2006 Manpower Survey Report

Printing and Publishing Industries

Printing and Publishing Training Board

Vocational Training Council

印刷及出版業

二〇〇六年人力調查報告

職業訓練局

印刷及出版業訓練委員會

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Introduction

The Printing and Publishing Training Board conducted a survey of the printing and publishing industries in May/June 2006 to collect the up-to-date manpower information. This is the fourth joint manpower survey of the printing and publishing industries.

2.   The fieldwork of the survey covered 803 establishments from a total of 6 364 establishments registered with the Census and Statistics Department.   The survey data from the selected establishments were scaled up statistically to reflect the overall manpower situation of the industries.

Survey Findings

3.   The survey revealed that in June 2006, a total of 21 313 and 7 930 technical workers were employed respectively in the printing and publishing industries.   The distribution of employees according to the job level in the branches is as follows:

(A)   *Printing Industry*

Job Level / Branch	Technologist/ Managerial	Technician	Craftsman	Unskilled	Total	Percentage of Total Number of Employees
Newspaper Printing	28	105	630	43	806	3.8%
Job Printing	501	3 226	8 031	872	12 630	59.2%
Other Printing and Allied Industries	64	935	1 949	138	3 086	14.5%
Containers and Boxes of Paper and Paperboard	34	212	455	51	752	3.5%
Printing Agents	451	2 643	103	14	3 211	15.1%
Selected Organizations	107	423	202	96	828	3.9%
Total	1 185	7 544	11 370	1 214	21 313	100%
Percentage of Total Number of Employees	5.6%	35.4%	53.3%	5.7%	100%	

(B) *Publishing Industry*

Job Level / Branch	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees
Publishing and Allied Industries	800	2 111	3 777	6 688	84.3%
Wholesales of Books, Periodicals and Newspapers	22	167	129	318	4.0%
Import and Export of Books, Periodicals and Newspapers	67	204	333	604	7.6%
Selected Organizations	55	111	154	320	4.1%
Total	944	2 593	4 393	7 930	100%
Percentage of Total Number of Employees	11.9%	32.7%	55.4%	100%	

4.　　　Employers reported a total 149 and 34 trainees, and 143 and 173 vacancies, representing about 0.7% and 0.4%, and 0.7% and 2.2% of the total workforce in the printing and publishing industries respectively at the time of survey.　In addition, employers forecast that by June 2007, the two industries would have a total workforce of 21 531 and 8 339 employees, representing increases of 0.4% and 2.9% respectively.

Manpower Changes

(A) *Printing Industry*

5.　　　Compared with the findings of the 2004 survey on the printing industry, the annual increase in manpower was 0.21%.　The Training Board considers that the changes in manpower over the past two years is attributable to the following:

(i) More principal jobs at the managerial/technological and technicians levels had been included in the survey and the coverage of the survey had also been expanded to include printing equipment suppliers and metal-can manufacturers;

(ii) The trend of moving towards higher end production and adoption of more advanced technology continued, which contributed to an increase in manpower at the technologist/ managerial and technician/supervisory levels, but a decrease of workers at the craftsman and operative levels;

(iii) There was an increase in the number of printing agents due to some small and medium printing companies converting their business to sales and supplies agents;

(iv) The number of sales/marketing managers and cost estimators/ sales representatives had increased from 364 to 565 and from 3 709 to 4 129 representing an increase of 55.2% and 11.3% respectively. This reflected the growing business activities generated by the continuous thriving of the Mainland's economy, and the expanded coverage of the 2006 survey;

(v) The number of factory managers and production/quality managers had increased from 395 to 540 while the number of production planners/controllers/supervisors decreased from 2 367 to 1 987 (i.e. -16.1%) which indicated that more supervisory positions had been taken up by mainland workers;

(vi) There had been a consistent demand for manpower skilled in desktop prepress and conversant in the application of computers in the past two years. The number of digital printing system craftsmen and electronic prepress technicians/craftsmen remained at some 2 400. The principal job of pre-press technician was first introduced in the 2006 survey; and

(vii) The number of craftsmen/operatives had decreased from 12 676 to 11 370 (i.e. -10.3%) and the number of general workers from 1 579 to 1 214 (i.e. -23.1%) which reflected the expanded production and sub-contracting activities in Mainland China. The survey revealed that the number of employees engaged by Hong Kong firms in Mainland China had increased by about 30% in the past two years.

(B) *Publishing Industry*

6. Compared with the findings of the 2004 survey on the publishing industry, the annual increase in manpower was 1.4%. The Training Board considers that the manpower expansion over the past two years is attributable to the following:

> (i) There had been an increase of manpower at the managerial and supervisory levels and a decrease at the technical support level, resulting in a slight overall increase of 2.8% for the whole industry in the past two years,
>
> (ii) Most of the increase in manpower was recorded in the principal jobs of managing director/general manager/publisher and design director at the managerial level; and senior designer and marketing supervisor at the supervisory level. There was a notable increase in the number of sales representatives despite an overall reduction in manpower at the technical support level,
>
> (iii) The increase of manpower at the managerial and supervisory levels was due to the increase of establishments in new business areas such as digital printing and a gradual upgrading of skill level in the industry.

Conclusions and Recommendations

7. Over the past few years, the greater automation of printing processes and the widespread adoption of computer technologies in the prepress industry, in particular the popular use of computer to plate have resulted in the significant improvement in both quality and productivity as well as manpower saving. Secondly, with the opening up of Mainland's economy, the labour-intensive operations have been relocated to the Pearl River Delta areas. Those processes remaining in Hong Kong are generally more sophisticated, technical and quick-responsive. Such developments have prompted a restructuring of the manpower resources. Traditional craft and operative jobs have either been phased out or diminished in substantial numbers while the demand for computer literate manpower would be sustained. It is envisaged that more sales representatives, customer services co-ordinators and quality controllers would be needed to cater for more trading activities in the industry. To meet the development needs of the industry, there should be an on-going demand for technologists and technicians, while at the craftsman level, the traditional prepress craft jobs will gradually become obsolete.

8.	The Training Board estimates that the additional number of workers required annually by the printing and publishing industries as a whole at various job levels are as follows:

Job Level	Additional Manpower Required Annually	
	Printing Industry	Publishing Industry
Technologist/Managerial	169 (12.3%)	94 (9.0%)
Technician/Supervisory	755 (9.0%)	163 (5.9%)
Craftsman/Technical Support	184 (1.7%)	113 (2.6%)

(Note: the numbers in brackets denote the percentages of the annual training requirements of manpower at the respective job levels).

9.	The Training Board urges employers to step up their training efforts to sustain the development of the printing and publishing industries. They should also make use of the part-time courses offered by the Department of Printing and Digital Media of the Hong Kong Institute of Vocational Education (Kwun Tong), the Printing Industry Training Centre and the Advanced Printing Technology Centre to upgrade their workforce. Employers are also encouraged to contact the Vocational Training Council to set up training schemes and to make use of the New Technology Training Scheme for training their employees in new technologies.

SECTION I

INTRODUCTION

The Training Board

1.1 The Printing and Publishing Training Board of the Vocational Training Council is required by its terms of reference to determine the manpower needs of the printing and publishing industries and to make recommendations to the Council for the development of training facilities to meet such needs. The membership and terms of reference of the Training Board are listed in Appendices 1 and 2 respectively.

The Survey

1.2 During the period from 10th May to 9th June 2006, the Training Board conducted a survey to collect up-to-date manpower information of the printing and publishing industries. The survey was carried out with the assistance of the Census and Statistics Department.

1.3 The following information was collected from the survey:

   (a) the number of employees employed at the time of the survey,

   (b) the number of employees under training,

   (c) the number of existing vacancies,

   (d) employers' forecast of the total number of employees by June 2007,

   (e) employers' views on the preferred education, training mode and training period of employees, and

   (f) the average income of employees.

1.4 Employers in the printing industry were further requested to provide information on the numbers of technologists/managers, technicians and craftsmen who had been deployed to work outside Hong Kong for more than 6 months during the 12 months prior to the survey. The findings are summarized in paragraph 2.17 of Section II.

Scope of Survey

1.5   The survey covered the following industries:

(A)   *Printing Industry*

HSIC 3421   -   Newspaper printing,

HSIC 3422   -   Job printing,

HSIC 3429   -   Printing and allied industries (mainly bookbinding; ornamentation of cards; photo-engraving; typesetting; and label embossing etc.); and

HSIC 3412   -   Containers and boxes of paper and paperboard (for activities related to printing only).

HSIC 833906   -   Printing agents

Selected Organizations

(B)   *Publishing Industry*

HSIC 3429   -   Publishing and allied industries

HSIC 611504   -   Wholesales of books, periodicals and newspapers

HSIC 631503   -   Import and Export of books, periodicals and newspapers

Selected Organizations

1.6   The selected organizations covered educational and training institutions offering courses in printing technology, the printing sections of academic institutions and department/ agencies of the Government of the Hong Kong Special Administrative Region, printing equipment suppliers, metal can manufacturers and companies as well as public bodies/organizations with publishing personnel.

1.7   Under the classifications mentioned in paragraph 1.5 above, there were 5 066 and 1 298 establishments respectively in the printing and publishing industries recorded by the Census and Statistics Department. The distribution of establishments by HSIC Classification are shown in Tables 1.1 and 1.2 and Figures 1.1 and 1.2:

Table 1.1:   Distribution of Establishments by HSIC Classification in the Printing Industry

Branch	Number of Establishments	Percentage of Total Number of Establishments
HSIC 3421 - Newspaper printing	33	0.7%
HSIC 3422 - Job printing	2 690	53.1%
HSIC 3429 - Other printing and allied industries	686	13.5%
HSIC 3412 - Containers and boxes of paper and paperboard (only printing and related activities)	267	5.3%
HSIC 833906 - Printing agents	1 293	25.5%
Selected Organizations	97	1.9%
Total	5 066	100%

Figure 1.1:   Distribution of Printing Establishments by Branch

13.5%
HSIC 3429

5.3%
HSIC 3412

25.5%
HSIC 833906

1.9%
Printing sections of academic and training institutions and department/agencies of the HKSAR Government

53.1%
HSIC 3422

0.7%
HSIC 3421
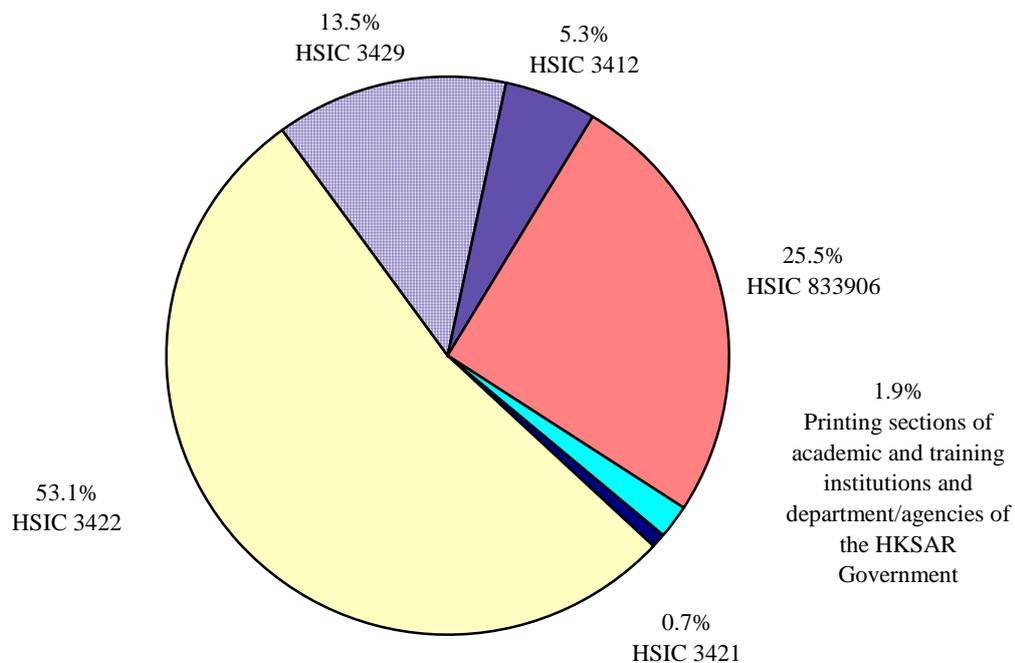
Table 1.2: **Distribution of Establishments by HSIC Classification in the Publishing Industry**

Branch	Number of Establishments	Percentage of Total Number of Establishments
HSIC 3429 - Publishing and allied industries	773	59.6%
HSIC 611504 - Wholesales of books, periodicals and newspapers	190	14.6%
HSIC 631503 - Import and export of books, periodicals and newspapers	297	22.9%
Selected Organizations	38	2.9%
Total	1 298	100.0%

Figure 1.2: **Distribution of Publishing Establishments by Branch**

14.6%
HSIC 611504

22.9%
HSIC 631503

59.6%
HSIC 3429

2.9%
Selected Organizations
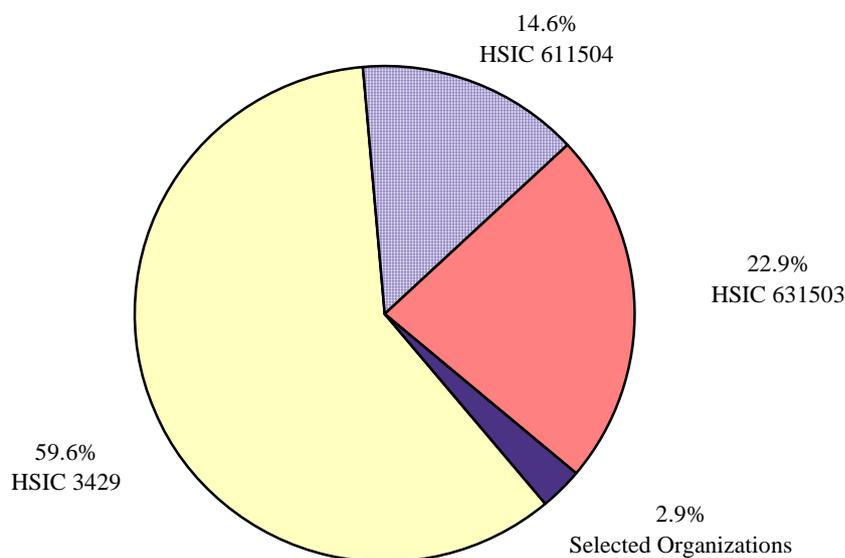
1.8   Owing to resources constraint, a stratified random sampling method was used to select for the survey fieldwork a sample of 535 printing and related establishments, including the educational and training institutions and the printing department/agencies of the Government of the Hong Kong Special Administrative Region; and 268 establishments in the publishing industry.

Publicity

1.9   Prior to the fieldwork of the survey, publicity was placed in the local press. Assistance to solicit co-operation from their members was also given by the following associations:

        (a)   The Hong Kong Printers Association,

        (b)   Graphic Arts Association of Hong Kong Ltd.,

        (c)   The Chinese Manufacturers' Association of Hong Kong,

        (d)   Federation of Hong Kong Industries,

        (e)   The Newspaper Society of Hong Kong,

        (f)   The Anglo-Chinese Textbook Publishers Organization, and

        (g)   Hong Kong Publishing Professionals Society Ltd.

Method of the Survey

1.10   Two weeks before the fieldwork, copies of the questionnaires together with the explanatory notes and job descriptions of the principal jobs in the printing and publishing industries were sent to the selected establishments of the two industries (Appendices 3 & 4).

1.11   During the fieldwork, interviewers of the Census and Statistics Department visited the establishments to collect the completed questionnaires, and where required, they also answered queries and assisted in the completion of the questionnaires.

1.12   The data collected were checked and where necessary, confirmed with the respondents. The data were then scaled up statistically to reflect the overall picture of the manpower situation of the two industries.

Response to the Survey

1.13   Of the 803 establishments (including 46 new cases), 591 supplied their manpower information. 199 establishments either had closed, moved or were no longer engaged in work related to the printing and publishing industries. 13 establishments had declined to supply any information. The effective response rate was 98%.

The Report

1.14   This report presents the findings of the survey, the Training Board's forecast of the manpower needs of the printing and publishing industries and recommendations on measures to meet these needs. In the report, the terms "workforce", "employees" and "workers" refer to the total number of persons (excluding trainees and apprentices) employed in the 50 principal jobs; the term "trainees" includes all trainees receiving any form of training and apprentices undergoing an apprenticeship.

1.15   The principal jobs in the printing industry had been reviewed in the light of developments in the industry. The major changes are as follows:

(a)   two principal jobs at technologist level were added, i.e. Procurement Manager and Information Technology Manager (Printing);

(b)   five principal jobs at technician level were added, i.e. Designer/ Design Officer, Prepress Technician, Purchasing Officer/Controller, Technical Services/Products (Printing) Technician and Information Technology (Printing) Technician;

(c)   the job descriptions for the principal jobs at craftsman level were revised. As a result, the number of jobs were reduced from 16 to 10; and

(d)   the two principal jobs at operative level were deleted.

SECTION II

SURVEY FINDINGS

Number of Workers Employed

2.1   The survey revealed that in June 2006, the printing and publishing industries employed a total of 21 313 and 7 930 employees in 26 and 24 principal jobs respectively. In terms of branches, there were 806 in newspaper printing, 12 630 in job printing, 3 086 in other printing and allied industries, 752 in containers and boxes of paper and paperboard, 3 211 in printing agents and 828 in selected organizations in the printing industry; while there were 6 688 in publishing and allied industries, 318 in wholesale of books, periodicals and newspapers, 604 in import and export of books, periodicals and newspapers and 320 in selected organizations in the publishing industry. With regards to job level, there were 1 185 technologists/managers, 7 544 technicians, 11 370 craftsmen and 1 214 unskilled workers employed in the printing industry; while there were 944 managers, 2 593 supervisors and 4 393 technical support employees in the publishing industry. Details of the manpower statistics are shown in Appendices 5 and 6 respectively. The distribution of employees by branch and job level of the printing industry and publishing industry are shown in Tables 2.1 and 2.2 and Figures 2.1 to 2.4:

Table 2.1:   Distribution of Employees by Branch and Job Level in the Printing Industry

Job Level / Branch	Technologist/ Managerial	Technician	Craftsman	Unskilled	Total	Percentage of Total Number of Employees
Newspaper Printing	28	105	630	43	806	3.8%
Job Printing	501	3 226	8 031	872	12 630	59.2%
Other Printing and Allied Industries	64	935	1 949	138	3 086	14.5%
Containers and Boxes of Paper and Paperboard	34	212	455	51	752	3.5%
Printing Agents	451	2 643	103	14	3 211	15.1%
Selected Organizations	107	423	202	96	828	3.9%
Total	1 185	7 544	11 370	1 214	21 313	100%
Percentage of Total Number of Employees	5.6%	35.4%	53.3%	5.7%	100%	

Figure 2.1 : Distribution of Employees by Branch in the Printing Industry

- Newspaper Printing
- Job Printing
- Other Printing and Allied Industries
- Containers and Boxes of Paper and Paperboard
- Printing Agents
- Selected Organisations

Figure 2.2 : Distribution of Employees by Job Level in the Printing Industry

- Technologist/Managerial
- Technician
- Craftsman
- Unskilled

Table 2.2:   Distribution of Employees by Branch and Job Level in the Publishing Industry

Job Level / Branch	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees
Publishing and Allied Industries	800	2 111	3 777	6 688	84.3%
Wholesales of Books, Periodicals and Newspapers	22	167	129	318	4.0%
Import and Export of Books, Periodicals and Newspapers	67	204	333	604	7.6%
Selected Organizations	55	111	154	320	4.1%
Total	944	2 593	4 393	7 930	100%
Percentage of Total Number of Employees	11.9%	32.7%	55.4%	100%	

Figure 2.3 :   Distribution of Employees by Branch in the Publishing Industry
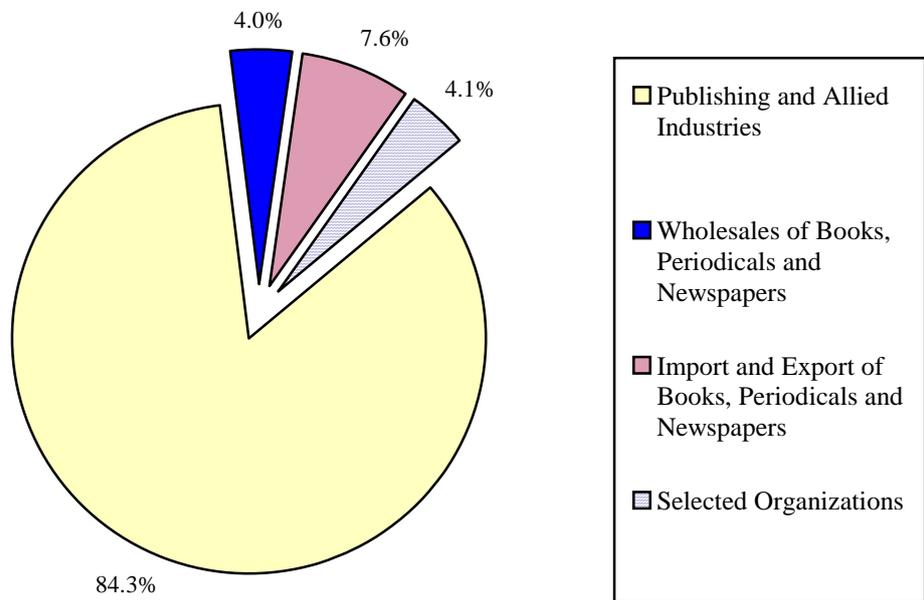
Figure 2.4 :   Distribution of Employees by Job Level in the Publishing Industry
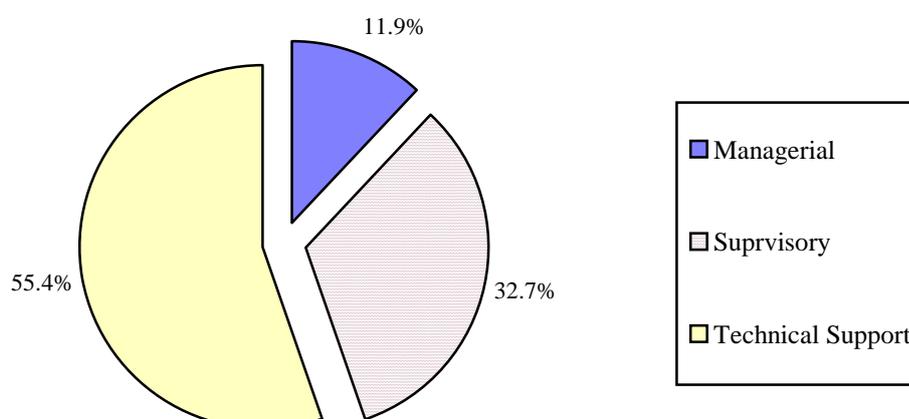
2.2   The distribution of employees by job levels on the past surveys conducted by the former Printing Industry Training Board and Advertising, Public Relations and Publishing Training Board and the current Training Board for the printing and publishing industries is shown in Tables 2.3 and 2.4 and Figures 2.5 and 2.6:

Table 2.3:   Distribution of Employees by Job Level in the Manpower Surveys of the Printing Industry between 1992 and 2006

Year	Manpower at					Total Manpower
	*Technologist/ Managerial Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
1992	-	3 549	18 408	3 622	2 915	28 494
1994	-	4 747	19 930	3 367	2 660	30 704
1996	-	6 157	16 226	2 928	3 715	29 026
1998	165	4 758	14 639	2 222	3 133	24 917
2000	445	5 656	13 729	2 266	1 893	23 989
2002	729	5 466	11 935	2 082	1 334	21 546
2004	759	6 208	11 816	860	1 579	21 222
2006	1 185	7 544	11 370	-	1 214	21 313

*   The survey of technologist/managerial level was first started in 1998 and was widened to cover more principal jobs at the technologist/managerial level in the subsequent surveys. The principal jobs at the operative level were deleted in the 2006 survey.

**Figure 2.5 :   Distribution of Employees by Job Level in the
Manpower Surveys between 1992 and 2006**
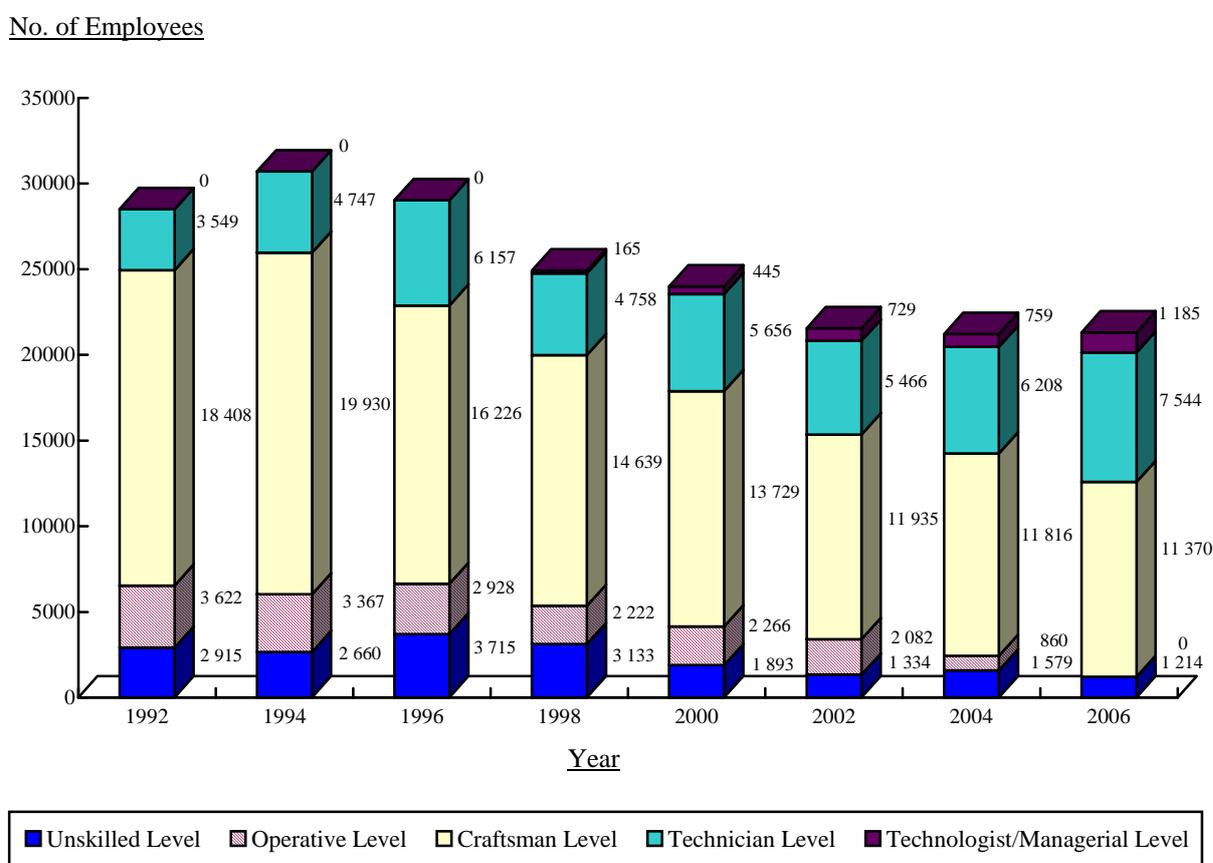
No. of Employees

Table 2.4:   Distribution of Employees by Job Level in the Manpower Surveys
of the Publishing Industry between 1992 and 2006

Year	Manpower at			Total Manpower
	Managerial Level	Supervisory Level	Technical Support	
1992	384	741	1 058	2 183
1996	509	773	1 211	2 493
2000	1 511	1 945	2 505	5 961
2002	1 336	2 714	3 329	7 379
2004	778	2 290	4 648	7 716
2006	944	2 593	4 393	7 930

Figure 2.6 : **Distribution of Employees by Job Level in the Manpower Surveys between 1992 and 2006**

No. of Employees

Year	Technical Support	Supervisory Level	Managerial Level
1992	1 058	741	384
1996	1 211	773	509
2000	2 505	1 945	1 511
2002	3 329	2 714	1 336
2004	4 648	2 290	778
2006	4 393	2 593	944

□ Technical Support ■ Supervisory Level □ Managerial Level
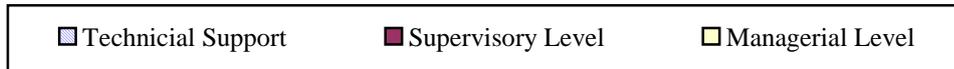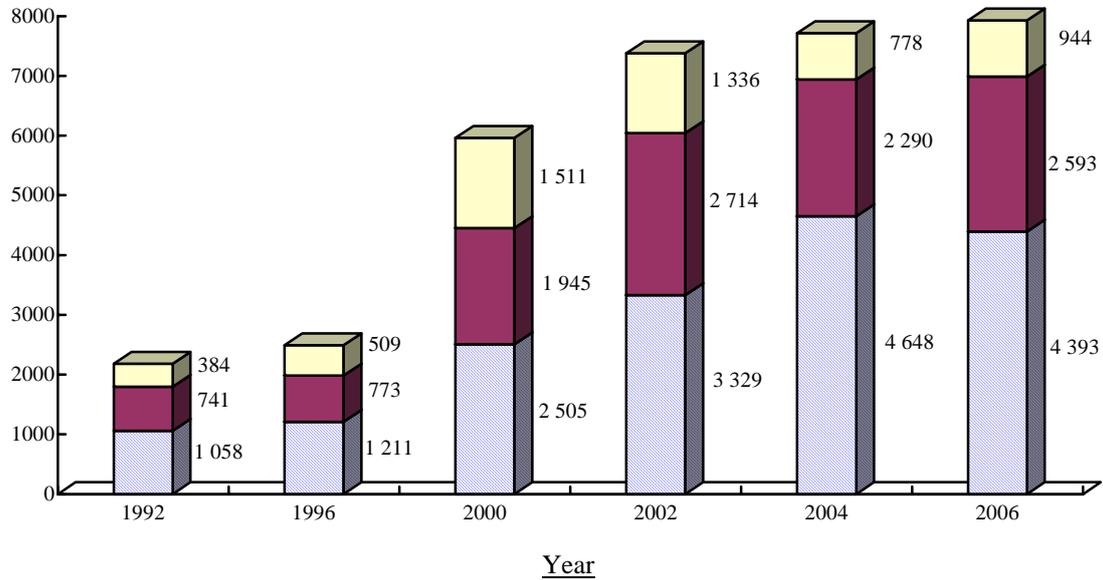
Number of Trainees

2.3   At the time of the survey, there were 149 trainees representing 0.7% of the total number employed in the printing industry and 34 trainees representing 0.4% in the publishing sector. Details of the trainee statistics are shown in Appendices 5 and 6. The distribution of trainees by branch and job level in the printing industry is shown in Tables 2.5 and 2.6:

Table 2.5:   Distribution of Trainees in the Printing Industry

Job Level / Branch	Technologist/ Managerial	Technician	Craftsman	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Newspaper Printing	-	-	2	-	2	0.3%
Job Printing	2	23	93	-	118	0.9%
Other Printing and Allied Industries	-	21	-	-	21	0.7%
Containers and Boxes of Paper and Paperboard	-	-	1	-	1	0.1%
Printing Agents	-	1	-	-	1	-
Selected Organisations	-	-	6	-	6	0.7%
Total	2	45	102	-	149	0.7%
Percentage of Total Number of Employees at the Same Level	0.2%	0.6%	0.9%	-	0.7%	

Table 2.6:   Distribution of Trainees in the Publishing Industry

Job Level / Branch	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees at the Same Branch
Publishing and Allied Industries	2	4	27	33	0.5%
Wholesales of Books, Periodicals and Newspapers	-	-	-	-	-
Import and Export of Books, Periodicals and Newspapers	-	-	-	-	-
Selected Organisations	-	1	-	1	0.3%
Total	2	5	27	34	0.4%
Percentage of Total Number of Employees at the Same Level	0.2%	0.2%	0.6%	0.4%	

Number of Vacancies

2.4   At the time of survey, the total number of job vacancies was 143 and 173, or 0.7% and 2.2% of the total number employed in the printing and publishing industries respectively. Details of the vacancies statistics are shown in Appendices 5 and 6 respectively.   The distribution of vacancies by branch and by job level is shown in Tables 2.7 and 2.8:

**Table 2.7:   Distribution of Vacancies by Branch and
by Job Level in the Printing Industry**

Job Level / Branch	Technologist/ Managerial	Technician	Craftsman	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Newspaper Printing	-	-	1	-	1	0.1%
Job Printing	-	26	44	15	85	0.7%
Other Printing and Allied Industries	-	19	4	2	25	0.8%
Containers and Boxes of Paper and Paperboard	-	-	-	-	-	-
Printing Agents	1	26	-	-	27	0.8%
Selected Organisations	-	5	-	-	5	0.6%
Total	1	76	49	17	143	0.7%
Percentage of Total Number of Employees at the Same Level	0.1%	1.0%	0.4%	1.4%	0.7%	

Table 2.8:   Distribution of Vacancies by Branch and by Job Level in the Publishing Industry

Branch / Job Level	Managerial	Supervisory	Technical Support	Total	Percentage of Total Number of Employees at the Same Branch
Publishing and Allied Industries	3	14	129	146	2.2%
Wholesales of Books, Periodicals and Newspapers	-	-	-	-	-
Import and Export of Books, Periodicals and Newspapers	-	-	25	25	0.4%
Selected Organizations	-	2	-	2	0.6%
Total	3	16	154	173	2.2%
Percentage of Total Number of Employees at the Same Level	0.3%	0.6%	3.5%	2.2%	

Forecast Workforce by June 2007

2.5   Employers forecast that there would be 21 531and 8 339 employees employed in the printing and publishing industries by June 2007. Details of the forecast workforce are shown in Appendices 5 and 6. The employers' forecasts by job level are shown in Tables 2.9 and 2.10 and Figures 2.7 and 2.8:

Table 2.9:   Employers' Manpower Requirement by June 2006 and Manpower Forecast by June 2007 in the Printing Industry

Job Level	Number of Employees Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total Number of Employees by June 2007	Forecast Increase/ Decrease in Number of Employees
Technologist/ Managerial	1 185	1	1 186	1 191	0.4%
Technician	7 544	76	7 620	7 658	0.5%
Craftsman	11 370	49	11 419	11 451	0.3%
Unskilled	1 214	17	1 231	1 231	-
Total	21 313	143	21 456	21 531	0.4%

Figure 2.7 :   Comparison of Employers' Manpower Requirements by June 2006 and June 2007

No. of Employees

Job Level

■ Employers' Manpower Requirement by June 2006

□ Employers' Manpower Forecast by June 2007
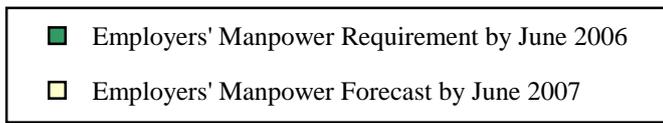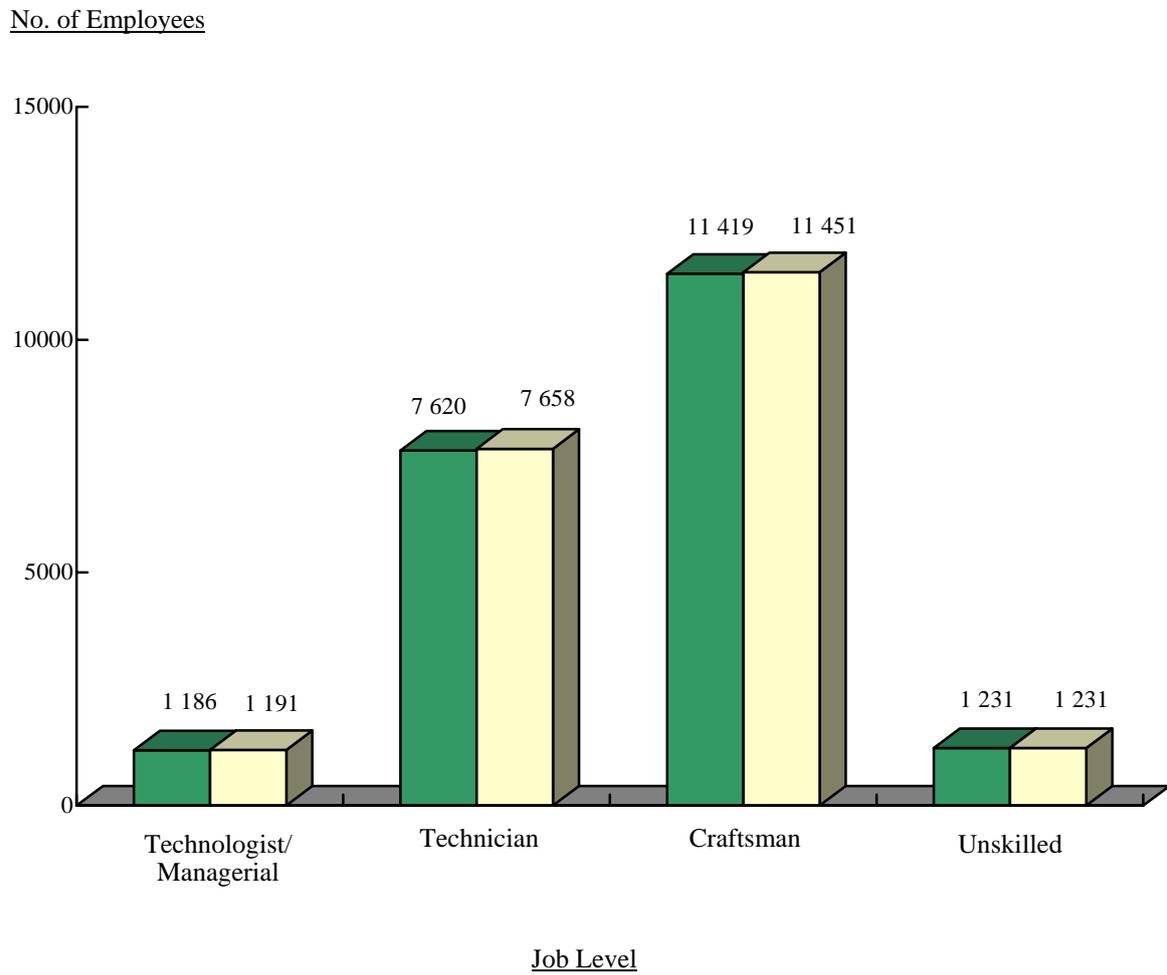
Table 2.10:   Employers' Manpower Requirement by June 2006 and Manpower Forecast by June 2007 in the Publishing Industry

Job Level	Number of Employees Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total Number of Employees by June 2007	Forecast Increase/ Decrease in Number of Employees
Managerial	944	3	947	948	0.1%
Supervisory	2 593	16	2 609	2 674	2.5%
Technical Support	4 393	154	4 547	4 717	3.7%
Total	7 930	173	8 103	8 339	2.9%

