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

Security Services Industry
Manpower Survey Report
保安服務業 • 人力調查報告書

2022

VTC

2022 Manpower Survey Report

Security Services Industry

2022年保安服務業
人力調查報告

Security Services Training Board

Vocational Training Council

職業訓練局

保安服務業訓練委員會

Table of Contents

ACKNOWLEDGEMENT

DEFINITION OF TERMS

Employees	"Employees" refer to persons who are under the payroll of the sampled establishment / company for the specified job, disregarding whether the employees are deployed to work in other places (including the mainland of China). They also refer to those working **full-time** (i.e., at least 4 weeks a month, and not less than 18 hours each week) under the payroll of the establishment. These include proprietors and partners working full-time for the establishment.
Vacancies	"Vacancies" refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at the time of survey.
Vacancy Rate	"Vacancy rate" refers to the vacancies as a percentage of the total number of posts and vacancies.
Average Monthly Remuneration Package	"Average monthly remuneration package" refers to the average monthly remuneration package during the past 12 months before enumeration, including basic salary, overtime pay, cost of living allowance, meal allowance, housing allowance, travel allowance, commission and bonus. It is an average figure among employees engaging in the same principal job.
Turnover Rate	"Turnover rate" refers to the number of employees left as a percentage of the total number of employees and vacancies.
Wastage Rate	"Wastage rate" refers to the difference between the number of leavers who left the SSI and number of recruits with Security Services related experience.
Postgraduate Degree	"Postgraduate degree" refers to a higher degree(s) (e.g., master degree) offered by local or non-local education institutions, or equivalent.
First Degree	"First degree" refers to the first degree(s) offered by local or non-local education institutions, or equivalent.

Sub-degree	"Sub-degree" refers to the Associate Degree, Higher Diploma, Professional Diploma, Higher Certificate, Endorsement Certificate, Associateship or equivalent programmes offered by local or non-local institutions.
Diploma / Certificate	"Diploma / Certificate" refers to technical and vocational education programmes, including Diploma / Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level or equivalent.
Secondary 4 to 7	"Secondary 4 to 7" refers to the education programmes under the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Jin, or equivalent.
Secondary 3 or below	"Secondary 3 or below" refers to secondary 3 or below, or equivalent.
Technical Certificates	"Technical Certificates" refers to certificates of technical competence.

EXECUTIVE SUMMARY

Background

1.	The Security Services Training Board (Training Board) of the Vocational Training Council (VTC) conducted a manpower survey for the Security Services Industry (SSI) from May to August 2022, with the data reference date on 1 May 2022. This report presents the survey findings of the latest manpower situation of the industry and proposes recommendations on the manpower demand and training needs to different stakeholders of the industry, including employers, employees, training providers and the Government by making reference to the business outlook.

Survey Coverage

2.	The survey covered the following branches of the SSI. Each branch is comprised of its corresponding major type of security company licence together with owners corporations and sizable companies with in-house security services [1].

Branch	Type of security company licence	Branch of security services work
1	I	Security Guarding Services
2	III	Security Systems Installation/Maintenance/Repair/ Design/ Others
3	I and II, and II only	Security Guarding Services and Armoured Transportation Services, and Armoured Transportation Services only
4	I and III	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/Design/Others
5	I, II and III	Security Guarding Services, Armoured Transportation Services, and Security Systems Installation/ Maintenance/ Repair/ Design/ Others
6	-	Owners Corporations
7	-	Sizable Companies with In-house Security Services

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[1]	*Sizable Companies with In-house Security Services refer to prominent companies that were not licensed security companies but also employed security personnel.*

3.　　It is worth noting that the survey covered **full-time security services related employees (hereafter referred to employees) only**, both part-time and temporary employees including security guards engaged in the SSI were excluded from the survey.

Survey Methodology

4.　　The survey covered around 12,500 establishments in different branches of the SSI. By adopting the stratified random sampling method for selecting around 1,300 security companies from the Security and Guarding Services Industry Authority (SGSIA) and around 11,200 owners corporations from the Land Registry, and the inclusion of sizable companies with in-house security services samples recommended by the Training Board. A total of 541 establishments were selected for the survey.

5.　　A pack of survey documents was given to each sampled establishment. The selected establishments were invited to complete a questionnaire, which comprised two parts. Part I collected quantitative manpower information by job levels and by principal jobs, and Part II collected supplementary information related to the manpower situation. The respondents were requested to provide the manpower information of their establishments based on a list of principal jobs, which were defined by the Training Board with detailed job descriptions given for each job.

6.　　During the fieldwork period between May and August 2022, enumerators assisted respondents to complete the questionnaire through phone calls or on-site visits. The data collection and enumeration processes were closely monitored and were verified to ensure their quality and accuracy. Among the 348 valid sampled establishments, 313 were successfully enumerated which contributed to an effective response rate of **89.9%**.

New Data Collected

7.　　The Manpower Survey for the SSI is reviewed by the Training Board from time to time. To collect more information about the industry, new data were collected in this survey; hence, they could not be compared with that of the last round survey. The new data collected in this survey are shown as below:

> (i)　　employers' views on the demand for security services in the next 12 months; and
>
> (ii)　　the training and staff development budget in the next 12 months.

Summary of Survey Findings

Overview of Manpower Situation

8.   The survey revealed that as at 1 May 2022 (i.e., the reference date of the survey), a total of 129,921 employees were engaged in the SSI, of which the vast majority (94.6%) were working in security companies. Aggregating the 129,921 full-time employees and 7,902 vacancies, there were a total of 137,823 posts. The total manpower of the SSI in 2022 is presented in **Figure 1**.

Figure 1(i): Number of employees
Total: 129,921

Secuirty Companies 122,894 (94.6%)

Sizeable Companies with In-house Security Services 667 (0.5%)

Owners Corporations 6,360 (4.9%)
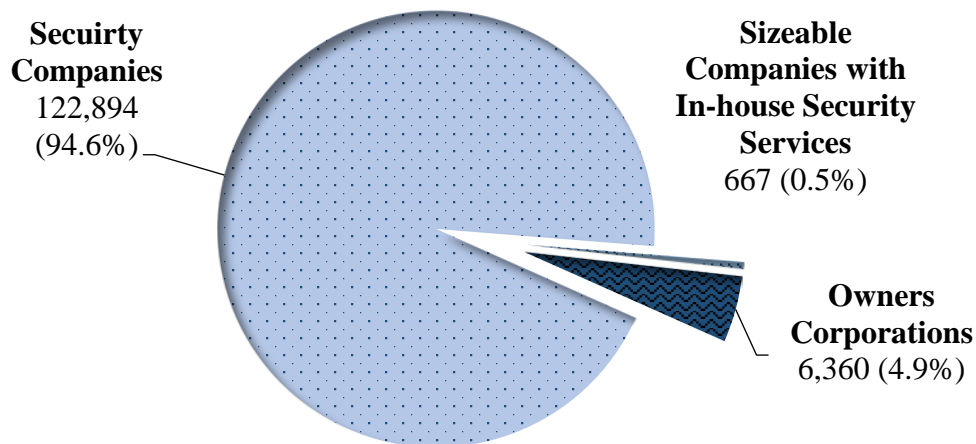
Figure 1(ii): Number of Vacancies
Total: 7,902

Secuirty Companies 7,861 (99.5%)

Sizeable Companies with In-house Security Services 37 (0.5%)

Owners Corporations 4 (<0.1%)
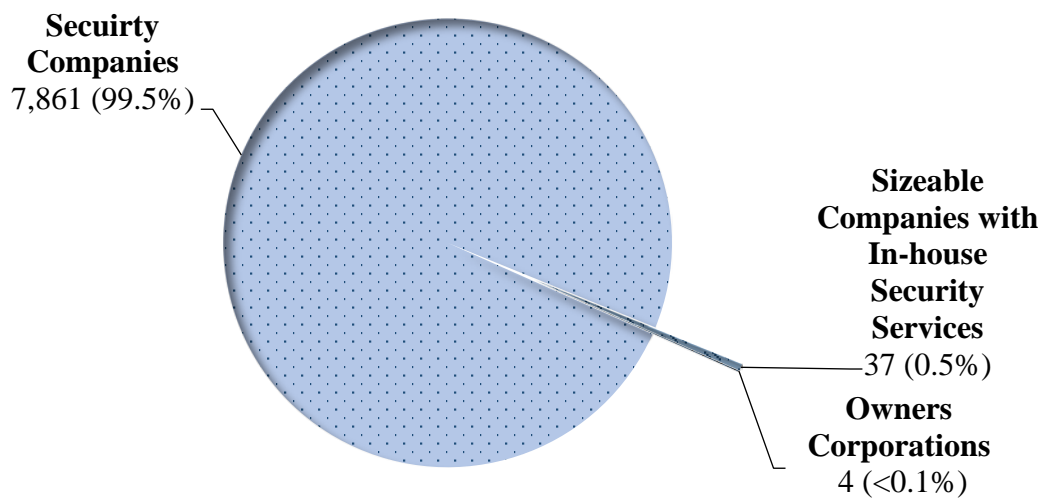
Note: Part-time and temporary employees including security guards engaged in the industry were excluded
from this survey.

Number of Employees

9.   Among the 129,921 employees, the vast majority were working in security companies (94.6%; 122,894 persons), with most of them in companies holding the Type I licence (71.7%; 93,178 persons), followed by companies holding both Type I and III licences (14.6%; 19,029 persons). Small proportions were employed by owners corporations (4.9%; 6,360 persons) and sizeable companies with in-house security services (0.5%; 667 persons). The distribution of employees by branch is presented in **Figure 2**.

Figure 2: Distribution of employees by branch

Total :129,921

Number of employees
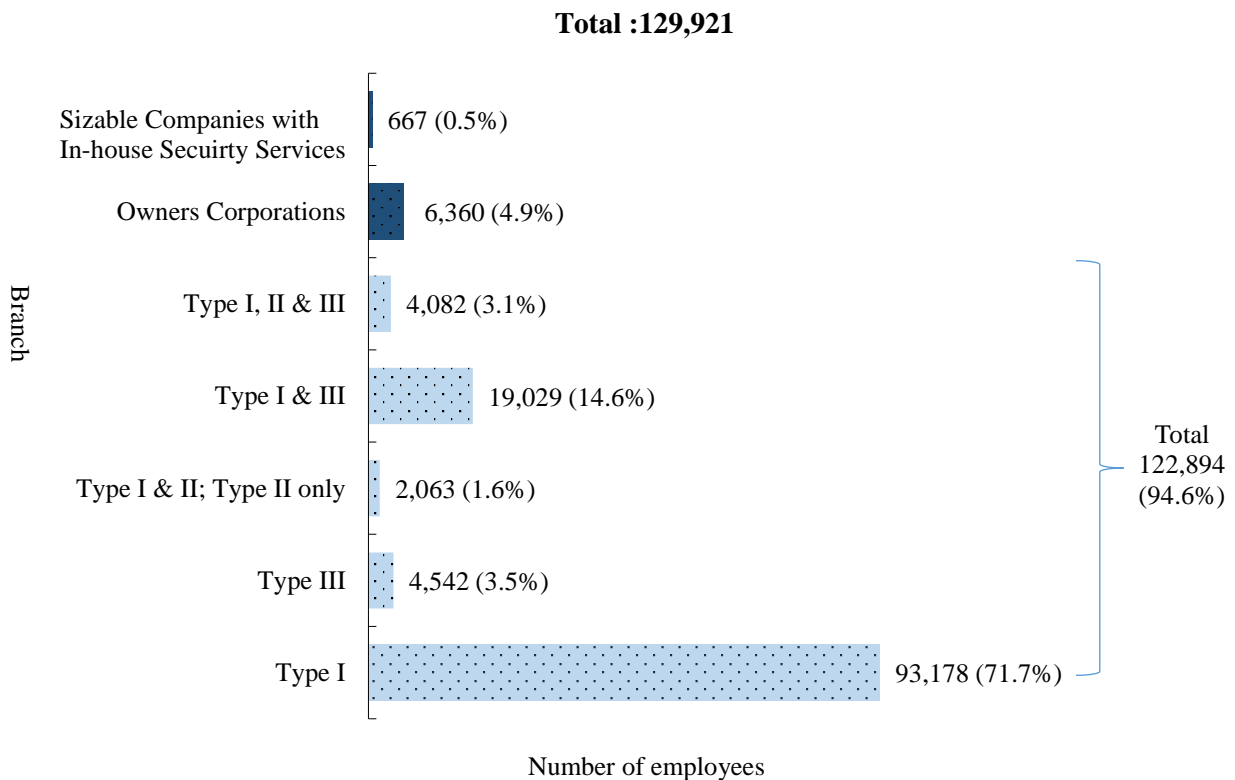
Note: Type I licence – Security Guarding Services
Type II licence – Armoured Transportation Services
Type III licence – Security Systems Installation/Maintenance/Repair/Design/Others

10.   The largest proportion of employees worked at the security guard/technician level (85.7%; 111,330 persons), about one-tenth at the supervisory level (10.4%; 13,513 persons) and a small proportion at the managerial/professional level (3.9%; 5,078 persons). The distribution of employees by job level is shown in **Figure 3**.

Figure 3: The distribution of employees by job level

Total: 129,921

Managerial /
Professional Level
5,078 (3.9%)

Supervisory Level
13,513 (10.4%)

Secuirty Guard /
Technician Level
111,330 (85.7%)
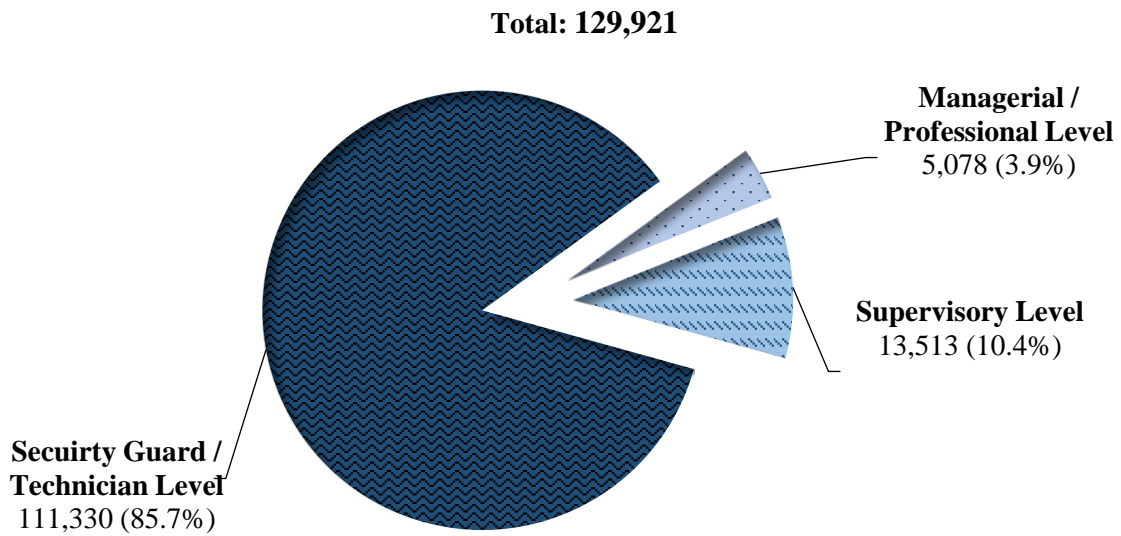
11.　　Security Guard, on 2-shift system and on 3-shift system respectively, are the top two prominent principal jobs. They accounted for over 80% of all employees, as shown in **Table 1**.

Table 1: Top 5 prominent principal jobs

Principal jobs	No. of employees	% Among all employees
Security Guard (on 2-shift system)	57,872	44.5
Security Guard (on 3-shift system)	48,570	37.4
Security/Operations/Security Centre/Technical Supervisor	12,979	10.0
Security Device Installation, Maintenance and/or Repairing Technician	3,822	2.9
Security / Operations Manager; Security Centre Controller	2,495	1.9

Number of Vacancies

12.　　As at 1 May 2022, the total number of vacancies was 7,902, representing a vacancy rate of 5.7%. Most vacancies were found in Security Companies (7,861 vacancies), in which the largest number of vacancies was found in companies holding Type I licence (5,491 vacancies). The details of vacancies by branch are presented in **Table 2**.

Table 2: Details of vacancies by branch

	No. of vacancies	Vacancy rate* (%)
Security Companies (by type of licence)	**7,861**	**6.0**
- Type I	5,491	5.6
- Type III	297	6.1
- Type I & II; Type II only	150	6.8
- Type I & III	1,410	6.9
- Type I, II & III	513	11.2
Owners Corporations	**4**	**0.1**
Sizeable Companies with In-house Security Services	**37**	**5.3**
Overall:	**7,902**	**5.7**

$* \ Vacancy \ rate = \dfrac{No. \ of \ vacancies}{Total \ no. \ of \ posts \ (no. \ of \ employees + no. \ of \ vacancies)}$ *(for the respective branch)*

13.   Like the situation of employees, most of the vacancies were at the security guard/technician level (6,883 vacancies). The details of vacancies by job level are presented in **Table 3**.

Table 3: Details of vacancies by job level

Job level	No. of vacancies	Vacancy rate* (%)
Managerial/Professional	163	3.1
Supervisory	856	6.0
Security Guard/Technician	6,883	5.8
Overall:	**7,902**	**5.7**

$* \ Vacancy \ rate = \dfrac{No. \ of \ vacancies}{Total \ no. \ of \ posts \ (no. \ of \ employees + no. \ of \ vacancies)}$ *(for the respective job level)*

14.   Like the prominent principal jobs, security guards (on 2-shift system and 3-shift system) accounted for most of the total number of vacancies (3,699 and 2,870 vacancies respectively). The top five prominent vacancies are shown in **Table 4**.

Table 4: Top 5 prominent vacancies

Principal job	No. of vacancies	Vacancy rate* (%)
Security Guard (on 2-shift system)	3,699	6.0
Security Guard (on 3-shift system)	2,870	5.6
Security/Operations/Security Centre/Technical Supervisor	805	5.8
Security Device Installation, Maintenance and/or Repairing Technician	256	6.3
Security System Design/Installation/Maintenance Engineer	72	8.4

$\text{Vacancy rate} = \dfrac{\text{No. of vacancies}}{\text{Total no. of posts (no. of employees + no. of vacancies)}}$ (for the respective principal job)

Expected Change in the Demand for Security Services in the Next 12 Months

15.   Only 5.0% and 0.6% of establishments expected that the demand for security services would respectively increase or decrease in the next 12 months after enumeration, while 92.3% expected it to remain stable.

Average Monthly Remuneration Package

16.   The average monthly remuneration package for employees at the managerial/professional level was commonly in the range of $20,001 - $40,000 (65.2%), followed by $15,001 - $30,000 for the supervisory level (90.3%) and $10,001 - $20,000 for the security guard/technician level (92.4%).   The prominent ranges of average monthly remuneration package by job level are shown in **Table 5**.

Table 5: Prominent ranges of average monthly remuneration package by job level

Job level	Prominent ranges of remuneration package
Managerial/Professional	$20,001 - $30,000 (37.5%) $30,001 - $40,000 (27.7%) $40,001 - $60,000 (19.6%)
Supervisory	$15,001 - $20,000 (51.8%) $20,001 - $30,000 (38.5%)
Security Guard/Technician	$10,001 - $12,500 (22.6%) $12,501 - $15,000 (40.0%) $15,001 - $20,000 (29.8%)

Employers' Preferred Education Level of Employees

17.　　　Most of the employees at the managerial/professional level were preferred to attain a first degree (68.6%).　A diploma/certificate was most preferred for employees at the supervisory level (65.7%), while the vast majority of those at the security guard/technician level were only required to attain a qualification of secondary or below (98.4%).　The prominent education levels of employees preferred by employers by job level are shown in **Table 6**.

**Table 6:　Prominent education levels of employees preferred
by employers by job level**

Job level	Prominent preferred education levels
Managerial/Professional	First Degree (68.6%)
Supervisory	Diploma/Certificate (65.7%)
Security Guard/Technician	Secondary 4 to 7 (47.4%) Secondary 3 or below (51.0%)

Employer's Preferred Years of Experience of Employees

18.　　　Employers tended to prefer employees at the managerial/professional level to have over 5 years to 10 years of relevant work experience (73.3%).　The most preferred range of years of experience for employees at the supervisory level was over 2 years to 5 years (77.6%), while the vast majority of those at the security guard/technician level were only required to have 2 years of experience or below (95.9%).　The prominent years of experience of employees preferred by employers by job level are shown in **Table 7**.

**Table 7:　Prominent years of experience of employees preferred by
employers by job level**

Job level	Prominent preferred years of experience
Managerial/Professional	> 5 – 10 years (73.3%)
Supervisory	> 2 – 5 years (77.6%)
Security Guard/Technician	1 – 2 years (30.3%) < 1 year (65.6%)

Employers' Preferred Vocational Qualifications of Employees

19.   Most employers prefer employees at all levels to have a "Security Personnel Permit", and such a requirement was preferred for 100% of employees at the security guard/technician level. Moreover, several employers preferred employees at the managerial/professional level to have a technical certificate (31.7%) and to be a qualified member of major security institutions/associations (22.2%).

Employees Left and Recruited in the Past 12 Months

20.   A total of 42,319 employees left their establishments during the 12 months before enumeration. The turnover rate (i.e., the number of employees left as a percentage of the total number of posts) was 30.7%. Besides, a total of 40,388 employees were newly recruited, and most of them (61.4%) had security services-related experience. Details of employees left and recruited in the past 12 months by job level are shown in **Table 8**.

Table 8: Details of employees left and recruited in the past 12 months by job level

Job level	No. of employees left	Turnover rate*	No. of new recruits	% of having security services-related experience
Managerial/Professional	255	4.9%	262	74.0
Supervisory	3,708	25.8%	3,126	59.9
Security Guard/Technician	38,356	32.4%	37,000	61.5
Total	**42,319**	**30.7%**	**40,388**	**61.4**

$* \ Turnover \ rate = \dfrac{No. \ of \ employees \ left}{Total \ no. \ of \ posts \ (no. \ of \ employees + no. \ of \ vacancies)}$ *(for the respective job level)*

Recruitment Difficulties in the Past 12 Months

21.   Of the establishments which engaged in recruitment exercises for the respective level of employees during the 12 months before enumeration, considerable proportions encountered recruitment difficulties for recruiting employees at the supervisory level (78.9%), the security guard/technician level (62.9%) and the managerial/professional level (46.2%).

22.   The most frequently mentioned difficulties are "General Labour Shortage" for recruiting employees at the supervisory level (71.1%), "Long Working Hours" for employees at the security guard/technician level (45.9%) and "Lack of Candidates with Multiple Skills" (26.9%) for employees at the managerial/professional level. A summary of recruitment difficulties encountered by employers in the past 12 months before enumeration by job level is presented in **Table 9**.

Table 9: Summary of recruitment difficulties in the past 12 months before enumeration by job level

	Job level		
	Managerial / Professional (%)	**Supervisory (%)**	**Security Guard/ Technician (%)**
With recruitment difficulties	**46.2**	**78.9**	**62.9**
• Long working hours	5.8	64.2	45.9
• General labour shortage	23.1	71.1	43.1
• Low status	6.7	62.6	42.1
• Shift-work is required in the industry	4.8	62.6	35.8
• Lack of candidates with relevant experience and training	19.2	65.4	26.4
• Lack of candidates with multiple skills	26.9	61.3	23.4
• Unsatisfactory working environment in the industry	4.8	3.0	10.8
• Dangerous work involved in the industry	1.0	0.4	1.4
Without recruitment difficulties	**53.8**	**21.1**	**37.1**
No. of companies with recruitment exercise	**104*** (3.1)**	**494** (14.9)	**1,490** (45.1)

Note: Respondents may encounter more than one recruitment difficulty.

*   Number of companies

**   % of companies with recruitment exercise for the respective level of full-time employees

Estimated Training and Staff Development Budget in the Next 12 Months

23.　　　Of all establishments covered in the survey, about 12.4% had a budget plan for training and staff development in the next 12 months of which 8.4% of them estimated that the budget would be less than 1% of the annual payroll.

24.　　　Among the 12.4% of establishments, most of them (76.5%) claimed that the budget in the next 12 months would remain unchanged as compared with that in the last year while 18.4% of them estimated that the budget would be increased. The details of the estimated training and staff development budget in the next 12 months and budget compared with last year are presented respectively in **Figure 4** and **Figure 5**.

Figure 4:　Estimated training and staff development budget in the next 12 months
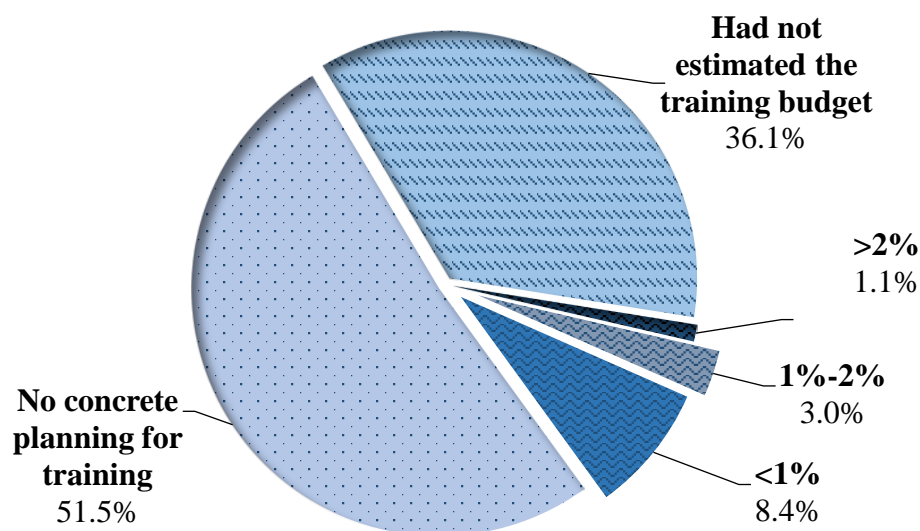
Note: Budget as the % of annual payroll

Figure 5:　Training and staff development budget compared with last year
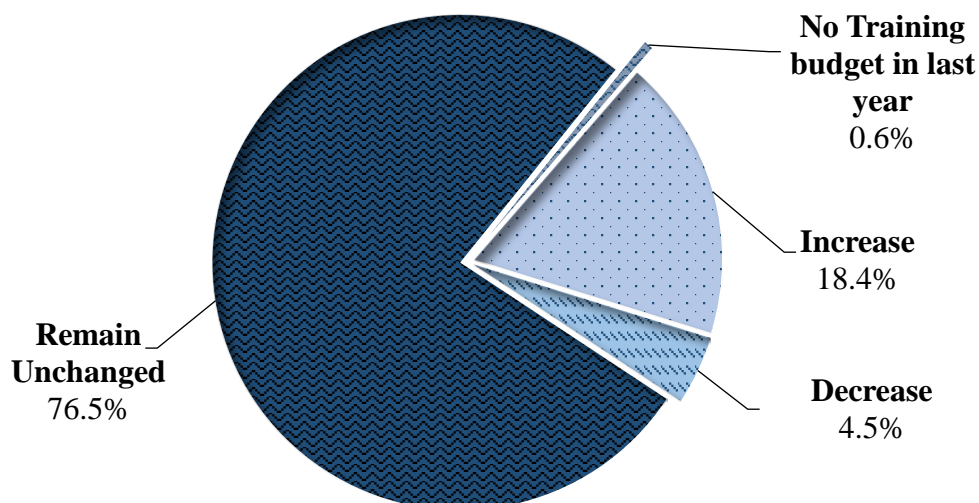
Training Places in the Past 12 Months and in the Next 12 Months

25.　　　"Health and Safety" and "Professional Knowledge (e.g., crime prevention, crowd control, event management)" were popular training that was received by all levels of security services employees in the past 12 months. The training arrangement in the next 12 months would be alike to that for the past 12 months.   The prominent areas of training received by employees in the past 12 months and to be offered to employees in the next 12 months by job level are presented in **Table 10**.

Table 10: Prominent areas of training received by employees in the past 12 months and to be offered to employees in the next 12 months by job level

Job Level	Top 5 training areas received by employees in the past 12 months	Top 5 training areas would be offered to employees in the next 12 months
Managerial / Professional	Management & Supervision (38.5%)	Management & Supervision (39.0%)
	Professional Knowledge (13.4%)	Professional Knowledge (13.8%)
	Health & Safety (12.8%)	Health & Safety (11.3%)
	Security Systems (9.2%)	Security Systems (8.6%)
	Soft Skills (7.1%)	Soft Skills (7.8%)
Supervisory	Professional Knowledge (31.1%)	Professional Knowledge (31.2%)
	Management & Supervision (31.0%)	Management & Supervision (28.3%)
	Health & Safety (20.6%)	Health & Safety (19.6%)
	Customer Service (19.0%)	Customer Service (19.0%)
	Fire Prevention (16.3%)	Soft Skills (14.6%)
Security Guard / Technician	Health & Safety (29.6%)	Customer Service (29.5%)
	Customer Service (28.2%)	Health & Safety (27.8%)
	Fire Prevention (23.5%)	Professional Knowledge (18.6%)
	Scheme for Quality Assured In-house Training (18.7%)	Soft Skills (18.3%)
	Professional Knowledge (18.6%)	Fire Prevention (18.3%)

Note: Employees might receive more than one training course.

Manpower Analysis

Manpower Changes between 2022 and 2018

Changes in Number of Employees

26.   The number of employees increased from 121,988 in 2018 to 129,921 in 2022, with an increment of 6.5% or 7,933 persons. When analysed by branch, the highest growth was in security companies (+6.6%; +7,640 employees).

27.   When analysed by job level, the largest growth in the number of employees was at the security guard/technician level (+3,110 employees). It was worth noting that a significant increment in percentage was recorded at the managerial/professional level (+82.1%). The changes in the number of employees by branch and by job level are presented in **Table 11**.

