, practical training and experience enable him/her to apply proven techniques and procedures to carry out technical tasks normally under the supervision of a technologist. In the textile, clothing, footwear and handbag industries both in the manufacturing and the trading and servicing sectors, technicians play an important role in middle management and assist in improving the performance and productivity of their subordinates.
- 4.11 The normal routes for training technicians/supervisors are listed below:

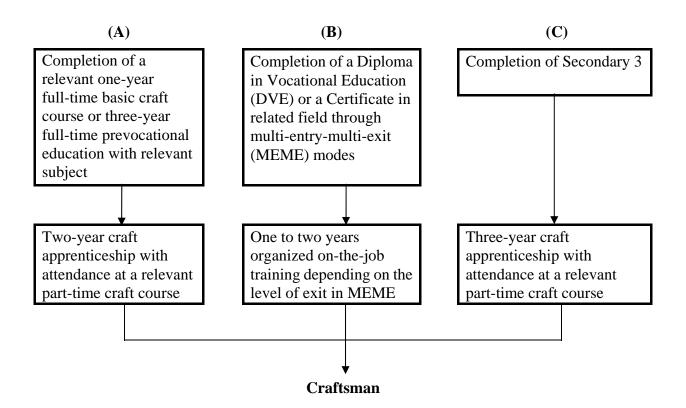


4.12 Of the above routes, the Training Board prefers route (A) because properly organised apprenticeship/traineeship is the most effective and economical way of training technicians for the textile, clothing, footwear and handbag industries. Furthermore, these trainees are from the start exposed to real-life industrial and working environment and would most likely stay on with the industries after completing their apprenticeship/traineeship.

4.13 The Hong Kong Polytechnic University, the Department of Fashion and Textiles of the Hong Kong Design Institute operated by the Vocational Training Council offers full-time higher diploma courses and part-time evening higher certificate courses related to textile, clothing and fashion studies. The Textile Industry Training Centre and the Clothing Industry Training Authority offer full-time diploma and certificate courses.

Training at Craftsman Level

4.14 A craftsman is a skilled worker in a particular occupation, trade or craft. He/She is expected to apply a wide range of skills to his/her work with minimum direction and supervision. He/She requires not only practical skills, but also related theoretical knowledge to enable him/her to adapt to new technologies. The Training Board recommends that young persons should join the apprenticeship scheme which enables them to receive the necessary practical training and technical education to become qualified craftsmen. The recommended routes for training craftsmen in the industries are:



4.15 There is only very small demand for manpower at the craftsman level for the three industries as a whole. However, for individual employers who need to train up their own craftsmen, the above routes are recommended.

Training at Operative Level

4.16 As the textile, clothing, footwear and handbag industries are still dependent on the skills of its operative workforce for fashionable products and samples, training of operatives must not be neglected. In view of the increasing need for manufacturers to upgrade their product quality and meet market changes, the Training Board recommends that upgrading training should be provided to in-service operatives in order that the industries can have a more versatile workforce for multi-skilled operations. Employers are also urged to provide opportunities for the more capable operatives to progress to craft level jobs so as to make operative jobs more attractive to new entrants.

Textile Industry Training Centre

4.17 The Training Board has been held with the responsibility of advising on the development and operation of the Textile Industry Training Centre at the Kwai Chung Training Centre Complex. The Training Centre currently offers the following courses at the technician and the craftsman levels:

Courses	Duration
Full-time Courses	
Technician Level	
Diploma in Vocational Studies in Fashion Textile Design and Merchandising	1 year
Diploma in Vocational Education in Fashion Textile Design and Merchandising	1 year to 3 years
(The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – BCC, TFC and DVE.)	
Part-time Evening Course	
Technician Level	
Application of CAD Software "Shima" in Flat-bed Knitting Machines	12 hours
Application of CAD Software "Stoll" in Flat-bed Knitting Machines	12 hours

45 hours

Elementary Textile & Apparel Merchandising

	Courses	Duration	
Intermediate Textile & Apparel Merchandising – Import & Export			
Interme Mercha	12 hours		
Interme Mercha	12 hours		
Craftsn	nan Level		
Analysis and Design of Woven Fabric			
Analysi	30 hours		
Materia	15 hours		
Textile Testing Series Module I - VI:			
I.	Fabric Construction	12 hours	
II.	Fabric Performance	12 hours	
III.	Strength	12 hours	
IV.	Qualitative and Quantitative Analysis of Materials	12 hours	
V.	Colour Fastness	12 hours	
VI.	Dimensional Stability	12 hours	
Fabric Inspection, Grading and Colour Measurement			
Basic Course in Manual Machine Knitting			
Enhancement Course in Manual Machine Knitting			
Introductory Course for Colour Laboratory Level I			
Introductory Course for Colour Laboratory Assistant Level II 20 hours			

4.18 In order to cope with the technological development of the industries, the Textile Industry Training Centre was renovated and modernized in 2005. The Training Board urges employers to make use of the new facilities after the renovation and modernization of the Training Centre for training and upgrading their staff. This would be useful in view of their business. Details of the courses can be obtainable from the website at http://tetc.vtc.edu.hk.

Technical Institutions

4.19 The Training Board recommends employers to make use of the part-time courses offered by the Hong Kong Polytechnic University and the Hong Kong Design Institute for upgrading their workforce. Details of the courses are obtainable from the website at http://www.itc.polyu.edu.hk and http://www.vtc.edu.hk/prospectus respectively. Employers are also recommended to recruit graduates of these institutions and to provide them with training following the routes suggested in paragraphs 4.8, 4.11 and 4.14.

Clothing Industry Training Authority

4.20 The Clothing Industry Training Authority which is financed by a levy on all exported clothing and footwear items, operates training courses to meet the industries' demand for technical manpower. The Lai King Training Centre and Kowloon Bay Training Centre offer a variety of full-time courses at technician, craftsman and operative levels for new recruits as well as in-service workers. The training centres are equipped with modern machinery allowing trainees to keep abreast of the development of the clothing and footwear industries. The two centres also offer part-time upgrading courses and seminars on specific topics. Employers are urged to make good use of the centres' facilities by sponsoring their employees to attend the part-time upgrading courses and seminars. Details of the training courses offered by the Authority can be obtainable from the website at http://www.clothingtraining.org.hk.

Industrial Training Support of the Vocational Training Council

4.21 The Vocational Training Council offers assistance to employers in organizing training schemes, particularly apprenticeship/traineeship schemes, for training technicians and craftsmen and provides a free apprentice placement service. The Training Board strongly recommends employers to contact the Apprenticeship Unit and make more use of its free service.

New Technology Training Scheme

4.22 The New Technology Training Scheme, provides financial assistance to local companies that wish to have their employees trained in new technologies. In the context of the Scheme, new technologies include those which are not widely applied in Hong Kong and the absorption and application of which will benefit Hong Kong. Employers in Hong Kong wishing to train their staff in new technology may apply for training grants under the Scheme. The Training Board urges employers to make good use of the Scheme for training their staff to acquire new technologies that would be useful to their business. Details of the scheme are obtainable from the website at http://ntts.vtc.edu.hk.

Skills Upgrading Scheme

- 4.23 The Skills Upgrading Scheme (SUS) financed by the HKSAR Government was set up in 2001 to assist those low education and low/traditional skilled level workers to upgrade themselves so as to enhance their employability. Textile and clothing were among those industries covered by the Scheme. Trainees of the SUS courses are subsidized 70% of the full fees. Since the commencement of the SUS courses in September 2001, over 4 300 trainees had attended the textile and clothing SUS courses. The skills upgrading courses currently offered to tradesmen are listed at Appendix 4.
- 4.24 Employers are urged to make full use of the part-time skills upgrading courses for upgrading their employees. Details of the Scheme can be obtainable from the website at http://www.lwb.gov.hk/sus.

紡織業、製衣業、製鞋及手袋業 2009年人力調查報告摘要

簡介

紡織及製衣業訓練委員會於2009年7、8月期間,爲紡織業、製衣業,製鞋及手袋業進行人力調查,蒐集最新人力資料。這是以上三個行業的製造類別與貿易及公證類別第六次合併人力調查。

2. 在政府統計處註冊的業內機構共有13 703間,本會選出1 607間進行實地調查。所得資料再以統計方法倍大,以反映三個行業的整體人力狀況。

調查結果

3. 調查顯示,2009年8月時,三個行業的製造類別共聘用13 126名僱員,貿易及公證類別則有僱員59 127名;按技能等級及類別劃分如下:

類別	製造類別			貿易及公證類別	
技能等級	紡織業	製衣業	製鞋及 手袋業	貿易類別	公證行及 檢定中心
技師	221	712	3	9 836	44
技術員	946	2 517	20	47 744	557
技工	509	727	17	206	158
操作工	2 036	4 272	30	582	-
非技術工人	579	537	-	-	-
總數	4 291	8 765	70	58 368	759

4. 根據僱主填報的資料,紡織業、製衣業、製鞋及手袋業製造類別共有34個空缺,貿易及公證類別則有242個空缺。而三個行業的製造類別有15名受訓者,貿易及公證類別則有24名受訓者。此外,僱主預測在2010年8月,三個行業的製造類別將有僱員13 174名,貿易及公證類別則有59 425名。

5. 三個行業的製造類別均有僱員老化的問題。在製鞋及手袋業內,年逾50歲的僱員約佔51.43%,而在紡織業及製衣業內則分別佔38.47%和31.44%。

2007年以來的人力變化

- 6. 與2007年調查結果比較,是次調查的人力錄得平均年減幅5.73%,當中製造類別下降27.1%,而貿易及公證類別則微增2.2%。
- 7. 本會認爲促使紡織業、製衣業、製鞋及手袋業人力變化的原因如下:
 - (i) 2008年秋季的金融海嘯,導致2009年初全球經濟不景, 貿易環境急遽惡化,一些機構因而結業(不過,全球經濟 於2009年下半年迅速復甦,但其效應並未反映於本調查 報告內);
 - (ii) 貿易保護主義在全球逐漸抬頭,令貿易環境不明朗;
 - (iii) 由於環保意識日增,主要進口國加強規管產品質素及安全,使製造商的整體生產成本上升;
 - (iv) 海外進口商對產品質素及交貨期的要求日益嚴格,促使製造商和貿易公司努力不懈,在產品設計及創新、產品增值、營運管理,以至物流及供應鏈管理方面,持續改進;
 - (v) 很多製造商已將生產基地從香港遷往內地,取其勞工成本 低廉,以增強成本競爭力,因此香港已逐漸轉型爲採購及 統籌中心;
 - (vi) 全球配額取消後,加速了紡織品及成衣製造業的革新和全球化;愈來愈多僱主將廠房從香港遷往勞工成本較低的地區,以保持成本競爭力;
 - (vii) 全球配額取消後,市場競爭劇烈,眾多紡織業製造商面對 更多挑戰;
 - (viii) 面對發展中國家製造商的低廉價格競爭壓力,一些經營能力稍遜的香港製造商已遭淘汰結業,而部份製造商則在考慮把生產基地進一步遷往勞工成本更低的鄰近國家,例如越南和孟加拉等;
 - (ix) 因應上述情況,政府統計處已將多家製造商歸類爲貿易公司,以如實反映大部份製造商已於內地及鄰近國家設廠, 只把總部留在香港,令香港逐漸轉型成爲管理及採購中 心;

- (x) 由於香港已逐漸轉型成爲管理及採購中心,因此製造類別的技術人員數目將逐漸減少。面對海外的競爭壓力,香港僱主亦須不斷改進才能保持競爭優勢,因此貿易類別則需要更多技術人員,尤以本地貿易公司附設的設計室爲甚,以進行「原設計製造」(ODM)工作。基於以上原因,可預期不少製造類別的技術人員將逐漸轉型爲貿易類別技術人員;
- (xi) 由於生產工序改變或科技發展,不少主要職務已合倂或逐 步淘汰;
- (xii) 政府最近實施膠袋徵費計劃,鼓勵市民少用膠袋,因而為業界締造商機,開發生產替代膠袋的環保產品,如以無紡布製造的購物袋已在社會廣泛應用;
- (xiii) 鑑於進口國加強規管產品質素及安全,而香港政府又鼓勵發展檢測和認證產業,預期業界對化驗及認證範疇的人力需求將相應增加;
- (xiv) 由於行業面對種種挑戰,令社會普遍存有誤解,認爲業界 難以吸引新人入行。

建議

- 8. 雖然業界過去幾年急遽轉型,並且因2008年秋季出現前所未見的金融風暴,導致全球經濟下滑,令業界受到重挫,但本業已迅速恢復元氣。由於香港重新定位爲管理與採購中心,加上僱主力求進步、保持競爭力的需求日增,預計三個行業將須繼續聘用技師及技術員,負責採購及協調生產工序,以支援香港以外地區的大規模生產工作。廠商不單要在鄰近國家投資設廠和購置機器,亦極須爲本地僱員提供技能程度較高的訓練,特別是採購及品質控制方面。
- 9. 本會估計紡織業、製衣業、製鞋及手袋業整體上每年約須增聘以下數目的技師、技術員和技工:

技能等級	每年須增聘人數		
技師	435		
技術員	1 925		
技工	24		

10. 本會促請僱主善用香港理工大學、香港知專設計學院時裝及紡織系、紡織業訓練中心及製衣業訓練局所辦的兼讀制課程,協助提高僱員水平。此外,僱主亦可以聯絡職業訓練局,籌辦學徒/見習員訓練計劃事宜,並參加新科技培訓計劃,向僱員提供新科技培訓。另一方面,本會亦促請訓練機構鼓勵學生早作準備,因他們於日後發展事業時,無可避免或早或遲須離港工作,特別是往內地或鄰近國家。

第一章

緒論

紡織及製衣業訓練委員會

1.1 紡織及製衣業訓練委員會(下稱「本會」)隸屬職業訓練局,負責確定 紡織業、製衣業、製鞋及手袋業的人力需求,並就發展訓練設施事宜向職業訓練 局提出建議。本會委員名單及職權範圍分別載於附錄1及2。

調查目的及日期

1.2 本會於2009年7月20日至8月19日期間,進行紡織業、製衣業、製鞋及手袋業人力調查,蒐集最新人力資料。這是以上三個行業的製造類別與貿易及公證類別第六次合併人力調查。調查由政府統計處協助進行。

調查資料

- 1.3 本會透過調查向僱主蒐集了以下資料:
 - (i) 調查期間僱員人數;
 - (ii) 正接受培訓的僱員人數;
 - (iii) 現有空缺數目;
 - (iv) 僱主預測2010年8月時的僱員總數;
 - (v) 僱員平均收入;
 - (vi) 各技能等級的內部晉升人數,以及50歲以上的僱員 人數;以及
 - (vii) 僱主認為各級僱員宜有的教育程度、訓練模式及訓練期。

1.4 僱主亦應邀填報調查前12個月內導致招聘困難的原因,此外亦蒐集了僱主於調查後12個月內需聘用的準則審核經理/準則審核技術員人數。

調查範圍

1.5 調查包括三個行業及其相關貿易及公證類別的以下門類:

(A) 製造類別

(i) 紡織業

- (a) 紡紗門類(HSIC 131101、131102、131103、 131104、131199、139401、139402、139403、 139404及139700)
- (b) 織造門類(HSIC 131201、131202、131203、 131204、131299、139300、139500及139900)
- (c) 針織門類(HSIC 139101、139102、139199及 143100)
- (d) 染整門類(HSIC 131301、131302、131303、131304、131305、131306、131307及131399)
- (e) 無紡布門類

(ii) 製衣業

- (f) 成衣門類 成衣及雨衣製造(HSIC 141101、141103、141104及 141199)
- (g) 針織門類 針織衣物製造(HSIC 143200 及 143300)
- (h) 皮草門類 毛皮衣物製造 (HSIC 142000)

(iii) 製鞋及手袋業

- (i) 製鞋門類 鞋、拖鞋及橡膠鞋製造(HSIC 152000)
- (j) 手袋門類 手袋製造 (HSIC 151200)

(B) 貿易及公證類別

- (i) 鞋類進出口(HSIC 451401 及 452401)
- (ii) 布料進出口(HSIC 451402 及 452402)
- (iii) 服裝進出口(HSIC 451404 及452404)
- (iv) 棉花、紡織纖維及紗線進出口(HSIC 451202 及 452202)
- (v) 11間公證行及檢定中心
- 1.6 根據政府統計處的資料,紡織、製衣、製鞋及手袋業的製造類別有機構 992 間,貿易及公證類別則有 12 711 間。由於負責實地調查的人手有限,本會採用分層隨機抽樣法,選出 1 607 間機構為調查對象。

調查方法

- 1.7 本會於實地調查開始前一星期,把調查表、附註及三個行業的主要職務工作說明寄予獲選接受調查的機構(見附錄3(a)至3(d))。
- 1.8 實地調查期間,政府統計處職員與選定機構先行預約,隨後到訪,收 集已填妥的調查表,並於有需要時協助僱主填寫。
- 1.9 填覆的調查表均經審閱,有需要時並與填覆者核實,然後交由政府統計處處理。所得資料其後用統計方法倍大,以反映調查期間三個行業的整體人力情況。

官傳

- 1.10 本會在進行是次調查前發放資訊,並請下列僱主聯會向其會員宣傳:
 - (i) 香港中華廠商聯合會
 - (ii) 香港棉織業同業公會
 - (iii) 香港製衣業總商會
 - (iv) 香港工業總會
 - (v) 香港製衣同業協進會
 - (vi) 香港漂染印整理業總會有限公司
 - (vii) 香港華商織造總會
 - (viii) 香港棉紡商會
 - (ix) 香港毛皮業協會
 - (x) 香港製衣廠同業公會
 - (xi) 香港總商會
 - (xii) 香港紡織商會有限公司
 - (xiii) 香港毛織出口廠商會
 - (xiv) 香港皮鞋業鞋材業商會
 - (xv) 香港疋頭行商會
 - (xvi) 香港印染同業公會有限公司
 - (xvii) 香港鞋業商會
 - (xviii) 香港布廠商會
 - (xix) 香港羊毛化纖針織業廠商會有限公司
 - (xx) 香港紡織業聯會

調查所得反應

1.11 選定的1 607間機構中,1 084間提供了所需資料,126間拒絕作覆。其餘397間則或已停業、搬遷,或不再從事有關行業。調查的實際填覆率達90%。

調查報告

1.12 本報告載有調查所得資料(表一至四十四)、本會對三個行業人力需求的預測,以及應付此等需求的建議。報告書內「僱員」指各主要職務受僱人力總數(受訓者除外);「受訓者」則指正接受各種形式訓練的人士,以及參加學徒訓練的學徒。

第二章

調查結果摘要

僱員人數(表一至五)

2.1 調查顯示,2009年8月時,紡織業、製衣業、製鞋及手袋業製造類別 分別有僱員4291人、8765人及70人,而以上三個行業的貿易與公證類別則有僱 員59127人,按類別/門類劃分的情況如下:

(A) 製造類別

(i) 紡織業

門類	總數	佔僱員總數百分率
紡紗	738	17.20%
織造	2 187	50.97%
針織	334	7.78%
染整	918	21.39%
無紡布	114	2.66%
總數	4 291	100.00%

(ii) 製衣業

門類	總數	佔僱員總數百分率
成衣	5 129	58.52%
針織	3 528	40.25%
皮草	108	1.23%
總數	8 765	100.00%

(iii) 製鞋及手袋業

門類	總數	佔僱員總數百分率
製鞋	34	48.57%
手袋	36	51.43%
總數	70	100.00%

(B) 貿易及公證類別

(i) 貿易類別

門類	總數	佔僱員總數百分率
鞋類進出口	2 423	4.15%
布料進出口	7 565	12.96%
服裝進出口	46 581	79.81%
棉花、紡織纖維及紗 線進出口	1 799	3.08%
總數	58 368	100.00%

(ii) 公證行及檢定中心

門類	總數	佔僱員總數百分率	
公證行及檢定中心	759	100.00%	
總數	759	100.00%	

2.2 十個製造類別與五個貿易及公證類別的僱員,按技能等級劃分的情況 如下:

(A) 製造類別

(i) 紡織業

門類	技師	技術員	技工	操作工	非技術 工人	總數
紡紗	39	86	121	417	75	738
織造	123	487	258	949	370	2 187
針織	7	90	48	160	29	334
染整	30	214	82	493	99	918
無紡布	22	69	-	17	6	114
總數	221	946	509	2 036	579	4 291
佔僱員總數 百分率	5.15%	22.05%	11.86%	47.45%	13.49%	100.00%

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術 工人	總數
成衣	304	1 309	386	2 875	255	5 129
針織	392	1 178	296	1 390	272	3 528
皮草	16	30	45	7	10	108
總數	712	2 517	727	4 272	537	8 765
佔僱員總數 百分率	8.12%	28.72%	8.29%	48.74%	6.13%	100.00%

(iii) 製鞋及手袋業

門類	技師	技術員	技工	操作工	非技術 工人	總數
製鞋	1	15	7	11	-	34
手袋	2	5	10	19	-	36
總數	3	20	17	30	-	70
佔僱員總數 百分率	4.29%	28.57%	24.29%	42.85%	-	100.00%

(B) 貿易及公證類別

(i) 貿易類別

門類	技師	技術員	技工	操作工	非技術 工人	總數
鞋類進出口	361	2 039	4	19	-	2 423
布料進出口	1 006	6 341	16	202	-	7 565
服裝進出口	8 257	37 777	186	361	-	46 581
棉花、紡織纖維及紗線進出口	212	1 587	-	-	-	1 799
總數	9 836	47 744	206	582	-	58 368
佔僱員總數 百分率	16.85%	81.80%	0.35%	1%	-	100.00%

(ii) 公證行及檢定中心

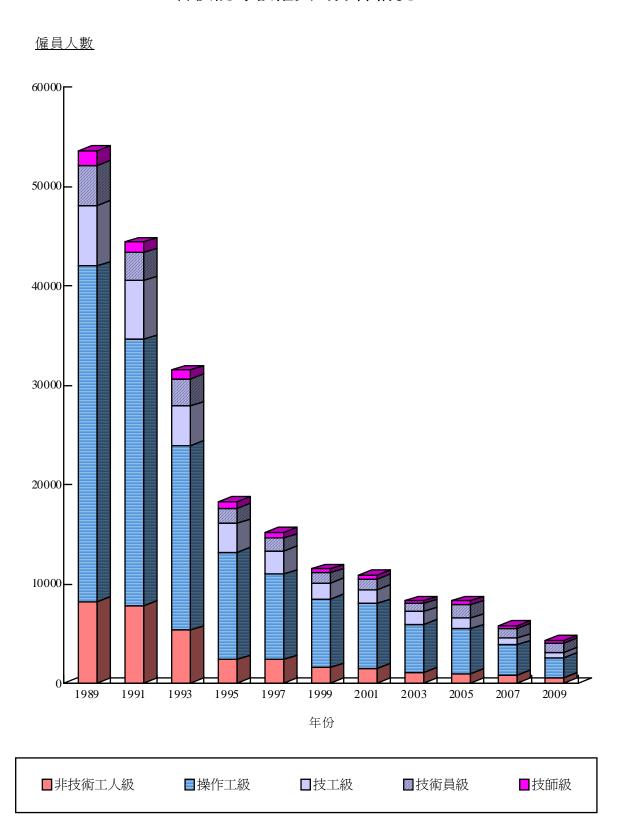
門類	技師	技術員	技工	總數
公證行及檢定中心	44	557	158	759
總數	44	557	158	759
佔僱員總數百分率	5.79%	73.39%	20.82%	100.00%

2.3 連同本次調查,過去10次人力調查所得的三個行業僱員人數,現按技能等級劃分如下:

(i) 紡織業

		僱員人數					
年份 技師級	技師級	技術員級	技工級	操作工級	非技術 工人級	總數	
1989	1 499	3 973	6 169	33 796	8 192	53 629	
1991	1 078	2 805	5 910	26 856	7 769	44 418	
1993	838	2 743	3 988	18 578	5 349	31 496	
1995	678	1 505	2 896	10 796	2 393	18 268	
1997	604	1 346	2 304	8 574	2 402	15 230	
1999	397	1 017	1 605	6 914	1 581	11 514	
2001	358	1 095	1 399	6 571	1 465	10 888	
2003	272	815	1 241	4 860	1 108	8 296	
2005	434	1 341	1 034	4 561	933	8 303	
2007	234	1 037	681	3 057	797	5 806	
2009	221	946	509	2 036	579	4 291	

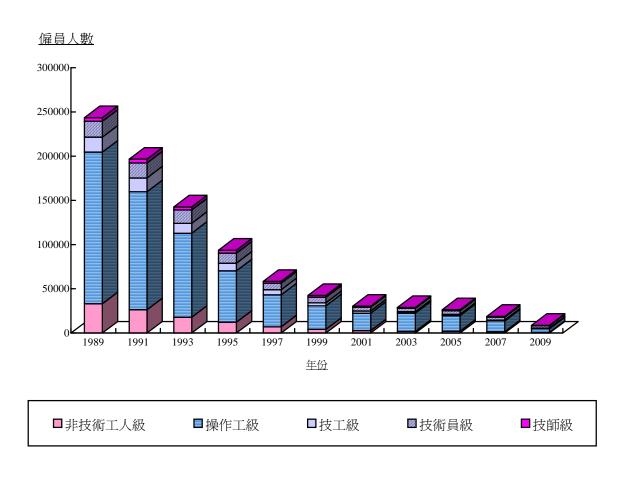
圖1: 1989至2009年人力調查 各技能等級僱員的分佈情況



(ii) 製衣業

僱員人數							
年份	技師級	技術員級	技工級	操作工級	非技術 工人級	總數	
1989	4 119	17 792	16 982	171 503	33 144	243 540	
1991	4 348	16 923	15 556	133 485	26 335	196 647	
1993	3 524	15 075	11 232	94 939	17 903	142 673	
1995	3 380	11 272	8 705	58 117	12 250	93 724	
1997	1 976	7 452	5 719	36 063	7 131	58 341	
1999	1 958	6 221	3 399	26 709	4 118	42 405	
2001	1 067	4 392	2 463	19 664	2 743	30 329	
2003	918	3 726	1 645	20 835	1 752	28 876	
2005	1 214	3 895	1 449	17 718	2 031	26 307	
2007	838	3 315	981	12 258	1 444	18 836	
2009	712	2 517	727	4 272	537	8 765	

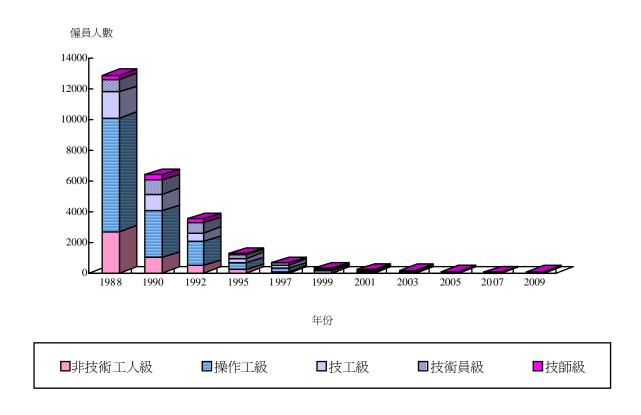
圖 2: 1989至2009年人力調查 各技能等級僱員的分佈情況



(iii) 製鞋及手袋業

			僱員人數				
年份	技師級	技術員級	技工級	操作工級	非技術 工人級	總數	
1988	234	828	1 697	7 429	2 690	12 878	
1990	364	913	1 064	3 031	1 028	6 400	
1992	292	619	586	1 567	473	3 537	
1995	95	221	322	408	241	1 287	
1997	23	141	203	230	84	681	
1999	10	90	104	112	23	339	
2001	4	38	57	84	50	233	
2003	5	17	38	77	41	178	
2005	7	15	29	40	1	92	
2007	4	11	13	27	2	57	
2009	3	20	17	30	-	70	

圖3: 1988至2009年人力調查 各技能等級僱員的分佈情況

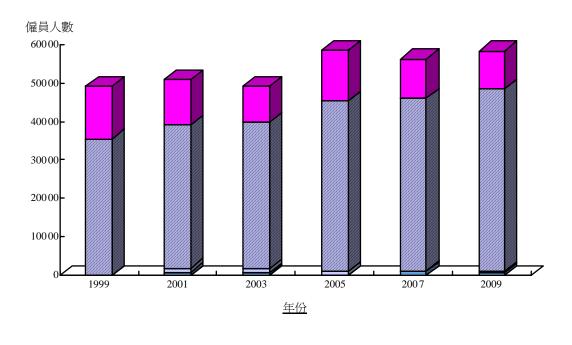


(B) 貿易及公證類別

(i) 貿易類別

			僱員人數			
年份	技師級	技術員級	技工級	操作工級	非技術 工人級	總數
1999	13 696	35 459	-	-	-	49 155
2001	11 912	37 324	1 030	740	27	51 033
2003	9 471	38 077	1 250	387	87	49 272
2005	13 390	44 456	782	14	2	58 644
2007	10 254	44 952	218	843	11	56 278
2009	9 836	47 744	206	582	-	58 368

圖4: 1999至2009年人力調查 各技能等級僱員的分佈情況

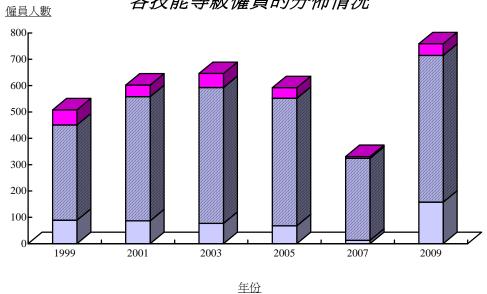


■非技術工人級 ■操作工級 ■技工級 ■技術員級 ■技師級

(ii) 公證行及檢定中心

年份		僱員人數		總數	
平切	技師級	技術員級	技工級	下心 安 义	
1999	57	362	89	508	
2001	44	471	87	602	
2003	53	516	77	646	
2005	40	484	68	592	
2007	7	311	13	331	
2009	44	557	158	759	

圖5: 1999至2009年人力調查 各技能等級僱員的分佈情況





受訓者人數(表一至五)

2.4 調查期間,三個行業的製造類別共有 15 名受訓者,貿易及公證類別 則有 24 名受訓者正接受不同類型的培訓。按門類及技能等級劃分的情況如下:

(A) 製造類別

(i) 紡織業

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
紡紗	-	-	-	2	-	2	0.27%
織造	-	-	4	-	-	4	0.18%
針織	1	ı	-	-	-	-	-
染整	-	-	-	-	-	-	-
無紡布	1	ı	-	-	-	-	-
總數	-	-	4	2	-	6	0.14%
佔所屬技能 等級僱員總 數百分率	-	-	0.79%	0.10%	-	0.14%	

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
成衣	-	-	8	-	-	8	0.16%
針織	-	-	-	-	-	-	-
皮草	-	1	-	-	-	1	0.93%
總數	-	1	8	-	-	9	0.10%
佔所屬技能 等級僱員總 數百分率	-	0.04%	1.10%	-	-	0.10%	

(iii) 製鞋及手袋業

僱主報稱該行業沒有僱員接受培訓。

(B) 貿易及公證類別

(i) 貿易類別

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
鞋類進出口	-	-	-	-	-	-	-
布料進出口	-	10	-	-	-	10	0.13%
服裝進出口	-	14	-	-	-	14	0.03%
棉花、紡織 纖維及紗線 進出口	-	-	-	-	-	-	-
總數	-	24	-	-	-	24	0.04%
佔所屬技能 等級僱員總 數百分率	-	0.05%	-	-	-	0.04%	

(ii) 公證行及檢定中心

僱主報稱該行業沒有僱員接受培訓。

職位空缺數目(表一至五)

2.5 調查期間,三個行業的僱主報稱,製造類別有空缺34個,貿易及公證類別有空缺242個。按門類及技能等級劃分的情況如下:

(A) 製造類別

(i) 紡織業

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
紡紗	-	-	-	-	-	-	-
織造	-	-	-	1	-	1	0.05%
針織	-	-	-	-	-	-	-
染整	-	-	-	-	-	-	-
無紡布	-	-	ı	-	-	ı	ı
總數	-	-	-	1	-	1	0.02%
佔所屬技 能等級僱 員總數百 分率	-	-	-	0.05%	-	0.02%	

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
成衣	-	10	-	12	-	22	0.43%
針織	-	-	5	3	-	8	0.23%
皮草	ı	1	-	-	ı	1	0.93%
總數	-	11	5	15	-	31	0.35%
佔所屬技 能等級僱 員總數百 分率	-	0.44%	0.69%	0.35%	-	0.35%	

(iii) 製鞋及手袋業

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
製鞋	-	-	-	-	2	2	5.56%
手袋	-	-	-	-	-	-	-
總數	-	-	-	-	2	2	2.86%
佔所屬技 能等級僱 員總數百 分率	-	-	-	-	N.A.	2.86%	

(B) 貿易及公證類別

(i) 貿易類別

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分率
鞋類進出口	6	21	-	-	-	27	1.11%
布料進出口	-	20	-	-	-	20	0.26%
服裝進出口	36	136	-	-	-	172	0.37%
棉花、紡織 纖維及紗線 進出口	-	8	-	-	ı	8	0.44%
總數	42	185	-	-	-	227	0.39%
佔所屬技能 等級僱員總 數百分率	0.43%	0.39%	-	-	-	0.39%	

(ii) 公證行及檢定中心

門類	技師	技術員	技工	操作工	非技術 工人	總數	佔所屬門類 僱員總數百分 率
公證行及 檢定中心	1	14	-	-	-	15	1.98%
總數	1	14	-	-	-	15	1.98%
佔所屬技 能等級僱 員總數百 分率	2.27%	2.51%	-	-	-	1.98%	

2010年8月時僱員人數推算(表一至五)

2.6 僱主亦預測至2010年8月時,三個行業的製造及貿易類別將分別需要僱員13 174名及59 425名。各技能等級人力的預測數字如下:

(A) 製造類別

(i) 紡織業

技能等級	調査期間 僱員人數	空缺數目	調査期間 總人力需求	2010年8月時 僱員人數推算
技師	221	-	221	221
技術員	946	-	946	943
技工	509	-	509	511
操作工	2 036	1	2 037	2 027
非技術工人	579	-	579	579
總數	4 291	1	4 292	4 281

(ii) 製衣業

技能等級	調査期間 僱員人數	空缺數目	調査期間 總人力需求	2010年8月時 僱員人數推算
技師	712	-	712	712
技術員	2 517	11	2 528	2 528
技工	727	5	732	725
操作工	4 272	15	4 287	4 319
非技術工人	537	-	537	537
總數	8 765	31	8 796	8 821

(iii) 製鞋及手袋業

技能等級	調査期間 僱員人數	空缺數目	調査期間 總人力需求	2010年8月時 僱員人數推算
技師	3	-	3	3
技術員	20	-	20	20
技工	17	-	17	17
操作工	30	-	30	30
非技術工人	-	2	2	2
總數	70	2	72	72

(B) 貿易及公證類別

(i) 貿易類別

技能等級	調査期間 僱員人數	空缺數目	調査期間 總人力需求	2010年8月時 僱員人數推算
技師	9 836	42	9 878	9 876
技術員	47 744	185	47 929	47 976
技工	206	-	206	206
操作工	582	-	582	582
非技術工人	-	-	-	-
總數	58 368	227	58 595	58 640

(ii) 公證行及檢定中心

技能等級	調査期間 僱員人數	空缺數目	調査期間 總人力需求	2010年8月時 僱員人數推算
技師	44	1	45	45
技術員	557	14	571	582
技工	158	-	158	158
總數	759	15	774	785

僱員每月總收入幅度(表六至十)

2.7 三個行業與相關貿易及公證類別的僱員,其每月總收入幅度分佈如 下:

(A) 製造類別

(i) 紡織業

技能等級	\$5,000 以下	_	_	_	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	13	58	76	49	25	221
技術員	6	11	1	234	391	208	32	=	63	946
技工	-	1	52	117	194	59	-	=	86	509
操作工	10	128	385	890	544	6	-	=	73	2 036
非技術工人	13	170	267	71	3	-	-	-	55	579
總數	29	310	705	1 312	1 145	331	108	49	302	4 291
佔僱員總數 百分率	0.68%	7.22%	16.43%	30.58%	26.68%	7.71%	2.52%	1.14%	7.04%	100.00%

(ii) 製衣業

技能等級	\$5,000 以下	\$5,001 - \$6,500	\$6,501 - \$8,000	_	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	78	79	207	241	107	712
技術員	-	6	-	180	1 140	600	204	5	382	2 517
技工	-	8	111	193	238	75	15	-	87	727
操作工	115	980	1 748	784	300	36	-	-	309	4 272
非技術工人	130	253	107	2	-	-	-	-	45	537
總數	245	1 247	1 966	1 159	1 756	790	426	246	930	8 765
佔僱員總數 百分率	2.80%	14.23%	22.43%	13.22%	20.03%	9.01%	4.86%	2.81%	10.61%	100.00%

(iii) 製鞋及手袋業

技能等級	\$5,000 以下	\$5,001 - \$6,500		_	\$10,001 - \$15,000	_	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	-	1	2	-	-	3
技術員	-	-	ı	9	6	5	-	-	-	20
技工	-	1	2	13	1	ı	-	-	-	17
操作工	1	2	21	6	-	-	-	-	-	30
非技術工人	-	-	-	-	-	-	-	-	-	-
總數	1	3	23	28	7	6	2	-	-	70
佔僱員總數 百分率	1.43%	4.29%	32.85%	40%	10%	8.57%	2.86%	-	-	100.00%

(B) 貿易類別

技能等級	\$5,000 以下	_	_	_	\$10,001 - \$15,000	_	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	580	2 001	3 418	3 120	761	9 880
技術員	-	154	582	7 470	18 943	14 109	2 608	137	4 298	48 301
技工	2	-	195	66	48	29	20	-	4	364
操作工	-	100	402	77	3	ı	-	ı	ı	582
非技術工人	-	-	-	-	-	-	-	-	-	-
總數	2	254	1179	7 613	19 574	16 139	6 046	3 257	5 063	59 127
佔僱員總數 百分率	-	0.42%	1.99%	12.88%	33.11%	27.30%	10.23%	5.51%	8.56%	100.00%

中國大陸或海外廠房/辦公室的僱員人數

2.8 本會察覺僱主在中國大陸或海外開設大量廠房/辦公室,並僱用大量當地員工(不包括香港居民)。香港僱主一般會透過多間不同的註冊公司或合資企業僱用當地居民。此外,由於合資企業形式各有不同,使本會難以調查本港僱主於外地廠房的正確僱員人數。有見及此,是次人力調查並不包括於中國大陸或海外廠房/辦公室工作的本地僱員人數。

內部晉升的僱員人數

2.9 調查進行前 12 個月內,製造業與貿易及公證類別分別有 4 名和 150 名僱員獲內部晉升。按技能等級的分布情況如下:

(A) 製造類別

(i) 紡織業

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	-	-
技工至技術員	-	-
操作工至技工	2	0.39%
總數	2	0.12%

(ii) 製衣業

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	-	-
技工至技術員	-	-
操作工至技工	2	0.28%
總數	2	0.05%

