

Security Services Training Board  
保安服務業訓練委員會



SECURITY SERVICES INDUSTRY  
MANPOWER SURVEY REPORT

保安服務業 • 人力調查報告書

# 2013



OPPORTUNITIES • ACTION • SUCCESS

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**2013 MANPOWER SURVEY REPORT**  
**SECURITY SERVICES**

保安服務業  
二〇一三年人力調查報告

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



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# 2013 MANPOWER SURVEY REPORT OF THE SECURITY SERVICES INDUSTRY

## EXECUTIVE SUMMARY

### Introduction

1. The Security Services Training Board of the Vocational Training Council was set up by the HKSAR Government in 1998 to be responsible for determining the manpower situation and training needs in the security services industry (SSI); and for recommending to the VTC, employers and other interested parties measures to meet the demand for trained personnel in the SSI. The Training Board conducted its 8<sup>th</sup> manpower survey in July 2013 covering the 3 branches of the security services industry, namely, the Security Guarding Services, the Armoured Transportation Services and the Security Systems Installation / Maintenance / Repair / Design / Others.
2. **Section I** of this report will give an introduction to the survey including the purpose, scope, methodology, analysis of the response and the manpower assessment procedure. A summary of the survey findings is presented in **Section II**, the conclusions and recommendations of the Training Board are set out in **Sections III** and **IV** respectively.

### Industry Outlook

3. The manpower of the SSI has a steady growth with number of employees 110 437 in 2013 and 107 652 in 2011 contributing an increase of 2.6%. The number of vacancies was surveyed as 1 977, which was close to the number of 1 971 in 2011. The figures revealed that the industry still has a conservative attitude towards the business growth of the industry, especially companies might take a straddle attitude towards competition of the industry as a result of modest growth of the manpower.
4. With the introduction of the statutory minimum wage in 2011, the survey reveals that the income distribution among all levels significantly shifted upward. The inclining trend indicated that the working condition in terms of monetary rewards has improved. As a result, employers preferred their employees to have more period of experience and education level. These can be evidenced by the number of employers' preferred 1 to 2 years of experience at the security guard/technician level employees increased from 28.8% in 2011 to 49.4% in 2013 while the number of employers' required security guard/technician level employees to have secondary 5 or equivalent increased from 13.1% in 2011 to 28.3% in 2013. It is expected that these inclining trends will continue.
5. The employers of the security services industry comes across difficulty in the recruitment of staff, particularly at security guard level, mainly caused by general labour shortage. The employers consider that this phenomenon will not be improved in a short period of time.



6. The Chief Executive of HKSAR announced its Policy Address on 15 January 2014 that Government continued to step up its efforts to boost land supply in the short, medium and long terms to address the housing needs. The Government will adopt a total of 470 000 new residential units as the new supply target in the coming ten years, with a 60:40 split between public and private housing. In addition, it is projected that the private sector will, on average, produce about 13 600 flats each year in the next five years, an increase of about 40% over the past five years in which only produced an average of about 9 680 flat each year.

7. With the development of the Hong Kong-Zhuhai-Macao (HKZM) Bridge and the 26-km long Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link (Express Rail Link, or XRL) runs from West Kowloon in Hong Kong to the boundary of Hong Kong and Shenzhen, those infrastructures will enhance Hong Kong's role as the southern gateway to the Mainland and significantly reduce transportation costs and time.

8. The new housing and infrastructure developments will create a large number of employments. It facilitates the growth of security services industry as well as other industries.

### Manpower Situation

9. The survey reveals that during the survey period in June 2013, there were 110 437 employees engaged in the SSI, representing 2.9% of the 3.8 million working population in Hong Kong. There was a 2.6% increase in general guarding compared to the figures of 2011. Out of the 110 437 employees, 104 079 employees employed by licensed Security Companies, 5 600 by the Owners Corporations and 758 by the Supplementary Samples. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:

<u>Job Level</u>	<u>No. of Employees in May 2011</u>	<u>No. of Employees in June 2013</u> (a) (%) <sup>#</sup>	<u>No. of Vacancies in June 2013</u> (b)	<u>Employers' Forecast of Manpower Growth</u> (c)	<u>Forecast No. of Posts in June 2014</u> (d) = (a)+(b)+(c).
Managerial/ Professional	2 732	2 484 (-9)	15	4	2 503
Supervisory	11 247	11 167 (-0.7)	84	41	11 292
Security Guard/ Technician	93 673	96 786 (3.3)	1878	110	98 774
<b>Total</b>	<b>107 652</b>	<b>110 437</b> (2.6) <sup>#</sup>	<b>1977</b>	<b>155</b>	<b>112 569</b>

# As percentage of increase in the number of employees as against 2011

## Manpower Projection for 2014 to 2016

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

<b>Year</b>	<b>Actual Manpower</b>	<b>Employers' Forecast (at the time of the survey)</b>	<b>Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2013	<b>112 414</b>			
2014f		112 569 (0.1%)*	113 579	1 165 (1%)*
2015f			114 559	980 (0.9%)**
2016f			115 515	956 (0.8%)**

\* As percentage increase of the actual manpower against 2013

\*\* As percentage increase of the projected manpower against the year before, i.e. 2014 and 2015 respectively

## Turnover in the Past 12 Months

11. The Training Board observes that there is consistently a high turnover of security services personnel in the past few years, with 16 020 employees leaving in the past 12 months. Of these employees, security guard / technician level has the highest turnover of 15 305 employees (or 15.8% of the number of posts) leaving and 12 615 joining with security services related experience. Similar to the survey in 2011, many respondents reported that the high turnover rate was reasoned by the long working hours.

## Additional Manpower Requirements in June 2014

12. Based on the manpower growth projected by using the LMA approach and the annual wastage, the Training Board anticipates an additional manpower requirement of 3 727 employees in 2014 for the SSI as follows:

<u>Job Level</u>	<u>Annual Wastage</u>	<u>Projected Manpower Growth for June 2014</u>	<u>Additional Manpower Requirement for June 2014</u>
Managerial/Professional	-1	27	26
Supervisory	-127	118	-9
Security Guard/Technician	2 690	1 020	3 710
<b>Total:</b>	<b>2 562</b>	<b>1 165</b>	<b>3 727</b>

### Provision of Training

13. Similar to the survey in 2011, the Survey reveals that employers had provided only 1 092 in-house training places to their employees in the past 12 months, while 18 885 training places were sponsored by employers. It is shown that employers tend to outsource their training to external providers. The estimated number of external training places sponsored by employers in the next 12 months would drop 38.6% to 11 597. Among the 11 597 external training places, 1 708 (or 14.8%) will be the courses of Customer Service and 1 136 (or 9.8%) will be for First Aid training.

### Recommendations

14. The Training Board estimates a total of 3 727 additional employees joining the SSI in the next 12 months. As they are new to the industry, it is expected that there is substantial training needs for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 can help ensure the standard and quality of training courses under the Scheme.

15. Recognition Scheme training would be considered as the one of the popular trainings in the next 12 months from the employers' perspective. It indicated that the Employers' shared the same view of the Training Board in providing standard training for the new entrants.

16. The training providers are recommended to offer more customer service, first aid, soft skills and related skills upgrading training courses to meet the needs of the industry as revealed from the survey findings.

17. The Training Board supports the development of a Qualifications Framework and is with a view to promote the Continuing Professional Development Programme for Security Services Industry to enhance its practitioners' capabilities and competitiveness.

18. The Training Board in collaboration with the Hong Kong Police Force will continue to organize Best Training Awards to encourage employers to provide more training to their employees. In addition, the Board will also continue to organize trade tests for security guards and explore trade tests for other categories of the security services personnel.

19. The Training Board will continue to explore new training courses that suit the needs of the industry and will recommend those courses to the Employees Retraining Board (ERB) for consideration.

20. The Training Board will continue to support conducting the manpower survey once every two years to assess the manpower demand and supply in this industry.

## SECTION I

### INTRODUCTION

#### The Security Services Training Board

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

#### Purpose of the Survey

1.2 The Training Board had conducted 7 manpower surveys in February 1999, May 2001, May 2003, May 2005, May 2007, May 2009 and June 2011 respectively, and its 8<sup>th</sup> survey in July 2013 with the following objectives:

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

#### Scope of the Survey

1.3 Similar to 2011, the 2013 Manpower Survey (the Survey) again covers 3 branches of the SSI, namely, the Security Guarding Services, the Armoured Transportation Services and the Security Systems Installation/ Maintenance/ Repair/ Design/ Others. Security Companies will be classified by the types of licence they hold, as follows:

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

1.4 As at May 2013, there were 949 Security Services Companies listed with the Security and Guarding Services Industry Authority (SGSIA) and 9 664 Owners Corporations registered with the Land Registry<sup>1</sup>. The Survey was conducted by adopting the stratified random sampling method, in which 393 licensed Security Services Companies and 140 Owners Corporations were selected. 196 out of the 393 Security Services Companies were with an employment size of 50 or above and the remaining 197 Security Services Companies were with the size below 50.

1.5 In addition to Security Companies and Owners Corporations, 12 supplementary samples covering public utility companies, major banks and hotels which directly employed security personnel were also selected in this Survey. Altogether, a total of 545 questionnaires were dispatched.

#### Method of the Survey

1.6 With the support of the Census and Statistics Department (C&SD) in providing survey fieldwork and technical support, the Survey for the SSI was successfully conducted in July 2013. The Survey was tasked with the review of current situation in manpower and training in the SSI. Each of the sampled Security Companies or Owners Corporations would be required to complete a questionnaire (**Appendix 5**) in terms of the manpower and training needs for the SSI.

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

<sup>1</sup> Information being used in this Survey was provided by the Home Affairs Department.

## Analysis of the Response

1.8 Of the 545 samples, 332 respondents were successfully enumerated with the required information collected (**Appendix 6**). These included 294 Security Companies, 29 Owners Corporations and 9 Supplementary Samples. The survey data obtained were statistically grossed up to yield a full-size manpower situation of the SSI. Of the remaining 213 samples, 71 Security Companies had either temporarily ceased operations, moved, not employed any technical manpower, unreachable, not yet start operation or not been contactable through their registered addresses; while 111 Owners Corporations and 1 Supplementary Sample had, not engaged in the specific trade, unreachable, not employed any technical manpower or could not be contacted. Only 28 Security Services Companies and 2 Supplementary Samples had declined to respond. The effective response rate is 91.7%.

## Manpower Assessment Procedure

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

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

## Presentation of Findings

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

## Definition of Terms

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

1.12 "Wastage" refers to the difference between number of leavers who left the Security Services Industry and number of recruits with Security Services related experience.

1.13 "Technical Certificates" refer to certificates of technical competence.

## SECTION II

### SUMMARY OF SURVEY FINDINGS

2.1 The following information was collected from the Survey:

- (a) number of employees,
- (b) number of existing vacancies,
- (c) employers' forecast of the manpower demand in June 2014,
- (d) number of employee turnover,
- (e) employers' preferred education of employees,
- (f) employers' preferred period of experience of employees, and
- (g) income distribution of employees.

2.2 Employers were further requested to provide information on the number of internal promotion, recruitment difficulties, preferred vocational qualification, types of training provided to employees in the past 12 months and planned for the next 12 months. A number of new questions on the 16 hours of training prior to obtaining Security Personnel Permit and comments on refresher courses for renewal of Security Personnel Permit and added since the 2011 manpower survey. The findings are summarized in the ensuing paragraphs.

#### Number of Employees

2.3 The Survey reveals that during the survey period, there were 110 437 technical employees<sup>2</sup> (hereinafter called "employees"). Out of these 110 437 employees, 104 079 were employed by the Security Companies, 5 600 by the Owners Corporations and 758 by the Supplementary Samples. A comparison of the number of employees in 2011 and 2013 is given in **Table A**. The distribution by job level is shown in **Figure 1**.

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

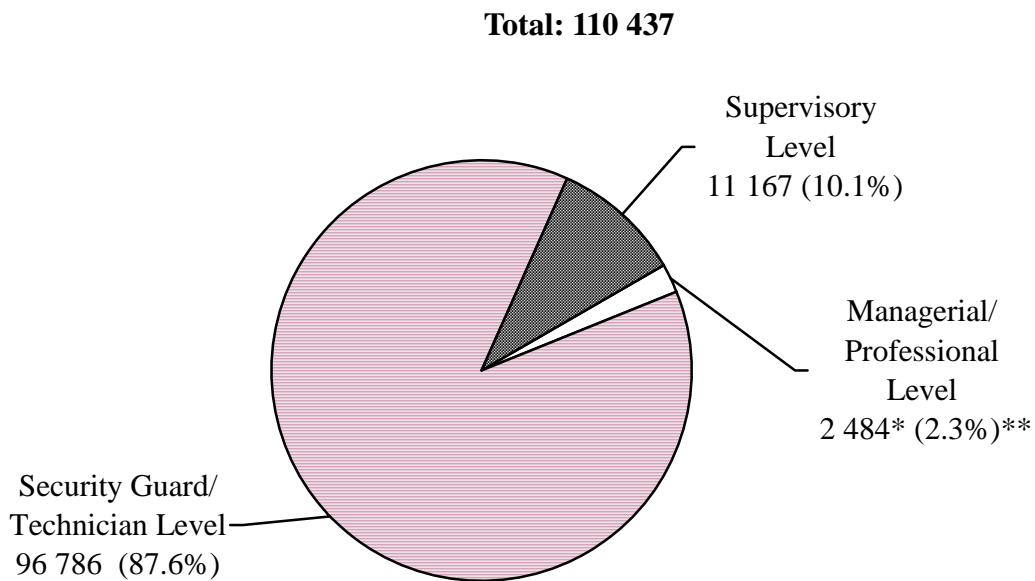


**Table A: Comparison of the Number of Employees For 2011 and 2013**

Branch	Employees	
	2011	2013
Security Guarding Services	79 525	83 626
Armoured Transportation Services	783	797
Security Systems Installation/ Maintenance/Repair/ Design/Others	3 240	3 231
Security Guarding Services and Armoured Transportation Services	717	761
Security Guarding Services and Security Systems Installation/Maintenance/Repair/Design/Others	13 242	13 169
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others	2 298	2 495
Owners Corporations	7 096	5600
Supplementary Samples	751	758
<b>Total</b> (%)	<b>107 652</b>	<b>110 437</b> <b>(2.6)*</b>

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

**Figure 1: Distribution of Employees by Job Level**



\* Number of employees

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

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

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

<u>Job Level</u>	<u>Employees of Security Companies</u> (%)*	<u>Employees of Owners Corporations</u> (%)*	<u>Employees of Supplementary Samples</u> (%)*	<u>Total</u> (%)*
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>				
Senior Management Staff	303 (12.2%)	-	4 (0.2%)	<b>307</b> (12.4%)
Security Manager/Operations Manager/Security Centre Controller	1 025 (41.3%)	-	18 (0.7%)	<b>1 043</b> (42%)
Security Consultant	83 (3.3%)	-	-	<b>83</b> (3.3%)
Security System Project Manager	240 (9.7%)	-	-	<b>240</b> (9.7%)
Security System Design/Installation/ Maintenance Engineer	525 (21.1%)	-	1 (0.04%)	<b>526</b> (21.2%)
Security Training Manager	23 (0.9%)	-	-	<b>23</b> (0.9%)
Other Security Services Related Manager	255 (10.3%)	-	7 (0.3%)	<b>262</b> (10.5%)
<b>Sub-total:</b>	<b>2 454</b> (98.8%)	<b>-</b>	<b>30</b> (1.2%)	<b>2 484</b> (100%)
<u>SUPERVISORY LEVEL</u>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 695 (86.8%)	420 (3.8%)	130 (1.2%)	<b>10 245</b> (91.7%)
Technical Support Staff	161 (1.4%)	-	6 (0.05%)	<b>167</b> (1.5%)
Security Training Officer	59 (0.5%)	-	2 (0.02%)	<b>61</b> (0.5%)
VIP Protection Officer / Private Body Guard	35 (0.3%)	-	-	<b>35</b> (0.3%)
Other Security Services Related Supervising Personnel	655 (5.9%)	-	4 (0.04%)	<b>659</b> (6%)
<b>Sub-total:</b>	<b>10 605</b> (95%)	<b>420</b> (3.8%)	<b>142</b> (1.2%)	<b>11 167</b> (100%)

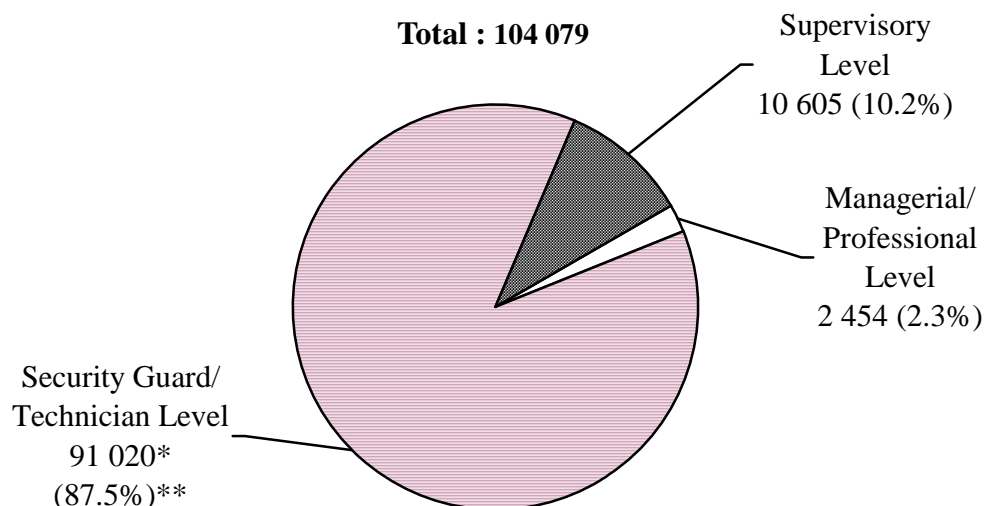
<b><u>Job Level</u></b>	<b><u>Employees of Security Companies</u></b> (%)*	<b><u>Employees of Owners Corporations</u></b> (%)*	<b><u>Employees of Supplementary Samples</u></b> (%)*	<b><u>Total</u></b> (%)*
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>				
Security Guard (less than 8 hour shifts)	1 242 (1.3%)	70 (0.1%)	-	<b>1 312</b> (1.4%)
Security Guard (8 to 11 hour shifts)	35 104 (36.3%)	3 430 (3.5%)	573 (0.6%)	<b>39 107</b> (40.4%)
Security Guard (12 hour shifts)	48 676 (50.3%)	1 680 (1.7%)	-	<b>50 356</b> (52%)
Armed Guard	800 (0.8%)	-	-	<b>800</b> (0.8%)
Security System Design Technician	203 (0.2%)	-	-	<b>203</b> (0.2%)
Security Device Installation, Maintenance and /or Repairing Technician	2 600 (2.7%)	-	2 (-)	<b>2 602</b> (2.7%)
Other Security Services Personnel	2 395 (2.5%)	-	11 (0.01%)	<b>2 406</b> (2.5%)
<b>Sub-total:</b>	<b>91 020</b> (94%)	<b>5 180</b> (5.4%)	<b>586</b> (0.6%)	<b>96 786</b> (100%)
<b>GRAND TOTAL:</b>	<b>104 079</b> (94.2%)**	<b>5 600</b> (5.1%)**	<b>758</b> (0.7%)**	<b>110 437</b> (100%)

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

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

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

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

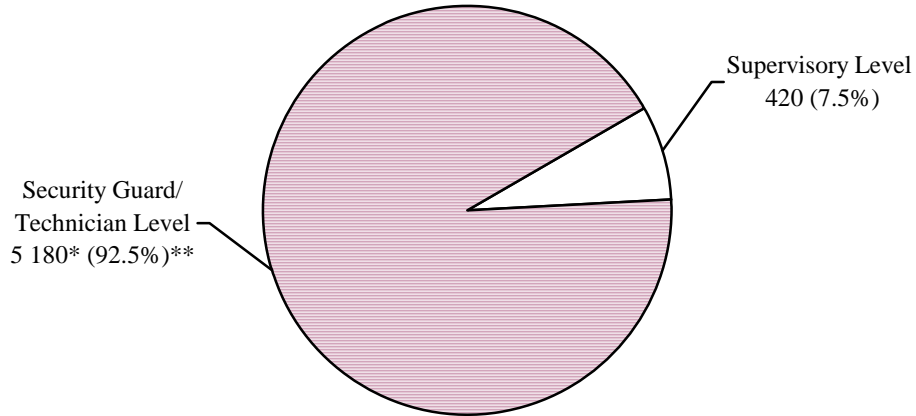


\* Number of employees

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

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

**Total: 5 600**

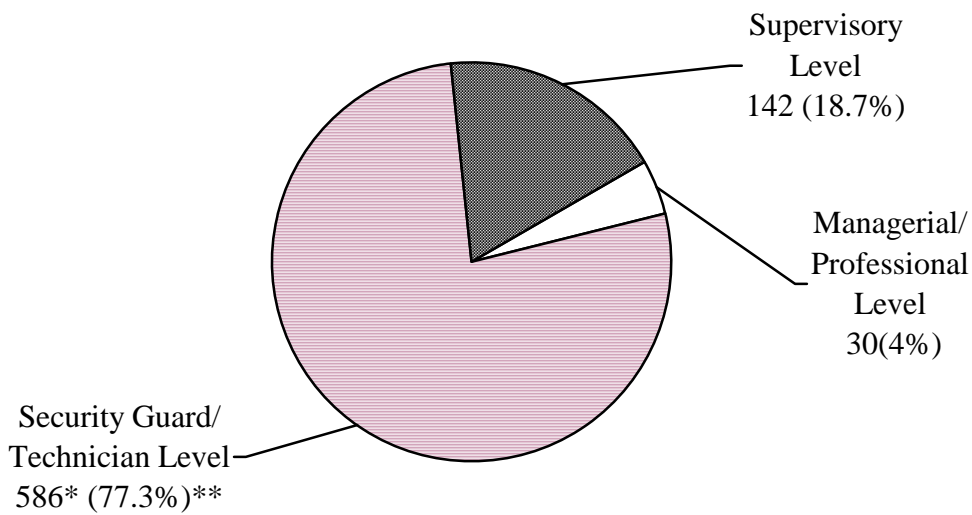


\* Number of employees

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

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

**Total: 758**



\* Number of employees

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

2.6 A comparison of the number of employees of Security Companies between 2011 and 2013 by principal job is shown in **Table C**.

**Table C: Comparison of Manpower of Security Companies between 2011 and 2013 by Job Level by Principal Job**

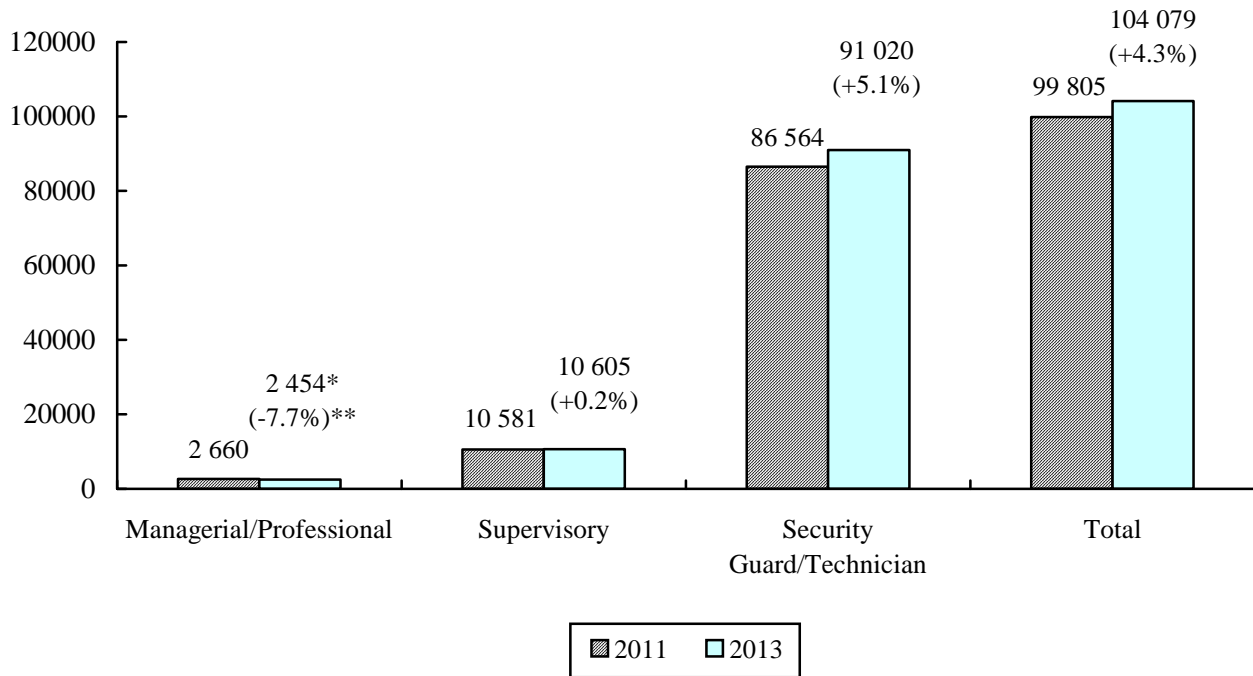
<u>Job Level</u>	<u>Manpower in 2011</u>	<u>Manpower in 2013</u>	<u>Growth in Manpower</u> (%)*
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>			
Senior Management Staff	384	303	-81
Security Manager/Operations Manager/Security Centre Controller	973	1 025	52
Security Consultant	165	83	-82
Security System Project Manager	205	240	+35
Security System Design/Installation/Maintenance Engineer	685	525	-160
Security Training Manager	55	23	-32
Other Security Services Related Manager	193	255	62
<b>Sub-total:</b>	<b>2 660</b>	<b>2 454</b>	<b>-206</b> <b>(-7.7)</b>
<u>SUPERVISORY LEVEL</u>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 695	9 695	-
Technical Support Staff	405	161	-244
Security Training Officer	63	59	-4
VIP Protection officer/Private Body Guard	-	35	35
Other Security Services Related Supervising Personnel	418	655	237
<b>Sub-total:</b>	<b>10 581</b>	<b>10 605</b>	<b>24</b> <b>(0.2)</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL#</u>			
Security Guard	81 505	85 022	3 517
Armed Guard	689	800	111
Security System Design Technician	275	203	-72
Security Device Installation, Maintenance /or Repairing Technician	2 592	2 600	8
Other Security Services Related Personnel with valid Security Personnel Permit	1 503	2 395	892
<b>Sub-total:</b>	<b>86 564</b>	<b>91 020</b>	<b>4 456</b> <b>(5.1)</b>
<b>GRAND TOTAL</b>	<b>99 805</b>	<b>104 079</b>	<b>4 274</b> <b>(4.3)</b>

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

# The principal jobs of "Technicians" were grouped together with the security guard level instead of the supervisory level

2.7 The comparison of manpower of Security Companies by job level between 2011 and 2013 is illustrated in **Figure 5** and **Table D**.

**Figure 5: Comparison of Manpower of Security Companies between 2011 and 2013 by Job Level**



\* Number of employees at the job level

\*\* As percentage increase / decrease of the number of employees at the job level in 2013 as against 2011

**Table D: Manpower Growth of Security Companies in 2013 by Job Level**

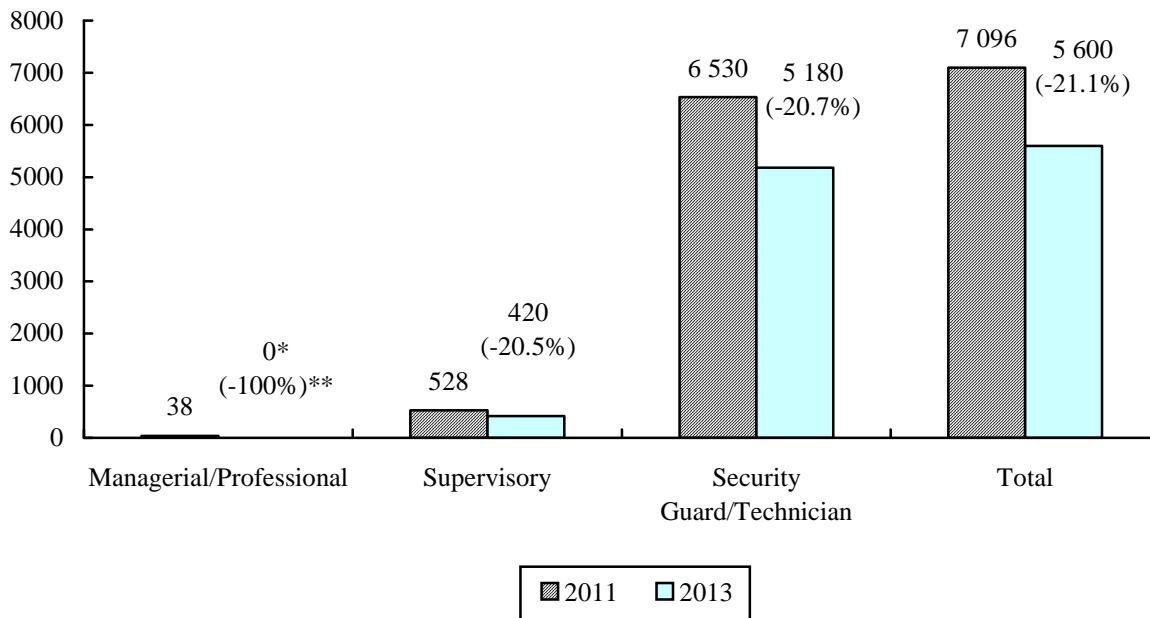
<u>Job Level</u>	<u>No. of Employees in May 2011</u>	<u>No. of Employees in June 2013</u>	<u>Growth (%)*</u>
Managerial/Professional	2 660	2 454	-206 (-7.7)
Supervisory	10 581	10 605	24 (+0.2)
Security Guard/Technician	86 564	91 020	4 456 (+5.1)
<b>Total</b>	<b>99 805</b>	<b>104 079</b>	<b>4 274</b> <b>(+4.3)</b>

\* As percentage increase / decrease of the number of employees at the job level in 2013 as against 2011

\*\* As percentage increase / decrease of the number of employees in the industry in 2013 as against 2011

2.8 The comparison of manpower of Owners Corporations by job level between 2011 and 2013 is illustrated in **Figure 6** and **Table E**.

**Figure 6: Comparison of Manpower of Owners Corporations between 2011 and 2013 by Job Level**



\* Number of employees at the job level

\*\* As percentage increase / decrease of the number of employees at the job level in 2013 as against 2011

**Table E: Manpower Growth of Owners Corporations in 2013 by Job Level**

<u>Job Level</u>	<u>No. of Employees in May 2011</u>	<u>No. of Employees in June 2013</u>	<u>Growth (%)*</u>
Managerial/Professional	38	-	-38 (-100)
Supervisory	528	420	-108 (-20.5)
Security Guard/Technician	6 530	5 180	-1 350 (-20.7)
<b>Total</b>	<b>7 096</b>	<b>5 600</b>	<b>-1 496</b> <b>(-21.1)**</b>

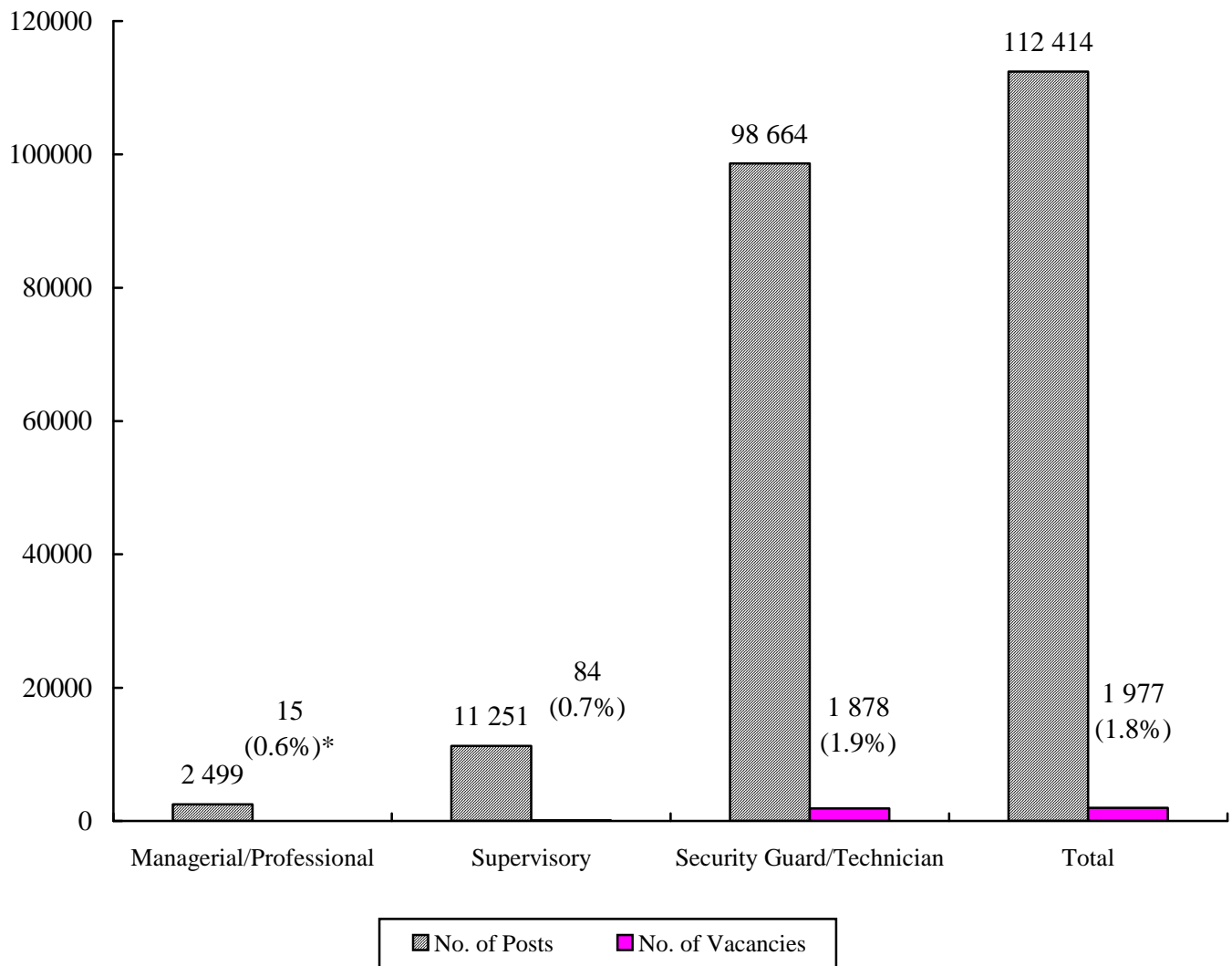
\* As percentage increase / decrease of the number of employees at the job level in 2013 as against 2011

\*\* As percentage increase / decrease of the number of employees in the industry in 2013 as against 2011

## Number of Vacancies

2.9 At the time of survey, employers reported 1 977 vacancies, or 1.8% of the existing 112 414 posts (posts = 1 977 vacancies + 110 437 employees). By job level, the security guard level has the highest number of vacancies of 1 878. The distribution of vacancies by job level is shown in **Figure 7** and by principal job in **Table F**.

**Figure 7: Posts and Vacancies by Job Level**



\* As percentage of the number of posts by job level



**Table F: Number of Existing Vacancies by Principal Job**

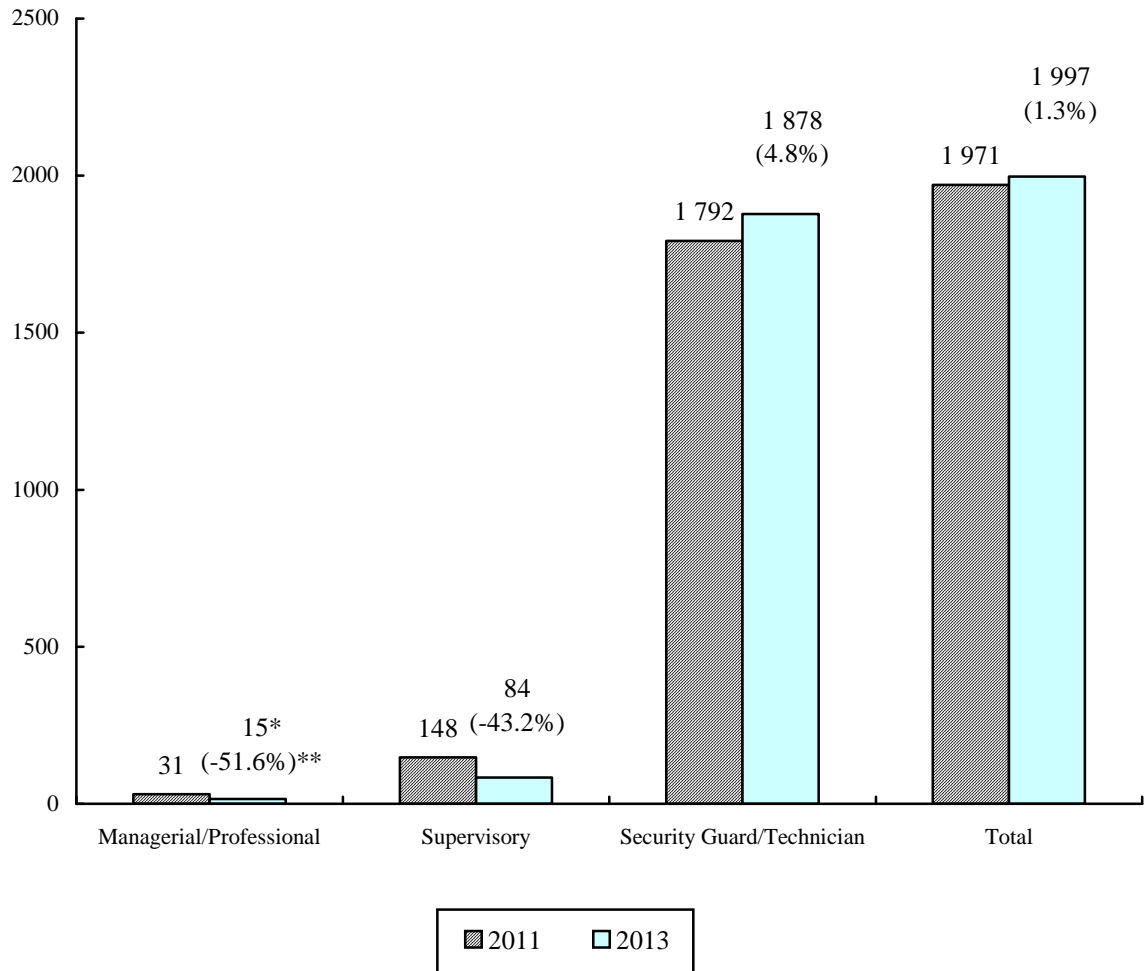
<u>Job Level</u>	<u>Number of Employees</u>	<u>Number of Vacancies</u>	<u>Number of Posts</u>	<u>(%)*</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>				
Senior Management Staff	307	-	307	-
Security Manager/Operations Manager/Security Centre Controller	1 043	1	1 044	0.1
Security Consultant	83	-	83	-
Security System Project Manager	240	-	240	-
Security System Design/Installation/ Maintenance Engineer	526	14	540	2.6
Security Training Manager	23	-	23	-
Other Security Services Related Manager	262	-	262	-
<b>Sub-total:</b>	<b>2 484</b>	<b>15</b>	<b>2 499</b>	<b>0.6</b>
<u>SUPERVISORY LEVEL</u>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	10 245	75	10 320	7.3
Technical Support Staff	167	-	167	-
Security Training Officer	61	-	61	-
VIP Protection Officer/Private Body Guard	35	-	35	-
Other Security Services Related Supervising Personnel	659	9	668	1.4
<b>Sub-total:</b>	<b>11 167</b>	<b>84</b>	<b>11 251</b>	<b>0.8</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>				
Security Guard (less than 8 hour shifts)	1 312	55	1 367	4.0
Security Guard (8 to 11 hour shifts)	39 104	679	39 786	1.7
Security Guard (12 hour shifts)	50 356	951	51 307	1.9
Armed Guard	800	-	800	-
Security System Design Technician	203	-	203	-
Security Device Installation, Maintenance and /or Repairing Technician	2 602	128	2 730	4.7
Other Security Services Personnel	2 406	65	2 471	2.6
<b>Sub-total:</b>	<b>96 786</b>	<b>1 878</b>	<b>98 664</b>	<b>1.9</b>
<b>GRAND TOTAL:</b>	<b>110 437</b>	<b>1 977</b>	<b>112 414</b>	<b>(1.8)**</b>

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

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

2.10 A comparison of the number of vacancies between 2011 and 2013 is shown in **Figure 8**.

**Figure 8: Comparison of Vacancies between 2011 and 2013**



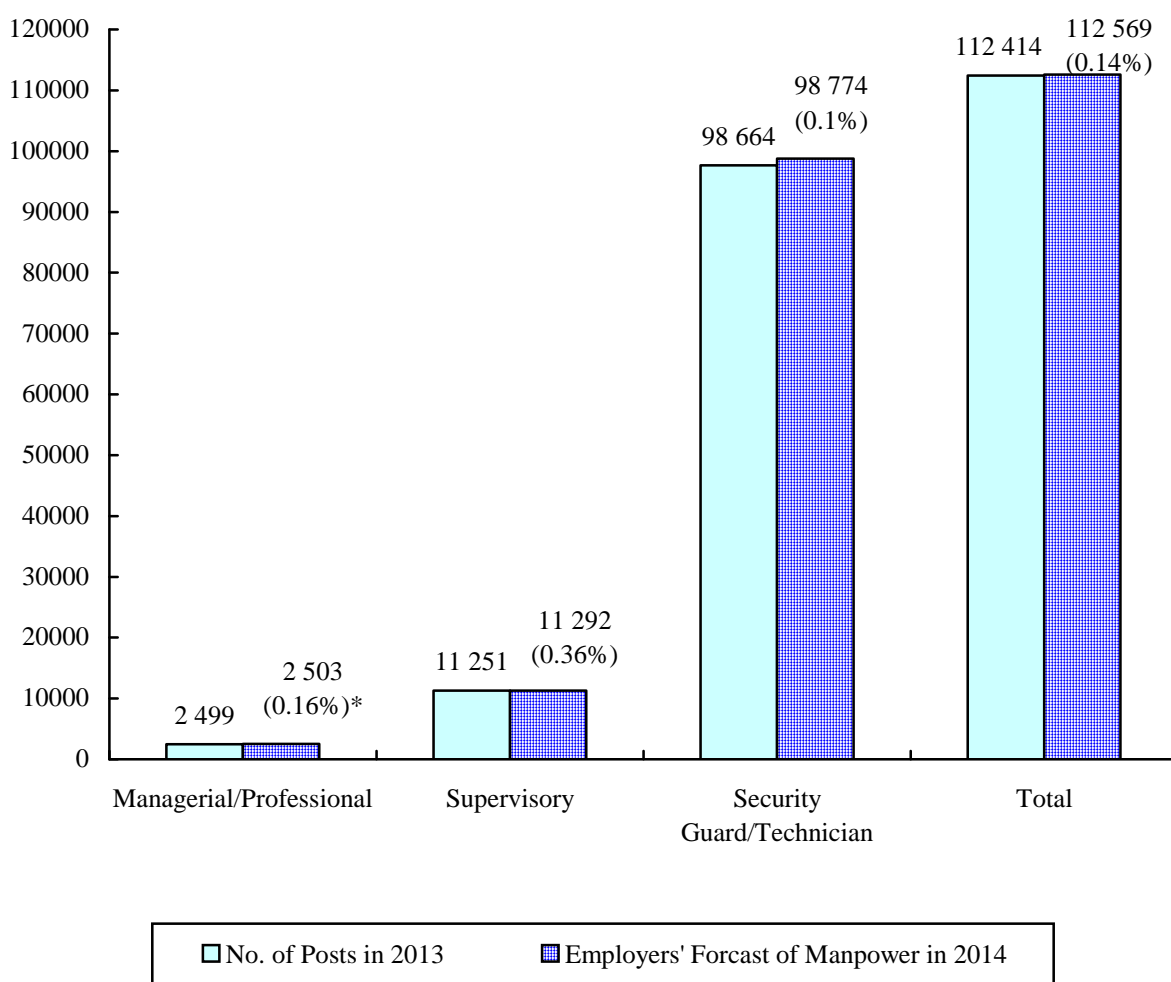
\* Number of vacancies by job level

\*\* As percentage increase / decrease of the number of vacancies at the job level in 2013 as against 2011

Employers' Forecast Manpower Demand by June 2014

2.11 Employers forecast that there would be 112 569 posts by June 2014, an increase of 0.14% over the number of posts in June 2013 (as compared with 0.15% in May 2011). There are total increases of 155 posts. Broken down into the three technical job levels, the respective increase were: the managerial level (4 posts, 0.16%), the supervisory level (41 posts, 0.36%), and the security guard/technician level (110 posts, 0.1%). Employers' forecast manpower growth by June 2014 by job level is presented in **Figure 9** and by principal job in **Table G**.

**Figure 9: Employers' Forecast of Security Services Manpower Demand by June 2014 by Job Level**



\* As percentage increase in number of posts at the same job level in 2014 as against 2013

**Table G: Employers' Forecast of Manpower Growth by Principal Job in 2014**

<u>Job Level</u>	<u>Number of Posts in 2013</u>	<u>Forecast of Manpower in 2014</u>	<u>Change (%)*</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>			
Senior Management Staff	307	311	(1.3)
Security Manager/Operations Manager/Security Centre Controller	1 044	1 045	(0.1)
Security Consultant	83	83	(-)
Security System Project Manager	240	240	(-)
Security System Design/Installation/ Maintenance Engineer	540	539	(-0.2)
Security Training Manager	23	23	(-)
Other Security Services Related Manager	262	262	(-)
<b>Sub-total:</b>	<b>2 499</b>	<b>2 503</b>	<b>(0.16)**</b>
<u>SUPERVISORY LEVEL</u>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	10 320	10 365	(0.4)
Technical Support Staff	167	167	(-)
Security Training Officer	61	61	(-)
VIP Protection Officer/Private Body Guard	35	35	(-)
Other Security Services Related Supervising Personnel	668	664	(-0.6)
<b>Sub-total:</b>	<b>11 251</b>	<b>11 292</b>	<b>(0.36)**</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>			
Security Guard (less than 8 hour shifts)	1 367	1 367	(-)
Security Guard (8 to 11 hour shifts)	39 786	39 856	(0.2)
Security Guard (12 hour shifts)	51 307	51 297	(-0.02)
Armed Guard	800	800	(-)
Security System Design Technician	203	205	(1)
Security Device Installation, Maintenance and /or Repairing Technician	2 730	2 737	(0.3)
Other Security Services Personnel	2 471	2 512	(1.7)
<b>Sub-total:</b>	<b>98 664</b>	<b>98 774</b>	<b>(0.1)**</b>
<b>GRAND TOTAL:</b>	<b>112 414</b>	<b>112 569</b>	<b>(0.14)#</b>

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

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

# As percentage increase / decrease of the total number of posts in the industry in 2014 against 2013

Internal Promotion in the Past 12 Months

2.12 The survey reveals that 0.4% employees were promoted from within the surveyed sample establishments. Significant internal promotion could be found at supervisory level in the Security Guarding Services. 286 employees from Guard/Technician level were promoted to Supervisory level. The main reason for the higher internal promotion rate in this branch was to retain employees in the industry. A summary of the promotion pattern by branch by job level is shown in **Table H**.

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

<b>Branch</b>	<b>Managerial/ Professional Level#</b>	<b>Supervisory Level^</b>
Security Guarding Services	6	286
Armoured Transportation Services	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	2	19
Security Guarding/ Armoured Transportation Services	-	-
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	26	113
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	2	-
Owners Corporations	-	-
Supplementary Samples	2	10
<b>Total:</b>	<b>38</b>	<b>428</b>

# Number of employees promote from supervisory to managerial / professional Level

^ Number of employees promote guard/technician to supervisory Level

## Turnover in the Past 12 Months

2.13 **Table I** shows that the staff wastage rate in the past 12 months for Security Companies was 2.3% while no staff wastage was found in managerial/professional and supervisory levels. Such findings were mainly relied on data given by human resources personnel of sampled companies and based on the assumption that the leavers might be recruited by another security services companies. In this connection, the actual wastage rate would be the difference between the number of leavers and the number of recruits with security services related experience. By job level, the security guard/technician level faced the highest wastage, with 15 305 employees leaving and 12 615 employees joining the industry, representing a 2.8% of wastage at the same job level. Details of the number of recruits in the past 12 months by branch by job level are shown in **Appendix 9**.

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

### (i) Security Companies

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	2 454	44	46	-2 (-0.1)*
Supervisory	10 605	654	722	-68 (-0.6)*
Security Guard/Technician	91 020	13 745	11 044	2 701 (3)*
<b>Total:</b> (%)	<b>104 079</b>	<b>14 443</b>	<b>11 812</b>	<b>2 631</b> <b>(2.5)**</b>

### (ii) Owners Corporations

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage (%)</u>
Managerial/Professional	-	-	-	-
Supervisory	420	-	70	-70 (-16.7)*
Security Guard/Technician	5 180	1 470	1 470	-
<b>Total:</b> (%)	<b>5 600</b>	<b>1 470</b>	<b>1 540</b>	<b>-70</b> <b>(-1.3)**</b>

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

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

**(iii) Supplementary Samples**

<b><u>Job Level</u></b>	<b><u>No. of Posts</u></b>	<b><u>No. of Leavers</u></b>	<b><u>No. of Recruits with Security Services Related experience</u></b>	<b><u>Wastage (%)</u></b>
Managerial/Professional	30	1	-	1 (3.3)*
Supervisory	142	16	5	11 (7.7)*
Security Guard/Technician	586	90	101	-11 (-1.9)*
<b>Total:</b> (%)	<b>758</b>	<b>107</b>	<b>106</b>	<b>1</b> <b>(0.1)**</b>

**(iv) Total**

<b><u>Job Level</u></b>	<b><u>No. of Posts</u></b>	<b><u>No. of Leavers</u></b>	<b><u>No. of Recruits with Security Services Related experience</u></b>	<b><u>Wastage (%)</u></b>
Managerial/Professional	2 484	45	46	-1 (-0.04)*
Supervisory	11 167	670	797	-127 (-1.1)*
Security Guard/Technician	96 786	15 305	12 615	2 690 (2.8)*
<b>Total:</b> (%)	<b>110 437</b>	<b>16 020</b>	<b>13 458</b>	<b>2 562</b> <b>(2.3)**</b>

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

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

## Recruitment Difficulties

2.14 The Survey reveals that there were 342 respondents (or 10.1%) had come across difficulty in the recruitment of staff, particularly security guards. 558 (or 16.4%) respondents had no difficulty in the recruitment of staff. Among the remaining 2 498 (or 73.5%) respondents, 2 442 respondents reported that they did not have any recruitment exercises during the survey period and 56 respondents declined to respond. It was found in the survey that the percentage recorded in unattractive salary (from 28.7% in 2011 to 26.2% in 2013) experienced a slightly decrease while general labour shortage (from 9.9% in 2011 to 16.3% in 2013) and long working hours ( from 15.3% in 2011 to 18.4% in 2013) experienced significantly increase. Reasons for recruitment difficulty for each job level are shown in **Table J**. The type of difficulties encountered in recruitment in the past 12 months is set out in **Appendix 8**.

