

2016 MANPOWER SURVEY REPORT
OF THE
TRANSPORT AND LOGISTICS INDUSTRY

二零一六年人力調查報告

運輸及物流業

Transport and Logistics Training Board

Vocational Training Council

職業訓練局

運輸及物流業訓練委員會

2016 Manpower Survey Report of Transport and Logistics Industry

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EXECUTIVE SUMMARY

Objective

The objective of the survey is to collect information on the manpower situation of the transport and logistics industry in order to project the future manpower and training needs in the near term. The fieldwork was conducted from September 2016 to January 2017. Follow-up work was completed in February 2017.

Scope of the Survey

2. By using the stratified random sampling method, 1 316 sampled establishments in the transport and logistics industry were selected. The effective response rate is 94.83%. The data presented in this report had been grossed up statistically to give an overall picture of the manpower situation of the transport and logistics industry.

3. For the 2016 survey, there were three job levels across all scopes, namely,

- (i) Managerial Level;
- (ii) Executive/Supervisory Level;
- (iii) Technical/Crafts/Operative Level.

4. Section I of this report provides detailed information on the survey scopes. Similar to the previous survey, employers were also asked to specify the preferred competency of their employees and numbers of employees requiring training in a list of competency areas. The survey questions were set with reference to the Specification of Competency Standards (SCS) of different categories in the following transport and logistics sectors under the Qualifications Framework¹:

- (i) Air Freight and Express;
- (ii) Shipping;
- (iii) Land Transport and Distribution;
- (iv) Terminals, Warehouse and Logistics Centre;
- (v) Supporting and Ancillary Services.

¹ Information of SCS can be found from the Qualifications Framework (www.hkqf.gov.hk)

Key Survey Findings

Total Number of Employees

5 The Survey revealed that in August 2016, the transport and logistics industry had a workforce of 109 406 people. The distribution of the employees is given in Table 1. Similar to the previous survey, *Trucking and Container Haulage* has the largest share of employee number which is around 39% of the total number of employees.

Table 1: Number of Establishments and Employees by Principal Line of Business

Principal Line of Business	Establishments	No. of Employees	% of Total Number of Employees
Warehousing Cold Storage	793	8 537	7.80
Trucking Container Haulage	8 531	42 890	39.20
Airfreight Transport Operators (including air cargo terminal)	53	7 166	6.55
Airfreight Forwarding Agents	1 184	14 971	13.68
Stevedore	94	780	0.71
Seafreight Transport Operators	248	4 553	4.16
Seafreight Forwarding Agents	1 618	12 285	11.23
Ship Management and Chartering	189	1 107	1.01
Cargo Handling Terminals (excluding air cargo terminal)	8	3 085	2.82
International Couriers	160	10 187	9.31
Other Transport Logistics Services Providers	14	3 845	3.51
Total	12 892	109 406	100.00

Distribution of Employees by Job Levels

6. The distribution of employees according to job level is given in Table 2. The *Technician/Craftsman/Operative Level* has the largest share of employee number which is around 78% of the total number of employees in the industry.

Table 2: Distribution of Employees by Job Level

Job Level	No. of Employees	% of Total Number of Employees
Managerial	9 513	8.70
Executive/Supervisory	14 535	13.29
Technician/Craftsman/Operative	85 358	78.02
Total	109 406	100.00

Number of Vacancies at the Time of Survey

7. At the time of survey, there were 2 841 vacancies, representing around 2.60% of the existing total number of employees in the transport and logistics industry, similar to those of 2014 (2 811 vacancies). The *Trucking & Container Haulage* recorded the highest number of 1 340 vacancies which was 47.17% of the total number of vacancies. Employers also reported that there was no immediate vacancy for *Stevedoring Services* at the time of survey. Table 3 shows the distribution of vacancies in all branches.

Table 3: Number of Vacancies by Branch

Branch	Number of Vacancies	% of Total Number of Vacancies
Warehousing & Cold Storage	276	9.71
Cargo Handling Terminals	64	2.25
Trucking & Container Haulage	1 340	47.17
Air Freight Transport	308	10.84
Forwarding Agent	537	18.90
Stevedoring Services	-	-
Couriers (International)	137	4.82
Other Transport Logistics Service Providers	134	4.72
Sea Freight Transport	36	1.27
Ship Management & Chartering	9	0.32
Total	2 841	100.00

Manpower Changes

8. The manpower had increased from 111 276 in 2014 to 112 247 at the time of survey, by 971 people (0.87%). The changes in manpower between 2014 and 2016 by branch, by job level, and by sector are summarised in Figure 1 - 3.

Figure 1: Manpower Changes by Branch between 2014 and 2016

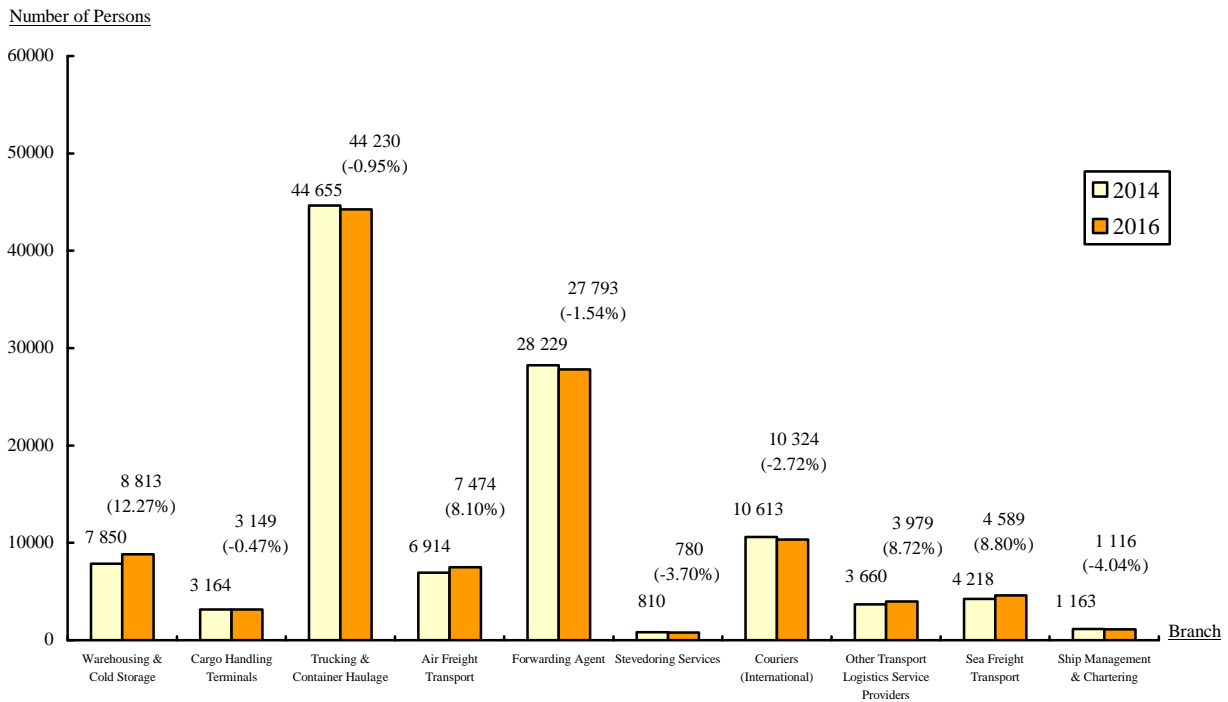


Figure 2: Manpower Changes by Job Level between 2014 and 2016

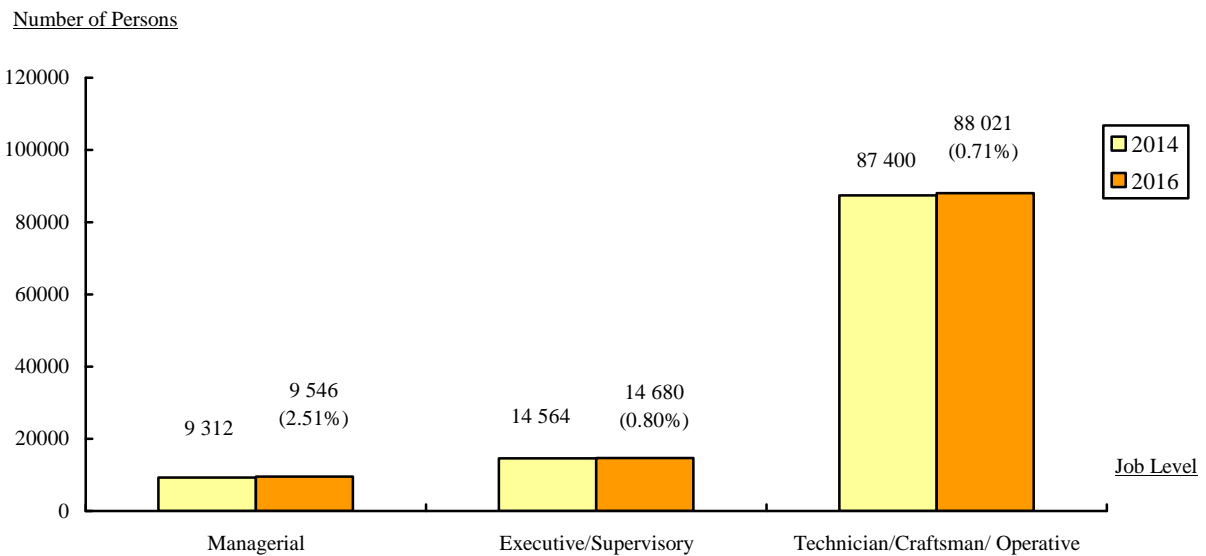
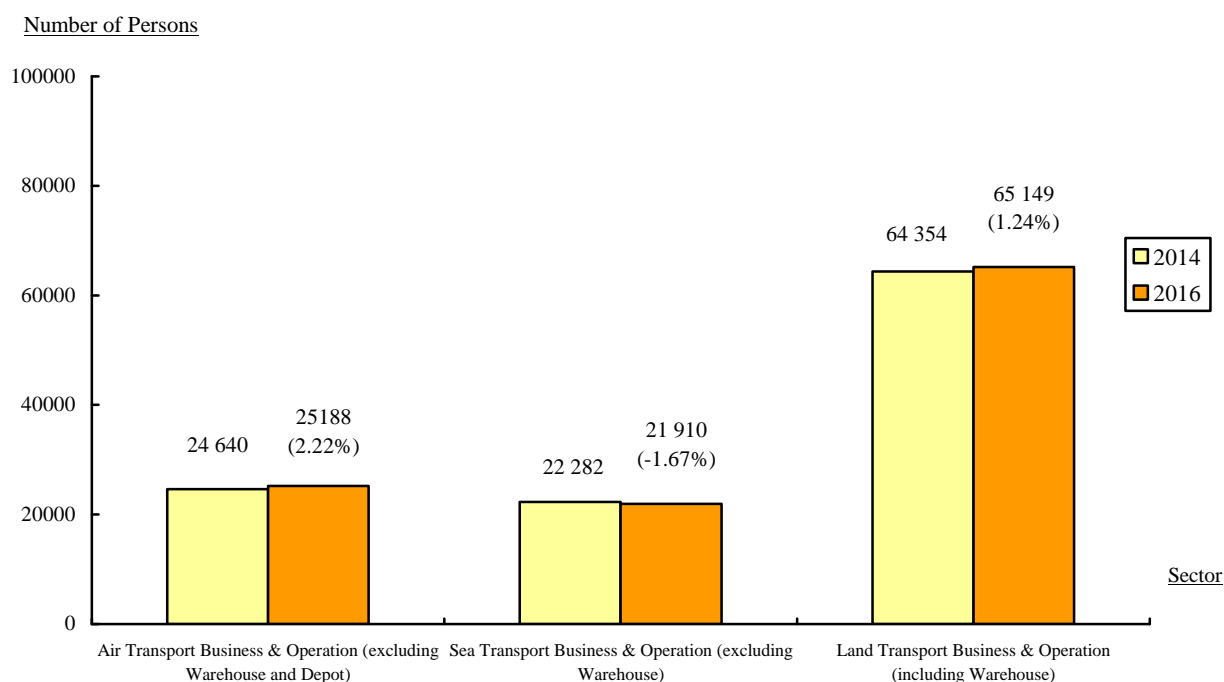


Figure 3: Manpower Changes by Sector between 2014 and 2016



Manpower Forecast by Employers

9. Employers reported that there was a total manpower of 112 247 in 2016 and they also forecasted a moderate manpower growth in 2017 (0.05%) and 2018 (0.01%). Table 4 shows the employers' manpower forecasts by job level. The figures indicate that employers tended to be neutral about the economic performance in the next 12 to 24 months.

Table 4: Manpower Forecasts for 2017 and 2018 by Job Level

Job Level	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Managerial	9 546	9 538	9 539
Executive/Supervisory	14 680	14 670	14 675
Technician/Craftsman/Operative	88 021	88 093	88 098
Total	112 247	112 301	112 312

Training Requirements in the Coming 12 Months

10. Table 5 and 6 show the estimated training requirements of employees (in terms of man-times) in different functional areas in the next 12 months. Similar to the survey in 2014, *Cargo Transport and Handling*, and *Cargo Safety and Security* are reported the most popular areas of training during the survey period.

Table 5: Number of Employees (Man-times) Required Training by Functional Area

Functional Area	Category/Industry		Overall
	Air Freight and Express	Shipping	
Operation Management	314	137	451
Planning and Design of Logistics Solutions	328	270	598
Sales, Marketing and Customer Services	447	400	847
Cargo Transport and Handling	3 697	801	4 498
Cargo Safety and Security	4 981	935	5 916
E-Logistics	520	584	1 104
Quality Management	480	120	600
Import / Export Documentation and Procedures	1 295	554	1 849
Insurance and Legal Matters	651	203	854
Occupational Safety & Health	3 399	615	4 014
Total	16 112	4 619	20 731

Table 6: Number of Employees (Man-times) Required Training by Functional Area

Functional Area	Category/Industry			Overall
	Land Transport and Distribution	Warehouse and Logistics Centre	Supporting and Ancillary Services	
Operation Management	60	161	2	223
Planning and Design of Logistics Solutions	104	126	2	232
Sales, Marketing and Customer Services	520	80	2	602
Cargo Transport and Handling	3 361	1 148	32	4 541
Cargo Safety and Security	3 236	3 209	105	6 550
E-Logistics	237	119	2	358
Quality Management	1 386	268	4	1 658
Import / Export Documentation	249	5	2	256
Insurance, Legal Matters & Compliance	124	5	5	134
Environmental Protection	969	130	2	1 101
Total	10 246	5 251	158	15 655

11. Based on the current development and business outlook of the transport and logistics industry, the training board has estimated the turnover at different job levels due to employees leaving the industry. The wastage rate of 0.82% was adopted by the training board in calculating the training requirement for year 2017 to year 2018, and is given in Table 7.

Table 7: Annual Demand for 2017 - 2018

Job Level	Total	Range (+/- 10%)
Managerial	173	156 - 190
Executive/Supervisory	53	48 - 58
Technician/Craftsman/Operative	1 001	901 - 1 101

Recommendations

12. The information collected in the survey would enable employers, tertiary institutions, and other course providers to formulate training programmes to help practitioners plan the future manpower development and fulfill various training requirements of the transport and logistics industry. Based on the findings from the survey, the Training Board recommends measures for employers, training providers, and employees as follows:

- (i) Employers may explore business opportunities in Belt and Road Initiative (OBOR) and China Cross-border E-commerce, such that it is also necessary to upgrade knowledge of their employees in these areas;
- (ii) Employers to provide industrial attachment places to students of full-time transport and logistics programmes with a view to facilitating students' transition from study to work, enhancing their job readiness, and employability;
- (iii) Employers to attract young talents to join and develop careers in the transport and logistics industry so as to sustain the manpower development;
- (iv) Training providers to provide courses in cargo transport/handling, cargo safety/security, and occupational safety/health for in-service practitioners;
- (v) Local tertiary institutions to develop programmes with elements of Cross-border E-commerce, and topics in finance, insurance and law to equip fresh graduates for the challenges ahead;
- (vi) Employees are encouraged to utilise existing funding schemes to enhance their skills especially the areas in (i) and (ii).

SECTION I

INTRODUCTION

The Training Board

1.1 The Transport and Logistics Training Board (the Training Board) (formerly known as Transport Logistics Training Board) is required, among other duties, to assess the manpower and training needs of the transport and logistics industry and to recommend measures to the VTC meeting the demand for trained personnel. Its memberships and terms of reference are given in **Appendix 1** and **Appendix 2** respectively.

The Manpower Survey

1.2 The Training Board conducted a manpower survey of the transport and logistics industry by forming a Working Party on the 2016 Manpower Survey (Working Party). The Working Party was formed to oversee the process of selecting the sample, questionnaire design, data analysis and reporting. Membership of the Working Party is given in **Appendix 3**. External industry experts were invited to express their views on the survey findings. The list of external industry experts is given in **Appendix 4**. In addition, the Census and Statistic Department provided assistance in conducting the fieldwork.

1.3 The main objectives of the survey were to:

- (i) assess the manpower situation of the industry at the time of survey;
- (ii) forecast the numbers of employees in August 2017 and August 2018;
- (iii) estimate the training needs of the employees;
- (iv) recommend direction and strategy for the employers and training providers.

1.4 The survey findings serve as a useful reference for employers in manpower planning. It also provides useful information to other stakeholders of the transport and logistics industry, which included trade organisations, labour unions, and training providers to formulate courses to satisfy the identified training requirements.

Scope and Coverage of the Survey

1.5 The sampling frame of this survey covered transport and logistics firms and other companies which have business in transport and logistics sectors. Similar to the 2014 survey, 10 branches were included in the 2016 survey. The survey covered organisations in the following three sectors:

- (i) Sea Transport (Excluding Warehouse)
- (ii) Land Transport (Including Warehouse)
- (iii) Air Transport Business & Operation
(excluding Warehouse and Depot)

1.6 The 10 branches of the transport and logistics industry surveyed were:

- (i) Warehousing & Cold Storage
- (ii) Cargo Handling Terminals
- (iii) Trucking & Container Haulage
- (iv) Air Freight Transport
- (v) Forwarding Agents
- (vi) Stevedoring Services
- (vii) Couriers (International)
- (viii) Other Transport Logistics Services Providers
- (ix) Sea Freight Transport
- (x) Ship Management & Chartering

1.7 The six scopes of the transport and logistics industry surveyed were:

- (i) Business Management, Strategic Planning
- (ii) Fleet Operation and Management
- (iii) Sales and Customer Services
- (iv) Frontline Cargo Operation
- (v) Technical/Engineering Support
- (vi) Other Supporting Services

Method of Sampling

1.8 This survey adopted mainly the Hong Kong Standard Industrial Classification (HSIC) in deciding the sampling frame, and supplemented by other relevant means. The HSIC Scheme is a three-tier system managed by the Census & Statistics Department (C&SD). Details of the classification for each sector in this survey are shown in **Appendix 5**.

1.9 A stratified random sampling method was adopted to select 1,316 samples out of 16,028 establishments in the HSICs. The branches covered in the survey and the sample sizes are shown below while detailed sampling breakdown by each branch is given in **Appendix 6**.

Branch	Sample Size
(i) <u>Warehousing & Cold Storage</u>	189
1. General Cargo Warehouses & Other Storage Services (HSIC 5212)	
2. Cold Storage (HSIC 5211)	
3. Packing and Crating Services & Cargo Inspection, sampling and weighting services (HSIC 522904, 522905)	
(ii) <u>Cargo Handling Terminals</u>	8
4. Cargo Handling Terminals (HSIC 522201)	
(iii) <u>Trucking & Container Haulage</u>	479
5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	
6. Haulage of Containers & Container Leasing (HSIC 4928, 522204)	
7. Supplementary Samples* - Large Vehicle Fleet Owner Companies	
(iv) <u>Air Freight Transport</u>	45
8. Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	
(v) <u>Forwarding Agents</u>	241
9. Air Cargo Forwarding Services (HSIC 522901)	
10. Sea Cargo Forwarding Services (HSIC 522902)	
(vi) <u>Stevedoring Services</u>	49
11. Stevedore and Supporting Services to Water Transport, not otherwise classified (HSIC 522202)	
(vii) <u>Couriers (International)</u>	44
12. Couriers (International) (HSIC 5321)	
(viii) <u>Other Transport Logistics Services Providers</u>	17
13. Supplementary Samples (company level) - Other Transport Logistics Services Providers	
(ix) <u>Sea Freight Transport</u>	95
14. Ship Agents & Managers (HSIC 5011, 5012)	
15. Operators of Sea - Going Vessels (HSIC 5014)	
(x) <u>Ship Management & Chartering</u>	149
16. Ship Owners of Sea - Going Vessels (HSIC 501302, 501502)	
17. Shipbrokers (HSIC 522906)	
18. Inland Freight Water Transport (HSIC 5022)	
Total	1 316

Data Collection Period

1.10 A set of survey documents including questionnaire, explanatory notes and list of principal jobs were mailed to the 1 316 establishments one week before the fieldwork beginning on 1 September 2016. The reference date of the manpower data was fixed on 15 August 2016. During the survey period, fieldworkers from C&SD contacted the establishments in assisting the completion of the questionnaires. The fieldwork was completed in January 2017.

Survey Document

1.11 The survey document (**Appendix 14**) was sent to the sampled companies with respect to their branches of business for job matching one week before the fieldwork. The completed questionnaires were checked, and where necessary, verified with the respondents before being processed by the C&SD. The survey data were scaled up by appropriate factors to reflect the overall manpower situation of the transport and logistics industry.

Response Rate

1.12 Of the 1 316 sampled establishments, 826 completed the questionnaires and 45 refused to answer the questionnaires. The remaining 445 establishments had either moved, closed and could not be traced, or no longer engaged in the trade. As a result, the effective response rate² of the survey was 94.83%. The detailed analysis of responses is shown below.

Result	Total	%
Closed	25	1.90
Merged with other establishment	11	0.84
Moved, address cannot be located/untraceable	34	2.58
Non-contact	190	14.44
Not engaged in specific trade	27	2.05
No technical manpower	36	2.74
Not yet start operation	4	0.30
Partial response	25	1.90
Refusal	45	3.42
Registered office/Corresponding address	28	2.13
Response	801	60.87
Temporarily ceased	90	6.84
Total	1 316	100.00

² Effective response rate is calculated by the sum of "Response" and "Partial Response" divided by this sum plus "Refusal"

Exclusion of Samples

1.13 The HSIC relies on the declaration by the companies in their business and operations. It was known that some companies in the capacity of sub-contractors had employees working in the transport and logistics industry for some reasons they did not declare their businesses and operations as transport and logistics. As a result, these companies would be out of the scope of this survey.

Presentation of Survey Findings

1.14 The methodology and coverage of the survey are introduced in Section I, a summary of the key survey findings and their analyses are presented in Section II, followed by the conclusions and recommendations in Section III.

Rounding of Figures

1.15 There could be a slight discrepancy between the sum of individual items and the corresponding total as shown in the tables in this report due to rounding. Figures may not add up to their totals due to rounding.

Release of the Survey Findings

1.16 This survey report presents all the findings of the survey. This report is also available for download at:

http://www.vtc.edu.hk/html/en/about/train_publications3806.html

Acknowledgements

1.17 The Training Board wishes to express its gratitude to those surveyed establishments who provided valuable information required for the survey. The Training Board also appreciates to the contribution of the Working Party on 2016 Manpower Survey, in particular, the industry experts who provided insights to the survey findings. Last but not least, the Training Board wishes to extend its appreciation to those organisations and individuals for their cooperation and assistance with the survey.

SECTION II

SUMMARY OF SURVEY FINDINGS

Introduction

2.1 The information collected was handled in strict confidence and would be published only in the form of statistical summaries without reference to individual establishments. This section presents the key statistics of the survey findings. For other findings, please refer to **Appendix 13**.

Definition of Terms

2.2 Some major terms adopted in this survey are defined in **Appendix 14**.

Establishments in the Industry

2.3 The distribution of establishments of the industry is shown in Table 2.1. The survey revealed that in August 2016, 12 892 establishments were found in the ten branches. A slight decrease by 5 establishments when compared with those of 2014.

Table 2.1: Distribution of Establishments

Branch	No. of Establishments
Warehousing & Cold Storage	793
Cargo Handling Terminals	8
Trucking & Container Haulage	8 531
Air Freight Transport	53
Forwarding Agents	2 802
Stevedoring Services	94
Couriers (International)	160
Other Transport Logistics Service Providers	14
Sea Freight Transport	248
Ship Management & Chartering	189
Total	12 892

Number of Employees

2.4 Employers reported that in August 2016, a total of 109 406 people were engaged in transport and logistics organisations. 9 513 (8.70%) were *Managerial Level* staff, 14 535 (13.29%) were *Executive/Supervisory Level* staff, while 85 358 (78.02%) were *Technician/Craftsman/Operative Level* staff.

2.5 The survey revealed that at the time of survey, 24 561 (22.45%) employees were engaged in the principal jobs of *air transport sector*, 21 520 (19.68%) employees in the *Sea Transport Sector*, while 63 325 (57.88%) employees were engaged in the *Land Transport Sector*. Among the three sectors, *Land Transport Sector* has the largest number of employees.

2.6 The detailed distribution of employees by branch, by job level and by sector is shown in Table 2.2 and Figure 2.1 - 2.3.

