

**2015 MANPOWER SURVEY REPORT**  
**SECURITY SERVICES**

保安服務業  
二〇一五年人力調查報告

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



## CONTENTS

		<u>Paragraph</u>	<u>Page</u>
Executive Summary		1 – 23	1 – 5
<u>Section</u>			
I	Introduction	1.1 – 1.13	6 – 8
II	Summary of Survey Findings	2.1 – 2.20	9 – 50
III	Conclusions	3.1 – 3.22	51 – 60
IV	Recommendations	4.1 – 4.9	61 – 62
<u>Appendix</u>			
1.	Membership List of the Security Services Training Board		123 – 124
2.	Terms of Reference of the Security Services Training Board		125 – 126
3.	Membership List of the Working Party on Manpower Survey		127
4.	Terms of Reference of the Working Party on Manpower Survey		128
5.	Questionnaires		129 – 154
6.	Analysis of Result of Enumeration		155
7.	Number of Employees and Forecast by Branch by Principal Job		156 – 170
8.	Reasons for recruitment difficulties in the Past 12 months by Reason by Branch by Job Level		171 – 178
9.	Number of Recruits in the Past 12 Months by Branch by Job Level		179
10.	Employers' Required Education of Employees by Branch by Level by Principal Job		180 – 195
11.	Employers' Preferred Period of Experience of Employees by Branch by Level by Principal Job		196 – 211

12.	Employers' Preferred Vocational Qualifications by Branch by Job Level	212 – 219
13.	Number of In-house Training Places Provided in the Past 12 Months by Branch by Job Level	220 – 227
14.	Number of Training Places Sponsored in the Past 12 Months by Branch by Job Level	228 – 234
15.	Number of Training Places Provided in the Next 12 Months by Branch by Job Level	235 – 242
16.	Number of Training Places to be Sponsored in the Next 12 Months by Branch by Job Level	243 – 248
17.	Manpower Projection for the Security Services Industry by Using the Labor Market Analysis (LMA) Approach	249 – 253

## 目錄

		<u>段數</u>	<u>頁數</u>
報告摘要		1 – 23	63 – 66
<u>章數</u>			
第一章	緒論	1.1 – 1.13	67 – 69
第二章	調查結果摘要	2.1 – 2.20	70 – 111
第三章	結論	3.1 – 3.22	112 – 120
第四章	建議	4.1 – 4.9	121 – 122
<u>附錄</u>			
1.	保安服務業訓練委員會委員名單		123 – 124
2.	保安服務業訓練委員會職權範圍		125 – 126
3.	2015 年人力調查工作小組委員名單		127
4.	2015 年人力調查工作小組職權範圍		128
5.	調查表		129 – 154
6.	調查反應分析		155
7.	各門類不同主要職務僱員人數及預測人數		156 – 170
8.	過去 12 個月各門類不同技能等級招聘困難原因		171 – 178
9.	過去 12 個月各門類不同技能等級入職人數		179
10.	僱主意見：僱員應有教育程度（各門類不同技能等級主要職務）		180 – 195
11.	僱主意見：僱員宜有年資（各門類不同技能等級主要職務）		196 – 211

12.	僱主意見：僱員宜有職業資格（各門類不同技能等級）	212 – 219
13.	過去 12 個月內部訓練名額（各門類不同技能等級）	220 – 227
14.	過去 12 個月僱主資助訓練名額（各門類不同技能等級）	228 – 234
15.	未來 12 個月僱員應修讀培訓課程（各門類不同技能等級）	235 – 242
16.	未來 12 個月僱主資助訓練名額（各門類不同技能等級）	243 – 248
17.	推算保安服務業人力情況（人力市場分析法）	254 – 258

# **2015 MANPOWER SURVEY REPORT** **OF THE SECURITY SERVICES INDUSTRY**

## **EXECUTIVE SUMMARY**

### **Introduction**

1. The Security Services Training Board of the Vocational Training Council was set up by the HKSAR Government in 1998 to be responsible for determining the manpower situation and training needs in the security services industry (SSI); and for recommending to the VTC, employers and other interested parties measures to meet the demand for trained personnel in the SSI. The Training Board conducted its 9<sup>th</sup> manpower survey in July 2015 with reference to 30 June 2015, covering the 3 branches of the security services industry, namely, the Security Guarding Services, the Armoured Transportation Services and the Security Systems Installation / Maintenance / Repair / Design / Others.

2. **Section I** of this report gives an introduction to the survey including the purpose, scope, methodology, analysis of the response and the manpower assessment procedure. A summary of the survey findings is presented in **Section II**, the conclusions and recommendations of the Training Board are set out in **Sections III** and **IV** respectively.

### **Industry Outlook**

3. The manpower of the SSI had a steady growth with number of employees 115 026 in 2015 and 110 437 in 2013 contributing an increase of 4.2%. The number of vacancies was surveyed as 3 251, which increased 64% of the number of 1 977 in 2013. Employees forecasted that there would be 118 334 posts in 2016, an increase of 0.05% compared to the number of posts in 2015. The figures revealed that the industry had a conservative attitude towards the business growth of the industry, especially companies might take a straddle attitude towards competition of the industry as a result of modest growth of the manpower.

4. The income distributions of managerial /professional, and supervisory shifted downward while the security guard/technical level significantly shifted upward. The upward trend indicated that the competition of the security guard/technical level of the industry remained high. As a result, employers preferred their employees to have less period of experience and education level. These can be evidenced by the number of employers' preferred less than 1 year of experience at the security guard/technician level employees increased from 45.1% in 2013 to 53.8% in 2015 and the number of employers required security guard/technician level employees to have lower secondary education increased from 65.7% in 2013 to 72.2% in 2015.

5. The employers of the security services industry came across difficulty in the recruitment of staff, particularly at security guard level, mainly caused by general labour shortage. The employers considered that this phenomenon would not be improved in a short period of time.

6. The Long Term Housing strategy has set out the direction of Hong Kong's housing policy with a view to addressing housing problems with a multi-pronged approach and the Government has been vigorously speeding up the development of public housing and public rental housing (RPH) production has seen continuous increase. It is estimated that

during the five years from 2014-15 to 2018-19, a total of 77 100 RPH units will be completed, among which 23 300 units are scheduled for completed in 2015-2016. On the basis of the latest projection, a total of 460 000 new residential units has been adopted as the long-term housing supply target from 2015-16 to 2024-25, with the 60:40 split between public and private housing maintained.

7. According to the statistics provided by the Transport and Housing Bureau, the number of private residential units which available in the coming three to four years will be 83 000, comprising a total of 5 000 unsold units in completed projects, 54 000 units under construction and 24 000 units from disposed sites where construction may start anytime. It is forecasted that there will be a total of 20 144 private residential units completed in 2016, which is 71.7% higher than the average annual production of 11 728 units between 2005 and 2014, 51.5% higher than the forecast for 2015, and 28% higher than the actual number of completions in 2014.

8. Regarding commercial spaces, the Government plans to converting suitable Government, Institution or Community sites in core business districts into commercial uses, which anticipated 82 400 square metres of commercial floor area. It is projected that the Kowloon East, as an alternative core business district for Hong Kong, has potential to supply an additional commercial/office floor area of about 5 million square metres. In addition, the Lands Department has approved 105 applications for lease modification and special waiver through revitalization measures for industrial buildings and it was anticipated that about 1.24 million square metres of converted or new floor area will be available for commercial or other uses.

9. The increasing number of residential and commercial supplies over the coming years results in the creation of numerous employment opportunities, especially building, real estate related services and security services employments.

10. The Bill of relaxing the age limit for holders of the Security Personnel Permit B from 65 to 70 was passed in December 2015. There will be an increase in the supply of manpower for this age group of personnel, which will help to ease the acute manpower shortage in the sector.

11. The Standard Working Hours Committee proposed in its recent report to the Government to regulate working hours by mandatorily requiring employers to enter written employment contract with all employees, of which details on working hours arrangement (i.e. hours of work, overtime arrangement and compensation) should be covered. This amendment will have little impact on the existing demand for manpower but if working hours are eventually regulated to say between 44 to 48 hours per week, it will result in a greater demand for manpower for industries like security services industry.

### **Manpower Situation**

12. The survey revealed that as at 30 June 2015, there were 115 026 employees engaged in the SSI, representing 2.9% of the 3.9 million working population in Hong Kong. There was a 6.4% increase in general guarding employees in security services companies compared to the figures of 2013. Out of the 115 026 employees, 108 547 employees employed by licensed security companies, 5 724 and 755 employees employed by the owners corporations and supplementary samples companies respectively. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:



<u>Job Level</u>	<u>No. of Employees in June 2013</u>	<u>No. of Employees in June 2015</u> (a) (%) <sup>#</sup>	<u>No. of Vacancies in June 2015</u> (b)	<u>Employers' Forecast of Manpower Growth</u> (c)	<u>Forecast No. of Posts in June 2016</u> (d) = (a)+(b)+(c).
Managerial/ Professional	2 484	2 394 (-3.6)	10	4	<b>2 408</b>
Supervisory	11 167	10 846 (-2.8)	120	31	<b>10 997</b>
Security Guard/ Technician	96 786	101 786 (5.2)	3 121	22	<b>104 929</b>
<b>Total</b>	<b>110 437</b>	<b>115 026</b> (4.2) <sup>#</sup>	<b>3 251</b>	<b>57</b>	<b>118 334</b>

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

### **Manpower Projection for 2016 to 2018**

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

<b>Year</b>	<b>Actual Manpower</b>	<b>Employers' Forecast (at the time of the survey)</b>	<b>Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2015	<b>118 277</b>			
2016f		118 334 (0.05%)*	119 787	1 510 (1.3%)*
2017f			120 667	880 (0.7%)**
2018f			121 942	1 275 (1.1%)**

\* As percentage increase of the actual manpower against 2015

\*\* As percentage increase of the projected manpower against the year before, i.e. 2016 and 2017 respectively

### **Turnover in the Past 12 Months**

14. The Training Board observes that there was consistently a high turnover of security services personnel in the past few years, with 26 081 employees leaving in the past 12 months. Of these employees, security guard / technician level had the highest turnover of 23 899 employees (or 23.5% of the number of posts at the same level) leaving and 16 595 joining with security services related experience.

## **Additional Manpower Requirements in June 2016**

15. Based on the manpower growth projected by using the LMA approach and the annual wastage, the Training Board anticipates an additional manpower requirement of 13 018 employees in 2016 for the SSI as follows:

<u>Job Level</u>	<u>Annual Wastage</u>	<u>Projected Manpower Growth for June 2016</u>	<u>Additional Manpower Requirement for June 2016</u>
Managerial/Professional	18	41	<b>59</b>
Supervisory	935	260	<b>1 195</b>
Security Guard/Technician	7 304	4 460	<b>11 764</b>
<b>Total:</b>	<b>8 257</b>	<b>4 761</b>	<b>13 018</b>

## **Provision of Training**

16. Similar to the survey in 2013, the Survey revealed that employers provided only 1 378 in-house training places to their employees in the past 12 months, while 23 043 training places were sponsored by employers. It is shown that employers tended to outsource their training to external providers. The estimated number of external training places sponsored by employers in the next 12 months would be 21 418. Among the 21 418 external training places, 4 321 (or 20%) would be the courses related to Management and Supervision, and 3 567 (or 16.7%) courses would be related to Customer Service.

## **Recommendations**

17. The Training Board estimates that a total of 13 018 additional employees will be required in the next 12 months. As they are new to the industry, it is expected that there is a substantial training need for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 could help to ensure the standard and quality of training courses under the Scheme.

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

19. The training providers are recommended to offer more management and supervision, customer service and soft skills training courses to meet the needs of the industry as revealed from the survey findings.

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

21. The Training Board in collaboration with the Hong Kong Police Force will continue to organize Security Services Best Training Awards to encourage employers to provide more training to their employees. In addition, the Board will also continue to organize trade tests for security guards and explore trade tests for other categories of the security services personnel.
22. The Training Board will continue to explore new training courses that suit the needs of the industry and will recommend those courses to the Employees Retraining Board (ERB) for consideration.
23. The Training Board will continue to support conducting the manpower survey once every two years to assess the manpower demand and supply in this industry.

## SECTION I

### INTRODUCTION

#### **The Security Services Training Board**

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

#### **Purpose of the Survey**

1.2 The Training Board had conducted 8 manpower surveys in February 1999, May 2001, May 2003, May 2005, May 2007, May 2009, June 2011 and July 2013 respectively, and its 9<sup>th</sup> survey was conducted in July 2015 with the following objectives:

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

#### **Scope of the Survey**

1.3 Similar to the scope of survey in 2013, the 2015 Manpower Survey (the Survey) again covered 3 branches of the SSI, namely, the Security Guarding Services, the Armoured Transportation Services and the Security Systems Installation/ Maintenance/ Repair/ Design/ Others. Security Companies were classified by the types of licence they hold, as follows:

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

1.4 As at 30 June 2015, there were 1 011 security services companies listed on the Security and Guarding Services Industry Authority (SGSIA) and 10 067 owners corporations registered in the Land Registry<sup>1</sup>. The Survey was conducted by adopting the stratified random sampling method, in which 397 licensed security Services companies and 146 owners corporations were selected. 205 out of the 397 security services companies were with an employment size of 50 or above and the remaining 192 security services companies were with the size below 50.

1.5 In addition to security companies and owners corporations, 12 supplementary samples covering public utility companies, major banks and hotels which directly employed security personnel were also selected in this Survey. Altogether, a total of 555 questionnaires was dispatched.

### **Method of the Survey**

1.6 With the Census and Statistics Department (C&SD) in providing survey fieldwork and technical support, the Survey for the SSI was successfully conducted in July 2015 and all collected data referenced to 30 June 2015. The Survey was tasked with the review of current situation in manpower and training in the SSI. Each of the sampled security companies or owners corporations were required to complete a questionnaire (**Appendix 5**) in terms of the manpower and training needs for the SSI.

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

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

## **Analysis of the Response**

1.8 Of the 555 samples, 343 respondents were successfully enumerated with the required information (**Appendix 6**). These included 308 Security Companies, 26 Owners Corporations and 9 Supplementary Samples. The survey data would be statistically grossed up to yield a full-size manpower situation of the SSI. Of the remaining 191 samples, 69 security companies, 120 owners corporations and 2 supplementary Samples were either temporarily ceased operations, moved, not employed any technical manpower, unreachable, not yet start operation, not been contactable through their registered addresses, not engaged in the specific trade, unreachable, not employed any technical manpower or could not be contacted. Only 20 security services companies and 1 supplementary sample declined to respond. The effective response rate is 94.2%.

## **Manpower Assessment Procedure**

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

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

## **Presentation of Findings**

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

## **Definition of Terms**

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

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

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

## SECTION II

### SUMMARY OF SURVEY FINDINGS

2.1 The following information was collected from the Survey:

- (a) number of employees,
- (b) number of existing vacancies,
- (c) employers' forecast of the manpower demand in June 2016,
- (d) number of employee turnover,
- (e) employers' preferred education of employees,
- (f) employers' preferred period of experience of employees, and
- (g) income distribution of employees.

2.2 Employers were further requested to provide information on the number of internal promotion, recruitment difficulties, preferred vocational qualification, and types of training provided to employees in the past 12 months and planned for the next 12 months. The findings are summarized in the ensuing paragraphs.

#### **Number of Employees**

2.3 The Survey revealed that during the survey period, there were 115 026 technical employees<sup>2</sup> (hereinafter called "employees"). Out of these 115 026 employees, 108 547 were employed by the security companies, 5 724 by the owners corporations and 755 by the supplementary samples. A comparison of the number of employees in 2013 and 2015 is given in **Table A**. The distribution by job level is shown in **Figure 1**.

---

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

**Table A: Comparison of the Number of Employees for 2013 and 2015**

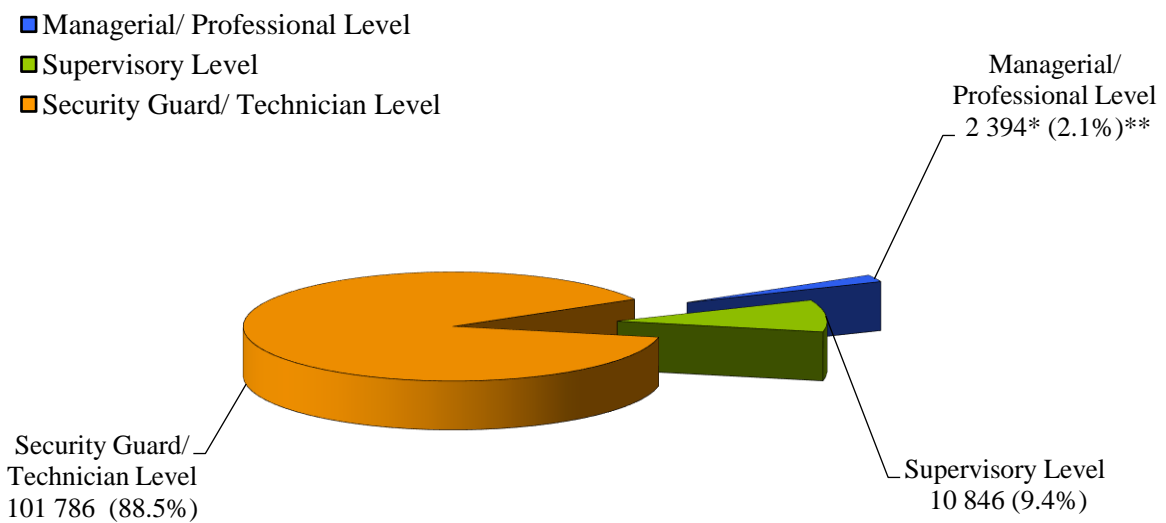
Branch	Employees		Growth/ Decrease
	2013	2015	(%)*
Security Guarding Services	83 626	87 557	<b>3 931</b> <b>(4.7)</b>
Armoured Transportation Services	797	768	<b>-29</b> <b>(-3.6)</b>
Security Systems Installation/ Maintenance/Repair/Design/Others	3 231	3 365	<b>134</b> <b>(4.1)</b>
Security Guarding Services and Armoured Transportation Services	761	1 351	<b>590</b> <b>(77.5)</b>
Security Guarding Services and Security Systems Installation/Maintenance/ Repair/Design/Others	13 169	13 427	<b>258</b> <b>(2.0)</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others	2 495	2 079	<b>-416</b> <b>(-16.7)</b>
Owners Corporations	5 600	5 724	<b>124</b> <b>(2.0)</b>
Supplementary Samples	758	755	<b>-3</b> <b>(-0.4)</b>
<b>Total</b>	<b>110 437</b>	<b>115 026</b>	<b>4 589</b> <b>(4.2)**</b>

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

**Total: 115 026**



\* Number of employees

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



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

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

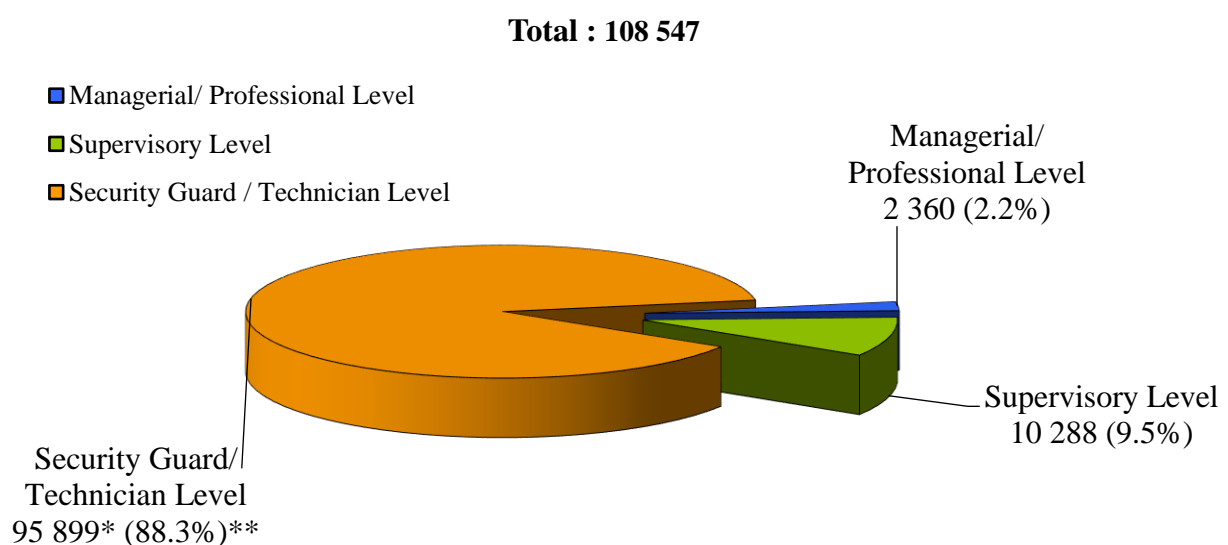
<b>Job Level</b>	<b>Employees of Security Companies (%)*</b>	<b>Employees of Owners Corporations (%)*</b>	<b>Employees of Supplementary Samples (%)*</b>	<b>Total (%)*</b>
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>				
Senior Management Staff	323 (13.5%)	-	5 (0.2%)	<b>328</b> <b>(13.7%)</b>
Security Manager/Operations Manager/Security Centre Controller	1 029 (4.3%)	-	20 (0.8%)	<b>1 049</b> <b>(43.8%)</b>
Security Consultant	69 (2.9%)	-	-	<b>69</b> <b>(2.9%)</b>
Security System Project Manager	197 (8.2%)	-	-	<b>197</b> <b>(8.2%)</b>
Security System Design/Installation/Maintenance Engineer	489 (20.4%)	-	1 (0.04%)	<b>490</b> <b>(20.5%)</b>
Security Training Manager	23 (1%)	-	-	<b>23</b> <b>(1%)</b>
Other Security Services Related Manager	230 (9.6%)	-	8 (0.3%)	<b>238</b> <b>(9.9%)</b>
<b>Sub-total:</b>	<b>2 360</b> <b>(98.6%)</b>	<b>-</b>	<b>34</b> <b>(1.4%)</b>	<b>2 394</b> <b>(100%)</b>
<b>SUPERVISORY LEVEL</b>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 727 (89.7%)	414 (3.8%)	132 (1.2%)	<b>10 273</b> <b>(94.7%)</b>
Technical Support Staff	153 (1.4%)	-	6 (0.05%)	<b>159</b> <b>(1.5%)</b>
Security Training Officer	49 (0.5%)	-	2 (0.02%)	<b>51</b> <b>(0.5%)</b>
VIP Protection Officer / Private Body Guard	-	-	-	-
Other Security Services Related Supervising Personnel	359 (3.3%)	-	4 (0.04%)	<b>363</b> <b>(3.3%)</b>
<b>Sub-total:</b>	<b>10 288</b> <b>(94.9%)</b>	<b>414</b> <b>(3.8%)</b>	<b>144</b> <b>(1.3%)</b>	<b>10 846</b> <b>(100%)</b>

<b>SECURITY GUARD/TECHNICIAN LEVEL</b>				
Security Guard (on 3-shift system)	34 720 (34.1%)	1 791 (1.8%)	549 (0.5%)	<b>37 060</b> <b>(36.4%)</b>
Security Guard (on 2-shift system)	55 776 (54.8%)	3 519 (3.5%)	-	<b>59 295</b> <b>(58.3%)</b>
Armed Guard	673 (0.7%)	-	-	<b>673</b> <b>(0.7%)</b>
Security System Design Technician	214 (0.2%)	-	-	<b>214</b> <b>(0.2%)</b>
Security Device Installation, Maintenance and/or Repairing Technician	2 853 (2.8%)	-	2 (-)	<b>2 855</b> <b>(2.8%)</b>
Other Security Services Related Personnel with valid Security Personnel Permit	1 663 (1.6%)	-	26 (0.02%)	<b>1 689</b> <b>(1.6%)</b>
<b>Sub-total:</b>	<b>95 899</b> <b>(94.2%)</b>	<b>5 310</b> <b>(5.2%)</b>	<b>577</b> <b>(0.6%)</b>	<b>101 786</b> <b>(100%)</b>
<b>GRAND TOTAL:</b>	<b>108 547</b> <b>(94.3%)**</b>	<b>5 724</b> <b>(5%)**</b>	<b>755</b> <b>(0.7%)**</b>	<b>115 026</b> <b>(100%)</b>

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

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

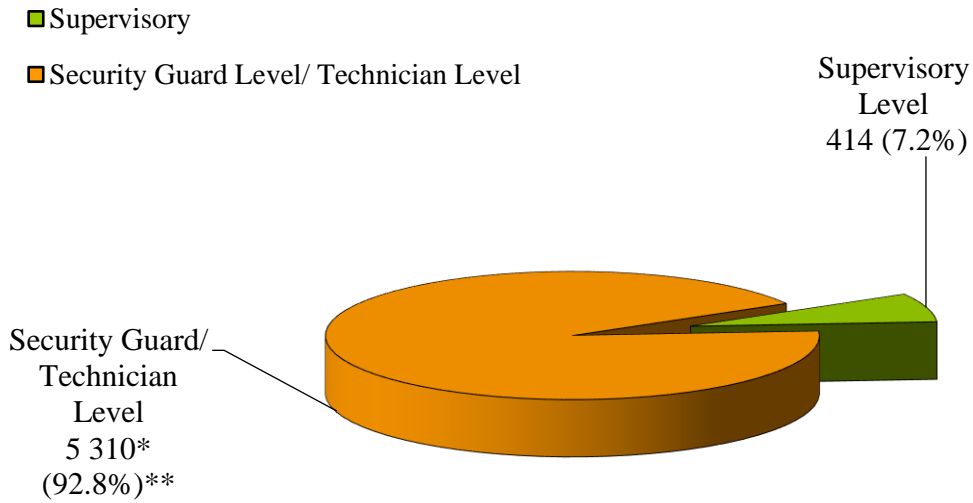
**Figure 2: Distribution of Employees of Security Companies by Job Level**



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

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

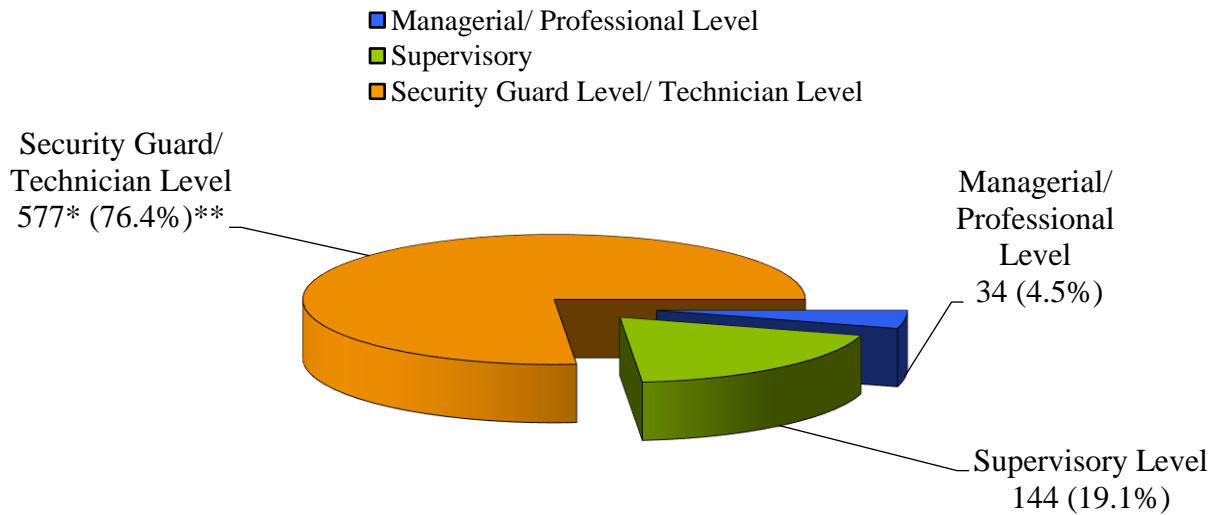
**Total: 5 724**



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

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

**Total: 755**



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

2.6 A comparison of the number of employees of security companies between 2013 and 2015 by principal job is shown in **Table C**.

**Table C: Comparison of Manpower of Security Companies between 2013 and 2015 by Job Level by Principal Job**

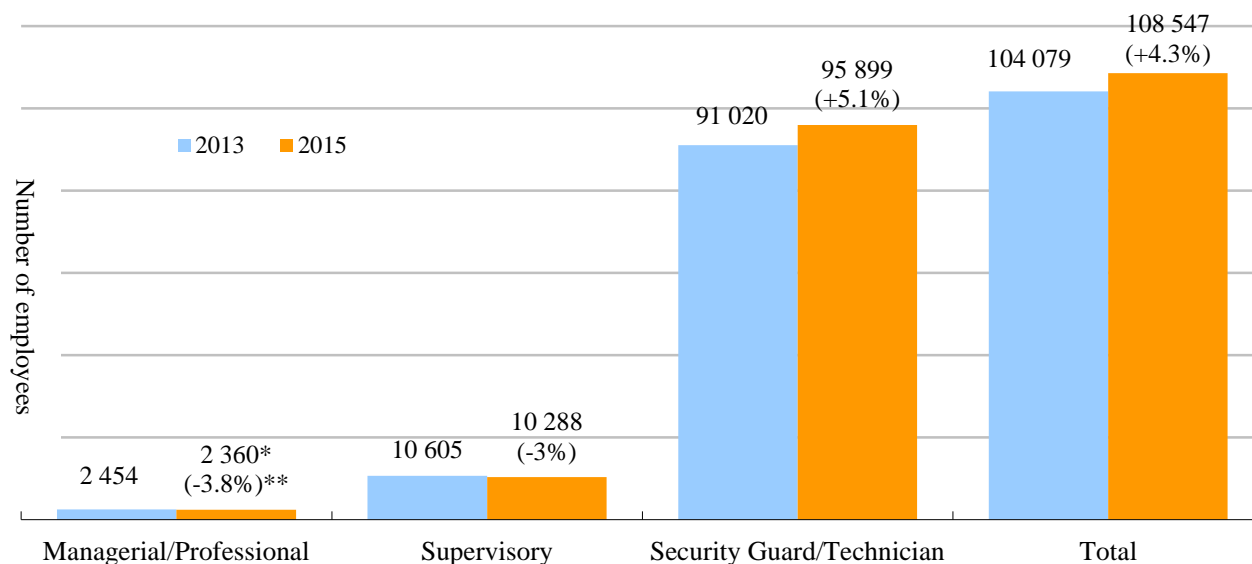
<b>Job Level</b>	<b>Manpower in 2013</b>	<b>Manpower in 2015</b>	<b>Growth in Manpower (%)*</b>
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>			
Senior Management Staff	303	323	<b>20</b>
Security Manager/Operations Manager/Security Centre Controller	1 025	1 029	<b>4</b>
Security Consultant	83	69	<b>-14</b>
Security System Project Manager	240	197	<b>-43</b>
Security System Design/Installation/Maintenance Engineer	525	489	<b>-36</b>
Security Training Manager	23	23	<b>-</b>
Other Security Services Related Manager	255	230	<b>-25</b>
<b>Sub-total:</b>	<b>2 454</b>	<b>2 360</b>	<b>-94 (-3.8)</b>
<b>SUPERVISORY LEVEL</b>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	9 695	9 727	<b>32</b>
Technical Support Staff	161	153	<b>-8</b>
Security Training Officer	59	49	<b>-10</b>
VIP Protection officer/Private Body Guard	35	-	<b>-35</b>
Other Security Services Related Supervising Personnel	655	359	<b>-296</b>
<b>Sub-total:</b>	<b>10 605</b>	<b>10 288</b>	<b>-317 (-3)</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>			
Security Guard <sup>#</sup>	85 022	90 496	<b>5 474</b>
Armed Guard	800	673	<b>-127</b>
Security System Design Technician	203	214	<b>-11</b>
Security Device Installation, Maintenance /or Repairing Technician	2 600	2 853	<b>253</b>
Other Security Services Related Personnel with valid Security Personnel Permit	2 395	1 663	<b>-732</b>
<b>Sub-total:</b>	<b>91 020</b>	<b>95 899</b>	<b>4 879 (5.3)</b>
<b>GRAND TOTAL</b>	<b>104 079</b>	<b>108 547</b>	<b>4 468 (4.3)</b>

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

# Security guards of different shifts system are grouped as "Security Guard"

2.7 The comparison of manpower of security companies by job level between 2013 and 2015 is illustrated in **Figure 5** and **Table D**.

**Figure 5: Comparison of Manpower of Security Companies between 2013 and 2015 by Job Level**



\* Number of employees at the job level

\*\* As percentage increase/decrease of the number of employees at the job level in 2015

**Table D: Manpower Growth of Security Companies in 2015 by Job Level**

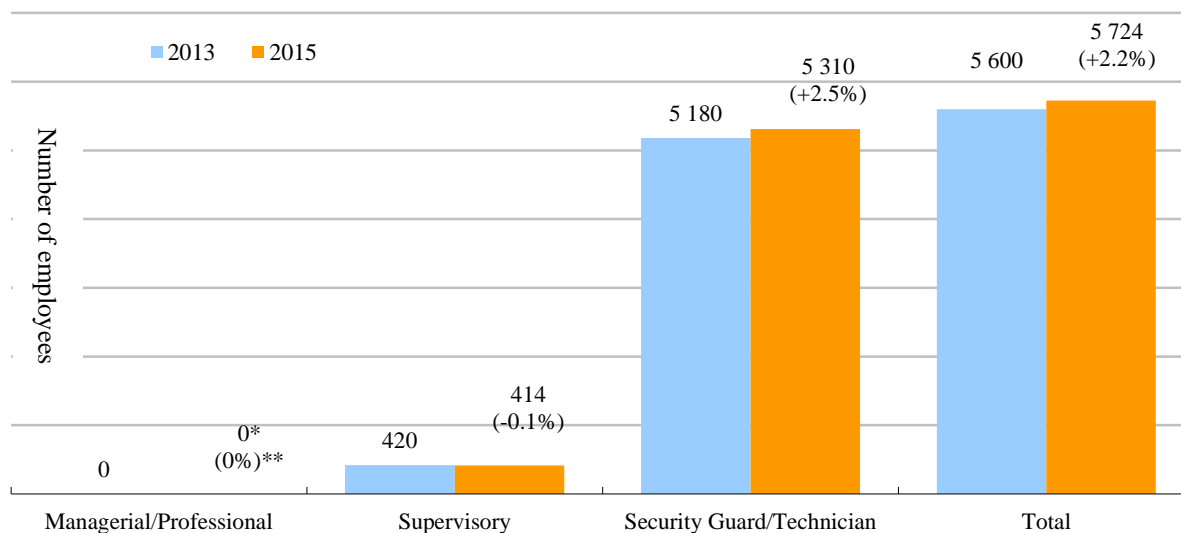
Job Level	No. of Employees in June 2013	No. of Employees in June 2015	Growth (%)*
Managerial/Professional	2 454	2 360	<b>-94</b> <b>(-3.8)</b>
Supervisory	10 605	10 288	<b>-317</b> <b>(-3)</b>
Security Guard/Technician	91 020	95 899	<b>4 879</b> <b>(+5.3)</b>
<b>Total</b>	<b>104 079</b>	<b>108 547</b>	<b>4 468</b> <b>(+4.3)**</b>

\* As percentage increase / decrease of the number of employees at the job level in 2015 as against 2013

\*\* As percentage increase / decrease of the number of employees in the industry in 2015 as against 2013

2.8 The comparison of manpower of owners corporations by job level between 2013 and 2015 is illustrated in **Figure 6** and **Table E**.

**Figure 6: Comparison of Manpower of Owners Corporations between 2013 and 2015 by Job Level**



\* Number of employees at the job level

\*\* As percentage increase / decrease of the number of employees at the job level in 2015 as against 2013

**Table E: Manpower Growth of Owners Corporations in 2015 by Job Level**

Job Level	No. of Employees in June 2013	No. of Employees in June 2015	Growth (%)*
Managerial/Professional	-	-	-
Supervisory	420	414	<b>-6</b> <b>(-1.4)</b>
Security Guard/Technician	5 180	5 310	<b>-130</b> <b>(+2.5)</b>
<b>Total</b>	<b>5 600</b>	<b>5 724</b>	<b>124</b> <b>(+2.2)**</b>

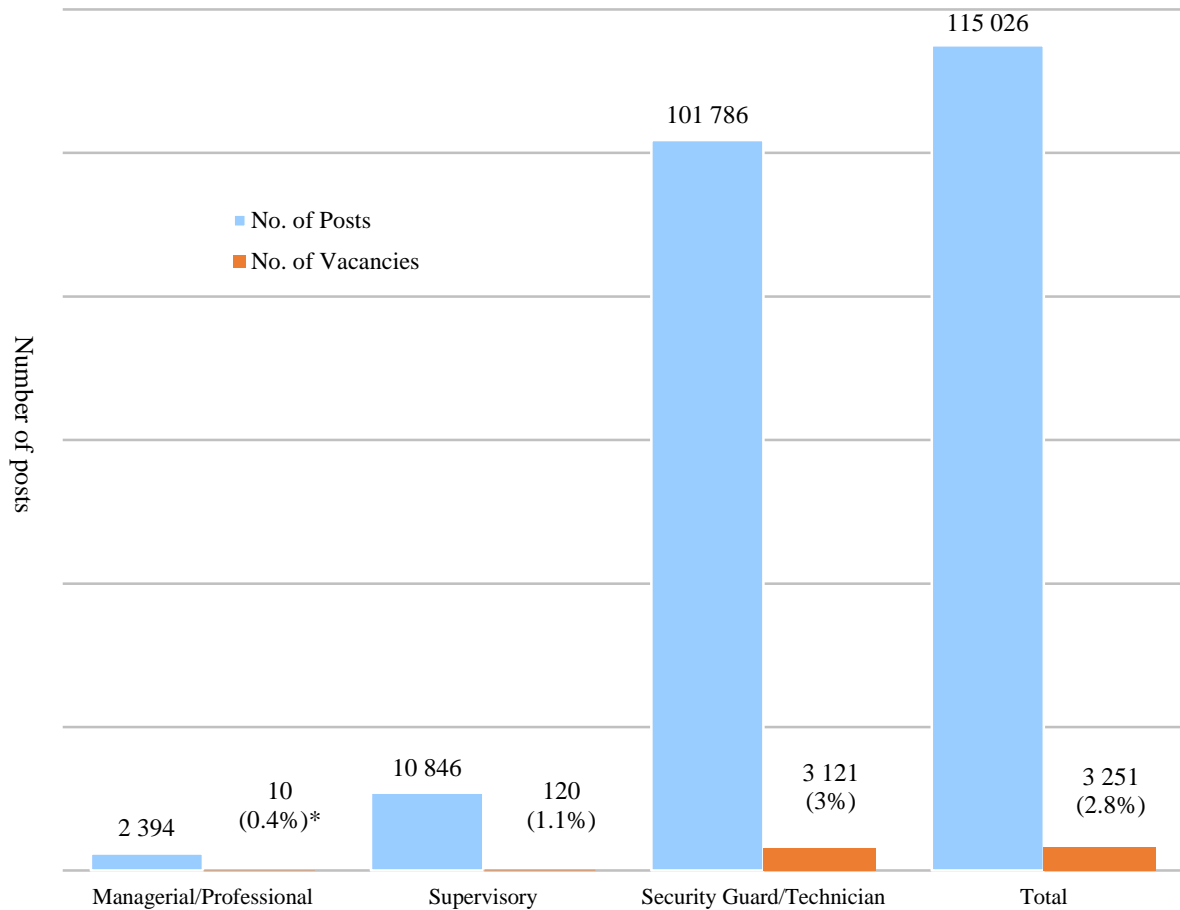
\* As percentage increase / decrease of the number of employees at the job level in 2015 as against 2013

\*\* As percentage increase / decrease of the number of employees in the industry in 2015 as against 2013

## Number of Vacancies

2.9 At the time of survey, employers reported 3 251 vacancies, or 2.7% of the existing 118 277 posts (posts = 3 251 vacancies + 115 026 employees). By job level, the security guard/technician level had the highest number of vacancies of 2 857. The distribution of vacancies by job level is shown in **Figure 7** and by principal job in **Table F**.

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



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

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

Job Level	Number of Employees	Number of Vacancies	Number of Posts	(%)*
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>				
Senior Management Staff	328	-	328	-
Security Manager/Operations Manager/Security Centre Controller	1 049	-	1 049	-
Security Consultant	69	-	69	-
Security System Project Manager	197	1	198	0.5
Security System Design/Installation/ Maintenance Engineer	490	8	498	1.6
Security Training Manager	23	-	23	-
Other Security Services Related Manager	238	1	239	0.4
<b>Sub-total:</b>	<b>2 394</b>	<b>10</b>	<b>2 404</b>	<b>0.4</b>
<b>SUPERVISORY LEVEL</b>				
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	10 273	105	10 378	1
Technical Support Staff	159	1	160	0.6
Security Training Officer	51	-	51	-
VIP Protection Officer/Private Body Guard	-	-	-	-
Other Security Services Related Supervising Personnel	363	14	377	3.7
<b>Sub-total:</b>	<b>10 846</b>	<b>120</b>	<b>10 966</b>	<b>1.1</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>				
Security Guard (on 3-shift system)	37 060	1 217	38 277	3.2
Security Guard (on 2-shift system)	59 295	1 640	60 935	2.7
Armed Guard	673	5	678	0.7
Security System Design Technician	214	12	226	5.3
Security Device Installation, Maintenance and /or Repairing Technician	2 855	146	3 001	4.9
Other Security Services Personnel	1 689	101	1 790	5.6
<b>Sub-total:</b>	<b>101 786</b>	<b>3 121</b>	<b>104 907</b>	<b>3</b>
<b>GRAND TOTAL:</b>	<b>115 026</b>	<b>3 251</b>	<b>118 277</b>	<b>(12.7)**</b>

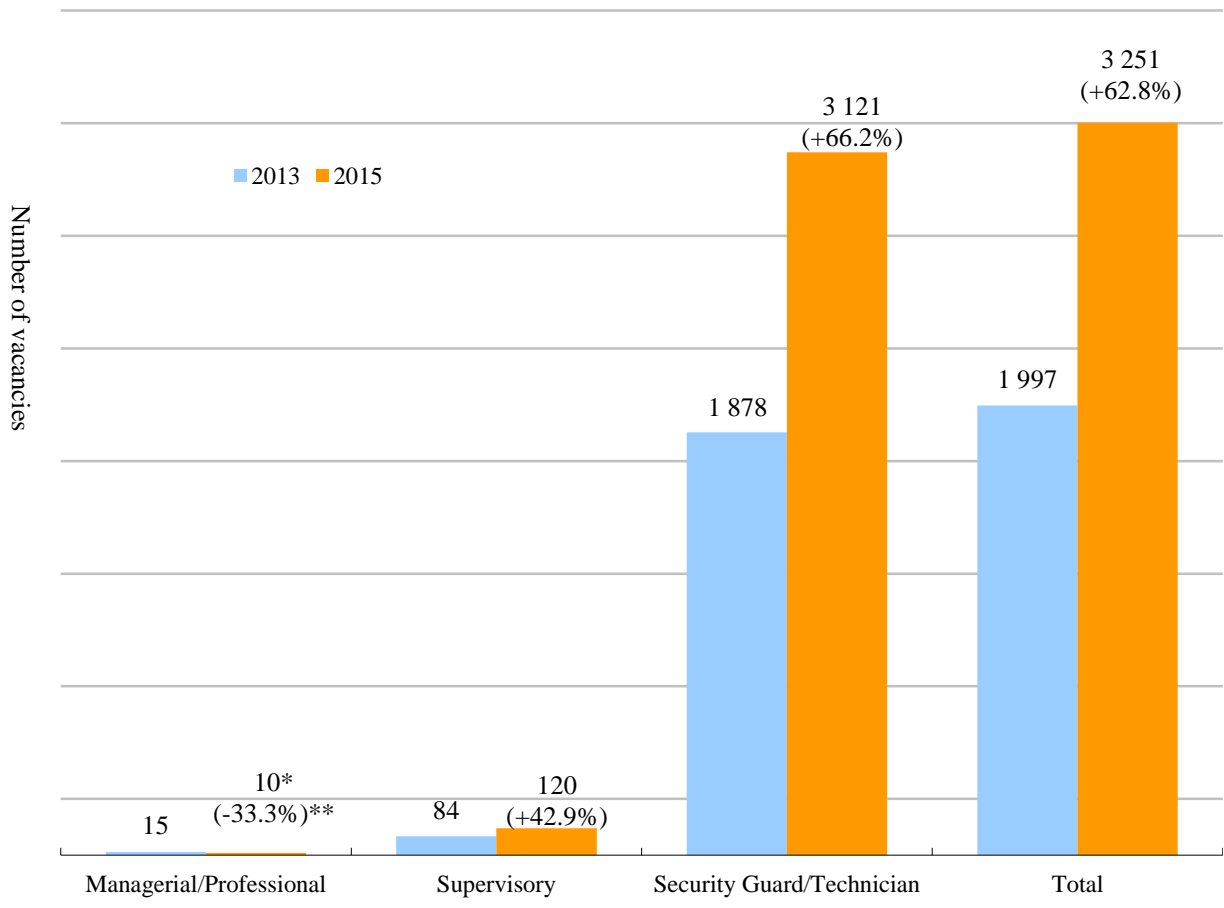
\* As percentage of vacancies at the same job level

\*\* As percentage of vacancies in the industry



2.10 A comparison of the number of vacancies between 2013 and 2015 is shown in **Figure 8**.

**Figure 8: Comparison of Vacancies between 2013 and 2015**



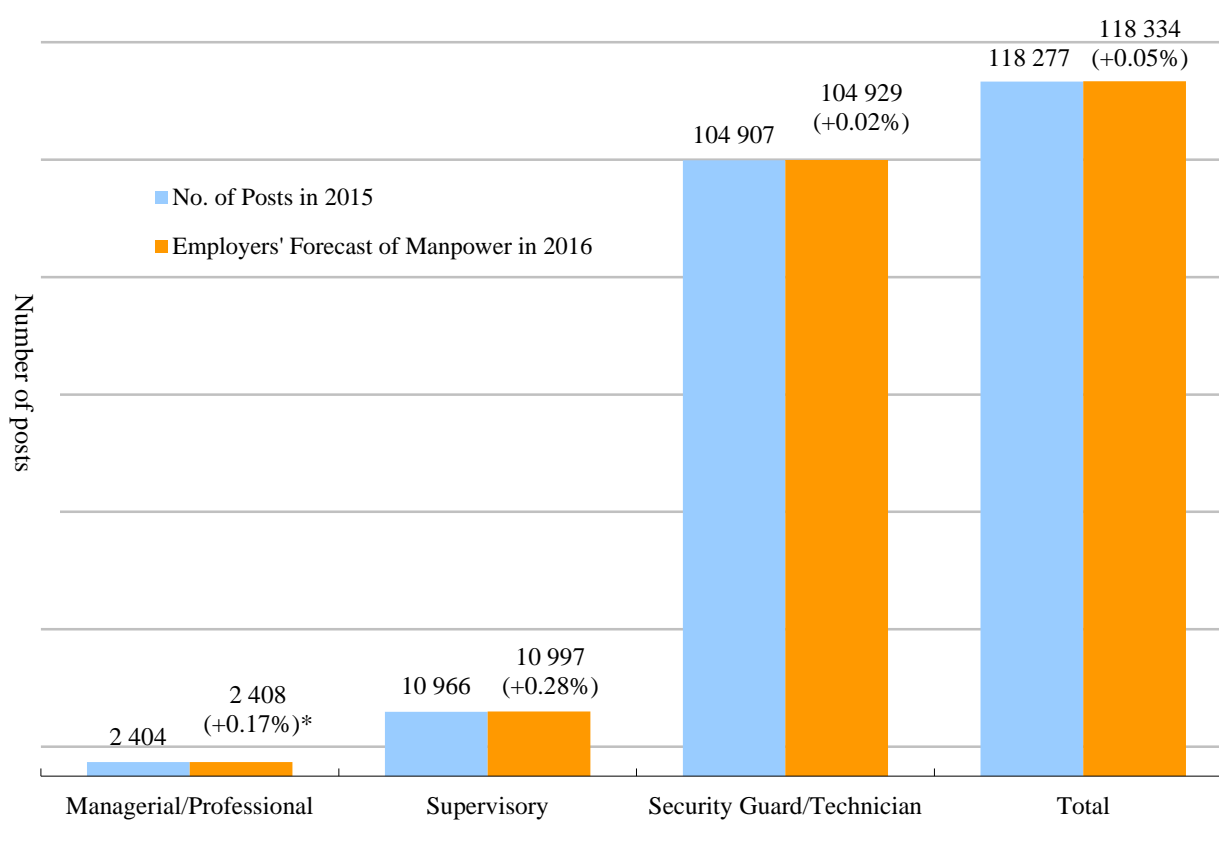
\* Number of vacancies by job level

\*\* As percentage increase / decrease of the number of vacancies at the job level in 2015 as against 2013

## Employers' Forecast Manpower Demand by June 2016

2.11 Employers forecasted that there would be 118 334 posts by June 2016, an increase of 0.05% over the number of posts in June 2015. There were total increase of 57 posts. Broken down into three technical job levels, the respective increases were: the managerial level (4 posts, 0.17%), the supervisory level (31 posts, 0.28%), and the security guard/technician level (22 posts, 0.02%). Employers' forecasted manpower growth by June 2016 by job level is presented in **Figure 9** and by principal job in **Table G**.

**Figure 9: Employers' Forecast of Security Services Manpower Demand by June 2016 by Job Level**



\* As percentage increase/decrease in number of posts at the same job level in 2016 as against 2015

**Table G: Employers' Forecast of Manpower Growth by Principal Job in 2016**

<b>Job Level</b>	<b>Number of Posts in 2015</b>	<b>Forecast of Manpower in 2016</b>	<b>Change (%)*</b>
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>			
Senior Management Staff	328	331	<b>(0.9)</b>
Security Manager/Operations Manager/Security Centre Controller	1 049	1 049	<b>(-)</b>
Security Consultant	69	69	<b>(-)</b>
Security System Project Manager	198	198	<b>(-)</b>
Security System Design/Installation/ Maintenance Engineer	498	498	<b>(-)</b>
Security Training Manager	23	24	<b>(4.3)</b>
Other Security Services Related Manager	239	239	<b>(-)</b>
<b>Sub-total:</b>	<b>2 404</b>	<b>2 408</b>	<b>(0.17)**</b>
<b>SUPERVISORY LEVEL</b>			
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	10 378	10 409	<b>(0.3)</b>
Technical Support Staff	160	160	<b>(-)</b>
Security Training Officer	51	51	<b>(-)</b>
VIP Protection Officer/Private Body Guard	-	-	<b>(-)</b>
Other Security Services Related Supervising Personnel	377	377	<b>(-)</b>
<b>Sub-total:</b>	<b>10 966</b>	<b>10 997</b>	<b>(0.28)**</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>			
Security Guard (on 3-shift system)	38 277	38 372	<b>(0.2)</b>
Security Guard (on 2-shift system)	60 935	60 860	<b>(-0.1)</b>
Armed Guard	678	678	<b>(-)</b>
Security System Design Technician	226	226	<b>(-)</b>
Security Device Installation, Maintenance and /or Repairing Technician	3 001	3 003	<b>(0.07)</b>
Other Security Services Personnel	1 790	1 790	<b>(-)</b>
<b>Sub-total:</b>	<b>104 907</b>	<b>104 929</b>	<b>(0.02)**</b>
<b>GRAND TOTAL:</b>	<b>118 277</b>	<b>118 334</b>	<b>(0.05)#</b>

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

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

# As percentage increase / decrease of the total number of posts in the industry in 2016 against 2015

### **Internal Promotion in the Past 12 Months**

2.12 The survey revealed that 0.56% employees were promoted from within the surveyed sample establishments. Significant internal promotion could be found at supervisory level in the Security Guarding Services. 516 employees from Guard/Technician level were promoted to Supervisory level. The main reason for the higher internal promotion rate in this branch was to retain employees in the industry. A summary of the promotion pattern by branch by job level is shown in **Table H**.

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

<b>Branch</b>	<b>Managerial/ Professional Level<sup>#</sup></b>	<b>Supervisory Level<sup>^</sup></b>	<b>Total (%)<sup>*</sup></b>
Security Guarding Services	2	516	<b>518 (0.6)</b>
Armoured Transportation Services	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	12	10	<b>22 (0.7)</b>
Security Guarding/ Armoured Transportation Services	-	-	-
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	4	60	<b>64 (0.5)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	2	1	<b>3 (0.1)</b>
Owners Corporations	-	-	-
Supplementary Samples	4	11	<b>15 (2)</b>
<b>Total:</b>	<b>24</b>	<b>598</b>	<b>622 (0.5)**</b>

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

<sup>^</sup> Number of employees promote from guard/technician to supervisory level

\* As percentage of total number of employees by branch

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

## Turnover in the Past 12 Months

2.13 **Table I** shows that the staff wastage rate in the past 12 months for Security Companies was 7.6% while highest wastage was found in Security Guard Technician level. Such findings were mainly relied on data given by human resources personnel of sampled companies and based on the assumption that the leavers might be recruited by another security services companies. In this connection, the actual wastage rate 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 23 899 employees leaving and 16 595 employees joining the industry, representing a 7.2% of wastage at the same job level. Details of the number of recruits in the past 12 months by branch by job level are shown in **Appendix 9**.