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

<b><u>Reasons for Recruitment Difficulty#</u></b>	<b>Managerial/ Professional*</b>		<b>Supervisory*</b>		<b>Technician*</b>		<b>Security Guard*</b>		<b>Total</b>	
	<b>2011</b>	<b>2013</b>	<b>2011</b>	<b>2013</b>	<b>2011</b>	<b>2013</b>	<b>2011</b>	<b>2013</b>	<b>2011</b>	<b>2013</b>
General Labour Shortage	0.2	0.4	0.9	2.2	4.8	4.7	4.0	9.1	9.9	16.3
Long Working Hours	-	-	1.5	1.0	3.2	1.3	10.6	16.1	15.3	18.4
Tough Working Environment	-	0.1	0.9	0.1	0.1	0.4	4.3	3.6	5.3	4.2
Dangerous Working Nature	-	-	-	-	-	-	-	-	-	-
Unattractive Salary	2	0.5	1.9	2.7	2	2.9	22.8	20.2	28.7	26.2
Low Status	0.1	-	0.2	-	0.2	0.5	1.3	1.2	1.6	1.7
Lack of Candidates with Relevant Experience and Training	1.5	0.5	1.8	2.2	6	5.9	3.9	3.6	13.1	12.2
Others	0.2	-	0.2	-	4.6	1.6	2.7	2.5	7.6	3.7
Unspecified/ Refusal	3.5	4.0	4.6	6.6	1.5	1.7	8.8	5.0	18.5	17.3

# Respondents may choose more than one reason

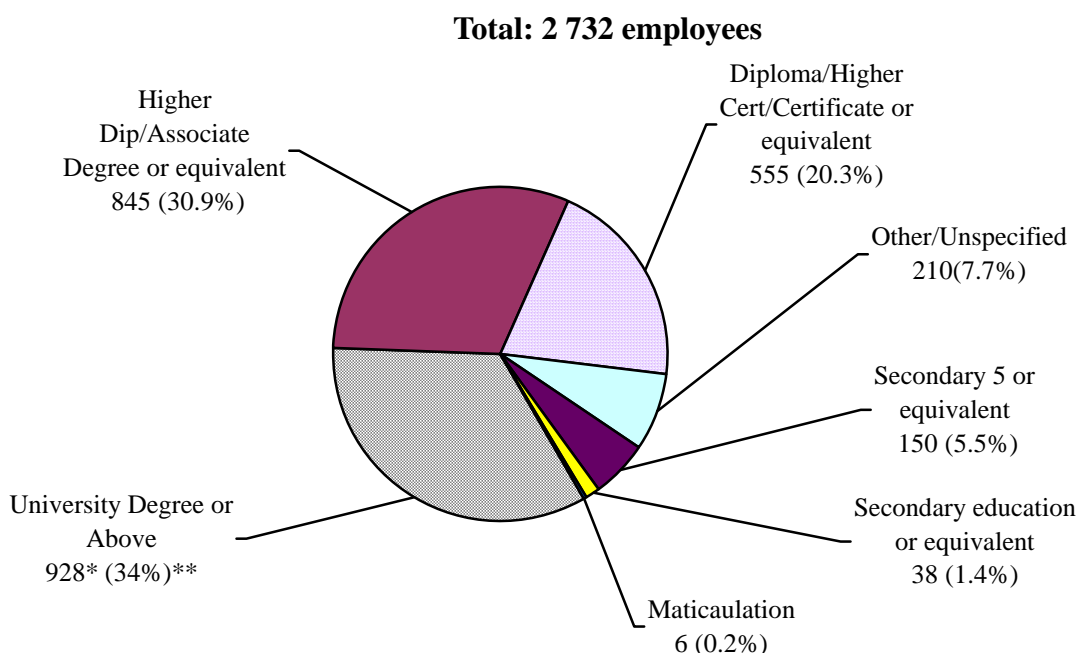
\* As percentage of the number of respondents with recruitment difficulty



Employers' Required Educational Level of Employees

2.15 The Survey shows that 63% employees at the managerial/professional level were required to have University degree or above level of education. Meanwhile, 55.6% at the Supervisory level were required to possess Secondary 5 or Diploma of Secondary Education level of education, whereas 83.3% at the security guard/technician level to have Secondary 5 or Secondary level of Education. Comparisons of the required education between 2011 and 2013 Surveys by level are shown in **Figures 10 to 12**. A summary of the required education of employees by principal job is presented in **Table K**. Details of the employers' required education level of employees by branch by principal job are shown in **Appendix 10**.

**Figure 10 (i): Employers' Preferred Education Level of Employees at the Managerial/Professional Level in 2011**

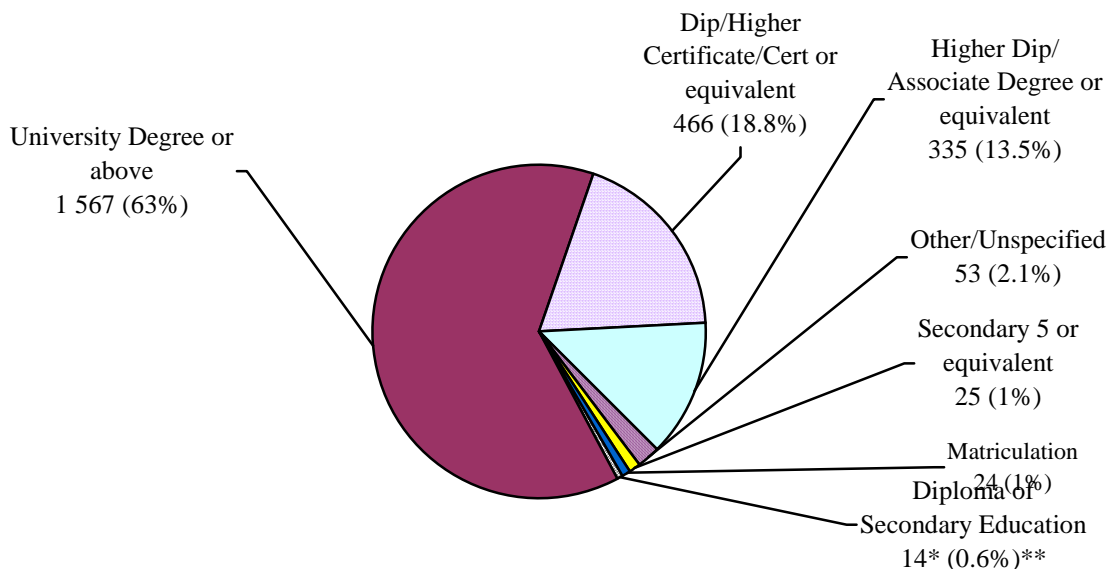


\* No. of employees

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

**Figure 10 (ii): Employers' Required Education Level of Employees at the Managerial/Professional Level in 2013**

**Total: 2 484 employees**

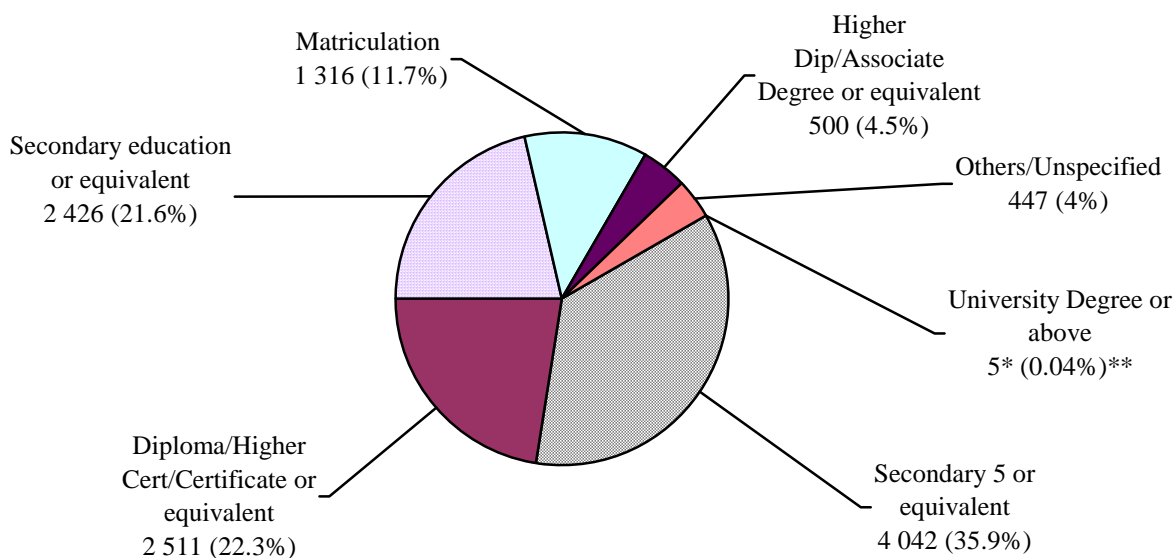


\* No. of employees

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

**Figure 11 (i): Employers' Preferred Education Level of Employees at the Supervisory Level in 2011**

**Total: 11 247 employees**

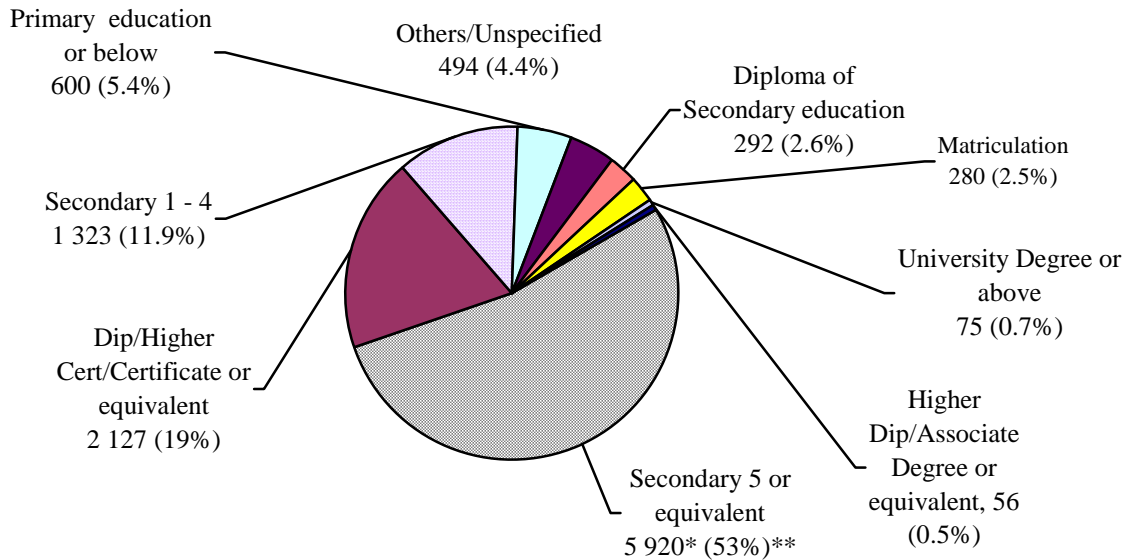


\* No. of employees

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

**Figure 11 (ii): Employers' Required Education Level of Employees at the Supervisory Level in 2013**

**Total: 11 167 employees**

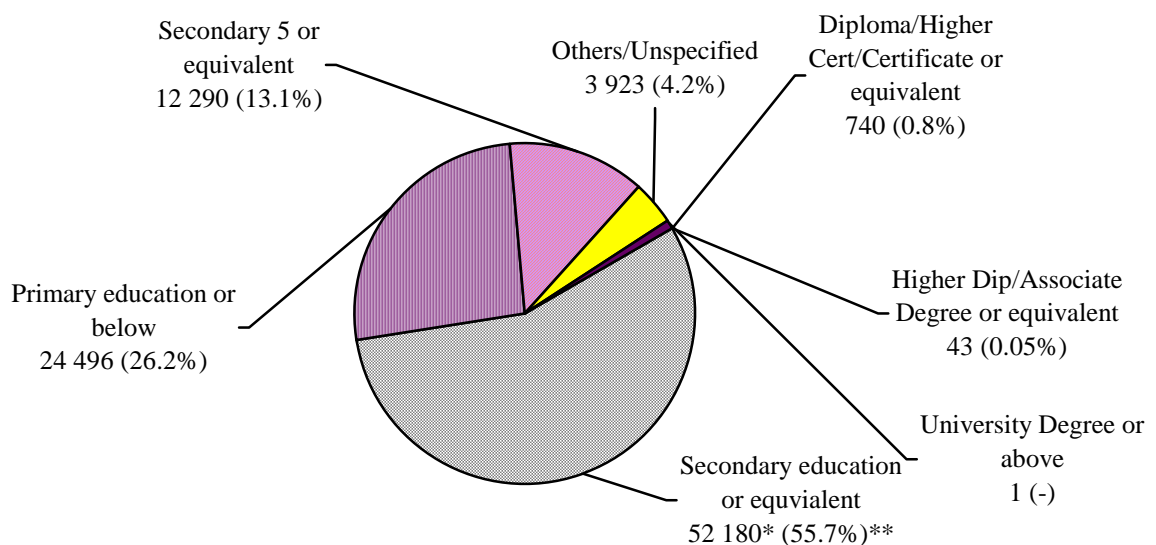


\* No. of employees

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

**Figure 12(i): Employers' Preferred Education Level of Employees at the Security Guard/Technician Level in 2011**

**Total: 93 673 employees**

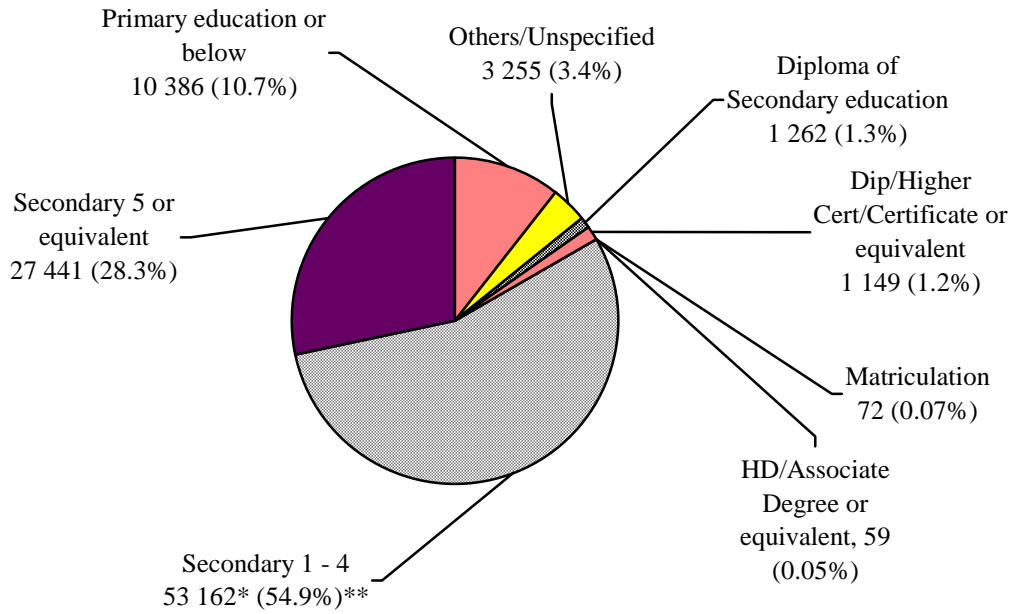


\* No. of employees

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

**Figure 12(ii): Employers' Required Education Level of Employees at the Security Guard/Technician Level in 2013**

**Total: 96 786 employees**



\* No. of employees

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

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

Job Level	University Degree or above	Higher Diploma/ Associate Degree or equivalent	Diploma/Higher Cert/Certificate or equivalent	Matriculation	Diploma of Secondary Education	Secondary 5 or equivalent	Secondary 1 - 4 or equivalent	Primary education or below	Others/ Unspecified	Total
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>										
Senior Management Staff	183	51	48	-	7	2	-	-	16	307
Security Manager/Operations Manager/Security Centre Controller	607	127	236	24	7	23	-	-	9	1 043
Security Consultant	80	3	-	-	-	-	-	-	-	83
Security System Project Manager	196	10	34	-	-	-	-	-	-	240
Security System Design/Installation/ Maintenance Engineer	316	97	95	-	-	-	-	-	18	526
Security Training Manager	13	9	1	-	-	-	-	-	-	23
Other Security Services Related Manager	172	38	52	-	-	-	-	-	-	262
<b>Sub-total:</b>	<b>1 567</b>	<b>335</b>	<b>466</b>	<b>24</b>	<b>14</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>53</b>	<b>2 484</b>
<b>(%)*</b>	<b>(63)</b>	<b>(13.5)</b>	<b>(18.8)</b>	<b>(1)</b>	<b>(0.6)</b>	<b>(1)</b>	<b>-</b>	<b>-</b>	<b>(2.1)</b>	<b>(100)#</b>
<b><u>SUPERVISORY LEVEL</u></b>										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	55	2	1 649	253	213	5 683	1 323	600	467	10 245
Technical Support Staff	14	52	67	2	4	28	-	-	-	167
Security Training Officer	3	2	34	-	-	14	-	-	8	61
VIP Protection Officer/Private Body Guard	-	-	-	-	35	-	-	-	-	35
Other Security Services Related Supervising Personnel	3	-	377	25	40	195	-	-	19	659
<b>Sub-total:</b>	<b>75</b>	<b>56</b>	<b>2 127</b>	<b>280</b>	<b>292</b>	<b>5 920</b>	<b>1 323</b>	<b>600</b>	<b>494</b>	<b>11 167</b>
<b>(%)*</b>	<b>(0.7)</b>	<b>(0.5)</b>	<b>(19)</b>	<b>(2.5)</b>	<b>(2.6)</b>	<b>(53)</b>	<b>(11.9)</b>	<b>(5.4)</b>	<b>(4.4)</b>	<b>(100)#</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
Security Guard (less than 8-hour shifts)	-	-	-	-	136	345	761	70	-	1 312
Security Guard (8 to 11-hour shifts)	-	-	-	-	283	11 947	22 759	3 413	705	39 107
Security Guard (12-hour shifts)	-	-	-	-	597	11 959	29 026	6 903	1 871	50 356
Armed Guard	-	-	-	-	-	535	94	-	171	800
Security System Design Technician	-	7	95	-	5	70	-	-	26	203
Security Device Installation, Maintenance and /or Repairing Technician	-	28	917	39	233	1 239	33	-	113	2 602
Other Security Services related Personnel with valid Security Personnel Permit	-	24	137	33	8	1 346	489	-	369	2 406
<b>Sub-total:</b>	<b>-</b>	<b>59</b>	<b>1 149</b>	<b>72</b>	<b>1 262</b>	<b>27 441</b>	<b>53 162</b>	<b>10 386</b>	<b>3 255</b>	<b>96 786</b>
<b>(%)*</b>	<b>-</b>	<b>(0.05)</b>	<b>(1.2)</b>	<b>(0.07)</b>	<b>(1.3)</b>	<b>(28.3)</b>	<b>(54.9)</b>	<b>(10.7)</b>	<b>(3.4)</b>	<b>(100)#</b>
<b>GRAND Total</b>	<b>1 642</b>	<b>450</b>	<b>3 742</b>	<b>376</b>	<b>1 568</b>	<b>33 386</b>	<b>54 485</b>	<b>10 986</b>	<b>3 802</b>	<b>110 437</b>
<b>(%)**</b>	<b>(1.5)</b>	<b>(0.4)</b>	<b>(3.4)</b>	<b>(0.3)</b>	<b>(1.4)</b>	<b>(30.2)</b>	<b>(49.3)</b>	<b>(10)</b>	<b>(3.4)</b>	<b>(100)#</b>

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

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

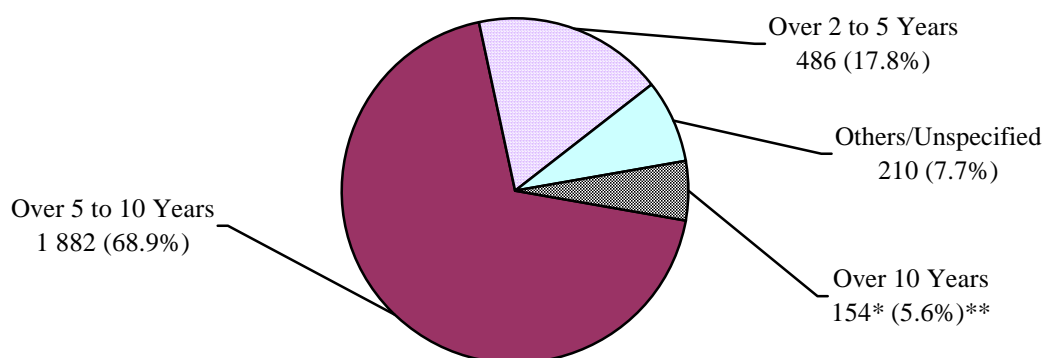
# The percentage may not add up to 100 due to rounding

## Employers' Preferred Period of Experience of Employees

2.16 The survey reveals that 75.4% of the employees at the managerial/professional level were preferred to have over 5 - 10 years of experience. 79% of the employees at the supervisory level were preferred to have over 2 - 5 years of experience and 49.4% of the employees at the security guard/technician level were preferred to have less than 1 to 2 years of experience. Comparisons of the employers' preferred period of experience of employees between 2011 and 2013 by job level are shown in **Figures 13 to 15**. A summary of the employers' preferred experience of employees by principal job is presented in **Table L**. Details of the employers' preferred period of experience of employees by branch by principal job are shown in **Appendix 11**.

**Figure 13(i): Employers' Preferred Period of Experience of Employees at the Managerial/Professional Level in 2011**

**Total: 2 732 employees**

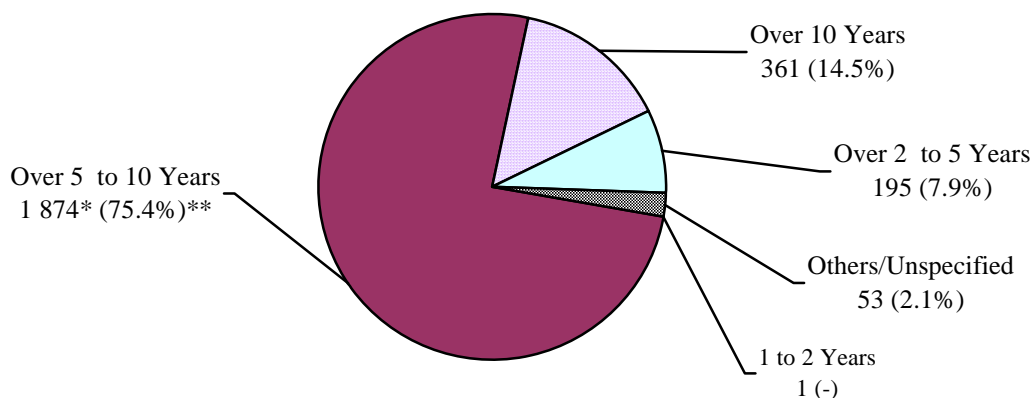


\* No. of employees

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

**Figure 13(ii): Employers' Preferred Period of Experience of Employees at the Managerial/Professional Level in 2013**

**Total: 2 484 employees**

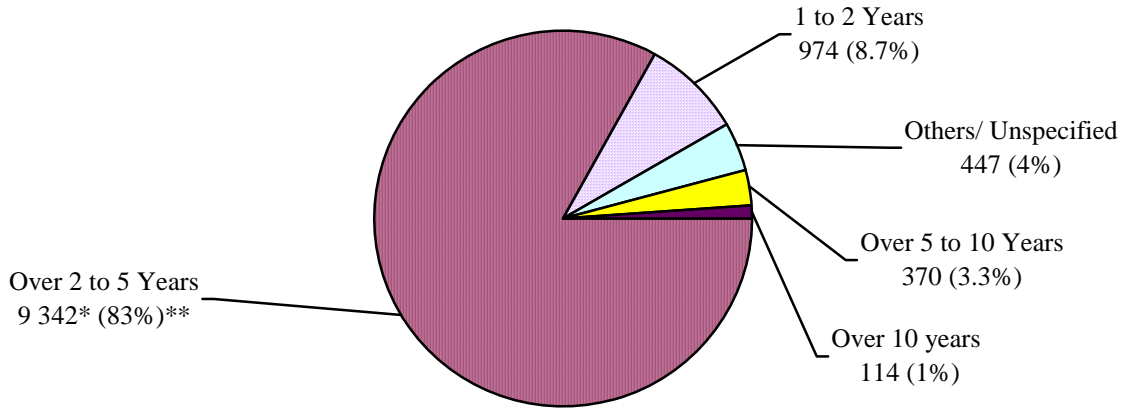


\* No. of employees

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

**Figure 14(i): Employers' Preferred Period of Experience of Employees at the Supervisory Level in 2011**

**Total: 11 247 employees**

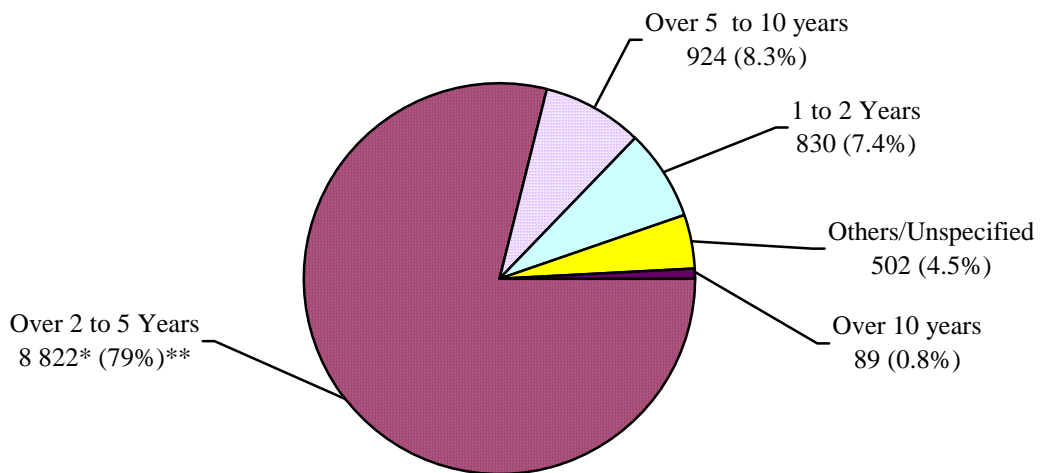


\* No. of employees

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

**Figure 14(ii): Employers' Preferred Period of Experience of Employees at the Supervisory Level in 2013**

**Total: 11 167 employees**

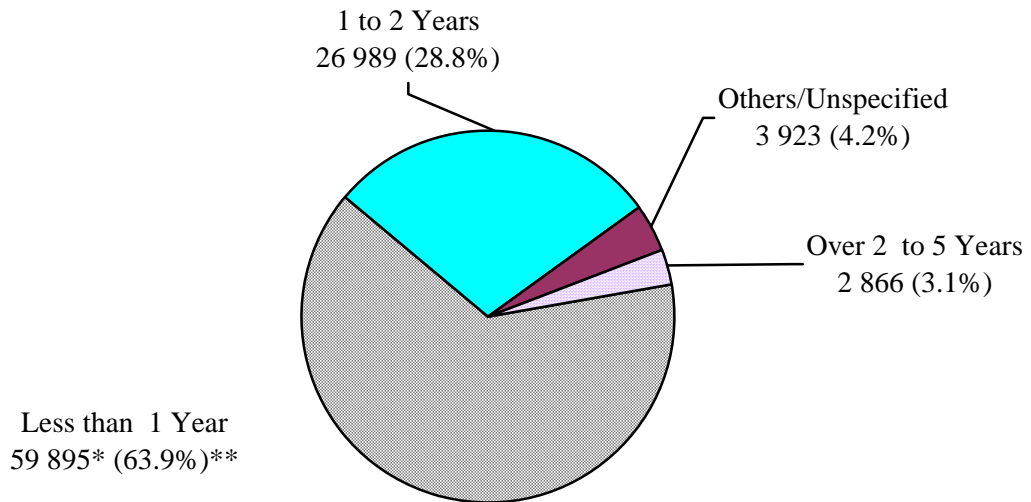


\* No. of employees

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

**Figure 15(i): Employers' Preferred Period of Experience of Employees at the Security Guard/Technician Level in 2011**

**Total: 93 673 employees**

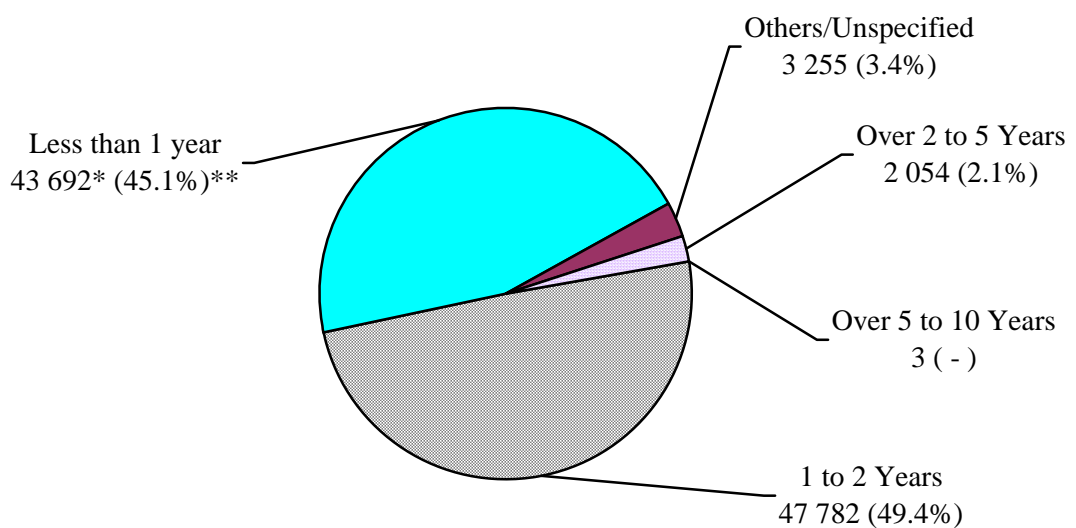


\* No. of employees

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

**Figure 15(ii): Employers' Preferred Period of Experience of Employees at the Security Guard/Technician Level in 2013**

**Total: 96 786 employees**



\* No. of employees

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



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

<b>Job Level</b>	<b>Less than 1 year</b>	<b>1-2 years</b>	<b>Over 2 years - 5 years</b>	<b>Over 5 years - 10 years</b>	<b>Over 10 years</b>	<b>Others/ Unspecified</b>	<b>Total</b>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>							
Senior Management Staff	-	-	1	130	160	16	<b>307</b>
Security Manager/Operations Manager/Security Centre Controller	-	1	59	820	144	19	<b>1043</b>
Security Consultant	-	-	-	80	3	-	<b>83</b>
Security System Project Manager	-	-	7	213	20	-	<b>240</b>
Security System Design/Installation/ Maintenance Engineer	-	-	126	360	22	18	<b>526</b>
Security Training Manager	-	-	-	22	1	-	<b>23</b>
Other Security Services Related Manager	-	-	2	249	11	-	<b>262</b>
<b>Sub-total:</b>		1	195	1 874	361	53	<b>2 484</b>
<b>(%)*</b>	-	(-)	<b>(7.9)</b>	<b>(75.4)</b>	<b>(14.5)</b>	<b>(2.1)</b>	<b>(100)#</b>
<u>SUPERVISORY LEVEL</u>							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	756	8 026	901	89	473	<b>10 245</b>
Technical Support Staff	-	31	118	16	-	2	<b>167</b>
Security Training Officer	-	-	50	3	-	8	<b>61</b>
VIP Protection Officer/Private Body Guard	-	35	-	-	-	-	<b>35</b>
Other Security Services Related Supervising Personnel	-	8	628	4	-	19	<b>659</b>
<b>Sub-total:</b>	-	<b>830</b>	<b>8 822</b>	<b>924</b>	<b>89</b>	<b>502</b>	<b>11 167</b>
<b>(%)*</b>	-	<b>(7.43)</b>	<b>(79.0)</b>	<b>(8.3)</b>	<b>(0.8)</b>	<b>(4.5)</b>	<b>(100)#</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>							
Security Guard(less than 8-hour shifts)	423	889	-	-	-	-	<b>1 312</b>
Security Guard(8 to 11-hour shifts)	20 715	17 479	208	-	-	705	<b>39 107</b>
Security Guard(12-hour shift)	21 629	26 728	128	-	-	1 871	<b>50 356</b>
Armed Guard	66	563	-	-	-	171	<b>800</b>
Security System Design Technician	27	103	47	-	-	26	<b>203</b>
Security Device Installation, Maintenance and /or Repairing Technician	308	1 239	939	3	-	113	<b>2 602</b>
Other Security Services related Personnel with valid Security Personnel Permit	524	781	732	-	-	369	<b>2 406</b>
<b>Sub-total:</b>	<b>43 692</b>	<b>47 782</b>	<b>2 054</b>	<b>3</b>	-	<b>3 255</b>	<b>96 786</b>
<b>(%)*</b>	<b>(45.1)</b>	<b>(49.4)</b>	<b>(2.1)</b>	<b>(0.003)</b>	-	<b>(3.4)</b>	<b>(100)#</b>
<b>GRAND Total</b>	<b>43 692</b>	<b>48 613</b>	<b>11 071</b>	<b>2 801</b>	<b>450</b>	<b>43 810</b>	<b>110 437</b>
<b>(%)**</b>	<b>(39.6)</b>	<b>(44.0)</b>	<b>(10.0)</b>	<b>(2.5)</b>	<b>(0.4)</b>	<b>(3.5)</b>	<b>(100)#</b>

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

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

## Employers' Preferred Vocational Qualifications of Employees

2.17 The Survey reveals that most employers preferred their employees at the managerial/professional level to have technical certificate qualifications. For supervisors and security guards, most employers preferred their employees to have received security training under the Recognition Scheme or to possess trade test certificates. For technicians, employers preferred them to have technical certificates. **Table M** shows the employers' preferred vocational qualifications of employees by job level. Details of the employers' preferred vocational qualifications by branch by job level are also presented in **Appendix 12**.

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

Employers' Preferred Vocational Qualifications	Job Level of Employees			
	Manager	Supervisor	Technician	Security Guard
Number of Responding Security Companies/ Owners Corporations/ Supplementary Samples				
Qualified Member of major Security Institutions/Associations	108	12	0	-
Certificate of Security Trainers Courses	38	27	4	-
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC	94	163	7	643
Certificate of Security Guard Training Course under the Recognition Scheme	141	553	21	2 404
A Pass under the Scheme for Quality Assured In-House Training	7	13	-	8
Technical Certificate	170	93	379	-
Certificate of Skills Upgrading Scheme	2	5	15	2
Others	-	-	-	-

\* Respondent may choose more than one vocational qualification

## Income Distribution

2.18 The Survey shows that 1 074 employees (or 43.2%) at the managerial/ professional level were in the income range of \$20,001 - \$30,000 (as compared with 36.2% in the income range of \$20,001 to \$30,000 in 2011). For supervisory level, 3 157 employees (or 28.3%) were in the income range of \$15,001 to \$20,000 in 2013 which is a significant increase as compared with 19.8% of the same income range in 2011. For security guard/technician level, 40 917 employees (or 42.2%) received income in the range of \$10,001 to \$15,000, an upward trend was recorded as compared with 2011 survey which 8 887 employees (or 9.5%) received income in this range. Moreover, attention should be drawn that majority security guards who received income in the range of \$10,001 to \$15,000 were at the 8 to 11-hour shifts and 12-hour shifts of works. **Table N** and **Figure 16** show the analysis of income distribution by principal job level. Since this is not an income survey, the information obtained is for cross-reference only.

**Table N: Income Distribution of Employees by Principal Job**

<u>Job Level</u>	<u>\$8,000 or below</u>	<u>\$8,001 - \$10,000</u>	<u>\$10,001 - \$12,500</u>	<u>\$12,501 - 15,000</u>	<u>\$15,001 - \$20,000</u>	<u>\$20,001 - \$30,000</u>	<u>\$30,001 - \$40,000</u>	<u>\$40,001 - \$60,000</u>	<u>\$60,001 - \$80,000</u>	<u>\$80,001 - \$100,000</u>	<u>Over 100,000</u>	<u>Others / Unspecified</u>	<u>Total</u>
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>													
Senior Management Staff	-	-	1	-	7	57	49	71	32	5	3	82	307
Security Manager/Operations Manager/Security Centre Controller	-	-	-	7	161	416	173	135	5	-	-	146	1 043
Security Consultant	-	-	-	-	-	38	2	34	-	-	-	9	83
Security System Project Manager	-	-	-	-	52	88	52	17	2	-	-	29	240
Security System Design/Installation/Maintenance Engineer	-	-	-	21	48	257	50	49	1	1	-	99	526
Security Training Manager	-	-	-	-	2	6	14	-	-	-	-	1	23
Other Security Services Related Manager	-	-	5	-	1	212	4	12	-	-	-	28	262
<b>Sub-total:</b>	-	-	<b>6</b>	<b>28</b>	<b>271</b>	<b>1 074</b>	<b>344</b>	<b>318</b>	<b>40</b>	<b>6</b>	<b>3</b>	<b>394</b>	<b>2 484</b>
<b>(%)*</b>	-	-	<b>(0.2)</b>	<b>(1.1)</b>	<b>(10.9)</b>	<b>(43.2)</b>	<b>(13.9)</b>	<b>(12.8)</b>	<b>(1.6)</b>	<b>(0.2)</b>	<b>(0.1)</b>	<b>(15.9)</b>	<b>(100)#</b>
<u>SUPERVISORY LEVEL</u>													
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	1	28147	2 059	2 706	2 701	511	67	-	-	-	-	1 926	10 245
Technical Support Staff	-	-	-	12	58	60	2	<b>6</b>	-	-	-	29	167
Security Training Officer	-	-	-	1	11	45	-	-	-	-	-	4	61
VIP Protection Officer/Private Body Guard	-	-	35	-	-	-	-	-	-	-	-	-	35
Other Security Services Related Supervising Personnel	-	-	5	200	387	14	3	-	-	-	-	50	659
<b>Sub-total:</b>	<b>128</b>	<b>147</b>	<b>2 099</b>	<b>2 919</b>	<b>3 157</b>	<b>630</b>	<b>72</b>	<b>6</b>	-	-	-	<b>2 009</b>	<b>11 167</b>
<b>(%)*</b>	<b>(1.2)</b>	<b>(1.3)</b>	<b>(18.8)</b>	<b>(26.1)</b>	<b>(28.3)</b>	<b>(5.6)</b>	<b>(0.6)</b>	<b>(0.05)</b>	-	-	-	<b>(18.0)</b>	<b>(100)#</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>													
Security Guard (less than 8-hour shifts)	236	297	389	-	-	-	-	-	-	-	-	390	1 312
Security Guard (8 to 11-hour shifts)	5 774	17 860	11 452	2 732	161	-	-	-	-	-	-	1 128	39 107
Security Guard (12-hour shifts)	-	24 315	12 088	10 933	-	-	-	-	-	-	-	2 823	50 356
Armed Guard	-	-	253	102	197	-	-	-	-	-	-	445	800
Security System Design Technician	-	-	56	81	20	-	-	-	-	-	-	46	203
Security Device Installation, Maintenance and /or Repairing Technician	1	198	734	731	316	19	-	-	-	-	-	603	2 602
Other Security Services related Personnel with valid Security Personnel Permit	36	407	1 013	353	92	-	-	-	-	-	-	505	2 406
<b>Sub-total:</b>	<b>6 047</b>	<b>43 077</b>	<b>25 985</b>	<b>14 932</b>	<b>786</b>	<b>19</b>	-	-	-	-	-	<b>5 940</b>	<b>96 786</b>
<b>(%)*</b>	<b>(6.2)</b>	<b>(44.5)</b>	<b>(26.8)</b>	<b>(15.4)</b>	<b>(0.8)</b>	<b>(0.02)</b>	-	-	-	-	-	<b>(6.1)</b>	<b>(100)#</b>
<b>GRAND Total</b>	<b>6 175</b>	<b>43 224</b>	<b>28 090</b>	<b>17 879</b>	<b>4 212</b>	<b>1 723</b>	<b>416</b>	<b>324</b>	<b>40</b>	<b>6</b>	<b>3</b>	<b>8 343</b>	<b>110 437</b>
<b>(%)**</b>	<b>(5.6)</b>	<b>(39.1)</b>	<b>(25.4)</b>	<b>(16.2)</b>	<b>(3.8)</b>	<b>(1.6)</b>	<b>(0.4)</b>	<b>(0.3)</b>	<b>(0.04)</b>	<b>(0.01)</b>	<b>(-)</b>	<b>(7.6)</b>	<b>(100)#</b>

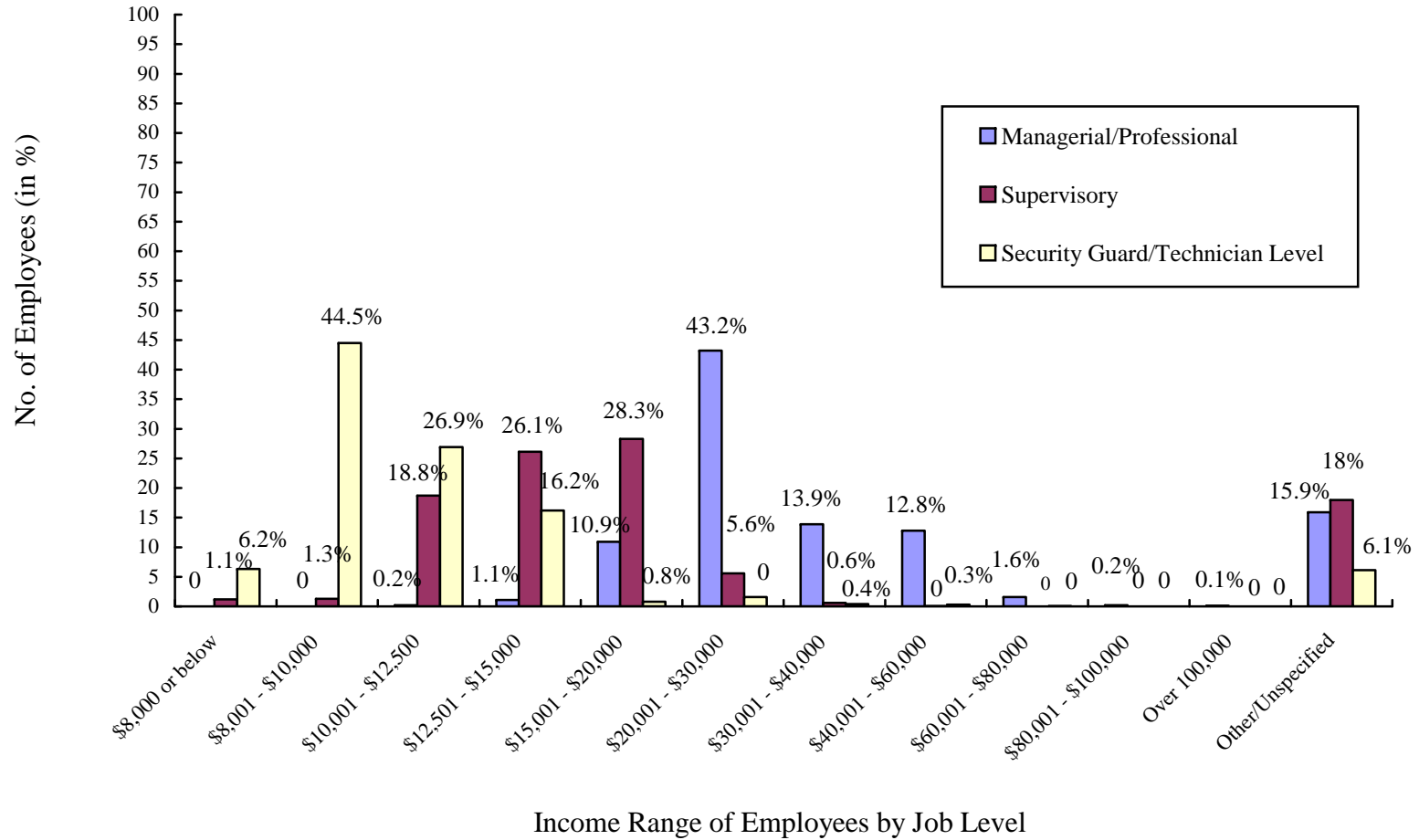
36

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

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

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

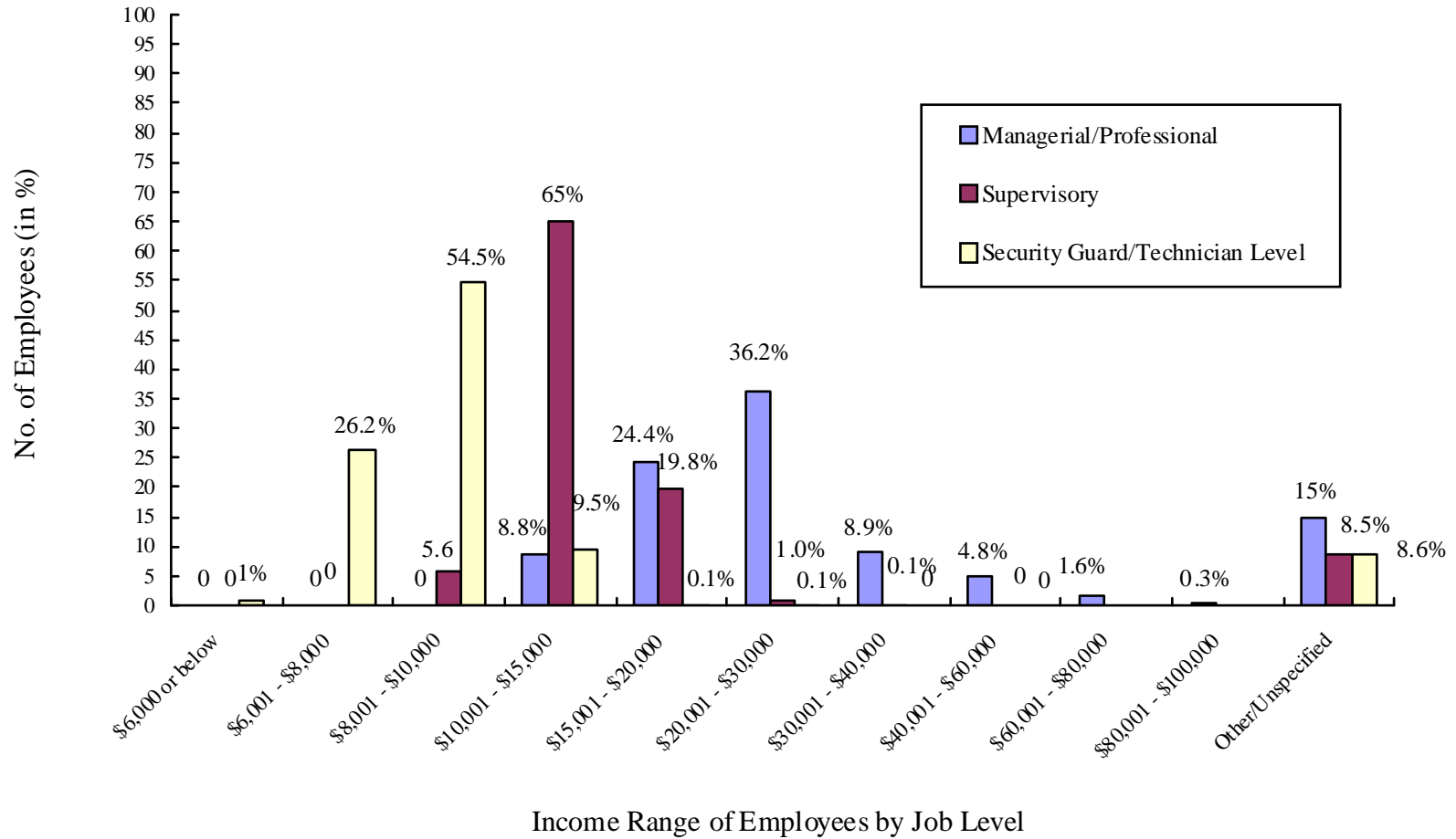
**Figure 16(i): Income Distribution of Employees by Job Level By Income Range in 2013**



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

**Figure 16(ii):**

**Income Distribution of Employees by Job Level By Income Range in 2011**

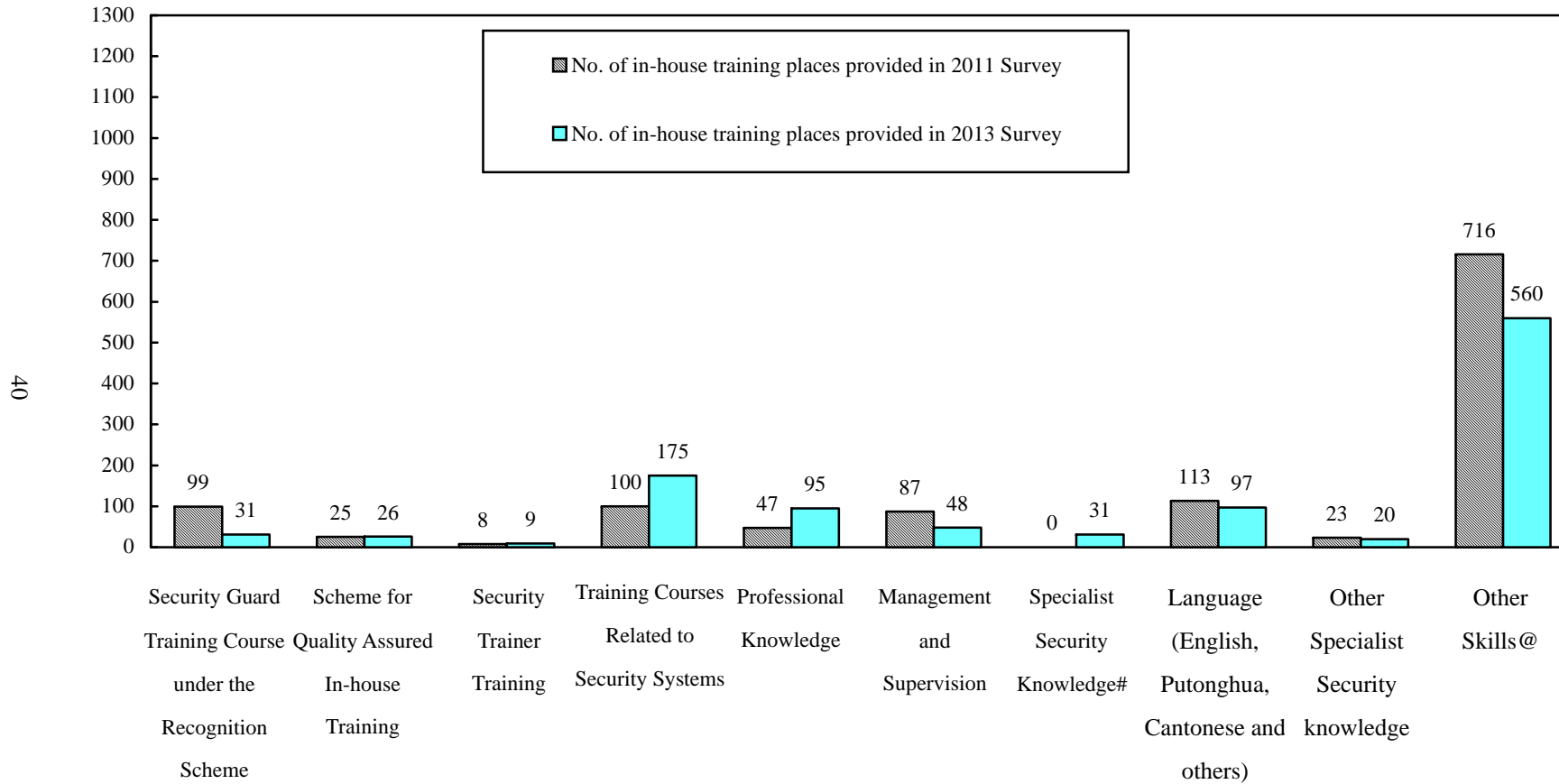


\* Number of employees in a particular income range by job level

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

2.19 The Survey reveals that in the past 12 months, employers had provided 19 977 training places (11 633 places in 2011) to their employees, including 18 885 places (10 390 places in 2011) sponsored by employers and 1 092 in-house training places (1 245 places in 2011). A notable increase (8 344 training places) in the provision of training (both in-house training and training sponsored by employers) was found in the past 12 months from this survey. In order of popularity, other skills (12 943 training places) was the top of list, followed by Training Courses related to Security Systems (1 410 places) and Security Guard Training Course under the Recognition Scheme (1 103 places). **Figures 17(i) and (ii)** show the comparison on the number of in-house and external training places provided in the past 12 months between 2011 and 2013 Surveys, while **Figure 17(iii)** shows the external training places by type sponsored by employers in the past 12 months and to be sponsored in the next 12 months. The number of training places provided in the past 12 months by type by job level is illustrated in **Table O**. The types of course to be attended by employees in the next 12 months is shown in **Table P** and that to be sponsored by employers in the next 12 months is presented in **Table Q**. Details of analysis by type by branch by job level are shown in **Appendix 13 - 16**.