Figure 2.8 :   Comparison of Employers' Manpower Requirements by June 2006 and June 2007

No. of Employees

Job Level

■ Employers' Manpower Requirement by June 2006
□ Employers' Manpower Forecast by June 2007

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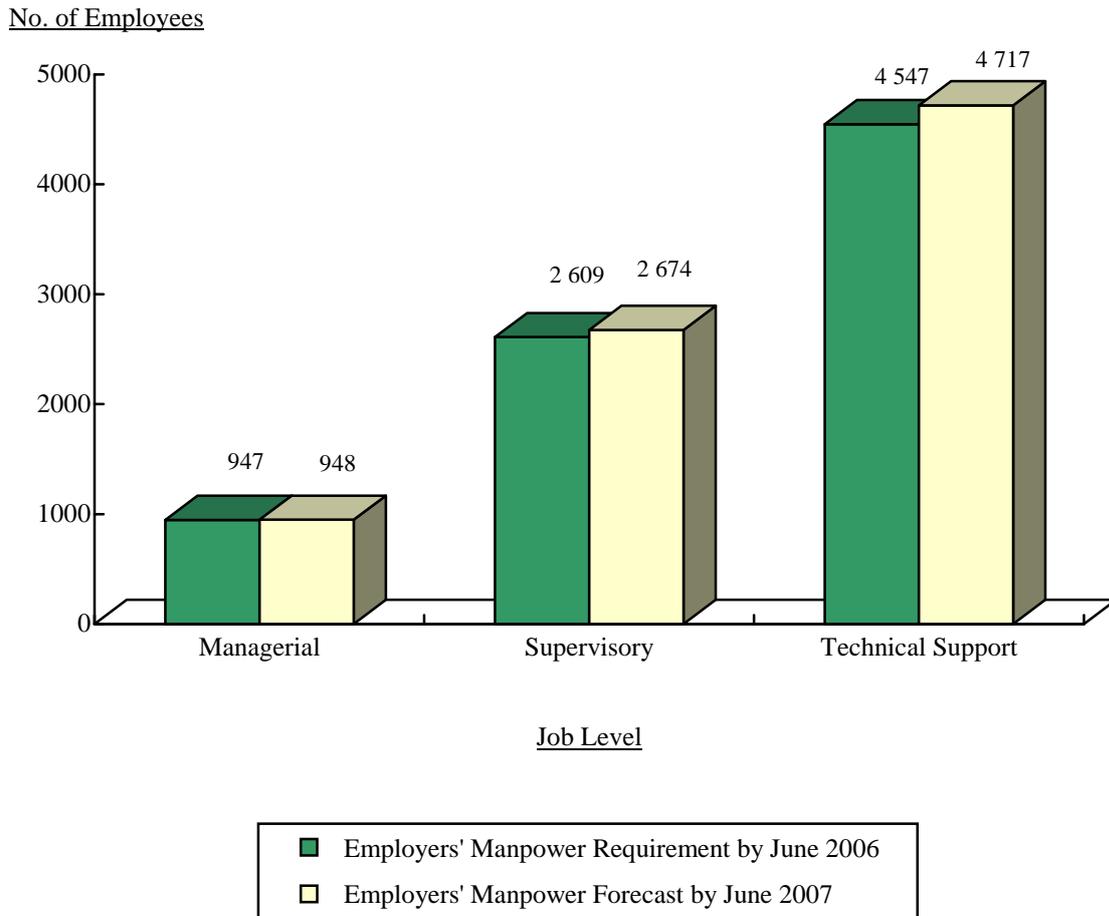
Preferred Education

2.6   The majority views of employers in the printing and publishing industries on the preferred education of their employees at each job level are shown in Tables 2.11 and 2.12:

Table 2.11:   Employers' Views on Preferred Education in the Printing Industry

Job Level	Preferred Education
Technologist/Managerial	Degree
Technician	Certificate/Secondary 5-7
Craftsman	Craft Certificate/Below Secondary 5

Table 2.12:   Employers' Views on Preferred Education in the Publishing Industry

Job Level	Preferred Education
Managerial	Degree
Supervisory	Degree/Diploma
Technical Support	Diploma/ Higher Certificate

2.7   Details of employers' views are shown in Appendices 7 and 8 respectively.

Preferred Period of Training

2.8   The majority views of employers in the printing and publishing industries on the preferred period of training for their employees at each job level are shown in Tables 2.13 and 2.14:

Table 2.13:   Employers' Views on Preferred Period of Training in the Printing Industry

Job Level	Preferred Period of Training
Technologist/Managerial	2 to 3 years
Technician	1 to 3 years
Craftsman	½ to 3 years

Table 2.14:   Employers' Views on Preferred Period of Training in the Publishing Industry

Job Level	Preferred Period of Training
Managerial	12 months or above
Supervisory	3 to 12 months
Technical Support	3 to 12 months

2.9   Details of the employers' views are shown in Appendices 9 and 10 respectively.

Preferred Mode of Training

2.10   The majority views of employers in the printing and publishing industries on the mode of training for their employees at each job level are shown in Tables 2.15 and 2.16:

Table 2.15:   Employers' Views on Preferred Mode of Training in the Printing Industry

Job Level	Preferred Mode of Training
Technologist/Managerial	On-the-job training
Technician	On-the-job training
Craftsman	Apprenticeship/On-the-job training

Table 2.16:   Employers' Views on Preferred Mode of Training in the Publishing Industry

Job Level	Preferred Mode of Training
Managerial	On-the-job training
Supervisory	On-the-job training
Technical Support	On-the-job training

2.11   Details of the employers' views are shown in Appendices 11 and 12 respectively.

Total Monthly Income Range of Employees

2.12 The distribution of employees by total monthly range in the two industries is shown in Tables 2.17 and 2.18:

Table 2.17: **Distribution of Employees by Total Monthly Income Range in the Printing Industry**

Job Level	$5,000 or below	$5,001 - $6,500	$6,501 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	$25,001 or above	Unspecified	Total
Technologist/ Managerial	-	-	-	-	60	285	223	425	192	1 185
Technician	-	-	292	1 357	2 995	1 595	357	253	695	7 544
Craftsman	104	141	1 222	2 917	5 669	477	42	25	773	11 370
Unskilled	52	121	432	417	64	-	-	-	128	1 214
Total	156	262	1 946	4 691	8 788	2 357	622	703	1 788	21 313
Total Number of Employees in Percentage	0.8%	1.2%	9.1%	22.0%	41.2%	11.1%	2.9%	3.3%	8.4%	100%

Table 2.18: **Distribution of Employees by Total Monthly Income Range in the Publishing Industry**

Job Level	$6,000 or below	$6,001 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $45,000	$45,001 or above	Unspecified	Total
Managerial	-	-	-	10	38	204	235	380	77	944
Supervisory	-	5	89	613	641	656	356	48	185	2 593
Technical Support	17	158	954	1 918	997	110	6	1	232	4 393
Total	17	163	1 043	2 541	1 676	970	597	429	494	7 930
Total Number of Employees in Percentage	0.2%	2.1%	13.2%	32.1%	21.1%	12.2%	7.5%	5.4%	6.2%	100%

2.13 Details of the monthly income range of employees are shown in Appendices 13 and 14 respectively.

Technical and Non-technical Staff

2.14　　　The distribution of technical and non-technical staff in the printing and publishing industries is shown in Table 2.19:

Table 2.19:　Distribution of Technical and Non-technical Staff in the Printing and Publishing Industries

	Technical Staff	Non-technical Staff	Total	Percentage of Technical Staff
Printing Industry	21 313	8 934	30 247	70.5%
Publishing Industry	7 930	6 606	14 536	54.6%
Total	29 243	15 540	44 783	65.3%

Employers' Views on the Expected Change in Business Situation for the Coming Year

2.15　　　The survey revealed that about 46.7% and 82.9% of the employers in the printing and publishing industries respectively had forecasted the business situation would be either the same or better in the coming year. The distribution of the employers' views is shown in Tables 2.20 and 2.21:

Table 2.20:　Views of Employers in the Printing Industry on the Business Situation for the Coming Year

Employment Size	Business Situation				
	Better	Same	Worse	Unspecified	Total
1 - 9	381	1 291	2 201	22	3 895
10 – 49	107	224	131	3	465
50 & Over	36	29	3	2	70
All	524	1 544	2 335	27	4 430
Percentage of Firms	11.8%	34.9%	52.7%	0.6%	100%

**Table 2.21:   Views of Employers in the Publishing Industry
on the Business Situation for the Coming Year**

Employment Size	Business Situation				
	Better	Same	Worse	Unspecified	Total
1 – 9	162	417	126	1	706
10 – 49	54	81	24	0	159
50 & Over	23	33	1	7	64
All	239	531	151	8	929
Percentage of Firms	25.7%	57.2%	16.2%	0.9%	100%

Age Profile of Employees

2.16   The distribution of age profiles of the employees in the printing and publishing industries is shown in Tables 2.22 and 2.23:

Table 2.22:   Age Profile of Employees in the Printing Industry

Age Group	Number of Technologists/ Managers	Number of Technicians	Number of Craftsmen	Total	Percentage of Total Number of Employees
Below 35	153	2 307	2 797	5 257	26.1%
35 - 49	783	4 133	6 596	11 512	57.3%
50 and above	249	1 104	1 977	3 330	16.6%
Total	1 185	7 544	11 370	20 099	100%

Table 2.23:   Age Profile of Employees in the Publishing Industry

Age Group	Number of Managers	Number of Supervisors	Number of Technical Support Staff	Total	Percentage of Total Number of Employees
Below 35	220	1 075	2 630	3 925	49.5%
35 - 49	577	1 171	1 570	3 318	41.8%
50 and above	147	347	193	687	8.7%
Total	944	2 593	4 393	7 930	100%

Employees Deployed to Work outside Hong Kong in the Printing Industry

2.17   Employers reported the following number of employees who had been deployed to work outside Hong Kong more than 6 months during the 12 months prior to the survey:

Table 2.24:   Number of Employees Deployed to Work Outside Hong Kong in the Printing Industry

Job Level	Number of Employees	Total Number of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist/Managerial	101	1 185	8.5%
Technician	439	7 544	5.8%
Craftsman	39	11 370	0.3%
Total	579	20 099	2.9%

Establishments with Production Workshops in Mainland China in the Printing Industry

2.18   The survey revealed that there were 498 establishments with production workshops in Mainland China and they employed some 157 600 employees. The latter figure does not include employees who are Hong Kong residents.

SECTION III

CONCLUSIONS

3.1   The Training Board has carefully examined the survey findings and considered that they generally reflect the employment situation of the printing and publishing industries at the time of the survey.

3.2   The survey revealed that the printing industry's workforce had slightly increased at an annual rate of 0.2% from 21 222 employees to 21 313 employees since the last survey conducted in June 2004.   The workforce of the publishing industry had also increased at an annual rate of 1.4% from 7 716 employees to 7 930 employees since the last survey. Figures 3.1 and 3.2 show the manpower situation of the printing industry and the publishing industry between 1992 and 2006:

(A)   *Printing Industry*

Figure 3.1 :   Manpower Situation Between 1992 and 2006

Number of Employees

Year
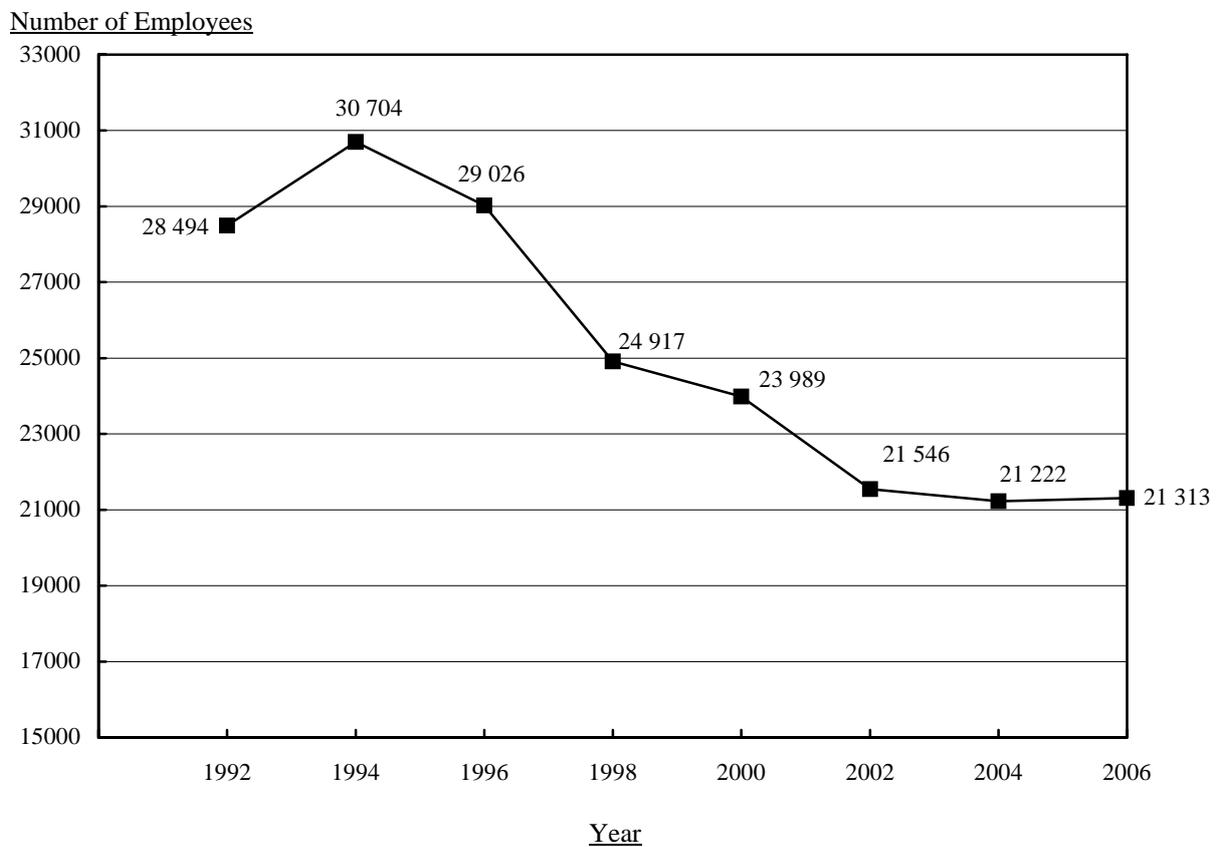
(B)   *Publishing Industry*

Figure 3.2 :   *Manpower Situation Between 1992 and 2006

Number of Employees

Year
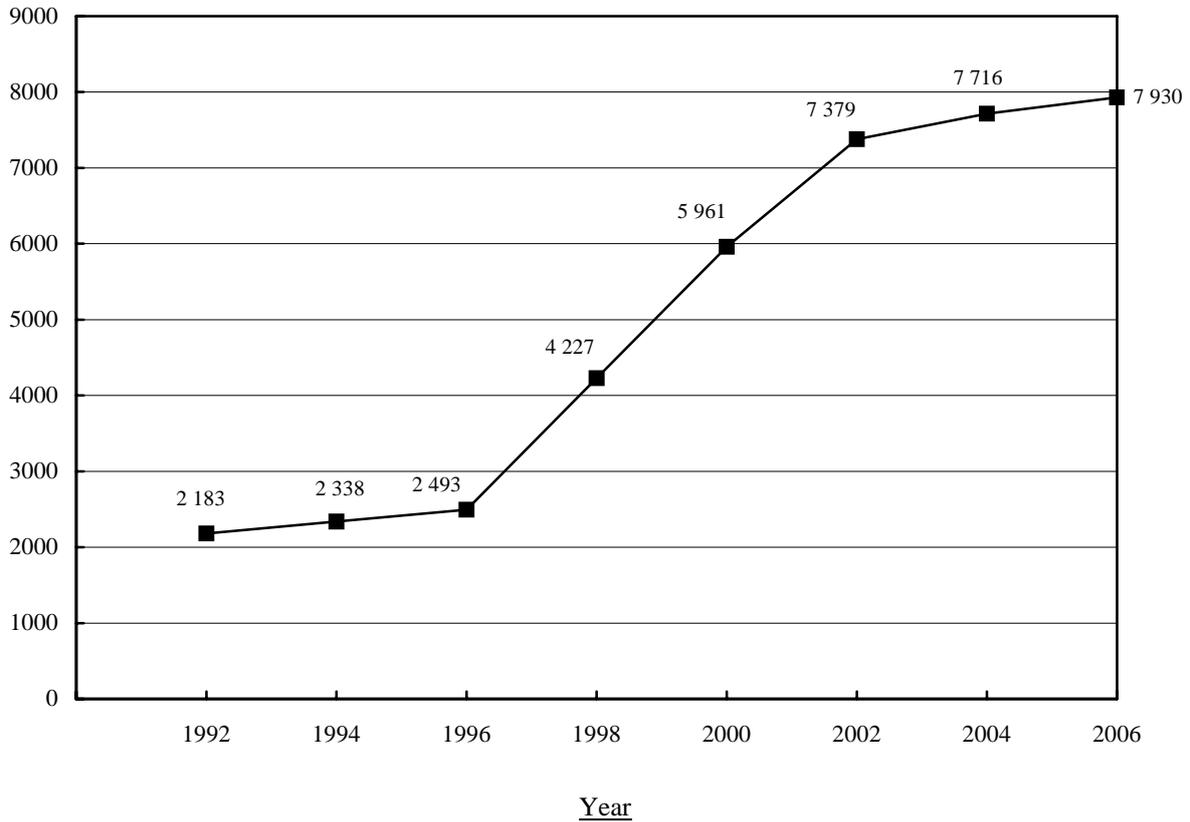
* The surveys in 2000, 2002, 2004 and 2006 covered a wider scope than the previous surveys in 1992 and 1996 conducted by the former Advertising, Public Relations and Publishing Training Board.

Performance of the Printing Industry

3.3   The domestic export value of printed matters in year 2000 recorded a total of HK$4,578 million, and it decreased to HK$3,087 million in 2005.   The performance of the domestic export value of printed matters between 1994 and 2005 is shown in Figure 3.3.

Figure 3.3 :   Domestic Export Value of Printed Matters between 1994 and 2005

HK$ Million
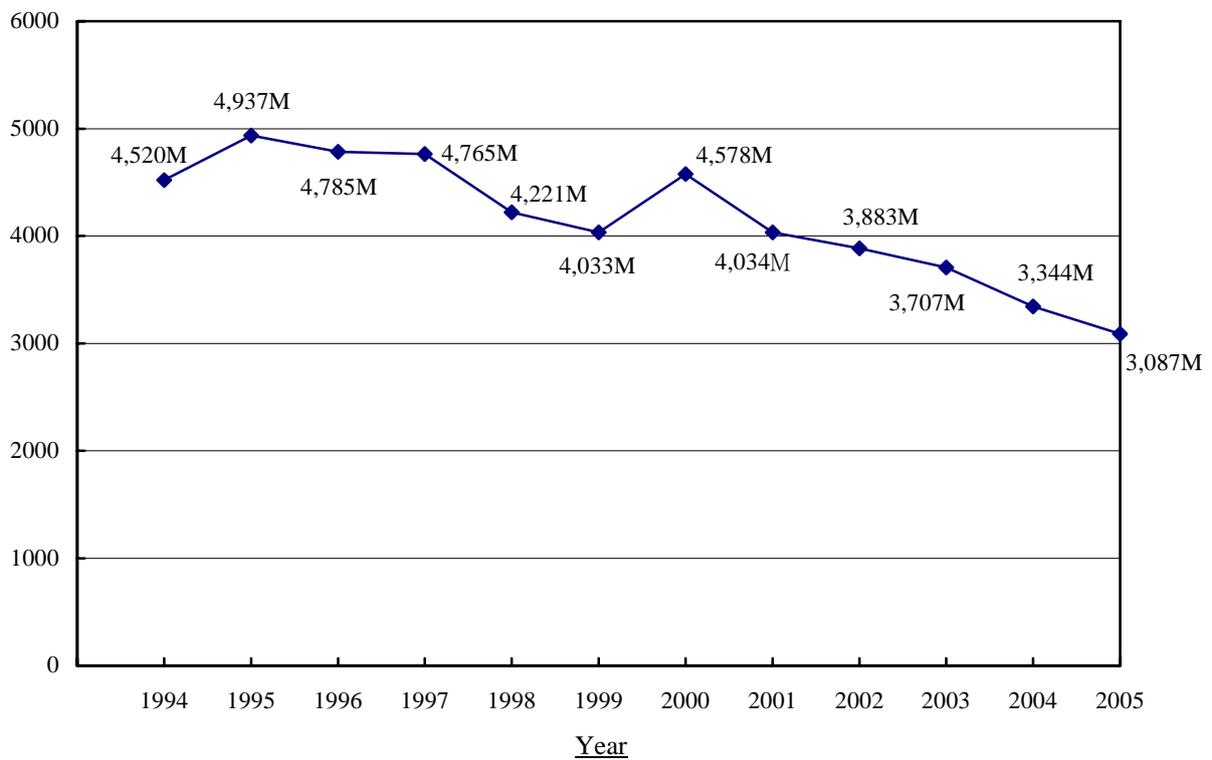
Source: Hong Kong Trade Statistics, Census and Statistics Department

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3.4   The production index of the industry also decreased correspondingly from 100 in the base year of 2000 to 95.9 in 2005, representing a slight reduced production for paper products and printed matters in the local industry in the past few years (see Figure 3.4 below).

**Figure 3.4 :   Paper Products and Printing Industry –
Index of Industrial Production**

Index No.
(2000 = 100)
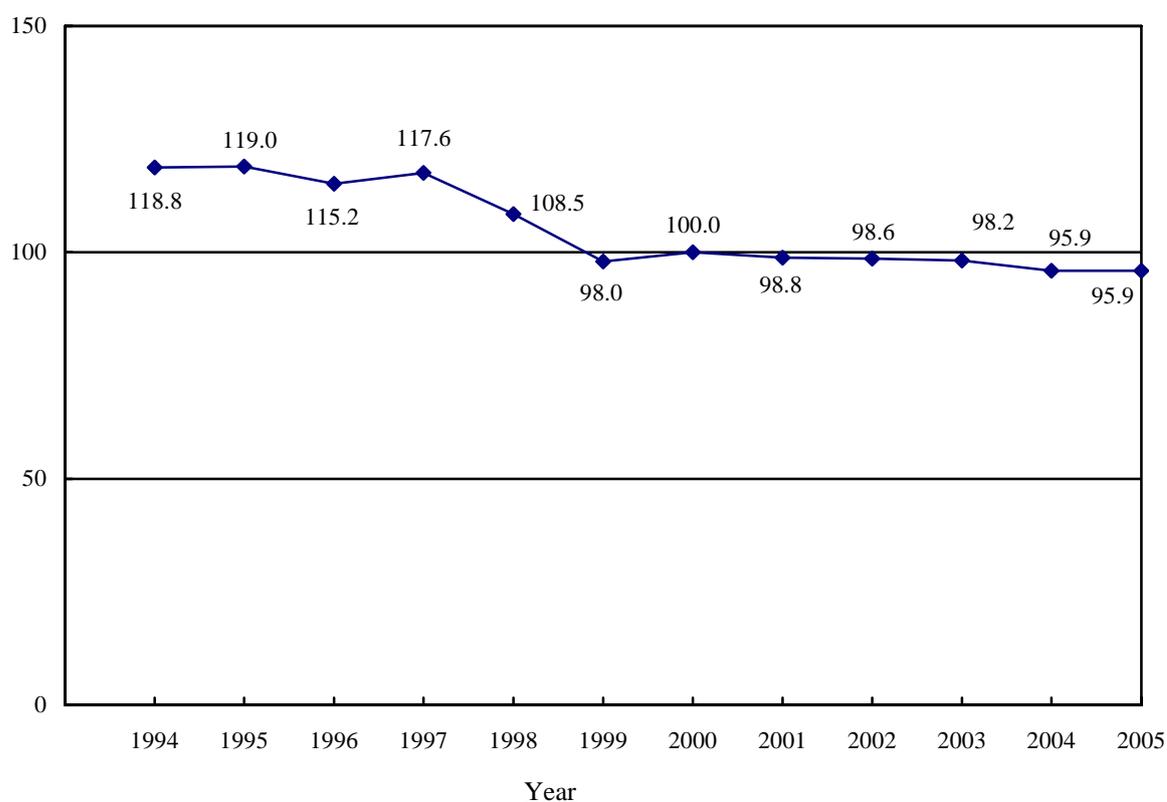
Source :   Census and Statistics Department

Note :   The production index measures the change in local manufacturing output in real terms, i.e. changes in volume of local production after discounting the effect of price changes.   As from the third quarter of 2002, the base year of the index the industrial production has been changed to 2000.

3.5   The data in paragraphs 3.4 & 3.5 reflect the shifting of printing activities to the Mainland China, and that the transfer process has largely been stabilized. On the other hand, the Labour Productivity Index of the printing industry, which analyse long term effects of factors like enhancement in technology, improvements in organisational structure, quality of labour and increases in capital on productive capacity of industry, shows an increase from 100 (in base year 2000) to 119.6 in 2005; as against the increase of 100 to 104.8 for all industries during the period.

Manpower Changes by Branch

(A)   *Printing Industry*

3.6   A breakdown of the manpower changes by branch between June 2004 and June 2006 is shown in Table 3.1 and Figure 3.5:

Table 3.1 :   Breakdown of Manpower Changes by Branch Between June 2004 and June 2006

Branch	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Newspaper Printing	706	806	+6.8%
Job Printing	13 539	12 630	-3.2%
Other Printing and Allied Industries	3 653	3 086	-8.1%
Containers and Boxes of Paper and Paperboard	382	752	+40.3%
Printing Agents	2 615	3 211	+10.8%
Selected Organizations	327	828	+59.1%
Total	21 222	21 313	+0.2%

**Figure 3.5 :   Manpower Changes by Branch
between June 2004 and June 2006**

Number of Employees

Branch

■ Number of workers in June 2004
□ Number of workers in June 2006
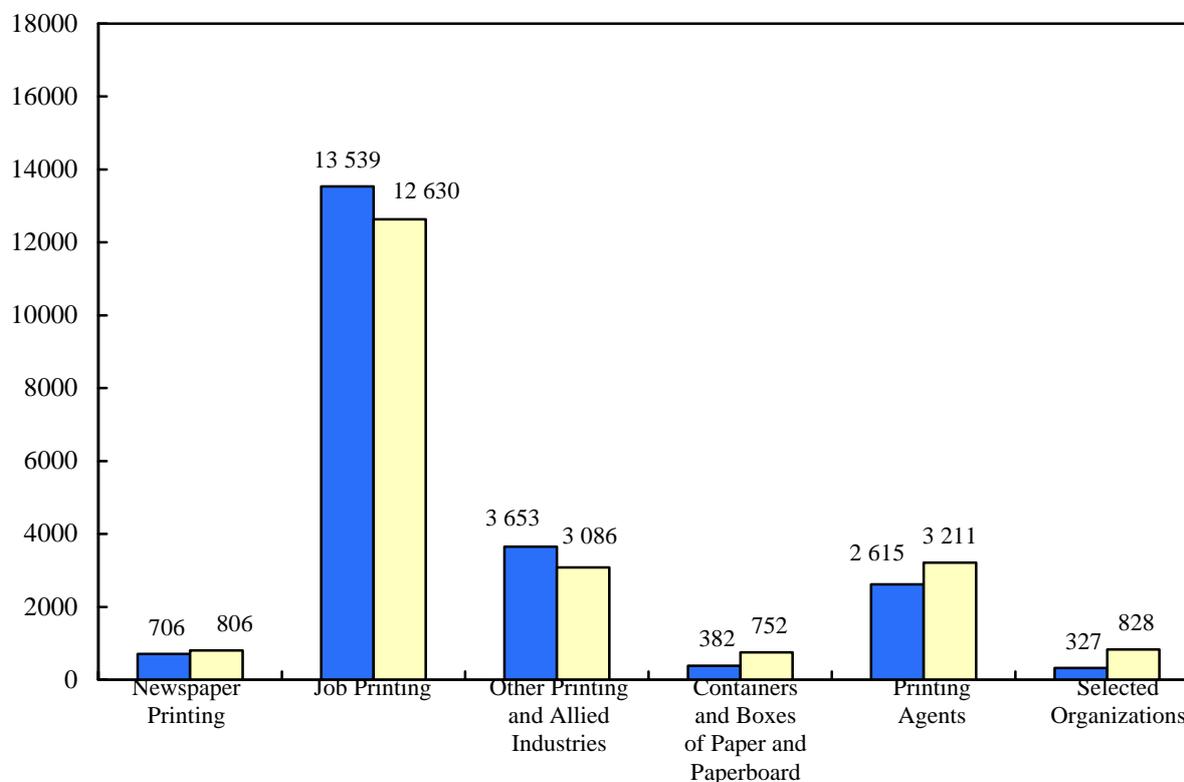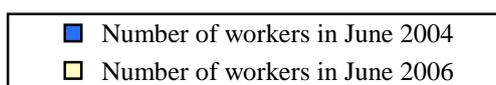
3.7   The survey revealed that the technical manpower of the newspaper printing branch had increased by 6.8% per annum from 706 in June 2004 to 806 in June 2006.   This was attributable to the increase in the number of newspaper and newspaper printing establishments following the recovery of the local economy.   There was also an annual increase of 10.8% of manpower from 2 615 to 3 211 in printing agents branch indicating that there was further diversification of the business of some printing firms from manufacturing to trading in the past two years.

3.8   The increase of manpower in the containers and boxes of paper and paperboard printing branch was due to an increased number of establishments, whereas the increase in selected organizations was mainly due to the expanded coverage of the survey to include metal can manufacturers and printing equipment suppliers.

3.9   However, there was an annual decrease of 3.2% of manpower from 13 539 to 12 630 in the job printing branch and an annual decrease of 8.1% in the other printing and allied industries.   This might be attributed to the shifting of some printing jobs to operations in the Mainland China.

(B)   *Publishing Industry*

3.10   A breakdown of the manpower changes by branch between June 2004 and June 2006 is shown in Table 3.2:

**Table 3.2 :   Manpower Changes by Branch
between June 2004 and June 2006**

Branch	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Publishing and Allied Industries	6 535	6 688	+1.2%
Wholesales of Books, Periodicals and Newspapers	238	318	+15.6%
Import and Export of Books, Periodicals and Newspapers	618	604	-1.1%
Selected Organizations	325	320	-0.8%
Total	7 716	7 930	+1.4%

3.11   The findings revealed that there was mild changes of employee numbers in various branches of the publishing industry.

Manpower Changes by Job Level in the Printing Industry

The Industry

3.12   The manpower changes of the printing industry between 2004 and 2006 is shown in Table 3.3:

**Table 3.3 :   Manpower Changes by Job Level
between June 2004 and June 2006**

Job Level	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Technologist/Managerial	759	1 185	+25.0%
Technician	6 208	7 544	+10.2%
Craftsman	11 816	11 370	-1.9%
Operative	860	-	-
Unskilled	1 579	1 214	-12.3%
Total	21 222	21 313	+0.2%

Technologist/Managerial Level

3.13   The survey revealed an increase of 25.0% per annum in manpower for the technologist/managerial level from 759 in 2004 to 1 185 in 2006.   Owing to the rapid development of digitalization of the printing processes, employers had continued to employ more technologists to meet the keen competition worldwide.   Some printers with production operations in the Mainland further expanded their production capacity there to cope with the economic boom.   This was reflected by an increase of some 30% in the number of employees engaged by production workshops in the Mainland.   The increase was also partly attributable to the expanded coverage of the survey.   A breakdown of the manpower changes is shown in Table 3.4:

**Table 3.4 :   Manpower Changes by Principal Job
between June 2004 and June 2006**

Principal Job	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Factory Manager	139	152	+4.6%
Production Manager/ Quality Manager	256	388	+23.1%
Sales/Customer Services/ Marketing Manager	364	565	+24.6%
Other New Jobs	-	80	-
Total	759	1 185	+25.0%

Technician Level

3.14   The survey also revealed an increase in the number of technicians, from 6 208 in June 2004 to 7 544 in June 2006.   The latter number included 1 156 employees reported under five new principal jobs covered in the survey.   A breakdown of the manpower changes is shown in Table 3.5:

**Table 3.5 :   Manpower Changes by Principal Job
between June 2004 and June 2006**

Principal Job	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Cost Estimator/ Sales Representative	3 709	4 129	+5.5%
Production Planner/ Controller/Customer Services Co-ordinator/ Quality Controller	1 413	1 238	-6.4%
Overseer/Supervisor	954	749	-11.4%
Electrical & Mechanical Maintenance Technician (Printing)	132	272	+43.5%
Other New Jobs	-	1 156	-
Total	6 208	7 544	+10.2%

Craftsman and Operative Levels

3.15   The survey revealed that there was a further decrease of 1.9% per annum in the number of craftsmen between the two years, while the operative level jobs were deleted from the survey.   Details of the manpower changes are depicted in Figure 3.6:

Figure 3.6 :   Manpower Changes at Craftsman and
Operative Levels between June 1992
and June 2006

Number of Workers

Year

Legend:
- Craftsmen
- Operatives

Manpower Changes by Job Level in the Publishing Industry

3.16 The manpower changes of the publishing industry by job level between 2004 and 2006 are shown in Table 3.6:

Table 3.6 : Manpower Changes by Job Level between June 2004 and June 2006

Job Level	No. of Employees in June 2004	No. of Employees in June 2006	Change Per Annum
Managerial	778	944	+10.2%
Supervisory	2 290	2 593	+6.4%
Technical Support	4 648	4 393	-2.8%
Total	7 716	7 930	+1.4%

Managerial Level

3.17 The survey revealed a general increase in the number of managers. A breakdown of the manpower changes is shown in Table 3.7:

Table 3.7 : Manpower Changes by Principal Job between June 2004 and June 2006

Principal Job	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Managing Director/ General Manager/Publisher	125	203	+27.4%
Editorial Director/Chief Editor	187	191	+1.1%
Design Director/Art Director	66	88	+15.5%
# Production Director/ Production Manager	52	66	+12.7%
Marketing Director/ Marketing Manager	107	127	+8.9%
Sales Director/Sales Manager (Newspaper and Magazine Publications)	139	144	+1.8%
Sales Director/Sales Manager (Book Publications)	40	43	+3.7%
Editorial Manager	62	82	+15.0%
Total	778	944	+10.2%

Same job nature as the principal job of "Production Manager" in the printing industry.

Supervisory Level

3.18   The survey also revealed a general increase in the number of supervisors.   A breakdown of the manpower changes is shown in Table 3.8:

**Table 3.8 :   Manpower Changes by Principal Job
between June 2004 and June 2006**

Principal Job	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Commissioning Editor/ Acquisition Editor/ Senior Editor/Editor	1 127	1 225	+4.3%
Senior Designer	228	298	+14.3%
# Production Supervisor	112	105	-3.2%
Sales Supervisor	431	522	+10.1%
Marketing/Publicity Supervisor	136	187	+17.3%
Customer Services Supervisor/Officer (Text Books)	123	140	+6.7%
Circulation Supervisor (Magazine & Newspapers)	133	116	-6.6%
Total	2 290	2 593	+6.4%

Same job nature as the principal job of "Overseer/Supervisor" in the printing industry.

Technical Support Level

3.19   The survey revealed a decrease in the number of technical support staff.   A breakdown of the manpower changes is shown in Table 3.9:

Table 3.9 :   Manpower Changes by Principal Job
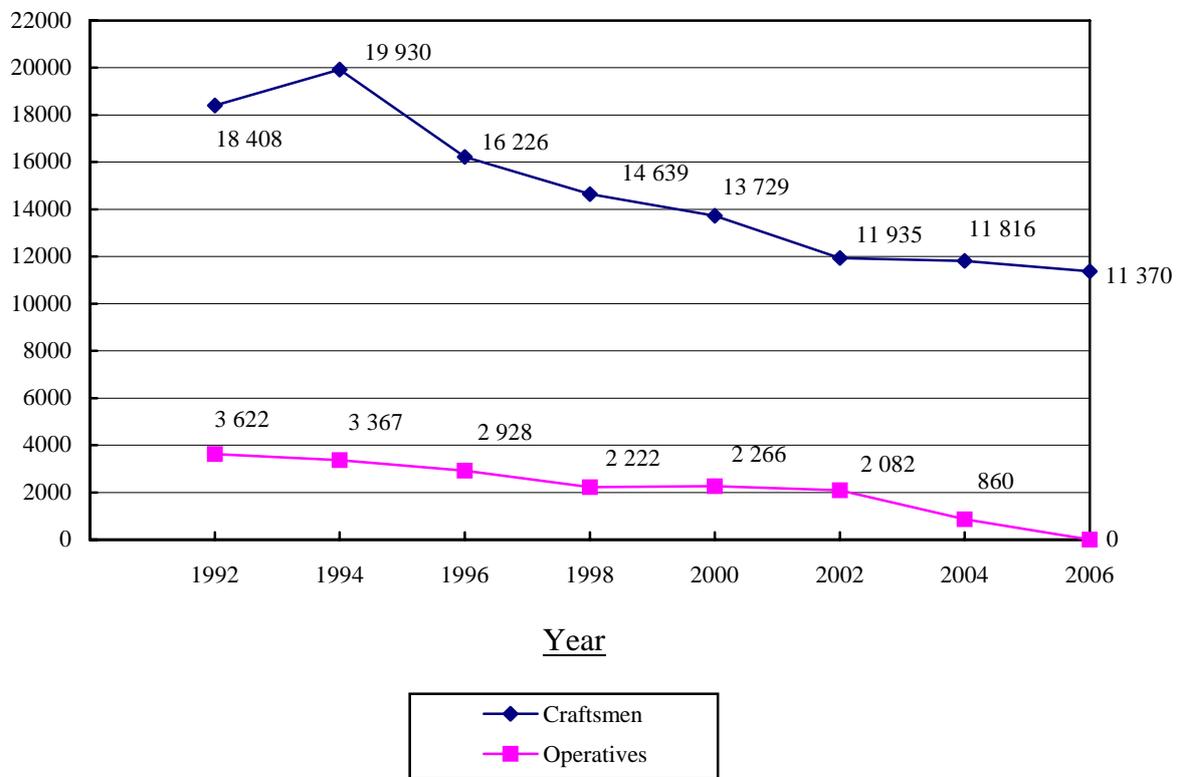**between June 2004 and June 2006**

Principal Job	Number of Employees in June 2004	Number of Employees in June 2006	Change Per Annum
Assistant Editor/Copy Editor/ Art Editor/Proof Reader	1 615	1 425	-6.1%
Art Designer/ Illustrator	993	719	-14.9%
△ Desktop Publishing (DTP) Operator	238	301	+12.5%
# Production Assistant	209	96	-32.2%
Sales Representative/ Sales Executive	1 167	1 464	+12.0%
Marketing/Publicity Assistant	364	352	-1.7%
Other Publishing Related Job	62	36	-23.8%
Total	4 648	4 393	-2.8%

\#   Same job nature as the craftsman in the printing industry.
△   Same job nature as Electronic prepress system craftsman in the printing industry.

