

2023/24 First Day of School Information No. 1
(Applicable from September 1, 2023)

Arrangements for Classes and Lunch

1. Class Time

	Certificate in Construction Diploma in Construction Advanced Diploma Courses Short Courses#	Crane Operation Full-time Short Course	Loadshifting Machinery Operation Full-time Short Course
Monday to Friday	08:20 – 17:00	08:00 – 17:48	08:20 – 16:20
Saturday	□08:20 – 12:30	□08:20 – 12:30	08:20 – 16:20
Sundays, Public Holidays and Special School Holidays	No attendance needed		
School Bell Ringing	Classes start and end with the long ringing of school bells. (Except for outdoor training grounds)		
Remark	<p>(1) #Except for Crane Operation Full-time Short Course and Loadshifting Machinery Operation Full-time Short Course</p> <p>(2) *In general, Advanced Diploma Course and Full-Time Short Course (including Crane Operation Full-time Short Course) students do not need to attend classes on campus or training ground on Saturday, except for Loadshifting Machinery Operation Full-time Short Course students. However, students shall attend occasions including BIM classes, student development activities, self-learning activities, exercise and volunteer events, etc.</p>		

2. Lunch Time (From Monday to Friday)

2.1 One hour between 11:30 to 13:30, depending on the timetable of campus.

2.2 **Students are prohibited from ordering takeaway food** to be delivered to the campus.

3. Others

- 3.1 Students may arrive on the campus or outdoor training grounds at 07:45 at the earliest.
- 3.2 Students must tap their student ID cards (if any) on the card readers for attendance and arrive the workshop/classroom/specific site in their uniforms before class. Students should wait for further instructions from teaching staff or they will be treated as late.
- 3.3 No student shall leave the workshop/classroom/specific site before the class time ends. (Unless arranged by teaching staff)



2023/24 First Day of School Information No. 2

(Applicable from September 1, 2023)

Policies for Student ID Cards and Late and Early Leave

1. Student ID Cards

After admission, each student will be issued a student ID card. As the student ID card is an important document for verifying one's identity, it must not be transferred, borrowed or used on behalf of others. Within the campus, all students must wear their student ID cards issued by the institute on their lapels or they will be punished according to the student regulations. Students must show their student ID cards when entering our campus and tap their own cards to the card readers when entering and after school for attendance every day. The attendance record will be used for calculating allowances and attendance rate. If a student delays or forgets to tap his student ID card on the reader, leaving no record in the system, it will be treated as an absence. The attendance rate and training allowance will not be counted accordingly.

1.1 Forgot / Lost / Unable to Show Student ID card

- When entering the Council / Campus, any student who is unable to show the student ID card should register as a visitor at the front gate and receive a "Visitor's Pass" for temporary use. The pass should be returned to the security guard when the student is leaving the premises.
- Student who lost his student ID cards should contact the office to apply for a replacement.
- Any student who fails to show his student ID card will be warned. A demerit will be given after the second warning.

1.2 Replacement Fee for Student ID Card

- Replacement Fee for a lost student ID card (including a plastic cover): HK\$50 for the first time, and HK\$100 each time subsequently
- Replacement Fee for a damaged student ID card (including a plastic cover): HK\$50 each time

2. Late / Early Leave

2.1 Late

- Late less than 15 minutes: Please report to the teaching staff/instructor/lecturer, fill out a form and return it immediately.
- Late more than 15 minutes: It should be handled according to the student

handbook.

2.2 Early Leave

Any student who needs to leave early should provide explanation and seek approval from the teaching staff. The student is required to fill out a form and return it to the security guard before leaving the campus.

2.3 Punishment for Students Late or with Early Leave Frequently

Students shall always be punctual. Any student who is often late or leaves early will be handled according to the rules in the student handbook.

The policy of requiring students to wear student ID cards is strictly enforced. In cases of forgetting to wear and losing student ID cards, and late and early leave will also be recorded.



2023/24 First Day of School Information No. 3

(Applicable from September 1, 2023)

Emergency Contact and Measures

1. Emergency Contact Information

In order to contact students' parents/guardians or any contact person in the event of an emergency, students should fill out and sign the "Emergency Contact Form" and return it within 5 working days to the teaching staff. Please notify the Hong Kong Institute of Construction in writing for updates as soon as possible if there are any changes to the information. If you are under 18, you must ask your parent/guardian to notify the institute for the updates.