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

### (i) Security Companies

Job Level	No. of Posts	No. of Leavers	No. of Recruits with Security Services Related Experience	Wastage (%)
Managerial/Professional	2 360	96	80	<b>16</b> <i>(0.7)*</i>
Supervisory	10 288	2 073	1 148	<b>925</b> <i>(9)*</i>
Security Guard/Technician	95 899	23 392	16 105	<b>7 287</b> <i>(7.6)*</i>
<b>Total:</b>	<b>108 547</b>	<b>25 561</b>	<b>17 333</b>	<b>8 228</b> <i>(7.6)**</i>

### (ii) Owners Corporations

Job Level	No. of Posts	No. of Leavers	No. of Recruits with Security Services Related experience	Wastage (%)
Managerial/Professional	-	-	-	-
Supervisory	414	-	-	-
Security Guard/Technician	5 310	414	414	-
<b>Total:</b>	<b>5 724</b>	<b>414</b>	<b>414</b>	-

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

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

**(iii) Supplementary Samples**

<b>Job Level</b>	<b>No. of Posts</b>	<b>No. of Leavers</b>	<b>No. of Recruits with Security Services Related experience</b>	<b>Wastage (%)</b>
Managerial/Professional	34	2	-	<b>2</b> <b>(5.9)*</b>
Supervisory	144	11	1	<b>10</b> <b>(6.9)*</b>
Security Guard/Technician	577	93	76	<b>17</b> <b>(2.9)*</b>
<b>Total:</b>	<b>755</b>	<b>106</b>	<b>77</b>	<b>29</b> <b>(3.8)**</b>

**(iv) Total**

<b>Job Level</b>	<b>No. of Posts</b>	<b>No. of Leavers</b>	<b>No. of Recruits with Security Services Related experience</b>	<b>Wastage (%)</b>
Managerial/Professional	2 394	98	80	<b>18</b> <b>(0.75)*</b>
Supervisory	10 846	2 084	1 149	<b>935</b> <b>(8.6)*</b>
Security Guard/Technician	101 786	23 899	16 595	<b>7 304</b> <b>(7.2)*</b>
<b>Total:</b>	<b>115 026</b>	<b>26 081</b>	<b>17 824</b>	<b>8 257</b> <b>(7.2)**</b>

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

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

## **Recruitment Difficulties**

2.14 The Survey revealed that there were 451 respondents (or 15.7%) had come across difficulty in the recruitment of staff, particularly security guards. 456 (or 15.9%) respondents had no difficulty in the recruitment of staff. Among the remaining 1 961 (or 68.4%) respondents, 1 634 respondents reported that they did not have any recruitment exercises during the survey period and 327 respondents declined to respond. It was found in the survey that the percentage recorded in unattractive salary (from 26.2% in 2013 to 19.3% in 2015) and long working hours (from 18.4% in 2013 to 16.2% in 2015) experienced slightly decrease while general labour shortage (from 16.3% in 2013 to 23.4% in 2015) experienced significantly increase. Reasons for recruitment difficulty for each job level are shown in **Table J**. The type of difficulties encountered in recruitment in the past 12 months is set out in **Appendix 8**.

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

<b>Reasons for Recruitment Difficulty<sup>#</sup></b>	<b>Managerial/ Professional*</b>		<b>Supervisory*</b>		<b>Technician*</b>		<b>Security Guard*</b>		<b>Total</b>	
	<b>2013</b>	<b>2015</b>	<b>2013</b>	<b>2015</b>	<b>2013</b>	<b>2015</b>	<b>2013</b>	<b>2015</b>	<b>2013</b>	<b>2015</b>
General Labour Shortage	0.4	0.6	2.2	2.3	4.7	4.3	9.1	16.2	<b>16.3</b>	<b>23.4</b>
Long Working Hours	-	0.1	1.0	1.0	1.3	1.6	16.1	13.5	<b>18.4</b>	<b>16.2</b>
Tough Working Environment	0.1	-	0.1	0.6	0.4	0.9	3.6	2.8	<b>4.2</b>	<b>4.3</b>
Dangerous Working Nature	-	-	-	-	-	0.3	-	0.1	-	<b>0.4</b>
Unattractive Salary	0.5	0.3	2.7	1.2	2.9	3.0	20.2	14.8	<b>26.2</b>	<b>19.3</b>
Low Status	-	0.1	-	0.1	0.5	0.1	1.2	0.6	<b>1.7</b>	<b>0.8</b>
Lack of Candidates with Relevant Experience and Training	0.7	2.4	2.2	1.2	5.9	3.1	3.6	2.5	<b>12.2</b>	<b>7.6</b>
Others	-	-	-	0.3	1.6	0.3	2.2	2.3	<b>3.7</b>	<b>3.0</b>
Unspecified/ Refusal	4.0	1.6	6.6	1.6	1.7	1.5	5.0	20.5	<b>17.3</b>	<b>25.2</b>

# Respondents may choose more than one reason

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

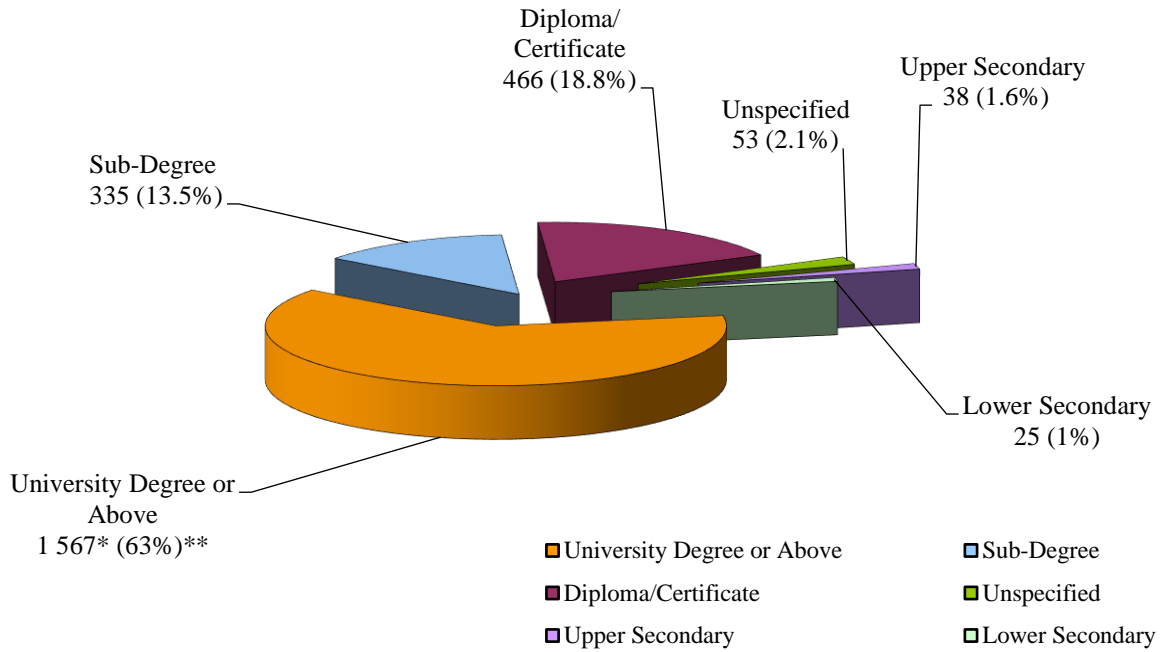
### **Employers' Required Educational Level of Employees**

2.15 The Survey shows that 52.3% employers opined that employees at the managerial/professional level were required to have University degree or above level of education. Meanwhile, 61.4% at the supervisory level were required to possess upper secondary level of education whereas 72.2% at the security guard/technician level to have lower secondary level of education. Comparisons of the required education between 2013 and 2015 Surveys by level are shown in **Figures 10 to 12**. A summary of the required education of employees by principal job is presented in **Table K**. Details of the employers' required education level of employees by branch by principal job are shown in **Appendix 10**.



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

**Total: 2 484 employees**

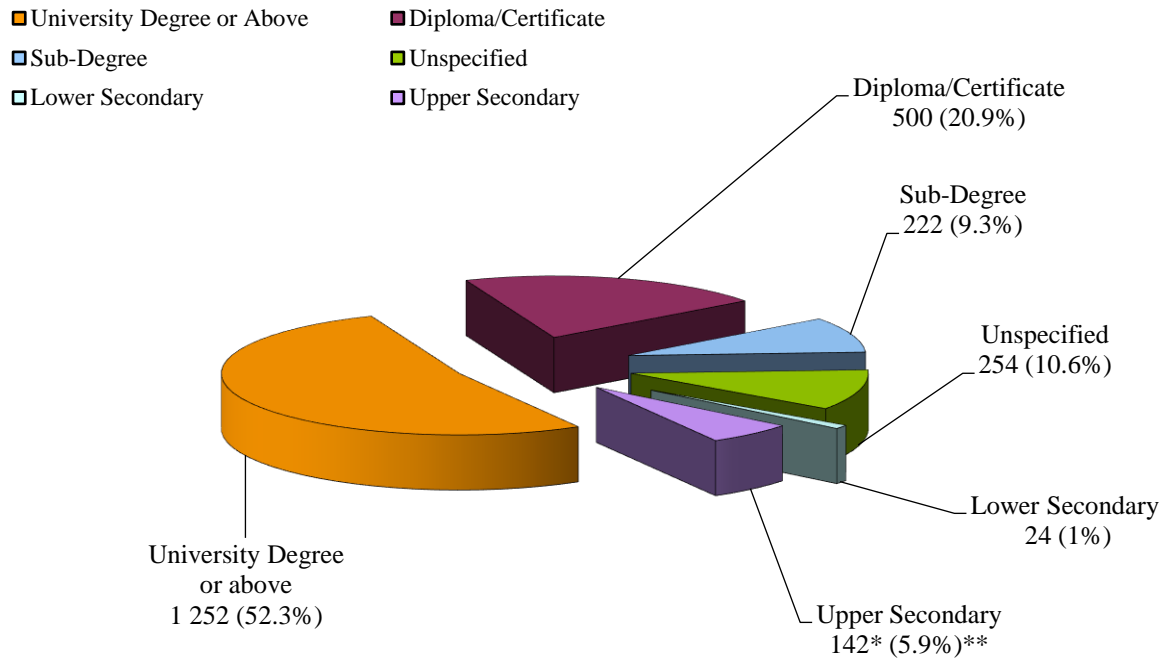


\* No. of employees

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

**Figure 10 (ii): Employers' Required Education Level of Employees at the Managerial/Professional Level in 2015**

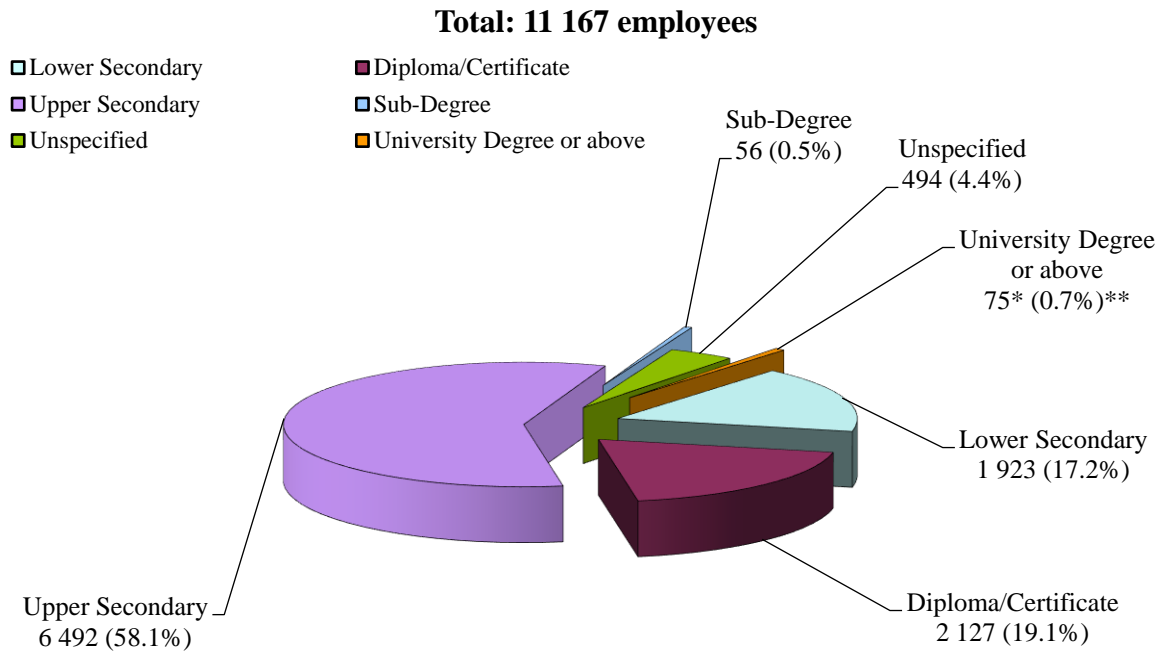
**Total: 2 394 employees**



\* No. of employees

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

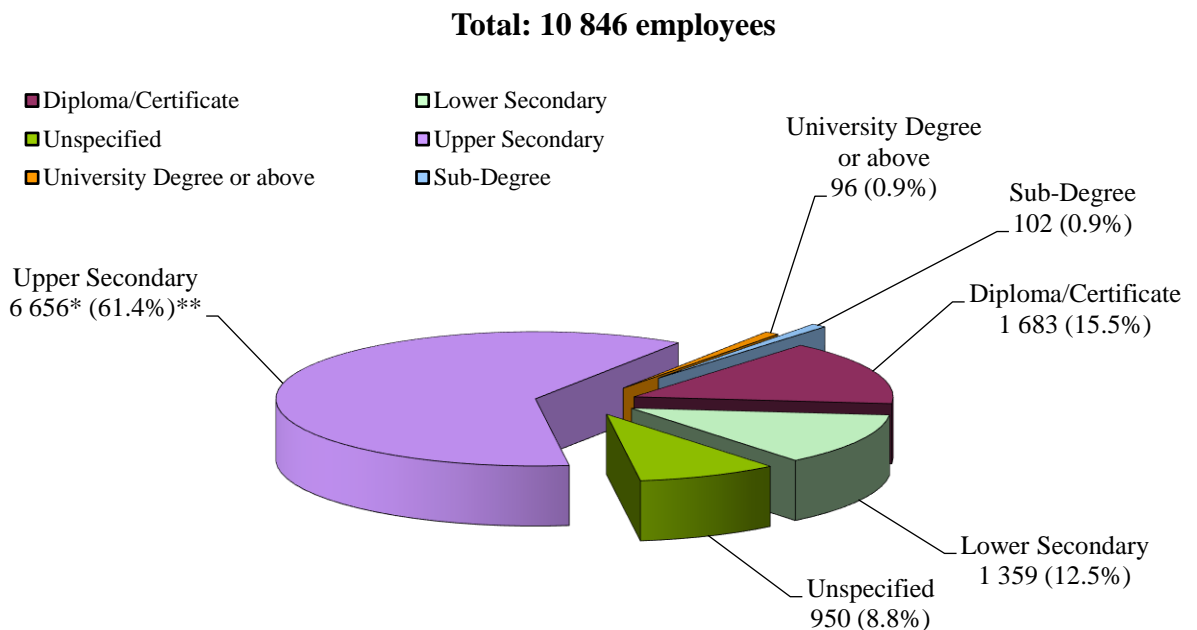
**Figure 11 (i): Employers' Required Education Level of Employees at the Supervisory Level in 2013**



\* No. of employees

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

**Figure 11 (ii): Employers' Required Education Level of Employees at the Supervisory Level in 2015**

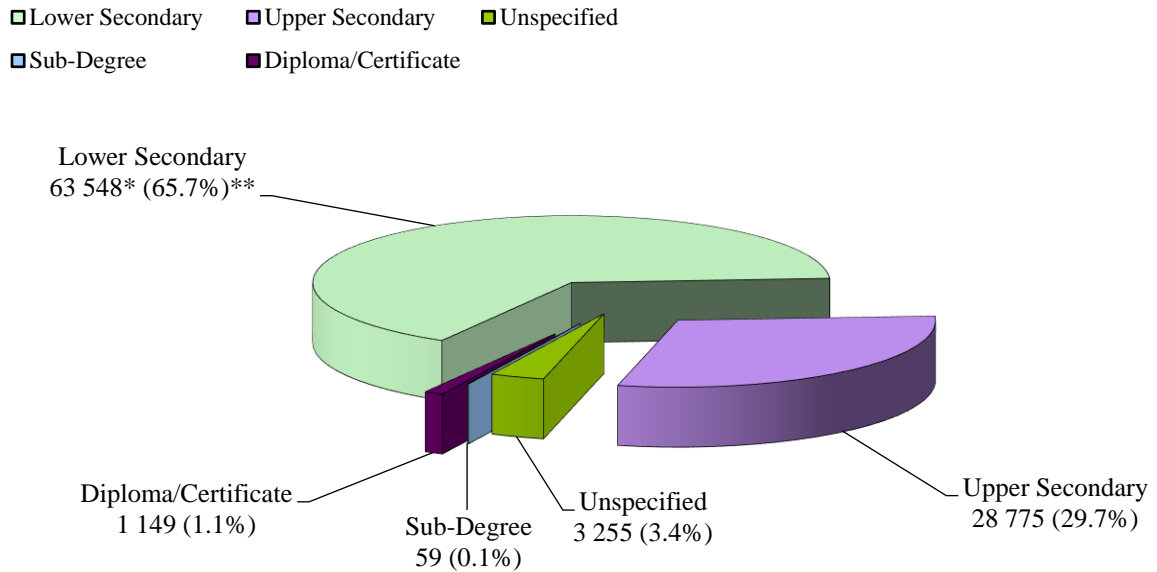


\* No. of employees

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

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

**Total: 96 786 employees**

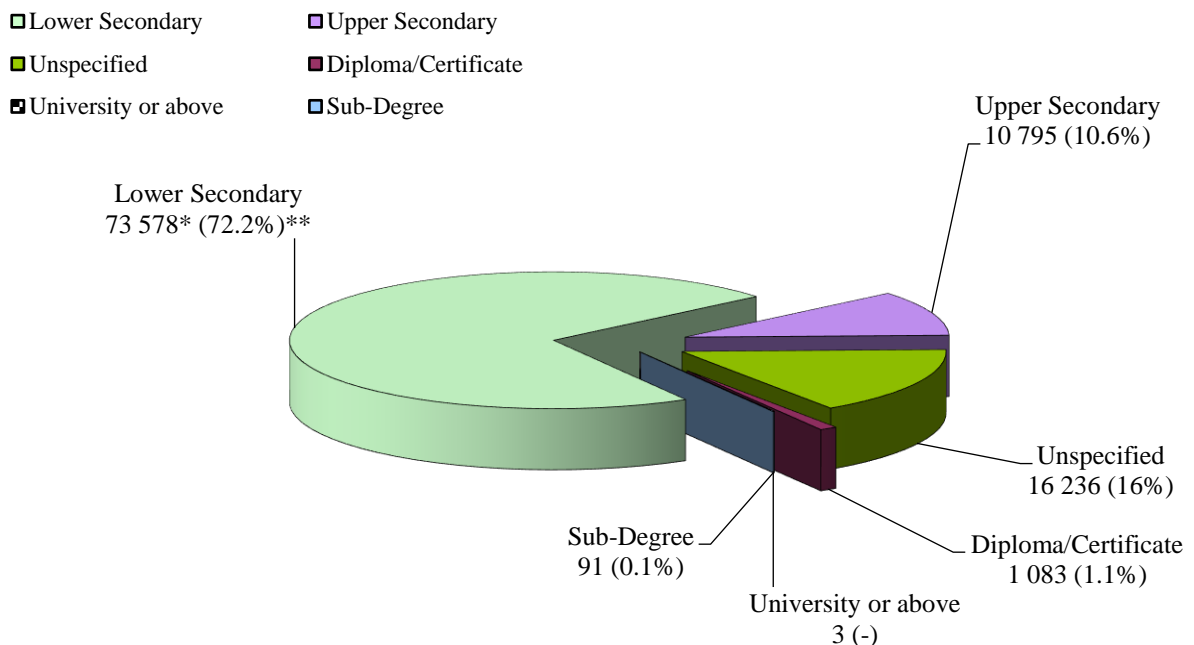


\* No. of employees

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

**Figure 12(ii): Employers' Required Education Level of Employees at the Security Guard/Technician Level in 2015**

**Total: 101 786 employees**



\* No. of employees

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

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

Job Level	University Degree or above	Sub-Degree	Diploma/Certificate	Upper Secondary	Lower Secondary	Unspecified	Total
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>							
Senior Management Staff	187	11	40	30	-	60	328
Security Manager/Operations Manager/Security Centre Controller	441	105	222	103	24	154	1 049
Security Consultant	36	-	24	-	-	9	69
Security System Project Manager	126	15	47	1	-	8	197
Security System Design/Installation/ Maintenance Engineer	231	86	153	-	-	20	490
Security Training Manager	15	-	1	4	-	3	23
Other Security Services Related Manager	216	5	13	4	-	-	238
<b>Sub-total:</b>	<b>1 252</b>	<b>222</b>	<b>500</b>	<b>142</b>	<b>24</b>	<b>254</b>	<b>2 394</b>
(%)*	(52.3)	(9.3)	(20.9)	(5.9)	(1)	(10.6)	(100)
<b>SUPERVISORY LEVEL</b>							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	28	84	1 289	6 575	1 359	938	10 273
Technical Support Staff	35	-	114	6	-	4	159
Security Training Officer	14	2	17	10	-	8	51
Other Security Services Related Supervising Personnel	19	16	263	65	-	-	363
<b>Sub-total:</b>	<b>96</b>	<b>102</b>	<b>1 683</b>	<b>6 656</b>	<b>1 359</b>	<b>950</b>	<b>10 846</b>
(%)*	(0.9)	(0.9)	(15.5)	(61.4)	(12.5)	(8.8)	(100)
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>							
Security Guard (on 3-shift system)	-	-	6	5 048	25 688	6 318	37 060
Security Guard (on 2-shift system)	-	-	-	2 830	47 540	8 925	59 295
Armed Guard	-	-	-	595	18	60	673
Security System Design Technician	3	24	83	86	-	18	214
Security Device Installation, Maintenance and /or Repairing Technician	-	65	966	978	138	708	2 855
Other Security Services related Personnel with valid Security Personnel Permit	-	2	28	1 258	194	207	1 689
<b>Sub-total:</b>	<b>-</b>	<b>91</b>	<b>1 083</b>	<b>10 795</b>	<b>73 578</b>	<b>16 236</b>	<b>101 786</b>
(%)*	-	(0.1)	(1.1)	(10.6)	(72.3)	(16)	(100)
<b>GRAND Total</b>	<b>1 351</b>	<b>415</b>	<b>3 266</b>	<b>17 593</b>	<b>74 961</b>	<b>17 440</b>	<b>115 026</b>
(%)**	(1.2)	(0.4)	(2.8)	(15.3)	(65.2)	(15.1)	(100)

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

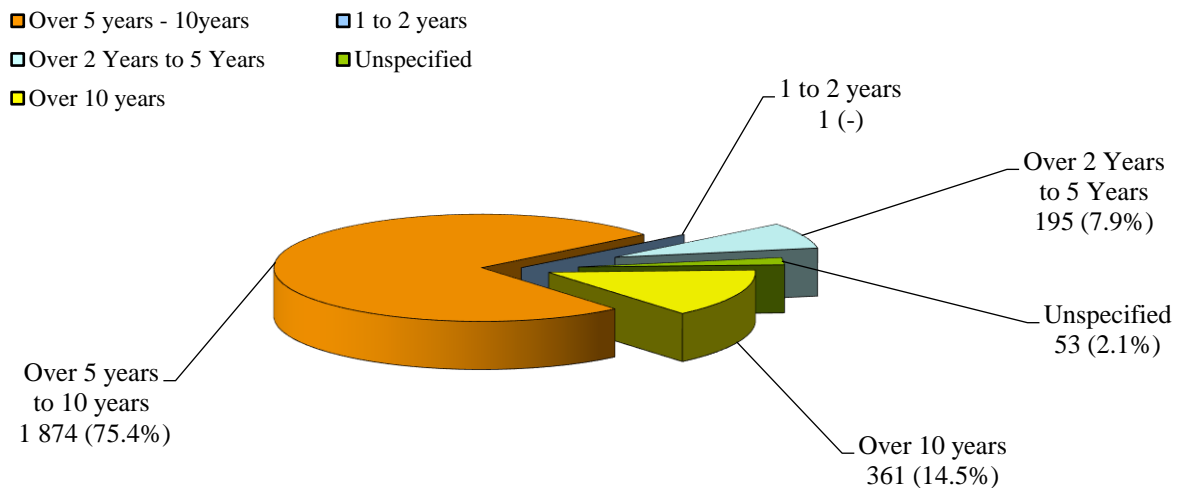
\*\*As percentage of the total number of employees in the industry

**Employers’ Preferred Period of Experience of Employees**

2.16 The survey revealed that 61.2% of the employees at the managerial/professional level were preferred to have over 5 - 10 years of experience. 70% of the employees at the supervisory level were preferred to have over 2 - 5 years of experience and 53.8% of the employees at the security guard/technician level were preferred to have less than 1 year of experience. Comparisons of the employers’ preferred period of experience of employees between 2013 and 2015 by job level are shown in **Figures 13 to 15**. A summary of the employers’ preferred experience of employees by principal job is presented in **Table L**. Details of the employers’ preferred period of experience of employees by branch by principal job are shown in **Appendix 11**.

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

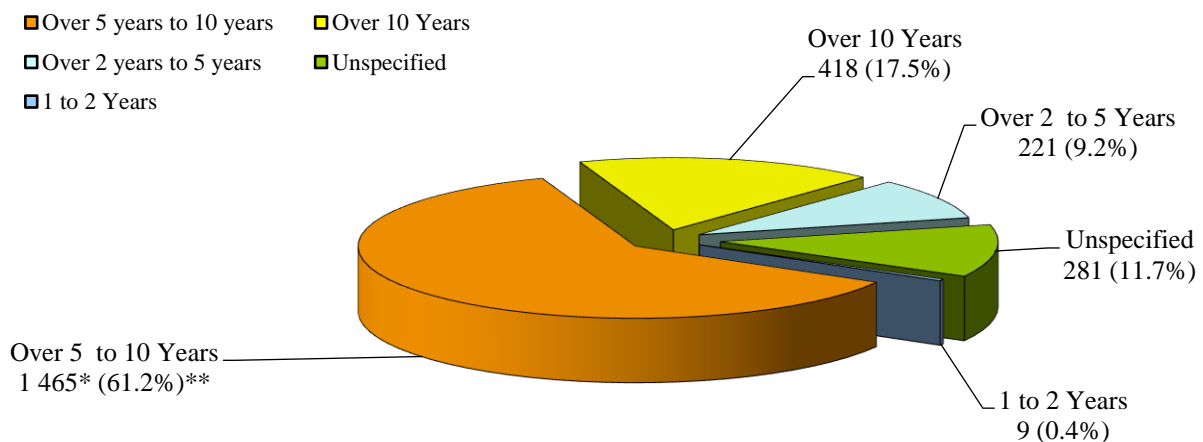
**Total: 2 484 employees**



\* No. of employees  
 \*\* As percentage of the number of employees at the job level

**Figure 13(ii): Employers’ Preferred Period of Experience of Employees at the Managerial/Professional Level in 2015**

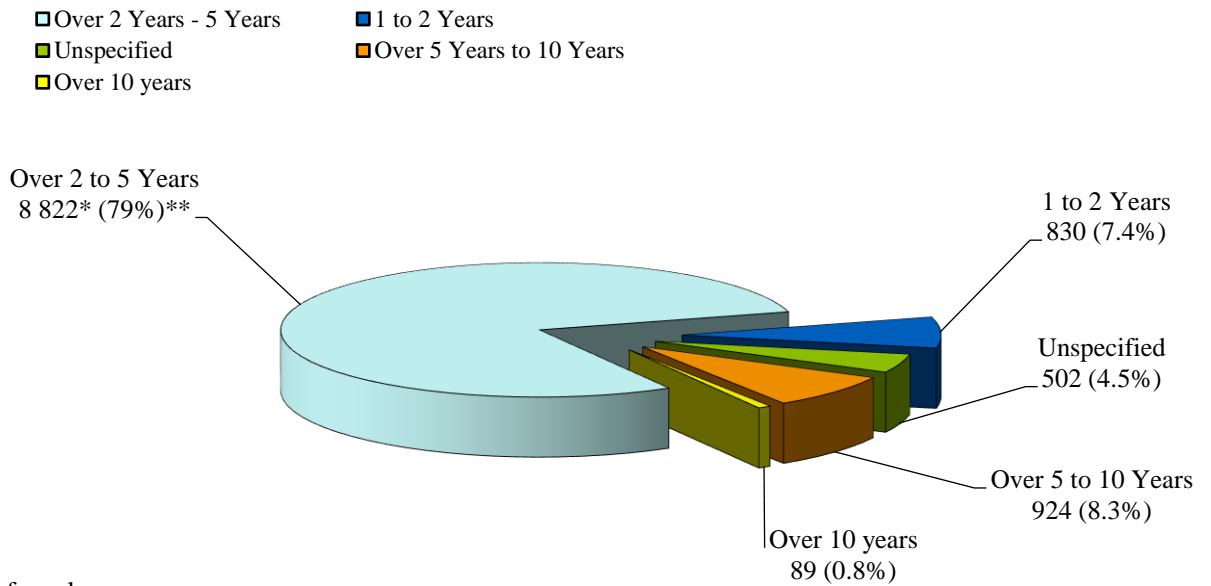
**Total: 2 394 employees**



\* No. of employees  
 \*\* As percentage of the number of employees at the job level

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

**Total: 11 167 employees**

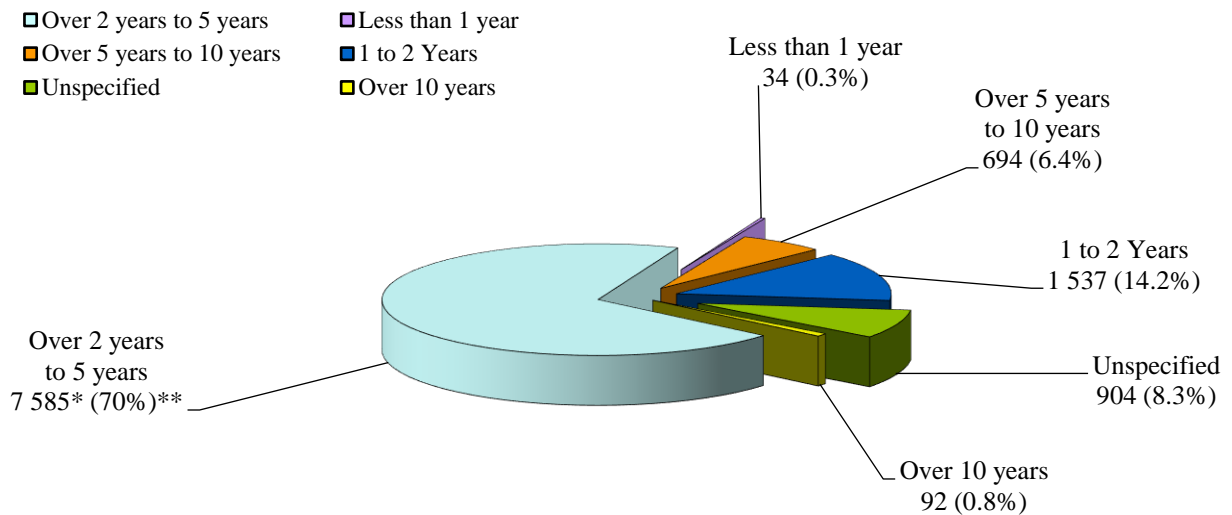


\* No. of employees

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

**Figure 14(ii): Employers' Preferred Period of Experience of Employees at the Supervisory Level in 2015**

**Total: 10 846 employees**

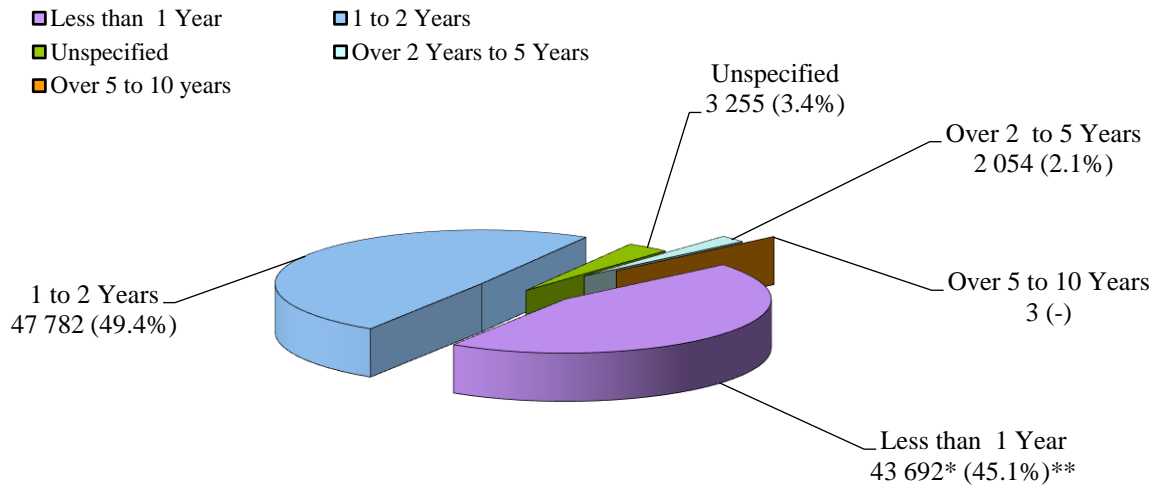


\* No. of employees

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

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

**Total: 96 786 employees**

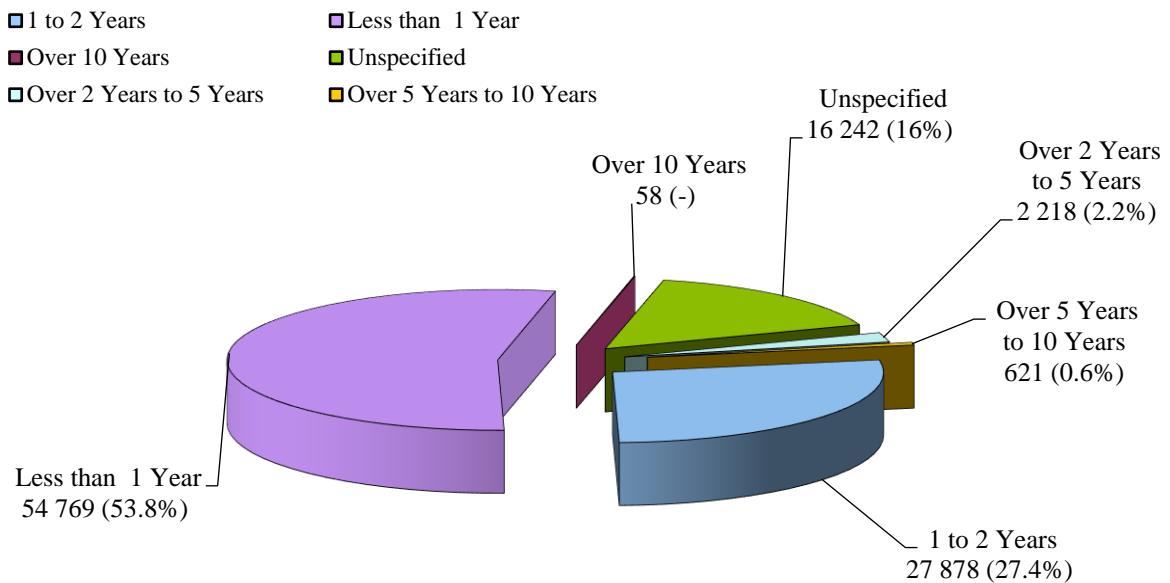


\* No. of employees

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

**Figure 15(ii): Employers' Preferred Period of Experience of Employees at the Security Guard/Technician Level in 2015**

**Total: 101 786 employees**



\* No. of employees

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

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

Job Level	Less than 1 year	1-2 years	Over 2 years - 5 years	Over 5 years - 10 years	Over 10 years	Unspecified	Total
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>							
Senior Management Staff	-	3	22	130	114	59	328
Security Manager/Operations Manager/Security Centre Controller	-	3	89	709	82	166	1 049
Security Consultant	-	-	3	51	6	9	69
Security System Project Manager	-	3	21	128	37	8	197
Security System Design/Installation/ Maintenance Engineer	-	-	69	324	61	36	490
Security Training Manager	-	-	-	19	1	3	23
Other Security Services Related Manager	-	-	17	104	117	-	238
<b>Sub-total:</b>	<b>-</b>	<b>9</b>	<b>221</b>	<b>1 465</b>	<b>418</b>	<b>281</b>	<b>2 394</b>
(%)*	-	(0.4)	(9.2)	(61.2)	(17.5)	(11.7)	(100)
<b>SUPERVISORY LEVEL</b>							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	6	1 453	7 220	614	88	892	10 273
Technical Support Staff	28	29	49	49	-	4	159
Security Training Officer	-	1	40	2	-	8	51
Other Security Services Related Supervising Personnel	-	54	276	29	4	-	363
<b>Sub-total:</b>	<b>34</b>	<b>1 537</b>	<b>7 585</b>	<b>694</b>	<b>92</b>	<b>904</b>	<b>10 846</b>
(%)*	(0.3)	(14.2)	(70.0)	(6.4)	(0.8)	(8.3)	(100)
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>							
Security Guard (on 3-shift system)	17 885	11 936	599	276	46	6 318	37 060
Security Guard (on 2-shift system)	35 936	13 050	1 246	138	-	8 925	59 295
Armed Guard	96	517	-	-	-	60	673
Security System Design Technician	24	114	49	3	6	18	214
Security Device Installation, Maintenance and /or Repairing Technician	336	1 297	304	204	-	714	2 855
Other Security Services related Personnel with valid Security Personnel Permit	492	964	20	-	6	207	1 689
<b>Sub-total:</b>	<b>54 769</b>	<b>27 878</b>	<b>2 218</b>	<b>621</b>	<b>58</b>	<b>16 242</b>	<b>101 786</b>
(%)*	(53.8)	(27.4)	(2.2)	(0.6)	-	(16.0)	(100)#
<b>GRAND Total</b>	<b>54 803</b>	<b>29 424</b>	<b>10 024</b>	<b>2 780</b>	<b>568</b>	<b>17 427</b>	<b>115 026</b>
(%)**	(47.6)	(25.6)	(8.7)	(2.4)	(0.5)	(15.2)	(100)

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



## **Employers' Preferred Vocational Qualifications of Employees**

2.17 The Survey revealed that most employers preferred their employees at the managerial/professional, supervisor and security guard levels to have certificate of security guard training course under the recognition scheme. For technicians, employers preferred them to have technical certificates. **Table M** shows the employers' preferred vocational qualifications of employees by job level. Details of the employers' preferred vocational qualifications by branch by job level are also presented in **Appendix 12**.

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

Employers' Preferred Vocational Qualifications	Job Level of Employees					Total
	Number of Responding Security Companies/ Owners Corporations/ Supplementary Samples	Manager	Supervisor	Technician	Security Guard	
Qualified Member of major Security Institutions/Associations	95	33	-	-	-	<b>128</b>
Certificate of Security Trainers Courses	23	29	-	-	-	<b>52</b>
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC	76	227	5	886		<b>1 194</b>
Certificate of Security Guard Training Course under the Recognition Scheme	267	443	27	1 704		<b>2 441</b>
A Pass under the Scheme for Quality Assured In-House Training	20	35	19	17		<b>91</b>
Technical Certificate	163	80	381	73		<b>697</b>
Certificate of Skills Upgrading Scheme	11	12	24	5		<b>52</b>
Others	5	2	6	2		<b>15</b>

Note: Respondent may choose more than one vocational qualification

## **Income Distribution**

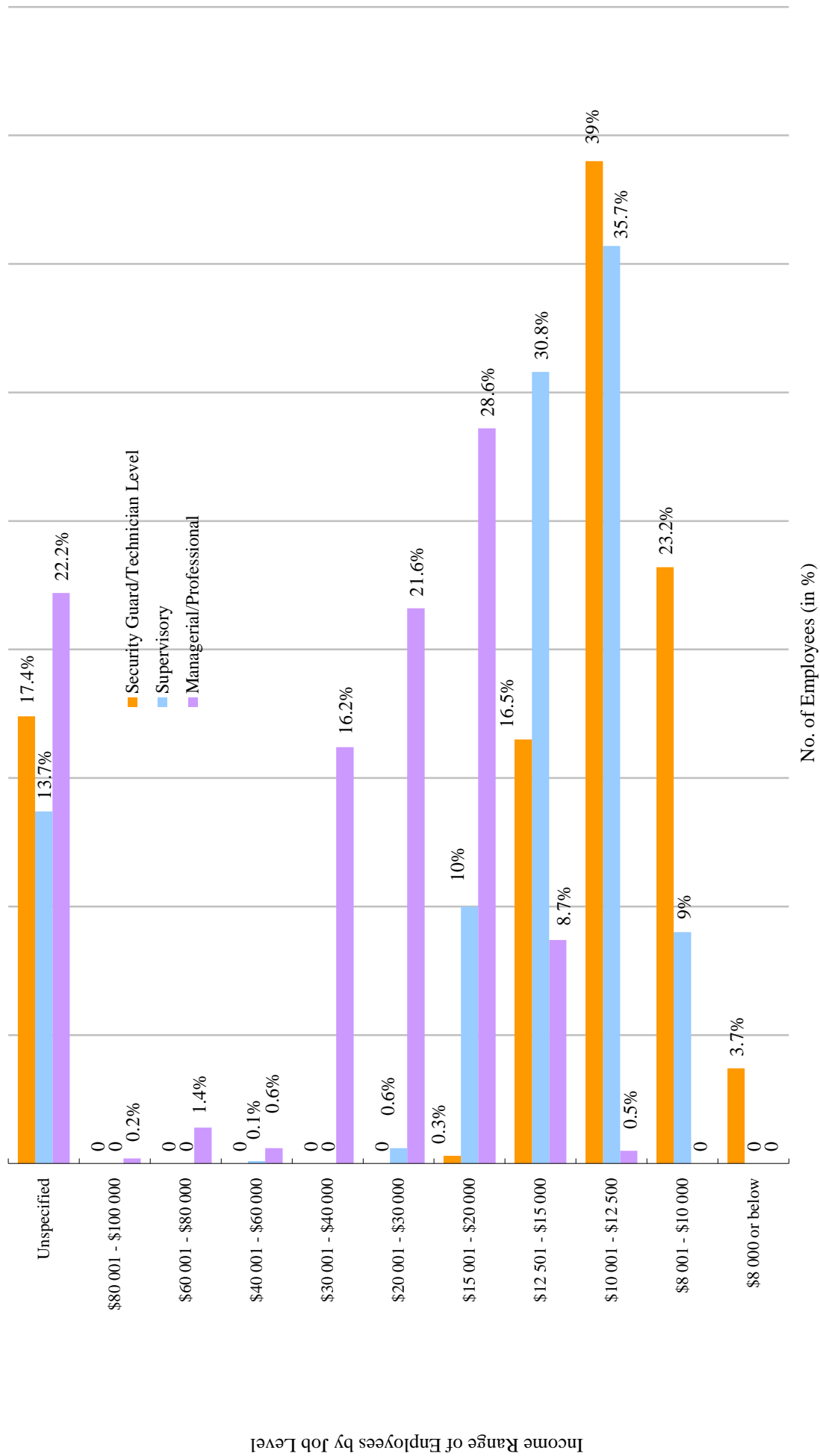
2.18 The Survey figures showed that 684 (or 28.6%) and 518 (or 21.6%) employees at the managerial/ professional level were in the income range of \$15 001 - \$20 000 and \$20 001 - \$30 000 respectively (as compared with 10.9% in the income range of \$15 001 - \$20 000 and 43.2% in the income range of \$20 001 to \$30 000 in 2013). For supervisory level, 1 087 employees (or 10%) were in the income range of \$15 001 - \$20 000 in 2015 which was a significant decrease as compared with 28.3% of the same income range in 2013. For security guard/technician level, 39 643 employees (or 38.9%) received income in the range of \$10 001 - \$12 500, an upward trend was recorded as compared with 2013 survey in which 25 985 employees (or 26.8%) received income in this range. Moreover, attention should be drawn that majority security guards who received income in the range of \$10 001 - \$15 000 were at the 2-shift system of works. **Table N** and **Figure 16** show the analysis of income distribution by principal job level. Since this is not an income survey, the information obtained is for cross-reference only.

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

Job Level	\$8 000 or below	\$8 001 - \$10 000	\$10 001 - \$12 500	\$12 501 - 15 000	\$15 001 - \$20 000	\$20 001 - \$30 000	\$30 001 - \$40 000	\$40 001 - \$60 000	\$60 001 - \$80 000	\$80 001 - \$100 000	Over 100 000	Unspecified	Total
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>													
Senior Management Staff	-	-	2	17	53	73	66	8	28	5	-	76	328
Security Manager/Operations Manager/Security Centre Controller	-	-	10	125	369	159	206	-	4	-	-	176	1 049
Security Consultant	-	-	-	-	23	25	6	-	1	-	-	14	69
Security System Project Manager	-	-	1	11	51	62	46	-	-	-	-	26	197
Security System Design/Installation/Maintenance Engineer	-	-	-	50	164	129	39	-	1	-	-	107	490
Security Training Manager	-	-	-	1	8	2	8	-	-	-	-	4	23
Other Security Services Related Manager	-	-	-	4	16	68	16	5	-	-	-	129	238
<b>Sub-total: (%)*</b>	-	-	<b>13 (0.5)</b>	<b>208 (8.7)</b>	<b>684 (28.6)</b>	<b>518 (21.6)</b>	<b>387 (16.2)</b>	<b>13 (0.6)</b>	<b>34 (1.4)</b>	<b>5 (0.2)</b>	-	<b>532 (22.2)</b>	<b>2 394 (100)#</b>
<b>SUPERVISORY LEVEL</b>													
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	-	973	3 856	3 238	919	29	1	-	-	-	-	1 257	10 273
Technical Support Staff	-	8	17	74	41	-	-	6	-	-	-	13	159
Security Training Officer	-	-	3	8	7	24	-	-	-	-	-	9	51
Other Security Services Related Supervising Personnel	-	-	-	22	120	13	-	-	-	-	-	208	363
<b>Sub-total: (%)*</b>	-	<b>981 (9.0)</b>	<b>3 876 (35.7)</b>	<b>3 342 (30.8)</b>	<b>1 087 (10.0)</b>	<b>66 (0.6)</b>	<b>1 (-)</b>	<b>6 (0.1)</b>	-	-	-	<b>1 487 (13.7)</b>	<b>10 846 (100)#</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>													
Security Guard (on 3-shift system)	3 400	13 698	9 221	3 083	52	-	-	-	-	-	-	7 606	37 060
Security Guard (on 2-shift system)	345	9 766	28 194	12 598	150	-	-	-	-	-	-	8 242	59 295
Armed Guard	-	-	48	302	-	-	-	-	-	-	-	323	673
Security System Design Technician	-	-	108	55	9	-	-	-	-	-	-	42	214
Security Device Installation, Maintenance and /or Repairing Technician	8	28	1 134	526	24	2	-	-	-	-	-	1 133	2 855
Other Security Services related Personnel with valid Security Personnel Permit	-	140	938	196	9	-	-	-	-	-	-	406	1 689
<b>Sub-total: (%)*</b>	<b>3 753 (3.7)</b>	<b>23 632 (23.2)</b>	<b>39 643 (39.0)</b>	<b>16 760 (16.5)</b>	<b>244 (0.3)</b>	<b>2 (-)</b>	-	-	-	-	-	<b>17 752 (17.4)</b>	<b>101 786 (100)#</b>
<b>GRAND Total (%)**</b>	<b>3 753 (3.3)</b>	<b>24 613 (21.4)</b>	<b>43 532 (37.8)</b>	<b>20 310 (17.7)</b>	<b>2 015 (18)</b>	<b>586 (0.5)</b>	<b>388 (0.3)</b>	<b>19 (-)</b>	<b>34 (-)</b>	<b>5 (-)</b>	-	<b>19 771 (17.2)</b>	<b>115 026 (100)#</b>

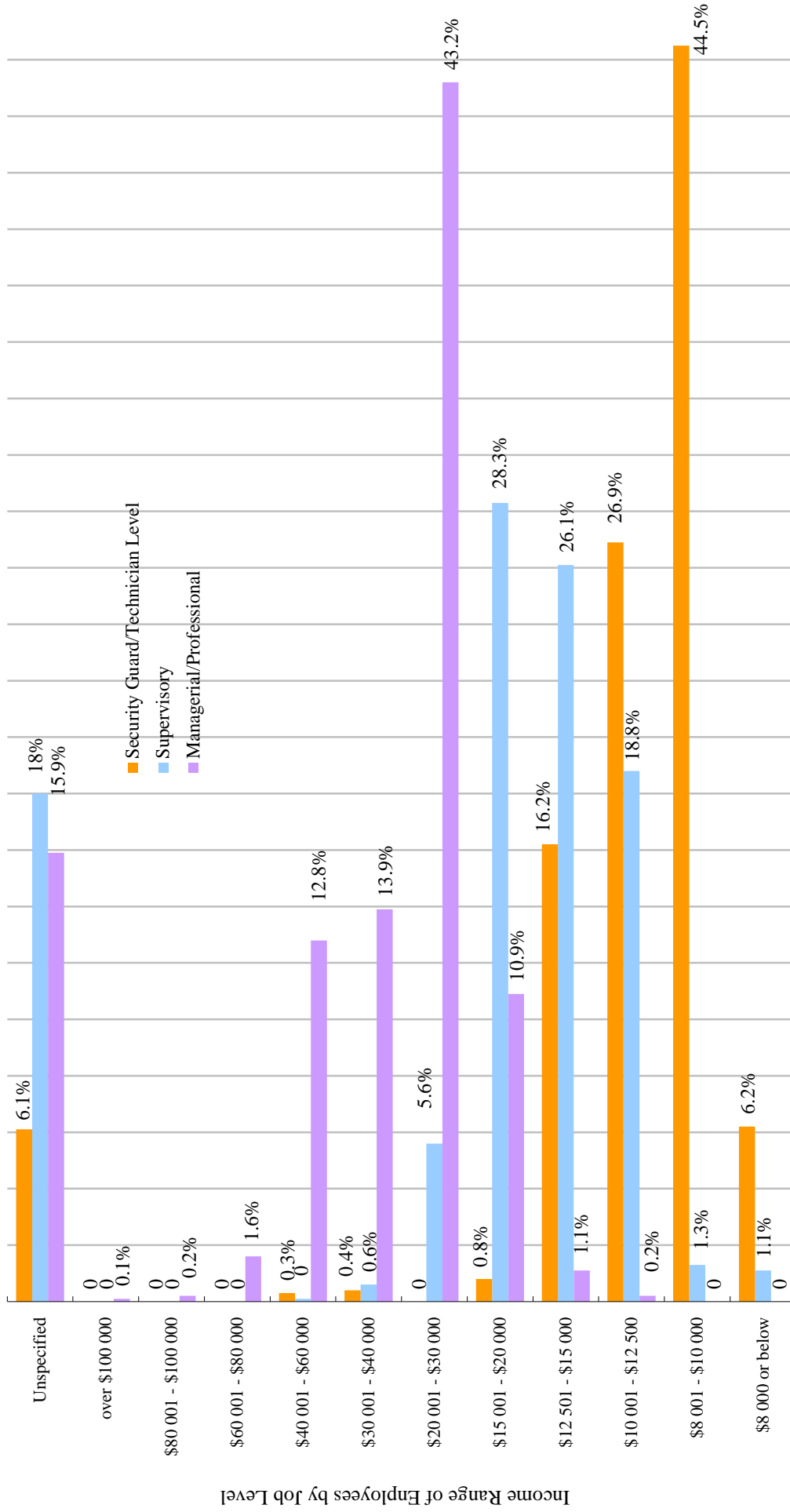
\*As percentage of the total number of employees at the same job level \*\*As percentage of the total number of employees in the industry #The percentage may not add up to 100 due to rounding

**Figure 16(i): Income Distribution of Employees by Job Level By Income Range in 2015**



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

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



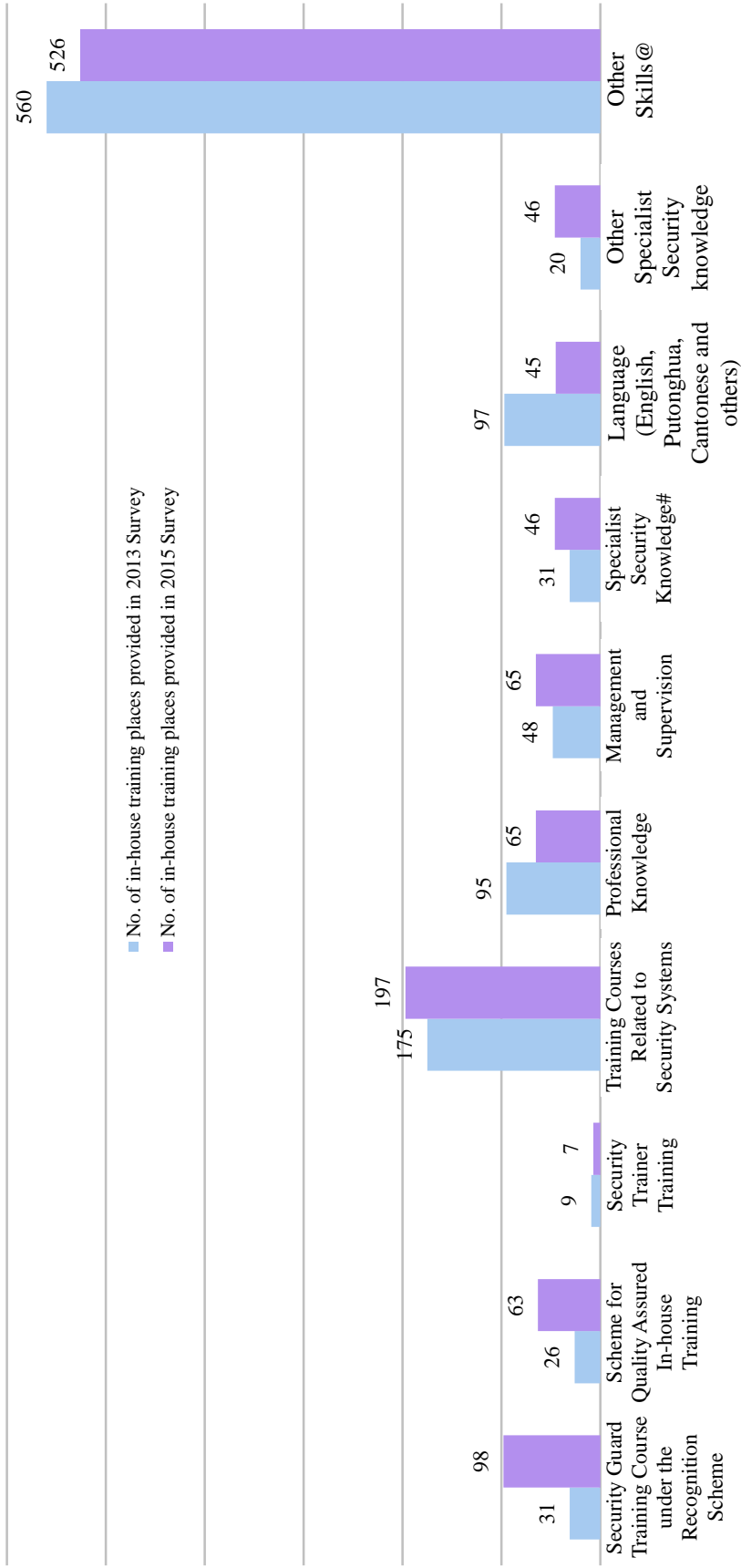
No. of Employees (in %)

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

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

2.19 The Survey revealed that in the past 12 months, employers provided 24 222 training places (19 977 places in 2013) to their employees, including 23 043 places (18 885 places in 2013) sponsored by employers and 1 378 in-house training places (1 214 places in 2013). A notable increase (4 158 training places) in the provision of training (both in-house training and training sponsored by employers) was found in the past 12 months from this survey. In order of popularity, other skills (12 779 training places) was the top of list, followed by Management and Supervision courses (3 829 places) and Security Guard Training Course under the Recognition Scheme (1 772 places). **Figures 17(i) and (ii)** show the comparison on the number of in-house and external training places provided in the past 12 months between 2013 and 2015 Surveys, while **Figure 17(iii)** shows the external training places by type sponsored by employers in the past 12 months and to be sponsored in the next 12 months. The number of training places provided in the past 12 months by type by job level is illustrated in **Table O**. The types of course would be attended by employees in the next 12 months is shown in **Table P** and that would be sponsored by employers in the next 12 months is presented in **Table Q**. Details of analysis by type by branch by job level are shown in **Appendix 13 - 16**.

