

Textile and Clothing Training Board
紡織及製衣業訓練委員會



TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES
MANPOWER SURVEY REPORT

紡織業、製衣業、製鞋及手袋業 • 人力調查報告書

2013



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2013 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

2013年人力調查報告

職業訓練局

紡織及製衣業訓練委員會

CONTENTS

	<u>Title</u>	<u>Paragraph</u>	<u>Page</u>
	Executive Summary	1 – 10	1 – 5
<u>Section</u>			
I	Introduction	1.1 – 1.13	6 – 10
II	Summary of Survey Findings	2.1 – 2.18	11 – 46
III	Conclusions	3.1 – 3.39	47 – 86
IV	Recommendations	4.1 – 4.24	87 – 95
	Tables		183 – 266
	Appendices		267 – 369

目錄

	<u>標題</u>	<u>段數</u>	<u>頁數</u>
報告摘要		1 – 10	96 – 99
章數			
第一章	緒論	1.1 – 1.13	100 – 103
第二章	調查結果摘要	2.1 – 2.18	104 – 138
第三章	結論	3.1 – 3.39	139 – 174
第四章	建議	4.1 – 4.24	175 – 182
	圖表		183 – 266
	附錄		267 – 369

LIST OF TABLES AND APPENDICES

<u>Table</u>	<u>Title</u>	<u>Page</u>
1.	Manpower Statistics - Textile Industry	183 – 187
2.	Manpower Statistics - Clothing Industry	188 – 190
3.	Manpower Statistics - Fur, Footwear and Handbag Industries	191 – 192
4.	Manpower Statistics - Trading	193 – 195
5.	Manpower Statistics - Testing Services and Laboratories	196
6.	Distribution of Employees by Monthly Income Range - Textile Industry	197 – 203
7.	Distribution of Employees by Monthly Income Range - Clothing Industry	204 – 207
8.	Distribution of Employees by Monthly Income Range - Fur, Footwear and Handbag Industries	208 – 210
9.	Distribution of Employees by Monthly Income Range -Trading	211 – 213
10.	Distribution of Employees by Monthly Income Range - Testing Services and Laboratories	214 – 215
11.	Number of Employees over Age of 50 - Textile Industry	216
12.	Number of Employees over Age of 50 - Clothing Industry	217
13.	Number of Employees over Age of 50 - Fur, Footwear and Handbag Industries	218
14.	Number of Employees over Age of 50 - Trading and Servicing	219
15.	Preferred Education of Employees - Textile Industry	220
16.	Preferred Education of Employees - Clothing Industry	221
17.	Preferred Education of Employees - Fur, Footwear and Handbag Industries	222
18.	Preferred Education of Employees - Trading	223
19.	Preferred Education of Employees - Testing Services and Laboratories	224
20.	Preferred Training Period of Employees - Textile Industry	225
21.	Preferred Training Period of Employees - Clothing Industry	226

<u>Table</u>	<u>Title</u>	<u>Page</u>
22.	Preferred Training Period of Employees - Fur, Footwear and Handbag Industries	227
23.	Preferred Training Period of Employees - Trading	228
24.	Preferred Training Period of Employees - Testing Services and Laboratories	229
25.	Preferred Training Mode of Employees - Textile Industry	230
26.	Preferred Training Mode of Employees - Clothing Industry	231
27.	Preferred Training Mode of Employees - Fur, Footwear and Handbag Industries	232
28.	Preferred Training Mode of Employees - Trading	233
29.	Preferred Training Mode of Employees - Testing Services and Laboratories	234
30.	Manpower Statistics - Spinning Branch	235 – 237
31.	Manpower Statistics - Weaving Branch	238 – 240
32.	Manpower Statistics - Knitting Branch	241
33.	Manpower Statistics - Finishing Branch	242 – 244
34.	Manpower Statistics - Non-woven Branch	245
35.	Manpower Statistics - Garment Branch (exclude under/night garments)	246 – 248
36.	Manpower Statistics - Knitwear Branch (exclude knitted and crocheted underwear)	249 – 251
37.	Manpower Statistics - Under/Night Garments and Knitted/Crocheted Underwear Branch	252 – 253
38.	Manpower Statistics - Fur, Footwear and Handbag Branch	254 – 255
39.	Manpower Statistics - Import/Export of Footwear	256 – 257
40.	Manpower Statistics - Import/Export of Fabrics	258 – 259
41.	Manpower Statistics - Import/Export of Wearing Apparel	260 – 261
42.	Manpower Statistics - Import/Export of Cotton, Textile Fibre and Yarn	262 – 263
43.	Manpower Statistics - Import/Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	264 – 265
44.	Manpower Statistics - Testing Services and Laboratories	266

<u>Appendix</u>	<u>Title</u>	<u>Page</u>
1.	Membership of the Textile and Clothing Training Board	267 – 269
2.	Terms of Reference of the Textile and Clothing Training Board	270
3.	Survey Documents	
	(a) Letter to Employers	272 – 273
	(b) Questionnaire	276 – 281
	(c) Explanatory Notes	282 – 291
	(d) Job Descriptions	292 – 368
4.	Skills Upgrading Scheme Plus Courses	369

圖表及附錄

圖表	標題	頁數
一.	人力統計數字 — 紡織業	183 - 187
二.	人力統計數字 — 製衣業	188 - 190
三.	人力統計數字 — 皮草、製鞋及手袋業	191 - 192
四.	人力統計數字 — 貿易類別	193 - 195
五.	人力統計數字 — 公證行及檢定中心類別	196
六.	僱員月入的分布情況 — 紡織業	197 - 203
七.	僱員月入的分布情況 — 製衣業	204 - 207
八.	僱員月入的分布情況 — 皮草、製鞋及手袋業	208 - 210
九.	僱員月入的分布情況 — 貿易類別	211 - 213
十.	僱員月入的分布情況 — 公證行及檢定中心類別	214 - 215
十一.	僱員年逾五十歲的人數 — 紡織業	216
十二.	僱員年逾五十歲的人數 — 製衣業	217
十三.	僱員年逾五十歲的人數 — 皮草、製鞋及手袋業	218
十四.	僱員年逾五十歲的人數 — 貿易及公證類別	219
十五.	僱員宜有的教育程度 — 紡織業	220
十六.	僱員宜有的教育程度 — 製衣業	221
十七.	僱員宜有的教育程度 — 皮草、製鞋及手袋業	222
十八.	僱員宜有的教育程度 — 貿易類別	223
十九.	僱員宜有的教育程度 — 公證行及檢定中心類別	224
二十.	僱員宜有的訓練時間 — 紡織業	225
二十一.	僱員宜有的訓練時間 — 製衣業	226

<u>圖表</u>	<u>標題</u>	<u>頁數</u>
二十二.	僱員宜有的訓練時間 — 皮草、製鞋及手袋業	227
二十三.	僱員宜有的訓練時間 — 貿易類別	228
二十四.	僱員宜有的訓練時間 — 公證行及檢定中心類別	229
二十五.	僱員宜有的訓練形式 — 紡織業	230
二十六.	僱員宜有的訓練形式 — 製衣業	231
二十七.	僱員宜有的訓練形式 — 皮草、製鞋及手袋業	232
二十八.	僱員宜有的訓練形式 — 貿易類別	233
二十九.	僱員宜有的訓練形式 — 公證行及檢定中心類別	234
三十.	人力統計數字 — 紡紗門類	235 - 237
三十一.	人力統計數字 — 織造門類	238 - 240
三十二.	人力統計數字 — 針織門類	241
三十三.	人力統計數字 — 染整門類	242 - 244
三十四.	人力統計數字 — 無紡布門類	245
三十五.	人力統計數字 — 成衣門類（不包括內衣／睡衣）	246 - 248
三十六.	人力統計數字 — 針織衣物門類（不包括針織和鉤織內衣）	249 - 251
三十七.	人力統計數字 — 內衣／睡衣及針織／鉤織內衣門類	252 - 253
三十八.	人力統計數字 — 皮草、製鞋及手袋門類	254 - 255
三十九.	人力統計數字 — 鞋類進出口貿易	256 - 257
四十.	人力統計數字 — 布料進出口貿易	258 - 259
四十一.	人力統計數字 — 服裝進出口貿易	260 - 261
四十二.	人力統計數字 — 棉花、紡織纖維及紗線進出口貿易	262 - 263
四十三.	人力統計數字 — 皮革或類似材料製的行李箱、手袋及同類物品出口貿易	264 - 265
四十四.	人力統計數字 — 公證行及檢定中心	266

<u>附 錄</u>	<u>標 題</u>	<u>頁 數</u>
1.	紡織及製衣業訓練委員會委員名單	267 – 269
2.	紡織及製衣業訓練委員會職權範圍	271
3.	調查文件	
	(a) 致僱主信	274 – 275
	(b) 調查表	276 – 281
	(c) 附註	282 – 291
	(d) 工作說明	292 – 368
4.	新技能提升計劃課程	369

Executive Summary

2013 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 September / October 2013 to collect the up-to-date manpower information. This is the eighth 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 1 586 textile, clothing, footwear and handbag establishments from the 21 261 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 2013, a total of 7 481 employees were employed in the manufacturing sector of the textile, clothing, footwear and handbag industries while 62 555 were employed in the trading and servicing sector of the three industries. Their distributions by job level and by sector were as follows:

Sector Job Level	Manufacturing Sector			Trading and Servicing Sector	
	Textile Industry	Clothing Industry	Fur, Footwear and Handbag Industries	Trading Sector	Testing Services and Laboratories
Technologist	154	350	16	11 658	59
Technician	613	1 309	27	47 251	700
Craftsman	223	417	72	1 009	158
Operative	1 293	2 281	15	1 653	-
Unskilled	446	255	10	67	-
Total	2 729	4 612	140	61 638	917

4. Employers reported a total of 53 vacancies in the manufacturing sector of the textile, clothing, footwear and handbag industries; and a total of 693 vacancies in the trading and servicing sector of the three industries. In addition, employers forecast that by August 2014, the three industries would have a total workforce of 7 475 in the manufacturing sector and 63 284 in the trading and servicing sector.

5. Ageing is a problem in the manufacturing sector of the three industries. In the fur, footwear and handbag industries, 73.08% of employees were over the age of 50; while 36.49% and 43.03% of employees were over the age of 50 in the textile and clothing industries respectively.

Manpower Changes Since 2011

6. Compared with the findings of the 2011 survey, the total manpower in the current survey recorded an average annual decrease of 1.27%, comprising a decline of 9.03% in the manufacturing sector and a slight decrease of 0.2% in the trading and servicing sector.

7. The Training Board is of the view that the manpower changes may be attributable to the followings:

- (i) Although the external environment has remained challenging in these two years, the overall economy is gradually improving with signals of bottoming out. The economic recovery of the US is getting firm and the worst of the sovereign debt crisis in the euro zone seems over in 2013. Hong Kong's exports in textile, clothing, footwear and handbag industries are likely to further stabilize and recover in the recent years;
- (ii) Most of the main production bases of Hong Kong enterprises are located in the Mainland but some companies have kept carrying out certain manufacturing process here to meet customers' demand for the Hong Kong origin status. However, the industries have difficulties in recruiting skillful workers and youngsters so that these operations are not probably to further develop in Hong Kong on a large scale;
- (iii) Even though the external market environment is not strong, Hong Kong still enjoys a low unemployment rate. Many jobs lost in the import and export sector over the past years may be made up by increase in opening in retail and tourism sectors;

- (iv) Statutory Minimum Wage (SMW) was introduced in Hong Kong in May 2011. An increase of the hourly minimum wage rate from HK\$28 to HK\$30 is implemented in 2013. This poses pressures on Hong Kong SMEs especially trading and servicing companies to raise the average wages of their junior and supervisory staff;
- (v) Despite of the slight easing of business environment, Hong Kong enterprises are still encountering negative impacts of fierce competition from Mainland and Southeast Asian companies, lowering prices by buyers, delayed payments from clients, reduced individual order volume, and requests for quicker delivery;
- (vi) Many Hong Kong enterprises are looking at opportunities in the Mainland market and other emerging markets. China's emergence as the world's second largest economy and the world's fastest growing economy has brought a lot of investment opportunities for the industries;
- (vii) The textile and clothing industries are labour-intensive which have been facing rise of production costs and operational difficulties including increase in wages and expenses of employees' benefits; higher cost of rentals, raw materials, transportation, energy and land; raising environmental protection and safety requirements; appreciation of RMB; pressure of industrial structure adjustment initiated by the Mainland government, and labour shortage;
- (viii) Labour shortage in Pearl River Delta (PRD) is the greatest challenge that most Hong Kong enterprises are facing. This situation has worsened because many workers choose to work near their hometowns due to rapid development of the Mainland inland provinces in the recent years. Moreover, the Hong Kong enterprises have difficulties in recruiting sales and marketing, and managerial talent;
- (ix) A number of Mainland enterprises have been growing rapidly in recent years. Their developments have created keen competitions for Hong Kong companies in the local markets as well as overseas orders with lower prices. Hong Kong enterprises are in pressing need to move up the value-chain through design, branding and new technology;
- (x) In view of increasing challenges, labour-intensive manufacturers consider relocating their production lines elsewhere or have already set up factories in Southeast Asia such as Vietnam and Myanmar, and even to Africa. Although these countries have difficulties in providing satisfactory manpower training, infrastructure and supporting services, their cheap and young work forces still attract the Hong Kong enterprises;

- (xi) In the light of the Mainland's economic structural reform, Hong Kong processing industries that operate their production in Mainland are steering them towards high technology and high value-added products. They are riding on the upgrade and transformation of their operations through research and development, design, branding and new markets to enhance their competitiveness;
- (xii) After the process of elimination and reshuffle in recent years, Hong Kong enterprises which are still operating in the PRD have become more competitive. In addition to the slight improvement of the business environment, the manpower in general is stable in 2013; and
- (xiii) Majority of Hong Kong textile and clothing manufacturers have set up offshore facilities which resulted in a steady decline in technical personnel. However, Hong Kong is not only a leading production centre but also a global sourcing hub which are looking for extra workforce in fabrics and material procurement, design and development, quality control and assurance, sales and marketing, logistic arrangement, and compliance in international rules and regulations.

Recommendations

8. In view of current global economic situation and the overall business environment, the Training Board anticipates a persistent demand for technologists and technicians to assist in the transformation and upgrade of Hong Kong companies in the manufacturing, trading and servicing sectors. Manpower training at higher levels particularly in product design and development, merchandising, international sales and marketing, and quality control are essential to maintain the competitive advantage of Hong Kong.

9. The Training Board recommends that the number of employees required annually by the textile, clothing, footwear and handbag industries as a whole at the technologist and technician levels are estimated to be as follows:

Total Level	Annual Training Requirement
Technologist	429
Technician	1 506

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 Image Design of the Hong Kong Design Institute, the Pro-Act Training and Development Centre (Fashion Textiles) 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 16 September to 15 October 2013, 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 eighth 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 as at 30 August 2013;
- (ii) the number of existing vacancies;
- (iii) the forecast number of employees as at 30 August 2014;
- (iv) the number of employees at present under training;
- (v) the average monthly income of employees;
- (vi) the number of internal promotion and employees over age of 50 by job level;
- (vii) employers' views on the preferred education, training mode and training period of employees by level; and
- (viii) the recruitment situation in the past 12 months.

1.4 Employers were also requested to provide information with regard to the operations relating to textile and clothing industries set up in the Mainland and the number of Mainland employees.

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

(ii) *Clothing Industry*

- (a) Garment Branch – exclude under / night garments (HSIC 141101, 141103 & 141199)
- (b) Knitwear Branch – exclude knitted and crocheted underwear (HSIC 143200)
- (c) Under / Night Garments and Knitted / Crocheted Underwear (HSIC 141104 & 143300)

(iii) *Fur, Footwear and Handbag Industries*

- (a) Fur, Footwear and Handbag Branch (HSIC 142000, 152000 & 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) I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes (HSIC 451411 & 452411)
- (vi) Testing Services and Laboratories - 10 Textile Testing Services and Laboratories

1.6 From the 2011 survey, the “Under / Night Garments” was separated as an individual branch under the manufacturing sector. The “Fur”, “Footwear” and “Handbag” branches were combined into one branch in view of the small number of existing establishments. A branch of “Import / Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes” was also created under the trading and servicing sector.

1.7 According to the Census and Statistics Department, there were 1 074 establishments engaged in the manufacturing sector and 20 187 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 1 587 textile, clothing, footwear and handbag establishments for the survey.

Method of the Survey

1.8 One week before the fieldwork, questionnaire copies 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)).

1.9 During the survey period, interviewers of the Census and Statistics Department contacted the selected establishments to answer queries and assist in the completion of the questionnaire if required. They might also visit the selected companies by appointment to collect the completed questionnaires.

1.10 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 surveyed industries.

Publicity

1.11 Prior to the survey, 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) The Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited
- (vi) Hong Kong Chinese Textile Mills Association
- (vii) The Hong Kong Cotton Spinners Association
- (viii) Hong Kong Footwear Association Limited
- (ix) Hong Kong Fur Federation
- (x) Hong Kong Garment Manufacturers Association Limited
- (xi) The Hong Kong General Chamber of Commerce
- (xii) Hong Kong Knitwear Exporters and Manufacturers Association Limited
- (xiii) The Hong Kong Weaving Mills Association
- (xiv) Hong Kong Woollen and Synthetic Knitting Manufacturers' Association Limited
- (xv) Textile Council of Hong Kong Limited

Survey Response

1.12 Of the 1 587 establishments, 1 033 provided the information and 32 declined to do so. The remaining 522 had either closed, moved or were no longer engaged in the textile, clothing, footwear and handbag industries. The effective response rate was 96.9%.

The Report

1.13 This report presents the findings of the survey (Tables 1 - 44), the Training Board's forecast the manpower needs of the surveyed 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 a contract of apprenticeship.

SECTION II

SUMMARY OF SURVEY FINDINGS

Number of Employees (Tables 1 – 5)

2.1 The survey revealed that in August 2013, a total of 2 729, 4 612 and 140 persons were employed respectively in the manufacturing sector of the textile; clothing; fur, footwear and handbag industries while 62 555 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	327	11.98%
Weaving	1 451	53.17%
Knitting	124	4.54%
Finishing	733	26.86%
Non-woven	94	3.45%
Total	2 729	100.00%

(ii) *Clothing Industry*

Branch	Total	Percentage of Total Number of Employees
Garment (exclude under / night garments)	2 501	54.23%
Knitwear (exclude knitted and crocheted underwear)	1 836	39.81%
Under / Night Garments and Knitted / Crocheted Underwear	275	5.96%
Total	4 612	100.00%

(iii) Fur, Footwear and Handbag Industries

Branch	Total	Percentage of Total Number of Employees
Fur, Footwear and Handbag	140	100.00%
Total	140	100.00%

(B) Trading and Servicing Sector

(i) Trading

Branch	Total	Percentage of Total Number of Employees
I/E of Footwear	2 481	4.03%
I/E of Fabrics	6 836	11.09%
I/E of Wearing Apparel	43 778	71.02%
I/E of Cotton, Textile Fibre and Yarn	1 693	2.75%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	6 850	11.11%
Total	61 638	100.00%

(ii) Testing Services and Laboratories

Branch	Total	Percentage of Total Number of Employees
Testing Services and Laboratories	917	100.00%
Total	917	100.00%

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

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Spinning	33	41	48	179	26	327
Weaving	69	346	132	585	319	1 451
Knitting	3	37	15	62	7	124
Finishing	37	145	28	435	88	733
Non-woven	12	44	-	32	6	94
Total	154	613	223	1 293	446	2 729
Percentage in Total Number of Employees	5.64%	22.46%	8.17%	47.39%	16.34%	100.00%

(ii) Clothing Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Garment (exclude under / night garments)	151	632	201	1 404	113	2 501
Knitwear (exclude knitted and crocheted underwear)	188	633	169	717	129	1 836
Under / Night Garments and Knitted / Crocheted Underwear	11	44	47	160	13	275
Total	350	1 309	417	2 281	255	4 612
Percentage in Total Number of Employees	7.59%	28.38%	9.04%	49.46%	5.53%	100.00%

(iii) Fur, Footwear and Handbag Industries

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Fur, Footwear and Handbag	16	27	72	15	10	140
Percentage in Total Number of Employees	11.43%	19.29%	51.43%	10.71%	7.14%	100.00%

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
I/E of Footwear	484	1 894	8	95	-	2 481
I/E of Fabrics	1 107	5 216	302	207	4	6 836
I/E of Wearing Apparel	8 322	33 780	505	1 122	49	43 778
I/E of Cotton, Textiles Fibre and Yarn	236	1 380	2	61	14	1 693
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	1 509	4 981	192	168	-	6 850
Total	11 658	47 251	1 009	1 653	67	61 638
Percentage in Total Number of Employees	18.91%	76.66%	1.64%	2.68%	0.11%	100.00%

(ii) Testing Services and Laboratories

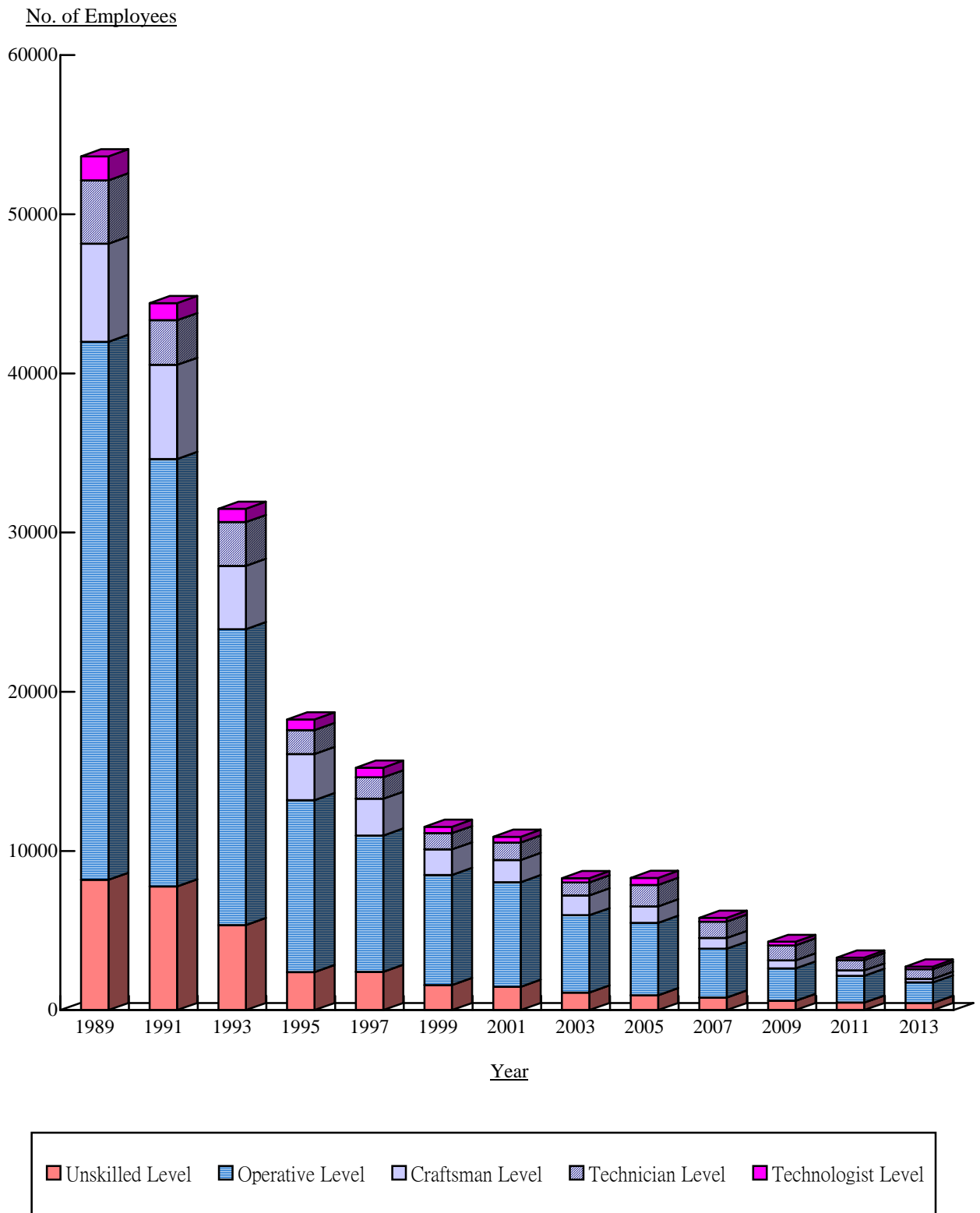
Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Testing Services and Laboratories	59	700	158	-	-	917
Percentage in Total Number of Employees	6.43%	76.34%	17.23%	-	-	100.00%

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

(i) Textile Industry

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
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
2011	158	653	331	1 688	472	3 302
2013	154	613	223	1 293	446	2 729

Figure 1: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2013

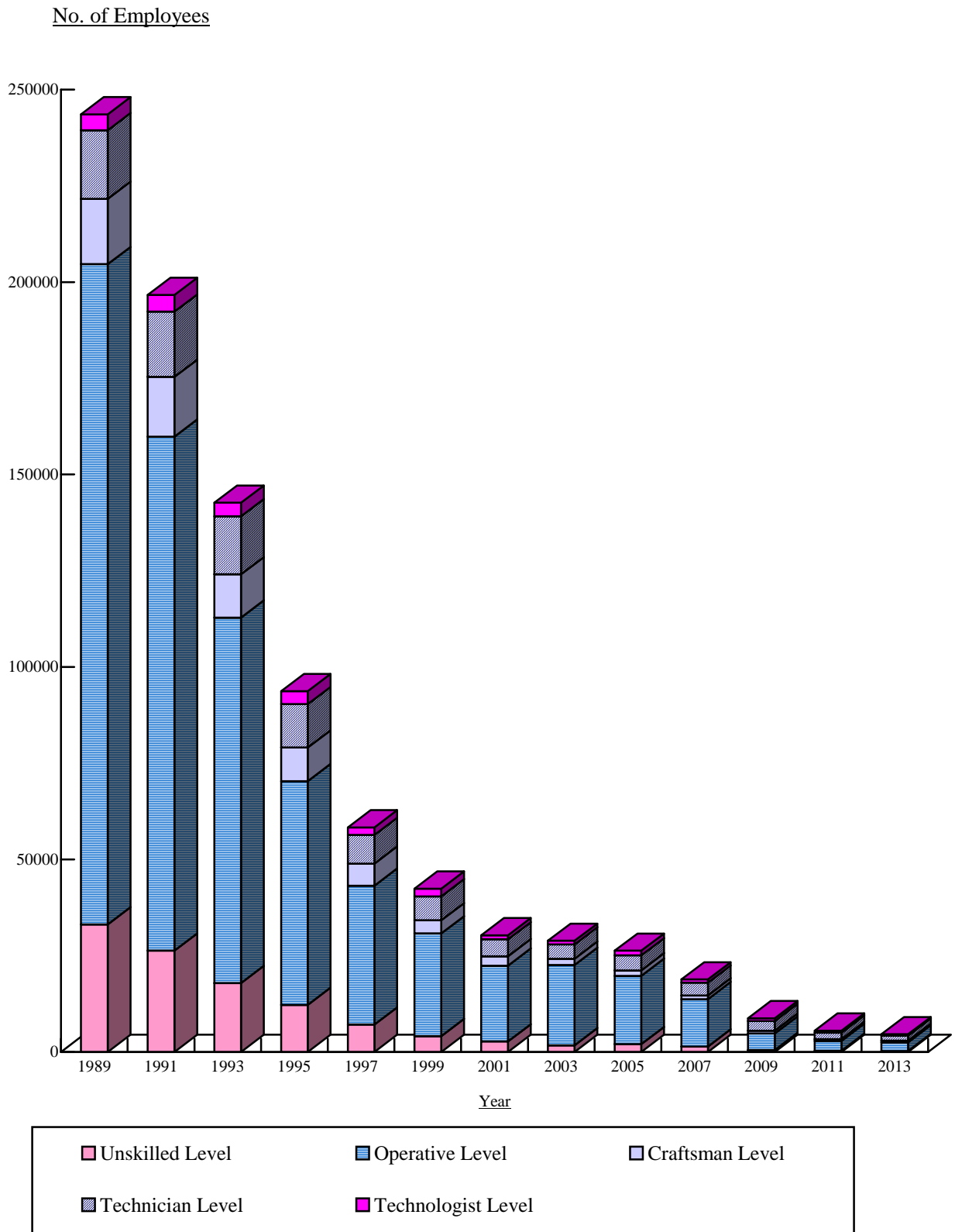


(ii) *Clothing Industry*

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
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
2011*	518	1 697	461	2 552	339	5 567
2013*	350	1 309	417	2 281	255	4 612

*Excluding fur branch

Figure 2: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2013

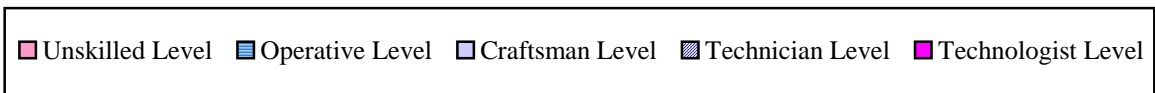
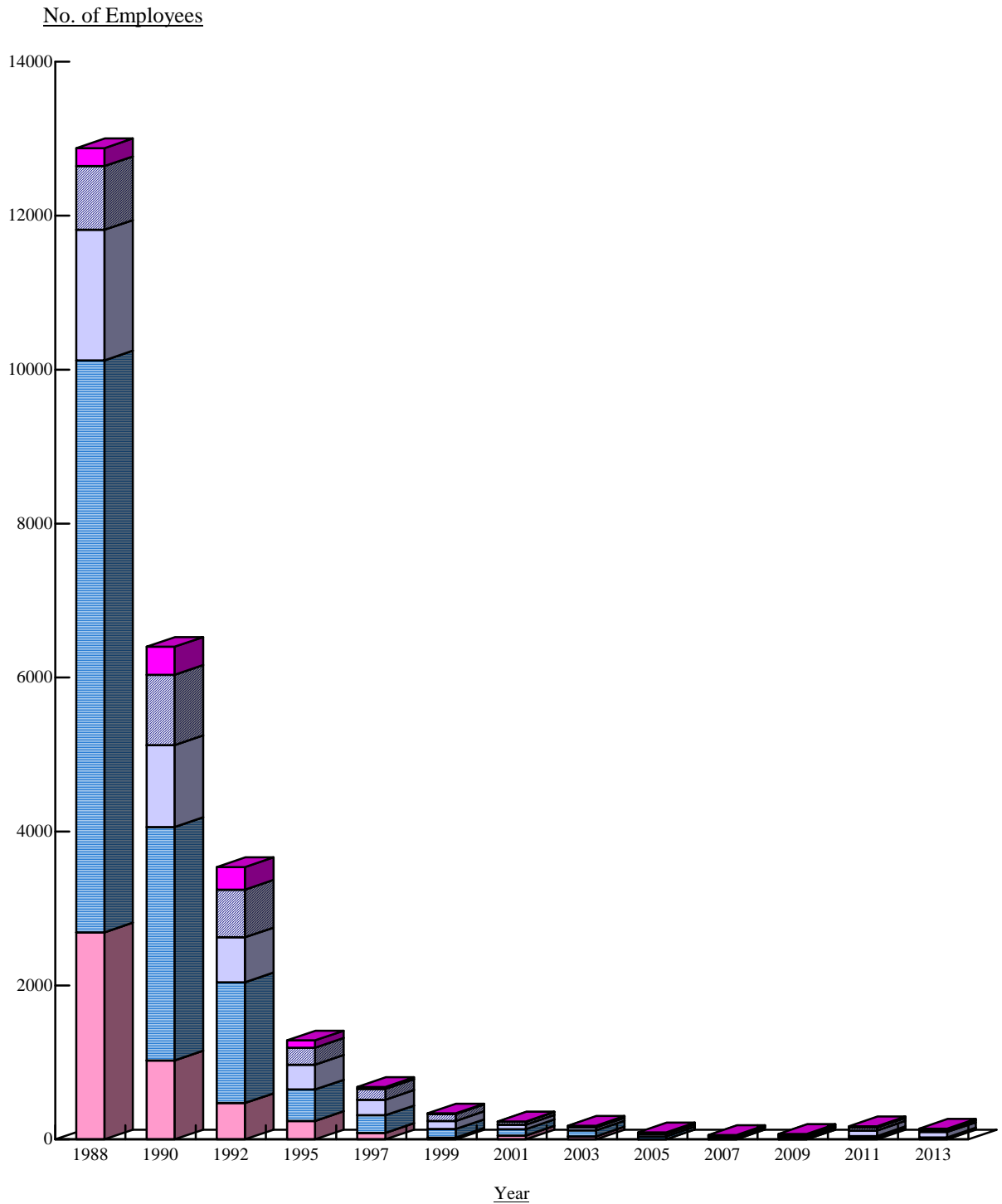


(iii) Footwear and Handbag Industries

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
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
2011*	17	38	70	30	15	170
2013*	16	27	72	15	10	140

*Including fur branch

Figure 3: Distribution of Employees by Job Level in the Manpower Surveys Between 1988 and 2013



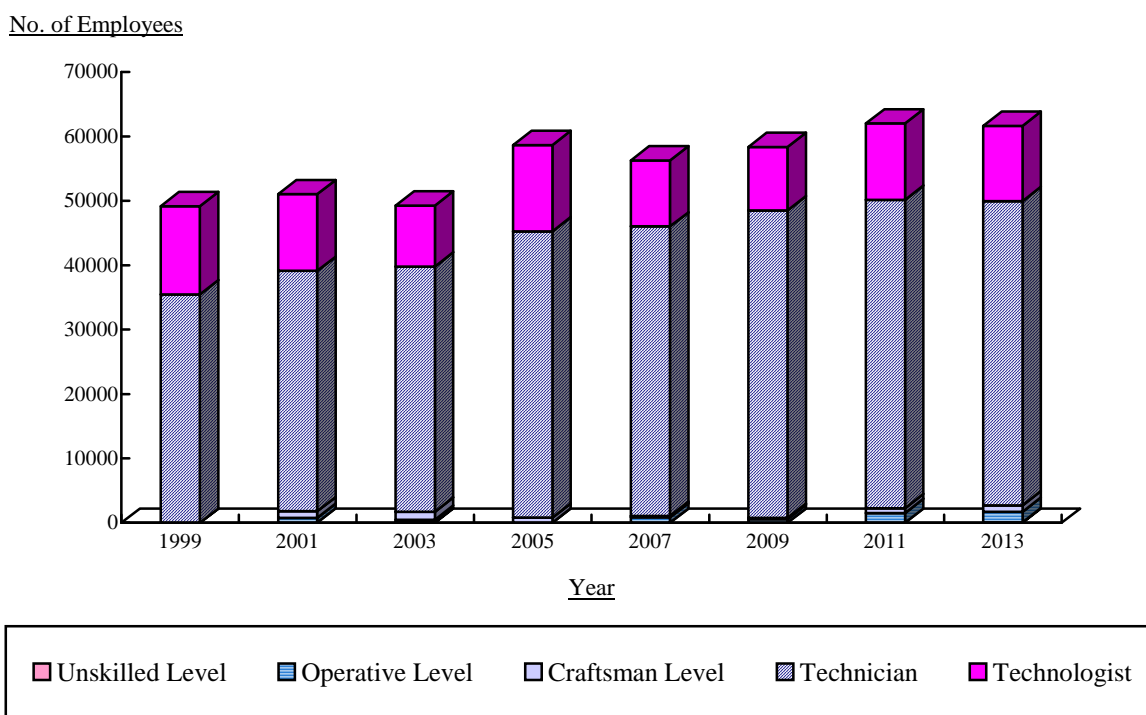
(B) Trading and Servicing Sector

(i) Trading

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
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
2011*	11 832	47 896	771	1 506	-	62 005
2013*	11 658	47 251	1 009	1 653	67	61 638

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

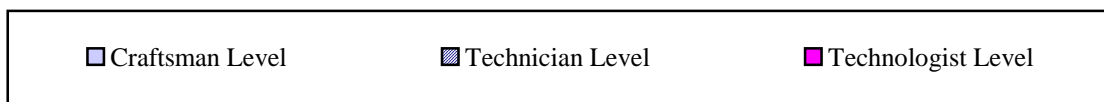
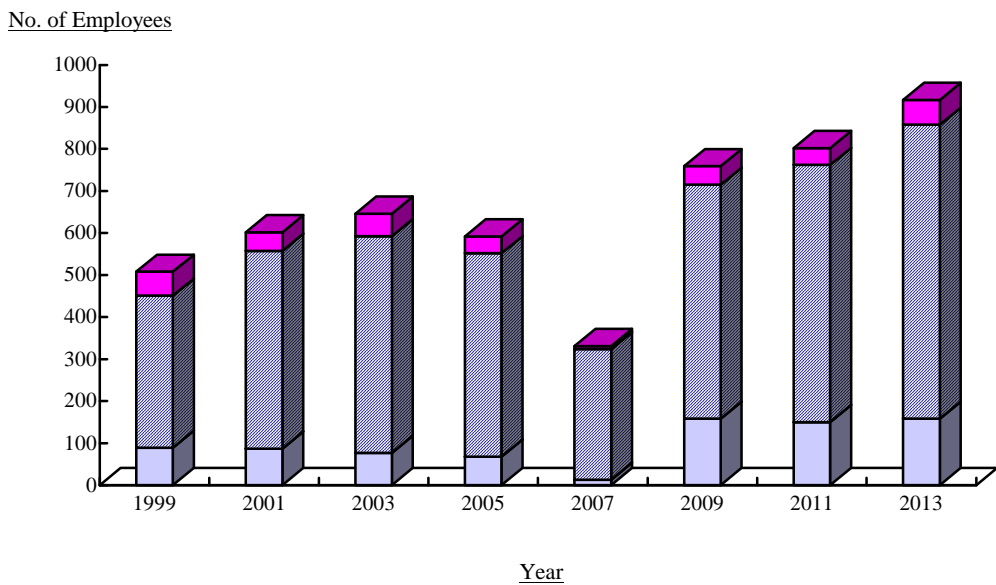
Figure 4: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2013



(ii) Testing Services and Laboratories

Year	Manpower at			Total Manpower
	Technologist Level	Technician Level	Craftsman Level	
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
2011	40	612	150	802
2013	59	700	158	917

Figure 5: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2013



Number of Trainees (Tables 1 – 5)

2.4 At the time of survey, there were 33 trainees receiving various forms of training in the trading and servicing sector while nil trainee in the manufacturing sector was reported by employers. The distribution of trainees by branch and job level is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Nil trainee in textile industry was reported by employers.

(ii) Clothing Industry

Nil trainee in clothing industry was reported by employers.

(iii) Fur, Footwear and Handbag Industries

Nil trainee in fur, 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
Trading	-	33	-	-	-	33	0.05%
Total	-	33	-	-	-	33	0.05%
Percentage in Total Number of Employees at the Same Job Level	-	0.07%	-	-	-	0.05%	

(ii) Testing Services and Laboratories

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

Number of Vacancies (Tables 1 – 5)

2.5 At the time of the survey, employers in the manufacturing sector reported a total of 53 vacancies, and in the trading and servicing sector 693 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	-	-	-	10	-	10	3.06%
Weaving	-	6	-	8	2	16	1.10%
Knitting	-	-	-	-	-	-	-
Finishing	-	-	-	10	-	10	1.36%
Non-woven	-	-	-	-	-	-	-
Total	-	6	-	28	2	36	1.32%
Percentage in Total Number of Employees at the Same Job Level	-	0.98%	-	2.17%	0.45%	1.32%	

(ii) Clothing Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Garment (exclude under/night garments)	3	1	-	-	-	4	0.16%
Knitwear (exclude knitted and crocheted underwear)	-	-	-	-	-	-	-
Under/Night Garments and Knitted/ Crocheted Underwear	-	-	1	7	-	8	2.91%
Total	3	1	1	7	-	12	0.26%
Percentage in Total Number of Employees at the Same Job Level	0.86%	0.08%	0.24%	0.31%	-	0.26%	

(iii) Fur, Footwear and Handbag Industries

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Fur, footwear and handbag	-	1	3	1	-	5	3.57%
Total	-	1	3	1	-	5	3.57%
Percentage in Total Number of Employees at the Same Job Level	-	3.70%	4.17%	6.67%	-	3.57%	

(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	1	21	-	-	-	22	0.32%
I/E of Wearing Apparel	50	543	-	-	-	593	1.35%
I/E of Cotton, Textile Fibre and Yarn	-	18	-	-	-	18	1.06%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	12	22	-	-	-	34	0.50%
Total	63	604	-	-	-	667	1.08%
Percentage in Total Number of Employees at the Same Job Level	0.54%	1.28%	-	-	-	1.08%	

(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	-	9	17	-	-	26	2.84%
Total	-	9	17	-	-	26	2.84%
Percentage in Total Number of Employees at the Same Job Level	-	1.29%	10.76%	-	-	2.84%	

Forecast Workforce by August 2014 (Tables 1 – 5)

2.6 Employers also forecast that the manufacturing and the trading and servicing sectors of the textile, clothing, fur, footwear and handbag industries would respectively require 7 475 and 63 284 employees as at 30 August 2014. The employers' forecasts by sector and by job level are:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	No. of Persons Employed as at 30 August 2013	Number of Vacancies	Total Manpower Required as at 30 August 2013	Forecast Total No. of Employees as at 30 August 2014
Technologist	154	-	154	154
Technician	613	6	619	617
Craftsman	223	-	223	223
Operative	1 293	28	1 321	1 318
Unskilled	446	2	448	448
Total	2 729	36	2 765	2 760

(ii) Clothing Industry

Job Level	No. of Persons Employed as at 30 August 2013	Number of Vacancies	Total Manpower Required as at 30 August 2013	Forecast Total No. of Employees as at 30 August 2014
Technologist	350	3	353	354
Technician	1 309	1	1 310	1 292
Craftsman	417	1	418	408
Operative	2 281	7	2 288	2 275
Unskilled	255	-	255	241
Total	4 612	12	4 624	4 570

(iii) Fur, Footwear and Handbag Industries

Job Level	No. of Persons Employed as at 30 August 2013	Number of Vacancies	Total Manpower Required as at 30 August 2013	Forecast Total No. of Employees as at 30 August 2014
Technologist	16	-	16	16
Technician	27	1	28	28
Craftsman	72	3	75	75
Operative	15	1	16	16
Unskilled	10	-	10	10
Total	140	5	145	145

(B) Trading and Servicing Sector

(i) Trading

Job Level	No. of Persons Employed as at 30 August 2013	Number of Vacancies	Total Manpower Required as at 30 August 2013	Forecast Total No. of Employees as at 30 August 2014
Technologist	11 658	63	11 721	11 708
Technician	47 251	604	47 855	47 904
Craftsman	1 009	-	1 009	1 009
Operative	1 653	-	1 653	1 653
Unskilled	67	-	67	67
Total	61 638	667	62 305	62 341

(ii) Testing Services and Laboratories

Job Level	No. of Persons Employed as at 30 August 2013	Number of Vacancies	Total Manpower Required as at 30 August 2013	Forecast Total No. of Employees as at 30 August 2014
Technologist	59	-	59	59
Technician	700	9	709	709
Craftsman	158	17	175	175
Total	917	26	943	943

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

2.7 There was a revision in monthly income ranges in this survey since the Statutory Minimum Wage (SMW) came into force on 1 May 2011. The SMW rate was revised from \$28 per hour in 2011 to \$30 per hour in 2013. 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 \$7,501	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	1	6	3	39	46	29	30	154
Technician	3	20	55	125	56	77	39	-	238	613
Craftsman	-	4	82	84	16	13	5	-	19	223
Operative	19	371	364	440	14	1	-	-	84	1 293
Unskilled	101	231	-	-	-	-	-	-	114	446
Total	123	626	502	655	89	130	90	29	485	2 729
Percentage in Total Number of Employees	4.51%	22.94%	18.40%	24.00%	3.26%	4.76%	3.30%	1.06%	17.77%	100.00%

(ii) Clothing Industry

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	5	5	59	12	38	93	138	350
Technician	1	-	130	488	135	205	37	23	290	1 309
Craftsman	12	153	74	60	27	17	1	-	73	417
Operative	491	739	434	129	5	-	-	-	483	2 281
Unskilled	86	139	-	-	-	-	-	-	30	255
Total	590	1 031	643	682	226	234	76	116	1 014	4 612
Percentage in Total Number of Employees	12.79%	22.35%	13.94%	14.79%	4.90%	5.07%	1.65%	2.52%	21.99%	100.00%

(iii) Fur, Footwear and Handbag Industries

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	-	5	6	5	-	16
Technician	-	-	2	5	6	12	2	-	-	27
Craftsman	3	-	10	24	28	1	1	-	5	72
Operative	3	1	4	3	3	-	-	-	1	15
Unskilled	1	5	4	-	-	-	-	-	-	10
Total	7	6	20	32	37	18	9	5	6	140
Percentage in Total Number of Employees	5.00%	4.29%	14.29%	22.86%	26.42%	12.86%	6.42%	3.57%	4.29%	100.00%

(B) Trading and Servicing Sector

(i) Trading

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	145	170	1 015	1 656	3 075	2 744	2 853	11 658
Technician	223	655	3 154	9 789	7 020	6 877	4 897	226	14 410	47 251
Craftsman	-	10	393	144	124	4	-	-	334	1 009
Operative	-	364	729	396	1	1	-	-	162	1 653
Unskilled	9	58	-	-	-	-	-	-	-	67
Total	232	1 087	4 421	10 499	8 160	8 538	7 972	2 970	17 759	61 638
Percentage in Total Number of Employees	0.39%	1.76%	7.17%	17.03%	13.24%	13.85%	12.93%	4.82%	28.81%	100.00%

(ii) Testing Services and Laboratories

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	-	41	-	13	5	59
Technician	-	-	425	171	3	-	10	-	91	700
Craftsman	-	158	-	-	-	-	-	-	-	158
Operative	-	-	-	-	-	-	-	-	-	-
Unskilled	-	-	-	-	-	-	-	-	-	-
Total	-	158	425	171	3	41	10	13	96	917
Percentage in Total Number of Employees	-	17.23%	46.35%	18.65%	0.33%	4.47%	1.09%	1.41%	10.47%	100.00%

Number of Internal Promotion

2.8 In the twelve months prior to the survey, a total of 7 and 255 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	5	3.25%
Craftsman to Technician	-	-
Operative to Craftsman	1	0.45%
Total	6	0.61%

(ii) Clothing Industry

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	-	-
Craftsman to Technician	1	0.08%
Operative to Craftsman	-	-
Total	1	0.08%

(iii) Fur, Footwear and Handbag Industries

Nil case in the fur, 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	245	2.10%
Craftsman to Technician	10	0.02%
Operative to Craftsman	-	-
Total	255	0.43%

(ii) Testing Services and Laboratories

Nil case in the testing services and laboratories industries was reported by employers.

Age of Employees (Tables 11 – 14)

2.9 The distribution of employees over age of 50 by job 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	56	154	36.36%
Technician	118	613	19.25%
Craftsman	97	223	43.5%
Operative	562	1 293	43.46%
* TOTAL	833	2 283	36.49%

(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	118	350	33.71%
Technician	346	1 309	26.43%
Craftsman	181	417	43.41%
Operative	1 230	2 281	53.92%
* TOTAL	1 875	4 357	43.03%

* Excluding unskilled employees

(iii) Fur, 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	7	16	43.75%
Technician	17	27	62.96%
Craftsman	56	72	77.78%
Operative	15	15	100.00%
* TOTAL	95	130	73.08%

(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	2 864	11 658	24.57%
Technician	6 964	47 251	14.74%
Craftsman	311	1 009	30.82%
Operative	185	1 653	11.19%
* TOTAL	10 324	61 571	16.77%

* 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	-	59	-
Technician	1	700	0.14%
Craftsman	-	158	-
* TOTAL	1	917	0.11%

* Excluding unskilled employees

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

2.10 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 4, and less than 2 years On-the-job Training

2.11 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 – 17)

Job Level	University Degree / Associateship or above	Associate Degree	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3-4	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	281	51	38	47	9	15	64	-	-	1	14	520
Technician	-	13	75	405	46	503	803	16	32	13	43	1 949
Craftsman	-	-	-	4	-	48	158	167	176	118	41	712
Operative	-	-	-	-	-	-	151	194	1 439	1 514	291	3 589
Total	281	64	113	456	55	566	1 176	377	1 647	1 646	389	6 770
*Percentage in Total Number of Employees	4.15%	0.94%	1.67%	6.74%	0.81%	8.36%	17.37%	5.57%	24.33%	24.31%	5.75%	100.00%

(B) Trading and Servicing Sector (Tables 18 – 19)

Job Level	Degree/ Associateship or above	Associate Degree	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3-4	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	5 191	1 245	978	1 237	132	67	2 327	-	-	-	540	11 717
Technician	749	714	3 061	11 218	2 393	5 922	19 794	-	33	24	4 043	47 951
Craftsman	-	-	-	-	30	198	584	193	3	139	20	1 167
Operative	50	-	9	-	-	-	742	151	664	28	9	1 653
Total	5 990	1 959	4 048	12 455	2 555	6 187	23 447	344	700	191	4 612	62 488
*Percentage in Total Number of Employees	9.59%	3.13%	6.48%	19.93%	4.09%	9.90%	37.52%	0.55%	1.12%	0.31%	7.38%	100.00%

* Excluding unskilled employees

2.12 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 – 22)

Job Level	4 Years or above	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	442	63	-	1	-	-	14	520
Technician	715	345	821	25	-	-	43	1 949
Craftsman	100	137	418	5	11	-	41	712
Operative	164	143	523	711	804	953	291	3 589
Total	1 421	688	1 762	742	815	953	389	6 770
*Percentage in Total Number of Employees	20.99%	10.16%	26.03%	10.96%	12.04%	14.08%	5.74%	100.00%

(B) Trading and Servicing Sector (Tables 23 – 24)

Job Level	4 Years or above	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	7 758	3 268	110	70	-	-	511	11 717
Technician	5 153	12 389	24 845	1 397	105	53	4 009	47 951
Craftsman	4	77	636	238	64	128	20	1 167
Operative	-	33	71	751	517	272	9	1 653
Total	12 915	15 767	25 662	2 456	686	453	4 549	62 488
*Percentage in Total Number of Employees	20.67%	25.23%	41.07%	3.93%	1.10%	0.72%	7.28%	100.00%

* Excluding unskilled employees

2.13 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 – 27)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	506	-	-	14	520
Technician	1 889	17	-	43	1 949
Craftsman	581	86	4	41	712
Operative	3 277	13	8	291	3 589
Total	6 253	116	12	389	6 770
*Percentage in Total Number of Employees	92.36%	1.71%	0.18%	5.75%	100.00%

(B) Trading and Servicing Sector (Tables 28 – 29)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	11 161	-	45	511	11 717
Technician	43 596	196	150	4 009	47 951
Craftsman	958	189	-	20	1 167
Operative	1 644	-	-	9	1 653
Total	57 359	385	195	4 549	62 488
*Percentage in Total Number of Employees	91.79%	0.62%	0.31%	7.28%	100.00%

* Excluding unskilled employees

Technical and Non-technical Staff

2.14 The survey revealed that a total of 70 036 technical and 36 562 non-technical staff employed in the textile, clothing, fur, 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	327	35	362
Weaving	1 451	383	1 834
Knitting	124	22	146
Finishing	733	117	850
Non-woven	94	33	127
Sub-total (i)	2 729	590	3 319

(ii) *Clothing Industry*

Branch	Technical Staff	Non-technical Staff	Total
Garment (exclude under / night garments)	2 501	610	3 111
Knitwear (exclude knitted and crocheted underwear)	1 836	591	2 427
Under / Night Garments and Knitted / Crocheted Underwear	275	44	319
Sub-total (ii)	4 612	1 245	5 857

(iii) Fur, Footwear and Handbag Industries

Branch	Technical Staff	Non-technical Staff	Total
Fur, Footwear and Handbag	140	29	169
Sub-total (iii)	140	29	169
TOTAL (i + ii + iii)	7 481	1 864	9 345

(B) Trading and Servicing Sector

(i) Trading

Branch	Technical Staff	Non-technical Staff	Total
I/E of Footwear	2 481	1 832	4 313
I/E of Fabrics	6 836	3 763	10 599
I/E of Wearing Apparel	43 778	22 850	66 628
I/E of Cotton, Textile Fibre and Yarn	1 693	823	2 516
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	6 850	3 612	10 462
Sub-total (i)	61 638	32 880	94 518

(ii) Testing Services and Laboratories

Branch	Technical Staff	Non-technical Staff	Total
Testing Services and Laboratories	917	1 818	2 735
Sub-total (ii)	917	1 818	2 735
TOTAL (i + ii)	62 555	34 698	97 253

Recruitment of Employees

2.15 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:

Industry	Technologist	Technician	Craftsman	Operative	Total
Textile	2	8	3	14	27
Clothing	-	14	4	23	41
Fur, Footwear and Handbag	-	1	3	3	7
Trading	129	695	-	51	875
Testing Services and Laboratories	-	2	8	-	10
Total	131	720	18	91	960

2.16 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	1	1	-	2	4
Insufficient graduates in relevant disciplines from institutions	-	5	1	-	6
Lack of applicants with relevant experience and training	1	2	2	7	12
Working conditions / remuneration package could not meet applicants' expectations	-	-	-	5	5
Other reasons	-	-	-	-	-
Total	2	8	3	14	27

(ii) Clothing Industry

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	2	2	10	14
Insufficient graduates in relevant disciplines from institutions	-	12	-	1	13
Lack of applicants with relevant experience and training	-	-	2	7	9
Working conditions / remuneration package could not meet applicants' expectations	-	-	-	4	4
Other reasons	-	-	-	1	1
Total	-	14	4	23	41

(iii) Fur, Footwear and Handbag Industries

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	-	1	1	2
Insufficient graduates in relevant disciplines from institutions	-	-	1	1	2
Lack of applicants with relevant experience and training	-	-	1	1	2
Working conditions / remuneration package could not meet applicants' expectations	-	1	-	-	1
Other reasons	-	-	-	-	-
Total	-	1	3	3	7

(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	7	-	-	9
Lack of applicants with relevant experience and training	78	414	-	6	498
Working conditions / remuneration package could not meet applicants' expectations	41	180	-	45	266
Other reasons	3	58	-	-	61
Total	129	695	-	51	875

(ii) Testing Services and Laboratories

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	-	3	-	3
Insufficient graduates in relevant disciplines from institutions	-	1	1	-	2
Lack of applicants with relevant experience and training	-	1	1	-	2
Working conditions / remuneration package could not meet applicants' expectations	-	-	3	-	3
Other reasons	-	-	-	-	-
Total	-	2	8	-	10

Operations Relating to Textile and Clothing Industries Set Up in the Mainland

2.17 The Training Board noted that a huge number of local employees, excluding Hong Kong residents, working in a large number of Mainland China plants / offices directly and indirectly controlled by Hong Kong companies. As a usual practice, the Hong Kong employers may have different registered company name 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 number of operations and Mainland employees under Hong Kong employers' control. In view of this, the distribution of companies having operations and number of Mainland employees relating to manufacturing sector of textile and clothing industries and their related trading and servicing sector set up in the Mainland under the control of Hong Kong employers are not reported in this manpower survey.