2. When Students Get Injured

If any student gets injured in the campus, regardless of the extent, he should report it to any teaching staff or first-aid personnel on site immediately, and let them handle it accordingly. If no staff is present, students should call 999 immediately.

3. The Fees for the Accident and Emergency Department Services

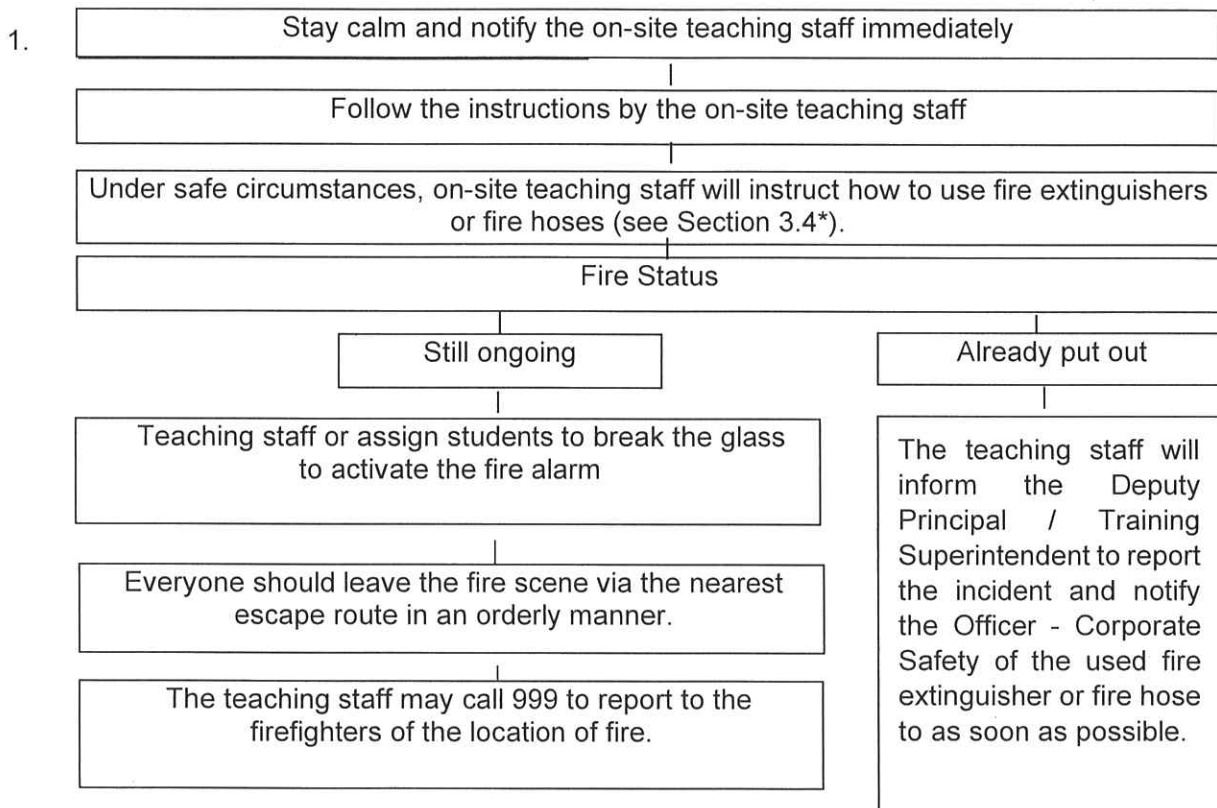
If any student gets injured in class or during training and needs to go to the Accident and Emergency Department, the fees shall be paid by the student in advance. The student may claim the fees from the insurance company employed by the Construction Industry Council/Hong Kong Institute of Construction.

If any student feels unwell and goes to the Accident and Emergency Department, all fees shall be paid by the student.

