

2014 MANPOWER SURVEY REPORT
OF THE
TRANSPORT LOGISTICS INDUSTRY

Transport Logistics Training Board

Vocational Training Council

2014 Manpower Survey Report of Transport Logistics Industry

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The full Survey Report is also available on line at <http://www.vtc.edu.hk>

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EXECUTIVE SUMMARY

Objective

The Transport Logistics Training Board (the Training Board) of the Vocational Training Council conducted a manpower survey during the period from September 2014 to January 2015 to collect the latest information on the technical manpower of the transport logistics industry. With the aim of providing industry participants with information on the manpower situation and training needs of employees in the industry.

Scope of the Survey

2. The survey covered a sample of 1,311 establishments in the transport logistics industry with an effective response rate of 97.85%. They were randomly selected from 10 branches of the industry. The stratified random sampling method was used for the sample selection. The data collected were statistically grossed up to reflect the overall manpower situation of the transport logistics industry at the time of survey.

3. There were 3 to 6 job levels surveyed in different scopes, but they were categorized into 4 levels for simplicity.

- I. Managerial Level
- II. Executive/Supervisory Level
- III. Technician/Assistant/Clerical Level
 - Assistant/Clerical Level
 - Technician/Assistant/Clerical Level
- IV. Crafts/Operative/Driver Level
 - Crafts/Operative Level
 - Driver Level

4. The Survey also asked the employers to indicate the preferred competency of employees and the number of employees requiring training in specified competency areas. The survey questions asking employers about the competency of their employees were based on the Specification of Competency Standards (SCS) of the logistics industry under the Qualifications Framework. Please refer to Appendix 12 for the details of SCS. The SCS provides clear progression pathways whereby employees may draw up their own career development plans. The questions were set with reference to the competency for 5 different categories in the transport logistics industry below:

- I. Air Freight and Express
- II. Shipping
- III. Land Transport and Distribution
- IV. Terminals, Warehouse and Logistics Centre
- V. Supporting and Ancillary Services

The descriptions in the questions were functional areas, while more detailed job competencies on the SCS are available on the website of the Recognition of Prior Learning (rpl.vtc.edu.hk).

Key Survey Findings

Total Number of Employees

5. The Survey revealed at the time of fieldwork that a total of 108,465 people were employed in the transport logistics industry in the 11 principal line of businesses. These people were employed in the principal jobs of the transport logistics industry as specified in the manpower survey report. The distribution of the employees is given in Table 1.1. The *Trucking and Container Haulage* has the largest share of employee number, which is around 40% of the total number of employees.

Table 1.1: Number of Establishments and Employees
by Principal Line of Business

Principal Line of Business	No. of Employees	% of Total Number of Employees
Warehousing & Cold Storage	7 576	6.98
Cargo Handling Terminals (excluding air cargo terminal)	3 046	2.81
Trucking and Container Haulage	43 359	39.98
Airfreight Transport Operators (including air cargo terminal)	6 575	6.06
Airfreight Forwarding Agents	14 650	13.51
Seafreight Forwarding Agents	13 122	12.10
International Couriers	10 479	9.66
Seafreight Transport Operators	4 177	3.85
Ship Management and Chartering	1 150	1.06
Stevedore	806	0.74
Other Transport Logistics Services Providers	3 525	3.25
Total	108 465	100.00

Distribution of Employees in Different Job Levels

6. The distribution of employees by job level is given in Table 1.2. The *Crafts/Operative /Driver Level* has the largest share of employee number, which is around 48% of the total number of employees.

Table 1.2: Distribution of Employees by Job Level

Job Level	No. of Employees	% of Total Number of Employees
Managerial	9 280	8.56
Executive/Supervisory	14 397	13.27
Technician/Assistant/Clerical	32 352	29.83
Crafts/Operative/Driver	52 436	48.34
Total	108 465	100.00

Number of Vacancies

7. At the time of survey, respondents reported a number of 2,811 vacancies, 2.59% of the existing total number of the transport logistics related employees. The *Trucking & Container Haulage* recorded the highest number of 1,296 vacancies which was 46.10% of the total number of vacancies, while only 0.14% for *Stevedoring Services* which was the lowest. Readers may refer to Table 1.3 for the distribution of vacancies of different branches.

Table 1.3: Number of Vacancies by Branch

Branch	Number of Vacancies	% of Total Number of Vacancies
Warehousing & Cold Storage	274	9.75
Cargo Handling Terminals	118	4.20
Trucking & Container Haulage	1 296	46.10
Air Freight Transport	339	12.06
Forwarding Agent	457	16.26
Stevedoring Services	4	0.14
Couriers (International)	134	4.77
Other Transport Logistics Service Providers	135	4.80
Sea Freight Transport	41	1.46
Ship Management & Chartering	13	0.46
Total	2 811	100.00

Training Areas

8. The Survey asked the employers to indicate the number of staff who would require training as listed under the 5 categories of competency in the coming 12 months. “*Cargo Safety and Security*” is the most popular course. The full details are listed in Table 1.4 and 1.5. Please note that there was no maximum number of training areas for an employee.

Table 1.4: Number of Employees (Man-times) Required Training by Functional Area

Functional Area	Category/Industry		Overall
	Air Freight and Express	Shipping	
Operation Management	333	95	428
Planning and Design of Logistics Solutions	87	28	115
Sales, Marketing and Customer Services	331	490	821
Cargo Transport and Handling	1 762	249	2 011
Cargo Safety and Security	3 983	777	4 760
Import / Export Documentation and Procedures	624	252	876
Insurance and Legal Matters	319	42	361
E-Logistics	188	226	414
Occupational Safety & Health	1 953	295	2 248
Quality Management	901	30	931
Total	10 481	2 484	12 965

Table 1.5: Number of Employees (Man-times) Required Training by Functional Area

Functional Area	Category/Industry			Overall
	Land Transport and Distribution	Warehouse and Logistics Centre	Supporting and Ancillary Services	
Sales, Marketing and Customer Services	24	59	0	83
Planning and Design of Logistics Solutions	27	50	0	77
Import / Export Documentation	41	81	0	122
Cargo Safety and Security	1 257	870	5	2 132
Environmental Protection	13	57	0	70
Cargo Transport and Handling	792	981	5	1 778
Operation Management	18	122	0	140
Quality Management	71	194	0	265
E-Logistics	53	58	0	111
Insurance, Legal Matters & Compliance	5	91	0	96
Total	2 301	2 563	10	4 874

Manpower Change

9. The Survey also enquired the employers to project the manpower forecast in 2015 and 2016. The projected manpower by job level with respect to the actual figures in 2014 for 2015 and 2016 are 111,287 and 111,575 respectively. Table 1.6 shows the employers' manpower forecasts by job level.

Table 1.6: Manpower Forecasts for 2015 and 2016 by Job Level

Job Level	Employees in 2014	Vacancies in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Managerial	9 280	32	9 297	9 353
Executive/Supervisory	14 397	167	14 549	14 616
Technician/Assistant/Clerical	32 352	739	33 131	33 278
Crafts/Operative/Driver	52 436	1 873	54 310	54 328
Total	108 465	2 811	111 287	111 575

Manpower Demand and Supply

10. The Survey recorded a growth in the manpower (the sum of employee number and vacancy number) for 2015 (0.01%) and 2016 (0.26%) projected by the respondents. Table 1.7 shows a forecast of manpower in 2015 and 2016 by branch.

Table 1.7: Comparison of manpower in 2014, 2015 & 2016 by Branch

Branch	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Warehousing & Cold Storage	7 850	7 866	7 909
Cargo Handling Terminals	3 164	3 292	3 290
Trucking & Container Haulage	44 655	44 510	44 475
Air Freight Transport	6 914	6 914	7 058
Forwarding Agent	28 229	28 219	28 351
Stevedoring Services	810	810	810
Couriers (International)	10 613	10 628	10 628
Other Transport Logistics Service Providers	3 660	3 660	3 660
Sea Freight Transport	4 218	4 222	4 223
Ship Management & Chartering	1 163	1 166	1 171
Total	111 276	111 287	111 575

11. The planned number of graduates of transport logistic related courses from tertiary institutes in the year 2015 and 2016 will be 594 and 469 respectively, while the graduates in 2014 was 705. For the Out-centre Course Scheme which is operated by the Training Board, there was a total of 123 employees benefited from the scheme. According to the 2013-14 annual report of Employees Retraining Board (ERB), the number of placement-tied course graduates of the *transport, storage and communication sector* was about 1,038. Readers may refer to the information in Appendix 7, Appendix 8 and the FY2013/14 annual report of ERB.

Training for the Employees

12. To cope with the manpower need and staff development of the industry, the Training Board encourage employers to make use of the various training schemes such as *Out-centre Course Scheme, Employee Retraining Scheme* and *Maritime and Aviation Training Fund* to develop and upgrade the skills of their employees. Readers may refer to Appendix 9 for the courses and programmes for the transport logistics industry.

SECTION I : INTRODUCTION

The Transport Logistics Training Board

1.1 The Transport Logistics Training Board (the Training Board) of the Vocational Training Council (VTC) is required by its terms of reference to determine the manpower demand of the industry, including the collection and analysis of relevant manpower and training statistics. The result will be used to make recommendations to VTC for the future course development so as to meet the demand from the industry. The Training Board comprises members nominated by industry trade associations, industry labour unions, professional bodies and tertiary institutes in Hong Kong. The membership list and terms of reference of the Training Board are listed in Appendix 1 and Appendix 2 respectively.

The Manpower Survey

1.2 The Training Board conducted a manpower survey of the transport logistics industry by forming a Working Party on 2014 Manpower Survey (the Working Party). The Working Party was formed in July 2014, to oversee the process of selecting the sample, questionnaire design, data analysis and reporting. In addition, the Census and Statistic Department assisted in the fieldwork. Membership of the Working Party is given in Appendix 3. Furthermore, external industry experts were invited to attend the Working Party meetings to express their views on the survey statistics. The list of external industry experts is in Appendix 4.

Purpose of the Survey

1.3 In the third quarter of 2014, the Training Board began to conduct a biennial manpower survey on the transport logistics industry which covered 10 branches of the Industry.

1.4 The key information collected from the survey are as follows:

- I. The manpower situation as at 15 August 2014;
- II. The forecast number of employees in August 2015 and August 2016;
- III. The preferred education qualifications required by employers;
- IV. The training needs of the employees.

1.5 The survey findings also provide useful information for different stakeholders included company management teams, training providers, trade associations and labour union to formulate courses to tackle the identified training needs.

Scope and Coverage of the Survey

1.6 The survey covered employees whose responsibilities were related to the transport logistics business and operations. Those working in administrative, accounting, human resource, information technology and other supporting areas were not surveyed. The Working Party agreed to use the branches in the 2012 survey from the perspective of consistence.

1.7 3 sectors were covered in the survey:

- I. Sea Transport (Excluding Warehouse)
- II. Land Transport (Including Warehouse)
- III. Air Transport Business & Operation
(excluding Warehouse and Depot)

1.8 The 10 branches of the transport logistics industry surveyed were:

- I. Warehousing & Cold Storage
- II. Cargo Handling Terminals
- III. Trucking & Container Haulage
- IV. Air Freight Transport
- V. Forwarding Agents
- VI. Stevedoring Services
- VII. Couriers (International)
- VIII. Other Transport Logistics Services Providers
- IX. Sea Freight Transport
- X. Ship Management & Chartering

1.9 The 6 scopes of the transport logistics industry surveyed were:

- I. Business Management, Strategic Planning
- II. Fleet Operation and Management
- III. Sales & Customer Services
- IV. Frontline Cargo Operation
- V. Technical / Engineering Support
- VI. Other Supporting Services

Method of Sampling

1.10 Same as last survey, this survey adopted a mixed approach in deciding the sampling frame, making use of the Hong Kong Standard Industrial Classification (HSIC) and other means. The HSIC Scheme is a three-tier system managed by the Census & Statistics Department (C&SD), HKSAR Government. The HSIC groups establishments of similar business nature in Hong Kong into specific sectors and branches. Industrial sectors are classified with 3 to 6 digits. The details of the classification for each sector in this survey are shown in Appendix 5.

1.11 For HSIC based sampling, a stratified random sampling method was adopted. Data collected were statistically grossed up where applicable to give an overall picture of the manpower situation of these sectors and branches. No grossing up of data was done for the

supplementary samples. The branches surveyed and the sample sizes are shown below. Detailed sampling breakdown by each sector is shown in Appendix 6.

Branch	Industry	Sample Size
I.	<u>Warehousing & Cold Storage</u>	
	1. General Cargo Warehouses & Other Storage Services (HSIC 5212)	171
	2. Cold Storage (HSIC 5211)	
	3. Packing and Crating Services & Cargo Inspection, sampling and weighting services (HSIC 522904, 522905)	
II.	<u>Cargo Handling Terminals</u>	8
	4. Cargo Handling Terminals (HSIC 522201)	
III.	<u>Trucking & Container Haulage</u>	
	5. Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	
	6. Haulage of Containers & Container Leasing (HSIC 4928, 522204)	475
	7. Supplementary Samples* - Large Vehicle Fleet Owner Companies	
IV.	<u>Air Freight Transport</u>	
	8. Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	42
V.	<u>Forwarding Agents</u>	
	9. Air Cargo Forwarding Services (HSIC 522901)	282
	10. Sea Cargo Forwarding Services (HSIC 522902)	
VI.	<u>Stevedoring Services</u>	
	11. Stevedore and Supporting Services to Water Transport, not otherwise classified (HSIC 522202)	40
VII.	<u>Couriers (International)</u>	
	12. Couriers (International) (HSIC 5321)	48
VIII.	<u>Other Transport Logistics Services Providers</u>	
	13. Supplementary Samples* - Other Transport Logistics Services Providers	17
IX.	<u>Sea Freight Transport</u>	
	14. Ship Agents & Managers (HSIC 5011, 5012)	104
	15. Operators of Sea - Going Vessels (HSIC 5014)	
X.	<u>Ship Management & Chartering</u>	
	16. Ship Owners of Sea - Going Vessels (HSIC 501302, 501502)	124
	17. Shipbrokers (HSIC 522906)	
	18. Inland Freight Water Transport (HSIC 5022)	
	Total	1 311

* *Company level*

Data Collection Period

1.12 The fieldwork of the manpower survey commenced on 17 September 2014. A copy of the printed survey document was sent to each of the sampled establishment one week before the survey began. The reference date of the manpower data was fixed on 15 August 2014. During the survey period, fieldworkers from C&SD had contacted the establishments in assisting the completion of the questionnaires. The fieldwork was completed on 30 January 2015.

Survey Document

1.13 The survey document consisted of 4 components which included the covering letter, questionnaire, explanatory notes and descriptions of principal jobs. The major component was the questionnaire. It began with a cover page to collect basic classification data of the establishment, followed by the main content as in the below:

- Part I: To collect information of employees, which included the job titles and the corresponding number of employees, vacancies of respective positions and respective manpower projection for the year 2015 and year 2016;
- Part II: To collect the information of manpower flow at different job levels and reasons behind; the age ranges of the crafts/operative level and driver level were also collected;
- Part III: To collect the training needs of employees as required by the employers.

1.14 The whole set of survey document is in the Appendix 14.

1.15 The completed questionnaires were verified by C&SD after collection. The data was then input to the statistical system to process. Based on a set of tabulations, statistical tables were generated.

Response Rate

1.16 A total of 1,311 establishments were involved in the 2014 Manpower Survey. This was close to the figure 1,306 establishments in the 2012 survey. 911 provided information and 20 declined to do so, while 380 had either closed, moved, temporarily ceased operation or for other reasons that the establishments could not conduct the survey. As a result, the effective response rate¹ of the survey was 97.85%. The detailed analysis of responses is shown below.

¹ Effective response rate is calculated by the sum of "Response" and "Partial Response" divided by this sum plus "Refusal"

Result	Total	%
Closed	25	1.91
Merged with other establishment	13	0.99
Moved, address cannot be located/untraceable	56	4.27
Non-contact	92	7.02
Not engaged in specific trade	19	1.45
No technical manpower	34	2.59
Not yet start operation	2	0.15
Partial response	23	1.75
Refusal	20	1.53
Found to be registered office/Corresponding address	41	3.13
Response	888	67.73
Temporarily ceased	98	7.48
Total	1 311	100.00

Outsourcing

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

Presentation of Survey Findings

1.18 A summary of the key survey findings and their analyses are presented in Section II, followed by the Observations and Conclusions in Part III. Finally, the business review, outlook and recommendations are given in Part IV.

Rounding of Figures

1.19 There could be a slight discrepancy between the sum of individual items and the corresponding total as shown in the tables in this report due to rounding. Percentages changes are derived from unrounded figures.

Release of the Survey Findings

1.20 This statistical report presents all the findings of the survey. This report is also available online at <http://www.vtc.edu.hk> in PDF format. The detailed pathway going to the website is shown as below:

About VTC → Governance Structure → The Council → Training Boards and General Committees → Transport Logistics Training Board → Publications

Acknowledgements

1.21 The Training Board wishes to extend its appreciation to those organizations and individuals for their cooperation and assistance with the survey. The Training Board also thanks the industry experts who provided insights at the Working Party meetings. In particular, the Training Board wishes to thank those surveyed establishments who provided valuable information required for the survey and staff of the C&SD for conducting the fieldwork and processing the survey data.

SECTION II : SUMMARY OF SURVEY FINDINGS

Introduction

2.1 Data collected from sampled establishments were processed by C&SD and statistically projected to reflect the overall manpower situation of the whole industry. This section presents the key statistics of the survey findings and other detailed statistical tables are in Appendix 13.

2.2 Readers should pay attention to the following when reading the report:

- I. Manpower refers to the total of employee number and vacancy number;
- II. The findings of manpower presented refer to industry-related employees only. Those administrative and other supporting personnel are excluded;
- III. The findings of this survey refer to freight transport only, personnel involved in transportation of passengers is excluded;
- IV. Cargo Handling Terminals (HSIC 522201) refers to marine cargo terminals;
- V. Cargo terminals are categorized under the branch of Air Freight Transport (HSIC 5223);
- VI. International courier operators are grouped under the branch of Couriers (International) (HSIC 5321).

Establishments in the Industry

2.3 The survey revealed that in August 2014, 12,897 establishments were found in the ten branches of the transport logistics industry. A slight increase by 151 establishments since 2012. The distribution of these establishments is summarized in Table 2.1 below.

Table 2.1: Distribution of Establishments

Branch	No. of Establishments
Warehousing & Cold Storage	668
Cargo Handling Terminals	8
Trucking & Container Haulage	8 694
Air Freight Transport	53
Forwarding Agent	2 854
Stevedoring Services	98
Couriers (International)	161
Other Transport Logistics Service Providers	16
Sea Freight Transport	190
Ship Management & Chartering	155
Total	12 897

Number of People Employed

2.4 The Survey also revealed that 108,465 people were employed in the jobs related to the transport logistics industry. 9,280(8.6%) were *managerial* staff, 14,397(13.3%) were *executive/supervisory* staff, 32,352(29.8%) were *technician/assistant/clerical* staff while 52,436(48.34%) were *crafts/operative/driver* staff.

2.5 At the time of survey, the number of employees in *air transport* was 24,031, in *sea transport* was 21,862 and in *land transport* was 62,572. Among the 3 sectors, *Land transport* area has the largest number of employees.

2.6 For the *Stevedoring Services* branch, respondents under the *Land Transport* sector said that they had a high turnover rate in the job level of *Executive/Supervisory*, so that they gave up the recruitment exercise to fill the vacancies. Instead, the *Managerial* level employees will direct supervise the junior level employees. The detailed distribution of employees by branch, by job level and by sector are shown in Table 2.2 and Figure 2.1 - 2.3.

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

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Warehousing & Cold Storage	Managerial	-	-	385	385
	Executive/Supervisory	-	-	830	830
	Technician/Assistant/Clerical	-	-	1 896	1 896
	Crafts/Operative/Driver	-	-	4 465	4 465
	Sub-total	-	-	7 576	7 576
Cargo Handling Terminals	Managerial	-	140	-	140
	Executive/Supervisory	-	524	-	524
	Technician/Assistant/Clerical	-	1 152	-	1 152
	Crafts/Operative/Driver	-	1 230	-	1 230
	Sub-total	-	3 046	-	3 046
Trucking & Container Haulage	Managerial	-	-	1 427	1 427
	Executive/Supervisory	-	-	3 702	3 702
	Technician/Assistant/Clerical	-	-	7 267	7 267
	Crafts/Operative/Driver	-	-	30 963	30 963
	Sub-total	-	-	43 359	43 359
Air Freight Transport	Managerial	383	-	-	383
	Executive/Supervisory	1 154	-	-	1 154
	Technician/Assistant/Clerical	2 192	-	-	2 192
	Crafts/Operative/Driver	2 846	-	-	2 846
	Sub-total	6 575	-	-	6 575
Forwarding Agents	Managerial	2 226	2 466	120	4 812
	Executive/Supervisory	2 481	2 468	274	5 223
	Technician/Assistant/Clerical	6 639	7 158	830	14 627
	Crafts/Operative/Driver	1 666	655	789	3 110
	Sub-total	13 012	12 747	2 013	27 772

Branch	Job Level	Air Transport	Sea Transport	Land Transport	Total
Stevedoring Services	Managerial	-	48	8	56
	Executive/Supervisory	-	82	0	82
	Technician/Assistant/Clerical	-	144	12	156
	Crafts/Operative/Driver	-	468	44	512
	Sub-total	-	742	64	806
Couriers (International)	Managerial	552	-	198	750
	Executive/Supervisory	762	-	429	1 191
	Technician/Assistant/Clerical	1 063	-	869	1 932
	Crafts/Operative/Driver	2 067	-	4 539	6 606
	Sub-total	4 444	-	6 035	10 479
Other Transport Logistics Services Providers	Managerial	-	-	93	93
	Executive/Supervisory	-	-	175	175
	Technician/Assistant/Clerical	-	-	826	826
	Crafts/Operative/Driver	-	-	2 431	2 431
	Sub-total	-	-	3 525	3 525
Sea Freight Transport	Managerial	-	958	-	958
	Executive/Supervisory	-	1 273	-	1 273
	Technician/Assistant/Clerical	-	1 857	-	1 857
	Crafts/Operative/Driver	-	89	-	89
	Sub-total	-	4 177	-	4 177
Ship Management & Chartering	Managerial	-	276	-	276
	Executive/Supervisory	-	243	-	243
	Technician/Assistant/Clerical	-	447	-	447
	Crafts/Operative/Driver	-	184	-	184
	Sub-total	-	1 150	-	1 150
All Branches	Managerial	3 161	3 888	2 231	9 280
	Executive/Supervisory	4 397	4 590	5 410	14 397
	Technician/Assistant/Clerical	9 894	10 758	11 700	32 352
	Crafts/Operative/Driver	6 579	2 626	43 231	52 436
	Total	24 031	21 862	62 572	108 465

Figure 2.1: Distribution of Employees by Branch

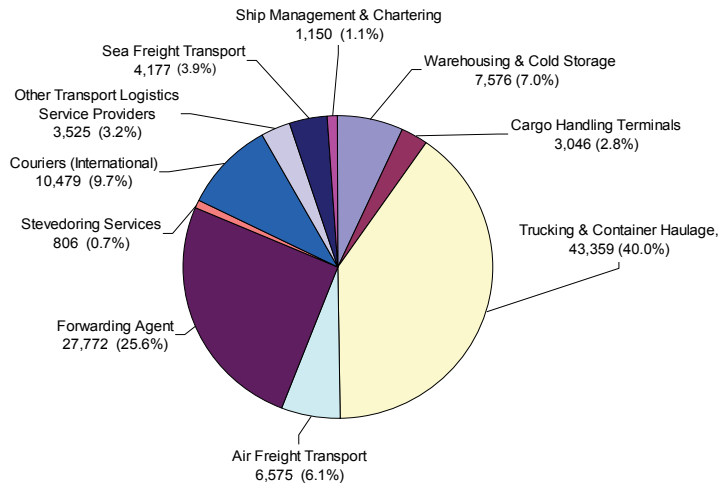


Figure 2.2: Distribution of Employees by Job Level

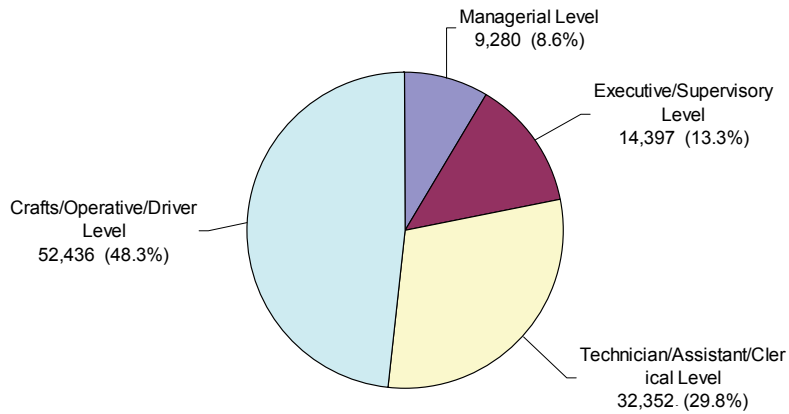
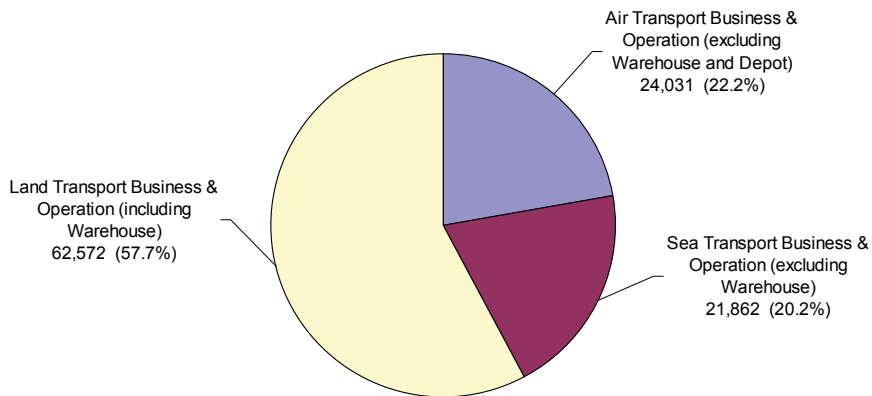


Figure 2.3: Distribution of Employees by Sector



2.7 Table 2.3 shows the number of employees by branch and by scope. Same as last survey, “*Frontline Cargo Operation*” has the biggest share, 73.82% of the total number of employees in the industry. “*Sales & Customer Service*” was at the second place with about 17.30% and “*Business Management, Strategic Planning*” came in the third place with 3.79% share. “*Technical/Engineering Support*” and “*Fleet Operation & Management*” came fourth and fifth with 3.41% and 1.69% share respectively. By comparing the same scopes in the last survey, there is no change in the order.

