

Fashion and Textile Training Board
時裝及紡織業訓練委員會



Fashion and Textile Industry
Manpower Survey Report
時裝及紡織業・人力調查報告書

2019



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2019 Manpower Survey Report

Fashion and Textile Industry

Fashion and Textile Training Board

Vocational Training Council

時裝及紡織業
2019 年人力調查報告

職業訓練局

時裝及紡織業訓練委員會

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I. Executive Summary

A. Background

1.1 The Fashion and Textile Training Board (Training Board) of the Vocational Training Council (VTC) is appointed by the HKSAR Government to analyse the manpower situation and training needs of the fashion and textile industry. The Training Board conducted a manpower survey of the industry from July to September 2019, with the data reference date as of 1 July 2019. This report presents the survey findings of the latest manpower situation of the industry and proposes recommendations on the manpower development to the industry, employers, employees, training providers and government in response to the business outlook.

B. Survey Coverage

1.2 The survey covered the manufacturing sector and the trading and servicing sector of the fashion and textile industry. A total of 1 309 establishments, comprising 237 from the manufacturing sector and 1 072 from the trading and servicing sector, were selected to provide manpower information based on the list of the principal jobs, which were defined and considered significant by the Training Board. The principal jobs were classified in five levels, i.e. (a) managerial/technologist level, (b) supervisory/technician level, (c) craftsman level, (d) operative level, and (e) unskilled level, according to the level of responsibility, complexity of jobs and the skills, knowledge and training required.

C. Methodology

Survey Methodology

1.3 The survey followed the sampling plan designed by the VTC. A stratified random sampling method was adopted to draw 1 309 sampled establishments based on the Hong Kong Standard Industrial Classification devised by the Census and Statistics Department of the HKSAR Government and the recommendation by the Training Board. The selected samples completed a questionnaire which comprised two parts: (a) quantitative manpower information and (b) information related to manpower situation. The data collection and enumeration processes were closely monitored and data was verified to ensure data quality. The effective response rate was 95% after enumeration.

Manpower Projection Methodology

1.4 The survey adopted a forecasting method which rested on the weighted averages of historical data for projecting manpower demand of the fashion and textile industry. Taking consideration of the historical manpower data with heavier weighting given to the recent data, market trends in a longer term, technological developments of the industry and other socio-economic determinants, the Training Board made the decision on the manpower projection of all job levels for the period from 2020 to 2023.

D. Findings

Number of Employees and Vacancies and Employers' Forecasted Manpower Demand

1.5 Among 52 791 persons being employed at the time of the survey, **94.6% of the employees worked in the trading and servicing sector, 74% were employed at the supervisory/technician level** and 18% at the managerial/technologist level as shown in Table 1.1. About **84% of the total employees worked in the merchandising, marketing and sales areas**, where the prominent vacancies (60.9% out of 379 vacancies) occurred, in addition to the need of quality inspector (19.8%) and sample maker (5.8%).

1.6 Employers' one-year manpower forecast, conducted in July 2019, reflected a mere decline of 0.05% (-25 posts) from 53 170 in 2019 to 53 145 in 2020.

Table 1.1 Number of Employees and Vacancies by Job Level by Sector in 2019 and Manpower Forecast for 2020

Job Level	Manufacturing Sector		Trading & Servicing Sector	
	No. of Employees	No. of Vacancies	No. of Employees	No. of Vacancies
Managerial/Technologist	244	0	9 284	87
Supervisory/Technician	910	5	38 164	231
Craftsman	288	0	819	22
Operative	1 276	9	1 628	25
Unskilled	178	0	0	0
Total	2 896	14	49 895	365
Employers' One-year Manpower Forecast for 2020				
Total Manpower Demand in 2019			53 170	
Employers' Forecasted Manpower Demand in 2020			53 145	

Preferred Education Level and Mode of Training

1.7 As shown in Table 1.1, **the trading and servicing sector** required more manpower at the managerial/technologist and supervisory/technician levels, and therefore the sector expected employees with **higher education level at sub-degree and/or first degree, or above. On-the-job training at different job levels was preferred** over off-the-job training.

Recruitment Difficulties

1.8 With the bulk manpower population falling within the trading and servicing sector, it conducted and experienced more recruitment difficulties than the manufacturing sector in the past 12 months. Regardless the number of recruitment exercises conducted, employers of both sectors found **applicants lacked the relevant experience and training to take up the job duties** and **applicants reflected the working conditions/remuneration package not favourable**. These difficulties seemed to hinder the recruitment of merchandising manager and sample maker quite seriously.

E. Manpower Analysis

Manpower Changes

1.9 The number of establishments with manpower relating to the fashion and textile industry decreased from 20 080 to 18 271 (-9.0%) since the last survey in 2015. Consequently, the overall manpower declined from 63 349 to 52 791 (-16.7%). The manpower changes in the industry reflected that:

- a. **The industry's development has anchored heavily to the trading and servicing sector** (over 90% of the total manpower), with a slowly rising trend in testing services and laboratories;
- b. Jobs in the trading and servicing sector, particularly **the merchandising, marketing and sales jobs, will continue to be the prominent manpower pool** (around 80% of the total manpower); and
- c. Recruitment difficulties seemed to **call for non-traditional recruitment strategies** to attract new talents.

Beyond the Numbers

1.10 The changes in the manpower trend reflected two major aspects of the industry's development: (a) **transformation** and (b) **revitalisation**. While global, regional and local socio-economic factors have signalled the industry for industrial, business and job transformation, the gradual contraction of the industry has been calling for revitalization which may inform a roadmap for industrial and manpower development.

Business Outlook

Industry Prospect

1.11 The slowing down global economy, global trade tensions and geopolitical tensions have become the threatening factors to the fashion and textile industry in Hong Kong. In particular, the China-US trade tensions have resulted in a double-digit drop in the trade value index and procurement index of the clothing industry throughout 2019, and a downward trend in the export prospect of the clothing industry in 2020 is therefore expected. Major geopolitical risks happened in 2019, such as cyberattacks, the China-US trade tensions, Brexit, US sanctions, and military conflict will continue to bring out a gloomy economic outlook in 2020. These factors sum up to a softening of global demand and less optimistic business environment in the years to come and aggregate a more stringent business development strategy.

The Latest Manufacturing, Production and Marketing Trends

1.12 In face of the global economic challenges, smart factory running Industry 4.0 can better utilise resources and enhance efficiency. Higher value-added items, such as sustainable clothing for circular economy, easy-care fabrics, functional and smart textiles, and athleisure wear, have become the top product development trend. E-tailing is a must-go as online shopping is increasingly popular, third-party payment has become mature, the growth of technologies allows virtual sampling, virtual fitting, mobile snapshot for clothing and design of personalised clothing items at one go. Putting pressure on the industry indeed, the quest for the application of advanced technologies to run the manufacture, to develop new products, and to catch the e-tailing trend worldwide is inevitably leading the industry from a sunset atmosphere to an innovative era.

Manpower Projection and Annual Additional Manpower Requirement

1.13 The annual additional manpower requirement for 2020-2023 is projected based on the historical manpower data, market trends in a longer term, technological developments of

the industry, other socio-economic determinants and wastage rates advised by the Training Board. Table 1.2 shows that **the supervisory/technician level has the greatest manpower demand**, while the craftsman level has the least in the coming years.

1.14 Together with the manpower supply from the local tertiary and vocational training institutes offering related training programmes, the annual additional manpower requirement for the managerial/technologist and craftsman levels seem to be met for 2020 and 2021. In contrast, **the manpower for the supervisory/technician level is in great demand in the coming two years**; thus pre-employment and in-service training for this particular level is necessary.

Table 1.2 Estimated Annual Additional Manpower Requirement for 2020-2023

Job Level	For 2020-2023	2020	2021
	Estimated Annual Additional Manpower Requirement	Estimated Manpower Supply from Local Training Providers	
Managerial/Technologist	224 – 274	375	446
Supervisory/Technician	902 – 1102	424	368
Craftsman	26 – 32	24	46

F. Recommendations

1.15 Based on the survey findings and analysis of the manpower changes, business outlook and manpower projection, six areas of recommendations are identified for the industry, employers, employees, training providers and the government in this report. The key recommendations are highlighted below:

- a. On the technical side
 - i. Research and development
 - To support the industry and training institutes to conduct **research and development of new technologies and innovative materials** such as sustainable fabrics, functional textiles, wearable technologies, etc. *by the Government.*
 - ii. Use of advanced technologies
 - To keep up to date with the latest technologies used in **manufacturing process, material development and e-tailing** *by the industry, employers, employees and training providers.*
 - iii. Job transformation through life-long learning and skills-upgrading

- To offer training related to **manufacturing technology, materials development and e-tailing** *by the training providers and employers.*

- b. On the brand building side
 - i. Industry image building
 - To develop a **positive industry image** promoting the professional training and career prospect of the industry **to secondary schools, life and career planning counsellors and parents** *by the Government and the industry.*
 - ii. Employer branding
 - To formulate **new recruitment strategies emphasising on employer branding and candidate experience** of the company culture to secure recruitment of new talents *by the employers.*
 - iii. Career prospect
 - To create a career prospect targeting the jobs relating to **the design and production of high-value added items** for manpower retention and recruitment *by the industry.*

II. Introduction

A. Background

2.1 The Fashion and Textile Training Board (Training Board) of the Vocational Training Council (VTC) is appointed by the HKSAR Government to analyse the manpower situation and training needs of the fashion and textile industry. The Training Board comprises members nominated by major trade associations, trade unions, professional body, educational and training institutions, and government departments. The Working Party on the Manpower Survey is formed by the Chairman and selected members of the Training Board. The membership and terms of reference are listed in *Appendices 1, 2 and 3*.

2.2 The fashion and textile manpower survey is conducted every four years starting from 2019, followed by two periodic manpower updates through focus group and desk research to better reflect the changing trends of the technical manpower situation. Technical manpower refers to the personnel who are employed in the principal jobs of the fashion and textile industry to apply the industrial knowledge and technical skills required to complete the work assigned.

2.3 Data of this manpower survey was collected from July to September 2019, with the data reference date as of 1 July 2019. This report presents the survey findings and analysis of the latest manpower situation of the industry and proposes recommendations on the manpower development to the industry, employers, employees, training providers and the government.

B. Objectives

2.4 The objectives of the manpower survey conducted for the fashion and textile industry are:

- a. To collect up-to-date manpower information by the principal jobs in the industry.
- b. To assess the industry's technical manpower situation.
- c. To forecast training requirements in the near future.
- d. To recommend to the VTC and relevant stakeholders the development of training strategies to meet the needs.

C. Survey Coverage

2.5 The fashion and textile industry can be classified into two main sectors, (a) the manufacturing sector and (b) the trading and servicing sector, with individual industry groups and branches. A total of 1 309 establishments were selected for this survey with a survey coverage as follows:

- a. Manufacturing Sector
 - (i) Textile Industry
 1. Spinning Branch
 2. Weaving Branch
 3. Knitting Branch
 4. Finishing Branch
 5. Non-woven Branch
 - (ii) Clothing Industry
 6. Garment Branch (exclude under/night garments)
 7. Knitwear Branch (exclude knitted and crocheted underwear)
 8. Under/Night Garments and Knitted/Crocheted Underwear Branch
 - (iii) Fur, Footwear and Handbag Industries
 9. Fur, Footwear and Handbag Branch
- b. Trading and Servicing Sector
 - (i) Trading Industry
 10. Import/Export of Footwear Branch
 11. Import/Export of Fabrics Branch
 12. Import/Export of Wearing Apparel Branch
 13. Import/Export of Cotton, Textile Fibre and Yarn Branch
 14. Import/Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes Branch
 - (ii) Testing Services and Laboratories
 15. Testing Services and Laboratories Branch

III. Methodology

A. Sample Design

3.1 The Training Board designed the sampling plan and selected sampled establishments using the stratified random sampling method. Based on the Hong Kong Standard Industrial Classification devised by the Census and Statistics Department and the recommendation by the Training Board on the establishments from other business sectors with manpower provision contributing to the surveyed industry, 237 establishments from the manufacturing sector and 1 072 from the trading and servicing sector were sampled for this survey, generating a sample size of 1 309 establishments. The detailed sampling plan is shown in *Appendix 4*.

B. Questionnaire Design

3.2 The questionnaire designed for the survey comprised two parts. Part I collected quantitative manpower information by job levels and by principal jobs, and Part II collected information related to manpower situation. The list of principal jobs was defined by the Training Board with detailed job descriptions given for each job and was classified in five skill levels as follows:

- a. Managerial/technologist level
- b. Supervisory/technician level
- c. Craftsman level
- d. Operative level
- e. Unskilled level

3.3 While job titles might vary across establishments, respondents were required to provide manpower information corresponding to the job descriptions and the skill levels of the principal jobs. The definition of terms and the survey documents including a sample questionnaire, explanatory notes, and job descriptions for the principal jobs are given in *Appendices 5 and 6*.

C. Data Collection

3.4 The data collection was carried out between July and September 2019. A pack of survey documents was given to each invited establishment. The respondents of the

establishments were asked to provide manpower information of their establishment at the time of the survey as of 1 July 2019. During the fieldwork period, enumerators assisted the respondents to complete the questionnaire through phone calls or on-site visits.

3.5 Various measures were taken to assure the quality of the data collection process. These included prior fieldwork preparation, thorough training of fieldwork staff, monitoring of the fieldwork execution, measures to increase the response rate, checking of the completed questionnaires, double data entry and validation of the collected data. The list of quality control measures is shown in *Appendix 7*.

D. Data Analysis

3.6 Among the 809 valid sampled establishments¹, 771 were successfully enumerated, giving an effective response rate of 95%. Taking into account (a) the satisfactory response rate of individual sectors, (b) the satisfactory response rate from prominent and sizeable establishments, and (c) the grossing-up of sample results based on the statistically-grounded method, it could be concluded that the survey findings presented in this report contributed to a significant level of representativeness. The response profile is shown in *Appendix 8*.

E. Manpower Projection Methodology

3.7 The Training Board adopts a forecasting method which rests on the weighted averages of historical data for projecting manpower demand of the fashion and textile industry. Taking consideration of the historical manpower data with heavier weighting given to the recent data, market trends in a longer term, technological developments of the industry and other socio-economic determinants, the Training Board made the decision on the manpower projection of all job levels for the period from 2020 to 2023. The details of the manpower projection methodology are provided in *Appendix 9*.

¹ Sampled establishments with suspended operation, change of industry, nil reply to the survey were considered invalid.

IV. Survey Findings

A. Number of Employees

4.1 Among 52 791 persons being employed at the time of the survey, the majority of the employees were working in the trading industry (92.6%), and employed at the supervisory/technician level (74.0%) and the managerial/technologist level (18.0%) as shown in Figure 4.1a and 4.1b.

Figure 4.1a Employees by Industry

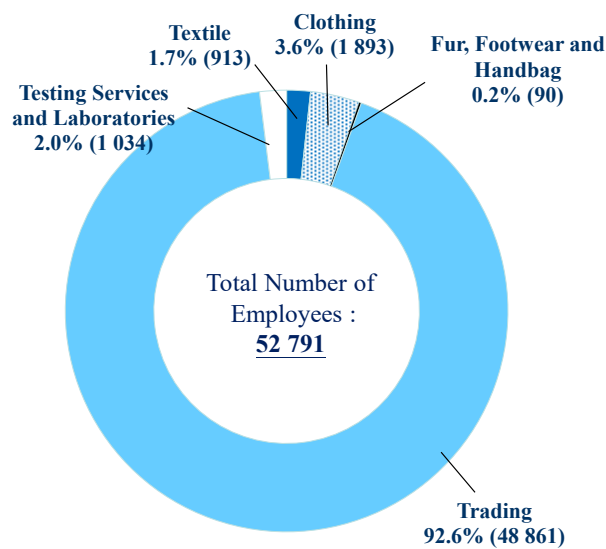
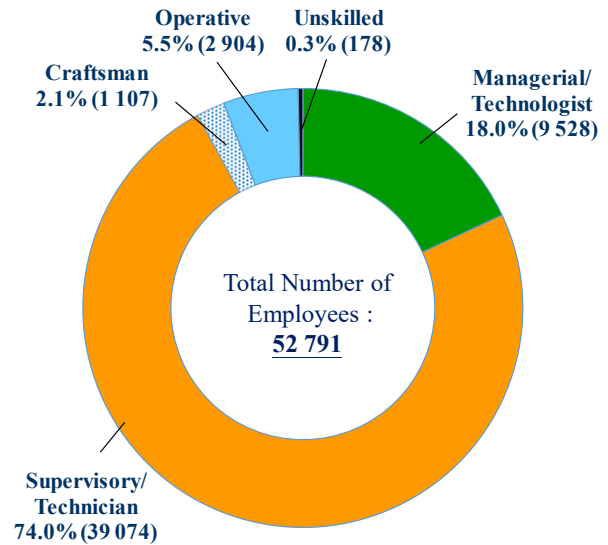
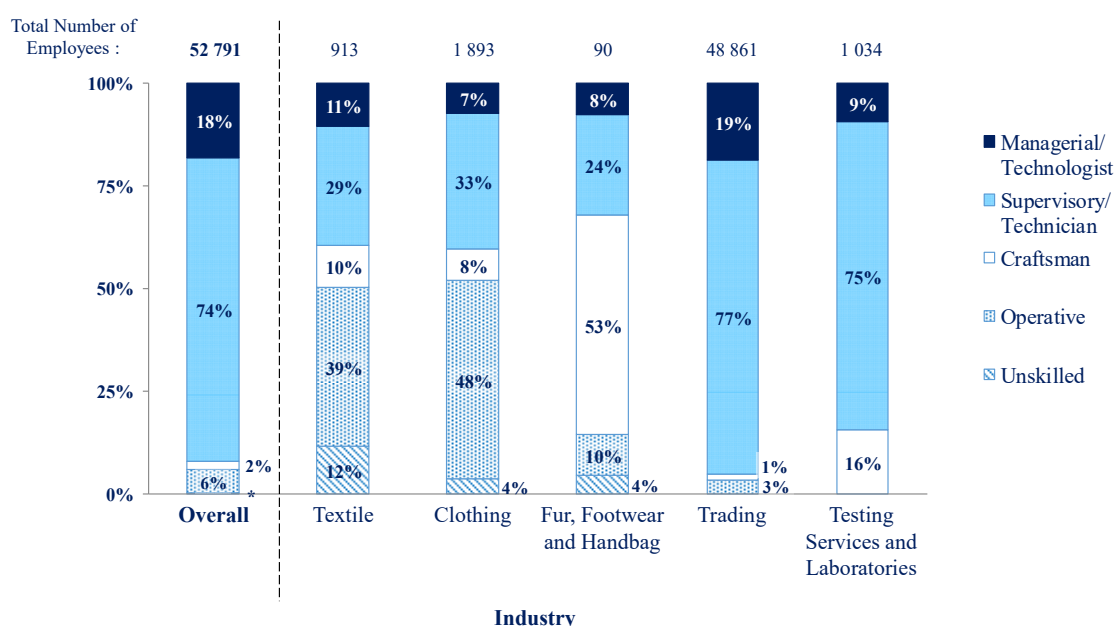


Figure 4.1b Employees by Job Level



4.2 A comparison of the manpower distribution across industries reflected that the trading and servicing sector required manpower with higher skill level (i.e. supervisory/technician and above) while the manufacturing sector required manpower with lower skill level (i.e. craftsman and below) as shown in Figure 4.2.

Figure 4.2 Employees by Job Level by Industry



Note: * Less than 0.5%

B. Prominent Principal Jobs

4.3 The prominent principal jobs, which accounted for 83.8% (44 239) of the total number of employees, were all related to the merchandising, marketing and sales nature. The distribution is shown in Table 4.1.

Table 4.1 Prominent Principal Jobs [% of total]

Job Level	Principal Job	83.8% of 52 791 employees
Managerial/ Technologist	◆ Merchandising Manager [10.3%]	
	◆ Marketing/Sales Manager [3.5%]	
Supervisory/ Technician	◆ Merchandiser [58.6%]	
	◆ Marketing/Sales Officer [8.2%]	
Operative	◆ Sales Assistant [3.2%]	

C. Number of Vacancies

4.4 At the time of survey, the total number of vacancies was 379, representing a vacancy rate of 0.7% of the total number of employees and vacancies (53 170) of the industry. Among 379 job vacancies, the majority were found in the trading industry (342) and they were concentrated at the supervisory/technician (236) and managerial/technologist levels (87) as

shown in Figure 4.3a and 4.3b.

Figure 4.3a Vacancies by Industry

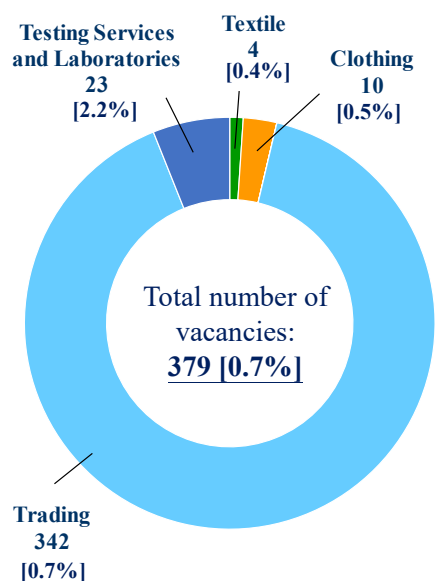
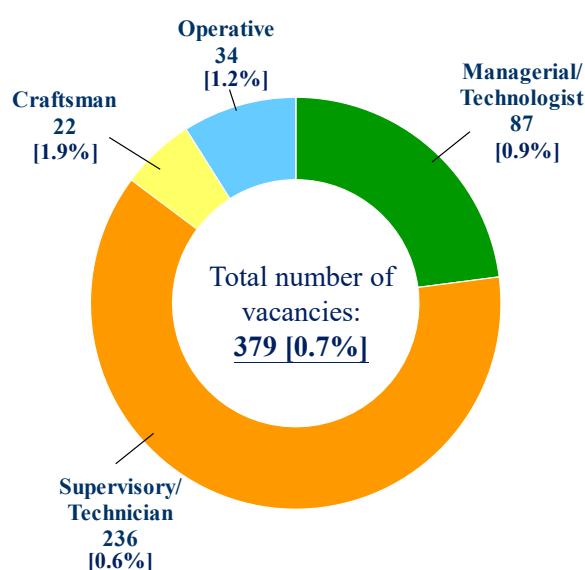


Figure 4.3b Vacancies by Job Level



Note: Figures in [] brackets indicate the Vacancy Rate = $\frac{\text{No. of full-time vacancies}}{\text{No. of full-time employees} + \text{No. of full-time vacancies}}$ (for particular industry/job level)

D. Prominent Vacancies

4.5 The prominent vacancies, which accounted for 86.5% (328) of the total number of vacancies, were mostly related to merchandising, marketing and sales nature. The distribution is shown in Table 4.2.

Table 4.2 Prominent Vacancies [% of total]

Job Level	Principal Job	
Managerial/ Technologist	◆ Merchandising Manager [20.6%]	86.5% of 379 vacancies
Supervisory/ Technician	◆ Merchandiser [21.1%]	
	◆ Marketing/Sales Officer [12.6%]	
	◆ Quality Inspector [19.8%]	
Craftsman	◆ Sample Maker [5.8%]	
Operative	◆ Sales Assistant [6.6%]	

E. Employers' Forecasted Manpower Demand

4.6 Employers' one-year manpower forecast reflected a manpower decline of only 0.05% (-25 posts) from 53 170 in 2019 to 53 145 in 2020.

F. Monthly Income

4.7 In the manufacturing sector, the average monthly income centralised to the range of \$10,001 to \$20,000 (82.3%), which covered the income range of most employees, except those at the managerial/technologist level whose average monthly income was above \$20,000. The distribution is shown in Table 4.3.

**Table 4.3 Average Monthly Income of Employees in the Manufacturing Sector
(% of distribution)**

Job Level	\$10,000 or below	\$10,001-\$15,000	\$15,001-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	Over \$30,001	Total
Managerial/ Technologist	-	-	5.1	38.3	41.8	14.8	100%
Supervisory/ Technician	-	7.9	73.1	17.9	1.1	-	100%
Craftsman	6.9	40.2	51.3	1.5	-	-	100%
Operative	3.3	66.0	30.5	0.1	-	-	100%
Unskilled	31.2	68.8	-	-	-	-	100%
Overall	4.1	39.5	42.8	9.0	3.6	1.1	100%

Note: Significant figures are in bold.

4.8 In the trading and servicing sector, the average monthly income was generally higher than that of manufacturing sector at the range of \$15,001 to \$25,000 (59%), which covered the income range of managerial/technologist and the supervisory/technician levels. That of the craftsman and operative levels centralized at \$10,001 to \$15,000. The distribution is shown in Table 4.4.

**Table 4.4 Average Monthly Income of Employees in the Trading and Servicing Sector
(% of distribution)**

Job Level	\$10,000 or below	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$25,000	\$25,001- \$30,000	Over \$30,001	Total
Managerial/ Technologist	-	-	4.7	28	27.7	39.6	100%
Supervisory/ Technician	0.3	23.7	37.3	27.9	10.8	-	100%
Craftsman	16.7	63.6	19.7	-	-	-	100%
Operative	3.5	48.6	45.2	2.7	-	-	100%
Unskilled	-	-	-	-	-	-	-
Overall	0.6	21.7	32.5	26.5	12.8	5.9	100%

Note: Significant figures are bold

G. Age of Employees

4.9 Overall, 29.5% of the employees in the industry were over the age of 50. The aging issue was relatively obvious in the manufacturing sector (over 50%) and at the managerial/technologist, craftsman and operative levels (over 40%). A retirement tide is expected in the coming years. The distribution is shown in Figures 4.4a and 4.4b.

Figure 4.4a Employees over Age of 50 by Industry

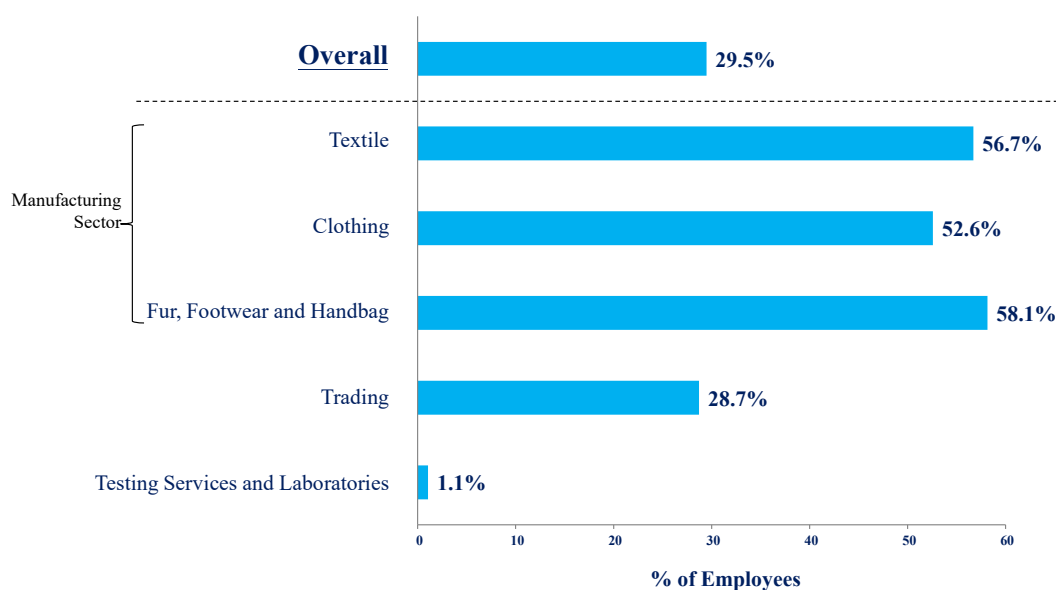
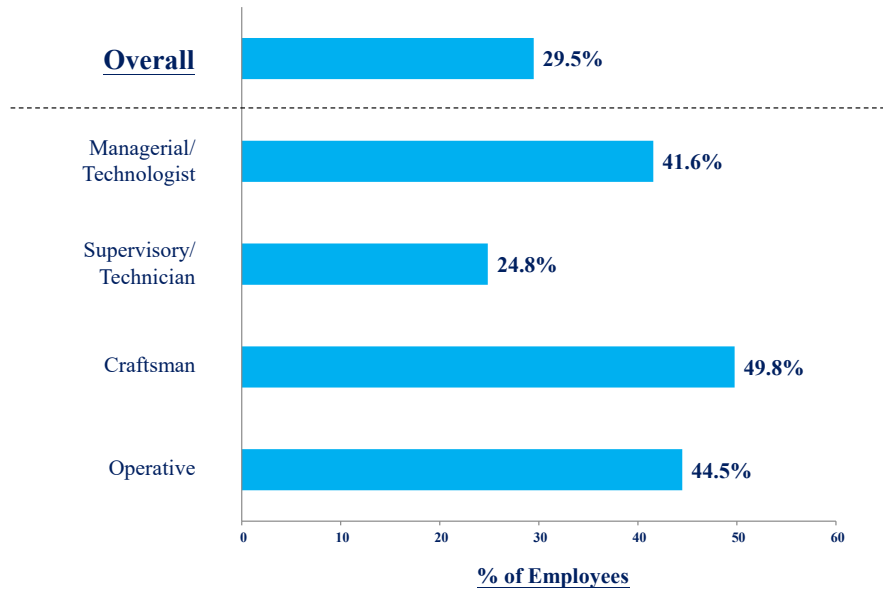


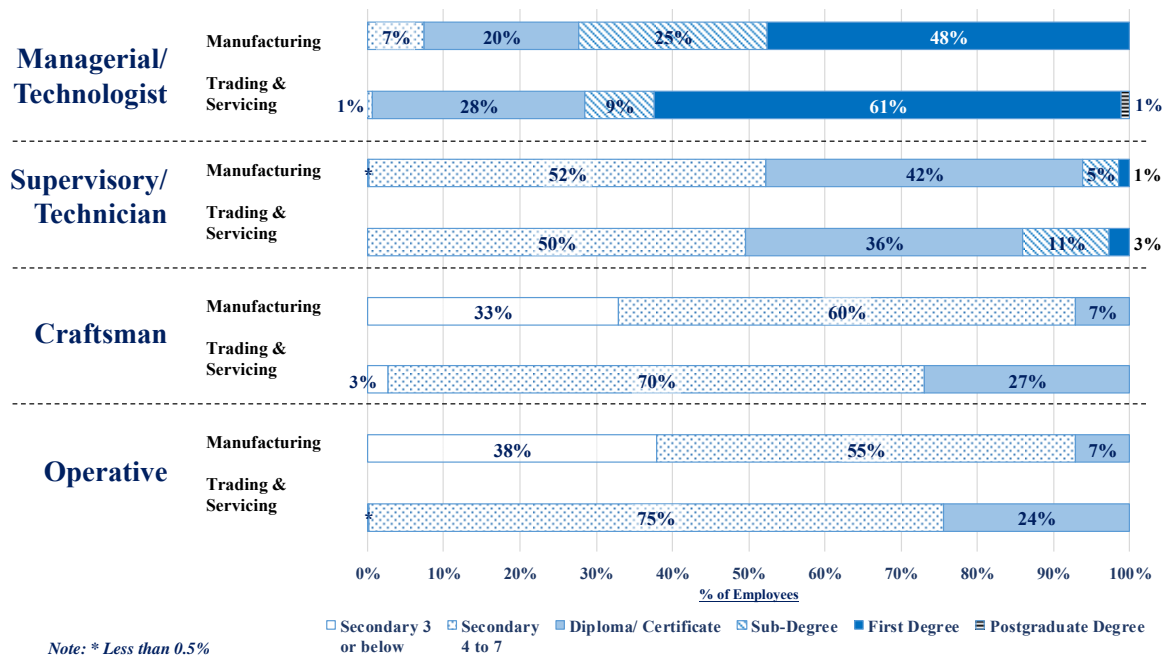
Figure 4.4b Employees over Age of 50 by Job Level



H. Preferred Education Level

4.10 In general, the trading and servicing sector expected the employees with higher education level than the manufacturing sector. The managerial/technologist level required a first degree or above. The supervisory/technician level needed a sub-degree and above. The craftsman and operative levels required a diploma/certificate and above. The comparison is shown in Figure 4.5.

Figure 4.5 Preferred Education Level



I. Preferred Training Mode

4.11 On-the-job training was preferred by almost all companies of the industry. In terms of the training duration, most companies expected training of 2 years or above for the managerial/technologist level and training within 1-2 years for the lower skill levels. The preference is shown in Figures 4.6 and 4.7.