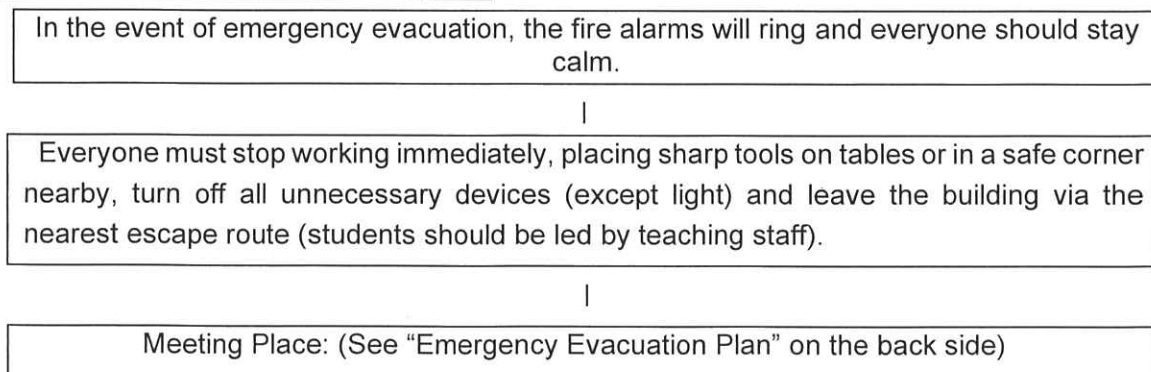


2023/24 First Day of School Information No. 4
(Applicable from September 1, 2023)