Table 2.3: Number of Employees by Branch and by Scope

Branch	Scope					Overall
	Business Management, Strategic Planning	Fleet Operation & Management	Sales & Customer Service	Frontline Cargo Operation	Technical/Engineering Support	
Warehousing & Cold Storage	158	0	682	6 641	95	7 576
Cargo Handling Terminals	66	0	115	2 270	595	3 046
Trucking & Container Haulage	646	215	3 528	37 856	1 114	43 359
Air Freight Transport	247	95	741	4 914	578	6 575
Forwarding Agent	2 316	485	9 743	15 208	20	27 772
Stevedoring Services	7	10	104	674	11	806
Couriers (International)	203	108	1 917	8 159	92	10 479
Other Transport Logistics Service Providers	7	22	21	3 189	286	3 525
Sea Freight Transport	376	710	1 525	706	860	4 177
Ship Management & Chartering	80	186	387	452	45	1 150
Total	4 106	1 831	18 763	80 069	3 696	108 465

Number of Job Vacancies

2.8 At the time of survey, employers reported a total of 2,811, representing about 2.53% of the total manpower. The *Trucking & Container Haulage* branch recorded the biggest number of 1,296. The number of vacancies by branch is shown in Table 2.4.

Table 2.4: Number of vacancies by Branch

Branch	No. of Vacancies	% Vacancies of Total Manpower
Warehousing & Cold Storage	274	0.25
Cargo Handling Terminals	118	0.11
Trucking & Container Haulage	1 296	1.16
Air Freight Transport	339	0.30
Forwarding Agent	457	0.41
Stevedoring Services	4	0.01
Couriers (International)	134	0.12
Other Transport Logistics Service Providers	135	0.12
Sea Freight Transport	41	0.04
Ship Management & Chartering	13	0.01
Total	2 811	2.53

2.9 Table 2.5 presents the number of vacancies by the 6 job levels. It was found that the highest vacancies were in the *Crafts/Operative Level* with 38.74% of the total vacancy followed by *Driver Level* with 27.89%.

Table 2.5: Number of Vacancies by Job Level

Job Level	No. of Vacancies	% Vacancies of Total Manpower
Managerial	32	0.03%
Executive/Supervisory	167	0.15%
Assistant/Clerical	291	0.26%
Technician/Assistant/Clerical	448	0.40%
Crafts/Operative	1 089	0.98%
Driver	784	0.70%
Total	2 811	2.53%

Age Group of Employees in Frontline Cargo Operation

2.10 In order to find out more information for the *Crafts/Operative Level* and *Driver Level* in the *Scope of Frontline Cargo Operation*, employers were asked the age ranges of their employees in these 2 job levels. It was found that about 50% of the employees were under age 50 in these 2 job levels. Those *Not Specified* were neglected. Table 2.6 presents the age group distribution for this purpose.

Table 2.6: Distribution of Crafts/Operative & Driver Level by Age Group in Frontline Cargo Operation

Job Level	Age 50 or below	Age 51 - 60	Age 61 or above	*Not specified	Overall
Crafts/Operative	14 333 (49.36%)	3 164 (10.90%)	197 (0.68%)	11 342 (39.06%)	29 036 (100.00%)
Driver	11 618 (53.06%)	6 825 (31.17%)	1 167 (5.33%)	2 288 (10.45%)	21 898 (100.00%)
Total	25 951 (50.95%)	9 989 (19.61%)	1 364 (2.68%)	13 630 (26.76%)	50 934 (100.00%)

Remark: *employers chose not to disclose the information due to privacy reason

Manpower Situation in 2014

2.11 The survey looked at the manpower situation as at the time of survey. The situation in sectors of *Air*, *Sea* and *Land Transport* were addressed. Table 2.7 shows the detailed distribution of the manpower across the 3 sectors with respect to the 4 job levels.

Table 2.7: Total Manpower in 2012 by Branch, by Job Level and by Sector

Branch	Job Level	Sector			Overall
		Air Transport	Sea Transport	Land Transport	
Warehousing & Cold Storage	Managerial	-	-	385	385
	Executive/Supervisory	-	-	846	846
	Technician/Assistant/Clerical	-	-	1 920	1 920
	Crafts/Operative/Driver	-	-	4 699	4 699
	Sub-total	-	-	7 850	7 850
Cargo Handling Terminals	Managerial	-	141	-	141
	Executive/Supervisory	-	527	-	527
	Technician/Assistant/Clerical	-	1 232	-	1 232
	Crafts/Operative/Driver	-	1 264	-	1 264
	Sub-total	-	3 164	-	3 164
Trucking & Container Haulage	Managerial	-	-	1 428	1 428
	Executive/Supervisory	-	-	3 706	3 706
	Technician/Assistant/Clerical	-	-	7 316	7 316
	Crafts/Operative/Driver	-	-	32 205	32 205
	Sub-total	-	-	44 655	44 655

Branch	Job Level	Sector			Overall
		Air Transport	Sea Transport	Land Transport	
Air Freight Transport	Managerial	404	-	-	404
	Executive/Supervisory	1 234	-	-	1 234
	Technician/Assistant/Clerical	2 340	-	-	2 340
	Crafts/Operative/Driver	2 936	-	-	2 936
	Sub-total	6 914	-	-	6 914
Forwarding Agent	Managerial	2 226	2 472	120	4 818
	Executive/Supervisory	2 483	2 516	274	5 273
	Technician/Assistant/Clerical	6 816	7 318	831	14 965
	Crafts/Operative/Driver	1 692	685	796	3 173
	Sub-total	13 217	12 991	2 021	28 229
Stevedoring Services	Managerial	-	48	8	56
	Executive/Supervisory	-	82	0	82
	Technician/Assistant/Clerical	-	144	12	156
	Crafts/Operative/Driver	-	472	44	516
	Sub-total	-	746	64	810
Couriers (International)	Managerial	553	-	198	751
	Executive/Supervisory	767	-	429	1 196
	Technician/Assistant/Clerical	1 082	-	877	1 959
	Crafts/Operative/Driver	2 107	-	4 600	6 707
	Sub-total	4 509	-	6 104	10 613
Other Transport Logistics Service Providers	Managerial	-	-	93	93
	Executive/Supervisory	-	-	175	175
	Technician/Assistant/Clerical	-	-	860	860
	Crafts/Operative/Driver	-	-	2 532	2 532
	Sub-total	-	-	3 660	3 660
Sea Freight Transport	Managerial	-	958	-	958
	Executive/Supervisory	-	1 277	-	1 277
	Technician/Assistant/Clerical	-	1 894	-	1 894
	Crafts/Operative/Driver	-	89	-	89
	Sub-total	-	4 218	-	4 218
Ship Management & Chartering	Managerial	-	278	-	278
	Executive/Supervisory	-	248	-	248
	Technician/Assistant/Clerical	-	449	-	449
	Crafts/Operative/Driver	-	188	-	188
	Sub-total	-	1 163	-	1 163
All Branches	Managerial	3 183	3 897	2 232	9 312
	Executive/Supervisory	4 484	4 650	5 430	14 564
	Technician/Assistant/Clerical	10 238	11 037	11 816	33 091
	Crafts/Operative/Driver	6 735	2 698	44 876	54 309
	Total	24 640	22 282	64 354	111 276

Manpower Changes

2.12 The manpower of the transport logistics industry has increased from 109,523 in 2012 to 111,276, and in 2014 by 1,753 people (1.60%). The changes in manpower between 2012 and 2014 by branch, by job level and by sector are summarized in Table 2.7(a)-(c).

2.13 Although there was a new cargo terminal in full-year of operations in 2014, there was no positive growth of employees for the relevant branches. The reason was that the new cargo terminal only involved employees moving from the Super Terminal to the new cargo terminal.

Table 2.7(a): Manpower Changes by Branch

Branch	Manpower in 2012	Manpower in 2014	Changes (%)
Warehousing & Cold Storage	6 835	7 850	1 015 (14.85%)
Cargo Handling Terminals	3 058	3 164	106 (3.47%)
Trucking & Container Haulage	43 873	44 655	782 (1.78%)
Air Freight Transport	8 231	6 914	-1 317 (-16.00%)
Forwarding Agent	30 763	28 229	-2 534 (-8.24%)
Stevedoring Services	944	810	- 134 (-14.19%)
Couriers (International)	10 322	10 613	291 (2.82%)
Other Transport Logistics Service Providers	1 396	3 660	2 264 (162.18%)
Sea Freight Transport	2 930	4 218	1 288 (43.96%)
Ship Management & Chartering	1 171	1 163	- 8 (-0.68%)
Total	109 523	111 276	1 753 (1.60%)

Table 2.7(b): Manpower Changes by Job Level

Job Level	Manpower in 2012	Manpower in 2014	Changes (%)
Managerial	9 038	9 312	274 (3.03%)
Executive/Supervisory	15 127	14 564	- 563 (-3.72%)
Technician/Assistant/Clerical	30 776	33 091	2 315 (7.52%)
Crafts/Operative/Driver	54 582	54 309	- 273 (-0.50%)
Total	109 523	111 276	1 753 (1.60%)

Table 2.7(c): Manpower Changes by Sector

Sector	Manpower in 2012	Manpower in 2014	Changes (%)
Air Transport	25 290	24 640	- 650 (-2.57%)
Sea Transport	23 611	22 282	-1 329 (-5.63%)
Land Transport	60 622	64 354	3 732 (6.16%)
Total	109 523	111 276	1 753 (1.60%)

Manpower Forecast and Comparison for 2014, 2015 and 2016

2.14 Surveyed establishments were asked to indicate their manpower forecast for 2015 and 2016. We also compared with the situation in 2014. Results are displayed by branch and by job level in Tables 2.8.

Table 2.8: Manpower Forecast for 2015 & 2016 by Branch and by Job Level

Branch	Job Level	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Warehousing & Cold Storage	Managerial	385	385 (0.00%)	385 (0.00%)
	Executive/Supervisory	846	846 (0.00%)	846 (0.00%)
	Technician/Assistant/Clerical	1 920	1 925 (0.26%)	1 948 (1.19%)
	Crafts/Operative/Driver	4 699	4 710 (0.23%)	4 730 (0.42%)
	Sub-total	7 850	7 866 (0.20%)	7 909 (0.55%)
Cargo Handling Terminals	Managerial	141	145 (2.84%)	145 (0.00%)
	Executive/Supervisory	527	527 (0.00%)	527 (0.00%)
	Technician/Assistant/Clerical	1 232	1 284 (4.22%)	1 272 (-0.93%)
	Crafts/Operative/Driver	1 264	1 336 (5.70%)	1 346 (0.75%)
	Sub-total	3 164	3 292 (4.05%)	3 290 (-0.06%)
Trucking & Container Haulage	Managerial	1 428	1 428 (0.00%)	1 428 (0.00%)
	Executive/Supervisory	3 706	3 706 (0.00%)	3 706 (0.00%)
	Technician/Assistant/Clerical	7 316	7 276 (-0.55%)	7 276 (0.00%)
	Crafts/Operative/Driver	32 205	32 100 (-0.33%)	32 065 (-0.11%)
	Sub-total	44 655	44 510 (-0.32%)	44 475 (-0.08%)

Branch	Job Level	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Air Freight Transport	Managerial	404	404 (0.00%)	428 (5.94%)
	Executive/Supervisory	1 234	1 234 (0.00%)	1 268 (2.76%)
	Technician/Assistant/Clerical	2 340	2 340 (0.00%)	2 416 (3.25%)
	Crafts/Operative/Driver	2 936	2 936 (0.00%)	2 946 (0.34%)
	Sub-total	6 914	6 914 (0.00%)	7 058 (2.08%)
Forwarding Agent	Managerial	4 818	4 793 (-0.52%)	4 822 (0.61%)
	Executive/Supervisory	5 273	5 261 (-0.23%)	5 293 (0.61%)
	Technician/Assistant/Clerical	14 965	14 979 (0.09%)	15 039 (0.40%)
	Crafts/Operative/Driver	3 173	3 186 (0.41%)	3 197 (0.35%)
	Sub-total	28 229	28 219 (-0.04%)	28 351 (0.47%)
Stevedoring Services	Managerial	56	56 (0.00%)	56 (0.00%)
	Executive/Supervisory	82	82 (0.00%)	82 (0.00%)
	Technician/Assistant/Clerical	156	156 (0.00%)	156 (0.00%)
	Crafts/Operative/Driver	516	516 (0.00%)	516 (0.00%)
	Sub-total	810	810 (0.00%)	810 (0.00%)
Couriers (International)	Managerial	751	751 (0.00%)	751 (0.00%)
	Executive/Supervisory	1 196	1 196 (0.00%)	1 196 (0.00%)
	Technician/Assistant/Clerical	1 959	1 964 (0.26%)	1 964 (0.00%)
	Crafts/Operative/Driver	6 707	6 717 (0.15%)	6 717 (0.00%)
	Sub-total	10 613	10 628 (0.14%)	10 628 (0.00%)
Other Transport Logistics Service Providers	Managerial	93	93 (0.00%)	93 (0.00%)
	Executive/Supervisory	175	175 (0.00%)	175 (0.00%)
	Technician/Assistant/Clerical	860	860 (0.00%)	860 (0.00%)
	Crafts/Operative/Driver	2 532	2 532 (0.00%)	2 532 (0.00%)
	Sub-total	3 660	3 660 (0.00%)	3 660 (0.00%)
Sea Freight Transport	Managerial	958	962 (0.42%)	963 (0.10%)
	Executive/Supervisory	1 277	1 273 (-0.31%)	1 273 (0.00%)
	Technician/Assistant/Clerical	1 894	1 898 (0.21%)	1 898 (0.00%)
	Crafts/Operative/Driver	89	89 (0.00%)	89 (0.00%)
	Sub-total	4 218	4 222 (0.09%)	4 223 (0.02%)

Branch	Job Level	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Ship Management & Chartering	Managerial	278	280 (0.72%)	282 (0.71%)
	Executive/Supervisory	248	249 (0.40%)	250 (0.40%)
	Technician/Assistant/Clerical	449	449 (0.00%)	449 (0.00%)
	Crafts/Operative/Driver	188	188 (0.00%)	190 (1.06%)
	Sub-total	1 163	1 166 (0.26%)	1 171 (0.43%)
All Branches	Managerial	9 312	9 297 (-0.16%)	9 353 (0.60%)
	Executive/Supervisory	14 564	14 549 (-0.10%)	14 616 (0.46%)
	Technician/Assistant/Clerical	33 091	33 131 (0.12%)	33 278 (0.44%)
	Crafts/Operative/Driver	54 309	54 310 (0.00%)	54 328 (0.03%)
	Total	111 276	111 287 (0.01%)	111 575 (0.26%)

Remark: Number in bracket represents the percentage of change compared with the previous year

2.15 Table 2.9 lists out the result by branch and by different sectors.

Table 2.9: Manpower Forecast for 2015 & 2016 by Branch and by Sector

Branch	Sector	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Warehousing & Cold Storage	Air Transport	-	-	-
	Sea Transport	-	-	-
	Land Transport	7 850	7 866 (0.20%)	7 909 (0.55%)
	Sub-total	7 850	7 866 (0.20%)	7 909 (0.55%)
Cargo Handling Terminals	Air Transport	-	-	-
	Sea Transport	3 164	3 292 (4.05%)	3 290 (-0.06%)
	Land Transport	-	-	-
	Sub-total	3 164	3 292 (4.05%)	3 290 (-0.06%)
Trucking & Container Haulage	Air Transport	-	-	-
	Sea Transport	-	-	-
	Land Transport	44 655	44 510 (-0.32%)	44 475 (-0.08%)
	Sub-total	44 655	44 510 (-0.32%)	44 475 (-0.08%)
Air Freight Transport	Air Transport	6 914	6 914 (0.00%)	7 058 (2.08%)
	Sea Transport	-	-	-
	Land Transport	-	-	-
	Sub-total	6 914	6 914 (0.00%)	7 058 (2.08%)
Forwarding Agent	Air Transport	13 217	13 152 (-0.49%)	13 271 (0.90%)
	Sea Transport	12 991	12 994 (0.02%)	13 007 (0.10%)
	Land Transport	2 021	2 073 (2.57%)	2 073 (0.00%)
	Sub-total	28 229	28 219 (-0.04%)	28 351 (0.47%)

Branch	Sector	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
Stevedoring Services	Air Transport	-	-	-
	Sea Transport	746	746 (0.00%)	746 (0.00%)
	Land Transport	64	64 (0.00%)	64 (0.00%)
	Sub-total	810	810 (0.00%)	810 (0.00%)
Couriers (International)	Air Transport	4 509	4 509 (0.00%)	4 509 (0.00%)
	Sea Transport	-	-	-
	Land Transport	6 104	6 119 (0.25%)	6 119 (0.00%)
	Sub-total	10 613	10 628 (0.14%)	10 628 (0.00%)
Other Transport Logistics Service Providers	Air Transport	-	-	-
	Sea Transport	-	-	-
	Land Transport	3 660	3 660 (0.00%)	3 660 (0.00%)
	Sub-total	3 660	3 660 (0.00%)	3 660 (0.00%)
Sea Freight Transport	Air Transport	-	-	-
	Sea Transport	4 218	4 222 (0.09%)	4 223 (0.02%)
	Land Transport	-	-	-
	Sub-total	4 218	4 222 (0.09%)	4 223 (0.02%)
Ship Management & Chartering	Air Transport	-	-	-
	Sea Transport	1 163	1 166 (0.26%)	1 171 (0.43%)
	Land Transport	-	-	-
	Sub-total	1 163	1 166 (0.26%)	1 171 (0.43%)
Overall	Air Transport	24 640	24 575 (-0.26%)	24 838 (1.07%)
	Sea Transport	22 282	22 420 (0.62%)	22 437 (0.08%)
	Land Transport	64 354	64 292 (-0.10%)	64 300 (0.01%)
	Total	111 276	111 287 (0.01%)	111 575 (0.26%)

Remark: Numbers in brackets represent the % change compared with the previous year

Education and Qualification of Employees

2.16 Employers were asked to indicate the preferred education and qualification of employees ranging from university degree or above to secondary 3 or below. The survey findings on the education which employers preferred their employees to have are summarized in Table 2.10.

2.17 Please noted that the preferred education level does not necessary mean the employee actually possesses the corresponding qualifications.

Table 2.10: Preferred Education and Qualifications of Employees by Job Level

Level of Education	Job Level				Overall
	Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
Degree or above	3 333 (3.07%)	1 399 (1.29%)	514 (0.47%)	0 (0.00%)	5 246 (4.84%)
Associate Degree/ Higher Diploma/ Higher Certificate	668 (0.62%)	1 904 (1.76%)	408 (0.38%)	0 (0.00%)	2 980 (2.75%)
Diploma/Certificate or equivalent	1 390 (1.28%)	2 177 (2.01%)	3 887 (3.58%)	412 (0.38%)	7 866 (7.25%)
Secondary 6/ Secondary 7 /HKDSE	1 863 (1.72%)	2 588 (2.39%)	6 409 (5.91%)	485 (0.45%)	11 345 (10.46%)
Secondary 4/ Secondary 5	422 (0.39%)	3 214 (2.96%)	16 005 (14.76%)	8 138 (7.50%)	27 779 (25.61%)
Secondary 3 or below	42 (0.04%)	1 134 (1.05%)	1 278 (1.18%)	36 867 (33.99%)	39 321 (36.25%)
Unspecified	1 562 (1.44%)	1 981 (1.83%)	3 851 (3.55%)	6 534 (6.02%)	13 928 (12.84%)
Total	9 280 (8.56%)	14 397 (13.27%)	32 352 (29.83%)	52 436 (48.34%)	108 465 (100.00%)

Remark: Number in bracket represents the percentage share among the total

2.18 Generally speaking, the survey findings showed that employer preferred their employees at the *Managerial* level to possess university degree or above. For *Technician/Assistant/Clerical* staff, Secondary 4/Secondary 5 were normally the education requirements of employees.

2.19 Table 2.11 looks at the employee qualifications in a different angle. It shows the levels of education in sector based.

Table 2.11: Preferred Education and Qualifications of Employees by Sector

Level of Education	Sector			Overall
	Air Transport	Sea Transport	Land Transport	
Degree or above	1 421 (1.31%)	3 182 (2.93%)	643 (0.59%)	5 246 (4.84%)
Associate Degree / Higher Diploma / Higher Certificate	1 307 (1.20%)	954 (0.88%)	719 (0.66%)	2 980 (2.75%)
Diploma/Certificate or equivalent	3 782 (3.49%)	2 213 (2.04%)	1 871 (1.72%)	7 866 (7.25%)
Secondary 6 / Secondary 7/ HKDSE	2 662 (2.45%)	5 513 (5.08%)	3 170 (2.92%)	11 345 (10.46%)
Secondary 4 / Secondary 5	5 451 (5.03%)	6 838 (6.30%)	15 490 (14.28%)	27 779 (25.61%)
Secondary 3 or below	3 526 (3.25%)	603 (0.56%)	35 192 (32.45%)	39 321 (36.25%)
Unspecified	5 882 (5.42%)	2 559 (2.36%)	5 487 (5.06%)	13 928 (12.84%)
Total	24 031 (22.16%)	21 862 (20.16%)	62 572 (57.69%)	108 465 (100.00%)

Remark: Numbers in brackets represent the % share among the total

Principal and Non-principal Job Employees

2.20 According to the terms of reference of the Transport Logistic Training Board, the survey only focused on employees whose principal jobs were related to the business/operation/technical aspects of the transport logistics industry. All the related job descriptions for principal jobs are described in the survey document in Appendix 14. But, the survey also collected the number of non-principal job employees for different branches. The detailed breakdown is presented in Table 2.12.

