

2009 MANPOWER SURVEY REPORT
SECURITY SERVICES

保安服務業
二〇〇九年人力調查報告

職業訓練局
保安服務業訓練委員會
SECURITY SERVICES TRAINING BOARD
VOCATIONAL TRAINING COUNCIL

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2009 MANPOWER SURVEY REPORT OF THE SECURITY SERVICES INDUSTRY

EXECUTIVE SUMMARY

Introduction

1. The Security Services Training Board of the Vocational Training Council was set up by the HKSAR Government in 1998 to be responsible for determining the manpower situation and training needs in the security services industry (SSI); and for recommending to the VTC, employers and other interested parties measures to meet the demand for trained personnel in the SSI. The Training Board conducted its 6th manpower survey in May 2009 covering the 3 branches of the security services industry, namely, the Security Guarding Services, the Armoured Transportation Services and the Installation/Maintenance/Repair/Design of Security Systems.

2. **Section I** of this report will give an introduction to the survey including the purpose, scope, methodology, analysis of the response and the manpower assessment procedure. A summary of the survey findings is presented in **Section II**, the conclusions and recommendations of the Training Board are set out in **Sections III** and **IV** respectively.

Economic and Industry Outlook

3. Despite the steady growth of the manpower of the SSI, the number of vacancies was surveyed as 1 635, which was a significant drop when comparing to the number of 2 794 in 2007. It was an indicator that the employers had adopted a conservative attitude towards the business growth as the survey was conducted in the midst of the financial tsunami. Companies might have imposed recruitment freeze or deferred hiring and might consider activating the recruitment exercises when the economy has shown signs of recovery.

4. In spite of the Government's initiative to boost the investment in the infrastructure and the thriving completion of the new residential buildings, there are still factors affecting the Hong Kong economy, such as the pace of recovery of global economy and the improvement of local sentiments. Moreover, "Toxic Assets" in the US and European financial systems are still not totally cleared which is a potential bomb for next financial crisis. The exit strategies on asset markets arranged by the governments of different countries would harm the economy seriously if it is not managed properly.

5. In addition, the local property market will have a significant impact on the manpower demand of the security services. However, it is well aware that the local property market is sustained significantly by the capital from China Mainland. The change of China's economy policies might also affect the capital inflow to the local market and as a result it will influence the price of the property market as well as the desire of investment of property developers. Taking into all the considerations of the above, the Training Board is of the view that the business outlook of the SSI in 2010 will be modest.

6. The continuing completion of new properties will undoubtedly generate the needs of additional manpower and this will also pave the way for the increasing demand of the training courses. The Training Board considers that job nature of SSI has been diversified in the recent years, multi-task and training on customer service would be emphasised. It is also observed that advanced technologies including automation in work is a major trend for the industry which will offset part of the manpower required by the completion of new properties.

7. In the years ahead, infrastructure projects such as the West Kowloon Cultural District and the expansion of Hong Kong Disneyland are in progress. The Training Board anticipates that those infrastructure projects can help stimulate the growth of the SSI.

Manpower Situation

8. The survey reveals that during the survey period in May 2009, there were 102 970 employees engaged in the SSI, representing 2.8% of the 3.67 million working population in Hong Kong. There was a 1.0% increase in general guarding. Out of the 102 970 employees, 96 196 employees employed by licensed Security Companies, 5 986 by the Owners Corporations and 788 by the Supplementary Samples. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:

<u>Job Level</u>	<u>No. of Employees in May 2007</u>	<u>No. of Employees in May 2009</u> (a) (%)#	<u>No. of Vacancies in May 2009</u> (b)	<u>Employers' Forecast of Manpower Growth</u> (c)	<u>Forecast No. of Posts in May 2010</u> (d) = (a)+(b)+(c).
Managerial/ Professional	2 369	2 144 (-9.5)	6	0	2 150
Supervisory	12 332	10 223 (-17.1)	108	-1	10 330
Security Guard/ Technician	87 272	90 603 (3.8)	1 521	-426	91 698
Total	101 973	102 970 (1.0)#	1 635	-427	104 178

As percentage of increase/decrease in the number of employees as against 2007

Manpower Projection for 2010 to 2012

9. The Training Board has adopted the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next three years as follows:

Year	Actual Manpower	Employers' Forecast (at the time of the survey)	Projected Manpower	Manpower Growth as compared with previous year
2009	104 605			
2010f		104 178 (-0.4%)*	105 568	963 (0.9%)*
2011f			106 505	937 (0.9%)**
2012f			107 440	935 (0.9%)**

* As percentage increase / decrease of the actual manpower against 2009

** As percentage increase / decrease of the projected manpower against the year before, i.e. 2010 and 2011 respectively

Turnover in the Past 12 Months

10. The Training Board observes that there is consistently a high turnover of security services personnel in the past few years, with 21 434 employees leaving in the past 12 months. Of these employees, security guard/technician level has the highest turnover of 20 358 employees (or 22.1% of the number of posts) leaving and 15 765 joining with security services related experience. Similar to the survey in 2007, many respondents reported that the high turnover rate was reasoned by the unattractive salary and long working hours.

Additional Manpower Requirements in May 2010

11. Based on the manpower growth projected by using the LMA approach and the annual wastage, the Training Board anticipates an additional manpower requirement of 5 922 employees in 2010 for the SSI as follows:

<u>Job Level</u>	<u>Annual Wastage</u>	<u>Projected Manpower Growth for May 2010</u>	<u>Additional Manpower Requirement for May 2010</u>
Managerial/Professional	60	20	80
Supervisory	306	95	401
Security Guard/Technician	4 593	848	5 441
Total:	4 959	963	5 922

Provision of Training

12. Similar to the survey in 2007, the Survey reveals that employers had provided only 1 864 in-house training places to their employees in the past 12 months, while 27 984 training places were sponsored by employers. It is shown that employers tend to outsource their training to external providers. The estimated number of external training places sponsored by Employers in the next 12 months has dropped 6% to 26 284. Among the 26 284 external training places, 6 928 (or 26.4%) will be for customer service and 4 308 (or 16.4%) will be for soft skills training.

Recommendations

13. The Training Board estimates a total of 5 922 additional employees joining the SSI in the next 12 months. As they are new to the industry, it is expected that there is substantial training needs for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 can help ensure the standard and quality of training courses under the Scheme.

14. Customer Service training would be considered as the most popular training in the next 12 months from the employers' perspective. Training Board is of the view that such preference indicated the market demand on customer-oriented security services. The security services practitioners are advised to be equipped with customer-oriented attitude while providing professional and value-added services.

15. The training providers are recommended to offer more related training courses to meet the needs of the industry as revealed from the survey findings.

16. Continuing Professional Development (CPD) Scheme is proposed with an aim to enhance the professional competence and updated industry knowledge of the practitioners of the security services and quality services would be delivered.

17. The Training Board recognizes the future need of the development of a qualifications framework to ensure a uniform standard of competency for different levels of security services personnel.

18. The Training Board will continue to organize trade tests for security guards and develop trade tests for other categories of the security services personnel.

19. It is recommended to conducting the manpower survey once every two years to assess the manpower demand and supply in this industry.

SECTION I

INTRODUCTION

The Security Services Training Board

1.1 The Security Services Training Board of the Vocational Training Council (VTC) was set up in 1998 responsible for determining the manpower situation and training needs in the security services industry (SSI); and for recommending to the VTC, employers and other interested parties measures to meet the demand for trained personnel in the SSI. The membership and terms of reference of the Training Board are listed in **Appendices 1 and 2** respectively.

Purpose of the Survey

1.2 The Training Board had conducted 5 manpower surveys in February 1999, May 2001, May 2003, May 2005 and May 2007 respectively, and its 6th survey in May 2009 with the following objectives:

- (i) To assess the manpower and training needs in the principal jobs of the SSI;
- (ii) To forecast the manpower growth of the SSI; and
- (iii) To recommend measures to meet the training needs of and manpower demand for employees at the managerial/professional, the supervisory and the security guard/technician levels.

Scope of the Survey

1.3 Similar to 2007, the 2009 Manpower Survey (the Survey) again covers the 3 branches of the SSI, namely, the Security Guarding Services, the Armoured Transportation Services and the Installation/Maintenance/Repair/Design of Security Systems. Security Companies will be classified by the types of licence they hold, as follows:

<u>Branch Category</u>	<u>Type of licence</u>	<u>Branch of security services work</u>
1	I	Security Guarding Services
2	II	Armoured Transportation Services
3	III	Security Systems Installation/ Maintenance/ Repair/ Design/ Others
4	I and II	Security Guarding Services and Armoured Transportation Services
5	I and III	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/Design/Others
6	I, II and III	Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others
7	-	Owners Corporations
8	-	Supplementary Samples

1.4 There are currently 854 Security Companies listed with the Security and Guarding Services Industry Authority (SGSIA) and 8 433 Owners Corporations registered with the Land Registry¹. The Survey was conducted by adopting the stratified random sampling method, in which 254 licensed Security Companies and 247 Owners Corporations were selected. 173 out of the 254 Security Companies were with an employment size of 50 or above and the remaining 81 Security Companies were with the size below 50.

1.5 In addition to Security Companies and Owners Corporations, 12 supplementary samples covering public utility companies, major banks and hotels which directly employed security personnel were also selected in this Survey. Altogether, a total of 513 questionnaires were collected and analyzed.

Method of the Survey

1.6 With the support of the Census and Statistics Department (C&SD) in providing survey fieldwork and technical support, the Survey for the SSI was successfully conducted in May 2009. The Survey was tasked with the review of current situation in manpower and training in the SSI. Each of the sampled Security Companies or Owners Corporations would be required to complete a questionnaire (**Appendix 5**) in terms of the manpower and training needs for the SSI.

¹ Information being used in this Survey was collected from the Home Affairs Department.

1.7 Employers were requested to classify their employees according to the job specifications based on the duties the employees performed rather than the job titles they held in the organization. Before fieldwork was carried out, a briefing session about the nature of different jobs and the structure of the questionnaire was held for interviewing officers from the C&SD.

Analysis of the Response

1.8 Of the 513 samples, 252 respondents were successfully enumerated with the required information collected (**Appendix 6**). These included 193 Security Companies, 48 Owners Corporations and 11 Supplementary Samples. The survey data obtained were statistically grossed up to yield a full-size manpower situation of the SSI. Of the remaining 261 samples, 46 Security Companies had either temporarily ceased operations, moved, duplicated, not employed any technical manpower, or not been contactable through their registered addresses; while 199 Owners Corporations had temporarily ceased operations, not engaged in the specific trade, not employed any technical manpower or could not be contacted. Only 15 Security Companies and 1 Supplementary Samples had declined to respond. The effective response rate is 94.0%.

Manpower Assessment Procedure

1.9 The assessment procedure consisted essentially of the following three steps:

- (i) conduct manpower survey of the SSI to collect up-to-date information on manpower situation, in particular its distribution by job level;
- (ii) analyze the survey data with input from the SSI on manpower plan and training needs; and
- (iii) assess the manpower supply and demand of the SSI.

Presentation of Findings

1.10 A summary of the survey findings is presented in **Section II** of the survey report. The Training Board's conclusions are set out in **Section III** and its recommendations are remarked in **Section IV**.

Definition of Terms

1.11 "Employees" refers to all full-time personnel who are directly paid by the company and who are either at work or temporarily absent from work, namely, sick leave, maternity leave, annual leave, casual leave or on strike.

SECTION II

SUMMARY OF SURVEY FINDINGS

2.1 The following information was collected from the Survey:

- (a) number of employees,
- (b) number of existing vacancies,
- (c) employers' forecast of the manpower demand in May 2010,
- (d) number of employee turnover,
- (e) employers' preferred education of employees,
- (f) employers' preferred period of experience of employees, and
- (g) income distribution of employees.

2.2 Employers were further requested to provide information on the number of internal promotion, recruitment difficulties, preferred vocational qualification, and types of training provided to employees in the past 12 months and planned for the next 12 months. The findings are summarized in the ensuing paragraphs.

Number of Employees

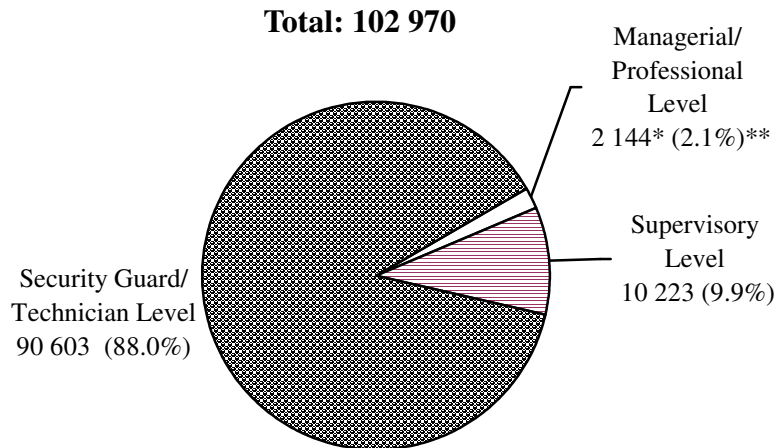
2.3 The Survey reveals that during the survey period, there were 127 765 employees, including 102 970 technical employees² and 24 795 non-technical employees. Out of these 102 970 technical employees, 96 196 were employed by the Security Companies, 5 986 by the Owners Corporations and 788 by the Supplementary Samples. A comparison of the number of technical employees in 2007 and 2009 is given in **Table A**. The distribution by job level is shown in **Figure 1**. The term "technical employees" (hereinafter called "employees") refers to those security services related personnel employed in the principal jobs at the time of survey. As in the previous reports, the non-technical employees have been excluded from all further analysis in this report. They refer to those working in administrative, accounting, personnel and supporting areas.

² Technical employees refer to those security services related personnel employed in the principal jobs at the time of the survey.

Table A: Comparison of the Number of Technical Staff For 2007 and 2009

Branch	Technical staff		ALL	
	2007	2009	2007	2009
Security Guarding Services	74 258	76 192	96 649	94 138
Armoured Transportation Services	760	795	803	817
Security Systems Installation/ Maintenance/Repair/ Design/Others	3 300	2 794	6 467	5 640
Security Guarding Services and Armoured Transportation Services	714	812	829	920
Security Guarding Services and Security Systems Installation/Maintenance/ Repair/Design/Others	11 919	12 002	19 598	15 730
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/ Repair/Design/Others	3 610	3 601	3 664	3 631
Owners Corporations	6 927	5 986	7 890	6 091
Supplementary Samples	485	788	488	798
Total (%)	101 973	102 970 (1.0)	136 388	127 765 (-6.3)

Figure 1: Distribution of Technical Employees[#] by Job Level



* Number of employees

** As percentage of the number of employees in the industry

Technical employees refer to those security services related personnel employed in the principal jobs at the time of the survey

2.4 The distribution of the total manpower by branch by principal job is shown in **Table B**.

Table B: Number of Employees by branch by Principal Job Level

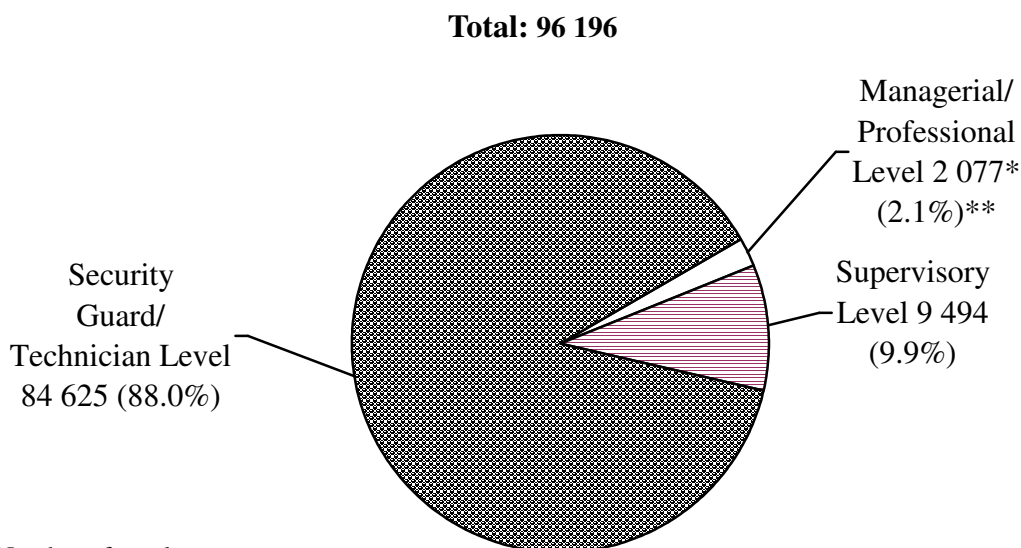
<u>Job Level</u>	<u>Employees of Security Companies</u> (%)*	<u>Employees of Owners Corporations</u> (%)*	<u>Employees of Supplementary Samples</u> (%)*	<u>Total</u> (%)*
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>				
Senior Management Staff	354 16.5%	-	2 0.1%	356 16.6%
Security Manager/Operations Manager/Security Centre Controller	858 40.0%	35 1.6%	27 1.3%	920 42.9%
Security Consultant	56 2.6%	-	-	56 2.6%
Security System Project Manager	221 10.3%	-	-	221 10.3%
Security System Design/Installation/ Maintenance Engineer	499 23.3%	-	1 -	500 23.3%
Security Training Manager	23 1.1%	-	-	23 1.1%
Other Security Services Related Manager	66 3.1%	-	2 0.1%	68 3.2%
Sub-total:	2 077 96.9%	35 1.6%	32 1.5%	2 144 100%[#]
<u>SUPERVISORY LEVEL</u>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	8 942 87.5%	595 5.8%	105 1.0%	9 642 94.3%
Technical Support Staff	283 2.8%	-	2 -	285 2.8%
Security Training Officer	71 0.7%	-	-	71 0.7%
Other Security Services Related Supervising Personnel	198 1.9%	-	27 0.3%	225 2.2%
Sub-total:	9 494 92.9%	595 5.8%	134 1.3%	10 223 100%[#]

<u>Job Level</u>	<u>Employees of Security Companies</u> (%)*	<u>Employees of Owners Corporations</u> (%)*	<u>Employees of Supplementary Samples</u> (%)*	<u>Total</u> (%)*
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>				
Security Guard	80 776 89.2%	5 356 5.9%	619 0.7%	86 751 95.7%
Armed Guard	1 162 1.3%	-	-	1 162 1.3%
Security System Design Technician	132 0.1%		3 -	135 0.1%
Security Device Installation, Maintenance and /or Repairing Technician	1 976 2.2%			1 976 2.2%
Other Security Services Personnel	579 0.6%			579 0.6%
Sub-total:	84 625 93.4%	5 356 5.9%	622 0.7%	90 603 100%#
GRAND TOTAL:	96 196 93.4%**	5 986 5.8%**	788 0.8%**	102 970 100%#

- # The percentage may not add up to 100 due to rounding
 * As percentage of the total number of employees at the same job level
 ** As percentage of the total number of employees in the industry

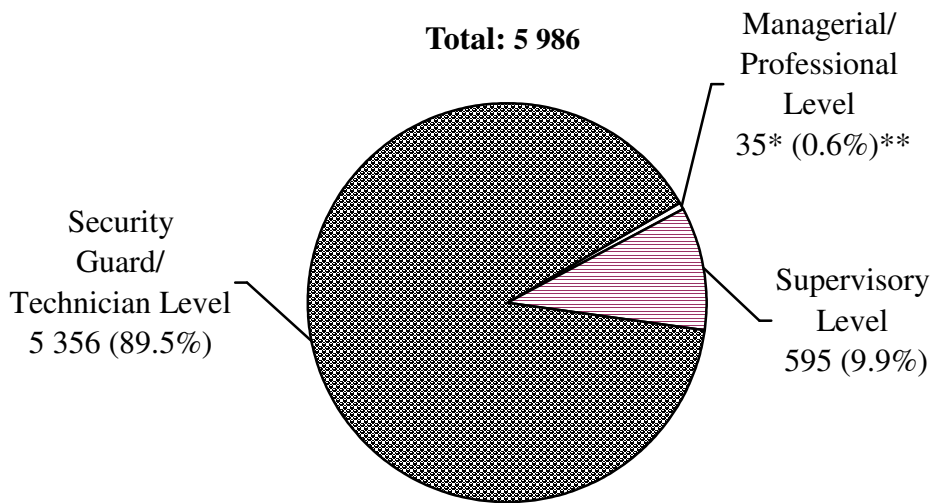
2.5 The distribution of manpower by branch by job level is shown in **Figures 2, 3 and 4**. The distribution of employees by types of security company licence is shown in **Appendix 7**.

Figure 2: Distribution of Employees of Security Companies by Job Level



- * Number of employees
 ** As percentage of the number of employees in this branch

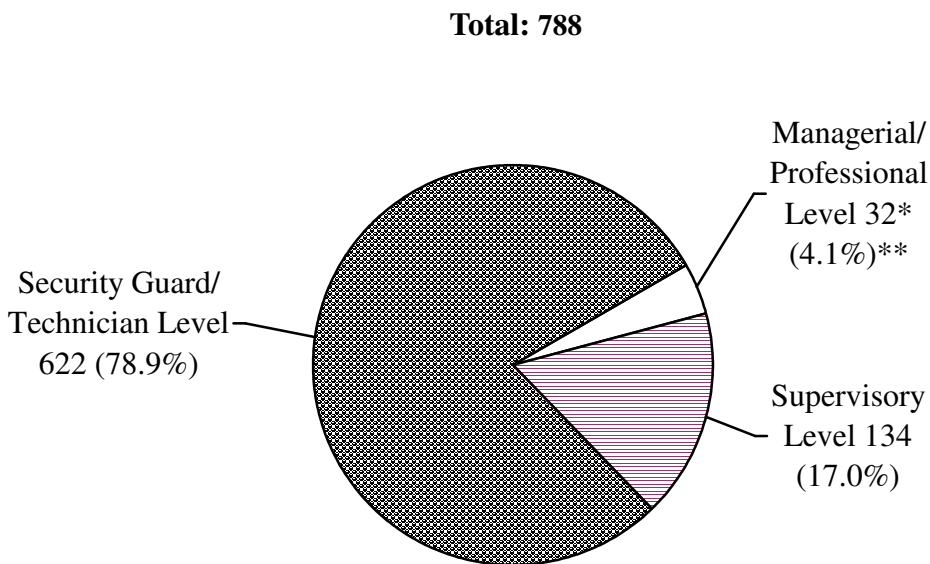
Figure 3: Distribution of Employees of Owners Corporations by Job Level



* Number of employees

** As percentage of the number of employees in this branch

Figure 4: Distribution of Employees of the Supplementary Samples by Job Level



* Number of employees

** As percentage of the number of employees in this branch

2.6 A comparison of the number of employees of Security Companies between 2007 and 2009 by principal job is shown in **Table C**.

Table C: Comparison of Manpower of Security Companies between 2007 and 2009 by Job Level by Principal Job

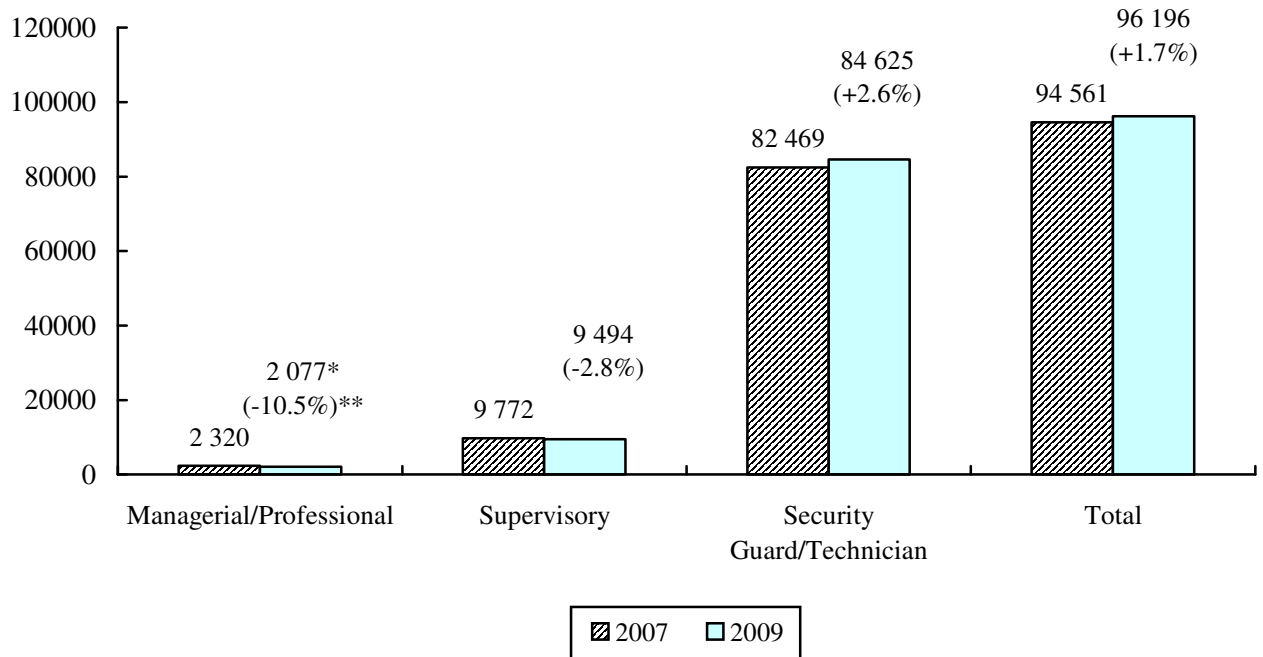
<u>Job Level</u>	<u>Manpower in 2007</u>	<u>Manpower in 2009</u>	<u>Growth in Manpower</u> (%)*
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>			
Senior Management Staff	387	354	-33
Security Manager/Operations Manager/Security Centre Controller	814	858	44
Security Consultant	64	56	-8
Security System Project Manager	263	221	-42
Security System Design/Installation/Maintenance Engineer	661	499	-162
Security Training Manager	29	23	-6
Other Security Services Related Manager	102	66	-36
Sub-total:	2 320	2 077	-243 (-10.5)
<u>SUPERVISORY LEVEL</u>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	8 673	8 942	269
Technical Support Staff	537	283	-254
Security Training Officer	44	71	27
VIP Protection Officer/Private Body Guard	12	0	-12
Other Security Services Related Supervising Personnel	506	198	-308
Sub-total:	9 772	9 494	-278 (-2.8)
<u>SECURITY GUARD/TECHNICIAN LEVEL#</u>			
Security Guard	78 857	80 776	1 919
Armed Guard	1 205	1 162	-43
Security System Design Technician	-	132	132
Security System Installation/Maintenance Technician	1 870	1 976	106
Other Security Services Related Personnel	537	579	42
Sub-total:	82 469	84 625	2 156 (2.6)
GRAND TOTAL	94 561	96 196	1 635 (1.7)

* As percentage of the growth in the number of employees of security companies

The principal jobs of “Technicians” were grouped together with the security guard level instead of the supervisory level as compared with 2007 survey report.

2.7 The comparison of manpower of Security Companies by job level between 2007 and 2009 is illustrated in **Figure 5** and **Table D**.

Figure 5: Comparison of Manpower of Security Companies between 2007 and 2009 by Job Level



* Number of employees at the job level

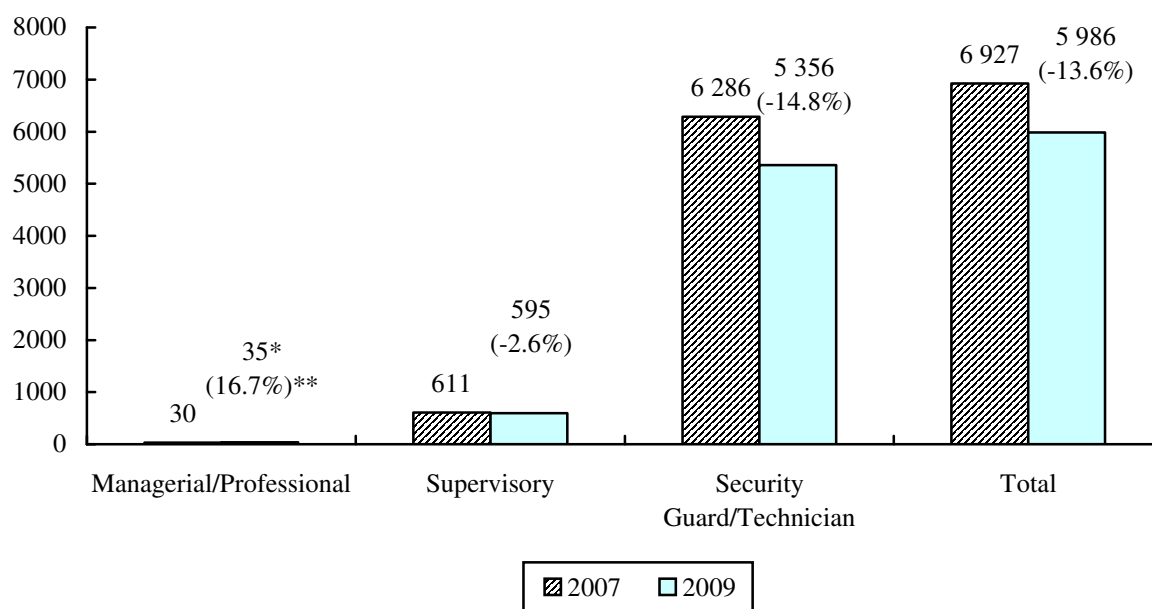
** As percentage increase/decrease of the number of employees at the job level in 2007

Table D: Manpower Growth of Security Companies in 2009 by Job Level

<u>Job Level</u>	<u>No. of Employees in May 2007</u>	<u>No. of Employees in May 2009</u>	<u>Growth (%)</u>
Managerial/Professional	2 320	2 077	-243 (-10.5)
Supervisory	9 772	9 494	-278 (-2.8)
Security Guard/Technician	82 469	84 625	2 156 (2.6)
Total	94 561	96 196	1 635 (1.7)

2.8 The comparison of manpower of Owners Corporations by job level between 2007 and 2009 is illustrated in **Figure 6** and **Table E**.

Figure 6: Comparison of Manpower of Owners Corporations between 2007 and 2009 by Job Level



* Number of employees at the job level

** As percentage increase/decrease of the number of employees at the job level in 2007

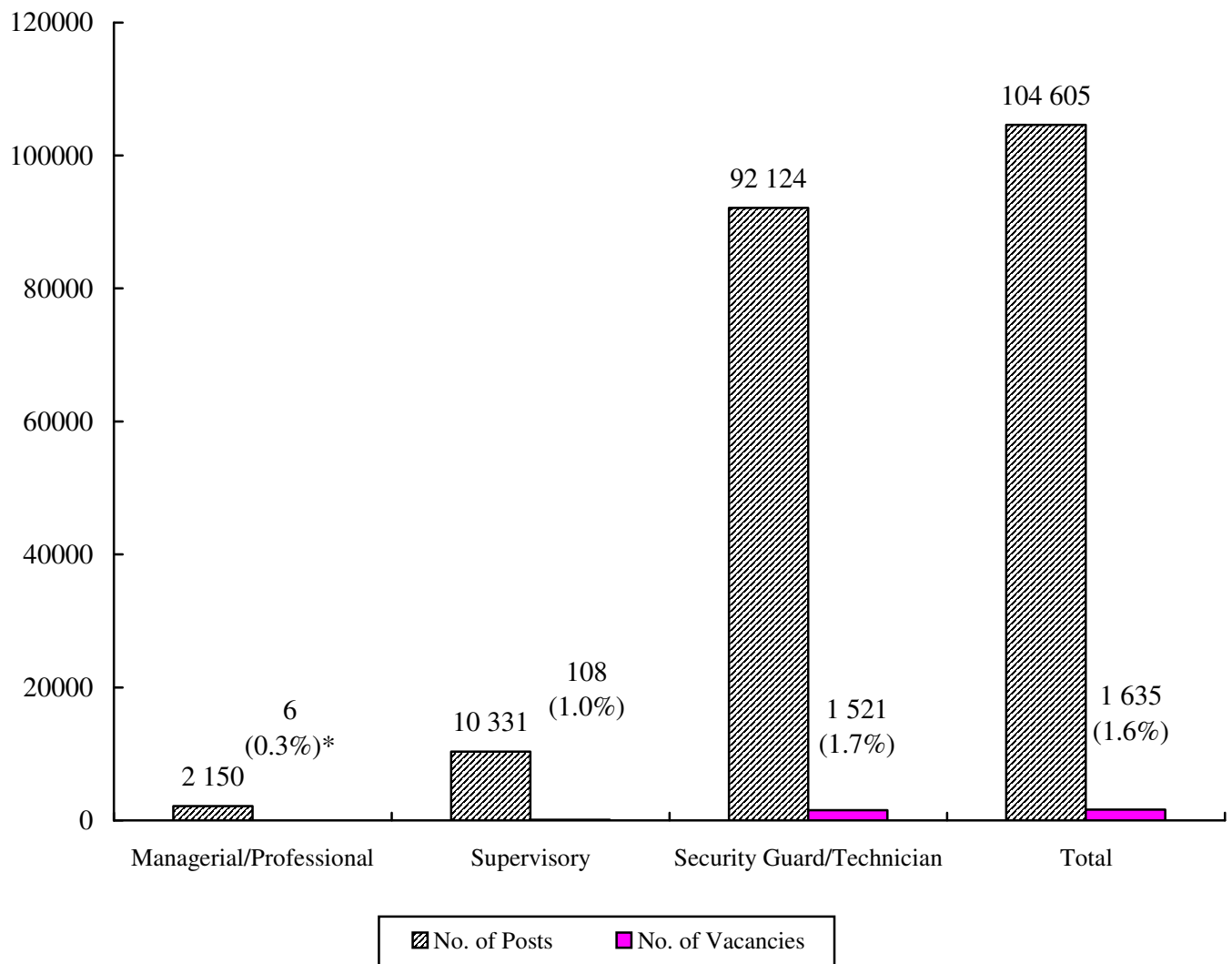
Table E: Manpower Growth of Owners Corporations in 2009 by Job Level

<u>Job Level</u>	<u>No. of Employees in May 2007</u>	<u>No. of Employees in May 2009</u>	<u>Growth (%)</u>
Managerial/Professional	30	35	5 (16.7)
Supervisory	611	595	-16 (-2.6)
Security Guard/Technician	6 286	5 356	-930 (-14.8)
Total	6 927	5 986	-941 (-13.6)

Number of Vacancies

2.9 At the time of survey, employers reported 1 635 vacancies, or 1.6% of the existing 104 605 posts (posts = 1 635 vacancies + 102 970 employees). By job level, the security guard level has the highest number of vacancies of 1 521. The distribution of vacancies by job level is shown in **Figure 7** and by principal job in **Table F**.

Figure 7: Posts and Vacancies by Job Level



* As percentage of the number of posts by job level

Table F: Number of Existing Vacancies by Principal Job

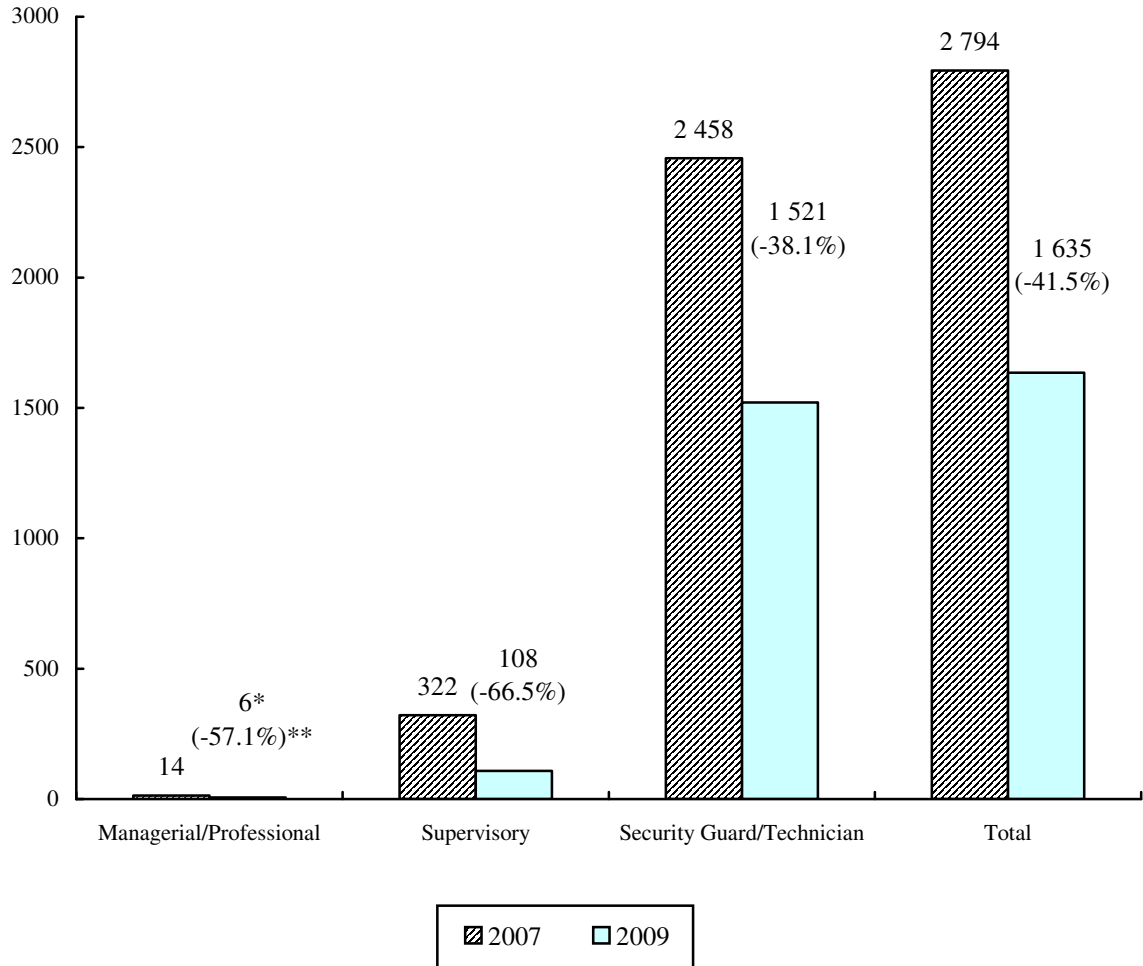
<u>Job Level</u>	<u>Number of Employees</u>	<u>Number of Vacancies</u>	<u>Number of Posts</u>	<u>(%)*</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>				
Senior Management Staff	356	3	359	(0.8)
Security Manager/Operations Manager/Security Centre Controller	920	-	920	-
Security Consultant	56	-	56	-
Security System Project Manager	221	-	221	-
Security System Design/Installation/ Maintenance Engineer	500	3	503	(0.6)
Security Training Manager	23	-	23	-
Other Security Services Related Manager	68	-	68	-
Sub-total:	2 144	6	2 150	(0.3)
				- **
<u>SUPERVISORY LEVEL</u>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 642	82	9 724	0.8
Technical Support Staff	285	22	307	7.2
Security Training Officer	71	2	73	2.7
Other Security Services Related Supervising Personnel	225	2	227	0.9
Sub-total:	10 223	108	10 331	(1.0)
				(0.1) **
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>				
Security Guard	86 751	1 466	88 217	1.7
Armed Guard	1 162	2	1 164	0.2
Security System Design Technician	135	-	135	-
Security Device Installation, Maintenance and /or Repairing Technician	1 976	53	2 029	2.6
Other Security Services Personnel	579	-	579	-
Sub-total:	90 603	1 521	92 124	(1.7)
				(1.5) **
GRAND TOTAL:	102 970	1 635	104 605	(1.6) **

* As percentage of total number of posts at the same job level

** As percentage of total number of posts in the industry

2.10 A comparison of the number of vacancies between 2007 and 2009 is shown in **Figure 8**.

Figure 8: Comparison of Vacancies between 2007 and 2009



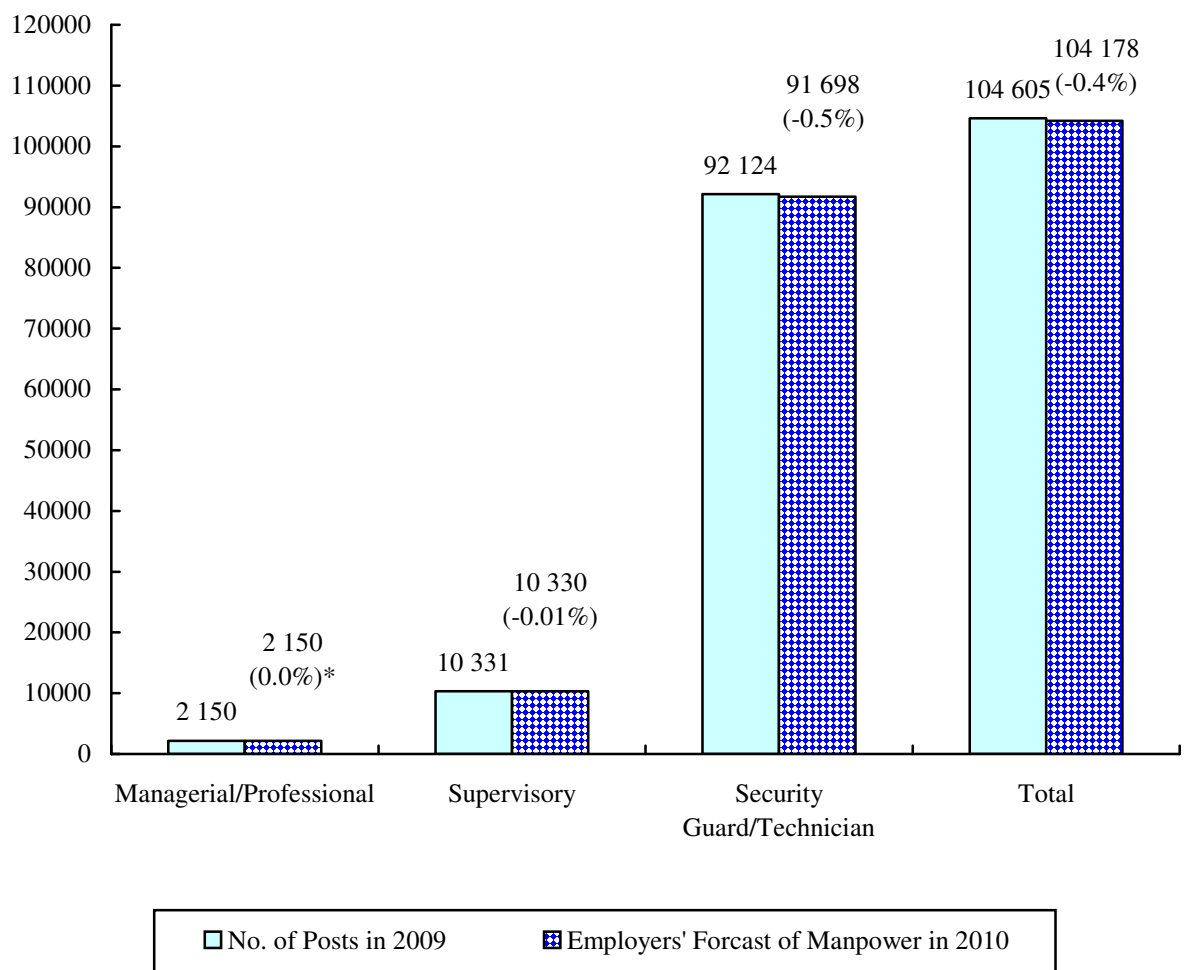
* Number of vacancies by job level

** As percentage increase/decrease of the number of vacancies at the job level in 2007

Employers' Forecast Manpower Demand by May 2010

2.11 Employers forecast that there would be 104 178 posts by May 2010, a decrease of 0.4% over the number of posts in May 2009 (as compared with +2.4% in May 2007). There are a total decrease of 427 posts ranging from 1 and 426 posts (or -0.01% and -0.5%) for the Supervisory level and the Security Guard/Technician level respectively. Employers' forecast manpower growth by May 2010 by job level is presented in **Figure 9** and by principal job in **Table G**.