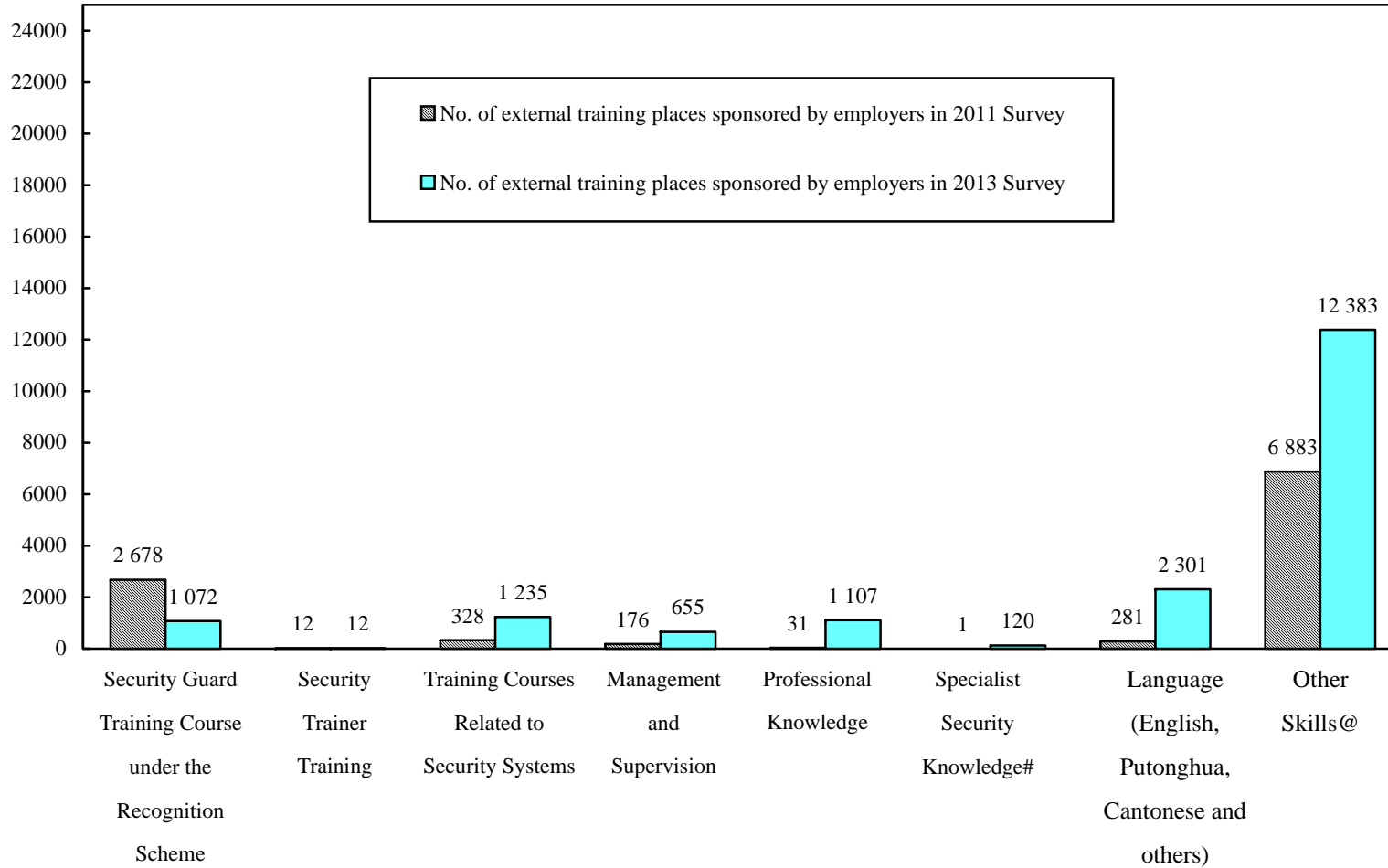
**Figure 17(i): Comparison on the Number of In-house Training Places Provided in the Past 12 Months between 2011 and 2013 Surveys**



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

@ Including Fire Prevention, First Aid, Health & Safety, Customer Services, Soft Skills, Related Skills Upgrading Scheme Courses and Other Skills, etc.

**Figure 17(ii): Comparison of the Number of External Training Places Sponsored by Employers in the Past 12 Months between 2011 and 2013 Surveys**

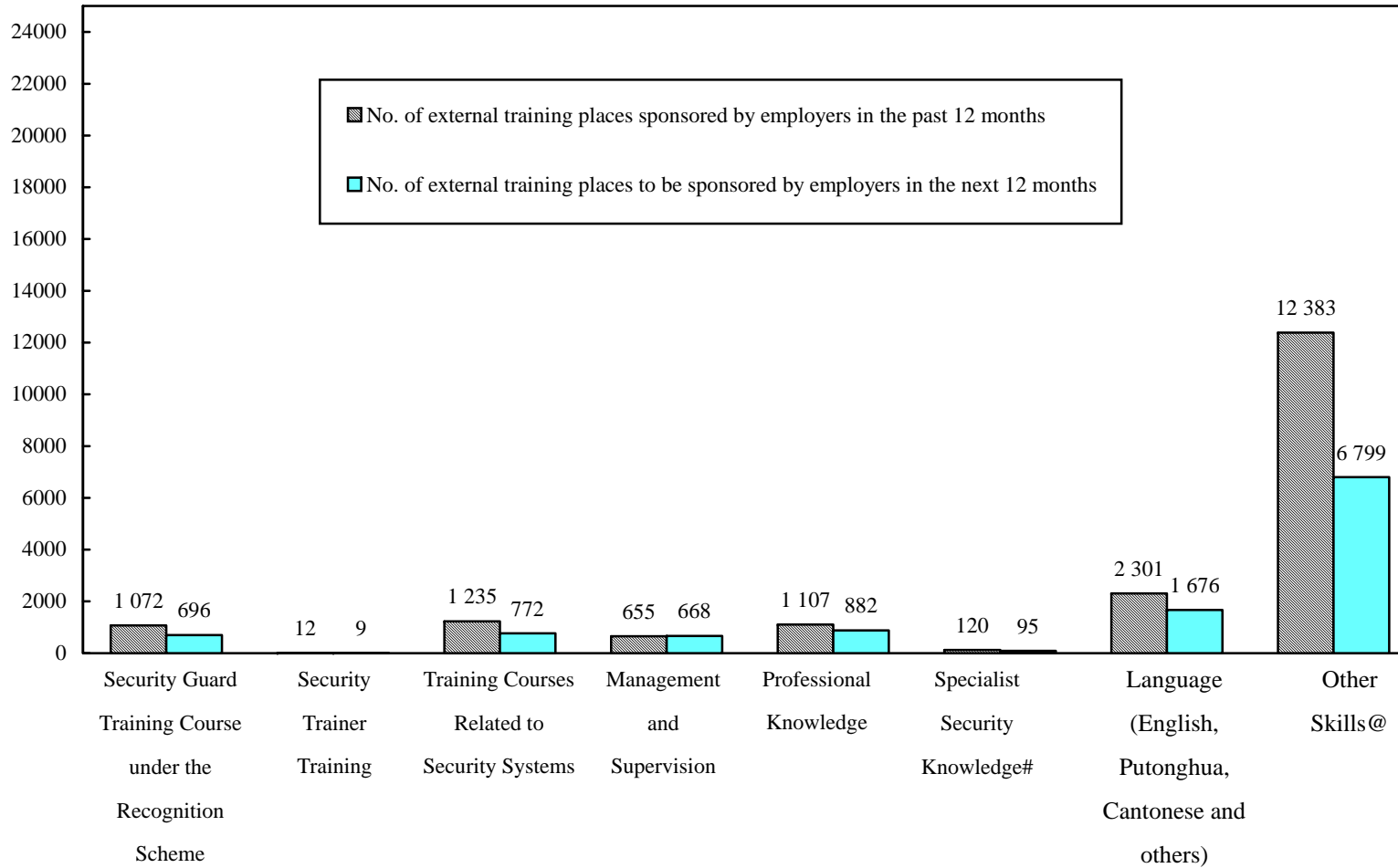


# Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Specialist Security Knowledge

@ Including Fire Prevention, First Aid, Health & Safety, Customer Services, Soft Skills, Related Skills Upgrading Scheme Courses and Other Skills, etc.



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



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

@ Including Fire Prevention, First Aid, Health & Safety, Customer Services, Soft Skills, Related Skills Upgrading Scheme Courses and Other Skills, etc.

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

Job Level Type of Courses	Managerial/Professional		Supervisory		Technician		Security Guard		Total	
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers
Security Guard Training Courses under the Recognition Scheme	1	3	11	29	-	-	19	1 040	31	1 072
Scheme for Quality Assured In-house Training	2	-	8	-	-	-	16	-	26	-
Security Trainer Training	1	5	8	7	-	-	-	-	9	12
Training Courses Related to Security Systems	22	18	51	368	93	360	9	489	175	1 235
Professional Knowledge	6	7	42	442	-	3	47	655	95	1 107
Management and Supervision	16	28	29	565	2	-	1	62	48	655
Specialist Security Knowledge	8	12	11	38	2	-	10	70	31	120
Other Special Security Knowledge	3	-	9	-	-	-	8	-	20	-

Job Level Type of Courses	Managerial/Professional		Supervisory		Technician		Security Guard		Total	
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers
<i>Language</i>										
(i) English	6	14	13	33	1	-	15	968	35	1 015
(ii) Putonghua	5	13	10	43	1	-	11	1 020	27	1 076
(iii) Cantonese	5	9	13	7	3	-	14	194	35	210
(iv) Others	-	-	-	-	-	-	-	-	-	-
<i>Other Skills</i>										
(i) Fire Prevention	8	8	45	445	6	9	45	2 482	104	2 944
(ii) First Aid	9	19	32	155	5	1	39	1 624	85	1 799
(iii) Health & Safety	18	11	39	494	21	59	37	1 467	115	2 031
(iv) Customer Service	21	18	38	316	23	16	49	2 468	131	2 818
(v) Soft Skills	9	3	29	61	24	10	29	1 442	91	1 516
(vi) Related Skills Upgrading Scheme Courses	5	7	8	50	8	113	6	1 083	27	1 253
(vii) Others	-	1	3	6	3	15	1	-	7	22
<b>Total:</b>	<b>145</b>	<b>176</b>	<b>399</b>	<b>3 059</b>	<b>192</b>	<b>586</b>	<b>356</b>	<b>15 064</b>	<b>1 092</b>	<b>18 885</b>

**Table P: Types of courses to be attended by employees in the next 12 months by Type by Job level**

Type of Courses \ Job Level	Managerial/ Professional	Supervisory	Security System Design Technician	Security Device Installation, Maintenance and/or Repairing Technician	Security Guard	Total
<i>Security Guard Training Courses under QAS for Recognition Scheme of Security Training Courses</i>	10	13	-	-	22	<b>45</b>
<i>Scheme for Quality Assured In-house Training</i>	2	5	-	-	12	<b>19</b>
<i>Security Trainer Training</i>	4	6	-	-	-	<b>10</b>
<i>Training Courses Related to Security Systems</i>	46	48	32	103	2	<b>231</b>
<i>Management and Supervision</i>	55	41	1	1	8	<b>106</b>
<i>Professional Knowledge</i>	25	31	1	1	36	<b>94</b>
<i>Specialist Security Knowledge</i>	4	17	-	1	14	<b>36</b>
<i>Other Special Security Knowledge</i>	-	1	-	-	2	<b>3</b>
<i>Language</i>						
(i) English	11	18	9	9	16	<b>63</b>
(ii) Putonghua	15	21	-	-	19	<b>55</b>
(iii) Cantonese	8	8	-	-	20	<b>36</b>
(iv) Others	-	-	-	-	-	<b>-</b>

Type of Courses \ Job Level	Managerial/ Professional	Supervisory	Security System Design Technician	Security Device Installation, Maintenance and/or Repairing Technician	Security Guard	Total
<i>Other Skills</i>						
(i) Fire Prevention	14	31	-	1	32	<b>78</b>
(ii) First Aid	12	28	3	4	26	<b>73</b>
(iii) Health & Safety	27	39	13	18	37	<b>134</b>
(iv) Customer Service	44	43	16	18	67	<b>188</b>
(v) Soft Skills	25	29	11	11	36	<b>112</b>
(vi) Related Skills Upgrading	3	5	4	7	6	<b>25</b>
(vii) Others	-	3	-	7	-	<b>10</b>
<b>Total:</b>	<b>305</b>	<b>387</b>	<b>90</b>	<b>181</b>	<b>355</b>	<b>1 318</b>

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

Type of Courses \ Job Level	Managerial/ Professional	Supervisory	Security System Design Technician	Security Device Installation, Maintenance and/or Repairing Technician	Security Guard	Total
<i>Security Guard Training Courses under QAS for Recognition Scheme of Security Training Courses</i>	7	16	-	-	673	<b>696</b>
<i>Security Trainer Training</i>	4	5	-	-	-	<b>9</b>
<i>Training Courses Related to Security Systems</i>	43	360	42	317	10	<b>772</b>
<i>Management and Supervision</i>	56	552	-	-	60	<b>668</b>
<i>Professional Knowledge</i>	12	455	1	9	405	<b>882</b>
<i>Specialist Security Knowledge</i>	9	27	-	-	59	<b>95</b>
<i>Other Special Security Knowledge</i>	-	-	-	-	-	<b>-</b>
<i>Language</i>						
(i) English	27	88	20	154	499	<b>788</b>
(ii) Putonghua	15	62	-	-	635	<b>712</b>
(iii) Cantonese	1	3	-	-	172	<b>176</b>
(iv) Others	-	-	-	-	-	<b>-</b>

Type of Courses \ Job Level	Managerial/ Professional	Supervisory	Security System Design Technician	Security Device Installation, Maintenance and/or Repairing Technician	Security Guard	Total
<i>Other Skills</i>						
(i) Fire Prevention	7	52	3	10	690	<b>762</b>
(ii) First Aid	40	199	23	164	710	<b>1 136</b>
(iii) Health & Safety	31	221	23	196	526	<b>997</b>
(iv) Customer Service	41	284	23	163	1 197	<b>1 708</b>
(v) Soft Skills	23	105	23	160	811	<b>1 122</b>
(vi) Related Skills Upgrading	36	85	28	160	740	<b>1 049</b>
(vii) Others	-	6	-	19	-	<b>25</b>
<b>Total:</b>	<b>352</b>	<b>2 520</b>	<b>186</b>	<b>1 352</b>	<b>7 187</b>	<b>11 597</b>

Security Services Companies' views on 16 hours of training prior to obtaining Security Personnel Permit

2.20 The survey reveals that 421(48.6%) security services companies considered that employees received the 16 hours of training prior to obtaining Security Personnel Permit was enough while 62(7.2%) respondents expressed that the 16 hours of training was not enough. Among those employers who felt the 16 hours of training was not sufficient, 29 (27.6%) respondents indicated the preferred number of training hours was 24 hours, at the same time, 22 (20.9%) respondents preferred that the number of training hours could be increased to 32 hours. It is worthy to note that different branches have different prior training requirements. **Table R** shows the security services companies' views on the 16 hours of training prior to obtaining Security Personnel Permit and **Table S** gives an account of the preferred number of training hours if they considered their training was not enough.

**Table R: Security Companies Employers' Views on the 16 hours of Training prior to obtaining Security Personnel Permit by Branch**

	<b>Enough (%)*</b>	<b>Not Enough (%)*</b>	<b>No Comment (%)*</b>	<b>Others/ Unspecified (%)*</b>	<b>Total (%)*</b>
Security Guarding Services	247(28.5)	39(4.5)	114(13.2)	31(3.6)	<b>431 (49.8)</b>
Armoured Transportation Services	2(0.2)	-	-	-	<b>2 (0.2)</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	143(16.5)	17(2.0)	203(23.4)	11(1.3)	<b>374 (13.1)</b>
Security Guarding/ Armoured Transportation Services	4(0.5)	-	3(0.3)	-	<b>7 (0.8)</b>
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	25(2.9)	6(0.7)	18(2.1)	-	<b>49 (5.7)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	-	2(0.2)	1(0.1)	<b>3 (0.3)</b>
<b>Total:</b>	<b>421(48.6)</b>	<b>62(7.2)</b>	<b>340(39.2)</b>	<b>43(5.0)</b>	<b>866(100)</b>

\* As percentage of the total number of respondents



**Table S: Security Services Companies' Preferences on the Number of Training Hours by Branch**

	<b>24 hours (%)*</b>	<b>32 hours (%)*</b>	<b>Others (%)*</b>	<b>Unspecified / Refusal (%)*</b>	<b>Total (%)*</b>
Security Guarding Services	23(21.9)	16(15.2)	-	31(29.5)	<b>70(66.7)</b>
Armoured Transportation Services	-	-	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	4(3.8)	3(2.9)	10(9.5)	11(10.5)	<b>28(26.7)</b>
Security Guarding/ Armoured Transportation Services	-	-	-	-	-
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	2(1.9)	3(2.9)	1(0.95)	-	<b>6(5.7)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	-	-	1(0.95)	<b>1(0.95)</b>
<b>Total:</b>	<b>29(27.6)</b>	<b>22(20.9)</b>	<b>11(10.5)</b>	<b>43(41)</b>	<b>105(100)</b>

\* As percentage of the total number of respondents

Security Services Companies' views on refresher courses before renew Security Personnel Permit

2.21 At the time of survey, 306(35.3%) security services companies expressed that refresher courses were not necessary when their staff had to renew their Security Personnel Permit. 4.5% respondents considered that employees must attend refresher courses and 54.7% respondents preferred their employees to attend refresher courses upon the Security Personnel Permit renewal. It is worthy to note that different branches have different training requirements. **Table T** shows the security services companies' views on the refresher courses.

**Table T: Security Services Companies' views on the Refresher Courses before Renew the Security Personnel Permit by Branch**

	<b>Pre-requisite</b>	<b>Preferred</b>	<b>Not Necessary</b>	<b>No Comment</b>	<b>Unspecified/Refusal</b>	<b>Total</b>
	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>
Security Guarding Services	30(3.5)	134(15.5)	149(17.2)	87(10)	31(3.6)	<b>431(49.8)</b>
Armoured Transportation Services	-	2(0.2)	-	-	-	<b>2(0.2)</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	5(0.6)	63(7.3)	142(16.4)	153(17.7)	11(1.3)	<b>374(43.2)</b>
Security Guarding/ Armoured Transportation Services	1(0.1)	3(0.3)	-	3(0.3)	-	<b>7(0.8)</b>
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	3(0.4)	10(1.2)	15(1.7)	21(2.4)	-	<b>49(5.7)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	2(0.2)	-	-	10(1.1)	<b>3(0.3)</b>
<b>Total:</b>	<b>39 (4.5)</b>	<b>214 (24.7)</b>	<b>306 (35.3)</b>	<b>264 (30.5)</b>	<b>43 (5.0)</b>	<b>866(100)</b>

\* As percentage of the total number of respondents

## SECTION III

### CONCLUSIONS

#### The Survey Findings

3.1 The survey findings were scrutinized by the Training Board. After its deliberation, the Training Board agreed that it was the fact-finding survey reflecting in general the situation of the SSI at the time of survey. In June 2013, 110 437 technical/professional employees were engaged in the SSI, representing 2.9% of the 3.8 million working population in Hong Kong. There was 2.6% increase in general guarding compared to 2011 manpower survey. The Training Board observes that the increase was mainly due to the increased number of new buildings in the past 2 years, which caused a steady growth in employees.

3.2 The Training Board notes that among the eight sectors of the industry, i) Security Guarding Services, ii) Security Systems Installation/ Maintenance/ Repair/ Design/ Others, iii) Security Guarding Services and Armoured Transportation Services, iv) Security Guarding Services and Security Systems Installation/ Maintenance/Repair/Design/Others, v) Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others, and (vi) Supplementary Samples had experienced 5.9%, 9.1%,3%,0.5%, 8.9% and 3.4% increases in employees respectively, while (vii) Armoured Transportation Services and (viii) Owners Corporations had experienced manpower decreases of 4.2% and 14.6% in respectively.

#### Economic and Industry Outlook

3.3 The manpower of the SSI has a steady growth with number of employees 110 437 in 2013 and 107 652 in 2011 contributing an increase of 2.6%. The number of vacancies was surveyed as 1 977, which was close to the number of 1 971 in 2011. The figures revealed that the industry still has a conservative attitude towards the business growth of the industry, especially companies might take a straddle attitude towards competition of the industry as a result of modest growth of the manpower.

3.4 With the introduction of the statutory minimum wage in 2011, the survey reveals that the income distribution among all levels significantly shifted upward. The inclining trend indicated that the working condition in terms of monetary rewards has improved. As a result, employers preferred their employees to have more period of experience and education level. These can be proved by the number of employers' preferred 1 to 2 years of experience at the security guard/technician level employees increased from 28.8% in 2011 to 49.4% in 2013 while the number of employers' required security guard/technician level employees to have secondary 5 or equivalent increased from 13.1% in 2011 to 28.3% in 2013. It is expected that these inclining trends will continue.

3.5 The employers of the security services industry comes across difficulty in the recruitment of staff, particularly at security guard level employees, mainly caused by general labour shortage. The employers consider that this phenomenon will not be improved in a short period of time.

3.6 The Chief Executive of HKSAR announced its Policy Address on 15 January 2014 that Government continued to step up its efforts to boost land supply in the short, medium and long terms to address the housing needs. The Government will adopt a total of 470 000 new residential units as the new supply target in the coming ten years, with a 60:40 split between public and private housing. In addition, it is projected that the private sector will, on average, produce about 13 600 flats each year in the next five years, an increase of about 40% over the past five years in which only produced an average of about 9 680 flat each year.

3.7 With the development of the Hong Kong-Zhuhai-Macao (HKZM) Bridge and the 26-km long Hong Kong Section of the Guangzhou-Shenzhen-Hong Kong Express Rail Link (Express Rail Link, or XRL) runs from West Kowloon in Hong Kong to the boundary of Hong Kong and Shenzhen, those infrastructures will enhance Hong Kong's role as the southern gateway to the Mainland and significantly reduce transportation costs and time. Hong Kong will benefit from this new economic hinterland.

3.8 The new housing and infrastructure developments will create a large number of employments. It facilitates the growth of security services industry as well as other industries.

Overall Manpower Structure in the SSI

3.9 The Survey reveals that during the survey period, there were 110 437 employees in the SSI, including 104 079 employees employed by licensed Security Companies, 5 600 by the Owners Corporations and 758 by the Supplementary Samples. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:

<u>Job Level</u>	<u>No. of Employees in May 2011</u>	<u>No. of Employees in June 2013</u> (a) (%) <sup>#</sup>	<u>No. of Vacancies in June 2013</u> (b)	<u>Employers' Forecast of Manpower Growth</u> (c)	<u>Forecast No. of Posts in June 2014</u> (d) = (a)+(b)+(c).
Managerial/ Professional	2 732	2 484 (-9)	15	4	2 503
Supervisory	11 247	11 167 (-0.7)	84	41	11 292
Security Guard/ Technician	93 673	96 786 (3.3)	1878	110	98 774
<b>Total</b>	<b>107 652</b>	<b>110 437</b> (2.6) <sup>#</sup>	<b>1977</b>	<b>155</b>	<b>112 569</b>

# As percentage of increase / decrease in the number of employees in 2013 as against 2011

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

**Table U: Distribution of Manpower by Branch by Job Level**

<b><u>Branch</u></b>	<b><u>Job Level</u></b>			<b><u>Total</u></b> <i>(%)*</i>
	<b><u>Managerial/ Professional</u></b>	<b><u>Supervisory</u></b>	<b><u>Security Guard/ Technician</u></b>	
Security Guarding Services	1 217	8 436	73 973	<b>83 626</b> <i>(80.3)</i>
Armoured Transportation Services	5	21	771	<b>797</b> <i>(0.8)</i>
Security Systems Installations/ Maintenance/Repair/Design/Others	762	380	2 089	<b>3 231</b> <i>(3.1)</i>
Security Guarding Services and Armoured Transportation Services	23	64	674	<b>761</b> <i>(0.7)</i>
Security Guarding Services and Security Systems Installations/ Maintenance/ Repair/Design/Others	420	1 430	11 319	<b>13 169</b> <i>(12.7)</i>
Security Guarding Services, Armoured Transportation Services and Security Systems Installations/ Maintenance/Repair/Design/Others	27	274	2 194	<b>2 495</b> <i>(2.4)</i>
<hr/> <b><i>Sub-total:</i></b>	<hr/> <b>2 454</b>	<hr/> <b>10 605</b>	<hr/> <b>91 020</b>	<hr/> <b>104 079</b> <i>(94.2)#</i>
Owners Corporations	-	420	5 180	<b>5 600</b> <i>(5.1)</i>
Supplementary Samples	30	142	586	<b>758</b> <i>(0.7)</i>
<hr/> <b>Total</b> <i>(%)*</i>	<hr/> <b>2 484</b> <i>(2.3)</i>	<hr/> <b>11 167</b> <i>(10.1)</i>	<hr/> <b>96 786</b> <i>(87.6)</i>	<hr/> <b>110 437</b> <i>(100)#</i>

\* As percentage of the total number of employees

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

## Vacancies

3.11 There were 1 977 vacancies (1.8% of the total number of posts) at the time of survey, similar to the rate of 1.8% in 2011 (see Figure 7). Of the 1 977 vacancies, there were 1 878 vacant posts (representing 1.9% of the number of posts at the level) at the security guard/technician level. 84 vacancies (or 4.2%) were at the supervisory level and only 15 vacancies (or 0.8%) at the managerial/professional level. The number of vacancies by branch by job level is presented in **Table V**.

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

<u>Branch</u>	<u>Job Level</u>			<u>Total</u> (%)*
	<u>Managerial/ Professional</u>	<u>Supervisory</u>	<u>Security Guard/ Technician</u>	
Security Guarding Services	1	45	1 256	<b>1 302</b> <b>(65.9)</b>
Armoured Transportation Services	-	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	13	19	138	<b>170</b> <b>(8.6)</b>
Security Guarding Services and Armoured Transportation Services	-	-	10	<b>10</b> <b>(0.5)</b>
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	1	18	447	<b>466</b> <b>(23.6)</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	-	-	-
Owners Corporations	-	-	-	-
Supplementary Samples	-	2	27	<b>29</b> <b>(1.4)</b>
<b>Total</b> (%)*	<b>15</b> <b>(0.8)</b>	<b>84</b> <b>(4.2)</b>	<b>1 878</b> <b>(95)</b>	<b>1 977</b> <b>(100)</b>
<b>Number of Vacancies in 2011</b> (%)*	<b>31</b> <b>(1.6)</b>	<b>148</b> <b>(7.5)</b>	<b>1 792</b> <b>(90.9)</b>	<b>1 635</b> <b>(100)#</b>

\* As percentage of the total number of vacancies

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

## Employers' Forecast of Manpower Growth for June 2014

3.12 Employers forecasted that the total manpower demand would be 112 569 at a very slight variance of +0.14% by June 2014 and considered as maintaining a steady development in the security services industry. The view of the employers gathered in the survey was shared by the Training Board since the employers still has a conservative attitude towards the business industry. Companies might take a straddle attitude towards the economic development of the coming years as a result of modest growth of the manpower.

## Manpower Projection for 2014 to 2016

3.13 The Training Board has adopted the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next three years. Tables **W**, **X** and **Y** illustrate the manpower projection from 2014 to 2016 by job level. Details of the projection methodology are presented in **Appendix 17**.

**Table W: Manpower Projection at the Managerial / Professional Level from 2014 to 2016**

<b>Year</b>	<b>Actual Manpower</b>	<b>Total Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2013	<b>2 499</b>		
2014f		2 526	27 (1.0%)*
2015f		2 549	23 (0.9%)**
2016f		2 571	22 (0.8%)**

\* As percentage increase of the actual manpower against 2013

\*\* As percentage increase of the projected manpower against the year before, i.e. 2014 and 2015 respectively



**Table X      Manpower Projection at the Supervisory Level from 2014 to 2016**

<b>Year</b>	<b>Actual Manpower</b>	<b>Total Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2013	<b>11 251</b>		
2014f		11 370	<i>119 (1.0%)*</i>
2015f		11 470	<i>100 (0.9%)**</i>
2016f		11 568	<i>98 (0.8%)**</i>

\* As percentage increase of the actual manpower against 2013

\*\* As percentage increase of the projected manpower against the year before, i.e. 2014 and 2015 respectively

**Table Y:      Manpower Projection at the Security Guard/ Technician Level from 2014 to 2016**

<b>Year</b>	<b>Actual Manpower</b>	<b>Total Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2013	<b>98 664</b>		
2014f		99 683	<i>1 019 (1.0%)*</i>
2015f		100 541	<i>859 (0.9%)**</i>
2016f		101 378	<i>837 (0.8%)**</i>

\* As percentage increase of the actual manpower against 2013

\*\* As percentage increase of the projected manpower against the year before, i.e. 2014 and 2015 respectively

3.14 The total manpower for the whole Security Services Industry is the aggregation of the manpower requirements of the projected manpower for the three job levels is presented in **Table Z**.

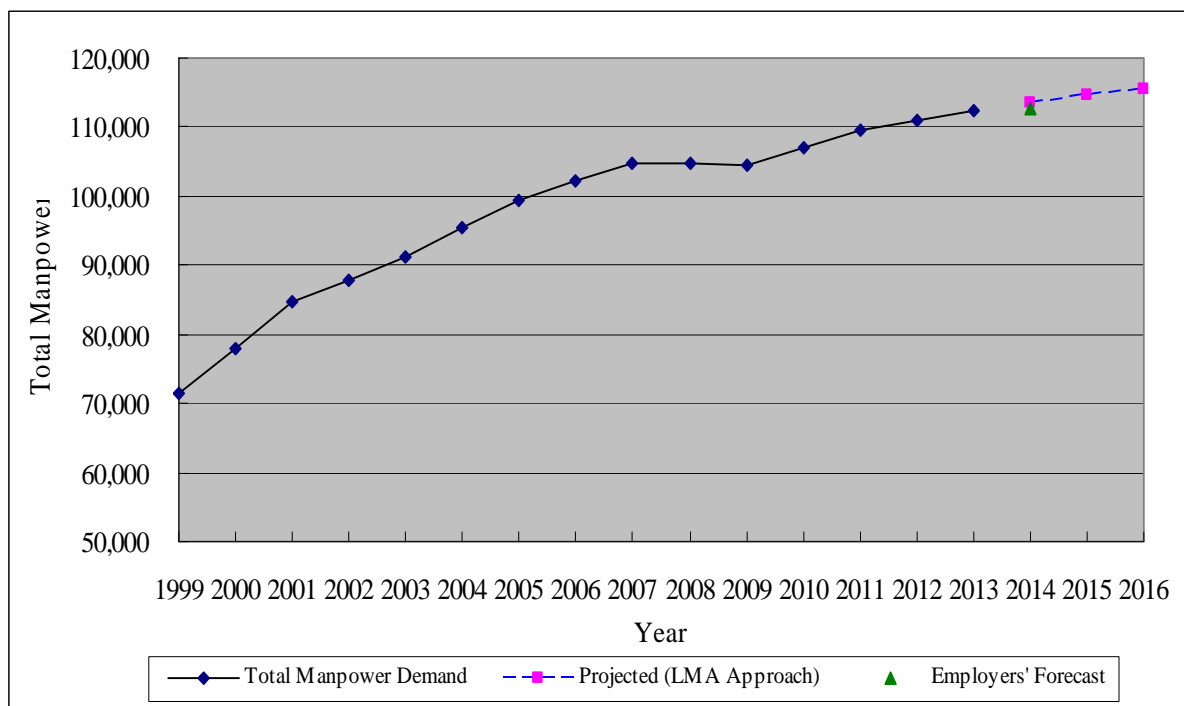
**Table Z: Manpower Projection for the whole Security Services Industry from 2014 to 2016**

Year	Actual Manpower	Employers' Forecast (at the time of the survey)	Projected Manpower (LMA Approach)	Manpower Growth as compared with previous year
2013	<b>110 437</b>			
2014f		112 569 (0.1%)*	113 579	1 165 (1%)*
2015f			11 4559	980 (0.9%)**
2016f			115 515	956 (0.8%)**

\* As percentage increase of the actual manpower against 2013

\*\* As percentage increase of the projected manpower against the year before, i.e. 2014 and 2015 respectively

**Figure 18: Actual and Projected Manpower for the SSI from 2014 and 2016**



### Promotion Pattern

3.15 The Survey reveals that 466 employees were filled by internal promotion, with 38 posts to managerial/professional level and 428 posts to supervisory level. The Training Board observes that situation was similar to the year of 2011 survey.

### Staff Turnover in the Past 12 Months

3.16 The Training Board observes that there is consistently a high turnover of security services personnel in the past few years, with 16 020 employees leaving in the past 12 months (see **Table I**). Of these employees, security guard/technician level has the highest turnover of 15 305 employees (or 15.8% of the number of posts) leaving and 12 615 joining with security services related experience. Similar to the survey in 2011, employers inferred that the high turnover rate was reasoned by long working hours and unattractive salary (see **Table J**).

### Wastage

3.17 During the past 12 months, 16 020 security services personnel were reported to have either left the field, emigrated, retired, started their own business or with unknown reasons. Taking into account the 13 458 recruits with security services related experience, the annual wastage of 2 562 persons represents 2.3% of the total workforce was noted in 2013. The annual wastage by job level is shown as follows:

<u>Job Level</u>	<u>No. of Posts</u>	<u>No. of Leavers</u>	<u>No. of Recruits with Security Services Related experience</u>	<u>Wastage Rate (%)</u>
Managerial/Professional	2 484	45	96	-1 (0.04)*
Supervisory	11 167	670	797	-127 (-1.1)*
Security Guard/Technician	96 786	15 305	12615	2 690 (2.8)*
<b>Total:</b>	<b>110 437</b>	<b>16 020</b>	<b>13 458</b>	<b>2 562</b> <b>(2.3)**</b>

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

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

### Employers' Required Educational Level of Employees

3.18 The Training Board notes that employers generally required their employees at the Managerial/Professional level to have University Degree or above level of education (1 567 employees or 63%). For Supervisory level, most employers required their employees to have Secondary 5 or Diploma Secondary Education (6 212 employees or 55.6%) and for Security Guard level, the preference is Secondary 5 or Secondary level of education (80 603 employees or 83.3%) (see **Figures 10-12, Table K and Appendix 10**).

### Employers' Preferred Period of Experience of Employees

3.19 Most employers preferred their employees at the Managerial/Professional level with over 5 years - 10 years of experience (1 874 employees or 75.4%) and the Supervisory level with over 2 years - 5 years of experience (8 822 employees or 79%). More employers were willing to employ their employees at the Security Guard/Technician level with 1 to 2 years of experience (48 613 employees or 49.4%). It indicated that the industry experienced recruitment difficulties so that employers had to employ less experienced staff in the market instead. (see **Figures 13-15, Table L and Appendix 11**).

### Employers' Preferred Vocational Qualifications of Employees

3.20 The Survey reveals that most employers preferred their employees at the Managerial/Professional level to have technical certificates qualification. For supervisors and security guards, most employers preferred their employees to have received security training under the Recognition Scheme and trade test certificates. For technicians, employers preferred them with technical certificates (see **Table M and Appendix 12**).

### Provision of Training

3.21 The Survey reveals that employers had provided 19 977 training places to their employees. There were 1 246 in-house training places to their employees in the past 12 months, while 18 885 training places were sponsored by employers. It is shown that employers preferred their training outsource to external providers. The estimated number of external training places sponsored by employers in the next 12 months has significantly dropped of 38.5%. On the whole, the above trends shows a decreasing demand for training, both in-house training and training sponsored by employers. It indicated that employers were unwilling to arrange training for their staff under a tight manpower situation. Among the 11 597 external sponsored by employers in the next 12 months, 1 708 (or 14.8%) will be the courses of customer service and 1 136 (or 9.8%) will be for first aid training (see **Figure 17, Tables O, P and Appendices 13 to 16**).

## SECTION IV

### RECOMMENDATIONS

#### Projected Additional Manpower Requirements for 2014

4.1 Based on the projected manpower growth and the annual wastage, the Training Board considers the additional manpower requirements of the security services industry for 2014 as follows:

<u>Job Level</u>	<u>Annual Wastage</u>	<u>Projected Manpower Growth for June 2014</u>	<u>Additional Manpower Requirement for June 2014</u>
Managerial/Professional	-1	27	26
Supervisory	-127	118	-9
Security Guard/Technician	2 690	1 020	3 710
<b>Total:</b>	<b>2 562</b>	<b>1 165</b>	<b>3 727</b>

4.2 The Training Board estimates a total of 3 727 additional employees joining the SSI in the next 12 months. As they are new to the industry, it is expected that there is substantial training needs for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 can help ensure the standard and quality of training courses under the Scheme.

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

4.3 The Training Board will continue to monitor the QASRS with the assistance of PEAK and review the operations whenever it is necessary.

#### Training Courses

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

- Customer Service
- First Aid
- Soft Skills
- Related Skills Upgrading

4.5 It is worth noting that Security Guard Training Courses under the Recognition Scheme would be considered as the most popular training in the next 12 months from the employers' perspective. Training Board is of the view that such preference indicated the employers paid great attention to the basic training of the employees. The security services practitioners are advised to be equipped with first aid skills. The training providers are also recommended to offer more health and safety related training courses to meet the needs of the industry as revealed from the survey findings. On the other hand, the Training Board will continue to explore new training courses that suit the needs of the industry and will recommend those courses to the Employees Retraining Board (ERB) for consideration.

#### Qualifications Framework and Continuing Professional Development Programme

4.6 The Training Board will continue to support the development of a Qualifications Framework and is with a view to promote the Continuing Professional Development Programme for Security Services Industry to enhance its practitioners' capabilities and competitiveness.

#### The Best Training Award

4.7 The Training Board with collaboration with the Hong Kong Police Force will continue to organize Best Training Awards to encourage employers to provide more training to their employees.

#### Trade Testing System

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

#### Future Surveys

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

# 保安服務業

## 2013 年人力調查報告

### 報告摘要

#### 引言

1. 保安服務業訓練委員會（下稱「本會」）由香港特別行政區政府於 1998 年成立，隸屬職業訓練局[VTC]，負責確定保安服務業的人力情況和訓練需要，並向 VTC、僱主及其他相關人士或機構提出建議措施，以滿足本業對曾受訓練人力的需求。本會於 2013 年 7 月進行第八次人力調查，範圍涵蓋業內三大類機構，包括「保安護衛服務」、「持槍押運服務」，以及「保安系統安裝／保養／維修／設計／其他」。

2. 本報告**第一章**簡介是次調查的背景資料，包括目的、範圍、方法、回應分析及人力評估過程。**第二章**為調查結果摘要，**第三、四章**則分別詳載本會的結論及建議。

#### 行業前景

3. 保安服務業的人力穩定增長，由 2011 年 107 652 人增至 2013 年 110 437 人，增幅為 2.6%。是次調查錄得空缺 1 977 個，與 2011 年 1 971 個相若。調查結果反映，本業僱主對業務前景維持保守的看法；而且由於預期未來的人力僅有溫和增長，僱主對行內競爭或會保持觀望態度。

4. 是次調查顯示，自法定最低工資於 2011 年實施以來，業內各級僱員的收入水平大幅上調。此一趨勢顯示，僱員的工作條件（尤指薪酬方面）已有所改善；與此同時，僱主亦對僱員的工作經驗和教育程度有較高的要求。舉例而言，認為保安護衛員／技術員級僱員宜具備一至兩年相關工作經驗的僱主由 2011 年 28.8% 增至 2013 年 49.4%；而要求保安護衛員／技術員級僱員持有中五或同等學歷的僱主亦由 2011 年 13.1% 增至 2013 年 28.3%。本會預計有關趨勢將會持續。

5. 業內僱主面對招聘困難，當中以保安護衛員級的情況最為嚴重，主要原因是社會出現普遍勞工短缺的情況。僱主認為此現象難以在短期內有所改善。

6. 特區行政長官於 2014 年 1 月 15 日宣讀《施政報告》，提及政府會持續加強短、中、長期的土地供應，應付市民的住屋需要。此外，政府未來十年房屋供應的新目標為合共提供 47 萬個新住宅單位，公營及私營房屋的比例為六比四。估計未來五年，私營房屋單位平均每年落成量約有 13 600 個，較過去五年平均每年 9 680 個為多，增幅約四成。

7. 隨著多項大型基建項目陸續上馬，如興建港珠澳大橋、廣深港高速鐵路香港段（全長 26 公里，由西九龍直達深圳／香港分界），將有助加強香港作為中國南大門的重要角色，並大幅減省旅費及交通時間。

8. 政府新推出的房屋及基建項目將會創造大量就業機會，促進保安服務業及其他行業的人力增長。

### 人力情況

9. 是次調查顯示，調查期間（即 2013 年 6 月），業內共有 110 437 名僱員，佔本港 380 萬就業人口的 2.9%，與 2011 年的數字相比，從事保安服務業的僱員有 2.6% 的增長。業內 110 437 名僱員中，104 079 人受僱於持牌保安公司，5 600 人受僱於業主立案法團，758 人受僱於增補樣本機構。各技能等級的人力、空缺數目及人力增長預測摘要如下：

<u>技能等級</u>	<u>2011 年 5 月 僱員人數</u>	<u>2013 年 6 月 僱員人數</u> (a) (%) <sup>#</sup>	<u>2013 年 6 月 空缺數目</u> (b)	<u>僱主預測 人力增長</u> (c)	<u>2014 年 6 月 預測職位數目</u> (d) = (a)+(b)+(c)
經理／ 專業人員級	2 732	2 484 (-9)	15	4	2 503
主任級	11 247	11 167 (-0.7)	84	41	11 292
保安護衛員／ 技術員級	93 673	96 786 (3.3)	1878	110	98 774
<b>總數</b>	<b>107 652</b>	<b>110 437</b> (2.6) <sup>#</sup>	<b>1977</b>	<b>155</b>	<b>112 569</b>

# 與 2011 年相比的人力增／減幅



## 推算 2014 至 2016 年人力

10. 本會採用人力市場分析法[Labour Market Analysis, LMA]，推算本業未來三年的人力情況，詳情如下：

年份	實際人力	僱主預測人力 (調查期間)	推算人力	與前一年比較的人力增長
2013	<b>112 414</b>			
2014f		112 569 (0.1%)*	113 579	1 165 (1%)*
2015f			114 559	980 (0.9%)**
2016f			115 515	956 (0.8%)**

\* 與 2013 年實際人力相比的增幅

\*\* 與前一年(2014 及 2015 年)推算人力相比的增幅

## 過去 12 個月的僱員流動情況

11. 據本會觀察，過去幾年，保安服務從業員的流動率持續高企。過去 12 個月，共有 16 020 名僱員離職；其中，保安護衛員／技術員級僱員的流動率最高，有 15 305 人離職，佔職位總數 15.8%，另有 12 615 名具本業相關經驗人士入職。與 2011 年調查相若，不少受訪機構均表示，業內出現高流動率的主因是工作時間長。

## 2014 年 6 月額外人力需求

12. 本會根據 LMA 推算所得的人力增長數字及業內的每年流失率，估計保安服務業於 2014 年將額外需要 3 727 名僱員，詳情如下：

技能等級	每年 流失率	推算 2014 年 6 月時 人力增長	2014 年 6 月時 額外所需人力
經理／專業人員級	-1	27	26
主任級	-127	118	-9
保安護衛員／技術員級	2 690	1 020	3 710
<b>總數:</b>	<b>2 562</b>	<b>1 165</b>	<b>3 727</b>

## 提供訓練

13. 與 2011 年調查相若，是次調查顯示，僱主於過去 12 個月僅提供了 1 092 個內部訓練名額，以及資助了 18 885 個外間訓練名額。這顯示僱主傾向把培訓工作外判。預計未來 12 個月僱主擬資助的外間訓練名額將減少至 11 597 個，減幅為 38.6%。在 11 597 個外間訓練名額中，1 708 個（佔 14.8%）屬顧客服務技巧課程，1 136 個（佔 9.8%）屬急救訓練課程。

## 建議

14. 本會估計未來 12 個月將額外有 3 727 人入職。由於他們的行業資歷尚淺，預計新入職者對訓練會有殷切需求（特別是保安護衛員級別）。本會認為由 VTC 負責管理的保安培訓課程認可計劃（簡稱「認可計劃」）內的課程，應能滿足業界對基本培訓的需求；此外本會於 2004 年制訂質素保證系統，亦有助確保課程水準及質素。

15. 僱主認為，認可計劃下的課程將會是未來 12 個月的熱門培訓類別之一。這顯示僱主與本會的意見一致，均認為需為新入職者提供統一的培訓。

16. 因應是次調查結果，本會建議培訓機構可提供更多顧客服務技巧、急救技巧、軟性技巧及相關技能提升培訓課程，協助應付本業的人力需求。

17. 本會支持為保安服務業推行資歷架構，並會積極推廣保安從業員持續專業發展計劃，協助增強從業員的專業能力及競爭力。

18. 本會將繼續與香港警務處合辦「保安服務最佳培訓」獎勵計劃，以鼓勵業內僱主為從業員提供更多培訓。此外，亦會繼續為保安護衛員舉辦技能測驗，並為其他範疇的保安從業員探索發展技能測驗的機會。

19. 本會會繼續按業界需要發展新的培訓課程，並向僱員再培訓局[ERB]建議開辦有關課程。

20. 本會支持繼續每兩年進行一次人力調查，以評估業內的人力供求情況。

# 第一章

## 緒論

### 保安服務業訓練委員會

1.1 保安服務業訓練委員會於 1998 年成立，隸屬職業訓練局[VTC]，負責確定保安服務業的人力情況和訓練需要，並向 VTC、僱主及其他相關人士或機構提出建議措施，以滿足本業對曾受訓練人力的需求。本會的委員名單及職權範圍分別載於附錄 1 及 2。

### 調查目的

1.2 本會於 1999 年 2 月進行首次人力調查，其後分別於 2001 年 5 月、2003 年 5 月、2005 年 5 月、2007 年 5 月、2009 年 5 月及 2011 年 6 月進行了合共七次調查。第八次人力調查於 2013 年 7 月進行，目的如下：

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

### 調查範圍

1.3 與 2011 年的調查相同，2013 年人力調查的範圍亦是涵蓋業內三大類機構，包括「保安護衛服務」、「持槍押運服務」，以及「保安系統安裝／保養／維修／設計／其他」。按所持牌照類別，各保安公司分類如下：

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

7	-	業主立案法團
8	-	增補樣本

1.4 截至 2013 年 5 月，在保安及護衛業管理委員會[SGSIA]註冊的持牌保安公司共有 949 間，在土地註冊處登記的業主立案法團則有 9 664 個<sup>1</sup>。本會採用分層隨機抽樣方法，抽選了 393 間持牌保安公司及 140 個業主立案法團作為調查對象。在 393 間持牌保安公司中，僱員人數超過 50 人的有 196 間，其餘 197 間則少於 50 人。

1.5 除了保安公司及業主立案法團，調查還包括 12 間直接僱用保安人員的公用事業公司、大銀行及酒店，作為增補樣本。是次調查合共發出了 545 份調查表。

### 調查方法

1.6 本會獲政府統計處（下稱「統計處」）協助實地調查工作及提供技術支援。調查於 2013 年 7 月順利進行，以檢視本業現時的人力及訓練情況。各選定的保安公司或業主立案法團均須填寫一份有關人力及訓練需求的調查表（見**附錄 5**）。

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

### 分析調查回應

1.8 在 545 間抽樣機構中，本會成功向 332 間機構取得所需資料（見**附錄 6**），包括 294 間保安公司、29 個業主立案法團及 9 間增補樣本機構。所得資料其後以統計方法倍大，以反映保安服務業的整體人力情況。至於其餘 213 間抽樣機構中，71 間保安公司已暫停營業、搬遷、並無聘用技術人員、無法到達／接觸、尚未開始營業或是無法透過其註冊地址取得聯絡；111 個業主立案法團及一間增補樣本機構未有提供保安服務、無法到達／接觸、並無聘用技術人員或無法聯絡。只有 28 間保安公司及兩間增補樣本機構拒絕回應。調查的實際回覆率為 91.7%。

### 人力評估過程

1.9 評估過程主要有三個步驟：

- (i) 進行人力調查，收集業內人力情況的最新資料，尤其各技能等級的人力分布；
- (ii) 根據業界對人力規劃及訓練需求的意見，分析所得資料；  
以及
- (iii) 評估業內人力供求情況。

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<sup>1</sup> 本調查採用的資料由民政事務總署提供

## 調查結果

1.10 調查結果摘要載於本報告的**第二章**；本會的結論及建議則分別載於**第三、四章**。

## 釋義

1.11 「僱員」是指公司所有全職直接受薪人員，不論正在值勤或因病假、產假、年假、事假或罷工而暫時缺勤的人員均包括在內。

1.12 「流失人數」是指本業的離職人數與新聘具相關工作經驗僱員人數的相差數字。

1.13 「技術證書」是指相關技能或技術證明書。

## 第二章

### 調查結果摘要

2.1 是次調查所收集的資料如下：

- (a) 僱員人數；
- (b) 調查期間的空缺數目；
- (c) 僱主預測 2014 年 6 月的人力需求；
- (d) 僱員流動人數；
- (e) 僱員宜有教育程度；
- (f) 僱員宜有年資；以及
- (g) 僱員收入分布情況。

2.2 是次調查亦要求僱主提供有關內部晉升人數、招聘困難、僱員宜有職業資格、過去 12 個月及預計未來 12 個月向僱員提供的培訓種類等資料。此外，本會自 2011 年人力調查起新增多條問題，包括僱員於獲發「保安人員許可證」前接受 16 小時培訓是否足夠，以及僱員在更新「保安人員許可證」時是否需要重溫課程。調查結果摘要見下列各段。

#### 僱員人數

2.3 調查結果顯示，調查期間，業內共有 110 437 名技術僱員<sup>2</sup>（下稱「僱員」），其中 104 079 人受僱於保安公司，5 600 人受僱於業主立案法團，758 人受僱於增補樣本機構。**表 A** 比較 2011 年與 2013 年業內的僱員人數；**圖 1** 顯示不同技能等級的僱員分布情況。

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<sup>2</sup> 「技術僱員」泛指調查期間從事保安服務業內主要職務的僱員。