Table 11: Changes in the number of full-time employees by sector and Job level

	No. of employees		Change in 4 years (%)	% of Annual change
	2022	**2018**		
By branch				
Security Companies	122,894	115,254	+7,640 (+6.6)	+1.6
Owners Corporations	6,360	6,029	+331 (+5.5)	+1.3
Sizeable Companies with In-house Security Services	667	705	-38 (-5.4)	-1.4
By job level				
Managerial/Professional	5,078	2,788	+2,290 (+82.1)	+16.2
Supervisory	13,513	10,980	+2,533 (+23.1)	+5.3
Security Guard/Technician	111,330	108,220	+3,110 (+2.9)	+0.7
Overall:	**129,921**	**121,988**	**+7,933 (+6.5)**	**+1.6**

Changes in Number of Vacancies

28.　　The number of vacancies also increased from 5,558 in 2018 to 7,902 in 2022, with an increment of 42.2% or 2,344 vacancies. The increase was mainly attributed to the growth of security companies.　An increase was also recorded at all job levels, particularly at the security guard/technician level (+1,735 vacancies). It was worth noting that significant increments in percentage were recorded at the managerial/professional level (+162.9%) and the supervisory level (+146.0%). The changes in the number of vacancies by branch and by job level are presented in **Table 12**.

Table 12:　Changes in number of vacancies by branch and by job level

	No. of vacancies		Change in 4 years	% of Annual change	Vacancy rate* %	
	2022	2018			2022	2018
By Branch						
Security Companies	7,861	5,529	+2,332 (+42.2%)	+9.2	6.0	4.6
Owners Corporations	4	-	+4 (-)	-	0.1	-
Sizeable Companies with In-house Security Services	37	29	+8 (+27.6%)	+6.3	5.3	4.0
By Job Level						
Managerial/Professional	163	62	+101 (+162.9%)	+27.3	3.1	2.2
Supervisory	856	348	+508 (+146.0%)	+25.2	6.0	3.1
Security Guard/Technician	6,883	5,148	+1,735 (+33.7%)	+7.5	5.8	4.5
Overall:	**7,902**	**5,558**	**+2,344 (+42.2%)**	**+9.2**	**5.7**	**4.4**

$$* \ Vacancy \ rate = \frac{No. \ of \ vacancies}{Total \ no. \ of \ posts \ (no. \ of \ employees + no. \ of \ vacancies)} \quad \begin{array}{l} \textit{(for the respective sector \& job} \\ \textit{level in the respective year)} \end{array}$$

Changes in Average Monthly Remuneration Package

29.　　Compared with the results of the 2018 survey, a general upward trend in average monthly remuneration package was recorded in 2022 across all job levels. The changes in average monthly remuneration package by job level are presented in **Table 13**.

Table 13: Change in average monthly remuneration package by job level

Job Level	Prominent Ranges of Remuneration Package	
	2022	2018
Managerial/Professional	$20,001 - $30,000 (37.5%) $30,001 - $40,000 (27.7%) $40,001 - $60,000 (19.6%)	$15,001 - $20,000 (26.0%) $20,001 - $30,000 (29.9%) $30,001 - $40,000 (27.3%)
Supervisory	$15,001 - $20,000 (51.8%) $20,001 - $30,000 (38.5%)	$12,501 - $15,000 (30.3%) $15,001 - $20,000 (38.4%)
Security Guard/Technician	$10,001 - $12,500 (22.6%) $12,501 - $15,000 (40.0%) $15,001 - $20,000 (29.8%)	$10,000 or below (24.9%) $10,001 - $12,500 (31.0%) $12,501 - $15,000 (35.8%)

Manpower Projection and Estimated Annual Additional Manpower Requirement

30.   The Training Board has adopted the input-output model of the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next four years and is presented in **Table 14**.

Table 14: Manpower projection of the SSI for the years of 2023-26

Year	Total manpower demand	Projected (LMA approach)
2022	137,823	
2023		139,677 (1.3%)[*]
2024		140,993 (0.9%)[**]
2025		142,434 (1.0%)[**]
2026		143,761 (0.9%)[**]

*   *As percentage change vs actual manpower in 2022*

** *as percentage change vs projected manpower in the previous year.*

31.	Based on the manpower growth projected by using the LMA approach and the annual wastage, the Training Board anticipates the need for an additional manpower requirement. The additional annual manpower requirement has taken into account (i) manpower growth (i.e. growth in projected manpower of next year over current year) and (ii) the number of industry leavers (i.e. employees leaving the industry permanently on annual basis) and is shown as **Table 15**.

Table 15: Additional annual manpower requirement of the SSI

Job level	Additional annual manpower requirement		
	Average manpower growth (a)	Industry leavers (b)	Total (a) + (b)
Managerial/Professional	71	61	132
Supervisory	193	1,837	2,030
Security Guard/Technician	1,590	15,603	17,193
Overall	**1,854**	**17,501**	**19,355**

Business Outlook

Manpower Demand in the Industry

32.	The Long-Term Housing Strategy's Annual Progress Report for 2021 indicated that the total housing supply for 2022-2032 would be 430,000 units, of which the public housing and private housing supplies would be 301,000 units and 129,000 units, respectively. Numerous job opportunities will be created as housing supply increases, including jobs related to security services.

33.	According to its 2022 Policy Address, the HKSAR Government would support Hong Kong's convention and exhibition industry and would help SMEs obtain more overseas orders, Hence, the Convention and Exhibition Industry Subsidy Scheme will be extended, and a new program will subsidise more than 200 exhibitions over the next three years. Considering the continued growth of promotional and trade activities, security services for events and exhibitions should continue to grow.

34.		Six major transport infrastructure projects, including three major road projects and three strategic railway projects, were announced by the Chief Executive in his 2022 Policy Address. During the development stage, security services will be in high demand to protect valuable equipment at construction sites.

35.		The third runway at Hong Kong Airport has been in operation since 2022. The configuration of the Centre Runway has been carried out concurrently with the third runway project. The construction of the third runway is aimed for completion in 2024. It is expected that the demand for security services will be high when all runways are in operation.

Ageing Problem in the Industry

36.		The SSI has been facing the challenge of an ageing workforce. According to the figures provided by the Security and Guarding Services Industry Authority (SGSIA), as of 30 June 2022, 61.8% of valid Security Personnel Permit holders were within the age range of 51 to 80 years old, while only 38.2% of them were under 50 years old.

37.		In the Hong Kong Population Projections 2020-2069 published by the Census and Statistics Department of the HKSAR, the number of elderly persons is expected to nearly double in 20 years; elderly people are anticipated to increase from 1.32 million (18.4% of the population) in 2019 to 2.52 million (33.3%) in 2039. An ageing workforce will continue to be a major challenge for the SSI.

Manpower Shortage in the Industry

38.		According to the survey, the vacancy rate of the SSI was 5.7%, an increase of 1.3% from the last survey. In addition, 62.4% of employers who recruited within the past 12 months encountered difficulties due to a shortage of labour. Despite the fact that the industry attempts to improve the remuneration package of security services personnel, there have been long-term shortages of manpower and recruitment difficulties in the SSI.

39.		As a result of the COVID-19 pandemic, Hong Kong citizens living in Mainland could not travel; this has resulted in worsening the manpower shortage in the industry. Upon reopening Hong Kong's border with Mainland China and overseas countries, the industry anticipates a significant increase in events, exhibitions and trade shows, resulting in a higher demand for security services personnel. This may further exacerbate the manpower shortage in the industry.

<u>Technologies</u>

40.   Technologies like intrusion alarm systems, CCTV systems, access control systems, smart devices and security robots have been widely used in the SSI to prevent unauthorized access. According to figures from the Security Guarding Services Industry Authority, the number of Type III licensed security companies increased from 416 in 2018 to 489 in 2022. This indicates a demand for security systems installation and maintenance.

<u>Provision of Security Services</u>

41.   For tender exercises for the provision of security services, the government has adopted the principles of "best value for money" and "open and fair competition" instead of the "lowest bid wins" principle. The private sector has followed this practice when evaluating tenders for security services. The SSI opines that the practice not only helps increase the competitiveness of the industry but also enhances the quality of security services.

42.   The number of supervisors and security guards in most security service contracts is disproportionate, with one supervisor overseeing tens of security guards. The industry opines that it is difficult to maintain effective services at this ratio. Furthermore, most security service contracts include a penalty clause for insufficient security guards. A rise in security services costs is likely to result from this.

<u>Part-time Security Guards</u>

43.   It has become increasingly common for security guards to work part-time. In recent years, many security guards prefer to work part-time due to higher hourly rates and instant cash income.   This practice not only helps security companies to fulfill their manpower needs, but also allows more flexibility for security companies to deploy security guards to support standalone events. However, security companies may be required to pay relatively higher salaries to part-time security guards which may affect the morale of full-time security guards. In addition, part-time security guards may not be familiar with the working environment of different sites which may affect their performance.

Recommendations

44.   It is essential that the government, employers, employees, and training institutions work together to improve career prospects for the industry and provide training opportunities for youngsters. The Training Board, after having considered the survey findings, the business outlook of the industry and the projected manpower requirements, has drawn up some recommendations for stakeholders, which are briefly mentioned in the following paragraphs.

The Government

Enhancing Qualifications Framework Promotion

45.   The Qualifications Framework (QF) for the SSI has been established. In addition to providing practitioners with a platform for continuous and lifelong learning, QF also enhances their professionalism and standards of service. The Training Board recommends the government enhance QF promotion to all stakeholders.

Unleashing Part-time Workforce

46.   According to the General Household Survey conducted by the Census and Statistics Department and figures provided by the Security Guarding Services Industry Authority, there were 1,658,400 females aged 15 or above who were economically inactive and some 224,800 inactive Security Personnel Permit holders. In order to address the SSI manpower shortage issue, the Training Board recommends the government enhance existing measures to unleash the workforce, especially enabling housewives to work part-time.

Enhancing the Social Status of Security Guards

47.   While security guards undergo at least 20 hours of training and use advanced technology daily, they are still classified as non-skilled labour by the public. In addition, the survey reveals that the low status of the industry was one of the top three reasons for the difficulty in recruiting security personnel. The Training Board recommends the government help upgrade the social status and professional image of the industry.

Providing Educational Kits for New Ordinances and Regulations

48.   The HKSAR government has recently promulgated the Hong Kong National Security Law and the Small Unmanned Aircraft Order (Cap. 448G). The Training Board recommends the government provide standardised operational guidelines and educational kits for security services practitioners to have a full understanding of these ordinances, in particular, the Summary Offences Ordinance (Cap. 228) that most security guards are unfamiliar with.

<u>Subsidy the Smart Security Systems Installation</u>

49.   Smart security systems have been widely used to safeguard building facilities and prevent unauthorized access, which can ease the manpower shortage of physical security personnel. However, the high cost of the systems may hinder implementation in "three-nil" buildings or over 50-year-old buildings. The Training Board recommends the government consider subsidising such buildings to install smart security systems.

Employers

<u>Providing More Training Places to Employees</u>

50.   The Training Board observes that training places to be provided to employees will decrease from 239,113 to 225,017 in the next 12 months. To encourage in-service practitioners to pursue life-long learning and skill upgrading, the Training Board recommends employers offer more training places, training allowances and study leaves to their employees.

<u>Offering Better Remuneration</u>

51.   The income limits for social benefits may prevent some security guards from accepting a higher monthly income. Considering this, offering attractive remuneration packages may not be sufficient to retain security services personnel. The Training Board recommends employers offer paid meal breaks, paid rest days, flexible working hours and other fringe benefits to retain these employees.

<u>Offering More Industrial Attachment Places</u>

52.   Industrial Attachment is not only a work-based experience for students to take part in but also engages them to understand more about the industry. In addition, employers can obtain creative ideas from young recruits and identify talents for future hires.   The Training Board recommends security companies offer more industrial attachment places for students.

<u>Offering More New Technologies Training</u>

53.   Security work can be enhanced by using advanced technology. To ease the problem of manpower shortage and enhance efficiency, the Training Board recommends employers use advanced technologies in their operations, as well as provide security services personnel with relevant technology training.

Employees

Pursuing the Life-long Learning

54.　　It is critical for employees to take the initiative to upgrade their trade-specific skills and knowledge to enhance their competitiveness. The Training Board recommends employees make use of different government subsidies, such as the Continuing Education Fund and the Skills Upgrading Scheme Plus, for lifelong learning and career development. They are also encouraged to equip themselves with up-to-date knowledge and skills to cope with the changing needs of the SSI.

Pursuing the Recognition of Prior Learning

55.　　The Recognition of Prior Learning (RPL) allows practitioners to obtain QF-recognised qualifications without undergoing training and facilitates their subsequent advancement in learning and careers. The Training Board recommends employees apply for the RPL to get a formal qualification for their existing skills, knowledge and experience.

Training Institutions

Offering More Security Training Courses under the Quality Assurance System

56.　　The Training Board estimates that a total of 19,355 additional employees will be required in the next 12 months. Therefore, a substantial training need for new entrants is expected. It is considered that security training courses under the Recognition Scheme can satisfy the demand for basic security training. The Training Board recommends training institutions offer more security training courses under the Scheme to meet training needs.

Offering More Specification of Competency Standards-based Training Courses

57.　　The Industry Training Advisory Committee under the QF has developed the Unit of Competence and sets of Specification of Competency Standard (SCS)-based training packages for the SSI. The Training Board recommends training institutions develop more QF-recognised training courses by making use of the training packages to meet the training needs of the industry.

58.   The Training Board noticed that "Health & Safety" and "Customer Service"related training would be at the top of the list in the next 12 months. Notwithstanding these, the Training Board recommends training providers offer the following training programmes:

- Professional knowledge;
- Soft skills;
- First aid; and
- Fire prevention.

Conducting More School Talks

59.   Training institutions should facilitate students to have a deeper understanding of industries including the SSI and its progression pathway. The Training Board recommends training institutions conduct more school talks by inviting senior practitioners to share their professional experience and the latest developments in the industry with students.

SECTION I

INTROUCTION

Background

1.1   The Security Services Training Board (Training Board) of the Vocational Training Council (VTC) is appointed by the Government of the Hong Kong Special Administrative Region (HKSAR) to analyse the manpower situation and training needs of the Security Services Industry (SSI). The Training Board comprises members nominated by major trade associations, trade unions, professional bodies, educational and training institutions and Government departments. The Working Party on Manpower Survey (WPMS) was formed by selected members of the Training Board. The membership and terms of reference of the Training Board, as well as the WPMS are listed in **Appendices 1, 2, 3 and 4**.

1.2   The Manpower Survey for the SSI is conducted every four years, followed by two periodic manpower updates supplemented with information collected from focus groups and desk research to better reflect the changing trends of the manpower situation. The manpower survey mainly focused on the analysis of technical manpower, which refers to personnel who are expected to apply the industrial knowledge and technical skills required to complete the work assigned.

1.3   Manpower data with respect to the survey reference date of 1 May 2022 was collected from May to August 2022. This report presents the survey findings and analysis of the latest manpower situation of the SSI and proposes recommendations on manpower development to the different stakeholders of the industry, including the Government, employers, employees and training providers by making reference to the business outlook.

Objectives

1.4   The objectives of this manpower survey are:

(a) To collect up-to-date manpower information by principal jobs, by job level and by branch in the SSI;

(b) To assess the manpower structure in the SSI;

(c) To forecast training requirements of the SSI in the near future; and

(d) To recommend to VTC and relevant stakeholders the development of training strategies to meet the industry needs.

Survey Coverage

1.5   The survey covered the following branches in the industry:

Branch	Type of security company licence	Branch of security services work
1	I	Security Guarding Services
2	III	Security Systems Installation/Maintenance/Repair/ Design/Others
3	I and II, and II only	Security Guarding Services and Armoured Transportation Services, and Armoured Transportation Services only
4	I and III	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/Design/Others
5	I, II and III	Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others
6	-	Owners Corporations
7	-	Sizable Companies with In-house Security Services*

* *Sizable Companies with In-house Security Services refer to prominent companies that were not licensed security companies but also employed security personnel.*

Methodology

Sample Design

1.6   The survey covered around 12,500 establishments in different branches of the industry. By adopting the stratified random sampling method for selecting around 1,300 security companies from the Security and Guarding Services Industry Authority (SGSIA) and around 11,200 owners corporations from the Land Registry, and the inclusion of supplementary samples for sizeable companies with in-house security services as recommended by the Training Board. A total of 541 establishments, comprising 452 security companies, 78 owners corporations and 11 supplementary samples, were selected for the survey.

Questionnaire Design

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

> (a) managerial/professional level;
>
> (b) supervisory level; and
>
> (c) security guard/technician level.

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

Data Collection

1.9   Data collection was carried out between May and August 2022. A pack of survey documents was given to each sampled establishment. The respondents of the establishments were asked to provide manpower information of their establishments at the time of the survey with the reference date on 1 May 2022. During the fieldwork period, enumerators assisted the respondents to complete the questionnaire through phone calls or on-site visits.

1.10   Various measures were taken to assure the quality of the data collection process. These included prior fieldwork preparation, thorough training of fieldwork staff, monitoring of the fieldwork execution, measures to increase the response rate, checking of the completed questionnaires, double data entry and validation and verification of the collected data.

Data Analysis

1.11   Among the 348 valid sampled establishments, 313 were successfully enumerated which contributed to an effective response rate of **89.9%**. Taking into account (a) the satisfactory response rate of individual branches, (b) the satisfactory response rate from a majority of prominent and sizeable establishments, and (c) the grossing-up of sample results based on the statistically grounded method, it could be concluded that the survey findings presented in this report contributed to a significant level of representativeness of the SSI. The response rate achieved for individual branches was also adequate to produce a meaningful breakdown by branch.

Manpower Projection Methodology

1.12　　　The Training Board adopts the input-output model of the Labour Market Analysis (LMA) approach for projecting manpower demand. By deriving the relationship between the production of buildings and the number of employees required, the Training Board made the decision on the manpower projection of all job levels for the period from 2023 to 2026. The details of the projection methodology are provided in **Appendix 16**.

SECTION II

SUMMARY OF SURVEY FINDINGS

2.1   It is worth noting that the survey covered full-time security services related employees only, both part-time and temporary employees including security guards engaged in the Security Services Industry (SSI) were excluded from the survey.

2.2   The following information was collected from the survey:

> (a)   number of employees;
> (b)   number of existing vacancies;
> (c)   employers' views on the demand for security services in the next 12 months;
> (d)   training and staff development budget in the next 12 months;
> (d)   number of employee turnover;
> (e)   employers' preferred education of employees;
> (f)   employers' preferred years of experience of employees; and
> (g)   income distribution of employees.

2.3   Employers were further requested to provide information on recruitment difficulties, preferred vocational qualifications, and types of training provided to employees in the past 12 months and the next 12 months. The findings are summarised in the ensuing paragraphs.

Number of Employees

2.4   During the survey period, there were 129,921 employees engaged in the SSI. Among them, 122,894 were employed by security companies, 6,360 by owners corporations and 667 by sizable companies with in-house security services. A comparison of the number of employees in 2018 and 2022 is given in **Table 16**. The distribution by job level is shown in **Figure 6**.

Table 16: Comparison of the number of employees in 2018 and 2022

Branch#	Employees		Growth/ Decrease (%)*
	2018	2022	
Type I	89,164	93,178	**4,014 (4.5)**
Type III	3,541	4,542	**1,001 (28.3)**
Type I and II, and Type II only	2,345	2,063	**-282 (-12.0)**
Type I and III	17,940	19,029	**1,089 (6.1)**
Type I, II and III	2,264	4,082	**1,818 (80.3)**
Owners Corporations	6,029	6,360	**331 (5.5)**
Sizable companies with in-house security services	705	667	**-38 (-5.4)**
Total	**121,988**	**129,921**	**7,933 (6.5)****

\# *Type I- Security Guarding Services*
  Type II - Armoured Transportation Services
  Type III - Security Systems Installation/Maintenance/ Repair/Design/Others
* *As percentage increase/decrease in the total number of employees in the same branch*
** *As percentage increase/decrease in the total employees in the industry*

Figure 6: Distribution of employees by job level
Total: 129,921

Security Guard/ Technician Level
111,330 (85.7%)

Managerial/ Professional Level
5,078* (3.9%)**

Supervisory Level
13,513 (10.4%)
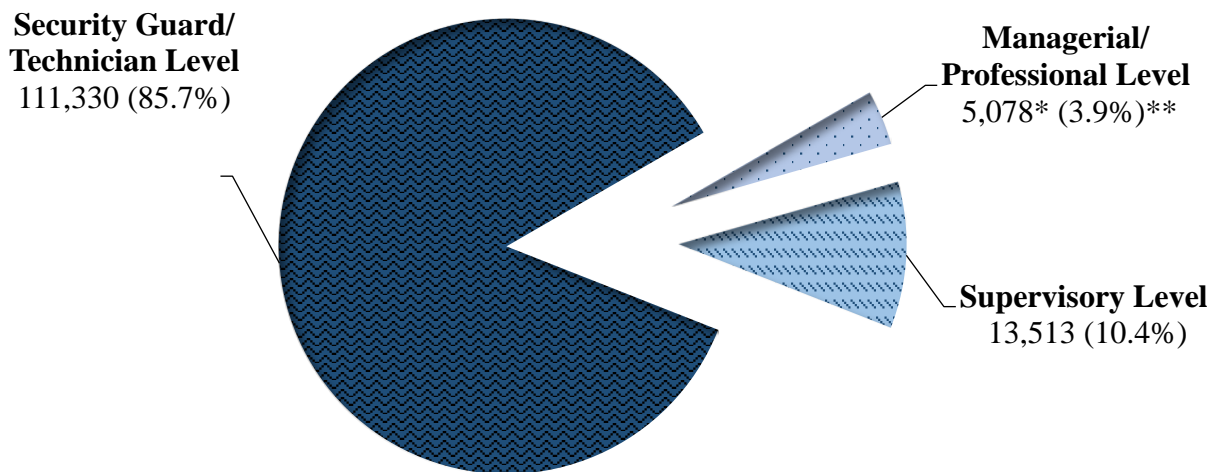
* *Number of employees*
** *As percentage of the number of employees in the industry*

2.5 The distribution of the number of employees by branch and by principal job is shown in **Table 17**.

Table 17: Number of employees by branch and by principal job level

Job level	Employees of security companies (%)*	Employees of owners corporations (%)*	Employees of sizable companies with in-house security services (%)*	Total (%)*
MANAGERIAL/PROFESSIONAL LEVEL				
Senior Management Staff	1,352 (26.6)	4 (0.1)	4 (0.1)	**1,360 (26.8)**
Security Manager/Operations Manager/Security Centre Controller	2,328 (45.8)	145 (2.9)	22 (0.4)	**2,495 (49.1)**
Security Consultant	69 (1.4)	-	3 (0.1)	**72 (1.4)**
Security System Project Manager	298 (5.9)	-	4 (0.1)	**302 (5.9)**
Security System Design/Installation/ Maintenance Engineer	778 (15.3)	-	3 (0.1)	**781 (15.4)**
Security Training Manager	66 (1.3)	-	-	**66 (1.3)**
Other Security Services Related Manager	2 (#)	-	-	**2 (#)**
Sub-total:	**4,893 (96.4)**	**149 (2.9)**	**36 (0.7)**	**5,078 (100)**
SUPERVISORY LEVEL				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	11,981 (88.7)	862 (6.4)	136 (1.0)	**12,979 (96.0)**
Technical Support Staff	391 (2.9)	-	5 (#)	**396 (2.9)**
Security Training Officer	102 (0.8)	-	-	**102 (0.8)**
VIP Protection Officer / Private Body Guard	34 (0.3)	-	-	**34 (0.3)**
Other Security Services Related Supervising Personnel	2 (#)	-	-	**2 (#)**
Sub-total:	**12,510 (92.6)**	**862 (6.4)**	**141 (1.0)**	**13,513 (100)**

Job level	Employees of security companies	Employees of owners corporations	Employees of sizable companies with in-house security services	Total
	(%)*	(%)*	(%)*	(%)*
SECURITY GUARD/TECHNICIAN LEVEL				
Security Guard (on 3-shift system)	46,650 (41.9)	1,579 (1.4)	341 (0.3)	**48,570 (43.6)**
Security Guard (on 2-shift system)	53,989 (48.5)	3768 (3.4)	115 (0.1)	**57,872 (52.0)**
Armed Guard	600 (0.5)	-	-	**600 (0.5)**
Security System Design Technician	318 (0.3)	-	-	**318 (0.3)**
Security Device Installation, Maintenance and/or Repairing Technician	3,821 (3.4)	1 (#)	-	**3,822 (3.4)**
Other Security Services Related Personnel with valid Security Personnel Permit	113 (0.1)	1 (#)	34 (#)	**148 (0.1)**
Sub-total:	**105,491 (94.8)**	**5,349 (4.8)**	**490 (0.4)**	**111,330 (100)**
GRAND TOTAL:	**122,894 (94.6)****	**6,360 (4.9)****	**667 (0.5)****	**129,921 (100)****

* _As percentage of the total number of employees at the same job level_
** _As percentage of the total number of employees in the industry_
# _Less than 0.05%_

2.6 The distribution of employees by branch and by job level is shown in **Figures 7**, **8** and **9**. The details of distribution of employees by branch by principal job are shown in **Appendix 6**.

Figure 7: Distribution of employees of security companies by job level
Total: 122,894

Managerial/ Professional Level
4,893 (4.0%)

Security Guard/ Technician Level
105,491*
(85.8%)**

Supervisory Level
12,510 (10.2%)
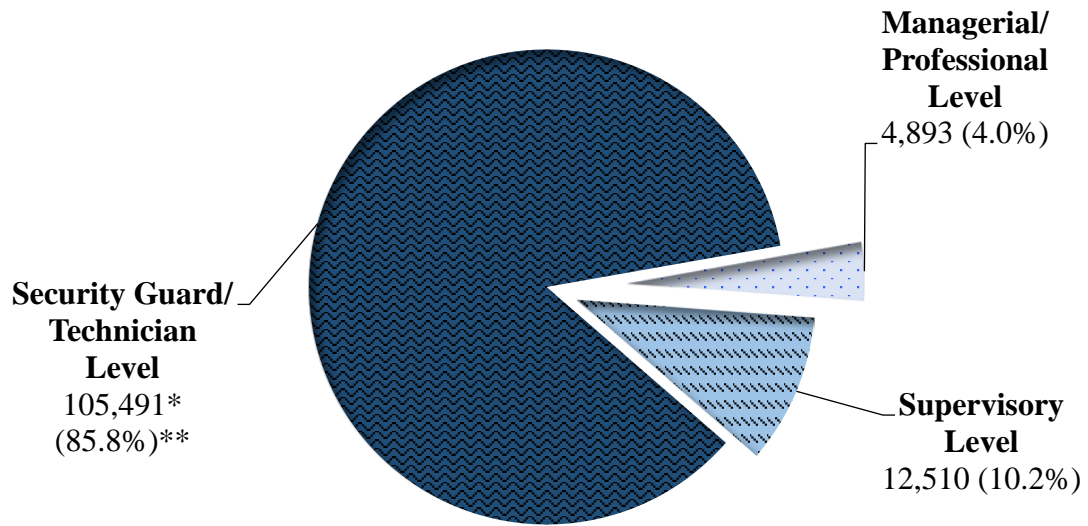
*   *Number of employees*
**   *As percentage of the number of employees in this branch*

Figure 8: Distribution of employees of owners corporations by job level
Total: 6,360

Managerial/ Professional Level
149 (2.3%)

Security Guard/ Technician Level
5,349*
(84.1%)**

Supervisory Level
862 (13.6%)
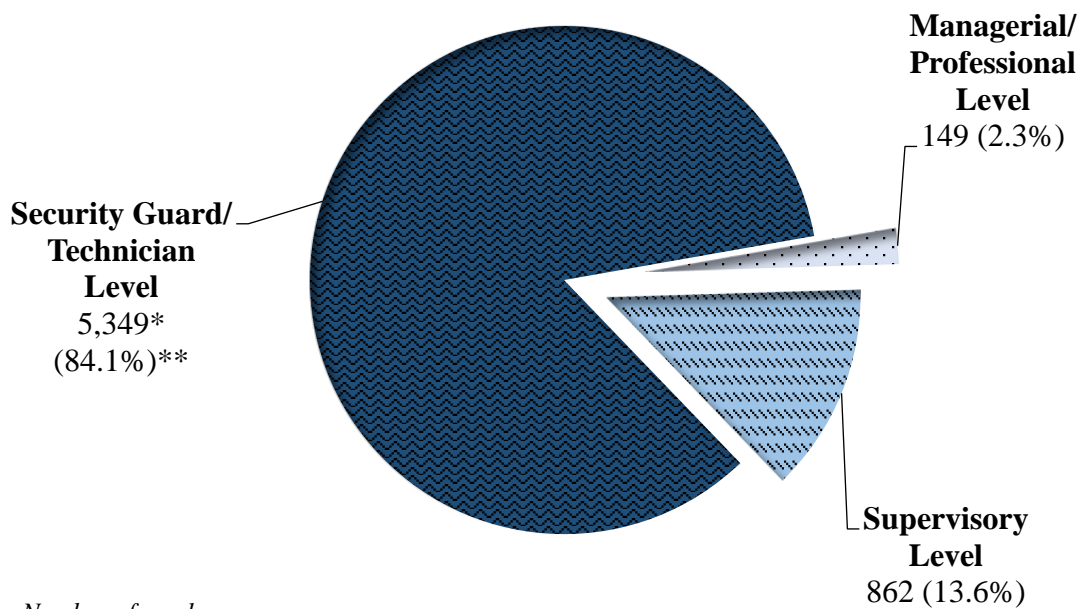
*   *Number of employees*
**   *As percentage of the number of employees in this branch*

Figure 9: Distribution of employees of sizeable companies with in-house security services by job level
Total: 667

Security Guard/
Technician Level
490* (73.5%)**

Managerial/
Professional Level
36 (5.4%)

Supervisory
Level
141 (21.1%)
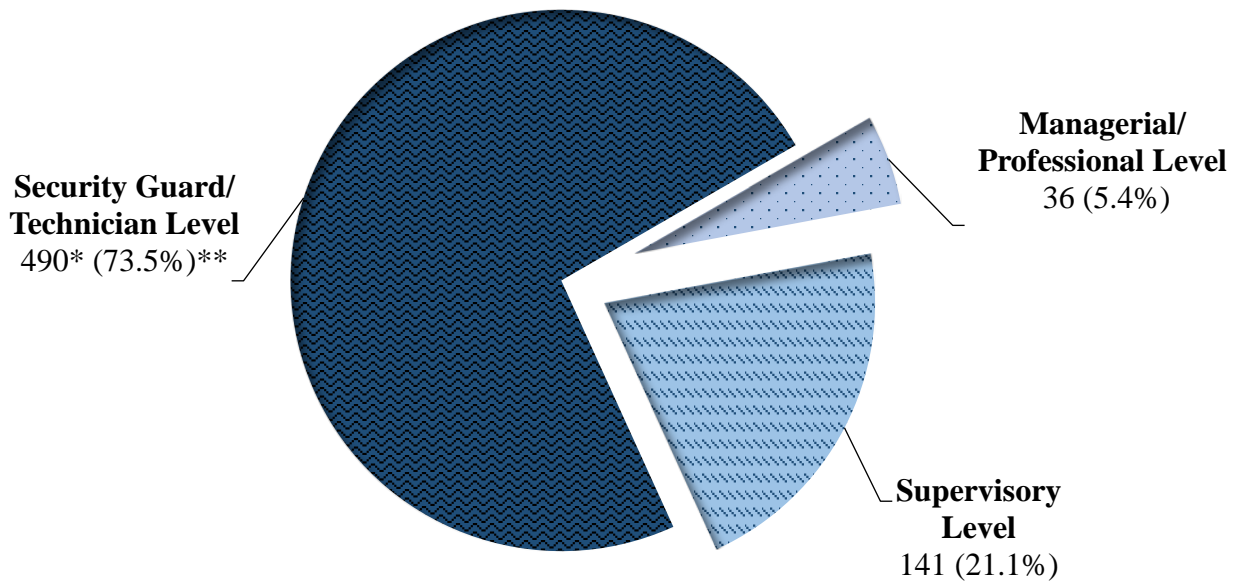
*   Number of employees
**   As percentage of the number of employees in this branch

2.7   The survey revealed that there was significant growth in the principal jobs of security manager/operations manager/security centre controller level, security/operations /security centre/technical supervisor and security guard (on 3-shift system). A comparison of the number of employees of security companies between 2018 and 2022 by principal job is shown in **Table 18**.