Figure 4.6 Preferred Training Mode

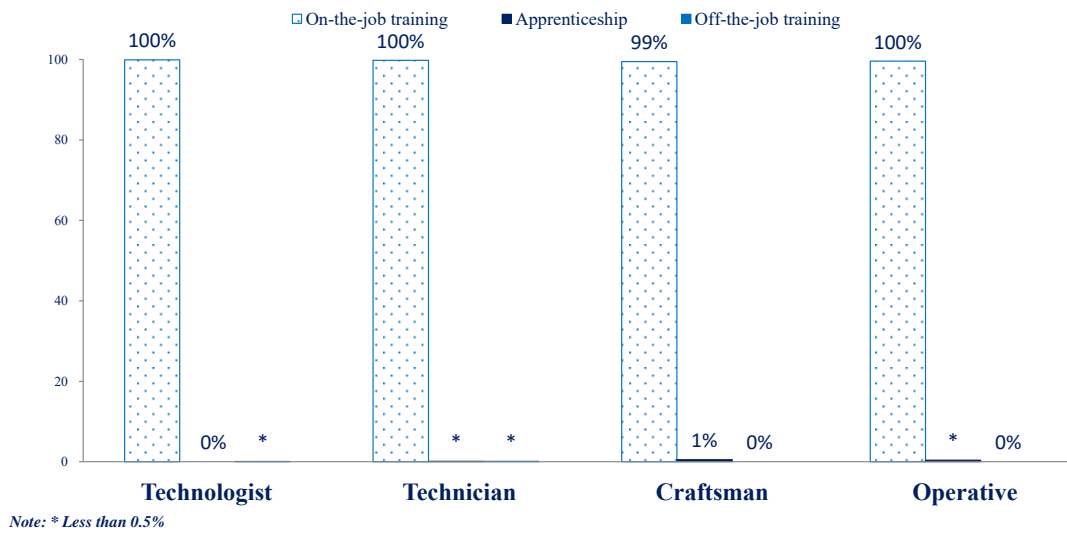
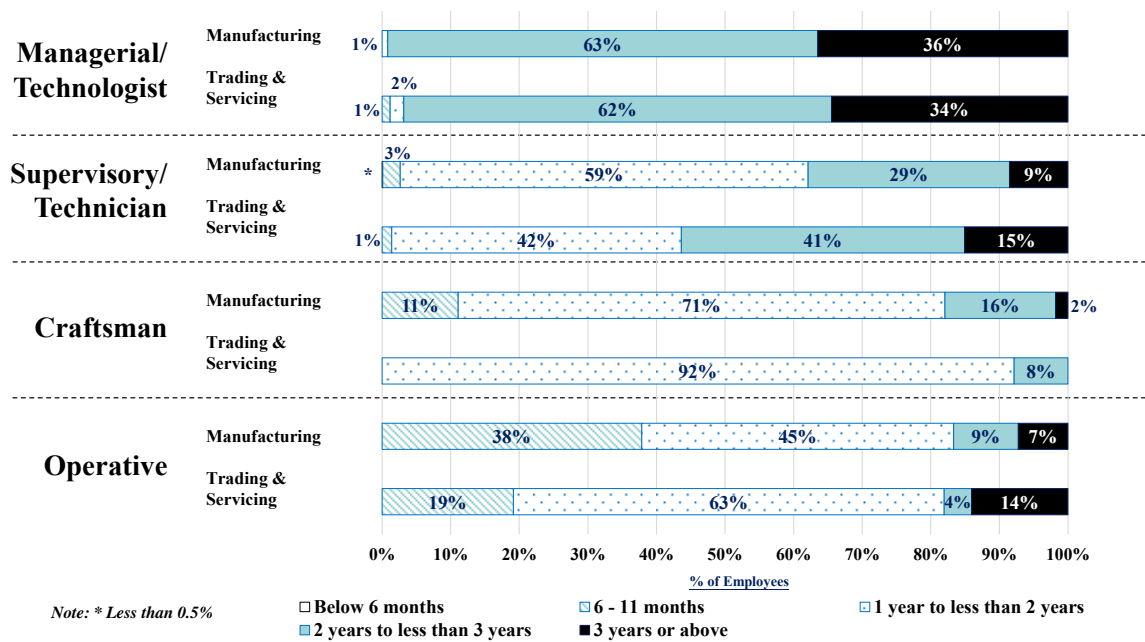


Figure 4.7 Preferred Training Period



J. Recruitment Difficulties

4.12 Among the two sectors, the trading and servicing sector conducted more recruitment exercises than the manufacturing sector in 2019, and consequently encountered more recruitment difficulties. As shown in Figure 4.8a, over 95% of the employers from the trading and servicing sector found it very difficult to recruit craftsman as “applicants lacked the relevant experience and training” (85%) and “working conditions/remuneration package could not meet applicants’ expectations” (78%). As shown in Figure 4.8b, around 75% of the employers from the manufacturing sector found it difficult to recruit employees at the operative level due to the labour shortage in Hong Kong.

Figure 4.8a Recruitment Difficulties Encountered in the Past 12 Months (Trading and Servicing Sector)

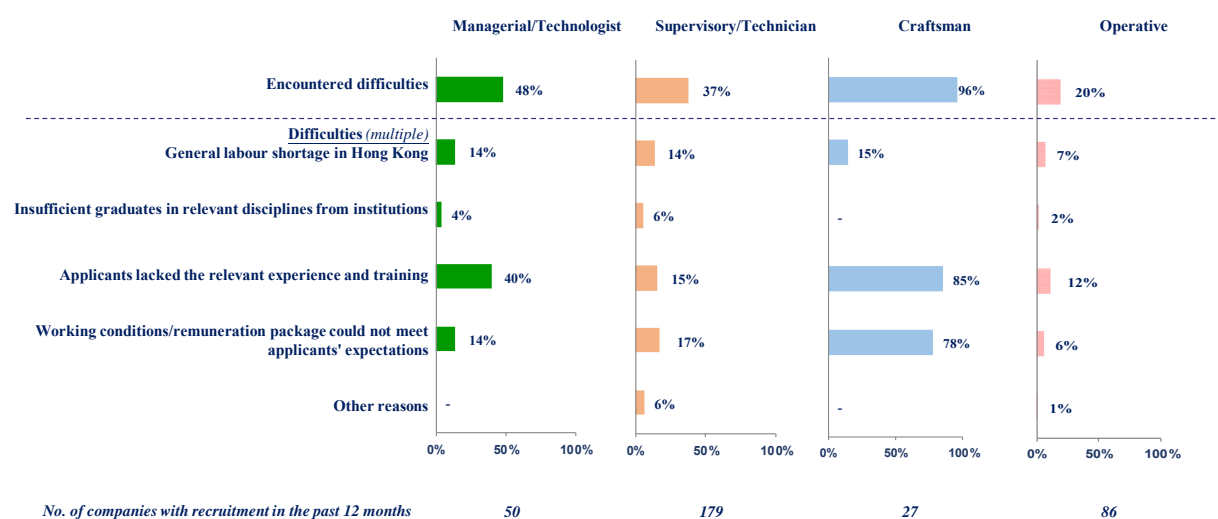
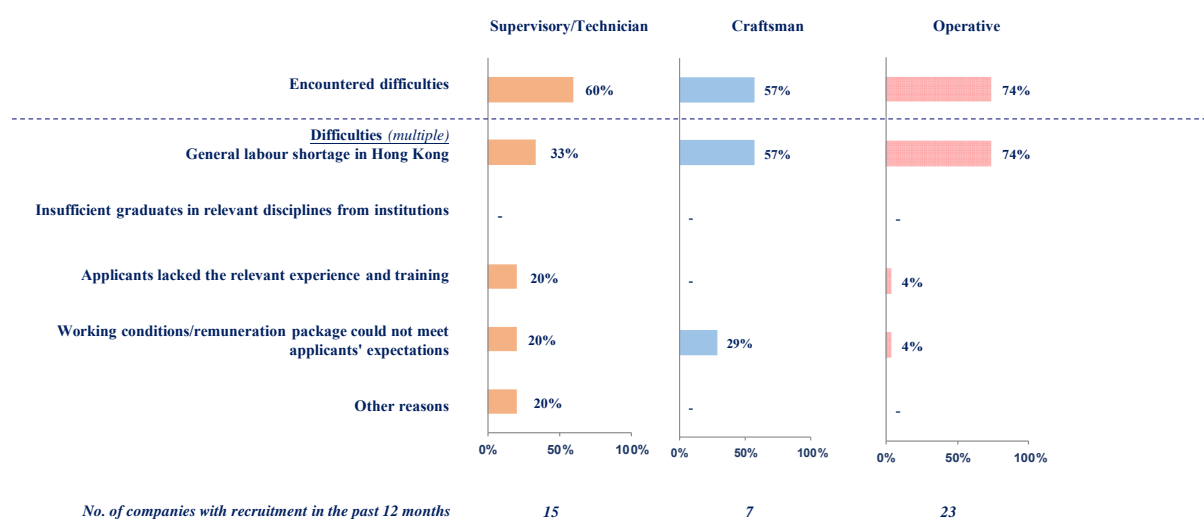


Figure 4.8b Recruitment Difficulties Encountered in the Past 12 Months (Manufacturing Sector)



Note: 5 companies have undergone recruitment exercise for Managerial/Technologist in the past 12 months and all of them reported **not** to have any recruitment difficulties.

K. Statistical Tables

4.13 The detailed manpower statistics showing the number of employees, trainees, vacancies and employers' one-year manpower forecast by branch is shown in *Appendix 10* and the distribution of average monthly income range by industry is shown in *Appendix 11*.

V. Manpower Analysis

A. Manpower Changes

Number of Establishments in the Fashion and Textile Industry

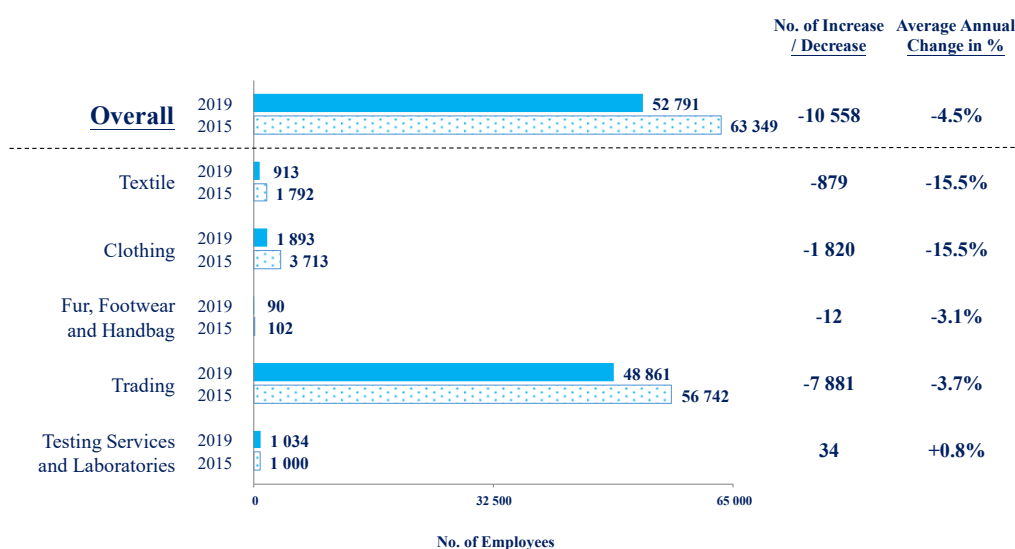
5.1 According to the Census and Statistics Department and the Training Board, there were 20 080 establishments with manpower relating to the fashion and textile industry in 2015. The number decreased to 18 271 in 2019. A consequential decline in the number of employees in the industry in 2019 is therefore expected. The spread of the establishments by industry and employment size in 2019 is shown in *Appendix 12*.

Changes in Number of Employees by Industry

5.2 The overall manpower declined from 63 349 to 52 791 (-10 558, 16.7%) from 2015 to 2019 as shown in Figure 5.1. Over the years, the manpower in the textile industry and the clothing industry of the manufacturing sector experienced a drop of nearly 50% (-2 699). The trading industry, contributing over 90% of the manpower to the entire industry, lost over 7 800 employees (-13.9%).

5.3 The manpower distribution reflected a transformation from the manufacturing sector to the trading and slowly increasing servicing sector of the industry. The shift is worth the attention for manpower planning and training.

Figure 5.1 Changes in Number of Employees by Industry

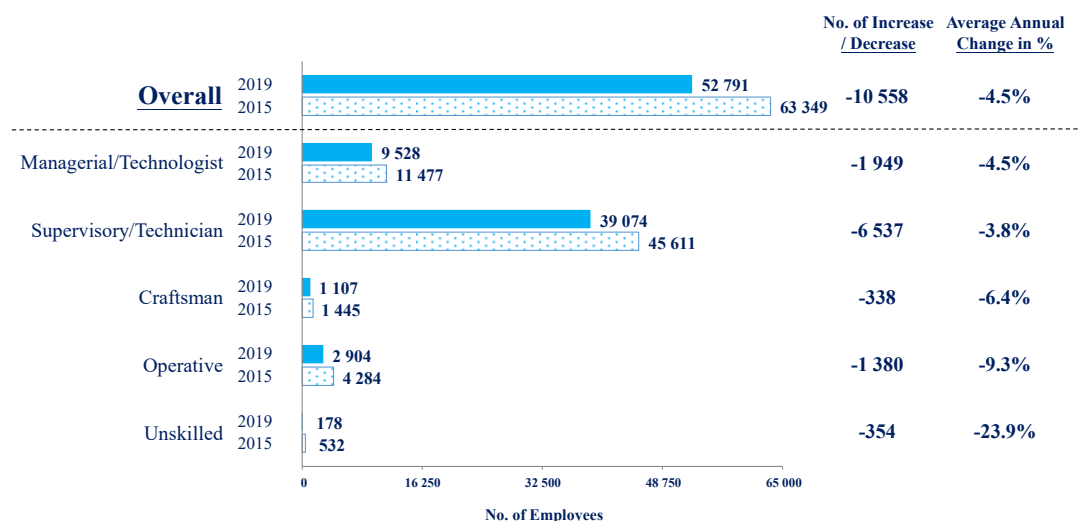


Changes in Number of Employees by Job Level

5.4 As shown in Figure 5.2, over 90% of the total manpower population of the industry was at the managerial/technologist and supervisory/technician levels, of which nearly 70% was merchandising manager and merchandiser. An average decline of 14.2% was observed in the merchandising and marketing jobs. Other jobs with notable decline included production manager (-91.2%), production supervisor (-63.1%), quality technician (-56.5%) and quality inspector (-31.1%) of the trading industry, and sewing machine operator (-48.4%) of the clothing industry.

5.5 The overall manpower reduction could be the result of business transformation, shrink in business size, plant relocation to Mainland China or nearby countries, or recruitment took place in Mainland China.

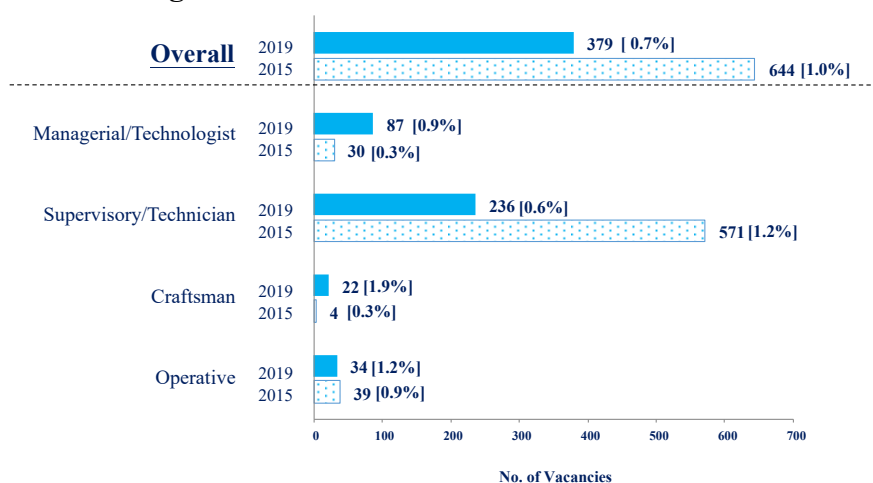
Figure 5.2 Changes in Number of Employees by Job Level



Changes in Number of Vacancies

5.6 Compared to 2015 as shown in Figure 5.3, the vacancy rate in 2019 slightly decreased from 1.0% to 0.7%. While the number of vacancy at the supervisory/technician and operative levels showed a gradual decline, that at the managerial/technologist and craftsman levels showed a subtle increase. A comparison (Table 5.1) between the prominent principal jobs and prominent vacancies provides further details on the manpower situation.

Figure 5.3 Changes in Number of Vacancies



Note: Figures in [] brackets indicate the Vacancy rate = $\frac{\text{No. of full-time vacancies}}{\text{No. of full-time employees} + \text{No. of full-time vacancies}}$

Prominent Principal Jobs versus Prominent Vacancies

5.7 The comparison (Table 5.1) between the prominent principal jobs and prominent vacancies showed three manpower situations: (a) the most prominent principal jobs had significant vacancies in 2019; (b) these prominent jobs and vacancies concentrated mostly on the merchandising and marketing jobs at almost all levels; and (c) quality inspector and sample maker in the import/export of wearing apparel branch were in great manpower demand, though they were not prominent jobs.

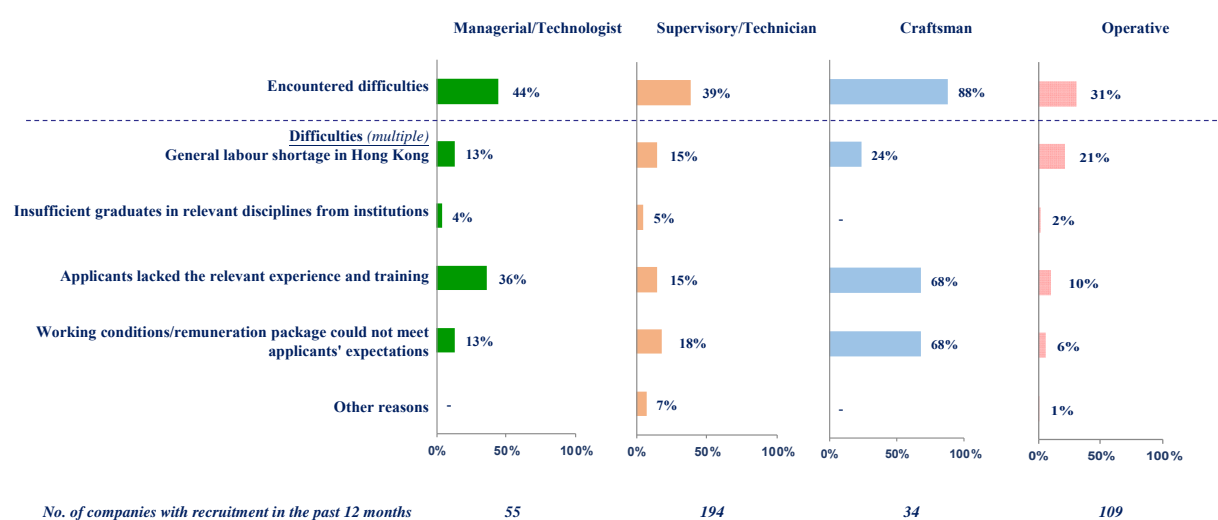
Table 5.1 Comparison between Prominent Principal Jobs and Prominent Vacancies

Job Level	Principal Jobs	Percentage of Prominent Principal Jobs	Percentage of Prominent Vacancies
Managerial/ Technologist	Merchandising Manager	10.3% (5 452)	20.6% (78)
	Marketing/Sales Manager	3.5% (1 832)	-
Supervisory/ Technician	Merchandiser	58.6% (30 960)	21.1% (80)
	Marketing/Sales Officer	8.2% (4 318)	12.6% (48)
	Quality Inspector	-	19.8% (75)
Craftsman	Sample Maker	-	5.8% (22)
Operative	Sales Assistant	3.2% (1 667)	6.6% (25)
	Total Number	83.8% of 52 791 Employees	86.5% of 379 Vacancies

Recruitment Difficulties Encountered in the Past 12 Months

5.8 While general labour shortage in Hong Kong has been a common recruitment difficulty encountered by the 392 companies who conducted recruitment in the past 12 months, other major recruitment difficulties occurred in “applicants lacked the relevant experience and training” and “working conditions/remuneration package could not meet applicants’ expectations”. These difficulties seemed to hinder the recruitment of merchandising manager and sample maker quite seriously. Figure 5.4 presented the various recruitment difficulties encountered by the industry.

Figure 5.4 Recruitment Difficulties Encountered in the Past 12 Months



Beyond the Numbers

5.9 The manpower changes in the industry showed that (a) the industry’s development has anchored heavily to the trading and servicing sector; (b) jobs in the trading and servicing sector, particularly the merchandising and marketing jobs, will continue to be the prominent manpower pool; and (c) recruitment difficulties seemed to call for non-traditional recruitment strategies to attract new talents.

5.10 In short, the changes in the manpower trend reflected two major aspects of the industry’s development: (a) transformation and (b) revitalisation. While global, regional and local socio-economic factors have signalled the industry for industrial, business and job transformation, the gradual contraction of the industry has been calling for revitalization which may inform a roadmap for industrial and manpower development.

B. Business Outlook

Industry Prospect

The Slowing Down Global Economy

5.11 According to the estimation of the output growth of advanced economies versus developing economies released by the *International Monetary Fund* in October 2019, the global economy may grow by 3.0% in 2019, the lowest level since the 2008-2009 financial tsunami. Although the growth is projected to be 3.4% in 2020, it depends heavily on the rebound of a number of currently underperforming developing economies.¹ Hong Kong's exports, therefore, expect a further decline in 2020 for the slowdown in the global economy and the proliferation of protectionism, which has spread into broader economic and geopolitical arenas and suggested an increased likelihood of a deep and protracted global slowdown.

The China-US Trade Tensions

5.12 The *HKTDC Export Index* recorded its lowest overall finding in the 4th quarter of 2019 (18.8 at 4Q19 versus 39.2 at 1Q19) since its tracking of exporter sentiment in the 2nd quarter of 2006. Despite the progress made in the China-US trade negotiations, more than half of the respondents reported they had already been adversely affected by the dispute.² In terms of the overall export prospect, the clothing industry showed a continuous decline in the 4th quarter, including a double-digit dive in the trade value index and procurement index, which underlined a probability of price bargaining from buyers and a headcount reduction in the clothing industry. To respond to the China-US trade tensions, more companies from the clothing industry intended to increase the added value of products as the survival strategy, in addition to exploring non-US markets, lowering unit prices and minimum order quantity and downsizing the company.

¹ Tsang, A. (2019, December 18). Hong Kong Export Outlook For 2020: Strong Downside Risks as Protectionism Proliferates and the Global Economy Slows. Retrieved January 21, 2020, from http://economists-pick-research.hktdc.com/business-news/article/Research-Articles/Hong-Kong-Export-Outlook-For-2020-Strong-Downside-Risks-as-Protectionism-Proliferates-and-the-Global-Economy-Slows/rp/en/1/1X32LK39/1X0AJGM2.htm?utm_source=weky_edm&utm_campaign=edm_promo_upd&utm_medium=edm&DCSext.dept=12&WT.mc_id=6230813

² Fung, D. (2019, December 18). HKTDC Export Index 4Q19: Lingering China-US Trade Tensions Push Export Sentiment to Record-Low. Retrieved January 21, 2020, from http://hong-kong-economy-research.hktdc.com/business-news/article/HKTDC-Export-Index/HKTDC-Export-Index-4Q19-Lingering-China-US-Trade-Tensions-Push-Export-Sentiment-to-Record-Low/etihk/en/1/1X48TJKV/1X0AJGO0.htm?utm_source=weky_edm&utm_campaign=edm_promo_upd&utm_medium=edm&DCSext.dept=12&WT.mc_id=6230812

Geopolitical Tensions

5.13 “Financial markets around the world are increasingly being pushed and pulled by geopolitical dynamics.” stated in the *Geopolitical Risks on the Rise* by J.P. Morgan.³ The major geopolitical risks happened in 2019, such as cyberattacks suffered worldwide, the China-US Trade Dispute, Brexit, US sanctions affecting oil supply from Iran/Saudi Arabia, military conflict raised in Russia, etc, will likely bring to 2020 and affect the global economy.

The Latest Manufacturing, Production and Marketing Trends

5.14 In face of the global economic challenges, smart factory running Industry 4.0 can better utilise resources and enhance efficiency. Higher value-added items, such as sustainable clothing for circular economy, easy-care fabrics, functional and smart textiles, and athleisure wear, have become the top product development trend. E-tailing is a must-go as online shopping is increasingly popular, third-party payment has become mature, the growth of technologies allows virtual sampling, virtual fitting, mobile snapshot for clothing and design of personalised clothing items at one go. Putting pressure on the industry indeed, the quest for the application of advanced technologies to run the manufacture, to develop new products, and to catch the e-tailing trend worldwide is inevitably leading the industry from a sunset atmosphere to an innovative era.

³ Geopolitical Risks on the Rise: J.P. Morgan. (2019, April 10). Retrieved January 18, 2020, from <https://www.jpmorgan.com/global/research/geopolitical-risk-on-rise>

C. Manpower Projection and Annual Additional Manpower Requirement

Manpower Projection

5.15 Considering the historical manpower data, market trends in a longer term, technological developments of the industry and other socio-economic determinants, the Training Board adopted the mid-term trend for the manpower projection for 2020-2023, which reflected a mild manpower decline as presented in Figures 5.5a-5.5c.

Figure 5.5a Manpower Projection for 2020-2023 (Managerial/Technologist Level)

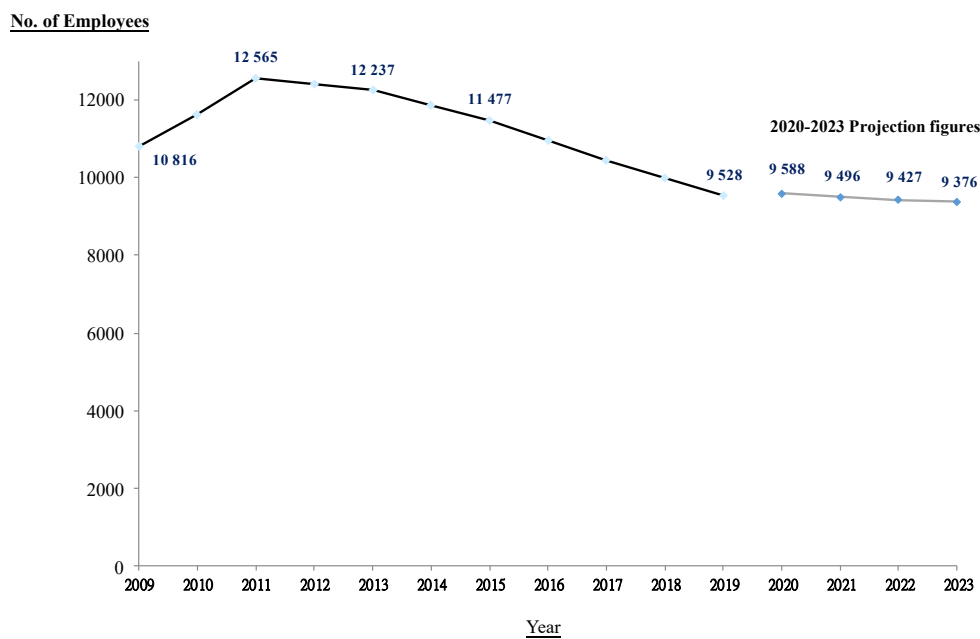


Figure 5.5b Manpower Projection for 2020-2023 (Supervisory/Technician Level)

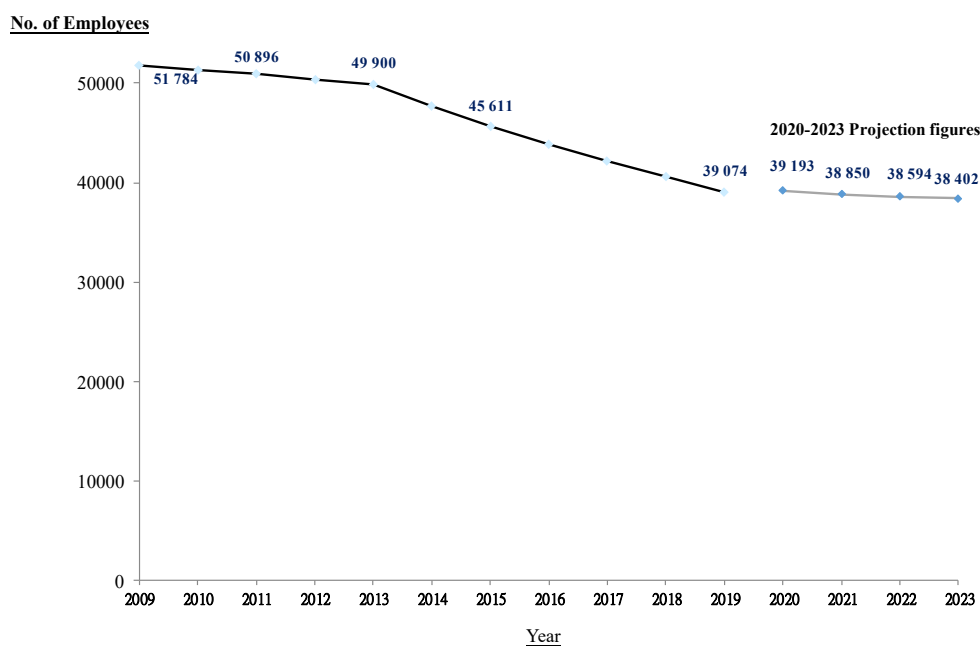
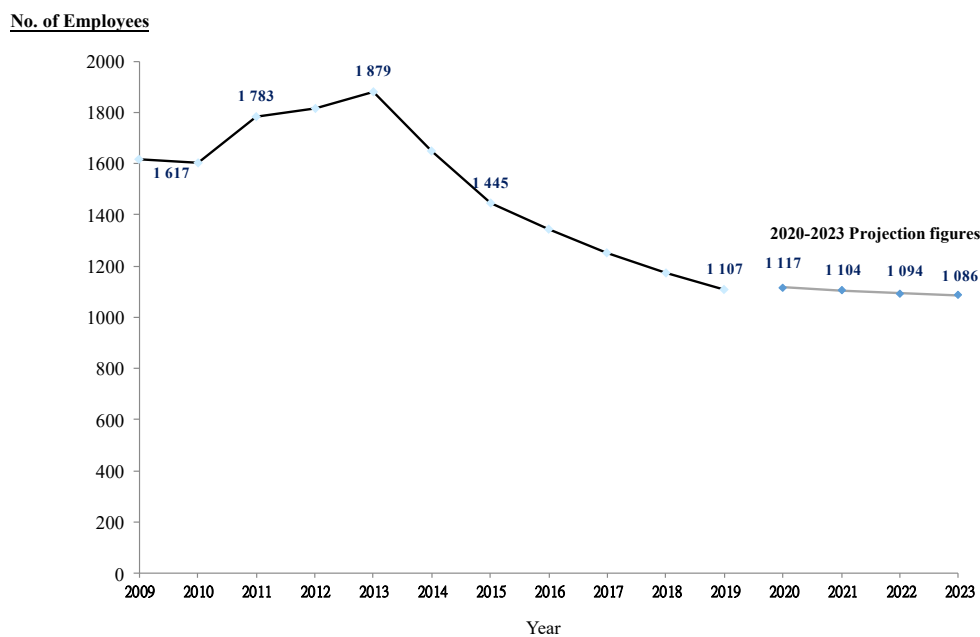


Figure 5.5c Manpower Projection for 2020-2023 (Craftsman Level)



Annual Additional Manpower Requirement

5.16 As shown in Table 5.2, the annual additional manpower requirement by job level for 2020-2023 is estimated based on the above manpower projection and the wastage rates as advised by the Training Board. Wastage covers employees leaving the industry for good. The estimation shows that the supervisory/technician level has the greatest manpower demand,

while the craftsman level has the least in the coming years.

5.17 Together with the manpower supply from the local tertiary and vocational training institutes offering related training programmes, the annual additional manpower requirement for the managerial/technologist and craftsman levels seem to be met for 2020 and 2021. In contrast, the manpower for the supervisory/technician level is in great demand in the coming two years; thus pre-employment and in-service training for this particular level is necessary.

Table 5.2 Estimated Annual Additional Manpower Requirement for 2020-2023

Job Level	For 2020-2023	2020	2021
	Estimated Annual Additional Manpower Requirement	Estimated Manpower Supply from Local Training Providers	
Managerial/Technologist	224 – 274	375	446
Supervisory/Technician	902 – 1102	424	368
Craftsman	26 – 32	24	46

VI. Recommendations

6.1 Based on the survey findings and analysis of the manpower changes, business outlook and manpower projection, a list of recommendations on manpower development is drawn up for the consideration of different stakeholders of the fashion and textile industry.

Fashion and Textile Industry

- a. To keep the industry up to date with the **latest technologies** used in manufacturing process, material development and e-tailing.
- b. To engage in **research and development** of new technologies or innovative materials for high-value added items, such as sustainable fabrics, functional textiles, wearable technologies, etc.
- c. To promote **life-long learning and skills-upgrading** by making use of the Reindustrialisation and Technology Training Programme under the Technology Talent Scheme.
- d. To create a **career prospect** targeting the jobs relating to the design and production of high-value added items for manpower retention and recruitment.

Employers

- e. To equip employees with the knowledge and skills in **new technologies and product trends**, by making use of the government's subsidy schemes.
- f. To prepare employees for **job transformation** from the manufacturing sector to the sales, marketing, merchandising and quality inspection areas so to transfer the manufacturing experience to the new job role.
- g. To formulate **new recruitment strategies** emphasising on employer branding and candidate experience of the company culture to secure recruitment of new talents.

Employees

- h. To devise a **life-long learning plan** with the employers for skills-upgrading or job transformation.
- i. To enhance **technological capabilities** for smart manufacturing, innovative material and product development and e-tailing.

Training Providers

- j. To offer training related to **manufacturing technology, materials development and e-tailing** for the fashion and textile industry.
- k. To equip students of the fashion and textile related programmes with knowledge in **marketing, merchandising and quality inspection at the supervisory/technician and managerial/technologist levels.**
- l. To support the industry in conducting **research and development** of new technologies and innovative materials.

Government

- m. To provide substantial support in **research and development** and **upskilling of technological capabilities.**
- n. To develop a **positive industry image** promoting the professional training and career prospect of the fashion and textile industry to secondary schools, life and career planning counsellors and parents.