Fire and Other Emergency Evacuation Instructions



2. **What to do when the fire alarm rings**

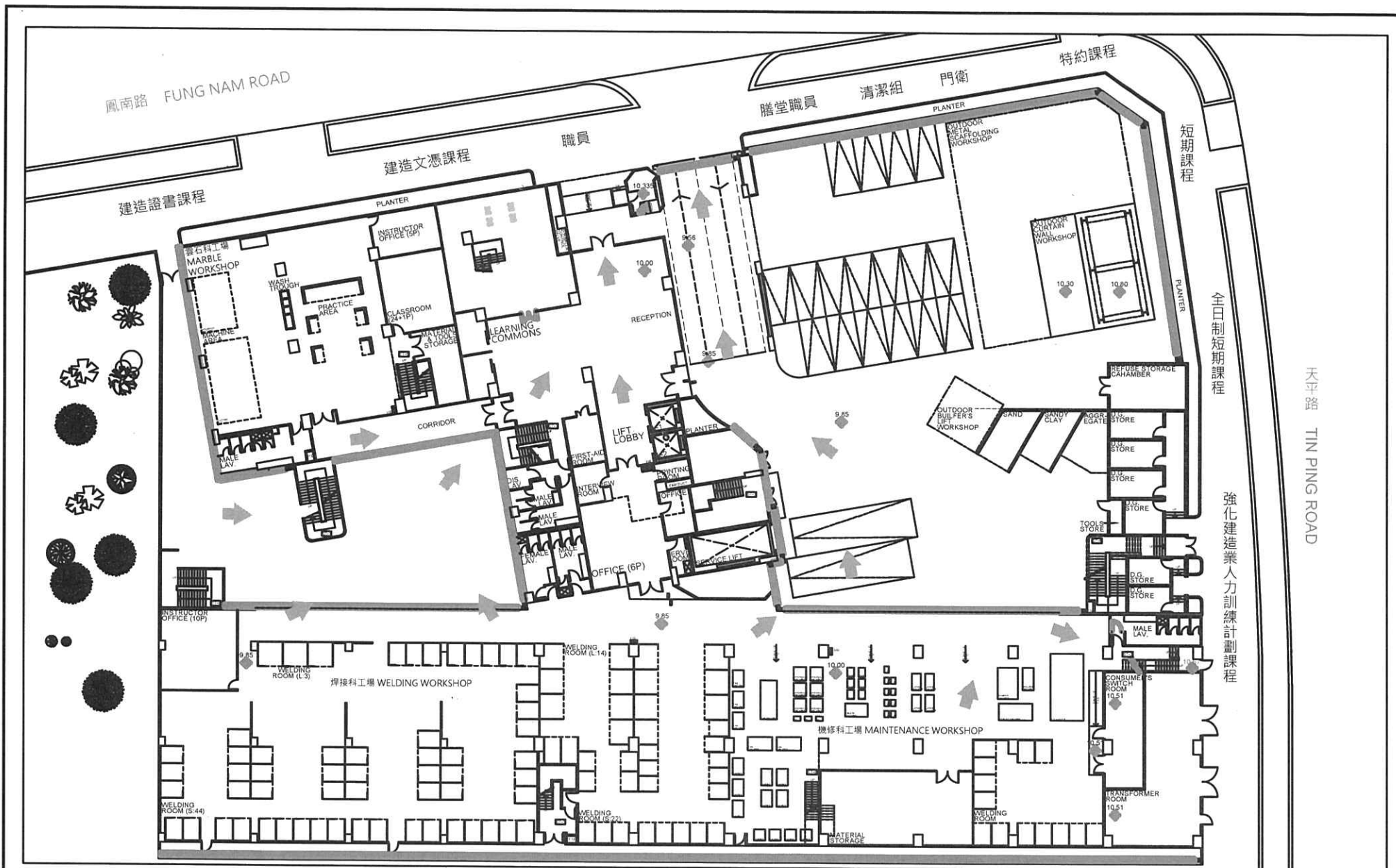


3. Things that May Save Your Life

- 3.1 Learn how to use firefighting equipment on the campus.
- 3.2 Recognise all access within the buildings and notify teaching staff if you find any obstruction.
- 3.3 Never use a lift when the fire alarm rings to avoid being trapped in it.
- 3.4 Before using a fire hose, break the glass and to let the pumper be activated automatically. Turn on the valve and put out the fire with the supply of water.