Table 18: Comparison of manpower of security companies
between 2018 and 2022 by job level and by principal job

Job level	Manpower in 2018	Manpower in 2022	Growth in manpower
MANAGERIAL/PROFESSIONAL LEVEL			
Senior Management Staff	576	1,352	**776**
Security Manager/Operations Manager/Security Centre Controller	1,057	2,328	**1,271**
Security Consultant	96	69	**-27**
Security System Project Manager	236	298	**62**
Security System Design/Installation/Maintenance Engineer	492	778	**286**
Security Training Manager	48	66	**18**
Other Security Services Related Manager	187	2	**-185**
Sub-total:	**2,692**	**4,893**	**2,201 (81.8)***

Job level	Manpower in 2018	Manpower in 2022	Growth in manpower
SUPERVISORY LEVEL			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9,648	11,981	**2,333**
Technical Support Staff	214	391	**177**
Security Training Officer	51	102	**51**
VIP Protection officer/Private Body Guard	33	34	**1**
Other Security Services Related Supervising Personnel	357	2	**-355**
Sub-total:	**10,303**	**12,510**	**2,207 (21.4)***
SECURITY GUARD/TECHNICIAN LEVEL			
Security Guard (on 3-Shift System)	41,820	46,650	**4,830**
Security Guard (on 2-Shift System)	55,255	53,989	**-1,266**
Armed Guard	803	600	**-203**
Security System Design Technician	182	318	**136**
Security Device Installation, Maintenance /or Repairing Technician	2,691	3,821	**1,130**
Other Security Services Related Personnel with valid Security Personnel Permit	1,508	113	**1,395**
Sub-total:	**102,259**	**105,491**	**3,232 (3.2)***
GRAND TOTAL	**115,254**	**122,894**	**7,640 (6.6)***

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

2.8 Compared with the number of employees in 2018, this survey recorded 6.6% and 5.5% growth in security companies and owners corporations, respectively. The comparison of manpower of security companies by job level between 2018 and 2022 is illustrated in **Figure 10** and **Table 19**.

Figure 10: Comparison of manpower of security companies between 2018 and 2022 by job level
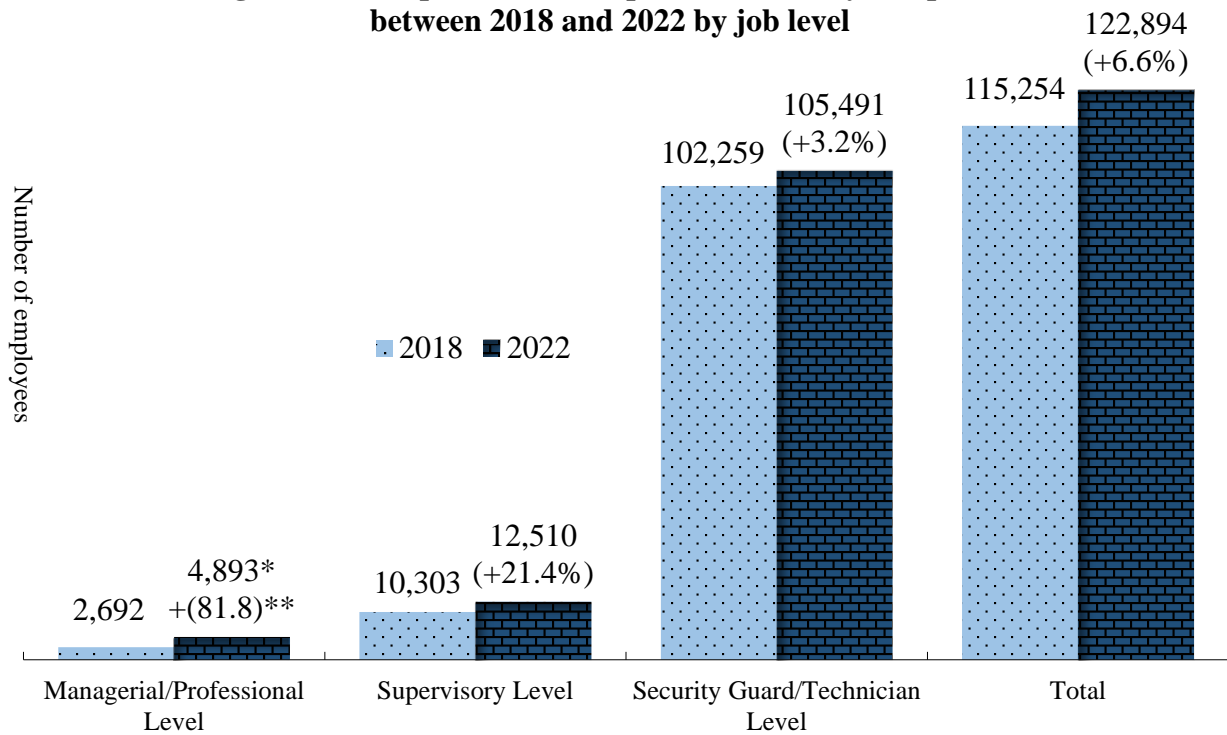
* Number of employees at the job level
** As percentage increase of the number of employees at the job level in 2022 as against 2018

Table 19: Manpower growth of security companies in 2022 by job level

Job level	No. of employees in May 2018	No. of employees in May 2022	Growth (%)*
Managerial/Professional	2,692	4,893	**2,201 (+81.8)**
Supervisory	10,303	12,510	**2,207 (+21.4)**
Security Guard/Technician	102,259	105,491	**3,232 (+3.2)**
Total	**115,254**	**122,894**	**7,640 (+6.6)****

* As percentage increase of the number of employees at the job level in 2022 as against 2018
** As percentage increase of the number of employees in the industry in 2022 as against 2018

2.9   The comparison of manpower of owners corporations by job level between 2018 and 2022 is illustrated in **Figure 11** and **Table 20**.

Figure 11: Comparison of manpower of owners corporations between 2018 and 2022 by job level
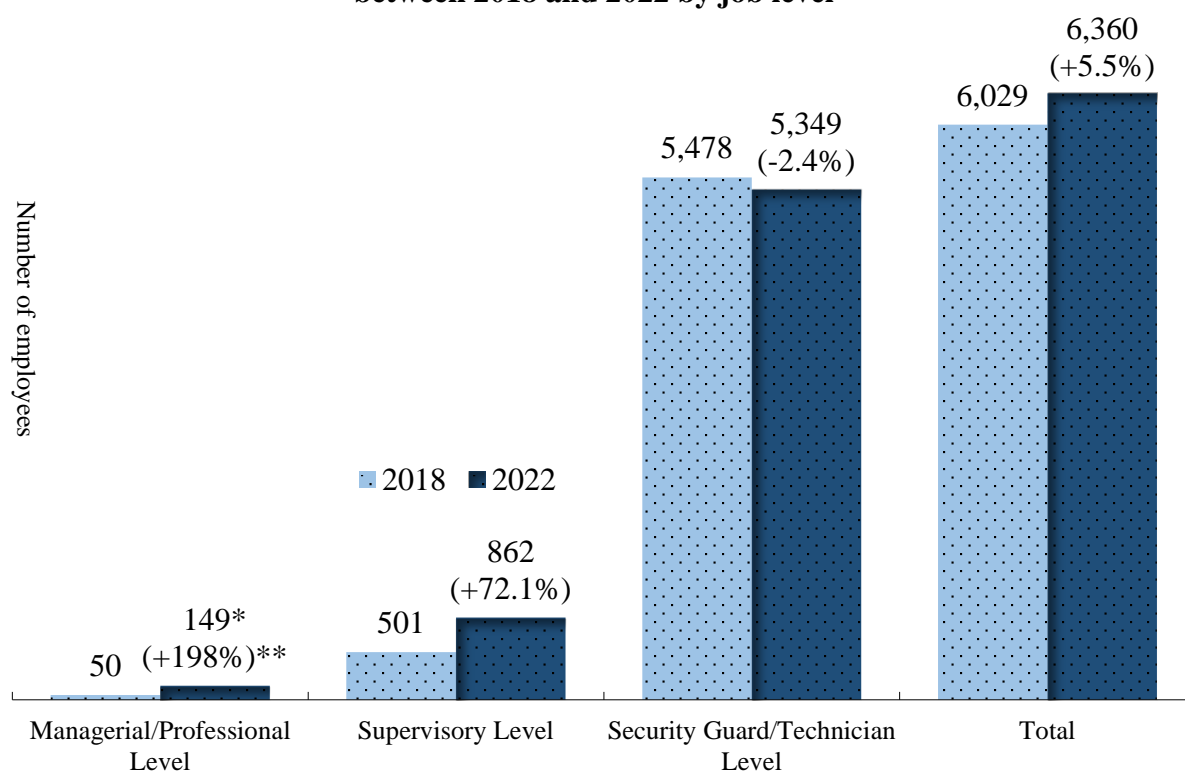
* *Number of employees at the job level*
** *As percentage increase of the number of employees at the job level in 2018 as against 2022*

Table 20: Manpower growth of owners corporations in 2018 by job level

Job level	No. of employees in May 2018	No. of employees in May 2022	Growth (%)*
Managerial/Professional	50	149	**99 (+198.0)**
Supervisory	501	862	**361 (+72.1)**
Security Guard/Technician	5,478	5,349	**-129 (-2.4)**
Total	**6,029**	**6,360**	**331 (+5.5)** **

* *As percentage increase of the number of employees at the job level in 2022 as against 2018*
** *As percentage increase of the number of employees in the industry in 2022 as against 2018*

Number of Vacancies

2.10   At the time of the survey, employers reported 7,902 vacancies, or 5.7% of the existing 137,823 posts (posts = 7,902 vacancies + 129,921 employees). By job level, the security guard/technician level recorded the highest number of vacancies of 6,883. The distribution of vacancies by job level is shown in **Figure 12** and by principal job is shown in **Table 21**.

Figure 12: Posts and vacancies by job level

- No. of Posts
- No. of Vacancies

Number of posts

Managerial/Professional Level	Supervisory Level	Security Guard/Technician Level	Total
5,078	13,513	111,330	129,921
163 (3.1%*)	856 (6.0%)	6,883 (5.8%)	7,902 (5.7%)
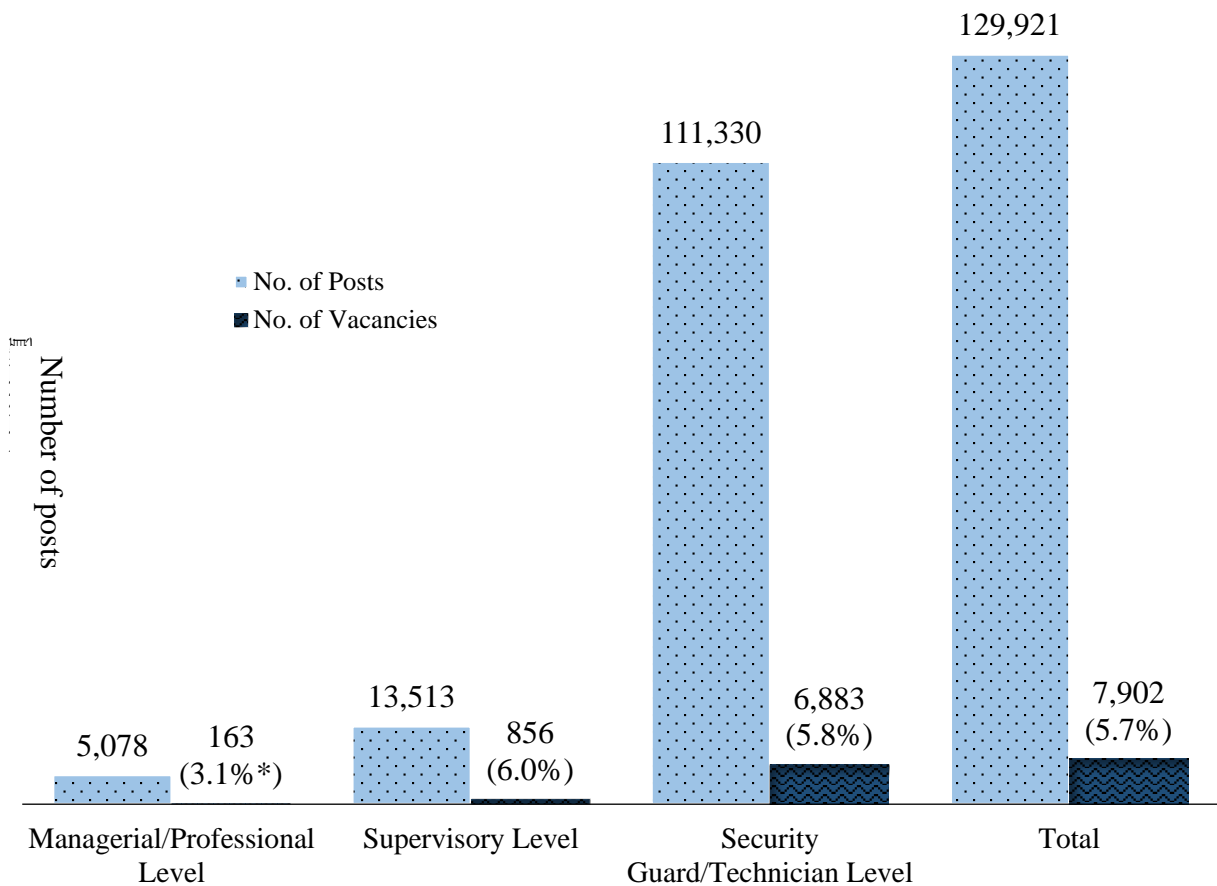
* As percentage of the number of posts by job level

Table 21: Number of existing vacancies by principal job

Job level	Number of employees (a)	Number of vacancies (b)	Number of posts (a)+(b)	(%)* (b)/(a)+(b)
MANAGERIAL/PROFESSIONAL LEVEL				
Senior Management Staff	1,360	19	1,379	(1.4)
Security Manager/Operations Manager/Security Centre Controller	2,495	52	2,547	(2.0)
Security Consultant	72	4	76	(5.3)
Security System Project Manager	302	9	311	(2.9)
Security System Design/Installation/ Maintenance Engineer	781	72	853	(8.4)
Security Training Manager	66	7	73	(9.6)
Other Security Services Related Manager	2	-	2	-
Sub-total:	**5,078**	**163**	**5,241**	**(3.1)**

Job level	Number of employees (a)	Number of vacancies (b)	Number of posts (a)+(b)	(%)* (b)/(a)+(b)
SUPERVISORY LEVEL				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	12,979	805	13,784	(5.8)
Technical Support Staff	396	47	443	(10.6)
Security Training Officer	102	4	106	(3.8)
VIP Protection Officer/Private Body Guard	34	-	34	-
Other Security Services Related Supervising Personnel	2	-	2	-
Sub-total:	**13,513**	**856**	**14,369**	**(6.0)**
SECURITY GUARD/TECHNICIAN LEVEL				
Security Guard (on 3-shift system)	48,570	2,870	51,440	(5.6)
Security Guard (on 2-shift system)	57,872	3,699	61,571	(6.0)
Armed Guard	600	21	621	(3.4)
Security System Design Technician	318	18	336	(5.4)
Security Device Installation, Maintenance and /or Repairing Technician	3,822	256	4,078	(6.3)
Other Security Services Personnel	148	19	167	(11.4)
Sub-total:	**111,330**	**6,883**	**118,213**	**(5.8)**
GRAND TOTAL:	**129,921**	**7,902**	**137,823**	**(5.7)****

*   *As percentage of vacancies at the same job level*
**   *As percentage of vacancies in the industry*

2.11   As compared to the vacancies in 2018, there was a significant growth in vacancies in 2022 (42.2%). The industry had been encountering recruitment difficulties and manpower shortage challenges. A comparison of the number of vacancies between 2018 and 2022 is shown in **Figure 13**.

Figure 13: Comparison of vacancies between 2018 and 2022
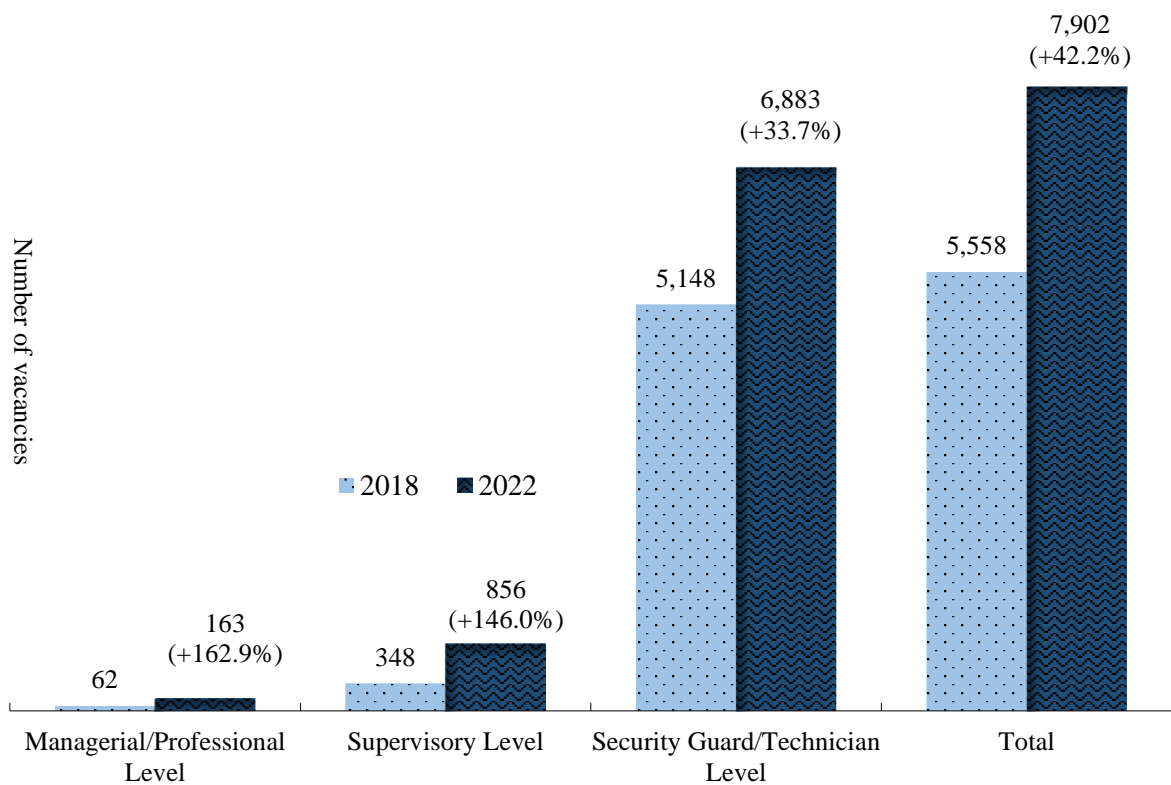
*   *Number of vacancies by job level*
**   *As percentage increase of the number of vacancies at the job level in 2022 as against 2018*

Employers' Expected Change in the Demand for Security Services in the Next 12 Months

2.12   During the survey, all establishments were asked about their expected change in the demand for security services in the next 12 months after enumeration. More than nine-tenths of them (92.3%) expected that it would be stable in the next 12 months, while only 5.0% and 0.6% establishments expected that the demand would be increased and decreased, respectively. Employers' expected change in the demand for security services in the next 12 months is presented in **Figure 14**.

Figure 14: Employers' expected change in the demand for security services in the next 12 months

Number of compaines: 3,317

Decrease
(0.6%)

Uncertain
(2.1%)

Increase
(5.0%)
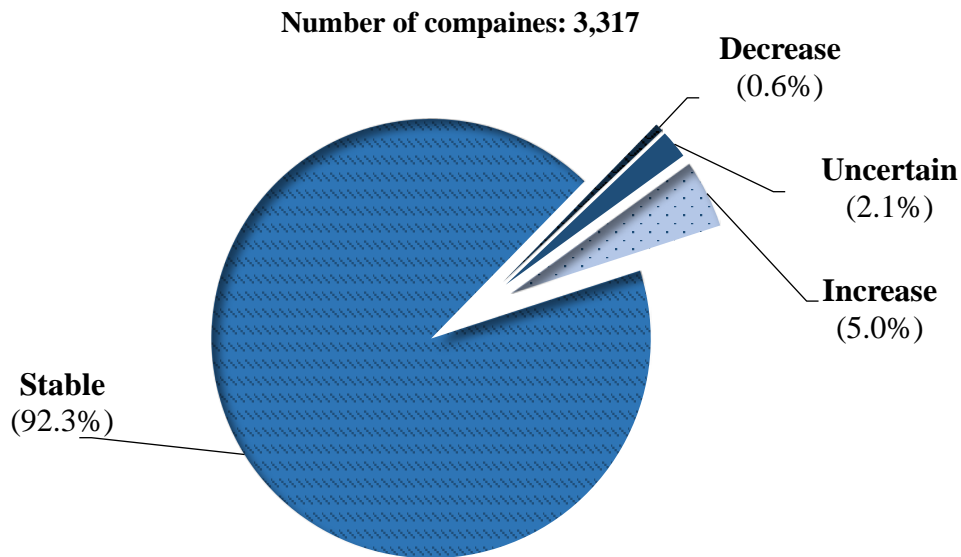
Stable
(92.3%)

Turnover in the Past 12 Months

2.13   **Table 22** shows that the staff turnover rate in the past 12 months for security companies was 30.7%, while **Table 23** shows that the highest wastage was found at the security guard/technician level. Such findings were mainly based on data given by human resources personnel of the sampled companies and the assumption that the leavers might be recruited by another security services company.   In this connection, the actual wastage rate is the difference between the number of leavers and the number of recruits with security services-related experience. By job level, the security guard/technician level faced the highest wastage, with 38,356 employees leaving and 22,753 employees who had security services-related experience joining the industry, representing a 13.2% wastage at that level.

Table 22: Turnover for the SSI by sector by job level for the past 12 months

Job level	No. of posts	No. of new recruits	No. of leavers	Turnover[#] (%)
Managerial/Professional	5,241	262	255	**4.9[*]**
Supervisory	14,369	3,126	3,708	**25.8[*]**
Security Guard/Technician	118,213	37,000	38,356	**32.4[*]**
Total:	**137,823**	**40,388**	**42,319**	**30.7[**]**

Turnover rate = no. of staff left in past 12 months / no. of post at that particular job level
*   *As percentage of the number of posts at the same job level*
**   *As percentage of the number of posts in the industry*

Table 23: Wastage for the SSI by sector by job level for the past 12 months

Job level	No. of posts	No. of leavers	No. of recruits with security services-related experience	Wastage[#] (%)
Managerial/Professional	5,241	255	194	**61 (1.2)[*]**
Supervisory	14,369	3,708	1,871	**1,837 (12.8)[*]**
Security Guard/Technician	118,213	38,356	22,753	**15,603 (13.2)[*]**
Total:	**137,823**	**42,319**	**24,818**	**17,501 (12.7)[**]**

Wastage rate = (no. of staff left in past 12 months - no. of recruits with security services related experience) / no. of post at that particular job level
*   *As percentage of the number of posts at the same job level*
**   *As percentage of the number of posts in the same sector/industry*

Recruitment Difficulties

2.14   Of the establishments which had engaged in recruitment exercise for the respective levels of employees during the 12 months before enumeration, the proportion of encountering recruitment difficulties was relatively higher for recruiting employees at the supervisory level (78.9%), followed by security guard/technician level (62.9%) and managerial/professional level (46.2%). "General Labour Shortage" was the difficulty commonly encountered by employers across all job levels, particularly for recruitment of supervisors (71.1%), followed by "Lack of Candidates with Relevant Experience and Training" (65.4%) and "Long Working Hours" (64.2%). For recruiting employees at the security guard/technician level, apart from "General Labour Shortage" (43.1%), "Long Working Hours" (45.9%) and perceived "Low Status"(42.1%) were also key recruitment difficulties. For recruiting employees at the managerial/professional level, apart from "General Labour Shortage" (23.1%), quite several

employers claimed that the major difficulties were "Lack of Candidates with Multiple Skills" (26.9%) and "Lack of Candidates with Relevant Experience and Training" (19.2%). The comparison of the reasons for recruitment difficulty at each job level is shown in **Table 24**. The reasons for recruitment difficulties in the past 12 months by branch and by job level are set out in **Appendix 8**.

Table 24: Comparison of the reasons for recruitment difficulty by job level

Reasons for recruitment difficulty #	Managerial/ Professional level		Supervisory level		Security Guard/ Technician level		Total	
	2018 %*	2022 %*	2018 %*	2022 %*	2018 %*	2022 %*	2018 %**	2022 %**
General Labour Shortage	47.1	23.1	21.7	71.1	64.4	43.1	**63.7**	**42.6**
Long Working Hours	10.6	5.8	9.0	64.2	51.0	45.9	**50.2**	**45.4**
Shift-work is required in the industry	32.9	4.8	15.6	62.6	17.9	35.8	**17.7**	**35.9**
Unsatisfactory working environment	30.6	4.8	13.5	3.0	24.8	10.8	**24.4**	**11.0**
Dangerous work involved in the industry	3.5	1.0	2.0	0.4	2.0	1.4	**2.1**	**1.4**
Low status	5.9	6.7	3.7	62.6	9.2	42.1	**9.3**	**41.7**
Lack of candidates with relevant experience and training	30.6	19.2	13.1	65.4	10.9	26.4	**14.3**	**28.1**
Lack of candidates with multiple skills	N.A.	26.9	N.A.	61.3	N.A.	23.4	**N.A.**	**24.5**
Other difficulties	2.4	-	0.4	-	1.7	-	**2.0**	**-**
No. of companies with recruitment of employees at respective job level	**85**	**104**	**244**	**494**	**808**	**1,490**	**818**	**1,512**

Respondents may choose more than one reason
*   *Percentages of difficulties in recruitment are calculated based on companies having recruitment of the employees at respective job level*
**   *Percentages of difficulties in recruitment are calculated based on total companies having recruitment of the employees*

Employers' Preferred Educational Level of Employees

2.15 The survey shows that 70.9% of employers opined that employees at the managerial/professional level were preferred to have a university degree or above level of education. Meanwhile, 65.7% of employers preferred their employees at the supervisory level to possess a Diploma/Certificate level of education, whereas 51.1% of employers preferred employees at the security guard/technician level to have a lower secondary level of education. Comparisons of the preferred education level of employees between 2018 and 2022 by level are shown in **Figures 15 to 17 and Table 25.** Details of the employers' preferred education level of employees by branch and by job level are shown in **Appendix 13**.