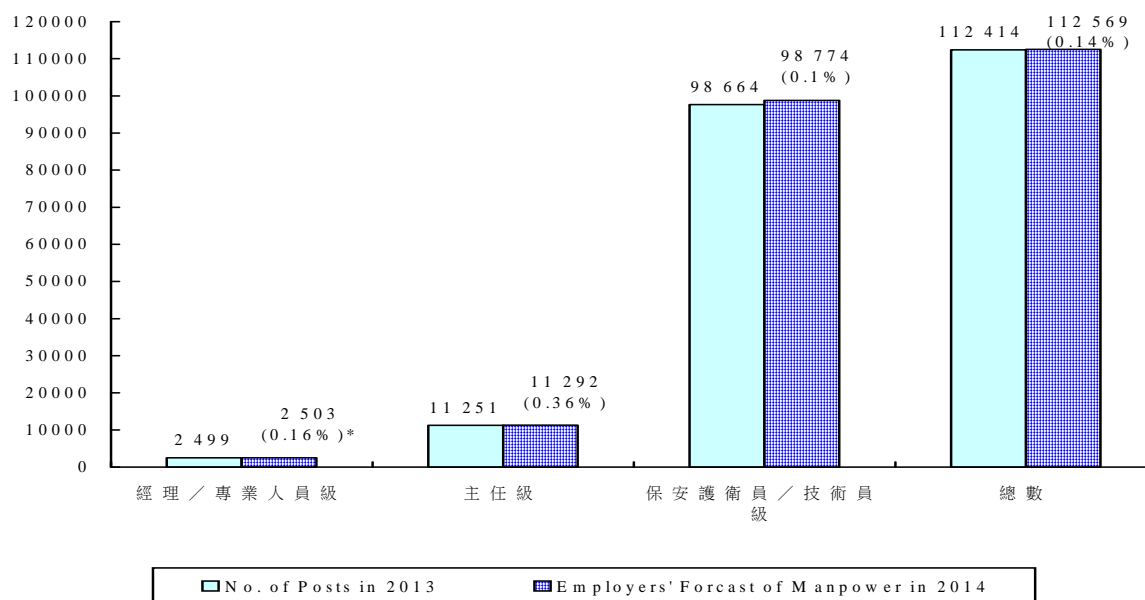
表 A: 2011 年與 2013 年僱員人數比較

門類	僱員人數	
	2011 年	2013 年
保安護衛服務	79 525	83 626
持槍押運服務	783	797
保安系統安裝／保養／維修／設計／其他	3 240	3 231
保安護衛服務及持槍押運服務	717	761
保安護衛服務及 保安系統安裝／保養／維修／設計／其他	13 242	13 169
保安護衛服務、持槍押運服務及 保安系統安裝／保養／維修／設計／其他	2 298	2 495
業主立案法團	7 096	5600
增補樣本	751	758
<b>總數</b> (%)	<b>107 652</b>	<b>110 437</b> <b>(2.6)*</b>

\* 業內僱員總數的增幅

圖 1: 各技能等級僱員分布情況

僱員總數：110 437 人



\* 僱員人數

\*\* 佔業內僱員總數的百分率

2.4 各門類主要職務的僱員分布情況見表 B。

表 B: 各門類主要職務的僱員人數

技能等級	保安公司 僱員人數 (%)*	業主立案法團 僱員人數 (%)*	增補樣本 僱員人數 (%)*	總數 (%)*
<u>經理／專業人員級</u>				
高級管理人員	303 (12.2%)	-	4 (0.2%)	<b>307</b> (12.4%)
保安經理／運作經理／保安中心主管	1 025 (41.3%)	-	18 (0.7%)	<b>1 043</b> (42%)
保安顧問	83 (3.3%)	-	-	<b>83</b> (3.3%)
保安系統項目經理	240 (9.7%)	-	-	<b>240</b> (9.7%)
保安系統設計／安裝／保養工程師	525 (21.1%)	-	1 (0.04%)	<b>526</b> (21.2%)
保安培訓經理	23 (0.9%)	-	-	<b>23</b> (0.9%)
其他相關保安服務業經理	255 (10.3%)	-	7 (0.3%)	<b>262</b> (10.5%)
<b>小計:</b>	<b>2 454</b> (98.8%)	<b>-</b>	<b>30</b> (1.2%)	<b>2 484</b> (100%)
<u>主任級</u>				
保安主任／運作主任／保安中心主任／ 技術監督	9 695 (86.8%)	420 (3.8%)	130 (1.2%)	<b>10 245</b> (91.7%)
技術輔助人員	161 (1.4%)	-	6 (0.05%)	<b>167</b> (1.5%)
保安培訓主任	59 (0.5%)	-	2 (0.02%)	<b>61</b> (0.5%)
要員保護主任／私人保鏢	35 (0.3%)	-	-	<b>35</b> (0.3%)
其他相關保安服務業督導人士	655 (5.9%)	-	4 (0.04%)	<b>659</b> (6%)
<b>小計:</b>	<b>10 605</b> (95%)	<b>420</b> (3.8%)	<b>142</b> (1.2%)	<b>11 167</b> (100%)



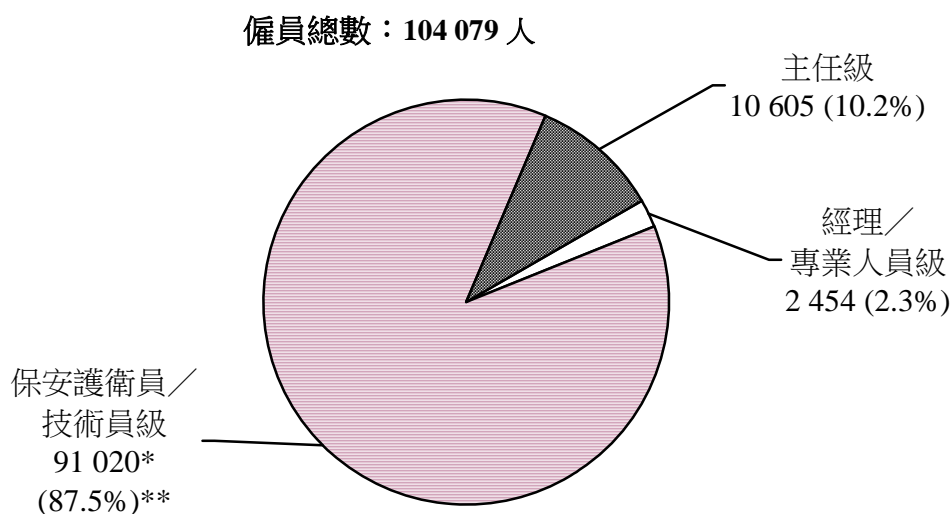
技能等級	保安公司 僱員人數 (%)*	業主立案法團 僱員人數 (%)*	增補樣本 僱員人數 (%)*	總數 (%)*
<u>保安護衛員／技術員級</u>				
保安護衛員／管理員（每更工作少於 8 小時）	1 242 (1.3%)	70 (0.1%)	-	<b>1 312</b> (1.4%)
保安護衛員／管理員（每更工作 8 – 11 小時）	35 104 (36.3%)	3 430 (3.5%)	573 (0.6%)	<b>39 107</b> (40.4%)
保安護衛員／管理員（每更工作 12 小時）	48 676 (50.3%)	1 680 (1.7%)	-	<b>50 356</b> (52%)
武裝護衛員	800 (0.8%)	-	-	<b>800</b> (0.8%)
保安系統設計技術員	203 (0.2%)	-	-	<b>203</b> (0.2%)
保安裝置安裝、保養及／或修理技術員	2 600 (2.7%)	-	2 (-)	<b>2 602</b> (2.7%)
其他保安相關服務業人士	2 395 (2.5%)	-	11 (0.01%)	<b>2 406</b> (2.5%)
<b>小計:</b>	<b>91 020</b> (94%)	<b>5 180</b> (5.4%)	<b>586</b> (0.6%)	<b>96 786</b> (100%)
<b>總計:</b>	<b>104 079</b> (94.2%)**	<b>5 600</b> (5.1%)**	<b>758</b> (0.7%)**	<b>110 437</b> (100%)

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

2.5 各門類不同技能等級的人力分布情況見圖 2 至圖 4。按保安公司牌照種類劃分的僱員分布詳情則見附錄 7。

圖 2: 保安公司各技能等級的僱員分布情況

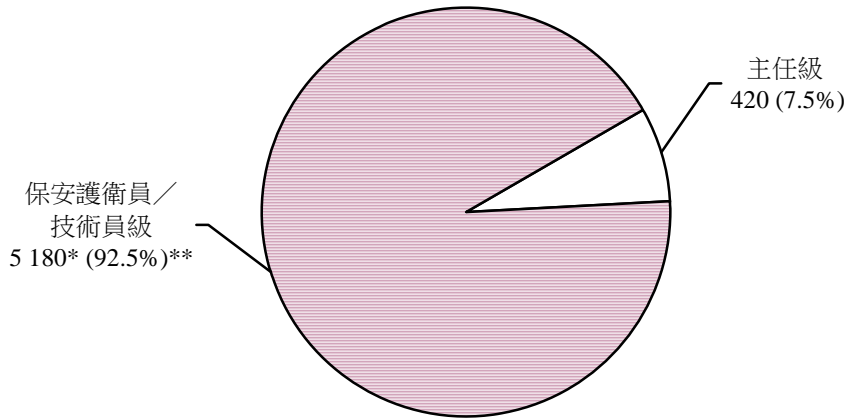


\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率

圖 3: 業主立案法團各技能等級的僱員分布情況

僱員總數：5 600 人

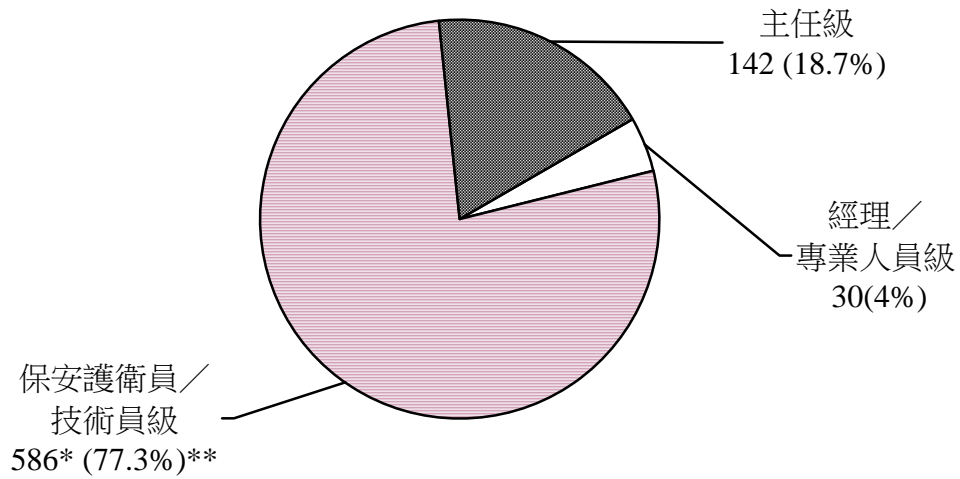


\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率

圖 4: 增補樣本機構各技能等級的僱員分布情況

僱員總數：758 人



\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率

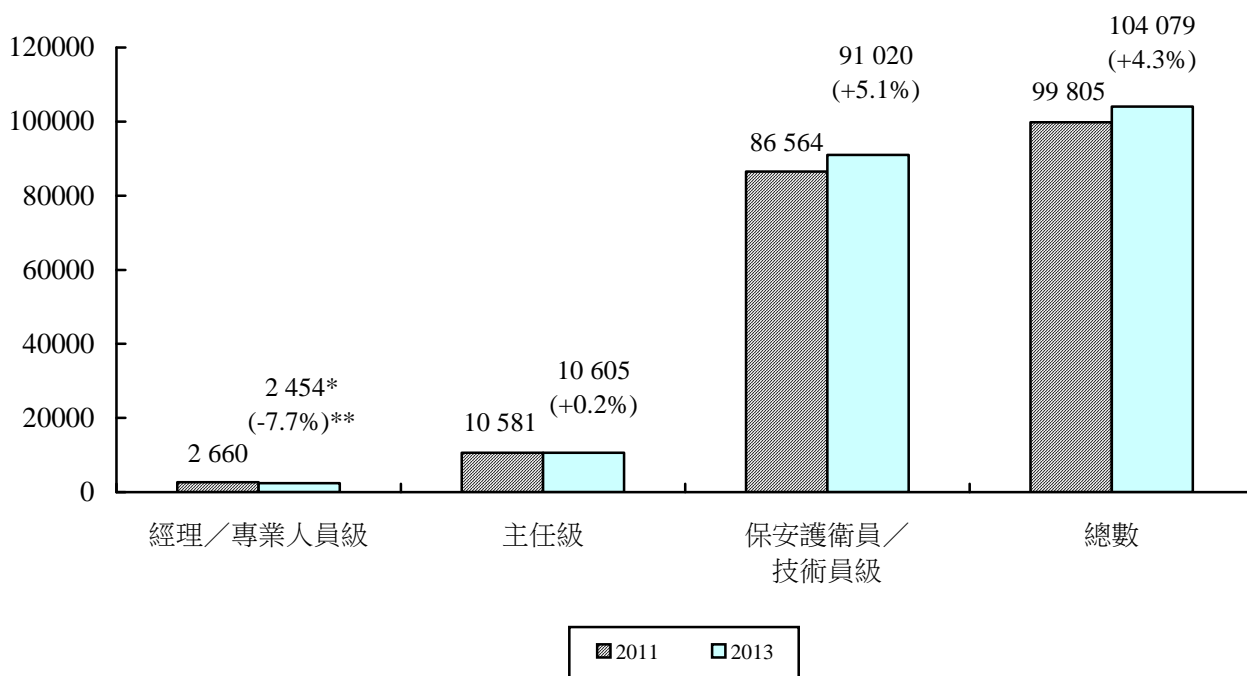
**表 C: 2011 與 2013 年  
保安公司各技能等級主要職務的人力情況比較**

<u>技能等級</u>	<u>2011 年 僱員人數</u>	<u>2013 年 僱員人數</u>	<u>增幅 (%)*</u>
<u>經理／專業人員級</u>			
高級管理人員	384	303	-81
保安經理／運作經理／保安中心主管	973	1 025	52
保安顧問	165	83	-82
保安系統項目經理	205	240	+35
保安系統設計／安裝／保養工程師	685	525	-160
保安培訓經理	55	23	-32
其他相關保安服務業經理	193	255	62
<b>小計:</b>	<b>2 660</b>	<b>2 454</b>	<b>-206 (-7.7)</b>
<u>主任級</u>			
保安主任／運作主任／保安中心主任／技術監督	9 695	9 695	-
技術輔助人員	405	161	-244
保安培訓主任	63	59	-4
要員保護主任／私人保鏢	-	35	35
其他相關保安服務業督導人士	418	655	237
<b>小計:</b>	<b>10 581</b>	<b>10 605</b>	<b>24 (0.2)</b>
<u>保安護衛員／技術員#</u>			
保安護衛員	81 505	85 022	3 517
武裝護衛員	689	800	111
保安系統設計技術員	275	203	-72
保安裝置安裝、保養及／或修理技術員	2 592	2 600	8
其他保安相關服務業人士	1 503	2 395	892
<b>小計:</b>	<b>86 564</b>	<b>91 020</b>	<b>4 456 (5.1)</b>
<b>總計</b>	<b>99 805</b>	<b>104 079</b>	<b>4 274 (4.3)</b>

\* 保安公司僱員人數的增減百分率

# 「技術員」以往屬主任級，在是次調查中與保安護衛員歸屬同一級別。

圖 5: 2011 與 2013 年  
保安公司各技能等級的人力情況比較



\* 該技能等級的僱員人數

\*\* 相對於2011年同級僱員人數的增減百分率

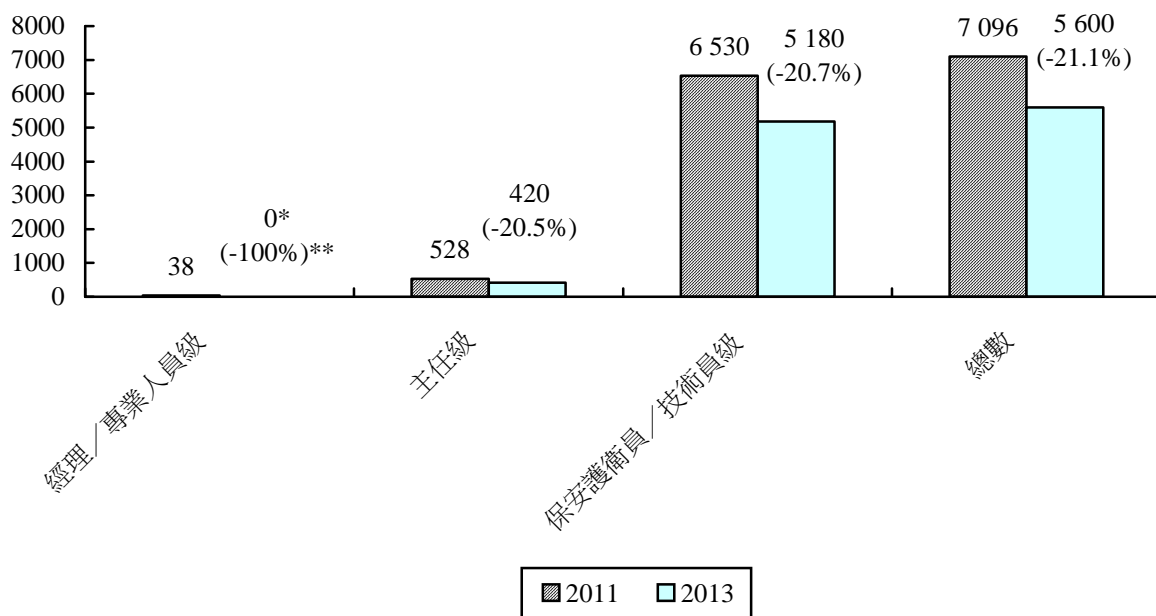
表 D: 保安公司 2013 年各技能等級的人力增長

技能等級	2011 年 5 月 僱員人數	2013 年 6 月 僱員人數	增/減幅 (%)*
經理/專業人員級	2 660	2 454	-206 (-7.7)
主任級	10 581	10 605	24 (+0.2)
保安護衛員/技術員級	86 564	91 020	4 456 (+5.1)
<b>總數</b>	<b>99 805</b>	<b>104 079</b>	<b>4 274</b> <b>(+4.3)</b>

\* 與 2011 年相比，2013 年同級僱員人數的增減百分率

\*\* 與 2011 年相比，2013 年業內僱員總數的增減百分率

**圖 6: 2011 與 2013 年  
業主立案法團各技能等級的人力情況比較**



\* 該技能等級的僱員人數

\*\* 與 2011 年相比，2013 年同級僱員人數的增減百分率

**表 E: 業主立案法團 2013 年各技能等級的人力增長**

技能等級	2011 年 5 月 僱員人數	2013 年 6 月 僱員人數	增/減幅 (%)*
經理/專業人員級	38	-	-38 (-100)
主任級	528	420	-108 (-20.5)
保安護衛員/技術員級	6 530	5 180	-1 350 (-20.7)
<b>總數</b>	<b>7 096</b>	<b>5 600</b>	<b>-1 496</b> <b>(-21.1)**</b>

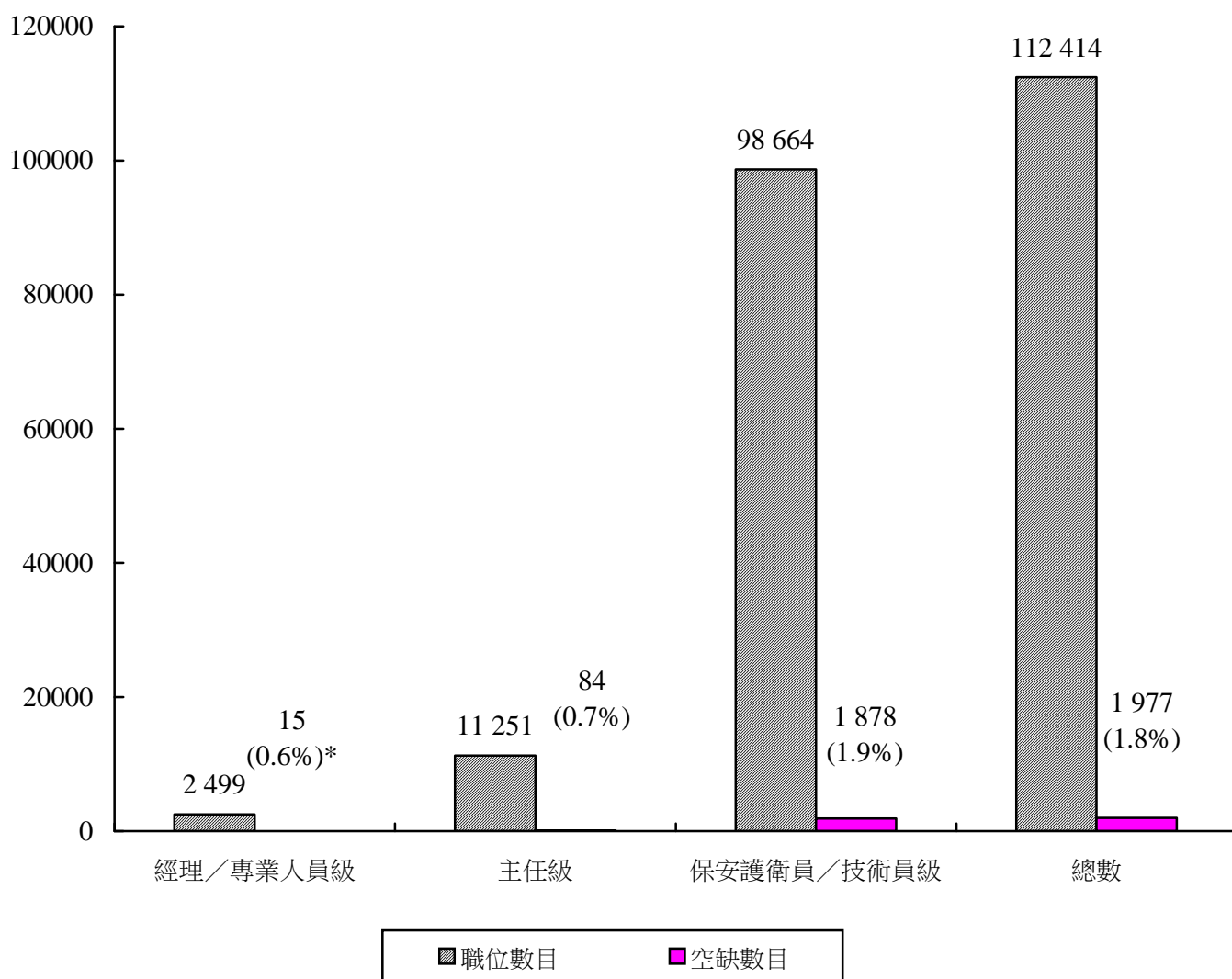
\* 與 2011 年相比，2013 年同級僱員人數的增減百分率

\*\* 與 2011 年相比，2013 年業內僱員總數的增減百分率

## 空缺數目

2.9 調查期間，僱主報稱業內共有 1 977 個空缺，佔 112 414 個職位（1 977 個空缺 + 110 437 名僱員）的 1.8%。若按技能等級劃分，保安護衛員／技術員級的空缺最多，共 1 878 個。各技能等級的空缺分布情況見圖 7；按主要職務的分析則見表 F。

圖 7: 各技能等級的職位及空缺數目



\* 佔同級職位數目的百分率

表 F: 各主要職務的空缺數目

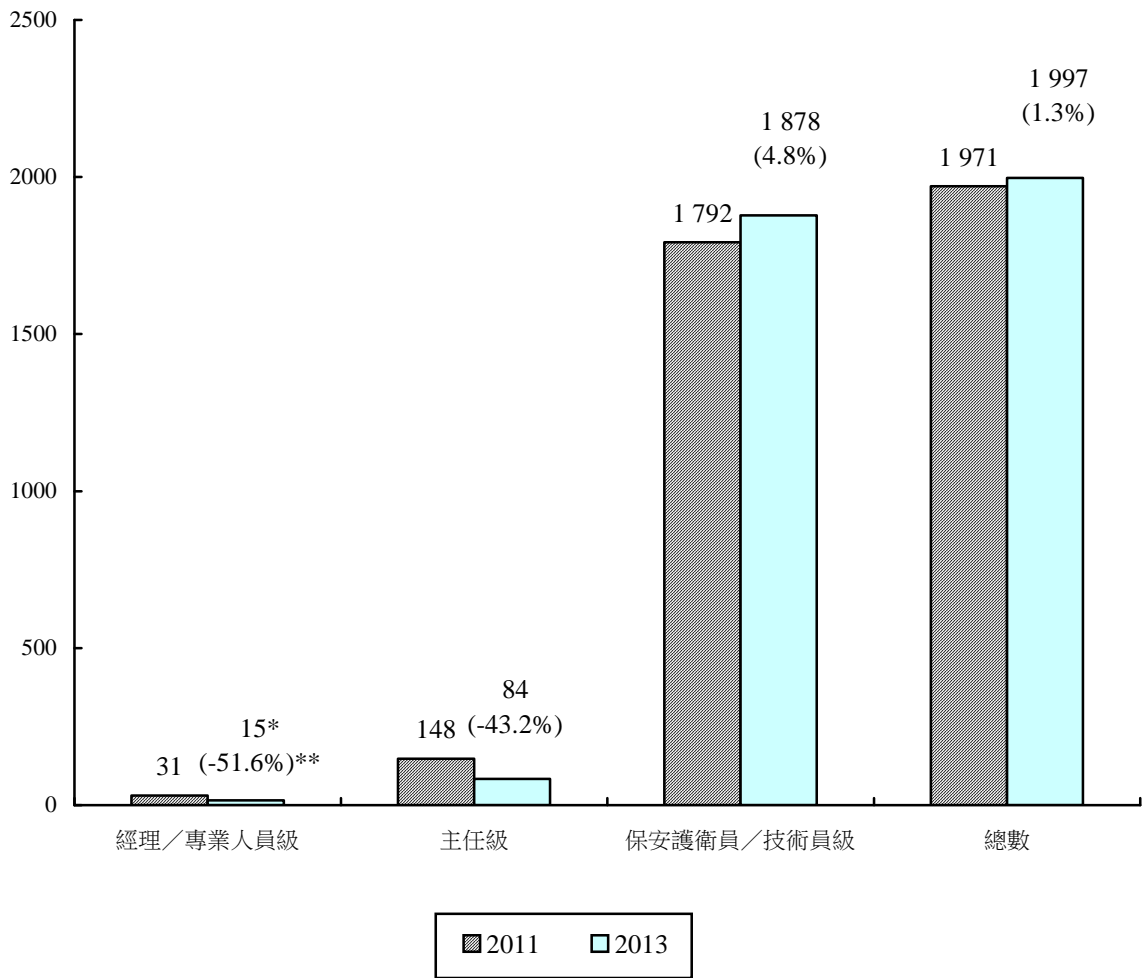
技能等級	僱員人數	空缺數目	職位數目	(%)*
<u>經理／專業人員級</u>				
高級管理人員	307	-	307	-
保安經理／運作經理／保安中心主管	1 043	1	1 044	0.1
保安顧問	83	-	83	-
保安系統項目經理	240	-	240	-
保安系統設計／安裝／保養工程師	526	14	540	2.6
保安培訓經理	23	-	23	-
其他相關保安服務業經理	262	-	262	-
<b>小計:</b>	<b>2 484</b>	<b>15</b>	<b>2 499</b>	<b>0.6</b>
<u>主任級</u>				
保安主任／運作主任／保安中心主任／技術監督	10 245	75	10 320	7.3
技術輔助人員	167	-	167	-
保安培訓主任	61	-	61	-
要員保護主任／私人保鏢	35	-	35	-
其他相關保安服務業督導人士	659	9	668	1.4
<b>小計:</b>	<b>11 167</b>	<b>84</b>	<b>11 251</b>	<b>0.8</b>
<u>保安護衛員／技術員</u>				
保安護衛員／管理員（每更工作少於 8 小時）	1 312	55	1 367	4.0
保安護衛員／管理員（每更工作 8 - 11 小時）	39 104	679	39 786	1.7
保安護衛員／管理員（每更工作 12 小時）	50 356	951	51 307	1.9
武裝護衛員	800	-	800	-
保安系統設計技術員	203	-	203	-
保安裝置安裝、保養及／或修理技術員	2 602	128	2 730	4.7
其他保安相關服務業人士	2 406	65	2 471	2.6
<b>小計:</b>	<b>96 786</b>	<b>1 878</b>	<b>98 664</b>	<b>1.9</b>
<b>總計:</b>	<b>110 437</b>	<b>1 977</b>	<b>112 414</b>	<b>(1.8)**</b>

\* 空缺數目佔同級職位數目的百分率

\*\* 空缺數目佔業內職位總數的百分率

2.10 2011 與 2013 年職位空缺數目比較見圖 8。

圖 8: 2011 與 2013 年職位空缺數目比較



\* 該技能等級的空缺數目

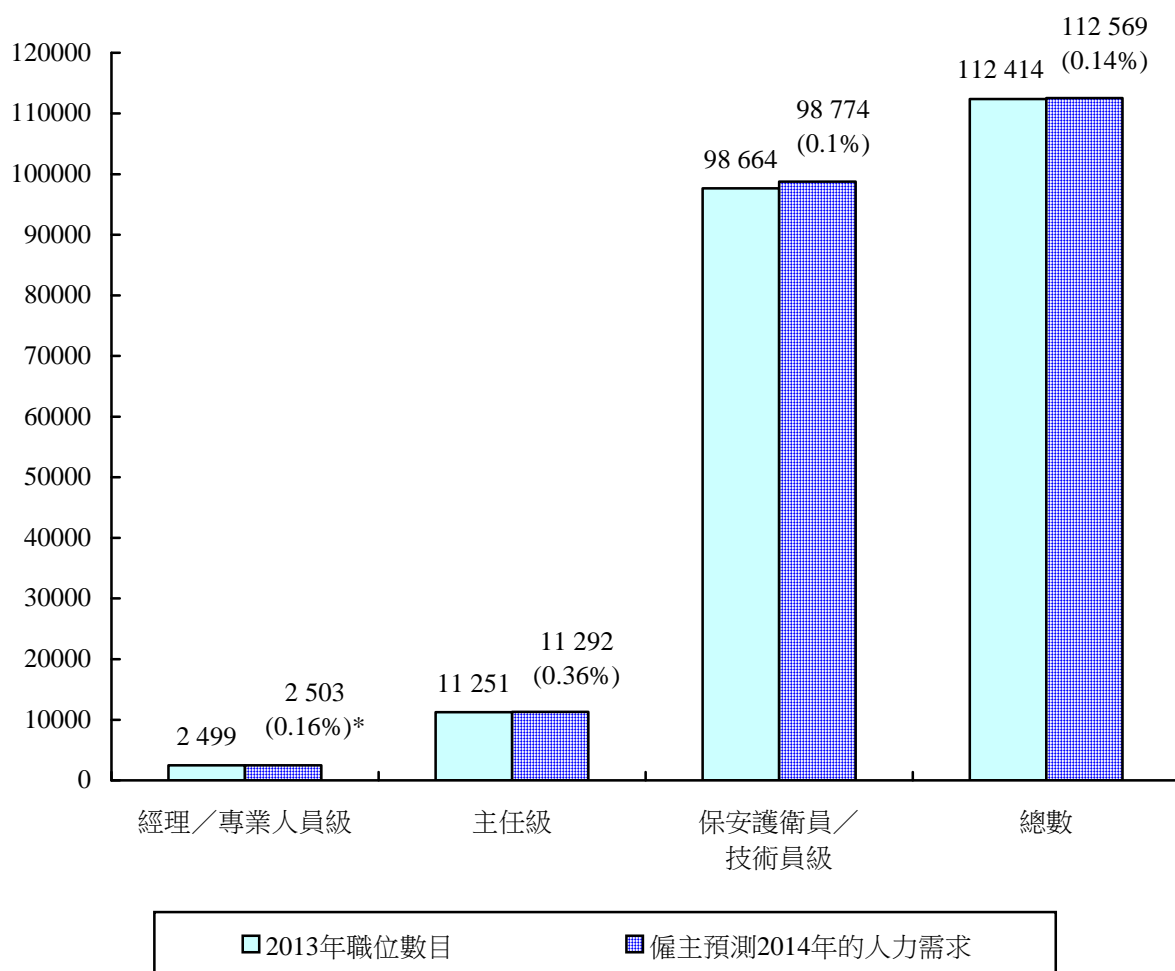
\*\* 與 2011 年相比，2013 年同級空缺數目的增減百分率



## 僱主預測 2014 年 6 月的人力需求

2.11 僱主預測，2014 年 6 月時，業內將有 112 569 個職位，較 2013 年 6 月時增加 155 個，增幅為 0.14%（2011 年 5 月時僱主預測業內人力將會增加 0.15%）。若按三個技能等級劃分，經理級職位增加 4 個，主任級增加 41 個，而保安護衛員／技術員級則增加 110 個，增幅分別為 0.16%、0.36%及 0.1%。僱主預測 2014 年 6 月時各技能等級主要職務的人力需求分別見圖 9 及表 G。

圖 9: 僱主預測 2014 年 6 月時各技能等級的人力需求



\*與 2013 年相比，2014 年同級職位數目的增減百分率

表 G: 僱主預測 2014 年各主要職務的人力需求

技能等級	2013 年 職位數目	2014 年 預測人力	增／減幅 (%)*
<u>經理／專業人員級</u>			
高級管理人員	307	311	(1.3)
保安經理／運作經理／保安中心主管	1 044	1 045	(0.1)
保安顧問	83	83	(-)
保安系統項目經理	240	240	(-)
保安系統設計／安裝／保養工程師	540	539	(-0.2)
保安培訓經理	23	23	(-)
其他相關保安服務業經理	262	262	(-)
<b>小計:</b>	<b>2 499</b>	<b>2 503</b>	<b>(0.16)**</b>
<u>主任級</u>			
保安主任／運作主任／保安中心主任／技術監督	10 320	10 365	(0.4)
技術輔助人員	167	167	(-)
保安培訓主任	61	61	(-)
要員保護主任／私人保鏢	35	35	(-)
其他相關保安服務業督導人士	668	664	(-0.6)
<b>小計:</b>	<b>11 251</b>	<b>11 292</b>	<b>(0.36)**</b>
<u>保安護衛員／技術員級</u>			
保安護衛員／管理員（每更工作少於 8 小時）	1 367	1 367	(-)
保安護衛員／管理員（每更工作 8 – 11 小時）	39 786	39 856	(0.2)
保安護衛員／管理員（每更工作 12 小時）	51 307	51 297	(-0.02)
武裝護衛員	800	800	(-)
保安系統設計技術員	203	205	(1)
保安裝置安裝、保養及／或修理技術員	2 730	2 737	(0.3)
其他保安相關服務業人士	2 471	2 512	(1.7)
<b>小計:</b>	<b>98 664</b>	<b>98 774</b>	<b>(0.1)**</b>
<b>總計:</b>	<b>112 414</b>	<b>112 569</b>	<b>(0.14)#</b>

\* 佔同級主要職務職位數目的增減百分率

\*\* 佔同級職位數目的增減百分率

# 與 2013 年相比，2014 年業內職位總數的增減百分率

## 過去 12 個月內部晉升情況

2.12 調查顯示，受訪機構中共有 0.4% 僱員獲內部晉升，其中以保安護衛服務門類主任級的晉升情況最為明顯，共有 286 人由保安護衛員／技術員級晉升至主任級。此門類內部晉升率較高，主要原因是僱主透過晉升員工以挽留人才。各門類不同技能等級的晉升情況摘要見表 H。

**表 H: 各門類不同技能等級的內部晉升人數**

門類	經理／專業人員級#	主任級^
保安護衛服務	6	286
持槍押運服務	-	-
保安系統安裝／保養／維修／設計／其他	2	19
保安護衛服務／持槍押運服務	-	-
保安護衛服務／保安系統安裝／保養／維修／設計／其他	26	113
保安護衛服務／持槍押運服務／保安系統安裝／保養／維修／設計／其他	2	-
業主立案法團	-	-
增補樣本	2	10
<b>總數:</b>	<b>38</b>	<b>428</b>

# 由主任級晉升為經理／專業人員級的僱員人數

^ 由保安護衛員／技術員級晉升至主任級的僱員人數

## 過去 12 個月僱員流動情況

2.13 從表 I 可見，過去 12 個月，保安公司的僱員流失率為 2.3%，而經理／專業人員級與主任級則沒有出現僱員流失的情況。上述調查結果主要是按受訪機構的人力資源人員所提供的資料作分析，並假設僱員離職後或會受僱於另一間保安公司。換言之，是次調查中，實際流失率相等於離職僱員人數與新聘具保安服務相關經驗僱員人數之差別數字。若按技能等級劃分，保安護衛員／技術員級僱員的流失率最高，共有 15 305 人離職，12 615 人入職，流失率佔同級職位數目的 2.8%。過去 12 個月各門類不同技能等級的入職人數詳見附錄 9。

**表 I: 過去 12 個月各門類及技能等級的保安服務人員流失率**

### (i) 保安公司

技能等級	職位數目	離職人數	具保安服務相關經驗 新聘僱員人數	流失率 (%)
經理／專業人員級	2 454	44	46	-2 (-0.1)*
主任級	10 605	654	722	-68 (-0.6)*
保安護衛員／技術員級	91 020	13 745	11 044	2 701 (3)*
<b>總計:</b> (%)	<b>104 079</b>	<b>14 443</b>	<b>11 812</b>	<b>2 631</b> <b>(2.5)**</b>

### (ii) 業主立案法團

技能等級	職位數目	離職人數	具保安服務相關經驗 新聘僱員人數	流失率 (%)
經理／專業人員級	-	-	-	-
主任級	420	-	70	-70 (-16.7)*
保安護衛員／技術員級	5 180	1 470	1 470	-
<b>總數:</b> (%)	<b>5 600</b>	<b>1 470</b>	<b>1 540</b>	<b>-70</b> <b>(-1.3)**</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬門類／業內職位數目的百分率

(iii) 增補樣本

<u>技能等級</u>	<u>職位數目</u>	<u>離職人數</u>	<u>具保安服務相關經驗 新聘僱員人數</u>	<u>流失率 (%)</u>
經理／專業人員級	30	1	-	1 (3.3)*
主任級	142	16	5	11 (7.7)*
保安護衛員／技術員級	586	90	101	-11 (-1.9)*
<b>總數:</b> <b>(%)</b>	<b>758</b>	<b>107</b>	<b>106</b>	<b>1</b> <b>(0.1)**</b>

(iv) 總數

<u>技能等級</u>	<u>職位數目</u>	<u>離職人數</u>	<u>具保安服務相關經驗 新聘僱員人數</u>	<u>流失率 (%)</u>
經理／專業人員級	2 484	45	46	-1 (-0.04)*
主任級	11 167	670	797	-127 (-1.1)*
保安護衛員／技術員級	96 786	15 305	12 615	2 690 (2.8)*
<b>總數:</b> <b>(%)</b>	<b>110 437</b>	<b>16 020</b>	<b>13 458</b>	<b>2 562</b> <b>(2.3)**</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬門類／業內職位數目的百分率

## 招聘困難

2.14 調查結果顯示，眾多受訪機構中，342 間（10.1%）曾面對招聘困難，以保安護衛員最難以聘請；558 間（16.4%）並無遇到招聘困難；其餘 2 498 間（73.5%）機構中，2 442 間報稱在調查期間並無進行招聘活動、56 間拒絕回應。調查亦顯示，填報「薪金不吸引」為招聘困難主因的機構由 2011 年 28.7% 降至 2013 年 26.2%；而填報「普遍勞工短缺」及「工作時間長」的機構則由 2011 年 9.9% 及 15.3%，分別大增至 2013 年 16.3% 及 18.4%。各技能等級招聘困難的原因見表 J；過去 12 個月業界遇到招聘困難的詳情載於附錄 8。

表 J: 各技能等級招聘困難的原因比較

招聘困難的原因#	經理／ 專業人員級*		主任級*		技術員級*		保安 護衛員級*		總數	
	2011	2013	2011	2013	2011	2013	2011	2013	2011	2013
普遍勞工短缺	0.2	0.4	0.9	2.2	4.8	4.7	4.0	9.1	9.9	16.3
工作時間長	-	-	1.5	1.0	3.2	1.3	10.6	16.1	15.3	18.4
工作環境惡劣	-	0.1	0.9	0.1	0.1	0.4	4.3	3.6	5.3	4.2
工作性質危險	-	-	-	-	-	-	-	-	-	-
薪金不吸引	2	0.5	1.9	2.7	2	2.9	22.8	20.2	28.7	26.2
地位低微	0.1	-	0.2	-	0.2	0.5	1.3	1.2	1.6	1.7
職位申請人缺乏 相關經驗及訓練	1.5	0.5	1.8	2.2	6	5.9	3.9	3.6	13.1	12.2
其他	0.2	-	0.2	-	4.6	1.6	2.7	2.5	7.6	3.7
未具體說明／拒絕 回答	3.5	4.0	4.6	6.6	1.5	1.7	8.8	5.0	18.5	17.3

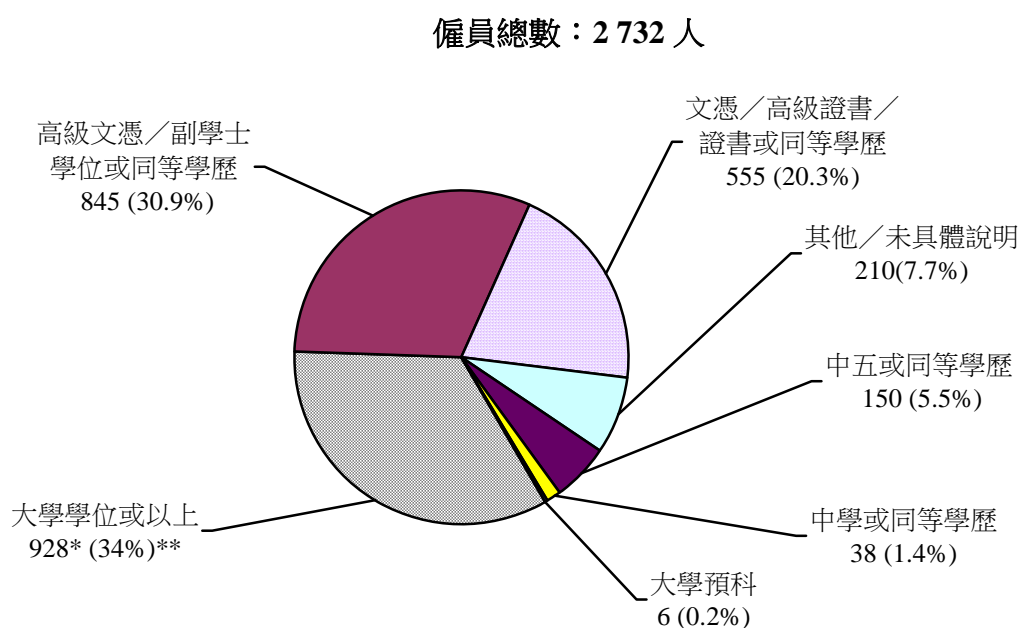
# 填覆機構可選擇多於一項原因

\* 佔遇到招聘困難填覆機構數目的百分率

## 僱員應有教育程度

2.15 調查顯示，63%的僱主認為經理／專業人員級僱員應具備大學學位或以上學歷，55.6%的僱主認為主任級僱員宜具備中五或香港中學文憑學歷，83.3%的僱主要求保安護衛員／技術員級僱員須具備中五或中學學歷。圖 10 至圖 12 比較 2011 與 2013 年僱主認為各技能等級僱員宜有的教育程度。各主要職務僱員宜有教育程度摘要見表 K；各門類主要職務僱員應有教育程度詳見附錄 10。

圖 10 (i): 2011 年僱主要求僱員應有教育程度  
(經理／專業人員級)

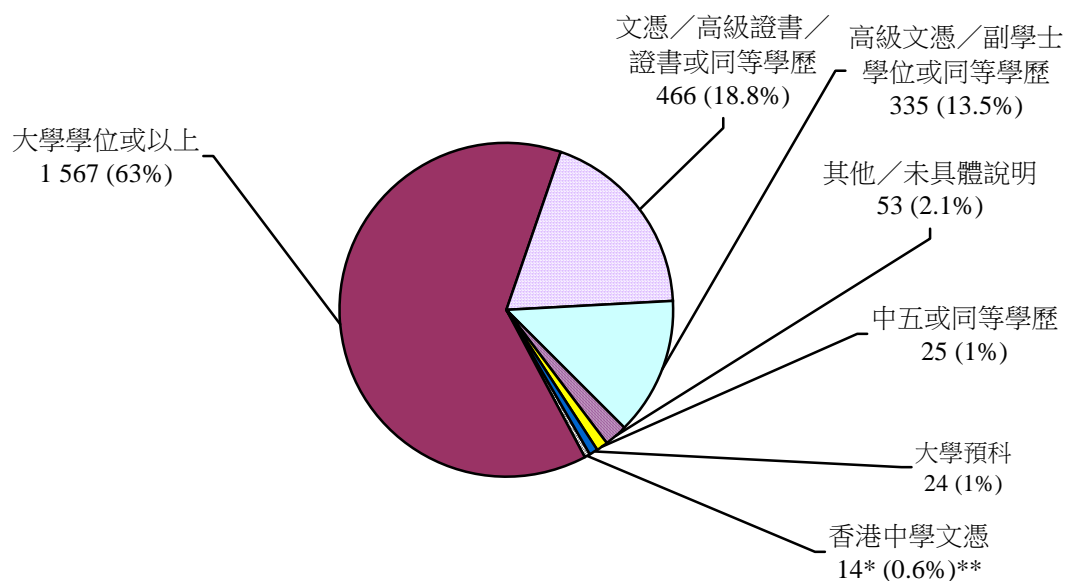


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 10 (ii): 2013 年僱主要求僱員應有教育程度  
(經理／專業人員級)

僱員總數：2 484 人

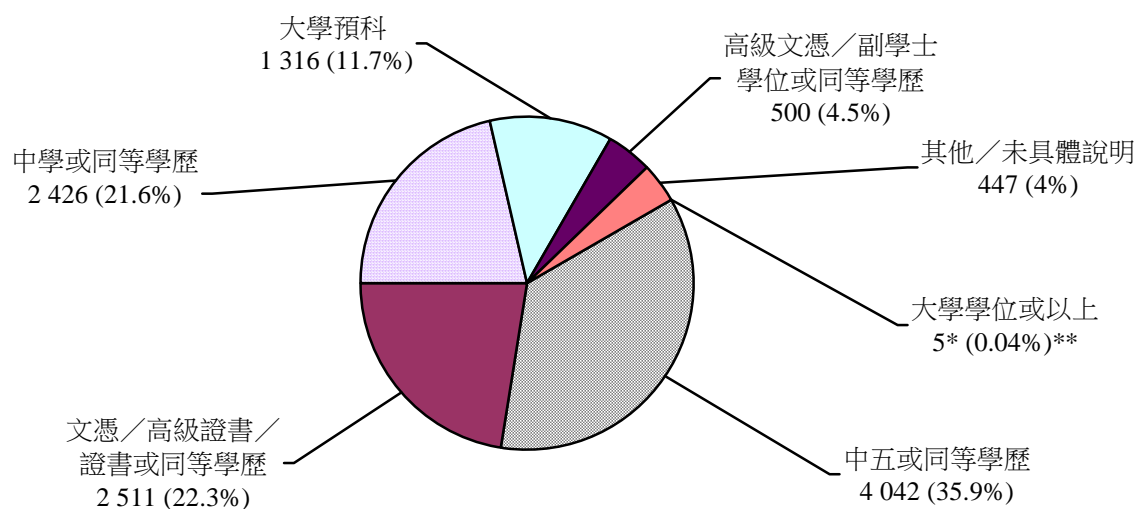


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 11 (i): 2011 年僱主要求僱員應有教育程度  
(主任級)

僱員人數：11 247 人

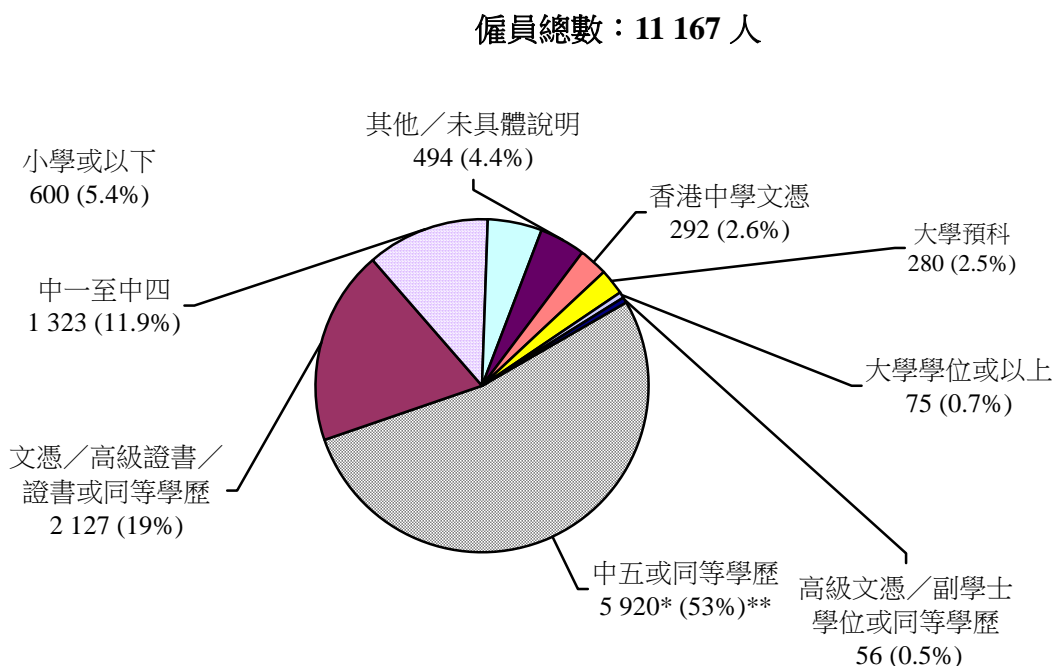


\* 僱員人數

\*\* 佔同級僱員人數的百分率



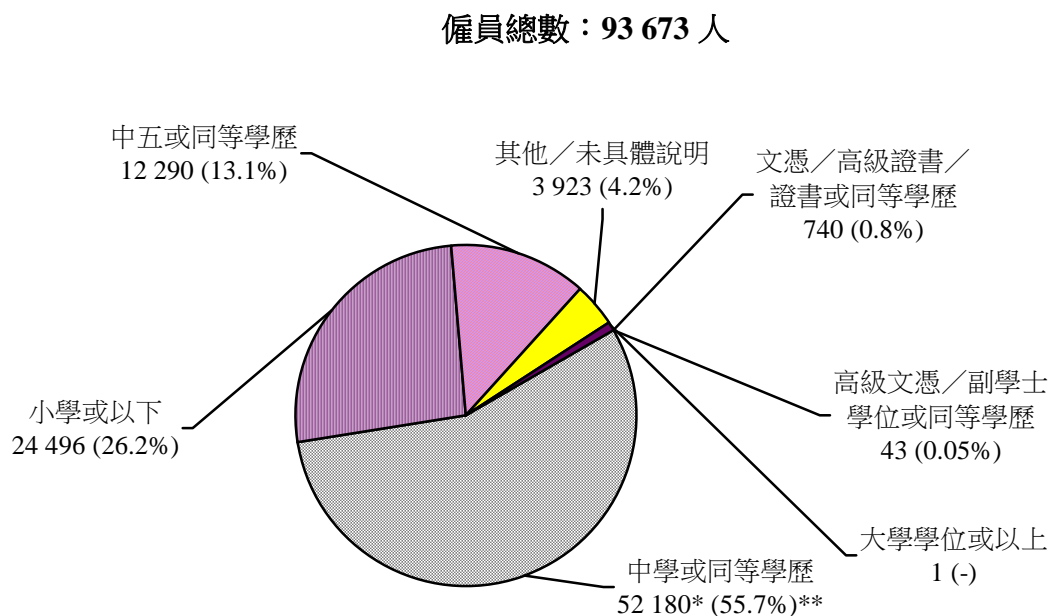
圖 11 (ii): 2013 年僱主要求僱員應有教育程度  
(主任級)