Figure 9: Employers' Forecast of Security Services Manpower Demand by May 2010 by Job Level



* As percentage increase/ decrease in number of posts at the same job level

Table G: Employers' Forecast of Manpower Growth by Principal Job in 2010

<u>Job Level</u>	<u>Number of Posts in 2009</u>	<u>Forecast of Manpower in 2010</u>	<u>Change (%)*</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>			
Senior Management Staff	359	359	-
Security Manager/Operations Manager/Security Centre Controller	920	920	-
Security Consultant	56	56	-
Security System Project Manager	221	221	-
Security System Design/Installation/ Maintenance Engineer	503	503	-
Security Training Manager	23	23	-
Other Security Services Related Manager	68	68	-
Sub-total:	2 150	2 150	-.**
<u>SUPERVISORY LEVEL</u>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 724	9 723	-0.01
Technical Support Staff	307	307	-
Security Training Officer	73	73	-
Other Security Services Related Supervising Personnel	227	227	-
Sub-total:	10 331	10 330	-0.01**
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>			
Security Guard	88 217	87 748	-0.5
Armed Guard	1 164	1 164	-
Security System Design Technician	135	145	7.4
Security Device Installation, Maintenance and /or Repairing Technician	2 029	2 062	1.6
Other Security Services Personnel	579	579	-
Sub-total:	92 124	91 698	-0.5**
GRAND TOTAL:	104 605	104 178	-0.4@

* As percentage of the number of posts at the same principal job level

** As percentage of the number of posts at the same job level

@ As percentage of the total number of posts in the industry in 2009

Internal Promotion in the Past 12 Months

2.12 The survey reveals that 675 employees (or 5.5%) were promoted from within the surveyed sample establishments (as compared with 899 employees being promoted in year 2007). Out of the 675 employees promoted, 633 were promoted to the Supervisory level and 42 to the Managerial/Professional level. A summary of the promotion pattern by branch by job level is shown in **Table H**.

Table H: Number of Internal Promotions by Branch by Job Level

Branch	Managerial/ Professional Level		Supervisory Level	
	No. Employed	No. of Internal Promotion [#]	No. Employed	No. of Internal Promotion [^]
Security Guarding Services	912	27	7 748	422
Armoured Transportation Services	11	-	21	2
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	793	1	395	33
Security Guarding/ Armoured Transportation Services	22	-	39	1
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	303	11	1 018	62
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	36	-	273	-
Owners Corporations	35	-	595	105
Supplementary Samples	32	3	134	8
Total:	2 144	42	10 223	633

From Supervisory to Managerial / Professional Level

^ From Guard/Technician to Supervisory Level

Turnover in the Past 12 Months

2.13 **Table I** shows that the staff wastage rates in the past 12 months for Security Companies, Owners Corporations and Supplementary Samples were **4.8 %**, **3.7%** and **2.6%** respectively. Such findings were based on the assumption that the leavers might be recruited by another security services companies. In this connection, the actual wastage rate would be the difference between the number of leavers and the number of recruits with security services related experience, (i.e. Wastage = No. of leavers – No. of Recruits with Security Services related experience). By job level, the security guard/technician level faced the highest wastage, with 15 765 employees leaving and 20 358 employees joining the industry, representing a 5.0% of wastage at the same job level. Details of the number of recruits in the past 12 months by branch by job level are shown in **Appendix 9**.

**Table I: Wastage for the SSI
by Sector by Job Level for the Past 12 Months**

(i) Security Companies

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	2 083	145	88	57 (2.7)*
Supervisory	9 599	881	615	266 (2.8)*
Security Guard/Technician	85 328	19 595	15 228	4 367 (5.1)*
Total: (%)	97 010	20 621	15 931	4 690 (4.8)**

(ii) Owners Corporations

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	35	-	-	- -
Supervisory	595	35	-	35 (5.9)*
Security Guard/Technician	5 986	698	489	209 (3.5)*
Total: (%)	6 616	733	489	244 (3.7)**

(iii) Supplementary Samples

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	32	4	1	3 (9.4)*
Supervisory	137	11	6	5 (3.6)*
Security Guard/Technician	810	65	48	17 (2.1)*
Total: (%)	979	80	55	25 (2.6)**

(iv) Total

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	2 150	149	89	60 (2.8)*
Supervisory	10 331	927	621	306 (3.0)*
Security Guard/Technician	92 124	20 358	15 765	4 593 (5.0)*
Total: (%)	104 605	21 434	16 475	4 959 (4.7)**

* As percentage of the number of posts at the same job level

** As percentage of the number of posts in the same sector/industry

Recruitment Difficulties

2.14 384 respondents (or 15.8%) reported that they had come across difficulty in the recruitment of staff, particularly security guards. Same as in 2007, the main reasons for the recruitment difficulty at this job level were unattractive salary and long working hours. However, the percentage indicated for reason of general labour shortage has dramatically decreased from 18.5% in 2007 to 2.6% in 2009. Reasons for recruitment difficulty for each job level are shown in **Table J**. The type of difficulties encountered in recruitment in the past 12 months is set out in **Appendix 8**.

Table J: Comparison of the Reasons for Recruitment Difficulty by Job Level

<u>Reasons for Recruitment Difficulty</u> #	<u>Managerial/ Professional*</u>		<u>Supervisory*</u>		<u>Technician*</u>		<u>Security Guard*</u>		<u>Total</u>	
	2007	2009	2007	2009	2007	2009	2007	2009	2007	2009
General Labour Shortage	0.5	-	1.1	0.2	3.1	-	13.8	2.4	18.5	2.6
Long Working Hours	0.2	-	3.2	1.4	-	1.3	18.0	21.9	21.4	24.6
Dangerous Working Environment	-	-	-	0.1	-	-	2.5	4.6	2.5	4.7
Unattractive Salary	0.3	0.7	3.6	1.5	2.1	2.4	20.5	33.0	26.5	37.6
Low Status	-	-	-	0.2	1.1	1.3	1.8	4.0	2.9	5.5
Lack of Candidates with Relevant Experience and Training	1.1	0.2	5.2	0.7	5.5	1.5	9.8	8.1	21.6	10.5
Others	0.1	-	2.2	0.5	1.0	-	3.3	2.8	6.6	3.3

Respondents may choose more than one reason

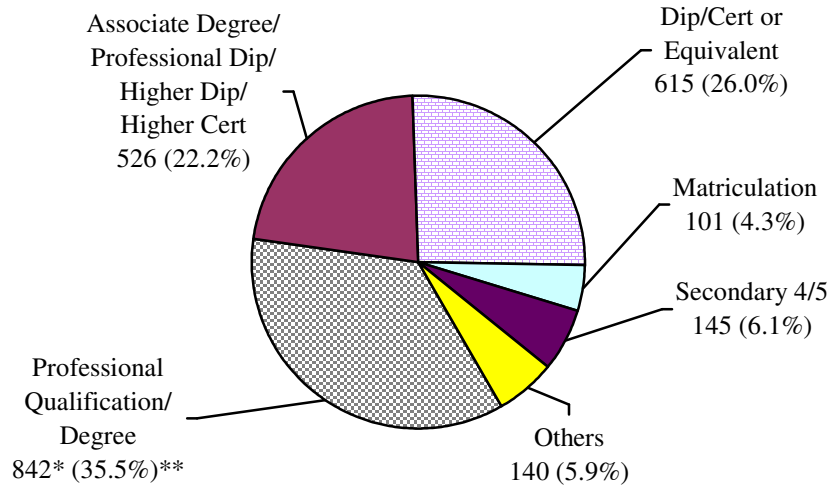
* As percentage of the number of respondents with recruitment difficulty

Employers' Required Educational Level of Employees

2.15 The Survey shows that 39.6% employees at the Managerial/Professional level were required to have Diploma/Higher Cert/Certificate or equivalent level of education. Meanwhile, 38.4% at the Supervisory level were required to possess Secondary 5 or equivalent level of education, whereas 65.6% at the Security Guard/Technician level to have below Secondary 5 level. Comparisons of the required education between 2007 and 2009 Surveys by level are shown in **Figures 10 to 12**. A summary of the required education of employees by principal job is presented in **Table K**. Details of the employers' required education level of employees by branch by principal job are shown in **Appendix 10**.

Figure 10 (i): Employers' Preferred Education Level of Employees at the Managerial/Professional Level in 2007

Total: 2 369 employees

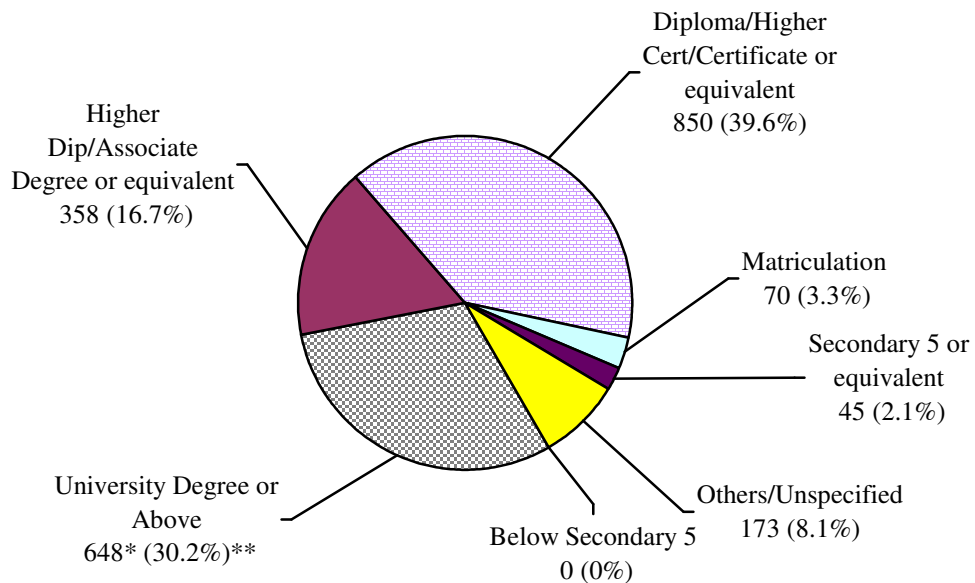


* No. of employees

** As percentage of the number of employees at the job level

Figure 10 (ii): Employers' Required Education Level of Employees at the Managerial/Professional Level in 2009

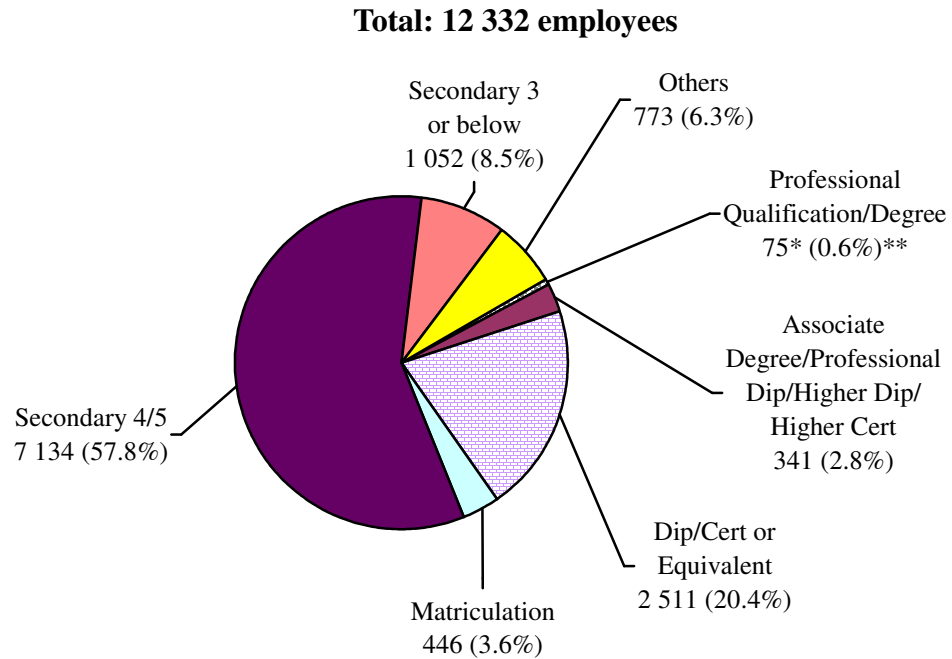
Total: 2 144 employees



* No. of employees

** As percentage of the number of employees at the job level

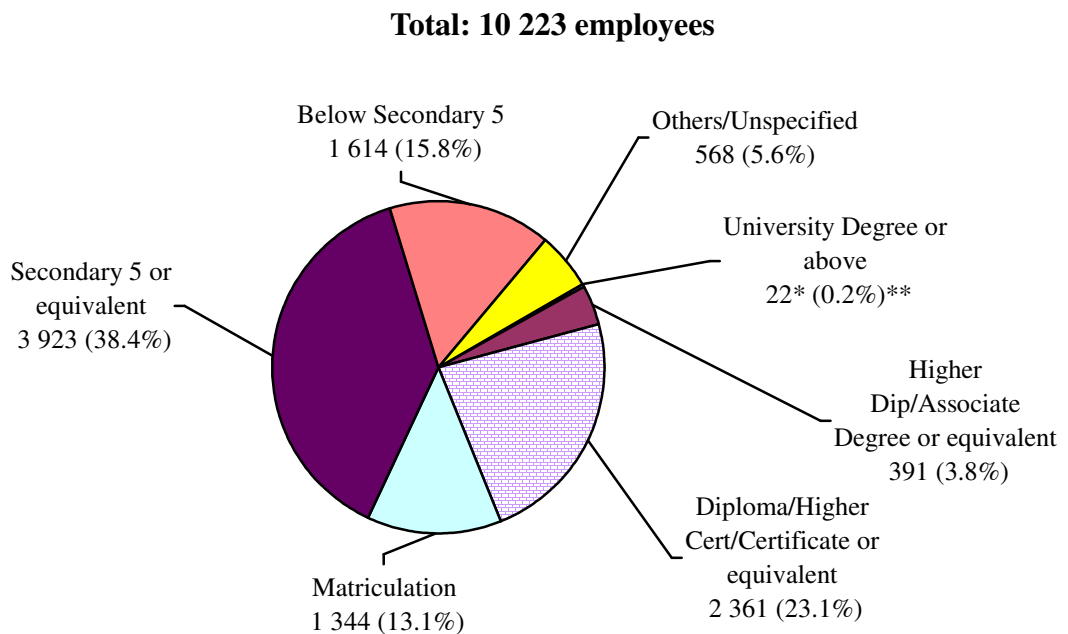
Figure 11 (i): Employers' Preferred Education Level of Employees at the Supervisory/Technician Level in 2007



* No. of employees

** As percentage of the number of employees at the job level

Figure 11 (ii): Employers' Required Education Level of Employees at the Supervisory Level in 2009

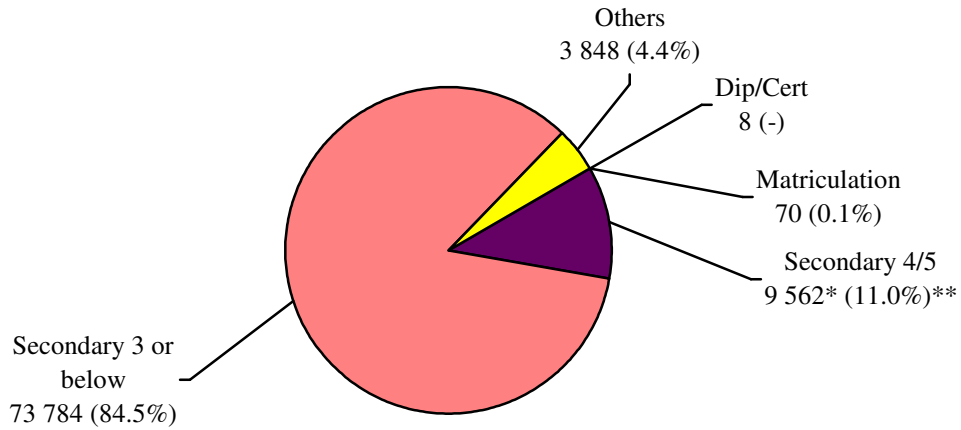


* No. of employees

** As percentage of the number of employees at the job level

Figure 12(i): Employers' Preferred Education Level of Employees at the Security Guard Level in 2007

Total: 87 272 employees

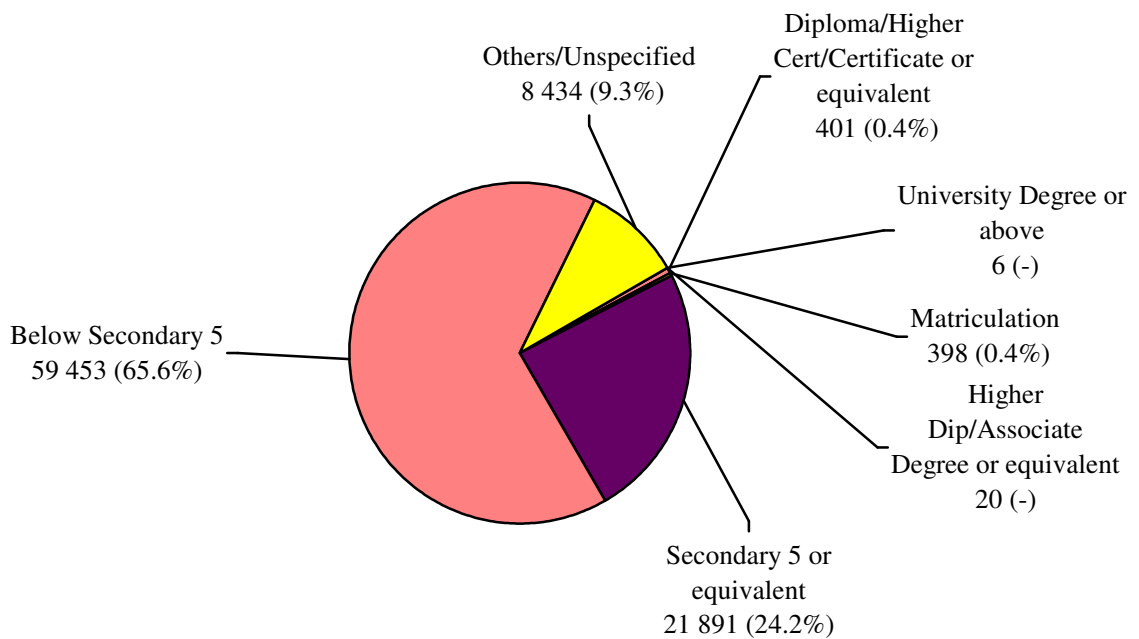


* No. of employees

** As percentage of the number of employees at the job level

Figure 12(ii): Employers' Required Education Level of Employees at the Security Guard/Technician Level in 2009

Total: 90 603 employees



* No. of employees

** As percentage of the number of employees at the job level and may not add up to 100 due to rounding

Table K: Employers' Required Education of Employees by Level by Principal Job

Job Level	University Degree or above	Higher Diploma/ Associate Degree or equivalent	Diploma/Higher Cert/Certificate or equivalent	Matriculation	Secondary 5 or equivalent	Below Secondary 5	Others/ Unspecified	Total
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
Senior Management Staff	147	50	66	1	9	-	83	356
Security Manager/Operations Manager/Security Centre Controller	305	88	343	65	36	-	83	920
Security Consultant	6	20	30	-	-	-	-	56
Security System Project Manager	50	72	97	-	-	-	2	221
Security System Design/Installation/ Maintenance Engineer	103	99	293	4	-	-	1	500
Security Training Manager	2	3	15	-	-	-	3	23
Other Security Services Related Manager	35	26	6	-	-	-	1	68
Sub-total:	648	358	850	70	45	-	173	2 144
(%)*	(30.2)	(16.7)	(39.6)	(3.3)	(2.1)	-	(8.1)	(100)#
<u>SUPERVISORY LEVEL</u>								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	16	350	1 971	1 276	3 854	1 614	561	9 642
Technical Support Staff	-	18	219	28	17	-	3	285
Security Training Officer	1	1	15	9	41	-	4	71
Other Security Services Related Supervising Personnel	5	22	156	31	11	-	-	225
Sub-total:	22	391	2 361	1 344	3 923	1 614	568	10 223
(%)*	(0.2)	(3.8)	(23.1)	(13.1)	(38.4)	(15.8)	(5.6)	(100)#
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
Security Guard	-	-	-	44	20 509	58 610	7 588	86 751
Armed Guard	-	-	-	-	229	224	709	1 162
Security System Design Technician	-	-	65	7	38	25	-	135
Security Device Installation, Maintenance and /or Repairing Technician	6	20	336	322	914	311	67	1 976
Other Security Services related Personnel with valid Security Personnel Permit	-	-	-	25	201	283	70	579
Sub-total:	6	20	401	398	21 891	59 453	8 434	90 603
(%)*	(-)	(-)	(0.4)	(0.4)	(24.2)	(65.6)	(9.3)	(100)#
GRAND Total	676	769	3612	1812	25 859	61 067	9 175	102 970
(%)**	(0.7)	(0.7)	(3.5)	(1.8)	(25.1)	(59.3)	(8.9)	(100)#

* As percentage of the number of employees at the same job level

** As percentage of the total number of employees in the industry

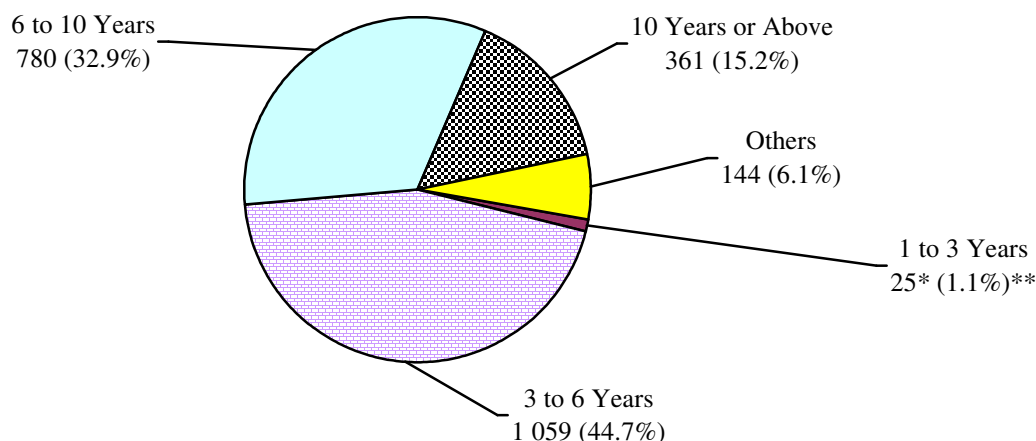
The percentage may not add up to 100 due to rounding

Employers' Preferred Period of Experience of Employees

2.16 The survey reveals that 64.8% of the employees at the Managerial/Professional level were preferred to have over 5 years - 10 years of experience. 65.5% of the employees at the Supervisory level were preferred to have over 2 years - 5 years of experience and 51.8% of the employees at the Security Guard/Technician level were preferred to have 1 - 2 years of experience. Comparisons of the employers' preferred period of experience of employees between 2007 and 2009 by job level are shown in **Figures 13 to 15**. A summary of the employers' preferred experience of employees by principal job is presented in **Table L**. Details of the employers' preferred period of experience of employees by branch by principal job are shown in **Appendix 11**.

Figure 13(i): Employers' Preferred Period of Experience of Employees at the Managerial/Professional Level in 2007

Total: 2 369 employees

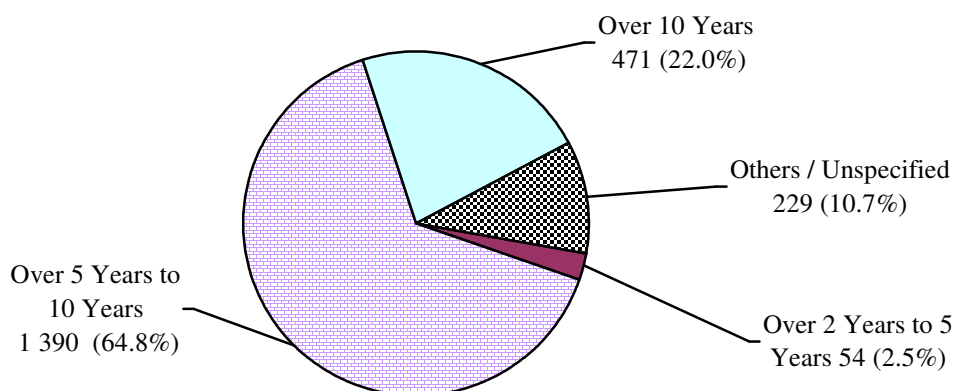


* No. of employees

** As percentage of the number of employees at the job level

Figure 13(ii): Employers' Preferred Period of Experience of Employees at the Managerial/Professional Level in 2009

Total: 2 144 employees

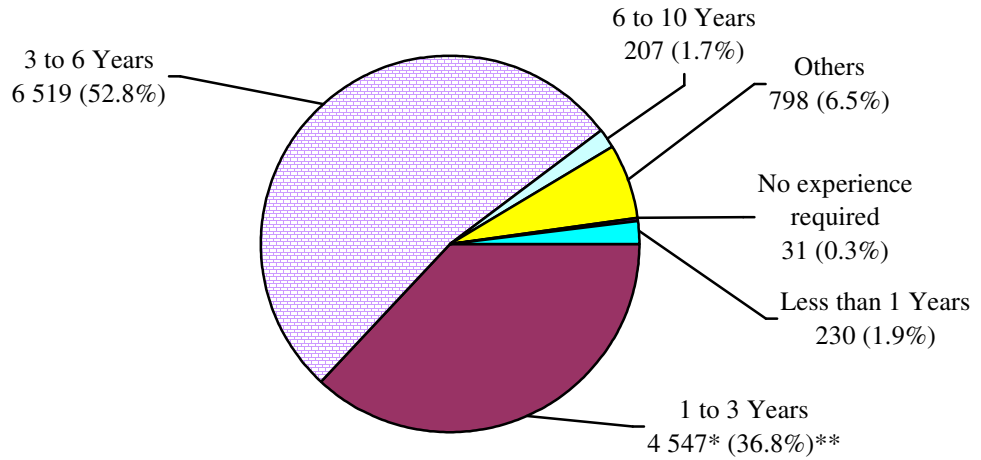


* No. of employees

** As percentage of the number of employees at the job level

Figure 14(i): Employers' Preferred Period of Experience of Employees at the Supervisory/Technician Level in 2007

Total: 12 332 employees

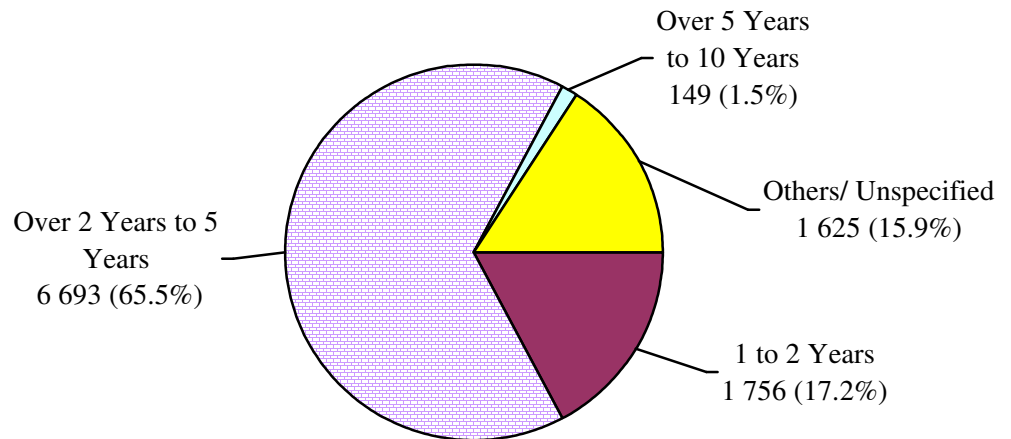


* No. of employees

** As percentage of the number of employees at the job level

Figure 14(ii): Employers' Preferred Period of Experience of Employees at the Supervisory Level in 2009

Total: 10 223 employees

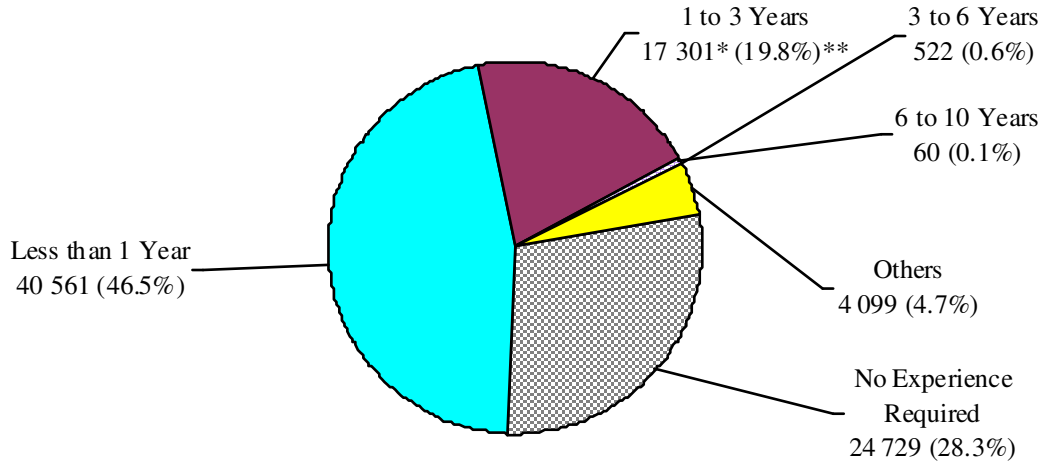


* No. of employees

** As percentage of the number of employees at the job level and the percentage may not add up to 100 due to rounding

Figure 15(i): Employers' Preferred Period of Experience of Employees at the Security Guard Level in 2007

Total: 87 272 employees

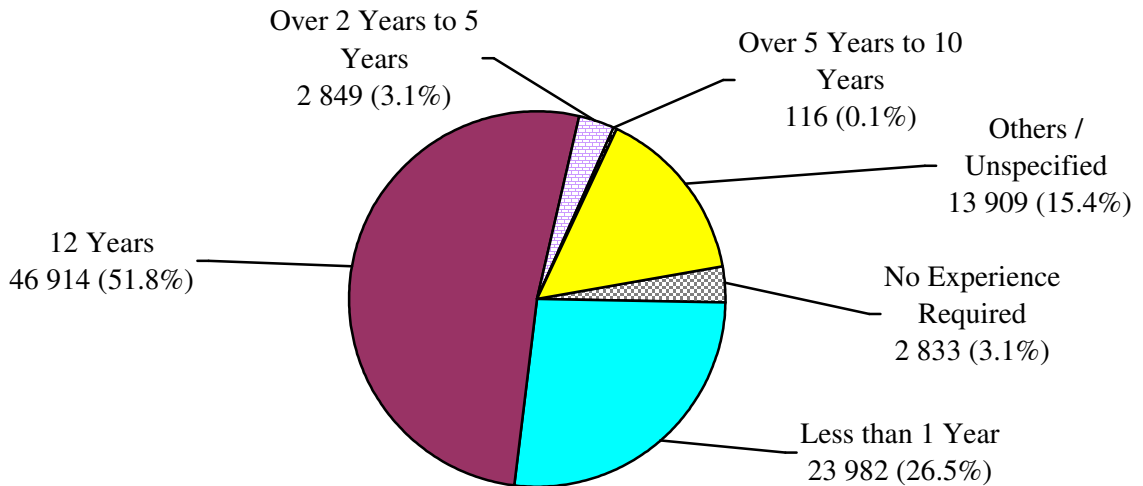


* No. of employees

** As percentage of the number of employees at the job level

Figure 15(ii): Employers' Preferred Period of Experience of Employees at the Security Guard/Technician Level in 2009

Total: 90 603 employees



* No. of employees

** As percentage of the number of employees at the job level

Table L: Employers' Preferred Period of Experience of Employees by Principal Job

<u>Job Level</u>	<u>No Experience Required</u>	<u>Less than 1 year</u>	<u>1-2 years</u>	<u>Over 2 years - 5 years</u>	<u>Over 5 years - 10 years</u>	<u>Over 10 years</u>	<u>Others/ Unspecified</u>	<u>Total</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
Senior Management Staff	-	-	-	-	122	140	94	356
Security Manager/Operations Manager/Security Centre Controller	-	-	-	5	642	165	108	920
Security Consultant	-	-	-	-	45	11	-	56
Security System Project Manager	-	-	-	20	94	99	8	221
Security System Design/Installation/ Maintenance Engineer	-	-	-	23	416	48	13	500
Security Training Manager	-	-	-	-	17	2	4	23
Other Security Services Related Manager	-	-	-	6	54	6	2	68
Sub-total:				54	1 390	471	229	2 144
(%)*	-	-	-	(2.5)	(64.8)	(22.0)	(10.7)	(100)#
<u>SUPERVISORY LEVEL</u>								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	-	1 599	6 372	113	-	1 558	9 642
Technical Support Staff	-	-	85	145	-	-	55	285
Security Training Officer	-	-	12	46	2	-	11	71
Other Security Services Related Supervising Personnel	-	-	60	130	34	-	1	225
Sub-total:	-	-	1 756	6 693	149	-	1 625	10 223
(%)*	-	-	(17.2)	(65.5)	(1.5)	-	(15.9)	(100)#
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
Security Guard	2 779	23 591	45 307	2 035	-	-	13 039	86 751
Armed Guard	-	110	270	54	-	-	728	1 162
Security System Design Technician	-	-	43	92	-	-	-	135
Security Device Installation, Maintenance and /or Repairing Technician	54	93	1 062	581	116	-	70	1 976
Other Security Services related Personnel with valid Security Personnel Permit	-	188	232	87	-	-	72	579
Sub-total:	2 833	23 982	46 914	2 849	116	-	13 909	90 603
(%)*	(3.1)	(26.5)	(51.8)	(3.1)	(0.1)	-	(15.4)	(100)#
GRAND Total	2 833	23 982	48 670	9 596	1 655	471	15 763	102 970
(%)**	(2.8)	(23.3)	(47.3)	(9.3)	(1.6)	(0.5)	(15.3)	(100)#

* As percentage of the number of employees at the same job level

** As percentage of the total number of employees in the industry

The percentage may not add up to 100 due to rounding

Employers' Preferred Vocational Qualifications of Employees

2.17 Same as 2007, the Survey reveals that most employers preferred their employees at the Managerial/Professional level to be qualified members of major security associations/institutions. For supervisors and security guards, most employers preferred their employees to possess trade test certificates and to have received security training under the Recognition Scheme. For technicians, employers preferred them to have technical certificates. **Table M** shows the employers' preferred vocational qualifications of employees by job level. Details of the employers' preferred vocational qualifications by branch by job level are also presented in **Appendix 12**.

Table M: Employers' Preferred Vocational Qualification of Employees by Job Level

Number of Responding Security Companies/ Owners Corporations/ Supplementary Samples Employers' Preferred Vocational Qualifications	Job Level of Employees			
	Manager	Supervisor	Technician	Security Guard
Qualified Member of major Security Institutions/Associations	234	180	-	1
Certificate of Security Trainers Courses	84	60	1	1
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC	159	682	94	1 649
Certificate of Security Guard Training Course under the Recognition Scheme	213	650	72	1 130
A Pass under the Scheme for Quality Assured In-House Training	26	38	2	32
Technical Certificate	214	148	276	10
Certificate of Skills Upgrading Scheme	52	61	42	23
Others	2	-	-	-

* May choose more than 1 vocational qualification

Income Distribution

2.18 The Survey shows that 1 280 employees (or 59.8%) at the Managerial/Professional level were in the income range of \$10,001 - \$30,000 (as compared with 25.9% in the income range of \$15,001 to \$20,000 in 2007). For Supervisory level, 5 355 employees (or 52.4%) were in the income range of \$10,001 to \$20,000 in 2009 while the majority salary range was of \$10,001 to \$15,000 in 2007. For Security Guard/Technician level, 48 676 employees (or 53.7%) received income in the range of \$6,001 to \$8,000 which is generally the same as in the previous survey. Moreover, attention should be drawn when analysing the data in view of the relatively high percentage of others/unspecified responses (23.1%). **Table N** and **Figure 16** show the analysis of income distribution by principal job level. Since this is not an income survey, the information obtained is for cross-reference only.

