

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) | |
| 2. Cold Storage (HSIC 5211) | 137 |
| 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) | |
| 6. Haulage of Containers & Container Leasing (HSIC 4928, 522204) | 482 |
| 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 | 9,852 | 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 | 3,078 (2.87) | 2,724 (2.54) | 1,128 (1.05) | 6,930 (6.46) |
| Post Secondary | 4,700 (4.38) | 5,300 (4.94) | 2,721 (2.54) | 12,721 (11.85) |
| Upper Secondary | 13,010 (12.12) | 13,332 (12.42) | 25,654 (23.90) | 51,996 (48.45) |
| Lower Secondary and Below | 3,087 (2.87) | 850 (0.79) | 29,132 (27.14) | 33,069 (30.81) |
| Unspecified | 1,091 (1.02) | 761 (0.71) | 759 (0.71) | 2,611 (2.43) |
| Total | 24,966 (23.26) | 22,967 (21.40) | 59,394 (55.34) | 107,327 (100) |

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)

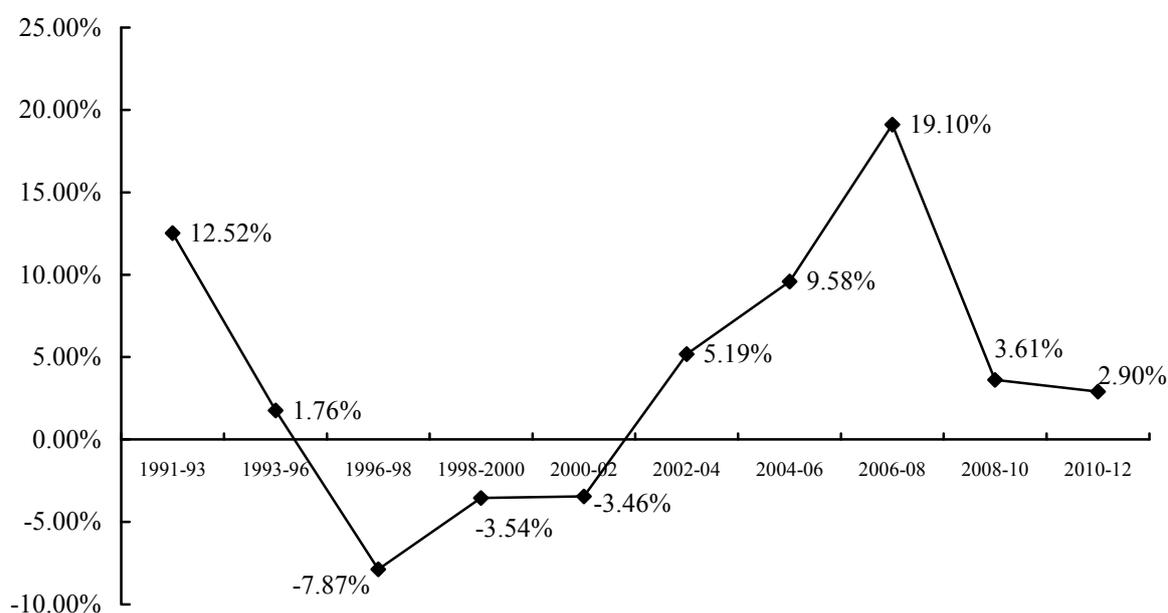
| Branch | 2008 | 2010 | 2012 | 2013 <i>(projected)</i> | 2014 <i>(projected)</i> |
|---|----------------|----------------|----------------|----------------------------|----------------------------|
| Warehousing & Cold Storage | 6,535 | 6,559 | 6,835 | 6,900 | 6,860 |
| Cargo Handling Terminals | 5,403 | 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.