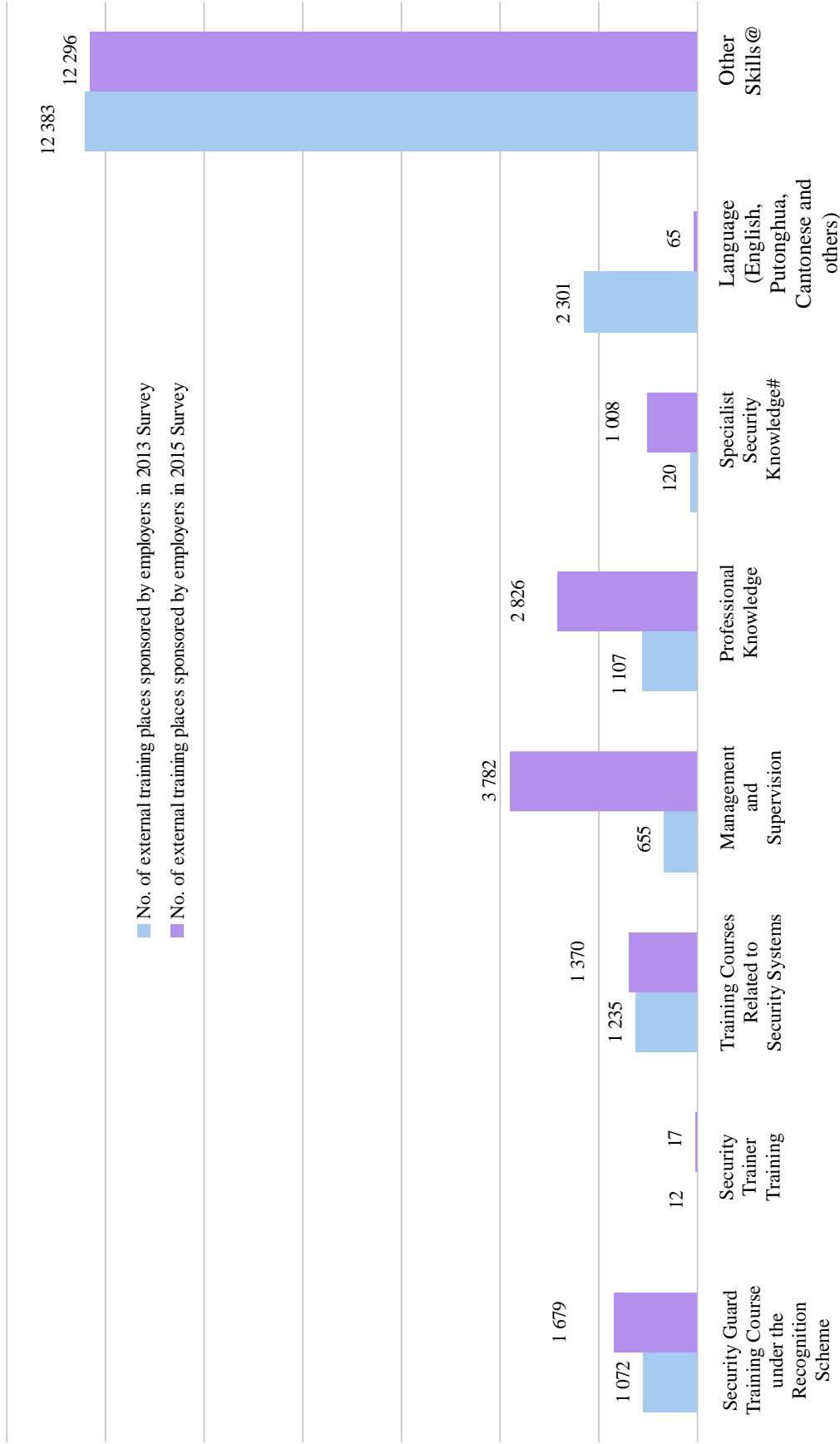
**Figure 17(i): Comparison on the Number of In-house Training Places Provided in the Past 12 Months between 2013 and 2015 Surveys**



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

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

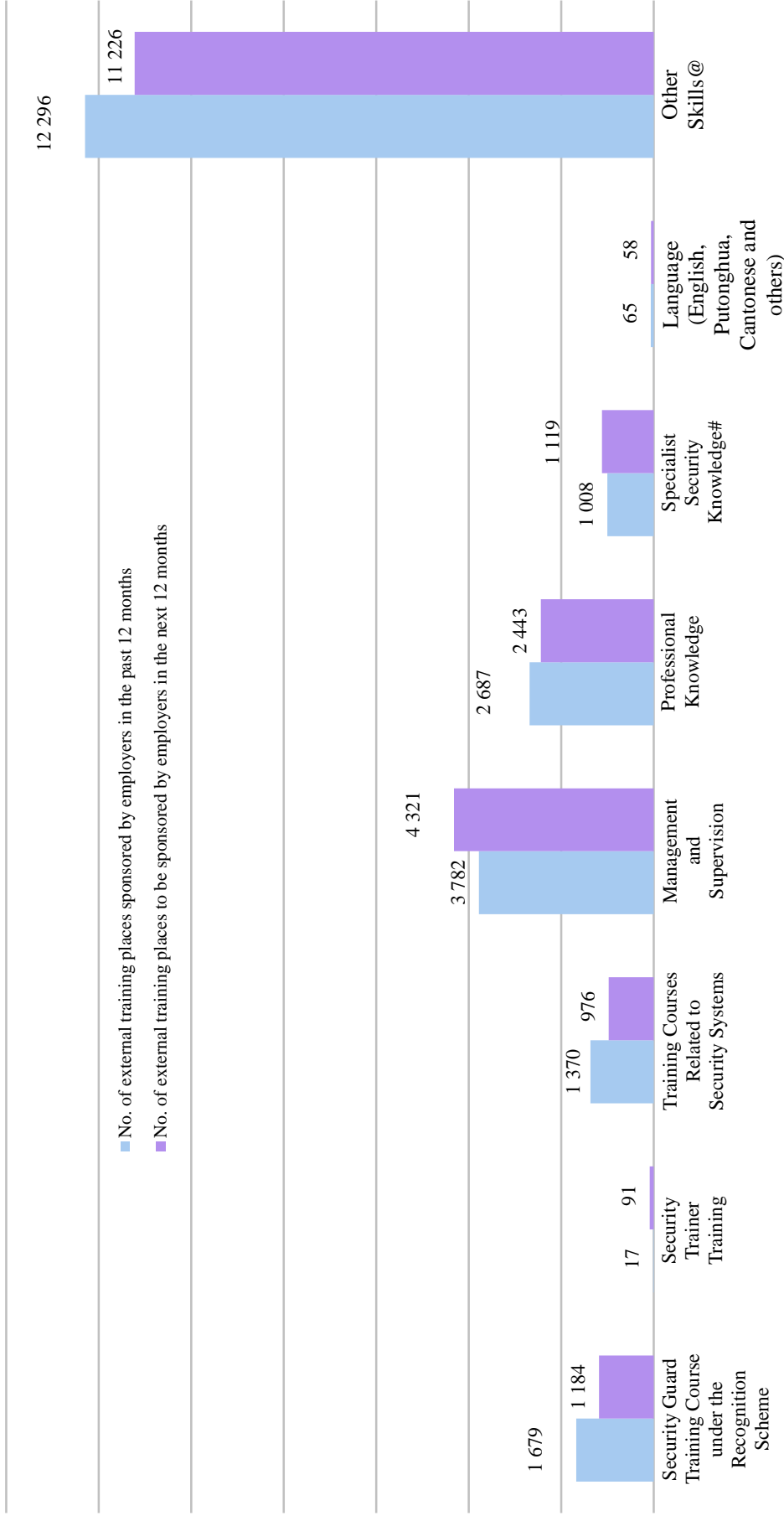
**Figure 17(ii): Comparison of the Number of External Training Places Sponsored by Employers in the Past 12 Months between 2013 and 2015 Surveys**



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

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

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



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

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



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

Job Level	<u>Managerial/Professional</u>		<u>Supervisory</u>		<u>Technician</u>		<u>Security Guard</u>		<u>Total</u>	
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers		
Security Guard Training Courses under the Recognition Scheme	5	9	9	65	-	4	84	1 170	98	1 248
Scheme for Quality Assured In-house Training	16	3	22	17	-	-	25	411	63	431
Security Trainer Training	1	2	6	15	-	-	-	-	7	17
Training Courses Related to Security Systems	26	133	27	186	64	519	80	532	197	1 370
Professional Knowledge	6	17	25	104	4	18	30	2 687	65	2 826
Management and Supervision	18	123	32	598	2	22	13	3 041	65	3 782
Specialist Security Knowledge	1	10	15	49	-	-	30	949	46	1 008
Other Special Security Knowledge	-	-	-	-	-	-	-	-	-	-

Type of Courses	Job Level		Managerial/Professional		Supervisory		Technician		Security Guard		Total Sponsored by In-house Training Employers
	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	In-house Training	Sponsored by Employers	
<b>Language</b>											
(i) English	4	1	6	8	2	2	12	27	24	38	
(ii) Putonghua	-	-	3	2	2	-	8	10	13	12	
(iii) Cantonese	-	-	1	-	1	-	6	15	8	15	
(iv) Others	-	-	-	-	-	-	-	-	-	-	
<b>Other Skills</b>											
(i) Fire Prevention	8	2	28	49	1	-	38	742	75	793	
(ii) First Aid	9	6	25	259	-	-	31	901	65	1 166	
(iii) Health & Safety	22	28	39	216	7	50	45	876	113	1 170	
(iv) Customer Service	19	49	44	188	4	1	49	3 325	116	3 563	
(v) Soft Skills	18	62	37	203	7	3	34	3 032	96	3 300	
(vi) Related Skills Upgrading Scheme Courses	8	25	15	9	5	75	15	173	43	282	
(vii) Others	4	56	7	112	-	12	7	1 842	18	2 022	
<b>Total:</b>	<b>165</b>	<b>526</b>	<b>341</b>	<b>2 078</b>	<b>99</b>	<b>706</b>	<b>507</b>	<b>19 733</b>	<b>1 112</b>	<b>23 043</b>	

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

Type of Courses	Job Level	Security Device Installation, Maintenance and/or Repairing Technician				Total
		Managerial/ Professional	Supervisory	Security System Design Technician	Security Guard	
Security Guard Training Courses under QAS for Recognition Scheme of Security Training Courses		15	23	-	36	75
Scheme for Quality Assured In-house Training		8	29	-	31	69
Security Trainer Training		10	9	-	-	22
Training Courses Related to Security Systems		68	35	26	3	251
Management and Supervision		48	94	-	8	150
Professional Knowledge		14	57	-	95	167
Specialist Security Knowledge		11	61	-	41	113
Other Special Security Knowledge		-	-	-	-	-
<u>Language</u>						
(i) English		11	12	-	20	47
(ii) Putonghua		4	9	-	17	32
(iii) Cantonese		1	1	-	10	12
(iv) Others		-	-	-	-	-

Type of Courses	Job Level			Security System		Security Device		Total
	Managerial/ Professional	Supervisory	Technician	Design Technician	Installation, Maintenance and/or Repairing Technician	Security Guard		
<u>Other Skills</u>								
(i) Fire Prevention	9	20	-	-	-	23	52	
(ii) First Aid	15	29	-	-	-	98	142	
(iii) Health & Safety	24	43	1	9	43	120		
(iv) Customer Service	25	38	1	6	49	119		
(v) Soft Skills	24	36	1	6	42	109		
(vi) Related Skills Upgrading Scheme Courses	18	18	5	15	22	78		
(vii) Others Skills	3	4	-	3	6	16		
<b>Total:</b>	<b>308</b>	<b>518</b>	<b>34</b>	<b>170</b>	<b>544</b>	<b>1 574</b>		

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

Type of Courses	Job Level	Security Device Installation, Maintenance and/or Repairing Technician				Total
		Managerial/ Professional	Supervisory	Security System Design Technician	Security Guard	
Security Guard Training Courses under QAS for Recognition Scheme of Security Training Courses		9	54	-	945	1 008
Scheme for Quality Assured In-house Training		1	30	-	145	176
Security Trainer Training		-	73	18	-	91
Training Courses Related to Security Systems		165	166	36	20	976
Management and Supervision		183	676	-	3 462	4 321
Professional Knowledge		30	135	-	2 258	2 443
Specialist Security Knowledge		1	15	-	1 103	1 119
Other Special Security Knowledge		-	-	-	-	-
<u>Language</u>						
(i) English		1	8	-	1	20
(ii) Putonghua		2	5	-	1	20
(iii) Cantonese		-	-	-	-	-
(iv) Others		-	-	-	-	-

Type of Courses	Job Level				Security System Design Technician	Security Device Installation, Maintenance and/or Repairing Technician	Security Guard	Total
	Managerial/ Professional	Supervisory						
<u>Other Skills</u>								
(i) Fire Prevention	2	31	-	-	194	227		
(ii) First Aid	6	281	-	80	376	743		
(iii) Health & Safety	5	183	10	87	783	1 068		
(iv) Customer Service	50	222	-	1	3 294	3 567		
(v) Soft Skills	77	234	-	5	3 068	3 384		
(vi) Related Skills Upgrading Scheme Courses	26	30	9	68	35	168		
(vii) Others	32	112	-	3	1 922	2 069		
<b>Total:</b>	<b>590</b>	<b>2 255</b>	<b>55</b>	<b>873</b>	<b>17 645</b>	<b>21 418</b>		

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

2.20 The survey revealed that 331 (35.8%) security services companies considered that employees received the 16 hours of training prior to obtaining Security Personnel Permit was not enough while 62 (7.3%) respondents expressed that the 16 hours of training was enough. Among those employers who opined that the 16 hours of training was not sufficient, 36 (33.6%) respondents indicated the preferred number of training hours was 24 hours, at the same time, 22 (21.5%) respondents preferred that the number of training hours could be increased to 32 hours. It is worthy to note that different branches have different prior training requirements. **Table R** shows the security services companies' views on the 16 hours of training prior to obtaining Security Personnel Permit and **Table S** gives an account of the preferred number of training hours if they considered their training was not enough.

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

	<b>Enough (%)*</b>	<b>Not Enough (%)*</b>	<b>No Comment (%)*</b>	<b>Others/ Unspecified (%)*</b>	<b>Total (%)*</b>
Security Guarding Services	31(3.4)	264(28.5)	163(17.6)	22(2.4)	<b>480(51.8)</b>
Armoured Transportation Services	-	1(0.1)	1(0.1)	-	<b>2 (0.2)</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	25(2.7)	43(4.6)	303(32.8)	9(1.0)	<b>380(41.1)</b>
Security Guarding/ Armoured Transportation Services	2(0.2)	3(0.3)	2(0.2)	-	<b>7(0.8)</b>
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	9(1.0)	19(2.1)	18(2.0)	7(0.8)	<b>53(5.7)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	1(0.1)	-	2(0.2)	<b>3(0.3)</b>
<b>Total:</b>	<b>67(7.3)</b>	<b>331(35.8)</b>	<b>487(52.6)</b>	<b>40(4.3)</b>	<b>925(100)</b>

\* As percentage of the total number of respondents

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

	<b>24 hours</b>	<b>32 hours</b>	<b>Others</b>	<b>Unspecified/ Refusal</b>	<b>Total</b>
	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>	<b>(%)*</b>
Security Guarding Services	16(14.9)	13(12.5)	2	22	<b>53(49.5)</b>
Armoured Transportation Services	-	-	-	-	-
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	12(11.2)	10(9.3)	3	9	<b>34(31.8)</b>
Security Guarding/ Armoured Transportation Services	2(1.9)	-	-	-	<b>2(1.9)</b>
Security Guarding/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	6(5.6)	-	3	7	<b>16(14.9)</b>
Security Guarding/ Armoured Transportation Services/ Security Systems Installation/ Maintenance/ Repair/ Design/ Others	-	-	-	2	<b>2(1.9)</b>
<b>Total:</b>	<b>36(33.6)</b>	<b>23(21.5)</b>	<b>8(7.5)</b>	<b>40(37.4)</b>	<b>107(100)</b>

\* As percentage of the total number of respondents



## SECTION III

### CONCLUSIONS

#### **The Survey Findings**

3.1 The survey findings were scrutinized by the Training Board. After its deliberation, the Training Board agreed that it was the fact-finding survey reflecting in general the situation of the SSI at the time of survey. In June 2015, 115 026 technical/professional employees were engaged in the SSI, representing 2.9% of the 3.9 million working population in Hong Kong. There was 6.4% increase in general guarding in security services companies compared to 2013 manpower survey. The Training Board observes that the increase was mainly due to the increased number of new buildings in the past 2 years, which caused a steady growth in employees.

3.2 The Training Board notes that among the eight sectors of the industry, i) Security Guarding Services, ii) Security Systems Installation/ Maintenance/ Repair/ Design/ Others, iii) Security Guarding Services and Armoured Transportation Services, iv) Security Guarding Services and Security Systems Installation/ Maintenance/Repair/Design/Others, and v) Owner Cooperations had experienced 4.7%, 4.1%, 77.5%, 2.2% and 2.2% increases in employees respectively, while vi) Armoured Transportation Services, vii) Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others, and viii) Supplementary Samples had experienced manpower decreases of 3.6%, 16.7% and 0.4% in respectively.

#### **Industry Outlook**

3.3 The manpower of the SSI had a steady growth with number of employees 115 026 in 2015 and 110 437 in 2013 contributing an increase of 4.2%. The number of vacancies was surveyed as 3 251 while the number in 2013 was 1 977. Employees forecasted that there will be 118 334 posts in 2016, an increase of 0.05% compared to the number of posts in 2015. The figures revealed that the industry had a conservative attitude towards the business growth of the industry, especially companies might take a straddle attitude towards competition of the industry as a result of modest growth of the manpower.

3.4 The Long Term Housing strategy has set out the direction of Hong Kong's housing policy with a view to addressing housing problems with a multi-pronged approach and the Government has been vigorously speeding up the development of public housing and public rental housing (RPH) production has seen continuous increase. It is estimated that during the five years from 2014-15 to 2018-19, a total of 77 100 RPH units will be completed, among which 23 300 units are scheduled for completed in 2015-2016. On the basis of the latest projection, a total of 460 000 new residential units has been adopted as the long-term housing supply target form 2015-16 to 2024-25, with the 60:40 split between public and private housing maintained.

3.5. According to the statistics provided by the Transport and Housing Bureau, the number of private residential units which available in the coming three to four years will be 83 000, comprising a total of 5 000 unsold units in completed projects, 54 000 units under construction and 24 000 units from disposed sites where construction may start anytime. It is forecasted that there will be a total of 20 144 private residential units completed in 2016, which is 71.7% higher than the average annual production of 11 728 units between 2005 and 2014, 51.5% higher than the forecast for 2015, and 28% higher than the actual number of completions in 2014.

3.6. Regarding commercial spaces, the Government plans to converting suitable Government, Institution or Community sites in core business districts into commercial uses, which anticipated 82 400 square metres of commercial floor area. It is projected that the Kowloon East, as an alternative core business district for Hong Kong, has potential to supply an additional commercial/office floor area of about 5 million square metres. In addition, the Lands Department has approved 105 applications for lease modification and special waiver through revitalization measures for industrial buildings and it was anticipated that about 1.24 million square metres of converted or new floor area will be available for commercial or other uses.

3.7. The increasing number of residential and commercial supplies over the coming years results in the creation of numerous employment opportunities, especially building, real estate related services and security services employments.

3.8. The Bill of relaxing the age limit for holders of the Security Personnel Permit B from 65 to 70 was passed in December 2015. There will be an increase in the supply of manpower for this age group of personnel, which will help to ease the acute manpower shortage in the sector.

3.9. The Standard Working Hours Committee proposed in its recent report to the Government to regulate working hours by mandatorily requiring employers to enter written employment contract with all employees, of which details on working hours arrangement (i.e. hours of work, overtime arrangement and compensation) should be covered. This amendment will have little impact on the existing demand for manpower but if working hours are eventually regulated to say between 44 to 48 hours per week, it will result in a greater demand for manpower for the industries like security services industry generally working more than 48 hours per week.

### **Overall Manpower Structure in the SSI**

3.10 The Survey revealed that during the survey period, there were 115 026 employees in the SSI, including 108 547 employees employed by licensed security companies, 5 724 by the owners corporations and 755 by the supplementary samples. The data on the manpower, vacancies and forecast growth by job level are summarized as follows:

<b>Job Level</b>	<b>No. of Employees in June 2013</b>	<b>No. of Employees in June 2015 (a) (%)#</b>	<b>No. of Vacancies in June 2015 (b)</b>	<b>Employers' Forecast of Manpower Growth (c)</b>	<b>Forecast No. of Posts in June 2016 (d) = (a)+(b)+(c)</b>
Managerial/ Professional	2 484	2 394 (-3.6)	10	4	2 408
Supervisory	11 167	10 846 (-2.9)	120	31	10 997
Security Guard/ Technician	96 786	101 786 (5.2)	3 121	22	104 929
<b>Total</b>	<b>110 437</b>	<b>115 026 (4.2)#</b>	<b>3 251</b>	<b>57</b>	<b>118 334</b>

# As percentage of increase / decrease in the number of employees in 2015 as against 2013

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

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

Branch	Job Level			Total (%)*
	Managerial/ Professional	Supervisory	Security Guard/ Technician	
Security Guarding Services	1 059	8 052	78 446	<b>87 557</b> <b>(76.2)</b>
Armoured Transportation Services	4	19	745	<b>768</b> <b>(0.7)</b>
Security Systems Installations/ Maintenance/Repair/Design/Others	828	514	2 023	<b>3 365</b> <b>(2.9)</b>
Security Guarding Services and Armoured Transportation Services	19	50	1 282	<b>1 351</b> <b>(1.2)</b>
Security Guarding Services and Security Systems Installations/ Maintenance/ Repair/Design/Others	429	1 414	11 584	<b>13 427</b> <b>(11.7)</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installations/ Maintenance/Repair/Design/Others	21	239	1 819	<b>2 079</b> <b>(1.8)</b>
<b>Sub-total:</b>	<b>2 360</b>	<b>10 288</b>	<b>95 899</b>	<b>108 547</b> <b>(94.3)<sup>#</sup></b>
Owners Corporations	-	414	5 310	<b>5 724</b> <b>(5)</b>
Supplementary Samples	34	144	577	<b>755</b> <b>(0.7)</b>
<b>Total</b> <b>(%)*</b>	<b>2 394</b> <b>(2.1)</b>	<b>10 846</b> <b>(9.4)</b>	<b>101 786</b> <b>(88.5)</b>	<b>115 026</b> <b>(100)<sup>#</sup></b>

\* As percentage of the total number of employees

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

## Vacancies

3.12 There were 3 251 vacancies (2.7% of the total number of posts) at the time of survey, higher than the rate of 1.8% in 2013 (see **Figure 7**). Of the 3 251 vacancies, there were 3 121 vacant posts (representing 3% of the number of posts at the level) at the security guard/technician level. 120 vacancies (or 1.1%) were at the supervisory level and only 10 vacancies (or 0.4%) at the managerial/professional level. The number of vacancies by branch by job level is presented in **Table V**.

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

Branch	Job Level			Total (%)*
	Managerial/ Professional	Supervisory	Security Guard/ Technician	
Security Guarding Services	-	67	2 552	<b>2 619</b> <b>(81)</b>
Armoured Transportation Services	-	-	92	<b>92</b> <b>(2.8)</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others	5	10	125	<b>140</b> <b>(4.3)</b>
Security Guarding Services and Armoured Transportation Services	-	-	15	<b>15</b> <b>(0.5)</b>
Security Guarding Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	4	6	216	<b>226</b> <b>(7)</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance/ Repair/ Design/ Others	1	35	99	<b>135</b> <b>(4.2)</b>
Owners Corporations	-	-	-	-
Supplementary Samples	-	2	22	<b>24</b> <b>(0.7)</b>
<b>Total</b> <b>(%)*</b>	<b>10</b> <b>(0.3)</b>	<b>120</b> <b>(3.7)</b>	<b>3 121</b> <b>(96)</b>	<b>3 251</b> <b>(100)</b>
<b>Number of Vacancies in 2013</b> <b>(%)*</b>	<b>15</b> <b>(0.8)</b>	<b>84</b> <b>(4.2)</b>	<b>1 878</b> <b>(95)</b>	<b>1 977</b> <b>(100)#</b>

\* As percentage of the total number of vacancies

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

## **Employers' Forecast of Manpower Growth for June 2016**

3.13 Employers forecasted that the total manpower demand would be 118 334 at a very slight variance of +0.05% by June 2016 and considered as maintaining a steady development in the security services industry. The view of the employers gathered in the survey was shared by the Training Board since the employers still has a conservative attitude towards the business industry. Companies might take a straddle attitude towards the economic development of the coming years as a result of modest growth of the manpower.

## **Manpower Projection for 2016 to 2018**

3.14 The Training Board has adopted the Labour Market Analysis (LMA) approach to project the manpower of the industry in the next three years. **Tables W, X and Y** illustrate the manpower projection from 2016 to 2018 by job level. Details of the projection methodology are presented in **Appendix 17**.

**Table W: Manpower Projection at the Managerial / Professional Level from 2016 to 2018**

<b>Year</b>	<b>Actual Manpower</b>	<b>Total Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2015	<b>2 404</b>		
2016f		2 435	<b>31 (1.3%)*</b>
2017f		2 453	<b>18 (0.7%)**</b>
2018f		2 478	<b>25 (1.1%)**</b>

**Table X: Manpower Projection at the Supervisory Level from 2016 to 2018**

<b>Year</b>	<b>Actual Manpower</b>	<b>Total Projected Manpower</b>	<b>Manpower Growth as compared with previous year</b>
2015	<b>10 966</b>		
2016f		11 106	<b>140 (1.3%)*</b>
2017f		11 188	<b>82 (0.7%)**</b>
2018f		11 306	<b>118 (1.1%)**</b>

\* As percentage increase of the actual manpower against 2015

\*\* As percentage increase of the projected manpower against the year before, i.e. 2016 and 2017 respectively

**Table Y: Manpower Projection at the Security Guard/ Technician Level from 2016 to 2018**

Year	Actual Manpower	Total Projected Manpower	Manpower Growth as compared with previous year
2015	<b>104 907</b>		
2016f		106 246	<b>1 339 (1.3%)*</b>
2017f		107 027	<b>781 (0.7%)**</b>
2018f		108 157	<b>1 130 (1.1%)**</b>

\* As percentage increase of the actual manpower against 2015

\*\* As percentage increase of the projected manpower against the year before, i.e. 2016 and 2017 respectively

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

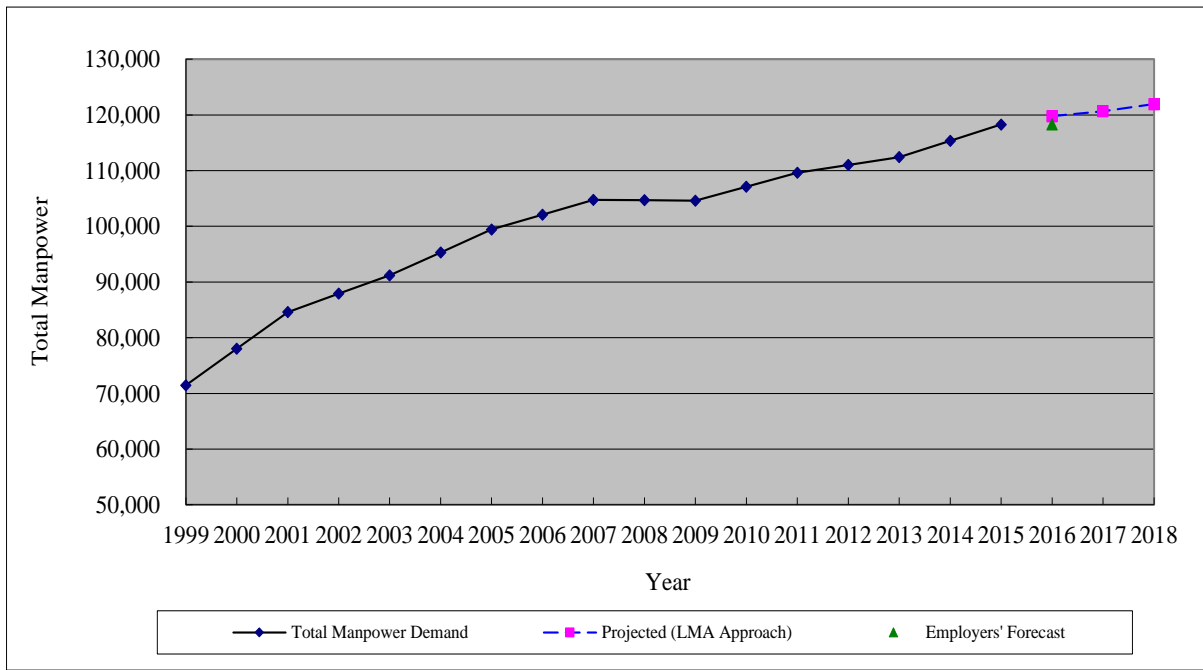
**Table Z: Manpower Projection for the whole Security Services Industry from 2016 to 2018**

Year	Actual Manpower	Employers' Forecast (at the time of the survey)	Projected Manpower (LMA Approach)	Manpower Growth as compared with previous year
2015	<b>118 277</b>			
2016f		118 334 (0.05%)*	119 787	<b>1 510 (1.3 %)*</b>
2017f			120 667	<b>880 (0.7%)**</b>
2018f			121 942	<b>1 275 (1.1%)**</b>

\* As percentage increase of the actual manpower against 2015

\*\* As percentage increase of the projected manpower against the year before, i.e. 2016 and 2017 respectively

**Figure 18: Actual and Projected Manpower for the SSI from 2016 and 2018**



**Promotion Pattern**

3.16 The Survey revealed that 622 employees were filled by internal promotion, with 24 posts to managerial/professional level and 598 posts to supervisory level. The Training Board observed that situation was similar to the year of 2013 survey.

**Staff Turnover in the Past 12 Months**

3.17 The Training Board observes that there was consistently a high turnover of security services personnel in the past few years, with 26 081 employees leaving in the past 12 months (see **Table I**). Of these employees, security guard/technician level had the highest turnover of 23 899 employees (or 23.5% of the number of posts) leaving and 16 595 joining with security services related experience.

**Wastage**

3.18 During the past 12 months, 26 081 security services personnel were reported to have either left the field, emigrated, retired, started their own business or with unknown reasons. Taking into account the 17 824 recruits with security services related experience, the annual wastage of 8 257 persons represented 7.2% of the total workforce was noted in 2015. The annual wastage by job level is shown as follows:



<b>Job Level</b>	<b>No. of Posts</b>	<b>No. of Leavers</b>	<b>No. of Recruits with Security Services Related experience</b>	<b>Wastage Rate (%)</b>
Managerial/Professional	2 394	98	80	<b>18</b> <b>(0.75)*</b>
Supervisory	10 846	2 084	1 149	<b>935</b> <b>(8.6)*</b>
Security Guard/Technician	101 786	23 899	16 595	<b>7 304</b> <b>(7.2)*</b>
<b>Total:</b>	<b>115 026</b>	<b>26 081</b>	<b>17 824</b>	<b>8 257</b> <b>(7.2)**</b>

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

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

### **Employers' Required Educational Level of Employees**

3.19 The Training Board notes that employers generally required their employees at the Managerial/Professional level to have University Degree or above level of education (1 252 employees or 52.3%). For Supervisory level, most employers required their employees to have Upper Secondary level of education (6 656 employees or 61.4%) and for Security Guard level, the preference was Lower Secondary level of education (73 578 employees or 72.2%) (see **Figures 10-12, Table K and Appendix 10**).

### **Employers' Preferred Period of Experience of Employees**

3.20 Most employers preferred their employees at the Managerial/Professional level with over 5 years - 10 years of experience (1 465 employees or 61.2%) and the Supervisory level with over 2 years - 5 years of experience (7 585 employees or 70%). More employers were willing to employ their employees at the Security Guard/Technician level with less than 1 year of experience (54 769 employees or 53.8%). It indicated that the industry experienced recruitment difficulties so that employers had to employ less experienced staff in the market instead. (see **Figures 13-15, Table L and Appendix 11**).

### **Employers' Preferred Vocational Qualifications of Employees**

3.21 The Survey revealed that most employers preferred their employees at the Managerial/Professional, Supervisor and Security levels to have Certificate of Security guard Training Course under the Recognition Scheme qualification. For technicians, employers preferred them with technical certificates (see **Table M and Appendix 12**).

### **Provision of Training**

3.22 The Survey revealed that employers had provided 24 222 training places to their employees. There were 1 378 in-house training places to their employees in the past 12 months, while 23 043 training places were sponsored by employers. It was shown that employers preferred their training outsource to external providers. The estimated number of external training places sponsored by employers in the next 12 months would be dropped of 11.6%. On the whole, the above trends shows a decreasing demand for training, both in-house training and training sponsored by employers. It indicated that employers were unwilling to arrange training for their staff under a tight manpower situation. Among the 21 418 external sponsored by employers in the next 12 months, 4 321 (or 20%) would be the courses of management and supervision, and 3 567 (or 16.7%) would be for customer service. (see **Figure 17, Tables O, P and Appendices 13 to 16**).

## SECTION IV

### RECOMMENDATIONS

#### **Projected Additional Manpower Requirements for 2016**

4.1 Based on the projected manpower growth and the annual wastage, the Training Board considers the additional manpower requirements of the security services industry for 2016 as follows:

<b>Job Level</b>	<b>Annual Wastage</b>	<b>Projected Manpower Growth for June 2016</b>	<b>Additional Manpower Requirement for June 2016</b>
Managerial/Professional	18	41	<b>59</b>
Supervisory	935	260	<b>1 195</b>
Security Guard/Technician	7 304	4 460	<b>11 764</b>
<b>Total:</b>	<b>8 257</b>	<b>4 761</b>	<b>13 018</b>

4.2 The Training Board estimates a total of 13 018 additional employees will be required in the next 12 months. As they are new to the industry, it is expected that there is a substantial training need for these new entrants (particularly at the Security Guard level). The Training Board also considers that courses under the Recognition Scheme of Security Training Courses administered by the VTC can satisfy the demand for basic security training while the Quality Assurance System introduced in 2004 can help ensure the standard and quality of training courses under the Scheme.

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

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

#### **Training Courses**

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

- Management and Supervision
- Customer Service
- Soft Skills

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

### **Qualifications Framework and Continuing Professional Development Programme**

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

### **The Best Training Award**

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

### **Trade Testing System**

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

### **Future Surveys**

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

# 保安服務業 2015 年人力調查報告

## 報告摘要

### 引言

1. 保安服務業訓練委員會（下稱「本會」）由香港特別行政區政府於 1998 年成立，隸屬職業訓練局[VTC]，負責確定保安服務業的人力情況和訓練需要，並向 VTC、僱主、其他相關人士或機構提出建議措施，配合本業對幹練人力的需求。本會於 2015 年 7 月進行第九次人力調查，範圍涵蓋業內三大類機構，包括「保安護衛服務」、「持槍押運服務」、「保安系統安裝／保養／維修／設計／其他」；統計資料的截算日期為 2015 年 6 月 30 日。
2. 本報告**第一章**簡介是次調查的背景資料，包括目的、範圍、方法、回應分析及人力評估過程。**第二章**為調查結果概要，**第三、四章**則分別詳載本會的結論及建議。

### 行業前景

3. 保安服務業的人力穩定增長，由 2013 年 110 437 人增至 2015 年 115 026 人，增幅為 4.2%。是次調查錄得空缺 3 251 個，較 2013 年 1 977 個空缺增加 64%。僱主預測，2016 年將有 118 334 個職位，較 2015 年微增 0.05%。調查結果反映本業僱主對業務前景的看法維持保守；由於僱主對行內競逐持觀望態度，所以對業內人力的增長較溫和。
4. 經理／專業人員與主任級僱員的收入水平下調；保安護衛員／技術員級僱員的收入水平則大幅上調。這種上升趨勢顯示，業內對保安護衛員／技術員級僱員的需求仍然殷切，因此僱主降低對僱員工作經驗和教育程度的要求。舉例說，接受這類僱員具備少於一年相關工作經驗的僱主由 2013 年 45.1% 增至 2015 年 53.8%；而接受這類僱員持有初中學歷的僱主亦由 2013 年 65.7% 增至 2015 年 72.2%。
5. 業內僱主面對招聘困難，當中以保安護衛員級的情況最為嚴重，社會普遍人手短缺是主要原因。僱主認為此情況在短期內難以改善。
6. 政府的《長遠房屋策略》為香港房屋政策制定方向，多管齊下解決房屋問題；政府亦全力加快興建公營房屋及公共租住房屋，公屋建屋量持續增加，預計 2014-15 年至 2018-19 年五年間共有 77 100 個公共租住房屋單位落成，當中 2015-16 年落成的單位預料有 23 300 個。根據最新推算，2015-16 年至 2024-25 年長遠房屋供應目標定為 460 000 個新住宅單位，公私營房屋的比例維持 60:40。
7. 根據運輸及房屋局提供的統計資料，未來三至四年可供應 83 000 個私人住宅單位，當中現樓貨尾單位有 5 000 個、興建中尚未出售的有 54 000 個，另外熟地即已批出可隨時動工的項目可提供 24 000 個單位；估

計 2016 年共有 20 144 個私人樓宇單位落成，比 2005 至 2014 年間平均每年 11 728 個單位的落成量多 71.7%，比 2015 年的預測數字高出 51.5%，亦較 2014 年的實際落成量多 28%。

8. 至於商用土地，政府計劃將核心商業區內合適的「政府、機構或社區」用地改作商業用途，預期可提供 82 400 平方米商業樓面面積。另一個核心商業區九龍東則有潛力供應約 500 萬平方米新增商業／辦公室樓面面積。此外，地政總署透過活化工廈措施共批出 105 宗土地契約修訂及特別豁免書的申請，預期可提供約 124 萬平方米改裝或新增樓面面積作商業或其他用途。

9. 住宅及商用土地供應未來數年持續增加，將創造不少就業機會，建築、房地產相關服務及保安服務業尤其受惠。

10. 2015 年 12 月，立法會通過將乙類保安人員許可證持有人的年齡上限由 65 歲提高至 70 歲，預料此年齡組別的人力供應將會增加，有助紓緩業界人手嚴重不足的問題。

11. 標準工時委員會近期向政府提交監管工作時間報告，建議立法強制僱傭合約列明僱員的工時、超時工作及補償等安排。此項修訂對現時人力需求的影響輕微；但如果最終規定每周工時為 44 至 48 小時，從業員每周普遍工作超過 48 小時的行業（如保安服務業）的人力需求將會增加。

## 人力情況

12. 是次調查顯示，截至 2015 年 6 月 30 日的調查期間，業內共有 115 026 名僱員，佔本港 390 萬就業人口的 2.9%，與 2013 年的數字相比，從事保安服務業的僱員人數錄得 6.4% 增長。業內 115 026 名僱員中，108 547 人受僱於持牌保安公司，5 724 人受僱於業主立案法團，755 人受僱於增補樣本機構。各技能等級的人力、空缺數目及人力增長預測摘要如下：

技能等級	2013 年 6 月 僱員人數	2015 年 6 月 僱員人數 (a) (%) <sup>#</sup>	2015 年 6 月 空缺數目 (b)	僱主預測 人力增長 (c)	2016 年 6 月 預測職位數目 (d) = (a)+(b)+(c)
經理／ 專業人員級	2 484	2 394 (-3.6)	10	4	2 408
主任級	11 167	10 846 (-2.8)	120	31	10 997
保安護衛員／ 技術員級	96 786	101 786 (5.2)	3 121	22	104 929
<b>總數</b>	<b>110 437</b>	<b>115 026</b> <b>(4.2)<sup>#</sup></b>	<b>3 251</b>	<b>57</b>	<b>118 334</b>

# 與 2013 年相比的人力增／減幅

## 推算 2016 至 2018 年人力

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

年份	實際人力	僱主預測人力 (調查期間)	推算人力	與前一年比較的人力增長
2015	<b>118 277</b>			
2016 預測		118 334 (0.05%)*	119 787	1 510 (1.3%)*
2017 預測			120 667	880 (0.7%)**
2018 預測			121 942	1 275 (1.1%)**

\* 與 2015 年實際人力相比的增幅

\*\* 與前一年（2016 及 2017 年）推算人力相比的增幅

## 過去 12 個月僱員流動情況

14. 本會觀察所見，過去幾年保安服務從業員的流動率持續高企。過去 12 個月，共有 26 081 名僱員離職；其中，保安護衛員／技術員級僱員的流動率最高，有 23 899 人離職，佔職位總數 23.5%，另有 16 595 名具業界經驗人士入職。

## 2016 年 6 月新增人力需求

15. 根據 LMA 所推算業界人力增長及填補每年流失所需人手的數字，本會估計保安服務業 2016 年將額外需要 13 018 名僱員，詳情如下：

技能等級	填補每年流失 所需人手	推算 2016 年 6 月 增長人力	2016 年 6 月 合計新增人力
經理／專業人員級	18	41	<b>59</b>
主任級	935	260	<b>1 195</b>
保安護衛員／ 技術員級	7 304	4 460	<b>11 764</b>
<b>總數：</b>	<b>8 257</b>	<b>4 761</b>	<b>13 018</b>

## 僱員訓練

16. 是次調查所見，僱主過去 12 個月僅為僱員提供 1 378 個內部訓練名額，以及資助 23 043 個外間訓練名額，與 2013 年調查情況相若，顯示僱主傾向把培訓工作外判。預計未來 12 個月僱主擬資助的外間訓練名額為 21 418 個，當中 4 321 個(佔 20%)屬管理及督導課程，3 567 個(佔 16.7%)屬顧客服務課程。

## 建議

17. 本會估計未來 12 個月將總共增聘 13 018 名僱員。新入職者由於行業資歷尚淺，預計會有殷切的培訓需求，保安護衛員級別的僱員尤其需要。VTC 負責管理一項保安培訓課程認可計劃(簡稱「認可計劃」)，本會認為其中的課程應能滿足業界的基本培訓需求；此外，為有助確保課程水準及質素，本會於 2004 年制訂質素保證制度。

18. 認可計劃下的培訓課程亦是僱主未來 12 個月的熱門之選。這顯示僱主與本會的意見一致，均認為需為新入職者提供統一的培訓。

19. 因應是次調查結果，本會建議培訓機構可提供更多管理及督導、顧客服務及軟性技巧提升培訓課程，應付本業的人力需求。

20. 本會支持為保安服務業推行資歷架構，鼓勵從業員參加持續專業發展計劃，提升他們的專業才能及競爭力。

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

22. 本會將繼續按業界需要發展新的培訓課程，並向僱員再培訓局[ERB]建議開辦這些課程。

23. 本會支持繼續每兩年進行一次人力調查，評估業內的人力供求情況。



# 第一章

## 緒論

### 保安服務業訓練委員會

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

### 調查目的

1.2 本會於 1999 年 2 月進行首次人力調查，其後又於 2001 年 5 月、2003 年 5 月、2005 年 5 月、2007 年 5 月、2009 年 5 月、2011 年 6 月及 2013 年 7 月進行人力調查，合共八次。第九次人力調查於 2015 年 7 月進行，目的如下：

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

### 調查範圍

1.3 2015 年人力調查涵蓋業內三類主要機構，包括「保安護衛服務」、「持槍押運服務」，以及「保安系統安裝／保養／維修／設計／其他」，與 2013 年的調查範圍相同。各保安公司按所持牌照類別分布如下：

門類	牌照類別	保安服務類別
1	I	保安護衛服務
2	II	持槍押運服務
3	III	保安系統安裝／保養／維修／設計／其他
4	I 及 II	保安護衛服務及持槍押運服務
5	I 及 III	保安護衛服務及保安系統安裝／保養／維修／設計／其他
6	I、II 及 III	保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他
7	-	業主立案法團
8	-	增補樣本

1.4 截至 2015 年 6 月 30 日，在保安及護衛業管理委員會[SGSIA]註冊的持牌保安公司共有 1 011 間，在土地註冊處登記的業主立案法團則有 10 067 個<sup>1</sup>。本會採用分層隨機抽樣方法，抽選了 397 間持牌保安公司及 146 個業主立案法團作為調查對象。在 397 間持牌保安公司中，僱員超過 50 人的有 205 間，其餘 192 間則少於 50 人。

1.5 除了保安公司及業主立案法團，調查還包括 12 間直接僱用保安人員的公用事業公司、主要銀行及酒店，作為增補樣本。是次調查合共發出了 555 份調查表。

## 調查方法

1.6 為檢視本業現時的人力及訓練情況，本會獲政府統計處（下稱「統計處」）協助實地調查工作及提供技術支援。調查於 2015 年 7 月順利進行，所有統計資料的截算日期為 2015 年 6 月 30 日。各選定的保安公司或業主立案法團均須填寫一份有關人力及訓練需求的調查表（見附錄 5）。

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

<sup>1</sup> 本調查採用的資料由民政事務總署提供

## 分析調查回應

1.8 在 555 間抽樣機構中，本會成功向 343 間機構取得所需資料（見附錄 6），包括 308 間保安公司、26 個業主立案法團及 9 間增補樣本機構。所得資料其後以統計方法倍大，以反映保安服務業的整體人力情況。至於其餘 191 間抽樣機構中，69 間保安公司、120 個業主立案法團及 2 間增補樣本機構已暫停營業、搬遷、並無聘用技術人員、無法到達／接觸、尚未開始營業或是無法透過其註冊地址取得聯絡、未有提供保安服務、無法到達／接觸、並無聘用技術人員或無法聯絡。只有 20 間保安公司及 1 間增補樣本機構不允提供資料。調查的實際回覆率為 94.2%。

## 人力評估過程

1.9 評估過程主要有三個步驟：

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

## 調查結果

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

## 釋義

1.11 「僱員」是指公司所有直接受薪的全職人員，不論正在值勤或因病假、產假、年假、事假而暫時缺勤的人員均包括在內。

1.12 「流失人數」是指本業的離職僱員與現職具業界經驗僱員的差距人數。

1.13 「技術證書」是指相關技能的技術證明書。

## 第二章

### 調查結果摘要

2.1 是次調查所收集的資料如下：

- (a) 僱員人數；
- (b) 調查期間的空缺數目
- (c) 僱主預測 2016 年 6 月的人力需求；
- (d) 僱員流動人數；
- (e) 僱員宜有教育程度；
- (f) 僱員宜有年資；以及
- (g) 僱員收入分布情況。

2.2 是次調查亦要求僱主提供有關內部晉升人數、招聘困難、僱員宜有職業資格、過去 12 個月及預計未來 12 個月向僱員提供的培訓種類等資料。調查結果的摘要見下列各段。

#### 僱員人數

2.3 調查結果顯示，調查期間業內共有 115 026 名技術僱員<sup>2</sup>（下稱「僱員」），其中 108 547 人受僱於保安公司，5 724 人受僱於業主立案法團，755 人受僱於增補樣本機構。2013 年與 2015 年業內的僱員人數比較見表 A；不同技能等級的僱員分布情況見圖 1。

---

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

表 A: 2013 年與 2015 年僱員人數比較

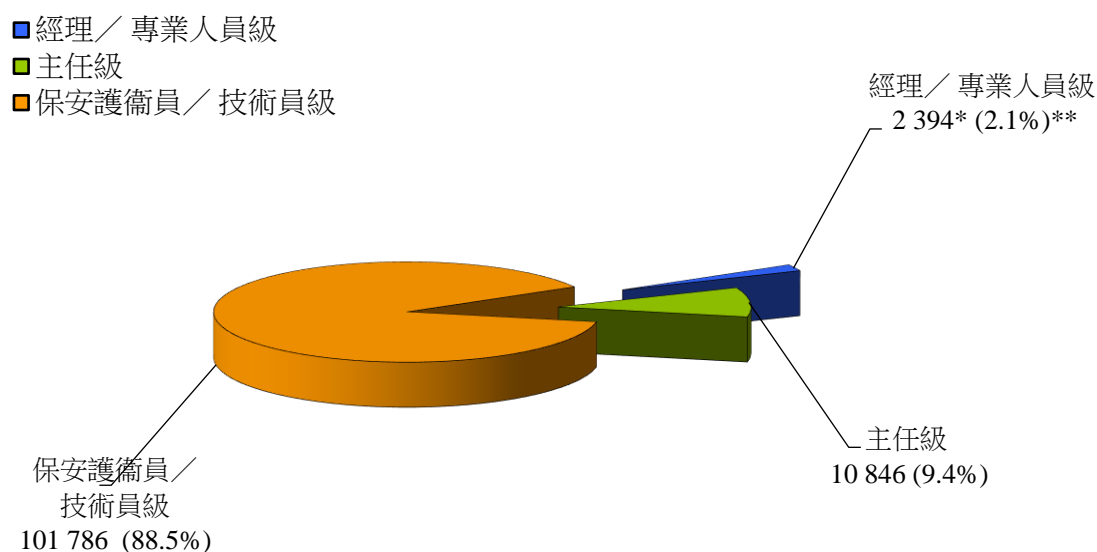
門類	僱員人數		增／減幅 (%)*
	2013 年	2015 年	
保安護衛服務	83 626	87 557	<b>3 931</b> <b>(4.7)</b>
持槍押運服務	797	768	<b>-29</b> <b>(-3.6)</b>
保安系統安裝／保養／維修／設計／其他	3 231	3 365	<b>134</b> <b>(4.1)</b>
保安護衛服務及持槍押運服務	761	1 351	<b>590</b> <b>(77.5)</b>
保安護衛服務及 保安系統安裝／保養／維修／設計／其他	13 169	13 427	<b>258</b> <b>(2.0)</b>
保安護衛服務、持槍押運服務及 保安系統安裝／保養／維修／設計／其他	2 495	2 079	<b>-416</b> <b>(-16.7)</b>
業主立案法團	5 600	5 724	<b>124</b> <b>(2.0)</b>
增補樣本機構	758	755	<b>-3</b> <b>(-0.4)</b>
<b>總數</b>	<b>110 437</b>	<b>115 026</b>	<b>4 589</b> <b>(4.2)**</b>