(iii) 製鞋及手袋業

僱主報稱該行業並無員工獲內部晉升。

(B) 貿易及公證類別

(i) 貿易類別

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	118	1.20%
技工至技術員	12	0.03%
操作工至技工	-	-
總數	130	0.22%

(ii) 公證行及檢定中心

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	4	9.09%
技工至技術員	16	2.87%
操作工至技工	1	-
總數	20	2.64%

僱員年齡(表十一至十四)

2.10 三個行業及相關的貿易及公證類別年齡達50歲以上的僱員,按技能等級的分佈情況如下:

(A) 製造類別

(i) 紡織業

技能等級	年逾50歲 的僱員人數	同一技能等級 僱員總數	佔該技能等級 僱員總數的百分率
技師	96	221	43.44%
技術員	246	946	26.00%
技工	212	509	41.65%
操作工	874	2036	42.93%
* 總數	1 428	3 712	38.47%

(ii) 製衣業

技能等級	年逾50歲 的僱員人數	同一技能等級 僱員總數	佔該技能等級 僱員總數的百分率
技師	230	712	32.30%
技術員	509	2 517	20.22%
技工	154	727	21.18%
操作工	1 694	4 272	39.65%
* 總數	2 587	8 228	31.44%

^{*} 非技術工人不包括在內

(iii) 製鞋及手袋業

技能等級	年逾50歲 的僱員人數	同一技能等級 僱員總數	佔該技能等級 僱員總數的百分率
技師	-	3	-
技術員	7	20	35.00%
技工	11	17	64.71%
操作工	18	30	60.00%
* 總數	36	70	51.43%

(B) 貿易及公證類別

(i) 貿易類別

技能等級	年逾50歲 的僱員人數	同一技能等級 僱員總數	佔該技能等級 僱員總數的百分率
技師	1 765	9 836	17.94%
技術員	5 810	47 744	12.17%
技工	81	206	39.32%
操作工	78	582	13.40%
*總數	7 734	58 368	13.25%

^{*}非技術工人不包括在內

(ii) 公證行及檢定中心

技能等級	年逾50歲 的僱員人數	同一技能等級 僱員總數	佔該技能等級 僱員總數的百分率
技師	4	44	9.09%
技術員	23	557	4.13%
技工	16	158	10.13%
* 總數	43	759	5.67%

^{*}非技術工人不包括在內

僱員宜有教育程度、訓練期及訓練模式(表15至29)

2.11 三個行業的製造類別與貿易及公證類別大部分僱主填覆,認爲僱員宜有下列教育程度及訓練:

技能等級

技師 高級文憑或以上程度,及三年或以上在職訓練

技術員 中五或以上程度,及兩年或以上在職訓練

技工 中三或以上程度,及兩年或以上在職訓練或學徒訓練

操作工 中三程度以下,及少於兩年在職訓練

2.12 三個行業及相關貿易及公證類別的僱主認爲僱員宜有教育程度如下:

(A) 製造類別(表15、16、17)

技能等級	學位/ 院士	高級文憑	文憑	高級 證書	證書	中五至 中七 程度	技工 證書	中三程度	中三以下	未有 說明	僱員總數
技師	263	502	12	2	2	120	-	-	-	35	936
技術員	4	14	657	130	283	2 184	27	27	-	157	3 483
技工	-	-	-	-	-	323	364	466	34	66	1 253
操作工	1	-	1	-	-	-	-	3 085	3 040	213	6 338
總數	267	516	669	132	285	2 627	391	3 578	3 074	471	12 010
*佔僱員 總數百分 率	2.22%	4.30%	5.57%	1.10%	2.37%	21.87%	3.26%	29.79%	25.60%	3.92%	100.00%

(B) 貿易及公證類別(表18·19)

技能等級	學位/ 院士	高級文憑	文憑	高級 證書	證書	中五至 中七 程度	技工 證書	中三程度	中三以下	未有 說明	僱員 總數
技師	3 983	4 290	186	4	50	1 083	-	-	-	284	9 880
技術員	1 138	6 285	6 110	857	1 435	30 602	28	14	1	1 832	48 301
技工	1	-	-	1	-	211	7	94	50	2	364
操作工	-	=	-	1	-	42	114	421	4	1	582
總數	5 121	10 575	6 296	861	1 485	31 938	149	529	54	2 119	59 127
*佔僱員 總數百分 率	8.66%	17.89%	10.65%	1.46%	2.51%	54.02%	0.25%	0.89%	0.09%	3.58%	100.00%

^{*}非技術工人不包括在內

2.13 三個行業及相關貿易及公證類別的僱主認爲僱員宜有訓練期如下:

(A) 製造類別(表20、21、22)

技能等級	四年以上	三年至 四年	兩年至 三年	一年至 兩年	六至 十一個月	少於 六個月	未有說明	僱員 總數
技師	762	134	8	1	-	6	25	936
技術員	897	1 125	1 211	67	41	3	139	3 483
技工	178	178	763	60	8	-	66	1 253
操作工	55	94	57	2 636	1 444	1 849	203	6 338
總數	1 892	1 531	2 039	2 764	1 493	1 858	433	12 010
*佔僱員總數百分率	15.75%	12.75%	16.98%	23.01%	12.43%	15.47%	3.61%	100.00%

(B) 貿易及公證類別(表23、24)

技能等級	四年以上	三年至 四年	兩年至 三年	一年至 兩年	六至 十一個月	少於 六個月	未有說明	僱員 總數
技師	8 417	1 124	53	8	-	-	278	9 880
技術員	8 963	13 451	22 792	759	320	171	1 845	48 301
技工	57	1	264	40	-	-	2	364
操作工	ŀ	1	1	87	232	262	1	582
總數	17 437	14 576	23 109	894	552	433	2 126	59 127
*佔僱員總 數百分率	29.49%	24.65%	39.09%	1.51%	0.93%	0.73%	3.60%	100.00%

^{*} 非技術工人不包括在內

2.14 三個行業及相關貿易及公證類別的僱主認爲僱員宜有訓練模式如下:

(A) 製造類別(表25、26、27)

技能等級	在職訓練	學徒訓練	職外訓練	未有說明	僱員總數
技師	911	-	-	25	936
技術員	3 330	14	-	139	3 483
技工	1 180	7	-	66	1 253
操作工	6 135	-	-	203	6 338
總數	11 556	21	-	433	12 010
*佔僱員總數百分率	96.22%	0.17%	-	3.61%	100.00%

(B) 貿易及公證類別(表28·29)

技能等級	在職訓練	學徒訓練	職外訓練	未有說明	僱員總數
技師	9 602	-	-	278	9 880
技術員	46 478	30	-	1 793	48 301
技工	362	-	-	2	364
操作工	581	-	-	1	582
總數	57 023	30	-	2 074	59 127
*佔僱員總數百分率	96.44%	0.05%	-	3.51%	100.00%

^{*} 非技術工人不包括在內

技術及非技術人員

2.15 調查顯示,紡織、製衣、製鞋及手袋業有技術人員 72 253 名,非技術人員 32 352 名。兩者按類別的分布情況如下:

(A) 製造類別

(i) 紡織業

門類	技術人員	非技術人員	總數
紡紗	738	120	858
織造	2 187	375	2 562
針織	334	44	378
染整	918	134	1 052
無紡布	114	62	176
小計 (i)	4 291	735	5 026

(ii) 製衣業

門類	技術人員	非技術人員	總數
成衣	5 129	1 047	6 176
針織	3 528	1 241	4 769
皮草	108	35	143
小計 (ii)	8 765	2 323	11 088

(iii) 製鞋及手袋業

門類	技術人員	非技術人員	總數
製鞋	34	10	44
手袋	36	3	39
小計 (iii)	70	13	83
總計 (i + ii + iii)	13 126	3 071	16 197

(B) 貿易及公證類別

(i) 貿易類別

門類	技術人員	非技術人員	總數
鞋類進出口	2 423	1 626	4 049
布料進出口	7 565	3 097	10 662
服裝進出口	46 581	21 737	68 318
棉花、紡織纖維及紗線 進出口	1 799	844	2 643
小計 (i)	58 368	27 304	85 672

(ii) 公證行及檢定中心

門類	技術人員	非技術人員	總數
公證行及檢定中心	759	759 1 977	
小計 (ii)	759	1 977	2 736
總計 (i + ii)	59 127	29 281	88 408

招聘僱員

2.16 於調查進行前12個月,三個行業及相關的貿易及公證類別公司於招聘 不同技能等級員工時遇到困難的情況如下:

類別	技師	技術員	技工	操作工	總數
紡織	-	3	3	12	18
製衣	1	8	-	28	37
製鞋及手袋	-	1	1	-	2
貿易	44	396	-	-	440
公證	4	11	-	-	15
總數	49	419	4	40	512

2.17 僱主指出調查前12個月於招聘不同技能等級員工時遇到的招聘困難 如下:

(A) 製造類別

(i) 紡織業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	-	-	3	-	3
相關學科的畢業生數目不足	-	-	-	-	-
求職者缺乏相關經驗及訓練	-	2	-	1	3
服務條件/薪酬未能符合求職者 要求	-	1	-	11	12
其他原因	-	-	-	-	-
總數	-	3	3	12	18

(ii) 製衣業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	-	-	-	20	20
相關學科的畢業生數目不足	-	-	-	-	-
求職者缺乏相關經驗及訓練	1	5	-	4	10
服務條件/薪酬未能符合求職者 要求	-	3	-	4	7
其他原因	-	-	-	-	=
總數	1	8	-	28	37

(iii) 製鞋及手袋業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	-	1	-	-	1
相關學科的畢業生數目不足	-	-	-	-	-
求職者缺乏相關經驗及訓練	1	-	1	-	1
服務條件/薪酬未能符合求職者 要求	-	-	-	-	-
其他原因	-	-	-	-	-
總數	-	1	1	-	2

(B) 貿易及公證類別

(i) 貿易類別

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	5	36	-	-	41
相關學科的畢業生數目不足	2	2	-	-	4
求職者缺乏相關經驗及訓練	34	227	-	-	261
服務條件/薪酬未能符合求職者 要求	3	131	-	-	134
其他原因	1	-	-	ı	-
總數	44	396	-	-	440

(ii) 公證行及檢定中心

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	1	2	-	-	3
相關學科的畢業生數目不足	-	2	-	-	2
求職者缺乏相關經驗及訓練	3	5	-	-	8
服務條件/薪酬未能符合求職者 要求	-	2	-	-	2
其他原因	-	-	-	-	-
總數	4	11	-	-	15

僱用準則審核經理/技術員

2.18 僱主填覆調查後12個月內將僱用的準則審核經理或技術員的預計人數:

類別	準則審核經理	準則審核技術員	總數
紡織	-	-	-
製衣	1	-	1
製鞋及手袋	-	-	-
貿易	1	1	2
公證	-	-	-
總數	2	1	3

個別門類的調査結果

2.19 製造類別與貿易及公證類別各門類的人力統計資料,詳載於下列各表:

門類		表
(A) 製造数	<i>頁別</i>	
(i)	紡紗	三十
(ii)	織造	三十一
(iii)	針織(紡織業)	三十二
(iv)	染整	三十三
(v)	無紡布	三十四
(vi)	成衣	三十五
(vii)	針織(製衣業)	三十六
(viii)	皮草	三十七
(ix)	製鞋	三十八
(x)	手袋	三十九

(i)	鞋類進出口	四十
(ii)	布料進出口	四十一
(iii)	服裝進出口	四十二
(iv)	棉花、紡織纖維及紗線進出口	四十三
(v)	公證行及檢定中心	四十四

第三章

結論

引言

- 3.1 本會詳細研究調查結果後,認爲大致能夠反映調查期間紡織業、製衣業,以及製鞋及手袋業的實際就業情況。
- 3.2 2009年8月,三個行業共僱用72 253人,與2007年9月上次調查所得的81 308人相比,僱員人數的每年平均減幅為5.73%。2007及2009年各類別不同技能等級的僱員人數比較如下:

技能等級	製造類別	貿易及 公證類別	總數	每年平均 變化百分率
技師	936 (1 076)	9 880 (10 261)	10 816 (11 337)	-2.32%
技術員	3 483 (4 363)	48 301 (45 263)	51 784 (49 626)	2.15%
技工	1 253 (1 675)	364 (231)	1 617 (1 906)	-7.89%
操作工	6 338 (15 342)	582 (843)	6 920 (16 185)	-34.61%
非技術工人	1 116 (2 243)	0 (11)	1 116 (2 254)	-29.64%
總數	13 126 (24 699)	59 127 (56 609)	72 253 (81 308)	-5.73%
每年變化百分率	-27.10%	2.20%	-5.73%	

註: ()內的數字爲2007年人力調查所得資料。

- 3.3 2007至2009年期間,製造類別僱員人數每年平均減少27.10%,而貿易及公證類別則每年平均增加人手2.20%。整個行業的僱員人數每年平均減少5.73%,這主要是由於製造類別的人手縮減所致。
- 3.4 各技能等級人手亦大幅減少,技師、技工、操作工及非技術工人級的每年平均減幅分別為2.32%、7.89%、34.61%及29.64%。至於技術員級人手,則每年平均微增2.15%。

紡織業、製衣業、製鞋及手袋業各門類人力變化

- 3.5 三個行業的人力調查涵蓋製造類別和貿易及公證類別。製造類別分爲以下十個門類:
 - (i) 紡織業

紡紗

織浩

針織

染整

無紡布

(ii) 製衣業

成衣

針織

皮草

(iii) 製鞋及手袋業

製鞋

手袋

- 3.6 貿易及公證類別包括貿易類別,以及公證行及檢定中心,共分爲五個門類:
 - (i) 貿易類別

鞋類進出口

布料進出口

服裝進出口

棉花、紡織纖維及紗線進出口

(ii) 公證行及檢定中心

紡織品公證行及檢定中心

- 3.7 2009年8月,在製造類別方面,紡織業僱用4 291人,製衣業僱用8 765人,而製鞋及手袋業則僱用70人。與2007年的調查相比,紡織業及製衣業的僱員總數每年分別下降14.03%和31.78%,而製鞋及手袋業則每年錄得10.82%的增幅。至於貿易及公證類別,貿易類別僱用58 368人,公證行及檢定中心則有759名僱員,換言之,2007至2009年期間,前者每年平均人手增幅爲1.84%,而後者則爲51.43%。
- 3.8 2007至2009年期間,紡織業整體減少1 515名僱員。紡紗類、織造類、 針織類及染整類的每年減幅分別為24.63%、9.61%、14.97%及 18.08%。紡織業 的人力變化詳列如下:

門類	僱員人數		每年平均
1 規	2007年8月	2009年8月	變化百分率
紡紗	1 299	738	-24.63%
織造	2 677	2 187	-9.61%
針織	462	334	-14.97%
染整	1 368	918	-18.08%
無紡布	-	114	-
總數	5 806	4 291	-14.03%

3.9 調查結果顯示,製衣業的成衣及針織門類分別每年平均減少人手 35.18% 和 26.56%,皮草門類則每年平均錄得11.42%增幅,製衣業整體人手每 年平均減少31.78%。製衣業的人力變化詳列如下:

	僱員	每年平均	
門類	2007年8月	2009年8月	變化百分率
成衣	12 208	5 129	-35.18%
針織	6 541	3 528	-26.56%
皮草	87	108	11.42%
總數	18 836	8 765	-31.78%

3.10 製鞋及手袋門類於2007至2009年期間的人手均有增加,行業整體人手每年平均增幅為10.82%。製鞋及手袋業的人力變化詳列如下:

門類	僱員	每年平均	
1 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2007年8月	2009年8月	變化百分率
製鞋	26	34	14.35%
手袋	31	36	7.76%
總數	57	70	10.82%

3.11 在過去兩年,貿易類別整體僱員人數每年平均增加1.84%。鞋類進出口門類每年平均減少人手5.57%,但服裝進出口門類則每年平均增加2.68%。貿易類別的人力變化詳列如下:

門類	僱員人數		每年平均
	2007年8月	2009年8月	變化百分率
鞋類進出口	2 717	2 423	-5.57%
布料進出口	7 587	7 565	-0.15%
服裝進出口	44 179	46 581	2.68%
棉花、紡織纖維及紗線 進出口	1 795	1 799	0.11%
總數	56 278	58 368	1.84%

3.12 在過去兩年,公證行及檢定中心類別的人手每年平均大幅增加 51.43%,其人力變化詳列如下:

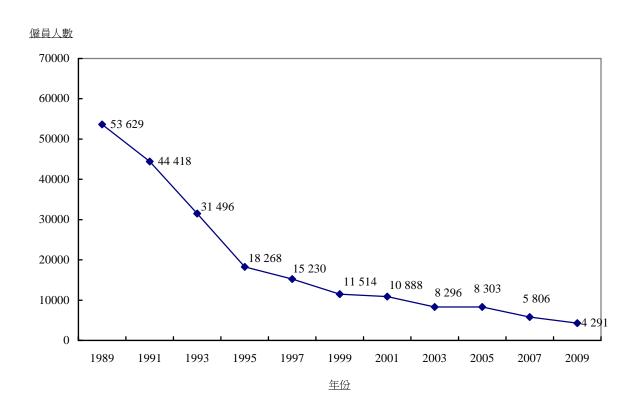
門類	僱員人數		每年平均
1 <i>t</i> ts	2007年8月	2009年8月	變化百分率
公證行及檢定中心	331	759	51.43%
總數	331	759	51.43%

3.13 紡織業、製衣業,以及製鞋及手袋業的製造類別於1988(或1989)至2009 年期間的人力情況展示如下:

(A) 製造類別

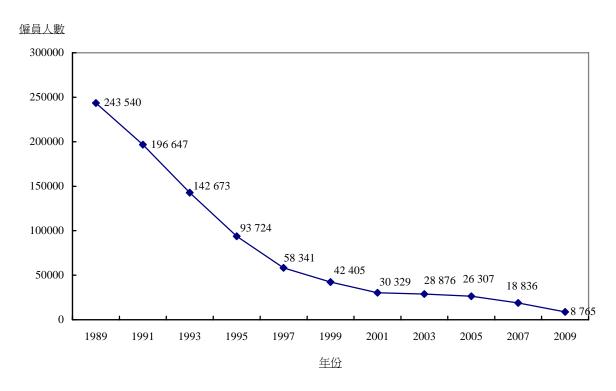
(i) 紡織業

圖 6: 1989至2009年期間紡織業的人力情況



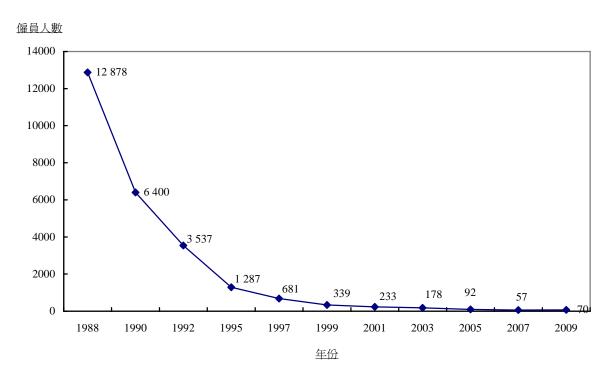
(ii) 製衣業

圖 7: 1989至2009年期間製衣業的人力情況



(iii) 製鞋及手袋業

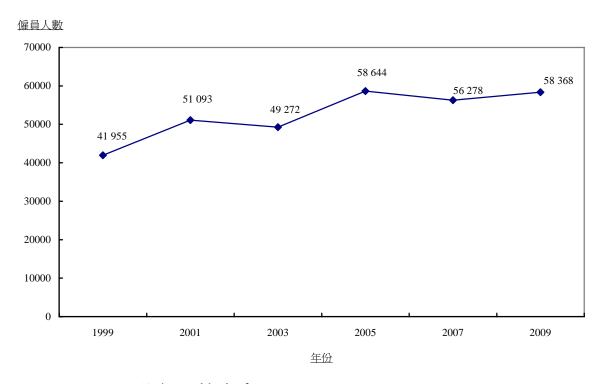
圖8: 1988至2009年期間製鞋及手袋業的人力情況



(B) 貿易及公證類別

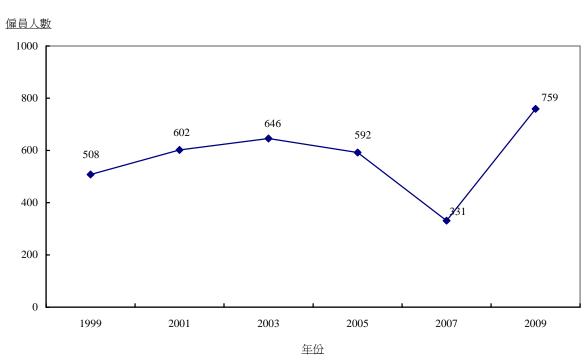
(i) 貿易

圖9: 1999至2009年期間貿易類別的人力情況



(ii) 公證行及檢定中心

圖10: 1999至2009年期間公證行及檢定中心的人力情況



3.14 三個行業各技能等級的人力變化表列如下:

(A) 製造類別

(i) 紡織業

技能等級	2007	2009	每年平均 變化百分率
技師	234	221	-2.82%
技術員	1 037	946	-4.49%
技工	681	509	-13.55%
操作工	3 057	2 036	-18.39%
非技術工人	797	579	-14.77%
總數	5 806	4 291	-14.03%

(ii) 製衣業

技能等級	2007	2009	每年平均 變化百分率
技師	838	712	-7.82%
技術員	3 315	2 517	-12.86%
技工	981	727	-13.91%
操作工	12 258	4 272	-40.97%
非技術工人	1 444	537	-39.02%
總數	18 836	8 765	-31.78%

(iii) 製鞋及手袋業

技能等級	2007	2009	每年平均 變化百分率
技師	4	3	-13.40%
技術員	11	20	34.84%
技工	13	17	14.35%
操作工	27	30	5.41%
非技術工人	2	-	-100%
總數	57	70	10.82%

(B) 貿易及公證類別

(i) 貿易

技能等級	2007	2009	每年平均 變化百分率
技師	10 254	9 836	-2.06%
技術員	44 952	47 744	3.06%
技工	218	206	-2.79%
操作工	843	582	-16.91%
非技術工人	11	-	-100%
總數	56 278	58 368	1.84%

(ii) 公證行及檢定中心

技能等級	2007	2009	每年平均 變化百分率
技師	7	44	150.71%
技術員	311	557	33.83%
技工	13	158	248.62%
總數	331	759	51.43%

3.15 紡織業及製衣業製造類別的機構數目分別由2007年第1季的668間及1229間,減至2009年第1季的398間及578間,每年平均減幅分別為22.81%及31.42%;至於製鞋及手袋業製造類別的機構數目,則從2007年第1季的22間,減至2009年第1季的16間。製造類別整體機構數目每年平均減少21.16%。在貿易類別方面,機構數目從2007年第1季的19074間,減至2009年第1季的12711間,每年減幅為18.37%。自本調查報告開始,亦有列載公證行及檢定中心的數目。三個類別的機構數目變化詳列如下:

(A) 製造類別

(i) 紡織業

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	總數
1996年第4季	899	238	136	57	22	12	1 364
1999年第1季	817	185	103	45	9	7	1 166
2001年第1季	685	171	85	33	9	7	990
2002年第4季	598	126	75	25	10	8	842
2004年第4季	526	103	69	19	7	8	732
2007年第1季	491	84	61	19	7	6	668
2009年第1季	298	59	25	9	3	4	398

(ii) 製衣業

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200或 以上	總數
1997年第1季	1 493	702	770	287	86	34	3 372
1999年第1季	1 104	582	588	189	65	21	2 549
2000年第1季	879	540	415	111	51	16	2 012
2002年第4季	752	396	317	89	30	13	1 597
2004年第4季	613	302	365	68	33	10	1 391
2007年第1季	551	290	314	38	29	7	1 229
2009年第1季	285	140	107	34	9	3	578

(iii) 製鞋及手袋業

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	總數
1997年第1季	131	13	9	-	-	-	153
1999年第1季	91	4	6	-	-	1	101
2000年第1季	57	6	1	3	-	1	67
2002年第4季	44	3	2	-	-	1	49
2004年第4季	28	2	2	-	-	-	32
2007年第1季	21	1	-	-	-	-	22
2009年第1季	13	2	1	-	-	-	16

(iv) $\sqrt{\vec{n}}$: (i) + (ii) + (iii)

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	總數
2001年第1季	1 621	717	501	147	60	23	3 069
2002年第4季	1 394	525	394	114	40	21	2 488
2004年第4季	1 167	407	436	87	40	18	2 155
2007年第1季	1 063	375	375	57	36	13	1 919
2009年第1季	596	201	133	43	12	7	992

(B) 貿易類別

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200或 以上	總數
2001年第1季	18 127	1 484	490	108	43	15	20 267
2002年第4季	17 619	1 471	511	126	45	16	19 788
2004年第4季	16 658	1 383	597	136	50	19	18 843
2007年第1季	16 796	1 420	672	114	50	22	19 074
2009年第1季	10 790	1 109	612	132	33	24	12 700

(C) 公證行及檢定中心類別*

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200或 以上	總數
2009年第1季	2	-	-	3	1	6	11

^{* 2007}年或以前的調查報告未有提供公證行及檢定中心類別的機構數目。但自 2009年以來,這個類別變化甚大,因此本報告亦列載有關機構的數目。

(D) 總計:(A) + (B) + (C) = (D)

僱員人數 機構數目 年份	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200或 以上	總數
2001年第1季	19 748	2 201	991	255	103	38	23 336
2002年第4季	19 013	1 996	905	240	85	37	22 276
2004年第4季	17 825	1 790	1 033	223	90	37	20 998
2007年第1季	17 859	1 795	1 047	171	86	35	20 993
2009年第1季	11 388	1 310	745	178	45	37	13 703

紡織業、製衣業、製鞋及手袋業各技能等級的人力變化技師級

3.16 2009年8月,三個行業共有936名技師。與2007年的1076人相比,製造類別的技師人數每年減少6.73%。三個行業的技師人數均有下降。至於貿易及公證類別,2009年8月共僱用9836名經理,貿易類別的每年減幅為2.06%。公證類別於2009年8月僱用44名技師,每年增幅達150.71%。有關人力變化詳列如下:

(A) 製造類別

行業	僱員	人數	每年平均
17 未	2007年8月	2009年8月	變化百分率
紡織	234	221	-2.82%
製衣	838	712	-7.82%
製鞋及手袋	4	3	-13.40%
總數	1 076	936	-6.73%

類別	僱員	人數	每年平均
发 见刀	2007年8月	2009年8月	變化百分率
貿易	10 254	9 836	-2.06%
公證行及檢定 中心	7	44	150.71%
總數	10 261	9 880	-1.87%

技術員級

3.17 製造類別的技術員數目,由2007年的4 363人降至2009年的3 483人,每年平均減幅為10.65%,原因是紡織業及製衣業過去兩年大幅削減人手。至於製鞋及手袋業,雖然每年大幅增加技術員34.84%,但實際只是增加9人而已。另一方面,貿易類別每年平均微增技術員3.06%,而公證類別則有33.83%的每年平均增幅;以實際人數而言,增幅更爲顯著。技術員級的人力變化詳列如下:

(A) 製造類別

行業	僱員	人數	每年平均
11 未	2007年8月	2009年8月	變化百分率
紡織	1 037	946	-4.49%
製衣	3 315	2 517	-12.86%
製鞋及手袋	11	20	34.84%
總數	4 363	3 483	-10.65%

類別	僱員	每年平均		
<i>A</i> 負刀:1	2007年8月	2009年8月	變化百分率	
貿易	44 952	47 744	3.06%	
公證行及檢定 中心	311	557	33.83%	
總數	45 263	48 301	3.30%	

技工級

3.18 製造類別技工級僱員人數每年平均減少13.51%,主要是因為紡織業及製衣業削減技工人手。調查又顯示,貿易類別的技工數目每年平均微跌2.79%。另一方面,公證行及檢定中心的技工級技術僱員每年激增248.62%,雖然實際上只增加145人,但如此顯著的增幅,卻著實反映這個範疇的人力需求可能甚殷。技工級的人力變化詳列如下:

(A) 製造類別

行業	僱員	每年平均	
11 未	2007年8月	2009年8月	變化百分率
紡織	681	509	-13.55%
製衣	981	727	-13.91%
製鞋及手袋	13	17	14.35%
總數	1 675	1 253	-13.51%

類別	僱員	每年平均	
双 刀!	2007年8月	2009年8月	變化百分率
貿易	218	206	-2.79%
公證行及檢定 中心	13		248.62%
總數	231	364	25.53%

3.19 下列各圖按技能等級展示,三個行業的製造類別在1988 (或1989)至 2009年期間,以及貿易及公證類別於1999至 2009年期間的人力情況。

(A) 製造類別

(i) 紡織業

圖11: 1989至2009年期間技師級的人力情況

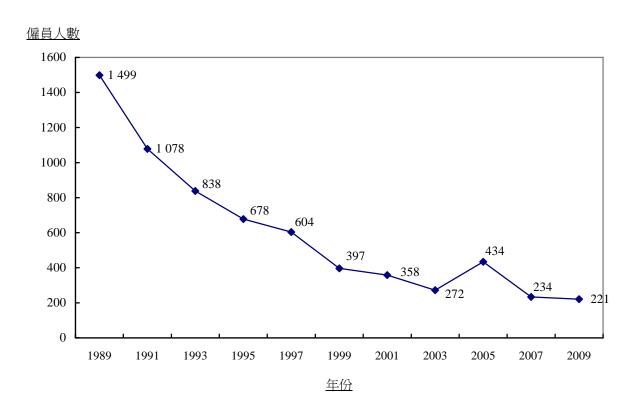


圖12: 1989至2009年期間技術員級的人力情況

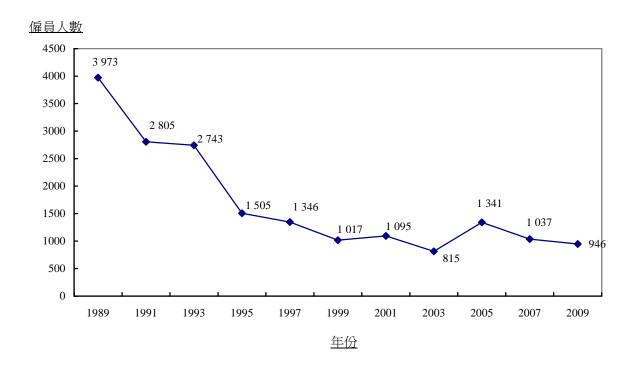
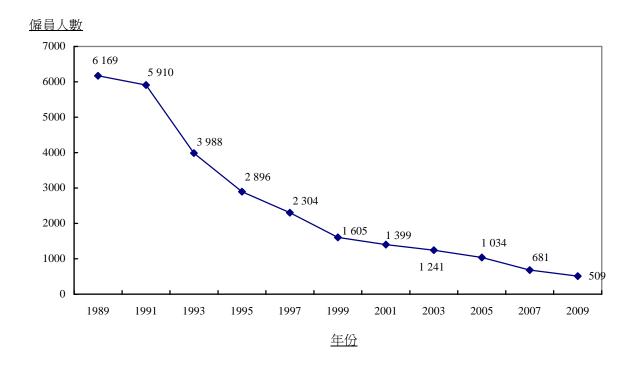


圖 13: 1989至2009年期間技工級的人力情況



(ii) 製衣業

圖 14: 1989至2009年期間技師級的人力情況

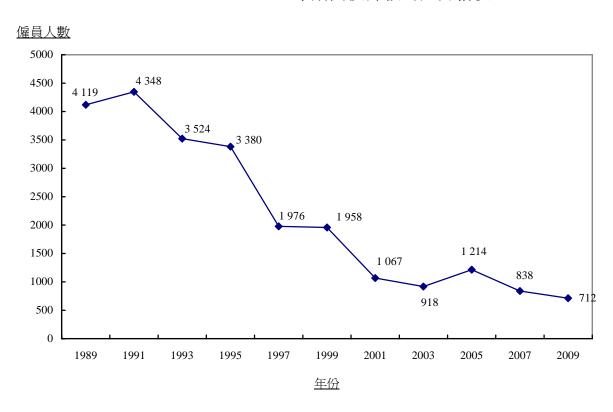


圖 15: 1989至2009年期間技術員級的人力情況

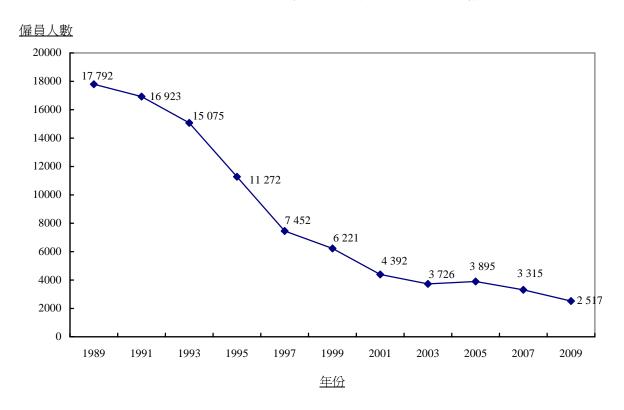
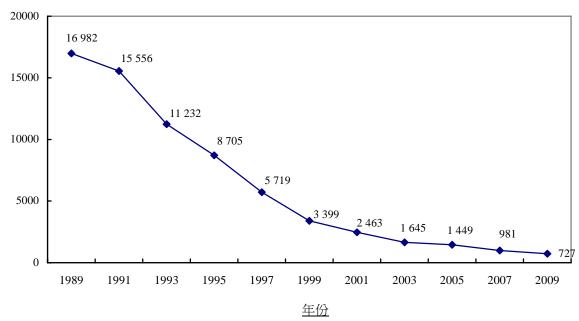


圖 16: 1989至2009年期間技工級的人力情況





(iii) 製鞋及手袋業

圖 17: 1988 至2009年期間技師級的人力情況

僱員人數

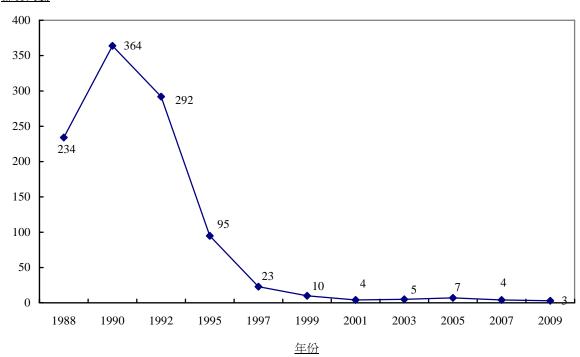


圖 18: 1988至2009年期間技術員級的人力情況

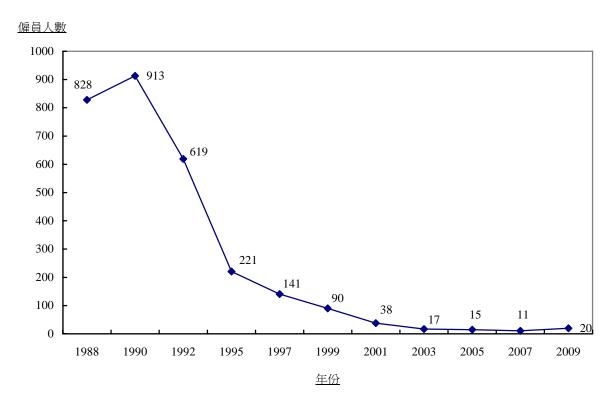
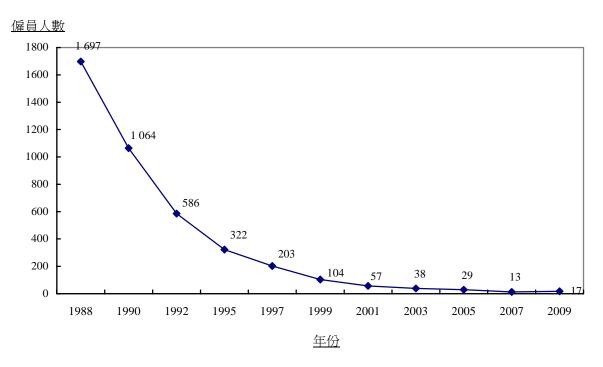


圖 19: 1988至2009年期間技工級的人力情況



(B) 貿易及公證類別

(i) 貿易

圖 20: 1999至2009年期間技師級的人力情況

僱員人數

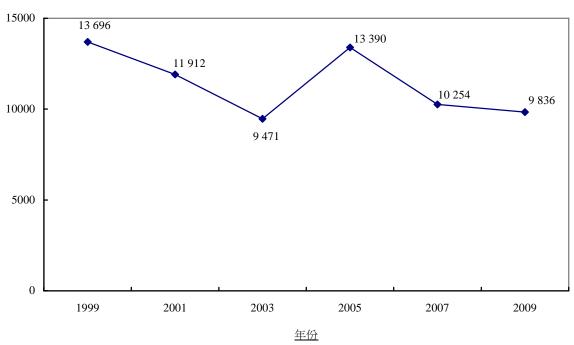


圖 21: 1999至2009年期間技術員級的人力情況

僱員人數

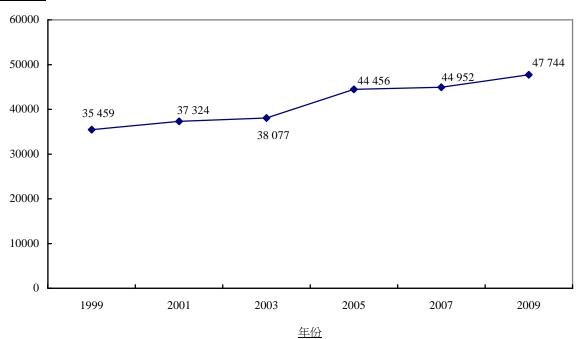
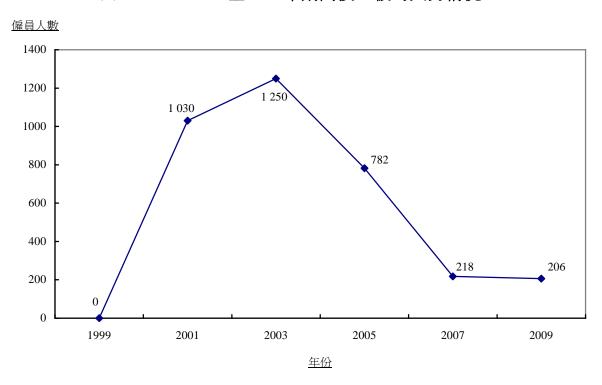