Table 2.2: Number of Employees by Branch, by Job Level and by Sector

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Warehousing & Cold Storage	Managerial	-	-	483	483
	Executive/Supervisory	-	-	995	995
	Technician/Craftsman/Operative	-	-	7 059	7 059
	Sub-total	-	-	8 537	8 537
Cargo Handling Terminals	Managerial	-	159	-	159
	Executive/Supervisory	-	420	-	420
	Technician/Craftsman/Operative	-	2 506	-	2 506
	Sub-total	-	3 085	-	3 085
Trucking & Container Haulage	Managerial	-	-	1 578	1 578
	Executive/Supervisory	-	-	3 681	3 681
	Technician/Craftsman/Operative	-	-	37 631	37 631
	Sub-total	-	-	42 890	42 890
Air Freight Transport	Managerial	425	-	-	425
	Executive/Supervisory	1 300	-	-	1 300
	Technician/Craftsman/Operative	5 441	-	-	5 441
	Sub-total	7 166	-	-	7 166
Forwarding Agents	Managerial	2 330	2 279	130	4 739
	Executive/Supervisory	2 565	2 353	290	5 208
	Technician/Craftsman/Operative	8 295	7 423	1 591	17 309
	Sub-total	13 190	12 055	2 011	27 256
Stevedoring Services	Managerial	-	56	7	63
	Executive/Supervisory	-	58	-	58
	Technician/Craftsman/Operative	-	606	53	659
	Sub-total	-	720	60	780

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Couriers (International)	Managerial	443	-	194	637
	Executive/Supervisory	708	-	388	1 096
	Technician/Craftsman/Operative	3 054	-	5 400	8 454
	Sub-total	4 205	-	5 982	10 187
Other Transport Logistics Service Providers	Managerial	-	-	93	93
	Executive/Supervisory	-	-	178	178
	Technician/Craftsman/Operative	-	-	3 574	3 574
	Sub-total	-	-	3 845	3 845
Sea Freight Transport	Managerial	-	1 061	-	1 061
	Executive/Supervisory	-	1 365	-	1 365
	Technician/Craftsman/Operative	-	2 127	-	2 127
	Sub-total	-	4 553	-	4 553
Ship Management & Chartering	Managerial	-	275	-	275
	Executive/Supervisory	-	234	-	234
	Technician/Craftsman/Operative	-	598	-	598
	Sub-total	-	1 107	-	1 107
All Branches	Managerial	3 198	3 830	2 485	9 513
	Executive/Supervisory	4 573	4 430	5 532	14 535
	Technician/Craftsman/Operative	16 790	13 260	55 308	85 358
	Total	24 561	21 520	63 325	109 406

Figure 2.1: Distribution of Employees by Branch

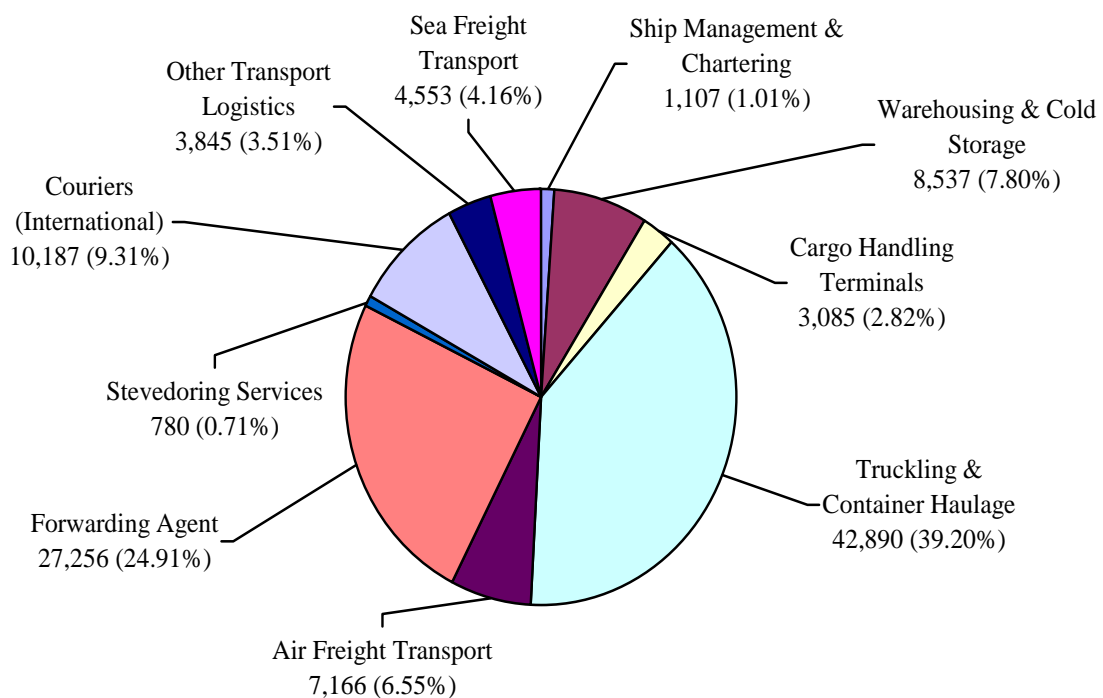


Figure 2.2: Distribution of Employees by Job Level

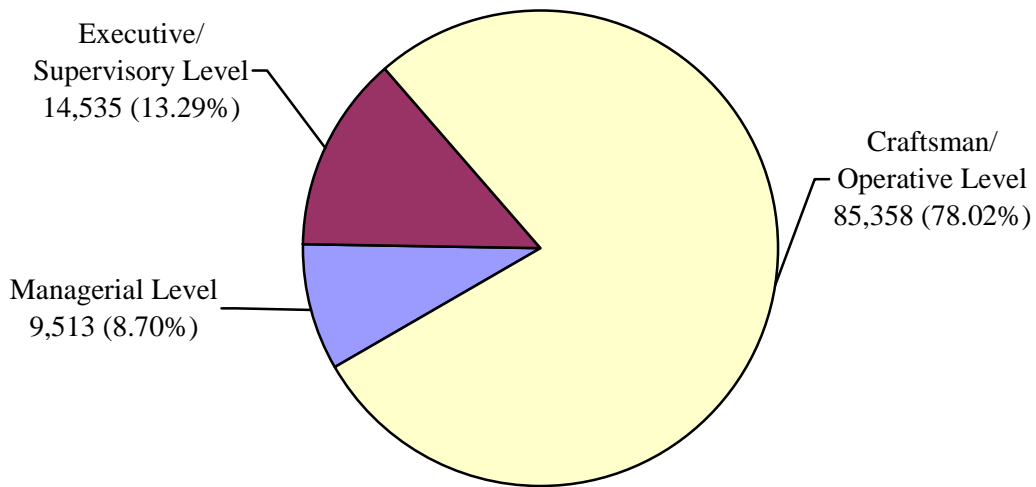
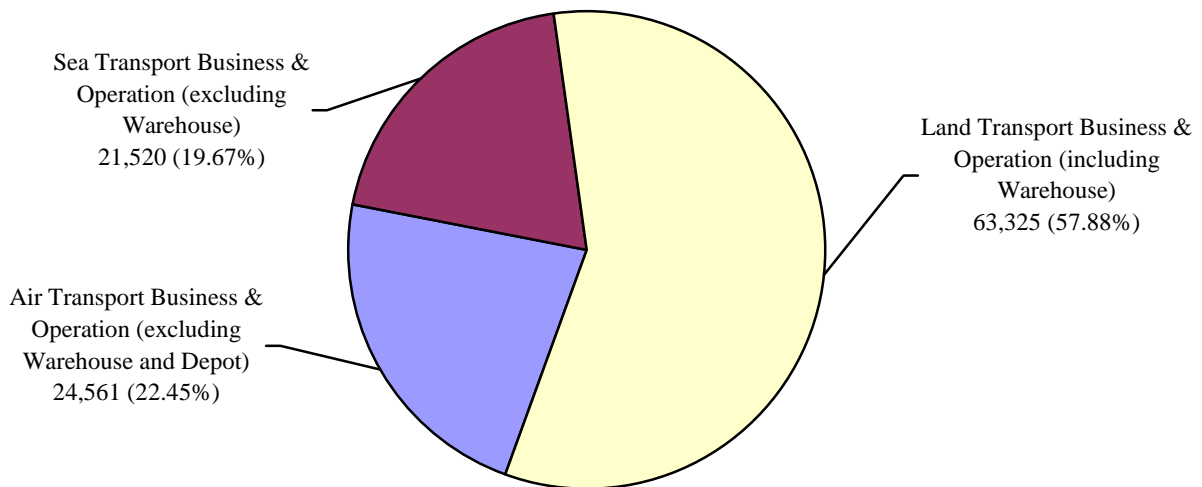


Figure 2.3: Distribution of Employees by Sector



2.7 The number of employees by branch and by scope is given in Table 2.3. *Frontline Cargo Operation Branch* has the biggest share, which was 74.25% of the total number of employees in the industry. *Sales & Customer Service Branch* was at the second place with about 16.78% and *Business Management, Strategic Planning Branch* came in the third place with 3.69% share. *Technical/Engineering Support* and *Fleet Operation & Management Branch* came fourth and fifth with 3.57% and 1.71% share respectively. In fact, the order has not changed since the 2012 survey.

Table 2.3: Number of Employees by Branch and by Scope

Branch	Scope					Overall
	Business Management, Strategic Planning	Fleet Operation & Management	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	
Warehousing & Cold Storage	181	-	778	7 485	93	8 537
Cargo Handling Terminals	73	-	119	2 213	680	3 085
Trucking & Container Haulage	658	254	3 481	37 365	1 132	42 890
Air Freight Transport	267	134	790	5 333	642	7 166
Forwarding Agents	2 057	411	9 246	15 518	24	27 256
Stevedoring Services	32	32	64	641	11	780
Couriers (International)	194	146	1 835	7 958	54	10 187
Other Transport Logistics Service Providers	5	22	19	3 485	314	3 845
Sea Freight Transport	473	693	1 674	774	939	4 553
Ship Management & Chartering	98	182	348	465	14	1 107
Total	4 038	1 874	18 354	81 237	3 903	109 406

Number of Job Vacancies

2.8 Employers reported a total of 2 841 vacancies, amounting to 2.53% of the total manpower. The *Trucking & Container Haulage Branch* recorded the biggest number of 1 340. The survey also revealed that there was no immediate vacancy for *Stevedoring Services Branch* at the time of fieldwork. The distribution of vacancies by branch is given in Table 2.4.

Table 2.4: Number of Vacancies by Branch

Branch	No. of Vacancies	% Vacancies of Total Manpower
Warehousing & Cold Storage	276	0.25
Cargo Handling Terminals	64	0.06
Trucking & Container Haulage	1 340	1.19
Air Freight Transport	308	0.27
Forwarding Agents	537	0.48
Stevedoring Services	-	-
Couriers (International)	137	0.12
Other Transport Logistics Service Providers	134	0.12
Sea Freight Transport	36	0.03
Ship Management & Chartering	9	0.01
Total	2 841	2.53

2.9 The distribution of vacancies by job level is shown in Table 2.5. The highest number of vacancies was in the *Technician/Craftsman/Operative level* with 2.37% of the total vacancy.

Table 2.5: Number of Vacancies by Job Level

Job Level	No. of Vacancies	Percentage of Vacancies over Total Manpower
Managerial	33	0.03
Executive/Supervisory	145	0.13
Technician/Craftsman/Operative	2 663	2.37
Total	2 841	2.53

Age Distribution of Employees in Technician/Craftsman/Operative Level

2.10 In this survey, the employers were asked the age information for the *Technician/Craftsman/Operative Level*. About 57% of the employees were under age 50, which was higher than that of the 2014 survey. The distribution of employees in *Technician/Craftsman/Operative Level* by average age range is given in Table 2.6.

Table 2.6: Age Range distribution of Technician/Craftsman/Operative Level

Job Level	Age 40 or below	Age 41-50	Age 51-55	Age 56-60	Age 61 or above	Unspecified	Total
Technician/ Craftsman/ Operative	31 487 (36.89%)	16 823 (19.71%)	9 610 (11.26%)	3 305 (3.87%)	2 440 (2.86%)	21 693 (25.41%)	85 358 (100.00%)

Note: Figures in brackets denote the percentage share of the total

2.11 There are eleven principal lines of business in this survey. Table 2.7 gives another angle in looking at the situation of age range distribution by principal line of business at the time of survey. The survey revealed that around 70% of the employees were under age 40 in the *International Couriers Branch* which was the branch with the youngest generation employees.

**Table 2.7: Age Range distribution of Technician/Craftsman/Operative Level by
Principal Line of Business**

Principal Line of Business	Age 40 or Below (%)	Age 41-50 (%)	Age 51-55 (%)	Age 56-60 (%)	Age 61 or Above (%)	Unspecified	Overall
Warehousing Cold Storage	3 687 (52.23)	1 007 (14.27)	659 (9.34)	227 (3.22%)	141 (2.00%)	1 338 (18.95%)	7 059 (8.27)
Trucking Container Haulage	10 399 (27.63)	9 679 (25.72)	7 167 (19.05)	2 642 (7.02%)	1 928 (5.12%)	5 816 (15.46%)	37 631 (44.09)
Airfreight Transport Operators (including air cargo terminal)	1 258 (23.12)	536 (9.85)	295 (5.42)	179 (3.29)	48 (0.88)	3 125 (57.43)	5 441 (6.37)
Airfreight Forwarding Agents	5 430 (56.44)	1 643 (17.08)	311 (3.23)	45 (0.47)	5 (0.05)	2 186 (22.72)	9 620 (11.27)
Stevedore	126 (19.12)	241 (36.57)	187 (28.38)	52 (7.89)	3 (0.46)	50 (7.59)	659 (0.77)
Seafreight Transport Operators	689 (32.39)	588 (27.64)	71 (3.34)	28 (1.32)	20 (0.94)	731 (34.37)	2 127 (2.49)
Seafreight Forwarding Agents	3 731 (48.52)	1 429 (18.58)	731 (9.51)	82 (1.07)	233 (3.03)	1 483 (19.29)	7 689 (9.01)
Ship Management and Chartering	168 (28.09)	183 (30.60)	46 (7.69)	24 (4.01)	26 (4.35)	151 (25.25)	598 (0.70)
Cargo Handling Terminals (excluding air cargo terminal)	67 (2.67)	212 (8.46)	19 (0.76)	6 (0.24)	2 (0.08)	2 200 (87.79)	2 506 (2.94)
International Couriers	5 921 (70.04)	1 288 (15.24)	120 (1.42)	20 (0.24)	34 (0.40)	1 071 (12.67)	8 454 (9.90)
Other Transport Logistics Services Providers	11 (0.31)	17 (0.48)	4 (0.11)	- -	- -	3 542 (99.10)	3 574 (4.19)
Total	31 487 (36.89)	16 823 (19.71)	9 610 (11.26)	3 305 (3.87)	2 440 (2.86)	21 693 (25.41)	85 358 (100.00)

Note: Figures in brackets denote the percentage share of the total

Manpower Situation in 2016

2.12 The manpower situations of different sectors in August 2016 were addressed in the manpower survey. A comparison of manpower situation at the time of survey is shown in Table 2.8.

Table 2.8: Total Manpower in 2016 by Branch by Job Level and by Sector

Branch	Job Level	Sector			Overall
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Warehousing & Cold Storage	Managerial	-	-	483	483
	Executive/Supervisory	-	-	1 003	1 003
	Technician/Craftsman/Operative	-	-	7 327	7 327
	Sub-total	-	-	8 813	8 813
Cargo Handling Terminals	Managerial	-	159	-	159
	Executive/Supervisory	-	431	-	431
	Technician/Craftsman/Operative	-	2 559	-	2 559
	Sub-total	-	3 149	-	3 149
Trucking & Container Haulage	Managerial	-	-	1 583	1 583
	Executive/Supervisory	-	-	3 685	3 685
	Technician/Craftsman/Operative	-	-	38 962	38 962
	Sub-total	-	-	44 230	44 230
Air Freight Transport	Managerial	445	-	-	445
	Executive/Supervisory	1 372	-	-	1 372
	Technician/Craftsman/Operative	5 657	-	-	5 657
	Sub-total	7 474	-	-	7 474
Forwarding Agent	Managerial	2 332	2 279	130	4 741
	Executive/Supervisory	2 572	2 377	290	5 239
	Technician/Craftsman/Operative	8 538	7 680	1 595	17 813
	Sub-total	13 442	12 336	2 015	27 793
Stevedoring Services	Managerial	-	56	7	63
	Executive/Supervisory	-	58	-	58
	Technician/Craftsman/Operative	-	606	53	659
	Sub-total	-	720	60	780
Couriers (International)	Managerial	446	-	194	640
	Executive/Supervisory	711	-	388	1 099
	Technician/Craftsman/Operative	3 115	-	5 470	8 585
	Sub-total	4 272	-	6 052	10 324
Other Transport Logistics Service Providers	Managerial	-	-	93	93
	Executive/Supervisory	-	-	178	178
	Technician/Craftsman/Operative	-	-	3 708	3 708
	Sub-total	-	-	3 979	3 979

Branch	Job Level	Sector			Overall
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Sea Freight Transport	Managerial	-	1 063	-	1 063
	Executive/Supervisory	-	1 379	-	1 379
	Technician/Craftsman/Operative	-	2 147	-	2 147
	Sub-total	-	4 589	-	4 589
Ship Management & Chartering	Managerial	-	276	-	276
	Executive/Supervisory	-	236	-	236
	Technician/Craftsman/Operative	-	604	-	604
	Sub-total	-	1 116	-	1 116
All Branches	Managerial	3 223	3 833	2 490	9 546
	Executive/Supervisory	4 655	4 481	5 544	14 680
	Technician/Craftsman/Operative	17 310	13 596	57 115	88 021
	Total	25 188	21 910	65 149	112 247

Manpower Forecast and Comparison for 2016, 2017 and 2018

2.13 Employers had also forecasted a moderate growth of 54 persons in 2017, or 0.05% increase of the total manpower in 2016. The figures might indicate that employers tended to be moderate about the economic performance in the next 12 to 24 months, and would increase manpower to cope with business activities in the future. The Training Board considered that the employers' two-years forecast, at the date of survey on the manpower in the following 24 months, was a realistic estimate from the transport and logistics industry. The distribution of forecasted manpower by branch is summarised in Tables 2.9.

Table 2.9: Manpower Forecast for 2017 & 2018 by Branch and by Job Level

Branch	Job Level	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Warehousing & Cold Storage	Managerial	483	481 (-0.41)	481 -
	Executive/Supervisory	1 003	1 002 (-0.10)	1 002 -
	Technician/Craftsman/Operative	7 327	7 322 (-0.07)	7 326 (0.05)
	Sub-total	8 813	8 805 (-0.09)	8 809 (0.05)
Cargo Handling Terminals	Managerial	159	159 -	159 -
	Executive/Supervisory	431	429 (-0.46)	429 -
	Technician/Craftsman/Operative	2 559	2 613 (2.11)	2 613 -
	Sub-total	3 149	3 201 (1.65)	3 201 -
Trucking & Container Haulage	Managerial	1 583	1 576 (-0.44)	1 575 (-0.06)
	Executive/Supervisory	3 685	3 682 (-0.08)	3 682 -
	Technician/Craftsman/Operative	38 962	38 955 (-0.02)	38 950 (-0.01)
	Sub-total	44 230	44 213 (-0.04)	44 207 (-0.01)
Air Freight Transport	Managerial	445	445 -	445 -
	Executive/Supervisory	1 372	1 372 -	1 372 -
	Technician/Craftsman/Operative	5 657	5 657 -	5 657 -
	Sub-total	7 474	7 474 -	7 474 -
Forwarding Agent	Managerial	4 741	4 741 -	4 741 -
	Executive/Supervisory	5 239	5 238 (-0.02)	5 241 (0.06)
	Technician/Craftsman/Operative	17 813	17 755 (-0.33)	17 773 (0.10)
	Sub-total	27 793	27 734 (-0.21)	27 755 (0.08)
Stevedoring Services	Managerial	63	63 -	63 -
	Executive/Supervisory	58	58 -	58 -
	Technician/Craftsman/Operative	659	657 (-0.30)	657 -
	Sub-total	780	778 (-0.26)	778 -
Couriers (International)	Managerial	640	640 -	640 -
	Executive/Supervisory	1 099	1 099 -	1 099 -
	Technician/Craftsman/Operative	8 585	8 686 (1.18)	8 686 -
	Sub-total	10 324	10 425 (0.98)	10 425 -
Other Transport Logistics Service Providers	Managerial	93	93 -	93 -
	Executive/Supervisory	178	178 -	178 -
	Technician/Craftsman/Operative	3 708	3 704 (-0.11)	3 704 -
	Sub-total	3 979	3 975 (-0.10)	3 975 -

Branch	Job Level	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Sea Freight Transport	Managerial	1 063	1 063 -	1 063 -
	Executive/Supervisory	1 379	1 379 -	1 379 -
	Technician/Craftsman/Operative	2 147	2 147 -	2 147 -
	Sub-total	4 589	4 589 -	4 589 -
Ship Management & Chartering	Managerial	276	277 (0.36)	279 (0.72)
	Executive/Supervisory	236	233 (-1.27)	235 (0.86)
	Technician/Craftsman/Operative	604	597 (-1.16)	585 (-2.01)
	Sub-total	1 116	1 107 (-0.81)	1 099 (-0.72)
All Branches	Managerial	9 546	9 538 (-0.08)	9 539 (0.01)
	Executive/Supervisory	14 680	14 670 (-0.07)	14 675 (0.03)
	Technician/Craftsman/Operative	88 021	88 093 (0.08)	88 098 (0.01)
	Total	112 247	112 301 (0.05)	112 312 (0.01)

Note: Figures in brackets denote the percentage change compared with previous year

2.14 The manpower changes of employees by branch and job level over the 2-year period are summarised in Table 2.10 below.

Table 2.10: Manpower Forecast for 2017 and 2018 by Branch by Sector

Branch	Sector	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Warehousing & Cold Storage	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	-	- -	- -
	Land Transport Business & Operation (including Warehouse)	8 813	8 805 (-0.09)	8 809 (0.05)
	Sub-total	8 813	8 805 (-0.09)	8 809 (0.05)
Cargo Handling Terminals	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	3 149	3 201 (1.65)	3 201 -
	Land Transport Business & Operation (including Warehouse)	-	- -	- -
	Sub-total	3 149	3 201 (1.65)	3 201 -
Trucking & Container Haulage	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	-	- -	- -
	Land Transport Business & Operation (including Warehouse)	44 230	44 213 (-0.04)	44 207 (-0.01)
	Sub-total	44 230	44 213 (-0.04%)	44 207 (-0.01)

Branch	Sector	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Air Freight Transport	Air Transport Business & Operation (excluding Warehouse and Depot)	7 474	7 474 -	7 474 -
	Sea Transport Business & Operation (excluding Warehouse)	-	- -	- -
	Land Transport Business & Operation (including Warehouse)	-	- -	- -
	Sub-total	7 474	7 474 -	7 474 -
Forwarding Agent	Air Transport Business & Operation (excluding Warehouse and Depot)	13 442	13 429 (-0.10)	13 447 (0.13)
	Sea Transport Business & Operation (excluding Warehouse)	12 336	12 290 (-0.37)	12 293 (0.02)
	Land Transport Business & Operation (including Warehouse)	2 015	2 015 -	2 015 -
	Sub-total	27 793	27 734 (-0.21)	27 755 (0.08)
Stevedoring Services	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	720	718 (-0.28)	718 -
	Land Transport Business & Operation (including Warehouse)	60	60 -	60 -
	Sub-total	780	778 (-0.26)	778 -
Couriers (International)	Air Transport Business & Operation (excluding Warehouse and Depot)	4 272	4 278 (0.14)	4 278 -
	Sea Transport Business & Operation (excluding Warehouse)	-	- -	- -
	Land Transport Business & Operation (including Warehouse)	6 052	6 147 (1.57)	6 147 -
	Sub-total	10 324	10 425 (0.98)	10 425 -
Other Transport Logistics Service Providers	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	-	- -	- -
	Land Transport Business & Operation (including Warehouse)	3 979	3 975 (-0.10)	3 975 -
	Sub-total	3 979	3 975 (-0.10)	3 975 -
Sea Freight Transport	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	4 589	4 589 -	4 589 -
	Land Transport Business & Operation (including Warehouse)	-	- -	- -
	Sub-total	4 589	4 589 -	4 589 -
Ship Management & Chartering	Air Transport Business & Operation (excluding Warehouse and Depot)	-	- -	- -
	Sea Transport Business & Operation (excluding Warehouse)	1 116	1 107 (-0.81)	1 099 (-0.72)
	Land Transport Business & Operation (including Warehouse)	-	- -	- -
	Sub-total	1 116	1 107 (-0.81)	1 099 (-0.72)

Branch	Sector	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
All Branches	Air Transport Business & Operation (excluding Warehouse and Depot)	25 188	25 181 (-0.03)	25 199 (0.07)
	Sea Transport Business & Operation (excluding Warehouse)	21 910	21 905 (-0.02)	21 900 (-0.02)
	Land Transport Business & Operation (including Warehouse)	65 149	65 215 (0.10)	65 213 -
	Total	112 247	112 301 (0.05)	112 312 (0.01)

Note: Figures in brackets denote the percentage change compared with previous year

Preferred Levels of Education

2.15 The Training Board observed that employers generally preferred their employees to have senior secondary education (50.79%) followed by junior secondary or below education (30.91%). In other words, 50.79% of employees in transport and logistics industry have senior secondary education. The most preferred levels of education for each job level are listed in Table 2.11.

Table 2.11: Preferred Education and Qualifications of Employees by Job Level

Level of Education	Job Level				Overall
	Managerial	Executive/ Supervisory	Technician/ Craftsman/Operative		
Postgraduate or above	47 (0.04)	57 (0.05)	- -	104 (0.10)	
First Degree	4 935 (4.51)	1 572 (1.44)	314 (0.29)	6 821 (6.23)	
Sub-degree	2 557 (2.34)	3 927 (3.59)	2 064 (1.89)	8 548 (7.81)	
Senior Secondary	1 288 (1.18)	8 049 (7.36)	46 233 (42.26)	55 570 (50.79)	
Junior Secondary or below	51 (0.05)	17 (0.02)	33 750 (30.85)	33 818 (30.91)	
Unspecified	635 (0.58)	913 (0.83)	2 997 (2.74)	4 545 (4.15)	
Total	9 513 (8.70)	14 535 (13.29)	85 358 (78.02)	109 406 (100.00)	

Note: Figures in brackets denote the percentage share of the overall total

2.16 Employers generally accepted first degree qualification (51.88%) as the most preferred education for *managerial job level*. Senior secondary qualification was the most preferred education for *executive/supervisory job level* (55.38%) and *technician/craftsman/operative* (54.16%) staff.

2.17 Table 2.12 looks at the employee qualifications in a different angle. It shows the levels of education in sector based.

Table 2.12: Preferred Education and Qualifications of Employees by Sector

Level of Education	Sector			Overall
	Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Postgraduate or above	9 (0.01)	88 (0.08)	7 (0.01)	104 (0.10)
First Degree	1 959 (1.79)	3 722 (3.40)	1 140 (1.04)	6 821 (6.23)
Sub-degree	3 109 (2.84)	3 145 (2.87)	2 294 (2.10)	8 548 (7.81)
Senior Secondary	14 416 (13.18)	12 226 (11.17)	28 928 (26.44)	55 570 (50.79)
Junior Secondary or below	2 524 (2.31)	938 (0.86)	30 356 (27.75)	33 818 (30.91)
Unspecified	2 544 (2.33)	1 401 (1.28)	600 (0.55)	4 545 (4.15)
Total	24 561 (22.45)	21 520 (19.67)	63 325 (57.88)	109 406 (100.00)

Note: Figures in brackets denote the percentage share of the overall total

Principal and Non-principal Job Employees

2.18 The survey focused on employees whose principal jobs were related to the business/operation/technical aspects of the transport and logistics industry as stated in the survey document. **Appendix 14** classified the principal jobs for the survey into 3 levels. In addition, the survey also collected the number of non-principal job employees who worked for the industry in different branches. The detailed breakdown is presented in Table 2.13.

Table 2.13: Number of Employees in Principal Job and Non-principal Job

Branch	Principal Job Employees	Non-principal Job Employees	Overall
Warehousing & Cold Storage	8 537	862	9 399
Cargo Handling Terminals	3 085	595	3 680
Trucking & Container Haulage	42 890	11 165	54 055
Air Freight Transport	7 166	32 350	39 516
Forwarding Agent	27 256	5 192	32 448
Stevedoring Services	780	199	979
Couriers (International)	10 187	7 219	17 406
Other Transport Logistics Service Providers	3 845	28 016	31 861
Sea Freight Transport	4 553	5 246	9 799
Ship Management & Chartering	1 107	872	1 979
Total	109 406	91 716	201 122

Staff Turnover

2.19 Employees leaving the companies are usually initiated by change of employment, retirement, voluntary wastage, emigration, setup own business, etc. As shown in Table 2.14, employers reported that 12 163 employees (or 10.84% of the existing 112 247 manpower) had changed employment in the past 12 months.

Table 2.14: Whereabouts of Employees Who Left the Establishments

Whereabouts	Job Level			Overall
	Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Taking up/starting own business in transport logistics related jobs	111 (0.91)	250 (2.06)	7 350 (60.43)	7 711 (63.40)
Taking up/starting own business in non-transport logistics related jobs Emigration, retirement or further studies	56 (0.46)	59 (0.49)	515 (4.23)	630 (5.18)
Unknown/Others	50 (0.41)	150 (1.23)	3 622 (29.78)	3 822 (31.42)
Total	217 (1.78)	459 (3.77)	11 487 (94.44)	12 163 (100.00)

Note: Figures in brackets denote the percentage share of the overall total

Staff Wastage

2.20 Wastage refers to the percentage of manpower leaving the industry permanently. Similar to previous surveys, the whereabouts of *Taking up job/starting own business in other industries*, and *emigration, retirement or further studies* were combined into one group. In addition, the number for *unknown/other* destination was distributed to the two destinations as shown in Table 2.15. It was found that 919 people left the industry permanently.

