

Vocational Training Council

VTC Tower
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職業訓練局

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(852) 2435 8990

本局檔號 Our Reference:
SS/1/2 (2005)

來函檔號 Your Reference:

30th April 2005

Dear Sir/Madam,

The 2005 Manpower Survey of the
Security Services Industry

The Security Services Training Board of the Vocational Training Council is appointed by the Government of the Hong Kong Special Administrative Region to be responsible for all matters pertaining to the planning and training of manpower in the security services industry.

With the assistance of the Census and Statistics Department, the Training Board will conduct the fourth manpower survey of the industry from 3rd May to 30th June 2005 to collect the following information about each of the principal jobs in the industry:

- (a) the number of employees,
- (b) the number of existing vacancies,
- (c) a forecast of the total number of employees by April 2006,
- (d) the preferred education of and training provided to employees,
- (e) the preferred experience of employees,
- (f) the preferred vocational qualifications of employees; and
- (g) the turnover of employees in the past 12 months.

--- I am forwarding the following documents for your reference and completion.

- (a) an Appendix A;
- (b) a Part I questionnaire;
- (c) a Part II questionnaire;
- (d) an explanatory note on the questionnaire; and
- (e) a list of job descriptions for the principal jobs in the security services industry at the Annex.

During the period of the survey, an officer of the Census and Statistics Department will call at your office. The officer will assist in the completion of the questionnaire, if necessary, and collect the questionnaire for processing.

The information collected will be handled in strict confidence and will be published only in the form of manpower survey report without reference to any individual establishment.

I sincerely hope that you will co-operate in this survey to enable the Security Services Training Board to make training plans for the benefit of the industry. Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2887 5358.

Yours faithfully,



(PONG Chong, Edward)
Chairman

Security Services Training Board

Encl.

THE 2005 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY
保安服務業二〇〇五年人力調查

QUESTIONNAIRE
調查表

(Please read the explanatory notes before completing this questionnaire)
(請於填表前詳閱附註)

<u>For official use only:</u> 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	3 6 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: _____ ADDRESS: _____
機構名稱 地址

NATURE OF BUSINESS: (please tick appropriate boxes) (請別適當欄)

<input type="checkbox"/> Security Guarding Services 保安護衛服務	<input type="checkbox"/> Armoured Transportation Services 持槍押運服務	TOTAL NUMBER OF PERSONS ENGAGED: _____ 僱員總人數
<input type="checkbox"/> Security Systems Installation/Maintenance/Repair/Design/Others 保安系統安裝/保養/修理/設計/其他	<input type="checkbox"/> Owners Corporations 業主立案法團	
<input type="checkbox"/> In-house Security Services 內部保安服務		