\* 僱員人數

\*\* 佔同級僱員人數的百分率

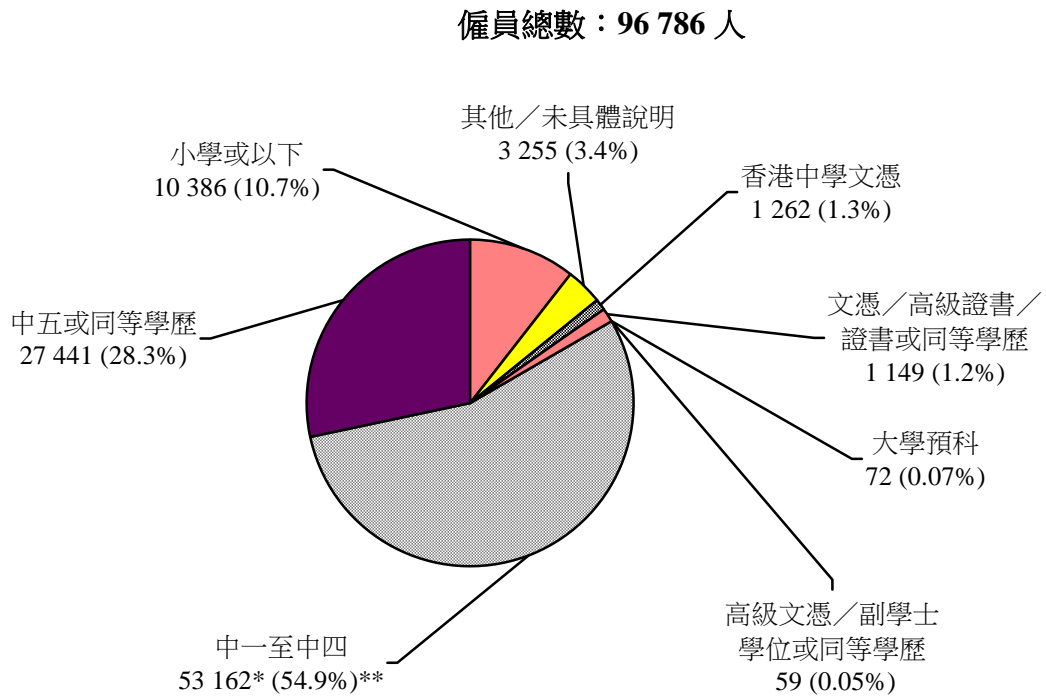
圖 12(i): 2011年僱主要求僱員應有教育程度  
(保安護衛員/技術員級)



\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 12(ii): 2013年僱主要求僱員應有教育程度  
(保安護衛員／技術員級)



\* 僱員人數

\*\* 佔同級僱員人數的百分率，因四捨五入關係，總和未必等於 100%。

表 K: 各技能等級主要職務僱員應有的教育程度

技能等級	大學學位 或以上	高級文憑/ 副學士學位或 同等學歷	文憑/高級證 書/證書或 同等學歷	大學預科	香港中學文憑	中五或同等 學歷	中一至中四	小學 或以下	其他/ 未具體說明	總數
<u>經理/專業人員級</u>										
高級管理人員	183	51	48	-	7	2	-	-	16	307
保安經理/運作經理/保安中心主管	607	127	236	24	7	23	-	-	9	1 043
保安顧問	80	3	-	-	-	-	-	-	-	83
保安系統項目經理	196	10	34	-	-	-	-	-	-	240
保安系統設計/安裝/保養工程師	316	97	95	-	-	-	-	-	18	526
保安培訓經理	13	9	1	-	-	-	-	-	-	23
其他相關保安服務業經理	172	38	52	-	-	-	-	-	-	262
<b>小計:</b>	<b>1 567</b>	<b>335</b>	<b>466</b>	<b>24</b>	<b>14</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>53</b>	<b>2 484</b>
<b>(%)*</b>	<b>(63)</b>	<b>(13.5)</b>	<b>(18.8)</b>	<b>(1)</b>	<b>(0.6)</b>	<b>(1)</b>	<b>-</b>	<b>-</b>	<b>(2.1)</b>	<b>(100)#</b>
<u>主任級</u>										
保安主任/運作主任/保安中心主任/技術監督	55	2	1 649	253	213	5 683	1 323	600	467	10 245
技術輔助人員	14	52	67	2	4	28	-	-	-	167
保安培訓主任	3	2	34	-	-	14	-	-	8	61
要員保護主任/私人保鏢	-	-	-	-	35	-	-	-	-	35
其他相關保安服務業督導人士	3	-	377	25	40	195	-	-	19	659
<b>小計:</b>	<b>75</b>	<b>56</b>	<b>2 127</b>	<b>280</b>	<b>292</b>	<b>5 920</b>	<b>1 323</b>	<b>600</b>	<b>494</b>	<b>11 167</b>
<b>(%)*</b>	<b>(0.7)</b>	<b>(0.5)</b>	<b>(19)</b>	<b>(2.5)</b>	<b>(2.6)</b>	<b>(53)</b>	<b>(11.9)</b>	<b>(5.4)</b>	<b>(4.4)</b>	<b>(100)#</b>
<u>保安護衛員/技術員級</u>										
保安護衛員/管理員 (每更工作少於 8 小時)	-	-	-	-	136	345	761	70	-	1 312
保安護衛員/管理員 (每更工作 8 - 11 小時)	-	-	-	-	283	11 947	22 759	3 413	705	39 107
保安護衛員/管理員 (每更工作 12 小時)	-	-	-	-	597	11 959	29 026	6 903	1 871	50 356
武裝護衛員	-	-	-	-	-	535	94	-	171	800
保安系統設計技術員	-	7	95	-	5	70	-	-	26	203
保安裝置安裝、保養及/或修理技術員	-	28	917	39	233	1 239	33	-	113	2 602
其他持有保安人員許可證的保安相關服務業人士	-	24	137	33	8	1 346	489	-	369	2 406
<b>小計:</b>	<b>-</b>	<b>59</b>	<b>1 149</b>	<b>72</b>	<b>1 262</b>	<b>27 441</b>	<b>53 162</b>	<b>10 386</b>	<b>3 255</b>	<b>96 786</b>
<b>(%)*</b>	<b>-</b>	<b>(0.05)</b>	<b>(1.2)</b>	<b>(0.07)</b>	<b>(1.3)</b>	<b>(28.3)</b>	<b>(54.9)</b>	<b>(10.7)</b>	<b>(3.4)</b>	<b>(100)#</b>
<b>總計</b>	<b>1 642</b>	<b>450</b>	<b>3 742</b>	<b>376</b>	<b>1 568</b>	<b>33 386</b>	<b>54 485</b>	<b>10 986</b>	<b>3 802</b>	<b>110 437</b>
<b>(%)**</b>	<b>(1.5)</b>	<b>(0.4)</b>	<b>(3.4)</b>	<b>(0.3)</b>	<b>(1.4)</b>	<b>(30.2)</b>	<b>(49.3)</b>	<b>(10)</b>	<b>(3.4)</b>	<b>(100)#</b>

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

# 因四捨五入關係，總和未必等於 100%

## 僱員宜有年資

2.16 調查顯示，75.4%的僱主認為經理／專業人員級僱員宜有五年以上至十年相關工作經驗，79%的僱主認為主任級僱員宜有兩年以上至五年工作經驗，49.4%的僱主認為保安護衛員／技術員級僱員的工作經驗宜為一年以下至兩年。2011 與 2013 年僱主要求各技能等級僱員的宜有年資比較見圖 13 至圖 15。各主要職務僱員宜有年資摘要見表 L；各門類主要職務僱員的宜有年資詳見附錄 11。

圖 13(i): 2011 年僱主要求僱員宜有年資  
(經理／專業人員級)

僱員總數：2 732 人

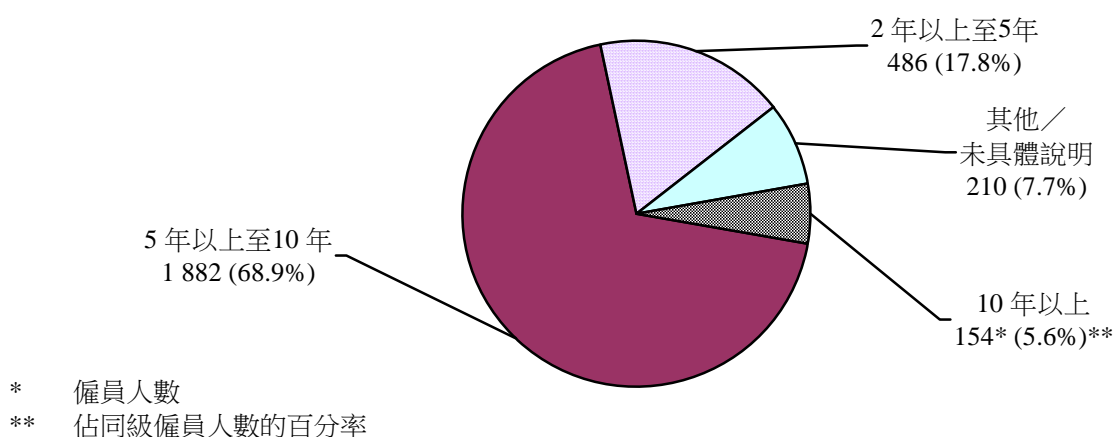


圖 13(ii): 2013 年僱主要求僱員宜有年資  
(經理／專業人員級)

僱員總數：2 484 人

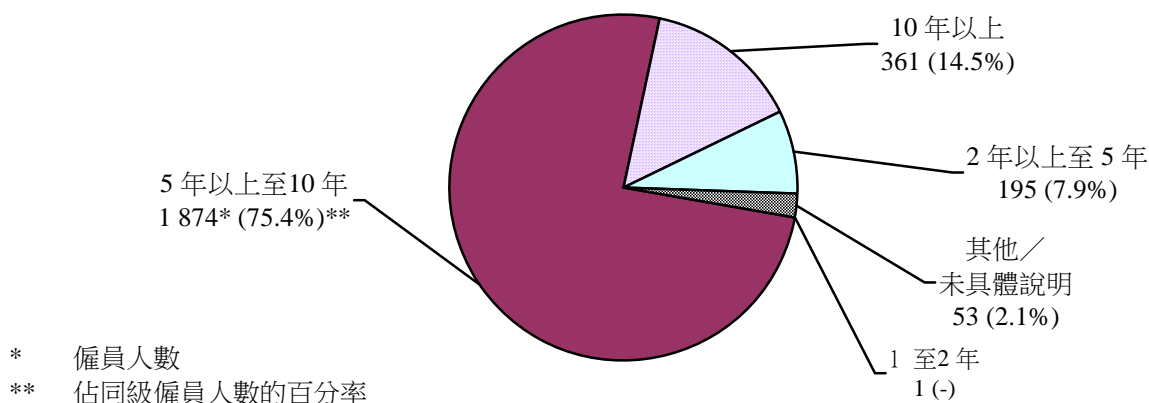
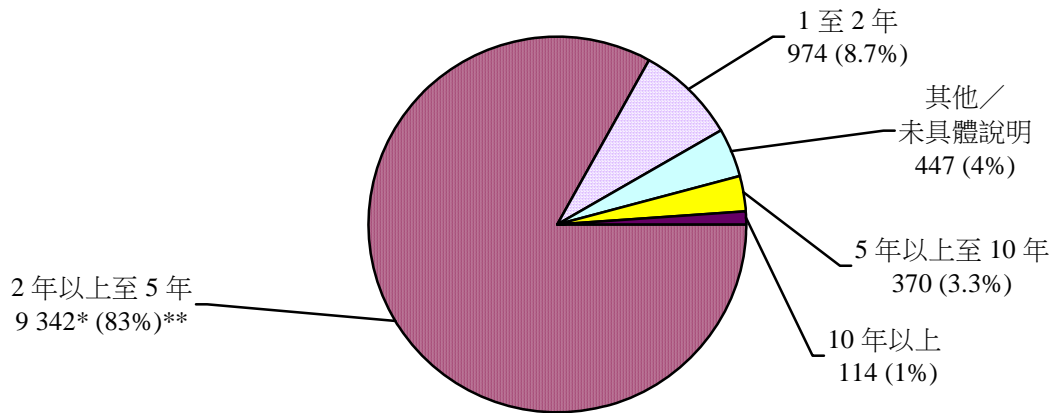


圖 14(i): 2011 年僱主要求僱員宜有年資  
(主任級)

僱員總數：11 247 人

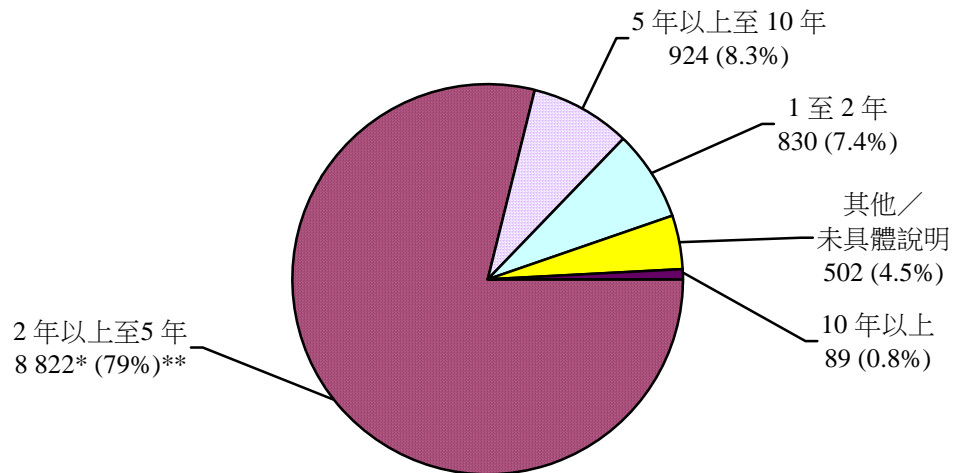


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 14(ii): 2013 年僱主要求僱員宜有年資  
(主任級)

僱員總數：11 167 人

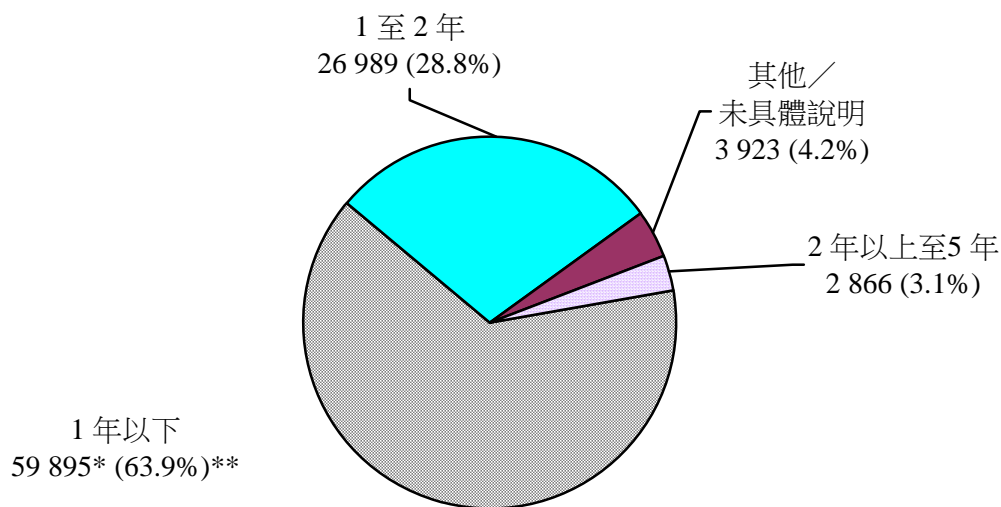


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 15(i): 2011 年僱主要求僱員宜有年資  
(保安護衛員/技術員級)

僱員總數：93 673 人

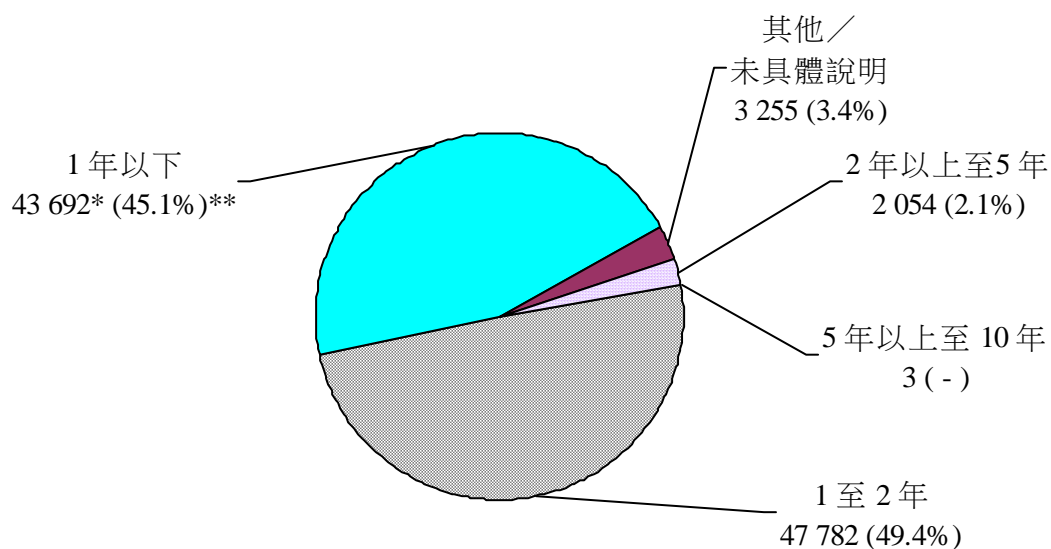


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 15(ii): 2013 年僱主要求僱員宜有年資  
(保安護衛員/技術員級)

僱員總數：96 786 人



\* 僱員人數

\*\* 佔同級僱員人數的百分率

表 L: 僱主要求各主要職務僱員宜有年資

技能等級	1年 以下	1至 2年	2年以上 至5年	5年以上 至10年	10年 以上	其他/ 未具體說明	總數
<u>經理／專業人員級</u>							
高級管理人員	-	-	1	130	160	16	307
保安經理／運作經理／保安中心主管	-	1	59	820	144	19	1043
保安顧問	-	-	-	80	3	-	83
保安系統項目經理	-	-	7	213	20	-	240
保安系統設計／安裝／保養工程師	-	-	126	360	22	18	526
保安培訓經理	-	-	-	22	1	-	23
其他相關保安服務業經理	-	-	2	249	11	-	262
<b>小計:</b>		1	195	1 874	361	53	2 484
<b>(%)*</b>	-	(-)	(7.9)	(75.4)	(14.5)	(2.1)	(100)#
<u>主任級</u>							
保安主任／運作主任／保安中心主任／技術監督	-	756	8 026	901	89	473	10 245
技術輔助人員	-	31	118	16	-	2	167
保安培訓主任	-	-	50	3	-	8	61
要員保護主任／私人保鏢	-	35	-	-	-	-	35
其他相關保安服務業督導人士	-	8	628	4	-	19	659
<b>小計:</b>	-	830	8 822	924	89	502	11 167
<b>(%)*</b>	-	(7.43)	(79.0)	(8.3)	(0.8)	(4.5)	(100)#
<u>保安護衛員／技術員級</u>							
保安護衛員／管理員（每更工作少於 8 小時）	423	889	-	-	-	-	1 312
保安護衛員／管理員（每更工作 8 – 11 小時）	20 715	17 479	208	-	-	705	39 107
保安護衛員／管理員（每更工作 12 小時）	21 629	26 728	128	-	-	1 871	50 356
武裝護衛員	66	563	-	-	-	171	800
保安系統設計技術員	27	103	47	-	-	26	203
保安裝置安裝、保養及／或修理技術員	308	1 239	939	3	-	113	2 602
其他持有保安人員許可證的保安相關服務業人士	524	781	732	-	-	369	2 406
<b>小計:</b>	<b>43 692</b>	<b>47 782</b>	<b>2 054</b>	<b>3</b>	<b>-</b>	<b>3 255</b>	<b>96 786</b>
<b>(%)*</b>	<b>(45.1)</b>	<b>(49.4)</b>	<b>(2.1)</b>	<b>(0.003)</b>	<b>-</b>	<b>(3.4)</b>	<b>(100)#</b>
<b>總計</b>	<b>43 692</b>	<b>48 613</b>	<b>11 071</b>	<b>2 801</b>	<b>450</b>	<b>43 810</b>	<b>110 437</b>
<b>(%)**</b>	<b>(39.6)</b>	<b>(44.0)</b>	<b>(10.0)</b>	<b>(2.5)</b>	<b>(0.4)</b>	<b>(3.5)</b>	<b>(100)#</b>

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

# 因四捨五入關係，總和未必等於 100%

## 僱員宜有職業資格

2.17 調查結果顯示，大部分僱主認為，經理／專業人員級僱員宜具備技術證書資格，主任和保安護衛員宜曾接受認可計劃下的保安培訓，或持有技能測驗證書，而技術員則宜持有技術證書。表 M 載列僱主要求各技能等級僱員宜有的職業資格；附錄 12 詳列各門類不同技能等級僱員的宜有職業資格。

表 M: 僱主要求各技能等級僱員宜有職業資格

填覆調查表的保安公司／ 業主立案法團／ 增補樣本機構數目	員工所屬技能等級			
	經理	主任	技術員	保安護衛員
僱主要求僱員宜有職業資格				
主要保安協會合資格會員	108	12	0	-
保安業培訓導師證書	38	27	4	-
職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書	94	163	7	643
認可計劃下的保安培訓課程證書	141	553	21	2 404
內部培訓質素控制計劃下的保安培訓課程 合格	7	13	-	8
技術證書	170	93	379	-
技能提升計劃證書	2	5	15	2
其他	-	-	-	-

\* 受訪機構可選擇多於一項職業資格

## 收入分布

2.18 調查顯示，1 074 名（或 43.2%）經理／專業人員級僱員的收入介乎 20,001 至 30,000 元（2011 年為 36.2%）；3 157 名（或 28.3%）主任級僱員的收入介乎 15,001 至 20,000 元，較 2011 年的 19.8% 大幅上升；而保安護衛員／技術員級僱員則有 40 917 名（或 42.2%）的收入介乎 10,001 至 15,000 元，較 2011 年只有 8 887 名僱員（或 9.5%）收入為 10,001 至 15,000 元，人數顯著增加。然而，分析上述數據時宜加注意，大部分收入介乎 10,001 元至 15,000 元的保安護衛員均屬每更工作 8 至 11 小時及 12 小時者。表 N 及圖 16 顯示各主要職務僱員的收入分布情況。由於是次調查並非薪酬研究，故所得資料僅供參照之用。



表 N: 各主要職務僱員收入分布情況

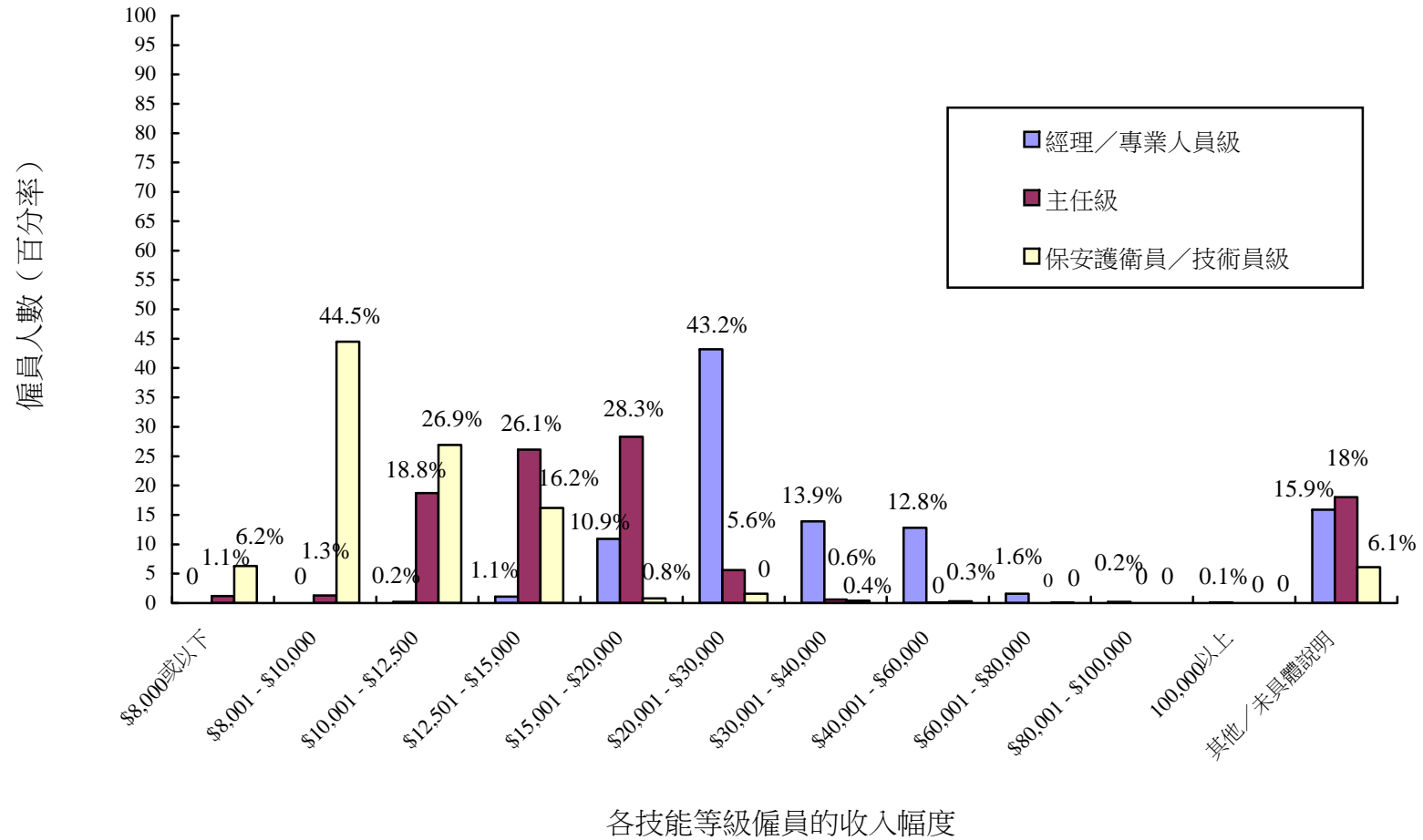
技能等級	\$8,000 或以下	\$8,001 - \$10,000	\$10,001 - \$12,500	\$12,501 - 15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	100,000 以上	其他/ 未具體說明	總數
<u>經理／專業人員級</u>													
高級管理人員	-	-	1	-	7	57	49	71	32	5	3	82	307
保安經理／運作經理／保安中心主管	-	-	-	7	161	416	173	135	5	-	-	146	1 043
保安顧問	-	-	-	-	-	38	2	34	-	-	-	9	83
保安系統項目經理	-	-	-	-	52	88	52	17	2	-	-	29	240
保安系統設計／安裝／保養工程師	-	-	-	21	48	257	50	49	1	1	-	99	526
保安培訓經理	-	-	-	-	2	6	14	-	-	-	-	1	23
其他相關保安服務業經理	-	-	5	-	1	212	4	12	-	-	-	28	262
<b>小計:</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>28</b>	<b>271</b>	<b>1 074</b>	<b>344</b>	<b>318</b>	<b>40</b>	<b>6</b>	<b>3</b>	<b>394</b>	<b>2 484</b>
<b>(%)*</b>	<b>-</b>	<b>-</b>	<b>(0.2)</b>	<b>(1.1)</b>	<b>(10.9)</b>	<b>(43.2)</b>	<b>(13.9)</b>	<b>(12.8)</b>	<b>(1.6)</b>	<b>(0.2)</b>	<b>(0.1)</b>	<b>(15.9)</b>	<b>(100)#</b>
<u>主任級</u>													
保安主任／運作主任／保安中心主任／技術監督	1	28147	2 059	2 706	2 701	511	67	-	-	-	-	1 926	10 245
技術輔助人員	-	-	-	12	58	60	2	6	-	-	-	29	167
保安培訓主任	-	-	-	1	11	45	-	-	-	-	-	4	61
要員保護主任／私人保鏢	-	-	35	-	-	-	-	-	-	-	-	-	35
其他相關保安服務業督導人士	-	-	5	200	387	14	3	-	-	-	-	50	659
<b>小計:</b>	<b>128</b>	<b>147</b>	<b>2 099</b>	<b>2 919</b>	<b>3 157</b>	<b>630</b>	<b>72</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2 009</b>	<b>11 167</b>
<b>(%)*</b>	<b>(1.2)</b>	<b>(1.3)</b>	<b>(18.8)</b>	<b>(26.1)</b>	<b>(28.3)</b>	<b>(5.6)</b>	<b>(0.6)</b>	<b>(0.05)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(18.0)</b>	<b>(100)#</b>
<u>保安護衛員／技術員級</u>													
保安護衛員／管理員（每更工作少於 8 小時）	236	297	389	-	-	-	-	-	-	-	-	390	1 312
保安護衛員／管理員（每更工作 8 – 11 小時）	5 774	17 860	11 452	2 732	161	-	-	-	-	-	-	1 128	39 107
保安護衛員／管理員（每更工作 12 小時）	-	24 315	12 088	10 933	-	-	-	-	-	-	-	2 823	50 356
武裝護衛員	-	-	253	102	197	-	-	-	-	-	-	445	800
保安系統設計技術員	-	-	56	81	20	-	-	-	-	-	-	46	203
保安裝置安裝、保養及／或修理技術員	1	198	734	731	316	19	-	-	-	-	-	603	2 602
其他持有保安人員許可證的保安相關服務業人士	36	407	1 013	353	92	-	-	-	-	-	-	505	2 406
<b>小計:</b>	<b>6 047</b>	<b>43 077</b>	<b>25 985</b>	<b>14 932</b>	<b>786</b>	<b>19</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5 940</b>	<b>96 786</b>
<b>(%)*</b>	<b>(6.2)</b>	<b>(44.5)</b>	<b>(26.8)</b>	<b>(15.4)</b>	<b>(0.8)</b>	<b>(0.02)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(6.1)</b>	<b>(100)#</b>
<b>總計</b>	<b>6 175</b>	<b>43 224</b>	<b>28 090</b>	<b>17 879</b>	<b>4 212</b>	<b>1 723</b>	<b>416</b>	<b>324</b>	<b>40</b>	<b>6</b>	<b>3</b>	<b>8 343</b>	<b>110 437</b>
<b>(%)**</b>	<b>(5.6)</b>	<b>(39.1)</b>	<b>(25.4)</b>	<b>(16.2)</b>	<b>(3.8)</b>	<b>(1.6)</b>	<b>(0.4)</b>	<b>(0.3)</b>	<b>(0.04)</b>	<b>(0.01)</b>	<b>(-)</b>	<b>(7.6)</b>	<b>(100)#</b>

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

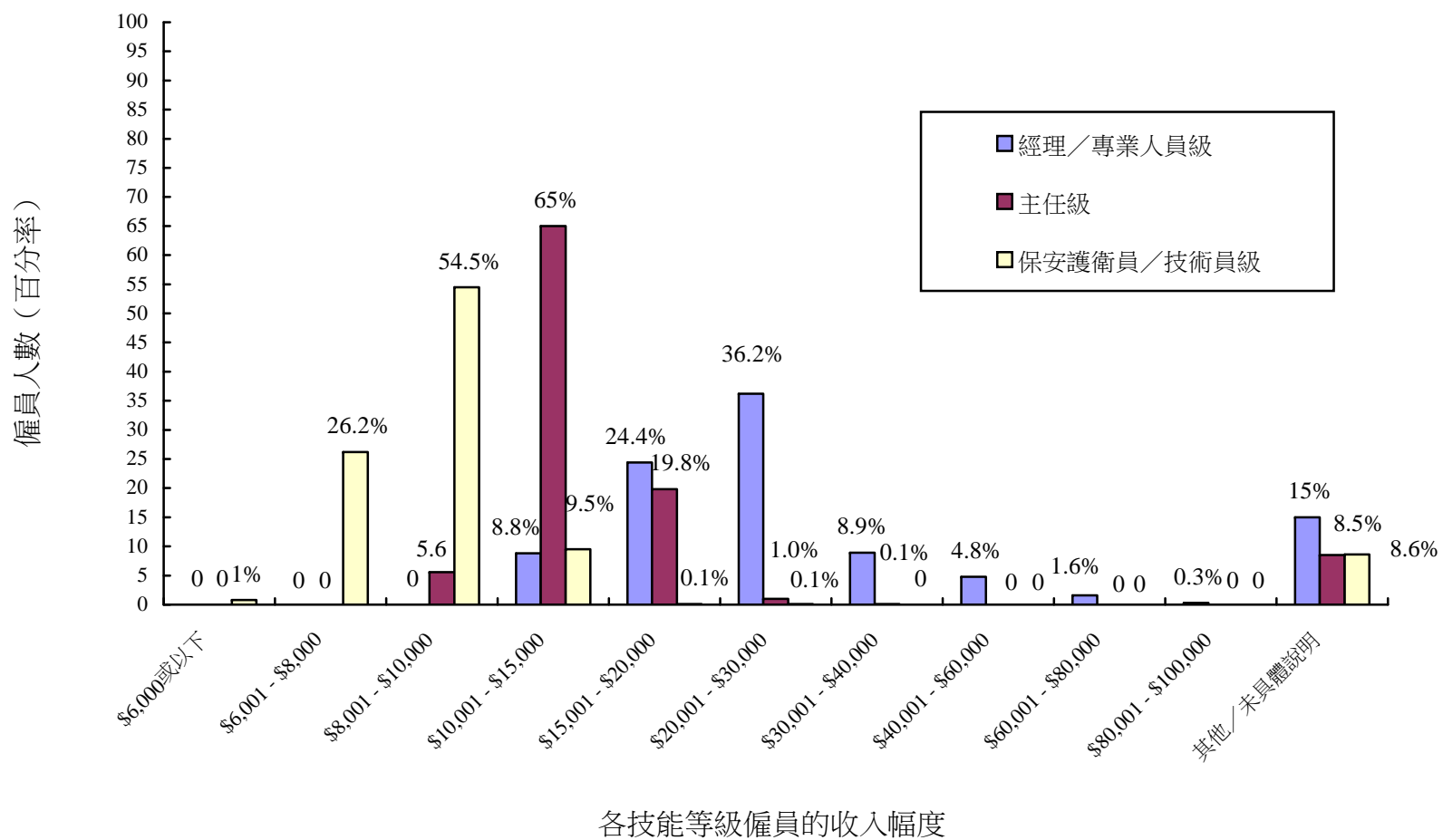
# 因四捨五入關係，總和未必等於 100%

圖 16(i): 2013 年各技能等級僱員收入分布情況 (按收入幅度劃分)



\* 佔同級僱員人數的百分率

圖 16(ii): 2011 年各技能等級僱員收入分布情況 (按收入幅度劃分)

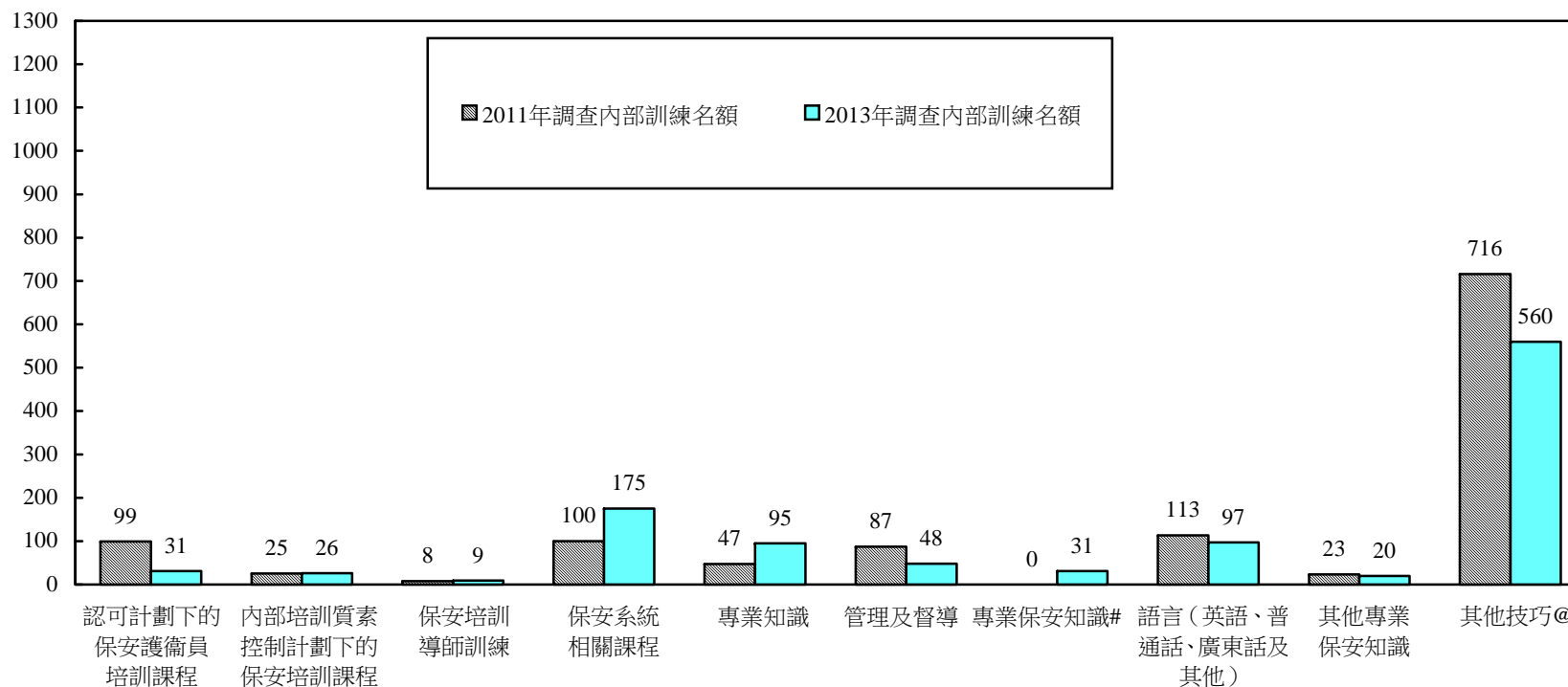


\* 佔同級僱員人數的百分率

## 過去 12 個月的內部及外間訓練名額

2.19 調查顯示，僱主在過去 12 個月為僱員提供了 19 977 個訓練名額(2011 年為 11 633 個)，當中包括僱主資助訓練名額 18 885 個(2011 年為 10 390 個)及公司內部訓練名額 1 092 個(2011 年為 1 245 個)。內部訓練和僱主資助訓練名額均明顯增加(共增加了 8 344 個)。在眾多培訓課程中，「其他技巧」最受歡迎，共有 12 943 個名額，緊隨其後的「保安系統相關課程」和「認可計劃下的保安護衛員培訓課程」，分別有 1 410 及 1 103 個名額。**圖 17(i)**及**圖 17(ii)**比較 2011 與 2013 年調查期間，業內於過去 12 個月提供的內部及外間訓練名額；**圖 17(iii)**載列僱主在過去及預計未來 12 個月資助的各類外間訓練名額；**表 O**顯示過去 12 個月僱主為不同技能等級提供的課程種類及訓練名額；**表 P**詳載僱主認為未來 12 個月僱員應修讀的培訓課程種類；**表 Q**載列未來 12 個月僱主擬資助的外間訓練名額；**附錄 13**至**附錄 16**按課程種類、門類及技能等級顯示訓練名額的分布情況。

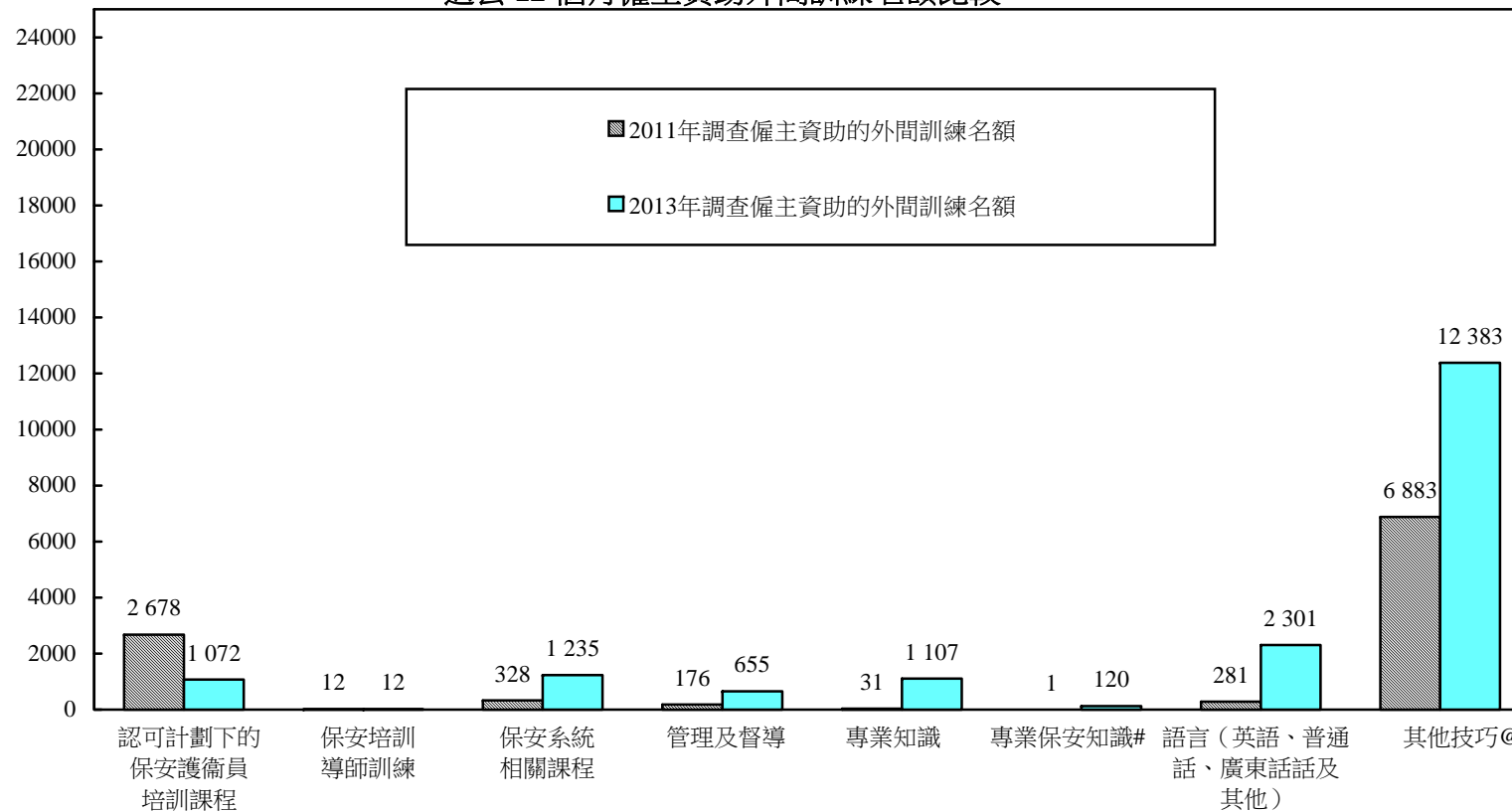
圖 17(i): 2011 與 2013 年調查  
過去 12 個月內部訓練名額比較



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

@ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他訓練課程等

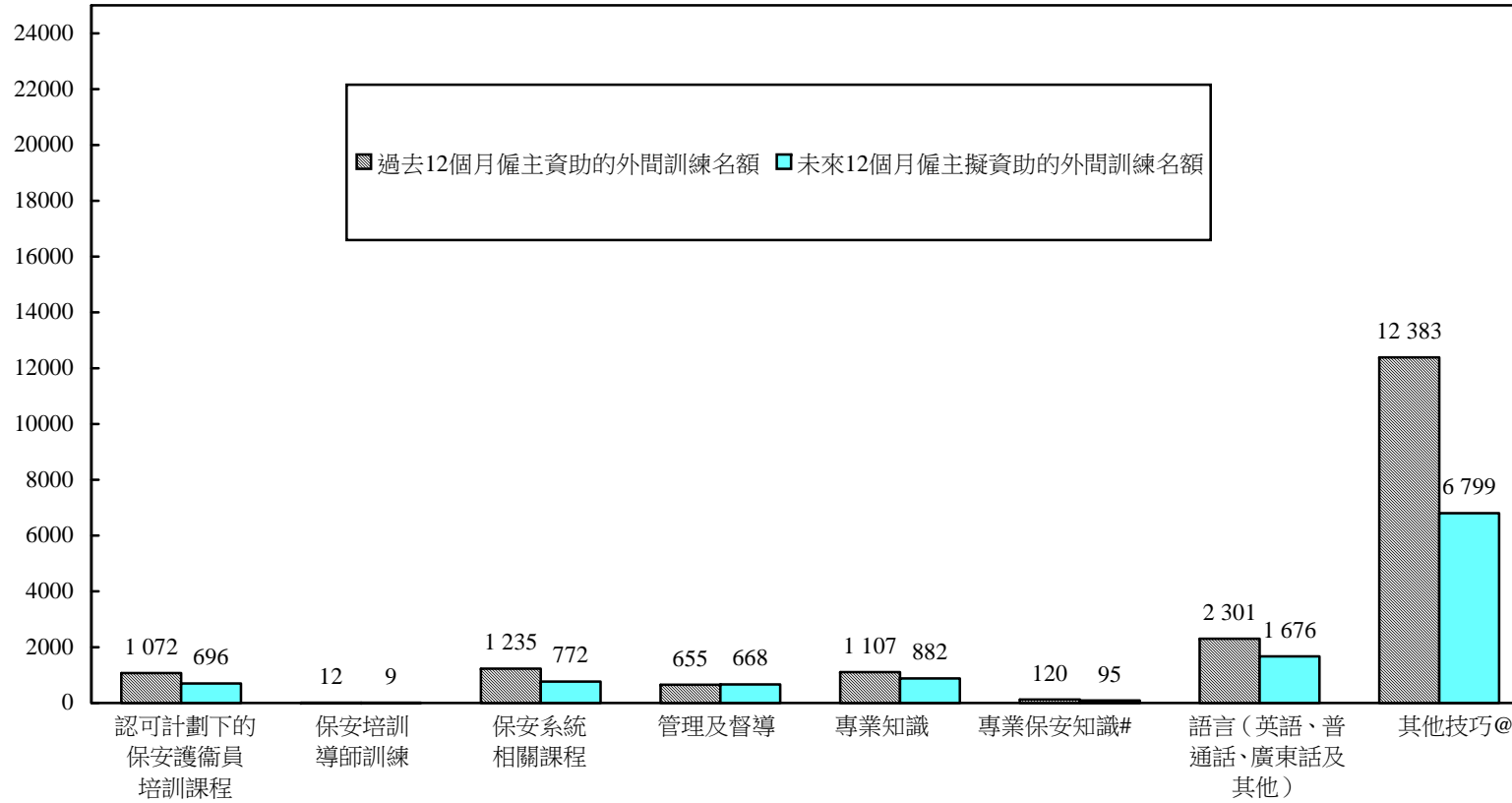
圖 17(ii): 2011 與 2013 年調查  
過去 12 個月僱主資助外間訓練名額比較



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

@ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他訓練課程等

圖 17(iii): 過去與未來 12 個月僱主資助外間訓練名額比較



# 包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站及其他專業

@ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他訓練課程等

表 O: 過去 12 個月的訓練名額  
(按課程種類及技能等級劃分)

課程種類 \ 技能等級	經理／專業人員		主任		技術員		護衛員		總數	
	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助
認可計劃下的保安護衛員培訓課程	1	3	11	29	-	-	19	1 040	31	1 072
內部培訓質素控制計劃下的保安培訓課程	2	-	8	-	-	-	16	-	26	-
保安培訓導師訓練	1	5	8	7	-	-	-	-	9	12
保安系統相關課程	22	18	51	368	93	360	9	489	175	1 235
專業知識	6	7	42	442	-	3	47	655	95	1 107
管理及督導	16	28	29	565	2	-	1	62	48	655
專業保安知識	8	12	11	38	2	-	10	70	31	120
其他專業保安知識	3	-	9	-	-	-	8	-	20	-



課程種類 \ 技能等級	經理／專業人員		主任		技術員		護衛員		總數	
	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練
<i>語言</i>										
(i) 英語	6	14	13	33	1	-	15	968	35	1 015
(ii) 普通話	5	13	10	43	1	-	11	1 020	27	1 076
(iii) 廣東話	5	9	13	7	3	-	14	194	35	210
(iv) 其他	-	-	-	-	-	-	-	-	-	-
<i>其他技巧</i>										
(i) 防火	8	8	45	445	6	9	45	2 482	104	2 944
(ii) 急救	9	19	32	155	5	1	39	1 624	85	1 799
(iii) 健康及安全	18	11	39	494	21	59	37	1 467	115	2 031
(iv) 顧客服務	21	18	38	316	23	16	49	2 468	131	2 818
(v) 軟性技巧	9	3	29	61	24	10	29	1 442	91	1 516
(vi) 相關技能提升課程	5	7	8	50	8	113	6	1 083	27	1 253
(vii) 其他	-	1	3	6	3	15	1	-	7	22
<b>總數:</b>	<b>145</b>	<b>176</b>	<b>399</b>	<b>3 059</b>	<b>192</b>	<b>586</b>	<b>356</b>	<b>15 064</b>	<b>1 092</b>	<b>18 885</b>

**表 P: 未來 12 個月僱員宜修讀培訓課程  
(按課程種類及技能等級劃分)**

課程種類	技能等級	經理／專業人員	主任	保安系統設計 技術員	保安裝置安裝、 保養及／或 修理技術員	保安護衛員	總數
保安培訓課程認可計劃質素保證系統下的保安培訓課程證書		10	13	-	-	22	<b>45</b>
內部培訓質素控制計劃下的保安培訓課程		2	5	-	-	12	<b>19</b>
保安培訓導師訓練		4	6	-	-	-	<b>10</b>
保安系統相關課程		46	48	32	103	2	<b>231</b>
管理及督導		55	41	1	1	8	<b>106</b>
專業知識		25	31	1	1	36	<b>94</b>
專業保安知識		4	17	-	1	14	<b>36</b>
其他專業保安知識		-	1	-	-	2	<b>3</b>
語言							
(i) 英語		11	18	9	9	16	<b>63</b>
(ii) 普通話		15	21	-	-	19	<b>55</b>
(iii) 廣東話		8	8	-	-	20	<b>36</b>
(iv) 其他		-	-	-	-	-	<b>-</b>

課程種類	技能等級	經理／專業人員	主任	保安系統設計 技術員	保安裝置安裝、 保養及／或 修理技術員	保安護衛員	總數
	<i>其他技巧</i>						
(i) 防火		14	31	-	1	32	<b>78</b>
(ii) 急救		12	28	3	4	26	<b>73</b>
(iii) 健康及安全		27	39	13	18	37	<b>134</b>
(iv) 顧客服務		44	43	16	18	67	<b>188</b>
(v) 軟性技巧		25	29	11	11	36	<b>112</b>
(vi) 相關技能提升課程		3	5	4	7	6	<b>25</b>
(vii) 其他		-	3	-	7	-	<b>10</b>
<b>總數:</b>		<b>305</b>	<b>387</b>	<b>90</b>	<b>181</b>	<b>355</b>	<b>1 318</b>

表 Q: 未來 12 個月僱主擬資助的外間訓練名額  
(按課程種類及技能等級劃分)

課程種類	技能等級	經理／專業人員	主任	保安系統 設計技術員	保安裝置安裝、 保養及／或 修理技術員	保安護衛員	總數
保安培訓課程認可計劃質素保證系統下的保安培訓課程證書		7	16	-	-	673	<b>696</b>
保安培訓導師訓練		4	5	-	-	-	<b>9</b>
保安系統相關課程		43	360	42	317	10	<b>772</b>
管理及督導		56	552	-	-	60	<b>668</b>
專業知識		12	455	1	9	405	<b>882</b>
專業保安知識		9	27	-	-	59	<b>95</b>
其他專業保安知識		-	-	-	-	-	-
語言							
(i) 英語		27	88	20	154	499	<b>788</b>
(ii) 普通話		15	62	-	-	635	<b>712</b>
(iii) 廣東話		1	3	-	-	172	<b>176</b>
(iv) 其他		-	-	-	-	-	-

