

TRANSPORT LOGISTICS INDUSTRY
MANPOWER SURVEY REPORT

物流貨運業 • 人力調查報告書

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2012 MANPOWER SURVEY REPORT OF THE TRANSPORT LOGISTICS INDUSTRY

Transport Logistics Training Board

Vocational Training Council

2012 Manpower Survey Report of Transport Logistics Industry

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The full Survey Report is also available on line at <http://www.vtc.edu.hk>

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EXECUTIVE SUMMARY

Introduction

The Transport Logistics Training Board (the Training Board) of the Vocational Training Council conducted its biennial manpower survey in July 2012. The survey covered 1,306 establishments in the transport logistics sector with effective response rate of 94.1%.

Current Manpower Status

Total Number of Persons Engaged

The Survey revealed that a total of 107,327 persons were employed in the transport logistics related jobs in the industry consisted of 24,966 in air transport, 22,967 in sea transport and 59,394 in land transport. Among them, there were 8,900 employed, representing 8.3% of total employment, at managerial level, 14,942 (13.9%) at executive/supervisory level, 30,171 (28.1%) at assistant/clerical level and 53,314 (49.7%) at crafts/operative level.

Vacancies

At the time of the survey, establishments reported 2,196 vacancies, 2.05% of the existing transport logistics related posts. The “*Trucking & Container Haulage*” recorded the highest number of 856 vacancies, followed by the “*Forwarding Agents*” with 785 vacancies while the major vacancies were found in the “*Crafts/Operative Level*” with 57.74% and “*Technician/Assistant/Clerical Level*” followed with 27.55%.

Turnover and Wastage

The Survey revealed that a total of 10,423 employees left the establishments in the 12 months preceding the time of the survey. Among them, half of them were taking up/starting own business in freight/transport/logistics related jobs while the remaining were taking up/starting own business in non-freight/transport/logistics related jobs or for other reasons and therefore are considered have left the Industry and is worked out to be 1,950 or 1.78% of total employees.

Preferred Competency

The Survey also asked the employers to indicate the preferred competency of employees and the numbers of employees requiring training in specified competency areas. The top three preferred competencies of employees in managerial area were in order of “*Occupational Safety and Health Planning*”, “*Supervisory Techniques*” and “*Workflow Analysis*” while “*Occupational Safety and Health Planning*” was leading others by a wide margin. The most preferred competencies of specific skills for employees were “*Customer Relation and Services*”, “*Documentation Processing*” and “*Sales, Promotion and Marketing*”. Among them, “*Customer Relation and Services*” was regarded as the most important with 15% vote share among the other specific skills. For the technical skills, “*Dangerous Goods Handling*”, “*Forklift Truck Operation*” and “*Packing/Storage of Goods*” topped the list. “*Multi-lingual Business Communication*” was ranked in the top of the preferred competency in the generic skills category while “*e-Business/e-Commerce Concepts*” and “*Information Systems Application*” came second and third.

Manpower Forecast

The Survey recorded a negative growth in the manpower forecast for 2013 (-1.18%) and slightly increment for 2014 (0.74%) by the surveyed establishments in term of total manpower required. The conservative projections might be explained by the Industry had stagnant growth in the past years in terms of turnover. Employers in the “*Couriers (International)*” and the “*Sea Freight Transport*” had anticipated tighter business ahead and some of the establishments had further relocated their back office operation away from Hong Kong.

Manpower Demand and Supply Analysis

It can be concluded that the demand and supply at the degree and sub-degree levels is well balanced. Currently, there are around 250-300 full-time first degree places funded by the University Grants Committee and 300 full-time places annually in sub-degree courses and programmes provided by the Vocational Training Council and community colleges of different institutes annually. Other than recruiting graduates from courses and programmes specifically designed for the Industry, employers also recruit graduates of other disciplines and streams. There is no shortage of part-time studies at various levels to enhance the knowledge and skills of these newly recruited employees.

PART I : INTRODUCTION

The Training Board

The Transport Logistics Training Board (the Training Board) of the Vocational Training Council (VTC) is set up by the Government to be responsible for, among other duties, determining the manpower situation and training needs in the transport logistics industry and for making recommendations on measures to enhance the quality of the workforce with a view to bringing about sufficient trained manpower to meet the industry needs. The Training Board comprises members nominated by industry trade associations, industry labour unions, professional bodies and education/training institutions. The terms of reference and membership list of the Training Board are listed in Appendices 1 and 2 respectively.

2. Under the Training Board, a Working Party is formed to oversee the survey in the process of questionnaire design, sampling, data analysis and reporting. Membership of the Working Party is given in Appendix 3. Furthermore, an ad hoc focus group is formed to help collection of views and opinions, its composition is in Appendix 4.

Purpose of the Survey

3. In the third quarter of 2012, the Training Board conducted a biennial manpower survey on transport logistics industry which covering 10 branches of the Industry.

4. The survey aimed at: (i) collecting the latest manpower data of the transport logistics industry; (ii) identifying issues of concern for the industry; (iii) formulating appropriate plan to train new entrants and upgrade the in-service employees. The survey findings would provide useful information for different stakeholders including logistics companies' management, training providers, trade associations and labour union to formulate courses to tackle the identified training needs.

Scope and Coverage of the Survey

5. The survey covered all employees whose responsibilities were related to the transport logistics business and operations. Those working in computing, accounting, personnel and other administrative and supporting areas were not surveyed.

6. The ten branches of the transport logistics industry surveyed were:

I.	Warehousing & Cold Storage
II.	Cargo Handling Terminals
III.	Trucking & Container Haulage
IV.	Air Freight Transport
V.	Forwarding Agents
VI.	Stevedoring Services
VII.	Couriers (International)
VIII.	Other Transport Logistics Services Providers
IX.	Sea Freight Transport
X.	Ship Management & Chartering

Method of Sampling

7. The survey adopted a mixed approach in deciding the sampling frame, making use of the Hong Kong Standard Industrial Classification (HSIC) and other means. The HSIC Scheme is a three-tier system managed by the Census & Statistics Department (C&SD), HKSAR Government. The HSIC groups establishments of similar business nature in Hong Kong into specific sectors/branches. Industrial sectors are identified by 3 digits, 4 digits and 6 digits respectively. The details of the classification for each sector in this survey are shown in Appendix 5.

8. For HSIC based sampling, a stratified random sampling method was adopted. Data collected were statistically grossed up where applicable to give an overall picture of the manpower situation of these sectors/branches. No grossing up of data was done for the supplementary samples. The branches surveyed and the number of samples per respective branches are shown below. Detailed sampling breakdown by each sector is shown in Appendix 6.

<u>Branch</u>	<u>Sample Size</u>
I. <u>Warehousing & Cold Storage</u>	
1. General Cargo Warehouses & Other Storage Services (HSIC 5212)	137
2. Cold Storage (HSIC 5211)	
3. Packing and Crating Services & Cargo Inspection, sampling and weighting services (HSIC 522904, 522905)	
II. <u>Cargo Handling Terminals</u>	
4. Cargo Handling Terminals (HSIC 522201)	7
III. <u>Trucking & Container Haulage</u>	
5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	482
6. Haulage of Containers & Container Leasing (HSIC 4928, 522204)	
7. Supplementary Samples* - Large Vehicle Fleet Owner Companies	

<u>Branch</u>		<u>Sample Size</u>
IV.	<u>Air Freight Transport</u>	
	8. Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	38
V.	<u>Forwarding Agents</u>	
	9. Air Cargo Forwarding Services (HSIC 522901)	299
	10. Sea Cargo Forwarding Services (HSIC 522902)	
VI.	<u>Stevedoring Services</u>	
	11. Stevedore and Supporting Services to Water Transport, not otherwise classified (HSIC 522202)	38
VII.	<u>Couriers (International)</u>	
	12. Couriers (International) (HSIC 5321)	56
VIII.	<u>Other Transport Logistics Services Providers</u>	
	13. Supplementary Samples* - Other Transport Logistics Services Providers	17
XI.	<u>Sea Freight Transport</u>	
	14. Ship Agents & Managers (HSIC 5011, 5012)	94
	15. Operators of Sea - Going Vessels (HSIC 5014)	
X.	<u>Ship Management & Chartering</u>	
	16. Ship Owners of Sea - Going Vessels (HSIC 501302, 501502)	136
	17. Shipbrokers (HSIC 522906)	
	18. Inland Freight Water Transport (HSIC 5022)	

Grand Total 1,304

** Company level*

Remark: 1,304 was the number planned and eventually 1,306 establishments had involved.

Survey Reference Period

9. Data collected in the survey referred to the calendar year 2012. For establishments which commenced or ceased operation within their respective accounting periods defined above, data collected were for that part of the period during which the establishments were in operation.

Data Collection

10. The survey was carried out with the assistance of the C&SD and a structured questionnaire was used for data collection in this survey. The survey questionnaire consisting of three parts which starting with a cover page to capture basic classification data of the responding establishment, followed by the main content which was structured as follows:

- (i) Part I collected the information of employed employees which including the job title and level, number of employments and vacancies of respective positions and respective manpower projection for 2013 & 2014;
- (ii) Part II collected the information of manpower flow at different job levels and reason behind;
- (iii) Part III gathered the preferred competency of employees and training requirements.

11. A copy of the survey questionnaire is in the Annex.

12. Before fieldwork took place, a briefing session was conducted for the staff members of the C&SD by Secretariat of the Training Board to help them to have a better understanding of the industry. Then, two weeks before the survey started, a full set survey documents including cover letter, questionnaire and explanatory notes had been sent to the selected sampling establishments in respective sector of the industry. Staff members of the C&SD visited the surveyed establishments by prior appointment. They collected the completed questionnaires and/or assisted these establishments in completing them. All of the completed questionnaire were checked and verified with the responding establishments. The process included thorough check of the returned questionnaire by statistical staff of C&SD and detailed computer-based validation checks before tabulation. Such checking covered completeness of entries, consistency among data items and credibility of reported data. Where there were dubious entries or inconsistencies in the reported data, clarification were made with respondents by telephone or field verification visits. Reporting errors were rectified with information provided by respondents as far as possible. The data were then processed by the C&SD and submitted to the Working Party for review and analysis and subsequently submitted to the Training Board for endorsement.

Enumeration Results

13. A total of 1,306 establishments were involved in the 2012 Manpower Survey. Of the establishments actually surveyed, 950 had provided information and 60 had declined to do so. As a result, the effective response rate¹ of the survey was 94.1%. For the remaining 296 establishments, they were closed, or temporarily ceased or untraceable during the survey enumeration period. The detailed analysis of responses is shown below.

¹ Effective response rate is calculated by the sum of “Response” and “Partial Response” divided by this sum plus “Refusal”

Result	Total	%
Closed	22	1.68
Merged with other establishment	4	0.31
Moved, address cannot be located/untraceable	53	4.06
Non-contact	79	6.05
Not engaged in specific trade	22	1.68
No technical manpower	15	1.15
Not yet start operation	5	0.38
Partial response	32	2.45
Refusal	60	4.59
Found to be registered office/Corresponding address	23	1.76
Response	918	70.29
Temporarily ceased	73	5.59
Total	1,306	100.00

Sub-Contractors

14. To maintain consistency, the same sampling method has been adopted for this survey consecutively. However, several limitations should be noted with the sampling method applied. First of all, jobs that have been sub-contracted out might not be surveyed. The HSIC relies on the declaration of firms in their business and operations. It is known that some employers in the capacity of sub-contractors would have employees working in the field of transport logistics but for one reason or another might not declare their business and operations as transport logistics. In this event, their employees would be out of the scope of this survey. The Training Board has tried to identify such employers but in practice, it is found impossible to resolve this problem. The branches of “Warehousing & Cold Storage”, “Cargo Handling Terminals”, “Trucking & Container Haulage” and “Stevedoring Services” are notably affected.

Presentation of Survey Findings

15. Highlights of the survey findings are reported in Part II, followed by the Observations and Analysis of survey findings in Part III.

Rounding of Figure

16. There could be a slight discrepancy between the sum of individual items and the corresponding total as shown in the tables due to rounding. Percentages changes are derived from unrounded figures.

Release of the Survey Findings

17. This statistical report presents all the findings of the survey. This report is also available online at <http://www.vtc.edu.hk> in PDF format. Detailed pathway in the website is shown as below:

About VTC → Governance Structure → The Council → Training Boards and General Committees → Transport Logistics Training Board → Publications

Acknowledgements

18. The Training Board wishes to extend its appreciation to all the organisations and individuals for their cooperation and assistance in the survey. In particular, the Training Board wishes to thank those surveyed establishments which provided valuable information required for the survey and staff of the C&SD for supervising the fieldwork and processing the survey data.

PART II : MAIN SURVEY FINDINGS

19. To ensure the best possible presentation and interpretation of the findings, attention to following remarks is drawn:

- (i) The findings of manpower presented refer to industry-related employees only. Those administrative and supportive employees are excluded;
- (ii) The findings of this survey refer to freight transport only, personnel involved in transport of passenger is excluded;
- (iii) Cargo Handling Terminals (HSIC 522201) are marine cargo terminal;
- (iv) Air cargo terminals (HSIC 5223) are categorized into the branch of “Air Freight Transport”. At the time of the survey, the third air cargo terminal was not operational and therefore only two air cargo terminals had involved in the survey;
- (v) One terminal operated by an international courier operator is included in the branch of Couriers (International) (HSIC 5321) but not among the other air cargo terminals.

Total Establishments

20. At the time of survey, a total of 12,746 establishments were found in the ten branches of the transport logistics industry. The distribution of these establishments is summarized in the table below.

Table 1: Distribution of the Establishments
among the 10 Branches in the Transport Logistics Industry

Branch	No. of Establishments
Warehousing & Cold Storage	612
Cargo Handling Terminals	7
Trucking & Container Haulage	8,576
Air Freight Transport	44
Forwarding Agents	2,833
Stevedoring Services	105
Couriers (International)	211
Other Transport Logistics Services Providers	17
Sea Freight Transport	178
Ship Management & Chartering	163
All Branches	12,746

Numbers of Persons Engaged in 2012

21. The Survey revealed that a total of 107,327 persons were employed in the transport logistics related jobs in the Industry consisted of 24,966 in air transport, 22,967 in sea transport and 59,394 in land transport. Among them, there were 8,900 employed, representing 8.3% of total employment, at managerial level, 14,942 (13.9%) at executive/supervisory level, 30,171 (28.1%) at assistant/clerical level and 53,314 (49.7%) at crafts/operative level. The details of the distribution are shown in the table below.

Table 2.1: Number of Employees in 2012 by Branches, by Job Levels and by Sectors

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Warehousing & Cold Storage	Managerial	-	-	296	296
	Executive/supervisory	-	-	752	752
	Assistant/clerical	-	-	1,589	1,589
	Crafts/operative	-	-	4,007	4,007
	Sub-total	-	-	6,644	6,644
Cargo Handling Terminals	Managerial	-	98	-	98
	Executive/supervisory	-	541	-	541
	Assistant/clerical	-	1,085	-	1,085
	Crafts/operative	-	1,211	-	1,211
	Sub-total	-	2,935	-	2,935
Trucking & Container Haulage	Managerial	-	-	1,324	1,324
	Executive/supervisory	-	-	3,836	3,836
	Assistant/clerical	-	-	6,291	6,291
	Crafts/operative	-	-	31,566	31,566
	Sub-total	-	-	43,017	43,017
Air Freight Transport	Managerial	300	-	-	300
	Executive/supervisory	1,567	-	-	1,567
	Assistant/clerical	1,613	-	-	1,613
	Crafts/operative	4,656	-	-	4,656
	Sub-total	8,136	-	-	8,136
Forwarding Agents	Managerial	2,177	2,908	187	5,272
	Executive/supervisory	2,387	3,013	315	5,715
	Assistant/clerical	6,471	8,455	818	15,744
	Crafts/operative	1,670	746	831	3,247
	Sub-total	12,705	15,122	2,151	29,978
Stevedoring Services	Managerial	-	61	4	65
	Executive/supervisory	-	83	11	94
	Assistant/clerical	-	101	27	128
	Crafts/operative	-	575	76	651
	Sub-total	-	820	118	938

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Couriers (International)	Managerial	425	-	144	569
	Executive/supervisory	689	-	375	1,064
	Assistant/clerical	997	-	865	1,862
	Crafts/operative	2,014	-	4,707	6,721
	Sub-total	4,125	-	6,091	10,216
Other Transport Logistics Services Providers	Managerial	-	-	61	61
	Executive/supervisory	-	-	92	92
	Assistant/clerical	-	-	157	157
	Crafts/operative	-	-	1,063	1,063
	Sub-total	-	-	1,373	1,373
Sea Freight Transport	Managerial	-	664	-	664
	Executive/supervisory	-	978	-	978
	Assistant/clerical	-	1,242	-	1,242
	Crafts/operative	-	37	-	37
	Sub-total	-	2,921	-	2,921
Ship Management & Chartering	Managerial	-	251	-	251
	Executive/supervisory	-	303	-	303
	Assistant/clerical	-	460	-	460
	Crafts/operative	-	155	-	155
	Sub-total	-	1,169	-	1,169
All Branches	Managerial	2,902	3,982	2,016	8,900
	Executive/supervisory	4,643	4,918	5,381	14,942
	Assistant/clerical	9,081	11,343	9,747	30,171
	Crafts/operative	8,340	2,724	42,250	53,314
	Total	24,966	22,967	59,394	107,327

22. The table below demonstrates the number of employees by branches and by job categories. “*Frontline Cargo Operation*” topped the list with 74.9% share of the total employment, leading others by a wide margin. “*Sales & Customer Service*” came second with about 17% and “*Business Management, Strategic Planning*” came in the third place with 3.5% share. “*Technical/ Engineering Support*” and “*Fleet Operation & Management*” came fourth and fifth with 2.6% and 1.9% share respectively.

Table 2.2: Number of Employees in 2012 by Branches and by Job Categories

Branch	Business Mgt., Strategic Planning	Fleet Operation & Management	Sales & Customer Service	Frontline Cargo Operation	Technical/ Engineering Support	Total
Warehousing & Cold Storage	123	64	610	5,776	71	6,644
Cargo Handling Terminals	24	0	102	2,370	439	2,935
Trucking & Container Haulage	586	159	2,572	38,552	1,148	43,017
Air Freight Transport	47	13	1,489	6,255	332	8,136
Forwarding Agents	2,452	904	10,258	16,315	49	29,978
Stevedoring Services	23	6	94	779	36	938
Couriers (International)	109	118	1,647	8,312	30	10,216
Other Transport Logistics Services Providers	4	0	43	1,326	0	1,373
Sea Freight Transport	297	518	1,024	393	689	2,921
Ship Management & Chartering	88	251	458	348	24	1,169
All Branches	3,753	2,033	18,297	80,426	2,818	107,327

Number of Job Vacancies²

23. At the time of the survey, responding establishments reported 2,196 vacancies, or 2.05% of the existing 107,327 transport logistics related posts. The number of vacancies by branches is shown in the table below; the “*Trucking & Container Haulage*” recorded the highest number of 856 vacancies, followed by the “*Forwarding Agents*” with 785 vacancies.

Table 3.1: Number of Vacancies at the time of the Survey by Branches

Branch	No. of Vacancies	Percentage of Vacancies among the Total Positions Required ³
Warehousing & Cold Storage	191 (8.70)	0.18%
Cargo Handling Terminals	123 (5.60)	0.11%
Trucking & Container Haulage	856 (38.98)	0.80%
Air Freight Transport	95 (4.33)	0.09%
Forwarding Agents	785 (35.75)	0.73%
Stevedoring Services	6 (0.27)	0.01%
Couriers (International)	106 (4.83)	0.10%
Other Transport Logistics Services Providers	23 (1.05)	0.02%
Sea Freight Transport	9 (0.41)	0.01%
Ship Management & Chartering	2 (0.09)	0.00%
All Branches	2,196 (100.00)	2.05%

Remarks: Number in the bracket represents the percentage share among the total

24. The following table presents the number of vacancies by job levels. It is observed that the major vacancies were found in the “*Crafts/Operative Level*” with 57.74% and “*Technician/Assistant/Clerical Level*” followed with 27.55%.

Table 3.2: Number of Vacancies at the time of the Survey by Job Levels

Job Level	No. of Vacancies	Percentage of Vacancies among the Total Positions Required
Managerial Level	138 (6.28)	0.13%
Executive/Supervisory Level	185 (8.42)	0.17%
Technician/Assistant/Clerical Level	605 (27.55)	0.57%
Crafts/Operative Level	1,268 (57.74)	1.18%
All Job Levels	2,196 (100.00)	2.05%

Remarks: Number in the bracket represents the percentage share among the total

² “*Vacancies*” refers to unfilled, immediately available job openings for which the establishment is actively trying to recruit at the time of survey.

³ “*Total Positions Required*” refers to the sum of the actual employees employed and number of vacancies at the time of survey.

Total Manpower Required⁴ in 2012

25. The manpower required is the sum of the number of employees and the number of vacancies and are summarized in the following table:

Table 4: Total Manpower in 2012 by Branches and by Job Levels

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Warehousing & Cold Storage	Managerial	-	-	310	310
	Executive/supervisory	-	-	759	759
	Assistant/clerical	-	-	1,613	1,613
	Crafts/operative	-	-	4,153	4,153
	Sub-total	-	-	6,835	6,835
Cargo Handling Terminals	Managerial	-	101	-	101
	Executive/supervisory	-	541	-	541
	Assistant/clerical	-	1,146	-	1,146
	Crafts/operative	-	1,270	-	1,270
	Sub-total	-	3,058	-	3,058
Trucking & Container Haulage	Managerial	-	-	1,324	1,324
	Executive/supervisory	-	-	3,843	3,843
	Assistant/clerical	-	-	6,344	6,344
	Crafts/operative	-	-	32,362	32,362
	Sub-total	-	-	43,873	43,873
Air Freight Transport	Managerial	300	-	-	300
	Executive/supervisory	1,567	-	-	1,567
	Assistant/clerical	1,639	-	-	1,639
	Crafts/operative	4,725	-	-	4,725
	Sub-total	8,231	-	-	8,231
Forwarding Agents	Managerial	2,192	3,010	189	5,391
	Executive/supervisory	2,417	3,140	321	5,878
	Assistant/clerical	6,607	8,716	832	16,155
	Crafts/operative	1,706	760	873	3,339
	Sub-total	12,922	15,626	2,215	30,763
Stevedoring Services	Managerial	-	61	4	65
	Executive/supervisory	-	83	11	94
	Assistant/clerical	-	103	27	130
	Crafts/operative	-	579	76	655
	Sub-total	-	826	118	944
Couriers (International)	Managerial	425	-	144	569
	Executive/supervisory	692	-	375	1,067
	Assistant/clerical	1,006	-	879	1,885
	Crafts/operative	2,014	-	4,787	6,801
	Sub-total	4,137	-	6,185	10,322

⁴ Sum up the number of employees and the number of vacancies at the time of the Survey

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Other Transport Logistics Services Providers	Managerial	-	-	61	61
	Executive/supervisory	-	-	93	93
	Assistant/clerical	-	-	157	157
	Crafts/operative	-	-	1,085	1,085
	Sub-total	-	-	1,396	1,396
Sea Freight Transport	Managerial	-	666	-	666
	Executive/supervisory	-	981	-	981
	Assistant/clerical	-	1,246	-	1,246
	Crafts/operative	-	37	-	37
	Sub-total	-	2,930	-	2,930
Ship Management & Chartering	Managerial	-	251	-	251
	Executive/supervisory	-	304	-	304
	Assistant/clerical	-	461	-	461
	Crafts/operative	-	155	-	155
	Sub-total	-	1,171	-	1,171
All Branches	Managerial	2,917	4,089	2,032	9,038
	Executive/supervisory	4,676	5,049	5,402	15,127
	Assistant/clerical	9,252	11,672	9852	30,776
	Crafts/operative	8,445	2,801	43,336	54,582
	Total	25,290	23,611	60,622	109,523

Manpower Forecast for 2013 and 2014

26. Surveyed establishments were asked to indicate their manpower forecast for 2013 and 2014. Results are presented in the tables below.