\* 佔所屬門類僱員總數的增減百分率

\*\* 佔業內僱員總數的增減百分率

圖 1: 各技能等級僱員分布情況

僱員總數：115 026 人



\* 僱員人數

\*\* 佔業內僱員總數的百分率

2.4 各門類主要職務的僱員分布情況見表 B。

表 B: 各門類主要職務僱員人數

技能等級	保安公司 僱員人數 (%)*	業主立案法團 僱員人數 (%)*	增補樣本機構 僱員人數 (%)*	總數 (%)*
<b>經理／專業人員級</b>				
高級管理人員	323 (13.5%)	-	5 (0.2%)	<b>328 (13.7%)</b>
保安經理／運作經理／保安中心主管	1 029 (4.3%)	-	20 (0.8%)	<b>1 049 (43.8%)</b>
保安顧問	69 (2.9%)	-	-	<b>69 (2.9%)</b>
保安系統項目經理	197 (8.2%)	-	-	<b>197 (8.2%)</b>
保安系統設計／安裝／保養工程師	489 (20.4%)	-	1 (0.04%)	<b>490 (20.5%)</b>
保安培訓經理	23 (1%)	-	-	<b>23 (1%)</b>
其他相關保安服務業經理	230 (9.6%)	-	8 (0.3%)	<b>238 (9.9%)</b>
<b>小計:</b>	<b>2 360 (98.6%)</b>	<b>-</b>	<b>34 (1.4%)</b>	<b>2 394 (100%)</b>
<b>主任級</b>				
保安主任／運作主任／保安中心主任／ 技術監督	9 727 (89.7%)	414 (3.8%)	132 (1.2%)	<b>10 273 (94.7%)</b>
技術輔助人員	153 (1.4%)	-	6 (0.05%)	<b>159 (1.5%)</b>
保安培訓主任	49 (0.5%)	-	2 (0.02%)	<b>51 (0.5%)</b>
要員保護主任／私人保鏢	-	-	-	<b>-</b>
其他相關保安服務業督導人士	359 (3.3%)	-	4 (0.04%)	<b>363 (3.3%)</b>
<b>小計:</b>	<b>10 288 (94.9%)</b>	<b>414 (3.8%)</b>	<b>144 (1.3%)</b>	<b>10 846 (100%)</b>
<b>保安護衛員／技術員級</b>				

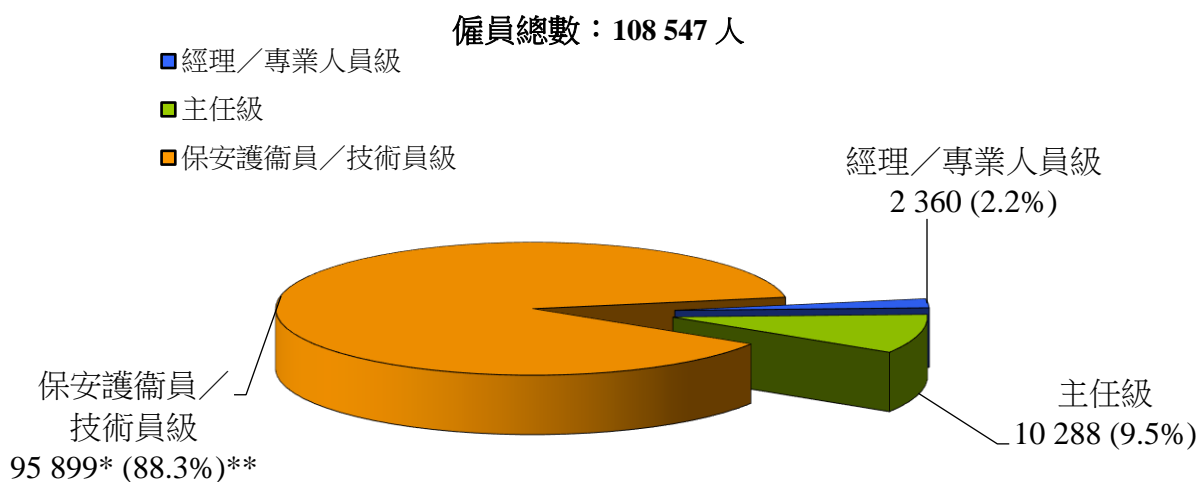
技能等級	保安公司 僱員人數 (%)*	業主立案法團 僱員人數 (%)*	增補樣本機構 僱員人數 (%)*	總數 (%)*
保安護衛員／管理員（三更制）	34 720 (34.1%)	1 791 (1.8%)	549 (0.5%)	<b>37 060</b> <b>(36.4%)</b>
保安護衛員／管理員（兩更制）	55 776 (54.8%)	3 519 (3.5%)	-	<b>59 295</b> <b>(58.3%)</b>
武裝護衛員	673 (0.7%)	-	-	<b>673</b> <b>(0.7%)</b>
保安系統設計技術員	214 (0.2%)	-	-	<b>214</b> <b>(0.2%)</b>
保安裝置安裝、保養及／或修理技術員	2 853 (2.8%)	-	2 (-)	<b>2 855</b> <b>(2.8%)</b>
其他保安相關服務業人士 （持有保安人員許可證）	1 663 (1.6%)	-	26 (0.02%)	<b>1 689</b> <b>(1.6%)</b>
<b>小計：</b>	<b>95 899</b> <b>(94.2%)</b>	<b>5 310</b> <b>(5.2%)</b>	<b>577</b> <b>(0.6%)</b>	<b>101 786</b> <b>(100%)</b>
<b>總計：</b>	<b>108 547</b> <b>(94.3%)**</b>	<b>5 724</b> <b>(5%)**</b>	<b>755</b> <b>(0.7%)**</b>	<b>115 026</b> <b>(100%)</b>

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

2.5 業內人力在各門類機構不同技能等級的分布情況見圖 2 至圖 4，按保安公司牌照種類劃分詳情則見附錄 7。

圖 2: 保安公司各技能等級僱員分布情況

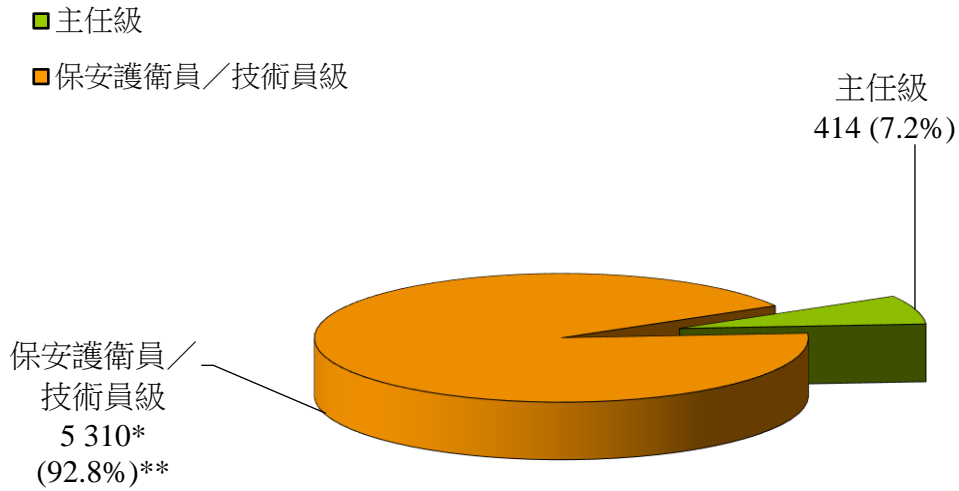


\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率

圖 3: 業主立案法團各技能等級僱員分布情況

僱員總數：5 724 人

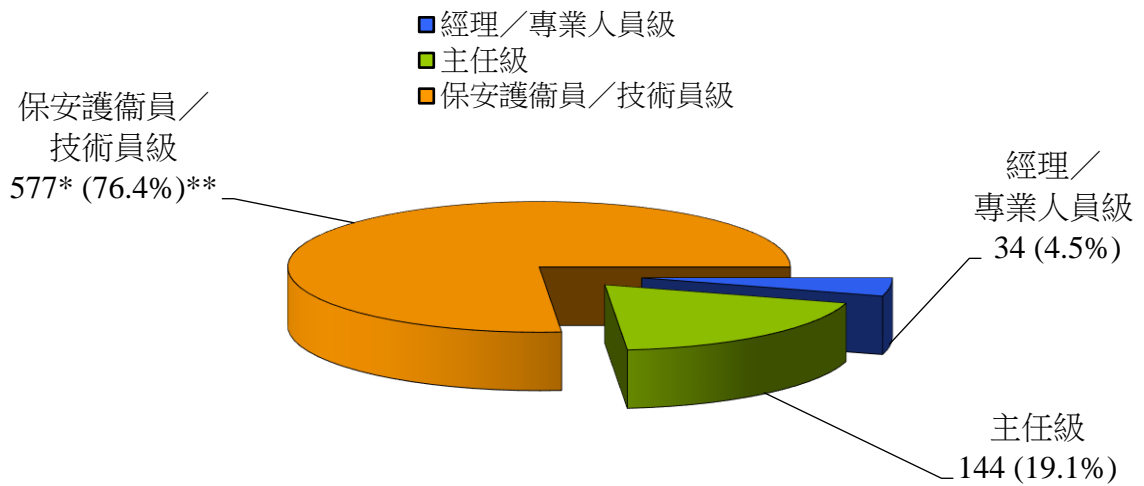


\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率

圖 4: 增補樣本機構各技能等級僱員分布情況

僱員總數：755 人



\* 僱員人數

\*\* 佔所屬門類僱員人數的百分率



2.6 2013 年與 2015 年保安公司各技能等級主要職務的僱員人數比較見表 C。

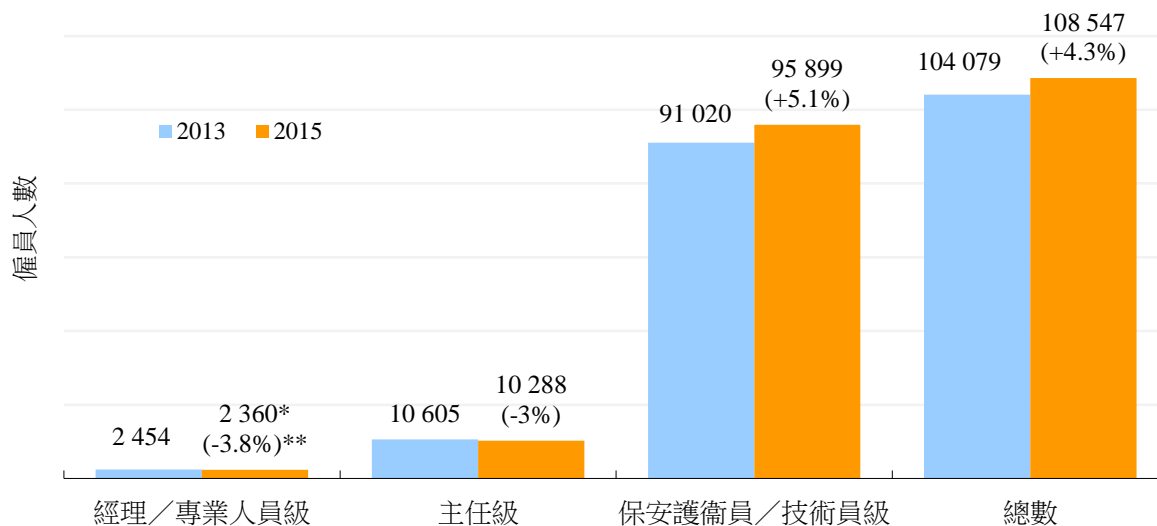
表 C: 保安公司各技能等級主要職務人力情況  
(2013 年與 2015 年)

技能等級	2013 年 僱員人數	2015 年 僱員人數	增幅 (%)*
<b>經理／專業人員級</b>			
高級管理人員	303	323	20
保安經理／運作經理／保安中心主管	1 025	1 029	4
保安顧問	83	69	-14
保安系統項目經理	240	197	-43
保安系統設計／安裝／保養工程師	525	489	-36
保安培訓經理	23	23	-
其他相關保安服務業經理	255	230	-25
<b>小計:</b>	<b>2 454</b>	<b>2 360</b>	<b>-94 (-3.8)</b>
<b>主任級</b>			
保安主任／運作主任／保安中心主任／技術監督	9 695	9 727	32
技術輔助人員	161	153	-8
保安培訓主任	59	49	-10
要員保護主任／私人保鏢	35	-	-35
其他相關保安服務業督導人士	655	359	-296
<b>小計:</b>	<b>10 605</b>	<b>10 288</b>	<b>-317 (-3)</b>
<b>保安護衛員／技術員級</b>			
保安護衛員#	85 022	90 496	5 474
武裝護衛員	800	673	-127
保安系統設計技術員	203	214	-11
保安裝置安裝、保養及／或修理技術員	2 600	2 853	253
其他保安相關服務業人士（持有保安人員許可證）	2 395	1 663	-732
<b>小計:</b>	<b>91 020</b>	<b>95 899</b>	<b>4 879 (5.3)</b>
<b>總計</b>	<b>104 079</b>	<b>108 547</b>	<b>4 468 (4.3)</b>

\* 保安公司僱員人數的增減百分率

# 不同更制的保安護衛員／管理員均歸屬為「保安護衛員」

圖 5: 保安公司各技能等級人力情況  
(2013 年與 2015 年)



\* 該技能等級的僱員人數

\*\* 相對於 2013 年同級僱員人數的增減百分率

表 D: 保安公司 2015 年各技能等級人力增長

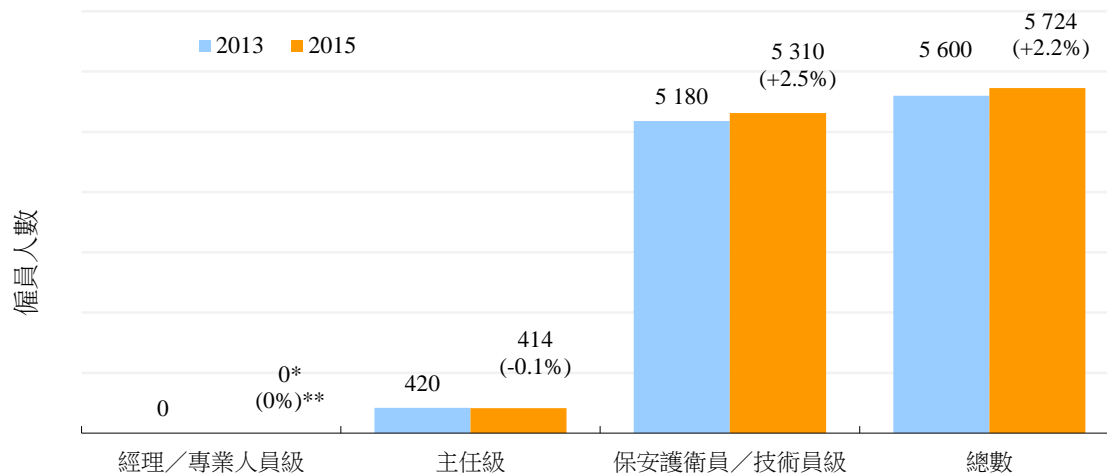
技能等級	2013 年 6 月 僱員人數	2015 年 6 月 僱員人數	增/減幅 (%)*
經理/專業人員級	2 454	2 360	<b>-94</b> <b>(-3.8)</b>
主任級	10 605	10 288	<b>-317</b> <b>(-3)</b>
保安護衛員/技術員級	91 020	95 899	<b>4 879</b> <b>(+5.3)</b>
<b>總數</b>	<b>104 079</b>	<b>108 547</b>	<b>4 468</b> <b>(+4.3)**</b>

\* 2015 年同級僱員人數的增減百分率 (相對於 2013 年)

\*\* 2015 年業內僱員總數的增減百分率 (相對於 2013 年)

2.8 2013 年與 2015 年業主立案法團各技能等級的人力情況比較見圖 6 及表 E。

圖 6: 業主立案法團各技能等級人力情況  
(2013 年與 2015 年)



\* 該技能等級的僱員人數

\*\* 2015 年同級僱員人數的增減百分率 (相對於 2013 年)

表 E: 業主立案法團各技能等級人力增長 (2015 年)

技能等級	2013 年 6 月 僱員人數	2015 年 6 月 僱員人數	增/減幅 (%)*
經理/專業人員級	-	-	-
主任級	420	414	<b>-6</b> (-1.4)
保安護衛員/技術員級	5 180	5 310	<b>-130</b> (+2.5)
<b>總數</b>	<b>5 600</b>	<b>5 724</b>	<b>124</b> (+2.2)**

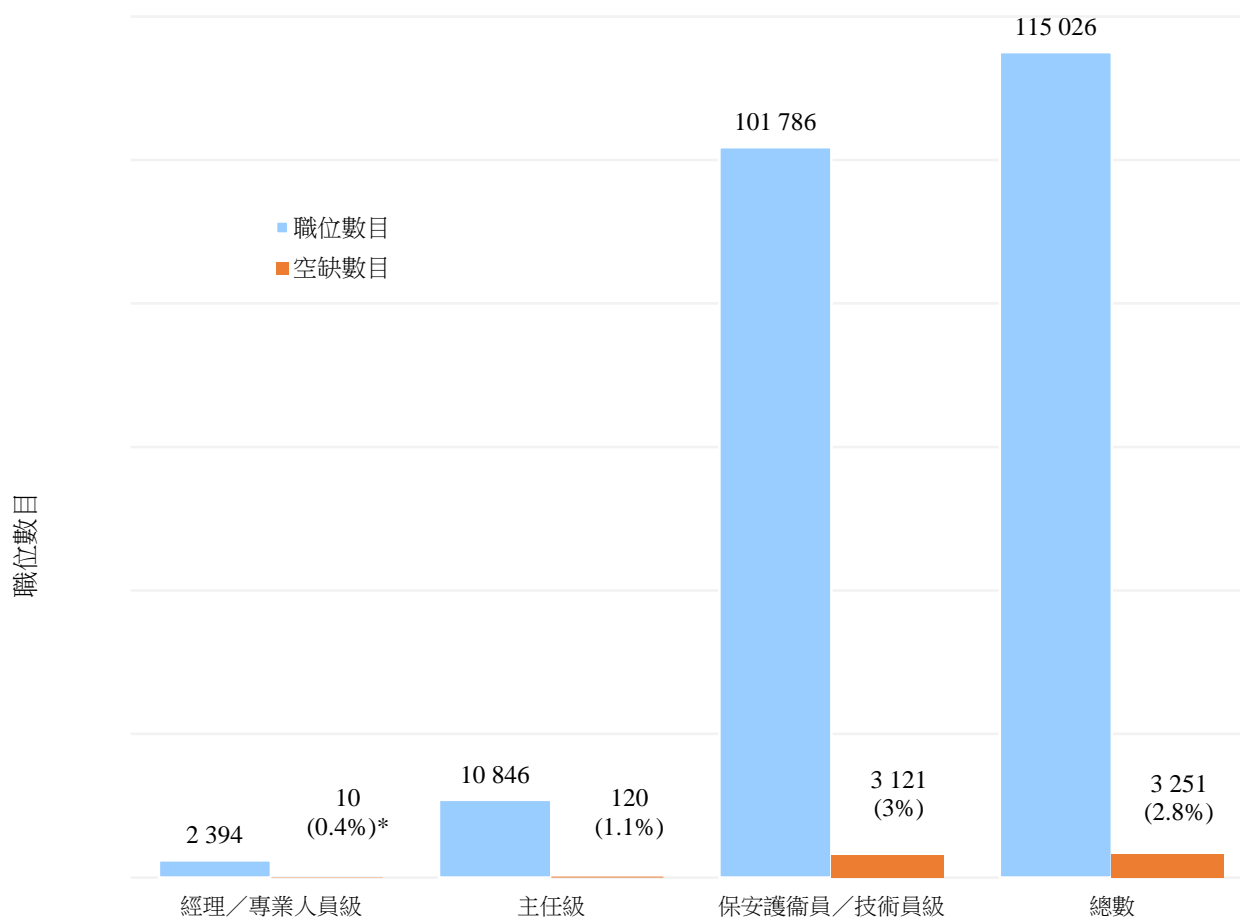
\* 佔同級僱員人數的增減百分率 (相對於 2013 年)

\*\* 佔業內僱員總數的增減百分率 (相對於 2013 年)

## 空缺數目

2.9 調查期間，僱主報稱業內共有 3 251 個空缺，佔 118 277 個職位（3 251 個空缺 +115 026 個實任職位）的 2.7%。若按技能等級劃分，保安護衛員／技術員級別的空缺最多，其中，保安護衛員／管理員空缺佔 2 857 個。各技能等級的空缺分布情況見圖 7；按主要職務的分析則見表 F。

圖 7: 各技能等級職位及空缺數目



\* 佔同級職位數目的百分率

表 F: 各主要職務空缺數目

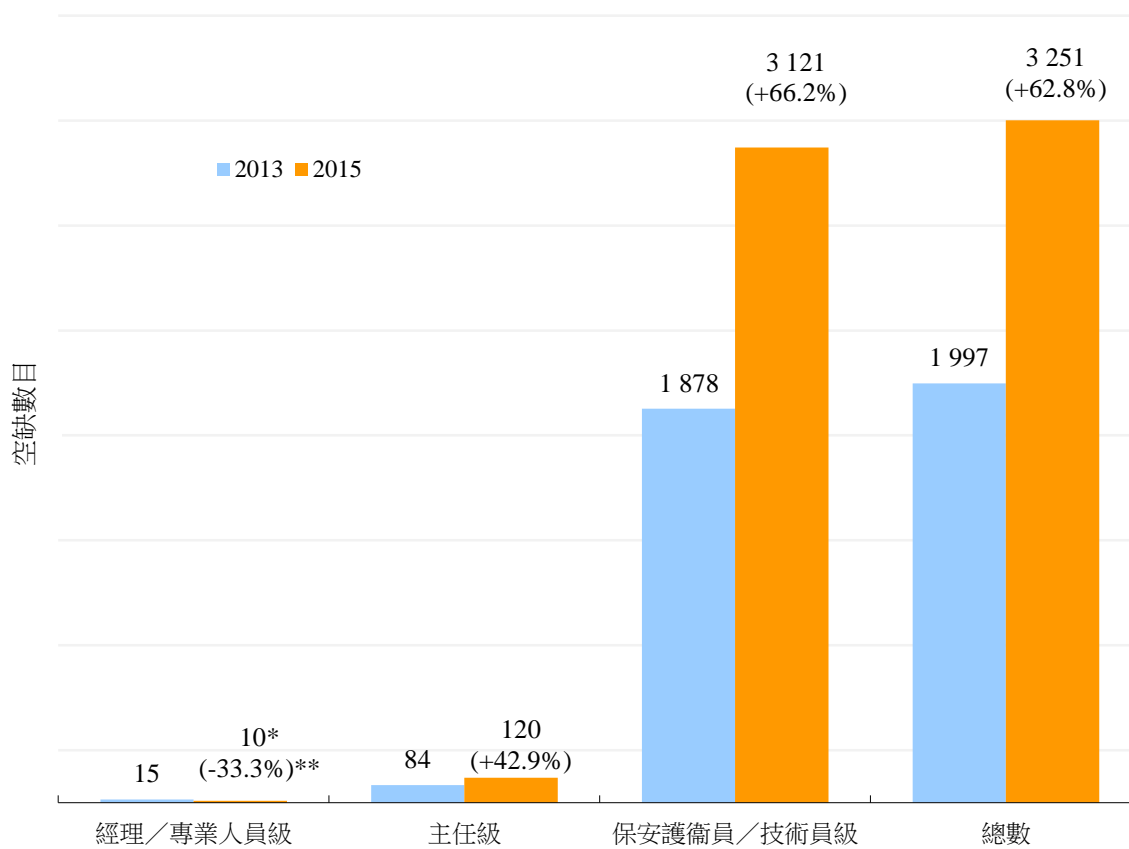
技能等級	僱員人數	空缺數目	職位數目	(%)*
<b>經理/專業人員級</b>				
高級管理人員	328	-	328	-
保安經理/運作經理/保安中心主管	1 049	-	1 049	-
保安顧問	69	-	69	-
保安系統項目經理	197	1	198	0.5
保安系統設計/安裝/保養工程師	490	8	498	1.6
保安培訓經理	23	-	23	-
其他相關保安服務業經理	238	1	239	0.4
<b>小計:</b>	<b>2 394</b>	<b>10</b>	<b>2 404</b>	<b>0.4</b>
<b>主任級</b>				
保安主任/運作主任/保安中心主任/技術監督	10 273	105	10 378	1
技術輔助人員	159	1	160	0.6
保安培訓主任	51	-	51	-
要員保護主任/私人保鏢	-	-	-	-
其他相關保安服務業督導人士	363	14	377	3.7
<b>小計:</b>	<b>10 846</b>	<b>120</b>	<b>10 966</b>	<b>1.1</b>
<b>保安護衛員/技術員級</b>				
保安護衛員/管理員 (三更制)	37 060	1 217	38 277	3.2
保安護衛員/管理員 (兩更制)	59 295	1 640	60 935	2.7
武裝護衛員	673	5	678	0.7
保安系統設計技術員	214	12	226	5.3
保安裝置安裝、保養及/或修理技術員	2 855	146	3 001	4.9
其他保安相關服務業人士	1 689	101	1 790	5.6
<b>小計:</b>	<b>101 786</b>	<b>3 121</b>	<b>104 907</b>	<b>3</b>
<b>總計:</b>	<b>115 026</b>	<b>3 251</b>	<b>118 277</b>	<b>(12.7)**</b>

\* 空缺數目佔同級職位數目的百分率

\*\* 空缺數目佔業內職位總數的百分率

2.10 2013 年與 2015 年職位空缺數目比較見圖 8。

圖 8：職位空缺數目（2013 年與 2015 年）



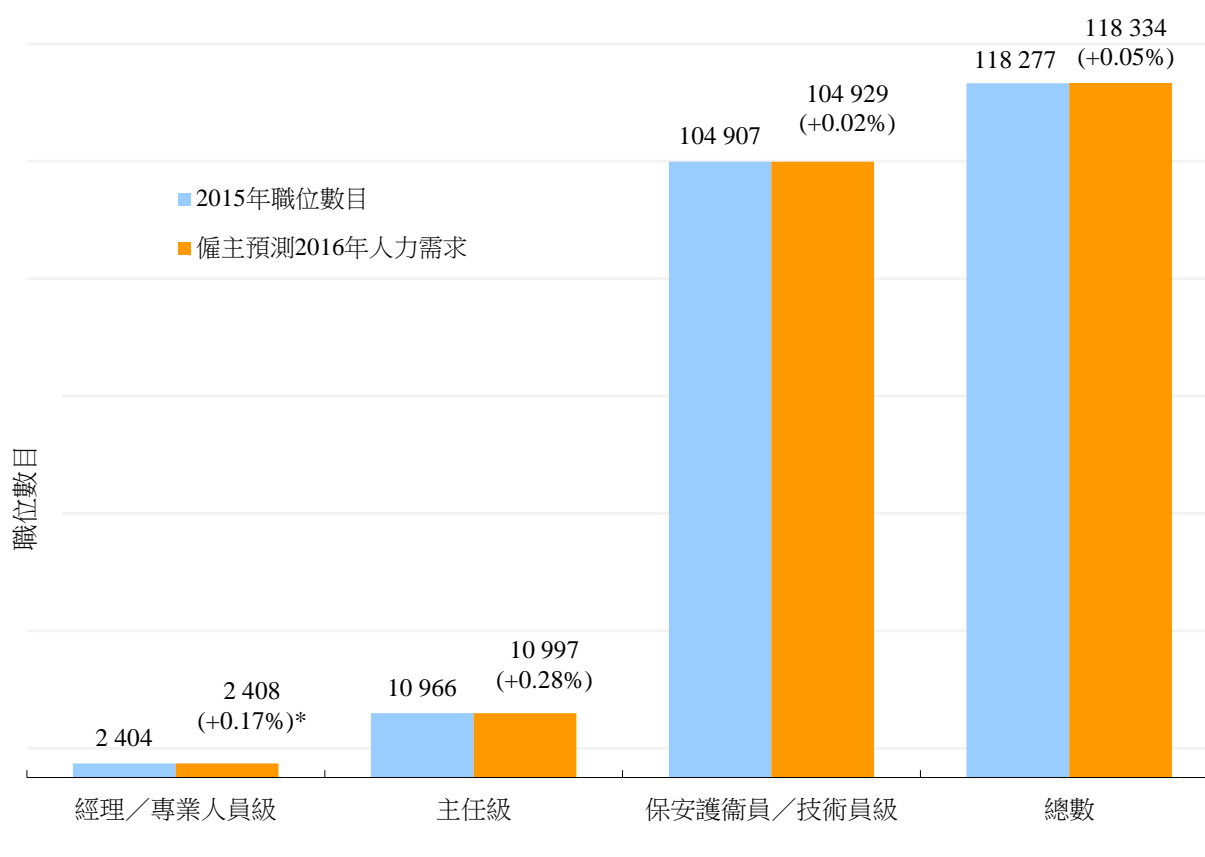
\* 該技能等級的空缺數目

\*\* 2015 年同級空缺數目的增減百分率（相對於 2013 年）

## 僱主預測 2016 年 6 月人力需求

2.11 僱主預測，2016 年 6 月時業內將有 118 334 個職位，較 2015 年 6 月時增加 57 個，增幅為 0.05%。若按三個技能等級劃分，經理級職位增加 4 個，主任級增加 31 個，而保安護衛員／技術員級則增加 22 個，增幅分別為 0.17%、0.28%及 0.02%。僱主所預測 2016 年 6 月時各技能等級主要職務的人力需求分別見圖 9 及表 G。

圖 9: 僱主預測 2016 年 6 月時各技能等級人力需求



\* 2015 年同級職位數目的增減百分率（相對於 2013 年）

表 G： 僱主預測 2016 年各主要職務人力需求

技能等級	2015 年 職位數目	2016 年 預測人力	增／減幅 (%)*
<b>經理／專業人員級</b>			
高級管理人員	328	331	<b>(0.9)</b>
保安經理／運作經理／保安中心主管	1 049	1 049	(-)
保安顧問	69	69	(-)
保安系統項目經理	198	198	(-)
保安系統設計／安裝／保養工程師	498	498	(-)
保安培訓經理	23	24	<b>(4.3)</b>
其他相關保安服務業經理	239	239	(-)
<b>小計：</b>	<b>2 404</b>	<b>2 408</b>	<b>(0.17)**</b>
<b>主任級</b>			
保安主任／運作主任／保安中心主任／ 技術監督	10 378	10 409	<b>(0.3)</b>
技術輔助人員	160	160	(-)
保安培訓主任	51	51	(-)
要員保護主任／私人保鏢	-	-	(-)
其他相關保安服務業督導人士	377	377	(-)
<b>小計：</b>	<b>10 966</b>	<b>10 997</b>	<b>(0.28)**</b>
<b>保安護衛員／技術員級</b>			
保安護衛員／管理員（三更制）	38 277	38 372	<b>(0.2)</b>
保安護衛員／管理員（兩更制）	60 935	60 860	<b>(-0.1)</b>
武裝護衛員	678	678	(-)
保安系統設計技術員	226	226	(-)
保安裝置安裝、保養及／或修理技術員	3 001	3 003	<b>(0.07)</b>
其他保安相關服務業人士	1 790	1 790	(-)
<b>小計：</b>	<b>104 907</b>	<b>104 929</b>	<b>(0.02)**</b>
<b>總計：</b>	<b>118 277</b>	<b>118 334</b>	<b>(0.05)#</b>

\* 佔同一主要職務職位數目的增減百分率

\*\* 佔同級職位數目的增減百分率

# 2016 年業內職位數目的增減百分率（相對於 2015 年）



## 過去 12 個月內部晉升情況

2.12 調查顯示，受訪機構中共有 0.56% 僱員獲內部晉升，其中以保安護衛服務門類主任級的晉升情況最為明顯，共有 516 人由保安護衛員／技術員級晉升至主任級職位。透過晉升挽留人才，是此類機構內部晉升率較高的主要原因。各門類不同技能等級的晉升情況摘要見表 H。

表 H: 各門類機構不同技能等級內部晉升人數

門類	經理／ 專業人員級 <sup>#</sup>	主任級 <sup>^</sup>	總數 (%) <sup>*</sup>
保安護衛服務	2	516	<b>518</b> <b>(0.6)</b>
持槍押運服務	-	-	-
保安系統安裝／保養／維修／設計 ／其他	12	10	<b>22</b> <b>(0.7)</b>
保安護衛服務／持槍押運服務	-	-	-
保安護衛服務／保安系統安裝／ 保養／維修／其他	4	60	<b>64</b> <b>(0.5)</b>
保安護衛服務／持槍押運服務／ 保安系統安裝／保養／維修／其他	2	1	<b>3</b> <b>(0.1)</b>
業主立案法團	-	-	-
增補樣本機構	4	11	<b>15</b> <b>(2)</b>
<b>總數:</b>	<b>24</b>	<b>598</b>	<b>622</b> <b>(0.5)**</b>

<sup>#</sup> 由主任級晉升為經理／專業人員級的僱員人數

<sup>^</sup> 由保安護衛員／技術員級晉升至主任級的僱員人數

<sup>\*</sup> 佔該門類僱員總數的百分率

<sup>\*\*</sup> 佔業內僱員總數的百分率)

## 過去 12 個月僱員流動情況

2.13 分析受訪機構人力資源部門所提供的資料，並假設僱員離職後或會受僱於另一間保安公司，發現過去 12 個月保安公司的僱員流失率為 7.6%，而保安護衛員／技術員級的流失率最高，見表 I。離職僱員人數減去新聘具保安服務經驗僱員人數所得的數字，即為實際流失率。若按技能等級劃分，保安護衛員／技術員級僱員的流失率最高，共有 23 899 人離職，16 595 人入職，流失率佔同級職位數目的 7.2%。過去 12 個月各門類不同技能等級的入職人數詳見附錄 9。

表 I: 過去 12 個月各門類及技能等級保安服務人員流失率

### (i) 保安公司

技能等級	職位數目	離職人數	新聘僱員 (具保安服務經驗) 人數	流失率 (%)
經理／專業人員級	2 360	96	80	16 (0.7)*
主任級	10 288	2 073	1 148	925 (9)*
保安護衛員／技術員級	95 899	23 392	16 105	7 287 (7.6)*
<b>總計：</b>	<b>108 547</b>	<b>25 561</b>	<b>17 333</b>	<b>8 228 (7.6)**</b>

### (ii) 業主立案法團

技能等級	職位數目	離職人數	新聘僱員 (具保安服務經驗) 人數	流失率 (%)
經理／專業人員級	-	-	-	-
主任級	414	-	-	-
保安護衛員／技術員級	5 310	414	414	-
<b>總數：</b>	<b>5 724</b>	<b>414</b>	<b>414</b>	<b>-</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬門類／業內職位數目的百分率

**(iii) 增補樣本機構**

技能等級	職位數目	離職人數	新聘僱員 (具保安服務經驗) 人數	流失率 (%)
經理／專業人員級	34	2	-	<b>2</b> <b>(5.9)*</b>
主任級	144	11	1	<b>10</b> <b>(6.9)*</b>
保安護衛員／技術員級	577	93	76	<b>17</b> <b>(2.9)*</b>
<b>總數：</b>	<b>755</b>	<b>106</b>	<b>77</b>	<b>29</b> <b>(3.8)**</b>

**(iv) 總數**

技能等級	職位數目	離職人數	新聘僱員 (具保安服務經驗) 人數	流失率 (%)
經理／專業人員級	2 394	98	80	<b>18</b> <b>(0.75)*</b>
主任級	10 846	2 084	1 149	<b>935</b> <b>(8.6)*</b>
保安護衛員／技術員級	101 786	23 899	16 595	<b>7 304</b> <b>(7.2)*</b>
<b>總數：</b>	<b>115 026</b>	<b>26 081</b>	<b>17 824</b>	<b>8 257</b> <b>(7.2)**</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬門類／業內職位數目的百分率

## 招聘困難

2.14 調查結果顯示，眾多受訪機構中，451 間（15.7%）曾面對招聘困難，最難聘請保安護衛員；456 間（15.9%）並無遇到招聘困難；其餘 1 961 間（68.4%）機構中，1 634 間報稱在調查期間並無進行招聘活動、327 間拒絕回應。至於招聘困難的主要原因，填報「薪金不吸引」的機構由 2013 年 26.2% 稍降至 2015 年 19.3%，填報「工作時間長」的機構則由 2013 年 18.4% 微降至 2015 年 16.2%；而填報「普遍勞工短缺」的機構由 2013 年 16.3% 大增至 2015 年 23.4%。各技能等級招聘困難的原因見表 J；過去 12 個月業界招聘困難的詳情載於附錄 8。

表 J: 各技能等級招聘困難原因

招聘困難原因 <sup>#</sup>	經理／ 專業人員級*		主任級*		技術員級*		保安 護衛員級*		總數	
	2013	2015	2013	2015	2013	2015	2013	2015	2013	2015
普遍勞工短缺	0.4	0.6	2.2	2.3	4.7	4.3	9.1	16.2	16.3	23.4
工作時間長	-	0.1	1.0	1.0	1.3	1.6	16.1	13.5	18.4	16.2
工作環境惡劣	0.1	-	0.1	0.6	0.4	0.9	3.6	2.8	4.2	4.3
工作性質危險	-	-	-	-	-	0.3	-	0.1	-	0.4
薪金不吸引	0.5	0.3	2.7	1.2	2.9	3.0	20.2	14.8	26.2	19.3
地位低微	-	0.1	-	0.1	0.5	0.1	1.2	0.6	1.7	0.8
職位申請人缺乏 相關經驗及訓練	0.7	2.4	2.2	1.2	5.9	3.1	3.6	2.5	12.2	7.6
其他	-	-	-	0.3	1.6	0.3	2.2	2.3	3.7	3.0
未具體說明／ 拒絕回答	4.0	1.6	6.6	1.6	1.7	1.5	5.0	20.5	17.3	25.2

# 填覆機構可選擇多於一項原因

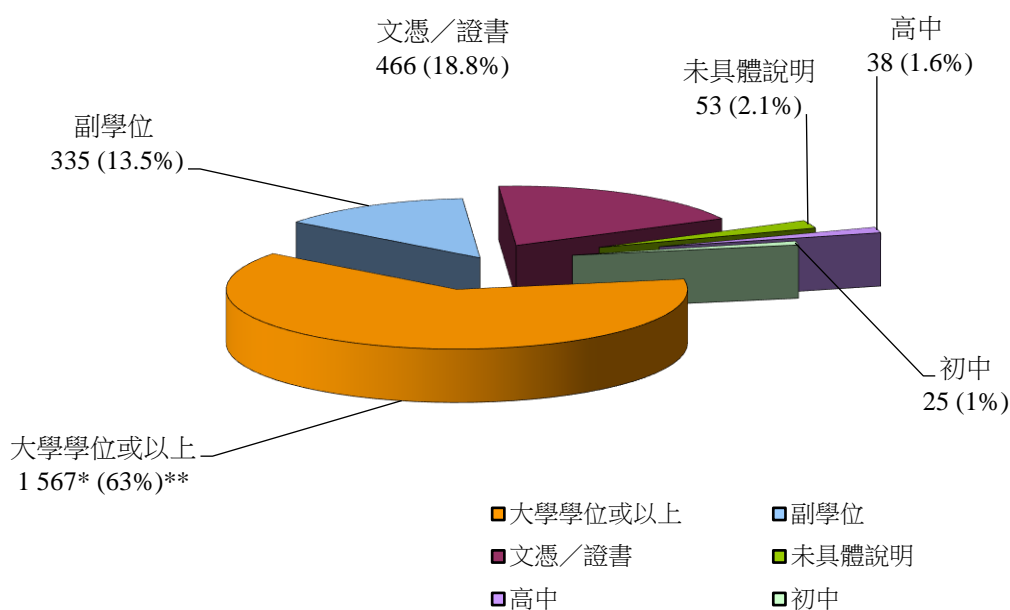
\* 佔招聘困難機構數目的百分率

## 僱員應有教育程度

2.15 調查顯示，52.3%的僱主認為經理／專業人員級僱員應具備大學學位或以上學歷，61.4%的僱主認為主任級僱員宜具備高中學歷，72.2%的僱主要求保安護衛員／技術員級僱員須具備初中學歷。圖 10 至圖 12 比較 2013 年與 2015 年僱主對各技能等級僱員應有的教育程度的意見。各主要職務僱員應有教育程度摘要見表 K；各門類主要職務僱員應有教育程度詳見附錄 10。

圖 10 (i): 經理／專業人員級僱員應有教育程度  
(2013 年僱主意見)

僱員總數：2 484 人

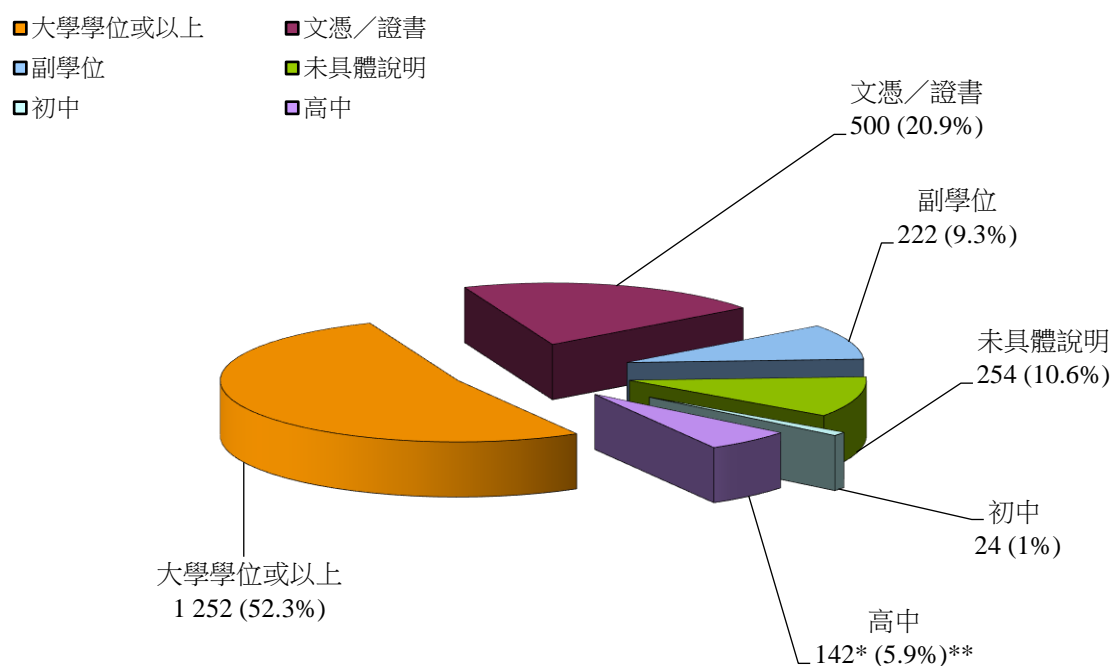


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 10 (ii): 經理／專業人員級僱員應有教育程度  
(2015 年僱主意見)

僱員總數：2 394 人

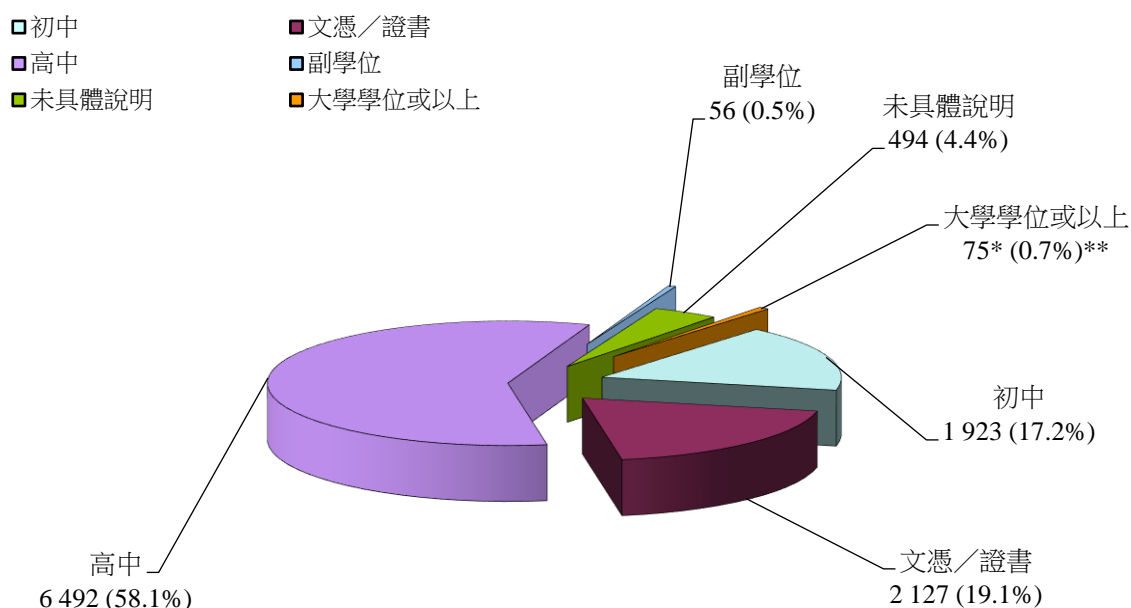


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 11 (i): 主任級僱員應有教育程度  
(2013 年僱主意見)

僱員總數：11 167 人

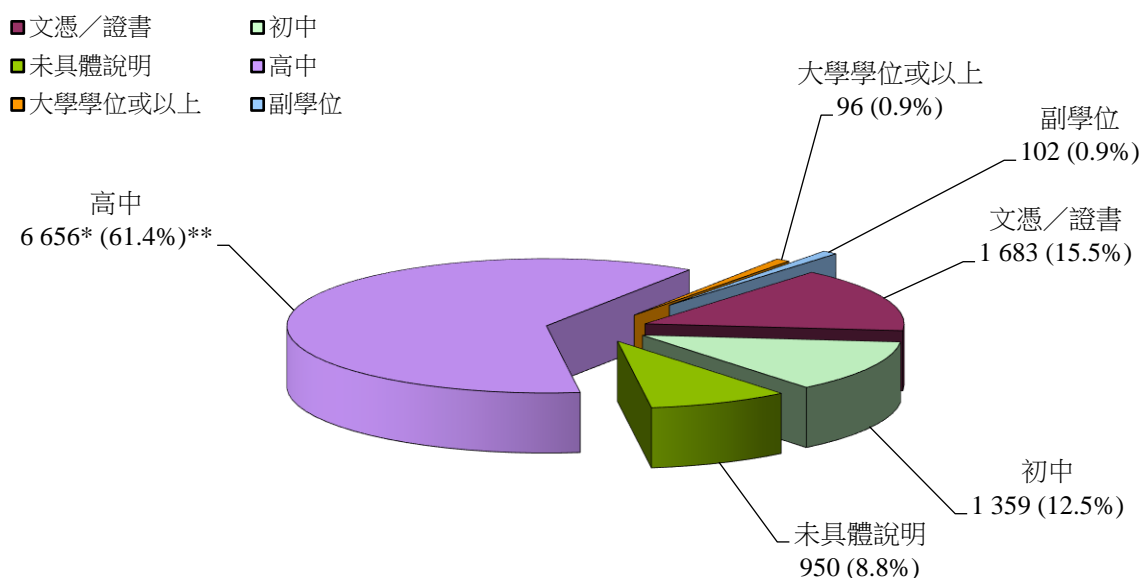


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 11 (ii): 主任級僱員應有教育程度  
(2015 年僱主意見)

僱員總數：10 846 人



\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 12(i): 保安護衛員／技術員級僱員應有教育程度  
(2013 年僱主意見)

僱員總數：96 786 人

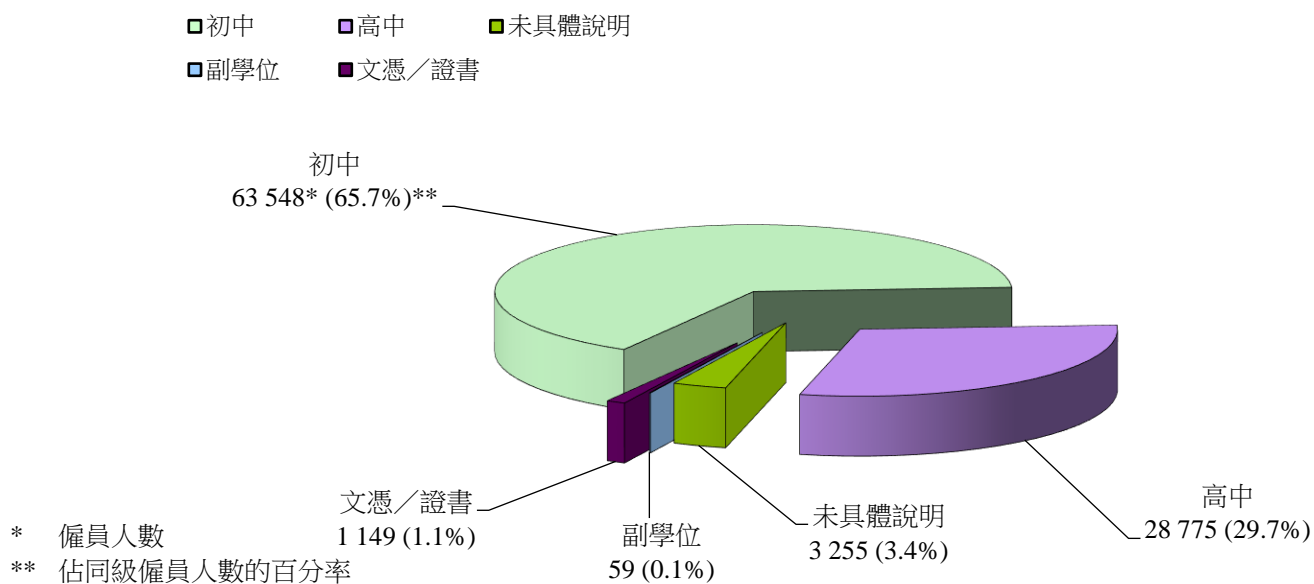


圖 12(ii): 保安護衛員／技術員級僱員應有教育程度  
(2015 年僱主意見)