課程種類	技能等級	經理／專業人員	主任	保安系統 設計技術員	保安裝置安裝、 保養及／或 修理技術員	保安護衛員	總數
	<i>其他技巧</i>						
(i) 防火		7	52	3	10	690	<b>762</b>
(ii) 急救		40	199	23	164	710	<b>1 136</b>
(iii) 健康及安全		31	221	23	196	526	<b>997</b>
(iv) 顧客服務		41	284	23	163	1 197	<b>1 708</b>
(v) 軟性技巧		23	105	23	160	811	<b>1 122</b>
(vi) 相關技能提升課程		36	85	28	160	740	<b>1 049</b>
(vii) 其他		-	6	-	19	-	<b>25</b>
<b>總數:</b>		<b>352</b>	<b>2 520</b>	<b>186</b>	<b>1 352</b>	<b>7 187</b>	<b>11 597</b>

保安公司僱主對僱員於獲發「保安人員許可證」前接受 16 小時培訓的意見

2.20 調查顯示，421 名（48.6%）保安公司僱主認為僱員於獲發「保安人員許可證」前接受 16 小時培訓已經足夠，但亦有 62 名（7.2%）僱主表示不足夠。認為 16 小時培訓不足夠的僱主中，29 人（27.6%）認為 24 小時的培訓時數較佳，22 人（20.9%）認為可增至 32 小時。值得注意的是，各類機構的僱主對職前培訓的要求均有所不同。表 R 載列保安公司僱主對僱員於獲發「保安人員許可證」前接受 16 小時職前培訓的意見；表 S 詳列認為培訓時數不足夠的僱主所認為較理想的培訓時數。

**表 R: 保安公司僱主的意見（按機構門類劃分）：  
僱員於獲發「保安人員許可證」前接受 16 小時培訓是否足夠**

	足夠 (%)*	不足夠 (%)*	無意見 (%)*	其他/ 未具體說明 (%)*	總數 (%)*
保安護衛服務	247(28.5)	39(4.5)	114(13.2)	31(3.6)	<b>431 (49.8)</b>
持槍押運服務	2(0.2)	-	-	-	<b>2 (0.2)</b>
保安系統安裝／保養／維修／設計／其他	143(16.5)	17(2.0)	203(23.4)	11(1.3)	<b>374 (13.1)</b>
保安護衛服務／持槍押運服務	4(0.5)	-	3(0.3)	-	<b>7 (0.8)</b>
保安護衛服務／保安系統安裝／保養／維修／設計／其他	25(2.9)	6(0.7)	18(2.1)	-	<b>49 (5.7)</b>
保安護衛服務／持槍押運服務／保安系統安裝／保養／維修／設計／其他	-	-	2(0.2)	1(0.1)	<b>3 (0.3)</b>
<b>總數:</b>	<b>421(48.6)</b>	<b>62(7.2)</b>	<b>340(39.2)</b>	<b>43(5.0)</b>	<b>866(100)</b>

\* 佔填覆機構數目的百分率

表 S: 保安公司僱主對培訓時數的意見 (按機構門類劃分)

	24 小時 (%)*	32 小時 (%)*	其他 (%)*	未具體說明 ／拒答 (%)*	總數 (%)*
保安護衛服務	23(21.9)	16(15.2)	-	31(29.5)	<b>70(66.7)</b>
持槍押運服務	-	-	-	-	-
保安系統安裝／保養／ 維修／設計／其他	4(3.8)	3(2.9)	10(9.5)	11(10.5)	<b>28(26.7)</b>
保安護衛服務／持槍押 運服務	-	-	-	-	-
保安護衛服務／保安系 統安裝／保養／維修／ 設計／其他	2(1.9)	3(2.9)	1(0.95)	-	<b>6(5.7)</b>
保安護衛服務／持槍押 運服務／保安系統安裝 ／保養／維修／設計／ 其他	-	-	-	1(0.95)	<b>1(0.95)</b>
<b>總數:</b>	<b>29(27.6)</b>	<b>22(20.9)</b>	<b>11(10.5)</b>	<b>43(41)</b>	<b>105(100)</b>

\* 佔填覆機構數目的百分率

保安公司僱主對僱員於更新「保安人員許可證」前修讀重溫課程的意見

2.21 調查期間，306 名（35.3%）保安公司僱主認為僱員在更新「保安人員許可證」時無需修讀重溫課程。4.5%受訪僱主認為僱員必須修讀重溫課程，另有 54.7%表示僱員宜修讀有關課程。值得注意的是，各類機構的僱主對僱員培訓的要求均有所不同。表 T 載列保安公司僱主對重溫課程的意見。

**表 T: 保安公司僱主的意見（按機構門類劃分）：  
僱員於更新「保安人員許可證」前是否需要修讀重溫課程**

	必須 (%)*	宜有 (%)*	無需要 (%)*	無意見 (%)*	未具體說明 ／拒答 (%)*	總數 (%)*
保安護衛服務	30(3.5)	134(15.5)	149(17.2)	87(10)	31(3.6)	<b>431(49.8)</b>
持槍押運服務	-	2(0.2)	-	-	-	<b>2(0.2)</b>
保安系統安裝／保養／維修／設計／其他	5(0.6)	63(7.3)	142(16.4)	153(17.7)	11(1.3)	<b>374(43.2)</b>
保安護衛服務／持槍押運服務	1(0.1)	3(0.3)	-	3(0.3)	-	<b>7(0.8)</b>
保安護衛服務／保安系統安裝／保養／維修／設計／其他	3(0.4)	10(1.2)	15(1.7)	21(2.4)	-	<b>49(5.7)</b>
保安護衛服務／持槍押運服務／保安系統安裝／保養／維修／設計／其他	-	2(0.2)	-	-	10(1)	<b>3(0.3)</b>
<b>總數:</b>	<b>39 (4.5)</b>	<b>214 (24.7)</b>	<b>306 (35.3)</b>	<b>264 (30.5)</b>	<b>43 (5.0)</b>	<b>866(100)</b>

\* 佔填覆機構數目的百分率。



## 第三章

### 結論

#### 調查結果

3.1 本會分析及討論調查結果後，認為所得資料大致可反映調查期間保安服務業的人力及訓練實況。2013年6月，本業共有110 437名技術／專業僱員，佔本港380萬就業人口的2.9%。與2011年的調查相比，從事一般護衛工作的僱員增加了2.6%。據本會觀察，保安服務業技術僱員人數錄得穩定增長，主要由於過去兩年新建樓宇數目增加。

3.2 調查結果顯示，業內八個機構類別中，i) 保安護衛服務、ii) 保安系統安裝／保養／維修／設計／其他、iii) 保安護衛服務及持槍押運服務、iv) 保安護衛服務及保安系統安裝／保養／維修／設計／其他、v) 保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他，以及vi) 增補樣本的人力均錄得增長，分別為5.9%、9.1%、3%、0.5%、8.9%及3.4%；而vii) 持槍押運服務及viii) 業主立案法團的人力則有所減少，減幅分別為4.2%及14.6%。

#### 行業前景

3.3 保安服務業的人力穩定增長，由2011年107 652人增至2013年110 437人，增幅為2.6%。是次調查錄得空缺1 977個，與2011年1 971個相若。調查結果反映，本業僱主對業務前景維持保守的看法；而且由於預期未來的人力僅有溫和增長，僱主對行內競爭或會保持觀望態度。

3.4 是次調查顯示，自法定最低工資於2011年實施以來，業內各級僱員的收入水平大幅上調。此一趨勢顯示，僱員的薪酬條件已有所改善；與此同時，僱主亦對僱員的工作經驗和教育程度有較高的要求。舉例而言，認為保安護衛員／技術員級僱員宜具備一至兩年相關工作經驗的僱主由2011年28.8%增至2013年49.4%；而要求保安護衛員／技術員級僱員具備中五或同等學歷的僱主亦由2011年13.1%增至2013年28.3%。本會預計有關趨勢將會持續。

3.5 業內僱主面對招聘困難，當中以保安護衛員級的情況最為嚴重，主要原因是社會出現普遍勞工短缺的情況。僱主認為此現象難以在短期內有所改善。

3.6 特區行政長官於2014年1月15日宣讀《施政報告》，提及政府會持續加強短、中、長期的土地供應，應付市民的住屋需要。此外，政府未來十年房屋供應的新目標為合共提供47萬個新住宅單位，公營及私營房屋的比例為六比四。估計未來五年，私營房屋單位平均每年落成量約有13 600個，較過去五年平均每年9 680個為多，增幅約四成。

3.7 隨著多項大型基建項目陸續上馬，如興建港珠澳大橋、廣深港高速鐵路香港段（全長26公里，由西九龍直達深圳／香港分界），將有助加強香港作為中國南大門的重要角色，並大幅減省旅費及交通時間，同時，香港應可受惠於這個新的經濟腹地。

3.8 各項房屋及基建項目將會創造大量就業機會，促進保安服務業及其他行業的人力增長。

## 保安服務業整體人力結構

3.9 調查期間，業內共有僱員 110 437 人，其中 104 079 人受僱於持牌保安公司，5 600 人受僱於業主立案法團，758 人受僱於增補樣本機構。各技能等級的人力情況、空缺數目及預測人力增長摘要如下：

<u>技能等級</u>	<u>2011年5月 僱員人數</u>	<u>2013年6月 僱員人數</u> (a) (%) <sup>#</sup>	<u>2013年6月 空缺數目</u> (b)	<u>僱主預測 人力增長</u> (c)	<u>2014年6月 預測職位數目</u> (d) = (a)+(b)+(c).
經理／ 專業人員級	2 732	2 484 (-9)	15	4	2 503
主任級	11 247	11 167 (-0.7)	84	41	11 292
保安護衛員／ 技術員級	93 673	96 786 (3.3)	1878	110	98 774
<b>總數</b>	<b>107 652</b>	<b>110 437</b> (2.6) <sup>#</sup>	<b>1977</b>	<b>155</b>	<b>112 569</b>

# 與 2011 年相比，2013 年的人力增／減幅

3.10 各門類不同技能等級的人力分布情況見表 U。各門類不同主要職務僱員人數及預測人數詳載於附錄 7。

表 U: 各門類不同技能等級的人力分布情況

門類	技能等級			總數 (%)*
	經理/ 專業人員級	主任級	保安護衛員/ 技術員級	
保安護衛服務	1 217	8 436	73 973	<b>83 626</b> <b>(80.3)</b>
持槍押運服務	5	21	771	<b>797</b> <b>(0.8)</b>
保安系統安裝/保養/維修/設計/其他	762	380	2 089	<b>3 231</b> <b>(3.1)</b>
保安護衛服務 及持槍押運服務	23	64	674	<b>761</b> <b>(0.7)</b>
保安護衛服務 及保安系統安裝/保養/維修/設計/其他	420	1 430	11 319	<b>13 169</b> <b>(12.7)</b>
保安護衛服務、持槍押運服務 及保安系統安裝/保養/維修/設計/其他	27	274	2 194	<b>2 495</b> <b>(2.4)</b>
<b>小計:</b>	<b>2 454</b>	<b>10 605</b>	<b>91 020</b>	<b>104 079</b> <b>(94.2)#</b>
業主立案法團	-	420	4 180	<b>5 600</b> <b>(5.1)</b>
增補樣本	30	142	5 586	<b>758</b> <b>(0.7)</b>
<b>總數</b> <b>(%)*</b>	<b>2 484</b> <b>(2.3)</b>	<b>11 167</b> <b>(10.1)</b>	<b>96 786</b> <b>(87.6)</b>	<b>110 437</b> <b>(100)#</b>

\* 佔僱員總數百分率

# 因四捨五入關係，總和未必等於 100%

## 空缺數目

3.11 調查期間，業內共有 1 977 個空缺，佔職位總數 1.8%，與 2009 年的 1.8% 相若（見圖 7）；其中，保安護衛員／技術員級的空缺有 1 878 個，佔同級職位數目 1.9%；主任級有空缺 84 個，佔 0.7%；經理／專業人員級僅有 15 個空缺，佔 0.8%。各門類不同技能等級的空缺數目見表 V。

表 V: 各門類不同技能等級的空缺數目

門類	技能等級			總數 (%)*
	經理/ 專業人員級	主任級	保安護衛員/ 技術員	
保安護衛服務	1	45	1 256	<b>1 302</b> <b>(65.9)</b>
持槍押運服務	-	-	-	-
保安系統安裝／保養／維修／設計 ／其他	13	19	138	<b>170</b> <b>(8.6)</b>
保安護衛服務 及持槍押運服務	-	-	10	<b>10</b> <b>(0.5)</b>
保安護衛服務 及保安系統安裝／保養／維修／設 計／其他	1	18	447	<b>466</b> <b>(23.6)</b>
保安護衛服務、持槍押運服務 及保安系統安裝／保養／維修／設 計／其他	-	-	-	-
業主立案法團	-	-	-	-
增補樣本	-	2	27	<b>29</b> <b>(1.4)</b>
<b>總數</b> <b>(%)*</b>	<b>15</b> <b>(0.8)</b>	<b>84</b> <b>(4.2)</b>	<b>1 878</b> <b>(95)</b>	<b>1 977</b> <b>(100)</b>
<b>2011 年空缺數目</b> <b>(%)*</b>	<b>31</b> <b>(1.6)</b>	<b>148</b> <b>(7.5)</b>	<b>1 792</b> <b>(90.9)</b>	<b>1 635</b> <b>(100)#</b>

\* 佔空缺總數百分率

# 因四捨五入關係，總和未必等於 100%

## 僱主預測 2014 年 6 月的人力增長

3.12 僱主預測，2014 年 6 月時，業內將需要 112 569 人，較 2013 年微升 0.14%，而整體人力亦將維持穩定發展。本會認為僱主對本業的業務前景看法仍然保守。而由業內機構對未來幾年的經濟發展或抱持觀望態度，因此僱主預期未來的人力僅有溫和增長。

## 2014 至 2016 年的推算人力

3.13 本會採用人力市場分析法[*Labour Market Analysis, LMA*]，推算本業未來三年的人力情況。表 W、X 及 Y 載列 2014 至 2016 年各技能等級的人力推算數字。LMA 推算方法的詳細說明見附錄 17。

**表 W: 2014 至 2016 年  
經理／專業人員級的人力推算**

年份	實際人力	推算人力	與前一年比較的人力增長
2013	<b>2 499</b>		
2014f		2 526	27 (1.0%)*
2015f		2 549	23 (0.9%)**
2016f		2 571	22 (0.8%)**

\* 與 2013 年實際人力相比的增幅

\*\* 與前一年（2014 及 2015 年）推算人力相比的增幅

**表 X 2014 至 2016 年  
主任級的人力推算**

年份	實際人力	推算人力	與前一年比較的人力增長
2013	<b>11 251</b>		
2014f		11 370	119 (1.0%)*
2015f		11 470	100 (0.9%)**
2016f		11 568	98 (0.8%)**

\* 與 2013 年實際人力相比的增幅

\*\* 與前一年（2014 及 2015 年）推算人力相比的增幅

**表 Y: 2014 至 2016 年  
保安護衛員／技術員級的人力推算**

年份	實際人力	推算人力	與前一年比較的人力增長
2013	<b>98 664</b>		
2014f		99 683	1 019 (1.0%)*
2015f		100 541	859 (0.9%)**
2016f		101 378	837 (0.8%)**

\* 與 2013 年實際人力相比的增幅

\*\* 與前一年（2014 及 2015 年）推算人力相比的增幅

3.14 把三個技能等級的推算人力相加，可得出保安服務業的整體人力如下表 Z 所載：

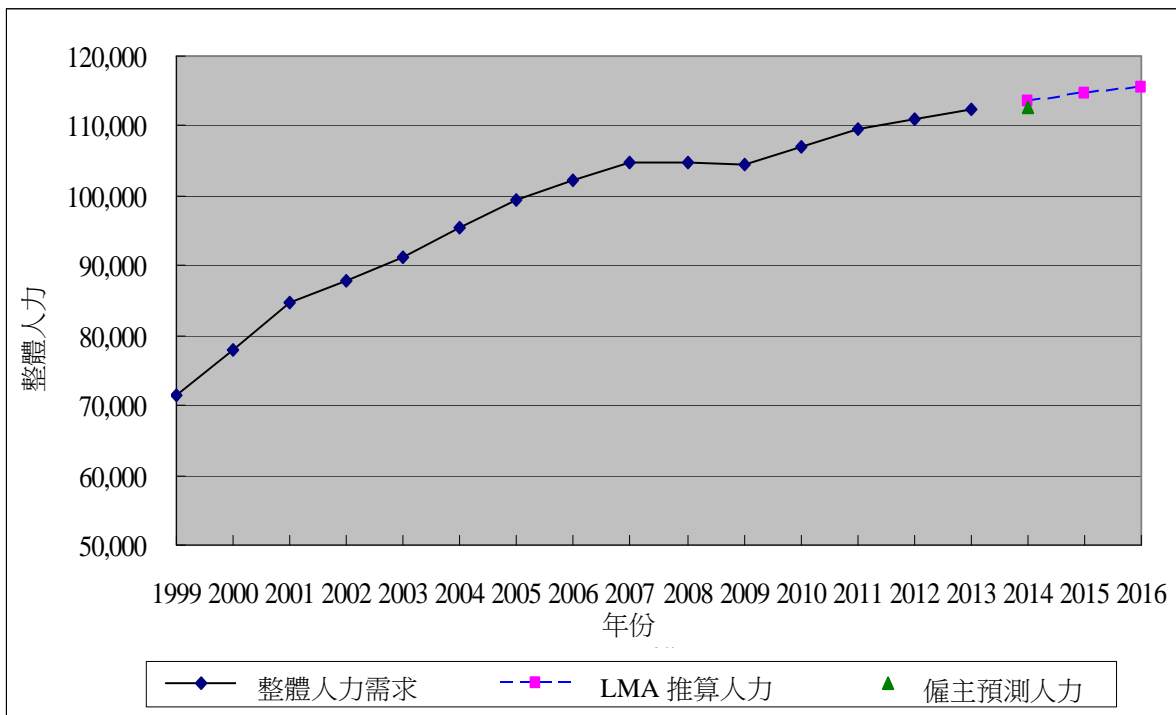
**表 Z: 2014 至 2016 年  
保安服務業的整體人力推算**

年份	實際人力	僱主預測人力 (調查期間)	推算人力	與前一年比較的人力增長
2013	<b>110 437</b>			
2014f		112 569 (0.1%)*	113 579	1 165 (1 %)*
2015f			11 4559	980 (0.9%)**
2016f			115 515	956 (0.8%)**

\* 與 2013 年實際人力相比的增幅

\*\* 與前一年（2014 及 2015 年）推算人力相比的增幅

圖 18: 保安服務業 2014 年至 2016 年  
實際人力及推算人力



## 晉升情況

3.15 調查顯示，業內共有 466 名僱員獲內部晉升，其中 38 人擢升至經理／專業人員級，428 人擢升至主任級。據本會觀察，業內的晉升情況與 2011 年調查時的情況相若。

## 過去 12 個月的僱員流動情況

3.16 據本會觀察，過去幾年，保安服務從業員的流動率持續高企。過去 12 個月，共有 16 020 名僱員離職（見表 I）；其中，保安護衛員／技術員級僱員的流動率最高，有 15 305 人離職，佔職位總數 15.8%，另有 12 615 名具本業相關經驗人士入職。與 2011 年調查相若，不少受訪機構均表示，工作時間長及薪酬欠吸引是業內出現高流動率的主因（見表 J）。

## 流失率

3.17 據僱主報稱，過去 12 個月，業內共有 16 020 名保安服務從業員因轉行、移民、退休、自行創業或其他原因離職。扣除 13 458 名具本業經驗的入職人士後，2013 年本業的淨流失人數為 2 562 人，佔整體人力 2.3%。各技能等級的每年流失情況如下：

技能等級	職位數目	離職人數	具保安服務相關經驗的 新聘僱員人數	流失率(%)
經理／專業人員級	2 484	45	96	-1 (0.04)*
主任級	11 167	670	797	-127 (-1.1)*
保安護衛員／技術員級	96 786	15 305	12615	2 690 (2.8)*
<b>總數：</b> <b>(%)</b>	<b>110 437</b>	<b>16 020</b>	<b>13 458</b>	<b>2 562</b> <b>(2.3)**</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬類別／業內職位總數的百分率



### 僱員應有教育程度

3.18 本會發現，僱主一般要求經理／專業人員級僱員須具備大學或以上學歷（1 567 名僱員，佔 63%）；主任級僱員須具備中五或中學文憑程度（6 212 名僱員，佔 55.6%）；保安護衛員級僱員則宜有中學或同等學歷（80 603 名僱員，佔 83.3%）（見圖 10 至圖 12、表 K 及附錄 10）。

### 僱員宜有年資

3.19 大部分僱主認為，經理／專業人員級僱員宜有五年以上至十年經驗（1 874 名僱員，佔 75.4%）；主任級僱員宜有兩年以上至五年經驗（8 822 名僱員，佔 79%）。至於保安護衛員／技術員級，擁有一至兩年經驗已有不少僱主接受（48 613 名僱員，佔 49.4%）。這顯示面對招聘困難，僱主願意聘用工作經驗較少的員工（見圖 13 至圖 15、表 L 及附錄 11）。

### 僱員宜有職業資格

3.20 調查結果顯示，大部分僱主認為，經理／專業人員級僱員宜具備不同技能或技術相關證明書，主任和保安護衛員宜曾接受認可計劃下的保安培訓，或持有技能測驗證書，至於技術員則宜持有技術證書。（見表 M 及附錄 12）。

### 提供訓練

3.21 調查顯示，過去 12 個月，僱主向僱員提供了 19 977 個訓練名額，包括 1 246 個內部訓練名額，以及僱主資助訓練名額 18 885 個，顯示僱主傾向把培訓工作外判。預計未來 12 個月僱主擬資助的外間訓練名額將大幅減少 38.5%。整體而言，上述趨勢顯示業內對內部和外間培訓的需求漸減，原因或由於人手緊絀，使僱主不願意安排員工接受培訓。未來 12 個月，在 11 597 個外間訓練名額中，1 708 個（佔 14.8%）屬顧客服務課程，1 136 個（佔 9.8%）屬急救訓練課程（見圖 17、表 O、表 P 及附錄 13 至 16）。

## 第四章

### 建議

#### 2014 年額外訓練人數需求

4.1 本會根據所推算的人力增長及每年流失率，預計保安服務業於 2014 年額外所需人力如下：

<u>技能等級</u>	<u>每年 流失率</u>	<u>推算 2014 年 6 月時 增長人數</u>	<u>2014 年 6 月時 額外所需人力</u>
經理／專業人員級	-1	27	26
主任級	-127	118	-9
保安護衛員／ 技術員級	2 690	1 020	3 710
<hr/>	<hr/>	<hr/>	<hr/>
<b>總數：</b>	<b>2 562</b>	<b>1 165</b>	<b>3 727</b>

4.2 本會估計未來 12 個月將額外有 3 727 人入職。由於他們的行業資歷尚淺，預計新入職者對訓練會有殷切需求（特別是保安護衛員級別）。本會認為由 VTC 負責管理的保安培訓課程認可計劃內的課程，應能滿足業界對基本培訓的需求；此外本會於 2004 年制訂質素保證系統，亦有助確保課程水準及質素。

#### 保安培訓課程認可計劃質素保證系統[QASRS]

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

#### 培訓課程

4.4 參照第二章 2.19 段，將於未來 12 個月獲僱主資助的最熱門培訓類別如下：

- 顧客服務
- 急救
- 軟性技巧
- 相關技能提升課程

4.5 「認可計劃下的保安護衛員培訓課程」是未來 12 個月最多僱主選擇的培訓類別，顯示僱主重視從業員的基本訓練。鑑於從業員須具備急救技巧，建議教育機構提供更多與健康及安全相關的培訓課程以作配合。此外，本會會向僱員再培訓局[ERB]建議，配合本業需要開辦新課程。

#### 資歷架構

4.6 本會將繼續支持為保安服務業推行資歷架構，並會積極推廣保安從業員持續專業發展計劃，協助增強從業員的專業能力及競爭力。

#### 保安服務最佳培訓獎

4.7 本會將繼續與香港警務處合辦「保安服務最佳培訓」獎勵計劃，以鼓勵業內僱主為從業員提供更多培訓。

#### 技能測驗

4.8 本會會繼續為保安護衛員舉辦技能測驗，並為其他範疇的保安從業員探索發展技能測驗的機會。

#### 未來人力調查

4.9 本會支持繼續每兩年進行一次人力調查，以評估業內的人力供求情況。

**Security Services Training Board**  
**Membership List**  
**(1 April 2013)**  
**保安服務業訓練委員會**  
**委員名單**  
**(2013年4月1日)**

**Chairman**

主席

Ms Jane Curzon LO (nominated by the Security and Guarding Services Industry Authority)  
羅孔君女士 (保安及護衛業管理委員會提名)

**Members**

委員

Mr Gary BUKOWICKI (nominated by the Hong Kong Security Association)  
 (香港保安業協會提名)

Ms CHENG On-ki, Janna (nominated by the Hong Kong Security Association)  
 鄭安琪女士 (香港保安業協會提名)

Mr CHUI-Yiu-hung, Daniel (nominated by the ASIS International Hong Kong Chapter)  
 徐耀雄先生

Mr KONG Tat-fun, Percy (nominated by a UGC tertiary institution)  
 江達寬先生 (大學教育資助委員會院校成員提名)

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

Mr LAM Koon-fu, Eddie (nominated by the International Professional Security Association (Hong Kong) Ltd.)  
 林官富先生 (國際專業保安協會(香港)有限公司提名)

Mr LEE Chun-lai, Andrew (nominated by the Hong Kong Association of Property Management Companies Ltd)  
 李春犁先生 (香港物業管理公司協會有限公司提名)

Mr LEE Yu-yim, Bruce (ad personam)  
 李裕炎先生 (獨立人士)

Mr LO Wing-keung, Vincent (nominated by the Hong Kong Association of Property Management Companies Ltd)  
 勞永強先生 (香港物業管理公司協會有限公司提名)

Mr NG Sheung-lok, John  
吳常樂先生  
(nominated by the Asian Professional Security Association – Hong Kong Chapter)  
(亞洲專業保安協會 – 香港分會提名)

Ms TANG Ming-tan, Dennis  
鄧鳴丹女士  
(nominated by the Hong Kong Security Association)  
(香港保安業協會提名)

Mr LI Ming-kei, Francis  
李明基先生  
(representing the Commissioner of Police)  
(香港警務處處長代表)

Ms LUI Suk-ching, Grace  
呂淑貞女士  
(representing the Director of Housing)  
(房屋署署長代表)

Mr LAW Kin-lap  
羅建立先生  
(representing the Commissioner for Labour)  
(勞工處處長代表)

Mr LEUNG Yam-shing  
梁任城先生  
(representing the Executive Director of the Vocational Training Council)  
(職業訓練局執行幹事代表)

**Secretary**  
秘書

Mr Leslie LEUNG  
梁劍衡先生  
(Vocational Training Council)  
(職業訓練局)

**Security Services Training Board  
Terms of Reference**

**保安服務業訓練委員會職權範圍**

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

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

**Security Services Training Board**  
**Working Party on Manpower Survey**  
**Membership List**  
**(1 April 2013)**  
**保安服務業訓練委員會**  
**2013年人力調查工作小組成員名單**  
**(2013年4月1日)**

**Convenor**

**召集人**

Mr LEE Yu-yim, Bruce (ad personam)  
李裕炎先生 (獨立人士)

**Members**

**委員**

Ms Jane Curzon LO (nominated by the Security and Guarding Services  
羅孔君女士 Industry Authority)  
(保安及護衛業管理委員會提名)

Ms CHENG On-ki, Janna (nominated by the Hong Kong Security Association)  
鄭安淇女士 (香港保安業協會提名)

Mr LAM Koon-fu, Eddie (nominated by the International Professional  
林官富先生 Security Association (Hong Kong) Ltd.)  
(國際專業保安協會(香港)有限公司提名)

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

Mr NG Sheung-lok, John (nominated by the Asian Professional Security  
吳常樂先生 Association – Hong Kong Chapter)  
(亞洲專業保安協會 – 香港分會提名)

Mr Benson HUI (ad personam)  
許俊賢先生 (獨立人士)

Ms LUI Suk-ching, Grace (representing the Director of Housing)  
呂淑貞女士 (房屋署署長代表)

Dr NG Chak-man (Vocational Training Council)  
伍澤文博士 (職業訓練局)

**Secretary**

**秘書**

Mr Leslie LEUNG (Vocational Training Council)  
梁劍衡先生 (職業訓練局)



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

**保安服務業訓練委員會  
2013 年人力調查工作小組  
職權範圍**

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

Headquarters Division 2 總辦事處二科  
6F, 20A Tsing Yi Road, Tsing Yi Island, New Territories, Hong Kong  
香港新界青衣島青衣路20A號6樓  
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真 (852) 2574 3759

Our Reference 本局檔號 ( 3 ) in SS/4/2 (2013)

Your Reference 來函檔號

Dear Sir/Madam,



2 July 2013

The 2013 Manpower Survey of the  
Security Services Industry

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

With the assistance of the Census and Statistics Department, the Training Board will conduct the eighth manpower survey of the industry from 8<sup>th</sup> July to 7<sup>th</sup> August 2013. A reference date is given as 30<sup>th</sup> June 2013, to collect the following information about each of the principal jobs in the industry:

- (a) the number of employees;
- (b) the number of existing vacancies;
- (c) a forecast of the total number of employees by June 2014;
- (d) the required education of and training provided to employees;
- (e) the preferred experience of employees;
- (f) the preferred vocational qualifications of employees; and
- (g) the turnover of employees in the past 12 months.

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

- (a) Questionnaire;
- (b) an explanatory note on the questionnaire; and
- (c) a list of job descriptions for the principal jobs in the security services industry at the Annex.

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

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

I sincerely hope that you will co-operate in this survey to enable the Security Services Training Board to make training plans for the benefit of the industry. Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department at 2116 8172.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jane Curzon LO', is written over a white background.

(Jane Curzon LO)  
Chairlady  
Security Services Training Board



執事先生/女士：

保安服務業二〇一三年人力調查

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

在政府統計處協助下，本訓練委員會將於二〇一三年七月八日至八月七日期間，進行保安服務業第八次人力調查，調查參考日將定為二〇一三年六月三十日，以蒐集本業各主要職務的資料，包括：

- (a) 僱員人數；
- (b) 現有空缺額；
- (c) 預計二〇一四年六月時的僱員總數；
- (d) 僱員應有的教育及訓練；
- (e) 僱員宜有的經驗；
- (f) 僱員宜有的職業資格；及
- (g) 過去十二個月的僱員流失人數。

…… 現附上以下文件，供 貴機構參閱填寫：

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

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

調查所得資料絕對保密，只以人力調查報告發表，並不提及個別機構。

懇請 貴機構惠予合作參與是次調查，使本訓練委員會能為保安服務業定出人力訓練計劃。如對調查有任何查詢，請致電 2116 8172 與政府統計處人力統計組聯絡。

A handwritten signature in black ink, appearing to read 'John Chan', is written over a light blue horizontal line.

保安服務業訓練委員會主席  
羅孔君

二〇一三年七月二日



**THE 2013 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY**  
保安服務業二〇一三年人力調查

**PART I 第一部份**

(A) Job 工作			(B) Monthly Income as at 6/2013 在2013年6月 之月薪	(C) No. of Employees as at 30.6.2013 在2013年6月30日 之僱員人數	(D) No. of Vacancies as at 30.6.2013 在2013年6月30日 之空缺額	(E) Forecast of No. Employed 12 Months from Now 預測十二個月後 僱員人數	(F) Preferred Level of Education 僱員宜有 教育程度	(G) Preferred Years of Relevant Experience 僱員宜有 的相關 年資	(H)
Title 職稱	Rec. Type	No. 編號							
		8 - 10	11 - 12	13 - 16	17 - 19	20 - 23	24	25	
1.	2								
2.	2								
3.	2								
4.	2								
5.	2								
6.	2								
7.	2								
8.	2								
9.	2								
10.	2								
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12.	2								
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23.	2								
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25.	2								
26.	2								
27.	2								
28.	2								
29.	2								
30.	2								
31.	2								
32.	2								
33.	2								
34.	2								
35.	2								

(i) Enter in column (B) employee's monthly income range according to the following code for each type of employees. This should include basic wages, regular overtime pay, cost of living allowance, meal allowance etc. **(less employee's contribution to MPF, if any.)**

If you have more than one employee doing the same job, please enter the average figure.

請在此欄內填入每類僱員的每月收入編號，包括底薪、定期超時工作的工資、生活津貼、膳食津貼等（扣除僱員強制性公積金供款）在內。若有數名僱員從事同類工作，則請取其平均收入。

Code 編號	Monthly Income Range 每月收入幅度
1	\$8,000 or Below 或以下
2	\$8,001 - \$10,000
3	\$10,001 - \$12,500
4	\$12,501 - \$15,000
5	\$15,001 - \$20,000
6	\$20,001 - \$30,000
7	\$30,001 - \$40,000
8	\$40,001 - \$60,000
9	\$60,001 - \$80,000
10	\$80,001 - \$100,000
11	Above \$100,000以上

(ii) Enter in column (F) the level of education which an employee should have according to the following code:

請將僱員宜有的教育程度按照下列類別編號填入 (F) 欄內：

Code 編號	Education level 教育程度
1	University Degree or above 大學學位或以上
2	Higher Diploma/ Associate Degree or equivalent 高級文憑／副學士或同等學歷
3	Diploma/ Higher Certificate/ Certificate or equivalent 文憑／高級證書／證書或同等學歷
4	Matriculation 預科
5	Diploma of Secondary Education 香港中學文憑
6	Secondary 5 or equivalent 中五或同等學歷
7	Secondary 1 - 4 中一至中四
8	Primary education or below 小學或以下

(iii) Enter in column (G) the years of relevant experience which your organisation requires an employee in a particular position to have according to the following code:

請 貴機構將認為各職務宜有的相關年資按照下列編號填入 (G) 欄內：

Code 編號	Period 年數
1	Less than 1 year 少於1年
2	1 - 2 years 1至2年
3	Over 2 years - 5 years 多於2年至5年
4	Over 5 years - 10 years 多於5年至10年
5	Over 10 years 多於10年

THE 2013 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY

保安服務業二〇一三年人力調查

PART II 第二部份

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此欄毋須填寫	
Est. No.	_____
Er. No.	_____

Preferred Vocational Qualification of Employees

僱員宜有職業資格

1. Please tick the vocational qualification which your organisation prefers an employee in a particular job level to have.

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

請選擇 貴機構認為各職級類別宜有的相關職業資格。(每職級可選一項或以上。)

<u>Vocational Qualification</u> 職業資格	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員 e.g. Certified Protection Professional (CPP) of ASIS International, Member of International Institute of Security (MII Sec.), International Professional Security Association (IPSA), Asian Professional Security Association (APSA), etc. 例如: ASIS International 合格保護人員、 國際保安協會會員、 國際專業保安協會會員、 亞洲專業保安協會會員等。	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
(b) Certificate of Security Trainers Courses 保安業培訓導師證書 e.g. Train the Trainer Certificate of Security Industry Training Organisation (SITO) UK/ Skills for Security/ Hong Kong Security Association, Foundation Certificate for Trainers in Security Services; Certificate Course for Instructors in Security and Property Management; Train the Trainer Certificate of the International Professional Security Association; etc. Other Recognised Security Training Course (e.g. Foundation Certificate for Trainers in Security Services organised by SPACE of HKU) 例如: 英國保安業訓練組織/ Skills for Security/ 香港保安業協會 培訓導師證書、保安服務培訓導師基礎證書、 保安及物業管理與導師培訓證書、 國際專業保安協會保安培訓導師證書課程等。 其他認可保安培訓員課程(例如香港大學專業進修學院舉辦之保安業導師培訓基礎證書)	<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17

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

## Training

### 訓練

2. Did your organisation provide in-house training to your security services employees in the past 12 months (1.7.2012 - 30.6.2013)?

在過去十二個月內（1.7.2012-30.6.2013），貴機構有沒有提供內部培訓給保安業僱員？

  
48

Yes (Please go to Q.3)  
有 (請答第3題)

  
49

No (Please go to Q.4)  
沒有 (請跳答第4題)

  
50

Not now but plan to provide in-house training in the next 12 months  
(Please go to Q.4)  
現在沒有，但預計未來十二個月會提供內部培訓（請跳答第4題）

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3. Types of in-house training provided to the different levels of employees in the past 12 months (1.7.2012 - 30.6.2013)?

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

在過去十二個月內（1.7.2012 - 30.6.2013），貴機構曾提供下列哪種內部培訓課程給僱員？

（每職級可選一項或以上。）

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	<input type="checkbox"/> 58	<input type="checkbox"/> 59	<input type="checkbox"/> 60	<input type="checkbox"/> 61	<input type="checkbox"/> 62
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 63	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67
(c) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72
(d) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75	<input type="checkbox"/> 76	<input type="checkbox"/> 77
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、人群控制、活動管理)	<input type="checkbox"/> 78	<input type="checkbox"/> 79	<input type="checkbox"/> 80	<input type="checkbox"/> 81	<input type="checkbox"/> 82
(f) Management and Supervision 管理及督導	<input type="checkbox"/> 83	<input type="checkbox"/> 84	<input type="checkbox"/> 85	<input type="checkbox"/> 86	<input type="checkbox"/> 87
(g) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management and business contingency) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理及業務緊急應變)	<input type="checkbox"/> 88	<input type="checkbox"/> 89	<input type="checkbox"/> 90	<input type="checkbox"/> 91	<input type="checkbox"/> 92
(h) Other Specialist Security Knowledge (please specify) 其他專門保安知識（請註明）	<input type="checkbox"/> 93	<input type="checkbox"/> 94	<input type="checkbox"/> 95	<input type="checkbox"/> 96	<input type="checkbox"/> 97



	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(i) Language 語言					
(i) English 英文	<input type="checkbox"/> 98	<input type="checkbox"/> 99	<input type="checkbox"/> 100	<input type="checkbox"/> 101	<input type="checkbox"/> 102
(ii) Putonghua 普通話	<input type="checkbox"/> 103	<input type="checkbox"/> 104	<input type="checkbox"/> 105	<input type="checkbox"/> 106	<input type="checkbox"/> 107
(iii) Cantonese 廣東話	<input type="checkbox"/> 108	<input type="checkbox"/> 109	<input type="checkbox"/> 110	<input type="checkbox"/> 111	<input type="checkbox"/> 112
(iv) Others (Please specify) 其他 (請註明)	<input type="checkbox"/> 113	<input type="checkbox"/> 114	<input type="checkbox"/> 115	<input type="checkbox"/> 116	<input type="checkbox"/> 117

(j) Other Skills 其他技巧					
(i) Fire Prevention 防火	<input type="checkbox"/> 118	<input type="checkbox"/> 119	<input type="checkbox"/> 120	<input type="checkbox"/> 121	<input type="checkbox"/> 122
(ii) First Aid 急救	<input type="checkbox"/> 123	<input type="checkbox"/> 124	<input type="checkbox"/> 125	<input type="checkbox"/> 126	<input type="checkbox"/> 127
(iii) Health and Safety 健康及安全	<input type="checkbox"/> 128	<input type="checkbox"/> 129	<input type="checkbox"/> 130	<input type="checkbox"/> 131	<input type="checkbox"/> 132
(iv) Customer Service 顧客服務	<input type="checkbox"/> 133	<input type="checkbox"/> 134	<input type="checkbox"/> 135	<input type="checkbox"/> 136	<input type="checkbox"/> 137
(v) Soft Skills (e.g. Communication Skills, etc.) 軟性技巧 (例如：溝通技巧等)	<input type="checkbox"/> 138	<input type="checkbox"/> 139	<input type="checkbox"/> 140	<input type="checkbox"/> 141	<input type="checkbox"/> 142
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="checkbox"/> 143	<input type="checkbox"/> 144	<input type="checkbox"/> 145	<input type="checkbox"/> 146	<input type="checkbox"/> 147
(vii) Others (please specify) 其他 (請註明)	<input type="checkbox"/> 148	<input type="checkbox"/> 149	<input type="checkbox"/> 150	<input type="checkbox"/> 151	<input type="checkbox"/> 152

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4. How many employees have you sponsored to attend the following courses in the past 12 months (1.7.2012 - 30.6.2013)?  
 在過去十二個月內（1.7.2012 - 30.6.2013），貴機構曾贊助多少名僱員修讀下列培訓課程？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	159	162	165	168	171
(b) Security Trainer Training 保安培訓導師的訓練	175	178	181	184	187
(c) Training Courses related to Security Systems 保安系統的有關課程	191	194	197	200	203
(d) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、人群控制、活動管理)	207	210	213	216	219
(e) Management and Supervision 管理及督導	223	226	229	232	235
(f) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management and business contingency) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理及業務緊急應變)	239	242	245	248	251
(g) Other Specialist Security Knowledge (please specify) 其他專門保安知識（請註明）	255	258	261	264	267

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(h) Language 語言					
(i) English 英文	<input type="text"/> 271	<input type="text"/> 274	<input type="text"/> 277	<input type="text"/> 280	<input type="text"/> 283
(ii) Putonghua 普通話	<input type="text"/> 287	<input type="text"/> 290	<input type="text"/> 293	<input type="text"/> 296	<input type="text"/> 299
(iii) Cantonese 廣東話	<input type="text"/> 303	<input type="text"/> 306	<input type="text"/> 309	<input type="text"/> 312	<input type="text"/> 315
(iv) Others (Please specify) 其他 (請註明)	<input type="text"/> 319	<input type="text"/> 322	<input type="text"/> 325	<input type="text"/> 328	<input type="text"/> 331

(i) Other Skills 其他技巧					
(i) Fire Prevention 防火	<input type="text"/> 335	<input type="text"/> 338	<input type="text"/> 341	<input type="text"/> 344	<input type="text"/> 347
(ii) First Aid 急救	<input type="text"/> 351	<input type="text"/> 354	<input type="text"/> 357	<input type="text"/> 360	<input type="text"/> 363
(iii) Health and Safety 健康及安全	<input type="text"/> 367	<input type="text"/> 370	<input type="text"/> 373	<input type="text"/> 376	<input type="text"/> 379
(iv) Customer Service 顧客服務	<input type="text"/> 383	<input type="text"/> 386	<input type="text"/> 389	<input type="text"/> 392	<input type="text"/> 395
(v) Soft Skills (e.g. Communication Skills, etc.) 軟性技巧 (例如：溝通技巧等)	<input type="text"/> 399	<input type="text"/> 402	<input type="text"/> 405	<input type="text"/> 408	<input type="text"/> 411
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> 415	<input type="text"/> 418	<input type="text"/> 421	<input type="text"/> 424	<input type="text"/> 427
(vii) Others (please specify) 其他 (請註明)	<input type="text"/> 431	<input type="text"/> 434	<input type="text"/> 437	<input type="text"/> 440	<input type="text"/> 443

5. Types of courses to be attended by different levels of employees in the next 12 months (1.7.2013 - 30.6.2014)?

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

在未來十二個月內 (1.7.2013 - 30.6.2014) ， 貴機構認為僱員應修讀下列哪些培訓課程？

( 每職級可選一項或以上。 )

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	<input type="checkbox"/> 448	<input type="checkbox"/> 449	<input type="checkbox"/> 450	<input type="checkbox"/> 451	<input type="checkbox"/> 452
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 453	<input type="checkbox"/> 454	<input type="checkbox"/> 455	<input type="checkbox"/> 456	<input type="checkbox"/> 457
(c) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 458	<input type="checkbox"/> 459	<input type="checkbox"/> 460	<input type="checkbox"/> 461	<input type="checkbox"/> 462
(d) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 463	<input type="checkbox"/> 464	<input type="checkbox"/> 465	<input type="checkbox"/> 466	<input type="checkbox"/> 467
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、人群控制、活動管理)	<input type="checkbox"/> 468	<input type="checkbox"/> 469	<input type="checkbox"/> 470	<input type="checkbox"/> 471	<input type="checkbox"/> 472
(f) Management and Supervision 管理及督導	<input type="checkbox"/> 473	<input type="checkbox"/> 474	<input type="checkbox"/> 475	<input type="checkbox"/> 476	<input type="checkbox"/> 477
(g) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management and business contingency) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理及業務緊急應變)	<input type="checkbox"/> ##	<input type="checkbox"/> ##	<input type="checkbox"/> ##	<input type="checkbox"/> 481	<input type="checkbox"/> 482
(h) Other Specialist Security Knowledge (please specify) 其他專門保安知識(請註明)	<input type="checkbox"/> ##	<input type="checkbox"/> ##	<input type="checkbox"/> ##	<input type="checkbox"/> 486	<input type="checkbox"/> 487

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<b>(i) Language</b> 語言					
(i) English 英文	<input type="checkbox"/> 488	<input type="checkbox"/> 489	<input type="checkbox"/> 490	<input type="checkbox"/> 491	<input type="checkbox"/> 492
(ii) Putonghua 普通話	<input type="checkbox"/> 493	<input type="checkbox"/> 494	<input type="checkbox"/> 495	<input type="checkbox"/> 496	<input type="checkbox"/> 497
(iii) Cantonese 廣東話	<input type="checkbox"/> 498	<input type="checkbox"/> 499	<input type="checkbox"/> 500	<input type="checkbox"/> 501	<input type="checkbox"/> 502
(iv) Others (Please specify) 其他 (請註明)	<input type="checkbox"/> 503	<input type="checkbox"/> 504	<input type="checkbox"/> 505	<input type="checkbox"/> 506	<input type="checkbox"/> 507

<b>(j) Other Skills</b> 其他技巧					
(i) Fire Prevention 防火	<input type="checkbox"/> 508	<input type="checkbox"/> 509	<input type="checkbox"/> 510	<input type="checkbox"/> 511	<input type="checkbox"/> 512
(ii) First Aid 急救	<input type="checkbox"/> 513	<input type="checkbox"/> 514	<input type="checkbox"/> 515	<input type="checkbox"/> 516	<input type="checkbox"/> 517
(iii) Health and Safety 健康及安全	<input type="checkbox"/> 518	<input type="checkbox"/> 519	<input type="checkbox"/> 520	<input type="checkbox"/> 521	<input type="checkbox"/> 522
(iv) Customer Service 顧客服務	<input type="checkbox"/> 523	<input type="checkbox"/> 524	<input type="checkbox"/> 525	<input type="checkbox"/> 526	<input type="checkbox"/> 527
(v) Soft Skills (e.g. Communication Skills, etc.) 軟性技巧 (例如：溝通技巧等)	<input type="checkbox"/> 528	<input type="checkbox"/> 529	<input type="checkbox"/> 530	<input type="checkbox"/> 531	<input type="checkbox"/> 532
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="checkbox"/> 533	<input type="checkbox"/> 534	<input type="checkbox"/> 535	<input type="checkbox"/> 536	<input type="checkbox"/> 537
(vii) Others (please specify) 其他 (請註明)	<input type="checkbox"/> 538	<input type="checkbox"/> 539	<input type="checkbox"/> 540	<input type="checkbox"/> 541	<input type="checkbox"/> 542

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6. How many of your employees will you sponsor to attend the following courses in the next 12 months (1.7.2013 - 30.6.2014)?

在未來十二個月內（1.7.2013 - 30.6.2014），貴機構將會贊助多少名僱員修讀下列培訓課程？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統 下的保安培訓課程	549	552	555	558	561
(b) Security Trainer Training 保安培訓導師的訓練	565	568	571	574	577
(c) Training Courses related to Security Systems 保安系統的有關課程	581	584	587	590	593
(d) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、 人群控制、活動管理)	597	600	603	606	609
(e) Management and Supervision 管理及督導	613	616	619	622	625
(f) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management and business contingency) 專門保安知識 (例如：槍械及武器使用、解款、 要員保護、護衛犬管理員訓練、 槍械教官訓練、中央警報監察站、 風險管理及業務緊急應變)	629	632	635	638	641
(g) Other Specialist Security Knowledge (please specify) 其他專門保安知識（請註明）	645	648	651	654	657

(h) Language 語言	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
	(i) English 英文	<input type="text"/> <input type="text"/> <input type="text"/> 661	<input type="text"/> <input type="text"/> <input type="text"/> 664	<input type="text"/> <input type="text"/> <input type="text"/> 667	<input type="text"/> <input type="text"/> <input type="text"/> 670
(ii) Putonghua 普通話	<input type="text"/> <input type="text"/> <input type="text"/> 677	<input type="text"/> <input type="text"/> <input type="text"/> 680	<input type="text"/> <input type="text"/> <input type="text"/> 683	<input type="text"/> <input type="text"/> <input type="text"/> 686	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 689
(iii) Cantonese 廣東話	<input type="text"/> <input type="text"/> <input type="text"/> 693	<input type="text"/> <input type="text"/> <input type="text"/> 696	<input type="text"/> <input type="text"/> <input type="text"/> 699	<input type="text"/> <input type="text"/> <input type="text"/> 702	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 705
(iv) Others (Please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> 709	<input type="text"/> <input type="text"/> <input type="text"/> 712	<input type="text"/> <input type="text"/> <input type="text"/> 715	<input type="text"/> <input type="text"/> <input type="text"/> 718	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 721

(i) Other Skills 其他技巧	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(i) Fire Prevention 防火	<input type="text"/> <input type="text"/> <input type="text"/> 725	<input type="text"/> <input type="text"/> <input type="text"/> 728	<input type="text"/> <input type="text"/> <input type="text"/> 731	<input type="text"/> <input type="text"/> <input type="text"/> 734	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 737
(ii) First Aid 急救	<input type="text"/> <input type="text"/> <input type="text"/> 741	<input type="text"/> <input type="text"/> <input type="text"/> 744	<input type="text"/> <input type="text"/> <input type="text"/> 747	<input type="text"/> <input type="text"/> <input type="text"/> 750	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 753
(iii) Health and Safety 健康及安全	<input type="text"/> <input type="text"/> <input type="text"/> 757	<input type="text"/> <input type="text"/> <input type="text"/> 760	<input type="text"/> <input type="text"/> <input type="text"/> 763	<input type="text"/> <input type="text"/> <input type="text"/> 766	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 769
(iv) Customer Service 顧客服務	<input type="text"/> <input type="text"/> <input type="text"/> 773	<input type="text"/> <input type="text"/> <input type="text"/> 776	<input type="text"/> <input type="text"/> <input type="text"/> 779	<input type="text"/> <input type="text"/> <input type="text"/> 782	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 785
(v) Soft Skills (e.g. Communication Skills, etc.) 軟性技巧 (例如：溝通技巧等)	<input type="text"/> <input type="text"/> <input type="text"/> 789	<input type="text"/> <input type="text"/> <input type="text"/> 792	<input type="text"/> <input type="text"/> <input type="text"/> 795	<input type="text"/> <input type="text"/> <input type="text"/> 798	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 801
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> <input type="text"/> <input type="text"/> 805	<input type="text"/> <input type="text"/> <input type="text"/> 808	<input type="text"/> <input type="text"/> <input type="text"/> 811	<input type="text"/> <input type="text"/> <input type="text"/> 814	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 817
(vii) Others (please specify) 其他 (請註明)	<input type="text"/> <input type="text"/> <input type="text"/> 821	<input type="text"/> <input type="text"/> <input type="text"/> 824	<input type="text"/> <input type="text"/> <input type="text"/> 827	<input type="text"/> <input type="text"/> <input type="text"/> 830	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 833

7. (a) Do you think whether the 16-hour training prior to obtaining Security Personnel Permit is enough for your employees?

貴機構認為僱員於獲發「保安人員許可證」前接受的16小時培訓是否足夠？

  
838

Enough  
足夠

  
839

Not Enough  
不足夠

  
840

No comment  
無意見

(Please go to Q.8)

(請跳答第8題)

(Please go to Q.7(b))

(請回答第7(b)題)

(Please go to Q.8)

(請跳答第8題)

(b) If not enough, please indicate your preferred number of training hours.