I. 報告摘要

A. 背景

1.1 時裝及紡織業訓練委員會（下稱「訓練委員會」）隸屬職業訓練局[VTC]，負責分析時裝及紡織業的人力情況及培訓需求。訓練委員會於 2019 年 7 月至 9 月期間蒐集是次人力調查的數據，統計日期定為 2019 年 7 月 1 日。本報告載述時裝及紡織業最新人力情況的調查結果，並向業界、僱主、僱員、培訓機構及政府提出建議，配合行業未來展望推動人力發展。

B. 調查範圍

1.2 是次調查涵蓋時裝及紡織業兩大類別：製造類別和貿易及服務類別。訓練委員會選定 1 309 間機構接受人力調查，當中有 237 間來自製造類別以及 1 072 間來自貿易及服務類別，編製業內關鍵工作的主要職務列表和工作說明，並邀請受訪機構按列表提供主要職務的人力資料。根據所承擔的責任、職務的複雜程度和需要具備的技能、知識和訓練，業內主要職務分為下列五個等級：(a) 經理／技師、(b) 督導／技術員、(c) 技工、(d) 操作工和 (e) 非技術工人。

C. 調查方法

調查方法

1.3 調查的抽樣計劃由 VTC 設計，採用分層隨機抽樣法，從香港特區政府統計處編製的《香港標準行業分類》和按訓練委員會的建議，選出 1 309 間抽樣機構參與調查。受訪機構填寫的問卷分為兩部分：(a) 定量的人力資料及 (b) 人力情況資料。訓練委員會密切監察數據蒐集和運算過程，包括驗證所得的數據以確保準確。經統計學演算的有效填覆率為 95%。

人力推算方法

1.4 訓練委員會採用的預測方法以運用過往數據的加權平均數值，推算時裝及紡織業的人力需求。經考慮過往人力數據（越近期所佔的比重越大）、較長遠的市場趨勢、行業技術發展及其他社會經濟因素，推算出 2020 年至 2023 年期間各職級的人力需求。

D. 調查結果

僱員人數、空缺額和僱主的人力預測

1.5 調查期間，本業共有 52 791 名僱員，當中 **94.6%**從事貿易及服務類別的工作，**74.0%**擔任督導／技術員級職務及 18%擔任經理／技師級職務，詳見表 1.1。僱員總數中約 **84%**從事採購、市場推廣及銷售工作，空缺額佔比亦較高(佔 379 個職位空缺的 60.9%)。其他空缺較多的職務是品質檢查員(19.8%)和樣辦製造技工(5.8%)。

1.6 僱主對未來一年的人力預測顯示，人力僅微跌 0.05%(減少 25 個職位)，由 2019 年 53 170 人，減至 2020 年 53 145 人。

表 1.1 2019年各行業類別及職級的僱員人數和空缺額以及2020年人力預測

職級	製造類別		貿易及服務類別	
	僱員人數	空缺額	僱員人數	空缺額
經理／技師	244	0	9 284	87
督導／技術員	910	5	38 164	231
技工	288	0	819	22
操作工	1 276	9	1 628	25
非技術工人	178	0	0	0
總數	2 896	14	49 895	365
僱主對 2020 年的人力預測				
2019 年人力需求總數			53 170	
僱主對 2020 年的人力預測			53 145	

僱員宜有教育程度和訓練方式

1.7 根據表 1.1 的數字，貿易及服務類別聘用較多經理／技師級和督導／技術員級僱員，因此這個類別的僱主對僱員的學歷要求也較高，包括須具備副學位及／或學位或以上程度學歷。對不同職級僱員，僱主均屬意提供在職培訓，而非職外培訓。

招聘困難

1.8 貿易及服務類別僱員人數較多，因此在過去 12 個月比製造類別進行較多招聘活動，並遇到更多困難。兩個類別的僱主均認為求職者缺乏相關經驗及訓練，未能勝任工作；而求職者則感到服務條件／薪酬不夠吸引。這些因素使營銷採購經理和樣辦製造技工的招聘遇到頗大困難。

E. 人力分析

人力變化

1.9 2015 年人力調查之後，聘用時裝及紡織業相關僱員的機構數目下降，由 20 080 間減至 18 271 間(-9.0%)，同時業內僱員人數亦隨之減少，由 63 349 人減至 52 791 人(-16.7%)。業內的人力變化反映以下情況：

- a. 行業發展十分偏重貿易及服務類別(僱用超過 90%總人力)，當中公證行及檢定中心業務漸漸增多；
- b. 貿易及服務類別的工作，特別是採購及市場推廣工作，將繼續是主要的人力所在(僱用約 80%總人力)；以及
- c. 面對各種招聘困難，業界或需要採取非傳統招聘策略吸納新血。

數字背後

1.10 人力趨勢變化反映了本業的兩大發展方向：(a) 轉型及 (b) 活化。一方面，全球、區內及本地社會經濟因素已預示時裝及紡織業需要在行業營運、業務及職務層面轉型。另一方面，業內傳統的工作職務逐漸收縮，反映需要活化業務，探索行業及人力發展未來路向。

業務展望

行業前景

1.11 香港時裝及紡織業面對環球經濟放緩、貿易摩擦及地緣政治局勢緊張的威脅，尤其中美貿易爭議已使製衣業 2019 年的業務下滑，貿易價格指數及採購指數均錄得雙位數跌幅，預期 2020 年出口業務將繼續走弱。2019 年出現多項重大的地緣政治風險，如網絡攻擊、中美貿易糾紛、英國脫歐、美國的制裁措施、軍事衝突等，各項因素會延續至 2020 年，影響全球經濟。因此，展望未來數年環球需求放緩，業務景氣較低，業界制定業務發展策略須更為審慎。

製造、生產及市場推廣最新趨勢

1.12 環球經濟充滿挑戰，以工業 4.0 技術運行的智能工廠可更有效運用資源，提高效率。附加價值更高的產品，如配合循環經濟需要的可持續發展服裝、免燙布料、功能和智能紡織品以及運動休閒服，已成為熱門的產品發展趨勢。網上購物越來越受歡迎，電子商貿勢不可擋，第三方付款工具相當成熟，技術發展令虛擬樣辦、虛擬試身、以手提電話選購服裝及進行個人化服裝產品設計等可隨時進行。面對創新業務的壓力，業界

需嘗試運用先進技術推動製造過程、開發新產品、並緊貼環球電子商貿趨勢，這股創新動力有助使行業的夕陽產業氛圍消退。

人力推算及每年額外人力需求

1.13 2020年至2023年的每年額外人力需求基於以下因素估計：過往人力數據、較長遠的市場趨勢、業界技術發展、其他社會經濟因素及訓練委員會建議之流失率。表 1.2 顯示，未來數年督導／技術員級需要最多人手，而技工級的人力需求最少。

1.14 計及開辦相關培訓課程的本地專上院校及職業培訓機構所供應的人力，似乎可滿足 2020 年及 2021 年經理／技師和技工級的每年額外人力需求。相反，未來兩年督導／技術員級人手需求殷切，需要為此職級提供職前技能及在職培訓。

表1.2 2020年至2023年估計每年額外人力需求

職級	2020-2023	2020	2021
	估計每年額外人力需求	估計來自本地培訓機構的人力供應	
經理／技師	224 – 274	375	446
督導／技術員	902 – 1102	424	368
技工	26 – 32	24	46

F. 建議

1.15 訓練委員會根據調查結果、人力變化分析、行業未來前景及預測人力需求等因素，總結關乎人力發展的六方面建議，供業界、僱主、僱員、培訓機構和政府參考。建議的要點如下：

- a. 技術發展
 - i. 研究與開發
 - 政府：支持業界和培訓機構研發新科技和創新物料，例如可持續發展服裝、功能性布料、可穿戴科技等高增值產品。
 - ii. 運用高新科技
 - 業界、僱主、僱員和培訓機構：緊貼時代發展，在製造過程、物料研發和電子商貿方面採用高新科技。
 - iii. 從終身學習和技能提升達致工作轉型
 - 培訓機構和僱主：提供有關製造科技、物料開發和電子商貿的培訓。

- b. 品牌建立
 - i. 行業形象
 - *政府和業界*：向中學、生涯及職業規劃導師、家長等推廣與時裝及紡織業相關的專業培訓和事業前景，協助行業建立**正面形象**。
 - ii. 建立僱主品牌
 - *僱主*：制定新的招聘策略，強調僱主品牌和應徵者對機構文化的**體驗**，提高成功吸納人才的機會。
 - iii. 晉升前景
 - *業界*：為從事**設計和製造高增值產品**的人員提供良好事業發展機會，以吸引和挽留人才。

II. 引言

A. 背景

2.1 時裝及紡織業訓練委員會（下稱「訓練委員會」）隸屬職業訓練局[VTC]，負責分析時裝及紡織業的人力情況及培訓需求。會內成員由主要商會、工會、專業團體、教育和培訓機構以及政府部門提名，並由香港特區政府委任。人力調查工作小組由訓練委員會主席及指定成員組成。訓練委員會及工作小組成員名單及職權範圍見**附錄1、2及3**。

2.2 訓練委員會由2019年起，每四年進行一次人力調查，再透過焦點小組及桌上研究進行兩次定期人力更新，更有效反映業內技術人力情況的變化趨勢。技術人力指受聘的僱員擔任時裝及紡織業的主要職務，並應用所需的行業知識及技能以履行委派的職責。

2.3 是次人力調查於2019年7月至9月期間蒐集數據，統計日期定為2019年7月1日。本報告載述時裝及紡織業最新人力情況的調查結果及分析，並向業界、僱主、僱員、培訓機構及政府提出建議，推動人力發展。

B. 目的

2.4 時裝及紡織業人力調查的目的如下：

- a. 蒐集業內主要職務的最新人力資訊；
- b. 評估技術人力情況；
- c. 預測未來短期的培訓需求；以及
- d. 向 VTC 及相關持份者提出制訂培訓策略的建議，以配合人力需求。

C. 調查範圍

2.5 時裝及紡織業分為兩大類別：(a) 製造類別及 (b) 貿易及公證類別，當中再分行業組別及門類。接受人力調查的 1 309 間機構涵蓋以下調查範圍：

- a. 製造類別
 - (i) 紡織業
 1. 紡紗門類

2. 織造門類
 3. 針織門類
 4. 染整門類
 5. 無紡布門類
 - (ii) 製衣業
 6. 成衣門類（不包括內衣／睡衣）
 7. 針織衣物門類（不包括針織和鉤織內衣）
 8. 內衣／睡衣及針織／鉤織內衣門類
 - (iii) 皮草、製鞋及手袋業
 9. 皮草、製鞋及手袋門類
- b. 貿易及服務類別
- (i) 貿易業
 10. 鞋類進出口門類
 11. 布料進出口門類
 12. 服裝進出口門類
 13. 棉花、紡織纖維及紗線進出口門類
 14. 皮革或類似材料製的行李箱、手袋及同類物品進出口門類
 - (ii) 公證行及檢定中心
 15. 公證行及檢定中心門類

III. 調查方法

A. 樣本設計

3.1 訓練委員會採用分層隨機抽樣法，設計抽樣計劃並選定抽樣機構。除了根據政府統計處編製的《香港標準行業分類》，訓練委員會建議涵蓋聘用時裝及紡織業人力的其他業務類別機構，共1 309間抽樣機構獲選參與調查，當中有237間來自製造類別，1 072間來自貿易及服務類別。詳細抽樣計劃見**附錄4**。

B. 問卷設計

3.2 調查問卷分為兩部分，第一部分按職級及主要職務蒐集定量的人力資料，第二部分蒐集人力情況資料。主要職務列表由訓練委員會編製，每個職務均有詳細的工作說明，並分為下列五個技能等級：

- (a) 經理／技師級
- (b) 督導／技術員級
- (c) 技工級
- (d) 操作工級
- (e) 非技術工人級

3.3 鑑於職稱在各機構可能不盡相同，回覆機構需按主要職務的工作說明及技能等級提供人力資料。詞彙釋義及調查文件（包括問卷樣本、附註及主要職務工作說明）載於**附錄5及6**。

C. 數據蒐集方法

3.4 訓練委員會於2019年7月至9月蒐集數據，向獲邀機構發送整套調查文件，請填覆者提供2019年7月1日統計日期當日的人力資料。調查期間，統計員會致電或造訪個別機構，協助機構人員填妥問卷。

3.5 訓練委員會採取各種措施以確保蒐集數據過程穩妥，包括調查前的準備、為調查人員提供充足培訓、監察調查進度、透過不同措施提高回應率、核對填妥的問卷、雙重輸入資料以求準確、驗證所蒐集的數據等。質素保證措施詳列於**附錄7**。

D. 數據分析

3.6 在809間抽樣有效的機構¹中，771間提供所需資料，有效填覆率為95%。數據顯示：(a) 各門類的回應率令人滿意；(b) 公眾熟識和具規模的機構回應率令人滿意；以及 (c) 從樣本機構調查所得的結果可運用統計學方法倍大。訓練委員會總結認為，本報告所載的調查結果足以反映本業的人力情況。回覆問卷調查的機構概況載於**附錄8**。

E. 人力推算方法

3.7 訓練委員會採用的預測方法是運用過往數據的加權平均數值，推算時裝及紡織業的人力需求。經考慮過往人力數據（越近期所佔的比重越大）、較長遠的市場趨勢、行業技術發展及其他社會經濟因素，訓練委員會推算出 2020 年至 2023 年期間各職級的人力需求。人力預測方法詳見**附錄9**。

¹ 視為無效的抽樣機構包括：機構暫停經營、轉行不再從事時裝及紡織業、不予回覆等。

IV. 調查結果

A. 僱員人數

4.1 調查期間，業內共有 52 791 名僱員，主要從事貿易類別的工作(92.6%)，擔任督導／技術員級(74.0%)及經理／技師級(18%)職務，詳見圖 4.1a 及 4.1b。

圖 4.1a 各行業僱員分布情況

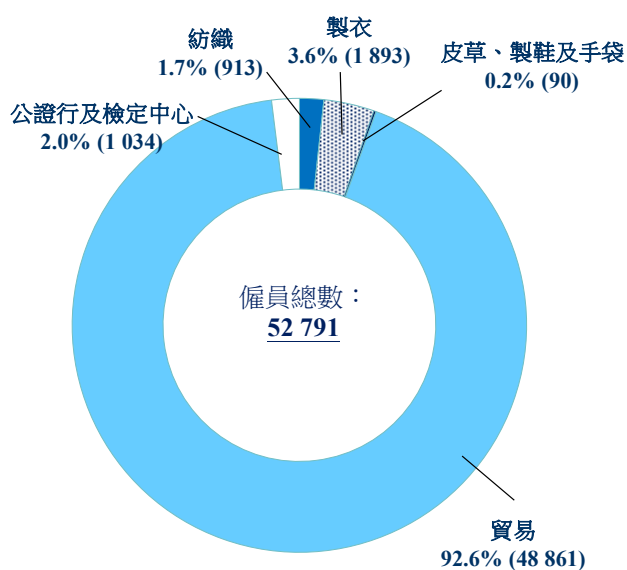
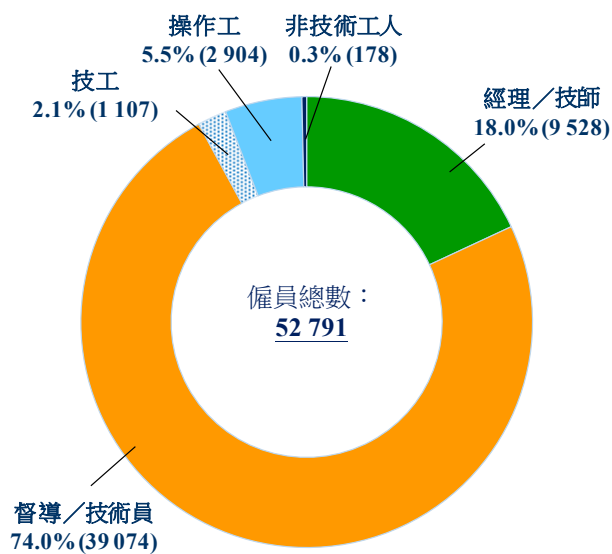
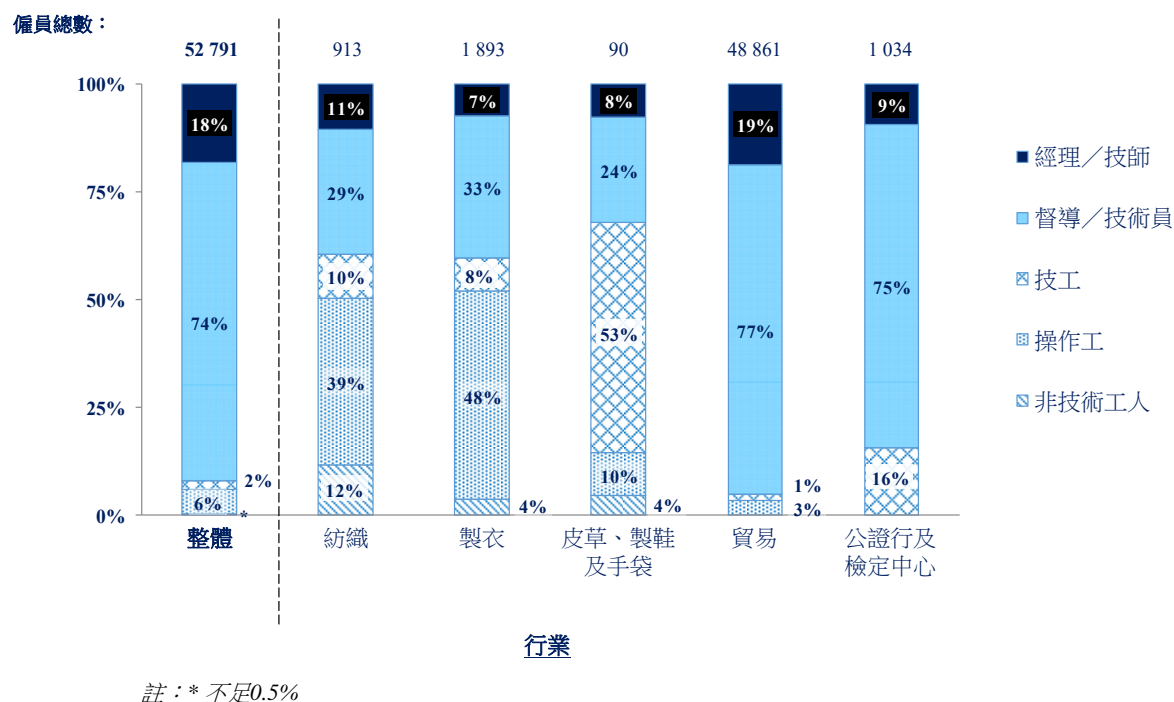


圖 4.1b 各職級僱員分布情況



4.2 在比較行業的人力分布情況下，貿易及服務類別明顯需要僱員具備較高技能等級（即督導／技術員及以上），而製造類別需要僱員具備的技能等級較低（即技工及以下），如圖 4.2 所示。

圖 4.2 各行業及職級的僱員分布情況



B. 所佔比例較高的主要職務

4.3 從事所佔比例較高的主要職務僱員有 44 239 人，佔僱員總數 83.8%，相關工作全部屬於採購、市場推廣及銷售性質。分布情況見表 4.1。

表 4.1 佔比較高的主要職務 [佔僱員總數百分比]

職級	主要職務	在 52 791 名僱員中 佔 83.8%
經理/技師	◆ 營銷採購經理 [10.3%]	
	◆ 市場/營業經理 [3.5%]	
督導/技術員	◆ 營銷採購員 [58.6%]	
	◆ 市場/營業主任[8.2%]	
操作工	◆ 營業助理 [3.2%]	

C. 空缺額

4.4 調查期間，共有379個職位空缺，空缺率佔業內僱員人數及空缺額總數(53 170) 0.7%。379個職位空缺大部分(342)來自貿易業，並集中於督導/技術員(236)及經理/技師(87)職級，詳見圖4.3a及4.3b。

圖 4.3a 各行業空缺數目

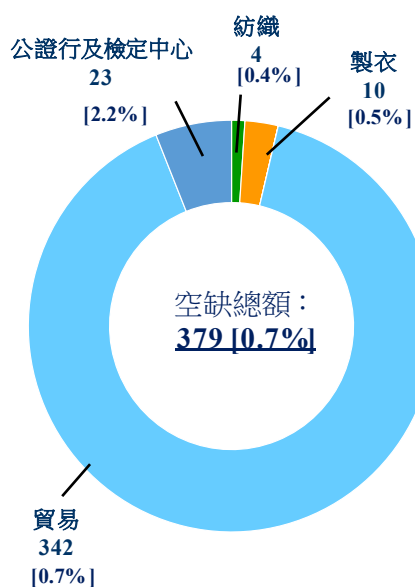
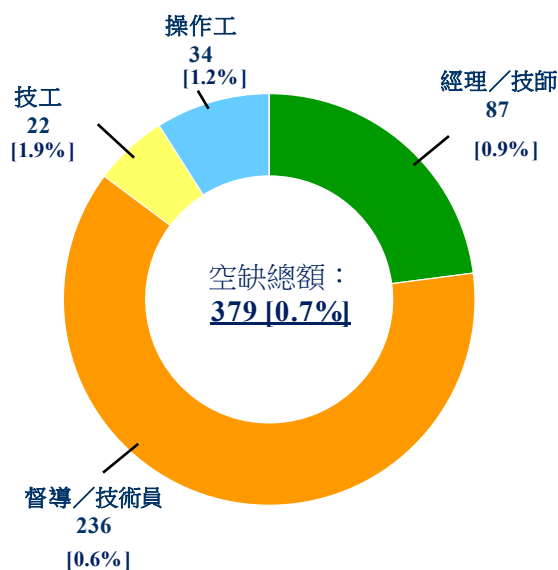


圖 4.3b 各職級空缺數目



註：方括號內數字為空缺率（同一行業/職級） = $\frac{\text{全職職位空缺額}}{\text{全職僱員人數} + \text{全職職位空缺額}}$

D. 所佔比例較高的空缺職務

4.5 所佔比例較高的空缺職務有 328 個，合共佔總空缺額 86.5%，多數屬於採購、市場推廣及銷售性質。分布情況見表 4.2。

表 4.2 佔比較高的空缺額 [佔空缺總數百分比]

職級	主要職務	在 379 個空缺中 佔 86.5%
經理/技師	◆ 營銷採購經理 [20.6%]	
督導/技術員	◆ 營銷採購員 [21.1%]	
	◆ 市場/營業主任[12.6%]	
	◆ 品質檢查員 [19.8%]	
技工	◆ 樣辦製造技工 [5.8%]	
操作工	◆ 營業助理 [6.6%]	

E. 僱主預測人力需求

4.6 僱主預測未來一年人力的情況，人力僅微跌 0.05%（減少 25 個職位），由 2019 年 53 170 人，減至 2020 年 53 145 人。

F. 月薪幅度

4.7 在製造類別中，僱員平均月薪集中於 10,001 至 20,000 元之間(82.3%)，涵蓋大部分僱員的收入幅度，而經理／技師級僱員屬例外，平均月薪為 20,000 元以上。月薪分布情況載於表 4.3。

表 4.3 製造類別僱員平均月薪（百分比分布）

職級	\$10,000 或以下	\$10,001-\$15,000	\$15,001-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	\$30,001 或以上	總數
經理／技師	-	-	5.1	38.3	41.8	14.8	100%
督導／技術員	-	7.9	73.1	17.9	1.1	-	100%
技工	6.9	40.2	51.3	1.5	-	-	100%
操作工	3.3	66.0	30.5	0.1	-	-	100%
非技術工人	31.2	68.8	-	-	-	-	100%
整體	4.1	39.5	42.8	9.0	3.6	1.1	100%

註：主要數字以粗體標示。

4.8 至於貿易及服務類別的僱員平均月薪，普遍高於製造類別，在 15,001 至 25,000 元之間 (59%)，涵蓋經理／技師及督導／技術員級僱員的月薪幅度。技工及操作工級的月薪則集中於 10,001 至 15,000 元之間。月薪分布情況載於表 4.4。

表 4.4 貿易及服務類別僱員平均月薪（百分比分布）

職級	\$10,000 或以下	\$10,001-\$15,000	\$15,001-\$20,000	\$20,001-\$25,000	\$25,001-\$30,000	\$30,001 或以上	總數
經理／技師	-	-	4.7	28	27.7	39.6	100%
督導／技術員	0.3	23.7	37.3	27.9	10.8	-	100%
技工	16.7	63.6	19.7	-	-	-	100%
操作工	3.5	48.6	45.2	2.7	-	-	100%
非技術工人	-	-	-	-	-	-	-
整體	0.6	21.7	32.5	26.5	12.8	5.9	100%

註：主要數字以粗體標示。

G. 僱員年齡

4.9 整體而言，業內僱員中有 29.5% 年逾 50 歲。老化問題在製造類別相對顯著（超過 50%），普遍見於經理／技師、技工及操作工級（超過 40%）。預計未來幾年會出現退休潮。年齡分布情況載於圖 4.4a 及 4.4b。

圖 4.4a 各行業年逾 50 歲的僱員分布情況

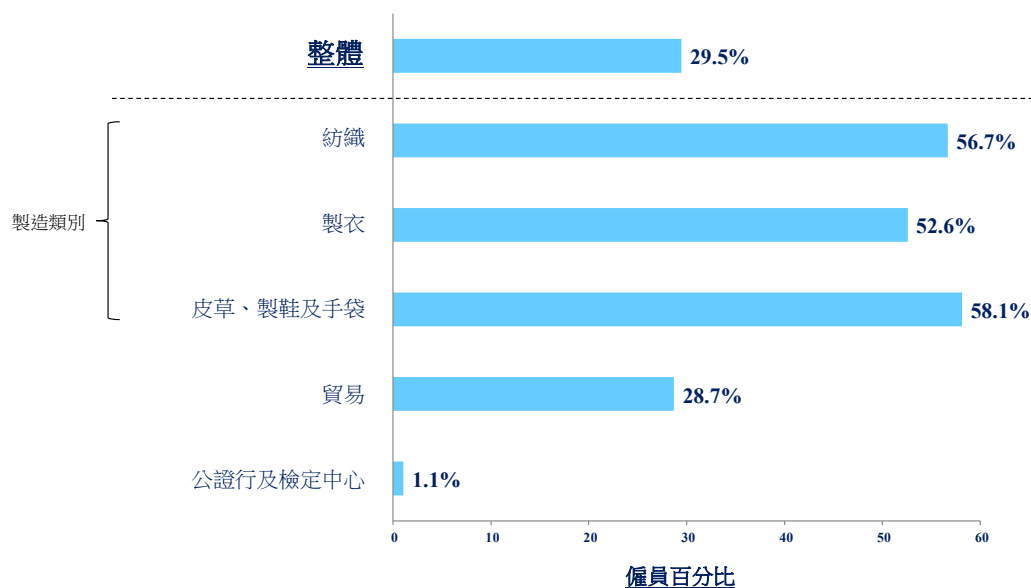
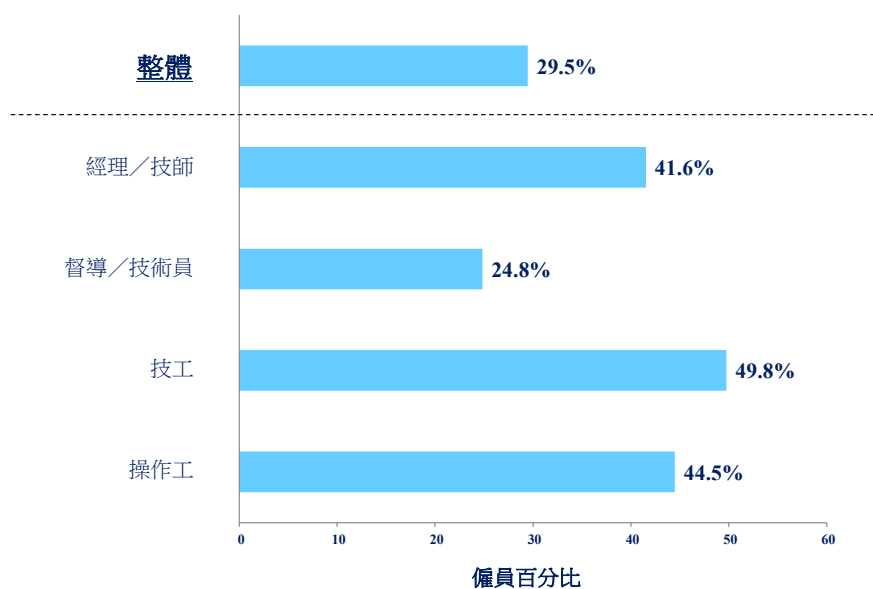


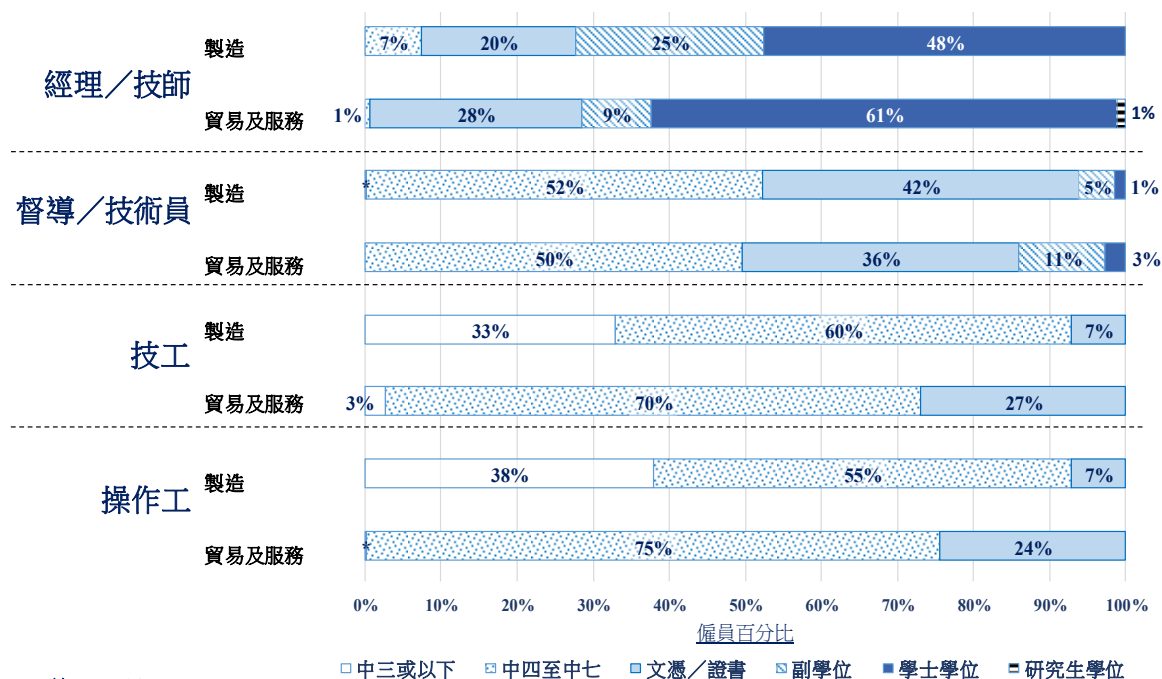
圖 4.4b 各職級年逾 50 歲的僱員分布情況



H. 僱員宜有教育程度

4.10 普遍而言，僱主期望貿易及服務類別僱員的教育程度高於製造類別。經理／技師級需持有學位或以上學歷。督導／技術員級需持有副學位及以上學歷。至於技工及操作工級，僱員需持有文憑／證書及以上學歷。宜有教育程度之比較見圖 4.5。

圖 4.5 僱員宜有教育程度



I. 僱員宜有訓練方式

4.11 業內幾乎所有公司均屬意提供在職培訓。培訓期方面，大部分公司期望經理／技師級僱員的培訓期為兩年或以上，技能等級較低的僱員則接受一至兩年的培訓。宜有訓練方式及訓練期見圖 4.6 及 4.7。

圖 4.6 僱員宜有訓練方式

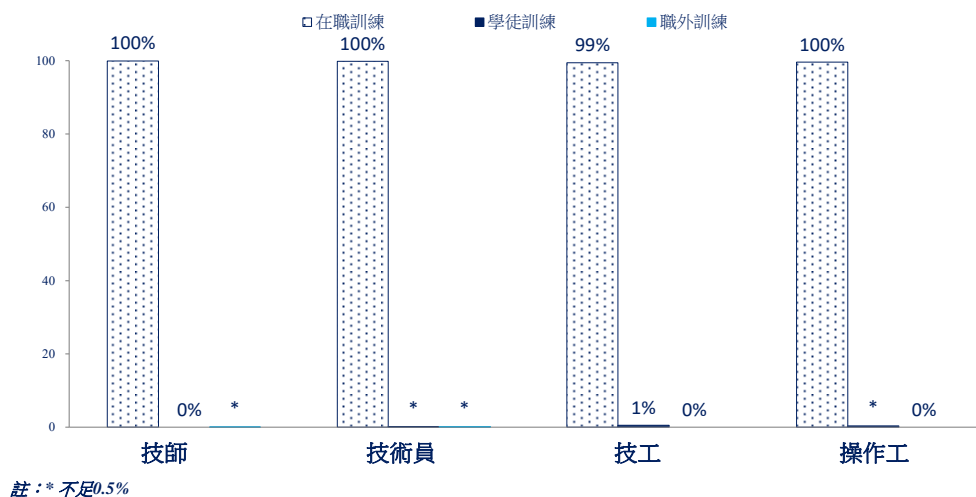
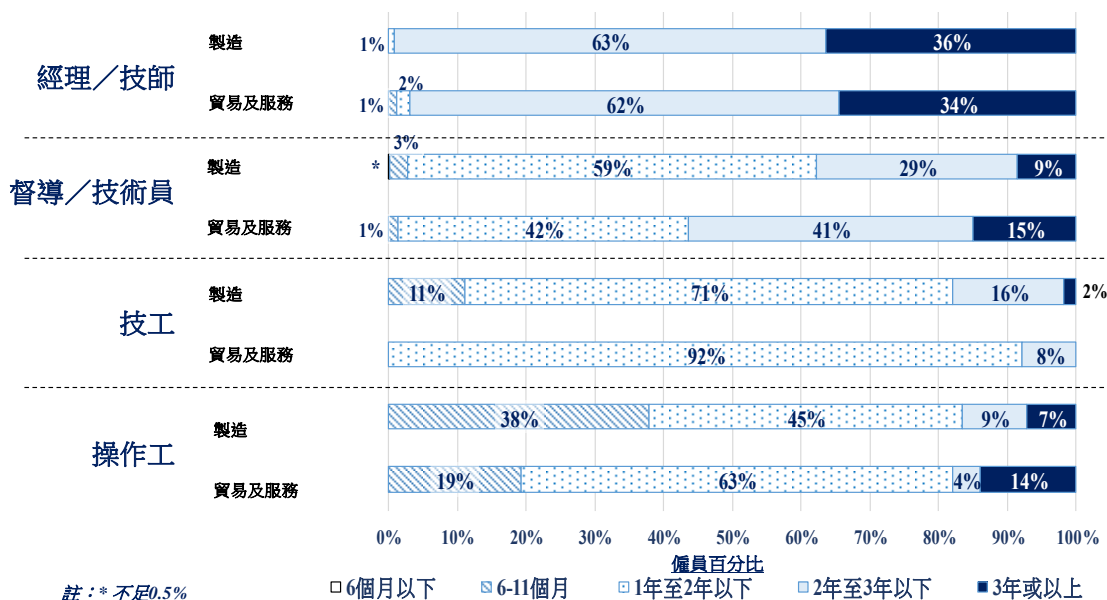