NAME OF PERSON TO CONTACT: _____ POSITION: _____
聯絡人姓名 28 47 職位

TEL. NO.: _____ - _____ FAX NO.: _____
電話 48 55 56 63 圖文傳真

E-MAIL: _____
電郵 64 98

PART I 第一部份

(A) Job 工作			(B) Monthly Income Code 月薪 編號	(C) Number Employed 僱員人數	(D) Forecast of No. Employed 12 Months from Now 預測十二個 月後僱員人數	(E) No. of Vacancies at Date of Survey 調查期間 空缺額	(F) Required Level of Education 僱員應有 教育程度	(G) Preferred Years of Relevant Experience 僱員宜有 的相關 年資	(H) (i) Enter in column (B) employee's monthly income range according to the following code for each type of employees. This should include basic wages (from 8 working hours per day for guards), regular overtime pay, cost of living allowance, meal allowance etc. (less employee's contribution to MPF) , if any. If you have more than one worker doing the same job, please enter the average figure. 請在此欄內填入每類僱員的每月總 收入編號，包括底薪（護衛員每天 工作 8 小時起）、定期超時工作的 工資、生活津貼、膳食津貼等（ 扣除 僱員強制性公積金供款 ）在內。若 有數名僱員從事同類工作，則請取 其平均收入。 Code Monthly Income Range 編號 每月總收入幅度 1. Under \$5,001 以下 2. \$5,001 - \$6,000 3. \$6,001 - \$7,500 4. \$7,501 - \$9,000 5. \$9,001 - \$10,000 6. \$10,001 - \$15,000 7. \$15,001 - \$20,000 8. \$20,001 - \$30,000 9. \$30,001 - \$40,000 10. Over \$40,000 以上 (ii) Enter in column (F) the education which an employee should have according to the following code: 請將僱員應有的教育按照下列類別 編號填入 (F) 欄內： Code Education 編號 教育 1. Professional Qualification/ Degree 專業資格/大學學位 2. Associate Degree/Professional Diploma/ Higher Diploma/Higher Certificate 副學士學位/專業文憑/ 高級文憑/高級證書 3. Diploma/Certificate 文憑/證書 4. Matriculation 大學預科 5. Secondary 4/5 中四/五 6. Secondary 3 or below 中三或以下 (iii) Enter in column (G) the years of relevant experience which your organization requires an employee in a particular position to have according to the following code: 請貴機構將認為各職務宜有的相關年資 按照下列編號填入 (G) 欄內： Code Period 編號 年數 1. No Experience required 無需經驗 2. Less than 1 year 一年以下 3. 1 year - less than 3 years 一年至三年以下 4. 3 years - less than 6 years 三年至六年以下 5. 6 years - less than 10 years 六年至十年以下 6. 10 years or more 十年或以上
Title 職稱	Rec. Type	No. 編號							
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								
26.	2								
27.	2								
28.	2								
29.	2								
30.	2								
31.	2								
32.	2								
33.	2								
34.	2								

THE 2005 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY
保安服務業二〇〇五年人力調查

PART II 第二部份

FOR OFFICIAL
USE ONLY

此欄毋須填寫

Est. No. _____

Er. No. _____

Preferred Vocational Qualification of Employees

僱員宜有職業資格

1. Please tick the vocational qualification which your organization prefers an employee in a particular job level to have. (You may wish to tick more than 1 box for each job level.)

請選擇貴機構認為各職級類別宜有的相關職業資格（每職級可選一項或以上）。

<u>Vocational Qualification</u> 職業資格	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) Qualified member of major security institutions/associations e.g. Certified Protection Professional (CPP) of American Society for Industrial Security (ASIS); Member of International Institute of Security (MII Sec.), International Professional Security Association (IPSA), Asian Professional Security Association (APSA), etc. 主要保安協會合資格會員。 例如: American Society for Industrial Security 合格保護人員、國際保安協會會員、國際專業保安協會會員、亞洲專業保安協會會員等	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
(b) Certificate of Security Trainers Courses 保安業培訓導師證書 e.g. Train the Trainer Certificate of Security Industry Training Organisation (SITO), UK., Foundation Certificate for Trainers in Security Services; Certificate Course for Instructors in Security and Property Management; Train the Trainer Certificate of the International Professional Security Association; etc. 例如: 英國保安業訓練組織培訓導師證書、保安服務培訓導師基礎證書、保安及物業管理與導師培訓證書、國際專業保安協會保安培訓導師證書課程等。	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(c) Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
(d) Certificate of Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses/Scheme for Quality Assured In-House Training 保安培訓課程認可計劃質素保證系統／內部培訓質素控制計劃下的保安培訓課程證書	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16
(e) Technical Certificate 技術證書	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20
(f) Certificate of Skills Upgrading Scheme 技能提升課程證書	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24
(g) Others (please specify) 其他（請列明）	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27	<input type="checkbox"/> 28

Training
訓練

2. Did your company provide in-house training to your security employees in the past 12 months (1.5.2004-30.4.2005)?
在過去十二個月內（1.5.2004-30.4.2005），貴機構有沒有提供內部培訓給保安僱員？

- 29 Yes (Please go to Q.3)
有（請答第3題）
 30 No (Please go to Q.4)
沒有（請答第4題）
 31 Not now but plan to provide in-house training in the next 12 months (Please go to Q.4)
現在沒有，但預計未來十二個月會提供內部培訓（請答第4題）