Table N: Income Distribution of Employees by Principal Job

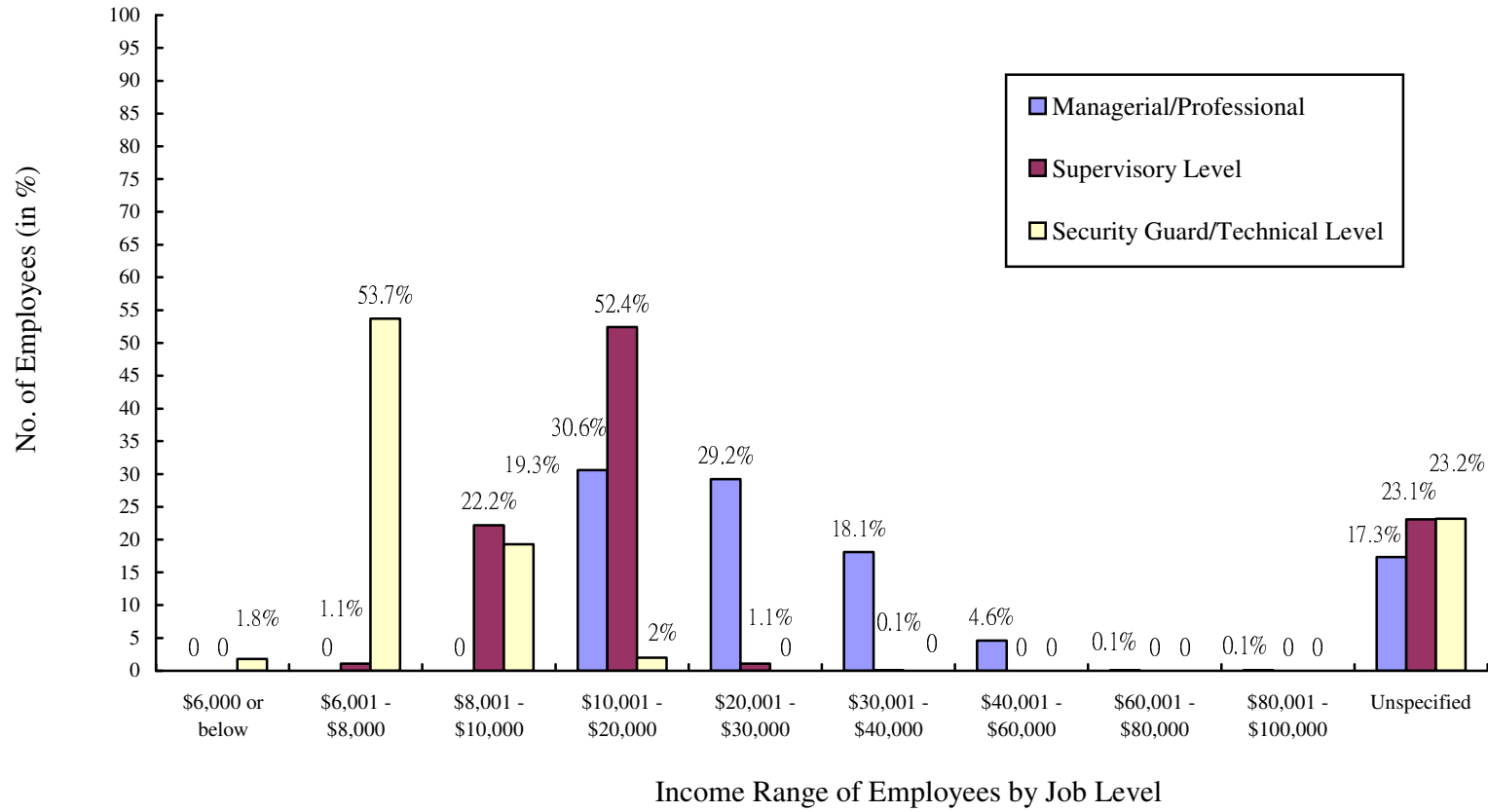
Job Level	\$6,000 or below	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	Others / Unspecified	Total
MANAGERIAL/PROFESSIONAL LEVEL											
Senior Management Staff	-	-	-	7	102	68	62	1	3	113	356
Security Manager/Operations Manager/Security Centre Controller	-	-	-	320	248	208	15	-	-	129	920
Security Consultant	-	-	-	43	-	12	1	-	-	-	56
Security System Project Manager	-	-	-	45	56	77	17	-	-	26	221
Security System Design/Installation/ Maintenance Engineer	-	-	-	219	173	9	3	-	-	96	500
Security Training Manager	-	-	-	6	10	1	1	-	-	5	23
Other Security Services Related Manager	-	-	-	15	36	13	-	2	-	2	68
Sub-total:	-	-	-	655	625	388	99	3	3	371	2 144
(%)*	-	-	-	(30.6)	(29.2)	(18.1)	(4.6)	(0.1)	(0.1)	(17.3)	(100)#
SUPERVISORY LEVEL											
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	115	2 269	4 918	82	-	-	-	-	2 258	9 642
Technical Support Staff	-	-	-	166	24	-	-	-	-	95	285
Security Training Officer	-	-	2	55	2	-	-	-	-	12	71
Other Security Services Related Supervising Personnel	-	-	-	216	1	7	-	-	-	1	225
Sub-total:	-	115	2 271	5 355	109	7	-	-	-	2 366	10 223
(%)*	-	(1.1)	(22.2)	(52.4)	(1.1)	(0.1)	-	-	-	(23.1)	(100)#
SECURITY GUARD/TECHNICIAN LEVEL											
Security Guard	1 594	48 558	16 074	743	-	-	-	-	-	19 782	86 751
Armed Guard	-	-	110	309	-	-	-	-	-	743	1162
Security System Design Technician	-	5	87	37	-	-	-	-	-	6	135
Security Device Installation, Maintenance and /or Repairing Technician	-	24	895	655	4	-	-	-	-	398	1976
Other Security Services related Personnel with valid Security Personnel Permit	-	89	303	92	14	-	-	-	-	81	579
Sub-total:	1 594	48 676	17 469	1 836	18	-	-	-	-	21 010	90 603
(%)*	(1.8)	(53.7)	(19.3)	(2.0)	-	-	-	-	-	(23.2)	(100)#
GRAND Total	1 594	48 791	19 740	7 846	752	395	99	3	3	23 747	102 970
(%)**	(1.5)	(47.4)	(19.2)	(7.6)	(0.7)	(0.4)	(0.1)	-	-	(23.1)	(100)#

* As percentage of the total number of employees at the same job level

** As percentage of the total number of employees in the industry

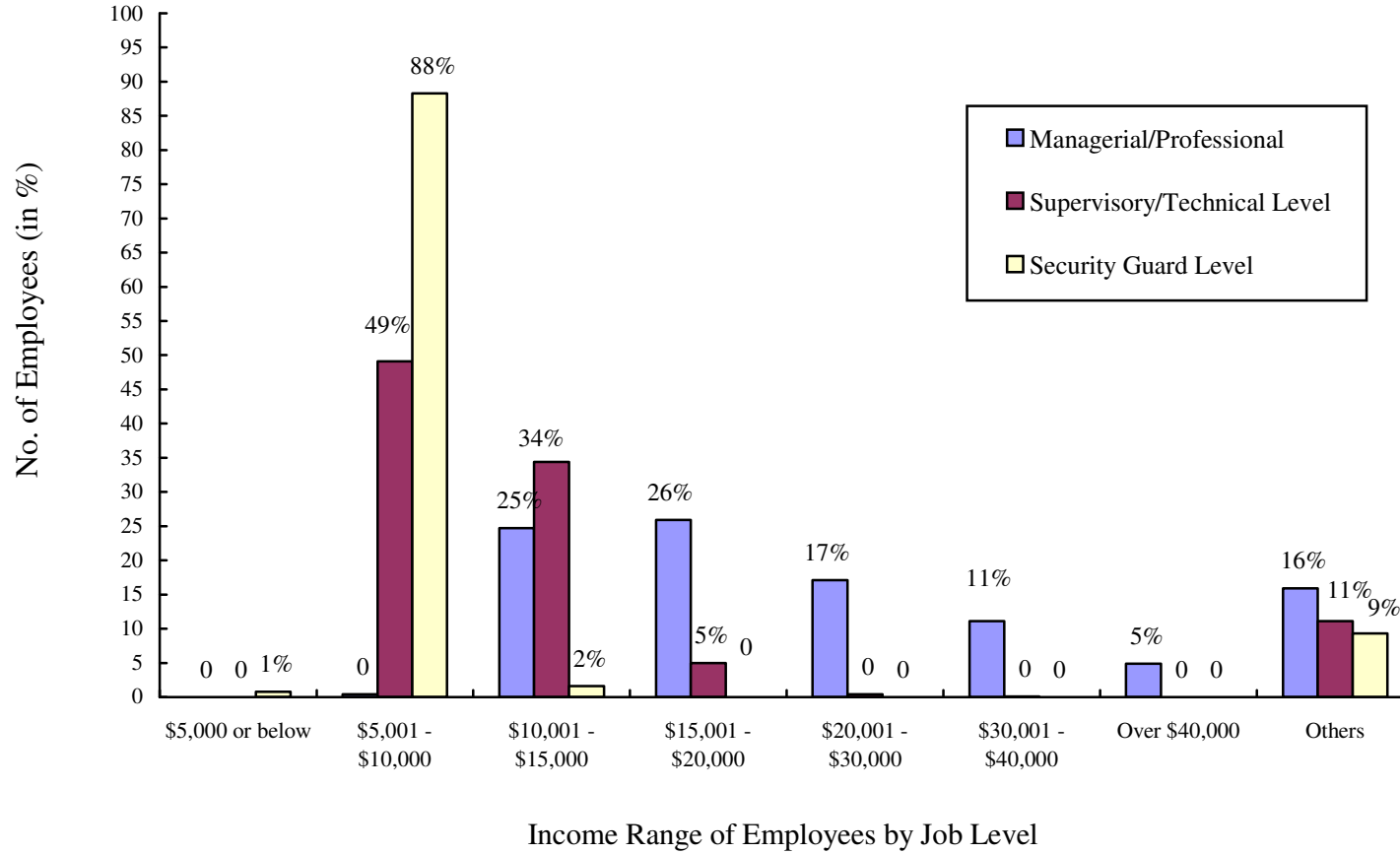
The percentage may not add up to 100 due to rounding

Figure 16(i): Income Distribution of Employees by Principal Job By Income Range in 2009



* Number of employees in a particular income range by job level

Figure 16(ii): Income Distribution of Employees by Principal Job By Income Range in 2007

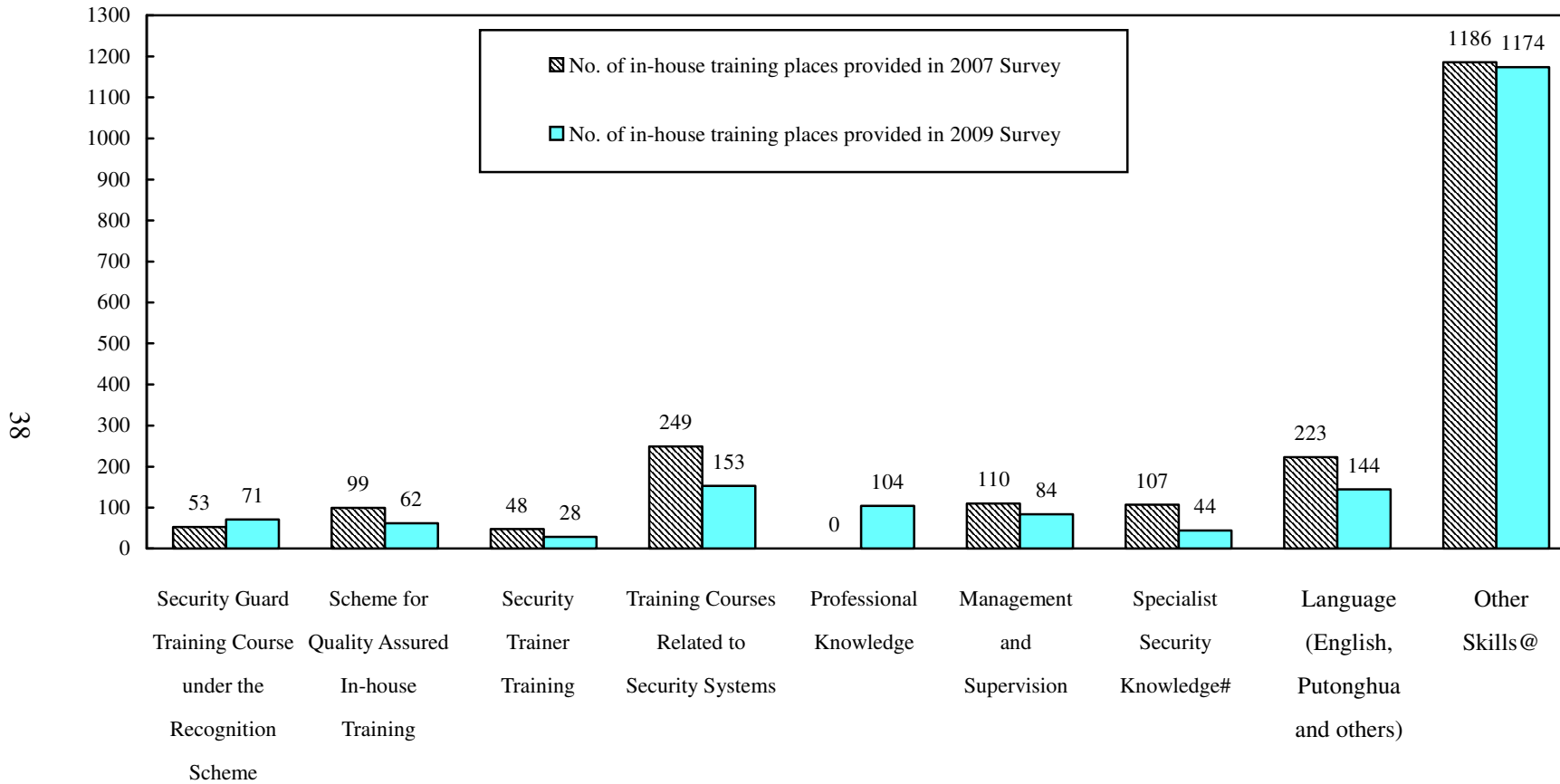


* Number of employees in a particular income range by job level

Training Places (In-house and External) Provided in the Past 12 months

2.19 The Survey reveals that in the past 12 months, employers had provided 29 848 training places to their employees, including 27 984 places sponsored by employers and 1 864 in-house training places. Customer Services was the most popular type for both in-house (343 training places) and external training (7 324 training places) while the second most popular for in-house training was Fire Prevention (296 training places) and for external training course was Health & Safety (4 678 training places). **Figures 17(i) and (ii)** show the comparison on the number of in-house and external training places provided in the past 12 months between 2007 and 2009 Surveys, while **Figure 17(iii)** shows the external training places by type sponsored by employers in the past 12 months and to be sponsored in the next 12 months. The number of training places provided in the past 12 months by type by job level is illustrated in **Table O** and that to be sponsored by employers in the next 12 months is presented in **Table P**. Details of analysis by type by branch by job level are shown in **Appendix 13 - 15**.

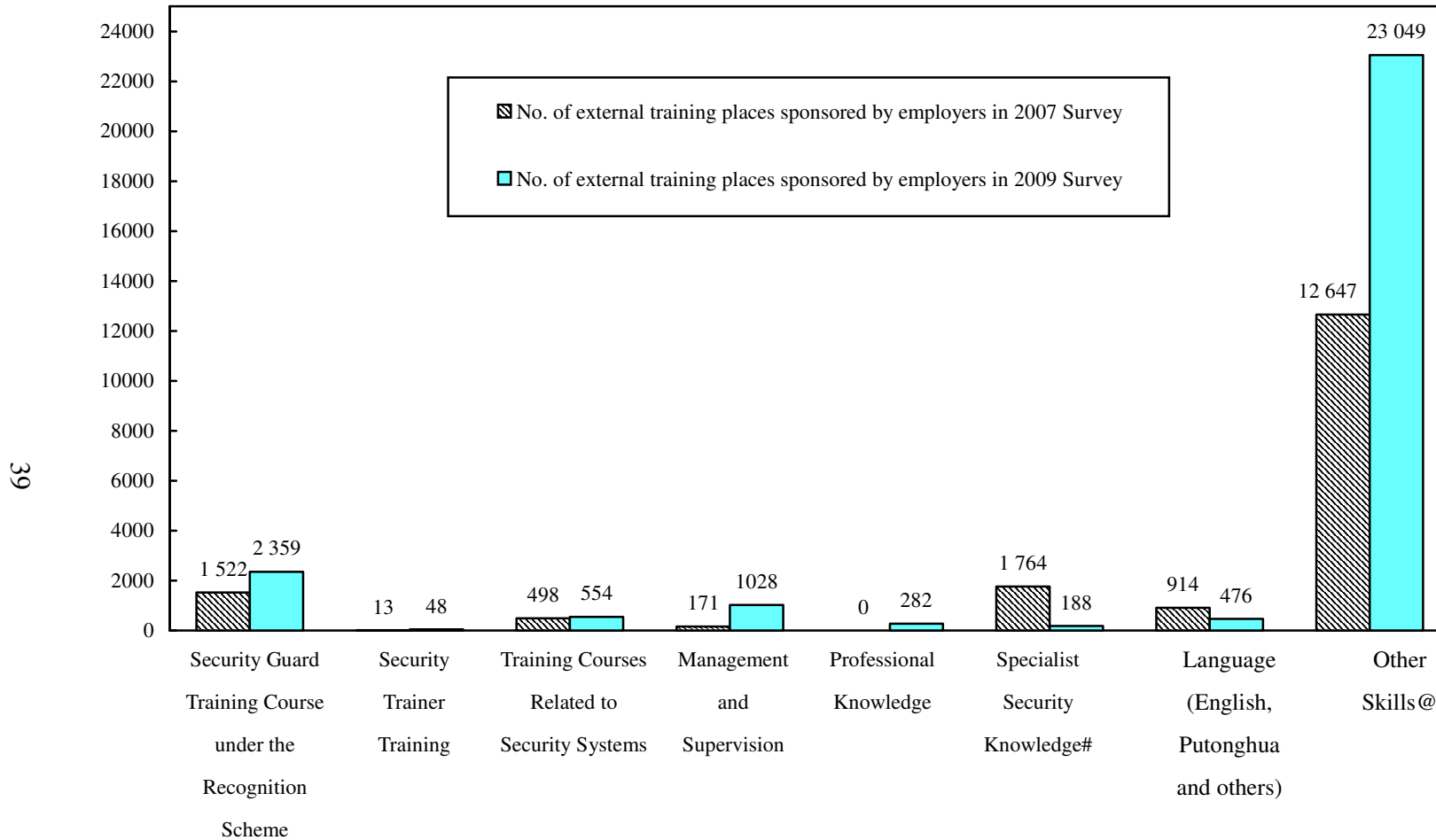
Figure 17(i): Comparison on the Number of In-house Training Places Provided in the Past 12 Months between 2007 and 2009 Surveys



Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Special Security Knowledge

@ Including Fire Prevention, First Aid, Health & Safety, Soft Skills and Other Skills, etc.

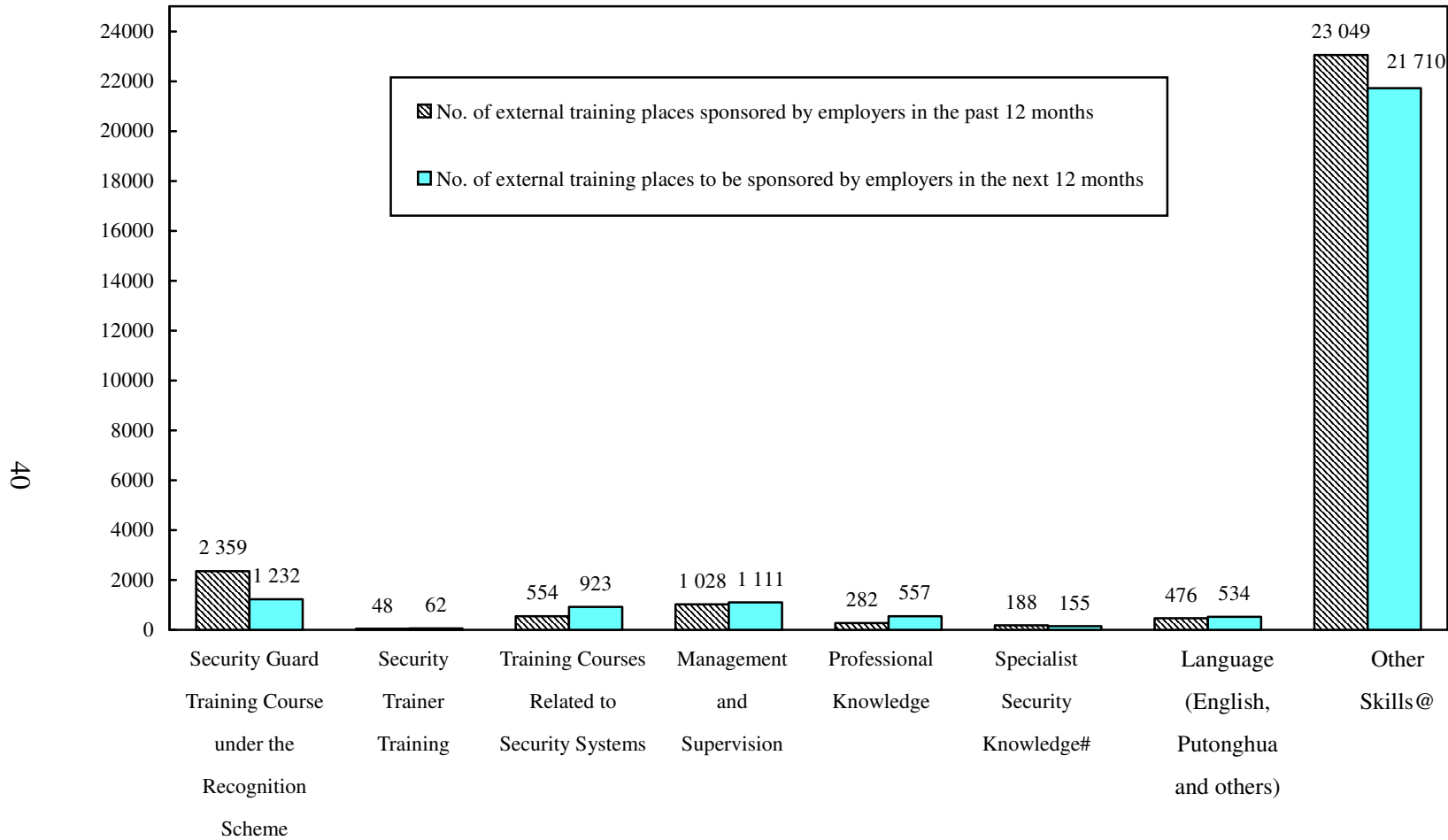
Figure 17(ii): Comparison of the Number of External Training Places Sponsored by Employers in the Past 12 Months between 2007 and 2009 Surveys



Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Special Security Knowledge

@ Including Fire Prevention, First Aid, Health & Safety, Soft Skills and Other Skills, etc.

Figure 17(iii): Comparison of the Number of External Training Places Sponsored by Employers in the Past 12 Months and to be Sponsored in the Next 12 Months



Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Special Security Knowledge

@ Including Fire Prevention, First Aid, Health & Safety, Soft Skills and Other Skills, etc.

Table O: Number of Training Places provided in the Past 12 Months By Type by Job Level

Job Level Type of Courses	Managerial/Professional		Supervisory		Technician		Security Guard		Total	
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers
<i>Security Guard Training Courses under the Recognition Scheme</i>	10	36	33	305	2	-	26	2 018	71	2 359
<i>Scheme for Quality Assured In-house Training</i>	9	-	19	-	-	-	34	-	62	-
<i>Security Trainer Training</i>	7	24	21	24	-	-	-	-	28	48
<i>Training Courses Related to Security Systems</i>	22	94	34	92	94	368	3	-	153	554
<i>Management and Supervision</i>	25	150	55	878	-	-	4	-	84	1 028
<i>Professional Knowledge</i>	31	40	33	102	10	-	30	140	104	282
<i>Specialist Security Knowledge</i>									-	-
(i) Use of Firearms and weapons	1	3	2	1	-	-	5	40	8	44
(ii) Cash-in-transit	1	2	2	-	-	-	5	4	8	6
(iii) VIP Protection	2	-	4	-	-	-	3	-	9	-
(iv) Guard dog handler training	-	-	-	-	-	-	-	-	-	-
(v) Armed instructor training	1	2	-	-	-	-	-	-	1	2
(vi) Central alarm monitoring station	1	-	1	-	2	-	2	-	6	-
(vii) Other Special Security Knowledge	3	20	4	55	3	61	2	-	12	136

Job Level Type of Courses	Managerial/Professional		Supervisory		Technician		Security Guard		Total	
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers
<i>Language</i>										
(i) English	26	87	29	166	23	23	11	12	89	288
(ii) Putonghua	12	47	21	120	3	3	19	18	55	188
(iii) Others	-	-	-	-	-	-	-	-	-	-
<i>Other Skills</i>										
(i) Fire Prevention	18	51	107	639	13	65	158	3 436	296	4 191
(ii) First Aid	13	81	59	472	2	71	66	1 722	140	2 346
(iii) Health & Safety	24	100	65	609	14	202	98	3 767	201	4 678
(iv) Customer Service	31	47	118	547	14	68	180	6 662	343	7 324
(v) Soft Skills	9	42	28	245	1	-	72	3 308	110	3 595
(vi) Related Skills Upgrading	11	15	10	21	2	3	27	786	50	825
(vii) Others	-	23	21	19	12	15	1	33	34	90
Total:	257	864	666	4 295	195	879	746	21 946	1 864	27 984

Table P: Number of External Training Places to be Sponsored by Employers in the Next 12 Months By Type by Job Level

Type of Courses	Job Level	Managerial/ Professional	Supervisory	Technician	Security Guard	Total
<i>Security Guard Training Courses under the Recognition Scheme</i>		14	180	-	1 038	1 232
<i>Security Trainer Training</i>		38	24	-	-	62
<i>Training Courses Related to Security Systems</i>		103	161	659	-	923
<i>Management and Supervision</i>		163	948	-	-	1 111
<i>Professional Knowledge</i>		68	139	250	100	557
<i>Specialist Security Knowledge</i>						
(i) Use of Firearms and weapons		3	1	-	17	21
(ii) Cash-in-transit		2	-	-	4	6
(iii) VIP Protection		-	-	-	-	-
(iv) Guard dog handler training		-	-	-	-	-
(v) Armed instructor training		2	-	-	-	2
(vi) Central alarm monitoring station		-	-	-	-	-
(vii) Other Special Security Knowledge		16	49	61	-	126

Type of Courses	Job Level	Managerial/ Professional	Supervisory	Technician	Security Guard	Total
<i>Language</i>						
(i) English		40	177	23	12	252
(ii) Putonghua		35	147	23	77	282
(iii) Others		-	-	-	-	-
<i>Other Skills</i>						
(i) Fire Prevention		47	570	58	3 154	3 829
(ii) First Aid		50	357	71	1 403	1 881
(iii) Health & Safety		58	496	182	2 753	3 489
(iv) Customer Service		37	446	311	6 134	6 928
(v) Soft Skills		62	375	-	3 871	4 308
(vi) Related Skills Upgrading		47	101	273	799	1 220
(vii) Others		5	19	-	31	55
Total:		790	4 190	1 911	19 393	26 284

SECTION III

CONCLUSIONS

The Survey Findings

3.1 The survey findings were scrutinized by the Training Board. After its deliberation, the Training Board agreed that it was the fact-finding survey reflecting in general the situation of the SSI at the time of survey. In May 2009, 102 970 technical/professional employees were engaged in the SSI, representing 2.8% of the 3.67 million working population in Hong Kong. There was a 1.0% increase in general guarding. The Training Board observes that the increase was mainly due to the increased number of new buildings in the past 2 years, which caused a steady growth in technical security services employees. Despite the financial tsunami, the government's initiative in the investment in the infrastructure contribute to the demand of general guarding on top of the thriving completion of the new residential buildings.

3.2 The Training Board notes that among the seven sectors of the industry, namely, i) Security Guarding Services, ii) Armoured Transportation Services, iii) Security Guarding /Armoured Transportation Services, iv) Security Guarding/Security Systems had experienced 2.6%, 4.6%, 13.7% and 0.7% increases in general guarding respectively, while the v) Security Systems Installation/Maintenance/Repair/Design/Others, vi) Security Guarding /Armoured Transportation Services/ Security Systems and vii) Owners Corporations had experienced manpower decreases of 15.3%, 0.2% and 13.6% respectively. The Training Board is of the view that the system installation and maintenance works have been outsourced nowadays for most of the security companies which contributes to the decrease of the manpower in need. In addition, Owners Corporations are in the trend to outsource the general guarding services to the security guarding services companies which might contribute to the significant manpower growth in the security guarding related sectors.

Economic and Industry Outlook

3.3 Despite the steady growth of the manpower of the SSI, the number of vacancies was surveyed as 1 635, which was a significant drop when comparing to the number of 2 794 in 2007. It was an indicator that the employers had adopted a conservative attitude towards the business growth as the survey was conducted in the midst of the financial tsunami. Companies might have imposed recruitment freeze or deferred hiring and might consider activating the recruitment exercises when the economy has shown signs of recovery.

3.4 In spite of the Government's initiative to boost the investment in the infrastructure and the thriving completion of the new residential buildings, there are still factors affecting the Hong Kong economy, such as the pace of recovery of global economy and the improvement of local sentiments. Moreover, "Toxic Assets" in the US and European financial systems are still not totally cleared which is a potential bomb for next financial crisis. The exit strategies on asset markets arranged by the governments of different countries would harm the economy seriously if it is not managed properly.

3.5 In addition, the local property market will have a significant impact on the manpower demand of the security services. However, it is well aware that the local property market is sustained significantly by the capital from China Mainland. The change of China's economy policies might also affect the capital inflow to the local market and as a result it will influence the price of the property market as well as the desire of investment of property developers. Taking into all the considerations of the above, the Training Board is of the view that the business outlook of the SSI in 2010 will be modest.

3.6 The continuing completion of new properties will undoubtedly generate the needs of additional manpower and this will also pave the way for the increasing demand of the training courses. The Training Board considers that job nature of SSI has been diversified in the recent years and multi-tasking skills as well as customer service would be emphasised. It is also observed that advanced technologies including automation in work is a major trend for the industry which will offset part of the manpower required by the completion of new properties.

3.7 In the years ahead, infrastructure projects such as the West Kowloon Cultural District and the expansion of Hong Kong Disneyland are in progress. The Training Board anticipates that those infrastructure projects can help stimulate the growth of the SSI.

Overall Manpower Structure in the SSI

3.8 The survey reveals that during the survey period, there were 102 970 employees in the SSI, including 96 196 employees employed by licensed Security Companies, 5 986 by the Owners Corporations and 788 by the Supplementary Samples. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:

<u>Job Level</u>	<u>No. of Employees in May 2007</u>	<u>No. of Employees in May 2009</u> (a) (%) [#]	<u>No. of Vacancies in May 2009</u> (b)	<u>Employers' Forecast of Manpower Growth</u> (c)	<u>Forecast No. of Posts in May 2010</u> (d) = (a)+(b)+(c)
Managerial/ Professional	2 369	2 144 (-9.5)	6	0	2 150
Supervisory	12 332	10 223 (-17.1)	108	-1	10 330
Security Guard/ Technician	87 272	90 603 (3.8)	1 521	-426	91 698
Total	101 973	102 970 (1.0) [#]	1 635	-427	104 178

As percentage of increase/decrease in the number of employees as against 2007

3.9 The distribution of manpower by branch by job level is illustrated in **Table Q**. Details of the number of employees and forecast by branch by principal job are in **Appendix 7**.

Table Q: Distribution of Manpower by Branch by Job Level

<u>Branch</u>	<u>Job Level</u>			<u>Total</u> (%)*
	<u>Managerial/</u> <u>Professional</u>	<u>Supervisory</u>	<u>Security Guard/</u> <u>Technician</u>	
Security Guarding Services	912	7 748	67 532	76 192 (74.0)
Armoured Transportation Services	11	21	763	795 (0.8)
Security Systems Installations/ Maintenance/Repair/Design/Others	793	395	1 606	2 794 (2.7)
Security Guarding Services and Armoured Transportation Services	22	39	751	812 (0.8)
Security Guarding Services and Security Systems Installations/ Maintenance/ Repair/Design/Others	303	1 018	10 681	12 002 (11.7)
Security Guarding Services, Armoured Transportation Services and Security Systems Installations/ Maintenance/Repair/Design/Others	36	273	3 292	3 601 (3.5)
Sub-total:	2 077	9 494	84 625	96 196 (93.4)#
Owners Corporations	35	595	5356	5 986 (5.8)
Supplementary Samples	32	134	622	788 (0.8)
Total (%)*	2 144 (2.1)	10 223 (9.9)	90 603 (88.0)	102 970 (100)#

* As percentage of the total number of employees

The percentage may not add up to 100 due to rounding

Vacancies

3.10 There were 1 635 vacancies (1.6% of the total number of posts) at the time of survey, only half of the rate of 2.7% in 2007 (see Figure 7). Of the 1 635 vacancies, there were 1 521 vacant posts (representing 1.7% of the number of posts at the level) at the Security Guard/ Technician level. 108 vacancies (or 1.0%) were at the Supervisory level and only 6 vacancies (or 0.3%) at the Managerial/Professional level. The number of vacancies by branch by job level is presented in **Table R**.

**Table R: Number of Vacancies
by Branch by Job Level**

<u>Branch</u>	<u>Job Level</u>			<u>Total</u> (%)*
	<u>Managerial/ Professional</u>	<u>Supervisory</u>	<u>Security Guard/ Technician</u>	
Security Guarding Services	-	74	1 138	1 212 (74.1)
Armoured Transportation Services	-	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	1	20	43	64 (3.9)
Security Guarding Services and Armoured Transportation Services	3	-	179	182 (11.1)
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	2	11	142	155 (9.5)
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	-	-	-
Owners Corporations	-	-	-	-
Supplementary Samples	-	3	19	22 (1.3)
Total	6	108	1 521 (93.0)	1 635
(%)*	(0.4)	(6.6)		(100)#
Number of Vacancies in 2007	14	322	2 458	2 794
(%)*	(0.5)	(11.5)	(88.0)	(100)

* As percentage of the total number of vacancies

The percentage may not add up to 100| due to rounding

Employers' Forecast of Manpower Growth for May 2010

3.11 Employers forecasted that the total manpower demand would be 104 178 at a very slight variance of -0.4% by May 2010 and considered as maintaining a steady development in the security services industry. The view of the employers gathered in the survey was shared by the Training Board since the factors of automation and global economy might lessen the demand of the manpower even the booming of the property market is observed. Since the employers had adopted a conservative attitude towards the business growth as the survey was conducted in the midst of the financial tsunami. Companies might have imposed recruitment freeze or deferred hiring and might consider activating the recruitment exercises when the economy has shown signs of recovery.

Manpower Projection for 2010 to 2012

3.12 The Training Board has adopted the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next three years. Tables S, T and U illustrate the manpower projection from 2010 to 2012 by job level. Details of the projection methodology are presented in **Appendix 16**.

Table S: Manpower Projection at the Managerial / Professional Level from 2010 to 2012

Year	Actual Manpower	Total Projected Manpower	Manpower Growth as compared with previous year
2009	2 150		
2010f		2 170	20 (0.9%)*
2011f		2 189	19 (0.9%)**
2012f		2 208	19 (0.9%)**

* As percentage increase / decrease of the actual manpower against 2009

** As percentage increase / decrease of the projected manpower against the year before, i.e. 2010 and 2011 respectively

Table T: Manpower Projection at the Supervisory Level from 2010 to 2012

Year	Actual Manpower	Total Projected Manpower	Manpower Growth as compared with previous year
2009	10 331		
2010f		10 426	95 (0.9%)*
2011f		10 519	93 (0.9%)**
2012f		10 611	92 (0.9%)**

* As percentage increase / decrease of the actual manpower against 2009

** As percentage increase / decrease of the projected manpower against the year before, i.e. 2010 and 2011 respectively

Table U: Manpower Projection at the Security Guard/ Technician Level from 2010 to 2012

Year	Actual Manpower	Total Projected Manpower	Manpower Growth as compared with previous year
2009	92 124		
2010f		92 972	848 (0.9%)*
2011f		93 797	825 (0.9%)**
2012f		94 621	824 (0.9%)**

* As percentage increase / decrease of the actual manpower against 2009

** As percentage increase / decrease of the projected manpower against the year before, i.e. 2010 and 2011 respectively

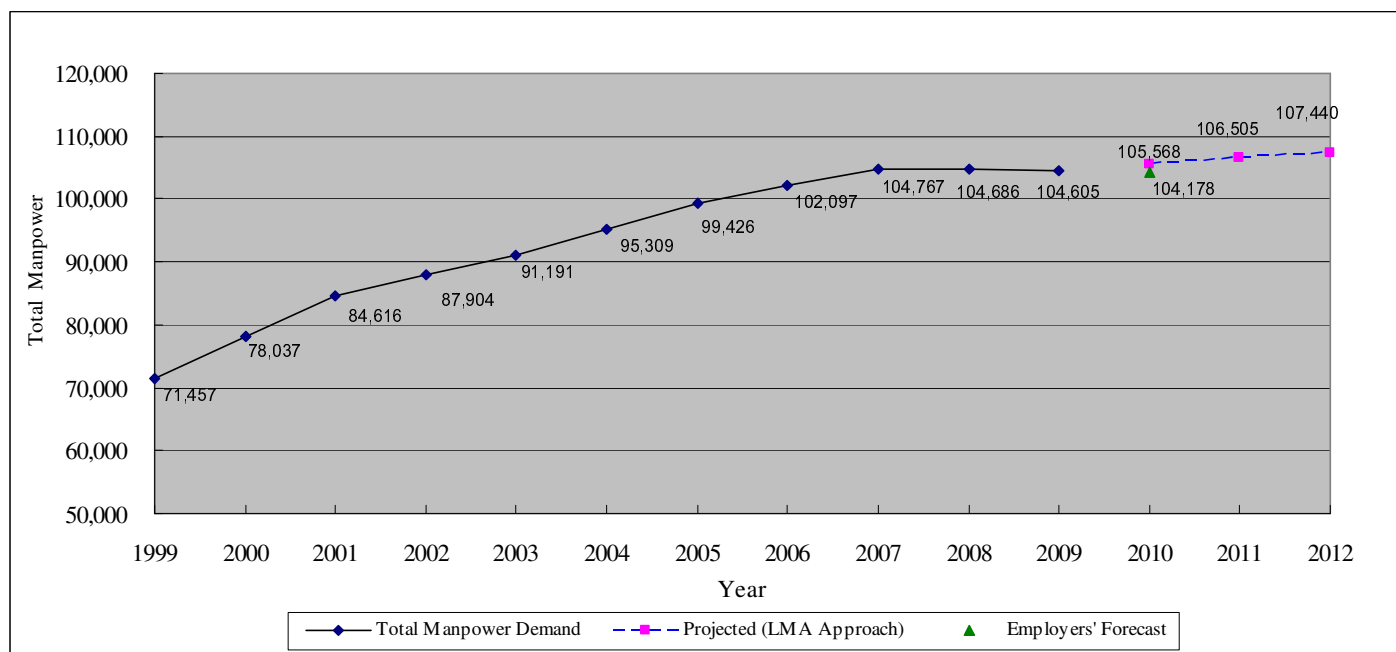
3.13 The total manpower for the whole SSI is the aggregation of the manpower requirements of the projected manpower for the three job levels.

Year	Actual Manpower	Employers' Forecast (at the time of the survey)	Projected Manpower	Manpower Growth as compared with previous year
2009	104 605			
2010f		104 178 (-0.4%)*	105 568	963 (0.9%)*
2011f			106 505	937 (0.9%)**
2012f			107 440	935 (0.9%)**

* As percentage increase / decrease of the actual manpower against 2009

** As percentage increase / decrease of the projected manpower against the year before, i.e. 2010 and 2011 respectively

Figure 18: Actual and Projected Manpower for the SSI from 2010 and 2012



Promotion Pattern

3.14 The survey reveals that 675 posts (or 5.5%) were filled by internal promotion, with 42 posts to Managerial/Professional level and 633 posts to Supervisory level. The Training Board observes that employers were not willing to promote their staff when compared with the year of 2007 due to the economy downturn.

Staff Turnover in the Past 12 Months

3.15 The Training Board observes that there is consistently a high turnover of security services personnel in the past few years, with 21 434 employees leaving in the past 12 months (see **Table I**). Of these employees, security guard/technician level has the highest turnover of 20 358 employees (or 22.1% of the number of posts) leaving and 15 765 joining with security services related experience. Similar to the survey in 2007, many respondents reported that the high turnover rate was reasoned by the unattractive salary and long working hours (see **Table J**).

Wastage

3.16 During the past 12 months, 21 434 security services personnel were reported to have either left the field, emigrated, retired, started their own business or with unknown reasons. Taking into account the 16 475 recruits with security services related experience, the annual wastage of 4 959 persons represents 4.7% of the total workforce was noted in 2009. The annual wastage by job level is shown as follows:

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage Rate (%)</u>
Managerial/Professional	2 150	149	89	60 (2.8)*
Supervisory	10 331	927	621	306 (3.0)*
Security Guard/Technician	92 124	20 358	15 765	4 593 (5.0)*
Total:	104 605	21 434	16 475	4 959 (4.7)**

* As percentage of the number of posts at the same job level

** As percentage of the number of posts in the same sector/industry

Employers' Required Educational Level of Employees

3.17 The Training Board notes that employers generally required their employees at the Managerial/Professional level to have Diploma/Higher Cert/Certificate or equivalent level of education (850 employees or 39.6%). For Supervisory level, most employers required their employees to have Secondary 5 (3 923 employees or 38.4%) and for Security Guard level, the preference is below Secondary 5 level of education (59 453 employees or 65.6%) (see **Figures 10-12, Table K and Appendix 10**).

Employers' Preferred Period of Experience of Employees

3.18 Most employers preferred their employees at the Managerial/Professional level with over 5 years - 10 years of experience (1 390 employees or 64.8%) and the Supervisory level with over 2 years - 5 years of experience (6 693 employees or 65.5%) and their employees at the Security Guard/Technician level with 1 - 2 years of experience (46 914 employees or 51.8%) (see **Figures 13-15, Table L and Appendix 11**). When compared with the survey in 2007, employers prefer their employees with more experience at the Managerial/Professional level (see **Figure 13**).

Employers' Preferred Vocational Qualifications of Employees

3.19 The Survey reveals that most employers preferred their employees at the Managerial/Professional level be qualified members of major security associations/institutions. For supervisors and security guards, most employers preferred their employees with trade test certificates and security training under the Recognition Scheme of Security Training Courses. For technicians, employers preferred them with technical certificates (see **Table M and Appendix 12**).

Provision of Training

3.20 Similar to the survey in 2007, the Survey reveals that employers had provided only 1 864 in-house training places to their employees in the past 12 months, while 27 984 training places were sponsored by employers. It is shown that employers tend to outsource their training to external providers. The estimated number of external training places sponsored by Employers in the next 12 months has dropped 6% to 26 284. Among the 26 284 external training places, 6 928 (or 26.4%) will be for customer service and 4 308 (or 16.4%) will be for soft skills training (see **Figure 17, Tables O, P and Appendices 13 to 15**).

SECTION IV

RECOMMENDATIONS

Projected Additional Manpower Requirements for 2010

4.1 Based on the projected manpower growth and the annual wastage, the Training Board considers the additional manpower requirements of the security services industry for 2010 as follows:

<u>Job Level</u>	<u>Annual Wastage</u>	<u>Projected Manpower Growth for May 2010</u>	<u>Additional Manpower Requirement for May 2010</u>
Managerial/Professional	60	20	80
Supervisory	306	95	401
Security Guard/Technician	4 593	848	5 441
Total:	4 959	963	5 922

4.2 The Training Board estimates a total of 5 922 additional employees joining the SSI in the next 12 months. As they are new to the industry, it is expected that there is substantial training needs for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 can help ensure the standard and quality of training courses under the Scheme.

Continuing Professional Development (CPD) Programme

4.3 Since the launch of the QASRS in 2004, Training Board is of the view that there has always been a need for the existing 102 970 in-service employees, including employees of Owners Corporations, to acquire training at advanced level. CPD is proposed with an aim to enhance the professional competence and updated industry knowledge of the practitioners of the security services and quality services would be delivered.

Quality Assurance System for the Recognition Scheme of Security Training Courses (QASRS)

4.4 The Training Board will continue to monitor the QASRS with the assistance of PEAK (The Institute of Professional Education and Knowledge) as the provider, and review the operations whenever it is necessary.

Training Courses

4.5 With reference to paragraph 2.19 of Section II, the following training areas are the most popular types of training sponsored by employers in the next 12 months:

- Customer Service
- Soft Skills
- Fire Prevention
- Health & Safety
- First Aid
- Security Guard Training Courses under the Recognition Scheme

4.6 It is worth noting that Customer Service training would be considered as the most popular training in the next 12 months from the employers' perspective. Training Board is of the view that such preference indicated the market demand on customer-oriented security services. The security services practitioners are advised to be equipped with customer-oriented attitude while providing professional and value-added services. The training providers are also recommended to offer more related training courses to meet the needs of the industry as revealed from the survey findings.

Qualifications Framework

4.7 The Training Board recognizes the future need of the development of a qualifications framework to ensure a uniform standard of competency for different levels of security services personnel.

Trade Testing System

4.8 The Training Board will continue to organize trade tests for security guards and develop trade tests for other categories of the security services personnel.

Future Surveys

4.9 The Training Board recommends conducting the manpower survey once every two years to assess the manpower demand and supply in this industry.