Table 5.1: Manpower Forecast for 2013 & 2014 by Branches and by Job Levels

Branch	Job Level	Total Manpower in 2012	Manpower Forecast for	
			2013	2014
Warehousing & Cold Storage	Managerial	310	309 (-0.32)	311 (0.65)
	Executive/supervisory	759	763 (0.53)	759 (-0.52)
	Assistant/clerical	1,613	1,660 (2.91)	1,630 (-1.81)
	Crafts/operative	4,153	4,168 (0.36)	4,160 (-0.19)
	Sub-total	6,835	6,900 (0.95)	6,860 (-0.58)
Cargo Handling Terminals	Managerial	101	99 (-1.98)	102 (3.03)
	Executive/supervisory	541	541 (0.00)	536 (-0.92)
	Assistant/clerical	1,146	1,219 (6.37)	1,181 (-3.12)
	Crafts/operative	1,270	1,304 (2.68)	1,304 (0.00)
	Sub-total	3,058	3,163 (3.43)	3,123 (-1.26)
Trucking & Container Haulage	Managerial	1,324	1,319 (-0.38)	1,328 (0.68)
	Executive/supervisory	3,843	3,843 (0.00)	3,869 (0.68)
	Assistant/clerical	6,344	6,365 (0.33)	6,380 (0.24)
	Crafts/operative	32,362	32,383 (0.06)	32,347 (-0.11)
	Sub-total	43,873	43,910 (0.08)	43,924 (0.03)
Air Freight Transport	Managerial	300	285 (-5.00)	289 (1.40)
	Executive/supervisory	1,567	1,512 (-3.51)	1,522 (0.66)
	Assistant/clerical	1,639	1,544 (-5.80)	1,518 (-1.68)
	Crafts/operative	4,725	4,612 (-2.39)	4,679 (1.45)
	Sub-total	8,231	7,953 (-3.38)	8,008 (0.69)
Forwarding Agents	Managerial	5,391	5,352 (-0.72)	5,484 (2.47)
	Executive/supervisory	5,878	5,856 (-0.37)	5,867 (0.19)
	Assistant/clerical	16,155	16,115 (-0.25)	16,288 (1.07)
	Crafts/operative	3,339	3,338 (-0.03)	3,351 (0.39)
	Sub-total	30,763	30,661 (-0.33)	30,990 (1.07)
Stevedoring Services	Managerial	65	65 (0.00)	65 (0.00)
	Executive/supervisory	94	94 (0.00)	94 (0.00)
	Assistant/clerical	130	132 (1.54)	132 (0.00)
	Crafts/operative	655	655 (0.00)	655 (0.00)
	Sub-total	944	946 (0.21)	946 (0.00)
Couriers (International)	Managerial	569	553 (-2.81)	563 (1.81)
	Executive/supervisory	1,067	1,031 (-3.37)	1,055 (2.33)
	Assistant/clerical	1,885	1,839 (-2.44)	1,869 (1.63)
	Crafts/operative	6,801	6,247 (-8.15)	6,662 (6.64)
	Sub-total	10,322	9,670 (-6.32)	10,149 (4.95)

Branch	Job Level	Total Manpower in 2012	Manpower Forecast for	
			2013	2014
Other Transport Logistics Services Providers	Managerial	61	60 (-1.64)	60 (0.00)
	Executive/supervisory	93	92 (-1.08)	92 (0.00)
	Assistant/clerical	157	156 (-0.64)	156 (0.00)
	Crafts/operative	1,085	1,085 (0.00)	1,085 (0.00)
	Sub-total	1,396	1,393 (-0.21)	1,393 (0.00)
Sea Freight Transport	Managerial	666	573 (-13.96)	572 (-0.17)
	Executive/supervisory	981	744 (-24.16)	750 (0.81)
	Assistant/clerical	1,246	1,110 (-10.91)	1,114 (0.36)
	Crafts/operative	37	37 (0.00)	37 (0.00)
	Sub-total	2,930	2,464 (-15.90)	2,473 (0.37)
Ship Management & Chartering	Managerial	251	253 (0.80)	253 (0.00)
	Executive/supervisory	304	305 (0.33)	305 (0.00)
	Assistant/clerical	461	458 (-0.65)	458 (0.00)
	Crafts/operative	155	155 (0.00)	155 (0.00)
	Sub-total	1,171	1,171 (0.00)	1,171 (0.00)
All Branches	Managerial	9,038	8,868 (-1.88)	9,027 (1.79)
	Executive/supervisory	15,127	14,781 (-2.29)	14,849 (0.46)
	Assistant/clerical	30,776	30,598 (-0.58)	30,726 (0.42)
	Crafts/operative	54,582	53,984 (-1.10)	54,435 (0.84)
	Total	109,523	108,231 (-1.18)	109,037 (0.74)

Remarks: Number in the bracket represents the percentage of changes compared with the previous year

Table 5.2: Manpower Forecast for 2013 & 2014 by Branches and by Sectors

Branch	Sector	Manpower in 2012	Manpower Forecast for	
			2013	2014
Warehousing & Cold Storage	Air Transport	-	--	--
	Sea Transport	-	--	--
	Land Transport	6,835	6,900 (0.95)	6,860 (-0.58)
	Sub-total	6,835	6,900 (0.95)	6,860 (-0.58)
Cargo Handling Terminals	Air Transport	-	--	--
	Sea Transport	3,058	3,163 (3.43)	3,123 (-1.26)
	Land Transport	-	--	--
	Sub-total	3,058	3,163 (3.43)	3,123 (-1.26)
Trucking & Container Haulage	Air Transport	-	--	--
	Sea Transport	-	--	--
	Land Transport	43,873	43,910 (0.08)	43,924 (0.03)
	Sub-total	43,873	43,910 (0.08)	43,924 (0.03)

Branch	Sector	Manpower in 2012	Manpower Forecast for	
			2013	2014
Air Freight Transport	Air Transport	8,231	7,953 (-3.38)	8,008 (0.69)
	Sea Transport	-	--	--
	Land Transport	-	--	--
	Sub-total	8,231	7,953 (-3.38)	8,008 (0.69)
Forwarding Agents	Air Transport	12,922	12,872 (-0.39)	12,990 (0.92)
	Sea Transport	15,626	15,574 (-0.33)	15,771 (1.26)
	Land Transport	2,215	2,215 (0.00)	2,229 (0.63)
	Sub-total	30,763	30,661 (-0.33)	30,990 (1.07)
Stevedoring Services	Air Transport	-	--	--
	Sea Transport	826	826 (0.00)	826 (0.00)
	Land Transport	118	120 (1.69)	120 (0.00)
	Sub-total	944	946 (0.21)	946 (0.00)
Couriers (International)	Air Transport	4,137	4,161 (0.58)	4,205 (1.06)
	Sea Transport	-	--	--
	Land Transport	6,185	5,509 (-10.93)	5,944 (7.90)
	Sub-total	10,322	9,670 (-6.32)	10,149 (4.95)
Other Transport Logistics Services Providers	Air Transport	-	--	--
	Sea Transport	-	--	--
	Land Transport	1,396	1,393 (-0.21)	1,393 (0.00)
	Sub-total	1,396	1,393 (-0.21)	1,393 (0.00)
Sea Freight Transport	Air Transport	-	--	--
	Sea Transport	2,930	2,464 (-15.90)	2,473 (0.37)
	Land Transport	-	--	--
	Sub-total	2,930	2,464 (-15.90)	2,473 (0.37)
Ship Management & Chartering	Air Transport	-	--	--
	Sea Transport	1,171	1,171 (0.00)	1,171 (0.00)
	Land Transport	-	--	--
	Sub-total	1,171	1,171 (0.00)	1,171 (0.00)
All Branches	Air Transport	25,290	24,986 (-1.20)	25,203 (0.87)
	Sea Transport	23,611	23,198 (-1.75)	23,364 (0.72)
	Land Transport	60,622	60,047 (-0.95)	60,470 (0.70)
	Total	109,523	108,231 (-1.18)	109,037 (0.74)

Remarks: Number in the bracket represents the percentage of changes compared with the previous year

Whether Sea-going Experience/Qualifications Required

27. The Survey also asked the responding establishments to indicate whether employees of specific job were required to have sea-going qualifications/experience and the findings are summarized in the following table. As expected, “*Sea Freight Transport*”, “*Ship Management & Chartering*” and “*Stevedoring Services*” were the major branches requiring their employees to have sea-going qualifications/experience.

Table 6: Number of Employees by Branches Requiring Sea-going Experience/Qualifications

Warehousing & Cold Storage	0
Cargo Handling Terminals	0
Trucking & Container Haulage	0
Air Freight Transport	0
Forwarding Agents	0
Stevedoring Services	15
Couriers (International)	0
Other Transport Logistics Services Providers	0
Sea Freight Transport	499
Ship Management & Chartering	32
Total	546

28. However, a number of establishments such as the Marine Department, the Pilot Association and education institutions employing people with sea-going experience/qualifications were not included in this survey as they were surveyed by another training board, namely Maritime Services Training Board. Therefore the number does not represent the opinion of all employers in Hong Kong regarding the subject matter.

Preferred Education and Qualification of Employees

29. When asked about the preferred education and qualification of employees, the Survey found that “*Upper Secondary*” was most preferred and mainly for Technician/Assistant/Clerical Level while “*Lower Secondary and Below*” closely came second mainly for Crafts/Operative Level (including driver). Only a small fraction (6.46%) was “*First Degree and Above*” and mainly for Managerial and Executive/Supervisory level. Detailed breakdown of preferred education and qualifications of employees by job levels is shown in the table below.

Table 7.1: Preferred Education and Qualifications of Employees by Job Levels

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician/ Assistant/ Clerical</u>	<u>Crafts/ Operative/ Driver</u>	<u>All Job Levels</u>
First Degree and Above	4,296 (4.00)	2,290 (2.13)	344 (0.32)	0 (0.00)	6,930 (6.46)
Post Secondary	2,606 (2.43)	5,329 (4.97)	4,482 (4.18)	304 (0.28)	12,721 (11.85)
Upper Secondary	1,507 (1.40)	6,562 (6.11)	24,209 (22.56)	19,718 (18.37)	51,996 (48.45)
Lower Secondary and Below	0 (0.00)	276 (0.26)	201 (0.19)	32,592 (30.37)	33,069 (30.81)
Unspecified	491 (0.46)	485 (0.45)	935 (0.87)	700 (0.65)	2,611 (2.43)
Total	8,900 (8.29)	14,942 (13.92)	30,171 (28.11)	53,314 (49.67)	107,327 (100.0)

Remarks: Number in the bracket represents the percentage share among the total

- *Post secondary includes sub-degree (higher diploma, associate degree, diploma, higher certificate) and advanced level;*
- *Upper secondary refers to secondary 4 and secondary 5;*
- *Lower secondary and below refers to secondary 3 and below; craft level is included in this category*

30. The table below presents the preferred education and qualifications of employees by sectors. As shown in the table, Air Transport had the highest share of the employment population with “*First Degree and Above*” qualification and Sea Transport closely followed. For Land Transport, qualification of “*Lower Secondary and Below*” was the majority.

Table 7.2: Preferred Education and Qualifications of Employees by Sectors

	<u>Air Transport</u>	<u>Sea Transport</u>	<u>Land Transport</u>	<u>All Job Levels</u>
First Degree and Above	2,639 (2.46)	2,467 (2.30)	1,824 (1.70)	6,930 (6.46)
Post Secondary	4,122 (3.84)	4,803 (4.48)	3,796 (3.54)	12,721 (11.85)
Upper Secondary	13,046 (12.16)	11,989 (11.17)	26,961 (25.12)	51,996 (48.45)
Lower Secondary and Below	1,956 (1.82)	557 (0.52)	30,556 (28.47)	33,069 (30.81)
Unspecified	1,091 (1.02)	761 (0.71)	759 (0.71)	2,611 (2.43)
Total	22,854 (21.29)	20,577 (19.17)	63,896 (59.53)	107,327 (100.00)

Remarks: Number in the bracket represents the percentage share among the total

31. The percentage of preferred education with “unspecified” reasons distributed pro-rata is worked in the table below:

Table 7.3: Preferred Education and Qualifications of Employees

First Degree and Above	6.62%
Post Secondary	12.15%
Upper Secondary	49.65%
Lower Secondary and Below	31.58%

Principal/Transport Logistics Related Jobs

32. Confined by the terms of reference, the Survey conducted by the Training Board only focused on employees whose principal jobs were related to the business/operation/technical aspects of the transport logistics industry. Those non-principal/transport logistics related manpower will be surveyed by other training boards/general committees. The detailed breakdown is presented in the table below.

Table 8: Numbers Of Principal/Transport Logistics Related Jobs against
Non-Principal /Transport Logistics Related Jobs

<u>Branch</u>	<u>Principal/ Transport Logistics Related Staff</u>	<u>Non-principal/ Transport Logistics Related Staff</u>	<u>Total</u>
Warehousing & Cold Storage	6,644	510	7,154
Cargo Handling Terminals	2,935	617	3,552
Trucking & Container Haulage	43,017	10,958	53,975
Air Freight Transport	8,136	24,200	32,336
Forwarding Agents	29,978	6,179	36,157
Stevedoring Services	938	214	1,152
Couriers (International)	10,216	7,445	17,661
Other Transport Logistics Services Providers	1,373	12,439	13,812
Sea Freight Transport	2,921	2,295	5,216
Ship Management & Chartering	1,169	1,875	3,044
All Branches	107,327	66,732	174,059

Turnover and Wastage

33. Turnover is the number of staff who left in the 12 months prior to the date of the survey. As shown in the table below, a total of 10,423 employees left the establishments in the 12 months preceding the time of the survey. Among them, half of them were taking up/starting own business in freight/transport/logistics related jobs while the remaining were taking up/starting own business in non-freight/transport/logistics related jobs or for other reasons.

Table 9.1: Whereabouts of Employees Who Left the Establishments
in the 12 months preceding July 2012

	<u>Managerial</u>	<u>Executive/ Supervisory</u>	<u>Technician /Assistant/ Clerical</u>	<u>Crafts/ Operative</u>	<u>All Job Levels</u>
Taking up/starting own business in freight/transport/logistics related jobs	77	209	1,653	3,618	5,557
Taking up/starting own business in non-freight/transport/logistics related jobs	25	90	393	486	994
Emigration, retirement or further studies	4	23	47	211	285
Unknown	60	130	1,572	1,825	3,587
Total	166	452	3,665	6,140	10,423

34. Another important finding of the survey is wastage which refers to those employees who leave the industry permanently. The table below shows the percentage of employees left the establishments for two major reasons:

- (i) Those who taking up/starting own business in freight/ transport/logistics related jobs but still stay in the Industry; and
- (ii) Those who taking up/starting own business in non-freight/transport/logistics related jobs, emigration, retirement or further studies and therefore are considered have left the Industry.

Table 9.2: Whereabouts of Employees Who Left the Establishments
in the 12 months preceding July 2012

<u>Whereabouts</u>	<u>All Job Levels by Percentage</u>	<u>All Job Levels by Number</u>
i. Taking up/starting own business in freight/transport/logistics related jobs	81.29%	8,473
ii. Taking up/starting own business in non-freight/transport/logistics related jobs, emigration, retirement or further studies	18.71%	1,950

Remarks: The “unknown” reasons are distributed pro-rata between i. and ii.

35. The number of employees taking up/starting own business in non-freight/transport/logistics related jobs, emigration, retirement or further studies and therefore are considered have left the Industry is worked out to be 1,950 or 1.78% of total employees. This is assumed to be wastage rate.

Source/Origin of Employees Recruited

36. Besides the manpower outflow of the industry, the source/origin of employees recruited is also the concern of this survey. As shown in the table below, 8,858 were newly recruited employees in the 12 months prior to the date of the survey. About 75% of them were recruited from other transport logistics establishments while almost 17% were recruited from non-transport logistics establishments. Only a small fraction of newly recruited employees were recruited from new graduates studied transport logistics programme at education/ training institutions.

Table 10: Source/Origin of Employees Recruited in the 12 months preceding July 2012

	<u>Managerial</u>		<u>Executive/ Supervisory</u>		<u>Technician/ Assistant/ Clerical</u>		<u>Crafts/ Operative</u>		<u>All Job Levels</u>	
Recruited from other transport logistics establishments	117	(92.86)	427	(83.40)	2,542	(72.86)	3,584	(75.76)	6,670	(75.30)
Recruited from non-transport logistics establishments	6	(4.76)	58	(11.33)	594	(17.02)	866	(18.30)	1,524	(17.20)
Recruited from new graduates studied transport logistics programme at education/ training institutions	0	(0.00)	5	(0.98)	76	(2.18)	0	(0.00)	81	(0.91)
Unknown	3	(2.38)	22	(4.30)	277	(7.94)	281	(5.94)	583	(6.58)
Total	126	(100.00)	512	(100.00)	3,489	(100.00)	4,731	(100.00)	8,858	(100.00)

Remarks: Number in the bracket represents the percentage share among the same job level

Preferred Competency

37. Employers indicated the preferred competency of employees and the numbers of employees requiring training in specified competency areas and showed in the table below. The top three preferred competencies of employees in managerial area were in order of “Occupational Safety and Health Planning”, “Supervisory Techniques” and “Workflow Analysis” while “Occupational Safety and Health Planning” was leading others by a wide margin. The most preferred competencies of specific skills for employees were “Customer Relation and Services”, “Documentation Processing” and “Sales, Promotion and Marketing”. Among them, “Customer Relation and Services” was regarded as the most important with 15% vote share among the other specific skills. For the technical skills, “Dangerous Goods Handling”, “Forklift Truck Operation” and “Packing/Storage of Goods” topped the list. “Multi-lingual Business Communication” was ranked in the top of the preferred competency in the generic skills category while “e-Business/e-Commerce Concepts” and “Information Systems Application” came second and third.

Table 11: Numbers of Employees requiring Training in specified Competency Areas

Type of Training	Subject Area	Total
Managerial Skills	101 Automation Strategy Planning, Implementation and Evaluation	92
	102 Customer Relationship and Service Strategy Planning, Implementation and Evaluation	323
	103 Budgetary Control	297
	104 Business Strategy Planning, Implementation and Evaluation	311
	105 Environmental Protection Strategy Planning, Implementation and Evaluation	287
	106 Financial Planning, Implementation and Evaluation	162
	107 Human Resources Planning, Implementation and Evaluation	175
	108 Legal Affairs	107
	109 Pricing Strategy	117
	110 Quality Assurance and Control	423
	111 Risk Management	341
	112 Sales and Marketing Strategy Planning, Implementation and Evaluation	405
	113 Supervisory Techniques	872
	114 Workflow Analysis	680
	115 Occupational Safety and Health Planning	5,440
	116 Contract Management	60
	117 Others	255
	Sub-total	10,347
Specific Skills	201 Optimization of Transport and Distribution Operations	932
	202 Distribution Operations	274
	203 Automation of Material Handling	550
	204 Multi-modal Transportation	42
	205 Routing Optimization	1,312
	206 Transport Operations	1,503
	207 Warehousing and Storage Operations/Inventory Control	1,511

Type of Training	Subject Area	Total
Specific Skills	208 Brokering	250
	209 Marine Insurance	46
	210 Marine Surveying	19
	211 Transport of Dangerous Cargo	1,151
	212 International Trading Practices	386
	213 Application of Supply Chain Concepts	140
	214 Customer Relation and Services	2,268
	215 Documentation Processing	1,850
	216 Material Handling Techniques	270
	217 Sales, Promotion and Marketing	1,532
	218 Cargo Consolidation	155
	219 Import/Export Documents Handling	1,200
	220 Others	130
	Sub-total	15,521
Technical Skills	301 Forklift Truck Operation	904
	302 Container Crane Operation	207
	303 Material Handling Equipment Operation	301
	304 Packing/Storage of Goods	608
	305 Dangerous Goods Handling	2,803
	306 Safety of Container Haulage Operation (Mainland, Local & Terminal)	271
	307 Others	0
	Sub-total	5,094
Generic Skills	401 Multi-lingual Business Communication	1,233
	402 e-Business/e-Commerce Concepts	853
	403 Information Systems Application	545
	404 Others	130
	Sub-total	2,761
Total		33,723

PART III : OBSERVATIONS AND ANALYSIS OF SURVEY FINDINGS

38. The Training Board has examined the survey findings and considers that they generally reflected the employment situation of the transport logistics industry at the time of survey. The Training Board had conducted the manpower survey every two years since 1982, therefore, from the findings of these surveys, it is possible to construct a series of analysis showing the past pattern of changes in manpower and related matters of the Industry. Comparison of like with like is done wherever possible to make the comparison appropriate.

Trends of the Changes in Numbers of Employees

39. The table below shows the trend of the changes in the numbers of employees engaged in the industry. It is based on employers' figures.