圖 22: 1999至2009年期間技工級的人力情況



(ii) 公證行及檢定中心

圖 23: 1999至2009年期間技師級的人力情況

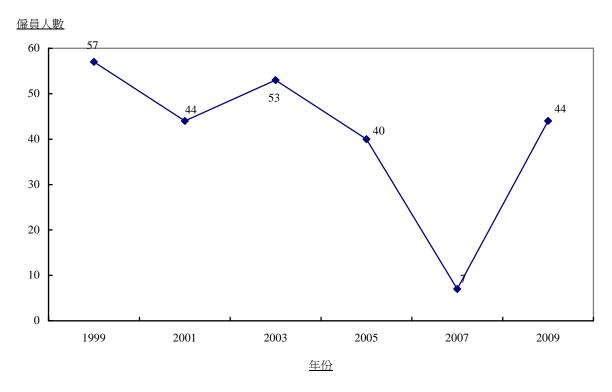


圖 24: 1999至2009年期間技術員級的人力情況

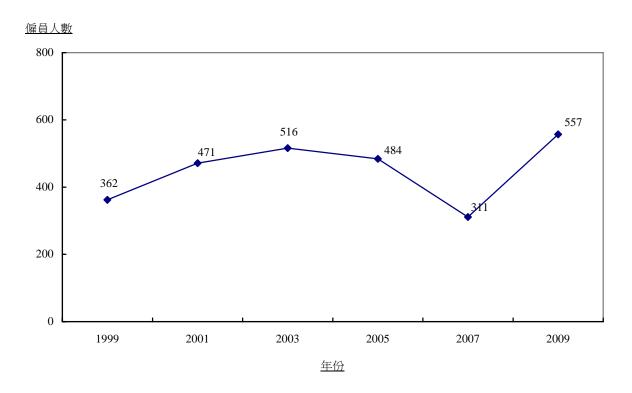
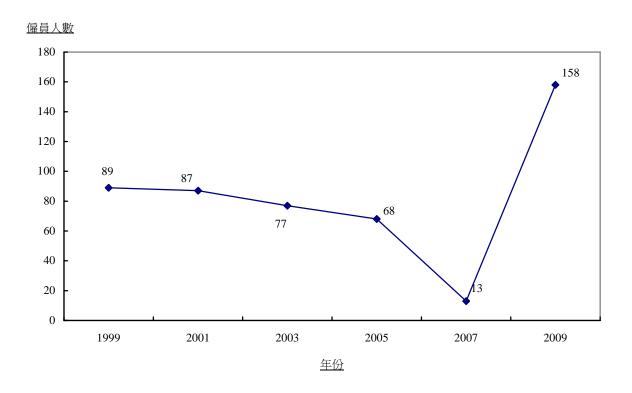


圖 25: 1999至2009年期間技工級的人力情況



本會對人力變化的意見及觀察

- 3.20 本會認為人力變化的原因大致如下:
 - (i) 2008年秋季的金融海嘯,導致2009年初全球經濟不景,貿易環境急遽惡化,一些機構因而結業(不過,全球經濟於2009年下半年迅速復甦,但其效應並未反映於本調查報告內);
 - (ii) 貿易保護主義在全球逐漸抬頭,令貿易環境不明朗;
 - (iii) 由於環保意識日增,主要進口國加強規管產品質素及安全,使製造商的整體生產成本上升;
 - (iv) 海外進口商對產品質素及交貨期的要求日益嚴格,促使製造商和貿易公司努力不懈,在產品設計及創新、產品增值、營運管理,以至物流及供應鏈管理方面,持續改進;
 - (v) 很多製造商已將生產基地從香港遷往內地,取其勞工成本 低廉,以增強成本競爭力,因此香港已逐漸轉型爲採購及 統籌中心;
 - (vi) 全球配額取消後,加速了紡織品及成衣製造業的革新和全球化;愈來愈多僱主將廠房從香港遷往勞工成本較低的地區,以保持成本競爭力;
 - (vii) 全球配額取消後,市場競爭劇烈,眾多紡織業製造商面對 更多挑戰;
 - (viii) 面對發展中國家製造商的低廉價格競爭壓力,一些經營能力稍遜的香港製造商已遭淘汰結業,而部份製造商則在考慮把生產基地進一步遷往勞工成本更低的鄰近國家,例如 越南和孟加拉等;
 - (ix) 因應上述情況,政府統計處已將多家製造商歸類爲貿易公司,以如實反映大部份製造商已於內地及鄰近國家設廠, 只把總部留在香港,令香港逐漸轉型成爲管理及採購中心;
 - (x) 由於香港已逐漸轉型成爲管理及採購中心,而且僱主須不 斷改進以保持競爭力,因此製造類別的技術人員數目將逐 漸減少。面對海外的競爭壓力,香港僱主亦須不斷改進才 能保持競爭優勢,因此貿易類別則需要更多技術人員,尤 以本地貿易公司附設的設計室爲甚,以進行「原設計製造」 (ODM)工作。基於以上原因,可預期不少製造類別的技術 人員將逐漸轉型爲貿易類別技術人員;

- (xi) 由於生產工序改變或科技發展,不少主要職務已合倂或逐 步淘汰;
- (xii) 政府最近實施膠袋徵費計劃,鼓勵市民少用膠袋,因而為業界締造商機,開發生產替代膠袋的環保產品,例如以無 紡布製造的購物袋已在社會廣泛應用;
- (xiii) 鑑於進口國加強規管產品質素及安全,而香港政府又鼓勵 發展檢測和認證產業,預期業界對化驗及認證範疇的人力 需求將相應增加;
- (xiv) 由於行業面對種種挑戰,令社會普遍存有誤解,認爲業界 難以吸引新人入行。

3.21 本會對人力數據還有以下觀察:

- (i) 三個行業大部分空缺主要見於製造類別的督導員級及操作 工級職務,以及貿易及公證類別的經理級及督導員級職務;
- (ii) 三個行業的製造類別均有僱員老化問題,其中製鞋及手袋業尤為嚴重。調查期間,製鞋及手袋業有51.43%僱員年逾50歲,而紡織業及製衣業則分別有38.47%和31.44%僱員年逾50歲。不過,貿易及公證類別的僱員老化問題並不那麼嚴重;
- (iii) 業界要開發及生產替代膠袋的環保產品,例如無紡布購物袋等,將會需要甚多人手;
- (iv) 正如2009-2010年特首施政報告指出,檢測和認證是對香港經濟發展起著關鍵作用的六項優勢產業之一,因此化驗及認證是行業另一具增長潛力的業務範疇,人力需求將會甚殷。更多公司將會就業務所需自設化驗部門,以節省營運開支,並提高產品測試工作的效率;
- (v) 行業的工作性質逐漸由製造類別轉爲貿易類別,僱主將需要大量訓練有素的合資格採購人員、設計人員及品質控制人員等,雖然2009年初全球經濟下滑曾令這方面的人力需求增長短暫放緩。近年,從事皮草製造的香港製衣業廠商業績理想,在產品設計和創新方面表現尤佳,這個範疇將會需要更多人手;
- (vi) 配合上述發展,貿易類別相應需要大量人手,負責統籌內 地與海外生產工作,並且處理採購及品質控制事宜;
- (vii) 大部分原屬準則審核經理和督導員負責的職務已交由其他 同級經理或督導員擔任,以節省生產成本;

- (viii) 由於2008年秋季的金融海嘯導致近期全球經濟不景,加上全球配額取消、發展中國家的強勁競爭、不明朗的貿易環境,以及進口國實施的嚴格限制等影響,三個行業製造類別的本地機構數目從2007年的1919間減至2009年的1596間,僱員人數亦相應地由24699人減至13126人。反之,同期的貿易類別僱員則由56609人增至59127人,進一步印證香港已逐漸成爲行業的管理及採購中心。不過,貿易類別的機構數目由2007年的19074間降至2009年的17171間,原因是一些管理稍遜的公司因近期的經濟危機和劇烈競爭而遭淘汰。
 - (ix) 另一方面,由於愈來愈多僱主將廠房遷往內地及其他鄰近 地區,與2007年的調查相比,製造類別的操作工及非技術 工人數目分別進一步銳減34.61%及29.64%。人手縮減情 況在成衣及針織門類尤爲顯著,因爲貿易配額取消後,其 生產成本最易遭受競爭對手影響;
 - (x) 製造商需要在產品設計和創新、高增值工序、營運管理, 以至物流及供應鏈管理方面不斷改進,而不少製造商已大 量投資,添置先進機器和設備,以提高生產力和品質。要 保持競爭力,製造商亦需聘用和培訓技術人才,令他們精 通產品設計和科技,並培養他們正確的工作操守和態度。

業務前景

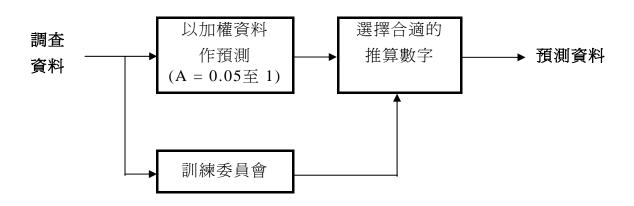
- 3.22 本會對三個行業的業務前景有以下看法:
 - (i) 紡織業及製衣業面對持續的嚴峻挑戰及激烈的全球競爭,尤其是去年史無前例的金融海嘯顯著窒礙全球經濟,對業界的衝擊尤甚。然而,面對挑戰,本港製造商一方面繼續在先進機器、科技及人才培訓方面投放資源,同時聘用更多幹練人員,以拓展業務和市場;
 - (ii) 國內的勞動合同法已於2008年1月1日生效,但未如預期 般對僱主造成很大困難。在內地設有廠房和辦事處的香港 僱主慣經風浪,大多只視之爲須面對的眾多挑戰之一。因 應情況,很多香港僱主已不斷改進,在產品設計及創新方 面取得突破,保持優良的產品質素,減少浪費,並加強供 應鏈管理,這正好反映香港製造商適應力強,顯活應變;
 - (iii) 作爲全球採購中心,香港向來能夠吸引貿易公司、大型零售商、連鎖專門店及郵購公司到此訂購,從而奠下基礎, 讓香港逐步發展成爲管理及採購中心,服務在內地及鄰近國家設廠的製造商;

- (iv) 事實上,很多僱主已把廠房遷往內地及其他海外地區,以 降低生產成本,增強成本競爭力。生產設施遷往海外,導 致在港的紡織及製衣廠商數目持續減少,並確立香港發展 成為採購及統籌中心;
- (v) 香港的紡織業及製衣業具備強大的後勤支援,靈活度高, 能夠在極短時間內生產付運規格繁複的貨品,因而在全球 競爭對手中獨具優勢;
- (vi) 國際紡織品配額取消後,爲行業帶來挑戰與機遇;很多精明的製造商已因應時勢,改變業務模式,生產價值更高的產品,進軍高檔市場,供應原創設計的精良產品。在海外設廠的製造商已著手發展「原設計製造」業務,他們明瞭其競爭優勢在於品質上乘,迅速回應時裝潮流和市場需求。本會認爲製造商應循此途徑以保持競爭力,在芸芸對手中脫穎而出;
- (vii) 電子採購、電子銀行及電子商貿發展一日千里,日益普及。這個趨勢有助鞏固香港在世界市場上作爲採購及統籌中心的領導地位,尤其是在紡織品、成衣、鞋類製品及手袋方面;
- (viii) 創新的防縐、防水、柔軟且具彈性的環保纖維及功能性布 料推出後,刺激了多方面的需求。此外,微纖亦漸受市場 重視;
 - (ix) 進口國的消費者和政府日益關注環保問題,例如以石油及 化學品製造合成纖維、以及用染料和化學品處理衣物所衍 生的環境污染問題等。進口國對紡織品及成衣實施嚴格的 安全規例,將促使本港製造商繼續更新生產設備和培訓僱 員,務求產品符合安全及環保要求。隨著香港政府鼓勵發 展檢測和認證產業,預期有關業務的人力需求將會甚大。 此外,愈來愈多公司亦會就業務所需自設化驗部門,以節 省營運開支,並提高產品測試工作的效率;
 - (x) 因應「更緊密經貿關係安排」(CEPA),本港的紡織業 及製衣業應該拓展內地的「原品牌製造」(OBM)市場。 內地人民日趨富裕,對消費品需求龐大,爲紡織業、製衣 業,以及製鞋及手袋業帶來新的商機。
- 3.23 根據以上分析,三個行業的業務前景相信仍然樂觀。

未來人力需求

(A) 製造類別

3.24 本會已測試影響紡織業、製衣業,以及製鞋及手袋業的主要決定因素,以便採用職業訓練局發展的人力市場分析法 (Labour Market Analysis(LMA)),確定三個行業的人力發展趨勢。然而,鑑於三個行業的複雜性,加上配額取消及CEPA安排等其他因素,未能應用人力市場分析法於是次調查。本會因此沿用以往調查採用的調節過濾預測法 (Adaptive Filtering Method(AFM)),根據是次及以往的調查結果,並顧及第3.20至3.23 段所提及的外在因素、經濟趨勢及科技發展,推算製造類別和貿易及公證類別未來的技術人力需求。下圖簡述調節過濾預測法的運作原理:



3.25 由於製鞋及手袋業製造類別的僱員相對較少,故不建議進行推算。根據 調節過濾預測法的推算,估計紡織業及製衣業製造類別的每年平均人力增長如 下:

未來四年 (2010 - 2013) 每年須增聘人數*

技能等級	製造類別			
1人民一子州人	紡織業	製衣業		
技師	-5	-12		
技術員	-7	-61		
技工	-13	-18		

* 註:負數代表須減少人數

3.26 考慮到因各種原因離職的僱員人數,以及表21至24所載的年逾50歲僱員人數,本會估計製造類別的技師、技術員及技工級僱員因退休、身故等原因而自然流失的百分率如下:

技能等級	製造類別		
1人形子拟	紡織業	製衣業	
技師	5%	4%	
技術員	4%	4%	
技工	4%	4%	

3.27 本會考慮過推算所得數字、培訓人手應付流失的需要,特別是僱主對未來一年的人力預測等因素,估計紡織業及製衣業每年平均須增聘的人數如下:

技能等級	製造	總數	
汉 尼守权	紡織業	製衣業	小心 女 父
技師	6	15	21
技術員	30	35	65
技工	7	9	16

(B) 貿易及公證類別

- 3.28 調查結果顯示,業內不少紡織及製衣技工和操作工受僱於貿易及採購公司,擔任製作紙樣、製辦、品質控制及檢查工作。隨著香港發展為「原設計製造」中心,這類技術工人的需求將會與日俱增。
- 3.29 表12顯示,技師及技術員級的僱員老化問題並不嚴重,本會因此估計三個行業的貿易及公證類別的流失率維持於3%。
- 3.30 根據調節過濾預測法的推算,估計貿易及公證類別每年平均人力增長如下:

未來四年(2010 - 2013)每年須增聘人數*

技能等級	貿易及公證類別
技師	111
技術員	388
技工	-3

* 註:負數代表須減少人數

3.31 考慮到因各種原因離職的僱員人數,以及表21至24所載的年逾50歲僱員人數,本會估計貿易及公證類別的技師、技術員及技工級僱員因退休、身故等原因而自然流失的百分率如下:

技能等級	貿易及公證類別
技師	3%
技術員	3%
技工	3%

3.32 本會考慮過推算所得數字、培訓人手應付流失的需要,特別是僱主對未來一年的人力預測等因素,估計貿易及公證類別每年平均須增聘的人數如下:

技能等級	貿易及公證類別	
技師	414	
技術員	1 860	
技工	8	

3.33 根據前述數字,估計三個行業每年須增聘的技師、技術員及技工級僱員 總數如下:

未來四年(2010 - 2013)每年須增聘僱員總數

	製造類別(A)		貿易及 公證	總數	每年須增聘 僱員總數	
技能等級	●		類別 (B)	類別 (C) = (A) + (B)		
技師	6	15	21	414	435	392-479
技術員	30	35	65	1 860	1 925	1 733-2 118
技工	7	9	16	8	24	22-26

人力供求分析

- 3.34 技師級每年平均須聘用392至479名相關學科畢業生。
- 3.35 香港理工大學、香港知專設計學院及製衣業訓練局均有提供學位程度的 紡織及製衣學課程。預計學位及高級文憑課程畢業生人數如下:

預計畢業生人數

課程

2010/11 2011/12 2012/13

香港理工大學紡織及製衣學系

服裝及紡織(榮譽)文學士學位組合課程	253	248	239
服裝及紡織學(榮譽)文學士學位組合課程	107	94	100
內衣學(榮譽)文學士學位課程	2	-	-
	362	342	339

香港知專設計學院

(課程與英國諾丁漢特倫特大學合辦)

時裝設計榮譽學士學位課程		30	30	30
國際時裝商務榮譽學士學位課程		35	35	35
	總數:	65	65	65

製衣業訓練局(課程與香港公開大學合辦)

服飾業工商管理學士學位課程 17 30 40

本會知悉,一些高級文憑課程畢業生及修讀其他科目的大學畢業生可能投身三個行業的貿易及公證類別,任職高級技術員。

- 3.36 三個行業的製造類別和貿易及公證類別均需增聘技術員級人員,預計未來四年每年需要增聘1733至2118名技術員。
- 3.37 香港理工大學、香港知專設計學院、紡織業訓練中心及製衣業訓練中心 是開辦紡織、製衣,以及製鞋及手袋學科全日制技術員課程的主要機構,根據其 提供的資料,預計畢業生的人數如下:

<i>== 1</i> =	預計畢業生人數		
	2010/11		2012/13
香港理工大學紡織及製衣學系			
服裝及紡織學高級文憑組合課程	305	280	280
香港知專設計學院時裝及紡織系			
全日制課程			
時裝設計及產品開發高級文憑	164	-	-
時裝營銷採購高級文憑	110	-	-
時裝形象設計高級文憑	81	-	-
時裝品牌及推廣高級文憑	58	-	-
時裝商務高級文憑	43	51	51
時裝設計及開發高級文憑	-	83	83
時裝設計及品牌策劃高級文憑	-	56	56
時裝營銷採購高級文憑	-	82	82
時裝形象設計高級文憑(髮型造型)	-	22	22
時裝形象設計高級文憑(化妝造型)	-	29	29
時裝形象設計高級文憑 (時裝造型)	-	36	36
下列新辦的兩年制(五學期)高級文憑課程將於 2010/11學年開課			
時裝設計及開發高級文憑	-	60	60
全球時裝營銷採購高級文憑	-	30	30
時裝形象設計高級文憑	-	60	60
總數:	456	509	509
紡織業訓練中心			
中專教育文憑課程(時裝衣料設計及營銷採購)	80*1	120*2	80*3
			160#
中專文憑課程(時裝衣料設計及營銷採購)	140	-	-
總數:	220	120	240
*1 : BCC (40) + TFC (40)			

*2 : BCC (40) + TFC (40) + DVE (40)

*3 : BCC (40) + TFC (40)

: DVE

中專教育文憑課程設靈活的入學點和結業點,共可頒授基本技術證書(BCC)、技術員基礎證書(TFC)及中專教育文憑(DVE)三項學歷。課程將於2009/10學年首度開辦,採取學分制及單元儲修制(MAP)。學生累積所需學分數量,不論其入學點,即可獲頒上述學歷。

	預計畢業生人數		
課程	2010/11	2011/12	2012/13
<u>製衣業訓練局</u>			
全日制課程			
成衣營銷實務文憑課程	55	55	70
時裝設計、營銷及市場學高等文憑課程 <i>(與澳洲Gordon Institute 合辦)</i>	34	35	35
時裝設計學文憑 <i>(與香港公開大學李嘉誠專業進修學院合辦)</i>	23	35	35
時裝設計專業文憑 <i>(與香港公開大學李嘉誠專業進修學院合辦)</i>	29	35	35
總數:	141	160	175

- 3.38 三間院校於2010/11、2011/12及2012/13年度的畢業生總數分別爲1566人、1506人及1648人,人數遠低於業內需求。事實上,部分技術員職位會由內部晉升資深技工來塡補,或由中五或預科畢業生擔任。本會知悉,明愛白英奇專業學校、香港大學附屬學院、香港中文大學專業進修學院、大一藝術設計學院及香港傳藝中心均有開辦不同模式的時裝及相關課程,可爲業界提供部分技術員級人才。
- 3.39 鑑於業界對技工級人員的需求較小,就業市場的人力供應足可應付,但本會認爲有需要爲業界提供有關行業知識技能及督導管理的短期增修課程。
- 3.40 本會將於2011年進行另一次人力調查,蒐集最新的人力統計數字,檢討 三個行業的訓練需求。

第四章

建議

- 4.1 雖然業界過去幾年急遽轉型,並且因2008年秋季出現前所未見的金融風暴,導致全球經濟下滑,令業界受到重挫,但本業已迅速恢復元氣。由於香港重新定位爲管理與採購中心,加上僱主力求進步、保持競爭力的需求日增,預計三個行業將須繼續聘用技師及技術員,負責採購及協調生產工序,以支援香港以外地區的大規模生產工作。廠商不單要在鄰近國家投資設廠和購置機器,亦極須爲本地僱員提供技能程度較高的訓練,特別是採購及品質控制方面。
- 4.2 本會了解到僱主近年在經營上面對的困難。然而,除非僱主願意及有能力培訓足夠的技術人才,應付人力需求,否則業內的發展將會受阻。因此本會促請僱主加大力度招募青年人入行,並建議香港紡織業聯會、工業貿易署,以及各技術教育機構與本會合作,合力推廣這三個行業的形象,吸引求職者入行。
- 4.3 本會認爲,調查結果大致能反映紡織業、製衣業、製鞋及手袋業的實際人力情況。由於香港繼續爲內地及鄰近地區充當採購、協調及原設計製造中心,因此,未來數年,三個行業的僱主將需要更多訓練有素的合資格採購人員、布料及時裝設計師,以及品質控制員,以便在內地及鄰近地區經營業務。本會促請訓練及教育機構強化有關的訓練課程,並將訓練重點轉爲採購、織品設計及科技、時裝設計與生產,以及品質控制等範疇,以配合業界的人力和訓練需求。另一方面,亦促請訓練及教育機構鼓勵學生早作準備,因他們於日後發展事業時,無可避免或早或遲須離港工作,特別是往內地或鄰近國家。

每年招收的受訓者人數

- 4.4 調查期間,就製造和貿易及公證類別而言,有39名受訓者接受不同類型的培訓。當中,紡織業有6名受訓者,製衣業有9名受訓者,貿易及公證類別有24名受訓者。由於爲具有相關學歷的技師/經理提供在職訓練需時最少兩年、技術員/督導員三至四年、技工三年、而操作工則需三至六個月,現時的訓練工作,不足以應付未來的人力需求,情況值得關注(各訓練途徑載於第4.8至4.14段)。
- 4.5 人力訓練是長遠的投資,本業尤其需要受過良好訓練的人力,才能達至工作質素及安全方面的嚴格要求。爲確保紡織業、製衣業、製鞋及手袋業與相關貿易及公證類別有足夠技術人才維持行業發展,業界整體上須推行以下規模的訓練計劃:

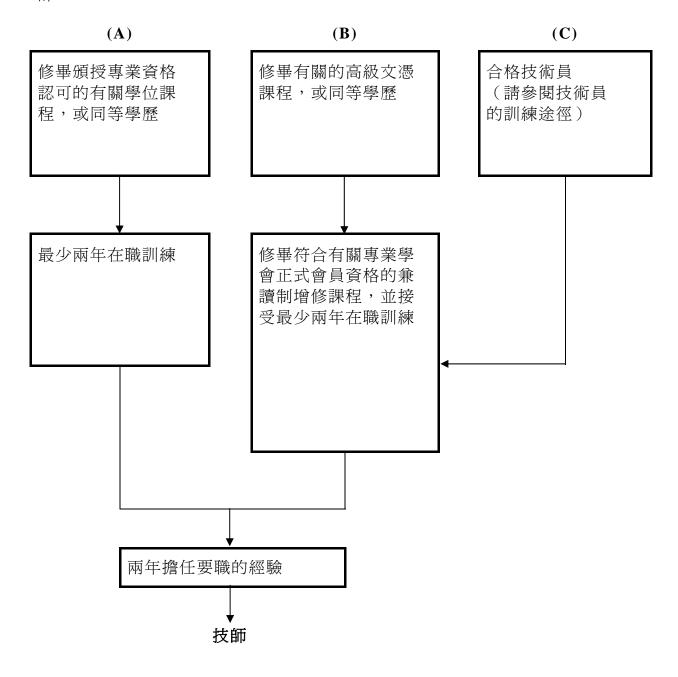
2010至2013年間 建議每年招收的受訓者人數

技能等級	建議每年訓練人數
技師	435
技術員	1 925
技工	24

4.6 本會充分了解本業僱主雖已積極招聘及挽留技師/專業經理級、技術員/ 督導員級及技工級受訓者,惟仍面對不少困難。雖然如此,僱主仍須設法培訓足 夠的技術人員,應付人力需求;否則,紡織業、製衣業、製鞋及手袋業的未來發 展,特別是貿易及公證類別,將會受到影響。本會籲請僱主更大力推廣,以吸引 更多青年人投身這三個行業。

技師訓練

- 4.7 技師須具備有關專業學會正式會員所需的資歷及經驗,並能分析及解決各類技術上的問題。此外,亦須負責發展及應用工程原理,具創見和判斷力,與科技發展並進,應用最新技術,以及督導和培訓下屬。
- 4.8 為增強競爭力及適應力,紡織業、製衣業、製鞋及手袋業必須進一步改善管理及拓展新科技;在這方面,技師擔當重要角色。本會建議循下列途徑訓練技師:

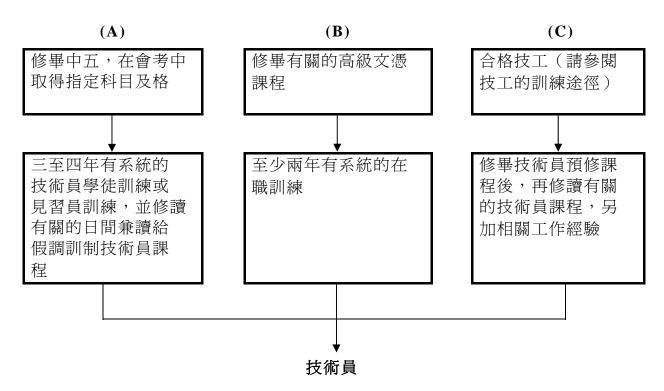


4.9 僱主宜招聘具學位或高級文憑學歷人士爲見習技師(即訓練途徑(A)或(B))。訓練途徑(C)則爲表現出色的合格技術員提供晉升機會。

技術員級訓練

4.10 技術員的職級介乎技師/專業經理與技工之間,其所具備的學歷、曾接受的實務訓練及工作經驗,一般足以令其在技師的指導下,運用已確立的技術和方法完成工作。在紡織業、製衣業、製鞋及手袋業內,無論是製造類別,或貿易及公證類別,技術員均擔任中層管理工作,並協助提高下屬的工作表現及生產力。

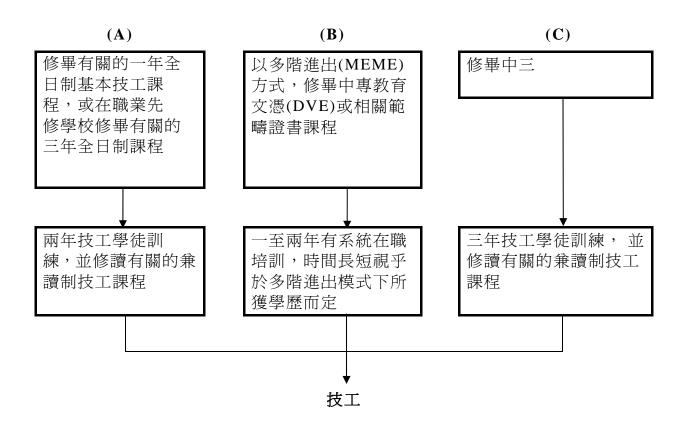
4.11 技術員一般的訓練途徑如下:



- 4.12 本會認為較宜採用途徑(A),因為有系統的學徒/見習員訓練,是培訓技術員最經濟有效的方法。而且,學徒/見習員甫受訓便接觸實際的工業環境,完成訓練後大多會留在業內工作。
- 4.13 香港理工大學、職業訓練局屬下香港知專設計學院時裝及紡織系提供多項 與紡織、製衣及時裝有關的全日制高級文憑課程及夜間兼讀制高級證書課程。此 外,紡織業訓練中心及製衣業訓練局亦有開辦全日制文憑課程及證書課程。

技工級訓練

4.14 技工是指個別行業的熟練工人,能在有限度的指示及督導下,應用各種技能執行職務。技工除具備實際技能外,亦須具相關的理論知識,以便能適應日新月異的科技發展。本會建議青年人參加學徒訓練計劃,接受所需的實務訓練及工業教育,成爲合格技工。技工的建議訓練途徑如下:



4.15 整體而言,三個行業對技工的人手需求極低,個別僱主如欲培訓屬下技工,可參考以上途徑。

操作工級訓練

4.16 紡織業、製衣業、製鞋及手袋業須聘用操作工,協助製造潮流產品及樣辦,故操作工訓練不容忽視。鑑於廠家日益需要提高產品質素,及適應市場轉變,本會建議為在職操作工提供增修訓練,使僱員能掌握多方面的技能,應付不同工序。僱主亦應為較能幹的操作工提供晉升為技工的機會,以吸引新入行者。

紡織業訓練中心

4.17 本會負責就紡織業訓練中心的發展與運作提供意見。中心設於葵涌訓練中心綜合大樓內,現時所提供的技術員及技工課程如下:

<i>課程</i> 全日制課程	修讀期
技術員級 中專文憑精修課程(時裝衣料設計及營銷採購)	1年
中專教育文憑課程(時裝衣料設計及營銷採購)	1至3年
(中專教育文憑課程(DVE)採多階進出學制,頒 授三種學歷-BCC、TFC及DVE。)	
夜間兼讀制課程	
技術員級 針織扁機電腦劃花系統應用("Shima"系統) 針織扁機電腦劃花系統應用("Stoll"系統) 紡織及成衣買辦初階 紡織及成衣買辦一出入口實務進階 紡織及成衣買辦實務進階 紡織及成衣買辦宣務進階	12小時 12小時 45小時 12小時 12小時 12小時
技工級 梭織品設計與分析 針織品設計與分析 紡織衣料之原料鑑定 紡織品檢定 單元I至VI:	30小時 30小時 15小時
I. 織品組織試驗 II. 織品性能試驗 III. 強力試驗 IV. 物料定性及定量分析 V. 顏色堅牢度試驗 VI. 形狀穩定性試驗 織品質量檢查、評定及對色 針織手機初階 針織手機複階 色辦間助理啓導課程(一) 色辦間助理啓導課程(二)	12小時 12小時 12小時 12小時 12小時 12小時 20小時 20小時 20小時

4.18 爲配合行業的技術發展,紡織業訓練中心已於2005年進行裝修及現代化工程。本會促請僱主在訓練中心進行裝修及現代化後,使用新設施培訓員工,提升技能水平,此舉將有利業務發展。有關課程的詳情可瀏覽: http://tetc.vtc.edu.hk。

技術教育機構

4.19 僱主應善用香港理工大學及香港知專設計學院所辦的兼讀制課程,以提高僱員的技能水平。課程大綱載於http://www.itc.polyu.edu.hk
及
http://www.vtc.edu.hk/prospectus。此外,本會亦建議僱主可聘用上述院校畢業生,並循第4.8、4.11及4.14 各段所述的途徑提供訓練。

製衣業訓練局

4.20 製衣業訓練局辦有訓練課程,配合業內對技術人才的需求。該局的經費來自出口成衣及鞋類製品的徵費;屬下的荔景訓練中心及九龍灣訓練中心,爲新入行及在職的技術員、技工及操作工提供多項全日制課程。訓練中心配備先進機器,使學員能掌握製衣業及製鞋業的最新發展。除全日制課程外,兩間訓練中心亦有開辦兼讀制增修課程,並舉辦專題研討會。僱主宜善用中心的設備,保送員工參加這些增修課程及研討會。有關製衣業訓練局提供的培訓課程詳情,可瀏覽: http://www.clothingtraining.org.hk。

職業訓練局的訓練支援服務

4.21 職業訓練局協助僱主籌辦訓練計劃,特別是學徒/見習員訓練計劃,以培訓技術員及技工,並提供免費的學徒就業服務。本會極爲建議僱主可就訓練事宜與該局學徒事務組聯絡,並使用有關的免費服務。

新科技培訓計劃

4.22 新科技培訓計劃旨在向本地僱主提供資助,使他們可以派送僱員學習新科技。就該計劃而言,新科技指那些本地尚未廣泛應用的科技,如加以吸納及應用,將有助業內發展。僱主如有意派送員工接受新科技培訓,可申請計劃的訓練津貼。本會促請僱主善用該計劃培訓員工,以學習有利於業務發展的新科技。有關計劃的詳情,可瀏覽:http://ntts.vtc.edu.hk。

技能提升計劃

- 4.23 政府於2001年推行技能提升計劃,協助低學歷、低技術/傳統技術工人提升知識技能,改善就業條件。紡織及製衣業亦獲納入計劃內。修讀這個計劃的課程,可獲資助七成學費。自2001年9月以來,超過4300人修畢紡織及製衣業技能提升課程。現時爲業內技工開辦的技能提升課程載於附錄4。
- 4.24 本會籲請僱主充分利用兼讀制技能提升課程以改進僱員的技能。有關計劃的詳情,可瀏覽: http://www.lwb.gov.hk/sus。

TABLE 1 : <u>MANPOWER STATISTICS - TEXTILE INDUSTRY</u> 表一:人力統計數字 — 紡織業

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	技師級			
Mill Manager 廠長	73	-	-	73
Department Engineer 工程師/工務長	12	-	-	12
Production Engineer/ Production Manager 運轉(生產)主任/ 生產經理/生產主任	20	-	-	20
Maintenance Engineer/ Maintenance Manager 保全主任/保全經理	8	-	-	8
Quality Control Engineer/ Technical Manager 品質主任/技術經理	9	-	-	9
Shift Engineer/Department/ Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/ Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/Make-up, Quality Control, Laboratory and Electrical/Mechanical) 運轉(生產)科長/部門主管 (絡紗/筒子、原布、煉漂、 花樣設計/雕刻/製網、染 色、印花、整理、驗布/包裝 /成品、品質、試驗及電氣/機械)		-	-	9
Section Maintenance Engineer 保全科長/考工	2	-	-	2
Merchandising Manager 營銷採購經理	70	-	-	70
Marketing/Sales Manager 市場/營業經理	16	-	-	16

Job Title 職稱 TECHNOLOGIST LEVEL (Product Development Manager 產品發展經理 Sub-total 小計	Number of Employees 僱員人數 Continued) 抄 2	Number of Trainees 受訓者人數 适師級(續) - -	Number of Vacancies 空缺數目 - -	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
	支術員級	<u> </u>		
Production Supervisor 生產管理員/運轉領班	144	-	-	144
Production Supervisor (Warp/Rope Dyeing) 生產管理員/運轉領班 (平染/繩狀染紗)	2	-	-	2
Production Supervisor (Cloth Room) 生產管理員/運轉領班(成 品)	6	-	-	6
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/ Engraving/Screen Making, or/and Inspecting/Packaging/ Make-up) 運轉(生產)領班 (絡紗/筒子、原布、煉漂、 染色、配漿、印花、整理、 成衣洗染、花樣設計/雕刻 /製網或/及驗布/包裝/ 成品)	61	-	<u>-</u>	61
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	62	-	-	60
Maintenance Supervisor 維修管理員/保全領班	53	-	-	52

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數			
TECHNICIAN LEVEL (Con	TECHNICIAN LEVEL (Continued) 技術員級(續)						
Electrical and Mechanical Technician (Electrical/Electronics/ Mechanical/Air-conditioning)/ Maintenance Supervisor (Electrical/Electronics) 電機技術員(電氣/電子/ 機械/空調)/保全領班	16	-	-	16			
(電氣/電子) Pattern Design Supervisor 織物設計管理員	10	-	-	10			
Merchandiser 營銷採購員	542	-	-	542			
Compliance Supervisor 準則審核技術員	1	-	-	1			
Marketing/Sales Officer 市場/營業主任	45	-	-	45			
Quality Assurance Supervisor 品質保證員	2	-	-	2			
Fashion/Sample Co-ordinator 時裝樣辦統籌員	2	-	-	2			
Sub-total 小計	946	-	-	943			
CRAFTSMAN LEVEL 1	支工級						
Section Leader 組長/指導工	73	-	-	73			
Textile Mechanic 紡織機械技工	156	3	-	158			
Knitting Mechanic 針織機械技工	39	-	-	39			
Electrician/ Electronics Craftsman 電氣技工/電子技工	26	1	-	26			
Air-conditioning Mechanic 空調技工	5	-	-	5			
Boiler Mechanic 鍋爐技工	6	-	-	6			
Sizing Machine Leader 漿紗機組長	12	-	-	12			

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數				
CRAFTSMAN LEVEL (Con	CRAFTSMAN LEVEL (Continued) 技工級(續)							
Warp/Rope Yarn Dyeing Machine Leader 平染/繩狀染紗機組長	10	-	-	10				
Pattern Preparer 畫花技工	89	-	-	89				
Colour Matcher 配色員	12	-	-	12				
Dyeing Machine Leader 染色機組長	21	-	-	21				
Printing Machine Leader 印花機組長	23	-	-	23				
Open Width Washing Machine Leader 平幅洗水機組長	10	-	-	10				
Inspection and Make-up Section Leader 驗布及成品組長	2	-	-	2				
Winding Machine Leader 絡紗/筒子機組長	7	-	-	7				
Screen Maker 製網技工	1	-	-	1				
Chemical Tester 化驗員	15	-	-	15				
Sample Maker 樣辦製造技工	2	-	-	2				
Sub-total 小計	509	4	-	511				
OPERATIVE LEVEL 操	作工級							
Blowing Room Machine Tender 清花間値車工	7	-	-	7				
Carding Machine Tender 梳棉機值車工	12	-	-	12				
Drawing/Sliver Lap/Ribbon Lap/Combing Machine Tender 併條/條卷/倂卷/精梳機 値車工	17	-	-	17				
Roving Frame Tender 粗紗機值車工	36	-	-	36				

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL (Conti	nued) 操作工	[級(續)		
Spinning Frame Tender (ring/open-end) 紡紗機値車工(環錠/空紡)	177	-	-	175
Winding Machine Tender 絡紗/筒子機値車工	54	-	-	52
Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機値車工	22	2	-	21
Warping Machine Tender 整經機值車工	73	-	-	73
Baling/Bundling Machine Tender 打大/小包機値車工	35	-	-	35
Tester/Investigator/ Statistical Assistant 試驗工/調査工/統計助理	17	-	-	17
Sizing Machine Tender 漿紗機値車工	46	-	-	46
Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機値車工	25	-	-	25
Drawing-in Operator 穿綜工	22	-	-	22
Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	22	-	-	22
Weaver 織布工/幫接工	246	-	-	246
Fabric Inspector/ Fabric Examiner 驗布工/複驗布工	47	-	-	47
Fabric Mender 修布工	48	-	-	48
Cloth Folding Machine Tender 碼布機值車工	6	-	-	6
Knitting Machine Tender 針織機値車工	142	-	-	137