Table 2.15: Employees leaving in the Past 12 Months

Whereabouts	Job Level			Overall
	Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Taking up/starting own business in transport logistics related jobs	144 (1.19)	371 (3.05)	10 735 (88.26)	11 244 (92.45)
Taking up/starting own business in non-transport logistics related jobs Emigration, retirement or further studies	73 (0.60)	88 (0.72)	752 (6.18)	919 (7.55)
Total	217 (1.78)	459 (3.77)	11 487 (94.44)	12 163 (100.00)

Note: Figures in brackets denote the percentage share of the overall total

Wastage Rate

2.21 “Wastage rate” is defined as the percentage of manpower leaving their current jobs and taking up non-transport and logistics positions, or for other reasons leaving the transport and logistics industry. With the total manpower of 112 247 people, the wastage rate calculated was 0.82% at the time of survey while the wastage rates from 2010 to 2016 were given in Table 2.16.

Table 2.16: Wastage Rates (2010 – 2016)

2010	2012	2014	2016
2.18%	1.78%	1.84%	0.82%

Staff Recruited

2.22 The survey revealed that 10 954 employees (or 9.76% of the existing 112 247 manpower) were recruited in the past 12 months, including experienced employees and non-experienced employees (eg. fresh graduates). A summary of the sources of recruitment of employees in the past 12 months by job level is given in Table 2.17.

2.23 Of the 10 954 people recruited, 85.54% were recruited from other transport and logistics establishments while 8.31% were recruited from non-transport and logistics establishments. 1.11% were recruited from new graduates who studied transport and logistics programmes. 5.04% people recruited from other sources such as graduates from non-transport and logistics programmes, new immigrants, recruited from overseas, etc.

Table 2.17: Source/Origin of Employees Recruited

Source/Origin	Job Level			Overall
	Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Recruited from other transport logistics establishments	183 (1.67)	392 (3.58)	8 795 (80.29)	9 370 (85.54)
Recruited from non-transport logistics establishments	8 (0.07)	13 (0.12)	889 (8.12)	910 (8.31)
Recruited new graduates studied transport logistics programme at education/training institutions	5 (0.05)	12 (0.11)	105 (0.96)	122 (1.11)
Others	15 (0.14)	8 (0.07)	529 (4.83)	552 (5.04)
Total	211 (1.93)	425 (3.88)	10 318 (94.19)	10 954 (100.00)

Note: Figures in brackets denote the percentage share of overall total

Preferred Competency

2.24 Under the Qualifications Framework (QF), competency standards define the requirements for effective workplace performance in a certain area of work. As proposed by the Logistics Industry Training Advisory Committee (LITAC), several functional areas were identified in the Specification of Competency (SCS) of the transport and logistics industry.

2.25 Ten functional areas for *Air Freight and Express*, and *Shipping* industries were identified by LITAC. Employers required their staff to attend training in the top three functional areas, in the coming 12 months from the time of survey, were *Cargo Safety and Security*, *Cargo Transport and Handling*, and *Occupational Safety & Health* (in terms of man-times), while the complete information is shown in Table 2.18(a).

Table 2.18(a): Number of Employees Required Training

Functional Area	Industry		Overall
	Air Freight and Express	Shipping	
Operation Management	314	137	451
Planning and Design of Logistics Solutions	328	270	598
Sales, Marketing and Customer Services	447	400	847
Cargo Transport and Handling	3 697	801	4 498
Cargo Safety and Security	4 981	935	5 916
E-Logistics	520	584	1 104
Quality Management	480	120	600
Import / Export Documentation and Procedures	1 295	554	1 849
Insurance and Legal Matters	651	203	854
Occupational Safety & Health	3 399	615	4 014
Total	16 112	4 619	20 731

2.26 Another 10 functional areas for *Land Transport and Distribution*, *Terminals, Warehouse and Logistics Centre*, and *Supporting & Ancillary Services* industries were given in Table 2.18(b). Employers reported that they required their staff to attend training in the top three functional areas were *Cargo Safety and Security*, *Cargo Transport and Handling*, and *Quality Management*.

Table 2.18(b): Number of Employees Required Training

Functional Area	Industry			Overall
	Land Transport and Distribution	Terminals, Warehouse and Logistics Centre	Supporting and Ancillary Services	
Operation Management	60	161	2	223
Planning and Design of Logistics Solutions	104	126	2	232
Sales, Marketing and Customer Services	520	80	2	602
Cargo Transport and Handling	3 361	1 148	32	4 541
Cargo Safety and Security	3 236	3 209	105	6 550
E-Logistics	237	119	2	358
Quality Management	1 386	268	4	1 658
Import / Export Documentation	249	5	2	256
Insurance, Legal Matters & Compliance	124	5	5	134
Environmental Protection	969	130	2	1 101
Total	10 246	5 251	158	15 655

Other Findings of the Manpower Survey

2.27 Details of other findings of the transport and logistics industry are set out in **Appendix 13**.

SECTION III

CONCLUSIONS AND RECOMMENDATIONS

3.1 The Training Board considers that findings of the manpower survey reflected the manpower situation of the transport and logistics industry at the time of the survey. However, the changing world economy might have a significant impact on the manpower demand of the industry.

Business Review and Outlook

3.2 The economic growth momentum among the developed economies has been remain slow ever since the global financial crisis 8 years ago. Moreover, the recent rise of nationalism in some economies slowing down the globalisation process could not be neglected. In the money world, the U.S. Federal Reserve has been increasing interest rates, which gives rise to a ripple of changes in the foreign exchange markets. Meanwhile, China continues its gradual rebalancing.

3.3 In the midst of these international changes, the Hong Kong Government has been pursuing various domestic policies in order to keep up our competitiveness in international trade. The transport and logistics industry is one of the most important pillars in Hong Kong, the survey indicates a low growth in the past 2 years, which lagged other industries in terms of job creation. The survey identified that the number of employees in the industry had a moderate increase of around 941 employees over the last two years.

3.4 According to the information from Civil Aviation Department (CAV) and Marine Department (MD), Hong Kong International Airport (HKIA) maintained the world's top in terms of international air cargo traffic, and Hong Kong Port was ranked one of the top five container ports in 2016.

3.5 Hong Kong has been a free port over a hundred years, adding value to international trade, providing supporting services with maritime and aviation businesses, and enjoying the business and employment opportunities in the process. The Training Board considers the following developments will become opportunities for the transport and logistics industry to strengthen its position as a key logistics hub in the region.

Belt and Road Initiative

3.6 The transport and logistics industry, as one of the prominent service sectors of Hong Kong, is unique and superior in the world in terms of its international business orientation, depth of service, expertise and professionalism. With the promotion and assistance of the Hong Kong Government in OBOR, the Training Board expects that the industry will play a very important role in the long run.

3.7 In this regard, a Belt & Road Office (BRO) has been established by the Hong Kong Government for carrying out specific tasks to capitalise on the opportunities brought to Hong Kong, and for coordinating related works among government departments and other organisations such as Hong Kong Trade Development Council and the Tourism Board.

The 13th Five-Year Plan

3.8 China's 13th Five-year Plan is a blueprint mapping out the country's socio-economic development for the five years from 2016 to 2020. The plan has key focuses for echoing the strategic development of OBOR, on enhancing infrastructure, on promoting technological innovations, and on spawning new industries. Such policy initiatives are paving the way for a much open market to China. This shall be favourable to the development of the Chinese logistics sector in which the transport and logistics industry in Hong Kong would also benefit from the plan.

Cross-border E-commerce

3.9 E-Commerce business is growing at a stunning pace attracting so many attentions. In which, the latest trend in the outlook of the rapid growth of online business amid an exploding consumer sector in the Mainland and Hong Kong. E-commerce is a revolutionary means that changes abruptly the landscapes of retail channels, distribution and supply chain, in the meantime creating challenges in the aspects of taxation, duty and security. According to the information from the China E-commerce Research Center, the number of customers carrying out overseas online shopping in China will rise to 35.6 million in 2018. It is estimated that it will generate sales topping 50 trillion yuan in the coming five years from around 35 trillion yuan in 2016.

3.10 Furthermore, suffering from the high rents of street shops and shopping malls, on the other hand, internet shopping becomes more popular in Hong Kong especially for the younger generation, retailers are being pressed to go online in order to save the operational cost. E-commerce is no doubt another area for the transport and logistics industry to explore the business opportunity.

Trade Single Window

3.11 To maintain Hong Kong's competitiveness in trade in goods and position as a logistics hub, the creation of trade single window is a turnkey infrastructure for developing an advanced logistics hub in Hong Kong. It functions as an electronic interface for one-stop lodging of all trade documents to all government departments, for license / permit application, and for services providers to doing business with traders, etc. As a whole, the proposed single window will be an essential infrastructure in maintaining Hong Kong's competitiveness in international trading and Hong Kong's position as a logistics hub.

International Aviation Hub

3.12 The HKIA is an important contributor to Hong Kong's economy. It is the world's busiest airport by cargo traffic for the sixth consecutive year with a throughput of 4.5 million tons worldwide. According to the information from Civil Aviation Department³, the volume (million tons) handled, and aircraft movement (thousands) during the past five years is as follows and is expected to grow as facilities at HKIA are being enhanced.

³ Source from Civil Aviation Department (www.cad.gov.hk)

	2012	2013	2014	2015	2016
Air Cargo Throughput (million tons)	4.0	4.1	4.4	4.4	4.5
Aircraft Movements (thousands)	352	372	391	406	411

Three-runway System

3.13 The expansion of HKIA from two-runway system to three-runway will greatly increase the airport capacity. It will also provide business and employment opportunities to transport and logistics industry, and will have synergy with the Hong Kong-Zhuhai-Macao Bridge. The Aviation Development and Three-runway System Advisory Committee was formed under the Transport and Housing Bureau (THB). The Committee would advise the Government on broad policy matters concerning Hong Kong's civil aviation and the development of Hong Kong International Airport, as well as issues concerning the implementation of the three-runway system at the airport.

3.14 Construction of three-runway system kicked off in August 2016 after approving the draft Chek Lap Kok outline zoning plan, as well as the authorisation of land reclamation.

Special Cargo

3.15 Some people are talking about niche markets as the next big thing for the industry, which has been fueled by the growing demand for specialised cargo services. All of the cargo terminals at HKIA have already received accreditation for Good Distribution Practices to handle medicines for human consumption. An elite group of transport and logistics companies have already benefited by showing some foresight into this potential boom and launching niche services before others. It is foreseen that special cargo such as luxury cars & automobiles, diamonds, wines, art collections and even dangerous goods have high potential to growth.

Centre for Aerospace Financing

3.16 Despite the cyclical nature of air business, the international air transport industry has continued to grow over the past decades, showing strong resilience to global economic ups and downs. In the 2016 Policy Address, the government would formulate measures to develop Hong Kong into a centre for aerospace financing, as a means to keep its competitive edge as a world financial centre. The Financial Secretary also indicated that the Government would explore the feasibility of using tax concession to boost aircraft leasing business, with reference to the overseas experience.

Hong Kong Port

3.17 The Port of Hong Kong had been the largest container port in the world for a decade, as Hong Kong was the trade gateway to China. Recently, Hong Kong Port is still one of the top five container ports in the world. The volumes (million TEU) of containers handled by the top five container ports⁴ from 2012 and 2016 are listed below:

Rank	2012	2013	2014	2015	2016
1	Shanghai 32.5	Shanghai 33.6	Shanghai 35.3	Shanghai 36.5	Shanghai 37.1
2	Singapore 31.6	Singapore 32.6	Singapore 33.9	Singapore 30.9	Singapore 30.9
3	Hong Kong 23.1	Shenzhen 23.3	Shenzhen 24.0	Shenzhen 24.2	Shenzhen 24.0
4	Shenzhen 22.9	Hong Kong 22.4	Hong Kong 22.2	Ningbo-Zhoushan 20.6	Ningbo-Zhoushan 21.6
5	Busan 17.0	Busan 17.7	Ningbo-Zhoushan 19.5	Hong Kong 20.1	Hong Kong 19.8

3.18 The Government released findings of the consultancy “Study on the Strategic Development Plan for Hong Kong Port 2030”⁵. The Study’s main focuses were to review the dynamic containerised cargo market in Hong Kong, recommended a development plan to enhance the competitiveness of Hong Kong Port and facilitate its continued growth. The findings revealed that container throughput in Hong Kong will continue to see growth in the coming years. In order to cope with a projected future increase in throughput up to 2030, it was necessary to enhance the handling capacity of the existing container terminals and related infrastructural facilities, which include upgrading Stonecutters Island Public Cargo Working Area to a modern container handling facility.

3.19 In mapping the way forward, the Government suggests that port development strategy is to position the Hong Kong Port as a competitive transshipment and logistics hub for South China region. Given the limited land resources in Hong Kong and the current status of the industry, a new container terminal may not be necessary. Instead, usage of back-up land in Kwai Tsing and Tuen Mun should be optimised for the industry.

Hongkong-Zhuhai-Macao Bridge

3.20 An important construction project for the industry is Hongkong-Zhuhai-Macao Bridge (HZMB). Upon completion of the HZMB, the Pearl River Delta (PRD) will fall within a three-hour-commuting radius from Hong Kong. There will be substantial reduction in terms of transportation cost and travel time. The cargo flow from PRD, Guangdong and Guangxi provinces will be able to utilise the facilities of the HKIA and the Kwai Chung Container Terminal. On the other hand, it will provide opportunity for local logistics companies to expand their operation in the Mainland.

⁴ Source from Marine Department (www.mardep.gov.hk)

⁵ Report can be found from the website of Transport and Housing Bureau (www.thb.gov.hk)

3.21 The connectivity brought about by the HZMB will benefit Hong Kong from several aspects such as strengthening Hong Kong's position as the logistics centre, perfecting the regional transport network and the most important is encouraging deeper economic integration between Hong Kong and Pearl River Delta Region.

Victoria Harbour and International Maritime Centre

3.22 The Hong Kong Harbour is a natural landform harbour situated between Hong Kong Island and Kowloon Peninsula. The harbour's deep, sheltered waters and strategic location on the South China Sea were instrumental in Hong Kong's establishment to become a sea transport hub in Asia.

3.23 The Hong Kong Maritime and Port Board (HKMPB) was set up in 2016. A key objective of HKMPB is to foster the long-term development of Hong Kong's maritime industry and port. Three committees were established under HKMPB. The Maritime & Port Development Committee is to devise strategies and measure not only to sustain Hong Kong as an International Maritime Centre (IMC), but also to develop Hong Kong into a Maritime Services Hub (MHS). The Promotion and External Relations Committee is to formulate plans to promote the IMC while the Manpower Development Committee is to monitor the supply and demand of manpower, and formulate manpower and training strategies. That means they are looking for ways of reaching talented youngsters to join the industry in the long run in order to maintain a pool of talent for the industry.

Trends of Changes in Past Manpower

3.24 It was found that in August 2016, a manpower of 112 247 people were engaged in the industry. Employers forecasted that there would be 112 301 employees in August 2017 and 112 312 employees in August 2018, an annual increase of 0.05% (54) and an annual increase of 0.01% (11) respectively. Employers' forecast (EF) of manpower demand by branch is shown in Table 3.1.

Table 3.1: Trends of Changes by Branch

Branch	2008	2010	2012	2014	2016	Forecast in 2017	Forecast in 2018
Warehousing & Cold Storage	6 535	6 559	6 835	7 850	8 813	8 805	8 809
Cargo Handling Terminals	5 403	2 852	3 058	3 164	3 149	3 201	3 201
Trucking & Container Haulage	43 517	43 628	43 873	44 655	44 230	44 213	44 207
Air Freight Transport	4 230	7 309	8 231	6 914	7 474	7 474	7 474
Forwarding Agent	30 102	28 397	30 763	28 229	27 793	27 734	27 755
Stevedoring Services	1 846	1 230	944	810	780	778	778
Couriers (International)	3 662	8 893	10 322	10 613	10 324	10 425	10 425
Other Transport Logistics Service Providers	1 284	1 430	1 396	3 660	3 979	3 975	3 975
Sea Freight Transport	4 090	2 288	2 930	4 218	4 589	4 589	4 589
Ship Management & Chartering	N.A.	1 719	1 171	1 163	1 116	1 107	1 099
Total	100 669	104 305	109 523	111 276	112 247	112 301	112 312

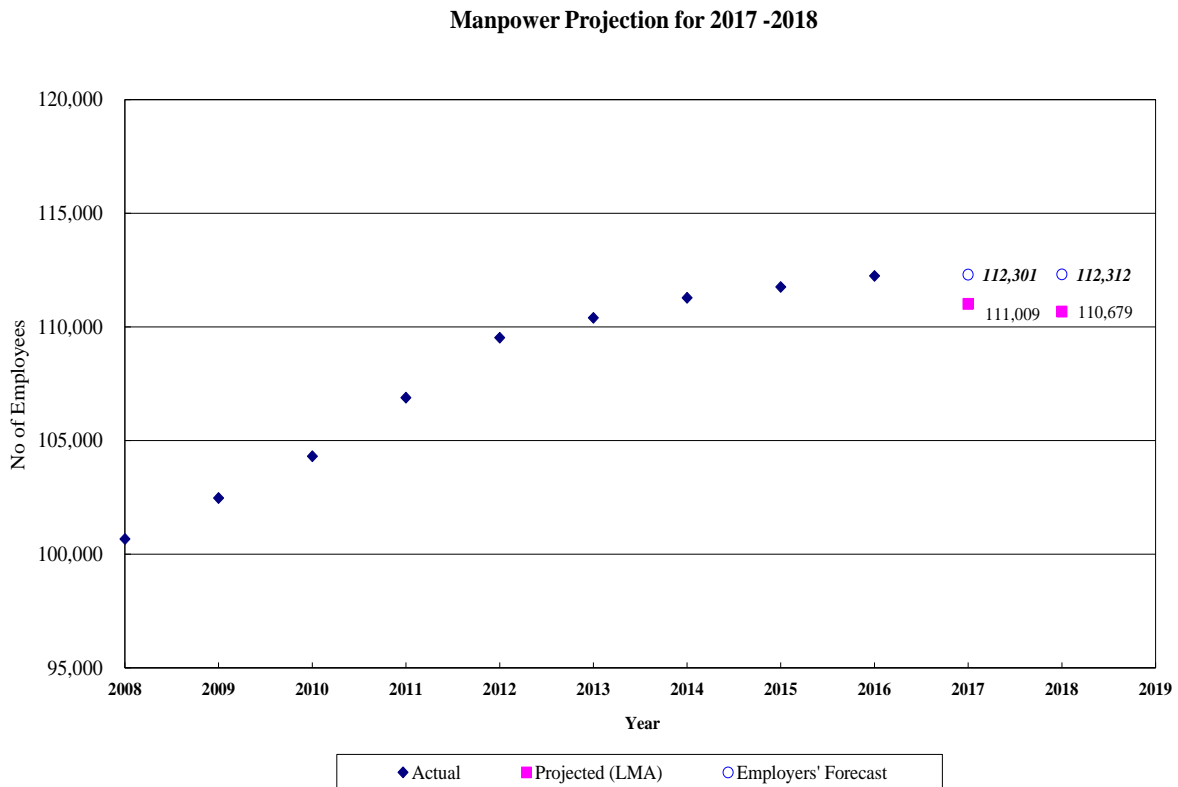
Note: Number of "Ship Management & Chartering" was grouped into "Sea Freight Transport" in 2008, employee numbers was used in 2010.

Manpower Forecast

3.25 A Labour Market Analysis (LMA) approach was adopted for projecting the annual manpower requirement of the transport and logistics industry by examining a group of key statistical data/economic indicators collected to reflect the important changes in local economy, demography and labour market.

3.26 A variable reduction method called the Principal Component Analysis was used to select and create variables/components from the sets of economic indicators for use in building and maintaining the statistical model. The detailed description of the LMA is given in **Appendix 10**. Manpower projection of the industry for 2017 and 2018 using the LMA approach is shown in Figure 3.1

Figure 3.1: Trends of Manpower Growth



3.27 LMA forecasted a slight downward trend of manpower growth while the employers forecasted that the manpower would be stable in 2017 and 2018.

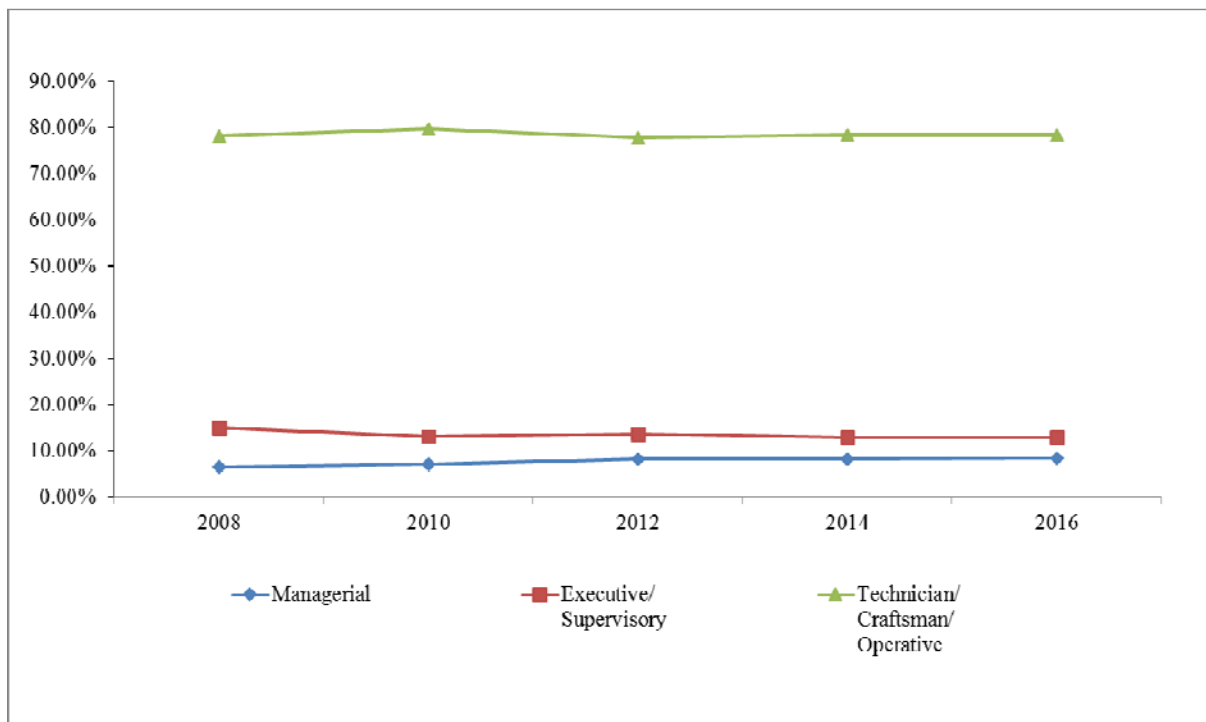
3.28 The changes of manpower by job level as viewed by employers are given in Table 3.2.

Table 3.2: Manpower Change from 2008 to 2018

Job Level	2008	2010	2012	2014	2016	Forecast in 2017	Forecast in 2018
Managerial	6 614	7 435	9 038	9 312	9 546	9 538	9 539
Executive/Supervisory	15 204	13 677	15 127	14 564	14 680	14 670	14 675
Technician/Craftsman/Operative	78 851	83 193	85 358	87 400	88 021	88 093	88 098
Total	100 669	104 305	109 523	111 276	112 247	112 301	112 312

3.29 Figure 3.2 illustrates the trends of manpower changes by job level from 2010 to 2016.

Figure 3.2: Trends of Change by Job Levels

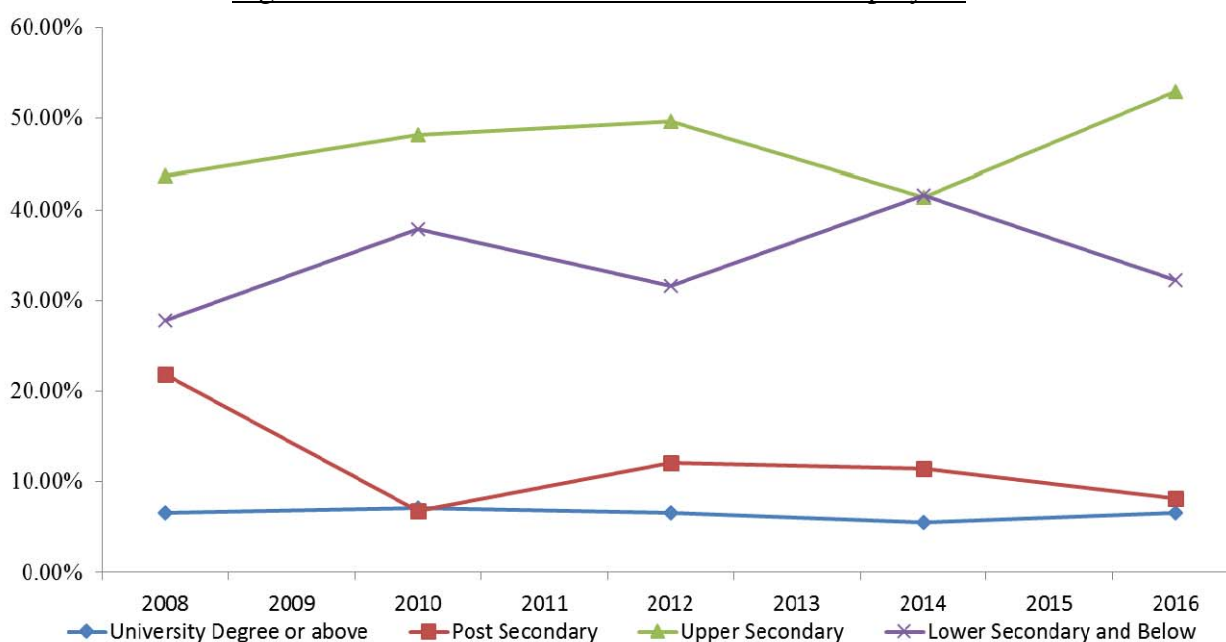


3.30 The distribution of preferred employee qualifications from 2008 to 2016 is given in Table 3.3, while Figure 3.3 illustrates the trend of the distribution of manpower by preferred education and qualifications.

Table 3.3: Distribution (%) of Employees by Preferred Level of Education

Level of Education	2008	2010	2012	2014	2016
University Degree or above	6.60	7.15	6.62	5.55	6.60
Post Secondary	21.88	6.76	12.15	11.47	8.15
Upper Secondary	43.76	48.22	49.65	41.38	52.99
Lower Secondary and Below	27.77	37.86	31.58	41.59	32.25
Total	100.00	100.00	100.00	100.00	100.00

Figure 3.3: Trends of the Education Levels of Employees



Manpower Projection

3.31 In respect of the transport and logistics industry, LMA approach was used for projecting the annual manpower requirement together with the EF approach. Manpower projection of the transport and logistics industry using EF and LMA approaches from 2016 to 2018 are provided in Table 3.4

Table 3.4: Manpower Forecast for 2017 - 2018

Year	Actual Manpower	Projected Manpower (LMA)	Employer's Forecast (EF)
2016	112 247	-	-
2017*	-	111,009 (-1.10%)	112,301 (0.05%)
2018*	-	110,679 (-1.40%)	112,312 (0.06%)

* as percentage change vs actual manpower in 2016

3.32 The manpower forecast in 2014 survey for 2016 was 113 829 (0.7%) by using LMA method (**Appendix 10**), which was very close to the actual manpower of 111 247 with only 2.27% difference.

3.33 On the other hand, employer forecasted that there was small growth in the two years ahead at the time of survey (0.05% in 2017 and 0.01% in 2018).

3.34 Table 3.5 below shows the manpower forecasted by employers for 2017 and 2018 by branch.

Table 3.5: Manpower Forecast by Employers by Branch

Branch	2016	Forecast in 2017	Forecast in 2018
Warehousing & Cold Storage	8 813	8 805	8 809
Cargo Handling Terminals	3 149	3 201	3 201
Trucking & Container Haulage	44 230	44 213	44 207
Air Freight Transport	7 474	7 474	7 474
Forwarding Agent	27 793	27 734	27 755
Stevedoring Services	780	778	778
Couriers (International)	10 324	10 425	10 425
Other Transport Logistics Service Providers	3 979	3 975	3 975
Sea Freight Transport	4 589	4 589	4 589
Ship Management & Chartering	1 116	1 107	1 099
Total	112 247	112 301	112 312

3.35 It is observed that the growths are from *Cargo Handling Terminals*, and *Couriers (International) branch* in 2017 and 2018 compared with 2016. To conclude, the Training Board opined that the employers saw the business of transport and logistics industry would be in a stable state in the coming two years (2017 – 2018).