Table 2.12: Number of Employees in Principal and Non-principal Jobs

Branch	Principal Job Employees	Non-principal Job Employees	Overall
Warehousing & Cold Storage	7 576	764	8 340
Cargo Handling Terminals	3 046	549	3 595
Trucking & Container Haulage	43 359	11 108	54 467
Air Freight Transport	6 575	29 680	36 255
Forwarding Agent	27 772	5 281	33 053
Stevedoring Services	806	201	1 007
Couriers (International)	10 479	7 413	17 892
Other Transport Logistics Service Providers	3 525	24 531	28 056
Sea Freight Transport	4 177	5 309	9 486
Ship Management & Chartering	1 150	850	2 000
Total	108 465	85 686	194 151

Staff Turnover

2.21 It was defined that staff turnover was the number of people who left their companies in the past 12 months prior to the date of the survey. As shown in Table 2.13, a total of 6,916 employees left in the past 12 months prior to the survey. This turnover number was less than the figure in last survey, in which the number of employees had left the companies was 10,423 in 2012.

Table 2.13: Whereabouts of Employees Who Left the Establishments

Whereabouts	Job Level				Overall
	Managerial	Executive/ Supervisory	Technician/ Assistant/Clerical	Crafts/ Operative/Driver	
Taking up job/starting own business in transport logistics industry	81 (1.17%)	245 (3.54%)	1 249 (18.06%)	1 456 (21.05%)	3 031 (43.83%)
Taking up job/starting own business in other industries	13 (0.19%)	70 (1.01%)	291 (4.21%)	687 (9.93%)	1 061 (15.34%)
Emigration, retirement or further studies	7 (0.10%)	9 (0.13%)	43 (0.62%)	153 (2.21%)	212 (3.07%)
Unknown	92 (1.33%)	120 (1.74%)	1 258 (18.19%)	1 142 (16.51%)	2 612 (37.77%)
Total	193 (2.79%)	444 (6.42%)	2 841 (41.08%)	3 438 (49.71%)	6 916 (100.00%)

Staff Wastage

2.22 Same as in the previous survey, we combined the whereabouts of *Taking up job/starting own business in other industries* and *emigration, retirement or further studies* into one destination. In addition, the number for *unknown* destination was distributed to 2 destinations. It was noticed that 2,046 people left the industry permanently. The wastage rate calculated was 1.84% of the manpower at the time of survey. Table 2.14 shows the percentage of employees left the companies for 2 major reasons(destinations).

Table 2.14: Percentage of Employees Left the Companies for Two Major Reasons

Whereabouts	Number (%)
Taking up job/starting own business in the transport logistics industry	4 870 (70.42%)
Left the transport logistics industry	2 046 (29.58%)
Total	6 916 (100.00%)

Staff Recruited

2.23 At the time of survey, employers were requested to reveal the number of staff being recruited in the past 12 months by *source/origin*. As shown in Table 2.15, 7,006 people were recruited in the 12 months prior to the date of the survey. 78.45% were recruited from other transport logistics establishments while 14.60% were recruited from non-transport logistics establishments. 2.67% were recruited from new graduates who studied transport logistics programmes. 4.28% people recruited from other sources such as graduates from non-transport logistics programmes, new immigrants, recruited from overseas or other resources.

Table 2.15: Source/Origin of Employees Recruited

Source/Origin	Job Level				Overall
	Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
Recruited from other transport logistics establishments	146 (76.84%)	442 (79.93%)	2 173 (71.79%)	2 735 (84.52%)	5 496 (78.45%)
Recruited from non-transport logistics establishments	8 (4.21%)	67 (12.12%)	559 (18.47%)	389 (12.02%)	1 023 (14.60%)
Recruited from new graduates studied transport logistics programme	0 (0.00%)	21 (3.80%)	99 (3.27%)	67 (2.07%)	187 (2.67%)
Others	36 (18.95%)	23 (4.16%)	196 (6.48%)	45 (1.39%)	300 (4.28%)
Total	190 (100.00%)	553 (100.00%)	3 027 (100.00%)	3 236 (100.00%)	7 006 (100.00%)

Remark: Numbers in brackets represent the % share among the same job level

Preferred Competency

2.24 Under the Qualifications Framework (QF), specification of competency standards (SCS) represents the industry benchmarks for the skills, knowledge and attributes required to perform a job at a certain level. As proposed by the Logistics Industry Training Advisory Committee (LITAC), a number of functional areas were identified in the SCS of the Logistics Industry.

2.25 Table 2.16(a) indicates the functional areas for *Air Freight & Express* and *Shipping* industries. Employers commented that they required their staff to attend training in the top 3 functional areas, in the coming 12 months from the time of survey, were *Cargo Safety and Security*, *Occupational Safety & Health* and *Cargo Transport and Handling*.

Table 2.16(a): Number of Employees Required Training

Functional Area	Category/Industry		Overall
	Air Freight & Express	Shipping	
Operation Management	333	95	428
Planning and Design of Logistics Solutions	87	28	115
Sales, Marketing and Customer Services	331	490	821
Cargo Transport and Handling	1 762	249	2 011
Cargo Safety and Security	3 983	777	4 760
Import / Export Documentation and Procedures	624	252	876
Insurance and Legal Matters	319	42	361
E-Logistics	188	226	414
Occupational Safety & Health	1 953	295	2 248
Quality Management	901	30	931
Total	10 481	2 484	12 965

2.26 Table 2.16(b) displays the functional areas for *Land Transport and Distribution*, *Warehouse and Logistics Centre* and *Supporting and Ancillary Services* industries. Employers reported that they required their staff to attend training in the top 2 functional areas, in the coming 12 months from the time of survey, were *Cargo Safety and Security*, and *Cargo Transport and Handling*. In fact, these 2 functional areas are also hot topics for the other 2 industries in the previous paragraph.

Table 2.16(b): Number of Employees Required Training

Functional Area	Category/Industry			Overall
	Land Transport and Distribution	Warehouse and Logistics Centre	Supporting and Ancillary Services	
Sales, Marketing and Customer Services	24	59	0	83
Planning and Design of Logistics Solutions	27	50	0	77
Import / Export Documentation	41	81	0	122
Cargo Safety and Security	1 257	870	5	2 132
Environmental Protection	13	57	0	70
Cargo Transport and Handling	792	981	5	1 778
Operation Management	18	122	0	140
Quality Management	71	194	0	265
E-Logistics	53	58	0	111
Insurance, Legal Matters & Compliance	5	91	0	96
Total	2 301	2 563	10	4 874

Other Findings of the Manpower Survey

2.27 More details of other findings of the transport logistics industry are tabulated in Appendix 13.

SECTION III : OBSERVATION & ANALYSIS

Use of the Manpower Survey Report

3.1 The Training Board has examined the survey findings and considered that they generally reflected the employment situation of the transport logistics industry at the time of survey. The Manpower Report was compiled with an aim to provide readers information on the manpower situation and training requirements of employees in the industry. But, due to the fast changing of the business development in Hong Kong, that might also cause a change on the manpower supply and demand for the industry rapidly. Readers are advised to be cautious when using the findings as reference material.

Trends of the Changes in Past Manpower

3.2 In this survey, employers were requested to forecast their manpower in 2015 and 2016. The Training Board opined that the Industry has a little change on manpower in the past years. But, considering the establishment of Asian Infrastructure Investment Bank (AIIB) and China's, "One belt one road" initiatives, these all will bring a positive sign to economy and so as to the transport logistics industry in future. Table 3.1 shows the trend of changes in the number of employees engaged (manpower) in the industry. It also shows the forecast from the employers' point of view.

Table 3.1: Trends of Changes by Branch

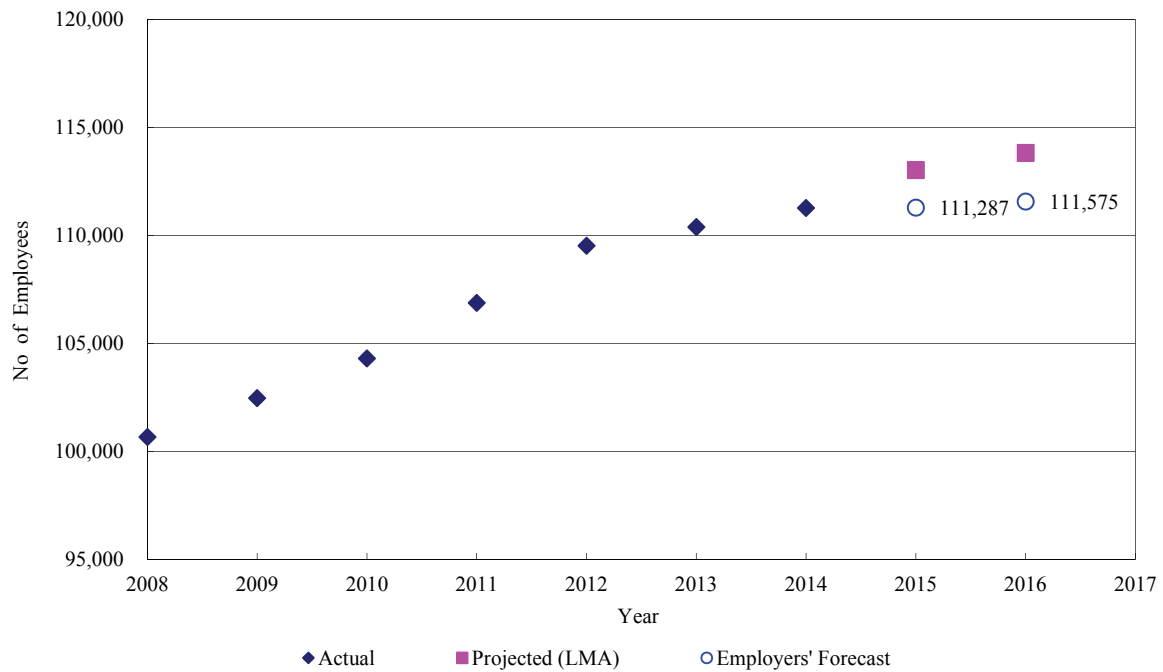
Branch	2008	2010	2012	2014	Forecast in 2015	Forecast in 2016
Warehousing & Cold Storage	6 535	6 559	6 835	7 850	7 866	7 909
Cargo Handling Terminals	5 403	2 852	3 058	3 164	3 292	3 290
Trucking & Container Haulage	43 517	43 628	43 873	44 655	44 510	44 475
Air Freight Transport	4 230	7 309	8 231	6 914	6 914	7 058
Forwarding Agent	30 102	28 397	30 763	28 229	28 219	28 351
Stevedoring Services	1 846	1 230	944	810	810	810
Couriers (International)	3 662	8 893	10 322	10 613	10 628	10 628
Other Transport Logistics Services	1 284	1 430	1 396	3 660	3 660	3 660
Sea Freight Transport	4 090	2 288	2 930	4 218	4 222	4 223
Ship Management & Chartering	N/A	1 719	1 171	1 163	1 166	1 171
Total	100 669	104 305	109 523	111 276	111 287	111 575

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

Manpower Forecast

3.3 Besides employers' forecast (EF), the Labour Market Analysis Method (LMA) was also used to project manpower changes of the transport logistics industry. The detailed description of the LMA was given in Appendix 10. Figure 3.1 illustrates the trend of manpower growth rates since 2008 by using the 2 methods.

Figure 3.1: Trend of Manpower Growth



3.4 All of the methods have shown a positive growth for 2015 and 2016. LMA has an advantage that it allows interim manpower projection updates when economic indicators become available, whereas EF was based on the industry experience of the respondents.

3.5 The changes in number of manpower by job level as viewed by employers are displayed in Table 3.2.

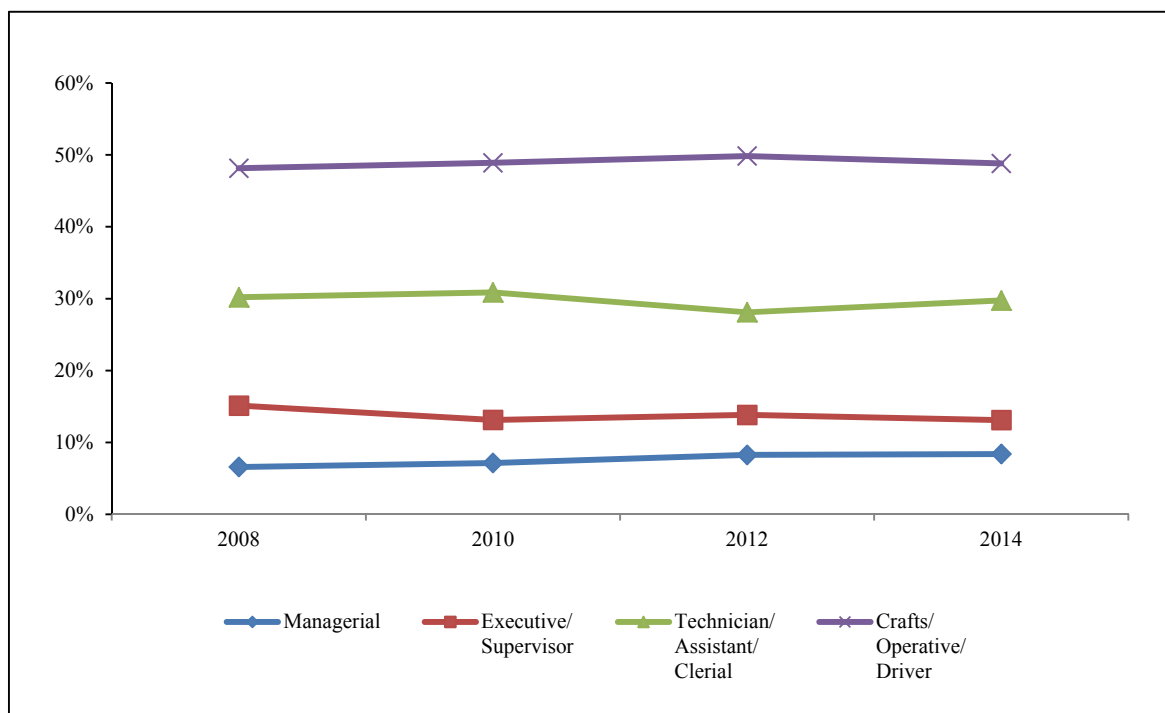
Table 3.2: Changes of Manpower by Job Level

Job Level	2008	2010	2012	2014	Forecast in 2015	Forecast in 2016
Managerial	6 614	7 435	9 038	9 312	9 297	9 353
Executive/Supervisory	15 204	13 677	15 127	14 564	14 549	14 616
Technician/Assistant/Clerical	30 391	32 196	30 776	33 091	33 131	33 278
Crafts/Operative/Driver	48 460	50 997	54 582	54 309	54 310	54 328
Total	100 669	104 305	109 523	111 276	111 287	111 575

Remark: The 2010 survey only collected the information of Employee number.

3.6 Figure 3.2 illustrates the trends of manpower changes by job level from 2008 to 2014.

Figure 3.2: Trends of the Number of Employees by Job Level

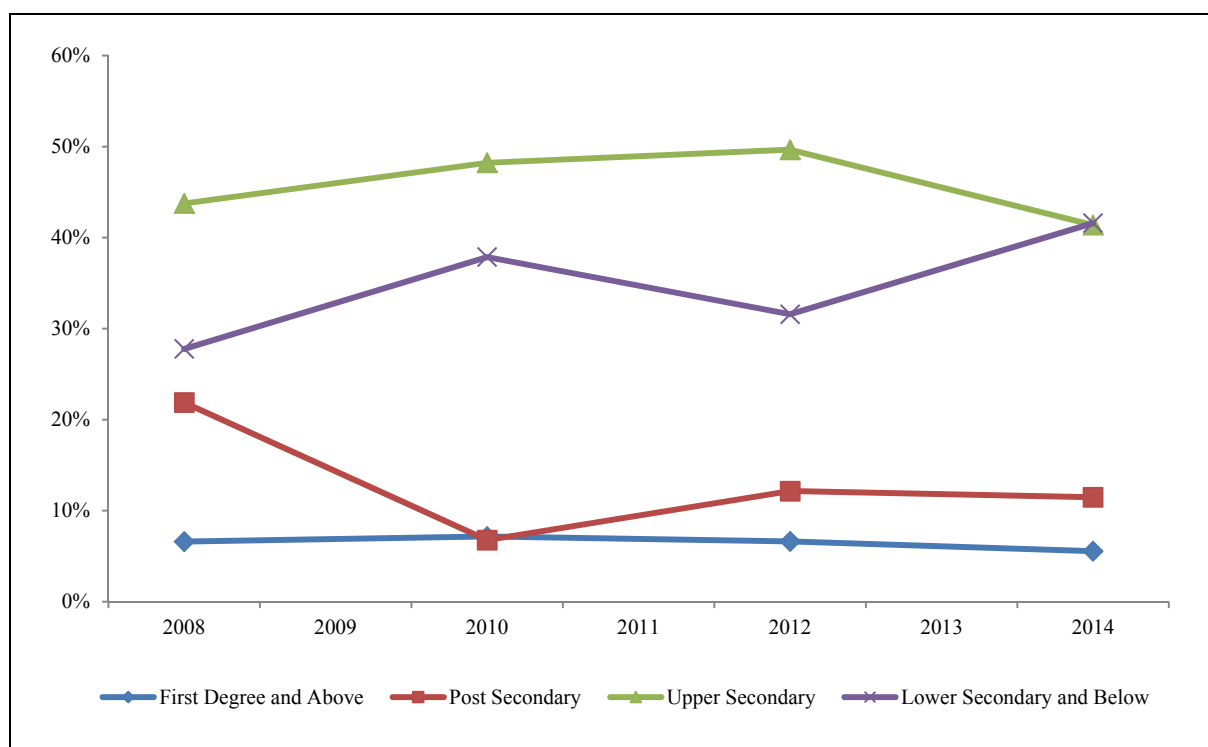


3.7 The other way to look at the complexity of the jobs in the industry is to refer to the perception of employers on the preferred education and qualifications of their employees. Table 3.3 displays the % distributions of preferred employee qualifications from 2008 while Figure 3.3 illustrates the trend of the distribution of manpower by preferred education and qualifications from 2008 to 2014.

Table 3.3: % Distribution of Employees by Preferred Level of education

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

Figure 3.3: Trends of the Distribution of Manpower by Preferred Education and Qualifications



Wastage Rate

3.8 Wastage is defined as people leaving the industry forever because of taking up jobs in other businesses, starting non-transport logistics businesses, emigration, pursuing further studies, retirement or for other reasons. The wastage rate is 1.84% for 2014. The average wastage rate calculated from Table 3.4 below for the year from 2008 to 2014 is 2.78%.

Table 3.4: Wastage Rates Since 2008

2008	2010	2012	2014
5.31%	2.18%	1.78%	1.84%

SECTION IV : CONCLUSION

Business Review and Outlook

4.1 The Training Board has made an analysis of the trend of the Transport Logistics Industry. Together with the findings of the manpower survey, the Training Board will draw a conclusion on the future training needs of the Industry.

World Economy Situation and Mainland Developments

4.2 The estimated global economic growth in 2014 is estimated to be 2.6%, while the forecast is to increase marginally to 3.1% in 2015 and 3.3% in 2016. There is an expected increase in US interest rate, the remaining fragility of euro area, and a further slowdown in developing economies and geopolitical conflicts. All these pose major concerns for the global economic outlook.

4.3 Over 20 countries had signed a memorandum of understanding in Beijing last October and announced a plan to establish the Asian Infrastructure Investment Bank (AIIB), with some more countries joining recently. As at April 2015, there were 57 countries joined the AIIB as founding members.

4.4 China's economy grew by 7.7% in 2013 and 7.4% in 2014, and a forecasted number of around 7.0 for 2015. The country's urban workforce, which produces most of its output, is growing more slowly. The age group from which this workforce springs is now shrinking outright. The population of working age shrank by 2.44 million in 2013, having already fallen by several millions the year before. Consumer prices rose by only 2.5% in 2013.

4.5 In the Pearl River Delta (PRD), the real GDP grew by an average of 9.4%. The east bank focuses on electronics and IT products while the west bank is famous for household appliance products. In PRD, a supply chain has taken shape, where it is convenient to source all parts, components and accessories of a product, so that orders could be completed quickly. When upstream and downstream industries are clustered, resources are consolidated and specialization is deepened. Thus, efficiency is enhanced and cost reduced.

4.6 By the end of 2013, the total number of private enterprises in Guangdong reached 1.53 million, up from 258,620 in 2002. From 2000 through 2013, exports by Guangdong's private enterprises skyrocketed from US\$4.1 billion to US\$213 billion.

Hong Kong's Transport Logistics Industry

4.7 In a paper written by the Transport and Housing Bureau and submitted to the Legislative Council in January 2015, it is pointed out that further to the Central Authorities' support under the 12th Five-Year Plan for Hong Kong to reinforce and enhance its status as an international maritime centre, the government is driving the further development of the maritime services sector to link to the planning under the 13th Five-Year Plan. The government will continue to improve the transport infrastructure network and Hong Kong's

land, sea and air connectivity with the Mainland, Asia and the world. We will also capitalise on Hong Kong's advantages as a regional hub to play the role as the "super connector", to serve as the platform for Mainland maritime companies to "go global" and providing professional services for overseas maritime companies to tap into the Mainland market. This will help drive the further development of high value-added aviation and maritime services in Hong Kong.

Outlook – Opportunity: "One Belt One Road"

4.8 The initiation to build the Silk Road Economic Belt and the 21st Century Maritime Silk Road (named as "One Belt One Road" in short) will foster co-operation in "five links", including scopes of policy, facilities, trade, capital and culture, among regions in Asia, Europe and Africa.

4.9 As mentioned in the 2015-16 Government Budget, the government views this as a great development potential in many related aspects, which transport logistics certainly will be among one of those.

4.10 While we should seize this initiation to create new opportunities, we need to press hard to speed up the pace of pushing the transport logistics industry up the value chain.

Outlook – Maritime Centre

4.11 Currently there are more than 80 shipping lines in Hong Kong providing over 400 container services per week, connecting to more than 520 destinations worldwide. There are also close commercial ties with Mainland China, particularly with the PRD.

4.12 Hong Kong now ranks 4th in the world's busiest sea ports, after Shanghai, Singapore and Shenzhen. The volumes of containers handled in 2012 and 2013 are recorded below:

Ports	2012		2013		2014	
	Throughput (Million TEU)	World Ranking	Throughput (Million TEU)	World Ranking	Throughput (Million TEU)	World Ranking
Shanghai	32.5	1	33.6	1	35.3	1
Singapore	31.6	2	32.6	2	33.9	2
Shenzhen	22.9	4	23.3	3	24.0	3
Hong Kong	23.1	3	22.3	4	22.3	4
Guangzhou	14.5	7	15.3	8	16.2	8

4.13 Except Hong Kong, all the other 4 ports above experienced an increase in the throughput, while Hong Kong got a decrease from 24.4 million TEU in 2011 down to 23.1 and 22.3 in years 2012 and 2013 respectively. We may see how fierce the competition Hong Kong is facing. To improve our competitiveness, we must work hard on continuous investments, improvement in performance and trying to offer more competitive pricing.

4.14 THB had completed the “Study on the Strategic Development Plan for Hong Kong Port 2030” (HKP2030) in October 2014. The report estimated the average throughput growth rate would be about 1.5% a year until 2030, reaching 31.5 million TEU. This suggests that Container Terminal 10 is not financially or economically viable. Instead, we should make better use of the existing infrastructure.

4.15 Geographically convenient, superbly well served and located on the Far East trade routes, Hong Kong lies at the centre of Asia Pacific, the fastest growing region in the world. It is a world centre of expertise in shipping with an enormous pool of professionals available to support dispute resolution.

4.16 In the 2015 Policy Address, the government will work with the Mainland authorities and the local legal profession, arbitration and mediation organizations in Hong Kong to facilitate the provision of legal and dispute resolution services especially in the area of maritime services in the Mainland by HK professionals.

Outlook – Air Logistics Hub

4.17 The Hong Kong International Airport is the world’s busiest international air cargo airport since 2010, with a volume of 4.16 million tons in 2013.