保安服務業 2009 年人力調查報告

報告摘要

引言

1. 保安服務業訓練委員會（下稱「本會」）隸屬職業訓練局，於 1998 年由特區政府成立，負責確定保安服務業（下稱「本業」）的人力情況及訓練需求，並向職業訓練局、僱主及其他相關機構提出建議措施，以應付業內對已受訓人力的需求。本會於 2009 年 5 月進行第六次人力調查，調查範圍包括保安護衛服務、持槍押運服務，以及保安系統安裝／保養／維修／設計等三個類別。

2. 本報告**第一章**簡介調查目的、範圍、方法、回應分析及人力評估過程。**第二章**載有調查結果摘要，**第三、第四章**則分別載有結論及建議。

經濟與業界前景

3. 儘管保安服務業人力穩定上升，惟調查所錄得空缺僅有 1 635 個，相比起 2007 年的 2 794 個，數目明顯大幅下降，顯示僱主於調查進行時，即金融海嘯期間，對業務前景抱持審慎態度。公司或會暫停或延後招聘人手，待經濟復甦的跡象出現時方考慮重新進行招聘活動。

4. 儘管政府增加基建投資，而新住宅建築亦大量落成，惟本港經濟仍受多個因素影響，如全球經濟復甦步伐，以及本地投資氣氛改善等。再者，美國與歐洲金融體系的「有毒資產」仍未徹底清除，或會引發第二次金融危機。各國政府安排的退出資產市場策略，若管理不善，會嚴重危害經濟復甦情況及速度。

5. 此外，本地物業市場亦會顯著影響保安服務業的人力需求。然而本會亦清楚留意到本地物業市場顯然受內地資金支持。內地的經濟政策轉變亦會影響資金流入本地市場，物業市場價格，以及地產發展商的投資意欲。考慮到上述各點，本會認為本業於 2010 年的業務前景為平穩發展。

6. 新物業相繼落成，無疑將繼續刺激對額外人力的需求，亦為培訓課程需求增加鋪路。本會認為近年保安服務業的工作性質多元發展，未來的重點將為一職多能和顧客服務培訓。根據觀察所得，採用先進科技，包括工作自動化將為業內大趨勢，或將抵銷隨新樓宇落成而來的部分人力需求。

7. 未來數年，西九龍文化區等基建項目，以及香港迪士尼樂園擴建等工程將陸續上馬。本會預期，有關基建項目有助刺激保安服務業增長。

保安服務業整體人力情況

8. 調查顯示，於 2009 年 5 月調查期間，業內共有 102 970 名技術／專業僱員，佔全港 367 萬就業人口的 2.8%。96 196 人受僱於持牌保安公司，5 986 人受僱於業主立案法團，788 人受僱於增補樣本機構。各級人力情況、空缺數目及人力增長預測總括如下：

<u>技能等級</u>	<u>2007 年 5 月 僱員數目</u>	<u>2009 年 5 月 僱員數目</u> (a) (%)#	<u>2009 年 5 月 空缺數目</u> (b)	<u>僱主對人力 增長的預測</u> (c)	<u>2010 年 5 月 預測職位數目</u> (d)=(a)+(b)+(c)
經理／ 專業人員級	2 369	2 144 (-9.5)	6	0	2 150
主任級	12 332	10 223 (-17.1)	108	-1	10 330
保安 護衛員／ 技術員級	87 272	90 603 (3.8)	1 521	-426	91 698
總數	101 973	102 970 (1.0)#	1 635	-427	104 178

與 2007 年比較的人力增減百分率

2010 至 2012 年人力預測

9. 本會採用人力市場分析法 (LMA)，推算未來三年本業的人力情況，詳情如下：

年份	實際僱員人數	僱主預測人數 (調查期間)	推算 僱員總數	與前一年比較的人力增長
2009	104 605			
2010f		104 178 (-0.4%)*	105 568	963 (0.9%)*
2011f			106 505	937 (0.9%)**
2012f			107 440	935 (0.9%)**

* 與 2009 年實際僱員人數相比的增／減幅

** 與之前一年 (2010 及 2011 年) 相比推算人數的增／減幅

過去 12 個月的僱員流動情況

10. 過去數年，保安從業員的流失率一直高企。過去 12 個月，本業共有 21 434 人離職，其中以保安護衛員／技術員級流動率最高，有 20 358 人，佔同級職位總數 22.1%，另有 15 765 名具備相關經驗人士入職。與 2007 年的調查一樣，許多回覆者填報，流失率居高不下的主因是薪酬不吸引以及工作時間長。

2010 年 5 月額外人力需求

11. 本會採用 LMA 推算人力增長及每年人手流失率，預計保安服務業於 2010 年額外需要 5 922 名僱員，詳情如下：

技能等級	每年 流失率	2010 年 5 月時 增長人數預測	2010 年 5 月時 額外需求的人力
經理／專業人員級	60	20	80
主任級	306	95	401
保安護衛員／技術員級	4 593	848	5 441
總數：	4 959	963	5 922

提供訓練

12. 與 2007 年的調查相似，是次調查顯示過去 12 個月，僱主僅提供了 1 864 個內部培訓名額，以及資助 27 984 個培訓學額，顯示僱主傾向把員工培訓工作外判，預計僱主將於未來 12 個月資助 26 284 個外間培訓學額，下降 6%，當中 6 928 個（或 26.4%）屬顧客服務培訓，4 308 個（或 16.4%）屬軟性技巧培訓。

建議

13. 本局預期未來 12 個月將有額外 5 922 人入行。由於他們的本行資歷尚淺，本會預計新入行者的訓練需求甚殷（特別是保安護衛員級別），並認為由職業訓練局負責執行，屬保安培訓課程認可計劃下的課程能滿足基本的培訓需求；此外於 2004 年引入質素保證制度，亦有助確保課程水準及質素。

14. 僱主認為「顧客服務」是未來 12 個月最熱門的培訓類別。本會認為有關選擇顯示市場需求顧客為本的保安服務。建議保安業從業員應具備「以客為本」的工作態度，提供專業及增值的服務。

15. 調查結果亦有反映業界需要，建議教育機構提供更多相關培訓課程，以作配合。

16. 持續專業發展（CPD）計劃亦建議為業界發展方向，以祈增強專業才能，掌握最新的業界知識，從而提供優質服務。

17. 本會認同未來有需要發展資歷架構，確保劃一各級保安服務業從業員的能力標準。

18. 本會將繼續為保安護衛員舉辦技能測試，並為本業其他範疇的從業員制定技能測試。

19. 本會建議日後繼續每兩年進行一次人力調查，評估業內人力供求情況。

第一章

緒論

保安服務業訓練委員會

1.1 保安服務業訓練委員會（下稱「本會」）隸屬職業訓練局（下稱「本局」），於1998年成立，負責確定保安服務業（下稱「本業」）的人力情況及訓練需求，並向本局、僱主及其他相關機構提出建議，以滿足本業對幹練人員的需求。本會的委員名單及職權範圍分別載於**附錄1**及**2**。

調查目的

1.2 本會先後於1999年2月、2001年5月、2003年5月、2005年5月及2007年5月進行了5次人力調查。第6次人力調查於2009年5月進行，目的如下：

- (i) 評估保安服務業主要職務的人力及訓練需求；
- (ii) 預測業內人力增長；以及
- (iii) 提出建議，配合本業經理／專業人員級、主任級，以及保安護衛員／技術員級僱員的訓練及人力需求。

調查範圍

1.3 正如2007年的調查，2009年人力調查（本調查）的範圍也是涵蓋保安護衛服務、持槍押運服務，以及保安系統安裝／保養／維修／設計等三個類別。按保安公司所持牌照分類如下：

<u>門類</u>	<u>牌照類別</u>	<u>保安服務類別</u>
1	I	保安護衛服務
2	II	持槍押運服務
3	III	保安系統安裝/保養/維修/設計/ 其他
4	I、II	保安護衛服務及持槍押運服務
5	I、III	保安護衛服務及保安系統安裝/ 保養/維修/設計/其他

6	I、II、III	保安護衛服務、持槍押運服務及保安系統安裝/保養/維修/設計/其他
7	-	業主立案法團
8	-	增補樣本

1.4 現時在保安及護衛業管理委員會(SGSIA)註冊的持牌保安公司有854間，在土地註冊處註冊的業主立案法團有8 433個¹。調查採用分層隨機抽樣方法，選取了254間持牌保安公司及247個業主立案法團作為調查對象，其中173間保安公司有50名或以上僱員，其餘81間僱用少於50人。

1.5 除了保安公司及業主立案法團，調查還包括12間直接僱用保安人員的公用事業公司、大銀行及酒店，作為增補樣本，合共蒐集及分析了513份調查表。

調查方法

1.6 獲政府統計處（統計處）協助實地調查工作及提供技術支援，調查於2009年5月順利進行，旨在檢視本業現時的人力及訓練情況。各選定的保安公司或業主立案法團均須填寫一份有關人力及訓練需求的調查表（**附錄5**）。

1.7 調查要求僱主根據實際職務將僱員分類，而非按機構採用的職稱。進行調查前，本會特別為統計處調查員舉行簡介會，介紹不同工作的性質及調查表的結構。

分析調查回應

1.8 在513間抽樣機構中，本會成功收集所需資料的機構有252間（**附錄6**），包括193間保安公司、48個業主立案法團及11間增補樣本機構。所得資料以統計方法倍大，以反映保安服務業的整體人力情況。至於其餘261間抽樣機構中，46間保安公司已暫停營業、搬遷、重複填報、並無聘用技術人員、或是無法與註冊地址聯絡；199個業主立案法團暫停營運、未有提供保安服務、並無聘用技術人員或無法聯絡。只有15間保安公司及1間增補樣本機構拒絕回應。實際填覆率為94.0%。

人力評估過程

1.9 評估過程主要有三個步驟：

- (i) 進行人力調查，收集業內人力情況的最新資料，尤其是各技能等級的人力分布；

- (ii) 根據業界對人力規劃及訓練需求的意見，分析所得資料；及
- (iii) 評估業內人力供求情況。

調查結果

1.10 調查結果摘要見於報告的**第二章**，而本會的結論及建議則分別載於**第三及第四章**。

釋義

1.11 「僱員」是指公司所有全職直接受薪人員，不論其正在值勤或因病假、產假、年假、事假或罷工而暫時缺勤。

¹ 本調查採用的資料由民政事務總署提供

第二章

調查結果摘要

2.1 是次調查收集所得資料包括：

- (a) 僱員人數；
- (b) 現有空缺數目；
- (c) 僱主預計 2010 年 5 月時的人力需求；
- (d) 僱員流動人數；
- (e) 僱員宜有教育程度；
- (f) 僱員宜有年資；及
- (g) 僱員收入分布情況。

2.2 調查亦向僱主收集有關內部晉升人數、招聘困難、僱員宜有職業資格、過去12個月及預計未來12個月為僱員所提供的訓練種類等資料。調查結果摘要載於下列各段。

僱員人數

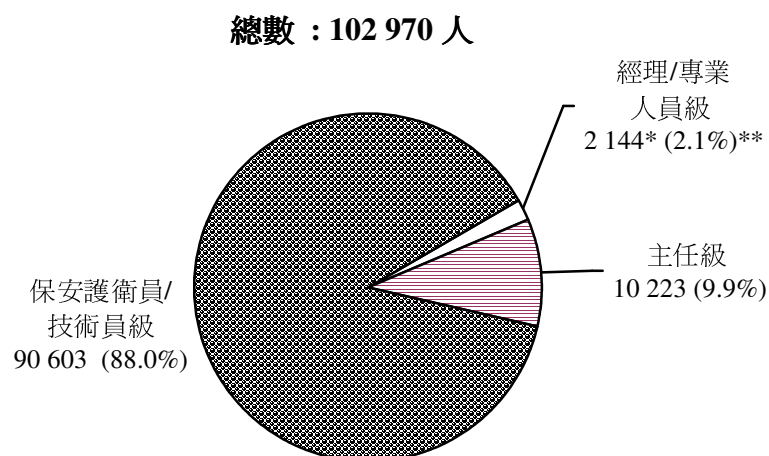
2.3 調查期間，業內僱員共有 127 765 人，包括 102 970 名技術僱員²及 24 795 名非技術僱員。102 970 名技術僱員之中，96 196 人受僱於保安公司，5 986 人受僱於業主立案法團，788 人受僱於增補樣本內的機構。2007 及 2009 年的技術僱員人數比較見**表 A**。各技能等級的僱員分布情況見**圖 1**。「技術僱員」（以下簡稱「僱員」）泛指調查期間從事保安服務業為主要職務的人員。一如以往的調查報告，本報告下述的所有分析均不包括從事行政、會計、人事及支援工作的非技術僱員。

² 「技術僱員」泛指調查期間從事保安服務業為主要職務的僱員。

表 A: 2007 及 2009 年技術僱員人數比較

門類	技術僱員		總數	
	2007	2009	2007	2009
保安護衛服務	74 258	76 192	96 649	94 138
持槍押運服務	760	795	803	817
保安系統安裝/ 保養/ 維修/ 設計/ 其他	3 300	2 794	6 467	5 640
保安護衛服務及持槍押運服務	714	812	829	920
保安護衛服務及保安系統安裝/ 保養/ 維修/ 設計/ 其他	11 919	12 002	19 598	15 730
保安護衛服務、 持槍押運服務及 保安系統安裝/ 保養/ 維修/ 設計/ 其他	3 610	3 601	3 664	3 631
業主立案法團	6 927	5 986	7 890	6 091
增補樣本	485	788	488	798
總數 (%)	101 973	102 970 (1.0)	136 388	127 765 (-6.3)

圖 1: 保安服務業各技能等級技術僱員#人數



* 僱員人數

** 佔業內僱員總數的百分率

「技術僱員」泛指調查期間從事保安服務業為主要職務的僱員

2.4 各技能等級及主要職務的僱員分布情況見表 B。

表 B：各技能等級及主要職務的僱員人數

<u>技能等級</u>	<u>保安公司僱員</u> (%)*	<u>業主立案法團僱員</u> (%)*	<u>增補樣本僱員</u> (%)*	<u>總數</u> (%)*
<u>經理/專業人員級</u>				
高級管理人員	354 16.5%	-	2 0.1%	356 16.6%
保安經理/ 運作經理/ 保安中心主管	858 40.0%	35 1.6%	27 1.3%	920 42.9%
保安顧問	56 2.6%	-	-	56 2.6%
保安系統項目經理	221 10.3%	-	-	221 10.3%
保安系統設計/ 安裝/ 保養工程師	499 23.3%	-	1 -	500 23.3%
保安培訓經理	23 1.1%	-	-	23 1.1%
其他保安相關服務業經理	66 3.1%	-	2 0.1%	68 3.2%
小計：	2 077 96.9%	35 1.6%	32 1.5%	2 144 100%#
<u>主任級</u>				
保安主任/ 運作主任/ 保安中心主任/ 技術監督	8 942 87.5%	595 5.8%	105 1.0%	9 642 94.3%
技術輔助人員	283 2.8%	-	2 -	285 2.8%
保安培訓主任	71 0.7%	-	-	71 0.7%
其他保安相關服務業督導人士	198 1.9%	-	27 0.3%	225 2.2%
小計：	9 494 92.9%	595 5.8%	134 1.3%	10 223 100%#

技能等級	保安公司僱員 (%)*	業主立案法團僱員 (%)*	增補樣本僱員 (%)*	總數 (%)*
<u>保安護衛員／技術員級</u>				
保安護衛員/ 管理員	80 776 89.2%	5 356 5.9%	619 0.7%	86 751 95.7%
武裝護衛員	1 162 1.3%	-	-	1 162 1.3%
保安系統設計技術員	132 0.1%	-	3 -	135 0.1%
保安裝置安裝、保養及/ 或修理技術員	1 976 2.2%	-	-	1 976 2.2%
其他保安相關服務業人士	579 0.6%	-	-	579 0.6%
小計：	84 625 93.4%	5 356 5.9%	622 0.7%	90 603 100%#
總計：	96 196 93.4%**	5 986 5.8%**	788 0.8%**	102 970 100%#

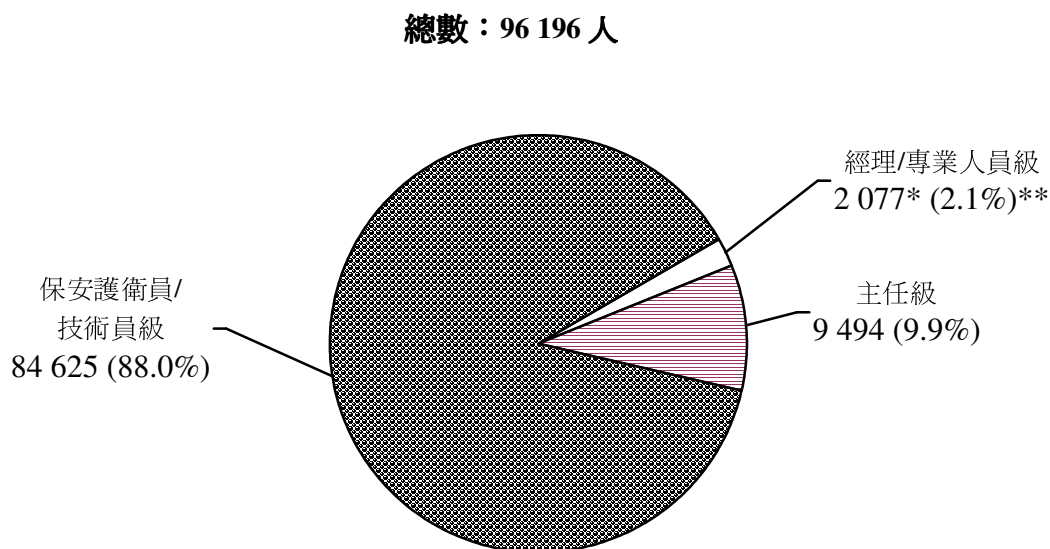
因四捨五入，總和未必相等於100%

* 佔同級僱員人數的百分率

** 佔業內僱員總數的百分率

2.5 按各門類及技能等級劃分的人力分布情況見圖2、3及4。按保安公司牌照種類劃分的僱員分布情況見附錄7。

圖 2: 保安公司各技能等級的僱員人數

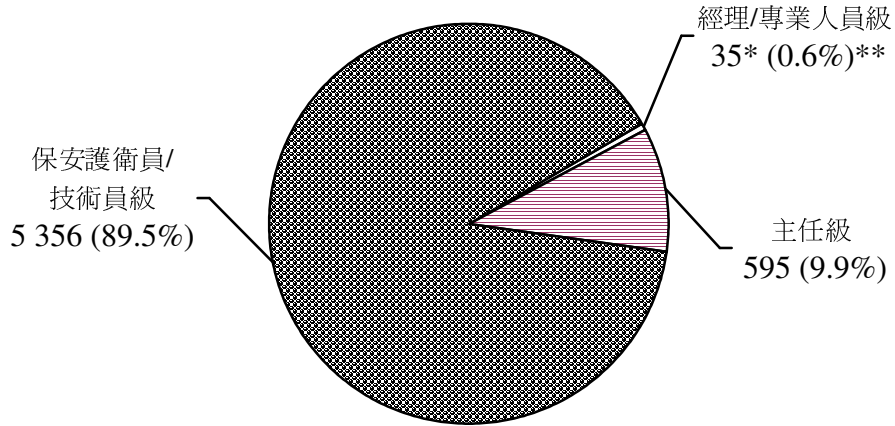


* 僱員人數

** 佔所屬門類僱員人數的百分率

圖 3：業主立案法團各技能等級的僱員人數

總數：5 986 人

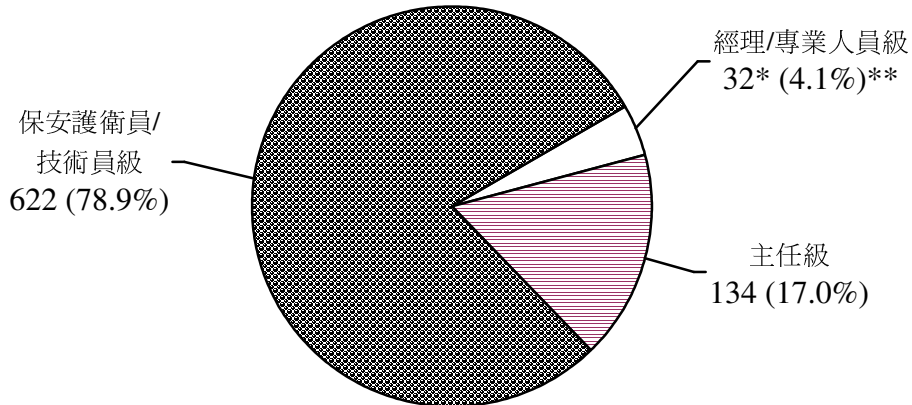


* 僱員人數

** 佔所屬門類僱員人數的百分率

圖 4：增補樣本機構各技能等級的僱員人數

總數：788 人



* 僱員人數

** 佔所屬門類僱員人數的百分率

2.6 2007與2009年保安公司按各技能等級及主要職務的僱員人數比較
見表C。

**表 C： 2007與2009年保安公司
按各技能等級及主要職務劃分的人力情況比較**

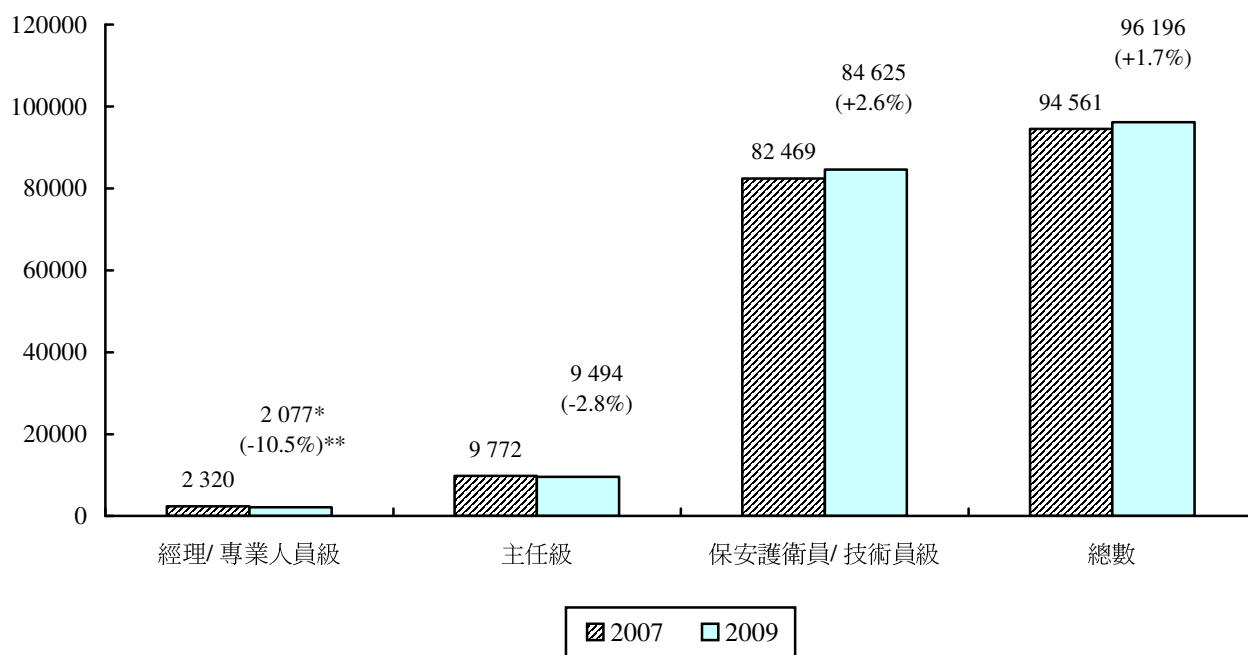
技能等級	2007年 僱員人數	2009年 僱員人數	增減比率 (%)*
經理/專業人員級			
高級管理人員	387	354	-33
保安經理/ 運作經理/ 保安中心主管	814	858	44
保安顧問	64	56	-8
保安系統項目經理	263	221	-42
保安系統設計/ 安裝/ 保養工程師	661	499	-162
保安培訓經理	29	23	-6
其他保安相關服務業經理	102	66	-36
小計：	2 320	2 077	-243 (-10.5)
主任級			
保安主任/ 運作主任/ 保安中心主任/ 技術監督	8 673	8 942	269
技術輔助人員	537	283	-254
保安培訓主任	44	71	27
要員保護主任/ 私人保鏢	12	0	-12
其他保安相關服務業督導人士	506	198	-308
小計：	9 772	9 494	-278 (-2.8)
保安護衛員/ 技術員級#			
保安護衛員/ 管理員	78 857	80 776	1 919
武裝護衛員	1 205	1 162	-43
保安系統設計技術員	-	132	132
保安系統安裝/ 保養技術員	1 870	1 976	106
其他保安相關服務人士	537	579	42
小計：	82 469	84 625	2 156 (2.6)
總計：	94 561	96 196	1 635 (1.7)

* 佔保安公司僱員人數的增減百分率

「技術員」不再歸屬主任級，而是與保安護衛員歸屬同一級別，有別於2007年的調查報告分類。

2.7 2007與2009年保安公司按各技能等級劃分的人力情況比較見圖5及表D。

圖 5： 2007與2009年保安公司
按各技能等級劃分的人力情況比較



* 所屬技能等級之僱員人數

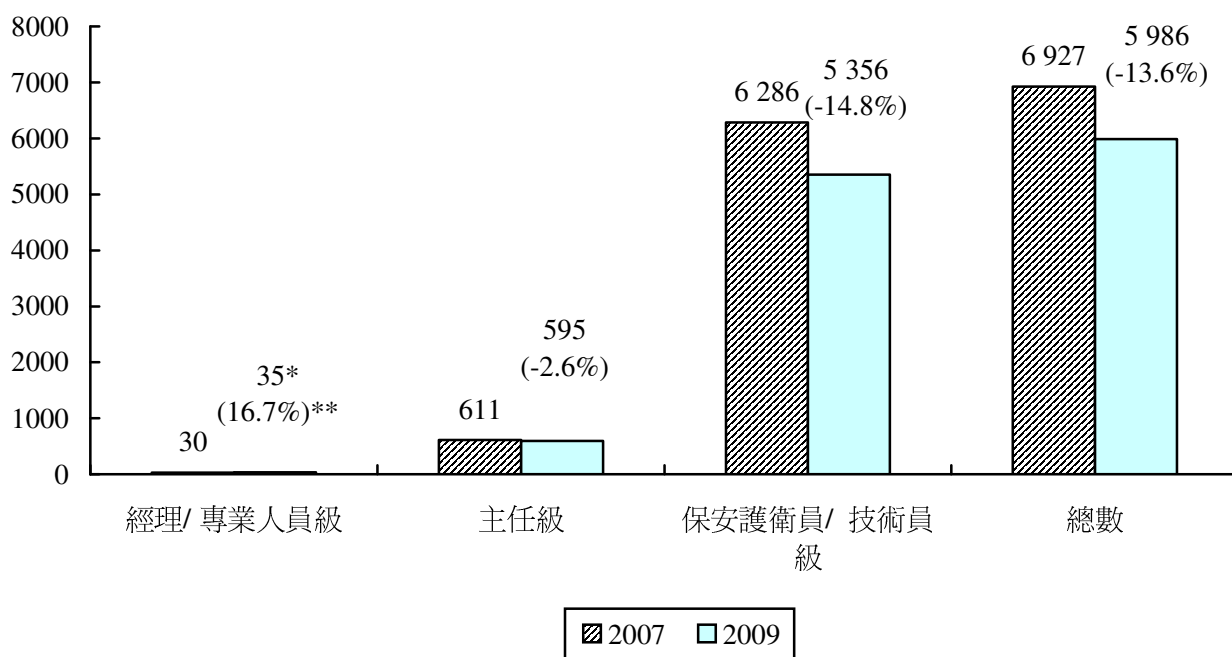
** 相對於 2007 年同級僱員人數的增減百分率

表 D： 2009 年保安公司各技能等級的人力增長

技能等級	2007年5月的 僱員人數	2009年5月的 僱員人數	增減比率 (%)
經理/專業人員級	2 320	2 077	-243 (-10.5)
主任級	9 772	9 494	-278 (-2.8)
保安護衛員/技術員級	82 469	84 625	2 156 (2.6)
總數	94 561	96 196	1 635 (1.7)

2.8 2007 與 2009 年業主立案法團按各技能等級劃分的人力情況比較見圖 6 及表 E。

**圖 6： 2007與2009年業主立案法團
按各技能等級劃分的人力情況比較**



* 所屬技能等級僱員人數

** 相對於 2007 年同級僱員人數的增減百分率

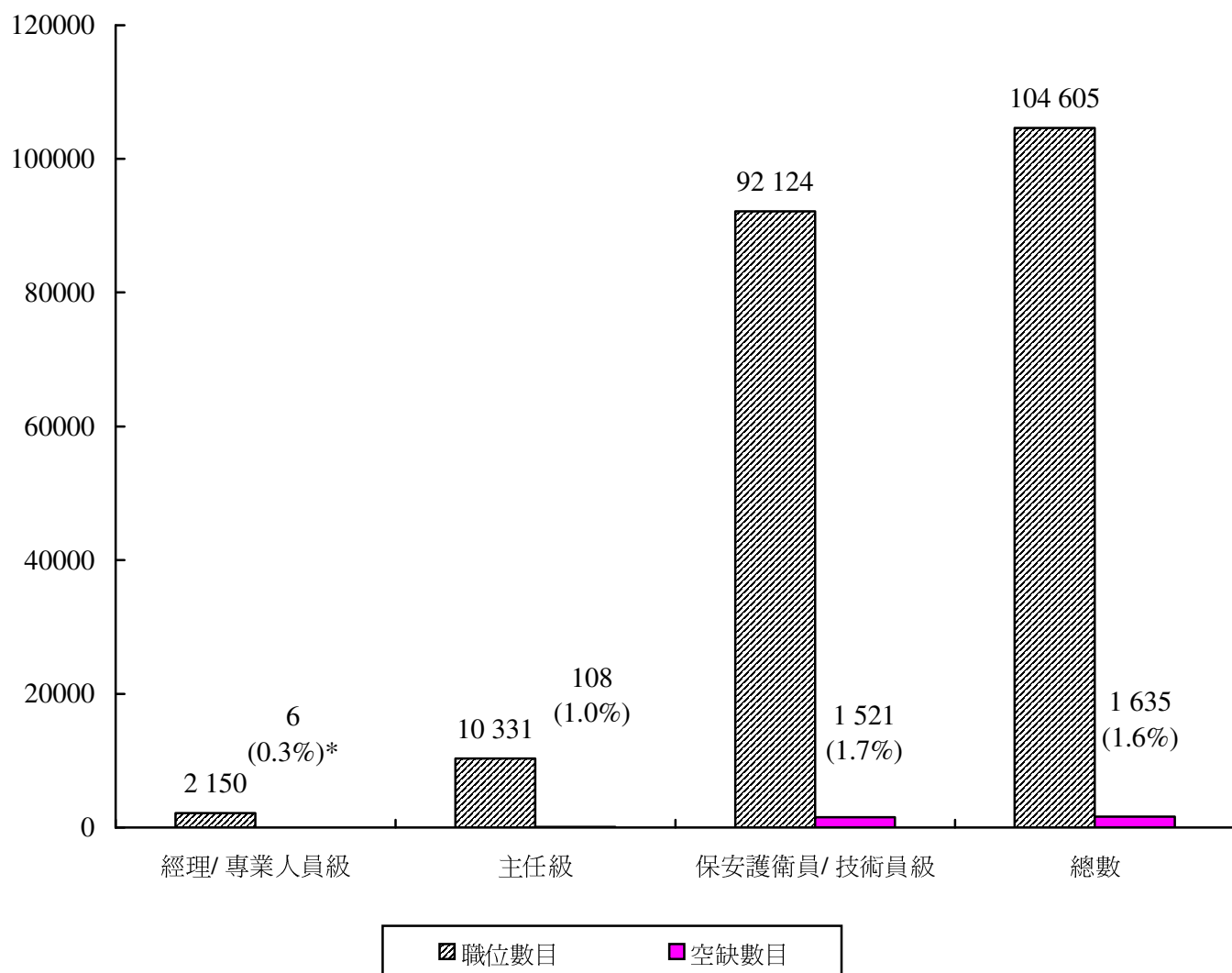
表 E： 2009 年業主立案法團各技能等級的人力增減

<u>技能等級</u>	<u>2007年5月的 僱員人數</u>	<u>2009年5月的 僱員人數</u>	<u>增減比率 (%)</u>
經理/ 專業人員級	30	35	5 (16.7)
主任級	611	595	-16 (-2.6)
保安護衛員/ 技術員級	6 286	5 356	-930 (-14.8)
總數	6 927	5 986	-941 (-13.6)

空缺數目

2.9 調查期間，僱主報稱業內共有空缺1 635個，佔現有104 605個職位的1.6%（即包括1 635個空缺+102 970名僱員），其中以保安護衛員級的空缺最多，共1 521個。各技能等級及主要職務的空缺數目分別載於圖7及表F。

圖 7： 各技能等級的職位與空缺



* 佔同級職位數目的百分率

表 F： 各主要職務現有空缺數目

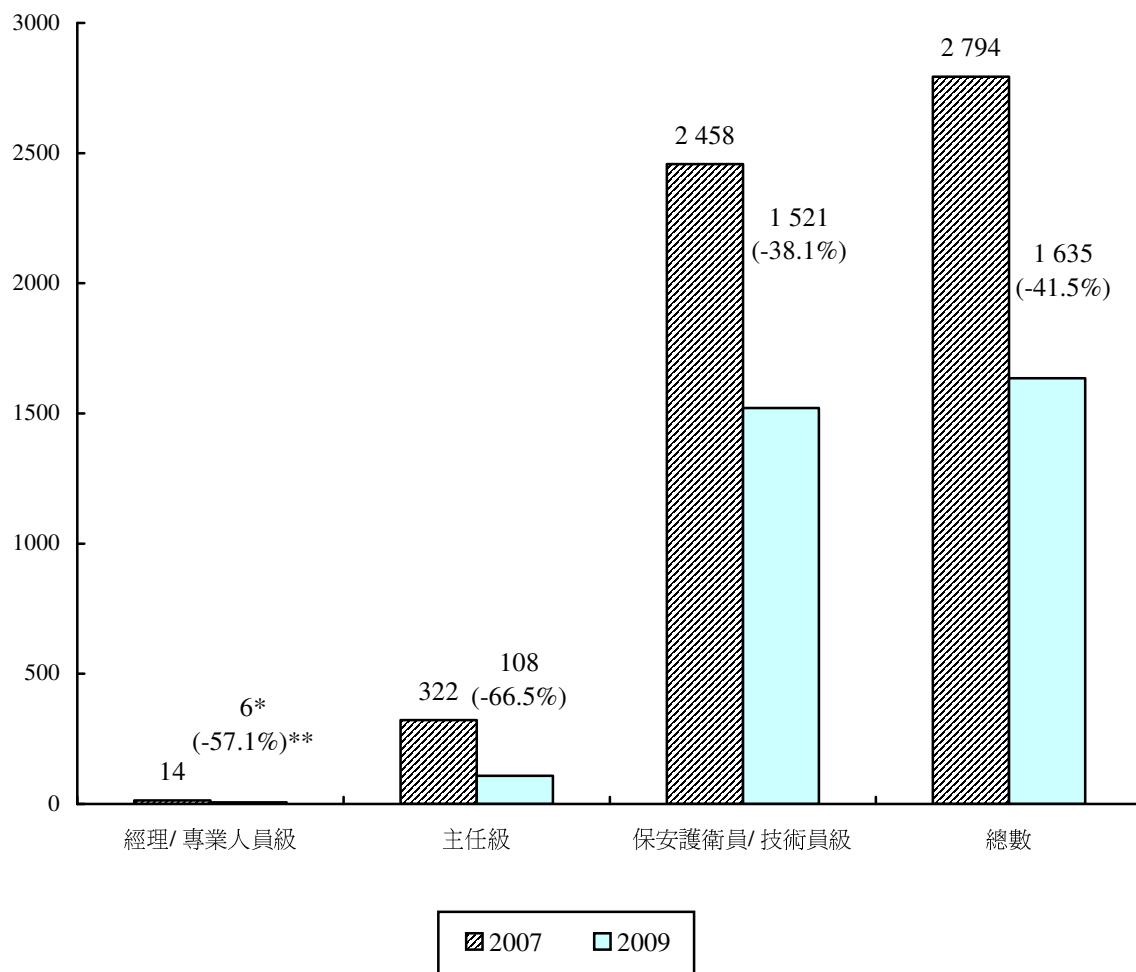
技能等級	僱員人數	空缺數目	職位數目	(%)*
<u>經理/ 專業人員級</u>				
高級管理人員	356	3	359	(0.8)
保安經理/ 運作經理/ 保安中心主管	920	-	920	-
保安顧問	56	-	56	-
保安系統項目經理	221	-	221	-
保安系統設計/ 安裝/ 保養工程師	500	3	503	(0.6)
保安培訓經理	23	-	23	-
其他保安相關服務業經理	68	-	68	-
小計：	2 144	6	2 150	(0.3)
				- **
<u>主任級</u>				
保安主任/ 運作主任/ 保安中心主任/ 技術監督	9 642	82	9 724	0.8
技術輔助人員	285	22	307	7.2
保安培訓主任	71	2	73	2.7
其他保安相關服務業督導人士	225	2	227	0.9
小計：	10 223	108	10 331	(1.0)
				(0.1) **
<u>保安護衛員/ 技術員級</u>				
保安護衛員/ 管理員	86 751	1 466	88 217	1.7
武裝護衛員	1 162	2	1 164	0.2
保安系統設計技術員	135	-	135	-
保安裝置安裝、保養及/ 或修理技術員	1 976	53	2 029	2.6
其他保安相關服務業人士	579	-	579	-
小計：	90 603	1 521	92 124	(1.7)
				(1.5) **
總計：	102 970	1 635	104 605	(1.6) **

* 空缺佔同級職位數目的百分率

** 空缺佔業內職位總數的百分率

2.10 2007 與 2009 年職位空缺數目比較見圖 8。

圖 8：2007 與 2009 年職位空缺數目比較



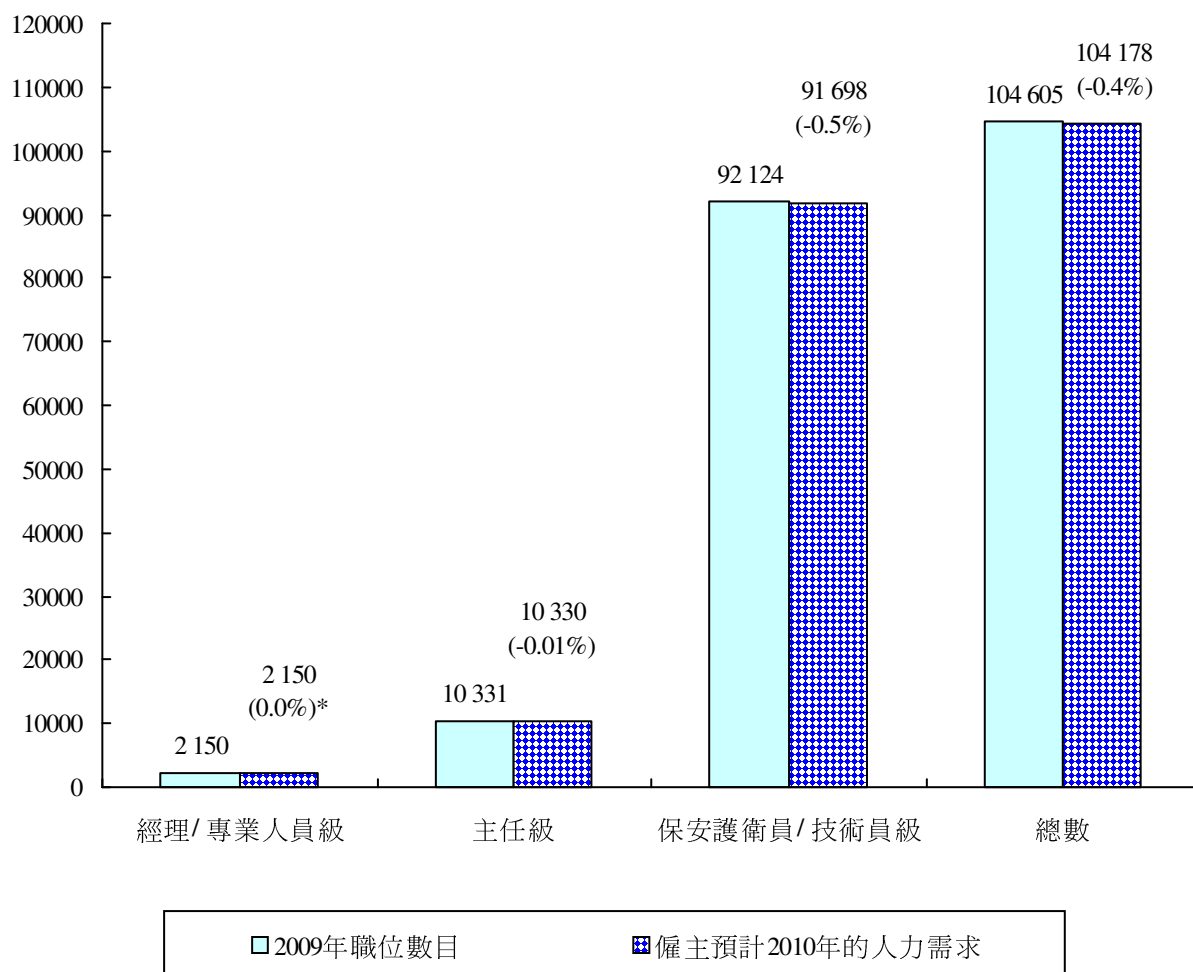
* 各級空缺數目

** 相對於 2007 年同級空缺數目的增減百分率

僱主預計 2010 年 5 月時的人力需求

2.11 僱主預計，2010年5月時，業內共有104 178個職位，較2009年5月時減少0.4%（於2007年5月時則預計人力會增加2.4%）。各級職位合共減少427個，其中主任級職位減少1個，而保安護衛員／技術員級職位則減少426個，減幅分別為0.01%及0.5%。僱主預計2010年5月時各技能等級職位及各主要職務的人力需求，分別載於圖9及表G。

圖 9：僱主預計 2010 年 5 月時各技能等級的人力需求



* 佔同級職位數目的增減百分率

表 G：僱主預計 2010 年各主要職務的人力增長情況

<u>技能等級</u>	<u>2009 年 職位數目</u>	<u>預計 2010 年 的僱員人數</u>	<u>變幅 (%)*</u>
<u>經理/ 專業人員級</u>			
高級管理人員	359	359	-
保安經理/ 運作經理/ 保安中心主管	920	920	-
保安顧問	56	56	-
保安系統項目經理	221	221	-
保安系統設計/ 安裝/ 保養工程師	503	503	-
保安培訓經理	23	23	-
其他保安相關服務業經理	68	68	-
小計：	2 150	2 150	-**
<u>主任級</u>			
保安主任/ 運作主任/ 保安中心主任/ 技術監督	9 724	9 723	-0.01
技術輔助人員	307	307	-
保安培訓主任	73	73	-
其他保安相關服務業督導人士	227	227	-
小計：	10 331	10 330	-0.01**
<u>保安護衛員/ 技術員級</u>			
保安護衛員/ 管理員	88 217	87 748	-0.5
武裝護衛員	1 164	1 164	-
保安系統設計技術員	135	145	7.4
保安裝置安裝、保養及/ 或修理技術員	2 029	2 062	1.6
其他保安相關服務業人士	579	579	-
小計：	92 124	91 698	-0.5**
總計：	104 605	104 178	-0.4@

* 佔同一主要職務職位數目的百分率

** 佔同級職位數目的百分率

@ 佔 2009 年業內職位總數的百分率

過去 12 個月內部晉升情況

2.12 過去12個月，受訪機構中有675名僱員獲內部晉升，佔僱員總數5.5% (2007年獲內部晉升人數為899人)，其中633人獲晉升至主任級，42人獲晉升至經理／專業人員級。表H為按各門類及技能等級劃分的內部晉升人數。

表 H: 按各門類及技能等級劃分的內部晉升人數

門類	經理/ 專業人員級		主任級	
	僱員人數	內部晉升人數 #	僱員人數	內部晉升人數^
保安護衛服務	912	27	7 748	422
持槍押運服務	11	-	21	2
保安系統安裝/ 保養/ 維修/ 設計/ 其他	793	1	395	33
保安護衛服務及持槍押運服務	22	-	39	1
保安護衛服務及保安系統安裝/ 保養/ 維修/ 設計/ 其他	303	11	1 018	62
保安護衛服務、持槍押運服務及保安系統安裝/ 保養/ 維修/ 設計/ 其他	36	-	273	-
業主立案法團	35	-	595	105
增補樣本	32	3	134	8
總計：	2 144	42	10 223	633

由主任級晉升至經理／專業人員級

^ 由保安護衛員／技術員級晉升至主任級

過去 12 個月僱員流動情況

2.13 表I顯示，過去12個月，保安公司、業主立案法團及增補樣本的僱員流失率分別為**4.8%**、**3.7%**及**2.6%**。以上調查結果乃假設離職僱員可能獲其他保安公司聘用而得出。因此，實際流失率應為離職僱員人數與新聘具保安服務相關經驗僱員人數之差(即流失率 = 離職僱員人數 - 新聘具保安服務相關經驗僱員人數)。按技能等級而言，保安護衛員／技術員級的僱員流失率最高，有20 358人離職，15 765人入職，流失率佔同級職位數目的5.0%。過去12個月各門類及各技能等級的新聘僱員人數見**附錄9**。

表 I：過去 12 個月各技能等級的僱員流失率

(i) 保安公司

技能等級	職位數目	離職人數	具保安服務相關經驗的新聘僱員人數	流失率(%)
經理/ 專業人員級	2 083	145	88	57 (2.7)*
主任級	9 599	881	615	266 (2.8)*
保安護衛員/ 技術員級	85 328	19 595	15 228	4 367 (5.1)*
總數： (%)	97 010	20 621	15 931	4 690 (4.8)**

(ii) 業主立案法團

技能等級	職位數目	離職人數	具保安服務相關經驗的新聘僱員人數	流失率(%)
經理/ 專業人員級	35	-	-	- -
主任級	595	35	-	35 (5.9)*
保安護衛員/ 技術員級	5 986	698	489	209 (3.5)*
總數： (%)	6 616	733	489	244 (3.7)**