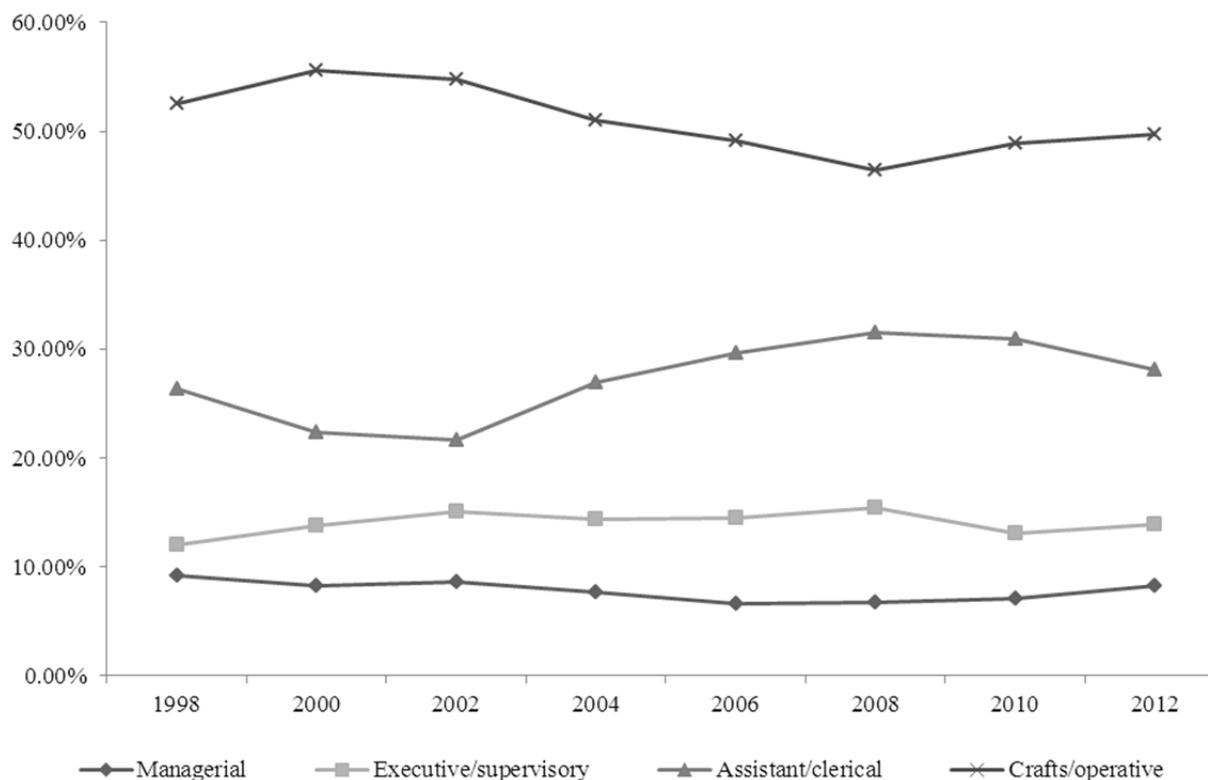
43. The table below shows the trend of the changes in the numbers of employees engaged in the industry by job levels.