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數	
OPERATIVE LEVEL (Conti	nued) 操作工	[級(續)			
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	42	-	-	42	
Dyeing Machine Tender 染色機値車工	150	-	-	150	
Printing Machine Tender 印花機值車工	105	-	-	105	
Finishing Machine Tender (Calendering/Raising/Shearing/Emerizing/Stentering/Pre-shrinking/Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/剪毛/磨毛/漿拉/定型/縮水/洗水/成衣洗染/烘乾)	119	-	-	119	
Recipe and Print Paste Preparer 秤料及配漿員	14	-	-	14	
Electronic Data Processor 資料操作員	2	-	-	2	
Other Operative 其他操作工	495	-	1	496	
Recorder 書記員/收發員	53	-	-	53	
Sewing Machine Operator 車縫工	2	-	-	2	
Sub-total 小 計	2 036	2	1	2 027	
UNSKILLED LEVEL 非技術人員級					
General Worker 雜工	579	-	-	579	
Sub-total 小 計	579	-	-	579	
GRAND TOTAL 總計	4 291	6	1	4 281	

TABLE 2 : MANPOWER STATISTICS - CLOTHING INDUSTRY 表二:人力統計數字 - 製衣業

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	技師級			
Production Manager 生產經理(廠長)	196	-	1	195
Quality Manager 品質經理	25	-	1	25
Fashion Designer 時裝設計師	70	-	-	70
Merchandising Manager 營銷採購經理	315	-	-	315
Industrial Engineer 工業工程師	1	-	-	1
Product Development Manager 產品發展經理	25	-	-	25
Marketing/Sales Manager 市場/營業經理	76	-	-	76
Compliance Manager 準則審核經理	4	-	-	5
Sub-total 小 計	712	-	-	712
TECHNICIAN LEVEL 技	術員級			
Production Department Supervisor 生產部總管(工務)	232	-	-	232
Production Section Supervisor 生產組管理員(組長)	214	-	1	214
Production Co-ordinator/ Production Planner 生產統籌員	32	-	-	32
Pattern Maker 紙樣設計員	175	-	1	176
Pattern Grading/ Marker Making Supervisor 放樣/嘜架組管理員	28	-	-	28
Quality Control Technician 品質控制技術員	55	-	1	55
Merchandiser 營銷採購員	1 490	-	10	1 500

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Cont	inued) 技術員	員級(續)		
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	60	-	-	60
Knitting Technician 針織技術員	108	-	-	108
CAD Technician 電腦輔助設計技術員	45	-	-	45
Master Furrier 皮草技術員	4	1	-	4
Industrial Engineering Technician 工程技術員	3	-	-	3
Garment Washing Technician 成衣洗水技術員	1	-	-	1
Compliance Supervisor 準則審核技術員	3	-	-	3
Marketing/Sales Officer 市場/營業主任	66	-	-	66
Senior Technician/ Laboratory Technician 高級技術員/試驗間技術員	1	-	-	1
Sub-total 小 計	2 517	1	11	2 528
CRAFTSMAN LEVEL 技	工級			
Clothing Machine Mechanic 製衣機械工	35	-	-	35
Knitting Machine Mechanic 針織機械工	11	-	-	11
Pattern Grader/Marker Maker 放樣/嘜架員	32	-	-	32
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	54	-	-	53
Clothing Operator Instructor 車衣指導員	89	-	-	88
Sample Maker 樣辦製造技工	249	8	5	250
Quality Control Inspector 品質控制檢查員	103	-	-	102

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Conti	inued) 技工統	及(續)		
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	55	-	-	55
Knitwear/Sample Knitter 針織衣物/樣辦織造技工	22	-	-	22
Garment Washing Leader 成衣洗水組長	4	-	-	4
Furrier 皮草技工(毛毛匠)	23	-	-	23
Fur Tailor/Finisher 皮草裁縫/上裡技工	13	-	-	13
Fur Sorter 分皮技工	6	-	-	6
Plant Maintenance Mechanic 保養技工	26	-	-	26
Laboratory Assistant 試驗間助理	5	-	-	5
Sub-total 小 計	727	8	5	725
OPERATIVE LEVEL 操作	下工級			
Winding Machine Tender 絡紗/筒子機値車工	2	-	-	2
Inspection Operative 檢查工	159	-	-	159
Cutter/Cutting Room Operative 裁剪工/裁床工	160	-	4	164
Sewing Machine Operator 車縫工	2 578	-	8	2 586
Knitting Machine Operator 針織機織工	756	-	3	791
Linking Machine Operator 縫盤工	215	-	-	215
Hand Stitcher 挑縫工	98	-	-	98
Garment Washing Operative 成衣洗水操作工	22	-	-	22
Presser 整熨工	142	-	-	142

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL (Contin	ued) 操作工網	汲(續)		
Other Operative 其他操作工	128	-	-	128
Sales Assistant 營業助理	12	-	-	12
Sub-total 小 計	4 272	1	15	4 319
UNSKILLED LEVEL 非拉	支術工人級			
General Worker 雜工	537	-	-	537
Sub-total 小計	537	-	-	537
GRAND TOTAL 總計	8 765	9	31	8 821

TABLE 3 : MANPOWER STATISTICS - FOOTWEAR AND HANDBAG INDUSTRIES

表三:人力統計數字 – 製鞋及手袋業

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	技師級			
Production Manager 生產經理	2	-	-	2
Handbag Designer 手袋設計師	1	-	-	1
Sub-total 小 計	3	-	-	3
TECHNICIAN LEVEL	技術員級			
Production Department Supervisor 生產部總管	4	-	-	4
Pattern Maker 格樣設計員	7	-	-	7
Merchandiser 營銷採購員	4	-	-	4
Marketing/Sales Officer 市場/營業主任	5	-	-	5
Sub-total 小 計	20	-	-	20
CRAFTSMAN LEVEL	技工級			
Shoe Maker/ Make-Through Craftsman 鞋匠/製鞋技工	7	-	-	7
Handbag Maker/ Make-Through Craftsman 手袋製造/製辦技工	10	-	-	10
Sub-total 小 計	17	-	-	17
OPERATIVE LEVEL 排	操作工級			
Cutter 鎅料工/裁斷工	2	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	26	-	-	26

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數	
OPERATIVE LEVEL (Con-	tinued) 操作	工級(續)			
Lasting Worker 猛鞋工	2	-	-	2	
Sub-total 小 計	30	-	ı	30	
UNSKILLED LEVEL =	 技術工人級				
General Worker 雜工	-	-	2	2	
Sub-total 小計	-	-	2	2	
GRAND TOTAL 總計	70	-	2	72	

TABLE 4 : <u>MANPOWER STATISTICS - TRADING</u> 表四:人力統計數字 — 貿易類別

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	技師級			
Textile Manager/ Laboratory Manager 紡織主任/試驗間主任	1	-	-	1
Mill Manager/ Production Manager 廠長/生產經理	1 009	-	5	1 014
Production Engineer 生產工程師/運轉主任	25	-	-	25
Product Development Manager 產品發展經理	154	-	1	155
Merchandising Manager 營銷採購經理	6 319	-	17	6 333
Quality Manager/ Technical Manager 品質/技術經理	456	-	3	459
Marketing/Sales Manager 市場/營業經理	1 156	-	3	1 160
Fashion Designer 時裝設計師	636	-	13	649
Shoe Designer 鞋款設計師	21	-	-	21
Handbag Designer 手袋設計師	1	-	-	1
Compliance Manager 準則審核經理	58	-	-	58
Sub-total 小計	9 836	-	42	9 876
TECHNICIAN LEVEL	技術員級			
Maintenance Supervisor 維修管理員/保全領班	3	-	-	3
Senior Technician/ Laboratory Technician 高級技術員/ 試驗間技術員	12	-	-	12

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNICIAN LEVEL (C	ontinued) 技行	 析員級(續)		
Merchandiser 營銷採購員	38 707	19	136	38 886
Quality Technician/ Technical Technician 品質技術員	1 029	-	11	1 040
Quality Inspector 品質檢查員	1 558	-	31	1 589
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	557	-	-	557
Production Supervisor 生產管理員	1 188	4	-	1 192
Pattern Maker 紙樣設計員	342	-	-	342
Pattern Grading/ Marker Making Supervisor 放樣/嘜架組管理員	31	-	-	31
Knitting Technician 針織技術員	34	-	-	34
CAD Technician 電腦輔助設計技術員	135	-	-	135
Master Furrier 皮草技術員	50	-	-	50
Compliance Supervisor 準則審核技術員	61	1	-	61
Marketing/Sales Officer 市場/營業主任	4 037	-	7	4 044
Sub-total 小 計	47 744	24	185	47 976
CRAFTSMAN LEVEL	技工級			
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	2	-	-	2
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	2	-	-	2
Garment Washing Leader 成衣洗水組長	2	-	-	2

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數	
CRAFTSMAN LEVEL (C	,	技工級(續)			
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	20	-	-	20	
Sample Maker 樣辦製造技工	180	-	180		
Sub-total 小 計	206	-	-	206	
OPERATIVE LEVEL	操作工級				
Cutter/Cutting Room Operative 裁剪工/裁床工	2	-	-	2	
Presser 整熨工	1	-	-	1	
Sales Assistant 營業助理	579	-	-	579	
Sub-total 小計	582	-	-	582	
GRAND TOTAL 總計	58 368	24	227	58 640	

TABLE 5 : MANPOWER STATISTICS - SERVICING表五:人力統計數字 - 公證類別

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	技師級			
Laboratory Director/ Assistant General Manager 試驗間總監/助理總經理	13	-	-	13
Textile Manager/ Laboratory Manager 紡織主任/試驗間主任	27	-	1	28
Compliance Manager 準則審核經理	4	-	-	4
Sub-total 小 計	44	-	1	45
TECHNICIAN LEVEL	技術員級			
Supervisor/ Assistant Supervisor 主管/助理主管	48	-	1	49
Senior Engineer/ Senior Textile Engineer 高級工程師/ 高級紡織工程師	36	-	-	36
Engineer/Assistant Engineer/ Textile Engineer/ Assistant Textile Engineer 工程師/助理工程師/ 紡織工程師/ 助理紡織工程師	146	-	-	148
Senior Technician/ Laboratory Technician 高級技術員/ 試驗間技術員	72	-	1	73
Technician/ Junior Laboratory Technician 技術員/ 初級試驗間技術員	245	-	12	266
Service Maintenance Technician 維修技術員	6	-	-	6

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2010 估計在2010年 8月時所需的 僱員總數	
TECHNICIAN LEVEL (C	ontinued) 技行	析員級 (續)			
Compliance Supervisor 準則審核技術員	4	-	-	4	
Sub-total 小 計	557	-	14	582	
CRAFTSMAN LEVEL	技工級				
Laboratory Assistant 試驗間助理	158	-	-	158	
Sub-total 小計	158	-	-	158	
GRAND TOTAL 總計	759	-	15	785	

TABLE 6 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - TEXTILE INDUSTRY

表六:僱員月入的分布情況 - 紡織業

	Monthly Income 每月薪金收入									Total No.
Job Title	Under	\$5,001-	\$6,501-	\$8,001-	\$10,001-	\$15,001-	\$20,001-	Over	Unspecified	of Employees
職稱	\$5,000 以下	\$6,500	\$8,000	\$10,000	\$15,000	\$20,000	\$30,000	\$30,000 以上	未有說明	合共人數
TECHNOLOGIST LE		技師級	l					.,,		
Mill Manager 廠長	-	-	-	-	2	19	27	12	13	73
Department Engineer 工程師/工務長	-	-	-	-	-	1	9	1	1	12
Production Engineer/ Production Manager 運轉(生產)主任/ 生產經理/生產主任	-	-	-	-	-	3	8	7	2	20
Maintenance Engineer/ Maintenance Manager 保全主任/保全經理	-	-	-	-	5	-	3	-	-	8
Quality Control Engineer/ Technical Manager 品質主任/技術經理	-	-	-	-	6	1	2	-	-	9
Shift Engineer/ Department/Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/ Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/ Make-up, Quality Control, Laboratory and Electrical/Mechanical) 運轉(生產)科長/ 部門主管(絡紗/筒 子、原布、煉漂、花樣 設計/雕刻/製網、染 色、印花、整理、驗布/包裝/成品、品質、 試驗及電氣/機械) Section Maintenance	-	-	-	-	-	1	1	-	-	2
Engineer 保全科長/考工 Merchandising Manager		_	_	-		17	15	29	9	70
營銷採購經理				-	_	1/		2)	,	,0
Marketing/ Sales Manager 市場/營業經理	-	-	-	-	-	10	6	-	-	16
Product Development Manager 產品發展經理	-	-	-	-	-	-	2	-	-	2
Sub-total 小計	-	-	-	-	13	58	76	49	25	221
TECHNICIAN LEVE	L 技術	員級								
Production Supervisor 生產管理員/ 運轉領班	-	-	-	23	57	25	16	-	23	144

				Monthly	Income	每月薪金	11分入			T . 1 N
Job Title	Under	\$5,001-	\$6,501-	\$8,001-	\$10,001-	\$15,001-	\$20,001-	Over	Unspecified	Total No. of Employees
職稱	\$5,000 以下	\$6,500	\$8,000	\$10,000	\$15,000	\$20,000	\$30,000	\$30,000 以上	未有說明	合共人數
TECHNICIAN LEVE		ued) お	L 技術員級	(續)				<i>>></i>		
Production Supervisor	-	_	-	-	-	-	-	_	2	2
(Warp/Rope Dyeing) 生產管理員/ 運轉領班 (平染/繩狀染紗)									_	_
Production Supervisor (Cloth Room) 生產管理員/ 運轉領班(成品)	-	-	-	4	1	-	-	-	1	6
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/Engraving/Screen Making, or/and Inspecting/Packaging/Make-up) 運轉(生產)領班(絡紗/筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計/雕刻/製網或/及驗布/包裝/成品	-	-	-	6	43	9	3	-	-	61
包裝/成品)			1	22	25	1			2	62
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	-	-	1	22	35	1	-	-	3	62
Maintenance Supervisor 維修管理員/ 保全領班	-	-	-	1	30	19	-	-	3	53
Electrical and Mechanical Technician (Electrical/Electronics/ Mechanical/ Air-conditioning)/ Maintenance Supervisor (Electrical/Electronics) 電機技術員(電氣/電子/機械/空調)/保	-	-	-	-	-	16	-	-	-	16
Pattern Design Supervisor 織物設計管理員	-	-	-	-	8	1	1	-	-	10
Merchandiser 營銷採購員	6	11	-	171	203	113	10	-	28	542
Compliance Supervisor 準則審核技術員	ı	-	-	-	1	-	-	-	-	1
Marketing/Sales Officer 市場/營業主任	-	-	-	5	11	24	2	-	3	45
Quality Assurance Supervisor 品質保證員	-	-	-	2	-	-	-	-	-	2
Fashion/Sample Co-ordinator 時裝樣辦統籌員	1	-	-	-	2	-	-	-	-	2

				Monthly	Income	每月薪金	收入			Total No.
Job Title 職 稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數
TECHNICIAN LEVE			大術員級			ī	1	ı	1	
Sub-total 小計	6	11	1	234	391	208	32	-	63	946
CRAFTSMAN LEVE	L 技工	級							_	
Section Leader 組長/指導工	1	-	1	10	50	7	-	-	6	73
Textile Mechanic 紡織機械技工	-	1	4	24	55	45	-	-	27	156
Knitting Mechanic 針織機械技工	-	-	4	9	24	-	-	-	2	39
Electrician/ Electronics Craftsman 電氣技工/電子技工	-	-	3	8	11	-	-	-	4	26
Air-conditioning Mechanic 空調技工	-	-	-	-	4	1	-	-	-	5
Boiler Mechanic 鍋爐技工	-	-	-	1	3	-	-	-	2	6
Sizing Machine Leader 漿紗機組長	-	-	-	2	-	-	-	-	10	12
Warp/Rope Yarn Dyeing Machine Leader 平染/繩狀染紗機 組長	-	-	-	1	-	-	-	-	10	10
Pattern Preparer 畫花技工	-	-	13	39	32	-	-	-	5	89
Colour Matcher 配色員	-	-	-	5	7	-	-	-	-	12
Dyeing Machine Leader 染色機組長	-	-	16	-	3	2	-	-	-	21
Printing Machine Leader 印花機組長	-	-	10	10	3	-	-	-	-	23
Open Width Washing Machine Leader 平幅洗水機組長	ı	-	-	-	1	-	-	-	10	10
Inspection and Make-up Section Leader 驗布及成品組長	1	-	-	2	-	-	-	-	-	2
Winding Machine Leader 絡紗/筒子機組長	-	-	-	3	-	4	-	-	-	7
Screen Maker 製網技工	-	-	-	1	-	-	-	-	-	1
Chemical Tester 化驗員	-	-	-	3	2	-	-	-	10	15
Sample Maker 樣辦製造技工	-	-	2	-	ı	-	-	-	-	2
Sub-total 小 計	-	1	52	117	194	59	-	-	86	509
OPERATIVE LEVEL	操作	工級					• 			
Blowing Room Machine Tender 清花間値車工	-	-	-	7	-	-	-	-	-	7
Carding Machine Tender 梳棉機値車工	-	-	-	6	6	-	-	-	-	12

				Monthly	y Income	每月薪金	收入			Total No.
Job Title 職 稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數
OPERATIVE LEVEL	(Continue	d) 操作	工級 (續			T		T		
Drawing/Sliver Lap/ Ribbon Lap/Combing Machine Tender 併條/條卷/倂卷/ 精梳機値車工	-	-	-	9	8	-	-	-	-	17
Roving Frame Tender 粗紗機値車工	-	-	-	18	18	-	-	-	-	36
Spinning Frame Tender (ring/open-end) 紡紗機値車工 (環錠/空紡)	-	-	4	-	173	-	-	-	-	177
Winding Machine Tender 絡紗/筒子機值車工	-	25	5	5	17	-	-	-	2	54
Twisting Frame Tender/Doubling Machine Tender 併線/燃線機值車工	-	-	2	20	-	-	-	-	-	22
Warping Machine Tender 整經機值車工	-	6	-	33	34	-	-	-	-	73
Baling/Bundling Machine Tender 打大/小包機値車工	-	-	8	21	6	-	-	-	-	35
Tester/Investigator/ Statistical Assistant 試験工/調査工/ 統計助理	-	-	6	-	11	-	-	-	-	17
Sizing Machine Tender 漿紗機値車工	-	-	4	42	-	-	-	-	-	46
Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機 値車工		-	-	25	-	-	-	-	-	25
Drawing-in Operator 穿綜工	8	4	4	4	ı	-	-	-	2	22
Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	-	-	3	16	-	-	-	-	3	22
Weaver 織布工/幫接工	-	12	41	164	13	-	-	-	16	246
Fabric Inspector/ Fabric Examiner 驗布工/複驗布工	-	7	22	18	1	-	-	-	-	47
Fabric Mender 修布工	-	-	29	12	-	-	-	-	7	48
Cloth Folding Machine Tender 碼布機值車工	-	-	4	2	-	-	-	-	-	6
Knitting Machine Tender 針織機値車工	-	-	23	91	8	-	-	-	20	142
Preparatory Machine Tender (Singeing/Scouring/ Bleaching/Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/ 絲光)	-	-	28	10	4	-	-	-	-	42

				Monthly	Income	每月薪金	收入			Total No.
Job Title 職稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數
OPERATIVE LEVEL	(Continue	ed) 操作	工級 (續)						
Dyeing Machine Tender 染色機値車工	-	30	34	65	21	-	-	-	-	150
Printing Machine Tender 印花機值車工	-	20	80	5	-	-	-	-	-	105
Finishing Machine Tender (Calendering/Raising/ Shearing/Emerizing/ Stentering/ Pre-shrinking/Washing/ Garment Washing and Dyeing/Drying) 後整理機値車工 (軋光/抓毛/剪毛 /磨毛/漿拉/定型 /縮水/洗水 /成衣洗染/烘乾)	-	10	4	57	48	1	-	-	-	119
Recipe and Print Paste Preparer 秤料及配漿員	-	-	-	10	4	-	-	-	-	14
Electronic Data Processor 資料操作員	-	-	-	2	-	-	-	-	-	2
Other Operative 其他操作工	2	12	61	230	161	6	-	-	23	495
Recorder 書記員/收發員	-	2	21	18	12	-	-	-	-	53
Sewing Machine Operator 車縫工	-	-	2	1	-	1	-	-	-	2
Sub-total 小 計	10	128	385	890	544	6	-	-	73	2 036
UNSKILLED LEVEL	71474	術工人級								
General Worker 雜工	13	170	267	71	3	-	-	-	55	579
Sub-total 小計	13	170	267	71	3	-	-	-	55	579
GRAND TOTAL 總計	29	310	705	1 312	1 145	331	108	49	302	4 291

TABLE 7 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - CLOTHING INDUSTRY

表七:僱員月入的分布情況 - 製衣業

		Monthly Income 每月薪金收入										
Job Title 職 稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數		
TECHNOLOGIST LE	EVEL	技師級										
Production Manager 生產經理(廠長)	-	-	-	-	31	37	52	57	19	196		
Quality Manager 品質經理	-	-	-	-	1	4	13	5	2	25		
Fashion Designer 時裝設計師	-	-	-	-	17	6	8	8	31	70		
Merchandising Manager 營銷採購經理	-	-	-	-	3	29	96	135	52	315		
Industrial Engineer 工業工程師	-	-	-	-	1	-	-	-	-	1		
Product Development Manager 產品發展經理	-	-	-	-	-	3	11	11	-	25		
Marketing/ Sales Manager 市場/營業經理	-	-	-	-	25	-	26	22	3	76		
Compliance Manager 準則審核經理	-	-	-	-	-	-	1	3	-	4		
Sub-total 小 計	-	-	-	-	78	79	207	241	107	712		
TECHNICIAN LEVE	L 技術			•	•	•	•	•	•			
Production Department Supervisor 生產部總管(工務)	-	-	-	6	30	26	124	-	46	232		
Production Section Supervisor 生產組管理員(組長)	-	-	-	33	77	63	28	-	13	214		
Production Co-ordinator/ Production Planner 生產統籌員	-	-	-	6	20	6	-	-	-	32		
Pattern Maker 紙樣設計員	-	-	-	42	120	11	-	-	2	175		
Pattern Grading/Marker Making Supervisor 放樣/嘜架組管理員	-	-	-	-	2	26	-	-	-	28		
Quality Control Technician 品質控制技術員	-	-	-	2	24	25	-	-	4	55		
Merchandiser 營銷採購員	-	-	-	87	678	381	33	3	308	1 490		
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	-	-	-	4	25	28	3	-	-	60		
Knitting Technician 針織技術員	-	6	-	-	84	14	4	-	-	108		
CAD Technician 電腦輔助設計技術員	-	-	-	-	32	8	3	2	-	45		
Master Furrier 皮草技術員	-	-	-	-	3	1	-	-	-	4		

	Monthly Income 每月薪金收入									
Job Title 職 稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數
TECHNICIAN LEVE	EL (Contin	nued) ‡	技術員級	(續)		1	T	T	T	
Industrial Engineering Technician 工程技術員	-	-	-	-	-	3	-	-	-	3
Garment Washing Technician 成衣洗水技術員	-	-	-	-	1	-	-	-	-	1
Compliance Supervisor 準則審核技術員	-	-	-	-	-	1	-	-	2	3
Marketing/Sales Officer 市場/營業主任	-	-	-	-	43	7	9	-	7	66
Senior Technician/ Laboratory Technician 高級技術員/ 試驗間技術員	-	-	-	-	1	-	-	-	-	1
Sub-total 小計	-	6	-	180	1 140	600	204	5	382	2 517
CRAFTSMAN LEVE	L 技	厂級			·					
Clothing Machine Mechanic 製衣機械工	-	4	2	6	20	2	1	-	-	35
Knitting Machine Mechanic 針織機械工	-	-	1	-	8	2	-	-	-	11
Pattern Grader/ Marker Maker 放樣/嘜架員	-	-	-	16	7	2	-	-	7	32
Computer Pattern Grader/Marker Maker 電腦放樣/嘜架員	-	-	-	3	18	16	14	-	3	54
Clothing Operator Instructor 車衣指導員	-	-	14	23	34	5	-	-	13	89
Sample Maker 樣辦製造技工	-	-	44	62	81	15	-	-	47	249
Quality Control Inspector 品質控制檢查員	-	-	14	29	45	4	-	-	11	103
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	-	4	29	16	2	-	-	-	4	55
Knitwear/ Sample Knitter 針織衣物/ 樣辦織造技工	-	-	1	4	6	9	-	-	2	22
Garment Washing Leader 成衣洗水組長	-	-	-	-	4	-	-	-	-	4
Furrier 皮草技工(毛毛匠)	-	-	-	9	1	13	-	-	-	23
Fur Tailor/Finisher 皮草裁縫/上裡技工	-	-	-	6	-	7	-	-	-	13
Fur Sorter 分皮技工	-	-	-	1	5	-	-	-	-	6
Plant Maintenance Mechanic 保養技工	-	-	1	18	7	-	-	-	-	26

				Monthly	Income	每月薪金	收入			Total No. of Employees 合共人數
職 稱 \$5	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
CRAFTSMAN LEVE	EL (Contin	ued) 5	支工級(續	()						
Laboratory Assistant 試驗間助理	-	-	5	-	-	-	ı	-	-	5
Sub-total 小計	-	8	111	193	238	75	15	-	87	727
OPERATIVE LEVE	. 操作	工級								
Winding Machine Tender 絡紗/筒子機値車工	-	-	2	-	-	-	-	-	-	2
Inspection Operative 檢查工	16	61	54	1	6	-	-	-	21	159
Cutter/Cutting Room Operative 裁剪工/裁床工	-	4	46	62	44	-	-	-	4	160
Sewing Machine Operator 車縫工	96	787	895	468	46	36	-	-	250	2 578
Knitting Machine Operator 針織機織工	-	23	319	200	202	-	-	-	12	756
Linking Machine Operator 縫盤工	-	25	181	4	2	-	-	-	3	215
Hand Stitcher 挑縫工	-	6	75	8	-	-	-	-	9	98
Garment Washing Operator 成衣洗水操作工	-	-	16	5	-	-	-	-	1	22
Presser 整熨工	3	8	103	23	-	-	-	-	5	142
Other Operative 其他操作工	-	66	57	1	-	-	-	-	4	128
Sales Assistant 營業助理	-	-	-	12	-	-	-	-	-	12
Sub-total 小計	115	980	1 748	784	300	36	-	-	309	4 272
UNSKILLED LEVE	非技	術工人級								
General Worker 雜工	130	253	107	2	-	-	-	-	45	537
Sub-total 小計	130	253	107	2	-	-	-	-	45	537
GRAND TOTAL 總計	245	1 247	1 966	1 159	1 756	790	426	246	930	8 765

TABLE 8: DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - FOOTWEAR AND HANDBAG INDUSTRIES

表八:僱員月入的分布情況 - 製鞋及手袋業

				Monthly I	ncome #	5月薪金4	<i>τ</i> λ					
Job Title 職 稱	Under \$5,000	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001- \$10,000	\$10,001- \$15,000		\$20,001- \$30,000	Over \$30,000	Unspecifie d	Total No. of Employees 合共人數		
	以下							以上	未有說明	11 7 () (<u>g</u>)		
TECHNOLOGIST LE	VEL ‡	支師級			1				T	1		
Production Manager 生產經理	-	-	-	-	-	-	2	-	-	2		
Compliance Manager 準則審核經理	1	-	1	1	-	1	1	ı	-	-		
Sub-total 小 計	ı	-	1	ı	-	1	2	ı	-	3		
TECHNICIAN LEVEL 技術員級												
Production Department	-	-	-	1	2	1	-	-	-	4		
Supervisor 生產部總管												
Pattern Maker 格樣設計員	ı	-	1	7	-	ı	1	1	-	7		
Merchandiser 營銷採購員	-	-	-	-	4	-	-	-	-	4		
Marketing/Sales Officer 市場/營業主任	-	-	-	1	-	4	-	-	-	5		
Sub-total 小 計	1	-	1	9	6	5	-	1	-	20		
CRAFTSMAN LEVE	L 技工	級										
Shoe Maker/	-	1	2	4	-	-	-	-	-	7		
Make-Through												
Craftsman 鞋匠/製鞋技工												
Handbag Maker/ Make-Through	-	-	-	9	1	-	-	-	-	10		
Craftsman												
手袋製造/製辦技工												
Sub-total 小 計	-	1	2	13	1	-	-	-	-	17		
OPERATIVE LEVEL	操作二	匚級			ı					'		
Cutter 鎅料工/裁斷工	-	-	1	1	-	-	-	-	-	2		
Sewing Machine	1	2	19	4	-	-	-	-	-	26		
Operator												
(Footwear and Handbag) 車縫工(製鞋及手袋)												
Lasting Worker 掹鞋工	-	-	1	1	-	-	-	-	-	2		
Sub-total 小計	1	2	21	6	-	-	-	-	-	30		
GRAND TOTAL 總計	1	3	23	28	7	6	2	-	-	70		

TABLE 9 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - TRADING

表九:僱員月入的分布情況 - 貿易類別

				Monthly	Income	每月薪金	收入			Total No.
Job Title 職稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000		\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	of Employees 合共人數
TECHNOLOGIST LEVI	EL 技E		<u> </u>	•	·		·	·	L	•
Textile Manager/ Laboratory Manager 紡織主任/試驗間主任	-	-	-	-	-	-	-	-	1	1
Mill Manager/ Production Manager 廠長/生產經理	-	-	-	-	11	108	436	418	36	1 009
Production Engineer 生產工程師/運轉主任	-	-	-	-	-	7	18	-	-	25
Product Development Manager 產品發展經理	-	-	-	-	1	2	39	87	26	154
Merchandising Manager 營銷採購經理	-	-	-	-	319	1 053	2 307	2 127	513	6 319
Quality Manager/Technical Manager 品質/技術經理	-	-	-	-	-	86	166	171	33	456
Marketing/Sales Manager 市場/營業經理	-	-	-	-	141	369	286	253	107	1 156
Fashion Designer 時裝設計師	-	-	-	-	108	366	110	27	25	636
Shoe Designer 鞋款設計師	-	-	-	-	1	7	13	-	-	21
Handbag Designer 手袋設計師	-	-	-	-	-	-	-	1	-	1
Compliance Manager 準則審核經理	-	-	-	-	-	3	22	22	11	58
Sub-total 小 計	-	-	-	-	580	2 001	3 397	3 106	752	9 836
TECHNICIAN LEVEL	技術員	級								
Maintenance Supervisor 維修管理員/保全領班	-	-	-	-	2	-	1	-	-	3
Senior Technician/ Laboratory Technician 高級技術員/ 試驗間技術員	-	-	-	-	12	-	-	-	-	12
Merchandiser 營銷採購員	-	136	473	5 951	15 146	11 763	1 760	82	3 396	38 707
Quality Technician/ Technical Technician 品質技術員	-	-	-	66	243	359	233	8	120	1 029
Quality Inspector 品質檢查員	-	18	50	239	463	540	128	-	120	1 558
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	-	-	-	93	356	51	1	-	56	557
Production Supervisor 生產管理員	-	-	-	28	481	407	160	26	86	1 188
Pattern/Maker 紙樣設計員	-	-	-	98	33	131	66	1	13	342

	Monthly Income 每月薪金收入										
Job Title 職 稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數	
TECHNICIAN LEVEL (Continue	l) 技術	ቫ員級(續	賣)							
Pattern Grading/Marker Making Supervisor 放樣/嘜架組管理員	1	1	1	-	-	26	-	3	2	31	
Knitting Technician 針織技術員	-	-	-	-	7	27	-	-	-	34	
CAD Technician 電腦輔助設計技術員	-	-	-	10	107	-	-	-	18	135	
Master Furrier 皮草技術員	-	-	-	-	-	50	-	-	-	50	
Compliance Supervisor 準則審核技術員	-	-	-	-	15	25	7	3	11	61	
Marketing/Sales Officer 市場/營業主任	-	-	-	791	1 864	693	228	14	447	4 037	
Sub-total 小 計	-	154	523	7 276	18 729	14 072	2 584	137	4 269	47 744	
CRAFTSMAN LEVEL	技工級	Ż									
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	-	-	-	-	-	2	-	-	-	2	
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	-	-	-	-	2	-	-	-	-	2	
Garment Washing Leader 成衣洗水組長	-	-	-	-	-	2	-	-	-	2	
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	-	-	10	5	5	-	-	-	-	20	
Sample Maker 樣辦製造技工	2	-	27	61	41	25	20	-	4	180	
Sub-total 小 計	2	-	37	66	48	29	20	-	4	206	
OPERATIVE LEVEL	操作工紀	汲									
Cutter/Cutting Room Operative 裁剪工/裁床工	-	-	-	-	2	-	-	-	-	2	
Presser 整熨工	-	-	-	-	1	-	-	-	-	1	
Sales Assistant 營業助理	-	100	402	77	-	-	-	-	-	579	
Sub-total 小 計	-	100	402	77	3	-	-	-	-	582	
GRAND TOTAL 總 計	2	254	962	7 419	19 360	16 102	6 001	3 243	5 025	58 368	

TABLE 10 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - SERVICING

表十:僱員月入的分布情況 - 公證類別

				Monthly	Income	每月薪金	收入			- Total No. of Employees 合共人數
Job Title 職稱	Under \$5,000 以下	\$5,001- \$6,500	\$6,501- \$8,000	\$8,001-	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVE	EL 技能	师級		•			•	•	•	•
Laboratory Director/ Assistant General Manager 試驗間總監/助理總經理	-	-	-	-	-	-	-	9	4	13
Textile Manager/ Laboratory Manager 紡織主任/試驗間主任	-	-	-	-	-	-	17	5	5	27
Compliance Manager 準則審核經理	-	-	-	-	-	-	4	-	-	4
Sub-total 小 計	1	ı	-	-	-	-	21	14	9	44
TECHNICIAN LEVEL	技術員	級								
Supervisor/Assistant Supervisor 主管/助理主管	-	-	-	-	-	18	24	-	6	48
Senior Engineer/ Senior Textile Engineer 高級工程師/ 高級紡織工程師	-	-	-	-	20	14	-	-	2	36
Engineering/Assistant Engineer/Textile Engineer/ Assistant Textile Engineer 工程師/助理工程師/ 紡織工程師/ 助理紡織工程師				-	144	-	-	-	2	146
Senior Technician/ Laboratory Technician 高級技術員/ 試驗間技術員	-	-	-	10	42	1	-	-	19	72
Technician/Junior Laboratory Technician 技術員/ 初級試驗間技術員	-	-	59	180	6	-	-	-	-	245
Service Maintenance Technician 維修技術員	-	-	-	4	2	-	-	-	-	6
Compliance Supervisor 準則審核技術員	-	-	-	-	-	4	-	-	-	4
Sub-total 小 計	-	1	59	194	214	37	24	-	29	557
CRAFTSMAN LEVEL	技工級									
Laboratory Assistant 試驗間助理	-	-	158	-	-	-	-	-	-	158
Sub-total 小 計	-	-	158	-	-	-	-	-	-	158
GRAND TOTAL 總計	1	1	217	194	214	37	45	14	38	759

TABLE 11 : <u>NUMBER OF EMPLOYEES OVER AGE OF 50 - TEXTILE INDUSTRY</u> 表十一:僱員年逾五十歲的人數 — 紡織業

Job Level 技能等級	Т	Technologis 技師	st	1	Technician 技術員	l		Craftsman 技工		,	Operatives 操作工	1		Overall 合計	
Branch 門類	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
Spinning 紡織	10	39	25.64%	29	86	33.72%	29	121	23.97%	134	417	32.13%	202	663	30.47%
Weaving 織造	68	123	55.28%	107	487	21.97%	114	258	44.19%	444	949	46.79%	733	1 817	40.34%
Knitting 針織	-	7	-	9	90	10.00%	19	48	39.58%	55	160	34.38%	83	305	27.21%
Finishing 染整	9	30	30.00%	92	214	42.99%	50	82	60.98%	232	493	47.06%	383	819	46.76%
Non-woven 無紡布	9	22	40.91%	9	69	13.04%	-	-	-	9	17	52.94%	27	108	25%
Total 總數	96	221	43.44%	246	946	26.00%	212	509	41.65%	874	2 036	42.93%	1 428	3 712	38.47%

TABLE 12 : NUMBER OF EMPLOYEES OVER AGE OF 50 - CLOTHING INDUSTRY 表十二:僱員年逾五十歲的人數 — 製衣業

Job Level 技能等級	Те	echnolog 技師	ist	Т	echnicia 技術員	n	(Craftsma 技工	n	(Operative 操作工			Overall 合計	
Branch 門類	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
Garment 成衣	119	304	39.14%	186	1 309	14.21%	79	386	20.47%	1 136	2 875	39.51%	1 520	4 874	31.19%
Knitwear 針織衣物	103	392	26.28%	317	1 178	26.91%	58	296	19.59%	551	1 390	39.64%	1 029	3 256	31.60%
Fur 皮草	8	16	50.00%	6	30	20.00%	17	45	37.78%	7	7	100.00%	38	98	38.78%
Total 總數	230	712	32.30%	509	2 517	20.22%	154	727	21.18%	1 694	4 272	39.65%	2 587	8 228	31.44%

TABLE 13: <u>NUMBER OF EMPLOYEES OVER AGE OF 50 - FOOTWEAR AND HANDBAG INDUSTRIES</u> 表十三:僱員年逾五十歲的人數 — 製鞋及手袋業

Job Level 技能等級	Тє	echnolog 技師	ist	Т	echnicia 技術員	n	(Craftsma 技工	n	()perative 操作工			Overall 合計	
Branch 門類	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
Footwear 製鞋	-	1	-	5	15	33.33%	4	7	57.14%	8	11	72.73%	17	34	50%
Handbag 手袋	-	2	-	2	5	40.00%	7	10	70%	10	19	52.63%	19	36	52.78%
Total 總數	-	3	-	7	20	35%	11	17	64.71%	18	30	60.00%	36	70	51.43%

TABLE 14: <u>NUMBER OF EMPLOYEES OVER AGE OF 50 - TRADING AND SERVICING</u> 表十四:僱員年逾五十歲的人數 — 貿易及公證類別

Job Level 技能等級	Т	echnolog 技師	ist	7	Technicia 技術員	n	(Craftsma 技工	n	(perative 操作工	es		Overall 合計	
Branch 門類	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
I/E of Footwear 鞋類進出口	49	361	13.57%	217	2 039	10.64%	-	4	-	-	19	-	266	2 423	10.98%
I/E of Fabrics 布料進出口	246	1 006	24.45%	940	6 341	14.82%	14	16	87.5%	28	202	13.86%	1 228	7 565	16.23%
I/E of Wearing Apparel 服裝進出口	1 421	8 257	17.21%	4 308	37 777	11.40%	67	186	36.02%	50	361	13.85%	5 846	46 581	12.55%
I/E of Cotton, Textile Fibre and Yarn 棉花、紡織、針織 及紗線進出口	49	212	23.11%	345	1 587	21.74%	-	-	-	-	-	-	394	1 799	21.90%
Testing Services and Laboratories 公證行及檢定中心	4	44	9.09%	23	557	4.13%	16	158	10.13%	-	-	-	43	759	5.67%
Total 總數	1 769	9 880	17.90%	5 833	48 301	12.08%	97	364	26.65%	78	582	13.40%	7 777	59 127	13.15%

TABLE 15: <u>PREFERRED EDUCATION OF EMPLOYEES - TEXTILE INDUSTRY</u> 表十五:僱員宜有的教育程度 — 紡織業