3. Types of in-house training to the different levels of employees in the past 12 months (1.5.2004 - 30.4.2005)?

在過去十二個月內（1.5.2004 - 30.4.2005），貴機構曾提供下列那種內部培訓課程給僱員？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses/Scheme for Quality Assured In-house Training 保安培訓課程認可計劃質素保證系統／ 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 32	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35
(b) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 36	<input type="checkbox"/> 37	<input type="checkbox"/> 38	<input type="checkbox"/> 39
(c) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 40	<input type="checkbox"/> 41	<input type="checkbox"/> 42	<input type="checkbox"/> 43
(d) Management and Supervision 管理及督導	<input type="checkbox"/> 44	<input type="checkbox"/> 45	<input type="checkbox"/> 46	<input type="checkbox"/> 47
(e) Specialist Security Knowledge 專門保安知識				
(i) Use of firearms and weapons 槍械及武器使用	<input type="checkbox"/> 48	<input type="checkbox"/> 49	<input type="checkbox"/> 50	<input type="checkbox"/> 51
(ii) Cash-in-transit 解款	<input type="checkbox"/> 52	<input type="checkbox"/> 53	<input type="checkbox"/> 54	<input type="checkbox"/> 55
(iii) VIP protection 要員保護	<input type="checkbox"/> 56	<input type="checkbox"/> 57	<input type="checkbox"/> 58	<input type="checkbox"/> 59
(iv) Guard dog handler training 護衛犬管理員訓練	<input type="checkbox"/> 60	<input type="checkbox"/> 61	<input type="checkbox"/> 62	<input type="checkbox"/> 63
(v) Armed instructor training 槍械訓練主任訓練	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67
(vi) Others (please specify) 其他（請註明） e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71
<hr/>				
(f) Language 語言				
(i) English language 英文	<input type="checkbox"/> 72	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75
(ii) Putonghua 普通話	<input type="checkbox"/> 76	<input type="checkbox"/> 77	<input type="checkbox"/> 78	<input type="checkbox"/> 79
(iii) Others (Please specify) 其他（請註明）	<input type="checkbox"/> 80	<input type="checkbox"/> 81	<input type="checkbox"/> 82	<input type="checkbox"/> 83

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(g) Other Skills 其他技巧				
(i) Fire prevention 防火	<input type="checkbox"/> 84	<input type="checkbox"/> 85	<input type="checkbox"/> 86	<input type="checkbox"/> 87
(ii) First Aid 急救	<input type="checkbox"/> 88	<input type="checkbox"/> 89	<input type="checkbox"/> 90	<input type="checkbox"/> 91
(iii) Health and Safety 健康及安全	<input type="checkbox"/> 92	<input type="checkbox"/> 93	<input type="checkbox"/> 94	<input type="checkbox"/> 95
(iv) Customer Service 顧客服務	<input type="checkbox"/> 96	<input type="checkbox"/> 97	<input type="checkbox"/> 98	<input type="checkbox"/> 99
(v) Soft Skills e.g. Communication Skills, etc. 軟性技巧 例如：溝通技巧等	<input type="checkbox"/> 100	<input type="checkbox"/> 101	<input type="checkbox"/> 102	<input type="checkbox"/> 103
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="checkbox"/> 104	<input type="checkbox"/> 105	<input type="checkbox"/> 106	<input type="checkbox"/> 107
(vii) Others (please specify) 其他（請註明）	<input type="checkbox"/> 108	<input type="checkbox"/> 109	<input type="checkbox"/> 110	<input type="checkbox"/> 111

4. How many employees have you sponsored to attend the following courses in the past 12 months (1.5.2004 - 30.4.2005)?
在過去十二個月內（1.5.2004 - 30.4.2005），貴機構曾贊助多少名僱員修讀下列培訓課程？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統 下的保安培訓課程	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 112	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 115	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 118	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 121
(b) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 125	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 128	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 131	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 134
(c) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 138	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 141	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 144	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 147
(d) Management and Supervision 管理及督導	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 151	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 154	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 157	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 160
(e) Specialist Security Knowledge 專門保安知識				
(i) Use of firearms and weapons 槍械及武器使用	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 164	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 167	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 170	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 173
(ii) Cash-in-transit 解款	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 177	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 180	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 183	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 186