如不足夠，請說明 貴機構認為僱員應接受的培訓時數。

  
841

24 hours  
24 小時

  
842

32 hours  
32 小時

  
843

Others (please specify)  
其他 (請註明) : \_\_\_\_\_

8. Do you think the employees should attend refresher courses when they renew their Security Personnel Permit?

貴機構認為僱員在更新「保安人員許可證」時是否需要修讀重溫課程？

  
844

Pre-requisite  
必須

  
845

Preferred  
宜有

  
846

Not Necessary  
無需要

  
847

No Comment  
無意見

### Internal Promotion

內部晉升

9. Please state the number of internal promotion in the past 12 months (1.7.2012 - 30.6.2013).

請列出 貴機構在過去十二個月 (1.7.2012 - 30.6.2013) 由內部晉升的僱員人數。

#### No. of Internal Promotion

內部晉升人數

(a) From Supervisory to Managerial/Professional Level

由主任晉升為經理／專業人員級

  
848

(b) From Guard/Technician to Supervisory Level

由護衛員／技術員晉升為主任級

  
851

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854  
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## Employees Left

離職人數

### 10. No. of Employees left in the past 12 months (1.7.2012 - 30.6.2013)

過去十二個月內（1.7.2012 - 30.6.2013）離職的僱員人數。

<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<input type="text"/> 859	<input type="text"/> 862	<input type="text"/> 865	<input type="text"/> 868	<input type="text"/> 871

## Recruitment

招聘

### 11. Please state the number of recruits of your organisation in the past 12 months (1.7.2012 - 30.6.2013).

請列出 貴機構在過去十二個月內（1.7.2012 - 30.6.2013）招聘的僱員人數。

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Total number of recruits 總招聘人數	<input type="text"/> 875	<input type="text"/> 878	<input type="text"/> 881	<input type="text"/> 884	<input type="text"/> 887
(b) Number of recruits from item 11(a) above who have performed security services related duties in their last job 上列11(a)項中，在上一個的工作崗位 是執行保安服務業相關職務的人數	<input type="text"/> 891	<input type="text"/> 894	<input type="text"/> 897	<input type="text"/> 900	<input type="text"/> 903

### 12. Did your organisation encounter any difficulties in recruitment of security services personnel at various job levels in the past 12 months (1.7.2012 - 30.6.2013)?

貴機構在過去十二個月內（1.7.2012 - 30.6.2013）在招聘各職級的保安業從業員方面有沒有遇到困難？

  
907

Yes (Please go to Q.13)  
有（請答第13題）

  
908

No (End of Questionnaire)  
沒有（問卷完）

  
909

No recruitment nor tried to recruit  
(End of Questionnaire)  
未有／未有嘗試招聘  
（問卷完）

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913

13. Which of the following reasons may account for the recruitment difficulties of your organisation?  
 (You may tick more than 1 box for each job level.)

你認為以下哪些原因會導致 貴機構在招聘時遇到困難。(每職級可選一項或以上。)

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) General labour shortage 普遍勞工短缺	<input type="checkbox"/> 914	<input type="checkbox"/> 915	<input type="checkbox"/> 916	<input type="checkbox"/> 917	<input type="checkbox"/> 918
(b) Long working hours 工作時間長	<input type="checkbox"/> 919	<input type="checkbox"/> 920	<input type="checkbox"/> 921	<input type="checkbox"/> 922	<input type="checkbox"/> 923
(c) Tough working environment 工作環境惡劣	<input type="checkbox"/> 924	<input type="checkbox"/> 925	<input type="checkbox"/> 926	<input type="checkbox"/> 927	<input type="checkbox"/> 928
(d) Dangerous working nature 工作性質危險	<input type="checkbox"/> 929	<input type="checkbox"/> 930	<input type="checkbox"/> 931	<input type="checkbox"/> 932	<input type="checkbox"/> 933
(e) Unattractive salary 薪金不吸引	<input type="checkbox"/> 934	<input type="checkbox"/> 935	<input type="checkbox"/> 936	<input type="checkbox"/> 937	<input type="checkbox"/> 938
(f) Low status 地位低微	<input type="checkbox"/> 939	<input type="checkbox"/> 940	<input type="checkbox"/> 941	<input type="checkbox"/> 942	<input type="checkbox"/> 943
(g) Lack of candidates with relevant experience and training 職位申請人缺乏相關經驗及訓練	<input type="checkbox"/> 944	<input type="checkbox"/> 945	<input type="checkbox"/> 946	<input type="checkbox"/> 947	<input type="checkbox"/> 948
(h) Others (please specify) 其他(請說明)	<input type="checkbox"/> 949	<input type="checkbox"/> 950	<input type="checkbox"/> 951	<input type="checkbox"/> 952	<input type="checkbox"/> 953

End of Questionnaire

問卷完

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此欄毋需填寫

  
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The 2013 Manpower Survey of the Security Services Industry  
保安服務業二〇一三年人力調查

Explanatory Notes

附註

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

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

3. Time Reference of Data

調查參考日

All the data entered should refer to the position as at 30<sup>th</sup> June 2013 when completing the questionnaire.

請在填寫問卷時，以二〇一三年六月三十日作為調查參考日。

4. Column 'A' - Job Titles and Brief Job Descriptions of

Principal Jobs in the Security Services Industry (please see Annex)

(A) 欄 — 保安服務業主要職務名稱及工作說明(請參閱附件)

- (a) Please note that some of the job titles may not be the same as those used in your organisation, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.

表內部分職稱可能有別於 貴機構所採用者。不過，若員工職責與表內某職務的職責相近，請視作相同職務，並提供所需資料。

- (b) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.

請根據僱員的主要職務分類，勿以其兼任的其他職務分類。

5. Column 'B' - Total Monthly Income Range of Employees

(B) 欄 — 僱員每月總收入幅度

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

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

請填寫僱員平均每月收入幅度的編號。如從事同類工作的僱員多於一名，則請取其七月份的平均收入。（請參閱調查表(H)(i)欄的類別編號。）

<u>Monthly Income Range</u> 每月收入幅度	<u>Code</u> 編號
\$8,000 or below 或以下	1
\$8,001 - \$10,000	2
\$10,001 - \$12,500	3
\$12,501 - \$15,000	4
\$15,001 - \$20,000	5
\$20,001 - \$30,000	6
\$30,001 - \$40,000	7
\$40,001 - \$60,000	8
\$60,001 - \$80,000	9
\$80,001 - \$100,000	10
Above \$100,000 以上	11

6. Column 'C' - Number of Employees

(C) 欄 — 僱員人數

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

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

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

(D) 欄 — 調查期間空缺額

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

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

8. Column 'E' - Forecast of Number Employed 12 Months from Now  
(E) 欄 — 預計十二個月後僱員人數

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

「預計僱員人數」指 貴機構在十二個月後的僱員人數。如估計業務屆時可能擴展／收縮，此欄所填的數字應多於或少於 (C) 欄。

9. Column 'F' - Required Level of Education  
(F) 欄 — 僱員應有教育程度

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

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

請按類別編號，將 貴機構認為僱員應有的教育程度填入 (F) 欄內。

( 請參閱調查表(H)(ii)欄的類別編號。 )

Education Level 教育程度	Code 編號
University Degree or above 大學學位或以上	1
Higher Diploma/Associate Degree or equivalent 高級文憑／副學士 或同等學歷	2
Diploma/Higher Certificate/ Certificate or equivalent 文憑／高級證書／ 證書或同等學歷	3
Matriculation 預科	4
Diploma of Secondary Education 香港中學文憑	5
Secondary 5 or equivalent 中五或同等學歷	6
Secondary 1 - 4 中一至中四	7
Primary education or below 小學或以下	8

#### 10. Column 'G' - Preferred Years of Relevant Experience

(G) 欄 — 僱員宜有的相關年資

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

請按類別編號，將 貴機構認為各職務宜有的相關年資，填入 (G) 欄內。  
(請參閱調查表(H)(iii)欄的類別編號。)

<u>Preferred Years of Relevant Experience</u> 宜有的相關年資	<u>Code</u> 編號
Less than 1 year 少於 1 年	1
1 - 2 years 1 至 2 年	2
Over 2 years - 5 years 多於 2 年至 5 年	3
Over 5 years - 10 years 多於 5 年至 10 年	4
Over 10 years 多於 10 年	5

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

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

**Job Description for Principal Jobs  
in the Security Services Industry**

保安服務業  
主要職務工作說明

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

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>MANAGERIAL/ PROFESSIONAL LEVEL (Cont'd) 經理／專業人員級（續）</b>		
104	Security System Project Manager  保安系統項目經理	Plans, organises and manages security system projects. Co-ordinates with architects, engineers, surveyors, security managers and contractors on the installation and maintenance of security systems. Assists in estimation and control of the costing of the system. 策劃、組織及管理保安系統項目。就保安系統的安裝及保養事宜，與建築師、工程師、測量師、保安經理及承建商聯絡。協助預算及控制系統的成本。
105	Security System Design/ Installation/ Maintenance Engineer  保安系統設計／安裝／保養工程師	Designs and advises on security equipment and systems; plans and supervises their development, design, installation, operation, maintenance and repair. 設計保安設備及系統，並提供意見。策劃及督導有關的發展、設計、安裝、操作、保養及維修工作。
106	Security Training Manager  保安培訓經理	Assessment of training needs, preparing annual training plan, training course design, delivery of in-house training or organising outside training courses. 評估訓練需求、預備每年培訓計劃、設計培訓課程、提供內部培訓或安排外間培訓課程等。
107	Other Security Services Related Manager  其他保安相關服務業經理	Engages in the management duties relating to security services such as sales and security information service support etc. 參與和保安服務有關之管理工作，如銷售及保安資訊支援服務等。



Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>SUPERVISORY LEVEL 主任級</b>		
201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor  保安主任／ 運作主任／ 保安中心主任／ 技術監督	<p>Supervises a team of armed guards/ guards and arranges duty rosters and tele-protection schedule. Inspects the buildings in respect of security and maintenance of facilities/ equipment. Responsible for collection of cash/ valuables. Liaises with owners/ tenants/ clients to upkeep the quality of security services. Supervises and coordinates the works of technicians.</p> <p>監督武裝護衛員／護衛員隊伍，編排值勤表及報更表。視察樓宇的保安情況，檢查是否有設施／裝備需要維修。負責保管現金／貴重物品。與業主／住客／客戶聯絡，維持保安服務質素。監督及協調技術員工作。</p>
202	Technical Support Staff  技術輔助人員	<p>Performs work on CAD drafting. Maintains and controls the operation of the computerised security system unit. Upkeeps and improves existing computer systems, applications and services to meet requirements of the organisation.</p> <p>執行繪圖工作。維持及控制電腦保安系統部門的操作。保持及改良現有的電腦系統，應用及服務，以符合機構的需要。</p>
203	Security Training Officer  保安培訓主任	<p>Conducts training and assists the Security Training Manager in performing training related functions.</p> <p>提供培訓及協助保安培訓經理執行與訓練相關的工作。</p>
204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	<p>Performs security protection and escorting duties to important persons.</p> <p>執行要員保護及護送工作。</p>

Code No. 編號	Job Title 職稱	Job Description 工作說明
<b>SUPERVISORY LEVEL (Cont'd) 主任級 (續)</b>		
205	Other Security Services Related Supervising Personnel  其他保安相關服務業督導 人士	Assists in the duties relating to security services such as special guarding service, duty control, sales and security information service support etc.  協助有關保安服務之工作，如特別護衛服 務、值勤主管、銷售及保安資訊支援服務等。
<b>SECURITY GUARD/ TECHNICIAN LEVEL 保安護衛員／技術員級</b>		
301	Security Guard (Less than 8)-Hour Shifts  保安護衛員／管理員 (每更工作少於 8 小時)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions.  執行商業或住宅類別處所保安護衛及物業管 理有關的工作。
302	Security Guard (8 to 11) – Hour Shifts  保安護衛員／管理員 (每更工作 8 – 11 小時)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions.  執行商業或住宅類別處所保安護衛及物業管 理有關的工作。
303	Security Guard 12-Hour Shifts  保安護衛員／管理員 (每更工作 12 小時)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions.  執行商業或住宅類別處所保安護衛及物業管 理有關的工作。
304	Armed Guard  武裝護衛員	Carries out guarding work and the performance of which requires carrying of arms and ammunitions; and in possession of valid arms license issued by the Hong Kong Police Force.  須攜帶槍械彈藥執行護衛工作，並持有由香 港警務處發出之有效槍械牌照。
305	Security System Design Technician  保安系統設計技術員	Under the supervision of an engineer, assists in the design of security systems and related requirement in buildings and premises.  在工程師督導下，設計樓宇內的保安系統及 有關設備。

Code No. 編號	Job Title 職稱	Job Description 工作說明
306	Security Device Installation, Maintenance and/ or Repairing Technician  保安裝置安裝、保養 及／或修理技術員	Under the supervision of an engineer, assists in the installation, servicing and repair of security systems and related requirement in buildings and premises.  在工程師督導下，安裝、維修及保養樓宇內 的保安系統及有關設備。
<b>SECURITY GUARD/ TECHNICIAN LEVEL (Cont'd) 保安護衛員／技術員級 (續)</b>		
307	Other Security Services Related Personnel with valid Security Personnel Permit  其他持有保安人員許可證 的保安相關服務業人士	Performs duties relating to security services functions such as supportive duties and customer services.  執行與保安服務相關之工作如支援職務及顧 客服務。

Analysis of Result of Enumeration  
調查反應分析

Results 結果	Branch 門類	Security Guarding Services 保安 護衛服務	Armoured Transportation Services 持槍 押運服務	Security Systems Installation/ Maintenance/ Repair/Design/ Others 保安系統安裝/ 保養/維修/ 設計/其他	Security Guarding/ Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/ Design/Others 保安護衛服務及 保安系統安裝/ 保養/維修/設計/其他	Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/ Design/Others 保安護衛服務、 持槍押運服務及 保安系統安裝/保養/維修/ 設計/其他	Owners Corporations 業主 立案法團	Supplementary Samples 增補樣本	Total 總數
Closed 關閉	-	-	1	-	-	-	-	-	-	1
Moved, address cannot be located/untraceable 搬遷，地址未明	1	-	-	-	-	-	-	4	-	5
Non-contact 無法取得聯絡	20	-	10	1	8	1	7	1	48	
Not engaged in specific trade 行業不詳	1	-	6	-	-	-	40	-	47	
No technical manpower 並無技術僱員	8	-	4	-	1	-	59	-	72	
Not yet start operation	2	-	-	-	-	-	-	-	-	2
Partially responded 部分作答	12	-	8	-	2	-	-	1	23	
Refusal 拒絕作答	17	-	5	2	3	1	-	2	30	
Registered office/ Corresponding address 登記辦事處/郵寄地址	2	1	2	-	-	-	-	-	5	
Responded 填覆數目	108	2	120	4	37	1	29	8	309	
Temporary ceased operations 暫停營業	1	-	1	-	-	-	-	-	2	
Vacant 空置	-	-	-	-	-	-	1	-	1	
<b>Total 總數</b>	<b>172</b>	<b>3</b>	<b>157</b>	<b>7</b>	<b>51</b>	<b>3</b>	<b>140</b>	<b>12</b>	<b>545</b>	

Number of Employees and Forecast by Branch by Principal Job

各門類不同主要職務僱員人數及預測人數

Branch : Security Guarding Services

門類 : 保安護衛服務

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理／專業人員級					
Senior Management Staff 高級管理人員	152	-	152	152	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	860	1	861	862	1
Security System Project Manager 保安系統項目經理	12	-	12	12	-
Security Training Manager 保安培訓經理	17	-	17	17	-
Other Security Services Related Manager 其他相關保安服務業經理	176	-	176	176	-
<b>Sub-total:</b> 小計	<b>1 217</b>	<b>1</b>	<b>1 218</b>	<b>1 219</b>	<b>1</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	7 772	45	7 817	7 864	47
Technical Support Staff 技術輔助人員	5	-	5	5	-
Security Training Officer 保安培訓主任	46	-	46	46	-
VIP Protection Officer/Private Body Guard	35	-	35	35	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	578	-	578	578	-
<b>Sub-total:</b> 小計	<b>8 436</b>	<b>45</b>	<b>8 481</b>	<b>8 528</b>	<b>47</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>					
保安護衛員/技術員級					
Security Guard (Less than 8-Hours Shifts) 保安護衛員	848	50	898	898	0
Security Guard (8 to 11-Hours Shifts) 保安護衛員	30 270	586	30 856	30 929	73
Security Guard (12-Hours Shifts) 保安護衛員	41 420	570	41 990	41 977	-13
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	15	-	15	15	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	1 420	50	1 470	1 511	41
<b>Sub-total:</b> 小計	<b>73 973</b>	<b>1 256</b>	<b>75 229</b>	<b>75 330</b>	<b>101</b>
<b>Total:</b> <b>總數</b> <b>(%)*</b>	<b>83 626</b>	<b>1 302</b>	<b>84 928</b>	<b>85 077</b>	<b>149</b> <b>(0.2%)</b>

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

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

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

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b> 經理／專業人員級					
Senior Management Staff 高級管理人員	3	-	3	3	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	1	-	1	1	-
Security Training Manager 保安培訓經理	1	-	1	1	-
<b>Sub-total:</b> 小計	<b>5</b>	<b>-</b>	<b>5</b>	<b>5</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	21	-	21	21	-
<b>Sub-total:</b> 小計	<b>21</b>	<b>-</b>	<b>21</b>	<b>21</b>	<b>-</b>
<b><u>SECURITY GUARD//TECHNICIAN LEVEL</u></b>					
保安護衛員／技術員級					
Security Guard (12-Hours Shifts) 保安護衛員	186	-	186	186	-
Armed Guard 武裝護衛員	242	-	242	242	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	17	-	17	17	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	326	-	326	326	-
<b>Sub-total:</b> 小計	<b>771</b>	<b>-</b>	<b>771</b>	<b>771</b>	<b>-</b>
<b>Total:</b> 總數	<b>797</b>	<b>-</b>	<b>797</b>	<b>797</b>	<b>-</b>



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

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

門類 : 保安系統安裝/保養/維修/設計/其他

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>					
經理/專業人員級					
Senior Management Staff 高級管理人員	76	-	76	80	4
Security Manger/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	1	-	1	1	-
Security Consultant 保安顧問	50	-	50	50	-
Security System Project Manager 保安系統項目經理	194	-	194	194	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	384	13	397	396	-1
Security Training Manager 保安培訓經理	1	-	1	1	-
Other Security Services Related Manager 其他相關保安服務業經理	56	-	56	56	-
<b>Sub-total:</b> 小計	<b>762</b>	<b>13</b>	<b>775</b>	<b>778</b>	<b>3</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	238	11	249	246	-3
Technical Support Staff 技術輔助人員	95	-	95	95	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	47	8	55	51	-4
<b>Sub-total:</b> 小計	<b>380</b>	<b>19</b>	<b>399</b>	<b>392</b>	<b>-7</b>
<b><u>SECURITY GUARD/ TECHNICIAN LEVEL</u></b>					
保安護衛員/技術員級					
Security System Design Technician 保安系統設計技術員	102	-	102	104	2
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	1 887	127	2 014	2 021	7
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	100	11	111	111	-
<b>Sub-total:</b> 小計	<b>2 089</b>	<b>138</b>	<b>2 227</b>	<b>2 236</b>	<b>9</b>
<b>Total:</b> <b>總數</b> <b>(%)*</b>	<b>3 231</b>	<b>170</b>	<b>3 401</b>	<b>3 406</b>	<b>5</b> <b>(0.1%)</b>
* As percentage of the total number of posts in the same branch 佔所屬門類職位總數的百分率					

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

*Branch : Security Guarding Services and Armoured Transportation Services*

門類：保安護衛服務及持槍押運服務

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>					
經理／專業人員級					
Senior Management Staff 高級管理人員	5	-	5	5	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	14	-	14	14	-
Other Security Services Related Manager 其他相關保安服務業經理	4	-	4	4	-
<b>Sub-total:</b> 小計	<b>23</b>	<b>-</b>	<b>23</b>	<b>23</b>	<b>-</b>
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	55	-	55	55	-
Security Training Officer 保安培訓主任	9	-	9	9	-
<b>Sub-total:</b> 小計	<b>64</b>	<b>-</b>	<b>64</b>	<b>64</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>					
保安護衛員／技術員級					
Security Guard (8 to 11-Hour Shifts) 保安護衛員	108	-	108	108	-
Security Guard (12-Hours Shifts) 保安護衛員	131	10	141	141	-
Armed Guard 武裝護衛員	342	-	342	342	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	93	-	93	93	-
<b>Sub-total:</b> 小計	<b>674</b>	<b>10</b>	<b>684</b>	<b>684</b>	<b>-</b>
<b>Total:</b> 總數	<b>761</b>	<b>10</b>	<b>771</b>	<b>771</b>	<b>-</b>

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

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

*門類 : 保安護衛服務及保安系統安裝/保養/維修/設計/其他*

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>					
經理/專業人員級					
Senior Management Staff 高級管理人員	57	-	57	57	-
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	136	-	136	136	-
Security Consultant 保安顧問	33	-	33	33	-
Security System Project Manager 保安系統項目經理	31	-	31	31	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	140	1	141	141	-
Security Training Manager 保安培訓經理	4	-	4	4	-
Other Security Services Related Manager 其他相關保安服務業經理	19	-	19	19	-
<b>Sub-total:</b> 小計	<b>420</b>	<b>1</b>	<b>421</b>	<b>421</b>	<b>-</b>
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	1 348	17	1 365	1 367	2

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
Technical Support Staff 技術輔助人員	57	-	57	57	-
Security Training Officer 保安培訓主任	4	-	4	4	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	21	1	22	22	-
<b>Sub-total:</b> 小計	<b>1 430</b>	<b>18</b>	<b>1 448</b>	<b>1 450</b>	<b>2</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b> 保安護衛員／技術員級					
Security Guard (Less than 8-Hours Shifts) 保安護衛員	141	5	146	146	-
Security Guard (8 to 11-Hours Shifts) 保安護衛員	3 445	66	3 511	3 513	2
Security Guard (12-Hours Shifts) 保安護衛員	6 909	371	7 280	7 283	3
Security System Design Technician 保安系統設計技術員	75	-	75	75	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	647	1	648	648	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	102	4	106	106	-
<b>Sub-total:</b> 小計	<b>11 319</b>	<b>447</b>	<b>11 766</b>	<b>11 771</b>	<b>5</b>
<b>Total:</b> <b>總數</b> <b>(%)*</b>	<b>13 169</b>	<b>466</b>	<b>13 635</b>	<b>13 642</b>	<b>7</b> <b>(0.05%)</b>

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

Number of Employees and Forecast by Branch by Principal Job

各門類不同主要職務僱員人數及預測人數

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

*門類 : 保安護衛服務、持槍押運服務及保安系統安裝/保養/維修/設計/其他*

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>					
經理/專業人員級					
Senior Management Staff 高級管理人員	10	-	10	10	-
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	13	-	13	13	-
Security System Project Manager 保安系統項目經理	3	-	3	3	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	1	-	1	1	-
<b>Sub-total:</b> 小計	<b>27</b>	<b>-</b>	<b>27</b>	<b>27</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	261	-	261	261	-
Technical Support Staff 技術輔助人員	4	-	4	4	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	9	-	9	9	-
<b>Sub-total:</b> 小計	<b>274</b>	<b>-</b>	<b>274</b>	<b>274</b>	<b>-</b>
<b><u>SECURITY GUARD/TECHNICAL LEVEL</u></b>					
保安護衛員／技術員級					
Security Guard (Less than 8-Hours Shifts) 保安護衛員	253	-	253	253	-
Security Guard (8 to 11-Hours Shifts) 保安護衛員	1 281	-	1 281	1 281	-
Security Guard (12-Hours Shifts) 保安護衛員	30	-	30	30	-
Armed Guard 武裝護衛員	216	-	216	216	-
Security System Design Technician 保安系統設計技術員	26	-	26	26	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	34	-	34	34	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	354	-	354	345	-
<b>Sub-total:</b> 小計	<b>2 194</b>	<b>-</b>	<b>2 194</b>	<b>2 194</b>	<b>-</b>
<b>Total:</b> 總數	<b>2 495</b>	<b>-</b>	<b>2 495</b>	<b>2 495</b>	<b>-</b>



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

*Branch : Owners Corporations*

門類：業主立案法團

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	420	-	420	420	-
<b>Sub-total:</b> 小計	<b>420</b>	<b>-</b>	<b>420</b>	<b>420</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>					
保安護衛員／技術員級					
Security Guard (Less than 8-Hours Shifts) 保安護衛員	70	-	70	70	-
Security Guard (8 to 11-Hours Shifts) 保安護衛員	3 430	-	3 430	3 430	-
Security Guard (12-Hours Shifts) 保安護衛員	1 680	-	1 680	1 680	-
<b>Sub-total:</b> 小計	<b>5 180</b>	<b>-</b>	<b>5 180</b>	<b>5 180</b>	<b>-</b>
<b>Total:</b> 總數	<b>5 600</b>	<b>-</b>	<b>5 600</b>	<b>5 600</b>	<b>-</b>

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

*Branch : Supplementary Samples*

門類：增補樣本

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>					
經理／專業人員級					
Senior Management Staff 高級管理人員	4	-	4	4	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	18	-	18	18	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	1	1	-
Other Security Services Related Manager 其他相關保安服務業經理	7	-	7	7	-
<b>Sub-total:</b> 小計	<b>30</b>	<b>-</b>	<b>30</b>	<b>30</b>	<b>-</b>
<b><u>SUPERVISORY LEVEL</u></b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	130	2	132	131	-1
Technical Support Staff 技術輔助人員	6	-	6	6	-
Security Training Officer 保安培訓主任	2	-	2	2	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	4	-	4	4	-
<b>Sub-total:</b> 小計	<b>142</b>	<b>2</b>	<b>144</b>	<b>143</b>	<b>-1</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2013</u> 2013年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<b><u>SECURITY GUARD /TECHNICIAN LEVEL</u></b>					
保安護衛員／技術員級					
Security Guard (on 3-shift system) 保安護衛員	573	27	600	595	-5
Armed Guard 武裝護衛員	2	-	2	2	-
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	11	-	11	11	-
<b>Sub-total:</b> 小計	<b>586</b>	<b>27</b>	<b>613</b>	<b>608</b>	<b>-5</b>
<b>Total:</b> 總數 (%)*	<b>758</b>	<b>29</b>	<b>787</b>	<b>781</b>	<b>-6</b> <b>(-0.8%)</b>
<b>Grand Total:</b> 總計 (%)**	<b>110 437</b>	<b>1 977</b>	<b>112 414</b>	<b>112 569</b>	<b>155</b> <b>(0.1%)</b>

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

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

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

*Branch : Security Guarding Services*

門類：保安護衛服務

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	<b>Total</b> <b>總數</b>
Manager 經理	0	0	0	0	1	0	4	19	<b>24</b>
Supervisor 主任	8	3	0	0	12	0	15	41	<b>79</b>
Guard/Technician 保安護衛員/技術員	61	54	25	0	88	7	24	51	<b>310</b>
<b>Total</b> <b>總數</b>	<b>69</b>	<b>51</b>	<b>25</b>	<b>0</b>	<b>101</b>	<b>7</b>	<b>43</b>	<b>111</b>	<b>413</b>

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

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

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

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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	Total 總數
Manager 經理	0	0	0	0	0	0	0	10	10
Supervisor 主任	3	4	0	0	4	0	0	9	20
Guard/Technician 保安護衛員／技術員	33	7	3	0	22	0	44	27	136
<b>Total 總數</b>	<b>36</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>44</b>	<b>46</b>	<b>166</b>

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

*Branch : Security Guarding Service and Armoured Transportation Services*

門類：保安護衛服務及持槍押運服務

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	Total 總數
Manager 經理	0	0	0	0	0	0	0	1	1
Supervisor 主任	0	0	0	0	0	0	0	1	1
Guard/Technician 保安護衛員／技術員	0	0	0	0	0	0	0	3	3
<b>Total 總數</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>



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

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	Total 總數
Manager 經理	3	0	1	0	3	0	0	0	7
Supervisor 主任	7	1	1	0	6	0	3	1	19
Guard/Technician 保安護衛員／技術員	16	12	5	0	10	7	7	2	59
<b>Total 總數</b>	<b>26</b>	<b>13</b>	<b>7</b>	<b>0</b>	<b>19</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>85</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	<b>Total</b> <b>總數</b>
Manager 經理	0	0	0	0	0	0	0	1	<b>1</b>
Supervisor 主任	0	0	0	0	0	0	0	1	<b>1</b>
Guard/Technician 保安護衛員／技術員	1	0	0	0	0	0	1	1	<b>3</b>
<b>Total</b> <b>總數</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>5</b>

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

*Branch : Owners Corporations*

門類：業主立案法團

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	<b>Total</b> <b>總數</b>
Manager 經理	0	0	0	0	0	0	0	0	<b>0</b>
Supervisor 主任	0	0	0	0	0	0	0	0	<b>0</b>
Guard/Technician 保安護衛員／技術員	0	70	0	0	70	0	0	0	<b>140</b>
<b>Total</b> <b>總數</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140</b>

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

*Branch : Supplementary Samples*

門類：增補樣本

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	<b>Total</b> 總數
Manager 經理	0	0	0	0	0	0	0	2	<b>2</b>
Supervisor 主任	0	0	0	0	0	0	0	2	<b>2</b>
Guard/Technician 保安護衛員／技術員	3	1	0	0	1	0	3	2	<b>10</b>
<b>Total</b> 總數	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>14</b>

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

過去 12 個月各門類不同技能等級入職人數

Branch 門類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Security Guarding Services 保安護衛服務		23	114	-	9 472	<b>9 609</b>
Armoured Transportation Services 持槍押運服務		-	2	2	79	<b>83</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others 保安系統安裝／保養／ 維修／設計／其他		24	5	204	-	<b>233</b>
Security Guarding Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務		-	-	-	27	<b>27</b>
Security Guarding Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務及 保安系統安裝／保養／ 維修／設計／其他		13	602	86	3 410	<b>4 111</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務、 持槍押運服務及 保安系統安裝／保養／ 維修／設計／其他		-	1	1	42	<b>44</b>
Owners Corporation 業主立案法團		-	70	-	1 470	<b>1540</b>
Supplementary Samples 增補樣本		2	14	2	107	<b>125</b>
<b>Total:</b> 總數		<b>62</b>	<b>808</b>	<b>295</b>	<b>14 607</b>	<b>15 772</b>

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

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

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>										
經理／專業人員級										
183 Senior Management Staff 高級管理人員	92	17	31	-	7	-	-	-	5	152
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	547	89	172	21	7	16	-	-	8	860
Security System Project Manager 保安系統項目經理	12	-	-	-	-	-	-	-	-	12
Security Training Manager 保安培訓經理	13	4	-	-	-	-	-	-	-	17
Other Security Services Related Manager 其他相關保安服務業經理	140	4	32	-	-	-	-	-	-	176
<b>Sub-total:</b> 小計	<b>804</b>	<b>114</b>	<b>235</b>	<b>21</b>	<b>14</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>13</b>	<b>1 217</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	1 294	148	57	4 315	1 027	600	331	<b>7 772</b>
Technical Support Staff 技術輔助人員	-	-	5	-	-	-	-	-	-	<b>5</b>
Security Training Officer 保安培訓主任	3	2	28	-	-	12	-	-	1	<b>46</b>
VIP Protection Officer/Private Body Guard	-	-	-	-	35	-	-	-	-	<b>35</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	342	16	30	180	-	-	10	<b>578</b>
<b>Sub-total:</b> 小計	<b>3</b>	<b>2</b>	<b>1 669</b>	<b>164</b>	<b>122</b>	<b>4 507</b>	<b>1 027</b>	<b>600</b>	<b>342</b>	<b>8 436</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑/副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑/高級證書/證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員/技術員級										
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	-	-	-	-	90	758	-	-	<b>848</b>
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	260	8 655	19 239	1 519	597	<b>30 270</b>
Security Guard (12-Hours Shifts) 保安護衛員	-	-	-	-	597	10 501	22 265	6 196	1 861	<b>41 420</b>
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	15	-	-	-	-	-	-	<b>15</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	127	20	-	868	390	-	15	<b>1 420</b>
<b>Sub-total:</b> 小計	-	-	<b>142</b>	<b>20</b>	<b>857</b>	<b>20 114</b>	<b>42 652</b>	<b>7 715</b>	<b>2 473</b>	<b>73 973</b>
<b>Total:</b> 總數	<b>807</b>	<b>116</b>	<b>2 046</b>	<b>205</b>	<b>993</b>	<b>24 637</b>	<b>43 679</b>	<b>8 315</b>	<b>2 828</b>	<b>83 626</b>
(%)*	(1.0)	(0.1)	(2.4)	(0.2)	(1.2)	(29.5)	(52.2)	(9.9)	(3.4)	(100)

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



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

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

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>										
經理／專業人員級										
Senior Management Staff 高級管理人員	3	-	-	-	-	-	-	-	-	3
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	1	-	-	-	-	-	-	1
Security Training Manager 保安培訓經理	-	-	1	-	-	-	-	-	-	1
<b>Sub-total:</b> 小計	<b>3</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5</b>
<b><u>SUPERVISORY LEVEL</u></b>										
主任級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	21	-	-	-	-	-	-	21
<b>Sub-total:</b> 小計	<b>-</b>	<b>-</b>	<b>21</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑/副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑/高級證書/證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員/技術員級										
Security Guard (on 2-shift system) 保安護衛員	-	-	-	-	-	186	-	-	-	<b>186</b>
Armed Guard 武裝護衛員	-	-	-	-	-	242	-	-	-	<b>242</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	17	-	-	-	-	<b>17</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	326	-	-	-	<b>326</b>
<b>Sub-total:</b> 小計	-	-	-	-	<b>17</b>	<b>754</b>	-	-	-	<b>771</b>
<b>Total:</b> 總數	<b>3</b>	-	<b>23</b>	-	<b>17</b>	<b>754</b>	-	-	-	<b>797</b>
(%)*	(0.4)	-	(2.9)	-	(0.2)	(94.6)	-	-	-	(100)

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

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

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

Job Level 技能等級	University Degree or above 大學學位 或以上	HD/Associate Degree or equivalent 高級文憑／副 學士學位或同 等學歷	Diploma/H Cert/Cert or equivalent 文憑／高級證 書／證書或 同等學歷	Matriculation 大學預科	Diploma of Secondary Education 香港中學 文憑	Secondary 5 or equivalent 中五或同等 學歷	Secondary 1 to 4 中一至中 四	Primary Education or below 小學 或以下	Unspecified 未具體說明	Total 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>										
經理／專業人員級										
Senior Management Staff 高級管理人員	57	11	7	-	-	-	-	-	1	76
Security Manager Operations Manger/Security Centre Controller 保安經理／運作經理／保安中心主管	1	-	-	-	-	-	-	-	-	1
Security Consultant 保安顧問	47	3	-	-	-	-	-	-	-	50
Security System Project Manager 保安系統項目經理	153	10	31	-	-	-	-	-	18	194
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	235	38	93	-	-	-	-	-	-	384
Security Training Manager 保安培訓經理	-	1	-	-	-	-	-	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	11	33	12	-	-	-	-	-	-	56
<b>Sub-total: 小計</b>	<b>504</b>	<b>96</b>	<b>143</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19</b>	<b>762</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑/副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑/高級證書/證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	10	-	127	5	3	73	-	-	20	238
Technical Support Staff 技術輔助人員	6	9	51	-	4	25	-	-	-	95
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	3	-	21	9	8	6	-	-	-	47
<b>Sub-total:</b> 小計	<b>19</b>	<b>9</b>	<b>199</b>	<b>14</b>	<b>15</b>	<b>104</b>	<b>-</b>	<b>-</b>	<b>20</b>	<b>380</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員/技術員級										
Security System Design Technician 保安系統設計技術員	-	7	66	-	4	25	-	-	-	102
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	28	464	36	196	1 051	25	-	87	1 887
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	24	4	10	2	24	36	-	-	100
<b>Sub-total:</b> 小計	<b>-</b>	<b>59</b>	<b>534</b>	<b>46</b>	<b>202</b>	<b>1 100</b>	<b>61</b>	<b>-</b>	<b>87</b>	<b>2 089</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b>Total:</b> 總數 (%)*	<b>523</b> (16.19)	<b>164</b> (5.08)	<b>876</b> (27.11)	<b>60</b> (1.86)	<b>217</b> (6.72)	<b>1 204</b> (37.26)	<b>61</b> (1.89)	- -	<b>126</b> (3.9)	<b>3 231</b> (100)

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

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

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>										
經理／專業人員級										
161 Senior Management Staff 高級管理人員	-	-	-	-	-	-	-	-	5	5
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	3	-	-	2	-	-	-	-	9	14
Other Security Services Related Manager 其他相關保安服務業經理	4	-	-	-	-	-	-	-	-	4
<b>Sub-total:</b> 小計	<b>7</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14</b>	<b>23</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑/副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑/高級證書/證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任/技術員級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	24	-	-	3	-	-	28	<b>55</b>
Security Training Officer 保安培訓主任	-	-	-	-	-	2	-	-	7	<b>9</b>
<b>Sub-total:</b> 小計	-	-	<b>24</b>	-	-	<b>5</b>	-	-	<b>35</b>	<b>64</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員級										
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	-	-	-	-	108	<b>108</b>
Security Guard (12-Hours Shifts) 保安護衛員	-	-	-	-	-	125	-	-	6	<b>131</b>
Armed Guard 武裝護衛員	-	-	-	-	-	277	-	-	65	<b>342</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	93	-	-	-	<b>93</b>
<b>Sub-total:</b> 小計	-	-	-	-	-	<b>495</b>	-	-	<b>179</b>	<b>674</b>
<b>Total:</b> 總數	<b>7</b>	-	<b>24</b>	<b>2</b>	-	<b>500</b>	-	-	<b>228</b>	<b>761</b>
(%)*	(0.9)	-	(3.2)	(0.26)	-	(65.7)	-	-	(30.0)	(100)

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

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

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

Job Level 技能等級	University Degree or above 大學學位 或以上	HD/Associate Degree or equivalent 高級文憑／副 學士學位或同 等學歷	Diploma/H Cert/Cert or equivalent 文憑／高級證 書／證書或 同等學歷	Matriculation 大學預科	Diploma of Secondary Education 香港中學 文憑	Secondary 5 or equivalent 中五或同等 學歷	Secondary 1 to 4 中一至中 四	Primary Education or below 小學 或以下	Unspecified 未具體說明	Total 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>										
經理／專業人員級										
193 Senior Management Staff 高級管理人員	24	23	10	-	-	-	-	-	-	57
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	45	37	51	-	-	3	-	-	-	136
Security Consultant 保安顧問	33	-	-	-	-	-	-	-	-	33
Security System Project Manager 保安系統項目經理	29	-	2	-	-	-	-	-	-	31
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	79	59	2	-	-	-	-	-	-	140
Security Training Manager 保安培訓經理	-	4	-	-	-	-	-	-	-	4
Other Security Services Related Manager 其他相關保安服務業經理	10	1	8	-	-	-	-	-	-	19
<b>Sub-total: 小計</b>	<b>220</b>	<b>124</b>	<b>73</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>420</b>



<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	39	2	134	23	147	815	188	-	-	<b>1 348</b>
Technical Support Staff 技術輔助人員	-	43	11	2	-	1	-	-	-	<b>57</b>
Security Training Officer 保安培訓主任	-	-	4	-	-	-	-	-	-	<b>4</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	14	-	2	5	-	-	-	<b>21</b>
<b>Sub-total:</b> 小計	<b>39</b>	<b>45</b>	<b>163</b>	<b>25</b>	<b>149</b>	<b>821</b>	<b>188</b>	<b>-</b>	<b>-</b>	<b>1 430</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑/副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑/高級證書/證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員/技術員級										
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	-	-	-	136	2	3	-	-	<b>141</b>
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	-	1 330	1 201	914	-	<b>3 445</b>
Security Guard (12-Hours Shifts) 保安護衛員	-	-	-	-	-	771	5 431	707	-	<b>6 909</b>
Security System Design Technician 保安系統設計技術員	-	-	29	-	1	45	-	-	-	<b>75</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	438	3	20	186	-	-	-	<b>647</b>
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	6	3	6	24	63	-	-	<b>102</b>
<b>Sub-total:</b> 小計	-	-	<b>473</b>	<b>6</b>	<b>163</b>	<b>2 358</b>	<b>6 698</b>	<b>1 621</b>	-	<b>11 319</b>
<b>Total:</b> 總數	<b>259</b>	<b>169</b>	<b>709</b>	<b>31</b>	<b>312</b>	<b>3 182</b>	<b>6 886</b>	<b>1 621</b>	-	<b>13 169</b>
(%)*	(2.0)	(1.3)	(5.4)	(0.2)	(2.4)	(24.2)	(52.3)	(12.3)	-	(100)

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

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

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

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>										
經理／專業人員級										
Senior Management Staff 高級管理人員	5	-	-	-	-	-	-	-	5	10
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	2	-	9	-	-	-	-	-	2	13
Security System Project Manager 保安系統項目經理	2	-	1	-	-	-	-	-	-	3
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	-	-	-	-	-	-	-	1
<b>Sub-total:</b> 小計	<b>10</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>27</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任／技術員級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	6	-	-	-	-	167	-	-	88	<b>261</b>
Technical Support Staff 技術輔助人員	2	-	-	-	-	2	-	-	-	<b>4</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	-	-	-	-	-	9	<b>9</b>
<b>Sub-total:</b> 小計	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>169</b>	<b>-</b>	<b>-</b>	<b>97</b>	<b>274</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員級										
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	-	-	-	-	253	-	-	-	253
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	-	1 281	-	-	-	1 281
Security Guard (12-Hours Shifts) 保安護衛員	-	-	-	-	-	26	-	-	4	30
Armed Guard 武裝護衛員	-	-	-	-	-	16	94	-	106	216
Security System Design Technician 保安系統設計技術員	-	-	-	-	-	-	-	-	26	26
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	-	-	-	-	-	8	-	26	34
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	-	-	-	354	354
<b>Sub-total:</b> 小計	-	-	-	-	-	<b>1 576</b>	<b>102</b>	-	<b>516</b>	<b>2 194</b>
<b>Total:</b> 總數	<b>18</b>	-	<b>10</b>	-	-	<b>1 745</b>	<b>102</b>	-	<b>620</b>	<b>2 495</b>
(%)*	(0.7)	-	(0.4)	-	-	(69.9)	(4.1)	-	(24.8)	(100)

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

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

Branch : Owners Corporations  
門類 : 業主立案法團

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>										
主任級										
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	-	70	-	280	70	-	-	420
<b>Sub-total:</b> 小計	-	-	-	70	-	280	70	-	-	420
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>										
保安護衛員／技術員級										
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	-	-	-	-	-	-	70	-	70
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	-	280	2 170	980	-	3 430
Security Guard (12-Hours Shifts) 保安護衛員	-	-	-	-	-	350	1 330	-	-	1 680
<b>Sub-total:</b>	-	-	-	-	-	630	3 500	1 050	-	5 180

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
小計										
<b>Total:</b> 總數	-	-	-	<b>70</b>	-	<b>910</b>	<b>3 570</b>	<b>1 050</b>	-	<b>5 600</b>
(%)*	-	-	-	<b>(1.3)</b>	-	<b>(16.3)</b>	<b>(63.8)</b>	<b>(18.8)</b>	-	<b>(100)</b>

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

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

Branch : Supplementary Samples  
門類：增補樣本

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>										
經理／專業人員級										
201 Senior Management Staff 高級管理人員	2	-	-	-	-	2	-	-	-	4
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	9	1	3	1	-	4	-	-	-	18
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	-	-	-	-	-	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	7	-	-	-	-	-	-	-	-	7
<b>Sub-total:</b> 小計	<b>19</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30</b>



<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
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#### SUPERVISORY LEVEL

主任／技術員級

Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	49	7	6	30	38	-	-	<b>130</b>
Technical Support Staff 技術輔助人員	6	-	-	-	-	-	-	-	-	<b>6</b>
Security Training Officer 保安培訓主任	-	-	2	-	-	-	-	-	-	<b>2</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	-	-	4	-	-	-	<b>4</b>
<b>Sub-total:</b> 小計	<b>6</b>	<b>-</b>	<b>51</b>	<b>7</b>	<b>6</b>	<b>34</b>	<b>38</b>	<b>-</b>	<b>-</b>	<b>142</b>

#### SECURITY GUARD/TECHNICIAN LEVEL

保安護衛員級

Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	23	401	149	-	-	<b>573</b>
Security Device installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	-	-	-	-	2	-	-	-	<b>2</b>
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	11	-	-	-	<b>11</b>

<u>Job Level</u> 技能等級	<u>University Degree or above</u> 大學學位或以上	<u>HD/Associate Degree or equivalent</u> 高級文憑／副學士學位或同等學歷	<u>Diploma/H Cert/Cert or equivalent</u> 文憑／高級證書／證書或同等學歷	<u>Matriculation</u> 大學預科	<u>Diploma of Secondary Education</u> 香港中學文憑	<u>Secondary 5 or equivalent</u> 中五或同等學歷	<u>Secondary 1 to 4</u> 中一至中四	<u>Primary Education or below</u> 小學或以下	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b>Sub-total:</b> 小計	-	-	-	-	23	414	149	-	-	586
<b>Total:</b> 總數 (%)*	25 (3.3)	1 (0.1)	54 (7.1)	8 (1.1)	29 (3.8)	454 (59.9)	187 (24.7)	-	-	758 (100)

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

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

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

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	-	66	81	5	<b>152</b>
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	26	707	119	8	<b>860</b>
Security System Project Manager 保安系統項目經理	-	-	-	12	-	-	<b>12</b>
Security Training Manager 保安培訓經理	-	-	-	16	1	-	<b>17</b>
Other Security Services Related Manager 其他相關保安服務業經理	-	-	2	166	8	-	<b>176</b>
<b>Sub-total:</b> 小計	-	-	<b>28</b>	<b>967</b>	<b>209</b>	<b>13</b>	<b>1 217</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years - 5 years</u> 2年以上至5年	<u>Over 5 years - 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	675	5935	831	-	331	7 772
Technical Support Staff 技術輔助人員	-	-	5	-	-	-	5
Security Training Officer 保安培訓主任	-	-	42	3	-	1	46
VIP Protection Officer/Private Body Guard	-	35	-	-	-	-	35
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	4	564	-	-	10	578
<b>Sub-total:</b> 小計	-	<b>714</b>	<b>6 546</b>	<b>834</b>	-	<b>342</b>	<b>8 436</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
保安護衛員／技術員級							
Security Guard (Less than 8-Hours Shifts) 保安護衛員	418	430	-	-	-	597	848
Security Guard (8 to 11-Hours Shifts) 保安護衛員	16 649	13 024	-	-	-	1 861	30 270
Security Guard (12-Hours Shifts) 保安護衛員	17 680	21 755	124	-	-	-	41 420
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	15	-	-	-	-	-	15
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	390	304	711	-	-	15	1 420
<b>Sub-total:</b> 小計	35 152	35 513	835	-	-	2 473	73 973
<b>Total:</b> 總數	<b>35 152</b>	<b>36 227</b>	<b>7 409</b>	<b>1 801</b>	<b>209</b>	<b>2 828</b>	<b>83 626</b>
(%)*	<b>(42.0)</b>	<b>(43.3)</b>	<b>(8.9)</b>	<b>(2.2)</b>	<b>(0.2)</b>	<b>(3.4)</b>	<b>(100)</b>

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

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

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

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years - 5 years</u> 2 年以上至 5 年	<u>Over 5 years - 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級							
Senior Management Staff 高級經理	-	-	-	-	3	-	<b>3</b>
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	1	-	-	<b>1</b>
Security Training Manager 保安培訓經理	-	-	-	1	-	-	<b>1</b>
<b>Sub-total:</b> 小計	-	-	-	<b>2</b>	<b>3</b>	-	<b>5</b>
<u>SUPERVISORY LEVEL</u> 主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	21	-	-	-	<b>21</b>
<b>Sub-total:</b> 小計	-	-	<b>21</b>	-	-	-	<b>21</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years - 5 years</u> 2年以上至5年	<u>Over 5 years - 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
保安護衛員／技術員級							
Security Guard (12-Hours Shifts) 保安護衛員	-	186	-	-	-	-	<b>186</b>
Armed Guard 武裝護衛員	-	242	-	-	-	-	<b>242</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	-	17	-	-	-	<b>17</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	326	-	-	-	-	<b>326</b>
<b>Sub-total:</b> 小計	-	<b>754</b>	<b>17</b>	-	-	-	<b>771</b>
<b>Total:</b> 總數	-	<b>754</b>	<b>38</b>	<b>2</b>	<b>3</b>	-	<b>797</b>
(%)*	-	<b>(94.6)</b>	<b>(4.8)</b>	<b>(0.25)</b>	<b>(0.38)</b>	-	<b>(100)</b>

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

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

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

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years - 5 years</u> 2 年以上至 5 年	<u>Over 5 years - 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>							
經理／專業人員級							
Senior Management Staff 高級經理	-	-	-	48	27	1	<b>76</b>
Security Manger/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	1	-	-	<b>1</b>
Security Consultant 保安顧問	-	-	-	50	-	-	<b>50</b>
Security System Project Manager 保安系統項目經理	-	-	7	169	18	-	<b>194</b>
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	36	312	18	18	<b>384</b>
Security Training Manager 保安培訓經理	-	-	-	1	-	-	<b>1</b>
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	56	-	-	<b>56</b>
<b>Sub-total:</b> 小計	-	-	<b>43</b>	<b>637</b>	<b>63</b>	<b>19</b>	<b>762</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任/技術監督	-	5	178	16	19	20	<b>238</b>
Technical Support Staff 技術輔助人員	-	25	60	10	-	-	<b>95</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	1	42	4	-	-	<b>47</b>
<b>Sub-total:</b> 小計	<b>-</b>	<b>31</b>	<b>280</b>	<b>30</b>	<b>19</b>	<b>20</b>	<b>380</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
保安護衛員／技術員級							
Security System Design Technician 保安系統設計技術員	27	37	38	-	-	-	<b>102</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	269	738	792	1	-	87	<b>1 887</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	60	31	9	-	-	-	<b>100</b>
<b>Sub-total:</b> 小計	<b>356</b>	<b>806</b>	<b>839</b>	<b>1</b>	<b>-</b>	<b>87</b>	<b>2 089</b>
<b>Total:</b> 總數	<b>356</b>	<b>837</b>	<b>1 162</b>	<b>668</b>	<b>82</b>	<b>126</b>	<b>3 231</b>
(%)*	<b>(11.0)</b>	<b>(25.9)</b>	<b>(36.0)</b>	<b>(20.7)</b>	<b>(2.5)</b>	<b>(3.9)</b>	<b>(100)</b>

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



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

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

<u>Job Level</u> 技能等級	<u>Less than</u> <u>1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years</u> <u>- 5 years</u> 2年以上至5年	<u>Over 5 years</u> <u>- 10 years</u> 5年以上至10年	<u>Over</u> <u>10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	-	-	-	5	5
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	5	-	9	14
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	4	-	-	4
<b>Sub-total:</b> 小計	-	-	-	9	-	14	23
<u>SUPERVISORY LEVEL</u> 主任／技術員級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	27	-	-	28	55
Security Training Officer 保安培訓主任	-	-	2	-	-	7	9
<b>Sub-total:</b> 小計	-	-	29	-	-	35	64