RECOMMENDATIONS

3.36 The 2016 Manpower Survey Report was compiled with the aim to provide industry practitioners with information on the manpower situation and training needs for their future development. The Training Board has furnished the recommendations to employers/training providers in the following paragraphs.

New Business Opportunities

3.37 The introduction of the Belt and Road Initiative (OBOR) in the Mainland, aiming at promoting economic cooperation between countries along the Belt and the Road routes, receives overwhelming responses from Hong Kong enterprises. The success of OBOR will boost international trade in the region, and will benefit Hong Kong transport and logistics industry. The Training Board, therefore, encourages enterprises to proactively participate in the OBOR by providing various supports, such as logistics services and management expertise, for strengthening the city's role as an international maritime and aviation logistics hub.

3.38 In view of the rapid development of China Cross-border E-commerce, many cross-border e-commerce import services platforms are actively looking for overseas suppliers and partners in order to meet the demand from the Mainland's consumers for luxury brands and quality products. As Hong Kong companies have accumulated years of experience in doing business with foreign traders, therefore the Training Board sees this is an opportunity for Hong Kong in fulfilling the Mainland's market expeditiously by using cross-border e-commerce platforms.

Logistics Seminars and Forums

3.39 The Training Board recommends to organise relevant seminars and forums regularly, for examples, topics in trading and logistics on OBOR and trend of Cross-border E-commerce. The aim is to provide platforms for industrial practitioners at different levels to share their valuable experiences and expertise regarding to the development of the transport and logistics industry in Hong Kong.

Industrial Attachment

3.40 Student Industrial Attachment Programme (IA) is a work-based experience programme providing a real-life organisational context for students to develop specific or generic skills, valuable to their professional development. Students can apply and enhance their skills in reality, and to contribute to the organisation, and at the same time, obtain invaluable guidance from their mentors. Employers in the transport and logistics industry are encouraged to provide IA places to students with an aim to attract them to develop their careers in the industry and to sustain the manpower growth.

Young Talents to Join the Transport and Logistics Industry

3.41 The initiative of internship network under Maritime and Aviation Internship Network (MAIN) offers young generation opportunities to have an early exposure to the industry so as to encourage them to join the industry after graduation. The scheme contributes up to 75% or \$6 000 (whichever is lower) towards each student's monthly honorarium for a summer internship period up to three months. Please refer to **Appendix 11** for details. The Training Board would like to encourage transport and logistics enterprises to offer students studying transport and logistics programmes to participate in the Internship Network during summer vacation.

Promotion to Secondary School Students

3.42 Through better co-operation and closer alliances between the transport and logistics industry and secondary schools, the aim of Business-School Partnership Programme (BSPP) is to promote better co-operation and closer alliances between the business sector and secondary schools. This programme can widen students' exposure and equip them to meet the challenges of their future careers. The Training Board will continue to liaise with Education Bureau to suggest company visits, career talks and other activities to secondary schools for the promotion of the industry to youngsters.

In-service Training Need for Employees

3.43 The survey revealed the employers' preferences for the most required trainings to employees are given in Table 3.6.

Table 3.6: Preferred Training Areas to Employees by Functional Area and by Popularity

Functional Area	Industry					Overall
	Air Freight & Express	Shipping	Land Transport and Distribution	Terminals, Warehouse and Logistics Centre	Supporting and Ancillary Services	
Cargo Safety and Security	4 981	935	3 236	3 209	105	12 466
Cargo Transport and Handling	3 697	801	3 361	1 148	32	9 039
Quality Management	3 879	735	2 355	398	6	7 373
Import / Export Documentation and Procedures	1 295	554	249	5	2	2 105
E-Logistics	520	584	237	119	2	1 462
Sales, Marketing and Customer Services	447	400	520	80	2	1 449
Insurance and Legal Matters	651	203	124	5	5	988
Planning and Design of Logistics Solutions	328	270	104	126	2	830
Operation Management	314	137	60	161	2	674
Total	16 112	4 619	10 246	5 251	158	36 386

Note: "Quality Management" also includes the areas of "Occupational Safety & Health" and "Environment Protection". The functional areas are listed by order of preference.

3.44 The top three most demanding training areas are Cargo Safety and Security, Cargo Transport and Handling, and Quality Management. The Training Board encourages training providers to develop short courses to cover these elements, and the Training Board also encourages employers to recommend their employees to attend these courses.

3.45 For local tertiary institutions, they should also develop programmes with those elements to meet the needs of the industry and to prepare graduates for the challenges ahead.

3.46 To meet the diverse educational needs of in-service practitioners, local training providers provide various continuing and professional education courses to enhance employees' knowledge and skills in many areas through lifelong learning and continuous education:

(i) *Skills Upgrading Scheme Plus*

Skills Upgrading Scheme Plus Courses are offered by different training providers under the Employees Retraining Board (ERB) that aim at enhancing the skills competency of practitioners and to broaden their employment opportunities.

(ii) *Maritime and Aviation Training Fund*

The one billion Maritime and Aviation Training Fund (MATF) is used to subsidise employee training in the maritime and aviation sectors. The objective of MATF is to develop competitive pool of professionals to support and enhance manpower development of the industry.

(iii) *Out-Centre Course Scheme*

Every year, the Training Board invites training providers to propose courses for freight transport and logistics personnel under the Out-Centre Course Scheme (OCC), which provides financial sponsorship to the industry participants of approved courses. The Training Board encourages course providers to submit the course proposals taking into consideration of the popularity. The training areas listed by popularity are showed in Table 5.3. Courses related to the transport and logistics industry are given in **Appendix 9**.

Training Requirement

3.47 Having considered the latest developments as well as the employers' forecast of the future manpower requirement, the Training Board is of the view that the transport and logistics industry will be stable in the coming years. Based on projected average annual manpower changes, the past manpower figures and the calculated wastage rates, the Training Board worked out the following training needs for the next four years in order to cover wastage at different job levels and are given in Table 3.7 below.

Table 3.7: Average Annual Training Requirement (Wastage) for the Next Four Years (2017 – 2018)

Job Level	Recommended Annual Requirement	Preferred Education
Managerial	156 - 190	First Degree
Executive/Supervisory	48 - 58	Sub-degree or Senior Secondary
Technician/Craftsman/Operative	901 - 1 101	Senior Secondary or Below

Manpower Supply at Degree and Sub-degree Levels for 2016-2020

3.48 Based on the information provided by University Grants Committee (UGC), there are 425 transport and logistics related degree graduates in 2016, projected number of 467 graduates in 2017, and 419 in 2018 and 383 in 2019.

3.49 UGC-funded institutions and IVE produced 160 higher diploma graduates of transport and logistics related programmes in 2016, projected number of 208 graduates in 2017 and 160 in 2018. According to VTC employment statistics, more than 50% of higher diploma graduates in Business Administration Discipline of IVE opted to pursue further studies over the past years, and to obtain top-up degree before entering the job market. So, the actual numbers of graduates entering Executive/Supervisory Level jobs should be less than the number shown in Table 3.8 below.

Table 3.8: Supply of Fresh Graduates at Managerial Level and Executive/Supervisory Level

Training Institution	Programme	Graduate	Estimated No. of Graduates			
		2016	2017	2018	2019	
UGC Universities	Degree	425	467	419	383	
	Higher Diploma	57	60	35	25	
IVE	Higher Diploma	103	148	125	125	
Total		585	675	579	533	

3.50 The data collected might not be exhaustive but it consists of an estimation of the manpower supply for the years ahead. According to the employment survey of the VTC, around 53.2% business administration graduates pursued further studies in 2015.

3.51 Information on the graduates of transport and logistics related courses are given in **Appendix 7**.

3.52 International online shopping is vastly expanding around the world. For the huge e-commerce development in the Mainland, Hong Kong companies should embrace this opportunity and advantage offered. The Training Board considers that there is a need for local tertiary institutions developing programmes with the topic of China Cross-border E-commerce, so that students can equip practical knowledge for better employment opportunity.

3.53 On the other hand, the Central Government has been putting efforts to look for opportunities and create developments along the cities of OBOR. The HKSAR Government views OBOR as a new opportunity for Hong Kong in many aspects, transport and logistics service will be one of them. Hong Kong, as one of the important international maritime centres in the world, the Training Board sees finance, insurance, and law will be growing areas to be explored in the transport and logistics industry. Local tertiary institutions may consider to develop their transport and logistics programmes with topics in these areas.

Future Surveys

3.54 The current scope and coverage of the survey only cover freight transport; the Training Board considers there is a need to expand to passenger transport in the future surveys due to there are inter-relationship between these two sectors.

APPENDIX

- Appendix 1 : Membership List
- Appendix 2 : Terms of Reference
- Appendix 3 : Manpower Survey Working Party
- Appendix 4 : External Industry Experts
- Appendix 5 : Hong Kong Standard Industrial Classification (HSIC) V2.0
- Appendix 6 : Sampling Coverage & Sampling Plan
- Appendix 7 : Numbers of Graduates of UGC-funded Degree Courses and VTC Courses
- Appendix 8 : Out-Centre Courses Scheme of FY 2015-16
- Appendix 9 : Courses and Programmes for the Transport and Logistics Industry
- Appendix 10 : Manpower Projection for the Transport and Logistics Industry
- Appendix 11 : Maritime and Aviation Internship Network
- Appendix 12 : Specification of Competency Standards (SCS)
- Appendix 13 : Other Survey Statistics
- Appendix 14 : Definition of Terms
- Appendix 15 : Survey Document

VOCATIONAL TRAINING COUNCIL

**Membership List
(April 2016 to March 2017)**

	Nominated by
Chairman	
Ir Dr HO Chi-shing, David, JP	Ad Personam
Member	
Dr CHAN Kwok-yuen, Roger	The Chartered Institute of Logistics and Transport in Hong Kong
Dr CHEUNG Ting-on, Lewis	A Local Tertiary Institution
Mr CHO Chi-cheong, Eddie	The Goods Vehicle Fleet Owners Association Limited
Mr CHU Lik-fei, Terry	The Institute of Seatransport
Mr KUO Wen-jung, Jason	The Hong Kong Godown Association Limited
Mr LAI Cheung-kwong, Emil	The Hong Kong Shipowners Association
Mr LAI Kong-ying, Victor	The Carrier Liaison Group
Ms Theresa LAI	The Hong Kong Container Terminal Operators Association Limited
Dr LEUNG Kit-nam, Francis	A Local Tertiary Institution
Ms Alice LUI	The Hongkong Association of Freight Forwarding and Logistics Ltd.
Mr WONG Man-sum, Eric	The Hong Kong Sea Transport and Logistics Association Limited
Mr WONG Tak-kwong, Thomas	The Hong Kong International Courier Association
Mr YAP Thian-chai, Simon	An Air Cargo Terminal
Mr YEUNG Lin-pik	The Harbour Transportation Workers General Union
Mr YIP Lung-sun, Thomas	The Hong Kong Logistics Association
Dr YAN Ting-kwan, Daniel	Representing the Executive Director of the Vocational Training Council
Secretary	
Mr HO Wai-man, Homer	Vocational Training Council

VOCATIONAL TRAINING COUNCIL

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 development of vocational education and training facilities to meet the assessed manpower demand.
4. To advise the Hong Kong Institute of Vocational Education (IVE) and Pro-Act Training & Development Centres on the direction and strategic development of their programmes in the relevant disciplines.
5. To advise on the course planning, curriculum development and quality assurance systems of IVE and Pro-Act Training & Development Centres.
6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.
7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill element.
8. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.
9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.
10. To liaise with relevant bodies, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments, on matters pertaining to the development and promotion of vocational education and training in the industry.
11. To organise seminars/conferences/symposia on vocational education and training for the industry.
12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of VTC.
13. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.
14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

VOCATIONAL TRAINING COUNCIL

Manpower Survey Working Party

Mr WONG Tak-kwong, Thomas	(Convenor)
Dr CHEUNG Ting-on, Lewis	(Member)
Mr KUO Wen-jung, Jason	(Member)
Mr WONG Man-sum, Eric	(Member)
Mr YEUNG Lin-pik	(Member)
Mr YIP Lung-sun, Thomas	(Member)
Ms LAM Shui-kwan, Karen	(Member)
Mr HO Wai-man, Homer	(Secretary)

VOCATIONAL TRAINING COUNCIL

External Industry Experts for 2016 Manpower Survey

Mr Ken CHUNG	Henderson (China) Investment Co. Ltd.
Ms Emily CHOW	Forward Transportation Co., Ltd.
Ms Phyllis TSUI	Fat Kee Stevedores Ltd.

Hong Kong Standard Industrial Classification (HSIC) V2.0

1. Upon the official release of the International Standard Industrial Classification of All Economic Activities Revision 4 (ISIC Rev. 4) by the United Nations Statistics Division in August 2008, the Hong Kong Standard Industrial Classification Version 2.0 (HSIC V2.0), which adopts the basic framework and principles of the ISIC Rev. 4 and reflects the structural shift in the economy of Hong Kong and emerging local economic activities, was released on 31 October 2008. HSIC V2.0 has been used progressively in different surveys by the Census and Statistics Department since 2009.

2. Those divisions related to the transport logistics in HSIC V2.0 for the survey sampling are extracted and listed in detail below:

<u>Code</u>	<u>Title and Explanatory Note</u>
H	Transportation, storage, postal and courier services This Industry Section includes the provision of passenger or freight transport, whether scheduled or not, by rail, road, water or air and associated activities such as airport, terminal and car park, loading and unloading of freight, storage, and postal and courier activities etc. Also included are sightseeing transport and renting of transport equipment with or without driver or operator.
49	Land transport This Industry Division includes the transport of passengers and freight via rail and road, as well as freight transport via pipelines.
492	Land transport by road This Industry Group includes all passenger and freight transport operations by road.
4927	Freight transport by road (excl. tractors) This Industry Class consists of establishments providing land freight transport services (e.g. transportation of cargo or home-moving) either by their own goods vehicles or by goods vehicles rented from others. The rental of goods vehicles with drivers is included. If an establishment supplies goods vehicle drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class. Excluded are the operators of goods vehicles which are owned and operated by establishments for the delivery of their own goods. Such operators should be classified according to the industry of their parent establishments.

<u>Code</u>	<u>Title and Explanatory Note</u>
492701	<p>Transport by goods vehicles (excl. tractors) (providing local transportation services only)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - cargo moving by goods vehicles (without cross-border transportation) - goods vehicles rental with drivers - home moving, office and factory by goods vehicles - machinery moving, by goods vehicles - transportation of ready-mixed concrete - transportation of solid wastes away from construction sites to landfill, by goods vehicles
492702	<p>Transport by goods vehicles (excl. tractors) (with cross-border transportation services)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - cargo moving by goods vehicles (with cross-border transportation)
4928	<p>Transport by tractors</p> <p>This Industry Class consists of establishments engaged in container haulage by tractors. The rental of tractors with drivers is included. If an establishment supplies tractor drivers, with or without supervisory staff, to related establishment and their co-operation (the former supplying drivers and the latter receiving orders) in delivering freight transport service is on a long term basis, both establishments should be included here under the same Industry Sub-class.</p>
492801	<p>Transport by tractors (providing local transportation services only)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container haulage (providing local transportation service only) - rental of tractors with drivers (for local transportation service only)
492802	<p>Transport by tractors (with cross-border transportation services)</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container haulage (with cross-border transportation service) - rental of tractors with drivers (with cross-border transportation service)
50	<p>Water transport</p> <p>This Industry Division includes the transport of passengers or freight over water, whether scheduled or not. Also included is the operation of towing or pushing boats, excursion, cruise or sightseeing boats, ferries, water taxis etc. Although the location is an indicator for the separation between cross-border and inland water transport, the deciding factor is the type of vessel used. All transport on sea-going vessels is classified in Industry Group 501, while transport using other vessels is classified in Industry Group 502. This Industry Division excludes restaurant and bar activities on board ships (see Industry Classes 5611 and 5631), if carried out by a separate unit. Also excluded is the rental of pleasure boats, canoes and sailboats for recreational purposes (see Industry Class 7721).</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
501	<p>Cross-border water transport This Industry Group includes the transport of passengers or freight on vessels designed for operating on sea or coastal waters (including Mainland coastal waters and Pearl River Delta).</p>
5011	<p>Ship agents and managers See Industry Sub-class 501100.</p>
501100	<p>Ship agents and managers <i>Include:</i></p> <ul style="list-style-type: none"> - crew agents - freight agent of sea-going vessels - management agent of sea-going vessels - port agent of sea-going vessels - ship agent and manager of sea-going vessels - ship agent and manager of vessels moving between Hong Kong and the ports in the Pearl River Delta region - sub-agent for sea-going vessels
5012	<p>Local representative offices of overseas shipping companies See Industry Sub-class 501200.</p>
501200	<p>Local representative offices of overseas shipping companies <i>Include:</i></p> <ul style="list-style-type: none"> - local branch offices of overseas ship agents - local branch offices of overseas ship operators - local branch offices of overseas ship owners
5013	<p>Ship owners of sea-going vessels This Industry Class includes ship owners operating their own sea-going vessels, either by themselves or by appointed agents, and ship owners renting or chartering out their sea-going vessels to other operators (with or without provision of ship crews). A ship owner is classified as such following the accounting practice or standpoint of the establishment. So long as it regards the vessel as its own and includes the related revenue and expenses in its accounts, the establishment is classified as a ship owner irrespective of where the vessel is registered.</p>
501302	<p>Ship owners of sea-going vessels for freight transport <i>Include:</i></p> <ul style="list-style-type: none"> - freight transport by own sea-going vessels - chartering of own sea-going vessels with crews (i.e. on a full basis) to other operators for freight transport - renting of own sea-going vessels without crews (i.e. on a bare vessel basis) to other operators for freight transport

<u>Code</u>	<u>Title and Explanatory Note</u>
5014	<p>Operators of sea-going vessels This Industry Class consists of operators of sea-going vessels rented or chartered from others including freight or passenger vessels (i.e. the operators themselves do not have their own sea-going vessels). Excluded are ship owners operating their own vessels which are included under Industry Class 5013.</p>
501401	<p>Operators of sea-going vessels for passenger transport <i>Include:</i></p> <ul style="list-style-type: none"> - operators of sea-going passenger vessels, rented or chartered from others - re-renting out sea-going passenger vessels, which are rented or chartered from others, to third party operators
501402	<p>Operators of sea-going vessels for freight transport <i>Include:</i></p> <ul style="list-style-type: none"> - operators of sea-going freight vessels, rented or chartered from others - re-renting out sea-going freight vessels, which are rented or chartered from others, to third party operators
5015	<p>Ship owners and operators of vessels moving between Hong Kong and the ports in Pearl River Delta This Industry Class consists of ship owners or operators of freight or passenger vessels moving between Hong Kong and the ports in Pearl River Delta. The latter include catamarans, jetfoils and hydrofoils. Ship owners operating their own vessels, ship owners renting or chartering out their vessels to others, and operators of vessels rented or chartered from others are also included.</p>
501502	<p>Ship owners and operators of freight vessels moving between Hong Kong and the ports in Pearl River Delta <i>Include:</i></p> <ul style="list-style-type: none"> - operators of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region - ship owners of freight vessels moving between Hong Kong and the ports in the Pearl River Delta region
502	<p>Inland water transport This Industry Group includes the transport of passengers or freight on inland waters, involving vessels that are not suitable for ocean transport.</p>
5022	<p>Inland freight water transport See Industry Sub-class 502200.</p>
502200	<p>Inland freight water transport <i>Include:</i></p> <ul style="list-style-type: none"> - barge owners but not operators - lighter owners or operators - tugboat owners or operators - inland cargo vessel owners or operators, n.e.c.

<u>Code</u>	<u>Title and Explanatory Note</u>
51	<p>Air transport This Industry Division includes the transport of passengers or freight by air or via space. It consists of Hong Kong based airline and helicopter companies, and local branch offices of overseas airline companies as well as companies engaged in executive aircraft chartering services. Rental of aeroplane, helicopter or hot air balloon with or without crews is also included. Excluded are aerial advertising (sky writing) (see 741900), aerial photography surveying (see 711200), crop spraying (see 016000), repair of airplane (see 331500) and aircraft catering services (see 562000).</p>
510	<p>Air transport Same as Industry Division 51.</p>
5101	<p>Hong Kong-based airline and helicopter companies This Industry Class includes local airline and helicopter companies licensed for offering public flying services in Hong Kong</p>
510100	<p>Hong Kong-based airline and helicopter companies <i>Include:</i> - air freight transport with local Air Operator's Certificate</p>
5102	<p>Local representative offices of overseas airline companies This Industry Class includes local representative offices of overseas airline companies that provide scheduled flight services in Hong Kong.</p>
510202	<p>Local representative offices of overseas airline companies (freight) <i>Include:</i> - air express services, local representative office of overseas airline company - air freight transport, local representative office of overseas airline company</p>
5109	<p>Air transport services n.e.c. See Industry Sub-class 510900.</p>
52	<p>Warehousing and support activities for transportation This Industry Division includes warehousing and support activities for transportation, such as operating of transport infrastructure (e.g. airports, harbours, tunnels, bridges, etc.), the activities of transport agencies and cargo handling.</p>
521	<p>Warehousing and storage This Industry Group includes operation of storage and warehouse facilities for all kind of goods such as general merchandise warehouses, refrigerated warehouses or storage tanks, but container yards and container freight stations (CFS) are excluded (see 522204).</p>

<u>Code</u>	<u>Title and Explanatory Note</u>
5211	Cold storage See Industry Sub-class 521100.
521100	Cold storage <i>Include:</i> - cold storage locker renting services - cold storage services
5212	General cargo warehouses See Industry Sub-class 521200.
521200	General cargo warehouses <i>Include:</i> - bonded warehouses - dangerous goods godowns - general merchandise warehouses - godowns for storing consumer goods - godowns for storing non-perishable foodstuffs - storage tanks - storage services n.e.c.
522	Support activities for transportation This Industry Group includes activities supporting the transport of passengers or freight, such as operation of parts of the transport infrastructure or activities related to handling freight immediately before or after transport or between transport segments. The operation and maintenance of all transport facilities is included.
5221	Service activities incidental to land transportation This Industry Class includes activities related to land transport of passengers, animals or freight.
522103	Loading and unloading of luggage or freight during land transport <i>Include:</i> - labour services for loading and unloading luggage or freight on land - loading and unloading of freight at railway station
5222	Service activities incidental to water transportation This Industry Class includes activities related to water transport such as operation of terminal facilities; pilotage and berthing activities; lighterage, salvage activities; and lighthouse activities. Also included are stevedoring and related cargo handling services.
522201	Container terminal and marine cargo terminal operators <i>Include:</i> - container terminal operation - marine cargo terminal operation

<u>Code</u>	<u>Title and Explanatory Note</u>
522202	<p>Mid-stream operation Mid-stream operations refer to the loading and unloading of cargo, which is either containerised or non-containerised, by barges from vessels moored in the harbour.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - barge operators (irrespective of whether being owners) engaged in stevedoring services (such as mid-stream operation) - loading and unloading cargo in barge - mid-stream operation - providing barge operating services for loading and unloading cargo
522204	<p>Container back-up activities Container backup activities are essential to the operation of port activities but do not need to be located within the confines of the port, including container freight stations (CFS), container yards and container leasing activities. Also included are establishments providing container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators such as operating quay cranes, crawler cranes, etc. to stack up or pick up containers. A CFS is a depot used by ocean carriers to load/unload cargo to and from containers. It provides cargo consolidation, deconsolidation, vanning, devanning services and other value-added services such as quality control, fumigation, wrapping, bar-code scanning, etc. to clients. Container yards are for the handling and storage of containers which may be laden or empty. Unlike CFS activities, no cargo consolidation or deconsolidation takes place in such yards. However, if a CFS or container yard only serves a particular container transport company (with its own container trucks) or logistic establishment, it is to be treated as an ancillary unit and therefore carries the same industry code as the establishment it serves.</p> <p><i>Include:</i></p> <ul style="list-style-type: none"> - container freight stations (CFS) - container handling supporting services to container terminal operators, marine cargo terminal operators and container yard operators - container leasing - container yards
5223	<p>Service activities incidental to air transportation This Industry Class includes activities related to air transport of passengers, animals or freight such as operation of airway terminal facilities, airport and air-traffic-control activities, and ground service activities on airfields etc.</p>
522300	<p>Service activities incidental to air transportation <i>Include:</i></p> <ul style="list-style-type: none"> - air cargo terminal operation - loading and unloading of freight at airport

<u>Code</u>	<u>Title and Explanatory Note</u>
5229	<p>Other transportation support activities This Industry Class includes forwarding of freight; arranging or organising of transport operations by rail, road, sea or air; issue and procurement of transport documents and waybills; activities of customs agents, shipbrokers and goods-handling operations for transportation etc. It excludes courier activities (see Industry Group 532), provision of transport insurance (see Industry Class 6512) and activities of travel agencies (see Industry Class 7910).</p>
522901	<p>Air cargo forwarding services <i>Include:</i></p> <ul style="list-style-type: none"> - air freight forwarding agency - air freight forwarding brokers
522902	<p>Sea cargo forwarding services <i>Include:</i></p> <ul style="list-style-type: none"> - sea freight Forwarding Agents - sea freight forwarding brokers - shipping Forwarding Agents
522903	<p>Land cargo forwarding services <i>Include:</i></p> <ul style="list-style-type: none"> - container haulage agents (providing agency service for local container haulage only) - container haulage agents (with agency service for cross-border container haulage) - land freight transport agency - land or rail cargo forwarding
522904	<p>Packing and crating services <i>Include:</i></p> <ul style="list-style-type: none"> - crating goods for transportation - packing goods for transportation
522905	<p>Cargo inspection, sampling and weighting services <i>Include:</i></p> <ul style="list-style-type: none"> - cargo inspection - cargo measuring - cargo sampling - cargo surveyors - cargo weighting
522906	<p>Shipbrokers <i>Include:</i></p> <ul style="list-style-type: none"> - ship building brokers - ship chartering brokers - ship sale & purchase brokers - ship repairing brokers

<u>Code</u>	<u>Title and Explanatory Note</u>
53	<p>Postal and courier activities This Industry Division includes postal and courier activities, such as pickup, transport and delivery of letters and parcels under various arrangements. Local delivery and messenger services are also included.</p>
532	<p>Courier activities This Industry Group includes pickup, sorting, transport and delivery (domestic or international) of mail and parcels by firms, but not operating under a universal service obligation. One or more modes of transport may be involved and the activity may be carried out with either self-owned (private) transport or via public transport. Also included are distribution and delivery of mail and parcels, and home delivery services.</p>
5321	<p>International courier activities See Industry Sub-class 532100.</p>
532100	<p>International courier activities <i>Include:</i> - international courier activities</p>

Source: Census and Statistics Department, HKSAR

2016 Manpower Survey of the Transport and logistics industry

Sampling Coverage & Sampling Plan

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>I. Warehousing & Cold Storage</u>				
	General Cargo Warehouses & Other Storage Services (HSIC 5212)	1-9	681	68
		10-19	70	14
		20-49	65	23
		50-99	10	10
		100-199	5	5
		200 & over	3	3
		<i>Sub-total</i>	834	123
2.	Cold Storage (HSIC 5211)	1-9	10	5
		10-19	3	3
		20-49	5	5
		50-99	3	3
		100-199	2	2
		200 & over	-	-
		<i>Sub-total</i>	23	18
3.	Packing and Crating Services & Cargo Inspection , Sampling and Other Storage Services (HSIC 522904, 522905)	1-9	77	31
		10-19	9	5
		20-49	6	6
		50-99	4	4
		100-199	2	2
		200 & over	-	-
		<i>Sub-total</i>	98	48
<u>II. Cargo Handling Terminals</u>				
4.	Cargo Handling Terminals (HSIC 522201)	1-9	-	-
		10-19	-	-
		20-49	-	-
		50-99	1	1
		100-199	3	3
		200 & over	4	4
		<i>Sub-total</i>	8	8
<u>III. Trucking & Container Haulage</u>				
	Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	1-9	7 930	198
		10-19	445	45
		20-49	177	44
		50-99	33	30
		100-199	6	6
		200 & over	5	5
		<i>Sub-total</i>	8 596	328

Branch	Industry	Employment Size	Size of Frame	Sample Size
6.	Haulage of Containers & Container Leasing (HSIC 4928, 522204)	1-9 10-19 20-49 50-99 100-199 200 & over	1 715 139 77 18 10 5	51 28 39 9 10 5
		<i>Sub-total</i>	<i>1 964</i>	<i>142</i>
7.	Supplementary Samples* - Large Vehicle Fleet Owner Companies		9	9
<u>IV. Air Freight Transport</u>				
8.	Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	1-9 10-19 20-49 50-99 100-199 200 & over	25 4 16 10 5 18	6 1 5 10 5 18
		<i>Sub-total</i>	<i>78</i>	<i>45</i>
<u>V. Forwarding Agent</u>				
	Air Cargo Forwarding Services (HSIC 522901)	1-9 10-19 20-49 50-99 100-199 200 & over	896 186 140 39 18 8	27 13 21 16 18 8
		<i>Sub-total</i>	<i>1 287</i>	<i>103</i>
10.	Sea Cargo Forwarding Services (HSIC 522902)	1-9 10-19 20-49 50-99 100-199 200 & over	1 847 197 105 24 6 5	74 18 26 9 6 5
		<i>Sub-total</i>	<i>2 184</i>	<i>138</i>
<u>VI. Stevedoring Services</u>				
11.	Stevedore and Supporting Services to Water Transport, n.e.c. (HSIC 522202)	1-9 10-19 20-49 50-99 100-199 200 & over	83 18 4 1 2 -	33 9 4 1 2 -
		<i>Sub-total</i>	<i>108</i>	<i>49</i>

Branch	Industry	Employment Size	Size of Frame	Sample Size
18.	Inland Water Freight Transport (HSIC 5022)	1-9	113	45
		10-19	9	5
		20-49	5	5
		50-99	1	1
		100-199	2	2
		200 & over	-	-
		<i>Sub-total</i>	<i>130</i>	<i>58</i>
	<i>Sub-total for Branch 14 - 18</i>		607	244
		Grand Total	16 028	1 316

* Data to be collected at company level.