Job Level	Degree/ Associateship 大學學位/ 院士	Higher Diploma 高級文憑	Diploma 技術員 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3 中三	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	48	74	11	2	2	69	-	-	-	15	221
Technician 技術員	-	-	145	49	72	587	-	21	-	72	946
Craftsman 技工	-	-	-	-	-	108	227	138	9	27	509
Operative 操作工	-	-	-	-	-	-	-	928	1 007	101	2 036
GRAND TOTAL 總計	48	74	156	51	74	764	227	1 087	1 016	215	3 712

TABLE 16: <u>PREFERRED EDUCATION OF EMPLOYEES - CLOTHING INDUSTRY</u> 表十六:僱員宜有的教育程度 — 製衣業

Job Level	Degree/ Associateship 大學學位/ 院士	Higher Diploma 高級文憑	Diploma 技術員 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3 中三	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	213	428	1	-	-	50	-	-	-	20	712
Technician 技術員	-	14	512	81	211	1 582	27	5	-	85	2 517
Craftsman 技工	-	-	-	-	-	213	136	315	25	38	727
Operative 操作工	-	-	-	-	-	-	-	2 141	2 022	109	4 272
GRAND TOTAL 總計	213	442	513	81	211	1 845	163	2 461	2 047	252	8 228

TABLE 17 : <u>PREFERRED EDUCATION OF EMPLOYEES - FOOTWEAR AND HANDBAG INDUSTRIES</u> 表十七:僱員宜有的教育程度 — 製鞋及手袋業

Job Level	Degree/ Associateship 大學學位/ 院士	Higher Diploma 高級文憑	Diploma 技術員 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3 中三	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	2	-	-	-	-	1	-	-	-	-	3
Technician 技術員	4	-	-	-	-	15	-	1	-	-	20
Craftsman 技工	-	-	-	-	-	2	1	13	-	1	17
Operative 操作工	-	-	-	-	-	-	-	16	11	3	30
GRAND TOTAL 總計	6	-	-	-	-	18	1	30	11	4	70

TABLE 18: <u>PREFERRED EDUCATION OF EMPLOYEES - TRADING</u> 表十八:僱員宜有的教育程度 — 貿易類別

Job Level	Degree/ Associateship 大學學位/ 院士	Higher Diploma 高級文憑	Diploma 技術員 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3 中三	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	3 941	4 288	186	4	50	1 083	-	-	-	284	9 836
Technician 技術員	1 138	5 752	6 097	857	1 435	30 591	28	14	-	1 832	47 744
Craftsman 技工	-	-	-	-	-	53	7	94	50	2	206
Operative 操作工	-	-	-	-	-	42	114	421	4	1	582
GRAND TOTAL 總 計	5 079	10 040	6 283	861	1 485	31 769	149	529	54	2 119	58 368

TABLE 19: <u>PREFERRED EDUCATION OF EMPLOYEES - SERVICING</u> 表十九:僱員宜有的教育程度 — 公證類別

Job Level	Degree/ Associateship 大學學位/ 院士	Higher Diploma 高級文憑	Diploma 技術員 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3 中三	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	42	2	-	-	-	-	-	-	-	-	44
Technician 技術員	-	533	13	-	-	11	-	-	-	-	557
Craftsman 技工	-	-	ı	-	-	158	-	-	-	-	158
GRAND TOTAL 總 計	42	535	13	-	-	169	-	-	-	-	759

TABLE 20: <u>PREFERRED TRAINING PERIOD OF EMPLOYEES - TEXTILE INDUSTRY</u> 表二十:僱員宜有的訓練時間 — 紡織業

Job Level	Above 4 Years 四年以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	181	21	8	-	-	6	5	221
Technician 技術員	169	175	451	53	41	3	54	946
Craftsman 技工	52	37	348	42	3	-	27	509
Operative 操作工	17	92	17	496	668	645	101	2 036
GRAND TOTAL 總 計	419	325	824	591	712	654	187	3 712

TABLE 21: <u>PREFERRED TRAINING PERIOD OF EMPLOYEES - CLOTHING INDUSTRY</u> 表二十一:僱員宜有的訓練時間 — 製衣業

Job Level	Above 4 Years 四年以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 – 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	579	113	-	-	-	-	20	712
Technician 技術員	714	946	760	12	-	-	85	2 517
Craftsman 技工	124	139	408	18	-	-	38	727
Operative 操作工	38	2	40	2 127	768	1 198	99	4 272
GRAND TOTAL 總計	1 455	1 200	1 208	2 157	768	1 198	242	8 228

TABLE 22 : <u>PREFERRED TRAINING PERIOD OF EMPLOYEES - FOOTWEAR AND HANDBAG INDUSTRIES</u> 表二十二:僱員宜有的訓練時間 — 製鞋及手袋業

Job Level	Above 4 Years 四年以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	2	-	-	1	-	-	-	3
Technician 技術員	14	4	-	2	-	-	-	20
Craftsman 技工	2	2	7	-	5	-	1	17
Operative 操作工	-	-	-	13	8	6	3	30
GRAND TOTAL 總 計	18	6	7	16	13	6	4	70

TABLE 23 : PREFERRED TRAINING PERIOD OF EMPLOYEES - TRADING表二十三:僱員宜有的訓練時間 — 貿易類別

Job Level	Above 4 Years 四年以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	8 373	1 124	53	8	-	-	278	9 836
Technician 技術員	8 963	13 173	22 513	759	320	171	1 845	47 744
Craftsman 技工	57	1	146	-	-	-	2	206
Operative 操作工	-	-	-	87	232	262	1	582
GRAND TOTAL 總 計	17 393	14 298	22 712	854	552	433	2 126	58 368

TABLE 24 : PREFERRED TRAINING PERIOD OF EMPLOYEES - SERVICING 表二十四:僱員宜有的訓練時間 — 公證類別

Job Level	Above 4 Years 四年以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	44	-	-	-	-	-	-	44
Technician 技術員	-	278	279	-	-	-	-	557
Craftsman 技工	-	-	118	40	-	-	-	158
GRAND TOTAL 總計	44	278	397	40	-	-	-	759

 TABLE 25 : PREFERRED TRAINING MODE OF EMPLOYEES - TEXTILE INDUSTRY

 表二十五:僱員宜有的訓練形式 — 紡織業

Job Level	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有説明	Total 合計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	216	-	-	5	221
Technician 技術員	892	-	-	54	946
Craftsman 技工	482	-	-	27	509
Operative 操作工	1 935	-	-	101	2 036
GRAND TOTAL 總計	3 525	-	-	187	3 712

表二十六:僱員宜有的訓練形式 – 製衣業

Job Level	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	692	-	-	20	712
Technician 技術員	2 419	13	-	85	2 517
Craftsman 技工	684	5	-	38	727
Operative 操作工	4 173	-	-	99	4 272
GRAND TOTAL 總 計	7 968	18	-	242	8 228

TABLE 27 : PREFERRED TRAINING MODE OF EMPLOYEES - FOOTWEAR AND HANDBAG INDUSTRIES

表二十七:僱員宜有的訓練形式 - 製鞋及手袋業

Job Level	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	3	-	-	-	3
Technician 技術員	19	1	-	-	20
Craftsman 技工	14	2	-	1	17
Operative 操作工	27	-	-	3	30
GRAND TOTAL 總計	63	3	-	4	70

TABLE 28: PREFERRED TRAINING MODE OF EMPLOYEES -TRADING 表二十八:僱員宜有的訓練形式 — 貿易類別

Job Level	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	9 558	-	-	278	9 836
Technician 技術員	45 921	30	-	1 793	47 744
Craftsman 技工	204	-	-	2	206
Operative 操作工	581	-	-	1	582
GRAND TOTAL 總計	56 264	30	-	2 074	58 368

TABLE 29: PREFERRED TRAINING MODE OF EMPLOYEES -SERVICING 表二十九:僱員宜有的訓練形式 — 公證類別

Job Level	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
技能等級	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	44	-	-	-	44
Technician 技術員	557	-	-	-	557
Craftsman 技工	158	-	-	-	158
GRAND TOTAL 總 計	759	-	-	-	759

TABLE 30: <u>MANPOWER STATISTICS</u> 表三十:人力統計數字

SPINNING BRANCH

紡紗門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	6	-	-	6
Department Engineer 工程師/工務長	9	-	-	9
Production Engineer 運轉(生產)主任	5	-	-	5
Maintenance Engineer 保全主任	3	-	-	3
Quality Control Engineer 品質主任	2	-	-	2
Shift Engineer 運轉(生產)科長	5	-	-	5
Section Maintenance Engineer 保全科長/考工	2	-	-	2
Merchandising Manager 營銷採購經理	2	-	-	2
Marketing/Sales Manager 市場/營業經理	5	-	-	5
Sub-total 小計	39	-	-	39
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員/運轉領班	26	-	-	26
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	4	-	-	4
Maintenance Supervisor 維修管理員/保全領班	13	-	-	13
Electrical and Mechanical Technician (Electrical/Electronics/Mechanical/Air-conditioning) 電機技術員 (電氣/電子/機械/空調)	16	-	-	16
Merchandiser 營銷採購員	22	-	-	22
Marketing/Sales Officer 市場/營業主任	5	-	-	5
Sub-total 小計	86	-	-	86

	1	1	ì	
Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
CRAFTSMAN LEVEL 技工級				
Section Leader 組長/指導工	28	-	-	28
Textile Mechanic 紡織機械技工	72	-	-	72
Electrician/Electronics Craftsman 電氣技工/電子技工	10	-	-	10
Air-conditioning Mechanic 空調技工	5	-	-	5
Dyeing Machine Leader 染色機組長	2	-	-	2
Winding Machine Leader 絡紗/筒子機組長	4	-	-	4
Sub-total 小 計	121	-	-	121
OPERATIVE LEVEL 操作工級				
Blowing Room Machine Tender 清花間値車工	7	-	-	7
Carding Machine Tender 梳棉機值車工	12	-	-	12
Drawing/Sliver Lap/Ribbon Lap/ Combing Machine Tender 併條/條卷/倂卷/精梳機値車工	17	-	-	17
Roving Frame Tender 粗紗機値車工	36	-	-	36
Spinning Frame Tender (ring/open-end) 紡紗機値車工(環錠/空紡)	177	-	-	175
Winding Machine Tender 絡紗/筒子機値車工	29	-	-	27
Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機値車工	22	2	-	21
Warping Machine Tender 整經機值車工	49	-	-	49
Baling/Bundling Machine Tender 打大/小包機值車工	6	-	-	6
Tester/Investigator/Statistical Assistant 試驗工/調査工/統計助理	17	-	-	17
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	4	-	-	4
Dyeing Machine Tender 染色機值車工	4	-	-	4

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued)	操作工級(續)			
Finishing Machine Tender (Calendering/Raising/Shearing/ Emerizing/Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/ 剪毛/磨毛/漿拉/定型/縮水/ 洗水/成衣洗染/烘乾)	4	-	-	4
Other Operative 其他操作工	21	-	-	21
Recorder 書記員/收發員	12	-	-	12
Sub-total 小 計	417	2	-	412
UNSKILLED LEVEL 非技術人員	級			
General Worker 雜工	75	-	-	75
Sub-total 小計	75	-	-	75
GRAND TOTAL 總計	738	2	-	733

TABLE 31 : MANPOWER STATISTICS

表三十一:人力統計數字

WEAVING BRANCH

織造門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	48	-	-	48
Department Engineer 工程師/工務長	2	-	-	2
Production Engineer 運轉(生產)主任	4	-	-	4
Maintenance Engineer 保全主任	4	-	-	4
Quality Control Engineer 品質主任	7	-	-	7
Merchandising Manager 營銷採購經理	45	-	-	45
Marketing/Sales Manager 市場/營業經理	11	-	-	11
Product Development Manager 產品發展經理	2	-	-	2
Sub-total 小 計	123	-	-	123
TECHNICIAN LEVEL 技術員級		L		<u>'</u>
Production Supervisor 生產管理員/運轉領班	90	-	-	90
Production Supervisor (Warp/Rope Dyeing) 生產管理員/運轉領班(平染/繩狀染紗)	2	-	-	2
Production Supervisor (Cloth Room) 生產管理員/運轉領班(成品)	6	-	-	6
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	31	-	-	31
Maintenance Supervisor 維修管理員/保全領班	36	-	-	36
Pattern Design Supervisor 織物設計管理員	8	-	-	8
Merchandiser 營銷採購員	303	-	-	303
Marketing/Sales Officer 市場/營業主任	11	-	-	11
Sub-total 小 計	487	-	-	487

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
CRAFTSMAN LEVEL 技工級				
Section Leader 組長/指導工	38	-	-	38
Textile Mechanic 紡織機械技工	78	3	-	80
Electrician/Electronics Craftsman 電氣技工/電子技工	11	1	-	11
Boiler Mechanic 鍋爐技工	4	-	-	4
Sizing Machine Leader 漿紗機組長	12	-	-	12
Warp/Rope Yarn Dyeing Machine Leader 平紗/繩狀染紗組長	10	-	-	10
Pattern Preparer 畫花技工	89	-	-	89
Colour Matcher 配色員	3	-	-	3
Winding Machine Leader 絡紗/筒子機組長	3	-	-	3
Chemical Tester 化驗員	10	-	-	10
Sub-total 小計	258	4	-	260
OPERATIVE LEVEL 操作工級				•
Winding Machine Tender 絡紗/筒子機値車工	2	-	-	2
Warping Machine Tender 整經機值車工	24	-	-	24
Baling/Bundling Machine Tender 打大/小包機値車工	12	-	-	12
Sizing Machine Tender 漿紗機値車工	46	-	-	46
Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機值車工	25	-	-	25
Drawing-in Operator 穿綜工	22	-	-	22
Beam Gaiter/Warp Typing Machine Operator 架軸及接軸工	22	-	-	22
Weaver 織布/幫接工	246	-	-	246
Fabric Inspector/Fabric Examiner 驗布/複驗布工	27	-	-	27
Fabric Mender 修布工	48	-	-	48
Cloth Folding Machine Tender 碼布機值車工	6	-	-	6

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作	工級(續)			
Finishing Machine Tender (Calendering/Raising/Shearing/ Emerizing/Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/ 剪毛/磨毛/漿拉/定型/縮水/洗水/ 成衣洗染/烘乾)	10	-	-	10
Other Operative 其他操作工	428	-	1	429
Recorder 書記員/收發員	29	-	-	29
Sewing Machine Operator 車縫工	2	-	-	2
Sub-total 小 計	949	-	1	950
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	370	-	-	370
Sub-total 小 計	370	-	-	370
GRAND TOTAL 總計	2 187	4	1	2 190

TABLE 32: <u>MANPOWER STATISTICS</u> 表三十二:人力統計數字

KNITTING BRANCH

針織門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	3	-	-	3
Production Engineer 運轉(生產)主任	2	-	-	2
Merchandising Manager 營銷採購經理	2	-	-	2
Sub-total 小 計	7	-	-	7
TECHNICIAN LEVEL 技術員級	•	•		•
Production Supervisor 生產管理員/運轉領班	19	-	-	19
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	11	-	-	9
Maintenance Supervisor 維修管理員/保全領班	1	-	-	-
Pattern Design Supervisor 織物設計管理員	2	-	-	2
Merchandiser 營銷採購員	33	-	-	33
Compliance Supervisor 準則審核技術員	1	-	-	1
Marketing/Sales Officer 市場/營業主任	21	-	-	21
Fashion/Sample Co-ordinator 時裝樣辦統籌員	2	-	-	2
Sub-total 小計	90	-	-	87
CRAFTSMAN LEVEL 技工級		l		
Section Leader	7	-	-	7
組長/指導工				
Knitting Mechanic 針織機械技工	39	-	-	39
Sample Maker 樣辦製造技工	2	-	-	2
Sub-total 小 計	48	-	-	48

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗/筒子機値車工	5	-	-	5
Knitting Machine Tender 針織機值車工	142	-	-	137
Other Operative 其他操作工	8	-	-	8
Recorder 書記員/收發員	5	-	-	5
Sub-total 小計	160	-	-	155
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	29	-	-	29
Sub-total 小計	29	-	-	29
GRAND TOTAL 總計	334	-	-	326

TABLE 33 : <u>MANPOWER STATISTICS</u>

表三十三:人力統計數字

FINISHING BRANCH

染整門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	13	-	-	13
Production Manager 生產經理/生產主任	4	-	-	4
Maintenance Manager 保全經理/保全主任	1	-	-	1
Shift Engineer/Department/ Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/ Make-up, Quality Control, Laboratory and Electrical/Mechanical) 運轉(生產)科長/部門主管 (絡紗/筒子、原布、煉漂、花樣設計/雕刻/製網、染色、印花、整理、 驗布/包裝/成品、品質、試驗及電氣/機械)	4	-	-	4
Merchandising Manager 營銷採購經理	8	-	-	8
Sub-total 小 計	30	-	-	30
TECHNICIAN LEVEL 技術員級				
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/Engraving/Screen Making, or/and Inspecting/Packaging/Make-up) 運轉(生產)領班 (絡紗/筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計/雕刻/製網或/及驗布/包裝/成品)	61	-	-	61
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	13	-	-	13
Maintenance Supervisor 保全領班	1	-	-	1
Merchandiser 營銷採購員	139	-	-	139

				Forecast of Total
Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued)	技術員級(續)			
Sub-total 小 計	214	-	-	214
CRAFTSMAN LEVEL 技工級				
Textile Mechanic 紡織機械技工	6	-	-	6
Electrician 電氣技工	5	-	-	5
Boiler Mechanic 鍋爐技工	2	-	-	2
Colour Matcher 配色員	9	-	-	9
Dyeing Machine Leader 染色機組長	19	-	-	19
Printing Machine Leader 印花機組長	23	-	-	23
Open Width Washing Machine Leader 平幅洗水機組長	10	-	-	10
Inspection and Make-up Section Leader 驗布及成品組長	2	-	-	2
Screen Maker 製網技工	1	-	-	1
Chemical Tester 化驗員	5	-	-	5
Sub-total 小 計	82	-	-	82
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗/筒子機值車工	18	-	-	18
Fabric Inspector 驗布工	20	-	-	20
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	38	-	-	38
Dyeing Machine Tender 染色機值車工	146	-	-	146
Printing Machine Tender 印花機值車工	105	-	-	105
Finishing Machine Tender (Calendering/Raising/Shearing/Emerizing/ Stentering/Pre-shrinking/Washing/ Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/剪毛/ 磨毛/漿拉/定型/縮水/洗水/ 成衣洗染/烘乾)	105	-	-	105
Recipe and Print Paste Preparer 秤料及配漿員	14	-	-	14

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操	作工級(續)			
Electronic Data Processor 資料操作員	2	-	-	2
Other Operative 其他操作工	38	-	-	38
Recorder 書記員/收發員	7	-	-	7
Sub-total 小 計	493	-	-	493
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	99	-	-	99
Sub-total 小 計	99	-	-	99
GRAND TOTAL 總 計	918	-	=	918

TABLE 34 : <u>MANPOWER STATISTICS</u> 表三十四:人力統計數字

NON-WOVEN BRANCH

無紡布門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數			
TECHNOLOGIST LEVEL 技師線	及						
Mill Manager 廠長	3	-	-	3			
Department Engineer 工程師/工務長	1	-	-	1			
Production Engineer 運轉(生產)主任	5	-	-	5			
Merchandising Manager 營銷採購經理	13	-	-	13			
Sub-total 小計	22	-	-	22			
TECHNICIAN LEVEL 技術員級							
Production Supervisor 生產管理員/運轉領班	9	-	-	9			
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	3	-	-	3			
Maintenance Supervisor 維修管理員/保全領班	2	-	-	2			
Merchandiser 營銷採購員	45	-	-	45			
Marketing/Sales Officer 市場/營業主任	8	-	-	8			
Quality Assurance Supervisor 品質保證員	2	-	-	2			
Sub-total 小 計	69	-	-	69			
OPERATIVE LEVEL 操作工級							
Baling/Bundling Machine Tender 打大/小包機值車工	17	-	-	17			
Sub-total 小 計	17	-	-	17			
UNSKILLED LEVEL 非技術人員級							
General Worker 雜工	6	-	-	6			
Sub-total 小 計	6	-	-	6			
GRAND TOTAL 總 計	114	-	-	114			

TABLE 35 : $\underline{\mathsf{MANPOWER}\;\mathsf{STATISTICS}}$

表三十五:人力統計數字

GARMENT BRANCH

製衣門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技能				
Production Manager 生產經理(廠長)	105	-	-	105
Quality Manager 品質經理	7	-	-	7
Fashion Designer 時裝設計師	40	-	-	40
Merchandising Manager 營銷採購經理	115	-	-	115
Industrial Engineer 工業工程師	1	-	-	1
Product Development Manager 產品發展經理	10	-	-	10
Marketing/Sales Manager 市場/營業經理	23	-	-	23
Compliance Manager 準則審核經理	3	-	1	3
Sub-total 小 計	304	-	-	304
TECHNICIAN LEVEL 技術員	級			
Production Department Supervisor 生產部總管(工務)	92	-	-	92
Production Section Supervisor 生產組管理員(組長)	105	-	-	105
Production Co-ordinator/ Production Planner 生產統籌員	16	-	-	16
Pattern Maker 紙樣設計員	118	-	-	118
Pattern Grading/Marker Making Supervisor 放樣/嘜架組管理員	25	-	-	25
Quality Control Technician 品質控制技術員	28	-	-	28

				Forecast of Total
				No. of
	Number of	Number of	Number of	Employees by
Job Title	Employees	Trainees	Vacancies	August 2010
職稱	雇員人數	受訓者人數	空缺數目	估計在2010年
	/在只/\xx	又即自八致	工业八安人口	8月時所需的
				僱員總數
TECHNICIAN LEVEL (Continued	l) 技術員総	13. ()		/ 住 只 小心 安入
Merchandiser	り 1X1個貝形 827	双(順)	10	927
Merchandiser 營銷採購員	827	-	10	837
	40			40
Fashion/Sample Co-ordinator	40	-	-	40
時裝/樣辦統籌員	4			4
CAD Technician	4	-	-	4
電腦輔助設計技術員	1			1
Industrial Engineering Technician	1	-	-	1
工程技術員	2			2
Compliance Supervisor	2	-	-	2
準則審核技術員	50			50
Marketing/Sales Officer	50	-	-	50
市場/營業主任				
Senior Technician/	1	-	-	1
Laboratory Technician				
高級技術員/試驗間技術員	1.200		10	1.210
Sub-total	1 309	-	10	1 319
小計				
CRAFTSMAN LEVEL 技工級	1			
Clothing Machine Mechanic	27	-	-	27
製衣機械工				
Pattern Grader/Marker Maker	29	-	-	29
放樣/嘜架員				
Computer Pattern Grader/	20	-	-	19
Marker Maker				
電腦放樣/嘜架員				
Clothing Operator Instructor	74	-	-	73
車衣指導員				
Sample Maker	127	8	-	123
樣辦製造技工				
Quality Control Inspector	63	-	-	62
品質控制檢查員				
Repairing Craftsman	18	-	-	18
(Knitted Products)				
成衣修補技工(針織衣物)				
Garment Washing Leader	4	-	-	4
成衣洗水組長				
Plant Maintenance Mechanic	19	-	-	19
保養技工				

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數	
CRAFTSMAN LEVEL (Continued	l) 技工網	及(續)			
Laboratory Assistant 試驗間助理	5	-	-	5	
Sub-total 小 計	386	8	-	379	
OPERATIVE LEVEL 操作工級					
Inspection Operative 檢查工	111	-	-	111	
Cutter/Cutting Room Operative 裁剪工/裁床工	150	-	4	154	
Sewing Machine Operator 車縫工	2 287	-	8	2 295	
Knitting Machine Operator 針織機織工	86	-	-	86	
Linking Machine Operator 縫盤工	41	-	-	41	
Presser 整熨工	99	-	-	99	
Other Operative 其他操作工	89	-	-	89	
Sales Assistant 營業助理	12	-	-	12	
Sub-total 小 計	2 875	-	12	2 887	
UNSKILLED LEVEL 非技術	匚人級				
General Worker 雜工	255	-	-	255	
Sub-total 小 計	255	-	-	255	
GRAND TOTAL 總 計	5 129	8	22	5 144	

TABLE 36 : MANPOWER STATISTICS

表三十六:人力統計數字

KNITWEAR BRANCH

針織門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技	支師級			
Production Manager 生產經理(廠長)	87	-	-	86
Quality Manager 品質經理	17	-	-	17
Fashion Designer 時裝設計師	25	-	-	25
Merchandising Manager 營銷採購經理	197	-	-	197
Product Development Manager 產品發展經理	14	-	-	14
Marketing/Sales Manager 市場/營業經理	51	-	-	51
Compliance Manager 準則審核經理	1	-	-	2
Sub-total 小 計	392	-	-	392
TECHNICIAN LEVEL 技術	員級			
Production Department Supervisor 生產部總管(工務)	138	-	-	138
Production Section Supervisor 生產組管理員(組長)	108	-	-	108
Production Co-ordinator/ Production Planner 生產統籌員	16	-	-	16
Pattern Maker 紙樣設計員	51	-	-	51
Quality Control Technician 品質控制技術員	23	-	-	23
Merchandiser 營銷採購員	655	-	-	655
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	20	-	-	20

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continue	1	級(續)		100
Knitting Technician 針織技術員	108	-	-	108
CAD Technician 電腦輔助設計技術員	41	-	-	41
Industrial Engineering Technician 工程技術員	2	-	+	2
Garment Washing Technician 成衣洗水技術員	1	-	-	1
Compliance Supervisor 準則審核技術員	1	-	-	1
Marketing/Sales Officer 市場/營業主任	14	-	-	14
Sub-total 小 計	1 178	-	-	1 178
CRAFTSMAN LEVEL 技工	 級			
Clothing Machine Mechanic 製衣機械工	8	-	-	8
Knitting Machine Mechanic 針織機械工	11	-	-	11
Pattern Grader/Marker Maker 放樣/嘜架員	3	-	-	3
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	33	-	-	33
Clothing Operator Instructor 車衣指導員	15	-	-	15
Sample Maker 樣辦製造技工	121	-	5	126
Quality Control Inspector 品質控制檢查員	39	-	-	39
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	37	-	-	37
Knitwear/Sample Knitter 針織衣物/樣辦織造技工	22	-	-	22
Plant Maintenance Mechanic 保養技工	7	-	-	7
Sub-total 小 計	296	-	5	301

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
OPERATIVE LEVEL 操作口	_級			
Winding Machine Tender 絡紗/筒子機値車工	2	-	-	2
Inspection Operative 檢查工	48	-	-	48
Cutter/Cutting Room Operative 裁剪工/裁床工	9	-	-	9
Sewing Machine Operator 車縫工	288	-	-	288
Knitting Machine Operator 針織機織工	670	-	3	705
Linking Machine Operator 縫盤工	174	-	-	174
Hand Stitcher 挑縫工	98	-	-	98
Garment Washing Operative 成衣洗水操作工	21	-	-	21
Presser 整熨工	41	-	-	41
Other Operative 其他操作工	39	-	-	39
Sub-total 小 計	1 390	-	3	1 425
UNSKILLED LEVEL 非技術	5工人級			
General Worker 雜工	272	-	-	272
Sub-total 小計	272	-	-	272
GRAND TOTAL 總計	3 528	-	8	3 568

TABLE 37 : <u>MANPOWER STATISTICS</u>

表三十七:人力統計數字

FUR BRANCH

皮草門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL	支師級			
Production Manager 生產經理(廠長)	4	-	-	4
Quality Manager 品質經理	1	-	-	1
Fashion Designer 時裝設計師	5	-	-	5
Merchandising Manager 營銷採購經理	3	-	-	3
Product Development Manager 產品發展經理	1	-	-	1
Marketing/Sales Manager 市場/營業經理	2	-	-	2
Sub-total 小 計	16	-	-	16
TECHNICIAN LEVEL 技術	員級			
Production Department Supervisor 生產部總管(工務)	2	-	-	2
Production Section Supervisor 生產組管理員(組長)	1	-	-	1
Pattern Maker 紙樣設計員	6	-	1	7
Pattern Grading/ Marker Making Supervisor 放樣/嘜架組管理員	3	-	-	3
Quality Control Technician 品質控制技術員	4	-	-	4
Merchandiser 營銷採購員	8	-	-	8
Master Furrier 皮草技術員	4	1	-	4
Marketing/Sales Officer 市場/營業主任	2	-	-	2

Job Title 職稱 TECHNICIAN LEVEL(Continue	Number of Employees 僱員人數 ed) 技術員	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在2010年 8月時所需的 僱員總數		
Sub-total	30		1	31		
小 計	30	1	1	31		
CRAFTSMAN LEVEL 技工	<u>l</u> 級					
Computer Pattern Grader/	1	_	_	1		
Marker Maker						
電腦放樣/嘜架員						
Sample Maker	1	-	-	1		
樣辦製造技工						
Quality Control Inspector	1	-	-	1		
品質控制檢查員						
Furrier	23	-	-	23		
皮草技工(毛毛匠)						
Fur Tailor/Finisher	13	-	-	13		
皮草裁縫/上裡技工						
Fur Sorter 分皮技工	6	-	-	6		
Sub-total	45			45		
小 計	43	-	-	43		
OPERATIVE LEVEL 操作口	<u> </u> - 紹					
Cutter/Cutting Room Operative	-/ ₁ / ₂ / ₂	_	_	1		
裁剪工/裁床工	1	_	_	1		
Sewing Machine Operator	3	_	_	3		
車縫工				3		
Garment Washing Operative	1	_	_	1		
成衣洗水操作工						
Presser	2	-	-	2		
整熨工						
Sub-total Sub-total	7	-	-	7		
小計						
UNSKILLED LEVEL 非技術工人級						
General Worker	10	-	-	10		
雜工						
Sub-total Sub-total	10	-	-	10		
小計						
GRAND TOTAL	108	1	1	109		
總計						

TABLE 38 : $\underline{\mathsf{MANPOWER}\;\mathsf{STATISTICS}}$

表三十八:人力統計數字

FOOTWEAR BRANCH

製鞋門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 5	支師級			
Production Manager 生產經理	1	-	1	1
Sub-total 小 計	1	-	-	1
TECHNICIAN LEVEL 技術	員級			
Pattern Maker 格樣設計員	7	-	-	7
Merchandiser 營銷採購員	3	-	-	3
Marketing/Sales Officer 市場/營業主任	5	-	-	5
Sub-total 小 計	15	-	ı	15
CRAFTSMAN LEVEL 技工	級			
Shoe Maker/ Make-Through Craftsman 鞋匠/製鞋技工	7	-	-	7
Sub-total 小 計	7	-	-	7
OPERATIVE LEVEL 操作コ				
Cutter 鎅料工/裁斷工	1	-	-	1
Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	8	-	1	8
Lasting Worker 猛鞋工	2	-	-	2
Sub-total 小計	11	-	-	11
GRAND TOTAL 總計	34	-	-	34

TABLE 39 : MANPOWER STATISTICS

表三十九:人力統計數字

<u>HANDBAG BRANCH</u>

手袋門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數		
TECHNOLOGIST LEVEL	と を					
Production Manager 生產經理	1	-	-	1		
Handbag Designer 手袋設計師	1	-	-	1		
Sub-total 小計	2	-	-	2		
TECHNICIAN LEVEL 技術員級						
Production Department Supervisor 生產部總管	4	-	-	4		
Merchandiser 營銷採購員	1	-	-	1		
Sub-total 小 計	5	-	-	5		
CRAFTSMAN LEVEL 技工				l		
Handbag Maker/ Make-Through Craftsman 手袋製造/製辦技工	10	-	-	10		
Sub-total 小 計	10	-	-	10		
OPERATIVE LEVEL 操作口	二級					
Cutter 鎅料工/裁斷工	1	-	-	1		
Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	18	-	-	18		
Sub-total 小計	19	-	-	19		

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
UNSKILLED LEVEL 非技術	5工人級			
General Worker 雜工	-	-	2	2
Sub-total 小計	-	-	2	2
GRAND TOTAL 總計	36	-	2	38

TABLE 40 : <u>MANPOWER STATISTICS</u> 表四十:人力統計數字

IMPORT/EXPORT OF FOOTWEAR

鞋類進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長/生產經理	56	-	-	56
Product Development Manager 產品發展經理	16	-	-	16
Merchandising Manager 營銷採購經理	186	-	-	186
Quality Manager/Technical Manager 品質/技術經理	11	-	-	11
Marketing/Sales Manager 市場/營業經理	68	-	1	70
Fashion Designer 時裝設計師	-	-	5	5
Shoe Designer 鞋款設計師	21	-	-	21
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小計	361	-	6	368
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	1 571	-	20	1 591
Quality Technician/Technical Technician 品質技術員	63	-	-	63
Quality Inspector 品質檢查員	41	-	-	41
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	34	-	-	34
Production Supervisor 生產管理員	53	-	-	53
CAD Technician 電腦輔助設計技術員	3	-	-	3
Compliance Supervisor 準則審核技術員	1	-	-	1
Marketing/Sales Officer 市場/營業主任	273	-	1	274
Sub-total 小計	2 039	-	21	2 060

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
CRAFTSMAN LEVEL 技工級				
Sample Maker 樣辦製造技工	4	-	-	4
Sub-total 小計	4	-	-	4
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	19	-	-	19
Sub-total 小計	19	-	-	19
GRAND TOTAL 總計	2 423	-	27	2 451

TABLE 41 : <u>MANPOWER STATISTICS</u> 表四十一:人力統計數字

IMPORT/EXPORT OF FABRICS

布料進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長/生產經理	123	-	1	123
Production Engineer 生產工程師	8	1	ı	8
Product Development Manager 產品發展經理	4	1	ı	4
Merchandising Manager 營銷採購經理	563	-	-	563
Quality Manager/Technical Manager 品質/技術經理	44	-	1	44
Marketing/Sales Manager 市場/營業經理	253	-	-	253
Fashion Designer 時裝設計師	5	-	-	5
Compliance Manager 準則審核經理	6	-	-	6
Sub-total 小 計	1 006	-	-	1 006
TECHNICIAN LEVEL 技術員級	•			
Maintenance Supervisor 維修管理員/保全領班	2	-	-	2
Merchandiser 營銷採購員	4 939	6	18	4 957
Quality Technician/Technical Technician 品質技術員	65	-	1	65
Quality Inspector 品質檢查員	83	-	-	83
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	13	-	-	13
Production Supervisor 生產管理員	123	4	-	127
Marketing/Sales Officer 市場/營業主任	1 116	-	2	1 118
Sub-total 小 計	6 341	10	20	6 365
CRAFTSMAN LEVEL 技工級				
Sample Maker 樣辦製造技工	16	-	-	16
Sub-total 小 計	16	-	-	16

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	202	-	-	202
Sub-total 小計	202	-	-	202
GRAND TOTAL 總 計	7 565	10	20	7 589

TABLE 42: <u>MANPOWER STATISTICS</u> 表四十二:人力統計數字

IMPORT/EXPORT OF WEARING APPAREL

服裝進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級	_			
Textile Manager/Laboratory Manager 紡織主任/試驗間主任	1	-	-	1
Mill Manager/Production Manager 廠長/生產經理	818	-	5	823
Production Engineer 生產工程師/運轉主任	17	-	-	17
Product Development Manager 產品發展經理	132	-	1	133
Merchandising Manager 營銷採購經理	5 452	-	17	5 466
Quality Manager/Technical Manager 品質/技術經理	395	-	3	398
Marketing/Sales Manager 市場/營業經理	761	-	2	763
Fashion Designer 時裝設計師	631	-	8	639
Handbag Designer 手袋設計師	1	-	-	1
Compliance Manager 準則審核經理	49	-	-	49
Sub-total 小計	8 257	-	36	8 290
TECHNICIAN LEVEL 技術員級				
Senior Technician/Laboratory Technician 高級技術員/試驗間技術員	12	-	-	12
Merchandiser 營銷採購員	31 018	13	94	31 156
Quality Technician/Technical Technician 品質技術員	889	-	11	900
Quality Inspector 品質檢查員	1 410	-	31	1 441
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	504	-	-	504
Production Supervisor 生產管理員	988	-	-	988
Pattern Maker 紙樣設計員	342	-	-	342
Pattern Grading/Marker Making Supervisor 放樣/ 嘜架組管理員	31	-	-	31

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術	員級 (續)			
Knitting Technician 針織技術員	34	-	-	34
CAD Technician 電腦輔助設計技術員	132	-	1	132
Master Furrier 皮草技術員	50	-	1	50
Compliance Supervisor 準則審核技術員	60	1	-	60
Marketing/Sales Officer 市場/營業主任	2 307	-	-	2 307
Sub-total 小 計	37 777	14	136	37 957
CRAFTSMAN LEVEL 技工級				
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	2	-	-	2
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	2	-	-	2
Garment Washing Leader 成衣洗水組長	2	-	-	2
Computer Pattern Grader/Marker Maker 電腦放樣/嘜架員	20	-	-	20
Sample Maker 樣辦製造技工	160	-	-	160
Sub-total 小計	186	-	-	186
OPERATIVE LEVEL 操作工級				
Cutter/Cutting Room Operative 裁剪工/裁床工	2	-	-	2
Presser 整熨工	1	-	-	1
Sales Assistant 營業助理	358	-	-	358
Sub-total 小 計	361	-		361
GRAND TOTAL 總計	46 581	14	172	46 794

TABLE 43 : <u>MANPOWER STATISTICS</u>

表四十三:人力統計數字

IMPORT/EXPORT OF COTTON, TEXTILE FIBRE AND YARN

棉花、紡織纖維及紗線進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	12	-	-	12
Product Development Manager 產品發展經理	2	-	-	2
Merchandising Manager 營銷採購經理	118	-	-	118
Quality Manager/Technical Manager 品質/技術經理	6	-	-	6
Marketing/Sales Manager 市場/營業經理	74	-	-	74
Sub-total 小計	212	-	-	212
TECHNICIAN LEVEL 技術員級				
Maintenance Supervisor 維修管理員/保全領班	1	-	-	1
Merchandiser 營銷採購員	1 179	-	4	1 182
Quality Technician/Technical Technician 品質技術員	12	-	-	12
Quality Inspector 品質檢查員	24	-	-	24
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	6	-	-	6
Production Supervisor 生產管理員	24	-	-	24
Marketing/Sales Officer 市場/營業主任	341	-	4	345
Sub-total 小計	1 587	-	8	1 594
GRAND TOTAL 總計	1 799	-	8	1 806

TABLE 44 : <u>MANPOWER STATISTICS</u> 表四十四:人力統計數字

TESTING SERVICES AND LABORATORIES

公證行及檢定中心

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2010 估計在 2010年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Laboratory Director/ Assistant General Manager 試驗間總監/助理總經理	13	ı	-	13
Textile Manager/Laboratory Manager 紡織主任/試驗間主任	27	-	1	28
Compliance Manager 準則審核經理	4	-	-	4
Sub-total 小計	44	-	1	45
TECHNICIAN LEVEL 技術員級				
Supervisor/Assistant Supervisor 主管/助理主管	48	-	1	49
Senior Engineer/Senior Textile Engineer 高級工程師/高級紡織工程師	36	-	-	36
Engineer/Assistant Engineer/ Textile Engineer/Assistant Textile Engineer 工程師/助理工程師/ 紡織工程師/助理紡織工程師	146	-	-	148
Senior Technician/Laboratory Technician 高級技術員/試驗間技術員	72	-	1	73
Technician/Junior Laboratory Technician 技術員/初級試驗間技術員	245	-	12	266
Service Maintenance Technician 維修技術員	6	-	-	6
Compliance Supervisor 準則審核技術員	4	-	-	4
Sub-total 小計	557	-	14	582
CRAFTSMAN LEVEL 技工級				
Laboratory Assistant 試驗間助理	158	-	-	158
Sub-total 小 計	158	-	-	158
GRAND TOTAL 總 計	759	-	15	785

Membership of the <u>Textile and Clothing Training Board</u> 紡織及製衣業訓練委員會委員名單

(As at 1 April 2010) (二〇一〇年四月一日)

Chairman

主席

Mr. Lo Lok-fung 羅樂風先生 (nominated by the Textile Council of Hong Kong Limited)

(香港紡織業聯會有限公司提名)

<u>Vice-Chairman</u>

副主席

Mr. Woo Pat-nie 吳柏年先生 (nominated by the Hong Kong Cotton Spinners

Association)

(香港棉紡業同業公會提名)

<u>Members</u>

委員

Mr. Chan Kin-keung (nominated by the Hong Kong Association of Textile

陳健強先生 Bleachers, Dyers, Printers and Finishers Limited)

(香港漂染印整理業總會有限公司提名)

Mr. Chan Wing-lok

陳永樂先生

(nominated by the Hong Kong and Kowloon Spinning, Weaving and Dyeing Trade Workers General Union)

(港九紡織染業職工總會提名)

Mr. Chang Yan-yiu

張人堯先生

(nominated by the Hong Kong Wollen & Synthetic Knitting Manufacturers' Association Limited)

(香港羊毛化纖針織業廠商會有限公司提名)

Mr. Chen Tong-sang

陳通生先生

(nominated by the Federation of Hong Kong Cotton

Weavers)

(香港棉織業同業公會提名)

Mr. Chung Kwok-pan

鍾國斌先生

(nominated by the Chinese Manufacturers' Association

of Hong Kong)

(香港中華廠商聯合會提名)

<u>Members</u>

委員

Mr. Hsu Wen-chuan

徐文川先生

(nominated by the Hong Kong Footwear Association)

(香港鞋業商會有限公司提名)

Mr. Kwan Yat-hong

關為康先生

(nominated by the Hong Kong Weaving Mills

Association)

(香港布廠商會提名)

Mr. David H Lee

李鴻桑先生

(nominated by the Hong Kong Knitwear Exporters &

Manufacturers Association Limited)

(香港毛織出口廠商會提名)

Prof. Lo Ming-tak

盧明德教授

(nominated by the Hong Kong Institution of Textile

and Apparel)

(香港紡織及服裝學會提名)

Mr. Lok Kee-loong

樂其龍先生

(nominated by the Federation of Hong Kong

Industries)

(香港工業總會提名)

Mr. Szeto Chi-yan

司徒志仁先生

(nominated by the Hong Kong Garment Manufacturers

Association Limited)

(香港製衣廠同業公會提名)

Mr. Tam Kui-lung

譚鉅龍先生

(nominated by the Federation of Hong Kong Garment

Manufacturers)

(香港製衣業總商會提名)

Mr. Wong Cheung-chi

王象志先生

(nominated by the Hong Kong Fur Federation)

(香港毛皮業協會提名)

Mr. Yang Tzu-jan

楊自然先生

(nominated by the Hong Kong General Chamber of

Commerce)

(香港總商會提名)

Mr. Young Sheung-ching

楊尙正先生

(nominated by the Hong Kong Chinese Textile Mills

Association)

(香港華商織浩總會提名)

Ms. Yu Sui-king

余瑞琼女士

(nominated by the Hong Kong Wearing Apparel

Industry Employees' General Union)

(香港服裝業總公會提名)

Prof. Yuen Chun-wah

袁進華教授

(nominated by the Hong Kong Polytechnic University)

(香港理公大學提名)

<u>Members</u>

委員

Ms. Chao Yan-shan

周恩珊女士

(representative of Director-General of Trade &

Industry)

(工業貿易署署長代表)

Mr. Lam Siu-fai

林少輝先生

(representative of Commissioner for Labour)

(勞工處處長代表)

Dr. Fung Kin-keung

馮建強博士

(representative of Executive Director of Vocational

Training Council)

(職業訓練局執行幹事代表)

Secretary

秘書

Mr. Hui Yin-ho

許賢浩先生

(Vocational Training Council)

(職業訓練局)

Terms of Reference of Textile and Clothing 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 elements.
- 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.