Survey Finding of Individual Branches

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

<i>Branch</i>	<i>Table</i>
(A) <i>Manufacturing Sector</i>	
(i) Spinning	30
(ii) Weaving	31
(iii) Knitting	32
(iv) Finishing	33
(v) Non-woven	34
(vi) Garment (exclude under / night garments)	35
(vii) Knitwear (exclude knitted and crocheted underwear)	36
(viii) Under / Night Garments and Knitted / Crocheted Underwear	37
(ix) Fur, Footwear and Handbag	38
(B) <i>Trading and Servicing Sector</i>	
(i) I/E of Footwear	39
(ii) I/E of Fabrics	40
(iii) I/E of Wearing Apparel	41
(iv) I/E of Cotton, Textile Fibre and Yarn	42
(v) I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	43
(vi) 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, fur, footwear and handbag industries at the time of the survey.

3.2 In August 2013, the textile, clothing, footwear and handbag industries and their related trading and servicing sectors, employed a total of 70 036 persons, representing an average annual decrease of 1.27% when compared with 71 846 found in the last survey conducted in August 2011. The distribution and comparison of the workforce by job level and by sector in 2011 and 2013 are shown below:

Job Level	Manufacturing Sector	Trading and Servicing Sector	Total	Average Annual Change in %
Technologist	520 (693)	11 717 (11 872)	12 237 (12 565)	-1.31%
Technician	1 949 (2 388)	47 951 (48 508)	49 900 (50 896)	-0.98%
Craftsman	712 (862)	1 167 (921)	1 879 (1 783)	2.66%
Operative	3 589 (4 270)	1 653 (1 506)	5 242 (5 776)	-4.73%
Unskilled	711 (826)	67 (0)	778 (826)	-2.95%
Total	7 481 (9 039)	62 555 (62 807)	70 036 (71 846)	-1.27%
Annual Change in %	-9.03%	-0.20%	-1.27%	

Note : Figure in brackets () represent the corresponding number collected in the 2011 manpower survey.

3.3 The findings indicated an average annual decline of 9.03% in the manpower in the manufacturing sector from year 2011 to 2013, and an average annual decline of 0.20% in the trading and servicing sector. The decrease in the manpower of the whole industry, i.e. 1.27% per annum, was mainly due to the decrease in the manufacturing sector.

3.4 By job level, there were also annual decreases of 1.31%, 0.98%, 4.73% and 2.95% at the technologist, technician, operative and unskilled level respectively. While at the craftsman level, annual increase of 2.66% was recorded.

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

3.5 The manpower survey of the textile, clothing, fur, footwear and handbag industries covers the manufacturing and the trading and servicing sectors. The manufacturing sector includes the textile, clothing, fur, footwear and handbag industries with nine branches as follows:

- (i) Textile Industry
 - Spinning
 - Weaving
 - Knitting
 - Finishing
 - Non-woven
- (ii) Clothing Industry
 - Garment (exclude under / night garments)
 - Knitwear (exclude knitted and crocheted underwear)
 - Under/Night Garments and Knitted / Crocheted Underwear
- (iii) Fur, Footwear and Handbag Industries
 - Fur, Footwear and Handbag

3.6 The trading and servicing sector includes the trading sector, testing services and laboratories with six 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
 - Import / Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes
- (ii) Testing Services and Laboratories
 - Firms engaged in Textile Testing Services and Laboratories

3.7 In August 2013, the manufacturing sector employed 2 729 employees in the textile industry, 4 612 in the clothing industry and 140 in the fur, footwear and handbag industries. Compared with the 2011 survey, the total manpower recorded an annual decline of 9.09%, 8.98% and 9.25% respectively in the textile, clothing and the fur, footwear and handbag industries. The trading and servicing sector employed 61 638 employees in the trading sector and 917 in the testing services and laboratories, representing an average annual decline of 0.30% and an average annual increase of 6.93% in the trading sector and the servicing sector respectively from 2011 to 2013.

3.8 The textile industry recorded an overall decline in manpower of 573 employees from 2011 to 2013. Except the branch of non-woven had an increase of 1.63% of manpower, the branches of spinning, weaving, knitting and finishing had dropped 27.73%, 4.56%, 15.82% and 5.28% of manpower respectively. Details of manpower changes are tabulated below:

Branch	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Spinning	626	327	-27.73%
Weaving	1 593	1 451	-4.56%
Knitting	175	124	-15.82%
Finishing	817	733	-5.28%
Non-woven	91	94	1.63%
Total	3 302	2 729	-9.09%

3.9 The under / night garments and knitted / crocheted underwear were grouped under the garment and knitwear branches of the manufacturing sector in previous surveys. Since the survey in 2011, the “under / night garments and knitted / crocheted underwear” was separated as a single branch. Moreover, fur was extracted from the clothing industry and categorised as a single branch under the fur, footwear and handbag industries. The annual decline of manpower in the branches of garment, knitwear, under / night garments and knitted/ crocheted underwear, and fur, footwear and handbag are 7.4%, 9.43%, 18.30% and 9.25% respectively. In fact, the overall annual manpower of clothing industry in manufacturing sector recorded a decrease of 8.51% per annum. Details of the manpower changes are tabulated as follows:

Branch	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Garment	2 917	2 501	-7.40%
Knitwear	2 238	1 836	-9.43%
Under / Night Garments and Knitted / Crocheted Underwear	412	275	-18.30%
Fur, Footwear and Handbag	170	140	-9.25%
Total	5 677	4 752	-8.51%

3.10 There was an annual decrease of 0.30% of manpower in the trading sector in the past two years. Except the branch of fabrics had an increase of 1.04% of manpower, the branches of footwear; wearing apparel; cotton, textile fibre and yarn; and luggage cases, handbags and similar articles of leather or leather substitutes had dropped 1.09%, 0.28%, 1.98% and 0.96% of manpower respectively. Details of manpower changes are shown below:

Branch	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
I/E of Footwear	2 536	2 481	-1.09%
I/E of Fabrics	6 696	6 836	1.04%
I/E of Wearing Apparel	44 027	43 778	-0.28%
I/E of Cotton, Textile Fibre and Yarn	1 762	1 693	-1.98%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	6 984	6 850	-0.96%
Total	62 005	61 638	-0.30%

3.11 There was an annual increase of 6.93% 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 (%)
	August 2011	August 2013	
Testing Services and Laboratories	802	917	6.93%

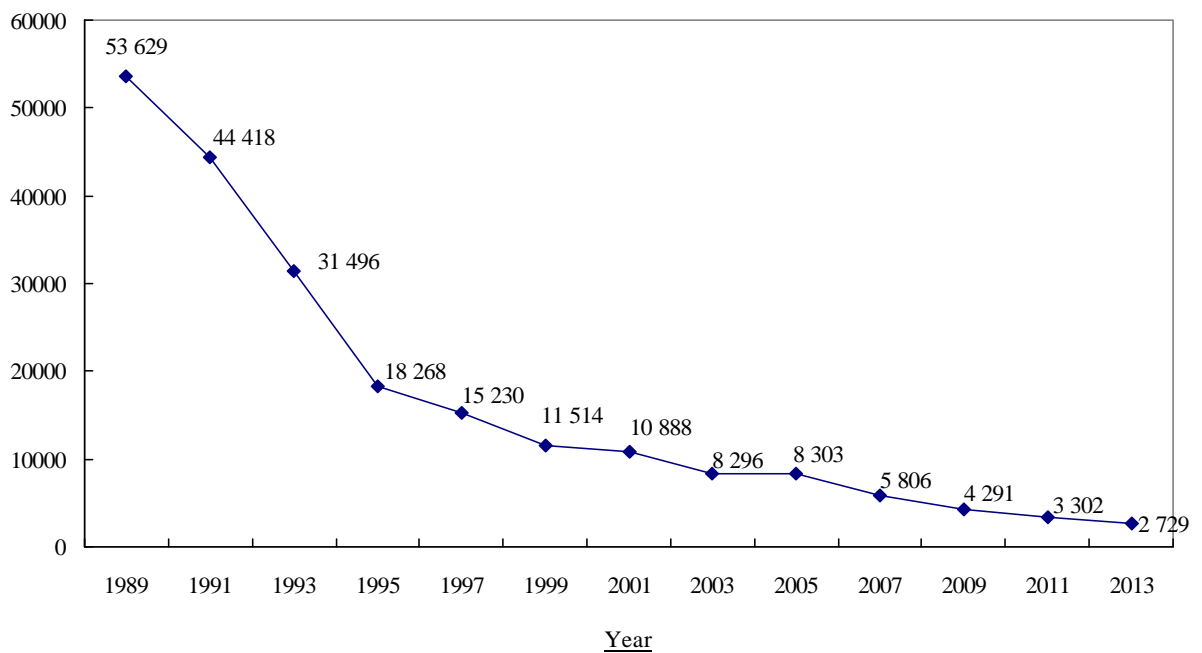
3.12 The manpower situation in the manufacturing sector of the textile, clothing, fur, footwear and handbag industries between 1988 (or 1989) and 2013 is depicted below:

(A) Manufacturing Sector

(i) Textile Industry

**Figure 6: Manpower Situation of the Textile Industry
Between 1989 and 2013**

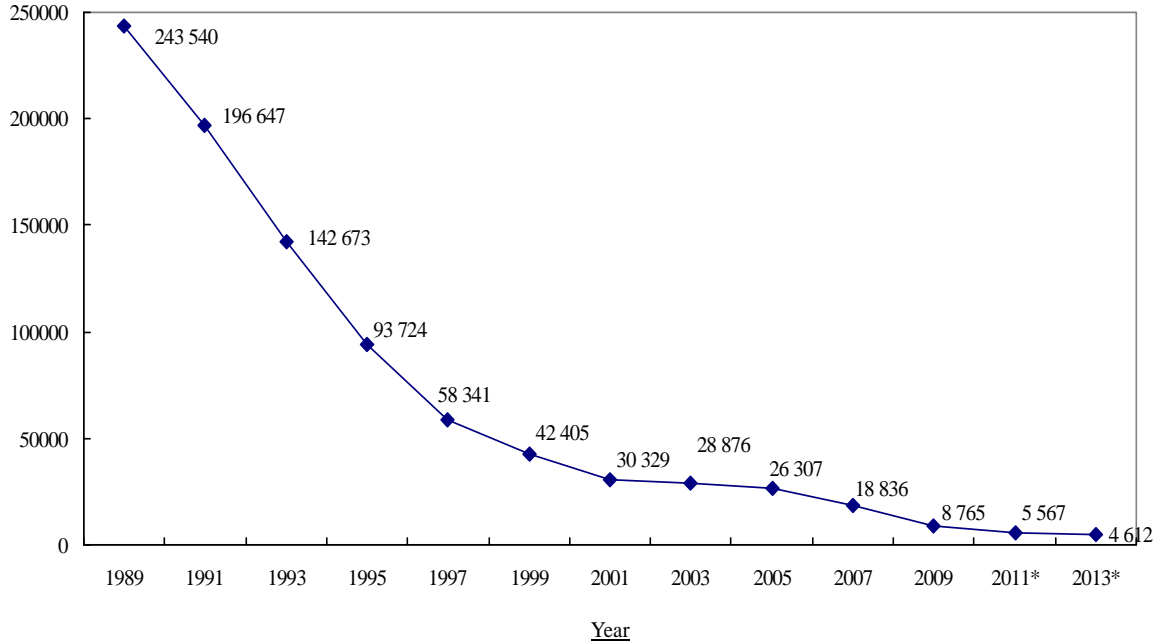
No. of Employees



(ii) Clothing Industry

Figure 7: Manpower Situation of the Clothing Industry Between 1989 and 2013

No. of Employees

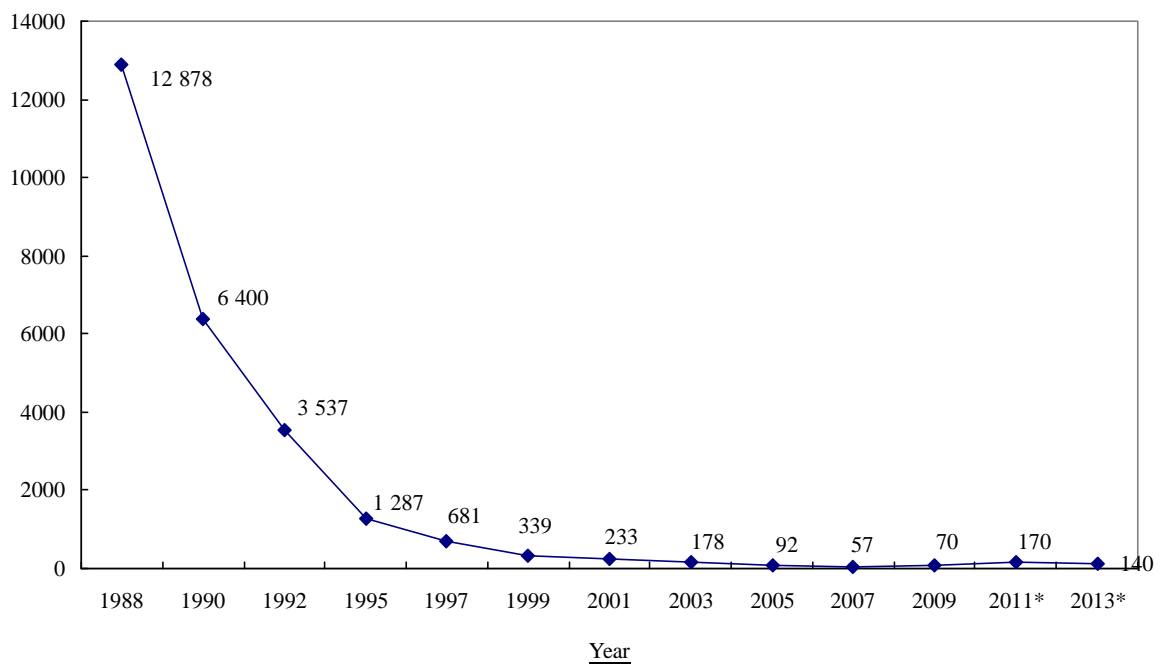


*Excluding fur branch

(iii) Footwear and Handbag Industries

Figure 8: Manpower Situation of the Footwear and Handbag Industries Between 1988 and 2013

No. of Employees



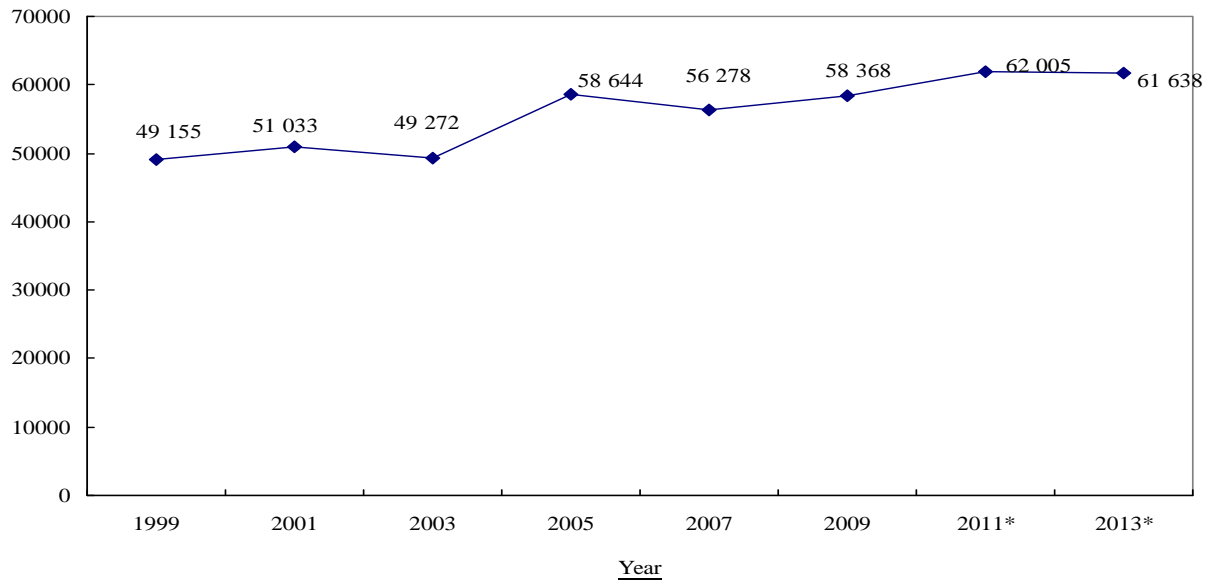
*Including fur branch

(B) Trading and Servicing Sector

(i) Trading

**Figure 9: Manpower Situation of the Trading Sector
Between 1999 and 2013**

No. of Employees

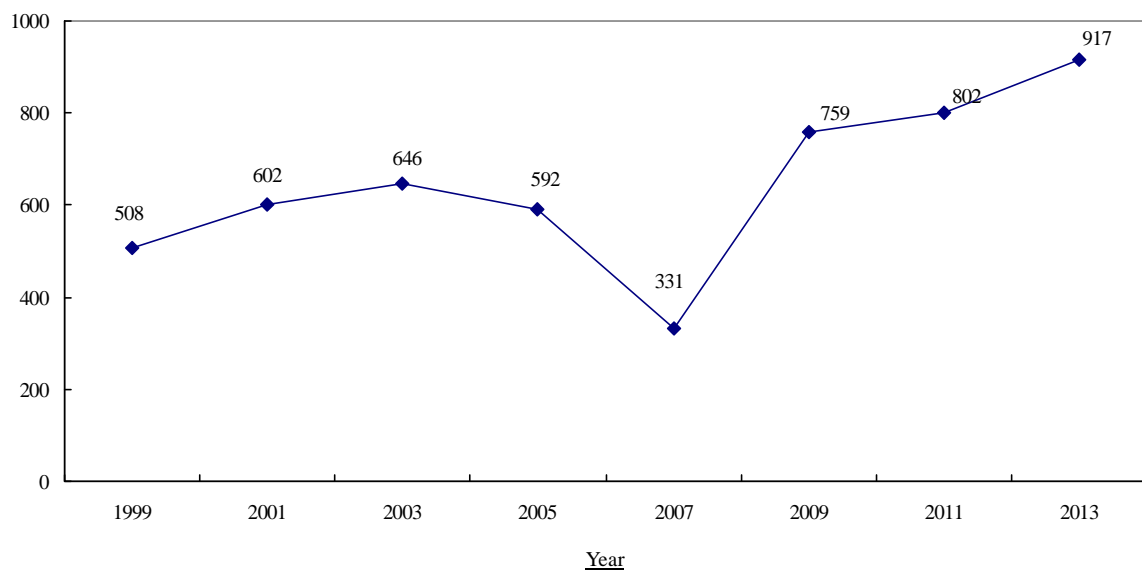


*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(ii) Testing Services and Laboratories

**Figure 10: Manpower Situation of the Testing Services
and Laboratories Between 1999 and 2013**

No. of Employees



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

(A) Manufacturing Sector

(i) Textile Industry

Job Level	2011	2013	Average Change per Annum (%)
Technologist	158	154	-1.27%
Technician	653	613	-3.11%
Craftsman	331	223	-17.92%
Operative	1 688	1 293	-12.48%
Unskilled	472	446	-2.79%
Total	3 302	2 729	-9.09%

(ii) Clothing Industry

Job Level	2011	2013	Average Change per Annum (%)
Technologist	518	350	-17.80%
Technician	1 697	1 309	-12.17%
Craftsman	461	417	-4.89%
Operative	2 552	2 281	-5.46%
Unskilled	339	255	-13.27%
Total	5 567	4 612	-8.98%

(iii) Fur, Footwear and Handbag Industries

Job Level	2011	2013	Average Change per Annum (%)
Technologist	17	16	-2.99%
Technician	38	27	-15.71%
Craftsman	70	72	1.42%
Operative	30	15	-29.29%
Unskilled	15	10	-18.35%
Total	170	140	-9.25%

(B) Trading and Servicing Sector

(i) Trading

Job Level	2011	2013	Average Change per Annum (%)
Technologist	11 832	11 658	-0.74%
Technician	47 896	47 251	-0.68%
Craftsman	771	1 009	14.40%
Operative	1 506	1 653	4.77%
Unskilled	-	67	-
Total	62 005	61 638	-0.30%

(ii) Testing Services and Laboratories

Job Level	2011	2013	Average Change per Annum (%)
Technologist	40	59	21.45%
Technician	612	700	6.95%
Craftsman	150	158	2.63%
Total	802	917	6.93%

3.14 The number of establishments in manufacturing sector of the textile industry dropped from 315 in the 1st quarter of 2011 to 274 in the 1st quarter of 2013, representing annual decreases of 6.73%, whereas the number of establishments in the clothing industry, fur, footwear and handbag industries recorded 355 and 20 in the 1st quarter of 2011 to 412 and 21 in the 1st quarter of 2013, representing annual increases of 7.73% and 2.47% respectively. The annual incremental rate in the number of the establishments for the manufacturing sector was 1.22%. In the trading sector, the number of establishments increased from 14 759 in the 1st quarter of 2011 to 15 000 in the 1st quarter of 2013, representing a yearly increase of 0.81%. The number of establishments in testing services and laboratories increased from 8 in the 1st quarter of 2011 to 9 in the 1st quarter of 2013, representing an annual increase of 6.07%. Details of the change in the number of establishments in the three sectors are listed below:

(A) Manufacturing Sector

(i) Textile Industry

Year	Establishment Size						Total
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	
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
1 st Quarter 2011	250	31	19	9	2	4	315
1 st Quarter 2013	233	14	17	5	2	3	274

(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
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
1 st Quarter 2011*	160	90	77	21	5	2	355
1 st Quarter 2013*	264	77	56	10	3	2	412

*Excluding fur branch

(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	-	-	-
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
1 st Quarter 2011*	14	3	2	1	-	-	20
1 st Quarter 2013*	18	1	1	1	-	-	21

*Including fur branch

(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
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
1 st Quarter 2011	424	124	98	31	7	6	690
1 st Quarter 2013	515	92	74	16	5	5	707

(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
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
1 st Quarter 2011*	12 687	1 290	592	125	46	19	14 759
1 st Quarter 2013*	13 228	1 089	514	102	49	18	15 000

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(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	-	6
1 st Quarter 2011	-	-	-	1	1	6	8
1 st Quarter 2013	-	1	-	1	1	6	9

* Establishment of testing services and laboratories was not reported in the reports before 2007. Due to the significant changes in this sector, the establishment of this sector is presented starting from 2011 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
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
1 st Quarter 2011	13 111	1 414	690	157	54	31	15 457
1 st Quarter 2013	13 743	1 182	588	119	55	29	15 716

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

Technologist Level

3.15 There were 520 technologists in the manufacturing sector in August 2013. Compared with the figure of 693 in 2011, technologists in the manufacturing sector recorded a 13.38% decrease per annum. The decrease in the manpower at technologist level occurred in the textile, clothing and the fur, footwear and handbag industries. In the trading sector, there were 11 658 managers in August 2013, representing an annual decrease of 0.74%. There were 59 technologists in the servicing sector in August 2013 which recorded a 21.45% increase per annum. Details of manpower changes are tabulated below:

(A) Manufacturing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Textile	158	154	-1.27%
Clothing	518	350	-17.80%
Fur, Footwear and Handbag	17	16	-2.99%
Total	693	520	-13.38%

(B) Trading and Servicing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Trading	11 832	11 658	-0.74%
Testing Services and Laboratories	40	59	21.45%
Total	11 872	11 717	-0.65%

Technician Level

3.16 At the technician level, the manpower in the manufacturing sector decreased from 2 388 to 1 949 in 2013, representing a 9.66% average annual decrease. This was due to a continuous manpower decrease of the textile, clothing and the fur, footwear and handbag industries in the past two years. There was a slight average reduction of 0.68% per annum in the trading sector and a 6.95% average annual increase in the servicing sector. Details of manpower changes are listed below:

(A) Manufacturing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Textile	653	613	-3.11%
Clothing	1 697	1 309	-12.17%
Fur, Footwear and Handbag	38	27	-15.71%
Total	2 388	1 949	-9.66%

(B) Trading and Servicing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Trading	47 896	47 251	-0.68%
Testing Services and Laboratories	612	700	6.95%
Total	48 508	47 951	-0.58%

Craftsman Level

3.17 The average annual decrease of craftsman manpower in the manufacturing sector was at 9.12%. 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 increase of 1.42% per annum in the fur, footwear and handbag industries. The steady increase of manpower in the trading and servicing sector could be an indicator of possible manpower demand. Details of manpower changes are listed as follows:

(A) *Manufacturing Sector*

Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Textile	331	223	-17.92%
Clothing	461	417	-4.89%
Fur, Footwear and Handbag	70	72	1.42%
Total	862	712	-9.12%

(B) *Trading and Servicing Sector*

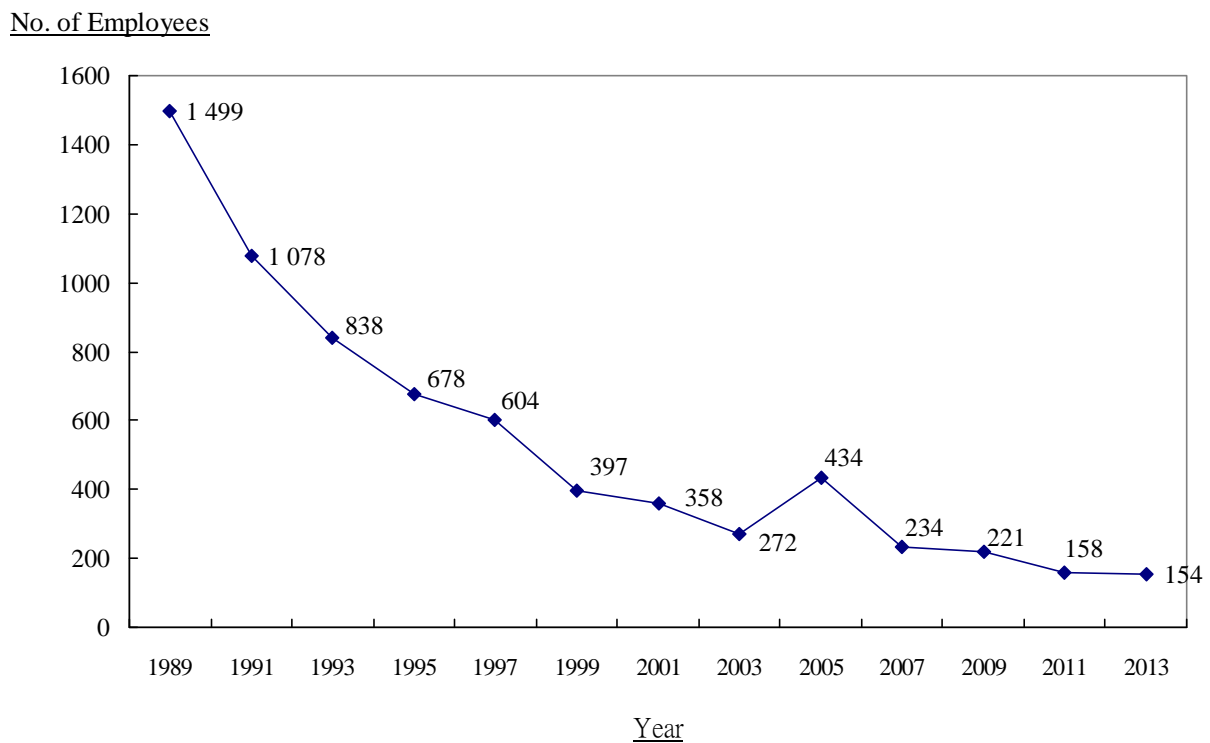
Industry	No. of Employees		Average Change per annum (%)
	August 2011	August 2013	
Trading	771	1 009	14.40%
Testing Services and Laboratories	150	158	2.63%
Total	921	1 167	12.57%

3.18 The charts below show the manpower situation at various job levels in the manufacturing sector of the textile and clothing industries between 1989 and 2013, the fur, footwear and handbag industries between 1988 and 2013, and the trading and servicing sector between 1999 and 2013.

(A) Manufacturing Sector

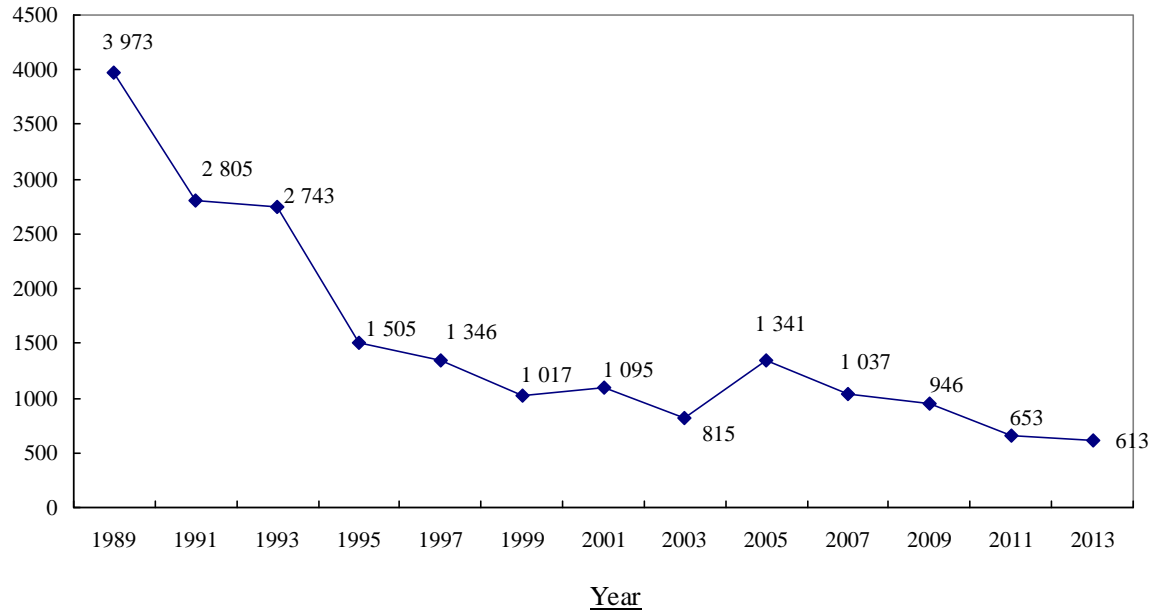
(i) Textile Industry

Figure 11: Manpower Situation at the Technologist Level Between 1989 and 2013



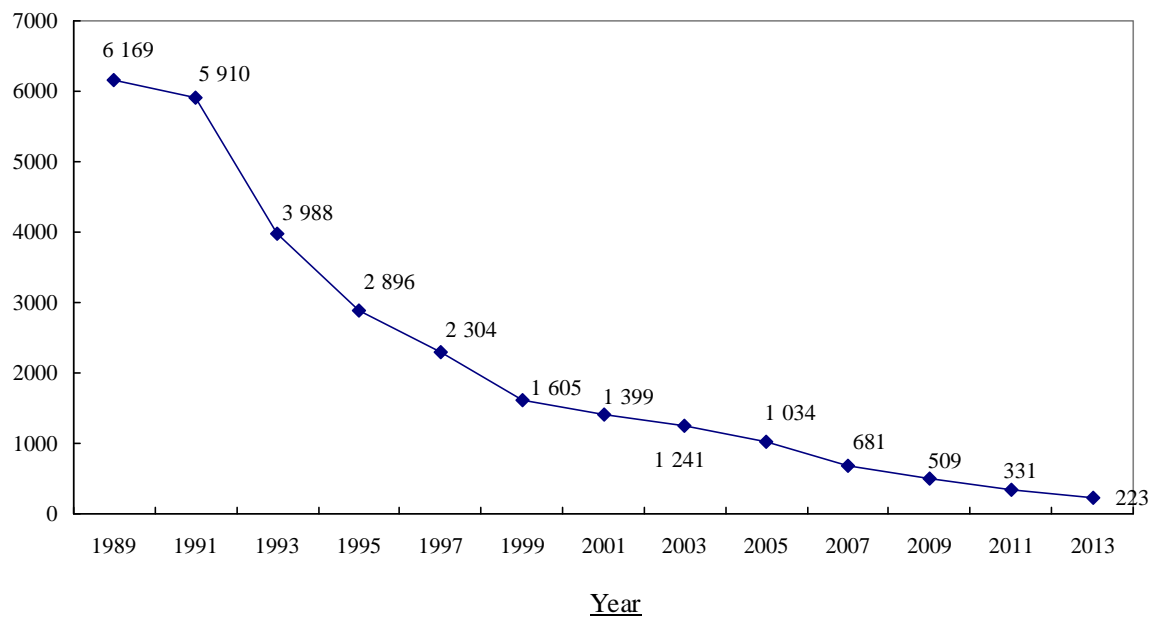
**Figure 12: Manpower Situation at the Technician Level
Between 1989 and 2013**

No. of Employees



**Figure 13: Manpower Situation at the Craftsman Level
Between 1989 and 2013**

No. of Employees



(ii) Clothing Industry

Figure 14: Manpower Situation at the Technologist Level Between 1989 and 2013

No. of Employees

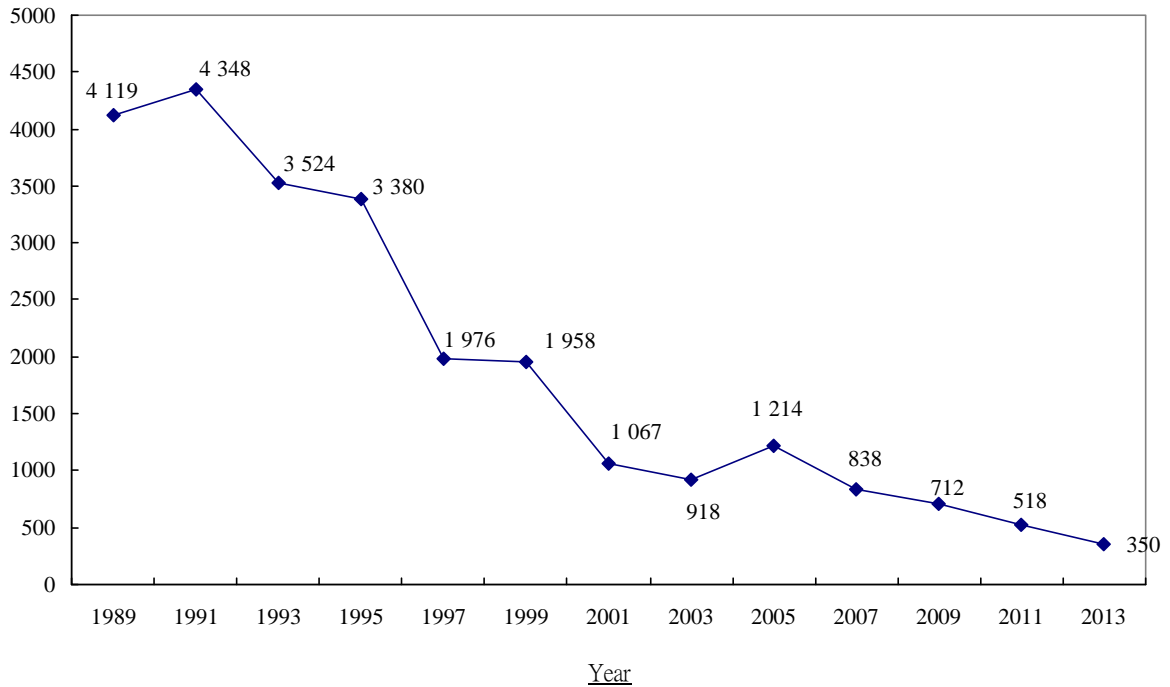
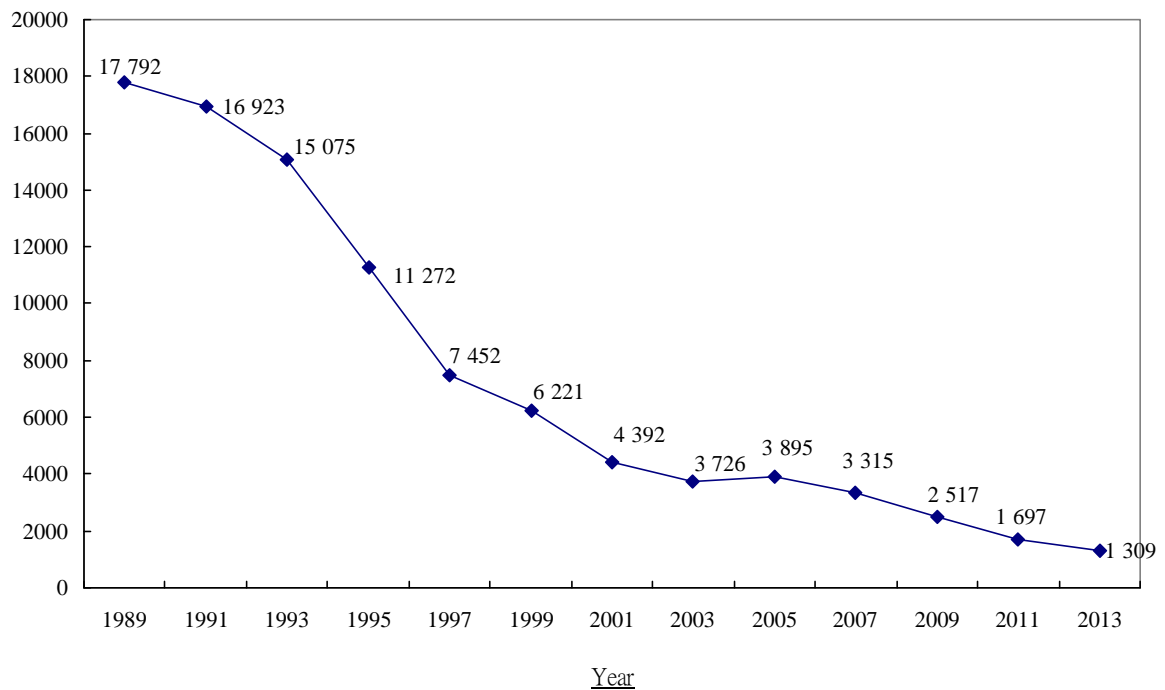


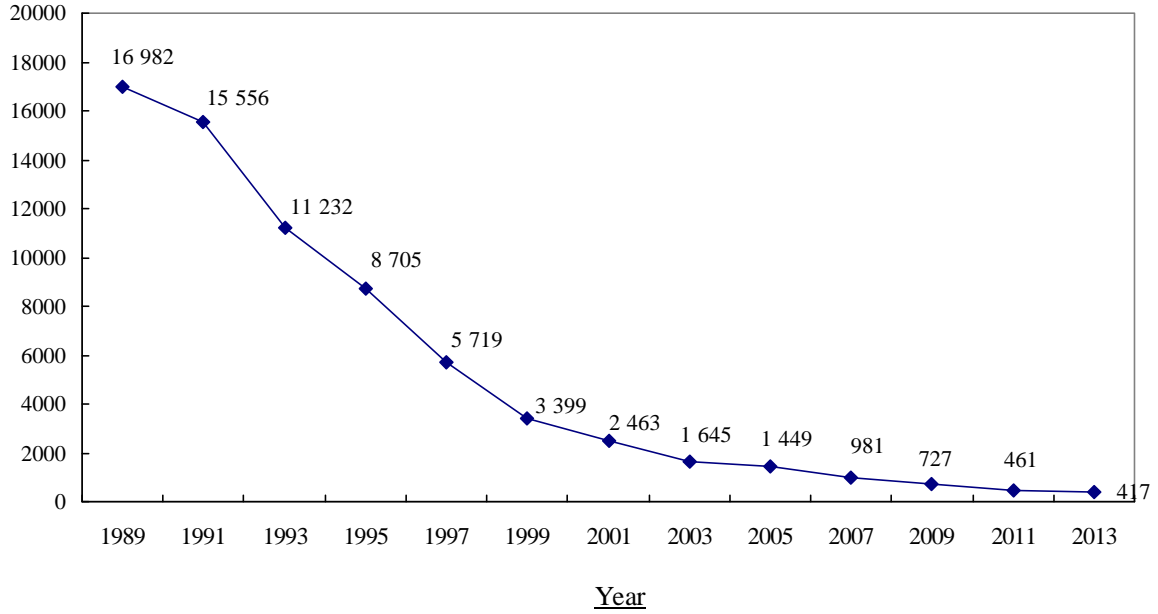
Figure 15: Manpower Situation at the Technician Level Between 1989 and 2013

No. of Employees



**Figure 16: Manpower Situation at the Craftsman Level
Between 1989 and 2013**

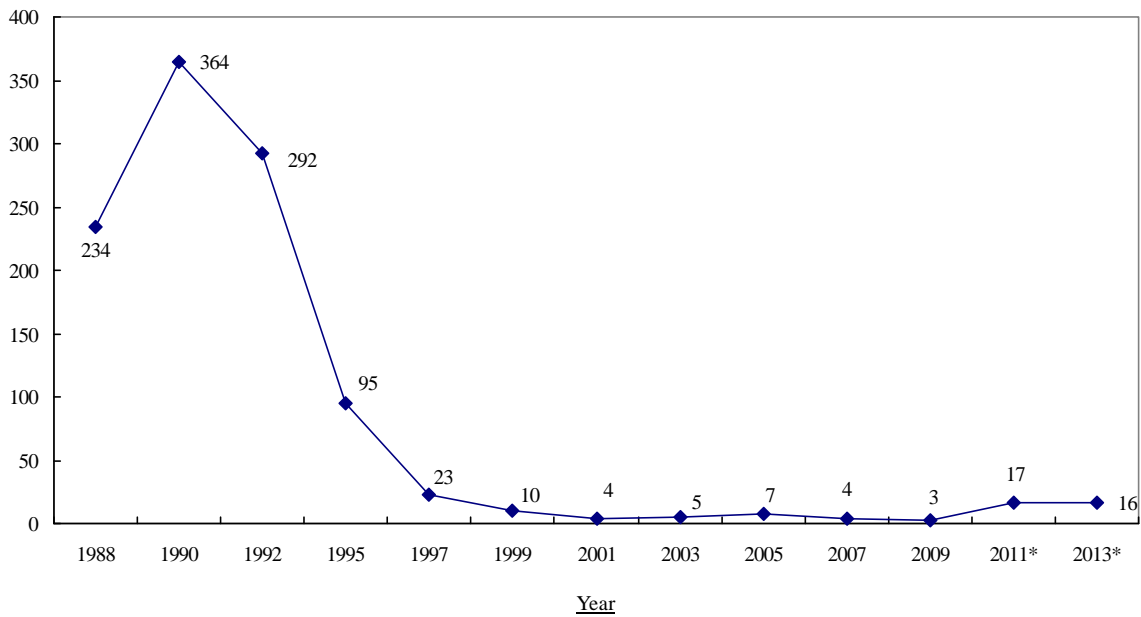
No. of Employees



(iii) Footwear and Handbag Industry

**Figure 17: Manpower Situation at the Technologist Level
Between 1988 and 2013**

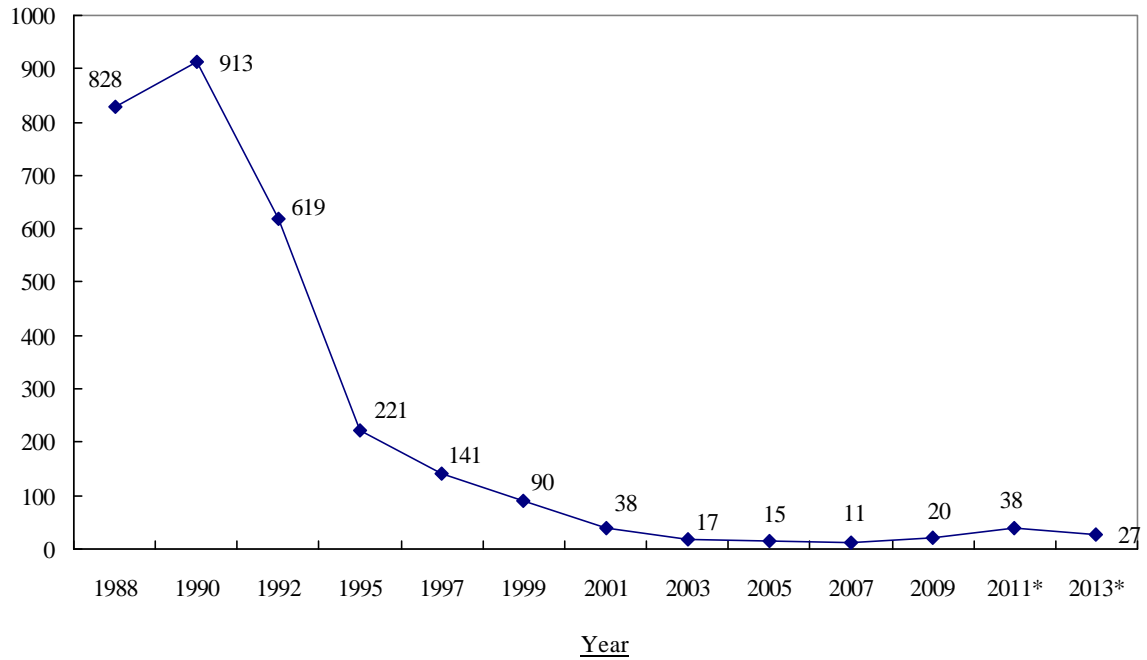
No. of Employees



*Including fur branch

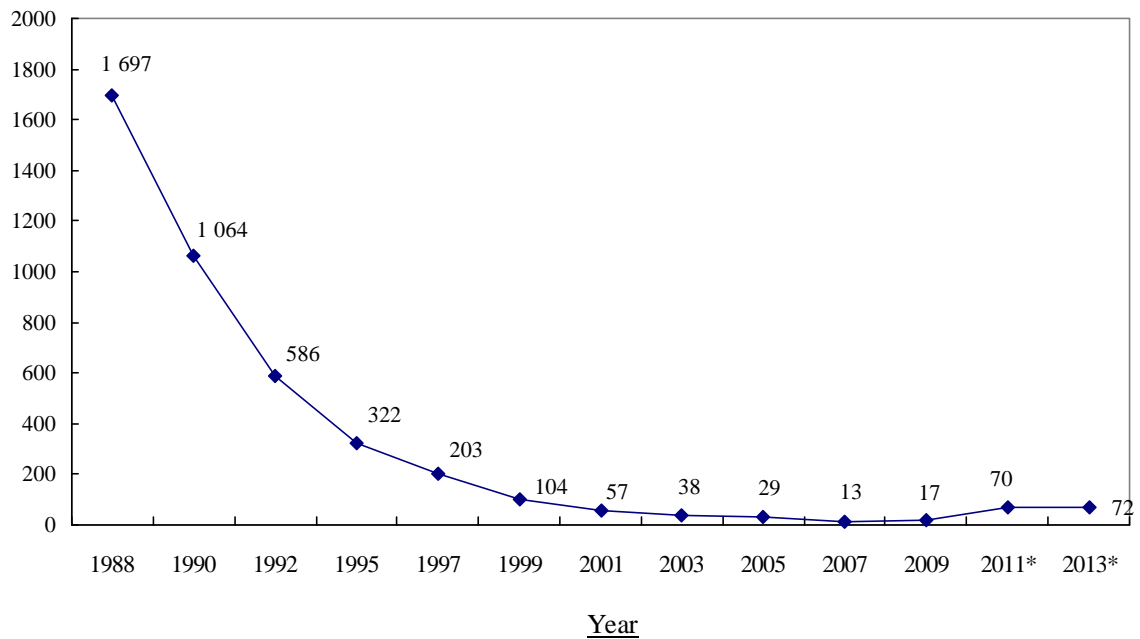
**Figure 18: Manpower Situation at the Technician Level
Between 1988 and 2013**