3.20   The changes in the number of employees in the industry over the past two years are analysed as follows:

(A) *Printing Industry*

(a)   There was a notable increase in the number of manpower at the managerial/technological and technician levels.   This was mainly attributable to the inclusion of more principal jobs at those levels and the expanded coverage of the survey to include printing equipment suppliers and metal-can manufacturers;

(b)   The trend of moving towards higher end production and adoption of more advanced technology continued, which contributed to an increase in manpower at the technologist/ managerial and technician levels, but a decrease of workers at the craftsman and operative levels;

(c)   There was an increase in the number of printing agents due to some small and medium printing companies converting their business to sales and supplies agents;

(d)   The number of sales/marketing managers and cost estimators/sales representatives had increased from 364 to 565 and from 3 709 to 4 129 representing an increase of 55.2% and 11.3% respectively.   This reflected the growing business activities generated by the continuous thriving of the Mainland's economy, and the expanded coverage of the 2006 survey;

(e)   The number of factory managers and production/quality managers had increased from 395 to 540 while the number of production planners/controllers/supervisors decreased from 2 367 to 1 987 (i.e. -16.1%) which indicated that more supervisory positions had been taken up by mainland workers;

(f)   There had been a consistent demand for manpower skilled in desktop prepress and conversant in the application of computers in the past two years.   The number of digital printing system craftsmen and electronic prepress technicians/craftsmen remained at some 2 400.   The principal job of pre-press technician was first introduced in the 2006 survey; and

(g)   The number of craftsmen/operatives had decreased from 12 676 to 11 370 (i.e. -10.3%) and the number of general workers from 1 579 to 1 214 (i.e. -23.1%) which reflected the expanded production and sub-contracting activities in Mainland China.   The survey revealed that the number of employees engaged by Hong Kong firms in Mainland China had increased by about 30% in the past two years.

(B) *Publishing Industry*

(a)   There had been an increase of manpower at the managerial and supervisory levels and a decrease at the technical support level, resulting in a slight overall increase of 2.8% for the whole industry in the past two years,

(b)   Most of the increase in manpower was recorded in the principal jobs of managing director/general manager/ publisher and design director at the managerial level; and senior designer and marketing supervisor at the supervisory level.   There was a notable increase in the number of sales representatives despite an overall reduction in manpower at the technical support level,

(c) The increase of manpower at the managerial and supervisory levels was due to the increase of establishments in new business areas such as digital printing and a gradual upgrading of skill level in the industry.

Comparison of Manpower Outturns
with Training Board Forecasts

(A) *Printing Industry*

3.21   Table 3.10 compares the actual outturns (i.e. the number of employees plus vacancies) with the forecasts made by the Training Board in 2004:

**Table 3.10 :   Comparison of 2006 Manpower Outturn with
Training Board's Forecast made in 2004**

Job Level	Actual Outturn in 2006	Training Board's Manpower Forecast for 2006	Forecast Compared with Actual Outturn
Technologist/Managerial	1 187	773	-19.3% p.a.
Technician	7 589	6 482	-7.6% p.a.
Craftsman	11 472	11 680	+0.9% p.a.

3.22   The forecasts of manpower demand made by the Training Board two years ago were lower than the actual outturns at the technologist/managerial and technician levels. The deviations between the actual outturns and the Training Board's forecasts were attributable to the increasing adoption of new production technology in the industry, increased trading activities as well as expanded coverage of the current survey.

(B) *Publishing Industry*

3.23   The actual outturns (i.e. the number of employees plus vacancies) compared with the forecasts made by the Training Board in 2004 is shown in Table 3.11:

Table 3.11 :   Comparison of 2006 Manpower Outturn with
Training Board's Forecast made in 2004

Job Level	Actual Outturn in 2006	Training Board's Manpower Forecast for 2006	Forecast Compared with Actual Outturn
Managerial	946	784	-9.0% p.a.
Supervisory	2 598	2 310	-5.7% p.a.
Technical Support	4 420	4 874	+5.0% p.a.

3.24   The forecasts made by the Training Board were also lower than the actual outturns at managerial and supervisory levels, but higher at technical support level.

Business Outlook

(A) *Printing Industry*

3.25   The Training Board expects that the performance of the industry would remain favourable based on the following factors:

(a)   It is likely that local economy will continue to grow after a strong rebound from recession a few years ago;

(b)   Employers have shown enthusiasm to continue to invest in advanced printing technology and equipment in response to the rapid development in digital technology;

(c)   Despite the use of information technology by the society as printed media, there is still a sufficient local demand for quality printed books and magazines to sustain the industry's growth in the next few years;

(d)   Despite the emerging development of e-book, there is very likelihood that readers and consumers still prefer printed publications to electronic data for reading;

(e) The Olympic Games to be held in Beijing in 2008 will contribute to the continuing economic boom in Mainland China and the region. As a result, both financial and commercial printing will benefit from this influx; and

(f) In the light of keen competition, more printing employers have diversified their business from manufacturing to trading. As a result of the diversification of business nature, more skilled workers at technician and technologist levels are required to cater for the further manpower needs at these levels.

(B) *Publishing Industry*

3.26 Sharing the view of over 80% of the employers who have expressed that the business outlook would be good and stable, the Training Board expects that the industry will continue to develop steadily for the following reasons:

(a) *Textbook Publishing*

Given the low local birth rate, but a constant influx of immigrants from Mainland China, pupil population will reduce steadily at a low rate and the demand for textbooks will be slightly affected.

(b) *General Book Publishing*

China's accession to WTO has helped to spur the output of the local publishing trade. It has also created opportunities for publishers to expand their import and export trade business to the Mainland.

(c) *Magazines Publishing*

The local economy would grow in line with the global economy. This would induce more advertisers to make use of magazines as a vehicle to promote the product sales of their clients and result in more publishers and newspaper establishments to consider expanding their magazine business.

(d) *Web Publishing*

After the downfall of global web business a few years ago, the web industry has consolidated and developed steadily but cautiously. China's accession to WTO has also provided web publishers more opportunities to build up their business in the Mainland.

Future Technological Developments

(A)   *Printing Industry*

3.27   Information digitalization is a fundamental change with implications on all businesses. With the ability to store, process, manipulate, analyse, transmit and display via computers, digital information is changing the work both in production and quality in the printing industry.

3.28   The application of digital data in printing and the user friendly software items in prepress processing remains an important development which encourages the greater adoption of IT. Digital printing, a filmless and plateless process, means that the production of short-run, individualized, even single copy printing has now been technically and economically feasible. It would have great impact on the small and medium offset printing when the technology becomes mature and the price comes down to a competitive level.

3.29   Digital offset technology remains another significant development in the printing industry that enables digital data to be sent directly to press without going through the traditional plate making stage. The overall impacts of the development are:

      (a)   industry moving towards shorter runs and just-in-time production, thus eliminating the need to keep bulky printed stock;

      (b)   a reduction in the manpower required due to the full automation of machines;

      (c)   the elimination of films and plates as well as other consumables alike as digital data can be transmitted to printers electronically for production via Internet;

      (d)   the creation of new business opportunities; and

      (e)   the increase in competitiveness among traditional printers.

(B)   *Publishing Industry*

3.30   Despite the emerging development of e-book in future, it is forecasted that printed publications will still occupy the majority of the total publications on sale in the market. Currently e-book sale only constitutes a small segment of the market share as compared with printed publications because the former is still in its developing stage. Nevertheless, it is predicted that e-book technology will bring about a lucrative opportunity to the publishing industry once the technology becomes more mature, for example when a cheap and portable digital reading pad or digital visualizer would be developed to give readers and consumers convenience for reading.

Forecast of Future Manpower

(A) *Printing Industry*

3.31   The Training Board has considered the use of the Labour Market Analysis (LMA) approach for determining the manpower trend of the printing industry.   Due to the complexities involved, the LMA model is found to be inapplicable to this survey.   The Training Board therefore adopted the adaptive filtering method (AFM) which was used in the previous manpower surveys.   The Training Board selects the most appropriate projections, taking into consideration the external factors, economical trends, technological development, the workforce pattern and the future outlook of the industry as mentioned in the above paragraphs.   The method is briefly illustrated in the following diagram:

```
                    ┌──────────────────┐     ┌──────────────┐
  Survey            │ Forecasting using │     │ Selection of │      Forecast
   Data    ─────┬──▶│  weighted data   │────▶│ appropriate  │────▶   Data
                │   │   (A = 0 - 1)    │     │  projection  │
                │   └──────────────────┘     └──────────────┘
                │                                    ▲
                │   ┌──────────────────┐             │
                └──▶│  Training Board  │─────────────┘
                    └──────────────────┘
```
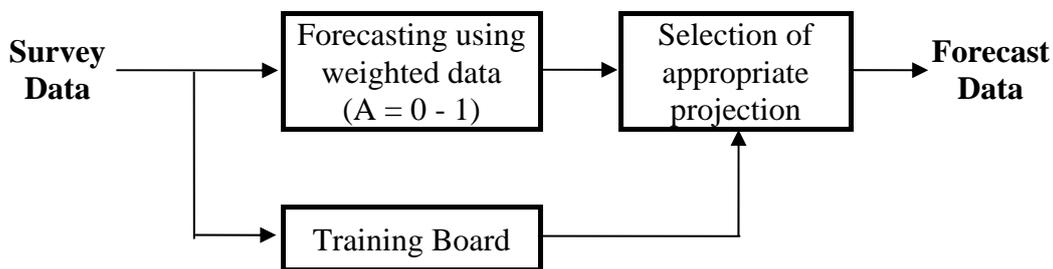
3.32   Having examined the past and present survey data, and considered the future developments of the printing industry, the Training Board considers that the demand for technologists and technicians will continue to increase in the next few years.   At the craftsman level, the Training Board forecasts that the demand will be mainly for replacing the wastage of the existing manpower and there should be sustained demand for electronic prepress systems craftsmen and digital printing system craftsman as a result of the development in digital printing technology.

3.33   The survey revealed that the number of vacancies for the technologist, technician and craftsman levels remained low at 0.1%, 1.0% and 0.4%.   The Training Board envisages that the staff turnover rate in the foreseeable future would not be high and therefore assumes a wastage rate of 3% of the workforce for the technologist, technician and craftsman levels in the next four years.

47

3.34   From the above estimates, the additional manpower required by the industry at the technologist, technician and the craftsman levels in the next four years are as follows:

Table 3.12 :   Annual Manpower Demand in the Printing Industry for 2007/10

Job Level	Annual Average Additional Demand for Employees			
	Forecast Growth (A)	Wastage (B)	Total (A) + (B)	(±10% Range)
Technologist/Managerial	126	43	169	152 – 186
Technician	499	256	755	680 – 830
Craftsman	-148	332	184	166 – 202

A breakdown of the above figures into various principal jobs is given in Appendix 15.

(B)   *Publishing Industry*

3.35   The adaptive filtering method is also adopted for manpower projections in the publishing industry. In view of the relatively young workforce, the Training Board also adopts a wastage rate of 3% for manpower at the managerial, supervisory and technical support levels in the next four years.

3.36   From the above estimates, the annual additional demand in the next four years are as follows:

Table 3.13 :   Annual Manpower Demand in the Publishing Industry for 2007/10

Job Level	Annual Average Additional Demand for Employees			
	Forecast Growth (A)	Wastage (B)	Total (A) + (B)	(±10% Range)
Managerial	62	32	94	85 – 103
Supervisory	80	83	163	147 – 179
Technical Support	-18	131	113	102 – 124

A breakdown of the above figures into various principal job is given in Appendix 16.

Manpower Demand and Supply Analysis

3.37 The printing industry has a projected annual demand for 152 - 186 technologists. Together with the demand for some 6 – 7 production directors/managers in the publishing industry as mentioned in paragraph 3.17, the total annual demand of the industry for technologists/managers will be 158 – 193.

3.38 Currently manpower supply at technologist level is very scarce because local tertiary institutions do not offer printing degree programmes. Youngsters interested in pursuing higher level printing courses need to enroll overseas. Owing to the limited supply of technologists, the majority of employers recruit their technologists through the promotion of competent technician level workers or directly recruit higher diploma students of the Hong Kong Institute of Vocational Education (Kwun Tong) [IVE(KT)] or university graduates.

3.39 Meanwhile, the IVE(KT) is the only local institute supplying manpower at Higher Diploma level in the printing discipline. The planned output is as follows:

Course	Estimated No. of Graduates		
	2006/07	2007/08	2008/09
Full-time			
Higher Diploma in Advertising, Packaging and Branding	46	140	88
Higher Diploma in Commercial Printing and Digital Media Publishing	52	50	62
Higher Diploma in Photography and Graphic Imaging	-	-	30
	98	190	180

3.40 The output from IVE(KT) falls short of the projected demand for the industry in 2006/07 but is adequate in 2007/08 and afterwards. However, it should be noted that some of the higher diploma graduates may join technician level jobs in the industry.

3.41 The forecast demand for technicians in the printing industry is 680 – 830 annually in next four years. Together with a demand for some 6 – 7 production supervisors in the publishing industry as mentioned in paragraph 3.18, the total annual demand of the industry for technicians will be 686 – 837.

3.42   Based on the information provided by the Printing Industry Training Centre (the only local institute providing full-time technician courses on printing), the supply of technician graduates will be:

| | Estimated No. of Graduates | | |
Course	2006/07	2007/08	2008/09
Technician Foundation Course in Printing Digital Workflow Production	56	60	20
Diploma in Vocational Studies (Advertising, Packaging and Printing)	65	88	72
Diploma in Vocational Studies (Graphic Communications)	70	60	72
Diploma in Vocational Studies (Digital Media Design)	-	-	60
Total:	191	208	224

3.43   The total output from the Training Centre is lower than the projected demand. However, some of the technician jobs may be filled by the training of secondary school leavers through apprenticeship and internal promotion of experienced craftsmen. The Training Board is of the view that upgrading training through short courses on trade knowledge and skills as well as supervisory management are necessary for such personnel. Due to the technological advancement in printing processes, the Training Board considers that properly trained technician graduates from vocational institutes are better equipped to take on technician jobs.

3.44   For the craftsman level, although there will not be any projected growth in the next few years, a constant supply of personnel is required to sustain the local printing business. The forecast demand for craftsmen would be 166 - 202 annually in the printing industry. Together with the demand of total 9 – 11 printing craftsmen in the publishing industry as mentioned in paragraph 3.19, the demand would be 175 – 213 annually in the next four years.

3.45   Based on the training capacity of the Printing Industry Training Centre (the only local institute providing full-time craftsman courses on printing), the supply of craft graduates will be:

	Estimated No. of Graduates		
Course	2006/07	2007/08	2008/09
Basic Craft Course in Digital Print Media Publishing Techniques	55	40	20
Basic Craft Course in Computer-aided Printing and Finishing Techniques	20	17	17
Diploma in Vocational Studies (Advertising, Packaging and Printing)	30*	12*	12*
Diploma in Vocational Studies (Graphic Communications)	-	12*	12*
Total:	105	81	61

(*Denotes the estimated number of second-year graduates to be awarded Vocational Certificate at craft level)

3.46   The total output from the Training Centre is lower than the projected demand for the craftsman jobs.   However, the shortage can be alleviated through retraining of workers in the traditional trades through skills upgrading courses.

3.47   The Training Board will conduct another manpower survey in 2008 to review and update the manpower requirements of the industry, and will monitor the progress of the latest technological developments for organizing training for in-service workers.

SECTION IV

RECOMMENDATIONS

4.1   Over the past few years, there have been two major developments in the printing industry in Hong Kong. Firstly, the greater automation of printing processes and the widespread adoption of computer technologies in the prepress industry, in particular the computer to plate technology have resulted in significant improvement in both quality and productivity. Secondly, with the opening up of Mainland's economy, the labour-intensive operations have been progressively relocated to the Pearl River Delta areas. Those processes remaining in Hong Kong are generally more sophisticated, technical and quick-responsive. Such developments have resulted in a restructuring of the manpower resources. Traditional craft and operative jobs have either been phased out or diminished in substantial numbers while the continuing demand for computer literate manpower would be sustained. In the light of many manufacturing firms becoming trading firms, it is envisaged that more sales representatives, customer services co-ordinators and quality controllers would be needed to cater for the transforms of the industry. To meet the development needs of the industry, there should be an on-going demand for technologists and technicians, while at the craftsman level, the traditional prepress craft jobs will gradually become obsolete.

4.2   The Training Board considers that the practice of conducting manpower survey at a 2-year interval is useful in building up a series of historical data for comparison and for projecting future manpower requirements. Such a practice should continue so that the manpower and training situation of the printing and publishing employees will be closely monitored. Based on the information, the Training Board can recommend measures to meet the training needs.

Annual Intake of Trainees

4.3   At the time of the survey, there were only 149 trainees in the printing industry; and 34 in the publishing industry. Since it normally takes up to three years to train a trainee, it is evident that the present training efforts are insufficient to satisfy the industry's needs.

4.4   To ensure an adequate supply of skilled manpower, the Training Board urges employers to embark on an annual manpower training programme of a scale set out below:

**Table 4.1 : Recommended Number of Trainees to be
Taken on Annually from 2007 to 2010**

Job Level	Recommended Annual Intake	
	Printing Industry	Publishing Industry
Technologist/Managerial	169	94
Technician/Supervisory	755	163
Craftsman/Technical Support	184	113

A breakdown of the above figures into various principal jobs is given in Appendices 15 and 16.

4.5   For manpower planning at the company level, employers are requested to note that the volume of training as indicated in para. 4.4 above, when expressed in terms of existing manpower, represents annual training requirements of about 12.3%, 9.0% and 1.7% respectively of the total numbers of technologists/managers, technicians and craftsmen in the printing industry, and about 9.0%, 5.9% and 2.6% respectively of total numbers of managers, supervisors and technical support staff in the publishing industry.

4.6   The recommended training routes for technologists and managers, technicians and supervisors, as well as craftsmen are outlined in the following paragraphs.

Training of Technologists and Managers

4.7   Technologists in the printing industry or managers in the publishing industry should preferably possess either a relevant university degree or higher diploma or higher certificate plus a few years relevant working experience in the printing or publishing field.

4.8   The following diagram shows the usual training routes of a technologist/manager:

(I)	(II)
Completion of relevant Degree, Higher Diploma	Qualified technicians (see routes for training technicians) or qualified supervisors (see routes for training supervisors)
2-year (for Degree holders) or 4-year (for Higher Diploma holders) working experience in relevant field	Substantial relevant working experience plus completion of a relevant part-time study as Route (I)

Technologist/Manager

4.9   Employers are recommended to recruit either degree or higher diploma holders as technologist/managerial trainees, i.e. route (I).   For qualified technicians/supervisors with exceptional abilities, route (II) provides them with advancement opportunities.

4.10   Employers are recommended to sponsor their technicians/supervisors to attend the part-time evening degree, higher diploma or higher certificate courses to upgrade their knowledge and skills.

Training of Technicians and Supervisors

4.11   A technician or supervisor should be able to apply proven techniques and procedures to carry out technical responsibilities, including the supervision of craftsmen or technical support staff under his/her control. The training of a technician or supervisor should comprise on-the-job practical training to gain experience and attendance of a relevant technician certificate course to acquire the theoretical knowledge of the trade.

4.12   The recommended routes for training technicians in the printing industry and supervisors in the publishing industry are shown below:

(A)   *Printing Industry - Technicians*

(I)	(II)	(III)	(IV)
Completion of Secondary 5 with Grade E or above in the required HKCEE subjects	Completion of Secondary 5 followed by a relevant full-time technician foundation course	Completion of a relevant 2-year full-time technician diploma course	Qualified craftsman (see routes for training craftsmen)
3-4 year organized technician apprenticeship with attendance at a relevant part-time technician course	2-3 year organized technician apprenticeship with attendance at a relevant part-time technician course	A minimum of 1-2 year organized on-the-job training	Further evening studies through a pre-technician course followed by a relevant technician course and on-the-job experience

Technician

(B) *Publishing Industry - Supervisors*

(I)	(II)	(III)
Completion of relevant Diploma or Certificate Course	Completion of Secondary 5 with Grade E or above in the required HKCEE subjects	Qualified technical support staff (see routes for training technical support staff)
↓	↓	↓
2-year (for Diploma holders) or 3-year (for Certificate holders) working experience in relevant field	4-year working experience in relevant field	Further evening studies through a relevant Certificate or Diploma Course and on-the-job experience

Supervisor

4.13   The Hong Kong Institute of Vocational Education of the Vocational Training Council offers full-time Higher Diploma and Diploma courses, part-time Higher Diploma courses and other upgrading courses in the printing discipline; while the Printing Industry Training Centre offers a one year full-time technician foundation course and a new type of Diploma in Vocational Studies courses to prepare youngsters for employment at technician level or further study.

4.14   Many employers recruit secondary school leavers as technician or supervisory trainees. The trainees learn their skills by working closely with experienced technicians or supervisors and at the same time pursue relevant part-time evening courses at the tertiary educational institutions. Some employers recruit graduates of relevant Diploma or Certificate courses from the educational institutions. However some employers in the printing industry prefer to recruit the graduates of the Printing Industry Training Centre as technician apprentices. The period of apprenticeship is normally three years, while graduates of the full-time technician foundation course are exempted from the first year of the apprenticeship.

4.15   The Training Board strongly recommends employers both in the printing and publishing industries to recruit the graduates of the Printing Industry Training Centre and the Hong Kong Institute of Vocational Education and to sponsor them to attend part-time courses for the purpose of either upgrading or updating their skills and knowledge.

Training of Craftsmen and Technical Support Staff

4.16   A craftsman or technical support staff is a skilled employee capable of applying skills to a wide range of jobs within the trade. He/She should require not only practical skills but also related theoretical knowledge so that he/she can adapt to technological advancement.

4.17   The recommended routes of training are:

(A)   *Printing Industry - Craftsmen*

(I)   (II)

Completion of a relevant full-time basic craft or vocational certificate course	Completion of Secondary 3 or above

↓   ↓

2-year craft apprenticeship with attendance at a relevant part-time craft course	3-year craft apprenticeship with attendance at a relevant part-time craft course

Craftsman

(B)   *Publishing Industry - Technical Support Staff*

Completion of Secondary 5 with Grade E or above in the required HKCEE subjects

↓

1-year working experience in relevant field

↓

Technical Support Staff

4.18   Craft courses in printing disciplines are offered by the Printing Industry Training Centre of the Vocational Training Council. To gear up for the widespread adoption of digital technology in the printing industry, courses for craft training in the printing discipline have been revamped to enrich the training contents in computer and digital operations.

Basic Craft Courses in Printing Discipline

4.19   The Printing Industry Training Centre offers one year full-time Basic Craft Courses (BCCs) which comprise practical training, trade knowledge as well as generic education. The BCCs enable youngsters who are vocationally oriented to join industry upon completion of the courses.

4.20   On completion of the BCCs, the graduates are expected to join industry as second year craft apprentices for a further two-year training. The Training Board urges employers to recruit the graduates as apprentices not only because their training period is shorter but also because they are equipped with basic skills ready for productive work right from the start of their employment.

4.21   The BCCs being offered by the Printing Industry Training Centre are listed in paragraph 4.28.

4.22   Since the academic year 2005/06, the Printing Industry Training Centre has launched a new type of 3-year Diploma in Vocational Studies courses in the printing trades. Second year graduates of these courses who do not progress into the final year will be awarded a vocational certificate for joining the craft jobs.

Skills Upgrading Scheme

4.23   The Skills Upgrading Scheme (SUS) is operated by the Government to upgrade those low education and low/traditional skilled level workers with the aim of enhancing their employability. Trainees of the SUS courses would be subsidized 70% of the full fees. Suitable providers of printing courses may bid to mount SUS courses. Since the commencement of the SUS courses in September 2001, over 7 800 trainees had attended SUS courses in printing trades. The skills upgrading courses currently offered to tradesmen are listed in Appendix 17.

4.24   Employers are urged to make full use of the part-time skills upgrading courses for upgrading their employees.

Trade Testing for Printing Workers

4.25   The Vocational Training Council has approved a trade testing and certification system to be implemented by its training boards. The system is operated on a voluntary basis and its objectives are:

(a)   to help industry in the selection of workers for skilled jobs,

(b)   to facilitate the acquisition of recognized qualifications, in particular, for those who have not gone through a formal training,

(c)   to enhance the status of skilled workers,

(d)   to set the specifications related to standards for skilled workers, and

(e)   to facilitate the establishment of a skill hierarchy for career advancement of skilled workers.

4.26   The Printing and Publishing Training Board is responsible for implementing the trade test for printing workers. Currently, the Training Board organizes trade test for offset printing machine craftsmen.

4.27   Employers are urged to encourage their employees to take the test so that their tradesman status can be formally recognized.

Printing Industry Training Centre

4.28   The Training Board has been charged with the responsibility of advising on the operation of the Printing Industry Training Centre. The full-time courses currently offered by the Training Centre include:

		Duration
(a)	Technician Foundation Certificate Course in Printing Digital Workflow Production	1-year
(b)	Basic Craft Certificate Course in Digital Print Media Publishing Techniques	1-year
(c)	Basic Craft Certificate Course in Computer-aided Printing and Finishing Techniques	1-year
(d)	Diploma in Vocational Studies (Advertising, Packaging and Printing)	3-year (or 1-year intensive)
(e)	Diploma in Vocational Studies (Graphic Communications)	3-year (or 1-year intensive)
(f)	Practical training for students of IVE & SBI in Printing & Digital Media, Business Administration, and Design Disciplines	15-180 hours

Hong Kong Institute of Vocational Education (Kwun Tong) – IVE(KT)

4.29   Employers are urged to give full support to the Printing and Digital Media Department of IVE(KT) by recruiting its full-time graduates. A list of relevant courses offered by the IVE(KT) is at Appendix 18.

Advanced Printing Technology Centre (APTEC)

4.30   In September 1999, the Hong Kong Printers Association and the Hong Kong Institute of Vocational Education (Kwun Tong) jointly organized a project to assist the local printing and publishing companies to migrate to the latest digital workflow production. Based on a HK$8.6 million funding from the Innovation and Technology Fund, the Advanced Printing Technology Centre (APTEC) was established at IVE(KT) in May 2000.

4.31   With the generous support of major equipment suppliers, APTEC has set up a state-of-the-art digital printing production environment with equipment and software having a total value of HK$15 million. It provides a multi-supplier production environment for real-life demonstration of the digital technology and workflow. It also acts as a technology transfer centre aiming at disseminating the latest technology trend in electronic publishing and digital printing to the local printing and publishing companies by providing technology transfer seminars, training courses, Printing Technology Club membership program and consultancy services.

Training Manuals

4.32   The Training Board has published manuals of training programmes and specifications for the major principal jobs in the printing industry. The Training Board recommends these manuals to employers who wish to devise training programmes for their trainees or assess the skill level of their workers.

Training Services of the Vocational Training Council

4.33   The Vocational Training Council offers free services to help employers organize training schemes including:

> (a)   The statutory **Apprenticeship Scheme**, through which technicians and craftsmen are effectively trained to meet the needs of the industry;
>
> (b)   The **Engineering Graduate Training Scheme**, which helps engineering students and graduates complete their professional training as engineers;
>
> (c)   The voluntary **Trade Testing and Certification Scheme**, which ascertains the standards of skilled workers; and
>
> (d)   The **New Technology Training Scheme**, which provides financial assistance to local companies that wish to have their employees trained overseas or locally in new technologies. The maximum grant is 50% of the training cost.

Employers in Hong Kong interested in the above training schemes are welcome to contact the Council.

The Need for More Education and Training Facilities

4.34   Since Hong Kong has established itself as a principal service centre in the region, it is necessary to ensure that Hong Kong is in a position to provide world-class printing and publishing services. The Training Board recommends that tertiary educational institutions should consider offering more printing and publishing courses at degree, higher diploma and diploma levels to meet the projected demand for manpower. In addition, employers should provide more on-the-job training to their employees and release them for off-the-job upgrading training.

Out-centre Courses/Seminars

4.35   With the cooperation of various educational institutions and publishing associations, the Training Board has been organizing practical skill-oriented short courses/seminars for in-service personnel in the printing and publishing industries. These out-centre courses/seminars aim at upgrading and updating the knowledge and skills of in-service personnel to help them cope with the changing economy and business requirements. The Training Board believes that these out-centre training courses/seminars are effective in achieving the aim and recommends publishing employers to make good use of these out-centre courses and seminars for upgrading their employees.

印刷及出版業
二〇〇六年人力調查報告摘要

引言

印刷及出版業訓練委員會於二〇〇六年五、六月間進行人力調查，蒐集業內最新人力資料。這是印刷業、出版業第四次合併進行人力調查。

2. 本會從政府統計處登記的 6 364 間機構中，選取 803 間進行實地調查，所收集到的資料以統計學方法倍大，以反映調查期間兩個行業的整體人力情況。

調查結果

3. 調查顯示，二〇〇六年六月時，印刷業及出版業分別有技術僱員 21 313 名及 7 930 名。兩個行業僱員按門類和技能等級劃分的情況如下：

(A) *印刷業*

技能等級 門類	技師／ 管理級	技術員級	技工級	非技術 人員級	總數	佔僱員總數 百分比
報紙印刷業	28	105	630	43	806	3.8%
承印業	501	3 226	8 031	872	12 630	59.2%
其他印刷及 有關行業	64	935	1 949	138	3 086	14.5%
紙盒及其他 紙製容器製造業	34	212	455	51	752	3.5%
印刷代理	451	2 643	103	14	3 211	15.1%
選定機構	107	423	202	96	828	3.9%
總　數	1 185	7 544	11 370	1 214	21 313	100%
佔僱員總數 百分比	5.6%	35.4%	53.3%	5.7%	100%	

（B） *出版業*

技能等級 門類	經理級	主任級	技術 輔助人員級	總數	佔僱員總數 百分比
出版及有關行業	800	2 111	3 777	6 688	84.3%
書報及刊物批發	22	167	129	318	4.0%
書報及刊物 進出口貿易	67	204	333	604	7.6%
選定機構	55	111	154	320	4.1%
總　數	944	2 593	4 393	7 930	100%
佔僱員總數 百分比	11.9%	32.7%	55.4%	100%	

4.　　　調查期間，印刷及出版業分別有受訓者 149 名及 34 名，佔僱員總數的 0.7% 及 0.4%；職位空缺則分別有 143 個和 173 個，佔僱員總數的 0.7% 和 2.2%。此外，僱主預測，到二〇〇七年六月時，印刷業和出版業將分別有僱員 21 531 名和 8 339 名，分別增長 0.4% 及 2.9%。

人力變化

（A） *印刷業*

5.　　　與印刷業二〇〇四年人力調查結果比較，業內人力每年上升0.21%。印刷業過去兩年人力略有增加，原因可能是：

（i）　是次調查已涵蓋更多管理／技師級及技術員級主要職務，調查範圍亦包括印刷設備供應商及鐵罐製造商；

（ii）　印刷業生產越趨高層次及持續使用先進技術，故此技師／管理人員及技術員／主任級的人數增加，而技工及操作工的人數則見減少；

（iii）部分中小型印刷公司轉型為銷售及供應代理，令印刷代理數目有所增加；

(iv) 營業／市場推廣經理及印刷估價員／營業代表分別由 364 名增至 565 名及由 3 709 名增至 4 129 名，增幅分別為 55.2% 及 11.3%；這反映內地經濟持續發展，商業活動增加，以及二○○六年調查範圍擴大；

(v) 廠長及生產經理／品質經理由 395 名增至 540 名，而生產策劃員／管制員／管理員則由 2 367 名減至 1 987 名，跌幅為 16.1%，顯示更多內地工人出任督導職務；

(vi) 過去兩年，僱主對熟悉桌面印前工序和電腦應用人員有持續的需求；數碼印刷系統操作技工及電子印前技術員／技工的人數保持於約 2 400 人。印前技術員的主要職務於二○○六年調查時首次引入；

(vii) 技工／操作工人數由 12 676 人下降至 11 370 人，減幅為 10.3%，而一般工人的人數則由 1 579 人下降至 1 214 人，減幅為 23.1%；這反映中國內地生產及承包業務擴充。調查顯示，過去兩年，香港公司在內地聘請的僱員人數增加約 30%。

(B) *出版業*

6.　　　與出版業二○○四年人力調查結果比較，業內人力每年上升 1.4%。過去兩年人力上升，原因可能是：

(i) 經理級及主任級的人數增加，技術輔助人員級人數減少，導致過去兩年業界整體輕微增長 2.8%；

(ii) 錄得人數增長的職務主要是經理級的董事經理／總經理／出版人及設計總監，和主任級的設計師及市場主任。雖然技術輔助人員級的人力整體下降，但營業代表的人數明顯上升；

(iii) 經理級及主任級的人力增加，可能是由於經營新業務如數碼印刷的公司數目增加，以及業內技術水平逐步提升所致。

結論及建議

7.　　過去數年，印刷工序日益自動化，印前行業廣泛採用電腦科技，尤其是大量應用電腦製版，令產品質量顯著提高，人力亦得以節省。其次，隨著內地經濟開放，本地勞工密集的工序已遷往珠江三角洲地區進行；未有遷離本港的工序一般均較為複雜、需要較高技術，以及快速回應市場需求。這兩項發展令本業的人力資源須加以重整，一方面傳統的技工及操作工職位逐漸被淘汰，或者大幅減少，另一方面，業內對熟識電腦人力的需求將會持續，並預計需要更多營業代表、客戶服務統籌員和品質管制員配合整個行業更多貿易的轉變。按照本業的發展，技師及技術員的需求預計會持續，而傳統技工級印前職務將逐漸被淘汰。

8.　　估計印刷及出版業各技能等級每年增聘僱員總數如下：

技能等級	建議每年增聘人數	
	印刷業	出版業
技師／管理／經理	169 (12.3%)	94 (9.0%)
技術員／主任	755 (9.0%)	163 (5.9%)
技工／技術輔助人員	184 (1.7%)	113 (2.6%)

(註：括號內的數字表示各技能等級每年增聘人數的百分比)。

9.　　本會籲請僱主加強培訓，維持印刷及出版業的發展，並以香港專業教育學院（觀塘分校）印刷及數碼媒體系、印刷業訓練中心及印刷科技研究中心所辦的部分時間制課程，提升僱員的技能。僱主在擬定訓練計劃，或派員參與新科技培訓計劃學習新科技時，可與職業訓練局聯絡。

第一章

緒　論

印刷及出版業訓練委員會

1.1　　　印刷及出版業訓練委員會隸屬職業訓練局，職權範圍包括確定印刷及出版業的人力需求，並就訓練設施的發展，向局方提出建議，以應需求。本會委員名單及職權範圍分別載於附錄一及二。

人力調查

1.2　　　本會於 2006 年 5 月 10 日至 6 月 9 日進行人力調查，蒐集印刷及出版業的最新人力資料。調查由政府統計處協助進行。

1.3　　　調查所得資料包括：

(a) 調查期間的僱員人數；

(b) 受訓者人數；

(c) 現有空缺數目；

(d) 僱主預測 2007 年 6 月時的僱員總數；

(e) 僱主對僱員宜有教育程度、訓練方式及訓練期的意見；

(f) 僱員的平均收入。

1.4　　　此外，本會亦請印刷業僱主提供調查前 12 個月內，派駐本港以外地方工作超過 6 個月的技師／管理人員、技術員及技工人數。有關數字載於第二章 2.17 段。

1.5　　　　調查包括下列類別：

　　　　(A) *印刷業*

　　　　　　　　HSIC 3421 - 報紙印刷業；

　　　　　　　　HSIC 3422 - 承印業；

　　　　　　　　HSIC 3429 - 印刷及有關行業（主要為書籍釘裝、賀卡裝飾、製印刷版、排字及加印浮凸花紋等）；

　　　　　　　　HSIC 3412 - 紙盒及其他紙製容器製造業（只限於印刷及有關行業）。

　　　　　　　　HSIC 833906 - 印刷代理

　　　　　　　　選定機構

　　　　(B) *出版業*

　　　　　　　　HSIC 3429 - 出版及有關行業

　　　　　　　　HSIC 611504 - 書報及刊物批發

　　　　　　　　HSIC 631503 - 書報及刊物進出口貿易

　　　　　　　　選定機構

1.6　　　　「選定機構」包括開辦印刷技術課程的教育及訓練機構、教育機構及政府的印刷部門、印刷設備供應商、鐵罐製造商，以及僱有出版人員的公私營機構。

1.7　　　　根據第 1.5 段所列的分類，政府統計處共紀錄有約 5 066 間印刷機構及 1 298 間出版機構，在香港標準行業分類下的分布情況見表 1.1、1.2 和圖 1.1、1.2。

表 1.1：香港標準行業分類下印刷機構分布情況

行 業	機構數目	佔機構總數百分率
HSIC 3421 - 報紙印刷業	33	0.7%
HSIC 3422 - 承印業	2 690	53.1%
HSIC 3429 - 其他印刷及有關行業	686	13.5%
HSIC 3412 - 紙盒及其他紙製容器製造業（只限於印刷及有關行業）	267	5.3%
HSIC 833906 - 印刷代理	1 293	25.5%
選定機構	97	1.9%
總 數	5 066	100%

圖 1.1：不同行業印刷機構的分布情況

13.5%
HSIC 3429

5.3%
HSIC 3412

25.5%
HSIC 833906

1.9%
教育及訓練機構的
印刷部門／政府的
印刷代理及印刷部門

53.1%
HSIC 3422

0.7%
HSIC 3421
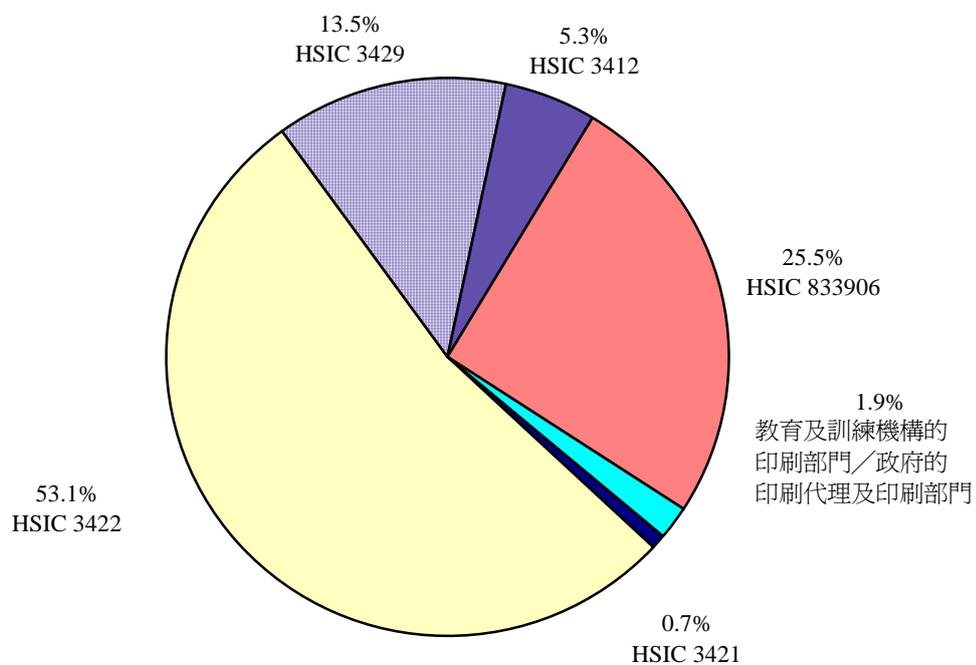
表 1.2：香港標準行業分類下出版機構分布情況

行 業	機構數目	佔機構總數百分率
HSIC 3429　 - 出版及有關行業	773	59.6%
HSIC 611504 - 書報及刊物批發	190	14.6%
HSIC 631503 - 書報及刊物進出口貿易	297	22.9%
選定機構	38	2.9%
總 數	1 298	100.0%