Table 12: Trends of the Changes in Number of Employees
by Branches (Employers' Figures)

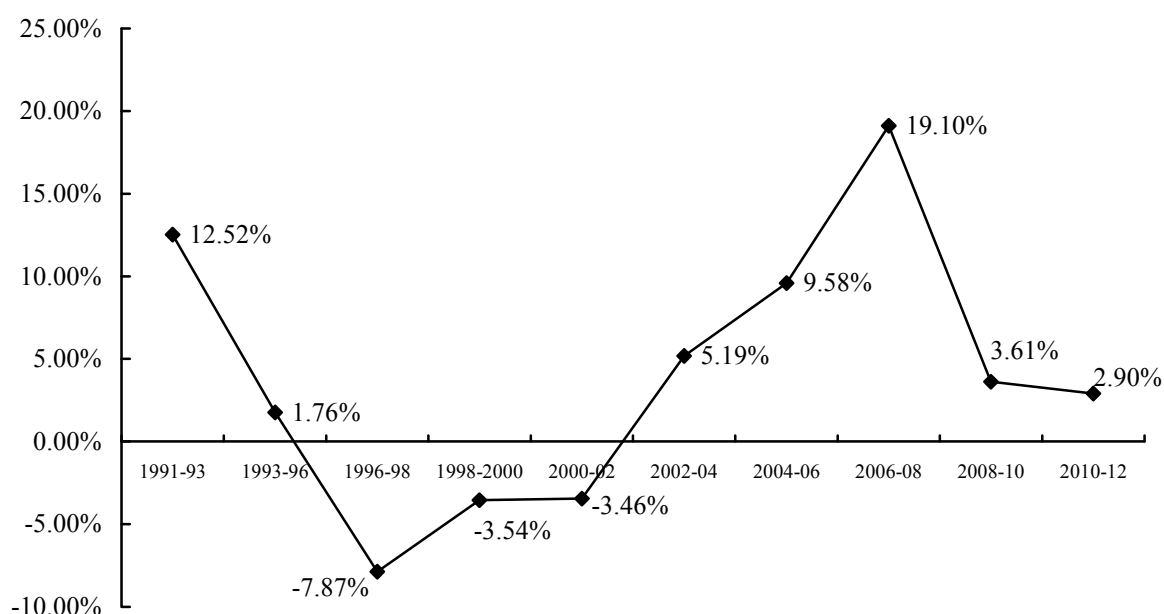
Branch	2008	2010	2012	2013 (projected)	2014 (projected)
Warehousing & Cold Storage	6,535	6,559	6,835	6,900	6,860
Cargo Handling Terminals	5,403	2,852	3,058	3,163	3,123
Trucking & Container Haulage	43,517	43,628	43,873	43,910	43,924
Air Freight Transport	4,230	7,309	8,231	7,953	8,008
Forwarding Agents	30,102	28,397	30,763	30,661	30,990
Stevedoring Services	1,846	1,230	944	946	946
Couriers (International)	3,662	8,893	10,322	9,670	10,149
Other Transport Logistics Services Providers	1,284	1,430	1,396	1,393	1,393
Sea Freight Transport	4,090	2,288	2,930	2,464	2,473
Ship Management & Chartering	N/A	1,719	1,171	1,171	1,171
Total	100,669	104,305	109,523	108,231	109,037

40. Overall speaking, the Industry had stagnant growth in the past years in terms of turnover and thus explains the conservative projections in many branches. Employers in the International Couriers and the Sea Freight Transport had anticipated tighter business ahead and some of the establishments had further relocated their back office operation away from Hong Kong.

41. The exception is with the Air Freight Transport since it will have substantial infrastructure development, notably the inauguration of a new air cargo terminal in first half of 2013. It is observed that existing employers had predicted a drop in employees in 2013 and 2014 possibly in anticipation of shift of business and operations to the new operators. Since the new operators had not taken part in the survey, no projection of their employees could be obtained from the survey. Because of this, the Training Board considers that in its own manpower projection, adjustment should be made to rectify the above-mentioned effect. The adjustment will be shown in the Conclusions part of the Report.

42. The figure below illustrates the trend of the growth rate for the past decades.

Figure 1: Trend of the Growth Rate in Number of Employees for the Past Decades



Remarks: The significant increase rate in 2006 to 2008 was due to the expansion in the scope and coverage of the manpower survey in 2008. Indeed, the scope of the manpower survey had been expanded on several occasions with coverage of new branches or sub-branches in 1996, 2002, 2006 and 2008. Excluding the new branches and new sub-branches, the growth rate of 2006 to 2008 was 7.81% only.

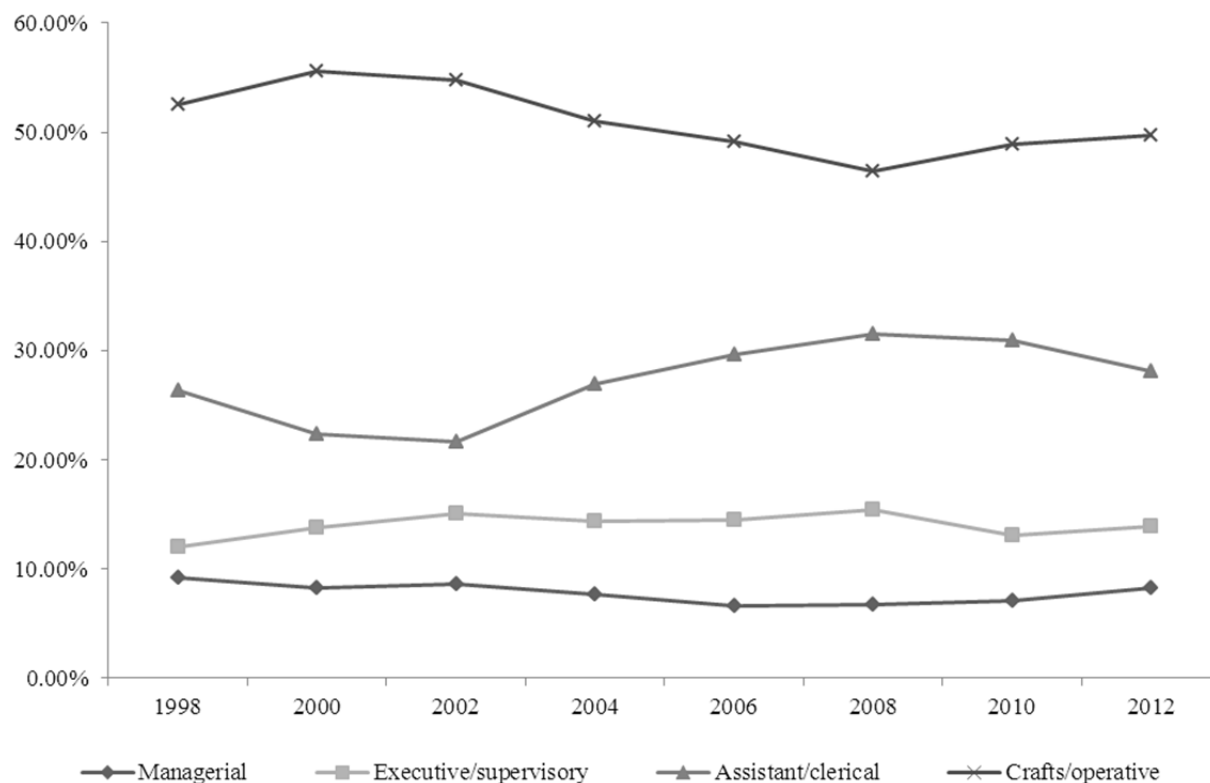
43. The table below shows the trend of the changes in the numbers of employees engaged in the industry by job levels.

Table 13: Trends of the Changes in Number of Employees by Job Levels
(Employers' Figures)

Job Level	2008	2010	2012	2013 (projected)	2014 (projected)
Managerial Level	6,614	7,435	9,038	8,868	9,027
Executive/supervisory Level	15,204	13,677	15,127	14,781	14,849
Assistant/clerical Level	30,391	32,196	30,776	30,598	30,726
Crafts/operative Level	48,460	50,997	54,582	53,984	54,435
All Job Level	100,669	104,305	109,523	108,231	109,037

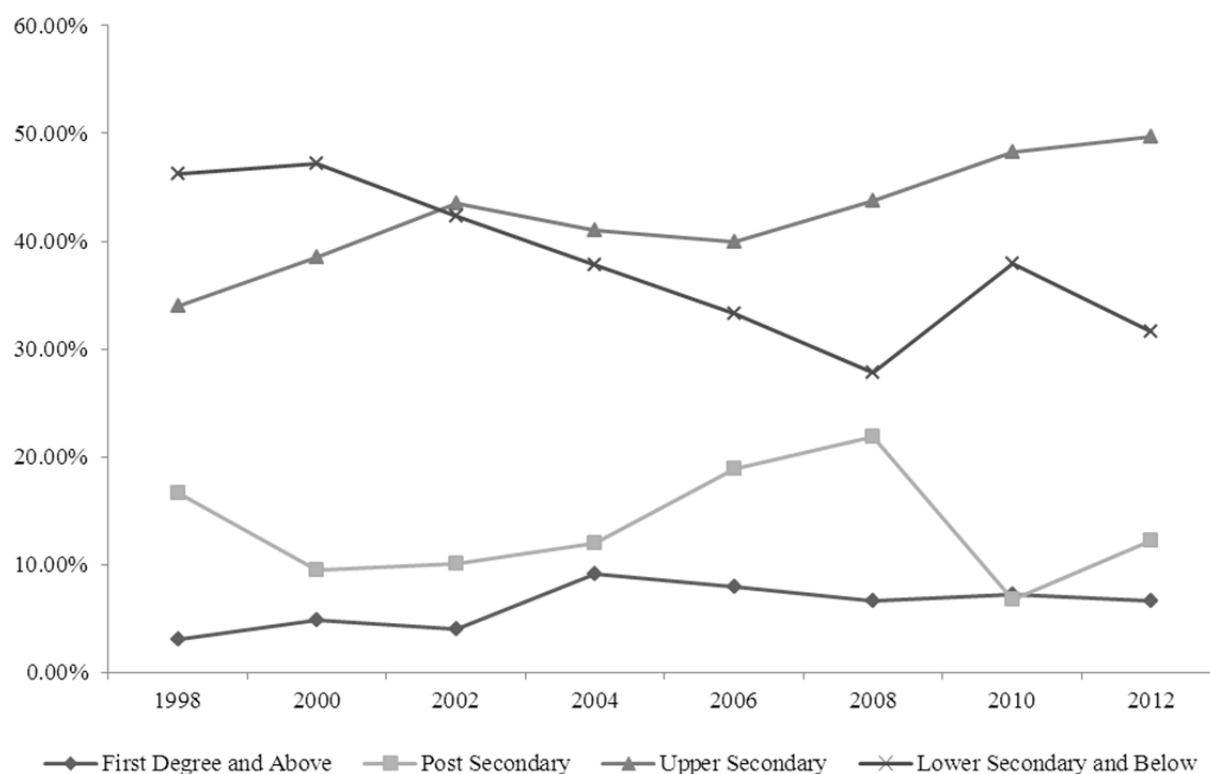
44. The figure below illustrates the trend of the distribution of manpower by job levels for the past decades. In line with the relocation of more back office jobs away from Hong Kong, the percentage of assistant/clerical level is observed to be dropping. Meanwhile, the percentage of crafts/operative level is observed to be slightly increasing, this might reflect the trend that despite automation and other technological advances, the demand for this job level maintains.

Figure 2: Trend of the Number of Employees for the Past Decades



45. The other way to look at the complexity of the jobs in the industry is to refer to the perception of employers on the preferred education and qualifications of their employees. The figure below illustrates the trend of the distribution of manpower by preferred education and qualifications for the past decades.

Figure 3: Trend of the Preferred Education and Qualifications of Employees



46. It is observed that the percentage share of the post-secondary level and the lower-secondary level are subject to greater fluctuations according to recent surveys, whereas the percentage share of upper secondary level is constantly on the rise according to the findings of the past three surveys. For degree level and post-secondary level people, employers might expect they have trade-specific knowledge after completing the courses. For secondary level people, they have no specific training for the industry, if they choose to join the industry, some bridging training are necessary to familiarize themselves with the jobs.

Wastage Rate

47. The wastage rates of sequence of biennial surveys have been worked out in the table below. The average wastage rate calculated for the findings of six surveys is 3.08% and the trend of wastage rate calculated for the findings of six surveys is 2.38%.

Table 14: Findings of Past Surveys: Wastage Rates

<u>2000</u>	<u>2002</u>	<u>2004</u>	<u>2006</u>	<u>2008</u>	<u>2010</u>	<u>2012</u>
4.10%	3.40%	2.74%	2.02%	5.31%	2.18%	1.78%

PART VI : CONCLUSIONS

Manpower Projections

48. Employers had forecasted negative growth between the year of 2013 and 2014. The Training Board has analyzed this employers' forecast and concludes that an under-estimation might possibly exist and this has been explained in the previous part of the Report. Using the current and past survey findings and based on various analysis, the Training Board tried to project the manpower trend of the Industry and estimated 1% annual growth. The adjusted manpower forecast is as below:

Table 15: Adjusted Manpower Forecast for 2013 & 2014

Manpower in 2012	Adjusted Manpower Forecast for	
	2013	2014
109,523	110,618 (+1%)	111,724 (+1%)

Training Requirement Analysis

49. Training requirement, in this Report, is used to describe the number of full-time places required, usually quantified per annum, to train people outside of the industry to acquire the necessary competence to engage in the trade. Based on the trend analysis and the employers' projection, the Training Board has worked out the following annual training requirement:

i	Number of employees in July 2012	109,523
ii	Wastage rate	3.08%
iii	Number of new employees required to replace employees leaving permanently annually	3,373
iv	Growth rate	1.00%
v	Number of new employees required to fill new positions	1,096
vi	Number of employees projected	110,618
vii	Annual Training Requirements by total number	4,469
viii	Preferred Education by percentage of all Manpower	
	• First Degree and above	6.62%
	• Post Secondary	12.15%
	• Upper Secondary	49.66%
	• Lower Secondary and below	31.58%

ix	Annual Training Requirements by Education Level	
	• First Degree and Above	296
	• Post Secondary	543
	• Upper Secondary	2,219
	• Lower Secondary and below	1,411
		<hr/>
		Total 4,469

Remarks:

- (i) *Wastage rate is worked out with reference to findings in manpower surveys in 2000, 2002, 2004, 2006, 2008, 2010 and 2012*
- (ii) *Annual Training Requirement = Sum of iii (Total number of new employees required to replace employees leaving permanently annually) and v (new employees required to fill new positions)*
- (iii) *The training requirement in number is distributed according to the preferred education expressed by employers*

Supply of Graduates from Relevant Disciplines/Streams

50. Around 250-300 full-time first degree places are funded by the University Grants Committee (UGC) annually, including the following provided by The Hong Kong Polytechnic University (PolyU) and The Hong Kong University of Science and Technology (HKUST):

- BBA/BSc (Hons) Scheme in Logistics
- BEng in Logistics Management and Engineering

51. The supply of graduates at sub-degree level is estimated at 300 full-time places annually in sub-degree courses and programmes provided by the Hong Kong Community Colleges of the PolyU (PolyU HKCC); School of Professional and Continuing Education of The University of Hong Kong (HKU SPACE) and the School of Continuing and Professional Education of the City University (CityU SCOPE). Other than community colleges, places are offered by the Hong Kong Institute of Vocational Education (IVE). The courses and programmes include but not exclusively, the following:

- Higher Diploma in International Transport Logistics
- Higher Diploma in Logistics and Transport Operations
- Higher Diploma in Airfreight Management and Global Logistics
- Associate of Business Administration (Global Logistics and Supply Chain Management)
- Associate of Science in Airport Operations and Aviation Logistics

52. Other than recruiting graduates from courses and programmes specifically designed for the Industry, employers also recruit graduates of other disciplines and streams. There is no shortage of part-time studies at various levels to enhance the knowledge and skills of these newly recruited employees.

Demand and Supply at Degree and Sub-degree Levels

53. The Training Board concludes that the demand and supply at the degree and sub-degree levels is well balanced. A summary of the demand for and supply of graduates of full-time relevant disciplines and streams is as follows:

	<u>Supply of Graduates Annually</u>	<u>Annual Training Requirement</u>
First Degree and Above	250-300 est.	296
Sub-degree	300 est.	543

In-Service Training and Other Training Opportunities

54. For training requirement at secondary/diploma level, the Employees Retraining Board (ERB) through various providers offers short-term but full-time courses to engage people for employment in the Transport Logistics Industry. The ERB and other providers also offer part-time courses to upgrade the skills of in-service people. In line with the stability of the manpower of the Industry, the enrolments to such courses are steady. The Training Board's Out-Centre Course Scheme provides financial support to the participants of selected courses and it proves to be an incentive for in-service people to join training for the past decades.

Training Fund for the Maritime and Aviation Transport

55. To echo the Chief Executive's Policy Address on 16 January 2013, in his 2013-14 Budget speech on 27 February 2013, the Financial Secretary proposed to designate HK\$100 million to establish a training fund for the maritime and aviation transport. The aims of the training fund are to strengthen existing training schemes and implement new initiatives to enable Hong Kong have a skilled and knowledge-based workforce to support the long term development of the maritime and aviation services industry.

Focus Group

56. The Training Board had formed a Focus Group to assist its work on the analysis of the findings of the manpower survey. The Focus Group met in a forum on 10 May 2013 and explored the issues on the training needs of the Industry and how a training fund could help the Industry.

Training Needs

57. After reviewing the composition of the industry in terms of job levels, a common view expressed by the Focus Group was that the airfreight sector had continuous shortage of frontline employees and employers had problem in recruiting the right people to the jobs. It was further expressed that probably the industry should focus more on skills training because the current operation of the industry was largely physical operation that created and maintained a substantial number of frontline jobs in the local employment market. Moreover, the skills of existing frontline people were still superior as against competing regions. The solid foundation of the prevailing composition was its skilled frontline workers. Without such foundation the industry could hardly choose to keep the top echelon of people in so-called high value-added business and operation.

58. To supplement the above views, it was opined that the prevailing practice had focused on attracting the younger generation to join frontline jobs, but in fact, such jobs were open to all ages and therefore efforts should be expanded to larger range of age group.

59. Another common view expressed was the lack of awareness of the general public over the industry, such as the job opportunities, career/progression path etc. Despite the advancement in technology and technique applied by the industry, probably old fashioned impression still prevailed.

60. The forum concluded that other than efforts to cater for the growth and developments of high-end business and related people, efforts should be exerted in more down-to-earth areas and scopes.

Train the People

61. The forum considered the following areas were worth exploring:

- With reference to the practice of the Construction Industry Council (CIC) - introduction of the concept of "first-hire-then-train" for new entrants
- Work out recruit-training programme for adults
- Licensing and certification systems

Enhancing the Perspective of the Industry

62. Enhancement of the image of the industry in the following areas:

- Skills competitions
- Public participation in carnival-style events
- Success stories sharing
- Design slogans making reference to CIC's slogans
- TV drama/documentary programmes
- Sketch out a clear career/progression path for promoting the industry
- Scholarship/subsidy granted for students who study Transport and Logistics sub-degree programmes

APPENDICES

- Appendix 1: Terms of Reference of Training Board
- Appendix 2 : Membership of the Transport Logistics Training Board
- Appendix 3 : Working Party on 2012 Manpower Survey
- Appendix 4 : Focus Group on 2012 Manpower Survey of the Transport Logistics Industry
- Appendix 5 : Hong Kong Standard Industrial Classification (HSIC) V2.0
- Appendix 6 : Sampling Coverage & Sampling Plan among Ten Branches
- Appendix 7 : Estimated No. of Establishments with Technical Manpower by Branch by Employment Size of Establishments
- Appendix 8 : More Findings of the Manpower Survey
- Appendix 9: Courses and Programmes for the Transport Logistics Industry
- Appendix 10 : Training Fund for Maritime and Aviation Transport

VOCATIONAL TRAINING COUNCIL

Terms of Reference of Training Board

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

VOCATIONAL TRAINING COUNCIL

**Membership of the Transport Logistics Training Board
(April 2012 to March 2013)**

	Nominated by
Chairlady	
Ms TSE Ting-ting, Anny	The Hong Kong Container Terminal Operators Association Ltd.
Member	
Mr CHENG Wui-yau, Stephen	The Hong Kong Logistics Association
Mr LAI Cheung-kwong, Emil	The Hong Kong Shipowners Association
Mr LAI Kong-ying, Victor	The Carrier Liaison Group
Dr LEUNG Chi-hang, Stephen	A Local Tertiary Institution
Mr LI Ping-hung, Paul	The Hong Kong Sea Transport and Logistics Association Ltd
Dr LI Yuk-on, Leon	A Local Tertiary Institution
Mr LO Wing-yat, Alfred	Ad Personam
Ms LUI Yuen-nga, Alice	The Hong Kong Association of Freight Forwarding and Logistics Ltd.
Mr NG Che-kan, Deforest	The Institute of Seatransport
Mr TANG Chi-yan, Ryan	The Hong Kong Godown Association Limited
Ir TANG Wing-hong, Madison	The Goods Vehicle Fleet Owners Association Ltd
Mr WONG Chiu-kit, Terence	The Hong Kong Liner Shipping Association
Mr WONG Tak-kwong, Thomas	The Hong Kong International Courier Association
Mr YAP Thian-chai, Simon	an air cargo terminal
Mr YEUNG Lin-pik	The Harbour Transportation Workers General Union
Ms YIP Wai-chong, Alice	The Chartered Institute of Logistics and Transport In Hong Kong
Mr YEUNG Tung-ming, Jonathan	Executive Director of the Vocational Training Council
Secretary	
Mr LEE Hing-wai, Henry	Vocational Training Council

VOCATIONAL TRAINING COUNCIL

Transport Logistics Training Board

Working Party on 2012 Manpower Survey

Dr LEUNG Chi-hang, Stephen (*up to 31 March 2013*)
Dr LI Yuk-on, Leon (*since 1 April 2013*) (Convenor)

Mr CHU Lik-fei, Terry

Mr Cheng Wui Yau, Stephen (*up to 31 March 2013*)

Mr Li Ping Hung, Paul

Mr Wong Tak Kwong, Thomas

Mr YAP Thian-chai, Simon

Mr Thomas YIP

Mr YEUNG Tung-ming, Jonathan

Mr LEE Hing-wai, Henry (Secretary)

VOCATIONAL TRAINING COUNCIL

Transport Logistics Training Board

Focus Group on 2012 Manpower Survey of the Transport Logistics Industry

Mr CHAN Wing Chi, Thomas	Hong Kong Aircraft Engineering Co.
Mr Rocky CHEN	Hong Kong International Courier Association
Dr Eva CHENG	Qualifications Framework Secretariat
Ir Dr W.N.CHUNG	Hong Kong Aircraft Engineering Co.
Dr HO Chi-sing, David	Transport and Logistics Services Council
Mr KEE Wai Man	The Chinese University of Hong Kong
Mr Victor LAI	Carrier Liaison Group
Mr Harry LEE	Hong Kong International Courier Association
Mr Henry LEE	Hong Kong Container Terminal Operator Association
Mr Alan LEUNG	Hong Kong Godown Association Limited
Ms Alice LUI	The Hong Kong Association of Freight Forwarding and Logistics Ltd.
Dr Tony TAN	The Chartered Institute of Logistics and Transport in Hong Kong
Mr Ryan TANG	Hong Kong Godown Association Limited
Mr Victor TEE	The Chartered Institute of Logistics and Transport in Hong Kong
Mr Eric WONG	Hong Kong Sea Transport and Logistics Association
Mr T.S.WONG	Carrier Liaison Group
Mr Thomas WONG	Hong Kong International Courier Association
Mr WONG Sai Fat	Institute of Seatransport
Mr YAP Thian-chai, Simon	Hong Kong Air Cargo Terminals Ltd.
Mr Thomas YIP	Hong Kong Logistics Association
Mr YUEN Sheung Man, Simon	Hong Kong Logistics Management Staff Association

Hong Kong Standard Industrial Classification (HSIC) V2.0

1. Upon the official release of the International Standard Industrial Classification of All Economic Activities Revision 4 (ISIC Rev. 4) by the United Nations Statistics Division in August 2008, the Hong Kong Standard Industrial Classification Version 2.0 (HSIC V2.0), which adopts the basic framework and principles of the ISIC Rev. 4 and reflects the structural shift in the economy of Hong Kong and emerging local economic activities, was released on 31 October 2008. HSIC V2.0 has been used progressively in different surveys by the Census and Statistics Department since 2009.