**Numbers of Graduates of UGC-funded Degree Courses
and
IVE Courses**

Course Name	*Course Provider	Level	Number of Graduates in 2016	Projected Number of Graduates	
				2017	2018
Bachelor of Engineering in e-Logistics and Technology Management	CityU	Degree	46	52	30
BBA (Hons) International Shipping and Transport Logistics	PolyU	Degree	93	108	105
BBA/BSc (Hons) Scheme in Logistics	PolyU	Degree	15	3	-
BEng (Hons) Transportation Systems Engineering	PolyU	Degree	23	41	33
BEng(Hons) Air Transport Engineering	PolyU	Degree	32	48	39
BSc (Hons) Logistics Engineering with Management	PolyU	Degree	49	42	50
BBA (Hons) Global Supply Chain Management	PolyU	Degree	86	107	103
BEng Logistics Management and Engineering	HKUST	Degree	81	66	59
Higher Diploma in International Transport Logistics	PolyU	Higher Diploma	57	60	35
Higher Diploma in Airfreight Management and Global Logistics	IVE	Higher Diploma	103	148	125
Total			585	675	579

Note:

*Course Provider	Full Name
CityU	City University of Hong Kong
PolyU	The Hong Kong Polytechnic University
HKUST	Hong Kong University of Science and Technology
IVE	The Hong Kong Institute of Vocational Education

Out-Centre Courses Scheme of FY2015-16

Course Name	*Training Provider	Number of Graduates
Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 1 – Introduction to Airfreight	HAFFA	12
Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 2 – Cargo Documentation	HAFFA	10
Dangerous Goods Regulations - Initial with radioactive (DG) (for Category 1,2,3 & 6 Personnel)	HAFFA	13
Dangerous Goods Awareness (for Category 4 & 5 Personnel) (Short Course)(DGA-Short)	HAFFA	5
Cargo Security Training (Regulated Agent Regime) Course	HAFFA	11
	Total	51

Note :***Training Provider**

Code	Name of Training Provider
HAFFA	Hong Kong Association of Freight Forwarding & Logistics Ltd

Courses and Programmes for the Transport and Logistics Industry

Table A9.1 Placement-tied Courses offered by the Employees Retraining Board

	Course Title	*Training Provider	Duration (hour)	Fee (\$HK)
1.	Foundation Certificate in Warehouse Keeper Training 倉務員基礎證書	Various	128	NA
2.	Foundation Certificate in Removal & Logistics Training 搬運物流基礎證書	Various	104	NA
3.	Foundation Certificate in Courier Training 速遞員基礎證書	Various	104	NA
4.	Foundation Certificate in Courier Training 物流文員基礎證書	Various	188	NA
5.	Certificate in Logistics Management 物流管理證書	Various	244	NA
6.	Foundation Certificate in Logistics Practitioner (National Occupational Qualification Level 4) Training 物流員(國家職業資格)基礎證書	Various	216	NA

Table A9.2 Skills Upgrading Scheme Plus courses offered by the Employees Retraining Board

	Course Title	*Training Provider	Duration (hour)	Fee (\$HK)
7.	Foundation Certificate in Operation of Counterbalanced Type Forklift Truck (Part-time) 抗衡型叉式起重車操作訓練基礎證書(兼讀制)	Various	48	1,725 - 5,750
8.	Foundation Certificate in Transportation & Storage of Dangerous Goods (Part-time) 運輸及儲存危險品知識基礎證書(兼讀制)	Various	9	75 - 250
9.	Certificate in Completion of Import & Export Documents (Part-time) 完成進出口文件證書(兼讀制)	Various	22	375 - 1,250
10.	Foundation Certificate in Airfreight Dangerous Goods Awareness (Part-time) 空運危險品認知基礎證書(兼讀制)	Various	7	75 - 250

**Source : Employees Retraining Board*

Table A9.3 Part-time Courses Supported by the Transport and Logistics Training Board

No.	Course Title	*Training Provider	Duration (hour)	Fee (\$HK)
1.1	Seafreight Logistics Module 1 – Introduction to Seafreight 貨運物流業職業訓練課程：航運物流單元一 – 航運基礎入門	CILTHK	30	1,800
1.2	Seafreight Logistics Module 2 – NVOCC SOP (Customer Service) 貨運物流業職業訓練課程：航運物流單元二 – 客戶服務	CILTHK	30	1,800
1.3	Seafreight Logistics Module 3 - Advanced Certificate in Shipping Practices (Level 4) 貨運物流業職業訓練課程：航運物流單元三 – 海運-船務營運(四級)行政證書	CILTHK	33	2,850
1.4	Seafreight Logistics Module 4 - Advanced Certificate in Warehousing and Distribution (Level 4) 貨運物流業職業訓練課程：航運物流單元四 – 海運-倉儲及配送營運(四級)行政證書	CILTHK	33	2,850
2.1	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 1 – Introduction to Airfreight 貨運物流業職業訓練課程：空運物流單元一 – 空運基礎入門	HAFFA	30	1,550
2.2	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 2 – Cargo Documentation 貨運物流業職業訓練課程：空運物流單元二 – 貨運文件處理	HAFFA	30	1,550
2.3	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 3 – Executive Certificate in Airfreight Operational Supervisory Training (Level 4) 貨運物流業職業訓練課程：空運物流單元三 – 空運 – 行政人員營運管理培訓(四級)行政證書	HAFFA	33	2,850
2.4	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 4 – Executive Certificate in Airfreight Operational Managerial Training (Level 4) 貨運物流業職業訓練課程：空運物流單元四 – 空運 – 經理級營運管理培訓(四級)行政證書	HAFFA	33	2,850
2.5	Dangerous Goods Regulations - Initial with radioactive (DG) (for Category 1,2,3 & 6 Personnel)	HAFFA	32.5	3,890
2.6	Dangerous Goods Awareness (for Category 4 & 5 Personnel) (Short Course)(DGA-Short)	HAFFA	4	390
2.7	Dangerous Goods Awareness (for Category 4 & 5 Personnel) (Full Course)(DGA-Full)	HAFFA	7	980

No.	Course Title	*Training Provider	Duration (hour)	Fee (\$HK)
2.8	Cargo Security Training (Regulated Agent Regime) Course	HAFFA	6.5	830
2.9	EU Aviation Security Training (ACC3, RA3 and KC3)	HAFFA	6.5	1,230
3.1	Shipping Logistics and Practice Course	HKSTLA	25	2,900
3.2	Marketing/Sales/Customer Services/CRM in Sea Transport and Logistics Course	HKSTLA	18	2,050
3.3	Food, Wine and Beverages Logistics Course	HKSTLA	5	800
3.4	Cold Chain Management Course	HKSTLA	3	600
3.5	Supply Chain Demand & Supply Management Course	HKSTLA	6	800
3.6	Supply Chain Development & Relationship Course	HKSTLA	6	800
3.7	Wine, Labelling and Logistics Course	HKSTLA	12	1,950
3.8	Managing Reverse Flows & Strategic Challenges for Supply Chain	HKSTLA	6	800
3.9	Customer Service Technique for Front Line Staff in Logistics Industry	HKSTLA	3	600
3.10	Basic Communication Techniques for Freight & Logistics Practitioners	HKSTLA	15	2,600
3.11	Advanced Communication & Presentation Skills for Freight and Logistics Practitioners	HKSTLA	15	2,600
3.12	Wine Packaging, Logistics and Judging Course	HKSTLA	3	600
3.13	物流管理及職業安全健康	HKSTLA	6	800
3.14	Common Pitfalls and Preventive Measures in Logistics Industry	HKSTLA	6	900
4.1	Cold Storage Infrastructure Design and Establishment	SCOPE CityU	15	1,500
4.2	Cold Chain Management	SCOPE CityU	15	1,500
5.1	Executive Certificate Course on O2O Logistics O2O 物流實務專業行政證書課程	HKMA	15	2,350

Note :

***Training Provider**

Code	Name of Training Provider
CILTHK	The Chartered Institute of Logistics and Transport in Hong Kong 香港運輸物流學會
HAFFA	Hong Kong Association of Freight Forwarding & Logistics Ltd 香港貨運物流業協會有限公司
HKSTLA	The Hong Kong Sea Transport and Logistics Association Ltd 香港航運及物流協會有限公司
SCOPE CityU	School of Continuing and Professional Education, City University of Hong Kong 香港城市大學專業進修學院

Manpower Projection for the Transport and Logistics Industry

Methodology

The Labour Market Analysis (LMA) approach first examines a group of key statistical data collected by a reliable and independent authority that reflect important changes in the local economy, demography and labour market. It then selects some of the data as independent variables and builds a statistical model that can be used to project manpower demand in the economic sector under study. In other words, the model makes use of some relevant and reliable economic indicators to project manpower demand in the short and medium term.

2. The LMA approach has been applied to the Transport Logistics Industry since 2002. The building of a statistical model comprises two main steps. The first step is called ‘Diagnostic’ as two sets of statistical data are tested to select determinants. Set I comprises 9 core statistics in National Accounts (e.g. Gross Domestic Products (GDP) and its components) of Hong Kong. These statistics provide information about the key economic activities. Set II comprises 42 economic indicators with more disaggregate information about the economy. Such information includes consumption, investment, trade, tourism, property and related activities, and information about the labour market, etc. From these two sets of data, some determinants can be found. To minimise Types I & II errors, these determinants are statistically tested for multi-collinearity before they are grouped into Principal Components (PCs). The second step of statistical modelling is called ‘Prognostic’ as these principal components are used to build and maintain the statistical models for manpower projection.

Manpower Projection in the Transport Logistics Industry

3. In the Transport Logistics industry, 11 determinants have been found from the 51 economic indicators. The manpower requirements in the Transport Logistics industry can thus be explained by grouping these determinants into Principal Components (PC).

- 1) Exports of Services (Transportation) [*XERT*],
- 2) Total exports of services (HK\$ millions) [*XSER*],
- 3) Re-exports of goods in value index [*VREX*],
- 4) Re-exports of goods in unit value index [*UVREX*],
- 5) Domestic exports of goods in unit value index [*UVDE*],
- 6) Imports of goods in value index [*VM*],
- 7) Imports of goods in unit value index [*UVM*],
- 8) Imports of goods in quantum index [*QM*],
- 9) Number of visitors’ arrival [*VA*],
- 10) Retail sales in value index [*RSVA*],
- 11) Total loans and advances (HK\$ millions) [*LA*]

4. At the ‘Diagnostic’ step, Principal Component Analysis (PCA) has been used to select determinants, called Principal Components (PCs), from the two original sets of economic indicators. It is found that about 94% of the total variation can be explained by these PCs and thus they can be safely used to project the manpower requirements in the near term. For the Transport Logistics industry, the PCs comprise *XERT*, *XSER*, *VREX*, *UVREX*, *VM*, *UVM* and *QM*. At the ‘Prognostic’ step, linear regression technique is then applied to build the statistical model. The model indicates that there is a strong positive correlation between manpower and the PCs. The adjusted R-square worked out to be 0.9563, indicating that about 96% of the variation of the manpower requirements can be explained by the PCs at the 95% confidence level.

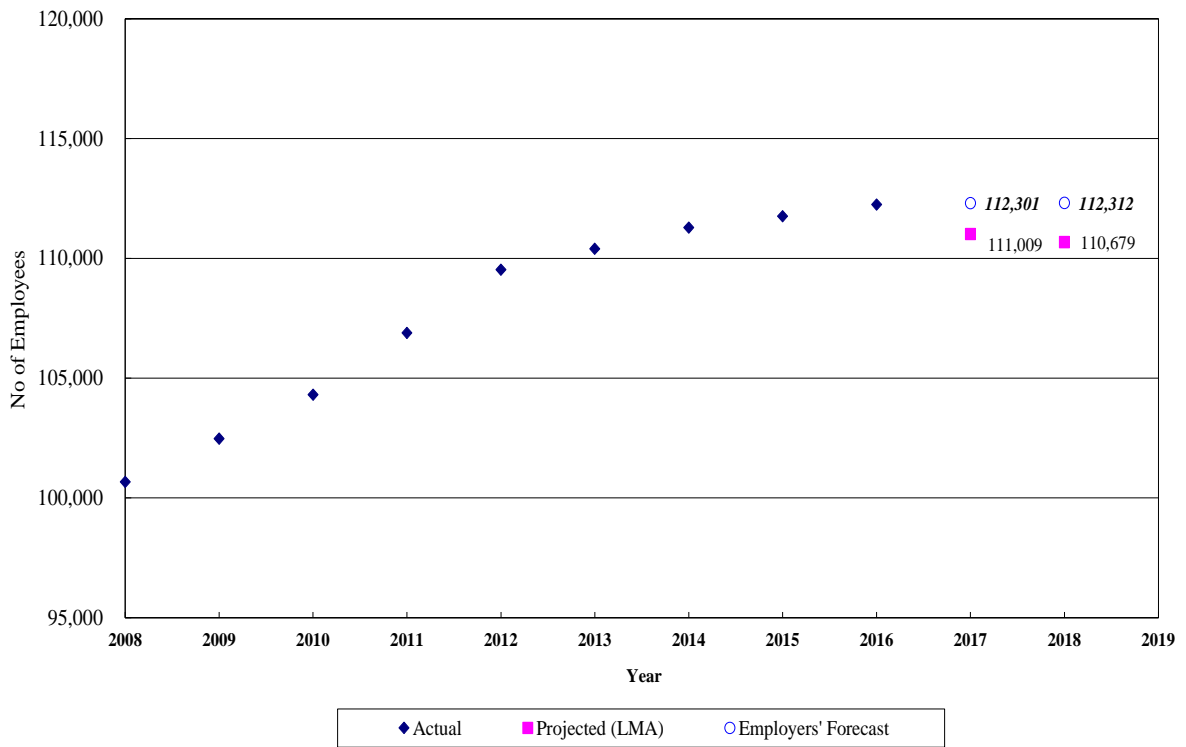
5. Several empirical assumptions support the manpower projection model. From the economic perspective, the decision to employ more people depends on exports of services (transportation) (*XERT*), total exports of services (HK\$ millions) (*XSER*), imports of goods in unit value index (*UVM*) and imports of goods in quantum index (*QM*).

6. The manpower demand for Transport Logistics Industry in 2017-2018 is projected using three methods, namely Labour Market Analysis (LMA) and Employers’ Forecast (EF). A summary table is provided as below.

Year	Actual Manpower	Projected Manpower (LMA)	Employer’s Forecast (EF)
2016	112,247		
2017F		111,009 (-1.10%)*	112,301 (0.05%)*
2018F		110,679 (-1.40%)* (-0.30)**	112,312 (0.06%)* (0.01)**
*	as percentage change versus actual manpower in 2016		
**	as percentage change versus forecasted manpower in 2017		

7. Figure 1 below summarises the manpower projection using 3 different methods. LMA illustrates a down trend in 2017 followed by moderate growth for the years ahead. The LMA approach has the advantages of objectivity and allows interim updates when economic indicators become available. Finally, the employer’s forecast which is based on personal guess and industry experience of the respondents also shows a slightly upward trend in 2017.

Figure 1: Summary of Manpower Projection





Maritime and Aviation Internship Network

Introduction

To offer young generation an opportunity to have an early exposure to the wide spectrum of career opportunities in the aviation and maritime sectors so as to encourage them to join the sector after graduation, the Government would like to invite companies in the aviation and maritime sectors to participate in the Internship Network to offer intern places during summer vacation.

Eligibility

This initiative is open to non-final year full time local students from any undergraduate programmes of the University Grants Committee-funded education institutions, Hang Seng Management College, Hong Kong Shue Yan University, the Open University of Hong Kong and any sub-degree programmes of the Vocational Training Council.

Partnership arrangement

Government's support

- MATF would reimburse the participating companies of the honorarium paid to interns up to 75% or HK\$6,000 (whichever is the lower) for an internship period up to two months.

Company's role

- register and offer internship places under MATF during 2015 summer vacation, i.e. from May to September 2015 for a minimum of 4 weeks;
- pay the monthly honorarium to student interns during the internship period, and then claim for reimbursement from MATF regarding the sum sponsored by the Government, and return the evaluation form after completion of internship; and
- give a fruitful and rewarding experience to the interns.

For students

Please refer to the information on intern places provided under the Internship Network as posted on MATF's and the above-mentioned education institutions' websites. Students are required to submit the application for internship direct to the recruiting companies. Students will have opportunities to participate in exchanges / visits to be organised by MATF. Upon completion of the internship, students will be asked to submit an evaluation form to MATF unit direct / via recruiting companies.

Enquiries

Website : www.matf.gov.hk Email : matf@thb.gov.hk Hotline : 3509 7261



Maritime and Aviation Training Fund
海運及空運人才培訓基金

Specification of Competency Standards (SCS)

Qualifications recognised under the Qualifications Framework (QF) are outcome-based and are not confined to academic attainment. In the case of the academic sector, the outcome standard of qualifications is mainly the knowledge and skills a person possesses. Generally, these standards are set by scholars. In the vocational sector, the outcome standards of qualifications are set by individual industries. To identify the specific outcome standards required for different levels of qualifications, these industries need to develop SCSs.

The SCS for an industry mainly comprises the competency standards required at various levels. These competency standards represent the industry benchmarks for the skills, knowledge and attributes required to perform a job at a certain level. The competency standards will be grouped together to form a qualification at a particular level. The assessment guidelines for the outcome standards will also be stipulated in the SCS.

The development of SCSs is an important step in implementing the QF and its associated quality assurance mechanism. Industries play a pivotal role in the process through participation in the Industry Training Advisory Committees (ITACs), which are tasked to develop, maintain and update the SCSs.

To ensure continued relevance of an SCS, the ITAC concerned must review and update the SCS regularly to keep abreast of the latest manpower requirements. Minor amendments to the competency standards may also be required annually. The SCS should furthermore be flexible enough to be of assistance to both small and large companies as well as to meet the full range of education and training needs of the industry.

The competency standards applicable to an industry are presented as "units of competency" in its SCS. Every "unit of competency" comprises eight basic items namely Name, Code, Level, Credit, Competency, Range, Assessment Criteria and Remarks.

After the SCSs have been formulated, training providers will be able to design training programmes that would help learners achieve the specified competency standards. As the competency standards were developed by industry, the relevance of the training programmes to the requirements of the industry would be ensured. Upon completion of SCS-based programmes, trainees will possess skills that can be objectively measured. Such information may facilitate employers to identify suitable talents; thus reducing possible losses incurred by unfit appointments, as well as shortening the new recruits' adaptation period and minimising related costs.

Also, training providers will enjoy flexibility over the design of learning pathways to meet the different needs of students. Trainees will be free to acquire any units of competency specified in the SCS according to their own needs, and to accumulate credits to obtain various qualifications. These may be qualifications of different levels within the same functional area (i.e. vertical qualifications) or qualifications of the same level across a number of functional areas (i.e. horizontal qualifications) or whole qualifications (i.e. certificates, diplomas, etc.)

Since SCS-based programmes are developed with units of competency, trainees may have their qualifications (including qualifications obtained from formal studies as well as those obtained from the Recognition of Prior Learning (RPL) mechanism) accumulated and move along the ladder of progression without the need to start from scratch. The SCSs also provide clear progression pathways whereby trainees may draw up their own career development plans. By referring to the SCSs, employers may provide tailor-made in-service training to individual employees, or use the SCSs as yardsticks for identifying personnel with suitable skills and knowledge for recruitment or promotional purposes.

In the long run, SCSs will ensure effective deployment of training resources available, and all SCS-based qualifications will be widely recognised and supported by the industries.

Source: Qualifications Framework (QF) Secretariat

Other Survey Statistics

Table 13.1: Number of Establishments and Employees by Branch
(technical + non-technical)

Branch	No. of Establishments	No. of Employees
Warehousing & Cold Storage	803	9 399
Cargo Handling Terminals	8	3 680
Trucking & Container Haulage	8 583	54 055
Air Freight Transport	66	39 516
Forwarding Agent	2 802	32 448
Stevedoring Services	98	979
Couriers (International)	160	17 406
Other Transport Logistics Service Providers	17	31 861
Sea Freight Transport	262	9 799
Ship Management & Chartering	239	1 979
Overall	13 038	201 122

Table 13.2: Number of Establishments and Employees by Principal Line of Business
(technical + non-technical)

Principal Line of Business	No. of Establishments	No. of Employees
Warehousing Cold Storage	803	9 399
Trucking Container Haulage	8 583	54 055
Airfreight Transport Operators (including air cargo terminal)	66	39 516
Airfreight Forwarding Agents	1 184	17 469
Stevedore	98	979
Seafreight Transport Operators	262	9 799
Seafreight Forwarding Agents	1 618	14 979
Ship Management and Chartering	239	1 979
Cargo Handling Terminals (excluding air cargo terminal)	8	3 680
International Couriers	160	17 406
Other Transport Logistics Services Providers	17	31 861
Overall	13 038	201 122

Table 13.3: Number of Employees by Scope by Job Level by Sector

Scope	Job Level	Sector			Overall	Percentage of Overall No. of Employees
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Business Management, Strategic Planning	Managerial Level	624	1 136	545	2 305	2.11
	Executive/Supervisory Level	268	273	127	668	0.61
	Technician/Craftsman/Operative Level	244	431	390	1 065	0.97
	Sub-total	1 136	1 840	1 062	4 038	3.69
Fleet Operation and Management	Managerial Level	72	229	118	419	0.38
	Executive/Supervisory Level	85	346	95	526	0.48
	Technician/Craftsman/Operative Level	252	447	230	929	0.85
	Sub-total	409	1 022	443	1 874	1.71
Sales & Customer Service	Managerial Level	1 171	1 285	576	3 032	2.77
	Executive/Supervisory Level	1 487	1 757	1 574	4 818	4.40
	Technician/Craftsman/Operative Level	3 741	3 764	2 999	10 504	9.60
	Sub-total	6 399	6 806	5 149	18 354	16.78
pFrontline Cargo Operation	Managerial Level	1 263	1 014	1 236	3 513	3.21
	Executive/Supervisory Level	2 562	1 583	3 676	7 821	7.15
	Technician/Craftsman/Operative Level	12 088	7 611	50 204	69 903	63.89
	Sub-total	15 913	10 208	55 116	81 237	74.25

Scope	Job Level	Sector			Overall	Percentage of Overall No. of Employees
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Technical/Engineering Support	Managerial Level	68	166	10	244	0.22
	Executive/Supervisory Level	171	471	60	702	0.64
	Technician/Craftsman/Operative Level	465	1 007	1 485	2 957	2.70
	Sub-total	704	1 644	1 555	3 903	3.57
Overall	Managerial Level	3 198	3 830	2 485	9 513	8.70
	Executive/Supervisory Level	4 573	4 430	5 532	14 535	13.29
	Technician/Craftsman/Operative Level	16 790	13 260	55 308	85 358	78.02
	Overall	24 561	21 520	63 325	109 406	100.00

Table 13.4: Distribution of Employees by Job Level

Job Level	No. of Employees	Percentage of Overall No. of Employees
Managerial	9 513	8.70
Executive/Supervisory	14 535	13.29
Technician/Craftsman/Operative	85 358	78.02
Overall	109 406	100.00

Table 13.5: Distribution of Employees by Job Level by Sector

Job Level	Sector			Overall
	Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Managerial	3 198	3 830	2 485	9 513
Executive/Supervisory	4 573	4 430	5 532	14 535
Technician/Craftsman/Operative	16 790	13 260	55 308	85 358
Overall	24 561	21 520	63 325	109 406

Table 13.6: Number of Vacancies by Scope by Job Level by Sector

Scope	Job Level	Sector			Overall	Percentage of Vacancies over the Overall Vacancies	Percentage of Vacancies over the Total Position Required
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
Business Management, Strategic Planning	Managerial	-	-	5	5	0.18	*
	Executive/Supervisory	-	24	-	24	0.84	0.02
	Technician/Craftsman/Operative	5	-	-	5	0.18	*
	Sub-total	5	24	5	34	1.20	0.03
Fleet Operation and Management	Managerial	6	1	-	7	0.25	0.01
	Executive/Supervisory	6	2	-	8	0.28	0.01
	Technician/Craftsman/Operative	8	-	-	8	0.28	0.01
	Sub-total	20	3	-	23	0.81	0.02
Sales & Customer Service	Managerial	8	2	-	10	0.35	0.01
	Executive/Supervisory	4	14	9	27	0.95	0.02
	Technician/Craftsman/Operative	81	116	57	254	8.94	0.23
	Sub-total	93	132	66	291	10.24	0.26
Frontline Cargo Operation	Managerial	7	-	-	7	0.25	0.01
	Executive/Supervisory	57	11	3	71	2.50	0.06
	Technician/Craftsman/Operative	414	215	1 745	2 374	83.56	2.11
	Sub-total	478	226	1 748	2 452	86.31	2.18
Technical/Engineering Support	Managerial	4	-	-	4	0.14	*
	Executive/Supervisory	15	-	-	15	0.53	0.01
	Technician/Craftsman/Operative	12	5	5	22	0.77	0.02
	Sub-total	31	5	5	41	1.44	0.04

Scope	Job Level	Sector			Overall	Percentage of Vacancies over the Overall Vacancies	Percentage of Vacancies over the Total Position Required
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
Overall	Managerial	25	3	5	33	1.16	0.03
	Executive/Supervisory	82	51	12	145	5.10	0.13
	Technician/Craftsman/Operative	520	336	1 807	2 663	93.73	2.37
	Total	627	390	1 824	2 841	100.00	2.53