圖 1.2：不同行業出版機構的分布情況

14.6%
HSIC 611504

22.9%
HSIC 631503

59.6%
HSIC 3429

2.9%
選定機構
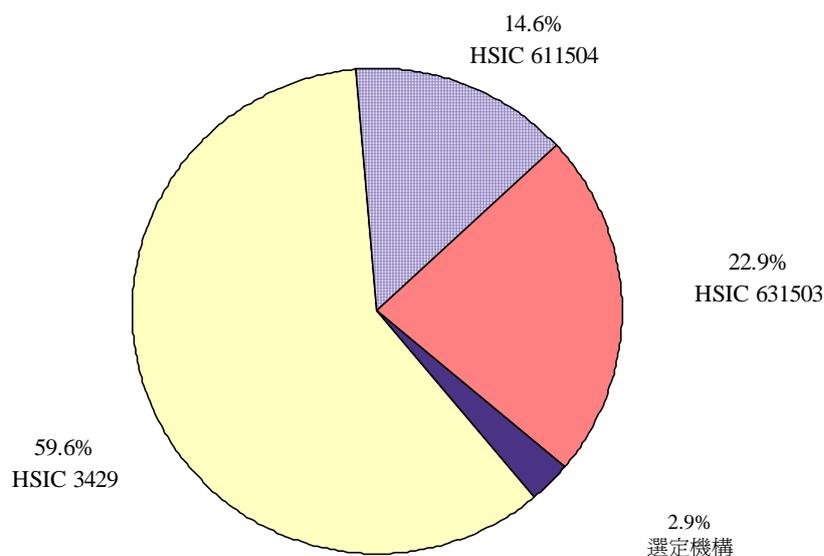
1.8　　　　鑒於資源有限，本會採用分層隨機抽樣方法，選取 535 間印刷及有關機構作為調查對象，其中包括教育及訓練機構及政府的印刷部門。調查亦包括 268 間出版機構。

1.9　　　實地調查前，本會透過報章宣傳。此外，並得下列商會協助，籲請其會員提供資料：

(a) 香港印刷業商會；

(b) 香港印藝學會；

(c) 香港中華廠商聯合會；

(d) 香港工業總會；

(e) 香港報業公會；

(f) 中英文教出版事業協會；

(g) 香港出版學會。

調查方法

1.10　　　實地調查前兩星期，本會把調查表連同附註，以及印刷及出版業主要職務的工作說明（見附錄三及四）寄予選定機構。

1.11　　　政府統計處職員於調查期間造訪上述機構，收取填妥的調查表，並於有需要時解答問題及協助僱主填表。

1.12　　　所收集的資料均經覆查，並於必要時與機構核實，然後利用統計學方法倍大，以反映調查期間兩個行業的整體人力情況。

調查回應

1.13　　　803 間機構中（包括 46 間新增廠號），有 591 間提供有關其人力情況的資料；199 間機構或已結業、搬遷，或不再從事印刷及出版行業；13 間機構則拒絕提供任何資料。調查的實際回應率為 98%。

調查報告

1.14　　　報告書載有調查結果、人力需求的預測，以及應付這些需求的建議措施。報告書內「僱員」指受僱於 50 個主要職務的人士，但不包括受訓者及學徒；「受訓者」指正在接受各種訓練的人士，包括根據學徒合約受僱的學徒。

1.15　　　　印刷業的主要職務已根據業內發展而檢討，其主要轉變如下：

(a)　技師級增設兩個職務，分別是採購經理及資訊科技經理(印刷)。

(b)　技術員級增設五個職務，分別是設計員／設計主任、印前技術員、印刷物料採購員／控制員、技術／產品（印刷）技術員及資訊科技（印刷）技術員；

(c)　本會已檢討技工級主要職務的工作說明。因此，職務由 16 個減至 10 個；

(d)　操作工級刪除兩個職務。

第二章

調查結果摘要

僱員人數

2.1　　　調查顯示，二○○六年六月時，印刷業 26 個主要職務共有僱員 21 313 名；出版業 24 個主要職務則有 7 930 名。按門類劃分，印刷業內有 806 名僱員屬報紙印刷業、12 630 名屬承印業、3 086 名屬其他印刷及有關行業、752 名屬紙盒及其他紙製容器製造業，3 211 名屬印刷代理，828 名屬印刷業的選定機構。出版業方面，6 688 名僱員屬出版及有關行業，318 名從事書報及刊物批發，604 名從事書報及刊物進出口貿易，320 名屬選定機構。按技能等級劃分，印刷業有 1 185 名技師／管理人員、7 544 名技術員、11 370 名技工、1 214 名非技術人員。出版業則有 944 名經理、2 593 名主任、4 393 名技術輔助人員。兩個行業的人力統計詳情分別刊於附錄五及六；僱員按門類和技能等級劃分的情況則分別列於表 2.1、2.2 及圖 2.1 至 2.4：

表 2.1：印刷業各門類和技能等級僱員的分布情況

門類　＼　技能等級	技師／管理級	技術員級	技工級	非技術人員級	總數	佔僱員總數百分率
報紙印刷業	28	105	630	43	806	3.8%
承印業	501	3 226	8 031	872	12 630	59.2%
其他印刷及有關行業	64	935	1 949	138	3 086	14.5%
紙盒及其他紙製容器製造業	34	212	455	51	752	3.5%
印刷代理	451	2 643	103	14	3 211	15.1%
選定機構	107	423	202	96	828	3.9%
總　數	1 185	7 544	11 370	1 214	21 313	100%
佔僱員總數百分率	5.6%	35.4%	53.3%	5.7%	100%	

圖 2.1：印刷業各門類僱員的分布情況

圖例：
- ■ 報紙印刷業
- ■ 承印業
- ■ 其他印刷及有關行業
- ■ 紙盒及其他紙製容器製造業
- ■ 印刷代理
- ■ 選定機構

15.1%　3.9%　3.8%
3.5%
14.5%
59.2%

圖 2.2：印刷業各技能等級僱員的分布情況

圖例：
- ■ 技師／管理
- ■ 技術員
- ■ 技工
- ■ 非技術人員

5.7%　5.6%
35.4%
53.3%

74
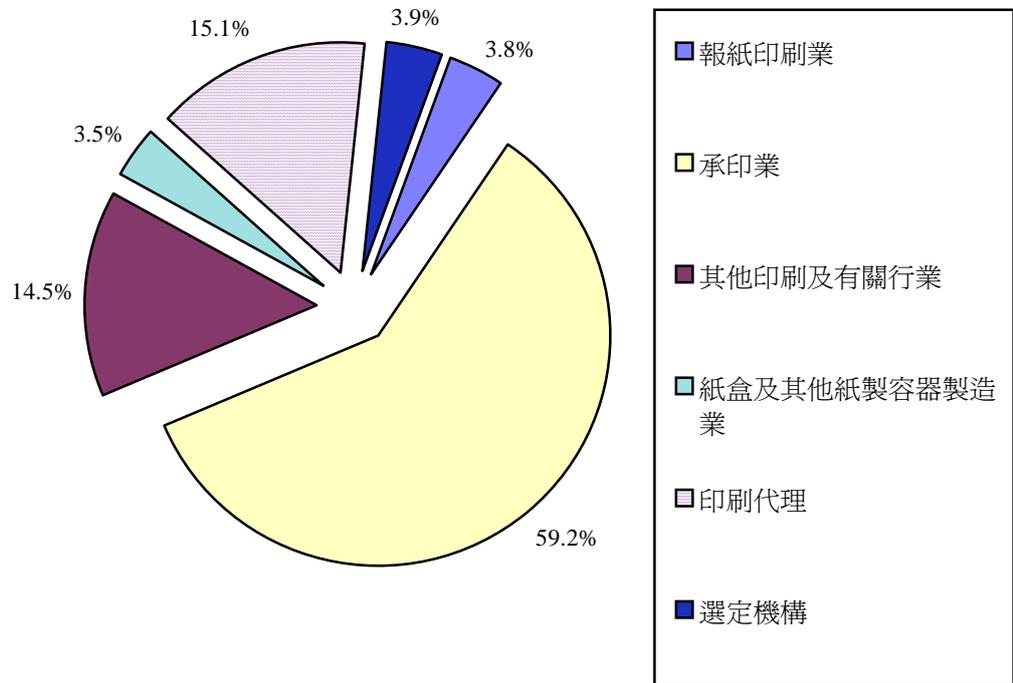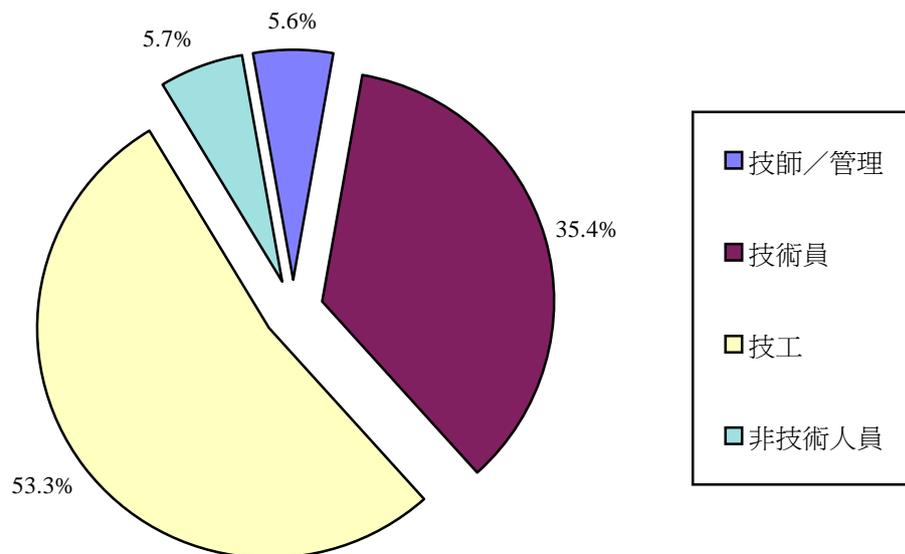
表 2.2：出版業各門類和技能等級僱員的分布情況

技能等級 門類	經理級	主任級	技術輔助 人員級	總數	佔僱員總數 百分率
出版及有關行業	800	2 111	3 777	6 688	84.3%
書報及刊物批發	22	167	129	318	4.0%
書報及刊物進出口貿易	67	204	333	604	7.6%
選定機構	55	111	154	320	4.1%
總　數	944	2 593	4 393	7 930	100%
佔僱員總數百分率	11.9%	32.7%	55.4%	100%	

圖 2.3：出版業各門類僱員的分布情況

4.0%　　7.6%　　4.1%

84.3%

□ 出版及有關行業

■ 書報及刊物批發

■ 書報及刊物進出口貿易

□ 選定機構
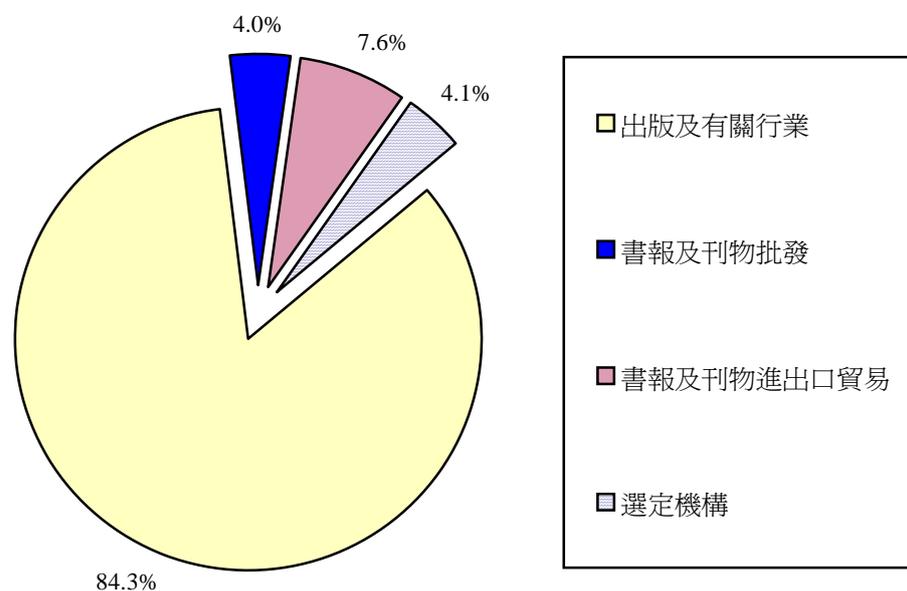
圖 2.4：出版業各技能等級僱員的分布情況
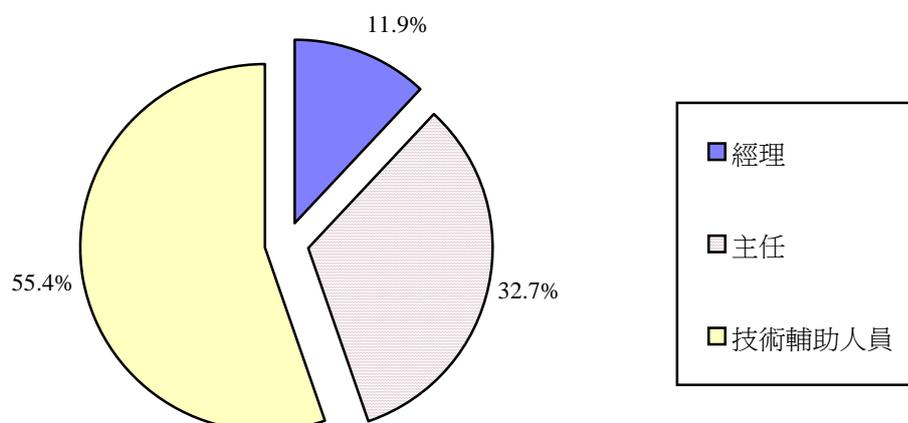
2.2　　　根據前印刷業訓練委員會和前廣告、公共關係及出版業訓練委員會及本會過去進行的人力調查，兩個行業僱員按技能等級分布的情況如下（見表 2.3、2.4 及圖 2.5、2.6）：

表 2.3：　一九九二至二○○六年
印刷業人力調查所得各技能等級僱員的分布情況

年 份	僱員人數					僱員總數
	*技師／管理級	技術員級	技工級	操作工級	非技術人員級	
1992	-	3 549	18 408	3 622	2 915	28 494
1994	-	4 747	19 930	3 367	2 660	30 704
1996	-	6 157	16 226	2 928	3 715	29 026
1998	165	4 758	14 639	2 222	3 133	24 917
2000	445	5 656	13 729	2 266	1 893	23 989
2002	729	5 466	11 935	2 082	1 334	21 546
2004	759	6 208	11 816	860	1 579	21 222
2006	1 185	7 544	11 370	-	1 214	21 313

*　有關技師／管理級的調查於一九九八年首次進行，並在後來的調查中有所擴闊。二○○六年調查中刪除了操作工級主要職務。

圖 2.5： 一九九二至二〇〇六年
印刷業人力調查所得各技能等級僱員的分布情況

僱員人數

| | 非技術人員級 | 操作工級 | 技工級 | 技術員級 | 技師／管工級 |

年份
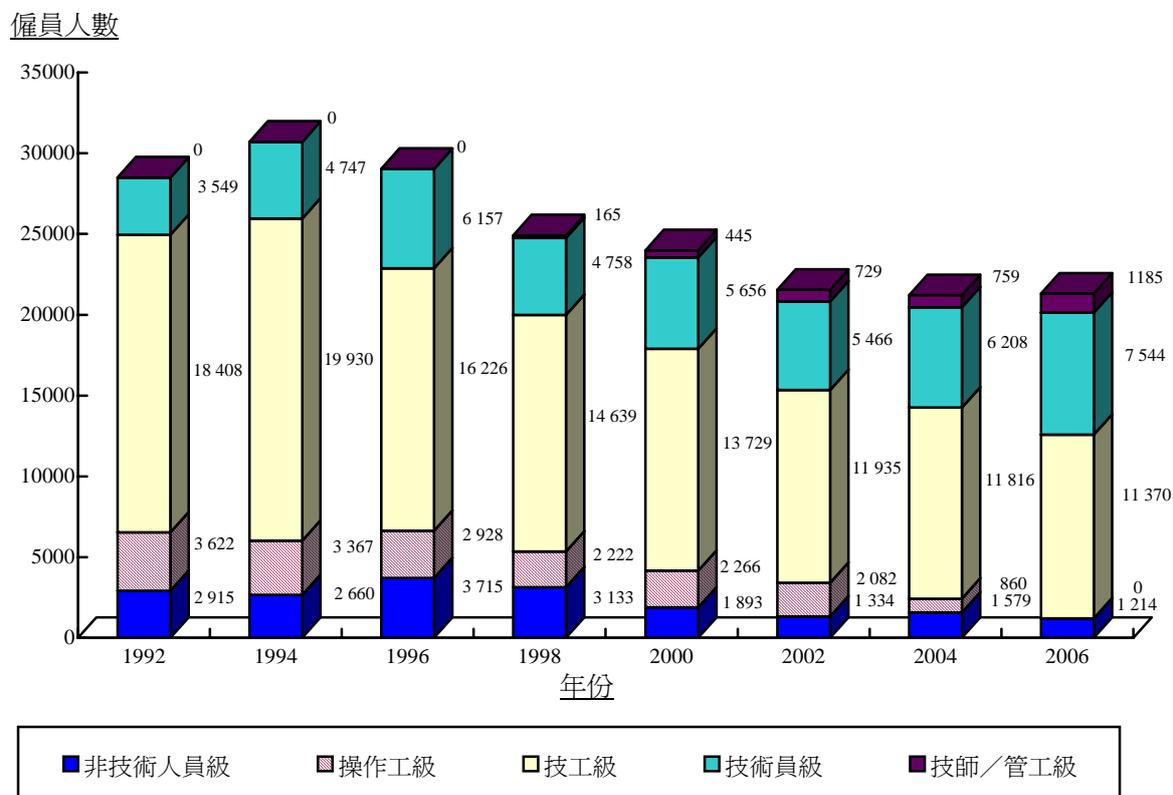
表 2.4： 一九九二至二〇〇六年出版業人力調查所得各技
能等級僱員的分布情況

| 年份 | 僱員人數 | | | 僱員總數 |
	經理級	主任級	技術輔助人員級	
1992	384	741	1 058	2 183
1996	509	773	1 211	2 493
2000	1 511	1 945	2 505	5 961
2002	1 336	2 714	3 329	7 379
2004	778	2 290	4 648	7 716
2006	944	2 593	4 393	7 930

<u>僱員人數</u>

年份

| □技術輔助人員級 | ■主任級 | □經理級 |
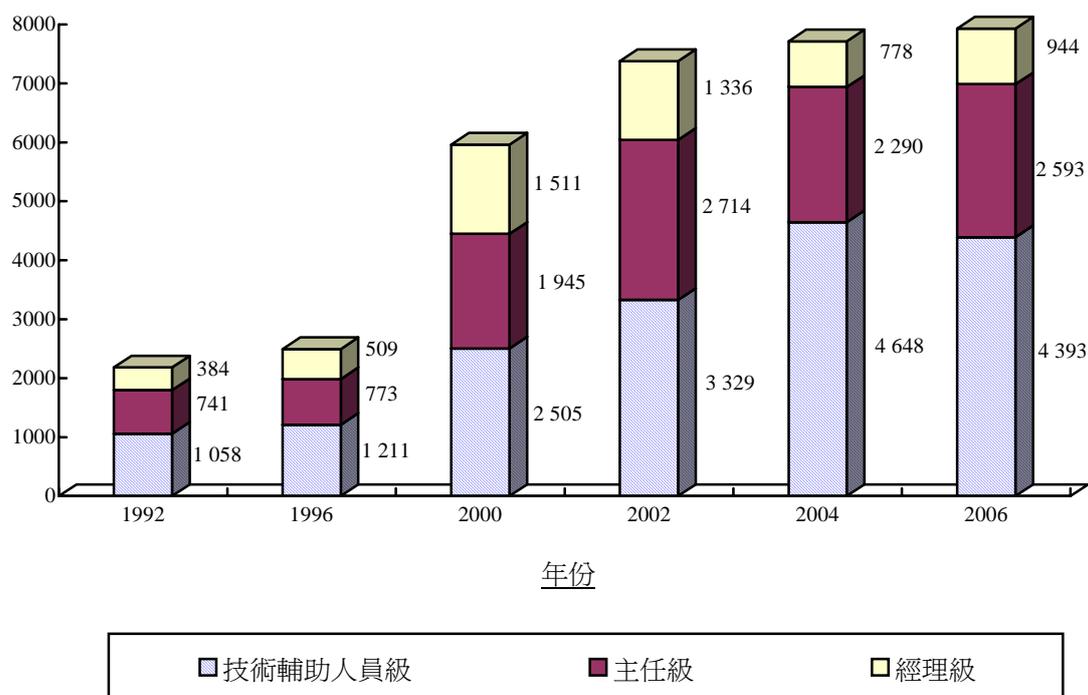
受訓者人數

2.3　　　調查期間，印刷業有 149 名受訓者，佔僱員總數的 0.7%；
出版業有 34 名受訓者，佔僱員總數的 0.4%。受訓者的詳細統計資料
列於附錄五及六，按門類及技能等級劃分的情況則列於表 2.5 及
2.6：

表 2.5：印刷業受訓者分布情況

技能等級 門類	技師／ 管理級	技術員 級	技工級	非技術 人員級	總數	佔同一門類僱 員 總數百分率
報紙印刷業	-	-	2	-	2	0.3%
承印業	2	23	93	-	118	0.9%
其他印刷及 有關行業	-	21	-	-	21	0.7%
紙盒及其他 紙製容器製造業	-	-	1	-	1	0.1%
印刷代理	-	1	-	-	1	-
選定機構	-	-	6	-	6	0.7%
總　數	2	45	102	-	149	0.7%
佔同一技能等級 僱員總數百分率	0.2%	0.6%	0.9%	-	0.7%	

表 2.6：　出版業受訓者分布情況

技能等級 門類	經理級	主任級	技術輔助 人員級	總數	佔同一門類僱 員 總數百分率
出版及有關行業	2	4	27	33	0.5%
書報及刊物批發	-	-	-	-	-
書報及刊物進出口 貿易	-	-	-	-	-
選定機構	-	1	-	1	0.3%
總　數	2	5	27	34	0.4%
佔同一技能等級僱員 總數百分率	0.2%	0.2%	0.6%	0.4%	

空缺數目

2.4　　　　調查期間，印刷業有職位空缺 143 個，佔僱員總數的 0.7%；出版業則有 173 個，佔僱員總數的 2.2%。兩個行業的職位空缺詳情分別列於附錄五及六，按門類及技能等級劃分的空缺分布則分別列於表 2.7 及 2.8：

表 2.7：印刷業各門類及技能等級的空缺分布

技能等級 門類	技師／ 管理級	技術員級	技工級	非技術 人員級	總數	佔同一門類 僱員總數 百分率
報紙印刷業	-	-	1	-	1	0.1%
承印業	-	26	44	15	85	0.7%
其他印刷 及有關行業	-	19	4	2	25	0.8%
紙盒及其他紙製容器 製造業	-	-	-	-	-	-
印刷代理	1	26	-	-	27	0.8%
選定機構	-	5	-	-	5	0.6%
總　數	1	76	49	17	143	0.7%
佔同一技能等級僱員 總數百分率	0.1%	1.0%	0.4%	1.4%	0.7%	

表 2.8：出版業各門類及技能等級的空缺分布

門類＼技能等級	經理級	主任級	技術輔助人員級	總數	佔同一門類僱員總數百分率
出版及有關行業	3	14	129	146	2.2%
書報及刊物批發	-	-	-	-	-
書報及刊物進出口貿易	-	-	25	25	0.4%
選定機構	-	2	-	2	0.6%
總　數	3	16	154	173	2.2%
佔同一技能等級僱員總數百分率	0.3%	0.6%	3.5%	2.2%	

預測到二〇〇七年六月時的僱員人數

2.5　　　　僱主預測，到二〇〇七年六月時，印刷業和出版業將分別有僱員 21 531 名和 8 339 名。人力預測詳情分別列於附錄五及六，按技能等級劃分的預測數字則分別列於表 2.9 及 2.10 和圖 2.7 及 2.8：

表 2.9：印刷業僱主二〇〇六年六月時所報人力需求與預測二〇〇七年六月時的人力需求

技能等級	調查期間僱員人數	空缺數目	調查期間總人力需求	預測到二〇〇七年六月時僱員總數	預測僱員增／減人數
技師／管理級	1 185	1	1 186	1 191	0.4%
技術員級	7 544	76	7 620	7 658	0.5%
技工級	11 370	49	11 419	11 451	0.3%
非技術人員級	1 214	17	1 231	1 231	-
總　數	21 313	143	21 456	21 531	0.4%

圖 2.7： 印刷業僱主二〇〇六年六月時所報人力需求與
預測二〇〇七年六月時的人力需求比較

僱員人數

技師／
管理級　　技術員級　　技工級　　非技術
人員級

年份

■ 僱主二〇〇六年六月時所報人力需求
□ 僱主預測二〇〇七年六月時人力需求
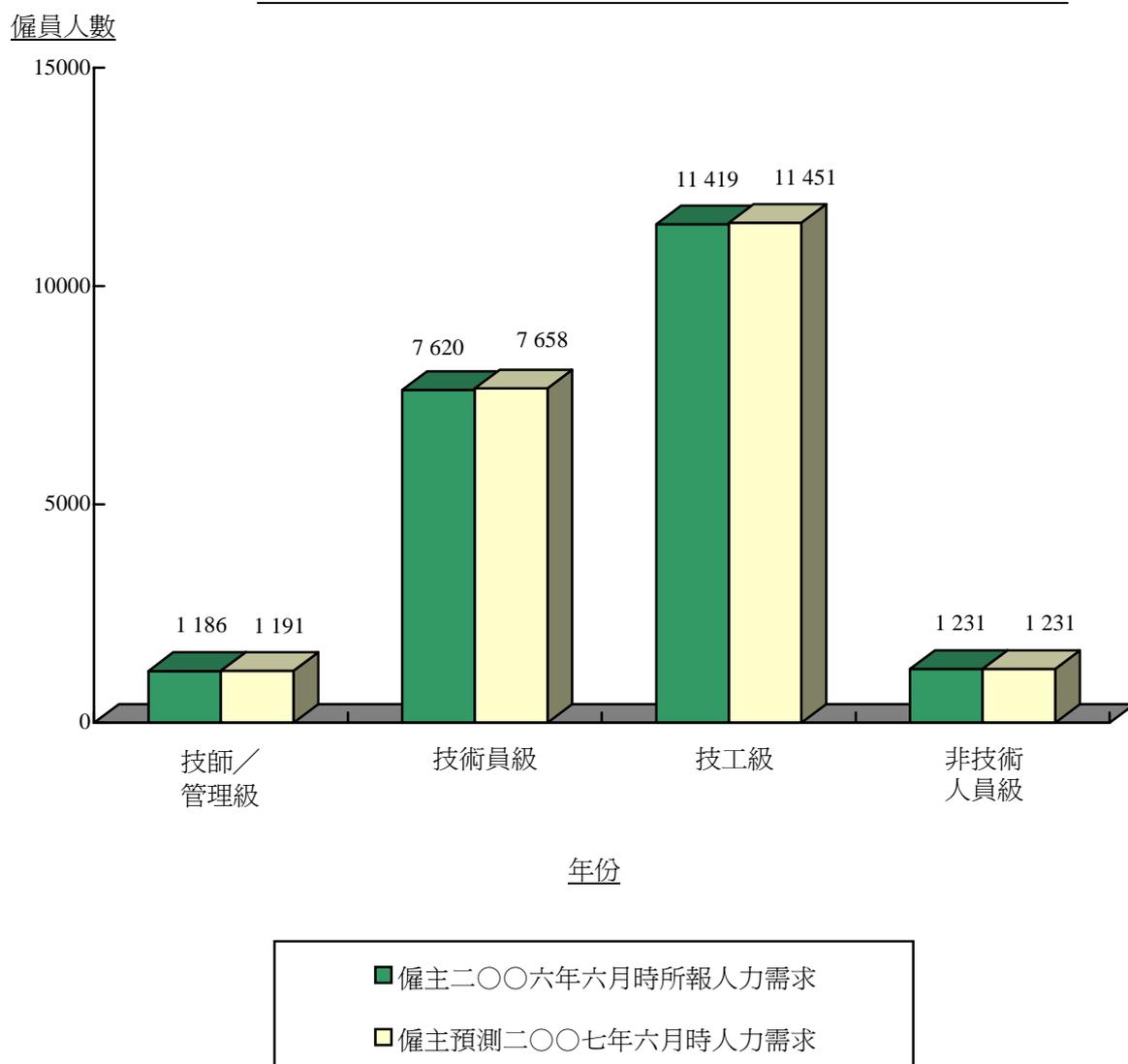
表 2.10： 出版業僱主二〇〇六年六月時所報人力需求與
預測二〇〇七年六月時的人力需求

技能等級	調查期間僱員人數	空缺數目	調查期間總人力需求	僱主預測到二〇〇七年六月時僱員總數	預測僱員增／減人數
經理級	944	3	947	948	0.1%
主任級	2 593	16	2 609	2 674	2.5%
技術輔助人員級	4 393	154	4 547	4 717	3.7%
總　數	7 930	173	8 103	8 339	2.9%

圖 2.8： 僱主二○○六年六月時所報人力需求與
二○○七年六月時的比較

僱員人數

- 僱主二○○六年六月時所報人力需求
- 僱主預測到二○○七年六月時的人力需求
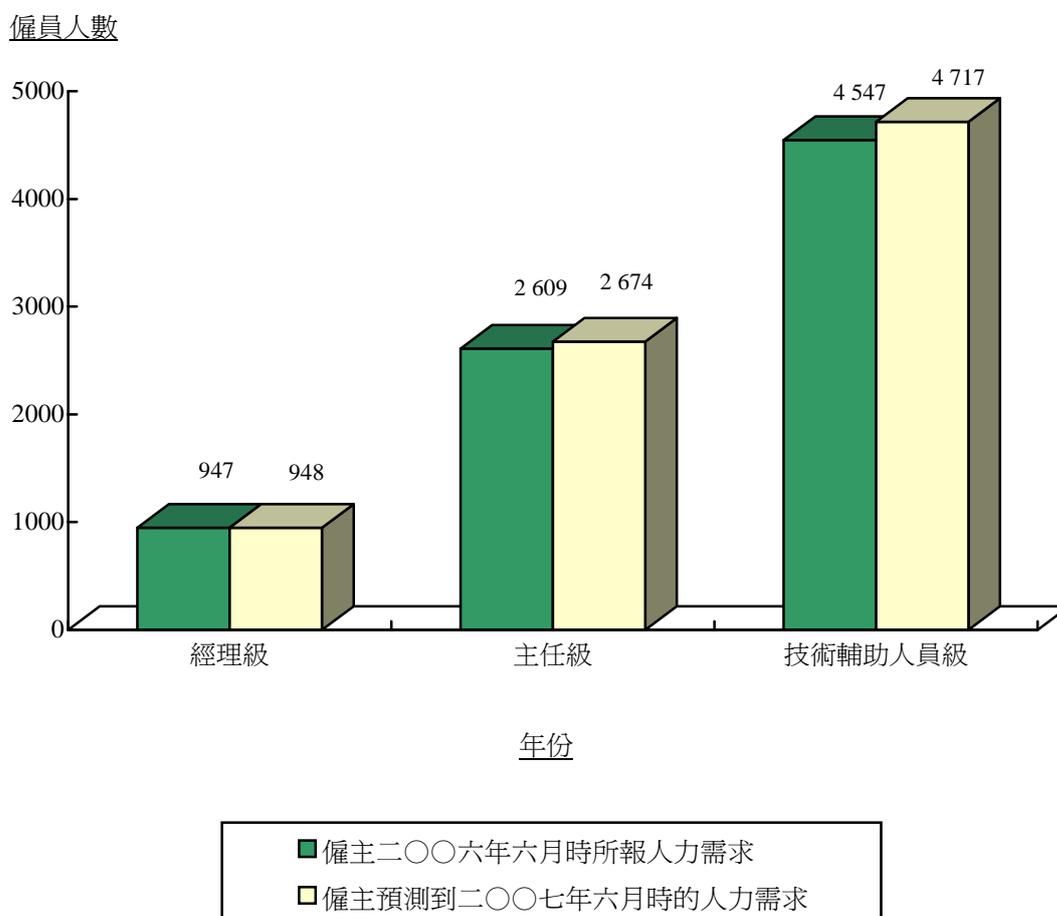
僱員宜有的教育程度

2.6　　　大部分僱主認為，印刷及出版業僱員宜有以下教育程度（表 2.11、2.12）：

表 2.11：印刷業僱員宜有的教育程度

技能等級	宜有教育程度
技師／管理級	大學學位
技術員級	證書／中五至中七程度
技工級	技工證書／中五以下程度

表 2.12：出版業僱員宜有的教育程度

技能等級	宜有教育程度
經理級	大學學位
主任級	大學學位／文憑
技術輔助人員級	文憑／高級證書

2.7　　　僱主的意見詳情分別載於附錄七及八。

僱員宜有的訓練期

2.8　　　大部分僱主認為，印刷及出版業僱員宜有以下訓練期（表 2.13、2.14）：

表 2.13：印刷業僱員宜有的訓練期

技能等級	宜有的訓練期
技師／管理級	二至三年
技術員級	一至三年
技工級	半至三年

表 2.14：出版業僱員宜有的訓練期

技能等級	宜有的訓練期
經理級	十二個月或以上
主任級	三至十二個月
技術輔助人員級	三至十二個月

2.9　　　　僱主的意見詳情分別載於附錄九及十。

僱員宜接受的訓練方式

2.10　　　　大部分僱主認為，印刷及出版業僱員宜接受以下的訓練方式（表 2.15、2.16）：

表 2.15：印刷業僱員宜接受的訓練方式

技能等級	宜接受訓練方式
技師／管理級	在職訓練
技術員級	在職訓練
技工級	學徒訓練／在職訓練

表 2.16：出版業僱員宜接受的訓練方式

技能等級	宜接受訓練方式
經理級	在職訓練
主任級	在職訓練
技術輔助人員級	在職訓練

2.11　　　　僱主的意見詳情分別載於附錄十一及十二。

僱員每月總收入幅度

2.12　　　　印刷業和出版業僱員每月總收入幅度分別列於表 2.17、2.18。

表 2.17：印刷業僱員每月總收入幅度

技能等級	$5,000或以下	$5,001至$6,500	$6,501至$8,000	$8,001至$10,000	$10,001至$15,000	$15,001至$20,000	$20,001至$25,000	$25,001或以上	未列明者	總計
技師／管理級	-	-	-	-	60	285	223	425	192	1 185
技術員級	-	-	292	1 357	2 995	1 595	357	253	695	7 544
技工級	104	141	1 222	2 917	5 669	477	42	25	773	11 370
非技術人員級	52	121	432	417	64	-	-	-	128	1 214
總計	156	262	1 946	4 691	8 788	2 357	622	703	1 788	21 313
佔全部僱員百分比	0.8%	1.2%	9.1%	22.0%	41.2%	11.1%	2.9%	3.3%	8.4%	100%

表 2.18：出版業僱員每月總收入幅度

技能等級	$6,000或以下	$6,001至$8,000	$8,001至$10,000	$10,001至$15,000	$15,001至$20,000	$20,001至$30,000	$30,001至$45,000	$45,001或以上	未列明者	總計
經理級	-	-	-	10	38	204	235	380	77	944
主任級	-	5	89	613	641	656	356	48	185	2 593
技術輔助人員級	17	158	954	1 918	997	110	6	1	232	4 393
總計	17	163	1 043	2 541	1 676	970	597	429	494	7 930
佔全部僱員百分比	0.2%	2.1%	13.2%	32.1%	21.1%	12.2%	7.5%	5.4%	6.2%	100%

2.13　　　僱員每月收入幅度的詳情分別列於附錄十三和十四。

技術與非技術人員

2.14　　調查顯示，印刷業和出版業的技術與非技術人員數目如下（表 2.19）：

表 2.19：印刷業和出版業的技術與非技術人員數目

	技術人員	非技術人員	總數	技術人員 所佔的百分比
印刷業	21 313	8 934	30 247	70.5%
出版業	7 930	6 606	14 536	54.6%
總　計	29 243	15 540	44 783	65.3%

僱主對來年營商環境的評估

2.15　　調查發現，在印刷業及出版業中分別有 46.7%和 82.9% 的僱主認為來年的營商環境會好轉或維持不變。僱主意見的分布列於表 2.20 及 2.21。

表 2.20：印刷業僱主對來年營商環境的意見

公司規模	營商環境				
	較佳	相若	較差	未有 註明	總數
1 – 9人	381	1 291	2 201	22	3 895
10 – 49人	107	224	131	3	465
50人或以上	36	29	3	2	70
總數	524	1 544	2 335	27	4 430
佔所有公司的 百分比	11.8%	34.9%	52.7%	0.6%	100%

表 2.21：出版業僱主對來年營商環境的意見

公司規模	營商環境				
	較佳	相若	較差	未有註明	總數
1 – 9人	162	417	126	1	706
10 – 49人	54	81	24	0	159
50人或以上	23	33	1	7	64
總數	239	531	151	8	929
佔所有公司的百分比	25.7%	57.2%	16.2%	0.9%	100%

僱員的年齡

2.16　　印刷及出版業僱員的年齡組合分布分別列於表 2.22 及 2.23：

表 2.22：印刷業僱員的年齡組合分布

年齡組別	技師／管理人數	技術員人數	技工人數	總數	佔僱員總數的百分率
35 歲以下	153	2 307	2 797	5 257	26.1%
35 – 49 歲	783	4 133	6 596	11 512	57.3%
50 歲或以上	249	1 104	1 977	3 330	16.6%
總數	1 185	7 544	11 370	20 099	100%

表 2.23：出版業僱員的年齡組合分布

年齡組別	經理人數	主任人數	技術輔助人員人數	總數	佔僱員總數的百分率
35 歲以下	220	1 075	2 630	3 925	49.5%
35 – 49 歲	577	1 171	1 570	3 318	41.8%
50 歲或以上	147	347	193	687	8.7%
總數	944	2 593	4 393	7 930	100%