(iii) 增補樣本

<u>技能等級</u>	<u>職位數目</u>	<u>離職人數</u>	<u>具保安服務相關經驗的 新聘僱員人數</u>	<u>流失率(%)</u>
經理/ 專業人員級	32	4	1	3 (9.4)*
主任級	137	11	6	5 (3.6)*
保安護衛員/ 技術員級	810	65	48	17 (2.1)*
總數： (%)	979	80	55	25 (2.6)**

(iv) 總數

<u>技能等級</u>	<u>職位數目</u>	<u>離職人數</u>	<u>具保安服務相關經驗的 新聘僱員人數</u>	<u>流失率(%)</u>
經理/ 專業人員級	2 150	149	89	60 (2.8)*
主任級	10 331	927	621	306 (3.0)*
保安護衛員/ 技術員級	92 124	20 358	15 765	4 593 (5.0)*
總數： (%)	104 605	21 434	16 475	4 959 (4.7)**

* 佔同級職位數目的百分率

** 佔所屬類別／業內職位數目的百分率

招聘困難

2.14 填覆機構中，有384間（即15.8%）報稱招聘僱員時遇到困難，特別是招聘保安護衛員。情況與 2007年相若，主要原因是此職級的薪金不吸引及工作時間長。不過，認為普遍勞工短缺導致招聘困難的機構，則由2007年的18.5%大幅減少至2009年的2.6%。**表J**列出各技能等級招聘困難的原因。**附錄8**列載過去12個月業界遇到的招聘困難。

表J: 各技能等級遇到招聘困難的原因比較

招聘困難的原因#	經理/ 專業人員級*		主任級*		技術員級*		保安護衛員級*		總數	
	2007	2009	2007	2009	2007	2009	2007	2009	2007	2009
普遍勞工短缺	0.5	-	1.1	0.2	3.1	-	13.8	2.4	18.5	2.6
工作時間長	0.2	-	3.2	1.4	-	1.3	18.0	21.9	21.4	24.6
工作環境危險	-	-	-	0.1	-	-	2.5	4.6	2.5	4.7
薪金不吸引	0.3	0.7	3.6	1.5	2.1	2.4	20.5	33.0	26.5	37.6
地位低微	-	-	-	0.2	1.1	1.3	1.8	4.0	2.9	5.5
申請人缺乏相關經驗及訓練	1.1	0.2	5.2	0.7	5.5	1.5	9.8	8.1	21.6	10.5
其他	0.1	-	2.2	0.5	1.0	-	3.3	2.8	6.6	3.3

填覆機構可選擇多項原因

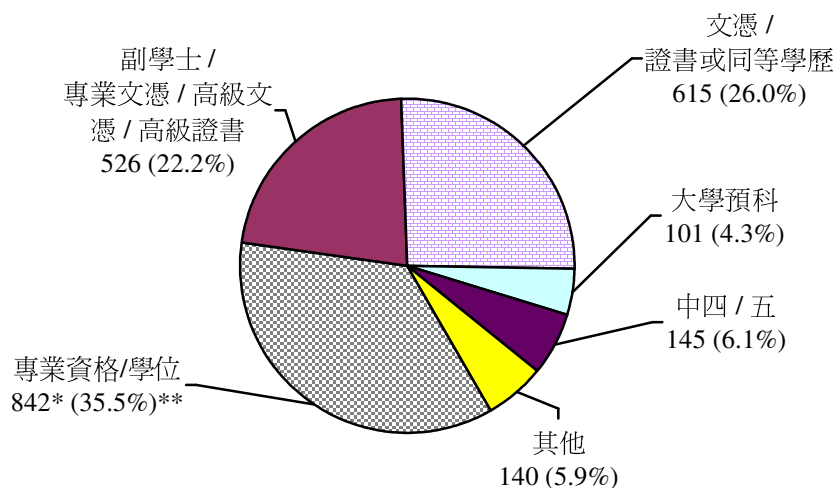
* 佔遇到招聘困難的填覆機構數目的百分率

僱員應有的教育程度

2.15 調查顯示，有39.6%的經理／專業人員級僱員須具備文憑／高級證書／證書或同等學歷。38.4%的主任級僱員須具備中五或同等教育程度，65.6%的保安護衛員／技術員級僱員則須具備中五以下程度。**圖10**至**12**比較了2007與2009年各技能等級僱員所須具備的教育程度，而各主要職務僱員宜有教育程度見**表K**。各門類各主要職務僱員應有的教育程度見**附錄10**。

**圖 10 (i) : 2007年僱主要求僱員宜備有的教育程度
(經理/專業人員級)**

總數：2 369 名僱員

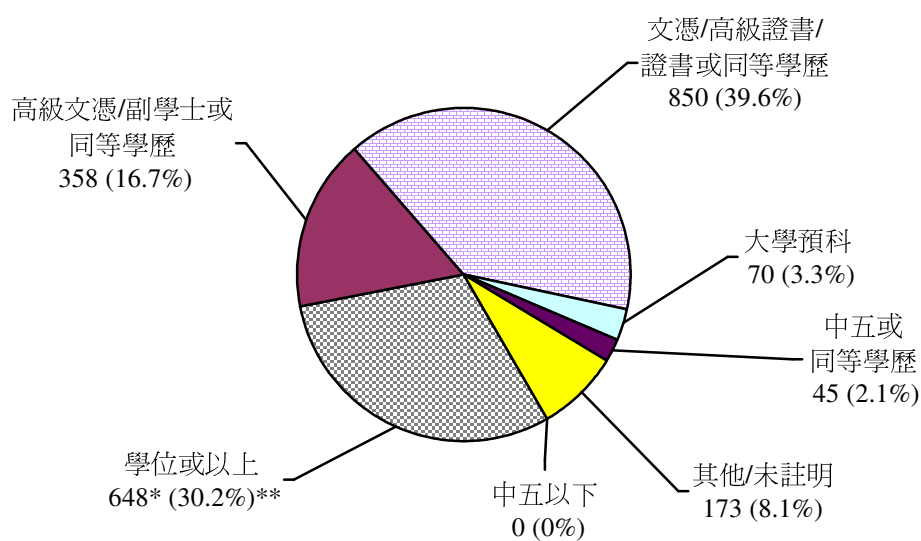


* 僱員人數

** 佔同級僱員人數的百分率

**圖 10 (ii) : 2009 年僱主要求僱員應備有教育程度
(經理/專業人員級)**

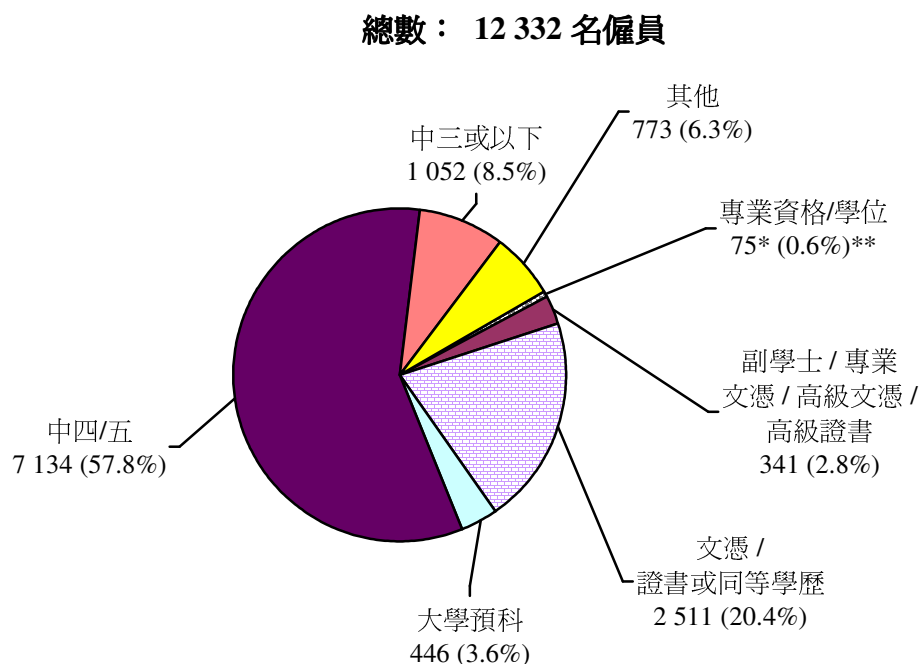
總數：2 144 名僱員



* 僱員人數

** 佔同級僱員人數的百分率

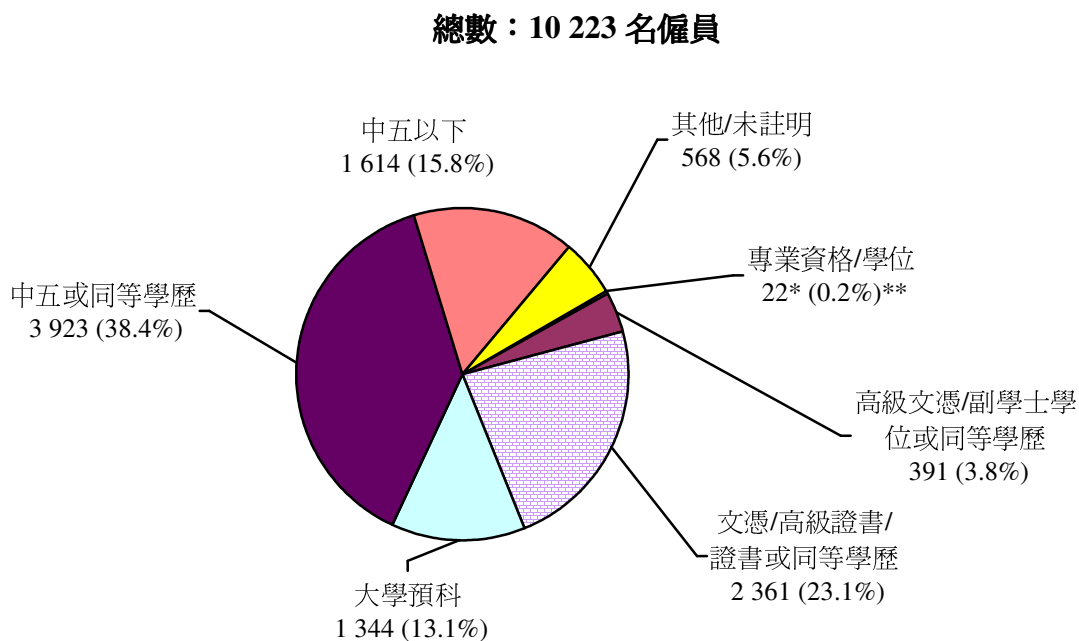
**圖 11 (i) : 2007 年僱主要求僱員宜備有的教育程度
(主任/ 技術員級)**



* 僱員人數

** 佔同級僱員人數的百分率

**圖 11 (ii) : 2009 年僱主要求僱員應備有的教育程度
(主任級)**

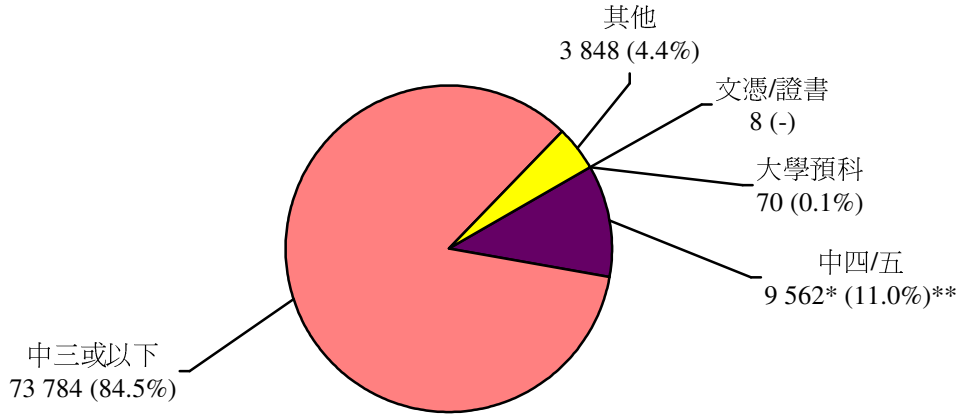


* 僱員人數

** 佔同級僱員人數的百分率

圖 12(i)： 2007 年僱主要求僱員宜備有的教育程度
(保安護衛員級)

總數： 87 272 名僱員

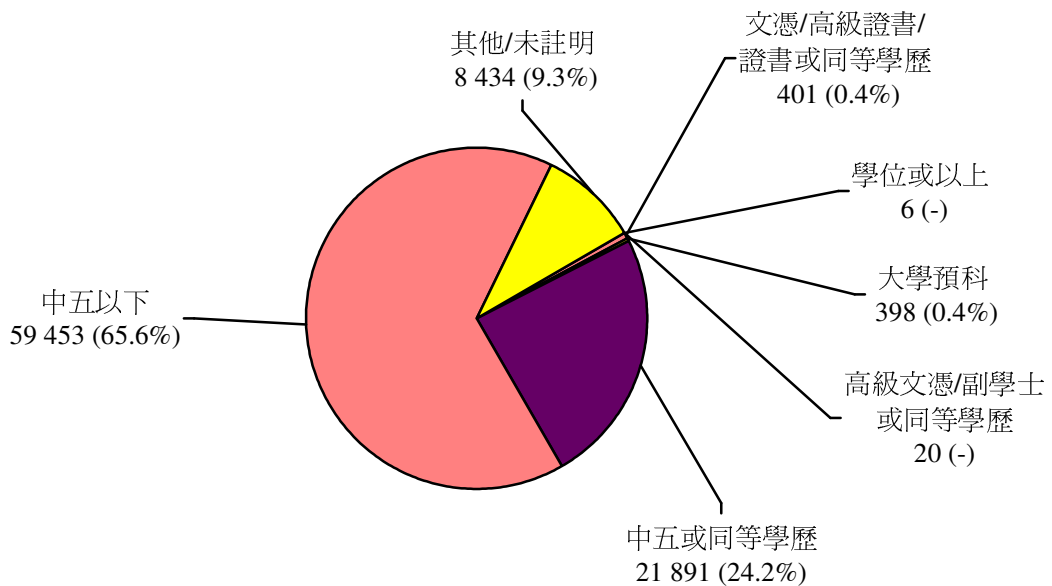


* 僱員人數

** 佔同級僱員人數的百分率

圖 12(ii)： 2009 年僱主要求僱員應備有的教育程度
(保安護衛員/ 技術員級)

總數： 90 603 名僱員



* 僱員人數

** 佔同級僱員人數的百分率，因四捨五入關係，總和未必相等於 100%

表 K： 僱主意見：僱員應有教育程度（按各技能等級主要職務劃分）

技能等級	學位 或以上	高級文憑/ 副學士 或同等學歷	文憑/ 高級證書/ 證書或同等學歷	大學預科	中五或 同等學歷	中五以下	其他/ 未註明	總數
<u>經理/ 專業人員級</u>								
高級管理人員	147	50	66	1	9	-	83	356
保安經理/ 運作經理/ 保安中心主管	305	88	343	65	36	-	83	920
保安顧問	6	20	30	-	-	-	-	56
保安系統項目經理	50	72	97	-	-	-	2	221
保安系統設計/ 安裝/ 保養工程師	103	99	293	4	-	-	1	500
保安培訓經理	2	3	15	-	-	-	3	23
其他保安相關服務業經理	35	26	6	-	-	-	1	68
小計：	648	358	850	70	45	-	173	2 144
(%)*	(30.2)	(16.7)	(39.6)	(3.3)	(2.1)	-	(8.1)	(100)#
<u>主任級</u>								
保安主任/ 運作主任/ 保安中心主任/ 技術監督	16	350	1 971	1 276	3 854	1 614	561	9 642
技術輔助人員	-	18	219	28	17	-	3	285
保安培訓主任	1	1	15	9	41	-	4	71
其他保安相關服務業督導人士	5	22	156	31	11	-	-	225
小計：	22	391	2 361	1 344	3 923	1 614	568	10 223
(%)*	(0.2)	(3.8)	(23.1)	(13.1)	(38.4)	(15.8)	(5.6)	(100)#
<u>保安護衛員/ 技術員級</u>								
保安護衛員/ 管理員	-	-	-	44	20 509	58 610	7 588	86 751
武裝護衛員	-	-	-	-	229	224	709	1 162
保安系統設計技術員	-	-	65	7	38	25	-	135
保安裝置安裝、保養及/ 或修理技術員	6	20	336	322	914	311	67	1 976
其他持有保安人員許可證的保安相關服務業人士	-	-	-	25	201	283	70	579
小計：	6	20	401	398	21 891	59 453	8 434	90 603
(%)*	(-)	(-)	(0.4)	(0.4)	(24.2)	(65.6)	(9.3)	(100)#
總計	676	769	3612	1812	25 859	61 067	9 175	102 970
(%)**	(0.7)	(0.7)	(3.5)	(1.8)	(25.1)	(59.3)	(8.9)	(100)#

* 佔同級僱員人數的百分率

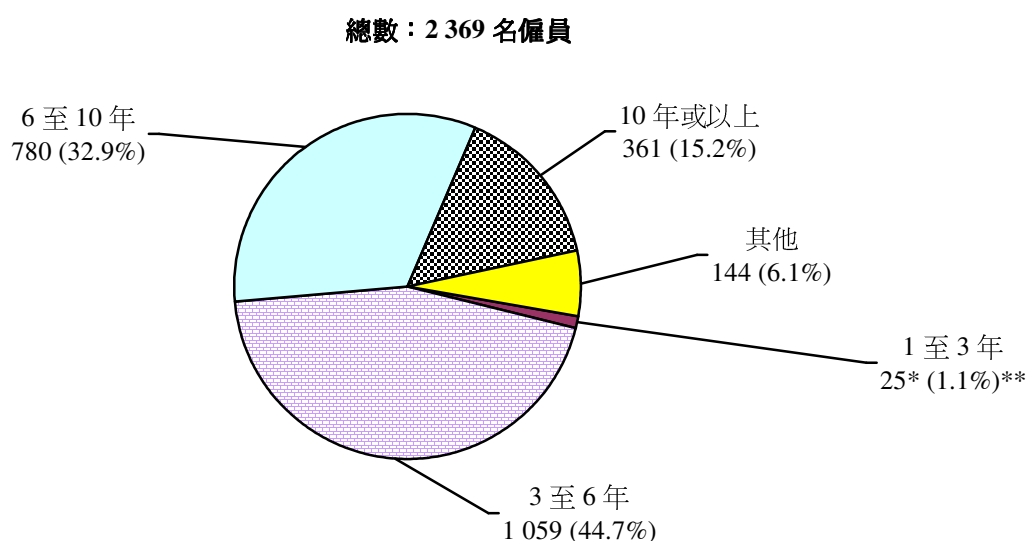
** 佔業內僱員總數的百分率

因四捨五入關係，總和未必相等於 100%

僱員宜有年資

2.16 調查顯示，64.8%的僱主認為經理／專業人員級僱員宜有5年以上至10年相關工作經驗，65.5%的僱主認為主任級僱員宜有2年以上至5年相關工作經驗，而51.8%的僱主認為保安護衛員／技術員級僱員宜有1至2年相關工作經驗。2007與2009年各技能等級僱員的宜有年資比較見圖13至15。表L撮錄各主要職務僱員的宜有年資，而按各門類及主要職務劃分的僱員宜有年資詳見附錄11。

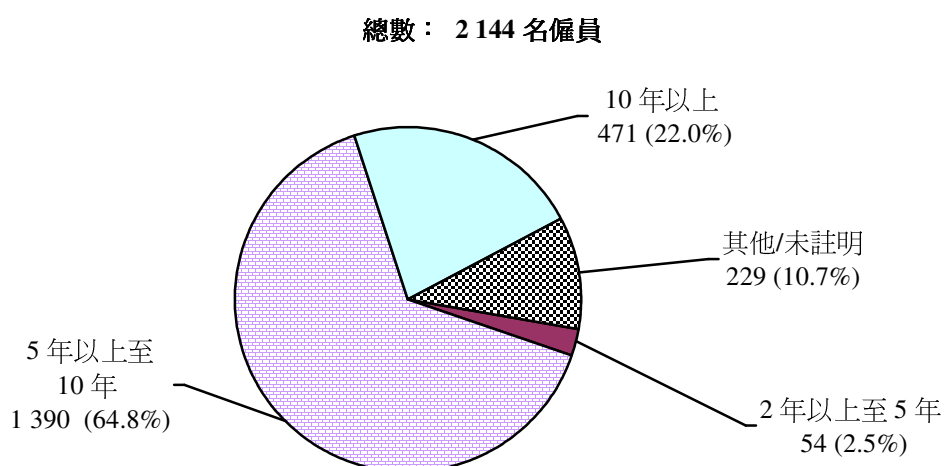
圖 13(i) : 2007年僱主要求僱員宜有年資
(經理/ 專業人員級)



* 僱員人數

** 佔同級僱員人數的百分率

圖 13(ii) : 2009 年僱主要求僱員宜有年資
(經理/ 專業人員級)

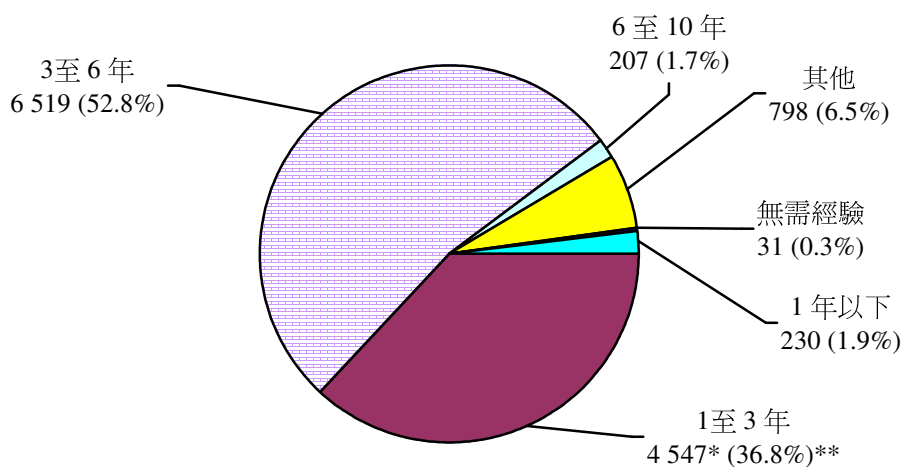


* 僱員人數

** 佔同級僱員人數的百分率

**圖 14(i) : 2007 年僱主要求僱員宜有年資
(主任/ 技術員級)**

總數：12 332 名僱員

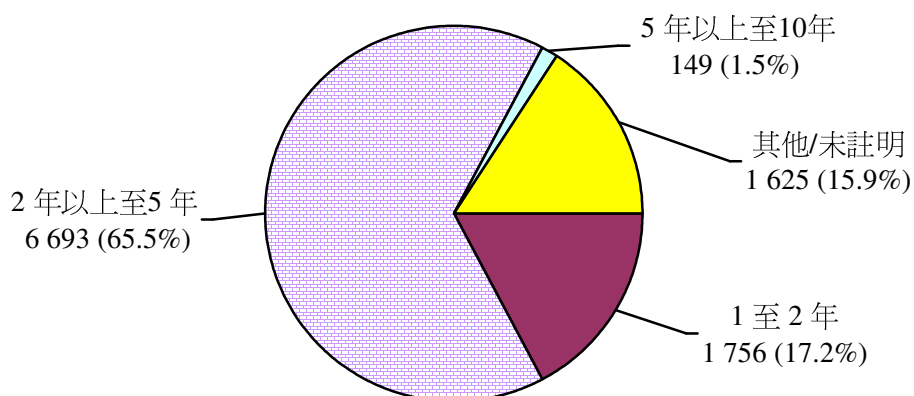


* 僱員人數

** 佔同級僱員人數的百分率

**圖 14(ii) : 2009 年僱主要求僱員宜有年資
(主任級)**

總數：10 223 名僱員

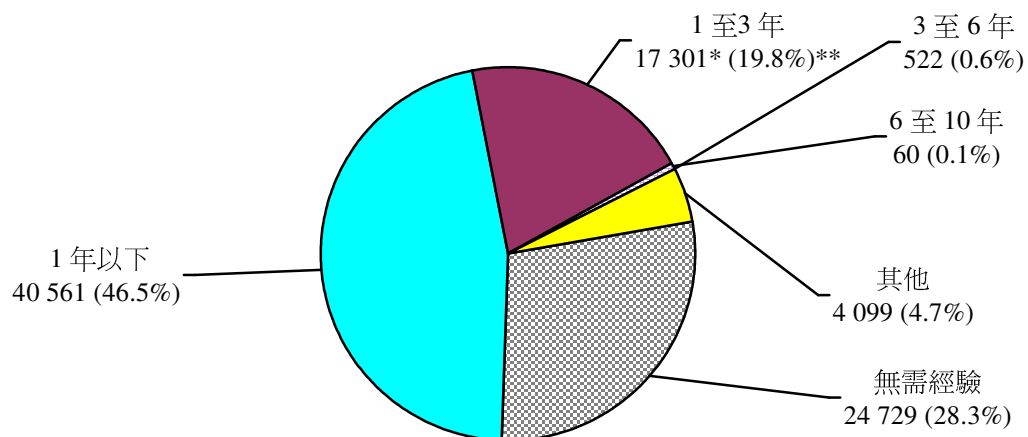


* 僱員人數

** 佔同級僱員人數的百分率，因四捨五入關係，總和未必相等於 100%

**圖 15(i) : 2007 年僱主要求僱員宜有年資
(保安護衛員級)**

總數 : 87 272 名僱員

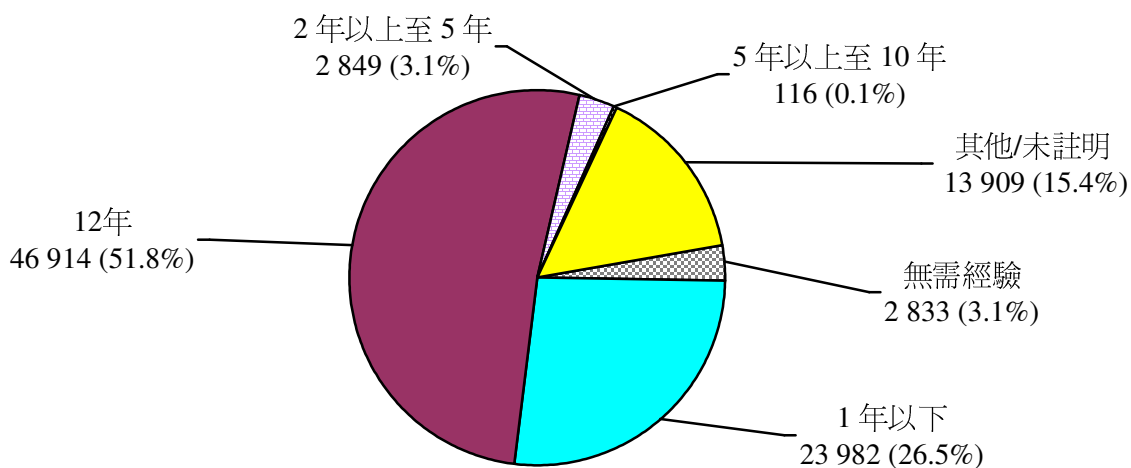


* 僱員人數

** 佔同級僱員人數的百分率

**圖 15(ii) : 2009 年僱主要求僱員宜有年資
(保安護衛員/技術員級)**

總數 : 90 603 名僱員



* 僱員人數

** 佔同級僱員人數的百分率

表 L： 僱主要求各主要職務僱員宜有年資

技能等級	無需經驗	1年以下	1至2年	2年以上至5年	5年以上至10年	10年以上	其他/未註明	總數
<u>經理/ 專業人員級</u>								
高級管理人員	-	-	-	-	122	140	94	356
保安經理/ 運作經理/ 保安中心主管	-	-	-	5	642	165	108	920
保安顧問	-	-	-	-	45	11	-	56
保安系統項目經理	-	-	-	20	94	99	8	221
保安系統設計/ 安裝/ 保養工程師	-	-	-	23	416	48	13	500
保安培訓經理	-	-	-	-	17	2	4	23
其他保安相關服務業經理	-	-	-	6	54	6	2	68
小計：				54	1 390	471	229	2 144
(%)*	-	-	-	(2.5)	(64.8)	(22.0)	(10.7)	(100)#
<u>主任級</u>								
保安主任/ 運作主任/ 保安中心主任/ 技術監督	-	-	1 599	6 372	113	-	1 558	9 642
技術輔助人員	-	-	85	145	-	-	55	285
保安培訓主任	-	-	12	46	2	-	11	71
其他保安相關服務業督導人士	-	-	60	130	34	-	1	225
小計：			1 756	6 693	149	-	1 625	10 223
(%)*	-	-	(17.2)	(65.5)	(1.5)	-	(15.9)	(100)#
<u>保安護衛員/ 技術員級</u>								
保安護衛員/ 管理員	2 779	23 591	45 307	2 035	-	-	13 039	86 751
武裝護衛員	-	110	270	54	-	-	728	1 162
保安系統設計技術員	-	-	43	92	-	-	-	135
保安裝置安裝、保養及/ 或修理技術員	54	93	1 062	581	116	-	70	1 976
其他持有保安人員許可證的保安相關服務業人士	-	188	232	87	-	-	72	579
小計：	2 833	23 982	46 914	2 849	116	-	13 909	90 603
(%)*	(3.1)	(26.5)	(51.8)	(3.1)	(0.1)	-	(15.4)	(100)#
總計	2 833	23 982	48 670	9 596	1 655	471	15 763	102 970
(%)**	(2.8)	(23.3)	(47.3)	(9.3)	(1.6)	(0.5)	(15.3)	(100)#

* 佔同級僱員人數的百分率

** 佔業內僱員總數的百分率

因四捨五入關係，總和未必相等於 100%

僱員宜有職業資格

2.17 與2007年的調查相若，大部分僱主認為，經理／專業人員級僱員宜為主要保安協會合資格會員；主任級和保安護衛員級僱員宜持有技能測驗證書，並曾接受認可計劃下的保安訓練；而技術員級僱員則宜持有技術證書。各技能等級僱員的宜有職業資格見**表M**。各門類不同技能等級僱員的宜有職業資格詳見**附錄12**。

表 M： 僱主要求各技能等級僱員宜有的職業資格

填覆回應的保安公司/ 業主立案法團/ 增補樣本數目	技能等級			
	經理/ 專業人員級	主任級	技術員級	保安護衛員級
僱主要求僱員宜有職業資格				
主要保安協會合資格會員	234	180	-	1
保安業培訓導師證書	84	60	1	1
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	159	682	94	1 649
認可計劃下的保安培訓課程證書	213	650	72	1 130
內部培訓質素控制計劃下的保安培訓課程及格	26	38	2	32
技術證書	214	148	276	10
技能提升計劃證書	52	61	42	23
其他	2	-	-	-

* 可選擇多於一項職業資格

收入分布

2.18 調查顯示，1 280名（或59.8%）經理／專業人員級僱員收入介乎10,001至30,000元（2007年：25.9%收入介乎15,001至20,000元）。5 355名（或52.4%）主任級僱員於2009年的收入介乎10,001至20,000元，而於2007年此級僱員的收入大多介乎10,001至15,000元。48 676名（或53.7%）保安護衛員／技術員級僱員收入介乎6,001至8,000元，數字大致與上次調查相若。此外，分析這些數據時須注意，填覆「其他／未註明」者所佔比率甚高（23.1%）。各主要職務僱員的收入分布情況見**表N**及**圖16**。是次調查並非專門研究僱員的薪酬水平，故有關資料僅供參考之用。

表 N： 各主要職務僱員收入分布情況

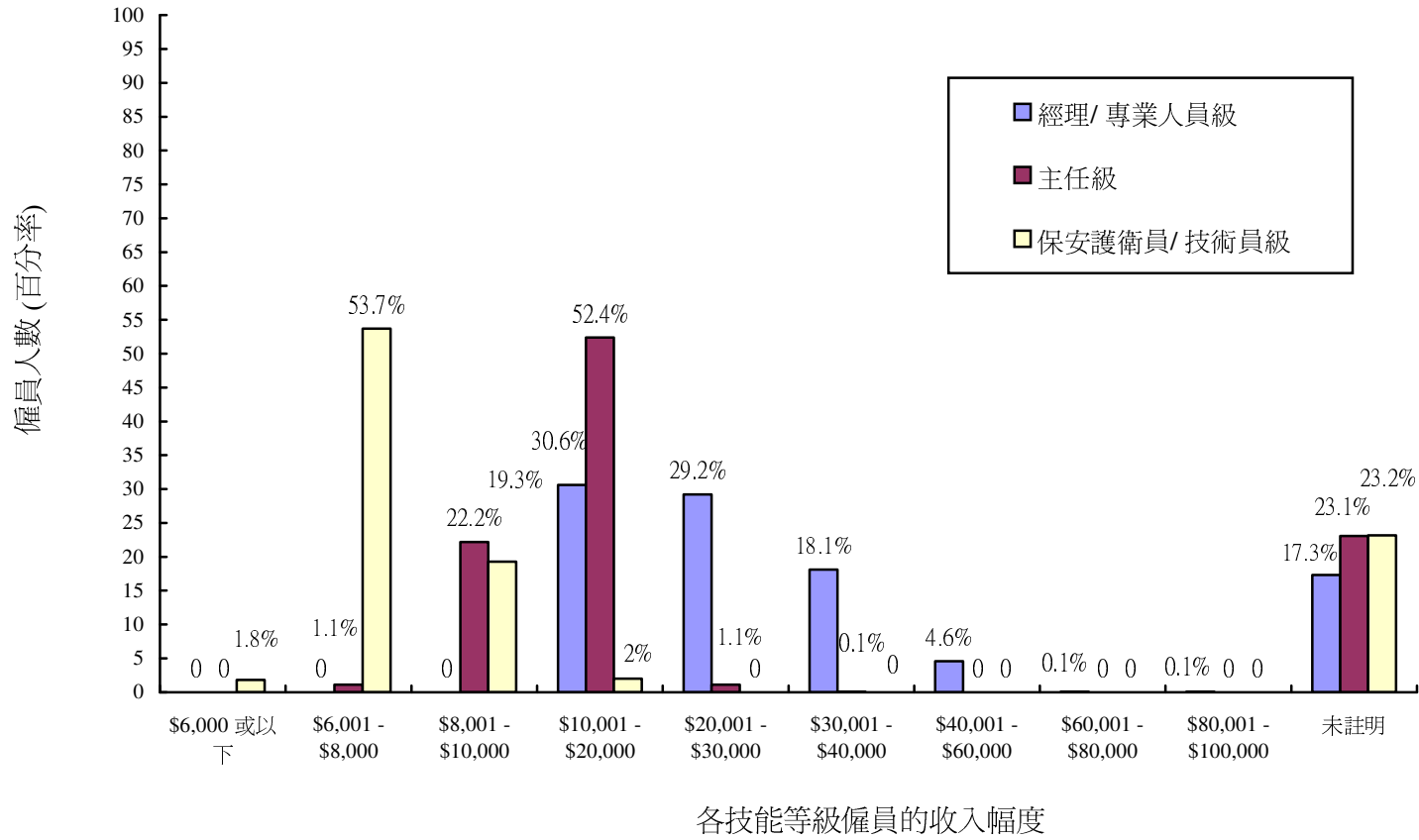
技能等級	\$6,000 或以下	\$6,001 - \$8,000	\$8,001 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	其他/ 未註明	總數
<u>經理/ 專業人員級</u>											
高級管理人員	-	-	-	7	102	68	62	1	3	113	356
保安經理/ 運作經理/ 保安中心主管	-	-	-	320	248	208	15	-	-	129	920
保安顧問	-	-	-	43	-	12	1	-	-	-	56
保安系統項目經理	-	-	-	45	56	77	17	-	-	26	221
保安系統設計/ 安裝/ 保養工程師	-	-	-	219	173	9	3	-	-	96	500
保安培訓經理	-	-	-	6	10	1	1	-	-	5	23
其他保安相關服務業經理	-	-	-	15	36	13	-	2	-	2	68
小計：	-	-	-	655	625	388	99	3	3	371	2 144
(%)*	-	-	-	(30.6)	(29.2)	(18.1)	(4.6)	(0.1)	(0.1)	(17.3)	(100)#
<u>主任級</u>											
保安主任/ 運作主任/ 保安中心主任/ 技術監督	-	115	2 269	4 918	82	-	-	-	-	2 258	9 642
技術輔助人員	-	-	-	166	24	-	-	-	-	95	285
保安培訓主任	-	-	2	55	2	-	-	-	-	12	71
其他保安相關服務業督導人士	-	-	-	216	1	7	-	-	-	1	225
小計：	-	115	2 271	5 355	109	7	-	-	-	2 366	10 223
(%)*	-	(1.1)	(22.2)	(52.4)	(1.1)	(0.1)	-	-	-	(23.1)	(100)#
<u>保安護衛員/ 技術員級</u>											
保安護衛員/ 管理員	1 594	48 558	16 074	743	-	-	-	-	-	19 782	86 751
武裝護衛員	-	-	110	309	-	-	-	-	-	743	1162
保安系統設計技術員	-	5	87	37	-	-	-	-	-	6	135
保安裝置安裝、保養及/或修理技術員	-	24	895	655	4	-	-	-	-	398	1976
其他持有保安人員許可證的相關保安服務業人士	-	89	303	92	14	-	-	-	-	81	579
小計：	1 594	48 676	17 469	1 836	18	-	-	-	-	21 010	90 603
(%)*	(1.8)	(53.7)	(19.3)	(2.0)	-	-	-	-	-	(23.2)	(100)#
總計	1 594	48 791	19 740	7 846	752	395	99	3	3	23 747	102 970
(%)**	(1.5)	(47.4)	(19.2)	(7.6)	(0.7)	(0.4)	(0.1)	-	-	(23.1)	(100)#

* 佔同級僱員人數的百分率

** 佔業內僱員總數的百分率

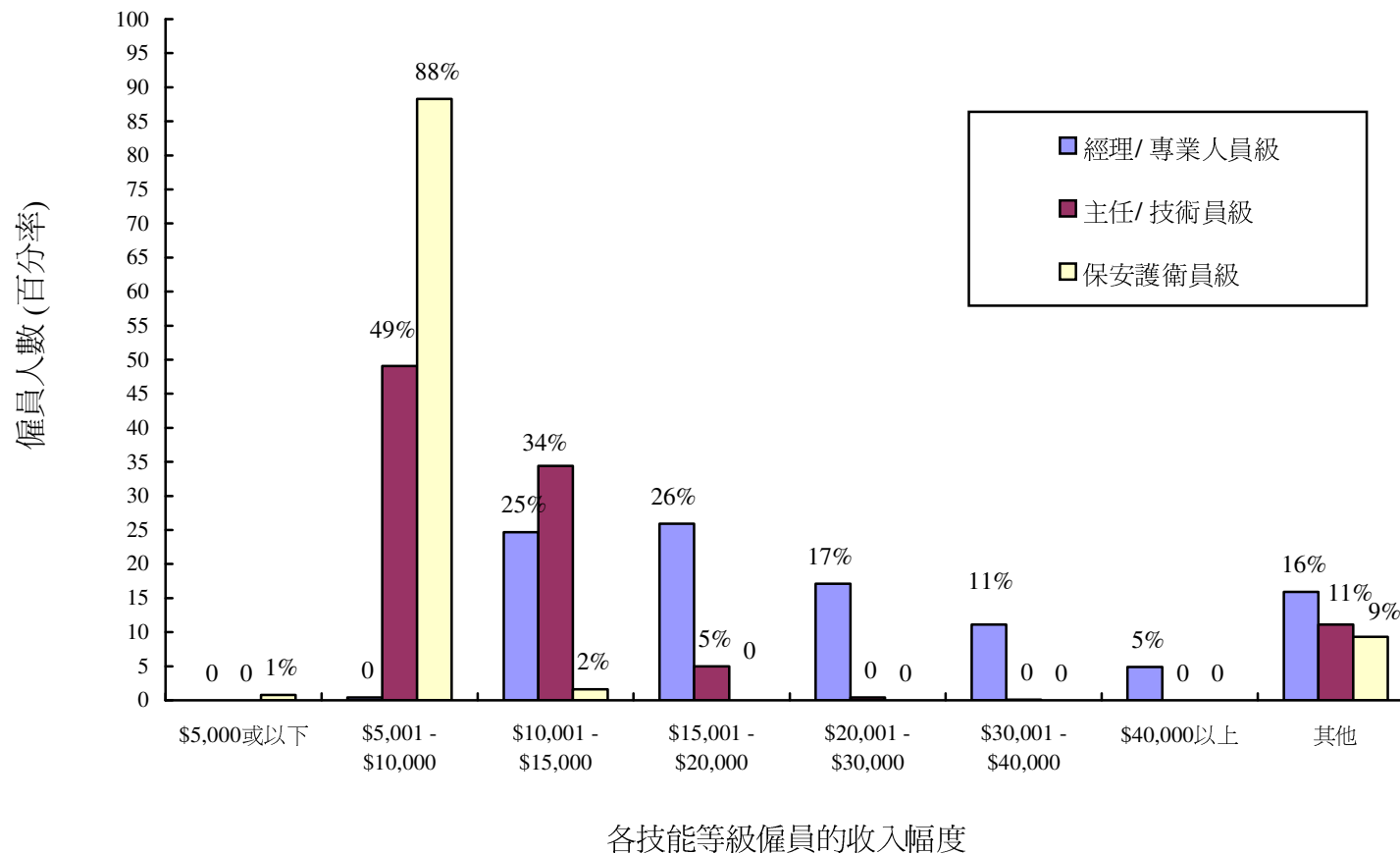
因四捨五入關係，總和未必相等於 100%

圖 16(i) : 2009 年各主要職務僱員收入分布情況 (按收入幅度劃分)



* 各技能等級不同收入幅度的僱員人數

圖 16(ii) : 2007 年各主要職務僱員收入分布情況 (按收入幅度劃分)