No. of Employees



**Figure 19: Manpower Situation at the Craftsman Level
Between 1988 and 2013**

No. of Employees

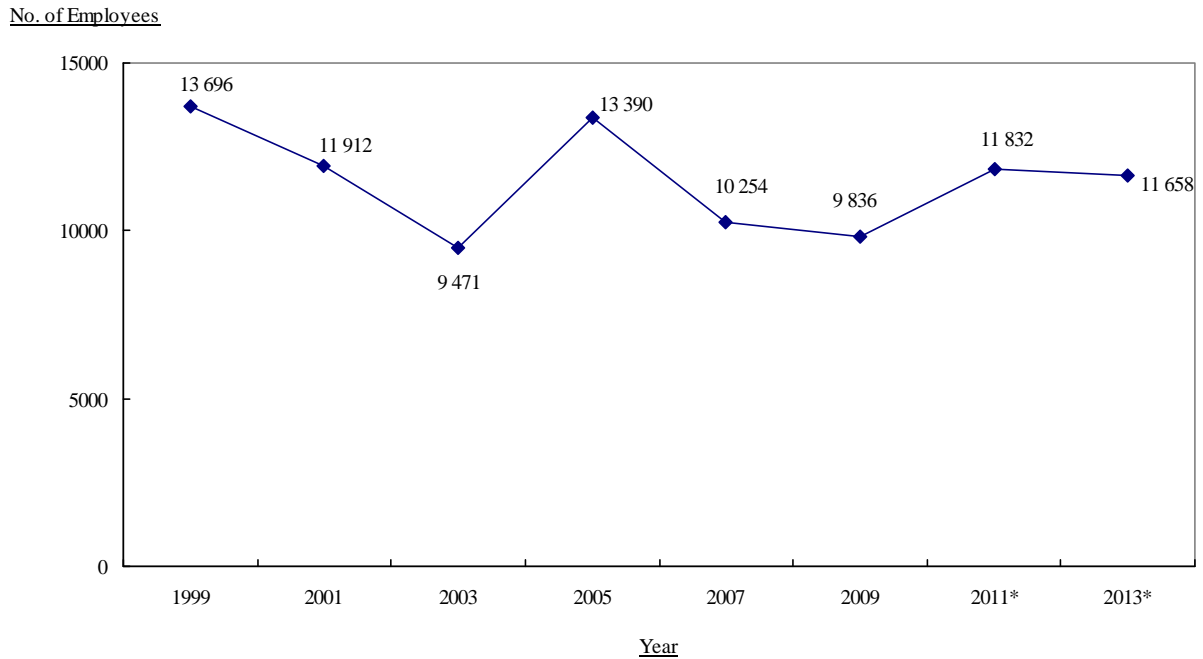


*Including fur branch

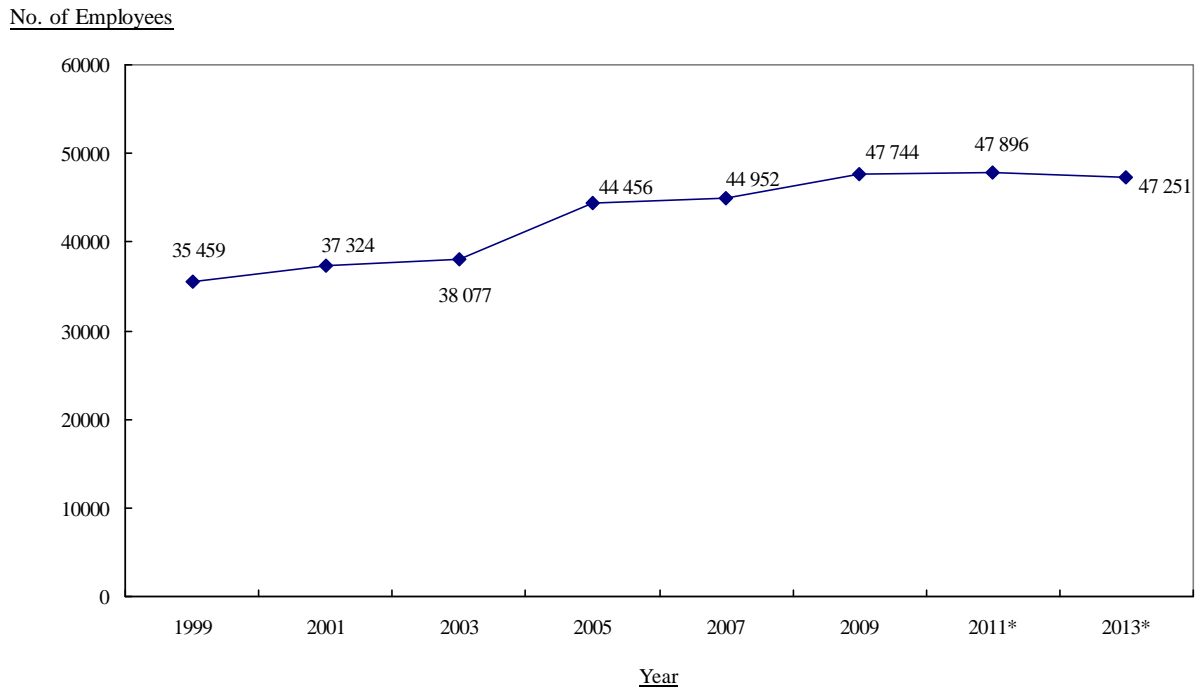
(B) Trading and Servicing Sector

(i) Trading

**Figure 20: Manpower Situation at the Technologist Level
Between 1999 and 2013**



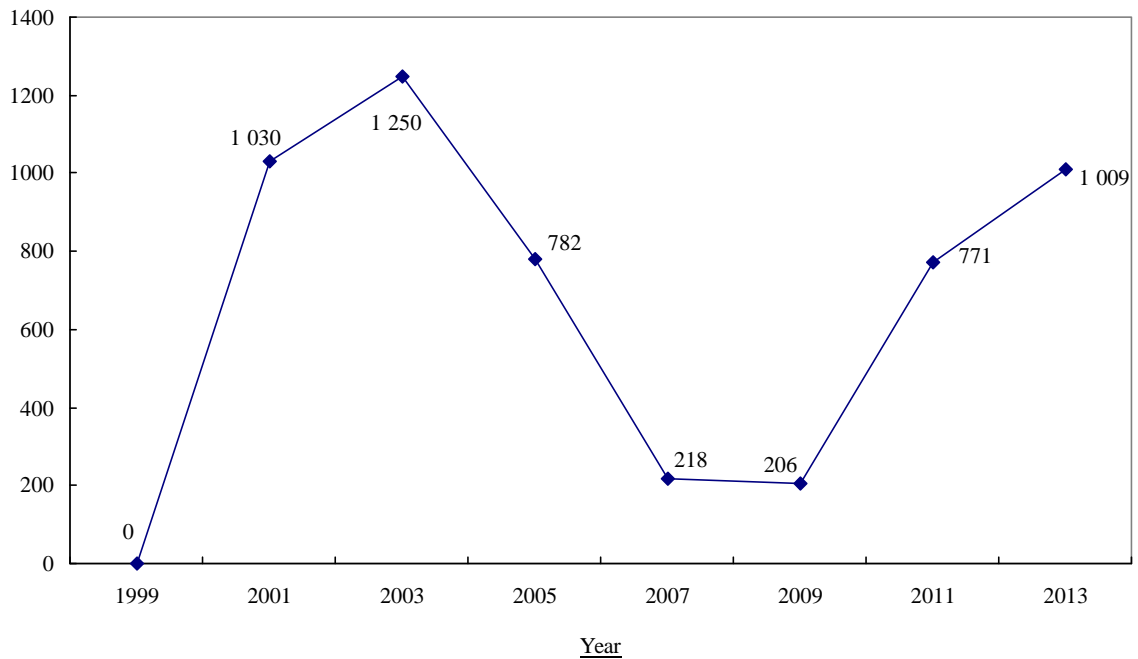
**Figure 21: Manpower Situation at the Technician Level
Between 1999 and 2013**



*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

**Figure 22: Manpower Situation at the Craftsman Level
Between 1999 and 2013**

No. of Employees

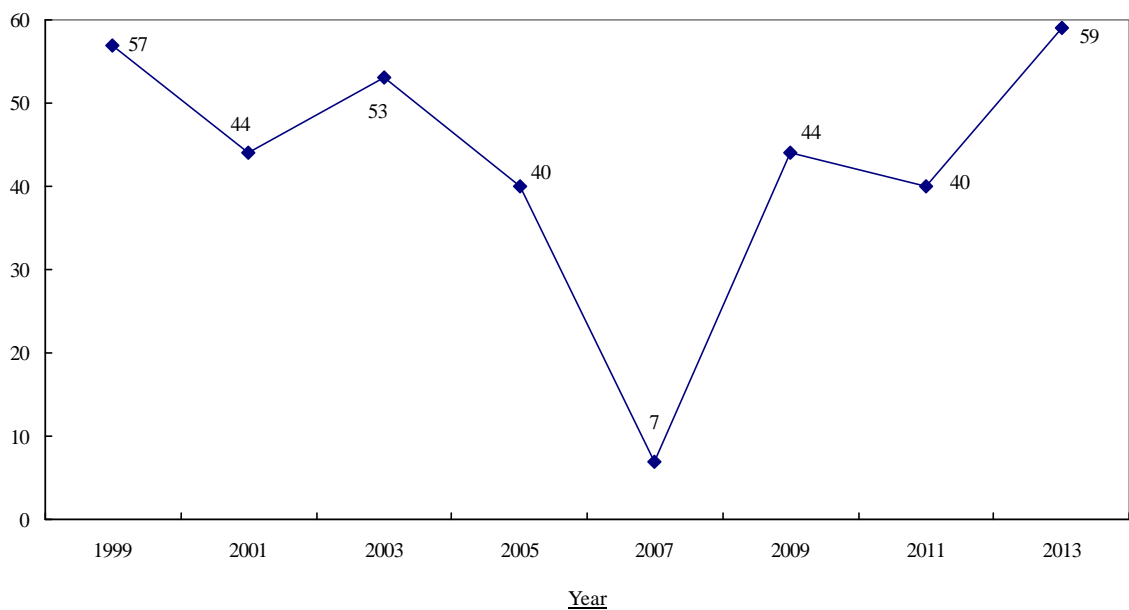


*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(ii) Testing Services and Laboratories

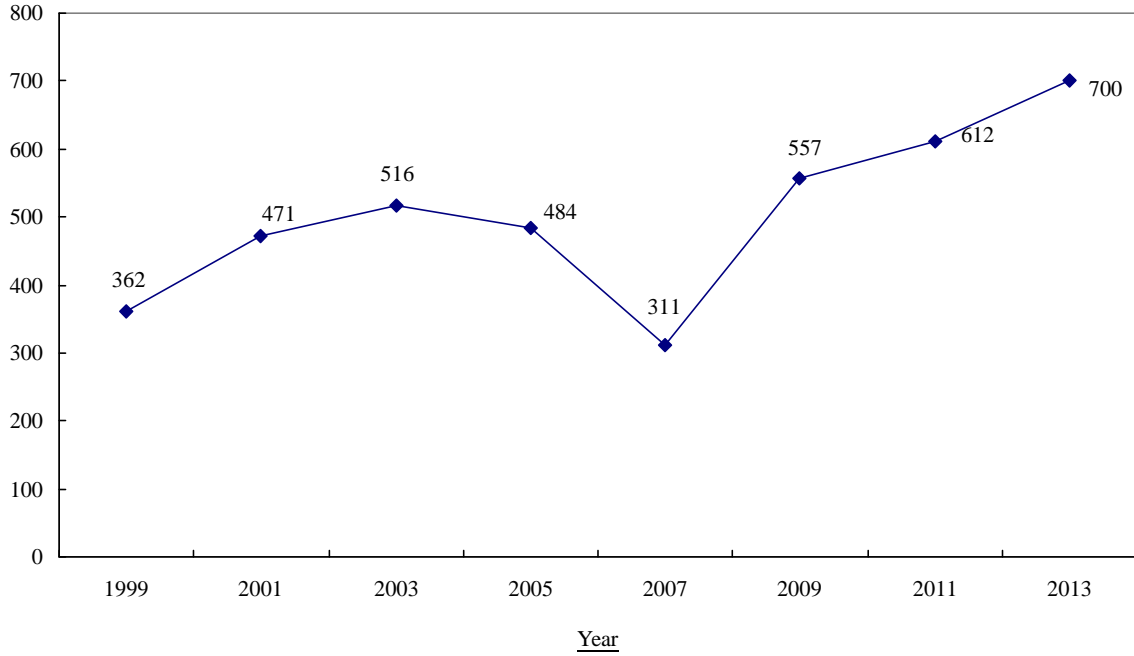
**Figure 23: Manpower Situation at the Technologist Level
Between 1999 and 2013**

No. of Employees



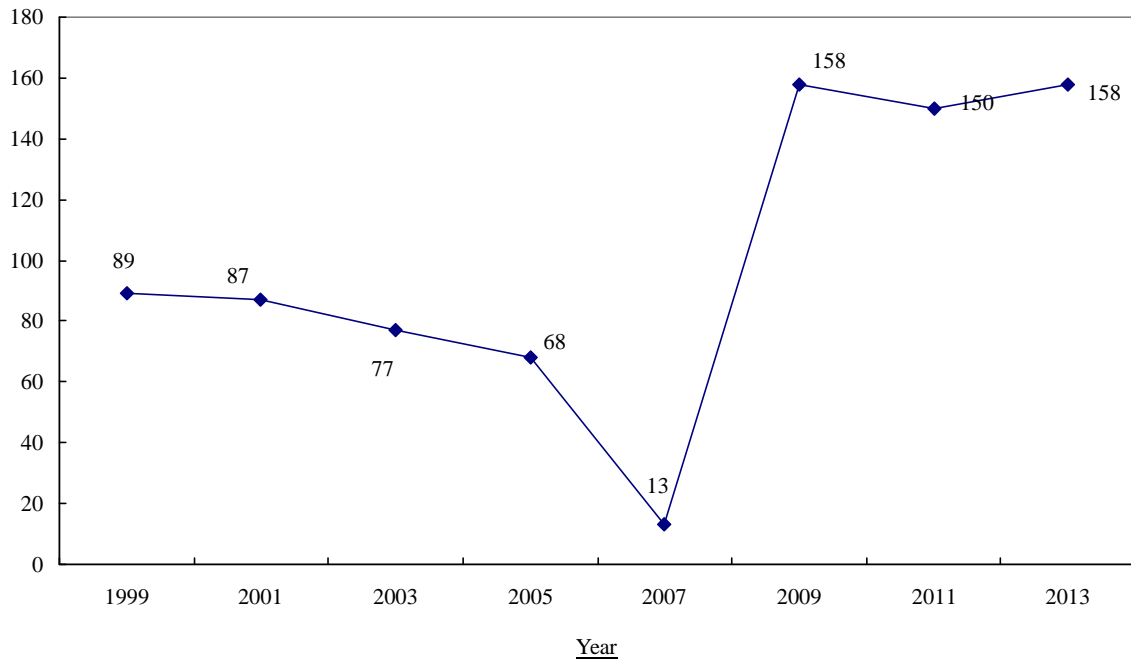
**Figure 24: Manpower Situation at the Technician Level
Between 1999 and 2013**

No. of Employees



**Figure 25: Manpower Situation at the Craftsman Level
Between 1999 and 2013**

No. of Employees



Manpower Changes of Textile & Clothing Industries since 2011

3.19 The Training Board is of the view that the manpower changes may be attributable to the followings:

- (i) Although the external environment has remained challenging in these two years, the overall economy is gradually improving with signals of bottoming out. The economic recovery of the US is getting firm and the worst of the sovereign debt crisis in the euro zone seems over in 2013. Hong Kong's exports in textile, clothing, footwear and handbag industries are likely to further stabilize and recover in the recent years;
- (ii) Most of the main production bases of Hong Kong enterprises are located in the Mainland but some companies have kept carrying out certain manufacturing process here to meet customers' demand for the Hong Kong origin status. However, the industries have difficulties in recruiting skillful workers and youngsters so that these operations are not probably to further develop in Hong Kong on a large scale;
- (iii) Even though the external market environment is not strong, Hong Kong still enjoys a low unemployment rate. Many jobs lost in the import and export sector over the past years may be made up by increase in opening in retail and tourism sectors;
- (iv) Statutory Minimum Wage was introduced in Hong Kong in May 2011. An increase of the hourly minimum wage rate from HK\$28 to HK\$30 is implemented in 2013. This poses pressures on Hong Kong SMEs especially trading and servicing companies to raise the average wages of their junior and supervisory staff;
- (v) Despite of the slight easing of business environment, Hong Kong enterprises are still encountering negative impacts of fierce competition from Mainland and Southeast Asian companies, lowering prices by buyers, delayed payments from clients, reduced individual order volume, and requests for quicker delivery;
- (vi) Many Hong Kong enterprises are looking at opportunities in the Mainland market and other emerging markets. China's emergence as the world's second largest economy and the world's fastest growing economy has brought a lot of investment opportunities for the industries;
- (vii) The textile and clothing industries are labour-intensive which have been facing rise of production costs and operational difficulties including increase in wages and expenses of employees' benefits; higher cost of rentals, raw materials, transportation, energy and land; raising environmental protection and safety requirements; appreciation of RMB; pressure of industrial structure adjustment initiated by the Mainland

government, and labour shortage;

- (viii) Labour shortage in Pearl River Delta is the greatest challenge that most Hong Kong enterprises are facing. This situation has worsened because many workers choose to work near their hometowns due to rapid development of the Mainland inland provinces in the recent years. Moreover, the Hong Kong enterprises have difficulties in recruiting sales and marketing, and managerial talent;
- (ix) A number of Mainland enterprises have been growing rapidly in recent years. Their developments have created keen competitions for Hong Kong companies in the local markets as well as overseas orders with lower prices. Hong Kong enterprises are in pressing need to move up the value-chain through design, branding and new technology;
- (x) In view of increasing challenges, labour-intensive manufacturers consider relocating their production lines elsewhere or have already set up factories in Southeast Asia such as Vietnam and Myanmar, and even to Africa. Although these countries have difficulties in providing satisfactory manpower training, infrastructure and supporting services, their cheap and young work forces still attract the Hong Kong enterprises;
- (xi) In the light of the Mainland's economic structural reform, Hong Kong processing industries that operate their production in Mainland are steering them towards high technology and high value-added products. They are riding on the upgrade and transformation of their operations through research and development, design, branding and new markets to enhance their competitiveness;
- (xii) After the process of elimination and reshuffle in recent years, Hong Kong enterprises which are still operating in the PRD have become more competitive. In addition to the slight improvement of the business environment, the manpower in general is stable in 2013; and
- (xiii) Majority of Hong Kong textile and clothing manufacturers have set up offshore facilities which resulted in a steady decline in technical personnel. However, Hong Kong is not only a leading production centre but also a global sourcing hub which are looking for extra workforce in fabrics and material procurement, design and development, quality control and assurance, sales and marketing, logistic arrangement, and compliance in international rules and regulations.

3.20 The Training Board has the following observations on the manpower data:

- (i) In view of the signs of world economy recovery in 2013, higher production costs and labour shortage, more demanding orders from buyers, fierce competition from Mainland and other developing countries, increased environmental requirements, the number of local establishments in the manufacturing and trading sectors have increased slightly from 690 and 14 759 respectively in 2011 to 707 and 15 000 in 2013 in the textile, clothing, footwear and handbag industries. However, the total numbers of manpower in the manufacturing and trading sectors have dropped from 9 039 and 62 807 employees respectively in 2011 to 7 481 and 62 555 in 2013. The figures indicated that there are more small employment size of establishments with less total number of employees in these two years;
- (ii) The number of manpower in the manufacturing sector of textile and clothing industries have recorded a further decrease of 17.35% and 17.15% respectively as compared with the 2011 survey. Such decreases were particularly noted in the spinning, garment and knitwear branches owing to increasing relocation of Hong Kong manufacturing plants to the Mainland and other nearby countries;
- (iii) The manpower demand on testing services and laboratories grows steadily in the past two years. Testing and certification is one of the six industries identified by the Hong Kong Government as having distinct advantages for development. In view of the increasing stringent requirements on product quality and safety from buyers, and promotion on testing and certification services by the Government, there would be a corresponding growth in manpower need in the areas of laboratory testing and certification within the industries;
- (iv) The majority of the reported vacancies existed in the three industries were mostly operatives in the manufacturing sector, and managers and supervisors in the trading and servicing sector;
- (v) The Statutory Minimum Wage (SMW) was revised from \$28 per hour in 2011 to \$30 per hour in 2013. It is noted that the total number of employees whose monthly income is under \$10,000 in 2013 is less than that of 2011 in the three industries and their related trading and servicing sector. The implementation of SMW might contribute to the decrease of number of lower monthly income employees;
- (vi) Ageing is still a problem in the manufacturing sector of the three industries. At the time of survey, there were 36.49%, 43.03% and 73.08% of employees in the textile; clothing; and fur, footwear and handbag industries over the age of 50 respectively. Nevertheless, only 16.52 % of the employees in the trading and servicing industries are over the age of 50;

- (vii) Among different training modes which the employees should have, on-the-job training is the most preferable one by the employers in manufacturing as well as trading and servicing sectors;
- (viii) The shift of the nature of businesses from Origin Equipment Manufacture (OEM) to Origin Design Manufacture (ODM) and trading has resulted in a large demand for well-trained and qualified fashion designers, merchandisers and quality personnel by the employers even though the industries are facing an uncertain business environment; and
- (ix) Due to the pressing need for the Hong Kong enterprises to make continuous improvements on product design and innovation, value-added production, operation and supply chain management, many employers have considered in modernizing their production capacity and quality by automation. They would need to recruit and train up their technical manpower to be competent in product design and development, as well as developing their work ethics and working attitude.

Business Outlook

3.21 Looking into the future, the Training Board has the following views:

- (i) Hong Kong companies who need to upgrade and transform require technology innovation and transforming from OEM to ODM and Origin Brand Manufacture (OBM). If manufacturers want to add values to their products, they should have good designs. Product should be designed with economic principle, easy for volume production, transportation and storage. Goods designers should also consider whether there are available materials and production techniques in the market;
- (ii) Hong Kong manufacturers in the Mainland are faced with escalating production costs and intense competition. To maintain their competitive advantage, industries need to upgrade and transform themselves, enhance their innovation and design capabilities, build up their brands and tap into the more profitable middle and upper-end markets. They may also relocate or outsource some lower value-added processing operations in order to focus on research and development, and the marketing of products;
- (iii) Although the United States and European Union countries have shown signs of economic recovery, Hong Kong enterprises should continue to explore new markets in the Mainland and overseas. They could use the Dedicated Fund on Branding, Upgrading and Domestic Sales provided by the Hong Kong government to promote Hong Kong products in the Mainland;
- (iv) Hong Kong enterprises with a pool of talents with global vision and marketing experience can also partner with Mainland

companies to explore overseas businesses and build international brands for Mainland products. In addition, Hong Kong companies should also change their marketing channels and sales strategies to leverage on the emerging new media and modern marketing channels;

- (v) It is generally regarded that low cost operations are hard to sustain whilst high technology and high value-added industries remain competitive. The industries could provide more career choices in design, marketing, quality management and logistics for the Hong Kong younger generation;
- (vi) The Third Plenary Session of the 18th Central Committee of the Communist Party of China (CPC) endorsed “The Decision of the CPC Central Committee on Several Important Issues of Comprehensively Deepening Reform” in Beijing in November 2013. Hong Kong enterprises should enhance their capabilities in the light of the Mainland’s in-depth economic structural reform and ride on the new supportive policies to avoid the risk of being eliminated in the long run. The policy of speeding new urbanization and easing one-child restrictions will directly boost the demand for textile and clothing products;
- (vii) Business-to-Consumer (B2C) and Consumer-to-Consumer (C2C) are an overwhelming trend on the Mainland China which offers wonderful opportunities for Hong Kong enterprises who would like to participate in the domestic sales. It is essential for an enterprise to see its B2C business as a necessary part of the overall business strategy. Online consumption market is expected to grow faster in the near future and offer more room to Hong Kong companies;
- (viii) As the online shopping trend remains hot in the Mainland, Hong Kong companies which intend their products to stand out should have a good understanding of the actual condition of the Mainland electronic retailing market before they can identify an appropriate market niche for themselves. The Hong Kong enterprises should also choose the right operating model with reference to their own market positioning and strategy in developing the Mainland market. They may have online stores and physical stores complement each other in expanding its client base;
- (ix) Several countries in Africa are good places for industrial relocation of labour-intensive manufacturers. Some African countries are comparatively stable with improved educational level and good quality workers. In terms of population size, processing industries of Southeast Asian countries do not have enough manpower to replace those employed in the Mainland. Their wages have also increased rapidly in recent years. On the contrary, Africa has a population of one billion which the work force is young;

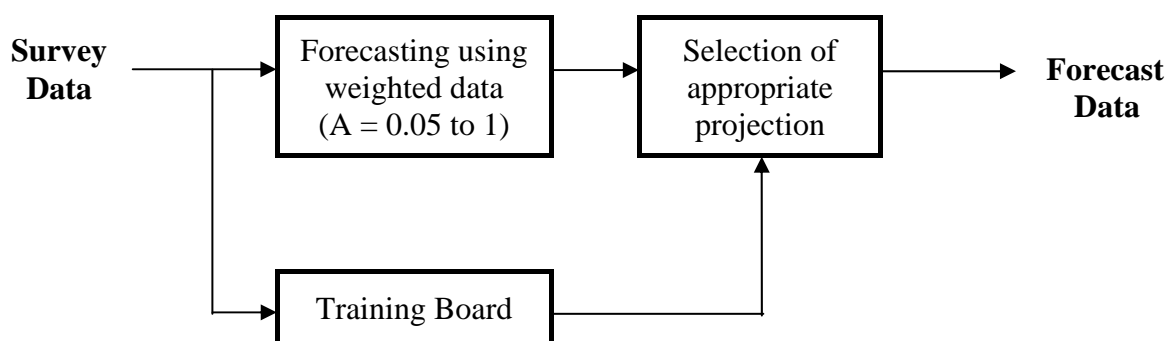
- (x) Although Hong Kong companies have stepped up efforts in developing the Mainland and other emerging markets to achieve market diversification, they still face many difficulties in relation to the government policies and regulations, such as complicated taxes and charges, cumbersome approval and regulatory procedures, restrictions on domestic sale of processing trade goods and infringement of intellectual property rights;
- (xi) The management of Hong Kong enterprises should have commitment to incorporate green manufacturing and products into their operations to enhance sustainable development. This is not only calling for use of environmentally-friendly materials but also minimising their impact on the environment during the manufacturing process. Many manufacturers have green technology and measures in hand to save resource and reduce costs. Most of these measures do not involve a huge sum of money and the payback period is not long; and
- (xii) In view of uncertain economic environment, Hong Kong entrepreneurs should continue to adopt a two-pronged business strategy focusing on expanding overseas and emerging markets, and strengthening internal management through upgrading their staff capabilities, improving technological knowhow and facilities, enhancing the added value of their products, and streamlining their production processes.

3.22 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*

3.23 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 3.19 - 3.22, 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.



3.24 Projection is not proposed for the manufacturing sector of the fur, 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 (2014 – 2017)*

Job Level	Manufacturing	
	Textile Industry	Clothing Industry
Technologist	-3	-8
Technician	-12	-47
Craftsman	-6	-12

*Note: negative sign denotes negative growth.

3.25 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	
	Textile Industry	Clothing Industry
Technologist	5%	4%
Technician	4%	4%
Craftsman	4%	4%

3.26 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:

Job Level	Manufacturing		Total
	Textile Industry	Clothing Industry	
Technologist	5	6	11
Technician	12	2	14
Craftsman	2	4	6

(B) Trading and Servicing Sector

3.27 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 Manufacturing (ODM)" Centre.

3.28 Table 14 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%.

3.29 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 (2014 – 2017)

Job Level	Trading and Servicing
Technologist	61
Technician	33
Craftsman	42

3.30 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%

3.31 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	418
Technician	1 492
Craftsman	80

3.32 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 (2014 – 2017)

Job Level	Manufacturing (A)			Trading and Servicing (B)	Total (C) = (A) + (B)	Annual Manpower Demand in $\pm 10\%$ Range
	Textile	Clothing	Sub-Total			
Technologist	5	6	11	418	429	386 – 472
Technician	12	2	14	1 492	1 506	1 355 – 1 657
Craftsman	2	4	6	80	86	77 – 95

Manpower Demand and Supply Analysis

3.33 At the technologist level, the average annual demand for fresh graduates with relevant background is 386 – 472.

3.34 The Hong Kong Polytechnic University (PolyU), Technological and Higher Education Institute of Hong Kong, Hong Kong Design Institute and 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:

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>
<i>Institute of Textiles and Clothing, PolyU</i>			
BA (Hons) Scheme in Fashion and Textiles	275	310	310
<i>Technological and Higher Education Institute of Hong Kong</i>			
BA (Hons) Fashion Design	-	55	102
<i>Hong Kong Design Institute (in collaboration with Nottingham Trent University)</i>			
BA (Hons) Fashion Design	22	33	33
BA (Hons) International Fashion Business	31	39	39
<i>(in collaboration with University of the Arts London)</i>			
BA (Hons) in Fashion: Hair and Make-up	30	30	30
BA (Hons) in Fashion: Styling and Photograph	60	50	50
Total:	143	152	152
<i>Clothing Industry Training Authority (in collaboration with Middlesex University, UK)</i>			
BA (Hons) Fashion Communication and Styling	9	-	-

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.

3.35 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 1 355 – 1 657 annually in the next four years.

3.36 Based on the information provided by the Hong Kong Polytechnic University, Hong Kong Design Institute, Pro-Act Training and Development Centre (Fashion Textiles) 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:

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>
<i>Institute of Textiles and Clothing, PolyU</i>			
HD Scheme in Fashion and Textile Studies	250	200	120
<i>Department of Fashion and Image Design, Hong Kong Design Institute</i>			
<u>Full-time Course</u>			
Higher Diploma in Fashion Design	118	199	210
Higher Diploma in Fashion Image Design	126	305	270
Higher Diploma in Fashion Branding & Buying	-	135	135
Higher Diploma in International Fashion Business	100	-	-
	<hr/>		
Total:	344	639	615

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>
<i>Pro-Act Training and Development Centre (Fashion Textiles)</i>			
3-year Diploma in Vocational Education (Fashion Textile Design and Merchandising)	224	224	224
2-year Diploma in Vocational Education (Fashion Textile Design and Merchandising)	20	20	20
1-year Diploma in Vocational Education (Fashion Textile Design and Merchandising)	60	60	60
Total:	304	304	304

The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – Basic Craft Certificate (BCC), Technician Foundation Certificate (TFC) and Diploma in Vocational Education (DVE). It was 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.

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>
<i>Clothing Industry Training Authority</i>			
<u>Full-time Course</u>			
Higher Diploma in Fashion Studies	10	15	15
Technical Diploma in Apparel Design and Production	10	10	10
Diploma in Fashion Design Studies	15	15	15
Total:	35	40	40

3.37 The total output from the institutions is 1 360 in 2014/15, 1 700 in 2015/16 and 1 643 in 2016/17, which is 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.

3.38 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.

3.39 The Training Board will conduct another manpower survey in 2015 to update the manpower statistics and review the training requirements of the textile, clothing, footwear and handbag industries.

SECTION IV

RECOMMENDATIONS

4.1 In view of current global economic situation and the overall business environment, the Training Board anticipates a persistent demand for technologists and technicians to assist in the transformation and upgrade of Hong Kong companies in the manufacturing, trading and servicing sectors. Manpower training at higher levels particularly in product design and development, merchandising, international sales and marketing, and quality control are essential to maintain the competitive advantage of Hong Kong.

4.2 The Training Board is fully 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 professional and supervisory 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 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 neighbouring regions 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 33 trainees receiving various forms of training in the trading 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 2014 to 2017

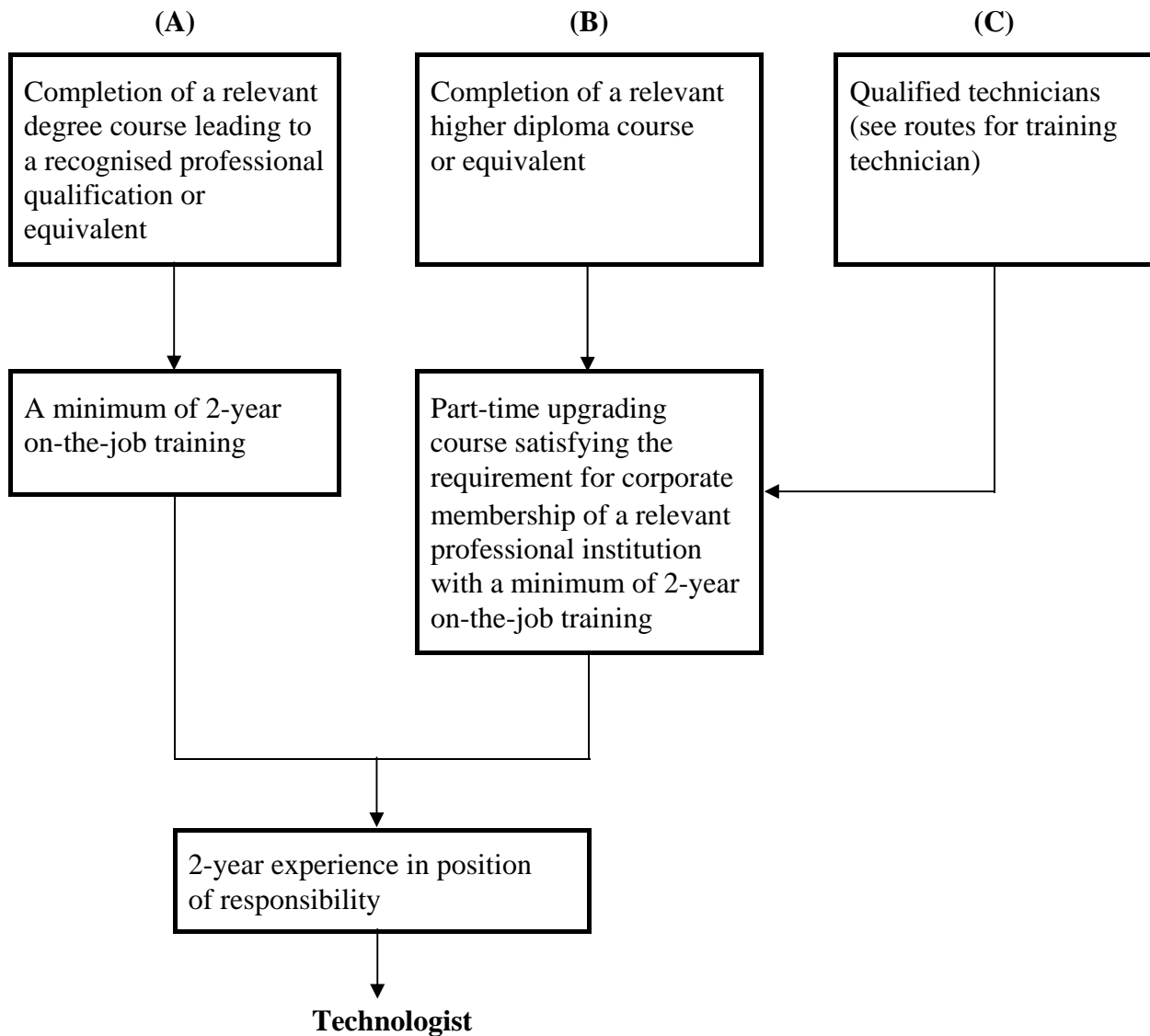
Job Level	Recommended Annual Intake
Technologist	429
Technician	1 506

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.

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:

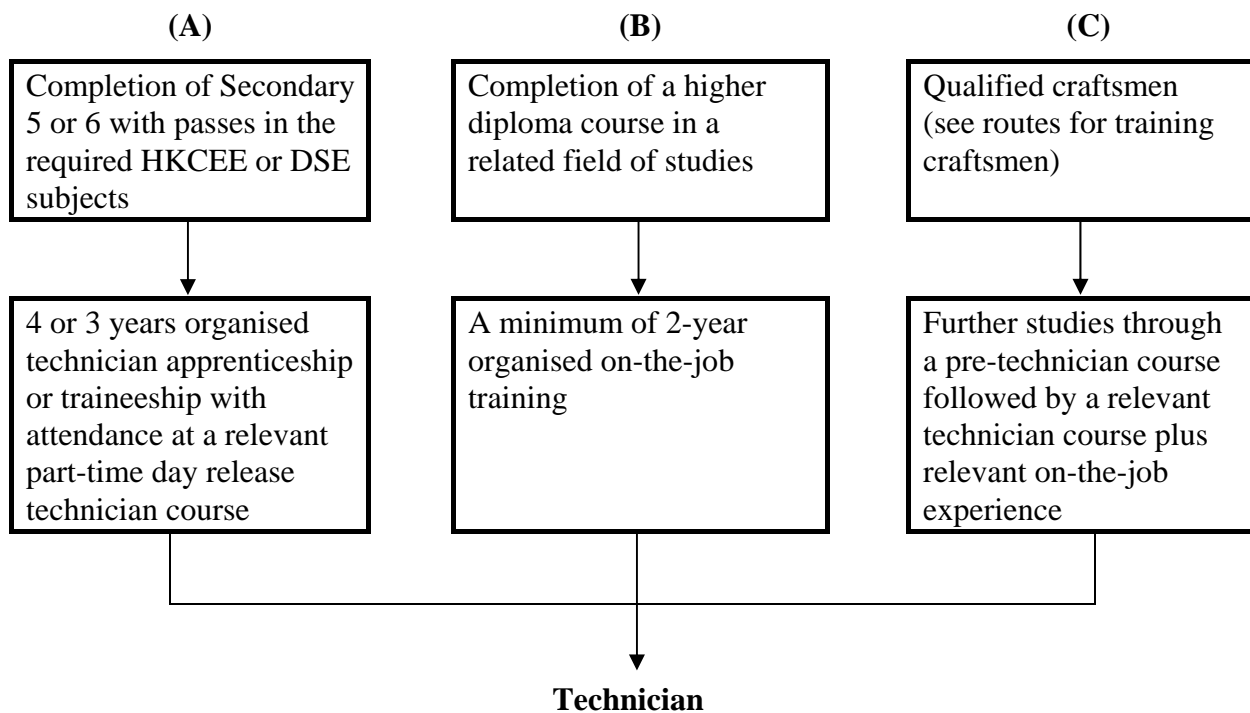


4.9 Employers are recommended to recruit either degree or higher diploma holders as technologist trainees (i.e. route (A) or (B)). For qualified technicians with exceptional abilities, route (C) provides them with advancement opportunities.

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:

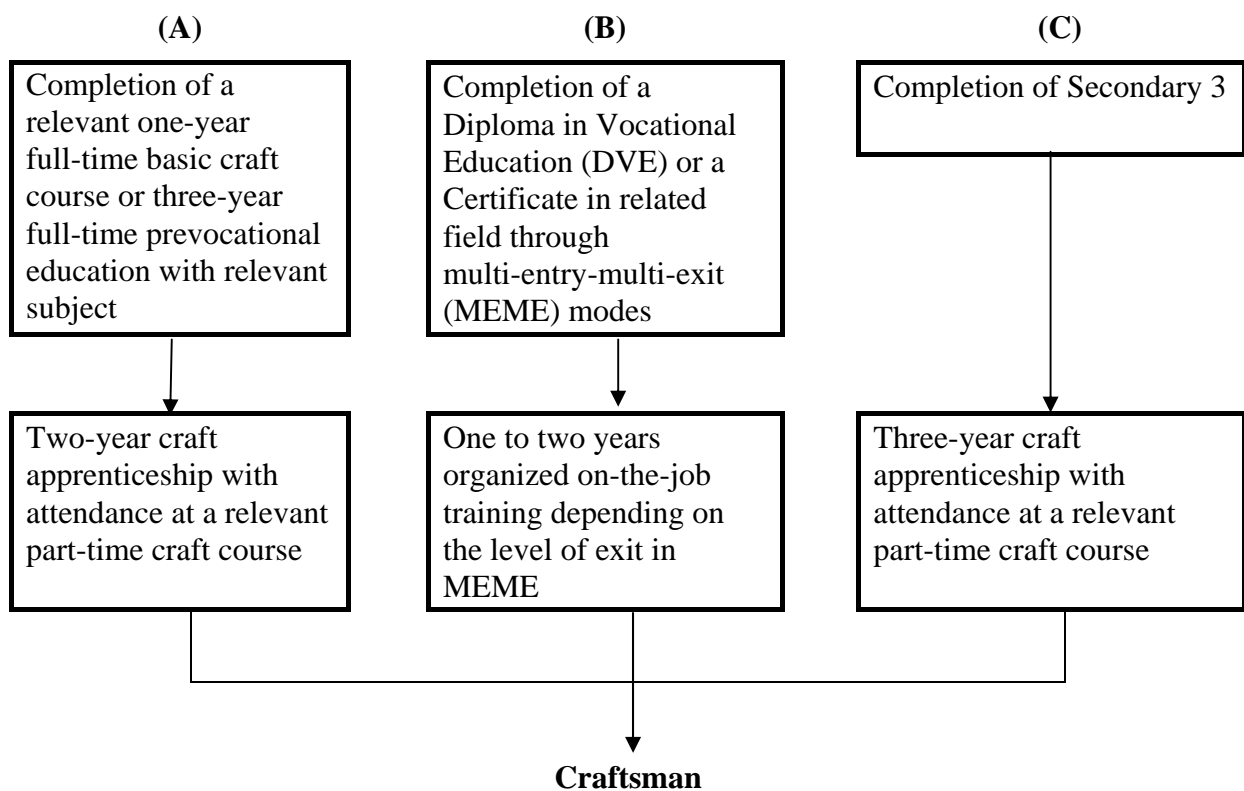


4.12 Of the above routes, the Training Board prefers route (A) because properly organised apprenticeship/ traineeship is the most effective and economical way of training technicians for the textile, clothing, footwear and handbag industries. Furthermore, these trainees are from the start exposed to 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 Image Design of the Hong Kong Design Institute operated by the Vocational Training Council, and the Clothing Industry Training Authority offers full-time and part-time evening higher diploma courses related to textile, clothing and fashion studies. The Pro-Act Training and Development Centre (Fashion Textiles) 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.

Pro-Act Training and Development Centre (Fashion Textiles)

4.17 The Training Board has been held with the responsibility of advising on the development and operation of the Pro-Act Training and Development Centre (Fashion Textiles) at the VTC Kwai Chung Complex. The Centre currently offers the following courses at the technician and the craftsman levels:

<i>Course</i>	<i>Duration</i>
<i>Full-time Courses</i>	
<i>Technician Level</i>	
Diploma in Vocational Education in Fashion Textile Design and Merchandising	1 year
Diploma in Vocational Education in Fashion Textile Design and Merchandising	1 year to 3 year
(The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – BCC, TFC and DVE.)	
<i>Part-time Evening Courses</i>	
<i>Technician Level</i>	
Application of Sweater Design System (Shima Seiki)	12.5 hours
Application of Sweater Design System (Stoll)	12.5 hours
Elementary Textile & Apparel Merchandising	45 hours

<i>Course</i>	<i>Duration</i>
<i>Craftsman Level</i>	
Analysis and Design of Woven Fabric	30 hours
Analysis and Design of Knitted Fabric	30 hours
Fabric Construction	12.5 hours
Fabric Performance	12.5 hours
Strength	12.5 hours
Qualitative and Quantitative Analysis of Material	12.5 hours
Colour Fastness	12.5 hours
Dimensional Stability	12.5 hours
Fabric Inspection, Grading and Colour Measurement	12 hours
Basic Course in Manual Machine Knitting	20 hours
Enhancement Course in Manual Machine Knitting	20 hours
Introductory Course for Colour Laboratory Assistant Level I	20 hours
Introductory Course for Colour Laboratory Assistant Level II	20 hours

4.18 The Training Board urges employers to make use of the new facilities and equipment of the 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://www.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.cita.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 Plus

4.23 Starting from 2009, the Employees Retraining Board (ERB) launches the “Skills Upgrading Scheme Plus” (SUS Plus) with the aim of enhancing industry-specific professional knowledge and skills of workplace trainees, SUS Plus also welcomes applicants who plan to receive vocational training for a change in career. Textile and clothing are among those industries covered by the SUS Plus. Eligible applicants can apply for fee waiver or subsidies. 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.erb.org>.

紡織業、製衣業、製鞋及手袋業 2013 年人力調查報告摘要

簡介

紡織及製衣業訓練委員會於 2013 年 9、10 月期間，為紡織業、製衣業、製鞋及手袋業進行人力調查，蒐集最新人力資料。這是三個行業的製造類別與貿易及公證類別第八次合併人力調查。

2. 在政府統計處註冊的業內機構共有 21 261 間，本會選出 1 586 間進行實地調查。所得資料其後用統計方法倍大，以反映三個行業的整體人力狀況。

調查結果

3. 調查顯示，2013 年 8 月時，三個行業的製造類別共聘用 7 481 名僱員，貿易及公證類別則有僱員 62 555 名；按技能等級及類別劃分如下：

類別 技能等級	製造類別			貿易及公證類別	
	紡織業	製衣業	皮草、製鞋 及 手袋業	貿易類別	公證行及 檢定中心
技師	154	350	16	11 658	59
技術員	613	1 309	27	47 251	700
技工	223	417	72	1 009	158
操作工	1 293	2 281	15	1 653	-
非技術工人	446	255	10	67	-
總數	2 729	4 612	140	61 638	917

4. 根據僱主填報的資料，紡織、製衣、製鞋及手袋業製造類別共有 53 個空缺，貿易及公證類別則有 693 個空缺。此外，僱主預測在 2014 年 8 月，三個行業的製造類別將有僱員 7 475 名，貿易及公證類別則有 63 284 名。

5. 三個行業的製造類別均有僱員老化的問題。在皮草、製鞋及手袋業內，年逾 50 歲的僱員約佔 73.08%，而在紡織業及製衣業內則分別佔 36.49% 和 43.03%。

2011 年以來的人力變化

6. 與 2011 年調查結果比較，是次調查的人力錄得平均年減幅 1.27%，當中製造類別下降 9.03%，而貿易及公證類別則微減 0.2%。

7. 本會認為，促使紡織業、製衣業、製鞋及手袋業人力變化的原因如下：

- (i) 雖然外圍環境在過去兩年依然挑戰重重，但整體經濟情況已逐步改善，並出現止跌回升的跡象。美國經濟復蘇勢頭於 2013 年漸趨穩定，歐債危機亦似乎已渡過了最嚴峻的時期。預計香港紡織業、製衣業、製鞋及手袋業未來的出口量將會趨向穩定，並逐漸回升；
- (ii) 大部分香港企業的主要生產基地設於內地，但亦有公司選擇繼續在香港進行部分製造工序，以應付客戶對「本地製造」產品的需求；然而，由於業界難以招聘熟練工人及年青新血，故預計這些工序亦難以有大規模的發展；
- (iii) 雖然外圍市場的表現並不強勁，但香港仍能保持低失業率。零售及旅遊業職位增加，或可彌補過去幾年出入口業所流失的職位；
- (iv) 政府於 2011 年 5 月實施法定最低工資，並於 2013 年將工資水平由每小時 28 元調高至每小時 30 元。這項措施令香港中小型企業（特別是貿易公司及公證行）面對初級及督導級員工平均薪酬上漲的壓力；
- (v) 雖然營商環境稍為緩和，但香港企業仍然面對內地及東南亞企業的激烈競爭、買家壓價、拖延付款、單項訂單貨量減少、交貨期縮短等負面影響；
- (vi) 不少香港企業專注發掘內地及其他新興市場的機遇。自中國晉身成為世界第二大及全球增長最快的經濟體系後，為各行各業帶來大量投資機會；
- (vii) 紡織及製衣業屬人力密集行業，一直面對生產成本上漲及經營困難，具體問題包括員工薪酬及福利開支增加；租金、原材料、運輸、能源及土地成本上升；環保及安全要求提高；人民幣升值；內地政府實施產業

結構調整所帶來的壓力和勞工短缺；

- (viii) 珠江三角洲勞工短缺問題乃大部分香港企業所面對的最大挑戰。近年，隨著中國內陸省份急速發展，不少勞工選擇於距離家鄉較近的城鎮工作，令珠江三角洲的勞工不足問題愈加嚴重。此外，香港企業在招聘銷售、市場推廣及管理人才方面亦遇到困難；
- (ix) 近年有不少內地企業急速發展，以較低價格爭取本地及海外市場的訂單，引發與香港企業的激烈競爭。香港企業亟需開拓更高增值的業務範疇，如設計、品牌建構、創新科技等；
- (x) 面對愈來愈大的挑戰，一些僱用大量勞工的製造商遂考慮把生產線遷往其他地方，部分企業更已於越南、緬甸等東南亞地區甚至非洲設廠。雖然這些國家未必能夠提供完善的人力培訓、基建設施及支援服務，但由於勞動人口不但薪金低廉，更年青力壯，故仍能吸引香港企業；
- (xi) 鑑於內地銳意改革經濟結構，一些將生產工序設於內地的香港加工企業已轉向發展高科技及高增值產品。這些企業透過研究及開發、設計、創建自家品牌及拓展新市場，令業務升級及轉型，從而增強競爭力；
- (xii) 近年，仍在珠江三角洲經營業務的香港企業經過精簡人手及重整業務後已變得更具競爭力。2013年的營商環境已稍為好轉，而人力情況亦基本穩定；以及
- (xiii) 大多數香港成衣製造商都在境外設立了生產設施，導致本地技術工人逐漸減少。然而，香港不僅是具領導地位的生產中心，亦是全球成衣採購中心，因此，業界需增聘人手處理布料採購、成衣設計及開發、品質控制與保證、營銷及推廣、物流管理，以及國際法規和條例的準則審核工作。

建議

8. 鑑於目前環球經濟狀況及整體營商環境，本會預期三個行業的製造與貿易及公證類別機構須積極轉型及提升實力，因此，對技師及技術員仍會有殷切需求。此外，業界須為本地僱員提供程度較高的訓練，特別是產品設計及開發、採購、國際市場營銷及推廣、品質控制等，協助保持香港的競爭優勢。

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和技術員：

技能等級	每年須增聘人數
技師	429
技術員	1 506

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形象設計學系、卓越培訓發展中心(時裝紡織業)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[VTC]。根據職權範圍，本會須負責調查紡織業、製衣業、製鞋及手袋業三個行業的人力需求，並就發展訓練設施向 VTC 提供建議，以應付業界的需要。本會的委員名單和職權範圍分別載於附錄 1 及附錄 2。

調查目的和日期

1.2 為蒐集紡織、製衣、製鞋及手袋三個行業的最新人力資料，本會於 2013 年 9 月 16 日至 10 月 15 日期間進行第八次合併人力調查。調查範圍涵蓋上述三個行業的「製造」與「貿易及公證」兩大類別。是次人力調查由政府統計處[統計處]協助進行。

調查所得資料

1.3 本會透過調查向僱主蒐集以下資料：

- (i) 2013 年 8 月 30 日時的僱員人數；
- (ii) 現有空缺數目；
- (iii) 預計 2014 年 8 月 30 日時的僱員總數；
- (iv) 正接受訓練的僱員人數；
- (v) 僱員平均每月收入；
- (vi) 各技能等級的內部晉升人數及年逾 50 歲僱員人數；
- (vii) 僱主對各技能等級僱員宜有教育程度、訓練方式及訓練時間的意見；以及
- (viii) 過去 12 個月的招聘情況。

1.4 是次調查請僱主提供有關其在內地成立與紡織及製衣業相關的營運機構，以及內地員工人數的資料。

調查範圍

1.5 是次調查涵蓋紡織、製衣、製鞋及手袋三個行業及其相關貿易類別和商營檢定中心的下述門類：

(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

- (a) 成衣門類 — 不包括內衣／睡衣 (HSIC 141101、141103 及 141199)
- (b) 針織衣物門類 — 不包括針織和鉤織內衣 (HSIC 143200)
- (c) 內衣／睡衣及針織／鉤織內衣 (HSIC 141104 及 143300)

(iii) 皮草、製鞋及手袋業

- (a) 皮草、製鞋及手袋門類 (HSIC 142000、152000 及 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) 皮革或類似材料製的行李箱、手袋及同類物品進出口 (HSIC 451411 及 452411)
- (vi) 公證行及檢定中心 — 10 間紡織品公證行及檢定中心

1.6 自 2011 年調查起，本會將「內衣／睡衣」設定為獨立門類，並歸入製造類別。另由於「皮革」、「製鞋」及「手袋」三個門類於調查期間的機構數目不多，因此三者合併為同一門類。此外，本會亦於貿易及公證類別中，加入「皮革或類似材料製的行李箱、手袋及同類物品進出口」這個門類。

1.7 根據統計處的資料，紡織、製衣、製鞋及手袋業的製造類別共有機構 1 074 間，而貿易及公證類別則有 20 187 間。由於實地調查人手有限，故本會採用分層隨機抽樣法，選出 1 587 間業內機構為調查對象。

調查方法

1.8 實地調查工作展開前一周，本會向各選定機構寄出調查表，並隨函附上調查表附註及三個行業的主要職務工作說明（見附錄 3(a)至 3(d)）。

1.9 調查期間，統計處人員主動聯絡各選定機構，解答疑問，並於有需要時協助僱主填報資料。此外，統計處人員亦有預約造訪選定機構，以收回填妥的調查表。

1.10 負責人員仔細檢閱收回的調查表，並於有需要時與填覆機構核實資料。所得資料隨後由統計處處理，並以統計方法倍大，藉此反映三個受訪行業的整體人力情況。

宣傳

1.11 本會於調查展開前，籲請下列僱主聯會向其會員宣傳是次調查：

- (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) 香港漂染印整理業總會
- (vi) 香港華商織造總會
- (vii) 香港棉紡業同業公會
- (viii) 香港鞋業商會
- (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) 香港毛織出口廠商會
- (xiii) 香港布廠商會
- (xiv) 香港羊毛化纖針織業廠商會
- (xv) 香港紡織業聯會

調查反應

1.12 在 1 587 間選定機構中，1 033 間提供所需資料，32 間拒絕回覆，其餘 522 間已結業、搬遷或不再從事紡織、製衣、製鞋及手袋業。是次調查的有效回覆率為 96.9%。

調查報告

1.13 本報告載有調查所得資料（見表一至表四十四）、本會對三個受訪行業人力需求的預測，以及應付此等需求的建議措施。本報告內「僱員」一詞指從事業內主要職務的總人力（受訓者除外），而「受訓者」一詞則指所有正在接受各種形式訓練的僱員，以及根據學徒訓練合約受僱的學徒。

第二章

調查結果摘要

僱員人數（表一至表五）

2.1 是次調查顯示，2013年8月時，紡織業、製衣業與皮草、製鞋及手袋業的製造類別分別僱有2 729、4 612及140名員工，而上述三個行業的貿易及公證類別則僱有62 555人。若按類別／門類劃分，業內的僱員分布情況如下：

(A) 製造類別

(i) 紡織業

門類	總數	佔僱員總數百分率
紡紗	327	11.98%
織造	1 451	53.17%
針織	124	4.54%
染整	733	26.86%
無紡布	94	3.45%
總數	2 729	100.00%

(ii) 製衣業

門類	總數	佔僱員總數百分率
成衣（不包括內衣／睡衣）	2 501	54.23%
針織衣物（不包括針織和鉤織內衣）	1 836	39.81%
內衣／睡衣及針織／鉤織內衣	275	5.96%
總數	4 612	100.00%

(iii) 皮草、製鞋及手袋業

門類	總數	佔僱員總數百分率
皮草、製鞋及手袋	140	100.00%
總數	140	100.00%

(B) 貿易及公證類別

(i) 貿易

門類	總數	佔僱員總數百分率
鞋類進出口	2 481	4.03%
布料進出口	6 836	11.09%
服裝進出口	43 778	71.02%
棉花、紡織纖維及紗線進出口	1 693	2.75%
皮革或類似材料製的行李箱、手袋及同類物品進出口	6 850	11.11%
總數	61 638	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	917	100.00%
總數	917	100.00%

2.2 如按技能等級劃分，製造類別九個門類與貿易及公證類別六個門類的僱員分布情況如下：

(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	33	41	48	179	26	327
織造	69	346	132	585	319	1 451
針織	3	37	15	62	7	124
染整	37	145	28	435	88	733
無紡布	12	44	-	32	6	94
總數	154	613	223	1 293	446	2 729
佔僱員總數百分率	5.64%	22.46%	8.17%	47.39%	16.34%	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(不包括內衣/睡衣)	151	632	201	1 404	113	2 501
針織衣物(不包括針織和鉤織內衣)	188	633	169	717	129	1 836
內衣/睡衣及針織/鉤織內衣	11	44	47	160	13	275
總數	350	1 309	417	2 281	255	4 612
佔僱員總數百分率	7.59%	28.38%	9.04%	49.46%	5.53%	100.00%