圖 4.7 僱員宜有訓練期



J. 招聘困難

4.12 與製造類別相比，貿易及服務類別在 2019 年進行較多招聘工作，因此遇到更多困難。圖 4.8a 顯示，貿易及服務類別中超過 95%僱主難以招聘技工，因為「求職者缺乏相關經驗及訓練」(85%)及「服務條件／薪酬未能符合求職者要求」(78%)。圖 4.8b 則顯示，製造類別中約 75%僱主指本港勞工短缺，使他們在招聘操作工級僱員時遇到困難。

圖 4.8a 過去 12 個月遇到的招聘困難（貿易及服務類別）

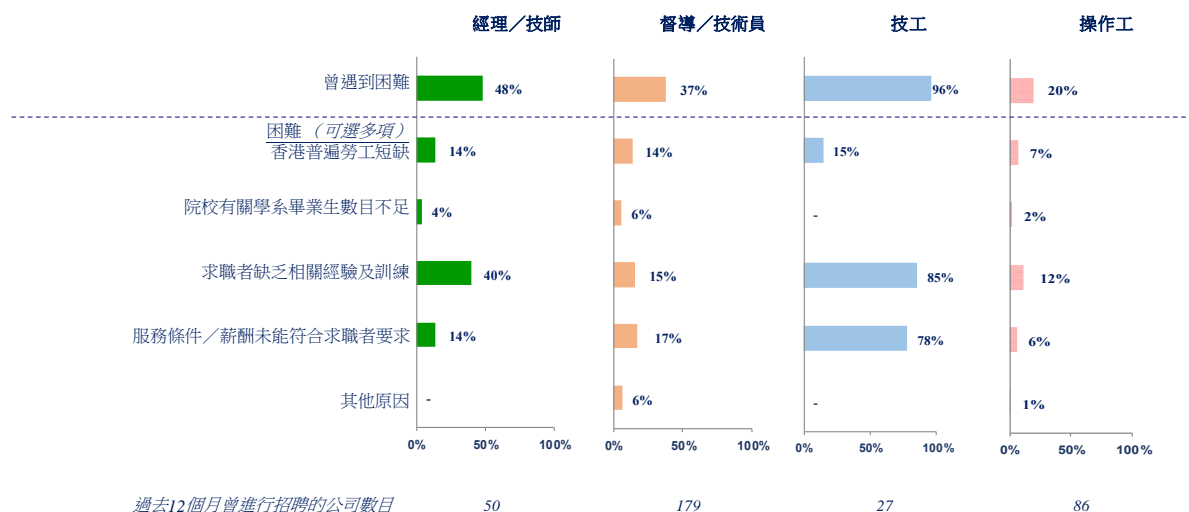
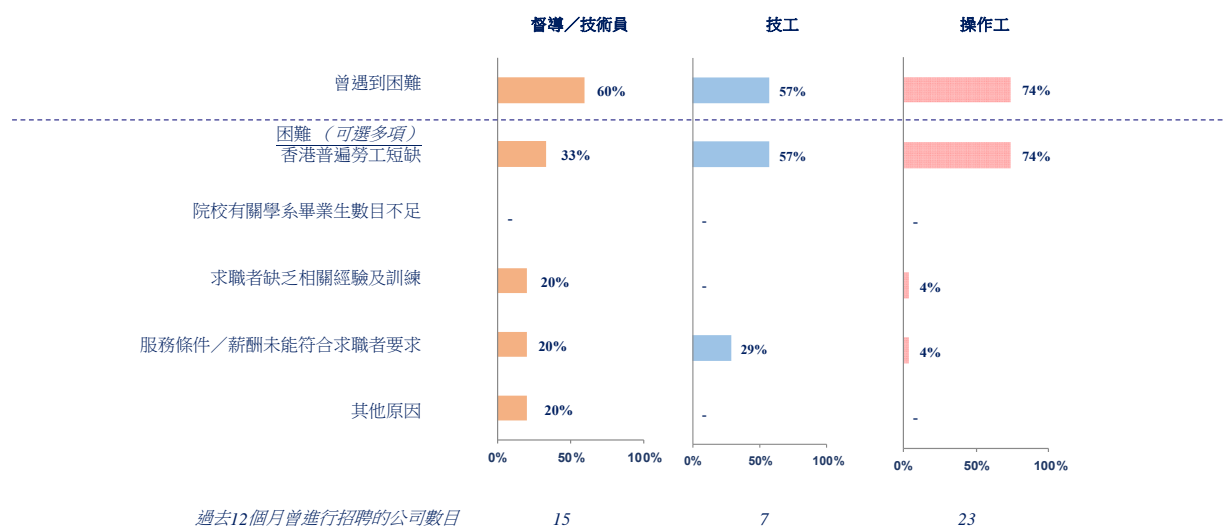


圖 4.8b 過去 12 個月遇到的招聘困難（製造類別）



註：五間公司於過去12個月曾招聘經理/技師級人員，並報稱未曾遇到任何招聘困難。

K. 統計圖表

4.13 **附錄 10** 載有詳細人力統計資料，包括僱員、受訓者及空缺數目以及各門類機構僱主的一年人力預測；**附錄 11** 則載有各行業的平均月薪幅度分布情況。

V. 人力分析

A. 人力變化

時裝及紡織業機構數目

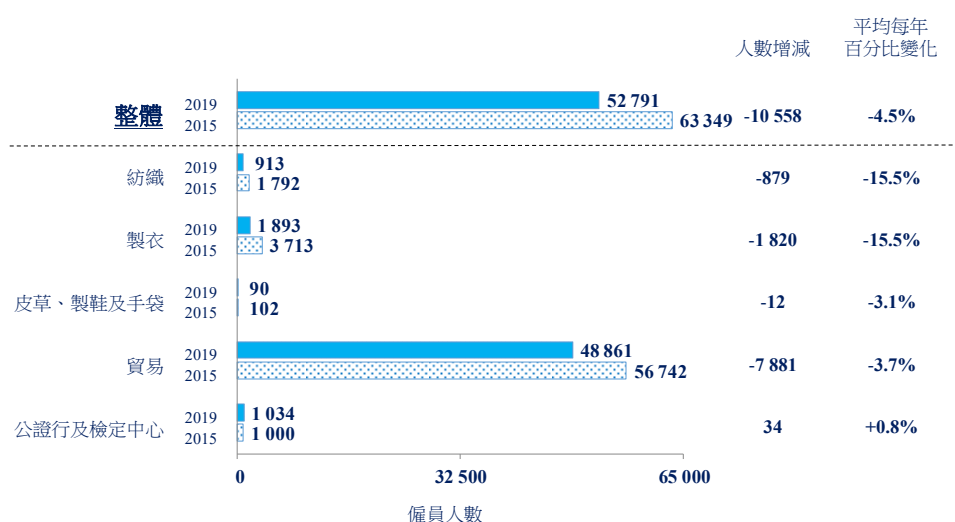
5.1 政府統計處及訓練委員會的資料顯示，2015 年有 20 080 間機構聘請與時裝及紡織業相關的人力，2019 年跌至 18 271 間，因此預期 2019 年業內僱員人數亦會隨之減少。2019 年按行業類別及公司規模劃分的機構分布情況載於**附錄 12**。

各行業類別僱員人數變化

5.2 圖 5.1 顯示，整體人力由 2015 年 63 349 人，減至 2019 年 52 791 人（減少 10 558 人，即 16.7%）。過去多年，製造類別中紡織業及製衣業的人力大跌近 50%（減少 2 699 人）。至於佔整個行業人力逾 90%的貿易業，亦流失了超過 7 800 名僱員（減少 13.9%）。

5.3 人力分布反映，製造類別正轉型至貿易類別，繼而轉型至服務類別的亦漸漸增多。進行人力規劃及培訓時，應多加留意這種轉變。

圖 5.1 各行業僱員人數變化



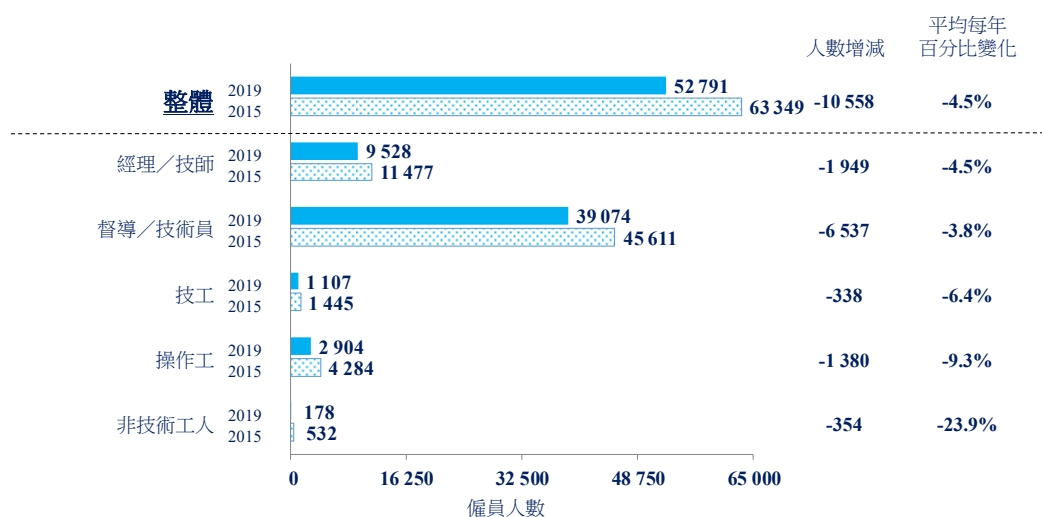
各職級僱員人數變化

5.4 圖 5.2 顯示，業內僱員總數中逾 90%屬經理／技師及督導／技術員級，當中近 70%擔任營銷採購經理及營銷採購員。採購及市場推廣職位錄得平均 14.2%跌幅。其他

跌幅顯著的職位包括貿易業的廠長／生產經理（-91.2%）、生產管理員（-63.1%）、品質技術員（-56.5%）及品質檢查員（-31.1%）；以及製衣業的車縫工（-48.4%）。

5.5 整體人力減少，可能是因為業務轉型、縮減業務規模、廠房遷往中國內地或鄰近國家，又或在中國內地招聘員工所致。

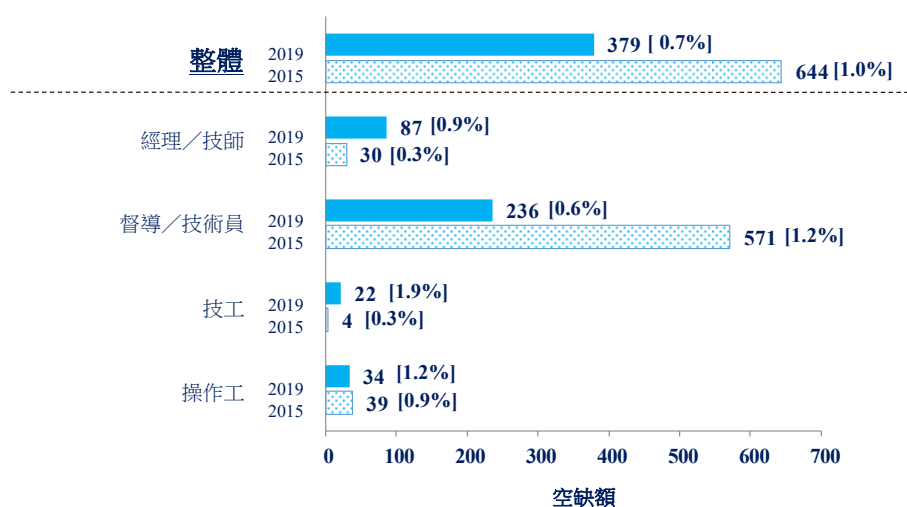
圖 5.2 各職級僱員人數變化



空缺額變化

5.6 圖 5.3 顯示，空缺率由 2015 年 1.0%，略降至 0.7%。督導／技術員及操作工級的空缺額有所減少，經理／技師及技工級的空缺額則輕微增加。表 5.1 對所佔比例較高的主要職務及空缺額兩者作比較，進一步了解人力情況。

圖 5.3 空缺額變化



註：方括號內數字為空缺率（同一行業/職級） = $\frac{\text{全職職位空缺額}}{\text{全職僱員人數} + \text{全職職位空缺額}}$

所佔比例較高的主要職務與空缺額之比較

5.7 表 5.1 對所佔比例較高的主要職務及空缺額兩者作比較，揭示了三個人力情況：(a) 2019 年所佔比例較高的主要職務有大量空缺額；(b) 這些佔比較高的主要職務和空缺額均集中於採購及市場推廣工作；以及 (c) 雖然品質檢查員及樣辦製造技工並非佔比較高的主要職務，但服裝進出口門類對兩者的人力需求極大。

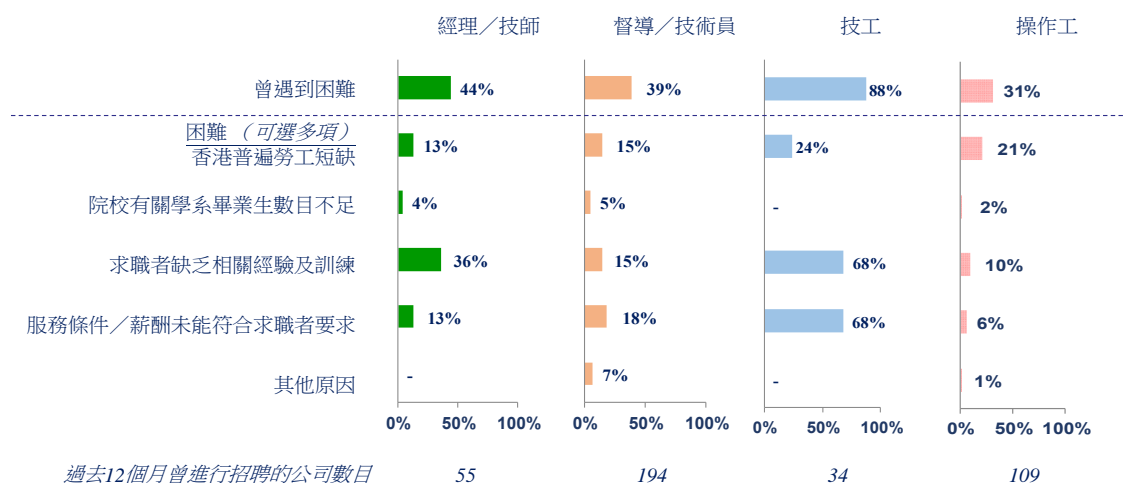
表 5.1 所佔比例較高的主要職務與空缺額之比較

職級	主要職務	佔比較高的主要職務的百分比	佔比較高空缺額的百分比
經理/技師	營銷採購經理	10.3% (5 452)	20.6% (78)
	市場/營業經理	3.5% (1 832)	-
督導/技術員	營銷採購員	58.6% (30 960)	21.1% (80)
	市場/營業主任	8.2% (4 318)	12.6% (48)
	品質檢查員	-	19.8% (75)
技工	樣辦製造技工	-	5.8% (22)
操作工	營業助理	3.2% (1 667)	6.6% (25)
	總數	在 52 791 名僱員中 佔 83.8%	在 379 個空缺中 佔 86.5%

過去 12 個月遇到的招聘困難

5.8 香港普遍勞工短缺是過去 12 個月 392 間公司進行招聘時遇到的困難，其他主要招聘困難有「求職者缺乏相關經驗及訓練」及「服務條件／薪酬未能符合求職者要求」。這些困難似乎對營銷採購經理及樣辦製造技工的招聘工作造成頗嚴重的障礙。圖 5.4 顯示各行業遇到的各種招聘困難。

圖 5.4 過去 12 個月遇到的招聘困難



數字背後

5.9 業內的人力變化反映以下情況：(a) 行業發展十分偏重貿易及服務類別；(b) 貿易及服務類別的工作，特別是採購及市場推廣工作，將繼續是主要的人力所在；以及 (c) 種種招聘困難似乎揭示吸納新人才需要運用非傳統招聘策略。

5.10 簡而言之，人力趨勢變化反映了本業的兩大發展：(a) 轉型及 (b) 活化。一方面，全球、區內及本地社會經濟因素已預示時裝及紡織業需要在行業營運、業務及職務層面轉型。另一方面，業內傳統的工作職務逐漸收縮，反映行業持份者需要活化業務，或能指引行業及人力發展未來路向。

B. 業務展望

行業前景

環球經濟放緩

5.11 國際貨幣基金組織於 2019 年 10 月發表發達經濟體與發展中經濟體的產出增長預測，估計 2019 年全球經濟很可能僅增長 3.0%，為 2008 年至 2009 年金融海嘯以來的最低水平。雖然組織預測 2020 年經濟增長 3.4%，唯主要取決於許多表現欠佳的發展中經濟體能否反彈。¹環球經濟放緩，加上保護主義抬頭並擴散至更廣泛的經濟及地緣政治層面，意味着全球經濟更有可能長時間陷入深度放緩，預計 2020 年香港出口進一步下跌。

中美貿易緊張局勢

5.12 香港貿發局出口指數於 2019 年第四季創歷史新低（2019 年第四季為 18.8；2019 年首季為 39.2），是自 2006 年第二季追蹤出口商信心以來最低水平。儘管中美貿易談判取得進展，逾一半回覆者表示已嚴重受到貿易爭端的負面影響。²展望整體出口前景，製衣業增長於第四季持續下滑，包括貿易價格指數及採購指數均錄得雙位數跌幅，顯示製衣業買家有機會商談減價，業界亦可能削減人手。為應對中美貿易緊張局勢，製衣業公司除了研究拓展非美國市場、降低單價及最少訂單數量、縮小公司規模外，更多公司為求生存打算提高產品的附加價值。

地緣政治緊張關係

5.13 摩根大通於《地緣政治風險冒起》一文表示，「環球金融市場越來越受到地緣政治角力的拉扯。」³2019 年出現了重大的地緣政治風險，如全球多國受網絡攻擊、中美貿易糾紛、英國脫歐、美國實施的制裁影響伊朗／沙地阿拉伯的石油供應、俄羅斯引發的軍事衝突等，各項因素可能會延續至 2020 年，影響全球經濟。

¹ 曾詩韻（2019 年 12 月 18 日）：《2020 年香港出口展望：保護主義盛行及全球經濟放緩令下行風險大增》，2020 年 1 月 21 日擷取自 http://economists-pick-research.hktdc.com/business-news/article/Research-Articles/Hong-Kong-Export-Outlook-For-2020-Strong-Downside-Risks-as-Protectionism-Proliferates-and-the-Global-Economy-Slows/rp/en/1/1X32LK39/1X0AJGM2.htm?utm_source=weky_edm&utm_campaign=edm_promo_upd&utm_medium=edm&DCSext.dept=12&WT.mc_id=6230813。

² 馮凱盈（2019 年 12 月 18 日）：《2019 年第四季香港貿發局出口指數：中美貿易摩擦持續 出口信心跌至新低》，2020 年 1 月 21 日擷取自 http://hong-kong-economy-research.hktdc.com/business-news/article/HKTDC-Export-Index/HKTDC-Export-Index-4Q19-Lingering-China-US-Trade-Tensions-Push-Export-Sentiment-to-Record-Low/etihk/en/1/1X48TJKV/1X0AJGO0.htm?utm_source=weky_edm&utm_campaign=edm_promo_upd&utm_medium=edm&DCSext.dept=12&WT.mc_id=6230812。

³ 摩根大通（2019 年 4 月 10 日）：《地緣政治風險冒起》Geopolitical Risks on the Rise，2020 年 1 月 18 日擷取自 <https://www.jpmorgan.com/global/research/geopolitical-risk-on-rise>。

製造、生產及市場推廣的最新趨勢

5.14 環球經濟充滿挑戰，以工業 4.0 技術運行的智能工廠可更有效運用資源，提高效率。附加價值更高的產品，如循環經濟下的可持續發展服裝、免燙布料、功能和智能紡織品以及運動休閒服，已成為熱門的產品發展趨勢。網上購物越來越受歡迎，電子商貿勢不可擋，第三方付款工具經已成熟，技術發展令虛擬樣辦、虛擬試身、利用手提電話選購服裝及進行個人化服裝產品設計等可隨時進行。面對創新業務的壓力，業界需嘗試運用先進技術推動製造過程、開發新產品、並緊貼環球電子商貿趨勢，這股創新動力有助使行業的夕陽產業氛圍消退。

C. 人力推算及每年額外人力需求

人力推算

5.15 訓練委員會考慮到過往人力數據、較長遠的市場趨勢、業界技術發展及其他社會經濟因素，決定採用中期趨勢來推算 2020 年至 2023 年的人力。圖 5.5a 至圖 5.5c 顯示，業內人力需求料輕微減少。

圖 5.5a 2020 年至 2023 年人力推算（經理／技師級）

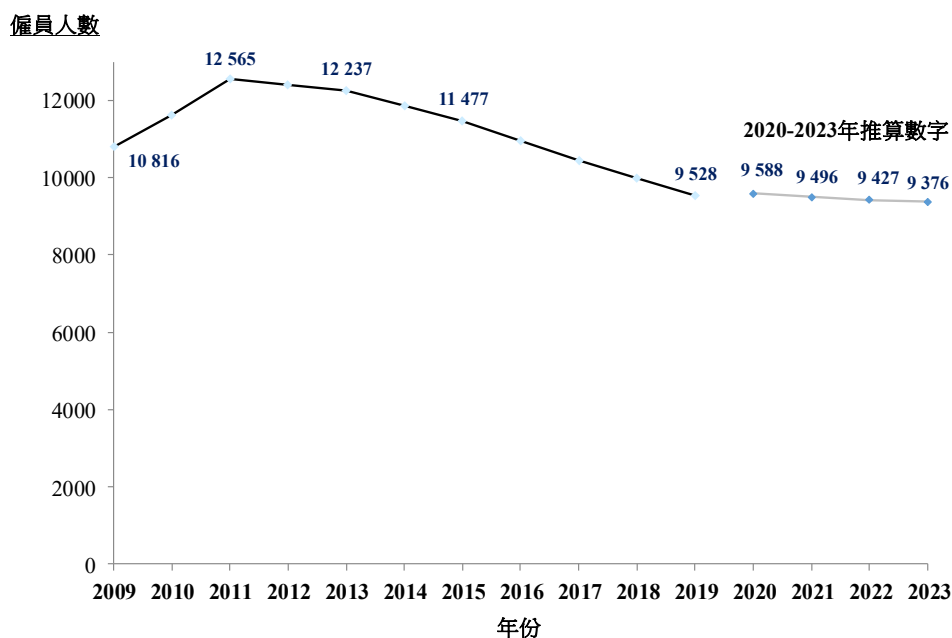


圖 5.5b 2020 年至 2023 年人力推算（督導／技術員級）

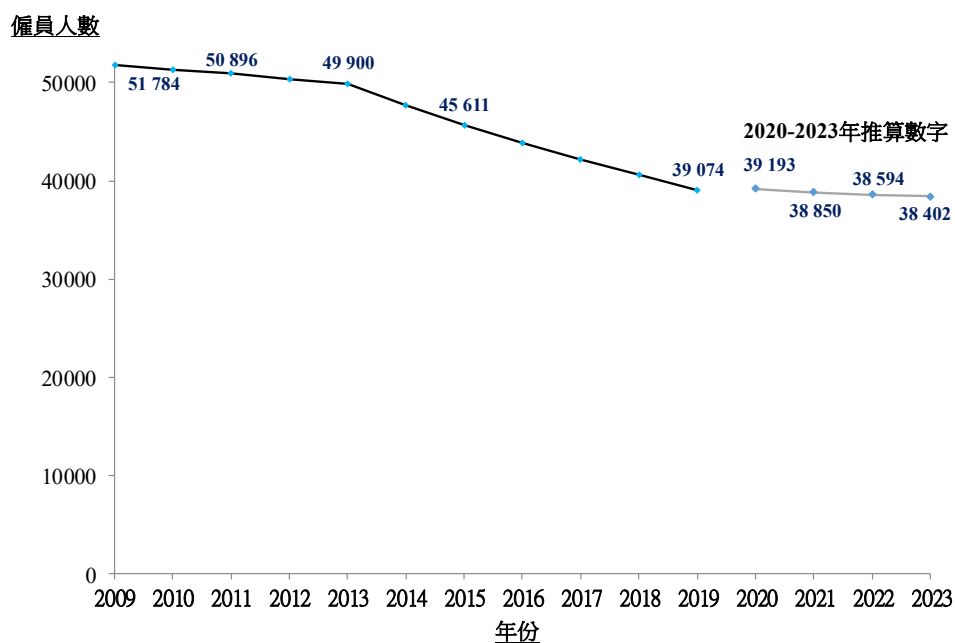
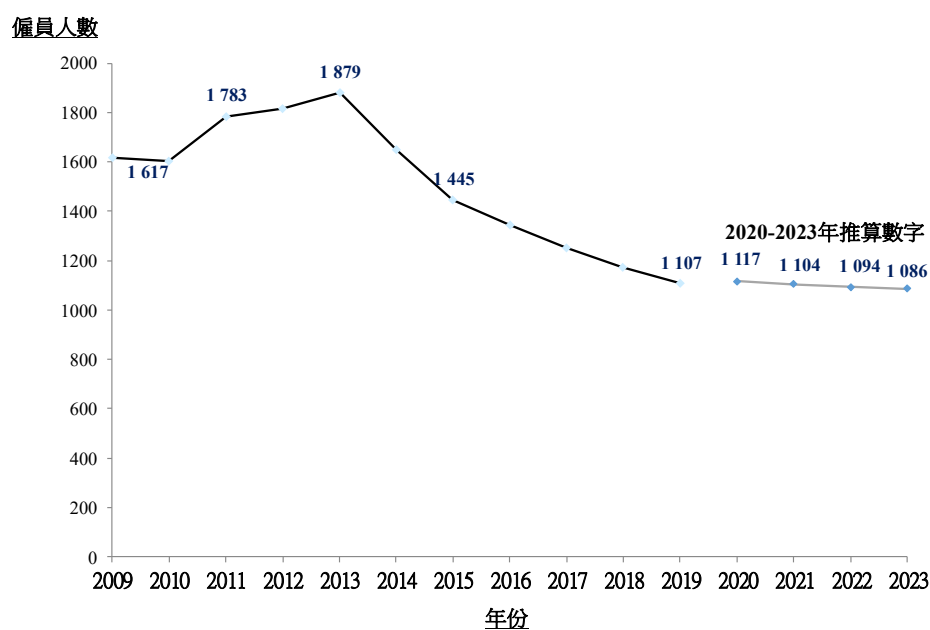


圖 5.5c 2020 年至 2023 年人力推算（技工級）



每年額外人力需求

5.16 如表 5.2 所示，2020 年至 2023 年各職級的每年額外人力需求按上述人力預測及訓練委員會建議之流失率而估計。流失率包括不再從事本業的僱員。估算顯示，未來數年督導／技術員級需要最多人手，而技工級的人力需求最少。

5.17 計及開辦相關培訓課程的本地專上院校及職業培訓機構所供應的人力，似乎可滿足 2020 年及 2021 年經理／技師和技工級的每年額外人力需求。相反，未來兩年督導／技術員級人手需求殷切，需要為此職級提供職前技能及在職培訓。

表5.2 2020年至2023年估計每年額外人力需求

職級	2020-2023	2020	2021
	估計每年額外人力需求	估計來自本地培訓機構的人力供應	
經理／技師	224 – 274	375	446
督導／技術員	902 – 1102	424	368
技工	26 – 32	24	46

VI. 建議

6.1 訓練委員會考慮調查結果、人力變化分析、行業未來前景及預測人力需求等因素，總結多項關乎人力發展的建議，供時裝及紡織業各持份者參考。

時裝及紡織業

- a. 緊貼時代發展，在製造過程、物料研發和電子商貿方面採用**最新科技**。
- b. **研發**新科技或創新物料，為產品增值，例如可持續布料、功能性紡織品、可穿戴科技等高增值產品。
- c. 善用「科技專才培育計劃」下的「再工業化及科技培訓計劃」，鼓勵業內人員**終身學習和提升技能**。
- d. 為從事設計和製造高增值產品的人員提供**良好事業發展機會**，以吸引和挽留人才。

僱主

- e. 善用政府的資助計劃，讓僱員掌握有關**新科技和產品趨勢**的知識技術。
- f. 為僱員的**工作轉型**做準備，協助他們利用從事製造的經驗，轉為負責銷售、市場推廣、採購和品質檢查等工作。
- g. 制定**新的招聘策略**，強調僱主品牌和應徵者對機構文化的體驗，提高成功吸納人才的機會。

僱員

- h. 與僱主商討訂立**終身學習計劃**，為提升技能或工作轉型作準備。
- i. 學習有關智能生產、創新物料、產品開發和電子商貿的**最新科技**，提升**技術能力**。

培訓機構

- j. 為業界提供有關**製造科技、物料開發和電子商貿**的培訓。
- k. 培養時裝及紡織課程學生掌握**市場推廣、採購、品質檢查**方面的知識，以備擔任**督導／技術員級或經理／技師級職位**。
- l. 支援業界**研發**新科技和創新物料。

政府

- m. 大力支持業界進行**研發**和**提升科技實力**。
- n. 協助時裝及紡織業建立**正面形象**，並向中學、生涯及職業規劃導師、家長等推廣與業界相關的專業培訓和事業前景。

Membership of the Fashion and Textile Training Board
時裝及紡織業訓練委員會委員名單

(As at 1 September 2019)
(二〇一九年九月一日)

Chairman

主席

Mr LAU Man-tung, Benjamin
劉文東先生
(nominated by The Hong Kong Weaving Mills
Association)
(香港布廠商會提名)

Members

委員

Dr AU Sau-chuen, Joe
歐秀全博士
(nominated by The Hong Kong Polytechnic
University)
(香港理工大學提名)

Mr CHAN Ying-kit, Nick
陳英傑先生
(nominated by Hong Kong Knitwear Exporters &
Manufacturers Association)
(香港毛織出口廠商會提名)

Mr CHEN Tong-sang, Sam
陳通生先生
(nominated by The Federation of Hong Kong Cotton
Weavers)
(香港棉織業同業公會提名)

Ms CHEUNG Kwai-ying
張桂英女士
(nominated by Hong Kong and Kowloon Spinning,
Weaving and Dyeing Trade Workers General Union)
(港九紡織染業職工總會提名)

Ms CHEUNG Suen-fei, Anne
張璇菲女士
(nominated by Hong Kong Garment Manufacturers
Association)
(香港製衣廠同業公會提名)

Mr CHEUNG Sun-kit, Danny
張新傑先生
(nominated by The Federation of Hong Kong
Garment Manufacturers)
(香港製衣業總商會提名)

Ms CHOW Hoi-yu, Joanne
周凱瑜女士
(nominated by Federation of Hong Kong Industries
(香港工業總會提名)

Mr FONG Chi-wang, Dennis
方智宏先生
(nominated by Hong Kong Fur Federation)
(香港毛皮業協會提名)

Ms FUNG Yuen-han, Mandy 馮婉嫻女士	(nominated by Hong Kong Wearing Apparel Industry Employees General Union) (香港服裝業總工會提名)
Dr KAN Chi-wai 簡志偉博士	(nominated by Hong Kong Institution of Textile and Apparel) (香港紡織及服裝學會提名)
Mr KUO Dah-chih, Stanford 郭大熾先生	(nominated by The Hong Kong Cotton Spinners Association) (香港棉紡業同業公會提名)
Mr Matthew LAI 黎健漢先生	(nominated by Hong Kong General Chamber of Commerce) (香港總商會提名)
Mr Michael LEUNG 梁禮賢先生	(nominated by Textile Council of Hong Kong) (香港紡織業聯會提名)
Ms LIN Nan-sze, Alida 林蘭詩女士	(nominated by The Chinese Manufacturers' Association of Hong Kong) (香港中華廠商聯合會提名)
Ms NG Wai-kwan, Jacqueline 吳慧君女士	(nominated by Design Council of Hong Kong) (香港設計委員會提名)
Mr SHIU King-wah 蕭勁樺先生	(nominated by Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers) (香港漂染印整理業總會提名)
Mr WONG Ting-kau 王庭交先生	(nominated by Hong Kong Footwear Association) (香港鞋業商會提名)
Mr YANG Si-kit, Kenny 楊詩傑先生	(nominated by Hong Kong Woollen & Synthetic Knitting Manufacturers' Association) (香港羊毛化纖針織業廠商會提名)
Mr YOUNG Sheung-ching, Clement 楊尚正先生	(nominated by The Hong Kong Chinese Textile Mills Association) (香港華商織造總會提名)
Mr CHAN Chung-chi, Simon 陳中智先生	(representative of Director-General of Trade and Industry) (工業貿易署署長代表)
Mr HON Raymond Siu-wing, 韓兆榮先生	(representative of Commissioner for Labour) (勞工處處長代表)