2. Those divisions related to the transport logistics in HSIC V2.0 for the survey sampling are extracted and listed in detail below:

<u>Code</u>	<u>Title and Explanatory Note</u>
H	<p>Transportation, storage, postal and courier services</p> <p>This Industry Section includes the provision of passenger or freight transport, whether scheduled or not, by rail, road, water or air and associated activities such as airport, terminal and car park, loading and unloading of freight, storage, and postal and courier activities etc. Also included are sightseeing transport and renting of transport equipment with or without driver or operator.</p>
49	<p>Land transport</p> <p>This Industry Division includes the transport of passengers and freight via rail and road, as well as freight transport via pipelines.</p>
492	<p>Land transport by road</p> <p>This Industry Group includes all passenger and freight transport operations by road.</p>
4927	<p>Freight transport by road (excl. tractors)</p> <p>This Industry Class consists of establishments providing land freight transport services (e.g. transportation of cargo or home-moving) either by their own goods vehicles or by goods vehicles rented from others. The rental of goods vehicles with drivers is included. If an establishment supplies goods vehicle drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class. Excluded are the operators of goods vehicles which are owned and operated by establishments for the delivery of their own goods. Such operators should be classified according to the industry of their parent establishments.</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
492701	Transport by goods vehicles (excl. tractors) (providing local transportation services only) <i>Include:</i> <ul style="list-style-type: none"> - cargo moving by goods vehicles (without cross-border transportation) - goods vehicles rental with drivers - home moving, office and factory by goods vehicles - machinery moving, by goods vehicles - transportation of ready-mixed concrete - transportation of solid wastes away from construction sites to landfill, by goods vehicles
492702	Transport by goods vehicles (excl. tractors) (with cross-border transportation services) <i>Include:</i> <ul style="list-style-type: none"> - cargo moving by goods vehicles (with cross-border transportation)
4928	Transport by tractors <p>This Industry Class consists of establishments engaged in container haulage by tractors. The rental of tractors with drivers is included. If an establishment supplies tractor drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class.</p>
492801	Transport by tractors (providing local transportation services only) <i>Include:</i> <ul style="list-style-type: none"> - container haulage (providing local transportation service only) - rental of tractors with drivers (for local transportation service only)
492802	Transport by tractors (with cross-border transportation services) <i>Include:</i> <ul style="list-style-type: none"> - container haulage (with cross-border transportation service) - rental of tractors with drivers (with cross-border transportation service)
50	Water transport <p>This Industry Division includes the transport of passengers or freight over water, whether scheduled or not. Also included is the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc. Although the location is an indicator for the separation between cross-border and inland water transport, the deciding factor is the type of vessel used. All transport on sea-going vessels is classified in Industry Group 501, while transport using other vessels is classified in Industry Group 502. This Industry Division excludes restaurant and bar activities on board ships (see Industry Classes 5611 and 5631), if carried out by a separate unit. Also excluded is the rental of pleasure boats, canoes and sailboats for recreational purposes (see Industry Class 7721).</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
501	Cross-border water transport This Industry Group includes the transport of passengers or freight on vessels designed for operating on sea or coastal waters (including Mainland coastal waters and Pearl River Delta).
5011	Ship agents and managers See Industry Sub-class 501100.
501100	Ship agents and managers <i>Include:</i> <ul style="list-style-type: none"> - crew agents - freight agent of sea-going vessels - management agent of sea-going vessels - port agent of sea-going vessels - ship agent and manager of sea-going vessels - ship agent and manager of vessels moving between Hong Kong and the ports in the Pearl River Delta region - sub-agent for sea-going vessels
5012	Local representative offices of overseas shipping companies See Industry Sub-class 501200.
501200	Local representative offices of overseas shipping companies <i>Include:</i> <ul style="list-style-type: none"> - local branch offices of overseas ship agents - local branch offices of overseas ship operators - local branch offices of overseas ship owners
5013	Ship owners of sea-going vessels This Industry Class includes ship owners operating their own sea-going vessels, either by themselves or by appointed agents, and ship owners renting or chartering out their sea-going vessels to other operators (with or without provision of ship crews). A ship owner is classified as such following the accounting practice or standpoint of the establishment. So long as it regards the vessel as its own and includes the related revenue and expenses in its accounts, the establishment is classified as a ship owner irrespective of where the vessel is registered.
501302	Ship owners of sea-going vessels for freight transport <i>Include:</i> <ul style="list-style-type: none"> - freight transport by own sea-going vessels - chartering of own sea-going vessels with crews (i.e. on a full basis) to other operators for freight transport - renting of own sea-going vessels without crews (i.e. on a bare vessel basis) to other operators for freight transport

<u>Code</u>	<u>Title and Explanatory Note</u>
5014	Operators of sea-going vessels This Industry Class consists of operators of sea-going vessels rented or chartered from others including freight or passenger vessels (i.e. the operators themselves do not have their own sea-going vessels). Excluded are ship owners operating their own vessels which are included under Industry Class 5013.
501401	Operators of sea-going vessels for passenger transport <i>Include:</i> <ul style="list-style-type: none"> - operators of sea-going passenger vessels, rented or chartered from others - re-renting out sea-going passenger vessels, which are rented or chartered from others, to third party operators
501402	Operators of sea-going vessels for freight transport <i>Include:</i> <ul style="list-style-type: none"> - operators of sea-going freight vessels, rented or chartered from others - re-renting out sea-going freight vessels, which are rented or chartered from others, to third party operators
5015	Ship owners and operators of vessels moving between Hong Kong and the ports in Pearl River Delta This Industry Class consists of ship owners or operators of freight or passenger vessels moving between Hong Kong and the ports in Pearl River Delta. The latter include catamarans, jetfoils and hydrofoils. Ship owners operating their own vessels, ship owners renting or chartering out their vessels to others, and operators of vessels rented or chartered from others are also included.
501502	Ship owners and operators of freight vessels moving between Hong Kong and the ports in Pearl River Delta <i>Include:</i> <ul style="list-style-type: none"> - operators of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region - ship owners of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region
502	Inland water transport This Industry Group includes the transport of passengers or freight on inland waters, involving vessels that are not suitable for ocean transport.
5022	Inland freight water transport See Industry Sub-class 502200.
502200	Inland freight water transport <i>Include:</i> <ul style="list-style-type: none"> - barge owners but not operators - lighter owners or operators - tugboat owners or operators - inland cargo vessel owners or operators, n.e.c.

<u>Code</u>	<u>Title and Explanatory Note</u>
51	Air transport This Industry Division includes the transport of passengers or freight by air or via space. It consists of Hong Kong based airline and helicopter companies, and local branch offices of overseas airline companies as well as companies engaged in executive aircraft chartering services. Rental of aeroplane, helicopter or hot air balloon with or without crews is also included. Excluded are aerial advertising (sky writing) (see 741900), aerial photography surveying (see 711200), crop spraying (see 016000), repair of airplane (see 331500) and aircraft catering services (see 562000).
510	Air transport Same as Industry Division 51.
5101	Hong Kong-based airline and helicopter companies This Industry Class includes local airline and helicopter companies licensed for offering public flying services in Hong Kong
510100	Hong Kong-based airline and helicopter companies <i>Include:</i> <ul style="list-style-type: none"> - air freight transport with local Air Operator's Certificate
5102	Local representative offices of overseas airline companies This Industry Class includes local representative offices of overseas airline companies that provide scheduled flight services in Hong Kong.
510202	Local representative offices of overseas airline companies (freight) <i>Include:</i> <ul style="list-style-type: none"> - air express services, local representative office of overseas airline company - air freight transport, local representative office of overseas airline company
5109	Air transport services n.e.c. See Industry Sub-class 510900.
52	Warehousing and support activities for transportation This Industry Division includes warehousing and support activities for transportation, such as operating of transport infrastructure (e.g. airports, harbours, tunnels, bridges, etc.), the activities of transport agencies and cargo handling.
521	Warehousing and storage This Industry Group includes operation of storage and warehouse facilities for all kind of goods such as general merchandise warehouses, refrigerated warehouses or storage tanks, but container yards and container freight stations (CFS) are excluded (see 522204).

<u>Code</u>	<u>Title and Explanatory Note</u>
5211	Cold storage See Industry Sub-class 521100.
521100	Cold storage <i>Include:</i> <ul style="list-style-type: none"> - cold storage locker renting services - cold storage services
5212	General cargo warehouses See Industry Sub-class 521200.
521200	General cargo warehouses <i>Include:</i> <ul style="list-style-type: none"> - bonded warehouses - dangerous goods godowns - general merchandise warehouses - godowns for storing consumer goods - godowns for storing non-perishable foodstuffs - storage tanks - storage services n.e.c.
522	Support activities for transportation This Industry Group includes activities supporting the transport of passengers or freight, such as operation of parts of the transport infrastructure or activities related to handling freight immediately before or after transport or between transport segments. The operation and maintenance of all transport facilities is included.
5221	Service activities incidental to land transportation This Industry Class includes activities related to land transport of passengers, animals or freight.
522103	Loading and unloading of luggage or freight during land transport <i>Include:</i> <ul style="list-style-type: none"> - labour services for loading and unloading luggage or freight on land - loading and unloading of freight at railway station
5222	Service activities incidental to water transportation This Industry Class includes activities related to water transport such as operation of terminal facilities; pilotage and berthing activities; lighterage, salvage activities; and lighthouse activities. Also included are stevedoring and related cargo handling services.
522201	Container terminal and marine cargo terminal operators <i>Include:</i> <ul style="list-style-type: none"> - container terminal operation - marine cargo terminal operation

<u>Code</u>	<u>Title and Explanatory Note</u>
522202	<p>Mid-stream operation</p> <p>Mid-stream operations refer to the loading and unloading of cargo, which is either containerised or non-containerised, by barges from vessels moored in the harbour.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - barge operators (irrespective of whether being owners) engaged in stevedoring services (such as mid-stream operation) - loading and unloading cargo in barge - mid-stream operation - providing barge operating services for loading and unloading cargo
522204	<p>Container back-up activities</p> <p>Container backup activities are essential to the operation of port activities but do not need to be located within the confines of the port, including container freight stations (CFS), container yards and container leasing activities. Also included are establishments providing container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators such as operating quay cranes, crawler cranes, etc. to stack up or pick up containers. A CFS is a depot used by ocean carriers to load/unload cargo to and from containers. It provides cargo consolidation, deconsolidation, vanning, devanning services and other value-added services such as quality control, fumigation, wrapping, bar-code scanning, etc. to clients. Container yards are for the handling and storage of containers which may be laden or empty. Unlike CFS activities, no cargo consolidation or deconsolidation takes place in such yards. However, if a CFS or container yard only serves a particular container transport company (with its own container trucks) or logistic establishment, it is to be treated as an ancillary unit and therefore carries the same industry code as the establishment it serves.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container freight stations (CFS) - container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators - container leasing - container yards
5223	<p>Service activities incidental to air transportation</p> <p>This Industry Class includes activities related to air transport of passengers, animals or freight such as operation of airway terminal facilities, airport and air-traffic-control activities, and ground service activities on airfields etc.</p>
522300	<p>Service activities incidental to air transportation</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - air cargo terminal operation - loading and unloading of freight at airport

<u>Code</u>	<u>Title and Explanatory Note</u>
5229	Other transportation support activities This Industry Class includes forwarding of freight; arranging or organising of transport operations by rail, road, sea or air; issue and procurement of transport documents and waybills; activities of customs agents, shipbrokers and goods-handling operations for transportation etc. It excludes courier activities (see Industry Group 532), provision of transport insurance (see Industry Class 6512) and activities of travel agencies (see Industry Class 7910).
522901	Air cargo forwarding services <i>Include:</i> <ul style="list-style-type: none"> - air freight forwarding agency - air freight forwarding brokers
522902	Sea cargo forwarding services <i>Include:</i> <ul style="list-style-type: none"> - sea freight Forwarding Agents - sea freight forwarding brokers - shipping Forwarding Agents
522903	Land cargo forwarding services <i>Include:</i> <ul style="list-style-type: none"> - container haulage agents (providing agency service for local container haulage only) - container haulage agents (with agency service for cross-border container haulage) - land freight transport agency - land or rail cargo forwarding
522904	Packing and crating services <i>Include:</i> <ul style="list-style-type: none"> - crating goods for transportation - packing goods for transportation
522905	Cargo inspection, sampling and weighting services <i>Include:</i> <ul style="list-style-type: none"> - cargo inspection - cargo measuring - cargo sampling - cargo surveyors - cargo weighting
522906	Shipbrokers <i>Include:</i> <ul style="list-style-type: none"> - ship building brokers - ship chartering brokers - ship purchasing brokers - ship repairing brokers - ship selling brokers

<u>Code</u>	<u>Title and Explanatory Note</u>
53	Postal and courier activities This Industry Division includes postal and courier activities, such as pickup, transport and delivery of letters and parcels under various arrangements. Local delivery and messenger services are also included.
532	Courier activities This Industry Group includes pickup, sorting, transport and delivery (domestic or international) of mail and parcels by firms, but not operating under a universal service obligation. One or more modes of transport may be involved and the activity may be carried out with either self-owned (private) transport or via public transport. Also included are distribution and delivery of mail and parcels, and home delivery services.
5321	International courier activities See Industry Sub-class 532100.
532100	International courier activities <i>Include:</i> <ul style="list-style-type: none"> - international courier activities

Source: Census and Statistics Department, HKSAR

2012 Manpower Survey of the Transport Logistics Industry

Sampling Coverage & Sampling Plan among Ten Branches

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>I. Warehousing & Cold Storage</u>				
1.	General Cargo Warehouses & Other Storage Services (HSIC 5212)	1-9	480	62
		10-19	45	9
		20-49	35	12
		50-99	5	5
		100-199	5	5
		200 & over	2	2
		Sub-total	572	95
2.	Cold Storage (HSIC 5211)	1-9	2	2
		10-19	-	-
		20-49	5	5
		50-99	3	3
		100-199	2	2
		200 & over	1	1
		Sub-total	13	13
3.	Packing and Crating Services & Cargo inspection, sampling and weighting services (HSIC 522904, 522905)	1-9	80	12
		10-19	10	10
		20-49	2	2
		50-99	2	2
		100-199	2	2
		200 & over	1	1
		Sub-total	97	29
<u>II. Cargo Handling Terminals</u>				
4.	Cargo Handling Terminals (HSIC 522201)	1-9	-	-
		10-19	-	-
		20-49	1	1
		50-99	-	-
		100-199	2	2
		200 & over	4	4
		Sub-total	7	7

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>III. Trucking & Container Haulage</u>				
5.	Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	1-9	7,857	236
		10-19	474	33
		20-49	183	42
		50-99	21	21
		100-199	10	10
		200 & over	7	7
		Sub-total	8,552	349
6.	Haulage of Containers & Container Leasing (HSIC 4928, 522204)	1-9	2,070	56
		10-19	179	14
		20-49	100	27
		50-99	19	19
		100-199	7	7
		200 & over	1	1
		Sub-total	2,376	124
7.	Supplementary Samples* - Large Vehicle Fleet Owner Companies		9	9
<u>IV. Air Freight Transport</u>				
8.	Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	1-9	20	5
		10-19	10	3
		20-49	11	3
		50-99	7	7
		100-199	2	2
		200 & over	18	18
		Sub-total	68	38
<u>V. Forwarding Agents</u>				
9.	Air Cargo Forwarding Services (HSIC 522901)	1-9	856	64
		10-19	185	37
		20-49	135	34
		50-99	31	31
		100-199	16	16
		200 & over	9	9
		Sub-total	1,232	191
10.	Sea Cargo Forwarding Services (HSIC 522902)	1-9	1,908	38
		10-19	223	11
		20-49	167	23
		50-99	35	11
		100-199	18	18
		200 & over	7	7
		Sub-total	2,358	108

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>VI. Stevedoring Services</u>				
11.	Stevedore and Supporting Services to Water Transport, n.e.c. (HSIC 522202)	1-9	101	16
		10-19	8	8
		20-49	9	9
		50-99	2	2
		100-199	2	2
		200 & over	1	1
		Sub-total	123	38
<u>VII. Couriers (International)</u>				
12.	Couriers (International)* (HSIC 5321)	1-9	199	20
		10-19	50	10
		20-49	26	5
		50-99	8	8
		100-199	3	3
		200 & over	9	9
		Supplementary	1	1
		Sub-total	296	56
<u>VIII. Other Transport Logistics Services Providers</u>				
13.	Supplementary Samples* - Other Transport Logistics Services Providers		17	17
Sub-total for Branch 1 - 13			15,720	1,074
<u>IX. Sea Freight Transport</u>				
14.	Ship Agents & Managers (HSIC 5011, 5012)	1-9	177	18
		10-19	34	17
		20-49	15	15
		50-99	10	10
		100-199	9	9
		200 & over	3	3
		Sub-total	248	72
15.	Operators of Sea-Going Vessels (HSIC 5014)	1-9	7	7
		10-19	5	5
		20-49	3	3
		50-99	1	1
		100-199	-	-
		200 & over	-	-
		Supplementary	6	6
		Sub-total	22	22

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>X.</u>	<u>Ship Management & Chartering</u>			
16.	Ship Owners of Sea-Going Vessels (HSIC 501302, 501502)	1-9	28	28
		10-19	8	8
		20-49	11	11
		50-99	5	5
		100-199	3	3
		200 & over	3	3
		Sub-total	58	58
17.	Shipbrokers (HSIC 522906)	1-9	47	28
		10-19	7	7
		20-49	3	3
		50-99	-	-
		100-199	-	-
		200 & over	-	-
		Sub-total	57	38
18.	Inland Freight Water Transport (HSIC 5022)	1-9	179	27
		10-19	13	4
		20-49	7	7
		50-99	1	1
		100-199	1	1
		200 & over	-	-
		Sub-total	201	40
Sub-total for Branch 14 - 18			586	230
Grand Total			16,306	1,304

Remark: 1,304 was the number planned and eventually 1,306 establishments had involved.

**Estimated No. of Establishments with Technical Manpower
by Branch by Employment Size of Establishments**

Branch		Employment Size of Establishments	No. of Establishments
I.	Warehousing & Cold Storage (Sub-branch : 1 - 3)	1-9	463
		10-19	70
		20-49	56
		50-99	12
		100-199	9
		200 & over	2
		Sub-total	612
II.	Cargo Handling Terminals (Sub-branch : 4)	1-9	0
		10-19	0
		20-49	1
		50-99	0
		100-199	2
		200 & over	4
		Sub-total	7
III.	Trucking & Container Haulage (Sub-branch : 5 - 7)	1-9	7,540
		10-19	716
		20-49	197
		50-99	90
		100-199	17
		200 & over	16
		Sub-total	8,576
IV.	Air Freight Transport (Sub-branch : 8)	1-9	12
		10-19	7
		20-49	7
		50-99	3
		100-199	3
		200 & over	12
		Sub-total	44

		Employment Size of Establishments	No. of Establishments
V.	Forwarding Agents (Sub-branch : 9 - 10)	1-9 10-19 20-49 50-99 100-199 200 & over Sub-total	1,924 424 351 89 29 16 2,833
VI.	Stevedoring Services (Sub-branch : 11)	1-9 10-19 20-49 50-99 100-199 200 & over Sub-total	74 17 11 1 1 1 105
VII.	Couriers (International) (Sub-branch : 12)	1-9 10-19 20-49 50-99 100-199 200 & over Sub-total	132 35 22 8 3 11 211
VIII.	Other Transport Logistics Services Providers (Sub-branch : 13)	1-9 10-19 20-49 50-99 100-199 200 & over Sub-total	0 0 3 5 1 8 17
IX.	Sea Freight Transport (Sub-branch : 14 - 15)	1-9 10-19 20-49 50-99 100-199 200 & over Sub-total	113 23 11 14 14 3 178

Branch		Employment Size of Establishments	No. of Establishments
X.	Ship Management & Chartering (Sub-branch : 16 - 18)	1-9	122
		10-19	15
		20-49	14
		50-99	9
		100-199	2
		200 & over	1
		Sub-total	163
Overall		1-9	10,380
		10-19	1,307
		20-49	673
		50-99	231
		100-199	81
		200 & over	74
Total		12,746	

More Findings of the Manpower Survey

Table A8.1: No. of Employees in July 2012 and Planned No. of Employees in July 2013 & 2014
by Job Code by Branch by Sector by Job Category/Code/Level

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
I. Warehousing & Cold Storage (Sub-branch : 1 - 3)	Land Transport	Business Management, Strategic Planning			
		311 Managerial Level	92	92	92
		312 Executive/Supervisory Level	15	15	15
		313 Assistant/Clerical Level	23	23	23
		Fleet Operation and Management			
		321 Managerial Level	9	9	9
		322 Executive/Supervisory Level	13	13	13
		323 Assistant/Clerical Level	42	42	41
		Sales & Customer Service			
		331 Managerial Level	50	50	51
		332 Executive/Supervisory Level	149	150	150
		333 Assistant/Clerical Level	418	446	431
		Frontline Cargo Operation			
		341 Managerial Level	158	157	158
		342 Executive/Supervisory Level	572	575	571
		343 Technician/Assistant/Clerical Level	1,118	1,137	1,123
		344 Crafts/Operative Level	3,708	3,713	3,705
		345 Driver	396	406	406
		Technical/Engineering Support			
		351 Managerial Level	1	1	1
		352 Executive/Supervisory Level	10	10	10
		353 Technician/Assistant/Clerical Level	12	12	12
		354 Crafts/Operative Level	49	49	49
		Sub-total	6,835	6,900	6,860

Branch		Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
II. Cargo Handling Terminals (Sub-branch : 4)	Sea Transport	Business Management, Strategic Planning				
		211 Managerial Level		16	17	16
		212 Executive/Supervisory Level		6	9	6
		213 Assistant/Clerical Level		2	3	2
		Fleet Operation and Management				
		221 Managerial Level		-	-	-
		222 Executive/Supervisory Level		-	-	-
		223 Assistant/Clerical Level		-	-	-
		Sales & Customer Service				
		231 Managerial Level		22	17	21
		232 Executive/Supervisory Level		46	43	44
		233 Assistant/Clerical Level		34	34	33
		Frontline Cargo Operation				
		241 Managerial Level		44	45	45
		242 Executive/Supervisory Level		360	357	357
		243 Technician/Assistant/Clerical Level		894	954	927
		244 Crafts/Operative Level		1,127	1,166	1,162
		245 Driver		34	34	34
		Technical/Engineering Support				
		251 Managerial Level		19	20	20
		252 Executive/Supervisory Level		129	132	129
		253 Technician/Assistant/Clerical Level		216	228	219
		254 Crafts/Operative Level		109	104	108
Sub-total			3,058	3,163	3,123	