(iii) 皮草、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
皮草、製鞋及手袋	16	27	72	15	10	140
佔僱員總數百分率	11.43%	19.29%	51.43%	10.71%	7.14%	100.00%

(B) 貿易及公證類別

(i) 貿易

門類	技師	技術員	技工	操作工	非技術工人	總數
鞋類進出口	484	1 894	8	95	-	2 481
布料進出口	1 107	5 216	302	207	4	6 836
服裝進出口	8 322	33 780	505	1 122	49	43 778
棉花、紡織纖維及紗線進出口	236	1 380	2	61	14	1 693
皮革或類似材料製的行李箱、手袋及同類物品進出口	1 509	4 981	192	168	-	6 850
總數	11 658	47 251	1 009	1 653	67	61 638
佔僱員總數百分率	18.91%	76.66%	1.64%	2.68%	0.11%	100.00%

(ii) 公證行及檢定中心

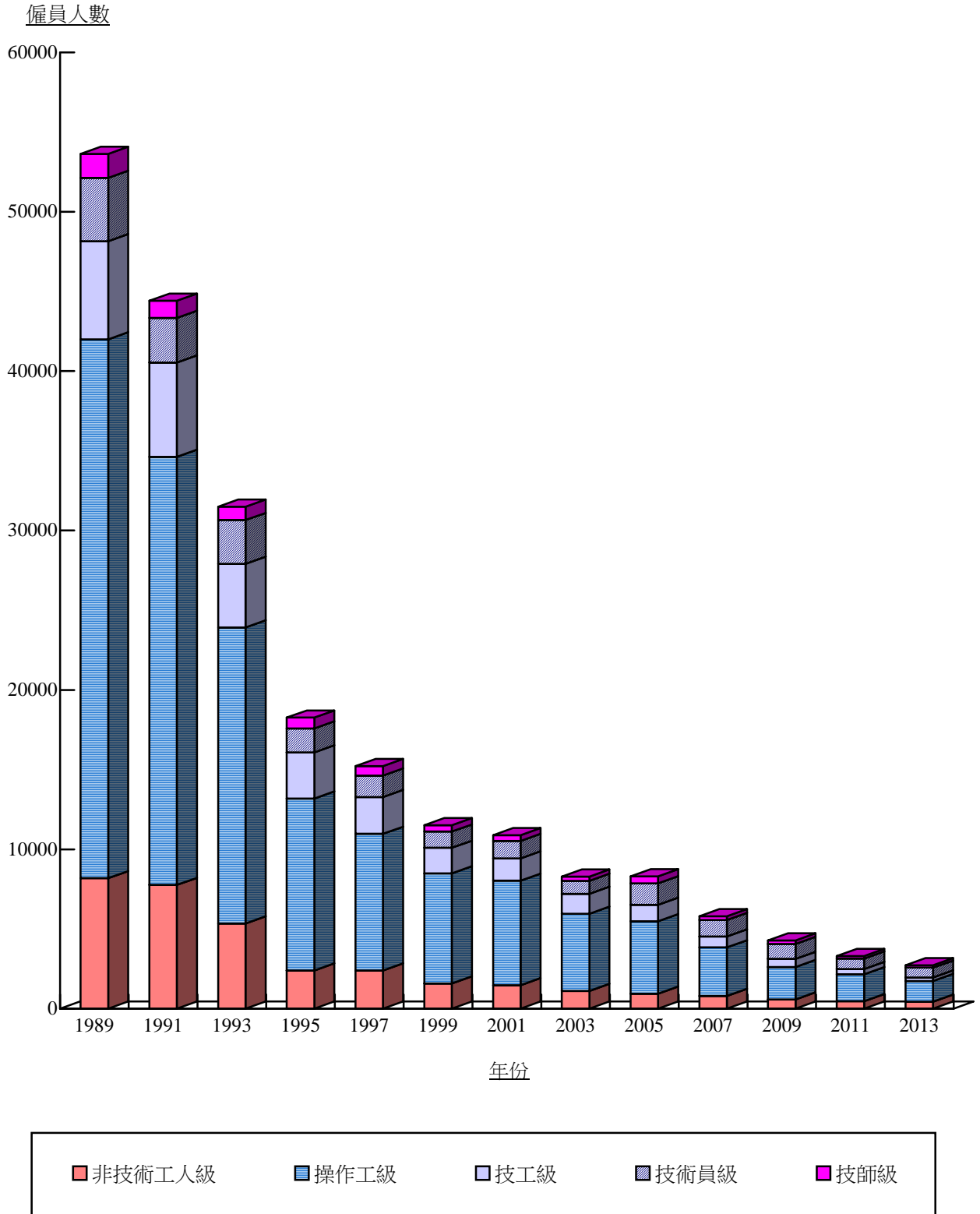
門類	技師	技術員	技工	操作工	非技術工人	總數
公證行及檢定中心	59	700	158	-	-	917
佔僱員總數百分率	6.43%	76.34%	17.23%	-	-	100.00%

2.3 根據過去至今合共 13 次人力調查所得的數據，紡織業、製衣業、製鞋及手袋業各技能等級僱員的分布情況如下：

(i) 紡織業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
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
2011	158	653	331	1 688	472	3 302
2013	154	613	223	1 293	446	2 729

圖 1: 1989 至 2013 年人力調查
各技能等級僱員的分布情況

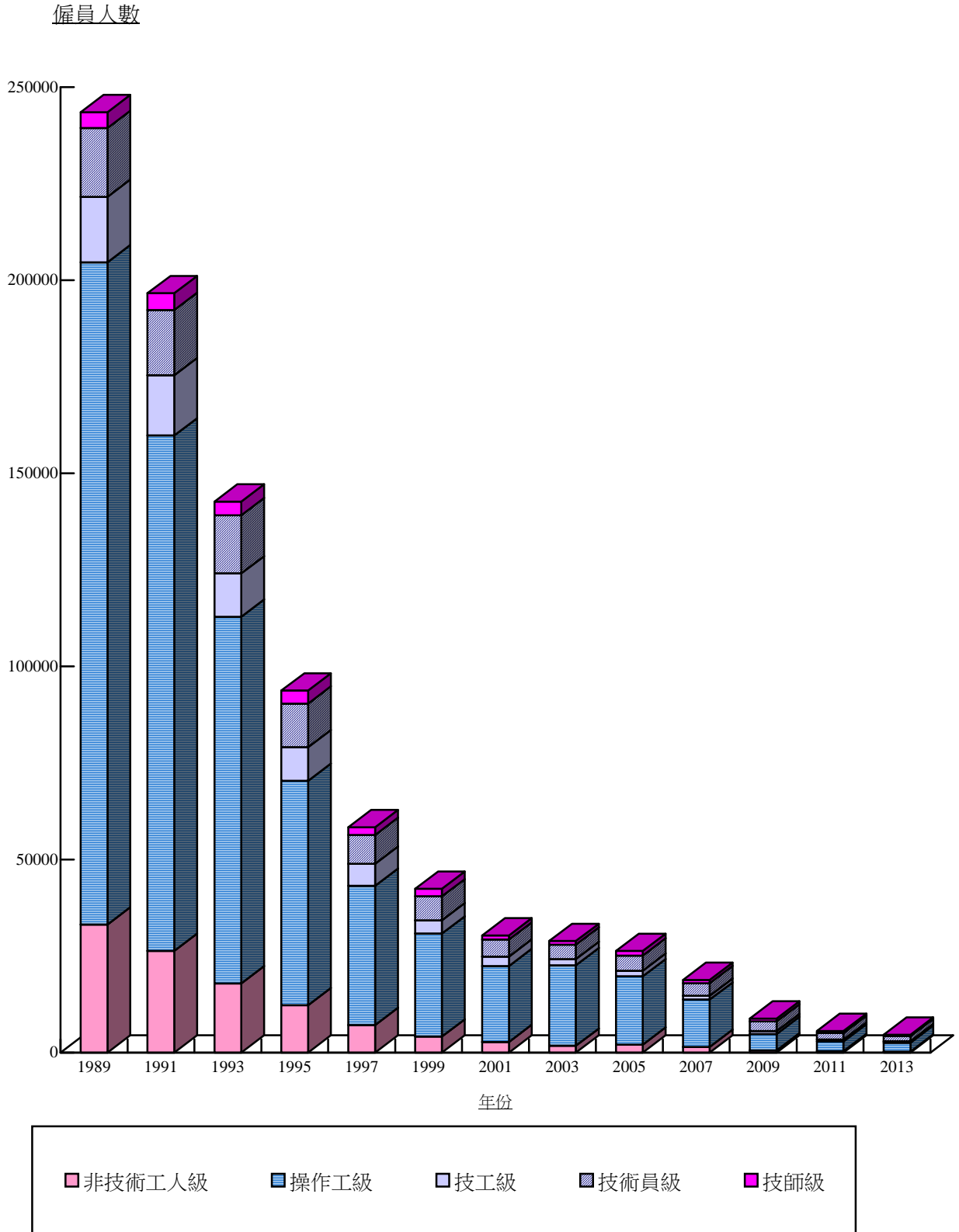


(ii) 製衣業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
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
2011*	518	1 697	461	2 552	339	5 567
2013*	350	1 309	417	2 281	255	4 612

*不包括「皮草」門類

圖 2: 1989 至 2013 年人力調查
各技能等級僱員的分布情況

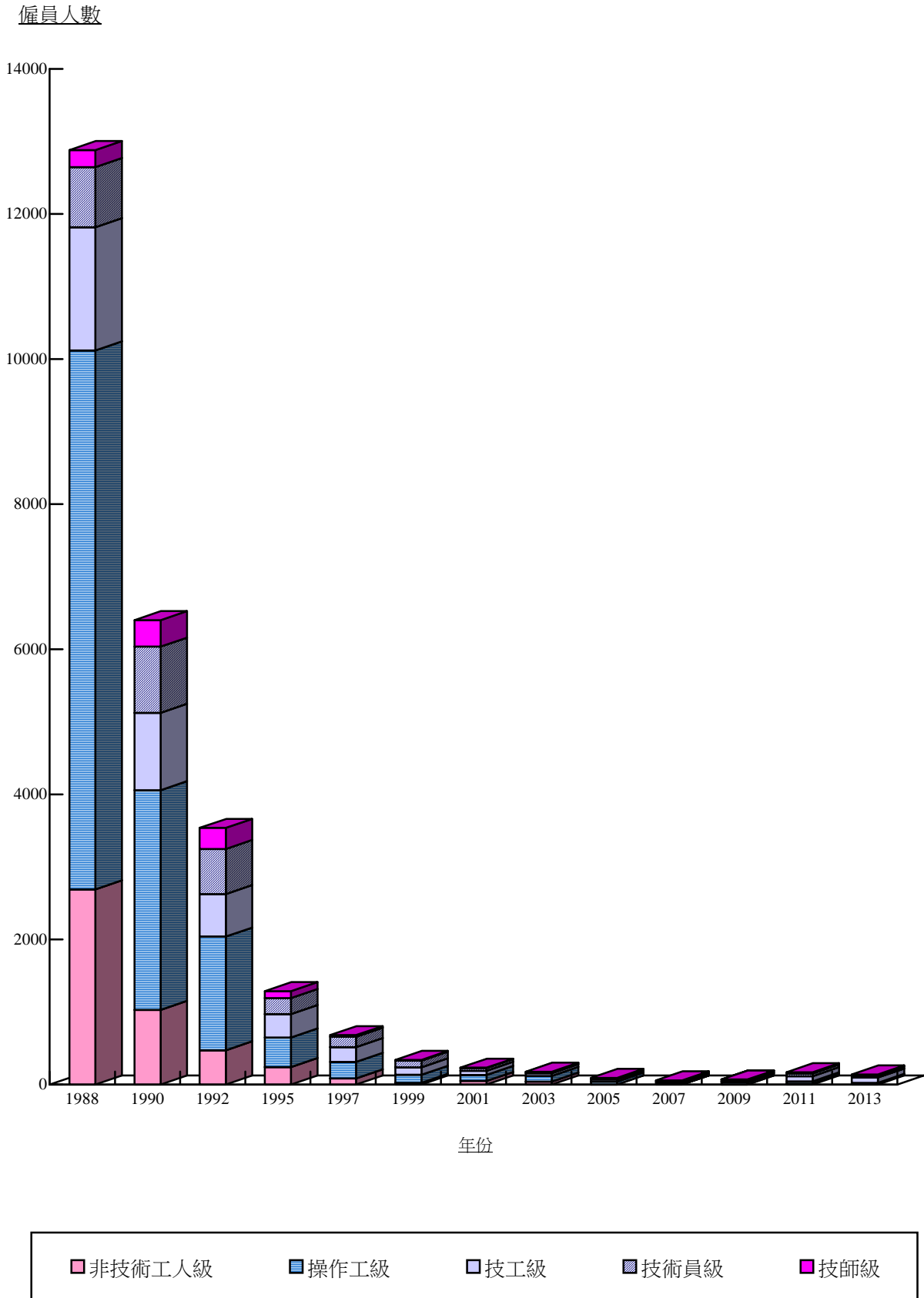


(iii) 製鞋及手袋業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
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
2011*	17	38	70	30	15	170
2013*	16	27	72	15	10	140

*包括「皮草」門類

圖 3: 1988 至 2013 年人力調查
各技能等級僱員的分布情況



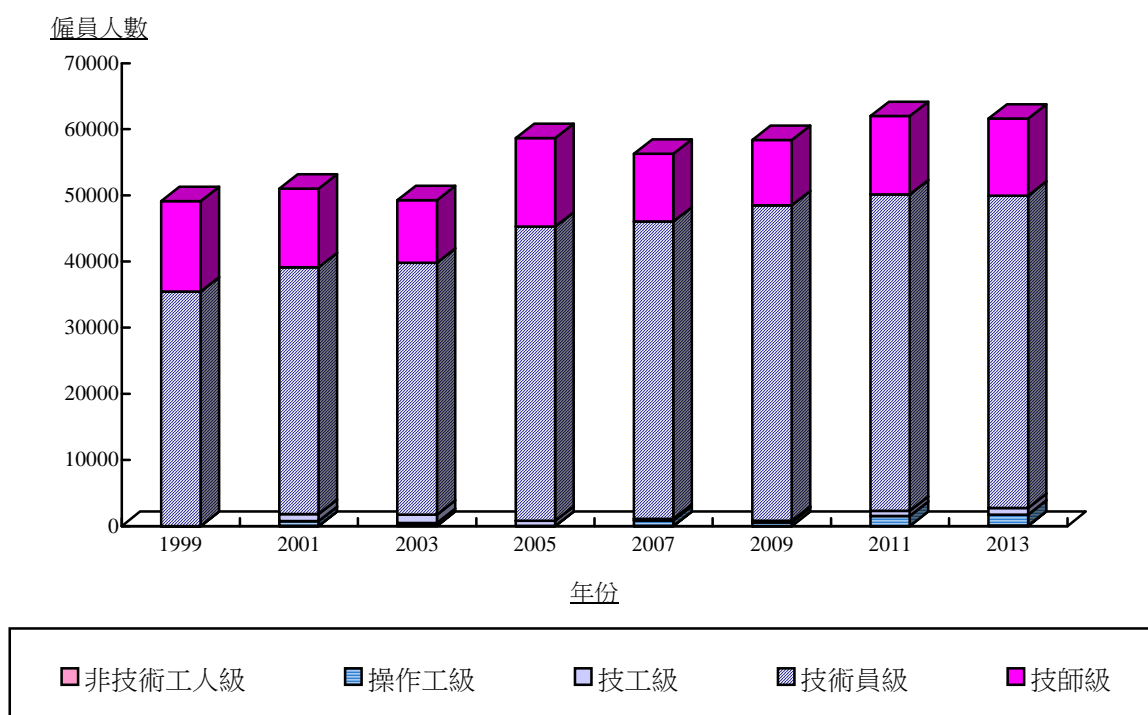
(B) 貿易及公證類別

(i) 貿易

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
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
2011*	11 832	47 896	771	1 506	-	62 005
2013*	11 658	47 251	1 009	1 653	67	61 638

*包括新增門類 — 「皮革或類似材料製的行李箱、手袋及同類物品進出口」

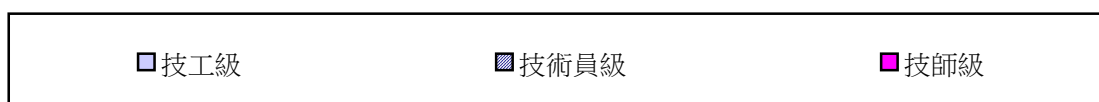
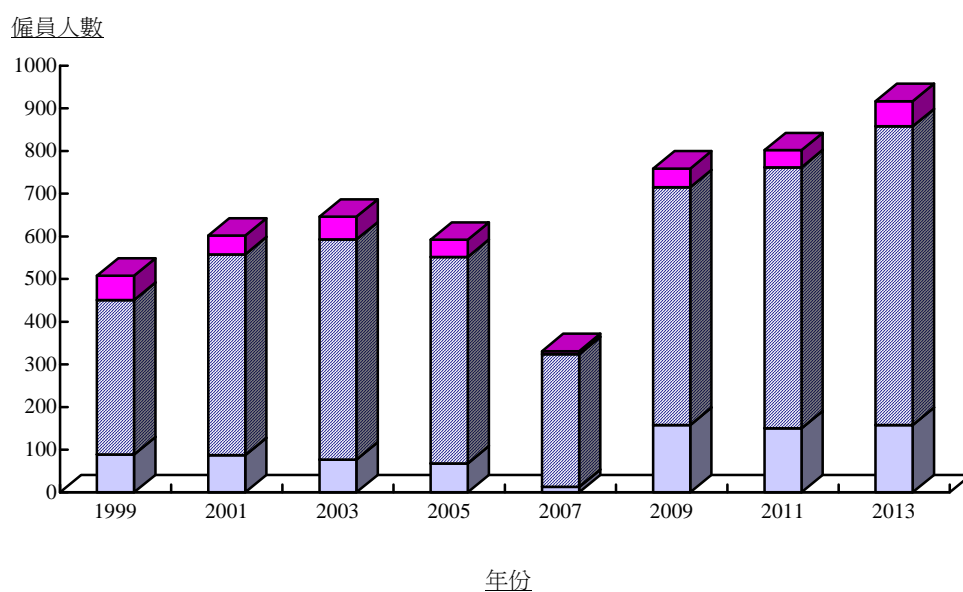
圖 4: 1999 至 2013 年人力調查
各技能等級僱員的分布情況



(ii) 公證行及檢定中心

年份	僱員人數			總人力
	技師級	技術員級	技工級	
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
2011	40	612	150	802
2013	59	700	158	917

圖 5: 1999 至 2013 年人力調查
各技能等級僱員的分布情況



受訓者人數（表一至表五）

2.4 僱主報稱，調查期間，貿易及公證類別共有 33 名受訓者正接受不同形式的培訓，而製造類別則沒有僱員正在受訓。若按門類及技能等級劃分，業內的受訓者分布情況如下：

(A) 製造類別

(i) 紡織業

僱主報稱該行業並沒有僱員正在受訓。

(ii) 製衣業

僱主報稱該行業並沒有僱員正在受訓。

(iii) 皮草、製鞋及手袋業

僱主報稱該行業並沒有僱員正在受訓。

(B) 貿易及公證類別

(i) 貿易

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
貿易	-	33	-	-	-	33	0.05%
總數	-	33	-	-	-	33	0.05%
佔所屬技能等級僱員總數百分率	-	0.07%	-	-	-	0.05%	

(ii) 公證行及檢定中心

僱主報稱該類別並沒有僱員正在受訓。

職位空缺（表一至表五）

2.5 僱主報稱，調查期間，製造類別與貿易及公證類別分別有空缺 53 個及 693 個。若按門類及技能等級劃分，業內的職位空缺分布情況如下：

(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	-	-	-	10	-	10	3.06%
織造	-	6	-	8	2	16	1.10%
針織	-	-	-	-	-	-	-
染整	-	-	-	10	-	10	1.36%
無紡布	-	-	-	-	-	-	-
總數	-	6	-	28	2	36	1.32%
佔所屬技能 等級僱員總 數百分率	-	0.98%	-	2.17%	0.45%	1.32%	

(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（不包括內衣／睡衣）	3	1	-	-	-	4	0.16%
針織衣物（不包括針織和鉤織內衣）	-	-	-	-	-	-	-
內衣／睡衣及針織／鉤織內衣	-	-	1	7	-	8	2.91%
總數	3	1	1	7	-	12	0.26%
佔所屬技能等級僱員總數百分率	0.86%	0.08%	0.24%	0.31%	-	0.26%	

(iii) 皮草、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
皮草、製鞋及手袋	-	1	3	1	-	5	3.57%
總數	-	1	3	1	-	5	3.57%
佔所屬技能等級僱員總數百分率	-	3.70%	4.17%	6.67%	-	3.57%	

(B) 貿易及公證類別

(i) 貿易

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	1	21	-	-	-	22	0.32%
服裝進出口	50	543	-	-	-	593	1.35%
棉花、紡織纖維及紗線進出口	-	18	-	-	-	18	1.06%
皮革或類似材料製的行李箱、手袋及同類物品進出口	12	22	-	-	-	34	0.50%
總數	63	604	-	-	-	667	1.08%
佔所屬技能等級僱員總數百分率	0.54%	1.28%	-	-	-	1.08%	

(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	-	9	17	-	-	26	2.84%
總數	-	9	17	-	-	26	2.84%
佔所屬技能等級僱員總數百分率	-	1.29%	10.76%	-	-	2.84%	

截至 2014 年 8 月時的人力預測（表一至表五）

2.6 僱主預測至 2014 年 8 月 30 日時，紡織業、製衣業與皮草、製鞋及手袋業的製造類別與貿易及公證類別將分別需要 7 475 及 63 284 名僱員。若按類別及技能等級劃分，詳細人力數字如下：

(A) 製造類別

(i) 紡織業

技能等級	2013年8月30日時僱員人數	空缺數目	2013年8月30日時總人力需求	估計在2014年8月30日時所需的僱員總數
技師	154	-	154	154
技術員	613	6	619	617
技工	223	-	223	223
操作工	1 293	28	1 321	1 318
非技術工人	446	2	448	448
總數	2 729	36	2 765	2 760

(ii) 製衣業

技能等級	2013年8月30日時僱員人數	空缺數目	2013年8月30日時總人力需求	估計在2014年8月30日時所需的僱員總數
技師	350	3	353	354
技術員	1 309	1	1 310	1 292
技工	417	1	418	408
操作工	2 281	7	2 288	2 275
非技術工人	255	-	255	241
總數	4 612	12	4 624	4 570

(iii) 皮草、製鞋及手袋業

技能等級	2013年8月30日時僱員人數	空缺數目	2013年8月30日時總人力需求	估計在2014年8月30日時所需的僱員總數
技師	16	-	16	16
技術員	27	1	28	28
技工	72	3	75	75
操作工	15	1	16	16
非技術工人	10	-	10	10
總數	140	5	145	145

(B) 貿易及公證類別

(i) 貿易

技能等級	2013年8月30日時僱員人數	空缺數目	2013年8月30日時總人力需求	估計在2014年8月30日時所需的僱員總數
技師	11 658	63	11 721	11 708
技術員	47 251	604	47 855	47 904
技工	1 009	-	1 009	1 009
操作工	1 653	-	1 653	1 653
非技術工人	67	-	67	67
總數	61 638	667	62 305	62 341

(ii) 公證行及檢定中心

技能等級	2013年8月30日時僱員人數	空缺數目	2013年8月30日時總人力需求	估計在2014年8月30日時所需的僱員總數
技師	59	-	59	59
技術員	700	9	709	709
技工	158	17	175	175
總數	917	26	943	943

僱員每月總收入幅度（表六至表十）

2.7 因應法定最低工資於2011年5月1日起實施，本會亦相應調整人力調查的僱員月入幅度；法定最低工資水平現已由2011年的28元調高至2013年的30元。若按類別劃分，業內僱員每月總收入幅度分布如下：

(A) 製造類別

(i) 紡織業

技能等級	\$7,501以下	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	\$30,000以上	未有說明	總數
技師	-	-	1	6	3	39	46	29	30	154
技術員	3	20	55	125	56	77	39	-	238	613
技工	-	4	82	84	16	13	5	-	19	223
操作工	19	371	364	440	14	1	-	-	84	1 293
非技術工人	101	231	-	-	-	-	-	-	114	446
總數	123	626	502	655	89	130	90	29	485	2 729
佔僱員總數百分率	4.51%	22.94%	18.40%	24.00%	3.26%	4.76%	3.30%	1.06%	17.77%	100.00%

(ii) 製衣業

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	5	5	59	12	38	93	138	350
技術員	1	-	130	488	135	205	37	23	290	1 309
技工	12	153	74	60	27	17	1	-	73	417
操作工	491	739	434	129	5	-	-	-	483	2 281
非技術工人	86	139	-	-	-	-	-	-	30	255
總數	590	1 031	643	682	226	234	76	116	1 014	4 612
佔僱員總數百分率	12.79%	22.35%	13.94%	14.79%	4.90%	5.07%	1.65%	2.52%	21.99%	100.00%

(iii) 皮草、製鞋及手袋業

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	-	5	6	5	-	16
技術員	-	-	2	5	6	12	2	-	-	27
技工	3	-	10	24	28	1	1	-	5	72
操作工	3	1	4	3	3	-	-	-	1	15
非技術工人	1	5	4	-	-	-	-	-	-	10
總數	7	6	20	32	37	18	9	5	6	140
佔僱員總數百分率	5.00%	4.29%	14.29%	22.86%	26.42%	12.86%	6.42%	3.57%	4.29%	100.00%

(B) 貿易及公證類別

(i) 貿易

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	145	170	1 015	1 656	3 075	2 744	2 853	11 658
技術員	223	655	3 154	9 789	7 020	6 877	4 897	226	14 410	47 251
技工	-	10	393	144	124	4	-	-	334	1 009
操作工	-	364	729	396	1	1	-	-	162	1 653
非技術工人	9	58	-	-	-	-	-	-	-	67
總數	232	1 087	4 421	10 499	8 160	8 538	7 972	2 970	17 759	61 638
佔僱員總數百分率	0.39%	1.76%	7.17%	17.03%	13.24%	13.85%	12.93%	4.82%	28.81%	100.00%

(ii) 公證行及檢定中心

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$12,500	\$12,501 - \$15,000	\$15,001 - \$17,500	\$17,501 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	-	41	-	13	5	59
技術員	-	-	425	171	3	-	10	-	91	700
技工	-	158	-	-	-	-	-	-	-	158
操作工	-	-	-	-	-	-	-	-	-	-
非技術工人	-	-	-	-	-	-	-	-	-	-
總數	-	158	425	171	3	41	10	13	96	917
佔僱員總數百分率	-	17.23%	46.35%	18.65%	0.33%	4.47%	1.09%	1.41%	10.47%	100.00%

內部晉升的僱員人數

2.8 是次調查展開前 12 個月內，製造類別與貿易及公證類別分別有 7 名及 255 名僱員獲內部晉升至較高職級。若按技能等級劃分，晉升情況如下：

(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	5	3.25%
技工至技術員	-	-
操作工至技工	1	0.45%
總數	6	0.61%

(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	1	0.08%
操作工至技工	-	-
總數	1	0.08%

(iii) 皮草、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

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	245	2.10%
技工至技術員	10	0.02%
操作工至技工	-	-
總數	255	0.43%

(ii) 公證行及檢定中心

僱主報稱該類別並無員工獲內部晉升。

僱員年齡（表十一至表十四）

2.9 三個行業與相關貿易及公證類別中，各技能等級年逾 50 歲的僱員分布情況如下：

(A) 製造類別

(i) 紡織業

技能等級	年逾 50 歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	56	154	36.36%
技術員	118	613	19.25%
技工	97	223	43.5%
操作工	562	1 293	43.46%
*總數	833	2 283	36.49%

(ii) 製衣業

技能等級	年逾 50 歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	118	350	33.71%
技術員	346	1 309	26.43%
技工	181	417	43.41%
操作工	1 230	2 281	53.92%
*總數	1 875	4 357	43.03%

* 不包括「非技術工人」

(iii) 皮草、製鞋及手袋業

技能等級	年逾 50 歲的 僱員人數	該技能等級的 僱員總數	佔該技能等級 僱員總數百分率
技師	7	16	43.75%
技術員	17	27	62.96%
技工	56	72	77.78%
操作工	15	15	100.00%
*總數	95	130	73.08%

(B) 貿易及公證類別

(i) 貿易

技能等級	年逾 50 歲的 僱員人數	該技能等級的 僱員總數	佔該技能等級 僱員總數百分率
技師	2 864	11 658	24.57%
技術員	6 964	47 251	14.74%
技工	311	1 009	30.82%
操作工	185	1 653	11.19%
*總數	10 324	61 571	16.77%

*不包括「非技術工人」

(ii) 公證行及檢定中心

技能等級	年逾 50 歲的 僱員人數	該技能等級的 僱員總數	佔該技能等級 僱員總數百分率
技師	-	59	-
技術員	1	700	0.14%
技工	-	158	-
*總數	1	917	0.11%

*不包括「非技術工人」

僱員宜有教育程度、訓練時間和訓練方式（表十五至表二十九）

2.10 三個行業的製造類別與貿易及公證類別的大部分僱主均認為，僱員宜具備以下教育程度及訓練經驗：

技能等級

技師	高級文憑或以上程度，以及三年或以上在職訓練
技術員	中五或以上程度，以及兩年或以上在職訓練
技工	中三或以上程度，以及兩年或以上在職訓練或學徒訓練
操作工	中四程度以下，以及兩年或以下在職訓練

2.11 三個行業與相關貿易及公證類別的僱主認為僱員宜有的教育程度如下：

(A) 製造類別 (表十五至表十七)

技能等級	大學學位／ 院士或以上	副學士學 位	高級文憑	文憑	高級證書	證書	中五至中七	技工證書	中三至中四	中三以下	未有說明	僱員總數
技師	281	51	38	47	9	15	64	-	-	1	14	520
技術員	-	13	75	405	46	503	803	16	32	13	43	1 949
技工	-	-	-	4	-	48	158	167	176	118	41	712
操作工	-	-	-	-	-	-	151	194	1 439	1 514	291	3 589
總數	281	64	113	456	55	566	1 176	377	1 647	1 646	389	6 770
*佔僱員總數 百分率	4.15%	0.94%	1.67%	6.74%	0.81%	8.36%	17.37%	5.57%	24.33%	24.31%	5.75%	100.00%

(B) 貿易及公證類別 (表十八至表十九)

技能等級	大學學位／ 院士或以上	副學士 學位	高級文憑	文憑	高級證書	證書	中五至中七	技工證書	中三至中四	中三以下	未有說明	僱員總數
技師	5 191	1 245	978	1 237	132	67	2 327	-	-	-	540	11 717
技術員	749	714	3 061	11 218	2 393	5 922	19 794	-	33	24	4 043	47 951
技工	-	-	-	-	30	198	584	193	3	139	20	1 167
操作工	50	-	9	-	-	-	742	151	664	28	9	1 653
總數	5 990	1 959	4 048	12 455	2 555	6 187	23 447	344	700	191	4 612	62 488
*佔僱員總數 百分率	9.59%	3.13%	6.48%	19.93%	4.09%	9.90%	37.52%	0.55%	1.12%	0.31%	7.38%	100.00%

* 不包括「非技術工人」

2.12 三個行業與相關貿易及公證類別的僱主認為僱員宜有的訓練時間如下：

(A) 製造類別 (表二十至表二十二)

技能等級	4年或以上	3年至4年以下	2年至3年以下	1年至2年以下	6至11個月	6個月以下	未有說明	僱員總數
技師	442	63	-	1	-	-	14	520
技術員	715	345	821	25	-	-	43	1 949
技工	100	137	418	5	11	-	41	712
操作工	164	143	523	711	804	953	291	3 589
總數	1 421	688	1 762	742	815	953	389	6 770
*佔僱員總數百分率	20.99%	10.16%	26.03%	10.96%	12.04%	14.08%	5.74%	100.00%

(B) 貿易及公證類別 (表二十三至表二十四)

技能等級	4年或以上	3年至4年以下	2年至3年以下	1年至2年以下	6至11個月	6個月以下	未有說明	僱員總數
技師	7 758	3 268	110	70	-	-	511	11 717
技術員	5 153	12 389	24 845	1 397	105	53	4 009	47 951
技工	4	77	636	238	64	128	20	1 167
操作工	-	33	71	751	517	272	9	1 653
總數	12 915	15 767	25 662	2 456	686	453	4 549	62 488
*佔僱員總數百分率	20.67%	25.23%	41.07%	3.93%	1.10%	0.72%	7.28%	100.00%

* 不包括「非技術工人」

2.13 三個行業與相關貿易及公證類別的僱主認為僱員宜有的訓練方式如下：

(A) 製造類別 (表二十五至表二十七)

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	506	-	-	14	520
技術員	1 889	17	-	43	1 949
技工	581	86	4	41	712
操作工	3 277	13	8	291	3 589
總數	6 253	116	12	389	6 770
*佔僱員總數百分率	92.36%	1.71%	0.18%	5.75%	100.00%

(B) 貿易及公證類別 (表二十八至表二十九)

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	11 161	-	45	511	11 717
技術員	43 596	196	150	4 009	47 951
技工	958	189	-	20	1 167
操作工	1 644	-	-	9	1 653
總數	57 359	385	195	4 549	62 488
*佔僱員總數百分率	91.79%	0.62%	0.31%	7.28%	100.00%

* 不包括「非技術工人」

技術及非技術僱員

2.14 是次調查顯示，紡織業、製衣業與皮草、製鞋及手袋業共有 70 036 名技術僱員及 36 562 名非技術僱員。若按類別劃分，此兩類僱員的分布情況如下：

(A) 製造類別

(i) 紡織業

門類	技術僱員	非技術僱員	總數
紡紗	327	35	362
織造	1 451	383	1 834
針織	124	22	146
染整	733	117	850
無紡布	94	33	127
小計 (i)	2 729	590	3 319

(ii) 製衣業

門類	技術僱員	非技術僱員	總數
成衣（不包括內衣／睡衣）	2 501	610	3 111
針織衣物（不包括針織和鉤織內衣）	1 836	591	2 427
內衣／睡衣及針織／鉤織內衣	275	44	319
小計 (ii)	4 612	1 245	5 857

(iii) 皮草、製鞋及手袋業

門類	技術僱員	非技術僱員	總數
皮草、製鞋及手袋	140	29	169
小計 (iii)	140	29	169
總數 (i + ii + iii)	7 481	1 864	9 345

(B) 貿易及公證類別

(i) 貿易

門類	技術僱員	非技術僱員	總數
鞋類進出口	2 481	1 832	4 313
布料進出口	6 836	3 763	10 599
服裝進出口	43 778	22 850	66 628
棉花、紡織纖維及紗線進出口	1 693	823	2 516
皮革或類似材料製的行李箱、手袋及同類物品進出口	6 850	3 612	10 462
小計 (i)	61 638	32 880	94 518

(ii) 公證行及檢定中心

門類	技術僱員	非技術僱員	總數
公證行及檢定中心	917	1 818	2 735
小計 (ii)	917	1 818	2 735
總數 (i + ii)	62 555	34 698	97 253

僱員招聘

2.15 三個行業與相關貿易及公證類別於調查前 12 個月內，在招聘不同技能等級僱員時遇到困難的機構數目如下：

行業／類別	技師	技術員	技工	操作工	總數
紡織	2	8	3	14	27
製衣	-	14	4	23	41
皮草、製鞋及手袋	-	1	3	3	7
貿易	129	695	-	51	875
公證行及檢定中心	-	2	8	-	10
總數	131	720	18	91	960

2.16 僱主填報調查前 12 個月內遇到招聘困難的原因。各技能等級的詳細數據如下：

(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	1	1	-	2	4
院校有關學系畢業生數目不足	-	5	1	-	6
求職者缺乏相關經驗及訓練	1	2	2	7	12
服務條件／薪酬未能符合求職者要求	-	-	-	5	5
其他原因	-	-	-	-	-
總數	2	8	3	14	27

(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	-	2	2	10	14
院校有關學系畢業生數目不足	-	12	-	1	13
求職者缺乏相關經驗及訓練	-	-	2	7	9
服務條件／薪酬未能符合求職者要求	-	-	-	4	4
其他原因	-	-	-	1	1
總數	-	14	4	23	41

(iii) 皮草、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	2
院校有關學系畢業生數目不足	-	-	1	1	2
求職者缺乏相關經驗及訓練	-	-	1	1	2
服務條件／薪酬未能符合求職者要求	-	1	-	-	1
其他原因	-	-	-	-	-
總數	-	1	3	3	7

(B) 貿易及公證類別

(i) 貿易

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
院校有關學系畢業生數目不足	2	7	-	-	9
求職者缺乏相關經驗及訓練	78	414	-	6	498
服務條件／薪酬未能符合求職者要求	41	180	-	45	266
其他原因	3	58	-	-	61
總數	129	695	-	51	875

(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	-	-	3	-	3
院校有關學系畢業生數目不足	-	1	1	-	2
求職者缺乏相關經驗及訓練	-	1	1	-	2
服務條件／薪酬未能符合求職者要求	-	-	3	-	3
其他原因	-	-	-	-	-
總數	-	2	8	-	10

在中國內地成立與紡織及製衣業相關的營運機構

2.17 據本會觀察，業內機構透過直接及間接方式於內地開設大量廠房／辦公室，並僱用相當多的當地員工（不包括香港居民）。一般而言，香港僱主會以不同的註冊公司或合資企業僱用當地居民，再加上合資模式繁多，故此是次調查難以蒐集本港機構於內地設立的營運機構數目及內地員工人數，亦不易得出準確的結論。有見及此，是次人力調查未有列載有關紡織及製衣業製造類別與相關貿易及公證類別在內地設廠的數據。

個別門類的調查結果

2.18 製造類別與貿易及公證類別各門類的詳細人力統計數字見以下列表：

門類	表
(A) 製造類別	
(i) 紡紗	三十
(ii) 織造	三十一
(iii) 針織	三十二
(iv) 染整	三十三
(v) 無紡布	三十四
(vi) 成衣（不包括內衣／睡衣）	三十五
(vii) 針織衣物（不包括針織和鉤織內衣）	三十六
(viii) 內衣／睡衣及針織／鉤織內衣	三十七
(ix) 皮草、製鞋及手袋	三十八
(B) 貿易及公證類別	
(i) 鞋類進出口	三十九
(ii) 布料進出口	四十
(iii) 服裝進出口	四十一
(iv) 棉花、紡織纖維及紗線進出口	四十二
(v) 皮革或類似材料製的行李箱、手袋及同類物品進出口	四十三
(vi) 公證行及檢定中心	四十四

第三章

結論

概況

3.1 本會仔細審閱是次調查結果，認為所得資料大致可反映調查期間紡織業、製衣業與皮草、製鞋及手袋業的實際人力情況。

3.2 2013年8月，紡織業、製衣業、製鞋及手袋業與相關貿易及公證類別合共僱用70 036人，較上次調查（2011年8月）的71 846人，平均每年減少1.27%。下表比較2011與2013年兩個類別不同技能等級的僱員分布情況。

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	520 (693)	11 717 (11 872)	12 237 (12 565)	-1.31%
技術員	1 949 (2 388)	47 951 (48 508)	49 900 (50 896)	-0.98%
技工	712 (862)	1 167 (921)	1 879 (1 783)	2.66%
操作工	3 589 (4 270)	1 653 (1 506)	5 242 (5 776)	-4.73%
非技術工人	711 (826)	67 (0)	778 (826)	-2.95%
總數	7 481 (9 039)	62 555 (62 807)	70 036 (71 846)	-1.27%
每年變化百分率	-9.03%	-0.20%	-1.27%	

註：（ ）內為2011年人力調查所得數字。

3.3 從上表可見，2011 至 2013 年間，製造類別與貿易及公證類別的僱員人數平均每年減少 9.03% 及 0.20%。受製造類別人力縮減的影響，三個行業的整體人力錄得跌幅，每年平均減少 1.27%。

3.4 若按技能等級劃分，技師、技術員、操作工及非技術工人級的僱員人數均告下跌，每年分別平均減少 1.31%、0.98%、4.73% 及 2.95%；而技工級的人手則每年平均增加 2.66%。

紡織業、製衣業與皮草、製鞋及手袋業各門類的人力變化

3.5 紡織業、製衣業與皮草、製鞋及手袋業的人力調查涵蓋「製造」與「貿易及公證」兩大類別。當中，製造類別按上述三個行業，再分為下列九個門類：

(i) 紡織業

紡紗

織造

針織

染整

無紡布

(ii) 製衣業

成衣（不包括內衣／睡衣）

針織衣物（不包括針織和鉤織內衣）

內衣／睡衣及針織／鉤織內衣

(iii) 皮草、製鞋及手袋業

皮草、製鞋及手袋

3.6 貿易及公證類別則分為「貿易」與「公證行及檢定中心」兩類，包括下列六個門類：

(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

皮革或類似材料製的行李箱、手袋及同類物品進出口

(ii) 公證行及檢定中心

紡織品公證行及檢定中心

3.7 2013年8月，紡織業、製衣業與皮草、製鞋及手袋業內屬製造類別的僱員分別有2 729人、4 612人及140人；與2011年調查相比，三個行業的製造類別僱員總數每年分別平均減少9.09%、8.98%及9.25%；而貿易類別和公證行及檢定中心類別則分別僱用61 638人及917人，於2011至2013年間，前者每年平均減少0.30%，後者則增加6.93%人手。

3.8 2011至2013年間，紡織業整體減少573名僱員。除了無紡布門類錄得每年1.63%人手增幅外，紡紗、織造、針織及染整門類均錄得跌幅，每年分別平均減少27.73%、4.56%、15.82%及5.28%人手。紡織業的人力變化詳情如下：

門類	僱員人數		每年平均變化百分率
	2011年8月	2013年8月	
紡紗	626	327	-27.73%
織造	1 593	1 451	-4.56%
針織	175	124	-15.82%
染整	817	733	-5.28%
無紡布	91	94	1.63%
總數	3 302	2 729	-9.09%

3.9 在過去的人力調查中，本會將「內衣／睡衣」及「針織／鉤織內衣」分別撥歸為製造類別中的「成衣」門類及「針織衣物」門類；然而，自 2011 年調查開始，本會另設「內衣／睡衣及針織／鉤織內衣」門類。此外，本會亦將原屬製衣業的「皮草」門類抽出，並重新歸類為「皮草、製鞋及手袋業」之下的門類。「成衣」、「針織衣物」、「內衣／睡衣及針織／鉤織內衣」、「皮草、製鞋及手袋」門類的人力分別錄得每年平均 7.40%、9.43%、18.30%及 9.25%的跌幅。整體而言，製造類別中製衣業的人力每年平均減少 8.51%，有關人力變化詳情如下：

門類	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
成衣	2 917	2 501	-7.40%
針織衣物	2 238	1 836	-9.43%
內衣／睡衣及針織／鉤織內衣	412	275	-18.30%
皮草、製鞋及手袋	170	140	-9.25%
總數	5 677	4 752	-8.51%

3.10 過去兩年，貿易類別的整體僱員人數平均每年減少 0.30%，當中只有「布料進出口」門類錄得增幅，平均每年增加人手 1.04%，而「鞋類進出口」、「服裝進出口」與「棉花、紡織纖維及紗線進出口」、「皮革或類似材料製的行李箱、手袋及同類物品進出口」門類則分別錄得 1.09%、0.28%、1.98%及 0.96%的跌幅。詳細人力變化如下：

門類	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
鞋類進出口	2 536	2 481	-1.09%
布料進出口	6 696	6 836	1.04%
服裝進出口	44 027	43 778	-0.28%
棉花、紡織纖維及紗線進出口	1 762	1 693	-1.98%
皮革或類似材料製的行李箱、手袋及同類物品進出口	6 984	6 850	-0.96%
總數	62 005	61 638	-0.30%

3.11 過去兩年，公證行及檢定中心類別的僱員人數平均每年增加 6.93%。有關人力變化詳情如下：

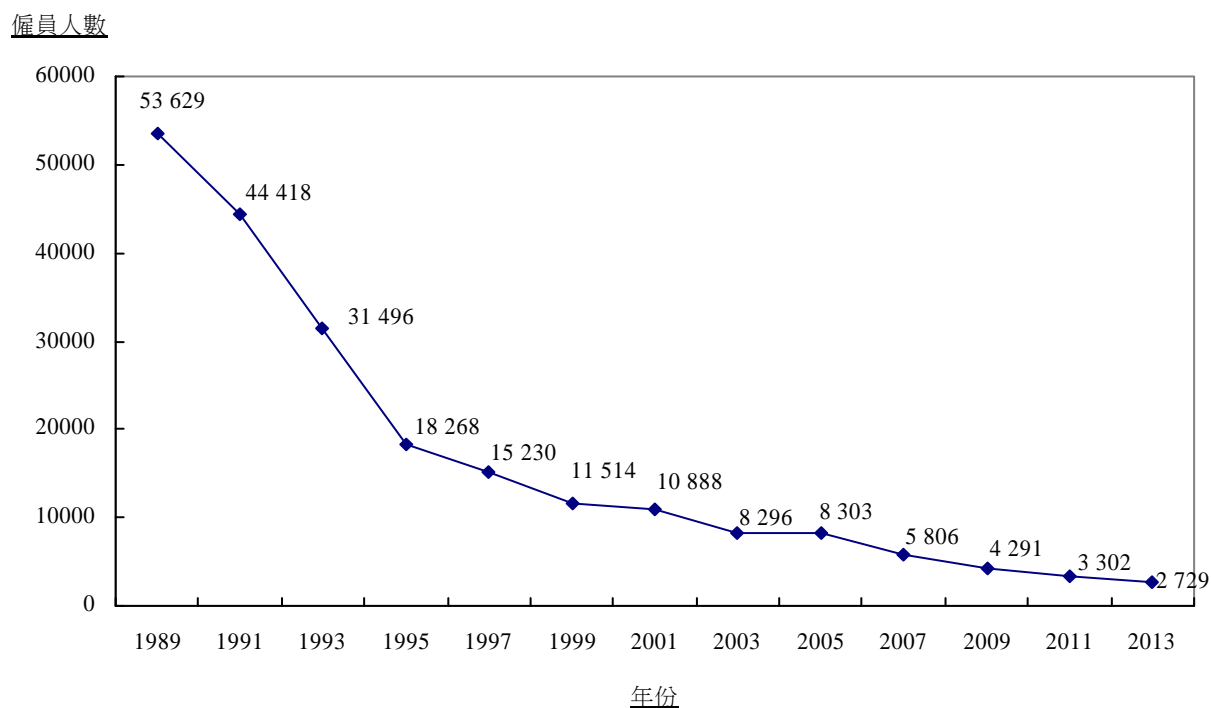
門類	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
公證行及檢定中心	802	917	6.93%

3.12 紡織業、製衣業與皮草、製鞋及手袋業的製造類別於 1988（或 1989）至 2013 年間的人力情況如下：

(A) 製造類別

(i) 紡織業

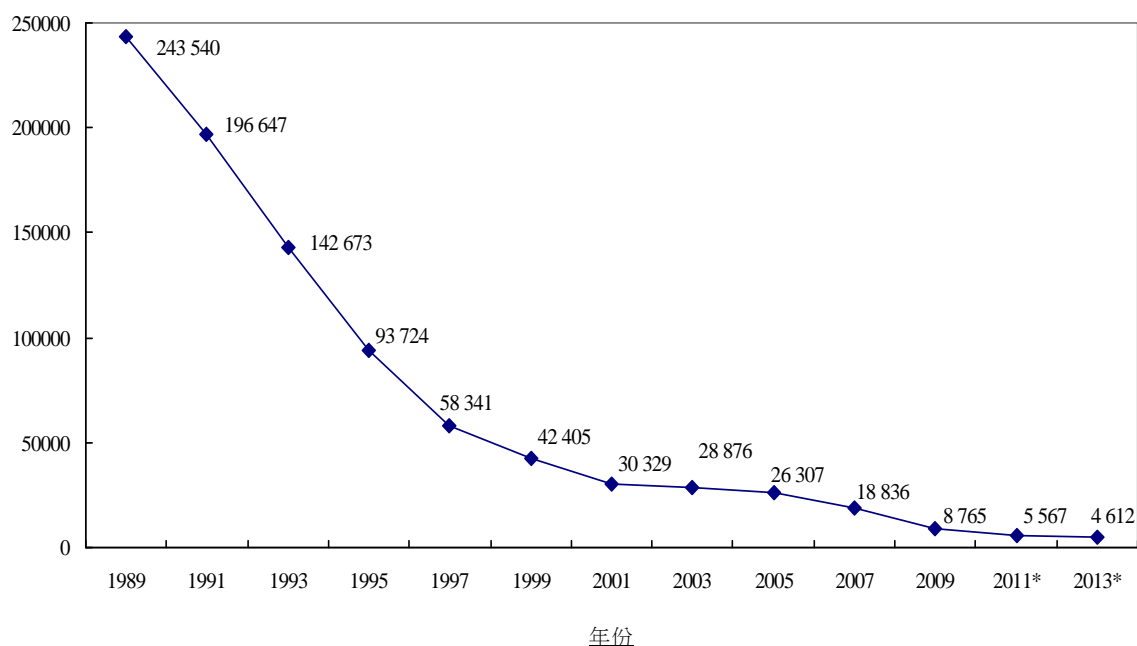
圖 6: 1989 至 2013 年間紡織業的人力情況



(ii) 製衣業

圖 7: 1989 至 2013 年間製衣業的人力情況

僱員人數

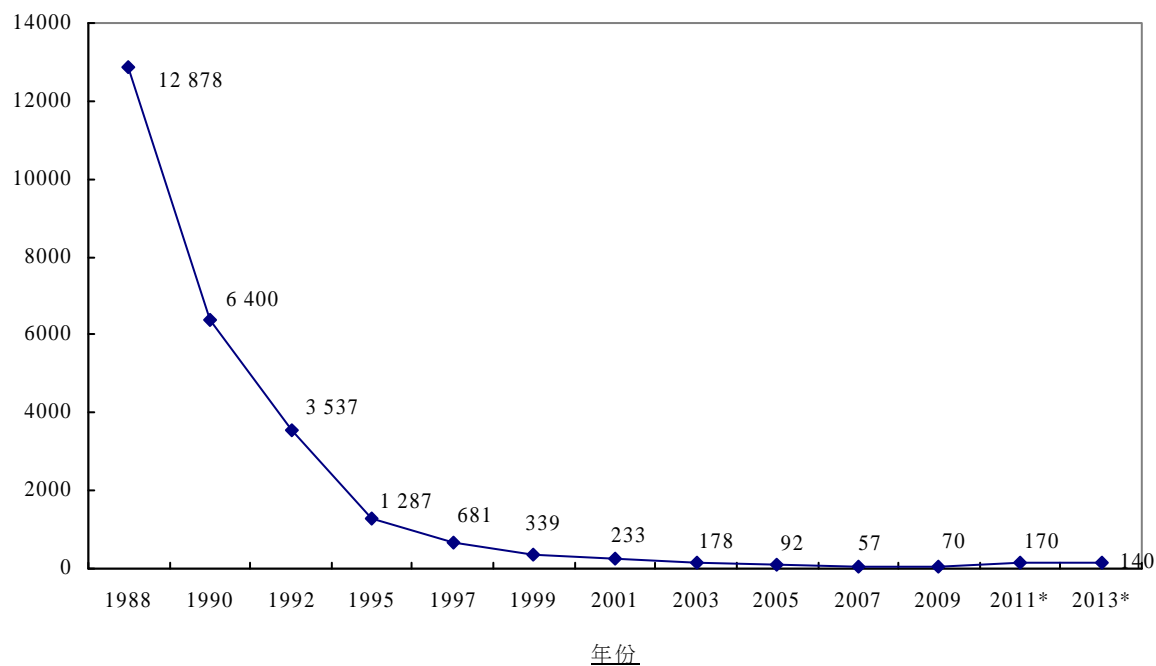


*不包括「皮草」門類

(iii) 製鞋及手袋業

圖 8: 1988 至 2013 年間製鞋及手袋業的人力情況

僱員人數

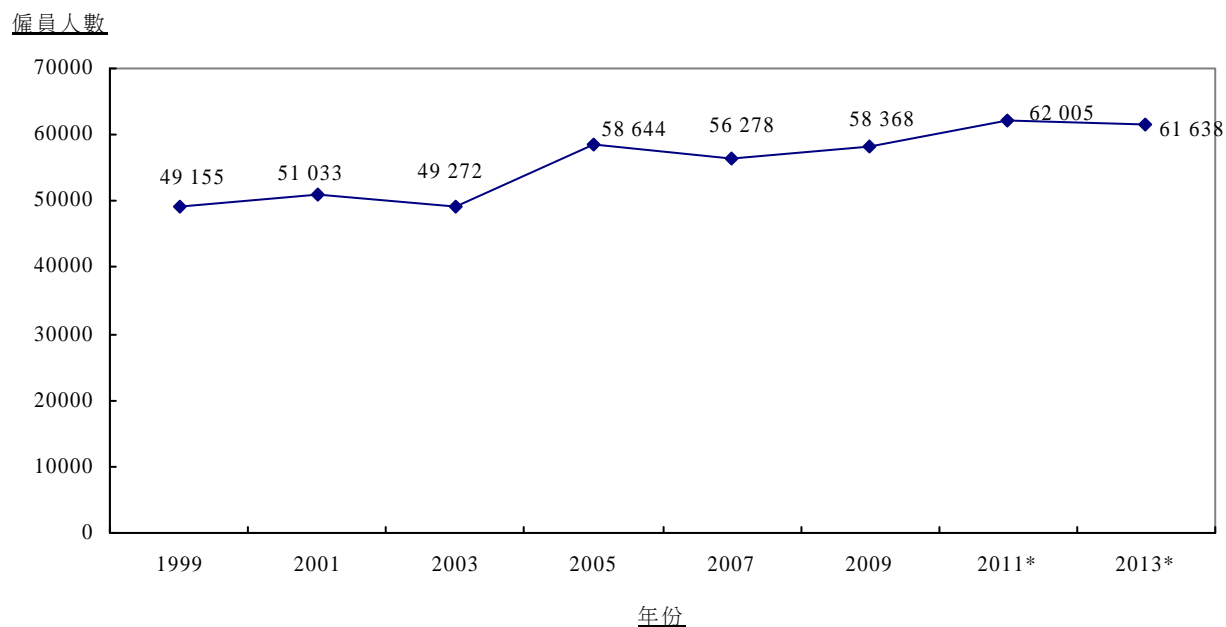


*包括「皮草」門類

(B) 貿易及公證類別

(i) 貿易

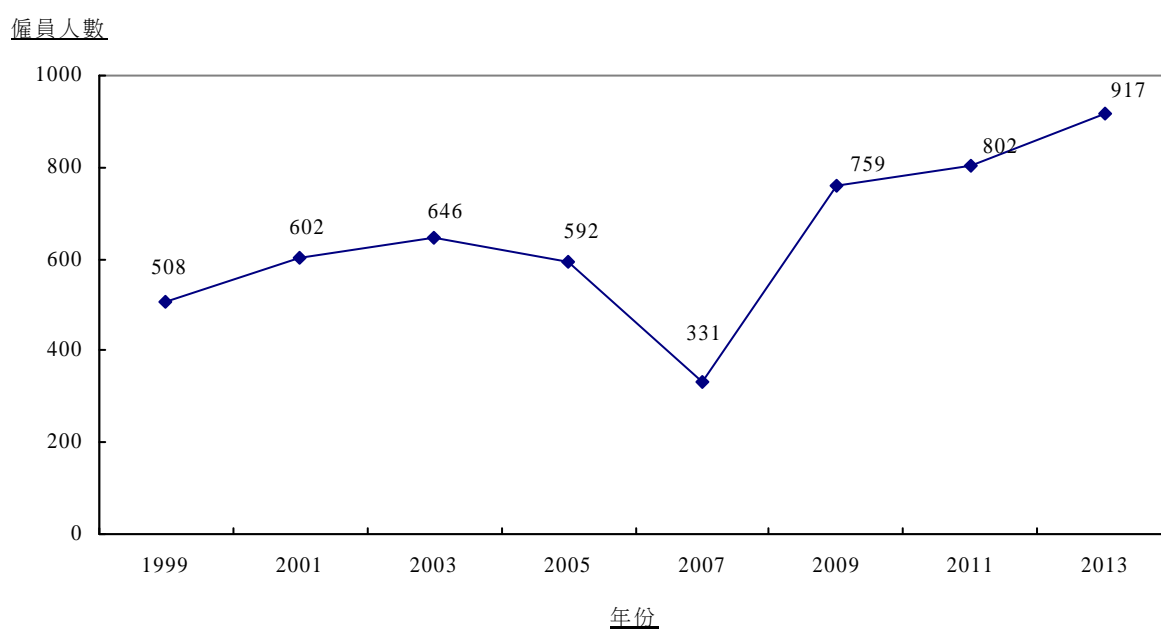
圖 9: 1999 至 2013 年間貿易類別的人力情況



*包括新增門類－「皮革或類似材料製的行李箱、手袋及同類物品進出口」

(ii) 公證行及檢定中心

圖 10: 1999 至 2013 年間公證行及檢定中心的人力情況



3.13 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	2011	2013	每年平均變化百分率
技師	158	154	-1.27%
技術員	653	613	-3.11%
技工	331	223	-17.92%
操作工	1 688	1 293	-12.48%
非技術工人	472	446	-2.79%
總數	3 302	2 729	-9.09%