僱員總數：101 786 人

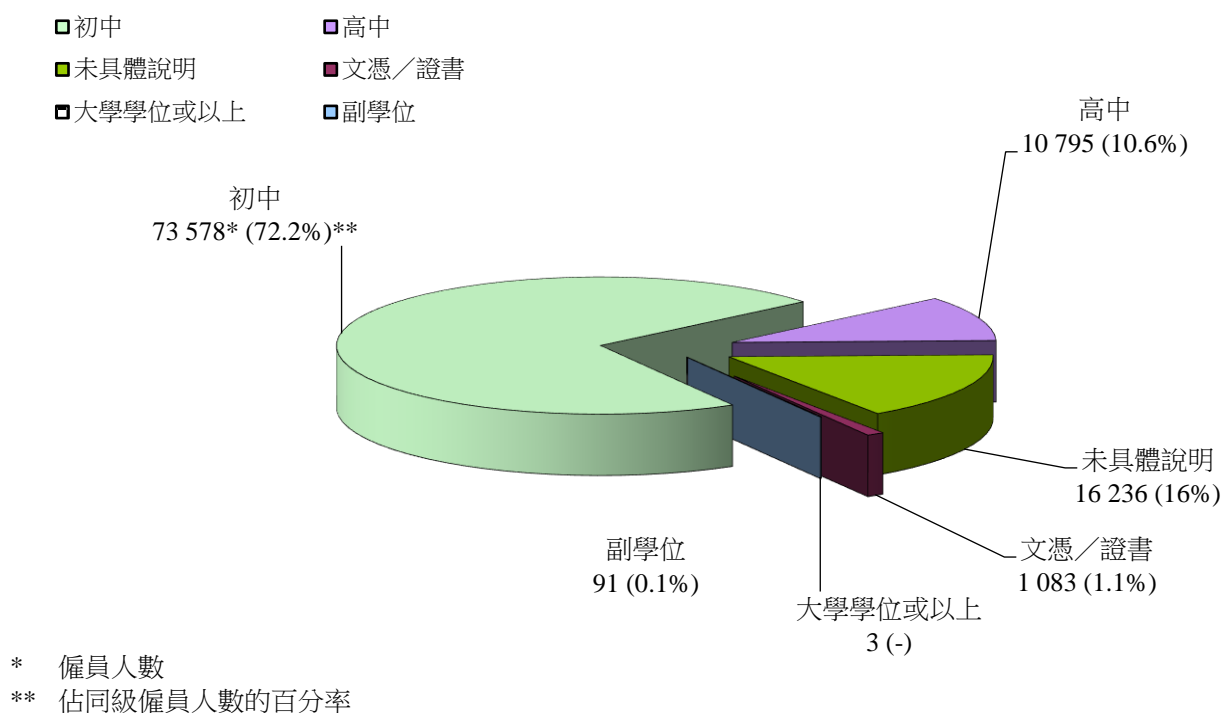




表 K: 各技能等級主要職務僱員應有教育程度

技能等級	大學學位 或以上	副學位	文憑/證書	高中	初中	未具體說明	總數
<b>經理/專業人員級</b>							
高級管理人員	187	11	40	30	-	60	328
保安經理/運作經理/保安中心主管	441	105	222	103	24	154	1 049
保安顧問	36	-	24	-	-	9	69
保安系統項目經理	126	15	47	1	-	8	197
保安系統設計/安裝/保養工程師	231	86	153	-	-	20	490
保安培訓經理	15	-	1	4	-	3	23
其他相關保安服務業經理	216	5	13	4	-	-	238
<b>小計:</b>	<b>1 252</b>	<b>222</b>	<b>500</b>	<b>142</b>	<b>24</b>	<b>254</b>	<b>2 394</b>
<b>(%)*</b>	<b>(52.3)</b>	<b>(9.3)</b>	<b>(20.9)</b>	<b>(5.9)</b>	<b>(1)</b>	<b>(10.6)</b>	<b>(100)</b>
<b>主任級</b>							
保安主任/運作主任/保安中心主任/技術監督	28	84	1 289	6 575	1 359	938	10 273
技術輔助人員	35	-	114	6	-	4	159
保安培訓主任	14	2	17	10	-	8	51
其他相關保安服務業督導人士	19	16	263	65	-	-	363
<b>小計:</b>	<b>96</b>	<b>102</b>	<b>1 683</b>	<b>6 656</b>	<b>1 359</b>	<b>950</b>	<b>10 846</b>
<b>(%)*</b>	<b>(0.9)</b>	<b>(0.9)</b>	<b>(15.5)</b>	<b>(61.4)</b>	<b>(12.5)</b>	<b>(8.8)</b>	<b>(100)</b>
<b>保安護衛員/技術員級</b>							
保安護衛員/管理員 (三更制)	-	-	6	5 048	25 688	6 318	37 060
保安護衛員/管理員 (兩更制)	-	-	-	2 830	47 540	8 925	59 295
武裝護衛員	-	-	-	595	18	60	673
保安系統設計技術員	3	24	83	86	-	18	214
保安裝置安裝、保養及/或修理技術員	-	65	966	978	138	708	2 855
其他保安相關服務業人士 (持有保安人員許可證)	-	2	28	1 258	194	207	1 689
<b>小計:</b>	<b>-</b>	<b>91</b>	<b>1 083</b>	<b>10 795</b>	<b>73 578</b>	<b>16 236</b>	<b>101 786</b>
<b>(%)*</b>	<b>-</b>	<b>(0.1)</b>	<b>(1.1)</b>	<b>(10.6)</b>	<b>(72.3)</b>	<b>(16)</b>	<b>(100)</b>
<b>總計</b>	<b>1 351</b>	<b>415</b>	<b>3 266</b>	<b>17 593</b>	<b>74 961</b>	<b>17 440</b>	<b>115 026</b>
<b>(%)**</b>	<b>(1.2)</b>	<b>(0.4)</b>	<b>(2.8)</b>	<b>(15.3)</b>	<b>(65.2)</b>	<b>(15.1)</b>	<b>(100)</b>

\* 佔同級僱員人數的百分率

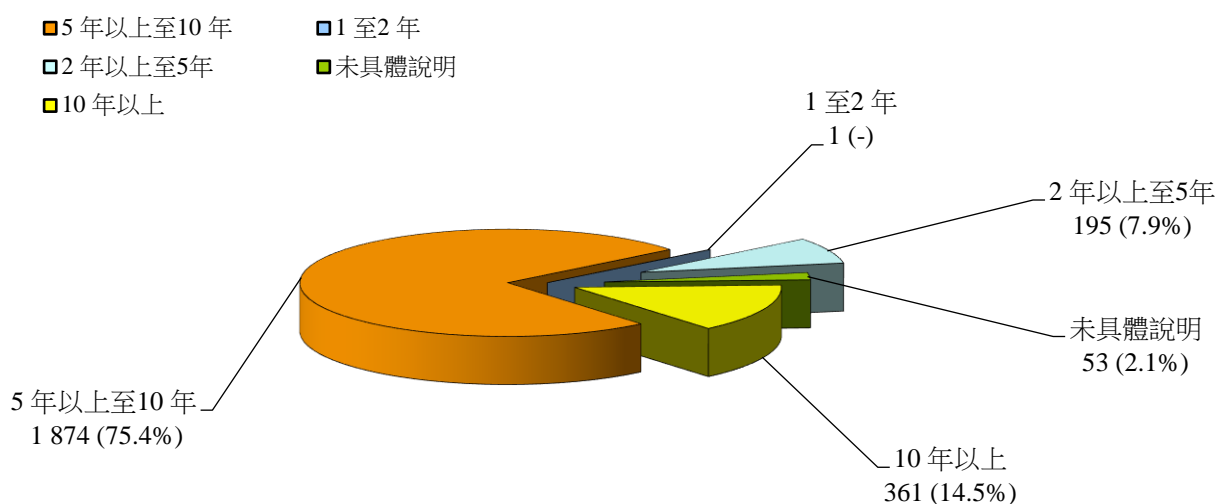
\*\* 佔業內僱員總數的百分率

## 僱員宜有年資

2.16 調查顯示，61.2%的僱主認為經理／專業人員級僱員宜有5年以上至10年相關工作經驗，70%的僱主認為主任級僱員宜有2年以上至5年工作經驗，53.8%的僱主認為保安護衛員／技術員級僱員的工作經驗宜為1年以下。2013年與2015年僱主對各技能等級僱員的宜有年資意見比較見圖13至圖15。各主要職務僱員宜有年資摘要見表L；各門類主要職務僱員的宜有年資詳見附錄11。

圖 13(i): 經理／專業人員級僱員宜有年資  
(2013年僱主意見)

僱員總數：2 484 人

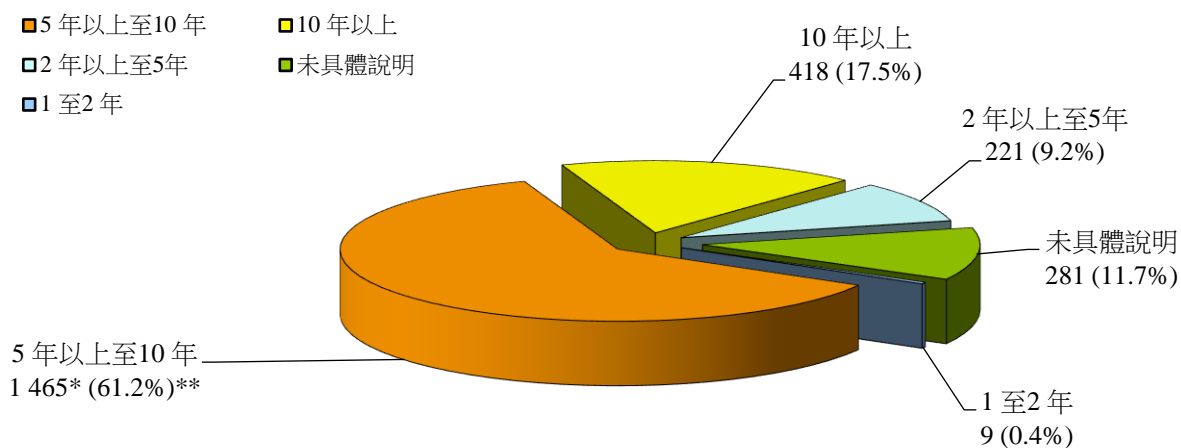


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 13(ii): 經理／專業人員級僱員宜有年資  
(2015年僱主意見)

僱員總數：2 394 人

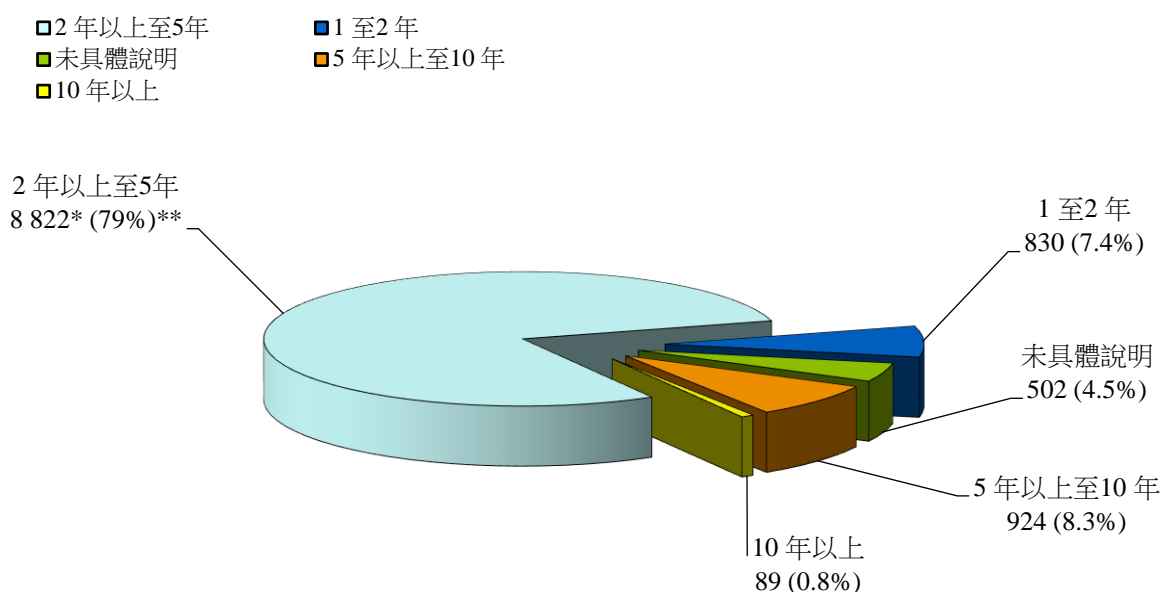


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 14(i): 主任級僱員宜有年資  
(2013 年僱主意見)

僱員總數： 11 167 人

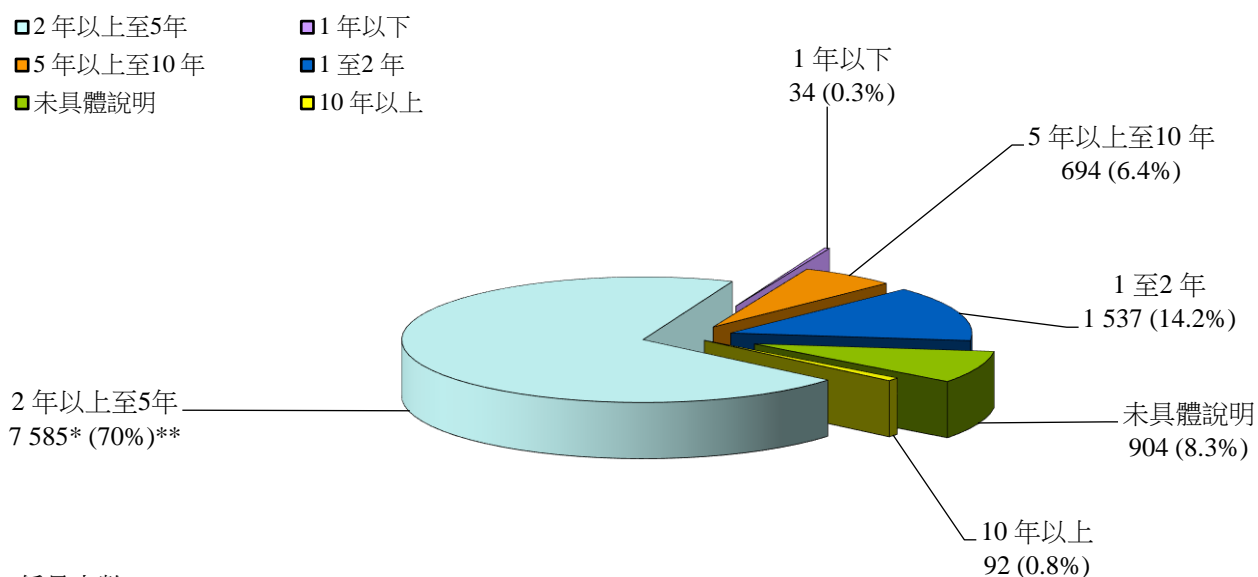


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 14(ii): 主任級僱員宜有年資  
(2015 年僱主意見)

僱員總數： 10 846 人

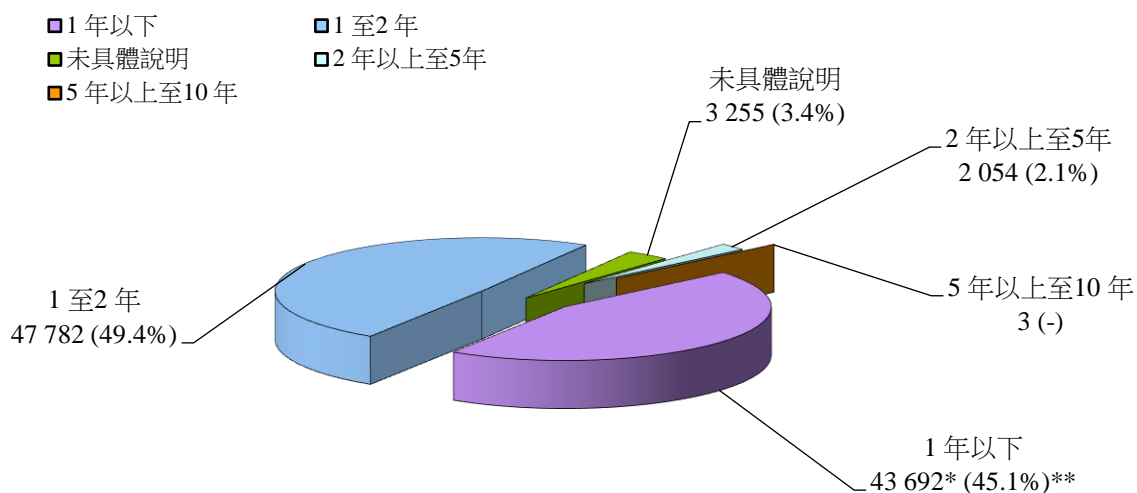


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 15(i): 保安護衛員／技術員級僱員宜有年資  
(2013 年僱主意見)

僱員總數：96 786 人

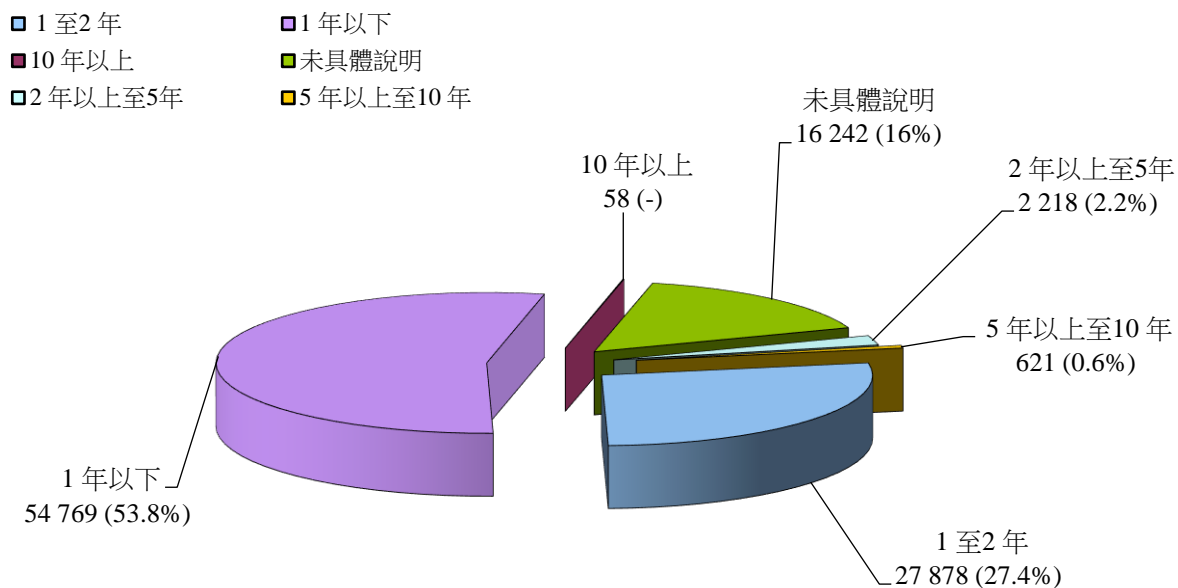


\* 僱員人數

\*\* 佔同級僱員人數的百分率

圖 15(ii): 保安護衛員／技術員級僱員宜有年資  
(2015 年僱主意見)

僱員總數：101 786 人



\* 僱員人數

\*\* 佔同級僱員人數的百分率

表 I: 各主要職務僱員宜有年資

技能等級	1 年以下	1 至 2 年	2 年以上至 5 年	5 年以上至 10 年	10 年以上	未具體說明	總數
<b>經理/專業人員級</b>							
高級管理人員	-	3	22	130	114	59	328
保安經理/運作經理/保安中心主管	-	3	89	709	82	166	1 049
保安顧問	-	-	3	51	6	9	69
保安系統項目經理	-	3	21	128	37	8	197
保安系統設計/安裝/保養工程師	-	-	69	324	61	36	490
保安培訓經理	-	-	-	19	1	3	23
其他相關保安服務業經理	-	-	17	104	117	-	238
<b>小計:</b>	<b>-</b>	<b>9</b>	<b>221</b>	<b>1 465</b>	<b>418</b>	<b>281</b>	<b>2 394</b>
<b>(%)*</b>	<b>-</b>	<b>(0.4)</b>	<b>(9.2)</b>	<b>(61.2)</b>	<b>(17.5)</b>	<b>(11.7)</b>	<b>(100)</b>
<b>主任級</b>							
保安主任/運作主任/保安中心主任/技術監督	6	1 453	7 220	614	88	892	10 273
技術輔助人員	28	29	49	49	-	4	159
保安培訓主任	-	1	40	2	-	8	51
其他相關保安服務業督導人士	-	54	276	29	4	-	363
<b>小計:</b>	<b>34</b>	<b>1 537</b>	<b>7 585</b>	<b>694</b>	<b>92</b>	<b>904</b>	<b>10 846</b>
<b>(%)*</b>	<b>(0.3)</b>	<b>(14.2)</b>	<b>(70.0)</b>	<b>(6.4)</b>	<b>(0.8)</b>	<b>(8.3)</b>	<b>(100)</b>
<b>保安護衛員/技術員級</b>							
保安護衛員/管理員 (三更制)	17 885	11 936	599	276	46	6 318	37 060
保安護衛員/管理員 (兩更制)	35 936	13 050	1 246	138	-	8 925	59 295
武裝護衛員	96	517	-	-	-	60	673
保安系統設計技術員	24	114	49	3	6	18	214
保安裝置安裝、保養及/或修理技術員	336	1 297	304	204	-	714	2 855
其他保安相關服務業人士 (持有保安人員許可證)	492	964	20	-	6	207	1 689
<b>小計:</b>	<b>54 769</b>	<b>27 878</b>	<b>2 218</b>	<b>621</b>	<b>58</b>	<b>16 242</b>	<b>101 786</b>
<b>(%)*</b>	<b>(53.8)</b>	<b>(27.4)</b>	<b>(2.2)</b>	<b>(0.6)</b>	<b>-</b>	<b>(16.0)</b>	<b>(100)#</b>
<b>總計</b>	<b>54 803</b>	<b>29 424</b>	<b>10 024</b>	<b>2 780</b>	<b>568</b>	<b>17 427</b>	<b>115 026</b>
<b>(%)**</b>	<b>(47.6)</b>	<b>(25.6)</b>	<b>(8.7)</b>	<b>(2.4)</b>	<b>(0.5)</b>	<b>(15.2)</b>	<b>(100)</b>

\* 佔同級僱員人數的百分率

\*\* 佔業內僱員總數的百分率

## 僱員宜有職業資格

2.17 調查結果顯示，大部分僱主認為，經理／專業人員級、主任級、保安護衛員級僱員宜具備認可計劃下的保安培訓課程證書資格，而技術員則宜持有技術證書。表 M 為僱主對各技能等級僱員宜有職業資格的意見；附錄 12 詳列各門類不同技能等級僱員宜有的職業資格。

表 M: 各技能等級僱員宜有職業資格

僱員宜有職業資格	填覆機構數目 (保安公司/ 業主立案法團/ 增補樣本機構)				
	經理	主任	技術員	保安護衛員	總計
主要保安協會合資格會員	95	33	-	-	128
保安業培訓導師證書	23	29	-	-	52
職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書	76	227	5	886	1 194
認可計劃下的保安培訓課程證書	267	443	27	1 704	2 441
內部培訓質素控制計劃下的 保安培訓課程合格	20	35	19	17	91
技術證書	163	80	381	73	697
技能提升計劃證書	11	12	24	5	52
其他	5	2	6	2	15

註：受訪機構可選擇多於一項職業資格

## 收入分布

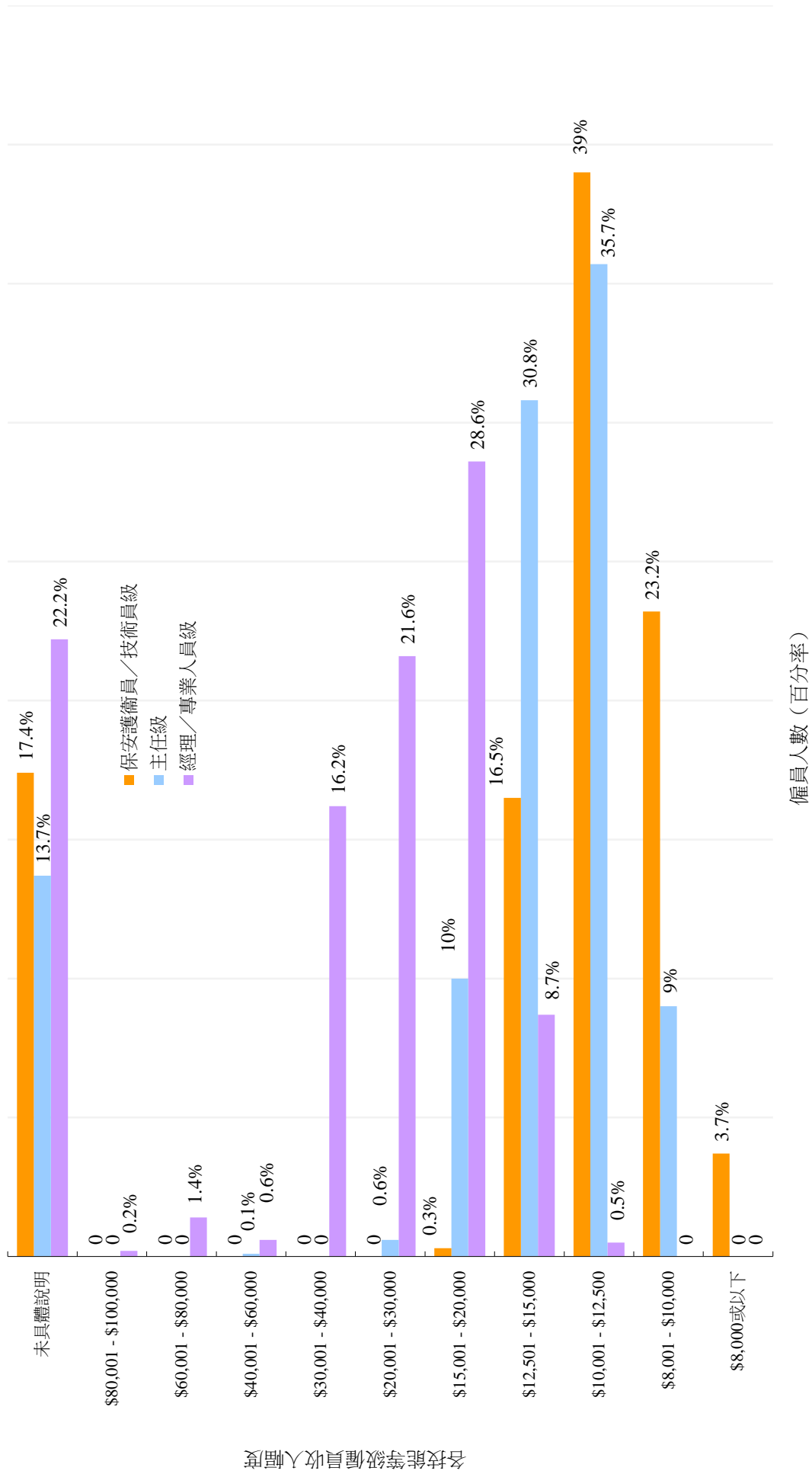
2.18 調查數字顯示，經理／專業人員級僱員中，有 684 名(28.6%)的收入為 15,001 至 20,000 元，518 名(21.6%)收入為 20,001 至 30,000 元；2013 年，這兩類收入的僱員分別佔 10.9%和 43.2%。至於主任級僱員，有 1 087 名(10%)的收入在 15,001 至 20,000 元之間；2013 年，這類收入的僱員佔 28.3%，至 2015 年下降幅度很大。保安護衛員／技術員級僱員中，有 39 643 名(38.9%)的收入介乎 10,001 至 12,500 元；2013 年，這類收入的僱員只有 25 985 名(26.8%)，2015 年升幅顯著。然而，分析上述數據時宜注意，收入介乎 10,001 元至 15,000 元的保安護衛員大部分均屬兩更制。表 N 及圖 16 顯示各主要職務僱員的收入分布情況。由於是次調查並非薪酬研究，故所得資料僅供參照之用。

表 N: 各主要職務僱員收入分布情況

技能等級	\$8,000 或以下	\$8,001 - \$10,000	\$10,001 - \$12,500	\$12,501 - 15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$60,000	\$60,001 - \$80,000	\$80,001 - \$100,000	\$100,000 以上	未具體說明	總數
<b>經理／專業人員級</b>													
高級管理人員	-	-	2	17	53	73	66	8	28	5	-	76	328
保安經理／運作經理／保安中心主管	-	-	10	125	369	159	206	-	4	-	-	176	1 049
保安顧問	-	-	-	-	23	25	6	-	1	-	-	14	69
保安系統項目經理	-	-	1	11	51	62	46	-	-	-	-	26	197
保安系統設計／安裝／保養工程師	-	-	-	50	164	129	39	-	1	-	-	107	490
保安培訓經理	-	-	-	1	8	2	8	-	-	-	-	4	23
其他相關保安服務業經理	-	-	-	4	16	68	16	5	-	-	-	129	238
<b>小計:</b>	-	-	<b>13</b>	<b>208</b>	<b>684</b>	<b>518</b>	<b>387</b>	<b>13</b>	<b>34</b>	<b>5</b>	-	<b>532</b>	<b>2 394</b>
(%)*	-	-	<b>(0.5)</b>	<b>(8.7)</b>	<b>(28.6)</b>	<b>(21.6)</b>	<b>(16.2)</b>	<b>(0.6)</b>	<b>(1.4)</b>	<b>(0.2)</b>	<b>(-)</b>	<b>(22.2)</b>	<b>(100)#</b>
<b>主任級</b>													
保安主任／運作主任／保安中心主任／技術監督	-	973	3 856	3 238	919	29	1	-	-	-	-	1 257	10 273
技術輔助人員	-	8	17	74	41	-	-	6	-	-	-	13	159
保安培訓主任	-	-	3	8	7	24	-	-	-	-	-	9	51
其他相關保安服務業督導人士	-	-	-	22	120	13	-	-	-	-	-	208	363
<b>小計:</b>	-	<b>981</b>	<b>3 876</b>	<b>3 342</b>	<b>1 087</b>	<b>66</b>	<b>1</b>	<b>6</b>	-	-	-	<b>1 487</b>	<b>10 846</b>
(%)*	<b>(-)</b>	<b>(9.0)</b>	<b>(35.7)</b>	<b>(30.8)</b>	<b>(10.0)</b>	<b>(0.6)</b>	<b>(-)</b>	<b>(0.1)</b>	-	-	-	<b>(13.7)</b>	<b>(100)#</b>
<b>保安護衛員／技術員級</b>													
保安護衛員／管理員（三更制）	3 400	13 698	9 221	3 083	52	-	-	-	-	-	-	7 606	37 060
保安護衛員／管理員（兩更制）	345	9 766	28 194	12 598	150	-	-	-	-	-	-	8 242	59 295
武裝護衛員	-	-	48	302	-	-	-	-	-	-	-	323	673
保安系統設計技術員	-	-	108	55	9	-	-	-	-	-	-	42	214
保安裝置安裝、保養及／或修理技術員	8	28	1 134	526	24	2	-	-	-	-	-	1 133	2 855
其他持有保安人員許可證的保安相關服務業人士	-	140	938	196	9	-	-	-	-	-	-	406	1 689
<b>小計:</b>	<b>3 753</b>	<b>23 632</b>	<b>39 643</b>	<b>16 760</b>	<b>244</b>	<b>2</b>	-	-	-	-	-	<b>17 752</b>	<b>101 786</b>
(%)*	<b>(3.7)</b>	<b>(23.2)</b>	<b>(39.0)</b>	<b>(16.5)</b>	<b>(0.3)</b>	<b>(-)</b>	-	-	-	-	-	<b>(17.4)</b>	<b>(100)#</b>
<b>總計</b>	<b>3 753</b>	<b>24 613</b>	<b>43 532</b>	<b>20 310</b>	<b>2 015</b>	<b>586</b>	<b>388</b>	<b>19</b>	<b>34</b>	<b>5</b>	-	<b>19 771</b>	<b>115 026</b>
(%)**	<b>(3.3)</b>	<b>(21.4)</b>	<b>(37.8)</b>	<b>(17.7)</b>	<b>(18)</b>	<b>(0.5)</b>	<b>(0.3)</b>	<b>(-)</b>	<b>(-)</b>	<b>(-)</b>	<b>(-)</b>	<b>(17.2)</b>	<b>(100)#</b>

\*佔同級僱員人數的百分率 \*\*佔業內僱員總數的百分率 #因四捨五入關係，總和未必等於100%

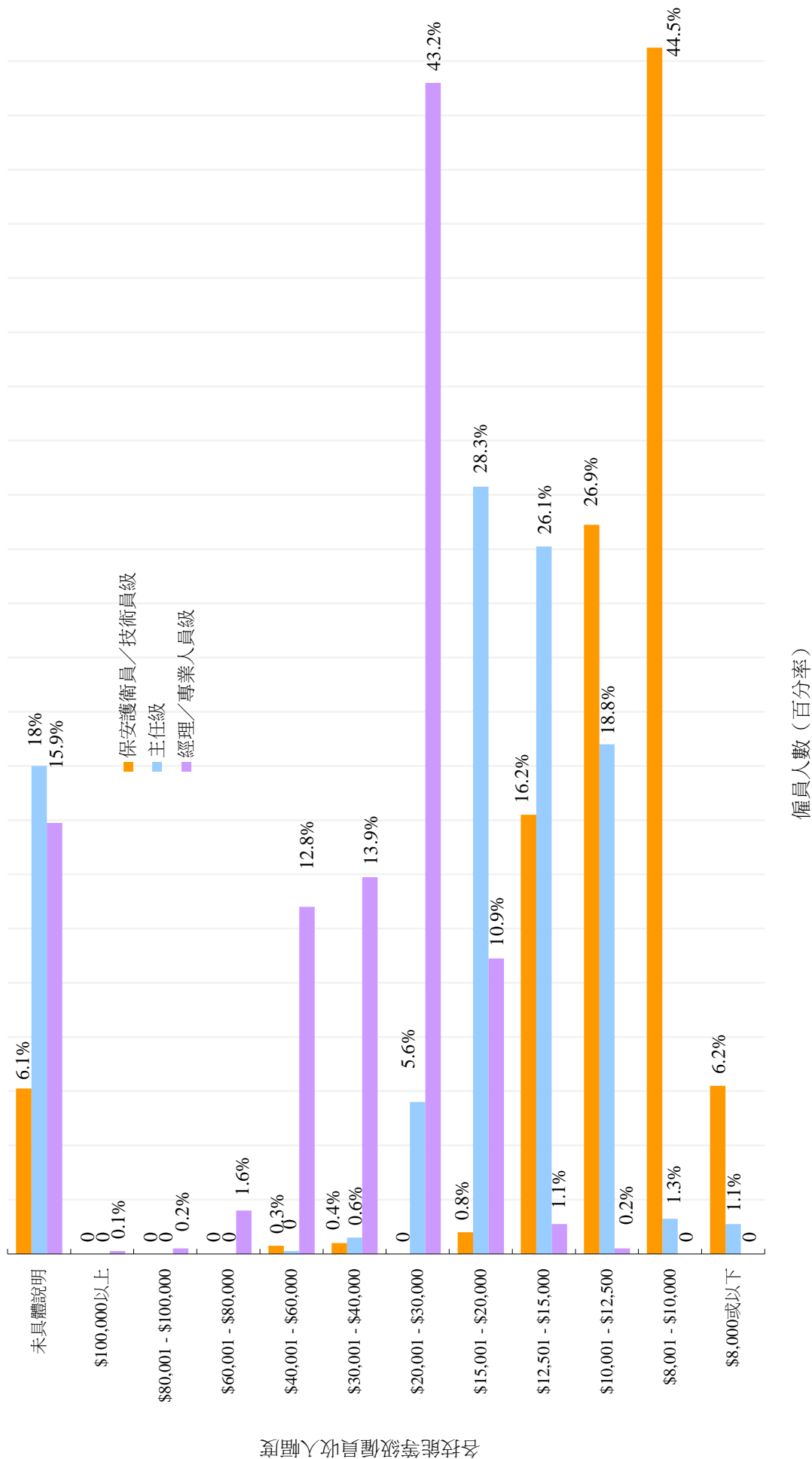
圖 16(i): 2015 年各技能等級僱員收入分布情況 (按收入幅度劃分)



\* 佔同級僱員人數的百分率



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

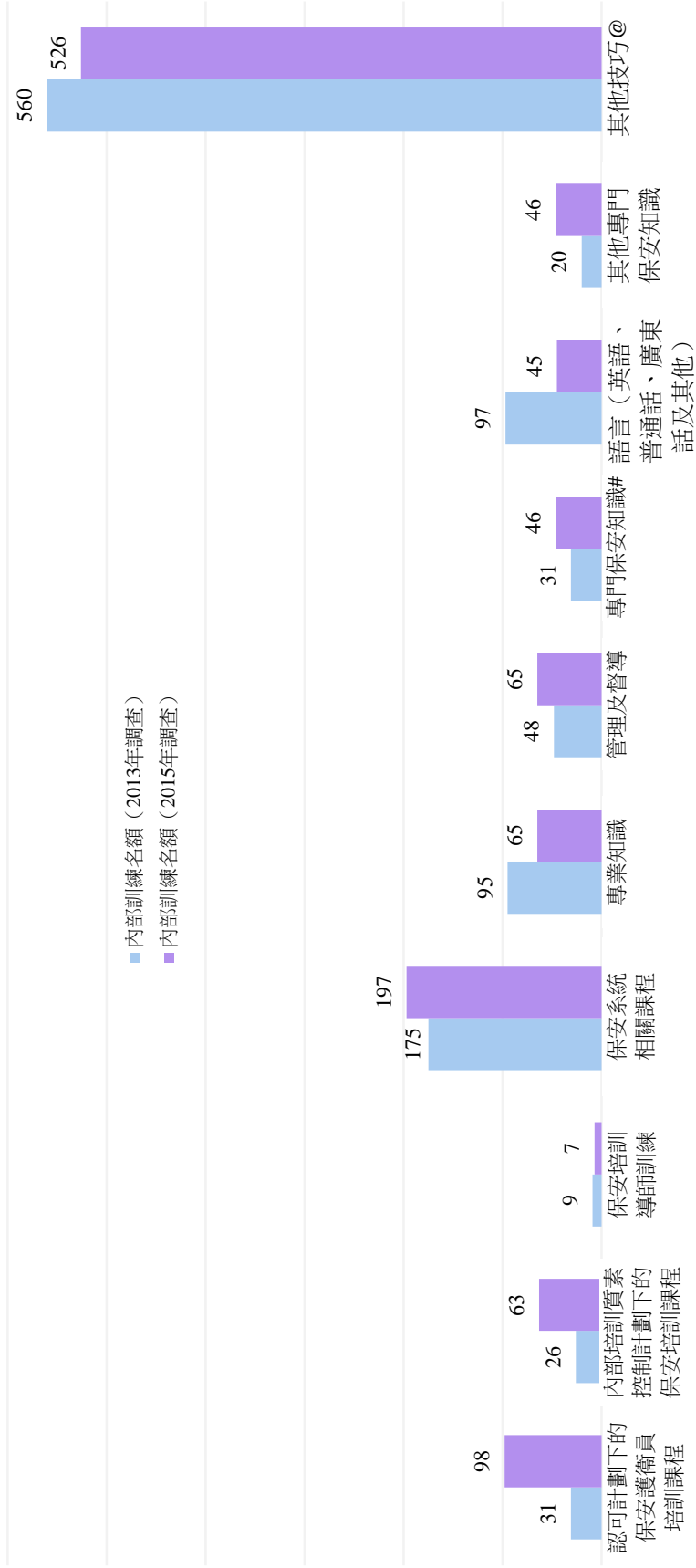


\* 佔同級僱員人數的百分率

## 過去 12 個月內部及外間訓練名額

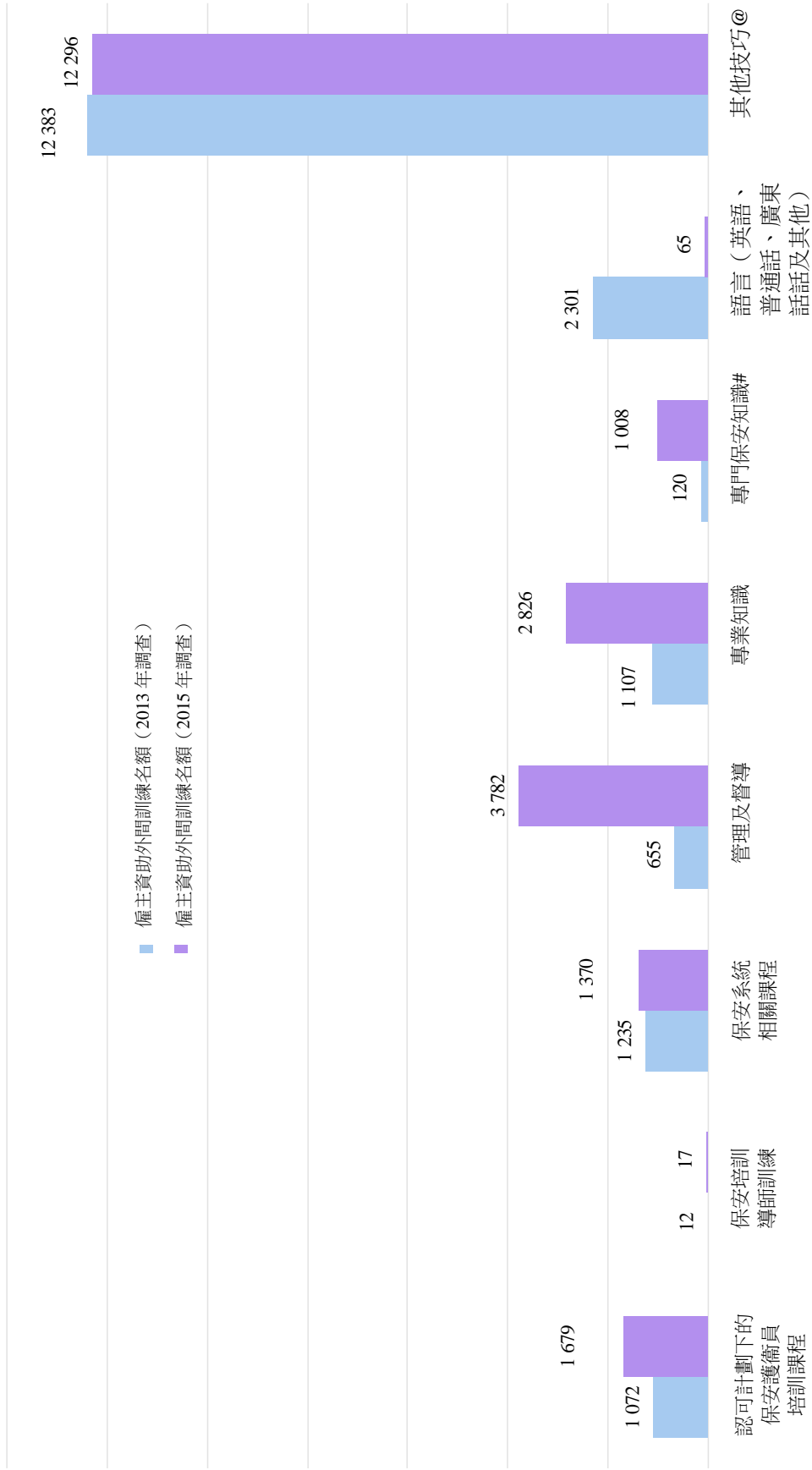
2.19 調查顯示，僱主在過去 12 個月提供了 24 222 個訓練名額（2013 年為 19 977 個），當中包括僱主資助訓練名額 23 043 個（2013 年為 18 885 個）、公司內部訓練名額 1 378 個（2013 年為 1 214 個）。兩類訓練名額共增加了 4 158 個，增幅明顯。在眾多培訓課程中，「其他技巧」最為熱門，共有 12 779 個名額；緊隨其後的「管理及督導」和「認可計劃下的保安護衛員培訓課程」，分別有 3 829 個及 1 772 個名額。**圖 17(i)**及**圖 17(ii)**顯示業內過去 12 個月提供的內部及外間訓練名額，將 2013 年與 2015 年調查時的情況作一比較；**圖 17(iii)**載列僱主在過去及預計未來 12 個月資助的各類外間訓練名額；**表 O** 顯示過去 12 個月僱主為不同技能等級提供的課程種類及訓練名額；**表 P** 詳載僱主認為未來 12 個月僱員應修讀的培訓課程種類；**表 Q** 載列未來 12 個月僱主擬資助的外間訓練名額；**附錄 13 至附錄 16** 按課程種類、機構門類及技能等級顯示訓練名額的分布情況。

圖 17(i): 過去 12 個月內部訓練名額 (2013 年與 2015 年)



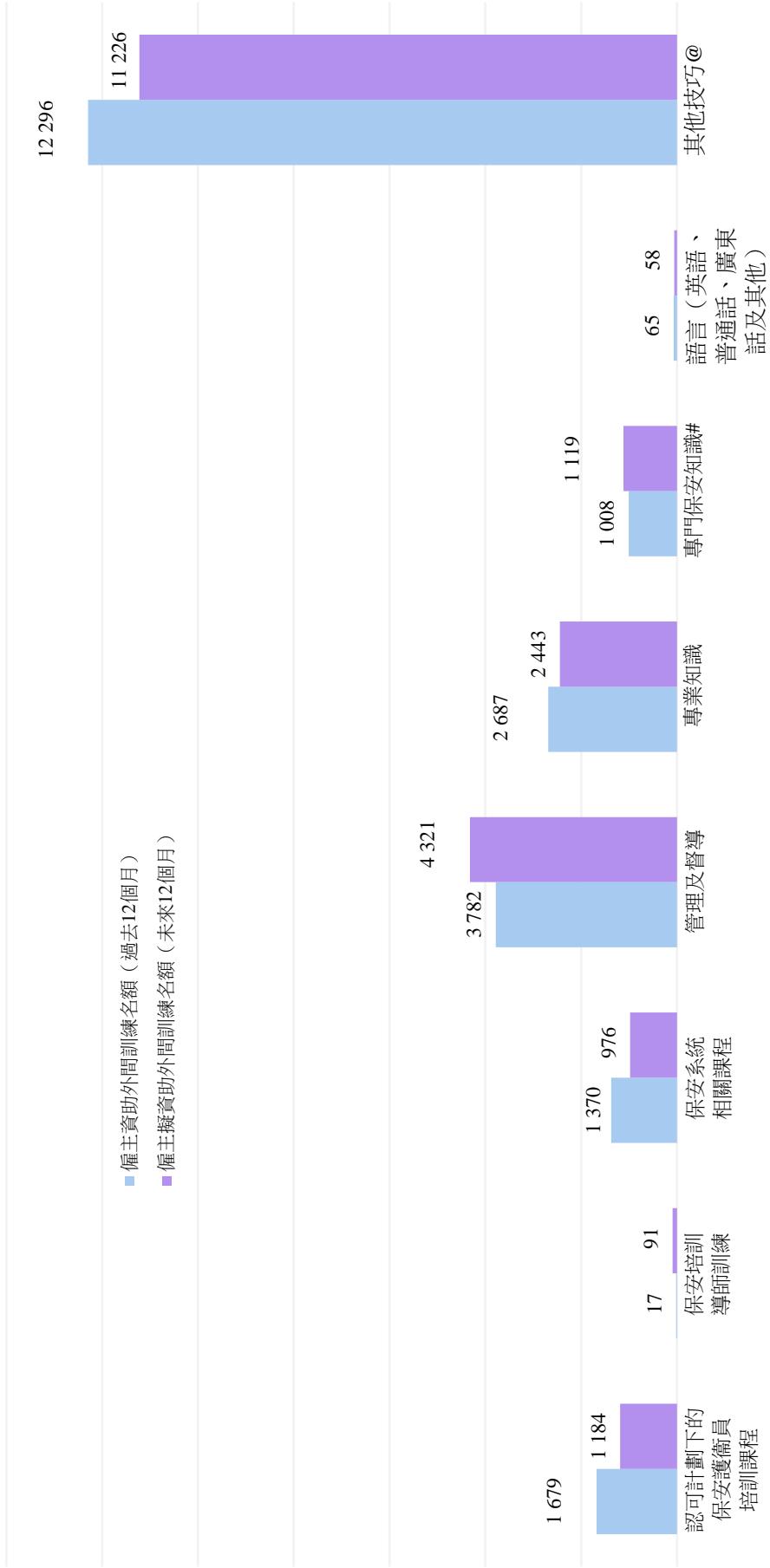
# 包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站及其他專門保安知識  
 @ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他技巧訓練等

圖 17(ii): 過去 12 個月僱主資助外間訓練名額 (2013 年與 2015 年)



# 包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站及其他專門保安知識  
 @ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他技巧訓練等

圖 17(iii): 僱主資助外間訓練名額 (過去與未來 12 個月)



# 包括槍械及武器使用、解款、要員保護、護衛犬管理員訓練、槍械教官訓練、中央警報監察站及其他專門保安知識  
 @ 包括防火、急救、健康及安全、顧客服務、軟性技巧、相關技能提升課程及其他技巧訓練等

表 0: 過去 12 個月訓練名額  
(按課程種類及技能等級劃分)

課程種類	經理/專業人員		主任		技術員		護衛員		總數	
	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助		
認可計劃下的保安護衛員培訓課程	5	9	9	65	-	4	84	1 170	98	1 248
內部培訓質素控制計劃下的保安培訓課程	16	3	22	17	-	-	25	411	63	431
保安培訓導師訓練	1	2	6	15	-	-	-	-	7	17
保安系統相關課程	26	133	27	186	64	519	80	532	197	1 370
專業知識	6	17	25	104	4	18	30	2 687	65	2 826
管理及督導	18	123	32	598	2	22	13	3 041	65	3 782
專門保安知識	1	10	15	49	-	-	30	949	46	1 008
其他專門保安知識	-	-	-	-	-	-	-	-	-	-

課程種類	技能等級		經理／專業人員		主任		技術員		護衛員		總數
	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	內部訓練	僱主資助	
<b>語言</b>											
(i) 英語	4	1	6	8	2	2	12	27	24	38	
(ii) 普通話	-	-	3	2	2	-	8	10	13	12	
(iii) 廣東話	-	-	1	-	1	-	6	15	8	15	
(iv) 其他	-	-	-	-	-	-	-	-	-	-	
<b>其他技巧</b>											
(i) 防火	8	2	28	49	1	-	38	742	75	793	
(ii) 急救	9	6	25	259	-	-	31	901	65	1 166	
(iii) 健康及安全	22	28	39	216	7	50	45	876	113	1 170	
(iv) 顧客服務	19	49	44	188	4	1	49	3 325	116	3 563	
(v) 軟性技巧	18	62	37	203	7	3	34	3 032	96	3 300	
(vi) 相關技能提升課程	8	25	15	9	5	75	15	173	43	282	
(vii) 其他	4	56	7	112	-	12	7	1 842	18	2 022	
<b>總數:</b>	<b>165</b>	<b>526</b>	<b>341</b>	<b>2 078</b>	<b>99</b>	<b>706</b>	<b>507</b>	<b>19 733</b>	<b>1 112</b>	<b>23 043</b>	

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

課程種類	技能等級				主任級	保安系統設計技術員	保安裝置安裝、保養及/或修理技術員	護衛員	總數
	經理/專業人員	主任級	主任級	主任級					
保安培訓課程認可計劃質素保證系統下的保安培訓課程證書	15	23	-	1	36	-	-	-	75
內部培訓質素控制計劃下的保安培訓課程	8	29	-	1	31	-	-	-	69
保安培訓導師訓練	10	9	-	3	-	-	-	-	22
保安系統相關課程	68	35	26	119	3	-	-	-	251
管理及督導	48	94	-	-	8	-	-	-	150
專業知識	14	57	-	1	95	-	-	-	167
專門保安知識	11	61	-	-	41	-	-	-	113
其他專門保安知識	-	-	-	-	-	-	-	-	-
語彙									
(i) 英語	11	12	-	4	20	-	-	-	47
(ii) 普通話	4	9	-	2	17	-	-	-	32
(iii) 廣東話	1	1	-	-	10	-	-	-	12
(iv) 其他	-	-	-	-	-	-	-	-	-



課程種類	技能等級			主任級	保安系統設計技術員	保安裝置安裝、保養及/或修理技術員	護衛員	總數
	經理/專業人員							
<u>其他技巧</u>								
(i) 防火	9	20	-	23	-	-	52	
(ii) 急救	15	29	-	98	-	-	142	
(iii) 健康及安全	24	43	1	43	9	6	120	
(iv) 顧客服務	25	38	1	49	6	6	119	
(v) 軟性技巧	24	36	1	42	6	6	109	
(vi) 相關技能提升計劃課程	18	18	5	22	15	15	78	
(vii) 其他技巧	3	4	-	6	3	3	16	
<b>總數：</b>	<b>308</b>	<b>518</b>	<b>34</b>	<b>544</b>	<b>170</b>	<b>170</b>	<b>1 574</b>	

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

課程種類	技能等級	經理／專業人員	主任	保安系統設計技術員	保安裝置安裝、保養及／或修理技術員	護衛員	總數
保安培訓課程認可計劃質素保證系統下的保安培訓課程證書		9	54	-	-	945	1 008
內部培訓質素控制計劃下的保安培訓課程		1	30	-	-	145	176
保安培訓導師訓練		-	73	-	18	-	91
保安系統相關課程		165	166	36	589	20	976
管理及督導		183	676	-	-	3 462	4 321
專業知識		30	135	-	20	2 258	2 443
專門保安知識		1	15	-	-	1 103	1 119
其他專門保安知識		-	-	-	-	-	-
語言							
(i) 英語		1	8	-	1	20	30
(ii) 普通話		2	5	-	1	20	28
(iii) 廣東話		-	-	-	-	-	-
(iv) 其他		-	-	-	-	-	-

其他技巧

(i) 防火	2	31	-	-	194	227
(ii) 急救	6	281	-	80	376	743
(iii) 健康及安全	5	183	10	87	783	1 068
(iv) 顧客服務	50	222	-	1	3 294	3 567
(v) 軟性技巧	77	234	-	5	3 068	3 384
(vi) 相關技能提升計劃課程	26	30	9	68	35	168
(vii) 其他	32	112	-	3	1 922	2 069
<b>總數：</b>	<b>590</b>	<b>2 255</b>	<b>55</b>	<b>873</b>	<b>17 645</b>	<b>21 418</b>