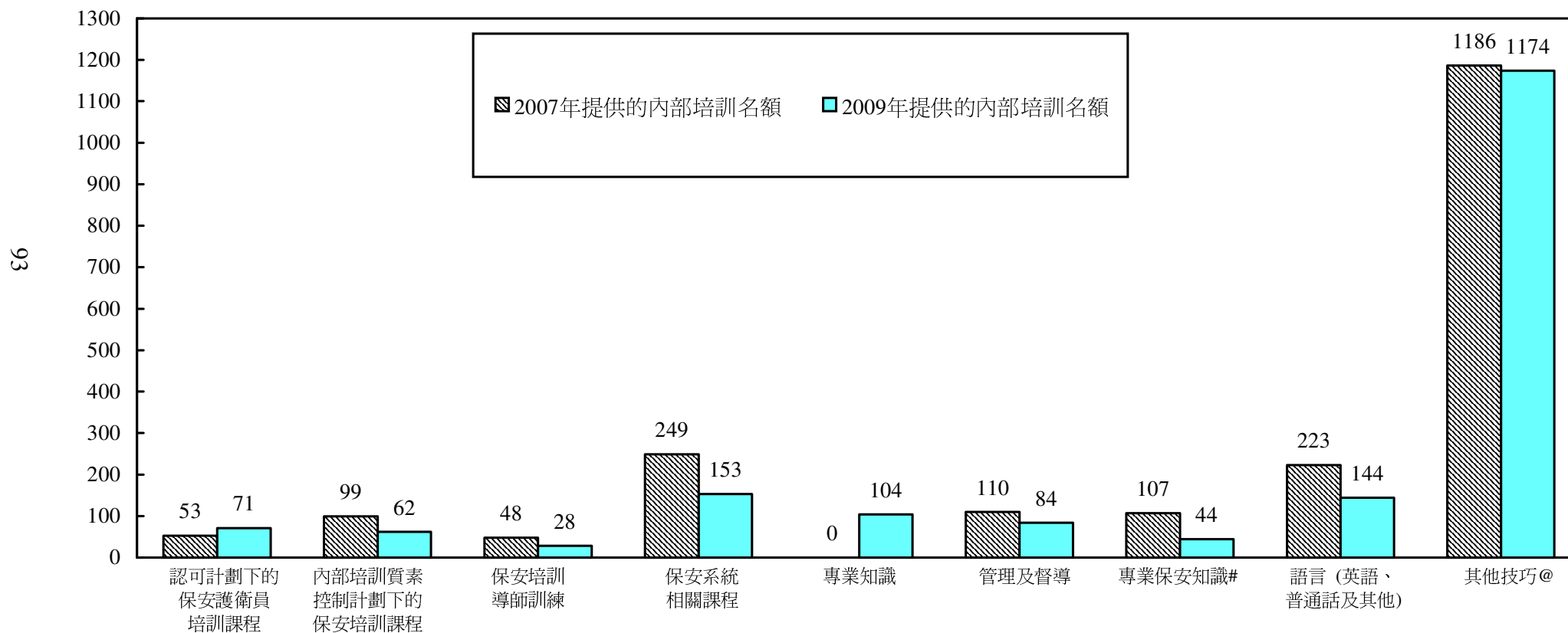


* 各技能等級不同收入幅度的僱員人數

過去 12 個月提供的公司內部及外間培訓名額

2.19 調查顯示，僱主在過去12個月為僱員提供了29 848個培訓名額，包括僱主資助名額27 984個及公司內部培訓名額1 864個。無論內部或外間培訓，顧客服務訓練課程都最受歡迎，分別有343及7 324個名額；內部培訓次熱門的是防火訓練，有296個名額，而外間培訓次熱門的是健康及安全訓練，有4 678個名額。圖17(i)及(ii)比較了2007及2009年調查過去12個月的內部及外間培訓名額。圖17(iii)顯示僱主在過去及未來12個月提供的各類外間培訓資助名額。過去12個月按課程種類及技能等級劃分的培訓名額見表O，而僱主於未來12個月資助的名額見表P。按課程種類、門類及各技能等級劃分的培訓名額詳見附錄13至15。

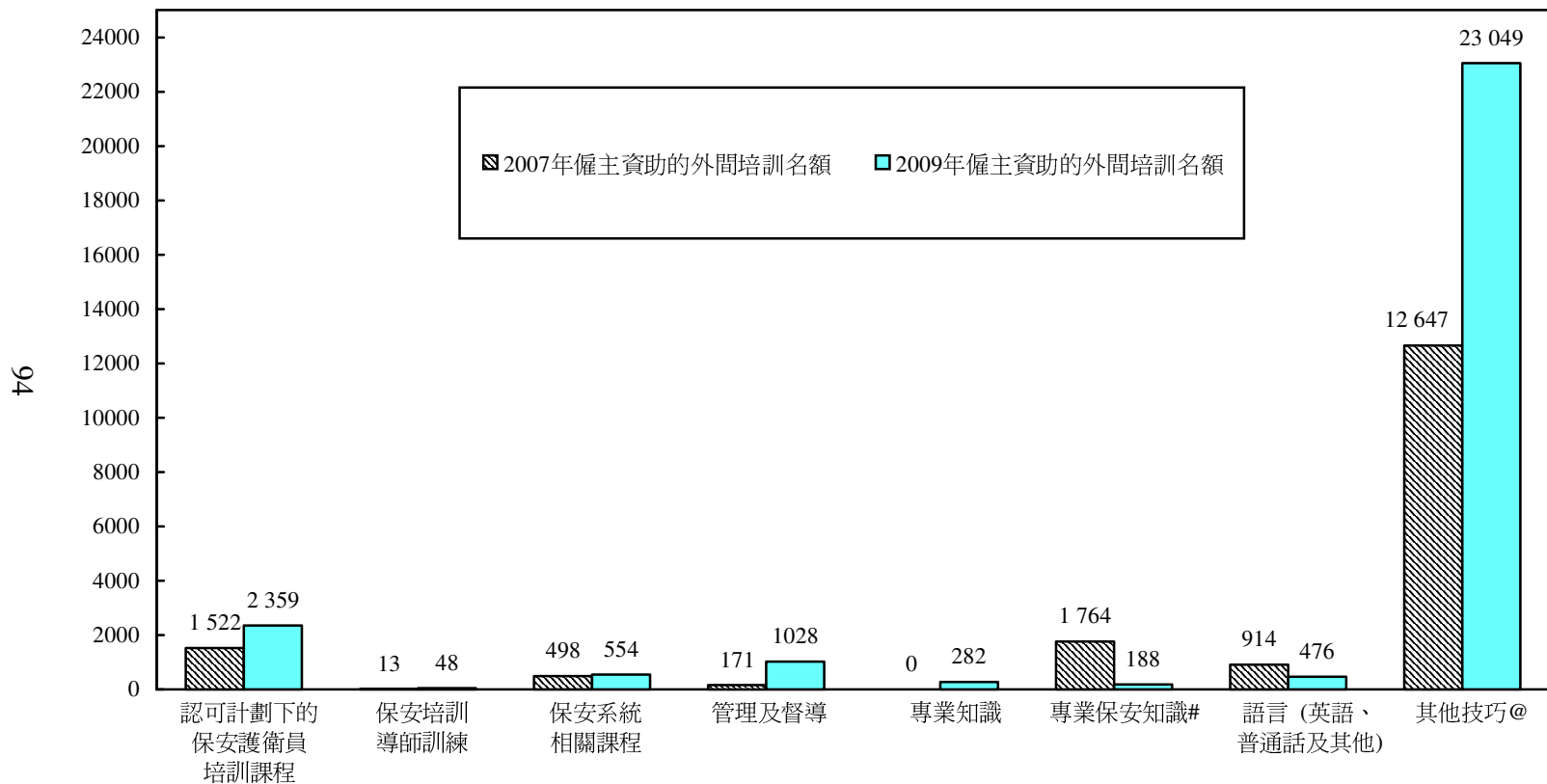
圖 17(i)： 2007 與 2009 年過去 12 個月的內部培訓名額比較



包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械訓練主任訓練、中央警報監察站及其他專業保安知識

@ 包括防火、急救、健康與安全、軟性技巧及其他訓練課程等

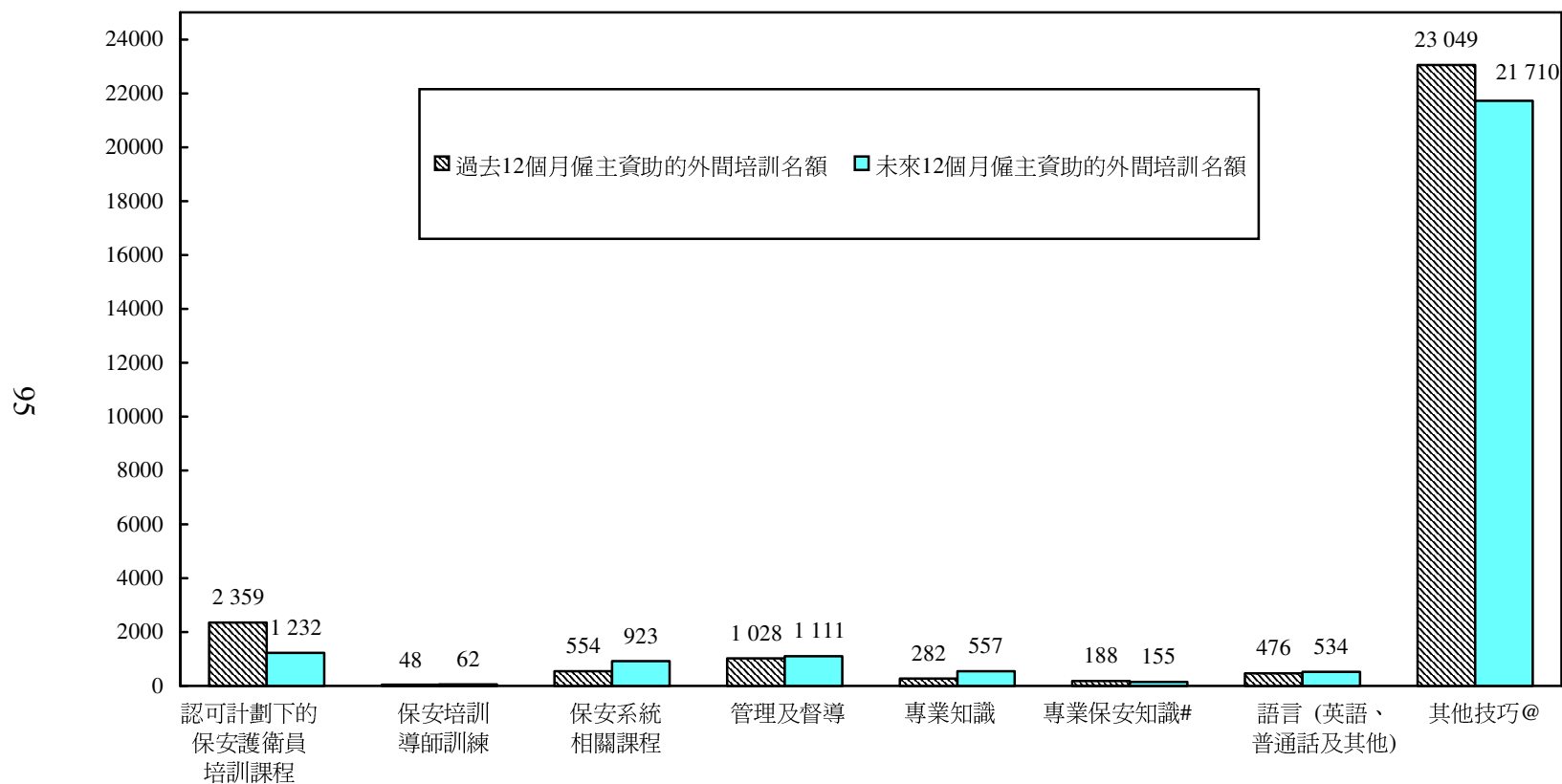
圖 17(ii)： 2007 與 2009 年過去 12 個月的僱主資助外間培訓名額比較



包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械訓練主任訓練、中央警報監察站及其他專業保安知識

@ 包括防火、急救、健康與安全、軟性技巧及其他訓練課程等

圖 17(iii)： 過去及未來 12 個月僱主資助的外間培訓名額比較



包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械訓練主任訓練、中央警報監察站及其他專業保安知識

@ 包括防火、急救、健康與安全、軟性技巧及其他訓練課程等

表 0： 過去 12 個月按課程種類及技能等級劃分的培訓名額

課程種類 \ 技能等級	經理/ 專業人員級		主任級		技術員級		保安護衛員級		總數	
	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助
認可計劃下的保安護衛員培訓課程	10	36	33	305	2	-	26	2 018	71	2 359
內部培訓質素控制計劃下的保安培訓課程	9	-	19	-	-	-	34	-	62	-
保安培訓導師訓練	7	24	21	24	-	-	-	-	28	48
保安系統相關課程	22	94	34	92	94	368	3	-	153	554
管理及督導	25	150	55	878	-	-	4	-	84	1 028
專業知識	31	40	33	102	10	-	30	140	104	282
專業保安知識									-	-
(i) 槍械及武器使用	1	3	2	1	-	-	5	40	8	44
(ii) 解款	1	2	2	-	-	-	5	4	8	6
(iii) 要員保護	2	-	4	-	-	-	3	-	9	-
(iv) 護衛犬管理員訓練	-	-	-	-	-	-	-	-	-	-
(v) 槍械訓練主任訓練	1	2	-	-	-	-	-	-	1	2
(vi) 中央警報監察站	1	-	1	-	2	-	2	-	6	-
(vii) 其他專業保安知識	3	20	4	55	3	61	2	-	12	136

課程種類 \ 技能等級	經理/ 專業人員級		主任級		技術員級		保安護衛員級		總數	
	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助	內部培訓	僱主資助
<i>語言</i>										
(i) 英語	26	87	29	166	23	23	11	12	89	288
(ii) 普通話	12	47	21	120	3	3	19	18	55	188
(iii) 其他	-	-	-	-	-	-	-	-	-	-
<i>其他技巧</i>										
(i) 防火	18	51	107	639	13	65	158	3 436	296	4 191
(ii) 急救	13	81	59	472	2	71	66	1 722	140	2 346
(iii) 健康與安全	24	100	65	609	14	202	98	3 767	201	4 678
(iv) 顧客服務	31	47	118	547	14	68	180	6 662	343	7 324
(v) 軟性技巧	9	42	28	245	1	-	72	3 308	110	3 595
(vi) 相關技能提升課程	11	15	10	21	2	3	27	786	50	825
(vii) 其他	-	23	21	19	12	15	1	33	34	90
總數：	257	864	666	4 295	195	879	746	21 946	1 864	27 984

表 P :

未來 12 個月僱主資助外間培訓名額 (按課程種類及技能等級劃分)

課程種類	技能等級	經理/ 專業人員級	主任級	技術員級	保安護衛員級	總數
認可計劃下的保安護衛員培訓課程		14	180	-	1 038	1 232
保安培訓導師訓練		38	24	-	-	62
保安系統相關課程		103	161	659	-	923
管理及督導		163	948	-	-	1 111
專業知識		68	139	250	100	557
專業保安知識						
(i) 槍械及武器使用		3	1	-	17	21
(ii) 解款		2	-	-	4	6
(iii) 要員保護		-	-	-	-	-
(iv) 護衛犬管理員訓練		-	-	-	-	-
(v) 槍械訓練主任訓練		2	-	-	-	2
(vi) 中央警報監察站		-	-	-	-	-
(vii) 其他專業保安知識		16	49	61	-	126

課程種類	技能等級	經理/ 專業人員級	主任級	技術員級	保安護衛員級	總數
<i>語言</i>						
(i) 英語		40	177	23	12	252
(ii) 普通話		35	147	23	77	282
(iii) 其他		-	-	-	-	-
<i>其他技巧</i>						
(i) 防火		47	570	58	3 154	3 829
(ii) 急救		50	357	71	1 403	1 881
(iii) 健康與安全		58	496	182	2 753	3 489
(iv) 顧客服務		37	446	311	6 134	6 928
(v) 軟性技巧		62	375	-	3 871	4 308
(vi) 相關技能提升課程		47	101	273	799	1 220
(vii) 其他		5	19	-	31	55
總數：		790	4 190	1 911	19 393	26 284

第三章

結論

調查結果

3.1 本會分析及討論調查結果後，認為所得數據大致能反映調查期間保安服務業的技術人力及訓練情況。2009年5月，本業共有102 970名技術／專業僱員，佔本港367萬就業人口的2.8%，一般護衛（general guarding）有1.0%的增長。本會認為，保安服務業技術僱員人數錄得穩定增長，主因是由過去兩年新建樓宇數目增加所帶動。此外，儘管金融海嘯爆發，但政府在基建的投資，亦刺激了保安人力的需求。

3.2 本會得悉在行內七個門類中，i)保安護衛服務、ii)持槍押運服務、iii)保安護衛服務及持槍押運服務、iv)保安護衛服務及保安系統分別有2.6%、4.6%、13.7%及0.7%增長，而v)保安護衛服務及保安系統安裝／保養／維修／設計／其他、vi)保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他，以及vii)業主立案法團則分別出現15.3%、0.2%和13.6%的減幅。本會認為如今大部分保安公司均將保安系統安裝及保養工作外判，導致人力需求下降。此外，業主立案法團則傾向將一般保安護衛服務外判，交由保安護衛服務公司負責，導致該界別的人力需求顯著上升。

經濟及業務前景

3.3 保安服務業人力穩定上升，惟調查所錄得空缺僅有1 635個，相比起2007年的2 794個，數目大幅下降，顯示僱主於調查進行時，即金融海嘯期間，對業務前景抱持審慎態度。公司或會暫停或延後招聘人手，待經濟復甦的跡象出現時方考慮重新進行招聘活動。

3.4 儘管政府增加基建投資，而新住宅建築亦大量落成，惟本港經濟仍受多個因素影響，如全球經濟復甦步伐，以及本地氣氛改善等。再者，美國與歐洲金融體系的「有毒資產」仍未徹底清除，或會引發第二次金融危機。各國政府安排的退出資產市場策略，若管理不善，會嚴重危害經濟復甦情況及速度。

3.5 此外，本地物業市場亦會顯著影響保安服務業的人力需求。然而本會亦清楚留意到本地物業市場顯然受內地資金支持。內地的經濟政策轉變亦會影響資金流入本地市場，物業市場價格，以及地產發

展商的投資意欲。考慮到上述各點，本會認為本業於 2010 年的業務前景為平穩發展。

3.6 新物業相繼落成，無疑將刺激對額外人力的需求，亦為培訓課程需求增加鋪路。本會認為近年保安服務業的工作性質多元發展，未來的重點將為一職多能和顧客服務培訓。根據觀察所得，採用先進科技，包括工作自動化將為業內大趨勢，或可抵銷隨新樓宇落成而來的部分人力需求。

3.7 未來數年，西九龍文化區等基建項目，以及香港迪士尼樂園擴建等工程將陸續上馬。預期有關基建項目有助刺激保安服務業增長。

保安服務業整體人力情況

3.8 調查期間，業內共有僱員 102 970 人，其中 96 196 人受僱於持牌保安公司，5 986 人受僱於業主立案法團，788 人受僱於增補樣本機構。各級人力情況、空缺數目及人力增長預測如下：

<u>技能等級</u>	<u>2007年5月 僱員數目</u>	<u>2009年5月 僱員數目</u> (a) (%)#	<u>2009年5月 空缺數目</u> (b)	<u>僱主對人力 增長的預測</u> (c)	<u>2010年5月 預測職位數目</u> (d)=(a)+(b)+(c)
經理／ 專業人員級	2 369	2 144 (-9.5)	6	0	2 150
主任級	12 332	10 223 (-17.1)	108	-1	10 330
保安 護衛員／ 技術員級	87 272	90 603 (3.8)	1 521	-426	91 698
總數	101 973	102 970 (1.0)#	1 635	-427	104 178

與 2007 年比較的人力增減百分率

3.9 各門類不同技能等級的人力分布見表 Q。各門類主要職務僱員人數及預測人數見附錄 7。

表 Q： 各門類不同技能等級的人力分布情況

門類	技能等級			總數 (%)*
	經理/ 專業人員	主任	保安 護衛員/ 技術員	
保安護衛服務	912	7 748	67 532	76 192 (74.0)
持槍押運服務	11	21	763	795 (0.8)
保安系統安裝／保養／ 維修／設計／其他	793	395	1 606	2 794 (2.7)
保安護衛服務及 持槍押運服務	22	39	751	812 (0.8)
保安護衛服務及 保安系統安裝／保養／ 維修／設計／其他	303	1 018	10 681	12 002 (11.7)
保安護衛服務、 持槍押運服務及 保安系統安裝／保養／ 維修／設計／其他	36	273	3 292	3 601 (3.5)
小計：	2 077	9 494	84 625	96 196 (93.4)#
業主立案法團	35	595	5356	5 986 (5.8)
增補樣本	32	134	622	788 (0.8)
總數 (%)*	2 144 (2.1)	10 223 (9.9)	90 603 (88.0)	102 970 (100)#

*佔僱員總數百分率

#因四捨五入關係，總和未必等於 100%

空缺數目

3.10 調查期間，本業共有 1 635 個職位空缺，佔本業僱員總數 1.6%，只佔 2007 年時 2.7% 空缺率的一半（見圖 7）。在 1 635 個空缺中，保安護衛員／技術員級空缺有 1 521 個，佔同級職位 1.7%；主任級有空缺 108 個，佔 1.0%；經理／專業人員級只有 6 個，佔 0.3%。按門類及技能等級劃分的空缺數目見表 R。

表 R: 按門類及技能等級劃分的空缺數目

門類	技能等級			總數 (%)*
	經理／ 專業人員	主任	保安 護衛員／ 技術員	
保安護衛服務	-	74	1 138	1 212 (74.1)
持槍押運服務	-	-	-	-
保安系統安裝／保養／ 維修／設計／其他	1	20	43	64 (3.9)
保安護衛服務及 持槍押運服務	3	-	179	182 (11.1)
保安護衛服務及 保安系統安裝／保養／ 維修／設計／其他	2	11	142	155 (9.5)
保安護衛服務、 持槍押運服務及 保安系統安裝／保養／ 維修／設計／其他	-	-	-	-
業主立案法團	-	-	-	-
增補樣本	-	3	19	22 (1.3)
總數 (%)*	6 (0.4)	108 (6.6)	1 521 (93.0)	1 635 (100)#
2007 年空缺數目 (%)*	14 (0.5)	322 (11.5)	2 458 (88.0)	2 794 (100)

*佔空缺總數百分率

#因四捨五入關係，總和未必等於 100

預測 2010 年 5 月時人力增長

3.11 僱主預測，2010 年 5 月時本業職位總數將有 104 178 個，儘管有 0.4% 的輕微減幅，但整體仍維持穩定發展。本會認同從僱主蒐集得來的意見，儘管觀察到物業市場蓬勃，惟自動化及全球經濟等因素或會減少人力需求。由於調查進行期間正值金融海嘯肆虐，故僱主對業務增長持審慎態度。公司或會暫停或延後招聘人手，待經濟復甦的跡象出現時方考慮重新進行招聘活動。

2010 至 2012 年人力預測

3.12 本會採用人力市場分析法（LMA），推算未來三年本業的人力情況。2010 至 2012 年各技能等級的人力推算情況見表 S、T 及 U，推算方法的詳細分析載於**附錄 16**。

**表 S： 2010 至 2012 年
經理／專業人員級的人力推算**

年份	實際僱員人數	推算 僱員總數	與前一年比較 人力增長
2009	2 150		
2010f		2 170	20 (0.9%)*
2011f		2 189	19 (0.9%)**
2012f		2 208	19 (0.9%)**

* 與 2009 年實際僱員人數相比的增／減幅

** 與之前一年（2010 及 2011 年）相比的推算人數增／減幅。

表 T: 2010 至 2012 年主任級的人力推算

年份	實際僱員人數	推算 僱員總數	與前一年比較 人力增長
2009	10 331		
2010f		10 426	95 (0.9%)*
2011f		10 519	93 (0.9%)**
2012f		10 611	92 (0.9%)**

* 與 2009 年實際僱員人數相比的增／減幅

** 與之前一年（2010 及 2011 年）相比的推算人數增／減幅。

表 U: 2010 至 2012 年
保安護衛員／技術員級的人力推算

年份	實際僱員人數	推算 僱員總數	與前一年比較 人力增長
2009	92 124		
2010f		92 972	848 (0.9%)*
2011f		93 797	825 (0.9%)**
2012f		94 621	824 (0.9%)**

* 與 2009 年實際僱員人數相比的增／減幅

** 與之前一年（2010 及 2011 年）相比的推算人數增／減幅。

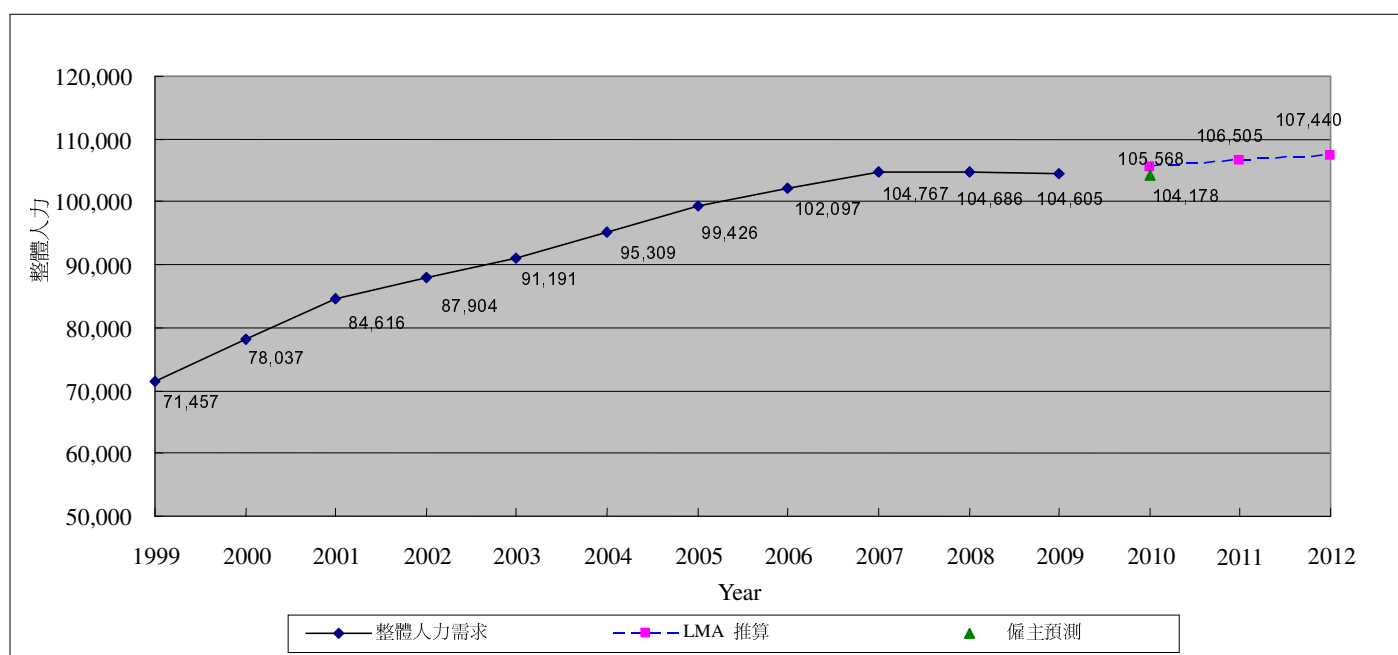
3.13 保安服務業的整體人力為三個技能等級推算人數的總和。

年份	實際僱員人數	僱主預測人數 (調查期間)	推算人數	與前一年比較 人力增長
2009	104 605			
2010f		104 178 (-0.4%)*	105 568	963 (0.9%)*
2011f			106 505	937 (0.9%)**
2012f			107 440	935 (0.9%)**

* 與 2009 年實際僱員人數相比的增／減幅

** 與之前一年（2010 及 2011 年）相比的推算人數增／減幅。

圖 18: 保安服務業 2010 至 2012 年
僱員實際人數及人力推算



晉升情況

3.14 調查顯示，業內共有 675 個職位（佔本業僱員人數 5.5%）透過內部晉升填補，其中 42 個擢升至經理／專業人員級，633 個擢升至主任級。本會觀察到由於經濟下滑，僱主對晉升僱員的取態較前消極。

過去 12 個月的僱員流動情況

3.15 過去數年，保安從業員的流動率一直高企。過去 12 個月，共有 21 434 名僱員離職（見表 I），其中以保安護衛員／技術員級流動率最高，有 20 358 人，佔職位總數 22.1%，另有 15 765 名具本業經驗人士入職。與 2007 年的調查一樣，許多回覆者填報高流動率的原因主要是薪酬不吸引，以及工作時間長（見表 J）。

流失率

3.16 過去 12 個月，共有 21 434 名保安服務從業員因轉行、移民、退休、自行創業或其他未明原因離職。扣除 16 475 名具業內經驗的入職人士後，2009 年淨流失率為 4 959 人，佔整體人力 4.7%。各技能級別的年度流失情況如下：

<u>技能等級</u>	<u>職位數目</u>	<u>離職人數</u>	<u>具保安服務業 相關經驗之 入職人數</u>	<u>流失率 (%)*</u>
經理／專業人員級	2 150	149	89	60 (2.8)*
主任級	10 331	927	621	306 (3.0)*
保安護衛員／技術員	92 124	20 358	15 765	4 593 (5.0)*
總數：	104 605	21 434	16 475	4 959 (4.7)**

* 佔同級僱員人數的百分率

** 佔業內職位總數的百分率

僱員宜有教育程度

3.17 本會發現，大部分僱主認為經理／專業人員級僱員宜有文憑／高級證書／證書或同等學歷（850 名，佔 39.6%）；主任級僱員宜有中五程度（3 923 名，佔 38.4%）；保安護衛員級僱員宜有中五以下程度（59 453 名，佔 65.6%）（見圖 10 至 12、表 K 及附錄 10）。

僱員宜有年資

3.18 大部分僱主認為經理／專業人員級僱員宜有 5 至 10 年經驗（1 390 名，佔 64.8%），主任級僱員宜有 2 年以上至 5 年經驗（6 693 名，佔 65.5%），保安護衛／技術員級僱員則宜有 1 至 2 年經驗（46 914 名僱員，佔 51.8%）（見圖 13 至 15、表 L 及附錄 11）。比較 2007 年，僱主要求經理／專業人員級僱員具備更多經驗（見圖 13）。

僱員宜有職業資格

3.19 調查顯示，大部分僱主認為經理／專業人員級僱員宜為主要保安協會會員；主任和保安護衛員級僱員宜持有技能測驗證書或曾接受保安培訓課程認可計劃提供的保安訓練；技術員則宜具備技術證書（見表 M 及附錄 12）。

提供訓練

3.20 類似 2007 年的調查，是次調查顯示，過去 12 個月僱主僅提供了 1 864 個內部培訓名額，以及資助 27 984 個培訓學額，顯示僱主傾向並把培訓員工的工作外判，預計僱主將於未來 12 個月資助 26 284 個外間培訓學額，下降 6%，當中 6 928 個（佔 26.4%）屬顧客服務技巧，4 308 個（佔 16.4%）屬軟性技巧培訓（見圖 17、表 O、P 及附錄 13 至 15）。

第四章

建議

2010 年額外訓練人數需求

4.1 本會根據所推算的人力增長及每年流失率，預計保安服務業於 2010 年額外所需人力如下：

<u>技能等級</u>	<u>每年 流失率</u>	<u>2010 年 5 月時 增長人數預測</u>	<u>2010 年 5 月時 額外所需人力</u>
經理／專業人員級	60	20	80
主任級	306	95	401
保安護衛員／ 技術員	4 593	848	5 441
總數：	4 959	963	5 922

4.2 本局預期未來 12 個月將額外有 5 922 人入行。由於他們的本行資歷尚淺，本會預計新入行者的訓練需求甚殷（特別是保安護衛員級別），並認為由職業訓練局負責執行的保安培訓課程認可計劃內的課程能滿足基本的培訓需求；此外本會於 2004 年引入質素保證制度，亦有助確保課程水準及質素。

持續專業發展（CPD）計劃

4.3 保安培訓課程認可計劃質素保證系統（QASRS）於 2004 年推出，本會認為現有的 102 970 名在職僱員，包括業主立案法團的僱員，應接受高級程度的訓練。CPD 計劃旨在加強從業員的專業技能，協助他們掌握最新的業界知識，裝備他們提供優質服務。

保安培訓課程認可計劃質素保證系統(QASRS)

4.4 本會將繼續透過開辦課程的高峰進修學院，監察 QASRS 的運作，並於有需要時加以檢討。

培訓課程

4.5 參照第二章 2.19 段，下列是僱主將於未來 12 個月資助，而又最受歡迎的培訓類別：

- 顧客服務
- 軟性技巧
- 防火
- 健康及安全
- 急救
- 認可計劃下的保安護衛員培訓課程

4.6 值得注意的是，僱主認為「顧客服務」是未來 12 個月最熱門的培訓類別。本會認為有關選擇顯示市場需求顧客為本的保安服務，建議保安業從業員應具備「以客為本」的工作態度，提供專業與增值服務；而調查結果中反映出業界的培訓需要，故亦建議教育機構提供更多相關培訓課程以作配合。

資歷架構

4.7 本會認同未來有需要發展資歷架構，確保劃一各級保安服務業從業員的能力標準。

技能測試

4.8 本會將繼續為保安護衛員舉辦技能測試，並為本業其他範疇的從業員制定技能測試。

未來人力調查

4.9 本會建議日後每兩年進行一次人力調查，評估業內人力供求情況。

Security Services Training Board
Membership List
(1 January 2009 to 31 December 2009)
保安服務業訓練委員會
委員名單
(2009年1月1日至2009年12月31日)

Chairman**主席**

Mr CHAM Ka-hung, Daniel, MH, JP (nominated by the Security and Guarding Services Industry Authority)
 湛家雄先生, MH, JP (保安及護衛業管理委員會提名)

Members**委員**

Mr CHAN Yin-tim, Michael (nominated by the Hong Kong Security Association)
 陳賢添先生 (香港保安業協會提名)

Mr CHEUNG Hay-shing, Joseph (nominated by the Hong Kong Security Association)
 張喜成先生 (香港保安業協會提名)

Mr Lloyd HARDY (nominated by the American Society for Industrial Security International - Hong Kong Chapter)
 (from 1 January 2009 to 12 August 2009) Security International - Hong Kong Chapter
 夏德禮先生 (美國產業安全學會-香港分會提名)
 (由2009年1月1日至2009年8月12日)

Mr LEE Yu-yim, Bruce (nominated by the International Professional Security Association (Hong Kong) Ltd.)
 (from 1 January 2009 to 26 August 2009) Security Association (Hong Kong) Ltd.)
 李裕炎先生 (國際專業保安協會(香港)有限公司提名)
 (由2009年1月1日至2009年8月26日)

Mr Danny HO (nominated by the International Professional Security Association (Hong Kong) Ltd.)
 (from 27 August 2009 onwards) Security Association (Hong Kong) Ltd.)
 何偉賢先生 (國際專業保安協會(香港)有限公司提名)
 (由2009年8月27日起)

Mr HO Dick-sang, Eddie (nominated by the Asian Professional Security Association - Hong Kong Chapter)
 何迪生先生 Association - Hong Kong Chapter
 (亞洲專業保安協會香港分會提名)

Dr KWONG Tsz-man (nominated by a UGC tertiary institution)
 鄺子文博士 (某間大學教育資助委員會院校提名)

Mr LEUNG Chun-yuen, Kendrew (nominated by the Hong Kong Association of Property Management Companies Ltd.)
 梁進源先生 Property Management Companies Ltd.)
 (香港物業管理公司協會有限公司提名)

Mr Douglas RENWICK (ad personam)
 榮德傑先生 (獨立人士)

- Mr SUN Kin-sang, Kingston
辛建生先生
(nominated by a UGC tertiary institution)
(某間大學教育資助委員會院校提名)
- Mr TANG Kwok-hoi
鄧國海先生
(nominated by the Hong Kong Security Association)
(香港保安業協會提名)
- Mr WONG Wai-hung, Michael
黃偉雄先生
(ad personam)
(獨立人士)
- Mr WONG Wing-lok, Allan
王榮樂先生
(nominated by the Hong Kong Association of
Property Management Companies Ltd.)
(香港物業管理公司協會有限公司提名)
- Dr YUNG Pui-yip, Paul
翁培業博士
(ad personam)
(獨立人士)
- Mr WONG Tat-keung, Stanley
(from 1 January 2009 to 13 September
2009)
黃達強先生
(由 2009 年 1 月 1 日至 2009 年 9 月 13 日)
(representing the Commissioner of Police)
(香港警務處處長代表)
- Mr LAU Kar-ming, Roger
(from 14 September 2009 onwards)
劉家銘先生
(由 2009 年 9 月 14 日起)
(representing the Commissioner of Police)
(香港警務處處長代表)
- Mrs LEUNG LUK Mei-yin, Catherine
梁陸美賢女士
(representing the Director of Housing)
(房屋署署長代表)
- Ms LO Suet-ching, Sharon
盧雪貞女士
(representing the Commissioner for Labour)
(勞工處處長代表)
- Mr LEUNG Yam-shing
梁任城先生
(representing the Executive Director of the
Vocational Training Council)
(職業訓練局執行幹事代表)

Advisor
顧問

- Mr LEE Yu-yim, Bruce
(from 27 August 2009 onwards)
李裕炎先生
(由 2009 年 8 月 27 日起)

In Attendance

列席者

Mr Ted DEVEREUX

戴富華先生

(G4S Holdings (Hong Kong) Ltd.)

Dr LAU Wing-nin, Joe

劉永年博士

(The Hong Kong Institute of Vocational Education
(Morrison Hill))

(香港專業教育學院(摩理臣山分校))

Mr LI Yat-Chuen

李日全先生

(The Institute of Professional Education And
Knowledge)

(高峰進修學院)

Ms TSANG Hin-tak, Katherine

(from 1 January 2009 to 12 July 2009)

曾憲德女士

(由 2009 年 1 月 1 日至 2009 年 7 月 12 日)

(Security and Guarding Services Industry Authority)

(保安及護衛管理委員會)

Ms TSANG Nga-yi, Olivia

(from 13 July 2009 onwards)

曾雅儀女士

(由 2009 年 7 月 13 日起)

(Security and Guarding Services Industry Authority)

(保安及護衛管理委員會)

Secretary

秘書

Mr Kevin Choi

蔡紹勇先生

(Vocational Training Council)

(職業訓練局)

**Security Services Training Board
Terms of Reference**

保安服務業訓練委員會職權範圍

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.
確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
評估及研究本業的人力供求是否平衡。
3. To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.
就發展業內專業教育及訓練設施應付人力需求，向職業訓練局提供意見。
4. 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.
就相關學科的課程發展方向及策略，向香港專業教育學院(IVE)、訓練及發展中心提出建議。
5. To advise on the course planning, curriculum development and quality assurance systems of the IVE and training & development centres.
就 IVE、訓練及發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.
建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 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.
對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。

9. 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.
就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of vocational education and training in the industry.
就本業專業教育及訓練的發展與推廣事宜，與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡。
11. To organize seminars/conferences/symposia on vocational education and training for the industry.
為本業舉辦有關專業教育及訓練的研討會與會議。
12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of the VTC.
就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 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.
每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.
根據《職業訓練局條例》第7條，負責局方所委派的其他工作。

Security Services Training Board
Working Party on Manpower Survey
Membership List
(1 January 2009 to 31 December 2009)
保安服務業訓練委員會
2009 年人力調查工作小組成員名單
(2009 年 1 月 1 日至 2009 年 12 月 31 日)

Convenor

召集人

Mr LEE Yu-yim, Bruce (nominated by the International Professional Security Association (Hong Kong) Ltd.)
(from 1 January 2009 to 26 August 2009) (國際專業保安協會(香港)有限公司提名)
李裕炎先生
(由 2009 年 1 月 1 日至 2009 年 8 月 26 日)

Mr CHAM Ka-hung, Daniel, MH, JP (nominated by the Security and Guarding Services Industry Authority)
(from 27 August 2009 to 31 December 2009) (保安及護衛業管理委員會提名)
湛家雄先生, MH, JP
(由 2009 年 8 月 27 日至 2009 年 12 月 31 日)

Members

委員

Mr CHEUNG Hay-shing, Joseph (nominated by the Hong Kong Security Association)
張喜成先生 (香港保安業協會提名)

Mr HO Dick-sang, Eddie (nominated by the Asian Professional Security Association - Hong Kong Chapter)
何迪生先生 (亞洲專業保安協會香港分會提名)

Dr KWONG Tsz-man (nominated by a UGC tertiary institution)
鄭子文博士 (某間大學教育資助委員會院校提名)

Dr LAU Wing-nin, Joe (The Hong Kong Institute of Vocational Education (Morrison Hill))
劉永年博士 (香港專業教育學院(摩理臣山分校))

Mrs LEUNG LUK Mei-yin, Catherine
梁陸美賢女士

(representing the Director of Housing)
(房屋署署長代表)

Ir MAK Chi-keung, Bosco
麥志強先生

(Vocational Training Council)
(職業訓練局)

Secretary

秘書

Mr Kevin CHOI
蔡紹勇先生

(Vocational Training Council)
(職業訓練局)

**Security Services Training Board
Working Party on Manpower Survey
Terms of Reference**

**保安服務業訓練委員會
2009 年人力調查工作小組職權範圍**

1. To report to the Security Services Training Board (SSTB).
向保安服務業訓練委員會負責。
2. To conduct manpower survey of the industry.
進行本業人力調查。
3. To determine the manpower demand of the industry, including the collection and analyses of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
確定本業的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
4. To assess and review whether the manpower supply for the industry matches with the manpower demand.
評估及檢討本業的人力供求是否平衡。
5. To advise the SSTB on manpower and training measures.
就人力及培訓措施向委員會提供建議。

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科

16F VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 香港灣仔活道27號職業訓練局大樓16樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



11 May 2009

Dear Sir/Madam,

The 2009 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 (HKSAR) 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 sixth manpower survey of the industry from 18th May to 17th Jun 2009 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 Apr 2010,
- (d) the required 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) Questionnaire;
- (b) an explanatory note on the questionnaire; and
- (c) 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 2116 8301.