(ii) 製衣業

技能等級	2011	2013	每年平均變化百分率
技師	518	350	-17.80%
技術員	1 697	1 309	-12.17%
技工	461	417	-4.89%
操作工	2 552	2 281	-5.46%
非技術工人	339	255	-13.27%
總數	5 567	4 612	-8.98%

(iii) 皮草、製鞋及手袋業

技能等級	2011	2013	每年平均變化百分率
技師	17	16	-2.99%
技術員	38	27	-15.71%
技工	70	72	1.42%
操作工	30	15	-29.29%
非技術工人	15	10	-18.35%
總數	170	140	-9.25%

(B) 貿易及公證類別

(i) 貿易

技能等級	2011	2013	每年平均變化百分率
技師	11 832	11 658	-0.74%
技術員	47 896	47 251	-0.68%
技工	771	1 009	14.40%
操作工	1 506	1 653	4.77%
非技術工人	-	67	-
總數	62 005	61 638	-0.30%

(ii) 公證行及檢定中心

技能等級	2011	2013	每年平均變化百分率
技師	40	59	21.45%
技術員	612	700	6.95%
技工	150	158	2.63%
總數	802	917	6.93%

3.14 紡織業製造類別的機構數目由 2011 年第一季的 315 間，下降至 2013 年第一季的 274 間，每年平均減幅為 6.73%；而製衣業與皮草、製鞋及手袋業製造類別的機構數目，則分別由 2011 年第一季的 355 間及 20 間，增至 2013 年第一季的 412 間及 21 間，每年平均增幅為 7.73% 及 2.47%。整體而言，製造類別的機構數目平均每年增加 1.22%。至於貿易類別與公證行及檢定中心類別方面，前者的機構數目從 2011 年第一季的 14 759 間，增至 2013 年第一季的 15 000 間，按年增幅為 0.81%；而後者的機構數目則從 2011 年第一季的 8 間，增至 2013 年第一季的 9 間，按年增幅為 6.07%。上述三個類別的機構數目變化詳列如下：

(A) 製造類別

(i) 紡織業

年份 僱員人數 機構數目	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或以上	
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
2011 年第 1 季	250	31	19	9	2	4	315
2013 年第 1 季	233	14	17	5	2	3	274

(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
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
2011 年第 1 季*	160	90	77	21	5	2	355
2013 年第 1 季*	264	77	56	10	3	2	412

*不包括「皮草」門類

(iii) 製鞋及手袋業

僱員人數 機構數目 年份	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	
1997 年第 1 季	131	13	9	-	-	-	153
1999 年第 1 季	91	4	6	-	-	-	101
2000 年第 1 季	57	6	1	3	-	-	67
2002 年第 4 季	44	3	2	-	-	-	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
2011 年第 1 季*	14	3	2	1	-	-	20
2013 年第 1 季*	18	1	1	1	-	-	21

*包括「皮草」門類

(iv) 小計：(i) + (ii) + (iii)

僱員人數 機構數目 年份	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	
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
2011 年第 1 季	424	124	98	31	7	6	690
2013 年第 1 季	515	92	74	16	5	5	707

(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
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
2011 年第 1 季*	12 687	1 290	592	125	46	19	14 759
2013 年第 1 季*	13 228	1 089	514	102	49	18	15 000

*包括新增門類 — 「皮革或類似材料製的行李箱、手袋及同類物品進出口」

(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	-	6
2011 年第 1 季	-	-	-	1	1	6	8
2013 年第 1 季	-	1	-	1	1	6	9

* 2007 年或以前的人力調查報告未有提供公證行及檢定中心類別的機構數目；然而，由於該類別的變化甚大，故自 2011 年報告開始亦列載有關資料。

(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
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
2011 年第 1 季	13 111	1 414	690	157	54	31	15 457
2013 年第 1 季	13 743	1 182	588	119	55	29	15 716

紡織業、製衣業與皮草、製鞋及手袋業各技能等級的人力變化

技師級

3.15 2013年8月，製造類別共有520名技師，與2011年693名相比，平均每年減少13.38%；當中，紡織業、製衣業與皮草、製鞋及手袋業的技師人數均錄得減幅。至於貿易及公證兩個類別方面，前者於2013年8月僱用11 658名經理，技師級僱員人數平均每年減少0.74%；而後者則僱用59名技師，平均每年增幅為21.45%。詳細人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均變化百分率
	2011年8月	2013年8月	
紡織	158	154	-1.27%
製衣	518	350	-17.80%
皮草、製鞋及手袋	17	16	-2.99%
總數	693	520	-13.38%

(B) 貿易及公證類別

行業	僱員人數		每年平均變化百分率
	2011年8月	2013年8月	
貿易	11 832	11 658	-0.74%
公證行及檢定中心	40	59	21.45%
總數	11 872	11 717	-0.65%

技術員級

3.16 過去兩年，紡織業、製衣業與皮草、製鞋及手袋業的人力持續減少，其中，製造類別的技術員人數由 2011 年的 2 388 人減至 2013 年的 1 949 人，平均每年減幅為 9.66%。至於貿易及公證兩個類別方面，前者平均按年微跌 0.68%，而後者則平均按年增加 6.95%。詳細人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
紡織	653	613	-3.11%
製衣	1 697	1 309	-12.17%
皮草、製鞋及手袋	38	27	-15.71%
總數	2 388	1 949	-9.66%

(B) 貿易及公證類別

行業	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
貿易	47 896	47 251	-0.68%
公證行及檢定中心	612	700	6.95%
總數	48 508	47 951	-0.58%

技工級

3.17 由於紡織業及製衣業削減人手，因而導致製造類別的技工人數每年平均減少 9.12%。是次調查亦顯示，皮草、製鞋及手袋業的技工人數平均每年微增 1.42%。貿易及公證兩個類別的人力亦穩步上揚，顯示該類別或需僱用更多技工。詳細的人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
紡織	331	223	-17.92%
製衣	461	417	-4.89%
皮草、製鞋及手袋	70	72	1.42%
總數	862	712	-9.12%

(B) 貿易及公證類別

行業	僱員人數		每年平均變化百分率
	2011 年 8 月	2013 年 8 月	
貿易	771	1 009	14.40%
公證行及檢定中心	150	158	2.63%
總數	921	1 167	12.57%

3.18 紡織業及製衣業的製造類別於 1989 至 2013 年間、皮草、製鞋及手袋業於 1988 至 2013 年間、以及貿易及公證類別於 1999 至 2013 年間各技能等級的人力情況見下列各圖：

(A) 製造類別

(i) 紡織業

圖 11: 1989 至 2013 年間技師級的人力情況

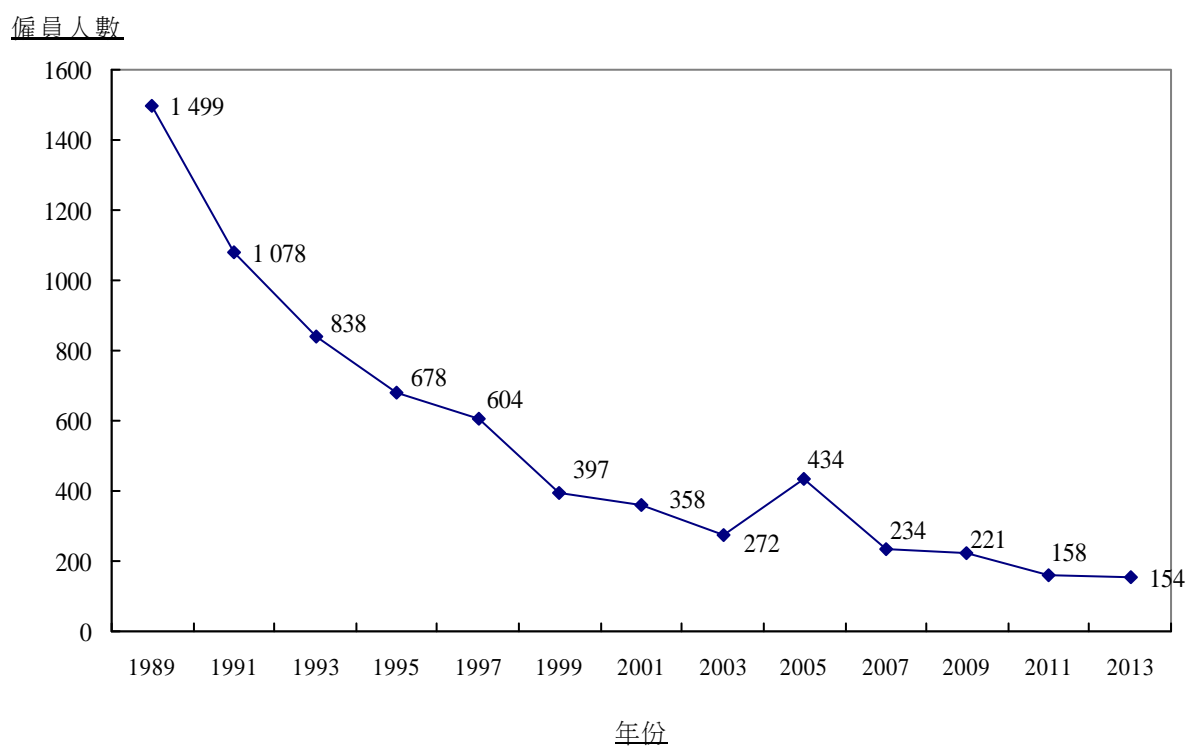


圖 12: 1989 至 2013 年間技術員級的人力情況

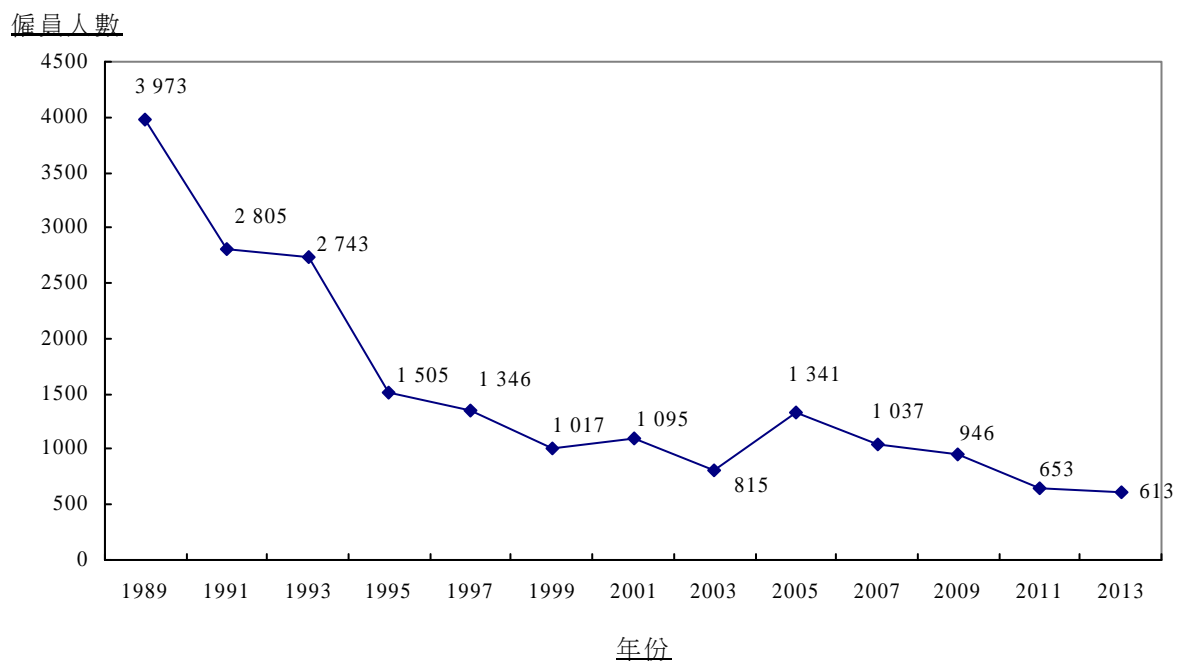
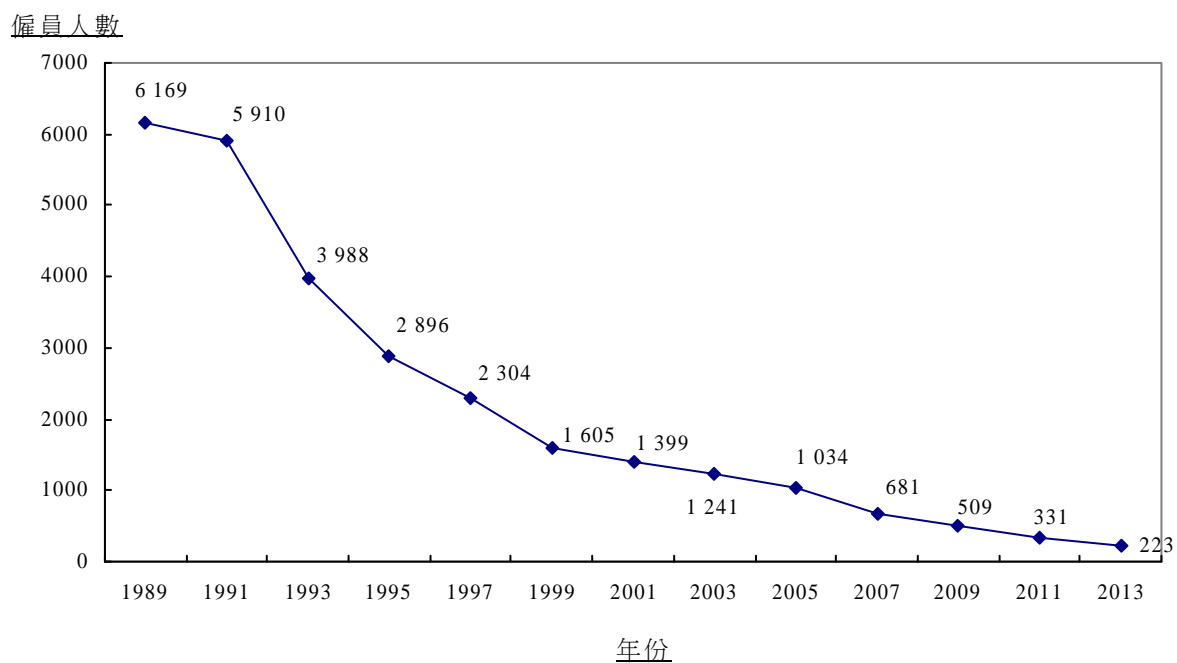


圖 13: 1989 至 2013 年間技工級的人力情況



(ii) 製衣業

圖 14: 1989 至 2013 年間技師級的人力情況

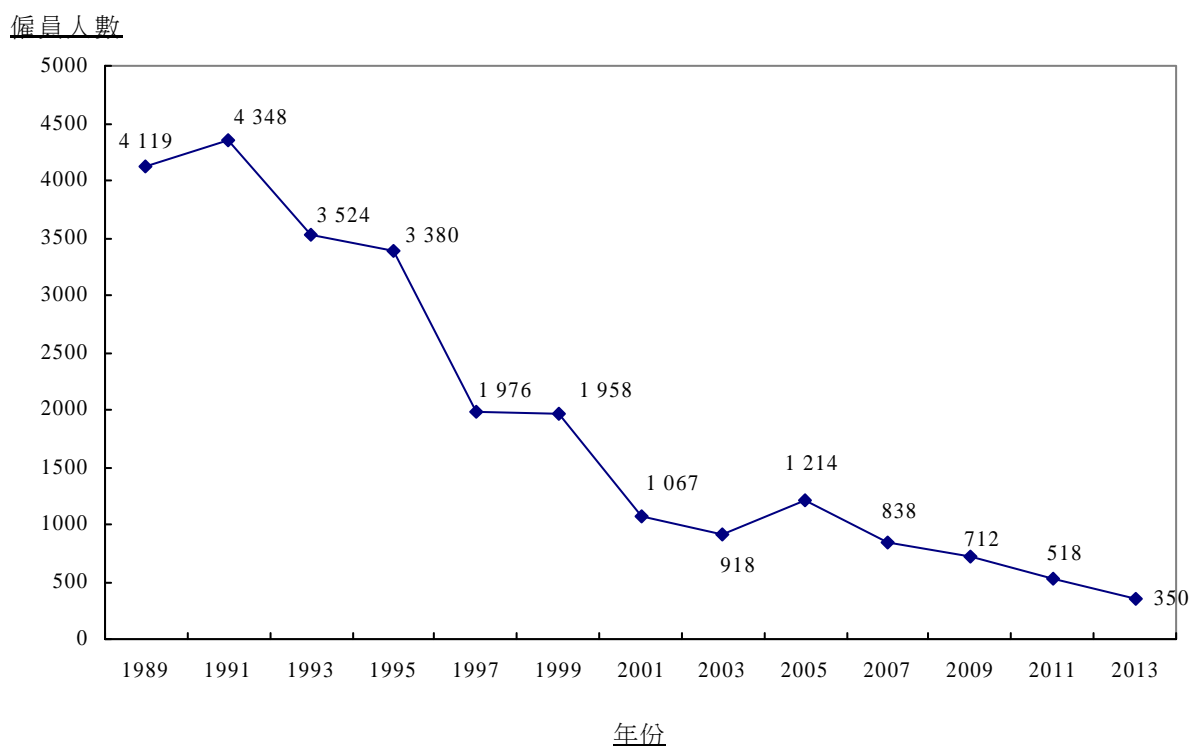


圖 15: 1989 至 2013 年間技術員級的人力情況

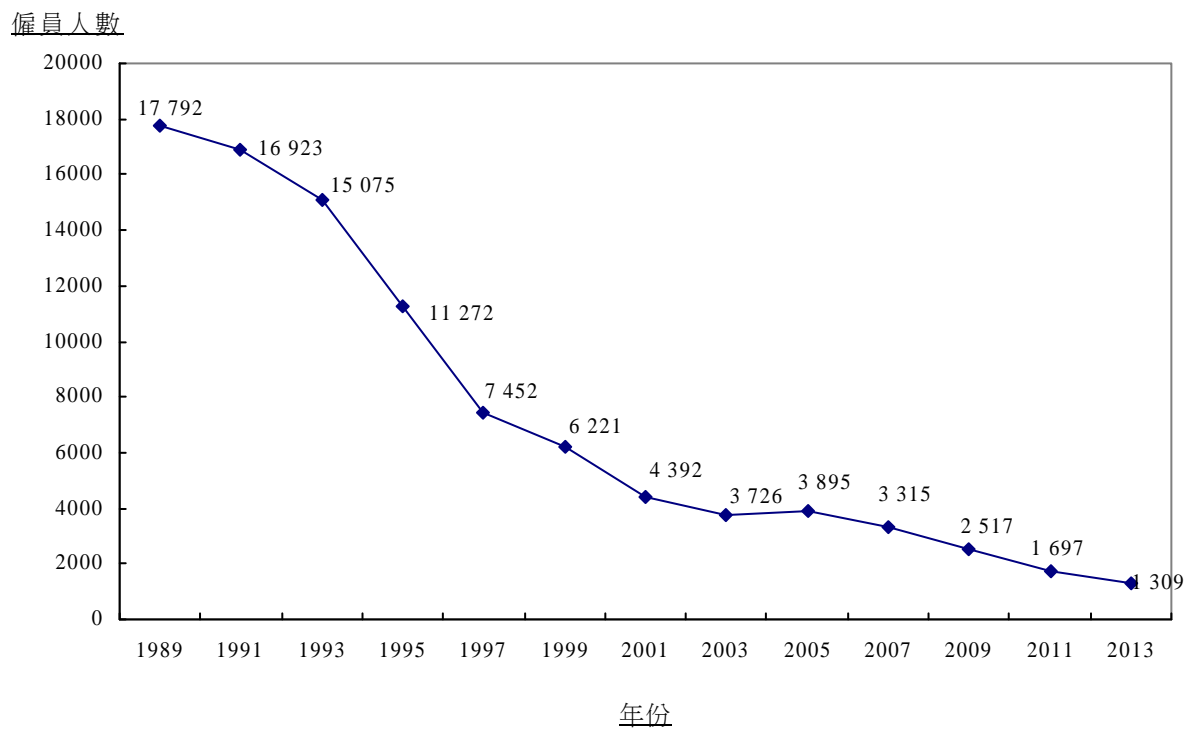
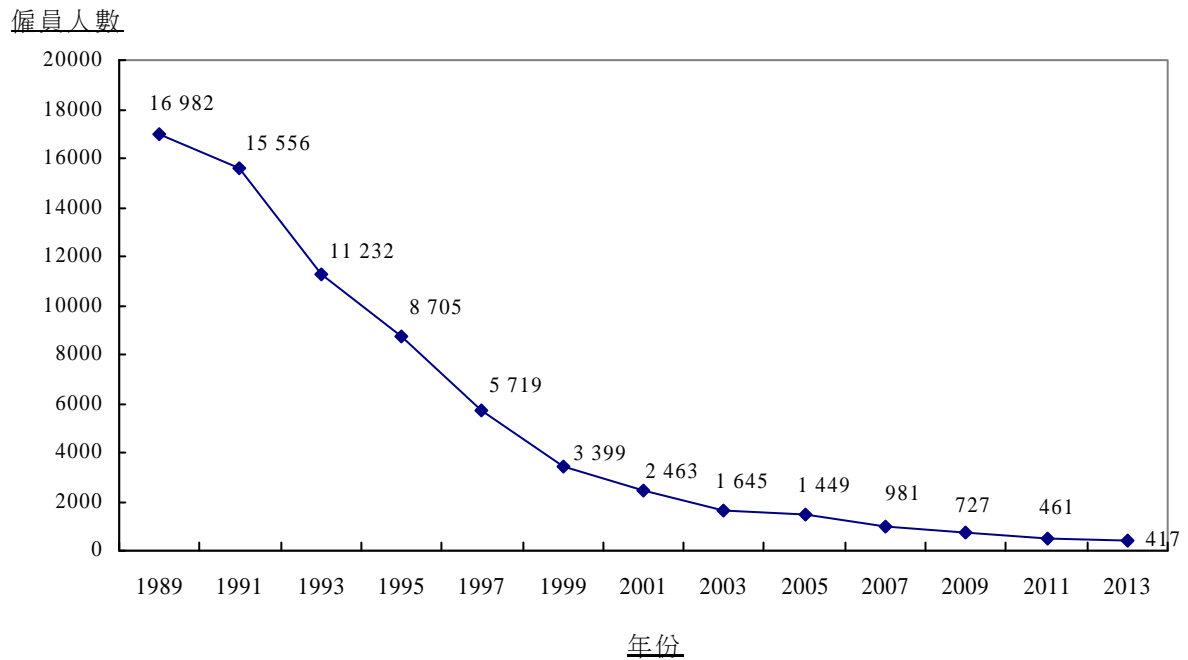
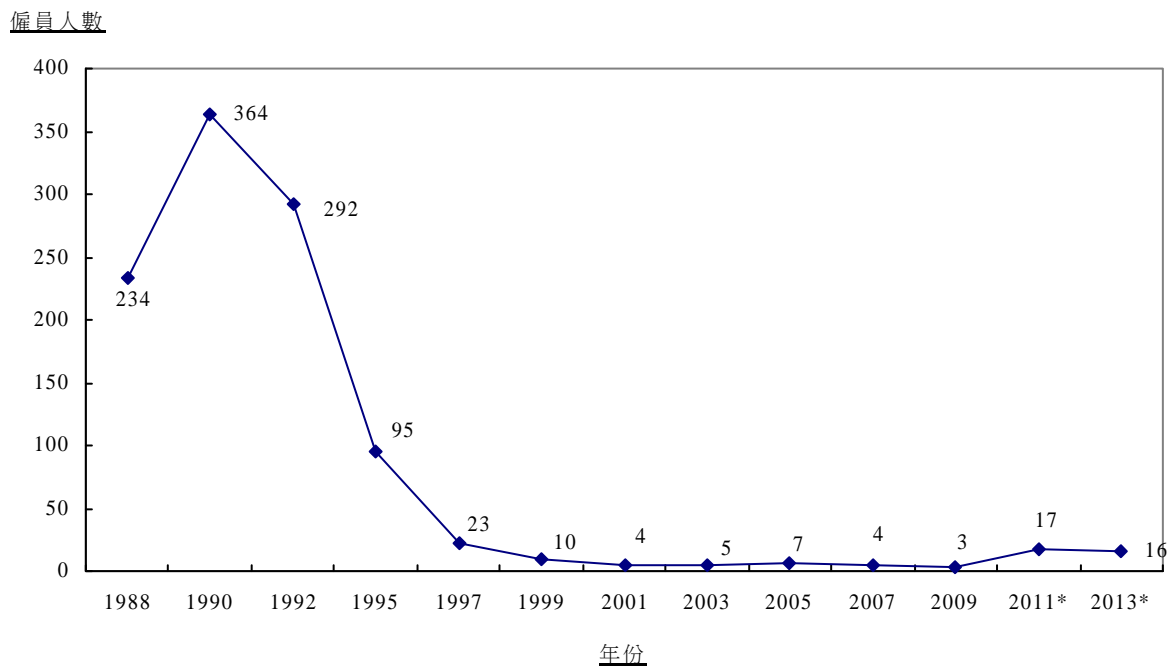


圖 16: 1989 至 2013 年間技工級的人力情況



(iii) 製鞋及手袋業

圖 17: 1988 至 2013 年間技師級的人力情況



*包括「皮草」門類

圖 18: 1988 至 2013 年間技術員級的人力情況

僱員人數

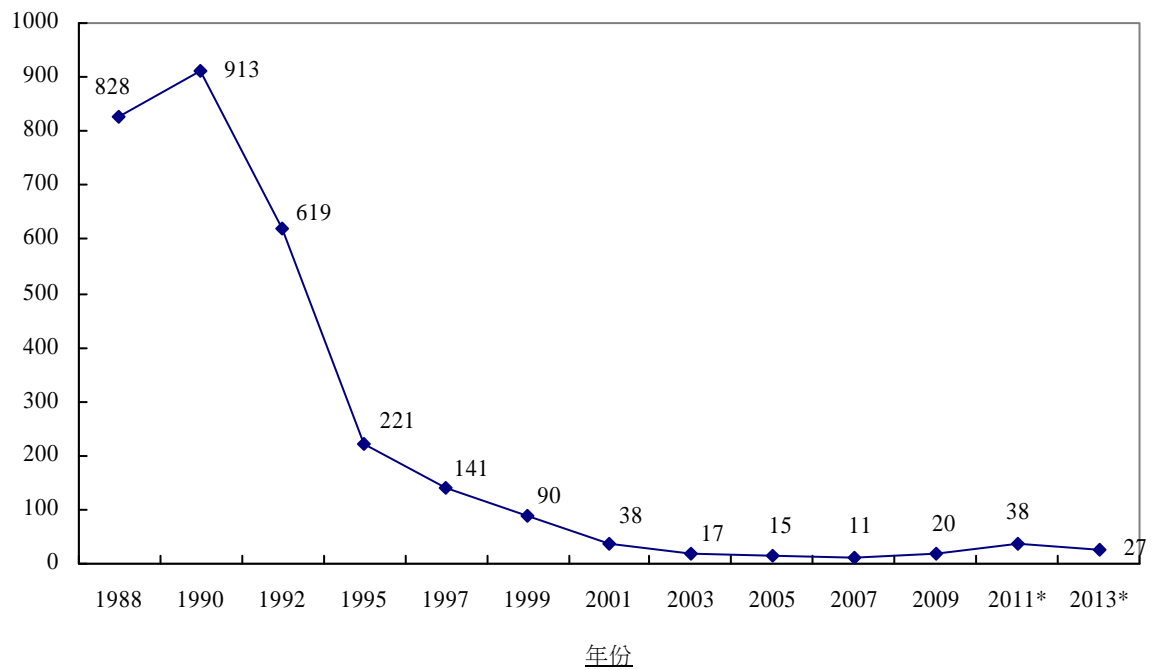
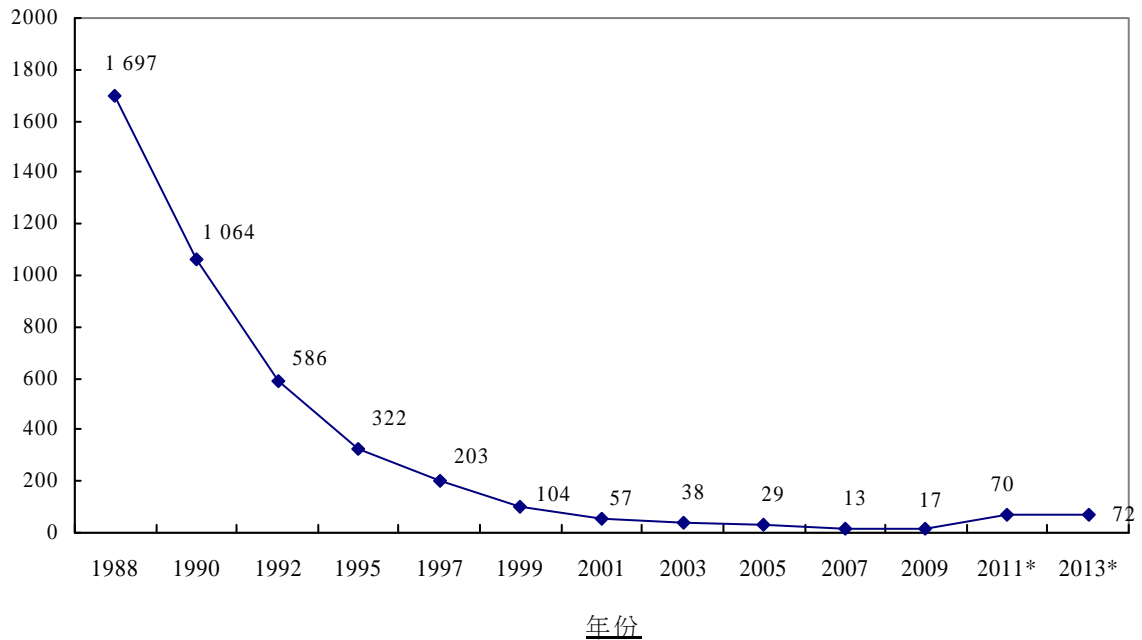


圖 19: 1988 至 2013 年間技工級的人力情況

僱員人數



*包括「皮草」門類

(B) 貿易及公證類別

(i) 貿易

圖 20: 1999 至 2013 年間技師級的人力情況

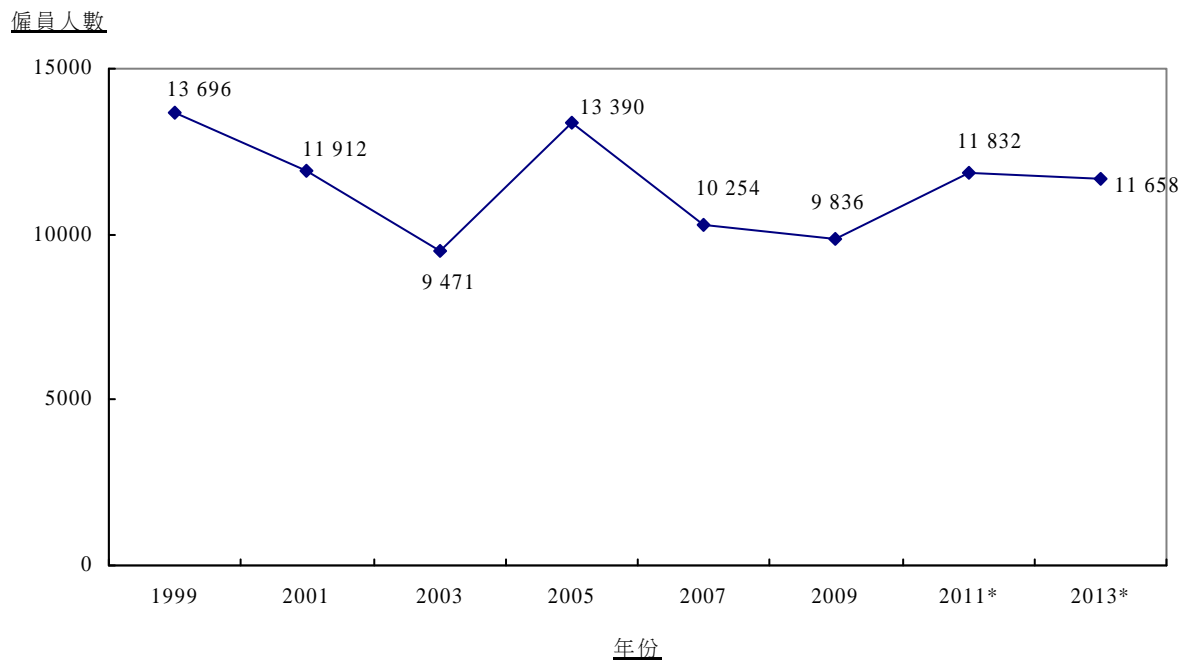
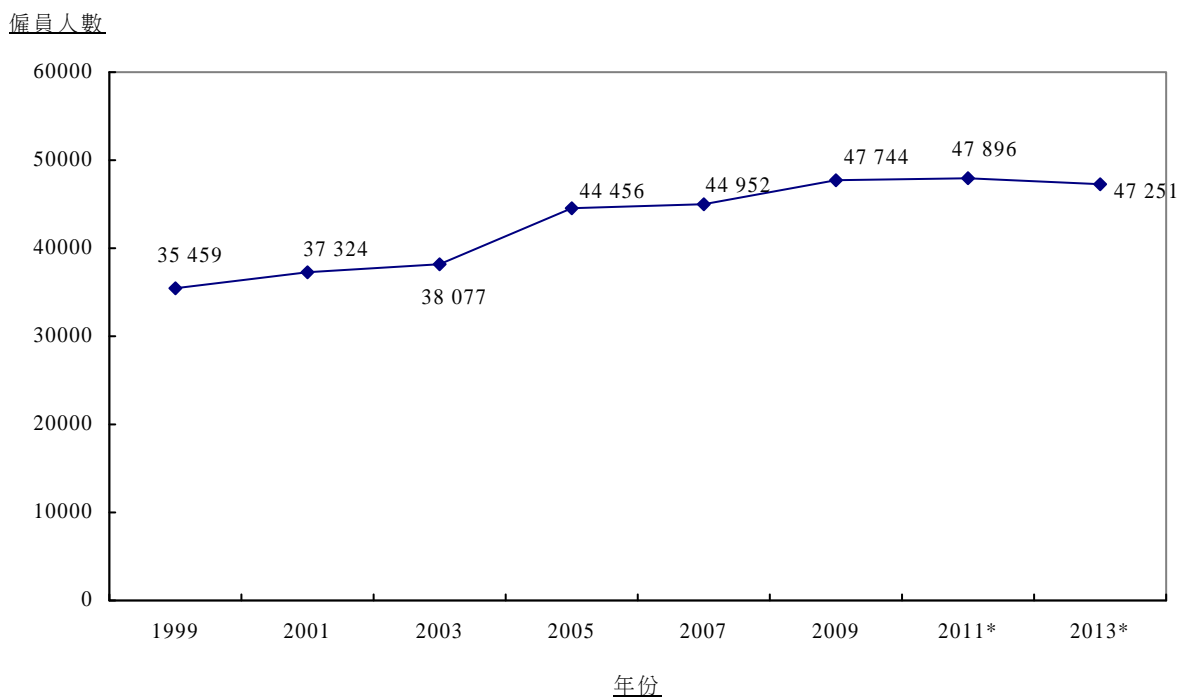


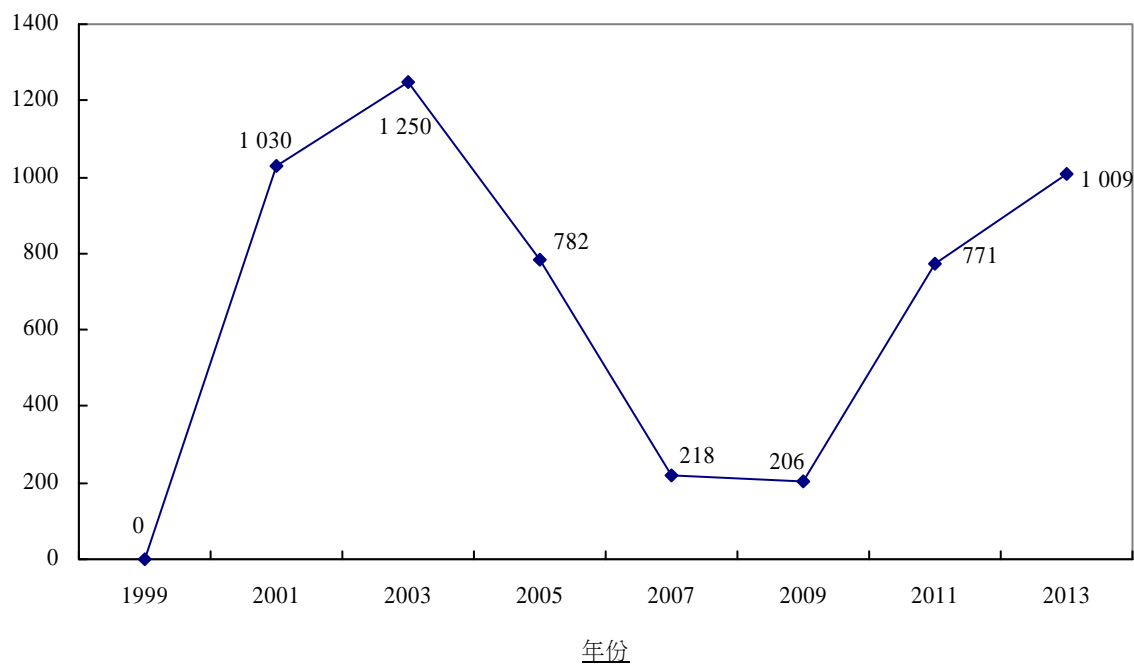
圖 21: 1999 至 2013 年間技術員級的人力情況



*包括新增門類 — 「皮革或類似材料製的行李箱、手袋及同類物品進出口」

圖 22: 1999 至 2013 年間技工級的人力情況

僱員人數



*包括新增門類 — 「皮革或類似材料製的行李箱、手袋及同類物品進出口」

(ii) 公證行及檢定中心

圖 23: 1999 至 2013 年間技師級的人力情況

僱員人數

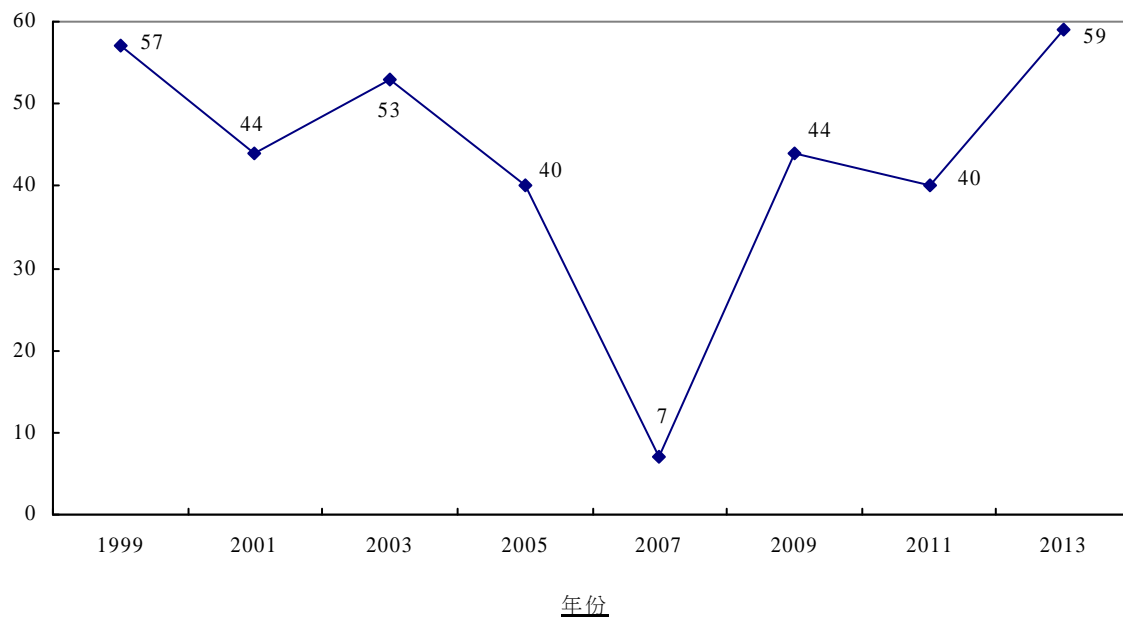


圖 24: 1999 至 2013 年間技術員級的人力情況

僱員人數

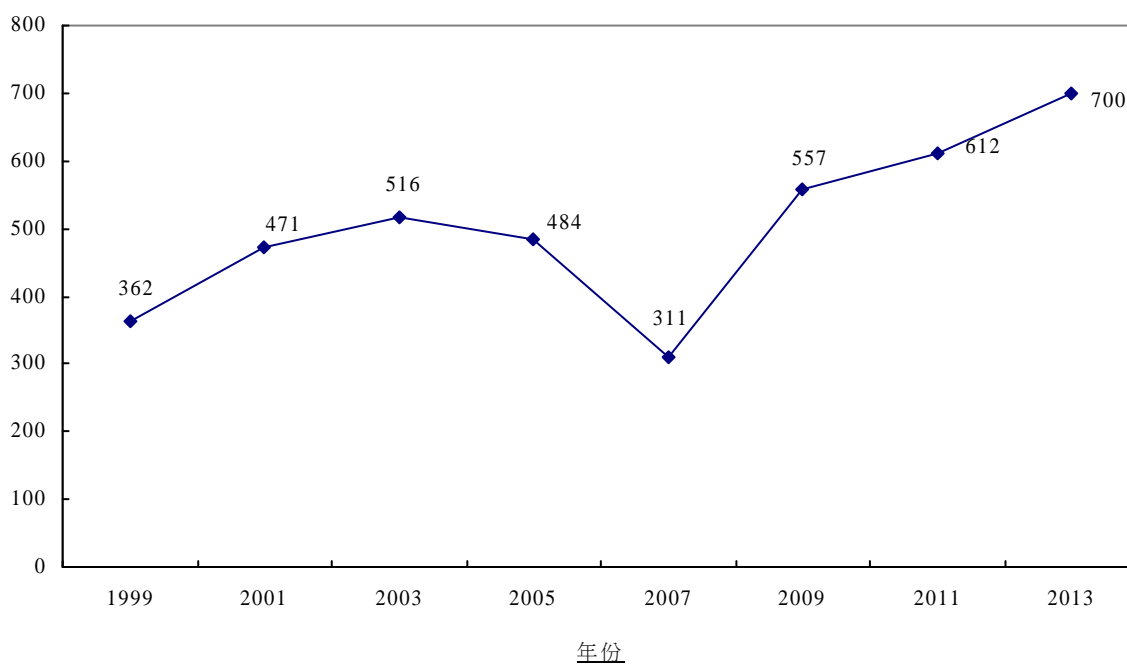
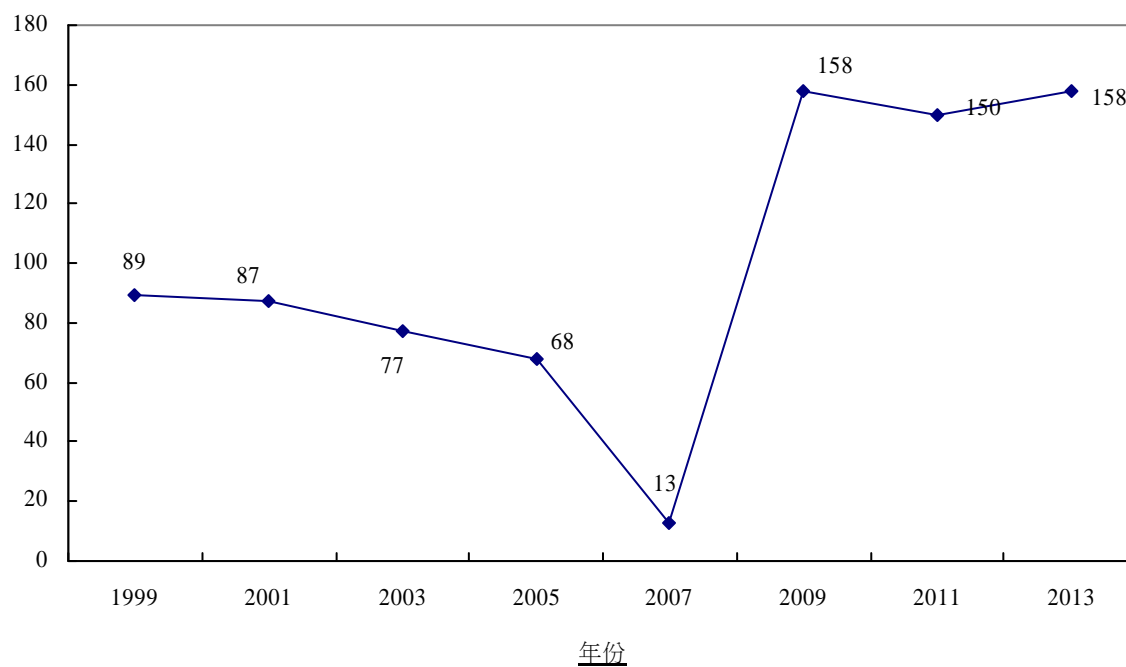


圖 25: 1999 至 2013 年間技工級的人力情況

僱員人數



紡織及製衣業 2011 年以來的人力變化

3.19 本會認為人力變化或受下列因素影響：

- (i) 雖然外圍環境在過去兩年依然挑戰重重，但整體經濟情況已逐步改善，並出現止跌回升的跡象。美國經濟復蘇勢頭於 2013 年漸趨穩定，歐債危機亦似乎已渡過了最嚴峻的時期。預計香港紡織業、製衣業、製鞋及手袋業未來的出口量將會趨向穩定，並逐漸回升；
- (ii) 大部分香港企業的主要生產基地設於內地，但亦有公司選擇繼續在香港進行部分製造工序，以應付客戶對「本地製造」產品的需求；然而，由於業界難以招聘熟練工人及年青新血，故預計這些工序亦難以有大規模的發展；
- (iii) 雖然外圍市場的表現並不強勁，但香港仍能保持低失業率。零售及旅遊業職位增加，或可彌補過去幾年出入口業所流失的職位；
- (iv) 政府於 2011 年 5 月實施法定最低工資，並於 2013 年將工資水平由每小時 28 元調高至每小時 30 元。這項措施令香港中小型企業（特別是貿易公司及公證行）面對初級及督導級員工平均薪酬上漲的壓力；
- (v) 雖然營商環境稍為緩和，但香港企業仍然面對內地及東南亞企業的激烈競爭、買家壓價、拖延付款、單項訂單貨量減少、交貨期縮短等負面影響；
- (vi) 不少香港企業專注發掘內地及其他新興市場的機遇。自中國晉身為世界第二大及全球增長最快的經濟體系後，為各行各業帶來大量投資機會；
- (vii) 紡織及製衣業屬人力密集行業，一直面對生產成本上漲及經營困難，具體問題包括員工薪酬及福利開支增加；租金、原材料、運輸、能源及土地成本上升；環保及安全要求提高；人民幣升值；內地政府實施產業結構調整所帶來的壓力和勞工短缺；
- (viii) 珠江三角洲勞工短缺問題乃大部分香港企業所面對的最大挑戰。近年，隨著中國內陸省份急速發展，不少勞工選擇於距離家鄉較近的城鎮工作，令珠江三角洲的勞工不足問題愈加嚴重。此外，香港企業在招聘銷售、市場推廣及管理人才方面亦遇到困難；
- (ix) 近年有不少內地企業急速發展，以較低價格爭取本地及海外市場的訂單，引發與香港企業的激烈競爭。香港企業亟需開拓更高增值的業務範疇，如設計、品牌建構、創新科技等；
- (x) 面對愈來愈大的挑戰，一些僱用大量勞工的製造商遂考慮把生

產線遷往其他地方，部分企業更已於越南、緬甸等東南亞地區甚至非洲設廠。雖然這些國家未必能夠提供完善的人力培訓、基建設施及支援服務，但由於勞動人口不但薪金低廉，更年青力壯，故仍能吸引香港企業；

- (xi) 鑑於內地銳意改革經濟結構，一些將生產工序設於內地的香港加工企業已轉向發展高科技及高增值產品。這些企業透過研究及開發、設計、創建自家品牌及拓展新市場，令業務升級及轉型，從而增強競爭力；
- (xii) 近年，仍在珠江三角洲經營業務的香港企業經過精簡人手及重整業務後已變得更具競爭力。2013 年的營商環境已稍為好轉，而人力情況亦基本穩定；以及
- (xiii) 大多數香港成衣製造商都在境外設立了生產設施，導致本地技術工人逐漸減少。然而，香港不僅是具領導地位的生產中心，亦是全球成衣採購中心，因此，業界需增聘人手處理布料採購、成衣設計及開發、品質控制與保證、營銷及推廣、物流管理，以及國際法規和條例的準則審核工作。

