

2011 MANPOWER SURVEY REPORT

**TEXTILE, CLOTHING, FOOTWEAR AND
HANDBAG INDUSTRIES**

TEXTILE AND CLOTHING TRAINING BOARD

VOCATIONAL TRAINING COUNCIL

紡織、製衣、製鞋及手袋業

2011年人力調查報告

職業訓練局

紡織及製衣業訓練委員會

CONTENTS

	<u>Title</u>	<u>Paragraph</u>	<u>Page</u>
	Executive Summary	1 – 10	1 – 4
<u>Section</u>			
I	Introduction	1.1 – 1.13	5 – 9
II	Summary of Survey Findings	2.1 – 2.19	10 – 46
III	Conclusions	3.1 – 3.40	47 – 86
IV	Recommendations	4.1 – 4.24	87 – 95
	Tables		188 – 265
	Appendices		266 – 369

目錄

	<u>標題</u>	<u>段數</u>	<u>頁數</u>
報告摘要		1 – 10	96 – 99
章數			
第一章	緒論	1.1 – 1.13	100 – 104
第二章	調查結果摘要	2.1 – 2.19	105 – 141
第三章	結論	3.1 – 3.40	142 – 179
第四章	建議	4.1 – 4.24	180 – 187
	圖表		188 – 265
	附錄		266 – 369

LIST OF TABLES AND APPENDICES

<u>Table</u>	<u>Title</u>	<u>Page</u>
1.	Manpower Statistics - Textile Industry	188 – 192
2.	Manpower Statistics - Clothing Industry	193 – 195
3.	Manpower Statistics - Fur, Footwear and Handbag Industries	196 – 197
4.	Manpower Statistics - Trading	198 – 199
5.	Manpower Statistics - Testing Services and Laboratories	200
6.	Distribution of Employees by Monthly Income Range - Textile Industry	201 – 205
7.	Distribution of Employees by Monthly Income Range - Clothing Industry	206 – 208
8.	Distribution of Employees by Monthly Income Range - Fur, Footwear and Handbag Industries	209 – 210
9.	Distribution of Employees by Monthly Income Range -Trading	211 – 212
10.	Distribution of Employees by Monthly Income Range - Testing Services and Laboratories	213
11.	Number of Employees over Age of 50 - Textile Industry	214
12.	Number of Employees over Age of 50 - Clothing Industry	215
13.	Number of Employees over Age of 50 - Fur, Footwear and Handbag Industries	216
14.	Number of Employees over Age of 50 - Trading and Servicing	217
15.	Preferred Education of Employees - Textile Industry	218
16.	Preferred Education of Employees - Clothing Industry	219
17.	Preferred Education of Employees - Fur, Footwear and Handbag Industries	220
18.	Preferred Education of Employees - Trading	221
19.	Preferred Education of Employees - Testing Services and Laboratories	222
20.	Preferred Training Period of Employees - Textile Industry	223
21.	Preferred Training Period of Employees - Clothing Industry	224

<u>Table</u>	<u>Title</u>	<u>Page</u>
22.	Preferred Training Period of Employees - Fur, Footwear and Handbag Industries	225
23.	Preferred Training Period of Employees - Trading	226
24.	Preferred Training Period of Employees - Testing Services and Laboratories	227
25.	Preferred Training Mode of Employees - Textile Industry	228
26.	Preferred Training Mode of Employees - Clothing Industry	229
27.	Preferred Training Mode of Employees - Fur, Footwear and Handbag Industries	230
28.	Preferred Training Mode of Employees - Trading	231
29.	Preferred Training Mode of Employees - Testing Services and Laboratories	232
30.	Manpower Statistics - Spinning Branch	233 – 235
31.	Manpower Statistics - Weaving Branch	236 – 238
32.	Manpower Statistics - Knitting Branch	239 – 240
33.	Manpower Statistics - Finishing Branch	241 – 243
34.	Manpower Statistics - Non-woven Branch	244
35.	Manpower Statistics - Garment Branch (exclude under/night garments)	245 – 247
36.	Manpower Statistics - Knitwear Branch (exclude knitted and crocheted underwear)	248 – 250
37.	Manpower Statistics - Under/Night Garments and Knitted/Crocheted Underwear Branch	251 – 252
38.	Manpower Statistics - Fur, Footwear and Handbag Branch	253 – 254
39.	Manpower Statistics - Import/Export of Footwear	255 – 256
40.	Manpower Statistics - Import/Export of Fabrics	257 – 258
41.	Manpower Statistics - Import/Export of Wearing Apparel	259 – 260
42.	Manpower Statistics - Import/Export of Cotton, Textile Fibre and Yarn	261 – 262
43.	Manpower Statistics - Import/Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	263 – 264
44.	Manpower Statistics - Testing Services and Laboratories	265

圖表及附錄

圖表	標題	頁數
一.	人力統計數字 — 紡織業	188 - 192
二.	人力統計數字 — 製衣業	193 - 195
三.	人力統計數字 — 皮草、製鞋及手袋業	196 - 197
四.	人力統計數字 — 貿易類別	198 - 199
五.	人力統計數字 — 公證行及檢定中心類別	200
六.	僱員月入的分布情況 — 紡織業	201 - 205
七.	僱員月入的分布情況 — 製衣業	206 - 208
八.	僱員月入的分布情況 — 皮草、製鞋及手袋業	209 - 210
九.	僱員月入的分布情況 — 貿易類別	211 - 212
十.	僱員月入的分布情況 — 公證行及檢定中心類別	213
十一.	僱員年逾五十歲的人數 — 紡織業	214
十二.	僱員年逾五十歲的人數 — 製衣業	215
十三.	僱員年逾五十歲的人數 — 皮草、製鞋及手袋業	216
十四.	僱員年逾五十歲的人數 — 貿易及公證類別	217
十五.	僱員宜有的教育程度 — 紡織業	218
十六.	僱員宜有的教育程度 — 製衣業	219
十七.	僱員宜有的教育程度 — 皮草、製鞋及手袋業	220
十八.	僱員宜有的教育程度 — 貿易類別	221
十九.	僱員宜有的教育程度 — 公證行及檢定中心類別	222
二十.	僱員宜有的訓練時間 — 紡織業	223
二十一.	僱員宜有的訓練時間 — 製衣業	224

<u>圖表</u>	<u>標題</u>	<u>頁數</u>
二十二.	僱員宜有的訓練時間 — 皮草、製鞋及手袋業	225
二十三.	僱員宜有的訓練時間 — 貿易類別	226
二十四.	僱員宜有的訓練時間 — 公證行及檢定中心類別	227
二十五.	僱員宜有的訓練形式 — 紡織業	228
二十六.	僱員宜有的訓練形式 — 製衣業	229
二十七.	僱員宜有的訓練形式 — 皮草、製鞋及手袋業	230
二十八.	僱員宜有的訓練形式 — 貿易類別	231
二十九.	僱員宜有的訓練形式 — 公證行及檢定中心類別	232
三十.	人力統計數字 — 紡紗門類	233 - 235
三十一.	人力統計數字 — 織造門類	236 - 238
三十二.	人力統計數字 — 針織門類	239 - 240
三十三.	人力統計數字 — 染整門類	241 - 243
三十四.	人力統計數字 — 無紡布門類	244
三十五.	人力統計數字 — 成衣門類（不包括內衣／睡衣）	245 - 247
三十六.	人力統計數字 — 針織衣物門類（不包括針織和鉤織內衣）	248 - 250
三十七.	人力統計數字 — 內衣／睡衣及針織／鉤織內衣門類	251 - 252
三十八.	人力統計數字 — 皮草、製鞋及手袋門類	253 - 254
三十九.	人力統計數字 — 鞋類進出口貿易	255 - 256
四十.	人力統計數字 — 布料進出口貿易	257 - 258
四十一.	人力統計數字 — 服裝進出口貿易	259 - 260
四十二.	人力統計數字 — 棉花、紡織纖維及紗線進出口貿易	261 - 262
四十三.	人力統計數字 — 皮革或類似材料製的行李箱、手袋及同類物品出口貿易	263 - 264
四十四.	人力統計數字 — 公證行及檢定中心	265

<u>Appendix</u>	<u>Title</u>	<u>Page</u>
1.	Membership of the Textile and Clothing Training Board	266 – 268
2.	Terms of Reference of the Textile and Clothing Training Board	269
3.	Survey Documents	
	(a) Letter to Employers	271 – 272
	(b) Questionnaire	275 – 280
	(c) Explanatory Notes	281 – 290
	(d) Job Descriptions	291 – 367
4.	Skills Upgrading Scheme Plus Courses	368 – 369

<u>附 錄</u>	<u>標 題</u>	<u>頁 數</u>
1.	紡織及製衣業訓練委員會委員名單	266 – 268
2.	紡織及製衣業訓練委員會職權範圍	270
3.	調查文件	
	(a) 致僱主信	273 – 274
	(b) 調查表	275 – 280
	(c) 附註	281 – 290
	(d) 工作說明	291 – 367
4.	新技能提升計劃課程	368 – 369

Executive Summary

2011 Manpower Survey Report of the Textile, Clothing, Footwear and Handbag Industries

Introduction

The Textile and Clothing Training Board conducted a survey of the textile, clothing, footwear and handbag industries in July/August 2011 to collect the up-to-date manpower information. This is the seventh joint manpower survey of the textile, clothing, footwear and handbag industries and their related trading and servicing sector.

2. The fieldwork of the survey covered 1 601 textile, clothing, footwear and handbag establishments from the 21 954 establishments registered with the Census and Statistics Department. The survey data from the selected establishments were scaled up statistically to reflect the overall manpower situation of the industries.

Survey Findings

3. The survey revealed that in August 2011, a total of 9 039 employees were employed in the manufacturing sector of the textile, clothing, footwear and handbag industries while 62 807 were employed in the trading and servicing sector of the three industries. Their distributions by job level and by sector were as follows:

Sector Job Level	Manufacturing Sector			Trading and Servicing Sector	
	Textile Industry	Clothing Industry	Fur, Footwear and Handbag Industries	Trading Sector	Testing Services and Laboratories
Technologist	158	518	17	11 832	40
Technician	653	1 697	38	47 896	612
Craftsman	331	461	70	771	150
Operative	1 688	2 552	30	1 497	-
Unskilled	472	339	15	-	-
Total	3 302	5 567	170	62 005	802

4. Employers reported a total of 21 vacancies in the manufacturing sector of the textile, clothing, footwear and handbag industries; and a total of 545 vacancies in the trading and servicing sector of the three industries. In addition, employers forecast that by August 2012, the three industries would have a total workforce of 9 055 in the manufacturing sector and 63 494 in the trading and servicing sector.

5. Ageing is a problem in the manufacturing sector of the three industries. In the fur, footwear and handbag industries, some 30.97% of employees were over the age of 50; while some 38.66% and 33.74% of employees were over the age of 50 in the textile and clothing industries respectively.

Manpower Changes Since 2009

6. Compared with the findings of the 2009 survey, the total manpower in the current survey recorded an average annual decrease of 0.28%, comprising a decline of 17.02% in the manufacturing sector and a slight increase of 3.06% in the trading and servicing sector which is due to inclusion of a new branch in this survey.

7. The Training Board considers that the manpower changes of the textile, clothing, footwear and handbag industries might be attributable to the following factors:

- (i) the downturn of global economy which commenced in 2008 has had a negative impact on demand in the traditional export markets of the Hong Kong firms. Although the world's economy has been with some signs of recovery in the later half of 2009, the slow improvement of American economy and the EURO crisis of EU countries have still created a very difficult business situation for Hong Kong textile, clothing, footwear and handbag firms;
- (ii) Hong Kong companies, particularly those manufacturing bases are in the Pearl River Delta region, have been experiencing increase of production costs from several aspects such as RMB appreciation, shortage of skilled workforce, wage increase, and expanded coverage and charges of the Mainland's social security system. Rising global raw materials prices in cotton and oil, and operating charges in electricity and sewage have affected manufacturers all over the Mainland China;
- (iii) both Mainland and foreign governments and other major importers have enacted a wide range of new laws, regulations and rules in environmental and safety, export processing and labour welfare areas. The direct result of these changes has been a rise in the administrative and compliance costs;

- (iv) the Mainland China has launched a series of fiscal and taxation incentives to encourage the transformation and upgrade of industries, and given the strategic focus to expand domestic consumption demand under the 12th Five-year Plan. In addition to strengthening of production capacity and quality, many textile and clothing companies are looking for higher calibre manpower to move towards upstream activities such as product design, research & development, and retail business at the same time;
- (v) Hong Kong companies are facing a more competitive environment from several directions. The development of powerful foreign buyers and retailers have pushed their suppliers extremely hard such as pulling orders, delaying payment, rejecting shipments on questionable grounds and shifting orders to other countries. On the other hand, increasing competitions are from Mainland companies which are able to win business from Hong Kong firms with lower prices;
- (vi) some textile and clothing companies had considered relocation of their factories within or outside Mainland. However, various obstacles such as insufficient extra orders for the expanded production capabilities, additional costs that may incur for land, electricity and logistics, and lack of comprehensive supply chain in new location are found. Most of them have therefore remained in the original places and adopted a wait-and-see approach;
- (vii) the end of the global quota system had led China's share significantly higher than before and this had benefited Hong Kong firms a lot since then. However, Hong Kong companies have been minimized by the increasing highly competitive environment in the post-quota regimes. One major impact was competition on price rather than on quota;
- (viii) Statutory Minimum Wage was introduced in Hong Kong in May 2011. As a result, Hong Kong trading and servicing companies are facing pressures to raise the average wages of their junior and supervisory staff;
- (ix) some developing countries such as Vietnam, Cambodia, Bangladesh and Thailand which have lower operating costs than China are growing their low-end garment industry. Hong Kong companies are trying very hard to distinguish themselves from these countries in terms of design, technology, reliability, flexibility and quality;
- (x) a number of requests from overseas importers such as increased order frequency, changing styles, reduced individual order volume, request for quicker delivery and higher quality requirement have imposed difficulties on Hong Kong garment firms;

- (xi) protectionism in the West is also regarded by the textile and clothing industries as an issue troubling them though abolition of quota system and accession of China to the World Trade Organisation. A rise in the trade frictions in anti-dumping and anti-subsidy investigations were found in textile companies; and
- (xii) the majority of Hong Kong clothing manufacturers have set up offshore facilities which resulted in a largely steady decline in technical personnel. However, Hong Kong is not only a leading production centre but also a global clothing sourcing hub companies doing textile and clothing trade are looking for additional workforce in fabrics procurement, clothing design and development, quality control, sales and marketing, logistic arrangement, compliance in international rules and regulations.

Recommendations

8. In view of current global economic situation and the overall business environment, the Training Board anticipates a persistent demand for technologists and technicians to assist in the transformation and upgrade of Hong Kong companies in the manufacturing, trading and servicing sectors. Manpower training at higher levels particularly in product design and development, merchandising, international sales and marketing, and quality control are essential to maintain the competitive advantage of Hong Kong.

9. The Training Board recommends that the number of employees required annually by the textile, clothing, footwear and handbag industries as a whole at the technologist, technician and craftsman levels are estimated to be as follows:

Total Level	Annual Training Requirement
Technologist	338
Technician	1 667

10. The Training Board urges employers to make use of the part-time courses offered by the Hong Kong Polytechnic University, the Department of Fashion and Image Design of the Hong Kong Design Institute, the Pro-Act Training and Development Centre (Fashion Textiles) and the Clothing Industry Training Authority for upgrading their workforce. Employers are also encouraged to contact the Vocational Training Council to set up apprenticeship/traineeship schemes and to make use of the New Technology Training Scheme for training their employees in new technologies. On the other hand, the Training Board also urges the training institutes to encourage their students to get prepared that it is inevitable they would have to work outside Hong Kong, particularly in Mainland China or nearby countries, sooner or later in their future career development.

SECTION I

INTRODUCTION

The Training Board

1.1 The Textile and Clothing Training Board of the Vocational Training Council is required by its terms of reference to determine the manpower needs of the textile, clothing, footwear and handbag industries and to make recommendations to the Council for the development of training facilities to meet such needs. The membership and terms of reference of the Training Board are listed in Appendices 1 and 2 respectively.

Purpose and Date of the Survey

1.2 During the period from 18 July to 17 August 2011, the Textile and Clothing Training Board conducted a survey of the textile, clothing, footwear and handbag industries to collect the up-to-date manpower information. This is the seventh manpower survey covering three industries, including the manufacturing and the trading and servicing sectors. The survey was carried out with the assistance of the Census and Statistics Department.

Information Collected from the Survey

1.3 The following information was collected from employers:

- (i) the number of employees at the time of the survey;
- (ii) the number of employees under training;
- (iii) the number of existing vacancies;
- (iv) a forecast of number of employees by August 2012;
- (v) the average income of employees;
- (vi) the number of internal promotion and employees over age of 50 by job level;
- (vii) employers' views on the preferred education, training mode and training period of employees by level; and
- (viii) the recruitment situation in the past 12 months and the number of Compliance Manager and/or Compliance Supervisor needed in the coming 12 months after the survey.

1.4 Employers were also requested to provide information with regard to the operations relating to textile and clothing industries set up in the Mainland and the number of Mainland employees.

Scope of the Survey

1.5 The survey covered the following branches of the three industries and their related trading sectors and commercial laboratories:

(A) *Manufacturing Sector*

(i) *Textile Industry*

- (a) Spinning Branch (HSIC 131101, 131102, 131103, 131104, 131199, 139401, 139402, 139403, 139404 & 139700)
- (b) Weaving Branch (HSIC 131201, 131202, 131203, 131204, 131299, 139300, 139500 & 139900)
- (c) Knitting Branch (HSIC 139101, 139102, 139199 & 143100)
- (d) Finishing Branch (HSIC 131301, 131302, 131303, 131304, 131305, 131306, 131307 & 131399)
- (e) Non-woven Branch

(ii) *Clothing Industry*

- (a) Garment Branch – exclude under/night garments (HSIC 141101, 141103 & 141199)
- (b) Knitwear Branch – exclude knitted and crocheted underwear (HSIC 143200)
- (c) Under/Night Garments and Knitted/Crocheted Underwear (HSIC 141104 & 143300)

(iii) *Fur, Footwear and Handbag Industries*

- (a) Fur, Footwear and Handbag Branch (HSIC 142000, 152000 & 151200)

(B) Trading and Servicing Sector

- (i) I/E of Footwear (HSIC 451401 & 452401)
- (ii) I/E of Fabrics (HSIC 451402 & 452402)
- (iii) I/E of Wearing Apparel (HSIC 451404 & 452404)
- (iv) I/E of Cotton, Textile Fibre and Yarn (HSIC 451202 & 452202)
- (v) I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes (HSIC 451411 & 452411)
- (vi) Testing Services and Laboratories - 10 Textile Testing Services and Laboratories

1.6 In this survey, the “Under/Night Garments” was separated as an individual branch under the manufacturing sector. The “Fur”, “Footwear” and “Handbag” branches were combined into one branch in view of the small number of existing establishments. A new branch of “Import/Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes” was also created under the trading and servicing sector.

1.7 According to the Census and Statistics Department, there were 1 238 establishments engaged in the manufacturing sector and 20 716 in the trading and servicing sector of the textile, clothing, footwear and handbag industries. In view of the limited manpower available for the fieldwork, a stratified random sampling method was adopted to select 1 601 textile, clothing, footwear and handbag establishments for the survey.

Method of the Survey

1.8 One week before the fieldwork, questionnaire copies together with explanatory notes and job descriptions of the principal jobs in the respective industries were sent to the selected establishments (Appendices 3(a) to 3(d)).

1.9 During the survey period, interviewers of the Census and Statistics Department contacted the selected establishments to answer queries and assist in the completion of the questionnaire if required. They might also visit the selected companies by appointment to collect the completed questionnaires.

1.10 The completed questionnaires were edited and, where necessary, checked with the respondents. They were then processed by the Census and Statistics Department. The collected data were statistically scaled up to reflect the overall manpower situations of the surveyed industries.

Publicity

1.11 Prior notice of the survey was given, the following employers' associations were requested to publicise the survey among their members:

- (i) The Chinese Manufacturers' Association of Hong Kong
- (ii) The Federation of Hong Kong Cotton Weavers
- (iii) The Federation of Hong Kong Footwear Limited
- (iv) The Federation of Hong Kong Garment Manufacturers
- (v) The Federation of Hong Kong Industries
- (vi) Hong Kong Apparel Society Limited
- (vii) The Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited
- (viii) Hong Kong Chinese Textile Mills Association
- (ix) The Hong Kong Cotton Spinners Association
- (x) Hong Kong Footwear Association Limited
- (xi) Hong Kong Fur Federation
- (xii) Hong Kong Garment Manufacturers Association Limited
- (xiii) The Hong Kong General Chamber of Commerce
- (xiv) The Hong Kong General Chamber of Textiles Limited
- (xv) Hong Kong Knitwear Exporters and Manufacturers Association Limited
- (xvi) The Hong Kong Piece-Goods Merchants' Association
- (xvii) Hong Kong Printers and Dyers Association Limited
- (xviii) The Hong Kong Weaving Mills Association
- (xix) Hong Kong Woollen and Synthetic Knitting Manufacturers' Association Limited
- (xx) Textile Council of Hong Kong Limited

Survey Response

1.12 Of the 1 601 establishments, 1 097 provided the information and 20 declined to do so. The remaining 484 had either closed, moved or were no longer engaged in the textile, clothing, footwear and handbag industries. The effective response rate was 98.75%.

The Report

1.13 This report presents the findings of the survey (Tables 1 - 44), the Training Board's forecast of the manpower needs of the surveyed industries and its recommendations on measures to meet these needs. In the report, the term 'employees' refers to the total manpower in the principal jobs excluding trainees. The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

SECTION II

SUMMARY OF SURVEY FINDINGS

Number of Employees (Tables 1 – 5)

2.1 The survey revealed that in August 2011, a total of 3 302, 5 567 and 170 persons were employed respectively in the manufacturing sector of the textile; clothing; fur, footwear and handbag industries while 62 807 were employed in the trading and servicing sector of the three industries. Their distribution by sector/ branch is as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Branch	Total	Percentage of Total Number of Employees
Spinning	626	18.96%
Weaving	1 593	48.24%
Knitting	175	5.30%
Finishing	817	24.74%
Non-woven	91	2.76%
Total	3 302	100.00%

(ii) *Clothing Industry*

Branch	Total	Percentage of Total Number of Employees
Garment (exclude under/night garments)	2 917	52.40%
Knitwear (exclude knitted and crocheted underwear)	2 238	40.20%
Under/Night Garments and Knitted/Crocheted Underwear	412	7.40%
Total	5 567	100.00%

(iii) Fur, Footwear and Handbag Industries

Branch	Total	Percentage of Total Number of Employees
Fur	110	64.71%
Footwear	33	19.41%
Handbag	27	15.88%
Total	170	100.00%

(B) Trading and Servicing Sector

(i) Trading

Branch	Total	Percentage of Total Number of Employees
I/E of Footwear	2 536	4.09%
I/E of Fabrics	6 696	10.80%
I/E of Wearing Apparel	44 027	71.01%
I/E of Cotton, Textile Fibre and Yarn	1 762	2.84%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	6 984	11.26%
Total	62 005	100.00%

(ii) Testing Services and Laboratories

Branch	Total	Percentage of Total Number of Employees
Testing Services and Laboratories	802	100.00%
Total	802	100.00%

2.2 The distribution of employees according to job level in the nine branches of the manufacturing sector and six branches in the trading and servicing sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Spinning	33	69	106	348	70	626
Weaving	75	342	152	701	323	1 593
Knitting	4	48	24	91	8	175
Finishing	40	151	49	507	70	817
Non-woven	6	43	-	41	1	91
Total	158	653	331	1 688	472	3 302
Percentage in Total Number of Employees	4.78%	19.78%	10.02%	51.13%	14.29%	100.00%

(ii) Clothing Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Garment (exclude under/night garments)	224	758	247	1 551	137	2 917
Knitwear (exclude knitted and crocheted underwear)	255	836	177	787	183	2 238
Under/Night Garments and Knitted/ Crocheted Underwear	39	103	37	214	19	412
Total	518	1 697	461	2 552	339	5 567
Percentage in Total Number of Employees	9.30%	30.48%	8.28%	45.85%	6.09%	100.00%

(iii) Fur, Footwear and Handbag Industries

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Fur, Footwear and Handbag	17	38	70	30	15	170
Total	17	38	70	30	15	170
Percentage in Total Number of Employees	10.00%	22.35%	41.18%	17.65%	8.82%	100.00%

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
I/E of Footwear	504	1 926	10	96	-	2 536
I/E of Fabrics	1 123	5 282	29	262	-	6 696
I/E of Wearing Apparel	8 457	34 132	527	911	-	44 027
I/E of Cotton, Textiles Fibre and Yarn	252	1 457	-	53	-	1 762
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	1 496	5 099	205	184	-	6 984
Total	11 832	47 896	771	1 506	-	62 005
Percentage in Total Number of Employees	19.08%	77.25%	1.24%	2.43%	-	100.00%

(ii) *Testing Services and Laboratories*

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total
Testing Services and Laboratories	40	612	150	-	-	802
Total	40	612	150	-	-	802
Percentage in Total Number of Employees	4.99%	76.31%	18.70%	-	-	100.00%

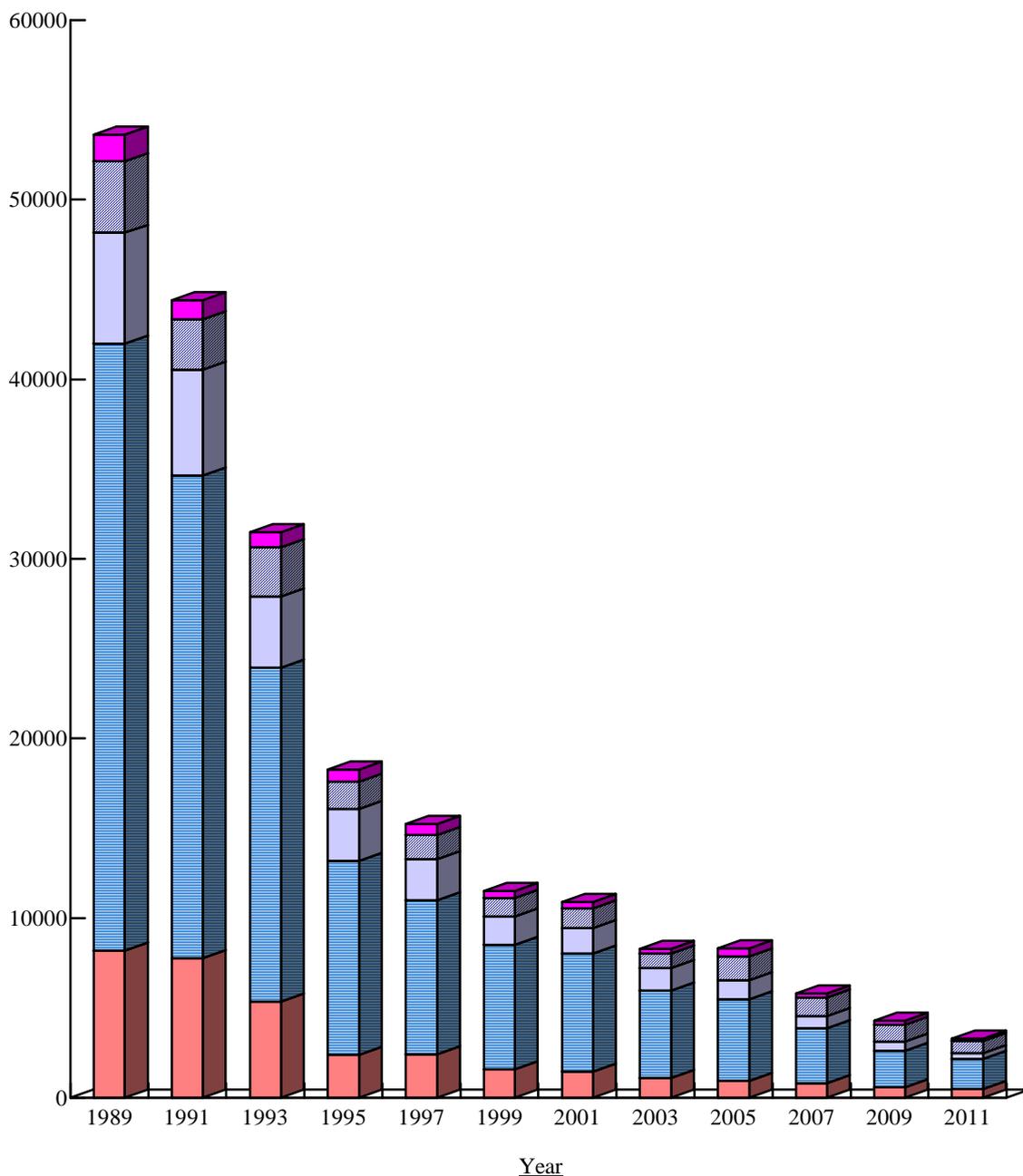
2.3 The distribution of workers by job level based on the past eleven consecutive surveys for the textile, clothing, footwear and handbag industries is as follows:

(i) *Textile Industry*

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
1989	1 499	3 973	6 169	33 796	8 192	53 629
1991	1 078	2 805	5 910	26 856	7 769	44 418
1993	838	2 743	3 988	18 578	5 349	31 496
1995	678	1 505	2 896	10 796	2 393	18 268
1997	604	1 346	2 304	8 574	2 402	15 230
1999	397	1 017	1 605	6 914	1 581	11 514
2001	358	1 095	1 399	6 571	1 465	10 888
2003	272	815	1 241	4 860	1 108	8 296
2005	434	1 341	1 034	4 561	933	8 303
2007	234	1 037	681	3 057	797	5 806
2009	221	946	509	2 036	579	4 291
2011	158	653	331	1 688	472	3 302

Figure 1: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2011

No. of Employees

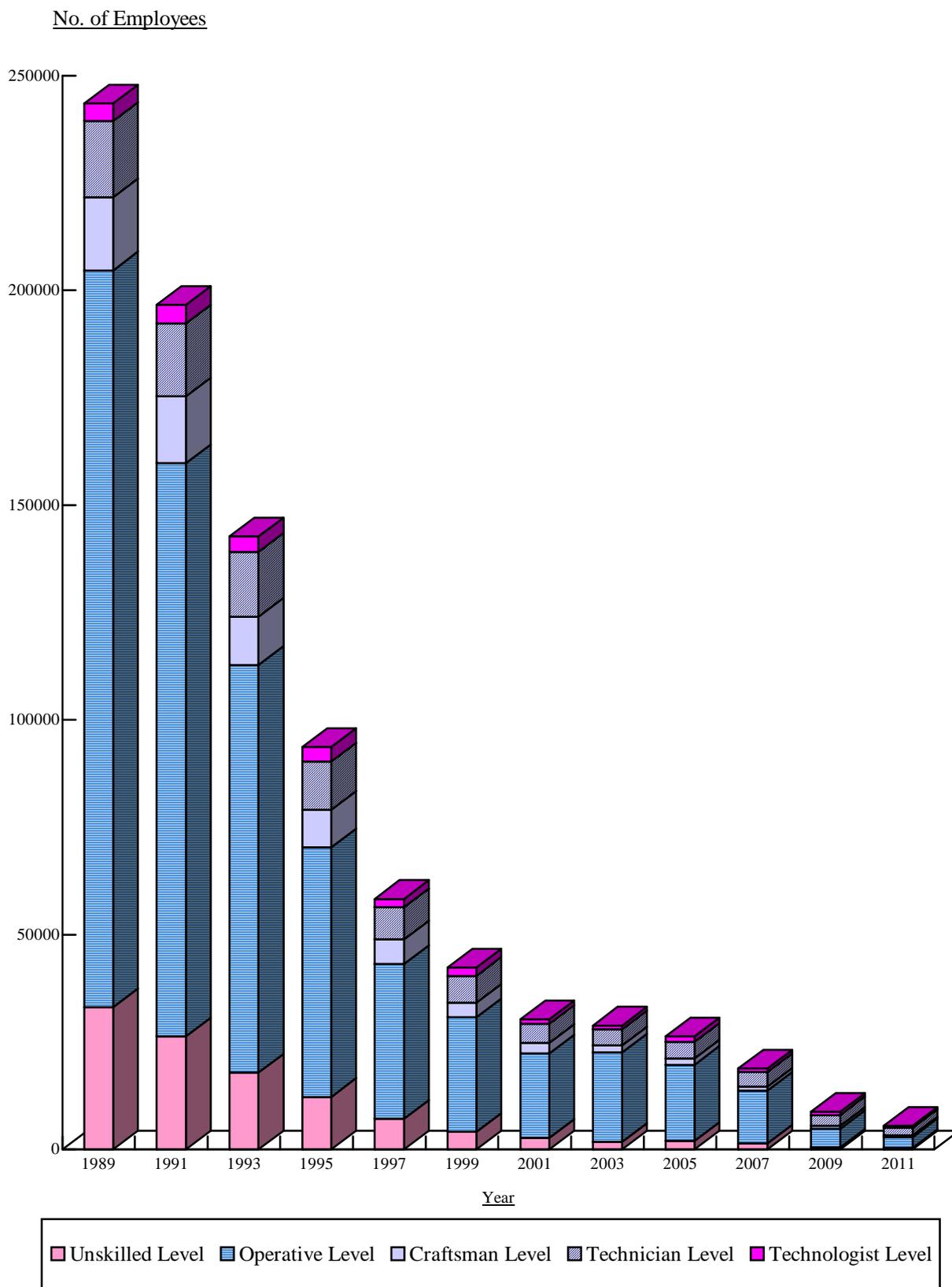


(ii) *Clothing Industry*

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
1989	4 119	17 792	16 982	171 503	33 144	243 540
1991	4 348	16 923	15 556	133 485	26 335	196 647
1993	3 524	15 075	11 232	94 939	17 903	142 673
1995	3 380	11 272	8 705	58 117	12 250	93 724
1997	1 976	7 452	5 719	36 063	7 131	58 341
1999	1 958	6 221	3 399	26 709	4 118	42 405
2001	1 067	4 392	2 463	19 664	2 743	30 329
2003	918	3 726	1 645	20 835	1 752	28 876
2005	1 214	3 895	1 449	17 718	2 031	26 307
2007	838	3 315	981	12 258	1 444	18 836
2009	712	2 517	727	4 272	537	8 765
2011*	518	1 697	461	2 552	339	5 567

*Excluding fur branch

Figure 2: Distribution of Employees by Job Level in the Manpower Surveys Between 1989 and 2011

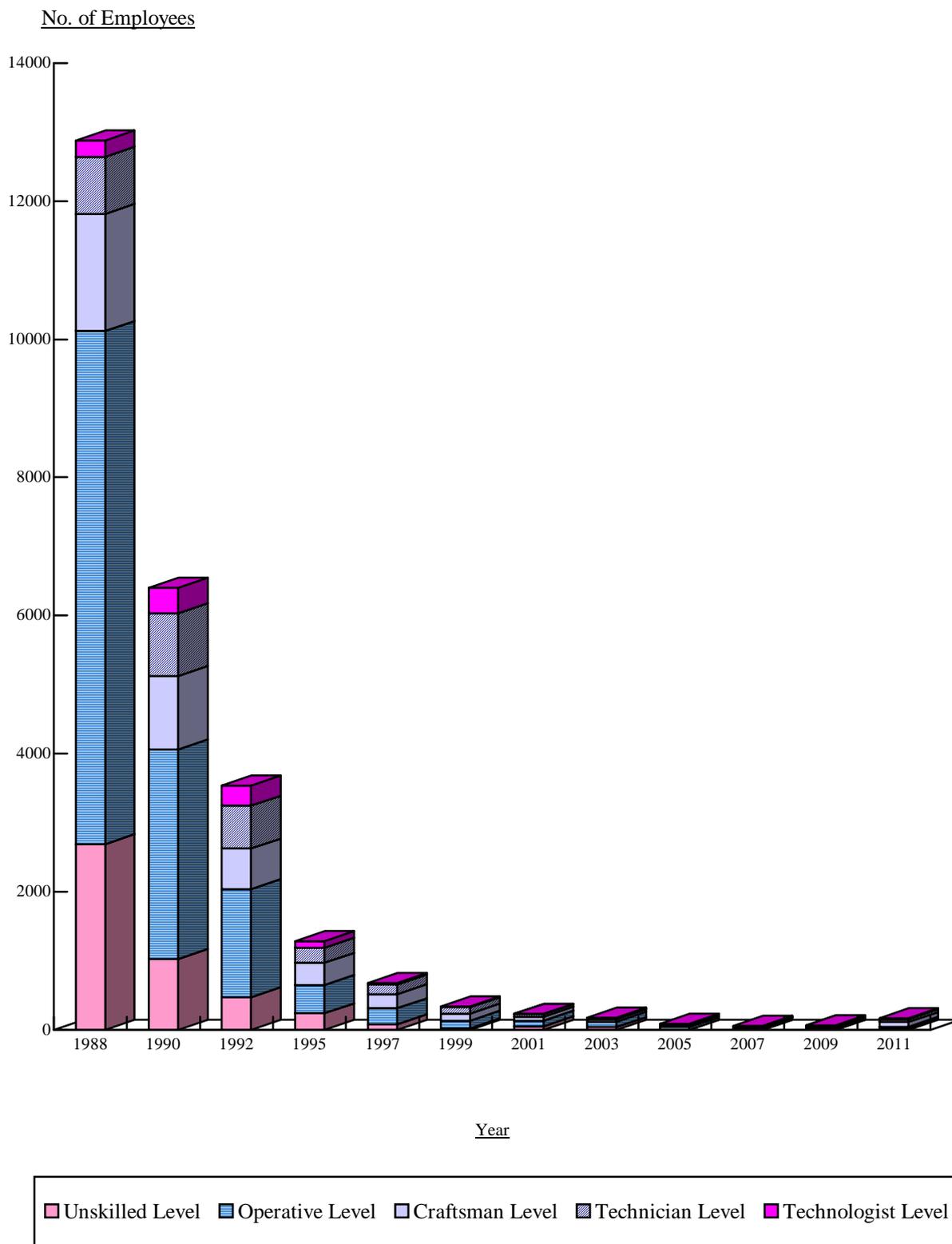


(iii) Footwear and Handbag Industries

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
1988	234	828	1 697	7 429	2 690	12 878
1990	364	913	1 064	3 031	1 028	6 400
1992	292	619	586	1 567	473	3 537
1995	95	221	322	408	241	1 287
1997	23	141	203	230	84	681
1999	10	90	104	112	23	339
2001	4	38	57	84	50	233
2003	5	17	38	77	41	178
2005	7	15	29	40	1	92
2007	4	11	13	27	2	57
2009	3	20	17	30	-	70
2011*	17	38	70	30	15	170

*Including fur branch

Figure 3: Distribution of Employees by Job Level in the Manpower Surveys Between 1988 and 2011



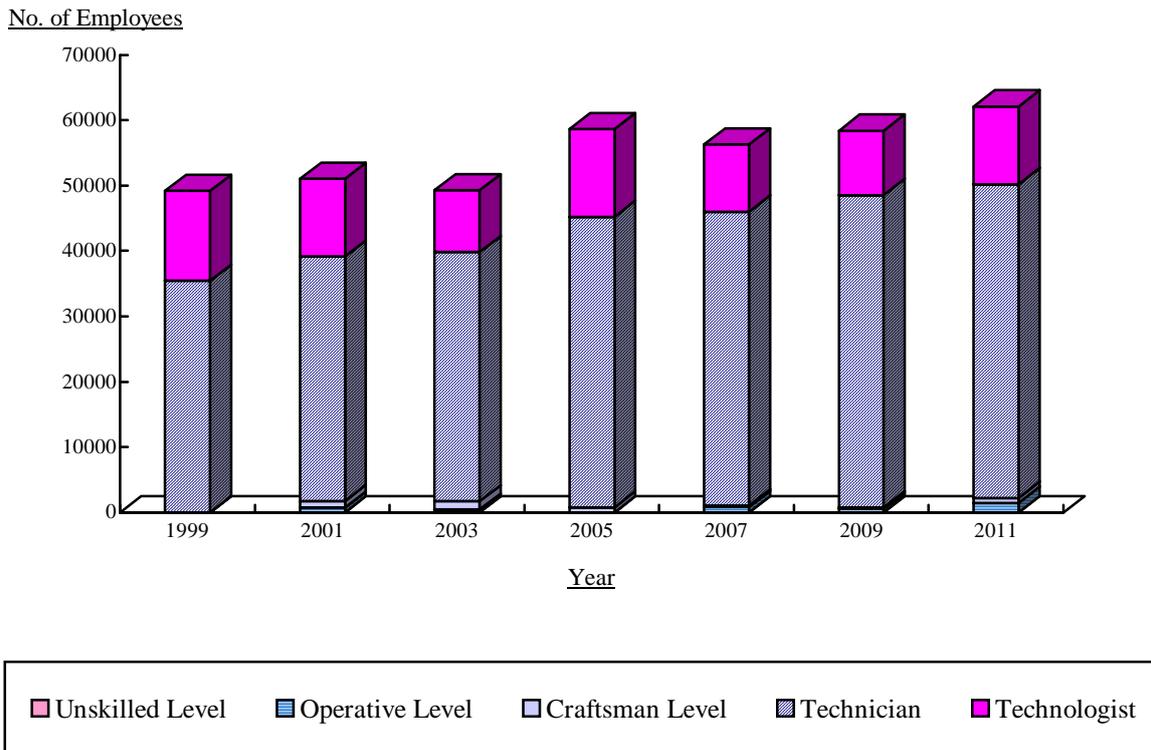
(B) Trading and Servicing Sector

(i) Trading

Year	Manpower at					Total Manpower
	Technologist Level	Technician Level	Craftsman Level	Operative Level	Unskilled Level	
1999	13 696	35 459	-	-	-	49 155
2001	11 912	37 324	1 030	740	27	51 033
2003	9 471	38 077	1 250	387	87	49 272
2005	13 390	44 456	782	14	2	58 644
2007	10 254	44 952	218	843	11	56 278
2009	9 836	47 744	206	582	-	58 368
2011*	11 832	47 896	771	1 506	-	62 005

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

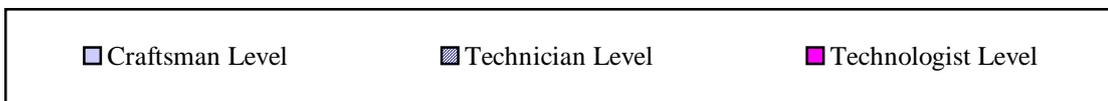
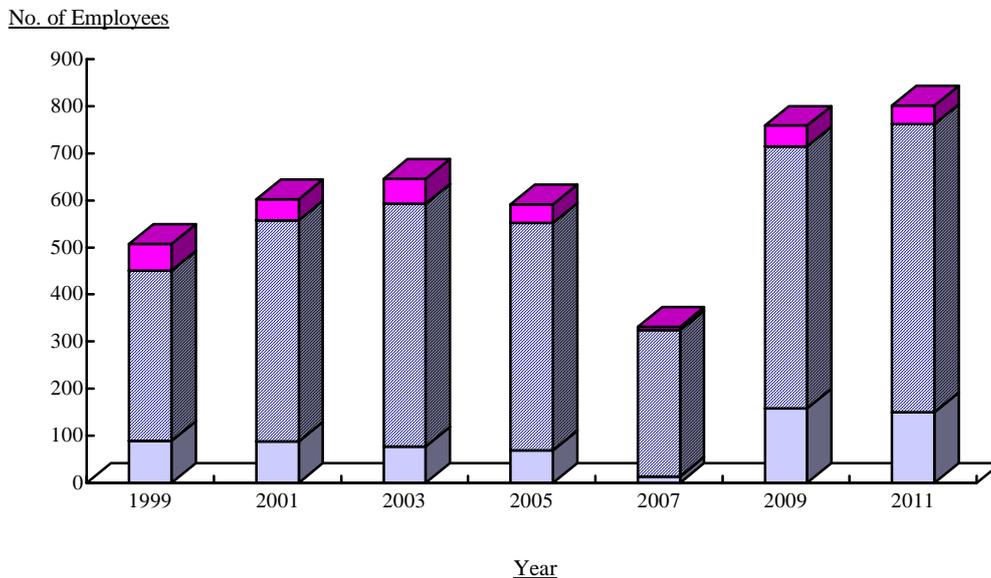
Figure 4: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2011



(ii) Testing Services and Laboratories

Year	Manpower at			Total Manpower
	Technologist Level	Technician Level	Craftsman Level	
1999	57	362	89	508
2001	44	471	87	602
2003	53	516	77	646
2005	40	484	68	592
2007	7	311	13	331
2009	44	557	158	759
2011	40	612	150	802

Figure 5: Distribution of Employees by Job Level in the Manpower Surveys Between 1999 and 2011



Number of Trainees (Tables 1 – 5)

2.4 At the time of survey, there were 6 trainees receiving various forms of training in the clothing industry of the manufacturing sector while nil trainee in other industries of the manufacturing sector, and the trading and servicing sector was reported by employers. The distribution of trainees by branch and job level is as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Nil trainee in textile industry was reported by employers.

(ii) *Clothing Industry*

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Garment (exclude under/night garments)	-	-	-	-	-	-	-
Knitwear (exclude knitted and crocheted underwear)	-	-	-	-	-	-	-
Under/Night Garments and Knitted / Crocheted Underwear	-	-	-	6	-	6	1.46%
Total	-	-	-	6	-	6	0.11%
Percentage in Total Number of Employees at the Same Job Level	-	-	-	0.24%	-	0.11%	

(iii) Fur, Footwear and Handbag Industries

Nil trainee in fur, footwear and handbag industries was reported by employers.

(B) Trading and Servicing Sector

(i) Trading

Nil trainee in trading was reported by employers.

(ii) Testing Services and Laboratories

Nil trainee in testing services and laboratories was reported by employers.

Number of Vacancies (Tables 1 – 5)

2.5 At the time of the survey, employers in the manufacturing sectors reported a total of 21 vacancies, and in the trading and servicing sector 545 vacancies respectively. The distribution of vacancies by branch and by job level is as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Spinning	-	-	4	-	2	6	0.96%
Weaving	-	-	-	-	-	-	-
Knitting	-	-	-	-	-	-	-
Finishing	-	-	-	-	-	-	-
Non-woven	-	-	-	-	-	-	-
Total	-	-	4	-	2	6	0.18%
Percentage in Total Number of Employees at the Same Job Level	-	-	1.21%	-	0.42%	0.18%	

(ii) Clothing Industry

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Garment (exclude under/night garments)	3	1	-	-	-	4	0.14%
Knitwear (exclude knitted and crocheted underwear)	-	-	-	-	-	-	-
Under/Night Garments and Knitted/ Crocheted Underwear	-	-	-	11	-	11	2.67%
Total	3	1	-	11	-	15	0.27%
Percentage in Total Number of Employees at the Same Job Level	0.58%	0.06%	-	0.43%	-	0.27%	

(iii) Fur, Footwear and Handbag Industries

Nil vacancy in fur, footwear and handbag industries was reported by employers.