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
III. Trucking & Container Haulage (Sub-branch : 5 - 7)	Land Transport	Business Management, Strategic Planning			
		311 Managerial Level	403	402	404
		312 Executive/Supervisory Level	62	62	62
		313 Assistant/Clerical Level	121	121	121
		Fleet Operation and Management			
		321 Managerial Level	72	72	72
		322 Executive/Supervisory Level	68	68	71
		323 Assistant/Clerical Level	22	28	34
		Sales & Customer Service			
		331 Managerial Level	310	310	310
		332 Executive/Supervisory Level	1,217	1,217	1,220
		333 Assistant/Clerical Level	1,051	1,051	1,051
		Frontline Cargo Operation			
		341 Managerial Level	535	531	538
		342 Executive/Supervisory Level	2,484	2,484	2,504
		343 Technician/Assistant/Clerical Level	5,112	5,127	5,136
		344 Crafts/Operative Level	10,970	11,064	10,986
		345 Driver	20,298	20,225	20,267
		Technical/Engineering Support			
		351 Managerial Level	4	4	4
		352 Executive/Supervisory Level	12	12	12
		353 Technician/Assistant/Clerical Level	38	38	38
		354 Crafts/Operative Level	1,094	1,094	1,094
		Sub-total	43,873	43,910	43,924

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
IV. Air Freight Transport (Sub-branch : 8)	Air Transport	Business Management, Strategic Planning			
		111 Managerial Level	31	30	30
		112 Executive/Supervisory Level	8	8	8
		113 Assistant/Clerical Level	8	8	8
		Fleet Operation and Management			
		121 Managerial Level	2	2	2
		122 Executive/Supervisory Level	11	11	11
		123 Assistant/Clerical Level	-	-	-
		Sales & Customer Service			
		131 Managerial Level	55	47	47
		132 Executive/Supervisory Level	578	573	573
		133 Assistant/Clerical Level	874	753	753
		Frontline Cargo Operation			
		141 Managerial Level	192	186	190
		142 Executive/Supervisory Level	938	888	898
		143 Technician/Assistant/Clerical Level	634	660	634
		144 Crafts/Operative Level	4,526	4,413	4,480
		145 Driver	33	33	33
		Technical/Engineering Support			
		151 Managerial Level	20	20	20
		152 Executive/Supervisory Level	32	32	32
		153 Technician/Assistant/Clerical Level	123	123	123
		154 Crafts/Operative Level	166	166	166
		Sub-total	8,231	7,953	8,008

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
V. Forwarding Agents (Sub-branch : 9 - 10)	Air Transport	Business Management, Strategic Planning 111 Managerial Level 112 Executive/Supervisory Level 113 Assistant/Clerical Level Fleet Operation and Management 121 Managerial Level 122 Executive/Supervisory Level 123 Assistant/Clerical Level Sales & Customer Service 131 Managerial Level 132 Executive/Supervisory Level 133 Assistant/Clerical Level Frontline Cargo Operation 141 Managerial Level 142 Executive/Supervisory Level 143 Technician/Assistant/Clerical Level 144 Crafts/Operative Level 145 Driver Technical/Engineering Support 151 Managerial Level 152 Executive/Supervisory Level 153 Technician/Assistant/Clerical Level 154 Crafts/Operative Level	432 153 146 42 60 326 795 1,012 2,438 923 1,192 3,673 1,489 201 - - 24 16	430 153 146 42 60 326 788 1,009 2,439 901 1,177 3,672 1,488 201 - - 24 16	432 154 148 42 60 326 795 1,018 2,457 923 1,193 3,707 1,493 202 - - 24 16
	Sea Transport	Business Management, Strategic Planning 211 Managerial Level 212 Executive/Supervisory Level 213 Assistant/Clerical Level Fleet Operation and Management 221 Managerial Level 222 Executive/Supervisory Level	920 361 463 42 121	920 361 463 42 121	920 340 568 42 121

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		223 Assistant/Clerical Level	212	212	212
		Sales & Customer Service			
		231 Managerial Level	1,216	1,216	1,316
		232 Executive/Supervisory Level	1,509	1,512	1,515
		233 Assistant/Clerical Level	3,355	3,355	3,365
		Frontline Cargo Operation			
		241 Managerial Level	831	823	823
		242 Executive/Supervisory Level	1,141	1,134	1,134
		243 Technician/Assistant/Clerical Level	4,686	4,646	4,646
		244 Crafts/Operative Level	604	604	604
		245 Driver	156	156	156
		Technical/Engineering Support			
		251 Managerial Level	1	1	1
		252 Executive/Supervisory Level	8	8	8
		253 Technician/Assistant/Clerical Level	-	-	-
		254 Crafts/Operative Level	-	-	-
	Land Transport	Business Management, Strategic Planning			
		311 Managerial Level	10	10	10
		312 Executive/Supervisory Level	42	42	44
		313 Assistant/Clerical Level	124	124	124
		Fleet Operation and Management			
		321 Managerial Level	3	3	4
		322 Executive/Supervisory Level	22	22	22
		323 Assistant/Clerical Level	80	80	80
		Sales & Customer Service			
		331 Managerial Level	47	47	47
		332 Executive/Supervisory Level	70	70	70
		333 Assistant/Clerical Level	64	64	67
		Frontline Cargo Operation			
		341 Managerial Level	129	129	129

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		342 Executive/Supervisory Level	187	187	188
		343 Technician/Assistant/Clerical Level	564	564	564
		344 Crafts/Operative Level	679	679	684
		345 Driver	194	194	196
		Sub-total	30,763	30,661	30,990
VI. Stevedoring Services (Sub-branch : 11)	Sea Transport	Business Management, Strategic Planning			
		211 Managerial Level	19	19	19
		212 Executive/Supervisory Level	-	-	-
		213 Assistant/Clerical Level	-	-	-
		Fleet Operation and Management			
		221 Managerial Level	2	2	2
		222 Executive/Supervisory Level	4	4	4
		223 Assistant/Clerical Level	-	-	-
		Sales & Customer Service			
		231 Managerial Level	17	17	17
		232 Executive/Supervisory Level	34	34	34
		233 Assistant/Clerical Level	43	43	43
		Frontline Cargo Operation			
		241 Managerial Level	23	23	23
		242 Executive/Supervisory Level	45	45	45
		243 Technician/Assistant/Clerical Level	60	60	60
		244 Crafts/Operative Level	546	546	546
		245 Driver	33	33	33
		Technical/Engineering Support			
		251 Managerial Level	-	-	-
		252 Executive/Supervisory Level	-	-	-
		253 Technician/Assistant/Clerical Level	-	-	-
		254 Crafts/Operative Level	-	-	-

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
	Land Transport	Business Management, Strategic Planning			
		311 Managerial Level	2	2	2
		312 Executive/Supervisory Level	1	1	1
		313 Assistant/Clerical Level	1	1	1
		Fleet Operation and Management			
		321 Managerial Level	-	-	-
		322 Executive/Supervisory Level	-	-	-
		323 Assistant/Clerical Level	-	-	-
		Sales & Customer Service			
		331 Managerial Level	-	-	-
		332 Executive/Supervisory Level	-	-	-
		333 Assistant/Clerical Level	-	-	-
		Frontline Cargo Operation			
		341 Managerial Level	2	2	2
		342 Executive/Supervisory Level	10	10	10
		343 Technician/Assistant/Clerical Level	26	28	28
		344 Crafts/Operative Level	40	40	40
		345 Driver	-	-	-
		Technical/Engineering Support			
		351 Managerial Level	-	-	-
		352 Executive/Supervisory Level	-	-	-
		353 Technician/Assistant/Clerical Level	-	-	-
		354 Crafts/Operative Level	36	36	36
		Sub-total	944	946	946

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
VII. Couriers (International) (Sub-branch : 12)	Air Transport	Business Management, Strategic Planning 111 Managerial Level 112 Executive/Supervisory Level 113 Assistant/Clerical Level Fleet Operation and Management 121 Managerial Level 122 Executive/Supervisory Level 123 Assistant/Clerical Level Sales & Customer Service 131 Managerial Level 132 Executive/Supervisory Level 133 Assistant/Clerical Level Frontline Cargo Operation 141 Managerial Level 142 Executive/Supervisory Level 143 Technician/Assistant/Clerical Level 144 Crafts/Operative Level 145 Driver Technical/Engineering Support 151 Managerial Level 152 Executive/Supervisory Level 153 Technician/Assistant/Clerical Level 154 Crafts/Operative Level	47 23 2 - - - 140 381 598 214 288 400 1,695 319 24 - 6 -	47 23 2 - - - 140 381 598 214 268 400 1,739 319 24 - 6 -	49 25 4 - - - 142 383 602 216 272 400 1,759 321 24 - 8 -
	Land Transport	Business Management, Strategic Planning 311 Managerial Level 312 Executive/Supervisory Level 313 Assistant/Clerical Level Fleet Operation and Management 321 Managerial Level 322 Executive/Supervisory Level	19 6 12 8 20	19 8 12 8 24	19 6 12 8 20

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		323 Assistant/Clerical Level	90	90	90
		Sales & Customer Service			
		331 Managerial Level	35	37	35
		332 Executive/Supervisory Level	110	112	110
		333 Assistant/Clerical Level	387	389	387
		Frontline Cargo Operation			
		341 Managerial Level	82	64	70
		342 Executive/Supervisory Level	239	215	239
		343 Technician/Assistant/Clerical Level	390	342	366
		344 Crafts/Operative Level	4,325	3,727	4,120
		345 Driver	462	462	462
	Sub-total		10,322	9,670	10,149
VIII. Other Transport Logistics Services Providers (Sub-branch : 13)	Land Transport	Business Management, Strategic Planning			
		311 Managerial Level	4	4	4
		312 Executive/Supervisory Level	-	-	-
		313 Assistant/Clerical Level	-	-	-
		Fleet Operation and Management			
		321 Managerial Level	-	-	-
		322 Executive/Supervisory Level	-	-	-
		323 Assistant/Clerical Level	-	-	-
		Sales & Customer Service			
		331 Managerial Level	5	5	5
		332 Executive/Supervisory Level	8	8	8
		333 Assistant/Clerical Level	30	30	30
		Frontline Cargo Operation			
		341 Managerial Level	52	51	51
		342 Executive/Supervisory Level	85	84	84
		343 Technician/Assistant/Clerical Level	127	126	126
		344 Crafts/Operative Level	1,012	1,012	1,012
		345 Driver	73	73	73

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		Technical/Engineering Support			
		351 Managerial Level	-	-	-
		352 Executive/Supervisory Level	-	-	-
		353 Technician/Assistant/Clerical Level	-	-	-
		354 Crafts/Operative Level	-	-	-
		Sub-total	1,396	1,393	1,393
IX. Sea Freight Transport (Sub-branch : 14 - 15)	Sea Transport	Business Management, Strategic Planning			
		211 Managerial Level	162	150	150
		212 Executive/Supervisory Level	72	71	71
		213 Assistant/Clerical Level	64	64	64
		Fleet Operation and Management			
		221 Managerial Level	155	122	123
		222 Executive/Supervisory Level	206	148	150
		223 Assistant/Clerical Level	159	139	145
		Sales & Customer Service			
		231 Managerial Level	194	186	186
		232 Executive/Supervisory Level	247	243	243
		233 Assistant/Clerical Level	585	585	585
		Frontline Cargo Operation			
		241 Managerial Level	66	66	66
		242 Executive/Supervisory Level	126	126	126
		243 Technician/Assistant/Clerical Level	200	200	200
		244 Crafts/Operative Level	1	1	1
		245 Driver	-	-	-
		Technical/Engineering Support			
		251 Managerial Level	89	49	47
		252 Executive/Supervisory Level	330	156	160
		253 Technician/Assistant/Clerical Level	238	122	120
		254 Crafts/Operative Level	36	36	36
		Sub-total	2,930	2,464	2,473

Branch		Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
X.	Ship Management & Chartering (Sub-branch : 16 - 18)	Sea Transport	Business Management, Strategic Planning			
			211 Managerial Level	69	69	67
			212 Executive/Supervisory Level	15	15	15
			213 Assistant/Clerical Level	5	4	6
			Fleet Operation and Management			
			221 Managerial Level	78	80	82
			222 Executive/Supervisory Level	68	68	68
			223 Assistant/Clerical Level	106	106	106
			Sales & Customer Service			
			231 Managerial Level	82	82	82
			232 Executive/Supervisory Level	152	153	153
			233 Assistant/Clerical Level	224	223	224
			Frontline Cargo Operation			
			241 Managerial Level	18	18	18
			242 Executive/Supervisory Level	60	60	60
			243 Technician/Assistant/Clerical Level	115	115	111
			244 Crafts/Operative Level	102	102	102
			245 Driver	53	53	53
			Technical/Engineering Support			
			251 Managerial Level	4	4	4
			252 Executive/Supervisory Level	9	9	9
			253 Technician/Assistant/Clerical Level	11	10	11
			254 Crafts/Operative Level	-	-	-
			Sub-total	1,171	1,171	1,171

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
All Branches	Air Transport	Business Management, Strategic Planning			
		111 Managerial Level	510	507	511
		112 Executive/Supervisory Level	184	184	187
		113 Assistant/Clerical Level	156	156	160
		Fleet Operation and Management			
		121 Managerial Level	44	44	44
		122 Executive/Supervisory Level	71	71	71
		123 Assistant/Clerical Level	326	326	326
		Sales & Customer Service			
		131 Managerial Level	990	975	984
		132 Executive/Supervisory Level	1,971	1,963	1,974
		133 Assistant/Clerical Level	3,910	3,790	3,812
		Frontline Cargo Operation			
		141 Managerial Level	1,329	1,301	1,329
		142 Executive/Supervisory Level	2,418	2,333	2,363
		143 Technician/Assistant/Clerical Level	4,707	4,732	4,741
		144 Crafts/Operative Level	7,710	7,640	7,732
		145 Driver	553	553	556
		Technical/Engineering Support			
		151 Managerial Level	44	44	44
		152 Executive/Supervisory Level	32	32	32
		153 Technician/Assistant/Clerical Level	153	153	155
		154 Crafts/Operative Level	182	182	182
	Sea Transport	Business Management, Strategic Planning			
		211 Managerial Level	1,186	1,175	1,172
		212 Executive/Supervisory Level	454	456	432
		213 Assistant/Clerical Level	534	534	640
		Fleet Operation and Management			
		221 Managerial Level	277	246	249
		222 Executive/Supervisory Level	399	341	343

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		223 Assistant/Clerical Level Sales & Customer Service 231 Managerial Level 232 Executive/Supervisory Level 233 Assistant/Clerical Level Frontline Cargo Operation 241 Managerial Level 242 Executive/Supervisory Level 243 Technician/Assistant/Clerical Level 244 Crafts/Operative Level 245 Driver Technical/Engineering Support 251 Managerial Level 252 Executive/Supervisory Level 253 Technician/Assistant/Clerical Level	477 1,531 1,988 4,241 982 1,732 5,955 2,380 276 113 476 465	457 1,518 1,985 4,240 975 1,722 5,975 2,419 276 74 305 360	463 1,622 1,989 4,250 975 1,722 5,944 2,415 276 72 306 350
	Land Transport	Business Management, Strategic Planning 311 Managerial Level 312 Executive/Supervisory Level 313 Assistant/Clerical Level Fleet Operation and Management 321 Managerial Level 322 Executive/Supervisory Level 323 Assistant/Clerical Level Sales & Customer Service 331 Managerial Level 332 Executive/Supervisory Level 333 Assistant/Clerical Level	 530 126 281 92 123 234 447 1,554 1,950	 529 128 281 92 127 240 449 1,557 1,980	 531 128 281 93 126 245 448 1,558 1,966

Branch	Sector	Job Category/Code/Level	Total No. of Employees in July 2012	Planned No. of Employees in July 2013	Planned No. of Employees in July 2014
		Frontline Cargo Operation			
		341 Managerial Level	958	934	948
		342 Executive/Supervisory Level	3,577	3,555	3,596
		343 Technician/Assistant/Clerical Level	7,337	7,324	7,343
		344 Crafts/Operative Level	20,734	20,235	20,547
		345 Driver	21,423	21,360	21,404
		Technical/Engineering Support			
		351 Managerial Level	5	5	5
		352 Executive/Supervisory Level	22	22	22
		353 Technician/Assistant/Clerical Level	50	50	50
		354 Crafts/Operative Level	1,179	1,179	1,179
		Total	109,523	108,231	109,037

Table A8.2 Distribution of Employees by Preferred Level of Education and Qualifications by Branch by Sector by Job Level

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
I. Warehousing & Cold Storage	Land Transport	Managerial	96	6	71	75	37	0	11	296
		Executive/supervisory	30	21	206	184	304	0	7	752
		Assistant/clerical	7	0	15	493	1,058	8	8	1,589
		Crafts/operative	0	0	17	16	981	2,929	64	4,007
II. Cargo Handling Terminals	Sea Transport	Managerial	87	11	0	0	0	0	0	98
		Executive/supervisory	283	69	179	0	10	0	0	541
		Assistant/clerical	3	58	255	0	765	4	0	1,085
		Crafts/operative	0	53	85	0	776	297	0	1,211
III. Trucking & Container Haulage	Land Transport	Managerial	462	144	230	422	49	0	17	1,324
		Executive/supervisory	214	187	507	890	1,736	270	32	3,836
		Assistant/clerical	48	0	486	1,479	4,106	144	28	6,291
		Crafts/operative	0	0	56	0	7,658	23,470	382	31,566
IV. Air Freight Transport	Air Transport	Managerial	195	92	9	4	0	0	0	300
		Executive/supervisory	575	75	257	616	44	0	0	1,567
		Assistant/clerical	0	0	1,081	47	443	42	0	1,613
		Crafts/operative	0	0	69	19	2,221	2347	0	4,656

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
V. Forwarding Agents	Air Transport	Managerial	1,390	193	78	231	48	0	237	2,177
		Executive/supervisory	329	549	482	533	298	0	196	2,387
		Assistant/clerical	80	45	668	1943	3,104	0	631	6,471
		Crafts/operative	0	0	3	26	1,006	618	17	1,670
	Sea Transport	Managerial	750	516	994	453	52	0	143	2,908
		Executive/supervisory	239	544	763	459	882	0	126	3,013
		Assistant/clerical	90	189	303	1,906	5,798	0	169	8,455
		Crafts/operative	0	0	0	0	293	273	180	746
	Land Transport	Managerial	77	44	4	12	14	0	36	187
		Executive/supervisory	6	35	132	32	41	0	69	315
		Assistant/clerical	0	55	46	319	347	0	51	818
		Crafts/operative	0	0	11	0	297	469	54	831
VI. Stevedoring Services	Sea Transport	Managerial	9	13	16	23	0	0	0	61
		Executive/supervisory	8	3	13	36	17	6	0	83
		Assistant/clerical	0	0	2	29	70	0	0	101
		Crafts/operative	0	0	0	0	361	211	3	575
	Land Transport	Managerial	3	0	0	1	0	0	0	4
		Executive/supervisory	0	0	2	6	3	0	0	11
		Assistant/clerical	0	0	0	13	14	0	0	27
		Crafts/operative	0	0	0	0	19	57	0	76

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
VII. Couriers (International)	Air Transport	Managerial	400	0	0	5	10	0	10	425
		Executive/supervisory	109	463	86	31	0	0	0	689
		Assistant/clerical	0	0	550	325	122	0	0	997
		Crafts/operative	0	0	0	0	1,934	80	0	2,014
	Land Transport	Managerial	54	16	50	24	0	0	0	144
		Executive/supervisory	20	60	196	36	63	0	0	375
		Assistant/clerical	2	0	16	338	506	3	0	865
		Crafts/operative	0	0	0	0	3,924	783	0	4,707
VIII. Other Transport Logistics Services Providers	Land Transport	Managerial	57	3	0	1	0	0	0	61
		Executive/supervisory	52	1	18	3	18	0	0	92
		Assistant/clerical	0	0	86	5	66	0	0	157
		Crafts/operative	0	0	0	0	64	999	0	1,063
IX. Sea Freight Transport	Sea Transport	Managerial	554	25	46	24	11	0	4	664
		Executive/supervisory	335	341	85	144	55	0	18	978
		Assistant/clerical	82	45	539	108	460	0	8	1,242
		Crafts/operative	0	10	0	1	6	20	0	37
X. Ship Management & Chartering	Sea Transport	Managerial	162	26	19	8	3	0	33	251
		Executive/supervisory	90	8	47	104	17	0	37	303
		Assistant/clerical	32	1	42	133	212	0	40	460
		Crafts/operative	0	0	0	0	116	39	0	155

Branch	Sector	Job Level	First Degree and Above	Post Secondary		Upper Secondary		Lower Secondary and below	Unspecified	Total
			University Degree or above	Sub-degree (Asso.Degree/ Higher Dip./ Higher Cert.)	Dip./ Cert.	Advanced Level (S6 to S7)	Senior Secondary (S4 to S5)	Junior Secondary (S3 or below)		
All Branch	Air Transport	Managerial	1,985	285	87	240	58	0	247	2,902
		Executive/supervisory	1,013	1,087	825	1,180	342	0	196	4,643
		Assistant/clerical	80	45	2,299	2,315	3,669	42	631	9,081
		Crafts/operative	0	0	72	45	5,161	3,045	17	8,340
	Sea Transport	Managerial	1,562	591	1,075	508	66	0	180	3,982
		Executive/supervisory	955	965	1,087	743	981	6	181	4,918
		Assistant/clerical	207	293	1,141	2,176	7,305	4	217	11,343
		Crafts/operative	0	63	85	1	1,552	840	183	2,724
	Land Transport	Managerial	749	213	355	535	100	0	64	2,016
		Executive/supervisory	322	304	1,061	1,151	2,165	270	108	5,381
		Assistant/clerical	57	55	649	2,647	6,097	155	87	9,747
		Crafts/operative	0	0	84	16	12,943	28,707	500	42,250

Table A8.3 Distribution of Employees by Whether the Job Requires
Sea-going Qualifications by Branch by Sector by Job Level