3.20 本會對人力數據有以下觀察：

- (i) 面對全球經濟於 2013 年出現復蘇、生產成本上漲、勞工短缺、買家對訂單要求更高、內地及其他發展中國家開拓業務帶來激烈競爭、政府對環保要求提高等情況，紡織業、製衣業與製鞋及手袋業的製造及貿易類別機構數目分別由 2011 年 690 間及 14 759 間，微升至 2013 年 707 間及 15 000 間。然而，這兩類機構的總人力卻分別由 2011 年 9 039 人及 62 807 人減少至 2013 年 7 481 人及 62 555 人。由此可見，過去兩年業內的小型機構增多，而整個行業的總人力則下降；
- (ii) 與 2011 年的人力調查相比，紡織及製衣業的人力進一步減少，跌幅分別為 17.35% 及 17.15%，其中尤以「紡紗」、「成衣」及「針織衣物」門類的跌幅最顯著，主要原因是愈來愈多廠家把香港的製造設施遷往中國內地及鄰近國家；
- (iii) 公證行及檢定中心過去兩年的人力需求增長穩定。檢測及認證是香港政府所提出具明顯發展優勢的六大產業之一。隨著買家對產品品質及安全的要求提高，而政府又大力推廣檢測及認證服務，相信業界對於從事檢測及認證工作的人才會有更大需求；
- (iv) 三個行業錄得的大部分空缺主要是製造類別中的操作工，以及貿易及公證類別中的經理及督導員；
- (v) 法定最低工資水平由 2011 年每小時 28 元調高至 2013 年每小時 30 元。數據顯示，2013 年三個行業及其相關貿易及公證類

別的僱員中，每月收入少於 10,000 元的僱員人數較 2011 年為少。法定最低工資實施後，月入較低的僱員人數可能因而減少；

- (vi) 三個行業的製造類別依然存在僱員老化問題。調查期間，紡織業、製衣業與皮草、製鞋及手袋業分別有 36.49%、43.03% 及 73.08% 的僱員年逾 50 歲。然而，貿易及公證類別則只有 16.52% 的僱員年逾 50 歲；
- (vii) 在各類僱員宜接受訓練模式中，製造以至貿易及公證機構僱主最屬意在職培訓；
- (viii) 由於業務性質從「原設備製造」[OEM] 轉向「原設計製造」[ODM] 及貿易方面，因此即使營商環境不明朗，僱主仍需聘用大量在時裝設計、營銷採購及品質控制方面具認可資格的幹練人才；
- (ix) 香港企業亟需在產品設計及創新、高增值生產、營運及供應鏈管理方面持續改進，不少僱主因而考慮推行業務現代化及自動化，以提升產能及產品質素。企業需要聘請及培訓產品設計及開發方面的技術人才，並協助他們培養正確的工作操守及態度。

業務前景

3.21 本會對三個行業的業務前景有以下看法：

- (i) 希望升級及轉型的香港企業，需要研發創新科技及由「原設備製造」轉向「原設計製造」及「原品牌製造」[OBM]。而製造商若想為產品增值，則需推出良好的設計，例如合符經濟原則、易於大量生產、方便運輸及存取的產品。商品設計師亦應顧及市場是否有現成的材料及生產技術；
- (ii) 內地的香港製造商正面對產品成本飆升及同行競爭。為了保持優勢，業界需要升級及轉型發展，提升創新及設計能力、建構自家品牌及開拓利潤更高的中高檔市場。另亦可把部分較低增值的加工程序遷移或外判，以集中進行產品研究、開發及推廣；
- (iii) 雖然美國及歐盟國家的經濟已呈現升勢，香港企業仍應繼續開拓內地及海外新市場，並可利用香港政府提供的「發展品牌、升級轉型及拓展內銷市場的專項基金」，在內地推廣香港產品；
- (iv) 香港企業擁有一眾具國際視野及市場推廣經驗的人才，故可考慮與內地公司合作，為內地產品開拓海外業務及打造國際知名品牌。此外，香港公司亦應改變市場推廣管道及營銷策略，善用新興媒體及新式推廣渠道；
- (v) 一般而言，低成本營運的企業較難以持續發展，高科技及高

增值行業則較易保持競爭力。業界可開設更多設計、市場推廣、品質管理及物流方面的職位，吸引香港的年輕一代入行；

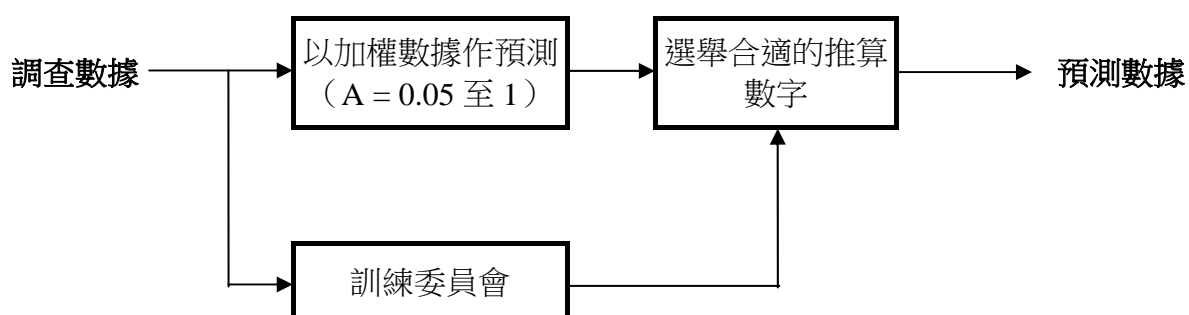
- (vi) 第十八屆中央委員會第三次全體會議於 2013 年 11 月在北京舉行，期間通過「中共中央關於全面深化改革若干重大問題的決定」。在內地深化改革經濟結構及推出支援政策的同時，香港企業亦應增強實力，以減低未來被淘汰的風險。中央政府擬加速新城鎮化進程及放寬一孩限制等政策，將會直接帶動成衣產品的需求；
- (vii) 企業對顧客服務[B2C]及顧客對顧客服務[C2C]在內地十分盛行，為一眾欲插足內銷業務的香港企業提供發展良機。因此，企業應把 B2C 業務納入於整體策略內。預計未來網上消費市場會加速增長，為香港公司帶來更多發展空間；
- (viii) 由於內地的網上購物趨勢持續，香港公司如希望產品能夠脫穎而出，應先認識內地電子零售市場的實際情況，再找出公司自身的市場定位及優勢。在開拓內地市場時，香港企業亦需因應自己的市場位置和策略，選擇正確的營運模式；另亦可考慮同時開設網上及實體店舖，相輔而行，以擴大客源；
- (ix) 對於需聘用大量人手的製造商而言，某些非洲國家乃遷移工序的理想之地。部分非洲國家相對穩定，教育水平不斷改善，亦有優秀的勞工。以人口來說，東南亞國家的加工業並沒有足夠人力取替內地工人，加上近年這些國家的工人薪酬急升。相反，非洲人口達十億，勞工亦年青；
- (x) 雖然香港公司已加倍努力開拓內地及其他新興市場，以分散業務，但仍然面對不少政府政策及條例方面的困難，例如複雜的稅項及徵費、繁複的審批及規管程序、加工貿易貨品內銷管制、產品的知識產權受侵害等；
- (xi) 企業管理層應確保製造過程及產品符合環保要求，使企業得以持續發展。這不僅限於鼓勵使用環保原材料，亦應降低製造過程對環境的負面影響。不少製造商推行綠化技術及措施，以節省資源及減低成本，而大多數措施亦不涉及龐大開支，而且回本期不長；以及
- (xii) 由於經濟環境不明朗，香港企業家應繼續採取雙管齊下的營商策略，集中開拓海外及新興市場，同時加強內部管理，包括提升員工實力、改善技術及設施、為產品增值，以及精簡生產程序等。

3.22 根據以上分析，本會對三個行業的業務前景仍感樂觀。

未來人力需求

(A) 製造類別

3.23 本會已測試影響紡織業、製衣業、製鞋及手袋業的主要決定因素，以便採用由職業訓練局發展出來的人力市場分析法[*Labour Market Analysis, LMA*]，從而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，加上配額制取消及《內地與香港關於建立更緊密經貿關係的安排》[*CEPA*]等其他因素，人力市場分析法並不適用於是次調查。因此，本會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 3.19 至第 3.22 段所提及的外在因素、經濟趨勢及科技發展，推算製造類別與貿易及公證類別未來對技術人力的需求。下圖顯示調節過濾預測法的推算過程。



3.24 由於皮革、製鞋及手袋業製造類別的僱員相對較少，因此本會建議不作推算。另一方面，則運用調節過濾預測法，推算紡織及製衣業製造類別的每年平均人力增長如下：

未來四年 (2014 年至 2017 年) 每年須增聘人數*

技能等級	製造類別	
	紡織業	製衣業
技師	-3	-8
技術員	-12	-47
技工	-6	-12

*註：負數代表須減少人數

3.25 考慮到因各種原因而離職的僱員人數，以及表二十一至表二十四所載年逾 50 歲的僱員人數，本會估計紡織及製衣業技師、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	
	紡織業	製衣業
技師	5%	4%
技術員	4%	4%
技工	4%	4%

3.26 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，估計紡織及製衣業每年平均須增加的僱員人數如下：

技能等級	製造類別		總數
	紡織業	製衣業	
技師	5	6	11
技術員	12	2	14
技工	2	4	6

(B) 貿易及公證類別

3.27 調查結果顯示，業內不少紡織及製衣技工及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，業界需要更多這類技術工人。

3.28 表十四顯示，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% 水平。

3.29 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 (2014 年至 2017 年) 每年須增聘人數*

技能等級	貿易及公證類別
技師	61
技術員	33
技工	42

3.30 考慮到因各種原因離職的僱員人數，以及表二十一至二十四所載年逾 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%

3.31 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加的人力如下：

技能等級	貿易及公證類別
技師	418
技術員	1 492
技工	80

3.32 根據上述數字，估計紡織業、製衣業、製鞋及手袋業平均每年須增聘的技師、技術員及技工級僱員總數如下：

未來四年（2014 年至 2017 年）每年須增聘人數

技能等級	製造類別 (A)			貿易及公證類別 (B)	總數 (C) = (A) + (B)	每年須增聘僱員總數 (增/減 10%)
	紡織	製衣	小計			
技師	5	6	11	418	429	386 – 472
技術員	12	2	14	1 492	1 506	1 355 – 1 657
技工	2	4	6	80	86	77 – 95

人力供求分析

3.33 技師級每年平均須聘用 386 至 472 名相關學科畢業生。

3.34 香港理工大學、香港高等科技教育學院、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：

課程	預計畢業人數		
	2014/15	2015/16	2016/17
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	275	310	310
香港高等科技教育學院			
時裝設計（榮譽）文學士學位課程	-	55	102
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	22	33	33
國際時裝商務榮譽學士學位課程	31	39	39
（課程與英國倫敦藝術大學合辦）			
時尚（髮型設計與化妝）榮譽學士學位課程	30	30	30
時尚（形象設計與攝影）榮譽學士學位課程	60	50	50
總數：	143	152	152
製衣業訓練局 （課程與英國密德薩斯大學合辦）			
BA (Hons) Fashion Communication and Styling	9	-	-

本會知悉，一些高級文憑課程畢業生及其他大學畢業生或會受僱於紡織業、製衣業、製鞋及手袋業的貿易及公證類別機構，任職高級技術員。

3.35 三個行業的製造類別與貿易及公證類別均須增聘技術員級員工。預計未來四年每年須增聘 1 355 至 1 657 名技術員。

3.36 香港理工大學、香港知專設計學院、卓越培訓發展中心（時裝紡織業）及製衣業訓練局是開辦紡織、製衣、製鞋及手袋業全日制技術員課程的主要院校和機構。根據所提供的資料，預計畢業生人數如下：

課程	預計畢業人數		
	2014/15	2015/16	2016/17
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	250	200	120
香港知專設計學院時裝及形象設計學系			
<u>全日制課程</u>			
時裝設計高級文憑課程	118	199	210
時裝形象設計高級文憑課程	126	305	270
時裝品牌策劃及採購高級文憑課程	-	135	135
國際時裝商務高級文憑課程	100	-	-
總數：	344	639	615

課程	預計畢業人數		
	2014/15	2015/16	2016/17
卓越培訓發展中心（時裝紡織業）			
三年制中專教育文憑課程（時裝衣料設計及營銷採購）	224	224	224
兩年制中專教育文憑課程（時裝衣料設計及營銷採購）	20	20	20
一年制中專教育文憑課程（時裝衣料設計及營銷採購）	60	60	60
總數：	304	304	304

中專教育文憑課程提供靈活的人學點和結業點，共頒發三項學歷：基本技術證書 [BCC]、技術員基礎證書 [TFC] 及中專教育文憑 [DVE]。課程於 2009/10 學年起開辦，採用學分制及單元儲修制。學生只須累積所需學分數量，不論其入學點，即可獲頒上述學歷。

課程	預計畢業人數		
	2014/15	2015/16	2016/17
製衣業訓練局			
<u>全日制課程</u>			
時裝學高級文憑課程	10	15	15
服裝設計及生產技術文憑課程	10	10	10
時裝設計學文憑課程	15	15	15
總數：	35	40	40

3.37 三間院校於 2014/15、2015/16 及 2016/17 年度的畢業生總數分別為 1 360 人、1 700 人及 1 643 人，較業內所需人數為低。事實上，部分技術員職位曾經機構內部晉升，由資深技工來填補，或由中五及預科畢業生擔任。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，可為業界提供部分技術員。

3.38 由於業界對技工級人力需求較小，現時的人力供應足以應付所需。本會認為有需要為從業員提供有關行業知識與技能及督導管理的短期增修課程。

3.39 本會將於 2015 年進行另一次人力調查，蒐集最新的人力統計數字，並檢討紡織業、製衣業、製鞋及手袋業的訓練需求。

第四章

建議

4.1 鑑於目前環球經濟狀況及整體營商環境，本會預期三個行業的製造與貿易及公證類別機構須積極轉型及提升實力，因此，對技師及技術員仍會有殷切需求。此外，業界須為本地僱員提供程度較高的訓練，特別是產品設計及開發、採購、國際市場營銷及推廣、品質控制等，協助保持香港的競爭優勢。

4.2 本會深明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及督導人才，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 本會認為，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。由於香港繼續為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聘用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，並將訓練重點轉為採購、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，業內的貿易類別機構內，共有33名受訓者正接受不同形式的培訓。由於為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。為確保紡織、製衣、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：

2014至2017年間
建議每年招收的受訓者人數

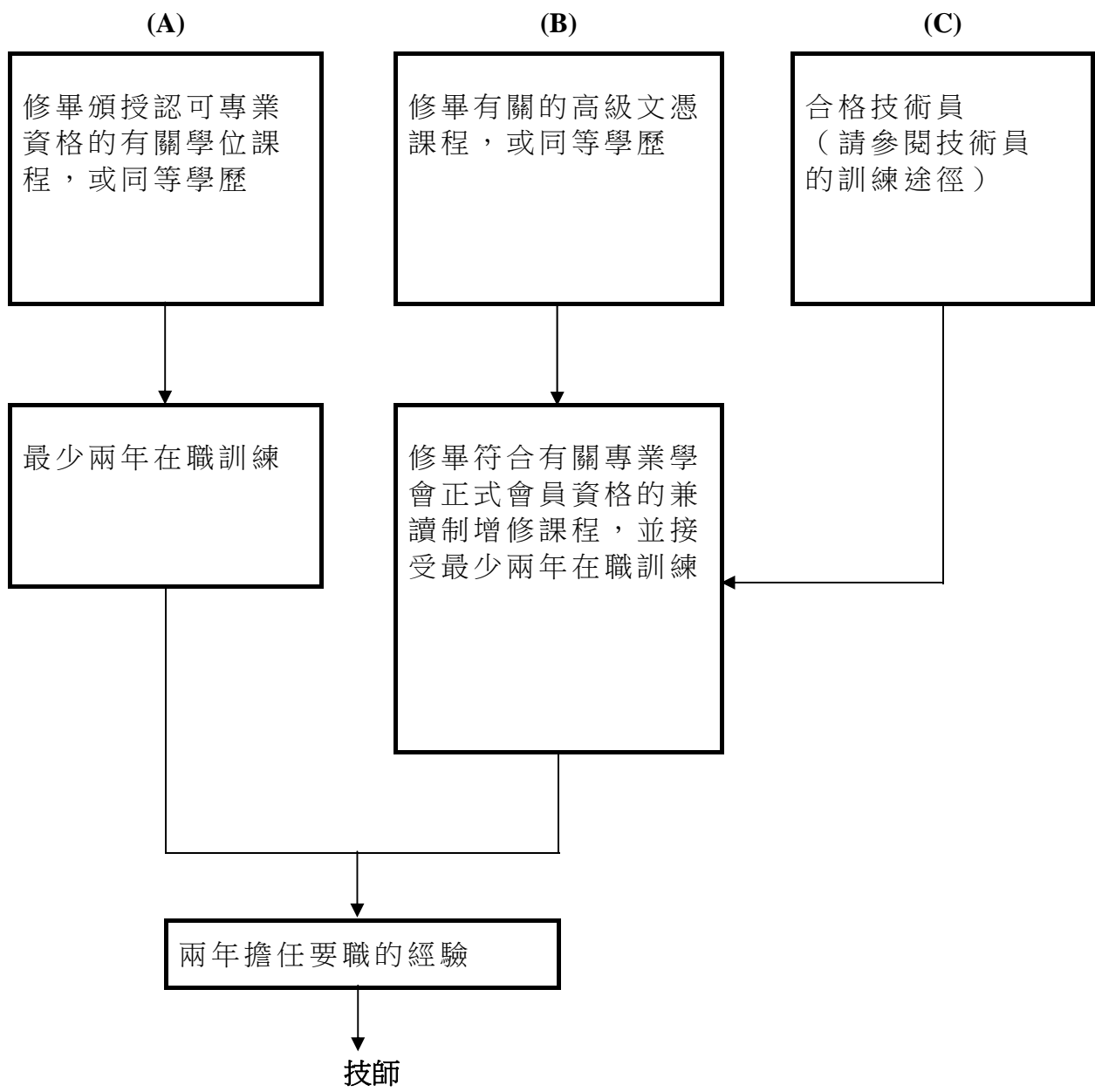
技能等級	建議每年訓練人數
技師	429
技術員	1 506

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、製衣、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。

技師級訓練

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、製衣、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：

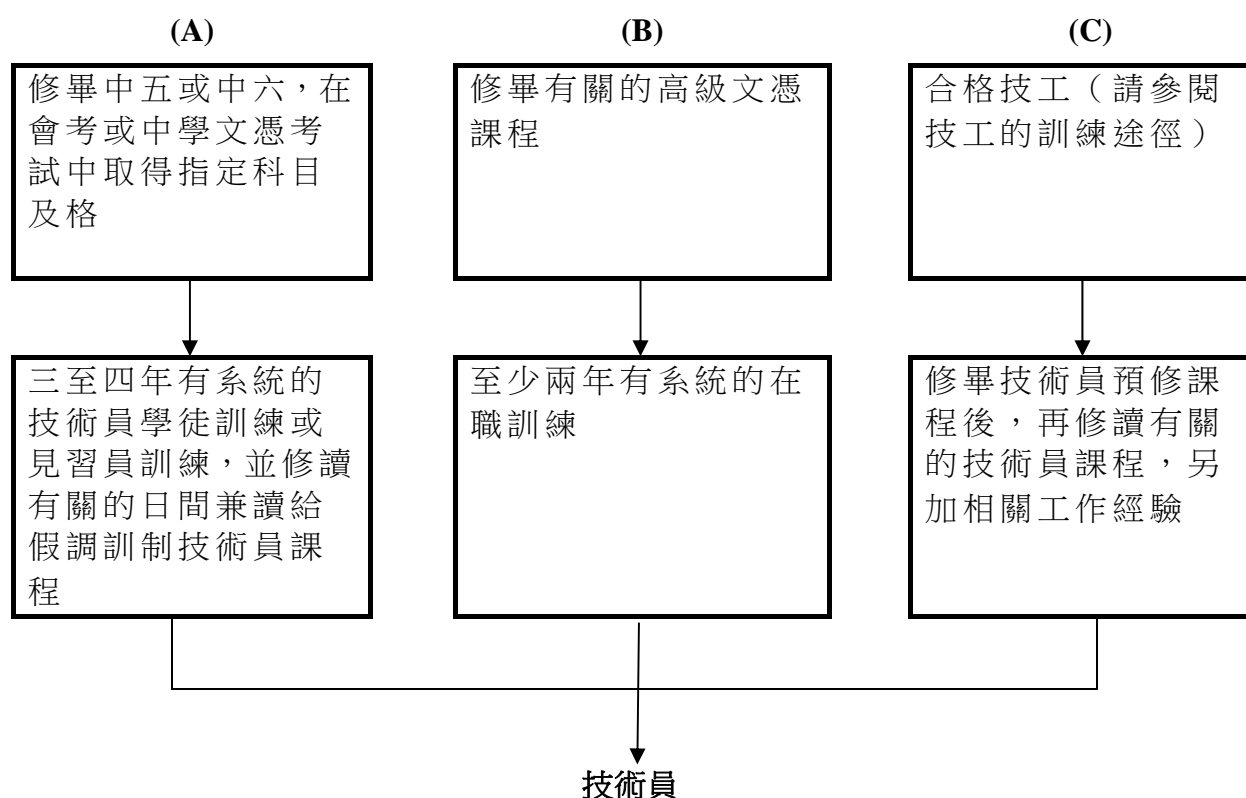


4.9 僱主宜招聘具學位或高級文憑學歷人士為見習技師（即訓練途徑（A）或（B））。訓練途徑（C）則為表現出色的合格技術員提供晉升機會。

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，一般足以勝任在技師的指導下，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／督導員一般的訓練途徑如下：

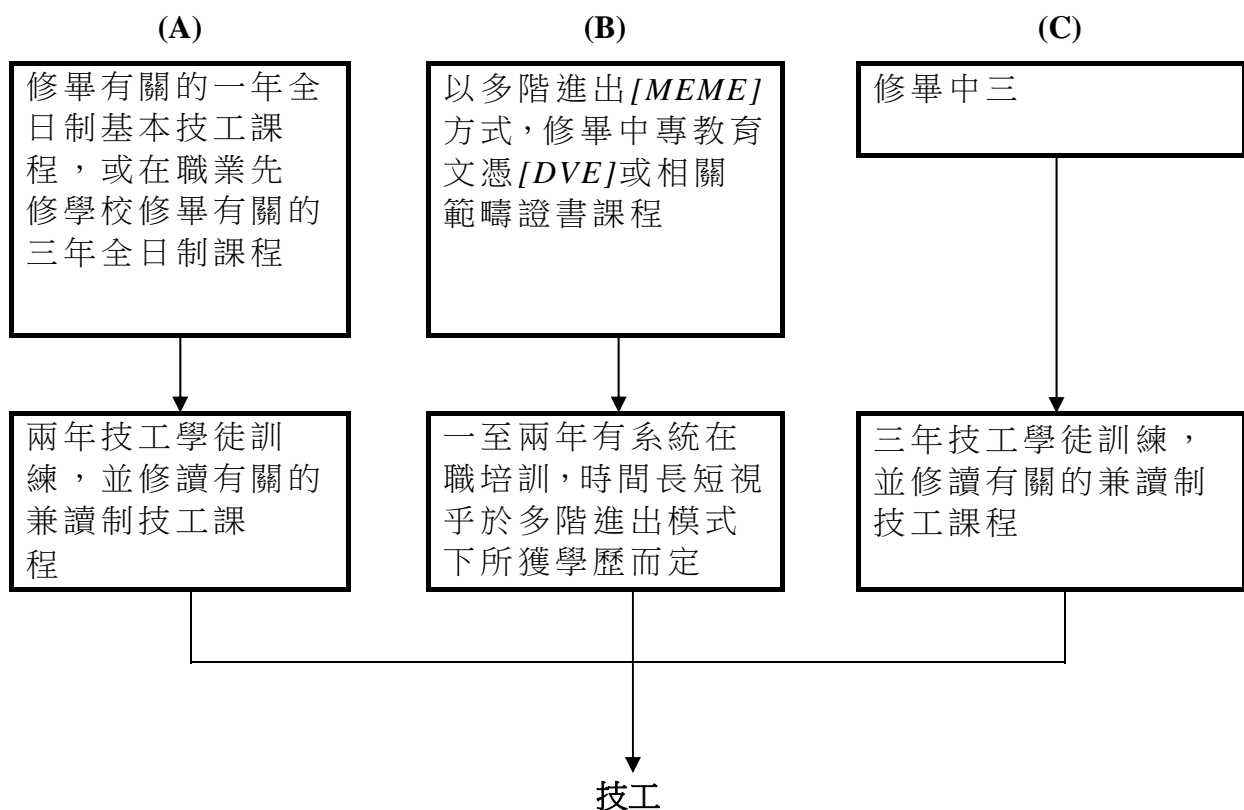


4.12 本會認為較宜採用途徑（A），因為有系統的學徒／見習員訓練，是培訓技術員最經濟有效的方法。而且，學徒／見習員甫受訓便接觸實際的工業環境，完成訓練後大多會留在業內工作。

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形象設計學系及製衣業訓練局提供多項與紡織、製衣及時裝有關的全日制及夜間兼讀制高級文憑課程。此外，卓越培訓發展中心(時裝紡織業)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，成為合格技工。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，並適應市場轉變，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。

卓越培訓發展中心 (時裝紡織業)

4.17 本會負責就卓越培訓發展中心(時裝紡織業)的發展與運作提供意見。中心設於職業訓練局葵涌大樓內，現時所提供的技術員及技工課程如下：

課程	修讀期
全日制課程	
技術員級	
中專教育文憑課程(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	
島精[Shima Seiki]毛衫設計軟件應用	12.5 小時
斯托爾[Stoll]毛衫設計軟件應用	12.5 小時
紡織品及成衣採購基礎班	45 小時
技工級	
梭織布料設計及分析	30 小時
針織布料設計及分析	30 小時
布料組織檢測	12.5 小時
布料性能檢測	12.5 小時
強力檢測	12.5 小時
紡織品定性及定量分析	12.5 小時
顏色堅牢度檢測	12.5 小時

課程	修讀期
尺寸穩定性檢測	12.5 小時
布料品質查驗、評定及對色	12 小時
針織手機基礎班	20 小時
針織手機深造班	20 小時
色辦間助理員課程(一)	20 小時
色辦間助理員課程(二)	20 小時

4.18 本會促請僱主利用中心的現代化設施及器材培訓員工，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://www.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 製衣業訓練局開辦訓練課程，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，為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.cita.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。本會極為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>。

新技能提升計劃

4.23 僱員再培訓局於2009年起推出「新技能提升計劃」[*SUS Plus*] 課程，鼓勵在職人士持續提升，增強本業的專業知識和技能，同時亦接受非現職從業員申請報讀，教授他們行業知識，協助提高轉職機會。紡織及製衣業亦獲納入計劃內。合資格人士可申請學費豁免或資助。現時為業內技工開辦的新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.erb.org>。

TABLE 1: MANPOWER STATISTICS - TEXTILE INDUSTRY

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	47	-	-	47
Department Engineer 工程師 / 工務長	11	-	-	11
Production Manager / Production Engineer 生產經理 / 生產主任 / 運轉（生產）主任	17	-	-	17
Maintenance Manager / Maintenance Engineer 保全經理 / 保全主任	2	-	-	2
Technical Manager / Quality Control Engineer 技術經理 / 品質主任	4	-	-	4
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
Section Maintenance Engineer 保全科長 / 考工	1	-	-	1
Merchandising Manager 營銷採購經理	47	-	-	47
Marketing / Sales Manager 市場 / 營業經理	19	-	-	19
Product Development Manager 產品發展經理	2	-	-	2
Sub-total 小 計	154	-	-	154
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員 / 運轉領班	59	-	-	59
Production Supervisor (Warp / Rope Dyeing) 生產管理員 / 運轉領班 (平染 / 繩狀染紗)	3	-	-	3

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Production Supervisor (Cloth Room) 生產管理員 / 運轉領班 (成品)	1	-	-	1
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)	51	-	-	51
Quality Control Supervisor / Laboratory Supervisor 品質領班 / 化驗領班	19	-	-	19
Maintenance Supervisor 維修管理員 / 保全領班	14	-	-	14
Maintenance Supervisor (Electrical / Electronics) / Electrical and Mechanical Technician (Electrical / Electronics/Mechanical / Air-conditioning) 保全領班 (電氣 / 電子) / 電機 技術員 (電氣 / 電子 / 機械 / 空 調)	13	-	-	13
Pattern Design Supervisor 織物設計管理員	4	-	4	8
Merchandiser 營銷採購員	370	-	2	372
Marketing / Sales Officer 市場 / 營業主任	74	-	-	74
Quality Assurance Supervisor 品質保證員	2	-	-	2
Production Section Supervisor 生產組管理員	2	-	-	-
Production Co-ordinator / Production Planner 生產統籌員	1	-	-	1
Sub-total 小 計	613	-	6	617
CRAFTSMAN LEVEL 技工級				
Section Leader 組長 / 指導工	29	-	-	29
Textile Mechanic 紡織機械技工	64	-	-	64
Knitting Mechanic 針織機械技工	15	-	-	15
Electrician / Electronics Craftsman 電氣技工 / 電子技工	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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Air-conditioning Mechanic 空調技工	3	-	-	3
Boiler Mechanic 鍋爐技工	4	-	-	4
Sizing Machine Leader 漿紗機組長	8	-	-	8
Warp / Rope Yarn Dyeing Machine Leader 平染 / 繩狀染紗機組長	9	-	-	9
Pattern Preparer 畫花技工	45	-	-	45
Colour Matcher 配色員	7	-	-	7
Dyeing Machine Leader 染色機組長	5	-	-	5
Printing Machine Leader 印花機組長	1	-	-	1
Inspection and Make-up Section Leader 檢驗及成品組組長	4	-	-	4
Screen Maker 製網員	1	-	-	1
Chemical Tester 化驗員	6	-	-	6
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	8	-	-	8
Sub-total 小 計	223	-	-	223
OPERATIVE LEVEL 操作工級				
Blowing Room Machine Tender 清花間值車工	4	-	-	4
Carding Machine Tender 梳棉機值車工	18	-	2	20
Drawing / Sliver Lap / Ribbon Lap / Combing Machine Tender 併條 / 條卷 / 併卷 / 精梳機值 車工	10	-	2	12
Roving Frame Tender 粗紗機值車工	12	-	1	13
Spinning Frame Tender (ring / open-end) 紡紗機值車工 (環錠 / 空紡)	90	-	3	93
Winding Machine Tender 絡紗 / 筒子機值車工	45	-	8	53
Twisting Frame Tender / Doubling Machine Tender 併線 / 撚線機值車工	3	-	-	3
Warping Machine Tender 整經機值車工	41	-	1	42

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Baling / Bundling Machine Tender 打大 / 小包機值車工	4	-	-	4
Tester / Investigator / Statistical Assistant 試驗工 / 調查工 / 統計助理	5	-	-	5
Sizing Machine Tender 漿紗機值車工	16	-	-	16
Warp / Rope Yarn Dyeing Machine Tender 平染 / 繩狀染紗機值車工	17	-	-	17
Drawing-in Operator 穿綜工	9	-	-	9
Beam Gaiter / Warp Tying Machine Operator 架軸及接軸工	10	-	-	10
Weaver 織布工 / 幫接工	98	-	-	98
Fabric Inspector / Fabric Examiner 驗布工 / 複驗布工	34	-	-	34
Fabric Mender 修布工	3	-	-	3
Knitting Machine Tender 針織機值車工	56	-	-	56
Preparatory Machine Tender (Singeing / Scouring/Bleaching / Mercerising) 前處理機值車工 (燒毛 / 煮煉 / 漂白 / 絲光)	6	-	-	6
Dyeing Machine Tender 染色機值車工	114	-	3	117
Printing Machine Tender 印花機值車工	100	-	-	100
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)	129	-	-	129
Electronic Data Processor 資料操作員	4	-	-	4
Other Operative 其他操作工	364	-	8	369
Recorder 書記員 / 收發員	16	-	-	16
Inspection Operative 檢查工	8	-	-	8
Sewing Machine Operator 車縫工	45	-	-	45

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Sales Assistant 營業助理	32	-	-	32
Sub-total 小 計	1 293	-	28	1 318
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	446	-	2	448
Sub-total 小 計	446	-	2	448
GRAND TOTAL 總 計	2 729	-	36	2 760

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	82	-	-	82
Quality Manager 品質經理	7	-	-	7
Fashion Designer 時裝設計師	42	-	3	45
Merchandising Manager 營銷採購經理	156	-	-	156
Product Development Manager 產品發展經理	7	-	-	7
Marketing / Sales Manager 市場／營業經理	55	-	-	55
Compliance Manager 準則審核經理	-	-	-	1
Textile Manager / Laboratory Manager 紡織經理／試驗間經理	1	-	-	1
Sub-total 小 計	350	-	3	354
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管（工務）	51	-	-	49
Production Section Supervisor 生產組管理員（組長）	93	-	-	89
Production Co-ordinator / Production Planner 生產統籌員	34	-	-	34
Pattern Maker 紙樣設計員	83	-	-	83
Pattern Grading / Marker Making Supervisor 放樣／嚙架組管理員	7	-	-	7
Quality Control Technician 品質控制技術員	18	-	-	18
Merchandiser 營銷採購員	898	-	1	887
Fashion / Sample Co-ordinator 時裝／樣辦統籌員	34	-	-	34
Knitting Technician 針織技術員	5	-	-	5
CAD Technician 電腦輔助設計技術員	24	-	-	24
Industrial Engineering Technician 工程技術員	2	-	-	2
Garment Washing Technician 成衣洗水技術員	3	-	-	3

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Marketing / Sales Officer 市場 / 營業主任	56	-	-	56
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	1	-	-	1
Sub-total 小 計	1 309	-	1	1 292
CRAFTSMAN LEVEL 技工級				
Pattern Preparer 畫花技工	4	-	-	4
Clothing Machine Mechanic 製衣機械工	17	-	-	17
Knitting Machine Mechanic 針織機械工	36	-	-	36
Pattern Grader / Marker Maker 放樣 / 嘜架員	35	-	-	35
Computer Pattern Grader / Marker Maker 電腦放樣 / 嘜架員	24	-	-	24
Clothing Operator Instructor 車衣指導員	53	-	-	49
Sample Maker 樣辦製造技工	192	-	1	187
Quality Control Inspector 品質控制檢查員	28	-	-	28
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	14	-	-	14
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	1	-	-	1
Knitwear / Sample Knitter 針織衣物 / 樣辦織造技工	9	-	-	9
Garment Washing Leader 成衣洗水組長	1	-	-	1
Laboratory Assistant 試驗間助理	3	-	-	3
Sub-total 小 計	417	-	1	408
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	80	-	-	78
Cutter / Cutting Room Operative 裁剪工 / 裁床工	127	-	1	128
Sewing Machine Operator 車縫工	1 367	-	6	1 370
Knitting Machine Operator 針織機織工	288	-	-	288

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Linking Machine Operator 縫盤工	138	-	-	138
Hand Stitcher 挑縫工	92	-	-	88
Garment Washing Operative 成衣洗水操作工	14	-	-	14
Presser 整熨工	145	-	-	141
Other Operative 其他操作工	26	-	-	26
Sales Assistant 營業助理	4	-	-	4
Sub-total 小 計	2 281	-	7	2 275
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	255	-	-	241
Sub-total 小 計	255	-	-	241
GRAND TOTAL 總 計	4 612	-	12	4 570

TABLE 3: MANPOWER STATISTICS – FUR, FOOTWEAR
AND HANDBAG INDUSTRIES

表三：人力統計數字－皮草、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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理	3	-	-	3
Merchandising Manager 營銷採購經理	2	-	-	2
Marketing / Sales Manager 市場 / 營業經理	2	-	-	2
Product Development Manager 產品發展經理	3	-	-	3
Quality Manager 品質經理	1	-	-	1
Fashion Designer 時裝設計師	5	-	-	5
Sub-total 小 計	16	-	-	16
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員 (組長)	3	-	-	3
Production Co-ordinator / Production Planner 生產統籌員	2	-	-	2
Production Department Supervisor 生產部總管	5	-	-	5
Pattern Maker 格樣設計員	7	-	-	7
Merchandiser 營銷採購員	8	-	1	9
Quality Control Technician 品質控制技術員	1	-	-	1
Marketing / Sales Officer 市場 / 營業主任	1	-	-	1
Sub-total 小 計	27	-	1	28
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	1	-	-	1
Shoe Maker / Make-Through Craftsman 鞋匠 / 製鞋技工	10	-	1	11
Handbag Maker / Make-Through Craftsman 手袋製造 / 製辦技工	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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Quality Control Inspector 品質控制檢查員	3	-	-	3
Furrier 皮草技工 (毛毛匠)	21	-	-	21
Fur Tailor / Finisher 皮草裁縫 / 上裡技工	16	-	2	18
Fur Sorter 分皮技工	5	-	-	5
Sub-total 小 計	72	-	3	75
OPERATIVE LEVEL 操作工級				
Garment Washing Operative 成衣洗水操作工	-	-	1	1
Fur Sewing Operator 皮草車縫工	3	-	-	3
Presser 整熨工	1	-	-	1
Cutter / Cutting Room Operative 鋸料工 / 裁斷工	2	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	6	-	-	6
Lasting Worker 揸鞋工	1	-	-	1
Sub-total 小 計	15	-	1	16
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	10	-	-	10
Sub-total 小 計	10	-	-	10
GRAND TOTAL 總 計	140	-	5	145

TABLE 4: MANPOWER STATISTICS – TRADING

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Industrial Engineer 工業工程師	4	-	1	5
Mill Manager / Production Manager 廠長 / 生產經理	970	-	-	950
Production Engineer 生產工程師 / 運轉主任	50	-	-	50
Product Development Manager 產品發展經理	285	-	-	285
Merchandising Manager 營銷採購經理	6 990	-	35	7 027
Quality Manager / Technical Manager 品質 / 技術經理	386	-	-	388
Marketing / Sales Manager 市場 / 營業經理	1 794	-	2	1 796
Fashion Designer 時裝設計師	852	-	13	868
Shoe Designer 鞋款設計師	49	-	-	49
Handbag Designer 手袋設計師	196	-	12	208
Compliance Manager 準則審核經理	82	-	-	82
Sub-total 小 計	11 658	-	63	11 708
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員 (組長)	1	-	-	1
Production Co-ordinator / Production Planner 生產統籌員	18	-	-	18
Industrial Engineering Technician 工程技術員	1	-	-	1
Cost Estimator 成本計算員	10	-	-	10
Merchandiser 營銷採購員	37 795	21	494	38 339
Quality Technician / Technical Technician 品質技術員	921	-	42	963
Quality Inspector 品質檢查員	1 691	-	-	1 691
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	537	-	-	537
Production Supervisor 生產管理員	875	-	-	875

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Pattern Maker 紙樣設計員	400	-	3	403
Pattern Grading / Marker Making Supervisor 放樣 / 嚶架組管理員	72	-	-	72
Knitting Technician 針織技術員	38	-	-	38
CAD Technician 電腦輔助設計技術員	132	-	-	132
Master Furrier 皮草技術員	17	-	-	17
Compliance Supervisor 準則審核技術員	68	-	1	69
Marketing / Sales Officer 市場 / 營業主任	4 675	12	64	4 738
Sub-total 小 計	47 251	33	604	47 904
CRAFTSMAN LEVEL 技工級				
Textile Mechanic 紡織機械技工	2	-	-	2
Clothing Machine Mechanic 成衣修補技工 (針織衣物)	3	-	-	3
Pattern Grader / Marker Maker 放樣 / 嚶架員	8	-	-	8
Clothing Operator Instructor 成衣洗水組長	4	-	-	4
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚶架員	121	-	-	121
Sample Maker 樣辦製造技工	871	-	-	871
Sub-total 小 計	1 009	-	-	1 009
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	5	-	-	5
Sewing Machine Operator 裁剪工 / 裁床工	39	-	-	39
Presser 整熨工	2	-	-	2
Other Operative 其他操作工	3	-	-	3
Sales Assistant 營業助理	1 604	-	-	1 604
Sub-total 小 計	1 653	-	-	1 653

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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	67	-	-	67
Sub-total 小計	67	-	-	67
GRAND TOTAL 總計	61 638	33	667	62 341

TABLE 5 : MANPOWER STATISTICS – TESTING SERVICES AND LABORATORIES OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES

表五：人力統計數字－紡織業、製衣業、製鞋及手袋業公證類別 (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 Total Workforce as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Laboratory Director / Assistant General Manager 試驗間總監 / 助理總經理	5	-	-	5
Textile Manager / Laboratory Manager 紡織主任 / 試驗間主任	51	-	-	51
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小 計	59	-	-	59
TECHNICIAN LEVEL 技術員級				
Supervisor / Assistant Supervisor 主管 / 助理主管	47	-	-	47
Senior Engineer / Senior Textile Engineer 高級工程師 / 高級紡織工程師	46	-	-	46
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	144	-	6	150
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	155	-	1	156
Technician / Junior Laboratory Technician 技術員 / 初級試驗間技術員	298	-	2	300
Service Maintenance Technician 維修技術員	9	-	-	9
Marketing / Sales Officer 市場 / 營業主任	1	-	-	1
Sub-total 小 計	700	-	9	709
CRAFTSMAN LEVEL 技工級				
Laboratory Assistant 試驗間助理	158	-	17	175
Sub-total 小 計	158	-	17	175
GRAND TOTAL 總 計	917	-	26	943

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

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501-\$10,000	\$10,001-\$12,500	\$12,501-\$15,000	\$15,001-\$17,500	\$17,501-\$20,000	\$20,001-\$30,000	Over \$30,000 以上	Unspecified 未有說明		
TECHNOLOGIST LEVEL 技師級											
Mill Manager 廠長	-	-	1	-	2	7	14	11	12	-	47
Department Engineer 工程師 / 工務長	-	-	-	-	-	2	7	2	-	-	11
Production Manager / Production Engineer 生產經理 / 生產主任 / 運轉(生產)主任	-	-	-	-	-	11	4	2	-	-	17
Maintenance Manager / Maintenance Engineer 保全經理 / 保全主任	-	-	-	-	-	2	1	1	-	-	4
Technical Manager / Quality Control Engineer 技術經理 / 品質主任	-	-	-	-	-	1	1	2	-	-	4
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
Section Maintenance Engineer 保全科長 / 考工	-	-	-	-	-	1	-	-	-	-	1
Merchandising Manager 營銷採購經理	-	-	-	5	-	5	11	10	16	-	47

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
TECHNOLOGIST LEVEL (Continued) 技師級 (續)											
Marketing / Sales Manager 市場 / 營業經理	-	-	1	1	-	6	8	3	1	19	
Product Development Manager 產品發展經理	-	-	-	-	1	-	-	-	1	2	
Sub-total 小計	-	1	6	6	3	39	46	29	30	154	
TECHNICIAN LEVEL 技術員級											
Production Supervisor 生產管理員 / 運轉領班	-	1	1	29	3	6	12	-	7	59	
Production Supervisor (Warp / Rope Dyeing) 生產管理員 / 運轉領班 (平染 / 繩狀染紗)	-	-	-	-	2	-	1	-	-	3	
Production Supervisor (Cloth Room) 生產管理員 / 運轉領班 (成品)	-	-	1	1	-	-	-	-	-	1	
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	-	5	-	-	40	51	
Quality Control Supervisor / Laboratory Supervisor 品質領班 / 化驗領班	-	15	2	2	-	-	-	-	2	19	
Maintenance Supervisor 維修管理員 / 保全領班	-	-	-	6	4	2	-	-	2	14	

Job Title 職稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數	
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000		Over \$30,000 以上
TECHNICIAN LEVEL (Continued) 技術員級 (續)									
Maintenance Supervisor (Electrical/Electronics) / Electrical and Mechanical Technician (Electrical / Electronics/Mechanical / Air-conditioning) 保全領班 (電氣 / 電子) / 機械 電機技術員 (電氣 / 電子 / 機械 / 空調)	-	-	-	13	-	-	-	-	13
Pattern Design Supervisor 織物設計管理員	-	-	-	1	1	-	-	-	2
Merchandiser 營銷採購員	3	13	33	48	36	46	15	176	370
Marketing / Sales Officer 市場 / 營業主任	-	4	6	17	9	18	11	9	74
Quality Assurance Supervisor 品質保證員	-	-	-	2	-	-	-	-	2
Production Section Supervisor 生產組管理員	-	2	-	-	-	-	-	-	2
Production Co-ordinator / Production Planner 生產統籌員	-	2	-	-	-	-	-	-	2
Sub-total 小計	3	20	55	125	56	77	39	238	613
CRAFTSMAN LEVEL 技工級									
Section Leader 組長 / 指導工	-	-	13	9	3	4	-	-	29
Textile Mechanic 紡織機械技工	-	-	20	40	1	1	-	2	64
Knitting Mechanic 針織機械技工	-	-	10	-	-	5	-	-	15
Electrician / Electronics Craftsman 電氣技工 / 電子技工	-	-	5	9	-	-	-	-	14
Air-conditioning Mechanic 空調技工	-	-	-	3	-	-	-	-	3
Boiler Mechanic 鍋爐技工	-	-	1	3	-	-	-	-	4

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
CRAFTSMAN LEVEL (Continued) 技工級 (續)											
Sizing Machine Leader 漿紗機組長	-	-	1	7	-	-	-	-	-	-	8
Warp / Rope Yarn Dyeing Machine Leader 平染 / 繩狀染紗機 組長	-	-	-	4	-	-	-	-	5	-	9
Pattern Preparer 畫花技工	-	2	22	-	6	-	-	-	-	15	45
Colour Matcher 配色員	-	2	-	-	-	-	3	-	-	2	7
Dyeing Machine Leader 染色機組長	-	-	-	5	-	-	-	-	-	-	5
Printing Machine Leader 印花機組長	-	-	1	-	-	-	-	-	-	-	1
Inspection and Make-up Section Leader 檢驗及成品組組長	-	-	-	-	4	-	-	-	-	-	4
Screen Maker 製網員	-	-	1	-	-	-	-	-	-	-	1
Chemical Tester 化驗員	-	-	-	4	2	-	-	-	-	-	6
Computer Pattern Grader / Marker Maker 電腦放樣 / 嘜架員	-	-	8	-	-	-	-	-	-	-	8
Sub-total 小計	-	4	82	84	16	13	5	-	19	-	223
OPERATIVE LEVEL 操作工級											
Blowing Room Machine Tender 清花間值車工	-	-	-	4	-	-	-	-	-	-	4
Carding Machine Tender 梳棉機值車工	-	-	-	18	-	-	-	-	-	-	18
Drawing / Sliver Lap / Ribbon Lap/Combing Machine Tender 併條 / 條卷 / 併卷 / 精梳機值 車工	-	-	-	10	-	-	-	-	-	-	10

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	Monthly Income 每月薪金收入				Unspecified 未有說明	Total No. of Employees 合共人數
					\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上		
OPERATIVE LEVEL (Continued) 操作工級 (續)										
Roving Frame Tender 粗紗機值車工	-	-	-	12	-	-	-	-	-	12
Spinning Frame Tender (ring / open-end) 紡紗機值車工 (環錠 / 空紡)	-	-	-	90	-	-	-	-	-	90
Winding Machine Tender 絡紗 / 筒子機值車工	-	-	23	16	-	-	-	-	-	45
Twisting Frame Tender / Doubling Machine Tender 併線 / 捻線機值車工	-	-	3	-	-	-	-	-	-	3
Warping Machine Tender 整經機值車工	-	10	3	25	-	-	-	-	3	41
Baling / Bundling Machine Tender 打大 / 小包機值車工	-	-	-	4	-	-	-	-	-	4
Tester / Investigator/ Statistical Assistant 試驗工 / 調查工 / 統計助理	-	-	-	5	-	-	-	-	-	5
Sizing Machine Tender 漿紗機值車工	-	15	-	-	-	1	-	-	-	16
Warp / Rope Yarn Dyeing Machine Tender 平染 / 繩狀染紗機 值車工	-	6	-	-	11	-	-	-	-	17
Drawing-in Operator 穿綜工	2	7	-	-	-	-	-	-	-	9
Beam Gaiter / Warp Tying Machine Operator 架軸及接軸工	-	-	10	-	-	-	-	-	-	10
Weaver 織布工 / 幫接工	-	-	74	8	-	-	-	16	-	98
Fabric Inspector/ Fabric Examiner 驗布工 / 複驗布工	-	27	7	-	-	-	-	-	-	34
Fabric Mender 修布工	2	-	-	-	-	-	-	1	-	3

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	Monthly Income 每月薪金收入				Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
					\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000				
OPERATIVE LEVEL (Continued) 操作工級 (續)											
Knitting Machine Tender 針織機值車工	-	20	22	14	-	-	-	-	-	-	56
Preparatory Machine Tender (Singeing / Scouring / Bleaching / Mercerising) 前處理機值車工 (燒毛 / 煮煉 / 漂白 / 絲光)	-	-	4	2	-	-	-	-	-	-	6
Dyeing Machine Tender 染色機值車工	10	71	21	12	-	-	-	-	-	-	114
Printing Machine Tender 印花機值車工	-	19	31	50	-	-	-	-	-	-	100
Finishing Machine Tender (Calendering / Raising / Shearing / Emergizing / 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)	-	5	22	92	-	-	-	-	-	10	129
Electronic Data Processor 資料操作員	-	-	4	-	-	-	-	-	-	-	4
Other Operative 其他操作員	5	164	100	54	3	-	-	-	38	-	364
Recorder 書記員 / 收發員	-	7	4	5	-	-	-	-	-	-	16
Inspection Operative 檢查工	-	8	-	-	-	-	-	-	-	-	8
Sewing Machine Operator 車縫工	-	12	23	-	-	-	-	-	10	-	45
Sales Assistant 營業助理	-	-	13	19	-	-	-	-	-	-	32
Sub-total 小計	19	371	364	440	14	1	-	-	84	-	1 293

Job Title 職稱	Under \$7,501 以下	Monthly Income 每月薪金收入							Unspecified 未有說明	Total No. of Employees 合共人數
		\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上		
UNSKILLED LEVEL 非技術工人級										
General Worker 雜工	101	231	-	-	-	-	-	-	114	446
Sub-total 小計	101	231	-	-	-	-	-	-	114	446
GRAND TOTAL 總計	123	626	502	89	130	90	29	485	2 729	

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

Job Title 職稱	Under \$7,501 以下	\$7,501-\$10,000	\$10,001-\$12,500	\$12,501-\$15,000	\$15,001-\$17,500	\$17,501-\$20,000	\$20,001-\$30,000	Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
TECHNOLOGIST LEVEL 技師級										
Production Manager 生產經理 (廠長)	-	-	5	3	2	1	18	9	44	82
Quality Manager 品質經理	-	-	-	-	-	-	-	7	-	7
Fashion Designer 時裝設計師	-	-	-	-	1	1	3	11	26	42
Merchandising Manager 營銷採購經理	-	-	-	2	55	5	17	31	46	156
Product Development Manager 產品發展經理	-	-	-	-	-	-	-	7	-	7
Marketing / Sales Manager 市場 / 營業經理	-	-	-	-	1	5	-	27	22	55
Textile Manager / Laboratory Manager 紡織經理 / 試驗間經理	-	-	-	-	-	-	-	1	-	1
Sub-total 小計	-	-	5	5	59	12	38	93	138	350
TECHNICIAN LEVEL 技術員級										
Production Department Supervisor 生產部總管 (工務)	-	-	-	11	23	2	10	-	5	51
Production Section Supervisor 生產組管理員 (組長)	1	-	8	35	7	1	2	20	19	93
Production Co-ordinator / Production Planner 生產統籌員	-	-	13	12	1	6	-	-	2	34
Pattern Maker 紙樣設計員	-	-	14	20	21	25	-	-	3	83

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	Monthly Income 每月薪金收入				Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
					\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000				
TECHNICIAN LEVEL (Continued) 技術員級 (續)											
Pattern Grading / Marker Making Supervisor 放樣 / 嘜架組管理員	-	-	5	-	-	-	-	-	-	2	7
Quality Control Technician 品質控制技術員	-	-	1	7	-	7	-	-	-	3	18
Merchandiser 營銷採購員	-	-	48	358	83	147	14	-	-	248	898
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	-	-	8	15	-	3	-	3	-	5	34
Knitting Technician 針織技術員	-	-	3	-	-	2	-	-	-	-	5
CAD Technician 電腦輔助設計技術員	-	-	19	5	-	-	-	-	-	-	24
Industrial Engineering Technician 工程技術員	-	-	-	-	-	2	-	-	-	-	2
Garment Washing Technician 成衣洗水技術員	-	-	1	-	-	-	2	-	-	-	3
Marketing / Sales Officer 市場 / 營業主任	-	-	10	24	-	10	9	-	-	3	56
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	-	-	-	1	-	-	-	-	-	-	1
Sub-total 小計	1	-	130	488	135	205	37	23	290		1 309
CRAFTSMAN LEVEL 技工級											
Pattern Preparer 畫花技工	-	-	4	-	-	-	-	-	-	-	4
Clothing Machine Mechanic 製衣機械工	-	10	4	-	1	1	-	-	1	1	17
Knitting Machine Mechanic 針織機械工	2	-	1	13	-	-	-	-	20		36
Pattern Grader / Marker Maker 放樣 / 嘜架員	-	12	6	17	-	-	-	-	-	-	35