(B) Trading and Servicing Sector

(i) Trading

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
I/E of Footwear	-	34	-	-	-	34	1.34%
I/E of Fabrics	-	2	-	-	-	2	0.03%
I/E of Wearing Apparel	13	352	-	85	-	450	1.02%
I/E of Cotton, Textile Fibre and Yarn	-	7	-	-	-	7	0.40%
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	2	31	-	3	-	36	0.52%
Total	15	426	-	88	-	529	0.85%
Percentage in Total Number of Employees at the Same Job Level	0.13%	0.89%	-	5.84%	-	0.85%	

(ii) Testing Services and Laboratories

Branch	Technologist	Technician	Craftsman	Operative	Unskilled	Total	Percentage of Total Number of Employees at the Same Branch
Testing Services and Laboratories	1	15	-	-	-	16	2.00%
Total	1	15	-	-	-	16	2.00%
Percentage in Total Number of Employees at the Same Job Level	2.50%	2.45%	-	-	-	2.00%	

Forecast Workforce by August 2012 (Tables 1 – 5)

2.6 Employers also forecast that the manufacturing and the trading and servicing sectors of the textile, clothing, fur, footwear and handbag industries would respectively require 9 055 and 63 494 employees by August 2012. The employers' forecasts by sector and by job level are:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2012
Technologist	158	-	158	158
Technician	653	-	653	653
Craftsman	331	4	335	335
Operative	1 688	0	1 688	1 688
Unskilled	472	2	474	474
Total	3 302	6	3 308	3 308

(ii) Clothing Industry

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2012
Technologist	518	3	521	522
Technician	1 697	1	1 698	1 698
Craftsman	461	-	461	461
Operative	2 552	11	2 563	2 558
Unskilled	339	-	339	339
Total	5 567	15	5 582	5 578

(iii) Fur, Footwear and Handbag Industries

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2012
Technologist	17	-	17	17
Technician	38	-	38	37
Craftsman	70	-	70	70
Operative	30	-	30	30
Unskilled	15	-	15	15
Total	170	-	170	169

(B) Trading and Servicing Sector

(i) Trading

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2012
Technologist	11 832	15	11 847	11 850
Technician	47 896	426	48 322	48 432
Craftsman	771	-	771	771
Operative	1506	88	1 594	1 591
Unskilled	-	-	-	-
Total	62 005	529	62 534	62 644

(ii) Testing Services and Laboratories

Job Level	No. of Persons Employed at Time of Survey	Number of Vacancies	Total Manpower Requirement at Time of Survey	Forecast of Total No. of Employees by August 2012
Technologist	40	1	41	41
Technician	612	15	627	659
Craftsman	150	-	150	150
Total	802	16	818	850

Total Monthly Income Range of Employees (Tables 6 – 10)

2.7 There was a revision in monthly income ranges in this survey since the Statutory Minimum Wage came in force on 1 May 2011. The distribution of employees by total monthly income ranges in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	51	45	42	20	158
Technician	15	6	415	106	18	6	87	653
Craftsman	-	117	162	21	-	-	31	331
Operative	102	1 014	478	11	-	-	83	1 688
Unskilled	241	174	-	-	-	-	57	472
Total	358	1 311	1 055	189	63	48	278	3 302
Percentage in Total Number of Employees	10.84%	39.71%	31.95%	5.72%	1.91%	1.45%	8.42%	100.00%

(ii) Clothing Industry

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	19	115	131	175	78	518
Technician	-	29	797	503	178	4	186	1 697
Craftsman	11	239	129	45	-	-	37	461
Operative	592	1 545	260	7	-	-	148	2 552
Unskilled	241	66	-	-	-	-	32	339
Total	844	1 879	1 205	670	309	179	481	5 567
Percentage in Total Number of Employees	15.16%	33.75%	21.64%	12.04%	5.55%	3.22%	8.64%	100.00%

(iii) Fur, Footwear and Handbag Industries

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	5	7	4	1	17
Technician	-	-	9	12	13	-	4	38
Craftsman	4	28	8	30	-	-	-	70
Operative	5	14	6	-	-	-	5	30
Unskilled	1	14	-	-	-	-	-	15
Total	10	56	23	47	20	4	10	170
Percentage in Total Number of Employees	5.88%	32.95%	13.53%	27.65%	11.76%	2.35%	5.88%	100.00%

(B) Trading and Servicing Sector

(i) Trading

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	10	652	2 258	3 799	3 191	1 922	11 832
Technician	258	3 436	18 534	14 764	3 593	83	7 228	47 896
Craftsman	146	296	273	10	-	-	46	771
Operative	73	928	345	-	-	-	160	1 506
Unskilled	-	-	-	-	-	-	-	-
Total	477	4 670	19 804	17 032	7 392	3 274	9 356	62 005
Percentage in Total Number of Employees	0.77%	7.53%	31.94%	27.47%	11.92%	5.28%	15.09%	100.00%

(ii) Testing Services and Laboratories

Job Level	Under \$7,501	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	Over \$30,000	Unspecified	Total
Technologist	-	-	-	-	27	11	2	40
Technician	59	219	217	48	23	-	46	612
Craftsman	136	14	-	-	-	-	-	150
Operative	-	-	-	-	-	-	-	-
Unskilled	-	-	-	-	-	-	-	-
Total	195	233	217	48	50	11	48	802
Percentage in Total Number of Employees	24.31%	29.05%	27.06%	5.99%	6.23%	1.37%	5.99%	100.00%

Number of Internal Promotion

2.8 In the twelve months prior to the survey, a total of 10 and 284 employees in the manufacturing, and the trading and servicing sectors were promoted internally to higher level jobs. The distribution of these employees by job level is:

(A) Manufacturing Sector

(i) Textile Industry

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	4	2.53%
Craftsman to Technician	-	-
Operative to Craftsman	6	1.81%
Total	10	0.88%

(ii) Clothing Industry

Nil case in the clothing industry was reported by employers.

(iii) Fur, Footwear and Handbag Industries

Nil case in the fur, footwear and handbag industries was reported by employers.

(B) Trading and Servicing Sector

(i) Trading

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	203	1.72%
Craftsman to Technician	61	0.13%
Operative to Craftsman	-	-
Total	264	0.44%

(ii) Testing Services and Laboratories

Promotion From	Number of Employees	Percentage of Employees at the Promoted Level
Technician to Technologist	4	10.00%
Craftsman to Technician	16	2.61%
Operative to Craftsman	-	-
Total	20	2.49%

Age of Employees (Tables 11 – 14)

2.9 The distribution of employees over age of 50 by job level in the three industries and their related trading and servicing sector is as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	42	158	26.58%
Technician	112	653	17.15%
Craftsman	116	331	35.05%
Operative	824	1 688	48.82%
* TOTAL	1 094	2 830	38.66%

(ii) *Clothing Industry*

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	111	518	21.43%
Technician	334	1 697	19.68%
Craftsman	147	461	31.89%
Operative	1 172	2 552	45.92%
* TOTAL	1 764	5 228	33.74%

* Excluding unskilled employees

(iii) Fur, Footwear and Handbag Industries

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	7	17	41.18%
Technician	7	38	18.42%
Craftsman	16	70	22.86%
Operative	18	30	60.00%
* TOTAL	48	155	30.97%

(B) Trading and Servicing Sector

(i) Trading

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	2 735	11 832	23.12%
Technician	6 485	47 896	13.54%
Craftsman	97	771	12.58%
Operative	98	1 506	6.51%
* TOTAL	9 415	62 005	15.18%

* Excluding unskilled employees

(ii) *Testing Services and Laboratories*

Job Level	No. of Employees Over Age of 50	Total No. of Employees at the Same Job Level	Percentage of Total Number of Employees at the Same Job Level
Technologist	5	40	12.50%
Technician	23	612	3.76%
Craftsman	20	150	13.33%
* TOTAL	48	802	5.99%

* Excluding unskilled employees

**Preferred Education, Training Period and Training Mode of Employees
(Tables 15 – 29)**

2.10 Most employers in the manufacturing and the trading and servicing sectors of the three industries preferred their employees to have the following education and training:

Job Level

Technologist	Higher Diploma and above, and 3 years or above On-the-job Training
Technician	Secondary 5 and above, and 2 years or above On-the-job Training
Craftsman	Secondary 3 and above, and 2 years or above On-the-job Training or Apprenticeship
Operative	Below Secondary 3, and less than 2 years On-the-job Training

2.11 The distribution of employers' preference on the education that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 15 – 17)

Job Level	Degree/ Associateship or above	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3-4	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	242	292	15	6	2	107	-	-	-	29	693
Technician	-	33	431	231	98	1 507	-	3	7	78	2 388
Craftsman	-	-	10	-	25	273	137	285	91	41	862
Operative	-	-	-	-	-	24	29	2 182	1 892	143	4 270
Total	242	325	456	237	125	1 911	166	2 470	1 990	291	8 213
*Percentage in Total Number of Employees	2.95%	3.96%	5.55%	2.89%	1.52%	23.27%	2.02%	30.07%	24.23%	3.54%	100.00%

(B) Trading and Servicing Sector (Tables 18 – 19)

Job Level	Degree/ Associateship or above	Higher Diploma	Diploma	Higher Certificate	Certificate	Secondary 5-7	Craft Certificate	Secondary 3-4	Below Secondary 3	Unspecified	Total Number of Employees
Technologist	4 816	4 071	211	396	53	1 397	-	-	-	928	11 872
Technician	666	3 941	4 236	3 945	4 500	28 436	-	-	58	2 726	48 508
Craftsman	-	-	-	-	4	522	106	219	70	-	921
Operative	-	-	-	-	-	586	-	619	226	75	1 506
Total	5 482	8 012	4 447	4 341	4 557	30 941	106	838	354	3 729	62 807
*Percentage in Total Number of Employees	8.73%	12.76%	7.08%	6.91%	7.26%	49.26%	0.17%	1.33%	0.56%	5.94%	100.00%

* Excluding unskilled employees

2.12 The distribution of employers' preference on the training period that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 20 – 22)

Job Level	4 Years or above	3 to less than 4 Years	2 to less than 3 Years	1 to less than 2 Years	6 - 11 Months	Below 6 Months	Unspecified	Total Number of Employees
Technologist	556	107	-	1	-	-	29	693
Technician	470	1 075	763	2	-	-	78	2 388
Craftsman	86	105	578	50	2	-	41	862
Operative	227	164	-	821	1 366	1 549	143	4 270
Total	1 339	1 451	1 341	874	1 368	1 549	291	8 213
*Percentage in Total Number of Employees	16.30%	17.67%	16.33%	10.64%	16.66%	18.86%	3.54%	100.00%

(B) Trading and Servicing Sector (Tables 23 – 24)

Job Level	4 Years or above	3 to less than 4 Years	2 to less than 3 Years	1 to less than 2 Years	6 - 11 Months	Below 6 Months	Unspecified	Total Number of Employees
Technologist	8 314	2 480	-	200	-	-	878	11 872
Technician	8 008	13 228	23 584	659	85	218	2 726	48 508
Craftsman	109	52	709	40	11	-	-	921
Operative	-	-	45	477	231	678	75	1 506
Total	16 431	15 760	24 338	1 376	327	896	3 679	62 807
*Percentage in Total Number of Employees	26.16%	25.09%	38.75%	2.19%	0.52%	1.43%	5.86%	100.00%

* Excluding unskilled employees

2.13 The distribution of employers' preference on the training mode that their employees should have in the three industries and their related trading and servicing sector is as follows:

(A) Manufacturing Sector (Tables 25 – 27)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	663	1	-	29	693
Technician	2 285	25	-	78	2 388
Craftsman	808	13	-	41	862
Operative	4 127	-	-	143	4 270
Total	7 883	39	-	291	8 213
*Percentage in Total Number of Employees	95.98%	0.48%	-	3.54%	100.00%

(B) Trading and Servicing Sector (Tables 28 – 29)

Job Level	On-the-job Training	Apprenticeship	Off-the-job Training	Unspecified	Total Number of Employees
Technologist	10 994	-	-	878	11 872
Technician	45 782	-	-	2 726	48 508
Craftsman	921	-	-	-	921
Operative	1 431	-	-	75	1 506
Total	59 128	-	-	3 679	62 807
*Percentage in Total Number of Employees	94.14%	-	-	5.86%	100.00%

* Excluding unskilled employees

Technical and Non-technical Staff

2.14 The survey revealed that a total of 71 846 technical and 36 956 non-technical staff employed in the textile, clothing, fur, footwear and handbag industries. The distribution of these employees by sector is as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Branch	Technical Staff	Non-technical Staff	Total
Spinning	626	101	727
Weaving	1 593	434	2 027
Knitting	175	24	199
Finishing	817	160	977
Non-woven	91	14	105
Sub-total (i)	3 302	733	4 035

(ii) *Clothing Industry*

Branch	Technical Staff	Non-technical Staff	Total
Garment (exclude under/night garments)	2 917	723	3 640
Knitwear (exclude knitted and crocheted underwear)	2 238	684	2 922
Under/Night Garments and Knitted /Crocheted Underwear	412	70	482
Sub-total (ii)	5 567	1 477	7 044

(iii) Fur, Footwear and Handbag Industries

Branch	Technical Staff	Non-technical Staff	Total
Fur	110	33	143
Footwear	33	20	53
Handbag	27	4	31
Sub-total (iii)	170	57	227
TOTAL (i + ii + iii)	9 039	2 267	11 306

(B) Trading and Servicing Sector

(i) Trading

Branch	Technical Staff	Non-technical Staff	Total
I/E of Footwear	2 536	1 768	4 304
I/E of Fabrics	6 696	3 797	10 493
I/E of Wearing Apparel	44 027	22 887	66 914
I/E of Cotton, Textile Fibre and Yarn	1 762	837	2 599
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	6 984	3 629	10 613
Sub-total (i)	62 005	32 918	94 923

(ii) Testing Services and Laboratories

Branch	Technical Staff	Non-technical Staff	Total
Testing Services and Laboratories	802	1 771	2 573
Sub-total (ii)	802	1 771	2 573
TOTAL (i + ii)	62 807	34 689	97 496

Recruitment of Employees

2.15 The distribution of companies which had recruitment difficulty during the 12 months prior to the survey in different job level in the three industries and their related trading and servicing sector is as follows:

Industry	Technologist	Technician	Craftsman	Operative	Total
Textile	4	10	14	8	36
Clothing	6	12	6	24	48
Fur, Footwear and Handbag	-	1	-	-	1
Trading	94	744	1	38	877
Testing Services and Laboratories	2	11	-	-	13
Total	106	778	21	70	975

2.16 Employers indicated the reasons of recruitment difficulty which they had experienced during the 12 months prior to the survey. The numbers of employers' indications in different job level are as follows:

(A) *Manufacturing Sector*

(i) *Textile Industry*

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	2	2	3	3	10
Insufficient graduates in relevant disciplines from institutions	-	3	2	-	5
Lack of applicants with relevant experience and training	2	3	6	5	16
Working conditions/remuneration package not meet applicants' expectation	-	2	3	-	5
Other reasons	-	-	-	-	-
Total	4	10	14	8	36

(ii) Clothing Industry

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	3	-	10	13
Insufficient graduates in relevant disciplines from institutions	-	-	3	-	3
Lack of applicants with relevant experience and training	3	2	3	4	12
Working conditions/remuneration package not meet applicants' expectation	3	7	-	10	20
Other reasons	-	-	-	-	-
Total	6	12	6	24	48

(iii) Fur, Footwear and Handbag and Industries

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	-	-	-	-	-
Insufficient graduates in relevant disciplines from institutions	-	-	-	-	-
Lack of applicants with relevant experience and training	-	1	-	-	1
Working conditions/remuneration package not meet applicants' expectation	-	-	-	-	-
Other reasons	-	-	-	-	-
Total	-	1	-	-	1

(B) Trading and Servicing Sector

(i) Trading

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	10	42	-	-	52
Insufficient graduates in relevant disciplines from institutions	-	20	-	-	20
Lack of applicants with relevant experience and training	71	365	1	37	474
Working conditions/remuneration package not meet applicants' expectation	13	299	-	1	313
Other reasons	-	18	-	-	18
Total	94	744	1	38	877

(ii) Testing Services and Laboratories

Recruitment Difficulty	Technologist	Technician	Craftsman	Operative	Total
General labour shortage in Hong Kong	1	3	-	-	4
Insufficient graduates in relevant disciplines from institutions	-	3	-	-	3
Lack of applicants with relevant experience and training	1	4	-	-	5
Working conditions/remuneration package not meet applicants' expectation	-	1	-	-	1
Other reasons	-	-	-	-	-
Total	2	11	-	-	13

Recruitment of Compliance Manager/Supervisor

2.17 Employers reported that the estimated number of Compliance Manager and/or Compliance Supervisor who/will be employed during the 12 months after the survey is as follows:

Industry	Compliance Manager	Compliance Supervisor	Total
Textile	-	-	-
Clothing	1	-	1
Fur, Footwear and Handbag	-	-	-
Trading	1	1	2
Testing Services and Laboratories	-	-	-
Total	2	1	3

Operations Relating to Textile and Clothing Industries Set Up in the Mainland

2.18 The Training Board noted that a huge number of local employees, excluding Hong Kong residents, working in a large number of Mainland China plants/offices directly and indirectly controlled by Hong Kong companies. As a usual practice, the Hong Kong employers may have different registered company name or joint-venture enterprises to employ local people. Moreover, there are different types of venture modes which made the survey difficult to draw accurate findings/conclusions on number of operations and Mainland employees under Hong Kong employers' control. In view of this, the distribution of companies having operations and number of Mainland employees relating to manufacturing sector of textile and clothing industries and their related trading and servicing sector set up in the Mainland under the control of Hong Kong employers are not reported in this manpower survey.

Survey Finding of Individual Branches

2.19 Detailed manpower statistics of the respective branches in the manufacturing and the trading and servicing sectors are given in the following tables:

<i>Branch</i>	<i>Table</i>
(A) <i>Manufacturing Sector</i>	
(i) Spinning	30
(ii) Weaving	31
(iii) Knitting	32
(iv) Finishing	33
(v) Non-woven	34
(vi) Garment (exclude under/night garments)	35
(vii) Knitwear (exclude knitted and crocheted underwear)	36
(viii) Under/Night Garments and Knitted/Crocheted Underwear	37
(ix) Fur, Footwear and Handbag	38
(B) <i>Trading and Servicing Sector</i>	
(i) I/E of Footwear	39
(ii) I/E of Fabrics	40
(iii) I/E of Wearing Apparel	41
(iv) I/E of Cotton, Textile Fibre and Yarn	42
(v) I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes	43
(vi) Testing Services and Laboratories	44

SECTION III

CONCLUSIONS

General

3.1 The Training Board has carefully examined the survey findings and is of the view that they generally reflect the actual employment situation of the textile, clothing, fur, footwear and handbag industries at the time of the survey.

3.2 In August 2011, the textile, clothing, footwear and handbag industries and their related trading and servicing sectors, employed a total of 71 846 persons, representing an average annual decrease of 0.28% when compared with 72 253 found in the last survey conducted in August 2009. The distribution and comparison of the workforce by job level and by sector in 2009 and 2011 are shown below:

Job Level	Manufacturing Sector	Trading and Servicing Sector	Total	Average Annual Change in %
Technologist	693 (936)	11 872 (9 880)	12 565 (10 816)	7.78%
Technician	2 388 (3 483)	48 508 (48 301)	50 896 (51 784)	-0.86%
Craftsman	862 (1 253)	921 (364)	1 783 (1 617)	5.01%
Operative	4 270 (6 338)	1 506 (582)	5 776 (6 920)	-8.64%
Unskilled	826 (1 116)	0 (0)	826 (1 116)	-13.97%
Total	9 039 (13 126)	62 807 (59 127)	71 846 (72 253)	-0.28%
Annual Change in %	-17.02%	3.06%	-0.28%	

Note : Figure in brackets () represent the corresponding number collected in the 2009 manpower survey.

3.3 The findings indicated an average annual decline of 17.02% in the manpower in the manufacturing sector from year 2009 to 2011, and an average annual increase of 3.06% in the trading and servicing sector. The decrease in the manpower of the whole industry, i.e. 0.28% per annum, was mainly due to the decrease in the manufacturing sector.

3.4 By job level, there were also annual decreases of 0.86%, 8.64% and 13.97% at the technician, operative and unskilled level respectively. While at the technologist and craftsman level, annual increases of 7.78% and 5.01% each were recorded.

Manpower Changes by Branch of the Textile, Clothing, Fur, Footwear and Handbag Industries

3.5 The manpower survey of the textile, clothing, fur, footwear and handbag industries covers the manufacturing and the trading and servicing sectors. The manufacturing sector includes the textile, clothing, fur, footwear and handbag industries with nine branches as follows:

- (i) Textile Industry
 - Spinning
 - Weaving
 - Knitting
 - Finishing
 - Non-woven
- (ii) Clothing Industry
 - Garment (exclude under/night garments)
 - Knitwear (exclude knitted and crocheted underwear)
 - Under/Night Garments and Knitted/Crocheted Underwear
- (iii) Fur, Footwear and Handbag Industries
 - Fur, Footwear and Handbag

3.6 The trading and servicing sector includes the trading sector, testing services and laboratories with six branches as follows:

- (i) Trading Sector
 - Import/Export of Footwear
 - Import/Export of Fabrics
 - Import/Export of Wearing Apparel
 - Import/Export of Cotton, Textile Fibre and Yarn
 - Import/Export of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes
- (ii) Testing Services and Laboratories
 - Firms engaged in Textile Testing Services and Laboratories

3.7 In August 2011, the manufacturing sector employed 3 302 employees in the textile industry, 5 567 in the clothing industry and 170 in the fur, footwear and handbag industries. Compared with the 2009 survey, the total manpower recorded an annual decline of 12.28%, 19.52% and 7.42% respectively in the textile, clothing and the footwear and handbag industries. The trading and servicing sector employed 62 005 employees in the trading sector and 802 in the testing services and laboratories, representing an average annual increase of 3.07% and 2.79% in the trading sector and the servicing sector respectively from 2009 to 2011.

3.8 The textile industry recorded an overall decline in manpower of 989 employees from 2009 to 2011. The annual decline of manpower in the branches of spinning, weaving, knitting, finishing and non-woven are 7.90%, 14.65%, 27.62%, 5.66% and 10.66% respectively. Details of manpower changes are tabulated below:

Branch	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Spinning	738	626	-7.90%
Weaving	2 187	1 593	-14.65%
Knitting	334	175	-27.62%
Finishing	918	817	-5.66%
Non-woven	114	91	-10.66%
Total	4 291	3 302	-12.28%

3.9 The under/night garments and knitted/crocheted underwear were grouped under the garment and knitwear branches of the manufacturing sector in previous surveys. In this survey, the “under/night garments and knitted/crocheted underwear” was separated as a single branch and that contributed to the average decline of 24.59% and 20.35% in the garment and knitwear branches. Moreover, fur was extracted from the clothing industry and categorised as a single branch under the fur, footwear and handbag industries. In fact, the overall annual manpower of clothing industry in manufacturing sector recorded a decrease of 19.52% per annum. Details of the manpower changes are tabulated as follows:

Branch	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Garment	5 129	2 917	-24.59%
Knitwear	3 528	2 238	-20.35%
Fur	108	110	0.92%
Under/Night Garments and Knitted/Crocheted Underwear	-	412	-
Total	8 765	5 677	-19.52%

3.10 The combined effect of the decrease in manpower in the footwear and handbag branches resulted in an average annual decrease of 7.42% in the overall manpower in the industries from 2009 to 2011. Details of manpower changes are tabulated below:

Branch	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Footwear	34	33	-1.48%
Handbag	36	27	-13.40%
Total	70	60	-7.42%

3.11 There was an overall decrease of 2.91% of manpower in the trading sector in the past two years. Except the branch of footwear had an increase of 2.31% of manpower, the branch of fabrics, wearing apparel and cotton, textile fibre and yarn had dropped 5.92%, 2.78% and 1.03% of manpower respectively. Details of manpower changes are shown below:

Branch	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
I/E of Footwear	2 423	2 536	2.31%
I/E of Fabrics	7 565	6 696	-5.92%
I/E of Wearing Apparel	46 581	44 027	-2.78%
I/E of Cotton, Textile Fibre and Yarn	1 799	1 762	-1.03%
Total	58 368	55 021	-2.91%

3.12 There was an annual increase of 2.79% of manpower in the testing services and laboratories sector in the past two years. Details of manpower changes are listed as follows:

Branch	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Testing Services and Laboratories	759	802	2.79%
Total	759	802	2.79%

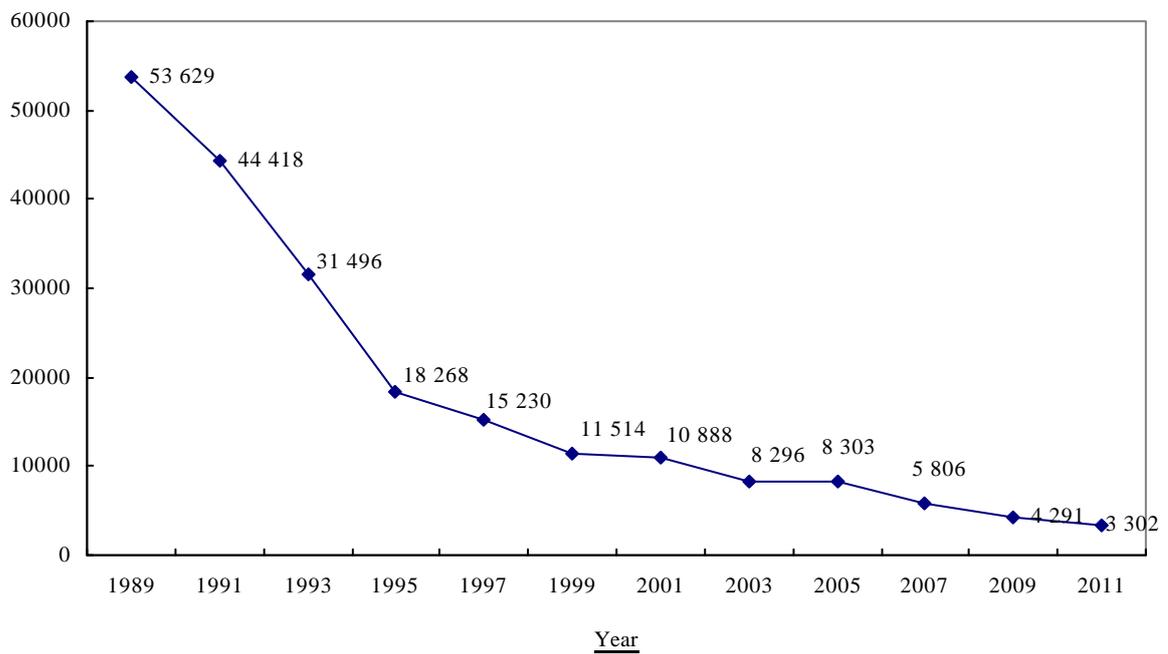
3.13 The manpower situation in the manufacturing sector of the textile, clothing, fur, footwear and handbag industries between 1988 (or 1989) and 2011 is depicted below:

(A) Manufacturing Sector

(i) Textile Industry

**Figure 6: Manpower Situation of the Textile Industry
Between 1989 and 2011**

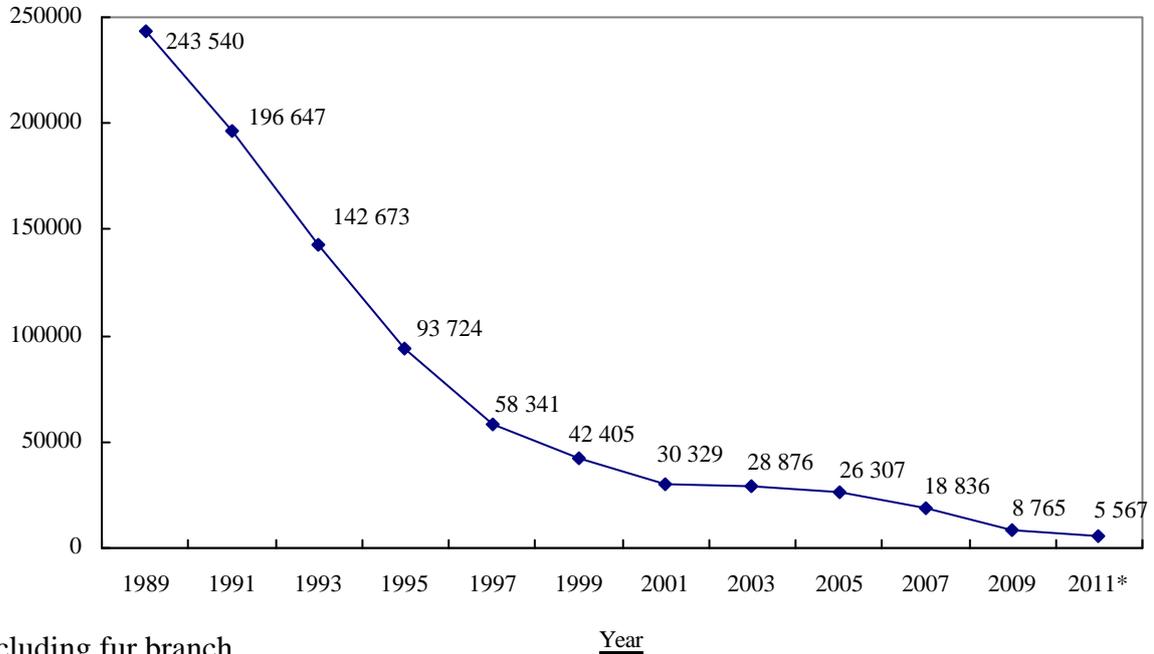
No. of Employees



(ii) Clothing Industry

**Figure 7: Manpower Situation of the Clothing Industry
Between 1989 and 2011**

No. of Employees

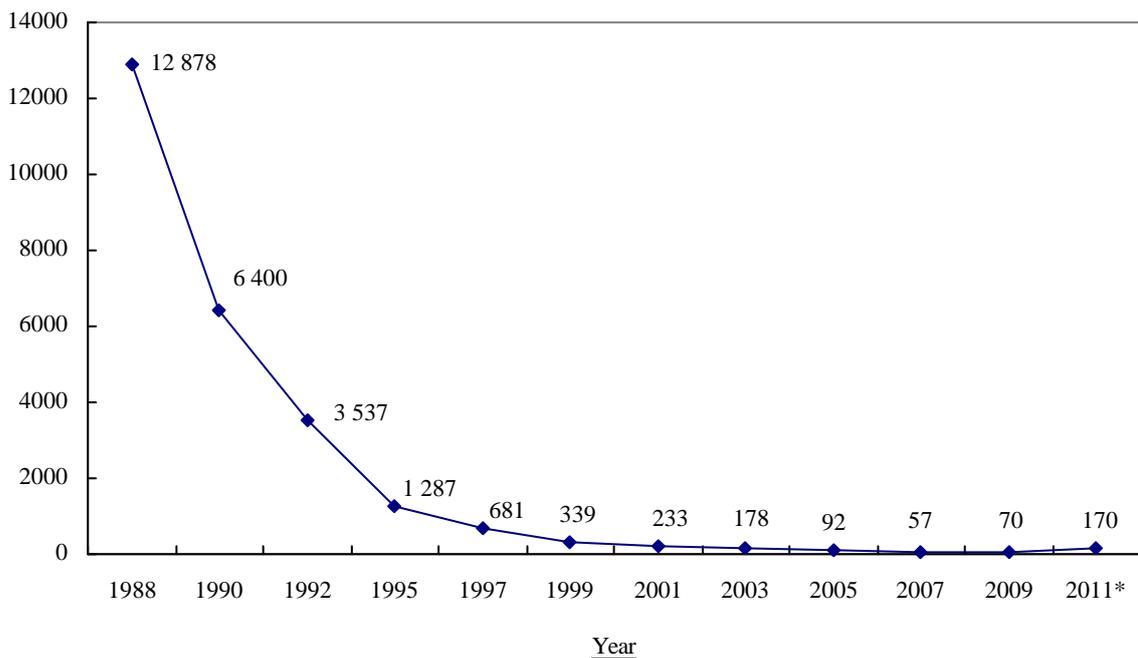


*Excluding fur branch

(iii) Footwear and Handbag Industries

**Figure 8: Manpower Situation of the Footwear and Handbag
Industries Between 1988 and 2011**

No. of Employees

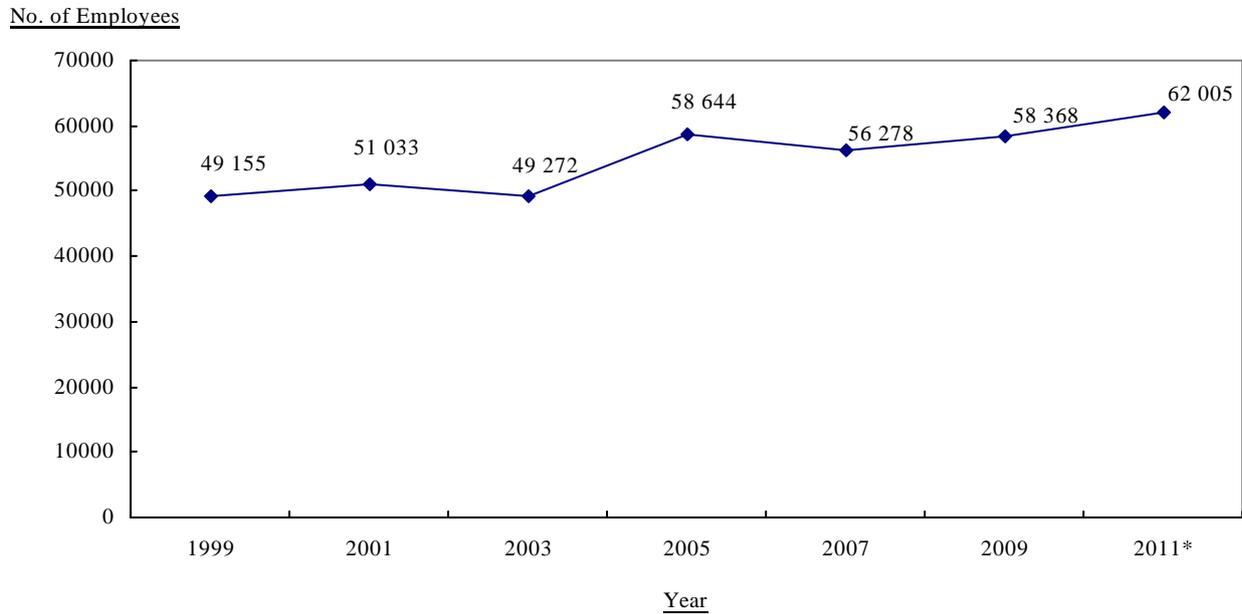


*Including fur branch

(B) Trading and Servicing Sector

(i) Trading

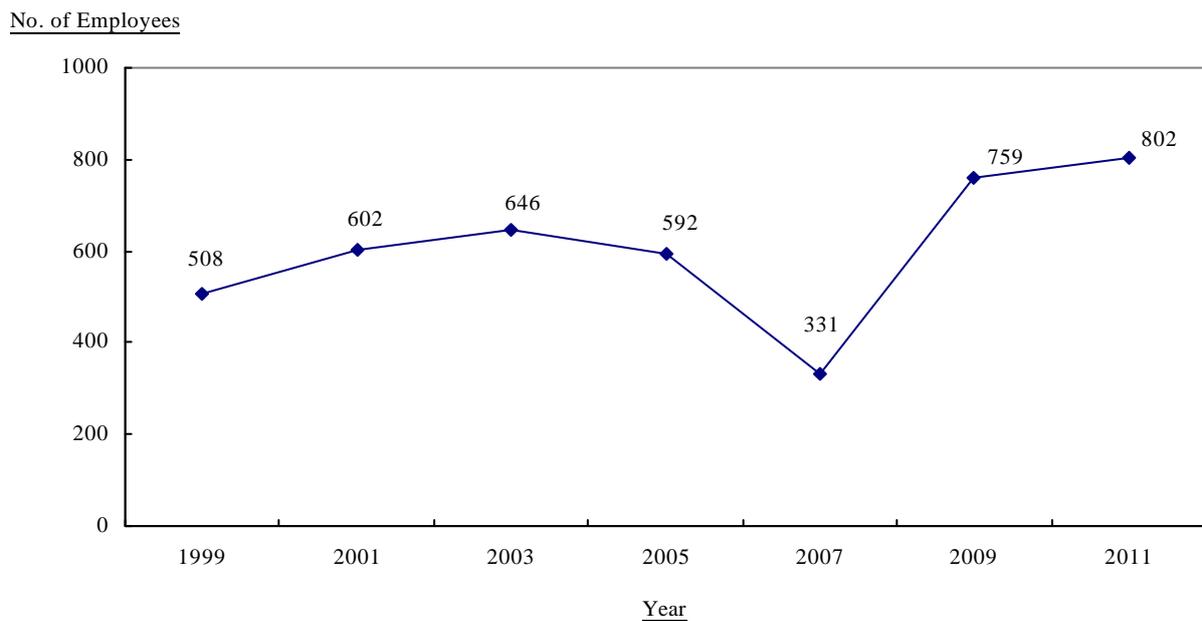
**Figure 9: Manpower Situation of the Trading Sector
Between 1999 and 2011**



*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(ii) Testing Services and Laboratories

**Figure 10: Manpower Situation of the Testing Services
and Laboratories Between 1999 and 2011**



3.14 The manpower changes by job levels for the three industries are tabulated below:

(A) Manufacturing Sector

(i) Textile Industry

Job Level	2009	2011	Average Change per Annum (%)
Technologist	221	158	-15.45%
Technician	946	653	-16.92%
Craftsman	509	331	-19.36%
Operative	2 036	1 688	-8.95%
Unskilled	579	472	-9.71%
Total	4 291	3 302	-12.28%

(ii) Clothing Industry

Job Level	2009	2011*	Average Change per Annum (%)
Technologist	712	518	-14.70%
Technician	2 517	1 697	-17.89%
Craftsman	727	461	-20.37%
Operative	4 272	2 552	-22.71%
Unskilled	537	339	-20.55%
Total	8 765	5 567	-20.30%

*Excluding fur branch

(iii) Footwear and Handbag Industries

Job Level	2009	2011*	Average Change per Annum (%)
Technologist	3	17	138.05%
Technician	20	38	37.84%
Craftsman	17	70	102.92%
Operative	30	30	0.00%
Unskilled	-	15	-
Total	70	170	55.84%

*Including fur branch

(B) Trading and Servicing Sector

(i) Trading

Job Level	2009	2011*	Average Change per Annum (%)
Technologist	9 836	11 832	9.68%
Technician	47 744	47 896	0.16%
Craftsman	206	771	93.46%
Operative	582	1 506	60.86%
Total	58 368	62 005	3.07%

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(ii) Testing Services and Laboratories

Job Level	2009	2011	Average Change per Annum (%)
Technologist	44	40	-4.65%
Technician	557	612	4.82%
Craftsman	158	150	-2.56%
Total	759	802	2.79%

3.15 The number of establishments in manufacturing sector of the textile and clothing industries dropped from 398 and 578 in the 1st quarter of 2009 to 315 and 355 in the 1st quarter of 2011, representing annual decreases of 11.04% and 21.63% respectively, whereas the number of establishments in the fur, footwear and handbag industries recorded 16 in the 1st quarter of 2009 to 20 in the 1st quarter of 2011. The annual reduction rate in the number of the establishments for the manufacturing sector was 16.60%. In the trading sector, the number of establishments increased from 12 700 in the 1st quarter of 2009 to 14 759 in the 1st quarter of 2011, representing a yearly increase of 7.80%. The number of establishments in testing services and laboratories decreased from 11 in the 1st quarter of 2009 to 8 in the 1st quarter of 2011, representing an annual decrease of 17.26%. Details of the change in the number of establishments in the three sectors are listed below:

(A) Manufacturing Sector

(i) Textile Industry

Year	Establishment Size						Total
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	
4 th Quarter 1996	899	238	136	57	22	12	1 364
1 st Quarter 1999	817	185	103	45	9	7	1 166
1 st Quarter 2001	685	171	85	33	9	7	990
4 th Quarter 2002	598	126	75	25	10	8	842
4 th Quarter 2004	526	103	69	19	7	8	732
1 st Quarter 2007	491	84	61	19	7	6	668
1 st Quarter 2009	298	59	25	9	3	4	398
1 st Quarter 2011	250	31	19	9	2	4	315

(ii) *Clothing Industry*

Year	Establishment Size	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
	No. of Est.							
1 st Quarter 1997		1 493	702	770	287	86	34	3 372
1 st Quarter 1999		1 104	582	588	189	65	21	2 549
1 st Quarter 2000		879	540	415	111	51	16	2 012
4 th Quarter 2002		752	396	317	89	30	13	1 597
4 th Quarter 2004		613	302	365	68	33	10	1 391
1 st Quarter 2007		551	290	314	38	29	7	1 229
1 st Quarter 2009		285	140	107	34	9	3	578
1 st Quarter 2011*		160	90	77	21	5	2	355

*Excluding fur branch

(iii) Footwear and Handbag Industries

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
	1 st Quarter 1997	131	13	9	-	-	-
1 st Quarter 1999	91	4	6	-	-	-	101
1 st Quarter 2000	57	6	1	3	-	-	67
4 th Quarter 2002	44	3	2	-	-	-	49
4 th Quarter 2004	28	2	2	-	-	-	32
1 st Quarter 2007	21	1	-	-	-	-	22
1 st Quarter 2009	13	2	1	-	-	-	16
1 st Quarter 2011*	14	3	2	1	-	-	20

*Including fur branch

(iv) Total of (i) + (ii) + (iii)

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
	1 st Quarter 2001	1 621	717	501	147	60	23
4 th Quarter 2002	1 394	525	394	114	40	21	2 488
4 th Quarter 2004	1 167	407	436	87	40	18	2 155
1 st Quarter 2007	1 063	375	375	57	36	13	1 919
1 st Quarter 2009	596	201	133	43	12	7	992
1 st Quarter 2011	424	124	98	31	7	6	690

(B) Trading Sector

Year	Establishment Size							
	No. of Est.	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2001		18 127	1 484	490	108	43	15	20 267
4 th Quarter 2002		17 619	1 471	511	126	45	16	19 788
4 th Quarter 2004		16 658	1 383	597	136	50	19	18 843
1 st Quarter 2007		16 796	1 420	672	114	50	22	19 074
1 st Quarter 2009		10 790	1 109	612	132	33	24	12 700
1 st Quarter 2011*		12 687	1 290	592	125	46	19	14 759

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(C) Testing Services and Laboratories Sector*

Year	Establishment Size							
	No. of Est.	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
1 st Quarter 2009		2	-	-	3	-	6	11
1 st Quarter 2011		-	-	-	1	1	6	8

* Establishment of testing services and laboratories was not reported in the reports before 2007. Due to the significant changes in this sector starting from 2009, the establishment of this sector is presented in this report.

(D) Grand Total of (A) + (B) + (C)=(D)

Establishment Size No. of Est. Year	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 & Over	Total
	1 st Quarter 2001	19 748	2 201	991	255	103	38
4 th Quarter 2002	19 013	1 996	905	240	85	37	22 276
4 th Quarter 2004	17 825	1 790	1 033	223	90	37	20 998
1 st Quarter 2007	17 859	1 795	1 047	171	86	35	20 993
1 st Quarter 2009	11 388	1 310	745	178	45	37	13 703
1 st Quarter 2011	13 111	1 414	690	157	54	31	15 457

Manpower Changes by Job Level of the Textile, Clothing, Fur, Footwear and Handbag Industries

Technologist Level

3.16 There were 693 technologists in August 2011. Compared with the figure of 936 in 2009, technologists in the manufacturing sector recorded a 13.95% decrease per annum. The decrease in the manpower at technologist level occurred in the textile and clothing industries while the increase in the manpower in the fur, footwear and handbag industries was mainly due to the branches combine effect. In the trading sector, there were 11 832 managers in August 2011, representing an annual increase of 9.68%. There were 40 technologists in the servicing sector in August 2011 which recorded a 4.65% decrease per annum. Details of manpower changes are tabulated below:

(A) Manufacturing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Textile	221	158	-15.45%
Clothing	712	518	-14.70%
Fur, Footwear and Handbag	3	17	138.05%
Total	936	693	-13.95%

(B) Trading and Servicing Sector

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011*	
Trading	9 836	11 832	9.68%
Testing Services and Laboratories	44	40	-4.65%
Total	9 880	11 872	9.62%

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

Technician Level

3.17 At the technician level, the manpower in the manufacturing sector decreased from 3 483 to 2 388 in 2011, representing a 17.20% average annual decrease. This was due to a continuous manpower decrease of the textile and the clothing industries in the past two years. In the fur, footwear and handbag industries, there was a manpower increase of 37.84% per annum owing to extract of fur branch from clothing industry in 2011. There was a slight average growth of 0.16% per annum in the trading sector and a 4.82% average annual increase in the servicing sector. Details of manpower changes are listed below:

(A) *Manufacturing Sector*

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Textile	946	653	-16.92%
Clothing	2 517	1 697	-17.89%
Fur, Footwear and Handbag	20	38	37.84%
Total	3 483	2 388	-17.20%

(B) *Trading and Servicing Sector*

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011*	
Trading	47 744	47 896	0.16%
Testing Services and Laboratories	557	612	4.82%
Total	48 301	48 508	0.21%

*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

Craftsman Level

3.18 The average annual decrease of craftsman manpower in the manufacturing sector was at 17.06%. This was mainly due to the shrinkage of craftsmen in the textile and clothing industries. The survey also revealed that there was a slight average decrease of 2.56% per annum in the testing services and laboratories sector. The combined effect contributed to the surge of manpower in the fur, footwear and handbag industries while the steady increase of manpower in the trading sector could be an indicator of possible manpower demand. Details of manpower changes are listed as follows:

(A) *Manufacturing Sector*

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011	
Textile	509	331	-19.36%
Clothing	727	461	-20.37%
Fur, Footwear and Handbag	17	70	102.92%
Total	1 253	862	-17.06%

(B) *Trading and Servicing Sector*

Industry	No. of Employees		Average Change per annum (%)
	August 2009	August 2011*	
Trading	206	771	93.46%
Testing Services and Laboratories	158	150	-2.56%
Total	364	921	59.07%

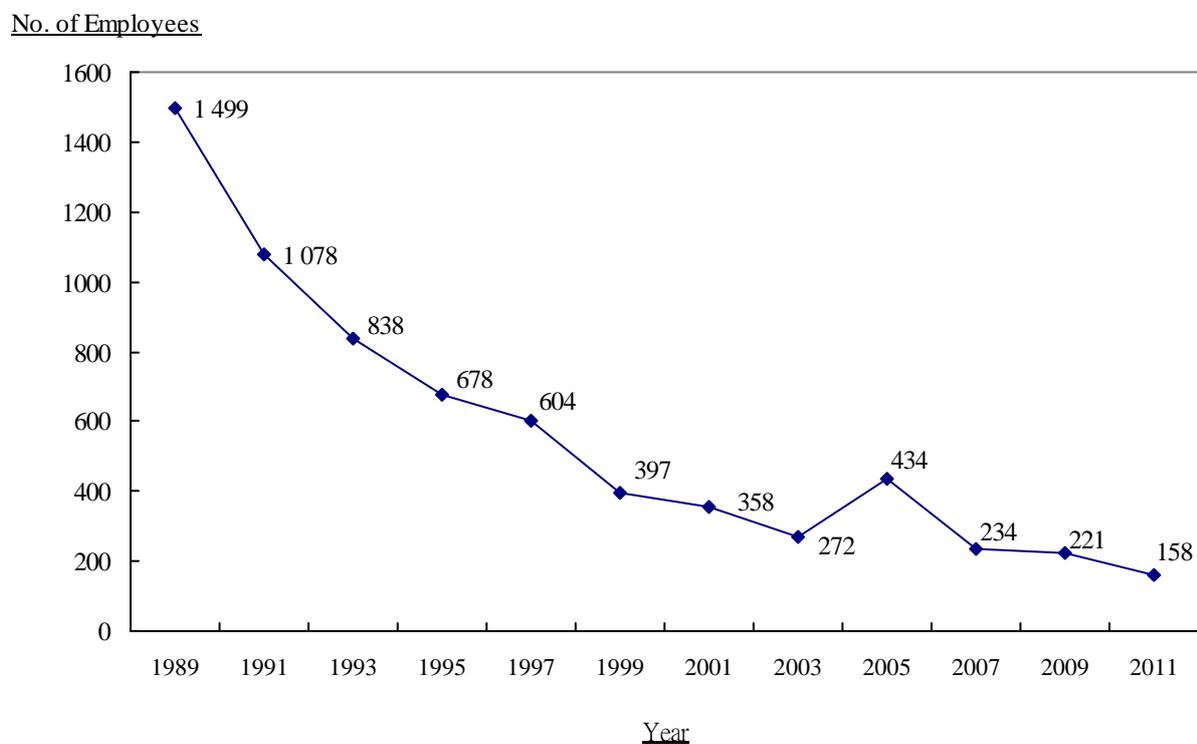
*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

3.19 The charts below show the manpower situation at various job levels in the manufacturing sector of the textile and clothing industries between 1989 and 2011, the fur, footwear and handbag industries between 1988 and 2011, and the trading and servicing sector between 1999 and 2011.