Figure 15 (i): Employers' preferred education level of employees at the managerial/professional level in 2018

Total: 2,788 employees

Diploma/Certificate 14.5%
Sub-Degree 10.6%
Upper Secondary 17.6%
Lower Secondary 4.3%
University Degree or Above 53.0%
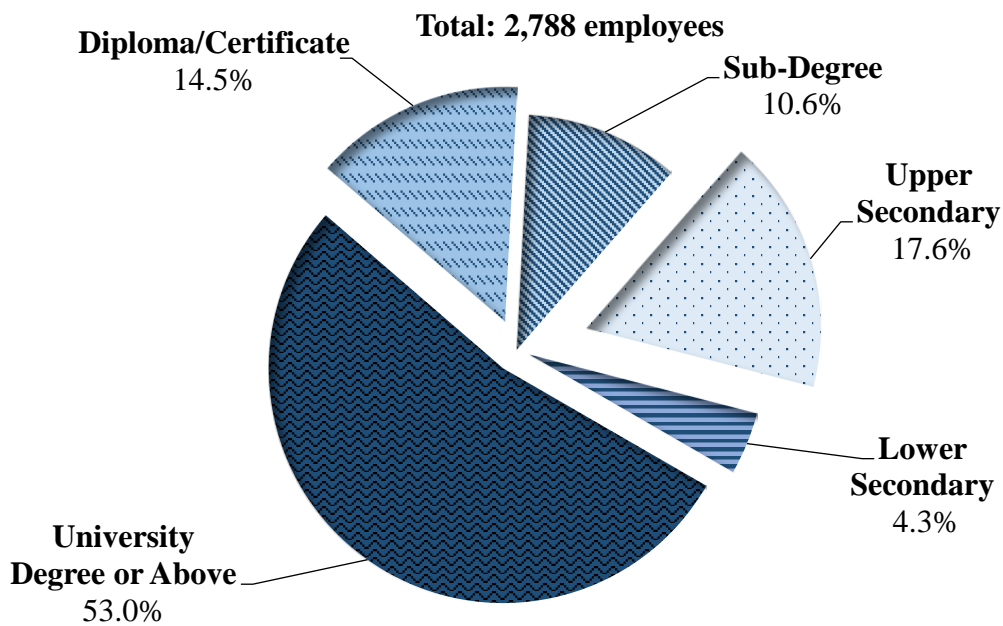
Figure 15 (ii): Employers' preferred education level of employees at the managerial/professional level in 2022

Total: 5,078 employees

Diploma/Certificate 12.0%
Sub-Degree 14.0%
Upper Secondary 3.1%
University Degree or Above 70.9%
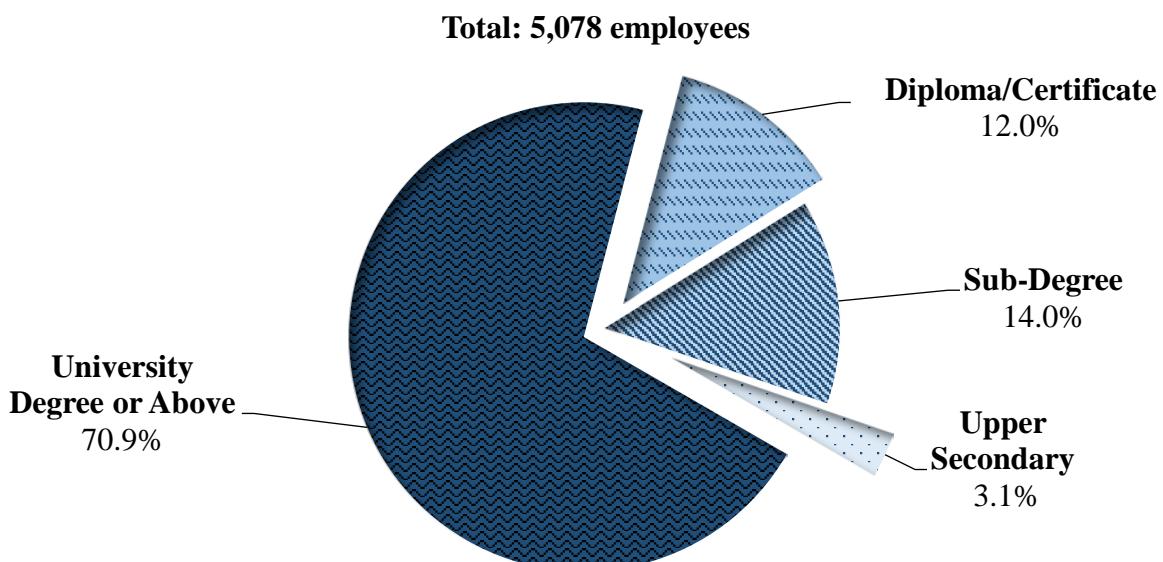
Figure 16 (i): Employers' preferred education level of employees at the supervisory level in 2018

Total: 10,980 employees

University Degree or above
2.4%

Sub-Degree
0.8%

Upper
Secondary 54.5%

Diploma/Certificate
36.5%

Lower
Secondary
5.8%
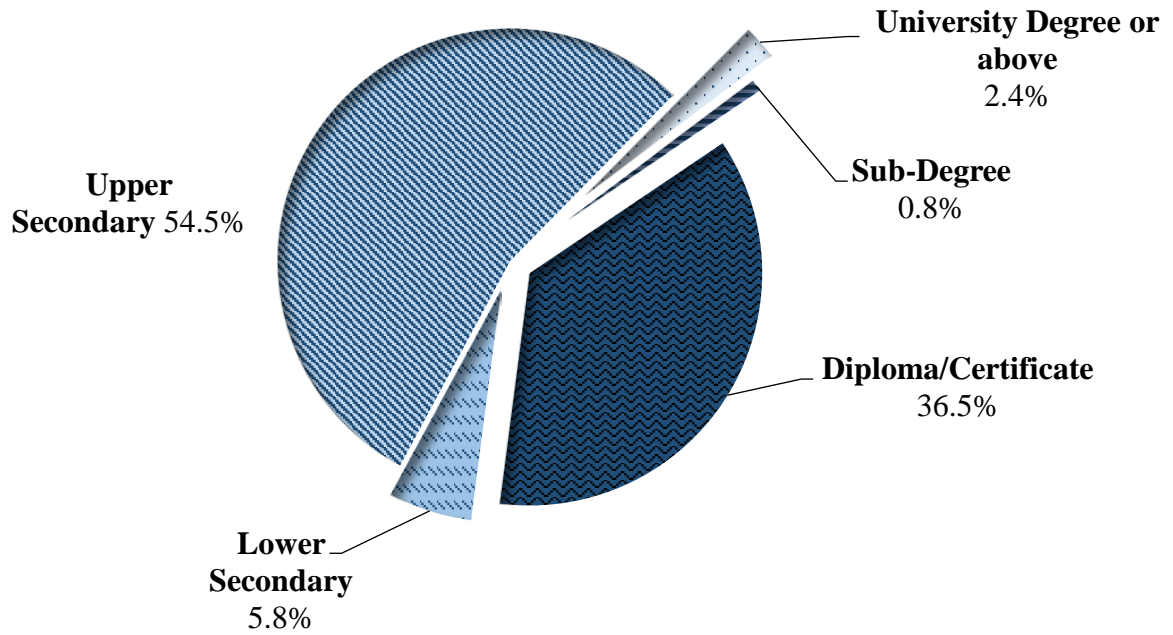
Figure 16 (ii): Employers' preferred education level of employees at the supervisory level in 2022

Total: 13,513 employees

University
Degree or above
0.6%

Sub-Degree
1.5%

Upper
Secondary 29.7%

Lower
Secondary
2.5%

Diploma/Certificate 65.7%
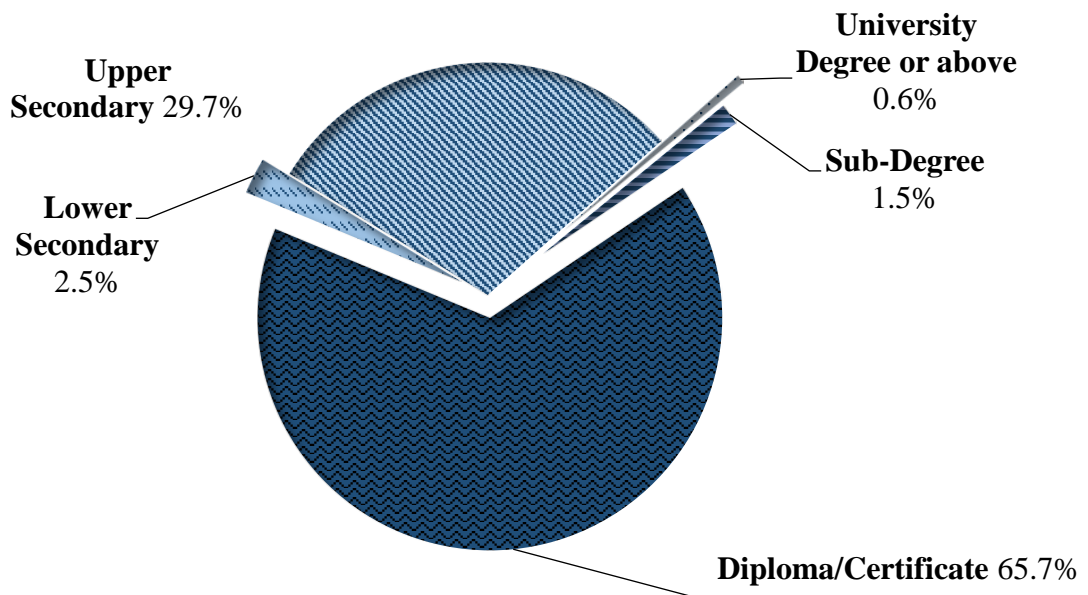
Figure 17(i): Employers' preferred education level of employees at the security guard/technician level in 2018

Total: 108,220 employees

Lower Secondary 79.5%

Upper Secondary 19.4%

Diploma/Certificate 1.0%

Sub-Degree 0.1%
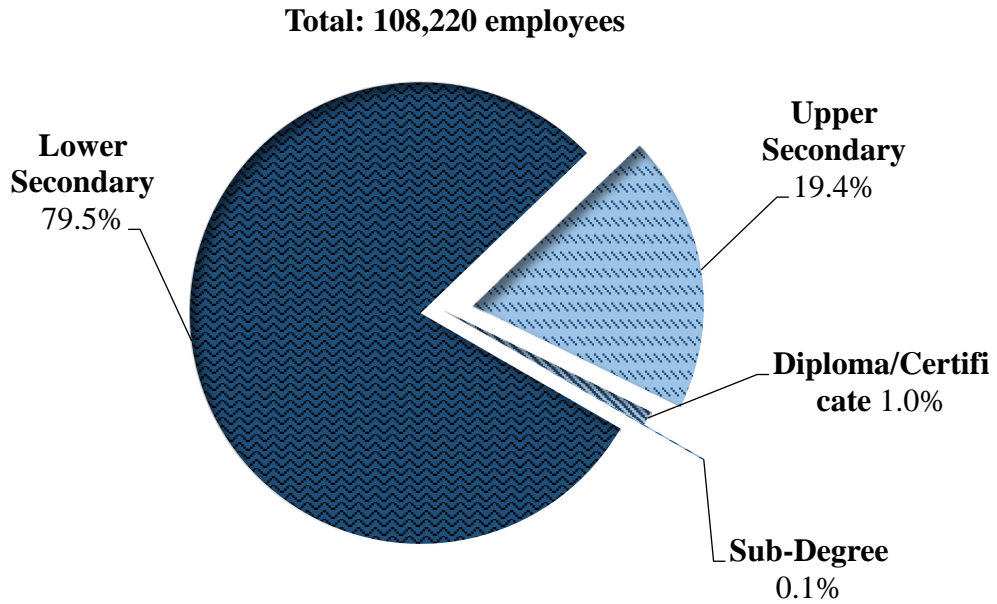
Figure 17(ii): Employers' preferred education level of employees at the security guard/technician level in 2022

Total: 111,330 employees

Upper Secondary 47.4%

Diploma/Certificate 1.5%

Lower Secondary 51.1%
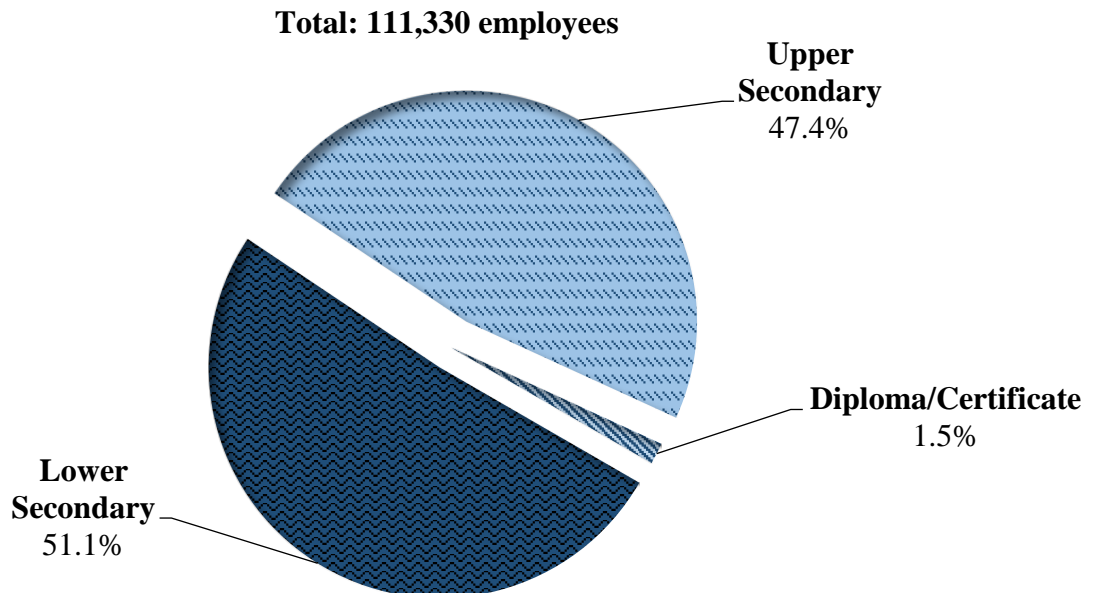
**Table 25: Comparisons of the preferred education level of employees
between 2018 and 2022 by job level**

Education Level	Managerial/ Professional Level		Supervisory Level		Security Guard/ Technician Level	
	2018 %	2022 %	2018 %	2022 %	2018 %	2022 %
First Degree or Above	53.0	70.9	2.4	0.6	#	-
Sub-degree	10.6	14.0	0.8	1.5	0.1	-
Diploma/Certificate	14.5	12.0	36.5	65.7	1.0	1.5
Secondary 4 to 7	17.6	3.1	54.5	29.7	19.4	47.4
Secondary 3 or below	4.3	-	5.8	2.5	79.4	51.1
No. of employees with such level of staff	**2,788**	**5,078**	**10,980**	**13,513**	**108,220**	**111,330**

 # Less than 0.05%

Employers' Preferred Period of Experience of Employees

2.16   Around 73.3% of employers preferred employees at the managerial/professional level to have over 5 years and less than 10 years of experience. 77.5% of employers preferred supervisors to have over 2 years and less than 5 years of experience, while 65.6% of employers preferred security guards/technicians to have less than one year of experience. Comparisons of the employers' preferred period of experience of employees between 2018 and 2022 by job level are shown in **Figures 18 to 20 and Table 26**. Details of the employers' preferred period of experience of employees by branch and by job level are shown in **Appendix 14**.

Figure 18(i): Employers' preferred period of experience of employees at the managerial/professional level in 2018

Total: 2,788 employees

Over 10 Years
31.3%

Over 2 years to 5 years
21.0%

1 to 2 Years
5.6%

Over 5 years to 10 years
42.1%
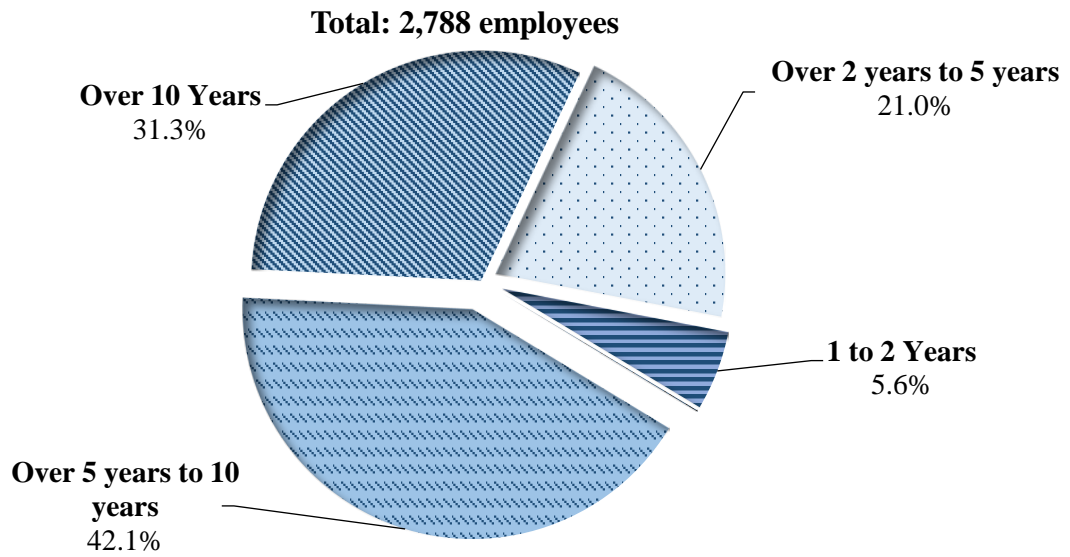
Figure 18 (ii): Employers' preferred period of experience of employees at the managerial/professional level in 2022

Total: 5,078 employees

Over 10 Years
24.8%

Over 2 years to 5 years
1.1%

1 to 2 Years
0.8%

Over 5 years to 10 years
73.3%
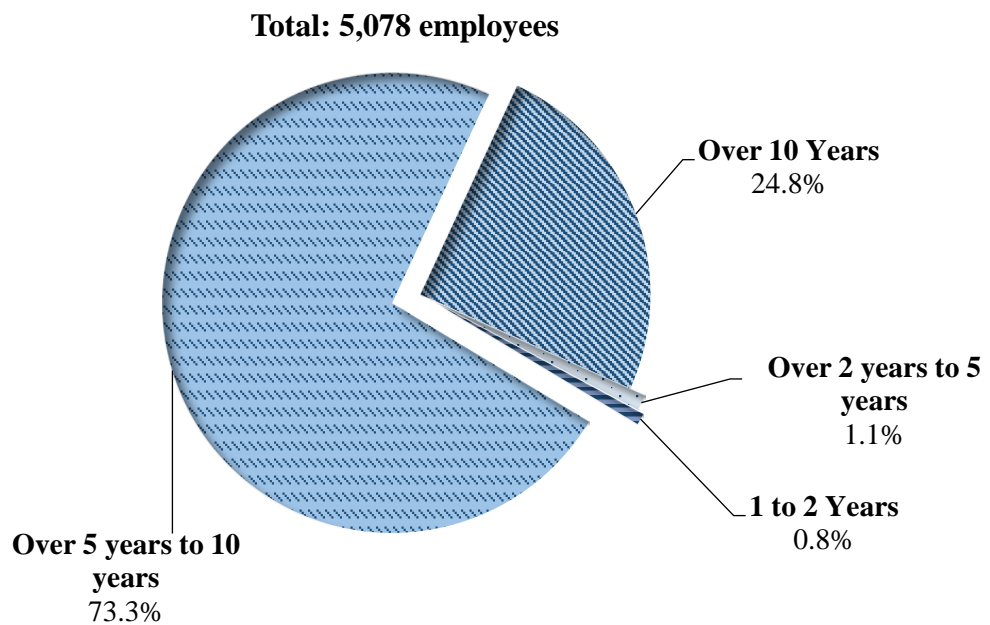
Figure 19 (i): Employers' preferred period of experience of employees at the supervisory level in 2018

Total: 10,980 employees

Less than 1 year
2.5%

Over 5 years to 10 years
12.0%

1 to 2 Years
29.6%

Over 2 years to 5 years
55.6%

Over 10 years
0.2%
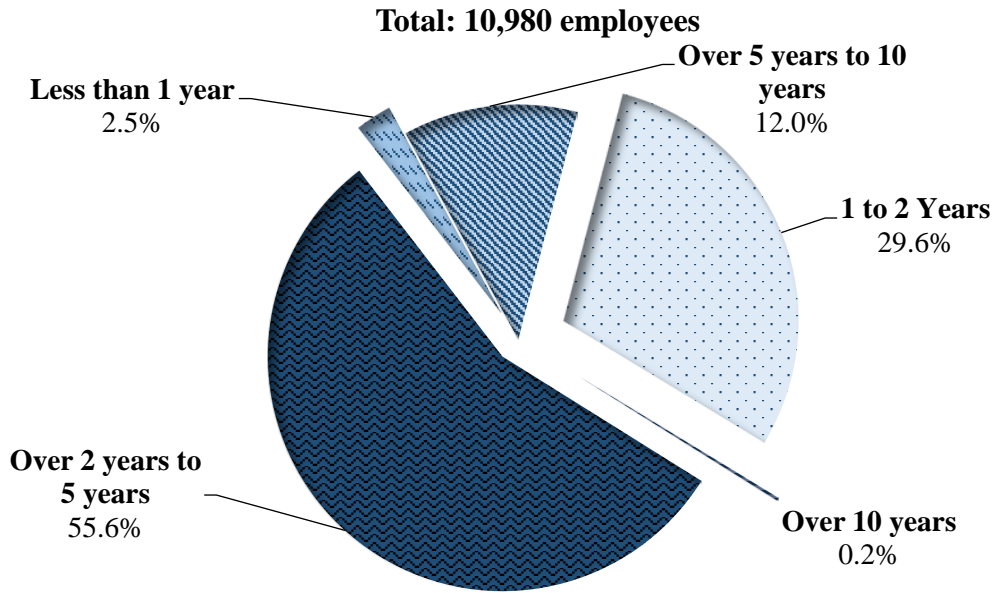
Figure 19 (ii): Employers' preferred period of experience of employees at the supervisory level in 2022

Total: 13,513 employees

Over 5 years to 10 years
5.1%

Over 2 years to 5 years
77.6%

1 to 2 Years
17.3%

Over 10 years
0.1%
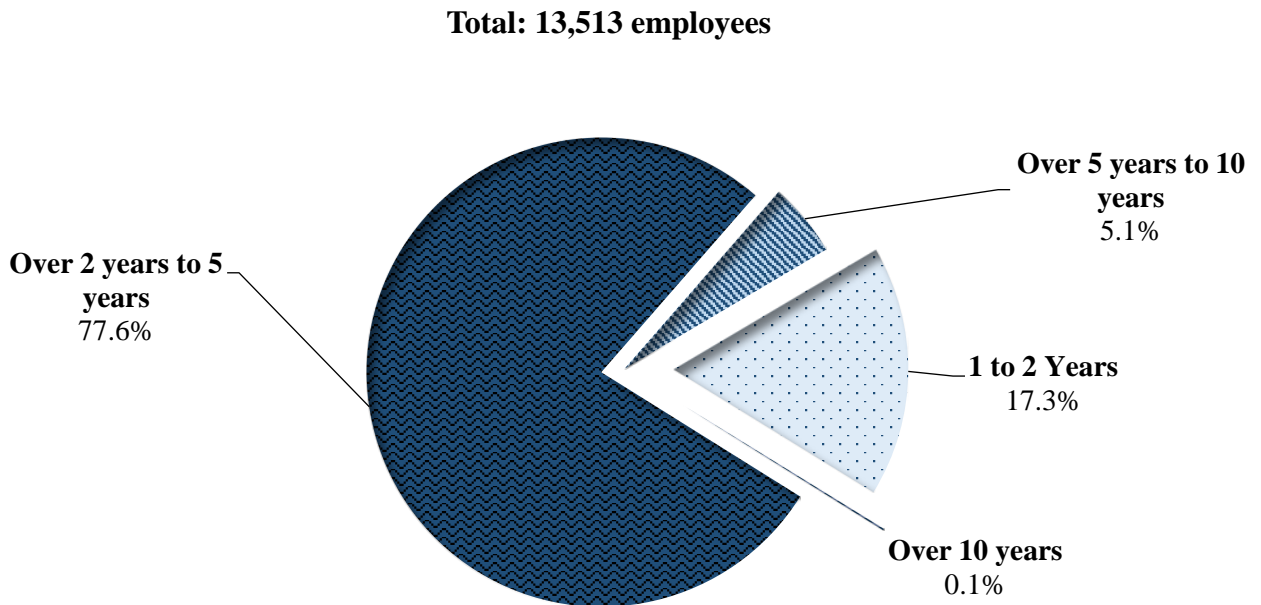
Figure 20(i): Employers' preferred period of experience of employees at the security guard/technician level in 2018

Total: 108,220 employees

Less than 1 Year
59.3%

Over 10 Years
0.1%

Over 2 Years to
5 Years
4.0%

Over 5 Years
to 10 Years
0.3%

1 to 2 Years
36.3%
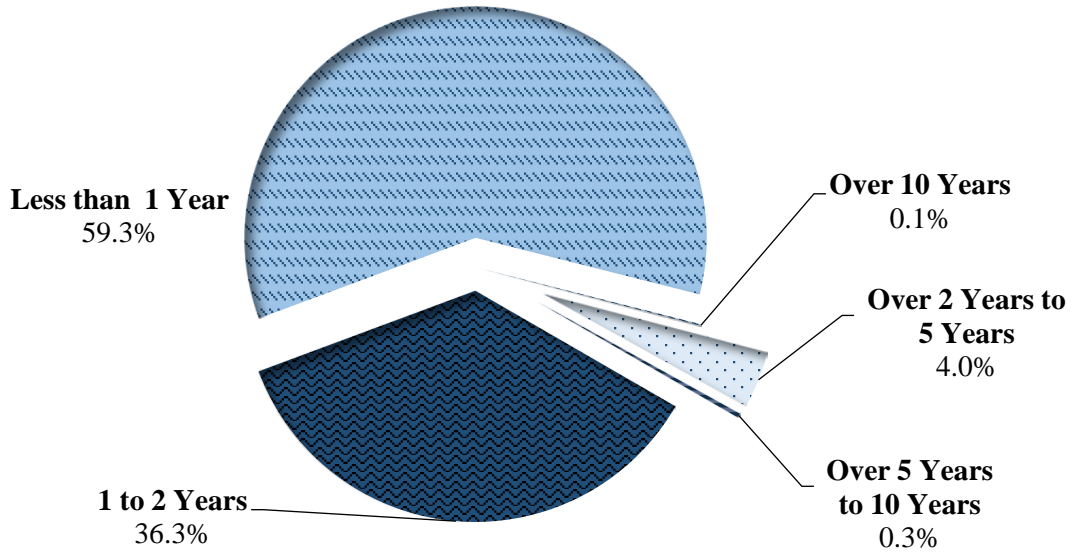
Figure 20 (ii): Employers' preferred period of experience of employees at the security guard/technician level in 2022

Total: 111,330 employees

Less than 1 Year
65.6%

Over 10 Years
0.3%

Over 2 Years to
5 Years
3.7%

Over 5 Years to
10 Years
0.1%

1 to 2 Years
30.3%
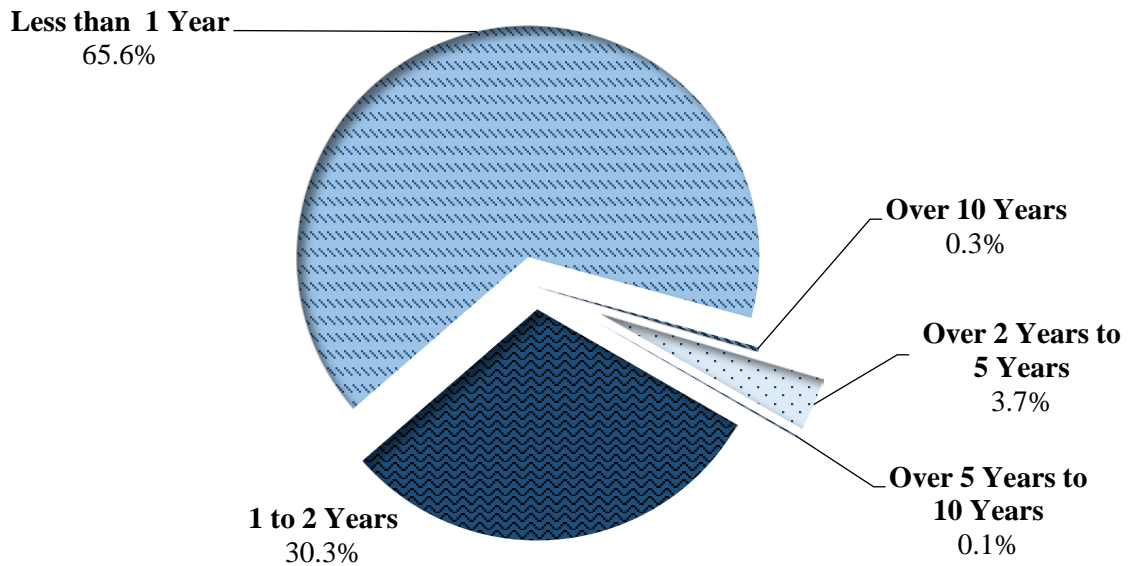
Table 26: Employers' preferred period of experience of employees between 2018 and 2022 by job level

Period of Experience	Managerial/ Professional Level		Supervisory Level		Security Guard/ Technician Level	
	2018 %	**2022 %**	**2018 %**	**2022 %**	**2018 %**	**2022 %**
Over 10 years	31.3	24.8	0.2	0.1	0.1	0.3
Over 5 years – 10 years	42.1	73.3	12.0	5.1	0.3	0.1
Over 2 years – 5 years	21.0	1.1	55.6	77.6	4.0	3.7
1 - 2 years	5.6	0.8	29.6	17.3	36.3	30.3
Less than 1 year	#	-	2.5	-	59.3	65.6
No. of employees with such level of staff	**2,788**	**5,078**	**10,980**	**13,513**	**108,220**	**111,330**

 # Less than 0.05%

Employers' Preferred Vocational Qualifications of Employees

2.17   The survey revealed that most employers preferred their employees to have a security personnel permit, followed by technical certificates. **Table 27** shows employers' preferred vocational qualifications of employees by job level. Details of employers' preferred vocational qualifications by branch and by job level are also presented in **Appendix 11**.

Table 27: Employers' preferred vocational qualifications of employees by job level

Vocational Qualification	Managerial/ Professional Level %	Supervisory Level %	Security Guard /Technician Level %
Qualified Member of major Security Institutions/Associations	22.2	3.4	-
Certificate of Security Trainers Courses	12.2	7.6	0.1
Holder of "Security Personnel Permit" (Qualifications Framework Level 1)	82.7	95.3	100.0
Technical Certificate	31.7	14.8	18.2
Certificate of Skills Upgrading Scheme	9.4	4.3	2.3
Qualifications obtained via "Recognition of Prior Learning"	18.3	6.6	2.8
Others	3.2	0.1	0.1
No. of companies with such job level of staff	**1,072**	**1,479**	**3,181**

Note: Respondent may choose more than one vocational qualification

*   *Other vocational qualifications including property management practitioner licence, safety card and Construction Workers Registration.*

Income Distribution

2.18   The survey figures showed that 37.5% and 27.7% of employees at the managerial/professional level were in the income range of $20,001 to $30,000 and $30,001 to $40,000 respectively (as compared with 29.9% in the income range of $20,001 to $30,000 and 27.3% in the income range of $30,001 to $40,000 in 2018). For supervisory level, 38.5% of employees were in the income range of $20,001 to $30,000 in 2022, which was a significant increase as compared to 11.5% of the same income range in 2018. A total of 29.8% of employees at the security guard/technician level received income in the range of $15,001 to $20,000; an upward trend was recorded as compared with 2018 in which 7.2% employees received income in this range. **Table 28** and **Figure 21** show the distribution of income by principal job. Since this is not an income survey, the information obtained is for cross-reference only. Details of the income distribution by principal job are also presented in **Appendix 12**.