4.18 There are over 1,000 flights daily, serving over 170 destinations.

4.19 Although the air cargo accounts for less than 2% of the total freight volume by weight, it significantly occupies nearly 40% of our exports and imports by value.

4.20 Demand for air cargo is still strong, particularly for high-value, time-sensitive products, with intra-Asia demand rises though there is a decrease from Europe and North America.

4.21 Experts have pointed out that the current 2-runway system at the Hong Kong International Airport will soon reach its maximum capacity sometime between 2019 and 2022. In order to cater for the increasing air traffic demand, and to maintain our competitiveness over other airports in the region, we must develop a 3-runway system (3RS). The Airport Authority (AA) estimates that with full operation after the development of the 3RS, 100 million passengers and 9 million tons of cargo could be handled annually by 2030.

4.22 Provision of back-up land is also essential. THB completed technical assessments for 10 hectares of logistics site reserved at Tuen Mun West. Local community should be consulted as soon as possible to release this site for industrial use by phases.

4.23 To further strengthen our connection with overseas markets, software support is also essential. We should closely follow mainstream international development of a “Single Window”, to provide a one-stop customs clearance service, in order to streamline department’s handling of import/export documents.

Outlook – Land Logistics

4.24 There are 4 land boundary crossing points currently, namely Lok Ma Chau, Man Kam To, Sha Tau Kok, and the Shenzhen Bay Port. The 5th one: HK-Zhuhai-Macau Bridge/Liantang/Heung Yuen Wai crossing point is now under construction.

4.25 The Hong Kong-Zhuhai-Macau Bridge is a construction project which consists of a series of bridges and tunnels that will connect Hong Kong, Zhuhai and Macau on the Pearl River Delta in China. The construction work is expected to complete in late 2016.

4.26 With the completion of the bridge, Hong Kong will benefit from several aspects such as strengthening Hong Kong's position as the logistics centre, perfecting the regional transport network and the most important is encouraging deeper economic integration between Hong Kong and Pearl River Delta Region.

Outlook – Other Aspects

4.27 By the end of 2014, the General Administration of Customs (GAC) of China announced that the value of goods cleared under the model of cross-border e-commerce had surpassed RMB3.0 Billion. Under the continuous development of cross-border e-commerce, the government and chambers of cross-border e-commerce concerned will explore with the industry participants the business opportunities in this area.

4.28 Moreover, Hong Kong has now faced a new wave of rapid development in the area of cross-border e-commerce. Issues such as national policy covering the transport logistics industry have to be addressed in order to facilitate the cross-border e-commerce development in Hong Kong.

4.29 The challenges we are facing, including externally, the sourcing base in Southern China is moving inland, and there is growing competition from neighbouring ports and logistics hubs; and internally, we have land scarcity and a shortage of manpower.

4.30 On the other hand, there are also opportunities due to the rapid economic growth of Asia Pacific and China, and an increase demand for high-value goods.

Manpower Projections

4.31 The manpower forecast in the 2012 survey for 2014 was 111,724 (1%), which was very close to the actual figure 111,276. For this year, the manpower forecast for 2015 and 2016 by using the 2 methods are showed in Table 4.1. Using the current and past survey findings, and based on various analysis, the Training Board is in favor of LMA. The target growth is 113,829 (0.7%) for 2016.

Table 4.1: Manpower Forecast for 2015 & 2016

Year	Actual Manpower	Projected Manpower (LMA)	Employer's Forecast (EF)
2014	111,276	N/A	N/A
2015	N/A	113,034 (1.6%)*	111,287 (0.01%)*
2016	N/A	113,829 (0.7%)**	111,575 (0.3%)**

*Remarks: * percentage change vs actual manpower in 2014.*

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

Training Requirement Analysis

4.32 Based on the trend analysis and the employers' projection, the Training Board has worked out the following annual training needs:

(i)	Manpower in 2014 and 2015	111,276 113,034
(ii)	Wastage rate in 2014 and 2015 (assuming same wastage rate)	1.84% 1.84%
(iii)	New entrants required to replace employees leaving permanently (current vacancies in 2014, 2015) (i) x (ii)	2,048 2,080
(iv)	Growth rate for 2015 and 2016	1.6% 0.7%
(v)	New entrants required to fill new vacancies for 2015, 2016 (i) x (iv)	1,780 791
(vii)	Training needs for current and new vacancies from 2014 to 2016 (iii) + (v)	6,699

4.33 In Table 2.10, it is noted that some respondents did not specify the preferred education and qualifications of employees at the time of survey. But, if this number is distributed to the 6 levels, we will come up with a more complete picture of the preferred education levels as in Table 4.2.

Table 4.2: Preferred Education and Qualifications of Employees

Level of Education	Overall %
University Degree or above	5.55%
Associate Degree/Higher Diploma/Higher Certificate	3.15%
Diploma/Certificate or equivalent	8.32%
Secondary 6/Secondary 7/HKDSE	12.00%
Secondary 4/Secondary 5	29.38%
Secondary 3 or below	41.59%
Total	100.00%

4.34 The training needs calculated from 2014 to 2016 for post-secondary qualifications are as below:

Level of Education	Demand (new entrant)
University Degree or above	372
Associate Degree/Higher Diploma/Diploma or equivalent	768
Total	1 140

Graduates from Local Tertiary Institutes

4.35 According to the information from University Grants Committee (UGC), there are 357 transport logistics related degree graduates in 2014, projected number of 411 graduates in 2015 and 304 in 2016.

4.36 For the related higher diploma graduates, 348 graduates in 2014, projected number of 183 graduates in 2015 and 165 in 2016. Readers may refer to Appendix 7 for more information on the graduates of full time transport logistics related courses.

Demand and Supply at Degree and Sub-degree Levels

4.37 To summarize, the Training Board comments that the supply of manpower is sufficient for 2015 and 2016. But, the maritime services industry might absorb a certain number of graduates because transport logistics industries and maritime services industry are closely related. A summary of the demand and supply of graduates of full-time transport logistics related courses is as follows:

Level of Education	Estimated Annual Demand	Graduates 2014	Projected Graduates 2015	Projected Graduates 2016
University Degree or above	124	357	411	304
Sub-degree	256	348	183	165
Total	380	705	594	469

4.38 There are many local tertiary institutes offering full-time post-secondary courses in transport logistic related areas, they may consider to adjust the in-take numbers to suit the need of the industry.

In-Service Training

4.39 The Employees Retraining Board (ERB) through various training providers offers placement-tied courses to employees of Hong Kong. Placement-tied courses on vocational skills training are generally offered in full-time mode. The courses for transport industry aim at equipping eligible trainees with skills required by the industry are dedicated for the unemployed and/or employees who want to change jobs to transport industry. Moreover, ERB also offers skills upgrading scheme plus (SUS Plus) courses in part-time mode to upgrade the skills of in-service employees.

4.40 The Training Board continues to support the Out-Centre Course Scheme (OCC) which provides financial sponsorship to the industry participants of selected courses/programmes. The 3 most important skills/knowledge that employers preferred are showed in Table 4.3. The Training Board encourages the course providers to submit the course proposals concerned to OCC and let employees apply reimbursement after taking the courses.

Table 4.3: Preferred Training Areas to Employees

Functional Area	Industry					Overall
	Air Freight & Express	Shipping	Land Transport and Distribution	Terminals, Warehouse and Logistics Centre	Supporting and Ancillary Services	
Cargo Safety and Security	3 983	777	1 257	870	5	6 892
Cargo Transport and Handling	1 762	249	792	981	5	2 027
Occupational Safety & Health	1 953	295	N/A	N/A	N/A	295
Total	7 698	1 321	2 049	1 851	10	12 929

Maritime and Aviation Internship Network

4.41 The Maritime and Aviation Training Fund (MATF) is used to sustain and enhance the existing training schemes and implement new initiatives for the maritime and aviation sectors. The new initiative of internship network offers youngsters opportunities to have an early exposure to the industry so as to encourage them to join the industry after graduation. MATF will reimburse the participating companies of the honorarium paid to interns up to 75% or HK\$6,000 (whichever is the lower) for an internship period up to 2 months. Readers may refer to Appendix 11 for details. The Training Board would like to encourage transport logistics companies and students studying transport logistics courses to participate in the Internship Network during summer vacation.

Promotion for the Transport Logistics Industry

4.42 The 2014 Manpower Survey Report will be presented to relevant trade unions/associations. TLTB believes that with a strong connection between the tertiary institutes, such as IVE, and the related professional bodies/trade associations/unions, members of the Training Board should motivate their organizations by offering more workplace attachment programmes for the students in such a way that it will attract them to join the industry after completing their studies.

4.43 The Training Board encourages employers of the transport logistics industry to contact the Training Board secretariat or the Vocational Training Council for assistance in setting up training schemes, recruiting interns or graduates.

APPENDIX

- Appendix 1 : Membership of the Transport Logistics Training Board
- Appendix 2 : Terms of Reference of Training Board
- Appendix 3 : Working Party on 2014 Manpower Survey
- Appendix 4 : External Industry Experts for 2014 Manpower Survey
- Appendix 5 : Hong Kong Standard Industrial Classification (HSIC) V2.0
- Appendix 6 : Sampling Coverage & Sampling Plan
- Appendix 7 : No. of Graduates of UGC-funded Degree Courses and Other Sub-degree Courses
- Appendix 8 : Out-Centre Courses Scheme of FY2013-14
- Appendix 9 : Courses and Programmes for the Transport Logistics Industry
- Appendix 10 : Manpower Projection for the Transport Logistics Industry
- Appendix 11 : Maritime and Aviation Internship Network
- Appendix 12 : Specification of Competency Standards (SCS)
- Appendix 13 : Other Survey Statistics
- Appendix 14 : Survey Document

VOCATIONAL TRAINING COUNCIL

**Membership of the Transport Logistics Training Board
(April 2014 to March 2015)**

	Nominated by
Chairman	
Ir Dr HO Chi-shing, David, JP	Ad Personam
Member	
Mr CHO Chi-cheong, Eddie	The Goods Vehicle Fleet Owners Association Limited
Mr CHU Lik-fei, Terry	The Institute of Seatransport
Mr LAI Cheung-kwong, Emil	The Hong Kong Shipowners Association
Mr LAI Kong-ying, Victor	The Carrier Liaison Group
Ms Theresa LAI	The Hong Kong Container Terminal Operators Association Limited
Mr LI Ping-hung, Paul	The Hong Kong Sea Transport and Logistics Association Limited
Dr LI Yanzhi, David	A Local Tertiary Institution
Dr LI Yuk-on, Leon	A Local Tertiary Institution
Ms LUI Yuen-nga, Alice	The Hongkong Association of Freight Forwarding and Logistics Limited
Mr TANG Chi-yan, Ryan	The Hong Kong Godown Association Limited
Mr WONG Tak-kwong, Thomas	The Hong Kong International Courier Association
Mr YAP Thian-chai, Simon	An air cargo terminal
Mr YEUNG Lin-pik	The Harbour Transportation Workers General Union
Mr Thomas YIP	The Hong Kong Logistics Association
Ms YIP Wai-chong, Alice	The Chartered Institute of Logistics and Transport in Hong Kong
Mr YU Kwok-chu, Edmond	Representing the Executive Director of the Vocational Training Council
Secretary	
Mr HO Wai-man, Homer	The Vocational Training Council

VOCATIONAL TRAINING COUNCIL

Terms of Reference of Training Board

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

VOCATIONAL TRAINING COUNCIL
Transport Logistics Training Board
Working Party on 2014 Manpower Survey

Dr LI Yuk-on, Leon	(Convenor)
Ms Theresa LAI	(Member)
Mr LI Ping-hung, Paul	(Member)
Mr WONG Tak-kwong, Thomas	(Member)
Mr YEUNG Lin-pik	(Member)
Mr Thomas YIP	(Member)
Ms LAM Shui-kwan, Karen	(Member)
Mr HO Wai-man, Homer	(Secretary)

VOCATIONAL TRAINING COUNCIL

**Transport Logistics Training Board
External Industry Experts for 2014 Manpower Survey**

Mr Ken CHUNG	DCH Logistics Ltd.
Mr LEUNG Wing-kai	Union of Godown and Wharf Transportation Workers
Mr CHAN Fu-chuen	Way-Prosperity Cargo Services Co., Ltd
Mr Antonio LAM	Forward Transportation Co., Ltd
Mr CHEUK Fu-ming	Container Transportation Employees General Union
Mr Terence YAN	Fat Kee Stevedores Ltd.
Mr Adonnis YEUNG	Cat Sea Shipbrokers Limited

Hong Kong Standard Industrial Classification (HSIC) V2.0

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

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

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

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

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

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

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

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

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

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

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

Source: Census and Statistics Department, HKSAR

2014 Manpower Survey of the Transport Logistics Industry

Sampling Coverage & Sampling Plan

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>I. Warehousing & Cold Storage</u>				
1.	General Cargo Warehouses & Other Storage Services (HSIC 5212)	1-9	573	74
		10-19	64	13
		20-49	62	22
		50-99	7	7
		100-199	4	4
		200 & over	3	3
		<i>Sub-total</i>		<i>713</i>
2.	Cold Storage (HSIC 5211)	1-9	6	6
		10-19	2	2
		20-49	5	5
		50-99	4	4
		100-199	2	2
		200 & over	-	-
<i>Sub-total</i>		<i>19</i>	<i>19</i>	
3.	Packing and Crating Services & Cargo Inspection , Sampling and Other Storage Services (HSIC 522904, 522905)	1-9	73	12
		10-19	13	7
		20-49	4	4
		50-99	3	3
		100-199	3	3
		200 & over	-	-
<i>Sub-total</i>		<i>96</i>	<i>29</i>	
<u>II. Cargo Handling Terminals</u>				
4.	Cargo Handling Terminals (HSIC 522201)	1-9	-	-
		10-19	-	-
		20-49	1	1
		50-99	-	-
		100-199	2	2
		200 & over	5	5
<i>Sub-total</i>		<i>8</i>	<i>8</i>	
<u>III. Trucking & Container Haulage</u>				
5.	Land Freight Transport by Good Vehicles and Land Freight Transport, n.e.c. (HSIC 4927, 522103, 522903)	1-9	8 282	207
		10-19	465	47
		20-49	188	38
		50-99	30	30
		100-199	7	7
		200 & over	4	4
<i>Sub-total</i>		<i>8 976</i>	<i>333</i>	

Branch	Industry	Employment Size	Size of Frame	Sample Size
6.	Haulage of Containers & Container Leasing (HSIC 4928, 522204)	1-9 10-19 20-49 50-99 100-199 200 & over	1 967 169 84 19 9 4	59 17 25 19 9 4
		<i>Sub-total</i>	<i>2 252</i>	<i>133</i>
7.	Supplementary Samples* - Large Vehicle Fleet Owner Companies		9	9
IV. Air Freight Transport				
8.	Airline Companies and Supporting Services to Air Transport (HSIC 5101, 5223, 510202)	1-9 10-19 20-49 50-99 100-199 200 & over	24 8 19 5 6 17	6 2 6 5 6 17
		<i>Sub-total</i>	<i>79</i>	<i>42</i>
V. Forwarding Agent				
9.	Air Cargo Forwarding Services (HSIC 522901)	1-9 10-19 20-49 50-99 100-199 200 & over	890 194 140 34 17 13	30 19 28 12 17 13
		<i>Sub-total</i>	<i>1 288</i>	<i>119</i>
10.	Sea Cargo Forwarding Services (HSIC 522902)	1-9 10-19 20-49 50-99 100-199 200 & over	1 901 194 136 26 8 4	95 19 27 10 8 4
		<i>Sub-total</i>	<i>2 269</i>	<i>163</i>
VI. Stevedoring Services				
11.	Stevedore and Supporting Services to Water Transport, n.e.c. (HSIC 522202)	1-9 10-19 20-49 50-99 100-199 200 & over	99 14 5 1 2 -	25 7 5 1 2 -
		<i>Sub-total</i>	<i>121</i>	<i>40</i>

Branch	Industry	Employment Size	Size of Frame	Sample Size
<u>VII. Couriers (International)</u>				
12.	Couriers (International)* (HSIC 5321)	1-9	150	15
		10-19	35	7
		20-49	24	5
		50-99	8	8
		100-199	3	3
		200 & over	9	9
		Supplementary	1	1
		<i>Sub-total</i>	<i>230</i>	<i>48</i>
<u>VIII. Other Transport Logistics Service Providers</u>				
13.	Supplementary Samples* - Other Transport Logistics Service Providers		17	17
<i>Sub-total for Branch 1 - 13</i>			<i>16 077</i>	<i>1 083</i>
<u>IX. Sea Freight Transport</u>				
14.	Ship Agents & Managers (HSIC 5011, 5012)	1-9	178	18
		10-19	37	7
		20-49	33	17
		50-99	13	13
		100-199	16	16
		200 & over	4	4
		<i>Sub-total</i>	<i>281</i>	<i>75</i>
15.	Operators of Sea-Going Vessels (HSIC 5014)	1-9	12	6
		10-19	9	9
		20-49	2	2
		50-99	4	4
		100-199	1	1
		200 & over	2	2
		Supplementary	5	5
		<i>Sub-total</i>	<i>35</i>	<i>29</i>
<u>X. Ship Management & Chartering</u>				
16.	Ship Owners of Sea-going Vessels (HSIC 501302, 501502)	1-9	50	25
		10-19	11	6
		20-49	8	8
		50-99	4	4
		100-199	-	-
		200 & over	-	-
		<i>Sub-total</i>	<i>73</i>	<i>43</i>
17.	Shipbrokers (HSIC 522906)	1-9	56	28
		10-19	5	5
		20-49	3	3
		50-99	-	-
		100-199	-	-
		200 & over	-	-
		<i>Sub-total</i>	<i>64</i>	<i>36</i>

Branch	Industry	Employment Size	Size of Frame	Sample Size
18.	Inland Water Freight Transport (HSIC 5022)	1-9	107	32
		10-19	13	4
		20-49	7	7
		50-99	1	1
		100-199	1	1
		200 & over	-	-
		<i>Sub-total</i>	<i>129</i>	<i>45</i>
	<i>Sub-total for Branch 14 - 18</i>		582	228
	Grand Total		16 659	1 311

**No. of Graduates of UGC-funded Degree Courses
and
Other Sub-degree Courses**

Course Name	*Course Provider	Level	Number of Graduates in 2014	Projected Number of Graduates	
				2015	2016
BBA/BSc (Hons) Scheme in Logistics	PolyU	Degree	223	235	-
BBA (Hons) Global Supply Chain Management	PolyU	Degree	-	-	91
BBA (Hons) International Shipping and Transport Logistics	PolyU	Degree	71	85	91
BSc (Hons) Logistics Engineering with Management	PolyU	Degree	-	-	43
BEng Logistics Management and Engineering	HKUST	Degree	63	56	-
BEng in Logistics Engineering and Management	HKUST	Degree	-	-	79
BEng (Hons) e-Logistics and Technology Management	CityU	Degree	-	35	-
Higher Diploma in International Transport Logistics	PolyU	Higher Diploma	85	63	45
Higher Diploma in Transport and Logistics Studies	IVE	Higher Diploma	32	-	-
Higher Diploma in Airfreight Management and Global Logistics	IVE	Higher Diploma	51	120	120
Other Sub-degree Programmes in Transport Logistics(estimated figures)	Various	Sub-degree	180	-	-
Total			705	594	469

Remark:

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

Out-Centre Courses Scheme of FY2013-14

Course Name	*Course Provider	Number of Graduates
Cargo Claims Handling and Preventive Program (CLMS) / Cargo Claims Handling	HAFFA	4
Cargo Skills & Procedures	HAFFA	2
VTP for the Freight Logistics Sector: Airfreight Logistics Module 1 – Introduction to Airfreight	HAFFA	18
VTP for the Freight Logistics Sector : Airfreight Logistics Module 2 – Cargo Documentation	HAFFA	17
Dangerous Goods Regulations (DG) - CF	HAFFA	2
Dangerous Goods Regulations (DG) - LTK	HAFFA	2
Dangerous Goods Regulations (DG) - SS	HAFFA	2
Dangerous Goods Regulations (DG) - AAT	HAFFA	1
Dangerous Goods Awareness (DGA) - LTK	HAFFA	1
Dangerous Goods Awareness (DGA) – RAL (0.5-day Programme)	HAFFA	2
ICAO-FIATA Dangerous Goods by Air Training Course	HAFFA	4
Cargo Security Training (Regulated Agent Regime) Course - CX/CLG	HAFFA	11
Cargo Security Training (Regulated Agent Regime) Course - SS	HAFFA	13
Food, Wine and Beverages Logistics Course	HKSTLA	29
Basic Cargo Skills and Procedures	IATA	15
	Total	123

Remark:

*Course Provider	Full Name
HAFFA	Hongkong Association of Freight Forwarding and Logistics Ltd.
HKSTLA	The Hong Kong Sea Transport and Logistics Association Ltd.
IATA	International Air Transport Association.

Courses and Programmes for the Transport Logistics Industry

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

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

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

	Course Title	*Course Provider	Duration (hour)	Fee (\$HK)
1.	Foundation Certificate in Operation of Counterbalanced Type Forklift Truck (Part-time) 抗衡型叉式起重車操作訓練基礎證書(兼讀制)	Various	48	1,575 - 5,250
2.	Certificate in Completion of Import & Export Documents (Part-time) 完成進出口文件證書(兼讀制)	Various	22	225 - 750
3.	Certificate in Logistics Theory & Skills (Part-time) 物流理論及技術證書(兼讀制)	Various	30	525 - 1,750
4.	Foundation Certificate in Logistics Concepts (Part-time) 物流貨運基礎證書(兼讀制)	Various	24	375 - 1,250
5.	Foundation Certificate in Airfreight Dangerous Goods Awareness (Part-time) 空運危險品認知基礎證書(兼讀制)	Various	7	75 - 250
6.	Certificate in Logistics Management Concepts (Part-time) 物流管理概念證書(兼讀制)	Various	30	525 - 1,750

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

No.	Course Title	*Course Provider	Duration (hour)	Fee (SHK)
1.1	Vocational Training Programme for the Freight Logistics Sector (VTP) : Seafreight Logistics Module 1 – Introduction to Seafreight 貨運物流業職業訓練課程：航運物流單元一 – 航運基礎入門	CILTHK	30	1,800
1.2	Vocational Training Programme for the Freight Logistics Sector (VTP) Seafreight Logistics Module 2 – NVOCC SOP (Customer Service) 貨運物流業職業訓練課程：航運物流單元二 – 客戶服務	CILTHK	30	1,800
1.3	Vocational Training Programme for the Freight Logistics Sector (VTP) Seafreight Logistics Module 3 – Executive Certificate in Shipping Practices (Level 4) 貨運物流業職業訓練課程：航運物流單元三 – 海運-船務營運行政證書(第四級)	CILTHK	33	2,850
1.4	Vocational Training Programme for the Freight Logistics Sector (VTP) Seafreight Logistics Module 4 – Executive Certificate in Warehousing and Distribution (Level 4) 貨運物流業職業訓練課程：航運物流單元四 –海運-倉儲及配送營運行政證書 (第四級)	CILTHK	33	2,850
2.1	Cargo Claims Handling and Preventive Program (CLMS)	HAFFA	14	1,660
2.2	Cargo Skills & Procedures / Basic Cargo Skills & Procedures (BT)	HAFFA	35	4,650
2.3	International Maritime Dangerous Goods Code Training Course (IMDG)	HAFFA	21	2,600
2.4	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 1 – Introduction to Airfreight 貨運物流業職業訓練課程：空運物流單元一 – 空運基礎入門	HAFFA	30	1,550
2.5	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 2 – Cargo Documentation 貨運物流業職業訓練課程：空運物流單元二 – 貨運文件處理	HAFFA	30	1,550
2.6	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 3 – Executive Certificate in Airfreight Operational Supervisory Training (Level 4) 空運物流單元三 – 空運 – 行政人員營運管理培訓(四級)行政證書	HAFFA	33	2,850

No.	Course Title	*Course Provider	Duration (hour)	Fee (\$HK)
2.7	Vocational Training Programme for the Freight Logistics Sector (VTP) Airfreight Logistics Module 4 – Executive Certificate in Airfreight Operational Managerial Training (Level 4) 空運物流單元四 – 空運 – 經理級營運管理培訓(四級)行政證書	HAFFA	33	2,850
2.8	Dangerous Goods Regulations	HAFFA	32.5 - 35	3,600 - 4,700
2.9	Dangerous Goods Awareness	HAFFA	4 - 7	330 - 930
2.10	Cargo Security Training (Regulated Agent Regime) Course	HAFFA	6.5	830
2.11	EU Aviation Security Training (ACC3, RA3 and KC3)	HAFFA	6.5	1,230
3.1	Quality Vehicle Fleet Management 優質運輸車隊管理課程	HKPC	30	4,500
3.2	Modern Logistics & Risk Management	HKPC	12	2,180
3.3	Supply Chain Management in Logistics	HKPC	12	2,180
4.1	Shipping Logistics and Practice Course (SLPC)	HKSTLA	25	2,900
4.2	Marketing/Sales/Customer Services/CRM in Sea Transport and Logistics Course	HKSTLA	18	2,050
4.3	Food, Wine and Beverages Logistics Course	HKSTLA	5	800
4.4	Cold Chain Management Course	HKSTLA	3	600
4.5	Supply Chain Demand & Supply Management	HKSTLA	6	800
4.6	Supply Chain Development & Relationship	HKSTLA	6	800
4.7	Wine, Labelling and Logistics Course	HKSTLA	12	1,950
4.8	Managing Reverse Flows & Strategic Challenges for Supply Chain	HKSTLA	6	800
4.9	Customer Service Technique for Front Line Staff in Logistics Industry	HKSTLA	3	600
4.10	Basic Communication Techniques for Freight & Logistics Practitioners	HKSTLA	15	3,300
4.11	Advanced Communication & Presentation Skills for Freight and Logistics Practitioners	HKSTLA	15	3,300
4.12	Wine Packaging, Logistics and Judging Course	HKSTLA	3	600
4.13	物流管理及職業安全健康	HKSTLA	6	800
4.14	Common Pitfalls and Preventive Measures in Logistics Industry	HKSTLA	6	900

**Abbreviations of Course Providers:*

CILTHK The Chartered Institute of Logistics and Transport in Hong Kong 香港運輸物流學會
HAFFA Hong Kong Association of Freight Forwarding & Logistics Ltd. 香港貨運物流業協會
HKPC Hong Kong Productivity Council 香港生產力促進局
HKSTLA The Hong Kong Sea Transport and Logistics Association 香港航運及物流協會

*Attention: Special conditions are imposed for specific courses for the financial support.
Please enquire with course providers.*

Manpower Projection for the Transport Logistics Industry

Methodology

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

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

Manpower Projection in the Transport Logistics Industry

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

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

4. At the ‘Diagnostic’ step, Principal Component Analysis (PCA) has been used to select determinants, called Principal Components (PCs), from the two original sets of economic indicators. It is found that about 94% of the total variation can be explained by these PCs and thus they can be safely used to project the manpower requirements in the near future. For the Transport Logistics industry, the PCs comprise XERT, XSER, UVM and QM. At the ‘Prognostic’ step, linear regression technique is then applied to build the statistical model. The model indicates that there is a strong positive correlation between manpower and the PCs. The adjusted R-square worked out to be 0.9529, indicating that about 95% of the variation of the manpower requirements can be explained by the PCs at the 95% confidence level.