派駐外地工作的印刷業僱員人數

2.17　僱主報稱，調查前 12 個月內派駐外地工作超過六個月的僱員人數如下：

表 2.24：派駐外地工作的印刷業僱員人數

技能等級	僱員人數	同一技能等級僱員總數	佔同一技能等級僱員的百分率
技師／管理級	101	1 185	8.5%
技術員級	439	7 544	5.8%
技工級	39	11 370	0.3%
總　數	579	20 099	2.9%

在內地設有生產工場的印刷機構數目

2.18　調查顯示，印刷業有 498 間機構在內地設有生產工場，共聘用了 157 600 名當地工人，當中並不包括香港居民。

第三章

結　論

3.1　　　本會詳細審閱是次調查結果後，認爲所得資料大致能反映印刷及出版業在調查期間的就業情況。

3.2　　　是次調查顯示，自二〇〇四年六月的調查以來，印刷業僱員人數由 21 222 名輕微增加至 21 313 名，平均每年上升 0.2%，出版業僱員人數亦由 7 716 名增至 7 930 名，平均每年增加 1.4%。印刷業及出版業一九九二至二〇〇六年間的人力狀況見下圖 3.1 及 3.2：

（A）　*印刷業*
圖 **3.1**：一九九二至二〇〇六年人力狀況

僱員人數

年　份

90
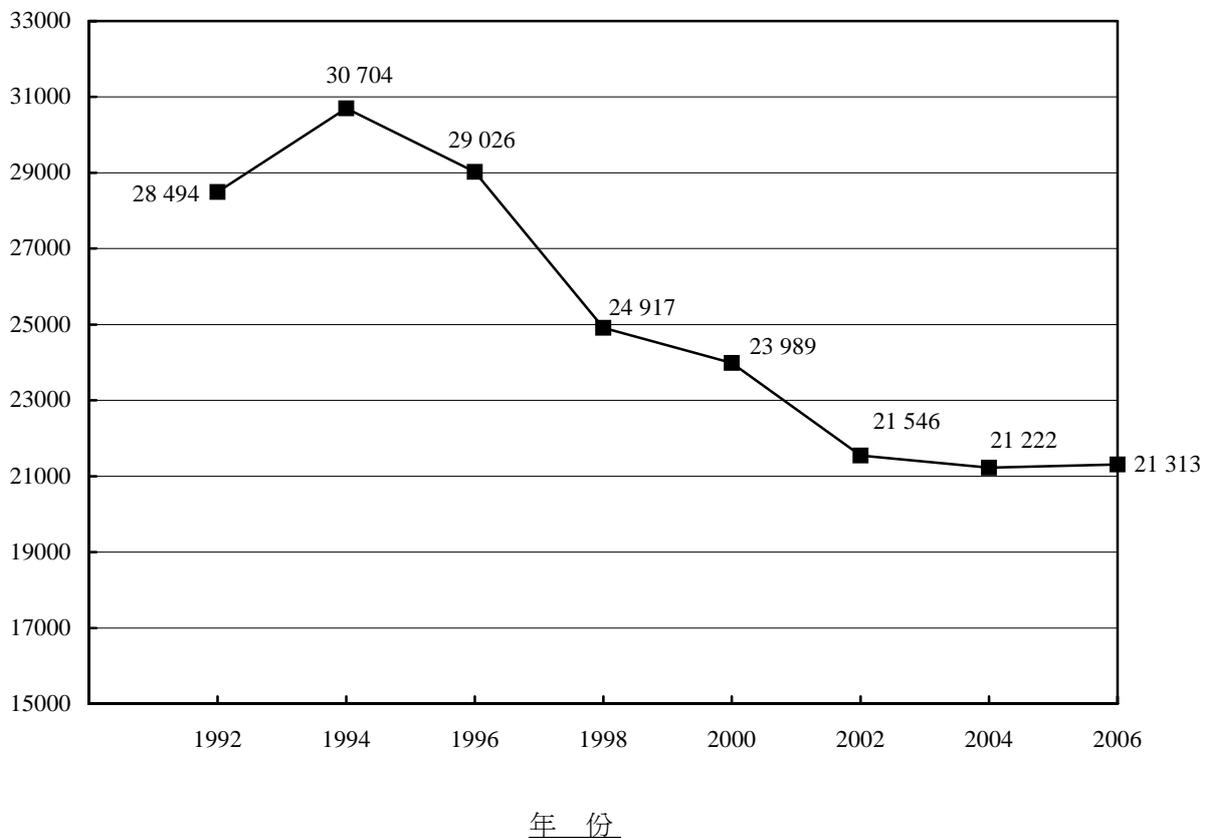
（Ｂ） *出版業*

圖 3.2：一九九二至二〇〇六年人力狀況*

僱員人數

年　份
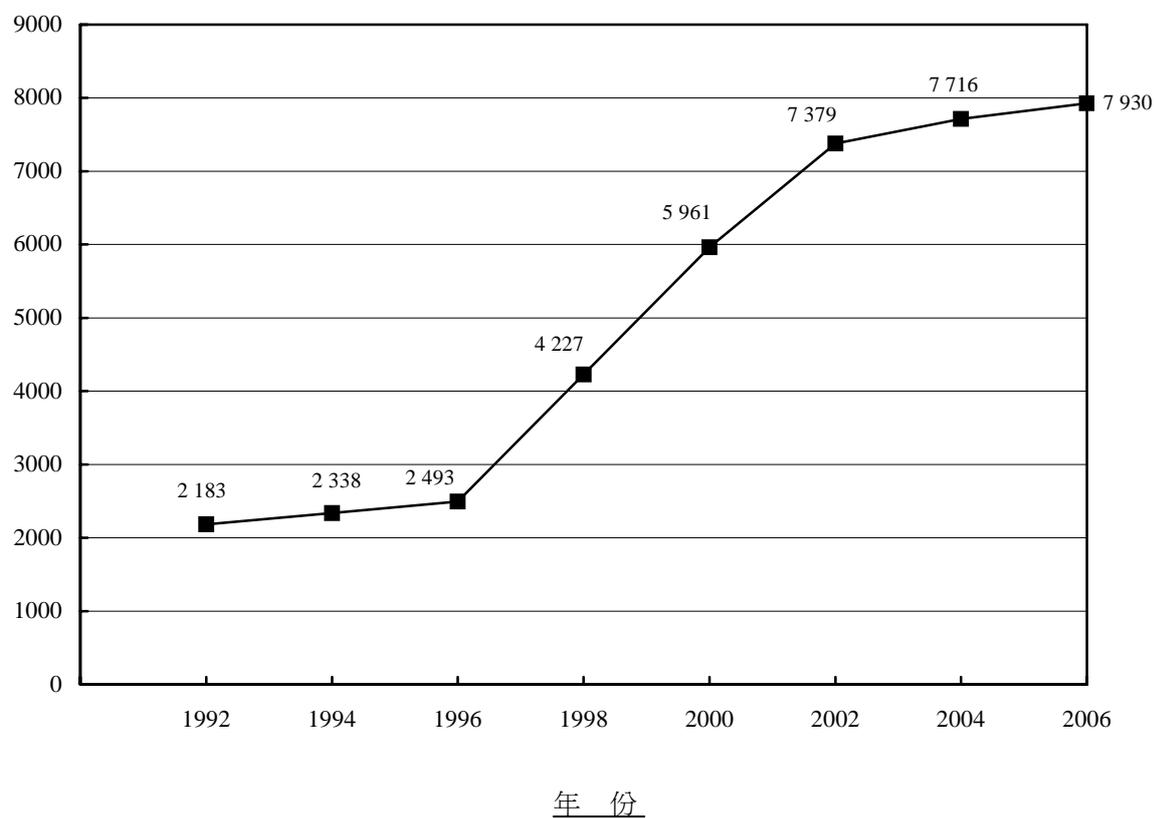
* 與前廣告、公共關係及出版業訓練委員會一九九二及一九九六年所進行的調查比較，二〇〇〇、二〇〇二、二〇〇四及二〇〇六年調查範圍已有擴大。

印刷業的業務表現

3.3　　　二〇〇〇年印刷品出口總值錄得 45.78 億元，二〇〇五年降至 30.87 億元。一九九四至二〇〇五年本地印刷品出口總值見下圖 3.3。

圖 3.3：一九九四至二〇〇五年印刷品出口總值

港幣百萬元(M)
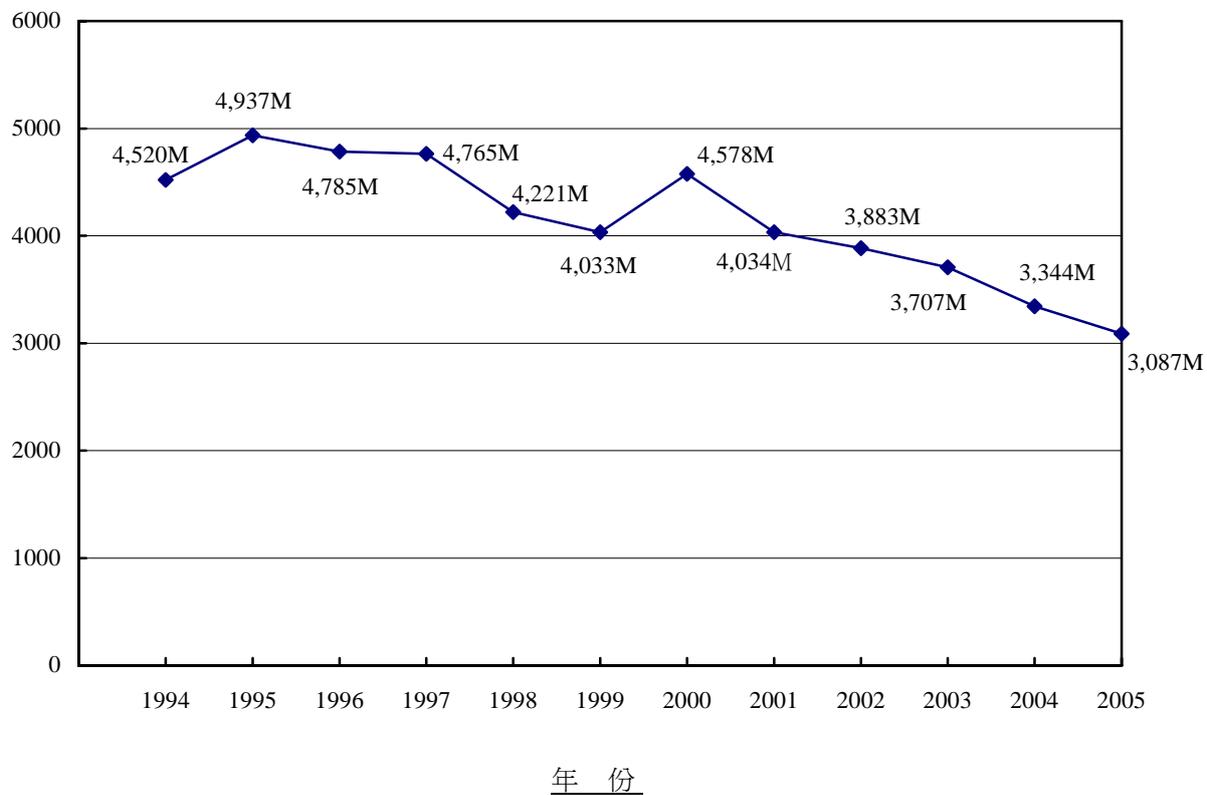
資料來源： 政府統計處《香港貿易統計》

3.4　　　　本業的生產量指數亦相應由二〇〇〇年(基準年)的 100，減至二〇〇五年的 95.9，反映過去幾年本地的紙品及印刷品生產量減少（見下圖 3.4）。

圖 3.4：紙品及印刷業生產指數

指數
(2000=100)
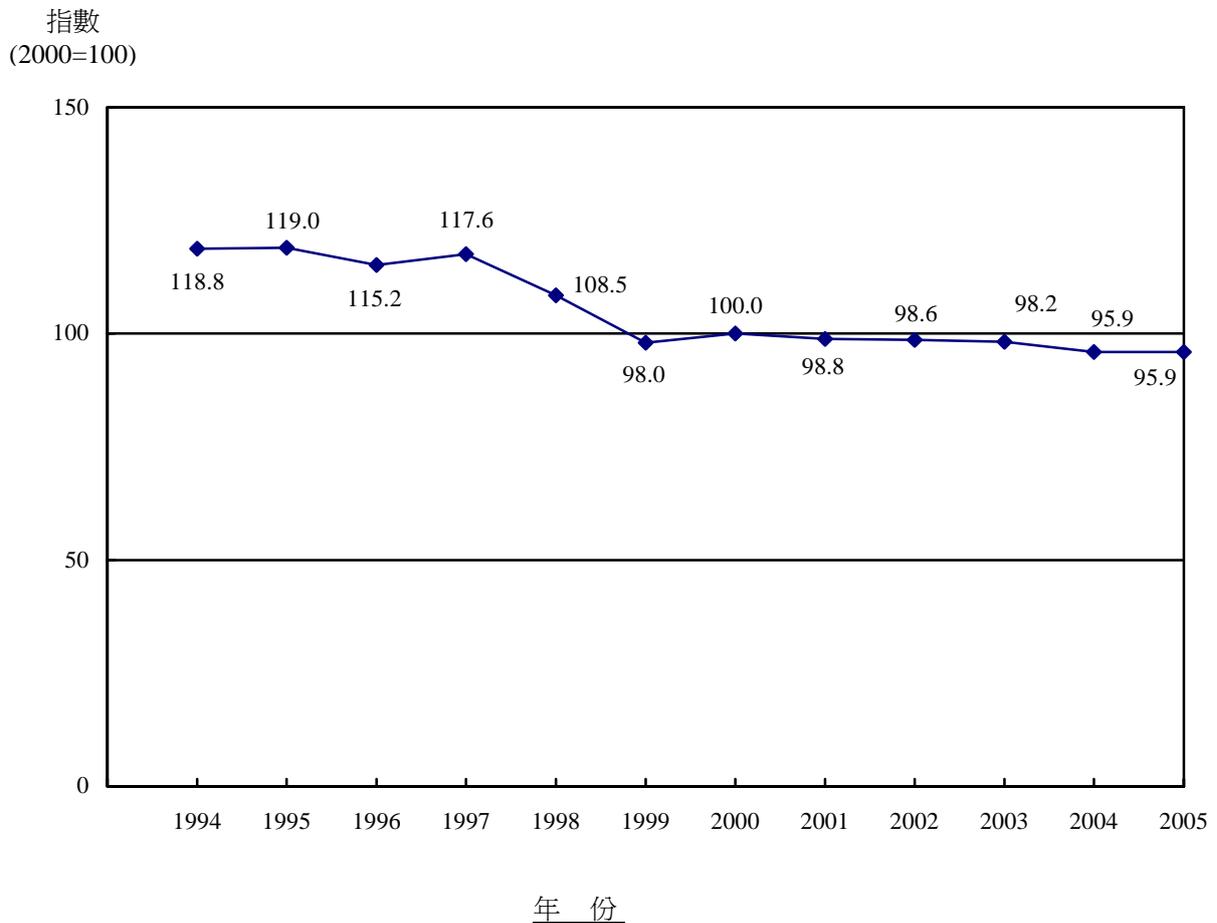
資料來源：政府統計處

　　註：「生產指數」列出實質本地生產量，亦即撤除價格變動因素的本地生產量。由二○○二年第三季起，工業生產指數改以二○○○年為基年。

3.5　　　第 3.4 及 3.5 段的數據反映印刷業務轉移到中國內地，情況大致上已穩定。另一方面，印刷業的勞動生產力指數分析了先進科技、改善組織架構、勞工質素及增加投資等因素的長期影響。指數顯示業界生產力由二○○○年(基準年)的 100，增至二○○五年的 119.6，其他行業則由 100 增至 104.8。

各門類的人力變化

（A） *印刷業*

3.6　　　　二○○四年六月至二○○六年六月，業內各門類的人力變化
見下表 3.1 及下圖 3.5：

表 3.1：二○○四年六月至二○○六年六月各門類人力變化

門　類	二○○四年六月 僱員人數	二○○六年六月 僱員人數	每年變化 百分率
報紙印刷業	706	806	+6.8%
承印業	13 539	12 630	-3.2%
其他印刷及有關行業	3 653	3 086	-8.1%
紙盒及其他紙製容器製造業	382	752	+40.3%
印刷代理	2 615	3 211	+10.8%
選定機構	327	828	+59.1%
總計	21 222	21 313	+0.2%

圖 3.5：各門類的人力變化
（二○○四年六月至二○○六年六月）

僱員人數

類　別

二○○四年六月僱員人數
二○○六年六月時僱員人數
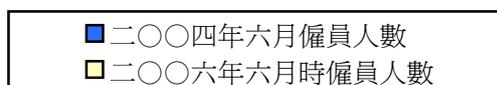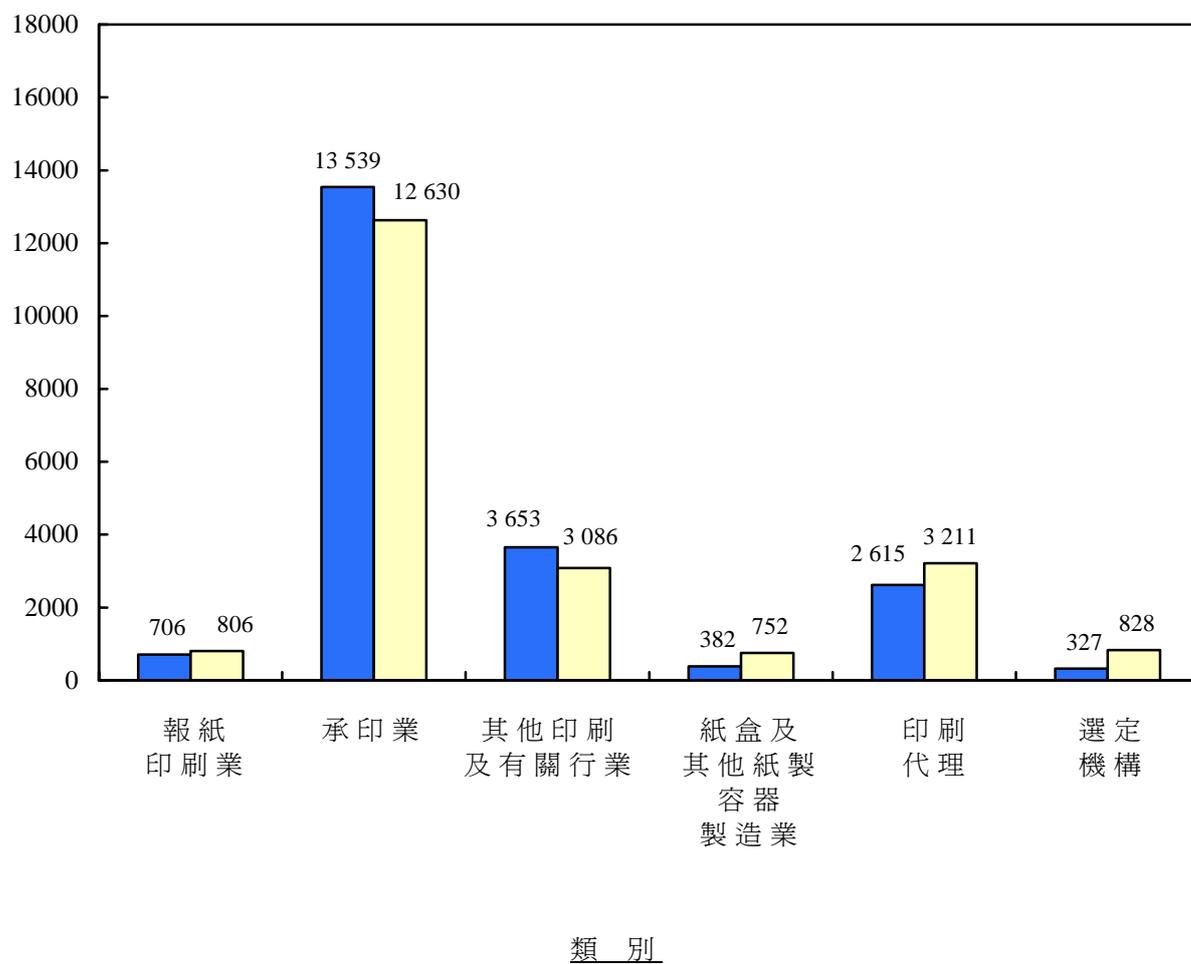
3.7　　　　調查顯示，報紙印刷門類的僱員，由二○○四年六月的 706 人增至二○○六年六月的 806 人，每年增幅為 6.8%；原因可能是本地經濟復甦，所以報章及報章印刷公司數目增加。印刷代理門類由 2 615 人增至 3 211 人，每年增長 10.8%，顯示過去兩年，一些印刷公司的業務由生產製造進一步分散到其他業務。

3.8 本港紙盒及其他紙製容器製造業人力增加，是因爲印刷公司數目增加所致，而選定機構增加，主要由於調查範圍擴大，涵蓋鐵罐製造商及印刷設備供應商。

3.9 然而，承印門類的人力由 13 539 人減至 12 630 人，每年下降 3.2%，其他印刷及相關行業的每年減幅爲 8.1%，這可能是由於一些承印業務轉移到中國內地之故。

(B) *出版業*

3.10 本業二〇〇四年六月至二〇〇六年六月各門類僱員人數變化見表 3.2：

表 3.2：二〇〇四年六月至二〇〇六年六月各門類人力變化

門 類	二〇〇四年六月僱員人數	二〇〇六年六月僱員人數	每年變化百分率
出版及有關行業	6 535	6 688	+1.2%
書報及刊物批發	238	318	+15.6%
書報及刊物進出口貿易	618	604	-1.1%
選定機構	325	320	-0.8%
總計	7 716	7 930	+1.4%

3.11 調查結果顯示出版業多數門類僱員人數祇有輕微變化。

印刷業各技能等級的人力變化

印刷業

3.12 本業二〇〇四至二〇〇六年各技能等級的人力變化見下表3.3：

表 3.3：二〇〇四年六月至二〇〇六年六月
各技能等級的人力變化

技能等級	二〇〇四年六月 僱員人數	二〇〇六年六月 僱員人數	每年變化百分率
技師／管理級	759	1 185	+25.0%
技術員級	6 208	7 544	+10.2%
技工級	11 816	11 370	-1.9%
操作工級	860	-	-
非技術人員級	1 579	1 214	-12.3%
總計	21 222	21 313	+0.2%

技師／管理級

3.13 　　調查顯示，業內技師／管理級人力，由二〇〇四年六月的 759 人，增至二〇〇六年六月的 1 185 人，每年增幅爲 25.0%。由於數碼印刷業務發展迅速，僱主繼續聘請更多技師級僱員，以應付世界其他地方的激烈競爭。爲了配合經濟好轉，部分在內地設有廠房的印刷商進一步擴充當地設施，令在內地廠房的僱員人數增加約 30%。調查範圍擴大也是增長的原因之一。人力變化見下表 3.4：

表 3.4：二〇〇四年六月至二〇〇六年六月主要職務人力變化

主要職務	二〇〇四年六月 僱員人數	二〇〇六年六月 僱員人數	每年變化百分率
廠長	139	152	+4.6%
生產經理／品質經理	256	388	+23.1%
營業／客戶服務／市場推廣經理	364	565	+24.6%
其他新職務	-	80	-
總計	759	1 185	+25.0%

技術員級

3.14　　　調查亦顯示，技術員由二〇〇四年六月的 6 208 人，增至二〇〇六年六月的 7 544 人。二〇〇六年的數字包括五個新主要職務的 1 156 人。人力變化見下表 3.5：

表 3.5：二〇〇四年六月至二〇〇六年六月主要職務人力變化

主要職務	二〇〇四年六月僱員人數	二〇〇六年六月僱員人數	每年變化百分率
印刷估價員／營業代表	3 709	4 129	+5.5%
生產策劃員／管制員／客戶服務統籌員／品質管制員	1 413	1 238	-6.4%
督導員／管理員	954	749	-11.4%
機電維修（印刷）技術員	132	272	+43.5%
其他新職務	-	1 156	-
總計	6 208	7 544	+10.2%

技工級及操作工級

3.15　　　調查顯示，技工兩年間的每年減幅為 1.9%。操作工級職務已被刪除。人力變化詳見下圖 3.6。

圖 3.6：一九九二年六月至二○○六年六月
技工及操作工級人力變化

僱員人數

| 技工 | 操作工 |
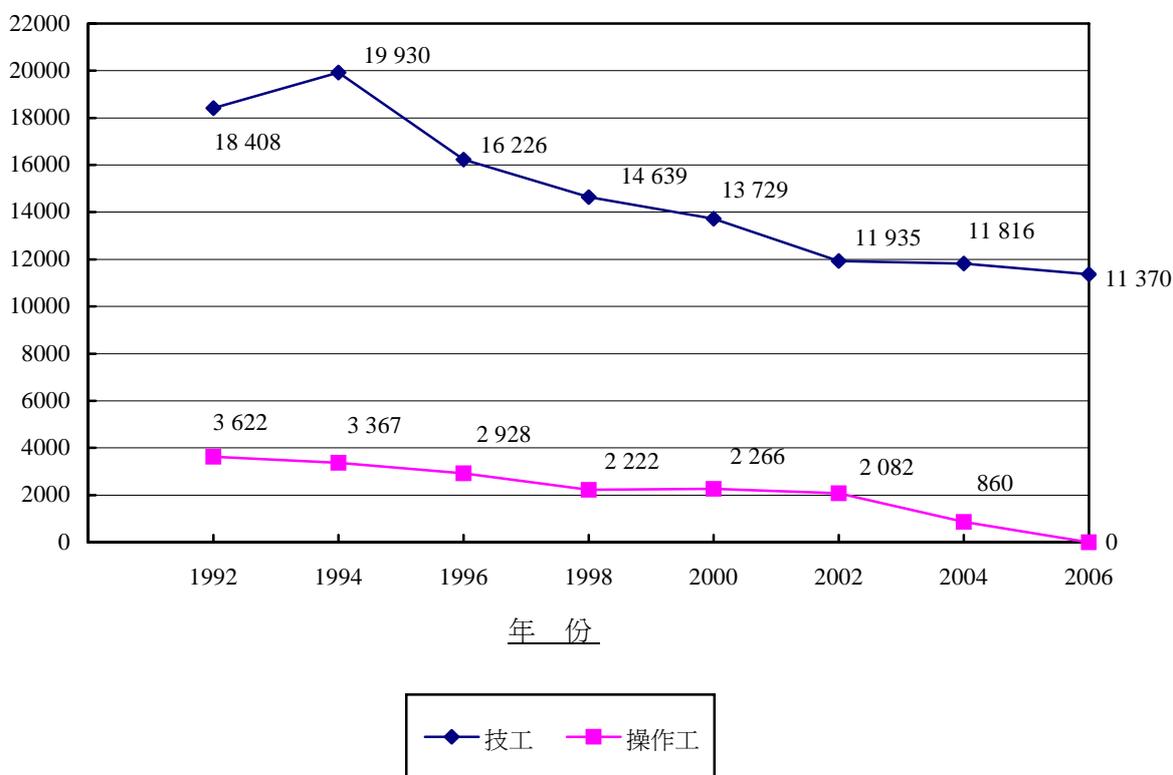
出版業各技能等級的人力變化

出版業

3.16　　出版業二○○四至二○○六年各技能等級的人力變化見下表 3.6：

表 3.6：二○○四年六月至二○○六年六月
各技能等級的人力變化

技能等級	二○○四年六月 僱員人數	二○○六年六月 僱員人數	每年變化百分率
經理	778	944	+10.2%
主任	2 290	2 593	+6.4%
技術輔助人員	4 648	4 393	-2.8%
總計	7 716	7 930	+1.4%

經理級

3.17　　　調查顯示，經理人數普遍上升。人力變化見下表 3.7：

表 3.7：二〇〇四年六月至二〇〇六年六月主要職務人力變化

主要職務	二〇〇四年六月僱員人數	二〇〇六年六月僱員人數	每年變化百分率
董事經理／總經理／出版人	125	203	+27.4%
總編輯／主編	187	191	+1.1%
設計總監／美術總監	66	88	+15.5%
# 製作總監／製作經理	52	66	+12.7%
市場總監／市場經理	107	127	+8.9%
營業總監／營業經理（報刊）	139	144	+1.8%
營業總監／營業經理（書刊）	40	43	+3.7%
編輯經理	62	82	+15.0%
總計	778	944	+10.2%

\# 　工作性質與印刷業主要職務「生產經理／廠務經理」相同。

主任級

3.18　　　調查亦顯示，主任級僱員普遍增加。人力變化見下表 3.8：

表 3.8：二〇〇四年六月至二〇〇六年六月主要職務人力變化

主要職務	二〇〇四年六月僱員人數	二〇〇六年六月僱員人數	每年變化百分率
策劃編輯／高級編輯／編輯	1 127	1 225	+4.3%
高級設計師	228	298	+14.3%
# 製作主任	112	105	-3.2%
營業主任	431	522	+10.1%
市場／宣傳主任	136	187	+17.3%
客戶服務主任（書籍）	123	140	+6.7%
發行主任（報刊）	133	116	-6.6%
總計	2 290	2 593	+6.4%

\# 工作性質與印刷業主要職務「督導員／管理員」相同。

技術輔助人員級

3.19 　　調查顯示，技術輔助級僱員人數下降。人力變化見下表 3.9：

表 3.9：二〇〇四年六月至二〇〇六年六月主要職務人力變化

主要職務	二〇〇四年六月僱員人數	二〇〇六年六月僱員人數	每年變化百分率
助理編輯／稿件編輯／校對員	1 615	1 425	-6.1%
美術設計員／插圖員	993	719	-14.9%
△ 桌面排版操作員	238	301	+12.5%
# 製作助理	209	96	-32.2%
營業代表／營業主任	1 167	1 464	+12.0%
營業助理／宣傳助理	364	352	-1.7%
其他出版業有關職位	62	36	-23.8%
總計	4 648	4 393	-2.8%

\# 工作性質與印刷業的技工相同。

△ 工作性質與印刷業的「電子印前系統操作技工」相同。

3.20 過去兩年，業內僱員人數變化的分析如下：

(A) *印刷業*

(a) 管理／技師級及技術員級的僱員人數明顯上升，最大原因是這些職級新增更多主要職務，以及調查範圍擴大至涵蓋印刷設備供應商及鐵罐製造廠；

(b) 印刷業生產越趨高層次，使用的先進技術亦越來越多，故此技師／管理人員及技術員的人數持續增加，而技工及操作工的人數則見減少；

(c) 部分中小型印刷公司轉型爲銷售及供應代理，令印刷代理數目有所增加；

(d) 營業經理／市場經理及印刷估價員／營業代表分別由 364 名增至 565 名及由 3 709 名增至 4 129 名，增幅分別爲 55.2%及 11.3%；這反映內地經濟持續發展，商業活動增加，以及二〇〇六年調查範圍擴大；

(e) 廠長及生產經理／品質經理由 395 名增至 540 名，而生產策劃員／管制員／管理員則由 2 367 名減至 1 987 名，減幅爲 16.1%，顯示更多內地工人出任督導職務；

(f) 過去兩年，僱主對熟悉桌面印前工序和電腦應用人員有持續的需求；數碼印刷系統操作技工及電子印前技術員／技工的人數保持於約 2 400 人。印前技術員的主要職務於二〇〇六年調查時首次引入；

(g) 技工／操作工人數由 12 676 人下降至 11 370 人，減幅爲 10.3%，而一般工人則由 1 579 人下降至 1 214 人，減幅爲 23.1%；這反映中國內地生產及承包業務擴充。調查顯示，過去兩年，香港公司在內地聘請的僱員人數增加約 30%。

(B) *出版業*

(a) 經理級及主任級的人力增加，技術/輔助人員級人數減少，導致過去兩年業界整體輕微增長 2.8%；

(b) 錄得人數增長的職務主要是經理級的董事經理／總經理／出版人及設計總監，和主任級的設計師及市場主任。雖然技術/輔助人員級的人力整體下降，但營業代表的人數明顯上升；

(c) 經理級及主任級的人力增加，可能是由於經營新業務如數碼印刷的公司數目增加，以及業內技術水平逐步提升所致。

人力總數與以往預測比較

(A) *印刷業*

3.21 下表 3.10 將實際人力總數（僱員人數加空缺數目），與本會在二〇〇四年的預測作一比較：

表 **3.10**：二〇〇六年人力總數與二〇〇四年預測比較

技能等級	二〇〇六年實際人力總數	本會對二〇〇六年的人力預測	人力預測與實際人力總數比較
技師／管理級	1 187	773	-19.3%(每年)
技術員級	7 589	6 482	-7.6%(每年)
技工級	11 472	11 680	+0.9%(每年)

3.22 本會兩年前所預測的技師／管理級及技術員級人力需求，較實際人力總數為低，出現差距可能是業界更多採用新生產技術，貿易業務增加及現時的調查範圍擴大所致。

(B) *出版業*

3.23 下表 3.11 將實際人力總數（僱員人數加空缺數目），與本會在二〇〇四年的預測作一比較：

表 **3.11**：<u>二〇〇六年人力總數與二〇〇四年預測比較</u>

技能等級	二〇〇六年實際人力總數	本會對二〇〇六年的人力預測	人力預測與實際人力總數比較
經理級	946	784	-9.0%(每年)
主任級	2 598	2 310	-5.7%(每年)
技術輔助人員級	4 420	4 874	+5.0%(每年)

3.24　　本會所預測的經理級及主任級人力需求，亦較實際人數低，而技術輔助人員級的需求預測，則較實際人數高。

業務展望

（A）　*印刷業*

3.25　　基於以下因素，預期印刷業未來發展仍會保持樂觀：

（a）　經過數年前的經濟不景，本地經濟已強勁復甦，預計仍會持續增長；

（b）　僱主仍樂意投資於現代化印刷技術及設備，以配合數碼科技的迅速發展；

（c）　雖然資訊科技已用作印刷媒體，但本地對印製精美的書刊需求仍大，足以維持本業未來幾年增長；

（d）　雖然市場上發展電子書，但讀者及顧客多仍會選擇印刷本多於電子閱讀資料；

（e）　將於 2008 年在北京舉行的奧運會，將令中國內地及區內的經濟持續上揚。因此，財經及商業印刷將受惠於此商機；

（f）　由於競爭激烈，越來越多印刷業僱主將業務性質由生產改為營銷，令技術員及技師級的人力需求更大。

（B） *出版業*

3.26　　超過 80% 的受訪僱主對業務前景感到樂觀，因此本會預期出版業會繼續平穩發展，原因如下：

（a）　　教科書出版

　　　　雖然本地出生率偏低，但持續有內地移民來港，學童人數只會逐步輕微下降，教科書的需求只會受到輕微影響。

（b）　　一般書籍出版

　　　　中國加入世貿，有利出版業務，可為出版商締造商機，向內地擴展進出入口業務。

（c）　　雜誌出版

　　　　本地經濟將與全球經濟一起增長，令更多廣告商利用雜誌向客戶推廣產品，不少出版商及報業機構會因而考慮擴展雜誌業務。

（d）　　網上出版

　　　　全球網業數年前下滑後，業務已整固，發展趨平穩審慎。此外，中國加入世貿，為網上出版商締造更多向內地擴展業務的商機。

未來技術發展

（A）　*印刷業*

3.27　　資訊數碼化不單是通訊業發展方向，對各行各業亦有影響。由於可透過電腦儲存、處理、分析、傳送及顯示數碼資料，印刷業務的製作方式及印刷質素已有改變。

3.28　　應用數碼資料及簡單易用的印前軟件，仍然是印刷業的重要發展方向，這可鼓勵大量採用資訊科技。數碼印刷無需菲林及印版，大大縮短製作時間。因此，製作任何數量甚至單份印刷品在技術及成本效益方面變得可行。當數碼印刷技術發展成熟，價格下調至具競爭力時，將會對中小型柯式印刷工序造成重大影響。

3.29　　另一個重要發展仍然是數碼柯式技術。數碼資料可直接傳送至印刷廠，無需經過製版階段，其影響如下：

> (a)　起貨更快，無需積存大批印件；
>
> (b)　工序全自動化，可減少人手；
>
> (c)　無需菲林、印版及其他消耗品，數碼資料可透過互聯網傳至印刷廠進行製作；
>
> (d)　帶來新商機；
>
> (e)　提高傳統印刷廠商的競爭力。

（B）　*出版業*

3.30　　電子書雖在市場興起，但印刷刊物在未來仍會佔出版刊物總銷售量大半。由於電子書仍有待發展，因此，與印刷刊物比較，市場佔有率仍小。不過，電子書技術一旦發展成熟，將會為出版業帶來商機，例如配合價廉輕巧的可攜式數碼閱讀器或數碼顯示器，讀者和顧客閱讀電子書會非常方便。

未來人力預測

（A）　*印刷業*

3.31　　本會考慮過使用「人力市場分析」系統，預測印刷業的人力發展趨勢。但由於印刷業務複雜，人力市場分析並不適用於是次調查，本會遂沿用「調節過濾法」，然後考慮各項外在因素、經濟趨勢、科技發展、工作人口模式，以及以上各段所載本業前景等因素，選出適當的推算數字。「調節過濾法」見下圖。
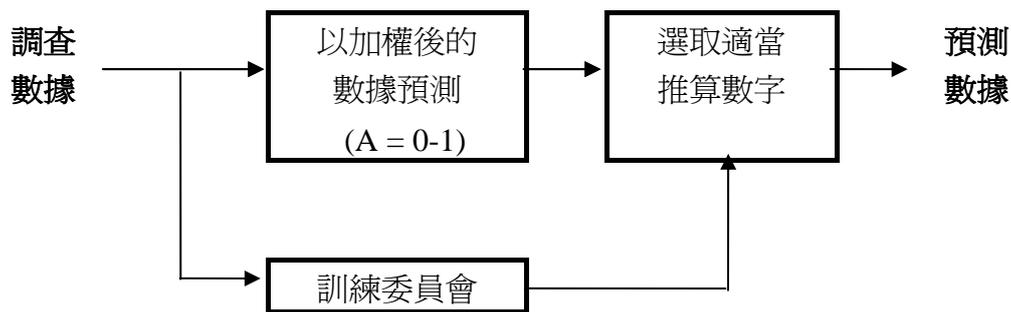
3.32　　本會審閱過往及是次調查所得資料，並考慮到印刷業的未來發展，預測未來數年，技師及技術員需求將會持續增加。技工級方面，人力需求只會是填補現有人力水平的流失；而為配合數碼科技迅速發展，電子印前系統操作技工及數碼印刷系統操作技工的需求將會持續。

3.33　　調查顯示，技師、技術員及技工空缺額均維持於低水平，分別為 0.1%、1.0% 及 0.4%。估計在可見的將來，技師、技術員、技工級僱員流動率不高，因此，預計未來四年，技師、技術員、技工級的流失率為 3%。