Remark: With attachments





火警或其他緊急疏散-集合地點圖

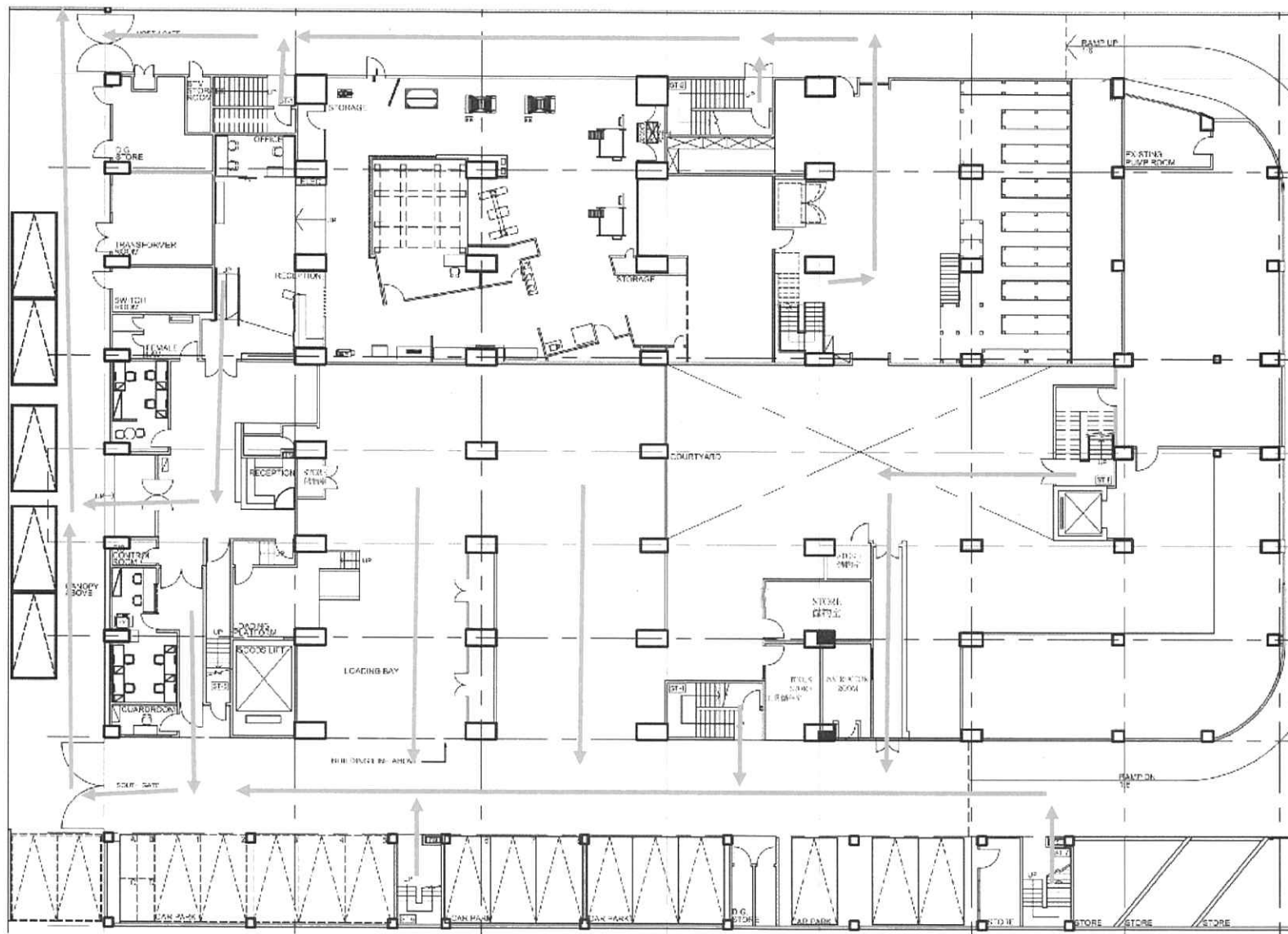
火警鐘響起時應採取的行動

- (一) 保持鎮定。
- (二) 關閉所有電器，但疏散時須使用的電燈則須保持開著。

集合地點：圍欄外行人路

- (三) 迅速前往集合地點。切勿使用升降機。
- (四) 留在集合地點，直至得到授藝導師的指示。

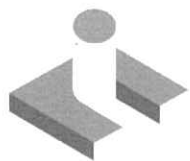
TO GATHERING AREA
(KWAI HOP STREET PLAYGROUND)
往火警集合區（葵合街遊樂場）