## 僱主對「保安人員許可證」發證要求之意見

2.20 是次調查亦有問及保安公司僱主對於僱員要先接受 16 小時培訓始可獲發「保安人員許可證」的意見。有 331 名僱主 (35.8%) 認為 16 小時培訓並不足夠，有 62 名僱主 (7.3%) 表示已經足夠。認為 16 小時培訓不足夠的僱主中，36 人 (33.6%) 表示 24 小時的培訓時數較佳，22 人 (21.5%) 認為可增至 32 小時。由此可見，各類機構的僱主對職前培訓的要求均有所不同。表 R 載列保安公司僱主對於「保安人員許可證」16 小時職前培訓的意見。至於認為培訓時數不足的僱主，表 S 詳載他們所屬意的培訓時數。

**表 R:** 「保安人員許可證」發證要求：16 小時職前培訓  
(保安公司僱主意見，按機構門類劃分)

	足夠 (%)*	不足夠 (%)*	無意見 (%)*	其他/ 未具體說明 (%)*	總數 (%)*
保安護衛服務	31(3.4)	264(28.5)	163(17.6)	22(2.4)	<b>480(51.8)</b>
持槍押運服務	-	1(0.1)	1(0.1)	-	<b>2 (0.2)</b>
保安系統安裝／保養／ 維修／設計／其他	25(2.7)	43(4.6)	303(32.8)	9(1.0)	<b>380(41.1)</b>
保安護衛服務／持槍押運 服務	2(0.2)	3(0.3)	2(0.2)	-	<b>7(0.8)</b>
保安護衛服務／保安系統 安裝／保養／維修／設計 ／其他	9(1.0)	19(2.1)	18(2.0)	7(0.8)	<b>53(5.7)</b>
保安護衛服務／持槍押運 服務／保安系統安裝／ 保養／維修／設計／其他	-	1(0.1)	-	2(0.2)	<b>3(0.3)</b>
<b>總數：</b>	<b>67(7.3)</b>	<b>331(35.8)</b>	<b>487(52.6)</b>	<b>40(4.3)</b>	<b>925(100)</b>

\*佔填覆機構數目的百分率

表 S: 宜有培訓時數（保安公司僱主意見，按機構門類劃分）

	24 小時 (%)*	32 小時 (%)*	其他 (%)*	未具體說明 ／拒答 (%)*	總數 (%)*
保安護衛服務	16(14.9)	13(12.5)	2	22	<b>53(49.5)</b>
持槍押運服務	-	-	-	-	-
保安系統安裝／保養 ／維修／設計／其他	12(11.2)	10(9.3)	3	9	<b>34(31.8)</b>
保安護衛服務／ 持槍押運服務	2(1.9)	-	-	-	<b>2(1.9)</b>
保安護衛服務／保安 系統安裝／保養／ 維修／設計／其他	6(5.6)	-	3	7	<b>16(14.9)</b>
保安護衛服務／持槍 押運服務／保安系統 安裝／保養／維修／ 設計／其他	-	-	-	2	<b>2(1.9)</b>
<b>總數：</b>	<b>36(33.6)</b>	<b>23(21.5)</b>	<b>8(7.5)</b>	<b>40(37.4)</b>	<b>107(100)</b>

\* 佔填覆機構數目的百分率

## 第三章

### 結論

#### 調查結果

3.1 本會分析及討論調查結果後，認為所得資料大致可反映調查期間保安服務業的人力及訓練情況。2015年6月，本業共有115 026名技術／專業僱員，佔本港390萬就業人口的2.9%。與2013年的調查相比，從事保安服務公司一般護衛工作的僱員增加了6.4%。據本會觀察，保安服務業技術僱員人數錄得穩定增長，主要由於過去兩年新建樓宇數目增加所致。

3.2 調查結果顯示，業內八個機構類別中，五個類別的人力均錄得增長，分別是：i) 保安護衛服務、ii) 保安系統安裝／保養／維修／設計／其他、iii) 保安護衛服務及持槍押運服務、iv) 保安護衛服務及保安系統安裝／保養／維修／設計／其他，以及v) 業主立案法團，人力增長各為4.7%、4.1%、77.5%、2.2%及2.2%；而其餘三個類別的人力則減少，分別為vi) 持槍押運服務、vii) 保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他，以及viii) 增補樣本，減幅分別為3.6%、16.7%及0.4%。

#### 行業前景

3.3 保安服務業的人力穩定增長，由2013年110 437人增至2015年115 026人，增幅為4.2%。是次調查錄得空缺3 251個，較2013年1 977個空缺有所增加。僱主預測，2016年將有118 334個職位，較2015年微增0.05%。調查結果反映本業僱主對業務前景的看法維持保守；而且僱主對行內競逐持觀望態度，對業內人力僅錄得溫和增長。

3.4 政府的《長遠房屋策略》為香港房屋政策制定方向，多管齊下解決房屋問題；政府亦全力加快興建公營房屋及公共租住房屋，公屋建屋量持續增加，預計2014-15年至2018-19年五年間共有77 100個公共租住房屋單位落成，當中2015-16年落成的單位預料有23 300個。根據最新推算，2015-16年至2024-25年長遠房屋供應目標定為460 000個新住宅單位，公私營房屋的比例維持60:40。

3.5 根據運輸及房屋局提供的統計資料，未來三至四年可供應83 000個私人住宅單位，當中現樓貨尾單位有5 000個、興建中尚未出售的有54 000個，另外熟地即已批出可隨時動工的項目可提供24 000個單位；估計2016年共有20 144個私人樓宇單位落成，比2005至2014年間平均每年11 728個單位的落成量多71.7%，比2015年的預測數字高出51.5%，亦較2014年的實際落成量多28%。

3.6. 至於商用土地，政府計劃將核心商業區內合適的「政府、機構或社區」用地改作商業用途，預期可提供 82 400 平方米商業樓面面積。另一個核心商業區九龍東則有潛力供應約 500 萬平方米新增商業／辦公室樓面面積。此外，地政總署透過活化工廈措施共批出 105 宗土地契約修訂及特別豁免書的申請，預期可提供約 124 萬平方米改裝或新增樓面面積作商業或其他用途。

3.7. 住宅及商用土地供應未來數年持續增加，將創造不少就業機會，建築、房地產相關服務及保安服務業尤其受惠。

3.8. 2015 年 12 月，立法會通過將乙類保安人員許可證持有人的年齡上限由 65 歲提高至 70 歲，預料此年齡組別的人力供應將會增加，有助紓緩業界人手嚴重不足的問題。

3.9. 標準工時委員會近期向政府提交監管工作時間報告，建議立法強制僱傭合約列明僱員的工時、超時工作及補償等安排。此項修訂對現時人力需求的影響輕微；但如果最終規定每周工時為 44 至 48 小時，從業員每周普遍工作超過 48 小時的行業（如保安服務業）的人力需求將會增加。

### 保安服務業整體人力結構

3.10 調查期間，業內共有僱員 115 026 人，其中 108 547 人受僱於持牌保安公司，5 724 人受僱於業主立案法團，755 人受僱於增補樣本機構。各技能等級的人力情況、空缺數目及預測人力增長摘要如下：

技能等級	2013 年 6 月 僱員人數	2015 年 6 月 僱員人數 (a) (%)#	2015 年 6 月 空缺數目 (b)	僱主預測 人力增長 (c)	2016 年 6 月 預測職位數目 (d) = (a)+(b)+(c)
經理／ 專業人員級	2 484	2 394 (-3.6)	10	4	2 408
主任級	11 167	10 846 (-2.9)	120	31	10 997
保安護衛員 ／技術員級	96 786	101 786 (5.2)	3 121	22	104 929
<b>總數</b>	<b>110 437</b>	<b>115 026</b> <b>(4.2)#</b>	<b>3 251</b>	<b>57</b>	<b>118 334</b>

# 與 2013 年相比的人力增／減幅

3.11 至於各門類機構的人力情況，按技能等級劃分見表 U，按主要職務劃分及預測人力詳載於附錄 7。

表 U： 各門類機構不同技能等級人力分布情況

門類	技能等級			總數 (%)*
	經理/ 專業人員級	主任級	保安護衛員/ 技術員級	
保安護衛服務	1 059	8 052	78 446	<b>87 557</b> <b>(76.2)</b>
持槍押運服務	4	19	745	<b>768</b> <b>(0.7)</b>
保安系統安裝／保養／維修／ 設計／其他	828	514	2 023	<b>3 365</b> <b>(2.9)</b>
保安護衛服務及持槍押運服務	19	50	1 282	<b>1 351</b> <b>(1.2)</b>
保安護衛服務及保安系統安裝 ／保養／維修／設計／其他	429	1 414	11 584	<b>13 427</b> <b>(11.7)</b>
保安護衛服務、持槍押運服務 及保安系統安裝／保養／維修 ／設計／其他	21	239	1 819	<b>2 079</b> <b>(1.8)</b>
<b>小計：</b>	<b>2 360</b>	<b>10 288</b>	<b>95 899</b>	<b>108 547</b> <b>(94.3)#</b>
業主立案法團	-	414	5 310	<b>5 724</b> <b>(5)</b>
增補樣本機構	34	144	577	<b>755</b> <b>(0.7)</b>
<b>總數</b> <b>(%)*</b>	<b>2 394</b> <b>(2.1)</b>	<b>10 846</b> <b>(9.4)</b>	<b>101 786</b> <b>(88.5)</b>	<b>115 026</b> <b>(100)#</b>

\* 佔僱員總數百分率

# 因四捨五入關係，總和未必等於 100%



## 空缺數目

3.12 調查期間，業內共有 3 251 個空缺，佔職位總數 2.7%，高於 2013 年的 1.8%（見圖 7）；其中，保安護衛員／技術員級的空缺有 3 121 個，佔同級職位數目 3%；主任級有空缺 120 個，佔 1.1%；經理／專業人員級僅有 10 個空缺，佔 0.4%。各門類不同技能等級的空缺數目見表 V。

表 V： 各門類不同技能等級空缺數目

門類	技能等級			總數 (%)*
	經理／ 專業人員級	主任級	保安護衛員／ 技術員	
保安護衛服務	-	67	2 552	<b>2 619</b> <b>(81)</b>
持槍押運服務	-	-	92	<b>92</b> <b>(2.8)</b>
保安系統安裝／保養／維修／ 設計 ／其他	5	10	125	<b>140</b> <b>(4.3)</b>
保安護衛服務及持槍押運服務	-	-	15	<b>15</b> <b>(0.5)</b>
保安護衛服務 及保安系統安裝／保養／維修 ／設 計／其他	4	6	216	<b>226</b> <b>(7)</b>
保安護衛服務、持槍押運服務 及保安系統安裝／保養／維修 ／設 計／其他	1	35	99	<b>135</b> <b>(4.2)</b>
業主立案法團	-	-	-	-
增補樣本	-	2	22	<b>24</b> <b>(0.7)</b>
<b>總數</b> <b>(%)*</b>	<b>10</b> <b>(0.3)</b>	<b>120</b> <b>(3.7)</b>	<b>3 121</b> <b>(96)</b>	<b>3 251</b> <b>(100)</b>
<b>2013 年空缺數目</b> <b>(%)*</b>	<b>15</b> <b>(0.8)</b>	<b>84</b> <b>(4.2)</b>	<b>1 878</b> <b>(95)</b>	<b>1 977</b> <b>(100)#</b>

\* 佔空缺總數百分率

# 因四捨五入關係，總和未必等於 100%

## 僱主預測 2016 年 6 月的人力增長

3.13 僱主預測，2016 年 6 月時業內將需要 118 334 人，較上次調查預測微升 0.05%，而整體人力亦將維持穩定發展。本會認為僱主對本業的業務前景看法仍然保守。業內機構對未來幾年的經濟發展或抱持觀望態度，因此僱主預期未來的人力僅見溫和增長。

## 2016 至 2018 年的推算人力

3.14 本會採用人力市場分析法[Labour Market Analysis, LMA]，推算本業未來三年的人力情況。表 W、X 及 Y 載列 2016 至 2018 年各技能等級的人力推算數字。LMA 推算方法的詳細說明見附錄 17。

表 W： 2016年至2018年  
經理／專業人員級人力推算

年份	實際人力	推算人力	與前一年比較的人力增長
2015	2 404		
2016f		2 435	31 (1.3%)*
2017f		2 453	18 (0.7%)**
2018f		2 478	25 (1.1%)**

表 X： 2016年至2018年  
主任級人力推算

年份	實際人力	推算人力	與前一年比較的人力增長
2015	10 966		
2016f		11 106	140 (1.3%)*
2017f		11 188	82 (0.7%)**
2018f		11 306	118 (1.1%)**

\* 與 2015 年實際人力相比的增幅

\*\* 與前一年（2016 年及 2017 年）推算人力相比的增幅

**表 Y： 2016年至2018年  
保安護衛員／技術員級人力推算**

年份	實際人力	推算人力	與前一年比較的人力增長
2015	<b>104 907</b>		
2016f		106 246	<b>1 339 (1.3%)*</b>
2017f		107 027	<b>781 (0.7%)**</b>
2018f		108 157	<b>1 130 (1.1%)**</b>

\* 與 2015 年實際人力相比的增幅

\*\* 與前一年（2016 年及 2017 年）推算人力相比的增幅

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

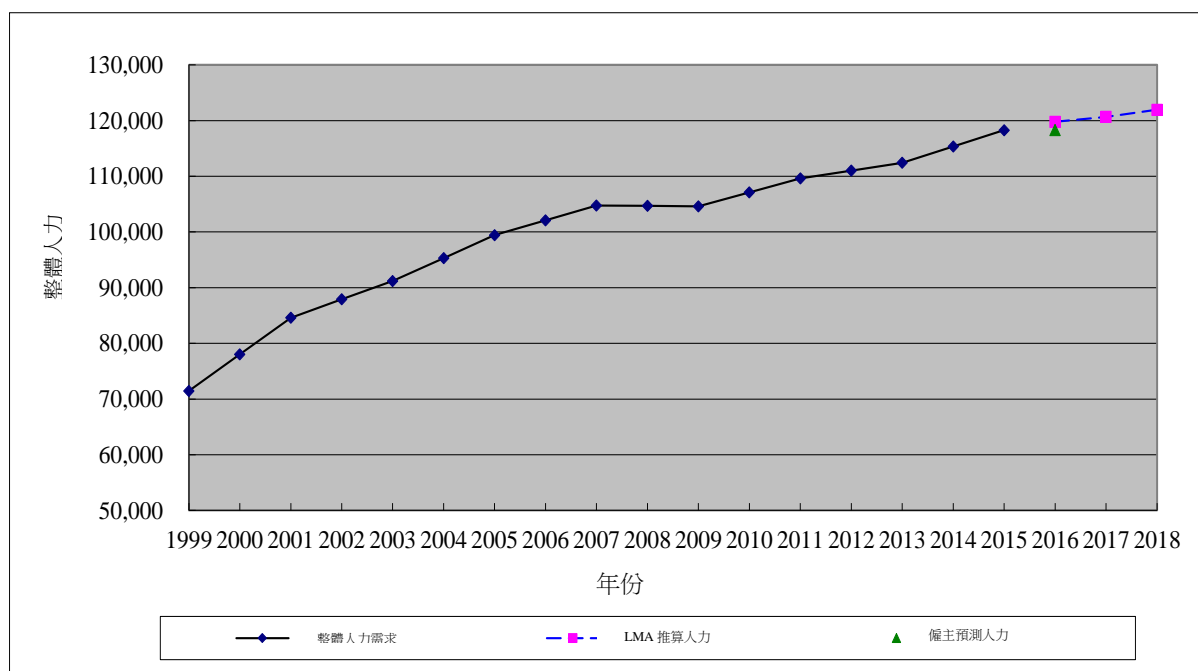
**表 Z： 2016年至2018年  
保安服務業整體人力推算**

年份	實際人力	僱主預測人力 (調查期間)	LMA 推算人力	與前一年比較的人力增長
2015	<b>118 277</b>			
2016f		118 334 (0.05%)*	119 787	<b>1 510 (1.3 %)*</b>
2017f			120 667	<b>880 (0.7%)**</b>
2018f			121 942	<b>1 275 (1.1%)**</b>

\* 與 2015 年實際人力相比的增幅

\*\* 與前一年（2016 年及 2017 年）推算人力相比的增幅

圖 18： 保安服務業2016年至2018年  
實際人力及推算人力



## 晉升情況

3.16 調查顯示，業內共有 622 名僱員獲內部晉升，其中 24 人晉升至經理／專業人員級，598 人晉升至主任級。據本會觀察，業內的晉升情況與 2013 年調查時的情況相若。

## 過去 12 個月的僱員流動情況

3.17 據本會觀察，過去幾年，保安服務從業員的流動率持續高企。過去 12 個月，共有 26 081 名僱員離職（見表 I）；其中，保安護衛員／技術員級僱員的流動率最高，有 23 899 人離職，佔職位總數 23.5%，另有 16 595 名具相關經驗的人士入職。

## 流失率

3.18 僱主報稱，過去 12 個月共有 26 081 名保安服務從業員因轉行、移民、退休、自行創業或其他原因離職。扣除 17 824 名具本業經驗的入職人士後，2015 年本業淨流失 8 257 人，佔整體人力 7.2%。各技能等級的年度流失情況如下：

技能等級	職位數目	離職人數	新聘僱員人數 (具保安服務經驗)	流失率 (%)
經理／專業人員級	2 394	98	80	<b>18</b> <b>(0.75)*</b>
主任級	10 846	2 084	1 149	<b>935</b> <b>(8.6)*</b>
保安護衛員／技術員級	101 786	23 899	16 595	<b>7 304</b> <b>(7.2)*</b>
<b>總數： (%)</b>	<b>115 026</b>	<b>26 081</b>	<b>17 824</b>	<b>8 257</b> <b>(7.2)**</b>

\* 佔同級職位數目的百分率

\*\* 佔所屬業內職位總數的百分率

## 僱員應有教育程度

3.19 本會發現，僱主一般要求經理／專業人員級僱員具備大學或以上學歷（1 252 名僱員，佔 52.3%）；主任級僱員具備高中教育程度（6 656 名僱員，佔 61.4%）；保安護衛員級僱員則宜有初中教育程度（73 578 名僱員，佔 72.2%）（見圖 10 至圖 12、表 K 及附錄 10）。

## 僱員宜有年資

3.20 大部分僱主認為，經理／專業人員級僱員宜有五年以上至十年經驗（1 465 名僱員，佔 61.2%）；主任級僱員宜有兩年以上至五年經驗（7 585 名僱員，佔 70%）。至於保安護衛員／技術員級，愈來愈多僱主接受少於一年經驗的僱員（54 769 名僱員，佔 53.8%）。這顯示面對招聘困難，僱主願意聘用年資較淺的員工（見圖 13 至圖 15、表 L 及附錄 11）。

## 僱員宜有職業資格

3.21 調查結果顯示，大部分僱主認為，經理／專業人員級、主任級和保安護衛員級僱員宜持有認可計劃下的保安培訓課程證書，至於技術員則宜持有技術證書。（見表 M 及附錄 12）。

## 提供訓練

3.22 調查顯示，過去 12 個月，僱主向僱員提供了 24 222 個訓練名額，包括內部訓練名額 1 378 個，僱主資助訓練名額 23 043 個，顯示僱主傾向把培訓工作外判。預計未來 12 個月僱主資助的外間訓練名額將減少 11.6%，整體顯示業內對內部和外間培訓的需求漸減。僱主可能由於人手緊絀，不願意安排員工接受培訓。未來 12 個月，在 21 418 個外間訓練名額中，4 321 個（佔 20%）屬管理及督導課程，3 567 個（佔 16.7%）屬顧客服務課程（見圖 17、表 O、表 P 及附錄 13 至 16）。

## 第四章

### 建議

#### 2016 年額外訓練人數需求

4.1 本會根據所推算的人力增長及每年流失率，預計保安服務業於 2016 年額外所需人力如下：

技能等級	每年流失率	推算 2016 年 6 月時增長人數	2016 年 6 月時額外所需人力
經理／專業人員級	18	41	59
主任級	935	260	1 195
保安護衛員／技術員級	7 304	4 460	11 764
<b>總數：</b>	<b>8 257</b>	<b>4 761</b>	<b>13 018</b>

4.2 本會估計未來 12 個月保安業將額外需要 13 018 人入職。由於新入職者行業資歷尚淺，預計對訓練會有殷切需求（特別是保安護衛員級別）。VTC 負責管理一項保安培訓課程認可計劃，本會認為當中的課程應能滿足業界的基本培訓需求；此外，本會於 2004 年制訂質素保證制度，應有助確保課程水準及質素。

#### 保安培訓課程認可計劃質素保證系統[QASRS]

4.3 在職業訓練局高峰進修學院[PEAK]協助下，本會將繼續監察 QASRS 的運作情況，並於有需要時加以檢討。

#### 培訓課程

4.4 參照第二章 2.19 段，未來 12 個月僱主計劃資助的最熱門培訓類別如下：

- 管理及督導
- 顧客服務
- 軟性技巧

4.5 未來 12 個月最多僱主選擇認可計劃下的保安護衛員培訓課程，顯示他們重視從業員的管理及督導訓練；此外，從業員須具備顧客服務技巧，本會建議訓練機構提供更多相關技巧的培訓課程。本會亦會繼續研究業界需求的新課程，並向僱員再培訓局[ERB]建議開辦。

## **資歷架構及持續專業發展計劃**

4.6 本會將繼續支持為保安服務業推行資歷架構，並會積極向業界推廣持續專業發展計劃，提升僱員的專業能力及競爭力。

## **保安服務最佳培訓獎**

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

## **技能測驗**

4.8 本會會繼續為保安護衛員舉辦技能測驗，並研究為其他範疇的保安從業員舉辦技能測驗。

## **未來人力調查**

4.9 本會支持繼續每兩年進行一次人力調查，以評估業內的人力供求情況。



**Security Services Training Board**  
**Membership List**  
**(1 April 2015)**  
**保安服務業訓練委員會**  
**委員名單**  
**(2015年4月1日)**

**Chairlady**

主席

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

**Members**

委員

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

Dr Johnnie CHAN Chi-kau, BBS, JP (nominated by the Hong Kong Association  
陳志球博士, BBS, JP of Property Management Companies  
Ltd.)  
(香港物業管理公司協會提名)

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

Mr Daniel CHUI Yiu-hung (ad personam)  
徐耀雄先生 (獨立人士)

Mr Douglas RENWICK (nominated by the ASIS International Hong  
榮德傑先生 Kong Chapter)  
(ASIS International Hong Kong Chapter 提名)

Mr Percy KONG Tat-fun (nominated by a UGC Tertiary Institution)  
江達寬先生 (某間大學教育資助委員會的院校提名)

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

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

Mr John NG Sheung-lok 吳常樂先生	(nominated by the Asian Professional Security Association – Hong Kong Chapter) (亞洲專業保安協會 – 香港分會提名)
Ms Enid NG So-fun 吳素芬女士	(nominated by a UGC Tertiary Institution) (某間大學教育資助委員會的院校提名)
Mr Simon SHAM Sik-shing 沈錫勝先生	(nominated by the Hong Kong Association of Property Management Companies Ltd.) (香港物業管理公司協會提名)
Ms Dennis TANG Ming-tan 鄧鳴丹女士	(nominated by the Hong Kong Security Association) (香港保安業協會提名)
Ms Mony LAM So-mui 林素梅女士	(representing the Commissioner for Labour) (勞工處處長代表)
Mr Francis LI Ming-kei 李明基先生	(representing the Commissioner of Police) (警務處處長代表)
Mr SIU Yu-ling 蕭如齡先生	(representing the Director of Housing) (房屋署署長代表)
Dr WONG Sin-ying, Lillian 黃倩瑛博士	(representing the Executive Director of the Vocational Training Council) (職業訓練局執行幹事代表)
<b><u>Secretary</u></b> 秘書	
Mr Leslie LEUNG Kim-hang 梁劍衡先生	(Vocational Training Council) (職業訓練局)

**Security Services Training Board**  
**Terms of Reference**  
**保安服務業訓練委員會職權範圍**

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

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

**Security Services Training Board**  
**Working Party on Manpower Survey**  
**Membership List**  
**(1 April 2015)**  
**保安服務業訓練委員會**  
**2015年人力調查工作小組委員名單**  
**(2015年4月1日)**

**Convenor**

**召集人**

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

**Members**

**委員**

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

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

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

Mr Percy KONG Tat-fun (nominated by a UGC Tertiary Institution)  
江達寬先生 (某間大學教育資助委員會的院校提名)

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

Ms Mony LAM So-mui (representing the Commissioner for Labour)  
林素梅女士 (勞工處處長代表)

Mr SIU Yu-ling (representing the Director of Housing)  
蕭如齡先生 (房屋署署長代表)

**Secretary**

**秘書**

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

**Security Services Training Board**  
**Working Party on Manpower Survey**  
**Terms of Reference**  
**保安服務業訓練委員會**  
**2015 年人力調查工作小組**  
**職權範圍**

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

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

Telephone No 電話

Facsimile No 傳真 (852) 2574 3759

Our Reference 本局檔號 ( 2 ) in SS/4/2 (2015)

Your Reference 來函檔號

Dear Sir/Madam,



24 June 2015

The 2015 Manpower Survey of the  
Security Services Industry

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

With the assistance of the Census and Statistics Department, the Training Board will conduct the eighth manpower survey of the industry from July to August 2015. A reference date is given as 30<sup>th</sup> June 2015, to collect the following information about each of the principal jobs in the industry:

- (a) the number of employees;
- (b) the number of existing vacancies;
- (c) a forecast of the total number of employees by June 2016;
- (d) the required education of and training provided to employees;
- (e) the preferred experience of employees;
- (f) the preferred vocational qualifications of employees; and
- (g) the turnover of employees in the past 12 months.

---

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

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

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

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

I sincerely hope that you will co-operate in this survey to enable the Security Services Training Board to make training plans for the benefit of the industry. Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the Census and Statistics Department at (852) 2116 8436.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jane Curzon LO', is written over a printed name and title.

(Jane Curzon LO)  
Chairlady  
Security Services Training Board

## Vocational Training Council 職業訓練局

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

Telephone No 電話

Facsimile No 傳真 (852) 2574 3759

Our Reference 本局檔號 ( 2 ) in SS/4/2 (2015)

Your Reference 來函檔號



執事先生/女士：

### 保安服務業二〇一五年人力調查

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

在政府統計處協助下，本訓練委員會將於二〇一五年七月至八月期間，進行保安服務業第八次人力調查，調查參考日將定為二〇一五年六月三十日，以蒐集本業各主要職務的資料，包括：

- (a) 僱員人數；
- (b) 現有空缺額；
- (c) 預計二〇一六年七月時的僱員總數；
- (d) 僱員應有的教育及訓練；
- (e) 僱員宜有的經驗；
- (f) 僱員宜有的職業資格；及
- (g) 過去十二個月的僱員流失人數。

…… 現附上以下文件，供 貴機構參閱填寫：

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

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

**調查所得資料絕對保密**，只以人力調查報告發表，並不提及個別機構。

懇請 貴機構惠予合作參與是次調查，使本訓練委員會能為保安服務業定出人力訓練計劃。如對調查有任何查詢，請致電 2116 8536 與政府統計處人力統計組聯絡。

A handwritten signature in black ink, appearing to read 'John Au', written in a cursive style.

保安服務業訓練委員會主席  
羅孔君

二〇一五年六月二十四日



Survey Reference Date: **30 June 2015**  
 統計日期: **2015年6月30日**

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

**THE 2015 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY**  
 保安服務業二〇一五年人力調查

**QUESTIONNAIRE**  
 調查表

(Please read the explanatory notes before completing this questionnaire)  
 (請於填表前詳閱附註)

For official use only: 此欄毋須填寫	Rec. Type <input type="checkbox"/> 1	Survey Code 3 6 2 3	Industry Code 4 5 6 7 8 9	Establishment No. 10 11 12 13 14 15	Enumerator's No. 16 17	Editor's No. 18 19	Check Digit 20 21 22	No. of Employees Covered by the Questionnaire 23 24 25 26 27
----------------------------------	---	---------------------------	------------------------------	--	---------------------------	-----------------------	-------------------------	---

NAME OF ESTABLISHMENT:  
 機構名稱

ADDRESS:  
 地址

TOTAL NUMBER OF PERSONS ENGAGED:  
 僱員總人數

TYPE OF LICENSE REGISTERED IN SECURITY and GUARDING SERVICES INDUSTRY AUTHORITY : (please tick appropriate boxes)  
 在保安及護衛業管理委員會註冊的牌照類別: (請剔適當欄)

Type I 第一類別   
  Type II 第二類別   
  Type III 第三類別   
  Type I, II   
  Type I, III   
  Type I, II, III  
 第一及第二類別   
 第一及第三類別   
 第一、第二及第三類別

OTHER TYPES : (please tick appropriate boxes)  
 其他類別 : (請剔適當欄)

In-house Security Services 內部保安服務   
  Owners Corporations 業主立案法團

NAME OF PERSON TO CONTACT:  
 聯絡人姓名

28	47
----	----

POSITION:  
 職位

TEL. NO.:  
 電話

48	55	56	63
----	----	----	----

FAX NO.:  
 圖文傳真

E-MAIL:  
 電郵

64	98
----	----

For enquiries, please contact the Census and Statistics Department at 2116 8436.

如有查詢, 請致電2116 8436 與政府統計處聯絡。

**THE 2015 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY**  
保安服務業二〇一五年人力調查

**PART I 第一部份**

(A) Job 工作			(B) Average Monthly Income Code 每月平均 月薪編號	(C) Number Employed as at 30.6.2015 在30.6.2015 之 僱員人數	(D) No. of Vacancies as at 30.6.2015 在30.6.2015 之空缺額	(E) Forecast of No. Employed 12 Months from Now 預測十二個月後 僱員人數	(F) Required Level of Education 僱員應有 教育程度	(G) Preferred Years of Relevant Experience 僱員宜有 的相關 年資	(H)	
Title 職稱	Rec. Type	No. 編號	8 - 10	11 - 12	13 - 16	17 - 19	20 - 23	24	25	
1.	2									
2.	2									
3.	2									
4.	2									
5.	2									
6.	2									
7.	2									
8.	2									
9.	2									
10.	2									
11.	2									
12.	2									
13.	2									
14.	2									
15.	2									
16.	2									
17.	2									
18.	2									
19.	2									
20.	2									
21.	2									
22.	2									
23.	2									
24.	2									
25.	2									
26.	2									
27.	2									
28.	2									
29.	2									
30.	2									
31.	2									
32.	2									
33.	2									
34.	2									
35.	2									

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

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

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

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

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

請將僱員應有的教育按照下列類別編號填入 (F) 欄內：

Code 編號	Education 教育
1	Postgraduate 研究院
2	Univeristy Degree 大學學位
3	Sub-degree 副學位
4	Diploma/Certificate 文憑/證書
5	Upper Secondary 香港中學文憑
6	Lower Secondary 初中及以下

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

請貴機構將認為各職務宜有的相關年資按照下列編號填入 (G) 欄內：

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

THE 2015 MANPOWER SURVEY OF THE SECURITY SERVICES INDUSTRY

保安服務業二〇一五年人力調查

PART II 第二部份

FOR OFFICIAL USE ONLY	
此欄毋須填寫	
Est. No.	_____
Er. No.	_____

Preferred Vocational Qualification of Employees

僱員宜有職業資格

1. Please tick the vocational qualification which your organisation prefers an employee in a particular job level to have.  
(You may wish to tick more than 1 box for each job level.)

請選擇 貴機構認為各職級類別宜有的相關職業資格。(每職級可選一項或以上。)

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

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

### Training

訓練

2. Did your organisation provide in-house training to your security employees in the past 12 months (1.7.2014 - 30.6.2015)?  
在過去十二個月內 (1.7.2014-30.6.2015) , 貴機構有沒有提供內部培訓給保安僱員 ?

- 48 Yes (Please go to Q.3)  
有 (請答第3題)
- 49 No (Please go to Q.4)  
沒有 (請答第4題)
- 50 Not now but plan to provide in-house training in the next 12 months  
(Please go to Q.4)  
現在沒有, 但預計未來十二個月會提供內部培訓 (請答第4題)

For official use only  
此欄毋需填寫

 51

 52

 53

 54

 55

 56

 57

3. Types of in-house training provided to the different levels of employees in the past 12 months (1.7.2014 - 30.6.2015)?

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

在過去十二個月內（1.7.2014 - 30.6.2015），貴機構曾提供下列哪種內部培訓課程給僱員？

（每職級可選一項或以上。）

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	<input type="checkbox"/> 58	<input type="checkbox"/> 59	<input type="checkbox"/> 60	<input type="checkbox"/> 61	<input type="checkbox"/> 62
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 63	<input type="checkbox"/> 64	<input type="checkbox"/> 65	<input type="checkbox"/> 66	<input type="checkbox"/> 67
(c) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 68	<input type="checkbox"/> 69	<input type="checkbox"/> 70	<input type="checkbox"/> 71	<input type="checkbox"/> 72
(d) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 73	<input type="checkbox"/> 74	<input type="checkbox"/> 75	<input type="checkbox"/> 76	<input type="checkbox"/> 77
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如：防止罪案、人群控制、活動管理)	<input type="checkbox"/> 78	<input type="checkbox"/> 79	<input type="checkbox"/> 80	<input type="checkbox"/> 81	<input type="checkbox"/> 82
(f) Management and Supervision 管理及督導	<input type="checkbox"/> 83	<input type="checkbox"/> 84	<input type="checkbox"/> 85	<input type="checkbox"/> 86	<input type="checkbox"/> 87
(g) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	<input type="checkbox"/> 88	<input type="checkbox"/> 89	<input type="checkbox"/> 90	<input type="checkbox"/> 91	<input type="checkbox"/> 92
(ii) Cash-in-transit 解款	<input type="checkbox"/> 93	<input type="checkbox"/> 94	<input type="checkbox"/> 95	<input type="checkbox"/> 96	<input type="checkbox"/> 97
(iii) VIP protection 要員保護	<input type="checkbox"/> 98	<input type="checkbox"/> 99	<input type="checkbox"/> 100	<input type="checkbox"/> 101	<input type="checkbox"/> 102
(iv) Guard dog handler training 護衛犬管理員訓練	<input type="checkbox"/> 103	<input type="checkbox"/> 104	<input type="checkbox"/> 105	<input type="checkbox"/> 106	<input type="checkbox"/> 107
(v) Arms instructor training 槍械教官訓練	<input type="checkbox"/> 108	<input type="checkbox"/> 109	<input type="checkbox"/> 110	<input type="checkbox"/> 111	<input type="checkbox"/> 112
(vi) Central alarm monitoring station 中央警報監察站	<input type="checkbox"/> 113	<input type="checkbox"/> 114	<input type="checkbox"/> 115	<input type="checkbox"/> 116	<input type="checkbox"/> 117
(vii) Others (please specify) 其他（請註明） e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	<input type="checkbox"/> 118	<input type="checkbox"/> 119	<input type="checkbox"/> 120	<input type="checkbox"/> 121	<input type="checkbox"/> 122

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<b>(h) Language</b> 語言					
(i) English 英文	<input type="checkbox"/> 123	<input type="checkbox"/> 124	<input type="checkbox"/> 125	<input type="checkbox"/> 126	<input type="checkbox"/> 127
(ii) Putonghua 普通話	<input type="checkbox"/> 128	<input type="checkbox"/> 129	<input type="checkbox"/> 130	<input type="checkbox"/> 131	<input type="checkbox"/> 132
(iii) Cantonese 廣東話	<input type="checkbox"/> 133	<input type="checkbox"/> 134	<input type="checkbox"/> 135	<input type="checkbox"/> 136	<input type="checkbox"/> 137
(iv) Others (Please specify) 其他 (請註明)	<input type="checkbox"/> 138	<input type="checkbox"/> 139	<input type="checkbox"/> 140	<input type="checkbox"/> 141	<input type="checkbox"/> 142

<b>(i) Other Skills</b> 其他技巧					
(i) Fire Prevention 防火	<input type="checkbox"/> 143	<input type="checkbox"/> 144	<input type="checkbox"/> 145	<input type="checkbox"/> 146	<input type="checkbox"/> 147
(ii) First Aid 急救	<input type="checkbox"/> 148	<input type="checkbox"/> 149	<input type="checkbox"/> 150	<input type="checkbox"/> 151	<input type="checkbox"/> 152
(iii) Health and Safety 健康及安全	<input type="checkbox"/> 153	<input type="checkbox"/> 154	<input type="checkbox"/> 155	<input type="checkbox"/> 156	<input type="checkbox"/> 157
(iv) Customer Service 顧客服務	<input type="checkbox"/> 158	<input type="checkbox"/> 159	<input type="checkbox"/> 160	<input type="checkbox"/> 161	<input type="checkbox"/> 162
(v) Soft Skills e.g. Communication Skills, etc. 軟性技巧 例如：溝通技巧等	<input type="checkbox"/> 163	<input type="checkbox"/> 164	<input type="checkbox"/> 165	<input type="checkbox"/> 166	<input type="checkbox"/> 167
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="checkbox"/> 168	<input type="checkbox"/> 169	<input type="checkbox"/> 170	<input type="checkbox"/> 171	<input type="checkbox"/> 172
(vii) Others (please specify) 其他 (請註明)	<input type="checkbox"/> 173	<input type="checkbox"/> 174	<input type="checkbox"/> 175	<input type="checkbox"/> 176	<input type="checkbox"/> 177

For official use only  
此欄毋需填寫

  
178

  
179

  
180

  
181

  
182

  
183

4. How many employees have you sponsored to attend the following courses in the past 12 months (1.7.2014 - 30.6.2015)?

在過去十二個月內（1.7.2014 - 30.6.2015），貴機構曾贊助多少名僱員修讀下列培訓課程？

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	184	187	190	193	196
(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	200	203	206	209	212
(c) Security Trainer Training 保安培訓導師的訓練	216	219	222	225	228
(d) Training Courses related to Security Systems 保安系統的有關課程	232	235	238	241	244
(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)	248	251	254	257	260
(f) Management and Supervision 管理及督導	264	267	270	273	276
(g) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	280	283	286	289	292
(ii) Cash-in-transit 解款	296	299	302	305	308
(iii) VIP protection 要員保護	312	315	318	321	324
(iv) Guard dog handler training 護衛犬管理員訓練	328	331	334	337	340
(v) Arms instructor training 槍械教官訓練	344	347	350	353	356
(vi) Central alarm monitoring station 中央警報監察站	360	363	366	369	372
(vii) Others (please specify) 其他（請註明） e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	376	379	382	385	388

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<b>(h) Language</b> 語言					
(i) English 英文	<input type="text"/> 392	<input type="text"/> 395	<input type="text"/> 398	<input type="text"/> 401	<input type="text"/> 404
(ii) Putonghua 普通話	<input type="text"/> 408	<input type="text"/> 411	<input type="text"/> 414	<input type="text"/> 417	<input type="text"/> 420
(iii) Cantonese 廣東話	<input type="text"/> 424	<input type="text"/> 427	<input type="text"/> 430	<input type="text"/> 433	<input type="text"/> 436
(iv) Others (Please specify) 其他 (請註明)	<input type="text"/> 440	<input type="text"/> 443	<input type="text"/> 446	<input type="text"/> 449	<input type="text"/> 452
<hr/>					
<b>(i) Other Skills</b> 其他技巧					
(i) Fire Prevention 防火	<input type="text"/> 456	<input type="text"/> 459	<input type="text"/> 462	<input type="text"/> 465	<input type="text"/> 468
(ii) First Aid 急救	<input type="text"/> 472	<input type="text"/> 475	<input type="text"/> 478	<input type="text"/> 481	<input type="text"/> 484
(iii) Health and Safety 健康及安全	<input type="text"/> 488	<input type="text"/> 491	<input type="text"/> 494	<input type="text"/> 497	<input type="text"/> 500
(iv) Customer Service 顧客服務	<input type="text"/> 504	<input type="text"/> 507	<input type="text"/> 510	<input type="text"/> 513	<input type="text"/> 516
(v) Soft Skills e.g. Communication Skills, etc. 軟性技巧 例如：溝通技巧等	<input type="text"/> 520	<input type="text"/> 523	<input type="text"/> 526	<input type="text"/> 529	<input type="text"/> 532
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> 536	<input type="text"/> 539	<input type="text"/> 542	<input type="text"/> 545	<input type="text"/> 548
(vii) Others (please specify) 其他 (請註明)	<input type="text"/> 552	<input type="text"/> 555	<input type="text"/> 558	<input type="text"/> 561	<input type="text"/> 564
<hr/>					

For official use only  
此欄毋需填寫

568



5. Types of courses to be attended by different levels of employees in the next 12 months (1.7.2015 - 30.6.2016)?

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

在未來十二個月內 (1.7.2015 - 30.6.2016) , 貴機構認為僱員應修讀下列哪些培訓課程?

(每職級可選一項或以上。)

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System Design Technician</u> 保安系統 設計技術員	<u>Security Device Installation, Maintenance and/or Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Security Guard Training Course under Quality Assurance System for Recognition Scheme of Security Training Courses 保安培訓課程認可計劃質素保證系統下的保安培訓課程	<input type="checkbox"/> 569	<input type="checkbox"/> 570	<input type="checkbox"/> 571	<input type="checkbox"/> 572	<input type="checkbox"/> 573
(b) Scheme for Quality Assured In-house Training 內部培訓質素控制計劃下的保安培訓課程	<input type="checkbox"/> 574	<input type="checkbox"/> 575	<input type="checkbox"/> 576	<input type="checkbox"/> 577	<input type="checkbox"/> 578
(c) Security Trainer Training 保安培訓導師的訓練	<input type="checkbox"/> 579	<input type="checkbox"/> 580	<input type="checkbox"/> 581	<input type="checkbox"/> 582	<input type="checkbox"/> 583
(d) Training Courses related to Security Systems 保安系統的有關課程	<input type="checkbox"/> 584	<input type="checkbox"/> 585	<input type="checkbox"/> 586	<input type="checkbox"/> 587	<input type="checkbox"/> 588
(e) Professional Knowledge (e.g. Crime Prevention, Crowd Control, Event Management) 專業知識(例如: 防止罪案、人群控制、活動管理)	<input type="checkbox"/> 589	<input type="checkbox"/> 590	<input type="checkbox"/> 591	<input type="checkbox"/> 592	<input type="checkbox"/> 593
(f) Management and Supervision 管理及督導	<input type="checkbox"/> 594	<input type="checkbox"/> 595	<input type="checkbox"/> 596	<input type="checkbox"/> 597	<input type="checkbox"/> 598
(g) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	<input type="checkbox"/> 599	<input type="checkbox"/> 600	<input type="checkbox"/> 601	<input type="checkbox"/> 602	<input type="checkbox"/> 603
(ii) Cash-in-transit 解款	<input type="checkbox"/> 604	<input type="checkbox"/> 605	<input type="checkbox"/> 606	<input type="checkbox"/> 607	<input type="checkbox"/> 608
(iii) VIP protection 要員保護	<input type="checkbox"/> 609	<input type="checkbox"/> 610	<input type="checkbox"/> 611	<input type="checkbox"/> 612	<input type="checkbox"/> 613
(iv) Guard dog handler training 護衛犬管理員訓練	<input type="checkbox"/> 614	<input type="checkbox"/> 615	<input type="checkbox"/> 616	<input type="checkbox"/> 617	<input type="checkbox"/> 618
(v) Arms instructor training 槍械教官訓練	<input type="checkbox"/> 619	<input type="checkbox"/> 620	<input type="checkbox"/> 621	<input type="checkbox"/> 622	<input type="checkbox"/> 623
(vi) Central alarm monitoring station 中央警報監察站	<input type="checkbox"/> 624	<input type="checkbox"/> 625	<input type="checkbox"/> 626	<input type="checkbox"/> 627	<input type="checkbox"/> 628
(vii) Others (please specify) 其他(請註明) e.g. Risk Management, Business Contingency 例如: 風險管理、業務緊急應變	<input type="checkbox"/> 629	<input type="checkbox"/> 630	<input type="checkbox"/> 631	<input type="checkbox"/> 632	<input type="checkbox"/> 633

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(h) Language 語言					
(i) English 英文	<input type="checkbox"/> 634	<input type="checkbox"/> 635	<input type="checkbox"/> 636	<input type="checkbox"/> 637	<input type="checkbox"/> 638
(ii) Putonghua 普通話	<input type="checkbox"/> 639	<input type="checkbox"/> 640	<input type="checkbox"/> 641	<input type="checkbox"/> 642	<input type="checkbox"/> 643
(iii) Cantonese 廣東話	<input type="checkbox"/> 644	<input type="checkbox"/> 645	<input type="checkbox"/> 646	<input type="checkbox"/> 647	<input type="checkbox"/> 648
(iv) Others (Please specify) 其他 (請註明)	<input type="checkbox"/> 649	<input type="checkbox"/> 650	<input type="checkbox"/> 651	<input type="checkbox"/> 652	<input type="checkbox"/> 653

(i) Other Skills 其他技巧					
(i) Fire Prevention 防火	<input type="checkbox"/> 654	<input type="checkbox"/> 655	<input type="checkbox"/> 656	<input type="checkbox"/> 657	<input type="checkbox"/> 658
(ii) First Aid 急救	<input type="checkbox"/> 659	<input type="checkbox"/> 660	<input type="checkbox"/> 661	<input type="checkbox"/> 662	<input type="checkbox"/> 663
(iii) Health and Safety 健康及安全	<input type="checkbox"/> 664	<input type="checkbox"/> 665	<input type="checkbox"/> 666	<input type="checkbox"/> 667	<input type="checkbox"/> 668
(iv) Customer Service 顧客服務	<input type="checkbox"/> 669	<input type="checkbox"/> 670	<input type="checkbox"/> 671	<input type="checkbox"/> 672	<input type="checkbox"/> 673
(v) Soft Skills e.g. Communication Skills, etc. 軟性技巧 例如：溝通技巧等	<input type="checkbox"/> 674	<input type="checkbox"/> 675	<input type="checkbox"/> 676	<input type="checkbox"/> 677	<input type="checkbox"/> 678
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="checkbox"/> 679	<input type="checkbox"/> 680	<input type="checkbox"/> 681	<input type="checkbox"/> 682	<input type="checkbox"/> 683
(vii) Others (please specify) 其他 (請註明)	<input type="checkbox"/> 684	<input type="checkbox"/> 685	<input type="checkbox"/> 686	<input type="checkbox"/> 687	<input type="checkbox"/> 688

For official use only

此欄毋需填寫

  
689

  
690

  
691

  
692

  
693

  
694

6. How many of your employees will you sponsor to attend the following courses in the next 12 months (1.7.2015 - 30.6.2016)?  
 在未來十二個月內（1.7.2015 - 30.6.2016），貴機構將會贊助多少名僱員修讀下列培訓課程？

	<u>Security Device Installation,</u>				
	<u>Manager</u>	<u>Supervisor</u>	<u>Security System Design Technician</u>	<u>Maintenance and/or Repairing Technician</u>	<u>Guard</u>
	經理	主任	保安系統設計技術員	保安裝置安裝、保養及/或修理技術員	保安護衛員
(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	695	698	701	704	707
(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	711	714	717	720	723
(c) Security Trainer Training 保安培訓導師的訓練	727	730	733	736	739
(d) Training Courses related to Security Systems 保安系統的有關課程	743	746	749	752	755
(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)	759	762	765	768	771
(f) Management and Supervision 管理及督導	775	778	781	784	787
(g) Specialist Security Knowledge 專門保安知識					
(i) Use of firearms and weapons 槍械及武器使用	791	794	797	800	803
(ii) Cash-in-transit 解款	807	810	813	816	819
(iii) VIP protection 要員保護	823	826	829	832	835
(iv) Guard dog handler training 護衛犬管理員訓練	839	842	845	848	851
(v) Arms instructor training 槍械教官訓練	855	858	861	864	867
(vi) Central alarm monitoring station 中央警報監察站	871	874	877	880	883
(vii) Others (please specify) 其他（請註明） e.g. Risk Management, Business Contingency 例如：風險管理、業務緊急應變	887	890	893	896	899

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation,</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(h) Language 語言					
(i) English 英文	<input type="text"/> 903	<input type="text"/> 906	<input type="text"/> 909	<input type="text"/> 912	<input type="text"/> 915
(ii) Putonghua 普通話	<input type="text"/> 919	<input type="text"/> 922	<input type="text"/> 925	<input type="text"/> 928	<input type="text"/> 931
(iii) Cantonese 廣東話	<input type="text"/> 935	<input type="text"/> 938	<input type="text"/> 941	<input type="text"/> 944	<input type="text"/> 947
(iv) Others (Please specify) 其他 (請註明)	<input type="text"/> 951	<input type="text"/> 954	<input type="text"/> 957	<input type="text"/> 960	<input type="text"/> 963
<hr/>					
(i) Other Skills 其他技巧					
(i) Fire Prevention 防火	<input type="text"/> 967	<input type="text"/> 970	<input type="text"/> 973	<input type="text"/> 976	<input type="text"/> 979
(ii) First Aid 急救	<input type="text"/> 983	<input type="text"/> 986	<input type="text"/> 989	<input type="text"/> 992	<input type="text"/> 995
(iii) Health and Safety 健康及安全	<input type="text"/> 999	<input type="text"/> 1002	<input type="text"/> 1005	<input type="text"/> 1008	<input type="text"/> 1011
(iv) Customer Service 顧客服務	<input type="text"/> 1015	<input type="text"/> 1018	<input type="text"/> 1021	<input type="text"/> 1024	<input type="text"/> 1027
(v) Soft Skills e.g. Communication Skills, etc. 軟性技巧 例如：溝通技巧等	<input type="text"/> 1031	<input type="text"/> 1034	<input type="text"/> 1037	<input type="text"/> 1040	<input type="text"/> 1043
(vi) Related Skills Upgrading Scheme Courses 相關技能提升計劃課程	<input type="text"/> 1047	<input type="text"/> 1050	<input type="text"/> 1053	<input type="text"/> 1056	<input type="text"/> 1059
(vii) Others (please specify) 其他 (請註明)	<input type="text"/> 1063	<input type="text"/> 1066	<input type="text"/> 1069	<input type="text"/> 1072	<input type="text"/> 1075
<hr/>					

For official use only  
此欄毋需填寫

1079

7. (a) At present, one of the criteria for issuing "Security Personnel Permit" is employees should receive 16 hours pre-employment training. Does your organisation think employees should receive additional training hours after receiving the "Security Personnel Permit"?

現時簽發「保安人員許可證」其中一個準則是僱員須接受16小時職前培訓。貴機構認為僱員在獲發「保安人員許可證」後應要接受額外小時培訓？

- Yes       No       No comment  
 1080 應要      1081 不應要      1082 無意見

(Please go to Q.7(b))

(Please go to Q.8)

(Please go to Q.8)

(請答第7(b)題)

(請回答第8題)

(請回答第8題)

- (b) If yes, please indicate the preferred number of additional training hours.

如應要，請說明應要的額外培訓時數。

- 8 hours       16 hours       Others, (please specify)  
 1083 8小時      1084 16小時      1085 其他，(請註明)： \_\_\_\_\_

### Internal Promotion

內部晉升

8. Please state the number of internal promotion in the past 12 months (1.7.2014 - 30.6.2015).

請列出 貴機構在過去十二個月 (1.7.2014 - 30.6.2015) 由內部晉升的僱員人數。

#### No. of Internal Promotion

由內部晉升人數

- (a) From Supervisory to Managerial/Professional Level

由主任晉升為經理／專業人員級

--	--	--	--

1086

- (b) From Guard/Technician to Supervisory Level

由護衛員／技術員晉升為主任級

--	--	--	--

1089

For official use only

此欄毋需填寫

--

1092

--

1093

--

1094

--

1095

--

1096

## 離職人數

9. No. of Employees left in the past 12 months (1.7.2014 - 30.6.2015)

過去十二個月內（1.7.2014 - 30.6.2015）離職的僱員人數。

<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation.</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1097	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1100	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1103	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1106	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1109

Recruitment

## 招聘

10. Please state the number of recruits of your organisation in the past 12 months (1.7.2014 - 30.6.2015).

請列出 貴機構在過去十二個月內（1.7.2014 - 30.6.2015）招聘的僱員人數。

	<u>Manager</u> 經理	<u>Supervisor</u> 主任	<u>Security System</u> <u>Design Technician</u> 保安系統 設計技術員	<u>Security Device</u> <u>Installation.</u> <u>Maintenance and/or</u> <u>Repairing Technician</u> 保安裝置安裝、保養 及/或修理技術員	<u>Guard</u> 保安 護衛員
(a) Total number of recruits 總招聘人數	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1113	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1116	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1119	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1122	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1125
(b) Number of recruits who have performed security services related duties in their last jobs from item 11(a) above 上列10(a)項中，在上一個的工作崗位 是執行保安服務業相關職務的人數	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1129	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1132	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1135	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1138	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 1141

11. Did your organisation encounter any difficulties in recruitment of security personnel at various job levels in the past 12 months (1.7.2014 - 30.6.2015)?