Dr ONG Lay-lian
王麗蓮博士

(representative of Executive Director of The
Vocational Training Council)
(職業訓練局執行幹事代表)

Secretary
秘書

Ms LAI Wing-chi, Jackie
黎泳芝女士

(Vocational Training Council)
(職業訓練局)

Fashion and Textile Training Board

Terms of Reference

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council (the Council) the development of vocational and professional education and training (VPET) facilities to meet the assessed manpower demand.
4. To advise the Council on the strategic development and quality assurance of its programmes in the relevant disciplines.
5. To prescribe job specifications for the principal jobs in the industry defining the skills and knowledge and advise on relevant training programme specifying the time a trainee needs to spend on each skill element.
6. 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.
7. To advise on the conduct of skill competitions in key trades in the industry for the promotion of VPET as well as participation in international competitions.
8. 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 VPET in the industry.
9. To organise seminars/conferences/symposia on VPET for the industry.
10. To advise on the publicity relating to the activities of the Training Board and relevant VPET programmes of the Council.
11. 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.
12. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

時裝及紡織業訓練委員會

職權範圍

1. 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. 評估及研究本業的人力供求是否平衡。
3. 就發展業內職業專才教育及訓練設施應付人力需求，向職業訓練局(下稱「局方」)提供意見。
4. 就相關學科的課程發展策略及質素保證，向局方提出建議。
5. 擬訂本業主要職務的工作範圍，界定所需的技能及知識，審議訓練方案，包括訂定每種技能所需的訓練期。
6. 對技術評估、技能測驗及認證制度提供意見，以確定從業員、學徒及見習員的技能水平。
7. 就本業主要行業舉辦技能比賽提供意見，以推廣職業專才教育和派員參加國際賽事。
8. 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，共商本業職業專才教育的發展與推廣事宜。
9. 為本業舉辦有關職業專才教育的研討會和會議。
10. 就訓練委員會工作和相關職業專才教育課程之推廣宣傳，向局方提供意見。
11. 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。
12. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

**Membership of the
Working Party on Fashion and Textile Manpower Survey**
時裝及紡織業人力調查工作小組委員名單

(As at 1 September 2019)
(二〇一九年九月一日)

Chairman

主席

Mr LAU Man-tung, Benjamin
劉文東先生
(nominated by The Hong Kong Weaving Mills
Association)
(香港布廠商會提名)

Members

委員

Dr AU Sau-chuen, Joe
歐秀全博士
(nominated by The Hong Kong Polytechnic
University)
(香港理工大學提名)

Ms CHEUNG Kwai-ying
張桂英女士
(nominated by Hong Kong and Kowloon Spinning,
Weaving and Dyeing Trade Workers General Union)
(港九紡織染業職工總會提名)

Mr CHEUNG Sun-kit, Danny
張新傑先生
(nominated by The Federation of Hong Kong
Garment Manufacturers)
(香港製衣業總商會提名)

Ms CHOW Hoi-yu, Joanne
周凱瑜女士
(nominated by Federation of Hong Kong Industries
(香港工業總會提名)

Ms FUNG Yuen-han, Mandy
馮婉嫻女士
(nominated by Hong Kong Wearing Apparel Industry
Employees General Union)
(香港服裝業總工會提名)

Dr KAN Chi-wai
簡志偉博士
(nominated by Hong Kong Institution of Textile and
Apparel)
(香港紡織及服裝學會提名)

Mr WONG Ting-kau
王庭交先生
(nominated by Hong Kong Footwear Association)
(香港鞋業商會提名)

Mr YOUNG Sheung-ching, Clement
楊尚正先生
(nominated by The Hong Kong Chinese Textile Mills
Association)
(香港華商織造總會提名)

Ms CHU Wai-ching, Alice
朱惠靖女士

(Technological and Higher Education Institute of
Hong Kong)
(香港高等教育科技學院)

Ms LAM Yee-nee, Elita
林綺妮女士

(Hong Kong Design Institute)
(香港知專設計學院)

Mr HWONG Yau-hung,
Benny
黃猶鴻先生

(Pro-Act Training and Development Centre (Fashion
Textiles))
(卓越培訓發展中心(時裝紡織業))

Secretary
秘書

Ms LAI Wing-chi, Jackie
黎泳芝女士

(Vocational Training Council)
(職業訓練局)

Sampling Plan for 2019 Manpower Survey of the Fashion and Textile Industry

Sector	Branch	Employment Size	Stratum	No. of Establishments	Sample Size
A. Manufacturing					
1	Spinning (HSIC 131101, 131102, 131103, 131104, 131199, 139401, 139402, 139403, 139404 and 139700)	1-9	1	7	7
		10-19	2	1	1
		20-49	3	-	-
		50-99	4	-	-
		100-199	5	-	-
		200 & over	6	-	-
		<i>Sub-total</i>			
2	Weaving (HSIC 131201, 131202, 131203, 131204, 131299, 139300, 139500 and 139900)	1-9	1	67	20
		10-19	2	6	3
		20-49	3	5	5
		50-99	4	3	3
		100-199	5	2	2
		200 & over	6	-	-
<i>Sub-total</i>				83	33
3	Knitting (HSIC 139101, 139102, 139199 and 143100)	1-9	1	7	7
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	-	-
		100-199	5	-	-
		200 & over	6	-	-
<i>Sub-total</i>				9	9
4	Finishing (HSIC 131301, 131302, 131303, 131304, 131305, 131306, 131307 and 131399)	1-9	1	101	30
		10-19	2	3	3
		20-49	3	3	3
		50-99	4	-	-
		100-199	5	-	-
		200 & over	6	-	-
<i>Sub-total</i>				107	36

5	Non-woven * (Recommended by Training Board)	1-9	1	9	9
		10-19	2	4	4
		20-49	3	1	1
		<i>Sub-total</i>		<i>14</i>	<i>14</i>
6	Garment (excluding under/night garments) (HSIC 141101, 141103 and 141199)	1-9	1	179	45
		10-19	2	26	13
		20-49	3	7	7
		50-99	4	5	5
		100-199	5	1	1
		200 & over	6	-	-
		<i>Sub-total</i>		<i>218</i>	<i>71</i>
7	Knitwear (exclude knitted and crocheted underwear) (HSIC 143200)	1-9	1	44	11
		10-19	2	10	5
		20-49	3	9	9
		50-99	4	3	3
		100-199	5	-	-
		200 & over	6	-	-
		<i>Sub-total</i>		<i>66</i>	<i>28</i>
8	Under/night Garments and Knitted/Corcheted Underwear (HSIC 141104 and 143300)	1-9	1	4	4
		10-19	2	2	2
		20-49	3	1	1
		50-99	4	1	1
		100-199	5	-	-
		200 & over	6	-	-
		<i>Sub-total</i>		<i>8</i>	<i>8</i>
9	Fur, Handbags and Footwear (HSIC 142000, 151200 and 152000)	1-9	1	24	24
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	1	1
		100-199	5	-	-
		200 & over	6	-	-
		<i>Sub-total</i>		<i>27</i>	<i>27</i>

B. Trading and Servicing

10	I/E of Footwear (HSIC 451401 and 452401)	1-9	1	1 117	112
		10-19	2	49	10
		20-49	3	35	18
		50-99	4	2	2
		100-199	5	3	3
		200 & over	6	1	1
		<i>Sub-total</i>			<i>1 207</i>
11	I/E of Fabrics (HSIC 451402 and 452402)	1-9	1	1 995	140
		10-19	2	114	23
		20-49	3	32	16
		50-99	4	10	10
		100-199	5	2	2
		200 & over	6	1	1
		<i>Sub-total</i>			<i>2 154</i>
12	I/E of Wearing Apparel (HSIC 451404 and 452404)	1-9	1	10 321	206
		10-19	2	723	36
		20-49	3	428	47
		50-99	4	68	34
		100-199	5	39	39
		200 & over	6	13	13
		<i>Sub-total</i>			<i>11 592</i>
13	I/E of Cotton, Textile Fiber and Yarn (HSIC 451202 and 452202)	1-9	1	662	99
		10-19	2	27	10
		20-49	3	10	10
		50-99	4	1	1
		100-199	5	-	-
		200 & over	6	1	1
		<i>Sub-total</i>			<i>701</i>

14	I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes (HSIC 451411 and 452411)	1-9	1	1 921	154
		10-19	2	104	26
		20-49	3	35	18
		50-99	4	3	3
		100-199	5	2	2
		200 & over	6	1	1
		<i>Sub-total</i>		2 066	204
15	Testing Services and Laboratories of Textile Industry * (Recommended by Training Board)	1-9	1	-	-
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	1	1
		100-199	5	2	2
		200 & over	6	6	6
		<i>Sub-total</i>		11	11
Total				18 271	1 283

Notes:

(1) *HSIC: Hong Kong Standard Industrial Classification*

(2) * *Data collected at company level.*

(3) *Additional 26 establishments with related manpower in fashion & textile industry were discovered during survey period. Thus, a total of 1 309 samples were covered in the survey.*

2019 年時裝及紡織業人力調查抽樣計劃

行業	門類	僱用人數	分層	機構數目	抽樣數目
甲. 製造類別					
1	紡紗門類 (HSIC 131101, 131102, 131103, 131104, 131199, 139401, 139402, 139403, 139404 及 139700)	1-9	1	7	7
		10-19	2	1	1
		20-49	3	-	-
		50-99	4	-	-
		100-199	5	-	-
		200 或以上	6	-	-
		合共			8
2	織造門類 (HSIC 131201, 131202, 131203, 131204, 131299, 139300, 139500 及 139900)	1-9	1	67	20
		10-19	2	6	3
		20-49	3	5	5
		50-99	4	3	3
		100-199	5	2	2
		200 或以上	6	-	-
		合共			83
3	針織門類 (HSIC 139101, 139102, 139199 及 143100)	1-9	1	7	7
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	-	-
		100-199	5	-	-
		200 或以上	6	-	-
		合共			9
4	染整門類 (HSIC 131301, 131302, 131303, 131304, 131305, 131306, 131307 及 131399)	1-9	1	101	30
		10-19	2	3	3
		20-49	3	3	3
		50-99	4	-	-
		100-199	5	-	-
		200 或以上	6	-	-
		合共			107

5	無紡布門類 * (由訓練委員會建議)	1-9	1	9	9
		10-19	2	4	4
		20-49	3	1	1
		合共		14	14
6	成衣門類 (不包括內衣/睡衣) (HSIC 141101, 141103 及 141199)	1-9	1	179	45
		10-19	2	26	13
		20-49	3	7	7
		50-99	4	5	5
		100-199	5	1	1
		200 或以上	6	-	-
合共		218	71		
7	針織衣物門類 (不包括針織和鉤織內衣) (HSIC 143200)	1-9	1	44	11
		10-19	2	10	5
		20-49	3	9	9
		50-99	4	3	3
		100-199	5	-	-
		200 或以上	6	-	-
合共		66	28		
8	內衣/睡衣及針織/鉤織內衣門類 (HSIC 141104 及 143300)	1-9	1	4	4
		10-19	2	2	2
		20-49	3	1	1
		50-99	4	1	1
		100-199	5	-	-
		200 或以上	6	-	-
合共		8	8		
9	皮草、製鞋及手袋門類 (HSIC 142000, 151200 及 152000)	1-9	1	24	24
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	1	1
		100-199	5	-	-
		200 或以上	6	-	-
合共		27	27		

乙. 貿易及公證類別

10 鞋類進出口門類 (HSIC 451401 及 452401)	1-9	1	1 117	112
	10-19	2	49	10
	20-49	3	35	18
	50-99	4	2	2
	100-199	5	3	3
	200 或以上	6	1	1
	合共		1 207	146
11 布料進出口門類 (HSIC 451402 及 452402)	1-9	1	1 995	140
	10-19	2	114	23
	20-49	3	32	16
	50-99	4	10	10
	100-199	5	2	2
	200 或以上	6	1	1
	合共		2 154	192
12 服裝進出口門類 (HSIC 451404 及 452404)	1-9	1	10 321	206
	10-19	2	723	36
	20-49	3	428	47
	50-99	4	68	34
	100-199	5	39	39
	200 或以上	6	13	13
	合共		11 592	375
13 棉花、紡織纖維及紗線進出口門類 (HSIC 451202 及 452202)	1-9	1	662	99
	10-19	2	27	10
	20-49	3	10	10
	50-99	4	1	1
	100-199	5	-	-
	200 或以上	6	1	1
	合共		701	121

14	皮革或類似材料製的行李箱、手袋及 同類物品進出口門類 (HSIC 451411 及 452411)	1-9	1	1 921	154
		10-19	2	104	26
		20-49	3	35	18
		50-99	4	3	3
		100-199	5	2	2
		200 或以上	6	1	1
		合共		2 066	204
15	公證行及檢定中心門類 * (由訓練委員會建議)	1-9	1	-	-
		10-19	2	2	2
		20-49	3	-	-
		50-99	4	1	1
		100-199	5	2	2
		200 或以上	6	6	6
		合共		11	11
總計			18 271	1 283	

註:

(1) HSIC: 《香港標準行業分類》

(2) *在公司級別收集的數據。

(3) 在調查期間，共發現 26 家時裝及紡織業相關專業機構。因此，調查共涵蓋了 1 309 個樣本。

Definition of Terms

Average monthly income	The monthly income, including the basic wage, regular overtime pay, cost of living allowance, meal allowance, commission and bonus. It is an average figure among employees engaging in the same principal job.
Craftsman level	A job level where a person is able to apply skills to a wide range of jobs within the trade, with minimum direction and supervision. A craftsman possesses practical skills and related theoretical knowledge which enables the person to adapt to new technologies.
Diploma/Certificate	Technical and vocational education programmes, including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level or equivalent.
Employees	Person who are under the payroll of the sampled establishment/company for the specified job, disregarding whether the employees are deployed to work in other places (including the mainland of China).
First degree	The first degree(s) offered by local or non-local education institutions, or equivalent.
Operative level	A job level where a person performs tasks in the assembly of products in accordance with predetermined job instructions or operates machine(s) which have been set up by other persons.
Postgraduate degree	A higher degree(s) (e.g. master degree) offered by local or non-local education institutions, or equivalent.
Secondary 4 to 7	The education programmes under the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.

Sub-degree	The Associate Degree, Higher Diploma, Professional Diploma, Higher Certificate, Endorsement Certificate, Associateship or equivalent programmes offered by local or non-local institutions.
Supervisory/Technician level	A job level between the manager/technologist and the craftsman. The education, training and practical experience enable the person at this job level to apply proven techniques and procedures to carry out technical tasks, normally under the guidance of a manager/technologist.
Managerial/Technologist level	A job level where a person has the qualification and experience equivalent to that required for corporate membership of a professional institution. The person should be competent in analysing and solving a wide range of technical problems, taking personal responsibility for the development and application of engineering principles, exercising original thought and judgment, keeping abreast of the technology, applying the latest techniques and supervising/developing subordinates.
Unskilled level	A job level where a person is normally assigned to perform repetitive work requiring only a narrow range of skills and short period of training.
Vacancies	“Vacancies” refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the time of survey.

釋義

平均收入	「平均收入」指每月的收入，包括：基本薪金、一般超時工作補薪、生活津貼、膳食津貼、佣金及花紅，將同一主要職務所有僱員的收入平均計算而得出。
技工級人員	「技工級人員」是指技術熟練的工人，能在有限度的指示及督導下，應用技術執行專屬行業內的各種職務。除具備實際技能，亦需有相關的理論知識，以便能適應日新月異的科技發展。
文憑／證書	「文憑／證書」泛指技術及職業教育課程的學銜，包括：文憑／證書、基礎課程文憑、職專文憑以及技工級或同等程度的學銜。
僱員	「僱員」指在樣本機構／公司某項職務編制內的人員，無論這些人員是否派駐其他地方工作（包括中國內地）。
學士學位	「學士學位」是指由本地或非本地教育院校所頒授的學士學位或同等資歷。
操作工級人員	「操作工級人員」指能按照既定的工作指示裝配配件為製成品，或操作已由他人校妥的一種或多種機床之工人。
研究生學位	「研究生學位」是指由本地或非本地教育院校所頒授學士以上的學位或同等資歷（如：碩士學位）。
中四至中七	「中四至中七」是指由中四至中七的高中學歷水平，等同香港中學會考、香港中學文憑、毅進文憑或同等的學歷。
副學位	「副學位」是指由本地或非本地院校課程所頒授的副學士、高級文憑、專業文憑、高級證書、增修證書、院士或同等資歷。
技術員／督導級人員	「技術員／督導級人員」的職級介乎技師／經理和技工之間，具備相當學歷、工作經驗及曾受實務訓練，能夠在技師

／經理的督導下，運用已確立的技術和程序，執行技術工作。

技師／經理級人員 「技師／經理級人員」須具備相當於有關專業學會企業會員所需的資歷及經驗，能夠分析和解決各種技術問題。此外，亦須主動負責發展和應用工程原理，具創見和判斷力，與專屬範疇的科技發展並進，應用現代管理技巧，以及督導和培訓下屬。

非技術工人 「非技術工人」通常獲指派擔任性質重複的工作，要求的技能較少，訓練時間亦較短。

職位空缺 「職位空缺」是指在人力調查期間懸空、須立刻填補而有關機構亦正積極招募人手的職位。

CONFIDENTIAL

WHEN ENTERED WITH DATA

填入數據後即成

機密文件



VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2019 MANPOWER SURVEY OF
THE FASHION AND TEXTILE INDUSTRY
時裝及紡織業 2019年人力調查

The 2019 Manpower Survey of the Fashion and Textile Industry (FT) aims at collecting manpower information of the industry concerned for formulating recommendations on future manpower training. Please kindly provide the information of your establishment as at **1 July 2019** by answering the questionnaire. Thank you.

時裝及紡織業2019年人力調查旨在蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。懇請貴機構根據**2019年7月1日**的人力情況填寫此問卷。多謝合作。

Establishment Information
機構資料

(For official use)

Industry Code _____

TOTAL NO. OF PERSONS ENGAGED: _____

僱員總人數

Principal Line of Business:

主要業務性質

- | | |
|--|---|
| <input type="checkbox"/> Trading Sector
貿易類別 | <input type="checkbox"/> Manufacturing of Fur, Footwear and Handbag
皮革、製鞋及手袋類別製品製造 |
| <input type="checkbox"/> Textile Industry –Spinning/ Weaving/ Knitting/ Finishing/
Non-woven Product
紡織業 – 紡紗/織造/針織/染整/無紡布類別製品 | <input type="checkbox"/> Testing Services and Laboratories
公證行及檢定中心 |
| <input type="checkbox"/> Clothing Industry
製衣業 | <input type="checkbox"/> Others :
其他 :
_____ |

Details of Contact Person*

聯絡人資料*

NAME OF PERSON TO CONTACT: _____

聯絡人姓名

POSITION: _____

職位

TEL. NO. : _____

電話

FAX NO. : _____

圖文傳真

E-MAIL : _____

電郵

* The information provided will be used for the purpose of this and subsequent manpower surveys.
所提供資料將用作是次及日後人力調查之用。

Part II 第二部份

Internal Promotion

內部晉升

1. Please state the total number of internal promotion in the past 12 months.
請列出 貴機構過去十二個月內內部晉升的僱員人數。

	From Technician to Technologist Level 由技術員晉升為技師級	From Craftsman to Technician Level 由技工晉升為技術員級	From Others to Craftsman Level 由其他職位晉升為技工級
No. of employees 僱員人數			

Number of Employees Aged Over 50

年逾50歲的僱員人數

2. Please state the number of employees aged over 50.
請列出 貴機構年逾50歲的僱員人數。

	Technologist Level 技師級	Technician Level 技術員級	Craftsman Level 技工級	Operative Level 操作工級
No. of employees 僱員人數				

Recruitment Difficulties

招聘困難

3. Please indicate the difficulties encountered in recruitment of employees in past 12 months.
請指出 貴公司在過去十二個月招聘僱員所遇到的困難。

	Technologist Level 技師級	Technician Level 技術員級	Craftsman Level 技工級	Operative Level 操作工級
(a) No recruitment was taken place 沒有招聘	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Recruitment was taken place and did not encounter difficulties in recruitment 有招聘，並 沒有 遇到招聘困難	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Recruitment was taken place and the difficulties encountered were: (You may "✓" one or more options.) 有招聘，所遇到的困難是：（可剔“✓”選多於一項。）				
(i) General labour shortage in Hong Kong 香港普遍勞工短缺	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Insufficient graduates in relevant disciplines from institutions 院校有關學系畢業生數目不足	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Applicants lacked the relevant experience and training 求職者缺乏相關經驗及訓練	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Working conditions/remuneration package could not meet applicants' expectations 服務條件／薪酬未能符合求職者要求	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Others (Please specify) 其他（請說明）_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Level of Education, Mode of Training and Period of Training of Employees

僱員宜有的教育程度、訓練方式及訓練期

4. Please choose preferred Level of Education, Mode of Training and Period of Training of employees (not as a trainee).
請選擇僱員(非受訓者)宜有的教育程度、訓練方式及訓練期。

Job level 職級	Technologist Level 技師級	Technician Level 技術員級	Craftsman Level 技工級	Operative Level 操作工級
(a) Level of Education (Please tick "✓" 1 box for each job level) 教育程度 (每職級請剔"✓" 選一項)				
(i) Postgraduate Degree 研究生學位	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) First Degree 學士學位	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Sub-degree (e.g. Higher Diploma) 副學位 (例如高級文憑)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Diploma/Certificate 文憑/證書	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Secondary 4 to 7 中四至中七	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Secondary 3 or below 中三或以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Mode of Training (Please tick "✓" 1 box for each job level) 訓練方式 (每職級請剔"✓" 選一項)				
(i) On-the-job training 在職訓練	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Apprenticeship 學徒訓練	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Off-the-job training 職外訓練	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Training Period (Please tick "✓" 1 box for each job level) 訓練期 (每職級請剔"✓" 選一項)				
(i) 4 years or above 四年或以上	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) 3 to less than 4 years 三年至四年以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 2 to less than 3 years 二年至三年以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) 1 to less than 2 years 一年至二年以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) 6 months to less than 1 year 六個月至一年以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Below 6 months 六個月以下	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

End of Questionnaire. Thank You for Your Co-operation.

問卷完，多謝合作。

The 2019 Manpower Survey of the
Fashion and Textile Industries
時裝及紡織業 2019 年人力調查

Explanatory Note
附註

Part I
第一部份

1. Principal Jobs - Column 'A'
主要職務 —— 'A' 欄

- (a) Please go through column 'A' and mark those principal jobs applicable to your establishment. For detailed job descriptions for principal jobs, please refer to Appendix B.
請瀏覽 'A' 欄，選取適用於 貴機構的主要職務。有關詳細的工作說明，請參閱附錄 B。
- (b) Please add in column 'A' titles of any principal jobs not mentioned in job descriptions (Appendix B); briefly describe them in respect of the appropriate job categories.
如 貴機構另有技術性主要職務未載於工作說明（附錄 B），請一併填入 'A' 欄內，並簡述其所屬的職務類別及等級。
- (c) The job titles may not be the same as those adopted by your establishment, but if the description of a certain job in your establishment is the same or substantially the same as the job description of, for example, Maintenance Engineer, then for the purpose of this survey you should regard the job holder as a Maintenance Engineer regardless of his/her actual title in your establishment.
調查表所列的職稱可能與 貴機構所採用的有別，但如 貴機構某職務的工作性質與調查表所載職務（例如「保全主任」）相同或相近，則擔任該職務者不論在 貴機構的實際職稱為何，在是次調查中亦應歸類為「保全主任」。
- (d) In the event where an employee's duties in your establishment are split between two or more job titles, please use the job title that best describes his/her principal responsibility.
如 貴機構有員工身兼多項職責，請選用最能反映其主要職責的職稱。

2. Number of Employees as at Survey Reference Date (Excl. Trainees) - Column 'B'
在統計日期的僱員人數（受訓者除外） —— 'B' 欄

For each principal job, please fill in the total number of employees (excluding trainees) as at survey reference date. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week. The number should include all employees under Hong Kong establishment's payroll, disregarding whether those are deployed to work in other places (including the mainland of China).
請填寫 貴機構於統計日期僱用的每個主要職務的僱員總數（受訓者除外）。「僱員」是指在 貴機構全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。此數目應包括 貴機構在香港人事編制內的所有僱員，不論是否有派駐往其他地方工作（包括中國內地）。

3. Number of Vacancies as at Survey Reference Date (Excl. Trainees) - Column 'C'
在統計日期的空缺額（受訓者除外） —— 'C' 欄

Please fill in the total number of existing vacancies (excluding trainees) as at survey reference date for each type of job. "Existing Vacancies" refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel as at survey reference date.
請填上 貴機構每一主要職務在統計日期的空缺額（受訓者除外）。「統計日期的空缺額」是指該職位於統計日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast Number of Employees as at July 2020 (Excl. Trainees) – Column ‘D’

預計在2020年7月的僱員人數（受訓者除外）——‘D’欄

Please fill in the forecasted number of employees as of July 2020 (excl. trainees). The number given could be less than that existing number of employees if a contraction is expected.

請填上在2020年7月每個主要職務的預計僱員人數（受訓者除外）。如估計屆時業務將會收縮，此欄所填人數可少於現有僱員人數。

5. Number of Trainees as at Survey Reference Date – Column ‘E’

在統計日期的受訓者人數——‘E’欄

Please fill in the number of employees undergoing training for each type of jobs as at survey reference date.

請填寫於統計日期正在接受訓練的僱員人數。

The term ‘trainees’ includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士以及簽有學徒合約的登記學徒。

6. Average Monthly Income Range – Column ‘F’

每月平均收入——‘F’欄

Please enter the code of average monthly remuneration package during the past 12 months for each principal job of employee(s). This should include basic wages, regular overtime pay, cost of living allowance, meal allowance, average monthly amount of year end bonus, etc., if any. If you have more than one employee doing the same job, please enter the average range.

請在‘F’欄填入每個主要職務的僱員過去十二個月每月平均薪酬的編號，這包括底薪、定期超時工作工資、生活津貼、膳食津貼、每月平均之年終花紅等。若從事同類工作的僱員多於一名，則請取其平均收入。

Part II

第二部份

7. Question 1 – Internal Promotion

問題1——內部晉升

An internal promotion is the promotion of an employee to a higher level job by virtue of his/her performance or abilities. In Question 1, please fill in the number of internal promotion from “Technician to Technologist”, from “Craftsman to Technician” and from “Others to Craftsman” in the past 12 months in the respective columns. If an employee has more than one promotion during the year in your establishment, only the last and one promotion should be counted.

內部晉升是指僱員因工作表現良好或具備所需才能而獲提升至較高職位。請於問題1所屬欄內填寫過去十二個月貴機構內部由技術員晉升至技師，由技工晉升至技術員，以及由其他職位晉升至技工的人數。如貴機構僱員在一年內有多過一次晉升，只需計算最後一次晉升在調查表內。

8. Question 2 – Number of Employees Aged Over 50

問題2——年逾50歲的僱員人數

In Question 2, please fill in the number of employees aged over 50 at technologist, technician, craftsman and operative levels.

請在問題2欄內填入技師級、技術員級、技工級及操作工級年逾50歲的僱員人數。

9. Question 3 – Recruitment Difficulties

問題3 —— 招聘困難

Please indicate the difficulties encountered in recruitment of employees of your establishment in the past 12 months.

請標示 貴機構在過去十二個月在招聘僱員時遇到的困難。

10. Question 4 – Preferred Education, Mode of Training and Period of Training of Employees

問題4 —— 僱員宜有的教育程度、訓練方式及訓練期

In Question 4, please tick the boxes the preferred education, mode of training and period of training which an employee in each job level (i.e. technologist level, technician level, craftsman level and operative level) should have if he/she has to carry out his/her work competently. (Please tick 1 box for each job level).

請在問題4之方格內選擇技師級、技術員級、技工級及操作工級的僱員宜具備何種教育程度、訓練方式及訓練期，才能勝任其工作。（每職級請別選一項）

Definition of Preferred Level of Education:

宜有教育程度的定義：

- ◆ “Postgraduate Degree” refers to higher degrees (e.g. master degrees) offered by local or non-local education institutions, or equivalent.
「研究生學位」是指本地或非本地教育機構提供的高等學位（如碩士學位），或同等教育程度。
- ◆ “First Degree” refers to first degrees offered by local or non-local education institutions, or equivalent.
「學士學位」是指本地或非本地教育機構提供的學士學位，或同等教育程度。
- ◆ “Sub-degree” refers to Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
「副學位」是指本地或非本地教育機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。
- ◆ “Diploma/Certificate” refers to technical and vocational education programmes including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level, or equivalent.
「文憑／證書」是指技術及職業教育課程之文憑／證書、基礎課程文憑、職專文憑及技工程度的課程，或同等教育程度。
- ◆ “Secondary 4 to 7” refers to Secondary 4-7, covering the education programmes in relation to the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
「中四至中七」是指中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程）或同等教育程度。
- ◆ “Secondary 3 or below” refers to Secondary 3 or below, or equivalent.
「中三或以下」是指中三或以下，或同等教育程度。

Definition of Preferred Mode of Training:

宜有訓練方式的定義：

- ◆ “On-the-job training” refers to an employee being trained or instructed by a trainer or supervisor when doing his/her job.
「在職訓練」是指僱員在工作期間，接受導師或主管的訓練或教導。
- ◆ “Apprenticeship” refers to an employee being trained under a contract of apprenticeship.
「學徒訓練」是指僱員以簽訂學徒合約模式接受訓練。
- ◆ “Off-the-job training” refers to an employee away from normal work situations to another location to learn new knowledge or skill.
「職外訓練」是指僱員離開慣常工作地方去學習新知識或技能。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Textile Industries

紡織業主要職務工作說明

Spinning Branch

紡紗門類

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with engineers and executives, all activities including research and development, and all resources related to production in a spinning mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與紡紗有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to the mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/departments, all activities related to the efficient and economic use of resources for production in a spinning mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使紡紗廠內生產設備的應用能符合經濟效益。
103	Production Engineer 運轉（生產）主任	Responsible to the department engineer or equivalent; plans and executes production systems for spinning plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a spinning mill. 向工程師／工務長或上級人員負責；策劃與執行紡紗部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent; plans and executes maintenance systems for spinning plant. Installs new machinery, carries out plan modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師／工務長或上級人員負責；策劃及執行紡紗機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。
106	Shift Engineer 運轉（生產）科長	Responsible to the production engineer or equivalent; manages and supervises the production and personnel of the spinning department in one shift in accordance with production plan. 向運轉（生產）主任或上級人員負責；遵照生產程序，管理及督導輪值時間內紡紗部的生產及人事工作。
107	Section Maintenance Engineer 保全科長／考工	Responsible to the maintenance engineer or equivalent; manages and supervises the maintenance work and personnel in spinning sections in accordance with maintenance schedule. 向保全主任或上級人員負責；遵照保養程序，管理及督導紡紗部的保養及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
TECHNICIAN LEVEL		技術員級
201	Production Supervisor 生產管理員／運轉領班	Responsible to the shift engineer or equivalent; takes charge of the spinning department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責紡紗部的生產工作；管理部門的員工，以保持產品質素及生產效率。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of spinning processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of the laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the section maintenance engineer or equivalent; takes charge of all maintenance, machine erection and conversion work, in one or more sections. Manages and directs the work of the subordinates. 向保全科長／考工或上級人員負責；監管部門內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
209	Electrical and Mechanical Technician (Electrical/ Electronics/ Mechanical/ Air-conditioning) 電機技術員 (電氣／電子／機械／空調)	Responsible to the maintenance engineer or equivalent; performs technical tasks contributory to installation, operation, maintenance and repair of electrical systems and equipment, electronic devices and equipment as well as air conditioning plant in the spinning factory. Manages and directs the work of the subordinates. 向保全主任或上級人員負責；擔任紡紗廠內技術性工作，負責安裝、操作、保養及修理電氣系統與設備、電子裝置及設備和空調系統；並管理及領導下屬的工作。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL 技工級		
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a spinning mill. 在生產管理員／運轉領班指導下，監督紡紗廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work under the direction of the maintenance supervisor in one or more sections. 在維修管理員／保全領班指導下，擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/ Electronics Craftsman 電氣技工／電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員／電氣領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
305	Air-conditioning Mechanic 空調技工	Undertakes installation, maintenance, cleaning and repairing of air-conditioning equipment under the direction of the air-conditioning technician or the person in charge of air-conditioning work. 在空調技術員／空調領班或負責空調工作的主管指導下，安裝、保養、清潔及修理空調設備。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of the electrical technician or maintenance supervisor or the person in charge of boiler maintenance work. 在電氣技術員／電氣領班、維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
OPERATIVE LEVEL 操作工級		
401	Blowing Room Machine Tender 清花間值車工	Operates and cleans all the machinery and equipment in the blowing room. Removes all the droppings from under beaters and scutcher. 操作及清潔清花間部門內的機器及設備；清潔及出清各打手塵格及清棉機的破籽。
402	Carding Machine Tender 梳棉機值車工	Operates and cleans carding machines. Pieces slivers, doffs full cans and delivers to drawing section, brings back empty cans. Sweeps floor and sorts different types of waste. 操作及清潔梳棉機；接頭、落棉條桶，並送往併條部，然後取回空桶；清潔地面，將回卷及回條分別置於規定地點。
403	Drawing/ Sliver Lap/ Ribbon Lap/ Combing Machine Tender 併條／條卷／併卷／精梳機值車工	Operates and cleans drawing/ sliver lap/ ribbon lap/ combing machines according to schedule. Delivers full cans/laps to next process and sweeps the surrounding places. 按照工作程序操作及清潔併條／條卷／併卷／精梳機，運送滿桶／條卷／併卷至下一工序；清潔機台及附近地面。
404	Roving Frame Tender 粗紗機值車工	Operates and cleans roving frames. Pieces ends, keeps roving frame supplied with sliver and replaces with empty bobbins. Doffs with full bobbins and starts ends with empty bobbins. Sweeps floor under and adjacent to roving frame. 操作及清潔粗紗機，連接斷紗上條，換桶，擺管，落紗及生頭，清潔機台及附近地面。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
405	Spinning Frame Tender (ring/open-end) 紡紗機值車工 (環錠/空紡)	Operates and cleans spinning frames (ring/ open-end), pieces of broken ends, doffs full bobbins and replaces with empty bobbins. Starts ends and creels roving bobbins. Separates wastes. Sweeps floor under and adjacent to spinning frame. 操作紡紗機 (環錠/空紡), 接頭, 落紗及裝換空筒, 生頭, 換粗紗, 分清回花, 清潔機台及附近地面。
406	Winding Machine Tender 絡紗/筒子機值車工	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機, 生頭, 落筒, 接頭, 清潔絡筒機及附近地面。
407	Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機值車工	Tends and cleans doubling/twisting frames, places packages of yarn on creels, knots broken ends and doffs twisted yarn bobbins. 操作及清潔併線/撚線機, 接頭, 生頭, 落紗, 擺放及調換併筒。
408	Reeling Machine Tender 搖紗機值車工	Operates and cleans reeling machines including arranging cones and cheeses in position, knotting broken ends, typing tie bands and doffing full hanks. Sweeps floor under and adjacent to reeling machines. 操作及清潔搖紗機, 包括將筒子或管紗繞搖成紮, 負責生頭、接頭、紮絞及落絞, 清潔車台及附近地面。
409	Warping Machine Tender 整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines and cone creels. 操作整經機以生產良好經軸, 包括將筒子裝在紗架上, 落經軸及接駁經紗斷頭, 清潔整經機及紗架。
410	Textured Yarn Operative 鬚曲紗操作工	Operative who tends false twisting machines for production, or carries out any other operative work as assigned by the supervisor, e.g. yarn inspection. 操作假撚機, 從事生產工作或由管理人員指派半技術性工作, 如成品檢查。
411	Baling/ Bundling Machine Tender 打大/小包機值車工	Operates and cleans baling/bundling press. 操作及清潔打大/小包機。
412	Tester/ Investigator/ Statistical Assistant 試驗工/調查工/統計助理	Carries out daily spot checks, tests, records and investigates fibre lap, sliver, roving and yarn quality. Carries out processing checks and statistical calculations from investigation records. Prepares control charts. 每日抽查、試驗及記錄纖維原料、花卷、棉條、粗紗及細紗的品質; 進行各種檢驗調查, 並根據調查記錄作統計分析計算; 編製管制圖表。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Textile Industries