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(iii) VIP protection 要員保護	<input type="text"/> <input type="text"/> <input type="text"/> 190	<input type="text"/> <input type="text"/> <input type="text"/> 193	<input type="text"/> <input type="text"/> <input type="text"/> 196	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 199
(iv) Guard dog handler training 護衛犬管理員訓練	<input type="text"/> <input type="text"/> <input type="text"/> 203	<input type="text"/> <input type="text"/> <input type="text"/> 206	<input type="text"/> <input type="text"/> <input type="text"/> 209	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 212
(v) Armed instructor training 槍械訓練主任訓練	<input type="text"/> <input type="text"/> <input type="text"/> 216	<input type="text"/> <input type="text"/> <input type="text"/> 219	<input type="text"/> <input type="text"/> <input type="text"/> 222	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 225
(vi) Others (please specify) 其他 (請註明) e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	<input type="text"/> <input type="text"/> <input type="text"/> 229	<input type="text"/> <input type="text"/> <input type="text"/> 232	<input type="text"/> <input type="text"/> <input type="text"/> 235	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 238

(f) Language
語言

(i) English language 英文	<input type="text"/> <input type="text"/> <input type="text"/> 242	<input type="text"/> <input type="text"/> <input type="text"/> 245	<input type="text"/> <input type="text"/> <input type="text"/> 248	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 251
(ii) Putonghua 普通話	<input type="text"/> <input type="text"/> <input type="text"/> 255	<input type="text"/> <input type="text"/> <input type="text"/> 258	<input type="text"/> <input type="text"/> <input type="text"/> 261	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 264
(iii) Others (Please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> 268	<input type="text"/> <input type="text"/> <input type="text"/> 271	<input type="text"/> <input type="text"/> <input type="text"/> 274	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 277

(g) Other Skills
其他技巧

(i) Fire prevention 防火	<input type="text"/> <input type="text"/> <input type="text"/> 281	<input type="text"/> <input type="text"/> <input type="text"/> 284	<input type="text"/> <input type="text"/> <input type="text"/> 287	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 290
(ii) First Aid 急救	<input type="text"/> <input type="text"/> <input type="text"/> 294	<input type="text"/> <input type="text"/> <input type="text"/> 297	<input type="text"/> <input type="text"/> <input type="text"/> 300	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 303
(iii) Health and Safety 健康及安全	<input type="text"/> <input type="text"/> <input type="text"/> 307	<input type="text"/> <input type="text"/> <input type="text"/> 310	<input type="text"/> <input type="text"/> <input type="text"/> 313	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 316
(iv) Customer Service 顧客服務	<input type="text"/> <input type="text"/> <input type="text"/> 320	<input type="text"/> <input type="text"/> <input type="text"/> 323	<input type="text"/> <input type="text"/> <input type="text"/> 326	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 329
(v) Soft Skills e.g. Communication Skills 軟性技巧 例如：溝通技巧	<input type="text"/> <input type="text"/> <input type="text"/> 333	<input type="text"/> <input type="text"/> <input type="text"/> 336	<input type="text"/> <input type="text"/> <input type="text"/> 339	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 342
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> <input type="text"/> <input type="text"/> 346	<input type="text"/> <input type="text"/> <input type="text"/> 349	<input type="text"/> <input type="text"/> <input type="text"/> 352	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 355
(vii) Others (please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> 359	<input type="text"/> <input type="text"/> <input type="text"/> 362	<input type="text"/> <input type="text"/> <input type="text"/> 365	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 368

5. How many of your employees will you sponsor to attend the following courses in the next 12 months (1.5.2005 - 30.4.2006)?