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years - 5 years</u> 2年以上至5年	<u>Over 5 years - 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
<b>保安護衛員級</b>							
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	-	-	-	-	108	<b>108</b>
Security Guard (12-Hours Shifts) 保安護衛員	-	125	-	-	-	6	<b>131</b>
Armed Guard 武裝護衛員	66	211	-	-	-	65	<b>342</b>
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	93	-	-	-	-	<b>93</b>
<b>Sub-total:</b> 小計	<b>66</b>	<b>429</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>179</b>	<b>674</b>
<b>Total:</b> 總數 (%)*	<b>66</b> (8.7)	<b>429</b> (56.4)	<b>29</b> (3.8)	<b>9</b> (1.2)	<b>-</b>	<b>228</b> (30.0)	<b>761</b> (100)

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

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

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

<u>Job Level</u> 技能等級	<u>Less than</u> <u>1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years</u> <u>- 5 years</u> 2 年以上至 5 年	<u>Over 5 years</u> <u>- 10 years</u> 5 年以上至 10 年	<u>Over</u> <u>10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>							
經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	1	13	43	-	<b>57</b>
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	1	33	93	9	-	<b>136</b>
Security Consultant 保安顧問	-	-	-	30	3	-	<b>33</b>
Security System Project Manager 保安系統項目經理	-	-	-	31	-	-	<b>31</b>
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	90	48	2	-	<b>140</b>
Security Training Manager 保安培訓經理	-	-	-	4	-	-	<b>4</b>
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	18	1	-	<b>19</b>
<b>Sub-total:</b> 小計	-	<b>1</b>	<b>124</b>	<b>237</b>	<b>58</b>	-	<b>420</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years – 5 years</u> 2年以上至5年	<u>Over 5 years – 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	76	1 272	-	-	-	<b>1 348</b>
Technical Support Staff 技術輔助人員	-	6	51	-	-	-	<b>57</b>
Security Training Officer 保安培訓主任	-	-	4	-	-	-	<b>4</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	3	18	-	-	-	<b>21</b>
<b>Sub-total:</b> 小計	-	<b>85</b>	<b>1 345</b>	-	-	-	<b>1 430</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
保安護衛員／技術員級							
Security Guard (Less than 8-Hours Shifts) 保安護衛員	5	136	-	-	-	-	<b>141</b>
Security Guard (8 to 11-Hours Shifts) 保安護衛員	3 159	286	-	-	-	-	<b>3 445</b>
Security Guard (12-Hours Shifts) 保安護衛員	3 739	3 166	4	-	-	-	<b>6 909</b>
Security System Design Technician 保安系統設計技術員	-	66	9	-	-	-	<b>75</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	24	493	130	-	-	-	<b>647</b>
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	63	27	12	-	-	-	<b>102</b>
<b>Sub-total:</b> 小計	<b>6 990</b>	<b>4 174</b>	<b>155</b>	-	-	-	<b>11 319</b>
<b>Total:</b> 總數	<b>6 990</b>	<b>4 260</b>	<b>1 624</b>	<b>237</b>	<b>58</b>	-	<b>13 169</b>
<b>(%)*</b>	<b>(53.1)</b>	<b>(32.4)</b>	<b>(12.3)</b>	<b>(1.8)</b>	<b>(0.4)</b>	-	<b>(100)</b>

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

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

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

<u>Job Level</u> 技能等級	<u>Less than</u> <u>1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years</u> <u>- 5 years</u> 2 年以上至 5 年	<u>Over 5 years</u> <u>- 10 years</u> 5 年以上至 10 年	<u>Over</u> <u>10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>MANAGERIAL/PROFESSIONAL LEVEL</u></b>							
經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	-	2	3	5	<b>10</b>
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	9	2	2	<b>13</b>
Security System Project Manager 保安系統項目經理	-	-	-	1	2	-	<b>3</b>
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	-	1	-	<b>1</b>
<b>Sub-total:</b> 小計	-	-	-	<b>12</b>	<b>8</b>	<b>7</b>	<b>27</b>
<b><u>SUPERVISORY LEVEL</u></b>							
主任／技術員級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	167	-	-	94	261
Technical Support Staff 技術輔助人員	-	-	2	-	-	2	4
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	-	-	9	9
<b>Sub-total:</b> 小計	-	-	<b>169</b>	-	-	<b>105</b>	<b>274</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years – 5 years</u> 2年以上至5年	<u>Over 5 years – 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
<b>保安護衛員級</b>							
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	253	-	-	-	-	<b>253</b>
Security Guard (8 to 11-Hours Shifts) 保安護衛員	-	1 281	-	-	-	-	<b>1 281</b>
Security Guard (12-Hours Shifts) 保安護衛員	-	26	-	-	-	4	<b>30</b>
Armed Guard 武裝護衛員	-	110	-	-	-	106	<b>216</b>
Security System Design Technician 保安系統設計技術員	-	-	-	-	-	26	<b>26</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	8	-	-	-	26	<b>34</b>
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	-	354	<b>354</b>
<b>Sub-total:</b> 小計	-	<b>1 678</b>	-	-	-	<b>516</b>	<b>2 194</b>
<b>Total:</b> 總數	-	<b>1 678</b>	<b>169</b>	<b>12</b>	<b>8</b>	<b>628</b>	<b>2 495</b>
<b>(%)*</b>	-	<b>(67.3)</b>	<b>(6.8)</b>	<b>(0.5)</b>	<b>(0.3)</b>	<b>(25.2)</b>	<b>(100)</b>

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

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

*Branch : Owners Corporations*  
門類：業主立案法團

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>SUPERVISORY LEVEL</u>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	350	-	70	-	<b>420</b>
<b>Sub-total:</b> 小計	-	-	<b>350</b>	-	<b>70</b>	-	<b>420</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>							
保安護衛員／技術員級							
Security Guard (Less than 8-Hours Shifts) 保安護衛員	-	70	-	-	-	-	<b>70</b>
保安護衛員(8 to 11-Hours Shifts) 保安護衛員	770	2 590	70	-	-	-	<b>3 430</b>
Security Guard (12-Hours Shifts) 保安護衛員	210	1 470	-	-	-	-	<b>1 680</b>
<b>Sub-total:</b> 小計	<b>980</b>	<b>4 130</b>	<b>70</b>	-	-	-	<b>5 180</b>

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1 年以下	<u>1-2 years</u> 1 至 2 年	<u>Over 2 years – 5 years</u> 2 年以上至 5 年	<u>Over 5 years – 10 years</u> 5 年以上至 10 年	<u>Over 10 years</u> 10 年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b>Total:</b> 總數	<b>980</b>	<b>4 130</b>	<b>420</b>	-	<b>70</b>	-	<b>5 600</b>
<b>(%)*</b>	<b>(17.5)</b>	<b>(73.8)</b>	<b>(7.5)</b>	-	<b>(1.3)</b>	-	<b>(100)</b>

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



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

*Branch : Supplementary Samples*  
門類：增補樣本

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years - 5 years</u> 2年以上至5年	<u>Over 5 years - 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	-	1	3	-	4
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	4	14	-	18
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	-	-	1	-	1
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	5	2	-	7
<b>Sub-total:</b> 小計	-	-	-	10	20	-	30

<u>Job Level</u> 技能等級	<u>Less than 1 Year</u> 1年以下	<u>1-2 years</u> 1至2年	<u>Over 2 years – 5 years</u> 2年以上至5年	<u>Over 5 years – 10 years</u> 5年以上至10年	<u>Over 10 years</u> 10年以上	<u>Unspecified</u> 未具體說明	<u>Total</u> 總數
<b><u>SUPERVISORY LEVEL</u></b>							
主任／技術員級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	76	54	-	-	<b>130</b>
Technical Support Staff 技術輔助人員	-	-	-	6	-	-	<b>6</b>
Security Training Officer 保安培訓主任	-	-	2	-	-	-	<b>2</b>
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	4	-	-	-	<b>4</b>
<b>Sub-total:</b> 小計	-	-	<b>82</b>	<b>60</b>	-	-	<b>142</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>							
保安護衛員級							
Security Guard (8 to 11-Hours Shifts) 保安護衛員	137	298	138	-	-	-	<b>573</b>
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	-	-	2	-	-	<b>2</b>
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	11	-	-	-	-	-	<b>11</b>
<b>Sub-total:</b> 小計	<b>148</b>	<b>298</b>	<b>138</b>	<b>2</b>	-	-	<b>586</b>
<b>Total:</b> 總數 (%)*	<b>148</b> (19.5)	<b>298</b> (39.3)	<b>220</b> (29.0)	<b>72</b> (9.5)	<b>20</b> (2.6)	-	<b>758</b> (100)

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

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

*Branch : Security Guarding Services*

門類：保安護衛服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		51	1	-	-	52
Certificate of Security Trainers Courses 保安業培訓導師證書		21	13	-	-	34
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		80	135	-	128	343
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		113	240	-	261	614
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		5	8	-	3	16
Technical Certificate 技術證書		-	-	5	-	5
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	3	-	-	3
Others/ Unspecified/ Refusal 其他/ 拒絕回答		18	32	-	27	77
<b>Total:</b> 總數		<b>288</b>	<b>432</b>	<b>5</b>	<b>419</b>	<b>1 144</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		1	-	-	-	1
Certificate of Security Trainers Courses 保安業培訓導師證書		1	-	-	-	1
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		-	1	-	1	2
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		1	1	-	1	3
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		-	-	-	-	-
Technical Certificate 技術證書		-	-	1	-	1
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>3</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>8</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

門類：保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		33	-	-	-	33
Certificate of Security Trainers Courses 保安業培訓導師證書		5	-	4	-	9
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		2	13	5	-	20
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		2	3	19	-	24
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		-	-	-	-	-
Technical Certificate 技術證書		151	78	338	-	567
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	11	-	11
Others/ Unspecified/ Refusal 其他/ 拒絕回答		10	12	14	-	36
<b>Total: 總數</b>		<b>203</b>	<b>106</b>	<b>391</b>	<b>-</b>	<b>700</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

*Branch : Security Guarding Services and Armoured Transportation Services*

門類：保安護衛服務及持槍押運服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		5	2	-	-	7
Certificate of Security Trainers Courses 保安業培訓導師證書		3	6	-	-	9
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		-	-	-	2	2
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		1	2	-	7	10
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		1	2	-	5	8
Technical Certificate 技術證書		-	-	-	-	-
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>10</b>	<b>12</b>	<b>-</b>	<b>14</b>	<b>36</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		14	5	-	-	19
Certificate of Security Trainers Courses 保安業培訓導師證書		5	4	-	-	9
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		7	9	1	13	30
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		17	20	2	26	65
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		1	2	-	-	3
Technical Certificate 技術證書		18	12	31	-	61
Certificate of Skills Upgrading Scheme 技能提升計劃證書		2	2	4	2	10
Others/ Unspecified/ Refusal 其他/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>64</b>	<b>54</b>	<b>38</b>	<b>41</b>	<b>197</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

*門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他*

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		1	1	-	-	2
Certificate of Security Trainers Courses 保安業培訓導師證書		1	1	-	-	2
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書		2	2	1	3	8
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		2	2	-	2	6
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		-	-	-	-	-
Technical Certificate 技術證書		-	1	3	-	4
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>6</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>22</b>



**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

*Branch : Owners Corporations*

門類：業主立案法團

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		-	-	-	-	-
Certificate of Security Trainers Courses 保安業培訓導師證書		-	-	-	-	-
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書		-	-	-	490	490
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		-	280	-	2 100	2 380
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格		-	-	-	-	-
Technical Certificate 技術證書		-	-	-	-	-
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		-	<b>280</b>	-	<b>2 590</b>	<b>2 870</b>

**Employers' Preferred Vocational Qualifications by Branch by Job Level**

僱主要求僱員宜有職業資格（各門類不同技能等級）

*Branch : Supplementary Samples*

門類：增補樣本

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		3	3	-	-	6
Certificate of Security Trainers Courses 保安業培訓導師證書		2	3	-	-	5
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書		3	3	-	6	12
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		5	5	-	7	17
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		-	1	-	-	1
Technical Certificate 技術證書		1	2	1	-	4
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答		3	3	-	3	9
<b>Total: 總數</b>		<b>17</b>	<b>20</b>	<b>1</b>	<b>16</b>	<b>54</b>

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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	9	-	14	23
<i>Scheme for Quality Assured In-house Training</i> 內部 <i>培訓質素控制計劃下的保安培訓課程</i>		1	4	-	6	11
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		-	3	-	-	3
<i>Training Courses Related to Security Systems</i> 保安 <i>系統相關課程</i>		1	8	-	6	15
<i>Professional Knowledge</i> <i>專業知識</i>		-	29	-	37	66
<i>Management and Supervision</i> <i>管理及督導</i>		2	12	-	-	14
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		3	3	-	-	6
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		1	6	-	6	13
<i>Language</i> 語言						
(i) English 英語		-	8	-	8	16
(ii) Putonghua 普通話		-	4	-	5	9
(iii) Cantonese 廣東話		-	8	-	8	16
(iv) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		3	36	-	31	70
(ii) First Aid 急救		5	25	-	26	56
(iii) Health & Safety 健康及安全		6	21	-	21	48
(iv) Customer Service 顧客服務		5	30	-	37	72
(v) Soft Skills 軟性技巧		3	18	-	20	41
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		3	3	-	3	9
(vii) Others 其他		-	-	-	1	1
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		16	32	-	29	77
<b>Total:</b> <b>總數</b>		<b>49</b>	<b>259</b>	<b>-</b>	<b>258</b>	<b>566</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	1	1
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	1	1

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部 培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安 系統相關課程						
		18	31	74	-	<b>123</b>
<i>Professional Knowledge</i> 專業知識						
		-	4	-	-	<b>4</b>
<i>Management and Supervision</i> 管理及督導						
		3	2	-	-	<b>5</b>
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		1	-	-	-	<b>1</b>
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		1	1	2	-	<b>4</b>
(iv) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		1	2	3	-	<b>6</b>
(ii) First Aid 急救		1	2	3	-	<b>6</b>
(iii) Health & Safety 健康及安全		6	5	9	-	<b>20</b>
(iv) Customer Service 顧客服務		12	1	21	-	<b>34</b>
(v) Soft Skills 軟性技巧		1	2	17	-	<b>20</b>
(vi) Related Skills Upgrading Scheme Course 相關技能提升課程		1	2	3	-	<b>6</b>
(vii) Others 其他		-	3	3	-	<b>6</b>
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		11	10	15	-	<b>36</b>
<b>Total:</b> 總數		<b>56</b>	<b>65</b>	<b>150</b>	-	<b>271</b>

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	5	5
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	2	-	-	2
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	2	2
<i>Management and Supervision</i> 管理及督導						
		2	2	-	-	4
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	4	4
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	2	2
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	2	2
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	2	2
(ii) First Aid 急救		-	-	-	4	4
(iii) Health & Safety 健康及安全		-	-	-	5	5
(iv) Customer Service 顧客服務		-	-	-	1	1
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		<b>2</b>	<b>4</b>	<b>-</b>	<b>27</b>	<b>33</b>

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	3	3
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		1	4	-	5	10
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	2	-	-	2
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		3	9	16	1	29
<i>Professional Knowledge</i> 專業知識						
		2	4	-	2	8
<i>Management and Supervision</i> 管理及督導						
		2	6	-	-	8
<i>Specialist Security Knowledge</i> 專業保安知識						
		2	3	-	1	6
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		2	2	-	2	6
(ii) Putonghua 普通話		3	3	-	3	9
(iii) Cantonese 廣東話		2	2	-	2	6
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	-	5	6
(ii) First Aid 急救		-	1	-	5	6
(iii) Health & Safety 健康及安全		2	7	8	4	21
(iv) Customer Service 顧客服務		1	2	-	4	7
(v) Soft Skills 軟性技巧		1	4	5	4	14
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	2	5	2	9
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>21</b>	<b>52</b>	<b>34</b>	<b>43</b>	<b>150</b>

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	1	2	1	4
<i>Professional Knowledge</i> 專業知識						
		1	1	-	1	3
<i>Management and Supervision</i> 管理及督導						
		2	2	2	1	7
<i>Specialist Security Knowledge</i> 專業保安知識						
		1	1	2	2	6
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		1	1	-	1	3
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		1	2	3	2	8
(ii) First Aid 急救		1	1	2	1	5
(iii) Health & Safety 健康及安全		1	2	3	2	8
(iv) Customer Service 顧客服務		-	1	1	2	4
(v) Soft Skills 軟性技巧		1	1	2	1	5
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		<b>9</b>	<b>13</b>	<b>17</b>	<b>14</b>	<b>53</b>



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

Branch : Owners Corporations  
 門類 : 業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部 培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安 系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language</i> 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills</i> 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	-	-

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

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	2	-	2	5
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		1	1	-	-	2
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	2	1	1	4
<i>Professional Knowledge</i> 專業知識						
		3	4	-	5	12
<i>Management and Supervision</i> 管理及督導						
		5	5	-	-	10
<i>Specialist Security Knowledge</i> 專業保安知識						
		2	4	-	2	8
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		1	2	-	1	4
<i>Language 語言</i>						
(i) English 英語		3	3	1	3	10
(ii) Putonghua 普通話		2	3	1	3	9
(iii) Cantonese 廣東話		2	2	1	2	7
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		3	4	-	5	12
(ii) First Aid 急救		2	3	-	3	8
(iii) Health & Safety 健康及安全		3	4	1	5	13
(iv) Customer Service 顧客服務		3	4	1	5	13
(v) Soft Skills 軟性技巧		3	4	-	4	11
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	1	-	1	3
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		3	3	-	3	9
<b>Total:</b> 總數		<b>38</b>	<b>51</b>	<b>6</b>	<b>45</b>	<b>140</b>

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

Branch : Security Guarding Services

門類 : 保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(ii) Courses under the Recognition Scheme 認可計劃下培訓課程		-	13	-	220	<b>233</b>
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		4	-	-	-	<b>4</b>
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		-	255	-	420	<b>675</b>
<i>Professional Knowledge</i> <i>專業知識</i>		-	389	-	570	<b>959</b>
<i>Management and Supervision</i> <i>管理及督導</i>		15	509	-	62	<b>586</b>
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		-	-	-	-	<b>-</b>
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		-	-	-	-	<b>-</b>
<i>Language 語言</i>						
(i) English 英語		-	-	-	129	<b>129</b>
(ii) Putonghua 普通話		-	10	-	60	<b>70</b>
(iii) Cantonese 廣東話		-	-	-	-	<b>-</b>
(iv) Others 其他		-	-	-	-	<b>-</b>
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		6	256	-	634	<b>896</b>
(ii) First Aid 急救		16	133	-	738	<b>887</b>
(iii) Health & Safety 健康及安全		-	238	-	304	<b>542</b>
(iv) Customer Service 顧客服務		6	134	-	570	<b>710</b>
(v) Soft Skills 軟性技巧		-	28	-	570	<b>598</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		6	6	-	300	<b>312</b>
(vii) Others 其他		-	-	-	-	<b>-</b>
<b>Total:</b> <b>總數</b>		<b>53</b>	<b>1 971</b>	<b>-</b>	<b>4 577</b>	<b>6 601</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	5	5
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	5	5

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

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

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>						
		16	46	179	-	<b>241</b>
<i>Professional Knowledge</i> <i>專業知識</i>						
		-	-	1	-	<b>1</b>
<i>Management and Supervision</i> <i>管理及督導</i>						
		3	4	-	-	<b>7</b>
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	1	-	<b>2</b>
(ii) First Aid 急救		-	2	1	-	<b>3</b>
(iii) Health & Safety 健康及安全		8	35	49	-	<b>92</b>
(iv) Customer Service 顧客服務		6	1	8	-	<b>15</b>
(v) Soft Skills 軟性技巧		-	4	10	-	<b>14</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	1	13	-	<b>14</b>
(vii) Others 其他		1	6	15	-	<b>22</b>
<b>Total:</b> <b>總數</b>		<b>34</b>	<b>100</b>	<b>277</b>	-	<b>411</b>

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

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	1	-	15	<b>16</b>
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		-	2	-	-	<b>2</b>
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		-	-	-	-	-
<i>Professional Knowledge</i> <i>專業知識</i>		-	-	-	-	-
<i>Management and Supervision</i> <i>管理及督導</i>		2	-	-	-	<b>2</b>
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		-	1	-	65	<b>66</b>
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	30	<b>30</b>
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	30	<b>30</b>
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	30	<b>30</b>
(iii) Health & Safety 健康及安全		-	-	-	30	<b>30</b>
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total 總數:</b>		<b>2</b>	<b>4</b>	-	<b>200</b>	<b>206</b>

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

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(ii) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	793	<b>793</b>
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>						
		-	1	-	-	<b>1</b>
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>						
		1	49	179	-	<b>229</b>
<i>Professional Knowledge</i> <i>專業知識</i>						
		4	27	2	70	<b>103</b>
<i>Management and Supervision</i> <i>管理及督導</i>						
		4	34	-	-	<b>38</b>
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>						
		9	24	-	-	<b>33</b>
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>						
		-	-	-	-	<b>-</b>
<i>Language 語言</i>						
(i) English 英語		13	26	-	780	<b>819</b>
(ii) Putonghua 普通話		12	28	-	930	<b>970</b>
(iii) Cantonese 廣東話		8	4	-	152	<b>164</b>
(iv) Others 其他		-	-	-	-	<b>-</b>
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		1	-	-	792	<b>793</b>
(ii) First Aid 急救		2	4	-	806	<b>812</b>
(iii) Health & Safety 健康及安全		-	23	-	70	<b>93</b>
(iv) Customer Service 顧客服務		5	5	-	850	<b>860</b>
(v) Soft Skills 軟性技巧		2	23	-	850	<b>875</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	40	100	780	<b>920</b>
(vii) Others 其他		-	-	-	-	<b>-</b>
<b>Total 總數:</b>		<b>62</b>	<b>288</b>	<b>281</b>	<b>6 873</b>	<b>7 503</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	170	8	1 002	<b>1 180</b>
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	170	8	1 002	<b>1 180</b>
(iv) Customer Service 顧客服務		-	170	8	1 002	<b>1 180</b>
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total 總數:</b>		-	<b>510</b>	<b>24</b>	<b>3 006</b>	<b>3 540</b>



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

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		3	15	-	12	30
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		1	4	-	-	5
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		1	18	2	69	90
<i>Professional Knowledge</i> <i>專業知識</i>		3	26	-	15	44
<i>Management and Supervision</i> <i>管理及督導</i>		4	18	-	-	22
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		3	13	-	-	16
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		1	7	-	29	37
(ii) Putonghua 普通話		1	5	-	30	36
(iii) Cantonese 廣東話		1	3	-	12	16
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		1	18	-	54	73
(ii) First Aid 急救		1	16	-	50	67
(iii) Health & Safety 健康及安全		3	28	2	61	94
(iv) Customer Service 顧客服務		1	6	-	46	53
(v) Soft Skills 軟性技巧		1	6	-	22	29
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	3	-	3	7
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> <b>總數</b>		<b>26</b>	<b>186</b>	<b>4</b>	<b>403</b>	<b>619</b>

Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level  
未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(iii) Courses under the Recognition Scheme 認可計劃下培訓課程		6	7	-	11	24
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程		1	1	-	2	4
<i>Security Trainer Training</i> 保安培訓導師訓練		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		-	2	5	-	7
<i>Professional Knowledge</i> 專業知識		9	17	-	25	51
<i>Management and Supervision</i> 管理及督導		20	22	-	6	48
<i>Specialist Security Knowledge</i> 專業保安知識		-	10	-	5	15
<i>Other Specialist Security Knowledge</i> 其他專業保安知識		-	-	-	1	1
<i>Language 語言</i>						
(i) English 英語		7	10	-	9	26
(ii) Putonghua 普通話		9	13	-	11	33
(iii) Cantonese 廣東話		7	7	-	15	29
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		11	25	-	19	55
(ii) First Aid 急救		7	18	-	11	36
(iii) Health & Safety 健康及安全		10	24	-	22	56
(iv) Customer Service 顧客服務		23	33	-	50	106
(v) Soft Skills 軟性技巧		12	15	-	22	49
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		21	43	-	40	104
<b>Total: 總數</b>		<b>143</b>	<b>247</b>	<b>5</b>	<b>249</b>	<b>644</b>

Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level  
 未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	1	1
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	1	1

**Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level**  
未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

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

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		38	34	115	-	<b>187</b>
<i>Professional Knowledge</i> 專業知識						
		7	1	-	-	<b>8</b>
<i>Management and Supervision</i> 管理及督導						
		22	2	-	-	<b>24</b>
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	14	-	<b>14</b>
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	1	-	<b>2</b>
(ii) First Aid 急救		1	2	1	-	<b>4</b>
(iii) Health & Safety 健康及安全		12	4	21	-	<b>37</b>
(iv) Customer Service 顧客服務		15	1	27	-	<b>43</b>
(v) Soft Skills 軟性技巧		7	2	16	-	<b>25</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	1	6	-	<b>7</b>
(vii) Others 其他		-	3	7	-	<b>10</b>
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		11	10	15	-	<b>36</b>
<b>Total: 總數</b>		<b>113</b>	<b>61</b>	<b>223</b>	-	<b>397</b>

Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level  
 未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	2	-	5	8
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	5	5
<i>Security Trainer Training</i> 保安培訓導師訓練						
		3	3	-	-	6
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	2	-	2	4
<i>Management and Supervision</i> 管理及督導						
		2	2	-	-	4
<i>Specialist Security Knowledge</i> 專業保安知識						
		1	2	-	5	8
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	2	2
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	2	2
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	2	2
(ii) First Aid 急救		-	-	-	4	4
(iii) Health & Safety 健康及安全		-	-	-	5	5
(iv) Customer Service 顧客服務		-	-	-	3	3
(v) Soft Skills 軟性技巧		-	-	-	2	2
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		<b>7</b>	<b>11</b>	<b>-</b>	<b>37</b>	<b>55</b>

**Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level**  
未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	1	-	3	5
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		1	3	-	3	7
<i>Security Trainer Training</i> 保安培訓導師訓練						
		1	2	-	-	3
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		6	9	14	2	31
<i>Professional Knowledge</i> 專業知識						
		5	6	2	4	17
<i>Management and Supervision</i> 管理及督導						
		6	9	2	1	18
<i>Specialist Security Knowledge</i> 專業保安知識						
		3	3	-	1	7
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		2	4	4	2	12
(ii) Putonghua 普通話		4	4	-	4	12
(iii) Cantonese 廣東話		-	-	-	2	2
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	5	5
(ii) First Aid 急救		2	4	6	6	18
(iii) Health & Safety 健康及安全		3	7	9	4	23
(iv) Customer Service 顧客服務		4	5	7	8	24
(v) Soft Skills 軟性技巧		4	7	6	5	22
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		2	2	4	3	11
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		1	2	-	2	5
<b>Total 總數:</b>		<b>45</b>	<b>68</b>	<b>54</b>	<b>55</b>	<b>222</b>

**Number of Training Places  
Provided in the Next 12 Months by Branch by Job Level**  
未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Scheme for Quality Assured In-house Training</i> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	1	1
<i>Management and Supervision</i> 管理及督導						
		1	1	-	1	3
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	2	2
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	1	1
(ii) First Aid 急救		-	-	-	1	1
(iii) Health & Safety 健康及安全		-	-	-	1	1
(iv) Customer Service 顧客服務		-	-	-	1	1
(v) Soft Skills 軟性技巧		-	-	-	1	1
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total 總數:</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>11</b>

Number of Training Places  
 Provided in the Next 12 Months by Branch by Job Level  
 未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<b>Security Guard Training Courses</b> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<b>Scheme for Quality Assured In-house Training</b> 內部培訓質素控制計劃下的保安培訓課程						
		-	-	-	-	-
<b>Security Trainer Training</b> 保安培訓導師訓練						
		-	-	-	-	-
<b>Training Courses Related to Security Systems</b> 保安系統相關課程						
		-	-	-	-	-
<b>Professional Knowledge</b> 專業知識						
		-	-	-	-	-
<b>Management and Supervision</b> 管理及督導						
		-	-	-	-	-
<b>Specialist Security Knowledge</b> 專業保安知識						
		-	-	-	-	-
<b>Other Specialist Security Knowledge</b> 其他專業保安知識						
		-	-	-	-	-
<b>Language 語言</b>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<b>Other Skills 其他技巧</b>						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	-	-



Number of Training Places  
 Provided in the Next 12 Months by Branch by Job Level  
 未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<b>Security Guard Training Courses</b> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		2	3	-	3	8
<b>Scheme for Quality Assured In-house Training</b> 內部培訓質素控制計劃下的保安培訓課程						
		-	1	-	2	3
<b>Security Trainer Training</b> 保安培訓導師訓練						
		-	1	-	-	1
<b>Training Courses Related to Security Systems</b> 保安系統相關課程						
		2	3	1	-	6
<b>Professional Knowledge</b> 專業知識						
		4	5	-	4	13
<b>Management and Supervision</b> 管理及督導						
		4	5	-	-	9
<b>Specialist Security Knowledge</b> 專業保安知識						
		-	2	1	-	3
<b>Other Specialist Security Knowledge</b> 其他專業保安知識						
		-	1	-	1	2
<b>Language 語言</b>						
(i) English 英語		2	4	-	3	9
(ii) Putonghua 普通話		2	4	-	4	10
(iii) Cantonese 廣東話		1	1	-	1	3
(iv) Others 其他		-	-	-	-	-
<b>Other Skills 其他技巧</b>						
(i) Fire Prevention 防火		3	5	-	5	13
(ii) First Aid 急救		2	4	-	4	10
(iii) Health & Safety 健康及安全		2	4	1	5	12
(iv) Customer Service 顧客服務		2	4	-	5	11
(v) Soft Skills 軟性技巧		2	5	-	6	13
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	2	1	3	7
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		3	3	-	3	9
<b>Total:</b> 總數		<b>32</b>	<b>57</b>	<b>4</b>	<b>49</b>	<b>142</b>

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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(iv) Courses under the Recognition Scheme 認可計劃下培訓課程		6	10	-	221	237
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		-	240	5	-	245
<i>Professional Knowledge</i> <i>專業知識</i>		-	410	-	291	701
<i>Management and Supervision</i> <i>管理及督導</i>		21	442	-	60	523
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	85	85
(ii) Putonghua 普通話		6	33	-	155	194
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		6	36	-	160	202
(ii) First Aid 急救		16	105	-	230	351
(iii) Health & Safety 健康及安全		-	80	-	391	471
(iv) Customer Service 顧客服務		10	204	-	640	854
(v) Soft Skills 軟性技巧		-	10	-	291	301
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		15	15	-	300	330
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> <b>總數</b>		<b>80</b>	<b>1 585</b>	<b>5</b>	<b>2 824</b>	<b>4 494</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程						
		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		-	-	-	-	-
<i>Professional Knowledge</i> 專業知識						
		-	-	-	-	-
<i>Management and Supervision</i> 管理及督導						
		-	-	-	-	-
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	4	4
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語						
		-	-	-	-	-
(ii) Putonghua 普通話						
		-	-	-	-	-
(iii) Cantonese 廣東話						
		-	-	-	-	-
(iv) Others 其他						
		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火						
		-	-	-	-	-
(ii) First Aid 急救						
		-	-	-	-	-
(iii) Health & Safety 健康及安全						
		-	-	-	-	-
(iv) Customer Service 顧客服務						
		-	-	-	-	-
(v) Soft Skills 軟性技巧						
		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程						
		-	-	-	-	-
(vii) Others 其他						
		-	-	-	-	-
<b>Total:</b> 總數		-	-	-	4	4

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

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

門類 : 保安系統安裝/保養/維修/設計/其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		20	45	165	-	<b>230</b>
<i>Professional Knowledge</i> 專業知識						
		6	-	3	-	<b>9</b>
<i>Management and Supervision</i> 管理及督導						
		6	1	-	-	<b>7</b>
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	-	-	-	-
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	1	2	-	<b>3</b>
(ii) First Aid 急救		2	3	2	-	<b>7</b>
(iii) Health & Safety 健康及安全		8	34	36	-	<b>78</b>
(iv) Customer Service 顧客服務		8	5	3	-	<b>16</b>
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	1	5	-	<b>6</b>
(vii) Others 其他		-	6	19	-	<b>25</b>
<b>Total:</b> 總數		<b>50</b>	<b>96</b>	<b>235</b>	-	<b>381</b>

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

Branch: Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> <i>保安護衛員培訓課程</i>						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	20	<b>20</b>
<i>Security Trainer Training</i> <i>保安培訓導師訓練</i>		4	4	-	-	<b>8</b>
<i>Training Courses Related to Security Systems</i> <i>保安系統相關課程</i>		-	-	-	-	-
<i>Professional Knowledge</i> <i>專業知識</i>		-	10	-	20	<b>30</b>
<i>Management and Supervision</i> <i>管理及督導</i>		2	10	-	-	<b>12</b>
<i>Specialist Security Knowledge</i> <i>專業保安知識</i>		-	-	-	45	<b>45</b>
<i>Other Specialist Security Knowledge</i> <i>其他專業保安知識</i>		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	-	60	<b>60</b>
(ii) First Aid 急救		-	-	-	20	<b>20</b>
(iii) Health & Safety 健康及安全		-	-	-	20	<b>20</b>
(iv) Customer Service 顧客服務		-	-	-	60	<b>60</b>
(v) Soft Skills 軟性技巧		-	-	-	20	<b>20</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> <b>總數</b>		<b>6</b>	<b>24</b>	<b>-</b>	<b>265</b>	<b>295</b>

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(ii) Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	416	<b>416</b>
<i>Security Trainer Training</i> 保安培訓導師訓練		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程		72	74	188	10	<b>294</b>
<i>Professional Knowledge</i> 專業知識		4	26	7	70	<b>107</b>
<i>Management and Supervision</i> 管理及督導		25	87	-	-	<b>112</b>
<i>Specialist Security Knowledge</i> 專業保安知識		9	21	-	10	<b>40</b>
<i>Other Specialist Security Knowledge</i> 其他專業保安知識		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		26	80	174	400	<b>680</b>
(ii) Putonghua 普通話		8	23	-	460	<b>491</b>
(iii) Cantonese 廣東話		-	-	-	160	<b>160</b>
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		-	-	11	430	<b>441</b>
(ii) First Aid 急救		21	74	185	412	<b>692</b>
(iii) Health & Safety 健康及安全		20	84	183	70	<b>357</b>
(iv) Customer Service 顧客服務		22	64	183	470	<b>739</b>
(v) Soft Skills 軟性技巧		22	84	183	473	<b>762</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		20	60	183	423	<b>686</b>
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		<b>199</b>	<b>678</b>	<b>1 297</b>	<b>3 804</b>	<b>5 978</b>

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

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
<i>Security Guard Training Courses</i> 保安護衛員培訓課程						
(i) Courses under the Recognition Scheme 認可計劃下培訓課程		1	6	-	16	23
<i>Security Trainer Training</i> 保安培訓導師訓練						
		-	-	-	-	-
<i>Training Courses Related to Security Systems</i> 保安系統相關課程						
		1	1	1	-	3
<i>Professional Knowledge</i> 專業知識						
		2	9	-	24	35
<i>Management and Supervision</i> 管理及督導						
		2	12	-	-	14
<i>Specialist Security Knowledge</i> 專業保安知識						
		-	6	-	-	6
<i>Other Specialist Security Knowledge</i> 其他專業保安知識						
		-	-	-	-	-
<i>Language 語言</i>						
(i) English 英語		1	8	-	14	23
(ii) Putonghua 普通話		1	6	-	20	27
(iii) Cantonese 廣東話		1	3	-	12	16
(iv) Others 其他		-	-	-	-	-
<i>Other Skills 其他技巧</i>						
(i) Fire Prevention 防火		1	15	-	40	56
(ii) First Aid 急救		1	17	-	48	66
(iii) Health & Safety 健康及安全		3	23	-	45	71
(iv) Customer Service 顧客服務		1	11	-	27	39
(v) Soft Skills 軟性技巧		1	11	-	27	39
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	9	-	17	27
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		<b>17</b>	<b>137</b>	<b>1</b>	<b>290</b>	<b>445</b>

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

### **Methodology**

The Labour Market Analysis (LMA) approach has been applied to manpower projection for Security Services Industry (SSI) since 2003.

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

3. The stocks of private<sup>1</sup> and public<sup>2</sup> residential flats & non-residential flats<sup>3</sup> are taken to be the production. The forecast production of private residential and non-residential flats is provided by the Rating and Valuation Department while the forecast production of public residential flats is provided by the Hong Kong Housing Authority (HA) and the Hong Kong Housing Society (HS).

4. To generate the employment effect, it is assumed that 48.38% and 51.62% of the total manpower are working for residential flats and non-residential flats respectively. (This assumption is based on the distribution of the completion of the types of building in the period from 2005 to 2012). The manpower projection by job level is presented in Table 1-3 below.

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

<sup>2</sup> The stocks of public residential flats are measured by the number of flats. The stocks comprise:

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

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

(Sources: HA and HS)

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



**Table 1. Manpower Projection for the Managerial / Professional Level**

<u>Year</u>	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	
2013	1,209	1,290			2,499
2014 f			1,224 (1.3%)*	1,300 (0.8%)*	2,525 (1.0%)*
2015 f			1,239 (1.1%)**	1,308 (0.6%)**	2,504 (0.9%)**
2016 f			1,253 (1.2%)**	1,315 (0.5%)**	2,568 (0.8%)**
	* as percentage change vs actual manpower in 2013 ** as percentage change vs projected manpower in the previous year.				

**Table 2. Manpower Projection for the Supervisory Level**

<u>Year</u>	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	
2013	5,443	5,808			11,251
2014 f			5,513 (1.3%)*	5,855 (0.8%)*	11,368 (1.0%)*
2015 f			5,576 (1.1%)**	5,889 (0.6%)**	11,466 (0.9%)**
2016 f			5,641 (1.2%)**	5,920 (0.5%)**	11,561 (0.8%)**
	* as percentage change vs actual manpower in 2013 ** as percentage change vs projected manpower in the previous year.				

**Table 3. Manpower Projection for the Security Guard Level**

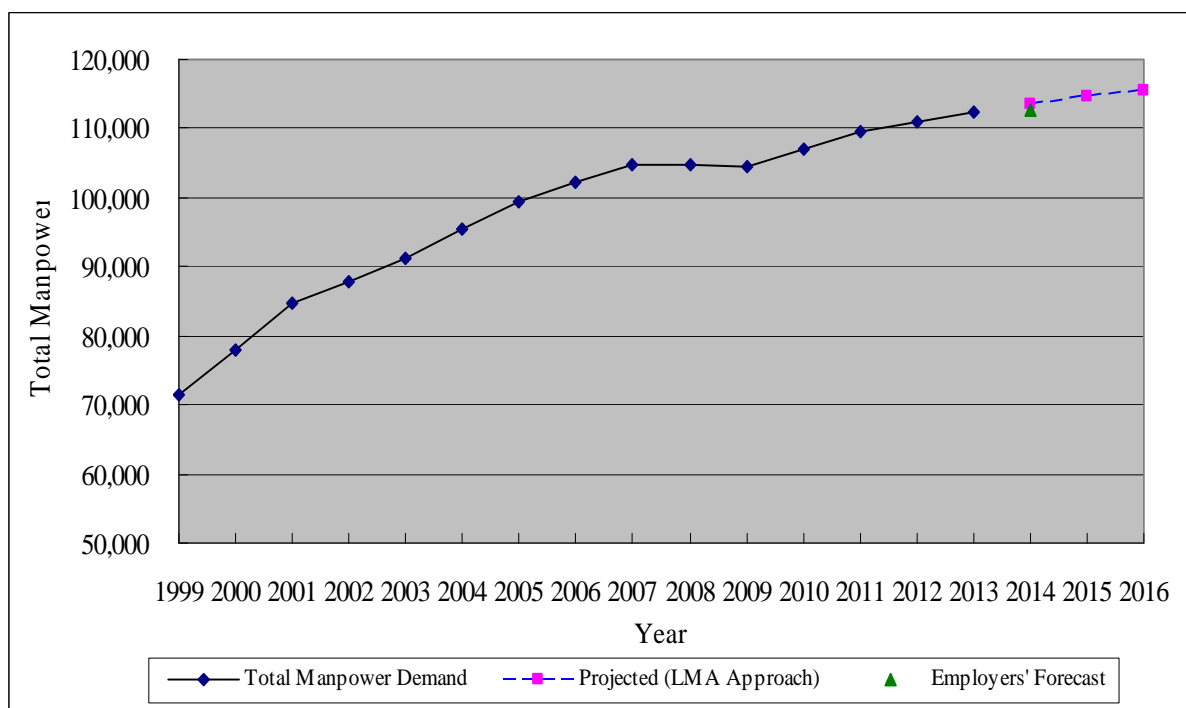
<u>Year</u>	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	<u>Manpower for residential flats</u>	<u>Manpower for non-residential flats</u>	
2013	47,735	50,929			98,664
2014 f			48,344 (1.3%)*	51,342 (0.8%)*	99,686 (1.0%)*
2015 f			48,900 (1.1%)**	51,647 (0.6%)**	100,547 (0.9%)**
2016 f			49,470 (1.2%)**	51,915 (0.5%)**	101,386 (0.8%)**
	* as percentage change vs actual manpower in 2013 ** as percentage change vs projected manpower in the previous year.				

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

**Table 4. Manpower Projection for SSI**

<u>Year</u>	Total Manpower Demand	Projected (LMA Approach)	Employers' Forecast (at the time of the survey)
2013	112,414		
2014 f		113,579 (1.0%)*	112,569 (0.1)*
2015 f		114,559 (0.9%)**	
2016 f		115,515 (0.8%)**	
	* as percentage change vs actual manpower in 2013 ** as percentage change vs projected manpower in the previous year.		

**Figure 1. Manpower Projection for SSI**



### A. The forecast of private residential flats

<b>Year</b>	<b>Completion (no. of flats)</b>	<b>Total stock (no. of flats)</b>
2012		1,117,932
2013 f	13,550	1,131,482
2014 f	15,820	1,147,302
2015 f <sup>#</sup>	N/A	1,152,728
2016 f <sup>#</sup>	N/A	1,158,354

# The forecast production of private residential flats for 2013 and 2014 are provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2013) while the production for 2015 and 2016 is projected using the Adaptive Filtering Method.

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

<b>Year</b>	<b>Completion (square m)</b>	<b>Total stock (square m)</b>
2012		45,874,500
2013 f	321,700	46,196,200
2014 f	374,500	46,570,700
2015 f <sup>#</sup>	N/A	46,847,310
2016 f <sup>#</sup>	N/A	47,090,800

# The forecast production of private non-residential flats for 2013 and 2014 are provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2013) while the production for 2015 and 2016 is projected using the Adaptive Filtering Method.

### C. The forecast of public residential flats

<b>Year</b>	<b>Completion (no. of flats)</b>	<b>Total stock (no. of flats)</b>
2012		1,152,000
2013 f	14,927	1,166,927
2014 f	13,527	1,180,454
2015 f <sup>#</sup>	21,328	1,201,782
2016 f <sup>#</sup>	21,827	1,223,609

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

## 採用人力市場分析法 推算保安服務業的人力情況

### 推算方法

本會自 2003 年開始採用人力市場分析法[*Labour Market Analysis, LMA*]，推算保安服務業的人力需求。

2. 本會採用投入／產出統計模型，以人力倍大法找出建屋量與所需人手的關係，然後推算出保安服務業的人力需求。該模型假設某一行業在特定的短時間內（六個月至三年以下）的生產系數不變（即規模收益不變），並計算出產量（或最終需求）與僱員人數的比率，然後預測所需投放的各項人力。這個比率稱為「就業系數」，代表每個生產單位所需的僱員人數。

3. 是次調查中，「建屋量」指私人<sup>1</sup>與公營<sup>2</sup>住宅及非住宅<sup>3</sup>的數量。私人住宅及非住宅的預測建屋量由差餉物業估價署提供，而公營住宅的預測建屋量則由香港房屋委員會（下稱「房委會」）及香港房屋協會（下稱「房協」）提供。

4. 為推算出所需投放的人力，本會假設住宅及非住宅所僱用的人力分別佔業內總人力的 48.38% 及 51.62%。有關假設是根據 2005 至 2012 年落成樓宇類別的分布而定。各技能等級的人力推算詳見表 1 至表 3。

<sup>1</sup> 私人住宅量以住宅數目計算（資料來源：差餉物業估價署）

<sup>2</sup> 公營住宅量以住宅數目計算，包括：

- (a) 房委會提供的租住公屋單位及中轉房屋單位；
- (b) 房協提供的租住公屋單位及「長者安居樂住屋計劃」下的單位；
- (c) 房委會「租者置其屋計劃」[TPS]下的資助出售單位；
- (d) 房委會「居者有其屋計劃」[HOS]、「私人機構參建居屋計劃」[PSPS]、「中等入息家庭房屋計劃」[MIHS]、「可租可買計劃」[BRO]及「重建置業計劃」[MSS]下的資助出售單位；
- (e) 房協「一般住宅發售計劃」[FFSS]及「夾心階層住屋計劃」[SCHS]下的資助單位；
- (f) 房協「市區改善計劃」[UIS]下的單位。

由 2002 年第一季起，HOS/MIHS/PSPS/BRO/MSS/TPS/FFSS/SCHS 下可於公開市場買賣的單位均歸類為私人永久住宅。（資料來源：房委會及房協）

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

表 1. 經理／專業人員級人力推算

年份	實際人力 (按類別劃分)		推算人力 (按類別劃分)		總人力
	住宅 所佔人力	非住宅 所佔人力	住宅 所佔人力	非住宅 所佔人力	
2013	1,209	1,290			2,499
2014 f			1,224 (1.3%)*	1,300 (0.8%)*	2,525 (1.0%)*
2015 f			1,239 (1.1%)**	1,308 (0.6%)**	2,504 (0.9%)**
2016 f			1,253 (1.2%)**	1,315 (0.5%)**	2,568 (0.8%)**
	* 與 2013 年實際人力相比的增／減百分率 ** 與前一年推算人力相比的增／減百分率				

表 2. 主任級人力推算

年份	實際人力 (按類別劃分)		推算人力 (按類別劃分)		總人力
	住宅 所佔人力	非住宅 所佔人力	住宅 所佔人力	非住宅 所佔人力	
2013	5,443	5,808			11,251
2014 f			5,513 (1.3%)*	5,855 (0.8%)*	11,368 (1.0%)*
2015 f			5,576 (1.1%)**	5,889 (0.6%)**	11,466 (0.9%)**
2016 f			5,641 (1.2%)**	5,920 (0.5%)**	11,561 (0.8%)**
	* 與 2013 年實際人力相比的增／減百分率 ** 與前一年推算人力相比的增／減百分率				

表 3. 保安護衛員級人力推算

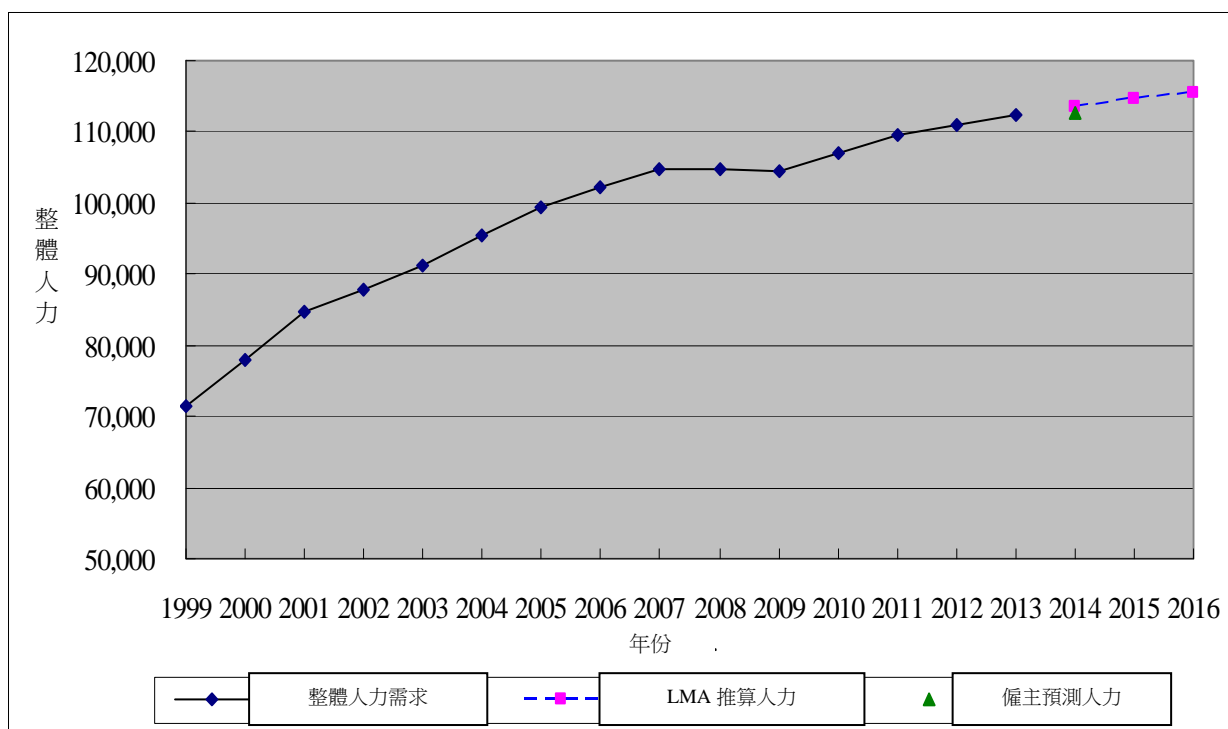
年份	實際人力 (按類別劃分)		推算人力 (按類別劃分)		總人力
	住宅 所佔人力	非住宅 所佔人力	住宅 所佔人力	非住宅 所佔人力	
2013	47,735	50,929			98,664
2014 f			48,344 (1.3%)*	51,342 (0.8%)*	99,686 (1.0%)*
2015 f			48,900 (1.1%)**	51,647 (0.6%)**	100,547 (0.9%)**
2016 f			49,470 (1.2%)**	51,915 (0.5%)**	101,386 (0.8%)**
	* 與 2013 年實際人力相比的增／減百分率 ** 與前一年推算人力相比的增／減百分率				

5. 保安服務業的整體人力需求為三個技能等級推算人力的總和，詳細數據見表 4 和圖 1。

表 4. 保安服務業人力推算

年份	整體人力需求	LMA 推算人力	僱主預測人力 (調查期間)
2013	112,414		
2014 f		113,579 (1.0%)*	112,569 (0.1)*
2015 f		114,559 (0.9%)**	
2016 f		115,515 (0.8%)**	
* 與 2013 年實際人力相比的增／減百分率 ** 與前一年推算人力相比的增／減百分率			

圖 1. 保安服務業人力推算



#### A. 私人住宅建屋量預測

年份	落成 (單位數目)	存貨 (單位數目)
2012		1,117,932
2013 f	13,550	1,131,482
2014 f	15,820	1,147,302
2015 f <sup>#</sup>	不適用	1,152,728
2016 f <sup>#</sup>	不適用	1,158,354

# 2013 與 2014 年的私人住宅建屋量預測由差餉物業估價署提供 (資料來源：《香港物業報告 2013》)，而 2015 與 2016 年的預測建屋量則採用調節過濾法推算。

**B. 私人非住宅建屋量預測（包括寫字樓、商業／工業機構寫字樓、分層工廠大廈、特殊廠房及倉庫）**

年份	落成（平方米）	存貨（平方米）
2012		45,874,500
2013 f	321,700	46,196,200
2014 f	374,500	46,570,700
2015 f <sup>#</sup>	不適用	46,847,310
2016 f <sup>#</sup>	不適用	47,090,800

# 2013 與 2014 年的私人非住宅建屋量預測由差餉物業估價署提供（資料來源：《香港物業報告 2013》），而 2015 與 2016 年的預測建屋量則採用調節過濾法推算。

**C. 公營住宅建屋量預測**

年份	落成（單位數目）	存貨（單位數目）
2012		1,152,000
2013 f	14,927	1,166,927
2014 f	13,527	1,180,454
2015 f <sup>#</sup>	21,328	1,201,782
2016 f <sup>#</sup>	21,827	1,223,609

\* 公營住宅建屋量預測由房委會及房協提供。（資料來源：房委會及房協）