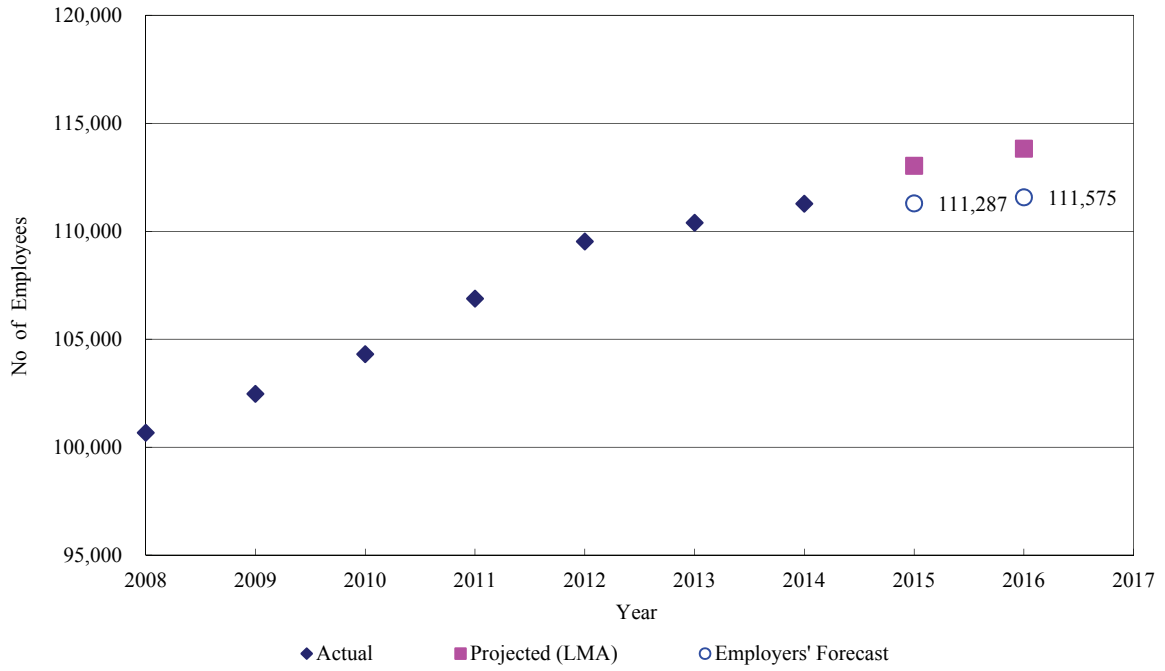
5. Several empirical assumptions support the manpower projection model. From the economic perspective, the decision to employ more people depends on exports of services (transportation) (XERT), total exports of services (HK\$ millions) (XSER), imports of goods in unit value index (UVM) and imports of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

6. The manpower demand for Transport Logistics Industry in 2015-2017 is projected by using 2 methods, namely Labour Market Analysis (LMA) and Employers’ Forecast (EF). A summary table is provided as below.

Year	Actual Manpower	Projected Manpower (LMA)	Employer’s Forecast (EF)
2014	111,276		
2015F		113,034 (1.6%)*	111,287 (0.01%)*
2016F		113,829 (0.7%)**	111,575 (0.3%)**
2017F		114,477 (0.6%)**	
*	as percentage change vs actual manpower in 2014		
**	as percentage change vs projected manpower in previous year		

7. Figure 4 below summarizes the manpower projection by using 2 different methods. LMA illustrates an upward trend in 2015 followed by moderate growth for the years ahead, whereas EF is based on personal guess and industry experience of the respondents also shows a slightly upward trend in 2015 and 2016.

Figure 4: Summary of Manpower Projection





Maritime and Aviation Internship Network

Introduction

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

Eligibility

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

Partnership arrangement

Government's support

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

Company's role

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

For students

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

Enquiries

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



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

Specification of Competency Standards (SCS)

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

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

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

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

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

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

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

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

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

Source: Qualifications Framework (QF) Secretariat

Other Survey Statistics

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

Branch	No. of Establishments	No. of Employees
Warehousing & Cold Storage	676	8 340
Cargo Handling Terminals	8	3 595
Trucking & Container Haulage	8 710	54 467
Air Freight Transport	67	36 255
Forwarding Agent	2 874	33 053
Stevedoring Services	102	1 007
Couriers (International)	161	17 892
Other Transport Logistics Service Providers	18	28 056
Sea Freight Transport	204	9 486
Ship Management & Chartering	172	2 000
Overall	12 992	194 151

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

Principal Line of Business	No. of Establishments	No. of Employees
Warehousing & Cold Storage	676	8 340
Cargo Handling Terminals (excluding air cargo terminal)	8	3 595
Trucking and Container Haulage	8 710	54 467
Airfreight Transport Operators (including air cargo terminal)	67	36 255
Airfreight Forwarding Agents	1 180	17 068
Seafreight Forwarding Agents	1 694	15 985
International Couriers	161	17 892
Seafreight Transport Operators	204	9 486
Ship Management and Chartering	172	2 000
Stevedore	102	1 007
Other Transport Logistics Services Providers	18	28 056
Overall	12 992	194 151

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

Scope	Job Level	Sector			Overall	% of Overall No. of Employees (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
1. Business Management, Strategic Planning	Managerial	627	1 207	559	2 393	2.21
	Executive/Supervisory	272	320	120	712	0.66
	Technician/Assistant/Clerical	211	420	370	1 001	0.92
	Crafts/Operative/Driver	0	0	0	0	N.A.
	Sub-total	1 110	1 947	1 049	4 106	3.79
2. Fleet Operation and Management	Managerial	69	245	103	417	0.38
	Executive/Supervisory	63	364	75	502	0.46
	Technician/Assistant/Clerical	203	490	219	912	0.84
	Crafts/Operative/Driver	0	0	0	0	N.A.
	Sub-total	335	1 099	397	1 831	1.69
3. Sales & Customer Service	Managerial	1 166	1 315	513	2 994	2.76
	Executive/Supervisory	1 514	1 720	1 605	4 839	4.46
	Technician/Assistant/Clerical	3 793	4 137	3 000	10 930	10.08
	Crafts/Operative/Driver	0	0	0	0	N.A.
	Sub-total	6 473	7 172	5 118	18 763	17.30

Scope	Job Level	Sector			Overall	% of Overall No. of Employees (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
4. Frontline Cargo Operation	Managerial	1 233	983	1 050	3 266	3.01
	Executive/Supervisory	2 386	1 656	3 554	7 596	7.00
	Technician/Assistant/Clerical	5 487	4 993	7 793	18 273	16.85
	Crafts/Operative/Driver	6 337	2 501	42 096	50 934	46.96
	Sub-total	15 443	10 133	54 493	80 069	73.82
5. Technical/Engineering Support	Managerial	66	138	6	210	0.19
	Executive/Supervisory	162	530	56	748	0.69
	Technician/Assistant/Clerical	200	718	318	1 236	1.14
	Crafts/Operative/Driver	242	125	1 135	1 502	1.38
	Sub-total	670	1 511	1 515	3 696	3.41
Overall	Managerial	3 161	3 888	2 231	9 280	8.56
	Executive/Supervisory	4 397	4 590	5 410	14 397	13.27
	Technician/Assistant/Clerical	9 894	10 758	11 700	32 352	29.83
	Crafts/Operative/Driver	6 579	2 626	43 231	52 436	48.34
	Overall	24 031	21 862	62 572	108 465	100.00

Table 13.4: Distribution of Employees by Job Level

Job Level	No. of Employees	% of Overall No. of Employees
Managerial	9 280	8.56
Executive/Supervisory	14 397	13.27
Technician/Assistant/Clerical	32 352	29.83
Crafts/Operative/Driver	52 436	48.34
Overall	108 465	100.00

Table 13.5: Distribution of Employees by Job Level by Sector(6 job levels)

Job Level	Sector			Overall
	Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Managerial	3 161	3 888	2 231	9 280
Executive/Supervisory	4 397	4 590	5 410	14 397
Assistant/Clerical	4 207	5 047	3 589	12 843
Technician/Assistant/Clerical	5 687	5 711	8 111	19 509
Crafts/Operative	5 597	2 448	22 493	30 538
Driver	982	178	20 738	21 898
Overall	24 031	21 862	62 572	108 465

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

Scope	Job Level	Sector			Overall	% of Vacancies over the Overall No. of Vacancies (in %)	% of Vacancies over the Total Position Required (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
Business Management, Strategic Planning	Managerial	3	3	0	6	0.21	0.01
	Executive/Supervisory	2	43	0	45	1.60	0.04
	Technician/Assistant/Clerical	9	7	0	16	0.57	0.01
	Crafts/Operative/Driver	0	0	0	0	N.A.	N.A.
	Sub-total	14	53	0	67	2.38	0.06
Fleet Operation and Management	Managerial	2	2	0	4	0.14	*
	Executive/Supervisory	5	0	0	5	0.18	*
	Technician/Assistant/Clerical	6	0	0	6	0.21	0.01
	Crafts/Operative/Driver	0	0	0	0	N.A.	N.A.
	Sub-total	13	2	0	15	0.53	0.01
Sales & Customer Service	Managerial	6	3	0	9	0.32	0.01
	Executive/Supervisory	13	9	11	33	1.17	0.03
	Technician/Assistant/Clerical	135	114	20	269	9.57	0.24
	Crafts/Operative/Driver	0	0	0	0	N.A.	N.A.
	Sub-total	154	126	31	311	11.06	0.28

Scope	Job Level	Sector			Overall	% of Vacancies over the Overall No. of Vacancies (in %)	% of Vacancies over the Total Position Required (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
Frontline Cargo Operation	Managerial	6	0	1	7	0.25	0.01
	Executive/Supervisory	57	3	9	69	2.45	0.06
	Technician/Assistant/Clerical	182	112	96	390	13.87	0.35
	Crafts/Operative/Driver	148	72	1 645	1 865	66.35	1.68
	Sub-total	393	187	1 751	2 331	82.92	2.09
Technical/Engineering Support	Managerial	5	1	0	6	0.21	0.01
	Executive/Supervisory	10	5	0	15	0.53	0.01
	Technician/Assistant/Clerical	12	46	0	58	2.06	0.05
	Crafts/Operative/Driver	8	0	0	8	0.28	0.01
	Sub-total	35	52	0	87	3.09	0.08
Overall	Managerial	22	9	1	32	1.14	0.03
	Executive/Supervisory	87	60	20	167	5.94	0.15
	Technician/Assistant/Clerical	344	279	116	739	26.29	0.66
	Crafts/Operative/Driver	156	72	1 645	1 873	66.63	1.68
	Overall	609	420	1 782	2 811	100.00	2.53

Remark: * Less than 0.005%

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

Branch	Job Level	Sector			Overall	% of Overall No. of Vacancies (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Warehousing & Cold Storage	Managerial	0	0	0	0	N.A.
	Executive/Supervisory	0	0	16	16	0.57
	Technician/Assistant/Clerical	0	0	24	24	0.85
	Crafts/Operative/Driver	0	0	234	234	8.32
	Sub-total	0	0	274	274	9.75
Cargo Handling Terminals	Managerial	0	1	0	1	0.04
	Executive/Supervisory	0	3	0	3	0.11
	Technician/Assistant/Clerical	0	80	0	80	2.85
	Crafts/Operative/Driver	0	34	0	34	1.21
	Sub-total	0	118	0	118	4.20
Trucking & Container Haulage	Managerial	0	0	1	1	0.04
	Executive/Supervisory	0	0	4	4	0.14
	Technician/Assistant/Clerical	0	0	49	49	1.74
	Crafts/Operative/Driver	0	0	1 242	1 242	44.18
	Sub-total	0	0	1 296	1 296	46.10

Branch	Job Level	Sector			Overall	% of Overall No. of Vacancies (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Air Freight Transport	Managerial	21	0	0	21	0.75
	Executive/Supervisory	80	0	0	80	2.85
	Technician/Assistant/Clerical	148	0	0	148	5.27
	Crafts/Operative/Driver	90	0	0	90	3.20
	Sub-total	339	0	0	339	12.06
Forwarding Agent	Managerial	0	6	0	6	0.21
	Executive/Supervisory	2	48	0	50	1.78
	Technician/Assistant/Clerical	177	160	1	338	12.02
	Crafts/Operative/Driver	26	30	7	63	2.24
	Sub-total	205	244	8	457	16.26
Stevedoring Services	Managerial	0	0	0	0	N.A.
	Executive/Supervisory	0	0	0	0	N.A.
	Technician/Assistant/Clerical	0	0	0	0	N.A.
	Crafts/Operative/Driver	0	4	0	4	0.14
	Sub-total	0	4	0	4	0.14
Couriers (International)	Managerial	1	0	0	1	0.04
	Executive/Supervisory	5	0	0	5	0.18
	Technician/Assistant/Clerical	19	0	8	27	0.96
	Crafts/Operative/Driver	40	0	61	101	3.59
	Sub-total	65	0	69	134	4.77

Branch	Job Level	Sector			Overall	% of Overall No. of Vacancies (in %)
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)		
Other Transport Logistics Service Providers	Managerial	0	0	0	0	N.A.
	Executive/Supervisory	0	0	0	0	N.A.
	Technician/Assistant/Clerical	0	0	34	34	1.21
	Crafts/Operative/Driver	0	0	101	101	3.59
	Sub-total	0	0	135	135	4.80
Sea Freight Transport	Managerial	0	0	0	0	N.A.
	Executive/Supervisory	0	4	0	4	0.14
	Technician/Assistant/Clerical	0	37	0	37	1.32
	Crafts/Operative/Driver	0	0	0	0	N.A.
	Sub-total	0	41	0	41	1.46
Ship Management & Chartering	Managerial	0	2	0	2	0.07
	Executive/Supervisory	0	5	0	5	0.18
	Technician/Assistant/Clerical	0	2	0	2	0.07
	Crafts/Operative/Driver	0	4	0	4	0.14
	Sub-total	0	13	0	13	0.46
Overall	Managerial	22	9	1	32	1.14
	Executive/Supervisory	87	60	20	167	5.94
	Technician/Assistant/Clerical	344	279	116	739	26.29
	Crafts/Operative/Driver	156	72	1 645	1 873	66.63
	Overall	609	420	1 782	2 811	100.00

Table 13.8: Manpower Forecasts for 2015 & 2016 by Scope by Job Level by Sector

Scope	Job Level	Sectors			Overall	Manpower Forecast in 2015	Manpower Forecast in 2016
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
1. Business Management, Strategic Planning	Managerial	630	1 210	559	2 399	2 399 (0.00%)	2 402 (0.13%)
	Executive/Supervisory	274	363	120	757	764 (0.92%)	767 (0.39%)
	Technician/Assistant/Clerical	220	427	370	1 017	988 (-2.85%)	990 (0.20%)
	Crafts/Operative/Driver	0	0	0	0	0 N.A.	0 N.A.
	Sub-total	1 124	2 000	1 049	4 173	4 151 (-0.53%)	4 159 (0.19%)
2. Fleet Operation and Management	Managerial	71	247	103	421	421 (0.00%)	424 (0.71%)
	Executive/Supervisory	68	364	75	507	507 (0.00%)	511 (0.79%)
	Technician/Assistant/Clerical	209	490	219	918	918 (0.00%)	924 (0.65%)
	Crafts/Operative/Driver	0	0	0	0	0 N.A.	0 N.A.
	Sub-total	348	1 101	397	1 846	1 846 (0.00%)	1 859 (0.70%)
3. Sales & Customer Service	Managerial	1 172	1 318	513	3 003	3 006 (0.10%)	3 021 (0.50%)
	Executive/Supervisory	1 527	1 729	1 616	4 872	4 863 (-0.18%)	4 884 (0.43%)
	Technician/Assistant/Clerical	3 928	4 251	3 020	11 199	11 247 (0.43%)	11 340 (0.83%)
	Crafts/Operative/Driver	0	0	0	0	0 N.A.	0 N.A.
	Sub-total	6 627	7 298	5 149	19 074	19 116 (0.22%)	19 245 (0.67%)

Scope	Job Level	Sectors			Overall	Manpower Forecast in 2015	Manpower Forecast in 2016
		Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)			
4. Frontline Cargo Operation	Managerial	1 239	983	1 051	3 273	3 254 (-0.58%)	3 282 (0.86%)
	Executive/Supervisory	2 443	1 659	3 563	7 665	7 651 (-0.18%)	7 682 (0.41%)
	Technician/Assistant/Clerical	5 669	5 105	7 889	18 663	18 680 (0.09%)	18 715 (0.19%)
	Crafts/Operative/Driver	6 485	2 573	43 741	52 799	52 800 (0.00%)	52 810 (0.02%)
	Sub-total	15 836	10 320	56 244	82 400	82 385 (-0.02%)	82 489 (0.13%)
5. Technical/Engineering Support	Managerial	71	139	6	216	217 (0.46%)	224 (3.23%)
	Executive/Supervisory	172	535	56	763	764 (0.13%)	772 (1.05%)
	Technician/Assistant/Clerical	212	764	318	1 294	1 298 (0.31%)	1 309 (0.85%)
	Crafts/Operative/Driver	250	125	1 135	1 510	1 510 (0.00%)	1 518 (0.53%)
	Sub-total	705	1 563	1 515	3 783	3 789 (0.16%)	3 823 (0.90%)
Overall	Managerial	3 183	3 897	2 232	9 312	9 297 (-0.16%)	9 353 (0.60%)
	Executive/Supervisory	4 484	4 650	5 430	14 564	14 549 (-0.10%)	14 616 (0.46%)
	Technician/Assistant/Clerical	10 238	11 037	11 816	33 091	33 131 (0.12%)	33 278 (0.44%)
	Crafts/Operative/Driver	6 735	2 698	44 876	54 309	54 310 (0.00%)	54 328 (0.03%)
	Overall	24 640	22 282	64 354	111 276	111 287 (0.01%)	111 575 (0.26%)

Remark: Numbers in brackets represent the % changes compared with the previous year

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

Job Level	Sector			Overall
	Air Transport Business & Operation (excluding Warehouse and Depot)	Sea Transport Business & Operation (excluding Warehouse)	Land Transport Business & Operation (including Warehouse)	
Managerial	3 183	3 897	2 232	9 312
Executive/Supervisory	4 484	4 650	5 430	14 564
Assistant/Clerical	4 357	5 168	3 609	13 134
Technician/Assistant/Clerical	5 881	5 869	8 207	19 957
Crafts/Operative	5 739	2 506	23 382	31 627
Driver	996	192	21 494	22 682
Overall	24 640	22 282	64 354	111 276

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

Functional Area	Category/Industry		Overall
	Air Freight & Express	Shipping	
Operation Management	333	95	428
Planning and Design of Logistics Solutions	87	28	115
Sales, Marketing and Customer Services	331	490	821
Cargo Transport and Handling	1 762	249	2 011
Cargo Safety and Security	3 983	777	4 760
Import / Export Documentation and Procedures	624	252	876
Insurance and Legal Matters	319	42	361
E-Logistics	188	226	414
Occupational Safety & Health	1 953	295	2 248
Quality Management	901	30	931
Overall	10 481	2 484	12 965

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

Functional Area	Category/Industry			Overall
	Land Transport and Distribution	Terminals, Warehouse, and Logistics Centre	Supporting and Ancillary Services	
Sales, Marketing and Customer Services	24	59	0	83
Planning and Design of Logistics Solutions	27	50	0	77
Import / Export Documentation	41	81	0	122
Cargo Safety and Security	1 257	870	5	2 132
Environmental Protection	13	57	0	70
Cargo Transport and Handling	792	981	5	1 778
Operation Management	18	122	0	140
Quality Management	71	194	0	265
E-Logistics	53	58	0	111
Insurance, Legal Matters & Compliance	5	91	0	96
Overall	2 301	2 563	10	4 874

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

Whereabouts	Principal Line of Business											Overall
	Warehousing & Cold Storage	Cargo Handling Terminals (excluding air cargo terminal)	Trucking and Container Haulage	Airfreight Transport Operators (including air cargo terminal)	Airfreight Forwarding Agents	Seafreight Forwarding Agents	International Couriers	Seafreight Transport Operators	Ship Management and Chartering	Stevedore	Other Transport Logistics Services Providers	
Taking up/starting own business in freight/transport/logistics related jobs	245 (3.54%)	31 (0.45%)	1 093 (15.80%)	212 (3.07%)	621 (8.98%)	397 (5.74%)	162 (2.34%)	105 (1.52%)	65 (0.94%)	83 (1.20%)	17 (0.25%)	3 031 (43.83%)
Taking up/starting own business in non freight/transport/logistics related jobs	317 (4.58%)	39 (0.56%)	382 (5.52%)	38 (0.55%)	140 (2.02%)	70 (1.01%)	35 (0.51%)	36 (0.52%)	1 (0.01%)	0 (0.00%)	3 (0.04%)	1 061 (15.34%)
Emigration, retirement or further studies	1 (0.01%)	16 (0.23%)	114 (1.65%)	41 (0.59%)	5 (0.07%)	5 (0.07%)	12 (0.17%)	15 (0.22%)	3 (0.04%)	0 (0.00%)	0 (0.00%)	212 (3.07%)
Unknown	216 (3.12%)	52 (0.75%)	556 (8.04%)	148 (2.14%)	596 (8.62%)	473 (6.84%)	161 (2.33%)	262 (3.79%)	35 (0.51%)	4 (0.06%)	13 (0.19%)	2 516 (36.38%)
Others	0 (0.00%)	2 (0.03%)	89 (1.29%)	0 (0.00%)	5 (0.07%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	96 (1.39%)
Overall	779 (11.26%)	140 (2.02%)	2 234 (32.30%)	439 (6.35%)	1 367 (19.77%)	945 (13.66%)	370 (5.35%)	418 (6.04%)	104 (1.50%)	87 (1.26%)	33 (0.48%)	6 916 (100.00%)