貴機構在過去十二個月內（1.7.2014 - 30.6.2015）在招聘各職級的保安從業員方面有沒有遇到困難？

- 1145 Yes (Please go to Q.12)  
有（請答第12題）
  1146 No (End of Questionnaire)  
沒有（問卷完）
  1147 No recruitment nor tried to recruit  
(End of Questionnaire)  
未有／未有嘗試招聘  
(問卷完)

For official use only  
此欄毋需填寫

  
1148  
1149  
1150  
1151

12. Which of the following reasons you think may account for the recruitment difficulties of your organisation?

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

你認為以下哪些原因會導致 貴機構招聘困難。(每職級可選一項或以上。)

	<u>Security Device</u>				
	<u>Manager</u>	<u>Supervisor</u>	<u>Security System</u>	<u>Installation,</u>	<u>Guard</u>
	經理	主任	<u>Design Technician</u>	<u>Maintenance and/or</u>	保安
			保安系統 設計技術員	保安裝置安裝、保養 及/或修理技術員	護衛員
(a) General labour shortage 普遍勞工短缺	<input type="checkbox"/> 1152	<input type="checkbox"/> 1153	<input type="checkbox"/> 1154	<input type="checkbox"/> 1155	<input type="checkbox"/> 1156
(b) Long working hours 工作時間長	<input type="checkbox"/> 1157	<input type="checkbox"/> 1158	<input type="checkbox"/> 1159	<input type="checkbox"/> 1160	<input type="checkbox"/> 1161
(c) Tough working environment 工作環境惡劣	<input type="checkbox"/> 1162	<input type="checkbox"/> 1163	<input type="checkbox"/> 1164	<input type="checkbox"/> 1165	<input type="checkbox"/> 1166
(d) Dangerous working nature 工作性質危險	<input type="checkbox"/> 1167	<input type="checkbox"/> 1168	<input type="checkbox"/> 1169	<input type="checkbox"/> 1170	<input type="checkbox"/> 1171
(e) Unattractive salary 薪金不吸引	<input type="checkbox"/> 1172	<input type="checkbox"/> 1173	<input type="checkbox"/> 1174	<input type="checkbox"/> 1175	<input type="checkbox"/> 1176
(f) Low status 地位低微	<input type="checkbox"/> 1177	<input type="checkbox"/> 1178	<input type="checkbox"/> 1179	<input type="checkbox"/> 1180	<input type="checkbox"/> 1181
(g) Lack of candidates with relevant experience and training 職位申請人缺乏相關經驗及訓練	<input type="checkbox"/> 1182	<input type="checkbox"/> 1183	<input type="checkbox"/> 1184	<input type="checkbox"/> 1185	<input type="checkbox"/> 1186
(h) Others (please specify) 其他(請說明)	<input type="checkbox"/> 1187	<input type="checkbox"/> 1188	<input type="checkbox"/> 1189	<input type="checkbox"/> 1190	<input type="checkbox"/> 1191

End of Questionnaire

問卷完

For official use only  
此欄毋需填寫

1192

1193

1194

1195

1196

1197

1198

1199

## The 2015 Manpower Survey of the Security Services Industry

### 保安服務業二〇一五年人力調查

#### Explanatory Notes

#### 附註

1. The targets of this manpower survey are the employees of your organisation holding valid Security Personnel Permit.

本人力調查之對象為 貴機構持有有效保安人員許可證之僱員。

2. Please complete all columns ('A' to 'G') of the Part I questionnaire which are applicable to your business sector and insert a zero (0) in any column which is not.

請填寫調查表內第一部份 (A) 至 (G) 欄。如不適用，請填 (0) 符號。

3. Time Reference of Data

調查參考日

All the data entered should refer to the position as at 30<sup>th</sup> June 2015 when completing the questionnaire.

請在填寫問卷時，以二〇一五年六月三十日作為調查參考日。

4. Column 'A' - Job Titles and Brief Job Descriptions of Principal Jobs in the Security Services Industry (please see Annex)

(A) 欄 — 保安服務業主要職務名稱及工作說明(請參閱附件)

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

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

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

請根據僱員的主要職務分類，勿以其兼任的其他職務分類。

5. Column 'B' - Average Monthly Income

(B) 欄 — 僱員每月平均收入幅度

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

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

請填寫僱員平均每月收入幅度的編號。如從事同類工作的僱員多於一名，則請取其六月份的平均收入。(請參閱調查表(H)(i)欄的類別編號。)



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

#### 6. Column 'C' - Number of Employees

(C) 欄 — 僱員人數

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

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

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

(D) 欄 — 調查期間空缺額

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

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

#### 8. Column 'E' - Forecast of Number Employed 12 Months from Now

(E) 欄 — 預計十二個月後僱員人數

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

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

## 9. Column 'F' - Required Level of Education

(F) 欄 — 僱員應有教育程度

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

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

請按類別編號，將 貴機構認為僱員應有的教育程度填入 (F) 欄內。

(請參閱調查表(H)(ii)欄的類別編號。)

<u>Education</u> 教育程度	<u>Coverage</u> 涵蓋範圍	<u>Code</u> 編號
Postgraduate 研究院	Higher degrees (e.g. master's degrees) offered by local or non-local education institutions for the academic programmes which usually require a first degree, or equivalent, as the minimum entrance qualifications. 本地或非本地教育機構提供的高等學位（如碩士學位），而這些課程通常需要學士學位或同等教育程度作為最低入學資格。	1
First Degree 大學學位	First degrees offered by local or non-local education institutions, or equivalent. 本地或非本地教育機構提供的學士學位，或同等教育程度。	2
Sub-degree 副學位	Higher Certificates, Higher Diplomas, Professional Diplomas, Associate Degrees, Endorsement Certificates, Associateship or equivalent courses offered by local and non-local education institutions; 由本地及非本地教育機構所提供的高級證書、高級文憑、專業文憑、副學士、增修證書、院士銜或同等課程。	3
Diploma/Certificate 文憑／證書	Technical and vocational education programmes including Diploma/Certificate courses and Foundation Diploma courses offered by local and non-local education institutions; These diploma programmes usually require the completion of upper secondary education as the minimum entrance qualifications. Also included are technical and vocational education programmes at the craft level, or equivalent. These craft programmes usually require the completion of lower secondary education as the minimum entrance qualifications (including apprenticeship), or equivalent. 由本地及非本地教育機構所提供的技術及職業教育課程（包括文憑／證書課程及基礎文憑課程）。這些文憑課程通常需要完成高中教育作為最低入學資格。 亦包括技工程度的技術及職業教育課程；或同等教育程度。這些技工程度的課程通常需要完成初中課程（包括學徒資格）或同等教育程度作為最低入學資格。	4

Upper Secondary 高中	Secondary 5 – 7, covering the education programmes in relation to the Hong Kong Diploma of Secondary Education (HKDSE) Examination, the then Hong Kong Certificate of Education Examination (HKCEE), the then Hong Kong Higher Level Examination (HKHLE), the then Hong Kong Advanced Level Examination (HKALE), or equivalent. 中五、中六及中七（包括與香港中學文憑考試、前香港中學會考、前香港高等程度會考及前香港高級程度會考等相關的教育課程）或同等教育程度。	5
Lower Secondary and below 初中及以下	Education level below Secondary 5, or equivalent. 中五以下或同等教育程度。	6

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

(G) 欄 — 僱員宜有的相關年資

Please enter in this column the appropriate code number showing the years of relevant experience which your organisation requires an employee in a particular position to have.

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

請按類別編號，將 貴機構認為各職務宜有的相關年資，填入 (G) 欄內。

(請參閱調查表(H)(iii)欄的類別編號。)

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

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

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

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

**保安服務業  
主要職務工作說明**

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

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

104	Security System Project Manager  保安系統項目經理	Plans, organises and manages security system projects. Co-ordinates with architects, engineers, surveyors, security managers and contractors on the installation and maintenance of security systems. Assists in estimation and control of the costing of the system.  策劃、組織及管理保安系統項目。就保安系統的安裝及保養事宜，與建築師、工程師、測量師、保安經理及承建商聯絡。協助預算及控制系統的成本。
105	Security System Design/ Installation/ Maintenance Engineer  保安系統設計／安裝／保養工程師	Designs and advises on security equipment and systems; plans and supervises their development, design, installation, operation, maintenance and repair.  設計保安設備及系統，並提供意見。策劃及督導有關的發展、設計、安裝、操作、保養及維修工作。
106	Security Training Manager  保安培訓經理	Assessment of training needs, preparing annual training plan, training course design, delivery of in-house training or organising outside training courses.  評估訓練需求、預備每年培訓計劃、設計培訓課程、提供內部培訓或安排外間培訓課程等。
107	Other Security Services Related Manager  其他保安相關服務業經理	Engages in the management duties relating to security services such as sales and security information service support etc.  參與和保安服務有關之管理工作，如銷售及保安資訊支援服務等。

## 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	Supervises a team of armed guards/ guards and arranges duty rosters and tele-protection schedule. Inspects the buildings in respect of security and maintenance of facilities/ equipment. Responsible for collection of cash/ valuables. Liaises with owners/ tenants/ clients to upkeep the quality of security services. Supervises and coordinates the works of technicians.  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  技術輔助人員	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.  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  保安培訓主任	Conducts training and assists the Security Training Manager in performing training related functions.  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  要員保護主任／私人保鏢	Performs security protection and escorting duties to important persons.  執行要員保護及護送工作。

**SUPERVISORY LEVEL (Cont'd)****主任級 (續)**

205	Other Security Services Related Supervising Personnel 其他保安相關服務業督導人士	Assists in the duties relating to security services such as special guarding service, duty control, sales and security information service support etc. 協助有關保安服務之工作，如特別護衛服務、值勤主管、銷售及保安資訊支援服務等。
-----	--	---

**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)	Carries out duties relating to security guarding of commercial or residential premises and property management related functions. 執行商業或住宅類別處所保安護衛及物業管理有關的工作。
-----	---	---

302	Security Guard (on 2-shift system) 保安護衛員／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衛及物業管理有關的工作。
-----	---	---

303	Armed Guard 武裝護衛員	Carries out guarding work and the performance of which requires carrying of arms and ammunitions; and in possession of valid arms license issued by the Hong Kong Police Force. 須攜帶槍械彈藥執行護衛工作，並持有由香港警務處發出之有效槍械牌照。
-----	----------------------	--

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。
-----	---	--

**SECURITY GUARD/ TECHNICIAN LEVEL (Cont'd) 保安護衛員／技術員級 (續)**

306	Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	Performs duties relating to security services functions such as supportive duties and customer services. 執行與保安服務相關之工作如支援職務及顧客服務。
-----	---	---



### Analysis of Result of Enumeration 調查反應分析

Results 結果	Security Guarding Services 保安 護衛服務	Armoured Transportation Services 持槍 押運服務	Security Systems Installation/ Maintenance/ Repair/Design/ Others 保安系統安裝/ 保養/維修/ 設計/其他	Security Guarding Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務	Security Guarding Services and Security Systems Installation/ Maintenance/Repair/ Design/Others 保安護衛服務及 保安系統安裝/ 保養/維修/設計/其他	Security Guarding Services, Armoured Transportation Services and Security Systems Installation/Maintenance/Repair/Design/Others 保安護衛服務、 持槍押運服務及 保安系統安裝/保養/維修/ 設計/其他	Owners 業主 立案法團	Supplementary Samples 增補樣本	Total 總數
Closed 關閉	-	-	1	-	-	-	1	-	2
Moved, address cannot be located/untraceable 搬遷, 地址未明	-	-	-	-	-	-	1	-	1
Non-contact 無法取得聯絡	18	-	10	2	5	-	1	2	38
Not engaged in specific trade 行業不詳	1	-	6	-	1	-	41	-	49
No technical manpower 並無技術僱員	3	-	5	-	1	-	70	-	79
Not yet start operation 並無開始運作	-	-	1	-	-	-	-	-	1
Partially responded 部分作答	14	-	7	-	6	2	1	1	31
Refusal 拒絕作答	14	-	4	-	2	-	-	1	21
Registered office/ Corresponding address 登記辦事處/郵寄地址	4	1	3	-	-	-	-	-	8
Responded 填覆數目	109	2	123	5	39	1	25	8	312
Temporary ceased operations 暫停營業	3	-	3	-	1	-	-	-	7
Vacant 空置	-	-	-	-	-	-	6	-	6
<b>Total 總數</b>	<b>166</b>	<b>3</b>	<b>163</b>	<b>7</b>	<b>55</b>	<b>3</b>	<b>146</b>	<b>12</b>	<b>555</b>

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

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

<b>Job Level</b> 技能等級	<b>Number of Employees</b> 僱員人數	<b>Vacancies at Date of Survey</b> 調查期間 空缺數目	<b>Number of Post at June 2015</b> 2015年6月 職位數目	<b>Forecast Number of Employees in the Next 12 Months</b> 預測未來12個月 僱員人數	<b>Forecast Manpower Growth</b> 預測人力增長
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級					
Senior Management Staff 高級管理人員	159	-	159	162	3
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	838	-	838	838	-
Security Training Manager 保安培訓經理	13	-	13	14	1
Other Security Services Related Manager 其他相關保安服務業經理	49	-	49	49	-
<b>Sub-total:</b> 小計	<b>1 059</b>	<b>-</b>	<b>1 059</b>	<b>1 063</b>	<b>4</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	7 937	67	8 004	8 035	31
Security Training Officer 保安培訓主任	37	-	37	37	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士					
<b>Sub-total:</b> 小計	<b>8 052</b>	<b>67</b>	<b>8 481</b>	<b>8 528</b>	<b>31</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員/技術員級					
Security Guard (on 3-Shift System) 保安護衛員	31 551	1 144	32 695	32 790	95
Security Guard (on 2-Shift System) 保安護衛員	46 009	1 408	47 417	47 342	-75
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 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	874	-	874	874	-
<b>Sub-total:</b> 小計	<b>78 446</b>	<b>2 552</b>	<b>80 998</b>	<b>81 018</b>	<b>20</b>
<b>Total:</b> 總數 (%)*	<b>87 557</b>	<b>2 619</b>	<b>90 176</b>	<b>90 231</b>	<b>55</b> <b>(0.06%)</b>

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

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

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

<b>Job Level</b> 技能等級	<b>Number of Employees</b> 僱員人數	<b>Vacancies at Date of Survey</b> 調查期間 空缺數目	<b>Number of Post at June 2015</b> 2015 年 6 月 職位數目	<b>Forecast Number of Employees in the Next 12 Months</b> 預測未來 12 個月 僱員人數	<b>Forecast Manpower Growth</b> 預測人力增長
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級					
Senior Management Staff 高級管理人員	3	-	3	3	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	1	-	1	1	-
<b>Sub-total:</b> 小計	<b>4</b>	<b>-</b>	<b>4</b>	<b>4</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u> 主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	19	-	19	19	-
<b>Sub-total:</b> 小計	<b>19</b>	<b>-</b>	<b>19</b>	<b>19</b>	<b>-</b>
<u>SECURITY GUARD//TECHNICIAN LEVEL</u> 保安護衛員/技術員級					
Security Guard (on 2-Shift System) 保安護衛員	172	50	222	222	-
Armed Guard 武裝護衛員	250	-	250	250	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	17	-	17	17	-
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	306	42	348	348	-
<b>Sub-total:</b> 小計	<b>745</b>	<b>92</b>	<b>837</b>	<b>837</b>	<b>-</b>
<b>Total:</b> 總數	<b>768</b>	<b>92</b>	<b>860</b>	<b>860</b>	<b>-</b>

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

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

<b>Job Level</b> 技能等級	<b>Number of Employees</b> 僱員人數	<b>Vacancies at Date of Survey</b> 調查期間 空缺數目	<b>Number of Post at June 2015</b> 2015年6月 職位數目	<b>Forecast Number of Employees in the Next 12 Months</b> 預測未來12個月 僱員人數	<b>Forecast Manpower Growth</b> 預測人力增長
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級					
Senior Management Staff 高級管理人員	112	-	112	112	-
Security Manger/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	13	-	13	13	-
Security Consultant 保安顧問	38	-	38	38	-
Security System Project Manager 保安系統項目經理	164	1	165	165	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	338	4	342	342	-
Other Security Services Related Manager 其他相關保安服務業經理	163	-	163	163	-
<b>Sub-total:</b> 小計	<b>828</b>	<b>5</b>	<b>833</b>	<b>833</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	222	7	229	229	-
Technical Support Staff 技術輔助人員	86	-	86	86	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	206	3	209	209	-
<b>Sub-total:</b> 小計	<b>514</b>	<b>10</b>	<b>524</b>	<b>524</b>	<b>-</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員/技術員級					
Security System Design Technician 保安系統設計技術員	145	3	148	148	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	1 861	122	1 983	1 985	2
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	17	-	17	17	-
<b>Sub-total:</b> 小計	<b>2 023</b>	<b>125</b>	<b>2 148</b>	<b>2 150</b>	<b>2</b>
<b>Total:</b> 總數 (%)*	<b>3 365</b>	<b>140</b>	<b>3 505</b>	<b>3 507</b>	<b>2</b> <b>(0.06%)</b>

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

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

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

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級					
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	15	-	15	15	-
Other Security Services Related Manager 其他相關保安服務業經理	4	-	4	4	-
<b>Sub-total:</b> 小計	<b>19</b>	<b>-</b>	<b>19</b>	<b>19</b>	<b>-</b>
<u>SUPERVISORY LEVEL</u> 主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	41	-	41	41	-
Technical Support Staff 技術輔助人員	5	-	5	5	-
Security Training Officer 保安培訓主任	4	-	4	4	-
<b>Sub-total:</b> 小計	<b>50</b>	<b>-</b>	<b>50</b>	<b>50</b>	<b>-</b>



<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員／技術員級					
Security Guard (on 3-Shift System) 保安護衛員	30	-	30	30	-
Security Guard (on 2-Shift System) 保安護衛員	867	10	877	877	-
Armed Guard 武裝護衛員	300	5	305	305	-
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	85	-	85	85	-
<b>Sub-total:</b> 小計	<b>1 282</b>	<b>15</b>	<b>1 297</b>	<b>1 297</b>	<b>-</b>
<b>Total:</b> 總數	<b>1 351</b>	<b>15</b>	<b>1 366</b>	<b>1 366</b>	<b>-</b>

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

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

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間空缺數目	<u>Number of Post at June 2015</u> 2015年6月職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>MANAGERIAL/PROFESSIONAL LEVEL</u> 經理／專業人員級					
Senior Management Staff 高級管理人員	44	-	44	44	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	149	-	149	149	-
Security Consultant 保安顧問	31	-	31	31	-
Security System Project Manager 保安系統項目經理	31	-	31	31	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	151	4	155	155	-
Security Training Manager 保安培訓經理	10	-	10	10	-
Other Security Services Related Manager 其他相關保安服務業經理	13	-	13	13	-
<b>Sub-total:</b> 小計	<b>429</b>	<b>4</b>	<b>433</b>	<b>433</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SUPERVISORY LEVEL</u> 主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	1 312	2	1 314	1 314	-
Technical Support Staff 技術輔助人員	58	1	59	59	-
Security Training Officer 保安培訓主任	7	-	7	7	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	37	3	40	40	-
<b>Sub-total:</b> 小計	<b>1 414</b>	<b>6</b>	<b>1 420</b>	<b>1 420</b>	<b>-</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u> 保安護衛員／技術員級					
Security Guard (on 3-Shift System) 保安護衛員	2 889	51	2 940	2 940	-
Security Guard (on 2-Shift System) 保安護衛員	7 639	130	7 769	7 769	-
Security System Design Technician 保安系統設計技術員	54	9	63	63	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	951	24	975	975	-
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	51	2	53	53	-
<b>Sub-total:</b> 小計	<b>11 584</b>	<b>216</b>	<b>11 800</b>	<b>11 800</b>	<b>-</b>
<b>Total:</b> 總數 (%)*	<b>13 169</b>	<b>466</b>	<b>13 635</b>	<b>13 642</b>	<b>-</b>

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

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

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

Job Level 技能等級	Number of Employees 僱員人數	Vacancies at Date of Survey 調查期間 空缺數目	Number of Post at June 2015 2015年6月 職位數目	Forecast Number of Employees in the Next 12 Months 預測未來12個月 僱員人數	Forecast Manpower Growth 預測人力增長
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>					
Senior Management Staff 高級管理人員	5	-	5	5	-
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	13	-	13	13	-
Security System Project Manager 保安系統項目經理	2	-	2	2	-
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	1	1	2	2	-
<b>Sub-total:</b> 小計	<b>21</b>	<b>1</b>	<b>22</b>	<b>22</b>	<b>-</b>
<b>SUPERVISORY LEVEL</b>					
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	196	27	223	223	-
Technical Support Staff 技術輔助人員	4	-	4	4	-

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
Security Training Officer 保安培訓主任	1	-	1	1	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	38	8	46	46	-
<b>Sub-total:</b> 小計	<b>239</b>	<b>35</b>	<b>274</b>	<b>274</b>	<b>-</b>
<b>SECURITY GUARD/TECHNICAL LEVEL</b> 保安護衛員／技術員級					
Security Guard (on 3-Shift System) 保安護衛員	250	-	250	250	-
Security Guard (on 2-Shift System) 保安護衛員	1 089	42	1 131	1 131	-
Armed Guard 武裝護衛員	123	-	123	123	-
Security System Design Technician 保安系統設計技術員	15	-	15	15	-
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	12	-	12	12	-
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	330	57	387	387	-
<b>Sub-total:</b> 小計	<b>1 819</b>	<b>99</b>	<b>1 918</b>	<b>1 918</b>	<b>-</b>
<b>Total:</b> 總數	<b>2 079</b>	<b>135</b>	<b>2 214</b>	<b>2 214</b>	<b>-</b>

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

Branch : Owners Corporations  
門類 : 業主立案法團

Job Level 技能等級	Number of Employees 僱員人數	Vacancies at Date of Survey 調查期間 空缺數目	Number of Post at June 2015 2015 年 6 月 職位數目	Forecast Number of Employees in the Next 12 Months 預測未來 12 個月 僱員人數	Forecast Manpower Growth 預測人力增長
<u>SUPERVISORY LEVEL</u>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	414	-	414	414	-
<b>Sub-total:</b> 小計	<b>414</b>	<b>-</b>	<b>414</b>	<b>414</b>	<b>-</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>					
保安護衛員／技術員級					
Security Guard (on 3-Shift System) 保安護衛員	1 791	-	1 791	1 791	-
Security Guard (on 2-Shift System) 保安護衛員	3 519	-	3 519	3 519	-
<b>Sub-total:</b> 小計	<b>5 310</b>	<b>-</b>	<b>5 310</b>	<b>5 310</b>	<b>-</b>
<b>Total:</b> 總數	<b>5 724</b>	<b>-</b>	<b>5 724</b>	<b>5 724</b>	<b>-</b>

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

Branch : Supplementary Samples  
門類 : 增補樣本

Job Level 技能等級	Number of Employees 僱員人數	Vacancies at Date of Survey 調查期間 空缺數目	Number of Post at June 2015 2015年6月 職位數目	Forecast Number of Employees in the Next 12 Months 預測未來12個月 僱員人數	Forecast Manpower Growth 預測人力增長
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>					
經理／專業人員級					
Senior Management Staff 高級管理人員	5	-	5	5	-
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	20	-	20	20	-
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	1	-	1	1	-
Other Security Services Related Manager 其他相關保安服務業經理	8	-	8	8	-
<b>Sub-total:</b> 小計	<b>34</b>	<b>-</b>	<b>34</b>	<b>34</b>	<b>-</b>
<b>SUPERVISORY LEVEL</b>					
主任級					
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	132	2	134	134	-
Technical Support Staff 技術輔助人員	6	-	6	6	-
Security Training Officer 保安培訓主任	2	-	2	2	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	4	-	4	4	-
<b>Sub-total:</b> 小計	<b>144</b>	<b>2</b>	<b>146</b>	<b>146</b>	<b>-</b>

<u>Job Level</u> 技能等級	<u>Number of Employees</u> 僱員人數	<u>Vacancies at Date of Survey</u> 調查期間 空缺數目	<u>Number of Post at June 2015</u> 2015年6月 職位數目	<u>Forecast Number of Employees in the Next 12 Months</u> 預測未來12個月 僱員人數	<u>Forecast Manpower Growth</u> 預測人力增長
<u>SECURITY GUARD /TECHNICIAN LEVEL</u> 保安護衛員／技術員級					
Security Guard (on 3-shift system) 保安護衛員	549	22	571	571	-
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	2	-	2	2	-
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	26	-	26	26	-
<b>Sub-total:</b> 小計	<b>577</b>	<b>22</b>	<b>599</b>	<b>599</b>	<b>-</b>
<b>Total:</b> 總數	<b>755</b>	<b>24</b>	<b>779</b>	<b>779</b>	<b>-</b>
<b>Grand Total:</b> 總計	<b>115 026</b>	<b>3 251</b>	<b>118 277</b>	<b>118 334</b>	<b>57</b>
					<b>(0.05%)</b>

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

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



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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/ Refusal 其他/ 拒絕 回答	Total 總數
Manager 經理	2	-	-	-	-	-	3	4	9
Supervisor 主任	27	12	9	-	16	-	11	22	97
Guard/Technician 保安護衛員/技術員	157	125	41	-	146	5	28	57	559
<b>Total 總數</b>	<b>186</b>	<b>137</b>	<b>50</b>	<b>-</b>	<b>162</b>	<b>5</b>	<b>42</b>	<b>83</b>	<b>665</b>

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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/ Refusal 其他/ 拒絕 回答	Total 總數
Manager 經理	-	-	-	-	-	-	-	-	-
Supervisor 主任	1	-	-	-	-	-	1	-	2
Guard/Technician 保安護衛員/技術員	2	1	-	1	-	-	2	-	6
<b>Total 總數</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>8</b>

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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕 回答	Total 總數
Manager 經理	5	-	-	-	4	-	4	14	27
Supervisor 主任	-	-	-	-	-	-	2	2	4
Guard/Technician 保安護衛員/技術員	59	20	11	4	43	-	40	31	208
<b>Total 總數</b>	<b>64</b>	<b>20</b>	<b>11</b>	<b>4</b>	<b>47</b>	<b>-</b>	<b>46</b>	<b>47</b>	<b>239</b>

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

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

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

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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	Total 總數
Manager 經理	2	2	-	-	1	1	3	4	13
Supervisor 主任	6	3	-	-	2	1	3	3	18
Guard/Technician 保安護衛員/技術員	21	14	5	-	12	3	12	10	77
<b>Total 總數</b>	<b>29</b>	<b>19</b>	<b>5</b>	<b>-</b>	<b>15</b>	<b>5</b>	<b>18</b>	<b>17</b>	<b>108</b>

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

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

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/Refusal 其他/拒絕回答	Total 總數
Manager 經理	-	-	-	-	-	-	1	1	2
Supervisor 主任	-	-	-	-	-	-	1	1	2
Guard/Technician 保安護衛員/技術員	2	1	-	-	1	-	1	3	8
<b>Total 總數</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>5</b>	<b>12</b>

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

Branch : Owners Corporations  
門類 : 業主立案法團

	General labour shortage 普遍勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/ Refusal 其他/ 拒絕 回答	Total 總數
Manager 經理	-	-	-	-	-	-	-	-	-
Supervisor 主任	-	-	-	-	-	-	-	-	-
Guard/Technician 保安護衛員/技術員	69	69	-	-	69	-	-	276	483
<b>Total 總數</b>	<b>69</b>	<b>69</b>	<b>-</b>	<b>-</b>	<b>69</b>	<b>-</b>	<b>-</b>	<b>276</b>	<b>483</b>

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

Branch : Supplementary Samples  
門類 : 增補樣本

	General labour shortage 普通勞工短缺	Long working hours 工作時間長	Tough working environment 工作環境惡劣	Dangerous working nature 工作性質危險	Unattractive salary 薪金不吸引	Low status 地位低微	Lack of candidates with relevant experience & training 職位申請人缺乏相關經驗及訓練	Others/ Refusal 其他/ 拒絕 回答	Total 總數
Manager 經理	-	-	-	-	-	-	-	2	2
Supervisor 主任	1	-	-	-	-	-	1	2	4
Guard/Technician 保安護衛員/技術員	4	2	-	-	3	2	4	2	17
<b>Total 總數</b>	<b>5</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>6</b>	<b>23</b>



**Number of Recruits in the Past 12 Months by Branch by Job Level**  
過去 12 個月各門類不同技能等級入職人數

<b>Branch</b> 門類	<b>Job Level</b> 技能等級	<b>Managerial/ Professional</b> 經理／專業人員級	<b>Supervisory</b> 主任級	<b>Technician</b> 技術員級	<b>Security Guard</b> 保安護衛員級	<b>Total</b> 總數
Security Guarding Services 保安護衛服務		46	1 261	-	19 300	<b>20 607</b>
Armoured Transportation Services 持槍押運服務		-	1	1	40	<b>42</b>
Security Systems Installation/ Maintenance/ Repair/ Design/ Others 保安系統安裝／保養／ 維修／設計／其他		25	17	287	-	<b>329</b>
Security Guarding Services and Armoured Transportation Services 保安護衛服務及 持槍押運服務		-	-	-	72	<b>72</b>
Security Guarding Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務及 保安系統安裝／保養／ 維修／設計／其他		13	898	95	5 846	<b>6 852</b>
Security Guarding Services, Armoured Transportation Services and Security Systems Installation/ Maintenance Repair/ Design/ Others 保安護衛服務、 持槍押運服務及 保安系統安裝／保養／ 維修／設計／其他		6	14	2	194	<b>216</b>
Owners Corporation 業主立案法團		-	-	-	414	<b>414</b>
Supplementary Samples 增補樣本		1	16	1	86	<b>104</b>
<b>Total:</b> 總數		<b>91</b>	<b>2 207</b>	<b>386</b>	<b>25 952</b>	<b>28 636</b>

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

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

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以下	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級								
Senior Management Staff 高級管理人員	4	72	5	21	28	-	29	159
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	302	92	198	85	24	137	838
Security Training Manager 保安培訓經理	-	10	-	-	-	-	3	13
Other Security Services Related Manager 其他相關保安服務業經理	-	40	-	5	4	-	-	49
<b>Sub-total: 小計</b>	<b>4</b>	<b>424</b>	<b>97</b>	<b>224</b>	<b>117</b>	<b>24</b>	<b>169</b>	<b>1 059</b>
<b>SUPERVISORY LEVEL</b> 主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	7	82	658	5 482	910	798	7 937
Security Training Officer 保安培訓主任	-	14	-	13	2	-	8	37

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以下	Unspecified 未具體說明	Total 總數
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	78	-	-	-	78
<b>Sub-total:</b> 小計	-	21	82	749	5 484	910	806	8 052
<b>SECURITY GUARD/TECHNICIAN LEVEL</b> 保安護衛員/技術員級								
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	3 790	23 001	4 760	31 551
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	2 428	37 202	6 379	46 009
Security Device Installation, Maintenance and/ Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	-	9	3	12
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	-	-	-	-	500	193	181	874
<b>Sub-total:</b> 小計	-	-	-	-	6 718	60 405	11 323	78 446
<b>Total:</b> 總數 (%)*	4 (0.005)	445 (0.5)	179 (0.2)	973 (1.1)	12 319 (14.1)	61 339 (70.1)	12 298 (14)	87 557 (100)

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

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

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

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以下	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>								
經理/專業人員級								
Senior Management Staff 高級管理人員	-	3	-	-	-	-	-	3
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	-	-	-	1	-	-	1
<b>Sub-total:</b> 小計	-	3	-	-	1	-	-	4
<b>SUPERVISORY LEVEL</b>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	-	16	3	-	-	19
<b>Sub-total:</b> 小計	-	-	-	16	3	-	-	19

<b>Job Level</b> <b>技能等級</b>	<b>Postgraduate</b> <b>研究院</b>	<b>University</b> <b>Degree</b> <b>大學學位</b>	<b>Sub-degree</b> <b>副學位</b>	<b>Diploma/ Certificate</b> <b>文憑/證書</b>	<b>Upper</b> <b>Secondary</b> <b>香港中學</b> <b>文憑</b>	<b>Lower</b> <b>Secondary</b> <b>初中及以下</b>	<b>Unspecified</b> <b>未具體說明</b>	<b>Total</b> <b>總數</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>								
<b>保安護衛員/技術員級</b>								
Security Guard (on 2-shift system) 保安護衛員	-	-	-	-	-	172	-	172
Armed Guard 武裝護衛員	-	-	-	-	250	-	-	250
<b>Security Device Installation, Maintenance and/or Repairing</b>								
Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	-	17	-	-	17
<b>Other Security Services related Personnel with valid Security</b>								
Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	-	-	-	306	-	-	306
<b>Sub-total:</b> <b>小計</b>	-	-	-	-	<b>573</b>	<b>172</b>	-	<b>745</b>
<b>Total:</b> <b>總數</b>	-	<b>3</b>	-	<b>16</b>	<b>577</b>	<b>172</b>	-	<b>768</b>
<b>(%)*</b>	-	<b>(0.4)</b>	-	<b>(2.1)</b>	<b>(75.1)</b>	<b>(22.4)</b>	-	<b>(100)</b>

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

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

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

<b>Job Level</b> 技能等級	<b>Postgraduate</b> 研究院	<b>University Degree</b> 大學學位	<b>Sub-degree</b> 副學位	<b>Diploma/Certificate</b> 文憑/證書	<b>Upper Secondary</b> 香港中學 文憑	<b>Lower Secondary</b> 初中及以 下	<b>Unspecified</b> 未具體說 明	<b>Total</b> 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>								
經理/專業人員級								
Senior Management Staff 高級管理人員	4	79	6	19	-	-	4	112
Security Manager Operations Manger/Security Centre Controller 保安經理/運作經理/保安中心主管	1	-	12	-	-	-	-	13
Security Consultant 保安顧問	-	21	-	10	-	-	7	38
Security System Project Manager 保安系統項目經理	1	97	14	46	-	-	6	164
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	9	145	74	94	-	-	16	338
Other Security Services Related Manager 其他相關保安服務業經理	-	152	3	8	-	-	-	163
<b>Sub-total:</b> 小計	<b>15</b>	<b>494</b>	<b>109</b>	<b>177</b>	<b>-</b>	<b>-</b>	<b>33</b>	<b>828</b>

<b>Job Level</b> 技能等級	<b>Postgraduate</b> 研究院	<b>University</b> Degree 大學學位	<b>Sub-degree</b> 副學位	<b>Diploma/ Certificate</b> 文憑/證書	<b>Upper</b> Secondary 香港中學 文憑	<b>Lower</b> Secondary 初中及以 下	<b>Unspecified</b> 未具體說 明	<b>Total</b> 總數
<b><u>SUPERVISORY LEVEL</u></b>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	3	2	128	40	4	45	222
Technical Support Staff 技術輔助人員								
	-	29	-	57	-	-	-	86
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士								
	-	13	-	171	22	-	-	206
<b>Sub-total:</b> 小計	-	<b>45</b>	<b>2</b>	<b>356</b>	<b>62</b>	<b>4</b>	<b>45</b>	<b>514</b>
<b><u>SECURITY GUARD/TECHNICIAN LEVEL</u></b>								
保安護衛員/技術員級								
Security System Design Technician 保安系統設計技術員	-	3	17	82	43	-	-	145
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員								
	-	-	65	682	804	127	183	1 861
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								
	-	-	-	4	12	1	-	17
<b>Sub-total:</b> 小計	-	<b>3</b>	<b>82</b>	<b>768</b>	<b>859</b>	<b>128</b>	<b>183</b>	<b>2 023</b>
<b>Total:</b> 總數	<b>15</b>	<b>542</b>	<b>193</b>	<b>1 301</b>	<b>921</b>	<b>132</b>	<b>261</b>	<b>3 365</b>
<b>(%)*</b>	<b>(0.4)</b>	<b>(16.1)</b>	<b>(5.7)</b>	<b>(38.7)</b>	<b>(27.4)</b>	<b>(3.9)</b>	<b>(7.8)</b>	<b>(100)</b>

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

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

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

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說 明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>								
經理/專業人員級								
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	3	-	10	1	-	1	15
Other Security Services Related Manager 其他相關保安服務業經理	-	4	-	-	-	-	-	4
<b>Sub-total:</b> 小計	-	7	-	10	1	-	1	19
<b>SUPERVISORY LEVEL</b>								
主任/技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	-	24	17	-	-	41
Technical Support Staff 技術輔助人員	-	-	-	-	5	-	-	5
Security Training Officer 保安培訓主任	-	-	-	-	4	-	-	4
<b>Sub-total:</b> 小計	-	-	-	24	26	-	-	50



Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說 明	Total 總數
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>								
保安護衛員級								
Security Guard (on 3-Shift System) 保安護衛員	-	-	-	-	30	-	-	30
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	125	742	-	867
Armed Guard 武裝護衛員	-	-	-	-	282	18	-	300
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								
	-	-	-	-	85	-	-	85
<b>Sub-total: 小計</b>	-	-	-	-	<b>522</b>	<b>760</b>	-	<b>1 282</b>
<b>Total: 總數</b>	-	<b>7</b>	-	<b>34</b>	<b>549</b>	<b>760</b>	<b>1</b>	<b>1 351</b>
<b>(%)*</b>	-	<b>(0.5)</b>	-	<b>(2.5)</b>	<b>(40.6)</b>	<b>(56.3)</b>	<b>(0.07)</b>	<b>(100)</b>

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

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

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

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以下	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>								
經理/專業人員級								
Senior Management Staff 高級管理人員	1	19	-	-	2	-	22	44
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	116	-	13	15	-	5	149
Security Consultant 保安顧問	-	15	-	14	2	-	2	31
Security System Project Manager 保安系統項目經理	-	28	1	1	1	-	-	31
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	-	76	12	59	-	-	4	151
Security Training Manager 保安培訓經理	-	5	-	1	4	-	-	10
Other Security Services Related Manager 其他相關保安服務業經理	2	9	2	-	-	-	-	13
<b>Sub-total: 小計</b>	<b>3</b>	<b>268</b>	<b>15</b>	<b>88</b>	<b>22</b>	<b>-</b>	<b>33</b>	<b>429</b>

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以下	Unspecified 未具體說明	Total 總數
<b>SUPERVISORY LEVEL</b>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	4	-	401	799	100	8	1 312
Technical Support Staff 技術輔助人員	-	-	-	57	1	-	-	58
Security Training Officer 保安培訓主任	-	-	2	2	3	-	-	7
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	6	16	10	5	-	-	37
<b>Sub-total: 小計</b>	-	<b>10</b>	<b>18</b>	<b>470</b>	<b>808</b>	<b>100</b>	<b>8</b>	<b>1 414</b>
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>								
保安護衛員/技術員級								
Security Guard (on 3-Shift System) 保安護衛員	-	-	-	-	858	1 131	900	2 889
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	8	6 319	1 312	7 639
Security System Design Technician 保安系統設計技術員	-	-	7	1	43	-	3	54
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	282	155	2	512	951
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	-	-	2	-	49	-	-	51
<b>Sub-total: 小計</b>	-	-	<b>9</b>	<b>283</b>	<b>1 113</b>	<b>7 452</b>	<b>2 727</b>	<b>11 584</b>
<b>Total: 總數</b>	<b>3</b>	<b>278</b>	<b>42</b>	<b>841</b>	<b>1 943</b>	<b>7 552</b>	<b>2 768</b>	<b>13 427</b>
<b>(%)*</b>	<b>(0.02)</b>	<b>(2.1)</b>	<b>(0.3)</b>	<b>(6.3)</b>	<b>(14.5)</b>	<b>(56.2)</b>	<b>(20.6)</b>	<b>(100)</b>

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

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

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

門類 : 保安護衛服務、持槍押運服務及保安系統安裝/保養/維修/設計/其他

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>								
經理/專業人員級								
Senior Management Staff 高級管理人員	-	2	-	-	-	-	3	5
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	6	-	-	-	-	7	13
Security System Project Manager 保安系統項目經理	-	-	-	-	-	-	2	2
Other Security Services Related Manager 其他相關保安服務業經理	-	1	-	-	-	-	-	1
<b>Sub-total:</b> 小計	-	9	-	-	-	-	12	21

<b>Job Level</b> 技能等級	<b>Postgraduate</b> 研究院	<b>University</b> Degree 大學學位	<b>Sub-degree</b> 副學位	<b>Diploma/ Certificate</b> 文憑/證書	<b>Upper Secondary</b> 香港中學 文憑	<b>Lower Secondary</b> 初中及以 下	<b>Unspecified</b> 未具體說明	<b>Total</b> 總數
<b>SUPERVISORY LEVEL</b>								
主任／技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	-	-	135	-	61	196
Technical Support Staff								
技術輔助人員	-	-	-	-	-	-	4	4
Security Training Officer								
保安培訓主任	-	-	-	-	1	-	-	1
Other Security Services Related Supervising Personnel								
其他相關保安服務督導人士	-	-	-	-	38	-	-	38
<b>Sub-total:</b> 小計	-	-	-	-	174	-	65	239

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說明	Total 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>								
保安護衛員級								
Security Guard (on 3-Shift System) 保安護衛員	-	-	-	-	-	-	250	250
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	269	-	820	1 089
Armed Guard								
武裝護衛員	-	-	-	-	63	-	60	123
Security System Design Technician								
保安系統設計技術員	-	-	-	-	-	-	15	15
Security Device Installation, Maintenance and/or Repairing Technician								
保安裝置安裝、保養及／或修理技術員	-	-	-	-	2	-	10	12
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	-	-	-	-	304	-	26	330
<b>Sub-total:</b> 小計	-	-	-	-	638	-	1 181	1 819
<b>Total:</b> 總數	-	9	-	-	812	-	1 258	2 079
(%)*	-	(0.4)	-	-	(39.1)	-	(60.5)	(100)

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

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

Branch : Owners Corporations  
門類 : 業主立案法團

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說 明	Total 總數
<b>SUPERVISORY LEVEL</b>								
主任級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	-	-	69	345	-	414
<b>Sub-total:</b> 小計	-	-	-	-	69	345	-	414
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>								
保安護衛員/技術員級								
Security Guard (on 3-Shift System) 保安護衛員	-	-	-	-	-	1 515	276	1 791
Security Guard (on 2-Shift System) 保安護衛員	-	-	-	-	-	3 105	414	3 519
<b>Sub-total:</b> 小計	-	-	-	-	-	4 620	690	5 310
<b>Total:</b> 總數	-	-	-	-	69	4 965	690	5 724
(%)*	-	-	-	-	(1.2)	(86.7)	(12.1)	(100)

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

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

Branch : Supplementary Samples  
門類 : 增補樣本

Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理/專業人員級								
Senior Management Staff 高級管理人員	1	2	-	-	-	-	2	5
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	4	9	1	1	1	-	4	20
Security System Design/Installation/Maintenance Engineer 保安系統設計/安裝/保養工程師	1	-	-	-	-	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	-	8	-	-	-	-	-	8
<b>Sub-total:</b> 小計	<b>6</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>6</b>	<b>34</b>



Job Level 技能等級	Postgraduate 研究院	University Degree 大學學位	Sub-degree 副學位	Diploma/ Certificate 文憑/證書	Upper Secondary 香港中學 文憑	Lower Secondary 初中及以 下	Unspecified 未具體說明	Total 總數
<b>SUPERVISORY LEVEL</b>								
主任/技術員級								
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor	14	-	-	62	30	-	26	132
保安主任/運作主任/保安中心主任/技術監督								
Technical Support Staff	6	-	-	-	-	-	-	6
技術輔助人員								
Security Training Officer	-	-	-	2	-	-	-	2
保安培訓主任								
Other Security Services Related Supervising Personnel	-	-	-	4	-	-	-	4
其他相關保安服務業督導人士								
<b>Sub-total:</b>	<b>20</b>	<b>-</b>	<b>-</b>	<b>68</b>	<b>30</b>	<b>-</b>	<b>26</b>	<b>144</b>
小計								
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>								
保安護衛員級								
Security Guard (on 3-Shift System)	-	-	-	6	370	41	132	549
保安護衛員								
Security Device installation, Maintenance and/or Repairing Technician	-	-	-	2	-	-	-	2
保安裝置安裝、保養及/或修理技術員								
Other Security Services Related Personnel with valid Security Personnel Permit	-	-	-	24	2	-	-	26
其他持有保安人員許可證的保安相關服務業人士								
<b>Sub-total:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32</b>	<b>372</b>	<b>41</b>	<b>132</b>	<b>577</b>
小計								
<b>Total:</b>	<b>26</b>	<b>19</b>	<b>1</b>	<b>101</b>	<b>403</b>	<b>41</b>	<b>164</b>	<b>755</b>
總數								
(%)*	(3.4)	(2.5)	(0.1)	(13.4)	(53.4)	(5.4)	(21.7)	(100)

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

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

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

Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years –5 years 2年以上至5年	Over 5 years –10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級							
Senior Management Staff 高級管理人員	-	-	22	69	39	29	159
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	3	86	549	63	137	838
Security Training Manager 保安培訓經理	-	-	-	9	1	3	13
Other Security Services Related Manager 其他相關保安服務業經理	-	-	4	45	-	-	49
<b>Sub-total:</b> 小計	-	3	112	672	103	169	1 059

Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years - 5 years 2年以上至5年	Over 5 years - 10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<u>SUPERVISORY LEVEL</u>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	6	1 093	5 594	480	12	752	7 937
Security Training Officer 保安培訓主任	-	-	29	-	-	8	37
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	78	-	-	-	78
<b>Sub-total:</b> 小計	<b>6</b>	<b>1 093</b>	<b>5 701</b>	<b>480</b>	<b>12</b>	<b>760</b>	<b>8 052</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>							
保安護衛員／技術員級							
Security Guard (on 3-Shift System) 保安護衛員	16 216	10 212	363	-	-	597	4 760
Security Guard (on 2-Shift System) 保安護衛員	28 247	11 173	210	-	-	1 861	6 379
Security Device Installation, Maintenance and/ or Repairing Technician 保安裝置安裝、保養及/或修理技術員	9	-	-	-	-	-	3
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	187	500	-	-	6	15	181
<b>Sub-total:</b> 小計	<b>44 659</b>	<b>21 885</b>	<b>573</b>	<b>-</b>	<b>6</b>	<b>2 473</b>	<b>11 323</b>
<b>Total:</b> 總數	<b>44 665</b>	<b>22 981</b>	<b>6 386</b>	<b>1 152</b>	<b>121</b>	<b>12 252</b>	<b>87 557</b>
<b>(%)*</b>	<b>(51)</b>	<b>(26.2)</b>	<b>(7.3)</b>	<b>(1.3)</b>	<b>(0.1)</b>	<b>(14)</b>	<b>(100)</b>

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

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

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

Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years - 5 years 2年以上至5年	Over 5 years - 10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<u>MANAGERIAL/PROFESSIONAL LEVEL</u>							
經理/專業人員級							
Senior Management Staff 高級經理	-	-	-	-	3	-	3
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	-	-	1	-	-	1
<b>Sub-total:</b> 小計	-	-	-	1	3	-	4
<u>SUPERVISORY LEVEL</u>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	19	-	-	-	21
<b>Sub-total:</b> 小計	-	-	19	2	6	-	27

<b>Job Level</b> <b>技能等級</b>	<b>Less than 1 Year</b> 1年以下	<b>1-2 years</b> 1至2年	<b>Over 2 years - 5 years</b> 2年以上至5年	<b>Over 5 years - 10 years</b> 5年以上至10年	<b>Over 10 years</b> 10年以上	<b>Unspecified</b> 未具體說明	<b>Total</b> 總數
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>							
<b>保安護衛員／技術員級</b>							
Security Guard (on 2-Shift System) 保安護衛員	-	172	-	-	-	-	172
Armed Guard 武裝護衛員	-	250	-	-	-	-	250
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及／或修理技術員	-	17	-	-	-	-	17
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	-	306	-	-	-	-	306
<b>Sub-total:</b> 小計	-	745	-	-	-	-	745
<b>Total:</b> 總數	-	745	19	1	3	-	768
<b>(%)*</b>	-	(97)	(2.5)	(0.1)	(0.4)	-	(100)

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

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

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

<b>Job Level</b> 技能等級	<b>Less than</b> <b>1 Year</b> 1年以下	<b>1-2 years</b> 1至2年	<b>Over 2 years</b> <b>-5 years</b> 2年以上至5年	<b>Over 5 years</b> <b>-10 years</b> 5年以上至10年	<b>Over</b> <b>10 years</b> 10年以上	<b>Unspecified</b> 未具體說明	<b>Total</b> 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級							
Senior Management Staff 高級經理	-	3	-	43	62	4	112
Security Manger/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	-	1	-	12	13
Security Consultant 保安顧問	-	-	3	22	6	7	38
Security System Project Manager 保安系統項目經理	-	3	21	100	34	6	164
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	63	242	17	16	338
Other Security Services Related Manager 其他相關保安服務業經理	-	-	12	41	110	-	163
<b>Sub-total:</b> 小計	-	6	99	449	229	45	828

Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years -5 years 2年以上至5年	Over 5 years -10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<u>SUPERVISORY LEVEL</u>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	8	125	44	-	45	222
Technical Support Staff 技術輔助人員	28	24	34	-	-	-	86
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	13	180	13	-	-	206
<b>Sub-total:</b> 小計	<b>28</b>	<b>45</b>	<b>339</b>	<b>57</b>	<b>-</b>	<b>45</b>	<b>514</b>
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>							
保安護衛員/技術員級							
Security System Design Technician 保安系統設計技術員	24	63	49	3	6	-	145
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	324	1 041	283	24	-	189	1 861
Other Security Services related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	11	6	-	-	-	17
<b>Sub-total:</b> 小計	<b>348</b>	<b>1 115</b>	<b>338</b>	<b>27</b>	<b>6</b>	<b>189</b>	<b>2 023</b>
<b>Total:</b> 總數	<b>376</b>	<b>1 166</b>	<b>776</b>	<b>533</b>	<b>235</b>	<b>279</b>	<b>3 365</b>
<b>(%)*</b>	<b>(11.2)</b>	<b>(34.7)</b>	<b>(23.1)</b>	<b>(15.8)</b>	<b>(7)</b>	<b>(8.3)</b>	<b>(100)</b>

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

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

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

Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years - 5 years 2年以上至5年	Over 5 years - 10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>							
經理/專業人員級							
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	-	-	14	-	1	15
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	4	-	-	4
<b>Sub-total:</b> 小計	-	-	-	18	-	1	19
<b>SUPERVISORY LEVEL</b>							
主任/技術員級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	41	-	-	-	41
Technical Support Staff 技術輔助人員	-	5	-	-	-	-	5
Security Training Officer 保安培訓主任	-	-	4	-	-	-	4
<b>Sub-total:</b> 小計	-	5	45	-	-	-	50



Job Level 技能等級	Less than 1 Year 1年以下	1-2 years 1至2年	Over 2 years - 5 years 2年以上至5年	Over 5 years - 10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數
<u>SECURITY GUARD/TECHNICIAN LEVEL</u>							
保安護衛員級							
Security Guard (on 3-Shift System) 保安護衛員	-	30	-	-	-	-	30
Security Guard (on 2-Shift System) 保安護衛員	662	205	-	-	-	-	867
Armed Guard 武裝護衛員	33	267	-	-	-	-	300
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	-	85	-	-	-	-	85
<b>Sub-total:</b> 小計	<b>695</b>	<b>587</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1 282</b>
<b>Total:</b> 總數	<b>695</b>	<b>592</b>	<b>45</b>	<b>18</b>	<b>-</b>	<b>1</b>	<b>1 351</b>
(%)*	(51.4)	(43.8)	(3.3)	(1.3)	-	(0.07)	(100)

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

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

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

Job Level 技能等級	Less than 1 Year 1年以下		Over 2 years –5 years 2年以上至5年		Over 5 years –10 years 5年以上至10年		Over 10 years 10年以上		Unspecified 未具體說明	Total 總數
	1-2 years 1至2年	1 Year 1年以下	Over 2 years –5 years 2年以上至5年	Over 5 years –10 years 5年以上至10年	Over 10 years 10年以上	Unspecified 未具體說明	Total 總數			
<b>MANAGERIAL/PROFESSIONAL LEVEL</b>										
經理／專業人員級										
Senior Management Staff 高級管理人員	-	-	-	15	8	21	44			
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	3	129	12	5	149			
Security Consultant 保安顧問	-	-	-	29	-	2	31			
Security System Project Manager 保安系統項目經理	-	-	-	28	3	-	31			
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	6	81	44	20	151			
Security Training Manager 保安培訓經理	-	-	-	10	-	-	10			
Other Security Services Related Manager 其他相關保安服務業經理	-	-	1	10	2	-	13			
<b>Sub-total: 小計</b>	-	-	<b>10</b>	<b>302</b>	<b>69</b>	<b>48</b>	<b>429</b>			
<b>SUPERVISORY LEVEL</b>										

Job Level 技能等級	Less than	Over 2 years	Over 5 years	Over	Total 總數	
	1 Year 1年以下	1-2 years 1至2年	2 years -5 years 2年以上至5年	5 years -10 years 5年以上至10年		10 years -15 years 10年以上
主任級						
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	217	1 036	51	8	1 312
Technical Support Staff 技術輔助人員	-	-	15	43	-	58
Security Training Officer 保安培訓主任	-	-	5	2	-	7
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	3	18	16	-	37
<b>Sub-total:</b> 小計	-	<b>220</b>	<b>1 074</b>	<b>112</b>	<b>8</b>	<b>1 414</b>