GROUND FLOOR FIRE ESCAPE ROUTE LAYOUT PLAN

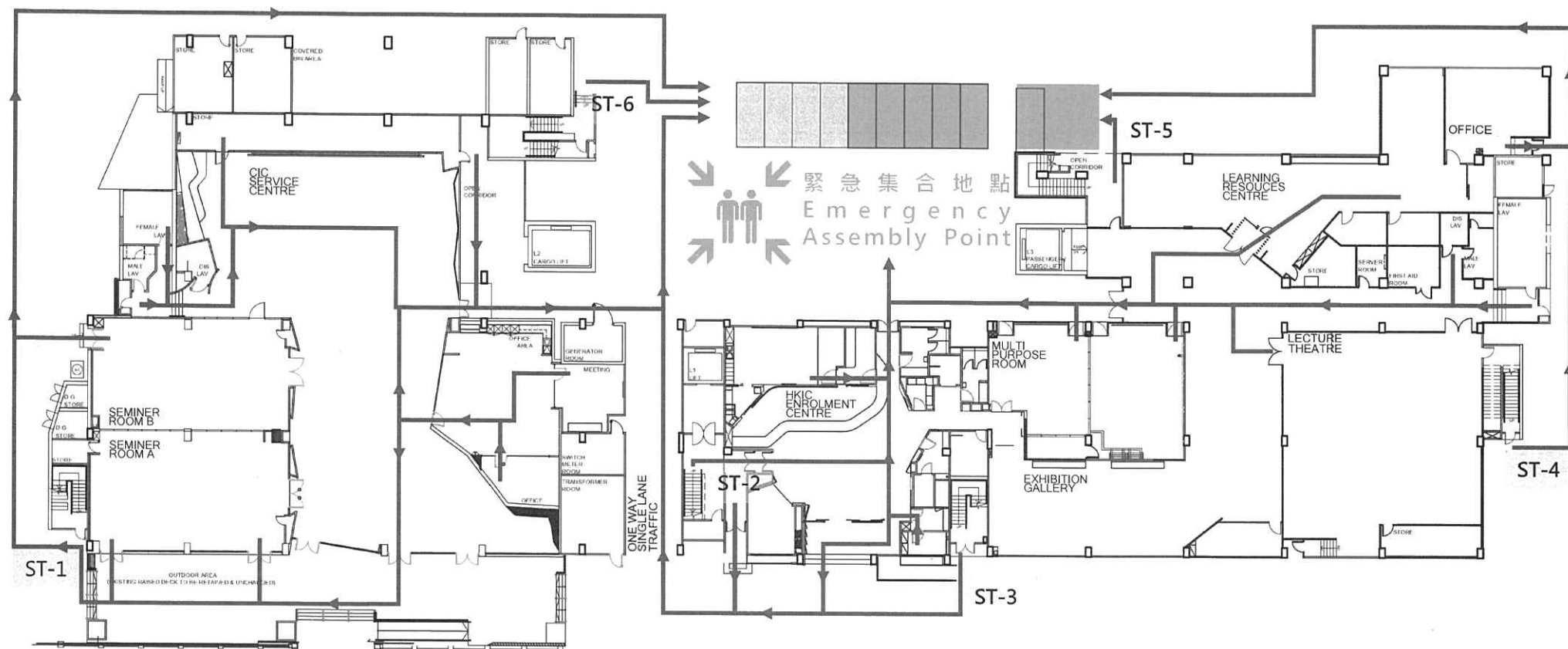
地面火警逃生路線圖

G/F FIRE ESCAPE ROUTE
地面火警逃生路線



香港
建造
學院
HONG KONG
INSTITUTE
OF
CONSTRUCTION

緊急疏散路線圖 Emergency Evacuation Plan



建造業議會及香港建造學院職員
Staff of CIC & HKIC

屋宇建造監工高等文憑學生
Advanced Diploma in Building Construction Supervision

土木工程監工高等文憑學生
Advanced Diploma in Civil Engineering Supervision

屋宇建造監工高等文憑學生
Advanced Diploma in Building Services Supervision

工料測量高等文憑學生
Advanced Diploma in Quantity Surveying

全日制短期課程及其他課程學生
Part-time courses, other courses

膳堂 / 保安及清潔員工
Staff of canteen, security and cleaning

2023/24 First Day of School Information No. 5
(Applicable from September 1, 2023)

Standards of Conducts

1. **Smoking is strictly prohibited on campus**

According to the Smoking (Public Health) Ordinance, any specified educational establishment, including the Hong Kong Institute of Construction, has been designated as a no smoking area. No person may smoke or carry a lighted cigarette, cigar or pipe in a designated no-smoking area. Offences will be subject to a fixed penalty of \$1,500.

In addition to conducting regular and surprise inspections from time to time, the Hong Kong Institute of Construction may also request the Tobacco and Alcohol Control Office to conduct inspections and law enforcement on the campus. If you find anyone smoking illegally, you may also report it to teaching staff. Students are also not allowed to smoke outside the campus during class hours (including recesses and lunch breaks). Violators will be punished and demerits will be given. If more than two major demerits are counted, the student may be expelled. Please behave in an orderly manner and abide by laws and school rules.

2. **No entry to the rooftop area**

Except in the event of emergencies (such as fire), students are not allowed to enter the rooftop area without any teaching staff.

3. **Misuse or interference of fire service devices is strictly prohibited**

The fire alarm system on campus is directly connected to the fire station. No fire service equipment, except in the event of fire, shall be used or interfered. Any false alarm may cause unnecessary dispatches of fire trucks and a waste of manpower. Such actions may also result in legal prosecution.

4. Rules for using elevators

In order to enhance students' fitness to adapt the physical demand of the construction industry in the future, full-time students shall not use lifts without the presence of any teaching staff (or without the approval from the Deputy Principal/Training Superintendent). If any student needs to transport materials by using cargo lift, an approval from teaching staff is required.

Teaching staff will regularly instruct students to strictly abide by the conducts. Violators will be punished in accordance with the disciplinary measures.



2023/24 First Day of School Information No. 6

(Applicable from September 1, 2023)

Student Uniforms

- Uniforms will be distributed to students during the study period with the following quantities:

Courses	Summer Tops	Winter Tops	Work Trousers	Jackets	Safety Helmets	Safety Shoes
1. Certificate in Construction Diploma in Construction 2. Advanced Diploma 3. Certificate (Short Course)*	Up to 3	Up to 3	Up to 3	Up to 1	1	1 pair
*CAMT and CACD	Up to 2	Up to 2	Up to 2	Up to 1	N/A	N/A
Remark: 1. The number of uniforms distributed will depend on the subject, numbers of classes and school days, etc. 2. Each student may purchase up to 2 tops if needed.						

- Students are required to wear uniforms during class:
 Summer: Top and work trousers
 Winter: Top, work trousers and jacket (if applicable)
 (Note: Warm clothing should only be worn underneath the top, except for some special cases)
- Students must wear safety helmets with chin straps when attending classes at a workshop or will be punished according to the regulations.
- Students should understand the nature and functions of safety shoes after receiving them. Students must wear safety shoes when attending classes in the campus and going to practice or will be punished according to the regulations.

5. The above uniforms, safety helmets and safety shoes belong to HKIC. Students may keep them after completing the training (except helmet). Those who drop out or being expelled must return all these items to the Hong Kong Institute of Construction. Otherwise fees will be applied.
6. Students must keep themselves tidy and clean. If the above items are severely damaged or lost, students must fill out the "Purchase Application Form" and purchase them from HKIC at their own expense.