Remark: Numbers in brackets represent the % share of the final total

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

Branch	Employment Size	No. of Establishments
1. Warehousing & Cold Storage (Sub-branch : 1 - 3)	1 - 9	494
	10 - 19	83
	20 - 49	64
	50 - 99	15
	100 - 199	10
	200 & over	2
	Subtotal	668
2. Cargo Handling Terminals (Sub-branch : 4)	1 - 9	0
	10 - 19	0
	20 - 49	1
	50 - 99	0
	100 - 199	2
	200 & over	5
	Subtotal	8
3. Trucking & Container Haulage (Sub-branch : 5 - 7)	1 - 9	7 918
	10 - 19	461
	20 - 49	227
	50 - 99	48
	100 - 199	21
	200 & over	19
	Subtotal	8 694
4. Air Freight Transport (Sub-branch : 8)	1 - 9	11
	10 - 19	7
	20 - 49	18
	50 - 99	6
	100 - 199	2
	200 & over	9
	Subtotal	53
5. Forwarding Agent (Sub-branch : 9 - 10)	1 - 9	2 257
	10 - 19	236
	20 - 49	259
	50 - 99	61
	100 - 199	30
	200 & over	11
	Subtotal	2 854

Branch	Employment Size	No. of Establishments
6. Stevedoring Services (Sub-branch : 11)	1 - 9	72
	10 - 19	20
	20 - 49	3
	50 - 99	1
	100 - 199	2
	200 & over	0
	Subtotal	98
7. Couriers (International) (Sub-branch : 12)	1 - 9	85
	10 - 19	35
	20 - 49	19
	50 - 99	11
	100 - 199	3
	200 & over	8
	Subtotal	161
8. Other Transport Logistics Service Providers (Sub-branch : 13)	1 - 9	0
	10 - 19	0
	20 - 49	2
	50 - 99	4
	100 - 199	2
	200 & over	8
	Subtotal	16
9. Sea Freight Transport (Sub-branch : 14 - 15)	1 - 9	105
	10 - 19	29
	20 - 49	21
	50 - 99	15
	100 - 199	12
	200 & over	8
	Subtotal	190
10. Ship Management & Chartering (Sub-branch : 16 - 18)	1 - 9	104
	10 - 19	31
	20 - 49	13
	50 - 99	4
	100 - 199	2
	200 & over	1
	Subtotal	155
Overall	1 - 9	11 046
	10 - 19	902
	20 - 49	627
	50 - 99	165
	100 - 199	86
	200 & over	71
	Overall	12 897

Table 13.14: Number of Employees in 2014, Forecasted Number of Employees in 2015 & 2016 by Branch by Sector by Job Scope/Level

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
1. Warehousing & Cold Storage (Sub-branch : 1 - 3)	Land Transport	Business Management, Strategic Planning			
		311 Managerial	83	83	83
		312 Executive/Supervisory	19	19	19
		313 Assistant/Clerical	56	56	56
		Fleet Operation and Management			
		321 Managerial	0	0	0
		322 Executive/Supervisory	0	0	0
		323 Assistant/Clerical	0	0	0
		Sales & Customer Service			
		331 Managerial	34	34	34
		332 Executive/Supervisory	181	181	181
		333 Assistant/Clerical	493	499	511
		Frontline Cargo Operation			
		341 Managerial	266	266	266
		342 Executive/Supervisory	636	636	636
		343 Technician/Assistant/Clerical	1 350	1 349	1 360
		344 Crafts/Operative	4 291	4 297	4 311
		345 Driver	346	351	357
		Technical/Engineering Support			
		351 Managerial	2	2	2
352 Executive/Supervisory	10	10	10		
353 Technician/Assistant/Clerical	21	21	21		
354 Crafts/Operative	62	62	62		
Subtotal			7 850	7 866	7 909
2. Cargo Handling Terminals (Sub-branch : 4)	Sea Transport	Business Management, Strategic Planning			
		211 Managerial	36	36	36
		212 Executive/Supervisory	29	29	29
		213 Assistant/Clerical	1	1	1
		Fleet Operation and Management			
		221 Managerial	0	0	0
		222 Executive/Supervisory	0	0	0
		223 Assistant/Clerical	0	0	0
		Sales & Customer Service			
		231 Managerial	35	35	35
		232 Executive/Supervisory	52	52	52
		233 Assistant/Clerical	29	32	32
		Frontline Cargo Operation			
		241 Managerial	45	48	48
		242 Executive/Supervisory	322	322	322
		243 Technician/Assistant/Clerical	770	815	803
		244 Crafts/Operative	1 205	1 277	1 287
245 Driver	0	0	0		
Technical/Engineering Support					
251 Managerial	25	26	26		

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
		252 Executive/Supervisory	124	124	124
		253 Technician/Assistant/Clerical	432	436	436
		254 Crafts/Operative	59	59	59
		Subtotal	3 164	3 292	3 290
3. Trucking & Container Haulage (Sub-branch : 5 - 7)	Land Transport	Business Management, Strategic Planning			
		311 Managerial	421	421	421
		312 Executive/Supervisory	36	36	36
		313 Assistant/Clerical	189	149	149
		Fleet Operation and Management			
		321 Managerial	92	92	92
		322 Executive/Supervisory	35	35	35
		323 Assistant/Clerical	88	88	88
		Sales & Customer Service			
		331 Managerial	377	377	377
		332 Executive/Supervisory	1 175	1 175	1 175
		333 Assistant/Clerical	1 979	1 979	1 979
		Frontline Cargo Operation			
		341 Managerial	536	536	536
		342 Executive/Supervisory	2 447	2 447	2 447
		343 Technician/Assistant/Clerical	5 034	5 034	5 034
		344 Crafts/Operative	11 009	10 964	10 964
		345 Driver	20 123	20 063	20 028
		Technical/Engineering Support			
		351 Managerial	2	2	2
352 Executive/Supervisory	13	13	13		
353 Technician/Assistant/Clerical	26	26	26		
354 Crafts/Operative	1 073	1 073	1 073		
		Subtotal	44 655	44 510	44 475
4. Air Freight Transport (Sub-branch : 8)	Air Transport	Business Management, Strategic Planning			
		111 Managerial	90	90	92
		112 Executive/Supervisory	96	96	98
		113 Assistant/Clerical	67	67	69
		Fleet Operation and Management			
		121 Managerial	41	41	44
		122 Executive/Supervisory	33	33	37
		123 Assistant/Clerical	34	34	40
		Sales & Customer Service			
		131 Managerial	85	85	92
		132 Executive/Supervisory	182	182	197
		133 Assistant/Clerical	540	540	590
		Frontline Cargo Operation			
		141 Managerial	147	147	153
		142 Executive/Supervisory	785	785	790
		143 Technician/Assistant/Clerical	1 495	1 495	1 502
		144 Crafts/Operative	2 272	2 272	2 272
145 Driver	434	434	436		
Technical/Engineering Support					
151 Managerial	41	41	47		
152 Executive/Supervisory	138	138	146		

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
		153 Technician/Assistant/Clerical	204	204	215
		154 Crafts/Operative	230	230	238
		Subtotal	6 914	6 914	7 058
5. Forwarding Agent (Sub-branch : 9 - 10)	Air Transport	Business Management, Strategic Planning			
		111 Managerial	452	452	452
		112 Executive/Supervisory	138	138	139
		113 Assistant/Clerical	145	146	146
		Fleet Operation and Management			
		121 Managerial	15	15	15
		122 Executive/Supervisory	25	25	25
		123 Assistant/Clerical	145	145	145
		Sales & Customer Service			
		131 Managerial	885	882	889
		132 Executive/Supervisory	953	952	956
		133 Assistant/Clerical	2 764	2 753	2 772
		Frontline Cargo Operation			
		141 Managerial	874	852	874
		142 Executive/Supervisory	1 367	1 351	1 377
		143 Technician/Assistant/Clerical	3 762	3 748	3 777
	144 Crafts/Operative	1 430	1 431	1 442	
	145 Driver	242	242	242	
	Technical/Engineering Support				
	151 Managerial	0	0	0	
	152 Executive/Supervisory	0	0	0	
	153 Technician/Assistant/Clerical	0	0	0	
	154 Crafts/Operative	20	20	20	
	Sea Transport	Business Management, Strategic Planning			
		211 Managerial	834	834	834
		212 Executive/Supervisory	292	295	295
		213 Assistant/Clerical	345	350	350
		Fleet Operation and Management			
		221 Managerial	8	8	8
		222 Executive/Supervisory	65	65	65
		223 Assistant/Clerical	120	120	120
		Sales & Customer Service			
231 Managerial		869	869	869	
232 Executive/Supervisory		1 157	1 152	1 153	
233 Assistant/Clerical		3 139	3 157	3 169	
Frontline Cargo Operation					
241 Managerial		761	761	761	
242 Executive/Supervisory		1 002	1 002	1 002	
243 Technician/Assistant/Clerical		3 714	3 694	3 694	
244 Crafts/Operative	594	596	596		
245 Driver	91	91	91		
Technical/Engineering Support					
251 Managerial	0	0	0		
252 Executive/Supervisory	0	0	0		
253 Technician/Assistant/Clerical	0	0	0		
254 Crafts/Operative	0	0	0		

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
	Land Transport	Business Management, Strategic Planning			
		311 Managerial	8	8	8
		312 Executive/Supervisory	43	47	47
		313 Assistant/Clerical	119	124	124
		Fleet Operation and Management			
		321 Managerial	3	3	3
		322 Executive/Supervisory	21	21	21
		323 Assistant/Clerical	83	83	83
		Sales & Customer Service			
		331 Managerial	27	27	27
		332 Executive/Supervisory	66	66	66
		333 Assistant/Clerical	63	93	93
		Frontline Cargo Operation			
		341 Managerial	82	82	82
		342 Executive/Supervisory	144	147	147
		343 Technician/Assistant/Clerical	566	566	566
		344 Crafts/Operative	624	630	630
		345 Driver	172	176	176
		Technical/Engineering Support			
		351 Managerial	0	0	0
352 Executive/Supervisory	0	0	0		
353 Technician/Assistant/Clerical	0	0	0		
354 Crafts/Operative	0	0	0		
Subtotal			28 229	28 219	28 351
6. Stevedoring Services (Sub-branch : 11)	Sea Transport	Business Management, Strategic Planning			
211 Managerial		7	7	7	
212 Executive/Supervisory		0	0	0	
213 Assistant/Clerical		0	0	0	
Fleet Operation and Management					
221 Managerial		2	2	2	
222 Executive/Supervisory		2	2	2	
223 Assistant/Clerical		6	6	6	
Sales & Customer Service					
231 Managerial		14	14	14	
232 Executive/Supervisory		29	29	29	
233 Assistant/Clerical		41	41	41	
Frontline Cargo Operation					
241 Managerial		24	24	24	
242 Executive/Supervisory		49	49	49	
243 Technician/Assistant/Clerical		96	96	96	
244 Crafts/Operative		430	430	430	
245 Driver		35	35	35	
Technical/Engineering Support					
251 Managerial		1	1	1	
252 Executive/Supervisory	2	2	2		
253 Technician/Assistant/Clerical	1	1	1		
254 Crafts/Operative	7	7	7		

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016		
	Land Transport	Business Management, Strategic Planning					
		311 Managerial	0	0	0		
		312 Executive/Supervisory	0	0	0		
		313 Assistant/Clerical	0	0	0		
		Fleet Operation and Management					
		321 Managerial	0	0	0		
		322 Executive/Supervisory	0	0	0		
		323 Assistant/Clerical	0	0	0		
		Sales & Customer Service					
		331 Managerial	8	8	8		
		332 Executive/Supervisory	0	0	0		
		333 Assistant/Clerical	12	12	12		
		Frontline Cargo Operation					
		341 Managerial	0	0	0		
		342 Executive/Supervisory	0	0	0		
		343 Technician/Assistant/Clerical	0	0	0		
		344 Crafts/Operative	24	24	24		
		345 Driver	20	20	20		
		Technical/Engineering Support					
		351 Managerial	0	0	0		
352 Executive/Supervisory	0	0	0				
353 Technician/Assistant/Clerical	0	0	0				
354 Crafts/Operative	0	0	0				
Subtotal			810	810	810		
7. Couriers (International) (Sub-branch : 12)	Air Transport	Business Management, Strategic Planning					
		111 Managerial	88	88	88		
		112 Executive/Supervisory	40	40	40		
		113 Assistant/Clerical	8	8	8		
		Fleet Operation and Management					
		121 Managerial	15	15	15		
		122 Executive/Supervisory	10	10	10		
		123 Assistant/Clerical	30	30	30		
		Sales & Customer Service					
		131 Managerial	202	202	202		
		132 Executive/Supervisory	392	392	392		
		133 Assistant/Clerical	624	624	624		
		Frontline Cargo Operation					
		141 Managerial	218	218	218		
		142 Executive/Supervisory	291	291	291		
		143 Technician/Assistant/Clerical	412	412	412		
		144 Crafts/Operative	1 787	1 787	1 787		
		145 Driver	320	320	320		
		Technical/Engineering Support					
		151 Managerial	30	30	30		
152 Executive/Supervisory	34	34	34				
153 Technician/Assistant/Clerical	8	8	8				
154 Crafts/Operative	0	0	0				

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
	Land Transport	Business Management, Strategic Planning			
		311 Managerial	41	41	41
		312 Executive/Supervisory	22	22	22
		313 Assistant/Clerical	5	5	5
		Fleet Operation and Management			
		321 Managerial	6	6	6
		322 Executive/Supervisory	6	6	6
		323 Assistant/Clerical	41	41	41
		Sales & Customer Service			
		331 Managerial	66	66	66
		332 Executive/Supervisory	193	193	193
		333 Assistant/Clerical	454	454	454
		Frontline Cargo Operation			
		341 Managerial	83	83	83
		342 Executive/Supervisory	190	190	190
		343 Technician/Assistant/Clerical	377	382	382
		344 Crafts/Operative	4 132	4 142	4 142
		345 Driver	468	468	468
		Technical/Engineering Support			
		351 Managerial	2	2	2
		352 Executive/Supervisory	18	18	18
353 Technician/Assistant/Clerical	0	0	0		
354 Crafts/Operative	0	0	0		
Subtotal			10 613	10 628	10 628
8. Other Transport Logistics Service Providers (Sub-branch : 13)	Land Transport	Business Management, Strategic Planning			
		311 Managerial	6	6	6
		312 Executive/Supervisory	0	0	0
		313 Assistant/Clerical	1	1	1
		Fleet Operation and Management			
		321 Managerial	2	2	2
		322 Executive/Supervisory	13	13	13
		323 Assistant/Clerical	7	7	7
		Sales & Customer Service			
		331 Managerial	1	1	1
		332 Executive/Supervisory	1	1	1
		333 Assistant/Clerical	19	19	19
		Frontline Cargo Operation			
		341 Managerial	84	84	84
		342 Executive/Supervisory	146	146	146
		343 Technician/Assistant/Clerical	562	562	562
		344 Crafts/Operative	2 167	2 167	2 167
		345 Driver	365	365	365
		Technical/Engineering Support			
		351 Managerial	0	0	0
		352 Executive/Supervisory	15	15	15
353 Technician/Assistant/Clerical	271	271	271		
354 Crafts/Operative	0	0	0		
Subtotal			3 660	3 660	3 660

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
9. Sea Freight Transport (Sub-branch : 14 - 15)	Sea Transport	Business Management, Strategic Planning			
		211 Managerial	264	264	265
		212 Executive/Supervisory	38	38	38
		213 Assistant/Clerical	74	74	74
		Fleet Operation and Management			
		221 Managerial	178	178	178
		222 Executive/Supervisory	239	239	239
		223 Assistant/Clerical	293	293	293
		Sales & Customer Service			
		231 Managerial	295	299	299
		232 Executive/Supervisory	394	391	391
		233 Assistant/Clerical	853	855	855
		Frontline Cargo Operation			
		241 Managerial	114	114	114
		242 Executive/Supervisory	216	215	215
		243 Technician/Assistant/Clerical	349	351	351
		244 Crafts/Operative	40	40	40
		245 Driver	5	5	5
		Technical/Engineering Support			
		251 Managerial	107	107	107
		252 Executive/Supervisory	390	390	390
		253 Technician/Assistant/Clerical	325	325	325
		254 Crafts/Operative	44	44	44
Subtotal			4 218	4 222	4 223
10. Ship Management & Chartering (Sub-branch : 16 - 18)	Sea Transport	Business Management, Strategic Planning			
		211 Managerial	69	69	69
		212 Executive/Supervisory	4	4	4
		213 Assistant/Clerical	7	7	7
		Fleet Operation and Management			
		221 Managerial	59	59	59
		222 Executive/Supervisory	58	58	58
		223 Assistant/Clerical	71	71	71
		Sales & Customer Service			
		231 Managerial	105	107	108
		232 Executive/Supervisory	97	97	98
		233 Assistant/Clerical	189	189	189
		Frontline Cargo Operation			
		241 Managerial	39	39	39
		242 Executive/Supervisory	70	70	70
		243 Technician/Assistant/Clerical	176	176	176
		244 Crafts/Operative	112	112	112
		245 Driver	61	61	63
		Technical/Engineering Support			
		251 Managerial	6	6	7
		252 Executive/Supervisory	19	20	20
		253 Technician/Assistant/Clerical	6	6	6
		254 Crafts/Operative	15	15	15
Subtotal			1 163	1 166	1 171

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016	
Overall	Air Transport	Business Management, Strategic Planning				
		111 Managerial	630	630	632	
		112 Executive/Supervisory	274	274	277	
		113 Assistant/Clerical	220	221	223	
		Fleet Operation and Management				
		121 Managerial	71	71	74	
		122 Executive/Supervisory	68	68	72	
		123 Assistant/Clerical	209	209	215	
		Sales & Customer Service				
		131 Managerial	1 172	1 169	1 183	
		132 Executive/Supervisory	1 527	1 526	1 545	
		133 Assistant/Clerical	3 928	3 917	3 986	
		Frontline Cargo Operation				
		141 Managerial	1 239	1 217	1 245	
		142 Executive/Supervisory	2 443	2 427	2 458	
		143 Technician/Assistant/Clerical	5 669	5 655	5 691	
		144 Crafts/Operative	5 489	5 490	5 501	
		145 Driver	996	996	998	
		Technical/Engineering Support				
		151 Managerial	71	71	77	
	152 Executive/Supervisory	172	172	180		
	153 Technician/Assistant/Clerical	212	212	223		
	154 Crafts/Operative	250	250	258		
	Sea Transport		Business Management, Strategic Planning			
			211 Managerial	1 210	1 210	1 211
			212 Executive/Supervisory	363	366	366
			213 Assistant/Clerical	427	432	432
			Fleet Operation and Management			
			221 Managerial	247	247	247
			222 Executive/Supervisory	364	364	364
			223 Assistant/Clerical	490	490	490
			Sales & Customer Service			
			231 Managerial	1 318	1 324	1 325
			232 Executive/Supervisory	1 729	1 721	1 723
			233 Assistant/Clerical	4 251	4 274	4 286
			Frontline Cargo Operation			
			241 Managerial	983	986	986
			242 Executive/Supervisory	1 659	1 658	1 658
			243 Technician/Assistant/Clerical	5 105	5 132	5 120
			244 Crafts/Operative	2 381	2 455	2 465
245 Driver			192	192	194	
Technical/Engineering Support						
251 Managerial			139	140	141	
252 Executive/Supervisory	535	536	536			
253 Technician/Assistant/Clerical	764	768	768			
254 Crafts/Operative	125	125	125			

Branch	Sector	Job Category/Level/Code	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
	Land Transport	Business Management, Strategic Planning			
		311 Managerial	559	559	559
		312 Executive/Supervisory	120	124	124
		313 Assistant/Clerical	370	335	335
		Fleet Operation and Management			
		321 Managerial	103	103	103
		322 Executive/Supervisory	75	75	75
		323 Assistant/Clerical	219	219	219
		Sales & Customer Service			
		331 Managerial	513	513	513
		332 Executive/Supervisory	1 616	1 616	1 616
		333 Assistant/Clerical	3 020	3 056	3 068
		Frontline Cargo Operation			
		341 Managerial	1 051	1 051	1 051
		342 Executive/Supervisory	3 563	3 566	3 566
		343 Technician/Assistant/Clerical	7 889	7 893	7 904
		344 Crafts/Operative	22 247	22 224	22 238
		345 Driver	21 494	21 443	21 414
		Technical/Engineering Support			
		351 Managerial	6	6	6
		352 Executive/Supervisory	56	56	56
		353 Technician/Assistant/Clerical	318	318	318
		354 Crafts/Operative	1 135	1 135	1 135
Total			111 276	111 287	111 575

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

Branch	Sector	Job Level	Preferred Level of Education							Overall
			University Degree or above	Associate Degree/ Higher Diploma/ Higher Certificate or equivalent	Diploma/ Certificate or equivalent	Secondary 6 to Secondary 7 / Hong Kong Diploma of Secondary Education	Secondary 4 to Secondary 5	Secondary 3 or below	Unspecified	
1. Warehousing & Cold Storage (Sub-branch : 1 - 3)	Land Transport	Managerial	180	43	50	83	23	0	6	385
		Executive/Supervisory	79	149	153	216	213	8	12	830
		Technician/Assistant/Clerical	20	0	57	496	1 292	16	15	1 896
		Crafts/Operative/Driver	0	0	17	42	983	3 387	36	4 465
	Subtotal	279	192	277	837	2 511	3 411	69	7 576	
2. Cargo Handling Terminals (Sub-branch : 4)	Sea Transport	Managerial	75	0	0	0	0	0	65	140
		Executive/Supervisory	161	80	179	4	0	0	100	524
		Technician/Assistant/Clerical	0	8	222	317	383	0	222	1 152
		Crafts/Operative/Driver	0	0	0	0	909	2	319	1 230
	Subtotal	236	88	401	321	1 292	2	706	3 046	
3. Trucking & Container Haulage (Sub-branch : 5 - 7)	Land Transport	Managerial	211	72	359	636	135	1	13	1 427
		Executive/Supervisory	64	177	453	490	1 556	920	42	3 702
		Technician/Assistant/Clerical	0	120	161	621	5 575	690	100	7 267
		Crafts/Operative/Driver	0	0	23	162	4 402	25 563	813	30 963
	Subtotal	275	369	996	1 909	11 668	27 174	968	43 359	
4. Air Freight Transport (Sub-branch : 8)	Air Transport	Managerial	290	18	75	0	0	0	0	383
		Executive/Supervisory	97	362	452	243	0	0	0	1 154
		Technician/Assistant/Clerical	36	12	1 390	179	575	0	0	2 192
		Crafts/Operative/Driver	0	0	192	0	377	2 277	0	2 846
Subtotal	423	392	2 109	422	952	2 277	0	6 575		