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
CRAFTSMAN LEVEL (Continued) 技工級 (續)											
Computer Pattern Grader / Marker Maker 電腦放樣 / 嗲架員	-	-	23	-	-	-	1	-	-	24	
Clothing Operator Instructor 車衣指導員	-	6	7	5	1	4	-	30	53		
Sample Maker 樣辦製造技工	8	113	8	19	16	12	-	16	192		
Quality Control Inspector 品質控制檢查員	-	-	19	5	-	-	-	4	28		
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	1	10	1	-	-	-	-	2	14		
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	-	-	-	1	-	-	-	-	1		
Knitwear / Sample Knitter 針織衣物 / 樣辦織造技工	1	2	-	-	6	-	-	-	9		
Garment Washing Leader 成衣洗水組長	-	-	1	-	-	-	-	-	1		
Laboratory Assistant 試驗間助理	-	-	-	-	3	-	-	-	3		
Sub-total 小計	12	153	74	60	27	17	1	73	417		
OPERATIVE LEVEL 操作工級											
Inspection Operative 檢查工	11	31	13	-	2	-	-	23	80		
Cutter / Cutting Room Operative 裁剪工 / 裁床工	12	17	55	22	-	-	-	21	127		
Sewing Machine Operator 車縫工	218	547	178	50	-	-	-	374	1 367		
Knitting Machine Operator 針織機織工	102	80	49	54	1	-	-	2	288		

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
OPERATIVE LEVEL (Continued) 操作工級 (續)										
Linking Machine Operator 縫盤工	81	5	48	-	-	-	-	-	4	138
Hand Stitcher 挑縫工	52	14	26	-	-	-	-	-	-	92
Garment Washing Operative 成衣洗水操作工	1	4	1	-	2	-	-	-	6	14
Presser 整熨工	11	21	60	3	-	-	-	-	50	145
Other Operative 其他操作工	3	16	4	-	-	-	-	-	3	26
Sales Assistant 營業助理	-	4	-	-	-	-	-	-	-	4
Sub-total 小計	491	739	434	129	5	-	-	-	483	2 281
UNSKILLED LEVEL 非技術工人級										
General Worker 雜工	86	139	-	-	-	-	-	-	30	255
Sub-total 小計	86	139	-	-	-	-	-	-	30	255
GRAND TOTAL 總計	590	1 031	643	682	226	234	76	116	1 014	4 612

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

表八：僱員月入的分布情況－皮草、製鞋及手袋業

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	Monthly Income 每月薪金收入				Unspecified 未有說明	Total No. of Employees 合共人數	
						\$20,001- \$30,000	Over \$30,000 以上	\$20,001- \$30,000	\$17,501- \$20,000			\$15,001- \$17,500
TECHNOLOGIST LEVEL 技師級												
Production Manager 生產經理	-	-	-	-	-	-	-	-	2	1	-	3
Merchandising Manager 營銷採購經理	-	-	-	-	-	-	-	1	1	1	-	2
Marketing / Sales Manager 市場 / 營業經理	-	-	-	-	-	-	-	2	2	-	-	2
Product Development Manager 產品發展經理	-	-	-	-	-	-	-	-	1	1	-	3
Quality Manager 品質經理	-	-	-	-	-	-	-	-	1	-	-	1
Fashion Designer 時裝設計師	-	-	-	-	-	-	3	-	-	2	-	5
Sub-total 小計	-	-	-	-	-	-	5	6	5	-	-	16
TECHNICIAN LEVEL 技術員級												
Production Section Supervisor 生產組管理員 (組長)	-	-	-	-	-	-	2	1	1	-	-	3
Production Co-ordinator / Production Planner 生產統籌員	-	-	2	-	-	-	-	-	-	-	-	2
Production Department Supervisor 生產部總管	-	-	-	1	1	2	2	1	1	-	-	5
Pattern Maker 格樣設計員	-	-	-	-	4	3	3	-	-	-	-	7
Merchandiser 營銷採購員	-	-	-	4	1	3	3	-	-	-	-	8
Quality Control Technician 品質控制技術員	-	-	-	-	-	1	1	-	-	-	-	1
Marketing / Sales Officer 市場 / 營業主任	-	-	-	-	-	1	1	-	-	-	-	1
Sub-total 小計	-	-	2	5	6	12	2	2	-	-	-	27

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
CRAFTSMAN LEVEL 技工級										
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	-	-	-	-	1	-	-	-	-	1
Shoe Maker / Make-Through Craftsman 鞋匠 / 製鞋技工	2	-	4	-	-	1	-	-	3	10
Handbag Maker / Make-Through Craftsman 手袋製造 / 製辦技工	1	-	3	7	2	-	1	-	2	16
Quality Control Inspector 品質控制檢查員	-	-	2	-	1	-	-	-	-	3
Furrier 皮草技工 (毛毛匠)	-	-	-	13	8	-	-	-	-	21
Fur Tailor / Finisher 皮草裁縫 / 上裡技工	-	-	-	-	16	-	-	-	-	16
Fur Sorter 分皮技工	-	-	1	4	-	-	-	-	-	5
Sub-total 小計	3	-	10	24	28	1	1	-	5	72
OPERATIVE LEVEL 操作工級										
Fur Sewing Operator 皮草車縫工	-	-	-	-	3	-	-	-	-	3
Presser 整熨工	-	-	-	1	-	-	-	-	-	1
Other Operative 其他操作工	-	-	-	1	-	-	-	-	-	1
Leather / Laminate Preparer 皮革預備工	-	1	-	-	-	-	-	-	-	1
Cutter / Cutting Room Operative 鏢料工 / 裁斷工	-	-	1	1	-	-	-	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	2	-	3	-	-	-	-	-	1	6
Lasting Worker 揸鞋工	1	-	-	-	-	-	-	-	-	1
Sub-total 小計	3	1	4	3	3	-	-	-	1	15

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
UNSKILLED LEVEL 非技術工人級											
General Worker 雜工	1	5	4	-	-	-	-	-	-	-	10
Sub-total 小計	1	5	4	-	-	-	-	-	-	-	10
GRAND TOTAL 總計	7	6	20	32	37	18	9	5	6		140

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

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	Monthly Income 每月薪金收入					Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
					\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000					
TECHNOLOGIST LEVEL 技術級												
Industrial Engineer 工業工程師	-	-	-	-	-	-	-	-	-	4	-	4
Mill Manager / Production Manager 廠長 / 生產經理	-	-	30	20	62	104	210	231	313	970	231	970
Production Engineer 生產工程師 / 運轉主任	-	-	-	-	-	10	11	5	24	50	5	50
Product Development Manager 產品發展經理	-	-	-	-	5	69	55	61	95	285	61	285
Merchandising Manager 營銷採購經理	-	-	36	45	677	898	2 049	1 688	1 597	6 990	1 688	6 990
Quality Manager / Technical Manager 品質 / 技術經理	-	-	-	9	11	31	61	95	179	386	95	386
Marketing / Sales Manager 市場 / 營業經理	-	-	-	7	195	392	483	271	446	1 794	271	1 794
Fashion Designer 時裝設計師	-	-	59	89	29	37	158	454	26	852	454	852
Shoe Designer 鞋款設計師	-	-	-	-	5	2	12	30	-	49	30	49
Handbag Designer 手袋設計師	-	-	20	-	30	107	20	9	10	196	9	196
Compliance Manager 準則審核經理	-	-	-	-	1	6	16	9	50	82	9	82
Sub-total 小計	-	-	145	170	1 015	1 656	3 075	2 853	2 744	11 658	2 853	11 658
TECHNICIAN LEVEL 技術員級												
Production Section Supervisor 生產組管理員 (組長)	1	-	-	-	-	-	-	-	-	1	-	1
Production Co-ordinator / Production Planner 生產統籌員	-	-	-	-	5	-	3	10	-	18	10	18

Job Title 職稱	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	Monthly Income 每月薪金收入			Over \$30,000 以上	Unspecified 未有說明	Total No. of Employees 合共人數
						\$20,001- \$30,000	\$17,501- \$20,000	\$20,001- \$30,000			
TECHNICIAN LEVEL (Continued) 技術員級 (續)											
Industrial Engineering Technician 工程技術員	-	-	-	-	1	-	-	-	-	-	1
Cost Estimator 成本計算員	-	6	-	-	4	-	-	-	-	-	10
Merchandiser 營銷採購員	216	368	2 422	7 780	5 715	5 358	4 034	98	11 804	37 795	
Quality Technician / Technical Technician 品質技術員	-	-	57	223	96	75	139	64	267	921	
Quality Inspector 品質檢查員	6	70	147	306	157	147	112	-	746	1 691	
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	-	20	96	205	48	40	34	-	94	537	
Production Supervisor 生產管理員	-	-	-	163	86	217	91	-	318	875	
Pattern Maker 紙樣設計員	-	-	120	80	19	54	19	-	108	400	
Pattern Grading / Marker Making Supervisor 放樣 / 嘜架組管理員	-	-	-	2	-	13	-	-	57	72	
Knitting Technician 針織技術員	-	-	-	5	-	25	-	-	8	38	
CAD Technician 電腦輔助設計技術員	-	-	64	-	-	-	-	-	68	132	
Master Furrrier 皮草技術員	-	-	-	14	-	-	-	-	3	17	
Compliance Supervisor 準則審核技術員	-	-	-	8	3	8	5	2	42	68	
Marketing / Sales Officer 市場 / 營業主任	-	191	248	1 003	886	940	460	62	885	4 675	
Sub-total 小計	223	655	3 154	9 789	7 020	6 877	4 897	226	14 410	47 251	
CRAFTSMAN LEVEL 技工級											
Textile Mechanic 紡織機械技工	-	-	-	-	2	-	-	-	-	-	2

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
CRAFTSMAN LEVEL (Continued) 技工級 (續)											
Clothing Machine Mechanic 製衣機械工	-	-	-	-	1	-	-	-	2	3	
Pattern Grader / Marker Maker 放樣 / 嚙架員	-	-	-	8	-	-	-	-	-	8	
Clothing Operator Instructor 衣車指導員	-	-	-	-	-	-	-	-	4	4	
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	-	-	2	13	21	4	-	-	81	121	
Sample Maker 樣辦製造技工	-	10	391	123	100	-	-	-	247	871	
Sub-total 小計	-	10	393	144	124	4	-	-	334	1 009	
OPERATIVE LEVEL 操作工級											
Inspection Operative 檢查工	-	-	4	1	-	-	-	-	-	5	
Sewing Machine Operator 車縫工	-	39	-	-	-	-	-	-	-	39	
Presser 整熨工	-	-	-	-	-	-	-	-	2	2	
Other Operative 其他操作工	-	3	-	-	-	-	-	-	-	3	
Sales Assistant 營業助理	-	322	725	395	1	1	-	-	160	1 604	
Sub-total 小計	-	364	729	396	1	1	-	-	162	1 653	
UNSKILLED LEVEL 非技術工人級											
General Worker 雜工	9	58	-	-	-	-	-	-	-	67	
Sub-total 小計	9	58	-	-	-	-	-	-	-	67	
GRAND TOTAL 總計	232	1 087	4 421	10 499	8 160	8 538	2 970	7 972	17 759	61 638	

TABLE 10 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE – TESTING SERVICES AND LABORATORIES

表十：僱員月入的分布情況－公證行及檢定中心

Job Title 職稱	Under \$7,501 以下	Monthly Income							每月薪金收入			Total No. of Employees 合共人數	
		\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明				
TECHNOLOGIST LEVEL													
Laboratory Director / Assistant General Manager 試驗間總監 / 助理總經理	-	-	-	-	-	-	-	-	-	-	4	1	5
Textile Manager / Laboratory Manager 紡織主任 / 試驗間主任	-	-	-	-	41	-	-	-	-	-	9	1	51
Compliance Manager 準則審核經理	-	-	-	-	-	-	-	-	-	-	-	3	3
Sub-total 小計	-	-	-	-	-	-	41	-	-	-	13	5	59
TECHNICIAN LEVEL													
Supervisor / Assistant Supervisor 主管 / 助理主管	-	-	-	-	-	-	-	-	-	3	-	44	47
Senior Engineer / Senior Textile Engineer 高級工程師 / 高級紡織工程師	-	-	-	-	-	-	-	-	-	6	-	40	46
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	-	-	-	144	-	-	-	-	-	-	-	-	144
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	-	152	-	-	3	-	-	-	-	-	-	-	155
Technician / Junior Laboratory Technician 技術員 / 初級試驗間技術員	-	264	27	-	-	-	-	-	-	-	-	7-	9
Service Maintenance Technician 維修技術員	-	9	-	-	-	-	-	-	-	-	-	-	6

Job Title 職稱	Monthly Income 每月薪金收入										Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$12,500	\$12,501- \$15,000	\$15,001- \$17,500	\$17,501- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明		
TECHNICIAN LEVEL (Continued) 技術員級 (續)											
Marketing / Sales Officer 市場 / 營業主任	-	-	-	-	-	-	-	1	-	-	1
Sub-total 小計	-	-	425	171	3	-	-	10	-	91	700
CRAFTSMAN LEVEL 技工級											
Laboratory Assistant 試驗間助理	-	158	-	-	-	-	-	-	-	-	158
Sub-total 小計	-	158	-	-	-	-	-	-	-	-	158
GRAND TOTAL 總計	-	158	425	171	3	41	13	10	96		917

TABLE 11 : NUMBER OF EMPLOYEES OVER AGE OF 50 - TEXTILE INDUSTRY

表十一：僱員年逾五十歲的人數－紡織業

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	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
Branch 門類															
Spinning 紡織	17	33	51.52%	14	41	34.15%	5	48	10.42%	83	179	46.37%	119	301	39.53%
Weaving 織造	15	69	21.74%	66	346	19.08%	64	132	48.48%	230	585	39.32%	375	1 132	33.13%
Knitting 針織	3	3	100.00%	16	37	43.24%	13	15	86.67%	36	62	58.06%	68	117	58.12%
Finishing 染整	14	37	37.84%	16	145	11.03%	15	28	53.57%	197	435	45.29%	242	645	37.52%
Non-woven 無紡布	7	12	58.33%	6	44	13.64%	-	-	-	16	32	50.55%	29	88	32.95%
Total 總數	56	154	36.36%	118	613	19.25%	97	223	43.50%	562	1 293	43.46%	833	2 283	36.49%

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	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	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
Branch 門類															
Garment (exclude under / night garments) 成衣 (不包括內 衣 / 睡衣)	35	151	23.18%	267	632	42.25%	96	201	47.76%	874	1 404	62.25%	1 272	2 388	53.27%
Knitwear (exclude knitted and crocheted underwear) 針織衣物 (不包括針 織和鉤織內衣)	78	188	41.49%	72	633	11.37%	58	169	34.32%	299	717	41.70%	507	1 707	29.70%
Under / Night Garments and Knitted / Crocheted Underwear 內衣 / 睡衣及針 織 / 鉤織內衣	5	11	45.45%	7	44	15.91%	27	47	57.45%	57	160	35.63%	96	262	36.64%
Total 總數	118	350	33.71%	346	1 309	26.43%	181	417	43.41%	1 230	2 281	53.92%	1 875	4 357	43.03%

TABLE 13 : NUMBER OF EMPLOYEES OVER AGE OF 50 – FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表十三：僱員年逾五十歲的人數－皮草、製鞋及手袋業

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	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
Branch 門類															
Fur, Footwear and Handbag 皮草、製鞋及手袋	7	16	43.75%	17	27	62.96%	56	72	77.78%	15	15	100.00%	95	130	73.08%
Total 總數	7	16	43.75%	17	27	62.96%	56	72	77.78%	15	15	100.00%	95	130	73.08%

TABLE 14 : NUMBER OF EMPLOYEES OVER AGE OF 50 - TRADING AND SERVICING

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	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	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
Branch 門類															
I/E of Footwear 鞋類進出口	159	484	32.85%	314	1 894	16.58%	4	8	50.00%	20	95	21.05%	497	2 481	20.03%
I/E of Fabrics 布料進出口	311	1 107	28.09%	1 057	5 216	20.26%	152	302	50.33%	33	207	15.94%	1 553	6 832	22.73%
I/E of Wearing Apparel 服裝進出口	1 911	8 322	22.96%	4 755	33 780	14.08%	144	505	28.51%	120	1 122	10.70%	6 930	43 729	15.85%
I/E of Cotton, Textile Fibre and Yarn 棉花、紡織纖維及紗線進 出口	69	236	29.24%	206	1 380	14.93%	1	2	50.00%	-	61	-	276	1 679	16.44%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes 皮革或類似材料製的行李 箱、手袋及同類物品進出 口	414	1 509	27.44%	632	4 981	12.69%	10	192	5.21%	12	168	7.14%	1 068	6 850	15.59%
Testing Services and Laboratories 公證行及檢定中心	-	59	-	1	700	0.14%	-	158	-	-	-	-	1	917	0.11%
Total 總數	2 864	11 717	24.44%	6 965	47 951	14.53%	311	1 167	26.65%	185	1 653	11.19%	10 325	62 488	16.52%

TABLE 15: PREFERRED EDUCATION OF EMPLOYEES - TEXTILE INDUSTRY

表十五：僱員宜有的教育程度－紡織業

Job Level 技能等級	University Degree / Associateship or Above 大學學位／ 理工院士或 以上	Associate Degree 副學士學位	Higher Diploma 高級文憑	Diploma 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 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	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	No. of Employees 僱員人數
Technologist 技師	63	40	11	15	-	10	11	-	-	-	4	154
Technician 技術員	-	3	60	38	26	168	265	16	-	12	25	613
Craftsman 技工	-	-	-	-	-	12	84	65	55	2	5	223
Operative 操作工	-	-	-	-	-	-	122	100	836	213	22	1 293
GRAND TOTAL 總計	63	43	71	53	26	190	482	181	891	227	56	2 283

TABLE 16: PREFERRED EDUCATION OF EMPLOYEES - CLOTHING INDUSTRY

表十六：僱員宜有的教育程度－製衣業

Job Level 技能等級	University Degree/ Associateship or Above 大學學位/ 理工院士或 以上	Associate Degree 副學士學位	Higher Diploma 高級文憑	Diploma 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 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	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	No. of Employees 僱員人數
Technologist 技師	215	11	27	28	-	5	53	-	-	1	10	350
Technician 技術員	-	10	15	367	19	321	526	-	32	1	18	1 309
Craftsman 技工	-	-	-	4	-	33	68	87	76	113	36	417
Operative 操作工	-	-	-	-	-	-	29	90	596	1 297	269	2 281
GRAND TOTAL 總計	215	21	42	399	19	359	676	177	704	1 412	333	4 357

TABLE 17: PREFERRED EDUCATION OF EMPLOYEES – FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表十七：僱員宜有的教育程度－皮革、製鞋及手袋業

Job Level 技能等級	University Degree/ Associateship or Above 大學學位/ 理工院士或 以上	Associate Degree 副學士學 位	Higher Diploma 高級文憑	Diploma 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 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	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	No. of Employees 僱員人數
Technologist 技師	3	-	-	4	9	-	-	-	-	-	-	16
Technician 技術員	-	-	-	-	1	14	12	-	-	-	-	27
Craftsman 技工	-	-	-	-	-	3	6	15	45	3	-	72
Operative 操作工	-	-	-	-	-	-	-	4	7	4	-	15
GRAND TOTAL 總計	3	-	-	4	10	17	18	19	52	7	-	130

TABLE 18: PREFERRED EDUCATION OF EMPLOYEES - TRADING

表十八：僱員宜有的教育程度－貿易類別

Job Level 技能等級	University Degree/ Associateship or Above 大學學位/ 理工院士或 以上	Associate Degree 副學士學 位	Higher Diploma 高級文憑	Diploma 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 3-4 中三至中 四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	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	No. of Employees 僱員人數
Technologist 技師	5 132	1 245	978	1 237	132	67	2 327	-	-	-	540	11 658
Technician 技術員	749	714	3 037	10 569	2 366	5 922	19 794	-	33	24	4 043	47 251
Craftsman 技工	-	-	-	-	-	198	456	193	3	139	20	1 009
Operative 操作工	-	-	9	-	-	-	742	151	664	28	9	1 653
GRAND TOTAL 總計	5 931	1 959	4 024	11 806	2 498	6 187	23 319	344	700	191	4 612	61 571

TABLE 19: PREFERRED EDUCATION OF EMPLOYEES – TESTING SERVICES AND LABORATORIES

表十九：僱員宜有的教育程度 — 公證行及檢定中心類別

Job Level 技能等級	University Degree/ Associateship or Above 大學學位/ 理工院士或 以上	Associate Degree 副學士學 位	Higher Diploma 高級文憑	Diploma 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 3-4 中三至中 四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	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	No. of Employees 僱員人數
Technologist 技師	59	-	-	-	-	-	-	-	-	-	-	59
Technician 技術員	-	-	24	649	27	-	-	-	-	-	-	700
Craftsman 技工	-	-	-	-	30	-	128	-	-	-	-	158
GRAND TOTAL 總計	59	-	24	649	57	-	128	-	-	-	-	917

TABLE 20: PREFERRED TRAINING PERIOD OF EMPLOYEES - TEXTILE INDUSTRY

表二十：僱員宜有的訓練時間－紡織業

Job Level 技能等級	4 Years or Above 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 6個月以下	Unspecified 未有說明	Total 總計
	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	129	20	-	1	-	-	4	154
Technician 技術員	97	193	273	25	-	-	25	613
Craftsman 技工	34	49	126	1	8	-	5	223
Operative 操作工	-	19	6	286	270	690	22	1 293
GRAND TOTAL 總計	260	281	405	313	278	690	56	2 283

TABLE 21: PREFERRED TRAINING PERIOD OF EMPLOYEES - CLOTHING INDUSTRY

表二十一：僱員宜有的訓練時間－製衣業

Job Level 技能等級	4 Years or Above 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 6個月以下	Unspecified 未有說明	Total 總計
	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	306	34	-	-	-	-	10	350
Technician 技術員	617	130	544	-	-	-	18	1 309
Craftsman 技工	51	81	242	4	3	-	36	417
Operative 操作工	161	124	517	420	530	260	269	2 281
GRAND TOTAL 總計	1 135	369	1 303	424	533	260	333	4 357

TABLE 22: PREFERRED TRAINING PERIOD OF EMPLOYEES – FUR, FOOTWEAR AND HANDBAG INDUSTRIES
 表二十二：僱員宜有的訓練時間－皮草、製鞋及手袋業

Job Level 技能等級	4 Years or Above 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 6個月以下	Unspecified 未有說明	Total 總計
	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	7	9	-	-	-	-	-	16
Technician 技術員	1	22	4	-	-	-	-	27
Craftsman 技工	15	7	50	-	-	-	-	72
Operative 操作工	3	0	-	5	4	3	-	15
GRAND TOTAL 總計	26	38	54	5	4	3	-	130

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 技能等級	4 Years or Above 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 6個月以下	Unspecified 未有說明	Total 總計
	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	7 706	3 261	110	70	-	-	511	11 658
Technician 技術員	5 142	11 713	24 833	1 396	105	53	4 009	47 251
Craftsman 技工	4	77	606	238	64	-	20	1 009
Operative 操作工	-	33	71	751	517	272	9	1 653
GRAND TOTAL 總計	12 852	15 084	25 620	2 455	686	325	4 549	61 571

TABLE 24: PREFERRED TRAINING PERIOD OF EMPLOYEES – TESTING SERVICES AND LABORATORIES

表二十四：僱員宜有的訓練時間－公證行及檢定中心類別

Job Level 技能等級	4 Years or Above 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 6個月以下	Unspecified 未有說明	Total 總計
	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	52	7	-	-	-	-	-	59
Technician 技術員	11	676	12	1	-	-	-	700
Craftsman 技工	-	-	30	-	-	128	-	158
GRAND TOTAL 總計	63	683	42	1	-	128	-	917

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 技能等級	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
	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	150	-	-	4	154
Technician 技術員	587	1	-	25	613
Craftsman 技工	167	47	4	5	223
Operative 操作工	1 263	-	8	22	1 293
GRAND TOTAL 總計	2 167	48	12	56	2 283

TABLE 26: PREFERRED TRAINING MODE OF EMPLOYEES -
CLOTHING INDUSTRY

表二十六：僱員宜有的訓練形式－製衣業

Job Level 技能等級	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
	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	340	-	-	10	350
Technician 技術員	1 286	5	-	18	1 309
Craftsman 技工	350	31	-	36	417
Operative 操作工	1 999	13	-	269	2 281
GRAND TOTAL 總計	3 975	49	-	333	4 357

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

表二十七：僱員宜有的訓練形式－皮草、製鞋及手袋業

Job Level 技能等級	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
	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	16	-	-	-	16
Technician 技術員	16	11	-	-	27
Craftsman 技工	64	8	-	-	72
Operative 操作工	15	-	-	-	15
GRAND TOTAL 總計	111	19	-	-	130

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 技能等級	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
	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	11 102	-	45	511	11 658
Technician 技術員	42 896	196	150	4 009	47 251
Craftsman 技工	800	189	-	20	1 009
Operative 操作工	1 644	-	-	9	1 653
GRAND TOTAL 總計	56 442	385	195	4 549	61 571

TABLE 29: PREFERRED TRAINING MODE OF EMPLOYEES -
TESTING SERVICES AND LABORATORIES

表二十九：僱員宜有的訓練形式－公證行及檢定中心類別

Job Level 技能等級	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
	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	59	-	-	-	59
Technician 技術員	700	-	-	-	700
Craftsman 技工	158	-	-	-	158
GRAND TOTAL 總計	917	-	-	-	917

TABLE 30 : MANPOWER STATISTICS

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	6	-	-	6
Department Engineer 工程師 / 工務長	6	-	-	6
Production Engineer 運轉（生產）主任	4	-	-	4
Maintenance Engineer 保全主任	1	-	-	1
Quality Control Engineer 品質主任	1	-	-	1
Shift Engineer 運轉（生產）科長	4	-	-	4
Section Maintenance Engineer 保全科長 / 考工	1	-	-	1
Merchandising Manager 營銷採購經理	9	-	-	9
Marketing / Sales Manager 市場 / 營業經理	1	-	-	1
Sub-total 小 計	33	-	-	33
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員 / 運轉領班	8	-	-	8
Maintenance Supervisor 維修管理員 / 保全領班	3	-	-	3
Electrical and Mechanical Technician (Electrical / Electronics / Mechanical / Air-conditioning) 電機技術員 (電氣 / 電子 / 機械 / 空調)	13	-	-	13
Merchandiser 營銷採購員	10	-	-	10
Marketing / Sales Officer 市場 / 營業主任	7	-	-	7
Sub-total 小 計	41	-	-	41

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL 技工級				
Section Leader 組長 / 指導工	7	-	-	7
Textile Mechanic 紡織機械技工	31	-	-	31
Electrician / Electronics Craftsman 電氣技工 / 電子技工	6	-	-	6
Air-conditioning Mechanic 空調技工	3	-	-	3
Dyeing Machine Leader 染色機組長	1	-	-	1
Sub-total 小 計	48	-	-	48
OPERATIVE LEVEL 操作工級				
Blowing Room Machine Tender 清花間值車工	4	-	-	4
Carding Machine Tender 梳棉機值車工	18	-	2	20
Drawing / Sliver Lap / Ribbon Lap / Combing Machine Tender 併條 / 條卷 / 併卷 / 精梳機值車工	10	-	2	12
Roving Frame Tender 粗紗機值車工	12	-	1	13
Spinning Frame Tender (ring / open-end) 紡紗機值車工 (環錠 / 空紡)	90	-	3	93
Winding Machine Tender 絡紗 / 筒子機值車工	7	-	1	8
Twisting Frame Tender / Doubling Machine Tender 併線 / 撚線機值車工	3	-	-	3
Warping Machine Tender 整經機值車工	12	-	1	13
Baling / Bundling Machine Tender 打大 / 小包機值車工	4	-	-	4
Tester / Investigator / Statistical Assistant 試驗工 / 調查工 / 統計助理	5	-	-	5
Preparatory Machine Tender (Singeing / Scouring / Bleaching / Mercerising) 前處理機值車工 (燒毛 / 煮煉 / 漂白 / 絲光)	2	-	-	2
Dyeing Machine Tender 染色機值車工	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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
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)	2	-	-	2
Other Operative 其他操作工	6	-	-	6
Recorder 書記員 / 收發員	2	-	-	2
Sub-total 小 計	179	-	10	189
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	26	-	-	26
Sub-total 小 計	26	-	-	26
GRAND TOTAL 總 計	327	-	10	337

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	21	-	-	21
Department Engineer 工程師 / 工務長	3	-	-	3
Production Engineer 運轉（生產）主任	3	-	-	3
Quality Control Engineer 品質主任	2	-	-	2
Merchandising Manager 營銷採購經理	28	-	-	28
Marketing / Sales Manager 市場 / 營業經理	10	-	-	10
Product Development Manager 產品發展經理	2	-	-	2
Sub-total 小 計	69	-	-	69
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員 / 運轉領班	40	-	-	40
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)	1	-	-	1
Quality Control Supervisor / Laboratory Supervisor 品質領班 / 化驗領班	14	-	-	14
Maintenance Supervisor 維修管理員 / 保全領班	8	-	-	8
Pattern Design Supervisor 織物設計管理員	4	-	4	8
Merchandiser 營銷採購員	246	-	2	248
Marketing / Sales Officer 市場 / 營業主任	31	-	-	31
Sub-total 小 計	346	-	6	352
CRAFTSMAN LEVEL 技工級				
Section Leader 組長 / 指導工	22	-	-	22
Textile Mechanic 紡織機械技工	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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Electrician / Electronics Craftsman 電氣技工 / 電子技工	7	-	-	7
Boiler Mechanic 鍋爐技工	2	-	-	2
Sizing Machine Leader 漿紗機組長	6	-	-	6
Warp / Rope Yarn Dyeing Machine Leader 平紗 / 繩狀染紗組長	4	-	-	4
Pattern Preparer 畫花技工	45	-	-	45
Colour Matcher 配色員	2	-	-	2
Printing Machine Leader 印花機組長	1	-	-	1
Chemical Tester 化驗員	4	-	-	4
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	8	-	-	8
Sub-total 小 計	132	-	-	132
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗 / 筒子機值車工	14	-	-	14
Warping Machine Tender 整經機值車工	11	-	-	11
Sizing Machine Tender 漿紗機值車工	6	-	-	6
Warp / Rope Yarn Dyeing Machine Tender 平染 / 繩狀染紗機值車工	6	-	-	6
Drawing-in Operator 穿綜工	9	-	-	9
Beam Gaiter / Warp Typing Machine Operator 架軸及接軸工	10	-	-	10
Weaver 織布 / 幫接工	98	-	-	98
Fabric Inspector / Fabric Examiner 驗布 / 複驗布工	25	-	-	25
Fabric Mender 修布工	3	-	-	3
Printing Machine Tender 印花機值車工	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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
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)	22	-	-	22
Electronic Data Processor 資料操作員	4	-	-	4
Other Operative 其他操作工	297	-	8	305
Recorder 書記員 / 收發員	9	-	-	9
Inspection Operative 檢查工	8	-	-	8
Sewing Machine Operator 車縫工	25	-	-	25
Sales Assistant 營業助理	18	-	-	18
Sub-total 小 計	585	-	8	593
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	319	-	2	321
Sub-total 小 計	319	-	2	321
GRAND TOTAL 總 計	1 451	-	16	1 467

TABLE 32 : MANPOWER STATISTICS

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	1	-	-	1
Merchandising Manager 營銷採購經理	2	-	-	2
Sub-total 小 計	3	-	-	3
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員 / 運轉領班	6	-	-	6
Merchandiser 營銷採購員	17	-	-	17
Marketing / Sales Officer 市場 / 營業主任	14	-	-	14
Sub-total 小 計	37	-	-	37
CRAFTSMAN LEVEL 技工級				
Knitting Mechanic 針織機械技工	15	-	-	15
Sub-total 小 計	15	-	-	15
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗 / 筒子機值車工	1	-	-	1
Knitting Machine Tender 針織機值車工	56	-	-	56
Other Operative 其他操作工	4	-	-	4
Recorder 書記員 / 收發員	1	-	-	1
Sub-total 小 計	62	-	-	62
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	7	-	-	7
Sub-total 小 計	7	-	-	7
GRAND TOTAL 總 計	124	-	-	124

TABLE 33 : MANPOWER STATISTICS

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	16	-	-	16
Department Engineer 工程師 / 工務長	1	-	-	1
Production Manager 生產經理 / 生產主任	10	-	-	10
Maintenance Manager / Maintenance Engineer 保全經理 / 保全主任	1	-	-	1
Technical Manager 技術經理	1	-	-	1
Merchandising Manager 營銷採購經理	4	-	-	4
Marketing / Sales Manager 市場 / 營業經理	4	-	-	4
Sub-total 小 計	37	-	-	37
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）	52	-	-	52
Quality Control Supervisor / Laboratory Supervisor 品質領班 / 化驗領班	3	-	-	3
Maintenance Supervisor 保全領班	3	-	-	3
Merchandiser 營銷採購員	78	-	-	78
Marketing / Sales Officer 市場 / 營業主任	6	-	-	6
Production Section Supervisor 生產組管理員	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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Production Co-ordinator / Production Planner 生產統籌員	1	-	-	1
Sub-total 小 計	145	-	-	143
CRAFTSMAN LEVEL 技工級				
Textile Mechanic 紡織機械技工	2	-	-	2
Electrician / Electronics Craftsman 電氣技工 / 電子技工	1	-	-	1
Boiler Mechanic 鍋爐技工	2	-	-	2
Sizing Machine Leader 漿紗機組長	2	-	-	2
Warp / Rope Yarn Dyeing Machine Leader 平染 / 繩狀染紗機組長	5	-	-	5
Colour Matcher 配色員	5	-	-	5
Dyeing Machine Leader 染色機組長	4	-	-	4
Inspection and Make-up Section Leader 檢驗及成品組組長	4	-	-	4
Screen Maker 製網員	1	-	-	1
Chemical Tester 化驗員	2	-	-	2
Sub-total 小 計	28	-	-	28
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗 / 筒子機值車工	23	-	7	30
Warping Machine Tender 整經機值車工	18	-	-	18
Sizing Machine Tender 漿紗機值車工	10	-	-	10
Warp / Rope Yarn Dyeing Machine Tender 平染 / 繩狀染紗機值車工	11	-	-	11
Fabric Inspector 驗布工	9	-	-	9
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	112	-	3	115

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Printing Machine Tender 印花機值車工	80	-	-	80
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
Other Operative 其他操作工	26	-	-	23
Recorder 書記員 / 收發員	3	-	-	3
Sewing Machine Operator 車縫工	20	-	-	20
Sales Assistant 營業助理	14	-	-	14
Sub-total 小 計	435	-	10	442
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	88	-	-	88
Sub-total 小 計	88	-	-	88
GRAND TOTAL 總 計	733	-	-	738

TABLE 34 : MANPOWER STATISTICS

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	3	-	-	3
Department Engineer 工程師 / 工務長	1	-	-	1
Merchandising Manager 營銷採購經理	4	-	-	4
Marketing / Sales Manager 市場 / 營業經理	4	-	-	4
Sub-total 小 計	12	-	-	12
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員 / 運轉領班	5	-	-	5
Quality Control Supervisor / Laboratory Supervisor 品質領班 / 化驗領班	2	-	-	2
Merchandiser 營銷採購員	19	-	-	19
Marketing / Sales Officer 市場 / 營業主任	16	-	-	16
Quality Assurance Supervisor 品質保證員	2	-	-	2
Sub-total 小 計	44	-	-	44
OPERATIVE LEVEL 操作工級				
Other Operative 其他操作工	31	-	-	31
Recorder 書記員 / 收發員	1	-	-	1
Sub-total 小 計	32	-	-	32
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	6	-	-	6
Sub-total 小 計	6	-	-	6
GRAND TOTAL 總 計	94	-	-	94

TABLE 35 : MANPOWER STATISTICS

表三十五：人力統計數字

GARMENT BRANCH (exclude under / night garments)

成衣門類 (不包括內衣 / 睡衣)

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理 (廠長)	36	-	-	36
Quality Manager 品質經理	4	-	-	4
Fashion Designer 時裝設計師	22	-	3	25
Merchandising Manager 營銷採購經理	54	-	-	54
Product Development Manager 產品發展經理	5	-	-	5
Marketing / Sales Manager 市場 / 營業經理	29	-	-	29
Textile Manager / Laboratory Manager 紡織經理 / 試驗間經理	1	-	-	1
Sub-total 小 計	151	-	3	154
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管 (工務)	28	-	-	26
Production Section Supervisor 生產組管理員 (組長)	58	-	-	54
Production Co-ordinator / Production Planner 生產統籌員	6	-	-	6
Pattern Maker 紙樣設計員	62	-	-	62
Pattern Grading / Marker Making Supervisor 放樣 / 嚙架組管理員	7	-	-	7
Quality Control Technician 品質控制技術員	3	-	-	3
Merchandiser 營銷採購員	423	-	1	412
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	14	-	-	14
Industrial Engineering Technician 工程技術員	1	-	-	1
Garment Washing Technician 成衣洗水技術員	2	-	-	2
Marketing / Sales Officer 市場 / 營業主任	27	-	-	27
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	1	-	-	1

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Sub-total 小 計	632	-	1	615
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	6	-	-	6
Knitting Machine Mechanic 針織機械工	13	-	-	13
Pattern Grader / Marker Maker 放樣 / 嚶架員	32	-	-	32
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚶架員	6	-	-	6
Clothing Operator Instructor 車衣指導員	47	-	-	43
Sample Maker 樣辦製造技工	84	-	-	78
Quality Control Inspector 品質控制檢查員	5	-	-	5
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	2	-	-	2
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	1	-	-	1
Knitwear / Sample Knitter 針織衣物 / 樣辦織造技工	2	-	-	2
Laboratory Assistant 試驗間助理	3	-	-	3
Sub-total 小 計	201	-	-	191
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	51	-	-	49
Cutter / Cutting Room Operative 裁剪工 / 裁床工	107	-	-	107
Sewing Machine Operator 車縫工	1 053	-	-	1 050
Knitting Machine Operator 針織機織工	27	-	-	27
Linking Machine Operator 縫盤工	30	-	-	30
Hand Stitcher 挑縫工	16	-	-	12
Garment Washing Operative 成衣洗水操作工	9	-	-	9
Presser 整熨工	95	-	-	91

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Other Operative 其他操作工	16	-	-	16
Sub-total 小 計	1 404	-	-	1 391
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	113	-	-	99
Sub-total 小 計	113	-	-	99
GRAND TOTAL 總 計	2 501	-	4	2 450

TABLE 36 : MANPOWER STATISTICS

表三十六：人力統計數字

KNITWEAR BRANCH (exclude knitted and crocheted underwear)

針織門類 (不包括針織及鉤織內衣)

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理 (廠長)	41	-	-	41
Quality Manager 品質經理	3	-	-	3
Fashion Designer 時裝設計師	19	-	-	19
Merchandising Manager 營銷採購經理	97	-	-	97
Product Development Manager 產品發展經理	2	-	-	2
Marketing / Sales Manager 市場 / 營業經理	26	-	-	26
Sub-total 小 計	188	-	-	189
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管 (工務)	15	-	-	15
Production Section Supervisor 生產組管理員 (組長)	29	-	-	29
Production Co-ordinator / Production Planner 生產統籌員	27	-	-	27
Pattern Maker 紙樣設計員	20	-	-	20
Quality Control Technician 品質控制技術員	15	-	-	15
Merchandiser 營銷採購員	452	-	-	452
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	16	-	-	16
Knitting Technician 針織技術員	5	-	-	5
CAD Technician 電腦輔助設計技術員	24	-	-	24
Garment Washing Technician 成衣洗水技術員	1	-	-	1
Marketing / Sales Officer 市場 / 營業主任	29	-	-	29
Sub-total 小 計	633	-	-	633

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL 技工級				
Pattern Preparer 畫花技工	4	-	-	4
Clothing Machine Mechanic 製衣機械工	10	-	-	10
Knitting Machine Mechanic 針織機械工	22	-	-	22
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	18	-	-	18
Clothing Operator Instructor 車衣指導員	2	-	-	2
Sample Maker 樣辦製造技工	76	-	-	76
Quality Control Inspector 品質控制檢查員	19	-	-	19
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	11	-	-	11
Knitwear / Sample Knitter 針織衣物 / 樣辦織造技工	7	-	-	7
Sub-total 小 計	169	-	-	169
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	21	-	-	21
Cutter / Cutting Room Operative 裁剪工 / 裁床工	7	-	-	7
Sewing Machine Operator 車縫工	195	-	-	195
Knitting Machine Operator 針織機織工	259	-	-	259
Linking Machine Operator 縫盤工	107	-	-	107
Hand Stitcher 挑縫工	70	-	-	70
Garment Washing Operative 成衣洗水操作工	3	-	-	3
Presser 整熨工	42	-	-	42
Other Operative 其他操作工	9	-	-	9
Sales Assistant 營業助理	4	-	-	4
Sub-total 小 計	717	-	-	717
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	129	-	-	129

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
UNSKILLED LEVEL (Continued) 非技術工人級 (續)				
Sub-total 小 計	129	-	-	129
GRAND TOTAL 總 計	1 836	-	-	1 837

TABLE 37 : MANPOWER STATISTICS

表三十七：人力統計數字

UNDER/NIGHT GARMENTS AND KNITTED / CROCHETED UNDERWEAR BRANCH

內衣 / 睡衣及針織 / 鉤織內衣門類

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	5	-	-	5
Fashion Designer 時裝設計師	1	-	-	1
Merchandising Manager 營銷採購經理	5	-	-	5
Sub-total 小 計	11	-	-	11
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管（工務）	8	-	-	8
Production Section Supervisor 生產組管理員（組長）	6	-	-	6
Production Co-ordinator / Production Planner 生產統籌員	1	-	-	1
Pattern Maker 紙樣設計員	1	-	-	1
Merchandiser 營銷採購員	23	-	-	23
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	4	-	-	4
Industrial Engineering Technician 工程技術員	1	-	-	1
Sub-total 小 計	44	-	-	44
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	1	-	-	1
Knitting Machine Mechanic 針織機械工	1	-	-	1
Pattern Grader / Marker Maker 放樣 / 嚙架員	3	-	-	3
Clothing Operator Instructor 車衣指導員	4	-	-	4
Sample Maker 樣辦製造技工	32	-	1	33
Quality Control Inspector 品質控制檢查員	4	-	-	4
Repairing Craftsman (Knitted Products) 成衣修補技工（針織衣物）	1	-	-	1

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Garment Washing Leader 成衣洗水組長	1	-	-	1
Sub-total 小 計	47	-	1	48
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	8	-	-	8
Cutter / Cutting Room Operative 裁剪工 / 裁床工	13	-	1	14
Sewing Machine Operator 車縫工	119	-	6	125
Knitting Machine Operator 針織機織工	2	-	-	2
Linking Machine Operator 縫盤工	1	-	-	1
Hand Stitcher 挑縫工	6	-	-	6
Garment Washing Operative 成衣洗水操作工	2	-	-	2
Presser 整熨工	8	-	-	8
Other Operative 其他操作工	1	-	-	1
Sub-total 小 計	160	-	7	167
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	13	-	-	13
Sub-total 小 計	13	-	-	13
GRAND TOTAL 總 計	275	-	8	283

TABLE 38 : MANPOWER STATISTICS

表三十八：人力統計數字

FUR, FOOTWEAR AND HANDBAG BRANCH

皮草、製鞋及手袋門類

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	3	-	-	3
Merchandising Manager 營銷採購經理	2	-	-	2
Marketing / Sales Manager 市場／營業經理	2	-	-	2
Product Development Manager 產品發展經理	3	-	-	3
Quality Manager 品質經理	1	-	-	1
Fashion Designer 時裝設計師	5	-	-	5
Sub-total 小 計	16	-	-	16
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員（組長）	3	-	-	3
Production Co-ordinator / Production Planner 生產統籌員	2	-	-	2
Production Department Supervisor 生產部總管（工務）	5	-	-	5
Pattern Maker 紙樣設計員	7	-	-	7
Merchandiser 營銷採購員	8	-	1	9
Quality Control Technician 品質控制技術員	1	-	-	1
Marketing / Sales Officer 市場／營業主任	1	-	-	1
Sub-total 小 計	27	-	1	28
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader / Marker Maker 電腦放樣／嚙架員	1	-	-	1
Shoe Maker / Make-Through Craftsman 鞋匠／製鞋技工	10	-	1	11
Handbag Maker / Make-Through Craftsman 手袋製造／製辦技工	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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Quality Control Inspector 品質控制檢查員	3	-	-	3
Furrier 皮草技工 (毛毛匠)	21	-	-	21
Fur Tailor / Finisher 皮草裁縫 / 上裡技工	16	-	2	18
Fur Sorter 分皮技工	5	-	-	5
Sub-total 小 計	72	-	3	75
OPERATIVE LEVEL 操作工級				
Garment Washing Operative 成衣洗水操作工	-	-	1	1
Fur Sewing Operator 皮草車縫工	3	-	-	3
Presser 整熨工	1	-	-	1
Other Operative 其他操作工	1	-	-	1
Leather / Laminate Preparer 皮革預備工	1	-	-	1
Cutter / Cutting Room Operative 裁剪工 / 裁床工	2	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	6	-	-	6
Lasting Worker 搵鞋工	1	-	-	1
Sub-total 小 計	15	-	1	16
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	10	-	-	10
Sub-total 小 計	10	-	-	10
GRAND TOTAL 總 計	140	-	-	145

TABLE 39 : MANPOWER STATISTICS

表三十九：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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager / Production Manager 廠長 / 生產經理	61	-	-	41
Product Development Manager 產品發展經理	22	-	-	22
Merchandising Manager 營銷採購經理	210	-	-	210
Quality Manager / Technical Manager 品質 / 技術經理	18	-	-	18
Marketing / Sales Manager 市場 / 營業經理	125	-	-	125
Shoe Designer 鞋款設計師	47	-	-	47
Compliance Manager 準則審核經理	1	-	-	1
Sub-total 小 計	484	-	-	464
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	1 469	-	-	1 469
Quality Technician / Technical Technician 品質技術員	44	-	-	44
Quality Inspector 品質檢查員	82	-	-	82
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	20	-	-	20
Production Supervisor 生產管理員	10	-	-	10
Pattern Maker 紙樣設計員	22	-	-	22
Compliance Supervisor 準則審核技術員	1	-	-	1
Marketing / Sales Officer 市場 / 營業主任	246	-	-	245
Sub-total 小 計	1 894	-	-	1 893
CRAFTSMAN LEVEL 技工級				
Pattern Grader / Marker Maker 放樣 / 嘜架員	8	-	-	8
Sub-total 小 計	8	-	-	8

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	95	-	-	95
Sub-total 小 計	95	-	-	95
GRAND TOTAL 總 計	2 481	-	-	2 460

TABLE 40 : MANPOWER STATISTICS

表四十：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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager / Production Manager 廠長 / 生產經理	77	-	-	77
Product Development Manager 產品發展經理	21	-	-	21
Merchandising Manager 營銷採購經理	668	-	1	669
Quality Manager / Technical Manager 品質 / 技術經理	17	-	-	17
Marketing / Sales Manager 市場 / 營業經理	311	-	-	311
Fashion Designer 時裝設計師	13	-	-	15
Sub-total 小 計	1 107	-	1	1 110
TECHNICIAN LEVEL 技術員級				
Production Co-ordinator / Production Planner 生產統籌員	5	-	-	5
Merchandiser 營銷採購員	4 297	-	9	4 306
Quality Technician / Technical Technician 品質技術員	35	-	-	35
Quality Inspector 品質檢查員	84	-	-	84
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	10	-	-	10
Production Supervisor 生產管理員	10	-	-	10
Pattern Grading / Marker Making Supervisor 放樣 / 嚙架組管理員	7	-	-	7
Compliance Supervisor 準則審核技術員	2	-	-	2
Marketing / Sales Officer 市場 / 營業主任	766	6	12	778
Sub-total 小 計	5 216	6	21	5 237

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	21	-	-	21
Sample Maker 樣辦製造技工	281	-	-	281
Sub-total 小 計	302	-	-	302
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	207	-	-	207
Sub-total 小 計	207	-	-	207
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	4	-	-	4
Sub-total 小 計	4	-	-	4
GRAND TOTAL 總 計	6 836	6	22	6 860

TABLE 41 : MANPOWER STATISTICS

表四十一：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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Industrial Engineer 工業工程師	4	-	1	5
Mill Manager / Production Manager 廠長 / 生產經理	586	-	-	586
Production Engineer 生產工程師 / 運轉主任	27	-	-	27
Product Development Manager 產品發展經理	196	-	-	196
Merchandising Manager 營銷採購經理	5 268	-	34	5 304
Quality Manager / Technical Manager 品質 / 技術經理	296	-	-	298
Marketing / Sales Manager 市場 / 營業經理	1 032	-	2	1 034
Fashion Designer 時裝設計師	839	-	13	853
Compliance Manager 準則審核經理	74	-	-	74
Sub-total 小 計	8 322	-	50	8 377
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員 (組長)	1	-	-	1
Production Co-ordinator / Production Planner 生產統籌員	13	-	-	13
Industrial Engineering Technician 工程技術員	1	-	-	1
Merchandiser 營銷採購員	27 318	21	447	27 815
Quality Technician/Technical Technician 品質技術員	764	-	42	806
Quality Inspector 品質檢查員	1 276	-	-	1 276
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	466	-	-	466
Production Supervisor 生產管理員	707	-	-	707
Pattern Maker 紙樣設計員	345	-	3	348

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Pattern Grading / Marker Making Supervisor 放樣 / 嚙架組管理員	43	-	-	43
Knitting Technician 針織技術員	38	-	-	38
CAD Technician 電腦輔助設計技術員	114	-	-	114
Master Furrier 皮草技術員	17	-	-	17
Compliance Supervisor 準則審核技術員	30	-	1	31
Marketing / Sales Officer 市場 / 營業主任	2 647	-	50	2 697
Sub-total 小 計	33 780	21	543	34 373
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	3	-	-	3
Clothing Operator Instructor 車衣指導員	4	-	-	4
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	50	-	-	50
Sample Maker 樣辦製造技工	448	-	-	448
Sub-total 小 計	505	-	-	505
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	5	-	-	5
Sewing Machine Operator 車縫工	39	-	-	39
Presser 整熨工	2	-	-	2
Other Operative 其他操作工	3	-	-	3
Sales Assistant 營業助理	1 073	-	-	1 073
Sub-total 小 計	1 122	-	-	1 122
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	49	-	-	49
Sub-total 小 計	49	-	-	49
GRAND TOTAL 總 計	43778	21	593	44 426

TABLE 42 : MANPOWER STATISTICS

表四十二：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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager / Production Manager 廠長／生產經理	11	-	-	11
Production Engineer 生產工程師／運轉主任	12	-	-	12
Product Development Manager 產品發展經理	4	-	-	4
Merchandising Manager 營銷採購經理	128	-	-	128
Quality Manager / Technical Manager 品質／技術經理	6	-	-	6
Marketing / Sales Manager 市場／營業經理	72	-	-	72
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小計	236	-	-	236
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	935	-	18	953
Quality Technician / Technical Technician 品質技術員	17	-	-	17
Quality Inspector 品質檢查員	28	-	-	28
Fashion / Sample Co-ordinator 時裝／樣辦統籌員	21	-	-	21
Marketing / Sales Officer 市場／營業主任	379	-	-	379
Sub-total 小計	1 380	-	18	1 398
CRAFTSMAN LEVEL 技工級				
Textile Mechanic 紡織機械技工	2	-	-	2
Sub-total 小計	2	-	-	2
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	61	-	-	61
Sub-total 小計	61	-	-	61

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	14	-	-	14
Sub-total 小 計	14	-	-	14
GRAND TOTAL 總 計	1 693	-	18	1 711

TABLE 43 : MANPOWER STATISTICS

表四十三：人力統計數字

IMPORT / EXPORT OF LUGGAGE CASES, HANDBAGS AND SIMILAR ARTICLES OF LEATHER OR LEATHER SUBSTITUTES

皮革或類似材料製的行李箱、手袋及同類物品出口貿易

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Mill Manager / Production Manager 廠長 / 生產經理	235	-	-	235
Production Engineer 生產工程師 / 運轉主任	11	-	-	11
Product Development Manager 產品發展經理	42	-	-	42
Merchandising Manager 營銷採購經理	716	-	-	716
Quality Manager / Technical Manager 品質 / 技術經理	49	-	-	49
Marketing / Sales Manager 市場 / 營業經理	254	-	-	254
Shoe Designer 鞋款設計師	2	-	-	2
Handbag Designer 手袋設計師	196	-	12	208
Compliance Manager 準則審核經理	4	-	-	4
Sub-total 小 計	1 509	-	12	1 521
TECHNICIAN LEVEL 技術員級				
Cost Estimator 成本計算員	10	-	-	10
Merchandiser 營銷採購員	3 776	-	20	3 796
Quality Technician / Technical Technician 品質技術員	61	-	-	61
Quality Inspector 品質檢查員	221	-	-	221
Fashion / Sample Co-ordinator 時裝 / 樣辦統籌員	41	-	1	41
Production Supervisor 生產管理員	127	-	-	127
Pattern Maker 紙樣設計員	33	-	-	33
Pattern Grading / Marker Making Supervisor 放樣 / 嚙架組管理員	22	-	-	22
CAD Technician 電腦輔助設計技術員	18	-	-	18

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Compliance Supervisor 準則審核技術員	35	-	-	35
Marketing / Sales Officer 市場 / 營業主任	637	6	2	639
Sub-total 小 計	4 981	6	22	5 003
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader / Marker Maker 電腦放樣 / 嚙架員	50	-	-	50
Sample Maker 樣辦製造技工	142	-	-	142
Sub-total 小 計	192	-	-	192
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	168	-	-	168
Sub-total 小 計	168	-	-	168
GRAND TOTAL 總 計	6 850	6	34	6 884

TABLE 44 : MANPOWER STATISTICS

表四十四：人力統計數字

TESTING SERVICES AND LABORATORIES OF TEXTILE INDUSTRY

紡織業公證行及檢定中心

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 Total No. of Employees as at August 2014 估計在2014年 8月時所需的 僱員人數
TECHNOLOGIST LEVEL 技師級				
Laboratory Director / Assistant General Manager 試驗間總監 / 助理總經理	5	-	-	5
Textile Manager / Laboratory Manager 紡織主任 / 試驗間主任	51	-	-	51
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小 計	59	-	-	59
TECHNICIAN LEVEL 技術員級				
Supervisor / Assistant Supervisor 主管 / 助理主管	47	-	-	47
Senior Engineer / Senior Textile Engineer 高級工程師 / 高級紡織工程師	46	-	-	46
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	144	-	6	150
Senior Technician / Laboratory Technician 高級技術員 / 試驗間技術員	155	-	1	156
Technician / Junior Laboratory Technician 技術員 / 初級試驗間技術員	298	-	2	300
Service Maintenance Technician 維修技術員	9	-	-	9
Marketing / Sales Officer 市場 / 營業主任	1	-	-	1
Sub-total 小 計	700	-	9	709
CRAFTSMAN LEVEL 技工級				
Laboratory Assistant 試驗間助理	158	-	17	175
Sub-total 小 計	158	-	17	175
GRAND TOTAL 總 計	917	-	26	943

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

(As at 1 September 2013)

(二〇一三年九月一日)

Chairman

主席

Mr LOK Kee-loong, Richard
樂其龍先生
(nominated by the Federation of Hong Kong
Industries)
(香港工業總會提名)

Members

委員

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 CHEN Tong-sang, Sam
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)

Hon CHUNG Kwok-pan, Felix
鍾國斌議員
(nominated by the Chinese Manufacturers'
Association of Hong Kong)
(香港中華廠商聯合會提名)

Prof HU Jin-lian
胡金蓮教授
(nominated by the Hong Kong Polytechnic
University)
(香港理工大學提名)

Mr KWAN Yat-hong, Cornel
關溢康先生
(nominated by the Hong Kong Weaving Mills
Association)
(香港布廠商會提名)

Mr Will LAM
林知譽先生
(nominated by the Hong Kong General Chamber of
Commerce)
(香港總商會提名)

Members

委員

- Mr LAU Kim-on, Tony
劉劍安先生
(nominated by the Hong Kong Woollen & Synthetic Knitting Manufacturers' Association Limited)
(香港羊毛化纖針織業廠商會有限公司提名)
- Mr LEE Kuo-chuan, Roger
李國權先生
(nominated by the Textile Council of Hong Kong Limited)
(香港紡織業聯會有限公司提名)
- Mr LEE Yiu-kwan
李耀均先生
(nominated by the Hong Kong Chinese Textile Mills Association)
(香港華商織造總會提名)
- Dr NG Keng-po, Roger
吳鏡波博士
(nominated by the Hong Kong Institution of Textile and Apparel)
(香港紡織及服裝學會提名)
- Mr NG Ping-kin, Arkin
吳秉堅先生
(nominated by the Hong Kong Knitwear Exporters & Manufacturers Association Limited)
(香港毛織出口廠商會提名)
- Mr NGAI Chi-man, Spike
魏志文先生
(nominated by the Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited)
(香港漂染印整理業總會有限公司提名)
- Mr SZETO Chi-yan, Stanley
司徒志仁先生
(nominated by the Hong Kong Garment Manufacturers Association Limited)
(香港製衣廠同業公會有限公司提名)
- Mr TAM Chin-ming
譚展明先生
(nominated by the Federation of Hong Kong Garment Manufacturers)
(香港製衣業總商會提名)
- Mr Wallace WONG
王博文先生
(nominated by the Hong Kong Fur Federation)
(香港毛皮業協會提名)
- Mr William WONG
王偉先生
(nominated by the Hong Kong Footwear Association Limited)
(香港鞋業商會有限公司提名)
- Mr WONG Kwok-sing
黃國勝先生
(nominated by the Hong Kong Wearing Apparel Industry Employees' General Union)
(香港服裝業總工會提名)
- Mr YU Yau-kuen, Andrew
虞有權先生
(nominated by the Hong Kong Cotton Spinners Association)
(香港棉紡業同業公會提名)

Members

委員

Mr CHOI Fai

蔡輝先生

(representative of Commissioner for Labour)

(勞工處處長代表)

Ms NG Pui-wah, Linda

吳蓓華女士

(representative of Director-General of Trade and Industry)

(工業貿易署署長代表)

Ms Elizabeth MCLAFFERTY

(representative of Executive Director of The Vocational Training Council and the Hong Kong Design Institute)

(職業訓練局執行幹事及香港知專設計學院代表)

Secretary

秘書

Mr LAM Chi-piu, Angus

林之彪先生

(Vocational Training Council)

(職業訓練局)

Textile and Clothing Training Board

Terms of Reference

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 Design Institute (HKDI) and Pro-Act 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 HKDI and Pro-Act Training & Development Centres.
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.
8. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.
10. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of vocational education and training in the industry.
11. To organise 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 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，向香港知專設計學院(HKDI)、卓越培訓發展中心提出建議。
5. 就 HKDI、卓越培訓發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. 擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. 建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。
9. 就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. 就本業專業教育及訓練的發展與推廣事宜，與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡。
11. 為本業舉辦有關專業教育及訓練的研討會與會議。
12. 就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
14. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

Headquarters Division 2 總辦事處二科
6F, 20A Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong
香港新界青衣島青衣路20A號6樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



10 September 2013

Dear Sir/Madam,

**2013 Manpower Survey of the
Textile, Clothing, Footwear and Handbag Industries**

I am writing to solicit your support and co-operation in the 2013 manpower survey to be conducted by the Textile and Clothing Training Board of the Vocational Training Council (VTC).