Yours faithfully,



(CHAM Ka-hung, Daniel, MH, JP)
Chairman
Security Services Training Board

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科

16F VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 香港灣仔活道27號職業訓練局大樓16樓

www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



各位僱主：

保安服務業二〇〇九年人力調查

職業訓練局保安服務業訓練委員會由香港特別行政區政府委任，負責一切有關業內人力策劃及訓練事宜。

在政府統計處協助下，本訓練委員會將於二〇〇九年五月十八日至六月十七日期間，進行保安服務業第六次人力調查，蒐集本業各主要職務的資料，包括：

- (a) 僱員人數；
- (b) 現有空缺額；
- (c) 預計二〇一〇年四月時的僱員總數；
- (d) 僱員應有的教育及訓練；
- (e) 僱員宜有的經驗；
- (f) 僱員宜有的職業資格；
- (g) 過去十二個月的僱員流失人數。

…… 現附上以下文件，供貴機構參閱填寫：

- (a) 調查表；
- (b) 調查表附註；
- (c) 附件內的保安服務業主要職務工作說明。

調查期間，政府統計處職員會到訪貴機構，收取調查表作資料處理，並於需要時協助填寫。

調查所得資料絕對保密，只以人力調查報告發表，並不提及個別機構。

是次調查，懇請貴機構惠予合作，使本訓練委員會能為保安服務業定出人力訓練計劃。如對調查有任何查詢，請致電 2116 8301 與政府統計處人力統計組聯絡。



保安服務業訓練委員會主席
湛家雄

二〇〇九年五月十一日

THE 2009 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY
保安服務業二〇〇九年人力調查

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) No. of Vacancies at Date of Survey 調查期間 空缺額	(E) Forecast of No. Employed 12 Months from Now 預測十二個 月後僱員人數	(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)
Title 職稱	Rec. Type	No. 編號							(i)
		8 - 10	11 - 12	13 - 16	17 - 19	20 - 23	24	25	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。 <u>Code</u> <u>Monthly Income Range</u> <u>編號</u> 每月總收入幅度 1 Below \$6,000以下 2 \$6,001 - \$8,000 3 \$8,001 - \$10,000 4 \$10,001 - \$20,000 5 \$20,001 - \$30,000 6 \$30,001 - \$40,000 7 \$40,001 - \$60,000 8 \$60,001 - \$80,000 9 \$80,001 - \$100,000 10 Above \$100,000以上
1.	2								
2.	2								
3.	2								
4.	2								
5.	2								
6.	2								
7.	2								
8.	2								
9.	2								
10.	2								
11.	2								(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： <u>Code</u> <u>Education</u> <u>編號</u> 教育 1 University Degree or above 大學學位或以上 2 Higher Diploma/Associate Degree or equivalent 高級文憑／副學士或 同等學歷 3 Diploma/Higher Certificate/ Certificate or equivalent 文憑／高級證書／證書 或同等學歷 4 Matriculation 預科 5 Secondary 5 or equivalent 中五或同等學歷 6 Below Secondary 5 中五以下
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								(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： <u>Code</u> <u>Period</u> <u>編號</u> 年數 1 less than 1 year 少於1年 2 1 - 2 years 1至2年 3 over 2 years - 5 years 多於2年至5年 4 over 5 years - 10 years 多於5年至10年 5 over 10 years 多於10年
26.	2								
27.	2								
28.	2								
29.	2								
30.	2								
31.	2								
32.	2								
33.	2								
34.	2								

THE 2009 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY

保安服務業二〇〇九年人力調查

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>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation. Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<p>(a) Qualified member of major security institutions/associations 主要保安協會合資格會員 e.g. Certified Protection Professional (CPP) of ASIS International, Member of International Institute of Security (MII Sec.), International Professional Security Association (IPSA), Asian Professional Security Association (APSA), etc. 例如: ASIS International 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。</p>	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<p>(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/Skills for Security/Hong Kong Security Association, 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. Other Recognized Security Training Course (e.g. Foundation Certificate for Trainers in Security Services organized by SPACE of HKU) 例如: 英國保安業訓練組織/Skills for Security/香港保安業協會 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。 其他認可保安培訓員課程(例如香港大學專業進修學院舉辦之保安業導師培訓基礎證書)</p>	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(c) Certificate of Trade Tests for Security Guards issued by Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 頒發之保安護衛員技能測驗證書	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22
(d) Certificate of 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	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26	<input type="checkbox"/> 27
(e) A pass under the Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30	<input type="checkbox"/> 31	<input type="checkbox"/> 32
(f) Technical Certificate 技術證書	<input type="checkbox"/> 33	<input type="checkbox"/> 34	<input type="checkbox"/> 35	<input type="checkbox"/> 36	<input type="checkbox"/> 37
(g) Certificate of Skills Upgrading Scheme 技能提升課程證書	<input type="checkbox"/> 38	<input type="checkbox"/> 39	<input type="checkbox"/> 40	<input type="checkbox"/> 41	<input type="checkbox"/> 42
(h) Others (please specify) 其他 (請列明)	<input type="checkbox"/> 43	<input type="checkbox"/> 44	<input type="checkbox"/> 45	<input type="checkbox"/> 46	<input type="checkbox"/> 47

Training

訓練

2. Did your company provide in-house training to your security employees in the past 12 months (1.5.2008-30.4.2009)?
在過去十二個月內 (1.5.2008-30.4.2009)，貴機構有沒有提供內部培訓給保安僱員？

- 48 Yes (Please go to Q.3)
有 (請答第3題)
- 49 No (Please go to Q.4)
沒有 (請答第4題)
- 50 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)

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3. Types of in-house training provided to the different levels of employees in the past 12 months (1.5.2008 - 30.4.2009)?
 在過去十二個月內（1.5.2008 - 30.4.2009），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>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<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	<input type="checkbox"/> 58	<input type="checkbox"/> 59	<input type="checkbox"/> 60	<input type="checkbox"/> 61	<input type="checkbox"/> 62
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 63	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67
(c) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72
(d) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75	<input type="checkbox"/> 76	<input type="checkbox"/> 77
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、人群控制、活動管理)	<input type="checkbox"/> 78	<input type="checkbox"/> 79	<input type="checkbox"/> 80	<input type="checkbox"/> 81	<input type="checkbox"/> 82
(f) Management and Supervision 管理及督導	<input type="checkbox"/> 83	<input type="checkbox"/> 84	<input type="checkbox"/> 85	<input type="checkbox"/> 86	<input type="checkbox"/> 87
(g) 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"/> 88	<input type="checkbox"/> 89	<input type="checkbox"/> 90	<input type="checkbox"/> 91	<input type="checkbox"/> 92
(ii) Cash-in-transit 解款	<input type="checkbox"/> 93	<input type="checkbox"/> 94	<input type="checkbox"/> 95	<input type="checkbox"/> 96	<input type="checkbox"/> 97
(iii) VIP protection 要員保護	<input type="checkbox"/> 98	<input type="checkbox"/> 99	<input type="checkbox"/> 100	<input type="checkbox"/> 101	<input type="checkbox"/> 102
(iv) Guard dog handler training 護衛犬管理員訓練	<input type="checkbox"/> 103	<input type="checkbox"/> 104	<input type="checkbox"/> 105	<input type="checkbox"/> 106	<input type="checkbox"/> 107
(v) Arms instructor training 槍械教官訓練	<input type="checkbox"/> 108	<input type="checkbox"/> 109	<input type="checkbox"/> 110	<input type="checkbox"/> 111	<input type="checkbox"/> 112
(vi) Central alarm monitoring station 中央警報監察站	<input type="checkbox"/> 113	<input type="checkbox"/> 114	<input type="checkbox"/> 115	<input type="checkbox"/> 116	<input type="checkbox"/> 117
(vii) 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"/> 118	<input type="checkbox"/> 119	<input type="checkbox"/> 120	<input type="checkbox"/> 121	<input type="checkbox"/> 122

Security Device
Installation,

Security System Maintenance and/or
Design Technician Repairing Technician
保安系統 保安裝置安裝、保養
設計技術員 及/或修理技術員

Manager
經理

Supervisor
主任

Guard
保安
護衛員

(h) Language

語言

- | | | | | | | |
|-------|-------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| (i) | English language
英文 | <input type="checkbox"/>
123 | <input type="checkbox"/>
124 | <input type="checkbox"/>
125 | <input type="checkbox"/>
126 | <input type="checkbox"/>
127 |
| (ii) | Putonghua
普通話 | <input type="checkbox"/>
128 | <input type="checkbox"/>
129 | <input type="checkbox"/>
130 | <input type="checkbox"/>
131 | <input type="checkbox"/>
132 |
| (iii) | Others (Please specify)
其他 (請註明) | <input type="checkbox"/>
133 | <input type="checkbox"/>
134 | <input type="checkbox"/>
135 | <input type="checkbox"/>
136 | <input type="checkbox"/>
137 |
-

(i) Other Skills

其他技巧

- | | | | | | | |
|-------|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| (i) | Fire prevention
防火 | <input type="checkbox"/>
138 | <input type="checkbox"/>
139 | <input type="checkbox"/>
140 | <input type="checkbox"/>
141 | <input type="checkbox"/>
142 |
| (ii) | First Aid
急救 | <input type="checkbox"/>
143 | <input type="checkbox"/>
144 | <input type="checkbox"/>
145 | <input type="checkbox"/>
146 | <input type="checkbox"/>
147 |
| (iii) | Health and Safety
健康及安全 | <input type="checkbox"/>
148 | <input type="checkbox"/>
149 | <input type="checkbox"/>
150 | <input type="checkbox"/>
151 | <input type="checkbox"/>
152 |
| (iv) | Customer Service
顧客服務 | <input type="checkbox"/>
153 | <input type="checkbox"/>
154 | <input type="checkbox"/>
155 | <input type="checkbox"/>
156 | <input type="checkbox"/>
157 |
| (v) | Soft Skills
e.g. Communication Skills,
etc.
軟性技巧 例如：溝通技巧等 | <input type="checkbox"/>
158 | <input type="checkbox"/>
159 | <input type="checkbox"/>
160 | <input type="checkbox"/>
161 | <input type="checkbox"/>
162 |
| (vi) | Related Skills Upgrading
Scheme Courses
相關技能提升計劃課程 | <input type="checkbox"/>
163 | <input type="checkbox"/>
164 | <input type="checkbox"/>
165 | <input type="checkbox"/>
166 | <input type="checkbox"/>
167 |
| (vii) | Others (please specify)
其他 (請註明) | <input type="checkbox"/>
168 | <input type="checkbox"/>
169 | <input type="checkbox"/>
170 | <input type="checkbox"/>
171 | <input type="checkbox"/>
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4. How many employees have you sponsored to attend the following courses in the past 12 months (1.5.2008 - 30.4.2009)?
 在過去十二個月內（1.5.2008 - 30.4.2009），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>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<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	179	182	185	188	191
(b) Security Trainer Training 保安培訓導師的訓練	195	198	201	204	207
(c) Training Courses related to Security Systems 保安系統的有關課程	211	214	217	220	223
(d) Management and Supervision 管理及督導	227	230	233	236	239
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、 人群控制、活動管理)	243	246	249	252	255
(f) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	259	262	265	268	271
(ii) Cash-in-transit 解款	275	278	281	284	287
(iii) VIP protection 要員保護	291	294	297	300	303
(iv) Guard dog handler training 護衛犬管理員訓練	307	310	313	316	319
(v) Arms instructor training 槍械教官訓練	323	326	329	332	335
(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	339	342	345	348	351

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(g) Language 語言					
(i) English language 英文	355	358	361	364	367
(ii) Putonghua 普通話	371	374	377	380	383
(iii) Others (Please specify) 其他 (請註明)	387	390	393	396	399

(h) Other Skills 其他技巧					
(i) Fire prevention 防火	403	406	409	412	415
(ii) First Aid 急救	419	422	425	428	431
(iii) Health and Safety 健康及安全	435	438	441	444	447
(iv) Customer Service 顧客服務	451	454	457	460	463
(v) Soft Skills e.g. Communication Skills 軟性技巧 例如：溝通技巧	467	470	473	476	479
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	483	486	489	492	495
(vii) Others (please specify) 其他 (請註明)	499	502	505	508	511

5. How many of your employees will you sponsor to attend the following courses in the next 12 months (1.5.2009 - 30.4.2010)?
 在未來十二個月內（1.5.2009 - 30.4.2010），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>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<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	516 <input type="text"/>	519 <input type="text"/>	522 <input type="text"/>	525 <input type="text"/>	528 <input type="text"/>
(b) Security Trainer Training 保安培訓導師的訓練	532 <input type="text"/>	535 <input type="text"/>	538 <input type="text"/>	541 <input type="text"/>	544 <input type="text"/>
(c) Training Courses related to Security Systems 保安系統的有關課程	548 <input type="text"/>	551 <input type="text"/>	554 <input type="text"/>	557 <input type="text"/>	560 <input type="text"/>
(d) Management and Supervision 管理及督導	564 <input type="text"/>	567 <input type="text"/>	570 <input type="text"/>	573 <input type="text"/>	576 <input type="text"/>
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如: 防止罪案、 人群控制、活動管理)	580 <input type="text"/>	583 <input type="text"/>	586 <input type="text"/>	589 <input type="text"/>	592 <input type="text"/>
(f) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	596 <input type="text"/>	599 <input type="text"/>	602 <input type="text"/>	605 <input type="text"/>	608 <input type="text"/>
(ii) Cash-in-transit 解款	612 <input type="text"/>	615 <input type="text"/>	618 <input type="text"/>	621 <input type="text"/>	624 <input type="text"/>
(iii) VIP protection 要員保護	628 <input type="text"/>	631 <input type="text"/>	634 <input type="text"/>	637 <input type="text"/>	640 <input type="text"/>
(iv) Guard dog handler training 護衛犬管理員訓練	644 <input type="text"/>	647 <input type="text"/>	650 <input type="text"/>	653 <input type="text"/>	656 <input type="text"/>
(v) Arms instructor training 槍械教官訓練	660 <input type="text"/>	663 <input type="text"/>	666 <input type="text"/>	669 <input type="text"/>	672 <input type="text"/>
(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	676 <input type="text"/>	679 <input type="text"/>	682 <input type="text"/>	685 <input type="text"/>	688 <input type="text"/>

(g) Language 語言		Security Device				
		<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(i)	English language 英文	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 692	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 695	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 698	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 701	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 704
(ii)	Putonghua 普通話	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 708	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 711	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 714	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 717	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 720
(iii)	Others (Please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 724	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 727	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 730	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 733	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 736

(h) Other Skills
其他技巧

(i)	Fire prevention 防火	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 740	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 743	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 746	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 749	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 752
(ii)	First Aid 急救	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 756	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 759	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 762	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 765	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 768
(iii)	Health and Safety 健康及安全	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 772	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 775	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 778	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 781	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 784
(iv)	Customer Service 顧客服務	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 788	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 791	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 794	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 797	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 800
(v)	Soft Skills e.g. Communication Skills/ Complaint Handling 軟性技巧 例如：溝通技巧/投訴處理	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 804	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 807	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 810	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 813	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 816
(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"/> <input type="text"/> 820	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 823	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 826	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 829	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 832
(vii)	Others (please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 836	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 839	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 842	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 845	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 848

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Internal Promotion

內部晉升

6. Please state the number of internal promotion in the past 12 months (1.5.2008 - 30.4.2009).
請列出貴機構在過去十二個月（1.5.2008 - 30.4.2009）由內部晉升的僱員人數。

No. of Internal Promotion

由內部晉升人數

- (a) From Supervisory to Managerial/Professional Level
由主任晉升為經理／專業人員級

853			

- (b) From Guard/Technician to Supervisory Level
由護衛員／技術員晉升為主任級

856			

Employees Left

離職人數

7. No. of Employees left in the past 12 months (1.5.2008 - 30.4.2009)
過去12個月內（1.5.2008 - 30.4.2009）離職的僱員人數。

Security Device

Installation.

<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員																																										
<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">859</td></tr></table>					859				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">862</td></tr></table>					862				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">865</td></tr></table>					865				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">868</td></tr></table>					868				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="5">871</td></tr></table>						871				
859																																														
862																																														
865																																														
868																																														
871																																														

Recruitment

招聘

8. Please state the number of recruits of your company in the past 12 months (1.5.2008 - 30.4.2009)
請列出貴機構在過去十二個月內（1.5.2008 - 30.4.2009）招聘的僱員。

Security Device

Installation.

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員																																										
(a) Total number of recruits 總招聘人數	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">875</td></tr></table>					875				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">878</td></tr></table>					878				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">881</td></tr></table>					881				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">884</td></tr></table>					884				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="5">887</td></tr></table>						887				
875																																															
878																																															
881																																															
884																																															
887																																															
(b) Number of recruits who have performed security services related duties in their last jobs from item 8(a) above 上列(a)項中，在剛離職的工作崗位 上曾執行保安服務業相關職務的人數	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">891</td></tr></table>					891				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">894</td></tr></table>					894				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">897</td></tr></table>					897				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="4">900</td></tr></table>					900				<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td colspan="5">903</td></tr></table>						903				
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9. Did your company encounter any difficulties in recruitment of security personnel at various job levels in the past 12 months (1.5.2008 - 30.4.2009)?

貴機構在過去12個月內（1.5.2008 - 30.4.2009）在招聘保安從業員方面有沒有困難？

 911

Yes (Please go to Q.10)
有（請答第10題）

 912

No (End of Questionnaire)
沒有（問卷完）

 913

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>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation.</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) General labour shortage 普遍勞工短缺	<input type="checkbox"/> 914	<input type="checkbox"/> 915	<input type="checkbox"/> 916	<input type="checkbox"/> 917	<input type="checkbox"/> 918
(b) Long working hour 工作時間長	<input type="checkbox"/> 919	<input type="checkbox"/> 920	<input type="checkbox"/> 921	<input type="checkbox"/> 922	<input type="checkbox"/> 923
(c) Dangerous working environment 工作環境危險	<input type="checkbox"/> 924	<input type="checkbox"/> 925	<input type="checkbox"/> 926	<input type="checkbox"/> 927	<input type="checkbox"/> 928
(d) Unattractive salary 薪金不吸引	<input type="checkbox"/> 929	<input type="checkbox"/> 930	<input type="checkbox"/> 931	<input type="checkbox"/> 932	<input type="checkbox"/> 933
(e) Low status 地位低微	<input type="checkbox"/> 934	<input type="checkbox"/> 935	<input type="checkbox"/> 936	<input type="checkbox"/> 937	<input type="checkbox"/> 938
(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"/> 939	<input type="checkbox"/> 940	<input type="checkbox"/> 941	<input type="checkbox"/> 942	<input type="checkbox"/> 943
(g) Others (please specify) 其他（請說明）	<input type="checkbox"/> 944	<input type="checkbox"/> 945	<input type="checkbox"/> 946	<input type="checkbox"/> 947	<input type="checkbox"/> 948

End of Questionnaire

問卷完

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The 2009 Manpower Survey of the Security Services Industry
保安服務業二〇〇九年人力調查

Explanatory Notes
附註

1. The targets of this manpower survey are the employees of your companies holding valid Security Personnel Permit.
本人力調查之對象為 貴公司持有有效保安人員許可證之僱員。

2. Please complete all columns ('A' to 'G') of the Part I questionnaire which are applicable to your business sector and insert a zero (0) in any column which is not.
請填寫調查表內第一部份 (A) 至 (G) 欄。如不適用，請填 (0) 符號。

3. 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(請參閱附件)
 - (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。

4. 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 。)

5. 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。

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

(D) 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 'E' - Forecast of Number Employed 12 Months from Now

(E) 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 more/less than that in column 'C' if an expansion/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擴展／收縮，此欄所填的數字應多於／少於 (C) 欄。

8. 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 required 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教育程度填入 (F) 欄內。

(請參閱調查表(H)(ii)欄的類別編號。)

9. 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 Management Staff 高級管理人員	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 and security information service support etc. 參與和保安服務有關之管理工作，如銷售及保安資訊支援服務等。

Code No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL 主任級		
201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／ 運作主任／ 保安中心主任／ 技術監督	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. Supervise and coordinate the works of technicians. 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。監督及協調技術員工作。
202	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。
203	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。
204	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 LEVEL (Con't) 主任級 (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 and 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、銷售及保安資訊支援服務等。
SECURITY GUARD/TECHNICIAN LEVEL 保安護衛員／技術員級		
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 guarding work and the performance of which requires carrying of arms and ammunitions; and in possession of valid arms license issued by the Hong Kong Police Force. 須攜帶槍械彈藥執行護衛工作，並持有由香 港警務處發出之有效槍械牌照。
303	Security System Design Technician 保安系統設計技術員	Under the supervision of an engineer, assists in the design of security systems and related requirement in buildings and premises. 在工程師督導下，設計樓宇內的保安系統及 有關設備。
304	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養 及/或修理技術員	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、維修及保養樓宇內 的保安系統及有關設備。
305	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證 的保安相關服務業人士	Performs duties relating to security services functions such as supportive duties and customer services. 執行與保安服務相關之工作如支援職務及顧 客服務。

Analysis of Result of Enumeration

調查反應分析

Results 結果	Branch 門類	Security Guarding Services 保安 護衛服務	Armoured Transportation Services 持槍 押運服務	Security Systems Installation/ Maintenance/ Repair/Design/ Others 保安系統安裝/ 保養/維修/ 設計/其他	Security Guarding/ Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/ Design/Others 保安護衛服務及 保安系統安裝/ 保養/維修/設計/其他	Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/ Design/Others 保安護衛服務、 持槍押運服務及 保安系統安裝/保養/維修/ 設計/其他	Owners Corporations 業主 立法法團	Supplementary Samples 增補樣本	Total 總數
Duplication 複本	-	-	1	-	-	-	-	-	1	
Moved, address cannot be located/untraceable 搬遷，地址未明	1	-	-	-	-	-	-	-	1	
Non-contact 無法取得聯絡	13	-	7	-	3	-	1	-	24	
Not engaged in specific trade 行業不詳	-	-	-	-	-	-	66	-	66	
No technical manpower 並無技術僱員	4	-	10	1	-	-	131	-	146	
Not yet start operation 尚未開業	-	-	-	-	-	-	-	-	-	
Partially responded 部分作答	11	1	1	-	2	-	-	1	16	
Refusal 拒絕作答	9	-	3	2	1	-	-	1	16	
Registered office/ Corresponding address 登記辦事處/郵寄地址	-	1	1	-	1	-	-	-	3	
Responded 填覆數目	79	2	53	3	38	3	48	10	236	
Temporary ceased operations 暫停營業	1	-	2	-	-	-	1	-	4	
Total 總數	118	4	78	6	45	3	247	12	513	

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Security Guarding Services

門類：保安護衛服務

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Senior Management Staff 高級管理人員	185	-	185	185	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	681	-	681	681	-
Security Training Manager 保安培訓經理	15	-	15	15	-
Other Security Services Related Manager 其他相關保安服務業經理	31	-	31	31	-
Sub-total: 小計	912	-	912	912	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	7 543	72	7 615	7 615	-
Security Training Officer 保安培訓主任	60	2	62	62	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	145	-	145	145	-
Sub-total: 小計	7 748	74	7 822	7 822	-
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員/技術員級					
Security Guard 保安護衛員	67 323	1 138	68 461	68 315	146
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	209	-	209	209	-
Sub-total: 小計	67 532	1 138	68 670	68 524	146
Total: 總數 (%)*	76 192	1 212	77 404	77 258	146 (0.2%)

* As percentage of the total number of posts in the same branch
佔所屬門類職位總數的百分率

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch: Armoured Transportation Services
門類：持槍押運服務

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級					
Senior Management Staff 高級管理人員	5	-	5	5	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	5	-	5	5	-
Security Training Manager 保安培訓經理	1	-	1	1	-
Sub-total: 小計	11	-	11	11	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	20	-	20	20	-
Security Training Officer 保安培訓主任	1	-	1	1	-
Sub-total: 小計	21	-	21	21	-
<u>SECURITY GUARD//TECHNICIAN LEVEL</u>					
保安護衛員／技術員級					
Security Guard 保安護衛員	2	-	2	2	-
Armed Guard 武裝護衛員	699	-	699	699	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	9	-	9	9	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	53	-	53	53	-
Sub-total: 小計	763	-	763	763	-
Total: 總數	795	-	795	795	-

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Security Systems Installation/Maintenance/Repair/Design/Others
門類 : 保安系統安裝/保養/維修/設計/其他

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理/專業人員級					
Senior Management Staff 高級管理人員	106	-	106	106	-
Security Manager/Operations Manager/Security Centre Controller 保安經理/營運經理/保安中心主管	23	-	23	23	-
Security Consultant 保安顧問	30	-	30	30	-
Security System Project Manager 保安系統項目經理	198	-	198	198	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	426	1	427	427	-
Other Security Services Related Manager 其他相關保安服務業經理	10	-	10	10	-
Sub-total: 小計	793	1	794	794	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	170	-	170	170	-
Technical Support Staff 技術輔助人員	213	20	233	233	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	12	-	12	12	-
Sub-total: 小計	395	20	415	415	-
<u>SECURITY GUARD/ TECHNICIAN LEVEL</u>					
保安護衛員/技術員級					
Security System Design Technician 保安系統設計技術員	79	-	79	89	10
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	1 465	43	1 508	1 539	31
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	62	-	62	62	-
Sub-total: 小計	1 606	43	1 649	1 690	41
Total: 總數 (%)*	2 794	64	2 858	2 899	41 (1.4%)

* As percentage of the total number of posts in the same branch
佔所屬門類職位總數的百分率

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Senior Management Staff 高級管理人員	7	3	10	10	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	11	-	11	11	-
Other Security Services Related Manager 其他相關保安服務業經理	4	-	4	4	-
Sub-total: 小計	22	3	25	25	-
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ ／Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	32	-	32	32	-
Security Training Officer 保安培訓主任	3	-	3	3	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	4	-	4	4	-
Sub-total: 小計	39	-	39	39	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員／技術員級					
Security Guard 保安護衛員	456	177	633	633	-
Armed Guard 武裝護衛員	238	2	240	240	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	57	-	57	57	-
Sub-total: 小計	751	179	930	930	-
Total: 總數	812	182	994	994	-

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others

門類 : 保安護衛服務及保安系統安裝/保養/維修/設計/其他

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理/專業人員級					
Senior Management Staff 高級管理人員	42	-	42	42	-
Security Manager/Operations Manager/Security Centre Controller 保安經理/營運經理/保安中心主管	119	-	119	119	-
Security Consultant 保安顧問	26	-	26	26	-
Security System Project Manager 保安系統項目經理	20	-	20	20	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	72	2	74	74	-
Security Training Manager 保安培訓經理	7	-	7	7	-
Other Security Services Related Manager 其他相關保安服務業經理	17	-	17	17	-
Sub-total: 小計	303	2	305	305	-
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/營運主任/保安中心主任/技術監督	930	9	939	938	-1
Security System Installation/Maintenance Technician					

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
保安系統安裝／保養技術員 Technical Support Staff 技術輔助人員	66	2	68	68	-
保安培訓主任 Security Training Officer	7	-	7	7	-
其他相關保安服務業督導人士 Other Security Services Related Supervising Personnel	15	-	15	15	-
Sub-total: 小計	1 018	11	1 029	1 028	-1
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員／技術員級					
保安護衛員 Security Guard	10 147	132	10 279	9 980	-299
保安系統設計技術員 Security System Design Technician	29	-	29	29	-
保安裝置安裝、保養及/或修理技術員 Security Device Installation, Maintenance and/or Repairing Technician	479	10	489	491	2
其他持有保安人員許可證的保安相關服務業人士 Other Security Services Related Personnel with valid Security Personnel Permit	26	-	26	26	-
Sub-total: 小計	10 681	142	10 823	10 526	-297
Total: 總數 (%)*	12 002	155	12 157	11 859	-298 (-2.5%)

* As percentage of the total number of posts in the same branch
佔所屬門類職位總數的百分率

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009 年 5 月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來 12 個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Senior Management Staff 高級管理人員	9	-	9	9	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	19	-	19	19	-
Security System Project Manager 保安系統項目經理	3	-	3	3	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	1	1	-
Other Security Services Related Manager 其他相關保安服務業經理	4	-	4	4	-
Sub-total: 小計	36	-	36	36	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	247	-	247	247	-
Technical Support Staff 技術輔助人員	4	-	4	4	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	22	-	22	22	-
Sub-total: 小計	273	-	273	273	-
<u>SECURITY GUARD/TECHNICAL LEVEL</u>					
保安護衛員／技術員級					
Security Guard 保安護衛員	2 848	-	2 848	2 848	-
Armed Guard 武裝護衛員	225	-	225	225	-
Security System Design Technician 保安系統設計技術員	24	-	24	24	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	23	-	23	23	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	172	-	172	172	-
Sub-total: 小計	3 292	-	3 292	3 292	-
Total: 總數	3 601	-	3 601	3 601	-

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Owners Corporations
門類 : 業主立案法團

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009 年 5 月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來 12 個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	35	-	35	35	-
Sub-total: 小計	35	-	35	35	-
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	595	-	595	595	-
Sub-total: 小計	595	-	595	595	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009 年 5 月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來 12 個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員／技術員級					
Security Guard 保安護衛員	5 356	-	5 356	5 356	-
Sub-total: 小計	5 356	-	5 356	5 356	-
Total: 總數	5 986	-	5 986	5 986	-

Number of Employees and Forecast by Branch by Principal Job
各門類不同主要職務僱員人數及預測人數

Branch : Supplementary Samples

門類：增補樣本

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Senior Management Staff 高級管理人員	2	-	2	2	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	27	-	27	27	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	1	1	-
Other Security Services Related Manager 其他相關保安服務業經理	2	-	2	2	-
Sub-total: 小計	32	-	32	32	-
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	105	1	106	106	-
Technical Support Staff 技術輔助人員	2	-	2	2	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	27	2	29	29	-
Sub-total: 小計	134	3	137	137	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at May 2009</u> 2009年5月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SECURITY GUARD /TECHNICIAN LEVEL</u>					
保安護衛員／技術員級					
Security Guard 保安護衛員	619	19	638	614	-24
Security System Design Technician 保安系統設計技術員	3	-	3	3	-
Sub-total: 小計	622	19	641	617	-24
Total: 總數 (%)*	788	22	810	786	-24 (-3.0%)
Grand Total: 總計 (%)**	102 970	1 635	104 605	104 178	-427 (-0.4%)

* As percentage of the total number of posts in the same branch
佔所屬門類職位總數的百分率

** As percentage of the total number of posts in the industry
佔所屬行業職位總數的百分率

**Reasons for recruitment difficulties
in the Past 12 Months by Reason by Branch by Job Level**
過去 12 個月各門類不同技能等級招聘困難的原因

Branch : Security Guarding Services

門類：保安護衛服務

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Dangerous working environment 工作環境危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others 其他	Total 總數
Manager 經理	0	0	0	4	0	0	0	4
Supervisor 主任	1	12	1	11	1	2	4	32
Guard/Technician 保安護衛員／技術員	17	111	6	103	27	34	22	320
Total 總數	18	123	7	118	28	36	26	356

**Reasons for recruitment difficulties
in the Past 12 Months by Reason by Branch by Job Level**
過去 12 個月各門類不同技能等級招聘困難的原因

Branch : Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安系統安裝／保養／維修／設計／其他

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Dangerous working environment 工作環境危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others 其他	Total 總數
Manager 經理	0	0	0	0	0	1	0	1
Supervisor 主任	0	10	0	20	10	11	0	51
Guard/Technician 保安護衛員／技術員	0	0	0	0	0	0	0	0
Total 總數	0	10	0	20	10	12	0	52

**Reasons for recruitment difficulties
in the Past 12 Months by Reason by Branch by Job Level**
過去 12 個月各門類不同技能等級招聘困難的原因

Branch : Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Dangerous working environment 工作環境危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others 其他	Total 總數
Manager 經理	0	0	0	2	0	1	0	3
Supervisor 主任	1	0	0	2	1	2	0	6
Guard/Technician 保安護衛員／技術員	4	11	0	10	6	4	2	37
Total 總數	5	11	0	14	7	7	2	46

Reasons for recruitment difficulties
in the Past 12 Months by Reason by Branch by Job Level
過去 12 個月各門類不同技能等級招聘困難的原因

Branch : Owners Corporations

門類 : 業主立案法團

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Dangerous working environment 工作環境危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others 其他	Total 總數
Manager 經理	0	0	0	0	0	0	0	0
Supervisor/Technician 主任／技術員	0	0	0	0	0	0	0	0
Guard 保安護衛員	0	69	34	174	0	34	0	311
Total 總數	0	69	34	174	0	34	0	311

**Reasons for recruitment difficulties
in the Past 12 Months by Reason by Branch by Job Level**
過去 12 個月各門類不同技能等級招聘困難的原因

Branch : Supplementary Samples

門類：增補樣本

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Dangerous working environment 工作環境危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others 其他	Total 總數
Manager 經理	0	0	0	0	0	0	0	0
Supervisor/Technician 主任／技術員	0	0	0	0	0	2	0	2
Guard 保安護衛員	0	0	0	0	0	0	0	0
Total 總數	0	0	0	0	0	2	0	2

Number of Recruits in the Past 12 Months by Branch by Job Level

過去 12 個月各門類不同技能等級入職人數

Branch 門類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Security Guarding Services 保安護衛服務		106	614	-	15 948	16 668
Armoured Transportation Services 持槍押運服務		-	-	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others 保安系統安裝／保養／ 維修／設計／其他		4	55	362	-	421
Security Guarding Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務		-	-	-	13	13
Security Guarding Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務及 保安系統安裝／保養／ 維修／設計／其他		7	31	85	2 730	2 853
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務、 持槍押運服務及 保安系統安裝／保養／ 維修／設計／其他		-	38	-	551	589
Owners Corporation 業主立案法團		-	-	-	698	698
Supplementary Samples 增補樣本		4	10	-	67	81
Total: 總數		121	748	447	20 007	21 323

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Security Guarding Services
門類：保安護衛服務

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Senior Management Staff 高級管理人員	60	13	31	-	4	-	77	185
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	254	60	204	57	29	-	77	681
Security Training Manager 保安培訓經理	2	3	7	-	-	-	3	15
Other Security Services Related Manager 其他相關保安服務業經理	27	-	4	-	-	-	-	31
Sub-total: 小計	343	76	246	57	33	-	157	912

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	344	1 514	1 147	2 839	1 160	539	7 543
Security Training Officer 保安培訓主任	-	1	10	8	39	-	2	60
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	136	-	9	-	-	145
Sub-total: 小計	-	345	1 660	1 155	2 887	1 160	541	7 748
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	-	-	-	-	18 034	43 541	5 748	67 323
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	20	64	107	18	209
Sub-total: 小計	-	-	-	20	18 098	43 648	5 766	67 532
Total: 總數	343	421	1 906	1 232	21 018	44 808	6 464	76 192
(%)*	(0.5)	(0.6)	(2.5)	(1.6)	(27.6)	(58.8)	(8.5)	(100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Armoured Transportation Services
門類：持槍押運服務

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級經理	1	-	-	-	-	-	4	5
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	2	-	-	-	3	5
Security Training Manager 保安培訓經理	-	-	1	-	-	-	-	1
Sub-total: 小計	1		3	-	-	-	7	11
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	2	-	4	-	14	20
Security Training Officer 保安培訓主任	-	-	1	-	-	-	-	1
Sub-total: 小計	-	-	3	-	4	-	14	21

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	-	-	-	-	-	2	-	2
Armed Guard 武裝護衛員	-	-	-	-	9	15	675	699
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	-	-	9	9
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	3	-	50	53
Sub-total: 小計	-	-	-	-	12	17	734	763
Total: 總數 (%)*	1 (0.1)	-	6 (0.8)	-	16 (2.0)	17 (2.1)	755 (95.0)	795 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級經理	54	31	20	-	-	-	1	106
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	20	3	-	-	-	-	-	23
Security Consultant 保安顧問	-	-	30	-	-	-	-	30
Security System Project Manager 保安系統項目經理	37	67	92	-	-	-	2	198
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	86	65	274	-	-	-	1	426
Other Security Services Related Manager 其他相關保安服務業經理	-	9	-	-	-	-	1	10
Sub-total: 小計	197	175	416	-	-	-	5	793

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任/技術監督	2	5	117		46			170
Technical Support Staff 技術輔助人員		10	176	10	14		3	213
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	1		11					12
Sub-total: 小計	3	15	304	10	60		3	395
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security System Design Technician 保安系統設計技術員			65		14			79
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員			280	117	854	160	54	1465
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士				3	59			62
Sub-total: 小計			345	120	927	160	54	1606
Total: 總數	200 (7.2)	190 (6.8)	1065 (38.1)	130 (4.7)	987 (35.3)	160 (5.7)	62 (2.2)	2794 (100)
* As percentage of the total number of employees in the branch 佔所屬門類僱員總數的百分率								

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Security Guarding Services and Armoured Transportation Services
門類：保安護衛服務及持槍押運服務

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級							-	
169 Senior Management Staff 高級管理人員	-	-	-	1	5	-	1	7
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	7	-	1	-	-	-	3	11
Other Security Services Related Manager 其他相關保安服務業經理	4	-	-	-	-	-	-	4
Sub-total: 小計	11	-	1	1	5	-	4	22

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	14	-	-	-	10	-	8	32
Security Training Officer 保安培訓主任	1	-	-	-	-	-	2	3
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	4	-	-	-	-	-	-	4
Sub-total: 小計	19	-	-	-	10	-	10	39
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員級								
Security Guard 保安護衛員	-	-	-	-	88	235	133	456
Armed Guard 武裝護衛員	-	-	-	-	185	19	34	238
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	57	-	-	57
Sub-total: 小計	-	-	-	-	330	254	167	751
Total: 總數 (%)*	30 (3.7)	- -	1 (0.1)	1 (0.1)	345 (42.5)	254 (31.3)	181 (22.3)	812 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
171 Senior Management Staff 高級管理人員	25	2	15	-	-	-	-	42
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	3	24	77	8	7	-	-	119
Security Consultant 保安顧問	6	20	-	-	-	-	-	26
Security System Project Manager 保安系統項目經理	11	5	4	-	-	-	-	20
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	15	34	19	4	-	-	-	72
Security Training Manager 保安培訓經理	-	-	7	-	-	-	-	7
Other Security Services Related Manager 其他相關保安服務業經理	4	13	-	-	-	-	-	17
Sub-total: 小計	64	98	122	12	7	-	-	303

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督		1	104	125	612	88		930
Technical Support Staff 技術輔助人員		8	39	18	1			66
Security Training Officer 保安培訓主任			4	1	2			7
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士			9	4	2			15
Sub-total: 小計		9	156	148	617	88		1018
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員					744	8376	1027	10147
Security System Design Technician 保安系統設計技術員				7		22		29
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	6	20	56	205	44	144	4	479
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士				2	18	4	2	26
Sub-total: 小計	6	20	56	214	806	8546	1033	10681

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
Total: 總數 (%)*	70 (0.6)	127 (1.1)	334 (2.8)	374 (3.1)	1430 (11.9)	8634 (71.9)	1033 (8.6)	12002 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級管理人員	5	4	-	-	-	-	-	9
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	2	-	17	-	-	-	-	19
Security System Project Manager 保安系統項目經理	2	-	1	-	-	-	-	3
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	-	-	-	-	-	1
Other Security Services Related Manager 其他保安相關服務業經理	-	4	-	-	-	-	-	4
Sub-total: 小計	10	8	18	-	-	-	-	36

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	104	-	143	-	-	247
Technical Support Staff 技術輔助人員	-	-	2	-	2	-	-	4
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	22	-	-	-	-	-	22
Sub-total: 小計	-	22	106	-	145	-	-	273
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員級								
Security Guard 保安護衛員	-	-	-	-	1047	1335	466	2848
Armed Guard 武裝護衛員	-	-	-	-	35	190	-	225
Security System Design Technician 保安系統設計技術員	-	-	-	-	24	-	-	24
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	16	7	-	23
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	172	-	172
Sub-total: 小計	-	-	-	-	1122	1704	466	3292

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
Total: 總數 (%)*	10 (0.3)	30 (0.8)	124 (3.4)	- -	1267 (35.2)	1704 (47.3)	466 (12.9)	3601 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Owners Corporations
門類：業主立案法團

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	35	-	-	-	-	35
Sub-total: 小計	-	-	35	-	-	-	-	35
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	70	-	175	350	-	595
Sub-total: 小計	-	-	70	-	175	350	-	595

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	-	-	-	34	140	5009	173	5356
Sub-total: 小計				34	140	5009	173	5356
Total: 總數 (%)*	-	-	105 (1.8)	34 (0.6)	315 (5.3)	5359 (89.5)	173 (2.9)	5986 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Required Education of Employees by Branch by Level by Principal Job
僱主要求僱員應有教育程度（各門類不同技能等級主要職務）

Branch : Supplementary Samples
門類：增補樣本

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級管理人員	2	-	-	-	-	-	-	2
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	19	1	7	-	-	-	-	27
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	-	-	-	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	-	-	2	-	-	-	-	2
Sub-total: 小計	22	1	9	-	-	-	-	32

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 專業資格／學位	<u>HD/Associate Degree or equivalent</u> 副學士學位／高級文憑	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書／或同等學歷	<u>Matriculation</u> 大學預科	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Below Secondary 5</u> 中五或以下	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	60	4	25	16	-	105
Technical Support Staff 技術輔助人員	-	-	2	-	-	-	-	2
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	27	-	-	-	27
Sub-total: 小計	-	-	62	31	25	16	-	134
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員級								
Security Guard 保安護衛員	-	-	-	10	456	112	41	619
Security System Design Technician 保安系統設計技術員	-	-	-	-	-	3	-	3
Sub-total: 小計	-	-	-	10	456	115	41	622
Total: 總數 (%)*	22 (2.8)	1 (0.1)	71 (9.0)	41 (5.2)	481 (61.0)	131 (16.6)	41 (5.2)	788 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Security Guarding Services
門類：保安護衛服務

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級管理人員	-	-	-	-	46	61	78	185
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	-	445	144	92	681
Security Training Manager 保安培訓經理	-	-	-	-	9	2	4	15
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	6	21	4	-	31
Sub-total: 小計	-	-	-	6	521	211	174	912
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	1 307	4 660	70	-	1506	7 543
Security Training Officer 保安培訓主任	-	-	10	42	-	-	8	60
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	60	85	-	-	-	145
Sub-total: 小計	-	-	1 377	4 787	70	-	1 514	7 748

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	1 106	16 676	35 857	1 377	-	-	12 307	67 323
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	16	98	77	-	-	18	209
Sub-total: 小計	1 106	16 692	35 955	1 454	-	-	12 325	67 532
Total: 總數	1 106	16 692	37 332	6 247	591	211	14 013	76 192
(%)*	(1.5)	(21.9)	(49.0)	(8.2)	(0.8)	(0.3)	(18.4)	(100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Armoured Transportation Services
門類：持槍押運服務

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years – 5 years</u> 2年以上至5年	<u>Over 5 years – 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級經理	-	-	-	-	-	1	4	5
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	1	1	-	3	5
Security Training Manager 保安培訓經理	-	-	-	-	1	-	-	1
Sub-total: 小計	-	-	-	1	2	1	7	11
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	-	6	-	-	14	20
Security Training Officer 保安培訓主任	-	-	-	1	-	-	-	1
Sub-total: 小計	-	-	-	7	-	-	14	21

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	-	-	2	-	-	-	-	2
Armed Guard 武裝護衛員	-	-	15	9	-	-	675	699
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	-	-	9	9
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	3	-	-	50	53
Sub-total: 小計	-	-	17	12	-	-	734	763
Total: 總數	-	-	17	20	2	1	755	795
(%)*	-	-	(2.1)	(2.5)	(0.3)	(0.1)	(95.0)	(100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	No Experience <u>Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Senior Management Staff 高級經理	-	-	-	-	45	60	1	106
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	-	23	-	-	23
Security Consultant 保安顧問	-	-	-	-	30	-	-	30
Security System Project Manager 保安系統項目經理	-	-	-	20	75	95	8	198
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	20	379	26	1	426
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	-	9	-	1	10
Sub-total: 小計	-	-	-	40	561	181	11	793

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任/技術監督	-	-	10	135	25	-	-	170
Technical Support Staff 技術輔助人員	-	-	68	90	-	-	55	213
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	12	-	-	-	12
Sub-total: 小計	-	-	78	237	25	-	55	395
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security System Design Technician 保安系統設計技術員	-	-	18	61	-	-	-	79
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	50	80	668	510	116	-	41	1 465
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	62	-	-	-	-	62
Sub-total: 小計	50	80	748	571	116	-	41	1 606
Total: 總數	50	80	826	848	702	181	107	2 794
(%)*	(1.8)	(2.9)	(29.6)	(30.4)	(25.1)	(6.5)	(3.8)	(100)
* As percentage of the total number of employees in the branch 佔所屬門類僱員總數的百分率								

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Security Guarding Services and Armoured Transportation Services
門類：保安護衛服務及持槍押運服務

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Senior Management Staff 高級管理人員	-	-	-	-	-	-	7	7
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	-	8	-	3	11
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	-	4	-	-	4
Sub-total: 小計	-	-	-	-	12	-	10	22
<u>SUPERVISORY LEVEL</u> 主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	-	15	-	-	17	32
Security Training Officer 保安培訓主任	-	-	-	1	-	-	2	3