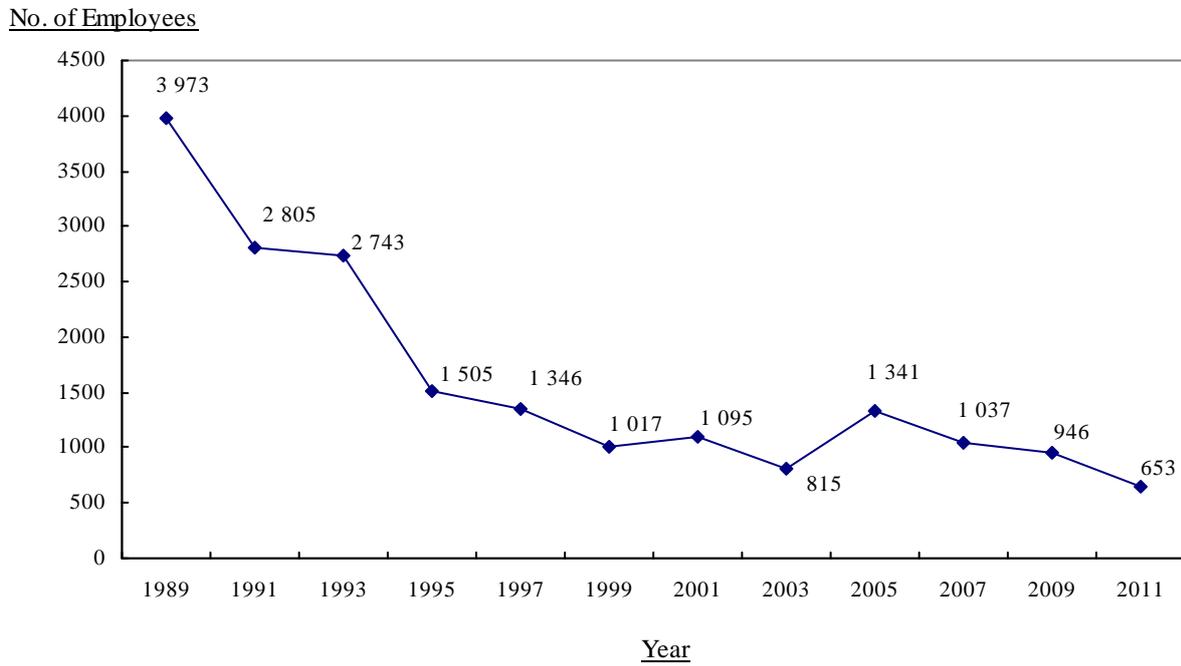
(A) Manufacturing Sector

(i) Textile Industry

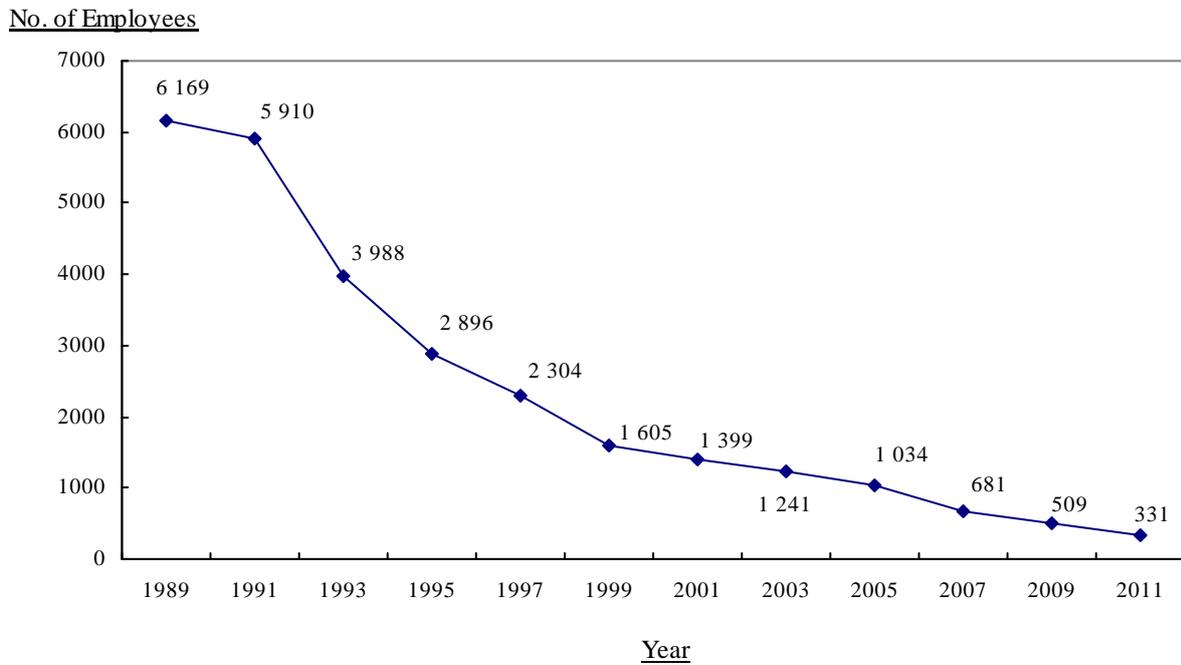
Figure 11: Manpower Situation at the Technologist Level Between 1989 and 2011



**Figure 12: Manpower Situation at the Technician Level
Between 1989 and 2011**



**Figure 13: Manpower Situation at the Craftsman Level
Between 1989 and 2011**



(ii) Clothing Industry

Figure 14: Manpower Situation at the Technologist Level Between 1989 and 2011

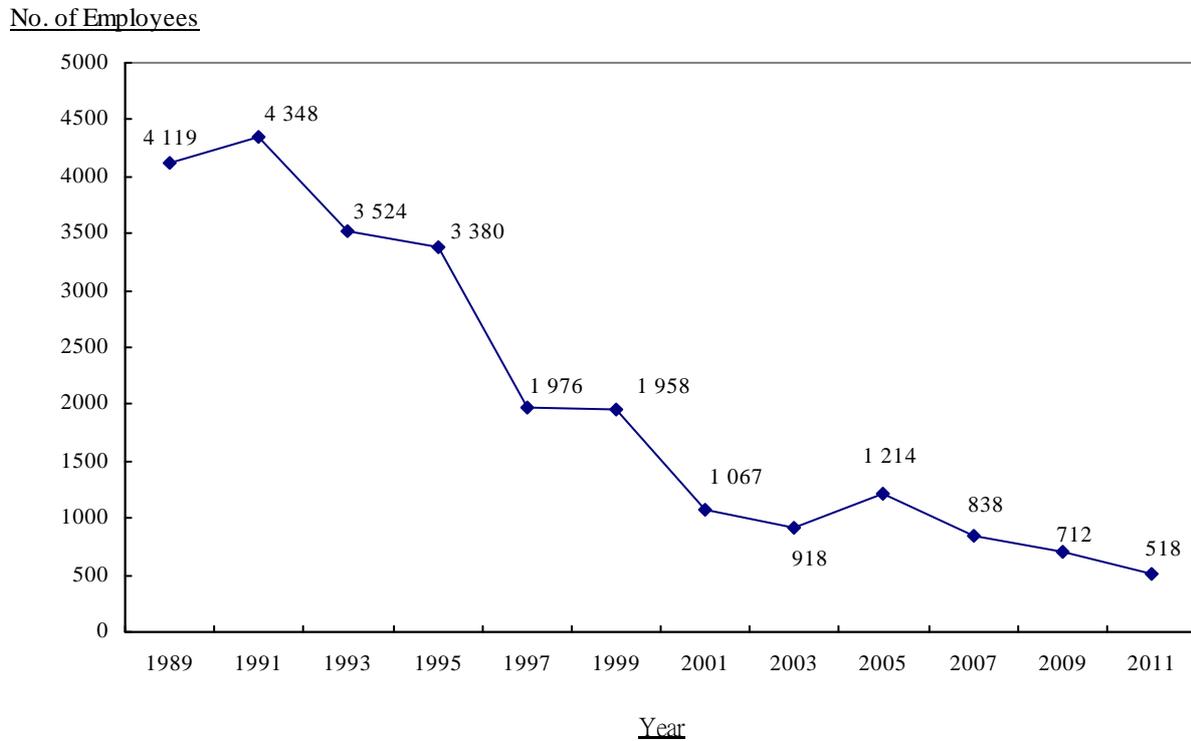
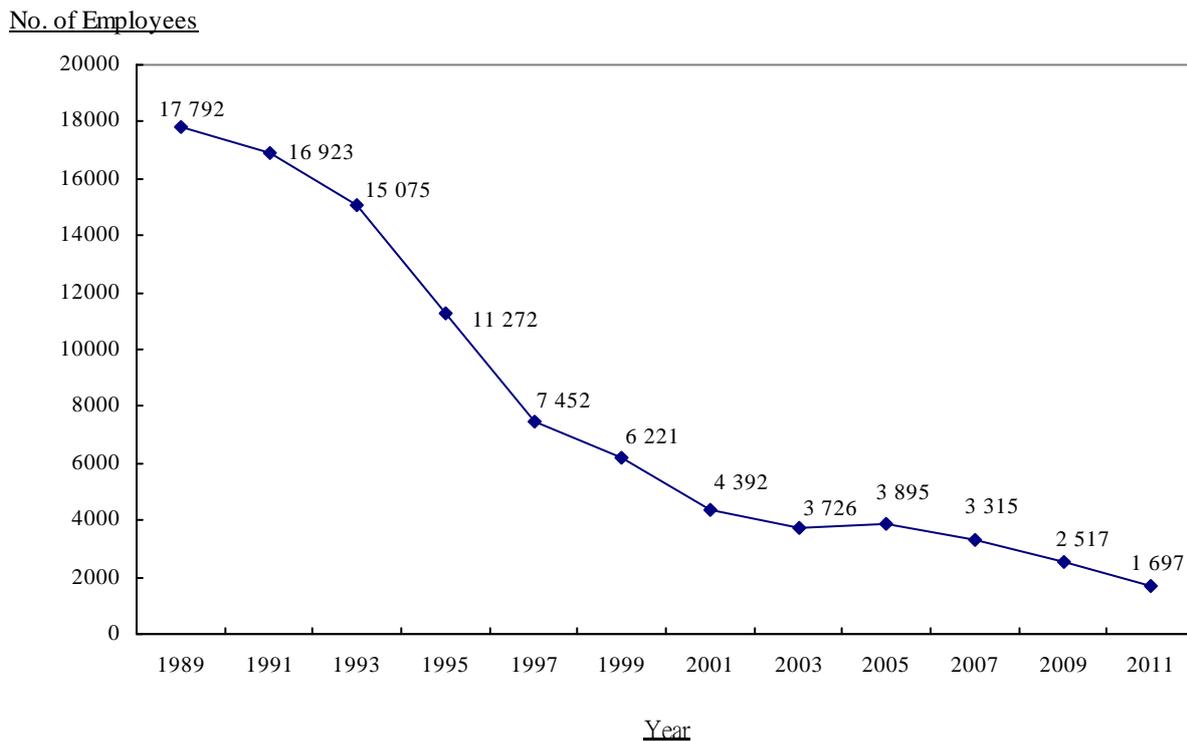
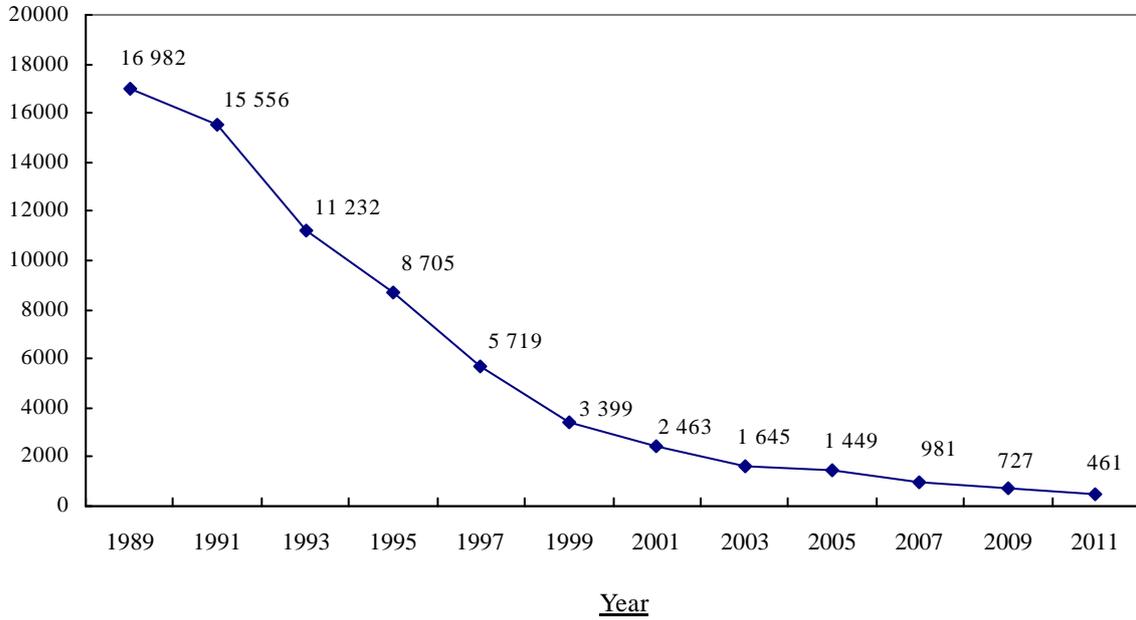


Figure 15: Manpower Situation at the Technician Level Between 1989 and 2011



**Figure 16: Manpower Situation at the Craftsman Level
Between 1989 and 2011**

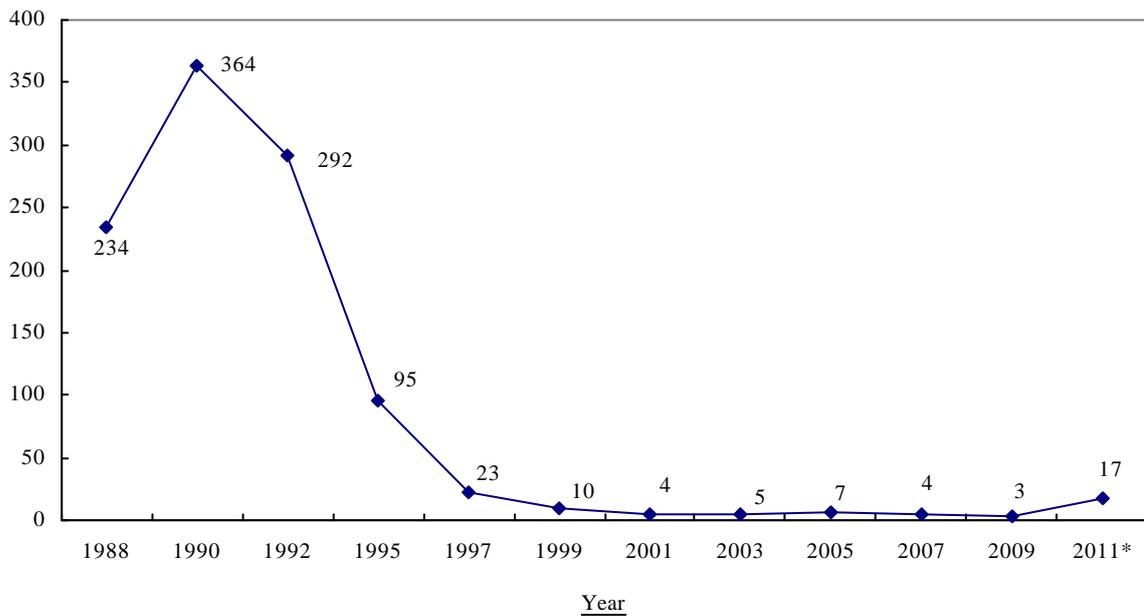
No. of Employees



(iii) Footwear and Handbag Industry

**Figure 17: Manpower Situation at the Technologist Level
Between 1988 and 2011**

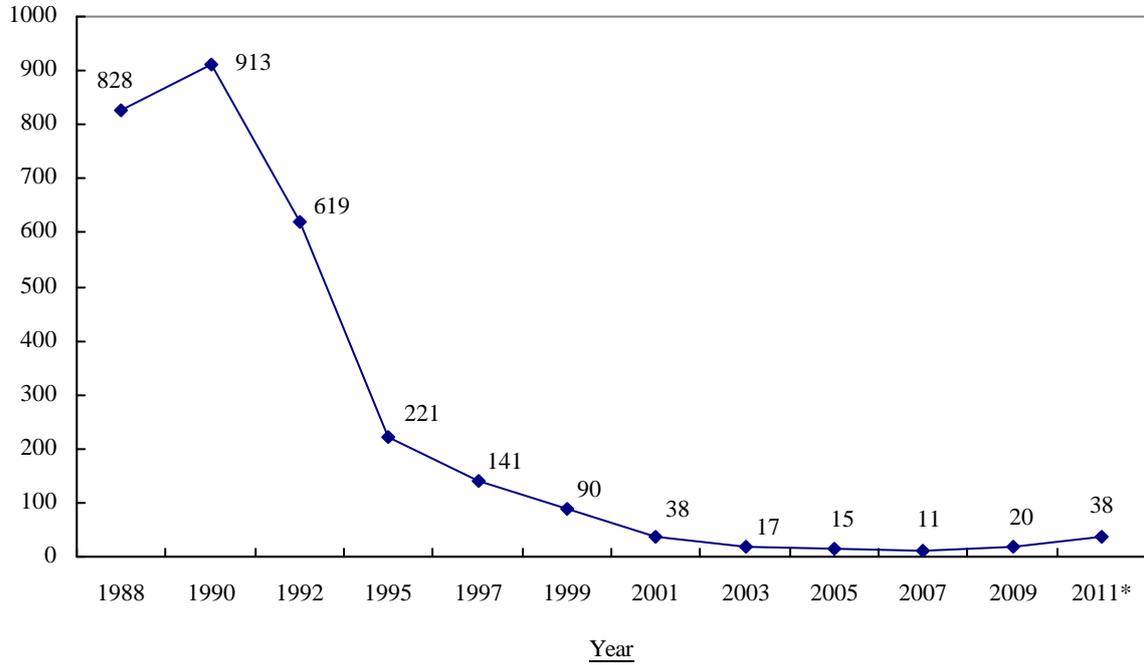
No. of Employees



*Including fur branch

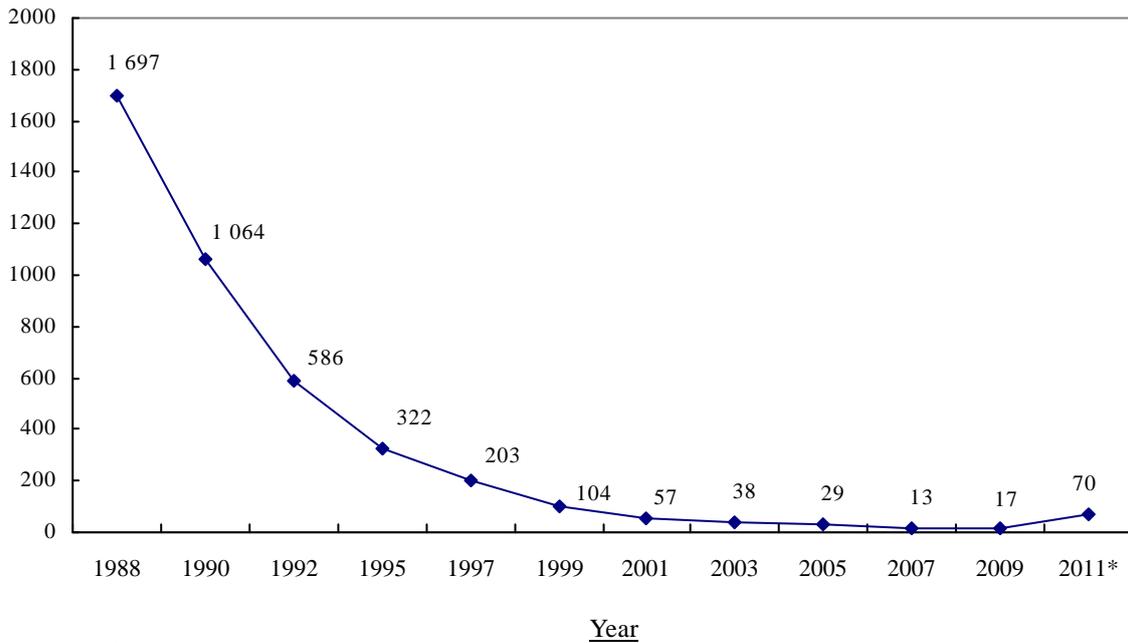
**Figure 18: Manpower Situation at the Technician Level
Between 1988 and 2011**

No. of Employees



**Figure 19: Manpower Situation at the Craftsman Level
Between 1988 and 2011**

No. of Employees

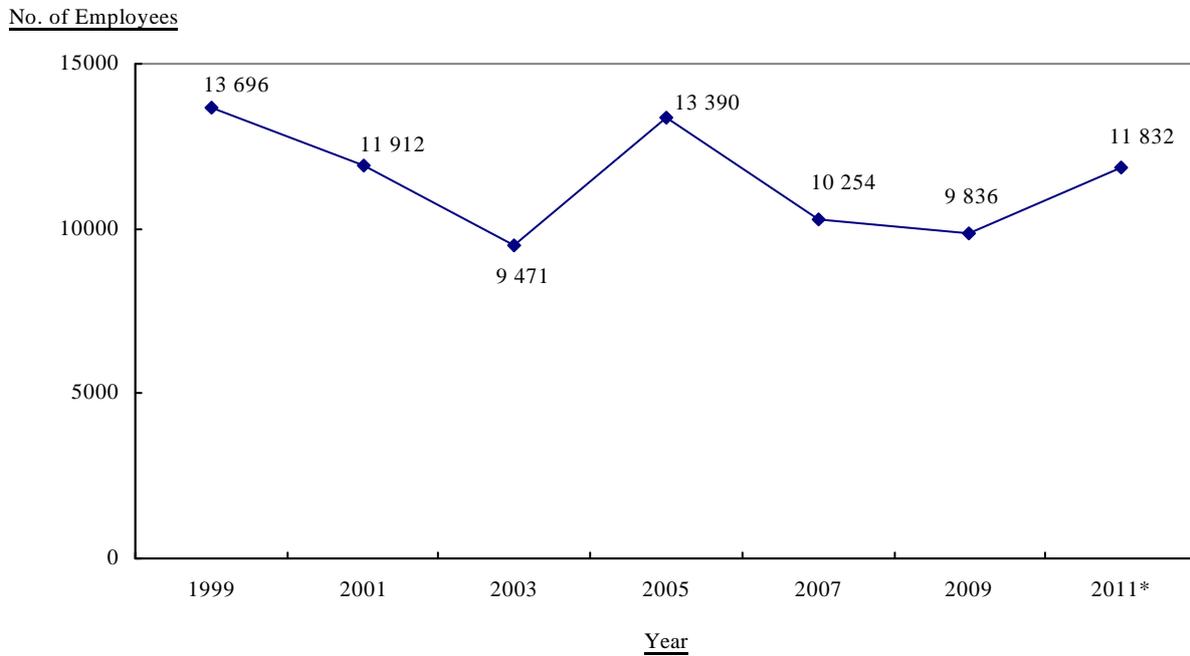


*Including fur branch

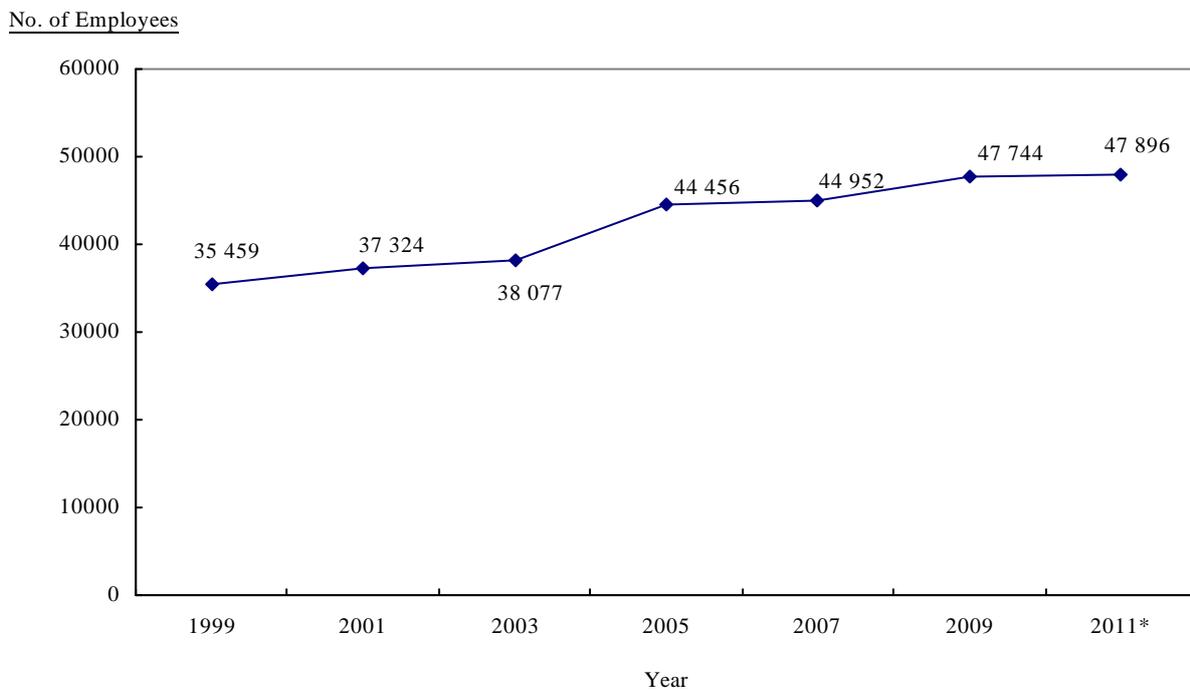
(B) Trading and Servicing Sector

(i) Trading

**Figure 20: Manpower Situation at the Technologist Level
Between 1999 and 2011**

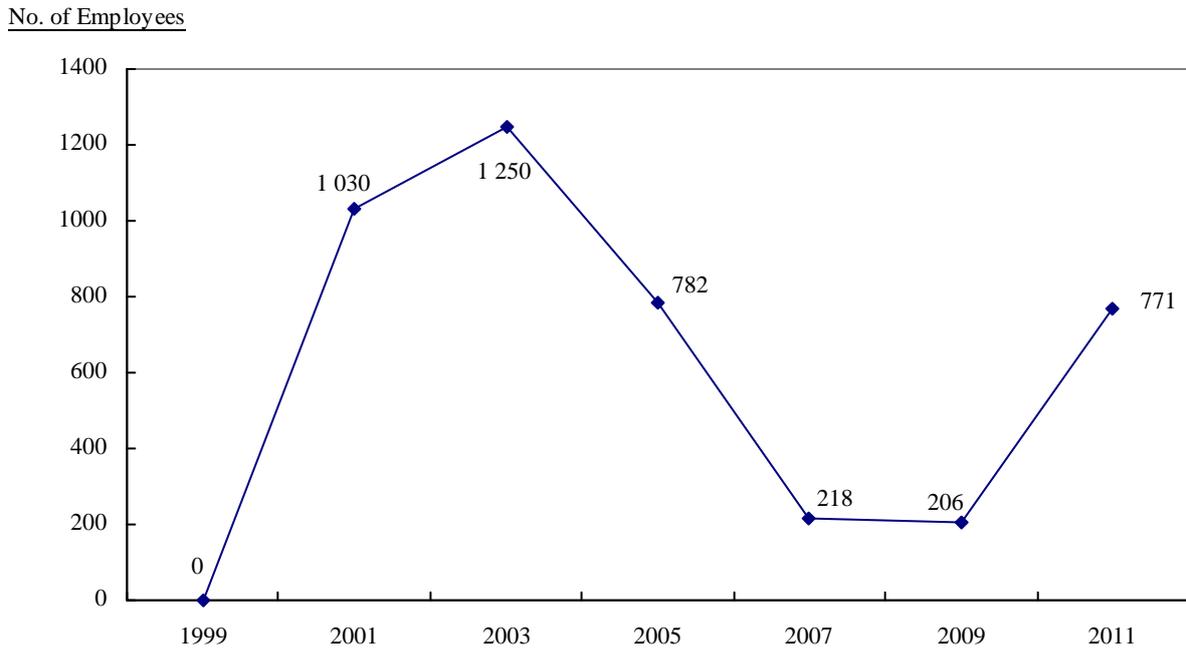


**Figure 21: Manpower Situation at the Technician Level
Between 1999 and 2011**



*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

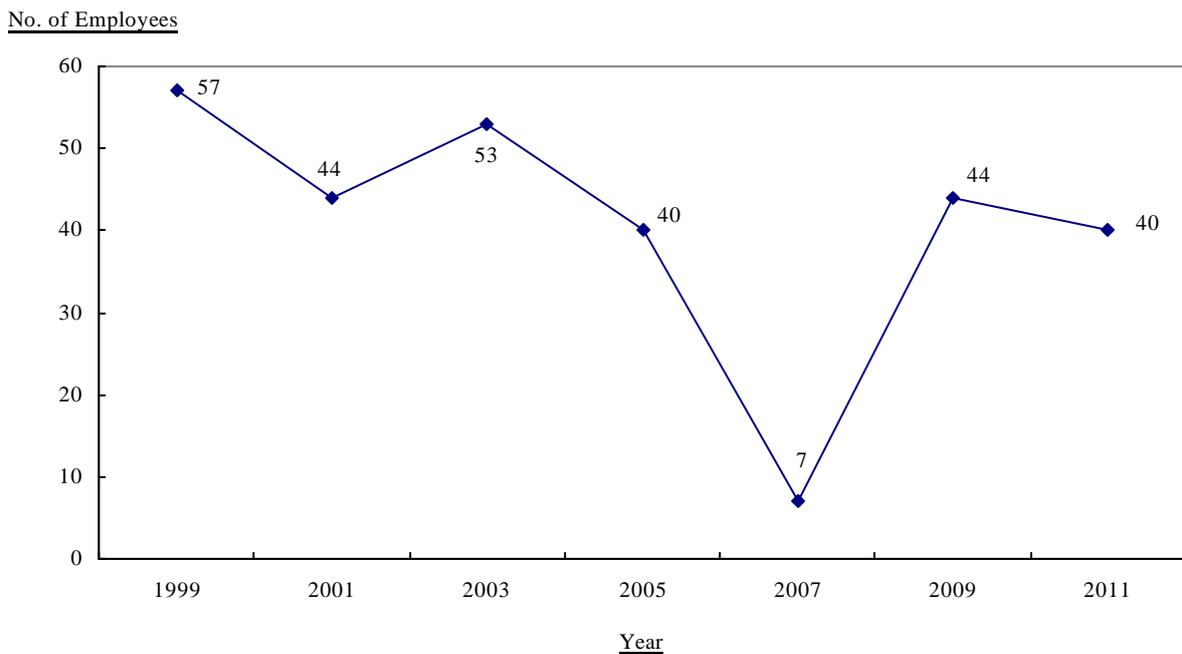
**Figure 22: Manpower Situation at the Craftsman Level
Between 1999 and 2011**



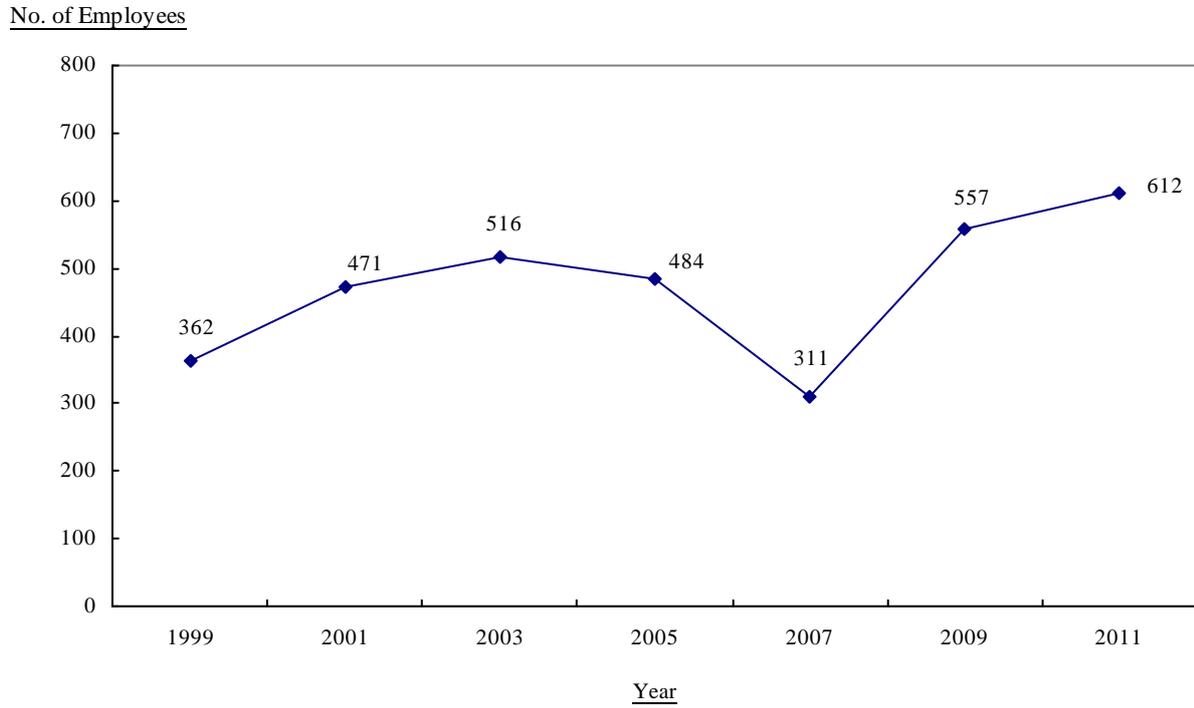
*Including a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes

(ii) Testing Services and Laboratories

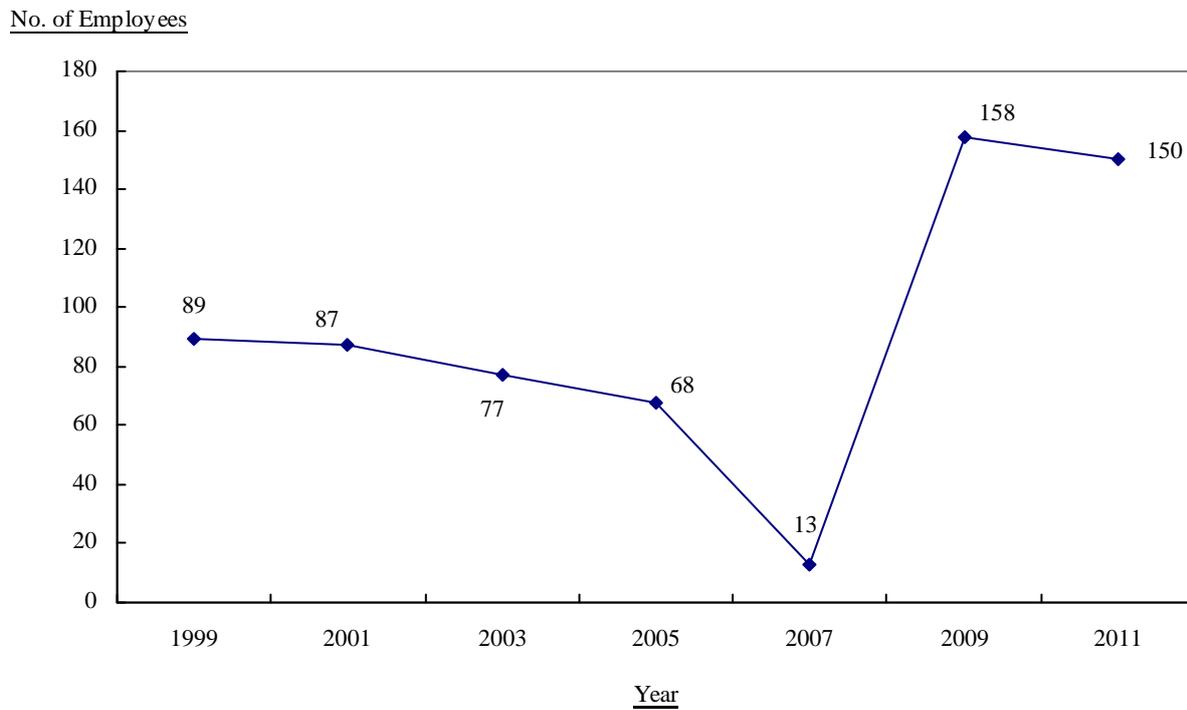
**Figure 23: Manpower Situation at the Technologist Level
Between 1999 and 2011**



**Figure 24: Manpower Situation at the Technician Level
Between 1999 and 2011**



**Figure 25: Manpower Situation at the Craftsman Level
Between 1999 and 2011**



Manpower Changes of Textile & Clothing Industries since 2009

3.20 The Training Board is of the view that the manpower changes may be attributable to the followings:

- (i) the downturn of global economy which commenced in 2008 has had a negative impact on demand in the traditional export markets of the Hong Kong firms. Although the world's economy has been with some signs of recovery in the later half of 2009, the slow improvement of American economy and the EURO crisis of EU countries have still created a very difficult business situation for Hong Kong textile, clothing, footwear and handbag firms;
- (ii) Hong Kong companies, particularly those manufacturing bases are in the Pearl River Delta region, have been experiencing increase of production costs from several aspects such as RMB appreciation, shortage of skilled workforce, wage increase, and expanded coverage and charges of the Mainland's social security system. Rising global raw materials prices in cotton and oil, and operating charges in electricity and sewage have affected manufacturers all over the Mainland China;
- (iii) both Mainland and foreign governments and other major importers have enacted a wide range of new laws, regulations and rules in environmental and safety, export processing and labour welfare areas. The direct result of these changes has been a rise in the administrative and compliance costs;
- (iv) the Mainland China has launched a series of fiscal and taxation incentives to encourage the transformation and upgrade of industries, and given the strategic focus to expand domestic consumption demand under the 12th Five-year Plan. In addition to strengthening of production capacity and quality, many textile and clothing companies are looking for higher calibre manpower to move towards upstream activities such as product design, research & development, and retail business at the same time;
- (v) Hong Kong companies are facing a more competitive environment from several directions. The development of powerful foreign buyers and retailers have pushed their suppliers extremely hard such as pulling orders, delaying payment, rejecting shipments on questionable grounds and shifting orders to other countries. On the other hand, increasing competitions are from Mainland companies which are able to win business from Hong Kong firms with lower prices;

- (vi) some textile and clothing companies had considered relocation of their factories within or outside Mainland. However, various obstacles such as insufficient extra orders for the expanded production capabilities, additional costs that may incur for land, electricity and logistics, and lack of comprehensive supply chain in new location are found. Most of them have therefore remained in the original places and adopted a wait-and-see approach;
- (vii) the end of the global quota system had led China's share significantly higher than before and this had benefited Hong Kong firms a lot since then. However, Hong Kong companies have been minimized by the increasing highly competitive environment in the post-quota regimes. One major impact was competition on price rather than on quota;
- (viii) Statutory Minimum Wage was introduced in Hong Kong in May 2011. As a result, Hong Kong trading and servicing companies are facing pressures to raise the average wages of their junior and supervisory staff;
- (ix) some developing countries such as Vietnam, Cambodia, Bangladesh and Thailand which have lower operating costs than China are growing their low-end garment industry. Hong Kong companies are trying very hard to distinguish themselves from these countries in terms of design, technology, reliability, flexibility and quality;
- (x) a number of requests from overseas importers such as increased order frequency, changing styles, reduced individual order volume, request for quicker delivery and higher quality requirement have imposed difficulties on Hong Kong garment firms;
- (xi) protectionism in the West is also regarded by the textile and clothing industries as an issue troubling them though abolition of quota system and accession of China to the World Trade Organisation. A rise in the trade frictions in anti-dumping and anti-subsidy investigations were found in textile companies; and
- (xii) the majority of Hong Kong clothing manufacturers have set up offshore facilities which resulted in a largely steady decline in technical personnel. However, Hong Kong is not only a leading production centre but also a global clothing sourcing hub companies doing textile and clothing trade are looking for additional workforce in fabrics procurement, clothing design and development, quality control, sales and marketing, logistic arrangement, compliance in international rules and regulations.

3.21 The Training Board also has the following observations on the manpower data:

- (i) the manpower demand on testing services and laboratories grows steadily in the past two years after the significant increase between 2007 and 2009. Testing and certification is one of the six industries identified by the Hong Kong Government as having distinct advantages for development. After the establishment of the Hong Kong Council for Testing and Certification in September 2009, it is believed that the manpower for this area will be gradually increased with the staunch support of the Government and other stakeholders;
- (ii) the majority of the reported vacancies existed in the three industries were mostly supervisors and operatives in the manufacturing sector and managers and supervisors in the trading and servicing sector;
- (iii) the Statutory Minimum Wage (SMW) Ordinance came into force on 1 May 2011 and the initial SMW was \$28 per hour. It is noted that the total number of employees whose monthly income is under \$10,000 in 2011 is less than that of 2009 in the three industries and their related trading and servicing sector. The implementation of SMW might contribute to the decrease of number of lower monthly income employees;
- (iv) ageing is a problem in the manufacturing sector of the three industries. At the time of survey, there were 38.66%, 33.74% and 30.97% of employees in the textile; clothing; and fur, footwear and handbag industries over the age of 50 respectively. Nevertheless, ageing is less of a problem in the trading and servicing sector;
- (v) the shift of the nature of businesses from Original Equipment Manufacturing (OEM) to more Original Design Manufacturing (ODM) and trading has also resulted in a large demand for well-trained and qualified fashion designers, merchandisers and quality control personnel by the employers even though the industries are facing a difficult competitive environment;
- (vi) in view of the downturn caused by the American household mortgage and EURO crisis, coupling with the high production cost and manpower shortage, severe competitions from the developing countries, uncertain trading environment and stringent restrictions imposed by the importing countries, the number of local establishments and corresponding manpower in the manufacturing sector of the textile, clothing, footwear and handbag industries diminished from 992 establishments and 13 126 employees in 2009 to 690 establishments and 9 039 employees in 2011 respectively. In comparison, the number of manpower in the trading sector has expanded from 59 127 in 2009 to 62 807 in 2011, which provides a proof that Hong Kong has gradually been established as a management and sourcing centre. It is also observed that the number of establishments in the trading

sector has been increased from 12 700 in 2009 to 14 759 in 2011. Such increase could be due to the fact that a new branch of I/E of luggage cases, handbags and similar articles of leather or leather substitutes is included in this survey;

- (vii) the number of manpower in the manufacturing sector of textile and clothing industries have recorded a further decrease of 12.28% and 19.52% respectively as compared with the 2009 survey. Such decreases were particularly noted in the garment and knitwear branches because of increasing migration of Hong Kong production plants to Mainland China and other nearby countries; and
- (viii) most of the job duties that should be handled by Compliance Managers and Compliance Supervisors were carried out by other managers or supervisors at the same level to reduce production cost.

Business Outlook

3.22 Looking into the future, the Training Board has the following views:

- (i) the textile and clothing industries have been encountering a number of continuous challenges especially the coming uncertainty of global economy in terms of possible recession in Europe, anaemic growth in the emerging-market economies. Nevertheless, Hong Kong companies have responded by pursuit of transformation and upgrade of their enterprises. They are strengthening their production capacity and quality to move towards the medium and high-end markets;
- (ii) a series of fiscal and taxation incentives have been launched by Mainland government to encourage the relocation, transformation and upgrade of local enterprises including those owned by Hong Kong people. This policy is coupled with the strategic focus given to expand the demand of domestic consumption under the 12th Five-year Plan. Hong Kong companies may consider entering the Mainland market by selling higher-end products as well as developing their own brands and retail business;
- (iii) Hong Kong as a global sourcing hub in Asia should be able to continuously attract international trading houses, major premium designer labels and retailers, and buyers from American and European department stores, discount stores, speciality chains and mail order companies to source clothes through their buying offices or other intermediaries. This has paved the foundations for Hong Kong to be further firmly positioned as the management and sourcing centre for manufacturers with production in Mainland China and nearby countries;

- (iv) owing to the ongoing shocks from Euro area and slow growth in the US, the moves of Hong Kong remaining manufacturing firms to the Mainland China and other countries may be accelerated. For firms already in the Pearl River Delta area, moving to less developed parts of Mainland and nearby countries may reduce their labour costs and allow them to find semi-skilled workers. However, the enterprises may have difficulties in retaining and finding skilled technicians and management, as well as increase transportation and other costs;
- (v) Hong Kong textile and clothing companies are outstanding in OEM and ODM production. They are able to deliver quality articles in a short lead time. Although foreign importers and retailers increasingly request suppliers to tighten up supply chain management to ensure the ordered merchandise reaching the store floor at the right time, the Hong Kong companies are always with the capability to make them done;
- (vi) following the end of textile quotas among World Trade Organisation members and the expiry of subsequent agreements, the competitive landscape of the industry has been changed in a number of ways. The lifting of quota restrictions has created keen competitions on price, new products and services, as well as searching for new markets. The Hong Kong companies should be insisted in re-orienting their business models to move further up the value chain, and steering upmarket for the supply of high quality products with original designs;
- (vii) some Mainland textile and clothing enterprises have successfully penetrated into the domestic market for selling higher-end products as well as developing brands and retail business. It is noted that these enterprises have the intention to commission Hong Kong companies to undertake ODM production for their branded products. Hong Kong companies that want to focus on production may keep an eye on business opportunities arising from increasing outsourcing by Mainland enterprises in the course of transformation;
- (viii) facing the growing production competitiveness of Mainland China and neighbouring regions, Hong Kong companies may consider to make use of these upgraded production capacity by outsourcing their orders to enhance their overall productivity. On the other hand, they can focus on development of other areas where Hong Kong enterprises have more competitive advantages such as product design, customer services and international marketing. Under such circumstances, they may have extra ability to develop new product lines and increase the product mix, and even go further to develop their brand business and try to open up retail channels at the Mainland market;
- (ix) the rapid development and adoption of e-revolution in materials purchasing, production management, merchandise, banking and

other financial services have fostered Hong Kong's role as a leading sourcing and business centre in the world markets particularly for textile, clothing, footwear and handbag products; and

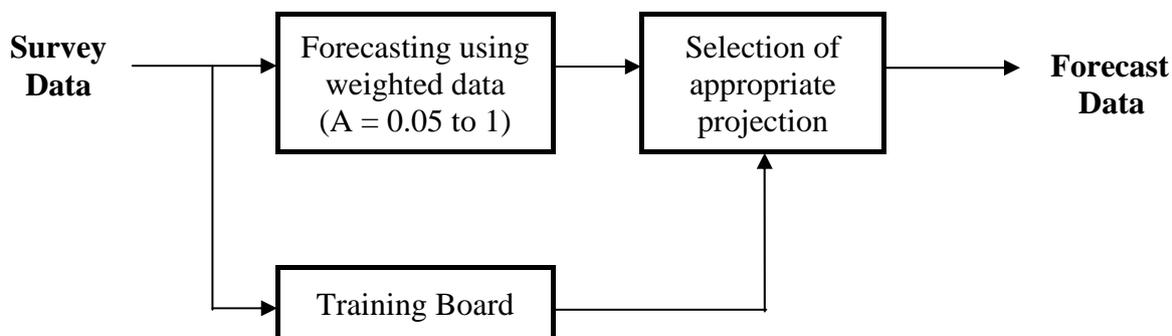
- (x) Hong Kong's textile, clothing, footwear and handbag enterprises have comprehensive knowledge about sourcing and products. Most of them are fully aware of the industry trends in the area of increasing online shopping and marketing, growing importance of private labels, rising green consciousness of customers, and rapid expansion of China's domestic market. They are able to understand and cater for the preferences of the dispersed customer bases and have very good knowledge of international and national rules and regulations. The professionalism that Hong Kong companies command and the combined services offered in fabrics procurement, sales and marketing, quality control, logistic arrangement are not easily matched elsewhere. The role of Hong Kong as a leading production management centre as well as a sourcing hub will remain even facing a unclear global economy in the years to come.