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 16 September 2013 to 15 October 2013 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 as at 30 August 2013;
- (ii) the number of existing vacancies;
- (iii) the forecast number of employees as at August 2014; 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 organisation.

----- I enclose the following documents in both English and Chinese for your reference and completion.

- (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 interviewing officer from the Census and Statistics Department (C&SD) will contact your office. The officer will answer any questions you may have, and assist in the completion of the questionnaire, if necessary.

In conjunction with this survey, the Education Bureau (EDB) of the Government of the HKSAR would also wish to have access to the information we collect and, in addition to theirs, draft manpower development policies for the various industry sectors. For compliance with the Personal Data (Privacy) Ordinance, we wish to obtain your consent for us to share our data with the EDB which will of course treat the data in the same confidence.

----- The Manpower Survey Report compiled afterwards will be uploaded onto the VTC website at <http://tctb.vtc.edu.hk>. Please provide us with your e-mail address in the enclosed questionnaire and we will notify you of the release of the Survey Report in due course.

Should you have any questions in connection with the survey, please contact the Manpower Statistics Section of the C&SD at 2116 8324.

Yours faithfully,



(Richard LOK Kee-loong)
Chairman
Textile and Clothing Training Board

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科
6F, 20A Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong
香港新界青衣島青衣路20A號6樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



執事先生/女士：

紡織、製衣、製鞋及手袋業 2013 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。為收集紡織、製衣、製鞋及手袋業人力最新資料，以使擬訂人力訓練計劃，本訓練委員會定於 2013 年 9 月 16 日至 10 月 15 日進行人力調查，範圍包括業內各主要職務的下列資料：

- (一) 在 2013 年 8 月 30 日的僱員人數；
- (二) 現有空缺數目；
- (三) 預計 2014 年 8 月時的僱員人數；及
- (四) 目前受訓僱員人數。

調查所得資料將絕對保密，只以摘要統計數字發表，並不會提及個別機構。

----- 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〕；及
- (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機構，解答有關問題，並協助填寫調查表。

此外，香港特別行政區政府的政策部門教育局將根據我們是次調查收集的數據，再綜合他們其他的調查結果來制訂人力發展政策。基於

個人資料(私隱)條例規定，現請貴機構表示，同意本會與教育局分享所得數據，以供政府作人力規劃之用，本會與教育局將會嚴格遵守保密原則。

人力調查報告完成後會上載於本局網頁，網址為----- <http://tctb.vtc.edu.hk>，歡迎下載。請於夾附調查表填上貴機構電郵地址，以便通知報告書的發表日期。

如對是次調查有任何疑問，可致電 2116 8324 與政府統計處人力統計組聯絡。



紡織及製衣業訓練委員會主席

樂其龍

2013年9月10日

CONFIDENTIAL
WHEN ENTERED WITH DATA
填入數據後即成
機密文件

VOCATIONAL TRAINING COUNCIL
職業訓練局
2013 MANPOWER SURVEY OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES
紡織、製衣、製鞋及手袋業2013年人力調查

QUESTIONNAIRE
調查表

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

Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
1	1 1	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27
1	2 3						

For Official Use Only:
此欄毋須填寫

NAME OF ESTABLISHMENT: _____
機構名稱

ADDRESS: _____
地址

TYPE OF PRODUCTS/SERVICE: _____
產品種類/服務性質

NAME OF CONTACT PERSON: _____
聯絡人姓名

TEL. NO.: _____
電話

E-MAIL: _____
電郵

TOTAL NO. OF EMPLOYEES: _____
僱員總數

POSITION: _____
職位

FAX NO.: _____
圖文傳真

PART I 第一部份

(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均 收入		(C) No. of Employees as at 30 August 2013 (excl. trainees [#]) 在2013年8月30日的 僱員人數 (受訓者 [#] 除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees [#]) 在2013年 8月30日的 空缺額 (受訓者 [#] 除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees [#]) 預計在2014年8月的 僱員人數 (受訓者 [#] 除外)	(F) No. of Trainees [#] as at 30 August 2013 在2013年 8月30日的 受訓者 [#] 人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度 按下列編號填入 (B) 欄內 :	
Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職稱編號 (Refer to Appendix C) (參閱附錄丙)	Income Code 收入編號					Income Code 收入編號	Average Monthly Income Range 每月平均收入幅度
		8-10	11	12-15	16-18	19-22	23-25	1	Under \$7,501 以下
1	2							2	\$7,501 - \$10,000
2	2							3	\$10,001 - \$12,500
3	2							4	\$12,501 - \$15,000
4	2							5	\$15,001 - \$17,500
5	2							6	\$17,501 - \$20,000
6	2							7	\$20,001 - \$30,000
7	2							8	Over \$30,000 以上
8	2								
9	2								
10	2								
11	2								
12	2								
13	2								
14	2								
15	2								
16	2								
17	2								
18	2								
19	2								
20	2								
21	2								
22	2								
23	2								
24	2								
25	2								
26	2								
27	2								
28	2								

[#] The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

[#] 「受訓者」包括正在接受各種形式訓練的人士，以及簽有學徒合約的登記學徒。

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

PART II 第二部份

<p>1. Internal Promotion 內部晉升</p> <p>Please fill in the number of internal promotion in the past 12 months 請填寫過去12個月內，內部晉升的人數</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">From Technician to Technologist 由技術員晉升 至技師</td> <td style="width: 25%; text-align: center;">From Craftsman to Technician 由技工晉升 至技術員</td> <td style="width: 25%; text-align: center;">From Others to Craftsman 由其他職位晉升 至技工</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 8 </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 11 </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 14 </td> <td></td> </tr> </table>	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		<input type="text"/> <input type="text"/> 8	<input type="text"/> <input type="text"/> 11	<input type="text"/> <input type="text"/> 14		<p>2. Number of Employees Aged Over 50 年逾50歲的僱員人數</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Technologist 技師</td> <td style="width: 25%; text-align: center;">Technician 技術員</td> <td style="width: 25%; text-align: center;">Craftsman 技工</td> <td style="width: 25%; text-align: center;">Operative 操作工</td> </tr> <tr> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 17 </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 20 </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 23 </td> <td style="text-align: center;"> <input type="text"/> <input type="text"/> 26 </td> </tr> </table>	Technologist 技師	Technician 技術員	Craftsman 技工	Operative 操作工	<input type="text"/> <input type="text"/> 17	<input type="text"/> <input type="text"/> 20	<input type="text"/> <input type="text"/> 23	<input type="text"/> <input type="text"/> 26
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															
<input type="text"/> <input type="text"/> 8	<input type="text"/> <input type="text"/> 11	<input type="text"/> <input type="text"/> 14															
Technologist 技師	Technician 技術員	Craftsman 技工	Operative 操作工														
<input type="text"/> <input type="text"/> 17	<input type="text"/> <input type="text"/> 20	<input type="text"/> <input type="text"/> 23	<input type="text"/> <input type="text"/> 26														
<p>For Official Use Only 此行毋須填寫</p>	<p> <input type="text"/> 29 <input type="text"/> 30 </p>	<p>Est. No. _____ ER. No. _____</p>															

3. Education and Training an Employee Should Have
僱員宜有的教育程度及訓練

Technologist 技師		Technician 技術員		Craftsman 技工		Operative 操作工	
Education 教育程度	<input type="text"/> <input type="text"/> 31	Education 教育程度	<input type="text"/> <input type="text"/> 35	Education 教育程度	<input type="text"/> <input type="text"/> 39	Education 教育程度	<input type="text"/> <input type="text"/> 43
Training Mode 訓練方式	<input type="text"/> <input type="text"/> 33	Training Mode 訓練方式	<input type="text"/> <input type="text"/> 37	Training Mode 訓練方式	<input type="text"/> <input type="text"/> 41	Training Mode 訓練方式	<input type="text"/> <input type="text"/> 45
Training Period 訓練時間	<input type="text"/> <input type="text"/> 34	Training Period 訓練時間	<input type="text"/> <input type="text"/> 38	Training Period 訓練時間	<input type="text"/> <input type="text"/> 42	Training Period 訓練時間	<input type="text"/> <input type="text"/> 46

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

Code 編號	Education 教育程度	Code 編號	Training Mode 訓練方式	Code 編號	Training Period 訓練時間
01	University Degree/Associateship or above 大學學位 / 理工院士或以上	1	On-the-job training 在職訓練	1	4 years or above 4年或以上
02	Associate Degree 副學士學位	2	Apprenticeship 學徒訓練	2	3 to less than 4 years 3年至4年以下
03	Higher Diploma 高級文憑	3	Off-the-job training 職外訓練	3	2 to less than 3 years 2年至3年以下
04	Diploma 文憑			4	2 years to 3 years 1年至2年以下
05	Higher Certificate 高級證書			5	6-11 months 6至11個月
06	Certificate 證書			6	Below 6 months 6個月以下
07	Secondary 5-7 中五至中七				
08	Craft Certificate 技工證書				
09	Secondary 3-4 中三至中四				
10	Below Secondary 3 中三以下				

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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47

51

**4. Recruitment of Employees
僱員招聘**

The recruitment situation of your establishment in the **past 12 months** (Please tick in the appropriate boxes)
貴機構在過去12個月內的招聘情況 (請在合適的方格加上「✓」號)

	Technologist 技師	Technician 技術員	Craftsman 技工	Operative 操作工
(a) No recruitment exercise conducted 未曾有招聘活動進行	<input type="checkbox"/> 52	<input type="checkbox"/> 53	<input type="checkbox"/> 54	<input type="checkbox"/> 55
(b) Have recruitment exercise conducted but no recruitment difficulty encountered 曾有招聘活動進行，但沒有遇到招聘困難	<input type="checkbox"/> 56	<input type="checkbox"/> 57	<input type="checkbox"/> 58	<input type="checkbox"/> 59
(c) Have recruitment exercise conducted and encountered recruitment difficulty (may choose more than 1 box for each job level) 曾有招聘活動進行，及遇到招聘困難 (每職級可選擇一項或以上)	<input type="checkbox"/> 60	<input type="checkbox"/> 61	<input type="checkbox"/> 62	<input type="checkbox"/> 63
(i) General labour shortage in Hong Kong 香港普遍勞工短缺	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67
(ii) Insufficient graduates in relevant disciplines from institutions 院校有關學系畢業生數目不足	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71
(iii) Applicants lacked the relevant experience and training 求職者缺乏相關經驗及訓練	<input type="checkbox"/> 72	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75
(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	<input type="checkbox"/> 76	<input type="checkbox"/> 77	<input type="checkbox"/> 78	<input type="checkbox"/> 79
(v) Other reasons 其他原因				

Please specify
請註明

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Q4(I) 80

Q4(II) 84

5. Operations Relating to Textile and Clothing Industries Set Up in the Mainland of China
在中國內地成立與紡織及服裝業有關的營運機構

(I) Has your establishment set up any other operations relating to Textile and Clothing industries in the Mainland ?
 貴機構有否在內地成立任何與紡織及服裝業有關的營運機構？

Yes No
 有 否

 86 87

(Please tick in the appropriate box)
 (請在合適的方格加上「✓」號)

(II) If yes, please enter below the total number of Mainland employees (excluding Hong Kong Residents).
 如有，請填寫現時內地員工的總人數 (不包括香港人)。

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88

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93
 Q5(I)

94
 Q5(II)

End of questionnaire. Thank you for your co-operation.
 問卷完，多謝合作。

2013 Manpower Survey of the
Textile, Clothing, Footwear and Handbag Industries
紡織、製衣、製鞋及手袋業 2013 年
人力調查

Questionnaire Explanatory Note
調查表附註

General

一般

1. Please ignore the numbers in the row immediately beneath the boxes. They are purely for data processing.
每個方格下的編號只供資料處理之用，請毋須理會。
2. Before completing the questionnaire, please read carefully the job titles and job descriptions in Appendices. For the textile industry, please refer to Appendix C1; for the clothing industry, please refer to Appendix C2; for the footwear and handbag industries, please refer to Appendix C3; while for 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。有關紡織業請參照附錄丙一；有關製衣業請參照附錄丙二；有關製鞋和手袋業請參照附錄丙三；有關進出口紡織或製衣品請參照附錄丙四。
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 HKSAR Government on how to meet training needs.
請填入準確的資料，因有關資料對於確定本業的人力需求極為重要，而紡織及製衣業訓練委員會亦將以此為根據，向香港特區政府建議如何應付業內的訓練需求。

PART I

第一部份

5. Job Titles - Column (A)

職稱 —(A)欄

- (a) Please enter into column (A) those job titles together with their appropriate code 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 C1, C2, C3, or C4^{*1}. 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 the textile industry, please refer to Appendix C1; for the clothing industry, please refer to Appendix C2; for the footwear and handbag industries, please refer to Appendix C3; while for trading of textile or clothing products, please refer to Appendix C4.

* 附註 1: 有關紡織業請參照附錄丙一；有關製衣業請參照附錄丙二；有關製鞋和手袋業請參照附錄丙三；有關進出口紡織或製衣品請參照附錄丙四。

- (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為染色工作，但間中亦須擔任前處理工作，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為營銷採購，但間中亦須擔任品質檢查，則應被歸類為營銷採購員而非品質控制員）。

6. Average Monthly Income - Column (B)

每月平均收入 —(B)欄

Please enter into column (B) the average monthly income range code 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) 欄填入每類僱員每月平均收入的編號，這包括底薪、定期性超時工作工資、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 as at 30 August 2013 (Excluding Trainees^{*2}) - Column (C)

在 2013 年 8 月 30 日的僱員人數（受訓者^{*2}除外）—(C)欄

Please fill in the total number of employees (excluding trainees^{*2}) as at 30 August 2013 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.*

請將各職務在 2013 年 8 月 30 日的僱員總數（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工作的香港僱員。

8. Number of Vacancies as at 30 August 2013 (Excluding Trainees^{*2}) - Column (D)

在 2013 年 8 月 30 日的空缺額（受訓者^{*2}除外）—(D)欄

Please fill in the number of existing vacancies (excluding those for trainees^{*2}) as at 30 August 2013 for each type of jobs in your establishment. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel.

請填入貴機構每類工作在 2013 年 8 月 30 日的空缺數目（受訓者^{*2}空缺數目除外）。「現有空缺額」是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

9. Forecast Number of Employees as at August 2014 (Excluding Trainees^{*2}) - Column (E)

預計在 2014 年 8 月的僱員人數（受訓者^{*2}除外）— (E)欄

Please fill in the forecast number of employees (excluding trainees^{*2}) for each type of jobs you will be employing in your establishment as at August 2014.

請填寫預計在 2014 年 8 月貴機構所僱用每類工作的僱員人數（受訓者^{*2}除外）。

10. Number of Trainees^{*2} as at 30 August 2013 - Column (F)

在 2013 年 8 月 30 日的受訓者^{*2}人數 —(F)欄

Please fill in the total number of employees undergoing training for each type of jobs in your establishment, including all trainees receiving any form of training and apprentices under a contract of apprenticeship.

請填寫貴機構正在接受訓練的每類工作的僱員總數，包括所有正在接受各種形式訓練的人士及簽有學徒合約的登記學徒。

* 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」包括正在接受各種形式訓練的人士，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. In Q1, 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備所需才能而獲提升至較高職位。請在 Q1 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，以及由其他職位晉升至技工的人數。

12. Number of Employees Aged Over 50
年逾 50 歲的僱員人數

In Q2, please fill in the number of employees aged over 50 at technologist, technician, craftsman and operative levels.

請在 Q2 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^{*3} an Employee Should Have
僱員宜有的教育程度及訓練^{*3}

In Q3, 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 Q3 欄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。

* Note 3 : Definition of “On-the-job training” and “Off-the-job training”:

* 附註 3：「在職訓練」和「職外訓練」的定義：

(1) “On-the-job training” refers to an employee being trained or instructed by a trainer or supervisor when doing his/her job.

「在職訓練」是指僱員在工作期間，接受導師或主管的訓練或教導。

(2) “Off-the-job training” refers to an employee away from normal work situations to another location to learn new knowledge or skill.

「職外訓練」是指僱員離開慣常工作地方去學習新知識或技能。

14. Recruitment of Employees
僱員招聘

In Q4, 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Q4欄內加上‘✓’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。

15. Operations Relating to Textile and Clothing Industries Set Up in the Mainland of China^{*4}
在中國內地成立與紡織及服裝業有關的營運機構^{*4}

In Q5, please indicate whether your establishment has set up any other operations relating to Textile and Clothing industries in the Mainland.

請在 Q5 表明貴機構有否在內地成立任何與紡織及服裝業有關的營運機構。

** Note 4 : The meaning of ‘Operations Relating to Textile and Clothing Industries Set Up in the Mainland of China’ refers to any operations which satisfy the following conditions:*

** 附註 4 : 「在中國內地成立與紡織及服裝業有關的營運機構」指屬於下列情況的當地機構：*

(1) *there are staff in your company posted to the Mainland operations to manage the activities on a part-time or full-time basis; or/and*

貴公司有派僱員長期或短期在該機構工作；或／及

(2) *your company/top management of your company is involved in making important management decisions concerning the Mainland operations.*

貴公司或貴公司的管理層有參與該機構的重要管理決策。

16. Example
例子

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

Example - Textile Industry 例子—紡織業

12	(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均收入		(C) No. of Employees as at 30 August 2013 (excl. trainees) 在2013年8月30日的僱員人數 (受訓者除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees) 在2013年8月30日的空缺額 (受訓者除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees) 預計在2014年8月的僱員人數 (受訓者除外)	(F) No. of Trainees as at 30 August 2013 在2013年8月30日的受訓者人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度按下列編號填入 (B) 欄內 :
	Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職稱編號 (Refer to Appendix C) (參閱附錄丙)	Income Code 收入編號					
1	Production Engineer 運轉 (生產) 主任	2	1 0 3	11	5	1	6	23-25	1 Under \$7,501 以下
2	Maintenance Supervisor 維修管理員	2	2 0 8	6	6	2	1 8		2 \$7,501 - \$10,000
3		2							3 \$10,001 - \$12,500
4		2							4 \$12,501 - \$15,000
5		2							5 \$15,001 - \$17,500
6		2							6 \$17,501 - \$20,000
7		2							7 \$20,001 - \$30,000
8		2							8 Over \$30,000 以上
9		2							
10		2							
11		2							
12		2							

The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「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。

Example - Clothing Industry 例子—製衣業

(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均收入	(C) No. of Employees as at 30 August 2013 (excl. trainees #) 在2013年8月30日的僱員人數 (受訓者除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees #) 在2013年8月30日的空缺額 (受訓者除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees #) 預計在2014年8月的僱員人數 (受訓者除外)	(F) No. of Trainees # as at 30 August 2013 在2013年8月30日的受訓者人數	
Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職稱編號 (Refer to Appendix C) (參閱附錄丙)	Enter in column (B) employee's average monthly income range according to the following codes: 將僱員的每月平均收入幅度按下列編號填入 (B) 欄內:				
			Income Code 收入編號	Average Monthly Income Range 每月平均收入幅度			
1 Merchandiser 營銷採購員	2	2 4 7	11	12-15	16-18	19-22	23-25
2 Sample Maker 樣辦製造技工	2	3 4 6	5	1 3	1 1	4 5	0 1
3	2						
4	2						
5	2						
6	2						
7	2						
8	2						
9	2						
10	2						
11	2						
12	2						

The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「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。

Example - Fur, Handbag and Footwear Industries 例子—皮草、手袋及製鞋業

12	(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均收入		(C) No. of Employees as at 30 August 2013 (excl. trainees) 在2013年8月30日的僱員人數 (受訓者除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees) 在2013年8月30日的空缺額 (受訓者除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees) 預計在2014年8月的僱員人數 (受訓者除外)	(F) No. of Trainees as at 30 August 2013 在2013年8月30日的受訓者人數	Enter in column (B) employee's average monthly income range according to the following codes: 將僱員的每月平均收入幅度按下列編號填入(B)欄內:
	Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職稱編號 (Refer to Appendix C) (參閱附錄丙)	Income Code 收入編號					
1	Pattern Maker 格樣設計員	2	2 6 2	11	12-15	16-18	19-22	23-25	1 Under \$7,501 以下
2	Finishing/Polishing Worker 修飾打磨工	2	4 6 6	2	6	1	1 0	2	2 \$7,501 - \$10,000
3		2							3 \$10,001 - \$12,500
4		2							4 \$12,501 - \$15,000
5		2							5 \$15,001 - \$17,500
6		2							6 \$17,501 - \$20,000
7		2							7 \$20,001 - \$30,000
8		2							8 Over \$30,000 以上
9		2							# The term 'trainees' includes all trainees receiving any form of training and apprenticeship under a contract of apprenticeship.
10		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。
11		2							
12		2							

Example - Trading Sector of Textile, Clothing, Footwear and Handbag Industries 例子—紡織、製衣、製鞋及手袋業貿易類別

12	(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均 收入		(C) No. of Employees as at 30 August 2013 (excl. trainees) 在2013年8月30日的 僱員人數 (受訓者除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees) 在2013年 8月30日的 空缺額 (受訓者除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees) 預計在2014年8月的 僱員人數 (受訓者除外)	(F) No. of Trainees [#] as at 30 August 2013 在2013年 8月30日的 受訓者人數	Enter in column (B) employee's average monthly income range according to the following codes: 將僱員的每月平均收入幅度 按下列編號填入(B)欄內: Income Code 收入編號 1 Under \$7,501 以下 2 \$7,501 - \$10,000 3 \$10,001 - \$12,500 4 \$12,501 - \$15,000 5 \$15,001 - \$17,500 6 \$17,501 - \$20,000 7 \$20,001 - \$30,000 8 Over \$30,000 以上 # The term 'trainees' includes all trainees receiving any form of training and apprenticeship under a contract of apprenticeship. # 「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。
	Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職稱編號 (Refer to Appendix C) (參閱附錄丙)	Income Code 收入編號					
1	Quality Inspector 品質檢查員	2	2 8 3	11	12-15	16-18	19-22	23-25	
2	Sample Maker 樣辦製造技工	2	3 8 2	3	1 1 3	2	1 5	2	
3		2							
4		2							
5		2							
6		2							
7		2							
8		2							
9		2							
10		2							
11		2							
12		2							

Example - Servicing Sector of Textile, Clothing, Footwear and Handbag Industries 例子—紡織、製衣、製鞋及手袋業公證類別

12	(A) Principal Job 主要職務		(B) Average Monthly Income 每月平均收入		(C) No. of Employees as at 30 August 2013 (excl. trainees) 在2013年8月30日的僱員人數 (受訓者除外)	(D) No. of Vacancies as at 30 August 2013 (excl. trainees) 在2013年8月30日的空缺額 (受訓者除外)	(E) Forecast No. of Employees as at August 2014 (excl. trainees) 預計在2014年8月的僱員人數 (受訓者除外)	(F) No. of Trainees as at 30 August 2013 在2013年8月30日的受訓者人數	Enter in column (B) employee's average monthly income range according to the following codes: 將僱員的每月平均收入幅度按下列編號填入 (B) 欄內:
	Job Title 職稱 (Refer to Appendix C) (參閱附錄丙)	Rec. Type	Job Code 職程編號 (Refer to Appendix C) (參閱附錄丙)	Income Code 收入編號					
1	Laboratory Manager 試驗間主任	2	1 7 2	11	12-15	16-18	19-22	23-25	1
2	Compliance Supervisor 準則審核技術員	2	2 7 7	5	1-3	1	4	1	2
3		2							3
4		2							4
5		2							5
6		2							6
7		2							7
8		2							8
9		2							9
10		2							10
11		2							11
12		2							12

The term 'trainees' includes all trainees receiving any form of training and apprenticeship under a contract of apprenticeship.

「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。

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 No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
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、指導及統籌所有與紡紗有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to the mill manager or equivalent; plans, organises, 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 minimise manpower and raw material wastage in all production processes in a spinning mill. 向工程師／工務長或上級人員負責；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. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Engineer 保全主任	<p>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 minimise 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.</p> <p>向工程師／工務長或上級人員負責；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。</p>
105	Quality Control Engineer 品質主任	<p>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.</p> <p>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。</p>
106	Shift Engineer 運轉（生產）科長	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
107	Section Maintenance Engineer 保全科長／考工	Responsible to the maintenance engineer or 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, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' 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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
109	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。
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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	<p>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, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>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、環保標準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。</p>
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	<p>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.</p> <p>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。</p>
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN 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、保養及修理電氣系統與設備、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 tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
212	Compliance Supervisor 準則審核技術員	<p>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, environmental and economic conditions.</p> <p>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、環保、經濟情況進行評估、分析和預測。</p>
213	Marketing/ Sales Officer 市場／營業主任	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN 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 repairing 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 repairing 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 No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN 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。
OPERATIVE LEVEL		操作工級
401	Blowing Room Machine Tender 清花間值車工	Operates and cleans all the machinery and equipment in the blowing room. Removes all the droppings from under beaters and scutcher. 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 梳棉機值車工	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. 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 併條／條卷／併卷／ 精梳機值車工	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. 按照工作程序操作及清潔併條／條卷／併卷／精梳機，運送滿桶／條卷／併卷至下一工序；清潔機台及附近地面。
404	Roving Frame Tender 粗紗機值車工	Operates and cleans roving frames. Pieces 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. 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 No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
405	Spinning Frame Tender (ring/open-end) 紡紗機值車工 (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, 清潔機台及附近地面。
406	Winding Machine Tender 絡紗/筒子機值車工	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, 清潔絡筒機及附近地面。
407	Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機值車工	Tends and cleans doubling/twisting frames, places packages of yarn on creels, knots broken ends and doffs twisted yarn bobbins. 操作及清潔併線/撚線機, 接頭, 生頭, 落紗, 擺放及調換併筒。
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 No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
410	Textured Yarn Operative 鬚曲紗操作工	Operative who tends false twisting machines for production, or carries out any other operative work as assigned by the supervisor, e.g. yarn inspection. 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 打大／小包機值車工	Operates and cleans the baling/bundling press. 操作及清潔打大／小包機。
412	Tester/ Investigator/ Statistical Assistant 試驗工／調查工／統計助理	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. 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 其他操作工	Operative who may undertake semi-skilled work 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 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。
UNSKILLED LEVEL		非技術工人級
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；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

WEAVING BRANCH
織造門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, 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. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與梭織有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, 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. 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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
103	Production Engineer 運轉 (生產) 主任	Responsible to the department engineering or 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 minimise manpower and raw material wastage in all production processes in a weaving mill. 向工程師／工務長或上級人員負責；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。
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 minimise 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／工務長或上級人員負責；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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
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。
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, and 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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
109	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。
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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	<p>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, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>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、環保標準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。</p>
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	<p>Responsible to the shift engineer or equivalent; takes charge of the department/ section for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity.</p> <p>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。</p>
202	Production Supervisor (Warp/ Rope Dyeing) 生產管理員／運轉領班 (平染／繩狀染紗)	<p>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.</p> <p>向運轉（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。</p>

Code No. 編號	Job Title 職 稱	Job Description 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. 向運轉(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 品質領班／化驗領班	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. 向保全主任或上級人員負責;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. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>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 tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>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, environmental and economic conditions.</p> <p>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、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN 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。
CRAFTSMAN 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 repairing of machinery, and 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. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN 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 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 漿紗機組長	Supervises and directs the work of preparing 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 Machine Leader 平紗／繩狀染紗組長	Supervises and directs the work of the warp/ rope 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 畫花技工	Prepares patterns according to given designs 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 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）為止。
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. 編號	Job Title 職 稱	Job Description 工 作 說 明
OPERATIVE LEVEL 操作工級		
406	Winding Machine Tender 絡紗／筒子機值車工	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／小包機值車工	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 漿紗機值車工	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／繩狀染紗機值車工	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. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE 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為止。操作接頭機，接駁織布機及織軸上的經紗。
417	Weaver 織布／幫接工	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。
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. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
420	Cloth Folding Machine Tender 碼布機值車工	Operates the cloth folding machine. Measures 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 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 其他操作工	Operative who may undertake semi-skilled work 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 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。
UNSKILLED LEVEL		非技術工人級
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；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
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
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, 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、指導及統籌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 minimise 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. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Engineer 保全主任	<p>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 minimise 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.</p> <p>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。</p>
108	Merchandising Manager 營銷採購經理	<p>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, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order.</p> <p>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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。</p>
109	Marketing/Sales Manager 市場／營業經理	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST 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 utilisation 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。參與釐訂研究及產品發展的策略。
111	Compliance Manager 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, environmental standards, 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、環保標準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。
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	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. 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. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
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 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. 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 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 織物設計管理員	Responsible to the production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>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 tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>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, environmental and economic conditions.</p> <p>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、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN 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。
CRAFTSMAN 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, repairing 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。
304	Electrician 電氣技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and 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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
CRAFTSMAN 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。
OPERATIVE LEVEL		操作工級
406	Winding Machine Tender 絡紗／筒子機值車工	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 驗布工	Inspects piece goods, detects fabric faults and marks the positions of the faults. Cleans minor oil stains. Repairs minor fabric faults if needed. 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 fabrics. 修補布疋上已作標記的疵點。
422	Knitting Machine Tender 針織機值車工	Operates one or more knitting machines, mends broken ends and replaces broken knitting elements such as needles, and sinkers, cleans the machines etc. 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 其他操作工	Operative who may undertake semi-skilled work 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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
OPERATIVE LEVEL (Continued)		操作工級 (續)
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 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。
UNSKILLED LEVEL		非技術工人級
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；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

FINISHING BRANCH
染整門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, 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. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌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 minimise 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. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Manager 保全經理	<p>Responsible to the mill manager or equivalent; plans and executes maintenance systems for dyeing, printing and finishing plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise 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.</p> <p>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。</p>
105	Technical Manager 技術經理	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
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。
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, and 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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	<p>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, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>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、環保標準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。</p>
TECHNICIAN LEVEL 技術員級		
204	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)	<p>Responsible to the department/ section head of respective department/ section or equivalent; takes charge of the package 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 department(s)/ section(s) for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity.</p> <p>向所屬部門主管或上級人員負責；依照生產程序，負責絡紗／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／成品部門的生產工作；管理部門的員工，以保持產品質素及生產效率。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the department/ section head of 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. 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 維修管理員／保全領班	Responsible to the maintenance manager 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. 向保全經理或上級人員負責；監管染印整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。
209	Maintenance Supervisor (Electrical/ Electronics) 維修管理員／保全領班 (電氣／電子)	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 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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>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 tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>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, environmental and economic conditions.</p> <p>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、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN LEVEL 技工級		
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work under the direction of the maintenance supervisor in a dyeing, printing and finishing mill. 在維修管理員／保全領班指導下，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 電氣技工	Undertakes electrical wiring work, installation, maintenance and repairing of electrical fittings and motors under the direction of the maintenance supervisor (electrical) or the person in charge of electrical work in a dyeing, printing and finishing mill. 在維修管理員／保全領班（電氣）或負責電氣工作的主管指導下，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。
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 the person in charge of boiler maintenance work in a dyeing, printing and finishing mill. 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、清潔及保養染印整廠的鍋爐及油箱。
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）為止。
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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
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。
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/ Emerising Machine Leader 抓毛/剪毛/磨毛機組長	Assumes responsibility for the running of the raising/ shearing/ emerising 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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
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 the 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。
322	Screen Maker 製網技工	Undertakes screen making work including 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筒等工作。
323	Chemical Tester 化驗員	Undertakes laboratory testing work under the direction of the laboratory supervisor. 在化驗領班指導下，進行化驗工作。
324	Garment Washing and Dyeing Machine Leader 成衣洗染機組長	Assumes responsibility for the running of the garment washing and dyeing machine and allocating work to operatives. 負責成衣洗染機的運轉及分配屬下操作工的工作。
OPERATIVE LEVEL		操作工級
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans the winding machines, removes full packages and replaces with empty cones and 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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
418	Fabric Inspector 驗布工	Inspects grey and finished fabrics in according with quality standards laid down by the company. 按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 (Singeing/ Scouring/ Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	Operates the preparatory machine, such as singeing, scouring, bleaching or mercerising machines etc. 操作前處理機械，如燒毛機、煮煉機、漂白機或絲光機等。
424	Dyeing Machine Tender 染色機值車工	Operates any type of dyeing machines, carries out dyeing operations including dissolving dyestuffs and chemicals and loading them into the 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。
425	Printing Machine Tender 印花機值車工	Operates the printing equipment or the printing 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 (Calendering/ Raising/ Shearing/ Emerising/ 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)	Operates any type of finishing machines (e.g. calendering/ raising/ shearing/ emerising/ stentering/ pre-shrinking/ washing/ garment washing and dyeing/ drying). 操作任何一類的整理機械 (如軋光/抓毛/剪毛/磨毛/漿拉/定型/縮水/洗水/成衣洗染/烘乾)。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
427	Recipe and Print Paste Preparer 秤料及配漿員	Weighs out dyestuffs and chemicals from a given 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 資料操作員	Operates computers and related equipment. 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 其他操作工	Operative who may undertake semi-skilled work 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 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. 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。
UNSKILLED LEVEL		非技術工人級
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；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY

紡織業主要職務工作說明

NON-WOVEN BRANCH

無紡布門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, 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. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與無紡有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, 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. 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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
103	Production Engineer 運轉（生產）主任	Responsible to the department engineer or equivalent; plans and executes production systems for non-woven plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a non-woven mill. 向工程師／工務長或上級人員負責；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。
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 minimise 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／工務長或上級人員負責；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 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。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
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。
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, and 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。統籌及處理客戶訂單, 並與有關部門聯絡, 以確保客戶訂單能依期付運。
109	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。
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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST 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。
TECHNICIAN 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 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 品質領班／化驗領班	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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
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. 向保全主任或上級人員負責；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 production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 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。
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 tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。
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. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
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。
CRAFTSMAN LEVEL		技工級
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and 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 畫花技工	Prepares patterns according to given designs under the direction of pattern design supervisor. 在織物設計管理員指導下，繪畫織物圖案。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
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）為止。
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。
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 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 其他操作工	Operative who may undertake semi-skilled work 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 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。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
UNSKILLED LEVEL 非技術工人級		
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；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C2)
調查表附註 (附錄丙二)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE CLOTHING INDUSTRY
製衣業主要職務工作說明

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
141	Production Manager 生產經理 (廠長)	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, harmonising 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, and 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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
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, utilisation 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 Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation 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。參與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。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
148	Compliance Manager 準則審核經理	<p>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, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>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、環保標準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。</p>
TECHNICIAN LEVEL 技術員級		
241	Production Department Supervisor 生產部總管 (工務)	<p>In charge of the production department, plans and controls production efficiently and assists in production schedule and work study.</p> <p>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。</p>
242	Production Section Supervisor 生產組管理員 (組長)	<p>In charge of a section in the production department, including directing preparation work prior to production, controlling production quality and allocation of work to each machine.</p> <p>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。</p>
243	Production Co-ordinator / Production Planner 生產統籌員	<p>Assists in production co-ordination, prepares production schedule, compares new orders with old orders and recommends machinery and ancillary equipment to be used for production.</p> <p>協助生產配合工作，編製生產排期表，比較新舊訂單並建議生產所用的機器及輔助設備。</p>

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
244	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and whole garments. 設計及繪製整件服裝及其各部份的紙樣。
245	Pattern Grading/ Marker Making Supervisor 放樣／嚟架組管理員	In charge of the pattern grading/ marker making room. Devises grading rules and marker making requirements. Trains and re-trains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嚟架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嚟架員授予新技術訓練。負責放樣。
246	Quality Control Technician 品質控制技術員	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. 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 tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
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。
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，擬寫針織工作說明，以供手動與電動針織機織工織造之用。
250	CAD Technician 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised 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。
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。
253	Garment Washing Technician 成衣洗水技術員	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 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。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
254	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, environmental 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、環保、經濟情況進行評估、分析和預測。
255	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。
CRAFTSMAN LEVEL 技工級		
341	Clothing Machine Mechanic 製衣機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for sewing machinery. 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。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
342	Knitting Machine Mechanic 針織機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for knitting machinery. 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 Maker 放樣／嘜架員	According to size specifications, produces full range of different sizes of patterns from master patterns, designs marker lays for production orders. 按照尺碼規格，根據原樣繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
344	Computer Pattern Grader/ Marker Maker 電腦放樣／嘜架員	Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders. 輸入放樣規格，排料需求及尺碼資料。操作電腦繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
345	Clothing Operator Instructor 車衣指導員	Trains trainees for one or more jobs at operative level. Retrains and provides further training for existing operatives in new and existing skills. 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。
346	Sample Maker 樣辦製造技工	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. 根據客戶要求、生產樣辦、製造的規格和紙樣，用手工工具及機器裁割、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	Job Description 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
347	Quality Control Inspector 品質控制檢查員	According to quality control specifications, carries out 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 (Knitted Products) 成衣修補技工（針織衣物）	Carries out major clothing repairing/ mending work at a 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。根據品質規格，重新改造整件成衣次貨。針織修補損壞的裁片。
349	Repairing Craftsman (Woven Products) 成衣修補技工（梭織衣物）	Carries out major clothing repairing/ mending work at a high skill standard. Reconstructs the whole 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。根據品質規格，重新改造整件成衣次貨。補裁或修補損壞的裁片。
350	Knitwear/ Sample Knitter 針織衣物／樣辦織造技工	Assists in writing of knitting instructions according to 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。
351	Garment Washing Leader 成衣洗水組長	Responsible for the running of garment washing and 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。
OPERATIVE LEVEL 操作工級		
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的疵點及品質。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
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. 將布料拉直鋪疊成層以便裁剪，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 車縫工	Operates a lockstitch and special purpose sewing 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 針織機織工	Operates hand or power knitting machines to produce 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 縫盤工	Links knitted panels and parts by means of a linking machine. 運用縫盤機縫連針織服裝各部份。
446	Hand Stitcher 挑縫工	Stitches by hand garment/ knitwear parts and trimmings. 以手挑縫服裝／針織毛衣各部份，配料及花邊。
447	Garment Washing Operative 成衣洗水操作工	Operates garment washing machines for unfinished garments and knitwear according to the prescribed washing recipes. 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。
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。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
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 FUR, HANDBAG AND FOOTWEAR INDUSTRIES**
皮草、手袋及製鞋業主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
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, utilisation 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。
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 fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
163	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。
164	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonising 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。
165	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising 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。
166	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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
167	Compliance Manager 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, environmental standards, 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、環保標準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。
168	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。
169	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising 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。
TECHNICIAN LEVEL 技術員級		
242	Production Section Supervisor 生產組管理員 (組長)	In charge of a section in the production department, 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。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
243	Production Co-ordinator / Production Planner 生產統籌員	Assists in production co-ordination, prepares production schedule, compares new orders with old 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，比較新舊訂單並建議生產所用的機器及輔助設備。
261	Production Department Supervisor 生產部總管	In charge of the production department, plans and controls production efficiently and assists in production schedule 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 格樣設計員	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. 製造格樣，作為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。
263	Merchandiser 營銷採購員	Co-ordinates samples and prepares quotations. Follows up buyers' orders and contacts clients to promote sales. 負責樣品製作與報價的配合工作，並處理客戶訂單；與客戶聯絡藉以推廣銷路。
264	Quality Control Technician 品質控制技術員	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. 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。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
265	Cost Estimator 成本計算員	Estimates costs of products and 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. 估計產品成本及負責報價。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家、營業部及生產部聯絡。
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, environmental 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、環保、經濟情況進行評估、分析和預測。
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。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
268	Master Furrier 皮革技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilisation 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。
CRAFTSMAN LEVEL 技工級		
361	Foreman 管工	Supervises and directs the work of operatives in a production section. 監督及指導生產組操作工的工作。
362	Maintenance Mechanic 機械維修技工	Installs, converts, overhauls, maintains and repairs machinery including sewing and related machinery. 安裝、改裝、大修、保養及修理製造機器，包括針車及有關機械設備。
363	Shoe Maker/ Make-Through Craftsman 鞋匠／製鞋技工	Cuts, sews, lasts, assembles and repairs different kinds of 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、繡搥、組合及修整各式鞋類。
364	Handbag Maker/ Make-Through Craftsman 手袋製造／製辦技工	Cuts, sews and assembles different kinds of handbags by hand tools and machines according to customer requirements. 根據客戶需求，用手工具或機器裁割、車縫及組合各式手袋。
365	Quality Control Inspector 品質控制檢查員	According to quality control specifications, carries out 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。
366	Furrier 皮革技工（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。

Code No. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
367	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。
368	Fur Sorter 分皮技工	Assorts fur skins into single-garment bundles according to shading, colour, sizes, patten 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。
OPERATIVE LEVEL		操作工級
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的疵點及品質。
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，把各毛皮條子縫合為衣片。
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。
461	Leather/ Laminate Preparer 皮料整理工／夾布工	Operates machine to finish/laminate leather, fabrics or fibre boards. 操作機器以整飾／黏合皮革、布料或纖維（快把）板。
462	Cutter/ Cutting Room Operative 鏢料工／裁斷工	Cuts materials according to patterns by hand tools or by power press machine (clicker). 以手工工具或操作電動啤機，按照格樣切割材料。

Code No. 編號	Job Title 職稱	Job Description 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
463	Skiving/ Folding Worker 鏟皮／摺邊工	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 搵鞋工	Lasts and shapes forepant, waists or seat sections of shoes by hand tools or lasting machines. 以手工具或操作搵鞋機將前幫、中腰或後踭部位搵植成形。
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		
561	General Worker 雜工	Unskilled workers who may undertake the work of a 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, CLOTHING, 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

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
181	Mill Manager/ Production Manager 廠長／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	Production Engineer 生產工程師／運轉主任	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 minimise manpower and raw material wastage in all production processes. 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。
183	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 utilisation 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。參與釐訂研究及產品發展的策略。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
184	Merchandising Manager 營銷採購經理	<p>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, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order.</p> <p>不斷密切留意最新之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。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。</p>
185	Quality Manager/ Technical Manager 品質／技術經理	<p>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.</p> <p>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。</p>
186	Marketing/ Sales Manager 市場／營業經理	<p>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.</p> <p>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。</p>
187	Fashion Designer 時裝設計師	<p>Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements.</p> <p>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。</p>
188	Shoe Designer 鞋款設計師	<p>Creates designs for shoe products, harmonising aesthetic considerations with technical, merchandising and costing requirements.</p> <p>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。</p>

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
189	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising 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 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, environmental standards, 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、環保標準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。
TECHNICIAN LEVEL		技術員級
281	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 tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
282	Quality Technician/ Technical Technician 品質技術員	Controls quality of incoming materials, work in 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 systems for upgrading quality. 管制來料、生產中的半製成品以及成品的品質，制訂品質標準及規格，與供應商聯絡有關來貨的品質需求。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 品質檢查員	Advises on the quality requirements of incoming 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。
284	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。
285	Production Supervisor 生產管理員	In charge of the production department, plans and 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。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
286	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and 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／嚟架組管理員	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and re-trains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嚟架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嚟架員授予新技術訓練。負責放樣。
288	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 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised 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。
290	Master Furrier 皮草技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilisation 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。策劃及指導生產，與毛皮物料的應用。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
291	Compliance Supervisor 準則審核技術員	<p>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, environmental and economic conditions.</p> <p>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、環保、經濟情況進行評估、分析和預測。</p>
292	Marketing/ Sales Officer 市場／營業主任	<p>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.</p> <p>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。</p>
CRAFTSMAN LEVEL 技工級		
381	Computer Pattern Grader/ Marker Maker 電腦放樣／嚙架員	<p>Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders.</p> <p>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，依據訂單，設計排料圖以供生產。</p>

Code No. 編號	Job Title 工作類別	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
382	Sample Maker 樣辦製造技工	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. 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。
OPERATIVE LEVEL		操作工級
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
TECHNOLOGIST LEVEL 技師級		
171	Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	Responsible to the general manager or equivalent; plans and directs laboratory policy, operations and procedures to conform to specified standards. 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/ Laboratory Manager 紡織主任／試驗間主任	Responsible to laboratory director or equivalent; 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. 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
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
173	Compliance Manager 準則審核經理	<p>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, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>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、環保標準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。</p>
TECHNICIAN LEVEL 技術員級		
271	Supervisor/ Assistant Supervisor 主管／助理主管	<p>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.</p> <p>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。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
272	Senior Engineer/ Senior Textile Engineer 高級工程師／高級紡織工程師	Responsible to supervisor or equivalent; conducts 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/ Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／ 助理紡織工程師	Responsible to senior engineer or equivalent; conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the seniors. 向高級工程師或上級人員負責；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。
274	Senior Technician/ Laboratory Technician 高級技術員／試驗間技術員	Responsible to supervisor or equivalent; conducts laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Oversees 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 技術員／初級試驗間技術員	Responsible to senior technician 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 laboratory. 向高級技術員或上級人員負責；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
TECHNICIAN 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	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, environmental 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、環保、經濟情況進行評估、分析和預測。
CRAFTSMAN LEVEL		技工級
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，並妥為保存。

新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 Plus

編號 No.	課程名稱 Course Name	修讀時數 Teaching Hour	培訓機構 Course Provider
1	紙樣設計及立體量裁技巧 I (上身) 基礎證書 Foundation Certificate in Pattern Design and Modelling Techniques for Pattern Making I (Top)	20	(1), (3) & (4)
2	紙樣設計及立體量裁 I (下身) 基礎證書 Foundation Certificate in Pattern Design and Modelling Techniques for Pattern Making I (Bottom)	20	(1), (3) & (4)
3	針織布概論、生產及分析基礎證書 Foundation Certificate in Knitted Fabrics Principles, Production and Analysis Techniques	27.5	(1)
4	紙樣設計及立體量裁 II 基礎證書 Foundation Certificate in Pattern Design and Modelling Techniques for Pattern Making II	25	(1) & (3)
5	時裝潮流分析基礎證書 Foundation Certificate in Fashion Trend Analysis	15	(3)
6	製衣業辦公室軟件應用基礎證書 Foundation Certificate in Applications of Microsoft Office Software in Garment Industry	20	(2)

培訓機構 Course Provider	地址 Address	電話 Telephone
(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	2754 4802
(2) 港九勞工社團聯會 The Federation of Hong Kong and Kowloon Labour Unions	九龍彌敦道 771-775 號柏宜中心五樓 5/F, Union Park Centre, 771-775 Nathan Road, Kowloon	2787 9967
(3) 聖雅各福群會 St. James' Settlement	深水埗福華街 103-107 號華安大廈 1/F 10 室 Room 10, 1/F, Wah On Mansion, Fuk Wa Street, Sham Shui Po, Kowloon	3572 0644
(4) 香港聖公會麥理浩夫人中心 HKSKH Lady MacLehose Centre	青衣長安邨安濤樓 127 - 144 號地下 G/F, 127-144, On Tao House, Cheung On Estate, Tsing Yi, N.T.	2436 2977