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 |

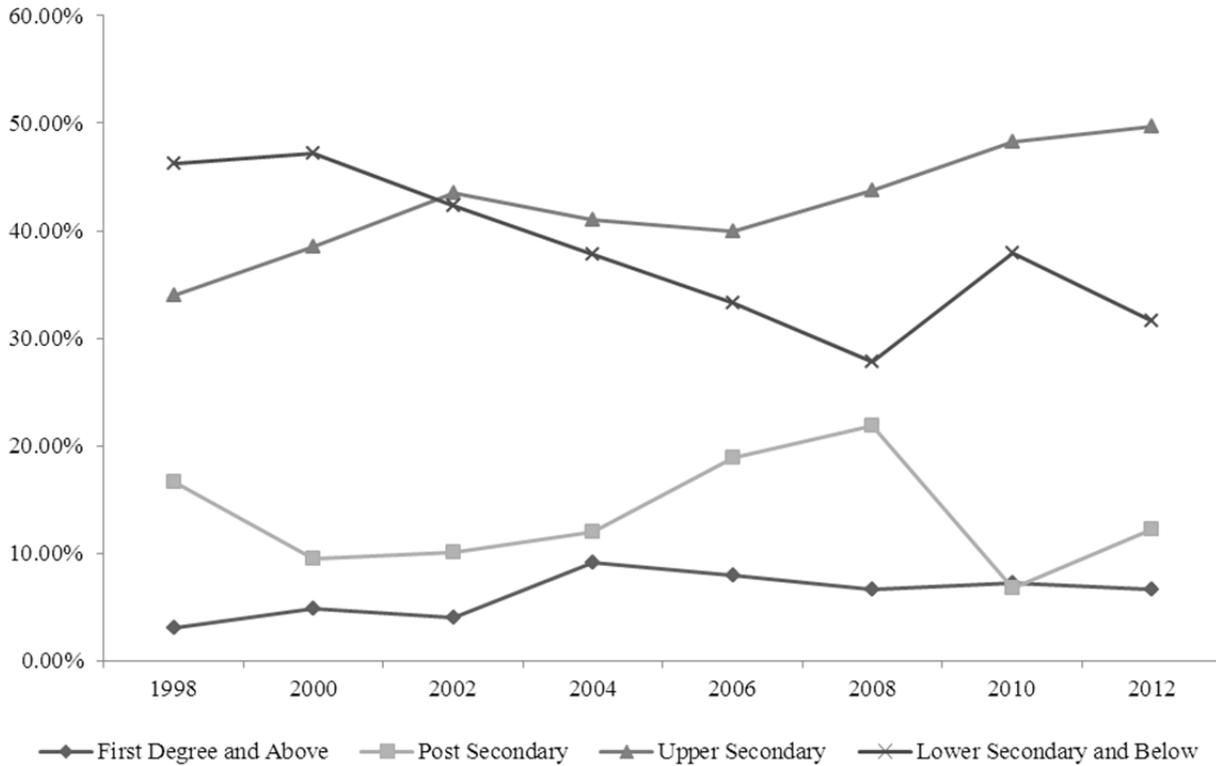
44. The figure below illustrates the trend of the distribution of manpower by job levels for the past decades. In line with the relocation of more back office jobs away from Hong Kong, the percentage of assistant/clerical level is observed to be dropping. Meanwhile, the percentage of crafts/operative 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 IV : 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 |
| 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 | <p>Transport by goods vehicles (excl. tractors) (providing local transportation services only)</p> <p><i>Include:</i></p> <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 | <p>Transport by goods vehicles (excl. tractors) (with cross-border transportation services)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - cargo moving by goods vehicles (with cross-border transportation) |
| 4928 | <p>Transport by tractors</p> <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 | <p>Transport by tractors (providing local transportation services only)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container haulage (providing local transportation service only) - rental of tractors with drivers (for local transportation service only) |
| 492802 | <p>Transport by tractors (with cross-border transportation services)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container haulage (with cross-border transportation service) - rental of tractors with drivers (with cross-border transportation service) |
| 50 | <p>Water transport</p> <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 | <p>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).</p> |
| 5011 | <p>Ship agents and managers See Industry Sub-class 501100.</p> |
| 501100 | <p>Ship agents and managers <i>Include:</i></p> <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 | <p>Local representative offices of overseas shipping companies See Industry Sub-class 501200.</p> |
| 501200 | <p>Local representative offices of overseas shipping companies <i>Include:</i></p> <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 | <p>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.</p> |
| 501302 | <p>Ship owners of sea-going vessels for freight transport <i>Include:</i></p> <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 | <p>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.</p> |
| 501401 | <p>Operators of sea-going vessels for passenger transport <i>Include:</i></p> <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 | <p>Operators of sea-going vessels for freight transport <i>Include:</i></p> <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 | <p>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.</p> |
| 501502 | <p>Ship owners and operators of freight vessels moving between Hong Kong and the ports in Pearl River Delta <i>Include:</i></p> <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 | <p>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.</p> |
| 5022 | <p>Inland freight water transport See Industry Sub-class 502200.</p> |
| 502200 | <p>Inland freight water transport <i>Include:</i></p> <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 | <p>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).</p> |
| 510 | <p>Air transport Same as Industry Division 51.</p> |
| 5101 | <p>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</p> |
| 510100 | <p>Hong Kong-based airline and helicopter companies <i>Include:</i> - air freight transport with local Air Operator's Certificate</p> |
| 5102 | <p>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.</p> |
| 510202 | <p>Local representative offices of overseas airline companies (freight) <i>Include:</i> - air express services, local representative office of overseas airline company - air freight transport, local representative office of overseas airline company</p> |
| 5109 | <p>Air transport services n.e.c. See Industry Sub-class 510900.</p> |
| 52 | <p>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.</p> |
| 521 | <p>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).</p> |