Note: * Less than 0.005%

Table 13.7: Number of Vacancies by Branch by Job Level by Sector

Branch	Job Level	Sector			Overall	Percentage of Overall Vacancies
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Warehousing & Cold Storage	Managerial	-	-	-	-	N.A.
	Executive/Supervisory	-	-	8	8	0.28
	Technician/Craftsman/Operative	-	-	268	268	9.43
	Sub-total	-	-	276	276	9.71
Cargo Handling Terminals	Managerial	-	-	-	-	N.A.
	Executive/Supervisory	-	11	-	11	0.39
	Technician/Craftsman/Operative	-	53	-	53	1.87
	Sub-total	-	64	-	64	2.25
Trucking & Container Haulage	Managerial	-	-	5	5	0.18
	Executive/Supervisory	-	-	4	4	0.14
	Technician/Craftsman/Operative	-	-	1 331	1 331	46.85
	Sub-total	-	-	1 340	1 340	47.17
Air Freight Transport	Managerial	20	-	-	20	0.70
	Executive/Supervisory	72	-	-	72	2.53
	Technician/Craftsman/Operative	216	-	-	216	7.60
	Sub-total	308	-	-	308	10.84
Forwarding Agent	Managerial	2	-	-	2	0.07
	Executive/Supervisory	7	24	-	31	1.09
	Technician/Craftsman/Operative	243	257	4	504	17.74
	Sub-total	252	281	4	537	18.90

Branch	Job Level	Sector			Overall	Percentage of Overall Vacancies
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Stevedoring Services	Managerial	-	-	-	-	N.A.
	Executive/Supervisory	-	-	-	-	N.A.
	Technician/Craftsman/Operative	-	-	-	-	N.A.
	Sub-total	-	-	-	-	N.A.
Couriers (International)	Managerial	3	-	-	3	0.11
	Executive/Supervisory	3	-	-	3	0.11
	Technician/Craftsman/Operative	61	-	70	131	4.61
	Sub-total	67	-	70	137	4.82
Other Transport Logistics Service Providers	Managerial	-	-	-	-	N.A.
	Executive/Supervisory	-	-	-	-	N.A.
	Technician/Craftsman/Operative	-	-	134	134	4.72
	Sub-total	-	-	134	134	4.72
Sea Freight Transport	Managerial	-	2	-	2	0.07
	Executive/Supervisory	-	14	-	14	0.49
	Technician/Craftsman/Operative	-	20	-	20	0.70
	Sub-total	-	36	-	36	1.27
Ship Management & Chartering	Managerial	-	1	-	1	0.04
	Executive/Supervisory	-	2	-	2	0.07
	Technician/Craftsman/Operative	-	6	-	6	0.21
	Sub-total	-	9	-	9	0.32
Overall	Managerial	25	3	5	33	1.16
	Executive/Supervisory	82	51	12	145	5.10
	Technician/Craftsman/Operative	520	336	1 807	2 663	93.73
	Total	627	390	1 824	2 841	100.00

Table 13.8: Manpower Forecasts for 2017 & 2018 by Scope by Job Level by Sector

Scope	Job Level	Sectors			Overall	Manpower Forecast in 2017		Manpower Forecast in 2018	
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)					
Business Management, Strategic Planning	Managerial	624	1 136	550	2 310	2 302	(-0.35%)	2 302	-
	Executive/Supervisory	268	297	127	692	692	-	692	-
	Technician/Craftsman/Operative	249	431	390	1 070	1 063	(-0.65%)	1 063	-
	Sub-total	1 141	1 864	1 067	4 072	4 057	(-0.37%)	4 057	-
Fleet Operation and Management	Managerial	78	230	118	426	426	-	426	-
	Executive/Supervisory	91	348	95	534	533	(-0.19%)	533	-
	Technician/Craftsman/Operative	260	447	230	937	937	-	924	(-1.39%)
	Sub-total	429	1 025	443	1 897	1 896	(-0.05%)	1 883	(-0.69%)
Sales & Customer Service	Managerial	1 179	1 287	576	3 042	3 042	-	3 042	-
	Executive/Supervisory	1 491	1 771	1 583	4 845	4 842	(-0.06%)	4 847	(0.10%)
	Technician/Craftsman/Operative	3 822	3 880	3 056	10 758	10 730	(-0.26%)	10 749	(0.18%)
	Sub-total	6 492	6 938	5 215	18 645	18 614	(-0.17%)	18 638	(0.13%)
Frontline Cargo Operation	Managerial	1 270	1 014	1 236	3 520	3 520	-	3 521	(0.03%)
	Executive/Supervisory	2 619	1 594	3 679	7 892	7 886	(-0.08%)	7 886	-
	Technician/Craftsman/Operative	12 502	7 826	51 949	72 277	72 365	(0.12%)	72 364	-
	Sub-total	16 391	10 434	56 864	83 689	83 771	(0.10%)	83 771	-

Scope	Job Level	Sectors			Overall	Manpower Forecast in 2017		Manpower Forecast in 2018	
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)					
Technical/Engineering Support	Managerial	72	166	10	248	248	-	248	-
	Executive/Supervisory	186	471	60	717	717	-	717	-
	Technician/Craftsman/Operative	477	1 012	1 490	2 979	2 998	(0.64%)	2 998	-
	Sub-total	735	1 649	1 560	3 944	3 963	(0.48%)	3 963	-
Overall	Managerial	3 223	3 833	2 490	9 546	9 538	(-0.08%)	9 539	(0.01%)
	Executive/Supervisory	4 655	4 481	5 544	14 680	14 670	(-0.07%)	14 675	(0.03%)
	Technician/Craftsman/Operative	17 310	13 596	57 115	88 021	88 093	(0.08%)	88 098	(0.01%)
	Overall	25 188	21 910	65 149	112 247	112 301	(0.05%)	112 312	(0.01%)

Note: Figures in brackets denote the percentage change compared with previous year

Table 13.9: Distribution and Comparison of Manpower by Job Level and by Sector

Job Level	Sector			Overall
	Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Managerial	3 223	3 833	2 490	9 546
Executive/Supervisory	4 655	4 481	5 544	14 680
Technician/Craftsman/Operative	17 310	13 596	57 115	88 021
Overall	25 188	21 910	65 149	112 247

Table 13.10: Number of Employees Required Training in the coming 12 Months by Functional Area and by Sector (Air Freight & Express and Shipping)

Functional Area	Industry		Overall
	Air Freight & Express	Shipping	
Operation Management	314	137	451
Planning and Design of Logistics Solutions	328	270	598
Sales, Marketing and Customer Services	447	400	847
Cargo Transport and Handling	3 697	801	4 498
Cargo Safety and Security	4 981	935	5 916
E-Logistics	520	584	1 104
Quality Management	480	120	600
Import / Export Documentation and Procedures	1 295	554	1 849
Insurance and Legal Matters	651	203	854
Occupational Safety & Health	3 399	615	4 014
Overall	16 112	4 619	20 731

Table 13.11: Number of Employees Required Training in the coming
12 Months by Functional Area and by Industry
(Land Transport and Distribution, Terminals, Warehouse and Logistics Centre
and Supporting and Ancillary Services)

Functional Area	Industry			Overall
	Land Transport and Distribution	Terminals, Warehouse, and Logistics Centre	Supporting and Ancillary Services	
Operation Management	60	161	2	223
Planning and Design of Logistics Solutions	104	126	2	232
Sales, Marketing and Customer Services	520	80	2	602
Cargo Transport and Handling	3 361	1 148	32	4 541
Cargo Safety and Security	3 236	3 209	105	6 550
E-Logistics	237	119	2	358
Quality Management	1 386	268	4	1 658
Import / Export Documentation	249	5	2	256
Insurance, Legal Matters & Compliance	124	5	5	134
Environmental Protection	969	130	2	1 101
Overall	10 246	5 251	158	15 655

Table 13.12: Number of Employees Left in the Past 12 Months by Whereabouts by Principal Line of Business

Whereabouts	Principal Line of Business											Overall (Percentage)
	Warehousing & Cold Storage	Cargo Handling Terminals (excluding air cargo terminal)	Trucking and Container Haulage	Airfreight Transport Operators (including air cargo terminal)	Airfreight Forwarding Agents	Seafreight Forwarding Agents	International Couriers	Seafreight Transport Operators	Ship Management and Chartering	Stevedore	Other Transport Logistics Services Providers	
Taking up/starting own business in freight/transport/logistics related jobs	541 (4.45%)	3 856 (31.70%)	282 (2.32%)	1 961 (16.12%)	30 (0.25%)	76 (0.62%)	586 (4.82%)	72 (0.59%)	3 (0.02%)	288 (2.37%)	16 (0.13%)	7 711 (63.40%)
Taking up/starting own business in non freight/transport/logistics related jobs	20 (0.16%)	210 (1.73%)	- -	32 (0.26%)	- -	71 (0.58%)	109 (0.90%)	6 (0.05%)	6 (0.05%)	7 (0.06%)	3 (0.02%)	464 (3.81%)
Emigration, retirement or further studies	3 (0.02%)	77 (0.63%)	- -	20 (0.16%)	- -	27 (0.22%)	26 (0.21%)	8 (0.07%)	3 (0.02%)	2 (0.02%)	- -	166 (1.36%)
Unknown	507 (4.17%)	1 549 (12.74%)	119 (0.98%)	190 (1.56%)	28 (0.23%)	156 (1.28%)	845 (6.95%)	38 (0.31%)	20 (0.16%)	139 (1.14%)	13 (0.11%)	3 604 (29.63%)
Others	6 (0.05%)	156 (1.28%)	- -	15 (0.12%)	- -	20 (0.16%)	16 (0.13%)	1 (0.01%)	- -	4 (0.03%)	- -	218 (1.79%)
Overall	1 077 (8.85%)	5 848 (48.08%)	401 (3.30%)	2 218 (18.24%)	58 (0.48%)	350 (2.88%)	1 582 (13.01%)	125 (1.03%)	32 (0.26%)	440 (3.62%)	32 (0.26%)	12 163 (100.00%)

Note: Figures in brackets denote the percentage share of the final total

Table 13.13: Number of Establishments with Technical Manpower
by Branch by Employment Size

Branch	Employment Size	No. of Establishments
Warehousing & Cold Storage (Sub-branch : 1 - 3)	1 - 9	620
	10 - 19	68
	20 - 49	73
	50 - 99	20
	100 - 199	9
	200 & over	3
	Subtotal	793
Cargo Handling Terminals (Sub-branch : 4)	1 - 9	-
	10 - 19	-
	20 - 49	-
	50 - 99	1
	100 - 199	3
	200 & over	4
	Subtotal	8
Trucking & Container Haulage (Sub-branch : 5 - 7)	1 - 9	7 746
	10 - 19	407
	20 - 49	259
	50 - 99	86
	100 - 199	17
	200 & over	16
	Subtotal	8 531
Air Freight Transport (Sub-branch : 8)	1 - 9	15
	10 - 19	4
	20 - 49	15
	50 - 99	4
	100 - 199	2
	200 & over	13
	Subtotal	53
Forwarding Agent (Sub-branch : 9 - 10)	1 - 9	2 198
	10 - 19	284
	20 - 49	218
	50 - 99	65
	100 - 199	24
	200 & over	13
	Subtotal	2 802

Branch	Employment Size	No. of Establishments
Stevedoring Services (Sub-branch : 11)	1 - 9	73
	10 - 19	16
	20 - 49	2
	50 - 99	1
	100 - 199	2
	200 & over	-
	Subtotal	94
Couriers (International) (Sub-branch : 12)	1 - 9	87
	10 - 19	31
	20 - 49	24
	50 - 99	5
	100 - 199	4
	200 & over	9
	Subtotal	160
Other Transport Logistics Service Providers (Sub-branch : 13)	1 - 9	-
	10 - 19	-
	20 - 49	4
	50 - 99	1
	100 - 199	2
	200 & over	7
	Subtotal	14
Sea Freight Transport (Sub-branch : 14 - 15)	1 - 9	154
	10 - 19	36
	20 - 49	19
	50 - 99	16
	100 - 199	13
	200 & over	10
	Subtotal	248
Ship Management & Chartering (Sub-branch : 16 - 18)	1 - 9	142
	10 - 19	30
	20 - 49	11
	50 - 99	4
	100 - 199	2
	200 & over	-
	Subtotal	189
Overall	1 - 9	11 035
	10 - 19	876
	20 - 49	625
	50 - 99	203
	100 - 199	78
	200 & over	75
	Overall	12 892

Table 13.14: Number of Employees in 2016, Forecasted Number of Employees in 2017 & 2018 by Branch by Sector by Job Scope/Level

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Warehousing & Cold Storage (Sub-branch : 1 - 3)	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	103	101	101
		Executive/Supervisory	27	27	27
		Technician/Craftsman/Operative	51	51	51
		Fleet Operation and Management			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Sales & Customer Service			
		Managerial	51	51	51
		Executive/Supervisory	194	194	194
		Technician/Craftsman/Operative	546	546	546
		Frontline Cargo Operation			
		Managerial	322	322	322
		Executive/Supervisory	772	771	771
		Technician/Craftsman/Operative	6 654	6 649	6 653
		Technical/Engineering Support			
		Managerial	7	7	7
		Executive/Supervisory	10	10	10
		Technician/Craftsman/Operative	76	76	76
Subtotal			8 813	8 805	8 809
Cargo Handling Terminals (Sub-branch : 4)	Sea Transport Business & Operation (excluding Warehouse)	Business Management, Strategic Planning			
		Managerial	42	42	42
		Executive/Supervisory	30	30	30
		Technician/Craftsman/Operative	1	1	1
		Fleet Operation and Management			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Sales & Customer Service			
		Managerial	34	34	34
		Executive/Supervisory	55	55	55
		Technician/Craftsman/Operative	30	30	30
		Frontline Cargo Operation			
		Managerial	51	51	51
		Executive/Supervisory	250	248	248
		Technician/Craftsman/Operative	1 971	2 006	2 006
		Technical/Engineering Support			
		Managerial	32	32	32
		Executive/Supervisory	96	96	96
		Technician/Craftsman/Operative	557	576	576
Subtotal			3 149	3 201	3 201

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Trucking & Container Haulage (Sub-branch : 5 - 7)	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	400	394	394
		Executive/Supervisory	44	44	44
		Technician/Craftsman/Operative	219	212	212
		Fleet Operation and Management			
		Managerial	104	104	104
		Executive/Supervisory	56	55	55
		Technician/Craftsman/Operative	94	94	94
		Sales & Customer Service			
		Managerial	429	429	429
		Executive/Supervisory	1 166	1 166	1 166
		Technician/Craftsman/Operative	1 937	1 929	1 929
		Frontline Cargo Operation			
		Managerial	647	646	645
		Executive/Supervisory	2 401	2 399	2 399
		Technician/Craftsman/Operative	35 596	35 604	35 599
		Technical/Engineering Support			
		Managerial	3	3	3
		Executive/Supervisory	18	18	18
		Technician/Craftsman/Operative	1 116	1 116	1 116
Subtotal	44 230	44 213	44 207		
Air Freight Transport (Sub-branch : 8)	Air Transport Business & Operation (excluding Warehouse and Depot)	Business Management, Strategic Planning			
		Managerial	91	91	91
		Executive/Supervisory	109	109	109
		Technician/Craftsman/Operative	72	72	72
		Fleet Operation and Management			
		Managerial	47	47	47
		Executive/Supervisory	55	55	55
		Technician/Craftsman/Operative	52	52	52
		Sales & Customer Service			
		Managerial	91	91	91
		Executive/Supervisory	183	183	183
		Technician/Craftsman/Operative	559	559	559
		Frontline Cargo Operation			
		Managerial	170	170	170
		Executive/Supervisory	857	857	857
		Technician/Craftsman/Operative	4 515	4 515	4 515
		Technical/Engineering Support			
		Managerial	46	46	46
		Executive/Supervisory	168	168	168
		Technician/Craftsman/Operative	459	459	459
Subtotal	7 474	7 474	7 474		
Forwarding Agent (Sub-branch : 9 - 10)	Air Transport Business & Operation (excluding Warehouse and Depot)	Business Management, Strategic Planning			
		Managerial	461	461	461
		Executive/Supervisory	139	139	139
		Technician/Craftsman/Operative	137	137	137
		Fleet Operation and Management			
		Managerial	18	18	18
		Executive/Supervisory	24	24	24
Technician/Craftsman/Operative	142	142	142		

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018	
		Sales & Customer Service				
		Managerial	925	925	925	
		Executive/Supervisory	919	919	922	
		Technician/Craftsman/Operative	2 644	2 644	2 659	
		Frontline Cargo Operation				
		Managerial	922	922	922	
		Executive/Supervisory	1 490	1 490	1 490	
		Technician/Craftsman/Operative	5 597	5 584	5 584	
		Technical/Engineering Support				
		Managerial	6	6	6	
		Executive/Supervisory	-	-	-	
		Technician/Craftsman/Operative	18	18	18	
		Business Management, Strategic Planning				
		Managerial	718	718	718	
		Executive/Supervisory	175	175	175	
		Technician/Craftsman/Operative	295	295	295	
		Fleet Operation and Management				
		Managerial	12	12	12	
		Executive/Supervisory	28	28	28	
		Technician/Craftsman/Operative	75	75	75	
		Sales & Customer Service				
		Managerial	800	800	800	
		Executive/Supervisory	1 153	1 153	1 153	
		Technician/Craftsman/Operative	2 760	2 742	2 745	
		Frontline Cargo Operation				
		Managerial	749	749	749	
		Executive/Supervisory	1 021	1 020	1 020	
		Technician/Craftsman/Operative	4 550	4 523	4 523	
		Technical/Engineering Support				
		Managerial	-	-	-	
		Executive/Supervisory	-	-	-	
		Technician/Craftsman/Operative	-	-	-	
		Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
			Managerial	-	-	-
			Executive/Supervisory	41	41	41
			Technician/Craftsman/Operative	115	115	115
		Fleet Operation and Management				
		Managerial	4	4	4	
		Executive/Supervisory	18	18	18	
		Technician/Craftsman/Operative	90	90	90	
		Sales & Customer Service				
		3Managerial	24	24	24	
	Executive/Supervisory	79	79	79		
	Technician/Craftsman/Operative	78	78	78		
	Frontline Cargo Operation					
	Managerial	102	102	102		
	Executive/Supervisory	152	152	152		
	Technician/Craftsman/Operative	1 312	1 312	1 312		

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
		Technical/Engineering Support			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Subtotal	27 793	27 734	27 755
Stevedoring Services (Sub-branch : 11)	Sea Transport Business & Operation (excluding Warehouse)	Business Management, Strategic Planning			
		Managerial	9	9	9
		Executive/Supervisory	3	3	3
		Technician/Craftsman/Operative	20	20	20
		Fleet Operation and Management			
		Managerial	1	1	1
		Executive/Supervisory	6	6	6
		Technician/Craftsman/Operative	25	25	25
		Sales & Customer Service			
		Managerial	16	16	16
		Executive/Supervisory	12	12	12
		Technician/Craftsman/Operative	18	18	18
		Frontline Cargo Operation			
		Managerial	29	29	29
		Executive/Supervisory	35	35	35
		Technician/Craftsman/Operative	535	533	533
	Technical/Engineering Support				
	Managerial	1	1	1	
	Executive/Supervisory	2	2	2	
	Technician/Craftsman/Operative	8	8	8	
	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Fleet Operation and Management			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Sales & Customer Service			
		Managerial	7	7	7
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	11	11	11
Frontline Cargo Operation					
Managerial		-	-	-	
Executive/Supervisory		-	-	-	
Technician/Craftsman/Operative		42	42	42	
Technical/Engineering Support					
Managerial	-	-	-		
Executive/Supervisory	-	-	-		
Technician/Craftsman/Operative	-	-	-		
		Subtotal	780	778	778

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Couriers (International) (Sub-branch : 12)	Air Transport Business & Operation (excluding Warehouse and Depot)	Business Management, Strategic Planning			
		Managerial	72	72	72
		Executive/Supervisory	20	20	20
		Technician/Craftsman/Operative	40	40	40
		Fleet Operation and Management			
		Managerial	13	13	13
		Executive/Supervisory	12	12	12
		Technician/Craftsman/Operative	66	66	66
		Sales & Customer Service			
		Managerial	163	163	163
		Executive/Supervisory	389	389	389
		Technician/Craftsman/Operative	619	622	622
		Frontline Cargo Operation			
		Managerial	178	178	178
		Executive/Supervisory	272	272	272
		Technician/Craftsman/Operative	2 390	2 393	2 393
		Technical/Engineering Support			
		Managerial	20	20	20
	Executive/Supervisory	18	18	18	
	Technician/Craftsman/Operative	-	-	-	
	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	42	42	42
		Executive/Supervisory	15	15	15
		Technician/Craftsman/Operative	5	5	5
		Fleet Operation and Management			
		Managerial	8	8	8
		Executive/Supervisory	8	8	8
		Technician/Craftsman/Operative	39	39	39
		Sales & Customer Service			
		Managerial	65	65	65
		Executive/Supervisory	144	144	144
		Technician/Craftsman/Operative	465	465	465
		Frontline Cargo Operation			
Managerial		79	79	79	
Executive/Supervisory		205	205	205	
Technician/Craftsman/Operative	4 961	5 056	5 056		
Technical/Engineering Support					
Managerial	-	-	-		
Executive/Supervisory	16	16	16		
Technician/Craftsman/Operative	-	-	-		
	Subtotal	10 324	10 425	10 425	
Other Transport Logistics Service Providers (Sub-branch : 13)	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	5	5	5
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	-	-	-
		Fleet Operation and Management			
		Managerial	2	2	2
		Executive/Supervisory	13	13	13
Technician/Craftsman/Operative	7	7	7		

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
		Sales & Customer Service			
		Managerial	-	-	-
		Executive/Supervisory	-	-	-
		Technician/Craftsman/Operative	19	19	19
		Frontline Cargo Operation			
		Managerial	86	86	86
		Executive/Supervisory	149	149	149
		Technician/Craftsman/Operative	3 384	3 380	3 380
		Technical/Engineering Support			
		Managerial	-	-	-
		Executive/Supervisory	16	16	16
		Technician/Craftsman/Operative	298	298	298
		Subtotal	3 979	3 975	3 975
Sea Freight Transport (Sub-branch : 14 - 15)	Sea Transport Business & Operation (excluding Warehouse)	Business Management, Strategic Planning			
		Managerial	293	293	293
		Executive/Supervisory	80	80	80
		Technician/Craftsman/Operative	100	100	100
		Fleet Operation and Management			
		Managerial	164	164	164
		Executive/Supervisory	262	262	262
		Technician/Craftsman/Operative	269	269	269
		Sales & Customer Service			
		Managerial	354	354	354
		Executive/Supervisory	455	455	455
		Technician/Craftsman/Operative	899	899	899
		Frontline Cargo Operation			
		Managerial	120	120	120
		Executive/Supervisory	213	213	213
		Technician/Craftsman/Operative	441	441	441
		Technical/Engineering Support			
		Managerial	132	132	132
		Executive/Supervisory	369	369	369
		Technician/Craftsman/Operative	438	438	438
		Subtotal	4 589	4 589	4 589
Ship Management & Chartering (Sub-branch : 16 - 18)	Sea Transport Business & Operation (excluding Warehouse)	Business Management, Strategic Planning			
		Managerial	74	74	74
		Executive/Supervisory	9	9	9
		Technician/Craftsman/Operative	15	15	15
		Fleet Operation and Management			
		Managerial	53	53	53
		Executive/Supervisory	52	52	52
		Technician/Craftsman/Operative	78	78	65
		Sales & Customer Service			
		Managerial	83	83	83
		Executive/Supervisory	96	93	95
		Technician/Craftsman/Operative	173	168	169
		Frontline Cargo Operation			
		Managerial	65	66	68
		Executive/Supervisory	75	75	75
		Technician/Craftsman/Operative	329	327	327

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
		Technical/Engineering Support			
		Managerial	1	1	1
		Executive/Supervisory	4	4	4
		Technician/Craftsman/Operative	9	9	9
		Subtotal	1 116	1 107	1 099
pOverall	Air Transport Business & Operation (excluding Warehouse and Depot)	Business Management, Strategic Planning			
		Managerial	624	624	624
		Executive/Supervisory	268	268	268
		Technician/Craftsman/Operative	249	249	249
		Fleet Operation and Management			
		Managerial	78	78	78
		Executive/Supervisory	91	91	91
		Technician/Craftsman/Operative	260	260	260
		Sales & Customer Service			
		Managerial	1 179	1 179	1 179
		Executive/Supervisory	1 491	1 491	1 494
		Technician/Craftsman/Operative	3 822	3 825	3 840
		Frontline Cargo Operation			
		Managerial	1 270	1 270	1 270
		Executive/Supervisory	2 619	2 619	2 619
		Technician/Craftsman/Operative	12 502	12 492	12 492
		Technical/Engineering Support			
		Managerial	72	72	72
	Executive/Supervisory	186	186	186	
	Technician/Craftsman/Operative	477	477	477	
	Sea Transport Business & Operation (excluding Warehouse)	Business Management, Strategic Planning			
		Managerial	1 136	1 136	1 136
		Executive/Supervisory	297	297	297
		Technician/Craftsman/Operative	431	431	431
		Fleet Operation and Management			
		Managerial	230	230	230
		Executive/Supervisory	348	348	348
		Technician/Craftsman/Operative	447	447	434
		Sales & Customer Service			
		Managerial	1 287	1 287	1 287
		Executive/Supervisory	1 771	1 768	1 770
		Technician/Craftsman/Operative	3 880	3 857	3 861
		Frontline Cargo Operation			
		Managerial	1 014	1 015	1 017
		Executive/Supervisory	1 594	1 591	1 591
		Technician/Craftsman/Operative	7 826	7 830	7 830
		Technical/Engineering Support			
		Managerial	166	166	166
	Executive/Supervisory	471	471	471	
	Technician/Craftsman/Operative	1 012	1 031	1 031	
	Land Transport Business & Operation (including Warehouse)	Business Management, Strategic Planning			
		Managerial	550	542	542
Executive/Supervisory		127	127	127	
Technician/Craftsman/Operative		390	383	383	

Branch	Sector	Job Category/Level/Code	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
		Fleet Operation and Management			
		Managerial	118	118	118
		Executive/Supervisory	95	94	94
		Technician/Craftsman/Operative	230	230	230
		Sales & Customer Service			
		Managerial	576	576	576
		Executive/Supervisory	1 583	1 583	1 583
		Technician/Craftsman/Operative	3 056	3 048	3 048
		Frontline Cargo Operation			
		Managerial	1 236	1 235	1 234
		Executive/Supervisory	3 679	3 676	3 676
		Technician/Craftsman/Operative	51 949	52 043	52 042
		Technical/Engineering Support			
		Managerial	10	10	10
		Executive/Supervisory	60	60	60
		Technician/Craftsman/Operative	1 490	1 490	1 490
		Total	112 247	112 301	112 312

Table 13.15: Distribution of Employees Preferred Level of Education by Branch by Sector by Job Level