3.23 Based on the above analysis, the Training Board believes that the business outlook of the three industries remains optimistic.

Future Manpower Demand

(A) *Manufacturing Sector*

3.24 The Training Board has tested the key determinants of the textile, clothing, footwear and handbag industries with a view to using the Labour Market Analysis (LMA) system developed by the Vocational Training Council for determining the manpower development trend of the said industries. Due to the complexity of the industries and other factors such as liberation of quotas and CEPA arrangement, the LMA model was found to be inapplicable to this survey. The Training Board therefore adopted the Adaptive Filtering Method (AFM) formerly used in the past surveys instead. Based on manpower data collected in the current and previous surveys, and taking into consideration the external factors, economic trends, technological development mentioned in paragraphs 3.20 - 3.23, the Training Board forecasts the technical manpower demand in the manufacturing sector and the trading and servicing sector in the coming years by using the AFM illustrated in the following diagram.



3.25 Projection is not proposed for the manufacturing sector of the fur, footwear and handbag industries because of the relatively small number of manpower in these industries. On the other hand, based on the projections generated by using the adaptive filtering method, it is estimated that the average annual growth in the manufacturing sector of the textile and clothing industries are as follows:

Annual Growth in Next Four Years (2012 – 2015)*

Job Level	Manufacturing	
	Textile Industry	Clothing Industry
Technologist	-3	-10
Technician	-9	-59
Craftsman	-8	-11

*Note : negative sign denotes negative growth.

3.26 Considering the employees leaving the industry for whatever reasons and taking into account the number of employees over the age of 50 as revealed in Table 21 - 24, the Training Board estimates the manpower loss due to natural wastage (i.e. retirement, death etc.) at the technologist, technician and craftsman levels to be:

Job Level	Manufacturing	
	Textile Industry	Clothing Industry
Technologist	5%	4%
Technician	4%	4%
Craftsman	4%	4%

3.27 Taking into consideration the projection, the need to train for wastage and especially the employers' one-year forecast of manpower, the Training Board estimates that the average annual additional manpower demand of the textile and clothing industries should be as follows:

Job Level	Manufacturing		Total
	Textile Industry	Clothing Industry	
Technologist	5	10	15
Technician	17	5	22
Craftsman	5	6	11

(B) Trading and Servicing Sector

3.28 As revealed by the survey findings, there were considerable numbers of textile and clothing craftsmen and operatives employed in the trading and merchandising firms for pattern and sample making as well as quality control and inspection work. More such skilled workers would be required for supporting Hong Kong as an "Original Design Manufacturing (ODM)" Centre.

3.29 Table 14 shows that the ageing problem is not serious at the technologist and technician levels. It is therefore recommended that the wastage rate of the trading and servicing sector of the three industries should remain at 3%.

3.30 Based on the projections generated by using the adaptive filtering method, it is estimated that the average annual growth in the trading and servicing sector are as follows:

Annual Growth* in Next Four Years (2012 – 2015)

Job Level	Trading and Servicing
Technologist	-31
Technician	177
Craftsman	-39

*Note : negative sign denotes negative growth.

3.31 Considering the employees leaving the industry for whatever reasons and taking into account the number of employees over the age of 50 as revealed in Table 21 - 24, the Training Board estimates the manpower loss due to natural wastage (i.e. retirement, death etc.) at the technologist, technician and craftsman levels to be:

Job Level	Trading and Servicing
Technologist	3%
Technician	3%
Craftsman	3%

3.32 Taking into consideration the projection, the need to train for wastage and especially the employers' one-year forecast of manpower, the Training Board estimates that the average annual additional manpower demand of the trading and servicing industries should be as follows:

Job Level	Trading and Servicing Total
Technologist	323
Technician	1643
Craftsman	-14

*Note : negative sign denotes negative growth.

3.33 Based on the preceding paragraphs, the total number of employees required annually by the textile, clothing, footwear and handbag industries at the technologist, the technician and the craftsman levels are estimated to be as follows:

Annual Manpower Demand in Next Four Years (2012 – 2015)

Job Level	Manufacturing (A)			Trading and Servicing (B)	Total (C) = (A) + (B)	Annual Manpower Demand in $\pm 10\%$ Range
	Textile	Clothing	Sub-Total			
Technologist	5	10	15	323	338	304 – 372
Technician	17	5	22	1 643	1 667	1 500 – 1 843
Craftsman	5	6	11	-14	-3	-3

Manpower Demand and Supply Analysis

3.34 At the technologist level, the average annual demand for fresh graduates with relevant background is 304 – 372.

3.35 The Hong Kong Polytechnic University (PolyU), Hong Kong Design Institute and the Clothing Industry Training Authority are supplying fresh graduates in textile and clothing studies at degree level. The planned output for degree and higher diploma levels courses is summarized as follows:

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>
<i>Institute of Textiles and Clothing, PolyU</i>			
BA (Hons) Scheme in Fashion and Textiles	230	230	260
Total:	230	230	260
<i>Hong Kong Design Institute (in collaboration with Nottingham Trent University)</i>			
BA (Hons) Fashion Design	30	30	30
BA (Hons) International Fashion Business	33	33	33
<i>(in collaboration with University of the Arts London)</i>			
BA (Hons) in Fashion: Hair and Make-up	23	27	27
BA (Hons) in Fashion: Styling and Photograph	23	27	27
Total:	109	117	117
<i>Clothing Industry Training Authority (in collaboration with the Open University of Hong Kong)</i>			
Bachelor of Business Administration in Fashion Business	9	15	13
<i>(in collaboration with Middlesex University, UK)</i>			
BA (Hons) Fashion	14	9	20
BA (Hons) Fashion Design, Styling and Promotion	7	8	15
Total:	30	32	48

The Training Board notes that some higher diploma and some other universities graduates' holders may be employed as senior technicians in the trading and servicing sector of the textile, clothing, footwear and handbag industries.

3.36 Employees at the technician level in the manufacturing and the trading and servicing sectors are in demand. The forecast demand for textile, clothing, footwear and handbag technicians in the two sectors would be 1 500 – 1 834 annually in the next four years.

3.37 Based on the information provided by the Hong Kong Polytechnic University, Hong Kong Design Institute, Pro-Act Training and Development Centre (Fashion Textiles) and Clothing Industry Training Authority, the major institutions providing full-time technician courses on the textile, clothing, footwear and handbag disciplines, the supply of fresh technician graduates would be:

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>
<i>Institute of Textiles and Clothing, PolyU</i>			
HD Scheme in Fashion and Textile Studies	250	250	310
Total:	250	250	310
<i>Department of Fashion and Image Design, Hong Kong Design Institute</i>			
<u>Full-time Course</u>			
Higher Diploma in Fashion Business	53	30	-
Higher Diploma in Fashion Design & Development	129	63	-
Higher Diploma in Fashion Design & Branding	79	90	-
Higher Diploma in Fashion Merchandising	60	27	-
Higher Diploma in Fashion Image Design (Hair Styling)	22	24	-
Higher Diploma in Fashion Image Design (Make-up Styling)	19	23	-
Higher Diploma in Fashion Image Design (Fashion Styling)	21	64	-
Higher Diploma in Fashion Design	-	142	142
Higher Diploma in International Fashion Business	-	171	171
Higher Diploma in Fashion Image Design	-	171	171
Total:	383	805	484

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>
<i>Pro-Act Training and Development Centre (Fashion Textiles)</i>			
3-year Diploma in Vocational Education in Fashion Textile Design and Merchandising	201	214	224
1-year Diploma in Vocational Education in Fashion Textile Design and Merchandising	100	100	100
Total:	301	314	324

The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – Basic Craft Certificate (BCC), Technician Foundation Certificate (TFC) and Diploma in Vocational Education (DVE). It was launched starting from AY 2009/10 and operated under a credit-based and Module Accumulation Programme (MAP) structure. Students will be awarded with the BCC, TFC or DVE award irrespective of their level of entry once the prescribed number of credits had been accumulated.

<i>Course</i>	<i>Estimated No. of Graduates</i>		
	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>
<i>Clothing Industry Training Authority</i>			
<u>Full-time Course</u>			
BTEC Higher National Diploma in Fashion & Textile	-	25	25
BTEC Higher National Certificate in Fashion & Textile	25	25	25
Technical Diploma in Apparel Design and Production	30	30	30
Diploma in Apparel Merchandising	21	-	-
Diploma in Fashion Design Studies	20	20	20
Total:	96	100	100

3.38 The total output from the three institutions is 1 399 in 2012/13, 1 848 in 2013/14 and 1 643 in 2014/15, which is lower than the demand required by the three industries. In fact, some of the technician jobs are filled by internal promotion of experienced craftsmen and School Certificate and Advanced-level school leavers. The Training Board notes that the Caritas Bianchi College of Careers, HKU SPACE Community College, School of Continuing & Professional Studies CUHK, First Institute of Art & Design and Hong Kong Communication Art Centre are offering fashion and related courses in various modes which could supplement part of the manpower demand at technician level.

3.39 In view of the small number of manpower demand at craftsman level, the supply of craftsman should be readily available at the employment market. The Training Board considers that upgrading training through short courses on trade knowledge and skills as well as supervisory management are necessary.

3.40 The Training Board will conduct another manpower survey in 2013 to update the manpower statistics and review the training requirements of the textile, clothing footwear and handbag industries.

SECTION IV

RECOMMENDATIONS

4.1 In view of current global economic situation and the overall business environment, the Training Board anticipates a persistent demand for technologists and technicians to assist in the transformation and upgrade of Hong Kong companies in the manufacturing, trading and servicing sectors. Manpower training at higher levels particularly in product design and development, merchandising, international sales and marketing, and quality control are essential to maintain the competitive advantage of Hong Kong.

4.2 The Training Board is fully aware of the operational difficulties experienced by employers in recent years. However, unless employers are willing and able to train up a sufficient number of professional and supervisory personnel to meet their manpower needs, the development of the industry will be hindered. The Training Board therefore urges employers to uplift their efforts to recruit young people to join the industry. The Training Board also recommends that the Textile Council of Hong Kong, the Trade and Industry Department, relevant technical institutions and the Training Board itself should jointly promote the image of the said industries, so as to enhance the attractiveness of the industries to job seekers.

4.3 The Training Board is of the opinion that the survey results generally reflected the actual situation of the textile, clothing, footwear and handbag industries. In view of Hong Kong's persisting position as a textile and clothing sourcing, production co-ordinating and ODM centre for Mainland China and nearby areas, the textile, clothing, footwear and handbag employers would require more well-trained and qualified merchandisers, fabric and fashion designers as well as quality controllers to sustain their operations in Mainland China and neighbouring regions in next few years. Training and educational institutions are advised to strengthen their courses and refocus on the areas of merchandising, fabric design and technology, fashion design and production as well as quality control for meeting the manpower demand training needs of the industries. On the other hand, training and educational institutions are also urged to encourage their students to get prepared that it is inevitable they would have to work outside Hong Kong, particularly in Mainland China or nearby countries, sooner or later in their future career development.

Annual Intake of Trainees

4.4 At the time of the survey, there were 6 trainees receiving various forms of training in the manufacturing and trading and servicing sectors. Since it takes at least two years on-the-job training to train a technologist/manager with relevant education background, three to four years for a technician/supervisor, three years for a craftsman and three to six months for an operative, it is alarming that the current training effort is grossly inadequate to satisfy the forecast manpower demand (the respective training routes are given in paragraphs 4.8 to 4.14 below).

4.5 Manpower training is a long-term investment. Properly trained manpower is most crucial when the industry has to satisfy stringent requirements on quality and safety at work. To ensure an adequate supply of skilled manpower to sustain development, the textile, clothing, footwear and handbag industries including the respective trading and servicing sector, as a whole, should embark on a manpower training programme at a scale tabulated below:

*Recommended Number of Trainees to be
Taken on Annually from 2012 to 2015*

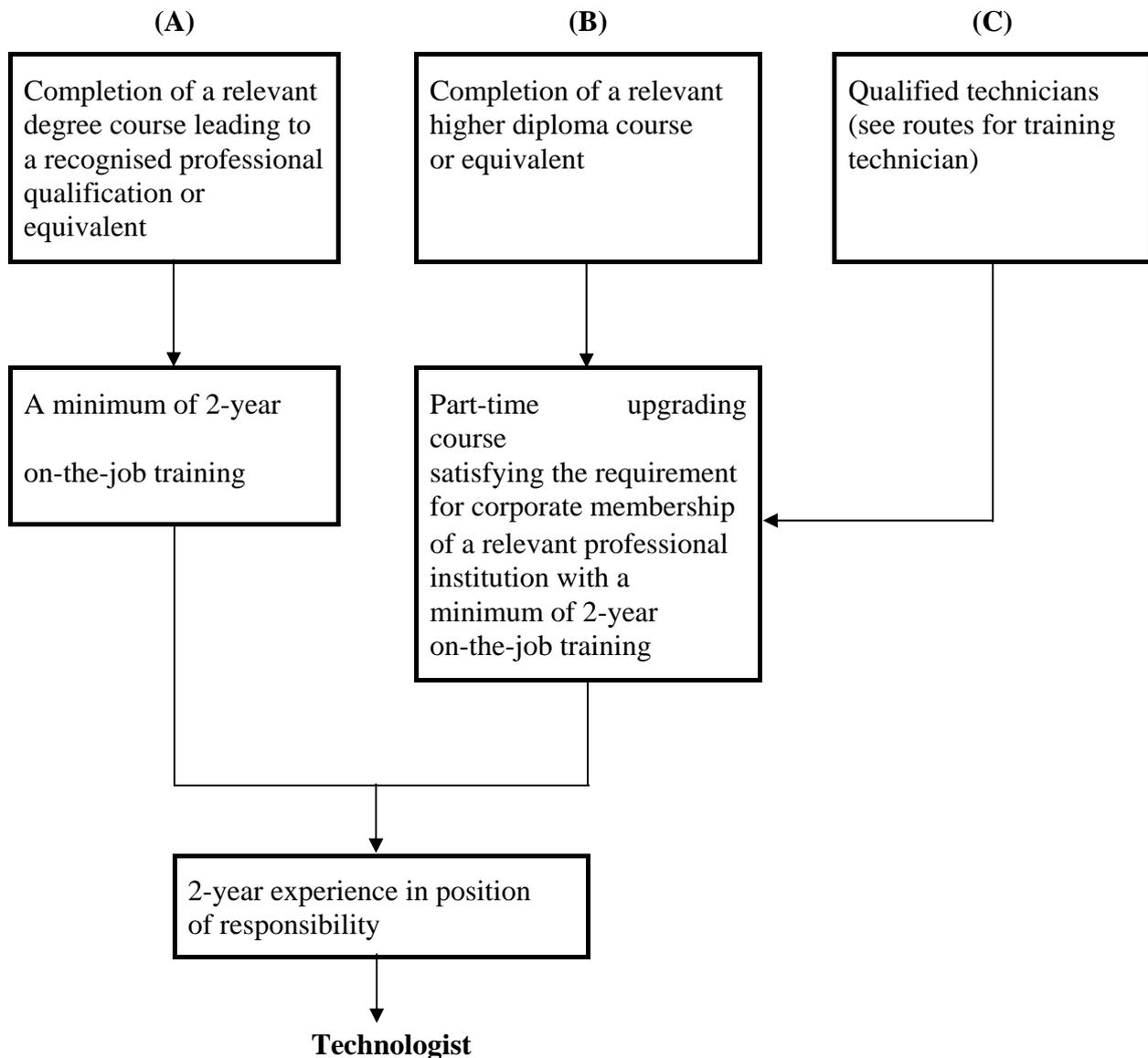
Job Level	Recommended Annual Intake
Technologist	338
Technician	1 667

4.6 The Training Board is fully aware of the efforts made and difficulties experienced by employers in recruiting and retaining technologist/professional manager, technician/ supervisor and craftsman trainees. However, unless employers are willing to train up a sufficient number of technical personnel to meet their manpower needs, the development of the textile, clothing, footwear and handbag industries will be hindered particularly in the trading and servicing sector. The Training Board therefore urges employers to step up their efforts in attracting more young people to join the industries.

Training at Technologist

4.7 A technologist is a person who has the qualification and experience required for corporate membership of a professional institution. He should be competent in analyzing and solving a wide range of technical problems. Furthermore, he/she should be able to assume personal responsibility for the development and application of engineering principles, to exercise original thought and judgement, to keep abreast of technology, to apply the latest techniques and to supervise/develop his/her sub-ordinates.

4.8 Technologists play an important role in bringing about improvements in management and technological innovations needed to increase competitiveness and adaptability of the textile, clothing, footwear and handbag industries. The Training Board recommends that technologists should be trained via one of the following routes:

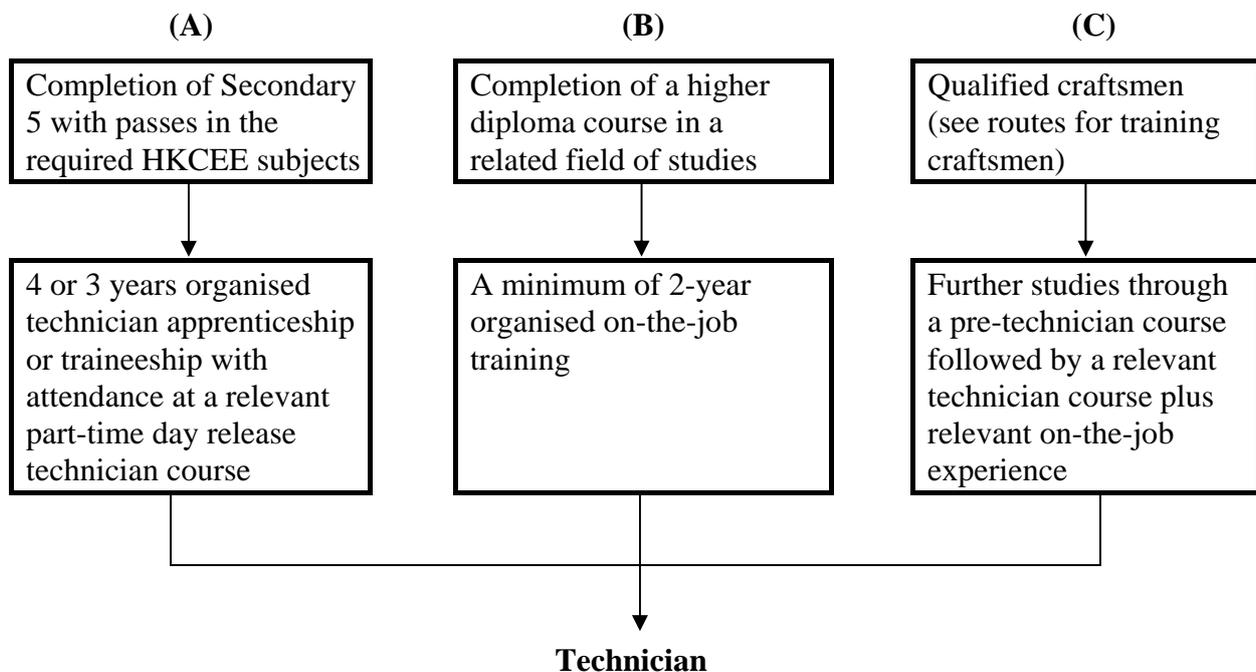


4.9 Employers are recommended to recruit either degree or higher diploma holders as technologist trainees (i.e. route (A) or (B)). For qualified technicians with exceptional abilities, route (C) provides them with advancement opportunities.

Training at Technician Level

4.10 A technician is one who occupies a position between the technologist and the craftsman. His/Her education, practical training and experience enable him/her to apply proven techniques and procedures to carry out technical tasks normally under the supervision of a technologist. In the textile, clothing, footwear and handbag industries both in the manufacturing and the trading and servicing sectors, technicians play an important role in middle management and assist in improving the performance and productivity of their subordinates.

4.11 The normal routes for training technicians/supervisors are listed below:

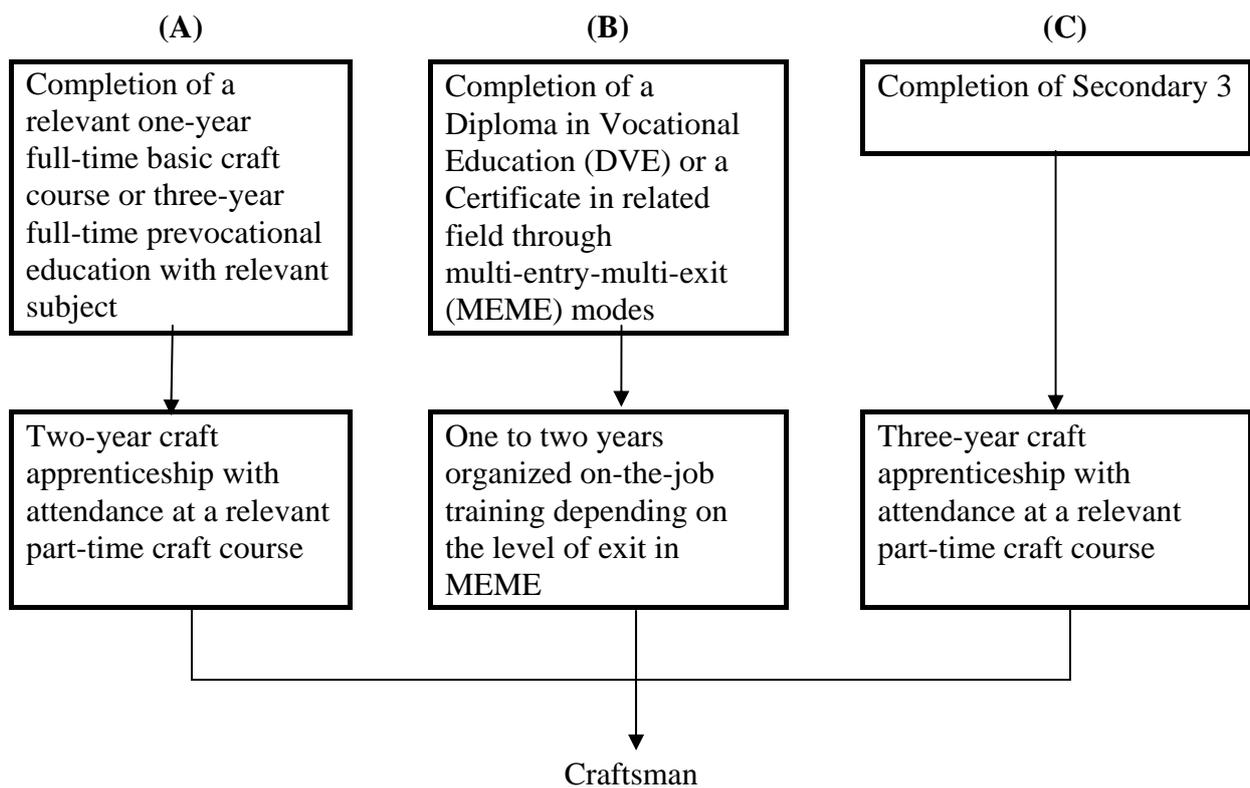


4.12 Of the above routes, the Training Board prefers route (A) because properly organised apprenticeship/traineeship is the most effective and economical way of training technicians for the textile, clothing, footwear and handbag industries. Furthermore, these trainees are from the start exposed to real-life industrial and working environment and would most likely stay on with the industries after completing their apprenticeship/traineeship.

4.13 The Hong Kong Polytechnic University, the Department of Fashion and Image Design of the Hong Kong Design Institute operated by the Vocational Training Council offers full-time higher diploma courses and part-time evening higher certificate courses related to textile, clothing and fashion studies. The Pro-Act Training and Development Centre (Fashion Textiles) and the Clothing Industry Training Authority offer full-time diploma and certificate courses.

Training at Craftsman Level

4.14 A craftsman is a skilled worker in a particular occupation, trade or craft. He/She is expected to apply a wide range of skills to his/her work with minimum direction and supervision. He/She requires not only practical skills, but also related theoretical knowledge to enable him/her to adapt to new technologies. The Training Board recommends that young persons should join the apprenticeship scheme which enables them to receive the necessary practical training and technical education to become qualified craftsmen. The recommended routes for training craftsmen in the industries are:



4.15 There is only very small demand for manpower at the craftsman level for the three industries as a whole. However, for individual employers who need to train up their own craftsmen, the above routes are recommended.

Training at Operative Level

4.16 As the textile, clothing, footwear and handbag industries are still dependent on the skills of its operative workforce for fashionable products and samples, training of operatives must not be neglected. In view of the increasing need for manufacturers to upgrade their product quality and meet market changes, the Training Board recommends that upgrading training should be provided to in-service operatives in order that the industries can have a more versatile workforce for multi-skilled operations. Employers are also urged to provide opportunities for the more capable operatives to progress to craft level jobs so as to make operative jobs more attractive to new entrants.

Pro-Act Training and Development Centre (Fashion Textiles)

4.17 The Training Board has been held with the responsibility of advising on the development and operation of the Pro-Act Training and Development Centre (Fashion Textiles) at the VTC Kwai Chung Complex. The Centre currently offers the following courses at the technician and the craftsman levels:

<i>Courses</i>	<i>Duration</i>
<i>Full-time Courses</i>	
<i>Technician Level</i>	
Diploma in Vocational Education in Fashion Textile Design and Merchandising	1 year
Diploma in Vocational Education in Fashion Textile Design and Merchandising	1 year to 3 year
(The framework of Diploma in Vocational Education (DVE) would be a multi-entry-multi-exit programme with 3 awards – BCC, TFC and DVE.)	
<i>Part-time Evening Course</i>	
<i>Technician Level</i>	
Application of Sweater Design System (Shima Seiki)	12.5 hours
Application of CAD Software “Stoll” in Flat-bed Knitting Machines	12.5 hours
Elementary Textile & Apparel Merchandising	45 hours

<i>Courses</i>	<i>Duration</i>
<i>Craftsman Level</i>	
Analysis and Design of Woven Fabric	30 hours
Analysis and Design of Knitted Fabric	30 hours
Textile Testing Series Module I - VI:	
I. Fabric Construction	12.5 hours
II. Fabric Performance	12.5 hours
III. Strength	12.5 hours
IV. Qualitative and Quantitative Analysis of Material	12.5 hours
V. Colour Fastness	12.5 hours
VI. Dimensional Stability	12.5 hours
Fabric Inspection, Grading and Colour Measurement	12 hours
Basic Course in Manual Machine Knitting	20 hours
Enhancement Course in Manual Machine Knitting	20 hours
Introductory Course for Colour Laboratory Assistant Level I	20 hours
Introductory Course for Colour Laboratory Assistant Level II	20 hours

4.18 The Training Board urges employers to make use of the new facilities and equipment of the Centre for training and upgrading their staff. This would be useful in view of their business. Details of the courses can be obtainable from the website at <http://www.vtc.edu.hk>.

Technical Institutions

4.19 The Training Board recommends employers to make use of the part-time courses offered by the Hong Kong Polytechnic University and the Hong Kong Design Institute for upgrading their workforce. Details of the courses are obtainable from the website at <http://www.itc.polyu.edu.hk> and <http://www.vtc.edu.hk/prospectus> respectively. Employers are also recommended to recruit graduates of these institutions and to provide them with training following the routes suggested in paragraphs 4.8, 4.11 and 4.14.

Clothing Industry Training Authority

4.20 The Clothing Industry Training Authority which is financed by a levy on all exported clothing and footwear items, operates training courses to meet the industries' demand for technical manpower. The Lai King Training Centre and Kowloon Bay Training Centre offer a variety of full-time courses at technician, craftsman and operative levels for new recruits as well as in-service workers. The training centres are equipped with modern machinery allowing trainees to keep abreast of the development of the clothing and footwear industries. The two centres also offer part-time upgrading courses and seminars on specific topics. Employers are urged to make good use of the centres' facilities by sponsoring their employees to attend the part-time upgrading courses and seminars. Details of the training courses offered by the Authority can be obtainable from the website at <http://www.clothingtraining.org.hk>.

Industrial Training Support of the Vocational Training Council

4.21 The Vocational Training Council offers assistance to employers in organizing training schemes, particularly apprenticeship/traineeship schemes, for training technicians and craftsmen and provides a free apprentice placement service. The Training Board strongly recommends employers to contact the Apprenticeship Unit and make more use of its free service.

New Technology Training Scheme

4.22 The New Technology Training Scheme, provides financial assistance to local companies that wish to have their employees trained in new technologies. In the context of the Scheme, new technologies include those which are not widely applied in Hong Kong and the absorption and application of which will benefit Hong Kong. Employers in Hong Kong wishing to train their staff in new technology may apply for training grants under the Scheme. The Training Board urges employers to make good use of the Scheme for training their staff to acquire new technologies that would be useful to their business. Details of the scheme are obtainable from the website at <http://ntts.vtc.edu.hk>.

Skills Upgrading Scheme Plus

4.23 Starting from 2009, the Employees Retraining Board (ERB) launches the “Skills Upgrading Scheme Plus” (SUS Plus) with the aim of enhancing industry-specific professional knowledge and skills of workplace trainees, SUS Plus also welcomes applicants who plan to receive vocational training for a change in career. Textile and clothing are among those industries covered by the SUS Plus. Eligible applicants can apply for fee waiver or subsidies. The skills upgrading courses currently offered to tradesmen are listed at Appendix 4.

4.24 Employers are urged to make full use of the part-time skills upgrading courses for upgrading their employees. Details of the Scheme can be obtainable from the website at <http://www.erb.org>.

紡織、製衣、製鞋及手袋業 2011 年人力調查報告摘要

簡介

紡織及製衣業訓練委員會於 2011 年 7、8 月期間，為紡織業、製衣業、製鞋及手袋業進行人力調查，蒐集最新人力資料。這是三個行業的製造類別與貿易及公證類別第七次合併人力調查。

2. 在政府統計處註冊的業內機構共有 21 954 間，本會選出 1 601 間進行實地調查。所得資料其後用統計方法倍大，以反映三個行業的整體人力狀況。

調查結果

3. 調查顯示，2011 年 8 月時，三個行業的製造類別共聘用 9 039 名僱員，貿易及公證類別則有僱員 62 807 名；按技能等級及類別劃分如下：

類別 技能等級	製造類別			貿易及公證類別	
	紡織業	製衣業	皮草、製鞋 及 手袋業	貿易類別	公證行及 檢定中心
技師	158	518	17	11 832	40
技術員	653	1 697	38	47 896	612
技工	331	461	70	771	150
操作工	1 688	2 552	30	1 497	-
非技術工人	472	339	15	-	-
總數	3 302	5 567	170	62 005	802

4. 根據僱主填報的資料，紡織、製衣、製鞋及手袋業製造類別共有 21 個空缺，貿易及公證類別則有 545 個空缺。此外，僱主預測在 2012 年 8 月，三個行業的製造類別將有僱員 9 055 名，貿易及公證類別則有 63 494 名。

5. 三個行業的製造類別均有僱員老化的問題。在皮草、製鞋及手袋業內，年逾五十歲的僱員約佔 30.97%，而在紡織業及製衣業內則分別佔 38.66% 和 33.74%。

2009 年以來的人力變化

6. 與 2009 年調查結果比較，是次調查的人力錄得平均年減幅 0.28%，當中製造類別下降 17.02%，而貿易及公證類別則因是此調查新增了一個門類而使人力微增 3.06%。

7. 本會認為促使紡織業、製衣業、製鞋及手袋業人力變化的原因如下：

- (i) 全球經濟自 2008 年起下滑，香港傳統出口市場對產品的需求亦受影響。儘管世界經濟於 2009 年下半年稍有起色，但美國經濟復甦步伐緩慢，加上歐盟國家出現歐債危機，相信香港紡織業、製衣業、製鞋及手袋業仍要面對艱難的營商環境；
- (ii) 香港公司一直承受生產成本上漲的壓力，特別是在珠三角一帶設有生產基地的公司。成本上漲的原因有幾方面，如人民幣升值、熟練工人不足、工資上漲，以及內地社會保障範圍擴大、保費增加等。此外，棉花及燃油等原材料的全球價格上升，電費及排污費這類運作開支亦告增加，影響遍及中國內地的所有廠家；
- (iii) 內地及外國政府，以及其他主要進口商在環保、安全、出口加工及勞工福利方面實施多項新法例、條例和規則。這些改變導致行政費及遵從監管規定方面的開支上升；
- (iv) 中國內地推出一連串財務及稅務優惠，鼓勵業界革新及提升質素，並配合「十二五」規劃，以擴大內需為戰略重點。除了提高產能和質素外，很多紡織及製衣業廠家亦同時物色幹練人才，以便開拓上游業務，如產品設計、產品研發及零售業務等；
- (v) 香港公司正面對競爭愈來愈大的營商環境。競爭壓力來自多方面，包括海外客戶和零售商日趨強大，他們向供應商施以極大壓力，如分散訂單、拖欠貨款、無理退貨，並把訂單轉往其他國家。另一方面，來自內地公司的競爭亦日趨激烈，這些公司能以較低價錢奪得香港公司的訂單；

- (vi) 一些紡織及製衣業廠家考慮把廠房遷往中國內地或國外其他的地方，但卻面對不少障礙，例如：沒有足夠的訂單消化擴充了的產能；在土地、電力及物流方面的開支或需增加；新地點缺乏完備的供應鏈配套等。因此，大部分廠家只有採取觀望態度，繼續留守原來的地方；
- (vii) 自全球配額制取消後，中國所獲份額比前大增，香港公司曾經因而受惠。可是，配額取消後，激烈的競爭環境使不少香港公司的業務倍受壓力，尤其是市場競爭的焦點轉移到價格上；
- (viii) 法定最低工資於 2011 年 5 月實施後，香港貿易及公證類別的公司面對初級及督導級員工平均薪酬上漲的壓力；
- (ix) 一些發展中國家如越南、柬埔寨、孟加拉及泰國正發展低檔次製衣業，他們的運作成本都較中國為低。香港廠商正努力改善產品的設計、技術、可靠性、靈活度和品質，務求從這些國家中脫穎而出；
- (x) 海外進口商的要求愈來愈高，包括小批量訂單頻繁、更換款式、減少單項訂單數量、縮短交貨期、提高品質要求等，為香港製衣業廠商帶來不少困難；
- (xi) 雖然配額制已取消，中國亦加入世界貿易組織，香港紡織及製衣業廠家仍備受西方保護主義困擾。紡織廠商因反傾銷及反補貼調查而面對的貿易磨擦日增；以及
- (xii) 大多數香港成衣製造商都在海外設立了生產設施，導致本地技術工人大減。然而，香港不僅是具領導地位的生產中心，亦是全球成衣採購中心，因此，從事紡織及製衣業貿易的公司正物色更多人手，參與以下各方面的工作：布料採購、成衣設計及開發、品質控制、營銷及推廣、物流管理，以及國際法規和條例的準則審核工作。

建議

8. 鑑於目前環球經濟狀況及整體營商環境，本會預期三個行業的製造與貿易及公證類別機構須積極轉型及提升實力，因此，對技師及技術員仍會有殷切需求。此外，業界須為本地僱員提供程度較高的訓練，特別是產品設計及開發、採購、國際市場營銷及推廣、品質控制等，協助保持香港的競爭優勢。

9. 本會估計紡織業、製衣業、製鞋及手袋業整體上每年約須增聘以下數目的技師、技術員和技工：

技能等級	每年須增聘人數
技師	338
技術員	1 667

10. 本會促請僱主善用香港理工大學、香港知專設計學院時裝及形象設計學系、卓越培訓發展中心(時裝紡織業)及製衣業訓練局所辦的兼讀制課程，協助提高僱員水平。此外，僱主亦可以聯絡職業訓練局，籌辦學徒／見習員訓練計劃事宜，並參加新科技培訓計劃，向僱員提供新科技培訓。另一方面，本會亦促請訓練機構鼓勵學生早作準備，因他們於日後發展事業時，無可避免或早或遲須離港工作，特別是往內地或鄰近國家。

第一章

緒論

紡織及製衣業訓練委員會

1.1 紡織及製衣業訓練委員會（下稱「本會」）隸屬職業訓練局[VTC]。根據職權範圍，本會須負責調查紡織業、製衣業、製鞋及手袋業三個行業的人力需求，並就發展訓練設施向 VTC 提供建議，以應付業界的需要。本會的委員名單和職權範圍分別載於附錄 1 及附錄 2。

調查目的和日期

1.2 為蒐集紡織、製衣、製鞋及手袋三個行業的最新人力資料，本會於 2011 年 7 月 18 日至 8 月 17 日期間進行第七次合併人力調查。調查範圍涵蓋上述三個行業的「製造」與「貿易及公證」兩大類別。是次人力調查由政府統計處[統計處]協助進行。

調查所得資料

1.3 本會透過調查向僱主蒐集以下資料：

- (i) 調查期間僱員人數；
- (ii) 受訓僱員人數；
- (iii) 現有空缺數目；
- (iv) 預計 2012 年 8 月時的僱員總數；
- (v) 僱員平均收入；
- (vi) 各技能等級的內部晉升人數及年逾五十歲僱員人數；
- (vii) 僱主對各技能等級僱員宜有教育程度、訓練方式及訓練時間的意見；以及
- (viii) 過去 12 個月的招聘情況，以及未來 12 個月內所需的準則審核經理及／或準則審核技術員人數。

1.4 是次調查請僱主提供有關其在內地成立與紡織及製衣業有關的營運機構，以及內地員工人數的資料。

調查範圍

1.5 是次調查涵蓋三個選定行業及其相關貿易類別和商營檢定中心的下述門類：

(A) 製造類別

(i) 紡織業

- (a) 紡紗門類 (HSIC 131101、131102、131103、131104、131199、139401、139402、139403、139404 及 139700)
- (b) 織造門類 (HSIC 131201、131202、131203、131204、131299、139300、139500 及 139900)
- (c) 針織門類 (HSIC 139101、139102、139199 及 143100)
- (d) 染整門類 (HSIC 131301、131302、131303、131304、131305、131306、131307 及 131399)
- (e) 無紡布門類

(ii) 製衣業

- (a) 成衣門類 — 不包括內衣／睡衣 (HSIC 141101、141103 及 141199)
- (b) 針織衣物門類 — 不包括針織和鉤織內衣 (HSIC 143200)
- (c) 內衣／睡衣及針織／鉤織內衣 (HSIC 141104 及 143300)

(iii) 皮草、製鞋及手袋業

- (a) 皮草、製鞋及手袋門類 (HSIC 142000、152000 及 151200)

(B) 貿易及公證類別

- (i) 鞋類進出口 (HSIC 451401 及 452401)
- (ii) 布料進出口 (HSIC 451402 及 452402)
- (iii) 服裝進出口 (HSIC 451404 及 452404)
- (iv) 棉花、紡織纖維及紗線進出口 (HSIC 451202 及 452202)
- (v) 皮革或類似材料製的行李箱、手袋及同類物品出口 (HSIC 451411 及 452411)
- (vi) 公證行及檢定中心 – 10 間紡織品公證行及檢定中心

1.6 是次調查中，本會將「內衣／睡衣」設定為獨立門類，並歸入製造類別。另由於「皮革」、「製鞋」及「手袋」三個門類於調查期間的機構數目不多，本會將這些門類合併為同一門類。此外，本會亦於貿易及公證類別中，新增了「皮革或類似材料製的行李箱、手袋及同類物品出口」這個門類。

1.7 根據統計處的資料，紡織、製衣、製鞋及手袋業的製造類別共有機構 1 238 間，而貿易及公證類別則有 20 716 間。由於實地調查人手有限，故本會採用分層隨機抽樣法，選出 1 601 間業內機構為調查對象。

調查方法

1.8 實地調查工作展開前一周，本會向各選定機構寄出調查表，並隨函附上調查表附註及三個行業的主要職務工作說明（見附錄 3(a)至 3(d)）。

1.9 調查期間，統計處人員主動聯絡各選定機構，解答疑問，並於有需要時協助僱主填報資料。此外，統計處人員亦有預約造訪選定機構，以收回已填妥的調查表。

1.10 負責人員仔細檢閱收回的調查表，並於有需要時與填覆機構核實資料。所得資料隨後由統計處處理，並以統計方法倍大，藉此反映三個選定行業的整體人力情況。

宣傳

1.11 本會於調查展開前發出信函，籲請下列僱主聯會向其會員宣傳是次調查：

- (i) 香港中華廠商聯合會
- (ii) 香港棉織業同業公會
- (iii) 香港鞋業總會
- (iv) 香港製衣業總商會
- (v) 香港工業總會
- (vi) 香港製衣同業協進會
- (vii) 香港漂染印整理業總會
- (viii) 香港華商織造總會
- (ix) 香港棉紡業同業公會
- (x) 香港鞋業商會
- (xi) 香港毛皮業協會
- (xii) 香港製衣廠同業公會
- (xiii) 香港總商會
- (xiv) 香港紡織商會
- (xv) 香港毛織出口廠商會
- (xvi) 香港疋頭行商會
- (xvii) 香港印染同業公會
- (xviii) 香港布廠商會
- (xix) 香港羊毛化纖針織業廠商會
- (xx) 香港紡織業聯會

調查反應

1.12 在 1 601 間選定機構中，1 097 間提供所需資料，20 間拒絕回覆，其餘 484 間已結業、搬遷或不再從事紡織、製衣、製鞋及手袋業。是次調查的有效回覆率為 98.75%。

調查報告

1.13 本報告載有調查所得資料（見表一至表四十四）、本會對三個選定行業人力需求的預測，以及應付此等需求的建議措施。本報告內「僱員」一詞指從事業內主要職務的總人力（受訓者除外），而「受訓者」一詞則指所有正在接受各種形式訓練的僱員，以及根據學徒訓練合約受僱的學徒。

第二章

調查結果摘要

僱員人數（表一至表五）

2.1 是次調查顯示，2011年8月時，紡織業、製衣業與皮草、製鞋及手袋業的製造類別分別僱有3 302、5 567及170名員工，而上述行業的貿易及公證類別則僱有62 807人。若按類別／門類劃分，業內的僱員分布情況如下：

(A) 製造類別

(i) 紡織業

門類	總數	佔僱員總數百分率
紡紗	626	18.96%
織造	1 593	48.24%
針織	175	5.30%
染整	817	24.74%
無紡布	91	2.76%
總數	3 302	100.00%

(ii) 製衣業

門類	總數	佔僱員總數百分率
成衣（不包括內衣／睡衣）	2 917	52.40%
針織衣物（不包括針織和鉤織內衣）	2 238	40.20%
內衣／睡衣及針織／鉤織內衣	412	7.40%
總數	5 567	100.00%

(iii) 皮草、製鞋及手袋業

門類	總數	佔僱員總數百分率
皮草	110	64.71%
製鞋	33	19.41%
手袋	27	15.88%
總數	170	100.00%

(B) 貿易及公證類別

(i) 貿易

門類	總數	佔僱員總數百分率
鞋類進出口	2 536	4.09%
布料進出口	6 696	10.80%
服裝進出口	44 027	71.01%
棉花、紡織纖維及紗線進出口	1 762	2.84%
皮革或類似材料製的行李箱、手袋及同類物品出口	6 984	11.26%
總數	62 005	100.00%

(ii) 公證行及檢定中心

門類	總數	佔僱員總數百分率
公證行及檢定中心	802	100.00%
總數	802	100.00%

2.2 如按技能等級劃分，製造類別九個門類與貿易及公證類別六個門類的僱員分布情況如下：

(A) 製造類別

(i) 紡織業

門類	技師	技術員	技工	操作工	非技術工人	總數
紡紗	33	69	106	348	70	626
織造	75	342	152	701	323	1 593
針織	4	48	24	91	8	175
染整	40	151	49	507	70	817
無紡布	6	43	-	41	1	91
總數	158	653	331	1 688	472	3 302
佔僱員總數百分率	4.78%	19.78%	10.02%	51.13%	14.29%	100.00%

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術工人	總數
成衣(不包括內衣/睡衣)	224	758	247	1 551	137	2 917
針織衣物(不包括針織和鉤織內衣)	255	836	177	787	183	2 238
內衣/睡衣及針織/鉤織內衣	39	103	37	214	19	412
總數	518	1 697	461	2 552	339	5 567
佔僱員總數百分率	9.30%	30.48%	8.28%	45.85%	6.09%	100.00%

(iii) 皮草、製鞋及手袋業

門類	技師	技術員	技工	操作工	非技術工人	總數
皮草、製鞋及手袋	17	38	70	30	15	170
總數	17	38	70	30	15	170
佔僱員總數百分率	10.00%	22.35%	41.18%	17.65%	8.82%	100.00%

(B) 貿易及公證類別

(i) 貿易

門類	技師	技術員	技工	操作工	非技術工人	總數
鞋類進出口	504	1 926	10	96	-	2 536
布料進出口	1 123	5 282	29	262	-	6 696
服裝進出口	8 457	34 132	527	911	-	44 027
棉花、紡織纖維及紗線進出口	252	1 457	-	53	-	1 762
皮革或類似材料製的行李箱、手袋及同類物品出口	1 496	5 099	205	184	-	6 984
總數	11 832	47 896	771	1 506	-	62 005
佔僱員總數百分率	19.08%	77.25%	1.24%	2.43%	-	100.00%