在未來十二個月內（1.5.2005 - 30.4.2006），貴機構將會贊助多少名僱員修讀下列培訓課程？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	□□□ 372	□□□ 375	□□□ 378	□□□□ 381
(b) Security Trainer Training 保安培訓導師的訓練	□□□ 385	□□□ 388	□□□ 391	□□□□ 394
(c) Training Courses related to Security Systems 保安系統的有關課程	□□□ 398	□□□ 401	□□□ 404	□□□□ 407
(d) Management and Supervision 管理及督導	□□□ 411	□□□ 414	□□□ 417	□□□□ 420
(e) Specialist Security Knowledge 專門保安知識				
(i) Use of firearms and weapons 槍械及武器使用	□□□ 424	□□□ 427	□□□ 430	□□□□ 433
(ii) Cash-in-transit 解款	□□□ 437	□□□ 440	□□□ 443	□□□□ 446
(iii) VIP protection 要員保護	□□□ 450	□□□ 453	□□□ 456	□□□□ 459
(iv) Guard dog handler training 護衛犬管理員訓練	□□□ 463	□□□ 466	□□□ 469	□□□□ 472
(v) Armed instructor training 槍械訓練主任訓練	□□□ 476	□□□ 479	□□□ 482	□□□□ 485
(vi) Others (please specify) 其他（請註明） e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	□□□ 489	□□□ 492	□□□ 495	□□□□ 498
<hr/>				
(f) Language 語言				
(i) English language 英文	□□□ 502	□□□ 505	□□□ 508	□□□□ 511
(ii) Putonghua 普通話	□□□ 515	□□□ 518	□□□ 521	□□□□ 524
(iii) Others (Please specify) 其他（請註明）	□□□ 528	□□□ 531	□□□ 534	□□□□ 537

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(g) Other Skills 其他技巧				
(i) Fire prevention 防火	<input type="text"/> 541	<input type="text"/> 544	<input type="text"/> 547	<input type="text"/> 550
(ii) First Aid 急救	<input type="text"/> 554	<input type="text"/> 557	<input type="text"/> 560	<input type="text"/> 563
(iii) Health and Safety 健康及安全	<input type="text"/> 567	<input type="text"/> 570	<input type="text"/> 573	<input type="text"/> 576
(iv) Customer Service 顧客服務	<input type="text"/> 580	<input type="text"/> 583	<input type="text"/> 586	<input type="text"/> 589
(v) Soft Skills e.g. Communication Skills 軟性技巧 例如：溝通技巧	<input type="text"/> 593	<input type="text"/> 596	<input type="text"/> 599	<input type="text"/> 602
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> 606	<input type="text"/> 609	<input type="text"/> 612	<input type="text"/> 615
(vii) Others (please specify) 其他（請註明）	<input type="text"/> 619	<input type="text"/> 622	<input type="text"/> 625	<input type="text"/> 628

Internal Promotion

內部晉升

6. Please state the number of internal promotion in the past 12 months (1.5.2004 - 30.4.2005).
請列出貴機構在過去十二個月（1.5.2004 - 30.4.2005）由內部晉升的僱員人數。

No. of Internal Promotion
由內部晉升人數

- | | |
|--|-----------------------------|
| (a) From Supervisory/Technician to Managerial/Professional Level
由主任／技術員晉升為經理／專業人員級 | <input type="text"/>
632 |
| (b) From Guard/Operational to Supervisory/Technician Level
由護衛員／操作員晉升為主任／技術員級 | <input type="text"/>
635 |

Career Choice

就業去向

7. No. of Employees Left in the past 12 months (1.5.2004 - 30.4.2005) and their Career Choice.

過去12個月內（1.5.2004 - 30.4.2005）離職的僱員人數及就業去向。

	<u>No. of Employees Left</u>			
	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) Taking up security services related jobs, including starting own business (in security services industry) 擔任與保安有關的職位，包括創業（與保安服務業有關）	<input type="text"/> 638	<input type="text"/> 641	<input type="text"/> 644	<input type="text"/> 647
(b) Taking up non security services related jobs, including starting own business (in non security services industry) 擔任與保安無關的職位，包括創業（與保安服務業無關）	<input type="text"/> 651	<input type="text"/> 654	<input type="text"/> 657	<input type="text"/> 660
(c) Emigration, retirement, further studies and others 移民、退休、進修或其他原因	<input type="text"/> 664	<input type="text"/> 667	<input type="text"/> 670	<input type="text"/> 673
(d) Unknown 不詳	<input type="text"/> 677	<input type="text"/> 680	<input type="text"/> 683	<input type="text"/> 686

Recruitment

招聘

8. Please state the number of recruits of your company in the past 12 months (1.5.2004 - 30.4.2005).

請列出貴機構在過去十二個月內（1.5.2004 - 30.4.2005）招聘的僱員人數。

<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
<input type="text"/> 690	<input type="text"/> 694	<input type="text"/> 698	<input type="text"/> 702

9. Did your company encounter any difficulties in recruitment of security personnel at various job levels in the past 12 months (1.5.2004 - 30.4.2005)?