Branch	Sector	Job Level	Preferred Level of Education							Overall	
			University Degree or above	Associate Degree/ Higher Diploma/ Higher Certificate or equivalent	Diploma/ Certificate or equivalent	Secondary 6 to Secondary 7 / Hong Kong Diploma of Secondary Education	Secondary 4 to Secondary 5	Secondary 3 or below	Unspecified		
5. Forwarding Agent (Sub-branch : 9 - 10)	Air Transport	Managerial	724	214	415	372	10	0	491	2 226	
		Executive/Supervisory	140	570	318	526	444	0	483	2 481	
		Technician/Assistant/Clerical	41	118	730	1 199	3 094	0	1 457	6 639	
		Crafts/Operative/Driver	0	0	165	21	342	992	146	1 666	
	Sea Transport	Managerial	745	292	354	643	170	0	262	2 466	
		Executive/Supervisory	225	131	372	848	677	0	215	2 468	
		Technician/Assistant/Clerical	99	107	400	2 422	3 645	0	485	7 158	
		Crafts/Operative/Driver	0	0	0	145	119	366	25	655	
		Subtotal	2 040	1 582	2 862	6 356	9 044	2 058	3 830	27 772	
	6. Stevedoring Services (Sub-branch : 11)	Sea Transport	Managerial	25	0	4	2	11	0	6	48
			Executive/Supervisory	0	0	0	42	35	2	3	82
			Technician/Assistant/Clerical	0	0	0	42	84	0	18	144
			Crafts/Operative/Driver	0	0	0	115	146	174	33	468
Land Transport		Managerial	0	0	0	8	0	0	0	8	
		Executive/Supervisory	0	0	0	0	0	0	0	0	
		Technician/Assistant/Clerical	0	0	0	12	0	0	0	12	
		Crafts/Operative/Driver	0	0	0	0	44	0	0	44	
		Subtotal	25	0	4	221	320	176	60	806	
		Managerial	58	1	18	10	0	0	465	552	
7. Couriers (International) (Sub-branch : 12)	Air Transport	Executive/Supervisory	10	12	25	10	41	0	664	762	
		Technician/Assistant/Clerical	25	0	2	102	183	20	731	1 063	
		Crafts/Operative/Driver	0	0	0	0	385	237	1 445	2 067	

Branch	Sector	Job Level	Preferred Level of Education							Overall
			University Degree or above	Associate Degree/ Higher Diploma/ Higher Certificate or equivalent	Diploma/ Certificate or equivalent	Secondary 6 to Secondary 7 / Hong Kong Diploma of Secondary Education	Secondary 4 to Secondary 5	Secondary 3 or below	Unspecified	
	Land Transport	Managerial	1	7	25	72	5	0	88	198
		Executive/Supervisory	0	0	9	27	78	109	206	429
		Technician/Assistant/Clerical	0	0	0	84	463	0	322	869
		Crafts/Operative/Driver	0	0	0	0	85	886	3 568	4 539
		Subtotal	94	20	79	305	1 240	1 252	7 489	10 479
8. Other Transport Logistics Service Providers (Sub-branch : 13)	Land Transport	Managerial	21	0	30	1	0	41	0	93
		Executive/Supervisory	1	1	36	40	2	95	0	175
		Technician/Assistant/Clerical	0	0	390	0	36	400	0	826
		Crafts/Operative/Driver	0	0	0	0	55	2 376	0	2 431
		Subtotal	22	1	456	41	93	2 912	0	3 525
9. Sea Freight Transport (Sub-branch : 14 - 15)	Sea Transport	Managerial	750	14	19	23	31	0	121	958
		Executive/Supervisory	519	267	145	96	62	0	184	1 273
		Technician/Assistant/Clerical	254	32	397	646	232	0	296	1 857
		Crafts/Operative/Driver	0	0	0	0	60	0	29	89
		Subtotal	1 523	313	561	765	385	0	630	4 177
10. Ship Management & Chartering (Sub-branch : 16 - 18)	Sea Transport	Managerial	192	7	31	7	19	0	20	276
		Executive/Supervisory	98	5	35	39	35	0	31	243
		Technician/Assistant/Clerical	39	11	40	122	188	0	47	447
		Crafts/Operative/Driver	0	0	15	0	32	59	78	184
		Subtotal	329	23	121	168	274	59	176	1 150
Overall	Air Transport	Managerial	1 072	233	508	382	10	0	956	3 161
		Executive/Supervisory	247	944	795	779	485	0	1 147	4 397
		Technician/Assistant/Clerical	102	130	2 122	1 480	3 852	20	2 188	9 894
		Crafts/Operative/Driver	0	0	357	21	1 104	3 506	1 591	6 579
		Subtotal	1 421	1 307	5 782	3 662	5 241	20	5 882	20 034

Branch	Sector	Job Level	Preferred Level of Education							Overall
			University Degree or above	Associate Degree/ Higher Diploma/ Higher Certificate or equivalent	Diploma/ Certificate or equivalent	Secondary 6 to Secondary 7 / Hong Kong Diploma of Secondary Education	Secondary 4 to Secondary 5	Secondary 3 or below	Unspecified	
Sea Transport		Managerial	1 787	3 13	408	675	231	0	474	3 888
		Executive/Supervisory	1 003	483	731	1 029	809	2	533	4 590
		Technician/Assistant/Clerical	392	158	1 059	3 549	4 532	0	1 068	10 758
		Crafts/Operative/Driver	0	0	15	260	1 266	601	484	2 626
Land Transport		Managerial	474	122	474	806	181	42	132	2 231
		Executive/Supervisory	149	477	651	780	1 920	1 132	301	5 410
		Technician/Assistant/Clerical	20	120	706	1 380	7 621	1 258	595	11 700
		Crafts/Operative/Driver	0	0	40	204	5 768	32 760	4 459	43 231
		Total	5 246	2 980	7 866	11 345	27 779	39 321	13 928	108 465

Table 13.16: Number of Employees Left in the Past 12 months by Branch by Whereabouts

Branch	Whereabouts						Overall
	Taking up/ starting own business in freight/transport/ logistics related jobs	Taking up/starting own business in non freight/ transport/logistics related jobs	Emigration, retirement or further studies	Unknown	Others	Overall	
1. Warehousing & Cold Storage	245 (3.54%)	317 (4.58%)	1 (0.01%)	216 (3.12%)	0 (0.00%)	779 (11.26%)	
2. Cargo Handling Terminals	31 (0.45%)	39 (0.56%)	16 (0.23%)	52 (0.75%)	2 (0.03%)	140 (2.02%)	
3. Trucking & Container Haulage	1 093 (15.80%)	382 (5.52%)	114 (1.65%)	556 (8.04%)	89 (1.29%)	2 234 (32.30%)	
4. Air Freight Transport	212 (3.07%)	38 (0.55%)	41 (0.59%)	148 (2.14%)	0 (0.00%)	439 (6.35%)	
5. Forwarding Agent	1 018 (14.72%)	210 (3.04%)	10 (0.14%)	1 069 (15.46%)	5 (0.07%)	2 312 (33.43%)	
6. Stevedoring Services	83 (1.20%)	0 (0.00%)	0 (0.00%)	4 (0.06%)	0 (0.00%)	87 (1.26%)	
7. Couriers (International)	162 (2.34%)	35 (0.51%)	12 (0.17%)	161 (2.33%)	0 (0.00%)	370 (5.35%)	
8. Other Transport Logistics Service Providers	17 (0.25%)	3 (0.04%)	0 (0.00%)	13 (0.19%)	0 (0.00%)	33 (0.48%)	
9. Sea Freight Transport	105 (1.52%)	36 (0.52%)	15 (0.22%)	262 (3.79%)	0 (0.00%)	418 (6.04%)	
10. Ship Management & Chartering	65 (0.94%)	1 (0.01%)	3 (0.04%)	35 (0.51%)	0 (0.00%)	104 (1.50%)	
Overall	3 031 (43.83%)	1 061 (15.34%)	212 (3.07%)	2 516 (36.38%)	96 (1.39%)	6 916 (100.00%)	

Table 13.17: Number of Employees Left in the Past 12 months by Branch by Whereabouts by Job Level

Branch	Whereabouts	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
1. Warehousing & Cold Storage	Taking up/starting own business in freight/transport/logistics related jobs	6	7	16	216	245
	Taking up/starting own business in non freight/transport/ logistics related jobs	0	20	7	290	317
	Emigration, retirement or further studies	0	0	0	1	1
	Unknown	5	2	86	123	216
	Others	0	0	0	0	0
	Sub-total	11	29	109	630	779
			0	0	25	6
2. Cargo Handling Terminals	Taking up/starting own business in freight/transport/logistics related jobs	3	15	21	0	39
	Taking up/starting own business in non freight/transport/ logistics related jobs	1	4	6	5	16
	Emigration, retirement or further studies	2	13	29	8	52
	Unknown	1	0	0	1	2
	Others	7	32	81	20	140
	Sub-total	9	54	196	834	1 093
			1	6	28	347
3. Trucking & Container Haulage	Taking up/starting own business in freight/transport/logistics related jobs	0	0	6	108	114
	Taking up/starting own business in non freight/transport/ logistics related jobs	11	5	100	440	556
	Emigration, retirement or further studies	0	20	19	50	89
	Unknown	21	85	349	1 779	2 234
	Others					
	Sub-total					

Branch	Whereabouts	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
4. Air Freight Transport	Taking up/starting own business in freight/transport/logistics related jobs	5	19	75	113	212
	Taking up/starting own business in non freight/transport/ logistics related jobs	1	4	14	19	38
	Emigration, retirement or further studies	0	1	14	26	41
	Unknown	4	6	88	50	148
	Others	0	0	0	0	0
	Sub-total	10	30	191	208	439
5. Forwarding Agent	Taking up/starting own business in freight/transport/logistics related jobs	45	95	790	88	1 018
	Taking up/starting own business in non freight/transport/ logistics related jobs	3	15	167	25	210
	Emigration, retirement or further studies	0	0	10	0	10
	Unknown	47	19	689	314	1 069
	Others	0	0	5	0	5
	Sub-total	95	129	1 661	427	2 312
6. Stevedoring Services	Taking up/starting own business in freight/transport/logistics related jobs	0	0	1	82	83
	Taking up/starting own business in non freight/transport/ logistics related jobs	0	0	0	0	0
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	0	0	4	0	4
	Others	0	0	0	0	0
	Sub-total	0	0	5	82	87

Branch	Whereabouts	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
7. Couriers (International)	Taking up/starting own business in freight/transport/logistics related jobs	1	16	78	67	162
	Taking up/starting own business in non freight/transport/ logistics related jobs	5	0	27	3	35
	Emigration, retirement or further studies	0	0	0	12	12
	Unknown	0	0	45	116	161
	Others	0	0	0	0	0
	Sub-total	6	16	150	198	370
8. Other Transport Logistics Service Providers	Taking up/starting own business in freight/transport/logistics related jobs	0	1	3	13	17
	Taking up/starting own business in non freight/transport/ logistics related jobs	0	0	0	3	3
	Emigration, retirement or further studies	0	0	0	0	0
	Unknown	0	1	2	10	13
	Others	0	0	0	0	0
	Sub-total	0	2	5	26	33
9. Sea Freight Transport	Taking up/starting own business in freight/transport/logistics related jobs	11	50	44	0	105
	Taking up/starting own business in non freight/transport/ logistics related jobs	0	10	26	0	36
	Emigration, retirement or further studies	6	4	5	0	15
	Unknown	20	52	160	30	262
	Others	0	0	0	0	0
	Sub-total	37	116	235	30	418

Branch	Whereabouts	Job Level					Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver		
10. Ship Management & Chartering	Taking up/starting own business in freight/transport/logistics related jobs	4	3	21	37	65	
	Taking up/starting own business in non freight/transport/ logistics related jobs	0	0	1	0	1	
	Emigration, retirement or further studies	0	0	2	1	3	
	Unknown	2	2	31	0	35	
	Others	0	0	0	0	0	
	Sub-total	6	5	55	38	104	
	Overall	81	245	1 249	1 456	3 031	
Overall	Taking up/starting own business in freight/transport/logistics related jobs	13	70	291	687	1 061	
	Taking up/starting own business in non freight/transport/ logistics related jobs	7	9	43	153	212	
	Emigration, retirement or further studies	91	100	1 234	1 091	2 516	
	Unknown	1	20	24	51	96	
	Others	193	444	2 841	3 438	6 916	
	Total						

Table 13.18: Employees Recruited in the Past 12 Months by Branch by Source/Origin

Branch	Source/Origin				Overall
	Recruited from other transport logistics establishments	Recruited from non-transport logistics establishments	Recruited from new graduates studied transport logistics programme at education/training institutions	Others	
1. Warehousing & Cold Storage	603 (8.61%)	197 (2.81%)	0 (0.00%)	104 (1.48%)	904 (12.90%)
2. Cargo Handling Terminals	47 (0.67%)	51 (0.73%)	0 (0.00%)	0 (0.00%)	98 (1.40%)
3. Trucking & Container Haulage	1 726 (24.64%)	290 (4.14%)	4 (0.06%)	0 (0.00%)	2 020 (28.83%)
4. Air Freight Transport	412 (5.88%)	201 (2.87%)	105 (1.50%)	20 (0.29%)	738 (10.53%)
5. Forwarding Agent	2 047 (29.22%)	187 (2.67%)	44 (0.63%)	20 (0.29%)	2 298 (32.80%)
6. Stevedoring Services	91 (1.30%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	91 (1.30%)
7. Couriers (International)	249 (3.55%)	53 (0.76%)	20 (0.29%)	13 (0.19%)	335 (4.78%)
8. Other Transport Logistics Service Providers	15 (0.21%)	5 (0.07%)	0 (0.00%)	10 (0.14%)	30 (0.43%)
9. Sea Freight Transport	229 (3.27%)	24 (0.34%)	9 (0.13%)	128 (1.83%)	390 (5.57%)
10. Ship Management & Chartering	77 (1.10%)	15 (0.21%)	5 (0.07%)	5 (0.07%)	102 (1.46%)
Overall	5 496 (78.45%)	1 023 (14.60%)	187 (2.67%)	300 (4.28%)	7 006 (100.00%)

Remark: Numbers in brackets represent the % share of the final total

Table 13.19: Employees Recruited in the Past 12 Months by Branch by Source/Origin by Job Level

Branch	Source/Origin	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
1. Warehousing & Cold Storage	Recruited from other transport logistics establishments	5	16	41	541	603
	Recruited from non-transport logistics establishments	0	21	62	114	197
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	6	4	84	10	104
	Others	0	0	0	0	0
	Sub-total	11	41	187	665	904
2. Cargo Handling Terminals	Recruited from other transport logistics establishments	1	0	35	11	47
	Recruited from non-transport logistics establishments	3	14	34	0	51
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	0	0	0
	Others	0	0	0	0	0
	Sub-total	4	14	69	11	98
3. Trucking & Container Haulage	Recruited from other transport logistics establishments	45	93	232	1 356	1 726
	Recruited from non-transport logistics establishments	1	9	66	214	290
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	2	2	0	4
	Unknown	0	0	0	0	0
	Others	0	0	0	0	0
	Sub-total	46	104	300	1 570	2 020

Branch	Source/Origin	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
4. Air Freight Transport	Recruited from other transport logistics establishments	11	57	143	201	412
	Recruited from non-transport logistics establishments	2	12	156	31	201
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	18	40	47	105
	Unknown	0	3	3	14	20
	Others	0	0	0	0	0
	Sub-total	13	90	342	293	738
5. Forwarding Agent	Recruited from other transport logistics establishments	64	199	1 442	342	2 047
	Recruited from non-transport logistics establishments	0	0	182	5	187
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	44	0	44
	Unknown	0	0	0	0	0
	Others	0	0	20	0	20
	Sub-total	64	199	1 688	347	2 298
6. Stevedoring Services	Recruited from other transport logistics establishments	0	0	5	86	91
	Recruited from non-transport logistics establishments	0	0	0	0	0
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	0	0	0
	Others	0	0	0	0	0
	Sub-total	0	0	5	86	91
7. Couriers (International)	Recruited from other transport logistics establishments	5	17	108	119	249
	Recruited from non-transport logistics establishments	0	1	32	20	53

Branch	Source/Origin	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	20	20
	Unknown	0	0	0	13	13
	Others	0	0	0	0	0
	Sub-total	5	18	140	172	335
8. Other Transport Logistics Service Providers	Recruited from other transport logistics establishments	0	2	2	11	15
	Recruited from non-transport logistics establishments	0	0	0	5	5
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	0	0	0
	Unknown	0	0	2	8	10
9. Sea Freight Transport	Others	0	0	0	0	0
	Sub-total	0	2	4	24	30
	Recruited from other transport logistics establishments	14	56	129	30	229
	Recruited from non-transport logistics establishments	2	5	17	0	24
10. Ship Management & Chartering	Recruited from new graduates studied transport logistics programme at education/training institutions	0	1	8	0	9
	Unknown	30	16	80	0	126
	Others	0	0	2	0	2
	Sub-total	46	78	236	30	390
10. Ship Management & Chartering	Recruited from other transport logistics establishments	1	2	36	38	77
	Recruited from non-transport logistics establishments	0	5	10	0	15
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	0	5	0	5

Branch	Source/Origin	Job Level				Overall
		Managerial	Executive/ Supervisory	Technician/ Assistant/ Clerical	Crafts/ Operative/ Driver	
	Unknown	0	0	1	0	1
	Others	0	0	4	0	4
	Sub-total	1	7	56	38	102
Overall	Recruited from other transport logistics establishments	146	442	2 173	2 735	5 496
	Recruited from non-transport logistics establishments	8	67	559	389	1 023
	Recruited from new graduates studied transport logistics programme at education/training institutions	0	21	99	67	187
	Unknown	36	23	170	45	274
	Others	0	0	26	0	26
	Total	190	553	3 027	3 236	7 006

Table 13.20: Manpower Changes from 2008 to 2016 by Branch by Job Level

Branch	Job Level	Manpower in 2008	Manpower in 2010	Manpower in 2012	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
1. Warehousing & Cold Storage	Managerial	351	401	310	385	385	385
	Executive/Supervisory	881	679	759	846	846	846
	Technician/Assistant/Clerical	1 561	1 643	1 613	1 920	1 925	1 948
	Crafts/Operative/Driver	3 742	3 836	4 153	4 699	4 710	4 730
	Sub-total	6 535	6 559	6 835	7 850	7 866	7 909
2. Cargo Handling Terminals	Managerial	140	95	101	141	145	145
	Executive/Supervisory	900	531	541	527	527	527
	Technician/Assistant/Clerical	1 018	931	1 146	1 232	1 284	1 272
	Crafts/Operative/Driver	3 345	1 295	1 270	1 264	1 336	1 346
	Sub-total	5 403	2 852	3 058	3 164	3 292	3 290
3. Trucking & Container Haulage	Managerial	891	1 571	1 324	1 428	1 428	1 428
	Executive/Supervisory	4 515	3 917	3 843	3 706	3 706	3 706
	Technician/Assistant/Clerical	7 320	7 690	6 344	7 316	7 276	7 276
	Crafts/Operative/Driver	30 791	30 450	32 362	32 205	32 100	32 065
	Sub-total	43 517	43 628	43 873	44 655	44 510	44 475
4. Air Freight Transport	Managerial	187	261	300	404	404	428
	Executive/Supervisory	534	1 483	1 567	1 234	1 234	1 268
	Technician/Assistant/Clerical	602	1 365	1 639	2 340	2 340	2 416
	Crafts/Operative/Driver	2 907	4 200	4 725	2 936	2 936	2 946
	Sub-total	4 230	7 309	8 231	6 914	6 914	7 058

Branch	Job Level	Manpower in 2008	Manpower in 2010	Manpower in 2012	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
5. Forwarding Agent	Managerial	3 844	3 857	5 391	4 818	4 793	4 822
	Executive/Supervisory	6 507	5 009	5 878	5 273	5 261	5 293
	Technician/Assistant/Clerical	16 627	16 726	16 155	14 965	14 979	15 039
	Crafts/Operative/Driver	3 124	2 805	3 339	3 173	3 186	3 197
	Sub-total	30 102	28 397	30 763	28 229	28 219	28 351
6. Stevedoring Services	Managerial	78	87	65	56	56	56
	Executive/Supervisory	239	104	94	82	82	82
	Technician/Assistant/Clerical	217	215	130	156	156	156
	Crafts/Operative/Driver	1 312	824	655	516	516	516
	Sub-total	1 846	1 230	944	810	810	810
7. Couriers (International)	Managerial	235	375	569	751	751	751
	Executive/Supervisory	448	780	1 067	1 196	1 196	1 196
	Technician/Assistant/Clerical	1 008	1 518	1 885	1 959	1 964	1 964
	Crafts/Operative/Driver	1 971	6 220	6 801	6 707	6 717	6 717
	Sub-total	3 662	8 893	10 322	10 613	10 628	10 628
8. Other Transport Logistics Service Providers	Managerial	50	81	61	93	93	93
	Executive/Supervisory	103	146	93	175	175	175
	Technician/Assistant/Clerical	122	168	157	860	860	860
	Crafts/Operative/Driver	1 009	1 035	1 085	2 532	2 532	2 532
	Sub-total	1 284	1 430	1 396	3 660	3 660	3 660
9. Sea Freight Transport	Managerial	838	414	666	958	962	963
	Executive/Supervisory	1 077	645	981	1 277	1 273	1 273
	Technician/Assistant/Clerical	1 916	1 198	1 246	1 894	1 898	1 898
	Crafts/Operative/Driver	259	31	37	89	89	89
	Sub-total	4 090	2 288	2 930	4 218	4 222	4 223

Branch	Job Level	Manpower in 2008	Manpower in 2010	Manpower in 2012	Manpower in 2014	Manpower Forecast in 2015	Manpower Forecast in 2016
10. Ship Management & Chartering	Managerial		293	251	278	280	282
	Executive/Supervisory	*	383	304	248	249	250
	Technician/Assistant/Clerical		742	461	449	449	449
	Crafts/Operative/Driver		301	155	188	188	190
	Sub-total	-	1 719	1 171	1 163	1 166	1 171
Overall	Managerial	6 614	7 435	9 038	9 312	9 297	9 353
	Executive/Supervisory	15 204	13 677	15 127	14 564	14 549	14 616
	Technician/Assistant/Clerical	30 391	32 196	30 776	33 091	33 131	33 278
	Crafts/Operative/Driver	48 460	50 997	54 582	54 309	54 310	54 328
	Overall	100 669	104 305	109 523	111 276	111 287	111 575

Remark: * Figures of "Ship Management & Chartering" were grouped into "Sea Freight Transport" in 2008

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

2574 3759

Our Reference 本局檔號 TL/4/2 (2014)

Your Reference 來函檔號



3 September 2014

Dear Sir/Madam,

The 2014 Manpower Survey of the Transport Logistics Industry

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

The Training Board will conduct a manpower survey of the transport logistics establishments from 10 September to 9 October 2014, with the assistance of the Census and Statistics Department. The purpose of this survey is to obtain data on the present and future manpower situation and training information so as to enable the Training Board to formulate appropriate training plans to meet the need of the industry. Your co-operation in providing the information would be much appreciated.

I enclose the following documents for your reference and completion:

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

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

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

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'David Ho', is written over a faint, larger version of the signature.

(Ir Dr HO Chi-shing, David, JP)
Chairman
Transport Logistics Training Board

CONFIDENTIAL
WHEN ENTERED WITH DATA

填入數據後即成
機密文件

THE 2014 MANPOWER SURVEY OF THE TRANSPORT LOGISTICS INDUSTRY
物流貨運業二零一四年人力調查

QUESTIONNAIRE
調查表

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

For official use only: 此欄毋須填寫	Rec. Type 1	Survey Code 2 8 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
----------------------------------	----------------	--------------------------	--	--	-----------------------------	-------------------------	-----------------------------	---

TOTAL NUMBER OF PERSONS ENGAGED :
僱員總人數

NAME OF ESTABLISHMENT :
機構名稱

ADDRESS :
地址

NAME OF PERSON TO CONTACT :
聯絡人姓名

TEL NO. :
電話

E-MAIL :
電郵

POSITION :
職位

FAX NO. :
圖文傳真

Broad Type 分類:

PRINCIPAL LINE OF BUSINESS :
主要業務

Please Tick
請✓在圖內

- | | | |
|---|---|---|
| <input type="radio"/> Warehousing and Cold Storage
貨倉及冷藏庫 | <input type="radio"/> Trucking and Container Haulage
貨車及貨櫃運輸 | <input type="radio"/> Airfreight Transport Operators (including air cargo terminal)
空運承運經營者 (包括空運貨站) |
| <input type="radio"/> Airfreight Forwarding Agents
空運貨運代理 | <input type="radio"/> Stevedore
船上/碼頭裝卸貨物 | <input type="radio"/> Seafreight Transport Operators
海運承運經營者 |
| <input type="radio"/> Seafreight Forwarding Agents
海運貨運代理 | <input type="radio"/> Ship Management and Chartering
船舶管理及租賃 | <input type="radio"/> Cargo Handling Terminals (excluding air cargo terminal)
貨運站 (不包括空運貨站) |
| <input type="radio"/> International Couriers
國際遞遞 | | |
| <input type="radio"/> Other Transport Logistics Services Providers
其他物流服務經營者 | | |

Please Specify :
請註明

Questionnaire (Part I)
調查表 (第一部份)

* Jobs engaged in transport logistics – 從事物流營運的職位

	(A) Job Title* (Refer to job code listed at right. Please see Appendices C and C1 - C6 for job description.)	(B) Job Code*	(C) No. of Employees as at 15.6.2014	(D) Forecast No. of Employees as at August 2015	(E) Forecast No. of Employees as at August 2016	(F) No. of Vacancies as at 15.8.2014	(G) Preferred Level of Education #
1	* 職務 * (可參照右列職位編號。職務請參閱附錄 C 及 C1 - C6) Rec. Type	8-10					
2							
3							
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24							
25							

Note: If additional lines are necessary, please tick here , and enter on supplementary sheet(s).