(ii) 公證行及檢定中心

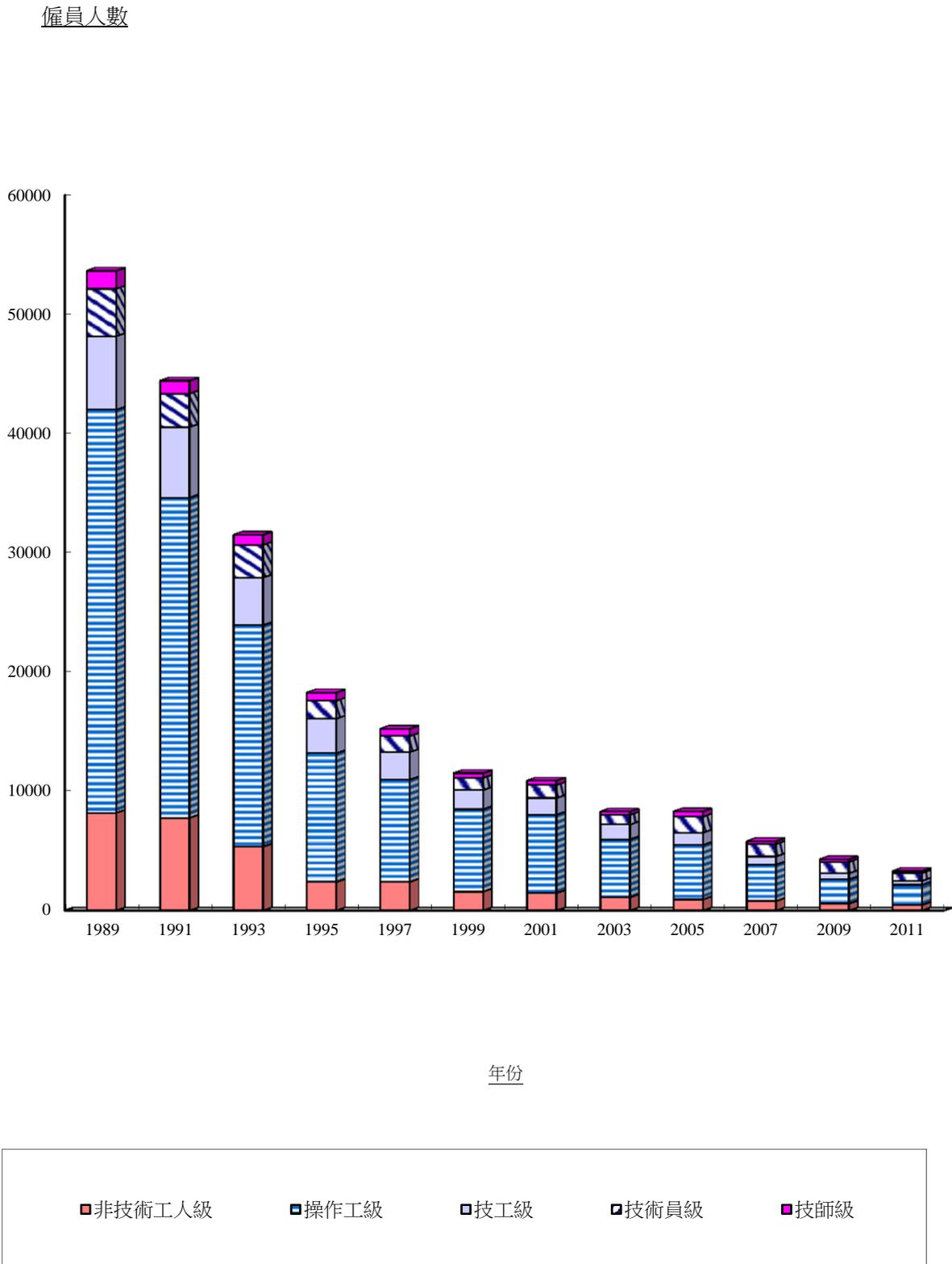
門類	技師	技術員	技工	操作工	非技術工人	總數
公證行及檢定中心	40	612	150	-	-	802
總數	40	612	150	-	-	802
佔僱員總數百分率	4.99%	76.31%	18.70%	-	-	100.00%

2.3 連同過去 11 次人力調查所得的數據，紡織業、製衣業、製鞋及手袋業各技能等級僱員的分布情況如下：

(i) 紡織業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
1989	1 499	3 973	6 169	33 796	8 192	53 629
1991	1 078	2 805	5 910	26 856	7 769	44 418
1993	838	2 743	3 988	18 578	5 349	31 496
1995	678	1 505	2 896	10 796	2 393	18 268
1997	604	1 346	2 304	8 574	2 402	15 230
1999	397	1 017	1 605	6 914	1 581	11 514
2001	358	1 095	1 399	6 571	1 465	10 888
2003	272	815	1 241	4 860	1 108	8 296
2005	434	1 341	1 034	4 561	933	8 303
2007	234	1 037	681	3 057	797	5 806
2009	221	946	509	2 036	579	4 291
2011	158	653	331	1 688	472	3 302

圖 1: 1989 至 2011 年人力調查
各技能等級僱員的分布情況



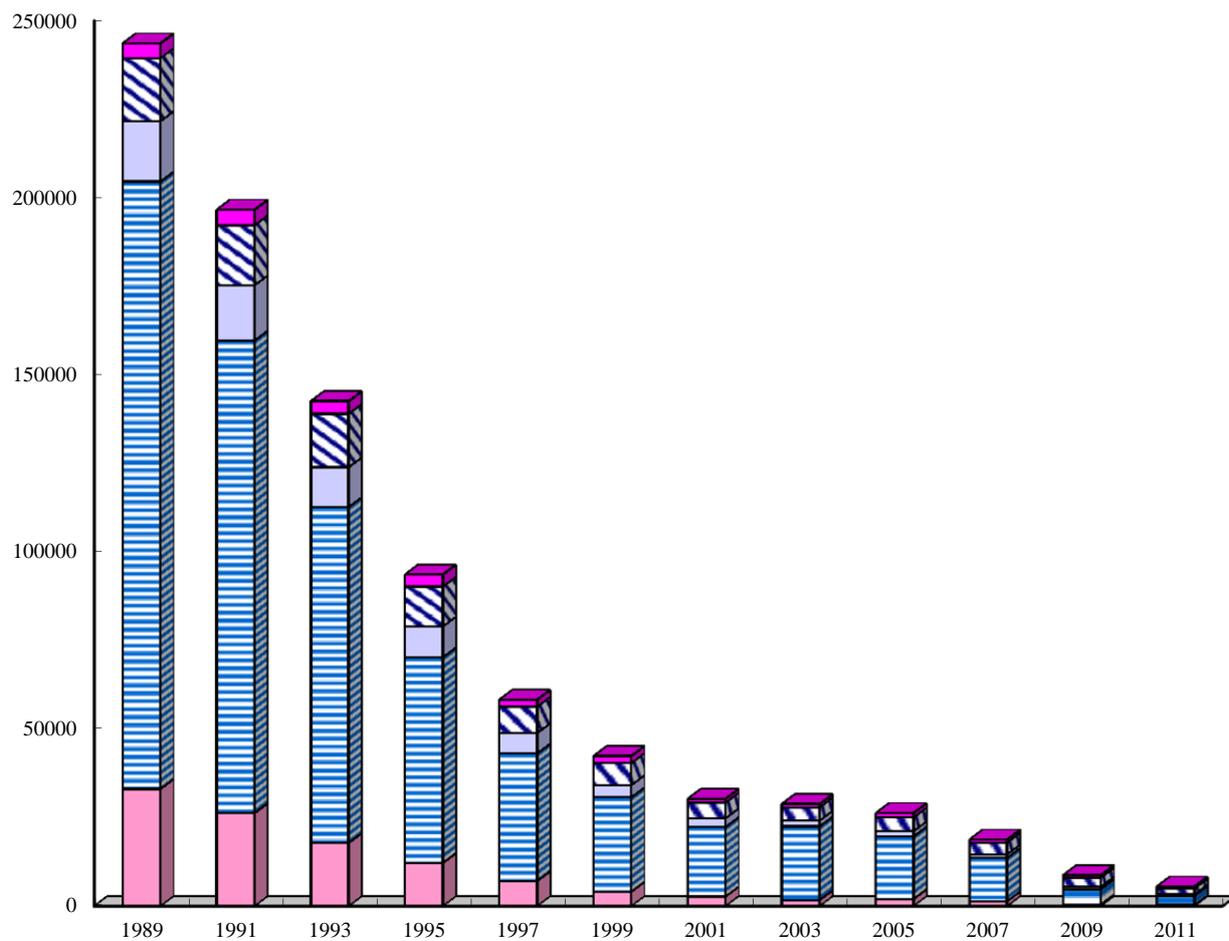
(ii) 製衣業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
1989	4 119	17 792	16 982	171 503	33 144	243 540
1991	4 348	16 923	15 556	133 485	26 335	196 647
1993	3 524	15 075	11 232	94 939	17 903	142 673
1995	3 380	11 272	8 705	58 117	12 250	93 724
1997	1 976	7 452	5 719	36 063	7 131	58 341
1999	1 958	6 221	3 399	26 709	4 118	42 405
2001	1 067	4 392	2 463	19 664	2 743	30 329
2003	918	3 726	1 645	20 835	1 752	28 876
2005	1 214	3 895	1 449	17 718	2 031	26 307
2007	838	3 315	981	12 258	1 444	18 836
2009	712	2 517	727	4 272	537	8 765
2011*	518	1 697	461	2 552	339	5 567

*不包括「皮草門類」

圖 2: 1989 至 2011 年人力調查
各技能等級僱員的分布情況

僱員人數



年份

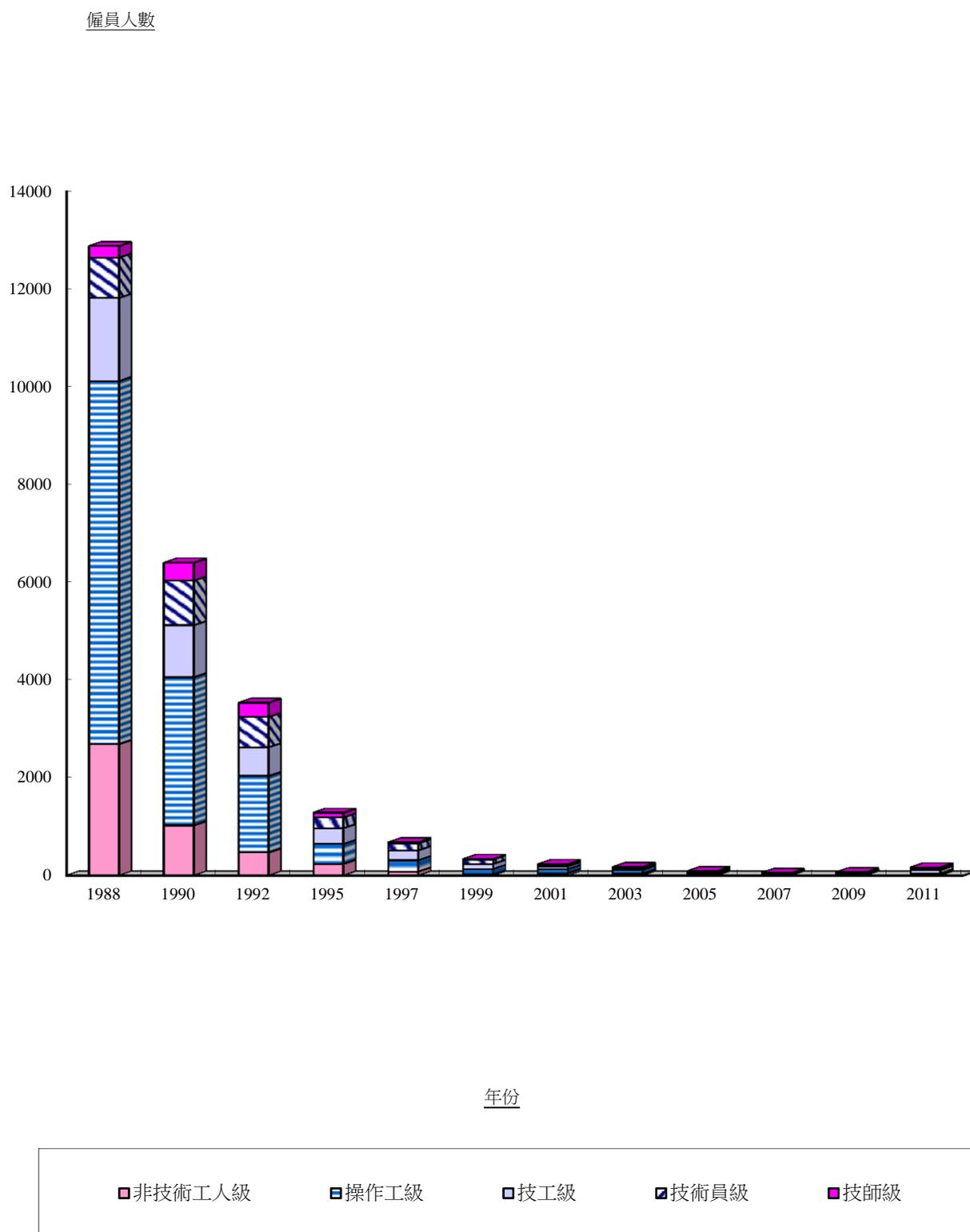


(iii) 製鞋及手袋業

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
1988	234	828	1 697	7 429	2 690	12 878
1990	364	913	1 064	3 031	1 028	6 400
1992	292	619	586	1 567	473	3 537
1995	95	221	322	408	241	1 287
1997	23	141	203	230	84	681
1999	10	90	104	112	23	339
2001	4	38	57	84	50	233
2003	5	17	38	77	41	178
2005	7	15	29	40	1	92
2007	4	11	13	27	2	57
2009	3	20	17	30	-	70
2011*	17	38	70	30	15	170

*包括「皮草門類」

圖 3: 1988 至 2011 年人力調查
各技能等級僱員的分布情況



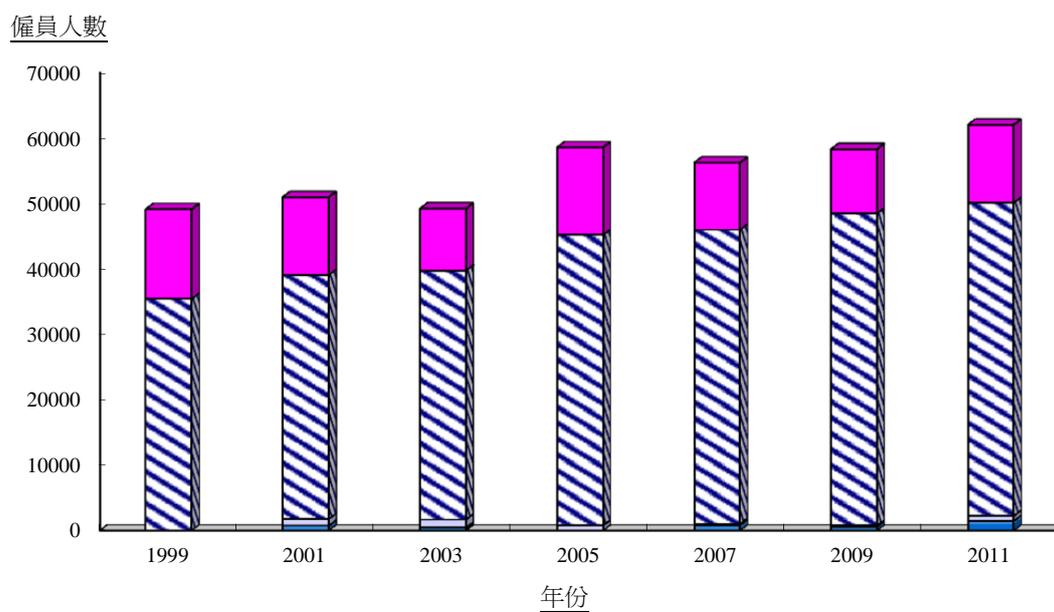
(B) 貿易及公證類別

(i) 貿易

年份	僱員人數					總人力
	技師級	技術員級	技工級	操作工級	非技術工人級	
1999	13 696	35 459	-	-	-	49 155
2001	11 912	37 324	1 030	740	27	51 033
2003	9 471	38 077	1 250	387	87	49 272
2005	13 390	44 456	782	14	2	58 644
2007	10 254	44 952	218	843	11	56 278
2009	9 836	47 744	206	582	-	58 368
2011*	11 832	47 896	771	1 506	-	62 005

*包括新增門類 — 「皮革或類似材料製的行李箱、手袋及同類物品出口」

圖 4: 1999 至 2011 年人力調查
各技能等級僱員的分布情況

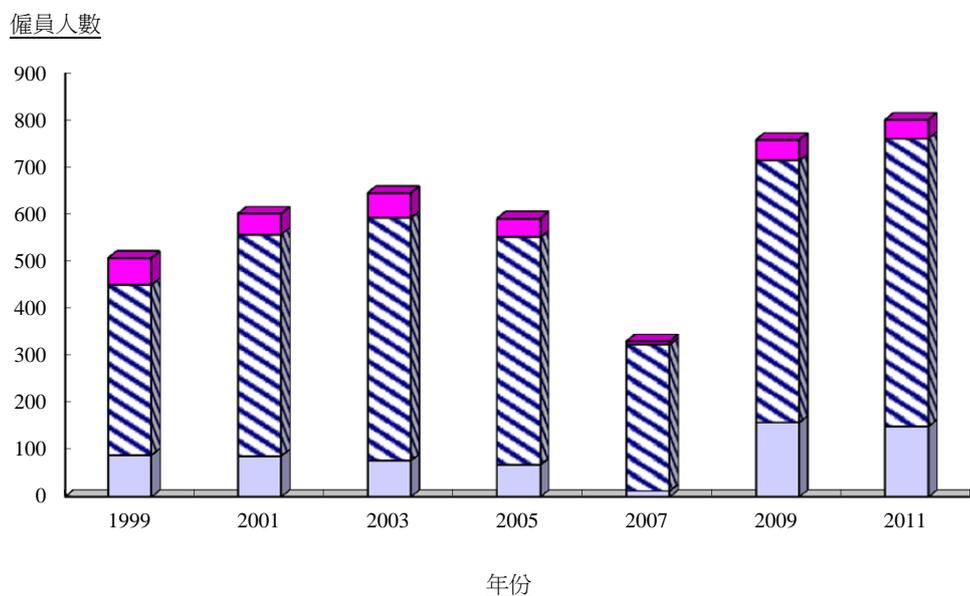


■非技術工人級 ■操作工級 ■技工級 ■技術員級 ■技師級

(ii) 公證行及檢定中心

年份	僱員人數			總人力
	技師級	技術員級	技工級	
1999	57	362	89	508
2001	44	471	87	602
2003	53	516	77	646
2005	40	484	68	592
2007	7	311	13	331
2009	44	557	158	759
2011	40	612	150	802

圖 5: 1999 至 2011 年人力調查
各技能等級僱員的分布情況



■ 技工級

■ 技術員級

■ 技師級

受訓者人數（表一至表五）

2.4 調查期間，製造類別內的製衣業共有 6 名受訓者正接受不同形式的培訓。據僱主報稱，該類別內其他行業，以及貿易及公證類別均沒有僱員正在受訓。若按門類及技能等級劃分，業內的受訓者分布情況如下：

(A) 製造類別

(i) 紡織業

僱主報稱該行業並沒有僱員正在受訓。

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術工人	總數	佔所屬門類 僱員總數百分率
成衣（不包括 內衣／睡衣）	-	-	-	-	-	-	-
針織衣物（不 包括針織和鉤 織內衣）	-	-	-	-	-	-	-
內衣／睡衣及 針織／鉤織內 衣	-	-	-	6	-	6	1.46%
總數	-	-	-	6	-	6	0.11%
佔所屬技能等 級僱員總數百 分率	-	-	-	0.24%	-	0.11%	

(iii) 皮草、製鞋及手袋業

僱主報稱該行業並沒有僱員正在受訓。

(B) 貿易及公證類別

(i) 貿易

僱主報稱該類別並沒有僱員正在受訓。

(ii) 公證行及檢定中心

僱主報稱該類別並沒有僱員正在受訓。

職位空缺數目（表一至表五）

2.5 僱主報稱，調查期間，製造類別與貿易及公證類別分別有空缺 21 個及 545 個。若按門類及技能等級劃分，業內的職位空缺分布情況如下：

(A) 製造類別

(i) 紡織業

門類	技師	技術員	技工	操作工	非技術工人	總數	佔所屬門類 僱員總數百分率
紡紗	-	-	4	-	2	6	0.96%
織造	-	-	-	-	-	-	-
針織	-	-	-	-	-	-	-
染整	-	-	-	-	-	-	-
無紡布	-	-	-	-	-	-	-
總數	-	-	4	-	2	6	0.18%
佔所屬技能 等級僱員總 數百分率	-	-	1.21%	-	0.42%	0.18%	

(ii) 製衣業

門類	技師	技術員	技工	操作工	非技術工人	總數	佔所屬門類 僱員總數 百分率
成衣（不包括內衣／睡衣）	3	1	-	-	-	4	0.14%
針織衣物 （不包括針織和鉤織內衣）	-	-	-	-	-	-	-
內衣／睡衣 及針織／鉤織內衣	-	-	-	11	-	11	2.67%
總數	3	1	-	11	-	15	0.27%
佔所屬技能 等級僱員總 數百分率	0.58%	0.06%	-	0.43%	-	0.27%	

(iii) 皮草、製鞋及手袋業

僱主報稱該行業並沒有空缺。

(B) 貿易及公證類別

(i) 貿易

門類	技師	技術員	技工	操作工	非技術工人	總數	佔所屬門類僱員總數百分率
鞋類進出口	-	34	-	-	-	34	1.34%
布料進出口	-	2	-	-	-	2	0.03%
服裝進出口	13	352	-	85	-	450	1.02%
棉花、紡織纖維及紗線進出口	-	7	-	-	-	7	0.40%
皮革或類似材料製的行李箱、手袋及同類物品出口	2	31	-	3	-	36	0.52%
總數	15	426	-	88	-	529	0.85%
佔所屬技能等級僱員總數百分率	0.13%	0.89%	-	5.84%	-	0.85%	

(ii) 公證行及檢定中心

門類	技師	技術員	技工	操作工	非技術工人	總數	佔所屬門類僱員總數百分率
公證行及檢定中心	1	15	-	-	-	16	2.00%
總數	1	15	-	-	-	16	2.00%
佔所屬技能等級僱員總數百分率	2.50%	2.45%	-	-	-	2.00%	

截至 2012 年 8 月時的人力預測 (表一至表五)

2.6 僱主預測至 2012 年 8 月時，紡織業、製衣業與皮草、製鞋及手袋業的製造類別與貿易及公證類別將分別需要 9 055 及 63 494 名僱員。若按類別及技能等級劃分，詳細人力數字如下：

(A) 製造類別

(i) 紡織業

技能等級	調查期間僱員人數	空缺數目	調查期間總人力需求	估計在 2012 年 8 月時所需的僱員總數
技師	158	-	158	158
技術員	653	-	653	653
技工	331	4	335	335
操作工	1 688	0	1 688	1 688
非技術工人	472	2	474	474
總數	3 302	6	3 308	3 308

(ii) 製衣業

技能等級	調查期間 僱員人數	空缺數目	調查期間 總人力需求	估計在 2012 年 8 月時所需的僱員 總數
技師	518	3	521	522
技術員	1 697	1	1 698	1 698
技工	461	-	461	461
操作工	2 552	11	2 563	2 558
非技術工人	339	-	339	339
總數	5 567	15	5 582	5 578

(iii) 皮草、製鞋及手袋業

技能等級	調查期間 僱員人數	空缺數目	調查期間 總人力需求	估計在 2012 年 8 月時所需的僱員 總數
技師	17	-	17	17
技術員	38	-	38	37
技工	70	-	70	70
操作工	30	-	30	30
非技術工人	15	-	15	15
總數	170	-	170	169

(B) 貿易及公證類別

(i) 貿易

技能等級	調查期間 僱員人數	空缺數目	調查期間 總人力需求	估計在 2012 年 8 月時所需的僱員 總數
技師	11 832	15	11 847	11 850
技術員	47 896	426	48 322	48 432
技工	771	-	771	771
操作工	1506	88	1 594	1 591
非技術工人	-	-	-	-
總數	62 005	529	62 534	62 644

(ii) 公證行及檢定中心

技能等級	調查期間 僱員人數	空缺數目	調查期間 總人力需求	估計在 2012 年 8 月時所需的僱員 總數
技師	40	1	41	41
技術員	612	15	627	659
技工	150	-	150	150
總數	802	16	818	850

僱員每月總收入幅度（表六至表十）

2.7 由於法定最低工資於 2011 年 5 月 1 日起生效，本會亦調整是次調查的僱員月入幅度。三個行業與相關貿易及公證類別的僱員每月總收入幅度分布如下：

(A) 製造類別

(i) 紡織業

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	51	45	42	20	158
技術員	15	6	415	106	18	6	87	653
技工	-	117	162	21	-	-	31	331
操作工	102	1 014	478	11	-	-	83	1 688
非技術工人	241	174	-	-	-	-	57	472
總數	358	1 311	1 055	189	63	48	278	3 302
佔僱員總數 百分率	10.84%	39.71%	31.95%	5.72%	1.91%	1.45%	8.42%	100.00%

(ii) 製衣業

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	19	115	131	175	78	518
技術員	-	29	797	503	178	4	186	1 697
技工	11	239	129	45	-	-	37	461
操作工	592	1 545	260	7	-	-	148	2 552
非技術工人	241	66	-	-	-	-	32	339
總數	844	1 879	1 205	670	309	179	481	5 567
佔僱員總數 百分率	15.16%	33.75%	21.64%	12.04%	5.55%	3.22%	8.64%	100.00%

(iii) 皮草、製鞋及手袋業

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	5	7	4	1	17
技術員	-	-	9	12	13	-	4	38
技工	4	28	8	30	-	-	-	70
操作工	5	14	6	-	-	-	5	30
非技術工人	1	14	-	-	-	-	-	15
總數	10	56	23	47	20	4	10	170
佔僱員總數 百分率	5.88%	32.95%	13.53%	27.65%	11.76%	2.35%	5.88%	100.00%

(B) 貿易及公證類別

(i) 貿易

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	10	652	2 258	3 799	3 191	1 922	11 832
技術員	258	3 436	18 534	14 764	3 593	83	7 228	47 896
技工	146	296	273	10	-	-	46	771
操作工	73	928	345	-	-	-	160	1 506
非技術工人	-	-	-	-	-	-	-	-
總數	477	4 670	19 804	17 032	7 392	3 274	9 356	62 005
佔僱員總數 百分率	0.77%	7.53%	31.94%	27.47%	11.92%	5.28%	15.09%	100.00%

(ii) 公證行及檢定中心

技能等級	\$7,501 以下	\$7,501 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$30,000	\$30,000 以上	未有說明	總數
技師	-	-	-	-	27	11	2	40
技術員	59	219	217	48	23	-	46	612
技工	136	14	-	-	-	-	-	150
操作工	-	-	-	-	-	-	-	-
非技術工人	-	-	-	-	-	-	-	-
總數	195	233	217	48	50	11	48	802
佔僱員總數 百分率	24.31%	29.05%	27.06%	5.99%	6.23%	1.37%	5.99%	100.00%

內部晉升的僱員人數

2.8 是次調查展開前 12 個月內，製造類別與貿易及公證類別分別有 10 名及 284 名僱員獲內部晉升至較高職級。若按技能等級劃分，晉升情況如下：

(A) 製造類別

(i) 紡織業

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	4	2.53%
技工至技術員	-	-
操作工至技工	6	1.81%
總數	10	0.88%

(ii) 製衣業

僱主報稱該行業並無員工獲內部晉升。

(iii) 皮草、製鞋及手袋業

僱主報稱該行業並無員工獲內部晉升。

(B) 貿易及公證類別

(i) 貿易

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	203	1.72%
技工至技術員	61	0.13%
操作工至技工	-	-
總數	264	0.44%

(ii) 公證行及檢定中心

晉升情況	僱員人數	佔晉升後所屬技能等級 僱員總數的百分率
技術員至技師	4	10.00%
技工至技術員	16	2.61%
操作工至技工	-	-
總數	20	2.49%

僱員年齡（表十一至表十四）

2.9 三個行業與相關貿易及公證類別中，年逾五十歲的僱員分布情況如下（按技能等級劃分）：

(A) 製造類別

(i) 紡織業

技能等級	年逾五十歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	42	158	26.58%
技術員	112	653	17.15%
技工	116	331	35.05%
操作工	824	1 688	48.82%
* 總數	1 094	2 830	38.66%

(ii) 製衣業

技能等級	年逾五十歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	111	518	21.43%
技術員	334	1 697	19.68%
技工	147	461	31.89%
操作工	1 172	2 552	45.92%
* 總數	1 764	5 228	33.74%

* 不包括非技術工人

(iii) 皮草、製鞋及手袋業

技能等級	年逾五十歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	7	17	41.18%
技術員	7	38	18.42%
技工	16	70	22.86%
操作工	18	30	60.00%
* 總數	48	155	30.97%

(B) 貿易及公證類別

(i) 貿易

技能等級	年逾五十歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	2 735	11 832	23.12%
技術員	6 485	47 896	13.54%
技工	97	771	12.58%
操作工	98	1 506	6.51%
* 總數	9 415	62 005	15.18%

*不包括非技術工人

(ii) 公證行及檢定中心

技能等級	年逾五十歲的僱員人數	該技能等級的僱員總數	佔該技能等級僱員總數百分率
技師	5	40	12.50%
技術員	23	612	3.76%
技工	20	150	13.33%
* 總數	48	802	5.99%

*不包括非技術工人

僱員宜有教育程度、訓練時間和訓練方式（表十五至表二十九）

2.10 三個行業的製造類別與貿易及公證類別的大部分僱主均認為，僱員須具備以下教育程度及訓練：

技能等級

技師	高級文憑或以上程度，以及三年或以上在職訓練
技術員	中五或以上程度，以及兩年或以上在職訓練
技工	中三或以上程度，以及兩年或以上在職訓練或學徒訓練
操作工	中三程度以下，以及少於兩年在職訓練

2.11 三個行業與相關貿易及公證類別的僱主認為僱員宜有的教育程度如下：

(A) 製造類別 (表十五至表十七)

技能等級	大學學位／ 院士或以上	高級文憑	文憑	高級證書	證書	中五至中七	技工證書	中三至中四	中三以下	未有說明	僱員總數
技師	242	292	15	6	2	107	-	-	-	29	693
技術員	-	33	431	231	98	1 507	-	3	7	78	2 388
技工	-	-	10	-	25	273	137	285	91	41	862
操作工	-	-	-	-	-	24	29	2 182	1 892	143	4 270
總數	242	325	456	237	125	1 911	166	2 470	1 990	291	8 213
*佔僱員總數 百分率	2.95%	3.96%	5.55%	2.89%	1.52%	23.27%	2.02%	30.07%	24.23%	3.54%	100.00%

(B) 貿易及公證類別 (表十八至表十九)

技能等級	大學學位／ 院士或以上	高級文憑	文憑	高級證書	證書	中五至中七	技工證書	中三至中四	中三以下	未有說明	僱員總數
技師	4 816	4 071	211	396	53	1 397	-	-	-	928	11 872
技術員	666	3 941	4 236	3 945	4 500	28 436	-	-	58	2 726	48 508
技工	-	-	-	-	4	522	106	219	70	-	921
操作工	-	-	-	-	-	586	-	619	226	75	1 506
總數	5 482	8 012	4 447	4 341	4 557	30 941	106	838	354	3 729	62 807
*佔僱員總數 百分率	8.73%	12.76%	7.08%	6.91%	7.26%	49.26%	0.17%	1.33%	0.56%	5.94%	100.00%

* 不包括非技術工人

2.12 三個行業與相關貿易及公證類別的僱主認為僱員宜有的訓練時間如下：

(A) 製造類別 (表二十至表二十二)

技能等級	四年或以上	三至四年以下	二至三年以下	一至二年以下	六至十一個月	六個月以下	未有說明	僱員總數
技師	556	107	-	1	-	-	29	693
技術員	470	1 075	763	2	-	-	78	2 388
技工	86	105	578	50	2	-	41	862
操作工	227	164	-	821	1 366	1 549	143	4 270
總數	1 339	1 451	1 341	874	1 368	1 549	291	8 213
*佔僱員總數百分率	16.30%	17.67%	16.33%	10.64%	16.66%	18.86%	3.54%	100.00%

(B) 貿易及公證類別 (表二十三至表二十四)

技能等級	四年或以上	三至四年以下	二至三年以下	一至二年以下	六至十一個月	六個月以下	未有說明	僱員總數
技師	8 314	2 480	-	200	-	-	878	11 872
技術員	8 008	13 228	23 584	659	85	218	2 726	48 508
技工	109	52	709	40	11	-	-	921
操作工	-	-	45	477	231	678	75	1 506
總數	16 431	15 760	24 338	1 376	327	896	3 679	62 807
*佔僱員總數百分率	26.16%	25.09%	38.75%	2.19%	0.52%	1.43%	5.86%	100.00%

* 不包括非技術工人

2.13 三個行業與相關貿易及公證類別的僱主認為僱員宜有的訓練形式如下：

(A) 製造類別 (表二十五至表二十七)

技能等級	在職訓練	學徒訓練	職外訓練	未有說明	僱員總數
技師	663	1	-	29	693
技術員	2 285	25	-	78	2 388
技工	808	13	-	41	862
操作工	4 127	-	-	143	4 270
總數	7 883	39	-	291	8 213
*佔僱員總數百分率	95.98%	0.48%	-	3.54%	100.00%

(B) 貿易及公證類別 (表二十八至表二十九)

技能等級	在職訓練	學徒訓練	職外訓練	未有說明	僱員總數
技師	10 994	-	-	878	11 872
技術員	45 782	-	-	2 726	48 508
技工	921	-	-	-	921
操作工	1 431	-	-	75	1 506
總數	59 128	-	-	3 679	62 807
*佔僱員總數百分率	94.14%	-	-	5.86%	100.00%

* 不包括非技術工人

技術及非技術僱員

2.14 是次調查顯示，紡織業、製衣業與皮草、製鞋及手袋業共有 71 846 名技術僱員及 36 956 名非技術僱員。若按門類劃分，這兩類僱員的分布情況如下：

(A) 製造類別

(i) 紡織業

門類	技術僱員	非技術僱員	總數
紡紗	626	101	727
織造	1 593	434	2 027
針織	175	24	199
染整	817	160	977
無紡布	91	14	105
小計 (i)	3 302	733	4 035

(ii) 製衣業

門類	技術僱員	非技術僱員	總數
成衣（不包括內衣／睡衣）	2 917	723	3 640
針織衣物（不包括針織和鉤織內衣）	2 238	684	2 922
內衣／睡衣及針織／鉤織內衣	412	70	482
小計 (ii)	5 567	1 477	7 044

(iii) 皮草、製鞋及手袋業

門類	技術僱員	非技術僱員	總數
皮草	110	33	143
製鞋	33	20	53
手袋	27	4	31
小計 (iii)	170	57	227
總數 (i + ii + iii)	9 039	2 267	11 306

(B) 貿易及公證類別

(i) 貿易

門類	技術僱員	非技術僱員	總數
鞋類進出口	2 536	1 768	4 304
布料進出口	6 696	3 797	10 493
服裝進出口	44 027	22 887	66 914
棉花、紡織纖維及紗線進出口	1 762	837	2 599
皮革或類似材料製的行李箱、手袋及同類物品出口	6 984	3 629	10 613
小計 (i)	62 005	32 918	94 923

(ii) 公證行及檢定中心

門類	技術僱員	非技術僱員	總數
公證行及檢定中心	802	1 771	2 573
小計 (ii)	802	1 771	2 573
總數 (i + ii)	62 807	34 689	97 496

招聘僱員

2.15 三個行業與相關貿易及公證類別於調查前 12 個月內，在招聘不同技能等級僱員時遇到困難的機構數目如下：

行業／類別	技師	技術員	技工	操作工	總數
紡織	4	10	14	8	36
製衣	6	12	6	24	48
皮草、製鞋及手袋	-	1	-	-	1
貿易	94	744	1	38	877
公證行及檢定中心	2	11	-	-	13
總數	106	778	21	70	975

2.16 僱主填報調查前 12 個月內遇到招聘困難的原因。下表為各技能等級的詳細數據：

(A) 製造類別

(i) 紡織業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	2	2	3	3	10
院校有關學系畢業生數目不足	-	3	2	-	5
求職者缺乏相關經驗及訓練	2	3	6	5	16
服務條件／薪酬未能符合求職者要求	-	2	3	-	5
其他原因	-	-	-	-	-
總數	4	10	14	8	36

(ii) 製衣業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	-	3	-	10	13
院校有關學系畢業生數目不足	-	-	3	-	3
求職者缺乏相關經驗及訓練	3	2	3	4	12
服務條件／薪酬未能符合求職者要求	3	7	-	10	20
其他原因	-	-	-	-	-
總數	6	12	6	24	48

(iii) 皮草、製鞋及手袋業

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	-	-	-	-	-
院校有關學系畢業生數目不足	-	-	-	-	-
求職者缺乏相關經驗及訓練	-	1	-	-	1
服務條件／薪酬未能符合求職者要求	-	-	-	-	-
其他原因	-	-	-	-	-
總數	-	1	-	-	1

(B) 貿易及公證類別

(i) 貿易

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	10	42	-	-	52
院校有關學系畢業生數目不足	-	20	-	-	20
求職者缺乏相關經驗及訓練	71	365	1	37	474
服務條件／薪酬未能符合求職者要求	13	299	-	1	313
其他原因	-	18	-	-	18
總數	94	744	1	38	877

(ii) 公證行及檢定中心

招聘困難	技師	技術員	技工	操作工	總數
香港普遍勞工短缺	1	3	-	-	4
院校有關學系畢業生數目不足	-	3	-	-	3
求職者缺乏相關經驗及訓練	1	4	-	-	5
服務條件／薪酬未能符合求職者要求	-	1	-	-	1
其他原因	-	-	-	-	-
總數	2	11	-	-	13

僱用準則審核經理／技術員

2.17 僱主報稱調查後 12 個月內擬僱用的準則審核經理及／或準則審核技術員人數如下：

行業／類別	準則審核經理	準則審核技術員	總數
紡織	-	-	-
製衣	1	-	1
皮草、製鞋及手袋	-	-	-
貿易	1	1	2
公證行及檢定中心	-	-	-
總數	2	1	3

在內地成立與紡織及製衣業有關的營運機構

2.18 據本會觀察，業內機構透過直接及間接方式於內地開設大量廠房／辦公室，並僱用相當多的當地員工（不包括香港居民）。一般而言，香港僱主會以不同的註冊公司名稱或合資企業形式僱用當地居民，再加上合資模式繁多，是以是次調查難以蒐集本港機構於內地設立的營運機構數目及內地員工人數，亦不易得出準確的結論。有見及此，是次人力調查未有列載有關紡織及製衣業製造類別與相關貿易及公證類別在內地設廠的數據。

個別門類的調查結果

2.19 製造類別與貿易及公證類別各門類的詳細人力統計數字見以下列表：

門類	表
(A) 製造類別	
(i) 紡紗	三十
(ii) 織造	三十一
(iii) 針織	三十二
(iv) 染整	三十三
(v) 無紡布	三十四
(vi) 成衣（不包括內衣／睡衣）	三十五
(vii) 針織衣物（不包括針織和鉤織內衣）	三十六
(viii) 內衣／睡衣及針織／鉤織內衣	三十七
(ix) 皮草、製鞋及手袋	三十八
(B) 貿易及公證類別	
(i) 鞋類進出口	三十九
(ii) 布料進出口	四十
(iii) 服裝進出口	四十一
(iv) 棉花、紡織纖維及紗線進出口	四十二
(v) 皮革或類似材料製的行李箱、手袋及同類物品出口	四十三
(vi) 公證行及檢定中心	四十四

第三章

結論

概況

3.1 本會仔細審閱是次調查結果，認為所得資料大致可反映調查期間紡織業、製衣業與皮草、製鞋及手袋業的實際人力情況。

3.2 2011年8月，紡織、製衣、製鞋及手袋業，以及其相關的貿易及公證類別合共僱用71 846人，較上次調查（2009年8月）的72 253人，平均每年減少0.28%。下表比較2009與2011年兩個類別不同技能等級的僱員分布情況：

技能等級	製造類別	貿易及公證類別	總數	每年平均變化百分率
技師	693 (936)	11 872 (9 880)	12 565 (10 816)	7.78%
技術員	2 388 (3 483)	48 508 (48 301)	50 896 (51 784)	-0.86%
技工	862 (1 253)	921 (364)	1 783 (1 617)	5.01%
操作工	4 270 (6 338)	1 506 (582)	5 776 (6 920)	-8.64%
非技術工人	826 (1 116)	0 (0)	826 (1 116)	-13.97%
總數	9 039 (13 126)	62 807 (59 127)	71 846 (72 253)	-0.28%
每年變化百分率	-17.02%	3.06%	-0.28%	

註：（ ）內為2009年人力調查所得的數字。

3.3 從上表可見，2009 至 2011 年間，製造類別的僱員人數平均每年減少 17.02%，而貿易及公證類別的僱員人數則平均每年增加 3.06%。受製造業人力縮減的情況影響，三個行業的整體人力錄得跌幅，每年平均減少 0.28%。

3.4 若按技能等級劃分，技術員、操作工及非技術工人級的僱員人數錄得跌幅，每年分別平均減少 0.86%、8.64% 及 13.97%。另一方面，技師與技工級的人手則每年平均增加 7.78% 及 5.01%。

紡織業、製衣業與皮草、製鞋及手袋業各門類的人力變化

3.5 紡織業、製衣業與皮草、製鞋及手袋業的調查涵蓋「製造」與「貿易及公證」兩大類別。當中，製造類別按上述三個行業，再分為下列九個門類：

(i) 紡織業

紡紗

織造

針織

染整

無紡布

(ii) 製衣業

成衣（不包括內衣／睡衣）

針織衣物（不包括針織和鉤織內衣）

內衣／睡衣及針織／鉤織內衣

(iii) 皮草、製鞋及手袋業

皮草、製鞋及手袋

3.6 貿易及公證類別則分為「貿易」及「公證行及檢定中心」兩類，包括下列六個門類：

(i) 貿易類別

鞋類進出口

布料進出口

服裝進出口

棉花、紡織纖維及紗線進出口

皮革或類似材料製的行李箱、手袋及同類物品出口

(ii) 公證行及檢定中心

紡織品公證行及檢定中心

3.7 2011年8月，紡織業、製衣業與皮草、製鞋及手袋業內屬製造類別的員工分別為3 302、5 567及170人；與2009年調查相比，三個行業的製造類別僱員總數每年分別平均減少12.28%、19.52%及7.42%；而貿易類別和公證行及檢定中心類別則分別僱用62 005及802人，於2009至2011年間，每年分別平均增加3.07%及2.79%人手。

3.8 2009至2011年間，紡織業整體減少989名僱員。當中，紡紗、織造、針織、染整、無紡布五個門類的每年平均減幅分別為7.90%、14.65%、27.62%、5.66%及10.66%。紡織業的人力變化詳列如下：

門類	僱員人數		每年平均 變化百分率
	2009年8月	2011年8月	
紡紗	738	626	-7.90%
織造	2 187	1 593	-14.65%
針織	334	175	-27.62%
染整	918	817	-5.66%
無紡布	114	91	-10.66%
總數	4 291	3 302	-12.28%

3.9 在過去的人力調查中，本會將「內衣／睡衣」及「針織／鉤織內衣」分別撥歸為製造類別中的「成衣門類」及「針織衣物門類」；然而，是次調查中，本會另設「內衣／睡衣及針織／鉤織內衣」門類，亦因此導致「成衣」及「針織衣物」兩個門類的僱員數目分別錄得平均 24.59% 及 20.35% 的跌幅。此外，本會亦將原屬製衣業的「皮草門類」抽出，並重新歸類為「皮草、製鞋及手袋業」之下的門類。整體而言，製造類別中製衣業的人力每年平均減少 19.52%，有關人力變化詳列如下：

門類	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月	
成衣	5 129	2 917	-24.59%
針織	3 528	2 238	-20.35%
皮草	108	110	0.92%
內衣／睡衣及針織／鉤織內衣	-	412	-
總數	8 765	5 677	-19.52%

3.10 由於 2009 至 2011 年間，製鞋及手袋兩個門類的僱員人數均錄得降幅，致使製鞋及手袋業的整體人力平均每年減少 7.42%。有關人力變化詳列如下：

門類	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月	
製鞋	34	33	-1.48%
手袋	36	27	-13.40%
總數	70	60	-7.42%

3.11 過去兩年，貿易類別的整體僱員人數平均每年減少 2.91%，當中只有鞋類進出口門類錄得增幅，平均每年增加人手 2.31%，而布料、服裝與棉花、紡織纖維及紗線進出口三個門類則分別錄得 5.92%、2.78%及 1.03%的減幅。詳細的人力變化表列如下：

門類	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月	
鞋類進出口	2 423	2 536	2.31%
布料進出口	7 565	6 696	-5.92%
服裝進出口	46 581	44 027	-2.78%
棉花、紡織纖維及紗線進出口	1 799	1 762	-1.03%
總數	58 368	55 021	-2.91%

3.12 過去兩年，公證行及檢定中心類別的僱員人數平均每年增加 2.79%。有關人力變化詳列如下：

門類	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月	
公證行及檢定中心	759	802	2.79%
總數	759	802	2.79%

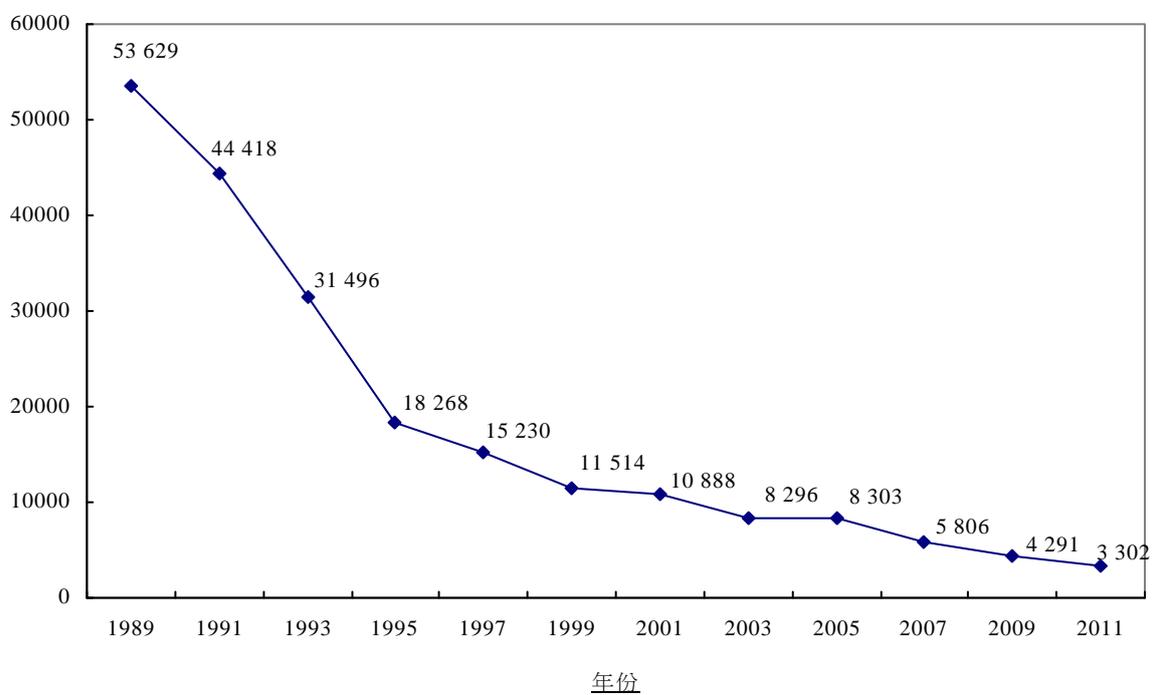
3.13 紡織業、製衣業與皮草、製鞋及手袋業的製造類別於 1988（或 1989）至 2011 年間的人力情況如下：