紡織業主要職務工作說明

Weaving Branch

織造門類

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with managers and executives, all activities including research and development, and all resources related to production in a weaving mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與梭織有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/ departments, all activities related to the efficient and economic use of resources for production in a weaving mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使織造廠內生產設備的應用能符合經濟效益。
103	Production Engineer 運轉（生產）主任	Responsible to the department engineering or equivalent; plans and executes production systems for weaving plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a weaving mill. 向工程師／工務長或上級人員負責；策劃與執行織造部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent; plans and executes maintenance systems for weaving plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師／工務長或上級人員負責；策劃及執行梭織機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。
106	Shift Engineer 運轉（生產）科長	Responsible to the production engineer or equivalent; manages and supervises the production and personnel in the weaving mill in one shift in accordance with production plan. 向運轉（生產）主任或上級人員負責；遵照生產程序，管理及督導輪值時間內織造廠的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
TECHNICIAN LEVEL		技術員級
201	Production Supervisor 生產管理員／運轉領班	Responsible to the shift engineer or equivalent; takes charge of the department/ section for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責生產的工作；管理部門的員工，以保持產品質素及生產效率。
202	Production Supervisor (Warp/ Rope Dyeing) 生產管理員／運轉領班 （平染／繩狀染紗）	Responsible to the shift engineer or equivalent; takes charge of the warp/rope dyeing department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責平染／繩狀染紗間的生產工作；管理部門的員工，以保持產品質素及生產效率。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
203	Production Supervisor (Cloth Room) 生產管理員／運轉領班 (成品)	Responsible to the production engineer or equivalent; takes charge of the department/ section for inspection and grading of finished products to a form presentable to the buyer in accordance with the management's pre-determined specifications. Manages the personnel of the department/ section to maintain quality and productivity. 向運轉(生產)主任或上級人員負責；依照廠方預先訂下的規格，將製成品檢驗，分級及包裝，交付買主。管理部門的員工，以保持產品質素及生產效率。
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of weaving processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent; takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全主任或上級人員負責；監管部門內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
210	Pattern Design Supervisor 織物設計管理員	Responsible to the department engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向工程師／工務長或上級人員負責；設計及分析圖案，包括使用電腦繪圖；管理及領導花樣設計部門工作人員。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL 技工級		
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of production supervisor in one or more sections of a weaving mill. 在生產管理員／運轉領班指導下，監督織造廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員／保全領班指導下，擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/ Electronics Craftsman 電氣技工／電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員／電氣領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。

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CRAFTSMAN LEVEL (Continued) 技工級 (續)		
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of the maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。
307	Sizing Machine Leader 漿紗機組長	Supervises and directs the work of preparing sizing mixtures, creeling warps beams, threading up, leasing, doffing and gaiting sized beams, cleaning, repairing breaks etc. during processing. 於漿紗過程中，督導調漿、放漿、上經軸、生頭、引紗、分經、落軸、清潔、接駁斷頭等工作。
308	Warp/ Rope Yarn Dyeing Machine Leader 平紗／繩狀染紗組長	Supervises and directs the work of the warp/ rope dyeing machines to dye yarns produced. Assumes responsibility for preparing dyeing solutions and chemicals. 督導平染／繩狀染紗機的操作工序及染色工作，並配製染色用的化學品溶液。
309	Pattern Preparer 畫花技工	Prepares patterns according to given designs under the direction of pattern design supervisor. 在織物設計管理員指導下，繪畫織物圖案。
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
OPERATIVE LEVEL 操作工級		
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔絡筒機及其附近地面。
409	Warping Machine Tender 整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines, cone creels and floor under and adjacent to the machine. 操作整經機以生產良好經軸，包括將筒子裝在紗架上，落經軸及接駁經紗斷頭，清潔整經機、紗架及附近地面。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
411	Baling/ Bundling Machine Tender 打大/小包機值車工	Operates and cleans baling/ bundling press; seams gunny cloth; weighs and marks bundles. 操作及清潔打大小包機；縫頭，過磅及刷嘜頭。
413	Sizing Machine Tender 漿紗機值車工	Assists the sizing machine leader in operating and cleaning sizing machine, including preparing size mixings, creeling warpers beams, threading up, leasing, gaitting up and doffing fully sized beams, repairing broken ends etc. 協助漿紗機組長操作及清潔漿紗機，包括調漿、放漿、引紗、分經、上經軸、生頭、落滿軸、接駁斷頭等工作。
414	Warp/ Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機值車工	Assists the warp/rope yarn dyeing machine leader in operating the yarn dyeing machines. Carries out yarn dyeing operations including dissolving dyestuffs and chemicals and loading them into the machines. 協助平染/繩狀染紗機組長操作染紗機，進行染紗工作，包括溶解染料及化學品，並放入平染/繩狀染紗機內。
415	Drawing-in Operator 穿綜工	Draws warp ends through drop-wires, wire healds and reeds according to fabric patterns. 按照布的組織，將經紗穿過停經片、綜絲及筘。
416	Beam Gaiter/ Warp Tying Machine Operator 架軸及接軸工	Gaits the full weaver's beams when it is finished at the weaving looms, including oiling, setting, and starting the weaving loom. Operates warp-tying machine in tying the warp from the weaver's beams and the warp from the weaving looms. 從布機拆下空軸及架上新織軸，加油及將布機調校至能開車為止。操作接頭機，接駁織布機及織軸上的經紗。
417	Weaver 織布/幫接工	Operates one or more weaving machines to produce fabric systematically and continuously, inspects fabrics produced and warps, pieces broken ends, repairs minor fabric faults, replaces faulty weft etc. Assists the foreman to check and piece weaver's beams for production, and repairs faulty fabrics on looms. 操作織布機，有系統地連續生產布疋；檢查布面及經紗、接駁斷紗、修補布疵、更換有毛病的緯紗。協助指導工檢查並接駁新織軸的斷頭以備開機；修補布疵。
418	Fabric Inspector/ Fabric Examiner 驗布/複驗布工	Inspects piece goods, detects and records fabric faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for weaving faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尚有漏修疵點，並進行補修、記錄及標記。檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
419	Fabric Mender 修布工	Repairs faults that have been marked in the fabrics. 修補布疋上已作標記的疵點。

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OPERATIVE LEVEL (Continued) 操作工級 (續)		
420	Cloth Folding Machine Tender 碼布機值車工	Operates the cloth folding machine. Measures and records the yardage of pieces of cloth produced from the weaving department/section. 操作碼布機，量度並記錄由織造部門生產的布疋碼數。
421	Carpet Maker 地氈工	Uses trimming tools to raise patterns on carpet after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計，用機器或人手生產地氈。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Textile Industries

紡織業主要職務工作說明

Knitting Branch

針織門類

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development, and all resources related to production in a knitting mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與針織有關的工作，包括研究及發展。
103	Production Engineer 運轉（生產）主任	Responsible to the mill manager or equivalent; plans and executes production systems for knitting plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a knitting mill. 向廠長或上級人員負責；策劃與執行針織部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
104	Maintenance Engineer 保全主任	Responsible to the mill manager or equivalent; plans and executes maintenance systems for knitting plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向廠長或上級人員負責；策劃及執行針織機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。

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TECHNOLOGIST LEVEL (Continued)		技師級 (續)
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
163	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。

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TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	Responsible to the production engineer or equivalent; takes charges of one or more department(s)/ section(s) for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity. 向運轉（生產）主任或上級人員負責；依照生產程序，負責部門內的生產工作；管理部門的員工，以保持產品質素及生產效率。
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of knitting processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent. Takes charge of all maintenance, machine erection and conversion work in the knitting factory. Manages and directs the work of subordinates in the maintenance section and assists production section in the changing of fabric designs, structures and patterns. 向保全主任或上級人員負責；監管針織廠內所有機械的保養工作、機器安裝與改裝；管理及領導下屬的工作，協助運轉（生產）部，更改織物設計、結構及花樣。
210	Pattern Design Supervisor 織物設計管理員	Responsible to the production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向運轉（生產）主任或上級人員負責；設計及分析圖案，包括使用電腦繪圖；管理及領導花樣設計部門工作人員。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

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TECHNICIAN LEVEL (Continued) 技術員級 (續)		
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL 技工級		
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a knitting mill. 在生產管理員／運轉領班指導下，監督針織廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
303	Knitting Mechanic 針織機械技工	Undertakes erection, setting, maintenance, overhauling, converting, repairing of machinery and changing of fabric designs for production under the direction of the maintenance supervisor in a knitting mill. 在維修管理員／保全領班指導下，於針織廠內擔任機械安裝、校準、保養、平車、改裝、修理、轉筒及改花樣等工作。
304	Electrician 電氣技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors under the direction of the maintenance supervisor or the person in charge of electrical work. 在維修管理員／保全領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機等工作。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
OPERATIVE LEVEL 操作工級		
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans cone winding machines, removes full packages and replaces with empty cones and knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔筒子機及其附近地面。
418	Fabric Inspector 驗布工	Inspects piece goods, detects fabric faults and marks the positions of the faults. Cleans minor oil stains. Repairs minor fabric faults if needed. 檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
419	Fabric Mender 修布工	Repairs faults that have been marked in the fabrics. 修補布疋上已作標記的疵點。
422	Knitting Machine Tender 針織機值車工	Operates one or more knitting machines, mends broken ends and replaces broken knitting elements such as needles, and sinkers, cleans the machines etc. 操作針織機；接駁斷紗，更換損壞的機件如織針、沉降片；清潔織機。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to his/her supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Textile Industries

紡織業主要職務工作說明

Finishing Branch

染整門類

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development and all resources related to production in a dyeing, printing and finishing mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與染印整有關的工作，包括研究及發展。
103	Production Manager 生產經理／生產主任	Responsible to mill manager or equivalent; plans and executes production systems for dyeing, printing and finishing plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a dyeing, printing and finishing mill. 向廠長或上級人員負責；策劃與執行染印整部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
104	Maintenance Manager 保全經理	Responsible to the mill manager or equivalent; plans and executes maintenance systems for dyeing, printing and finishing plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向廠長或上級人員負責；策劃及執行染印整機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
105	Technical Manager 技術經理	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/ specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。
106	Department/ Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/ Engraving/ Screen Making, Dyeing, Printing, Finishing, Inspecting/ Packaging/ Make-up, Quality Control, Laboratory and Electrical/ Mechanical) 部門主管 (絡紗／筒子、原布、煉漂、花樣設計／雕刻／製網、染色、印花、整理、驗布／包裝／成品、品質、試驗及電氣／機械)	Responsible to the production manager/ technical manager/ maintenance managers or equivalent; manages and supervises the production or work and personnel in the respective department/ section in the dyeing, printing and finishing factory in accordance with production plan. 向生產經理／生產主任、技術經理、保全經理或上級人員負責；遵照生產程序，管理及督導染印整廠內有關部門的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責訂訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
TECHNICIAN LEVEL 技術員級		
204	Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/ Engraving/ Screen Making, or/ and Inspecting/ Packaging/ Make-up) 運轉（生產）領班 （絡紗／筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計／雕刻／製網或／及 驗布／包裝／成品）	Responsible to the department/ section head of respective department/ section or equivalent; takes charge of the package winding, grey cloth, scouring and bleaching, dyeing, print pasting, printing, finishing, garment washing and dyeing, pattern design/ engraving/ screen making or/ and inspecting/ packaging/ make up department(s)/ section(s) for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity. 向所屬部門主管或上級人員負責；依照生產程序，負責絡紗／筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計／雕刻／製網或／及驗布／包裝／成品部門的生產工作；管理部門的員工，以保持產品質素及生產效率。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the department/ section head of respective department/ section or equivalent; controls the product quality in all stages of dyeing and finishing processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向有關部門主管或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance manager or equivalent; takes charge of all maintenance, machine erection and conversion work in dyeing, printing and finishing factory. Manages and directs the work of the subordinates. 向保全經理或上級人員負責；監管染印整廠內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
209	Maintenance Supervisor (Electrical/ Electronics) 維修管理員／保全領班 (電氣／電子)	Responsible to the department/ section head of respective department/ section or equivalent; takes charge of the electrical installation and maintenance work as well as the electronic devices and equipment in the dyeing, printing and finishing factory. Manages and directs the work of the subordinates. 向有關部門主任或上級人員負責；擔任染印整廠內技術性工作，負責安裝、操作、保養及修理電氣系統與設備和電子裝置及設置，並管理及領導下屬的工作。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/ procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL 技工級		
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work under the direction of the maintenance supervisor in a dyeing, printing and finishing mill. 在維修管理員／保全領班指導下，擔任染印整廠內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician 電氣技工	Undertakes electrical wiring work, installation, maintenance and repairing of electrical fittings and motors under the direction of the maintenance supervisor (electrical) or the person in charge of electrical work in a dyeing, printing and finishing mill. 在維修管理員／保全領班（電氣）或負責電氣工作的主管指導下，擔任染印整廠內的接線、安裝、保養、修理電氣裝置及電動機等工作。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of maintenance supervisor or the person in charge of boiler maintenance work in a dyeing, printing and finishing mill. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養染印整廠的鍋爐及油箱。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
311	Singeing/ Scouring and Bleaching Machine Leader 燒毛／煉漂機組長	Assumes responsibility for the running of the singeing/ scouring and bleaching machine and allocating work to operatives. 負責燒毛／煉漂機的運轉及分配屬下操作工的工作。
312	Mercerizing Machine Leader 絲光機組長	Assumes responsibility for the running of the mercerizing machine and allocating work to operatives. 負責絲光機的運轉及分配屬下操作工的工作。
313	Dyeing Machine Leader 染色機組長	Assumes responsibility for the running of the dyeing machine and allocating work to operatives. 負責染色機的運轉及分配屬下操作工的工作。
314	Printing Machine Leader 印花機組長	Assumes responsibility for the running of the printing machine and allocating work to operatives. 負責印花機的運轉及分配屬下操作工的工作。
315	Calendering Machine Leader 軋光機組長	Assumes responsibility for the running of the calendering machine and allocating work to operatives. 負責軋光機的運轉及分配屬下操作工的工作。
316	Stentering Machine Leader 漿拉／定型機組長	Assumes responsibility for the running of the stentering machine and allocating work to operatives. 負責漿拉／定型機的運轉及分配屬下操作工的工作。
317	Pre-shrinking Machine Leader 縮水機組長	Assumes responsibility for the running of the pre-shrinking machine and allocating work to operatives. 負責縮水機的運轉及分配屬下操作工的工作。
318	Open Width Washing Machine Leader 平幅洗水機組長	Assumes responsibility for the running of the open width washing machine and allocating work to operatives. 負責平幅洗水機的運轉及分配屬下操作工的工作。
319	Raising/ Shearing/ Emerising Machine Leader 抓毛／剪毛／磨毛機組長	Assumes responsibility for the running of the raising/ shearing/ emerising machine and allocating work to operatives. 負責抓毛／剪毛／磨毛機的運轉及分配屬下操作工的工作。
320	Inspection and Make-up Section Leader 驗布及成品組長	Assumes responsibility for supervising production work, instructs on standard methods, checks and corrects faulty products and supervises the cleaning work in the section of the dyeing, printing and finishing. 監督染印整部門的生產工作；指導有關的標準工作方法，檢查並改正有瑕疵的產品，督導工場的清潔工作。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
322	Screen Maker 製網技工	Undertakes screen making work including application of laser technology. Assumes responsibility for the maintenance, storage and repairs of screens, including flat and rotary. 執行製網的工作，包括使用雷射雕刻技術，並負責保全、貯藏及修理網版和網筒等工作。
323	Chemical Tester 化驗員	Undertakes laboratory testing work under the direction of the laboratory supervisor. 在化驗領班指導下，進行化驗工作。
324	Garment Washing and Dyeing Machine Leader 成衣洗染機組長	Assumes responsibility for the running of the garment washing and dyeing machine and allocating work to operatives. 負責成衣洗染機的運轉及分配屬下操作工的工作。
OPERATIVE LEVEL 操作工級		
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans the winding machines, removes full packages and replaces with empty cones and knots broken ends. Sweeps floor under and adjacent to winding machines. 操作及清潔筒子（絡紗）機，落筒，換上空筒管，接頭。掃除筒子（絡紗）機附近地面。
418	Fabric Inspector 驗布工	Inspects grey and finished fabrics in according with quality standards laid down by the company. 按公司規定的品質標準，檢驗原布及成品布疋的疵點。
423	Preparatory Machine Tender (Singeing/ Scouring/ Bleaching/ Mercerising) 前處理機值車工 (燒毛／煮煉／漂白／絲光)	Operates the preparatory machine, such as singeing, scouring, bleaching or mercerising machines etc. 操作前處理機械，如燒毛機、煮煉機、漂白機或絲光機等。
424	Dyeing Machine Tender 染色機值車工	Operates any type of dyeing machines, carries out dyeing operations including dissolving dyestuffs and chemicals and loading them into the machines. 操作任何一類的染色機。進行染色工作包括溶解染料及化學藥品，並將其放入染色機內。
425	Printing Machine Tender 印花機值車工	Operates the printing equipment or the printing machine (flat or rotary) to print designs on fabrics. 操作印花設備或印花機（網板或網筒），將織物印上圖案。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
426	Finishing Machine Tender (Calendering/ Raising/ Shearing/ Emerising/ Stentering/ Pre-shrinking/ Washing/ Garment Washing and Dyeing/ Drying) 後整理機值車工 (軋光/抓毛/剪毛/磨毛/漿 拉/定型/縮水/洗水/成衣洗 染/烘乾)	Operates any type of finishing machines (e.g. calendering/ raising/ shearing/ emerising/ stentering/ pre-shrinking/ washing/ garment washing and dyeing/ drying). 操作任何一類的整理機械(如軋光/抓毛/剪毛/磨毛 /漿拉/定型/縮水/洗水/成衣洗染/烘乾)。
427	Recipe and Print Paste Preparer 秤料及配漿員	Weighs out dyestuffs and chemicals from a given formula or prepares the print paste according to the prescriptions for production uses, including uses of auto-colour kitchen, to be used on the dyeing and finishing machines. 按配方所列份量, 秤出所需染料及化學品, 或製配印 漿, 包括採用電腦配漿系統以供應染色, 印花及整理機 生產之用。
428	Electronic Data Processor 資料操作員	Operates computers and related equipment. Enters production data to machine plant and processes information printouts and records. 操作電腦或有關設備, 將生產資料輸入電腦系統, 製定 電腦資料報表及記錄。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作, 或由管理 人員指派半技術性工作。
430	Recorder 書記員/收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 負責記錄一切生產, 原料的消耗及工人流動情形, 每日 向上級報告。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場/營業經理或主任收集市場資訊, 跟進營業訂 單及執行市務推廣計劃及活動。
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping, lubricates and assists to operate machines. 擔任一般雜務工作, 包括收集、搬運、分類、分派、磅 重、包裝、清潔及打掃; 為機器加油, 並協助操作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Textile Industries

紡織業主要職務工作說明

Non-Woven Branch

無紡布門類

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development, and all resources related to production in a non-woven mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與無紡有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/ departments, all activities related to the efficient and economic use of resources for production in a non-woven mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使無紡廠內生產設備的應用能符合經濟效益。
103	Production Engineer 運轉（生產）主任	Responsible to the department engineer or equivalent; plans and executes production systems for non-woven plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a non-woven mill. 向工程師／工務長或上級人員負責；策劃與執行無紡部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent; plans and executes maintenance systems for non-woven plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師／工務長或上級人員負責；策劃及執行無紡機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/ specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。
106	Shift Engineer 運轉（生產）科長	Responsible to the production engineer or equivalent; manages and supervises the production and personnel in the non-woven mill in one shift in accordance with production plan. 向運轉（生產）主任或上級人員負責；遵照生產程序，管理及督導輪值時間內無紡廠的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
112	Quality Assurance Manager 品質保證經理	Takes charge of the QA function of the company. Responsible for designing, implementing and managing an effective and efficient operational QA system. Keep abreast of the global development on aspects like ISO, continuous improvement, international standards and regulations. 掌管有關機構產品品質保證的事宜。負責設計、執行和管理一個有效和高效率的業務品質保證系統。了解全球對國際標準化組織認證、持續改善、國際標準和條例的最新發展。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	Responsible to the shift engineer or equivalent; takes charge of the department/ section for production according to the schedule. Manages the personnel of the department/ section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責生產的工作；管理部門的員工，以保持產品質素及生產效率。
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent; takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全主任或上級人員負責；監管部門內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
210	Pattern Design Supervisor 織物設計管理員	Responsible to the production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向運轉(生產)主任或上級人員負責;設計及分析圖案,包括使用電腦繪圖;管理及領導花樣設計部門工作人員。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單,包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。
214	Quality Assurance Supervisor 品質保證員	Responsible to the QA manager or equivalent. Assists in the design and takes charge of the effective implementation of the QA system. 向品質保證經理或上級人員負責;協助設計及負責品質保證系統的有效執行。
267	Marketing/ Sales Officer 市場/營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場/營業經理招攬生意,製訂市務推廣計劃及活動;監察市場動態,及時反映客戶需求的變化。
CRAFTSMAN LEVEL 技工級		
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員/保全領班指導下,擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/ Electronics Craftsman 電氣技工/電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員/電氣領班或負責電氣工作的主管指導下,擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。
309	Pattern Preparer 畫花技工	Prepares patterns according to given designs under the direction of pattern design supervisor. 在織物設計管理員指導下，繪畫織物圖案。
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
OPERATIVE LEVEL 操作工級		
411	Baling/ Bundling Machine Tender 打大／小包機值車工	Operates and cleans baling/ bundling press. 操作及清潔打大／小包機。
418	Fabric Inspector/ Fabric Examiner 驗布／複驗布工	Inspects piece goods, detects and records fabric faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尚有漏修疵點，並進行補修、記錄及標記。檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
421	Carpet Maker 地氈工	Uses trimming tools to raise patterns on carpet after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計，用機器或人手生產地氈。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL(Continued) 操作工級 (續)		
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Clothing Industry

製衣業主要職務工作說明

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
141	Production Manager 生產經理（廠長）	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管制生產方面之各項工作，包括協調其他有關工作，以確保高度生產效率及符合經濟原則。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
142	Quality/Technical Manager 品質／技術經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合客人訂下的標準及規格。
143	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
145	Industrial Engineer 工業工程師	Plans and directs engineering/management services programmes associated to production including plant layouts, work study, time study, utilisation of resources to ensure optimum production efficiency. Executes plants and machinery repairs, adjustments and modifications to meet changing requirements. 策劃及指導與生產有關的工程／管理服務計劃，包括廠房佈置、工作方法及效率研究、資源運用，以發揮最高生產效率。執行廠房設置／佈置的安排、調整及修改以應付變動的需求。
163	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
TECHNICIAN LEVEL		技術員級
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度，以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
241	Production Department Supervisor 生產部總管 (工務)	In charge of the production department, plans and controls production efficiently and assists in production schedule and work study. 管轄生產部，以有效方法策劃及管制生產，並協助編排生產程序及進行工作研究。
242	Production Section Supervisor 生產組管理員 (組長)	In charge of a section in the production department, including directing preparation work prior to production, controlling production quality and allocation of work to each machine. 管轄生產部門內一小組，包括指導生產前的準備工作，管制生產品質及分派工作。
243	Production Co-ordinator / Production Planner 生產統籌員	Assists in production co-ordination, prepares production schedule, compares new orders with old orders and recommends machinery and ancillary equipment to be used for production. 協助生產配合工作，編製生產排期表，比較新舊訂單並建議生產所用的機器及輔助設備。
244	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and whole garments. 設計及繪製整件服裝及其各部份的紙樣。
245	Pattern Grading/ Marker Making Supervisor 放樣／嚶架組管理員	In charge of the pattern grading/ marker making room. Devises grading rules and marker making requirements. Trains and retrains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嚶架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嚶架員授予新技術訓練。負責放樣。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
246	Quality Control Technician 品質控制技術員	Controls quality of incoming materials, work in progress and finished products, and advises quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. 管制布料與配料、生產中的半製成品以及成衣的品質，並就品質需求提供意見。督導品質控制／檢查人員以檢查生產過程中各階段的产品品質，並確保成品品質符合標準及規格。
248	Fashion/ Sample Co-ordinator 時裝／樣辦統籌員	Co-ordinates sample production, interprets fashion designers' sketches and buyers' requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作，理解時裝設計師的繪圖及買家的需求；擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。
249	Knitting Technician 針織技術員	Designs and writes knitting instructions according to drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計，擬寫針織工作說明，以供手動與電動針織機織工織造之用。
250	CAD Technician 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。
252	Industrial Engineering Technician 工程技術員	In charge of the maintenance/ engineering section, supervises all installation, maintenance, and conversion work. Implements engineering development programmes and performs technical tasks. 管轄維修／工程組，督導所有安裝、維修及改裝設備工作。實行工程發展計劃並擔任技術性工作。
253	Garment Washing Technician 成衣洗水技術員	Responsible to the department/ section head of respective department/ section or equivalent; takes charge of the garment washing department/ section for production and quality control according to the production plan and the specification requirements of finished products. Manages the personnel of the department/ section to maintain productivity and quality. 向所屬部門主管或上級人員負責；依照生產程序和成品的規格要求負責成衣洗水部門；管理部門員工，以保持產品生產效率及品質。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL 技工級		
341	Clothing Machine Mechanic 製衣機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for sewing machinery. 擔任製衣廠器具的安裝、改裝、大修、保養、修理、設計及製作附件等工作。
342	Knitting Machine Mechanic 針織機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for knitting machinery. 擔任針織機的安裝、改裝、大修、保養、修理、設計及製作附件等工作。
343	Pattern Grader/ Marker Maker 放樣／嘜架員	According to size specifications, produces full range of different sizes of patterns from master patterns, designs marker lays for production orders. 按照尺碼規格，根據原樣繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
344	Computer Pattern Grader/ Marker Maker 電腦放樣／嘜架員	Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders. 輸入放樣規格，排料需求及尺碼資料。操作電腦繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
345	Clothing Operator Instructor 車衣指導員	Trains trainees for one or more jobs at operative level. Retrains and provides further training for existing operatives in new and existing skills. 訓練操作工級的養成工擔任一項或多項工作。亦負責轉業訓練及向現職操作工施予深造訓練，使其獲得新技能。
346	Sample Maker 樣辦製造技工	Cuts, sews, assembles, finishes and presses different types of clothing by hand tools and machines according to customers' requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求／生產樣辦、製造的規格和紙樣，用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦／服裝／針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。
347	Quality Control Inspector 品質控制檢查員	According to quality control specifications, carries out control/inspection programmes, and prepares quality control reports and charts. 根據品質控制規格，執行品質控制及檢查工作，並編制品質控制報告和圖表。
348	Repairing Craftsman (Knitted Products) 成衣修補技工（針織衣物）	Carries out major clothing repairing/ mending work at a high skill standard. Reconstructs the whole substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. Mends by hand defective parts in knitted fabrics and knitwears. 以高技巧進行成衣的主要修補／織補工作。根據品質規格，重新改造整件成衣次貨。針織修補損壞的裁片。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
349	Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	Carries out major clothing repairing/ mending work at a high skill standard. Reconstructs the whole substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. 以高技巧進行成衣的主要修補工作。根據品質規格，重新改造整件成衣次貨。補裁或修補損壞的裁片。
350	Knitwear/ Sample Knitter 針織衣物/ 樣辦織造技工	Assists in writing of knitting instructions according to size specifications. Produces full range of different size of patterns from master patterns and supervises the production of knitwear samples. 按照尺碼規格，協助擬寫針織工作說明。根據原樣規定，生產不同大小及尺碼之針織衣物及編織衣物樣辦。
351	Garment Washing Leader 成衣洗水組長	Responsible for the running of garment washing and drying machines and allocating work to operatives. 負責成衣洗水機的運轉及分配屬下操作工的工作。
OPERATIVE LEVEL		操作工級
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的疵點及品質。
442	Cutter/ Cutting Room Operative 裁剪工/ 裁床工	Cuts cloth into parts of garments by hand or machine from the market lay plan. Spreads cloth into layers to facilitate cutting and undertakes other duties such as die cutting, bundling, ticketing, etc. 將布料拉直鋪疊成層以便裁剪，使用手剪或機器依照紙樣將布料裁割成服裝各部份，並擔任其他工作，例如沖壓裁剪 (啤機)，札裁片及打工票等工作。
443	Sewing Machine Operator 車縫工	Operates a lockstitch and special purpose sewing machine for sewing the component parts of garments. 運用平車及特種衣車車縫服裝各部份。
444	Knitting Machine Operator 針織機織工	Operates hand or power knitting machines to produce knitted panels and parts. 操作手動或電動針織機，織製服裝各部份。
445	Linking Machine Operator 縫盤工	Links knitted panels and parts by means of a linking machine. 運用縫盤機縫連針織服裝各部份。
446	Hand Stitcher 挑縫工	Stitches by hand garment/ knitwear parts and trimmings. 以手挑縫服裝/ 針織毛衣各部份，配料及花邊。
447	Garment Washing Operative 成衣洗水操作工	Operates garment washing machines for unfinished garments and knitwear according to the prescribed washing recipes. 依照指定的洗衣配方，操作成衣洗衣機為未整理的成衣和毛衫作洗水加工的工作。
449	Presser 整熨工	Presses clothing parts by hand iron or pressing machine. 使用熨斗或熨機壓平及整理成衣和半製品。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
450	Other Operative 其他操作工	Operative who may undertake semi-skilled work of a garment repairer and utility operator or any other operative work as assigned by the supervisor. 擔任修補次貨(執細雞)、多功能操作工(炒貨/飛機位)或由管理人員指派的半技術性工作。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場/營業經理或主任收集市場資訊, 跟進營業訂單及執行市務推廣計劃及活動。
UNSKILLED LEVEL		非技術工人級
541	General Worker 雜工	Unskilled workers who may undertake the work of a trimmer, a cone winder, a packer, a floor helper or a cleaner, etc. 擔任剪線頭工、打毛工、包裝工、工場雜務或清潔工之非技術性工作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Manufacturing of Fur, Footwear and Handbag