<u>Job Level</u> 技能等級	No Experience Required 無需經驗	Less than 1 Year 1 年以下	1-2 years 1 至 2 年	Over 2 years – 5 years 2 年以上至 5 年	Over 5 years – 10 years 5 年以上至 10 年	Over 10 years 10 年以上	Others 其他	<u>Total</u> 總數
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	4	-	-	-	4
Sub-total: 小計	-	-	-	20	-	-	19	39
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員級								
Security Guard 保安護衛員	-	-	88	-	-	-	368	456
Armed Guard 武裝護衛員	-	-	175	10	-	-	53	238
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	57	-	-	-	-	57
Sub-total: 小計	-	-	320	10	-	-	421	751
Total: 總數 (%)*	-	-	320 (39.4)	30 (3.7)	12 (1.5)	-	450 (55.4)	812 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years - 5 years</u> 2 年以上至 5 年	<u>Over 5 years - 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Senior Management Staff 高級管理人員	-	-	-	-	21	17	4	42
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	3	92	16	8	119
Security Consultant 保安顧問	-	-	-	-	15	11	-	26
Security System Project Manager 保安系統項目經理	-	-	-	-	16	4	-	20
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	3	35	22	12	72
Security Training Manager 保安培訓經理	-	-	-	-	7	-	-	7
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	-	14	2	1	17
Sub-total: 小計	-	-	-	6	200	72	25	303
<u>SUPERVISORY LEVEL</u> 主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	-	142	777	-	-	11	930

<u>Job Level</u>	No Experience Required 無需經驗	Less than 1 Year 1 年以下	1-2 years 1 至 2 年	Over 2 years – 5 years 2 年以上至 5 年	Over 5 years – 10 years 5 年以上至 10 年	Over 10 years 10 年以上	Others 其他	<u>Total</u> 總數
保安主任／營運主任／保安中心主任／技術監督								
Technical Support Staff 技術輔助人員	-	-	17	49	-	-	-	66
Security Training Officer 保安培訓主任	-	-	2	2	2	-	1	7
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	7	7	-	1	15
Sub-total: 小計	-	-	161	835	9	-	13	1 018
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員／技術員級								
Security Guard 保安護衛員	1 027	3 202	5 573	41	-	-	304	10 147
Security System Design Technician 保安系統設計技術員	-	-	22	7	-	-	-	29
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	4	13	387	55	-	-	20	479
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	15	7	-	-	4	26
Sub-total: 小計	1 031	3 215	5 997	110	-	-	328	10 681
Total: 總數	1 031	3 215	6158	951	209	72	366	12 002
(%)*	(8.6)	(26.8)	(51.3)	(7.9)	(1.7)	(0.6)	(3.0)	(100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Senior Management Staff 高級管理人員	-	-	-	-	9	-	-	9
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	-	19	-	-	19
Security System Project Manager 保安系統項目經理	-	-	-	-	3	-	-	3
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	-	1	-	-	1
Other Security Services Related Manager 其他保安相關服務業經理	-	-	-	-	4	-	-	4
Sub-total: 小計	-	-	-	-	36	-	-	36
<u>SUPERVISORY LEVEL</u> 主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	-	247	-	-	-	247

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
Technical Support Staff 技術輔助人員	-	-	-	4	-	-	-	4
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	22	-	-	-	22
Sub-total: 小計	-	-	-	273	-	-	-	273
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員級								
Security Guard 保安護衛員	466	1 335	776	271	-	-	-	2 848
Armed Guard 武裝護衛員	-	110	80	35	-	-	-	225
Security System Design Technician 保安系統設計技術員	-	-	-	24	-	-	-	24
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	7	16	-	-	-	23
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	172	-	-	-	-	-	172
Sub-total: 小計	466	1 617	863	346	-	-	-	3 292
Total: 總數	466	1 617	863	619	36	-	-	3 601
(%)*	(12.9)	(44.9)	(24.0)	(17.2)	(1.0)	-	-	(100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Owners Corporations
門類 : 業主立案法團

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級								
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	-	35	-	-	35
Sub-total: 小計	-	-	-	-	35	-	-	35
<u>SUPERVISORY LEVEL</u> 主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	140	455	-	-	-	595
Sub-total: 小計	-	-	140	455	-	-	-	595

<u>Job Level</u> 技能等級	No Experience Required 無需經驗	Less than 1 Year 1 年以下	<u>1-2 years</u> 1 至 2 年	Over 2 years – 5 years 2 年以上至 5 年	Over 5 years – 10 years 5 年以上至 10 年	Over 10 years 10 年以上	Others 其他	<u>Total</u> 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員／技術員級								
Security Guard 保安護衛員	139	2 198	2 677	308	-	-	34	5 356
Sub-total: 小計	139	2 198	2 677	308	-	-	34	5 356
Total: 總數 (%)*	139 (2.3)	2 198 (36.7)	2 817 (47.1)	763 (12.7)	35 (0.6)	-	34 (0.6)	5 986 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job
僱主要求僱員宜有年資（各門類不同技能等級主要職務）

Branch : Supplementary Samples
門類：增補樣本

<u>Job Level</u> 技能等級	<u>No Experience Required</u> 無需經驗	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Others</u> 其他	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>								
經理／專業人員級								
Senior Management Staff 高級管理人員	-	-	-	-	1	1	-	2
Security Manager/Operations Manager/Security Centre Controller 保安經理／營運經理／保安中心主管	-	-	-	1	19	5	2	27
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	-	1	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	-	2	-	-	2
Sub-total: 小計	-	-	-	1	23	6	2	32

<u>Job Level</u> 技能等級	No Experience Required 無需經驗	Less than 1 Year 1 年以下	1-2 years 1 至 2 年	Over 2 years – 5 years 2 年以上至 5 年	Over 5 years – 10 years 5 年以上至 10 年	Over 10 years 10 年以上	Others 其他	Total 總數
<u>SUPERVISORY LEVEL</u> 主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／營運主任／保安中心主任／技術監督	-	-	-	77	18	-	10	105
Technical Support Staff 技術輔助人員	-	-	-	2	-	-	-	2
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	-	27	-	-	27
Sub-total: 小計	-	-	-	79	45	-	10	134
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員級								
Security Guard 保安護衛員	41	180	334	38	-	-	26	619
Security System Design Technician 保安系統設計技術員	-	-	3	-	-	-	-	3
Sub-total: 小計	41	180	337	38	-	-	26	622
Total: 總數 (%)*	41 (5.2)	180 (22.8)	337 (42.8)	118 (15.0)	68 (8.6)	6 (0.8)	38 (4.8)	788 (100)

* As percentage of the total number of employees in the branch
佔所屬門類僱員總數的百分率

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		123	56	-	1	180
Certificate of Security Trainers Courses 保安業培訓導師證書		52	49	-	-	101
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		94	197	-	264	555
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		96	201	-	263	560
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		16	25	-	19	60
Technical Certificate 技術證書		6	6	-	10	22
Certificate of Skills Upgrading Scheme 技能提升計劃證書		19	36	-	22	77
Others 其他		-	-	-	-	-
Total: 總數		406	570	0	579	1 555

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		2	-	-	-	2
Certificate of Security Trainers Courses 保安業培訓導師證書		1	1	-	-	2
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		1	1	-	1	3
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		1	-	-	1	2
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		1	2	-	2	5
Technical Certificate 技術證書		-	-	-	-	-
Certificate of Skills Upgrading Scheme 技能提升計劃證書		1	1	-	-	2
Others 其他		-	-	-	-	-
Total: 總數		7	5	0	4	16

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		76	10	-	-	86
Certificate of Security Trainers Courses 保安業培訓導師證書		12	-	-	-	12
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		38	35	82	-	155
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		52	30	65	-	147
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		1	1	1	-	3
Technical Certificate 技術證書		191	128	252	-	571
Certificate of Skills Upgrading Scheme 技能提升計劃證書		31	20	40	-	91
Others 其他		-	-	-	-	-
Total: 總數		401	224	440	-	1 065

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		2	-	-	-	2
Certificate of Security Trainers Courses 保安業培訓導師證書		2	2	-	-	4
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		2	2	-	1	5
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		3	2	-	2	7
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		1	2	-	1	4
Technical Certificate 技術證書		-	-	-	-	-
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	1	-	1	2
Others 其他		-	-	-	-	-
Total: 總數		10	9	-	5	24

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services and
Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		23	6	-	-	29
Certificate of Security Trainers Courses 保安業培訓導師證書		14	4	1	1	20
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		18	17	8	16	59
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		22	26	7	23	78
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		6	6	1	6	19
Technical Certificate 技術證書		15	11	20	-	46
Certificate of Skills Upgrading Scheme 技能提升計劃證書		1	2	2	-	5
Others 其他		-	-	-	-	-
Total: 總數		99	72	39	46	256

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services, Armoured Transportation Services
and Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		2	-	-	-	2
Certificate of Security Trainers Courses 保安業培訓導師證書		1	2	-	-	3
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		1	3	3	2	9
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		1	1	-	1	3
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		-	-	-	1	1
Technical Certificate 技術證書		1	2	3	-	6
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others 其他		-	-	-	-	-
Total: 總數		6	8	6	4	24

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		-	105	-	-	105
Certificate of Security Trainers Courses 保安業培訓導師證書		-	-	-	-	-
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		-	420	-	1 354	1 774
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		35	385	-	835	1 255
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		-	-	-	-	-
Technical Certificate 技術證書		-	-	-	-	-
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others 其他		-	-	-	-	-
Total: 總數		35	910	-	2 189	3 134

Employers' Preferred Vocational Qualifications by Branch by Job Level

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Supplementary Samples

門類：增補樣本

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		6	3	-	-	9
Certificate of Security Trainers Courses 保安業培訓導師證書		2	2	-	-	4
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		5	7	1	11	24
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下保安培訓課程證書		3	5	-	5	13
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		1	2	-	3	6
Technical Certificate 技術證書		1	1	1	-	3
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	1	-	-	1
Others 其他		2	-	-	-	2
Total: 總數		20	21	2	19	62

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		7	29	-	22	58
<i>Scheme for Quality Assured In-house Training</i> 內部 培訓質素控制計劃下的保安培訓課程						
		7	13	-	26	46
<i>Security Trainer Training</i> 保安培訓導師訓練						
		4	18	-	-	22
<i>Training Courses Related to Security Systems</i> 保安 系統相關課程						
		-	2	-	1	3
<i>Professional Knowledge</i> 專業知識						
		17	14	-	20	51
<i>Management and Supervision</i> 管理及督導						
		12	30	-	-	42
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		2	2	-	2	6
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		-	-	-	-	-
(vii) Others 其他		-	-	-	1	1
<i>Language</i> 語言						
(i) English 英語		12	12	-	7	31
(ii) Putonghua 普通話		6	14	-	15	35
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		15	48	-	70	133
(ii) First Aid 急救		9	48	-	54	111
(iii) Health & Safety 健康及安全		14	46	-	47	107
(iv) Customer Service 顧客服務		18	55	-	88	161
(v) Soft Skills 軟性技巧		5	15	-	55	75
(vi) Related Skills Upgrading 相關技能提升課程		-	4	-	20	24
(vii) Others 其他		-	10	-	-	10
Total: 總數		128	360	-	428	916

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	1	-	1	3
<i>Scheme for Quality Assured In-house Training</i> <i>內部培訓質素控制計劃下的保安培訓課程</i>						
		1	1	-	2	4
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>						
		1	-	-	-	1
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>						
		-	-	-	-	-
<i>Professional Knowledge</i> <i>專業知識</i>						
		-	-	-	1	1
<i>Management and Supervision</i> <i>管理及督導</i>						
		1	1	-	1	3
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
(i) Use of firearms and weapons 槍械及武器使用		1	1	-	2	4
(ii) Cash-in-transit 解款		1	1	-	1	3
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		1	-	-	-	1
(vi) Central alarm monitoring station 中央警報監察站		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	-	2	3
(ii) First Aid 急救		-	1	-	1	2
(iii) Health & Safety 健康及安全		-	1	-	2	3
(iv) Customer Service 顧客服務		-	-	-	1	1
(v) Soft Skills 軟性技巧		-	-	-	1	1
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		7	8	0	15	30

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	1	1	-	3
<i>Scheme for Quality Assured In-house Training</i> 內部 培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安 系統相關課程						
		15	23	80	-	118
<i>Professional Knowledge</i> 專業知識						
		10	10	10	-	30
<i>Management and Supervision</i> 管理及督導						
		2	12	-	-	14
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		10	12	22	-	44
(ii) Putonghua 普通話		2	2	2	-	6
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	10	10	-	20
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		4	5	9	-	18
(iv) Customer Service 顧客服務		10	11	10	-	31
(v) Soft Skills 軟性技巧		1	1	1	-	3
(vi) Related Skills Upgrading 相關技能提升課程		10	1	1	-	12
(vii) Others 其他		-	11	12	-	23
Total: 總數		65	99	158	-	322

**Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level**

過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	1	-	-	1
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		1	-	-	-	1
<i>Management and Supervision</i> 管理及督導						
		1	1	-	-	2
<i>Specialist Security Knowledge</i> 專業保安知識						
(iv) Use of firearms and weapons 槍械及武器使用		-	1	-	2	3
(ii) Cash-in-transit 解款		-	1	-	2	3
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	-	1	2
(ii) First Aid 急救		-	2	-	1	3
(iii) Health & Safety 健康及安全		-	1	-	1	2
(iv) Customer Service 顧客服務		-	1	-	1	2
(v) Soft Skills 軟性技巧		-	1	-	1	2
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		2	10	-	9	21

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額 (各門類不同技能等級)

Branch: Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	2	1	2	6
<i>Scheme for Quality Assured In-house Training</i> <i>內部培訓質素控制計劃下的保安培訓課程</i>						
		1	3	-	4	8
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>						
		2	2	-	-	4
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>						
		6	7	11	2	26
<i>Professional Knowledge</i> <i>專業知識</i>						
		2	4	-	5	11
<i>Management and Supervision</i> <i>管理及督導</i>						
		7	7	-	2	16
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	1	-	1	2
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		1	-	2	1	4
(vii) Others 其他		1	3	3	1	8
<i>Language 語言</i>						
(i) English 英語		2	2	1	1	6
(ii) Putonghua 普通話		2	2	1	1	6
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		1	6	2	8	17
(ii) First Aid 急救		1	3	1	4	9
(iii) Health & Safety 健康及安全		3	5	3	6	17
(iv) Customer Service 顧客服務		1	7	3	9	20
(v) Soft Skills 軟性技巧		2	6	-	7	15
(vi) Related Skills Upgrading 相關技能提升課程		1	2	-	3	6
(vii) Others 其他		-	-	-	-	-
Total: 總數		34	62	28	57	181

**Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level**
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Security Guarding Services, Armoured Transportation Services and
Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	1	1
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	1	1
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	2	-	2
<i>Professional Knowledge 專業知識</i>						
		-	-	-	1	1
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	1	1
(ii) Cash-in-transit 解款		-	-	-	2	2
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		-	-	-	1	1
(vii) Others 其他		1	-	-	-	1
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	1	1	3
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	1	1	1	3
(iv) Customer Service 顧客服務		-	2	1	3	6
(v) Soft Skills 軟性技巧		-	-	-	1	1
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	1	1
(vii) Others 其他		-	-	-	-	-
Total: 總數		1	4	5	14	24

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部 培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安 系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 警報監察站	中央	-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	35	-	70	105
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	35	35
(iv) Customer Service 顧客服務		-	35	-	70	105
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		-	70	-	175	245

Number of In-house Training Places
Provided in the Past 12 Months by Branch by Job Level
過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	1	-	1	2
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	1	-	-	1
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		1	2	1	-	4
<i>Professional Knowledge</i> 專業知識						
		1	5	-	3	9
<i>Management and Supervision</i> 管理及督導						
		2	4	-	1	7
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	1	-	-	1
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Central alarm monitoring station 中央警報監察站		-	1	-	-	1
(vii) Others 其他		1	1	-	-	2
<i>Language 語言</i>						
(i) English 英語		2	3	-	3	8
(ii) Putonghua 普通話		2	3	-	3	8
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		2	5	-	6	13
(ii) First Aid 急救		3	5	1	6	15
(iii) Health & Safety 健康及安全		3	6	1	6	16
(iv) Customer Service 顧客服務		2	7	-	8	17
(v) Soft Skills 軟性技巧		1	5	-	7	13
(vi) Related Skills Upgrading 相關技能提升課程		-	3	1	3	7
(vii) Others 其他		-	-	-	1	1
Total: 總數		20	53	4	48	125

Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level
 過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		21	235	-	1 668	1 924
<i>Security Trainer Training</i> 保安培訓導師訓練						
		2	13	-	-	15
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		0	4	-	-	4
<i>Management and Supervision</i> 管理及督導						
		108	693	-	-	801
<i>Professional Knowledge 專業知識</i>						
		26	84	-	100	210
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		72	92	-	-	164
(ii) Putonghua 普通話		32	66	-	16	114
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		31	324	-	1 818	2 173
(ii) First Aid 急救		38	314	-	1 364	1 716
(iii) Health & Safety 健康及安全		34	316	-	2 492	2 842
(iv) Customer Service 顧客服務		32	270	-	5 090	5 392
(v) Soft Skills 軟性技巧		22	161	-	3 183	3 366
(vi) Related Skills Upgrading 相關技能提升課程		-	5	-	675	680
(vii) Others 其他		5	6	-	6	17
Total: 總數		423	2 583	-	16 412	19 418

Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		2	-	-	-	2
<i>Security Trainer Training</i> 保安培訓導師訓練						
		1	-	-	-	1
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Professional Knowledge 專業知識</i>						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		2	-	-	6	8
(ii) Cash-in-transit 解款		2	-	-	4	6
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		2	-	-	-	2
(vi) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	4	4
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	4	4
(iv) Customer Service 顧客服務		-	-	-	4	4
(v) Soft Skills 軟性技巧		-	-	-	4	4
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		9	-	-	26	35

**Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level**
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		10	-	-	-	10
<i>Security Trainer Training</i> 保安培訓導師訓練		10	-	-	-	10
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		67	22	296	-	385
<i>Management and Supervision</i> 管理及督導		10	-	-	-	10
<i>Professional Knowledge</i> 專業知識		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	10	20	-	30
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		10	20	10	-	40
(iii) Health & Safety 健康及安全		22	24	131	-	177
(iv) Customer Service 顧客服務		10	-	-	-	10
(v) Soft Skills 軟性技巧		-	3	-	-	3
(vi) Related Skills Upgrading 相關技能提升課程		10	-	-	-	10
(vii) Others 其他		16	2	12	-	30
Total: 總數		165	81	469	-	715

Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level
 過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練		-	1	-	-	1
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導		1	1	-	-	2
<i>Professional Knowledge</i> 專業知識		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		1	1	-	10	12
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	11	-	6	17
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		2	14	-	16	32

**Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level**
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

*Branch : Security Guarding Services and
Security Systems Installation/Maintenance/Repair/Design/Others*

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		3	-	-	-	3
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		11	8	-	-	19
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		26	61	70	-	157
<i>Management and Supervision</i> <i>管理及督導</i>		30	68	-	-	98
<i>Professional Knowledge</i> 專業知識		13	8	-	-	21
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		20	55	61	-	136
<i>Language</i> 語言						
(i) English 英語		15	49	3	-	67
(ii) Putonghua 普通話		15	50	3	-	68
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		20	53	58	189	320
(ii) First Aid 急救		29	69	58	197	353
(iii) Health & Safety 健康及安全		40	66	61	145	312
(iv) Customer Service 顧客服務		5	17	61	146	229
(v) Soft Skills 軟性技巧		20	66	-	50	136
(vi) Related Skills Upgrading 相關技能提升課程		5	6	-	50	61
(vii) Others 其他		2	-	3	-	5
Total: 總數		254	576	378	777	1 985

**Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level**
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	24	24
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	145	7	856	1 008
(ii) First Aid 急救		-	-	-	3	3
(iii) Health & Safety 健康及安全		-	145	7	856	1 008
(iv) Customer Service 顧客服務		-	145	7	856	1 008
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	2	2
(vii) Others 其他		-	-	-	8	8
Total: 總數		-	435	21	2 605	3 061

Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	70	-	350	420
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	105	-	-	105
<i>Professional Knowledge 專業知識</i>						
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	105	-	525	630
(ii) First Aid 急救		-	35	-	-	35
(iii) Health & Safety 健康及安全		-	35	-	175	210
(iv) Customer Service 顧客服務		-	105	-	525	630
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		-	455	-	1575	2030

Number of Training Places
Sponsored in the Past 12 Months by Branch by Job Level
過去 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	2	-	-	2
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		1	5	2	-	8
<i>Management and Supervision</i> 管理及督導						
		1	11	-	-	12
<i>Professional Knowledge 專業知識</i>						
		1	10	-	40	51
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	15	-	12	27
(ii) Putonghua 普通話		-	4	-	2	6
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	12	-	44	56
(ii) First Aid 急救		4	23	3	152	182
(iii) Health & Safety 健康及安全		4	23	3	95	125
(iv) Customer Service 顧客服務		-	10	-	41	51
(v) Soft Skills 軟性技巧		-	15	-	71	86
(vi) Related Skills Upgrading 相關技能提升課程		-	10	3	59	72
(vii) Others 其他		-	11	-	19	30
Total: 總數		11	151	11	535	708

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		10	110	-	688	808
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		1	13	-	-	14
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		-	4	-	-	4
<i>Management and Supervision</i> <i>管理及督導</i>		100	724	-	-	824
<i>Professional Knowledge</i> 專業知識		26	84	-	100	210
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		15	105	-	-	120
(ii) Putonghua 普通話		10	75	-	40	125
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		27	402	-	2 381	2 810
(ii) First Aid 急救		15	204	-	1 072	1 291
(iii) Health & Safety 健康及安全		15	362	-	2 341	2 718
(iv) Customer Service 顧客服務		32	274	-	5 401	5 707
(v) Soft Skills 軟性技巧		22	259	-	3 748	4 029
(vi) Related Skills Upgrading 相關技能提升課程		12	35	-	700	747
(vii) Others 其他		5	6	-	6	17
Total: 總數		290	2 657	-	16 477	19 424

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		2	-	-	-	2
<i>Security Trainer Training</i> 保安培訓導師訓練						
		1	-	-	-	1
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Professional Knowledge 專業知識</i>						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		2	-	-	6	8
(ii) Cash-in-transit 解款		2	-	-	4	6
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		2	-	-	-	2
(vi) Others 其他		1	-	-	-	1
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	4	4
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	4	4
(iv) Customer Service 顧客服務		-	-	-	4	4
(v) Soft Skills 軟性技巧		-	-	-	4	4
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		10	0	0	26	36

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Systems Installation/Maintenance/Repair/Design/Others

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練		20	-	-	-	20
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		72	90	575	-	737
<i>Management and Supervision</i> 管理及督導		30	40	-	-	70
<i>Professional Knowledge</i> 專業知識		30	40	250	-	320
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		10	10	20	-	40
(ii) Putonghua 普通話		10	10	20	-	40
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		10	20	10	-	40
(iii) Health & Safety 健康及安全		0	20	118	-	138
(iv) Customer Service 顧客服務		0	40	250	-	290
(v) Soft Skills 軟性技巧		20	40	-	-	60
(vi) Related Skills Upgrading 相關技能提升課程		30	50	270	-	350
(vii) Others 其他		-	-	-	-	-
Total: 總數		232	360	1513	0	2105

Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練		-	1	-	-	1
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導		1	1	-	-	2
<i>Professional Knowledge</i> 專業知識		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		1	1	-	11	13
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	11	-	6	17
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		2	14	-	17	33

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch: Security Guarding Services and
Security Systems Installation/Maintenance/Repair/Design/Others
門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Security Guard Training Courses 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		2	-	-	-	2
Security Trainer Training 保安培訓導師訓練						
		16	7	-	-	23
Training Courses Related to Security Systems 保安系統相關課程						
		30	64	82	-	176
Management and Supervision 管理及督導						
		31	67	-	-	98
Professional Knowledge 專業知識						
		11	7	-	-	18
Specialist Security Knowledge 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		15	49	61	-	125
Language 語言						
(i) English 英語		15	49	3	-	67
(ii) Putonghua 普通話		15	49	3	-	67
(iii) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		20	51	58	195	324
(ii) First Aid 急救		25	69	58	217	369
(iii) Health & Safety 健康及安全		40	66	61	145	312
(iv) Customer Service 顧客服務		5	17	61	145	228
(v) Soft Skills 軟性技巧		20	66	-	50	136
(vi) Related Skills Upgrading 相關技能提升課程		5	6	-	50	61
(vii) Others 其他		-	-	-	-	-
Total: 總數		250	567	387	802	2 006

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	70	-	350	420
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	105	-	-	105
<i>Professional Knowledge 專業知識</i>						
<i>Specialist Security Knowledge</i> 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	105	-	525	630
(ii) First Aid 急救		-	35	-	-	35
(iii) Health & Safety 健康及安全		-	35	-	175	210
(iv) Customer Service 顧客服務		-	105	-	525	630
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
Total: 總數		-	455	-	1 575	2 030

**Number of Training Places
to be Sponsored in the Next 12 Months by Branch by Job Level**
未來 12 個月僱主資助訓練名額（各門類不同技能等級）

Branch : Supplementary Samples

門類 : 增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Security Guard Training Courses 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		-	3	-	-	3
Training Courses Related to Security Systems 保安系統相關課程		1	3	2	-	6
Management and Supervision 管理及督導		1	11	-	-	12
Professional Knowledge 專業知識		1	8	-	-	9
Specialist Security Knowledge 專業保安知識						
(i) Use of firearms and weapons 槍械及武器使用		-	-	-	-	-
(ii) Cash-in-transit 解款		-	-	-	-	-
(iii) VIP protection 要員保護		-	-	-	-	-
(iv) Guard dog handler training 護衛犬管理員訓練		-	-	-	-	-
(v) Armed instructor training 槍械訓練主任訓練		-	-	-	-	-
(vi) Others 其他		-	-	-	-	-
Language 語言						
(i) English 英語		-	13	-	12	25
(ii) Putonghua 普通話		-	13	-	37	50
(iii) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	12	-	49	61
(ii) First Aid 急救		-	18	3	108	129
(iii) Health & Safety 健康及安全		3	13	3	88	107
(iv) Customer Service 顧客服務		-	10	-	59	69
(v) Soft Skills 軟性技巧		-	10	-	69	79
(vi) Related Skills Upgrading 相關技能提升課程		-	10	3	49	62
(vii) Others 其他		-	13	-	25	38
Total: 總數		6	137	11	496	650

Manpower Projection for the Security Services Industry Using the Labour Market Analysis (LMA) Approach

Methodology

The Labour Market Analysis (LMA) approach has been applied to manpower projection for Security Services Industry (SSI) in 2003, 2005 and 2007.

2. The manpower projection for SSI is compiled based on the Input-Output (I/O) model which is a labor multiplier approach by deriving the relationship between the production of buildings and the number of workers required. In the I/O model, an industry is assumed to have fixed production coefficients (i.e. constant return to scale) over the short time span under consideration (say six months to under three years). To generate the employment effect, it is necessary to estimate a set of labor input requirements by determining the ratio of the production (or final demand) to the number of employees. The ratio, called employment coefficient, will represent the number of employees needed to produce a single unit of production.

3. The stocks of private¹ and public² residential flats & non-residential flats³ are taken to be the production. The forecast production of private residential and non-residential flats is provided by the Rating and Valuation Department while the forecast production of public residential flats is provided by the Hong Kong Housing Authority (HA) and the Hong Kong Housing Society (HS).

4. To generate the employment effect, it is assumed that 57.25% and 42.75% of the total manpower are working for residential flats and non-residential flats respectively. (This assumption is based on the distribution of the completion of the types of building in the period from 2002 to 2008). The manpower projection by job level is presented in Table 1-3 below.

¹ The stocks of residential flats in the private sector are measured by the number of flats. (Source: Rating & Valuation Department)

² The stocks of public residential flats are measured by the number of flats. The stocks comprise:

- (a) Public rental housing (PRH) flats and interim housing (IH) provided by the Housing Authority (HA),
- (b) Public rental housing flats and Senior Citizen Residences Scheme (SEN) flats provided by HS,
- (c) HA subsidized sale flats sold under the Tenants Purchase Scheme (TPS),
- (d) HA subsidized sale flats under the Home Ownership Scheme (HOS), the Private Sector Participation Scheme (PSPS), the Middle Income Housing Scheme (MIHS), the Buy-or-Rent Option Scheme (BRO), and the Mortgage Subsidy Scheme (MSS),
- (e) HS subsidized flats under the Flat-for Sales Scheme (FFSS) and the Sandwich Class Housing Scheme (SCHS),
- (f) HS Urban Improvement Scheme (UIS) flats.

From Q12002 onwards, HOS/MIHS/PSPS/BRO/MSS/TPS/FFSS/SCHS that can be traded in open market are classified as private permanent housing.

(Sources: HA and HS)

³ Non-residential flats include private offices, commercial, industrial / offices, flatted factories, specialized factories and storages. Its measure is square m. (Source: Rating & Valuation Department)

Table 1. Manpower Projection for the Managerial / Professional Level

Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2009	1,231	919			2,150
2010 f			1,246 (1.18%)*	924 (0.57%)*	2,170 (0.92%)*
2011 f			1,260 (1.13%)**	929 (0.56%)**	2,189 (0.89%)**
2012 f			1,274 (1.12%)**	934 (0.54%)**	2,208 (0.88%)**
* as percentage change vs actual manpower in 2009 ** as percentage change vs projected manpower in the previous year.					

Table 2. Manpower Projection for the Supervisory Level

Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2009	5,915	4,416			10,331
2010 f			5,985 (1.18%)*	4,441 (0.57%)*	10,426 (0.92%)*
2011 f			6,053 (1.13%)**	4,466 (0.56%)**	10,519 (0.89%)**
2012 f			6,121 (1.12%)**	4,490 (0.54%)**	10,611 (0.88%)**
* as percentage change vs actual manpower in 2009 ** as percentage change vs projected manpower in the previous year.					

Table 3. Manpower Projection for the Security Guard Level

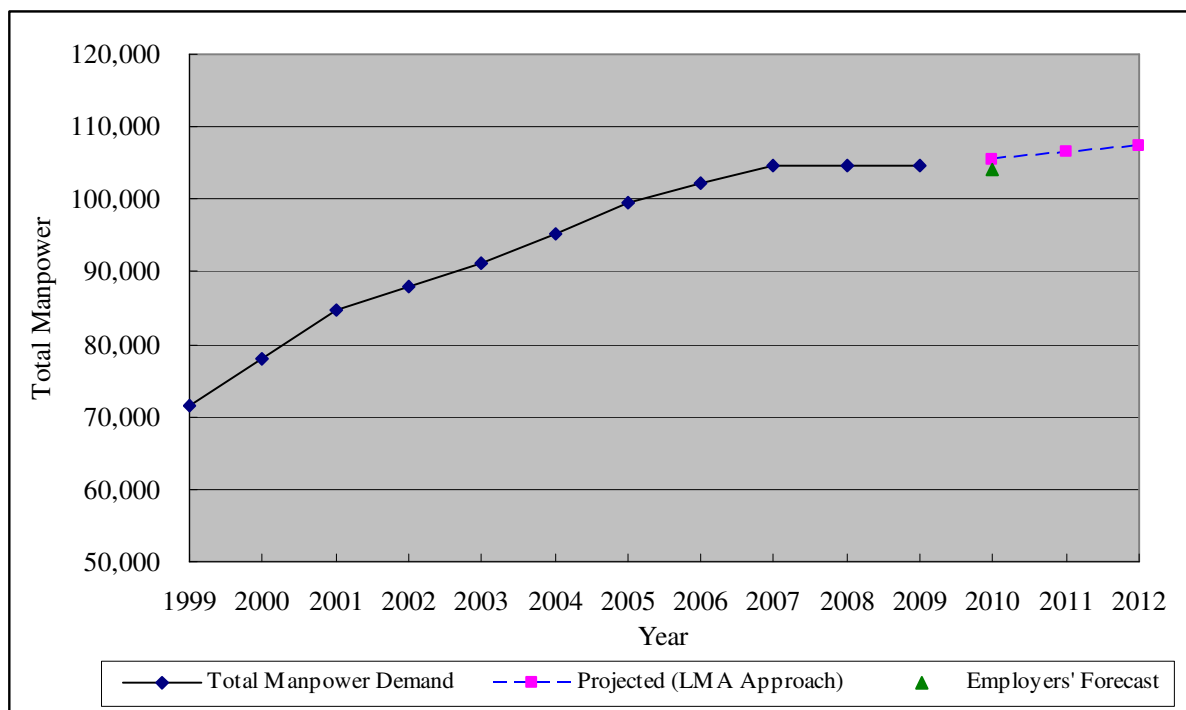
Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2009	52,745	39,379			92,124
2010 f			53,369 (1.18%)*	39,603 (0.57%)*	92,972 (0.92%)*
2011 f			53,974 (1.13%)**	39,823 (0.56%)**	93,797 (0.89%)**
2012 f			54,581 (1.12%)**	40,040 (0.54%)**	94,621 (0.88%)**
* as percentage change vs actual manpower in 2009 ** as percentage change vs projected manpower in the previous year.					

5. The total manpower demand for the SSI is the aggregation of the projected manpower for the three job levels and presented in Table 4 and Figure 1 below.

Table 4. Manpower Projection for SSI

Year	Total Manpower Demand	Projected (LMA Approach)	Employers' Forecast (at the time of the survey)
2009	104,605		
2010 f		105,568 (0.92%)*	104,178 (-0.41%)*
2011 f		106,505 (0.89%)**	
2012 f		107,440 (0.88%)**	
* as percentage change vs actual manpower in 2009 ** as percentage change vs projected manpower in the previous year.			

Figure 1. Manpower Projection for SSI



A. The forecast of private residential flats

Year	Completion (no. of flats)	Total stock (no. of flats)
2008		1,085,922
2009 f	14,738	1,100,660
2010 f	12,599	1,113,259
2011 f [#]	N/A	1,124,820
2012 f [#]	N/A	1,135,560

The forecast production of private residential flats for 2009 and 2010 is provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2009) while the production for 2011 and 2012 is projected using the Adaptive Filtering Method.

B. The forecast of private non-residential flats (including offices, commercial, industrial / offices, flatted factories, specialized factories, and storages)

Year	Completion (square m)	Total stock (square m)
2008		45,415,500
2009 f	268,500	45,684,000
2010 f	259,000	45,943,000
2011 f [#]	N/A	46,198,280
2012 f [#]	N/A	46,449,950

The forecast production of private non-residential flats for 2009 and 2010 is provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2009) while the production for 2011 and 2012 is projected using the Adaptive Filtering Method.

C. The forecast of public residential flats

Year	Completion (no. of flats)	Total stock (no. of flats)
2008		1,134,620
2009 f	15,754	1,150,374
2010 f	14,054	1,164,428
2011 f [#]	14,254	1,178,682
2012 f [#]	15,154	1,193,836

* The forecast production of public residential housing is provided by the Hong Kong Housing Authority (HA) and the Hong Kong Housing Society (HS).
(Sources: HA and HS)

採用人力市場分析法 推算保安服務業人力情況

採用方法

本會 2003、2005 及 2007 年均採用人力市場分析法 (LMA)，推算保安服務業的人力需求。

2. 我們採用人力倍大法 (labor multiplier approach) 的投入／產出統計模型，找出統計組別內的建屋量與所需人手的關係，然後推算出保安服務業的人力需求。該統計模型假設行業在研究時段內（六個月至三年以下的短時間內）有固定的生產系數（即規模收益不變），並確定產量（或最終需求）對僱員人數的比率，以預測須投入的人力。這個比率稱為「就業系數」，代表每個生產單位所需的僱員人數。

3. 在是次統計中，「建屋量」指私人¹與公營²住宅及非住宅³數量。住宅及非住宅建屋預測數據由差餉物業估價署提供。公共房屋的預測數據則由香港房屋委員會（下稱「房委會」）與香港房屋協會（下稱「房協」）提供。

4. 為預測須投放的人力，假設住宅及非住宅樓宇分別僱用整體人力的 57.25% 和 42.75%（有關假設基於 2002 年至 2008 年落成樓宇分布情況）。各技能等級的人力推算見下表 1-3。

¹私營住宅量以住宅數目計算(資料來源：差餉物業估價署)

²公營住宅量以住宅數目計算，包括：

- (a) 房委會提供的出租公屋單位及中轉房屋單位；
- (b) 房協提供的出租公屋單位及「長者樂安居」(SEN)計劃；
- (c) 房委會資助的租者置其屋計劃（租置計劃）下的單位；
- (d) 房委會「居者有其屋計劃」(HOS)、「私人機構參建居屋計劃」(PSPS)、「中等入息家庭房屋計劃」(MIHS)、「可租可買計劃」(BRO)、「重建置業計劃」(MSS)等計劃下的資助單位；
- (e) 房委會「住屋發售計劃」(FFSS)及「夾心階層住屋計劃」(SCHS)下的資助單位；
- (f) 房委會「市區改善計劃」(UIS)單位

由 2002 年第一季起，HOS/MIHS/PSPS/BRO/MSS/TPS/FFSS/SCHS 下可於公開市場買賣的單位均歸類為私人永久住宅。

(資料來源：房委會及房協)

³非住宅包括私人寫字樓、商業／工業機構寫字樓、分層工廠大廈、專業廠房及倉庫，以平方米為量度單位。（資料來源：差餉物業估價署）

表 1. 經理／專業人員級人力推算

年份	實際僱員人數		推算僱員人數		僱員總數
	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	
2009	1,231	919			2,150
2010 f			1,246 (1.18%)*	924 (0.57%)*	2,170 (0.92%)*
2011 f			1,260 (1.13%)**	929 (0.56%)**	2,189 (0.89%)**
2012 f			1,274 (1.12%)**	934 (0.54%)**	2,208 (0.88%)**
	* 與 2009 年實際僱員人數相比的增／減幅 ** 與之前一年推算人數相比的增／減幅				

表 2. 主任級人力推算

年份	實際僱員人數		推算僱員人數		僱員總數
	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	
2009	5,915	4,416			10,331
2010 f			5,985 (1.18%)*	4,441 (0.57%)*	10,426 (0.92%)*
2011 f			6,053 (1.13%)**	4,466 (0.56%)**	10,519 (0.89%)**
2012 f			6,121 (1.12%)**	4,490 (0.54%)**	10,611 (0.88%)**
	* 與 2009 年實際僱員人數相比的增／減幅 ** 與之前一年推算人數相比的增／減幅				

表 3. 保安護衛員級人力推算

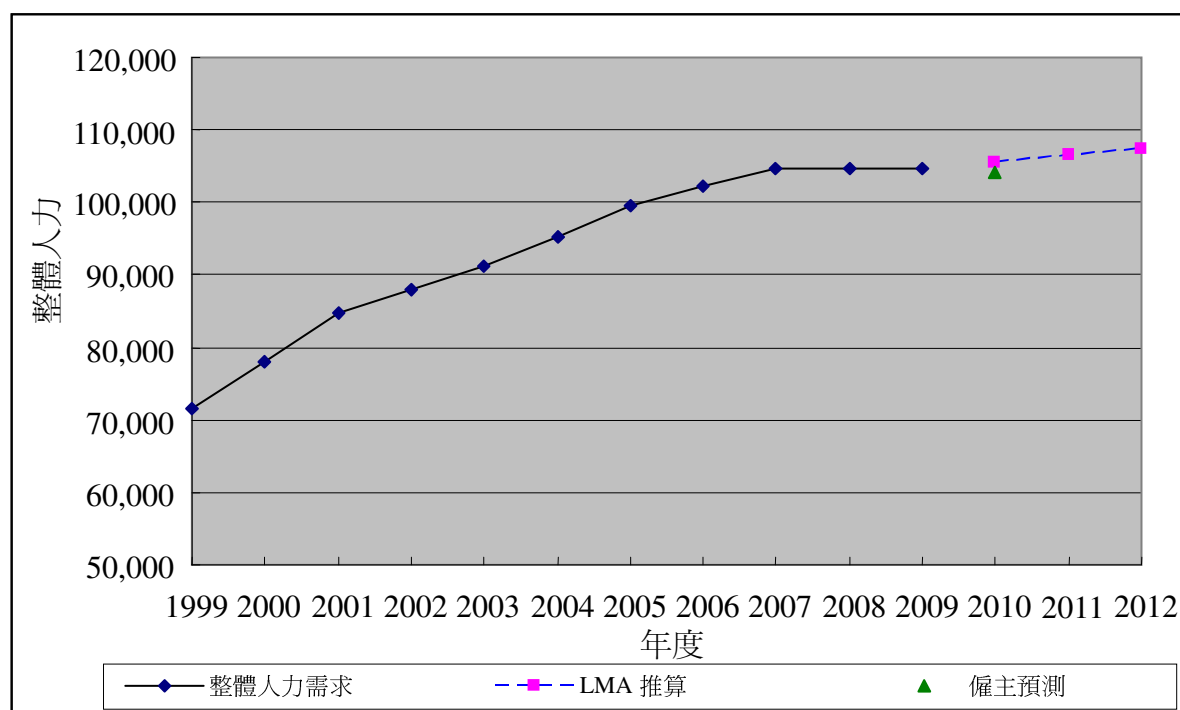
年份	實際僱員人數		推算僱員人數		僱員總數
	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	住宅樓宇 所佔人力	非住宅樓宇 所佔人力	
2009	52,745	39,379			92,124
2010 f			53,369 (1.18%)*	39,603 (0.57%)*	92,972 (0.92%)*
2011 f			53,974 (1.13%)**	39,823 (0.56%)**	93,797 (0.89%)**
2012 f			54,581 (1.12%)**	40,040 (0.54%)**	94,621 (0.88%)**
	* 與 2009 年實際僱員人數相比的增／減幅 ** 與之前一年推算人數相比的增／減幅				

5. 保安服務業的整體人力為三個技能等級推算人力的總和，見下表 4 與圖 1。

表 4 保安服務業的推算人力

年份	實際僱員人數	推算僱員人數	僱員總數
2009	104,605		
2010 f		105,568 (0.92%)*	104,178 (-0.41%)*
2011 f		106,505 (0.89%)**	
2012 f		107,440 (0.88%)**	
	* 與 2009 年實際僱員人數相比的增／減幅 ** 與之前一年推算人數相比的增／減幅		

圖 1. 保安服務業的推算人力



A. 私營住宅建屋量預測

年份	落成 (單位數目)	存貨 (單位數目)
2008		1,085,922
2009 f	14,738	1,100,660
2010 f	12,599	1,113,259
2011 f [#]	N/A	1,124,820
2012 f [#]	N/A	1,135,560

2009 與 2010 年的私營住宅建屋量預測由差餉物業估價署提供(資料來源：《香港物業報告 2009》)，2011 及 2012 年的預測建屋量採用調節過濾法推算。

B. 私營非住宅建屋量預測 (包括寫字樓、商業／工業機構寫字樓、分層工廠大廈、專業廠房及倉庫)

年份	落成 (單位數目)	存貨 (單位數目)
2008		45,415,500
2009 f	268,500	45,684,000
2010 f	259,000	45,943,000
2011 f [#]	N/A	46,198,280
2012 f [#]	N/A	46,449,950

2009 與 2010 年的私營非住宅建屋量預測由差餉物業估價署提供(資料來源：香港物業報告 2009》)，2011 及 2012 年的預測建屋量採用調節過濾法推算。

C. 公營住宅建屋量預測

年份	落成 (單位數目)	存貨 (單位數目)
2008		1,134,620
2009 f	15,754	1,150,374
2010 f	14,054	1,164,428
2011 f [#]	14,254	1,178,682
2012 f [#]	15,154	1,193,836

*公營住宅建屋量預測由房委會及房協提供。(資料來源：房委會及房協)