貴機構在過去12個月內（1.5.2004 - 30.4.2005）在招聘保安從業員方面有沒有困難？

- 706 Yes (Please go to Q.10)
有（請答第10題）
- 707 No (End of Questionnaire)
沒有（問卷完）
- 708 No recruitment nor tried to recruit (End of Questionnaire)
未有／未有嘗試招聘（問卷完）

10. Which of the following reasons you think may account for the recruitment difficulties of your company?

(You may tick more than 1 box for each job level.)

你認為以下那些原因會導致貴機構招聘困難（每職級可選一項或以上）。

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Technician</u> 技術員	<u>Guard</u> 保安護衛員
(a) General labour shortage 普遍勞工短缺	<input type="checkbox"/> 709	<input type="checkbox"/> 710	<input type="checkbox"/> 711	<input type="checkbox"/> 712
(b) Long working hour 工作時間長	<input type="checkbox"/> 713	<input type="checkbox"/> 714	<input type="checkbox"/> 715	<input type="checkbox"/> 716
(c) Dangerous working environment 工作環境危險	<input type="checkbox"/> 717	<input type="checkbox"/> 718	<input type="checkbox"/> 719	<input type="checkbox"/> 720
(d) Unattractive salary 薪金不吸引	<input type="checkbox"/> 721	<input type="checkbox"/> 722	<input type="checkbox"/> 723	<input type="checkbox"/> 724
(e) Low status 地位低微	<input type="checkbox"/> 725	<input type="checkbox"/> 726	<input type="checkbox"/> 727	<input type="checkbox"/> 728
(f) Lack of candidates with relevant experience and training 職位申請人缺乏相關經驗及訓練	<input type="checkbox"/> 729	<input type="checkbox"/> 730	<input type="checkbox"/> 731	<input type="checkbox"/> 732
(g) Others (please specify) 其他（請說明）	<input type="checkbox"/> 733	<input type="checkbox"/> 734	<input type="checkbox"/> 735	<input type="checkbox"/> 736

End of Questionnaire

問卷完

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此欄毋需填寫

<input type="checkbox"/> 737	<input type="checkbox"/> 738	<input type="checkbox"/> 739	<input type="checkbox"/> 740	<input type="checkbox"/> 741
<input type="checkbox"/> 742	<input type="checkbox"/> 743	<input type="checkbox"/> 744	<input type="checkbox"/> 745	<input type="checkbox"/> 746

Rec	Type	AC	QC	Chk By	Mode	Date
9						
1	2	3	4	6	8	9

Date of Visit	Start Time	End Time	Mode	Result
13	17	21	25	26

The 2005 Manpower Survey of the Security Services Industry
保安服務業二〇〇五年人力調查

Explanatory Notes

附註

1. Please complete all columns ('A' to 'G') of the questionnaire which are applicable to your business sector and insert a zero (0) in any column which is not.
請填寫表內 (A) 至 (G) 欄。如不適用，請填 (0) 符號。

2. Column 'A' - Job Titles and Brief Job Descriptions of Principal Jobs in the Security Services Industry (please see Annex)
(A) 欄 — 保安服務業主要職務名稱及工作說明(請參閱附錄)
 - (a) Please note that some of the job titles may not be the same as those used in your firm, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.
表內部分職稱可能有別於貴公司所採用者。不過，若員工職責與表內某職務的職責相近，請視作相同職務，並提供所需資料。
 - (b) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.
請根據僱員的主要職務分類，勿以其兼任的其他職務分類。

3. Column 'B' - Total Monthly Income Range of Employees
(B) 欄 — 僱員每月總收入幅度

Please select the appropriate code number showing the average monthly income range for the employee(s) when entering this column. If you have more than one employee doing the same job, please calculate the average figure for the month of April and select the appropriate code number.