皮草、製鞋及手袋類別製品製造主要職務工作說明

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL		技師級
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
142	Quality/Technical Manager 品質／技術經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合客人訂下的標準及規格。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
143	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
145	Industrial Engineer 工業工程師	Plans and directs engineering/ management services programmes associated to production including plant layouts, work study, time study, utilisation of resources to ensure optimum production efficiency. Executes plants and machinery repairs, adjustments and modifications to meet changing requirements. 策劃及指導與生產有關的工程／管理服務計劃，包括廠房佈置、工作方法及效率研究、資源運用，以發揮最高生產效率。執行廠房設置／佈置的安排、調整及修改以應付變動的需求。
161	Production Manager 生產經理	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管理各項生產工作，包括其他有關方面的協調，以確保能有高度生產效率及符合經濟原則。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
164	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計鞋類，並融合技術、銷路及製作成本的需求。
165	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計手袋類，並融合技術、銷路及製作成本的需求。
TECHNICIAN LEVEL		技術員級
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度，以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/ procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
242	Production Section Supervisor 生產組管理員 (組長)	In charge of a section in the production department, including directing preparation work prior to production, controlling production quality and allocation of work to each machine. 管轄生產部門內一小組，包括指導生產前的準備工作，管制生產品質及分派工作。
243	Production Co-ordinator / Production Planner 生產統籌員	Assists in production co-ordination, prepares production schedule, compares new orders with old orders and recommends machinery and ancillary equipment to be used for production. 協助生產配合工作，編製生產排期表，比較新舊訂單並建議生產所用的機器及輔助設備。
246	Quality Control Technician 品質控制技術員	Controls quality of incoming materials, work in progress and finished products, and advises quality requirements. Supervises quality control/ inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. 管制布料與配料、生產中的半製成品以及成衣的品質，並就品質需求提供意見。督導品質控制／檢查人員以檢查生產過程中各階段的產品品質，並確保成品品質符合標準及規格。
261	Production Department Supervisor 生產部總管	In charge of the production department, plans and controls production efficiently and assists in production schedule and work study. 管轄生產部，以有效辦法策劃及管理生產，並協助編排生產程序及進行工作研究。
262	Pattern Maker 格樣設計員	Prepares patterns for use as guides in cutting parts of footwears/ handbags or in preparation of cutting dies; prepares different kinds of samples and gives technical advice. 製造格樣，作為裁割鞋或手袋各部位，或衝壓裁斷刀具 (啤刀) 的規格。製作各式樣辦，並作技術指導。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
265	Cost Estimator 成本計算員	Estimates costs of products and prepares quotations. Calculates raw materials and accessories consumption and analyses production costs according to samples. Liaises with buyers, the Sales Department and Production Department on cost estimates. 估計產品成本及負責報價。根據樣辦，計算原料及配件用量並分析生產成本。就有關成本估價事宜與買家、營業部及生產部聯絡。
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
268	Master Furrier 皮草技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilisation of fur materials. 運用及挑選毛皮原料，根據紙樣設計，進行毛皮服裝製造，重新整理、修改、修補及尺碼更改。策劃及指導毛皮物料的生產與應用。
CRAFTSMAN LEVEL		技工級
347	Quality Control Inspector 品質控制檢查員	According to quality control specifications, carries out control/inspection programmes, and prepares quality control reports and charts. 根據品質控制規格，執行品質控制及檢查工作，並編制品質控制報告和圖表。
361	Foreman 管工	Supervises and directs the work of operatives in a production section. 監督及指導生產組操作工的工作。
362	Maintenance Mechanic 機械維修技工	Installs, converts, overhauls, maintains and repairs machinery including sewing and related machinery. 安裝、改裝、大修、保養及修理製造機器，包括針車及有關機械設備。
363	Shoe Maker/ Make-Through Craftsman 鞋匠／製鞋技工	Cuts, sews, lasts, assembles and repairs different kinds of footwears by hand tools and machines according to customer requirements. 根據客戶需求，用手工具或機器裁割、車縫、繃撻、組合及修整各式鞋類。
364	Handbag Maker/ Make-Through Craftsman 手袋製造／製辦技工	Cuts, sews and assembles different kinds of handbags by hand tools and machines according to customer requirements. 根據客戶需求，用手工具或機器裁割、車縫及組合各式手袋。
366	Furrier 皮草技工 (毛毛匠)	Cuts, makes, alters and repairs fur garments by applying principles of fur garment construction and styling. 應用毛皮服裝製作及式樣原理裁割、製造、修改及修補毛皮服裝。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
367	Fur Tailor/ Finisher 皮草裁縫／上裡技工	Assembles fur shells with linings. Alters and repairs fur garments by hand or sewing machine. 負責毛皮服裝外殼合身及上裡工作，用手縫或機械製造及修改毛皮服裝。
368	Fur Sorter 分皮技工	Assorts fur skins into single-garment bundles according to shading, colour, sizes, patten lustre, texture and density of fur. 根據毛皮顏色、尺寸、光澤、質地及密度將毛皮分類成單件衣料。
OPERATIVE LEVEL		操作工級
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的疵點及品質。
448	Fur Sewing Operator 皮草車縫工	Sews cut fur pelts and those pelts with repaired small holes into strips and then sew the fur strips into garment parts. 應用皮草服裝縫製原理，把已切割成的細小皮條縫合成一整條條子、縫合已修理過的毛皮小洞，把各毛皮條子縫合為衣片。
450	Other Operative 其他操作工	Operative who may undertake semi-skilled work of a garment repairer and utility operator or any other operative work as assigned by the supervisor. 擔任修補次貨（軟細雞），多功能操作工（炒貨／飛機位）或由管理人員指派的半技術性工作。
461	Leather/ Laminate Preparer 皮料整理工／夾布工	Operates machine to finish/laminate leather, fabrics or fibre boards. 操作機器以整飾／黏合皮革、布料或纖維（快把）板。
462	Cutter/ Cutting Room Operative 鏢料工／裁斷工	Cuts materials according to patterns by hand tools or by power press machine (clicker). 以手工具或操作電動啤機，按照格樣切割材料。
463	Skiving/ Folding Worker 鏟皮／摺邊工	Cuts out bits round the edge of the upper to make it thinner so as to facilitate folding and sewing, or operates folding machine to fold and press precemented edges of shoe parts together. 將鞋面沿邊切去皮料少許，使其減薄，以便摺邊及縫製，或操作摺邊機，將鞋履預先上膠部位的邊緣摺疊及壓合。
464	Sewing Machine Operator (Footwear and Handbag) 車縫工（製鞋及手袋）	Operates sewing machine(s) for sewing the component parts of footwear or handbag. 操作針車縫製鞋或手袋各部份。
465	Lasting Worker 搥鞋工	Lasts and shapes forepants, waists or seat sections of shoes by hand tools or lasting machines. 以手工具或操作搥鞋機將前幫、中腰或後踭部位搥植成形。
466	Finishing/ Polishing Worker 修飾打磨工	Polishes footweares or handbags to smoothness and sprays products with finishes such as wax, lacquer or paint. 將鞋或手袋擦亮，並在成品上加工，例如上蠟、噴光油或漆油等。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
467	Accessories Assembler 附件裝配工	Assembles fittings and accessories to footwears or handbags including fasteners, metal parts, etc. 裝配鞋或手袋的各種附件如扣、金屬配件等。
468	Other Operative (Footwear) 其他操作工 (製鞋)	Operative who may undertake one or more semi-skilled work such as sanding, insole processing, moulding, soft-soles preparing, inspecting, etc. 擔任一項或多項半技術工作如砂鞋, 中底處理、模塑、軟底鞋製作、檢查等。
469	Other Operative (Handbag) 其他操作工 (手袋)	Operative who may undertake one or more semi-skilled work such as high frequency welding, braiding, etc. 擔任一項或多項半技術工作如高週波縫合、編織等。
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場/營業經理或主任收集市場資訊, 跟進營業訂單及執行市務推廣計劃及活動。
UNSKILLED LEVEL		非技術工人級
561	General Worker 雜工	Unskilled workers who may undertake the work of a packer, cleaner, a cementer, puncher, etc. 擔任包裝工、清潔工、上膠/糊貼工、打孔/鑿花工等非技術性工作。

The 2019 Manpower Survey of the Fashion and Textile Industries

時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Trading Sector

貿易類別主要職務工作說明

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參與釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
142	Quality/Technical Manager 品質／技術經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合既定標準及規格。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
143	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
163	Marketing/ Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
164	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計鞋類，並融合技術、銷路及製作成本的需求。
165	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計手袋類，並融合技術、銷路及製作成本的需求。
181	Mill Manager/ Production Manager 廠長／生產經理	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管制生產方面之各項工作，包括協調其他有關工作，以確保高度生產效率及符合經濟原則。
182	Production Engineer 生產工程師／運轉主任	Responsible to the mill manager or equivalent; plans and executes production systems for the plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity, and to minimise manpower and raw material wastage in all production processes. 向廠長或上級人員負責；策劃與執行部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
TECHNICIAN LEVEL		技術員級
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/ procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
244	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and whole garments. 設計及繪製整件服裝及其各部份的紙樣。
245	Pattern Grading/ Marker Making Supervisor 放樣／嚶架組管理員	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and retrains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嚶架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嚶架員授予新技術訓練。負責放樣。
248	Fashion/ Sample Co-ordinator 時裝／樣辦統籌員	Co-ordinates sample production, interprets fashion designers' sketches and buyers' requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作，理解時裝設計師的繪圖及買家的需求；擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。
249	Knitting Technician 針織技術員	Designs and writes knitting instructions according to drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計以擬寫針織工作說明，以供手動與電動針織機織工織造之用。
250	CAD Technician 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
267	Marketing/ Sales Officer 市場／營業主任	Assists the marketing/ sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
268	Master Furrier 皮草技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilisation of fur materials. 運用及挑選毛皮原料，根據紙樣設計，進行毛皮服裝製造，重新整理、修改、修補及尺碼更改。策劃及指導毛皮物料的生產與應用。
282	Quality Technician/ Technical Technician 品質技術員	Controls quality of incoming materials, work in progress and finished products and prescribes quality standards and specifications and liaises with suppliers on quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. Carries out studies on the methods and systems for upgrading quality. 管制來料、生產中的半製成品以及成品的品質，制訂品質標準及規格，與供應商聯絡有關來貨的品質需求。督導品質控制／檢查人員以檢查生產過程中各階段的產品品質，並確保成品品質符合標準及規格。研究提高品質的方法及系統。
283	Quality Inspector 品質檢查員	Advises on the quality requirements of incoming merchandise. Inspects quality of products at all stages of merchandising to maintain the quality standards and specifications of finished products. 就來貨的品質要求提供意見。並對採購各階段進行品質檢查，維持製成品的品質水準及規格。
285	Production Supervisor 生產管理員	In charge of the production department, plans and controls quality and efficiency of production, and assists in production schedule and work study. 管轄生產部，以有效辦法策劃及管制產品質素及生產效率，並協助編排生產程序及進行工作研究。
CRAFTSMAN LEVEL		技工級
344	Computer Pattern Grader/ Marker Maker 電腦放樣／嚙架員	Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders. 輸入放樣規格，排料需求及尺碼資料。操作電腦繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
346	Sample Maker 樣辦製造技工	Cuts, sews, assembles, finishes and presses different types of clothing by hand tools and machines according to customers' requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求／生產樣辦、製造的規格和紙樣，用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦／服裝／針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。
OPERATIVE LEVEL		操作工級
481	Sales Assistant 營業助理	Assists the marketing/ sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。

The 2019 Manpower Survey of the Fashion and Textile Industries
時裝及紡織業 2019 年人力調查

Job Descriptions of Principal Jobs in the Testing Services and Laboratories
公證行及檢定中心主要職務工作說明

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNOLOGIST LEVEL 技師級		
111	Compliance Manager 準則審核經理	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。</p>
171	Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	<p>Responsible to the general manager or equivalent; plans and directs laboratory policy, operations and procedures to conform to specified standards. Takes charge of marketing and laboratory testing and development work. Communicates and liaises with clients. Solves the technical problems and handles complaints.</p> <p>向總經理或上級人員負責；策劃及指導試驗間工作方法、運作及有關程序，以符合規定標準；負責市場推廣、試驗及發展工作；與客戶聯絡；解決技術方面的問題，並處理投訴。</p>
172	Textile Manager/ Laboratory Manager 紡織主任／試驗間主任	<p>Responsible to laboratory director or equivalent; takes charge of one or more groups/sections and the laboratory testing and development work. Manages and supervises the subordinates to carry out daily technical operations and to handle difficult tests. Develops and reviews new testing procedures and methods. Executes and directs training programmes. Re-checks the testing reports prepared by the subordinates.</p> <p>向試驗間總監或上級人員負責；監管屬下小組／部門，並負責試驗及發展工作；管理及督導下屬進行日常技術工作，並處理難度高的試驗；發展及檢討新試驗程序及方法；執行及指導訓練工作；覆核下屬所編製的試驗報告。</p>

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL 技術員級		
212	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/ procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
271	Supervisor/ Assistant Supervisor 主管／助理主管	Responsible to laboratory manager or equivalent; takes charge one or more groups/sections for any daily and technical operation of the testing functions as well as development work. Manages and supervises the work of the subordinates in the regard of training and daily operation. Develops and reviews new testing procedures and methods. Checks the reports prepared by the subordinates. Contacts and liaises with customers for technical operations. 向試驗間主任或上級人員負責；監管小組／部門內的日常職務及技術性職務，以及發展工作；管理及監督下屬的訓練及日常工作；發展及檢討新試驗程序及方法；審核下屬所編製的報告；就技術方面的問題與客戶聯絡。
272	Senior Engineer/ Senior Textile Engineer 高級工程師／高級紡織工程師	Responsible to supervisor or equivalent; conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the seniors. 向主管或上級人員負責；進行試驗工作，並編製報告；協助主管培訓下屬；就上級人員所委派的新試驗工作，進行研究及發展。
273	Engineer/ Assistant Engineer/ Textile Engineer/ Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／ 助理紡織工程師	Responsible to senior engineer or equivalent; conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the seniors. 向高級工程師或上級人員負責；進行試驗工作，並編製報告；協助主管培訓下屬；就上級人員所委派的新試驗工作，進行研究及發展。

<u>Code No.</u> 編號	<u>Job Title</u> 職稱	<u>Job Description</u> 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
274	Senior Technician/ Laboratory Technician 高級技術員／試驗間技術員	Responsible to supervisor or equivalent; conducts laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Oversees housekeeping routines in the laboratory. 向主管或上級人員負責；進行試驗工作；將所有試驗儀器及工具保存於良好狀態，如儀器及工具有損壞，需要修理或增添，須作出報告；監管試驗間的日常工作。
275	Technician/ Junior Laboratory Technician 技術員／初級試驗間技術員	Responsible to senior technician or equivalent; carries out simple laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Maintains good housekeeping routines in the laboratory. 向高級技術員或上級人員負責；進行簡單的試驗工作；將所有試驗儀器及工具保存於良好狀態，如儀器及工具有損壞，需要修理或增添，須作出報告；保持試驗間整潔。
276	Service Maintenance Technician 維修技術員	Responsible to supervisor or equivalent; takes charge of the services, maintenance and minor repairing work. Maintains and calibrates all testing equipment and apparatus in good and accurate condition. 向主管或上級人員負責；負責進行修理、保養及小型維修；保養及校準所有試驗儀器，確保處於良好狀態，以提供準確試驗結果。
CRAFTSMAN LEVEL		技工級
371	Laboratory Assistant 試驗間助理	Responsible to senior engineer or equivalent; carries out simple testing and sample preparation. Cleans and maintains all testing equipment in good condition. 向高級工程師或上級人員負責；進行簡單的試驗工作及預備樣本；清潔所有試驗儀器，並妥為保存。

Quality Control Measures

Fieldwork preparation

- Collect contact information of the sampled establishments
- Group sampled establishments of the same business organisations together

Training for fieldwork staff

- Provide briefing and workshop to all fieldwork staff on the survey objectives, questionnaire content, operational procedures and industrial knowledge

Monitoring of fieldwork execution

- Assign well-trained and experienced enumerators to conduct establishment surveys
- Monitor closely the fieldwork progress and work of enumerators by fieldwork supervisors
- Conduct debriefing sessions among fieldwork staff twice a week to ensure smooth progress
- Conduct field visits by VTC staff to ensure quality operation

Measures to increase the response rate

- Constantly analyse and inform fieldwork staff the priorities and effective means for survey reply by the VTC
- Seek assistance from the Training Board and trade associations to encourage survey participation

Checking of the completed questionnaires

- Sample check the completed questionnaires by an independent team of quality control checkers
- Conduct 100% vetting of the completed questionnaires by the VTC

Double data entry and data validation

- Adopt a double data entry system to minimise the chance of incorrect data entry
- Validate all the collected data via computer programming and systems

Data analysis by the VTC

- Analyse the collected data by benchmarking with relevant manpower information and/or comparing with the survey findings of the last round

質素保證措施

調查前之準備工作

- 收集/ 取得樣本機構的聯絡電話
- 將同一業務集團的樣本機構歸為一組

培訓實地調查人員

- 為實地調查人員舉辦簡介會和工作坊，確保明白人力調查的目的、問卷內容、執行程序和行業情況。

監察調查工作

- 由已完成訓練和具經驗的調查員負責實地調查工作。
- 由調查督導主任密切監察調查的進度以及工作情況。
- 每周舉行兩次檢討會議，確保調查順利進行。
- VTC 職員一同實地訪查多間機構，確保調查工作進行得當。

提升回應比率

- 持續分析並告知實地調查人員有關回覆問卷時的優次和有效手段
- 邀請訓練委員會和行業商會協助，呼籲會員機構合作參與，填覆問卷。

核對填覆的問卷

- 由一組獨立的核對員抽樣查核每份交回的問卷。
- VTC 的職員審閱所有填覆的問卷。

雙重數據輸入並核實數據

- 採用一套雙重數據輸入系統，以減少錯誤輸入情況。
- 所有收集的資料經電腦程序和系統驗證。

職業訓練局進行數據分析

- 通過與相關人力信息進行基準比較和/或與上一輪的調查結果進行比較來分析收集的數據。

Response Profile 回覆問卷調查的機構概況

Sector/Industry 行業 / 類別	No. of Valid Cases* 有效的抽樣機 構數目* (a)	No. of Establishments Successfully Enumerated 成功列舉的機 構數目 (b)	Effective Response Rate 有效填覆率 (c) = (b)/(a)
A. Manufacturing Sector 製造類別	171	168	98%
Ai Textile Industry 紡織類別	76	76	100%
Aii Clothing Industry 成衣類別	77	74	96%
Aiii Fur, Footwear and Handbag Industries 皮草、製鞋及手袋類別	18	18	100%
B. Trading and Servicing Sector 貿易及公證類別	638	603	95%
Bi Trading Industry 貿易類別	632	597	94%
Bii Testing Services and Laboratories 公證行及檢定中心類別	6	6	100%
Total 總數 (A + B)	809	771	95%

* Invalid cases referred to the establishments with suspended operation, change of industry, nil reply to the survey. 視為無效的抽樣機構包括：機構暫停經營、轉行不再從事時裝及紡織業、不予回覆等。

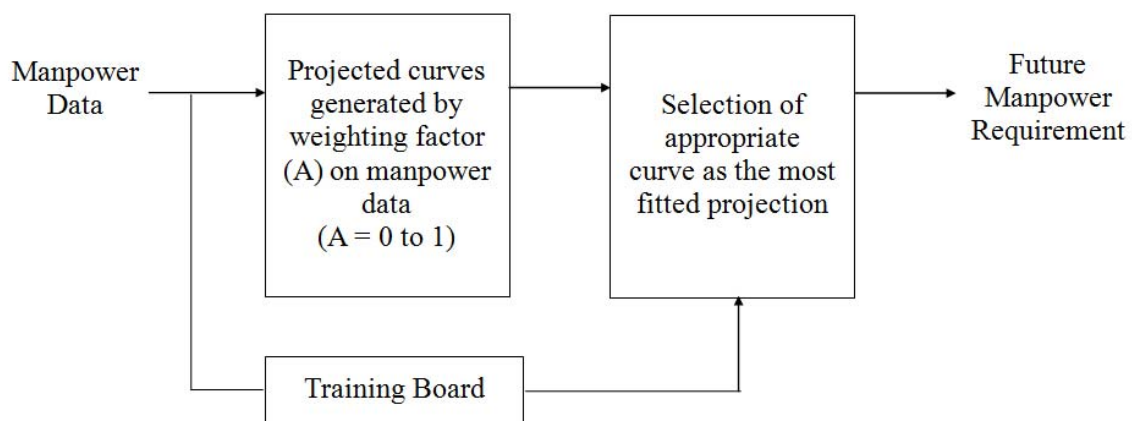
Manpower Projection Methodology

Adaptive Filtering Method

1. The Adaptive Filtering Method is a forecasting method which rested on the principle of “Weighted Exponential Smoothing”. In this method, past manpower data are weighted and heavier weightings are given to the more recent data. The forecast is more dependent on the recent manpower information. The degree of emphasis on the more recent survey data can be varied by adjusting the weighting factor (A). Thus, the higher the value of ‘A’, the heavier the weightings of the more recent data.

2. The forecast may also be optimised to suit the decisions made by the Training Boards based on the factors such as the market trends, technological developments, socio-economic factors, future expectations, etc. The method is illustrated in Figure 1 below.

Figure 1 Adaptive Filtering Method



人力預測方法

調節過濾預測法

1. 調節過濾預測法 [Adaptive Filtering Method, AFM] 是一種基於“加權平均數值”的預測方法。在這種方法中，將過往的人力數據進行加權，並對較新的數據進行較重的加權。預測更多地取決於最近的人力數據。就採用最新調查數據的程度可以通過調整加權因子（A）來改變。因此，“A”的值越高，最新數據的權重就越大。
2. 訓練委員會並根據市場趨勢、技術發展、社經因素及未來期望等數據優化未來人力需求的預測。圖一顯示調節過濾預測法的推算過程。

圖一 調節過濾預測法

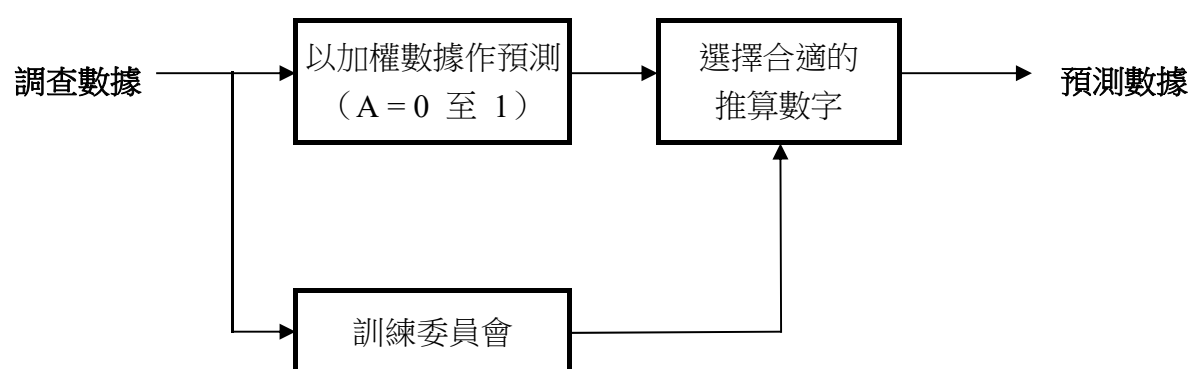


Table 1 : Manpower Statistics – Finishing Branch

表 1 : 人力統計數字－染整門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
101 Mill Manager 廠長	7	0	0	7
103 Production Engineer 生產經理／生產主任	2	0	0	2
108 Merchandising Manager 營銷採購經理	11	0	0	7
163 Marketing/ Sales Manager 市場／營業經理	5	0	0	5
Sub-total: 小計：	25	0	0	21
Technician Level 技術員級				
204 Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/ Engraving/ Screen Making, or/ and Inspecting/ Packaging/ Make-up) 運轉(生產)領班(絡紗/筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計/雕刻/製網或/及驗布/包裝/成品)	2	0	0	2
205 Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	1	0	0	1
211 Merchandiser 營銷採購員	22	0	0	22
267 Marketing/ Sales Officer 市場／營業主任	2	0	0	2
Sub-total: 小計：	27	0	0	27
Craftsman Level 技工級				
302 Textile Mechanic 紡織機械技工	3	0	0	3
306 Boiler Mechanic 鍋爐技工	1	0	0	1
310 Colour Matcher 配色員	3	0	0	3
314 Printing Machine Leader 印花機組長	5	0	0	5
323 Chemical Tester 化驗員	1	0	0	1
324 Garment Washing and Dyeing Machine Leader 成衣洗染機組長	8	0	0	8

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Sub-total: 小計 :	21	0	0	21
Operative Level 操作工級				
406 Winding Machine Tender 絡紗/筒子機值車工	4	0	0	4
418 Fabric Inspector 驗布工	5	0	0	5
423 Preparatory Machine Tender (Singeing/ Scouring/ Bleaching/ Mercerising) 前處理機值車工(燒毛/煮煉/漂白/絲光)	4	0	0	4
424 Dyeing Machine Tender 染色機值車工	35	0	0	35
425 Printing Machine Tender 印花機值車工	52	0	0	52
426 Finishing Machine Tender (Calendering/ Raising/ Shearing/Emerising/ Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/剪毛/磨毛/漿 拉/定型/縮水/洗水/成衣洗染/烘乾)	11	0	0	11
430 Recorder 書記員/收發員	2	0	0	2
481 Sales Assistant 營業助理	19	0	0	19
Sub-total: 小計 :	132	0	0	132
Unskilled Level 操作工級				
501 General Worker 雜工	12	0	0	12
Sub-total: 小計 :	12	0	0	12
Total: 總計 :				
	217	0	0	213

Table 2 : Manpower Statistics – Fur, Footwear and Handbag Branch

表 2 : 人力統計數字－皮草、製鞋及手袋門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	5	0	0	5
161 Production Manager 生產經理	2	0	0	2
Sub-total: 小計 :	7	0	0	7
Technician Level 技術員級				
211 Merchandiser 營銷採購員	6	0	0	6
242 Production Section Supervisor 生產組管理員(組長)	3	0	0	3
246 Quality Control Technician 品質控制技術員	6	0	0	6
261 Production Department Supervisor 生產部總管	3	0	0	3
262 Pattern Maker 格樣設計員	2	0	0	2
265 Cost Estimator 成本計算員	1	0	0	1
268 Master Furrier 皮草技術員	1	0	0	1
Sub-total: 小計 :	22	0	0	22
Craftsman Level 技工級				
347 Quality Control Inspector 品質控制檢查員	1	0	0	1
363 Shoe Maker/Make-Through Craftsman 鞋匠/製鞋技工	4	0	0	4
364 Handbag Maker/Make-Through Craftsman 手袋製造/製辦技工	11	0	0	11
366 Furrier 皮草技工(毛毛匠)	25	0	0	25
367 Fur Tailor/ Finisher 皮草裁縫/上裡技工	7	0	0	7
Sub-total: 小計 :	48	0	0	48

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Operative Level 操作工級				
461 Leather/ Laminate Preparer 皮料整理工/夾布工	1	0	0	1
464 Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	5	0	0	5
465 Lasting Worker 搵鞋工	3	0	0	3
Sub-total: 小計:	9	0	0	9
Unskilled Level 非技術工人級				
561 General Worker 雜工	4	0	0	4
Sub-total: 小計:	4	0	0	4
Total: 總計:	90	0	0	90

Table 3 : Manpower Statistics - Garment Branch (exclude under / night garments)

表 3 : 人力統計數字—成衣門類 (不包括內衣/睡衣)

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	10	0	0	10
110 Product Development Manager 產品發展經理	4	0	0	4
141 Production Manager 生產經理 (廠長)	20	0	0	20
142 Quality/Technical Manager 品質/技術經理	8	0	0	8
143 Fashion Designer 時裝設計師	37	0	0	37
163 Marketing/Sales Manager 市場/營業經理	10	0	0	10
Sub-total: 小計:	89	0	0	89
Technician Level 技術員級				
211 Merchandiser 營銷採購員	285	0	1	286
241 Production Department Supervisor 生產部總管 (工務)	51	0	0	51
242 Production Section Supervisor 生產組管理員 (組長)	4	0	0	4
244 Pattern Maker 紙樣設計員	22	0	2	24
246 Quality Control Technician 品質控制技術員	19	0	0	19
248 Fashion/ Sample Co-ordinator 時裝/樣辦統籌員	8	0	0	8
249 Knitting Technician 針織技術員	2	0	0	2
267 Marketing/ Sales Officer 市場/營業主任	31	0	0	31
Sub-total: 小計:	422	0	3	425

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Craftsman Level 技工級				
341 Clothing Machine Mechanic 製衣機械工	8	0	0	8
342 Knitting Machine Mechanic 針織機械工	1	0	0	1
343 Pattern Grader/Marker Maker 放樣/嚉架員	7	0	0	7
344 Computer Pattern Grader/Marker Maker 電腦放樣/嚉架員	6	0	0	6
345 Clothing Operator Instructor 車衣指導員	10	0	0	10
346 Sample Maker 樣辦製造技工	54	0	0	54
347 Quality Control Inspector 品質控制檢查員	8	0	0	8
348 Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	2	0	0	2
349 Repairing Craftsman (Woven Products) 成衣修補技工(梭織衣物)	2	0	0	2
350 Knitwear/ Sample Knitter 針織衣物/樣辦織造技工	4	0	0	4
351 Garment Washing Leader 成衣洗水組長	1	0	0	1
Sub-total: 小計:	103	0	0	103
Operative Level 操作工級				
441 Inspection Operative 檢查工	17	0	0	17
442 Cutter/Cutting Room Operative 裁剪工/裁床工	46	0	1	47
443 Sewing Machine Operator 車縫工	461	0	4	465
444 Knitting Machine Operator 針織機織工	18	0	0	18
446 Hand Stitcher 挑縫工	31	0	2	33
447 Garment Washing Operative 成衣洗水操作工	17	0	0	17
449 Presser 整熨工	26	0	0	26
450 Other Operative 其他操作工	16	0	0	16
481 Sales Assistant 營業助理	10	0	0	10
Sub-total: 小計:	642	0	7	649

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Unskilled Level 非技術工人級				
541 General Worker 雜工	48	0	0	48
Sub-total: 小計：	48	0	0	48
Total: 總計：				
	1304	0	10	1314

Table 4 : Manpower Statistics - Import / Export of Cotton, Textile Fibre and Yarn

表 4 : 人力統計數字－棉花、紡織纖維及紗線進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	157	0	0	156
110 Product Development Manager 產品發展經理	7	0	0	7
142 Quality/Technical Manager 品質／技術經理	7	0	0	7
143 Fashion Designer 時裝設計師	9	0	0	9
163 Marketing/ Sales Manager 市場／營業經理	66	0	0	66
181 Mill Manager/Production Manager 廠長／生產經理	7	0	0	7
182 Production Engineer 生產工程師／運轉主任	2	0	0	2
Sub-total: 小計：	255	0	0	254
Technician Level 技術員級				
211 Merchandiser 營銷採購員	716	0	2	718
248 Fashion/Sample Co-ordinator 時裝／樣辦統籌員	12	0	0	12
267 Marketing/ Sales Officer 市場／營業主任	49	0	0	49
283 Quality Inspector 品質檢查員	4	0	0	4
Sub-total: 小計：	781	0	2	783
Craftsman Level 技工級				
Sub-total: 小計：	0	0	0	0
Operative Level 操作工級				
481 Sales Assistant 營業助理	69	0	0	69
Sub-total: 小計：	69	0	0	69
Total: 總計：				
	1105	0	2	1106

Table 5 : Manpower Statistics - Import / Export of Fabrics

表 5 : 人力統計數字－布料進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	482	0	0	480
110 Product Development Manager 產品發展經理	15	0	0	15
111 Compliance Manager 準則審核經理	16	0	0	16
142 Quality/Technical Manager 品質／技術經理	21	0	0	21
143 Fashion Designer 時裝設計師	11	0	0	11
163 Marketing/ Sales Manager 市場／營業經理	300	0	0	300
181 Mill Manager/Production Manager 廠長／生產經理	16	0	0	16
Sub-total: 小計：	861	0	0	859
Technician Level 技術員級				
211 Merchandiser 營銷採購員	2703	0	16	2719
212 Compliance Supervisor 準則審核技術員	2	0	0	2
244 Pattern Maker 紙樣設計員	2	0	0	2
245 Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	2	0	0	2
249 Knitting Technician 針織技術員	14	0	0	14
267 Marketing/ Sales Officer 市場／營業主任	734	0	24	758
282 Quality Technician/Technical Technician 品質技術員	22	0	0	22
283 Quality Inspector 品質檢查員	27	0	0	27
Sub-total: 小計：	3506	0	40	3546

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Craftsman Level 技工級				
346 Sample Maker 樣辦製造技工	38	0	0	38
399 Other Craftsman Level Staff 其他技工級人員	2	0	0	2
Sub-total: 小計：	40	0	0	40
Operative Level 操作工級				
481 Sales Assistant 營業助理	246	0	6	252
499 Other Operative Level Staff 其他操作工級人員	2	0	0	2
Sub-total: 小計：	248	0	6	254
Total: 總計：				
	4655	0	46	4699

Table 6 : Manpower Statistics – Import / Export of Footwear

表 6 : 人力統計數字－鞋類進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	207	0	0	207
110 Product Development Manager 產品發展經理	48	0	0	48
111 Compliance Manager 準則審核經理	2	0	0	2
142 Quality/Technical Manager 品質／技術經理	17	0	0	17
143 Fashion Designer 時裝設計師	6	0	0	6
163 Marketing/ Sales Manager 市場／營業經理	195	0	3	198
164 Shoe Designer 鞋款設計師	20	0	0	20
182 Production Engineer 生產工程師／運轉主任	10	0	0	10
Sub-total: 小計：	505	0	3	508
Technician Level 技術員級				
211 Merchandiser 營銷採購員	1143	0	1	1144
244 Pattern Maker 紙樣設計員	12	0	0	12
245 Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	19	0	0	19
248 Fashion/Sample Co-ordinator 時裝／樣辦統籌員	5	0	0	5
250 CAD Technician 電腦輔助設計技術員	11	0	0	11
267 Marketing/ Sales Officer 市場／營業主任	283	0	5	288
282 Quality Technician/Technical Technician 品質技術員	10	0	0	10
283 Quality Inspector 品質檢查員	13	0	0	13
285 Production Supervisor 生產管理員	24	0	0	24