紡織及製衣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官提供意見。
- 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。

Headquarters Division 2 總辦事處二科 20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong 香港九龍九龍灣宏光道39號宏天廣場20樓 www.vtc.edu.hk

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13 July 2009

Dear Sir/Madam,

2009 Manpower Survey of the Textile, Clothing, Footwear and Handbag Industries

I am writing to solicit your support and co-operation in the 2009 manpower survey to be conducted by the Textile and Clothing Training Board of the Vocational Training Council.

The Textile and Clothing Training Board has been appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR) to be responsible for all matters pertaining to manpower planning and training in the textile, clothing, footwear and handbag industries. To enable it to formulate the necessary plans on manpower training, the Training Board will conduct a manpower survey from 20 July 2009 to 19 August 2009 to up-date the manpower data of the industries. The survey aims at obtaining the following information on each of the principal jobs in the industries:

- (i) the number of employees at present employed;
- (ii) a forecast of number of employees by August 2010;
- (iii) the number of existing vacancies; and
- (iv) the number of employees at present under training.

The information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to any individual employer.

- I enclose for your reference and completion, the following documents in both English and Chinese.
 - (a) one copy of the questionnaire (Appendix A),
 - (b) an explanatory note about the questionnaire (Appendix B), and

(c) a list of descriptions for the principal jobs (Appendix C).

During the survey period, an officer of the Census and Statistics Department will contact your office. The officer will answer any queries you may have, assist in the completion of the questionnaire if necessary.

The findings of the survey together with the training measures recommended by the Textile and Clothing Training Board will be presented in a report published by the Training Board.

For details of the past manpower survey reports of the industry, please visit our website: http://www.vtc.edu.hk/vtc/web/template/publication.jsp?fldr_id=289.

Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2116 8375.

Yours faithfully,

enneth L.F. I Chairman

Textile and Clothing Training Board

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科 20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong 香港九龍九龍灣宏光道39號宏天廣場20樓 www.vtc.edu.hk

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各位僱主:

紡織、製衣、製鞋及手袋業 2009 年人力調查

職業訓練局屬下紡織及製衣業訓練委員會即將進行業內人力調查,敬希鼎力支持,惠予合作。

本訓練委員會乃由香港特別行政區行政長官委任,負責一切有關紡織、製衣、製鞋及手袋業人力訓練事宜。爲收集紡織、製衣、製鞋及手袋業人力最近資料,以使擬訂人力訓練計劃,本訓練委員會定於2009年7月20日至8月19日進行人力調查,範圍包括業內各主要職務的下列資料:

- (一) 目前僱員人數;
- (二) 預計 2010 年 8 月時的僱員總數;
- (三) 現有空缺數目;
- (四) 目前受訓僱員人數。

<u>調查所得資料將絕對保密,只以摘要統計數字發表,並不會提及個別公司。</u>

現隨函附上中英對照文件以便參考填寫:

- (甲) 調查表〔附錄甲〕;
- (乙) 調查表附註〔附錄乙〕;
- (丙) 主要職務工作說明〔附錄丙〕。

調查期間,政府統計處職員會聯絡貴公司。如有需要,該處人員 亦會解答問題,協助填表。

是次調查結果及有關訓練計劃建議,將載於本訓練委員會日後出版的報告。

有關過去相關的業內人力調查報告書,可在我們的網站 http://www.vtc.edu.hk/vtc/web/template/publication.jsp?fldr_id=289細閱。

如對調查有疑問,請與政府統計處人力統計組聯絡(電話: 2116 8375)。

新織及製衣業訓練委員會主席

紡織及製衣業訓練委員會主席 羅樂風

2009年7月13日

填入數據後即成

Appendix A 附錄甲

VOCATIONAL TRAINING COUNCIL

職業訓練局

THE 2009 MANPOWER SURVEY OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES 紡織,製衣,製鞋及手袋業2009年人力調査

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:	Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
止欄母 須填窓	1	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 廠名/機	ESTABLISE 構名稱	HMENT:						
ADDRESS 地 址	·							
	PRODUCTS/ 則服務性質	WALLSON CARRESTON				TOTAL NO. (OF HK EMPLOYEES 製	
NAME OF 聯絡人	CONTACT 姓名	PERSON:	8	4		POSITION: 職 位		
TEL. NO. 電話	48	55 - 50	63			FAX NO.: 圖文傳真	(-	
E-MAIL: 電 郵	64	ШШШ			98			
VTC-TX-0	01							

PART I 第一部份

(A) Job 工作			(B) Average Monthly Income Code 每月平均 收入編號	at Da (excl 現在	(C) Employees te of Survey trainees") 「個員人數 川省"除外)	V a (exc	(D) No of acancies Date of Survey trainees") 育空缺額 問者"徐外)	Fore No. of E 12 M from (exclut 預計十:	E) cast of mployees fonths l Now amees*) 二個數	Tr at S 現名	(F) No. of rainees [#] Date of Survey 可受訓者 [#] 人數	average mo range accor following c 將傭員的包 接下列網號	odes: E月平均收入幅度 提模入 (B) 欄內: Average Monthly
Title 職稱 (See Appendix C) (參紹性錄例)	Rec.	Code 編號							百一条外)			Code 編號	Income Range 每月平均收入幅度 Under \$5,001 以下
(影開射聯內)	Type	8-10	11		12-15		16-18	10	1-22		23-25	2	\$5,001 - \$6,500
			-									3	\$6,501 - \$8,000
	2											5	\$8,001 - \$10,000 \$10,001 - \$15,000
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	2	-		1	1 1								
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Note 2: The term 'trainees' includes all trainees receiving any form of training and 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。

PART II 第二部份

1. <u>Internal Promotion</u> 內部晉升			2. <u>Number of Employees Aged</u> 年逾50歲的僱員人數	d Over 50		
Please fill in the number o 請填寫過去12個月內,向	f internal promotion in the 內部晉升的人數	past 12 months				
From Technician to Technologist 由技術員晉升 至技師	From Craftsman to Technician 由技工晉升至 技術員	From Others to Craftsman 由其他職位 晉升至技工	Technologist 技師	Technician 技術員	Craftsman 技工.	Operative 操作工
8	11	14	17	20	23	26
For Official Use Only 此行無須塡寫		29	30			

Education Mode Period planering Education Mode planering Straining period planering straining straining straining straining straining period planering straining strainining straining st	V在只.2.17 H) (教育程度及訓練 Technologist 技師			Technician 技術員			Craftsmar 技工	ı		Operative 操作工	
Bit	教育程度	Mode 訓練方式	Period 訓練時間	教育程度	Mode 訓練方式	Period 訓練時間	教育程度	Mode 訓練方式	Period 訓練時間	教育程度	Mode 訓練方式	Period 訓練時間
大學學位/理工院士 在職訓練 4年或以上 02 Higher Diploma 高級交優 2 Apprenticeship 多键制練 3年至4年以下 03 Diploma 方	請將僱員宜 <u>Code</u>	有的教育程度及訓練 Education		編號填入格內: Code	Training N	<u>Mode</u>	ng codes:					
T-以下	02 03 04 05 06 07	大學學位 / 理工院 Higher Diploma 高級文憑 Diploma 技術員文憑 Higher Certificate 高級證書 Certificate 證書 Secondary 5-7 中五至中七 Craft Certificate 技工證書 Secondary 3 中三		2	在職訓練 Apprentic 學徒訓練 Off-the-jo	eship b training		2 3 4 5	4年或以上 3 to less than 4 years 3年至4年以下 2 to less than 3 years 2年至3年以下 1 to less than 2 years 1年至2年以下 6-11 months 6至11個月 Below 6 months			

1	,	
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4. <u>Recruitn</u>		<u>Employees</u>				
		situation of your establishment in the past 12 months				
貴機構え	過去12€	圈月 的招聘情況	Technologist 技師	Technician 技術員	Craftsman 技工	Operative 操作工
(a)		ecruitment exercise conducted 有招聘活動進行	52	53	54	55
(b)	recrui	recruitment execrise conducted but no itment difficulty encountered 招聘活動進行,但沒有招聘困難	56	57	58	59
(c)	encou	recruitment execrise conducted and intered recruitment difficulty (may choose more than 1 box for each job level, by ticking th 招聘活動進行,及遇有招聘困難(每職級可選擇一項或以上。請在合適的方格加上				
	(i)	General labour shortage in Hong Kong 香港普遍勞工短缺	60	61	62	63
	(ii)	Insufficient graduates in relevant disciplines from institutions 院校有關學系畢業生數目不足	64	65	66	67
	(iii)	Applicants with lacked the relevant experience and training 求職者缺乏相關經驗及訓練	68	69	70	71
	(iv)	Working conditions/remuneration package could not meet applicants' expectations 服務條件/薪酬未能符合求職者要求	72	73	74	75
	(v)	Other reasons 其他原因	76	77	78	79
		Please specify 請註明				
(II) <u>Please f</u> 請塡寫:	ill in the 貴機構	e total number of Compliance Manager and/or Compliance Supervisor who will be employ 將於未來12個月內聘請的準則審核經理和/或準則審核技術員的人數	ed by your establishmen	t in the coming 12 montl	h <u>s</u>	-
		Compliance Manager Compliance Supervisor 準則審核經理 準則審核技術員				
		80				
For Official 此行無須塡		ly	Q4(I) 86	Q4(II) 90		

The 2009 Manpower Survey of the <u>Textile, Clothing, Footwear and Handbag Industries</u> 紡織、製衣、製鞋及手袋業**2009**年 人力調査

Questionnaire Explanatory Note 調査表附註

General

一般

1. Please ignore the numbers in the row immediately beneath the boxes. They are purely for data processing.

每個方格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 Appendices. For employers of the textile industry, please refer to Appendix C1; for employers of the clothing industry, please refer to Appendix C2; for employers of the footwear and handbag industries, please refer to Appendix C3; while for employers of trading of textile or clothing products, please refer to Appendix C4. 填寫調查表前,請參閱附錄所列的職稱與工作說明。紡織業的僱主請參照附錄丙一;製衣業的僱主請參照附錄丙二;製鞋和手袋業的僱主請參照附錄丙三;進出口紡織或製衣品的僱主請參照附錄丙四。
- 3. Please insert a zero (0) for any column not applicable to your establishment. 請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 Textile and Clothing Training Board can make meaningful recommendations to the SAR 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爲重要,而紡織及製衣業訓練委員會亦將以此爲根據,向特區政府建議如何應付業內的訓練需求。

PART I 第一部份

5. <u>Job Titles - Column (A)</u> 職稱 — (A)欄

- (a) Please fill in column (A) those job titles together with their appropriate code numbers specified in Appendices C1, C2, C3 or C4*1, applicable to your establishment in order of their skill levels (i.e. technologist level jobs first followed by technician, craftsman, operative and unskilled level jobs). 請將附錄丙一、丙二、丙三或丙四*1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,其後填寫技術員、技工、操作工及非技工)。
- (b) Please add in column (A) titles of any technical jobs not mentioned in Appendices C 1, 2, 3, or 4*1, 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丙一、丙二、丙三 或 丙四*1, 請一併填入(A)欄內, 並扼要說明其工作性質及技能等級。
- * Note 1: For employers of the textile industry, please refer to Appendix C1; for employers of the clothing industry, please refer to Appendix C2; for employers of the footwear and handbag industries, please refer to Appendix C3; while for employers of trading of textile or clothing products, please refer to Appendix C4.
- * 附註1: 紡織業的僱主請參照附錄丙一;製衣業的僱主請參照附錄丙二; 製鞋 和手袋業的僱主請參照附錄丙三;進出口紡織或製衣品的僱主請參照附 錄丙四。
- (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. an operative who works mainly as a dyeing machine tender but is also required to perform the work of a preparatory machine tender occasionally should be classified as a dyeing machine tender and not as a preparatory machine tender; a technician who works mainly as a merchandiser but is also required to perform the work of a quality controller occasionally, should be classified as a merchandiser and not as a quality controller. 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,一名操作工的主要職務爲染色工作,但有時須擔任前處理工作,則此操作工應屬染色機值車工而非前處理機值車工;或某技術員的主要職務爲營銷採購,但間中亦須擔任品質檢查,則應被歸類爲營銷採購員而非品質控制員。

6. <u>Average Monthly Income - Column (B)</u> 每月平均收入 — (B)欄

Please fill in column (B) the code for average monthly income for each type of employees. The income should include basic wages, regular overtime pay, cost of living allowance, meal allowance 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 questionnaire)

請在 (B) 欄塡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、生活津貼、膳食津貼等。若從事同類工作的僱員多於一名,則請取其平均收入。(請參閱調查表最後一欄的編號)

7. Number of Employees at Date of Survey (Excluding Trainees*2) - Column (C) 現有僱員人數(受訓者*2除外)— (C)欄

Please fill in the total number of employees (excluding trainees^{*2}) for any one job in your establishment. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week. The number should include local staff being posted outside Hong Kong.

請將各職務現有僱員總數(受訓者*2除外)填入此欄。「僱員」是指在貴機構全職工作達4星期或以上,同時每星期工作不少於18小時的員工。此數目應包括派駐香港以外地方的香港僱員。

8. <u>Number of Vacancies at Date of Survey (Excluding Trainees*2) - Column (D)</u> 現有空缺額(受訓者*2除外)— (**D)**欄

Please fill in the number of existing vacancies (excluding those for trainees*2). 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.

請塡入貴機構現有的空缺數目(受訓者*2空缺數目除外)。

「現有空缺額」是指該職位仍懸空,須立刻塡補而現正積極招聘人員塡補。

9. Forecast of Number of Employees 12 Months from Now (Excluding Trainees*2) - Column (E)

預計12個月後僱員人數(受訓者*2除外)—(E)欄

Please fill in the number of employees (excluding trainees*2) against each principal job you will be employing 12 months from now, i.e. August 2010. 請填寫預計12個月後,即2010年8月的僱員人數(受訓者*2除外)。

10. <u>Number of Trainees^{*2} at Date of Survey - Column (F)</u> 現有受訓者^{*2}人數 — (F)欄

Please fill in the total number of employees undergoing training, including all trainees receiving any form of training and apprentice under a contract of apprenticeship. 請填寫正在接受訓練的僱員總數,包括所有正在接受各種形式訓練者及合約學徒的人數,填入此欄。

^{*} Note 2: The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

^{*} 附註 2:「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。

PART II

第二部份

11. Internal Promotion

內部晉升

An internal promotion is the promotion of an employee to a higher level job by virtue of his performance or abilities. Please fill in the number of internal promotion from "Technician to Technologist", from "Craftsman to Technician" 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12個月貴機構內部由技術員晉升至技師,由技工晉升至技術員,以 及由其他職級晉升至技工的人數。

12. Number of Employees Aged Over 50

年逾50歲的僱員人數

Please fill in the number of employees aged over 50 at technologist, technician, craftsman and operative levels.

請在此欄內填入技師級、技術員級、技工級及操作工級年逾50歲的僱員人數。

13. Education and Training an Employee Should Have

僱員宜有的教育程度及訓練

Please fill in the boxes your view on the education and training which an employee in each job level (i.e. technologist, technician, craftsman and operative) should have if he/she has to carry out his/her work competently according to the codes specified in the questionnaire.

請在格內填寫貴機構的意見:在技師、技術員、技工及操作工級的僱員宜具備何種教育程度及訓練,才能勝任其工作。請參閱調查表內所列的編號。

14. Recruitment of Employees

僱員招聘

- (I) Please tick the box(es) or fill in your views on the reason(s) for recruitment difficulties that your establishment has experienced in the past 12 months. 請在格內加上 '✓' 號或填寫貴機構過去12個月內在招聘僱員方面遇到困難的原因。
- (II) Please fill in the total number of Compliance Manager and/or Compliance Supervisor who will be employed by your establishment in the coming 12 months. 請填寫貴機構將於未來12個月內聘請的準則審核經理和/或準則審核技術員的人數。

15. Example

例子

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

Example - Clothing Industry 例子—製衣業

	(A) Job 工作				(B) Average Monthly Income Code 每月平均 收入編號	at I (e: 現	Date o xcl. tr 有僱	C) mploy of Surv rainces 員人事	rey [#]) 数	Va at (excl	(D) No. of cancies Date of survey trainees*] 字空缺額		Fore Io. of I 12 M fron (excl.t 預計1	E) cast of Employed fonths 1 Now rainees 2個月後	ees *)	(F No. Train at Dai Surv 現有受	of ees [#] te of vey 訓者 [#]	C.	average m according 將僱員的 按下列編	olumn (B) employee's conthly income range to the following codes 每月平均收入幅度 號填入 (B) 欄內: Average Monthly Income Range
Title 職稱 (See Appendix C) (參閱附錄丙)	Rec. Type		Code 編號		-					(文献	省 床外	((受訓:	量人數 者 [#] 除外	.)				Code 編號 1 2	每月平均收入幅度 Under \$5,001 以下 \$5,001 - \$6,500
and and the second seco			8-10		11		12	-15		3	16-18		19	9-22		23-	25		3	\$6,501 - \$8,000 \$8,001 - \$10,000
1 Merchandiser 營銷採購員	2	2	4	7	5		8		3		1				4		0)	5	\$10,001 - \$15,000
2 Sample Maker 樣辦製造技工	2	3	4	6	3			1	0		3	1.55		1	5		1	L	6 7	\$15,001 - \$20,000 \$20,001 - \$30,000
3	2			AU		123			Î	Î						Ī			8	Over \$30,000 以上
4	2						- 65					15								
5	2											18			Ì	200	Î			
6	2										i i	15			1					
7	2					123	0		Î		İ				Ĭ	NT.				
8	2						i di		ľ	ĺ	b	1.65			Î		ĺ			
9	2															200				
0	2			19		Ī	- 1				b ()	1.5			1		ĺ			
1	2			Ì		123					İ		ĺ		Ì	AT .	12			
2	2			Î			i i		Ī			15			1					

Example - Textile Industry 例子—紡織業

		(A) Job C作				(B) Average Monthly Income Code 每月平均 收入編號	at I (ex 現	(C) of Empl Date of St cel. traine 有僱員。	urvey ees [#]) 人數		(D) No. c Vacand at Date Surve (excl. train 現有空 (受訓者*	f ies of y nees [#]) 決額	No. c 1 fi (exc 預言	2 Mon rom N cl.train 计12個 雇員人	t of bloyees ths ow nees [#]) [月後 數		(F) No. o Trained at Date Surve 現有受認 人數	es [#] of y 川者 [#]	average m according 將僱員的 按下列編 <u>Code</u>	olumn (B) employee's conthly income range to the following codes 每月平均收入幅度 號填入 (B) 欄內: Average Monthly Income Range
	Title 職稱 (See Appendix C) (參閱附錄丙)	Rec. Type		Code 編號									(受	訓者物	徐外)				編號 1 2 3	每月平均收入幅度 Under \$5,001 以下 \$5,001 - \$6,500
				8-10		11		12-15			16-1	3		19-22	2		23-2	5	4	\$6,501 - \$8,000 \$8,001 - \$10,000
1	Maintenance Supervisor 維修管理員	2	2	0	8	6	Î		1 6			2	12	ğ	1	8	Ĭ	1	5	\$10,001 - \$15,000
2	Textile Mechanic 紡織機械技工	2	3	0	2	5		1	4 0	X.	i i	2	ĺ	Ī	4	5		0	6 7	\$15,001 - \$20,000 \$20,001 - \$30,000
3		2		5 12	29			123			55			Î	Ĭ	>	Ĭ		8	Over \$30,000 以上
4		2						Ī						Ī	Ī		Ì	1		
5		2		1	2							Ī			Ī		Ī	Ì		
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12		2	2		î			Y			a a				1		1	1		

Example - Footwear and Handbag Industries 例子—製鞋及手袋業

	(A) Job 工作			(B) Average Monthly Income Code 每月平均 收入編號	at Da (exc 現有	(C) of Employe ate of Surv el. trainees 有僱員人妻 則者 [#] 除外	ey †) t	No Vace at D Su (excl. t 現有:	D) of of of oncies ate of rvey rainees* 2 空缺額 5 *** ** ** ** ** ** ** ** **	No. of 12 fm (exc 預計 僱	(E) recast of Employe Months om Now I.trainees 12個月後	ees [‡]) ∉	(F) No. of Trainee at Date Survey 現有受訓 人數	s [#] of , 者 [#]	average m according 將僱員的 按下列編 <u>Code</u>	olumn (B) employee's onthly income range to the following codes 每月平均收入幅度 號填入 (B) 欄內: Average Monthly Income Range
Title 職種 (See Appendix C) (參閱附錄丙)	Rec. Type	Cod 編號	e							(受調	者*除外	-)			編號 1 2	每月平均收入幅度 Under \$5,001 以下 \$5,001 - \$6,500
		8-10)	11		12-15		16	-18		19-22		23-25		3 4	\$6,501 - \$8,000 \$8,001 - \$10,000
1 Pattern Maker 格樣設計員	2	2 6	2	5	İ		1		1			2		0	5	\$10,001 - \$15,000
2 Finishing/Polishing Worker 修飾打磨工	2	4 6	6	2	1		6		1		1	0		2	6 7	\$15,001 - \$20,000 \$20,001 - \$30,000
3	2									Î	AW.		Î		8	Over \$30,000 以上
4	2				1.60		T.					1				
5	2		Î													
6	2		1													
37	2				Ĭ	Ī	ĺ	Ì	Î	133.	ja ja	Î				
8	2					ĺ										
9	2				İ				23		AT .					
10	2					Ī						ľ				
11	2	i			AU.	23.		Ì	23.	193	, and		Ì			
12	2					Î		İ					Ì			

Questionnaire Explanatory Note (Appendix C1)

調查表附註(附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS IN THE TEXTILE INDUSTRY

紡織業主要職務工作說明

SPINNING BRANCH

紡紗門類

Code	Iah Tida	Lab Description
No.	Job Title 職 稱	Job Description 工作說明
編號	400 1円	
TEC	CHNOLOGIST LEVEL 技師級	ţ
101	Mill Manager 廠長	Responsible to the general manager or equivalent, plans, organises, directs and co-ordinates, together with engineers and executives, all activities including research and development, and all resources related to production in a spinning mill. 向總經理或上級人員負責;與其他行政人員共同策劃、組織及指導所有與紡紗有關的工作,
102		包括研究及發展。
102	Department Engineer 工程師/工務長	Responsible to the mill manager or equivalent, plans, organizes, directs and co-ordinates, in liaison with other sections/departments, all activities related to the efficient and economic use of resources for production in a spinning mill. 向廠長或上級人員負責;與其他部門合作,策劃、組織、指導、統籌及聯繫各項工作,使紡紗廠內生產設備的應用能符合經濟效益。
103	Production Engineer 運轉(生產)主任	Responsible to the department engineer or equivalent, plans and executes production systems for spinning plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimize manpower and raw material wastage in all production processes in a spinning mill. 向工程師或上級人員負責;策劃與執行紡紗部門的生產方針;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。

Code		
No.	Job Title	Job Description
編號	職の稱	工作說明
TEC	CHNOLOGIST LEVEL (Continued) 技師級(續)
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent, plans and executes maintenance systems for spinning plant. Installs new machinery, carries out plan modification and maintenance to meet production requirements so as to minimize down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師或上級人員負責;策劃及執行紡紗機械保養方針;裝置新機,改良及保養現有機械以配合生產需要,以求減少停工時間,提高生產效率;必要時策劃及維修廠內各項設備,如空氣調節、鍋爐、水、電、廠房等,並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer	等且與供應間体行聯案。 Responsible to the mill manager or equivalent,
103	品質主任	plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責;遵照規定標準,策劃及指導各項品質管理程序;負責試驗、改良、研究及發展工作,並對原料與製成品的品質提供意見。
106	Shift Engineer 運轉(生產)科長	Responsible to the production engineer or equivalent, manages and supervises the production and personnel of the spinning department in one shift in accordance with production plan. 向運轉(生產)主任或上級人員負責;遵照生產程序,管理及督導輪值時間內紡紗部的生產及人事工作。

Code		
No.	Job Title	Job Description
編號	職種	工作說明
	CHNOLOGIST LEVEL (Continued) 技師級 (續)
107	Section Maintenance Engineer	Responsible to the maintenance engineer or
	保全科長/考工	equivalent, manages and supervises the maintenance work and personnel in spinning sections in accordance with maintenance schedule. 向保全主任或上級人員負責;遵照保養程序,管理及督導紡紗部的保養及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
109	Marketing/Sales Manager 市場/營業經理	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。
110	Product Development Manager	Plans, organises and controls research and development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product
	產品發展經理	development policies. 策劃、編排及管制關於新工序、新產品與運用 各類物料以適應市場需求。參予釐訂研究及產 品發展的策略。

Code		
No.	Job Title	Job Description
編號	職の稱	工作說明
	HNOLOGIST LEVEL (Continued) 技師級(續)
111	作則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
TEC	 THNICIAN LEVEL 技術員級	
201	Production Supervisor 生產管理員/運轉領班	Responsible to the shift engineer or equivalent, takes charge of the spinning department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉(生產)科長或上級人員負責;依照生產程序,負責紡紗部的生產工作;管理部門的員工,以保持產品質素及生產效率。
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	Responsible to the quality control engineer or equivalent, controls the product quality in all stages of spinning processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of the laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責;根據試驗結果,控制與保持各生產過程的產品質素,並管理及領導下屬的工作;必要時負責試驗與研究改良工作,包括對紡織物料進行檢定。

Code	7. J. (70). J	115
No.	Job Title	Job Description
編號	職種	工作說明
TEC	CHNICIAN LEVEL (Continued)	技術員級(續)
208	Maintenance Supervisor 維修管理員/保全領班	Responsible to the section maintenance engineer or equivalent, takes charge of all maintenance, machine erection and conversion work, in one or more sections. Manages and directs the work of the subordinates. 向保全科長/考工或上級人員負責;監管部門內所有機械的保養工作,機器安裝與改裝,並管理及領導下屬的工作。
209	Electrical and Mechanical Technician (Electrical/Electronics/ Mechanical/Air-conditioning) 電機技術員 (電氣/電子/機械/空調)	Responsible to the maintenance engineer or equivalent, performs technical tasks contributory to installation, operation, maintenance and repair of electrical systems and equipment, electronic devices and equipment as well as air conditioning plant in the spinning factory. Manages and directs the work of the subordinates. 向保全主任或上級人員負責;擔任紡紗廠內技術性工作,負責安裝、操作、保養及修理電器系統與設備、電子裝置及設備和空調系統;並管理及領導下屬的工作。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。

Code	Ich Tido	Joh Description
No.	Job Title 職 稱	Job Description 工作說明
編號	***	
	CHNICIAN LEVEL (Continued)	技術員級(續)
212	準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治及商界領袖建立並維持良好關係。就本地政
		治、文化、經濟情況進行評估、分析和預測。
213	Marketing/Sales Officer 市場/營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,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。

Code		
No.	Job Title 啦 秋	Job Description → //r: ==================================
編號	職稱	工作說明
CRA	AFTSMAN LEVEL 技工級	
301	Section Leader 組長/指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a spinning mill. 在生產管理員/運轉領班指導下,監督紡紗廠部門內的生產工作;指導有關的標準工作法,檢查並改正有瑕疵的產品,督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairs of machinery and bench fitting work under the direction of the maintenance supervisor in one or more sections. 在維修管理員/保全領班指導下,擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/Electronics Craftsman 電氣技工/電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員/電氣領班或負責電氣工作的主管指導下,擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。
305	Air-conditioning Mechanic 空調技工	Undertakes installation, maintenance, cleaning and repair of air-conditioning equipment under the direction of the air-conditioning technician or the person in charge of air-conditioning work. 在空調技術員/空調領班或負責空調工作的主管指導下,安裝、保養、清潔及修理空調設備。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of the electrical technician or maintenance supervisor or the person in charge of boiler maintenance work. 在電氣技術員/電氣領班、維修管理員/保全領班或負責保養鍋爐的主管指導下,操作、管理、清潔及保養鍋爐及油箱。

Code	T 1 m'd	LLD
No.	Job Title 職 稱	Job Description 工作説明
編號		
	AFTSMAN LEVEL (Continued)	技工級 (續)
321	Winding Machine Leader 絡紗/筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作,指導有關的標準工作方法,檢查並修正有疵點的產品,督導保持工場整潔。
OPER	RATIVE LEVEL 操作工級	
401	Blowing Room Machine Tender	Operates and cleans all the machinery and equipment in the blowing room. Removes all the droppings from under beaters and scutcher.
	清花間値車工	操作及清潔清花間部門內的機器及設備。清潔及出清各打手塵格及清棉機的破籽。
402	Carding Machine Tender	Operates and cleans carding machines. Pieces slivers, doffs full cans and delivers to drawing section, brings back empty cans. Sweeps floor and sorts different types of waste.
	梳棉機値車工	操作及清潔梳棉機;接頭、落棉條桶,並送往 併條部,然後取回空桶;清潔地面,將回卷及 回條分別置於規定地點。
403	Drawing/Sliver Lap/Ribbon Lap/Combing Machine Tender	Operates and cleans drawing/sliver lap/ribbon lap/combing machines according to schedule. Delivers full cans/laps to next process and sweeps the surrounding places.
	併條/條卷/倂卷/ 精梳機值車工	按照工作程序操作及清潔併條/條卷/倂卷/精梳機,運送滿桶/條卷/倂卷至下一工序;清潔機台及附近地面。
404	Roving Frame Tender	Operates and cleans roving frames. Piece ends, keeps roving frame supplied with sliver and replaces with empty bobbins. Doffs with full bobbins and starts ends with empty bobbins. Sweeps floor under and adjacent to roving frame.
	粗紗機値車工	操作及清潔粗紗機,連接斷紗上條,換桶,擺管,落紗及生頭,清潔機台及附近地面。

Code	I I Tivi	115
No.	Job Title 職 稱	Job Description 工作說明
編號		
	ERATIVE LEVEL (Continued)	操作工級(續)
405	Spinning Frame Tender (ring/open-end) 紡紗機値車工 (環錠/空紡)	Operates and cleans spinning frames (ring/open-end), pieces of broken ends, doffs full bobbins and replaces with empty bobbins. Starts ends and creels roving bobbins. Separates wastes. Sweeps floor under and adjacent to spinning frame. 操作紡紗機(環錠/空紡),接頭,落紗及裝換空筒,生頭,換粗紗,分清回花,清潔機台
406	Winding Machine Tender 絡紗/筒子機値車工	及附近地面。 Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機,生頭,落筒,接頭,清潔絡筒機及附近地面。
407	Twisting Frame Tender/ Doubling Machine Tender	Tends and cleans doubling/twisting frames, places packages of yarn on creels, knots broken ends and
	併線/撚線機値車工	doffs twisted yarn bobbins. 操作及清潔併線/撚線機,接頭,生頭,落紗, 擺放及調換倂筒。
408	Reeling Machine Tender 搖紗機值車工	Operates and cleans reeling machines including arranging cones and cheeses in position, knotting broken ends, typing tie bands and doffing full hanks. Sweeps floor under and adjacent to reeling machines. 操作及清潔搖紗機,包括將筒子或管紗繞搖成紮,負責生頭、接頭、紮絞及落絞,清潔車台及附近地面。
409	Warping Machine Tender整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines and cone creels. 操作整經機以生產良好經軸,包括將筒子裝在紗架上,落經軸及接駁經紗斷頭,清潔整經機及紗架。

Code	I-L Tid.	Lib Description
No.	Job Title 職稱	Job Description 工作說明
編號		工 15 成 勿
OPE	ERATIVE LEVEL (Continued)	操作工級(續)
410	Textured Yarn Operative	Operative who tends false twisting machines for production, or carry any other operative work as assigned by the supervisor, e.g. yarn inspection.
	鬈曲紗操作工 	操作假撚機,從事生產工作或由管理人員指派 半技術性工作,如成品檢查。
411	Baling/Bundling Machine Tender	Operates and cleans the baling/bundling press.
	打大/小包機値車工	操作及清潔打大/小包機。
412	Tester/Investigator/Statistical Assistant	Carries out daily spot checks, tests, records and investigates fibre lap, sliver, roving and yarn quality. Carries out processing checks and statistical calculations from investigation records. Prepares control charts.
	試驗工/調査工/統計助理	每日抽查、試驗及記錄纖維原料、花卷、棉條、粗紗及細紗的品質。進行各種檢驗調查,並根據調查記錄作統計分析計算;編製管制圖表。
429	Other Operative	Operative who may undertake semi-skilled work or operate machines for production, or carry other
	其他操作工	operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作,或 由管理人員指派半技術性工作。
430	Recorder	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt
	書記員/收發員	daily reports to the supervisor. 保存生產及原料消耗的一切記錄,並記錄工人 流動情形,每日向上級報告。
UNS	SKILLED LEVEL 非技術人員	
501	General Worker	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and
	雜工	sweeping; lubricates and assists to operate machines. 擔任一般雜務工作,包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃;爲機器加油,並協助操作。

Questionnaire Explanatory Note (Appendix C1)

調查表附註(附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS $\underline{\text{IN THE TEXTILE INDUSTRY}}$

紡織業主要職務工作說明

WEAVING BRANCH

織造門類

G 1		
Code	Job Title	Job Description
No.	職稱	工作說明
編號		
TEC	HNOLOGIST LEVEL 技師級	
101	Mill Manager	Responsible to the general manager or
		equivalent, plans, organizes, directs and
		co-ordinates, together with managers and
		executives, all activities including research and
		development, and all resources related to
		production in a weaving mill.
	廠長	向總經理或上級人員負責;與其他行政人員共
		同策劃、組織及指導所有與梭織有關的工作,
		包括研究及發展。
		C161117 67 C3272
102	Department Engineer	Responsible to mill manager or equivalent, plans,
102	Department Engineer	organizes, directs and co-ordinates, in liaison
		with other sections/departments, all activities
		related to the efficient and economic use of
		resources for production in a weaving mill.
	工程師/工務長	向廠長或上級人員負責;與其他部門合作,策
		劃、組織、指導、統籌及聯繫各項工作,使織
		造廠內生產設備的應用能符合經濟效益。
		但敝的土库政师的恶力配付日桂伊从血。
103	Production Engineer	Responsible to the department engineering or
103	1 roduction Engineer	equivalent, plans and executes production
		systems for weaving plant. Takes charge of
		production, manages and directs the production
		department personnel to maintain quality and
		productivity and to minimize manpower and raw
		material wastage in all production processes in a
		weaving mill.
	運轉(生產)主任	weaving inin. 向工程師或上級人員負責;策劃與執行織造部
		門的生產方針;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。