Branch	Sector	Job Level	Whether the Job Requires <u>Sea-going Qualifications</u>			<i>Total</i>
			<i>Yes</i>	<i>No</i>	<i>Unspecified</i>	
I. Warehousing & Cold Storage	Land Transport	Managerial	0	296	0	296
		Executive/supervisory	0	752	0	752
		Assistant/clerical	0	1,589	0	1,589
		Crafts/operative	0	4,007	0	4,007
Sub-total (in no.)			0	6,644	0	6,644
Sub-total (in %)			0	100	0	100
II. Cargo Handling Terminals	Sea Transport	Managerial	0	98	0	98
		Executive/supervisory	0	541	0	541
		Assistant/clerical	0	1085	0	1,085
		Crafts/operative	0	1211	0	1,211
Sub-total (in no.)			0	2,935	0	2,935
Sub-total (in %)			0	100	0	100
III. Trucking & Container Haulage	Land Transport	Managerial	0	1324	0	1,324
		Executive/supervisory	0	3,836	0	3,836
		Assistant/clerical	0	6,291	0	6,291
		Crafts/operative	0	31,566	0	31,566
Sub-total (in no.)			0	43,017	0	43,017
Sub-total (in %)			0	100	0	100
IV. Air Freight Transport	Air Transport	Managerial	0	300	0	300
		Executive/supervisory	0	1,567	0	1,567
		Assistant/clerical	0	1,613	0	1,613
		Crafts/operative	0	4,656	0	4,656
Sub-total (in no.)			0	8,136	0	8,136
Sub-total (in %)			0	100	0	100
V. Forwarding Agents	Air Transport	Managerial	0	2,177	0	2,177
		Executive/supervisory	0	2,387	0	2,387
		Assistant/clerical	0	6,471	0	6,471
		Crafts/operative	0	1,670	0	1,670
	Sea Transport	Managerial	0	2,908	0	2,908
		Executive/supervisory	0	3,013	0	3,013
		Assistant/clerical	0	8,455	0	8,455
		Crafts/operative	0	746	0	746
	Land Transport	Managerial	0	187	0	187
		Executive/supervisory	0	315	0	315
		Assistant/clerical	0	818	0	818
		Crafts/operative	0	831	0	831
Sub-total (in no.)			0	29,978	0	29,978
Sub-total (in %)			0	100	0	100

Branch	Sector	Job Level	Whether the Job Requires <u>Sea-going Qualifications</u>			<i>Total</i>
			<i>Yes</i>	<i>No</i>	<i>Unspecified</i>	
VI. Stevedoring Services	Sea Transport	Managerial	0	61	0	61
		Executive/supervisory	2	81	0	83
		Assistant/clerical	0	101	0	101
		Crafts/operative	13	562	0	575
	Land Transport	Managerial	0	4	0	4
		Executive/supervisory	0	11	0	11
		Assistant/clerical	0	27	0	27
		Crafts/operative	0	76	0	76
Sub-total (in no.) (in %)			15 <i>1.6</i>	923 <i>98.4</i>	0 <i>0</i>	938 <i>100</i>
VII. Couriers (International)	Air Transport	Managerial	0	425	0	425
		Executive/supervisory	0	689	0	689
		Assistant/clerical	0	997	0	997
		Crafts/operative	0	2,014	0	2,014
	Land Transport	Managerial	0	144	0	144
		Executive/supervisory	0	375	0	375
		Assistant/clerical	0	865	0	865
		Crafts/operative	0	4,707	0	4,707
Sub-total (in no.) (in %)			0 <i>0</i>	10,216 <i>100</i>	0 <i>0</i>	10,216 <i>100</i>
VIII. Other Transport Logistics Services Providers	Land Transport	Managerial	0	61	0	61
		Executive/supervisory	0	92	0	92
		Assistant/clerical	0	157	0	157
		Crafts/operative	0	1,063	0	1,063
Sub-total (in no.) (in %)			0 <i>0</i>	1,373 <i>100</i>	0 <i>0</i>	1,373 <i>100</i>
IX. Sea Freight Transport	Sea Transport	Managerial	138	518	8	664
		Executive/supervisory	311	641	26	978
		Assistant/clerical	50	1,160	32	1,242
		Crafts/operative	0	37	0	37
Sub-total (in no.) (in %)			499 <i>17.1</i>	2,356 <i>80.7</i>	66 <i>2.2</i>	2,921 <i>100</i>
X. Ship Management & Chartering	Sea Transport	Managerial	22	223	6	251
		Executive/supervisory	3	295	5	303
		Assistant/clerical	0	456	4	460
		Crafts/operative	7	148	0	155
Sub-total (in no.) (in %)			32 <i>2.7</i>	1,122 <i>96.0</i>	15 <i>1.3</i>	1,169 <i>100</i>

Branch	Sector	Job Level	Whether the Job Requires <u>Sea-going Qualifications</u>			<i>Total</i>
			<i>Yes</i>	<i>No</i>	<i>Unspecified</i>	
All Branches	Air Transport	Managerial	0	2,902	0	2,902
		Executive/supervisory	0	4,643	0	4,643
		Assistant/clerical	0	9,081	0	9,081
		Crafts/operative	0	8,340	0	8,340
	Sea Transport	Managerial	160	3,808	14	3,982
		Executive/supervisory	316	4,571	31	4,918
		Assistant/clerical	50	11,257	36	11,343
		Crafts/operative	20	2,704	0	2,724
	Land Transport	Managerial	0	2,016	0	2,016
		Executive/supervisory	0	5,381	0	5,381
		Assistant/clerical	0	9,747	0	9,747
		Crafts/operative	0	42,250	0	42,250
Grand Total (in no.)			546	106,700	81	107,327
(in %)			0.51	99.42	0.07	100

Table A8.4 Whereabouts of Freight/Transport/Logistics Staff Left in the Past 12 Months by Branches

Whereabouts Branches	Taking up/starting own business in freight/ transport/logisti cs related jobs	Taking up/starting own business in non freight/ transport/logistic s related jobs	Emigration, retirement or further studies	Unknown	Others	Total
Warehousing & Cold Storage	315 (3.02)	79 (0.76)	16 (0.15)	351 (3.37)	0 (0.00)	761 (7.30)
Cargo Handling Terminals	54 (0.52)	133 (1.28)	42 (0.40)	34 (0.33)	2 (0.02)	265 (2.54)
Trucking & Container Haulage	3,161 (30.33)	320 (3.07)	130 (1.25)	1,345 (12.90)	0 (0.00)	4,956 (47.55)
Air Freight Transport	53 (0.51)	18 (0.17)	0 (0.00)	60 (0.58)	0 (0.00)	131 (1.26)
Forwarding Agents	1,598 (15.33)	277 (2.66)	20 (0.19)	1,660 (15.93)	0 (0.00)	3,555 (34.11)
Stevedoring Services	30 (0.29)	0 (0.00)	2 (0.02)	11 (0.11)	0 (0.00)	43 (0.41)
Couriers (International)	169 (1.62)	149 (1.43)	69 (0.66)	13 (0.12)	0 (0.00)	400 (3.84)
Other Transport Logistics Services Providers	5 (0.05)	3 (0.03)	0 (0.00)	2 (0.02)	3 (0.03)	13 (0.12)
Sea Freight Transport	157 (1.51)	13 (0.12)	5 (0.05)	83 (0.80)	2 (0.02)	260 (2.49)
Ship Management & Chartering	15 (0.14)	2 (0.02)	1 (0.01)	19 (0.18)	2 (0.02)	39 (0.37)
All Branches	5,557 (53.31)	994 (9.54)	285 (2.73)	3,578 (34.33)	9 (0.09)	10,423 (100.00)

Remarks: Number in the bracket represents the percentage share among the total

Table A8.5 Whereabouts of Freight/Transport/Logistics Staff Left in the Past 12 Months by Branches by Job Level

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
I. Warehousing & Cold Storage	Taking up/starting own business in freight/transport/logistics related jobs	3	9	42	261	315
	Taking up/starting own business in non freight/transport/logistics related jobs	0	2	43	34	79
	Emigration, retirement or further studies	0	0	0	16	16
	Unknown	15	1	74	261	351
	Others	0	0	0	0	0
	Sub-total	18	12	159	572	761
II. Cargo Handling Terminals	Taking up/starting own business in freight/transport/logistics related jobs	0	2	31	21	54
	Taking up/starting own business in non freight/transport/logistics related jobs	11	44	62	16	133
	Emigration, retirement or further studies	2	10	15	15	42
	Unknown	1	9	14	10	34
	Others	1	0	0	1	2
	Sub-total	15	65	122	63	265

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
III. Trucking & Container Haulage	Taking up/starting own business in freight/transport/ logistics related jobs	3	26	194	2,938	3,161
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	12	6	302	320
	Emigration, retirement or further studies	0	3	0	127	130
	Unknown	8	1	116	1,220	1,345
	Others	0	0	0	0	0
	Sub-total	11	42	316	4,587	4,956
IV. Air Freight Transport	Taking up/starting own business in freight/transport/ logistics related jobs	0	2	33	18	53
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	4	7	7	18
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	0	7	27	26	60
	Others	0	0	0	0	0
	Sub-total	0	13	67	51	131
V. Forwarding Agent	Taking up/starting own business in freight/transport/ logistics related jobs	40	118	1,207	233	1,598
	Taking up/starting own business in non freight/ transport/logistics related jobs	2	20	238	17	277

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
	Emigration, retirement or further studies	0	7	13	0	20
	Unknown	33	83	1,245	299	1,660
	Others	0	0	0	0	0
	Sub-total	75	228	2,703	549	3,555
VI. Stevedoring Services	Taking up/starting own business in freight/transport/ logistics related jobs	0	3	7	20	30
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	0	0	0	0
	Emigration, retirement or further studies	0	0	1	1	2
	Unknown	1	0	2	8	11
	Others	0	0	0	0	0
	Sub-total	1	3	10	29	43
VII. Couriers (International)	Taking up/starting own business in freight/transport/ logistics related jobs	2	0	44	123	169
	Taking up/starting own business in non freight/ transport/logistics related jobs	11	8	23	107	149
	Emigration, retirement or further studies	2	2	13	52	69
	Unknown	0	0	13	0	13
	Others	0	0	0	0	0
	Sub-total	15	10	93	282	400

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
VIII. Other Transport Logistics Services Providers	Taking up/starting own business in freight/transport/ logistics related jobs	0	0	1	4	5
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	0	0	3	3
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	0	0	2	0	2
	Others	1	1	1	0	3
	Sub-total	1	1	4	7	13
IX. Sea Freight Transport	Taking up/starting own business in freight/transport/ logistics related jobs	26	44	87	0	157
	Taking up/starting own business in non freight/ transport/logistics related jobs	1	0	12	0	13
	Emigration, retirement or further studies	0	0	5	0	5
	Unknown	0	28	55	0	83
	Others	0	0	2	0	2
	Sub-total	27	72	161	0	260

Branch	Whereabouts	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
X. Ship Management & Chartering	Taking up/starting own business in freight/transport/ logistics related jobs	3	5	7	0	15
	Taking up/starting own business in non freight/ transport/logistics related jobs	0	0	2	0	2
	Emigration, retirement or further studies	0	1	0	0	1
	Unknown	0	0	19	0	19
	Others	0	0	2	0	2
	Sub-total	3	6	30	0	39
All Branches	Taking up/starting own business in freight/transport/ logistics related jobs	77	209	1,653	3,618	5,557
	Taking up/starting own business in non freight/ transport/logistics related jobs	25	90	393	486	994
	Emigration, retirement or further studies	4	23	47	211	285
	Unknown	58	129	1,567	1,824	3,578
	Others	2	1	5	1	9
	Total	166	452	3,665	6,140	10,423

Table A8.6 Source/Origin of Freight/Transport/Logistics Staff Recruited in Past 12 Months by Branches

Source/Origin Branches	Recruited from other transport logistics establishments	Recruited from non-transport logistics establishments	Recruited from new graduates studied transport logistics programme at education/ training institutions	Unknown	Others	Total
Warehousing & Cold Storage	517 (5.84)	82 (0.93)	0 (0.00)	10 (0.11)	0 (0.00)	609 (6.88)
Cargo Handling Terminals	79 (0.89)	89 (1.00)	1 (0.01)	3 (0.03)	0 (0.00)	172 (1.94)
Trucking & Container Haulage	2,825 (31.89)	846 (9.55)	9 (0.10)	95 (1.07)	0 (0.00)	3,775 (42.62)
Air Freight Transport	89 (1.00)	36 (0.41)	15 (0.17)	0 (0.00)	0 (0.00)	140 (1.58)
Forwarding Agents	2,678 (30.23)	427 (4.82)	50 (0.56)	403 (4.55)	10 (0.11)	3,568 (40.28)
Stevedoring Services	27 (0.30)	0 (0.00)	2 (0.02)	3 (0.03)	0 (0.00)	32 (0.36)
Couriers (International)	236 (2.66)	17 (0.19)	0 (0.00)	0 (0.00)	5 (0.06)	258 (2.91)
Other Transport Logistics Services Providers	5 (0.06)	6 (0.07)	0 (0.00)	0 (0.00)	0 (0.00)	11 (0.12)
Sea Freight Transport	198 (2.24)	12 (0.14)	3 (0.03)	6 (0.07)	45 (0.51)	264 (2.98)
Ship Management & Chartering	16 (0.18)	9 (0.10)	1 (0.01)	3 (0.03)	0 (0.00)	29 (0.33)
All Branches	6,670 (75.30)	1,524 (17.20)	81 (0.91)	523 (5.90)	60 (0.68)	8,858 (100.00)

Remarks: Number in the bracket represents the percentage share among the total

Table A8.7 Source/Origin of Freight/Transport/Logistics Staff Recruited in the Past 12 Months by Branch by Job Level

			<u>Job Level</u>				Total
Branch	Source/Origin		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
I. Warehousing & Cold Storage	Recruited from other transport logistics establishments		1	2	59	455	517
	Recruited from non-transport logistics establishments		2	4	36	40	82
	Recruited from new graduates studied transport logistics programme at education/training institutions		0	0	0	0	0
	Unknown		0	0	0	10	10
	Others		0	0	0	0	0
	Sub-total		3	6	95	505	609
II. Cargo Handling Terminals	Recruited from other transport logistics establishments		0	2	44	33	79
	Recruited from non-transport logistics establishments		3	24	57	5	89
	Recruited from new graduates studied transport logistics programme at education/training institutions		0	0	1	0	1
	Unknown		0	0	3	0	3
	Others		0	0	0	0	0
	Sub-total		3	26	105	38	172
III. Trucking & Container Haulage	Recruited from other transport logistics establishments		18	20	210	2,577	2,825
	Recruited from non-transport logistics establishments		0	13	68	765	846
	Recruited from new graduates studied transport logistics programme at education/training institutions		0	5	4	0	9
	Unknown		3	0	12	80	95
	Others		0	0	0	0	0
	Sub-total		21	38	294	3,422	3,775

Branch	Source/Origin	<u>Job Level</u>				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
III. Trucking & Container Haulage	Recruited from other transport logistics establishments	18	20	210	2,577	2,825
	Recruited from non-transport logistics establishments	0	13	68	765	846
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	5	4	0	9
	Unknown	3	0	12	80	95
	Others	0	0	0	0	0
	Sub-total	21	38	294	3,422	3,775
IV. Air Freight Transport	Recruited from other transport logistics establishments	0	7	38	44	89
	Recruited from non-transport logistics establishments	0	0	7	29	36
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	15	0	15
	Unknown	0	0	0	0	0
	Others	0	0	0	0	0
	Sub-total	0	7	60	73	140
V. Forwarding Agent	Recruited from other transport logistics establishments	82	267	2,011	318	2,678
	Recruited from non-transport logistics establishments	0	13	388	26	427
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	50	0	50
	Unknown	0	0	215	188	403
	Others	0	0	10	0	10
	Sub-total	82	280	2,674	532	3,568

Branch	Source/Origin	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
VI. Stevedoring Services	Recruited from other transport logistics establishments	0	3	1	23	27
	Recruited from non-transport logistics establishments	0	0	0	0	0
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	2	0	0
	Unknown	0	0	0	3	3
	Others	0	0	0	0	0
	Sub-total	0	3	3	26	32
VII. Couriers (International)	Recruited from other transport logistics establishments	0	2	104	130	236
	Recruited from non-transport logistics establishments	1	2	13	1	17
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	0	0	0
	Others	0	0	5	0	5
	Sub-total	1	4	122	131	258
VIII. Other Transport Logistics Services Providers	Recruited from other transport logistics establishments	0	0	1	4	5
	Recruited from non-transport logistics establishments	0	0	6	0	6
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	0	0	0
	Others	0	0	0	0	0
	Sub-total	0	0	7	4	11

Branch	Source/Origin	Job Level				Total
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative	
IX. Sea Freight Transport	Recruited from other transport logistics establishments	14	123	61	0	198
	Recruited from non-transport logistics establishments	0	2	10	0	12
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	3	0	3
	Unknown	0	2	4	0	6
	Others	0	20	25	0	45
	Sub-total	14	147	103	0	264
X. Ship Management & Chartering	Recruited from other transport logistics establishments	2	1	13	0	16
	Recruited from non-transport logistics establishments	0	0	9	0	9
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	1	0	1
	Unknown	0	0	3	0	3
	Others	0	0	0	0	0
	Sub-total	2	1	26	0	29
All Branches	Recruited from other transport logistics establishments	117	427	2,542	3,584	6,670
	Recruited from non-transport logistics establishments	6	58	594	866	1,524
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	5	76	0	81
	Unknown	3	2	237	281	523
	Others	0	20	40	0	60
	Total	126	512	3,489	4,731	8,858

Table A8.8 No. of Freight/Transport/Logistics Staff Require Training in Coming 12 Months by Branch by Type of Training by Subject Area

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agents	(VI) Stevedoring Services	(VII) Couriers (International)	(VIII) Other Transport Logistics Services Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Managerial Skills	101 Automation Strategy Planning, Implementation and Evaluation	0	2	49	1	10	0	26	0	0	4	92
	102 Customer Relationship and Service Strategy Planning, Implementation and Evaluation	5	7	65	1	146	0	56	0	25	18	323
	103 Budgetary Control	5	8	61	0	49	0	136	18	10	10	297
	104 Business Strategy Planning, Implementation and Evaluation	0	7	44	3	147	0	84	0	14	12	311
	105 Environmental Protection Strategy Planning, Implementation and Evaluation	0	10	35	3	175	0	40	0	14	10	287
	106 Financial Planning, Implementation and Evaluation	0	5	33	0	54	0	30	0	20	20	162
	107 Human Resources Planning, Implementation and Evaluation	0	4	46	0	41	0	62	0	10	12	175
	108 Legal Affairs	5	13	10	15	39	0	22	0	1	2	107
	109 Pricing Strategy	0	4	20	4	35	0	20	5	25	4	117

Type of Training	Subject Area	<u>Branch</u>										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agents	(VI) Stevedoring Services	(VII) Couriers (International)	(VIII) Other Transport Logistics Services Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Managerial Skills	110 Quality Assurance and Control	4	4	228	9	90	0	26	0	60	2	423
	111 Risk Assessment	5	8	221	4	51	0	12	0	16	24	341
	112 Sales and Marketing Strategy Planning, Implementation and Evaluation	0	16	62	4	220	0	32	0	43	28	405
	113 Supervisory Techniques	9	65	102	18	500	1	100	55	18	4	872
	114 Workflow Analysis	32	14	437	12	132	0	22	0	25	6	680
	115 Occupational Health Planning & Insurance Planning	404	17	1,538	10	2,716	0	466	227	19	43	5,440
	116 Contract Management	0	8	7	0	21	0	14	0	0	10	60
	117 Others - Regulated Agent Regime (RAR)	0	0	0	0	24	0	0	171	0	0	195
	118 Others - Effective Coaching Skills	0	20	0	0	0	0	0	0	0	0	20
	119 Others - Appraisal Skills	0	40	0	0	0	0	0	0	0	0	40
Sub-total		469	252	2,958	84	4,450	1	1,148	476	300	209	10,347

Type of Training	Subject Area	<u>Branch</u>										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agents	(VI) Stevedoring Services	(VII) Couriers (International)	(VIII) Other Transport Logistics Services Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Specific Skills	201 Optimization of Transport and Distribution Operations	40	5	473	10	352	0	40	12	0	0	932
	202 Distribution Operations	60	0	50	17	115	0	30	0	0	2	274
	203 Automation of Material Handling	0	0	448	42	20	0	40	0	0	0	550
	204 Multi-modal Transportation	0	0	3	0	9	0	30	0	0	0	42
	205 Routing Optimization	81	13	495	42	604	0	30	30	15	2	1,312
	206 Transport Operations	104	10	633	0	721	1	30	0	0	4	1,503
	207 Warehousing and Storage Operations/Inventory Control	135	55	515	0	261	1	470	32	0	42	1,511
	208 Brokering	0	2	200	0	0	0	24	2	4	18	250
	209 Marine Insurance	0	1	0	0	3	0	4	0	2	36	46
	210 Marine Surveying	0	0	0	0	0	0	4	0	11	4	19
	211 Transport of Dangerous Cargo	60	10	482	10	560	0	20	0	9	0	1,151
	212 International Trading Practices	0	0	53	21	208	0	90	0	8	6	386
	213 Application of Supply Chain Concepts	0	0	6	0	100	0	30	0	0	4	140
	214 Customer Relation and Services	16	33	69	39	2,026	0	50	10	9	16	2,268
	215 Documentation Processing	2	13	140	30	1,358	0	279	10	16	2	1,850

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agents	(VI) Stevedoring Services	(VII) Couriers (International)	(VIII) Other Transport Logistics Services Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Specific Skills	216 Material Handling Techniques	10	0	178	10	64	0	4	0	4	0	270
	217 Sales, Promotion and Marketing	0	0	236	0	1,204	0	64	10	0	18	1,532
	218 Cargo Consolidation	0	6	26	0	119	0	4	0	0	0	155
	219 Import/Export Documents Handling	0	0	32	0	1,157	3	4	0	0	4	1,200
	220 Others - Regulated Agent Courses	0	0	0	0	100	0	0	0	0	0	100
	221 Others - The Law of the Sea for the International Maritime Organization	0	0	0	0	0	0	0	0	30	0	30
Sub-total		508	148	4,039	221	8,981	5	1247	106	108	158	15,521
Technical Skills	301 Forklift Truck Operation	277	86	245	12	112	0	172	0	0	0	904
	302 Container Crane Operation	0	13	182	0	0	0	12	0	0	0	207
	303 Material Handling Equipment Operation	65	11	160	50	3	0	12	0	0	0	301
	304 Packing/Storage of Goods	116	6	439	10	17	0	20	0	0	0	608
	305 Dangerous Goods Handling	152	40	216	50	1,593	0	752	0	0	0	2,803
	306 Safety of Container Haulage Operation (Mainland, Local & Terminal)	0	0	259	0	2	0	10	0	0	0	271
Sub-total		610	156	1,501	122	1,727	0	978	0	0	0	5,094

Type of Training	Subject Area	Branch										Total
		(I) Warehousing & Cold Storage	(II) Cargo Handling Terminals	(III) Trucking & Container Haulage	(IV) Air Freight Transport	(V) Forwarding Agents	(VI) Stevedoring Services	(VII) Couriers (International)	(VIII) Other Transport Logistics Services Providers	(IX) Sea Freight Transport	(X) Ship Management & Chartering	
Generic Skills	401 Multi-lingual Business Communication	0	93	35	0	921	0	50	0	116	18	1,233
	402 e-Business/e-Commerce Concepts	1	10	35	24	682	0	20	14	55	12	853
	403 Information Systems Application	40	13	29	43	259	0	20	23	104	14	545
	404 Others - Computer Application	16	0	0	0	0	0	0	0	2	2	20
	405 Others - Occupational Safety	0	0	50	0	0	0	0	0	0	0	50
	406 Others - Presentation Skills	0	20	0	0	20	0	0	0	0	0	40
	407 Others -Effective Feedback Skills	0	20	0	0	0	0	0	0	0	0	20
	Sub-total	57	156	149	67	1,882	0	90	37	277	46	2,761
Total		1,644	712	8,647	494	17,040	6	3,463	619	685	413	33,723