Branch	Sector	Job Level	Preferred Level of Education					Overall	
			Postgraduate	First Degree	Sub-degree	Senior Secondary	Junior Secondary		Unspecified
Warehousing & Cold Storage (Sub-branch : 1 - 3)	Land Transport Business & Operation (including Warehouse)	Managerial	-	204	151	125	-	3	483
		Executive/Supervisory	-	147	378	454	12	4	995
		Technician/Craftsman/Operative	-	-	4	3 442	3 466	147	7 059
	Total		-	351	533	4 021	3 478	154	8 537
Cargo Handling Terminals (Sub-branch : 4)	Sea Transport Business & Operation (excluding Warehouse)	Managerial	-	114	6	8	-	31	159
		Executive/Supervisory	-	95	75	138	-	112	420
		Technician/Craftsman/Operative	-	-	266	1 619	-	621	2 506
	Total		-	209	347	1 765	-	764	3 085
Trucking & Container Haulage (Sub-branch : 5 - 7)	Land Transport Business & Operation (including Warehouse)	Managerial	7	427	638	457	44	5	1 578
		Executive/Supervisory	-	42	354	3 271	2	12	3 681
		Technician/Craftsman/Operative	-	8	84	13 834	23 435	270	37 631
	Total		7	477	1 076	17 562	23 481	287	42 890
Air Freight Transport (Sub-branch : 8)	Air Transport Business & Operation (excluding Warehouse and Depot)	Managerial	-	330	38	57	-	-	425
		Executive/Supervisory	-	126	479	695	-	-	1 300
		Technician/Craftsman/Operative	-	41	337	3 486	1 577	-	5 441
	Total		-	497	854	4 238	1 577	-	7 166
Forwarding Agent (Sub-branch : 9 - 10)	Air Transport Business & Operation (excluding Warehouse and Depot)	Managerial	9	1 038	762	270	-	251	2 330
		Executive/Supervisory	-	244	683	1 221	-	417	2 565
		Technician/Craftsman/Operative	-	-	416	6 298	740	841	8 295
	Sea Transport Business & Operation (excluding Warehouse)	Managerial	-	1 333	617	250	4	75	2 279
		Executive/Supervisory	-	405	483	1 404	-	61	2 353
		Technician/Craftsman/Operative	-	25	241	6 411	575	171	7 423
	Land Transport Business & Operation (including Warehouse)	Managerial	-	83	20	12	-	15	130
		Executive/Supervisory	-	-	193	83	-	14	290
		Technician/Craftsman/Operative	-	-	56	1 309	132	94	1 591
		Total		9	3 128	3 471	17 258	1 451	1 939

Branch	Sector	Job Level	Preferred Level of Education						Overall	
			Postgraduate	First Degree	Sub-degree	Senior Secondary	Junior Secondary	Unspecified		
Stevedoring Services (Sub-branch : 11)	Sea Transport Business & Operation (excluding Warehouse)	Managerial	-	14	18	20	-	4	56	
		Executive/Supervisory	-	-	13	45	-	-	58	
		Technician/Craftsman/Operative	-	-	-	398	208	-	606	
	Land Transport Business & Operation (including Warehouse)	Managerial	-	-	-	7	-	-	7	
		Executive/Supervisory	-	-	-	-	-	-	-	
		Technician/Craftsman/Operative	-	-	-	53	-	-	53	
		Total	-	14	31	523	208	4	780	
	Couriers (International) (Sub-branch : 12)	Air Transport Business & Operation (excluding Warehouse and Depot)	Managerial	-	169	83	5	-	186	443
			Executive/Supervisory	-	11	307	176	-	214	708
Technician/Craftsman/Operative			-	-	4	2 208	207	635	3 054	
Land Transport Business & Operation (including Warehouse)		Managerial	-	179	15	-	-	-	194	
		Executive/Supervisory	-	23	351	14	-	-	388	
		Technician/Craftsman/Operative	-	-	-	4 640	724	36	5 400	
		Total	-	382	760	7 043	931	1 071	10 187	
Other Transport Logistics Service Providers (Sub-branch : 13)		Land Transport Business & Operation (including Warehouse)	Managerial	-	27	34	32	-	-	93
			Executive/Supervisory	-	-	16	162	-	-	178
	Technician/Craftsman/Operative		-	-	-	1 033	2 541	-	3 574	
		Total	-	27	50	1 227	2 541	-	3 845	
Sea Freight Transport (Sub-branch : 14 - 15)	Sea Transport Business & Operation (excluding Warehouse)	Managerial	29	849	110	20	-	53	1 061	
		Executive/Supervisory	44	415	550	294	-	62	1 365	
		Technician/Craftsman/Operative	-	211	639	1 084	38	155	2 127	
		Total	73	1 475	1 299	1 398	38	270	4 553	
Ship Management & Chartering (Sub-branch : 16-18)	Sea Transport Business & Operation (excluding Warehouse)	Managerial	2	168	65	25	3	12	275	
		Executive/Supervisory	13	64	45	92	3	17	234	
		Technician/Craftsman/Operative	-	29	17	418	107	27	598	
		Total	15	261	127	535	113	56	1 107	

Branch	Sector	Job Level	Preferred Level of Education						Overall
			Postgraduate	First Degree	Sub-degree	Senior Secondary	Junior Secondary	Unspecified	
Overall	Air Transport Business & Operation (excluding Warehouse and Depot)	Managerial Level	9	1 537	883	332	-	437	3 198
		Executive/Supervisory	-	381	1 469	2 092	-	631	4 573
		Technician/Craftsman/Operative	-	41	757	11 992	2 524	1 476	16 790
	Sea Transport Business & Operation (excluding Warehouse)	Managerial	31	2 478	816	323	7	175	3 830
		Executive/Supervisory	57	979	1 166	1 973	3	252	4 430
		Technician/Craftsman/Operative	-	265	1 163	9 930	928	974	13 260
	Land Transport Business & Operation (including Warehouse)	Managerial	7	920	858	633	44	23	2 485
		Executive/Supervisory	-	212	1 292	3 984	14	30	5 532
		Technician/Craftsman/Operative	-	8	144	24 311	30 298	547	55 308
	Total			104	6 821	8 548	55 570	33 818	4 545

Table 13.16: Employees Recruited in the Past 12 Months by Branch by Source/Origin

Branch	Source/Origin						Overall (Percentage)
	Recruited from other transport logistics establishments	Recruited from non-transport logistics establishments	Recruited from new graduates studied transport logistics programme at education/training institutions	Unknown	Others		
Warehousing & Cold Storage	682 (6.23%)	101 (0.92%)	11 (0.10%)	180 (1.64%)	115 (1.05%)	1 089 (9.94%)	
Cargo Handling Terminals	2 (0.02%)	-	-	25 (0.23%)	-	27 (0.25%)	
Trucking & Container Haulage	4 645 (42.40%)	235 (2.15%)	34 (0.31%)	27 (0.25%)	-	4 941 (45.11%)	
Air Freight Transport	418 (3.82%)	130 (1.19%)	17 (0.16%)	-	-	565 (5.16%)	
Forwarding Agent	3 058 (27.92%)	320 (2.92%)	51 (0.47%)	-	2 (0.02%)	3 431 (31.32%)	
Stevedoring Services	20 (0.18%)	-	-	10 (0.09%)	-	30 (0.27%)	
Couriers (International)	332 (3.03%)	85 (0.78%)	6 (0.05%)	33 (0.30%)	-	456 (4.16%)	
Other Transport Logistics Service Providers	12 (0.11%)	3 (0.03%)	-	10 (0.09%)	-	25 (0.23%)	
Sea Freight Transport	141 (1.29%)	25 (0.23%)	2 (0.02%)	149 (1.36%)	-	317 (2.89%)	
Ship Management & Chartering	60 (0.55%)	11 (0.10%)	1 (0.01%)	1 (0.01%)	-	73 (0.67%)	
Overall	9 370 (85.54%)	910 (8.31%)	122 (1.11%)	435 (3.97%)	117 (1.07%)	10 954 (100.00%)	

Note: Figures in brackets denote the percentage share of the final total

Table 13.17: Employees Recruited in the Past 12 Months by Branch by Source/Origin by Job Level

Branch	Source/Origin	Job Level			Overall
		Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Warehousing & Cold Storage	Recruited from other transport logistics establishments	2	57	623	682
	Recruited from non-transport logistics establishments	-	-	101	101
	Recruited from new graduates studied transport logistics programme at education/training institutions	5	5	1	11
	Unknown	-	-	180	180
	Others	-	-	115	115
	Sub-total	7	62	1 020	1 089
Cargo Handling Terminals	Recruited from other transport logistics establishments	1	0	1	2
	Recruited from non-transport logistics establishments	-	-	-	-
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	-	-
	Unknown	-	-	25	25
	Others	-	-	-	-
	Sub-total	1	-	26	27
Trucking & Container Haulage	Recruited from other transport logistics establishments	47	80	4 518	4 645
	Recruited from non-transport logistics establishments	-	4	231	235
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	34	34
	Unknown	-	-	27	27
	Others	-	-	-	-
	Sub-total	47	84	4 810	4 941

Branch	Source/Origin	Job Level			Overall
		Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Air Freight Transport	Recruited from other transport logistics establishments	28	117	273	418
	Recruited from non-transport logistics establishments	-	-	130	130
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	17	17
	Unknown	-	-	-	-
	Others	-	-	-	-
	Sub-total	28	117	420	565
Forwarding Agent	Recruited from other transport logistics establishments	89	84	2 885	3 058
	Recruited from non-transport logistics establishments	-	-	320	320
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	4	47	51
	Unknown	-	-	-	-
	Others	-	-	2	2
	Sub-total	89	88	3 254	3 431
Stevedoring Services	Recruited from other transport logistics establishments	-	-	20	20
	Recruited from non-transport logistics establishments	-	-	-	-
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	-	-
	Unknown	-	-	10	10
	Others	-	-	-	-
	Sub-total	-	-	30	30

Branch	Source/Origin	Job Level			Overall
		Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Couriers (International)	Recruited from other transport logistics establishments	4	2	326	332
	Recruited from non-transport logistics establishments	-	-	85	85
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	6	6
	Unknown	-	-	33	33
	Others	-	-	-	-
	Sub-total		4	2	450
Other Transport Logistics Service Providers	Recruited from other transport logistics establishments	-	2	10	12
	Recruited from non-transport logistics establishments	-	-	3	3
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	-	-	-
	Unknown	-	-	10	10
	Others	-	-	-	-
	Sub-total		-	2	23
Sea Freight Transport	Recruited from other transport logistics establishments	3	44	94	141
	Recruited from non-transport logistics establishments	-	6	19	25
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	2	-	2
	Unknown	15	8	126	149
	Others	-	-	-	-
	Sub-total		18	60	239

Branch	Source/Origin	Job Level			Overall
		Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative	
Ship Management & Chartering	Recruited from other transport logistics establishments	9	6	45	60
	Recruited from non-transport logistics establishments	8	3	-	11
	Recruited from new graduates studied transport logistics programme at education/training institutions	-	1	-	1
	Unknown	-	-	1	1
	Others	-	-	-	-
	Sub-total		17	10	46
Overall	Recruited from other transport logistics establishments	183	392	8 795	9 370
	Recruited from non-transport logistics establishments	8	13	889	910
	Recruited from new graduates studied transport logistics programme at education/training institutions	5	12	105	122
	Unknown	15	8	412	435
	Others	-	-	117	117
	Total		211	425	10 318

Table 13.18: Manpower Changes from 2010 to 2018 by Branch by Job Level

Branch	Job Level	Manpower in 2010	Manpower in 2012	Manpower in 2014	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Warehousing & Cold Storage	Managerial	401	310	385	483	481	481
	Executive/Supervisory	679	759	846	1 003	1 002	1 002
	Technician/Craftsman/Operative	5 479	5 766	6 619	7 327	7 322	7 326
	Sub-total	6 559	6 835	7 850	8 813	8 805	8 809
Cargo Handling Terminals	Managerial	95	101	141	159	159	159
	Executive/Supervisory	531	541	527	431	429	429
	Technician/Craftsman/Operative	2 226	2 416	2 496	2 559	2 613	2 613
	Sub-total	2 852	3 058	3 164	3 149	3 201	3 201
Trucking & Container Haulage	Managerial	1 571	1 324	1 428	1 583	1 576	1 575
	Executive/Supervisory	3 917	3 843	3 706	3 685	3 682	3 682
	Technician/Craftsman/Operative	38 140	38 706	39 521	38 962	38 955	38 950
	Sub-total	43 628	43 873	44 655	44 230	44 213	44 207
Air Freight Transport	Managerial	261	300	404	445	445	445
	Executive/Supervisory	1 483	1 567	1 234	1 372	1 372	1 372
	Technician/Craftsman/Operative	5 565	6 364	5 276	5 657	5 657	5 657
	Sub-total	7 309	8 231	6 914	7 474	7 474	7 474
Forwarding Agent	Managerial	3 857	5 391	4 818	4 741	4 741	4 741
	Executive/Supervisory	5 009	5 878	5 273	5 239	5 238	5 241
	Technician/Craftsman/Operative	19 531	19 494	18 138	17 813	17 755	17 773
	Sub-total	28 397	30 763	28 229	27 793	27 734	27 755

Branch	Job Level	Manpower in 2010	Manpower in 2012	Manpower in 2014	Manpower in 2016	Manpower Forecast in 2017	Manpower Forecast in 2018
Stevedoring Services	Managerial	87	65	56	63	63	63
	Executive/Supervisory	104	94	82	58	58	58
	Technician/Craftsman/Operative	1 039	785	672	659	657	657
	Sub-total	1 230	944	810	780	778	778
Couriers (International)	Managerial	375	569	751	640	640	640
	Executive/Supervisory	780	1 067	1 196	1 099	1 099	1 099
	Technician/Craftsman/Operative	7 738	8 686	8 666	8 585	8 686	8 686
	Sub-total	8 893	10 322	10 613	10 324	10 425	10 425
Other Transport Logistics Service Providers	Managerial	81	61	93	93	93	93
	Executive/Supervisory	146	93	175	178	178	178
	Technician/Craftsman/Operative	1 203	1 242	3 392	3 708	3 704	3 704
	Sub-total	1 430	1 396	3 660	3 979	3 975	3 975
Sea Freight Transport	Managerial	414	666	958	1 063	1 063	1 063
	Executive/Supervisory	645	981	1 277	1 379	1 379	1 379
	Technician/Craftsman/Operative	1 229	1 283	1 983	2 147	2 147	2 147
	Sub-total	2 288	2 930	4 218	4 589	4 589	4 589
Ship Management & Chartering	Managerial	293	251	278	276	277	279
	Executive/Supervisory	383	304	248	236	233	235
	Technician/Craftsman/Operative	1 043	616	637	604	597	585
	Sub-total	1 719	1 171	1 163	1 116	1 107	1 099
Overall	Managerial	7 435	9 038	9 312	9 546	9 538	9 539
	Executive/Supervisory	13 677	15 127	14 564	14 680	14 670	14 675
	Technician/Craftsman/Operative	83 193	85 358	87 400	88 021	88 093	88 098
	Overall	104 305	109 523	111 276	112 247	112 301	112 312

Table 13.19 : Sampling Coverage & Sampling Plan among Branches

Branch	Industry	Employment Size	Size of Frame	Sample Size
Warehousing & Cold Storage	General Cargo Warehouses & Other Storage Services	7 835	834	123
	Cold Storage	820	23	18
	Packing and Crating Services & Cargo Inspection , Sampling and Other Storage Services	1 085	98	48
	Sub-total	9 740	955	189
Cargo Handling Terminals	Cargo Handling Terminals	3 629	8	8
	Sub-total	3 629	8	8
Trucking & Container Haulage	Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c.	33 174	8 596	328
	Haulage of Containers & Container Leasing	12 474	1 964	142
	Supplementary Samples - Large Vehicle Fleet Owner Companies	10 045	9	9
	Sub-total	55 693	10 569	479
Air Freight Transport	Airline Companies and Supporting Services to Air Transport	40 121	78	45
	Sub-total	40 121	78	45
Forwarding Agents	Air Cargo Forwarding Services	17 127	1 287	103
	Sea Cargo Forwarding Services	15 471	2 184	138
	Sub-total	32 598	3 471	241
Stevedoring Services	Stevedore and Supporting Services to Water Transport, n.e.c.	940	108	49
	Sub-total	940	108	49
Couriers (International)	Couriers (International)	17 779	215	44
	Sub-total	17 779	215	44
Other Transport Logistics Service Providers	Supplementary Samples - Other Transport Logistics Service Providers	32 555	17	17
	Sub-total	32 555	17	17
Sea Freight Transport	Ship Agents & Managers	7 900	301	70
	Operators of Sea-going Vessels	1 494	33	25
	Sub-total	9 394	334	95
Ship Management & Chartering	Ship Owners of Sea-going Vessels	848	78	38
	Shipbrokers	253	65	53
	Inland Water Freight Transport	960	130	58
	Sub-total	2 061	273	149
Overall	Total	204 510	16 028	1 316

Table 13.20 : Change in Number of Manpower by Branch by Job Level from 2010 to 2018

Branch	Job Level	2010	2012	2014	2016	Forecast in 2017	Forecast in 2018
Warehousing & Cold Storage	Managerial Level	401	310	385	483	481	481
	Executive/Supervisory Level	679	759	846	1 003	1 002	1 002
	Technician/Craftsman/Operative Level	5 479	5 766	6 619	7 327	7 322	7 326
	Sub-total	6 559	6 835	7 850	8 813	8 805	8 809
Cargo Handling Terminals	Managerial Level	95	101	141	159	159	159
	Executive/Supervisory Level	531	541	527	431	429	429
	Technician/Craftsman/Operative Level	2 226	2 416	2 496	2 559	2 613	2 613
	Sub-total	2 852	3 058	3 164	3 149	3 201	3 201
Trucking & Container Haulage	Managerial Level	1 571	1 324	1 428	1 583	1 576	1 575
	Executive/Supervisory Level	3 917	3 843	3 706	3 685	3 682	3 682
	Technician/Craftsman/Operative Level	38 140	38 706	39 521	38 962	38 955	38 950
	Sub-total	43 628	43 873	44 655	44 230	44 213	44 207
Air Freight Transport	Managerial Level	261	300	404	445	445	445
	Executive/Supervisory Level	1 483	1 567	1 234	1 372	1 372	1 372
	Technician/Craftsman/Operative Level	5 565	6 364	5 276	5 657	5 657	5 657
	Sub-total	7 309	8 231	6 914	7 474	7 474	7 474
Forwarding Agents	Managerial Level	3 857	5 391	4 818	4 741	4 741	4 741
	Executive/Supervisory Level	5 009	5 878	5 273	5 239	5 238	5 241
	Technician/Craftsman/Operative Level	19 531	19 494	18 138	17 813	17 755	17 773
	Sub-total	28 397	30 763	28 229	27 793	27 734	27 755
Stevedoring Services	Managerial Level	87	65	56	63	63	63
	Executive/Supervisory Level	104	94	82	58	58	58
	Technician/Craftsman/Operative Level	1 039	785	672	659	657	657
	Sub-total	1 230	944	810	780	778	778

Branch	Job Level	2010	2012	2014	2016	Forecast in 2017	Forecast in 2018
Couriers (International)	Managerial Level	375	569	751	640	640	640
	Executive/Supervisory Level	780	1 067	1 196	1 099	1 099	1 099
	Technician/Craftsman/Operative Level	7 738	8 686	8 666	8 585	8 686	8 686
	Sub-total	8 893	10 322	10 613	10 324	10 425	10 425
Other Transport Logistics Service Providers	Managerial Level	81	61	93	93	93	93
	Executive/Supervisory Level	146	93	175	178	178	178
	Technician/Craftsman/Operative Level	1 203	1 242	3 392	3 708	3 704	3 704
	Sub-total	1 430	1 396	3 660	3 979	3 975	3 975
Sea Freight Transport	Managerial Level	414	666	958	1 063	1 063	1 063
	Executive/Supervisory Level	645	981	1 277	1 379	1 379	1 379
	Technician/Craftsman/Operative Level	1 229	1 283	1 983	2 147	2 147	2 147
	Sub-total	2 288	2 930	4 218	4 589	4 589	4 589
Ship Management & Chartering	Managerial Level	293	251	278	276	277	279
	Executive/Supervisory Level	383	304	248	236	233	235
	Technician/Craftsman/Operative Level	1 043	616	637	604	597	585
	Sub-total	1 719	1 171	1 163	1 116	1 107	1 099
Overall	Managerial Level	7 435	9 038	9 312	9 546	9 538	9 539
	Executive/Supervisory Level	13 677	15 127	14 564	14 680	14 670	14 675
	Technician/Craftsman/Operative Level	83 193	85 358	87 400	88 021	88 093	88 098
	Total	104 305	109 523	111 276	112 247	112 301	112 312

Table 13.21 : Preferred Education and Qualifications of Different Job Levels

Level of Education	Job Level		
	Managerial	Executive/ Supervisory	Technician/ Craftsman/ Operative
Postgraduate or above	47	57	-
First Degree	4 935	1 572	314
Sub-degree	2 557	3 927	2 064
Senior Secondary	1 288	8 049	46 233
Junior Secondary or below	51	17	33 750
Unspecified	635	913	2 997
Total	9 513	14 535	85 358

Definition of Terms

1. **Establishment** is selected from 1,316 companies in the specified frame of about 16,028 companies under the transport and logistics industry in the Central Register of Establishments (CRE) maintained by the C&SD.
2. **Employees** refer to all personnel who are directly paid by establishments and work for the establishments;
3. **Manpower** refers to the total number of employees and the number of vacancies;
4. **Principal jobs** refer to the three job levels as classified by the training board;
5. **Wastage** is defined as employees leaving the transport and logistics industry and taking up positions of other industries, or leaving the industry for other reasons;
6. **Vacancies** refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the date of survey.



28 August 2016

Dear Sir/Madam,

The 2016 Manpower Survey of the Transport and logistics industry

The Vocational Training Council is a statutory body appointed by the HKSAR Government to be responsible for manpower training in Hong Kong. The Transport and Logistics Training Board is one of the 21 training boards of the Vocational Training Council. It is established to assess the manpower situation and devise training plans for the transport and logistics industry.

The Training Board will conduct a manpower survey of the transport logistics establishments from 1 September to 30 September 2016, with the assistance of the Census and Statistics Department. The purpose of this survey is to obtain data on the present and future manpower situation and training information so as to enable the Training Board to formulate appropriate training plans to meet the need of the industry. Your co-operation in providing the information would be much appreciated.

----- I enclose the following documents for your reference and completion:

- (i) Questionnaire (Appendix A);
- (ii) Explanatory notes (Appendix B); and
- (iii) Descriptions of principal jobs (Appendices C, C1 – C6).

During the survey period, an officer of the Census and Statistics Department will contact your office. The officer will answer any questions you may have and assist in the completion of the questionnaire if necessary. I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual establishments.

Should you have any questions regarding the survey, please contact the Census and Statistics Department at 2116 8375. Or, you may send the completed questionnaire to the Manpower Statistics Section of the Census and Statistics Department at *Units 1103 – 1106, 11/F, Stelux House, 698 Prince Edward Road East, San Po Kong, Kowloon.*

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'David Ho', is written over a faint circular stamp.

(Ir Dr HO Chi-shing, David, JP)
Chairman

Transport and Logistics Training Board

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

THE 2016 MANPOWER SURVEY OF THE TRANSPORT LOGISTICS INDUSTRY
物流貨運業二零一六年人力調查

QUESTIONNAIRE
調查表

PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE
填表前請參閱附註

For official use only: 此欄必須填寫	Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire	Principal Line of Business
	1	2 3 2 1 8	4 5 6 7 8 9 	10 11 12 13 14 15 	16 17 	18 19 	20 21 22 	23 24 25 26 27 	28 29

TOTAL NUMBER OF PERSONS ENGAGED:
僱員總人數

NAME OF ESTABLISHMENT:
機構名稱

ADDRESS:
地址

NAME OF PERSON TO CONTACT:
聯絡人姓名

TEL NO.:
電話

E-MAIL:
電郵

POSITION:
職位

FAX NO.:
圖文傳真

Branch Type 分類:

PRINCIPAL LINE OF BUSINESS:
主要業務

Please Tick
請在國內

- 01 Warehousing and Cold Storage
貨倉及冷藏庫
- 02 Trucking and Container Haulage
貨車及貨櫃運輸
- 03 Airfreight Transport Operators (including air cargo terminal)
空運承運經營者 (包括空運貨站)
- 04 Airfreight Forwarding Agents
空運貨運代理
- 05 Stevedores
船上/碼頭裝卸貨物
- 06 Seafreight Transport Operators
海運承運經營者
- 07 Seafreight Forwarding Agents
海運貨運代理
- 08 Ship Management and Chartering
船舶管理及租賃
- 09 Cargo Handling Terminals (excluding air cargo terminal)
貨運站 (不包括空運貨站)
- 10 International Couriers
國際遞送
- 11 Other Transport Logistics Services Providers
其他物流服務經營者
- 12 Please Specify:
請註明

VTC-TL-01

Questionnaire (Part I)
調查表 (第一部份)

* Jobs engaged in transport logistics
從事物流業的職位

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Job Title* (Refer to job code listed at right. Please see Appendices C and C1 - C6 for job description.)	Job Code*	No. of Employees as at 15.8.2016	Forecasted No. of Employees as at August 2017	Forecasted No. of Employees as at August 2018	No. of Vacancies as at 15.8.2016	Preferred Level of Education #
職稱*	職位編號*	在2016年8月15日的僱員人數	預計在2017年8月的僱員人數	預計在2018年8月的僱員人數	在2016年8月15日的空缺數目	僱員宜有教育程度#
司機* (可參照右列職位編號。 職稱請參閱附錄 C 及 C1 - C6)	8 - 10	11 - 14	15 - 18	19 - 22	23 - 25	26
Rec. Type						
1						
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Note: If additional lines are necessary, please tick here and enter on supplementary sheet(s). 附註：如估計填滿，請在表 () 填人註口內，然後在右頁繼續填寫。

Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫)	Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)
Business Management, Strategic Planning, 業務管理、計劃策劃 (See Appendix C1 參閱附錄 C1)	Business Management, Strategic Planning, 業務管理、計劃策劃 (See Appendix C1 參閱附錄 C1)	Business Management, Strategic Planning, 業務管理、計劃策劃 (See Appendix C1 參閱附錄 C1)
111 Managerial Level 經理級	211 Managerial Level 經理級	311 Managerial Level 經理級
112 Executive/Supervisory Level 行政/主任級	212 Executive/Supervisory Level 行政/主任級	312 Executive/Supervisory Level 行政/主任級
113 Technician/Craftsman/Operative Level 技師員/技工/操作工人	213 Technician/Craftsman/Operative Level 技師員/技工/操作工人	313 Technician/Craftsman/Operative Level 技師員/技工/操作工人
121 Managerial Level 經理級	221 Managerial Level 經理級	321 Managerial Level 經理級
122 Executive/Supervisory Level 行政/主任級	222 Executive/Supervisory Level 行政/主任級	322 Executive/Supervisory Level 行政/主任級
123 Technician/Craftsman/Operative Level 技師員/技工/操作工人	223 Technician/Craftsman/Operative Level 技師員/技工/操作工人	323 Technician/Craftsman/Operative Level 技師員/技工/操作工人
131 Managerial Level 經理級	231 Managerial Level 經理級	331 Managerial Level 經理級
132 Executive/Supervisory Level 行政/主任級	232 Executive/Supervisory Level 行政/主任級	332 Executive/Supervisory Level 行政/主任級
133 Technician/Craftsman/Operative Level 技師員/技工/操作工人	233 Technician/Craftsman/Operative Level 技師員/技工/操作工人	333 Technician/Craftsman/Operative Level 技師員/技工/操作工人
141 Managerial Level 經理級	241 Managerial Level 經理級	341 Managerial Level 經理級
142 Executive/Supervisory Level 行政/主任級	242 Executive/Supervisory Level 行政/主任級	342 Executive/Supervisory Level 行政/主任級
143 Technician/Craftsman/Operative Level 技師員/技工/操作工人	243 Technician/Craftsman/Operative Level 技師員/技工/操作工人	343 Technician/Craftsman/Operative Level 技師員/技工/操作工人
151 Managerial Level 經理級	251 Managerial Level 經理級	351 Managerial Level 經理級
152 Executive/Supervisory Level 行政/主任級	252 Executive/Supervisory Level 行政/主任級	352 Executive/Supervisory Level 行政/主任級
153 Technician/Craftsman/Operative Level 技師員/技工/操作工人	253 Technician/Craftsman/Operative Level 技師員/技工/操作工人	353 Technician/Craftsman/Operative Level 技師員/技工/操作工人
Other Supporting Services (such as finance, accounting, human resources, information technology) (See Appendix C6) 其他行政支援、如財務會計、人力資源、資訊科技 (參閱附錄 C6)	300 All Job Levels 所有職級	

* Enter in Q.5 the preferred level of education of employees according to the following codes:
請按僱員宜有的教育程度，按下列編號填入 Q.5 欄內：

- Postgraduate (Higher degrees (e.g. master degrees) or equivalent)
研究所高等學位 (如碩士學位)，或同等教育程度
- First Degree (First degree or equivalent)
學士學位 (學士學位，或同等教育程度)
- Sub-degree (Associate Degree, Higher Diploma, Professional Diploma, Higher Certificate or equivalent)
副學位 (副學士、高級文憑、高級證書、高級證書、或同等教育程度)
- Senior Secondary (Secondary 4-6, Diploma, HKCDSE or equivalent)
高中 (中國語文六、文憑、香港中學文憑考試、或同等教育程度)
- Junior Secondary (Secondary 3 or below or equivalent)
初中 (中三或以下，或同等教育程度)

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The 2016 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一六年人力調查

Questionnaire (Part II)
調查表 (第二部份)

Q.6 Number of Transport Logistics Staff Recruited in the Past 12 Months by Source/Origin
過去十二個月內招聘的物流貨運業僱員人數 (按來向/來源分類)

	Managerial Level 經理級	Executive/ Supervisory Level 行政/主任級	Technician/ Craftsman/ Operative Level 技術員/技工/ 操作工級人員
(a) Recruited from other transport logistics establishments 受聘者來自物流貨運業	<input type="text"/> 8	<input type="text"/> 10	<input type="text"/> 12
(b) Recruited from non-transport logistics establishments 受聘者來自其他行業	<input type="text"/> 15	<input type="text"/> 17	<input type="text"/> 19
(c) Recruited new graduates studied transport logistics programme at education/training institutions 受聘者剛畢業於專上院校的物流課程	<input type="text"/> 22	<input type="text"/> 24	<input type="text"/> 26
(d) Others, please specify. 其他, 請註明: _____	<input type="text"/> 29	<input type="text"/> 31	<input type="text"/> 33

Q.7 Number of Transport Logistics Staff Left in the Past 12 Months by Whereabouts
過去十二個月內離職的物流貨運業僱員人數 (按去向分類)

	Managerial Level 經理級	Executive/ Supervisory Level 行政/主任級	Technician/ Craftsman/ Operative Level 技術員/技工/ 操作工級人員
(a) Taking up/starting own business in transport logistics related jobs 繼續於物流貨運業任職/創業	<input type="text"/> 36	<input type="text"/> 38	<input type="text"/> 40
(b) Taking up/starting own business in non-transport logistics related jobs 於其他行業任職/創業	<input type="text"/> 43	<input type="text"/> 45	<input type="text"/> 47
(c) Emigration, retirement or further studies 移民、退休或進修	<input type="text"/> 50	<input type="text"/> 52	<input type="text"/> 54
(d) Others, please specify. 其他, 請註明: _____	<input type="text"/> 57	<input type="text"/> 59	<input type="text"/> 61

Q.8 Number of Employees According to Age Group

受僱的員工按年齡分佈

	40 or below 40 歲或以下	41 - 50 41 至 50 歲	51 - 55 51 至 55 歲	56 - 60 56 至 60 歲	61 or above 61 歲或以上	Total 總數
Technician/Craftsman/Operative Level 技術員/技工/操作工級人員	<input type="text" value="64"/>	<input type="text" value="66"/>	<input type="text" value="68"/>	<input type="text" value="70"/>	<input type="text" value="72"/>	<input type="text" value="74"/>

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	Q.7	<input type="text" value="79"/>	<input type="text" value="80"/>	<input type="text" value="81"/>			
	Q.8	<input type="text" value="82"/>	<input type="text" value="83"/>	<input type="text" value="84"/>	<input type="text" value="85"/>	<input type="text" value="86"/>	<input type="text" value="87"/>
		<input type="text" value="88"/>					

Q.9 Preferred Competency

僱員宜有能力

Please fill in the number of Transport Logistics staff who will require training, where appropriate, as listed in the below functional areas in the coming 12 months. The following also shows some examples of training areas for each functional area for reference.