Code		
No.	Job Title	Job Description
編號	職の稱	工作說明
-	HNOLOGIST LEVEL (Continued)	
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent, plans and executes maintenance systems for weaving plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimize down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師或上級人員負責;策劃及執行梭織機械保養方針;裝置新機,改良及保養現有機械以配合生產需要,以求減少停工時間,提高生產效率;必要時策劃及維修廠內各項設備,如空氣調節、鍋爐、水、電、廠房等,並就保養
105		事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent, plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責;遵照規定標準,策劃及指導各項品質管理程序;負責試驗、改良、研究及發展工作,並對原料與製成品的品質提供意見。
106	Shift Engineer 運轉(生產)科長	Responsible to the production engineer or equivalent, manages and supervises the production and personnel in the weaving mill in one shift in accordance with production plan. 向運轉(生產)主任或上級人員負責;遵照生產程序,管理及督導輪值時間內織造廠的生產及人事工作。

C 1		
Code	Job Title	Job Description
No.	職稱	工作說明
編號		11 1/2 //
TEC	HNOLOGIST LEVEL (Continued)	技師級(續)
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
109	Marketing/Sales Manager 市場/營業經理	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Cada		
Code No.	Job Title	Job Description
編號	職稱	工作說明
	HNOLOGIST LEVEL (Continued)	技師級(續)
111	Compliance Manager	Takes charge of the full compliance function of
	準則審核經理	the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
TEC	L CHNICIAN LEVEL 技術員級	
201	Production Supervisor	Responsible to the shift engineer or equivalent,
	生產管理員/運轉領班	takes charge of the department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 「向運轉(生產)科長或上級人員負責;依照生產程序,負責生產的工作;管理部門的員工,以保持產品質素及生產效率。
202	Production Supervisor (Warp/Rope Dyeing) 生產管理員/運轉領班 (平染/繩狀染紗)	Responsible to the shift engineer or equivalent, takes charge of the warp/rope dyeing department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 「直轉(生產)科長或上級人員負責;依照生產程序,負責平染/繩狀染紗間的生產工作;管理部門的員工,以保持產品質素及生產效率。

Code			
No.	Job Title	Job Description	
編號	職稱	工作說明	
-	TECHNICIAN LEVEL (Continued) 技術員級(續)		
203	Production Supervisor (Cloth Room) 生產管理員/運轉領班 (成品)	Responsible to the production engineer or equivalent, takes charge of the department/section for inspection and grading of finished products to a form presentable to the buyer in accordance with the management's pre-determined specifications. Manages the personnel of the department/section to maintain quality and productivity. 「回運轉(生產)主任或上級人員負責;依照廠方預先訂下的規格,將製成品檢驗,分級及包裝,交付買主。管理部門的員工,以保持產品質素及生產效率。	
205	Quality Control Supervisor/ Laboratory Supervisor	Responsible to the quality control engineer or equivalent, controls the product quality in all stages of weaving processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責;根據試驗結果,控制與保持各生產過程的產品質素,並管理及領導下屬的工作;必要時負責試驗與研究改良工作,包括對紡織物料進行檢定。	
208	Maintenance Supervisor 維修管理員/保全領班	Responsible to the maintenance engineer or equivalent, takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全科長/考工或上級人員負責;監管部門內所有機械的保養工作,機器安裝與改裝,並管理及領導下屬的工作。	
210	Pattern Design Supervisor 織物設計管理員	Responsible to the department engineer or equivalent, creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向工程師/工務長或上級人員負責;設計及分析圖案,包括使用電腦繪圖;管理及領導花樣設計部門工作人員。	

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
-	HNICIAN LEVEL (Continued)	技術員級(續)
211	Merchandiser	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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.
	營銷採購員	協助與客戶商談及報價的工作。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。
212	準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
TEC	HNICIAN LEVEL (Continued)	技術員級(續)
213	Marketing/Sales Officer 市場/營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,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。
	AFTSMAN LEVEL 技工級	
301	Section Leader 組長/指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of production supervisor in one or more sections of a weaving mill. 在生產管理員/運轉領班指導下,監督織造廠部門內的生產工作;指導有關的標準工作法,檢查並改正有瑕疵的產品,督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairs of machinery, bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員/保全領班指導下,擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/Electronics Craftsman 電氣技工/電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員/電氣領班或負責電氣工作的主管指導下,擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。

Code		
No.	Job Title	Job Description
編號	職種	工作說明
-	AFTSMAN LEVEL (Continued)	技工級(續)
306	Boiler Mechanic	Operates, cleans and maintains steam boiler(s)
	鍋爐技工	and fuel tank(s) under the direction of the maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員/保全領班或負責保養鍋爐的主管指導下,操作、管理、清潔及保養鍋爐及油箱。
307	Sizing Machine Leader	Supervises and directs the work of preparing
	漿紗機組長	sizing mixtures, creeling warps beams, threading up, leasing, doffing and gaiting sized beams, cleaning, repairing breaks etc. during processing. 於漿紗過程中,督導調漿、放漿、上經軸、生頭、引紗、分經、落軸、清潔、接駁斷頭等工作。
308	Warp/Rope Yarn Dyeing	Supervises and directs the work of the warp/rope
	Machine Leader 平紗/繩狀染紗組長	dyeing machines to dye yarns produced. Assumes responsibility for preparing dyeing solutions and chemicals. 督導平染/繩狀染紗機的操作工序及染色工作,並配製染色用的化學品溶液。
309	Pattern Preparer	Prepares patterns according to given designs
	畫花技工	under the direction of pattern design supervisor. 在織物設計管理員指導下,繪畫織物圖案。
310	Colour Matcher	Prescribes a recipe and uses certain dyestuffs to
310	配色員	prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方,用某種顏料染出或印出色樣,至能對色(即與指定色樣相符)爲止。
321	Winding Machine Leader	Assumes responsibility for supervising
	絡紗/筒子機組長	production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作,指導有關的標準工作方法,檢查並修正有疵點的產品,督導保持工場整潔。

Code	Job Title	Job Description	
No. 絙睫	職稱	工作說明	
-	編號 一型 地 特 一		
406	Winding Machine Tender 絡紗/筒子機値車工	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔絡筒機及其附近地面。	
409	Warping Machine Tender整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines, cone creels and floor under and adjacent to the machine. 操作整經機以生產良好經軸,包括將筒子裝在紗架上,落經軸及接駁經紗斷頭,清潔整經機、紗架及附近地面。	
411	Baling/Bundling Machine Tender 打大/小包機値車工	Operates and cleans baling/bundling press; seams gunny cloth; weighs and marks bundles. 操作及清潔打大小包機;縫頭,過磅及刷嘜頭。	
413	Sizing Machine Tender 漿紗機値車工	Assists the sizing machine leader in operating and cleaning sizing machine, including preparing size mixings, creeling warpers beams, threading up, leasing, gaiting up and doffing fully sized beams, repairing broken ends etc. 協助漿紗機組長操作及清潔漿紗機,包括調漿、放漿、引紗、分經、上經軸、生頭、落滿軸、接駁斷頭等工作。	
414	Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機値車工	Assists the warp/rope yarn dyeing machine leader in operating the yarn dyeing machines. Carries out yarn dyeing operations including dissolving dyestuffs and chemicals and loading them into the machines. 協助平染/繩狀染紗機組長操作染紗機,進行染紗工作,包括溶解染料及化學品,並放入平染/繩狀染紗機內。	

Code		
No.	Job Title 職 稱	Job Description 工作說明
編號		
	RATIVE LEVEL (Continued)	操作工級(續)
415	Drawing-in Operator 穿綜工	Draws warp ends through drop-wires, wire healds and reeds according to fabric patterns. 按照布的組織,將經紗穿過停經片、綜絲及筘。
416	Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	Gaits the full weaver's beams when it is finished at the weaving looms, including oiling, setting, and starting the weaving loom. Operates warp-tying machine in tying the warp from the weaver's beams and the warp from the weaving looms. 從布機拆下空軸及架上新織軸,加油及將布機 調校至能開車爲止。操作接頭機,接駁織布機 及織軸上的經紗。
417	Weaver	Operates one or more weaving machines to produce fabric systematically and continuously, inspects fabrics produced and warps, pieces broken ends, repairs minor fabric faults, replaces faulty weft etc. Assists the foreman to check and piece weaver's beams for production, and repairs faulty fabrics on looms. 操作織布機,有系統地連續生產布疋;檢查布面及經紗、接駁斷紗、修補布疵、更換有毛病的緯紗。協助指導工檢查並接駁新織軸的斷頭以備開機;修補布疵。
418	Fabric Inspector/ Fabric Examiner 驗布/複驗布工	Inspects piece goods, detects and records fabric faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for weaving faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尙有漏修疵點,並進行補修、記錄及標記。檢驗製成的布疋,找出布疵並作標記及記錄;清除輕微油污,必要時修補布疋上較輕微的疵點。
419	Fabric Mender 修布工	Repairs faults that have been marked in the fabric. 修補布疋上已作標記的疵點。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
OPE	RATIVE LEVEL (Continued)	操作工級(續)
420	Cloth Folding Machine Tender	Operates the cloth folding machine. Measures
	碼布機値車工	and records the yardage of pieces of cloth produced from the weaving department/section. 操作碼布機,量度並記錄由織造部門生產的布疋碼數。
421	Carpet Maker	Uses trimming tools to raise patterns on carpet
	地氈工	after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計,用機器或人手生產地氈。
429	Other Operative	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the
	其他操作工	supervisor. 擔任半熟練工作或操作機械從事生產工作,或 由管理人員指派半技術性工作。
430	Recorder 書記員/收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄,並記錄工人
		流動情形,每日向上級報告。
443	Sewing Machine Operator	Operates a lockstitch and special purpose sewing machine for sewing the component parts of garments.
	車縫工	運用平車及特種衣車車縫服裝各部份。
UNS	 SKILLED LEVEL 非技術人員	L 級
501	General Worker	Carries out general unskilled duties such as
	雜工.	collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作,包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃;爲機器加油,並協助操作。
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Questionnaire Explanatory Note (Appendix C1)

調查表附註(附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS $\underline{\text{IN THE TEXTILE INDUSTRY}}$

紡織業主要職務工作說明

KNITTING BRANCH

針織門類

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	THNOLOGIST LEVEL 技師級	
101	Mill Manager 廠長	Responsible to the general manager or equivalent, plans, organizes, directs and co-ordinates, together with other managers and executives, all activities including research and development, and all resources related to production in a knitting mill. 向總經理或上級人員負責;與其他行政人員共同策劃、組織及指導所有與針織有關的工作,包括研究及發展。
103	Production Engineer 運轉(生產)主任	Responsible to the mill manager or equivalent, plans and executes production systems for knitting plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimize manpower and raw material wastage in all production processes in a knitting mill. 向廠長或上級人員負責;策劃與執行針織部門的生產方針;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。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
1,11,45,4	124	
TEC	THNOLOGIST LEVEL (Continued)	技師級 (續)
104	Maintenance Engineer 保全主任	Responsible to the mill manager or equivalent, plans and executes maintenance systems for knitting plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimize down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向廠長或上級人員負責;策劃及執行針織機械保養方針;裝置新機,改良及保養現有機械以配合生產需要,以求減少停工時間,提高生產效率;必要時策劃及維修廠內各項設備,如空氣調節、鍋爐、水、電、廠房等,並就保養事宜與供應商保持聯繫。
108	Merchandising Manager	Keeps abreast of the up-to-date fashion and
	營銷採購經理	quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
109	Marketing/Sales Manager	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales.
	市場/營業經理	策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以 釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
7/110 3/2 ti	113	11 B/L /3
TEC	HNOLOGIST LEVEL (Continued)	技師級(續)
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產
111	Compliance Manager	品發展的策略。 Takes charge of the full compliance function of
	準則審核經理	the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
	HNICIAN LEVEL 技術員級	
201	Production Supervisor	Responsible to the production engineer or equivalent, takes charges of one or more department(s)/section(s) for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity.
	生產管理員/運轉領班	向運轉(生產)主任或上級人員負責;依照生產程序,負責部門內的生產工作;管理部門的員工,以保持產品質素及生產效率。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
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TEC	CHNICIAN LEVEL (Continued)	技術員級(續)
205	Quality Control Supervisor/	Responsible to the quality control engineer or
	Laboratory Supervisor	equivalent, controls the product quality in all
		stages of knitting processing and maintains the
		quality standard of the products according to test
		results. Manages and directs the work of the
		subordinates. Takes charge of laboratory testing
		and development work including testing of textile materials if needed.
	 品質領班/化驗領班	向品質主任或上級人員負責;根據試驗結果,
		控制與保持各生產過程的產品質素,並管理及
		領導下屬的工作;必要時負責試驗與研究改良
		工作,包括對紡織物料進行檢定。
208	Maintenance Supervisor	Responsible to the maintenance engineer or
	•	equivalent. Takes charge of all maintenance,
		machine erection and conversion work in the
		knitting factory. Manages and directs the work of
		subordinates in the maintenance section and
		assists production section in the changing of fabric
	()	designs, structures and patterns. 向保全主任或上級人員負責;監管針織廠內所
	維修管理員/保全領班	
		有機械的保養工作,機器安裝與改裝;管理及
		領導下屬的工作,協助運轉(生產)部,更改
		織物設計、結構及花樣。
210	Pattern Design Supervisor	Responsible to the production engineer or
	Tattern Design Supervisor	equivalent, creates designs and analyses patterns,
		including the use of CAD system. Manages and
		directs personnel of the pattern design section.
	織物設計管理員	向運轉(生產)主任或上級人員負責;設計及
		分析圖案,包括使用電腦繪圖;管理及領導花
		樣設計部門工作人員。

G 1	Г	
Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	CHNICIAN LEVEL (Continued)	技術員級 (續)
211	Merchandiser	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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.
	營銷採購員	協助與客戶商談及報價的工作。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。
212	準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
TEC	UNICIANI EVEL (Continued)	++/4℃ 早 / (/ / / / / / / / / / / / / / / / /
	CHNICIAN LEVEL (Continued)	技術員級(續)
213	Marketing/Sales Officer 市場/營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,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。
248	Fashion/Sample Co-ordinator 時裝/樣辦統籌員	Co-ordinates sample production, interprets fashion designers' sketches and buyers requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作,理解時裝設計師的繪圖及買家的需求;擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。
CRA	AFTSMAN LEVEL 技工級	
301	Section Leader 組長/指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a knitting mill. 在生產管理員/運轉領班指導下,監督針織廠部門內的生產工作;指導有關的標準工作法,檢查並改正有瑕疵的產品,督導工場的清潔工作。
303	Knitting Mechanic 針織機械技工	Undertakes erection, setting, maintenance, overhauling, converting, repairs of machinery and changing of fabric designs for production under the direction of the maintenance supervisor in a knitting mill. 在維修管理員/保全領班指導下,於針織廠內擔任機械安裝、校準、保養、平車、改裝、修理、轉筒及改花樣等工作。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
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CRA	AFTSMAN LEVEL (Continued)	技工級(續)
304	Electrician	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and
	電氣技工	motors under the direction of the maintenance supervisor or the person in charge of electrical work. 在維修管理員/保全領班或負責電氣工作的主管指導下,擔任接線、安裝、保養、修理電氣裝置及電動機等工作。
321	Winding Machine Leader	Assumes responsibility for supervising production
	絡紗/筒子機組長	work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作,指導有關的標準工作方法,檢查並修正有疵點的產品,督導保持工場整潔。
346	Sample Maker	Cuts, sews, assembles, finishes and presses
	樣辦製造技工	different types of clothing by hand tools and machines according to customers requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求、生產樣辦、製造的規格和紙樣,用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦/服裝/針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。
OPE	ERATIVE LEVEL 操作工級	
406	Winding Machine Tender 絡紗/筒子機値車工	Operates and cleans cone winding machines, removes full packages and replaces with empty cones and knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔筒子機
		及其附近地面。
418	Fabric Inspector	Inspects piece goods, detects fabric faults and marks the positions of the faults. Cleans minor oil stains. Repairs minor fabric faults if needed.
	驗布工	檢驗製成的布疋,找出布疵並作標記及記錄; 清除輕微油污,必要時修補布疋上較輕微的疵 點。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
7//110 3// 11	113	
OPI	ERATIVE LEVEL 操作工級(瀆)
419	Fabric Mender	Repairs faults that have been marked in the
		fabrics.
	修布工	修補布疋上已作標記的疵點。
422	Knitting Machine Tender	Operates one or more knitting machines, mends
		broken ends and replaces broken knitting elements
		such as needles, and sinkers, cleans the machines
		etc.
	針織機値車工	操作針織機;接駁斷紗,更換損壞的機件如織
		針、沉降片;清潔織機。
429	Other Operative	Operative who may undertake semi-skilled work
		or operate machines for production, or carry other
	In the Life Way of	operative work as assigned by the supervisor.
	其他操作工	擔任半熟練工作或操作機械從事生產工作,或
		由管理人員指派半技術性工作。
430	Recorder	Keeps all records on production and material
		consumption. Takes responsibility for keeping
		records of labour movement and making prompt
	事訂具 /收錄具	daily reports to his/her supervisor.
	書記員/收發員	保存生產及原料消耗的一切記錄,並記錄工人
		流動情形,每日向上級報告。
TINI	 SKILLED LEVEL 非技術人員;	
	7132(1137 €24)	
501	General Worker	Carries out general unskilled duties such as
		collecting, carrying, sorting, distributing,
		weighing or packing materials, cleaning and sweeping; lubricates and assists to operate
		machines.
	雜工	macinnes. 擔任一般雜務工作,包括收集、搬運、分類、
	↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ ↑ 	分派、磅重、包裝、清潔及打掃;爲機器加油,
		並協助操作。

Questionnaire Explanatory Note (Appendix C1)

調查表附註(附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS $\underline{\text{IN THE TEXTILE INDUSTRY}}$

紡織業主要職務工作說明

FINISHING BRANCH

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Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	HNOLOGIST LEVEL 技師級	Ż
101	Mill Manager	Responsible to the general manager or equivalent, plans, organizes, directs and co-ordinates, together with other managers and executives, all activities including research and development and all resources related to production in a dyeing, printing and finishing mill.
	廠長	向總經理或上級人員負責;與其他行政人員共同策劃、組織及指導所有與染印整有關的工作,包括研究及發展。
103	Production Manager 生產經理/生產主任	Responsible to mill manager or equivalent, plans and executes production systems for dyeing, printing and finishing plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimize manpower and raw material wastage in all production processes in a dyeing, printing and finishing mill. 向廠長或上級人員負責;策劃與執行染印整部
		門的生產方針;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。

Code		
No.	Job Title	Job Description
編號	職和稱	工作說明
	HNOLOGIST LEVEL (Continued)	
104	Maintenance Manager	Responsible to the mill manager or equivalent,
	保全經理/保全主任	plans and executes maintenance systems for dyeing, printing and finishig plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimize down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向廠長或上級人員負責;策劃及執行染印整機械保養方針;裝置新機,改良及保養現有機械以配合生產需要,以求減少停工時間,提高生產效率;必要時策劃及維修廠內各項設備,如空氣調節、鍋爐、水、電、廠房等,並就保養事宜與供應商保持聯繫。
105	Technical Manager	Responsible to the mill manager or equivalent,
	技術經理	plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 「向廠長或上級人員負責;遵照規定標準,策劃及指導各項品質管理程序;負責試驗、改良、研究及發展工作,並對原料與製成品的品質提供意見。
106	Department/Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/ Engraving/Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/Make-up, Quality Control, Laboratory and Electrical/Mechanical) 部門主管 (絡紗/筒子、原布、煉漂、 花樣設計/雕刻/製網、染 色、印花、整理、驗布/包裝 /成品、品質、試驗及電氣/機械)	Responsible to the production manager/technical manager/maintenance managers or equivalent, manages and supervises the production or work and personnel in the respective department/section in the dyeing, printing and finishing factory in accordance with production plan. 向生產經理/生產主任、技術經理、保全經理/保全主任或上級人員負責;遵照生產程序,管理及督導染印整廠內有關部門的生產及人事工作。

C 1			
Code No.	Job Title	Job Description	
ino. 編號	職の稱	工作說明	
-	TECHNOLOGIST LEVEL (Continued) 技師級(續)		
108	Merchandising Manager	Keeps abreast of the up-to-date fashion and	
	營銷採購經理	quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。	
110	Product Development Manager	Plans, organises and controls research and	
	產品發展經理	development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。	
111	Compliance Manager	Takes charge of the full compliance function of	
	準則審核經理	the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。	

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Code	Job Title	Job Description
No. 編號	職の稱	工作說明
	L CHNICIAN LEVEL 技術員級	
204	Production Supervisor	Responsible to the department/section head of
204	(Winding, Grey Cloth, Scouring	respective department/section or equivalent, takes
	and Bleaching, Dyeing, Print	charge of the package winding, grey cloth,
	Pasting, Printing, Finishing,	scouring and bleaching, dyeing, print pasting,
	Garment Washing and Dyeing,	printing, finishing, garment washing and dyeing,
	Pattern Design/Engraving/Screen	pattern design/engraving/screen making or/and
	Making, or/and Inspecting/	inspecting/packaging/make up department(s)/
	Packaging/Make-up)	section(s) for production according to the
		schedule. Manages the personnel of the
		department/section to maintain quality and
	New Joseph (all John) Appropries	productivity.
	運轉(生產)領班	向所屬部門主管或上級人員負責,依照生產程
	(絡紗/筒子、原布、煉漂、	序,負責絡紗/筒子、原布、煉漂、染色、配
	染色、配漿、印花、整理、成	漿、印花、整理、成衣洗染、花樣設計/雕刻
	衣洗染、花樣設計/雕刻/製	/製網或/及驗布/包裝/成品部門的生產
	網或/及 驗布/包裝/成品)	工作;管理部門的員工,以保持產品質素及生
		產效率。
• • • •		
205	Quality Control Supervisor/	Responsible to the department/section head of
	Laboratory Supervisor	respective department/section or equivalent, controls the product quality in all stages of dyeing
		and finishing processing and maintains the quality
		standard of the products according to test results.
		Manages and directs the work of the subordinates.
		Takes charge of laboratory testing and
		development work including testing of textile
		materials if needed.
	品質領班/化驗領班	向有關部門主管或上級人員負責;根據試驗結
		果,控制與保持各生產過程的產品質素,並管
		理及領導下屬的工作;必要時負責試驗與研究
		改良工作,包括對紡織物料進行檢定。
208	Maintenance Supervisor	Responsible to the department/section head of
		respective department/section or equivalent, takes
		charge of all maintenance, machine erection and
		conversion work in dyeing, printing and finishing factory. Manages and directs the work of the
		subordinates.
	保全領班	向有關部門主管或上級人員負責; 監管染印整
	VI 1247-1	廠內所有機械的保養工作,機器安裝與改裝,
		並管理及領導下屬的工作。
		ロイエ/ヘアスリー/男門ノー・ロ
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Code	I-L Tal-	Lili Description
No.	Job Title	Job Description
編號	職稱	工作說明
TEC	CHNICIAN LEVEL (Continued)	技術員級(續)
209	Maintenance Supervisor (Electrical/Electronics)	Responsible to the department/section head of respective department/section or equivalent, takes charge of the electrical installation and maintenance work as well as the electronic
	保全領班(電氣/電子)	devices and equipment in the dyeing, printing and finishing factory. Manages and directs the work of the subordinates. 向有關部門主任或上級人員負責;擔任染印整廠內技術性工作,負責安裝、操作、保養及修理電氣系統與設備和電子裝置及設置,並管理及領導下屬的工作。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。

Code		
No.	Job Title	Job Description
編號	職 稱	工作說明
_	CHNICIAN LEVEL (Continued)	
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。
CRA	AFTSMAN LEVEL 技工級	
302	Textile Mechanic	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery and bench fitting work under the direction of the supervisor (mechanical) in a
	紡織機械技工	dyeing, printing and finishing mill. 在機械領班指導下,擔任染印整廠內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician	Undertakes electrical wiring work, installation, maintenance and repairs of electrical fittings and motors under the direction of the supervisor (electrical) or the person in charge of electrical work in a dyeing, printing and finishing mill.
	電氣技工	在電氣領班或負責電氣工作的主管督導下,擔任染印整廠內的接線、安裝、保養、修理電氣 裝置及電動機等工作。

Code		
No.	Job Title	Job Description
編號	職の稱	工作說明
CRA	AFTSMAN LEVEL (Continued)	技工級(續)
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of mechanical supervisor or the person in charge of boiler maintenance work in a dyeing, printing and finishing mill. 在機械領班或負責保養鍋爐的主管指導下,操作、管理、清潔及保養染印整廠的鍋爐與油箱。
310	Colour Matcher配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方,用某種顏料染出或印出色樣,至能對色(即與指定色樣相符)爲止。
311	Singeing/Scouring and Bleaching Machine Leader 燒毛/煉漂機組長	Assumes responsibility for the running of the singeing/scouring and bleaching machine and allocating work to operatives. 負責燒毛/煉漂機的運轉及分配屬下操作工的工作。
312	Mercerizing Machine Leader 絲光機組長	Assumes responsibility for the running of the mercerizing machine and allocating work to operatives. 負責絲光機的運轉及分配屬下操作工的工作。
313	Dyeing Machine Leader 染色機組長	Assumes responsibility for the running of the dyeing machine and allocating work to operatives. 負責染色機的運轉及分配屬下操作工的工作。
314	Printing Machine Leader 印花機組長	Assumes responsibility for the running of the printing machine and allocating work to operatives. 負責印花機的運轉及分配屬下操作工的工作。
315	Calendering Machine Leader 軋光機組長	Assumes responsibility for the running of the calendering machine and allocating work to operatives. 負責軋光機的運轉及分配屬下操作工的工作。

Code	T 1 min	
No.	Job Title 啦 秋	Job Description → //□ = → □□
編號	職種	工作說明
CRA	AFTSMAN LEVEL (Continued)	技工級(續)
316	Stentering Machine Leader 漿拉/定型機組長	Assumes responsibility for the running of the stentering machine and allocating work to operatives. 負責漿拉/定型機的運轉及分配屬下操作工的工作。
317	Pre-shrinking Machine Leader 縮水機組長	Assumes responsibility for the running of the pre-shrinking machine and allocating work to operatives. 負責縮水機的運轉及分配屬下操作工的工作。
318	Open Width Washing Machine Leader 平幅洗水機組長	Assumes responsibility for the running of the open width washing machine and allocating work to operatives. 負責平幅洗水機的運轉及分配屬下操作工的工作。
319	Raising/Shearing/Emerizing Machine Leader 抓毛/剪毛/磨毛機組長	Assumes responsibility for the running of the raising/shearing/emerizing machine and allocating work to operatives. 負責抓毛/剪毛/磨毛機的運轉及分配屬下操作工的工作。
320	Inspection and Make-up Section Leader 驗布及成品組長	Assumes responsibility for supervising production work, instructs on standard methods, checks and corrects faulty products and supervises the cleaning work in the section of the dyeing, printing and finishing. 監督染印整部門的生產工作;指導有關的標準工作方法,檢查並改正有瑕疵的產品,督導工場的清潔工作。
321	Winding Machine Leader 絡紗/筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作,指導有關的標準工作方法,檢查並修正有疵點的產品,督導保持工場整潔。

Code			
No.	Job Title	Job Description	
編號	職の稱	工作說明	
	CRAFTSMAN LEVEL (Continued) 技工級(續)		
322	Screen Maker	Undertakes screen making work including	
	製網技工	application of laser technology. Assumes responsibility for the maintenance, storage and repairs of screens, including flat and rotary. 執行製網的工作,包括使用雷射雕刻技術,並負責保全、貯藏及修理網版和網茼等工作。	
323	Chemical Tester	Undertakes laboratory testing work under the	
	化驗員	direction of the laboratory supervisor. 在化驗領班指導下,進行化驗工作。	
324	Garment Washing and Dyeing	Assumes responsibility for the running of the	
	Machine Leader	garment washing and dyeing machine and	
	成衣洗染機組長	allocating work to operatives. 負責成衣洗染機的運轉及分配屬下操作工	
	シング トノハ ロンド かが小げて トング	的工作。	
OPE	RATIVE LEVEL 操作工級		
406	Winding Machine Tender 絡紗/筒子機値車工	Operates and cleans the winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作及清潔筒子(絡紗)機,落筒,換上空筒管,接頭。掃除筒子(絡紗)機附近地面。	
418	Fabric Inspector	Inspects grey and finished fabrics in according	
	驗布工	with quality standards laid down by the company. 接公司規定的品質標準,檢驗原布及成品布疋的疵點。	
423	Preparatory Machine Tender	Operates the preparatory machine, such as	
	(Singeing/Scouring/Bleaching/	singeing, scouring, bleaching or mercerizing	
	Mercerising) 前處理機值車工	machines etc. 操作前處理機械,如燒毛機、煮煉機、漂白機	
	(燒毛/煮煉/漂白/絲光)	或絲光機等。	
424	Dyeing Machine Tender	Operates any type of dyeing machines, carries out dyeing operations including dissolving dyestuffs and chemicals and loading them into the	
	染色機値車工	machines. 操作任何一類的染色機。進行染色工作包括溶解染料及化學藥品,並將其放入染色機內。	

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
OPERATIVE LEVEL (Continued) 操作工級(續)		
425	Printing Machine Tender	Operates the printing equipment or the printing
123	印花機值車工	machine (flat or rotary) to print designs on fabrics. 操作印花設備或印花機(網板或網筒),將織物印上圖案。
426	Finishing Machine Tender	Operates any type of finishing machines (e.g.
	(Calendering/Raising/Shearing/	calandering/raising/shearing/emerizing/stentering/
	Emerizing/Stentering/	pre-shrinking/washing/garment washing and
	Pre-shrinking/Washing/Garment	dyeing/drying)
	Washing and Dyeing/Drying)	
	後整理機值車工	操作任何一類的整理機械(如軋光/抓毛/
	(軋光/抓毛/剪毛/磨毛	剪毛/磨毛/漿拉/定型/縮水/洗水/
	/ 漿拉/定型/縮水/洗水	成衣洗染/烘乾)。
	/成衣洗染/烘乾)	
427	Recipe and Print Paste Preparer	Weighs out dyestuffs and chemicals from a given
	秤料及配漿員	formula or prepares the print paste according to the prescriptions for production uses, including uses of auto-colour kitchen, to be used on the dyeing and finishing machines. 按配方所列份量,秤出所需染料及化學品,或製配印漿,包括採用電腦配漿系統以供應染色,印花及整理機生產之用。
428	Electronic Data Processor	Operates computers and related equipment.
	資料操作員	Enters production data to machine plant and processes information printouts and records. 操作電腦或有關設備,將生產資料輸入電腦系統,製定電腦資料報表及記錄。
429	Other Operative	Operative who may undertake semi-skilled work
	其他操作工	or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作,或由管理人員指派半技術性工作。
430	Recorder	Keeps all records on production and material
	書記員/收發員	consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 負責記錄一切生產,原料的消耗及工人流動情形,每日向上級報告。

Code No. 編號	Job Title 職稱	Job Description 工作說明
UNS	SKILLED LEVEL 非技術人員	級
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials. Cleans, sweeps, lubricates and assists to operate machines. 擔任一般雜務工作,包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃;爲機器加油,並協助操作。

Questionnaire Explanatory Note (Appendix C1)

調查表附註(附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS $\underline{\text{IN THE TEXTILE INDUSTRY}}$

紡織業主要職務工作說明

NON-WOVEN BRANCH

無紡布門類

G 1		
Code	Job Title	Job Description
No.	職稱	工作說明
編號	4成 117	工 15 的
TEC	HNOLOGIST LEVEL 技師級	
101	Mill Manager	Responsible to the general manager or
		equivalent, plans, organizes, directs and
		co-ordinates, together with other managers and
		executives, all activities including research and
		development, and all resources related to
		production in a non-woven mill.
	廠長	- - - - - - - - - - - - - - - - - - -
		同策劃、組織及指導所有與無紡有關的工作,
		包括研究及發展。
102	Department Engineer	Responsible to mill manager or equivalent, plans,
102	Department Engineer	organizes, directs and co-ordinates, in liaison
		with other sections/departments, all activities
		related to the efficient and economic use of
		resources for production in a non-woven mill.
	工程師/工務長	向廠長或上級人員負責;與其他部門合作,策
		劃、組織、指導、統籌及聯繫各項工作,使無
		紡廠內生產設備的應用能符合經濟效益。
102	Duadwatian Engineer	Desperable to the description of anti-
103	Production Engineer	Responsible to the department engineer or
		equivalent, plans and executes production
		systems for non-woven plant. Takes charge of
		production and manages and directs the
		production department personnel to maintain
		quality and productivity and to minimize
		manpower and raw material wastage in all
	(安本) (中文) ナバ	production processes in a non-woven mill.
	運轉(生產)主任	向工程師或上級人員負責;策劃與執行無紡部
		門的生產方針;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。

Code			
No.	Job Title	Job Description	
編號	職の稱	工作說明	
	TECHNOLOGIST LEVEL (Continued) 技師級(續)		
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent, plans and executes maintenance systems for non-woven plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimize down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師或上級人員負責;策劃及執行無紡機械保養方針;裝置新機,改良及保養現有機械以配合生產需要,以求減少停工時間,提高生產效率;必要時策劃及維修廠內各項設備,如空氣調節、鍋爐、水、電、廠房等,並就保養事宜與供應商保持聯繫。	
105	Quality Control Engineer	Responsible to the mill manager or equivalent,	
	品質主任	plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責;遵照規定標準,策劃及指導各項品質管理程序;負責試驗、改良、研究及發展工作,並對原料與製成品的品質提供意見。	
106	Shift Engineer 運轉(生產)科長	Responsible to the production engineer or equivalent, manages and supervises the production and personnel in the non-woven mill in one shift in accordance with production plan. 向運轉(生產)主任或上級人員負責;遵照生產程序,管理及督導輪值時間內無紡廠的生產及人事工作。	

G 1		
Code	Job Title	Job Description
No.	職稱	工作說明
編號		
TEC	HNOLOGIST LEVEL (Continued)	技師級(續)
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date product and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之產品趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
109	Marketing/Sales Manager 市場/營業經理	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。
110	Product Development Manager	Plans, organises and controls research and
	產品發展經理	development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code		
No.	Job Title	Job Description
編號	職の稱	工作說明
	HNOLOGIST LEVEL (Continued)	技師級(續)
112	Quality Assurance Manager 品質保證經理	Takes charge of the QA function of the company. Responsible for designing, implementing and managing an effective and efficient operational QA system. Keep abreast of the global development on aspects like ISO, continuous improvement, international standards and regulations. 掌管有關機構產品品質保證的事宜。負責設計、執行和管理一個有效和高效率的業務品質保證系統。了解全球對國際標準化組織認證、持續改善、國際標準和條例的最新發展。
TEC	 HNICIAN LEVEL 技術員級	
201	HNICIAN LEVEL 技術員級 Production Supervisor	Responsible to the shift engineer or equivalent,
201	生產管理員/運轉領班	takes charge of the department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉(生產)科長或上級人員負責;依照生產程序,負責生產的工作;管理部門的員工,以保持產品質素及生產效率。
205	Quality Control Supervisor/Laboratory Supervisor	Responsible to the quality control engineer or equivalent, controls the product quality in all stages of processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of materials if needed. 向品質主任或上級人員負責;根據試驗結果,控制與保持各生產過程的產品質素,並管理及領導下屬的工作;必要時負責試驗與研究改良工作,包括對物料進行檢定。
208	Maintenance Supervisor 維修管理員/保全領班	Responsible to the maintenance engineer or equivalent, takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全科長/考工或上級人員負責;監管部門內所有機械的保養工作,機器安裝與改裝,並管理及領導下屬的工作。

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
	HNICIAN LEVEL (Continued)	技術員級(續)
210	Pattern Design Supervisor 織物設計管理員	Responsible to the department engineer or equivalent, creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向工程師/工務長或上級人員負責;設計及分析圖案,包括使用電腦繪圖;管理及領導花樣設計部門工作人員。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。
213	Marketing/Sales Officer 市場/營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,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。
214	Quality Assurance Supervisor 品質保證員	Responsible to the QA manager or equivalent. Assists in the design and takes charge of the effective implementation of the QA system. 向品質保證經理或上級人員負責;協助設計及負責品質保證系統的有效執行。

Code			
No.	Job Title	Job Description	
編號	職和稱	工作說明	
	LEVEL 技工級		
302	Textile Mechanic	Undertakes erection, setting, maintenance,	
	紡織機械技工	overhauling, converting and repairs of machinery, bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員/保全領班指導下,擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。	
304	Electrician/Electronics Craftsman 電氣技工/電子技工.	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員/電氣領班或負責電氣工作的主管指導下,擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。	
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員/保全領班或負責保養鍋爐的主管指導下,操作、管理、清潔及保養鍋爐及油箱。	
309	Pattern Preparer	Prepares patterns according to given designs	
	畫花技工	under the direction of pattern design supervisor. 在織物設計管理員指導下,繪畫織物圖案。	
310	Colour Matcher	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample.	
	配色員	擬出配方,用某種顏料染出或印出色樣,至能對色(即與指定色樣相符)爲止。	
OPE	OPERATIVE LEVEL 操作工級		
411	Baling/Bundling Machine Tender 打大/小包機值車工	Operates and cleans baling/bundling press. 操作及清潔打大小包機。	

C- 1-			
Code No.	Job Title	Job Description	
編號	職の稱	工作說明	
	OPERATIVE LEVEL (Continued) 操作工級 (續)		
418	Fabric Inspector/	Inspects piece goods, detects and records fabric	
410	Fabric Examiner 驗布/複驗布工	faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尚有漏修疵點,並進行補修、記錄及標記。檢驗製成的布疋,找出布疵並作標記及記錄;清除輕微油污,必要時修補布疋上較輕微的疵點。	
421	Carpet Maker 地氈工	Uses trimming tools to raise patterns on carpet after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計,用機器或人手生產地氈。	
429	Other Operative	Operative who may undertake semi-skilled work	
	其他操作工	or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作,或由管理人員指派半技術性工作。	
430	Recorder	Keeps all records on production and material	
	書記員/收發員	consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to his/her supervisor. 保存生產及原料消耗的一切記錄,並記錄工人流動情形,每日向上級報告。	
UNS	KILLED LEVEL 非技術人員	級	
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作,包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃;爲機器加油,並協助操作。	

Questionnaire Explanatory Note (Appendix C2)

調查表附註(附錄丙二)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS $\underline{\text{IN THE CLOTHING INDUSTRY}}$

製衣業主要職務工作說明

Code	Job Title	Job Description
No.	工作類別	工作說明
編號		
141	Production Manager	技師級 Plans, organises, directs and controls all aspects of
141	生產經理(廠長)	production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管制生產方面之各項工作,包括協調其他有關工作,以確保高度生產效率及符合經濟原則。
142	Quality Manager 品質經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序,以確保入廠的原料及產品符合客人訂下的標準及規格。
143	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonizing aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
144	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。