(A) 製造類別

(i) 紡織業

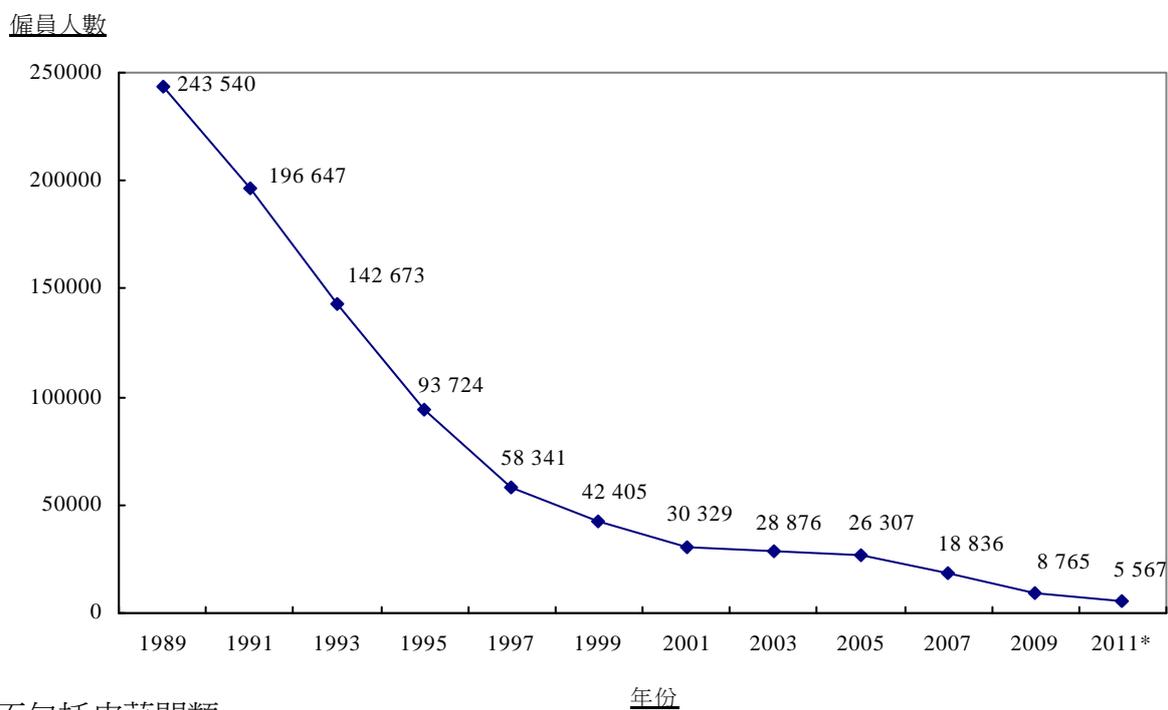
圖 6: 1989 至 2011 年間紡織業的人力情況

僱員人數



(ii) 製衣業

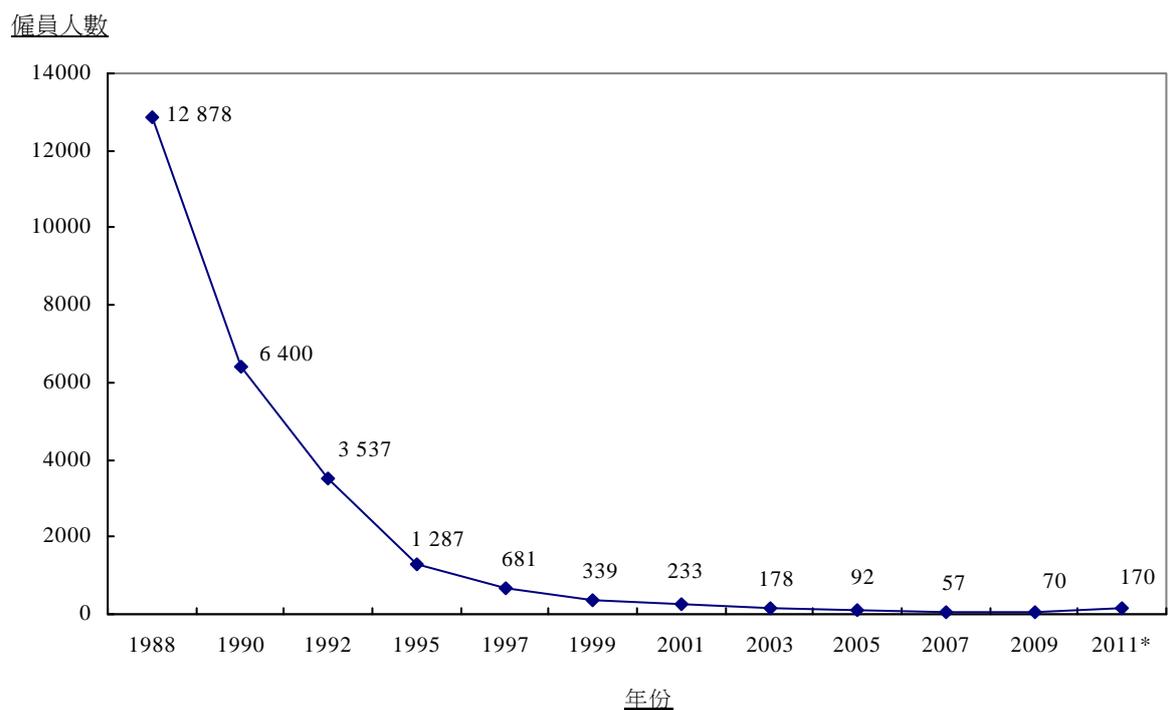
圖 7: 1989 至 2011 年間製衣業的人力情況



*不包括皮草門類

(iii) 製鞋及手袋業

圖 8: 1988 至 2011 年間製鞋及手袋業的人力情況

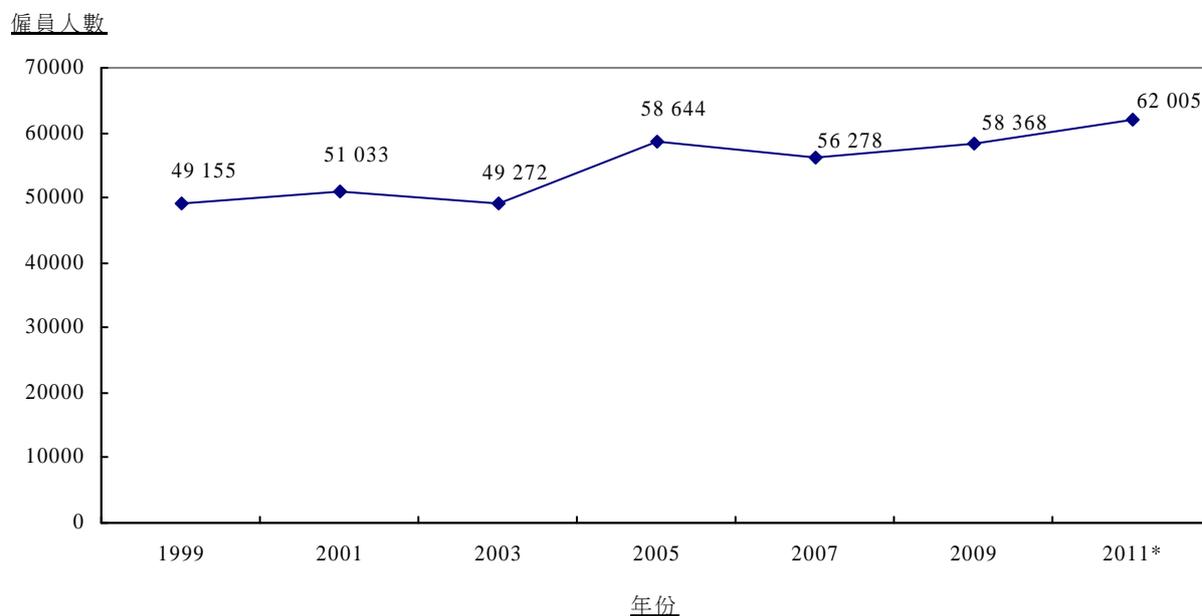


*包括皮草門類

(B) 貿易及公證類別

(i) 貿易

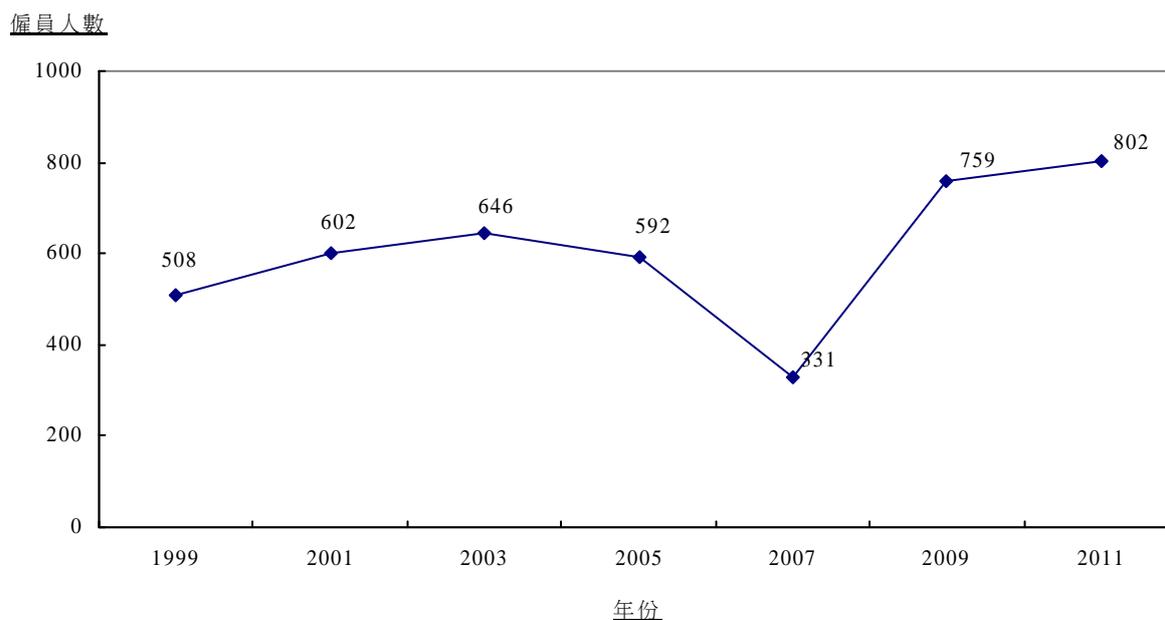
圖 9: 1999 至 2011 年間貿易類別的人力情況



*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

(ii) 公證行及檢定中心

圖 10: 1999 至 2011 年間公證行及檢定中心的人力情況



3.14 三個行業各技能等級的人力變化表列如下：

(A) 製造類別

(i) 紡織業

技能等級	2009	2011	每年平均 變化百分率
技師	221	158	-15.45%
技術員	946	653	-16.92%
技工	509	331	-19.36%
操作工	2 036	1 688	-8.95%
非技術工人	579	472	-9.71%
總數	4 291	3 302	-12.28%

(ii) 製衣業

技能等級	2009	2011*	每年平均 變化百分率
技師	712	518	-14.70%
技術員	2 517	1 697	-17.89%
技工	727	461	-20.37%
操作工	4 272	2 552	-22.71%
非技術工人	537	339	-20.55%
總數	8 765	5 567	-20.30%

*不包括皮草門類

(iii) 製鞋及手袋業

技能等級	2009	2011*	每年平均 變化百分率
技師	3	17	138.05%
技術員	20	38	37.84%
技工	17	70	102.92%
操作工	30	30	0.00%
非技術工人	-	15	-
總數	70	170	55.84%

*包括皮草門類

(B) 貿易及公證類別

(i) 貿易

技能等級	2009	2011*	每年平均 變化百分率
技師	9 836	11 832	9.68%
技術員	47 744	47 896	0.16%
技工	206	771	93.46%
操作工	582	1 506	60.86%
總數	58 368	62 005	3.07%

*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

(ii) 公證行及檢定中心

技能等級	2009	2011	每年平均 變化百分率
技師	44	40	-4.65%
技術員	557	612	4.82%
技工	158	150	-2.56%
總數	759	802	2.79%

3.15 紡織業及製衣業製造類別的機構數目分別由 2009 年第 1 季的 398 間及 578 間，下降至 2011 年第 1 季的 315 間及 355 間，每年平均減幅為 11.04% 及 21.63%；而皮草、製鞋及手袋業製造類別的機構數目，則從 2009 年第 1 季的 16 間，增至 2011 年第 1 季的 20 間。整體而言，製造類別的機構數目平均每年減少 16.60%。至於貿易類別與公證行及檢定中心類別方面，前者的機構數目從 2009 年第 1 季的 12 700 間，增至 2011 年第 1 季的 14 759 間，按年增幅為 7.80%；而後者的機構數目則從 2009 年第 1 季的 11 間，減至 2011 年第 1 季的 8 間，按年減幅為 17.26%。上述三個類別的機構數目變化詳列如下：

(A) 製造類別

(i) 紡織業

年份	僱員人數							總數
	機構數目	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或以上	
1996 年第 4 季		899	238	136	57	22	12	1 364
1999 年第 1 季		817	185	103	45	9	7	1 166
2001 年第 1 季		685	171	85	33	9	7	990
2002 年第 4 季		598	126	75	25	10	8	842
2004 年第 4 季		526	103	69	19	7	8	732
2007 年第 1 季		491	84	61	19	7	6	668
2009 年第 1 季		298	59	25	9	3	4	398
2011 年第 1 季		250	31	19	9	2	4	315

(ii) 製衣業

年份	僱員人數 機構數目						
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	總數
1997 年第 1 季	1 493	702	770	287	86	34	3 372
1999 年第 1 季	1 104	582	588	189	65	21	2 549
2000 年第 1 季	879	540	415	111	51	16	2 012
2002 年第 4 季	752	396	317	89	30	13	1 597
2004 年第 4 季	613	302	365	68	33	10	1 391
2007 年第 1 季	551	290	314	38	29	7	1 229
2009 年第 1 季	285	140	107	34	9	3	578
2011 年第 1 季*	160	90	77	21	5	2	355

*不包括皮草門類

(iii) 製鞋及手袋業

年份	僱員人數		機構數目				總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或以上	
1997 年第 1 季	131	13	9	-	-	-	153
1999 年第 1 季	91	4	6	-	-	-	101
2000 年第 1 季	57	6	1	3	-	-	67
2002 年第 4 季	44	3	2	-	-	-	49
2004 年第 4 季	28	2	2	-	-	-	32
2007 年第 1 季	21	1	-	-	-	-	22
2009 年第 1 季	13	2	1	-	-	-	16
2011 年第 1 季*	14	3	2	1	-	-	20

*包括皮草門類

(iv) 小計：(i) + (ii) + (iii)

年份	僱員人數		機構數目				總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或以上	
2001 年第 1 季	1 621	717	501	147	60	23	3 069
2002 年第 4 季	1 394	525	394	114	40	21	2 488
2004 年第 4 季	1 167	407	436	87	40	18	2 155
2007 年第 1 季	1 063	375	375	57	36	13	1 919
2009 年第 1 季	596	201	133	43	12	7	992
2011 年第 1 季	424	124	98	31	7	6	690

(B) 貿易類別

年份 \ 僱員人數 機構數目	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	
2001 年第 1 季	18 127	1 484	490	108	43	15	20 267
2002 年第 4 季	17 619	1 471	511	126	45	16	19 788
2004 年第 4 季	16 658	1 383	597	136	50	19	18 843
2007 年第 1 季	16 796	1 420	672	114	50	22	19 074
2009 年第 1 季	10 790	1 109	612	132	33	24	12 700
2011 年第 1 季*	12 687	1 290	592	125	46	19	14 759

*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

(C) 公證行及檢定中心類別 *

年份 \ 僱員人數 機構數目	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	
2009 年第 1 季	2	-	-	3	-	6	11
2011 年第 1 季	-	-	-	1	1	6	8

* 2007 年或以前的人力調查報告未有提供公證行及檢定中心類別的機構數目；然而，自 2009 年以來，該類別的變化甚大，因此本報告亦列載有關資料。

(D) 總計：(A) + (B) + (C) = (D)

年份 機構數目	僱員人數						總數
	1 - 9	10 - 19	20 - 49	50 - 99	100 - 199	200 或 以上	
2001 年第 1 季	19 748	2 201	991	255	103	38	23 336
2002 年第 4 季	19 013	1 996	905	240	85	37	22 276
2004 年第 4 季	17 825	1 790	1 033	223	90	37	20 998
2007 年第 1 季	17 859	1 795	1 047	171	86	35	20 993
2009 年第 1 季	11 388	1 310	745	178	45	37	13 703
2011 年第 1 季	13 111	1 414	690	157	54	31	15 457

紡織業、製衣業與皮草、製鞋及手袋業各技能等級的人力變化

技師級

3.16 2011年8月，三個行業共有693名技師，與2009年的936名相比，製造類別的技師人數平均每年減少13.95%；當中，紡織業及製衣業的技師人數錄得減幅，而皮草、製鞋及手袋業則因門類合併而錄得增幅。至於貿易及公證兩個類別方面，前者於2011年8月僱用11 832名經理，技師級僱員人數平均每年增加9.68%；而後者則僱用40名技師，平均每年減幅為4.65%。詳細的人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均 變化百分率
	2009年8月	2011年8月	
紡織	221	158	-15.45%
製衣	712	518	-14.70%
皮草、製鞋及手袋	3	17	138.05%
總數	936	693	-13.95%

(B) 貿易及公證類別

類別	僱員人數		每年平均 變化百分率
	2009年8月	2011年8月*	
貿易	9 836	11 832	9.68%
公證行及檢定中心	44	40	-4.65%
總數	9 880	11 872	9.62%

*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

技術員級

3.17 過去兩年，紡織業及製衣業的人力持續減少，其中，製造類別的技術員人數由 2009 年的 3 483 人減至 2011 年的 2 388 人，平均每年減幅為 17.20%。另外，由於是次調查將製衣業的「皮草門類」重新歸類，以致其所屬的「皮草、製鞋及手袋業」的技術員人數按年錄得 37.84% 的增長。至於貿易及公證兩個類別方面，前者平均按年微增 0.16%，而後者則平均按年增加 4.82%。詳細人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月	
紡織	946	653	-16.92%
製衣	2 517	1 697	-17.89%
皮草、製鞋及手袋	20	38	37.84%
總數	3 483	2 388	-17.20%

(B) 貿易及公證類別

類別	僱員人數		每年平均 變化百分率
	2009 年 8 月	2011 年 8 月*	
貿易	47 744	47 896	0.16%
公證行及檢定中心	557	612	4.82%
總數	48 301	48 508	0.21%

*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

技工級

3.18 由於紡織業及製衣業削減人手，因而導致製造類別的技工人數每年平均減少17.06%。是次調查亦顯示，公證行及檢定中心類別的技工人數平均每年微跌2.56%。皮草、製鞋及手袋業則因門類合併而使技工人力顯著急增，而貿易類別的人力亦穩步上揚，顯示該類別或需僱用更多技工。詳細的人力變化表列如下：

(A) 製造類別

行業	僱員人數		每年平均 變化百分率
	2009年8月	2011年8月	
紡織	509	331	-19.36%
製衣	727	461	-20.37%
皮草、製鞋及手袋	17	70	102.92%
總數	1 253	862	-17.06%

(B) 貿易及公證類別

類別	僱員人數		每年平均 變化百分率
	2009年8月	2011年8月*	
貿易	206	771	93.46%
公證行及檢定中心	158	150	-2.56%
總數	364	921	59.07%

*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

3.19 紡織業、製衣業與皮草、製鞋及手袋業的製造類別於 1988（或 1989）至 2011 年間，以及貿易及公證類別於 1999 至 2011 年間各技能等級的人力情況見下列各圖：

(A) 製造類別

(i) 紡織業

圖 11: 1989 至 2011 年間技師級的人力情況

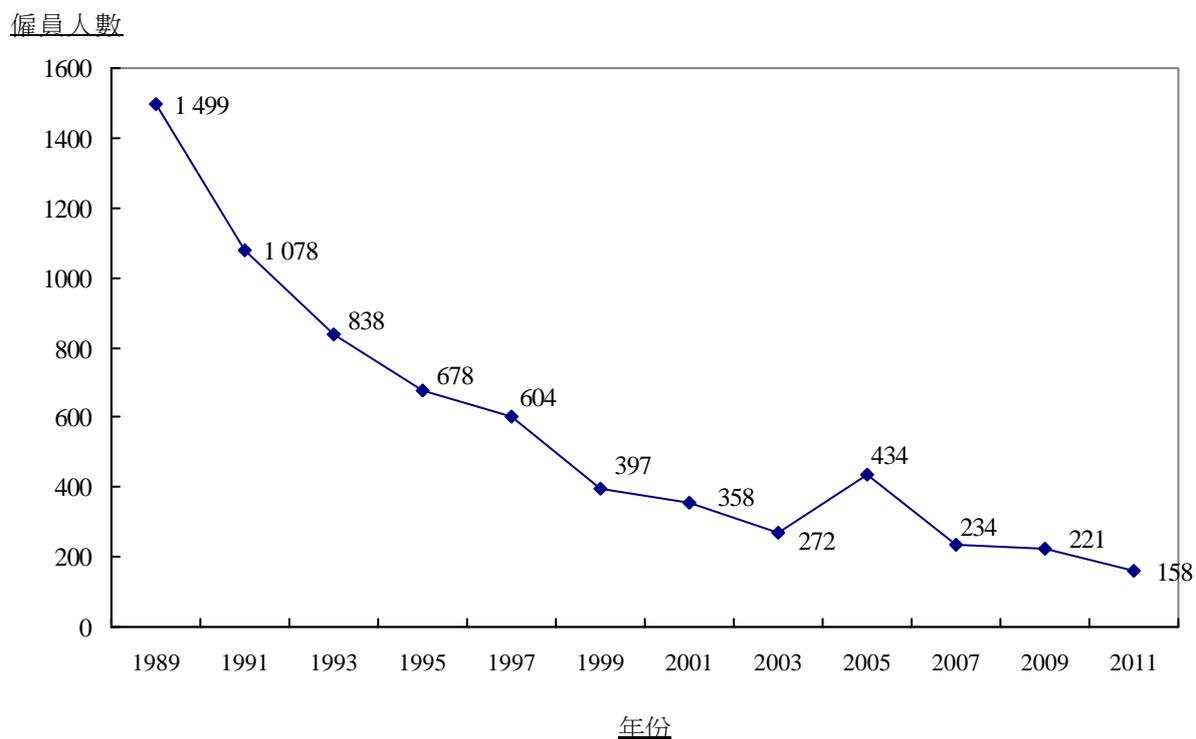


圖 12: 1989 至 2011 年間技術員級的人力情況

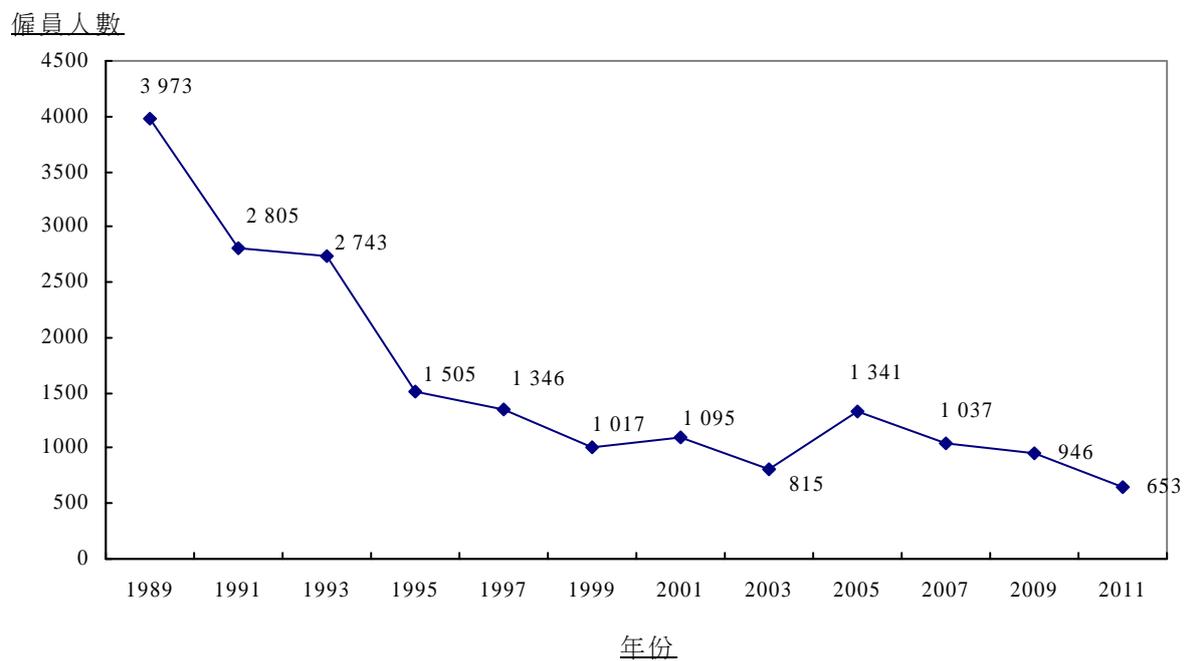
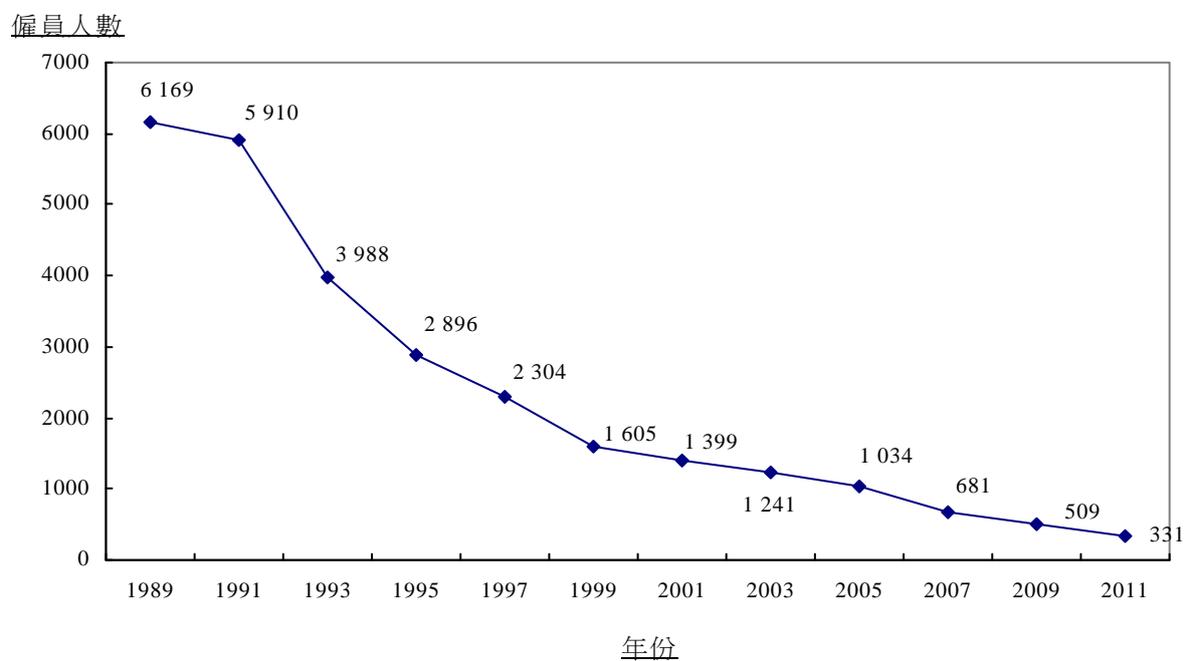


圖 13: 1989 至 2011 年間技工級的人力情況



(ii) 製衣業

圖 14: 1989 至 2011 年間技師級的人力情況

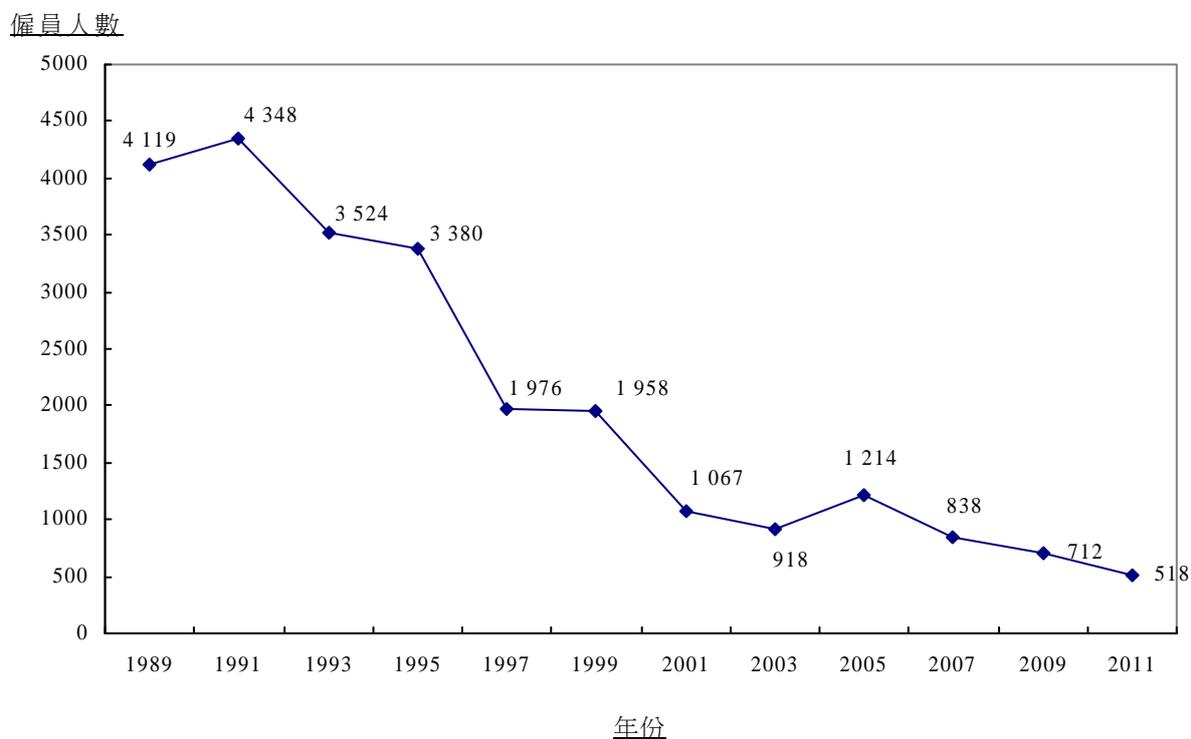


圖 15: 1989 至 2011 年間技術員級的人力情況

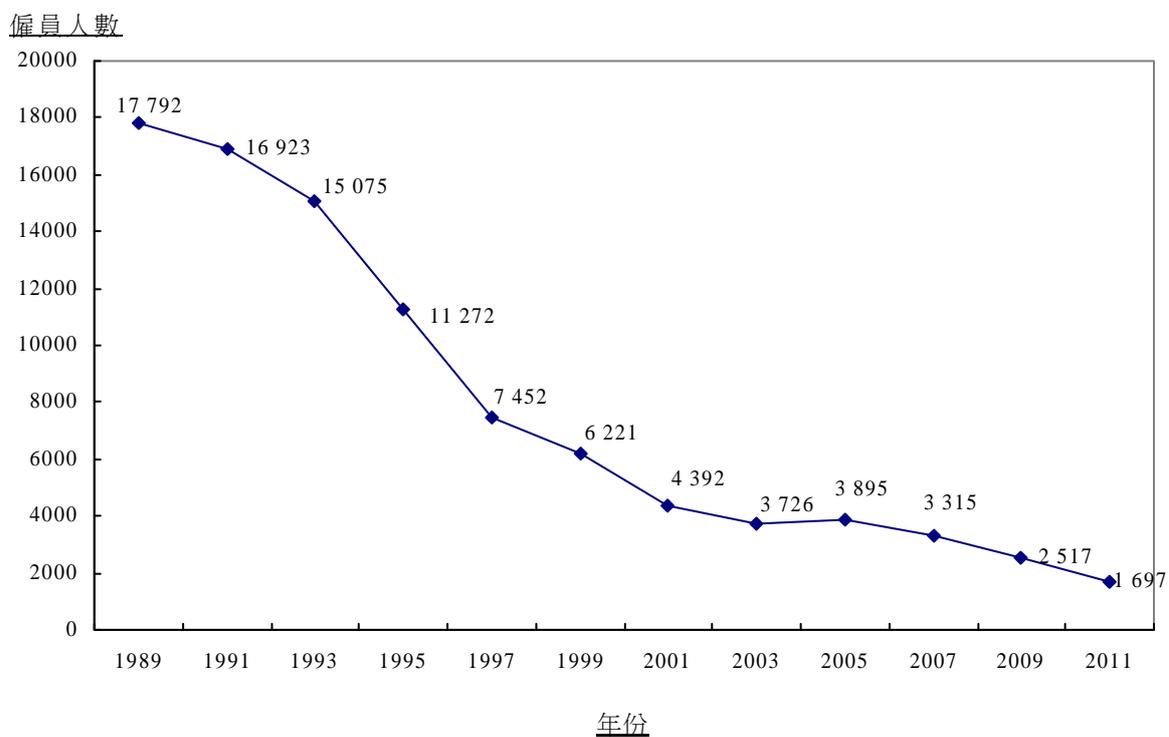
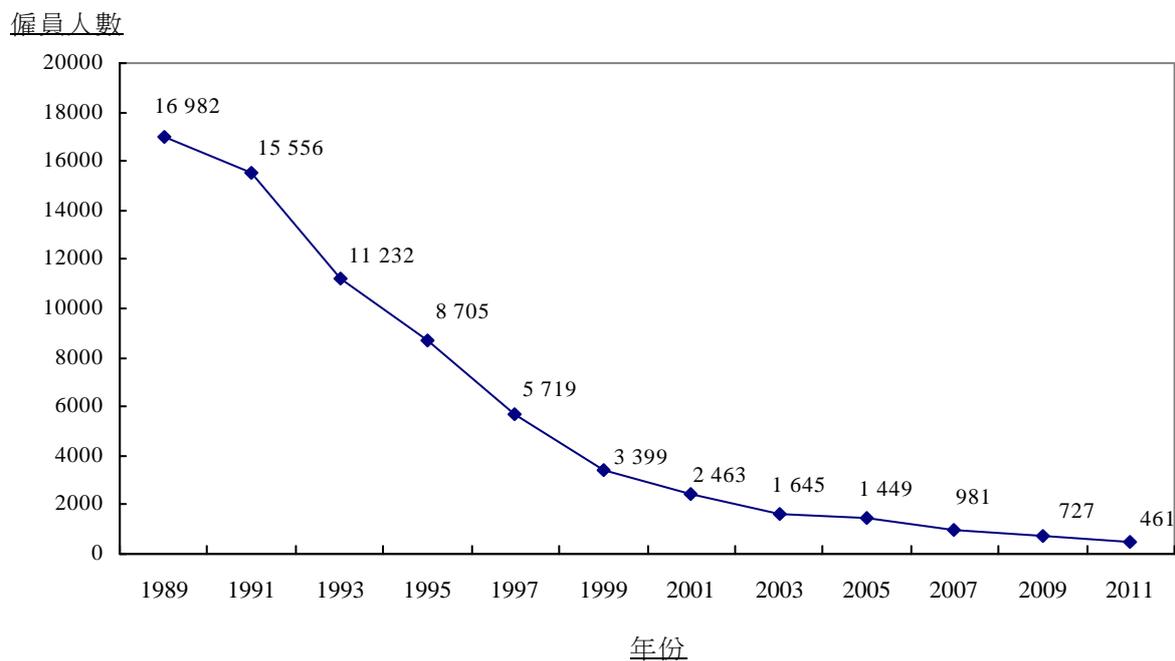
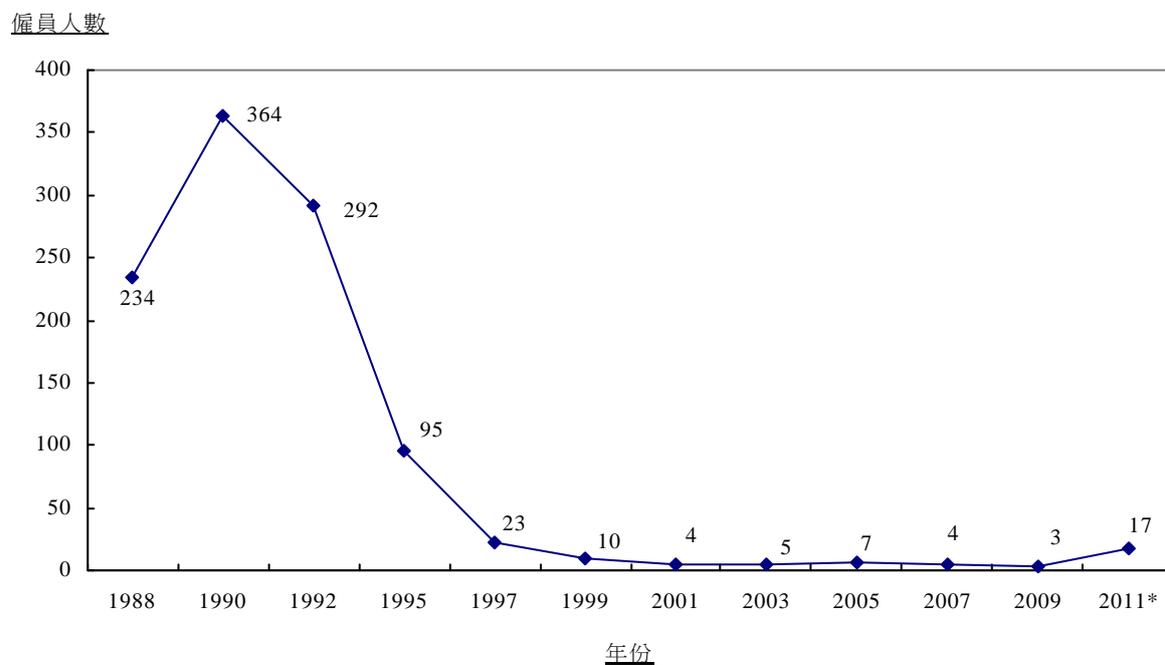


圖 16: 1989 至 2011 年間技工級的人力情況



(iii) 製鞋及手袋業

圖 17: 1988 至 2011 年間技師級的人力情況



*包括皮草門類

圖 18: 1988 至 2011 年間技術員級的人力情況

僱員人數

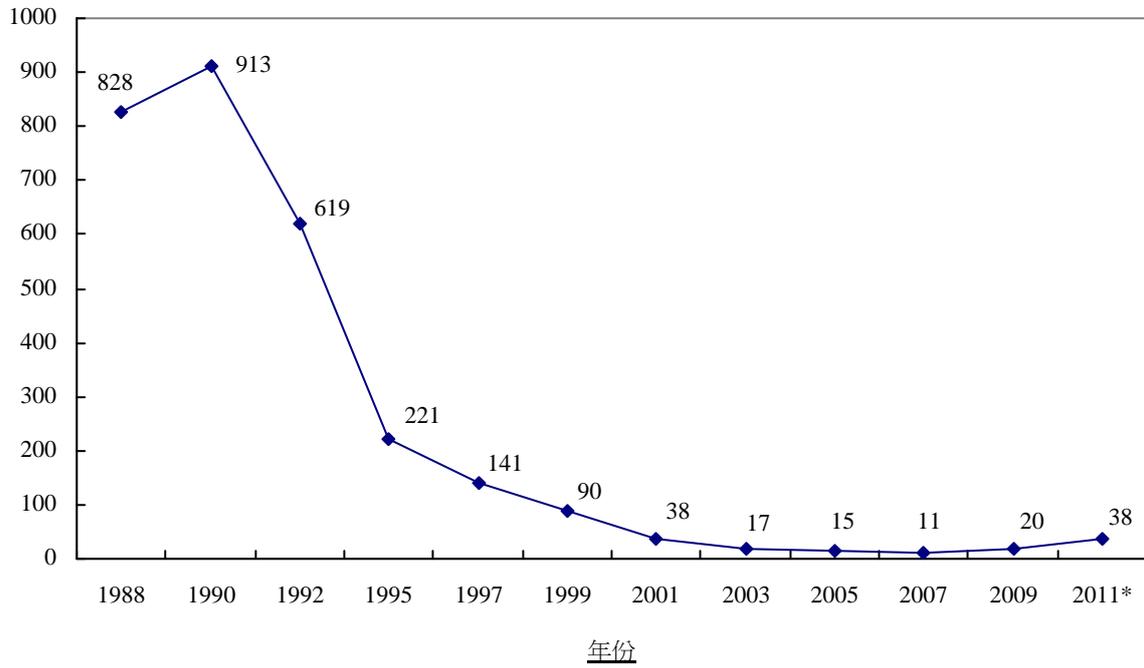
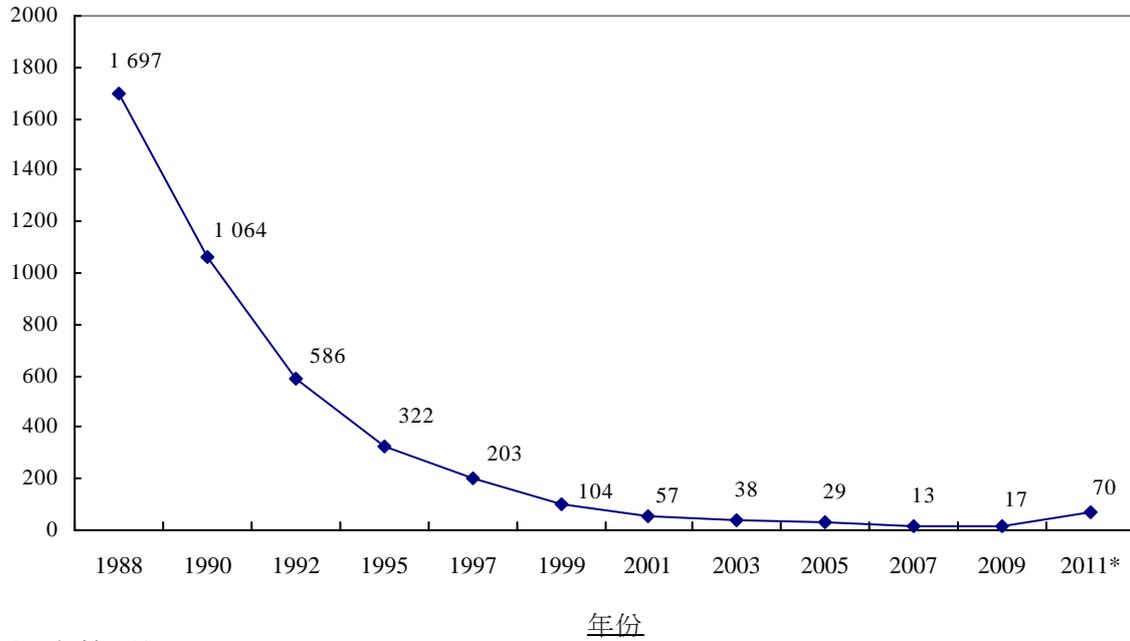


圖 19: 1988 至 2011 年間技工級的人力情況

僱員人數



*包括皮草門類

(B) 貿易及公證類別

(i) 貿易

圖 20: 1999 至 2011 年間技師級的人力情況

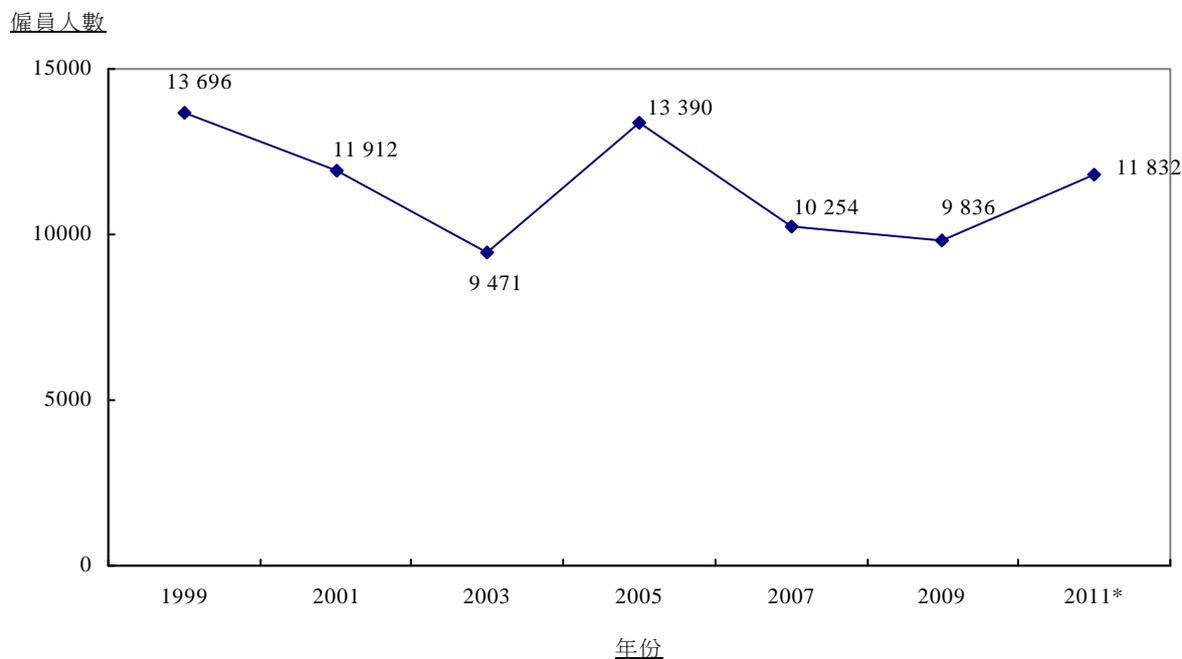
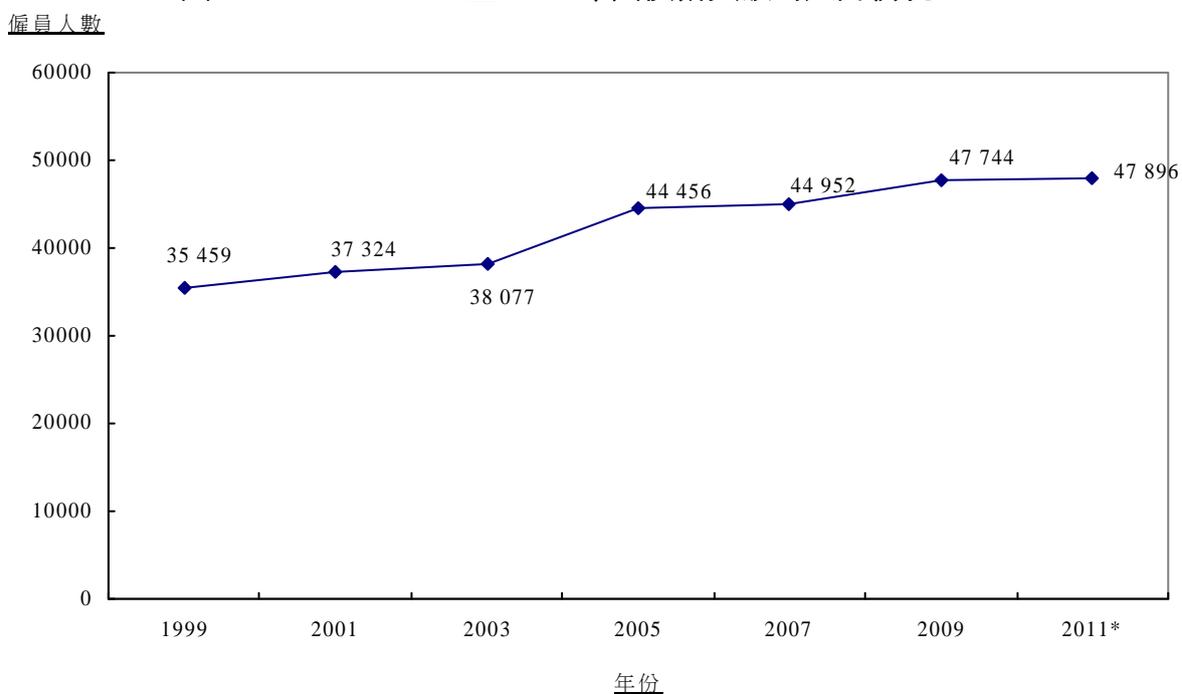