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
299 Other Technician Level Staff 其他技術員級人員	21	0	0	21
Sub-total: 小計：	1541	0	6	1547
Craftsman Level 技工級				
346 Sample Maker 樣辦製造技工	8	0	0	8
399 Other Craftsman Level Staff 其他技工級人員	4	0	0	4
Sub-total: 小計：	12	0	0	12
Operative Level 操作工級				
481 Sales Assistant 營業助理	136	0	1	137
Sub-total: 小計：	136	0	1	137
Total: 總計：				
	2194	0	10	2204

Table 7 : Manpower Statistics – Import / Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes

表 7 : 人力統計數字－皮革或類似材料製的行李箱、手袋及同類物品進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	560	0	2	560
110 Product Development Manager 產品發展經理	27	0	0	27
111 Compliance Manager 準則審核經理	5	0	0	5
142 Quality/Technical Manager 品質／技術經理	28	0	1	29
163 Marketing/ Sales Manager 市場／營業經理	214	0	0	213
165 Handbag Designer 手袋設計師	116	0	0	116
181 Mill Manager/Production Manager 廠長／生產經理	18	0	0	18
Sub-total: 小計：	968	0	3	968
Technician Level 技術員級				
211 Merchandiser 營銷採購員	3168	0	7	3174
212 Compliance Supervisor 準則審核技術員	12	0	0	12
244 Pattern Maker 紙樣設計員	8	0	0	8
248 Fashion/Sample Co-ordinator 時裝／樣辦統籌員	5	0	0	5
267 Marketing/ Sales Officer 市場／營業主任	447	0	0	447
268 Master Furrier 皮草技術員	4	0	0	4
282 Quality Technician/Technical Technician 品質技術員	42	0	0	42
283 Quality Inspector 品質檢查員	2	0	0	2
285 Production Supervisor 生產管理員	2	0	0	2
Sub-total: 小計：	3690	0	7	3696

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Craftsman Level 技工級				
346 Sample Maker 樣辦製造技工	94	0	0	94
Sub-total: 小計：	94	0	0	94
Operative Level 操作工級				
481 Sales Assistant 營業助理	250	0	14	264
Sub-total: 小計：	250	0	14	264
Total: 總計：				
	5002	0	24	5022

Table 8 : Manpower Statistics - Import / Export of Wearing Apparel

表 8 : 人力統計數字－服裝進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	3961	0	76	4037
110 Product Development Manager 產品發展經理	223	2	1	224
111 Compliance Manager 準則審核經理	70	0	0	70
142 Quality/Technical Manager 品質／技術經理	434	0	4	438
143 Fashion Designer 時裝設計師	776	0	0	776
163 Marketing/ Sales Manager 市場／營業經理	1012	0	0	1012
164 Shoe Designer 鞋款設計師	28	0	0	28
165 Handbag Designer 手袋設計師	36	0	0	36
181 Mill Manager/Production Manager 廠長／生產經理	40	0	0	40
182 Production Engineer 生產工程師／運轉主任	18	0	0	18
Sub-total: 小計：	6598	2	81	6679
Technician Level 技術員級				
211 Merchandiser 營銷採購員	22610	5	52	22659
212 Compliance Supervisor 準則審核技術員	85	0	2	87
244 Pattern Maker 紙樣設計員	206	0	0	206
245 Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	186	0	0	186
248 Fashion/Sample Co-ordinator 時裝／樣辦統籌員	424	0	0	424
249 Knitting Technician 針織技術員	26	0	0	26
250 CAD Technician 電腦輔助設計技術員	63	0	0	63

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
267 Marketing/ Sales Officer 市場／營業主任	2722	0	18	2740
282 Quality Technician/Technical Technician 品質技術員	300	0	4	304
283 Quality Inspector 品質檢查員	999	0	75	1076
285 Production Supervisor 生產管理員	249	0	2	251
Sub-total: 小計：	27870	5	153	28022
Craftsman Level 技工級				
344 Computer Pattern Grader/Marker Maker 電腦放樣／嚙架員	52	0	0	52
346 Sample Maker 樣辦製造技工	460	0	22	482
Sub-total: 小計：	512	0	22	534
Operative Level 操作工級				
481 Sales Assistant 營業助理	907	2	4	911
499 Other Operative Level Staff 其他操作工級人員	18	0	0	18
Sub-total: 小計：	925	2	4	929
Total: 總計：				
	35905	9	260	36164

Table 9 : Manpower Statistics - Knitting Branch

表 9 : 人力統計數字－針織門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	1	0	0	1
163 Marketing/ Sales Manager 市場／營業經理	3	0	0	3
Sub-total: 小計：	4	0	0	4
Technician Level 技術員級				
210 Pattern Design Supervisor 織物設計管理員	1	0	0	1
211 Merchandiser 營銷採購員	4	0	0	4
Sub-total: 小計：	5	0	0	5
Craftsman Level 技工級				
303 Knitting Mechanic 針織機械技工	7	0	0	7
Sub-total: 小計：	7	0	0	7
Operative Level 操作工級				
481 Sales Assistant 營業助理	1	0	0	1
Sub-total: 小計：	1	0	0	1
Unskilled Level 非技術工人級				
501 General Worker 雜工	2	0	0	2
Sub-total: 小計：	2	0	0	2
Total: 總計：				
	19	0	0	19

Table 10 : Manpower Statistics - Knitwear Branch
(exclude knitted and crocheted underwear)

表 10 : 人力統計數字－針織衣物門類（不包括針織及鉤織內衣）

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	26	0	0	26
110 Product Development Manager 產品發展經理	3	0	0	3
141 Production Manager 生產經理（廠長）	4	0	0	4
142 Quality/Technical Manager 品質／技術經理	2	0	0	2
143 Fashion Designer 時裝設計師	6	0	0	6
145 Industrial Engineer 工業工程師	1	0	0	1
163 Marketing/Sales Manager 市場／營業經理	4	0	0	4
Sub-total: 小計：	46	0	0	46
Technician Level 技術員級				
211 Merchandiser 營銷採購員	130	0	0	130
241 Production Department Supervisor 生產部總管（工務）	7	0	0	7
244 Pattern Maker 紙樣設計員	3	0	0	3
245 Pattern Grading/ Marker Making Supervisor 放樣／嚙架組管理員	1	0	0	1
246 Quality Control Technician 品質控制技術員	3	0	0	3
249 Knitting Technician 針織技術員	19	0	0	19
250 CAD Technician 電腦輔助設計技術員	1	0	0	1
252 Industrial Engineering Technician 工程技術員	6	0	0	6
267 Marketing/ Sales Officer 市場／營業主任	8	0	0	8
Sub-total: 小計：	178	0	0	178

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Craftsman Level 技工級				
342 Knitting Machine Mechanic 針織機械工	3	0	0	3
343 Pattern Grader/Marker Maker 放樣/嘜架員	1	0	0	1
344 Computer Pattern Grader/Marker Maker 電腦放樣/嘜架員	2	0	0	2
345 Clothing Operator Instructor 車衣指導員	2	0	0	2
346 Sample Maker 樣辦製造技工	14	0	0	14
347 Quality Control Inspector 品質控制檢查員	3	0	0	3
348 Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	2	0	0	2
349 Repairing Craftsman (Woven Products) 成衣修補技工(梭織衣物)	4	0	0	4
350 Knitwear/ Sample Knitter 針織衣物/樣辦織造技工	1	0	0	1
Sub-total: 小計:	32	0	0	32
Operative Level 操作工級				
441 Inspection Operative 檢查工	6	0	0	6
442 Cutter/Cutting Room Operative 裁剪工/裁床工	1	0	0	1
443 Sewing Machine Operator 車縫工	81	0	0	81
444 Knitting Machine Operator 針織機織工	60	0	0	60
445 Linking Machine Operator 縫盤工	21	0	0	21
446 Hand Stitcher 挑縫工	21	0	0	21
447 Garment Washing Operative 成衣洗水操作工	4	0	0	4
449 Presser 整熨工	4	0	0	4
481 Sales Assistant 營業助理	11	0	0	11
Sub-total: 小計:	209	0	0	209
Unskilled Level 非技術工人級				
541 General Worker 雜工	16	0	0	16
Sub-total: 小計:	16	0	0	16
Total: 總計:				
	481	0	0	481

Table 11 : Manpower Statistics – Non-Woven Branch

表 11 : 人力統計數字—無紡布門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
103 Production Engineer 運轉（生產）主任	1	0	0	1
108 Merchandising Manager 營銷採購經理	6	0	0	6
110 Product Development Manager 產品發展經理	1	0	0	1
163 Marketing/ Sales Manager 市場／營業經理	6	0	0	6
Sub-total: 小計：	14	0	0	14
Technician Level 技術員級				
201 Production Supervisor 生產管理員／運轉領班	5	0	0	5
211 Merchandiser 營銷採購員	17	0	1	18
267 Marketing/ Sales Officer 市場／營業主任	7	0	1	8
Sub-total: 小計：	29	0	2	31
Craftsman Level 技工級				
302 Textile Mechanic 紡織機械技工	1	0	0	1
Sub-total: 小計：	1	0	0	1
Operative Level 操作工級				
430 Recorder 書記員／收發員	2	0	0	2
481 Sales Assistant 營業助理	3	0	0	3
Sub-total: 小計：	5	0	0	5
Unskilled Level 非技術工人級				
Sub-total: 小計：	0	0	0	0
Total: 總計：				
	49	0	2	51

Table 12 : Manpower Statistics - Spinning Branch

表 12 : 人力統計數字－紡紗門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	4	0	0	4
110 Product Development Manager 產品發展經理	1	0	0	1
163 Marketing/ Sales Manager 市場／營業經理	2	0	0	2
Sub-total: 小計：	7	0	0	7
Technician Level 技術員級				
211 Merchandiser 營銷採購員	4	0	0	4
267 Marketing/ Sales Officer 市場／營業主任	2	0	0	2
Sub-total: 小計：	6	0	0	6
Craftsman Level 技工級				
Sub-total: 小計：	0	0	0	0
Operative Level 操作工級				
407 Twisting Frame Tender/ Doubling Machine Tender 併線／撚線機值車工	2	0	1	3
429 Other Operative 其他操作工	4	0	0	4
481 Sales Assistant 營業助理	2	0	0	2
Sub-total: 小計：	8	0	1	9
Unskilled Level 非技術工人級				
Sub-total: 小計：	0	0	0	0
Total: 總計：				
	21	0	1	22

Table 13 : Manpower Statistics – Testing Services and Laboratories of Textile Industry

表 13 : 人力統計數字－紡織業公證行及檢定中心

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年7月時所需的僱員人數
Technologist Level 技師級				
111 Compliance Manager 準則審核經理	5	0	0	5
171 Laboratory Director/Assistant General Manager 試驗間總監／助理總經理	16	0	0	16
172 Textile Manager/Laboratory Manager 紡織主任／試驗間主任	76	0	0	76
Sub-total: 小計：	97	0	0	97
Technician Level 技術員級				
212 Compliance Supervisor 準則審核技術員	30	0	0	30
271 Supervisor/Assistant Supervisor 主管／助理主管	38	0	1	39
272 Senior Engineer/Senior Textile Engineer 高級工程師／高級紡織工程師	43	0	0	43
273 Engineer/ Assistant Engineer/Textile Engineer/Assistant Textile Engineer 工程師／助理工程師／紡織工程師／助理紡織工程師	177	0	1	178
274 Senior Technician/Laboratory Technician 高級技術員／試驗間技術員	308	0	5	313
275 Technician/Junior Laboratory Technician 技術員／初級試驗間技術員	171	0	16	187
276 Service Maintenance Technician 維修技術員	9	0	0	9
Sub-total: 小計：	776	0	23	799
Craftsman Level 技工級				
371 Laboratory Assistant 試驗間助理	161	0	0	161
Sub-total: 小計：	161	0	0	161
Total: 總計：				
	1034	0	23	1057

Table 14 : Manpower Statistics - Under/Night Garments and Knitted / Crocheted Underwear Branch

表 14 : 人力統計數字－內衣／睡衣及針織／鉤織內衣門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
108 Merchandising Manager 營銷採購經理	2	0	0	2
141 Production Manager 生產經理（廠長）	2	0	0	2
143 Fashion Designer 時裝設計師	1	0	0	1
Sub-total: 小計：	5	0	0	5
Technician Level 技術員級				
211 Merchandiser 營銷採購員	9	0	0	9
241 Production Department Supervisor 生產部總管（工務）	2	0	0	2
242 Production Section Supervisor 生產組管理員（組長）	2	0	0	2
243 Production Co-ordinator / Production Planner 生產統籌員	3	0	0	3
245 Pattern Grading/ Marker Making Supervisor 放樣／嘜架組管理員	2	0	0	2
246 Quality Control Technician 品質控制技術員	5	0	0	5
249 Knitting Technician 針織技術員	1	0	0	1
253 Garment Washing Technician 成衣洗水技術員	1	0	0	1
Sub-total: 小計：	25	0	0	25
Craftsman Level 技工級				
341 Clothing Machine Mechanic 製衣機械工	1	0	0	1
342 Knitting Machine Mechanic 針織機械工	1	0	0	1
345 Clothing Operator Instructor 車衣指導員	3	0	0	3
346 Sample Maker 樣辦製造技工	4	0	0	4
348 Repairing Craftsman (Knitted Products) 成衣修補技工（針織衣物）	1	0	0	1
351 Garment Washing Leader 成衣洗水組長	1	0	0	1
Sub-total: 小計：	11	0	0	11

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Operative Level 操作工級				
441 Inspection Operative 檢查工	11	0	0	11
442 Cutter/Cutting Room Operative 裁剪工/裁床工	17	0	0	17
443 Sewing Machine Operator 車縫工	21	0	0	21
445 Linking Machine Operator 縫盤工	1	0	0	1
449 Presser 整熨工	13	0	0	13
481 Sales Assistant 營業助理	1	0	0	1
Sub-total: 小計:	64	0	0	64
Unskilled Level 非技術工人級				
541 General Worker 雜工	3	0	0	3
Sub-total: 小計:	3	0	0	3
Total: 總計:				
	108	0	0	108

Table 15 : Manpower Statistics - Weaving Branch

表 15 : 人力統計數字－織造門類

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Technologist Level 技師級				
101 Mill Manager 廠長	5	0	0	5
102 Department Engineer 工程師／工務長	1	0	0	1
104 Maintenance Engineer 保全主任	2	0	0	2
105 Quality Control Engineer 品質主任	2	0	0	2
108 Merchandising Manager 營銷採購經理	20	0	0	20
110 Product Development Manager 產品發展經理	2	0	0	2
163 Marketing/ Sales Manager 市場／營業經理	15	0	0	15
Sub-total: 小計：	47	0	0	47
Technician Level 技術員級				
201 Production Supervisor 生產管理員／運轉領班	10	0	0	10
203 Production Supervisor (Cloth Room) 生產管理員／運轉領班（成品）	3	0	0	3
205 Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	3	0	0	3
210 Pattern Design Supervisor 織物設計管理員	3	0	0	3
211 Merchandiser 營銷採購員	143	0	0	143
212 Compliance Supervisor 準則審核技術員	1	0	0	1
267 Marketing/ Sales Officer 市場／營業主任	33	0	0	33
Sub-total: 小計：	196	0	0	196

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	No. of Employees as at July 2020 估計在2020年 7月時所需的 僱員人數
Craftsman Level 技工級				
301 Section Leader 組長／指導工	6	0	0	6
302 Textile Mechanic 紡織機械技工	36	0	0	36
309 Pattern Preparer 畫花技工	18	0	0	18
310 Colour Matcher 配色員	5	0	0	5
Sub-total: 小計：	65	0	0	65
Operative Level 操作工級				
409 Warping Machine Tender 整經機值車工	66	0	0	66
411 Baling / Bundling Machine Tender 打大／小包機值車工	20	0	0	15
417 Weaver 織布／幫接工	43	0	0	43
418 Fabric Inspector / Fabric Examiner 驗布／複驗布工	10	0	0	5
429 Other Operative 其他操作工	51	0	1	49
430 Recorder 書記員／收發員	4	0	0	4
481 Sales Assistant 營業助理	12	0	0	12
Sub-total: 小計：	206	0	1	194
Unskilled Level 非技術工人級				
501 General Worker 雜工	93	0	0	93
Sub-total: 小計：	93	0	0	93
Total: 總計：				
	607	0	1	595

Table 16 : Distribution of Employees By Monthly Income Range - Clothing Industry

表 16 : 僱員月入的分布情況－製衣業

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Technologist Level 技師級								
108 Merchandising Manager 營銷採購經理	0	0	0	15	21	2	0	0
110 Product Development Manager 產品發展經理	0	0	0	4	2	1	0	0
141 Production Manager 生產經理 (廠長)	0	0	1	5	11	7	1	1
142 Quality/Technical Manager 品質/技術經理	0	0	0	2	8	0	0	0
143 Fashion Designer 時裝設計師	0	0	2	10	21	11	0	0
145 Industrial Engineer 工業工程師	0	0	0	0	0	0	0	1
163 Marketing/Sales Manager 市場/營業經理	0	0	0	6	6	2	0	0
Sub-total: 小計:	0	0	3	42	69	23	1	2
Technician Level 技術員級								
211 Merchandiser 營銷採購員	0	12	341	60	2	0	0	9
241 Production Department Supervisor 生產部總管 (工務)	0	0	10	47	2	0	0	1
242 Production Section Supervisor 生產組管理員 (組長)	0	0	5	0	0	0	0	1
243 Production Co-ordinator / Production Planner 生產統籌員	0	0	3	0	0	0	0	0
244 Pattern Maker 紙樣設計員	0	3	22	0	0	0	0	0
245 Pattern Grading/ Marker Making Supervisor 放樣/嘜架組管理員	0	0	2	0	0	0	0	1
246 Quality Control Technician 品質控制技術員	0	0	25	1	0	0	0	1
248 Fashion/ Sample Co-ordinator 時裝/樣辦統籌員	0	0	8	0	0	0	0	0
249 Knitting Technician 針織技術員	0	5	17	0	0	0	0	0
250 CAD Technician 電腦輔助設計技術員	0	0	0	0	0	0	0	1
252 Industrial Engineering Technician 工程技術員	0	0	2	4	0	0	0	0
253 Garment Washing Technician 成衣洗水技術員	0	0	0	1	0	0	0	0
267 Marketing/ Sales Officer 市場/營業主任	0	4	28	7	0	0	0	0
Sub-total: 小計:	0	24	463	120	4	0	0	14
Craftsman Level 技工級								
341 Clothing Machine Mechanic 製衣機械工	0	9	0	0	0	0	0	0
342 Knitting Machine Mechanic 針織機械工	0	4	1	0	0	0	0	0
343 Pattern Grader/Marker Maker 放樣/嘜架員	0	7	0	0	0	0	0	1
344 Computer Pattern Grader/Marker Maker 電腦放樣/嘜架員	0	5	0	2	0	0	0	1
345 Clothing Operator Instructor 車衣指導員	0	7	6	0	0	0	0	2
346 Sample Maker 樣辦製造技工	0	9	62	0	0	0	0	1
347 Quality Control Inspector 品質控制檢查員	0	6	4	0	0	0	0	1
348 Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	0	4	1	0	0	0	0	0
349 Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	0	6	0	0	0	0	0	0
350 Knitwear/ Sample Knitter 針織衣物/樣辦製造技工	0	5	0	0	0	0	0	0
351 Garment Washing Leader 成衣洗水組長	0	2	0	0	0	0	0	0
Sub-total: 小計:	0	64	74	2	0	0	0	6

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Operative Level 操作工級								
441 Inspection Operative 檢查工	0	27	6	0	0	0	0	1
442 Cutter/Cutting Room Operative 裁剪工/裁床工	0	49	13	0	0	0	0	2
443 Sewing Machine Operator 車縫工	11	307	206	1	0	0	0	38
444 Knitting Machine Operator 針織機織工	20	42	16	0	0	0	0	0
445 Linking Machine Operator 縫盤工	0	13	9	0	0	0	0	0
446 Hand Stitcher 挑縫工	0	44	8	0	0	0	0	0
447 Garment Washing Operative 成衣洗水操作工	0	21	0	0	0	0	0	0
449 Presser 整熨工	0	32	10	0	0	0	0	1
450 Other Operative 其他操作工	0	16	0	0	0	0	0	0
481 Sales Assistant 營業助理	0	10	10	0	0	0	0	2
Sub-total: 小計:	31	561	278	1	0	0	0	44
Unskilled Level 非技術工人級								
541 General Worker 雜工	16	42	0	0	0	0	0	9
Sub-total: 小計:	16	42	0	0	0	0	0	9
Total: 總計:								
	47	691	818	165	73	23	1	75

Table 17 : Distribution of Employees By Monthly Income Range - Fur, Footwear and Handbag Industries

表 17 : 僱員月入的分布情況－皮草、製鞋及手袋業

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Technologist Level 技師級								
108 Merchandising Manager 營銷採購經理	0	0	0	1	0	2	0	2
161 Production Manager 生產經理	0	0	0	0	1	0	0	1
Sub-total: 小計 :	0	0	0	1	1	2	0	3
Technician Level 技術員級								
211 Merchandiser 營銷採購員	0	0	2	3	1	0	0	0
242 Production Section Supervisor 生產組管理員(組長)	0	0	0	3	0	0	0	0
246 Quality Control Technician 品質控制技術員	0	0	0	6	0	0	0	0
261 Production Department Supervisor 生產部總管	0	0	1	1	0	0	0	1
262 Pattern Maker 格樣設計員	0	0	0	2	0	0	0	0
265 Cost Estimator 成本計算員	0	0	1	0	0	0	0	0
268 Master Furrier 皮草技術員	0	0	1	0	0	0	0	0
Sub-total: 小計 :	0	0	5	15	1	0	0	1
Craftsman Level 技工級								
347 Quality Control Inspector 品質控制檢查員	0	0	1	0	0	0	0	0
363 Shoe Maker/Make-Through Craftsman 鞋匠/製鞋技工	0	0	1	1	0	0	0	2
364 Handbag Maker/Make-Through Craftsman 手袋製造/製辦技工	0	5	3	0	0	0	0	3
366 Furrier 皮草技工(毛毛匠)	0	7	18	0	0	0	0	0
367 Fur Tailor/ Finisher 皮草裁縫/上裡技工	0	7	0	0	0	0	0	0
Sub-total: 小計 :	0	19	23	1	0	0	0	5
Operative Level 操作工級								
461 Leather/ Laminate Preparer 皮料整理工/夾布工	0	0	1	0	0	0	0	0
464 Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	0	2	1	0	0	0	0	2
465 Lasting Worker 揸鞋工	0	3	0	0	0	0	0	0
Sub-total: 小計 :	0	5	2	0	0	0	0	2
Unskilled Level 非技術工人級								
561 General Worker 雜工	0	3	0	0	0	0	0	1
Sub-total: 小計 :	0	3	0	0	0	0	0	1
Total: 總計 :								
	0	27	30	17	2	2	0	12

Table 18 : Distribution of Employees By Monthly Income Range - Testing Services and Laboratories
 表 18 : 僱員月入的分布情況－公證行及檢定中心

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Technologist Level 技師級								
111 Compliance Manager 準則審核經理	0	0	0	0	2	0	0	3
171 Laboratory Director/Assistant General Manager 試驗間總監／助理總經理	0	0	0	1	7	0	0	8
172 Textile Manager/Laboratory Manager 紡織主任／試驗間主任	0	0	39	10	0	0	0	27
Sub-total: 小計：	0	0	39	11	9	0	0	38
Technician Level 技術員級								
212 Compliance Supervisor 準則審核技術員	0	0	0	0	0	0	0	30
271 Supervisor/Assistant Supervisor 主管／助理主管	0	0	0	4	28	0	0	6
272 Senior Engineer/Senior Textile Engineer 高級工程師／高級紡織工程師	0	0	3	37	0	0	0	3
273 Engineer/ Assistant Engineer/Textile Engineer/Assistant Textile Engineer 工程師／助理工程師／紡織工程師／助理紡織 工程師	0	121	50	0	0	0	0	6
274 Senior Technician/Laboratory Technician 高級技術員／試驗間技術員	0	182	6	0	0	0	0	120
275 Technician/Junior Laboratory Technician 技術員／初級試驗間技術員	99	0	25	0	0	0	0	47
276 Service Maintenance Technician 維修技術員	0	3	0	0	0	0	0	6
Sub-total: 小計：	99	306	84	41	28	0	0	218
Craftsman Level 技工級								
371 Laboratory Assistant 試驗間助理	111	19	0	0	0	0	0	31
Sub-total: 小計：	111	19	0	0	0	0	0	31
Total: 總計：								
	210	325	123	52	37	0	0	287

Table 19 : Distribution of Employees By Monthly Income Range - Textile Industry

表 19 : 僱員月入的分布情況－紡織業

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Technologist Level 技師級								
101 Mill Manager 廠長	0	0	0	4	1	0	0	7
102 Department Engineer 工程師／工務長	0	0	0	0	0	0	0	1
103 Production Engineer 運轉(生產)主任／生產經理／生產主任	0	0	0	1	1	0	0	1
104 Maintenance Engineer / Maintenance Manager 保全主任／保全經理	0	0	0	1	0	0	0	1
105 Quality Control Engineer / Technical Manager 品質主任／技術經理	0	0	2	0	0	0	0	0
108 Merchandising Manager 營銷採購經理	0	0	0	11	8	2	0	21
110 Product Development Manager 產品發展經理	0	0	0	2	0	0	0	2
163 Marketing/ Sales Manager 市場／營業經理	0	0	5	13	2	1	0	10
Sub-total: 小計 :	0	0	7	32	12	3	0	43
Technician Level 技術員級								
201 Production Supervisor 生產管理員／運轉領班	0	0	8	1	4	0	0	2
203 Production Supervisor (Cloth Room) 生產管理員／運轉領班(成品)	0	0	3	0	0	0	0	0
204 Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/ Engraving/ Screen Making, or/ and Inspecting/ Packaging/ Make-up) 運轉(生產)領班(絡紗/筒子、原布、煉漂、 染色、配漿、印花、整理、成衣洗染、花樣 設計/雕刻/製網或/及驗布/包裝/成品)	0	0	1	0	0	0	0	1
205 Quality Control Supervisor/Laboratory Supervisor 品質領班／化驗領班	0	2	2	0	0	0	0	0
210 Pattern Design Supervisor 織物設計管理員	0	0	2	0	0	0	0	2
211 Merchandiser 營銷採購員	0	30	99	13	0	0	0	48
212 Compliance Supervisor 準則審核技術員	0	0	0	0	0	0	0	1
267 Marketing/ Sales Officer 市場／營業主任	0	10	29	1	0	0	0	4
Sub-total: 小計 :	0	42	144	15	4	0	0	58

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Craftsman Level 技工級								
301 Section Leader 組長/指導工	1	0	4	0	0	0	0	1
302 Textile Mechanic 紡織機械技工	0	17	18	1	0	0	0	4
303 Knitting Mechanic 針織機械技工	0	2	0	0	0	0	0	5
306 Boiler Mechanic 鍋爐技工	0	1	0	0	0	0	0	0
309 Pattern Preparer 畫花技工	12	0	6	0	0	0	0	0
310 Colour Matcher 配色員	5	2	0	0	0	0	0	1
314 Printing Machine Leader 印花機組長	0	0	1	0	0	0	0	4
323 Chemical Tester 化驗員	0	0	0	0	0	0	0	1
324 Garment Washing and Dyeing Machine Leader 成衣洗染機組長	0	0	8	0	0	0	0	0
Sub-total: 小計:	18	22	37	1	0	0	0	16
Operative Level 操作工級								
406 Winding Machine Tender 絡紗/筒子機值車工	0	0	0	0	0	0	0	4
407 Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機值車工	0	2	0	0	0	0	0	0
409 Warping Machine Tender 整經機值車工	0	0	6	0	0	0	0	60
411 Baling / Bundling Machine Tender 打大/小包機值車工	0	10	0	0	0	0	0	10
417 Weaver 織布/幫接工	0	43	0	0	0	0	0	0
418 Fabric Inspector / Fabric Examiner / Fabric Inspector 驗布/複驗布工/驗布工	0	2	0	0	0	0	0	13
423 Preparatory Machine Tender (Singeing/ Scouring/ Bleaching/ Mercerising) 前處理機值車工(燒毛/煮煉/漂白/絲光)	0	4	0	0	0	0	0	0
424 Dyeing Machine Tender 染色機值車工	0	5	19	0	0	0	0	11
425 Printing Machine Tender 印花機值車工	0	28	12	0	0	0	0	12
426 Finishing Machine Tender (Calendering/ Raising/ Shearing/Emerising/ Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/剪毛/磨毛 /漿拉/定型/縮水/洗水/成衣洗染/烘 乾)	0	5	6	0	0	0	0	0
429 Other Operative 其他操作工	6	38	1	0	0	0	0	10
430 Recorder 書記員/收發員	0	2	4	0	0	0	0	2
481 Sales Assistant 營業助理	0	26	10	0	0	0	0	1
Sub-total: 小計:	6	165	58	0	0	0	0	123

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Unskilled Level 非技術工人級								
501 General Worker 雜工	33	63	0	0	0	0	0	11
Sub-total: 小計：	33	63	0	0	0	0	0	11
Total: 總計：	57	292	246	48	16	3	0	251

Table 20 : Distribution of Employees By Monthly Income Range - Trading
表 20 : 僱員月入的分布情況－貿易類別

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Technologist Level 技師級								
108 Merchandising Manager 營銷採購經理	0	0	98	506	678	1735	304	2046
110 Product Development Manager 產品發展經理	0	0	11	106	47	4	32	120
111 Compliance Manager 準則審核經理	0	0	2	31	29	3	15	13
142 Quality/Technical Manager 品質/技術經理	0	0	2	60	108	4	58	275
143 Fashion Designer 時裝設計師	0	0	64	177	374	75	2	110
163 Marketing/ Sales Manager 市場/營業經理	0	0	78	802	462	77	179	189
164 Shoe Designer 鞋款設計師	0	0	4	35	0	2	2	5
165 Handbag Designer 手袋設計師	0	0	1	41	10	0	0	100
181 Mill Manager/Production Manager 廠長/生產經理	0	0	1	5	23	1	17	34
182 Production Engineer 生產工程師/運轉主任	0	0	0	0	18	0	0	12
Sub-total: 小計 :	0	0	261	1763	1749	1901	609	2904
Technician Level 技術員級								
211 Merchandiser 營銷採購員	0	5815	9353	8823	3316	0	0	3033
212 Compliance Supervisor 準則審核技術員	0	0	52	37	6	0	0	4
244 Pattern Maker 紙樣設計員	0	4	115	17	10	0	0	82
245 Pattern Grading/Marker Making Supervisor 放樣/嚙架組管理員	0	0	142	2	2	0	0	61
248 Fashion/Sample Co-ordinator 時裝/樣辦統籌員	0	12	409	18	2	0	0	5
249 Knitting Technician 針織技術員	0	16	12	2	0	0	0	10
250 CAD Technician 電腦輔助設計技術員	0	0	59	4	0	0	0	11
267 Marketing/ Sales Officer 市場/營業主任	0	1838	1959	122	212	0	0	104
268 Master Furrier 皮草技術員	0	4	0	0	0	0	0	0
282 Quality Technician/Technical Technician 品質技術員	0	4	163	91	50	0	0	66
283 Quality Inspector 品質檢查員	0	5	188	79	20	0	0	753
285 Production Supervisor 生產管理員	0	2	60	175	0	0	0	38
299 Other Technician Level Staff 其他技術員級人員	0	0	0	0	0	0	0	21
Sub-total: 小計 :	0	7700	12512	9370	3618	0	0	4188

Job Title 職稱	\$10,000 or below \$10,000 或以下	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$40,000	Over \$40,000 以上	Unspecified 未有說明
Craftsman Level 技工級								
344 Computer Pattern Grader/Marker Maker 電腦放樣/嚙架員	0	5	47	0	0	0	0	0
346 Sample Maker 樣辦製造技工	0	397	84	0	0	0	0	119
399 Other Craftsman Level Staff 其他技工級人員	0	2	0	0	0	0	0	4
Sub-total: 小計:	0	404	131	0	0	0	0	123
Operative Level 操作工級								
481 Sales Assistant 營業助理	55	748	713	42	0	0	0	50
499 Other Operative Level Staff 其他操作工級人員	0	18	0	0	0	0	0	2
Sub-total: 小計:	55	766	713	42	0	0	0	52
Total: 總計:								
	55	8870	13617	11175	5367	1901	609	7267

Number of Establishments with Technical Manpower in the Fashion and Textile Industry in 2019
2019年時裝及紡織業的機構分布情況

I. Number of Establishments recorded on the Central Registrar of Establishments of the Census and Statistics Department
香港政府統計處「機構單位記錄庫」所列的機構數目

Industry 行業類別	Employment Size 僱員數目						No. of Establishments 機構數目
	1 – 9	10 – 19	20 – 49	50 – 99	100 – 199	>= 200	
Textile 紡織	191	16	9	3	2	0	221 (333)
Clothing 成衣	227	38	17	9	1	0	292 (421)
Fur, Footwear and Handbag 皮草、製鞋及手袋	24	2	0	1	0	0	27 (34)
Trading 貿易	16 016	1 017	540	84	46	17	17 720 (19 283)
Overall 總數	16 458 (17 846)	1 073 (1 363)	566 (670)	97 (121)	49 (50)	17 (21)	18 260 (20 071)

II. Number of Establishments recommended by the Training Board 由訓練委員會建議的機構數目

Industry 行業類別	Employment Size 僱員數目						No. of Establishments 機構數目
	1 – 9	10 – 19	20 – 49	50 – 99	100 – 199	>= 200	
Testing Services and Laboratories 公證行及 檢定中心門類	0 (0)	2 (1)	0 (0)	1 (1)	2 (1)	6 (6)	11 (9)

Note : Figures in brackets () represent the corresponding numbers in the 2015 manpower survey.
 備註：括號 () 中的數字代表2015年人力調查中的相應數字。