Table 28:   Income distribution of employees by in job level in 2022

Job Level	$10,000 or below %	$10,001 - $12,500 %	$12,501 - $15,000 %	$15,001 - $20,000 %	$20,001 - $30,000 %	$30,001 - $40,000 %	$40,001 - $60,000 %	Above $60,000 %	Total number of employees
MANAGERIAL/ PROFESSIONAL LEVEL									
Senior Management Staff	-	0.3	1.2	1.3	23.5	30.3	23.2	20.1	1,360
Security Manager/Operations Manager/Security Centre Controller	-	-	6.4	3.8	37.6	25.7	21.1	5.5	2,495
Security Consultant	-	-	-	-	18.1	75.0	4.2	2.8	72
Security System Project Manager	-	-	-	2.8	27.0	35.3	32.6	2.3	302
Security System Design/Installation/ Maintenance Engineer	-	-	0.7	3.1	68.0	23.8	3.9	0.5	781
Security Training Manager	-	-	-	3.1	68.8	15.6	12.5	-	66
Other Security Services Related Manager	-	-	-	-	-	50.0	-	50.0	2
Sub-total:	-	**0.1**	**3.8**	**2.9**	**37.5**	**27.7**	**19.6**	**8.4**	**5,078**
SUPERVISORY LEVEL									
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	-	9.1	51.6	38.6	0.6	-	-	12,979
Technical Support Staff	-	-	2.6	56.3	34.5	6.6	-	-	396
Security Training Officer	-	-	-	64.5	35.5	-	-	-	102
VIP Protection Officer/ Private Body Guard	-	-	-	32.4	67.6	-	-	-	34
Other Security Services Related Supervising Personnel	-	-	-	-	-	-	-	-	2
Sub-total:	-	-	**8.9**	**51.8**	**38.5**	**0.8**	-	-	**13,513**

Job Level	$10,000 or below %	$10,001- $12,500 %	$12,501 - $15,000 %	$15,001 - $20,000 %	$20,001 - $30,000 %	$30,001 - $40,000 %	$40,001 - $60,000 %	Above $60,000 %	Total number of employees
SECURITY GUARD/TECHNICIAN LEVEL									
Security Guard (on 3-shift system)	13.9	35.4	31.0	19.7	-	-	-	-	48,570
Security Guard (on 2-shift system)	1.6	13.6	49.8	34.9	-	-	-	-	57,872
Armed Guard	-	-	-	100.0	-	-	-	-	600
Security System Design Technician	-	-	2.0	80.8	17.1	-	-	-	318
Security Device Installation, Maintenance and /or Repairing Technician	-	0.1	6.4	73.8	17.6	1.8	0.2	-	3,822
Other Security Services related Personnel with valid Security Personnel Permit	14.0	41.2	11.8	33.1	-	-	-	-	148
Sub-total:	**6.9**	**22.6**	**40.0**	**29.8**	**0.6**	**0.1**	**-**	**-**	**111,330**
GRAND Total **	**6.0**	**19.5**	**35.5**	**31.0**	**5.8**	**1.2**	**0.7**	**0.3**	**129,921**

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

Figure 21(i): Income distribution of employees by job level by income range in 2022

No. of Employee

Income Range by Job Level

Legend:
- Managerial/Professional Level
- Supervisory Level
- Security Guard/Technician Level

Income Range	Managerial/Professional	Supervisory	Security Guard/Technician
below $10,000	0.0%	0.0%	6.9%
$10,001 - $12,500	0.1%	0.0%	22.6%
$12,501 - $15,000	3.8%	8.9%	40.0%
$15,001 - $20,000	2.9%	51.8%	29.8%
$20,001 - $30,000	37.5%	38.5%	0.6%
$30,001 - $40,000	27.7%	0.8%	0.1%
$40,001 - $60,000	19.6%	0.0%	0.0%
Above $60,001	8.4%	0.0%	0.0%

Figure 21(ii): Income distribution of employees by job level by income range in 2018
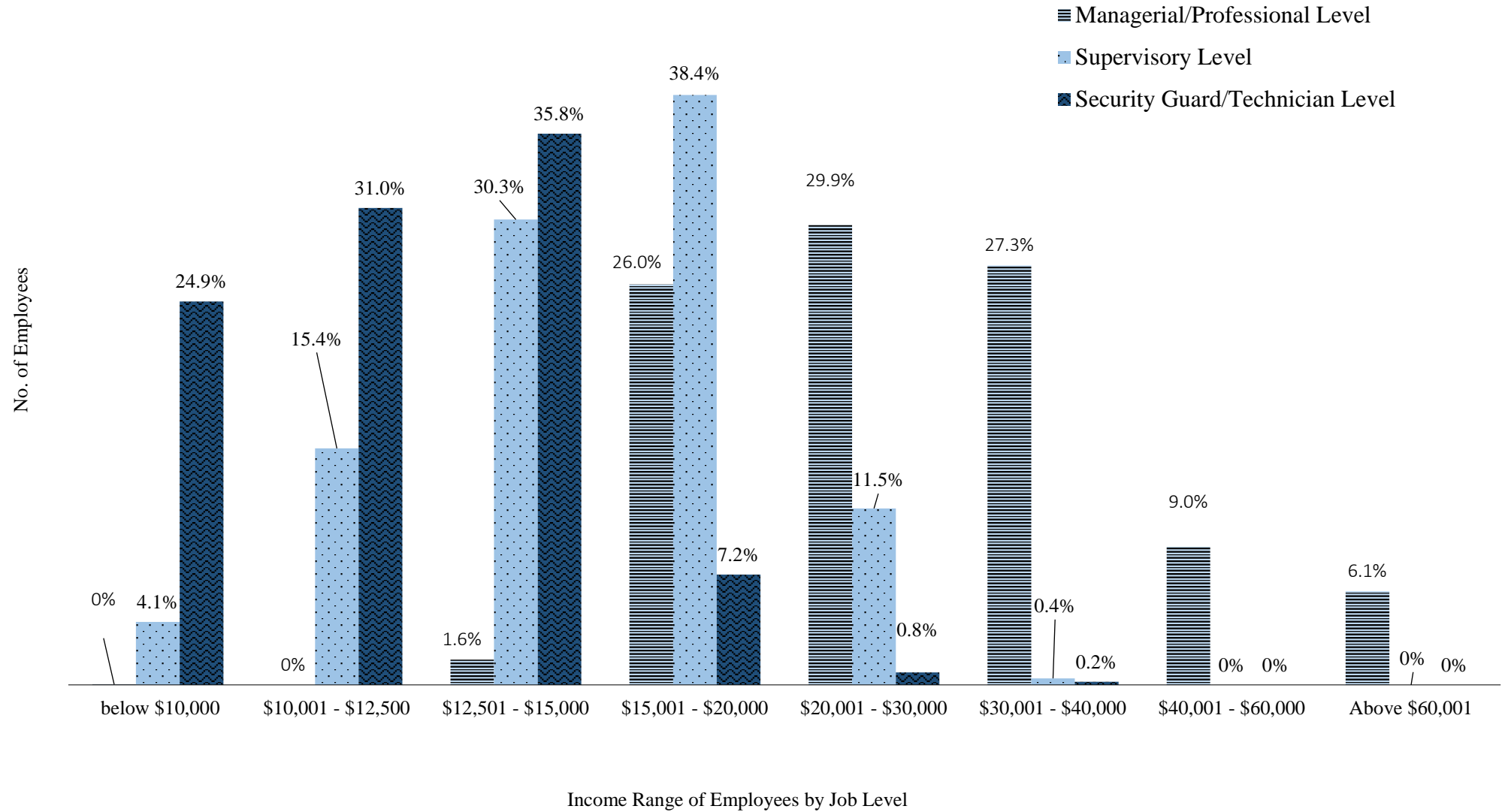
Training Places Provided in the Past 12 Months

2.19　　　In the past 12 months, employers provided 239,113 training places to their employees. In order of popularity of training areas, "Health and Safety" (36,371 training places) was at the top of the list, followed by "Customer Service" (34,259 training places) and "Professional Knowledge" (25,525 training places). **Figure 22** shows the number of training places provided in the past 12 months. The number of training places provided in the past 12 months by type and by job level is illustrated in **Table 29.** Detailed analysis of training places provided in the past 12 months by type and by job level is presented in **Appendix 9**.

Training Places to be Provided in the Next 12 months

2.20　　　As indicated by the survey, employers will offer 225,017 training places to their employees in the next 12 months. Among those, "Customer Service" training was top of the list, followed by "Health and Safety" training. **Figures 23** shows the number of training places to be offered to employees in the next 12 months. The number of training places provided to employees in the next 12 months by type and by job level is shown in **Table 30**. Detailed analysis of training places to be provided in the next 12 months by type and by job level is presented in **Appendix 10**.

Figure 22: Number of training places provided in the past 12 months
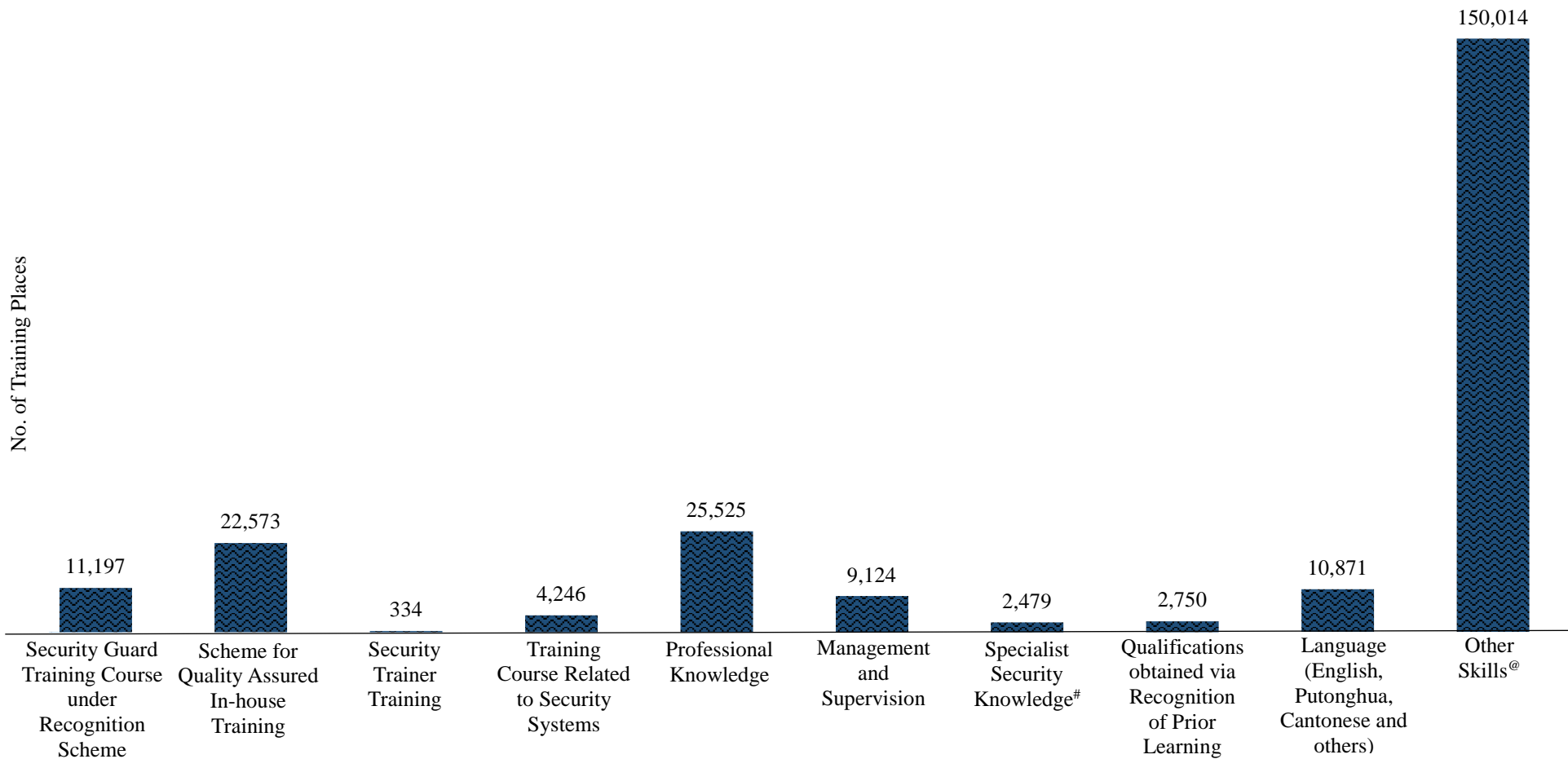
Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Specialist Security Knowledge

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

Figure 23: Number of training places to be provided in the next 12 months
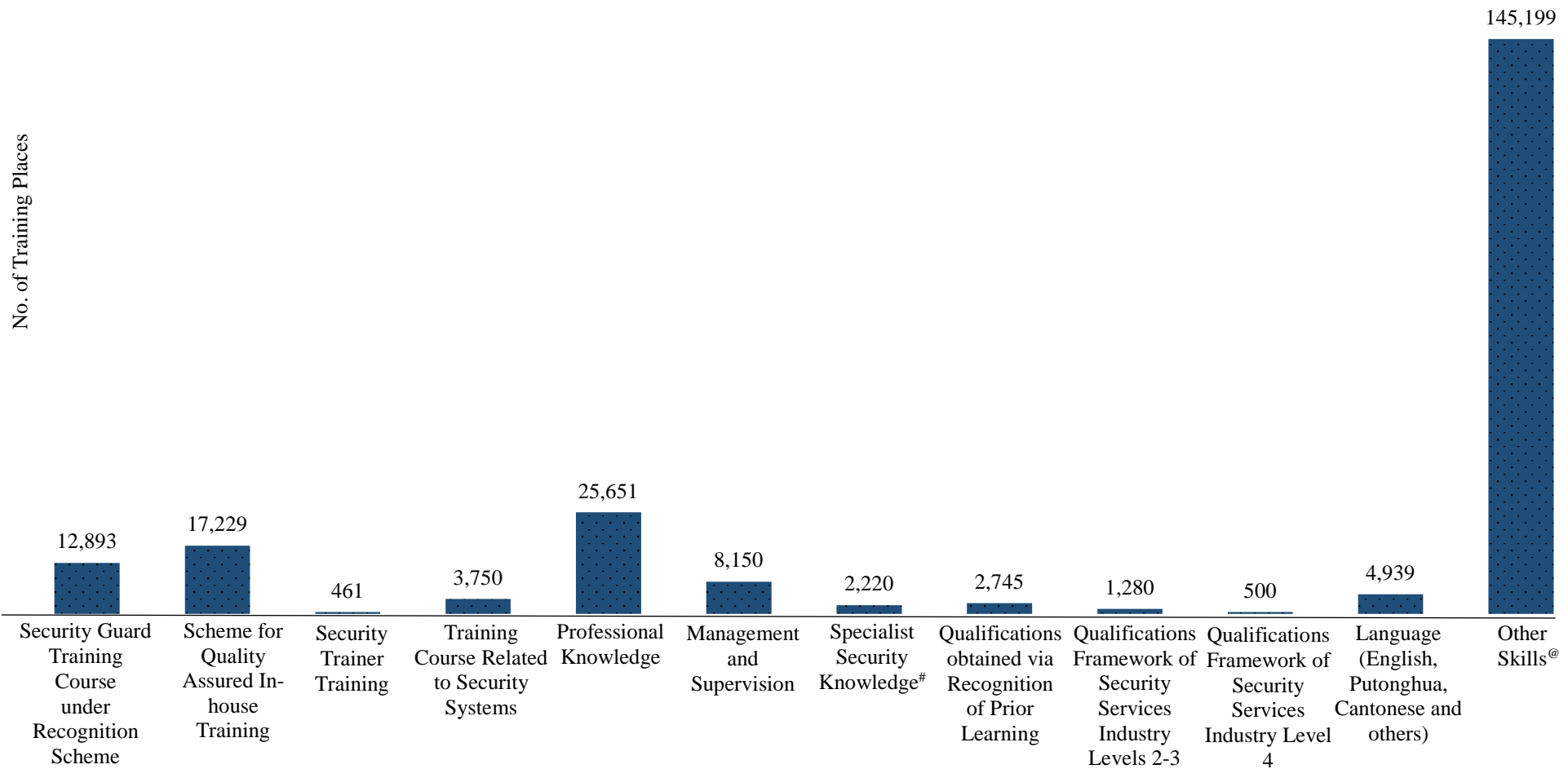
Including Use of Firearms & Weapons, Cash-in-transit, VIP Protection, Guard Dog Handler Training, Armed Instructor Training, Central Alarm Monitoring Station and Other Specialist Security Knowledge

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

Table 29: Number of training places provided to employees in the past 12 months by type and by job level

Type of Courses	Managerial/ Professional Level	Supervisory Level	Security Guard/ Technician Level	Total
Security Guard Training Course under QAS for Recognition Scheme of Security Training Courses	237	479	10,481	**11,197**
Scheme for Quality Assured In-house Training	208	1,571	20,794	**22,573**
Security Trainer Training	106	57	171	**334**
Training Courses Related to Security Systems	466	587	3,193	**4,246**
Professional Knowledge	677	4,196	20,652	**25,525**
Management and Supervision	1,950	4,183	2,991	**9,124**
Specialist Security Knowledge#	269	515	1,695	**2,479**
Qualifications obtained via "Recognition of Prior Learning"	317	692	1,741	**2,750**
Language				
English	68	149	1,985	**2,202**
Putonghua	22	47	345	**414**
Cantonese	29	294	7,324	**7,647**
Others Language	0	0	608	**608**
Other Skills				
Fire Prevention	315	2,192	26,154	**28,661**
First Aid	287	1,486	20,011	**21,784**
Health & Safety	649	2,778	32,944	**36,371**
Customer Service	304	2,560	31,395	**34,259**
Soft Skills	358	1,581	19,527	**21,466**
Related Skills Upgrading Scheme Courses	341	680	3,477	**4,498**
Other Skills	28	63	2,884	**2,975**
No Training Needs	248	102	605	**955**
Total no. of employees	**5,078**	**13,513**	**111,330**	**129,921**

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

Table 30: Types of courses to be provided to employees in the next 12 months by type and by job level

Type of Courses	Managerial/ Professional Level	Supervisory Level	Security Guard/ Technician Level	Total
Security Guard Training Course under QAS for Recognition Scheme of Security Training Courses	217	472	12,204	12,893
Scheme for Quality Assured In-house Training	192	1,308	15,729	17,229
Security Trainer Training	87	134	240	461
Training Courses Related to Security Systems	433	294	3,023	3,750
Professional Knowledge	697	4,207	20,747	25,651
Management and Supervision	1,971	3,819	2,360	8,150
Specialist Security Knowledge[#]	205	483	1,532	2,220
Qualifications obtained via "Recognition of Prior Learning"	324	598	1,823	2,745
Qualifications Framework of Security Services Industry Levels 2-3	53	658	569	1,280
Qualifications Framework of Security Services Industry Level 4	120	214	166	500
Language				
English	22	252	2,196	2,470
Putonghua	10	50	344	404
Cantonese	2	71	1,384	1,457
Others Language	0	0	608	608
Other Skills				
Fire Prevention	259	1,394	20,333	21,986
First Aid	271	1,319	19,470	21,060
Health & Safety	572	2,648	30,961	34,181
Customer Service	325	2,566	32,798	35,689
Soft Skills	395	1,968	20,414	22,777
Related Skills Upgrading Scheme Courses	348	958	7,829	9,135
Other Skills	13	21	337	371
No Training Needs	246	93	592	931
Total no. of employees	**5,078**	**13,513**	**111,330**	**129,921**

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

Estimated Training and Staff Development Budget in the Next 12 Months

2.21   Of the establishments covered in the survey, about 12.4% of them had a budget plan for training and staff development in the next 12 months, with 8.4% of them estimating that the budget would be less than 1% of the annual payroll.   It was observed that establishments with larger employment sizes had higher percentages of establishments with budget plans (ranging from about 10.7% for 1 – 49 employees to about 33.3% for 500 employees and over).   Among the establishments that had a budget plan for training and staff development, 76.5% of them claimed that the budget in the next 12 months would remain unchanged.   As compared the budget with that of the last year, 18.4% of them would increase the budget in the next 12 months.   **Figure 24** shows the estimated training and staff development budget in the next 12 months.   The comparison between the budget in the past 12 months and in the next 12 months is shown in **Table 31**.   Detailed analysis of the estimated training and staff development budget in the past and in the next 12 months is shown in **Appendix 15**.

Figure 24: Estimated training and staff development budget in the next 12 months

Budget as Proportion of Annual Payroll
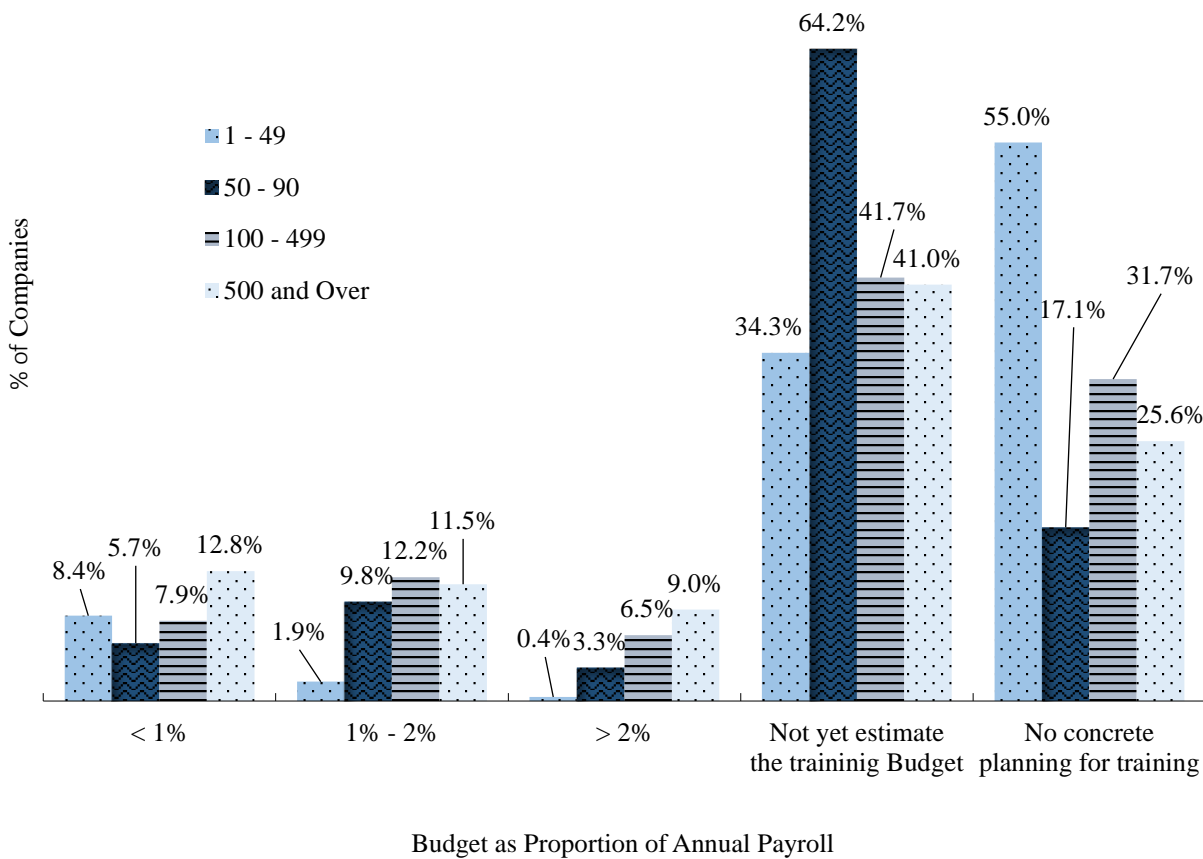
Table 31 : Comparison of the estimated training and staff development budget for the next 12 months and in the past 12 months

Budget as proportion of annual payroll	Employee size			
	1-49	**50-99**	**100-499**	**500 & over**
< 1%	8.4%	5.7%	7.9%	12.8%
1% - 2%	1.9%	9.8%	12.2%	11.5%
> 2%	0.4%	3.3%	6.5%	9.0%
Not yet estimate the training budget	34.3%	64.2%	41.7%	41.0%
No concrete planning for training	55.0%	17.1%	31.7%	25.6%
Total no. of companies	**2,913**	**154**	**153**	**97**

Estimated budget compared with last year				
	1-49	**50-99**	**100-499**	**500 & over**
Increase	12.5%	52.2%	35.1%	26.9%
Decrease	4.4%	0.0%	5.4%	7.7%
Remain unchanged	82.4%	47.8%	59.5%	65.4%
No training arranged in last year	0.7%	0.0%	0.0%	0.0%
Total no. of companies with budget plan for training	**272**	**23**	**41**	**26**

Section III

CONCLUSIONS

The Survey Findings

3.1   The survey findings were scrutinised by the Security Services Training Board (Training Board), and the Training Board agreed that it was a fact-finding survey reflecting in general the situation of the Security Services Industry (SSI) at the time of survey. In May 2022, 129,921 employees were engaged in the SSI, representing 3.5% of the 3.66 million working population in Hong Kong. The Training Board observed that the number of employees in the SSI increased 6.5% over the last manpower survey exercise in 2018. Also, the vacancy rate of the SSI was 5.7% which is 1.3% higher than the last survey.

3.2   In comparison with 2018 figures, licensed security companies and owners corporations experienced 6.6% and 5.5% employee increases, respectively, while sizeable companies with in-house security services experienced a 5.4% decrease.

Industry Outlook

Manpower Demand in the Industry

3.3   According to the 2021 annual progress report of the Long-Term Housing Strategy, the total housing supply for the period from 2022-2032 will be 430,000 units, of which the public housing and private housing supplies will be 301,000 units and 129,000 units, respectively. The increasing number of housing supplies will result in the creation of numerous employment opportunities, including security services-related jobs.

3.4   As stated in the 2022 Policy Address, the HKSAR government would strive to support the convention and exhibition industry and would help SMEs obtain more overseas orders. In addition, the Convention and Exhibition Industry Subsidy Scheme would be extended, and a brand-new scheme to subsidise more than 200 exhibitions would be launched. The continued growth of promotional and trade activities means security services for events and exhibitions should continue to flourish.

3.5   The Chief Executive in his 2022 Policy Address announced that six major transportation infrastructure projects including three major road projects and three strategic railway projects would be developed. It is expected that there will be a high demand for security services to safeguard valuable equipment at construction sites during the development stage.

3.6 The third runway at Hong Kong Airport has been in operation since 2022. The configuration of the Centre Runway has been carried out concurrently with the third runway project. This is with the goal of completing the construction of the third runway in 2024. It is expected that the demand for security services will be high when all runways are in operation.

Ageing Problem in the Industry

3.7 The SSI has been facing the challenge of an ageing workforce. According to the figures provided by the Security and Guarding Services Industry Authority (SGSIA), as of 30 June 2022, 61.8% of valid Security Personnel Permit holders were within the age range of 51 to 80 years old, while only 38.2% of them were under 50 years old.

3.8 Hong Kong Population Projections 2020-2069, published by the Census Statistics Department of the HKSAR, projected that the number of elderly persons would nearly double in 20 years; elderly persons were expected to increase from 1.32 million (18.4% of the population) in 2019 by 1.20 million to 2.52 million (33.3%) in 2039. An ageing workforce will continue to be a major challenge for the SSI.

Manpower Shortage in the Industry

3.9 The SSI has been facing manpower shortages and recruitment difficulties even though the industry has strived to improve the remuneration package of security services personnel. As evidenced in this survey, the vacancy rate of the industry was 5.7%, 1.3% higher than that of the last survey. In addition, 62.4% of security services companies who conducted recruitment in the past 12 months encountered difficulties as a result of the general labour shortage.

3.10 During the COVID-19 pandemic, Hong Kong citizens living in Mainland could not travel; as a result, the manpower shortage in the industry surged. The industry expects that reopening Hong Kong's border with Mainland China and overseas countries will increase the number of events, exhibitions and trade shows held in Hong Kong. This may lead to a higher demand for security guards and may worsen the manpower shortage for the industry.

Technologies

3.11 Technologies like intrusion alarm systems, CCTV systems, access control systems, smart devices and security robots have been widely used in the SSI to prevent unauthorized access. According to figures from the Security Guarding Services Industry Authority, the number of Type III licensed security companies increased from 416 in 2018 to 489 in 2022, which indicates a high demand for security systems installation and maintenance.

3.12   The government has adopted the principles of "achieving best value for money" and "maintaining open and fair competition" in tender exercises for the provision of security services instead of the "lowest bid wins" principle; private companies have followed this practice when evaluating security tenders. The SSI opines that the practice not only helps increase the competitiveness of the industry but also enhances the quality of security services.

3.13   In most security services contracts, the ratio of supervisors to security guards is disproportionate, with one security supervisor overseeing a few tens of security guards. The industry opines that it is difficult to provide effective services at this ratio. Furthermore, most security service contracts include a penalty clause for insufficient security guards. A rise in security services costs is likely to result from this.

Part-time Security Guards

3.14   The increasing reliance on part-time security guards has been a new trend. In recent years, many security guards preferred to work part-time as they might be able to receive a better hourly rate in cash. This practice helps security companies to hire part-time security guards to fulfil their manpower needs and allows them more flexibility to deploy manpower. However, security companies may have to pay part-time security guards higher salaries, which may affect the morale of full-time security guards. In addition, part-time security guards may not be familiar with the working environment of different sites which may affect their performance.