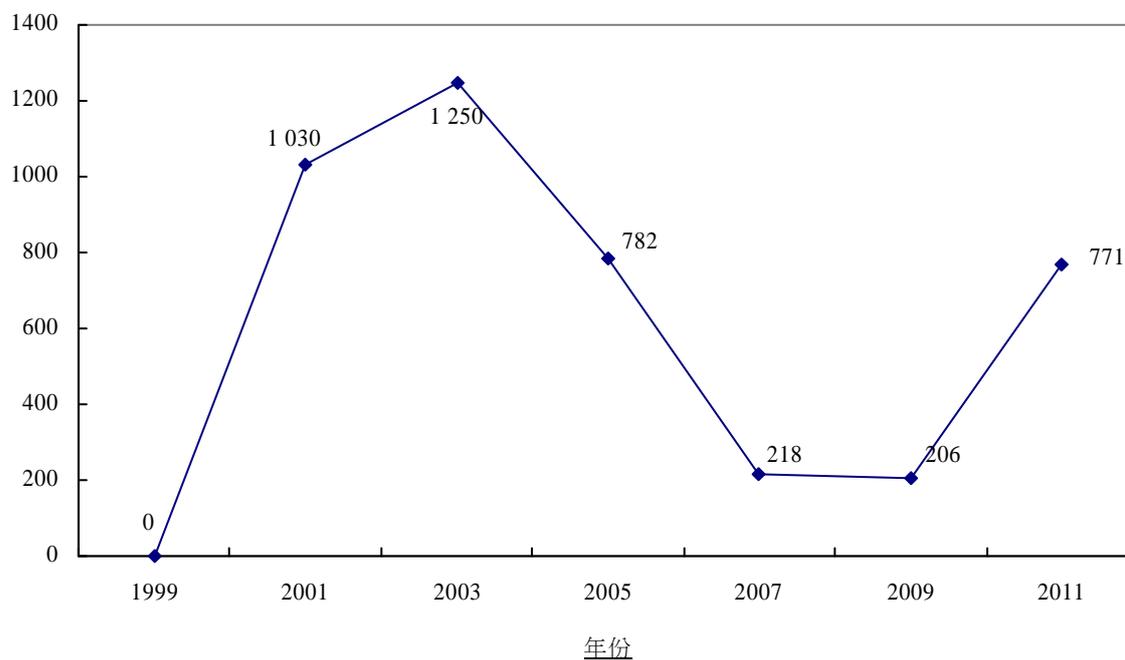
圖 21: 1999 至 2011 年間技術員級的人力情況



*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

圖 22: 1999 至 2011 年間技工級的人力情況

僱員人數



*包括新增門類 — 皮革或類似材料製的行李箱、手袋及同類物品出口

(ii) 公證行及檢定中心

圖 23: 1999 至 2011 年間技師級的人力情況

僱員人數

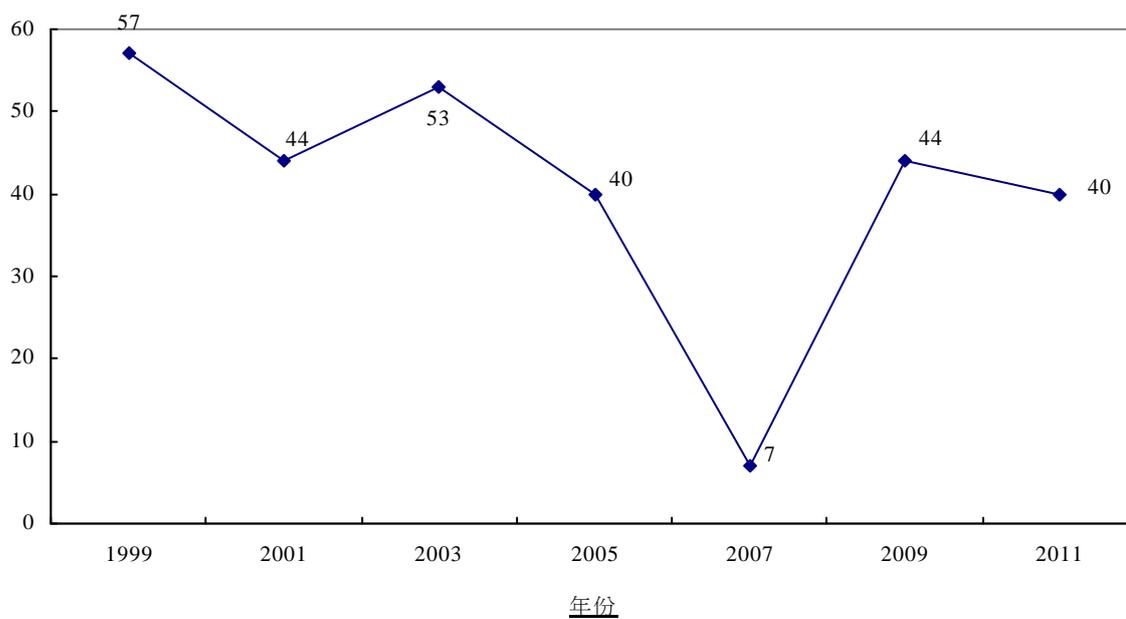


圖 24: 1999 至 2011 年間技術員級的人力情況

僱員人數

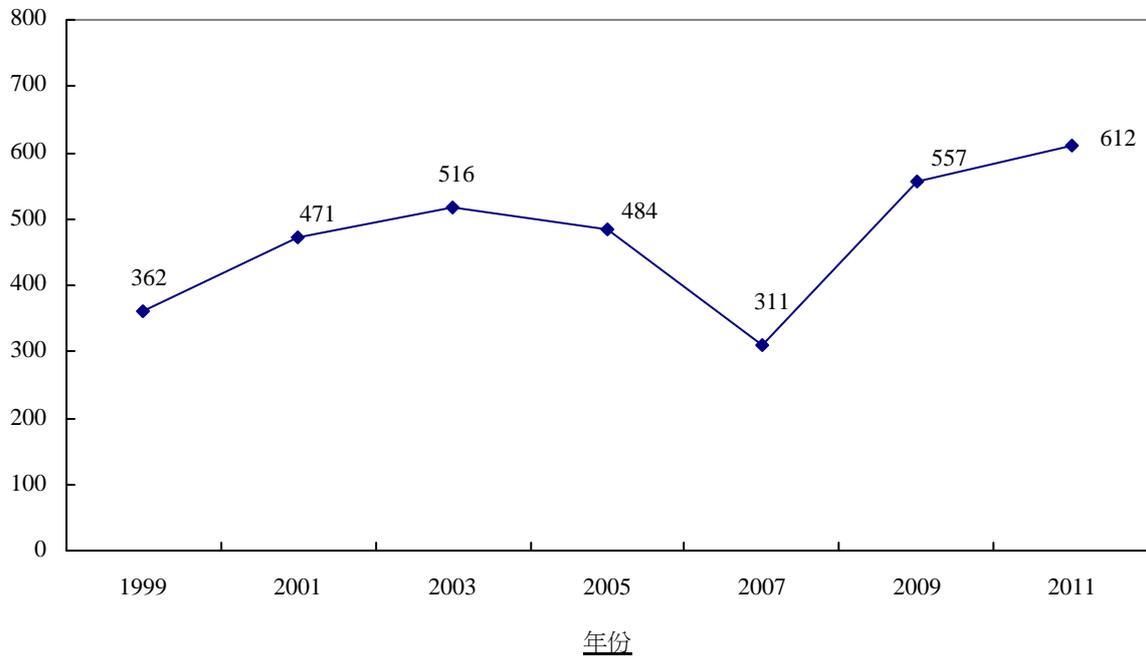
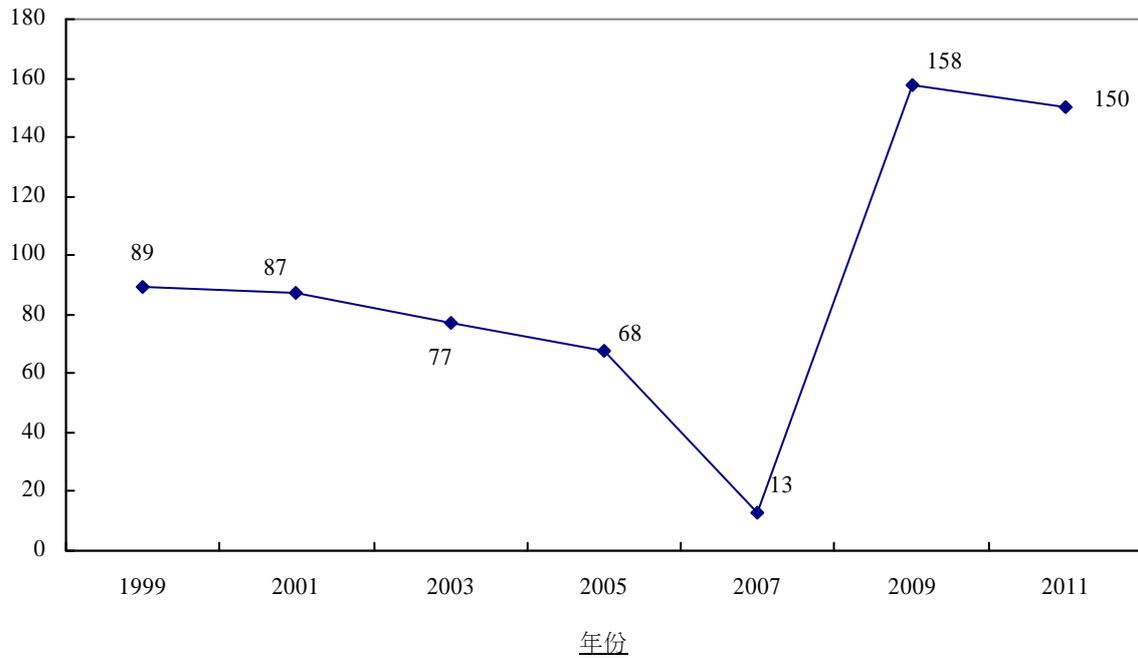


圖 25: 1999 至 2011 年間技工級的人力情況

僱員人數



紡織及製衣業 2009 年以來的人力變化

3.20 本會認為人力變化或受下列因素影響：

- (i) 全球經濟自 2008 年起下滑，香港傳統出口市場對產品的需求亦受影響。儘管世界經濟於 2009 年下半年稍有起色，但美國經濟復甦步伐緩慢，加上歐盟國家出現歐債危機，相信香港紡織業、製衣業、製鞋及手袋業仍要面對艱難的營商環境；
- (ii) 香港公司一直承受生產成本上漲的壓力，特別是在珠三角一帶設有生產基地的公司。成本上漲的原因有幾方面，如人民幣升值、熟練工人不足、工資上漲，以及內地社會保障範圍擴大、保費增加等。此外，棉花及燃油等原材料的全球價格上升，電費及排污費這類運作開支亦告增加，影響遍及中國內地的所有廠家；
- (iii) 內地及外國政府，以及其他主要進口商在環保、安全、出口加工及勞工福利方面實施多項新法例、條例和規則。這些改變導致行政費及遵從監管規定方面的開支上升；
- (iv) 中國內地推出一連串財務及稅務優惠，鼓勵業界革新及提升質素，並配合「十二五」規劃，以擴大內需為戰略重點。除了提高產能和質素外，很多紡織及製衣業廠家亦同時物色幹練人才，以便開拓上游業務，如產品設計、產品研發及零售業務等；
- (v) 香港公司正面對競爭愈來愈大的營商環境。競爭壓力來自多方面，包括海外客戶和零售商日趨強大，他們向供應商施以極大壓力，如分散訂單、拖欠貨款、無理退貨，並把訂單轉往其他國家。另一方面，來自內地公司的競爭亦日趨激烈，這些公司能以較低價錢奪得香港公司的訂單；
- (vi) 一些紡織及製衣業廠家考慮把廠房遷往中國內地或國外其他的地方，但卻面對不少障礙，例如：沒有足夠的訂單消化擴充了的產能；在土地、電力及物流方面的開支或需增加；新地點缺乏完備的供應鏈配套等。因此，大部分廠家只有採取觀望態度，繼續留守原來的地方；
- (vii) 自全球配額制取消後，中國所獲份額比前大增，香港公司曾經因而受惠。可是，配額取消後，激烈的競爭環境使不少香港公司的業務倍受壓力，尤其是市場競爭的焦點轉移到價格上；

- (viii) 法定最低工資於 2011 年 5 月實施後，香港貿易及公證類別的公司面對初級及督導級員工平均薪酬上漲的壓力；
- (ix) 一些發展中國家如越南、柬埔寨、孟加拉及泰國正發展低檔次製衣業，他們的運作成本都較中國為低。香港廠商正努力改善產品的設計、技術、可靠性、靈活度和品質，務求從這些國家中脫穎而出；
- (x) 海外進口商的要求愈來愈高，包括小批量訂單頻繁、更換款式、減少單項訂單數量、縮短交貨期、提高品質要求等，為香港製衣業廠商帶來不少困難；
- (xi) 雖然配額制已取消，中國亦加入世界貿易組織，香港紡織及製衣業廠家仍備受西方保護主義困擾。紡織廠商因反傾銷及反補貼調查而面對的貿易磨擦日增；以及
- (xii) 大多數香港成衣製造商都在海外設立了生產設施，導致本地技術工人大減。然而，香港不僅是具領導地位的生產中心，亦是全球成衣採購中心，因此，從事紡織及製衣業貿易的公司正物色更多人手，參與以下各方面的工作：布料採購、成衣設計及開發、品質控制、營銷及推廣、物流管理，以及國際法規和條例的準則審核工作。

3.21 本會對人力數據還有以下觀察：

- (i) 公證行及檢定中心對人力的需求於 2007 至 2009 年間明顯增加後，過去兩年的需求增長穩定。檢測及認證是香港政府所提出具明顯發展優勢的六大產業之一。香港檢測和認證局自 2009 年 9 月成立後，一般相信在政府及其他持份者的大力支持下，這方面的人力將逐漸增加；
- (ii) 三個行業錄得的大部分空缺主要是製造類別中的技術員及操作工，以及貿易及公證類別中的經理及督導員；
- (iii) 法定最低工資條例於 2011 年 5 月 1 日實施，首個法定最低工資水平為每小時 28 元。數據顯示，三個行業及其相關貿易及公證類別 2011 年的僱員中，每月收入少於 10,000 元的僱員人數較 2009 年為少。法定最低工資實施後，月入較低的僱員人數可能因而減少；
- (iv) 三個行業的製造類別均出現僱員老化問題。調查期間，紡織業、製衣業與皮草、製鞋及手袋業分別有 38.66%、33.74% 及 30.97% 的僱員年逾五十歲。不過，貿易及公證類別的僱員老化問題並沒那麼嚴重；

- (v) 由於業務性質從「原設備製造」(OEM) 轉向「原設計製造」(ODM)及貿易方面，雖然業界競爭激烈，僱主仍需聘用大量在時裝設計、營銷採購及品質控制方面具認可資格的幹練人才；
- (vi) 由於美國次按問題及歐債危機所造成的經濟不景持續，加上生產成本高昂、人力短缺、來自發展中國家的激烈競爭、營商環境難測、以及入口國施加嚴厲限制等困難，紡織、製衣、製鞋及手袋業製造類別的本地機構數目由2009年的992家減為690家；相關僱員人數亦由13 126人減為9 039人。不過，相比之下，貿易類別的本地僱員人數卻從2009年的59 127人增至2011年的62 807人。這證明香港已漸漸成為管理及採購中心。而且，貿易類別的機構數目亦從2009年的12 700家增至2011年的14 759家。機構增加可能因為是次調查加入了「皮革或類似材料製的行李箱、手袋及同類物品出口」這個新門類；
- (vii) 與2009年的人力調查相比，紡織及製衣業的人力進一步減少，跌幅分別為12.28%及19.52%，其中尤以成衣及針織門類的跌幅最顯著，原因是愈來愈多廠家把香港的生產設施遷往中國內地及鄰近國家；以及
- (viii) 為節省生產成本，大部分原屬準則審核經理和督導員的職務已交由同級經理或督導員處理。

業務前景

3.22 本會對三個行業的業務前景有以下看法：

- (i) 紡織業及製衣業仍要面對眾多持續不斷的挑戰，特別是歐洲可能出現經濟衰退，以及新興市場經濟增長表現疲弱，令全球經濟前景更不明朗。然而，香港公司已作出應變，著手革新及提升企業實力，並不斷加強生產能力及產品質素，以便進軍中、高檔市場；
- (ii) 中國內地政府推出一系列財務及稅務優惠措施，鼓勵本地企業搬遷、革新及提升質素，港資企業亦因而受惠。該政策亦配合「十二五」規劃下擴大內需的戰略重點。香港公司可考慮透過銷售較高檔次產品及發展自家品牌和零售業務來進軍內地市場；
- (iii) 作為亞洲區內的全球採購中心，香港應繼續吸引國際貿易公司、優質設計師品牌及大型零售商，以及歐美百貨公司、特惠店、連鎖專門店及郵購公司的採購人員，透過採購部門或中介公司來港訂購服裝，從而鞏固香港作為管理及採購中心的地位，為在內地及鄰近國家設廠的製造商提供服務；

- (iv) 由於歐盟區經濟持續動盪，而美國經濟亦增長遲緩，一些仍在香港的製造商或會加快速度，把公司遷往內地或其他國家。對那些已在珠三角設廠的廠家而言，遷往內地較不發達的地方及鄰近國家有助減低勞工成本，亦較容易找到半熟練工人。不過，這些企業可能在挽留及物色熟練技術人員和管理人才方面遇到困難；此外，運輸成本及其他開支亦將會增加；
- (v) 香港紡織及製衣業廠家在「原設備製造」(OEM)及「原設計製造」(ODM)兩方面表現出色，能於極短交貨期內交付高質素產品。雖然外國進口商及零售商不斷要求供應商加強供應鏈管理，以確保所訂購的貨品能準時運抵零售店鋪，但香港廠家一般都能滿足他們的要求；
- (vi) 隨著世界貿易組織成員國間的紡織品配額取消，加上相隨的協議亦到期，整個行業的競爭版圖出現多方面的變化。配額限制取消後，競爭更為激烈，包括在產品價格、提供新產品和服務，以及發掘新市場方面。香港廠家應堅持改變業務模式，致力打進產值更高的高檔市場，向市場供應高質素的原創產品；
- (vii) 一些內地紡織及製衣企業成功地打進本地較高檔市場，並開發自家品牌和零售業務。這些企業有意委託香港公司為其品牌產品負責「原設計製造」方面的生產工作。希望以生產為主的香港廠家應特別留意其中的商機，因內地企業在改革進程中有需要把更多業務外判；
- (viii) 內地及鄰近地區在產品製造方面愈來愈具優勢，香港公司可考慮把訂單外判予這些公司，以提高整體的生產力；同時，可藉機集中資源和人力用以發展自身更具競爭優勢的範疇，如產品設計、顧客服務及國際市場推廣等，從而開發新的產品及產品組合，甚至拓展自家品牌業務，並打開內地的零售渠道；
- (ix) 電子技術發展一日千里，利用電子技術進行物料採購、生產管理、營銷採購、銀行及其他相關服務的情況日趨普及，有助鞏固香港在世界市場上作為採購及商務中心的領導地位，尤其是在紡織品、成衣、鞋類製品及手袋方面；

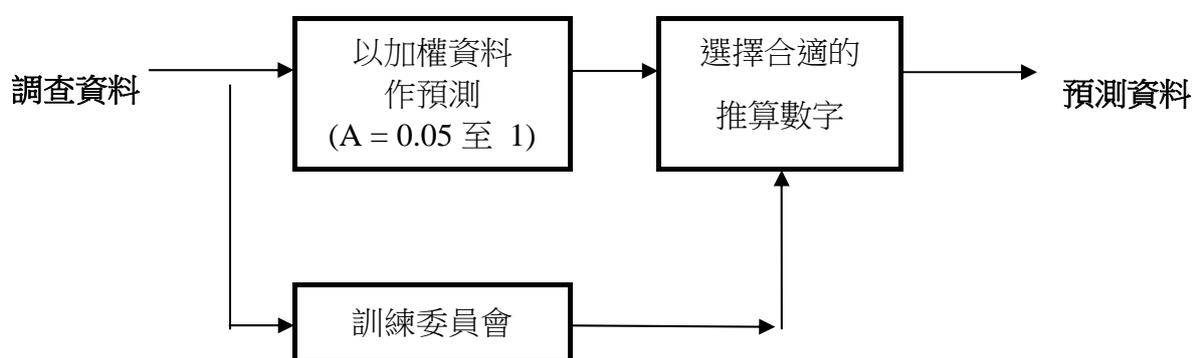
- (x) 香港紡織業、製衣業、製鞋及手袋業廠家對採購及產品的認識豐富。他們大都清楚知道日漸普及的網上購物及網上市場推廣是本業發展的趨勢，此外，他們亦了解到私人品牌日益重要、顧客對環保的意識日強，以及中國的內需市場正急速增長等。他們能夠明白並滿足不同顧客群的需求，並非常熟悉國際及本地規則和條例。香港公司的專業表現及所提供的綜合服務包括物料採購、銷售及推廣、品質控制及物流管理等，均非其他地方所能媲美。即使未來幾年全球經濟前景仍未明朗，香港作為具領導地位的生產管理及採購中心這角色將不會改變。

3.23 根據以上分析，本會對三個行業的業務前景仍感樂觀。

未來人力需求

(A) 製造類別

3.24 本會已測試影響紡織業、製衣業、製鞋及手袋業的主要決定因素，以便採用由職業訓練局發展出來的人力市場分析法[*Labour Market Analysis (LMA)*]，從而確定三個行業的人力發展趨勢。然而，鑑於三個行業的複雜性，加上配額取消及 CEPA 安排等其他因素，是次調查未能應用人力市場分析法。因此，本會沿用以往調查採用的調節過濾預測法 [*Adaptive Filtering Method (AFM)*]，根據是次及以往的調查結果，並顧及第 3.20 至 3.23 段所提及的外在因素、經濟趨勢及科技發展，推算製造類別和貿易及公證類別未來對技術人力的需求。下圖顯示調節過濾預測法的推算過程。



3.25 由於皮革、製鞋及手袋業製造類別的僱員相對較少，建議不作推算。另一方面，根據調節過濾預測法的推算，估計紡織及製衣業製造類別的每年平均人力增長如下：

未來四年(2012-2015)每年須增聘人數*

技能等級	製造類別	
	紡織業	製衣業
技師	-3	-10
技術員	-9	-59
技工	-8	-11

*註：負數代表須減少人數

3.26 考慮到因種種原因而離職的僱員人數，以及表二十一至二十四所載年逾五十歲的僱員人數，本會估計紡織及製衣業技師、技術員及技工級僱員因退休、身故等原因而自然流失的百分率如下：

技能等級	製造類別	
	紡織業	製衣業
技師	5%	4%
技術員	4%	4%
技工	4%	4%

3.27 本會考慮過推算所得數字、培訓人手應付流失的需要，特別是僱主對未來一年的人力預測，估計紡織及製衣業每年平均須增加的員工人數如下：

技能等級	製造類別		總數
	紡織業	製衣業	
技師	5	10	15
技術員	17	5	22
技工	5	6	11

(B) 貿易及公證類別

3.28 調查結果顯示，業內不少紡織及製衣技工及操作工受僱於貿易及採購公司，擔任製作紙樣、製辦、品質控制及檢查工作。隨著香港發展為「原設計製造」[ODM]中心，業界需要更多這類技術工人。

3.29 表 14 顯示，技師及技術員級的僱員老化問題並不嚴重，本會因此估計三個行業的貿易及公證類別的流失率維持於 3% 水平。

3.30 根據調節過濾預測法的推算，估計貿易及公證類別每年平均人力增長如下：

未來四年(2012-2015)每年須增聘人數*

技能等級	貿易及公證類別
技師	-31
技術員	177
技工	-39

*註：負數代表須減少人數

3.31 考慮到因種種原因離職的僱員人數，以及表二十一至二十四所載年逾五十歲僱員人數，本會估計貿易及公證類別的技師、技術員及技工級僱員因退休、身故等原因而自然流失的百分率如下：

技能等級	貿易及公證類別
技師	3%
技術員	3%
技工	3%

3.32 本會考慮過推算所得數字、培訓人手應付流失的需要，特別是僱主對未來一年的人力預測，估計貿易及公證類別每年平均須增加的人力如下：

技能等級	貿易及公證類別
技師	323
技術員	1643
技工	-14

*註：負數代表須減少人數

3.33 根據前述數字，估計紡織業、製衣業、製鞋及手袋業平均每年須增聘的技師、技術員及技工級僱員總數如下：

未來四年(2012-2015)每年須增聘人數*

技能等級	製造類別(A)			貿易及公證類別(B)	總數 (C) = (A) + (B)	每年須增聘僱員總數 (增/減 10%)
	紡織	製衣	小計			
技師	5	10	15	323	338	304 – 372
技術員	17	5	22	1 643	1 667	1 500 – 1 843
技工	5	6	11	-14	-3	-3

人力供求分析

3.34 技師級每年平均須聘用 304 至 372 名相關學科畢業生。

3.35 香港理工大學、香港知專設計學院及製衣業訓練局均有提供學位程度的紡織及製衣學課程。預計學位及高級文憑課程畢業生人數如下：

課程	預計畢業人數		
	2012/13	2013/14	2014/15
香港理工大學紡織及製衣學系			
服裝及紡織(榮譽)文學士學位組合課程	230	230	260
總數：	230	230	260
香港知專設計學院			
<i>(課程與英國諾丁漢特倫特大學合辦)</i>			
時裝設計榮譽學士學位課程	30	30	30
國際時裝商務榮譽學士學位課程	33	33	33
<i>(課程與英國倫敦藝術大學合辦)</i>			
時尚(髮型設計與化妝)榮譽學士學位課程	23	27	27
時尚(形象設計與攝影)榮譽學士學位課程	23	27	27
總數：	109	117	117
製衣業訓練局			
<i>(課程與香港公開大學合辦)</i>			
服飾業工商管理學士學位課程	9	15	13
<i>(課程與英國 Middlesex University 合辦)</i>			
BA (Hons) Fashion Business	14	9	20
BA (Hons) Fashion Design, Styling and Promotion	7	8	15
總數：	30	32	48

本會知悉，一些高級文憑課程畢業生及其他大學畢業生或會受僱於三個行業的貿易及公證類別，任職高級技術員。

3.36 三個行業的製造類別和貿易及公證類別均須增聘技術員級員工。預計未來四年每年須增聘 1 500 至 1 834 名技術員。

3.37 香港理工大學、香港知專設計學院、卓越培訓發展中心(時裝紡織業)及製衣業訓練中心是開辦紡織、製衣、製鞋及手袋業全日制技術員課程的主要院校和機構。根據其提供的資料，預計畢業生人數如下：

課程	預計畢業人數		
	2012/13	2013/14	2014/15
香港理工大學紡織及製衣學系			
服裝及紡織學高級文憑組合課程	250	250	310
總數：	250	250	310
香港知專設計學院時裝及形象設計學系			
<u>全日制課程</u>			
時裝商務高級文憑	53	30	-
時裝設計及開發高級文憑	129	63	-
時裝設計及品牌策劃高級文憑	79	90	-
時裝營銷採購高級文憑	60	27	-
時裝形象設計高級文憑(髮型造型)	22	24	-
時裝形象設計高級文憑(化妝造型)	19	23	-
時裝形象設計高級文憑(時裝造型)	21	64	-
時裝設計高級文憑	-	142	142
國際時裝商務高級文憑	-	171	171
時裝形象設計高級文憑	-	171	171
總數：	383	805	484

課程	預計畢業人數		
	2012/13	2013/14	2014/15
卓越培訓發展中心(時裝紡織業)			
三年制中專教育文憑課程(時裝衣料設計及營銷採購)	201	214	224
一年制中專教育文憑課程(時裝衣料設計及營銷採購)	100	100	100
總數：	301	314	324

中專教育文憑課程提供靈活的人學點和結業點，共頒發三項學歷：基本技術證書 [BCC]、技術員基礎證書 [TFC] 及中專教育文憑 [DVE]。課程於2009/10學年開辦，採用學分制及單元儲修制。學生只須累積所需學分數量，不論其入學點，即可獲頒上述學歷。

課程	預計畢業人數		
	2012/13	2013/14	2014/15
製衣業訓練局			
<u>全日制課程</u>			
時裝及紡織英國國家高級文憑課程	-	25	25
時裝及紡織英國國家高級證書課程	25	25	25
服裝設計及生產技術文憑課程	30	30	30
成衣營銷實務文憑課程	21	-	-
時裝設計學文憑課程	20	20	20
總數：	96	100	100

3.38 三間院校於 2012/13、2013/14 及 2014/15 年度的畢業生總數分別為 1 399 人、1 848 人及 1 643 人，較業內需求人數為低。事實上，部分技術員職位曾經內部晉升，由資深技工來填補，或由中五及預科畢業生擔任。本會知悉，明愛白英奇專業學校、香港大學附屬學院、香港中文大學專業進修學院、大一藝術設計學院及香港傳藝中心均有開辦不同模式的時裝及相關課程，可為業界提供部分技術員人力。

3.39 由於業界對技工級人力需求較小，現時的人力供應足以應付所需。本會認為有需要為業界提供有關行業知識與技能及督導管理的短期增修課程。

3.40 本會將於 2013 年進行另一次人力調查，蒐集最新的人力統計數字，並檢討三個行業的訓練需求。

第四章

建議

4.1 鑑於目前環球經濟狀況及整體營商環境，本會預期三個行業的製造與貿易及公證類別機構須積極轉型及提升實力，因此，對技師及技術員仍會有殷切需求。此外，業界須為本地僱員提供程度較高的訓練，特別是產品設計及開發、採購、國際市場營銷及推廣、品質控制等，協助保持香港的競爭優勢。

4.2 本會深明僱主近年在經營上面對的困難。然而，除非僱主願意及有能力培訓足夠的技術人才，應付人力需求，否則業內的發展將會受阻。因此本會促請僱主加大力度招募青年人入行，並建議香港紡織業聯會、工業貿易署，以及各技術教育機構與本會合作，合力推廣這三個行業的形象，吸引求職者入行。

4.3 本會認為，調查結果大致能反映紡織業、製衣業、製鞋及手袋業的實際人力情況。由於香港繼續為內地及鄰近地區充當採購、協調及原設計製造中心，因此，未來數年，三個行業的僱主將需要更多訓練有素的合資格採購人員、布料及時裝設計師，以及品質控制員，以便在內地及鄰近地區經營業務。本會促請訓練及教育機構強化有關的訓練課程，並將訓練重點轉為採購、織品設計及科技、時裝設計與生產，以及品質控制等範疇，以配合業界的人力和訓練需求。另一方面，亦促請訓練及教育機構鼓勵學生早作準備，因他們於日後發展事業時，無可避免或早或遲須離港工作，特別是往內地或鄰近國家。

每年招收的受訓者人數

4.4 調查期間，業內的製造和貿易及公證類別機構內，共有6名受訓者正接受不同形式的培訓。由於為具有相關學歷的技師／經理提供在職訓練需時最少兩年、技術員／督導員三至四年、技工三年、而操作工則需三至六個月，現時的訓練工作，不足以應付未來的人力需求，情況值得關注（各訓練途徑載於第4.8 至4.14 段）。

4.5 人力訓練是長遠的投資，本業尤其需要受過良好訓練的人力，才能達至工作質素及安全方面的嚴格要求。為確保紡織、製衣、製鞋及手袋業與相關貿易及公證類別有足夠技術人才維持行業發展，業界整體上須推行以下規模的訓練計劃：

2012至2015年間
建議每年招收的受訓者人數

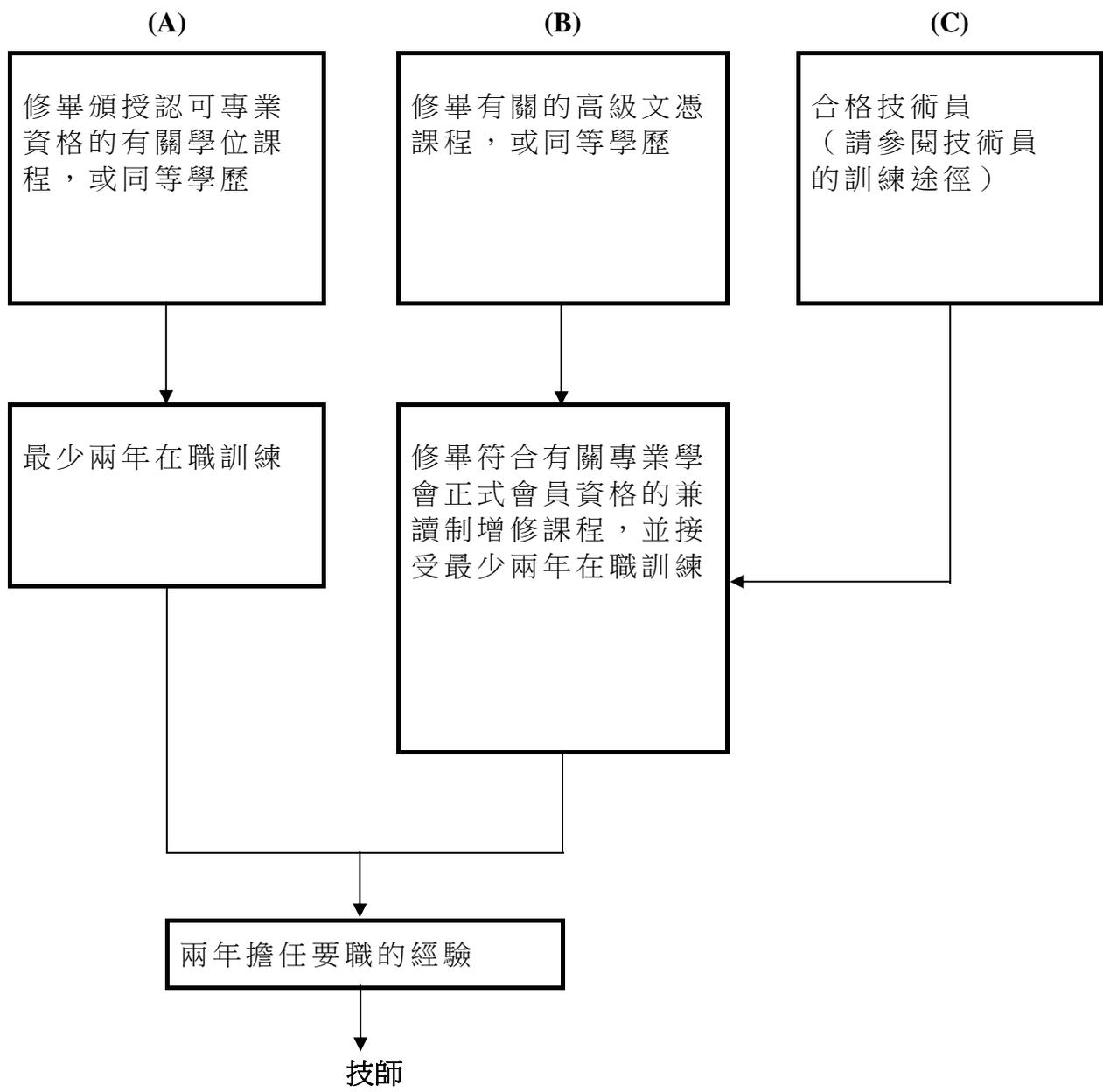
技能等級	建議每年訓練人數
技師	338
技術員	1 667

4.6 本會充分了解本業僱主雖已積極招聘及挽留技師／專業經理級、技術員／督導員級及技工級受訓者，惟仍面對不少困難。雖然如此，僱主仍須設法培訓足夠的技術人員，應付人力需求；否則，紡織、製衣、製鞋及手袋業的未來發展，特別是貿易及公證類別，將會受到影響。本會籲請僱主更大力推廣，以吸引更多青年人投身這三個行業。

技師訓練

4.7 技師須具備有關專業學會正式會員所需的資歷及經驗，並能分析及解決各類技術上的問題。此外，亦須負責發展及應用工程原理，具創見和判斷力，與科技發展並進，應用最新技術，以及督導和培訓下屬。

4.8 為增強競爭力及適應力，紡織、製衣、製鞋及手袋業必須進一步改善管理及拓展新科技；在這方面，技師擔當重要角色。本會建議循下列途徑訓練技師：

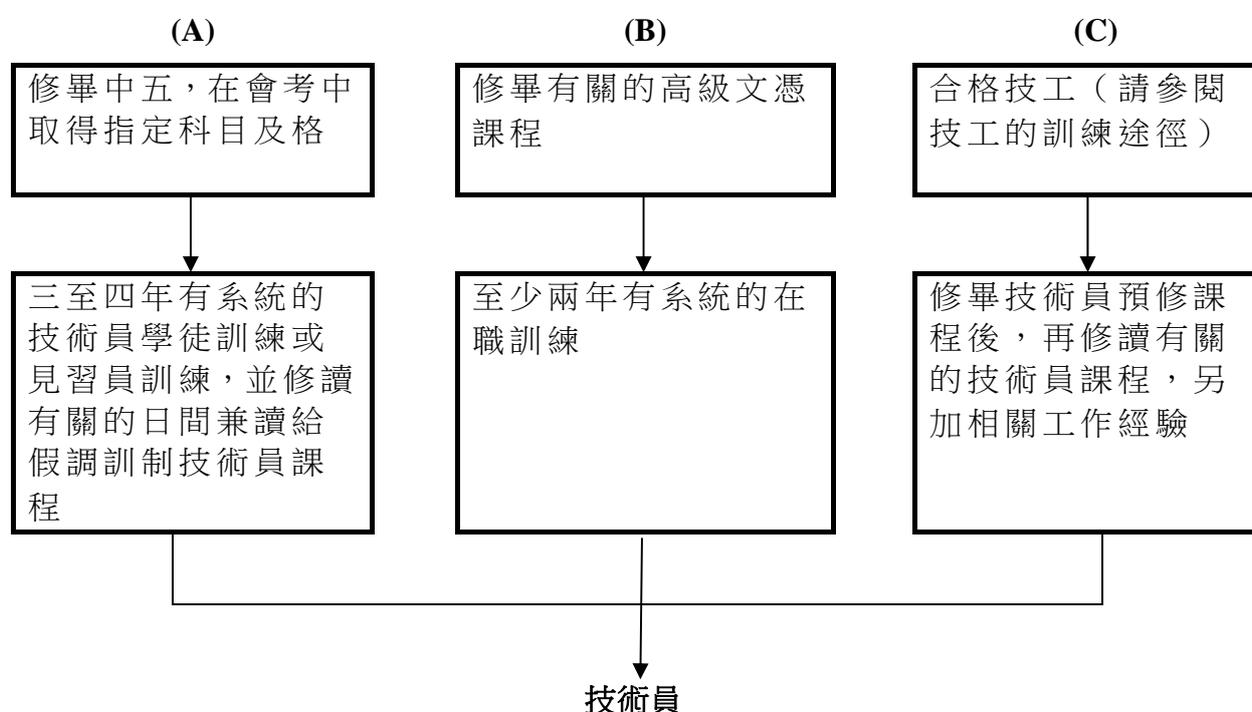


4.9 僱主宜招聘具學位或高級文憑學歷人士為見習技師（即訓練途徑（A）或（B））。訓練途徑（C）則為表現出色的合格技術員提供晉升機會。

技術員級訓練

4.10 技術員的職級介乎技師與技工之間，其所具備的學歷、曾接受的實務訓練及工作經驗，一般足以勝任在技師的指導下，運用已確立的技術和方法完成工作。在紡織業、製衣業、製鞋及手袋業內，無論是製造類別，或貿易及公證類別，技術員均擔任中層管理工作，並協助提高下屬的工作表現及生產力。

4.11 技術員／督導員一般的訓練途徑如下：

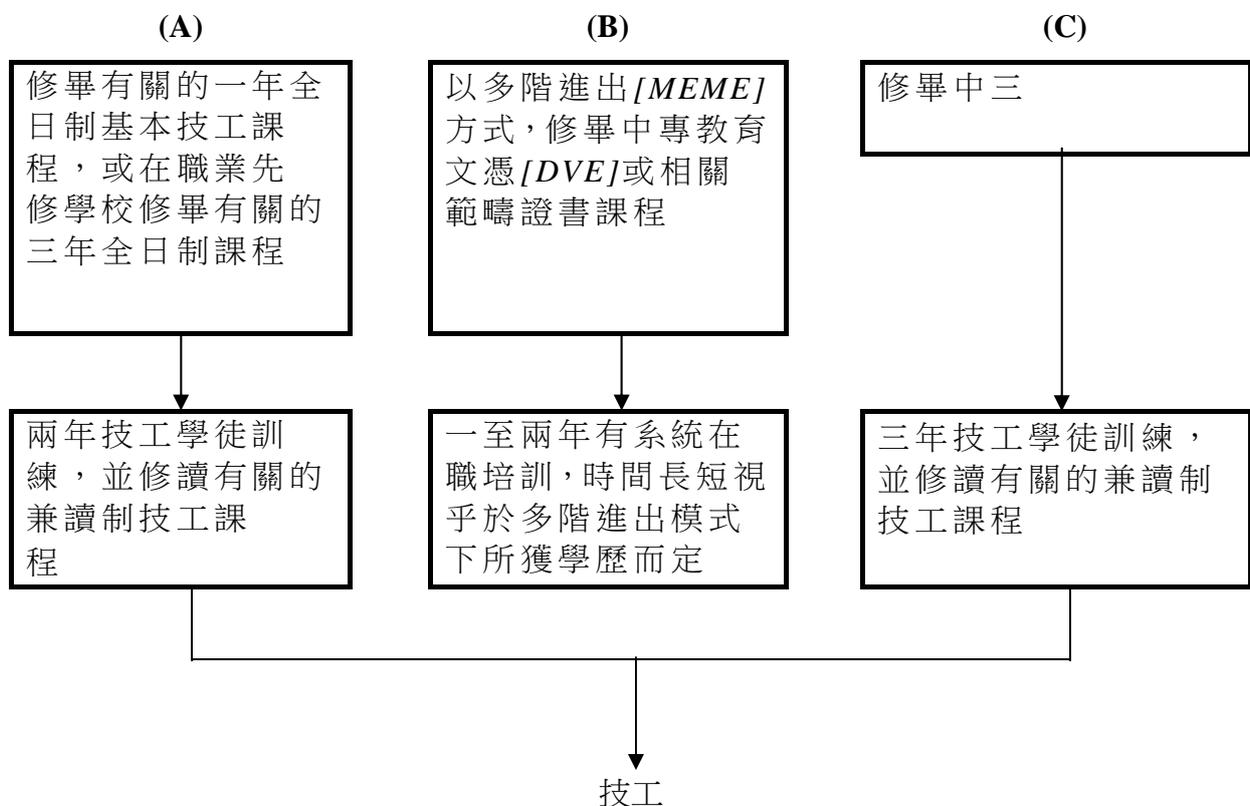


4.12 本會認為較宜採用途徑（A），因為有系統的學徒／見習員訓練，是培訓技術員最經濟有效的方法。而且，學徒／見習員甫受訓便接觸實際的工業環境，完成訓練後大多會留在業內工作。

4.13 香港理工大學、職業訓練局屬下香港知專設計學院時裝及形象設計學系提供多項與紡織、製衣及時裝有關的全日制高級文憑課程及夜間兼讀制高級證書課程。此外，卓越培訓發展中心(時裝紡織業)及製衣業訓練局亦有開辦全日制文憑課程及證書課程。

技工級訓練

4.14 技工是指個別行業的熟練工人，能在有限度的指示及督導下，應用各種技能執行職務。技工除具備實際技能外，亦須具相關的理論知識，以便能適應日新月異的科技發展。本會建議青年人參加學徒訓練計劃，接受所需的實務訓練及工業教育，成為合格技工。技工的建議訓練途徑如下：



4.15 整體而言，三個行業對技工的人手需求極低，個別僱主如欲培訓屬下技工，可參考以上途徑。

操作工級訓練

4.16 紡織業、製衣業、製鞋及手袋業須聘用操作工，協助製造潮流產品及樣辦，故操作工訓練不容忽視。鑑於廠家日益需要提高產品質素，及適應市場轉變，本會建議為在職操作工提供增修訓練，使僱員能掌握多方面的技能，應付不同工序。僱主亦應為較能幹的操作工提供晉升為技工的機會，以吸引新入行者。

卓越培訓發展中心 (時裝紡織業)

4.17 本會負責就卓越培訓發展中心(時裝紡織業)的發展與運作提供意見。中心設於職業訓練局葵涌大樓內，現時所提供的技術員及技工課程如下：

課程	修讀期
全日制課程	
技術員級	
中專文憑精修課程（時裝衣料設計及營銷採購）	1 年
中專教育文憑課程(時裝衣料設計及營銷採購)	1 至 3 年
（中專教育文憑課程 [DVE]採多階進出學制，頒授三種學歷 – BCC、TFC 及 DVE。）	
夜間兼讀制課程	
技術員級	
島精[Shima Seiki]毛衫設計軟件應用	12.5 小時
斯托爾[Stoll]毛衫設計軟件應用 (針織扁機)	12.5 小時
紡織品及成衣採購基礎班	45 小時
技工級	
梭織布料設計及分析	30 小時
針織布料設計及分析	30 小時
紡織品檢定 單元 I 至 VI：	

	<i>課程</i>	<i>修讀期</i>
I.	布料組織檢測	12.5 小時
II.	布料性能檢測	12.5 小時
III.	強力檢測	12.5 小時
IV.	紡織品定性及定量分析	12.5 小時
V.	顏色堅牢度檢測	12.5 小時
VI.	尺寸穩定性檢測	12.5 小時
	布料品質查驗、評定及對色	12 小時
	針織手機基礎班	20 小時
	針織手機深造班	20 小時
	色辦間助理員課程(一)	20 小時
	色辦間助理員課程(二)	20 小時

4.18 本會促請僱主利用中心的現代化設施及器材培訓員工，提升技能水平，此舉將有利業務發展。有關課程的詳情可瀏覽：<http://www.vtc.edu.hk>.