Price List

Subjects	Uniform / Item Names	Price (HK\$) Effective from 1 st September 2023 to 31 st August 2024
1	Student safety helmet (with logo and chin strap)	90 / each
2	Student safety helmet chin strap	25 / each
3	Student safety shoes	400 / pair
4	Student summer top (Short sleeves)	50 / each
5	Student winter top (Long sleeves)	60 / each
6	Student winter jacket	125 / each
7	Student work trousers	80 / each
8	Student ID card replacement (First time)	50 / each
9	Student ID card replacement (After first time)	100 / each

2023/24 First Day of School Information No. 7
(Applicable from September 1, 2023)

Provisions of the Prevention of Bribery Ordinance

As the Hong Kong Institute of Construction is a member of the Construction Industry Council, which is a statutory body, all employees thereof are public servants and are subject to the provisions of the Prevention of Bribery Ordinance. Any person shall not receive any advantage in his capacity as a public servant or when performing his duty.

If any student wish to express his gratitude, a thank-you letter is recommended.

Please do not give any gift or money.



2023/24 First Day of School Information No. 8

(Applicable from September 1, 2023)

Student Allowance Release Date

The Hong Kong Institute of Construction will provide allowances to students each month to cover their expenses so that students could focus on their studies. The allowance amount is released depending on the attendance. Allowances will be released around 2 weeks after the end of each month. For example, the allowance for January will be released at around mid-February and so on. **The bank account receiving the allowances must be owned and in the name of the student.** The allowance will be automatically transferred to the bank account of the student or an authorised person. If the student is below 18, The allowance will be transferred to the bank account of his parent or guardian.

The tentative timetable for releasing allowances this school year is listed as follows (The actual release date may differ from the estimated date):

Year	Month	Estimated Release Dates
2023	9	16-10-2023
	10	14-11-2023
	11	14-12-2023
	12	15-01-2024
2024	1	19-02-2024
	2	14-03-2024
	3	16-04-2024
	4	16-05-2024
	5	17-06-2024
	6	15-07-2024
	7	14-08-2024
	8	13-09-2024

The HKIC does not accept any virtual bank account for the allowances. If the bank account provided by the student is not from HSBC Hong Kong, the transfer of the allowances will be delayed by 2 to 3 days.

2023/24 First Day of School Information No. 9

(Applicable from September 1, 2023)

Worker Registration Arrangements and Fees

In order to help students to join the construction industry as soon as possible after the completion of the course, the Hong Kong Institute of Construction will arrange worker registration for students of our full-time courses. (Students under 18 will be arranged separately, also except for higher diploma courses)

Construction Workers Registration cards are valid for five years. The registration fee of each card is HK\$100 (HK\$50 in some cases), which will be deducted from the training allowances released to students after their enrolment. Students do not need to pay the registration fee separately.

If a student drops out of school or is expelled, the deducted registration fee will not be refunded. If a student already holds a valid registration card (valid for more than 1 month from the date of graduation) during the admission, the registration fee will not be deducted. HKIC will also help student to update the student at no charge accordingly.



2023/24 First Day of School Information No. 10

(Applicable from September 1, 2023)

Note of Attending Trade Tests and Safety Training Courses

The Hong Kong Institute of Construction will arrange trade tests, suspended working platform courses, safety training courses, etc. for students according to the needs of each course. Students must observe the following rules when attending trade tests or safety training courses:

1 Trade Tests and Training Courses for Persons Working on Suspended Working Platforms

- Candidates taking the morning exam must arrive the venue at 08:15 a.m.;
- Must bring identity document and valid “Green Card”;
- Candidates taking welding tests must bring valid “Certificate for Gas Welding Safety Training Course”;
- Must bring appropriate safety shoes;
- **Do not wear the HKIC student uniform**;
- Please wear casual wear, but tank tops, shorts, skirts, flip flops, sandals, heels or any open-toed shoes is not allowed;
- Puff sleeve top, overly loose or tight clothes, and accessories are not recommended;
- Candidates with long hair **must tie their hair up**.

2 Safety Training

Including but not limited to the Foundation Certificate Course in Construction Safety, Safety Training Course of Specified Trade (Silver Card), Safety Training Course for Certified Workers of Confined Spaces Operation, Gas Welding Safety Training Course, and Certificate Course in Construction, etc.

- Please arrive on time as any late arrival for more than 15 minutes will be considered absence;
- Must bring identity document;
- Must bring appropriate safety shoes;
- **Must wear HKIC student uniform**;

If any student fails to comply with the above rules, the host institution has the right to refuse the student to participate in the test or class, and treat the student as absent

without paying any allowance. The institute will also impose penalties according to the regulations.