3.34　　根據上述估計，本業未來四年須增加的技師級、技術員級、技工級人手如下：

表 3.12：二〇〇七至二〇一〇年印刷業每年人力需求

技能等級	平均每年需增加人手			
	預測增長 (A)	流失量 (B)	總數 (A) + (B)	(幅度±10%)
技師／管理級	126	43	169	152 – 186
技術員級	499	256	755	680 – 830
技工級	-148	332	184	166 – 202

各主要職務每年需增加人手的數目載於附錄十五。

（B） *出版業*

3.35　　「調節過濾法」也用於出版業人力需求預測。由於從業員相對年輕，因此就未來四年人力需求的預測，將經理、主任、技術輔助人員級的流失率定為 3%。

3.36　　根據以上預測計算，未來四年每年需增加人手見下表 3.13：

表 3.13：<u>二〇〇七至二〇一〇年出版業每年人力需求</u>

技能等級	平均每年需增加人手			
	預測增長 （A）	流失量 （B）	總數 （A）+（B）	（幅度 ±10%）
經理級	62	32	94	85 – 103
主任級	80	83	163	147 – 179
技術輔助人員級	-18	131	113	102 – 124

各主要職務每年需增加人手的數目載於附錄十六。

人力供求分析

3.37　　印刷業方面，技師級預測每年需要 152 至 186 名。如第 3.17 段所述，出版業製作總監／製作經理約為 6 至 7 名，因此印刷及出版業每年的技師／經理級人力需求為 158 至 193 名。

3.38　由於本地專上院校並無開辦印刷學位課程，所以目前技師級人力供應稀少。有志進修較高程度印務課程的青年人，須往海外進修。由於技師供應有限，僱主大都會擢升表現良好的技術員填補技師空缺，或直接聘用香港專業教育學院（觀塘分校）（「觀塘專教院」）高級文憑畢業生或大學畢業生。

3.39　觀塘專教院的印刷系是本地唯一提供高級文憑程度課程的院校。預計畢業人數如下：

<div align="center">估計畢業人數</div>

課程	2006/07	2007/08	2008/09
全日制			
廣告、包裝及品牌高級文憑	46	140	88
商業印刷及數碼媒體出版高級文憑	52	50	62
攝影及平面成像高級文憑	-	-	30
總計：	98	190	180

3.40　預測觀塘專教院的畢業生人數不足應付 2006/07 年的業界需求，但於 2007/08 年後則足夠應付需求。然而，一些高級文憑畢業生可能從事業界的技術員級職務。

3.41　印刷業方面，估計未來四年技術員需求為每年 680 名至 830 名。如第 3.18 段所述，出版業製作主任平均每年需求為 6 至 7 名，技術員級每年人力需求總數為 686 至 837 名。

3.42　根據印刷業訓練中心（本港唯一開辦全日制印刷學科技術員課程的院校）所提供的資料，技術員課程畢業生人數將如下：

| | 估計畢業人數 | | |
課程	2006/07	2007/08	2008/09
印刷數碼流程生產 技術員基礎證書課程	56	60	20
中專文憑 (廣告、包裝及印刷)	65	88	72
中專文憑 (平面圖像傳播)	70	60	72
中專文憑 (數碼媒體設計)	-	-	60
總計：	191	208	224

3.43　　訓練中心的畢業生不足以應付預測需求。部分技術員級職務會透過培訓中學離校生的學徒計劃及內部晉升有經驗的技工填補；本會認為有需要開辦短期課程，以提升這些僱員的行業知識和技能，同時加強他們的督導技巧。由於印刷業技術發展迅速，本會認為，由受過適當訓練的技術員課程畢業生擔任相類工作會更勝任。

3.44　　技工級方面，未來數年的需求預期不會有任何增長，但要維持本地印刷業務，須保持穩定的人力供應。預測印刷技工每年需求為166 至 202 名。如第 3.19 段所述，出版業印刷技工需求總數為 9 至 11 名，因此預計未來四年每年需求為 175 至 213 名。

3.45　　根據印刷業訓練中心（本港唯一開辦全日制印刷技工課程的院校）所定的訓練名額，技工畢業生人數如下：

課程	2006/07	2007/08	2008/09
數碼印刷媒體出版 基本技術證書課程	55	40	20
電腦化印刷及製本 基本技術證書課程	20	17	17
中專文憑 (廣告、包裝及印刷)	30*	12*	12*
中專文憑(平面圖像傳播)	-	12*	12*
總計：	105	81	61

(*註：估計將獲頒技工級職業技術證書的二年級畢業生人數)

3.46　　訓練中心的畢業生總數，略低於技工職務的預測需求。不過，傳統職務工人可以修讀技能提升課程，透過再培訓舒緩人手短缺問題。

3.47　　本會將在二〇〇八年進行另一次人力調查，以蒐集業內最新的人力資料。本會將留意各項技術的最新發展，以便為業內僱員提供增修訓練。

第四章

建　議

4.1　　　過去數年，本地印刷業有兩項重要發展。首先是印刷工序日益自動化；印前行業廣泛採用電腦科技，尤其是大量應用電腦製版，令產品質量顯著提高。其次，隨著內地經濟開放，本地勞工密集的工序已陸續遷往珠江三角洲地區進行；未有遷離本港的工序一般均較爲複雜、需要較高技術，以及快速回應市場需求。這兩項發展令本業的人力資源須加以重整，一方面傳統的技工及操作工職位逐漸被淘汰，或者大幅減少，另一方面，業內對熟識電腦人力的需求將會持續。不少廠商轉型爲貿易公司，預計需要更多營業代表、客戶服務統籌員和品質管制員配合整個行業的轉型。按照本業的發展，技師及技術員的需求預計會持續，而傳統技工級印前職務將逐漸被淘汰。

4.2　　　本會認爲，每兩年一次進行人力調查，對建立數據作比較，以及預測未來人力需求均有幫助，因此有需要繼續進行調查，密切監察印刷及出版業的人力和訓練情況，以便提出建議，配合訓練需要。

每年吸納受訓者人數

4.3　　　調查期間，印刷業技工受訓者只有 149 名；出版業則有 34 名受訓者。由於訓練一般需時長達三年，現時業內所提供的訓練，顯然不足以應付需求。

4.4 　　　　為確保技術人手供應充足，僱主宜按下列數字進行人力訓練：

<p align="center">表 4.1：建議二○○七至二○一○年每年培訓人數</p>

技能等級	建議每年培訓人數	
	印刷業	出版業
技師／管理／經理級	169	94
技術員／主任級	755	163
技工／技術輔助人員級	184	113

上述數字按主要職務細分的情況見附錄十五、十六。

4.5 　　　　僱主進行機構內的人力策劃時請注意，若與目前的人力比較，第 4.4 段所載數字，分別約為現時印刷業技師／管理人員、技術員及技工人數的 12.3% 、9.0% 及 1.7%，以及出版業經理、主任及技術輔助人員的 9.0%、5.9% 及 2.6%。

4.6 　　　　技師／管理人員及經理、技術員及主任、技工及技術輔助人員的建議訓練途徑載於下列各段。

技師／管理人員及經理訓練

4.7 　　　　印刷業的技師／管理人員級職位及出版業的經理級職位，任職者宜持有相關大學學位、高級文憑或高級證書，另加數年相關工作經驗。

4.8　　　　以下為訓練技師／管理人員／經理的一般途徑；

（I）	（II）
修畢相關學位、高級文憑	合格技術員（參閱技術員訓練途徑）或合格主任（參閱主任訓練途徑）
兩年（學位持有人）或四年（高級文憑持有人）相關工作經驗	具豐富的相關工作經驗，並修畢有關的部分時間制課程，見途徑(I)

技師／經理
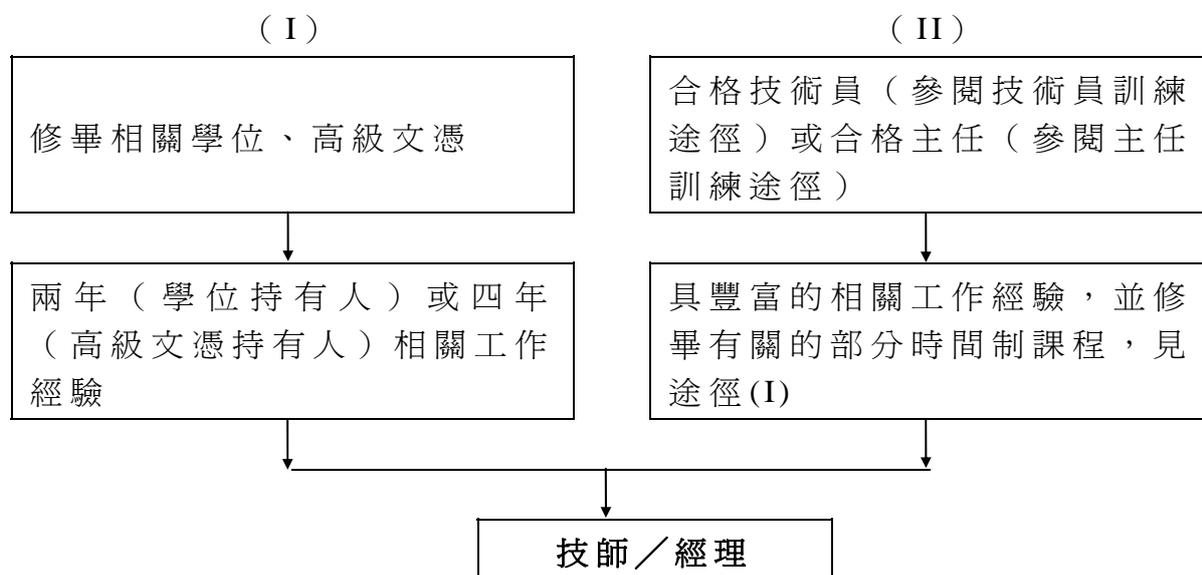
4.9　　　　本會建議僱主聘用大學學位或高級文憑持有人為見習技師／管理人員／經理（見訓練途徑（I））。至於表現出色的合格技術員／主任，則可透過訓練途徑（II）晉升。

4.10　　　建議僱主保送在職技術員／主任修讀夜間制學位、高級文憑或高級證書課程，以提升其知識及技能。

技術員／主任訓練

4.11　　　技術員或主任應能運用已確立的方法和程序，執行技術工作，以及督導技工或技術輔助人員等。訓練應包括在職實務訓練和修讀有關的技術員證書課程，使受訓者能兼具實際經驗和理論知識。

4.12　　　　訓練印刷業技術員及出版業主任的途徑建議如下：

(A) *印刷業－技術員*

（Ⅰ）	（Ⅱ）	（Ⅲ）	（Ⅳ）
修畢中五，並在中學會考取得所需科目 E 級或以上成績	修畢中五，並完成相關全日制技術員基礎課程	修畢有關的兩年全日制技術員文憑課程	合格技工（參閱技工訓練途徑）
三至四年有系統的技術員學徒訓練，並修讀有關的部分時間制技術員課程	兩至三年有系統的技術員學徒訓練，並修讀有關的部分時間制技術員課程	最少一至兩年有系統的在職訓練	進修夜間制技術員預修課程，然後修讀有關的技術員課程，另加在職訓練

技術員

（B）*出版業－主任*

（I）   （II）   （III）

| 修畢有關的文憑或證書課程 | 修畢中五，並在中學會考取得所需科目E級或以上成績 | 合格技術輔助人員（參閱技術輔助人員訓練途徑） |

↓   ↓   ↓

| 兩年（文憑持有人）或三年（證書持有人）相關工作經驗 | 四年相關工作經驗 | 進修有關的夜間證書或文憑課程，另加在職訓練 |
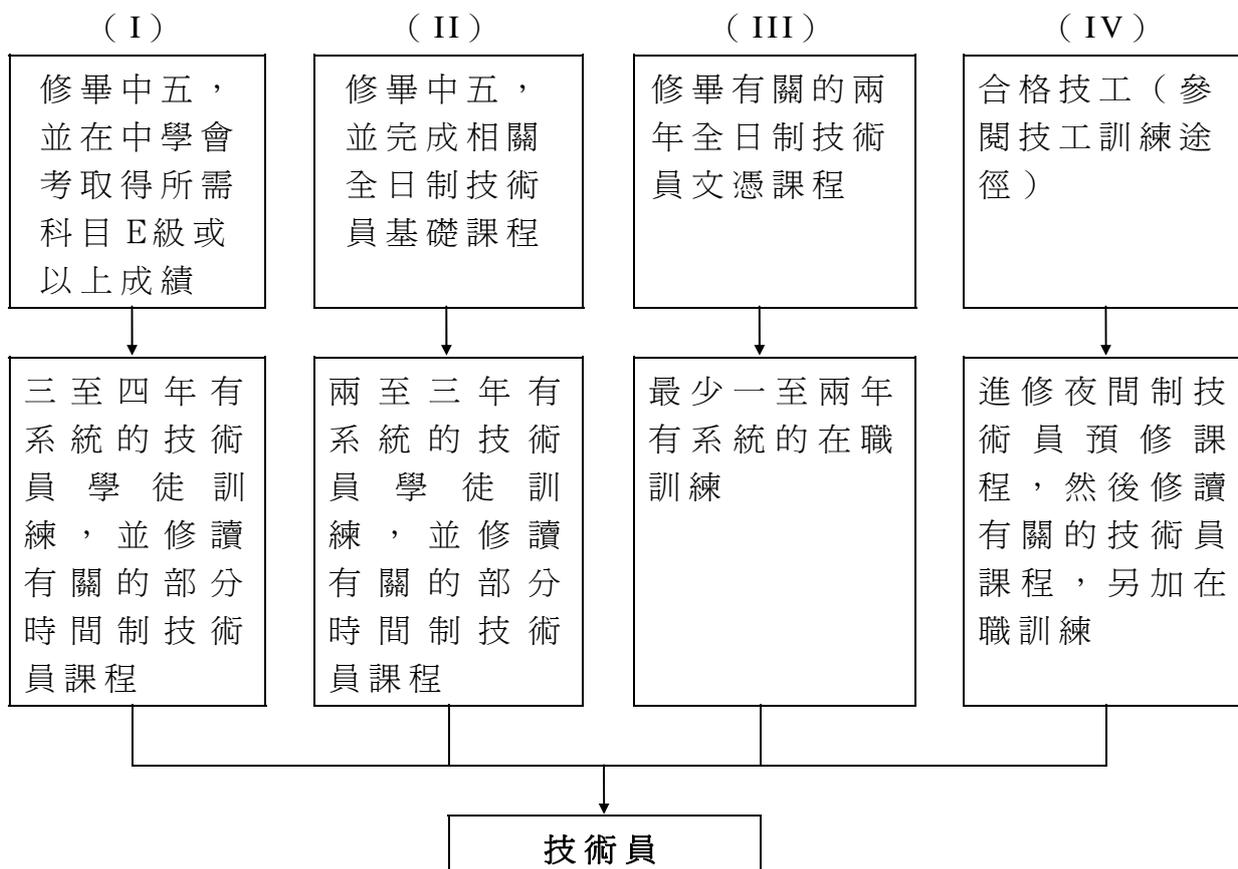
主任
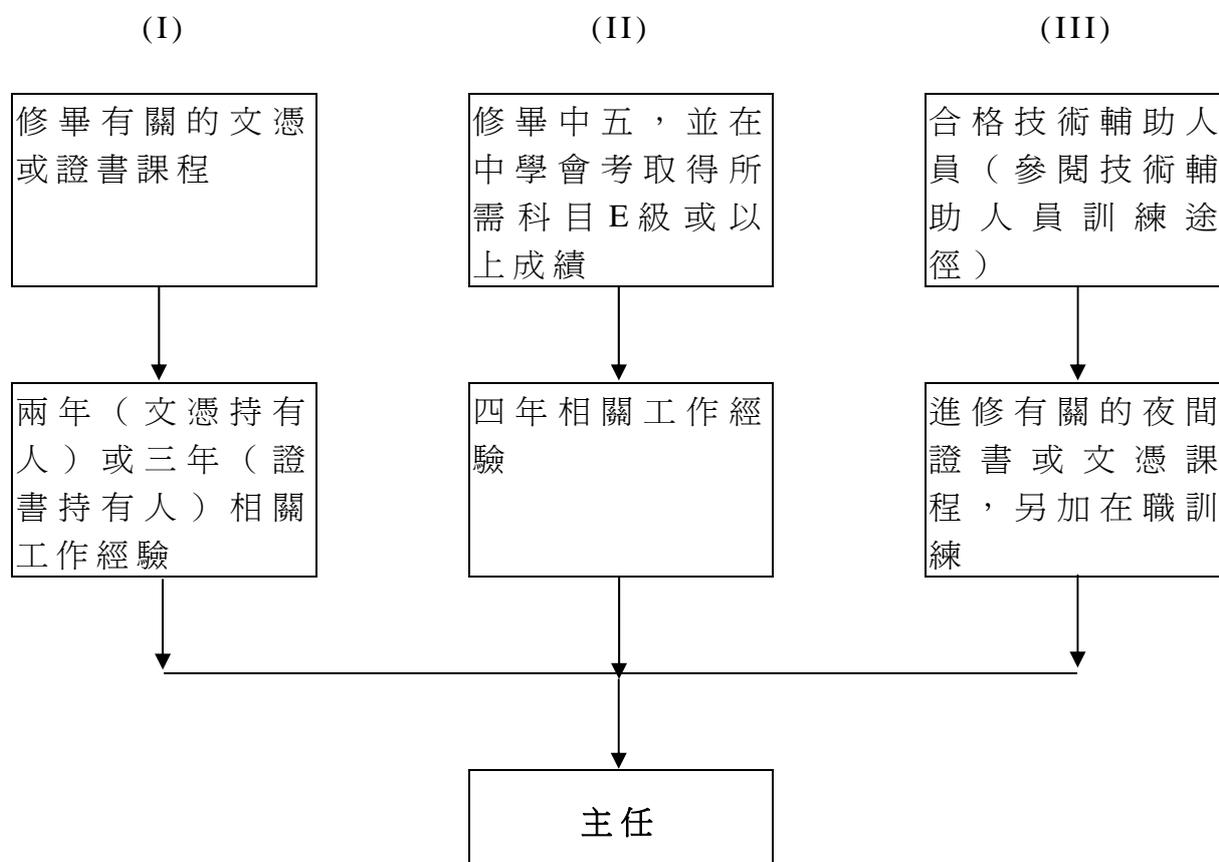
4.13　　　職業訓練局屬下香港專業教育學院，辦有全日制印刷技術員高級文憑、文憑、部分時間制高級文憑課程，另有部分時間制印刷學增修課程。印刷業訓練中心辦有一年全日制技術員基礎證書課程及嶄新的中專文憑課程，爲年輕人投身技術級職務或升學做好準備。

4.14　　　不少僱主聘用中學畢業生爲受訓者，讓他們與資深技術員或主任緊密合作，從中學習，並同時到專上院校修讀相關的夜間制課程，訓練他們成爲技術員或主任。部分僱主會聘用相關文憑或證書課程畢業生；另有部分印刷業僱主則選擇聘用印刷業訓練中心畢業生爲技術員學徒，一般訓練期爲三年，全日制技術員基礎證書課程畢業生可獲豁免首年學徒訓練。

4.15　　本會建議印刷業及出版業僱主，聘用印刷業訓練中心或香港專業教育學院畢業生。此外，亦可保送僱員修讀部分時間制課程，增進其技能知識。

技工／技術輔助人員訓練

4.16　　技工或技術輔助人員，是指運用技能可擔任多類相關職務的技術工人，他們除了要有實務技能外，還須具備有關理論知識，才能適應科技演進。

4.17　　訓練技工及技術輔助人員的途徑建議如下：

(A)　*印刷業－技工*

（Ⅰ）　　　　　　　　　　　（Ⅱ）

修畢有關的全日制基本技術證書課程或職業技術證書課程	修畢中三或以上
兩年技工學徒訓練，並修讀有關的部分時間制技工課程	三年技工學徒訓練，並修讀有關的部分時間制技工課程

技工

（B） *出版業－技術輔助人員*
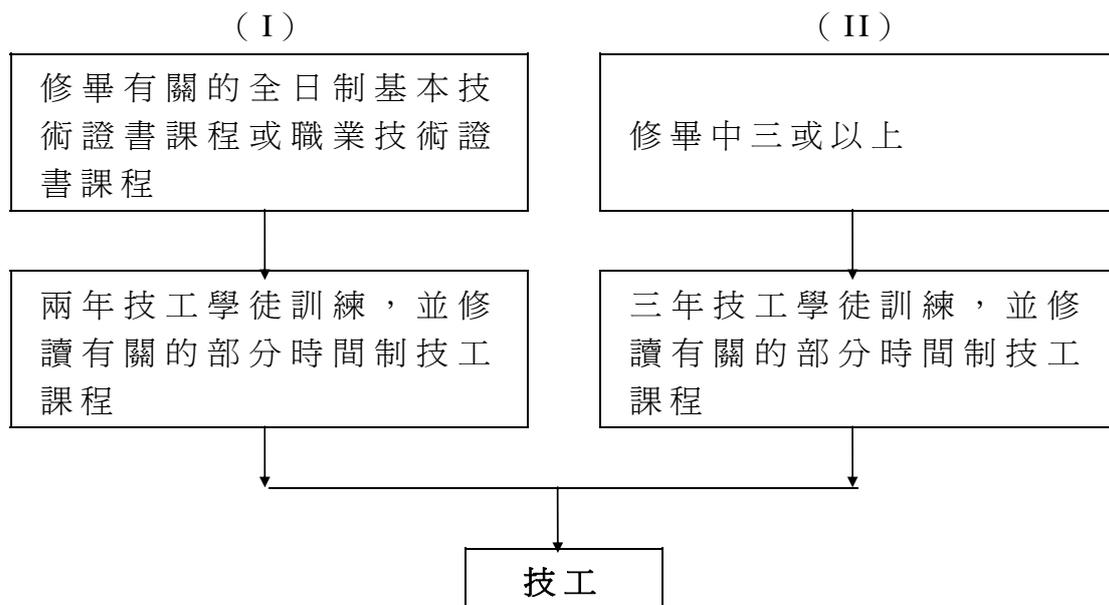
```
┌─────────────────────────┐
│ 修畢中五，並在中學會考取      │
│ 得所需科目 E 級或以上成績    │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│ 一年相關工作經驗            │
└─────────────────────────┘
            │
            ▼
┌─────────────────────────┐
│      技 術 輔 助 人 員      │
└─────────────────────────┘
```
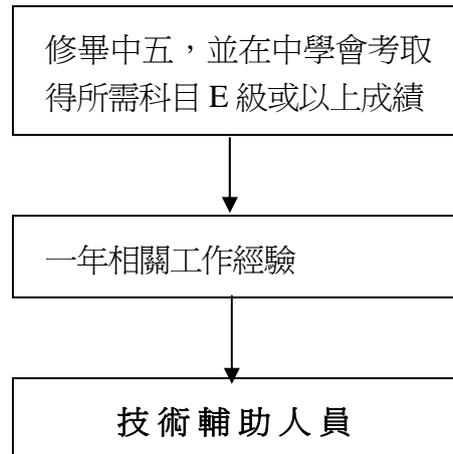
4.18　　印刷學技工課程主要由職業訓練局屬下印刷業訓練中心提供。由於業內現時廣泛應用數碼科技，所以印刷學技工課程內容已修訂，加強電腦及數碼操作訓練。

印刷學基本技術證書課程

4.19　　印刷業訓練中心會開辦一年全日制基本技術證書課程，包括實務訓練、行業知識及一般科目。對於傾向就業的青年，這類課程有助他們投身業界。

4.20　　基本技術證書課程學員畢業後，可加入本業接受第二年技工學徒訓練，兩年後滿師。聘用他們為學徒對僱主有利，因為除訓練期較短外，他們亦具備基本技能，可於受僱後立即投入生產工作。本會促請僱主聘用這些學員。

4.21　　印刷業訓練中心所辦的基本技術證書課程詳列於第 4.28 段。

4.22　　自二○○五／○六學年起，印刷業訓練中心已推出全新的三年制中專文憑課程。修畢第二年課程的學生可獲頒職業技術證書，從事技工職務。

技能提升計劃

4.23　　技能提升計劃由政府推行，協助低學歷、低技術／傳統技術工人改善就業條件。修讀這個計劃的課程，可獲資助七成學費。合適的印刷課程主辦機構，可投標開辦印刷業技能提升計劃課程。自二〇〇一年九月以來，修讀過認可印刷業課程者超過 7 800 人。現時為業內技工開辦的技能提升課程載於附錄十七。

4.24　　籲請僱主充分利用部分時間制技能提升課程，改進僱員的技能。

印刷業僱員的技能測驗

4.25　　職業訓練局已通過由屬下訓練委員會推行技能測驗及證書頒發制度。該制度屬自願參加性質，其目的為：

（a）協助工業界選聘合適的技術人才；

（b）使未受過正規訓練的人士亦能取得認可資格；

（c）提高技術人員的地位；

（d）確立技術人員應有的技能水平；

（e）設立技能等級，使技術人員有晉升機會。

4.26　　本會負責為印刷業僱員推行技能測驗，現時舉辦的為柯式平版機印刷技工技能測驗。

4.27　　僱主應鼓勵僱員參加技能測驗，使其業內地位得到正式承認。

印刷業訓練中心

4.28　　　本會負責就印刷業訓練中心的管理提出意見。中心所辦的全日制課程如下：

<u>訓練期</u>

(a)	印刷數碼流程生產技術員基礎證書課程	一年
(b)	數碼印刷媒體出版基本技術證書課程	一年
(c)	電腦化印刷及製本基本技術證書課程	一年
(d)	中專文憑(廣告、包裝及印刷)	三年(或一年精修課程)
(e)	中專文憑(平面圖像傳播)	三年(或一年精修課程)
(f)	香港專業教育學院及工商資訊科技學院數碼媒體系、工商管理系及設計系學生的實務訓練課程	15 – 180 小時

香港專業教育學院（觀塘分校）

4.29　　　籲請僱主積極僱用香港專業教育學院（觀塘分校）印刷及數碼媒體系全日制畢業生。觀塘分校所辦的有關課程見附錄十八。

印刷科技研究中心

4.30　　　一九九九年九月，香港印刷業商會聯同香港專業教育學院（觀塘分校）向香港政府創新科技署創新及科技基金申請撥款，以協助本港印刷及出版業採用先進的數碼製作流程。其後獲基金資助 860 萬元，於二〇〇〇年五月在觀塘分校設立「印刷科技研究中心」。

4.31　　　各大印藝設備供應商對計劃極表支持，提供總值達 1 500 萬元的先進數碼印刷器材及軟件，進行數碼及工作流程示範。此外，研究中心亦負有技術轉移的職能，包括透過研討會、訓練課程、「印刷科技會」會員計劃及顧問服務，向業界提供電子出版及數碼印刷科技的最新資訊。

訓練手冊

4.32 本會出版的印刷業主要職務的訓練方案及工作範圍手冊，可供僱主制訂訓練方案或評估僱員技能水平時作為參考，請僱主善加利用。

職業訓練局的培訓服務

4.33 職業訓練局免費協助僱主籌劃訓練事宜，包括：
(a) 法定**學徒訓練計劃**：有效培訓技術員和技工，以應付本業需要；

(b) **工科畢業生訓練計劃**：協助工科生和工科畢業生完成專業訓練，以便日後成為工程師；

(c) 自願參加性質的**技能測驗及證書頒發制度**：確立技術人員應有的技術水平；

(d) **新科技培訓計劃**：向本地僱主提供資助，使他們可以派送僱員到海外或在本地學習新科技。津貼額最高可達訓練開支的 50% 。

僱主如對以上各項訓練計劃有興趣，可聯絡職業訓練局。

增加教育及訓練設施

4.34 香港已成為亞太區內主要服務中心之一，印刷及出版服務亦必須維持國際水平。本會建議大專院校研究增加印刷及出版方面的學位、高級文憑及文憑課程，培訓人手滿足預測需求；而僱主則應為僱員提供更多在職訓練，並且給予他們時間接受職外增修訓練。

外間課程／研討會

4.35 本會與各院校及出版機構合作，為印刷及出版業在職人士舉辦了多個短期實務課程／研討會，以加強從業員的知識和技巧，協助他們適應經濟轉變及行業要求。外間課程／研討會可提高僱員的知識和技巧，僱主應多鼓勵僱員參加。

<u>PRINTING AND PUBLISHING TRAINING BOARD</u>
印 刷 及 出 版 業 訓 練 委 員 會

<u>Membership (as at 31st December 2006)</u>
委員名單（截至二〇〇六年十二月三十一日止）

<u>Chairman</u>
主席

    Mr HO Ka-hun
    何 家 鏗 先 生

<u>Vice-chairman</u>
副主席

    Mr SINN Kwok-chung, Patrick
    冼 國 忠 先 生

<u>Members</u>
委員

    Ms AU Suk-mei, May
    區 淑 美 女 士

    Mr CHAN Man-ming
    陳 文 明 先 生

    Mr IP Kam-shing
    葉 淦 誠 先 生

    Mr LAI Chun-fai, Eric
    黎 振 輝 先 生

    Mr LAM Yip-wai, Constant
    林 業 偉 先 生

    Mr LEE Tak-wing, James
    李 德 榮 先 生

    Mr LEUNG Wing-chung, Terence
    梁 榮 鏦 先 生

Mr LO Chi-hong
羅志雄先生

Dr LUK Kwok-sun, Steven
陸國燊博士

Dr MA Kwai-min, Kenneth
馬桂綿博士

Mr SHUM Pui-chak
沈培澤先生

Ms TAM Lai-chuen, Candy
譚麗轉女士

Mr TSANG Hip-tai
曾協泰先生

Mr TSANG Chiu-hok, Victor
曾昭學先生

Mr YIP Chung-fai, Peter
葉宗輝先生

<u>Secretary</u>
秘書

Mr MAN Chi-yin
文子賢先生

Terms of Reference of the Printing and Publishing Training Board

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.

2. To assess and review whether the manpower supply for the industry matches with the manpower demand.

3. To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.

4. To advise the Hong Kong Institute of Vocational Education (IVE) and training & development centres on the direction and strategic development of their programmes in the relevant disciplines.

5. To advise on the course planning, curriculum development and quality assurance systems of the IVE and training & development centres.

6. To prescribe job specifications for the principal jobs in the industry defining the skills, knowledge and training required.

7. To advise on training programmes for the principal jobs in the industry specifying the time a trainee needs to spend on each skill elements.

8. To tender advice in respect of skill assessments, trade tests and certification for in-service workers, apprentices and trainees, for the purpose of ascertaining that the specified skill standards have been attained.

9. To advise on the conduct of skill competitions in key trades in the industry for the promotion of vocational education and training as well as participation in international competitions.

10. To liaise with relevant bodies on matters pertaining to the development and promotion of vocational education and training in the industry, including employers, employers' associations, trade unions, professional institutions, training and educational institutions and government departments.

11. To organize seminars/conferences/symposia on vocational education and training for the industry.

12. To advise on the publicity relating to the activities of the Training Board and relevant vocational education and training programmes of the VTC.

13. To submit to the Council an annual report on the Training Board's work and its recommendations on the strategies for programmes in the relevant disciplines.

14. To undertake any other functions delegated by the Council in accordance with Section 7 of the Vocational Training Council Ordinance.

印刷及出版業訓練委員會職權範圍

1. 確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。

2. 評估及研究本業的人力供求是否平衡。

3. 就發展業內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. 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. 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. 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. 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. 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. 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. 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. 為本業舉辦有關專業教育及訓練的研討會與會議。

12. 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. 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. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

3rd May 2006

Dear Sir/Madam,

2006 Manpower Survey of the Printing Industry

I am writing to seek your support and co-operation in the coming manpower survey of the printing industry to be conducted by the Printing and Publishing Training Board of the Vocational Training Council during the period 10th May 2006 to 9th June 2006.

The survey aims to collect, among other matters, the following information about each of the principal jobs in the industry:

(i)   the number of employees at present employed,

(ii)   the number of employees under training, and

(iii)   the number of existing vacancies.

Based on the survey findings, the Training Board will make recommendations on manpower training for the industry.

The information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to any individual establishments.

---- I enclose herewith for your reference and completion the following documents in both English and Chinese:

(a) one copy of the questionnaire (Appendix A);

(b) explanatory notes about the questionnaire (Appendix B); and

(c) a list of job descriptions of the principal jobs (Appendix C).

During the survey, an officer of the Census and Statistics Department will call at your office.   The officer will answer any queries you may have, assist in the completion of the questionnaire if necessary, and collect the completed questionnaire.

I sincerely hope that you will co-operate in this survey by providing the required information that is of vital importance to the formulation of future training plans for the printing industry.

Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2887 5153.

Yours faithfully,

(HO Ka-hun)
Chairman
Printing and Publishing Training Board

3rd May 2006

Dear Sir/Madam,

2006 Manpower Survey of the Printing Industry

I am writing to seek your support and co-operation in the coming manpower survey of the printing industry to be conducted by the Printing and Publishing Training Board of the Vocational Training Council during the period 10th May 2006 to 9th June 2006.

The survey aims to collect, among other matters, the following information about each of the principal jobs in the industry:

(i) the number of employees at present employed,

(ii) the number of employees under training, and

(iii) the number of existing vacancies.

Although your organization is not an establishment classified under the printing industry, we note that there may be workers engaged by your organization in the relevant trade. Coverage of such workers would therefore help the Training Board obtain a fuller picture of the manpower situation and devise suitable training courses for workers in the industry.

Based on the survey findings, the Training Board will make recommendations on manpower training for the industry.

The information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to any individual establishments.

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----   I enclose herewith for your reference and completion the following documents in both English and Chinese:
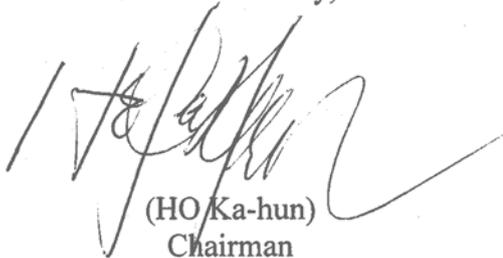
     (a)   one copy of the questionnaire (Appendix A);

     (b)   explanatory notes about the questionnaire (Appendix B); and

     (c)   a list of job descriptions of the principal jobs (Appendix C).

       During the survey, an officer of the Census and Statistics Department will call at your office.   The officer will answer any queries you may have, assist in the completion of the questionnaire if necessary, and collect the completed questionnaire.

       I sincerely hope that you will co-operate in this survey by providing the required information that is of vital importance to the formulation of future training plans for the printing industry.

       In the event that your organization has entrusted another company to deal with its printing function, I should be grateful if you would pass the documents to the company and inform us for follow-up.

       Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2887 5153.