(Please refer to the codes at column (H)(i) of the questionnaire.)

請填寫僱員平均每月收入幅度的編號。如從事同類工作的僱員多於一名，則請取其四月份的平均收入。

(請參閱調查表(H)(i)欄的類別編號。)

4. Column 'C' - Number of Employees

(C) 欄 — 僱員人數

'Employees' refer to those working full-time (i.e. at least 4 consecutive weeks, and not less than 18 hours in each week) and receiving regular pay from your firm. These include proprietors and partners working full-time for company but exclude those working part-time (i.e. work less than the above defined full-time working hours). This definition also applies to 'employees' appearing in other parts of the questionnaire.

「僱員」指在貴公司內全職工作（即最少連續工作四週、每週不少於十八小時），正常支薪的人員，其中包括在公司內全職工作的東主及合夥人，但不包括兼職人員（即工作少於上述全職工作的工時）。調查表他處出現的「僱員」一詞，定義亦同。

5. Column 'D' - Forecast of Number Employed 12 Months from Now

(D) 欄 — 預計十二個月後僱員人數

The forecast of number employed means the number of employees you will be employing 12 months from now. The number given could be less than that in column 'C' if a contraction is expected.

「預計僱員人數」指貴公司在十二個月後的僱員人數。如估計業務屆時可能收縮，此欄所填的數字應少於 (C) 欄。

6. Column 'E' - Number of Vacancies at Date of Survey

(E) 欄 — 調查期間空缺額

Please fill in the number of existing vacancies you may have. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.

請填寫貴公司現有的空缺額，「現有空缺額」指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

7. Column 'F' - Required Level of Education

(F) 欄 — 僱員應有教育程度

Please enter in this column the appropriate code number showing basic education which an employee should have.

(Please refer to the codes at column (H)(ii) of the questionnaire.)

請按類別編號，將貴公司認為僱員應有的基本教育程度填入 (F) 欄內。

（請參閱調查表(H)(ii)欄的類別編號。）

8. Column 'G' - Preferred Years of Relevant Experience

(G) 欄 — 僱員宜有的相關年資

Please enter in this column the appropriate code number showing the years of relevant experience which your organization requires an employee in a particular position to have. (Please refer to the codes at column (H)(iii) of the questionnaire.)

請按類別編號，將貴機構認為各職務宜有的相關年資，填入 (G) 欄內。

(請參閱調查表(H)(iii)欄的類別編號。)

Note: The information received will be treated in strict confidence and will be released only in aggregated level by publishing in the form of survey report without disclosing any information of individual organization.

註：調查所得資料絕對保密，只以整體調查報告方式發表，並不會透露個別機構資料。

Job Description for Principal Jobs
in the Security Services Industry

保安服務業
主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL/PROFESSIONAL LEVEL 經理／專業人員級		
101	Senior Manager 高級經理	Assumes management responsibility of the company with other managers/engineers. Implements company policies and deals with planning, administration and co-ordination of all types of work. Represents the company in dealing with the government, business concerns and public. 負責公司的管理工作，管轄各部門經理／工程師。執行公司政策，策劃、管理及統籌各項工作。代表公司與政府、商業團體及公眾聯絡。
102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／ 保安中心主管	Supervises the security management and maintenance of buildings/premises. Oversees a team of security supervisors and security guards/armed guards and allocates their job duties. Promotes security services and maintains good relationship with owners/tenants/customers. 監督樓宇的保安管理及保養工作。督導保安主任及保安護衛員／武裝護衛員隊伍，並分派工作。推廣保安服務，並與業主／住客／客戶保持良好關係。
103	Security Consultant 保安顧問	Appraises the security services/systems. Initiates and directs studies to compile cost-benefit analysis and advises client on the security measures/system required. 評估保安服務／系統。帶領進行成本收益分析，並向客戶提供保安措施／系統意見。