2023/24 First Day of School Information No. 11

(Applicable from September 1, 2023)

Sports Training and Volunteer Services

To encourage students to utilise their sports potential, nurture their interests, and cultivate communal care, the Hong Kong Institute of Construction arranges a variety of sports training and volunteer services in the light of the whole personal development. According to the curriculum, students who join a course with training days of 75 days or more are required to complete the specified hours of sports training and volunteer service before graduation.

The requirements for sports training and volunteer service hours for each course are as listed follows:

Types of Courses	Duration of the Course	Sports Training	Volunteer Service
Certificate in Construction	1-Year	60 hours	30 hours
Diploma in Construction	1-Year	60 hours	30 hours
Advanced Diploma	2-Year	60 hours	30 hours
Certificate Course (Short Course)	75 Days or More	1 day	Encouraged to participate

2023/24 First Day of School Information No. 12

(Applicable from September 1, 2023)

Collection and Release of Personal Data

The Hong Kong Institute of Construction (HKIC) has been arranging internships for students to enhance their knowledge and competitiveness. The HKIC will release personal data to the Construction Industry Council/certain departments of HKIC and third parties. The data will be used as follows:

- (i) Including but not limited to arranging the HKIC courses, exercise and volunteering activities, safety courses, trade testing, workers registration, apprenticeship training, employment, insurance, etc;
- (ii) Handling the matters regarding students' learning, and providing learning and employment support to the students who are in need;
- (iii) Conducting analysis anonymously and without disclosing the identity of the students.

The personal data of students collected by the Institute will be kept confidential.

Attached is the "Consent Form" for collecting your personal data. Please fill it out and return it to your instructor within one week after the class commenced.



2023/24 First Day of School Information No. 13

(Applicable from September 1, 2023)

Not Applicable to Advanced Diploma Courses

Training Course in Building Information Modelling (BIM) for BIM Viewer

To enable students to have better understanding of innovative technology related to the construction industry, we will arrange our students to join the training course in BIM for BIM Viewer. The arrangements are as follows:

1. **Attendance at this course is compulsory. No additional course will be arranged for absent students, whose attendance rate will be affected and allowance for that day will not be released as well.**
2. The course will be held on Saturday morning or afternoon for about 3 hours. Details will be announced by the instructor;
3. Venue: HKIC - Kowloon Bay Campus/Sheung Shui Campus/Kwai Chung Campus;
4. Students are required to wear sports tops, long pants and sport shoes;
5. Students will need to go to the venue on their own on that day, and will be dismissed after the event and a roll will be called by teaching staff;
6. Students should follow instructions by teaching staff and regulations of the venue. Please stay safe and have well behaviour accordingly;
7. In the event of bad weather, the course will be cancelled and rescheduled.



2023/24 First Day of School Information No. 14
(Applicable from September 1, 2023)

Activity outside campus

Students may occasionally go to construction sites and other external organisations for practice, training and visits. These activities will be organised for students to have a better understanding of the construction site and cultivate caring spirit of the industry. Various activities include sporting events, volunteering services and adventure camps will be arranged.

Since the activities will be held outside the campus, students should follow the instructions of the teaching staff with attention to safety and discipline. During the activities, students should abide by all rules and arrangements of the Hong Kong Institute of Construction and the venue.



2023/24 First Day of School Information No. 15
(Applicable from September 1, 2023)

Approved Casual Leave

If a student takes leave for the following reasons, it can be treated as a approved casual leave with allowance:

1. A student renewing his adult ID card / applying for his ID cards as a new immigrant will be allowed a approved casual leave **two times per school year, each time for a half day**;
2. A student attending the graduation ceremony of the previous school and receiving the graduation certificate will be allowed **a half day** of approved casual leave;
3. If a student or his father, mother, brother, or sister, etc. gets married, he will be allowed **one day** of approved casual leave;
4. If a student's immediate family member (grandfather, grandmother, father, mother, brother, sister, spouse, or child) passed away, he will be allowed **one day** of approved casual leave;
5. A student attending an intermediate trade test recommended by an instructor and approved by the Deputy Principal of the institute or attending a course related to it (paid by the student) will be allowed **one day** of approved casual leave.

Students should submit a written application to their class teacher before taking casual leave with relevant supporting documents. The credit of approved casual leaves will be up to **5 days** in a school year. Those who exceeded the limit will not be allowed any more approved casual leave with allowance.

If a student takes **sick leave, casual leave and absence in total for more than 8 days** within an academic year, no allowance will be provided for approved casual leave after that.

For other leave arrangements, please refer to your Student Handbook.

- End -