Yours faithfully,
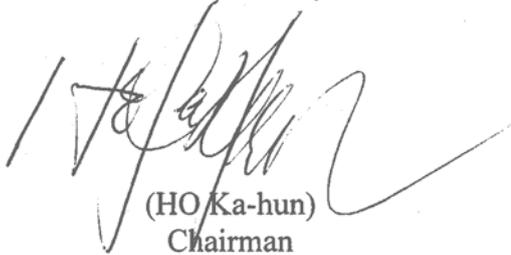
(HO Ka-hun)
Chairman
Printing and Publishing Training Board

執事先生/女士:

印刷業二零零六年人力調查

　　職業訓練局屬下印刷及出版業訓練委員會將於本年五月十日至六月九日期間進行印刷業人力調查,希望貴機構能惠予合作,提供業內各主要職務的有關資料,其中包括:

(一) 目前僱員人數;
(二) 目前受訓僱員人數;
(三) 現有空缺數目。

　　本訓練委員會將根據調查結果,就本業人力訓練事宜提出建議。

　　調查所得資料將絕對保密,只用摘要統計數字發表,並不會提及任何個別機構。

----　　　隨函附上下列中英文對照文件,以供參閱及填寫:

(一) 調查表(附錄甲),
(二) 調查表附註(附錄乙),及
(三) 各主要職務工作說明(附錄丙)。

　　調查期間,政府統計處職員會到訪貴機構,解答有關問題,在需要時協助填表,並收回填妥的調查表。

　　懇請貴機構支持合作,提供是次調查所需資料;該等資料對制定印刷業未來的訓練計劃將會極為重要。

如對是次調查有任何查詢，請電 2887 5153 與政府統計處人力統計組聯絡。

印刷及出版業訓練委員會主席
何家鏗

二〇〇六年五月三日

執 事 先 生 /女 士 :

印 刷 業 二 零 零 六 年 人 力 調 查

　　職 業 訓 練 局 屬 下 印 刷 及 出 版 業 訓 練 委 員 會 將 於 本 年 五 月 十 日 至 六 月 九 日 期 間 進 行 印 刷 業 人 力 調 查 ， 希 望 貴 機 構 能 惠 予 合 作 ， 提 供 業 內 各 主 要 職 務 的 有 關 資 料 ， 其 中 包 括 :

（一）　目 前 僱 員 人 數 ;
（二）　目 前 受 訓 僱 員 人 數 ;
（三）　現 有 空 缺 數 目 。

　　雖 然 貴 公 司 /機 構 並 非 分 類 於 印 刷 業 內 的 機 構 ， 但 貴 公 司 /機 構 可 能 僱 用 與 該 業 有 關 的 人 員 。 納 入 該 等 人 員 可 以 幫 助 本 委 員 會 得 到 一 個 更 為 全 面 的 人 力 情 況 ， 從 而 為 業 界 提 供 合 適 的 訓 練 課 程 。

　　本 訓 練 委 員 會 將 根 據 調 查 結 果 ， 就 本 業 人 力 訓 練 事 宜 提 出 建 議 。

　　調 查 所 得 資 料 將 絕 對 保 密 ， 只 用 摘 要 統 計 數 字 發 表 ， 並 不 會 提 及 任 何 個 別 機 構 。

----　　隨 函 附 上 下 列 中 英 文 對 照 文 件 ， 以 供 參 閱 及 填 寫 :

（一）　調 查 表 (附 錄 甲)，
（二）　調 查 表 附 註 (附 錄 乙)， 及
（三）　各 主 要 職 務 工 作 說 明 (附 錄 丙)。

　　調 查 期 間 ， 政 府 統 計 處 職 員 會 到 訪 貴 機 構 ， 解 答 有 關 問 題 ， 在 需 要 時 協 助 填 表 ， 並 收 回 填 妥 的 調 查 表 。

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懇請貴機構支持合作，提供是次調查所需資料;該等資料對制定印刷業未來的訓練計劃將會極為重要。

如貴公司/機構已委託另一公司負責印刷工作，請將本函轉交該公司，並通知我們，以便跟進。

如對是次調查有任何查詢，請電 2887 5153 與政府統計處人力統計組聯絡。

印刷及出版業訓練委員會主席
何家鏗

二○○六年五月三日

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

VOCATIONAL TRAINING COUNCIL
職 業 訓 練 局

THE 2006 MANPOWER SURVEY OF THE PRINTING INDUSTRY
印 刷 業 二 零 零 六 年 人 力 調 查

QUESTIONNAIRE
調 查 表

(PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE)
（ 填 表 前 ， 請 參 閱 附 註 ）

For Official Use Only:
此 欄 毋 須 填 寫

Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
1	0 9						
1	2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

NAME OF ESTABLISHMENT:
廠 名 ／ 機 構 名 稱

ADDRESS:
地 址

TYPE OF PRODUCTS/SERVICE:
產 品 種 類 ／ 服 務 性 質

TOTAL NO. OF PERSONS ENGAGED:
僱 員 總 數

NAME OF PERSON TO CONTACT:
聯 絡 人 姓 名
28   47

POSITION:
職 位

TEL. NO. :
電 話
48   55   56   63

FAX NO.:
圖 文 傳 真

E-MAIL:
電 郵
64   98

VTC-PR-01

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PART I　第一部分

(A) Job 工作			(B) Monthly Income Code 每月收入 編號	(C) No. of Employees at Date of Survey (excl. trainees) 現有僱員人數 （受訓者除外）	(D) Forecast of No. Employed 12 Months from Now (excl.trainees) 預計 十二個月後 僱員人數 （受訓者除外）	(E) No. of Vacancies at Date of Survey (excl. trainees) 現有 空缺額 （受訓者除外）	(F) No. of Trainees at Date of Survey 現有 受訓者 人數	
Title 職稱	Rec. Type 紀錄 類型	No. 職務 編號						Enter in column B employee's monthly income range according to the following codes: 將僱員的每月總收入幅度按下列編號填入B欄內：
		8 - 10	11	12 - 15	16 - 19	20 - 22	23 - 25	
1	2							Code 編號　Monthly Income Range 每月收入幅度
2	2							
3	2							1　$5,000 or below 　$5,000 或以下
4	2							2　$5,001 - $6,500
5	2							3　$6,501 - $8,000
6	2							4　$8,001 - $10,000
7	2							5　$10,001 - $15,000
8	2							6　$15,001 - $20,000
9	2							7　$20,001 - $25,000
10	2							8　$25,001 or above 　$25,001 或以上
11	2							

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12	2																		
13	2																		
14	2																		
15	2																		
16	2																		
17	2																		
18	2																		
19	2																		
20	2																		
21	2																		
22	2																		
23	2																		
24	2																		

Note 1 :　　If additional lines are necessary, please tick here ☐ and enter on supplementary sheets.
附註一：　如此頁已填滿，請先將（✔）號填入此 ☐ 內，然後在附頁繼續填寫。

Note 2 :　　The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
附註二：　「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

Part II 第二部分

Q.1 Employer's view on the expected change in Business Situation for the coming year
僱主對來年業務狀況預期變動的意見

Rec. Type 紀錄類型	Better 較佳	Same 不變	Worse 較差
3			
1	8	9	10

(Please tick as appropriate)
(請在適當的格內填上✓號)

Q.2 Number of Employees by Age Group
按年齡組別劃分的僱員人數

	Technologist/ Managerial Level 技師／管理級	Technician/ Supervisory Level 技術員／督導級	Craftsman Level 技工級
Below 35 35歲以下	11	14	17
50 or/and above 五十歲或／及以上	20	23	26

Q.3 Technical Staff Outside Hong Kong
任職香港以外地方的技術員工

Please enter below the number of technical staff who had been deployed to work for more than 6 months outside Hong Kong during the 12 months prior to the survey
請填寫調查前十二個月內，調派往香港以外地方工作超過六個月的技術員工人數

Number of Technologists/Managers 技師／管理人數	Number of Technicians/Supervisors 技術員／督導人數	Number of Craftsmen 技工人數
29	31	33

Q.4 With Production Workshop in Mainland
是否在內地設有廠房

(Please tick in the appropriate box)
（請在適當空格內加上 '✓'）

Number of Mainland employees
(excluding those employees deployed from HK)
內地僱員數目（不包括從香港派往的僱員）

Yes 是	No 否	
35	36	37

For Official Use
此格不用填寫

42	43	44	45

Q.5 Education and Training an Employee Should Have
僱員宜有的教育及訓練

Technologist/Managerial Level 技師／管理級			Technician/Supervisory Level 技術員／督導級			Craftsman Level 技工級		
Education 教育	Training Mode 訓練方式	Training Period 訓練時間	Education 教育	Training Mode 訓練方式	Training Period 訓練時間	Education 教育	Training Mode 訓練方式	Training Period 訓練時間
46	47	48	49	50	51	52	53	54

Please enter in the boxes at the left table the education and training an employees should have according to the following codes:
請將僱員宜有的教育及訓練按照下列類別編號填入左面表格方格內：

Code 編號	Education 教育	Code 編號	Training Mode 訓練方式	Code 編號	Training Period 訓練時間
1	University Degree or above 大學學位或以上	1	On the job training 在職訓練	1	4 years or above 四年或以上
2	Higher Diploma/Associate Degree 高級文憑／副學士	2	Apprenticeship 學徒訓練	2	3 to less than 4 years 三年至四年以下
3	Diploma/Higher Certificate 技術員文憑／高級證書	3	Others 其他	3	2 to less than 3 years 二年至三年以下
4	Certificate/Secondary 5 to 7 證書／中五至中七			4	1 to less than 2 years 一年至二年以下
5	Craft Certificate/Below Secondary 5 技工證書／中五以下			5	6 - less than 12 months 六至十二個月以下
				6	Below 6 months 六個月以下

2006 MANPOWER SURVEY OF THE PRINTING INDUSTRY
印 刷 業 二 零 零 六 年 人 力 調 查

EXPLANATORY NOTES
附　　註

1. Please fill in as accurate information as possible because the information is vital to the Printing and Publishing Training Board in determining the training needs of the industry and in making meaningful recommendations to Government on how to meet these needs.
填寫調查表時請盡量填入準確資料；印刷及出版業訓練委員會將根據此等重要資料，確定本業的訓練需求及向政府提供建議。

Part I
第一部分

2. When filling this part of the questionnaire, please ignore the numbers in the row immediately beneath the headings. They are purely column numbers for data processing.
填寫此部分時，請毋須理會標題下的編號，此乃分欄編號，只供資料處理用。

3. Before completing, please read carefully the job titles and job descriptions in Appendix C.
填寫前，請先細閱附錄丙所列的職稱與工作說明。

4. Please complete all columns ('A' to 'F') of the questionnaire that are applicable and insert a zero (0) in any column which is not.
請填寫表內各欄 ('A' 至 'F')，如有不適用者則在該欄內填入 (O) 符號。

5. Job Titles - Column 'A'
職稱 —— 'A' 欄
   a. Please enter into column 'A' those job titles, together with their appropriate code numbers specified in Appendix C, applicable to your establishment in order of their skill levels (i.e. technologist/managerial level jobs first followed by technician/supervisory, craftsman and unskilled level jobs).
   請將附錄丙內適用於貴機構的職稱連同編號，按其技能等級，填入 'A' 欄內。
   （先填技師／管理級，其後填寫技術員／督導級、技工級及非技術人員。）

b. Please add in column 'A' titles of any jobs not mentioned in Appendix C, and briefly describe them and indicate their skill levels.
如貴機構另有技術性職稱未載於附錄內，請一併填入 'A' 欄內，並扼要說明其工作性質及技能等級。

c. Please classify a worker according to his main duty irrespective of any additional secondary duties he may be required to perform, e.g. a craftsman who works mainly as a binding craftsman but is also required to operate die-cutting machine occasionally should be classified as a binding craftsman but not as a die cutting craftsman.
請根據僱員的主要職務分類，例如一名技工的主要職務為裝訂書刊，但有時須擔任啤盒的工作，則應屬裝訂技工而非啤盒工。

6. Monthly Income - Column 'B'
僱員每月收入 —— 'B' 欄
Please enter into this column the total monthly income range code for each type of workers. This should include basic wages, overtime pay, cost of living allowance, meal allowance, bonus(including double pay) etc., if any. If you have more than one worker doing the same job, please enter the average figure.
請在此欄填入每類僱員每月總收入幅度的類別編號，這包括底薪、超時工作工資、生活津貼、膳食津貼、花紅(包括雙糧)等在內。若從事同類工作的僱員多於一名，則請取其平均收入。

7. Number of Employees at Date of Survey (Excluding Trainees) - Column 'C'
現有僱員人數（受訓者除外）—— 'C' 欄
Please fill in the total number of employees (excluding trainees) for any one job in your establishment. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week. The number should include local staff being posted outside Hong Kong.
請將各職務現有僱員總數（受訓者除外）填入此欄。「僱員」是指在貴機構全職工作達四星期或以上，同時每星期工作不少於十八小時。此數目應包括派駐香港以外的香港僱員。

8. Forecast of Number Employed 12 Months from Now
(Excluding trainees) – Columns 'D'
預計十二個月後，即二〇〇七年六月的僱員人數（受訓者除外）— 'D'欄

Please fill in the number of employees against each principal job you will be employing 12 months from now (Excluding trainees).
請填寫預計十二個月後，即二〇〇七年六月的僱員人數（受訓者除外）。

9. Number of Vacancies at Date of Survey
   (Excluding Trainees) - Column 'E'
   現有空缺額（受訓者除外）——'E' 欄
   Please fill in the number of existing vacancies (excluding those for trainees).
   請填入貴機構現有的空缺額（受訓者空缺額除外）。

   'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.
   '現有空缺額'是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

10. Number of Trainees at Date of Survey - Column 'F'
    現有受訓者人數——'F' 欄
    Please fill in the total number of employees undergoing training. This includes trainees receiving any form of training and apprentices under a contract of apprenticeship.
    請填寫正在接受訓練的僱員總數。這包括正在接受各種形式訓練的受訓者，以及簽有合約的學徒。

11. Example
    例子
    To facilitate proper completion, an example is given below for your reference.
    為協助閣下填表，現將例子附錄於後，以供參考。

Part II
第二部分

12. Employer's view on the Expected Change in Business Situation for the Coming Year
    僱主對來年業務狀況預期變動的意見
    The purpose of this column is to seek your view on the expected change in business situation for the coming year. Would your business situation be better, same or worse for the coming year than this year.
    此欄目的在調查貴機構有關僱主對來年業務狀況預期的變動，預計閣下的業務明年比今年較佳，不變或較差。

13. Number of Employees by Age Group
    按年齡組別劃分的僱員人數
    Please enter into this column the number of employees by age group at technologist/managerial, technician/supervisory and craftsman levels.
    請在此欄內按年齡組別劃分，填入技師／管理級、技術員／督導級及技工級僱員的人數。

14. Technical Staff Outside Hong Kong
    任職香港以外地方的技術員工
    Please enter the numbers of technologists/managers, technicians/supervisors and craftsmen who had been deployed to work for more than 6 months outside Hong Kong during the 12 months prior to the survey.
    請填寫過去十二個月內，調派往香港以外工作超過六個月的技師／管理級，技術員／督導級及技工員工人數。

15. With Production Workshop in Mainland
    是否在內地設有廠房

    Please enter the total number of Mainland employees (excluding those employees deployed from Hong Kong) working in operations in Mainland which manufacture products for your company and are under your company's control. Staff involved in engineering, management, clerical and production work in such operations should be included (but workers seconded from Hong Kong should be excluded). Please disregard the name or ownership of such operations.
    請填寫在內地廠房為貴公司生產製成品，並為貴公司所管理的內地僱員總數（不包括香港僱員）。內地僱員總數包括工程人員、管理人員、文職人員及生產人員（但不包括派往當地工作的香港人）。請毋須理會這些廠房的名稱或擁有權。

16. Education and Training an Employee Should Have
    僱員宜有的教育及訓練
    The purpose of this column is to solicit your view on the education and training which an employee in a particular job should have if he were to appreciate the technology behind his work. (Please refer to the codes in the right column of the table.)
    此欄目的在調查貴機構的意見：各類職位的僱員宜具備何種教育程度及訓練，才能勝任其工作。（請參閱該表右欄的類別編號。）

(A) Job 工作			(B) Monthly Income Code 每月收入 編號	(C) No. of Employees at Date of Survey (excl. trainees) 現有僱員人數 （受訓者除外）	(D) Forecast of No. Employed 12 Months from Now (excl.trainees) 預計 十二個月後 僱員人數 （受訓者除外）	(E) No. of Vacancies at Date of Survey (excl. trainees) 現有 空缺額 （受訓者除外）	(F) No. of Trainees at Date of Survey 現有 受訓者 人數	Enter in column B employee's monthly income range according to the following codes: 將僱員的每月總收入幅度 按下列編號填入B欄內：
Title 職稱	Rec. Type 紀錄 類型	No. 職務 編號						
		8 - 10	11	12 - 15	16 - 19	20 - 22	23 - 25	
1 Cost Estimator 印刷估價員	2	2 0 1	3	5	7	1	1	Code 編號 Monthly Income Range 每月收入幅度
2	2							1 $5,000 or below $5,000 或以下
3	2							
4	2							2 $5,001 - $6,500
5	2							3 $6,501 - $8,000
6	2							4 $8,001 - $10,000
7	2							5 $10,001 - $15,000 6 $15,001 - $20,000
8	2							7 $20,001 - $25,000 8 $25,001 or above $25,001 或以上

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Job Descriptions for Principal Jobs in Printing Industry
印刷業主要職務工作說明

Code No. 編號	Job Title 職　稱	Job Description 工 作 說 明
TECHNOLOGIST / MANAGERIAL LEVEL　　技 師／管 理 級		
101	General Manager 總經理	Assists the employer in planning, budgeting, directing and controlling all aspects of the establishment including the overall supervision of associated areas to ensure the most effective and economical means of production. 協助僱主策劃、預算、指導及管制公司之各項工作，包括監控公司的一切運作，以確保高度生產效率及符合經濟原則。
102	Production/Quality Manager 生產經理／廠務經理／ 品質經理	Plans and executes print production systems. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to exercise effective production and cost control. Plans, organizes, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 從事策劃與執行已經制訂的印刷生產方針，進行生產工作，並領導所屬員工保持產品的品質與生產效率，與及實施有效的生產及成本管理。策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合既定標準及規格。
103	Sales / Customer Services / Marketing Manager 營業／客戶服務／市場推廣經理	Keeps abreast of the up-to-date development and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of samples and quotations, negotiates with clients. Oversees and follows up clients' orders, liaises with appropriate departments to ensure delivery dates being met. 不斷密切留意市場最新之發展及市場品質的需求。策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商討，統籌及處理客戶定單，並與有關部門聯絡，以確保客戶定單能依期付運。
104	Procurement Manager 採購經理	Plans, directs and controls the procurement activities of the company to ensure production schedules are met. 策劃、監督及控制公司的採購工作，確保生產工作依期完成。
105	Information Technology Manager (Printing) 資訊科技經理 (印刷)	Plans, directs, controls and manages the operation and development of the IT equipment and systems to support the company business. 策劃、督導及管理資訊科技設備及系統的運作及發展，以支援公司的業務。

TECHNICIAN/SUPERVISORY LEVEL 技術員／督導級		
201	Cost Estimator 印刷估價員	Prepares estimates of the cost of producing jobs according to agreed specifications and methods of production and maintains production records. Records actual costs involved (material and labour) of jobs completed or in progress; up-dates budget centre rates, labour rates and all variable cost factors regularly; prepares periodic financial statements to the management. 按照議定的規格，估計印件成本及生產方法和保持生產紀錄。記錄已完成或製作中的印件所需的實際成本（材料及工資）；定期修訂成本單位預算、工資率及各變動成本因素；爲廠方編製週期財務決算表。
202	Production Planner / Production Controller / Quality Controller 生產策劃員／生產管制員／品質管制員	Plans, schedules and controls workload making full use of all equipment, materials and labour throughout the factory. Co-ordinates with clients. Carries out process planning for jobs and estimates the time requirements for operations. Ensures production schedules are met. Ensures materials of the correct quality are used, controls quality of printed work by measurement and statistical methods, and supervises final inspection. 充份利用工廠所有設備、材料及人力，以計劃及控制工作量，與客戶保持聯繫。並制訂工作程序表。將每項職務分析爲不同的操作程序，定下每個程序的所需時間，並確保生產工作依期完成。確保用料正當，利用量度及統計方法管制印刷的品質，並督導最後階段的檢查。
203	Sales Representative 營業代表	Assists Sales/ Customer Services/Marketing Manager in liaising with clients on the preparation of quotations and orders. Follows up clients orders, and promotes establishment's products and services. 協助營業經理與客戶聯系有關報價及定單事宜，與及推銷公司產品及服務。
204	Overseer/Supervisor 督導員／管理員	Controls, organizes and oversees production in his department. 控制、組織及管理屬下部門的生產工作。
205	Electrical & Mechanical Maintenance Technician (Printing) 機電維修（印刷）技術員	Installs, maintains and repairs printing machinery and equipment. 裝卸、保養及修理印刷機械及裝置。
206	Designer/Design Officer 設計員/設計主任	Handles the design and layout of company publications (including staff bulletins, product brochures and promotion publications) 處理公司刊物(包括員工通訊、產品宣傳/推廣印刷品等)的設計及排版工作。
207	Prepress Technician 印前技術員	Makes use of printing languages, images, colour prints and layout softwares to handle customer files; and operates plate-making computers and digital proofing equipment. 利用印刷專業文字、影象、色彩處理及排版軟件處理客戶檔案；並操作電腦直接製版及數碼打稿器材。

	TECHNICIAN/SUPERVISORY LEVEL (Continued) 技術員/督導級 (續)	
208	Purchasing Officer/Controller 印刷物料採購員/控制員	Handles the procurement of printing equipment and materials, and takes charge of warehousing work. 處理採購印刷器材及物料事宜，並負責物料倉存等工作。
209	Technical Services/Products (Printing) Technician 技術/產品(印刷)技術員	Engages in the assembly, demonstration and instruction of printing equipment, materials and products. 從事印刷器材、物料及產品的裝配、示範及指導。
210	Information Technology (Printing) Technician 資訊科技(印刷)技術員	Assists in the planning, design and maintenance of computerized administration and manufacturing information systems in the company. 協助策劃、設計及維護印刷公司的電腦化行政及生產資訊系統。
	CRAFTSMAN LEVEL 技工級	
301	Electronic Prepress System Craftsman 電子印前系統操作技工	Inputs and processes data, edits text, manipulates black and white or colour graphics and illustrations on desktop publishing terminal; operates computer output devices such as laser printer or imagesetter. 在桌面排版終端機輸入及處理資料，編輯內文，黑白或彩色圖像處理；操作電子或桌面分色機製備分色黑白軟片，沖洗軟片或相紙。
302	Offset Lithographic Platemaker 柯式版製作技工	Assembles film and produces offset plates for machine printing and/or operates computerised mask cutting system. 併合軟片及製作柯式印版作印刷之用，及／或操作電腦蒙片裁切系統。
303	Digital Printing System Craftsman 數碼印刷系統操作技工	Makes ready, sets up, operates and maintains digital printing system, including digital photocopier and inkjet printer. 準備、調較、操作及保養數碼印刷系統，包括數碼影印、噴墨打印機。
304	Printing Machine Craftsman (Offset Litho) (Sheet-fed) 單張給紙式柯式平版機 印刷技工	Makes ready, sets up, operates and maintains sheet-fed single or multi colour offset printing machines. 準備、調較、操作及保養單張給紙式單色或多色柯式印刷機。
305	Printing Machine Craftsman (Offset Litho) (Web-fed) 捲筒給紙式柯式平版機 印刷技工	Makes ready, sets up, operates and maintains web-fed offset printing machines including newspaper printing machines. 準備、調較、操作及保養捲筒給紙式柯式平版印刷機包括印報章用的柯式輪轉印刷機。
306	Other Printing Machine Craftsman 其他印刷機械及包裝印刷 操作技工	Makes ready, sets up, operates and maintains screen, plastic card, label, printed circuit board, gravure, flexographic, pat print, etc. printing/print finishing machines. 調校、操作及保養絲網/膠咭/凸版標籤/電路版/凹版/柔性版/Pat Print等印刷/包裝印刷機。

	CRAFTSMAN LEVEL (Continued) 技 工 級 (續)	
307	Binding Craftsman 裝訂技工	Sets, operates and maintains machines for bookbinding or in-line bookbinding, publishers' edition binding, stationery work, booklet and periodical binding and carries out hand binding operations. 調校、操作及保養裝訂機器或聯機裝訂，從事精裝、平裝書籍及部冊裝訂，小冊子及期刊裝訂，以及各類手工裝訂工作。
308	Die Cutting / Tool Making Craftsman 啤盒工／造模工	Makes ready, sets up, operates and maintain die-cutting machine, or uses tools to cut shape and insert cutting and creasing rules on wood base in accordance with design. 準備、調較、操作及保養啤機，或根據設計，利用工具掘型造模，在木板上嵌進切割刀和壓咏刀。
309	Package Finishing Machine Craftsman 包裝盒完成機技工	Makes ready, sets up, operates and maintains window patching and/or folding and gluing machines. Performs hand folding, gluing and quality control. 準備、調較、操作及保養貼窗和／或摺盒及貼盒機。做簡單的手摺盒，貼盒工作和控制品質。
310	Other Print Finishing Craftsman 其他印後機械技工	Makes ready, sets up, operates and maintains the following print finishing machines such as laminating, varnishing, calendaring, hot stamping, embossing, drilling, etc. 準備、調較、操作及保養下列印後機械，如過膠、過UV油、磨光。
	UNSKILLED LEVEL 非 技 術 人 員 級	
401	General Worker 雜工	To handle odd jobs, to load or unload paper, or to pack products and to undertake any other manual work. 擔任零碎工作，裝上或卸落紙張，或製成品包裝，以及從事其他勞力工作。

3rd May 2006

Dear Sir/Madam,

2006 Manpower Survey of the Publishing Industry

I am writing to seek your support and co-operation in the coming manpower survey of the publishing industry to be conducted by the Printing and Publishing Training Board of the Vocational Training Council during the period 10th May 2006 to 9th June 2006.

The survey aims to collect, among other matters, the following information about each of the principal jobs in the industry:

  (i) the number of employees at present employed,

 (ii) the number of employees under training, and

(iii) the number of existing vacancies.

Based on the survey findings, the Training Board will make recommendations on manpower training for the industry.

The information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to any individual establishments.

---- I enclose herewith for your reference and completion the following documents in both English and Chinese:

(a) one copy of the questionnaire (Appendix A);

(b) explanatory notes about the questionnaire (Appendix B); and

(c) a list of job descriptions of the principal jobs (Appendix C).

During the survey, an officer of the Census and Statistics Department will call at your office. The officer will answer any queries you may have, assist in the completion of the questionnaire if necessary, and collect the completed questionnaire.

I sincerely hope that you will co-operate in this survey by providing the required information that is of vital importance to the formulation of future training plans for the publishing industry.

Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2887 5153.

Yours faithfully,

(HO Ka-hun)
Chairman
Printing and Publishing Training Board

3rd May 2006

Dear Sir/Madam,

2006 Manpower Survey of the Publishing Industry

      I am writing to seek your support and co-operation in the coming manpower survey of the publishing industry to be conducted by the Printing and Publishing Training Board of the Vocational Training Council during the period 10th May 2006 to 9th June 2006.

      The survey aims to collect, among other matters, the following information about each of the principal jobs in the industry:

   (i)   the number of employees at present employed,

   (ii)   the number of employees under training, and

   (iii)   the number of existing vacancies.

      Although your organization is not an establishment classified under the publishing industry, we note that there may be workers engaged by your organization in the relevant trade. Coverage of such workers would therefore help the Training Board obtain a fuller picture of the manpower situation and devise suitable training courses for workers in the industry.

      Based on the survey findings, the Training Board will make recommendations on manpower training for the industry.

      <u>The information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to any individual establishments.</u>

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----   I enclose herewith for your reference and completion the following documents in both English and Chinese:
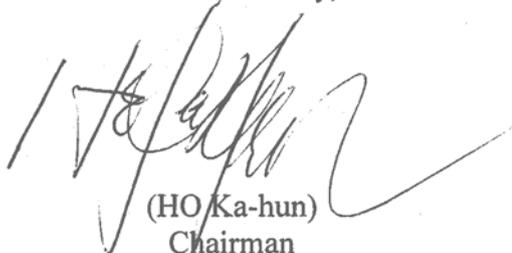
      (a)   one copy of the questionnaire (Appendix A);

      (b)   explanatory notes about the questionnaire (Appendix B); and

      (c)   a list of job descriptions of the principal jobs (Appendix C).

During the survey, an officer of the Census and Statistics Department will call at your office. The officer will answer any queries you may have, assist in the completion of the questionnaire if necessary, and collect the completed questionnaire.

I sincerely hope that you will co-operate in this survey by providing the required information that is of vital importance to the formulation of future training plans for the publishing industry.

In the event that your organization has entrusted another company to deal with its publishing function, I should be grateful if you would pass the documents to the company and inform us for follow-up.

Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department by telephoning 2887 5153.

Yours faithfully,
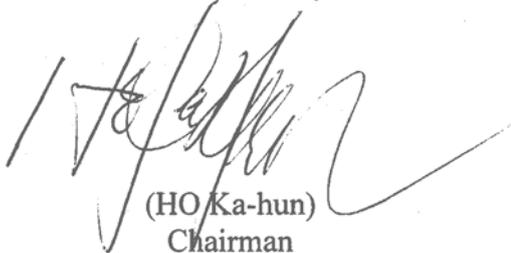
(HO Ka-hun)
Chairman
Printing and Publishing Training Board

執事先生/女士:

出版業二零零六年人力調查

　　職業訓練局屬下印刷及出版業訓練委員會將於本年五月十日至六月九日期間進行出版業人力調查，希望貴機構能惠予合作，提供業內各主要職務的有關資料，其中包括:

（一） 目前僱員人數;
（二） 目前受訓僱員人數;
（三） 現有空缺數目。

　　本訓練委員會將根據調查結果，就本業人力訓練事宜提出建議。

　　調查所得資料將絕對保密，只用摘要統計數字發表，並不會提及任何個別機構。

----　　隨函附上下列中英文對照文件，以供參閱及填寫:

（一） 調查表(附錄甲)，
（二） 調查表附註(附錄乙)，及
（三） 各主要職務工作說明(附錄丙)。

　　調查期間，政府統計處職員會到訪貴機構，解答有關問題，在需要時協助填表，並收回填妥的調查表。

　　懇請貴機構支持合作，提供是次調查所需資料;該等資料對制定出版業未來的訓練計劃將會極為重要。

如對是次調查有任何查詢，請電 2887 5153 與政府統計處人力統計組聯絡。

印刷及出版業訓練委員會主席
何家鏗

二〇〇六年五月三日

Vocational Training Council
Industrial Training Division
16/Fl., VTC Tower
27 Wood Road, Wanchai
Hong Kong

職業訓練局 工業訓練科
香港灣仔活道 27 號
職業訓練局大樓 16 樓

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(852) 2574 3759
本局檔號 Our Reference:
(　　) in PP/4/2 (2006)
來函檔號 Your Reference:

執事先生/女士:

出版業二零零六年人力調查

　　職業訓練局屬下印刷及出版業訓練委員會將於本年五月十日至六月九日期間進行出版業人力調查,希望貴機構能惠予合作,提供業內各主要職務的有關資料,其中包括:

(一) 目前僱員人數;
(二) 目前受訓僱員人數;
(三) 現有空缺數目。

　　雖然貴公司/機構並非分類於出版業內的機構,但貴公司/機構可能僱用與該業有關的人員。納入該等人員可以幫助本委員會得到一個更為全面的人力情況,從而為業界提供合適的訓練課程。

　　本訓練委員會將根據調查結果,就本業人力訓練事宜提出建議。

　　調查所得資料將絕對保密,只用摘要統計數字發表,並不會提及任何個別機構。

----　　隨函附上下列中英文對照文件,以供參閱及填寫:

(一) 調查表(附錄甲),
(二) 調查表附註(附錄乙),及
(三) 各主要職務工作說明(附錄丙)。

　　調查期間,政府統計處職員會到訪貴機構,解答有關問題,在需要時協助填表,並收回填妥的調查表。

懇請貴機構支持合作，提供是次調查所需資料;該等資料對制定出版業未來的訓練計劃將會極為重要。

　　如貴公司/機構已委託另一公司負責出版工作，請將本函轉交該公司，並通知我們，以便跟進。

　　如對是次調查有任何查詢，請電 2887 5153 與政府統計處人力統計組聯絡。

印刷及出版業訓練委員會主席
何家鏗

二〇〇六年五月三日

VOCATIONAL TRAINING COUNCIL
職 業 訓 練 局

THE 2006 MANPOWER SURVEY OF THE PUBLISHING INDUSTRY
出 版 業 二 零 零 六 年 人 力 調 查

QUESTIONNAIRE
調 查 表

(PLEASE READ THE EXPLANATORY NOTES BEFORE COMPLETING THIS QUESTIONNAIRE)
（填表前，請參閱附註）

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此 欄 毋 須 填 寫

Rec. Type	Survey Code	Industry Code	Establishment No.	Enumerator's No.	Editor's No.	Check Digit	No. of Employees Covered by the Questionnaire
1	**3** **2**						
1	2 3	4 5 6 7 8 9	10 11 12 13 14 15	16 17	18 19	20 21 22	23 24 25 26 27

NAME OF ESTABLISHMENT:
廠 名 ／ 機 構 名 稱

ADDRESS:
地 址

TYPE OF PRODUCTS/SERVICE:
產品種類／服務性質

TOTAL NO. OF PERSONS ENGAGED:
僱 員 總 數

NAME OF PERSON TO CONTACT:
聯 絡 人 姓 名
28   47

POSITION:
職 位

TEL. NO. :
電 話   48   55 56   63

FAX NO.:
圖文傳真

E-MAIL:
電 郵   64   98

VTC-PU-01

Part I 第一部分

(A) Job 工作			(B) Monthly Income Code 每月收入 編號	(C) No. of Employees at Date of Survey (excl. trainees) 現有僱員人數 （受訓者除外）	(D) Forecast of No. Employed 12 Months from Now (excl.trainees) 預計 十二個月後 僱員人數 （受訓者除外）	(E) No. of Vacancies at Date of Survey (excl. trainees) 現有 空缺額 （受訓者除外）	(F) No. of Trainees at Date of Survey 現有 受訓者 人數	
Title 職稱	Rec. Type 紀錄 類型	No. 職務 編號						Enter in column B employee's monthly income range according to the following codes: 將僱員的每月總收入幅度 按下列編號填入B欄內：
		8 - 10	11	12 - 15	16 - 19	20 - 22	23 - 25	
1	2							Code 編號　Monthly Income Range 　每月收入幅度
2	2							1　$6,000 or below 　$6,000 或以下
3	2							2　$6,001 - $8,000
4	2							3　$8,001 - $10,000
5	2							4　$10,001 - $15,000
6	2							5　$15,001 - $20,000 6　$20,001 - $30,000
7	2							7　$30,001 - $45,000
8	2							8　$45,001 or above 　$45,001 或以上
9	2							
10	2							
11	2							

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12			2																				
13			2																				
14			2																				
15			2																				
16			2																				
17			2																				
18			2																				
19			2																				
20			2																				
21			2																				
22			2																				
23			2																				
24			2																				

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Note 1 :   If additional lines are necessary, please tick here ☐ and enter on supplementary sheets.
附註一： 如此頁已填滿，請先將（✔）號填入此 ☐　內，然後在附頁繼續填寫。

Note 2 :   The term "trainees" includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.
附註二： 「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

Q.1 <u>Employer's view on the expected change in Business Situation for the coming year</u>
僱主對來年業務狀況預期變動的意見

Rec. Type 紀錄類型	Better 較佳	Same 不變	Worse 較差
3			
1	8	9	10

(Please tick as appropriate)
(請在適當的格內填上✓號)

Q.2 <u>Number of Employees by Age Group</u>
按年齡組別劃分的僱員人數

	Managerial Level 經理級	Supervisory Level 主任級	Technical/Support Staff Level 技術／輔助級人員
Below 35 35歲以下	11	14	17
50 or/and above 五十歲或／及以上	20	23	26

Q.3 Education and Training an Employee Should Have
僱員宜有的教育及訓練

Managerial Level 經理級			Supervisory Level 主任級			Technical/Support Staff Level 技術／輔助級人員		
Education 教育	Training Mode 訓練方式	Training Period 訓練時間	Education 教育	Training Mode 訓練方式	Training Period 訓練時間	Education 教育	Training Mode 訓練方式	Training Period 訓練時間
29	30	31	32	33	34	35	36	37

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Please enter in the boxes at the left table the education and training
an employees should have according to the following codes
請將僱員宜有的教育及訓練按照下列類別編號填入左面表格方格內：

Code 編號	Education 教育	Code 編號	Training Mode 訓練方式	Code 編號	Training Period 訓練時間
1	University Degree or above 大學學位或以上	1	On-the-job training 在職訓練	1	12 months or above 十二個月或以上
2	Higher Diploma/Associate Degree 高級文憑／副學士	2	Off-the-job training 職外訓練	2	6 - less than 12 months 六至十二個月以下
3	Diploma/High Certificate 文憑／高級證書	3	Others 其他	3	3 - less than 6 months 三至六個月以下
4	Certificate/Secondary 5 to 7 證書／中五至中七程度			4	1 - less than 3 months 一至三個月以下
5	Below Secondary 5 中五以下程度			5	2 weeks - less than 1 month 兩星期至一個月以下
				6	Less than 2 weeks 兩星期以下

2006 MANPOWER SURVEY OF THE PUBLISHING INDUSTRY
出 版 業 二 零 零 六 年 人 力 調 查

EXPLANATORY NOTES
附 註

1. Please fill in as accurate information as possible because the information is vital to the Printing and Publishing Training Board in determining the training needs of the industry and in making meaningful recommendations to Government on how to meet these needs.
   填寫調查表時請盡量填入準確資料；印刷及出版業訓練委員會將根據此等重要資料，確定本業的訓練需求及向政府提供建議。

Part I
第一部分

2. When filling this part of the questionnaire, please ignore the numbers in the row immediately beneath the headings.　They are purely column numbers for data processing.
   填寫此部分時，請*毋*須理會標題下的編號，此乃分欄編號，只供資料處理用。

3. Before completing, please read carefully the job titles and job descriptions in Appendix C.
   填寫前，請先細閱附錄丙所列的職稱與工作說明。

4. Please complete all columns ('A' to 'F') of the questionnaire that are applicable and insert a zero (0) in any column which is not.
   請填寫表內各欄 ('A' 至 'F')，如有不適用者則在該欄內填入 (O) 符號。

5. Job Titles - Column 'A'
   職稱——'A' 欄
   (a) Please enter into column 'A' those job titles, together with their appropriate code numbers specified in Appendix C, applicable to your establishment in order of their skill levels (i.e. managerial level jobs first followed by supervisory and technical support staff level jobs).
   請將附錄丙內適用於貴機構的職稱連同編號，按其技能等級，填入 'A' 欄內。（先填經理級，其後填寫主任級及技術輔助級人員。）

(b) The titles may not be the same as those adopted by your establishment, but if the description of a certain job in your establishment is the same or substantially the same as one of the jobs given in Appendix C, then for the purpose of this survey, please enter that job title.

這些職稱可能有別於貴機構所採用者，但如該僱員的工作性質，與附錄丙某職稱所述的工作說明相同或近似，則可將其歸類為此職稱，而不論其在貴機構的實際職稱為何。

(c) Please add in column 'A' titles of any jobs not mentioned in Appendix C, and briefly describe them and indicate their skill levels.

如貴機構另有技術性職稱未載於附錄丙，請一併填入 'A' 欄內，並扼要說明其工作性質及技能等級。

(d) Please classify a staff according to his main duty irrespective of any additional secondary duties he may be required to perform, e.g. art designer who works mainly as graphic art work but is also required to carry desktop publishing work occasionally should be classified as art designer but not as desktop publishing operator.

請根據僱員的主要職務分類，例如一名技術輔助員的主要職務為製備美術正稿及網頁，但有時須擔任桌面排版的工作，則應屬美術設計員而非桌面排版操作員。

6. Monthly Income - Column 'B'
僱員每月收入 —— 'B' 欄

Please enter into this column the total monthly income range code for each type of workers. This should include basic wages, overtime pay, cost of living allowance, meal allowance, bonus (including double pay) etc., if any. If you have more than one worker doing the same job, please enter the average figure.

請在此欄填入每類僱員每月總收入幅度的類別編號，這包括底薪、超時工作工資、生活津貼、膳食津貼、花紅(包括雙糧)等在內。若從事同類工作的僱員多於一名，則請取其平均收入。

7. Number of Employees at Date of Survey (Excluding Trainees) - Column 'C'
現有僱員人數（受訓者除外）—— 'C' 欄

Please fill in the total number of employees (excluding trainees) for any one job in your establishment. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week. The number should include local staff being posted outside Hong Kong.