請填上未來十二個月貴機構就以下職能範疇需要培訓的物流貨運業僱員人數，如適用。以下亦列舉部份訓練內容例子作為參考。

Functional Areas 職能範疇	Industry 行業			
	Air Freight & Express 空運及快遞		Shipping 海運	
	No. of employees require training 需要培訓的人數		No. of employees require training 需要培訓的人數	
(a) Operation Management 營運管理 Example: - Apply all kinds of freight information 例子: 應用各類貨運資訊 - Monitor the performance of contractors 監管承辦商的工作表現 - Formulate strategy for global operation 制定環球性營運策略	101	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	201	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		91		94
(b) Planning and Design of Logistics Solutions 物流方案規劃及設計 Example: - Apply basic statistics to logistics operation 例子: 基本統計學運用於物流運作 - Master the logistics needs of different import/export trading modes 掌握不同進出口貿易模式的物流需要 - Plan and design global logistics solutions 計劃及設計環球性的物流方案	102	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	202	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		97		100
(c) Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務 Example: - Maintain, process and use customer information 例子: 保存、處理及運用客戶資料 - Present and explain proposals to customers 向客戶展示及闡述建議書 - Assess the demand for the services of the logistics industry and formulate sales budgets 評估物流業服務需求及制定有關預算	103	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	203	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		103		106
(d) Cargo Transport and Handling 貨物運輸及處理 Example: - Handle temporary imports 例子: 處理暫准進口貨物 - Apply multimodal transport concept and knowledge 運用多式聯運概念及知識 - Coordinate point-to-point cargo transport connection 協調點對點貨物的銜接	104	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	204	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		109		112
(e) Cargo Safety and Security 貨物安全及保安 Example: - Understand dangerous goods and their characteristics 例子: 認識危險品及其特性 - Apply security technology to help handle cargo transport security matters 運用保安科技協助處理貨運保安事宜 - Monitor security service standard 監督保安服務水平	105	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	205	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		115		118

Functional Areas 職能範疇	Industry 行業			
	Air Freight & Express 空運及快遞		Shipping 海運	
	No. of employees require training 需要培訓的人數		No. of employees require training 需要培訓的人數	
(f) E-Logistics 電子物流	106	<input type="text" value="121"/>	206	<input type="text" value="124"/>
Example: - Submit cargo manifests electronically 例子: 以電子方式提交貨物艙單				
- Conduct Electronic Data Interchange (EDI) in the industry and with customers 進行業內及客戶間的電子訊息交換				
- Formulate air/sea freight-based strategies for fourth-party logistics (4PL) 制定以空運/海運為基礎的第四方物流策略				
(g) Quality Management 品質管理	107	<input type="text" value="127"/>	207	<input type="text" value="130"/>
Example: - Handle issues on quality of transport and logistics services 例子: 處理貨運及物流服務質素問題				
- Conduct quality management audit 執行品質管理審核				
- Formulate quality management system 制定品質管理系統				
(h) Import / Export Documentation and Procedures 出入口文件處理	108	<input type="text" value="133"/>	208	<input type="text" value="136"/>
Example: - Handle procedures and documents for settlement of trading payment 例子: 處理貿易貨款交收程序及文件				
- Arrange for customs declaration 安排海關申報				
- Understand different trading modes and their requirements on import, export and re-export documents 瞭解不同貿易模式及其進出口或轉口文件需要				
(i) Insurance and Legal Matters 保險及法律事務	109	<input type="text" value="139"/>	209	<input type="text" value="142"/>
Example: - Handle insurance certificate and policy or related documents 例子: 處理保險證書、保單或相關文件				
- Apply occupational safety and health ordinances relevant to the logistics industry 應用物流業相關的職業健康及安全法例				
- Formulate risk management plans 制定風險管理方案				
(j) Occupational Safety & Health 職業安全及健康	110	<input type="text" value="145"/>	210	<input type="text" value="148"/>
Example: - Implement safety operation in confined spaces 例子: 執行密閉空間的安全操作				
- Handle general industrial accidents 處理一般工業意外				
- Formulate occupational safety and health management system for the logistics industry 制定物流業職業安全及健康的管理系統				

Functional Areas 職能範疇	Industry 行業		
	Land Transport and Distribution 陸路運輸及分發	Terminals, Warehouse, and Logistics Centre 貨運站、倉庫及物流中心	Supporting and Ancillary Services 支援及輔助服務
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
(a) Operation Management 營運管理	301	401	501
Example: - Apply basic warehousing knowledge 例子: 應用基本倉儲知識	151	154	157
- Develop rosters 制定值勤名單			
- Formulate local/global operations strategies 制定地區性/環球營運策略			
(b) Planning and Design of Logistics Solutions 物流方案規劃及設計	302	402	502
Example: - Co-ordinate freight transport arrangement/ 例子: 協調貨物運輸安排/協調車隊運作	160	163	166
- Assess customer transport requirements 評估客戶的運輸要求			
- Manage information flow in supply chains 管理供應鏈的資訊流			
(c) Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務	303	403	503
Example: - Provide freight forwarding services to 例子: 提供貨運服務	169	172	175
customers			
- Manage service quality 管理服務質素			
- Forecast markets and business needs 預測市場和業務需求			
(d) Cargo Transport and Handling 貨物運輸及處理	304	404	504
Example: - Prepare cargoes for transfer 例子: 為貨物轉運作準備	178	181	184
- Handle dangerous goods/hazardous substances 處理危險品/有害物品			
- Manage logistics centre operations 組織物流中心運作			
(e) Cargo Safety and Security 貨物安全及保安	305	405	505
Example: - Understand dangerous goods and their 例子: 認識危險品及其特性	187	190	193
characteristics			
- Implement accident-emergency procedures 執行緊急事故程序			
- Conduct safety audits 管理貨物保安			
(f) E-Logistics 電子物流	306	406	506
Example: - Handle electronic documents 例子: 處理貨運電子文件	196	199	202
- Apply knowledge of information and communication technology 應用資訊及通訊科技知識			
- Manage network security 管理網絡保安			

Functional Areas 職能範疇	Industry 行業		
	Land Transport and Distribution 陸路運輸及分發	Terminals, Warehouse, and Logistics Centre 貨運站、倉庫及物流中心	Supporting and Ancillary Services 支援及輔助服務
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
(g) Quality Management 品質管理	307	407	507
Example: - Handle issues on quality of transport and logistics services 例子: 處理貨運及物流服務質素問題	205	208	211
- Formulate measures to enhance quality standards 制定提升品質的措施			
- Formulate corporate social responsibility policies 制定企業社會責任政策			
(h) Import / Export Documentation 出入口文件處理	308	408	508
Example: - Compile transport documents 例子: 擬備運輸文件	214	217	220
- Verify required proofs and documents according to freight needs 按貨運需要核查所需證明及文件			
- Carry out integrated border clearance transactions 執行綜合邊境清關交易			
(i) Insurance, Legal Matters & Compliance 保險、法律事務及遵守法規	309	409	509
Example: - Verify insurance certificates and policies or related documents 例子: 核實保險證書、保單或相關文件	223	226	229
- Implement risk management plans 執行風險管理方案			
- Research compliance requirements and issues 研究法規的要求和問題			
(j) Environmental Protection 環境保護	310	410	510
Example: - Understand and implement basic environmental protection plan 例子: 認識並執行基本環保方案	232	235	238
- Enhance staff's awareness of environmental protection 提升員工的環保意識			
- Formulate environmental protection policies and procedures 制定環境保護的政策和程序			

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End of questionnaire. Thank you for your co-operation.

問卷完，多謝合作

Please tick this box if your company wants a complimentary copy of the 2016 Manpower Survey Report
如 貴公司欲收到二零一六年人力調查報告，請於方格內加上(✓)號

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The 2016 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一六年人力調查

Explanatory Notes
附註

1. The questionnaire is in three parts, the front page, part I and part II. Before completing the questionnaire, please read carefully the Explanatory Notes.
調查表共有三部份：首頁、第一部份和第二部份。填寫調查表前，請參閱附註。
2. Please fill in a number or a code where applicable. The codes and the values of items they represent are listed in the main questionnaire (Appendix A) or the Appendices C1 – C6.
請在適當空格內填入有關數字或編號，編號及所代表的事項載於主要調查表（附錄 A）或附錄 C1 – C6。
3. Front Page of Questionnaire
調查表首頁

On the front page of the questionnaire, please select the principal line of business of the establishment.
請在調查表首頁上揀選貴機構的主要業務性質。
4. Main Questionnaire (Part I)
主要調查表（第一部份）
 - 4.1 In the main questionnaire (Part I), please fill in information for each job/position in your establishment. All columns ('A' to 'G') of the questionnaire should be filled. Please insert a zero (0) in any column where not applicable.
請於主要調查表（第一部份）填寫貴機構內各職位的資料。「A」至「G」各欄均須填寫。如有不適用者，請在該欄內填入（0）符號。
 - 4.2 Definition of the Jobs Engaged in Transport Logistics
從事物流貨運的職位定義
 - (i) Jobs in '*Air Transport Business & Operation*' refer to jobs mainly engaged in air cargo or air logistics operation (excluding warehouse and depot operation).
「空運業務及有關操作」職位是指主要從事處理空運貨物或涉及空運物流的營運（不包括倉庫及碼頭的運作）。

(ii) Jobs in '*Sea Transport Business & Operation*' refer to jobs mainly engaged in sea cargo or sea logistics operation (excluding warehouse operation).

「海運業務及有關操作」職位是指主要從事處理海運貨物或涉及海運物流的營運（不包括倉庫的運作）。

(iii) Jobs in '*Land Transport Business & Operation*' refer to jobs mainly engaged in land cargo or land logistics operation, including warehouse.

「陸運業務及有關操作」職位是指主要從事處理陸運貨物或涉及陸上物流的營運（包括倉庫）。

Remarks:

If the employee in your establishment is taking up jobs in more than one transport business and operation, please classify according to the heavier responsible area. 如貴機構的僱員有同時兼顧兩個或以上的業務範疇，則按其負責業務範疇較重的歸類。

4.3 Job Title and Code (Column 'A' and Column 'B')

職稱及編號（「A」欄及「B」欄）

(i) Please fill in Column 'A' the job titles of your employees according to that listed in the questionnaire.

請參照調查表中提供的職稱，填寫僱員的職位 在「A」欄內。

(ii) Please fill in Column 'B' the job codes of your employees. (Please refer to the job codes listed in the questionnaire or Appendices C and C1 – C6 for the job descriptions).

請在「B」欄填上僱員的職位編號（請參照調查表中提供的職位編號或附錄 C 及 C1 – C6 內的職務）。

4.4 Q.1 Number of Employees as at 15.8.2016 (Column 'C')

在 2016 年 8 月 15 日的僱員人數（「C」欄）

Please fill in the number of employees against each principal job as at 15.8.2016. 'Employees' refer to those who have worked for the establishment for 4 weeks or more and for not less than 18 hours in each week.

請填寫在 2016 年 8 月 15 日各主要職務的僱員人數。「僱員」指在貴機構全職工作已達四星期，每星期工作不少於十八小時的員工。

4.5 Q.2 Forecasted Number of Employees as at August 2017 (Column 'D')

預計在 2017 年 8 月的僱員人數（「D」欄）

Please fill in the forecasted number of employees against each principal job as at August 2017.

請填寫預計在 2017 年 8 月各主要職務的僱員人數。

4.6 **Q.3 Forecasted Number of Employees as at August 2018 (Column 'E')**
預計在 2018 年 8 月的僱員人數（「E」欄）

Please fill in the forecasted number of employees against each principal job as at August 2018.

請填寫預計在 2018 年 8 月各主要職務的僱員人數。

4.7 **Q.4 Number of Vacancies as at 15.8.2016 (Column 'F')**
在 2016 年 8 月 15 日的空缺數目（「F」欄）

Please fill in the number of vacancies against each principal job as at 15.8.2016.

請填寫在 2016 年 8 月 15 日各主要職務的空缺數目。

4.8 **Q.5 Preferred Level of Education (Column 'G')**
僱員宜有教育程度（「G」欄）

Please fill in the code of the preferred level of education against each principal job. (Please refer to the codes for levels of education as listed in the questionnaire).

請填寫各職務僱員宜有教育程度的所屬編碼（請參照調查表中提供有關教育程度的編碼）。

5. **Questionnaire (Part II)**
調查表（第二部份）

5.1 **Q.6 Number of Transport Logistics Staff Recruited in the Past 12 Months by Source/Origin**
過去十二個月內招聘的物流貨運業僱員人數（按來向／來源分類）

Please fill in the number of transport logistics staff recruited in the past 12 months by source/origin.

請按來向／來源填上過去十二個月內招聘的物流貨運業僱員人數。

5.2 **Q.7 Number of Transport Logistics Staff Left in the Past 12 Months by Whereabouts**
過去十二個月內離職的物流貨運業僱員人數（按去向分類）

Please fill in the number of transport logistics staff left in the past 12 months by whereabouts.

請按去向填上過去十二個月內離職的物流貨運業僱員人數。

5.3 **Q.8 Number of Employees According to Age Group**
受僱的員工按年齡分佈

Please fill in the number of frontline employees by age group.

請按年齡分佈填寫前線僱用的人數。

5.4 Q.9 Preferred Competency
僱員宜有能力

- (i) Please fill in the number of Transport Logistics staff who will require training, where appropriate, as listed in the below functional areas in the coming 12 months. The following also shows some examples of training areas for each functional area for reference.

請填上未來十二個月貴機構就以下職能範疇需要培訓的物流貨運業僱員人數，如適用。以下亦列舉部份訓練內容例子作為參考。

- (ii) The Logistics Industry Training Advisory Committee has published the 'Specification of Competency Standards (SCS)' for the reference of the Industry. The SCS is intended for use in curriculum or programme design, human resource development, as well as competency and qualifications recognition. The descriptions in the question are functional areas, while more detailed job competencies on the SCS are available on the website of the Recognition of Prior Learning (rpl.vtc.edu.hk) or Qualifications Framework (www.hkqf.gov.hk).

物流業行業培訓諮詢委員會已為物流業擬訂了一套《能力標準說明》，闡列有關本行業的各級能力標準，個別級別工作所需的能力、知識及條件基準。問題當中的職能範疇亦參照《能力標準說明》編訂。如欲進一步了解《能力標準說明》的詳細資料，可參閱過往資歷認可 (rpl.vtc.edu.hk) 或資歷架構 (www.hkqf.gov.hk) 網頁。

Note: The information received will be treated in strict confidence and will be published only in the form of statistical summaries without reference to an individual organisation.

註：調查所得資料絕對保密，只以統計摘要方式發表，並不提及個別機構。

**Job Descriptions for Principal Jobs in the
Transport Logistics Industry
物流貨運業
主要職務工作說明**

**Descriptions of Job Level
職級簡介**

Job Level 職級	Description 簡介
Managerial Level 經理級人員	Head (deputy included) of a department or section of an establishment responsible for getting jobs done of the prescribed area of responsibilities by sub-ordinates according to the company policy, goals and objectives. 部門主管(包括副主管), 根據公司政策、目的及目標, 及通過屬下員工完成、達到有關職責範圍。
Executive/Supervisory Level 行政/主任級人員	Mainly assist the managerial level in carrying out the prescribed area of responsibilities. Usually are involved in supervision of the work of the junior level on the spot. 主要協助經理級人員去完成、達到有關職責範圍。通常於辦公室或操作場地督導初級員工的工作。
Technician/Craftsman/Operative Level 技術員/技工/操作工級人員	Work under supervision and characterised by office job duties, physical job duties with technical requirements or to receive/distribute document/cargo. 通常於督導下進行辦公室文書、操作場地技術工作或接收/運送文件/貨物。

C1. Descriptions of Scope and Area of Responsibilities
(Business Management, Strategic Planning)
範疇及職責範圍簡介(業務管理、計劃策略)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
1	Business Management, Strategic Planning 業務管理、 計劃策略	<p>The upper echelon of an establishment in charge of the formulation of strategies, setting of guidelines and targets and steering of performance of the overall business of the establishment. Specifically: 公司內最高管理層，負責制訂公司策略、方針及目標，監控公司業務進度。具體職務有：</p> <ul style="list-style-type: none"> • Business management - Assess the business potential and resources required for developing the business. Ensure the establishment, its business partners and contractors work together and in line with the company goal. Formulate performance indices for the establishment and monitor the progress of the establishment in reaching the target; adjust the policy/strategy if necessary. 業務管理 — 評估業務發展潛力，調撥資源開拓公司業務，確保公司內部及以外的其合作伙伴共同達致制定目標。制定評估公司表現的方式，監察公司每項政策／策略推行進度，並適時作出修改。 • Strategy planning - Establish the local/regional/global operating strategy (such as strategic alliance) for the establishment. Design and develop strategy for logistics solutions that can be offered by the establishment. 計劃策略 — 負責制定公司在本地、所屬地區以至全球的營運策略（如：戰略性合作伙伴），設計及開發公司策略性物流方案。 • Technology & technique - Assess the current technology and technique in operating the establishment and set policy for introduction/enhancement of new(er) technology and technique. 科技及技術 — 評估公司現有科技及技術水平，制定政策引進及改良公司的科技及技術。

Jobs for Scope of Business Management, Strategic Planning
「業務管理、計劃策略」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	
111	Managerial Level 經理級人員
112	Executive/Supervisory Level 行政／主任級人員
113	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	
211	Managerial Level 經理級人員
212	Executive/Supervisory Level 行政／主任級人員
213	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)	
311	Managerial Level 經理級人員
312	Executive/Supervisory Level 行政／主任級人員
313	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員

C2. Descriptions of Scope and Area of Responsibilities
(Fleet Operation and Management)
範疇及職責範圍簡介(機隊、航隊、車隊營運及管理)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
2	Fleet Operation and Management 機隊、航隊、 車隊營運及管理	<p>The operating arm of an establishment in charge of maximising the asset/fleet of the establishment. Specifically: 公司內負責營運公司資產／航隊。具體職務有：</p> <ul style="list-style-type: none"> • Fleet management - Manage a fleet to offer a regular/scheduled/liner or irregular/chartered/tramp service; and design/develop the routing pattern according to senior management's decision. Decide on the timing and (sub-)contractors for maintaining the fleet. 航隊管理 — 根據管理層制定的營運策略編制航線及管理航線的整體服務。 • Fleet acquisition & utilisation - Order/purchase/charter-in/leasing arrangement for the fleet. Also deal with sales/charter-out/leasing out/disposal/suspension/laid up of the fleet when applicable. Control/allocate space of the fleet where applicable. 航隊調度及配置 — 適當調度航隊，適時為航隊準備配置／保養方案。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers (such as through tendering mechanisms) for maintaining the fleet. 服務招標及外判 — 擬訂以投標形式甄選服務承包商及供應商的細節，並監管其服務表現。

Jobs for Scope of Fleet Operation and Management
「機隊、航隊、車隊營運及管理」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	
121	Managerial Level 經理級人員
122	Executive/Supervisory Level 行政／主任級人員
123	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	
221	Managerial Level 經理級人員
222	Executive/Supervisory Level 行政／主任級人員
223	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)	
321	Managerial Level 經理級人員
322	Executive/Supervisory Level 行政／主任級人員
323	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員

C3. Descriptions of Scope and Area of Responsibilities
(Sales & Customer Service)
範疇及職責範圍簡介(市場銷售及顧客服務)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
3	Sales & Customer Service 市場銷售及顧客服務	<p>The operating arm of an establishment in charge of finding out needs of customers, securing the business and serving customers. Specifically: 公司內負責發掘客戶需要，跟進客戶要求並提供服務，以拓展公司業務。具體職務有：</p> <ul style="list-style-type: none"> • Sales & marketing - Assess the market/customers demand/needs and competition environment; recommend and implement sales target, customer relationship strategy, marketing strategy and pricing strategy etc. 銷售及市場拓展 – 分析市場／客戶的需要及市場競爭環境，建議及推行銷售目標、客戶服務策略、市場策略及定價策略等。 • Customer service - The business process from initial enquiry to booking to arrangement of shipments and the documentation/revenue receivable. 客戶服務 – 處理來貨、貨物分發及運送之間的有關手續及所需文件。

Jobs for Scope of Sales & Customer Service
「市場銷售及顧客服務」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	
131	Managerial Level 經理級人員
132	Executive/Supervisory Level 行政／主任級人員
133	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	
231	Managerial Level 經理級人員
232	Executive/Supervisory Level 行政／主任級人員
233	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)	
331	Managerial Level 經理級人員
332	Executive/Supervisory Level 行政／主任級人員
333	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員

C4. Descriptions of Scope and Area of Responsibilities
(Frontline Cargo Operation)
範疇及職責範圍簡介(貨物調度、處理、前線操作)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
4	Frontline Cargo Operation 貨物調度、 處理、 前線操作	<p>The operating arm of an establishment in charge of arranging cargo shipments according to the needs of customers. Specifically: 公司內負責按客戶需求安排有關貨運。具體職務有：</p> <ul style="list-style-type: none"> • Space - Schedule cargo/shipment movements according to space allocated. 艙位調度 — 按艙位分配，安排貨運日期／船期。 • Cargo/shipment arrangement - Operation process from receiving to storing to line-haul to distributing & releasing of cargo; co-loading/consolidation where applicable and completion of mandatory formalities. 貨運／航程調度 — 處理貨物交收、分發、運送之間的一切事宜及有關手續。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for cargo operation. 服務招標及外判 — 甄選及監管貨運服務承包商及供應商。 • Safety & security - Ensure the operation is in compliance with mandatory and inhouse requirements. 安全及保安 — 確保貨運過程在符合有關法例與內部指引的情況下運作。

Jobs for Scope of Frontline Cargo Operation
「貨物調度、處理、前線操作」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作（不包括倉庫及碼頭）	
141	Managerial Level 經理級人員
142	Executive/Supervisory Level 行政／主任級人員
143	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作（不包括倉庫）	
241	Managerial Level 經理級人員
242	Executive/Supervisory Level 行政／主任級人員
243	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作（包括倉庫）	
341	Managerial Level 經理級人員
342	Executive/Supervisory Level 行政／主任級人員
343	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員

C5. Descriptions of Scope and Area of Responsibilities
(Technical/Engineering Support)
範疇及職責範圍簡介(機械／技術支援)

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
5	Technical/ Engineering Support 機械／ 技術支援	<p>The operating arm of an establishment in charge of technical service. Specifically: 公司內負責提供技術支援之單位。具體職務有：</p> <ul style="list-style-type: none"> • Machinery & equipment - Establish technical indicators and management system for the operation of machinery and equipment. 機械及設備 — 建立使用機械及有關設備的技術指標及管理制度。 • Contractors & suppliers - Select and supervise the services provided by (sub-)contractors & suppliers for machinery and equipment. 服務招標及外判 — 甄選及監管機械及設備承包商及供應商。 • Safety & security - Ensure the operation of machinery and equipment is in compliance with mandatory and inhouse requirements. 安全及保安 — 確保機械及設備符合有關法例與內部指引的情況下運作。

Jobs for Scope of Technical/Engineering Support
「機械／技術支援」範疇的職位

Job Code 職位 編號	Job Level 職級
Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	
151	Managerial Level 經理級人員
152	Executive/Supervisory Level 行政／主任級人員
153	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	
251	Managerial Level 經理級人員
252	Executive/Supervisory Level 行政／主任級人員
253	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員
Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)	
351	Managerial Level 經理級人員
352	Executive/Supervisory Level 行政／主任級人員
353	Technician/Craftsman/Operative Level 技術員／技工／操作工級人員

C6. Descriptions of Scope and Area of Responsibilities**(Other Supporting Services)****範疇及職責範圍簡介(其他行政支援)**

No. 編號	Scope 範疇	Area of Responsibilities 職責範圍
6	Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology) 其他行政支援 (如財務會計、人力資源、資訊科技)	Supporting units of an establishment not directly involved in the business, operation and technical services, such as finance, accounting, human resources, information technology. 公司業務、營運及技術支援以外的一般行政支援，如財務會計、人力資源、資訊科技等。

Jobs for Scope of Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology)**「其他行政支援，如財務會計、人力資源、資訊科技」範疇的職位**

Job Code 職位 編號	Job Level 職級
All Sectors 所有分類界別	
000	All Job Levels 所有職級人員