| <u>Code</u> | <u>Title and Explanatory Note</u> |
|--------------------|---|
| 5211 | Cold storage See Industry Sub-class 521100. |
| 521100 | Cold storage <i>Include:</i> - cold storage locker renting services - cold storage services |
| 5212 | General cargo warehouses See Industry Sub-class 521200. |
| 521200 | General cargo warehouses <i>Include:</i> - 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> - 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> - container terminal operation - marine cargo terminal operation |

| <u>Code</u> | <u>Title and Explanatory Note</u> |
|--------------------|--|
| 522202 | <p>Mid-stream operation 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 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 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 <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 | <p>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).</p> |
| 522901 | <p>Air cargo forwarding services <i>Include:</i></p> <ul style="list-style-type: none"> - air freight forwarding agency - air freight forwarding brokers |
| 522902 | <p>Sea cargo forwarding services <i>Include:</i></p> <ul style="list-style-type: none"> - sea freight Forwarding Agents - sea freight forwarding brokers - shipping Forwarding Agents |
| 522903 | <p>Land cargo forwarding services <i>Include:</i></p> <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 | <p>Packing and crating services <i>Include:</i></p> <ul style="list-style-type: none"> - crating goods for transportation - packing goods for transportation |
| 522905 | <p>Cargo inspection, sampling and weighting services <i>Include:</i></p> <ul style="list-style-type: none"> - cargo inspection - cargo measuring - cargo sampling - cargo surveyors - cargo weighting |
| 522906 | <p>Shipbrokers <i>Include:</i></p> <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> - 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 |
|--|--|------------------------|----------------------|--------------------|
| I. Warehousing & Cold Storage | | | | |
| 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 |
| 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 | |
| II. Cargo Handling Terminals | | | | |
| 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 10-19 20-49 50-99 100-199 200 & over | 101 8 9 2 2 1 | 16 8 9 2 2 1 |
| | | Sub-total | 123 | 38 |
| <u>VII. Couriers (International)</u> | | | | |
| 12. | Couriers (International)* (HSIC 5321) | 1-9 10-19 20-49 50-99 100-199 200 & over Supplementary | 199 50 26 8 3 9 1 | 20 10 5 8 3 9 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 10-19 20-49 50-99 100-199 200 & over | 177 34 15 10 9 3 | 18 17 15 10 9 3 |
| | | Sub-total | 248 | 72 |
| 15. | Operators of Sea-Going Vessels (HSIC 5014) | 1-9 10-19 20-49 50-99 100-199 200 & over Supplementary | 7 5 3 1 - - 6 | 7 5 3 1 - - 6 |
| | | Sub-total | 22 | 22 |

| Branch | Industry | Employment Size | Size of Frame | Sample Size |
|--|---|----------------------------|--------------------------|------------------------|
| <u>X. 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 |