Table A8.9 Change in the No. of Employee by Branch by Job Level from 2008 to 2012

	2008	2010	2012	2013 (projected)	2014 (projected)
I. Warehousing & Cold Storage					
- Managerial Level	351	401	296	309	311
- Executive/supervisory Level	881	679	752	763	759
- Assistant/clerical Level	1,561	1,643	1,589	1,660	1,630
- Crafts/operative Level	3,742	3,836	4,007	4,168	4,160
All Job Level	6,535	6,559	6,644	6,900	6,860
II. Cargo Handling Terminals					
- Managerial Level	140	95	98	99	102
- Executive/supervisory Level	900	531	541	541	536
- Assistant/clerical Level	1,018	931	1,085	1,219	1,181
- Crafts/operative Level	3,345	1,295	1,211	1,304	1,304
All Job Level	5,403	2,852	2,935	3,163	3,123
III. Trucking & Container Haulage					
- Managerial Level	891	1,571	1,324	1,319	1,328
- Executive/supervisory Level	4,515	3,917	3,836	3,843	3,869
- Assistant/clerical Level	7,320	7,690	6,291	6,365	6,380
- Crafts/operative Level	30,791	30,450	31,566	32,383	32,347
All Job Level	43,517	43,629	43,017	43,910	43,924
IV. Air Freight Transport					
- Managerial Level	187	261	300	285	289
- Executive/supervisory Level	534	1,483	1,567	1,512	1,522
- Assistant/clerical Level	602	1,365	1,613	1,544	1,518
- Crafts/operative Level	2,907	4,200	4,656	4,612	4,679
All Job Level	4,230	7,309	8,136	7,953	8,008
V. Forwarding Agents					
- Managerial Level	3,844	3,857	5,272	5,352	5,484
- Executive/supervisory Level	6,507	5,009	5,715	5,856	5,867
- Assistant/clerical Level	16,627	16,726	15,744	16,115	16,288
- Crafts/operative Level	3,124	2,805	3,247	3,338	3,351
All Job Level	30,102	28,398	29,978	30,661	30,990
VI. Stevedoring Services					
- Managerial Level	78	87	65	65	65
- Executive/supervisory Level	239	104	94	94	94
- Assistant/clerical Level	217	215	128	132	132
- Crafts/operative Level	1,312	824	651	655	655
All Job Level	1,846	1,230	938	946	946

	2008	2010	2012	2013 (projected)	2014 (projected)
VII. Couriers (International)					
- Managerial Level	235	375	569	553	563
- Executive/supervisory Level	448	780	1,064	1,031	1,055
- Assistant/clerical Level	1,008	1,518	1,862	1,839	1,869
- Crafts/operative Level	1,971	6,220	6,721	6,247	6,662
All Job Level	3,662	8,893	10,216	9,670	10,149
VIII. Other Transport Logistics Services Providers					
- Managerial Level	50	81	61	60	60
- Executive/supervisory Level	103	146	92	92	92
- Assistant/clerical Level	122	168	157	156	156
- Crafts/operative Level	1,009	1,035	1,063	1,085	1,085
All Job Level	1,284	1,430	1,373	1,393	1,393
IX. Sea Freight Transport					
- Managerial Level	838*	414	664	573	572
- Executive/supervisory Level	1,077*	645	978	744	750
- Assistant/clerical Level	1,916*	1,198	1,242	1,110	1,114
- Crafts/operative Level	259*	31	37	37	37
All Job Level	4,090*	2,288	2,921	2,464	2,473
X. Ship Management & Chartering					
- Managerial Level		293	251	253	253
- Executive/supervisory Level		383	303	305	305
- Assistant/clerical Level		742	460	458	458
- Crafts/operative Level		301	155	155	155
All Job Level	*	1,719	1,169	1,171	1,171
All Branches					
- Managerial Level	6,614	7,435	8,900	8,868	9,027
- Executive/supervisory Level	15,204	13,677	14,942	14,781	14,849
- Assistant/clerical Level	30,391	32,196	30,171	30,598	30,726
- Crafts/operative Level	48,460	50,997	53,314	53,984	54,435
All Job Level	100,669	104,305	107,327	108,231	109,037

Remarks:

*Figure included "Ship Management & Chartering" as two categories were grouped in one in 2008

Courses and Programmes for the Transport Logistics Industry

Table A9.1 Placement-tied courses of the Employees Retraining Board

	Course Title	Course Provider	Duration	Fee @
1.	Certificate in Warehouse Keeper Training 倉務員證書	Various	128 hrs	NA
2.	Certificate in Removal & Logistics Training 搬運物流證書	Various	104 hrs	NA
3.	Certificate in Courier Training 速遞員證書	Various	104 hrs	NA
4.	Certificate in Logistics Clerk Training 物流文員證書	Various	188 hrs	NA
5.	Diploma in Logistics Management 物流管理文憑	Various	244 hrs	NA
6.	Certificate in Logistics Practitioner (National Occupational Qualification Level 4) Training 物流員(國家職業資格)證書	Various	216 hrs	NA

Table A9.2 Skills Upgrading Scheme Plus courses of the Employees Retraining Board

	Course Title	Course Provider	Duration	Fee @
7.	Module Certificate in Logistics Theory & Skills 物流理論及技術單元證書	Various	30 hrs	\$375- \$1,250
8.	Module Certificate in Logistics Basic Concepts 物流貨運基礎單元證書	Various	24 hrs	\$375- \$1,250
9.	Module Certificate in Logistics Practices 物流實務單元證書	Various	24 hrs	\$225- \$750
10.	Module Certificate in Logistics Management Concepts 物流管理概念單元證書	Various	30 hrs	\$525- \$1,750
11.	Module Certificate in Airfreight Dangerous Goods Awareness 空運危險品認知單元證書	Various	7 hrs	\$75- \$250
12.	Module Certificate in Airfreight Elementary 空運業基礎單元證書	Various	30 hrs	\$525- \$1,750
13.	Module Certificate in Airfreight Advanced 空運業進階單元證書	Various	36 hrs	
14.	Module Certificate in Sea Freight Transport Basic Studies 海運業基礎單元證書	Various	30 hrs	\$375- \$1,250
15.	Module Certificate in Transportation & Storage of Dangerous Goods Basic Studies 運輸及儲存危險品基本知識單元證書	Various	9 hrs	\$75- \$250
16.	Module Certificate in Operation of Counterbalanced Type Forklift Truck 抗衡型叉式起重車操作訓練單元證書	Various	48 hrs	\$1,425-\$4,750

Table A9.3 Part-time Courses Supported by the Transport Logistics Training Board

No.	Course Title	Course Provider	Duration	Fee @
1.1	Vocational Training Programme for the Freight Logistics Sector (VTP): Seafreight Logistics Module 1 – Introduction to Seafreight 貨運物流業職業訓練課程：航運物流單元一 航運基礎入門	CILTHK	30 hrs	\$1,800
1.2	Vocational Training Programme for the Freight Logistics Sector (VTP) Seafreight Logistics Module 2 – NVOCC SOP (Customer Service) 貨運物流業職業訓練課程：航運物流單元二 客戶服務	CILTHK	30 hrs	\$1,800
1.3	Seafreight Logistics Module 3 – Executive Certificate in Shipping Practices (Level 4) 貨運物流業職業訓練課程：航運物流單元三 海運－船務營運（四級）行政證書	CILTHK	33 hrs	\$2,850
1.4	Seafreight Logistics Module 4 – Executive Certificate in Warehousing and Distribution (Level 4) 貨運物流業職業訓練課程：航運物流單元四 海運－倉儲及配送營運（四級）行政證書	CILTHK	33 hrs	\$2,850
2.1	Cargo Claims Handling and Preventive Program (CLMS) / Cargo Claims Handling	HAFFA	2 days	\$1,860
2.2	Cargo Skills & Procedures (BT) / Basic Air Cargo Training	HAFFA	5 days	\$4,650
2.3	International Maritime Dangerous Goods Code Training Course (IMDG)	HAFFA	3 days	\$2,560
2.4	Vocational Training Programme for the Freight Logistics Sector (VTP): Airfreight Logistics Module 1 – Introduction to Airfreight 貨運物流業職業訓練課程：空運物流單元一 空運基礎入門	HAFFA	30 hrs	\$1,550
2.5	Vocational Training Programme for the Freight Logistics Sector (VTP): Airfreight Logistics Module 2– Cargo Documentation 貨運物流業職業訓練課程：空運物流單元二 貨運文件處理	HAFFA	30 hrs	\$1,550
2.6	Airfreight Logistics Module 3 –Executive Certificate in Airfreight Operational Supervisory Training (Level 4) 空運物流單元三 空運－行政人員營運管理培訓 （四級）行政證書	HAFFA	33 hrs	\$2,850
2.7	Airfreight Logistics Module 4 –Executive Certificate in Airfreight Operational Managerial Training (Level 4) 空運物流單元四 空運－經理級營運管理培訓 （四級）行政證書	HAFFA	33 hrs	\$2,850
2.8	Dangerous Goods Regulations (DG)	HAFFA	32-35 hrs	\$3,680-\$4,650
2.9	Dangerous Goods Awareness (DGA)	HAFFA	4-7 hrs	\$540- \$930
2.10	ICAO-FIATA Dangerous Goods by Air Training Course	HAFFA	26 hrs	\$2,800
2.11	Cargo Security Training (Regulated Agent Regime) Course	HAFFA	6.5-7 hrs	\$830

No.	Course Title	Course Provider	Duration	Fee @
3.1	Quality Vehicle Fleet Management 優質運輸車隊管理課程	HKPC	30 hrs	\$3,600
4.1	Shipping Logistics and Practice Course	HKSTLA	25 hrs	\$2,900
4.2	Marketing/Sales/Customer Services/CRM in Sea Transport and Logistics Course	HKSTLA	18 hrs	\$2,050
4.3	Information Technology in Logistics Course	HKSTLA	12 hrs	\$1,480
4.4	Food, Wine and Beverages Logistics Course	HKSTLA	5 hrs	\$750
4.5	Cold Chain Management Course	HKSTLA	3 hrs	\$500
4.6	Managing Reverse Flows in the Supply Chain	HKSTLA	3 hrs	\$550
4.7	Strategic Challenges and Perform Measurement	HKSTLA	3 hrs	\$550
4.8	Supply Chain Demand & Supply Management	HKSTLA	6 hrs	\$750
4.9	Supply Chain Development & Relationship	HKSTLA	6 hrs	\$750
5.1	Basic Cargo Skills and Procedures	IATA	30 hrs	\$5,900

Abbreviations of Course Providers:

CILTHK The Chartered Institute of Logistics and Transport in Hong Kong 香港運輸物流學會
HAFFA Hong Kong Association of Freight Forwarding & Logistics Ltd. 香港貨運物流業協會
HKPC Hong Kong Productivity Council 香港生產力促進局
HKSTLA The Hong Kong Sea Transport and Logistics Association 香港航運及物流協會
IATA International Air Transport Association 國際空運協會

*Attention: Special conditions are imposed for specific courses for the financial support.
Please enquire with course providers.*

Training Fund for Maritime and Aviation Transport

1. In his 2013-14 Budget speech, the Financial Secretary announced the establishment of a training fund for maritime and aviation transport so as to sustain and expand various existing training schemes and scholarships, and to implement other new initiatives. A sum of \$100 million is designated for spending in five years.

2. Existing training schemes and scholarships include the following:

Incentive Schemes at Technical Level

- Sea-going Training Incentive Scheme (SGTIS) (since 2004); and
- Ship Repair Training Incentive Scheme (SRTIS) (since 2006).

Scholarship Schemes at Professional Level

- Maritime Law Scholarship (Master's Programme, City University of Hong Kong ("CityU")) (since 2010);
- International Maritime and Logistics Scholarship (Master's Programme, The Hong Kong Polytechnic University ("PolyU")) (since 2007); and
- The University of Hong Kong ("HKU") - Dalian Maritime University ("DMU") Academic Collaboration (since 2008).

3. New initiatives might include the following:

- Maritime-related training and education; and
- Promotion and publicity for career prospects

4. The Government has set up task forces to seek advice from stakeholders on the utilization of the training fund.

Our Reference 本局檔號 : TL/1/2 (12)



9 July 2012

Dear Sir/Madam,

The 2012 Manpower Survey of the Transport Logistics Industry

The Vocational Training Council is a statutory body appointed by the HKSAR Government to be responsible for manpower training in Hong Kong. The Transport Logistics Training Board is one of the 21 training boards of the Vocational Training Council. It is established to assess the manpower situation and devise training plans for the transport logistics industry.

The Training Board will conduct a manpower survey of the transport logistics establishments from 16 July to 15 August 2012, with the assistance of the Census and Statistics Department. The purpose of this survey is to obtain data on the present and future manpower situation and training information so as to enable the Training Board to formulate appropriate training plans to meet the need of the industry. Your co-operation in providing the information would be much appreciated.

I enclose the following documents for your reference and completion:

- (i) Questionnaire (Appendix A);
- (ii) Explanatory notes (Appendix B); and
- (iii) Descriptions of principal jobs (Appendices C, C1 – C6).

During the survey period, an officer of the Census and Statistics Department will contact your office. The officer will answer any questions you may have and assist in the completion of the questionnaire if necessary. I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual establishments.

Should you have any questions regarding the survey, please contact the Census and Statistics Department at 2116 8505. Or, you may send the completed questionnaire to the Manpower Statistics Section of the Census and Statistics Department at *Units 1103 – 1106, 11/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon.*

Yours faithfully,

A handwritten signature in black ink, appearing to be 'TSE Ting-ting'.

(TSE Ting-ting, Anny)
Chairlady

Transport Logistics Training Board

Our Reference 本局檔號：TL/1/2 (12)



執事先生/女士：

物流貨運業二零一二年人力調查

職業訓練局乃由香港特別行政區政府委任的法定機構，負責本港的人力訓練事宜。職訓局屬下有二十一個訓練委員會，物流貨運業訓練委員會為其中之一，負責評估物流貨運業的人力情況，以及制定訓練計劃。

為調查物流貨運業目前及未來的人力情況及訓練詳情，以便制定合適的訓練計劃以配合業界需要，本訓練委員會在政府統計處的協助下，將於二零一二年七月十六日至八月十五日期間進行物流貨運機構的人力調查，懇請惠予合作，提供有關資料。

----- 茲夾附下述文件，以供參閱及填寫：

- (i) 調查表（附錄 A）；
- (ii) 附註（附錄 B）；及
- (iii) 主要職務工作說明（附錄 C，C1–C6）。

調查期間，政府統計處職員會聯絡 貴辦事處。如有需要，該處人員亦會解答問題及協助填寫調查表。調查所得資料絕對保密，只用摘要統計數字發表，並不會提及個別機構。

如對是次調查有任何疑問，請致電 2116 8505 聯絡政府統計處。貴機構亦可將完成後的調查表寄回政府統計處人力統計組（地址：九龍新蒲崗太子道東 698 號寶光商業中心 11 樓 1103 至 1106 室）。



物流貨運業訓練委員會主席
謝婷婷

二零一二年七月九日

CONFIDENTIAL WHEN ENTERED WITH DATA	填入數據後即成 機密文件
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THE 2012 MANPOWER SURVEY OF THE TRANSPORT LOGISTICS INDUSTRY

物流貨運業二零一二年人力調查

QUESTIONNAIRE

調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

填表前請參閱附註

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

NAME OF ESTABLISHMENT : _____
機構名稱

ADDRESS : _____
地址

NAME OF PERSON TO CONTACT : _____
聯絡人姓名

TEL NO. : _____
電話

E-MAIL : _____
電郵

Broad Type 分類 :

PRINCIPAL LINE OF BUSINESS : 主要業務	Warehousing and Cold Storage 貨倉及冷藏庫	Trucking and Container Haulage 貨車及貨櫃運輸	Airfreight Transport Operators (including air cargo terminal) 空運承運經營者 (包括空運貨站)
Please Tick 請在國內	Airfreight Forwarding Agents 空運貨運代理	Stevedore 船上/碼頭裝卸貨物	Seafreight Transport Operators 海運承運經營者
	Seafreight Forwarding Agents 海運貨運代理	Ship Management and Chartering 船舶管理及租賃	Cargo Handling Terminals (excluding air cargo terminal) 貨運站 (不包括空運貨站)
	International Couriers 國際速遞		
	Other Transport Logistics Services Providers 其他物流服務經營者		

Please Specify : _____
請註明

Questionnaire (Part I)
調查表 (第一部份)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
Job Title *	Job Code *	No. of Employees In July 2012	Forecast No. of Employees In July 2013	Forecast No. of Employees In July 2014	No. of Vacancies at Present	Preferred Level of Education #	Require Sea-going Qualification (1 = Yes, 0 = No)
(Refer to job code listed at right. Please see Appendices C and C1 - C6 for job description.)							
職級 *	職位編號 *	2012年7月僱員人數	預計2013年7月僱員人數	預計2014年7月僱員人數	現有空缺數目	僱員教育程度 #	僱員需具備航海資格 (1 = 需要; 0 = 不需要)
		8 - 10	11 - 14	15 - 18	19 - 22	23 - 25	26
Rec. Type							
1	2						
2	2						
3	2						
4	2						
5	2						
6	2						
7	2						
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						

Note: If additional lines are necessary, please tick here ☐, and enter on supplementary sheet(s). 附註：如此外頁填滿，請先將 (✓) 填入此口內，然後在附頁繼續填寫。

* Jobs engaged in transport logistics 從事物流營運的職位

Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)
Business Management, Strategic Planning 業務管理・計劃/策略	Business Management, Strategic Planning 業務管理・計劃/策略	Business Management, Strategic Planning 業務管理・計劃/策略
111 Managerial Level 經理級	211 Managerial Level 經理級	311 Managerial Level 經理級
112 Executive/Supervisory Level 行政/主任級	212 Executive/Supervisory Level 行政/主任級	312 Executive/Supervisory Level 行政/主任級
113 Assistant/Clerical Level 助理/文員級	213 Assistant/Clerical Level 助理/文員級	313 Assistant/Clerical Level 助理/文員級
Fleet Operation and Management 機隊・船隊・車隊營運及管理	Fleet Operation and Management 機隊・船隊・車隊營運及管理	Fleet Operation and Management 機隊・船隊・車隊營運及管理
121 Managerial Level 經理級	221 Managerial Level 經理級	321 Managerial Level 經理級
122 Executive/Supervisory Level 行政/主任級	222 Executive/Supervisory Level 行政/主任級	322 Executive/Supervisory Level 行政/主任級
123 Assistant/Clerical Level 助理/文員級	223 Assistant/Clerical Level 助理/文員級	323 Assistant/Clerical Level 助理/文員級
Sales & Customer Service 市場銷售及顧客服務	Sales & Customer Service 市場銷售及顧客服務	Sales & Customer Service 市場銷售及顧客服務
131 Managerial Level 經理級	231 Managerial Level 經理級	331 Managerial Level 經理級
132 Executive/Supervisory Level 行政/主任級	232 Executive/Supervisory Level 行政/主任級	332 Executive/Supervisory Level 行政/主任級
133 Assistant/Clerical Level 助理/文員級	233 Assistant/Clerical Level 助理/文員級	333 Assistant/Clerical Level 助理/文員級
Frontline Cargo Operation 貨物裝載・處理・前線操作	Frontline Cargo Operation 貨物裝載・處理・前線操作	Frontline Cargo Operation 貨物裝載・處理・前線操作
141 Managerial Level 經理級	241 Managerial Level 經理級	341 Managerial Level 經理級
142 Executive/Supervisory Level 行政/主任級	242 Executive/Supervisory Level 行政/主任級	342 Executive/Supervisory Level 行政/主任級
143 Technician/Assistant/Clerical Level 技術員/助理/文員級	243 Technician/Assistant/Clerical Level 技術員/助理/文員級	343 Technician/Assistant/Clerical Level 技術員/助理/文員級
144 Crafts/Operative Level 技工/操作工級	244 Crafts/Operative Level 技工/操作工級	344 Crafts/Operative Level 技工/操作工級
145 Driver 司機	245 Driver 司機	345 Driver 司機
Technical/Engineering Support 機械/技術支援	Technical/Engineering Support 機械/技術支援	Technical/Engineering Support 機械/技術支援
151 Managerial Level 經理級	251 Managerial Level 經理級	351 Managerial Level 經理級
152 Executive/Supervisory Level 行政/主任級	252 Executive/Supervisory Level 行政/主任級	352 Executive/Supervisory Level 行政/主任級
153 Technician/Assistant/Clerical Level 技術員/助理/文員級	253 Technician/Assistant/Clerical Level 技術員/助理/文員級	353 Technician/Assistant/Clerical Level 技術員/助理/文員級
154 Crafts/Operative Level 技工/操作工級	254 Crafts/Operative Level 技工/操作工級	354 Crafts/Operative Level 技工/操作工級
Other Supporting Services (such as finance, accounting, human resources, information technology) 其他行政支援：財務會計、人力資源、資訊科技	Other Supporting Services (such as finance, accounting, human resources, information technology) 其他行政支援：財務會計、資訊科技	Other Supporting Services (such as finance, accounting, human resources, information technology) 其他行政支援：財務會計、資訊科技
All Sectors 所有分類/類別	1000 All Job Levels 所有職級	

* Enter in Q.5 the preferred level of education of employees according to the following codes :
請將僱員首任的教育程度，按下列編號填入 Q.5 欄內：

- University Degree (Bachelor's Degree or above) 大學學位/或以上
- Sub-degree (Associate Degree/Higher Diploma/Higher Certificate) 副學位 (即學士/高級文憑/高級證書)
- Diploma/Certificate 文憑/證書
- Advanced Level (Secondary 6 to Secondary 7) 預科程度 (中六/中七)
- Senior Secondary (Secondary 4 to Secondary 5) 高中程度 (中四/中五)
- Junior Secondary (Secondary 3 or below) 初中程度 (中三或以下)

The 2012 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一二年人力調查

Questionnaire (Part II)
調查表（第二部份）

Q.7 Number of Transport Logistics Staff Recruited in the Past 12 Months by Source/Origin
過去十二個月內招聘的物流貨運業僱員人數（按來向／來源分類）

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Recruited from other transport logistics establishments 受聘者來自物流貨運業	<input type="text"/> <input type="text"/> 8	<input type="text"/> <input type="text"/> 10	<input type="text"/> <input type="text"/> 12	<input type="text"/> <input type="text"/> 14
(b) Recruited from non-transport logistics establishments 受聘者來自其他行業	<input type="text"/> <input type="text"/> 16	<input type="text"/> <input type="text"/> 18	<input type="text"/> <input type="text"/> 20	<input type="text"/> <input type="text"/> 22
(c) Recruited new graduates studied transport logistics programme at education/training institutions 受聘者剛畢業於專上院校的物流課程	<input type="text"/> <input type="text"/> 24	<input type="text"/> <input type="text"/> 26	<input type="text"/> <input type="text"/> 28	<input type="text"/> <input type="text"/> 30
(d) Others, please specify. 其他，請註明： _____	<input type="text"/> <input type="text"/> 32	<input type="text"/> <input type="text"/> 34	<input type="text"/> <input type="text"/> 36	<input type="text"/> <input type="text"/> 38