Overall Manpower Structure in the SSI

3.15   During the survey period, there were 129,921 employees in the SSI, including 122,894 employees employed by licensed security companies, 6,360 by owners corporations and 667 by sizeable companies with in-house security services. The manpower and vacancies in the industry by job level are summarised as follows:

Job level	No. of employees in June 2018	No. of employees in May 2022 (a) (%)#	No. of vacancies in May 2022 (b)	No. of posts in May 2022 (c) = (a)+(b)
Managerial/ Professional	2,788	5,078 (+82.1)	163	**5,241**
Supervisory	10,980	13,513 (+23.1)	856	**14,369**
Security Guard/ Technician	108,220	111,330 (+2.9)	6,883	**118,213**
Total	**121,988**	**129,921 (+6.5)#**	**7,902**	**137,823**

 # As percentage of increase in the number of employees in 2022 as against 2018

3.16 The distribution of manpower by branch is illustrated in **Table 32.** Details of the number of employees by branch and by principal job are in **Appendix 6**.

Table 32: Distribution of manpower by branch and by job level

Branch#	Employees		Growth/ Decrease (%)*
	2018	2022	
Type I	89,164	93,178	**4,014 (4.5)**
Type III	3,541	4,542	**1,001 (28.3)**
Type I and II, and Type II only	2,345	2,063	**-282 (-12.0)**
Type I and III	17,940	19,029	**1,089 (6.1)**
Type I, II and III	2,264	4,082	**1,818 (80.3)**
Owners Corporations	6,029	6,360	**331 (5.5)**
Sizeable Companies with In-house Security Services	705	667	**-38 (-5.4)**
Total	**121,988**	**129,921**	**7,933 (6.5)****

 # Type I- Security Guarding Services
Type II - Armoured Transportation Services
Type III - Security Systems Installation/Maintenance/ Repair/Design/Others
* As percentage of the total number of employees at the job level
** As percentage of the total number of employees of the industry

Vacancies

3.17   There were 7,902 vacancies (5.7% of the total number of posts) at the time of the survey, higher than the rate of 4.4% in 2018. Of the 7,902 vacancies, there were 6,883 vacant posts (representing 5.8% of the number of posts at the level) at the security guard/technician level, 856 vacancies (or 6.0%) were at the supervisory level and only 163 vacancies (or 3.1%) at the managerial/professional level. The number and percentage of vacancies by job level are presented in **Table 33**.

Table 33: Number and percentage of vacancies by job level

Job level	2022			2018		
	Number of employees	Number of vacancies	Vacancy rate*	Number of employees	Number of vacancies	Vacancy rate
Managerial/ Professional	5,078	163	3.1%	2,788	62	2.2%
Supervisory	13,513	856	6.0%	10,980	348	3.1%
Security Guard/ Technician	111,330	6,883	5.8%	108,220	5,148	4.5%
Overall	**129,921**	**7,902**	**5.7%**	**121,988**	**5,558**	**4.4%**

*Vacancy rate =$$\frac{\text{No. of full-time vacancies}}{\text{No. of full-time employees + No. of full-time vacancies}}$$

Expected Change in the Demand for Security Services in the Next 12 Months

3.18   All establishments were asked about their expected change in the demand for security services in the next 12 months after enumeration. More than nine-tenths of them (92.3%) expected that it would be stable in the next 12 months, while only small proportions expected that the demand would be increased (5.0%) or decreased (0.6%).

Manpower Projection for 2023 to 2026

3.19   The Training Board has adopted the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next four years. **Tables 34, 35 and 36** illustrate the manpower projection from 2023 to 2026 by job level. Details of the projection methodology are presented in **Appendix 16**.

Table 34: Manpower projection at the managerial / professional level from 2023 to 2026

Year	Actual No. of posts	Total Projected Manpower	Manpower Growth as compared with previous year
2022	**5,241**		
2023		**5,312**	71 (1.3%)[*]
2024		**5,362**	50 (0.9%)[**]
2025		**5,416**	54 (1.0%)[**]
2026		**5,467**	51 (0.9%)[**]

[*]   *As percentage increase of the actual manpower against 2022*
[**] *As percentage increase of the projected manpower against the year before, i.e., 2023, 2024 and 2025 respectively*

Table 35: Manpower projection at the supervisory level from 2023 to 2026

Year	Actual no. of posts	Total Projected Manpower	Manpower Growth as compared with previous year
2022	**14,369**		
2023		**14,562**	193 (1.3 %)[*]
2024		**14,699**	137 (0.9%)[**]
2025		**14,850**	151 (1.0%)[**]
2026		**14,988**	138 (0.9%)[**]

[*]   *As percentage increase of the actual manpower against 2022*
[**] *As percentage increase of the projected manpower against the year before, i.e., 2023, 2024 and 2025 respectively*

Table 36: Manpower Projection at the security guard/technician level from 2023 to 2026

Year	Actual no. of posts	Total Projected Manpower	Manpower Growth as compared with previous year
2022	**118,213**		
2023		**119,803**	1,590 (1.3 %)[*]
2024		**120,932**	1,129 (0.9%)[**]
2025		**122,168**	1,236 (1.0%)[**]
2026		**123,306**	1,138 (0.9%)[**]

[*]   *As percentage increase of the actual manpower against 2022*
[**] *As percentage increase of the projected manpower against the year before, i.e., 2023, 2024 and 2025 respectively*

3.20   The total manpower for the SSI is the aggregation of the manpower requirements of the projected manpower for the three job levels and is presented in **Table 37**.

Table 37: Manpower projection for the whole security services industry from 2023 to 2026

Year	Actual manpower	Projected manpower (LMA approach)	Manpower Growth as compared with previous year
2022	**137,823**		
2023		**139,677**	1,854 (1.3 %)*
2024		**140,993**	1,316 (0.9%)**
2025		**142,434**	1,441 (1.0%)**
2026		**143,761**	1,327 (0.9%)**

*　As percentage increase of the actual manpower against 2022
**　As percentage increase of the projected manpower against the year before, i.e., 2023, 2024 and 2025 respectively

Staff Turnover in the Past 12 Months

3.21　　The Training Board observes that there has been a consistently high turnover of security services personnel in the past few years, with 42,319 employees leaving in the past 12 months (see **Table 22**). Of these employees, the security guard/technician level recorded the highest turnover of 38,356 employees (or 32.4% of the number of posts) leaving and 22,753 joining with security services-related experience.

Wastage

3.22　　During the past 12 months, 42,319 security services personnel had either left the field, emigrated, retired, started their own business or left for unknown reasons. Considering the 24,818 recruits with security services-related experience, the annual wastage of 17,501 persons representing 13.5% of the total workforce was noted in 2022. The annual wastage by job level is shown as follows:

Job level	No. of posts	No. of leavers	No. of Recruits with security services-related experience	Wastage rate (%)
Managerial/Professional	5,241	255	194	**61 (1.2)***
Supervisory	14,369	3,708	1,871	**1,837 (12.8)***
Security Guard/Technician	118,213	38,356	22,753	**15,603 (13.2)***
Total: (%)	**137,823**	**42,319**	**24,818**	**17,501 (12.7)****

*　As percentage of the number of posts at the same job level
**　As percentage of the number of posts in the same industry

Employers' Preferred Educational Level of Employees

3.23   The Training Board notes that 70.9% of employers generally preferred their employees at the managerial/professional level to have a university degree or above level of education. For the supervisory level, 65.7% of employers preferred their employees to have a diploma/certificate level of education. While employees at the security guard/technician level were preferred to have a lower secondary level of education (51.0%). An upward trend is found at the managerial/professional and security guard/technician levels (see **Figures 15-17, Table 25** and **Appendix 13**).

Employers' Preferred Period of Experience of Employees

3.24   Most employers preferred their employees at the managerial/professional level with over 5 years to 10 years of relevant work experience (73.3%) and at the supervisory level with over 2 years to 5 years of experience (77.6%). More employers were willing to employ their employees at the security guard/technician level with less than one year of experience (65.6%) (see **Figures 18-20, Table 26** and **Appendix 14**).

Employers' Preferred Vocational Qualifications of Employees

3.25   The survey revealed that the majority of employers tended to prefer employees at all levels to have a "Security Personnel Permit", and such a requirement was preferred for 100% of the employees at the security guard/technician level. Moreover, quite a number of employers preferred employees at managerial/professional level to have technical certificate (31.7%) and to be qualified members of major security institutions/associations (22.2%) (see **Table 27** and **Appendix 11**).

Income Distribution

3.26   It was noted that 37.5% and 27.7% of employees at the managerial/professional level were in the income range of $20,001 to $30,000 and $30,001 to $40,000 respectively. At the supervisory level, 38.5% of employees were in the income range of $20,001 to $30,000. In contrast, 29.8% of employees at the security guard/technician level received income in the range of $15,001 to $20,000. (See **Table 28, Figure 21** and **Appendix 12**).

Provision of Training

3.27   The survey revealed that "Health and Safety" and "professional knowledge" are popular training courses that were received by all levels of security services employees in the past 12 months. Employees at the managerial/professional level and supervisory level also commonly received training relating to "Management and Supervision", while most employees at the security guard/technician level received "Customer Service" and "Fire Prevention" training. The training arrangement in the next 12 months will be quite alike that for the past 12 months (see **Figures 22 and 23, Tables 29 and 30, Appendices 9 and 10**).

Estimate Training Budget and Training Places

3.28   The survey revealed that about 12.4% of establishments had budget plans for training and staff development in the next 12 months. However, 8.4% of them estimating that the budget would be less than 1% of the annual payroll. The larger the employment sizes of the establishments, the greater the percentages of establishments that had budget plans (ranging from about 10.7% for 1-49 employees to about 33.3% for 500 employees and over). Among the 12.4% of establishments that had budget plans for training and staff development, 76.5% of them claimed that the budget in the next 12 months would remain unchanged as compared the budget with that in the last year, while some (18.4%) estimated that the budget would be increased (see **Figure 24, Table 31, and Appendix 15**).

SECTION IV

RECOMMENDATIONS

Projected Additional Manpower Requirements for 2023

4.1   Based on the projected manpower growth and the annual wastage, the Security Services Training Board (Training Board) considers the additional manpower requirements of the Security Services Industry (SSI) for 2023 as follows:

Job level	Annual wastage	Projected manpower growth for May 2023	Additional manpower requirement for May 2023
Managerial/Professional	61	71	**132**
Supervisory	1,837	193	**2,030**
Security Guard/Technician	15,603	1,590	**17,193**
Total:	**17,501**	**1,854**	**19,355**

4.2   To cope with the future development of the industry, the government, employers, employees and educational institutions must work together to promote the career prospects of the industry and provide suitable training opportunities for employees and the younger generations. The Training Board, having considered the survey findings, the business outlook of the industry and the projected manpower requirements, has drawn up some recommendations for stakeholders, which are briefly mentioned in the ensuing paragraphs.

Recommendations

The Government

Enhancing the Qualifications Framework Promotion

4.3   The Qualifications Framework (QF) for the SSI has been established. The QF provides a platform for practitioners to pursue continuous and lifelong learning and enhance their professionalism and service standards. It also helps practitioners equip themselves with the latest knowledge and techniques to cope with changing market demands. The Training Board recommends the government strengthen the QF promotion to all stakeholders.

Unleashing Part-time Workforce

4.4   According to the General Household Survey conducted by the Census and Statistics Department and figures provided by the Security Guarding Services Industry Authority, there were 1,658,400 females aged 15 or above who were economically inactive and some 224,800 inactive Security Personnel Permit holders. In order to address the SSI manpower shortage issue, the Training Board recommends the government enhance existing measures to unleash the workforce, especially enabling housewives to work part-time.

Enhancing the Social Status of Security Guards

4.5   Despite the fact that security guards are required to undergo at least 20 hours of training and use advanced technology to perform daily operations, they are classified as non-skilled labour which will discourage new entrants from joining the industry. This has accounted for the reason for the misconception that security services are low-image work. With reference to paragraph 2.14 of Section II, the low status of the industry was one of the top three reasons for the difficulty in recruiting security personnel. The Training Board recommends the government help upgrade the social status and professional image of the industry.

Providing Educational Kits for New Ordinances and Regulations

4.6   In recent years, the HKSAR Government has promulgated the Hong Kong National Security Law and the Small Unmanned Aircraft Order, which are closely related to the daily work of security services personnel. To ensure they have a full understanding of those ordinances, the Training Board recommends the government provide standardised operational guidelines and educational kits for the SSI for easy reference, in particular, most security guards are unfamiliar with the Summary Offences Ordinance.

Subsidy to the Smart Security Systems Installation

4.7   Smart security systems have been widely used to safeguard building facilities and prevent unauthorized access, which can ease the manpower shortage of physical security personnel. To this end, many newly constructed buildings have incorporated smart security systems to provide better building management for tenants. However, there are over 8,600 private buildings aged 50 years or above, 25% of public housing flats aged over 35 years and more than 5,000 "three-nil" buildings across the territory. Because of the high cost of installation, the systems may be difficult to implement in such buildings. The Training Board recommends the government subsidise the costs of installing smart security systems in such buildings.

Employers

Providing more Training Places for Employees

4.8   The Training Board observes that training places provided to employees will decrease from 239,113 to 225,017 in the next 12 months. To encourage in-service practitioners to pursue life-long learning and skill upgrading, the Training Board recommends employers offer more training places, training allowances and study leaves to their employees.

Offering Better Remuneration

4.9   Some security guards may not be willing to receive a higher monthly income due to various reasons, such as the income limits for social benefits. Consequently, offering attractive remuneration packages may not be able to retain employees or attract new talents. The Training Board recommends employers offer paid meal breaks, paid rest days, flexible working hours and other fringe benefits for their employees.

Offering More Industrial Attachment Places

4.10   Industrial Attachment provides students with an opportunity to practice their skills and knowledge in an actual work environment and to enhance their knowledge and skills as well as engaging them to understand more about the industry. Also, employers can obtain fresh ideas from young recruits, identify talents for potential employees, meet short and/or long-term manpower needs, groom the younger generation for the industry and promote a positive corporate social image. The Training Board recommends security companies offer more industrial attachment places for students.

Offering More New Technologies Training

4.11   The SSI has adopted advanced technology to assist in security work. There is a need for relevant stakeholders to cope with this development. The Training Board recommends employers use advanced technologies in their operation to ease the problem of manpower shortage and enhance efficiency as well as offering relevant technologies training for security services personnel at different levels.

Employees

Pursuing the Life-long Learning

4.12   Employees should enhance their competitiveness by taking the initiative to upgrade their trade-specific skills and knowledge. The Training Board recommends employees make use of different subsidies provided by the government, such as the Continuing Education Fund and the Skills Upgrading Scheme Plus, to pursue lifelong learning and enhance career development. They are also encouraged to equip themselves with updated knowledge and skills to cope with the changing needs of the industry.

Pursuing the Recognition of Prior Learning

4.13   The Recognition of Prior Learning (RPL) mechanism under the QF provides an alternative route for practitioners to obtain QF-recognised qualifications without undergoing a training programme and facilitates their subsequent progression in learning and in careers. It aims to enable practitioners with various backgrounds to receive formal recognition of the knowledge, skills and experience already acquired. The Training Board recommends employees apply for the RPL to get a formal qualification for already existing skills, knowledge and experience.

Training Institutions

Providing More Security Training Courses under the Quality Assurance System

4.14   The Training Board estimates that a total of 19,255 additional employees will be required in the next 12 months; therefore, a substantial training need for new entrants is expected. It is considered that security training courses under the Recognition Scheme can satisfy the demand for basic security training. The Training Board recommends training institutions offer more security training courses under the scheme to meet training needs.

Providing More Specification of Competency Standards-based Training Courses

4.15   The Industry Training Advisory Committee of the SSI under the QF has developed the Unit of Competence and sets of Specification of Competency Standards (SCS)-based training packages for the SSI. The Training Board recommends training institutions develop more QF-recognised courses by making use of the training packages to address the training needs of the industry, and to help them save on the resources needed to develop training materials.

Providing More Soft Skills Training Courses

4.16   The Training Board observed that "Health and Safety" and "Customer Service" were the most popular training in the past 12 months. The Training Board is of the view that security services practitioners should be equipped with all-round knowledge of the industry; hence, training institutions are recommended to offer the following training programmes:

- Professional knowledge;
- Soft skills;
- First aid; and
- Fire prevention.

Conducting More School Talks

4.17   Training institutions should facilitate students to have a deeper understanding of the SSI and its progression pathway. The Training Board recommends training institutions conduct more school talks by inviting senior practitioners to share their professional experience and the latest developments in the industry with students.

Security Services Training Board
Membership List
(1 April 2022)

Chairman

Mr YIP Chun-nam, Stephen B.B.S.,M.H.,J.P.

Members

Mr IP Kin-man, Jack

Sr KAM Siu-lam, Angel

Mr KUNG Ngan-hung

Dr KWONG Tsz-man

Mr LAM Cheuk-wah, Johnny

Mr LAU Tat-keung

Mr LEE Yu-yim, Bruce

Mr LEUNG Mok-kwan, Simon

Mr LI Pui-lam, John

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Mr WONG Tin-hau, John

Mr WONG Wing-lok, Allan

Mr YAP Wing-khai, Terence

Ms CHAN Shui-yum, Angel

Ms DUNN TAM Wan-yi, Jessica

Ms Kammy FONG

Dr Lam Wai-Keung, Wallace

Secretary

Mr Leslie LEUNG Kim-hang

Security Services Training Boards
Terms of Reference

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

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

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

4. To advise the Council on the strategic development and quality assurance of its programmes in the relevant disciplines.

5. To prescribe job specifications for the principal jobs in the industry defining the skills and knowledge and advise on relevant training programme specifying the time a trainee needs to spend on each skill element.

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

7. To advise on the conduct of skill competitions in key trades in the industry for the promotion of VPET as well as participation in international competitions.

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

9. To organise seminars/conferences/symposia on VPET for the industry.

10. To advise on the publicity relating to the activities of the Training Board and relevant VPET programmes of the Council.

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

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

Security Services Training Board
Working Party on Manpower Survey
Membership List
(1 April 2022)

Convenor

Mr Bruce LEE Yu-yim

Members

Ms Angel CHAN Shui-yum

Ms Kammy FONG

Sr Angel KAM Siu-lam

Mr John LI Pui-lam

Mr Ben TING Hung-kay

Dr KWONG Tsz-man

Mr Terence YAP Wing-khai

Secretary

Mr Leslie LEUNG Kim-hang

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

1. To report to the Security Services Training Board.

2. To conduct periodic information update and manpower survey of the industry.

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

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

5. To review the principal job specifications of the industry.

6. To advise on the Security Services Training Board on manpower and training measures.

	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 2022 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY
保 安 服 務 業 2022 年 人 力 調 查

The 2022 Manpower Survey of the Security Services (SS) Industry aims at collecting manpower information of the sector concerned for formulating recommendations on future manpower training. Please kindly provide the information of your establishment as at **1st May 2022** by answering the questionnaire. Thank you.
保安服務業 2022 年人力調查旨在蒐集業內人力情況的最新資料，並按此為未來人力訓練制訂適當建議。
懇請 貴機構根據 **2022 年 5 月 1 日** 的人力情況填寫此問卷。多謝合作。

Establishment Information
機構資料

TYPE OF SERVICE:
服 務 性 質

☐ Security Services
保安服務
Hold the type of license registered in "Security and Guarding Services Industry Authority"
(You may wish to tick " ✓ " more than one type)
持有在保安及護衞業管理委員會註冊的牌照類別 *(可剔 " ✓ " 選多個牌照類別)*

☐ Type I ☐ Type II ☐ Type III
第一類別 第二類別 第三類別

☐ In-house Security Services
內部保安服務

☐ Owners Corporations
業主立案法團

(For official use)	
Industry	Code

☐ Others
其他: _____

OTAL NO. OF PERSONS ENGAGED:
僱 員 總 人 數

Detail of Contact Person*
聯絡人資料*

NAME OF PERSON TO CONTACT:
聯 絡 人 姓 名

POSITION:
職 位

TEL. NO.:_____
電 話

FAX NO. : _____

圖 文 傳 真

E-MAIL: _____

電 郵

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

Part I － Manpower Information
第一部份 － 人力情況

Please complete columns 'B' to 'D' of the questionnaire according to the list of principal jobs by referring to Appendix B for job description of individual job.
請根據列表中的主要職務，並參考附錄 B 有關各種職務的工作說明來填寫表內各欄 'B' 至 'D'。

(A) Principal Jobs 主要職務

Please refer to Appendix A for column explanations. 請參考附錄 A 內各欄的說明。			
(A) Principal Job 主要職務 (See Appendix B) （參閱附錄 B）	(B) No. of **Employees** as at Survey Reference Date 在統計日期的 **僱員**人數	(C) No. of **Vacancies** as at Survey Reference Date 在統計日期的 **空缺額**	(D) Average Monthly Remuneration Package of **Employees** **僱員**之每月平均薪酬 Code 編號 1 $10,000 or Below 或以下 2 $10,001 - $12,500 3 $12,501 - $15,000 4 $15,001 - $20,000 5 $20,001 - $30,000 6 $30,001 - $40,000 7 $40,001 - $60,000 8 Above $60,000 以上
	Please enter a zero '0' in the box if no employee/vacancy. 如沒有僱員／空缺，請在方格內填入 '0'。		
Job Title A (3 employees and 2 vacancies) 職位甲 (3名僱員及2個空缺)	3	2	4
MANAGERIAL/ PROFESSIONAL LEVEL 經理／專業人員級			
101 Senior Management Staff 高級管理人員			
102 Security Manager/Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管			
103 Security Consultant 保安顧問			
104 Security System Project Manager 保安系統項目經理			
105 Security System Design/Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師			
106 Security Training Manager 保安培訓經理			
Other Managerial/ Professional Staff (Please specify): 其他經理／專業人員（請說明）：			
199			
198			
SUPERVISORY LEVEL 主任級			
201 Security Supervisor/Operations Supervisor/ Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督			
202 Technical Support Staff 技術輔助人員			
203 Security Training Officer 保安培訓主任			
204 VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢			
Other Supervisory Staff (Please specify): 其他主任人員（請說明）：			
299			

Job Code 職位編號 (leftmost column e.g: 例子)

Job Code 職位 編號	(A) Principal Job 主要職務 (See Appendix B) （參閱附錄 B）	(B) No. of **Employees** as at Survey Reference Date 在統計日期的 **僱員**人數	(C) No. of **Vacancies** as at Survey Reference Date 在統計日期的 **空缺額**	(D) Average Monthly Remuneration Package of **Employees** **僱員**之每月平均薪酬 Code 編號 1 $10,000 or Below 或以下 2 $10,001 - $12,500 3 $12,501 - $15,000 4 $15,001 - $20,000 5 $20,001 - $30,000 6 $30,001 - $40,000 7 $40,001 - $60,000 8 Above $60,000 以上
	Please refer to Appendix A for column explanations. 請參考附錄 A 內各欄的說明。			
		Please enter a zero '0' in the box if no employee/vacancy. 如沒有僱員／空缺，請在方格內填入 '0'。		
298				
	SECURITY GUARD/ TECHNICIAN LEVEL　保安護衛員／技術員級			
301	Security Guard (on 3-shift system) 保安護衛員／管理員 (三更制)			
302	Security Guard (on 2-shift system) 保安護衛員／管理員 (兩更制)			
303	Armed Guard 武裝護衛員			
304	Security System Design Technician 保安系統設計技術員			
305	Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及／或修理技術員			
	Other Security Guard/ Technician Staff (Please specify): 其他保安護衛員／技術人員（請說明）：			
399				
398				

For Official Use		

- 81 -

Part II
第二部份

Business Environment
行業概況

1. Please indicate the expected change in the demand for security services **in the next 12 months** (Please tick in the box as appropriate) and the reasons leading to the increase or decrease (if that is the case).

    請就 **未來十二個月** 保安服務的預期需求變化提出意見(請在適當的格內填上 "✓"號) 以及需求增加或減少的原因(如情　況如此)。

    ☐　Increase　(Please state reasons)
    　　增加　(請說明原因) _____

    ☐　Stable
    　　穩定

    ☐　Decrease　(Please state reasons)
    　　減少　(請說明原因) _____

    ☐　Uncertain
    　　不肯定

Preferred Vocational Qualification of Security Services Employees
保安服務僱員宜有的職業資格

2. Please tick the vocational qualification which your organisation prefers an security services employee at respective level to have.
    (You may wish to tick "✓" more than one box for each job level.)
    請選擇　貴機構認為各職級類別之保安服務僱員宜有的相關職業資格。（每職級可剔"✓"選多於一項。）

Vocational Qualification 職業資格	Managerial/ Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/ Technician Level 保安護衛員／技術員級
(a) Qualified member of major security institutions/ associations [1] 主要保安協會合資格會員 [1]	☐	☐	☐
(b) Certificate of Security Trainers Courses [2] 保安業培訓導師證書 [2]	☐	☐	☐
(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	☐	☐	☐
(d) Technical Certificate 技術證書	☐	☐	☐
(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	☐	☐	☐
(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	☐	☐	☐
(g) Others (please specify) 其他（請列明） _____	☐	☐	☐

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[1] e.g., Certified Protection Professional (CPP) of ASIS International, Member of International Institute of Security (MII Sec.), International Professional Security Association (IPSA), Asian Professional Security Association (APSA), etc.
例如: ASIS International 合格保護人員、國際保安協會會員、國際專業保安協會會員、亞洲專業保安協會會員等。

[2] e.g. Train the Trainer Certificate of Security Industry Training Organisation (SITO) UK/ Skills for Security/ Hong Kong Security Association, Foundation Certificate for Trainers in Security Services; Certificate Course for Instructors in Security and Property Management; Train the Trainer Certificate of the International Professional Security Association; etc. Other Recognised Security Training Course (e.g., Foundation Certificate for Trainers in Security Services organised by SPACE of HKU)
例如: 英國保安業訓練組織／Skills for Security／香港保安業協會培訓導師證書、保安服務培訓導師基礎證書、保安及物業管理與導師培訓證書、國際專業保安協會保安培訓導師證書課程等。其他認可保安培訓員課程(例如香港大學專業進修學院舉辦之保安業導師培訓基礎證書）

Preferred Education Level and Years of Experience of Employees
僱員宜有的教育程度及相關年資

3. Please indicate the preferred Education Level and Years of Experience of Security Services Employees for respective job level.
請選擇各職級類別之保安服務僱員宜有的教育程度及相關年資。

Job level 職級	Managerial/ Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/ Technician Level 保安護衛員／技術員級
(a) Preferred Education Level (Please tick "✓" **1 box** for each job level) 宜有的**教育程度**（每職級請剔"✓" 選 **一項**）			
(i) Postgraduate Degree 研究生學位	☐	☐	☐
(ii) First Degree 學士學位	☐	☐	☐
(iii) Sub-degree (e.g. Higher Diploma) 副學位（例如高級文憑）	☐	☐	☐
(iv) Diploma/Certificate 文憑／證書	☐	☐	☐
(v) Secondary 4 to 7 中四至中七	☐	☐	☐
(vi) Secondary 3 or below 中三或以下	☐	☐	☐
(b) Preferred Years of Experience (Please tick "✓" **1 box** for each job level) 宜有的**相關年資**（每職級請剔"✓" 選 **一項**）			
(i) Less than 1 year 少於 1 年	☐	☐	☐
(ii) 1 to 2 years 1 至 2 年	☐	☐	☐
(iii) Over 2 years – 5 years 多於 2 年至 5 年	☐	☐	☐
(iv) Over 5 years – 10 years 多於 5 年至 10 年	☐	☐	☐
(v) Over 10 years 多於 10 年	☐	☐	☐

No such level of staff 沒有相關職級員工	☐	☐	☐

Employees Left
離職人數

4. Please state the total number of security services employees left <u>in the past 12 months</u>
    請列出 貴機構在 <u>過去十二個月內</u> 離職的保安服務僱員人數。

	Managerial/Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/Technician Level 保安護衛員／技術員級
No. of employees 僱員人數			

Recruitment
招聘

5. Please state the number of new recruits of security services employees of your organisation <u>in the past 12 months</u>
    請列出 貴機構在 <u>過去十二個月內新</u> 招聘的保安服務僱員人數。

	Managerial/Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/Technician Level 保安護衛員／技術員級
(a) Total new recruits 新招聘總人數			
(b) Number of new recruits out of total who have performed security services related duties in their last job 當中在上一個工作崗位中，是執行有關保安服務工作的新招聘人數			

Recruitment Difficulties
招聘困難

6. Please indicate the difficulties encountered in the recruitment of security services employees <u>in the past 12 months</u>.
    請指出 貴公司在 <u>過去十二個月</u> 招聘保安服務僱員所遇到的困難。

		Manager/ Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/ Technician Level 保安護衛員／技術員級
(a)	No recruitment was taken place 沒有招聘	☐	☐	☐
(b)	Recruitment was taken place and did not encounter difficulties in recruitment 有招聘，並沒有遇到招聘困難	☐	☐	☐
(c)	Recruitment was taken place and the difficulties encountered were: (You may "✓" one or more options.) 有招聘，所遇到的困難是：（可剔"✓"選多於一項。）			
(i)	General labour shortage 普遍勞工短缺	☐	☐	☐
(ii)	Long working hours 工作時間長	☐	☐	☐
(iii)	Shift-work is required in the industry 行業要求輪值工作	☐	☐	☐
(iv)	Unsatisfactory working environment in the industry 行業的工作環境不理想	☐	☐	☐
(v)	Dangerous work involved in the industry 行業涉及危險工作	☐	☐	☐
(vi)	Low status 地位低微	☐	☐	☐
(vii)	Lack of candidates with relevant experience and training 職位申請人缺乏相關經驗及訓練	☐	☐	☐

(viii) Lack of candidates with multiple skills
缺乏具多項技能之職位申請人 ☐ ☐ ☐

(ix) Others (please specify)
其他（請說明）_____ ☐ ☐ ☐

Training
培訓

7. The training and staff development budget of your security services employees **in the next 12 months**:
貴機構於 **未來十二個月** 在保安服務僱員方面的訓練及員工發展經費預算：