| | Branch | Employment Size of Establishments | No. of Establishments |
|-------|---|--|----------------------------------|
| V. | Forwarding Agents (Sub-branch : 9 - 10) | 1-9 | 1,924 |
| | | 10-19 | 424 |
| | | 20-49 | 351 |
| | | 50-99 | 89 |
| | | 100-199 | 29 |
| | | 200 & over | 16 |
| | | Sub-total | 2,833 |
| VI. | Stevedoring Services (Sub-branch : 11) | 1-9 | 74 |
| | | 10-19 | 17 |
| | | 20-49 | 11 |
| | | 50-99 | 1 |
| | | 100-199 | 1 |
| | | 200 & over | 1 |
| | | Sub-total | 105 |
| VII. | Couriers (International) (Sub-branch : 12) | 1-9 | 132 |
| | | 10-19 | 35 |
| | | 20-49 | 22 |
| | | 50-99 | 8 |
| | | 100-199 | 3 |
| | | 200 & over | 11 |
| | | Sub-total | 211 |
| VIII. | Other Transport Logistics Services Providers (Sub-branch : 13) | 1-9 | 0 |
| | | 10-19 | 0 |
| | | 20-49 | 3 |
| | | 50-99 | 5 |
| | | 100-199 | 1 |
| | | 200 & over | 8 |
| | | Sub-total | 17 |
| IX. | Sea Freight Transport (Sub-branch : 14 - 15) | 1-9 | 113 |
| | | 10-19 | 23 |
| | | 20-49 | 11 |
| | | 50-99 | 14 |
| | | 100-199 | 14 |
| | | 200 & over | 3 |
| | | Sub-total | 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 | 432 | 430 | 432 | |
| | | 112 Executive/Supervisory Level | 153 | 153 | 154 | |
| | | 113 Assistant/Clerical Level | 146 | 146 | 148 | |
| | | Fleet Operation and Management | | | | |
| | | 121 Managerial Level | 42 | 42 | 42 | |
| | | 122 Executive/Supervisory Level | 60 | 60 | 60 | |
| | | 123 Assistant/Clerical Level | 326 | 326 | 326 | |
| | | Sales & Customer Service | | | | |
| | | 131 Managerial Level | 795 | 788 | 795 | |
| | | 132 Executive/Supervisory Level | 1,012 | 1,009 | 1,018 | |
| | | 133 Assistant/Clerical Level | 2,438 | 2,439 | 2,457 | |
| | | Frontline Cargo Operation | | | | |
| | | 141 Managerial Level | 923 | 901 | 923 | |
| | | 142 Executive/Supervisory Level | 1,192 | 1,177 | 1,193 | |
| | 143 Technician/Assistant/Clerical Level | 3,673 | 3,672 | 3,707 | | |
| | 144 Crafts/Operative Level | 1,489 | 1,488 | 1,493 | | |
| | 145 Driver | 201 | 201 | 202 | | |
| | Technical/Engineering Support | | | | | |
| | 151 Managerial Level | - | - | - | | |
| | 152 Executive/Supervisory Level | - | - | - | | |
| | 153 Technician/Assistant/Clerical Level | 24 | 24 | 24 | | |
| | 154 Crafts/Operative Level | 16 | 16 | 16 | | |
| | Sea Transport | Business Management, Strategic Planning | | | | |
| | | 211 Managerial Level | 920 | 920 | 920 | |
| | | 212 Executive/Supervisory Level | 361 | 361 | 340 | |
| 213 Assistant/Clerical Level | | 463 | 463 | 568 | | |
| Fleet Operation and Management | | | | | | |
| 221 Managerial Level | | 42 | 42 | 42 | | |
| 222 Executive/Supervisory Level | 121 | 121 | 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 Sales & Customer Service | 212 | 212 | 212 |
| | | 231 Managerial Level | 1,216 | 1,216 | 1,316 |
| | | 232 Executive/Supervisory Level | 1,509 | 1,512 | 1,515 |
| | | 233 Assistant/Clerical Level Frontline Cargo Operation | 3,355 | 3,355 | 3,365 |
| | | 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 Technical/Engineering Support | 156 | 156 | 156 |
| | | 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 | 47 | 47 | 49 |
| | | 112 Executive/Supervisory Level | 23 | 23 | 25 |
| | | 113 Assistant/Clerical Level | 2 | 2 | 4 |
| | | Fleet Operation and Management | | | |
| | | 121 Managerial Level | - | - | - |
| | | 122 Executive/Supervisory Level | - | - | - |
| | | 123 Assistant/Clerical Level | - | - | - |
| | | Sales & Customer Service | | | |
| | | 131 Managerial Level | 140 | 140 | 142 |
| | | 132 Executive/Supervisory Level | 381 | 381 | 383 |
| | | 133 Assistant/Clerical Level | 598 | 598 | 602 |
| | | Frontline Cargo Operation | | | |