C 1		
Code	Job Title	Job Description
No.	工作類別	工作說明
編號	工 [→ 11 t\\rangle \rangle \gamma_1
	CHNOLOGIST LEVEL (Contin	, , , , , , , , , , , , , , , , , , , ,
145	Industrial Engineer 工業工程師	Plans and directs engineering/management services programmes associated to production including plant layouts, work study, time study, utilization of resources to ensure optimum production efficiency. Executes plants and machinery repairs, adjustments and modifications to meet changing requirements. 策劃及指導與生產有關的工程/管理服務計劃,包括廠房佈置、工作方法及效率研究、資源運用,以發揮最高生產效率。執行廠房設置/佈置的安排、
		調整及修改以應付變動的需求。
146	Product Development	Plans, organises and controls research and development
	Manager 產品發展經理	work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。
147	Marketing/Sales Manager 市場/營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。

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Code	Job Title	Job Description
No. 烜蝪	工作類別	工作說明
編號	CINOLOCICT LEVEL (Conti	hand) 甘缸U(Ga)
	CHNOLOGIST LEVEL (Contin	, 23
148	準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
TEO	 CHNICIAN LEVEL 技術	
241	Production Department	In charge of the production department, plans and
211	Supervisor Supervisor	controls production efficiently and assists in production
	生產部總管(工務)	schedule and work study. 管轄生產部,以有效方法策劃及管制生產,並協助編排生產程序及進行工作研究。
242	Production Section	In charge of a section in the production department,
	Supervisor 生產組管理員(組長)	including directing preparation work prior to production, controlling production quality and allocation of work to each machine. 管轄生產部門內一小組,包括指導生產前的準備工作,管制生產品質及分派工作。
243	Production Co-ordinator/	Assists in production co-ordination, prepares
	Production Planner	production schedule, compares new orders with old
	生產統籌員	orders and recommends machinery and ancillary equipment to be used for production. 協助生產配合工作,編製生產排期表,比較新舊定單並建議生產所用的機器及輔助設備。

C - 1 -			
Code	Job Title	Job Description	
No.	工作類別	工作說明	
	編號		
244	Pattern Maker	Designs and makes patterns for various parts of and	
<i>∠</i> 44	Pattern Maker	whole garments.	
	紙樣設計員	設計及繪製整件服裝及其各部份的紙樣。	
245	Pattern Grading/Marker Making Supervisor	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and retrains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns.	
	放樣/嘜架組管理員	管轄放樣/嘜架組,制定放樣規格及排料需求。訓練新員工及向現職放樣/嘜架員授予新技術訓練。 負責放樣。	
246	Quality Control Technician	Controls quality of incoming materials, work in progress and finished products, and advises quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products.	
	品質控制技術員	管制布料與配料、生產中的半製成品以及成衣的品質,並就品質需求提供意見。督導品質控制/檢查 人員以檢查生產過程中各階段的產品品質,並確保 成品品質符合標準及規格。	
247	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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。處理客戶的生產定單及樣辦。跟進客戶定單,包括與其他部門聯絡有	
		事及樣辦。跟進各戶定單,包括與其他部门聯絡有關客戶對品質的要求及跟查生產進度,以確保客戶定單能依期付運。	

G 1			
Code	Job Title	Job Description	
No.	工作類別	工作說明	
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248	`	, , , , , , , , , , , , , , , , , , , ,	
248	Fashion/Sample Co-ordinator	Co-ordinates sample production, interprets fashion designers' sketches and buyers requirements; devises	
	時裝/樣辦統籌員	sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作,理解時裝設計師的繪圖及買家的需求;擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。	
249	Knitting Technician 針織技術員	Designs and writes knitting instructions according to drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計,擬寫針織工作	
250	CAD Technician	說明,以供手動與電動針織機織工織造之用。 In charge of the CAD department, prepares instructions	
	電腦輔助設計技術員	for computerized knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。	
251	Master Furrier 皮草技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilization of fur materials. 運用及挑選毛皮原料,根據紙樣設計,進行毛皮服裝製造,重新整理、修改、修補及尺碼更改。策劃及指導毛皮物料的生產與應用。	
252	Industrial Engineering Technician 工程技術員	In charge of the maintenance/engineering section, supervises all installation, maintenance, and conversion work. Implements engineering development programmes and performs technical tasks. 管轄維修/工程組,督導所有安裝、維修及改裝設備工作。實行工程發展計劃並擔任技術性工作。	

Code	Job Title	Job Description
No.	工作類別	工作說明
編號		
	CHNICIAN LEVEL (Continued	,
253	Garment Washing Technician	Responsible to the department/section head of respective department/section or equivalent, takes charge of the garment washing department/section for production and quality control according to the production plan and the specification requirements of finished products. Manages the personnel of the department/section to maintain productivity and
	成衣洗水技術員	quality. 向所屬部門主管或上級人員負責,依照生產程序和 成品的規格要求負責成衣洗水部門;管理部門員 工,以保持產品生產效率及品質。
254	準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。
255	Marketing/Sales Officer	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to
	市場/營業主任	management. 協助市場/營業經理招攬生意,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。

Code	Job Title	Job Description	
No.	工作類別	工作説明	
編號	**	1 1.7 PC TC / 27 / / 27 /	
	TECHNICIAN LEVEL (Continued) 技術員級(續)		
274	Senior Technician/	Responsible to supervisor or equivalent, conducts	
	Laboratory Technician	laboratory tests. Maintains all testing equipment and	
		tool in good condition and reports for damage, repair	
		and addition. Oversees housekeeping routines in the	
	高級技術員/	laboratory. 向主管或上級人員負責;進行試驗工作;將所有試	
	試驗間技術員	驗儀器及工具保存於良好狀態,如儀器及工具有損	
	武城(时1X1吨)具	壞,需要修理或增添,須作出報告;監管試驗間的	
		日常工作。	
		日中土工	
CR	L AFTSMAN LEVEL	L 广級	
341	Clothing Machine Mechanic	Installs, converts, overhauls, maintains, repairs, designs	
311	Clouming Widemine Wicemanne	and makes attachments for sewing machinery.	
	製衣機械工	擔任製衣廠器具的安裝、改裝、大修、保養、修理、	
		設計及製作附件等工作。	
342	Knitting Machine Mechanic	Installs, converts, overhauls, maintains, repairs, designs	
	A CALL THE CALL	and makes attachments for knitting machinery.	
	針織機械工	擔任針織機的安裝、改裝、大修、保養、修理、設	
		計及製作附件等工作。	
343	Pattern Grader/Marker	According to size specifications, produces full range of	
343	Maker	different sizes of patterns from master patterns, designs	
	Walker	marker lays for production orders.	
	放樣/嘜架員	按照尺碼規格,根據原樣繪製各種不同大小尺碼的	
		紙樣,依據定單,設計排料圖以供生產。	
344	Computer Pattern	Inputs grading rules, marker making requirements and	
	Grader/Marker Maker	sizes data. Operates a computer to grade full ranges of	
		different sizes of patterns from master patterns and	
	電腦放樣/嘜架員	designs marker lays for production orders. 輸入放樣規格,排料需求及尺碼資料。操作電腦繪	
	电烟煤像/ 唆术貝	製各種不同大小尺碼的紙樣,依據定單,設計排料	
		数台性作用人小人响时机像,依像是事,或可护行 圖以供生產。	
345	Clothing Operator Instructor	Trains trainees for one or more jobs at operative level.	
	5 1	Retrains and provides further training for existing	
		operatives in new and existing skills.	
	車衣指導員	訓練操作工級的養成工擔任一項或多項工作。亦負	
		責轉業訓練及向現職操作工施予深造訓練,使其獲	
		得新技能。	

C1			
Code No.	Job Title	Job Description	
編號	工作類別	工作說明	
	CRAFTSMAN LEVEL (Continued) 技工級(續)		
346	Sample Maker	Cuts, sews, assembles, finishes and presses different	
340	樣辦製造技工	types of clothing by hand tools and machines according to customers requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求、生產樣辦、製造的規格和紙樣,用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦/服裝/針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。	
347	Quality Control Inspector	According to quality control specifications, carries out	
	品質控制檢查員	control/inspection programmes, and prepares quality control reports and charts. 根據品質控制規格,執行品質控制及檢查工作,並編制品質控制報告和圖表。	
348	Repairing Craftsman	Carries out major clothing repairing/mending work at a	
	(Knitted Products) 成衣修補技工(針織衣物)	high skill standard. Reconstructs the whole substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. Mends by hand defective parts in knitted fabrics and knitwears. 以高技巧進行成衣的主要修補/織補工作。拫據品質規格,重新改造整件成衣次貨。針織修補損壞的裁片。	
349	Repairing Craftsman (Woven Products)	Carries out major clothing repairing/mending work at a high skill standard. Reconstructs the whole	
	成衣修補技工(梭織衣物)	substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. 以高技巧進行成衣的主要修補工作。拫據品質規格,重新改造整件成衣次貨。補裁或修補損壞的裁片。	
350	Knitwear/Sample Knitter	Assists in writing of knitting instructions according to	
	針織衣物/樣辦織造技工	size specifications. Produces full range of different size of patterns from master patterns and supervises the production of knitwear samples. 按照尺碼規格,協助擬寫針織工作說明。根據原樣規定,生產不同大小及尺碼之針織衣物及編織衣物樣辦。	

	T		
Code	Job Title	Job Description	
No. 須藤	工作類別	工作說明	
	編號 CRAFTSMAN LEVEL (Continued) 技工級 (續)		
351	Garment Washing Leader	Responsible for the running of garment washing and	
331	成衣洗水組長	drying machines and allocating work to operatives 負責成衣洗水機的運轉及分配屬下操作工的工作。	
352	Furrier 皮草技工(毛毛匠)	Cuts, makes, alters and repairs fur garments by applying principles of fur garment construction and styling. 應用毛皮服裝製作及式樣原理裁割、製造、修改及	
		修補毛皮服裝。	
353	Fur Tailor/Finisher 皮草裁縫/上裡技工	Assembles fur shells with linings. Alters and repairs fur garments by hand or sewing machine. 負責毛皮服裝外殼合身及上裡工作,用手縫或機械製造及修改毛皮服裝。	
354	Fur Sorter	Assorts fur skins into single-garment bundles according	
	分皮技工	to shading, colour, sizes, patter lustre, texture and density of fur. 根據毛皮顏色、尺寸、光澤、質地及密度將毛皮分類成單件衣料。	
355	Plant Maintenance Mechanic 保養技工	Maintains, overhauls and repairs all electrical and mechanical equipment, including small motors, electrical and mechanical hand tools and associated control equipment, and also maintains simple boiler and pressing equipment under the direction of a supervisory grade employee. 在管理級人員的指導下保養、大修與修理各種電機及機械裝置,包括小型電動機、電機及機械手工具及有關的控制裝置,亦擔任保養簡單的鍋爐及整熨裝置。	
371	Laboratory Assistant 試驗間助理	Responsible to senior engineer or equivalent, carries out simple testing and sample preparation. Cleans and maintains all testing equipment in good condition. 向高級工程師或上級人員負責;進行簡單的試驗工作及預備樣本;清潔所有試驗儀器,並妥爲保存。	

Code			
No.	Job Title	Job Description	
編號	工作類別	工作說明	
OPI	OPERATIVE LEVEL 操作工級		
406	Winding Machine Tender	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines.	
	絡紗/筒子機値車工	操作絡筒機,生頭,落筒,接頭,清潔絡筒機及附近地面。	
441	Inspection Operative	Inspects materials, fabrics, garment parts and garments for fault and quality.	
	檢查工	檢查物料、布料、服裝各部份及成衣的庛點及品質。	
442	Cutter/Cutting Room	Cuts cloth into parts of garments by hand or machine	
	Operative	from the market lay plan. Spreads cloth into layers to	
		facilitate cutting and undertakes other duties such as die cutting, bundling, ticketing, etc.	
	 裁剪工/裁床工	cutting, building, ticketing, etc. 將布料拉直舖疊成層以便裁剪,使用手剪或機器依	
		照紙樣將布料裁割成服裝各部份,並擔任其他工	
		作,例如沖壓裁剪(啤機),札裁片及打工票等工	
		作。	
443	Sewing Machine Operator	Operates a lockstitch and special purpose sewing	
	車縫工	machine for sewing the component parts of garments. 運用平車及特種衣車車縫服裝各部份。	
444	Knitting Machine Operator	Operates hand or power knitting machines to produce	
	針織機織工	knitted panels and parts. 操作手動或電動針織機,織製服裝各部份。	
445	Linking Machine Operator	Links knitted panels and parts by means of a linking	
	縫盤工	machine. 運用縫盤機縫連針織服裝各部份。	
446	Hand Stitcher	Stitches by hand garment/knitwear parts and	
	挑縫工	trimmings. 以手挑縫服裝/針織毛衣各部份,配料及花邊。	
447	Garment Washing Operative	Operates garment washing machines for unfinished garments and knitwear according to the prescribed washing recipes.	
	成衣洗水操作工	依照指定的洗衣配方,操作成衣洗衣機為未整理的 成衣和毛衫作洗水加工的工作。	

Code No. 編號	Job Title 工作類別	Job Description 工作說明	
OPI	ERATIVE LEVEL (Continued)	操作工級 (續)	
448	Fur Sewing Operator 皮草車縫工	Sews cut fur pelts and those pelts with repaired small holes into strips and then sew the fur strips into garment parts. 應用皮草服裝縫製原理,把已切割成的細小皮條縫合成一整條條子、縫合已修理過的毛皮小洞,把各毛皮條子縫合爲衣片。	
449	Presser 整熨工	Presses clothing parts by hand iron or pressing machine. 使用熨斗或熨機壓平及整理成衣和半製品。	
450	Other Operative 其他操作工	Operative who may undertake semi-skilled work of a garment repairer and utility operator or any other operative work as assigned by the supervisor. 擔任修補次貨(執細雞),多功能操作工(炒貨/飛機位)或由管理人員指派的半技術性工作。	
481	Sales Assistant 營業助理	Assists the marketing/sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場/營業經理或主任收集市場資訊,跟進營業訂單及執行市務推廣計劃及活動。	
UN	UNSKILLED LEVEL 非技術工人級		
541	General Worker 雜工	Unskilled workers who may undertake the work of a trimmer, a cone winder, a packer, a floor helper or a cleaner, etc. 擔任剪線頭工、打毛工、包裝工、工場雜務或清潔工之非技術性工作。	

Questionnaire Explanatory Note (Appendix C3)

調查表附註(附錄丙三)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS IN THE FOOTWEAR AND HANDBAG INDUSTRIES

製鞋及手袋業主要職務工作說明

Code		
No.	Job Title	Job Description
編號	職稱	工作說明
TE	CHNOLOGIST LEVEL	技師級
161	Production Manager 生產經理	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管理各項生產工作,包括其他有關方面的協調,以確保能有高度生產效率及符合經濟原則。
162	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date shoe fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之鞋款潮流趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談,統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
163	Marketing/Sales Manager 市場/營業經理	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。
164	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonizing aesthetic considerations with technical merchandising and costing requirements. 以美觀的原則設計鞋類,並融合技術、銷路及製作成本的需求。

Code			
No.	Job Title	Job Description	
編號	職稱	工作說明	
TE	TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
165	Handbag Designer	Creates designs for handbag products, harmonizing aesthetic considerations with technical merchandising and costing requirements.	
	手袋設計師	以美觀的原則設計手袋類,並融合技術、銷路及製作成本的需求。	
166	Product Development Manager	Plans, organises and controls research and development work relating to new technical process, new products and utilization of different materials to meet the market requirements. Participates in formulating research and	
	產品發展經理	product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。	
167	Compliance Manager	Takes charge of the full compliance function of the	
	準則審核經理	company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。	
TE	ECHNICIAN LEVEL ‡	支術員級	
261	Production Department	In charge of the production department, plans and controls	
	Supervisor	production efficiently and assists in production schedule	
	生產部總管	and work study. 管轄生產部,以有效辦法策劃及管理生產,並協助編排生產程序及進行工作研究。	
262	Pattern Maker	Prepares patterns for use as guides in cutting parts of footwears/handbags or in preparation of cutting dies, prepares different kinds of samples and gives technical advice.	
	格樣設計員	製造格樣,作爲裁割鞋或手袋各部位,或衝壓裁斷刀具(啤刀)的規格。製作各式樣辦,並作技術指導。	

Code			
No. 編號	Job Title 職稱	Job Description 工作說明	
	TECHNICIAN LEVEL (Continued) 技術員級(續)		
263	Merchandiser	Co-ordinates samples and prepares quotations. Follows	
	營銷採購員	up buyers' orders and contacts clients to promote sales. 負責樣品製作與報價的配合工作,並處理客戶定單; 與客戶聯絡藉以推廣銷路。	
264	Quality Controller 品質控制員	Responsible to production manager, controls product quality in all stages of production to ensure that incoming material and products comply with required standards and specifications. 向生產經理負責,管理各階段的品質控制工序,以確保入廠的原料及產品符合所需標準及規格。	
265	Cost Estimator 成本計算員	Estimates costs of products, prepares quotations. Calculates raw materials and accessories consumption and analyses production costs according to samples. Liaises with buyers, the Sales Department and Production Department on cost estimates. 估計產品成本,負責報價。根據樣辦,計算原料及配件用量並分析生產成本。就有關成本估價事宜與買	
266	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。	
		訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。	

C 1		
Code No.	Job Title	Job Description
編號	職稱	工作說明
	L ECHNICIAN LEVEL (Conti	nued) 技術員級(續)
267	Marketing/Sales Officer 市場/營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,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。
CF	 RAFTSMAN LEVEL	江級
361	Foreman	Supervises and directs the work of operatives in a
301	1 Oreman	production section.
	管工	監督及指導生產組操作工的工作。
362	Maintenance Mechanic	Installs, converts, overhauls, maintains and repairs handbag machinery including sewing and related machinery.
	機械維修技工	安裝、改裝、大修、保養及修理手袋製造機器,包括針車及有關機械設備。
363	Shoe Maker/	Cuts, sews, lasts, assembles and repairs different kinds of
	Make-Through Craftsman 鞋匠/製鞋技工	footwears by hand tools and machines according to customer requirements. 根據客戶需求,用手工具或機器裁割、車縫、黐猛、組合及修整各式鞋類。
364	Handbag Maker/	Cuts, sews and assembles different kinds of handbags by
304	Make-Through Craftsman	hand tools and machines according to customer
	手袋製造/製辦技工	requirements. 根據客戶需求,用手工具或機器裁割、車縫及組合各式手袋。
Oi	 PERATIVE LEVEL 操	L
461	Leather/Laminate	Operates machine to finish/laminate leather, fabrics or
	Preparer 皮料整理工/夾布工	fibre boards. 操作機器以整飾/黏合皮革、布料或纖維(快把)板。
462	Cutter 鎅料工/裁斷工	Cuts materials according to patterns by hand tools or by power press machine (clicker). 以手工具或操作電動啤機,按照格樣切割材料。
	奶竹工工/ 1外圏 工	20] 上光冽木 P电到"牛阪"] 4 炽竹水则可仍竹*

Code		
No.	Job Title	Job Description → Vr:≡A-HH
編號	職稱	工作說明
OI	PERATIVE LEVEL (Continu	ued) 操作工級(續)
463	Skiving/Folding Worker	Cuts out bits round the edge of the upper to make it thinner so as to facilitate folding and sewing, or operates folding machine to fold and press precemented edges of shoe parts together. 將鞋面沿邊切去皮料少許,使其減薄,以便摺邊及縫製,或操作摺邊機,將鞋履預先上膠部位的邊緣摺疊及壓合。
464	Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	Operates sewing machine(s) for sewing the component parts of footwear or handbag. 操作針車縫製鞋或手袋各部份。
465	Lasting Worker 猛鞋工	Lasts and shapes forepants, waists or seat sections of shoes by hand tools or lasting machines. 以手工具或操作猛鞋機將前幫、中腰或後踭部位猛楦成形。
466	Finishing/Polishing Worker 修飾打磨工	Polishes footwears or handbags to smoothness and sprays products with finishes such as wax, lacquer or paint. 將鞋或手袋擦亮,並在成品上加工,例如上蠟、噴光油或漆油等。
467	Accessories Assembler 附件裝配工	Assembles fittings and accessories to footwears or handbags including fasteners, metal parts, etc. 裝配鞋或手袋的各種附件如扣、金屬配件等。
468	Other Operative (Footwear) 其他操作工(製鞋)	Operative who may undertake one or more semi-skilled work such as sanding, insole processing, moulding, soft-soles preparing, inspecting, etc. 擔任一項或多項半技術工作如砂鞋,中底處理、模塑、軟底鞋製作、檢查等。
469	Other Operative (Handbag) 其他操作工(手袋)	Operative who may undertake one or more semi-skilled work such as high frequency welding, braiding, etc. 擔任一項或多項半技術工作如高週波縫合,編織等。
UNSKILLED LEVEL 非技術工人級		技術工人級
561	General Worker	Unskilled workers who may undertake the work of a
	雜工	packer, cleaner, a cementer, puncher, etc. 擔任包裝工、清潔工、上膠/糊貼工、打孔/鑿花工 等非技術性工作。

Questionnaire Explanatory Note (Appendix C4)

調查表附註(附錄丙四)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS IN THE TRADING SECTOR OF THE TEXTILE, LOTHING, FOOTWEAR AND HANDBAG INDUSTRIES

紡織業、製衣業、製鞋及手袋業貿易類別主要職務工作說明

C 1		
Code	Job Title	Job Description
No.	工作類別	工作説明
編號	1, 12,000	
TEO	CHNOLOGIST LEVEL	技師級
172	Textile Manager/	Responsible to laboratory director or equivalent, takes
	Laboratory Manager	charge of one or more groups/sections and the
		laboratory testing and development work. Manages
		and supervises the subordinates to carry out daily
		technical operations and to handle difficult tests.
		Develops and reviews new testing procedures and
		methods. Executes and directs training programmes.
		Re-checks the testing reports prepared by the
	 対数子/イ /計験眼子/イ	subordinates.
	紡織主任/試驗間主任	向試驗間總監或上級人員負責;監管屬下小組/部
		門,並負責試驗及發展工作;管理及督導下屬進行
		日常技術工作,並處理難度高的試驗;發展及檢討
		新試驗程序及方法;執行及指導訓練工作;覆核下
		屬所編製的試驗報告。
101	2577.25	
181	Mill Manager/	Plans, organises, directs and controls all aspects of
	Production Manager	production, including the co-ordination of associated areas to ensure the most effective and economical
		means of production.
	 廠長/生產經理	策劃、編排、指導及管制生產方面之各項工作,
		包括協調其他有關工作,以確保高度生產效率及
		符合經濟原則。
182	Droduction Engineer	Desponsible to the mill manager or equivalent riors
182	Production Engineer	Responsible to the mill manager or equivalent, plans and executes production systems for the plant. Takes
		charge of production, manages and directs the
		production department personnel to maintain quality
		and productivity, and to minimize manpower and raw
		material wastage in all production processes.
	 生產工程師/運轉主任	向廠長或上級人員負責;策劃與執行部門的生產方
		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。

Code		
No.	Job Title	Job Description
編號	工作類別	工作說明
	CHNOLOGIST LEVEL (Cont	inued) 技師級(續)
183	Product Development	Plans, organises and controls research and
	Manager	development work relating to new technical process,
	產品發展經理	new products and utilization of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。
184	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求,策劃、批准及監督樣品製作與報價的配合及提交等工作,並與客戶商談。統籌及處理客戶定單,並與有關部門聯絡,以確保客戶定單能依期付運。
185	Quality Manager/ Technical Manager	Plans, organises, directs and controls quality control procedures in all stages of production to ensure
	品質/技術經理	incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序,以確保入廠的原料及產品符合既定標準及規格。
186	Marketing/Sales Manager 市場/營業經理	Plans, organizes, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料,以釐訂本地及/或海外市場的需求。親身與客戶接觸,以推廣業務。

Code		
No.	Job Title	Job Description
編號	工作類別	工作說明
	CHNOLOGIST LEVEL (Co	ontinued) 技師級(續)
187	Fashion Designer	Creates designs for clothing products, harmonizing
	時裝設計師	aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
188	Shoe Designer	Creates designs for shoe products, harmonizing aesthetic considerations with technical merchandising
	鞋款設計師	and costing requirements. 以美觀的原則設計鞋類,並融合技術、銷路及製作成本的需求。
189	Handbag Designer	Creates designs for handbag products, harmonizing
		aesthetic considerations with technical merchandising
	手袋設計師	and costing requirements. 以美觀的原則設計手袋類,並融合技術、銷路及製作成本的需求。
190	Compliance Manager	Takes charge of the full compliance function of the
	準則審核經理	company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
TEC	CHNICIAN LEVEL	技術員級
208	Maintenance Supervisor 維修管理員/保全領班	Responsible to the section maintenance engineer or equivalent, takes charge of all maintenance, machine erection and conversion work, in one or more sections. Manages and directs the work of the subordinates. 向保全科長/考工或上級人員負責;監管部門內所有機械的保養工作,機器安裝與改裝,並管理及領導下屬的工作。

C- 1-		
Code No.	Job Title	Job Description
編號	工作類別	工作說明
TECHNICIAN LEVEL(Continued) 技術員級(續)		
274	Senior Technician/	Responsible to supervisor or equivalent, conducts
	Laboratory Technician	laboratory tests. Maintains all testing equipment and tool in good condition and reports for damage, repair and addition. Oversees housekeeping routines in the laboratory.
	高級技術員/ 試驗間技術員	向主管或上級人員負責;進行試驗工作;將所有試驗儀器及工具保存於良好狀態,如儀器及工具有損壞,需要修理或增添,須作出報告;監管試驗間的日常工作。
281	Merchandiser	Assists in the negotiation with buyers and preparation of quotations. Handles buyers 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
	營銷採購員	ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產定單及樣辦。跟進客戶定單,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定單能依期付運。
282	Quality Technician/	Controls quality of incoming materials, work in
	Technical Technician	progress and finished products and prescribes quality standards and specifications and liaises with suppliers on quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. Carries out studies on the methods and
	品質技術員	systems for upgrading quality. 管制布料與配料、生產中的半製成品以及成衣的品質,制訂品質標準及規格,與供應商聯絡有關外來布料的品質需求。督導品質控制/檢查人員以檢查生產過程中各階段的產品品質,並確保成品品質符合標準及規格。研究提高品質的方法及系統。
283	Quality Inspector	Advises on the quality requirements of incoming
	品質檢查員	merchandise. Inspects quality of products at all stages of merchandising to maintain the quality standards and specifications of finished products. 就來貨的品質要求提供意見。並對採購各階段進行品質檢查,維持製成品的品質水準及規格。

Code			
No.	Job Title	Job Description	
編號	工作類別	工作說明	
	TECHNICIAN LEVEL(Continued) 技術員級(續)		
284	Fashion/Sample	Co-ordinates sample production, interprets fashion	
	Co-ordinator 時裝/樣辦統籌員	designers' sketches and buyers requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作,理解時裝設計師的繪圖及買家的需求;擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。	
285	Production Supervisor	In charge of the production department, plans and	
203	生產管理員	controls quality and efficiency of production, and assists in production schedule and work study. 管轄生產部,以有效辦法策劃及管制產品質素及生產效率,並協助編排生產程序及進行工作研究。	
286	Pattern Maker	Designs and makes patterns for various parts of and	
	紙樣設計員	whole garments. 設計及繪製整件服裝及其各部份的紙樣。	
287	Pattern Grading/ Marker Making Supervisor 放樣/嘜架組管理員	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and retrains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣/嘜架組,制定放樣規格及排料需求。訓練新員工及向現職放樣/嘜架員授予新技術訓練。負責放樣。	
288	Knitting Technician	Designs and writes knitting instructions according to	
	針織技術員	drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計以擬寫針織工作說明,以供手動與電動針織機織工織造之用。	
289	CAD Technician	In charge of the CAD department, prepares	
	電腦輔助設計技術員	instructions for computerized knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。	

Code		
No.	Job Title	Job Description
編號	工作類別	工作說明
	CHNICIAN LEVEL(Continue	·d) 技術員級(續)
290	Master Furrier	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilization of fur materials.
	皮草技術員	運用及挑選毛皮原料,根據紙樣設計,進行毛皮 服裝製造、重新整理、修改、修補及尺碼更改。 策劃及指導生產,與毛皮物料的應用。
291	Compliance Supervisor	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions.
	準則審核技術員	確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。
292	Marketing/Sales Officer	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management.
	市場/營業主任	協助市場/營業經理招攬生意,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。

G 1		
Code	Job Title	Job Description
No.	工作類別	工作説明
編號		→ → /dT
		工級
324	Garment Washing and	Assumes responsibility for the running of the garment
	Dyeing Machine Leader	washing and dyeing machine and allocating work to
	□:	operatives. 各事代表洪沈豫的海輔卫八副属下提佐工
	成衣洗染機組長	負責成衣洗染機的運轉及分配屬下操作工
		的工作。
348	Panairing Craftsman	Carries out major clothing repairing/mending work at
340	Repairing Craftsman (Knitted Products)	a high skill standard. Reconstructs the whole
	(Kintted Froducts)	substandard clothing according to the quality
		specifications. Recuts or crochets damaged clothing
		parts. Mends by hand defective parts in knitted fabrics
		and knitwears.
	成衣修補技工(針織衣物)	以高技巧進行成衣的主要修補/織補工作。拫據品
		質規格,重新改造整件成衣次貨。針織修補損壞的
		裁片。
351	Garment Washing Leader	Responsible for the running of garment washing and
	-1-1-14 L./H =	drying machines and allocating work to operatives
	成衣洗水組長	負責成衣洗水機的運轉及分配屬下操作工的工作。
381	Computer Pattern Grader/	Inputs grading rules, marker making requirements and
301	Marker Maker	sizes data. Operates a computer to grade full ranges of
		different sizes of patterns from master patterns and
		designs marker lays for production orders.
	電腦放樣/嘜架員	輸入放樣規格,排料需求及尺碼資料。操作電腦繪
		製各種不同大小尺碼的紙樣,依據定單,設計排料
		圖以供生產。
202	G 1 3 6 1	
382	Sample Maker	Cuts, sews, assembles, finishes and presses different
		types of clothing by hand tools and machines according to customers requirements, production
		samples, manufacturing specifications and patterns.
		Interprets work sketches and suggests making-up
		methods for production.
	樣辦製造技工	根據客戶要求/生產樣辦、製造的規格和紙樣,用
		手工具及機器裁割、車縫、組合、整理及熨壓各式
		成衣樣辦/服裝/針織毛衣。理解服裝生產草圖並
		對生產車縫方法作出建議。

Code No. 編號	Job Title 工作類別 ERATIVE LEVEL 操作	Job Description 工作說明 乍工級
	Ι	
442	Cutter/Cutting Room Operative 裁剪工/裁床工	Cuts cloth into parts of garments by hand or machine from the market lay plan. Spreads cloth into layers to facilitate cutting and undertakes other duties such as die cutting, bundling, ticketing, etc. 將布料拉直舖疊成層以便裁剪,使用手剪或機器依照紙樣將布料裁割成服裝各部份,並擔任其他工作,例如沖壓裁剪(啤機),札裁片及打工票等工作。
449	Presser 整熨工	Presses clothing parts by hand iron or pressing machine. 使用熨斗或熨機壓平及整理成衣和半製品。
481	Sales Assistant 營業助理	Assists the marketing/sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場/營業經理或主任收集市場資訊,跟進營業訂單及執行市務推廣計劃及活動。

Questionnaire Explanatory Note (Appendix C4)

調查表附註(附錄丙四)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS IN THE SERVICING SECTOR (TEXTILE TESTING HOUSES) OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES

紡織業、製衣業、製鞋及手袋業公證類別(紡織檢定機構) 主要職務工作說明

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	CHNOLOGIST LEVEL 技師級	
171	Laboratory Director/ Assistant General Manager	Responsible to the general manager or equivalent, plans and directs laboratory policy, operations and procedures to conform to specified standards.
	試驗間總監/助理總經理	Takes charge of marketing and laboratory testing and development work. Communicates and liaises with clients. Solves the technical problems and handles complaints. 向總經理或上級人員負責,策劃及指導試驗間工作方法、運作及有關程序,以符合規定標準;負責市場推廣、試驗及發展工作;與客戶聯絡;解決技術方面的問題,並處理投訴。
172	Textile Manager/	Responsible to laboratory director or equivalent,
	Laboratory Manager	takes charge of one or more groups/sections and the laboratory testing and development work. Manages and supervises the subordinates to carry out daily technical operations and to handle difficult tests. Develops and reviews new testing procedures and methods. Executes and directs training programmes. Re-checks the testing reports prepared by the subordinates.
	紡織主任/試驗間主任	向試驗間總監或上級人員負責;監管屬下小組 /部門,並負責試驗及發展工作;管理及督導 下屬進行日常技術工作,並處理難度高的試 驗;發展及檢討新試驗程序及方法;執行及指 導訓練工作;覆核下屬所編製的試驗報告。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	CHNOLOGIST LEVEL (Continued)	技師級(續)
173	作則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights and international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序,規定供應商採取符合準則的做法。就符合準則的長期策略方針,向管理層提供意見。了解全球對人權及國際標準的最新發展,並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作,以便繼續加強符合準則的工作。
TEC	CHNICIAN LEVEL 技術員級	
271	Supervisor/Assistant Supervisor 主管/助理主管	Responsible to laboratory manager or equivalent, takes charge one or more groups/sections for any daily and technical operation of the testing functions as well as development work. Manages and supervises the work of the subordinates in the regard of training and daily operation. Develops and reviews new testing procedures and methods. Checks the reports prepared by the subordinates. Contacts and liaises with customers for technical operations. 向試驗間主任或上級人員負責;監管小組/部門內的日常職務及技術性職務,以及發展工作;管理及監督下屬的訓練及日常工作;發展及檢討新試驗程序及方法;審核下屬所編製的報告;就技術方面的問題與客戶聯絡。

Code No.	Job Title	Job Description	
編號	職種	工作說明	
TEC	CHNICIAN LEVEL (Continued)		
272	Senior Engineer/	Responsible to supervisor or equivalent, conducts	
	Senior Textile Engineer 高級工程師/高級紡織工程師	laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the Seniors. 向主管或上級人員負責;進行試驗工作,並編製報告;協助主管培訓下屬;就上級人員所委派的新試驗工作,進行研究及發展。	
273	Engineer/Assistant Engineer/ Textile Engineer/	Responsible to Senior Engineer or equivalent, conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates.	
	Assistant Textile Engineer	Carries out research and development for the new tests assigned by the Seniors.	
	工程師/助理工程師/	向高級工程師或上級人員負責;進行試驗工	
	紡織工程師/助理紡織工程師 	作,並編製報告;協助主管培訓下屬;就上級 人員所委派的新試驗工作,進行研究及發展。	
274	Senior Technician/ Laboratory Technician	Responsible to supervisor or equivalent, conducts laboratory tests. Maintains all testing equipment and tool in good condition and reports for damage, repair and addition. Oversees	
	高級技術員/試驗間技術員	housekeeping routines in the laboratory. 向主管或上級人員負責;進行試驗工作;將所 有試驗儀器及工具保存於良好狀態,如儀器及 工具有損壞,需要修理或增添,須作出報告; 監管試驗間的日常工作。	
275	Technician/ Junior Laboratory Technician	Responsible to senior engineer or equivalent, carries out simple laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Maintains good housekeeping routines in the	
	技術員/初級試驗間技術員	laboratory. 向高級工程師或上級人員負責;進行簡單的試 驗工作;將所有試驗儀器及工具保存於良好狀態,如儀器及工具有損壞,需要修理或增添, 須作出報告;保持試驗間整潔。	

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TEC	CHNICIAN LEVEL (Continued)	技術員級(續)
276	Service Maintenance Technician 維修技術員	Responsible to supervisor or equivalent, takes charge of the services, maintenance and minor repairing work. Maintains and calibrates all testing equipment and apparatus in good and accurate condition. 向主管或上級人員負責;負責進行修理、保養及小型維修;保養及校準所有試驗儀器,確保處於良好狀態,以提供準確試驗結果。
277	准則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查,確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度/程序,收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流,與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、經濟情況進行評估、分析和預測。
CRA	AFTSMAN LEVEL 技工級	1
371	Laboratory Assistant 試驗間助理	Responsible to senior engineer or equivalent, carries out simple testing and sample preparation. Cleans and maintains all testing equipment in good condition. 向高級工程師或上級人員負責;進行簡單的試驗工作及預備樣本;清潔所有試驗儀器,並妥爲保存。

技能提升計劃紡織及製衣業課程一覽表 Textile and Clothing Courses Offered under Skills Upgrading Scheme

課程編號 Course No.	課程名稱 Course Name	修讀時數 Teaching Hour	培訓機構 Course Provider
CT228B	行業實用英語初階 Elementary Vocational English for Merchandising	24	(3)
CT229B	行業實用英語進階 Intermediate Vocational English for Merchandising	28	(3)
CT255A	行業實用英語高階 Advanced Vocational English for Merchandising	30	(3)
CT257A	紙樣設計及立體量裁基本技巧 - 上身 Pattern Design and Fundamental Modelling Techniques for Pattern Making - Upper Body	20	(4)
CT258A	紙樣設計及立體量裁基本技巧 - 下身 Pattern Design and Fundamental Modelling Techniques for Pattern Making - Lower Body	20	(4)
CT223B	染色及整理概論 Fundamental Knowledge of Dyeing and Finishing	20	(2)
CT234B	纖維之認識及鑑定法 Fundamental Knowledge and Identification Methods for Textile Fibres	12.5	(2)
CT236B	針織布槪論、生產及分析 Knitted Fabrics Principles, Production and Analysis Techniques	25	(2)
CT259A	Microsoft Office 軟件在製衣業的應用 Applications of Microsoft Office Software on Garment Industry	25	(3)
CT2600	行業實用普通話初階 Elementary Vocational Putonghua for Merchandising	24	(3)
CT2610	行業實用普通話進階 Intermediate Vocational Putonghua for Merchandising	24	(3)
CT2620	紙樣設計及立體量裁深造班 Pattern Design and Modelling Techniques for Pattern Making (Advanced Level)	25	(1)
CT2630	時裝發展與潮流 Development and Trends of Fashion	20.5	(3)

培訓機構 Course Provider		地址 Address	電話 Telephone	傳真 Fax
(1)	製衣業訓練局 Clothing Industry Training Authority	九龍灣大業街63號 63 Tai Yip Street, Kowloon Bay, Kowloon	2263 6361	2795 0452
(2)	職業訓練局紡織業訓練中心 VTC Textile Industry Training Centre	葵涌新葵街13-19號 葵涌訓練中心綜合大樓七字樓 Kwai Chung Training Centre Complex 7/F,13-19 San Kwai Street, Kwai Chung,	2494 4282	2424 8150
(3)	香港服裝業總工會 Hong Kong Wearing Apparel Industry Employees' General Union	九龍油麻地彌敦道469-471號 新光商業大廈6字樓 6/F, Sunbeam Commercial Building 469-471 Nathan Road, Kowloon	2715 6671	2761 9423
(4)	歐美企業(香港)有限公司 Norray Enterprise (HK) Limited	九龍彌敦道749號 歐亞銀行大廈七樓D-E室 Rm D-E, 7/F European Asian Bank Bldg., 749 Nathan Road, Kowloon.	2381 1349	2397 2635