Q.8 Number of Transport Logistics Staff Left in the Past 12 Months by Whereabouts
過去十二個月內離職的物流貨運業僱員人數（按去向分類）

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Taking up/starting own business in transport logistics related jobs 繼續於物流貨運業任職／創業	<input type="text"/> <input type="text"/> 40	<input type="text"/> <input type="text"/> 42	<input type="text"/> <input type="text"/> 44	<input type="text"/> <input type="text"/> 46
(b) Taking up/starting own business in non-transport logistics related jobs 於其他行業任職／創業	<input type="text"/> <input type="text"/> 48	<input type="text"/> <input type="text"/> 50	<input type="text"/> <input type="text"/> 52	<input type="text"/> <input type="text"/> 54
(c) Emigration, retirement or further studies 移民、退休或進修	<input type="text"/> <input type="text"/> 56	<input type="text"/> <input type="text"/> 58	<input type="text"/> <input type="text"/> 60	<input type="text"/> <input type="text"/> 62
(d) Others, please specify. 其他，請註明： _____	<input type="text"/> <input type="text"/> 64	<input type="text"/> <input type="text"/> 66	<input type="text"/> <input type="text"/> 68	<input type="text"/> <input type="text"/> 70

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Q.7

71
72
73
74

Q.8

75
76
77
78
79

Q.9 Preferred Competency
僱員宜有技能

Please fill in the number of Transport Logistics staff who would require training as listed below in the coming 12 months :
請填上未來十二個月貴機構就以下技能需要培訓的物流貨運業僱員人數。

No. of employees require training
需要培訓的人數

Managerial Skills
管理技能

101	Automation Strategy Planning, Implementation and Evaluation 自動化策略計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 81
102	Customer Relationship and Service Strategy Planning, Implementation and Evaluation 顧客服務及關係的策略計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 84
103	Budgetary Control 成本控制	<div><div></div><div></div><div></div><div></div></div> 87
104	Business Strategy Planning, Implementation and Evaluation 業務策略計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 90
105	Environmental Protection Strategy Planning, Implementation and Evaluation 環保策略計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 93
106	Financial Planning, Implementation and Evaluation 財務計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 96
107	Human Resources Planning, Implementation and Evaluation 人力資源計劃、推行及檢討	<div><div></div><div></div><div></div><div></div></div> 99
108	Legal Affairs 法律事務	<div><div></div><div></div><div></div><div></div></div> 102
109	Pricing Strategy 價格策略	<div><div></div><div></div><div></div><div></div></div> 105

Specific Skills

專門技能

201	Optimization of Transport and Distribution Operations 優化物流貨運操作	<div><div></div><div></div><div></div><div></div></div> 138
202	Distribution Operations 物資分銷	<div><div></div><div></div><div></div><div></div></div> 141
203	Automation of Material Handling 物料自動化搬運	<div><div></div><div></div><div></div><div></div></div> 144
204	Multi-modal Transportation 多式聯運	<div><div></div><div></div><div></div><div></div></div> 147
205	Routing Optimization 優化流程	<div><div></div><div></div><div></div><div></div></div> 150
206	Transport Operations 貨運操作	<div><div></div><div></div><div></div><div></div></div> 153
207	Warehousing and Storage Operations/Inventory Control 倉儲及庫存控制	<div><div></div><div></div><div></div><div></div></div> 156
208	Brokering 船隻租賃	<div><div></div><div></div><div></div><div></div></div> 159
209	Marine Insurance 海事保險	<div><div></div><div></div><div></div><div></div></div> 162
210	Marine Surveying 海事調查及檢驗	<div><div></div><div></div><div></div><div></div></div> 165
211	Transport of Dangerous Cargo 危險品運輸	<div><div></div><div></div><div></div><div></div></div> 168

110 Quality Assurance and Control
質素控制

--	--	--	--

108

111 Risk Management
風險管理

--	--	--	--

111

112 Sales and Marketing Strategy Planning, Implementation and Evaluation
行銷及市場策略計劃、推行及檢討

--	--	--	--

114

113 Supervisory Techniques
督導管理

--	--	--	--

117

114 Workflow Analysis
流程分析

--	--	--	--

120

115 Occupational Safety and Health Planning
職業安全及健康計劃

--	--	--	--

123

116 Contract Management
合約管理

--	--	--	--

126

117 Others (please specify)
其他（請描述）

--	--	--	--

129

118 Others (please specify)
其他（請描述）

--	--	--	--

132

119 Others (please specify)
其他（請描述）

--	--	--	--

135

212	International Trading Practices 國際貿易	<div><div></div><div></div><div></div></div> 171
213	Application of Supply Chain Concepts 供應鏈概念的應用	<div><div></div><div></div><div></div></div> 174
214	Customer Relation and Services 顧客服務及關係	<div><div></div><div></div><div></div></div> 177
215	Documentation Processing 文件繕製	<div><div></div><div></div><div></div></div> 180
216	Material Handling Techniques 物料貨物搬運	<div><div></div><div></div><div></div></div> 183
217	Sales, Promotion and Marketing 銷售、推廣及市場策劃	<div><div></div><div></div><div></div></div> 186
218	Cargo Consolidation 集運操作	<div><div></div><div></div><div></div></div> 189
219	Import/Export Documents Handling 進出口文件處理	<div><div></div><div></div><div></div></div> 192
220	Others (please specify) 其他（請描述） <hr/>	<div><div></div><div></div><div></div></div> 195
221	Others (please specify) 其他（請描述） <hr/>	<div><div></div><div></div><div></div></div> 198
222	Others (please specify) 其他（請描述） <hr/>	<div><div></div><div></div><div></div></div> 201

Technical Skills

技術性技能

301	Forklift Truck Operation 鏟車操作	<div><div></div><div></div><div></div><div></div></div> 204
302	Container Crane Operation 貨櫃吊機操作	<div><div></div><div></div><div></div><div></div></div> 207
303	Material Handling Equipment Operation 裝卸機械操作	<div><div></div><div></div><div></div><div></div></div> 210
304	Packing/Storage of Goods 貨物包裝及儲存	<div><div></div><div></div><div></div><div></div></div> 213
305	Dangerous Goods Handling 危險貨物處理	<div><div></div><div></div><div></div><div></div></div> 216
306	Safety of Container Haulage Operation (Mainland, Local & Terminal) 貨櫃車（中港兩地、本港、碼頭內運）的安全操作技巧	<div><div></div><div></div><div></div><div></div></div> 219
307	Others (please specify) 其他（請描述） _____	<div><div></div><div></div><div></div><div></div></div> 222
308	Others (please specify) 其他（請描述） _____	<div><div></div><div></div><div></div><div></div></div> 225
309	Others (please specify) 其他（請描述） _____	<div><div></div><div></div><div></div><div></div></div> 228
310	Others (please specify) 其他（請描述） _____	<div><div></div><div></div><div></div><div></div></div> 231

Generic Skills

通用技能

401 Multi-lingual Business Communication
多種語言商貿通訊及溝通

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234

402 e-Business/e-Commerce Concepts
電子化商貿

--	--	--	--

237

403 Information Systems Application
資訊系統運用

--	--	--	--

240

404 Others (please specify)
其他（請描述）

--	--	--	--

243

405 Others (please specify)
其他（請描述）

--	--	--	--

246

406 Others (please specify)
其他（請描述）

--	--	--	--

249

407 Others (please specify)
其他（請描述）

--	--	--	--

252

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255

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

Please tick this box if your company wants a complimentary copy of the 2012 Manpower Survey Report
如 貴公司欲收到二零一二年人力調查報告，請於方格內加上（✓）號

--

256

The 2012 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一二年人力調查

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 Appendices 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, please select the principal line of business of the establishment.
請在調查表首頁上揀選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 (Part I), please fill in information for each job/position in your establishment. All columns ('A' to 'H') of the questionnaire should be filled. Please insert a zero (0) in any column where not applicable.
請於主要調查表（第一部份）填寫貴機構內各職位的資料。「A」至「H」各欄均須填寫。如有不適用者，請在該欄內填入（0）符號。
 - 4.2 Definition of the Jobs Engaged in Transport Logistics
從事物流貨運的職位定義
 - (i) Jobs in '**Air Transport Business & Operation**' refer to jobs mainly engaged in air cargo or air logistics operation (excluding warehouse and depot operation).
「空運業務及有關操作」職位是指主要從事處理空運貨物或涉及空運物流的營運（不包括倉庫及碼頭的運作）。

- (ii) Jobs in **‘Sea Transport Business & Operation’** refer to jobs mainly engaged in sea cargo or sea logistics operation (excluding warehouse operation).

「海運業務及有關操作」職位是指主要從事處理海運貨物或涉及海運物流的營運（不包括倉庫的運作）。

- (iii) Jobs in **‘Land Transport Business & Operation’** refer to jobs mainly engaged in land cargo or land logistics operation, including warehouse.

「陸運業務及有關操作」職位是指主要從事處理陸運貨物或涉及陸上物流的營運（包括倉庫）。

Remarks:

If the employee in your establishment is taking up jobs in more than one transport business and operation, please classify according to the heavier responsible area. 如貴機構的僱員有同時兼顧兩個或以上的業務範疇，則按其負責業務範疇較重的歸類。

4.3 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 your employees according to that listed in the questionnaire.

請參照調查表中提供的職稱，填寫僱員的職位 在「A」欄內。

- (ii) Please fill in Column ‘B’ the job codes of your employees. (Please refer to the job codes listed in the questionnaire or Appendices C and C1 – C6 for the job descriptions).

請在「B」欄填上僱員的職位編號（請參照調查表中提供的職位編號或附錄 C 及 C1 – C6 內的職務）。

- (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 Appendices C and C1 – C6 are brief, while 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，個別級別工作所需的技能、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 及 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>）。

4.4 **Q.1 Number of Employees in July 2012 (Column 'C')**

於 2012 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 2012. '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 2012 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。

4.5 **Q.2 Forecast Number of Employees in July 2013 (Column 'D')**

預計於 2013 年 7 月時的僱員人數（「D」欄）

Please fill in the forecast number of employees against each principal job at the time of July 2013.

請填寫預計於 2013 年 7 月時各主要職務的僱員人數。

4.6 **Q.3 Forecast Number of Employees in July 2014 (Columns 'E')**

預計於 2014 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 2014.

請填寫預計於 2014 年 7 月時各主要職務的僱員人數。

4.7 **Q.4 Number of Vacancies at Present (Column 'F')**

現有空缺數目（「F」欄）

Please fill in the total number of vacancies against each principal job at the time of survey.

請填寫各主要職務現有的空缺總數。

4.8 **Q.5 Preferred Level of Education (Column 'G')**

僱員宜有教育程度（「G」欄）

Please fill in the preferred level of education against each principal job. (Please refer to the codes for levels of education as listed in the questionnaire).

請填寫各職務僱員宜有教育程度的所屬編碼（請參照調查表中提供有關教育程度的編碼）。

4.9 **Q.6 Require Sea-going Qualification (Column 'H')**

僱員需具備航海資格（「H」欄）

Please indicate whether sea-going qualification of deck officers or engine-room engineers is required against each principal job.

請標示各職務僱員是否需要具備如高級船員或輪機師的航海資格。

5. Questionnaire (Part II)
調查表（第二部份）

5.1 Q.7 Number of Transport Logistics Staff Recruited
in the Past 12 Months by Source/Origin
過去十二個月內招聘的物流貨運業僱員人數（按來向／來源分類）

Please fill in the number of 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業僱員人數。

5.2 Q.8 Number of Transport Logistics Staff Left
in the Past 12 Months by Whereabouts
過去十二個月內離職的物流貨運業僱員人數（按去向分類）

Please fill in the number of 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業僱員人數。

5.3 Q.9 Preferred Competency
僱員宜有技能

Please fill in the number of transport logistics staff who would require training for respective skills and knowledge in the coming 12 months. Please specify the preferred competency if not listed in the questionnaire and fill in the corresponding number of staff to be trained.

請填上未來十二個月貴機構就每個技能項目需要培訓的物流貨運業僱員人數。如有關技能項目並未列出，請註明及填上需要培訓的人數。

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。

**Job Descriptions for Principal Jobs in the
Transport Logistics Industry**

物流貨運業
主要職務工作說明

Descriptions of Job Level
職級簡介

Job Level 職級	Description 簡介
Managerial Level 經理級人員	Head (deputy included) of a department or section of an establishment responsible for getting jobs done of the prescribed area of responsibilities by sub-ordinates according to the company policy, goals and objectives. 部門主管(包括副主管)，根據公司政策、目的及目標，及通過屬下員工完成、達到有關職責範圍。
Executive/supervisory Level 行政／主任級人員	Mainly assist the managerial level in carrying out the prescribed area of responsibilities. Usually are involved in supervision of the work of the junior level on the spot. 主要協助經理級人員去完成、達到有關職責範圍。通常於辦公室或操作場地督導初級員工的工作。
Technician/assistant/clerical Level 技術員／助理／文員級人員	Work under supervision and characterised by office job duties or jobs with higher technical requirements/involvements. 通常於督導下於辦公室進行文書或於操作場地進行較高技術工作。
Crafts/operative Level 技工／操作工級人員	Work under supervision and characterised by physical job or jobs with lower technical requirements/involvements. 通常於督導下進行體力、較低技術工作。
Driver 司機	Operate vehicles to receive and distribute document or cargo. 駕駛車輛接收及運送文件或貨物。

C1. Descriptions of Scope and Area of Responsibilities
(Business Management, Strategic Planning)
範疇及職責範圍簡介(業務管理、計劃策略)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
1	Business Management, Strategic Planning 業務管理、計劃策略	<p>The upper echelon of an establishment in charge of the formulation of strategies, setting of guidelines and targets and steering of performance of the overall business of the establishment. Specifically: 公司內最高管理層，負責制訂公司策略、方針及目標，監控公司業務進度。具體職務有：</p> <ul style="list-style-type: none"> • Business management - Assess the business potential and resources required for developing the business. Ensure the establishment, its business partners and contractors work together and in line with the company goal. Formulate performance indices for the establishment and monitor the progress of the establishment in reaching the target; adjust the policy/strategy if necessary. 業務管理 — 評估業務發展潛力，調撥資源開拓公司業務，確保公司內部及以外的其合作伙伴共同達致制定目標。制定評估公司表現的方式，監察公司每項政策／策略推行進度，並適時作出修改。 • Strategy planning - Establish the local/regional/global operating strategy (such as strategic alliance) for the establishment. Design and develop strategy for logistics solutions that can be offered by the establishment. 計劃策略 — 負責制定公司在本地、所屬地區以至全球的營運策略（如：戰略性合作伙伴），設計及開發公司策略性物流方案。 • Technology & technique - Assess the current technology and technique in operating the establishment and set policy for introduction/enhancement of new(er) technology and technique. 科技及技術 — 評估公司現有科技及技術水平，制定政策引進及改良公司的科技及技術。

Jobs for Scope of Business Management, Strategic Planning

「業務管理、計劃策略」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
111	Managerial Level 經理級人員
112	Executive/Supervisory Level 行政／主任級人員
113	Assistant/Clerical Level 助理／文員級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
211	Managerial Level 經理級人員
212	Executive/Supervisory Level 行政／主任級人員
213	Assistant/Clerical Level 助理／文員級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作（包括倉庫）	
311	Managerial Level 經理級人員
312	Executive/Supervisory Level 行政／主任級人員
313	Assistant/Clerical Level 助理／文員級人員

C2. Descriptions of Scope and Area of Responsibilities

(Fleet Operation and Management)

範疇及職責範圍簡介(機隊、航隊、車隊營運及管理)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
2	Fleet Operation and Management 機隊、航隊、 車隊營運及管理	<p>The operating arm of an establishment in charge of maximising the asset/fleet of the establishment. Specifically: 公司內負責營運公司資產／航隊。具體職務有：</p> <ul style="list-style-type: none"> • Fleet management - Manage a fleet to offer a regular/scheduled/liner or irregular/chartered/tramp service; and design/develop the routing pattern according to senior management's decision. Decide on the timing and (sub-)contractors for maintaining the fleet. 航隊管理 — 根據管理層制定的營運策略編制航線及管理航線的整體服務。 • Fleet acquisition & utilisation - Order/purchase/charter-in/leasing arrangement for the fleet. Also deal with sales/charter-out/leasing out/disposal/suspension/laid up of the fleet when applicable. Control/allocate space of the fleet where applicable. 航隊調度及配置 — 適當調度航隊，適時為航隊準備配置／保養方案。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers (such as through tendering mechanisms) for maintaining the fleet. 服務招標及外判 — 擬訂以投標形式甄選服務承包商及供應商的細節，並監管其服務表現。

Jobs for Scope of Fleet Operation and Management
「機隊、航隊、車隊營運及管理」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
121	Managerial Level 經理級人員
122	Executive/Supervisory Level 行政／主任級人員
123	Assistant/Clerical Level 助理／文員級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
221	Managerial Level 經理級人員
222	Executive/Supervisory Level 行政／主任級人員
223	Assistant/Clerical Level 助理／文員級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作（包括倉庫）	
321	Managerial Level 經理級人員
322	Executive/Supervisory Level 行政／主任級人員
323	Assistant/Clerical Level 助理／文員級人員

C3. Descriptions of Scope and Area of Responsibilities
(Sales & Customer Service)
範疇及職責範圍簡介(市場銷售及顧客服務)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
3	Sales & Customer Service 市場銷售及顧客服務	<p>The operating arm of an establishment in charge of finding out needs of customers, securing the business and serving customers. Specifically: 公司內負責發掘客戶需要，跟進客戶要求並提供服務，以拓展公司業務。具體職務有：</p> <ul style="list-style-type: none"> • Sales & marketing - Assess the market/customers demand/needs and competition environment; recommend and implement sales target, customer relationship strategy, marketing strategy and pricing strategy etc. 銷售及市場拓展 — 分析市場／客戶的需要及市場競爭環境，建議及推行銷售目標、客戶服務策略、市場策略及定價策略等。 • Customer service - The business process from initial enquiry to booking to arrangement of shipments and the documentation/revenue receivable. 客戶服務 — 處理來貨、貨物分發及運送之間的有關手續及所需文件。

Jobs for Scope of Sales & Customer Service
「市場銷售及顧客服務」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
131	Managerial Level 經理級人員
132	Executive/Supervisory Level 行政／主任級人員
133	Assistant/Clerical Level 助理／文員級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
231	Managerial Level 經理級人員
232	Executive/Supervisory Level 行政／主任級人員
233	Assistant/Clerical Level 助理／文員級人員
Land Transport Business & Operation (including Warehouses) 陸運業務及有關操作（包括倉庫）	
331	Managerial Level 經理級人員
332	Executive/Supervisory Level 行政／主任級人員
333	Assistant/Clerical Level 助理／文員級人員

C4. Descriptions of Scope and Area of Responsibilities
(Frontline Cargo Operation)

範疇及職責範圍簡介(貨物調度、處理、前線操作)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
4	Frontline Cargo Operation 貨物調度、處理、前線操作	<p>The operating arm of an establishment in charge of arranging cargo shipments according to the needs of customers. Specifically: 公司內負責按客戶需求安排有關貨運。具體職務有：</p> <ul style="list-style-type: none"> • Space - Schedule cargo/shipment movements according to space allocated. 艙位調度 — 按艙位分配，安排貨運日期／船期。 • Cargo/shipment arrangement - Operation process from receiving to storing to line-haul to distributing & releasing of cargo; co-loading/consolidation where applicable and completion of mandatory formalities. 貨運／航程調度 — 處理貨物交收、分發、運送之間的一切事宜及有關手續。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for cargo operation. 服務招標及外判 — 甄選及監管貨運服務承包商及供應商。 • Safety & security - Ensure the operation is in compliance with mandatory and inhouse requirements. 安全及保安 — 確保貨運過程在符合有關法例與內部指引的情況下運作。

Jobs for Scope of Frontline Cargo Operation

「貨物調度、處理、前線操作」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
141	Managerial Level 經理級人員
142	Executive/Supervisory Level 行政／主任級人員
143	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
144	Crafts/Operative Level 技工／操作工級人員
145	Driver 司機
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
241	Managerial Level 經理級人員
242	Executive/Supervisory Level 行政／主任級人員
243	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
244	Crafts/Operative Level 技工／操作工級人員
245	Driver 司機
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作（包括倉庫）	
341	Managerial Level 經理級人員
342	Executive/Supervisory Level 行政／主任級人員
343	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
344	Crafts/Operative Level 技工／操作工級人員
345	Driver 司機

C5. Descriptions of Scope and Area of Responsibilities
(Technical/Engineering Support)
範疇及職責範圍簡介(機械／技術支援)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
5	Technical/ Engineering Support 機械／ 技術支援	<p>The operating arm of an establishment in charge of technical service. Specifically: 公司內負責提供技術支援之單位。具體職務有：</p> <ul style="list-style-type: none"> • Machinery & equipment - Establish technical indicators and management system for the operation of machinery and equipment. 機械及設備 — 建立使用機械及有關設備的技術指標及管理制度。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for machinery and equipment. 服務招標及外判 — 甄選及監管機械及設備承包商及供應商。 • Safety & security - Ensure the operation of machinery and equipment is in compliance with mandatory and inhouse requirements. 安全及保安 — 確保機械及設備符合有關法例與內部指引的情況下運作。

Jobs for Scope of Technical/Engineering Support

「機械／技術支援」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
151	Managerial Level 經理級人員
152	Executive/Supervisory Level 行政／主任級人員
153	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
154	Crafts/Operative Level 技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
251	Managerial Level 經理級人員
252	Executive/Supervisory Level 行政／主任級人員
253	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
254	Crafts/Operative Level 技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作（包括倉庫）	
351	Managerial Level 經理級人員
352	Executive/Supervisory Level 行政／主任級人員
353	Technician/Assistant/Clerical Level 技術員／助理／文員級人員
354	Crafts/Operative Level 技工／操作工級人員

C6. Descriptions of Scope and Area of Responsibilities
(Other Supporting Services)
範疇及職責範圍簡介(其他行政支援)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
6	Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology) 其他行政支援 (如財務會計、人力資源、資訊科技)	Supporting units of an establishment not directly involved in the business, operation and technical services, such as finance, accounting, human resources, information technology. 公司業務、營運及技術支援以外的一般行政支援，如財務會計、人力資源、資訊科技等。

Jobs for Scope of Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology)
「其他行政支援，如財務會計、人力資源、資訊科技」範疇的職位

Job Code 職位 編號	Job Level 職級
All Sectors 所有分類界別	
000	All Job Levels 所有職級人員