| | | 141 Managerial Level | 214 | 214 | 216 |
| | | 142 Executive/Supervisory Level | 288 | 268 | 272 |
| | 143 Technician/Assistant/Clerical Level | 400 | 400 | 400 | |
| | 144 Crafts/Operative Level | 1,695 | 1,739 | 1,759 | |
| | 145 Driver | 319 | 319 | 321 | |
| | Technical/Engineering Support | | | | |
| | 151 Managerial Level | 24 | 24 | 24 | |
| | 152 Executive/Supervisory Level | - | - | - | |
| | 153 Technician/Assistant/Clerical Level | 6 | 6 | 8 | |
| | 154 Crafts/Operative Level | - | - | - | |
| | Land Transport | Business Management, Strategic Planning | | | |
| | | 311 Managerial Level | 19 | 19 | 19 |
| | | 312 Executive/Supervisory Level | 6 | 8 | 6 |
| 313 Assistant/Clerical Level | | 12 | 12 | 12 | |
| Fleet Operation and Management | | | | | |
| 321 Managerial Level | | 8 | 8 | 8 | |
| 322 Executive/Supervisory Level | 20 | 24 | 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 | 477 | 457 | 463 |
| | | Sales & Customer Service | | | |
| | | 231 Managerial Level | 1,531 | 1,518 | 1,622 |
| | | 232 Executive/Supervisory Level | 1,988 | 1,985 | 1,989 |
| | | 233 Assistant/Clerical Level | 4,241 | 4,240 | 4,250 |
| | | Frontline Cargo Operation | | | |
| | | 241 Managerial Level | 982 | 975 | 975 |
| | | 242 Executive/Supervisory Level | 1,732 | 1,722 | 1,722 |
| | | 243 Technician/Assistant/Clerical Level | 5,955 | 5,975 | 5,944 |
| | | 244 Crafts/Operative Level | 2,380 | 2,419 | 2,415 |
| | | 245 Driver | 276 | 276 | 276 |
| | | Technical/Engineering Support | | | |
| | | 251 Managerial Level | 113 | 74 | 72 |
| | | 252 Executive/Supervisory Level | 476 | 305 | 306 |
| | | 253 Technician/Assistant/Clerical Level | 465 | 360 | 350 |
| | Land Transport | Business Management, Strategic Planning | | | |
| | | 311 Managerial Level | 530 | 529 | 531 |
| | | 312 Executive/Supervisory Level | 126 | 128 | 128 |
| | | 313 Assistant/Clerical Level | 281 | 281 | 281 |
| | | Fleet Operation and Management | | | |
| | | 321 Managerial Level | 92 | 92 | 93 |
| | | 322 Executive/Supervisory Level | 123 | 127 | 126 |
| | | 323 Assistant/Clerical Level | 234 | 240 | 245 |
| | | Sales & Customer Service | | | |
| | | 331 Managerial Level | 447 | 449 | 448 |
| | | 332 Executive/Supervisory Level | 1,554 | 1,557 | 1,558 |
| | | 333 Assistant/Clerical Level | 1,950 | 1,980 | 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 (<i>Asso.Degree/ Higher Dip./ Higher Cert.</i>) | 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 | 2,347 | 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 |
| | Sea Transport | Crafts/operative | 0 | 0 | 72 | 45 | 5,161 | 3,045 | 17 | 8,340 |
| | | 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 |
| | Land Transport | Crafts/operative | 0 | 63 | 85 | 1 | 1,552 | 840 | 183 | 2,724 |
| | | 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> | | | Total |
|---|-------------------|------------------------------|---|-----------|--------------------|--------------|
| | | | <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.) (in %) | 0 | 6,644 | 0 | 6,644 |
| II. Cargo Handling Terminals | Sea Transport | Managerial | 0 | 98 | 0 | 98 |
| | | Executive/supervisory | 0 | 541 | 0 | 541 |
| | | Assistant/clerical | 0 | 1,085 | 0 | 1,085 |
| | | Crafts/operative | 0 | 1,211 | 0 | 1,211 |
| | | Sub-total (in no.) (in %) | 0 | 2,935 | 0 | 2,935 |
| III. Trucking & Container Haulage | Land Transport | Managerial | 0 | 1,324 | 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.) (in %) | 0 | 43,017 | 0 | 43,017 |
| 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.) (in %) | 0 | 8,136 | 0 | 8,136 |
| 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.) (in %) | 0 | 29,978 | 0 | 29,978 |