(a) It will be in a proportion to the annual payroll of:
將會佔全年薪酬開支總額的：

☐ < 1%

☐ 1% - 2%

☐ > 2%

☐ Not yet estimate the training budget 尚未估算培訓預算   è   **Please go to question 8**
請跳至第 8 題

☐ No concrete planning for training 未有確實的培訓計劃   è   **Please go to question 8**
請跳至第 8 題

(b) When compared with last year, it will:
與過去一年比較將會：

☐ Increase 增加   ☐ Decrease 減少

☐ Remain unchanged 維持不變   ☐ No training arranged in last year 過去一年沒有安排培訓

8. Please fill in **the total number of security services employees** who had received the following training course(s) (including in-house training courses and training provided via routine briefing sessions) in the past 12 months.
請填寫 過去十二個月內 曾接受下列培訓課程（包括內部培訓課程及透過例行簡報會提供的培訓）的**保安服務 僱員人數**。

	Managerial/ Professional Level 經理／專業人員級	Supervisor Level 主任級	Security Guard/ Technician Level 保安護衛員／ 技術員級
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程			
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程			
(c) Security Trainer Training 保安培訓導師的訓練			
(d) Training Courses related to Security Systems 保安系統的有關課程			
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識 (例如: 防止罪案、人群控制、活動管理)			
(f) Management and Supervision 管理及督導			
(g) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management, Business contingency, etc.) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理、業務緊急應變等)			
(h) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷			
(i) Language 語言			
(i) English 英文			
(ii) Putonghua 普通話			
(iii) Cantonese 廣東話			
(iv) Others (Please specify) 其他/（請註明） _____			
(j) Other Skills 其他技巧			
(i) Fire Prevention 防火			
(ii) First Aid 急救			
(iii) Health and Safety 健康及安全			
(iv) Customer Service 顧客服務			
(v) Soft Skills (e.g. Communication Skills, etc.) 軟性技巧 (例如：溝通技巧等)			
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程			
(vii) Others (please specify) 其他（請註明） _____			

9. Please estimate **the total number of security services employees** who will receive the following training course(s) (including in-house training courses and training in routine briefing sessions) in the next 12 months.
請估計 在未來十二個月內 將會接受下列培訓課程（包括內部培訓課程及在例行簡報會中的培訓）的**保安服務 僱員人數**。

	Managerial/ Professional Level 經理／專業人員級	Supervisory Level 主任級	Security Guard/ Technician Level 保安護衛員／ 技術員級
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程			
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程			
(c) Security Trainer Training 保安培訓導師的訓練			
(d) Training Courses related to Security Systems 保安系統的有關課程			
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識 (例如: 防止罪案、人群控制、活動管理)			
(f) Management and Supervision 管理及督導			
(g) Specialist Security Knowledge (e.g. Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management, Business contingency, etc.) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理、業務緊急應變等)			
(h) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷			
(i) Qualifications Framework of Security Services Industry Levels 2-3 保安服務業資歷架構二至三級資歷			
(j) Qualifications Framework of Security Services Industry Level 4 保安服務業資歷架構四級資歷			
(k) Language 語言			
(i) English 英文			
(ii) Putonghua 普通話			
(iii) Cantonese 廣東話			
(iv) Others (Please specify) 其他（請註明） _____			
(l) Other Skills 其他技巧			
(i) Fire Prevention 防火			
(ii) First Aid 急救			
(iii) Health and Safety 健康及安全			

(iv)　Customer Service 　　　顧客服務			
(v)　Soft Skills　(e.g. Communication Skills, etc.) 　　　軟性技巧　(例如：溝通技巧等)			
(vi)　Related Skills Upgrading Scheme Courses 　　　相關技能提升計劃課程			
(vii) Others (please specify) 　　　其他（請註明） 　　　_____	- 88 -		

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

問卷完，多謝合作。

The 2022 Manpower Survey of the Security Services Industry
保安服務業 **2022** 年人力調查

Explanatory Notes
附 註

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

   (a) Please go through column 'A' and mark those principal jobs applicable to your establishment. For detailed job descriptions for principal jobs, please refer to Appendix B.
   請瀏覽 'A' 欄，選取適用於 貴機構的主要職務。有關詳細的工作說明，請參閱附錄 B。

   (b) Please note that some of the job titles may not be the same as those used in your organisation, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.
   調查表內部分職稱可能有別於 貴機構所採用者。不過，若員工職責與表內某職務的職責相近，請視相同職務，並提供所需資料。

   (c) Please classify an employee according to his major duty irrespective of any additional secondary duties he may be required to perform.
   請根據僱員的主要職務分類，勿以其兼任的其他職務分類。

   (d) Please add in column 'A' titles of any principal jobs not mentioned in job descriptions (Appendix B); briefly describe them in respect of the appropriate job categories.
   如 貴機構另有技術性主要職務未載於工作說明（附錄 B），請一併填入'A'欄內，並簡述其所屬的職務類別及等級。

2. Number of Employees as at Survey Reference Date - Column 'B'
   統計日期的僱員人數 'B' 欄

   For each principal job, please fill in the total number of employees as at survey reference date.
   請填寫 貴機構於統計日期僱用的每個主要職務的員工總數。

   'Employees' refer to those working full-time (i.e. at least 4 consecutive weeks, and not less than 18 hours in each week) and receiving regular pay from your organisation. These include proprietors and partners working full-time for the organisation but exclude those working part-time (i.e. work less than the above defined full-time working hours). This definition also applies to 'employees' appearing in other parts of the questionnaire.
   「僱員」指在 貴機構內全職工作（即最少連續工作四週、每週不少於十八小時），正常支薪的人員，其中包括在 貴機構內全職工作的東主及合夥人，但不包括兼職人員(即工作少於上述全職工作的工時)。調查表他處出現的「僱員」一詞，定義亦同。

3. Number of Vacancies as at Survey Reference Date - Column 'C'
   統計日期的空缺額 'C' 欄

   Please fill in the number of existing vacancies as at survey reference date. 'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel as at survey reference date.
   請填上在統計日期每一主要職務的空缺額。「統計日期的空缺額」是指該職位於統計日期仍懸空，須立刻填補，而現正積極招聘人員填補。

4. Forecast of Number Employed 12 Months from Survey Reference Date - Column 'D'
   預計統計日期 12 個月後僱員人數 'D' 欄

   The forecast of number employed means the number of employees you will be employing 12 months from now. The number given could be less than existing employees if a contraction is expected.
   預計僱員人數指 貴公司在十二個月後的僱員人數。如估計業務可能收縮，此欄所填人數可能少於現有僱員人數。

5. Average Monthly Income Range of Employees - Column 'E'
   僱員每月平均收入幅度 'E' 欄

   Please enter the code of average monthly income range during the past 12 months for each principal job of employees. This should include basic wages, regular overtime pays, cost of living allowance, meal allowance, commission and bonus etc. (less employees' contribution to MPF). If you have more than one employee doing the same job, please enter the average range.
   請在 'E' 欄填入每個主要職務僱員過去十二個月每月平均收入幅度的編號，這包括底薪、定期超時工作津貼、生活津貼、膳食津貼、佣金及花紅等（扣除僱員所支付的強制性公積金供款）。若從事同類工作的僱員多於一名，則請取其平均收入。

6. Required Level of Education - Column 'F'
   僱員應有教育程度 'F' 欄

   Please enter the code of required level of education for each principal job of employees should have.
   請在 'F' 欄填入 貴機構認為每個主要職務僱員應有的教育程度編號。

   Definition of Required Level of Education:
   應有教育程度的定義：

   ◆ "Postgraduate Degree" refers to higher degrees (e.g. master degrees) offered by local or non-local education institutions, or equivalent.
   「研究生學位」是指本地或非本地教育機構提供的高等學位（如碩士學位），或同等教育程度。

   ◆ "First Degree" refers to First degrees offered by local or non-local education institutions, or equivalent.
   「學士學位」是指本地或非本地教育機構提供的學士學位，或同等教育程度。

   ◆ "Sub-degree" refers to Associate Degrees, Higher Diplomas, Professional Diplomas, Higher Certificates, Endorsement Certificates, Associateship or equivalent programmes offered by local or non-local education institutions.
   「副學位」 是指本地或非本地教育機構提供的副學士、高級文憑、專業文憑、高級證書、增修證書、院士銜或同等課程。

   ◆ "Diploma/Certificate" refers to technical and vocational education programmes including Diploma/Certificate courses, Diploma of Foundation Studies, Diploma of Vocational Education and programmes at the craft level, or equivalent.
   「文憑／證書」是指技術及職業教育課程之文憑／證書、基礎課程文憑、職專文憑及技工程度的課程，或同等教育程度。

   ◆ "Secondary 4 to 7" refers to Secondary 4-7, covering the education programmes in relation to the Hong Kong Certificate of Education Examination (HKCEE), the Hong Kong Diploma of Secondary Education (HKDSE) Examination, Diploma Yi Ji, or equivalent.
   「中四至中七」是指中四至中七（包括與香港中學會考、香港中學文憑考試、毅進文憑等相關的教育課程）或同等教育程度。

   ◆ "Secondary 3 or below" refers to Secondary 3 or below, or equivalent.
   「中三或以下」是指中三或以下，或同等教育程度。

7. Preferred Years of Relevant Experience - Column 'G'
   僱員宜有的相關年資 'G' 欄

   Please enter the code of preferred years of relevant experience which your organisation requires each principal job employee to have.
   請在 'G' 欄填入 貴機構認為每個主要職務宜有的相關年資編號。

Job Description for
Principal Jobs in the Security Services Industry
保安服務業主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
MANAGERIAL/ PROFESSIONAL LEVEL	**經理／專業人員級**	
101	Senior Management Staff	Assumes management responsibility of the company with other managers/ engineers. Implements company policies and deals with planning, administration and co-ordination of all types of work. Represents the company in dealing with the government, business concerns and public.
	高級管理人員	負責公司的管理工作，管轄各部門經理／工程師。執行公司政策、策劃、管理及統籌各項工作。代表公司與政府、商業團體及公眾聯絡。
102	Security Manager/ Operations Manager/ Security Centre Controller	Supervises the security management and maintenance of buildings/ premises. Oversees a team of security supervisors and security guards/ armed guards and allocates their job duties. Promotes security services and maintains good relationship with owners/ tenants/ customers.
	保安經理／運作經理／ 保安中心主管	監督樓宇的保安管理及保養工作。督導保安主任及保安護衛員／武裝護衛員隊伍，並分派工作。推廣保安服務，並與業主／住客／客戶保持良好關係。
103	Security Consultant	Appraises the security services/ systems. Initiates and directs studies to compile cost-benefit analysis and advises client on the security measures/ system required.
	保安顧問	評估保安服務／系統。帶領進行成本收益分析，並向客戶提供保安措施／系統意見。
104	Security System Project Manager	Plans, organises and manages security system projects. Co-ordinates with architects, engineers, surveyors, security managers and contractors on the installation and maintenance of security systems. Assists in estimation and control of the costing of the system.
	保安系統項目經理	策劃、組織及管理保安系統項目。就保安系統的安裝及保養事宜，與建築師、工程師、測量師、保安經理及承建商聯絡。協助預算及控制系統的成本。
105	Security System Design/ Installation/ Maintenance Engineer	Designs and advises on security equipment and systems; plans and supervises their development, design, installation, operation, maintenance and repair.
	保安系統設計／安裝／ 保養工程師	設計保安設備及系統，並提供意見。策劃及督導有關的發展、設計、安裝、操作、保養及維修工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明

MANAGERIAL/ PROFESSIONAL LEVEL (Cont'd)　　經理／專業人員級（續）

106	Security Training Manager	Assessment of training needs, preparing annual training plan, training course design, delivery of in-house training or organising outside training courses.
	保安培訓經理	評估訓練需求、預備每年培訓計劃、設計培訓課程、提供內部培訓或安排外間培訓課程等。

SUPERVISORY LEVEL　　主任級

201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor	Supervises a team of armed guards/ guards and arranges duty rosters and tele-protection schedule. Inspects the buildings in respect of security and maintenance of facilities/ equipment. Responsible for collection of cash/ valuables. Liaises with owners/ tenants/ clients to upkeep the quality of security services. Supervises and coordinates the work of technicians.
	保安主任／ 運作主任／ 保安中心主任／ 技術監督	監督武裝護衛員／護衛員隊伍，編排值勤表及報更表。視察樓宇的保安情況，檢查是否有設施／裝備需要維修。負責保管現金／貴重物品。與業主／住客／客戶聯絡，維持保安服務質素。 監督及協調技術員工作。
202	Technical Support Staff	Performs work on CAD drafting. Maintains and controls the operation of the computerised security system unit. Upkeeps and improves existing computer systems, applications and services to meet requirements of the organisation.
	技術輔助人員	執行繪圖工作。維持及控制電腦保安系統部門的操作。保持及改良現有的電腦系統，應用及服務，以符合機構的需要。
203	Security Training Officer	Conducts training and assists the Security Training Manager in performing training related functions.
	保安培訓主任	提供培訓及協助保安培訓經理執行與訓練相關的工作。
204	VIP Protection Officer/ Private Body Guard	Performs security protection and escorting duties to important persons.
	要員保護主任／私人保鏢	執行要員保護及護送工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
SECURITY GUARD/ TECHNICIAN LEVEL		保安護衞員／技術員級
301	Security Guard (on 3-shift system) 保安護衞員／管理員 (三更制)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions. 執行商業或住宅類別處所保安護衞及物業管理有關的工作。
302	Security Guard (on 2-shift system) 保安護衞員／管理員 (兩更制)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions. 執行商業或住宅類別處所保安護衞及物業管理有關的工作。
303	Armed Guard 武裝護衞員	Carries out guarding work and the performance of which requires carrying of arms and ammunitions; and in possession of valid arms license issued by the Hong Kong Police Force. 須攜帶槍械彈藥執行護衞工作, 並持有由香港警務處發出之有效槍械牌照.
304	Security System Design Technician 保安系統設計技術員	Under the supervision of an engineer, assists in the design of security systems and related requirement in buildings and premises. 在工程師督導下，設計樓宇內的保安系統及有關設備。
305	Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養 及／或修理技術員	Under the supervision of an engineer, assists in the installation, servicing and repair of security systems and related requirement in buildings and premises. 在工程師督導下，安裝、維修及保養樓宇內的保安系統及有關設備。

Number of Employees by Branch and by Principal Job

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Security Guarding Services (Type I) 保安護衞服務（第一類別）	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	729	18	747
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	1,705	46	1,751
		103	Security Consultant 保安顧問	4	1	5
		104	Security System Project Manager 保安系統項目經理	24	0	24
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	44	3	47
		106	Security Training Manager 保安培訓經理	50	7	57
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
		Sub-Total 小計		**2,556**	**75**	**2,631**
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	8,785	726	9,511
		202	Technical Support Staff 技術輔助人員	149	27	176
		203	Security Training Officer 保安培訓主任	84	4	88
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	23	0	23
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
		Sub-Total 小計		**9,041**	**757**	**9,798**

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
	Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	38,742	2,022	40,764
		302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	42,207	2,620	44,827
		303	Armed Guard 武裝護衞員	0	0	0
		304	Security System Design Technician 保安系統設計技術員	21	0	21
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	561	12	573
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	50	5	55
	Sub-Total 小計			81,581	4,659	86,240
	Total 總數			93,178	5,491	98,669
Security Systems Installation/ Maintenance /Repair/ Design/ Others (Type III) 保安系統安裝／保養／維修／設計／其他（第三類別）	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	442	0	442
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	71	0	71
		103	Security Consultant 保安顧問	43	3	46
		104	Security System Project Manager 保安系統項目經理	223	5	228
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	612	64	676
		106	Security Training Manager 保安培訓經理	3	0	3
		199	Other Security Services Related Manager 其他相關保安服務業經理	2	0	2
	Sub-Total 小計			1,396	72	1,468

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	391	1	392
		202	Technical Support Staff 技術輔助人員	184	19	203
		203	Security Training Officer 保安培訓主任	6	0	6
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鑣	0	0	0
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
		Sub-Total 小計		581	20	601
	Security Guard/ Technician Level 保安護衛員／技術員級	301	Security Guard (on 3-shift system) 保安護衛員／管理員(三更制)	0	0	0
		302	Security Guard (on 2-shift system) 保安護衛員／管理員(兩更制)	0	0	0
		303	Armed Guard 武裝護衛員	0	0	0
		304	Security System Design Technician 保安系統設計技術員	209	15	224
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	2,342	180	2,522
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	14	10	24
		Sub-Total 小計		2,565	205	2,770
	Total 總數			4,542	297	4,839

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Security Guarding Services and Armoured Transportation Services (Type I & II), and Armoured Transportation Services (Type II) only 保安護衞服務及持槍押運服務（第一及第二類別）；及持槍押運服務（第二類別）	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	27	0	27
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	19	0	19
		103	Security Consultant 保安顧問	3	0	3
		104	Security System Project Manager 保安系統項目經理	0	0	0
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	1	0	1
		106	Security Training Manager 保安培訓經理	2	0	2
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
			Sub-Total 小計	**52**	**0**	**52**
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	174	9	183
		202	Technical Support Staff 技術輔助人員	0	0	0
		203	Security Training Officer 保安培訓主任	5	0	5
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	0	0	0
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
			Sub-Total 小計	**179**	**9**	**188**
	Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	638	35	673
		302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	815	87	902

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
		303	Armed Guard 武裝護衛員	375	19	394
		304	Security System Design Technician 保安系統設計技術員	0	0	0
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	4	0	4
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	0	0	0
			Sub-Total 小計	1,832	141	1,973
			Total 總數	2,063	150	2,213
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I & III) 保安護衞服務及保安系統安裝／保養／維修／設計／其他（第一及第三類別）	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	136	1	137
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	320	6	326
		103	Security Consultant 保安顧問	17	0	17
		104	Security System Project Manager 保安系統項目經理	49	4	53
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	115	4	119
		106	Security Training Manager 保安培訓經理	11	0	11
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
			Sub-Total 小計	648	15	663
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	2,047	45	2,092
		202	Technical Support Staff 技術輔助人員	54	1	55
		203	Security Training Officer 保安培訓主任	4	0	4

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	1	0	1
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	2	0	2
		Sub-Total 小計		**2,108**	**46**	**2,154**
	Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	6,120	582	6,702
		302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	9,152	701	9,853
		303	Armed Guard 武裝護衛員	0	0	0
		304	Security System Design Technician 保安系統設計技術員	73	3	76
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	897	62	959
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	31	1	32
		Sub-Total 小計		**16,273**	**1,349**	**17,622**
	Total 總數			**19,029**	**1,410**	**20,439**

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I, II & III) 保安護衞服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他（第一、第二及第三類別）	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	18	0	18
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	213	0	213
		103	Security Consultant 保安顧問	2	0	2
		104	Security System Project Manager 保安系統項目經理	2	0	2
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	6	0	6
		106	Security Training Manager 保安培訓經理	0	0	0
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
		Sub-Total 小計		**241**	**0**	**241**
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	584	23	607
		202	Technical Support Staff 技術輔助人員	4	0	4
		203	Security Training Officer 保安培訓主任	3	0	3
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鑣	10	0	10
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
		Sub-Total 小計		**601**	**23**	**624**

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
	Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	1,150	200	1,350
		302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	1,815	284	2,099
		303	Armed Guard 武裝護衛員	225	2	227
		304	Security System Design Technician 保安系統設計技術員	15	0	15
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	17	2	19
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	18	2	20
		Sub-Total 小計		3,240	490	3,730
	Total 總數			4,082	513	4,595
Owners Corporations 業主立案法團	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	4	0	4
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	145	0	145
		103	Security Consultant 保安顧問	0	0	0
		104	Security System Project Manager 保安系統項目經理	0	0	0
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	0	0	0
		106	Security Training Manager 保安培訓經理	0	0	0
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
		Sub-Total 小計		149	0	149

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	862	0	862
		202	Technical Support Staff 技術輔助人員	0	0	0
		203	Security Training Officer 保安培訓主任	0	0	0
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	0	0	0
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
	Sub-Total 小計			862	0	862
	Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	1,579	1	1,580
		302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	3,768	3	3,771
		303	Armed Guard 武裝護衛員	0	0	0
		304	Security System Design Technician 保安系統設計技術員	0	0	0
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	1	0	1
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	1	0	1
	Sub-Total 小計			5,349	4	5,353
Total 總數				6,360	4	6,364

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Sizable Companies with In-house Security Services 設有內部保安服務的大型公司	Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	4	0	4
		102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	22	0	22
		103	Security Consultant 保安顧問	3	0	3
		104	Security System Project Manager 保安系統項目經理	4	0	4
		105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	3	1	4
		106	Security Training Manager 保安培訓經理	0	0	0
		199	Other Security Services Related Manager 其他相關保安服務業經理	0	0	0
		Sub-Total 小計		**36**	**1**	**37**
	Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	136	1	137
		202	Technical Support Staff 技術輔助人員	5	0	5
		203	Security Training Officer 保安培訓主任	0	0	0
		204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	0	0	0
		299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0	0	0
		Sub-Total 小計		**141**	**1**	**142**
	Security Guard/ Technician Level 保安護衛員／技術員級	301	Security Guard (on 3-shift system) 保安護衛員／管理員(三更制)	341	30	371
		302	Security Guard (on 2-shift system) 保安護衛員／管理員(兩更制)	115	4	119

ranch 門類	Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
		303	Armed Guard 武裝護衛員	0	0	0
		304	Security System Design Technician 保安系統設計技術員	0	0	0
		305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	0	0	0
		399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	34	1	35
	Sub-Total 小計			490	35	525
	Total 總數			667	37	704
GRAND TOTAL 總數				129,921	7,902	137,823

Number of Employees by Job Level

Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Managerial/ Professional Level 經理／專業人員級	101	Senior Management Staff 高級管理人員	1,360	19	1,379
	102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	2,495	52	2,547
	103	Security Consultant 保安顧問	72	4	76
	104	Security System Project Manager 保安系統項目經理	302	9	311
	105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	781	72	853
	106	Security Training Manager 保安培訓經理	66	7	73
	199	Other Security Services Related Manager 其他相關保安服務業經理	2	0	2
	Sub-Total 小計		**5,078**	**163**	**5,241**
Supervisory Level 主任級	201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	12,979	805	13,784
	202	Technical Support Staff 技術輔助人員	396	47	443
	203	Security Training Officer 保安培訓主任	102	4	106
	204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	34	0	34
	299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	2	0	2
	Sub-Total 小計		**13,513**	**856**	**14,369**

Job Level 職級	Job Code 職務編號	Job Title 職稱	Number of Employees as at Survey Reference Date 在統計日期的僱員人數	Number of Vacancies as at Survey Reference Date 在統計日期的空缺額	Number of Posts as at Survey Reference Date 在統計日期的職位額
Security Guard/ Technician Level 保安護衞員／技術員級	301	Security Guard (on 3-shift system) 保安護衞員／管理員(三更制)	48,570	2,870	51,440
	302	Security Guard (on 2-shift system) 保安護衞員／管理員(兩更制)	57,872	3,699	61,571
	303	Armed Guard 武裝護衞員	600	21	621
	304	Security System Design Technician 保安系統設計技術員	318	18	336
	305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	3,822	256	4,078
	399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	148	19	167
	Sub-Total 小計		111,330	6,883	118,213
Total 總數			129,921	7,902	137,823

Recruitment difficulties in the Past 12 Months by Reason, by Branch and by Job Level

All Branches

(a) Percentage distribution of whether recruitment was taken place in the past 12 months

	Job level			
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**	**All**
No recruitment was taken place	96.9%	85.1%	54.9%	54.3%
Recruitment was taken place	3.1%	14.9%	45.1%	45.7%
Total no. of companies	**3,317**	**3,317**	**3,317**	**3,317**

(b) Percentage distribution of whether encountered difficulties in recruitment in the past 12 months

	Job level			
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**	**All**
Did not encounter difficulties in recruitment	53.8%	21.1%	37.1%	37.6%
Encountered difficulties in recruitment	46.2%	78.9%	62.9%	62.4%
General Labour Shortage	23.1%	71.1%	43.1%	42.6%
Long Working Hours	5.8%	64.2%	45.9%	45.4%
Shift-work is required in the industry	4.8%	62.6%	35.8%	35.9%
Unsatisfactory working environment in the industry	4.8%	3.0%	10.8%	11.0%
Dangerous work involved in the industry	1.0%	0.4%	1.4%	1.4%
Low status	6.7%	62.6%	42.1%	41.7%
Lack of candidates with relevant experience and training	19.2%	65.4%	26.4%	28.1%
Lack of candidates with multiple skills	26.9%	61.3%	23.4%	24.5%
Others	0.0%	0.0%	0.0%	0.0%
Total no. of companies with recruitment exercise	**104**	**494**	**1,490**	**1,512**

Note:
Percentages of difficulties in recruitment are calculated on the basis of companies having recruitment of the employees at respective job level.
The percentages for each job level may not add up to 100% as the respondents are allowed to select more than one difficulty.

Security Companies

(a) Percentage distribution of whether recruitment was taken place in the past 12 months

	Job level		
	Managerial/Professional	**Supervisory**	**Security Guard/ Technician**
No recruitment was taken place	90.9%	82.1%	45.6%
Recruitment was taken place	9.1%	17.9%	54.4%
Total no. of companies	**1,148**	**1,148**	**1,148**

(b) Percentage distribution of whether encountered difficulties in recruitment in the past 12 months

	Job level		
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**
Did not encounter difficulties in recruitment	54.4%	50.0%	19.5%
Encountered difficulties in recruitment	45.6%	50.0%	80.5%
General Labour Shortage	22.3%	30.9%	56.5%
Long Working Hours	5.8%	15.7%	40.9%
Shift-work is required in the industry	4.9%	11.8%	16.0%
Unsatisfactory working environment in the industry	4.9%	7.4%	25.7%
Dangerous work involved in the industry	1.0%	1.0%	3.2%
Low status	6.8%	11.3%	31.7%
Lack of candidates with relevant experience and training	19.4%	18.6%	17.3%
Lack of candidates with multiple skills	27.2%	8.3%	9.7%
Others	0.0%	0.0%	0.0%
Total no. of companies with recruitment exercise	**103**	**204**	**619**

Note:
Percentages of difficulties in recruitment are calculated on the basis of companies having recruitment of the employees at respective job level.
The percentages for each job level may not add up to 100% as the respondents are allowed to select more than one difficulty.