#### SECURITY GUARD/TECHNICIAN LEVEL

保安護衛員/技術員級

Security Guard (on 3-Shift System) 保安護衛員	1 033	939	-	17	900	2 889
Security Guard (on 2-Shift System) 保安護衛員	5 723	603	1	-	1 312	7 639
Security System Design Technician 保安系統設計技術員	-	51	-	-	3	54
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	3	237	21	178	512	951
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	38	12	-	-	51
<b>Sub-total:</b> 小計	<b>6 760</b>	<b>1 868</b>	<b>34</b>	<b>178</b>	<b>2 727</b>	<b>11 584</b>
<b>Total:</b> 總數	<b>6 760</b>	<b>2 088</b>	<b>1 118</b>	<b>592</b>	<b>2 783</b>	<b>13 427</b>
(%)*	(50.3)	(15.6)	(8.3)	(4.4)	(20.7)	(100)

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

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

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

門類 : 保安護衛服務、持槍押運服務及保安系統安裝/保養/維修/設計/其他

Job Level 技能等級	Less than 1 Year 1 年以下		Over 2 years - 5 years 2 年以上至 5 年		Over 5 years - 10 years 5 年以上至 10 年		Over 10 years 10 年以上		Unspecified 未具體說明	Total 總數
	1 Year 1 年以下	1-2 years 1 至 2 年	2 years 2 年以上至 5 年	5 years 5 年以上至 10 年	10 years 10 年以上	Over 10 years 10 年以上	Unspecified 未具體說明	Total 總數		
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理/專業人員級										
Senior Management Staff 高級管理人員	-	-	-	2	-	-	-	3		5
Security Manager/Operations Manager/Security Centre Controller 保安經理/運作經理/保安中心主管	-	-	-	6	-	-	-	7		13
Security System Project Manager 保安系統項目經理	-	-	-	-	-	-	-	2		2
Other Security Services Related Manager 其他相關保安服務業經理	-	-	-	1	-	-	-	-		1
<b>Sub-total:</b> 小計	-	-	-	9	-	-	-	12		21

Job Level 技能等級	Less than	Over 2 years	Over 5 years	Over	Unspecified 未具體說明	Total 總數
	1 Year 1年以下	1-2 years 1至2年	2 years 2年以上至5年	5 years 5年以上至10年		
<b>SUPERVISORY LEVEL</b>						
主任／技術員級						
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	135	-	-	61	196
Technical Support Staff 技術輔助人員	-	-	-	-	4	4
Security Training Officer 保安培訓主任	-	-	-	-	-	-
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	38	-	-	-	38
<b>Sub-total:</b> 小計	-	<b>174</b>	-	-	<b>65</b>	<b>239</b>

Job Level 技能等級	Less than	Over 2 years	Over 5 years	Over	Unspecified 未具體說明	Total 總數
	1 Year 1年以下	1-2 years 1至2年	2 years 2年以上至5年	5 years 5年以上至10年		
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>						
保安護衛員級						
Security Guard (on 3-Shift System) 保安護衛員	-	-	-	-	250	250
Security Guard (on 2-Shift System) 保安護衛員	269	-	-	-	820	1 089
<b>Armed Guard</b>						
武裝護衛員	63	-	-	-	60	123
<b>Security System Design Technician</b>						
保安系統設計技術員	-	-	-	-	15	15
<b>Security Device Installation, Maintenance and/or Repairing Technician</b>						
保安裝置安裝、保養及／或修理技術員	-	2	-	-	10	12
<b>Other Security Services Related Personnel with valid Security Personnel Permit</b>						
其他持有保安人員許可證的保安相關服務業人士	304	-	-	-	26	330
<b>Sub-total:</b> 小計	<b>636</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>1 181</b>	<b>1 819</b>
<b>Total:</b> 總數	<b>636</b>	<b>176</b>	<b>-</b>	<b>9</b>	<b>1 258</b>	<b>2 079</b>
(%)*	(30.6)	(8.5)	-	(0.4)	(60.5)	(100)

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

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

Branch : Owners Corporations  
門類 : 業主立案法團

Job Level 技能等級	Less than 1 Year 1 年以下	1-2 years 1 至 2 年	Over 2 years - 5 years 2 年以上至 5 年	Over 5 years - 10 years 5 年以上至 10 年	Over 10 years 10 年以上	Unspecified 未具體說明	Total 總數
<b>SUPERVISORY LEVEL</b>							
主任級							
Security Supervisor/Operations Supervisor/Security Centre Supervisor/ Technical Supervisor 保安主任／運作主任／保安中心主任／技術監督	-	-	345	-	69	-	414
<b>Sub-total:</b> 小計	-	-	345	-	69	-	414
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>							
保安護衛員／技術員級							
保安護衛員 (on 3-Shift System) 保安護衛員	621	618	-	276	-	276	1 791
Security Guard (on 2-Shift System) 保安護衛員	1 035	897	1 035	138	-	414	3 519
<b>Sub-total:</b> 小計	1 656	1 515	1 035	414	-	690	5 310
<b>Total:</b> 總數	1 656 (28.9)	1 515 (26.5)	1 380 (24.1)	414 (7.2)	69 (1.2)	690 (12)	5 724 (100)

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

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

Branch : Supplementary Samples  
門類 : 增補樣本

Job Level 技能等級	Less than	Over 2 years	Over 5 years	Over	Unspecified 未具體說明	Total 總數
	1 Year 1 年以下	1-2 years 1 至 2 年	2 years - 5 years 2 年以上至 5 年	5 years - 10 years 5 年以上至 10 年		
<b>MANAGERIAL/PROFESSIONAL LEVEL</b> 經理／專業人員級						
Senior Management Staff 高級管理人員	-	-	1	2	2	5
Security Manager/Operations Manager/Security Centre Controller 保安經理／運作經理／保安中心主管	-	-	9	7	4	20
Security System Design/Installation/Maintenance Engineer 保安系統設計／安裝／保養工程師	-	-	1	-	-	1
Other Security Services Related Manager 其他相關保安服務業經理	-	-	3	5	-	8
<b>Sub-total:</b> <b>小計</b>	-	-	14	14	6	34



Job Level 技能等級	Less than	Over 2 years	Over 5 years	Over 10 years	Unspecified 未具體說明	Total 總數
	1 Year 1年以下	1-2 years 1至2年	2 years 2年以上至5年	5 years 5年以上至10年		
<b>SUPERVISORY LEVEL</b>						
主任/技術員級						
Security Supervisor/Operations Supervisor/Security Centre Supervisor/Technical Supervisor 保安主任/運作主任/保安中心主任/技術監督	-	-	60	39	7	132
Technical Support Staff 技術輔助人員	-	-	-	6	-	6
Security Training Officer 保安培訓主任	-	-	2	-	-	2
Other Security Services Related Supervising Personnel 其他相關保安服務業督導人士	-	-	-	-	4	4
<b>Sub-total:</b> 小計	-	-	62	45	11	144
<b>SECURITY GUARD/TECHNICIAN LEVEL</b>						
保安護衛員級						
Security Guard (on 3-Shift System) 保安護衛員	15	137	236	-	29	549
Security Device Installation, Maintenance and/or Repairing Technician 保安裝置安裝、保養及/或修理技術員	-	-	-	2	-	2
Other Security Services Related Personnel with valid Security Personnel Permit 其他持有保安人員許可證的保安相關服務業人士	-	24	2	-	-	26
<b>Sub-total:</b> 小計	15	161	238	2	29	577
<b>Total:</b> 總數	15	161	300	61	54	755
(%)*	(2)	(21.3)	(39.7)	(8.1)	(7.2)	(100)

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

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services

門類：保安護衛服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級		Technician 技術員級	Security Guard 保安 護衛員級	Total 總數
	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級			
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員	69	20	-	-	89
Certificate of Security Trainers Courses 保安業培訓導師證書	7	14	-	-	21
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書	58	73	-	101	232
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書	191	264	-	342	797
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格	6	14	-	10	30
Technical Certificate 技術證書	1	1	3	-	5
Certificate of Skills Upgrading Scheme 技能提升計劃證書	-	3	3	2	8
Others/ Unspecified/ Refusal 其他/ 拒絕回答	12	26	-	27	65
<b>Total: 總數</b>	<b>344</b>	<b>415</b>	<b>6</b>	<b>482</b>	<b>1 247</b>

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Armoured Transportation Services

門類：持槍押運服務

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

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

門類：保安系統安裝／保養／維修／設計／其他

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級				Total 總數
	Managerial/ Professional 經理／ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員	13	6	-	-	19
Certificate of Security Trainers Courses 保安業培訓導師證書	3	-	-	-	3
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書	2	1	5	3	11
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書	45	12	18	7	82
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格	7	10	14	-	31
Technical Certificate 技術證書	151	68	348	4	571
Certificate of Skills Upgrading Scheme 技能提升計劃證書	9	6	17	-	32
Others/ Unspecified/ Refusal 其他/ 拒絕回答	18	1	24	-	43
<b>Total:</b> 總數	<b>248</b>	<b>104</b>	<b>426</b>	<b>14</b>	<b>792</b>

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級				Total 總數
	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員	1	-	-	-	1
Certificate of Security Trainers Courses 保安業培訓導師證書	1	3	-	-	4
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書	1	1	-	2	4
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書	2	3	-	6	11
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格	1	2	-	2	5
Technical Certificate 技術證書	-	1	-	-	1
Certificate of Skills Upgrading Scheme 技能提升計劃證書	-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答	-	-	-	-	-
<b>Total:</b> 總數	<b>6</b>	<b>10</b>	<b>-</b>	<b>10</b>	<b>26</b>

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

門類 : 保安護衛服務及保安系統安裝/保養/維修/設計/其他

<b>Employers' Preferred Vocational Qualifications</b> 宜有職業資格	<b>Job Level</b> 技能等級	<b>Managerial/ Professional</b> 經理/ 專業人員級	<b>Supervisory</b> 主任級	<b>Technician</b> 技術員級	<b>Security Guard</b> 保安 護衛員級	<b>Total</b> 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		9	4	-	-	13
Certificate of Security Trainers Courses 保安業培訓導師證書		8	7	-	-	15
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書		10	9	-	14	33
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		21	18	8	28	75
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		4	5	4	2	15
Technical Certificate 技術證書		11	10	27	-	48
Certificate of Skills Upgrading Scheme 技能提升計劃證書		2	3	3	2	10
Others/ Unspecified/ Refusal 其他/ 拒絕回答		4	2	1	5	12
<b>Total:</b> 總數		<b>69</b>	<b>58</b>	<b>43</b>	<b>51</b>	<b>221</b>

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

<b>Employers' Preferred Vocational Qualifications</b> 宜有職業資格	<b>Job Level</b> 技能等級	<b>Managerial/ Professional</b> 經理／ 專業人員級	<b>Supervisory</b> 主任級	<b>Technician</b> 技術員級	<b>Security Guard</b> 保安 護衛員級	<b>Total</b> 總數
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員		-	-	-	-	-
Certificate of Security Trainers Courses 保安業培訓導師證書		1	1	-	-	2
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書		-	-	-	-	-
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書		1	1	1	1	4
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格		1	1	1	1	4
Technical Certificate 技術證書		-	-	1	-	1
Certificate of Skills Upgrading Scheme 技能提升計劃證書		-	-	1	-	1
Others/ Unspecified/ Refusal 其他/ 拒絕回答		2	2	2	2	8
<b>Total:</b> 總數		<b>5</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>20</b>

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

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Owners Corporations

門類：業主立案法團

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級					Total 總數
	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級		
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員	-	-	-	-	-	-
Certificate of Security Trainers Courses 保安業培訓導師證書	-	-	-	-	-	-
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會 保安護衛員技能測驗證書	-	138	-	759	897	
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書	-	138	-	1 310	1 448	
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的 保安培訓課程合格	-	-	-	-	-	-
Technical Certificate 技術證書	-	-	-	69	69	
Certificate of Skills Upgrading Scheme 技能提升計劃證書	-	-	-	-	-	-
Others/ Unspecified/ Refusal 其他/ 拒絕回答	-	-	-	69	69	
<b>Total:</b> 總數	-	<b>276</b>	-	<b>2 207</b>	<b>2 483</b>	



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

僱主要求僱員宜有職業資格（各門類不同技能等級）

Branch : Supplementary Samples

門類：增補樣本

Employers' Preferred Vocational Qualifications 宜有職業資格	Job Level 技能等級				Total 總數
	Managerial/ Professional 經理/ 專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安 護衛員級	
Qualified Member of Major Security Institutions/Associations 主要保安協會合資格會員	3	3	-	-	6
Certificate of Security Trainers Courses 保安業培訓導師證書	3	4	-	-	7
Certificate of Trade Tests for Security Guards of the Security Services Training Board, VTC 職業訓練局保安服務業訓練委員會保安護衛員技能測驗證書	4	4	-	6	8
Certificate of Security Guard Training Course under the Recognition Scheme 認可計劃下的保安培訓課程證書	5	5	-	8	18
A pass under Scheme for Quality Assured In-House Training 內部培訓質素控制計劃下的保安培訓課程合格	1	3	-	2	6
Technical Certificate 技術證書	-	-	1	-	1
Certificate of Skills Upgrading Scheme 技能提升計劃證書	-	-	-	1	1
Others/ Unspecified/ Refusal 其他/ 拒絕回答	3	3	-	3	9
<b>Total:</b> 總數	<b>19</b>	<b>22</b>	<b>1</b>	<b>20</b>	<b>62</b>

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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		2	4	0	9	15
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		6	16	-	15	37
Security Trainer Training 保安培訓導師訓練		1	5	-	-	6
Training Courses Related to Security Systems 保安 系統相關課程		2	11	-	8	21
Professional Knowledge 專業知識		2	17	-	17	36
Management and Supervision 管理及督導		7	18	-	12	37
Specialist Security Knowledge 專業保安知識		-	6	-	5	11
Other Specialist Security Knowledge 其他專業保安知識		1	5	-	3	9
Language 語言						
(i) English 英語		3	5	-	8	16
(ii) Putonghua 普通話		-	3	-	7	10
(iii) Cantonese 廣東話		-	1	-	5	6
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		6	22	-	28	56
(ii) First Aid 急救		6	19	-	22	47
(iii) Health & Safety 健康及安全		18	33	-	33	84
(iv) Customer Service 顧客服務		15	36	-	40	91
(v) Soft Skills 軟性技巧		12	28	-	27	67
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		5	11	-	8	24
(vii) Others 其他		3	6	-	6	15
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		6	19	-	26	51
<b>Total:</b> 總數		<b>71</b>	<b>174</b>	<b>-</b>	<b>190</b>	<b>435</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

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

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

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

門類 : 保安系統安裝/保養/維修/設計/其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		2	2	-	-	4
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		5	2	-	-	7
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安 系統相關課程		23	9	51	-	83
Professional Knowledge 專業知識		-	-	3	-	3
Management and Supervision 管理及督導		3	1	1	-	5
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	1	-	1
(ii) Putonghua 普通話		-	-	1	-	1
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	3	-	3
(iv) Customer Service 顧客服務		1	1	4	-	6
(v) Soft Skills 軟性技巧		2	1	5	-	8
(vi) Related Skills Upgrading Scheme Course 相關技能提升課程		-	-	3	-	3
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		17	2	23	-	42
<b>Total:</b> 總數		<b>70</b>	<b>20</b>	<b>11</b>	<b>107</b>	<b>208</b>

**Number of In-house Training Places  
Provided in the Past 12 Months by Branch by Job Level**

過去 12 個月內部訓練名額（各門類不同技能等級）

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
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		-	-	-	3	3
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		-	1	-	-	1
Professional Knowledge 專業知識		-	-	-	1	1
Management and Supervision 管理及督導		-	1	-	-	1
Specialist Security Knowledge 專業保安知識		-	1	-	12	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	1	1
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	1	1
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	1	-	1	2
(ii) First Aid 急救		-	1	-	2	3
(iii) Health & Safety 健康及安全		-	-	-	2	2
(iv) Customer Service 顧客服務		-	-	-	1	1
(v) Soft Skills 軟性技巧		-	1	-	-	1
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	1	1
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		-	6	-	26	32

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

Branch: Security Guarding Services and Security Systems

Installation/Maintenance/Repair/Design/Others

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	1	-	3	4
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		4	2	-	4	10
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		1	5	11	1	18
Professional Knowledge 專業知識		2	4	-	6	12
Management and Supervision 管理及督導		3	4	1	-	8
Specialist Security Knowledge 專業保安知識		-	1	-	2	3
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	1	1	2
(ii) Putonghua 普通話		-	-	1	-	1
(iii) Cantonese 廣東話		-	-	1	-	1
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		2	3	1	5	11
(ii) First Aid 急救		2	3	-	4	9
(iii) Health & Safety 健康及安全		2	3	3	5	13
(iv) Customer Service 顧客服務		2	3	-	4	9
(v) Soft Skills 軟性技巧		2	3	1	3	9
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		2	2	1	4	9
(vii) Others 其他		1	1	-	1	3
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		7	5	1	8	21
<b>Total:</b> 總數		<b>30</b>	<b>40</b>	<b>22</b>	<b>51</b>	<b>143</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

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

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

Branch : Owners Corporations

門類 : 業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	69	<b>69</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		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安 系統相關課程		-	-	-	69	<b>69</b>
Professional Knowledge 專業知識		-	-	-	-	-
Management and Supervision 管理及督導		-	-	-	-	-
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	138	<b>138</b>
<b>Total:</b> 總數		-	-	-	<b>276</b>	<b>276</b>



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

Branch : Supplementary Samples

門類：增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		1	1	-	2	4
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		1	1	-	2	4
Security Trainer Training 保安培訓導師訓練		-	1	-	-	1
Training Courses Related to Security Systems 保安系統相關課程		-	-	1	1	2
Professional Knowledge 專業知識		2	4	1	5	12
Management and Supervision 管理及督導		3	5	-	-	8
Specialist Security Knowledge 專業保安知識		-	1	-	2	3
Other Specialist Security Knowledge 其他專業保安知識		-	1	-	-	1
Language 語言						
(i) English 英語		1	1	-	2	4
(ii) Putonghua 普通話		-	-	-	1	1
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	2	-	4	6
(ii) First Aid 急救		1	2	-	3	6
(iii) Health & Safety 健康及安全		2	2	1	4	9
(iv) Customer Service 顧客服務		1	4	-	4	9
(v) Soft Skills 軟性技巧		2	4	1	4	11
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	2	1	2	6
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		3	3	-	3	9
<b>Total:</b> 總數		<b>18</b>	<b>34</b>	<b>5</b>	<b>39</b>	<b>96</b>

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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	42	-	960	1 002
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		-	11	-	308	319
Security Trainer Training 保安培訓導師訓練		-	10	-	-	10
Training Courses Related to Security Systems 保安系統相關課程		-	18	-	512	530
Professional Knowledge 專業知識		11	83	-	2 474	2 568
Management and Supervision 管理及督導		75	470	-	2 210	2 755
Specialist Security Knowledge 專業保安知識		-	-	-	3	3
Other Specialist Security Knowledge 其他專業保安知識		9	26	-	300	335
Language 語言						
(i) English 英語		-	4	-	-	4
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	24	-	582	600
(ii) First Aid 急救		4	162	-	774	940
(iii) Health & Safety 健康及安全		21	99	-	414	534
(iv) Customer Service 顧客服務		43	169	-	3 229	3 441
(v) Soft Skills 軟性技巧		43	184	-	2 987	3 214
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	138	138
(vii) Others 其他		53	112	-	1 842	2 007
<b>Total: 總數</b>		<b>259</b>	<b>1 414</b>	<b>-</b>	<b>16 733</b>	<b>18 406</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	10	-	100	<b>110</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		-	-	-	-	
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		-	10	10	-	<b>20</b>
Professional Knowledge 專業知識		-	-	-	100	<b>100</b>
Management and Supervision 管理及督導		-	10	-	-	<b>10</b>
Specialist Security Knowledge 專業保安知識		-	-	-	118	<b>118</b>
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	18	<b>18</b>
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	10	-	200	<b>210</b>
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		-	<b>40</b>	<b>10</b>	<b>536</b>	<b>586</b>

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

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

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		8	-	4	-	12
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		3	-	-	-	3
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		80	14	231	-	325
Professional Knowledge 專業知識		-	-	18	-	18
Management and Supervision 管理及督導		22	-	18	-	40
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	2	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		1	1	-	-	2
(ii) First Aid 急救		-	1	-	-	1
(iii) Health & Safety 健康及安全		2	2	3	-	7
(iv) Customer Service 顧客服務		3	-	1	-	4
(v) Soft Skills 軟性技巧		16	1	2	-	19
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		20	-	71	-	91
(vii) Others 其他		3	-	12	-	15
<b>Total: 總數</b>		<b>158</b>	<b>19</b>	<b>362</b>	<b>-</b>	<b>539</b>

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

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	5	5
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		-	6	-	40	46
Security Trainer Training 保安培訓導師訓練		-	1	-	-	1
Training Courses Related to Security Systems 保安系統相關課程		-	4	-	-	4
Professional Knowledge 專業知識		-	-	-	40	40
Management and Supervision 管理及督導		-	6	-	-	6
Specialist Security Knowledge 專業保安知識		-	10	-	86	96
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	3	3
Language 語言						
(i) English 英語		-	-	-	15	15
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	15	15
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	6	-	43	43
(ii) First Aid 急救		-	2	-	23	23
(iii) Health & Safety 健康及安全		-	-	-	27	27
(iv) Customer Service 顧客服務		-	4	-	26	26
(v) Soft Skills 軟性技巧		-	5	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	15	15
(vii) Others 其他		-	-	-	-	-
<b>Total 總數:</b>		-	44	-	338	382

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

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	5	-	80	85
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		-	-	-	20	20
Security Trainer Training 保安培訓導師訓練		2	1	-	-	3
Training Courses Related to Security Systems 保安系統相關課程		53	129	277	-	459
Professional Knowledge 專業知識		2	7	-	50	59
Management and Supervision 管理及督導		8	11	4	-	23
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	50	50
(ii) First Aid 急救		-	76	-	52	128
(iii) Health & Safety 健康及安全		-	75	45	172	292
(iv) Customer Service 顧客服務		2	2	-	40	44
(v) Soft Skills 軟性技巧		2	2	-	-	4
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		4	4	4	-	12
(vii) Others 其他		-	-	-	-	-
<b>Total 總數:</b>		<b>73</b>	<b>312</b>	<b>330</b>	<b>464</b>	<b>1 179</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
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		-	-	-	18	18
Security Trainer Training 保安培訓導師訓練		-	2	-	-	2
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	-	-
Professional Knowledge 專業知識		-	-	-	-	-
Management and Supervision 管理及督導		14	85	-	830	929
Specialist Security Knowledge 專業保安知識		-	-	-	268	368
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言					-	
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total 總數:</b>		<b>14</b>	<b>87</b>	<b>-</b>	<b>1 216</b>	<b>1 317</b>

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

Branch : All

門類：全部

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		9	65	4	1 170	1 248
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		3	17	-	411	431
Security Trainer Training 保安培訓導師訓練		2	15	-	-	17
Training Courses Related to Security Systems 保安系統相關課程		133	186	519	532	1 370
Professional Knowledge 專業知識		17	104	18	2 687	2 826
Management and Supervision 管理及督導		123	596	22	3 041	3 782
Specialist Security Knowledge 專業保安知識		-	15	-	595	610
Other Specialist Security Knowledge 其他專業保安知識		10	34	-	354	398
Language 語言						
(i) English 英語		1	8	2	27	38
(ii) Putonghua 普通話		-	2	-	10	12
(iii) Cantonese 廣東話		-	-	-	15	15
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		2	49	-	742	793
(ii) First Aid 急救		6	259	-	901	1 166
(iii) Health & Safety 健康及安全		28	216	50	876	1 170
(iv) Customer Service 顧客服務		49	188	1	3 325	3 563
(v) Soft Skills 軟性技巧		62	203	3	3 032	3 300
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		25	9	75	173	282
(vii) Others 其他		56	112	12	1 842	2 022
<b>Total:</b> 總數		<b>526</b>	<b>2 078</b>	<b>706</b>	<b>19 733</b>	<b>23 043</b>



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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		8	13	-	28	49
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		4	23	-	23	50
Security Trainer Training 保安培訓導師訓練		3	3	-	-	6
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	-	-
Professional Knowledge 專業知識		6	45	-	14	65
Management and Supervision 管理及督導		30	74	-	5	109
Specialist Security Knowledge 專業保安知識		2	49	-	15	66
Other Specialist Security Knowledge 其他專業保安知識		2	2	-	3	7
Language 語言						
(i) English 英語		6	8	-	11	25
(ii) Putonghua 普通話		1	5	-	9	15
(iii) Cantonese 廣東話		-	-	-	6	6
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		4	12	-	15	31
(ii) First Aid 急救		10	21	-	20	51
(iii) Health & Safety 健康及安全		18	33	-	32	83
(iv) Customer Service 顧客服務		13	27	-	37	77
(v) Soft Skills 軟性技巧		13	24	-	32	69
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		6	11	-	11	28
(vii) Others 其他		3	4	-	6	13
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		10	23	-	30	63
<b>Total: 總數</b>		<b>139</b>	<b>377</b>	<b>-</b>	<b>297</b>	<b>813</b>

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

Branch : Armoured Transportation Services

門類 : 持槍押運服務

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

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

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

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
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		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		3	-	3	-	6
Training Courses Related to Security Systems 保安系統相關課程		59	24	132	-	215
Professional Knowledge 專業知識		-	-	-	-	-
Management and Supervision 管理及督導		4	2	-	-	6
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		3	-	3	-	6
(ii) Putonghua 普通話		1	-	1	-	2
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		2	2	-	-	4
(ii) First Aid 急救		2	2	-	-	4
(iii) Health & Safety 健康及安全		2	2	6	-	10
(iv) Customer Service 顧客服務		7	2	4	-	13
(v) Soft Skills 軟性技巧		3	2	4	-	9
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		7	-	17	-	24
(vii) Others 其他		-	-	3	-	3
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		17	2	23	-	42
<b>Total: 總數</b>		<b>110</b>	<b>38</b>	<b>196</b>	<b>-</b>	<b>344</b>

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

Branch : Security Guarding Services and Armoured Transportation Services

門類 : 保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		1	1	-	1	3
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		-	1	-	3	4
Security Trainer Training 保安培訓導師訓練		1	2	-	-	3
Training Courses Related to Security Systems 保安系統相關課程		-	1	-	-	1
Professional Knowledge 專業知識		-	1	-	1	2
Management and Supervision 管理及督導		-	1	-	-	1
Specialist Security Knowledge 專業保安知識		6	7	-	15	28
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	1	1
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	1	1
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	1	-	1	2
(ii) First Aid 急救		-	1	-	2	3
(iii) Health & Safety 健康及安全		-	1	-	2	3
(iv) Customer Service 顧客服務		-	1	-	1	2
(v) Soft Skills 軟性技巧		-	1	-	1	2
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	1	-	1	2
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	-	-
<b>Total: 總數</b>		<b>8</b>	<b>20</b>	<b>-</b>	<b>30</b>	<b>58</b>

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

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

門類：保安護衛服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		5	6	-	4	15
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		3	3	-	3	9
Security Trainer Training 保安培訓導師訓練		1	1	-	-	2
Training Courses Related to Security Systems 保安系統相關課程		6	6	11	2	25
Professional Knowledge 專業知識		6	7	-	5	18
Management and Supervision 管理及督導		9	10	-	1	20
Specialist Security Knowledge 專業保安知識		-	1	-	-	1
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		1	2	-	4	7
(ii) Putonghua 普通話		1	2	-	4	7
(iii) Cantonese 廣東話		1	1	-	3	5
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		1	2	-	4	7
(ii) First Aid 急救		1	2	-	3	6
(iii) Health & Safety 健康及安全		3	4	3	5	15
(iv) Customer Service 顧客服務		4	4	2	6	14
(v) Soft Skills 軟性技巧		7	6	2	5	20
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		3	3	2	7	15
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		4	2	1	5	12
<b>Total 總數:</b>		<b>56</b>	<b>62</b>	<b>21</b>	<b>61</b>	<b>200</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	1	1	2
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		-	-	1	1	2
Security Trainer Training 保安培訓導師訓練		1	1	-	-	2
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	-	-
Professional Knowledge 專業知識		-	-	-	-	-
Management and Supervision 管理及督導		2	2	-	1	5
Specialist Security Knowledge 專業保安知識		-	-	-	2	2
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	1	1
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		1	1	2	1	5
<b>Total 總數:</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>7</b>	<b>19</b>

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

Branch : Owners Corporations

門類 : 業主立案法團

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
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		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	-	-
Professional Knowledge 專業知識		-	-	-	69	69
Management and Supervision 管理及督導		-	-	-	-	-
Specialist Security Knowledge 專業保安知識						
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	69	69
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		-	-	-	138	138
<b>Total: 總數</b>		-	-	-	276	276

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

Branch : Supplementary Samples

門類 : 增補樣本

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理/專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		1	2	-	1	4
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		1	2	-	1	4
Security Trainer Training 保安培訓導師訓練		1	2	-	-	3
Training Courses Related to Security Systems 保安系統相關課程		3	3	1	1	8
Professional Knowledge 專業知識		2	4	1	5	12
Management and Supervision 管理及督導		3	4	-	1	8
Specialist Security Knowledge 專業保安知識		-	1	-	1	2
Other Specialist Security Knowledge 其他專業保安知識		1	1	-	1	3
Language 語言						
(i) English 英語		1	2	1	4	8
(ii) Putonghua 普通話		1	2	1	4	8
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		2	3	-	3	8
(ii) First Aid 急救		2	3	-	3	8
(iii) Health & Safety 健康及安全		1	2	1	3	7
(iv) Customer Service 顧客服務		1	4	1	5	11
(v) Soft Skills 軟性技巧		1	3	1	4	9
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		2	3	1	3	9
(vii) Others 其他		-	-	-	-	-
(viii) Unspecified/ Refusal 無註明/ 拒絕回答		3	3	-	3	9
<b>Total:</b> 總數		<b>26</b>	<b>44</b>	<b>8</b>	<b>43</b>	<b>121</b>



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

Branch : Security Guarding Services

門類：保安護衛服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	39	-	750	<b>789</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		-	15	-	30	<b>45</b>
Security Trainer Training 保安培訓導師訓練		-	15	-	-	<b>15</b>
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	6	<b>6</b>
Professional Knowledge 專業知識		23	95	-	2 044	<b>2 162</b>
Management and Supervision 管理及督導		124	513	-	2 632	<b>3 269</b>
Specialist Security Knowledge 專業保安知識		-	-	-	-	<b>-</b>
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	369	<b>369</b>
Language 語言						
(i) English 英語		-	4	-	-	<b>4</b>
(ii) Putonghua 普通話		-	-	-	-	<b>-</b>
(iii) Cantonese 廣東話		-	-	-	-	<b>-</b>
(iv) Others 其他		-	-	-	-	<b>-</b>
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	19	-	52	<b>71</b>
(ii) First Aid 急救		4	161	-	230	<b>395</b>
(iii) Health & Safety 健康及安全		-	82	-	342	<b>424</b>
(iv) Customer Service 顧客服務		47	200	-	3 189	<b>3 436</b>
(v) Soft Skills 軟性技巧		45	213	-	3 013	<b>3 271</b>
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	15	-	-	<b>15</b>
(vii) Others 其他		32	112	-	-	<b>1 922</b>
<b>Total: 總數</b>		<b>275</b>	<b>1 483</b>	<b>-</b>	<b>14 579</b>	<b>16 337</b>

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

Branch : Armoured Transportation Services

門類：持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	10	-	100	110
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		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		-	-	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		-	10	10	-	20
Professional Knowledge 專業知識		-	-	-	100	100
Management and Supervision 管理及督導		-	10	-	-	10
Specialist Security Knowledge 專業保安知識		-	-	-	120	120
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	20	20
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	10	-	200	210
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		-	40	10	540	590

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

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

門類：保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		8	-	-	-	8
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		-	-	-	-	-
Security Trainer Training 保安培訓導師訓練		-	-	18	-	18
Training Courses Related to Security Systems 保安系統相關課程		110	17	332	-	459
Professional Knowledge 專業知識		-	-	18	-	18
Management and Supervision 管理及督導		50	-	-	-	50
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	-	-
(iii) Health & Safety 健康及安全		-	-	3	-	3
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		24	-	4	-	28
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		23	-	74	-	97
(vii) Others 其他		-	-	3	-	3
<b>Total: 總數</b>		<b>215</b>	<b>17</b>	<b>452</b>	<b>-</b>	<b>684</b>

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

Branch: Security Guarding Services and Armoured Transportation Services

門類：保安護衛服務及持槍押運服務

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	20	20
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		-	8	-	20	28
Security Trainer Training 保安培訓導師訓練		-	2	-	-	-
Training Courses Related to Security Systems 保安系統相關課程		-	4	-	10	14
Professional Knowledge 專業知識		-	6	-	10	16
Management and Supervision 管理及督導		-	4	-	-	4
Specialist Security Knowledge 專業保安知識		-	10	-	53	63
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	2	2
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	4	-	20	24
(ii) First Aid 急救		-	2	-	10	12
(iii) Health & Safety 健康及安全		-	6	-	20	26
(iv) Customer Service 顧客服務		-	8	-	40	48
(v) Soft Skills 軟性技巧		-	8	-	20	28
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	4	-	10	14
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		-	66	-	215	281

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

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

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	5	-	75	80
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		-	-	-	20	20
Security Trainer Training 保安培訓導師訓練		-	51	-	-	51
Training Courses Related to Security Systems 保安系統相關課程		54	133	281	-	468
Professional Knowledge 專業知識		1	10	-	50	61
Management and Supervision 管理及督導		3	58	-	-	61
Specialist Security Knowledge 專業保安知識		-	-	-	-	-
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	55	55
(ii) First Aid 急救		-	110	80	89	279
(iii) Health & Safety 健康及安全		-	65	93	158	316
(iv) Customer Service 顧客服務		-	1	-	40	41
(v) Soft Skills 軟性技巧		6	-	-	-	6
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		1	1	2	-	4
(vii) Others 其他		-	-	-	-	-
<b>Total:</b> 總數		<b>65</b>	<b>434</b>	<b>456</b>	<b>487</b>	<b>1 442</b>

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

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

門類：保安護衛服務、持槍押運服務及保安系統安裝／保養／維修／設計／其他

Type of Courses 課程種類	Job Level 技能等級	Managerial/ Professional 經理／專業人員級	Supervisory 主任級	Technician 技術員級	Security Guard 保安護衛員級	Total 總數
Courses under the Recognition Scheme 認可計劃下培訓課程		-	-	-	-	-
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		-	-	-	50	50
Security Trainer Training 保安培訓導師訓練		-	2	-	-	2
Training Courses Related to Security Systems 保安系統相關課程		-	-	-	-	-
Professional Knowledge 專業知識		-	-	-	-	-
Management and Supervision 管理及督導		5	82	-	830	917
Specialist Security Knowledge 專業保安知識		-	-	-	500	500
Other Specialist Security Knowledge 其他專業保安知識		-	-	-	-	-
Language 語言						
(i) English 英語		-	-	-	-	-
(ii) Putonghua 普通話		-	-	-	-	-
(iii) Cantonese 廣東話		-	-	-	-	-
(iv) Others 其他		-	-	-	-	-
Other Skills 其他技巧						
(i) Fire Prevention 防火		-	-	-	-	-
(ii) First Aid 急救		-	-	-	10	10
(iii) Health & Safety 健康及安全		-	-	-	-	-
(iv) Customer Service 顧客服務		-	-	-	-	-
(v) Soft Skills 軟性技巧		-	-	-	-	-
(vi) Related Skills Upgrading Scheme Courses 相關技能提升課程		-	-	-	-	-
(vii) Others 其他		-	-	-	-	-
<b>Total: 總數</b>		<b>5</b>	<b>84</b>	<b>-</b>	<b>1 390</b>	<b>1 479</b>

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

### Methodology

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

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

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

4. To generate the employment effect, it is assumed that 48.38% and 51.72% 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 2010 to 2016). The manpower projection by job level is presented in Table 1-3 below.

---

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

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

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

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

(Sources: HA and HS)

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

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

Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2015	1 161	1 243			<b>2 404</b>
2016 f			1 178 (1.5%)*	1 257 (1.1%)*	<b>2 435 (1.3%)*</b>
2017 f			1 187 (0.8%)**	1 266 (0.7%)**	<b>2 453 (0.7%)**</b>
2018 f			1 205 (1.5%)**	1 273 (0.6%)**	<b>2 478 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015

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

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

Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2015	5 295	5 671			<b>10 966</b>
2016 f			5 373 (1.5%)*	5 733 (1.1%)*	<b>11 106 (1.3%)*</b>
2017 f			5 414 (0.8%)**	5 773 (0.7%)**	<b>11 188 (0.7%)**</b>
2018 f			5 497 (1.5%)**	5 808 (0.6%)**	<b>11 306 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015

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



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

Year	Actual Manpower by types of flats		Projected Manpower by types of flats		Total Manpower
	Manpower for residential flats	Manpower for non-residential flats	Manpower for residential flats	Manpower for non-residential flats	
2015	50 651	54 256			<b>104 907</b>
2016 f			51 398 (1.5%)*	54 848 (1.1%)*	<b>106 246 (1.3%)*</b>
2017 f			51 796 (0.8%)**	55 231 (0.7%)**	<b>107 027 (0.7%)**</b>
2018 f			52 591 (1.5%)**	55 567 (0.6%)**	<b>108 158 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015

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

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

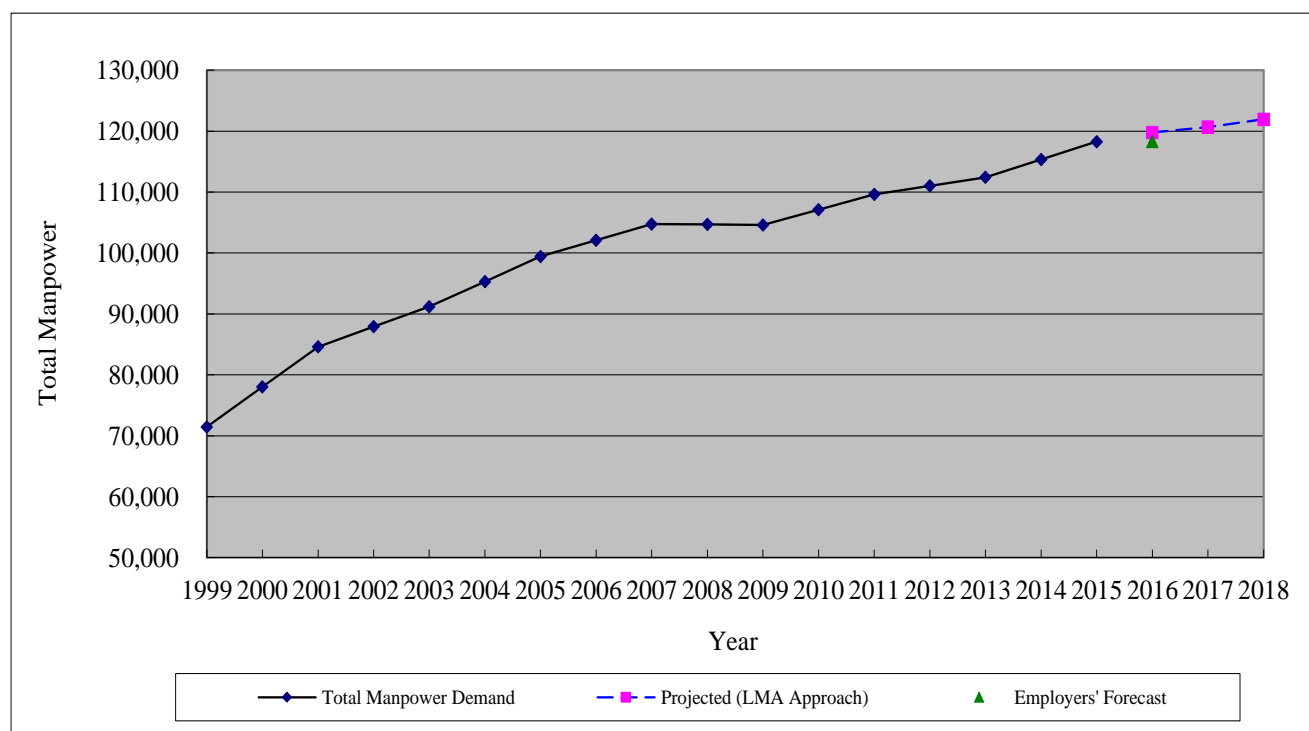
**Table 4. Manpower Projection for SSI**

<u>Year</u>	Total Manpower Demand	Projected (LMA Approach)	Employers' Forecast (at the time of the survey)
2015	118 277		
2016 f		119 787 (1.3%)*	118 334 (0.05%)*
2017 f		120 667 (0.7%)**	
2018 f		121 942 (1.1%)**	

\* as percentage change vs actual manpower in 2015

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

**Figure 1. Manpower Projection for SSI**



**A. The forecast of private residential flats**

Year	Completion ( <i>no. of flats</i> )	Total stock ( <i>no. of flats</i> )
2014		1 136 430
2015 f	13 286	1 149 716
2016 f	20 144	1 169 860
2017 f <sup>#</sup>	N/A	1 176 551
2018 f <sup>#</sup>	N/A	1 183 502

# The forecast production of private residential flats for 2015 and 2016 are provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2015) while the production for 2017 and 2018 is projected using the Adaptive Filtering Method.

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

Year	Completion ( <i>square m</i> )	Total stock ( <i>square m</i> )
2014		46 256 600
2015 f	413 300	46 669 900
2016 f	509 400	47 179 300
2017 f <sup>#</sup>	N/A	47 508 069
2018 f <sup>#</sup>	N/A	47 797 784

# The forecast production of private non-residential flats for 2015 and 2016 are provided by the Rating & Valuation Department. (Source: Hong Kong Property Review 2015) while the production for 2017 and 2018 is projected using the Adaptive Filtering Method.

### C. The forecast of public residential flats

<b>Year</b>	<b>Completion (<i>no. of flats</i>)</b>	<b>Total stock (<i>no. of flats</i>)</b>
2014		1 176 000
2015 f	24 100	1 200 100
2016 f	14 500	1 214 600
2017 f <sup>#</sup>	11 800	1 226 400
2018 f <sup>#</sup>	29 900	1 256 300

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

## 採用人力市場分析法 推算保安服務業人力情況

### 推算方法

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

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

3. 是次調查中，「建屋量」指私人<sup>1</sup>與公營<sup>2</sup>住宅及非住宅<sup>3</sup>的數量。私人住宅及非住宅的預測建屋量由差餉物業估價署提供，而公營住宅的預測建屋量則由香港房屋委員會（下稱「房委會」）及香港房屋協會（下稱「房協」）提供。

4. 為推算所需投放的人力，本會根據 2010 至 2016 年落成樓宇類別的分布情形，假設住宅及非住宅所僱用的保安服務人員分別佔業內總人力的 48.38% 及 51.72%。各技能等級的人力推算詳見表 1 至表 3。

<sup>1</sup> 私人類別住宅建屋量按單位數目計算。（資料來源：差餉物業估價署）

<sup>2</sup> 公營住宅建屋量按單位數目計算，包括：

- (a) 房委會提供的公屋單位及中轉房屋單位；
- (b) 房協提供的公屋單位及「長者安居樂住屋計劃」下的單位；
- (c) 房委會「租者置其屋計劃」[租置計劃]下資助出售的單位；
- (d) 房委會「居者有其屋計劃」[居屋]、「私人機構參建居屋計劃」[私人參建居屋]、「中等入息家庭房屋計劃」、「可租可買計劃」及「重建置業計劃」下資助出售的單位；
- (e) 房協「住宅發售計劃」及「夾心階層住屋計劃」下資助出售的單位；
- (f) 房協「市區改善計劃」的單位。
- (g) 自 2002 年第一季起，可在公開市場買賣的居屋、中等入息家庭房屋、私人參建居屋、可租可買計劃、重建置業計劃、租置計劃、住宅發售計劃及夾心階層住屋計劃下的資助出售單位，均歸類為私人永久性房屋。（資料來源：房委會及房協）

<sup>3</sup> 非住宅建屋量包括私人寫字樓、商業樓宇、工貿大廈、分層工廠大廈、特殊廠房及貨倉；按平方米計算。（資料來源：差餉物業估價署）

**Table 1. Manpower Projection for the Managerial / Professional Level****表 1. 經理／專業人員級人力推算**

Year 年份	Actual Manpower by types of flats 實際人力 (按類別劃分)		Projected Manpower by types of flats 推算人力 (按類別劃分)		Total Manpower 總人力
	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	
2015	1 161	1 243			<b>2 404</b>
2016 f			1 178 (1.5%)*	1 257 (1.1%)*	<b>2 435 (1.3%)*</b>
2017 f			1 187 (0.8%)**	1 266 (0.7%)**	<b>2 453 (0.7%)**</b>
2018 f			1 205 (1.5%)**	1 273 (0.6%)**	<b>2 478 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015  
與 2015 年實際人力相比的增／減百分率

\*\* as percentage change vs projected manpower in the previous year  
與前一年推算人力相比的增／減百分率

**Table 2. Manpower Projection for the Supervisory Level****表 2. 主任級人力推算**

Year 年份	Actual Manpower by types of flats 實際人力 (按類別劃分)		Projected Manpower by types of flats 推算人力 (按類別劃分)		Total Manpower 總人力
	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	
2015	5 295	5 671			<b>10 966</b>
2016 f			5 373 (1.5%)*	5 733 (1.1%)*	<b>11 106 (1.3%)*</b>
2017 f			5 414 (0.8%)**	5 773 (0.7%)**	<b>11 188 (0.7%)**</b>
2018 f			5 497 (1.5%)**	5 808 (0.6%)**	<b>11 306 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015  
與 2015 年實際人力相比的增／減百分率

\*\* as percentage change vs projected manpower in the previous year  
與前一年推算人力相比的增／減百分率

**Table 3. Manpower Projection for the Security Guard Level****表 3. 保安護衛員級人力推算**

Year 年份	Actual Manpower by types of flats 實際人力 (按類別劃分)		Projected Manpower by types of flats 推算人力 (按類別劃分)		Total Manpower 總人力
	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	Manpower for residential flats 住宅所佔人力	Manpower for non-residential flats 非住宅所佔人力	
2015	50 651	54 256			<b>104 907</b>
2016 f			51 398 (1.5%)*	54 848 (1.1%)*	<b>106 246 (1.3%)*</b>
2017 f			51 796 (0.8%)**	55 231 (0.7%)**	<b>107 027 (0.7%)**</b>
2018 f			52 591 (1.5%)**	55 567 (0.6%)**	<b>108 158 (1.1%)**</b>

\* as percentage change vs actual manpower in 2015  
與 2015 年實際人力相比的增／減百分率

\*\* as percentage change vs projected manpower in the previous year  
與前一年推算人力相比的增／減百分率

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.

計算三個技能等級推算人力的總和，得出保安服務業的整體人力需求，詳見表 4 和圖 1。

**Table 4. Manpower Projection for SSI****表 4. 保安服務業人力推算**

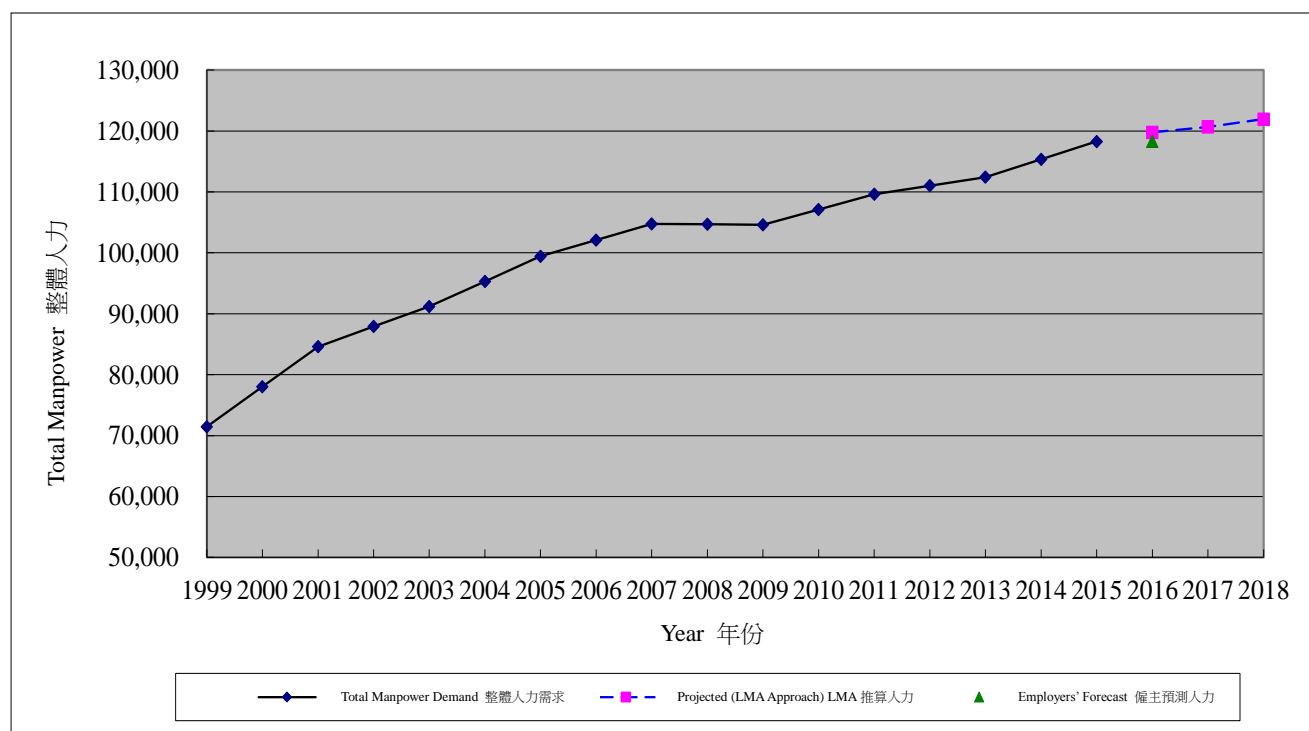
Year 年份	Total Manpower Demand 整體人力需求	Projected (LMA Approach) LMA 推算人力	Employers' Forecast (at the time of the survey) 僱主預測人力 (調查期間)
2015	118 277		
2016 f		119 787 (1.3%)*	118 334 (0.05%)*
2017 f		120 667 (0.7%)**	
2018 f		121 942 (1.1%)**	

\* as percentage change vs actual manpower in 2015  
與 2015 年實際人力相比的增／減百分率

\*\* as percentage change vs projected manpower in the previous year  
與前一年推算人力相比的增／減百分率

**Figure 1. Manpower Projection for SSI**

**圖 1. 保安服務業人力推算**



### A. The forecast of private residential flats

#### 私人住宅建屋量預測

Year 年份	Completion (no. of flats) 落成 (住宅數目)	Total stock (no. of flats) 存貨 (住宅數目)
2014		1 136 430
2015 f	13 286	1 149 716
2016 f	20 144	1 169 860
2017 f <sup>#</sup>	N/A 不適用	1 176 551
2018 f <sup>#</sup>	N/A 不適用	1 183 502

# The forecast production of private residential flats for 2015 and 2016 are provided by the Rating & Valuation Department (Source: Hong Kong Property Review 2015) while the production for 2017 and 2018 is projected using the Adaptive Filtering Method. 2015 至 2016 年私人住宅建屋量預測由差餉物業估價署提供 (資料來源:《香港物業報告 2015》); 2017 及 2018 年的預測數字, 則採用調節過濾法推算。

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

私人非住宅建屋量預測（包括寫字樓、商業／工業機構寫字樓、分層工廠大廈、特殊廠房及倉庫）

Year 年份	Completion (square m) 落成（平方米）	Total stock (square m) 存貨（平方米）
2014		46 256 600
2015 f	413 300	46 669 900
2016 f	509 400	47 179 300
2017 f <sup>#</sup>	N/A 不適用	47 508 069
2018 f <sup>#</sup>	N/A 不適用	47 797 784

# The forecast production of private residential flats for 2015 and 2016 are provided by the Rating & Valuation Department (Source: Hong Kong Property Review 2015) while the production for 2017 and 2018 is projected using the Adaptive Filtering Method. 2015 至 2016 年私人非住宅建屋量預測由差餉物業估價署提供（資料來源：《香港物業報告 2015》）；2017 及 2018 年的預測數字，則採用調節過濾法推算。

## C. The forecast of public residential flats

公營住宅建屋量預測

Year 年份	Completion (no. of flats) 落成（住宅數目）	Total stock (no. of flats) 存貨（住宅數目）
2014		1 176 000
2015 f	24 100	1 200 100
2016 f	14 500	1 214 600
2017 f <sup>#</sup>	11 800	1 226 400
2018 f <sup>#</sup>	29 900	1 256 300

\* The forecast production of public residential housing are provided by the Hong Kong Housing Authority (HA) and the Hong Kong Housing Society (HS). (Sources: HA and HS)  
公營住宅建屋量的預測資料，由房委會及房協提供。（資料來源：房委會及房協）