The 2010 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一零年人力調查

Explanatory Notes
附註

1. The questionnaire is in three parts, the front page, part I and part II. Before completing the questionnaire, please read carefully the Explanatory Notes.
   調查表共有三部份：首頁、第一部份和第二部份。填寫調查表前，請參閱附註。

2. Please fill in a number or a code where applicable. The codes and the values of items they represent are listed in the main questionnaire (Appendix A) or the Appendix C1 – C6.
   請在適當空格內填入有關數字或編號，編號及所代表的事項載於主要調查表（附錄 A）或附錄 C1 – C6。

3. Front Page of Questionnaire
   調查表首頁

   On the front page of the questionnaire, you are asked the principal line of business of the establishment.
   請填寫貴機構的主要業務性質。

4. Main Questionnaire (Part I)
   主要調查表（第一部份）

   4.1 In the main questionnaire, you are asked to fill in numbers or codes for each and every job/positions in your establishment. Please complete all columns ('A' to 'G') of the questionnaire. Please insert a zero (0) in any column where not applicable.
   請於主要調查表內填寫貴機構內各職位的數目或編號。「A」至「G」各欄均須填寫。如有不適用者，請在該欄內填入（0）符號。

   4.2 Job Title and Code (Column 'A' and Column 'B')
   職稱及編號（「A」欄及「B」欄）

   (i) Please fill in Column 'A', the job titles of job positions that are employed in your establishment.
   請在「A」欄填上僱員的職稱。

   (ii) Please fill in Column 'B', the job codes that match the job titles in Column 'B'. (Please refer to the notes in the same page or Appendix C, C1 – C6 for the job codes and the corresponding job descriptions).
   請在「B」欄填上僱員的職位編號（請參閱同頁內的附註或附錄 C、C1 – C6 內的職位編號及其職務）。

(iii) The Logistics Industry Training Advisory Committee has published the "Specification of Competency Standards (SCS)" for the reference of the Industry. The SCS is intended for use in curriculum or programme design, human resource development, as well as competency and qualifications recognition. Users or stakeholders include education and training providers, human resources practitioners, employers, employees and professional bodies. The descriptions in Appendix C, C1 – C6 are brief and more detailed job specifications based on the SCS are available on the website of the Transport Logistics Training Board (http://tdtb.vtc.edu.hk).

物流業行業培訓諮詢委員會已為物流業擬訂了一套《能力標準說明》，闡列有關本行業的各級能力標準，個別級別工作所需技能、知識及條件基準。業界持份者，如：僱主、僱員、教育及職業訓練機構及專業團體亦可參照《能力標準說明》，報讀／設計達到指定能力標準的培訓課程。附錄 C、C1 – C6 當中的職務工作說明亦參照《能力標準說明》編訂。如欲進一步了解《能力標準說明》的詳細資料，可參閱物流貨運業訓練委員會網頁（http://tdtb.vtc.edu.hk）。

4.3 Q.1 <u>Number of Employees in July 2010 (Column 'C')</u>
於 2010 年 7 月時的僱員人數（「C」欄）

Please fill in the total number of employees against each principal job at the time of July 2010. 'Employees' refer to those who have worked for the establishment for 4 weeks or more and for not less than 18 hours in each week.
請填寫於 2010 年 7 月時各主要職務的僱員總數。「僱員」指在貴機構全職工作已達四星期，每星期工作不少於十八小時的員工。

4.4 Q.2 <u>Number of Employees in July 2009 (Column 'D')</u>
於 2009 年 7 月時的僱員人數（「D」欄）

Please fill in the total number of employees against each principal job at the time of July 2009.
請填寫於 2009 年 7 月時各主要職務的僱員人數。

4.5 Q.3 <u>Planned Number of Employees in July 2011 (Columns 'E')</u>
預計於 2011 年 7 月時的僱員人數（「E」欄）

Please fill in the forecast number of employees against each principal job at the time of July 2011.
請填寫預計於 2011 年 7 月時各主要職務的僱員人數。

4.6 Q.4 <u>Preferred Level of Education (Column 'F')</u>
僱員宜有教育程度（「F」欄）

The purpose of this column is to solicit your view on the education, which your organization requires an employee in a particular position to have by referring to the codes in coding descriptions in the notes of the same page.
請填寫各職位僱員宜有的教育程度編碼。編碼說明請參閱同頁內的附註。

4.7 Q.5 <u>Require Sea-going Qualifications (Column 'G')</u>
職位是否要求僱員具備航海資格（「G」欄）

Establishments in the sea transport sector may prefer employees of certain job positions to have sea-going qualifications of deck officers or engine-room engineers. Please specify whether a job position requires such qualifications.
請填寫須要僱員航海資歷（如：高級船員、輪機師）的職位。

5. <u>Supplementary Questionnaire (Part II)</u>
補充調查表（第二部份）

5.1 Q.6 Number of Freight/Transport/Logistics Staff Recruited
<u>in the Past 12 Months by Source/Origin</u>
過去十二個月內招聘僱員人數（按來向／來源分類）

Please fill in the number of freight/transport/logistics staff recruited in the past 12 months by source/origin.
請按來向／來源填上過去十二個月內招聘的物流貨運從業員人數。

5.2 Q.7 Number of Freight/Transport/Logistics Staff Left
<u>in the Past 12 Months by Whereabouts</u>
過去十二個月內離職的物流貨運從業員人數（按去向分類）

Please fill in the number of freight/transport/ logistics staff left in the past 12 months by whereabouts.
請按去向填上過去十二個月內離職的物流貨運從業員人數。

5.3 Q.8 <u>Preferred Competency</u>
僱員宜有技能

Please fill in the number of freight/transport/logistics staff who would require training for respective skills and knowledge in the coming 12 months. Please fill in the preferred competency if not listed in the questionnaire and the corresponding number of staff to be trained.
請填上未來 12 個月　貴機構於每個宜有技能項目需要培訓的物流貨運業僱員人數。如宜有技能項目並未列出，請註明及填上相關技能需要培訓人數。

Note: The information received will be treated in strict confidence and will be published only in the form of statistical summaries without reference to an individual organization.
註： 調查所得資料絕對保密，只以統計摘要方式發表，並不提及個別機構。