| Branch | Sector | Job Level | Whether the Job Requires Sea-going Qualifications | | | Total |
|--|----------------|-----------------------|---|--------|-------------|--------|
| | | | Yes | No | Unspecified | |
| 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.) | | | 15 | 923 | 0 | 938 |
| Sub-total (in %) | | | 1.6 | 98.4 | 0 | 100 |
| 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.) | | | 0 | 10,216 | 0 | 10,216 |
| Sub-total (in %) | | | 0 | 100 | 0 | 100 |
| 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.) | | | 0 | 1,373 | 0 | 1,373 |
| Sub-total (in %) | | | 0 | 100 | 0 | 100 |
| 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.) | | | 499 | 2,356 | 66 | 2,921 |
| Sub-total (in %) | | | 17.1 | 80.7 | 2.2 | 100 |
| 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.) | | | 32 | 1,122 | 15 | 1,169 |
| Sub-total (in %) | | | 2.7 | 96.0 | 1.3 | 100 |

| Branch | Sector | Job Level | Whether the Job Requires Sea-going Qualifications | | | <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 |
| Grand Total (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 | Job Level | | | | 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 | Job Level | | | | 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

| Branch | Source/Origin | Job Level | | | | Total |
|---|---|------------|---------------------------|---------------------------------------|----------------------|------------|
| | | 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 |

| Branch | Source/Origin | Job Level | | | | 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 |
| 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 |
| 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 |

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 <i>(projected)</i> | 2014 <i>(projected)</i> |
|-----------------------------------|--------|--------|--------|----------------------------|----------------------------|
| 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 <i>(projected)</i> | 2014 <i>(projected)</i> |
|---|----------------|----------------|----------------|----------------------------|----------------------------|
| 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 Sea Freight Transport Basic Studies 海運業基礎單元證書 | Various | 30 hrs | \$375- \$1,250 |
| 14. | 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 |
| 15. | 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', written in a cursive style.

(TSE Ting-ting, Anny)
Chairlady

Transport Logistics Training Board

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

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

NAME OF ESTABLISHMENT : _____
機構名稱

TOTAL NUMBER OF PERSONS ENGAGED : _____
僱員總人數

ADDRESS : _____
地址

NAME OF PERSON TO CONTACT : _____
聯絡人姓名

POSITION : _____
職位

TEL NO. : _____
電話

FAX NO. : _____
圖文傳真

E-MAIL : _____
電郵

Broad Type 分類:

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

Questionnaire (Part I)
調查表 (第一部份)

| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) |
|--|------------|-------------------------------|--|--|-----------------------------|--------------------------------|---|
| | | Q.1 | Q.2 | Q.3 | Q.4 | Q.5 | Q.6 |
| Job Title * (Refer to job code listed at right. Please see Appendices C and C1 - C6 for job description.) | 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) |
| 職稱 * (可參照右列職位編號，職務請參閱附錄 C 及 C1 - C6) | 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 | 僱員宜有 教育程度 # | 僱員需具備 航海資格 (1 = 需要; 0 = 不需要) |
| Rec. Type | | | | | | | |
| | 8 - 10 | 11 - 14 | 15 - 18 | 19 - 22 | 23 - 25 | 26 | 27 |
| 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：如此頁填滿，請先將 (✓) 填入此 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 (See Appendix C1 參閱附錄 C1) | | |
| 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、航隊、車隊營運及管理 (See Appendix C2 參閱附錄 C2) | | |
| 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 (See Appendix C3 參閱附錄 C3) | | |
| 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 貨物調度、處理、前線操作 (See Appendix C4 參閱附錄 C4) | | |
| 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 (See Appendix C5 參閱附錄 C5) | | |
| 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) (See Appendix C6) 其他行政支援，如財務會計、人力資源、資訊科技 (參閱附錄 C6) | | |
| All Sectors 所有分類界別 | 000 All Job Levels 所有職級 | |

Enter in Q.5 the preferred level of education of employees according to the following codes :
請將僱員宜有的教育程度，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 (副學士/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 | _ _ 8 | _ _ 10 | _ _ 12 | _ _ 14 |
| (b) Recruited from non-transport logistics establishments 受聘者來自其他行業 | _ _ 16 | _ _ 18 | _ _ 20 | _ _ 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 | _ _ 24 | _ _ 26 | _ _ 28 | _ _ 30 |
| (d) Others, please specify. 其他，請註明： _____ | _ _ 32 | _ _ 34 | _ _ 36 | _ _ 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 | _ _ 40 | _ _ 42 | _ _ 44 | _ _ 46 |
| (b) Taking up/starting own business in non-transport logistics related jobs 於其他行業任職/創業 | _ _ 48 | _ _ 50 | _ _ 52 | _ _ 54 |
| (c) Emigration, retirement or further studies 移民、退休或進修 | _ _ 56 | _ _ 58 | _ _ 60 | _ _ 62 |
| (d) Others, please specify. 其他，請註明： _____ | _ _ 64 | _ _ 66 | _ _ 68 | _ _ 70 |