Owners Corporations

(a) Percentage distribution of whether recruitment was taken place in the past 12 months

	Job level		
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**
No recruitment was taken place	100.0%	86.8%	60.0%
Recruitment was taken place	0.0%	13.2%	40.0%
Total no. of companies	**2,158**	**2,158**	**2,158**

(b) Percentage distribution of whether encountered difficulties in recruitment in the past 12 months

	Job level		
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**
Did not encounter difficulties in recruitment	-	0.0%	50.1%
Encountered difficulties in recruitment	-	100.0%	49.9%
General Labour Shortage	-	100.0%	33.1%
Long Working Hours	-	100.0%	49.7%
Shift-work is required in the industry	-	100.0%	49.8%

Unsatisfactory working environment in the industry	-	0.0%	0.0%
Dangerous work involved in the industry	-	0.0%	0.1%
Low status	-	100.0%	49.7%
Lack of candidates with relevant experience and training	-	100.0%	33.0%
Lack of candidates with multiple skills	-	100.0%	33.0%
Others	-	0.0%	0.0%
Total no. of companies with recruitment exercise	**-**	**285**	**863**

Note:
Percentages of difficulties in recruitment are calculated on the basis of companies having recruitment of the employees at respective job level

Sizable Companies with In-house Security Services sector

(a) Percentage distribution of whether recruitment was taken place in the past 12 months

	Job level		
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**
No recruitment was taken place	90.0%	50.0%	20.0%
Recruitment was taken place	10.0%	50.0%	80.0%
Total no. of companies	**11**	**11**	**11**

(b) Percentage distribution of whether encountered difficulties in recruitment in the past 12 months

	Job level		
	Managerial/ Professional	**Supervisory**	**Security Guard/ Technician**
Did not encounter difficulties in recruitment	0.0%	40.0%	0.0%
Encountered difficulties in recruitment	100.0%	60.0%	100.0%
General Labour Shortage	100.0%	60.0%	75.0%
Long Working Hours	0.0%	0.0%	25.0%
Shift-work is required in the industry	0.0%	0.0%	50.0%
Unsatisfactory working environment in the industry	0.0%	0.0%	25.0%
Dangerous work involved in the industry	0.0%	0.0%	0.0%
Low status	0.0%	20.0%	25.0%
Lack of candidates with relevant experience and training	0.0%	0.0%	12.5%
Lack of candidates with multiple skills	0.0%	20.0%	37.5%
Others	0.0%	0.0%	0.0%
Total no. of companies with recruitment exercise	**1**	**5**	**8**

Distribution of Training Places Provided in the Past 12 Months by Job Level

Type of Courses 訓練種類	Number of Employees 僱員人數			
	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級	All Levels 所有職級
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	237	479	10,481	11,197
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	208	1,571	20,794	22,573
(c) Security Trainer Training 保安培訓導師的訓練	106	57	171	334
(d) Training Courses related to Security Systems 保安系統的有關課程	466	587	3,193	4,246
(e) Professional Knowledge (e.g., Crime Prevention, Crowd Control, Event Management) 專業知識 (例如: 防止罪案、人群控制、活動管理)	677	4,196	20,652	25,525
(f) Management and Supervision 管理及督導	1,950	4,183	2,991	9,124
(g) Specialist Security Knowledge (e.g., Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management, Business contingency, etc.,) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衞犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理、業務緊急應變等)	269	515	1,695	2,479
(h) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	317	692	1,741	2,750
(i) Language 語言				
(i) English 英文	68	149	1,985	2,202
(ii) Putonghua 普通話	22	47	345	414
(iii) Cantonese 廣東話	29	294	7,324	7,647
(iv) Others 其他	0	0	608	608

Type of Courses 訓練種類	Number of Employees 僱員人數			
	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級	All Levels 所有職級
(j) Other Skills 其他技巧				
(i) Fire Prevention 防火	315	2,192	26,154	28,661
(ii) First Aid 急救	287	1,486	20,011	21,784
(iii) Health and Safety 健康及安全	649	2,778	32,944	36,371
(iv) Customer Service 顧客服務	304	2,560	31,395	34,259
(v) Soft Skills (e.g., Communication Skills, etc.) 軟性技巧 （例如：溝通技巧等)	358	1,581	19,527	21,466
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	341	680	3,477	4,498
(vii) Others 其他	28	63	2,884	2,975
No training needs 沒有	248	102	605	955
Total number of full-time employees **全職僱員人數**	**5,078**	**13,513**	**111,330**	**129,921**

Distribution of Training Places to be Provided in the Next 12 Months by Job Level

Type of Courses 訓練種類	Number of Employees 僱員人數			
	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衛員／ 技術員級	All Levels 所有職級
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	217	472	12,204	12,893
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	192	1,308	15,729	17,229
(c) Security Trainer Training 保安培訓導師的訓練	87	134	240	461
(d) Training Courses related to Security Systems 保安系統的有關課程	433	294	3,023	3,750
(e) Professional Knowledge (e.g., Crime Prevention, Crowd Control, Event Management) 專業知識 (例如: 防止罪案、人群控制、活動管理)	697	4,207	20,747	25,651
(f) Management and Supervision 管理及督導	1,971	3,819	2,360	8,150
(g) Specialist Security Knowledge (e.g., Use of firearms and weapons, Cash-in-transit, VIP protection, Guard dog handler training, Arms instructor training, Central alarm monitoring station, Risk management, Business contingency, etc.) 專門保安知識 (例如：槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站、風險管理、業務緊急應變等)	205	483	1,532	2,220
(h) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	324	598	1,823	2,745
(i) Qualifications Framework of Security Services Industry Levels 2-3 保安服務業資歷架構二至三級資歷	53	658	569	1,280
(j) Qualifications Framework of Security Services Industry Level 4 保安服務業資歷架構四級資歷	120	214	166	500
(k) Language **語言**				
(i) English 英文	22	252	2,196	2,470

Type of Courses 訓練種類	Number of Employees 僱員人數			
	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級	All Levels 所有職級
(ii) Putonghua 普通話	10	50	344	404
(iii) Cantonese 廣東話	2	71	1,384	1,457
(iv) Others 其他	0	0	608	608
(l) Other Skills 其他技巧				
(i) Fire Prevention 防火	259	1,394	20,333	21,986
(ii) First Aid 急救	271	1,319	19,470	21,060
(iii) Health and Safety 健康及安全	572	2,648	30,961	34,181
(iv) Customer Service 顧客服務	325	2,566	32,798	35,689
(v) Soft Skills　(e.g. Communication Skills, etc.) 軟性技巧　(例如：溝通技巧等)	395	1,968	20,414	22,777
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	348	958	7,829	9,135
(vii) Others 其他	13	21	337	371
No training needs 沒有	246	93	592	931
Total number of full-time employees 全職僱員人數	**5,078**	**13,513**	**111,330**	**129,921**

Employers' Preferred Vocational Qualifications by Branch and by Job Level
僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch 門類	Type of vocational qualification 職業資格類別	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
Security Guarding Services (Type I) 保安護衞服務 （第一類別）	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	29.4%	10.0%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	18.3%	21.3%	0.0%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	88.2%	95.1%	100.0%
	(d) Technical Certificate 技術證書	12.0%	25.6%	21.2%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	12.8%	9.7%	5.8%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	25.5%	16.4%	2.4%
	(g) Others 其他	7.0%	0.0%	0.0%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff 擁有該級別員工的公司數量	**417**	**391**	**501**
Security Systems Installation/ Maintenance /Repair/ Design/ Others (Type III) 保安系統安裝／保養／維修／設計／其他（第三類別）	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	17.8%	6.0%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	7.8%	8.1%	0.2%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	71.3%	69.1%	100.0%
	(d) Technical Certificate 技術證書	66.1%	63.8%	100.0%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	10.1%	11.4%	7.5%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	16.0%	9.4%	13.9%
	(g) Others 其他	1.0%	0.7%	0.5%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff 擁有該級別員工的公司數量	**399**	**150**	**419**

Branch 門類	Type of vocational qualification 職業資格類別	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
Security Guarding Services and Armoured Transportation Services (Type I & II), and Armoured Transportation Services (Type II) only 保安護衞服務及持槍押運服務（第一及第二類別）；及持槍押運服務（第二類別）	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	55.6%	14.3%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	33.3%	71.4%	0.0%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	77.8%	85.7%	100.0%
	(d) Technical Certificate 技術證書	11.1%	28.6%	33.3%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	0.0%	14.3%	11.1%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	33.3%	57.1%	22.2%
	(g) Others 其他	0.0%	0.0%	0.0%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**9**	**7**	**9**
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I & III) 保安護衞服務及保安系統安裝／保養／維修／設計／其他（第一及第三類別）	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	41.2%	1.9%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	20.0%	16.7%	1.3%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	81.2%	96.3%	100.0%
	(d) Technical Certificate 技術證書	29.4%	31.5%	58.2%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	8.2%	11.1%	13.9%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	22.4%	25.9%	17.7%
	(g) Others 其他	1.2%	1.9%	1.3%
	No preference *無意見*	2.4%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**86**	**54**	**80**
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I, II	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	0.0%	0.0%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	33.3%	66.7%	0.0%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1)	66.7%	100.0%	100.0%

Branch 門類	Type of vocational qualification 職業資格類別	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
& III) 保安護衞服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他（第一、第二及第三類別）	持有「保安人員許可證」(資歷架構一級資歷)			
	(d) Technical Certificate 技術證書	0.0%	33.3%	33.3%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	0.0%	0.0%	0.0%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	0.0%	0.0%	0.0%
	(g) Others 其他	0.0%	0.0%	0.0%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**4**	**4**	**4**
Owners Corporations 業主立案法團	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	0.0%	0.0%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	0.0%	0.0%	0.0%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	98.6%	100.0%	100.0%
	(d) Technical Certificate 技術證書	0.7%	0.2%	0.2%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	0.0%	0.0%	0.0%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	1.4%	0.0%	0.1%
	(g) Others 其他	0.0%	0.0%	0.0%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**148**	**862**	**2 158**
Sizable Companies with In-house Security Services 設有內部保安服務的大型公司	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	37.5%	0.0%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	25.0%	10.0%	0.0%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	87.5%	90.0%	100.0%
	(d) Technical Certificate 技術證書	12.5%	10.0%	11.1%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	0.0%	10.0%	0.0%

Branch 門類	Type of vocational qualification 職業資格類別	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	12.5%	20.0%	11.1%
	(g) Others 其他	0.0%	0.0%	0.0%
	No preference *無意見*	0.0%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**9**	**11**	**10**
ALL 所有門類	(a) Qualified member of major security institutions/ associations 主要保安協會合資格會員	22.2%	3.4%	0.0%
	(b) Certificate of Security Trainers Courses 保安業培訓導師證書	12.2%	7.6%	0.1%
	(c) Holder of "Security Personnel Permit" (Qualifications Framework Level 1) 持有「保安人員許可證」(資歷架構一級資歷)	82.7%	95.3%	100.0%
	(d) Technical Certificate 技術證書	31.7%	14.8%	18.2%
	(e) Certificate of Skills Upgrading Scheme 技能提升課程證書	9.4%	4.3%	2.3%
	(f) Qualifications obtained via "Recognition of Prior Learning" 透過「過往資歷認可」機制獲得的資歷	18.3%	6.6%	2.8%
	(g) Others 其他	3.2%	0.1%	0.1%
	No preference *無意見*	0.2%	0.0%	0.0%
	No. of companies with such level of staff **擁有該級別員工的公司數量**	**1,072**	**1,479**	**3,181**

Note: As a percentage of total no. of company with such level
註：擁有該級別員工的公司所佔總數百分率

Distribution of Average Monthly Remuneration Package of by Principal Job

Job Code 職務編號	Principal Job 主要職務	$10,000 or below 或以下	$10,001 - $12,500	$12,501 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $40,000	$40,001 - $60,000	Above $60,000 以上	Total number of full-time employees 全職僱員人數
Managerial/Professional Level 經理／專業人員級										
101	Senior Management Staff 高級管理人員	0.0%	0.3%	1.2%	1.3%	23.5%	30.3%	23.2%	20.1%	1,360
102	Security Manager/ Operations Manager/ Security Centre Controller 保安經理／運作經理／保安中心主管	0.0%	0.0%	6.4%	3.8%	37.6%	25.7%	21.1%	5.5%	2,495
103	Security Consultant 保安顧問	0.0%	0.0%	0.0%	0.0%	18.1%	75.0%	4.2%	2.8%	72
104	Security System Project Manager 保安系統項目經理	0.0%	0.0%	0.0%	2.8%	27.0%	35.3%	32.6%	2.3%	302
105	Security System Design/ Installation/ Maintenance Engineer 保安系統設計／安裝／保養工程師	0.0%	0.0%	0.7%	3.1%	68.0%	23.8%	3.9%	0.5%	781
106	Security Training Manager 保安培訓經理	0.0%	0.0%	0.0%	3.1%	68.8%	15.6%	12.5%	0.0%	66
199	Other Security Services Related Manager 其他相關保安服務業經理	0.0%	0.0%	0.0%	0.0%	0.0%	50.0%	0.0%	50.0%	2
	Sub-Total 小計	**0.0%**	**0.1%**	**3.8%**	**2.9%**	**37.5%**	**27.7%**	**19.6%**	**8.4%**	**5,078**
Supervisory Level 主任級										
201	Security Supervisor/ Operations Supervisor/ Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	0.0%	0.0%	9.1%	51.6%	38.6%	0.6%	0.0%	0.0%	12,979
202	Technical Support Staff 技術輔助人員	0.0%	0.0%	2.6%	56.3%	34.5%	6.6%	0.0%	0.0%	396
203	Security Training Officer 保安培訓主任	0.0%	0.0%	0.0%	64.5%	35.5%	0.0%	0.0%	0.0%	102
204	VIP Protection Officer/ Private Body Guard 要員保護主任／私人保鏢	0.0%	0.0%	0.0%	32.4%	67.6%	0.0%	0.0%	0.0%	34

Job Code 職務編號	Principal Job 主要職務	$10,000 or below 或以下	$10,001 - $12,500	$12,501 - $15,000	$15,001 - $20,000	$20,001 - $30,000	$30,001 - $40,000	$40,001 - $60,000	Above $60,000 以上	Total number of full-time employees 全職僱員人數
299	Other Security Services Related Supervising Personnel 其他相關保安服務業督導人員	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2
	Sub-Total 小計	**0.0%**	**0.0%**	**8.9%**	**51.8%**	**38.5%**	**0.8%**	**0.0%**	**0.0%**	**13,513**
Security Guard/Technician Level 保安護衛員／技術員級										
301	Security Guard (on 3-shift system) 保安護衛員／管理員 (三更制)	13.9%	35.4%	31.0%	19.7%	0.0%	0.0%	0.0%	0.0%	48,570
302	Security Guard (on 2-shift system) 保安護衛員／管理員 (兩更制)	1.6%	13.6%	49.8%	34.9%	0.0%	0.0%	0.0%	0.0%	57,872
303	Armed Guard 武裝護衛員	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	600
304	Security System Design Technician 保安系統設計技術員	0.0%	0.0%	2.0%	80.8%	17.1%	0.0%	0.0%	0.0%	318
305	Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	0.0%	0.1%	6.4%	73.8%	17.6%	1.8%	0.2%	0.0%	3,822
399	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	14.0%	41.2%	11.8%	33.1%	0.0%	0.0%	0.0%	0.0%	148
	Sub-Total 小計	**6.9%**	**22.6%**	**40.0%**	**29.8%**	**0.6%**	**0.1%**	**0.0%**	**0.0%**	**111,330**
	GRAND TOTAL 總計	**6.0%**	**19.5%**	**35.5%**	**31.0%**	**5.8%**	**1.2%**	**0.7%**	**0.3%**	**129,921**

Employers' Preferred Education Level of Employees by Branch and by Job Level
僱主要求僱員宜有教育程度（各門類不同技能等級）

Branch 門類	Education level 教育程度	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
Security Guarding Services (Type I) 保安護衞服務（第一類別）	Postgraduate Degree 研究生學位	1.4%	0.0%	0.0%
	First Degree 學士學位	69.9%	0.5%	0.0%
	Sub-degree 副學位	15.3%	1.0%	0.0%
	Diploma/ Certificate 文憑/證書	11.4%	63.9%	0.0%
	Secondary 4 to 7 中四至中七	2.0%	34.2%	51.2%
	Secondary 3 or below 中三或以下	0.0%	0.5%	48.8%
	ALL 總數	**2,556**	**9,041**	**81,581**
Security Systems Installation/ Maintenance /Repair/ Design/ Others (Type III) 保安系統安裝／保養／維修／設計／其他（第三類別）	Postgraduate Degree 研究生學位	2.4%	0.0%	0.0%
	First Degree 學士學位	67.5%	2.5%	0.0%
	Sub-degree 副學位	8.6%	10.4%	1.7%
	Diploma/ Certificate 文憑/證書	17.0%	68.8%	47.0%
	Secondary 4 to 7 中四至中七	4.6%	18.3%	50.7%
	Secondary 3 or below 中三或以下	0.0%	0.0%	0.6%
	ALL 總數	**1,396**	**581**	**2,565**
Security Guarding Services and Armoured Transportation Services (Type I & II), and Armoured Transportation Services (Type II) only 保安護衞服務及持槍押運服務（第一及第二類別）；及持槍押運服務（第二類別）	Postgraduate Degree 研究生學位	0.0%	0.0%	0.0%
	First Degree 學士學位	65.4%	0.0%	0.0%
	Sub-degree 副學位	17.3%	0.0%	0.0%
	Diploma/ Certificate 文憑/證書	17.3%	96.6%	0.0%
	Secondary 4 to 7 中四至中七	0.0%	3.4%	96.8%
	Secondary 3 or below 中三或以下	0.0%	0.0%	3.2%
	ALL 總數	**52**	**179**	**1,832**
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I & III) 保安護衞服務及保安	Postgraduate Degree 研究生學位	7.2%	0.0%	0.0%
	First Degree 學士學位	73.1%	0.9%	0.0%
	Sub-degree 副學位	4.4%	2.3%	0.0%

Branch 門類	Education level 教育程度	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
系統安裝／保養／維修／設計／其他（第一及第三類別）	Diploma/ Certificate 文憑/證書	10.5%	81.9%	2.8%
	Secondary 4 to 7 中四至中七	4.8%	15.0%	40.3%
	Secondary 3 or below 中三或以下	0.0%	0.0%	57.0%
	ALL **總數**	**648**	**2,108**	**16,273**
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I, II & III) 保安護衞服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他（第一、第二及第三類別）	Postgraduate Degree 研究生學位	0.0%	0.0%	0.0%
	First Degree 學士學位	93.6%	0.0%	0.0%
	Sub-degree 副學位	6.0%	0.0%	0.0%
	Diploma/ Certificate 文憑/證書	0.4%	99.3%	0.0%
	Secondary 4 to 7 中四至中七	0.0%	0.7%	28.6%
	Secondary 3 or below 中三或以下	0.0%	0.0%	71.4%
	ALL **總數**	**241**	**601**	**3,240**
Owners Corporations 業主立案法團	Postgraduate Degree 研究生學位	0.0%	0.0%	0.0%
	First Degree 學士學位	0.7%	0.0%	0.0%
	Sub-degree 副學位	97.3%	0.0%	0.0%
	Diploma/ Certificate 文憑/證書	2.0%	16.7%	0.0%
	Secondary 4 to 7 中四至中七	0.0%	50.2%	5.6%
	Secondary 3 or below 中三或以下	0.0%	33.1%	94.4%
	ALL **總數**	**149**	**862**	**5,349**
Sizable Companies with In-house Security Services 設有內部保安服務的大型公司	Postgraduate Degree 研究生學位	0.0%	0.0%	0.0%
	First Degree 學士學位	63.9%	0.0%	0.0%
	Sub-degree 副學位	0.0%	8.5%	0.0%
	Diploma/ Certificate 文憑/證書	2.8%	42.6%	10.2%
	Secondary 4 to 7 中四至中七	33.3%	48.9%	32.7%
	Secondary 3 or below 中三或以下	0.0%	0.0%	57.1%
	ALL **總數**	**36**	**141**	**490**
ALL **所有門類**	Postgraduate Degree 研究生學位	2.3%	0.0%	0.0%
	First Degree 學士學位	68.6%	0.6%	0.0%

Branch 門類	Education level 教育程度	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
	Sub-degree 副學位	14.0%	1.5%	0.0%
	Diploma/ Certificate 文憑/證書	12.0%	65.7%	1.5%
	Secondary 4 to 7 中四至中七	3.1%	29.7%	47.4%
	Secondary 3 or below 中三或以下	0.0%	2.5%	51.0%
	Total number of full-time employees **全職僱員人數**	**5,078**	**13,513**	**111,330**

Note: As a percentage of total number of employees by corresponding branch
註：佔該門類僱員總數百分率

Employers' Preferred Years of Experience of Employees by Branch by Job Level
僱主要求僱員宜有相關年資（各門類不同技能等級）

Branch 門類	Years of experience 相關年資	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
Security Guarding Services (Type I) 保安護衞服務（第一類別）	Less than 1 year 一年以下	0.0%	0.0%	71.8%
	1 to 2 years 1 至 2 年	0.8%	22.0%	25.9%
	Over 2 years - 5 years 多於 2 年至 5 年	0.3%	70.7%	2.3%
	Over 5 years - 10 years 多於 5 年至 10 年	77.3%	7.4%	0.0%
	Over 10 years 多於 10 年	21.6%	0.0%	0.0%
	ALL **總數**	**2,556**	**9,041**	**81,581**
Security Systems Installation/ Maintenance /Repair/ Design/ Others (Type III) 保安系統安裝／保養／維修／設計／其他（第三類別）	Less than 1 year 一年以下	0.0%	0.0%	20.3%
	1 to 2 years 1 至 2 年	1.5%	3.4%	34.1%
	Over 2 years - 5 years 多於 2 年至 5 年	1.8%	93.6%	41.9%
	Over 5 years - 10 years 多於 5 年至 10 年	54.3%	1.5%	3.5%
	Over 10 years 多於 10 年	42.5%	1.5%	0.2%
	ALL **總數**	**1,396**	**581**	**2,565**
Security Guarding Services and Armoured Transportation Services (Type I & II), and Armoured Transportation Services (Type II) only 保安護衞服務及持槍押運服務（第一及第二類別）；及持槍押運服務（第二類別）	Less than 1 year 一年以下	0.0%	0.0%	30.5%
	1 to 2 years 1 至 2 年	0.0%	0.0%	66.3%
	Over 2 years - 5 years 多於 2 年至 5 年	0.0%	100.0%	3.3%
	Over 5 years - 10 years 多於 5 年至 10 年	44.2%	0.0%	0.0%
	Over 10 years 多於 10 年	55.8%	0.0%	0.0%
	ALL **總數**	**52**	**179**	**1,832**
Security Guarding Services and Security Systems Installation/	Less than 1 year 一年以下	0.0%	0.0%	59.9%

Branch 門類	Years of experience 相關年資	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衞員／ 技術員級
Maintenance/ Repair/ Design/ Others (Type I & III) 保安護衞服務及保安系統安裝／保養／維修／設計／其他（第一及第三類別）	1 to 2 years 1 至 2 年	0.0%	2.4%	38.0%
	Over 2 years - 5 years 多於 2 年至 5 年	3.3%	97.6%	0.4%
	Over 5 years - 10 years 多於 5 年至 10 年	86.1%	0.0%	0.0%
	Over 10 years 多於 10 年	10.6%	0.0%	1.7%
	ALL 總數	648	2,108	16,273
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others (Type I, II & III) 保安護衞服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他（第一、第二及第三類別）	Less than 1 year 一年以下	0.0%	0.0%	71.4%
	1 to 2 years 1 至 2 年	0.0%	0.0%	28.6%
	Over 2 years - 5 years 多於 2 年至 5 年	0.0%	100.0%	0.0%
	Over 5 years - 10 years 多於 5 年至 10 年	93.6%	0.0%	0.0%
	Over 10 years 多於 10 年	6.4%	0.0%	0.0%
	ALL 總數	241	601	3,240
Owners Corporations 業主立案法團	Less than 1 year 一年以下	0.0%	0.0%	22.2%
	1 to 2 years 1 至 2 年	0.0%	33.3%	59.1%
	Over 2 years - 5 years 多於 2 年至 5 年	0.0%	66.7%	18.8%
	Over 5 years - 10 years 多於 5 年至 10 年	100.0%	0.0%	0.0%
	Over 10 years 多於 10 年	0.0%	0.0%	0.0%
	ALL 總數	149	862	5,349
Sizable Companies with In-house Security Services 設有內部保安服務的大型公司	Less than 1 year 一年以下	0.0%	0.0%	38.2%
	1 to 2 years 1 至 2 年	0.0%	0.0%	46.4%
	Over 2 years - 5 years 多於 2 年至 5 年	11.1%	88.8%	15.5%

Branch 門類	Years of experience 相關年資	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Security Guard/ Technician 保安護衛員／ 技術員級
	Over 5 years - 10 years 多於 5 年至 10 年	77.8%	11.2%	0.0%
	Over 10 years 多於 10 年	11.1%	0.0%	0.0%
	ALL **總數**	**36**	**141**	**490**
ALL **所有門類**	Less than 1 year 一年以下	0.0%	0.0%	65.6%
	1 to 2 years 1 至 2 年	0.8%	17.3%	30.3%
	Over 2 years - 5 years 多於 2 年至 5 年	1.1%	77.6%	3.7%
	Over 5 years - 10 years 多於 5 年至 10 年	73.3%	5.1%	0.1%
	Over 10 years 多於 10 年	24.8%	0.1%	0.3%
	Total number of full-time employees **全職僱員人數**	**5,078**	**13,513**	**111,330**

Note: As a percentage of total number of employees by corresponding branch
註：佔該門類僱員總數百分率

Percentage Distribution of Training and Staff Development Budget in the Next 12 Months by Employment Size

Budget as proportion of annual payroll	1-49	50-99	100-499	500 & over	Overall
< 1%	8.4%	5.7%	7.9%	12.8%	8.4%
1% - 2%	1.9%	9.8%	12.2%	11.5%	3.0%
> 2%	0.4%	3.3%	6.5%	9.0%	1.1%
Not yet estimate the training budget	34.3%	64.2%	41.7%	41.0%	36.1%
No concrete planning for training	55.0%	17.1%	31.7%	25.6%	51.5%
Total no. of companies	**2,913**	**154**	**153**	**97**	**3,317**

Note: As a percentage of total number of companies

Estimated budget compared with last year	1-49	50-99	100-499	500 & over	Overall
Increase	12.5%	52.2%	35.1%	26.9%	18.4%
Decrease	4.4%	0.0%	5.4%	7.7%	4.5%
Remain unchanged	82.4%	47.8%	59.5%	65.4%	76.5%
No training arranged in last year	0.7%	0.0%	0.0%	0.0%	0.6%
Total no. of companies with budget plan for training	**272**	**23**	**41**	**26**	**362**

Note: As a percentage of total number of companies with budget plan for training

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

Methodology

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

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

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

4.   To generate the employment effect, it is assumed that 51.15% and 48.85% of the total manpower are working for residential flats and non-residential flats respectively. (This assumption is based on the distribution of the completion of the types of building in the period from 2013 to 2022). The manpower projection by job level is presented in Table 1-3 below.

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[1] The stocks of residential flats in the private sector are measured by the number of flats. (Source: Rating & Valuation Department)
[2] The stocks of public residential flats are measured by the number of flats. The stocks comprise:
    (a)   Public rental housing (PRH) flats and interim housing (IH) provided by the Housing Authority (HA),
    (b)   Public rental housing flats and Senior Citizen Residences Scheme (SEN) flats provided by HS,
    (c)   HA subsidized sale flats sold under the Tenants Purchase Scheme (TPS),
    (d)   HA subsidized sale flats under the Home Ownership Scheme (HOS), the Private Sector Participation Scheme (PSPS), the Middle Income Housing Scheme (MIHS), the Buy-or-Rent Option Scheme (BRO), and the Mortgage Subsidy Scheme (MSS),
    (e)   HS subsidized flats under the Flat-for-Sales Scheme (FFSS) and the Sandwich Class Housing Scheme (SCHS),
    (f)   HS Urban Improvement Scheme (UIS) flats.
    From Q12002 onwards, HOS/MIHS/PSPS/BRO/MSS/TPS/FFSS/SCHS that can be traded in open market are classified as private permanent housing.
(Sources: HA and HS)
[3] Non-residential flats include private offices, commercial, industrial / offices, flatted factories, specialised factories, and storages. Its measure is square m. (Source: Rating & Valuation Department)

Table 1: Manpower Projection for the Managerial / Professional Level

| Year | Residential | Non-Residential | TOTAL | Growth Rate | | |
				Residential	Non-Residential	Total
2022	2,787	2,454	**5,241**			
2023F	2,831	2,480	**5,312**	1.6%	1.1%	**1.3%**
2024F	2,860	2,502	**5,362**	1.0%	0.9%	**0.9%**
2025F	2,896	2,520	**5,416**	1.3%	0.7%	**1.0%**
2026F	2,931	2,536	**5,467**	1.2%	0.6%	**0.9%**

Table 2: Manpower Projection for the Supervisory Level

| Year | Residential | Non-Residential | TOTAL | Growth Rate | | |
				Residential	Non-Residential	Total
2022	7,642	6,727	14,369			
2023F	7,763	6,800	14,562	1.6%	1.1%	**1.3%**
2024F	7,840	6,859	14,699	1.0%	0.9%	**0.9%**
2025F	7,940	6,910	14,850	1.3%	0.7%	**1.0%**
2026F	8,035	6,953	14,988	1.2%	0.6%	**0.9%**

Table 3: Manpower Projection for the Security Guard/ Technician Level

| Year | Residential | Non-Residential | TOTAL | Growth Rate | | |
				Residential	Non-Residential	Total
2022	62,870	55,343	118,213			
2023F	63,864	55,939	119,803	1.6%	1.1%	**1.3%**
2024F	64,503	56,428	120,932	1.0%	0.9%	**0.9%**
2025F	65,319	56,848	122,168	1.3%	0.7%	**1.0%**
2026F	66,102	57,204	123,306	1.2%	0.6%	**0.9%**

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

Table 4: Manpower Projection for SSI

Year	Actual	Projected	% change
2022	137,823		
2023F		139,677	1.3%
2024F		140,993	0.9%
2025F		142,434	1.0%
2026F		143,761	0.9%

Figure 1: Manpower Projection for SSI
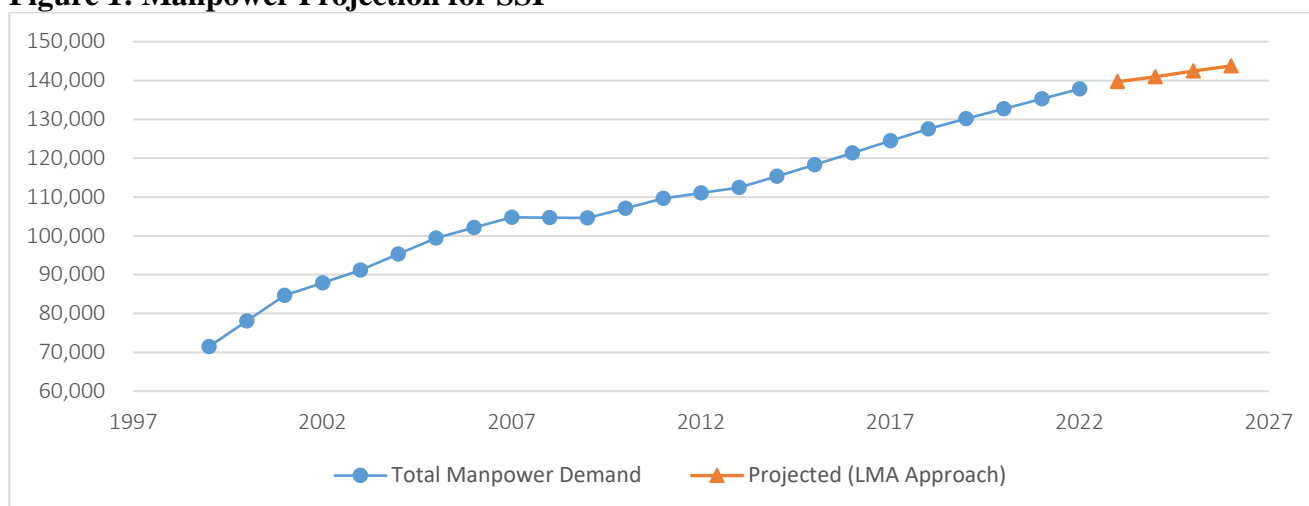
A. The Collect figures on stock of residential and non-residential flats

Year	Residential Stock (no. of flats)	Non-Residential Stock (square m)	Growth Rate	
			Residential	Non-Residential
2022	2,552,355	48,642,700		
2023	2,592,715	49,166,800	1.6%	1.1%
2024	2,618,661	49,596,744	1.0%	0.9%
2025	2,651,784	49,965,833	1.3%	0.7%
2026	2,683,577	50,278,146	1.2%	0.6%

B. Determine the percentages of manpower for residential and non-residential flats

Completion of New Buildings in period	Sum of Residential in usable Floor Area (sq.m)	Sum of Non-Residential in usable Floor Area (sq.m)	% of Residential	% of Non-residential
2017-2021	3,055,400	2,689,600	53.18	46.82

C. Determine the distribution of 2022 Manpower

Job Level	Residential (51.18% of Total)	Non-Residential (48.82% of Total)	TOTAL
Managerial /Professional	2,787	2,454	**5,241**
Supervisory	7,642	6,727	**14,369**
Security Guard/Technician	62,870	55,343	**118,213**
Total			**137,823**

D. Calculate the Productivity ratio (Stock : Manpower) based on 2022 Manpower

Job Level	Productivity Ratio	
	Residential	Non-Residential
Managerial /Professional	915.69	19,824.66
Supervisory	333.99	7,230.92
Security Guard/Technician	40.60	878.93