Code No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL/PROFESSIONAL LEVEL (Con't) 經理／專業人員級（續）		
104	Security System Project Manager 保安系統項目經理	Plans, organises and manages security system projects. Co-ordinates with architects, engineers, surveyors, security managers and contractors on the installation and maintenance of security systems. Assist in estimation and control of the costing of the system. 策劃、組織及管理保安系統項目。就保安系統的安裝及保養事宜，與建築師、工程師、測量師、保安經理及承建商聯絡。協助預算及控制系統的成本。
105	Security System Design/ Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	Designs and advises on security equipment and systems; plans and supervises their development, design, installation, operation, maintenance and repair. 設計保安設備及系統，並提供意見。策劃及督導有關的發展、設計、安裝、操作、保養及維修工作。
106	Security Training Manager 保安培訓經理	Assessment of training needs, preparing annual training plan, training course design, delivery of in-house training or organizing outside training courses. 評估訓練需求、預備每年培訓計劃、設計培訓課程、提供內部培訓或安排外間培訓課程等。
107	Other Security Services Related Manager 其他保安相關服務業經理	Engages in the management duties relating to security services such as sales, investigative and security information service support. 參與和保安服務有關之管理工作，如銷售、調查及保安資訊支援服務等。
199	Other Non-security Services Related Jobs 其他非保安相關服務職位	Engages in non-technical support management duties. 參與和非保安服務有關之支援管理工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY/TECHNICIAN LEVEL 主任／技術員級		
201	Security Supervisor 保安主任	Supervises a team of armed guards/ guards and arranges duty rosters and tele-protection schedule. Inspects the buildings in respect of security and maintenance of facilities/equipment. Responsible for collection of cash/valuables. Liaises with owners/tenants/clients to upkeep the quality of security services. 監督武裝護衛員／護衛員隊伍，編排值勤表及報更表。視察樓宇的保安情況，檢查是否有設施／裝備需要維修。負責保管現金／貴重物品。與業主／住客／客戶聯絡，維持保安服務質素。
202	Security System Installation/ Maintenance Technician 保安系統安裝／ 保養技術員	Under the supervision of an engineer, assists in the installation, servicing and repair of security systems and related requirement in buildings and premises. 在工程師督導下，安裝及維修保養樓宇內的保安系統及有關設備。
203	Technical Support Staff 技術輔助人員	Performs work on CAD drafting. Maintains and controls the operation of the computerized security system unit. Upkeeps and improves existing computer systems, applications and services to meet requirements of the establishment. 執行繪圖工作。維持及控制電腦保安系統部門的操作。保持及改良現有的電腦系統，應用及服務，以符合機構的需要。
204	Security Training Officer 保安培訓主任	Conducts training and assists the Security Training Manager in performing training related functions. 提供培訓及協助保安培訓經理執行與訓練相關的工作。
205	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	Performs security protection and escorting duties to important persons. 執行要員保護及護送工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY/TECHNICIAN LEVEL(Con't) 主任／技術員級（續）		
206	Other Security Services Related Supervising Personnel 其他保安相關服務業督導 人士	Assists in the duties relating to security services such as special guarding service, duty control, sales, investigative, security information service support, etc. 協助有關保安服務之工作，如特別護衛服 務、值勤主管、調查、保安資訊服務支援服 務等。
299	Other Non-security Services Related Jobs 其他非保安相關服務職位	Engages in non-technical support supervisory duties. 參與和非保安服務有關之支援督導工作。
SECURITY GUARD/OPERATIVE LEVEL 保安護衛員／操作人員級		
301	Security Guard 保安護衛員／管理員	Carries out duties relating to security guarding of commercial or residential premises and property management related functions. 執行商業或住宅類別處所保安護衛及物業管 理有關的工作。
302	Armed Guard 武裝護衛員	Carries out duties with arms on security work in factories, offices, banks, hotels and shops or transit of cash/valuables. 佩備武裝，執行工廠、辦公室、銀行、酒店 或商舖的保安工作，並協助運送現金／貴重 物品。
303	Other Security Services Related Personnel 其他保安相關服務業人士	Performs duties relating to security services functions such as caretaking service. 執行與保安服務工作有關之職務如管理員服 務。
399	Other Non-security Services Related Jobs 其他非保安相關服務職位	Engages in non-technical support operational/clerical duties. 參與和非保安服務有關之支援操作／文職工 作。