請將各職務現有僱員總數（受訓者除外）填入此欄。「僱員」是指在貴機構全職工作達四星期或以上，同時每星期工作不少於十八小時。此數目應包括派駐香港以外的香港僱員。

8. Forecast of Number Employed 12 Months from Now
   (Excluding trainees) – Columns 'D'
   預計十二個月後，即二○○七年六月的僱員人數（受訓者除外）— 'D'欄

   Please fill in the number of employees against each principal job you will be employing
   12 months from now (Excluding trainees).
   請填寫預計十二個月後，即二○○七年六月的僱員人數（受訓者除外）。

9. Number of Vacancies at Date of Survey
   (Excluding Trainees) - Column 'E'
   現有空缺額（受訓者除外）—— 'E' 欄
   Please fill in the number of existing vacancies (excluding those for trainees).
   請填入貴機構現有的空缺額（受訓者空缺額除外）。

   'Existing Vacancies' refer to those unfilled, immediately available job openings for
   which the establishment is actively trying to recruit personnel at date of survey.
   '現有空缺額'是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

10. Number of Trainees at Date of Survey - Column 'F'
    現有受訓者人數—— 'F' 欄
    Please fill in the total number of employees undergoing training. This includes
    trainees receiving any form of training.
    請填寫正在接受訓練的僱員總數。這包括正在接受各種形式訓練的受訓者。

11. Example
    例子
    To facilitate proper completion, an example is given below for your reference.
    為協助閣下填表，現將例子附錄於後，以供參考。

Part II
第二部分

12. Employer's View on the Expected Change in Business Situation for the Coming Year
    僱主對來年業務狀況預期變動的意見
    The purpose of this column is to seek your view on the expected change in business
    situation for the coming year, would your business situation be better, same or worse
    for the coming year than this year:
    此欄目的在調查貴機構的意見，有關僱主對來年業務狀況預期的變動，預計閣
    下的業務明年比今年較佳，不變或較差。

13. Number of Employees by Age Group
    按年齡組別劃分的僱員人數
    Please enter into this column the number of employees by age group at managerial, supervisory and technical/support levels.
    請在此欄內按年齡組別劃分，填入經理級、主任級及技術／輔助人員級僱員的人數。

14. Education and Training an Employee Should Have
    僱員宜有的教育及訓練
    The purpose of this column is to solicit your view on the education and training which an employee in a particular job should have if he were to appreciate the technology behind his work. (Please refer to the codes in the right column of the table.)
    此欄目的在調查貴機構的意見：各類職位的僱員宜具備何種教育程度及訓練，才能勝任其工作。（請參閱該表右欄的類別編號。）

Example
例　子

(A) Job 工作			(B) Monthly Income Code 每月收入編號	(C) No. of Employees at Date of Survey (excl. trainees) 現有僱員人數（受訓者除外）	(D) Forecast of No. Employed 12 Months from Now (excl.trainees) 預計十二個月後僱員人數（受訓者除外）	(E) No. of Vacancies at Date of Survey (excl. trainees) 現有空缺額（受訓者除外）	(F) No. of Trainees at Date of Survey 現有受訓者人數
Title 職稱	Rec. Type 紀錄類型	No. 職務編號	8 - 10	11	12 - 15	16 - 19	20 - 22
							23 - 25
1 Managing Director/General Manager/Publisher 董事經理／總經理／出版人	2	1 5 1	8	1	1	0	1
2 Editoria Director/Chief Editor 總編輯／主編	2	1 5 2	8	1	2	1	1
3 Commissioning Editor/Acquisition Editor 策劃編輯	2	2 5 1	7	1	1	0	0
4 Senior Editor/Editor 高級編輯／編輯	2	2 5 2	8	3	5	1	1
5	2						
6	2						
7	2						
8	2						

Enter in column B employee's monthly income range according to the following codes:
將僱員的每月總收入幅度按下列編號填入B欄內：

Code 編號	Monthly Income Range 每月收入幅度
1	$6,000 or below $6,000 或以下
2	$6,001 - $8,000
3	$8,001 - $10,000
4	$10,001 - $15,000
5	$15,001 - $20,000
6	$20,001 - $30,000
7	$30,001 - $45,000
8	$45,001 or above $45,001 或以上

Job Descriptions for Principal Jobs in Publishing Industry
出版業主要職務工作說明

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
MANAGERIAL LEVEL　經理級		
151	Managing Director / General Manager/ Publisher/ Chief Executive Director/President 董事經理／總經理／出版人／社長	Responsible for policy formulation and the profitable operation of the company. Develops and recommends strategic objectives. Plans, budgets, organizes, directs and controls, edits publishing and promote sales activities. 制定有助公司利潤的業務方針；訂立業務目標；制定計劃和預算，籌劃、管理及督導、編輯出版及營銷業務。
152	Editorial Director / Chief Editor / Managing Editor / Publishing Director 總編輯／主編	Responsible for editorial policy and standards, departmental organization and procedures, the profitability of new publications, authors' royalty policy and legal implications especially copy-right. Co-ordinates editorial and research activities with production, design and marketing departments. 制定編輯政策及標準，管理部門組織及出版程序，負責研究新刊物的盈利以及作者的版稅和法律問題，例如版權；協調編輯、市場調查、製作、設計及市場推廣等部門的工作。
153	Design Director / Art Director 設計總監／美術總監	Responsible for design standards, departmental organization and procedures. Co-ordinates and supervises freelance work. 負責設計標準、部門組織及工作程序，協助及管理外判的工作。
154	Production Director / Production Manager 製作總監／製作經理	Responsible for production standards, departmental organization and procedures. Supervises purchasing assesses new suppliers and materials. Checks estimates, and monitors schedules and costs. 負責製作標準、部門組織及工作程序；管理採購事宜，評估新供應商及物料；核對估價，監察進度和成本。
155	Marketing Director / Marketing Manager 市場總監／市場經理	Responsible for marketing policy, departmental organization and procedures. Prepares sales forecasts, conducts market research, supervises sales, publicity and marketing services activities. Develops local and overseas markets, sells subsidiary rights and markets books produced by other publishers for whom the company acts as agent. 負責市場推廣政策、部門組織及工作程序；草擬銷量預測，進行市場調查，督導銷售、宣傳及市場服務等工作；拓展本地及海外市場，推銷代理權，銷售公司代理的書籍。

Code No. 編號	Job Title 職　稱	Job Description 工 作 說 明
	MANAGERIAL LEVEL (Continued)　經理級 （續）	
156	Sales Director / Sales Manager (Newspaper and Magazine Publications) 營業總監／營業經理（報刊）	Develops the sales of a magazine's advertising space. 主理雜誌廣告位的銷售。
157	Sales Director / Sales Manager (Book Publications) 營業總監／營業經理監事（書刊）	Develops the publishing activities and logistic management. 主理出版業務及物流倉存管理
158	Editorial Manager 編輯經理	Responsible to implement the publishing plans. Supervises the writers and editors to complete the script writing and editing works. 負責落實出版計劃、督導作者及編輯人員，完成稿件的撰審及編輯工作。
	SUPERVISORY LEVEL　主任級	
251	Commissioning Editor / Acquisition Editor 策劃編輯	Plan article topics, commissions authors, assesses projects and liaises with authors. Draws up overall magazine contents. Prepares design and production briefs. Monitors publishing schedules. Briefs marketing department. 策劃選題，聘請作者，評估計劃，與作者聯絡；概括定出刊物的內容；草擬設計及製作摘要；監察出版進度；指示市場推廣部門。
252	Senior Editor 高級編輯	Responsible for verifying and checking of different kinds of text books and magazines and supervises the making up work repeatedly in the process of preparing the script. 負責審核及編輯不同書籍及刊物的工作，並跟進稿件在製作過程中的校對工作。
253	Senior Designer 設計師	Responsible for design specifications for individual books and magazines. Commissions illustrations and photographs. Marks up typescript for prepress and prepares rough page layouts and cover/jacket artwork. Prepares design work on publicity brochures and web page design. 負責不同書籍或刊物的設計；安排製作插圖及照片；審閱稿件及加上指示以便排版，製備粗略的內頁版樣構想和封頁的美術稿；負責宣傳品的美術設計及互聯網網頁設計。
254	Production Supervisor 製作主任	Prepares estimates and production schedules. Monitors quality control. Chooses suppliers and places orders. Supervises colour separation, typesetting and printing / binding suppliers. Maintains schedules and keeps costs within estimates. 製備預算和製作進度表；控制品質；選擇適合的供應商，訂購物料；督導版面製作和印刷／裝訂工作；使製作符合進度，保持支出在預算內。

Code No. 編號	Job Title 職稱	Job Description 工作說明
SUPERVISORY LEVEL (Continued)　主任級（續）		
255	Sales Supervisor 營業主任	Organizes and supervises the sales force. 組織推銷工作和督導推銷及客戶聯繫。
256	Marketing / Publicity Supervisor 市場／宣傳主任	Prepares and distributes catalogues and other general lists. Plans and executes promotional campaigns for individual titles or group of titles including advertising, direct mail campaigns, point-of-sale material, Organizes exhibitions, Supervises inspection copy service. 製備和分發圖書目錄及宣傳品；策劃和執行出版物的宣傳活動，包括刊登廣告、郵寄網上宣傳、現場售賣刊物；籌辦展覽會；安排書刊試閱服務。
257	Customer Services Supervisor / Officer (Books) 客戶服務主任（書籍）	Plans and controls customer services including enquiries and customer records. 策劃和管理客戶服務，包括查詢服務和客戶紀錄。
258	Circulation Supervisor (Magazines & Newspapers) 發行主任（報刊）	Responsible for the distribution of the publication locally and, where necessary, overseas. 負責刊物在本地或海外的發行事宜。
TECHNICAL SUPPORT LEVEL　技術輔助人員級		
351	Assistant Editor / Copy Editor/ Art Editor / Proof Reader 助理編輯／稿件編輯／ 美術編輯／校對員	Checks typescripts and suggests improvements, handles photo research, copyright clearance. Checks proofs, dummies, artwork, blueprints. 核對稿件和提出改進建議；處理照片及版權許可事宜；校對版樣、美術稿和藍圖。
352	Art Designer 美術設計員	Designs graphic art work and web page including using of CAD system. 製備美術正稿及網頁，包括採用電腦設備。
353	Illustrator 插圖員	Produces illustrative drawings, charts, and diagrams applied to all parts of a book, adding interesting images to the overall visual presentation, and further enhances the readability and clarity of book content. 為書中各部分，製作合適的插圖、圖表及圖解，以求透過有趣的圖像，增強全書的整體視覺效果，使內容更清晰，並進一步提高全書的可讀性。
354	Desktop Publishing (DTP) Operator 桌面排版操作員	Inputs and processes data, edits text and illustrations on desktop publishing terminal; operates computer output devices. 在電腦桌面排版系統輸入及處理資料，編輯內文，圖像處理；操作電腦輸出設備。
355	Production Assistant 製作助理	Assists in the production of books and magazines. 協助書本和雜誌的印製事宜。

Code No. 編 號	Job Title 職　稱	Job Description 工 作 說 明
TECHNICAL SUPPORT LEVEL (Continued)　技術輔助人員級（續）		
356	Sales Representative / Sales Executive 營業代表／營業主任	Visits bookshops, schools and other organizations to promote sales. 往書店、學校及其他銷售渠道推銷刊物。
357	Marketing / Publicity Assistant 市務助理／宣傳助理	Assists with publicity and customer services operations. 協助宣傳及客戶服務等工作。

Appendix 5: MANPOWER STATISTICS IN THE PRINTING INDUSTRY
附錄五：印刷業人力統計數字

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2007 估計到二〇〇七 年六月時的 僱員人數
TECHNOLOGIST / MANAGERIAL LEVEL 技師／管理級				
General Manager 總經理	152	-	-	152
Production/Quality Manager 生產經理／廠務經理／ 品質經理	388	2	-	388
Sales / Customer Services / Marketing Manager 營業／客戶服務／市場推廣 經理	565	-	1	571
Procurement Manager 採購經理	61	-	-	61
Information Technology Manager (Printing) 資訊科技經理（印刷）	19	-	-	19
Sub-total 小 計	1 185	2	1	1 191
TECHNICIAN / SUPERVISORY LEVEL 技術員／督導級				
Cost Estimator 印刷估價員	297	1	-	297
Production Planner / Production Controller / Quality Controller 生產策劃員／生產管制員／ 品質管制員	1 238	13	13	1 254
Sales Representative 營業代表	3 832	1	48	3 880
Overseer/Supervisor 督導員／管理員	749	-	-	748
Electrical & Mechanical Maintenance Technician (Printing) 機電維修（印刷）技術員	272	7	4	278
Designer/Design Officer 設計員/設計主任	384	-	5	411
Prepress Technician 印前技術員	527	23	6	545
Purchasing Officer/Controller 印刷物料採購員/控制員	135	-	-	135

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2007 估計到二〇〇七年六月時的 僱員人數
TECHNICIAN / SUPERVISORY LEVEL (Continued)　　技術員／督導級　（續）				
Technical Services/Products (Printing) Technician 技術/產品(印刷)技術員	42	-	-	42
Information Technology (Printing) Technician 資訊科技(印刷)技術員	68	-	-	68
Sub-total 小 計	7 544	45	76	7 658
CRAFTSMAN LEVEL　　技工級				
Electronic Prepress System Craftsman 電子印前系統操作技工	1 614	6	15	1 638
Offset Lithographic Platemaker 柯式版製作技工	909	5	-	914
Digital Printing System Craftsman 數碼印刷系統操作技工	243	3	1	244
Printing Machine Craftsman (Offset Litho) (Sheet-fed) 單張給紙式柯式平版機印刷技工	4 643	30	19	4 669
Printing Machine Craftsman (Offset Litho) (Web-fed) 捲筒給紙式柯式平版機印刷技工	713	27	7	724
Other Printing Machine Craftsman 其他印刷機械技工	910	23	2	913
Binding Craftsman 裝訂技工	1 247	8	4	1 257
Die Cutting / Tool Making Craftsman 啤盒工／造模工	280	-	1	281
Package Finishing Machine Craftsman 包裝盒完成機技工	178	-	-	178
Other Print Finishing Craftsman 其他印後機械技工	633	-	-	633
Sub-total 小 計	11 370	102	49	11 451

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者 人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2007 估計到二〇〇七 年六月時的 僱員人數
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	1 214	-	17	1 231
Sub-total 　小　計	1 214	-	17	1 231
GRAND TOTAL 　總　計	21 313	149	143	21 531

Appendix 6 : MANPOWER STATISTICS IN THE PUBLISHING INDUSTRY
附錄六 ：出版業人力統計數字

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2007 估計到 二〇〇七年 六月時的 僱員人數
MANAGERIAL LEVEL　經理級				
Managing Director/ General Manager/Publisher/ Chief Executive Director/President 董事經理／總經理／ 出版人／社長	203	-	-	203
Editorial Director/Chief Editor/ Managing Editor/Publishing Director 總編輯／主編	191	2	2	195
Design Director/Art Director 設計總監／美術總監	88	-	-	88
Production Director/ Production Manager 製作總監／製作經理	66	-	1	67
Marketing Director/ Marketing Manager 市場總監／市場經理	127	-	-	126
Sales Director/Sales Manager (Newspaper and Magazine Publications) 營業總監／營業經理（報刊）	144	-	-	144
Sales Director/Sales Manager (Book Publications) 營業總監／營業經理監事（書刊）	43	-	-	43
Editorial Manager 編輯經理	82	-	-	82
Sub-total 小 計	944	2	3	948
SUPERVISORY LEVEL　主任級				
Commissioning Editor/ Acquisition Editor 策劃編輯	448	-	-	435
Senior Editor 高級編輯	777	4	7	828

Job Title 職稱	Number of Employees Employed 現有僱員人數	Number of Trainees 受訓者人數	Number of Vacancies at Date of Survey 調查期間 的空缺額	Forecast Number of Employees by June 2007 估計到 二〇〇七年 六月時的 僱員人數
SUPERVISORY LEVEL (Continued)　主任級（續）				
Senior Designer 設計師	298	-	3	293
Production Supervisor 製作主任	105	-	2	107
Sales Supervisor 營業主任	522	-	2	564
Marketing/Publicity Supervisor 市場／宣傳主任	187	1	1	187
Customer Services Supervisor/ Officer (Books) 客戶服務主任（書籍）	140	-	1	144
Circulation Supervisor (Magazine & Newspapers) 發行主任（報刊）	116	-	-	116
Sub-total 小 計	2 593	5	16	2 674
TECHNICAL SUPPORT LEVEL　技術輔助人員級				
Assistant Editor/Copy Editor/ Art Editor/Proof Reader 助理編輯／稿件編輯／ 美術編輯／校對員	1 425	26	66	1 577
Art Designer 美術設計員	603	-	11	656
Illustrator 插圖員	116	-	2	116
Desktop Publishing (DTP) Operator 桌面排版操作員	301	-	7	308
Production Assistant 製作助理	96	-	-	97
Sales Representative/ Sales Executive 營業代表／營業主任	1 464	1	66	1 573
Marketing/Publicity Assistant 市務助理／宣傳助理	352	-	2	354
Other Publishing Related Jobs 其他出版業有關職位	36	-	-	36
Sub-total 小 計	4 393	27	154	4 717
GRAND TOTAL 總 計	7 930	34	173	8 339

Appendix 7 :　PREFERRED EDUCATION OF EMPLOYEES IN THE PRINTING INDUSTRY
附錄七：印刷業僱員宜有的教育程度

Job Level 技能等級	University Degree or Above 大學學位或以上	Higher Diploma/ Associate Degree 高級文憑／副學士	Diploma/ Higher Certificate 文憑／高級證書	Certificate/ Secondary 5 - 7 證書／中五至中七程度	Craft Certificate/ Below Secondary 5 技工證書／中五以下程度	Unspecified 未列明者	Total Number of Employees 總計
Technologist/ Managerial 技師／管理	582	189	269	75	-	70	1 185
Technician/ Supervisory 技術員／督導	585	905	1 730	4 058	119	147	7 544
Craftsman 技工	8	17	643	2 282	8 201	219	11 370
Total Number of Employees 總計	1 175	1 111	2 642	6 415	8 320	436	20 099

Appendix 8:   PREFERRED EDUCATION OF EMPLOYEES IN THE PUBLISHING INDUSTRY
附錄八：出版業僱員宜有的教育程度

Job Level 技能等級	University Degree or Above 大學學位 或以上	Higher Diploma/ Associate Degree 高級文憑／ 副學士	Diploma/ Higher Certificate 文憑／ 高級證書	Certificate/ Secondary 5 - 7 證書／ 中五至 中七程度	Below Secondary 5 中五以下 程度	Unspecified 未列明者	Total Number of Employees 總計
Managerial 經理	828	20	9	3	-	84	944
Supervisory 主任	1 378	457	595	40	-	123	2 593
Technical Support 技術輔助人員	316	951	1 415	1 168	218	325	4 393
Total 總計	2 522	1 428	2 019	1 211	218	532	7 930

Appendix 9 : PREFERRED TRAINING PERIOD OF EMPLOYEES
IN THE PRINTING INDUSTRY

附錄九：印刷業僱員宜有的訓練期

Job Level 技能等級	4 Years or Above 四年或 以上	3 to Less Than 4 Years 三年至 四年以下	2 to Less Than 3 Years 二年至 三年以下	1 to Less Than 2 Years 一年至 二年 以下	6 to Less Than 12 Months 六至 十二個月 以下	Below 6 Months 六個月 以下	Unspecified 未列明者	Total Number of Employees 總計
Technologist/ Managerial 技師／管理	397	165	500	16	6	-	101	1 185
Technician/ Supervisory 技術員／ 督導	535	912	1 625	3 918	136	-	418	7 544
Craftsman 技工	932	1 152	2 397	3 016	3 121	198	554	11 370
Total 總計	1 864	2 229	4 522	6 950	3 263	198	1 073	20 099

Appendix 10 : PREFERRED TRAINING PERIOD OF EMPLOYEES
IN THE PUBLISHING INDUSTRY
附錄十：出版業僱員宜有的訓練期

Job Level 技能等級	12 Months or Above 十二個月 或以上	6 to Less Than 12 Months 六至 十二個月 以下	3 to Less Than 6 Months 三至 六個月 以下	1 to Less Than 3 Months	2 Weeks to Less Than 1 Month 兩星期 至一個月 以下	Less Than 2 Weeks 兩星期 以下	Unspecified 未有說明	Total Number of Employees 總計
Managerial 經理	606	36	216	2	-	-	84	944
Supervisory 主任	1 155	474	799	40	2	-	123	2 593
Technical Support 技術輔助 人員	1 713	499	1 775	21	60	-	325	4 393
Total 總計	3 474	1 009	2 790	63	62	-	532	7 930

PREFERRED TRAINING MODE OF EMPLOYEES
IN THE PRINTING INDUSTRY
附錄十一：印刷業僱員宜有的訓練形式

Job Level 技能等級	On-the-Job Training 在職訓練	Apprenticeship 學徒訓練	Unspecified 未列明者	Total Number of Employees 總計
Technologist/ Managerial 技師／管理	1 115	-	70	1 185
Technician/ Supervisory 技術員／督導	7 396	-	148	7 544
Craftsman 技工	9 854	1 277	239	11 370
Total 總計	18 365	1 277	457	20 099

Appendix 12 : PREFERRED TRAINING MODE OF EMPLOYEES IN THE PUBLISHING INDUSTRY
附錄十二：出版業僱員宜有的訓練形式

Job Level 技能等級	On-the-Job Training 在職訓練	Others 其他	Unspecified 未列明者	Total Number of Employees 總計
Managerial 經理	849	11	84	944
Supervisory 主任	2 470	-	123	2 593
Technical Support 技術輔助人員	4 068	-	325	4 393
Total 總計	7 387	11	532	7 930

Job Title 職稱	Under $5,000 以下	$5,001 - $6,500	$6,501 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	Over $25,001 以上	Unspecified 未列明者	Total 總計
TECHNOLOGIST/MANAGERIAL LEVEL 技師／管理級										
General Manager 總經理	-	-	-	-	4	16	21	96	15	152
Production/Quality Manager 生產經理／廠務經理／品質經理	-	-	-	-	5	78	85	155	65	388
Sales / Customer Services / Marketing Manager 營業／客戶服務／市場推廣經理	-	-	-	-	25	178	104	154	104	565
Procurement Manager 採購經理	-	-	-	-	26	7	10	13	5	61
Information Technology Manager (Printing) 資訊科技經理 (印刷)	-	-	-	-	-	6	3	7	3	19
Sub-total 小計	-	-	-	-	60	285	223	425	192	1 185
TECHNICIAN/SUPERVISORY LEVEL 技術員／督導級										
Cost Estimator 印刷估價員	-	-	3	49	154	56	3	8	24	297
Production Planner / Production Controller / Quality Controller 生產策劃員／生產管制員／品質管制員	-	-	50	124	318	363	85	88	210	1 238
Sales Representative 營業代表	-	-	162	896	1 517	766	131	82	278	3 832
Overseer/Supervisor 督導員／管理員	-	-	3	42	255	235	103	23	88	749
Electrical & Mechanical Maintenance Technician (Printing) 機電維修（印刷）技術員	-	-	-	29	64	99	19	31	30	272
Designer/Design Officer 設計員/設計主任	-	-	66	51	242	11	4	-	10	384
Prepress Technician 印前技術員	-	-	-	108	333	39	1	12	34	527
Purchasing Officer/Controller 印刷物料採購員/控制員	-	-	8	24	70	11	-	8	14	135
Technical Services/Products (Printing) Technician 技術/產品(印刷)技術員	-	-	-	8	15	8	8	1	2	42

Job Title 職 稱	Under $5,000 以下	$5,001 - $6,500	$6,501 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	Over $25,001 以上	Unspecified 未列明者	Total 總計
TECHNICIAN/SUPERVISORY LEVEL (Continued)　技術員／督導級（續）										
Information Technology (Printing) Technician 資訊科技(印刷)技術員	-	-	-	26	27	7	3	-	5	68
Sub-total 小計	-	-	292	1 357	2 995	1 595	357	253	695	7 544
CRAFTSMAN LEVEL　技工級										
Electronic Prepress System Craftsman 電子印前系統操作技工	-	28	233	421	720	62	-	12	138	1 614
Offset Lithographic Platemaker 柯式版製作技工	2	-	73	190	506	57	7	2	72	909
Digital Printing System Craftsman 數碼印刷系統操作技工	-	-	44	14	171	1	-	6	7	243
Printing Machine Craftsman (Offset Litho) (Sheet-fed) 單張給紙式柯式平版機印刷技工	-	45	274	1 078	2 646	296	5	2	297	4 643
Printing Machine Craftsman (Offset Litho) (Web-fed) 捲筒給紙式柯式平版機印刷技工	28	-	10	96	386	61	26	-	106	713
Other Printing Machine Craftsman 其他印刷機械及包裝印刷操作技工	22	2	259	346	245	-	-	-	36	910
Binding Craftsman 裝訂技工	52	44	221	336	545	-	-	1	48	1 247
Die Cutting / Tool Making Craftsman 啤盒工／造模工	-	-	19	120	108	-	2	-	31	280
Package Finishing Machine Craftsman 包裝盒完成機技工	-	22	55	51	32	-	-	-	18	178
Other Print Finishing Craftsman 其他印後機械技工	-	-	34	265	310	-	2	2	20	633
Sub-total 小計	104	141	1 222	2 917	5 669	477	42	25	773	11 370
UNSKILLED LEVEL　非技術人員級										
General Worker 雜工	52	121	432	417	64	-	-	-	128	1 214
Sub-total 小計	52	121	432	417	64	-	-	-	128	1 214
GRAND TOTAL 總 計	156	262	1 946	4 691	8 788	2 357	622	703	1 788	21 313

Appendix 14 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE IN THE PUBLISHING INDUSTRY

附錄十四：出版業僱員每月收入的分布情況

Job 職稱	$6,000 or Below 或以下	$6,001 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $45,000	$45,001 or Above 或以上	Unspecified 未列明者	Total 總計
MANAGERIAL LEVEL 經理級										
Managing Director/ General Manager/ Publisher/Chief Executive Director/ President 董事經理／總經理 ／出版人／社長	-	-	-	-	20	18	34	111	20	203
Editorial Director/ Chief Editor/ Managing Editor/ Publishing Director 總編輯／主編	-	-	-	-	4	25	38	113	11	191
Design Director/ Art Director 設計總監／ 美術總監	-	-	-	4	4	33	28	11	8	88
Production Director/ Production Manager 製作總監／ 製作經理	-	-	-	2	3	20	23	13	5	66
Marketing Director/ Marketing Manager 市場總監／ 市場經理	-	-	-	-	3	43	35	33	13	127
Sales Director/Sales Manager (Newspaper and Magazine Publications) 營業總監／營業 經理（報刊）	-	-	-	-	1	41	37	50	15	144
Sales Director/ Sales Manager (Book Publications) 營業總監／營業 經理監事（書刊）	-	-	-	2	3	16	7	10	5	43
Editorial Manager 編輯經理	-	-	-	2	-	8	33	39	-	82
Sub-total 小計	-	-	-	10	38	204	235	380	77	944

Job 職稱	$6,000 or Below 或以下	$6,001 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $45,000	$45,001 or Above 或以上	Unspecified 未列明者	Total 總計
SUPERVISORY LEVEL 主任級										
Commissioning Editor/Acquisition Editor 策劃編輯	-	-	19	118	118	82	50	19	42	448
Senior Editor 高級編輯	-	-	11	199	162	218	141	13	33	777
Senior Designer 設計師	-	-	4	10	148	79	22	2	33	298
Production Supervisor 製作主任	-	-	1	26	37	19	9	2	11	105
Sales Supervisor 營業主任	-	-	45	118	77	152	107	8	15	522
Marketing/Publicity Supervisor 市場／宣傳主任	-	-	1	33	47	47	22	1	36	187
Customer Services Supervisor/Officer (Books) 客戶服務主任 （書籍）	-	-	5	88	25	22	-	-	-	140
Circulation Supervisor (Magazine & Newspapers) 發行主任（報刊）	-	5	3	21	27	37	5	3	15	116
Sub-total 小計	-	5	89	613	641	656	356	48	185	2 593
TECHNICAL SUPPORT LEVEL 技術輔助人員級										
Assistant Editor/ Copy Editor/ Art Editor/ Proof Reader 助理編輯／稿件編輯／美術編輯／校對員	-	68	214	669	389	26	1	1	57	1 425
Art Designer 美術設計員	-	13	232	208	109	3	-	-	38	603
Illustrator 插圖員	-	7	4	96	2	7	-	-	-	116
Desktop Publishing (DTP) Operator 桌面排版操作員	-	-	7	181	59	20	-	-	34	301
Production Assistant 製作助理	-	5	33	38	8	6	-	-	6	96
Sales Representative Sales Executive 營業代表／營業主任	17	5	336	625	368	37	4	-	72	1 464

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Job 職稱	$6,000 or Below 或以下	$6,001 - $8,000	$8,001 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $45,000	$45,001 or Above 或以上	Unspecified 未列明者	Total 總計
TECHNICAL SUPPORT LEVEL (Continued) 技術輔助人員級（續）										
Marketing/Publicity Assistant 市務助理／傳宣助理	-	58	119	95	53	2	-	-	25	352
Other Publishing Related Jobs 其他出版業有關職位	-	2	9	6	9	9	1	-	-	36
Sub-total 小計	17	158	954	1 918	997	110	6	1	232	4 393
GRAND TOTAL 總計	17	163	1 043	2 541	1 676	970	597	429	494	7 930

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FORECAST ANNUAL ADDITIONAL SKILLS DEMAND
BETWEEN 2007 AND 2010 IN THE PRINTING INDUSTRY
預測二零零七至二零一零年間印刷業
技術人員的需求數目

Job Title 職 稱	Number of Workers at Time of Survey 調查期間 僱員人數	Forecast Annual Additional Skills Demand between 2007 and 2010 預測二零零七至 二零一零年每年 技術人員的需求數目
TECHNOLOGIST/MANAGERIAL LEVEL 技師／管理級		
General Manager 總經理	152	20 - 24
Production/Quality Manager 生產經理／廠務經理／ 品質經理	388	50 - 61
Sales / Customer Services / Marketing Manager 營業／客戶服務／ 市場推廣經理	565	72 - 88
Procurement Manager 採購經理	61	8 - 10
Information Technology Manager (Printing) 資訊科技經理 (印刷)	19	2 - 3
Sub-total 小 計	1 185	152 - 186
TECHNICIAN/SUPERVISORY LEVEL 技術員／督導級		
Cost Estimator 印刷估價員	297	27 - 33
Production Planner / Production Controller / Quality Controller 生產策劃員／生產管制員／ 品質管制員	1 238	112 - 136
Sales Representative 營業代表	3 832	345 - 422
Overseer/Supervisor 督導員／管理員	749	67 - 82
Electrical & Mechanical Maintenance Technician (Printing) 機電維修（印刷）技術員	272	24 - 30
Designer/Design Officer 設計員／設計主任	384	35 - 42
Prepress Technician 印前技術員	527	48 - 58

Job Title 職 稱	Number of Workers at Time of Survey 調查期間 僱員人數	Forecast Annual Additional Skills Demand between 2007 and 2010 預測二零零七至 二零一零年每年 技術人員的需求數目
TECHNICIAN/SUPERVISORY LEVEL (Continued)　技術員／督導級（續）		
Purchasing Officer/Controller 印刷物料採購員／控制員	135	12 - 15
Technical Services/Products (Printing) Technician 技術／產品（印刷）技術員	42	4 - 5
Information Technology (Printing) Technician 資訊科技（印刷）技術員	68	6 - 7
Sub-total 　小 計	7 544	680 - 830
CRAFTSMAN LEVEL　　技工級		
Electronic Prepress System Craftsman 電子印前系統操作技工	1 614	24 - 29
Offset Lithographic Platemaker 柯式版製作技工	909	13 - 16
Digital Printing System Craftsman 數碼印刷系統操作技工	243	4 - 5
Printing Machine Craftsman (Offset Litho) (Sheet-fed) 單張給紙式柯式平版機 印刷技工	4 643	68 - 82
Printing Machine Craftsman (Offset Litho) (Web-fed) 捲筒給紙式柯式平版機 印刷技工	713	10 - 12
Other Printing Machine Craftsman 其他印刷機械技工	910	13 - 16
Binding Craftsman 裝訂技工	1 247	18 - 22
Die Cutting / Tool Making Craftsman 啤盒工／造模工	280	4 - 5
Package Finishing Machine Craftsman 包裝盒完成機技工	178	3 - 4
Other Print Finishing Craftsman 其他印後機械技工	633	9 - 11
Sub-total 　小 計	11 370	166 - 202

FORECAST ANNUAL ADDITIONAL SKILLS DEMAND
BETWEEN 2007 AND 2010 IN THE PUBLISHING INDUSTRY
預測二零零七至二零一零年間
出版業技術人員的需求數目

Job Title 職 稱	Number of Workers at Time of Survey 調查期間 僱員人數	Forecast Annual Additional Skills Demand between 2007 and 2010 預測二零零七至 二零一零年每年 技術人員的需求數目
MANAGERIAL LEVEL　　經理級		
Managing Director/ General Manager/Publisher/ Chief Executive Director/ President 董事經理／總經理／ 出版人／社長	203	18 - 22
Editorial Director/Chief Editor/ Managing Editor/Publishing Director 總編輯／主編	191	17 - 21
Design Director/Art Director 設計總監／美術總監	88	8 - 10
Production Director/ Production Manager 製作總監／製作經理	66	6 - 7
Marketing Director/ Marketing Manager 市場總監／市場經理	127	12 - 14
Sales Director/Sales Manager (Newspaper and Magazine Publications) 營業總監／營業經理（報刊）	144	13 - 15
Sales Director/Sales Manager (Book Publications) 營業總監／ 營業經理監事（書刊）	43	4 - 5
Editorial Manager 編輯經理	82	7 - 9
Sub-total 小 計	944	85 - 103

Job Title 職 稱	Number of Workers at Time of Survey 調查期間 僱員人數	Forecast Annual Additional Skills Demand between 2007 and 2010 預測二零零七至 二零一零年每年 技術人員的需求數目
SUPERVISORY LEVEL　　主任級		
Commissioning Editor/ Acquisition Editor 策劃編輯	448	25 - 31
Senior Editor 高級編輯	777	44 - 54
Senior Designer 設計師	298	17 - 20
Production Supervisor 製作主任	105	6 - 7
Sales Supervisor 營業主任	522	30 - 36
Marketing/Publicity Supervisor 市場／宣傳主任	187	10 - 13
Customer Services Supervisor/ Officer (Books) 客戶服務主任（書籍）	140	8 - 10
Circulation Supervisor (Magazine & Newspapers) 發行主任（報刊）	116	7 - 8
Sub-total 小 計	2 593	147 - 179
TECHNICAL SUPPORT LEVEL　　技術輔助人員級		
Assistant Editor/Copy Editor/ Art Editor/Proof Reader 助理編輯／稿件編輯／ 美術編輯／校對員	1 425	33 - 40
Art Designer 美術設計員	603	14 - 17
Illustrator 插圖員	116	3 - 4
Desktop Publishing (DTP) Operator 桌面排版操作員	301	7 - 8
Production Assistant 製作助理	96	2 - 3
Sales Representative/ Sales Executive 營業代表／營業主任	1 464	34 - 41
Marketing/Publicity Assistant 市務助理／宣傳助理	352	8 - 9
Other Publishing Related Jobs 其他出版業有關職位	36	1 - 2
Sub-total 小 計	4 393	102 - 124

技能提升計劃提供課程一覽表
Courses Offered under the Skills Upgrading Scheme

課程名稱	課程編號	時數(小時)	培訓機構**
軟性技巧及供應鍵課程			
印刷中英文基本用語	SUSPR8410	15	(2)
印刷企業架構及作業流程	SUSPR8670	15	(2)
PC電腦基本操作入門	SUSPR8010	24	(2)
Macintosh電腦基本操作入門(OSX)	SUSPR8680	15	(1)
印刷估價應用	SUSPR840A	50	(2)
印刷與設計初階	SUSPR8880	30	(2)
印刷與設計進階	SUSPR8980	30	(2)
印前技術基礎課程			
基礎數碼攝影	SUSPR8810	20	(2)
基礎色彩管理	SUSPR805A	20	(2)
基礎電腦小版製作 QuarkXpressCT	SUSPR8830	20	(2)
基礎電腦小版製作 InDesign CS	SUSPR8840	20	(2)
基礎電腦相片修描 PhotoShop CS	SUSPR8820	20	(1)
印前技術進階課程			
檔案輸出檢查 Preflight	SUSPR814A	25	(2)
電腦拼大版製作	SUSPR8900	20	(2)
進階數碼攝影	SUSPR8910	20	(2)
進階色彩管理	SUSPR820A	20	(2)
進階電腦小版製作 QuarkXpressCT	SUSPR8930	20	(2)
進階電腦小版製作 InDesign CS	SUSPR8940	20	(2)
進階電腦相片修描 PhotoShop CS	SUSPR8920	20	(1)
印前技術電腦繪圖課程			
基礎電腦繪圖 FreeHand	SUSPR8850	20	(2)
基礎電腦繪圖 Illustrator CS	SUSPR8860	20	(1)
基礎電腦繪圖 CorelDraw	SUSPR8870	20	(2)
進階電腦繪圖 FreeHand	SUSPR8950	20	(2)
進階電腦繪圖 Illustrator CS	SUSPR8960	20	(1)
進階電腦繪圖 CorelDraw	SUSPR8970	20	(2)
印刷技術及生產流程課程			
PDF流程管理及應用(印刷輸出)	SUSPR827A	20	(2)
電腦直接製版(CTP)技術	SUSPR8700	20	(2)
CIP4/JDF 工作流程	SUSPR8710	20	(2)
數碼印刷流程及技術概論	SUSPR8720	20	(2)
小型柯式印刷機操作初階	SUSPR837A	60	(1)
小型柯式印刷機操作進階	SUSPR838A	50	(1)
印刷油墨調色之技巧	SUSPR8600	20	(1)

課程名稱	課程編號	時數(小時)	培訓機構**
出版業課程			
版面設計技巧	SUSPR8610	20	(2)
印刷製作基本流程	SUSPR8620	20	(2)
印刷工序	SUSPR8630	20	(2)
編輯應用文寫作	SUSPR8640	20	(3)
編輯學應用(書刊編輯概論)	SUSPR8650	20	(3)
校對技巧	SUSPR8660	15	(3)

** 培訓機構

機構名稱	聯絡方法
(1) 職業訓練局印刷業訓練中心	地 址：九龍灣大業街46號九龍灣訓練中心綜合大樓3樓 電 話：2751 5825 傳 真：2756 0434 網 址：http://www.prtc.vtc.edu.hk/ 電子郵件：prtc@vtc.edu.hk
(2) 印刷科技研究中心	地 址：九龍觀塘曉明街25號香港專業教育學院觀塘分校131-133室 電 話：2243 7851 傳 真：2243 7477 網 址：http://www.aptec.vtc.edu.hk/ 電子郵件：aptec@vtc.edu.hk
(3) 香港出版學會	地 址：香港中環德輔道中247號德祐大廈1205室 電 話：2544 8789 傳 真：2544 9789 網 址：www.hkpps.org 電子郵件：chungkithung@yahoo.com.hk

香港專業教育學院（觀塘分校）
印刷及數碼媒體系相關課程一覽表
List of Relevant Courses Offered by
the Department of Printing and Digital Media
Hong Kong Institute of Vocational Education (Kwun Tong)

印刷科
Printing Stream

編號 Code	模式 Mode	課程名稱 Title	修業期 Durations
61322	Full-time 全日制	Higher Diploma in Commercial Printing and Digital Media Publishing 商業印刷及數碼媒體出版高級文憑	3 years 三年
61338/ 61938	Full-time 全日制	Higher Diploma in Advertising, Packaging and Branding 廣告，包裝及品牌高級文憑	3 years 三年
61381A	Full-time 全日制	Higher Diploma in Photography and Graphic Imaging 攝影及平面成像高級文憑	2 years 二年
65330	Part-time Evening 夜間制	Higher Diploma in Printing and Computer Imaging 印刷及電腦圖像高級文憑	2 years 二年
65735	Part-time Evening 夜間制	Craft Certificate in Printing and Computer Imaging 印刷及電腦圖像技工證書	3 years 三年

數碼媒體科
Digital Media Stream

編號 Code	模式 Mode	課程名稱 Title	修業期 Durations
61339	Full-time 全日制	Higher Diploma in Digital Film and Television 數碼電影及電視高級文憑	3 years 三年
61340	Full-time 全日制	Higher Diploma in Digital Animation & Cartoon Character Design 數碼動畫及漫畫角色設計高級文憑	3 years 三年
61937	Full-time 全日制	Higher Diploma in Digital Media Design 數碼媒體設計高級證書	4 years 四年
65331	Part-time Evening 夜間制	Higher Diploma in Digital Media 數碼媒體高級文憑	2 years 二年
65514	Part-time Evening 夜間制	Certificate in Design Studies 設計學證書	2 - 5 years 二至五年