附註：如右頁填滿，請先將 填入此 內，然後在右頁繼續填寫。

Air Transport Business & Operation (excluding Warehouse and Depot) 空運業務及有關操作 (不包括倉庫及碼頭)	Sea Transport Business & Operation (excluding Warehouse) 海運業務及有關操作 (不包括倉庫)	Land Transport Business & Operation (including Warehouse) 陸運業務及有關操作 (包括倉庫)
Business Management, Strategic Planning, 業務管理、策略策劃 (See Appendix C1 參閱附錄 C1)	Business Management, Strategic Planning, 業務管理、策略策劃 (See Appendix C1 參閱附錄 C1)	Business Management, Strategic Planning, 業務管理、策略策劃 (See Appendix C1 參閱附錄 C1)
111 Managerial Level 經理級	211 Managerial Level 經理級	311 Managerial Level 經理級
112 Executive/Supervisory Level 行政/主任級	212 Executive/Supervisory Level 行政/主任級	312 Executive/Supervisory Level 行政/主任級
113 Assistant/Clerical Level 助理/文員級	213 Assistant/Clerical Level 助理/文員級	313 Assistant/Clerical Level 助理/文員級
Fleet Operation and Management 機隊、航路、車隊營運及管理 (See Appendix C2 參閱附錄 C2)	Fleet Operation and Management 機隊、航路、車隊營運及管理 (See Appendix C2 參閱附錄 C2)	Fleet Operation and Management 機隊、航路、車隊營運及管理 (See Appendix C2 參閱附錄 C2)
121 Managerial Level 經理級	221 Managerial Level 經理級	321 Managerial Level 經理級
122 Executive/Supervisory Level 行政/主任級	222 Executive/Supervisory Level 行政/主任級	322 Executive/Supervisory Level 行政/主任級
123 Assistant/Clerical Level 助理/文員級	223 Assistant/Clerical Level 助理/文員級	323 Assistant/Clerical Level 助理/文員級
Sales & Customer Service 市場銷售及顧客服務 (See Appendix C3 參閱附錄 C3)	Sales & Customer Service 市場銷售及顧客服務 (See Appendix C3 參閱附錄 C3)	Sales & Customer Service 市場銷售及顧客服務 (See Appendix C3 參閱附錄 C3)
131 Managerial Level 經理級	231 Managerial Level 經理級	331 Managerial Level 經理級
132 Executive/Supervisory Level 行政/主任級	232 Executive/Supervisory Level 行政/主任級	332 Executive/Supervisory Level 行政/主任級
133 Assistant/Clerical Level 助理/文員級	233 Assistant/Clerical Level 助理/文員級	333 Assistant/Clerical Level 助理/文員級
Frontline Cargo Operation 貨物操作 (See Appendix C4 參閱附錄 C4)	Frontline Cargo Operation 貨物操作 (See Appendix C4 參閱附錄 C4)	Frontline Cargo Operation 貨物操作 (See Appendix C4 參閱附錄 C4)
141 Managerial Level 經理級	241 Managerial Level 經理級	341 Managerial Level 經理級
142 Executive/Supervisory Level 行政/主任級	242 Executive/Supervisory Level 行政/主任級	342 Executive/Supervisory Level 行政/主任級
143 Technician/Assistant/Clerical Level 技術員/助理/文員級	243 Technician/Assistant/Clerical Level 技術員/助理/文員級	343 Technician/Assistant/Clerical Level 技術員/助理/文員級
144 Crafts/Operative Level 技工/操作工級	244 Crafts/Operative Level 技工/操作工級	344 Crafts/Operative Level 技工/操作工級
145 Driver 司機	245 Driver 司機	345 Driver 司機
Technical/Engineering Support 機械/技術支援 (See Appendix C5 參閱附錄 C5)	Technical/Engineering Support 機械/技術支援 (See Appendix C5 參閱附錄 C5)	Technical/Engineering Support 機械/技術支援 (See Appendix C5 參閱附錄 C5)
151 Managerial Level 經理級	251 Managerial Level 經理級	351 Managerial Level 經理級
152 Executive/Supervisory Level 行政/主任級	252 Executive/Supervisory Level 行政/主任級	352 Executive/Supervisory Level 行政/主任級
153 Technician/Assistant/Clerical Level 技術員/助理/文員級	253 Technician/Assistant/Clerical Level 技術員/助理/文員級	353 Technician/Assistant/Clerical Level 技術員/助理/文員級
154 Crafts/Operative Level 技工/操作工級	254 Crafts/Operative Level 技工/操作工級	354 Crafts/Operative Level 技工/操作工級
Other Supporting Services (such as finance, accounting, human resources, information technology) (See Appendix C6) 其他行政支援、財務會計、人力資源、資訊科技 (參閱附錄 C6)	Other Supporting Services (such as finance, accounting, human resources, information technology) (See Appendix C6) 其他行政支援、財務會計、人力資源、資訊科技 (參閱附錄 C6)	Other Supporting Services (such as finance, accounting, human resources, information technology) (See Appendix C6) 其他行政支援、財務會計、人力資源、資訊科技 (參閱附錄 C6)
All Sectors 所有分類別	900 All Job Levels 所有職級	All Sectors 所有分類別

* Enter in Q.5 the preferred level of education of employees according to the following codes:
請將員工的教育程度，按下列編號填入 Q.5 欄內：

1. University Degree or above
大學學位或以上
2. Associate Degree/Higher Diploma/Higher Certificate or equivalent
副學士學位/高級文憑/高級證書或同等學歷
3. Diploma/Certificate or equivalent
文憑/證書或同等學歷
4. Secondary 6 to Secondary 7/Hong Kong Diploma of Secondary Education
中六至中七/香港中學文憑
5. Secondary 4 to Secondary 5
中四至中五
6. Secondary 3 or below
中三或以下

The 2014 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一四年人力調查

Questionnaire (Part II)
調查表 (第二部份)

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

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Recruited from other transport logistics establishments 受聘者來自物流貨運業	_ _ 8	_ _ 10	_ _ 12	_ _ 14
(b) Recruited from non-transport logistics establishments 受聘者來自其他行業	_ _ 16	_ _ 18	_ _ 20	_ _ 22
(c) Recruited new graduates studied transport logistics programme at education/training institutions 受聘者剛畢業於專上院校的物流課程	_ _ 24	_ _ 26	_ _ 28	_ _ 30
(d) Others, please specify. 其他, 請註明: _____	_ _ 32	_ _ 34	_ _ 36	_ _ 38

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

	Managerial Level 經理級	Supervisory Level 主任級	Clerical Level 文員級	Operative Level 操作工級
(a) Taking up/starting own business in transport logistics related jobs 繼續於物流貨運業任職/創業	_ _ 40	_ _ 42	_ _ 44	_ _ 46
(b) Taking up/starting own business in non-transport logistics related jobs 於其他行業任職/創業	_ _ 48	_ _ 50	_ _ 52	_ _ 54
(c) Emigration, retirement or further studies 移民、退休或進修	_ _ 56	_ _ 58	_ _ 60	_ _ 62
(d) Others, please specify. 其他, 請註明: _____	_ _ 64	_ _ 66	_ _ 68	_ _ 70

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

	Frontline Cargo Operation 貨物調度、處理、前線操作			Total 總數
	50 or below 50 歲或以下	51 - 60 51 至 60 歲	61 or above 61 歲或以上	
(a) Crafts/Operative Level 技工／操作工級	<input type="text" value="72"/>	<input type="text" value="74"/>	<input type="text" value="76"/>	<input type="text" value="78"/>
(b) Driver 司機	<input type="text" value="80"/>	<input type="text" value="82"/>	<input type="text" value="84"/>	<input type="text" value="86"/>

<u>For official use only</u> 此欄毋須填寫	Q.6	<input type="text" value="88"/>	<input type="text" value="89"/>	<input type="text" value="90"/>	<input type="text" value="91"/>
	Q.7	<input type="text" value="92"/>	<input type="text" value="93"/>	<input type="text" value="94"/>	<input type="text" value="95"/>
	Q.8	<input type="text" value="96"/>	<input type="text" value="97"/>	<input type="text" value="98"/>	<input type="text" value="99"/>
		<input type="text" value="100"/>			

Q.9 Preferred Competency

僱員宜有能力

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

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

Functional Areas 職能範疇	Industry 行業	
	Air Freight & Express 空運及快遞	Shipping 海運
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
Operation Management 營運管理 Example: - Apply all kinds of freight information 例子: 應用各類貨運資訊 - Monitor the performance of contractors 監管承辦商的工作表現 - Formulate strategy for global operation 制定環球性營運策略	101	201
	<input type="text" value="103"/>	<input type="text" value="106"/>
Planning and Design of Logistics Solutions 物流方案規劃及設計 Example: - Apply basic statistics to logistics operation 例子: 基本統計學運用於物流運作 - Master the logistics needs of different import/export trading modes 掌握不同進出口貿易模式的物流需要 - Plan and design global logistics solutions 計劃及設計環球性的物流方案	102	202
	<input type="text" value="109"/>	<input type="text" value="112"/>
Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務 Example: - Maintain, process and use customer information 例子: 保存、處理及運用客戶資料 - Present and explain proposals to customers 向客戶展示及闡述建議書 - Assess the demand for the services of the logistics industry and formulate sales budgets 評估物流業服務需求及制定有關預算	103	203
	<input type="text" value="115"/>	<input type="text" value="118"/>
Cargo Transport and Handling 貨物運輸及處理 Example: - Handle temporary imports 例子: 處理暫准進口貨物 - Apply multimodal transport concept and knowledge 運用多式聯運概念及知識 - Coordinate point-to-point cargo transport connection 協調點對點貨物的銜接	104	204
	<input type="text" value="121"/>	<input type="text" value="124"/>
Cargo Safety and Security 貨物安全及保安 Example: - Understand dangerous goods and their characteristics 例子: 認識危險品及其特性 - Apply security technology to help handle cargo transport security matters 運用保安科技協助處理貨運保安事宜 - Monitor security service standard 監督保安服務水平	105	205
	<input type="text" value="127"/>	<input type="text" value="130"/>

Functional Areas 職能範疇	Industry 行業	
	Air Freight & Express 空運及快遞	Shipping 海運
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
Import / Export Documentation and Procedures 出入口文件處理	106	206
Example: - Handle procedures and documents for settlement of trading payment 例子: 處理貿易貨款交收程序及文件	133	136
- Arrange for customs declaration 安排海關申報		
- Understand different trading modes and their requirements on import, export and re-export documents 瞭解不同貿易模式及其進出口或轉口文件需要		
Insurance and Legal Matters 保險及法律事務	107	207
Example: - Handle insurance certificate and policy or related documents 例子: 處理保險證書、保單或相關文件	139	142
- Apply occupational safety and health ordinances relevant to the logistics industry 應用物流業相關的職業健康及安全法例		
- Formulate risk management plans 制定風險管理方案		
E-Logistics 電子物流	108	208
Example: - Submit cargo manifests electronically 例子: 以電子方式提交貨物艙單	145	148
- Conduct Electronic Data Interchange (EDI) in the industry and with customers 進行業內及客戶間的電子訊息交換		
- Formulate air/sea freight-based strategies for fourth-party logistics (4PL) 制定以空運/海運為基礎的第四方物流策略		
Occupational Safety & Health 職業安全及健康	109	209
Example: - Implement safety operation in confined spaces 例子: 執行密閉空間的安全操作	151	154
- Handle general industrial accidents 處理一般工業意外		
- Formulate occupational safety and health management system for the logistics industry 制定物流業職業安全及健康的管理系統		
Quality Management 品質管理	110	210
Example: - Handle issues on quality of transport and logistics services 例子: 處理貨運及物流服務質素問題	157	160
- Conduct quality management audit 執行品質管理審核		
- Formulate quality management system 制定品質管理系統		

Functional Areas 職能範疇	Industry 行業		
	Land Transport and Distribution 陸路運輸及分發	Terminals, Warehouse, and Logistics Centre 貨運站、倉庫及物流中心	Supporting and Ancillary Services 支援及輔助服務
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務 Example: - Provide freight forwarding services to customers 例子: 提供貨運服務 - Manage service quality 管理服務質素 - Forecast markets and business needs 預測市場和業務需求	301 163	401 166	501 169
Planning and Design of Logistics Solutions 物流方案規劃及設計 Example: - Co-ordinate freight transport arrangement/ 例子: Co-ordinate fleet operations 協調貨物運輸安排/協調車隊運作 - Assess customer transport requirements 評估客戶的運輸要求 - Manage information flow in supply chains 管理供應鏈的資訊流	302 172	402 175	502 178
Import / Export Documentation 出入口文件處理 Example: - Compile transport documents 例子: 擬備運輸文件 - Verify required proofs and documents according to freight needs 按貨運需要核查所需證明及文件 - Carry out integrated border clearance transactions 執行綜合邊境清關交易	303 181	403 184	503 187
Cargo Safety and Security 貨物安全及保安 Example: - Understand dangerous goods and their characteristics 例子: 認識危險品及其特性 - Implement accident-emergency procedures 執行緊急事故程序 - Conduct safety audits 管理貨物保安	304 190	404 193	504 196
Environmental Protection 環境保護 Example: - Understand and implement basic environmental protection plan 例子: 認識並執行基本環保方案 - Enhance staff's awareness of environmental protection 提升員工的環保意識 - Formulate environmental protection policies and procedures 制定環境保護的政策和程序	305 199	405 202	505 205
Cargo Transport and Handling 貨物運輸及處理 Example: - Prepare cargoes for transfer 例子: 為貨物轉運作準備 - Handle dangerous goods/hazardous substances 處理危險品/有害物品 - Manage logistics centre operations 組織物流中心運作	306 208	406 211	506 214

Functional Areas 職能範疇	Industry 行業		
	Land Transport and Distribution 陸路運輸及分發	Terminals, Warehouse, and Logistics Centre 貨運站、倉庫及物流中心	Supporting and Ancillary Services 支援及輔助服務
	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數	No. of employees require training 需要培訓的人數
Operation Management 營運管理	307 <input type="text" value="217"/>	407 <input type="text" value="220"/>	507 <input type="text" value="223"/>
Example: - Apply basic warehousing knowledge 例子: 應用基本倉儲知識			
- Develop rosters 制定值勤名單			
- Formulate local/global operations strategies 制定地區性/環球營運策略			
Quality Management 品質管理	308 <input type="text" value="226"/>	408 <input type="text" value="229"/>	508 <input type="text" value="232"/>
Example: - Handle issues on quality of transport and logistics services 例子: 處理貨運及物流服務質素問題			
- Formulate measures to enhance quality standards 制定提升品質的措施			
- Formulate corporate social responsibility policies 制定企業社會責任政策			
E-Logistics 電子物流	309 <input type="text" value="235"/>	409 <input type="text" value="238"/>	509 <input type="text" value="241"/>
Example: - Handle electronic documents 例子: 處理貨運電子文件			
- Apply knowledge of information and communication technology 應用資訊及通訊科技知識			
- Manage network security 管理網絡保安			
Insurance, Legal Matters & Compliance 保險、法律事務及遵守法規	310 <input type="text" value="244"/>	410 <input type="text" value="247"/>	510 <input type="text" value="250"/>
Example: - Verify insurance certificates and policies or related documents 例子: 核實保險證書、保單或相關文件			
- Implement risk management plans 執行風險管理方案			
- Research compliance requirements and issues 研究法規的要求和問題			

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此欄毋須填寫

End of questionnaire. Thank you for your co-operation.
問卷完，多謝合作

Please tick this box if your company wants a complimentary copy of the 2014 Manpower Survey Report
如 貴公司欲收到二零一四年人力調查報告，請於方格內加上(✓)號

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The 2014 Manpower Survey of the Transport Logistics Industry
物流貨運業二零一四年人力調查

Explanatory Notes
附註

1. The questionnaire is in three parts, the front page, part I and part II. Before completing the questionnaire, please read carefully the Explanatory Notes.
調查表共有三部份：首頁、第一部份和第二部份。填寫調查表前，請參閱附註。

2. Please fill in a number or a code where applicable. The codes and the values of items they represent are listed in the main questionnaire (Appendix A) or the Appendices C1 – C6.
請在適當空格內填入有關數字或編號，編號及所代表的事項載於主要調查表（附錄 A）或附錄 C1 – C6。

3. Front Page of Questionnaire
調查表首頁

On the front page of the questionnaire, please select the principal line of business of the establishment.
請在調查表首頁上揀選貴機構的主要業務性質。

4. Main Questionnaire (Part I)
主要調查表（第一部份）
 - 4.1 In the main questionnaire (Part I), please fill in information for each job/position in your establishment. All columns ('A' to 'G') of the questionnaire should be filled. Please insert a zero (0) in any column where not applicable.
請於主要調查表（第一部份）填寫貴機構內各職位的資料。「A」至「G」各欄均須填寫。如有不適用者，請在該欄內填入（0）符號。

 - 4.2 Definition of the Jobs Engaged in Transport Logistics
從事物流貨運的職位定義
 - (i) Jobs in '**Air Transport Business & Operation**' refer to jobs mainly engaged in air cargo or air logistics operation (excluding warehouse and depot operation).
「空運業務及有關操作」職位是指主要從事處理空運貨物或涉及空運物流的營運（不包括倉庫及碼頭的運作）。

- (ii) Jobs in **‘Sea Transport Business & Operation’** refer to jobs mainly engaged in sea cargo or sea logistics operation (excluding warehouse operation).
「海運業務及有關操作」職位是指主要從事處理海運貨物或涉及海運物流的營運（不包括倉庫的運作）。
- (iii) Jobs in **‘Land Transport Business & Operation’** refer to jobs mainly engaged in land cargo or land logistics operation, including warehouse.
「陸運業務及有關操作」職位是指主要從事處理陸運貨物或涉及陸上物流的營運（包括倉庫）。

Remarks:

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

4.3 Job Title and Code (Column ‘A’ and Column ‘B’)
職稱及編號（「A」欄及「B」欄）

- (i) Please fill in Column ‘A’ the job titles of your employees according to that listed in the questionnaire.
請參照調查表中提供的職稱，填寫僱員的職位 在「A」欄內。
- (ii) Please fill in Column ‘B’ the job codes of your employees. (Please refer to the job codes listed in the questionnaire or Appendices C and C1 – C6 for the job descriptions).
請在「B」欄填上僱員的職位編號（請參照調查表中提供的職位編號或附錄 C 及 C1 – C6 內的職務）。

4.4 Q.1 Number of Employees as at 15.8.2014 (Column ‘C’)
在 2014 年 8 月 15 日的僱員人數（「C」欄）

Please fill in the total number of employees against each principal job as at 15.8.2014. ‘Employees’ refer to those who have worked for the establishment for 4 weeks or more and for not less than 18 hours in each week.

請填寫在 2014 年 8 月 15 日各主要職務的僱員總數。「僱員」指在貴機構全職工作已達四星期，每星期工作不少於十八小時的員工。

4.5 Q.2 Forecast Number of Employees as at August 2015 (Column ‘D’)
預計在 2015 年 8 月的僱員人數（「D」欄）

Please fill in the forecast number of employees against each principal job as at August 2015.

請填寫預計在 2015 年 8 月各主要職務的僱員人數。

4.6 **Q.3 Forecast Number of Employees as at August 2016 (Column 'E')**

預計在 2016 年 8 月的僱員人數（「E」欄）

Please fill in the forecast number of employees against each principal job as at August 2016.

請填寫預計在 2016 年 8 月各主要職務的僱員人數。

4.7 **Q.4 Number of Vacancies as at 15.8.2014 (Column 'F')**

在 2014 年 8 月 15 日的空缺數目（「F」欄）

Please fill in the total number of vacancies against each principal job as at 15.8.2014.

請填寫在 2014 年 8 月 15 日各主要職務的空缺數目。

4.8 **Q.5 Preferred Level of Education (Column 'G')**

僱員宜有教育程度（「G」欄）

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

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

5. **Questionnaire (Part II)**

調查表（第二部份）

5.1 **Q.6 Number of Transport Logistics Staff Recruited in the Past 12 Months by Source/Origin**

過去十二個月內招聘的物流貨運業僱員人數（按來向／來源分類）

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

請按來向／來源填上過去十二個月內招聘的物流貨運業僱員人數。

5.2 **Q.7 Number of Transport Logistics Staff Left in the Past 12 Months by Whereabouts**

過去十二個月內離職的物流貨運業僱員人數（按去向分類）

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

請按去向填上過去十二個月內離職的物流貨運業僱員人數。

5.3 **Q.8 Number of Employees According to Age Group**

受僱的員工按年齡分佈

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

請按年齡分佈填寫前線僱用的人數。

5.4 Q.9 Preferred Competency

僱員宜有能力

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

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

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

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

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

註：調查所得資料絕對保密，只以統計摘要方式發表，並不提及個別機構。

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

Descriptions of Job Level
職級簡介

Job Level 職級	Description 簡介
Managerial Level 經理級人員	Head (deputy included) of a department or section of an establishment responsible for getting jobs done of the prescribed area of responsibilities by sub-ordinates according to the company policy, goals and objectives. 部門主管(包括副主管)，根據公司政策、目的及目標，及通過屬下員工完成、達到有關職責範圍。
Executive/supervisory Level 行政／主任級人員	Mainly assist the managerial level in carrying out the prescribed area of responsibilities. Usually are involved in supervision of the work of the junior level on the spot. 主要協助經理級人員去完成、達到有關職責範圍。通常於辦公室或操作場地督導初級員工的工作。
Technician/assistant/clerk Level 技術員／助理／文員級人員	Work under supervision and characterised by office job duties or jobs with higher technical requirements/involvements. 通常於督導下於辦公室進行文書或於操作場地進行較高技術工作。
Crafts/operative Level 技工／操作工級人員	Work under supervision and characterised by physical job or jobs with lower technical requirements/involvements. 通常於督導下進行體力、較低技術工作。
Driver 司機	Operate vehicles to receive and distribute document or cargo. 駕駛車輛接收及運送文件或貨物。

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

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

Jobs for Scope of Business Management, Strategic Planning

「業務管理、計劃策略」範疇的職位

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

**C2. Descriptions of Scope and Area of Responsibilities
(Fleet Operation and Management)**

範疇及職責範圍簡介(機隊、航隊、車隊營運及管理)

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

Jobs for Scope of Fleet Operation and Management

「機隊、航隊、車隊營運及管理」範疇的職位

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

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

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

Jobs for Scope of Sales & Customer Service

「市場銷售及顧客服務」範疇的職位

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

**C4. Descriptions of Scope and Area of Responsibilities
(Frontline Cargo Operation)**

範疇及職責範圍簡介(貨物調度、處理、前線操作)

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

Jobs for Scope of Frontline Cargo Operation

「貨物調度、處理、前線操作」範疇的職位

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

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

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

Jobs for Scope of Technical/Engineering Support

「機械／技術支援」範疇的職位

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

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

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

Jobs for Scope of Other Supporting Services (such as Finance, Accounting, Human Resources, Information Technology)

「其他行政支援，如財務會計、人力資源、資訊科技」範疇的職位

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