| | | | | | |
|---------------------------------|-----|------------|------------|------------|------------|
| For official use only 此欄毋須填寫 | 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 | | | | | | | | |
|--|---|--|--|--|--|-----|--|--|--|
| <u>Managerial Skills</u> 管理技能 | | | | | | | | | |
| 101 Automation Strategy Planning, Implementation and Evaluation 自動化策略計劃、推行及檢討 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">81</td> </tr> </table> | | | | | 81 | | | |
| | | | | | | | | | |
| 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 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">84</td> </tr> </table> | | | | | 84 | | | |
| | | | | | | | | | |
| 84 | | | | | | | | | |
| 103 Budgetary Control 成本控制 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">87</td> </tr> </table> | | | | | 87 | | | |
| | | | | | | | | | |
| 87 | | | | | | | | | |
| 104 Business Strategy Planning, Implementation and Evaluation 業務策略計劃、推行及檢討 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">90</td> </tr> </table> | | | | | 90 | | | |
| | | | | | | | | | |
| 90 | | | | | | | | | |
| 105 Environmental Protection Strategy Planning, Implementation and Evaluation 環保策略計劃、推行及檢討 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">93</td> </tr> </table> | | | | | 93 | | | |
| | | | | | | | | | |
| 93 | | | | | | | | | |
| 106 Financial Planning, Implementation and Evaluation 財務計劃、推行及檢討 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">96</td> </tr> </table> | | | | | 96 | | | |
| | | | | | | | | | |
| 96 | | | | | | | | | |
| 107 Human Resources Planning, Implementation and Evaluation 人力資源計劃、推行及檢討 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">99</td> </tr> </table> | | | | | 99 | | | |
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| 99 | | | | | | | | | |
| 108 Legal Affairs 法律事務 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">102</td> </tr> </table> | | | | | 102 | | | |
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| 102 | | | | | | | | | |
| 109 Pricing Strategy 價格策略 | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">105</td> </tr> </table> | | | | | 105 | | | |
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| 105 | | | | | | | | | |

Specific Skills

專門技能

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

110 Quality Assurance and Control
質素控制

| | | | |
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108

111 Risk Management
風險管理

| | | | |
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111

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

| | | | |
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114

113 Supervisory Techniques
督導管理

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117

114 Workflow Analysis
流程分析

| | | | |
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120

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

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123

116 Contract Management
合約管理

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126

117 Others (please specify)
其他（請描述）

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129

118 Others (please specify)
其他（請描述）

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132

119 Others (please specify)
其他（請描述）

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135

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

技術性技能

| | | | | | | |
|-----|--|---|--|--|--|--|
| 301 | Forklift Truck Operation 鏟車操作 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 204 | | | | |
| | | | | | | |
| 302 | Container Crane Operation 貨櫃吊機操作 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 207 | | | | |
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| 303 | Material Handling Equipment Operation 裝卸機械操作 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 210 | | | | |
| | | | | | | |
| 304 | Packing/Storage of Goods 貨物包裝及儲存 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 213 | | | | |
| | | | | | | |
| 305 | Dangerous Goods Handling 危險貨物處理 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 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 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 219 | | | | |
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| 307 | Others (please specify) 其他（請描述） | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 222 | | | | |
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| 308 | Others (please specify) 其他（請描述） | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 225 | | | | |
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| 309 | Others (please specify) 其他（請描述） | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 228 | | | | |
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| 310 | Others (please specify) 其他（請描述） | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 231 | | | | |
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Generic Skills

通用技能

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|-----|---|---|--|--|--|--|
| 401 | Multi-lingual Business Communication 多種語言商貿通訊及溝通 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 234 | | | | |
| | | | | | | |
| 402 | e-Business/e-Commerce Concepts 電子化商貿 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 237 | | | | |
| | | | | | | |
| 403 | Information Systems Application 資訊系統運用 | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 240 | | | | |
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| 404 | Others (please specify) 其他 (請描述) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 243 | | | | |
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| 405 | Others (please specify) 其他 (請描述) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 246 | | | | |
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| 406 | Others (please specify) 其他 (請描述) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 249 | | | | |
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| 407 | Others (please specify) 其他 (請描述) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table> 252 | | | | |
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For official use only

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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

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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

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 | 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： <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 |