技術教育機構

4.19 僱主應善用香港理工大學及香港知專設計學院所辦的兼讀制課程，以提高僱員的技能水平。課程大綱載於 <http://www.itc.polyu.edu.hk> 及 <http://www.vtc.edu.hk/prospectus>。此外，本會亦建議僱主可聘用上述院校畢業生，並循第4.8、4.11及4.14 各段所述的途徑提供訓練。

製衣業訓練局

4.20 製衣業訓練局開辦訓練課程，配合業內對技術人才的需求。該局的經費來自出口成衣及鞋類製品的徵費；屬下的荔景訓練中心及九龍灣訓練中心，為新入行及在職的技術員、技工及操作工提供多項全日制課程。訓練中心配備先進機器，使學員能掌握製衣業及製鞋業的最新發展。除全日制課程外，兩間訓練中心亦有開辦兼讀制增修課程，並舉辦專題研討會。僱主宜善用中心的設備，保送員工參加這些增修課程及研討會。有關製衣業訓練局提供的培訓課程詳情，可瀏覽：<http://www.clothingtraining.org.hk>。

職業訓練局的訓練支援服務

4.21 職業訓練局協助僱主籌辦訓練計劃，特別是學徒／見習員訓練計劃，以培訓技術員及技工，並提供免費的學徒就業服務。本會極為建議僱主可就訓練事宜與該局學徒事務組聯絡，並使用有關的免費服務。

新科技培訓計劃

4.22 新科技培訓計劃旨在向本地僱主提供資助，使他們可以派送僱員學習新科技。就該計劃而言，新科技指那些本地尚未廣泛應用的科技，如加以吸納及應用，將有助業內發展。僱主如有意派送員工接受新科技培訓，可申請計劃的訓練津貼。本會促請僱主善用該計劃培訓員工，以學習有利於業務發展的新科技。有關計劃的詳情，可瀏覽：<http://ntts.vtc.edu.hk>。

新技能提升計劃

4.23 僱員再培訓局於2009年起推出「新技能提升計劃」[SUS Plus] 課程，鼓勵在職人士持續提升，增強本業的專業知識和技能，同時亦接受非現職從業員申請報讀，教授他們行業知識，協助提高轉職機會。紡織及製衣業亦獲納入計劃內。合資格人士可申請學費豁免或資助。現時為業內技工開辦的新技能提升課程載於附錄4。

4.24 本會籲請僱主充分利用兼讀制技能提升課程以改進僱員的技能。有關計劃的詳情，可瀏覽：<http://www.erb.org>。

TABLE 1: MANPOWER STATISTICS - TEXTILE INDUSTRY

表一：人力統計數字－紡織業

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	56	-	-	56
Department Engineer 工程師／工務長	14	-	-	14
Production Manager/Production Engineer 生產經理／生產主任／ 運轉（生產）主任	12	-	-	12
Maintenance Manager/Maintenance Engineer 保全經理／保全主任	1	-	-	1
Technical Manager/Quality Control Engineer 技術經理／品質主任	4	-	-	4
Shift Engineer/Department/ Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/Make-up, Quality Control, Laboratory and Electrical/ Mechanical) 運轉（生產）科長／部門主管 （絡紗／筒子、原布、煉漂、 花樣設計／雕刻／製網、染色、 印花、整理、驗布／包裝／成品、 品質、試驗及電氣／機械）	7	-	-	7
Section Maintenance Engineer 保全科長／考工	2	-	-	2
Merchandising Manager 營銷採購經理	50	-	-	50
Marketing/Sales Manager 市場／營業經理	11	-	-	11
Product Development Manager 產品發展經理	1	-	-	1
Sub-total 小 計	158	-	-	158
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員／運轉領班	74	-	-	74
Production Supervisor (Warp/Rope Dyeing) 生產管理員／運轉領班 （平染／繩狀染紗）	3	-	-	3

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Production Supervisor (Cloth Room) 生產管理員／運轉領班 (成品)	2	-	-	2
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/Engraving/ Screen Making, or/and Inspecting/ Packaging/Make-up) 運轉 (生產) 領班 (絡紗／筒子、原布、煉漂、染色、 配漿、印花、整理、成衣洗染、花 樣設計／雕刻／製網或／及驗布／ 包裝／成品)	60	-	-	60
Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	27	-	-	27
Maintenance Supervisor 維修管理員／保全領班	28	-	-	28
Maintenance Supervisor (Electrical/Electronics)/ Electrical and Mechanical Technician (Electrical/Electronics/Mechanical/ Air-conditioning) 保全領班 (電氣／電子)／電機技 術員 (電氣／電子／機械／空調)	16	-	-	16
Pattern Design Supervisor 織物設計管理員	8	-	-	8
Merchandiser 營銷採購員	384	-	-	384
Compliance Supervisor 準則審核技術員	4	-	-	4
Marketing/Sales Officer 市場／營業主任	44	-	-	44
Quality Assurance Supervisor 品質保證員	2	-	-	2
Fashion/Sample Co-ordinator 時裝樣辦統籌員	1	-	-	1
Sub-total 小 計	653	-	-	653
CRAFTSMAN LEVEL 技工級				
Section Leader 組長／指導工	64	-	-	64
Textile Mechanic 紡織機械技工	91	-	2	93
Knitting Mechanic 針織機械技工	21	-	-	21
Electrician/Electronics Craftsman 電氣技工／電子技工	19	-	1	20
Air-conditioning Mechanic 空調技工	7	-	1	8

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Boiler Mechanic 鍋爐技工	3	-	-	3
Sizing Machine Leader 漿紗機組長	12	-	-	12
Warp/Rope Yarn Dyeing Machine Leader 平染／繩狀染紗機組長	13	-	-	13
Pattern Preparer 畫花技工	59	-	-	59
Colour Matcher 配色員	2	-	-	2
Dyeing Machine Leader 染色機組長	5	-	-	5
Printing Machine Leader 印花機組長	11	-	-	11
Open Width Washing Machine Leader 平幅洗水機組長	3	-	-	3
Chemical Tester 化驗員	10	-	-	10
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	10	-	-	10
Sample Maker 樣辦製造技工	1	-	-	1
Sub-total 小 計	331	-	4	335
OPERATIVE LEVEL 操作工級				
Blowing Room Machine Tender 清花間值車工	11	-	-	11
Carding Machine Tender 梳棉機值車工	23	-	-	23
Drawing/Sliver Lap/Ribbon Lap/ Combing Machine Tender 併條／條卷／併卷／精梳機值車工	19	-	-	19
Roving Frame Tender 粗紗機值車工	29	-	-	29
Spinning Frame Tender (ring/open-end) 紡紗機值車工 (環錠／空紡)	163	-	-	163
Winding Machine Tender 絡紗／筒子機值車工	67	-	-	67
Twisting Frame Tender/ Doubling Machine Tender 併線／撚線機值車工	11	-	-	11
Warping Machine Tender 整經機值車工	70	-	-	70
Baling/Bundling Machine Tender 打大／小包機值車工	10	-	-	10

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Tester/Investigator/ Statistical Assistant 試驗工/調查工/統計助理	16	-	-	16
Sizing Machine Tender 漿紗機值車工	51	-	-	51
Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機值車工	31	-	-	31
Drawing-in Operator 穿綜工	11	-	-	11
Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	13	-	-	13
Weaver 織布工/幫接工	142	-	-	142
Fabric Inspector/Fabric Examiner 驗布工/複驗布工	29	-	-	29
Fabric Mender 修布工	18	-	-	18
Cloth Folding Machine Tender 碼布機值車工	1	-	-	1
Knitting Machine Tender 針織機值車工	74	-	-	74
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	37	-	-	37
Dyeing Machine Tender 染色機值車工	134	-	-	134
Printing Machine Tender 印花機值車工	88	-	-	88
Finishing Machine Tender (Calendering/Raising/Shearing/ Emerizing/Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工(軋光/抓毛/ 剪毛/磨毛/漿拉/定型/縮水/ 洗水/成衣洗染/烘乾)	145	-	-	145
Recipe and Print Paste Preparer 秤料及配漿員	9	-	-	9
Electronic Data Processor 資料操作員	4	-	-	4
Other Operative 其他操作工	430	-	-	430
Recorder 書記員/收發員	24	-	-	24
Cutter/Cutting Room Operator 裁剪工/裁床工	4	-	-	4

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Sewing Machine Operator 車縫工	21	-	-	21
Presser 整熨工	3	-	-	3
Sub-total 小 計	1 688	-	-	1 688
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	472	-	2	474
Sub-total 小 計	472	-	2	474
GRAND TOTAL 總 計	3 302	-	6	3 308

TABLE 2: MANPOWER STATISTICS - CLOTHING INDUSTRY

表二：人力統計數字－製衣業

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	139	-	-	139
Quality Manager 品質經理	19	-	-	19
Fashion Designer 時裝設計師	63	-	3	66
Merchandising Manager 營銷採購經理	194	-	-	194
Industrial Engineer 工業工程師	1	-	-	1
Product Development Manager 產品發展經理	16	-	-	16
Marketing/Sales Manager 市場／營業經理	82	-	-	82
Compliance Manager 準則審核經理	4	-	-	5
Sub-total 小 計	518	-	3	522
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管（工務）	97	-	-	97
Production Section Supervisor 生產組管理員（組長）	142	-	-	142
Production Co-ordinator/ Production Planner 生產統籌員	39	-	-	39
Pattern Maker 紙樣設計員	112	-	-	112
Pattern Grading/ Marker Making Supervisor 放樣／嘜架組管理員	14	-	-	14
Quality Control Technician 品質控制技術員	50	-	-	50
Merchandiser 營銷採購員	1 032	-	1	1 033
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	53	-	-	53
Knitting Technician 針織技術員	32	-	-	32
CAD Technician 電腦輔助設計技術員	27	-	-	27
Industrial Engineering Technician 工程技術員	8	-	-	8
Garment Washing Technician 成衣洗水技術員	5	-	-	5

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Marketing/Sales Officer 市場／營業主任	86	-	-	86
Sub-total 小 計	1 697	-	1	1 698
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	27	-	-	27
Knitting Machine Mechanic 針織機械工	35	-	-	35
Pattern Grader/ Marker Maker 放樣／嚶架員	25	-	-	25
Computer Pattern Grader/ Marker Maker 電腦放樣／嚶架員	27	-	-	27
Clothing Operator Instructor 車衣指導員	67	-	-	67
Sample Maker 樣辦製造技工	179	-	-	179
Quality Control Inspector 品質控制檢查員	45	-	-	45
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	30	-	-	30
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	9	-	-	9
Knitwear/Sample Knitter 針織衣物／樣辦織造技工	16	-	-	16
Garment Washing Leader 成衣洗水組長	1	-	-	1
Sub-total 小 計	461	-	-	461
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	137	-	6	143
Cutter/Cutting Room Operative 裁剪工／裁床工	187	-	-	179
Sewing Machine Operator 車縫工	1 506	6	5	1 514
Knitting Machine Operator 針織機織工	301	-	-	301
Linking Machine Operator 縫盤工	126	-	-	126
Hand Stitcher 挑縫工	85	-	-	85
Garment Washing Operative 成衣洗水操作工	39	-	-	39

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Presser 整熨工	86	-	-	86
Other Operative 其他操作工	58	-	-	58
Sales Assistant 營業助理	27	-	-	27
Sub-total 小 計	2 552	6	11	2 558
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	339	-	-	339
Sub-total 小 計	339	-	-	339
GRAND TOTAL 總 計	5 567	6	15	5 578

TABLE 3: MANPOWER STATISTICS – FUR, FOOTWEAR
AND HANDBAG INDUSTRIES

表三：人力統計數字－皮草、製鞋及手袋業

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理	4	-	-	4
Merchandising Manager 營銷採購經理	2	-	-	2
Marketing/Sales Manager 市場／營業經理	2	-	-	2
Shoe Designer 鞋款設計師	1	-	-	1
Product Development Manager 產品發展經理	1	-	-	1
Quality Manager 品質經理	1	-	-	1
Fashion Designer 時裝設計師	6	-	-	6
Sub-total 小 計	17	-	-	17
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員(組長)	2	-	-	2
Production Department Supervisor 生產部總管	7	-	-	7
Pattern Maker 格樣設計員	7	-	-	7
Merchandiser 營銷採購員	8	-	-	7
Quality Control Technician 品質控制技術員	7	-	-	7
Marketing/Sales Officer 市場／營業主任	5	-	-	5
Master Furrier 皮草技術員	2	-	-	2
Sub-total 小 計	38	-	-	37
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader/ Marker Maker 電腦放樣／嚙架員	1	-	-	1
Shoe Maker/ Make-Through Craftsman 鞋匠／製鞋技工	8	-	-	8
Handbag Maker/ Make-Through Craftsman 手袋製造／製辦技工	7	-	-	7

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Quality Control Inspector 品質控制檢查員	4	-	-	4
Furrier 皮草技工 (毛毛匠)	29	-	-	29
Fur Tailor/Finisher 皮草裁縫/上裡技工	18	-	-	18
Fur Sorter 分皮技工	3	-	-	3
Sub-total 小 計	70	-	-	70
OPERATIVE LEVEL 操作工級				
Garment Washing Operative 成衣洗水操作工	1	-	-	1
Fur Sewing Operator 皮草車縫工	3	-	-	3
Presser 整熨工	1	-	-	1
Cutter/Cutting Room Operative 鏢料工/裁斷工	2	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	21	-	-	21
Lasting Worker 搥鞋工	2	-	-	2
Sub-total 小 計	30	-	-	30
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	15	-	-	15
Sub-total 小 計	15	-	-	15
GRAND TOTAL 總 計	170	-	-	169

TABLE 4: MANPOWER STATISTICS – TRADING

表四：人力統計數字－貿易類別

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Maintenance Manager/ Maintenance Engineer 保全經理／保全主任	6	-	-	6
Mill Manager/Production Manager 廠長／生產經理	1 034	-	-	1 034
Production Engineer 生產工程師／運轉主任	66	-	-	66
Product Development Manager 產品發展經理	333	-	-	333
Merchandising Manager 營銷採購經理	7 059	-	8	7 066
Quality Manager/ Technical Manager 品質／技術經理	395	-	-	395
Marketing/Sales Manager 市場／營業經理	1 652	-	1	1 655
Fashion Designer 時裝設計師	935	-	5	940
Shoe Designer 鞋款設計師	49	-	-	49
Handbag Designer 手袋設計師	202	-	-	204
Compliance Manager 準則審核經理	101	-	1	102
Sub-total 小 計	11 832	-	15	11 850
TECHNICIAN LEVEL 技術員級				
Industrial Engineering Technician 工程技術員	2	-	-	2
Cost Estimator 成本計算員	7	-	-	7
Merchandiser 營銷採購員	38 491	-	371	38 966
Quality Technician/ Technical Technician 品質技術員	935	-	-	935
Quality Inspector 品質檢查員	1 614	-	-	1 614
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	525	-	2	526
Production Supervisor 生產管理員	987	-	-	987
Pattern Maker 紙樣設計員	370	-	1	372
Pattern Grading/ Marker Making Supervisor 放樣／嚙架組管理員	71	-	-	71

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Knitting Technician 針織技術員	28	-	-	28
CAD Technician 電腦輔助設計技術員	129	-	-	129
Master Furrier 皮草技術員	40	-	-	40
Compliance Supervisor 準則審核技術員	72	-	1	72
Marketing/Sales Officer 市場／營業主任	4 625	-	51	4 682
Sub-total 小 計	47 896	-	426	48 432
CRAFTSMAN LEVEL 技工級				
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	2	-	-	2
Clothing Machine Mechanic 成衣修補技工 (針織衣物)	2	-	-	2
Clothing Operator Instructor 成衣洗水組長	7	-	-	7
Computer Pattern Grader/ Marker Maker 電腦放樣／嘜架員	115	-	-	115
Sample Maker 樣辦製造技工	645	-	-	645
Sub-total 小 計	771	-	-	771
OPERATIVE LEVEL 操作工級				
Sewing Machine Operator 裁剪工／裁床工	3	-	-	3
Presser 整熨工	6	-	-	6
Sales Assistant 營業助理	1 497	-	88	1 582
Sub-total 小 計	1 506	-	88	1 591
GRAND TOTAL 總 計	62 005	-	529	62 644

TABLE 5 : MANPOWER STATISTICS – TESTING SERVICES AND LABORATORIES OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES

表五：人力統計數字－紡織業、製衣業、製鞋及手袋業公證類別(公證行及檢定中心)

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total Workforce by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	10	-	-	10
Textile Manager/ Laboratory Manager 紡織主任／試驗間主任	26	-	1	27
Compliance Manager 準則審核經理	4	-	-	4
Sub-total 小 計	40	-	1	41
TECHNICIAN LEVEL 技術員級				
Supervisor/Assistant Supervisor 主管／助理主管	46	-	1	47
Senior Engineer/ Senior Textile Engineer 高級工程師／高級紡織工程師	48	-	-	48
Engineer/Assistant Engineer/ Textile Engineer/ Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／助理紡織工程師	148	-	-	152
Senior Technician/ Laboratory Technician 高級技術員／試驗間技術員	79	-	2	81
Technician/ Junior Laboratory Technician 技術員／初級試驗間技術員	281	-	12	321
Service Maintenance Technician 維修技術員	6	-	-	6
Compliance Supervisor 準則審核技術員	4	-	-	4
Sub-total 小 計	612	-	15	659
CRAFTSMAN LEVEL 技工級				
Laboratory Assistant 試驗間助理	150	-	-	150
Sub-total 小 計	150	-	-	150
GRAND TOTAL 總 計	802	-	16	850

TABLE 6 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - TEXTILE INDUSTRY

表六：僱員月入的分布情況－紡織業

Job Title 職稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVEL 技師級								
Mill Manager 廠長	-	-	-	12	21	13	10	56
Department Engineer 工程師／工務長	-	-	-	-	8	6	-	14
Production Manager/ Production Engineer 生產經理／生產主任／ 運轉（生產）主任	-	-	-	9	1	1	1	12
Maintenance Manager / Maintenance Engineer 保全經理／保全主任	-	-	-	1	-	-	-	1
Technical Manager/ Quality Control Engineer 技術經理／品質主任	-	-	-	1	1	2	-	4
Shift Engineer/ Department/Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/ Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/ Make-up, Quality Control, Laboratory and Electrical/ Mechanical) 運轉（生產）科長／ 部門主管（絡紗／筒 子、原布、煉漂、花樣 設計／雕刻／製網、染 色、印花、整理、驗布 ／包裝／成品、品質、 試驗及電氣／機械）	-	-	-	3	2	-	2	7
Section Maintenance Engineer 保全科長／考工	-	-	-	2	-	-	-	2
Merchandising Manager 營銷採購經理	-	-	-	18	11	14	7	50
Marketing/ Sales Manager 市場／營業經理	-	-	-	4	1	6	-	11
Product Development Manager 產品發展經理	-	-	-	1	-	-	-	1
Sub-total 小計	-	-	-	51	45	42	20	158
TECHNICIAN LEVEL 技術員級								
Production Supervisor 生產管理員／ 運轉領班	-	-	31	32	5	-	6	74

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNICIAN LEVEL (Continued) 技術員級 (續)								
Production Supervisor (Warp/Rope Dyeing) 生產管理員/ 運轉領班 (平染/繩狀染紗)	-	-	2	1	-	-	-	3
Production Supervisor (Cloth Room) 生產管理員/ 運轉領班 (成品)	-	-	1	1	-	-	-	2
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/ Engraving/ Screen Making, or/and Inspecting/Packaging/ Make-up) 運轉 (生產) 領班 (絡紗/筒子、原布、 煉漂、染色、配漿、印 花、整理、成衣洗染、 花樣設計/雕刻/ 製網或/及驗布/ 包裝/成品)	-	-	42	8	4	-	6	60
Quality Control Supervisor/ Laboratory Supervisor 品質領班/化驗領班	-	-	23	3	-	-	1	27
Maintenance Supervisor 維修管理員/ 保全領班	-	-	22	5	1	-	-	28
Maintenance Supervisor (Electrical/Electronics) / Electrical and Mechanical Technician (Electrical/Electronics/ Mechanical/ Air-conditioning)/ 保全領班(電氣/電子) / 電機技術員(電氣/電 子/機械/空調)	-	-	16	-	-	-	-	16
Pattern Design Supervisor 織物設計管理員	-	-	6	1	-	-	1	8
Merchandiser 營銷採購員	15	4	237	44	5	6	73	384
Compliance Supervisor 準則審核技術員	-	-	-	4	-	-	-	4
Marketing/Sales Officer 市場/營業主任	-	2	32	7	3	-	-	44
Quality Assurance Supervisor 品質保證員	-	-	2	-	-	-	-	2
Fashion/Sample Co-ordinator 時裝樣辦統籌員	-	-	1	-	-	-	-	1

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNICIAN LEVEL (Continued) 技術員級 (續)								
Sub-total 小 計	15	6	415	106	18	6	87	653
CRAFTSMAN LEVEL 技工級								
Section Leader 組長/ 指導工	-	29	29	2	-	-	4	64
Textile Mechanic 紡織機械技工	-	60	31	-	-	-	-	91
Knitting Mechanic 針織機械技工	-	7	12	2	-	-	-	21
Electrician/ Electronics Craftsman 電氣技工/ 電子技工	-	10	9	-	-	-	-	19
Air-conditioning Mechanic 空調技工	-	7	-	-	-	-	-	7
Boiler Mechanic 鍋爐技工	-	-	3	-	-	-	-	3
Sizing Machine Leader 漿紗機組長	-	-	12	-	-	-	-	12
Warp/Rope Yarn Dyeing Machine Leader 平染/ 繩狀染紗機 組長	-	-	8	5	-	-	-	13
Pattern Preparer 畫花技工	-	3	22	8	-	-	26	59
Colour Matcher 配色員	-	-	2	-	-	-	-	2
Dyeing Machine Leader 染色機組長	-	1	-	4	-	-	-	5
Printing Machine Leader 印花機組長	-	-	10	-	-	-	1	11
Open Width Washing Machine Leader 平幅洗水機組長	-	-	3	-	-	-	-	3
Chemical Tester 化驗員	-	-	10	-	-	-	-	10
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	-	-	10	-	-	-	-	10
Sample Maker 樣辦製造技工	-	-	1	-	-	-	-	1
Sub-total 小 計	-	117	162	21	-	-	31	331
OPERATIVE LEVEL 操作工級								
Blowing Room Machine Tender 清花間值車工	-	11	-	-	-	-	-	11
Carding Machine Tender 梳棉機值車工	-	23	-	-	-	-	-	23
Drawing/Sliver Lap/ Ribbon Lap/Combing Machine Tender 併條/ 條卷/ 併卷/ 精 梳機值車工	-	19	-	-	-	-	-	19
Roving Frame Tender 粗紗機值車工	-	29	-	-	-	-	-	29

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
OPERATIVE LEVEL (Continued) 操作工級(續)								
Spinning Frame Tender (ring/open-end) 紡紗機值車工 (環錠/空紡)	-	163	-	-	-	-	-	163
Winding Machine Tender 絡紗/筒子機值車工	34	7	26	-	-	-	-	67
Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機值車工	-	10	1	-	-	-	-	11
Warping Machine Tender 整經機值車工	1	45	24	-	-	-	-	70
Baling/Bundling Machine Tender 打大/小包機值車工	-	6	4	-	-	-	-	10
Tester/Investigator/ Statistical Assistant 試驗工/調查工/ 統計助理	-	16	-	-	-	-	-	16
Sizing Machine Tender 漿紗機值車工	-	17	34	-	-	-	-	51
Warp/Rope Yarn Dyeing Machine Tender 平染/繩狀染紗機 值車工	-	-	20	11	-	-	-	31
Drawing-in Operator 穿綜工	-	9	2	-	-	-	-	11
Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	-	3	10	-	-	-	-	13
Weaver 織布工/幫接工	-	28	111	-	-	-	3	142
Fabric Inspector/ Fabric Examiner 驗布工/複驗布工	10	19	-	-	-	-	-	29
Fabric Mender 修布工	-	8	10	-	-	-	-	18
Cloth Folding Machine Tender 碼布機值車工	-	-	1	-	-	-	-	1
Knitting Machine Tender 針織機值車工	-	62	12	-	-	-	-	74
Preparatory Machine Tender (Singeing/Scouring/ Bleaching/Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/ 絲光)	-	26	11	-	-	-	-	37
Dyeing Machine Tender 染色機值車工	-	90	44	-	-	-	-	134
Printing Machine Tender 印花機值車工	-	81	-	-	-	-	7	88

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
OPERATIVE LEVEL (Continued) 操作工級 (續)								
Finishing Machine Tender (Calendering/Raising/ Shearing/Emerizing/ Stentering/ Pre-shrinking/Washing/ Garment Washing and Dyeing/Drying) 後整理機值車工 (軋光/抓毛/剪毛/ 磨毛/漿拉/定型/縮 水/洗水 /成衣洗染/烘乾	2	58	77	-	-	-	8	145
Recipe and Print Paste Preparer 秤料及配漿員	-	9	-	-	-	-	-	9
Electronic Data Processor 資料操作員	-	-	4	-	-	-	-	4
Other Operative 其他操作工	36	250	79	-	-	-	65	430
Recorder 書記員/收發員	-	16	8	-	-	-	-	24
Cutter/Cutting Room Operative 裁剪工/裁床工	-	4	-	-	-	-	-	4
Sewing Machine Operator 車縫工	19	2	-	-	-	-	-	21
Presser 整熨工	-	3	-	-	-	-	-	3
Sub-total 小 計	102	1 014	478	11	-	-	83	1 688
UNSKILLED LEVEL 非技術工人級								
General Worker 雜工	241	174	-	-	-	-	57	472
Sub-total 小 計	241	174	-	-	-	-	57	472
GRAND TOTAL 總 計	358	1 311	1 055	189	63	48	278	3 302

TABLE 7 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - CLOTHING INDUSTRY

表七：僱員月入的分布情況－製衣業

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVEL 技師級								
Production Manager 生產經理（廠長）	-	-	3	32	25	62	17	139
Quality Manager 品質經理	-	-	-	3	1	13	2	19
Fashion Designer 時裝設計師	-	-	7	32	8	12	4	63
Merchandising Manager 營銷採購經理	-	-	8	42	65	44	35	194
Industrial Engineer 工業工程師	-	-	1	-	-	-	-	1
Product Development Manager 產品發展經理	-	-	-	-	6	6	4	16
Marketing/ Sales Manager 市場／營業經理	-	-	-	6	23	38	15	82
Compliance Manager 準則審核經理	-	-	-	-	3	-	1	4
Sub-total 小 計	-	-	19	115	131	175	78	518
TECHNICIAN LEVEL 技術員級								
Production Department Supervisor 生產部總管（工務）	-	-	42	29	13	2	11	97
Production Section Supervisor 生產組管理員（組長）	-	1	63	45	22	-	11	142
Production Co-ordinator/ Production Planner 生產統籌員	-	-	26	7	5	-	1	39
Pattern Maker 紙樣設計員	-	3	43	47	18	-	1	112
Pattern Grading/ Marker Making Supervisor 放樣／嘜架組管理員	-	-	5	5	4	-	-	14
Quality Control Technician 品質控制技術員	-	-	35	3	4	-	8	50
Merchandiser 營銷採購員	-	23	480	306	87	-	136	1 032
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	-	2	30	4	5	-	12	53
Knitting Technician 針織技術員	-	-	25	4	-	-	3	32
CAD Technician 電腦輔助設計技術員	-	-	4	14	9	-	-	27
Industrial Engineering Technician 工程技術員	-	-	3	-	-	2	3	8

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNICIAN LEVEL (Continued) 技術員級 (續)								
Garment Washing Technician 成衣洗水技術員	-	-	2	1	2	-	-	5
Marketing/Sales Officer 市場/營業主任	-	-	39	38	9	-	-	86
Sub-total 小 計	-	29	797	503	178	4	186	1 697
CRAFTSMAN LEVEL 技工級								
Clothing Machine Mechanic 製衣機械工	-	16	6	5	-	-	-	27
Knitting Machine Mechanic 針織機械工	2	16	7	2	-	-	8	35
Pattern Grader/ Marker Maker 放樣/嘜架員	-	14	4	2	-	-	5	25
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	-	-	16	9	-	-	2	27
Clothing Operator Instructor 車衣指導員	-	31	17	10	-	-	9	67
Sample Maker 樣辦製造技工	-	122	41	5	-	-	11	179
Quality Control Inspector 品質控制檢查員	6	11	24	2	-	-	2	45
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	2	20	8	-	-	-	-	30
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	-	9	-	-	-	-	-	9
Knitwear/ Sample Knitter 針織衣物/ 樣辦織造技工	1	-	5	10	-	-	-	16
Garment Washing Leader 成衣洗水組長	-	-	1	-	-	-	-	1
Sub-total 小 計	11	239	129	45	-	-	37	461
OPERATIVE LEVEL 操作工級								
Inspection Operative 檢查工	24	109	2	-	-	-	2	137
Cutter/Cutting Room Operative 裁剪工/裁床工	21	105	50	-	-	-	11	187
Sewing Machine Operator 車縫工	311	1 003	84	7	-	-	101	1 506
Knitting Machine Operator 針織機織工	127	95	73	-	-	-	6	301

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
OPERATIVE LEVEL (Continued) 操作工級 (續)								
Linking Machine Operator 縫盤工	32	70	10	-	-	-	14	126
Hand Stitcher 挑縫工	19	53	5	-	-	-	8	85
Garment Washing Operative 成衣洗水操作工	30	7	-	-	-	-	2	39
Presser 整熨工	21	47	14	-	-	-	4	86
Other Operative 其他操作工	7	29	22	-	-	-	-	58
Sales Assistant 營業助理	-	27	-	-	-	-	-	27
Sub-total 小 計	592	1 545	260	7	-	-	148	2 552
UNSKILLED LEVEL 非技術工人級								
General Worker 雜工	241	66	-	-	-	-	32	339
Sub-total 小 計	241	66	-	-	-	-	32	339
GRAND TOTAL 總 計	844	1 879	1 205	670	309	179	481	5 567

TABLE 8 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表八：僱員月入的分布情況－皮草、製鞋及手袋業

Job Title 職稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVEL 技師級								
Production Manager 生產經理	-	-	-	1	1	2	-	4
Merchandising Manager 營銷採購經理	-	-	-	-	1	1	-	2
Marketing/Sales Manager 市場／營業經理	-	-	-	-	2	-	-	2
Shoe Designer 鞋款設計師	-	-	-	-	-	-	1	1
Product Development Manager 產品發展經理	-	-	-	-	-	1	-	1
Quality Manager 品質經理	-	-	-	-	1	-	-	1
Fashion Designer 時裝設計師	-	-	-	4	2	-	-	6
Sub-total 小計	-	-	-	5	7	4	1	17
TECHNICIAN LEVEL 技術員級								
Production Section Supervisor 生產組管理員(組長)	-	-	1	-	1	-	-	2
Production Department Supervisor 生產部總管	-	-	2	4	1	-	-	7
Pattern Maker 格樣設計員	-	-	3	4	-	-	-	7
Merchandiser 營銷採購員	-	-	1	4	3	-	-	8
Quality Control Technician 品質控制技術員	-	-	1	-	6	-	-	7
Marketing/Sales Officer 市場／營業主任	-	-	1	-	-	-	4	5
Master Furrier 皮草技術員	-	-	-	-	2	-	-	2
Sub-total 小計	-	-	9	12	13	-	4	38
CRAFTSMAN LEVEL 技工級								
Computer Pattern Grader/Marker Maker 電腦放樣／嘜架員	-	1	-	-	-	-	-	1
Shoe Maker/ Make-Through Craftsman 鞋匠／製鞋技工	4	4	-	-	-	-	-	8
Handbag Maker/ Make-Through Craftsman 手袋製造／製辦技工	-	2	5	-	-	-	-	7
Quality Control Inspector 品質控制檢查員	-	1	3	-	-	-	-	4

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
CRAFTSMAN LEVEL (Continued) 技工級 (續)								
Furrier 皮草技工(毛毛匠)	-	13	-	16	-	-	-	29
Fur Tailor/Finisher 皮草裁縫/上裡技工	-	6	-	12	-	-	-	18
Fur Sorter 分皮技工	-	1	-	2	-	-	-	3
Sub-total 小 計	4	28	8	30	-	-	-	70
OPERATIVE LEVEL 操作工級								
Garment Washing Operative 成衣洗水操作工	-	1	-	-	-	-	-	1
Fur Sewing Operator 皮草車縫工	-	3	-	-	-	-	-	3
Presser 整熨工	-	1	-	-	-	-	-	1
Cutter/Cutting Room Operative 鏢料工/裁斷工	-	1	1	-	-	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工(製鞋及手袋)	4	8	4	-	-	-	5	21
Lasting Worker 搥鞋工	1	-	1	-	-	-	-	2
Sub-total 小 計	5	14	6	-	-	-	5	30
UNSKILLED LEVEL 非技術工人級								
General Worker 雜工	1	14	-	-	-	-	-	15
Sub-total 小 計	1	14	-	-	-	-	-	15
GRAND TOTAL 總 計	10	56	23	47	20	4	10	170

TABLE 9 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE - TRADING

表九：僱員月入的分布情況－貿易類別

Job Title 職稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVEL 技師級								
Maintenance Manager/ Maintenance Engineer 保安主任	-	-	-	-	6	-	-	6
Mill Manager/ Production Manager 廠長／生產經理	-	-	50	237	293	293	161	1 034
Production Engineer 生產工程師／運轉主任	-	-	-	3	33	24	6	66
Product Development Manager 產品發展經理	-	-	50	16	88	177	2	333
Merchandising Manager 營銷採購經理	-	-	63	1 474	2 354	1 989	1 179	7 059
Quality Manager/Technical Manager 品質／技術經理	-	-	20	37	135	165	38	395
Marketing/Sales Manager 市場／營業經理	-	10	64	279	524	410	365	1 652
Fashion Designer 時裝設計師	-	-	384	152	284	30	85	935
Shoe Designer 鞋款設計師	-	-	-	5	-	-	44	49
Handbag Designer 手袋設計師	-	-	21	51	51	42	37	202
Compliance Manager 準則審核經理	-	-	-	4	31	61	5	101
Sub-total 小計	-	10	652	2 258	3 799	3 191	1 922	11 832
TECHNICIAN LEVEL 技術員級								
Industrial Engineering Technician 工程技術員	-	-	-	-	-	-	2	2
Cost Estimator 成本計算員	-	-	-	7	-	-	-	7
Merchandiser 營銷採購員	155	2 867	14 767	12 139	2 531	63	5 969	38 491
Quality Technician/ Technical Technician 品質技術員	-	84	258	253	84	-	256	935
Quality Inspector 品質檢查員	15	92	609	661	112	-	125	1 614
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	-	35	303	91	26	-	70	525
Production Supervisor 生產管理員	-	50	271	387	143	-	136	987
Pattern Maker 紙樣設計員	-	46	141	111	34	-	38	370

Job Title 職 稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNICIAN LEVEL (Continued) 技術員級 (續)								
Pattern Grading/Marker Making Supervisor 放樣/嘜架組管理員	-	-	24	36	2	-	9	71
Knitting Technician 針織技術員	-	-	-	28	-	-	-	28
CAD Technician 電腦輔助設計技術員	-	-	74	-	-	-	55	129
Master Furrier 皮革技術員	-	-	-	40	-	-	-	40
Compliance Supervisor 準則審核技術員	-	-	10	53	4	-	5	72
Marketing/Sales Officer 市場/營業主任	88	262	2 077	958	657	20	563	4 625
Sub-total 小 計	258	3 436	18 534	14 764	3 593	83	7 228	47 896
CRAFTSMAN LEVEL 技工級								
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	-	-	2	-	-	-	-	2
Clothing Machine Mechanic 製衣機械工	-	-	-	2	-	-	-	2
Clothing Operator Instructor 衣車指導員	-	3	-	4	-	-	-	7
Computer Pattern Grader/ Marker Maker 電腦放樣/嘜架員	20	30	65	-	-	-	-	115
Sample Maker 樣辦製造技工	126	263	206	4	-	-	46	645
Sub-total 小 計	146	296	273	10	-	-	46	771
OPERATIVE LEVEL 操作工級								
Sewing Machine Operator 車縫工	3	-	-	-	-	-	-	3
Presser 整熨工	-	2	4	-	-	-	-	6
Sales Assistant 營業助理	70	926	341	-	-	-	160	1 497
Sub-total 小 計	73	928	345	-	-	-	160	1 506
GRAND TOTAL 總 計	477	4 670	19 804	17 032	7 392	3 274	9 356	62 005

TABLE 10 : DISTRIBUTION OF EMPLOYEES BY MONTHLY INCOME RANGE – TESTING SERVICES AND LABORATORIES

表十：僱員月入的分布情況－公證行及檢定中心

Job Title 職稱	Monthly Income 每月薪金收入							Total No. of Employees 合共人數
	Under \$7,501 以下	\$7,501- \$10,000	\$10,001- \$15,000	\$15,001- \$20,000	\$20,001- \$30,000	Over \$30,000 以上	Unspecified 未有說明	
TECHNOLOGIST LEVEL 技師級								
Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	-	-	-	-	-	10	-	10
Textile Manager/ Laboratory Manager 紡織主任／試驗間主任	-	-	-	-	23	1	2	26
Compliance Manager 準則審核經理	-	-	-	-	4	-	-	4
Sub-total 小計	-	-	-	-	27	11	2	40
TECHNICIAN LEVEL 技術員級								
Supervisor/Assistant Supervisor 主管／助理主管	-	-	4	19	23	-	-	46
Senior Engineer/ Senior Textile Engineer 高級工程師／ 高級紡織工程師	-	-	20	24	-	-	4	48
Engineer/Assistant Engineer/Textile Engineer/ Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／ 助理紡織工程師	-	-	144	-	-	-	4	148
Senior Technician/ Laboratory Technician 高級技術員／ 試驗間技術員	-	-	40	1	-	-	38	79
Technician/Junior Laboratory Technician 技術員／ 初級試驗間技術員	59	215	7	-	-	-	-	281
Service Maintenance Technician 維修技術員	-	4	2	-	-	-	-	6
Compliance Supervisor 準則審核技術員	-	-	-	4	-	-	-	4
Sub-total 小計	59	219	217	48	23	-	46	612
CRAFTSMAN LEVEL 技工級								
Laboratory Assistant 試驗間助理	136	14	-	-	-	-	-	150
Sub-total 小計	136	14	-	-	-	-	-	150
GRAND TOTAL 總計	195	233	217	48	50	11	48	802

TABLE 11 : NUMBER OF EMPLOYEES OVER AGE OF 50 - TEXTILE INDUSTRY

表十一：僱員年逾五十歲的人數－紡織業

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率
Branch 門類															
Spinning 紡織	7	33	21.21%	40	69	57.97%	42	106	39.62%	131	348	37.64%	220	556	39.57%
Weaving 織造	22	75	29.33%	19	342	5.56%	55	152	36.18%	305	701	43.51%	401	1 270	31.57%
Knitting 針織	1	4	25.00%	4	48	8.33%	11	24	45.83%	36	91	39.56%	52	167	31.14%
Finishing 染整	11	40	27.50%	27	151	17.88%	8	49	16.33%	317	507	62.52%	363	747	48.59%
Non-woven 無紡布	1	6	16.67%	22	43	51.16%	-	-	-	35	41	85.37%	58	90	64.44%
Total 總數	42	158	26.58%	112	653	17.15%	116	331	35.05%	824	1 688	48.82%	1 094	2 830	38.66 %

TABLE 12 : NUMBER OF EMPLOYEES OVER AGE OF 50 – CLOTHING INDUSTRY

表十二：僱員年逾五十歲的人數—製衣業

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
Branch 門類															
Garment (exclude under/night garments) 成衣 (不包括內衣/ 睡衣)	71	224	31.70%	182	758	24.01%	82	247	33.20%	713	1 551	45.97%	1 048	2 780	37.70%
Knitwear (exclude knitted and crocheted underwear) 針織衣物 (不包括針 織和鉤織內衣)	39	255	15.29%	142	836	16.99%	58	177	32.77%	398	787	50.57%	637	2 055	31.00%
Under/Night Garments and Knitted/Crocheted Underwear 內衣/睡衣及針織/ 鉤織內衣	1	39	2.56%	10	103	9.71%	7	37	18.92%	61	214	28.50%	79	393	20.10%
Total 總數	111	518	21.43%	334	1 697	19.68%	147	461	31.89%	1 172	2 552	45.92%	1 764	5 228	33.74%

TABLE 13 : NUMBER OF EMPLOYEES OVER AGE OF 50 – FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表十三：僱員年逾五十歲的人數－皮草、製鞋及手袋業

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率	No. of Employees >50 超過 五十歲 僱員人數	Total No. of Employees 僱員 總數	% of Employees >50 超過 五十歲 僱員所佔 比率
Branch 門類															
Fur, Footwear and Handbag 皮草、製鞋及手袋	7	17	41.18%	7	38	18.42%	16	70	22.86%	18	30	60.00%	48	155	30.97%
Total 總數	7	17	41.18%	7	38	18.42%	16	70	22.86%	18	30	60.00%	48	155	30.97%

TABLE 14 : NUMBER OF EMPLOYEES OVER AGE OF 50 - TRADING AND SERVICING

表十四：僱員年逾五十歲的人數－貿易及公證類別

Job Level 技能等級	Technologist 技師			Technician 技術員			Craftsman 技工			Operatives 操作工			Overall 合計		
	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率	No. of Employees >50 超過五十歲僱員人數	Total No. of Employees 僱員總數	% of Employees >50 超過五十歲僱員所佔比率
Branch 門類															
I/E of Footwear 鞋類進出口	149	504	29.56%	428	1 926	22.22%	-	10	96	57.29%	632	2 536	24.92%		
I/E of Fabrics 布料進出口	321	1 123	28.58%	1 032	5 282	19.54%	-	29	262	8.78%	1 376	6 696	20.55%		
I/E of Wearing Apparel 服裝進出口	1 895	8 457	22.41%	4 169	34 132	12.21%	83	527	911	0.88%	6 155	44 027	13.98%		
I/E of Cotton, Textile Fibre and Yarn 棉花、紡織纖維及紗線 進出口	95	252	37.70%	230	1 457	15.79%	-	-	53	-	325	1 762	18.44%		
I/E of Luggage Cases, Handbags and Similar Articles of Leather or Leather Substitutes 皮革或類似材料製的行 李箱、手袋及同類物品 進出口	275	1 496	18.38%	626	5 099	12.28%	14	205	184	6.52%	927	6 984	13.27%		
Testing Services and Laboratories 公證行及檢定中心	5	40	12.50%	23	612	3.76%	20	150	-	-	48	802	5.99%		
Total 總數	2 740	11 872	23.08%	6 508	48 508	13.42%	117	921	1 506	6.51%	9 463	62 807	15.07%		

TABLE 15: PREFERRED EDUCATION OF EMPLOYEES - TEXTILE INDUSTRY

表十五：僱員宜有的教育程度－紡織業

Job Level 技能等級	Degree/ Associateship or Above 大學學位/ 院士或以上	Higher Diploma 高級文憑	Diploma 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	43	76	-	5	2	26	-	-	-	6	158
Technician 技術員	-	7	164	50	41	377	-	-	-	14	653
Craftsman 技工	-	-	10	-	-	144	60	39	76	2	331
Operative 操作工	-	-	-	-	-	-	14	732	935	7	1 688
GRAND TOTAL 總計	43	83	174	55	43	547	74	771	1 011	29	2 830

TABLE 16: PREFERRED EDUCATION OF EMPLOYEES - CLOTHING INDUSTRY

表十六：僱員宜有的教育程度－製衣業

Job Level 技能等級	Degree/ Associateship or Above 大學學位/ 院士或以上	Higher Diploma 高級文憑	Diploma 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	195	205	15	1	-	80	-	-	-	22	518
Technician 技術員	-	26	259	181	57	1 109	-	3	7	55	1 697
Craftsman 技工	-	-	-	-	25	129	77	204	15	11	461
Operative 操作工	-	-	-	-	-	24	15	1 441	941	131	2 552
GRAND TOTAL 總計	195	231	274	182	82	1 342	92	1 648	963	219	5 228

TABLE 17: PREFERRED EDUCATION OF EMPLOYEES – FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表十七：僱員宜有的教育程度－皮草、製鞋及手袋業

Job Level 技能等級	Degree/ Associateship or Above 大學學位/ 院士或以上	Higher Diploma 高級文憑	Diploma 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	4	11	-	-	-	1	-	-	-	1	17
Technician 技術員	-	-	8	-	-	21	-	-	-	9	38
Craftsman 技工	-	-	-	-	-	-	-	42	-	28	70
Operative 操作工	-	-	-	-	-	-	-	9	16	5	30
GRAND TOTAL 總計	4	11	8	-	-	22	-	51	16	43	155

TABLE 18: PREFERRED EDUCATION OF EMPLOYEES - TRADING

表十八：僱員宜有的教育程度－貿易類別

Job Level 技能等級	Degree/ Associateship or Above 大學學位／ 院士或以上	Higher Diploma 高級文憑	Diploma 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	4 783	4 064	211	396	53	1 397	-	-	-	928	11 832
Technician 技術員	666	3 365	4 222	3 923	4 500	28 436	-	-	58	2 726	47 896
Craftsman 技工	-	-	-	-	4	372	106	219	70	-	771
Operative 操作工	-	-	-	-	-	586	-	619	226	75	1 506
GRAND TOTAL 總計	5 449	7 429	4 433	4 319	4 557	30 791	106	838	354	3 729	62 005

TABLE 19: PREFERRED EDUCATION OF EMPLOYEES – TESTING SERVICES AND LABORATORIES

表十九：僱員宜有的教育程度 — 公證行及檢定中心類別

Job Level 技能等級	Degree/ Associateship or Above 大學學位/ 院士或以上	Higher Diploma 高級文憑	Diploma 文憑	Higher Certificate 高級證書	Certificate 證書	Secondary 5-7 中五至中七	Craft Certificate 技工證書	Secondary 3-4 中三至中四	Below Secondary 3 中三以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	33	7	-	-	-	-	-	-	-	-	40
Technician 技術員	-	576	14	22	-	-	-	-	-	-	612
Craftsman 技工	-	-	-	-	-	150	-	-	-	-	150
GRAND TOTAL 總計	33	583	14	22	-	150	-	-	-	-	802

TABLE 20: PREFERRED TRAINING PERIOD OF EMPLOYEES - TEXTILE INDUSTRY

表二十：僱員宜有的訓練時間－紡織業

Job Level 技能等級	4 Years or Above 四年或以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	115	37	-	-	-	-	6	158
Technician 技術員	118	253	268	-	-	-	14	653
Craftsman 技工	12	36	231	50	-	-	2	331
Operative 操作工	55	-	-	209	655	762	7	1 688
GRAND TOTAL 總計	300	326	499	259	655	762	29	2 830

TABLE 21: PREFERRED TRAINING PERIOD OF EMPLOYEES - CLOTHING INDUSTRY
 表二十一：僱員宜有的訓練時間－製衣業

Job Level 技能等級	4 Years or Above 四年或以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	435	60	-	1	-	-	22	518
Technician 技術員	352	802	486	2	-	-	55	1 697
Craftsman 技工	74	62	312	-	2	-	11	461
Operative 操作工	168	162	-	611	696	784	131	2 552
GRAND TOTAL 總計	1 029	1 086	798	614	698	784	219	5 228

TABLE 22: PREFERRED TRAINING PERIOD OF EMPLOYEES – FUR, FOOTWEAR AND HANDBAG INDUSTRIES
 表二十二：僱員宜有的訓練時間－皮革、製鞋及手袋業

Job Level 技能等級	4 Years or Above 四年或以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	6	10	-	-	-	-	1	17
Technician 技術員	-	20	9	-	-	-	9	38
Craftsman 技工	-	7	35	-	-	-	28	70
Operative 操作工	4	2	-	1	15	3	5	30
GRAND TOTAL 總計	10	39	44	1	15	3	43	155

TABLE 23: PREFERRED TRAINING PERIOD OF EMPLOYEES - TRADING

表二十三：僱員宜有的訓練時間－貿易類別

Job Level 技能等級	4 Years or Above 四年或以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	8 281	2 473	-	200	-	-	878	11 832
Technician 技術員	7 997	12 970	23 241	659	85	218	2 726	47 896
Craftsman 技工	109	52	599	-	11	-	-	771
Operative 操作工	-	-	45	477	231	678	75	1 506
GRAND TOTAL 總計	16 387	15 495	23 885	1 336	327	896	3 679	62 005

TABLE 24: PREFERRED TRAINING PERIOD OF EMPLOYEES – TESTING SERVICES AND LABORATORIES

表二十四：僱員宜有的訓練時間－公證行及檢定中心類別

Job Level 技能等級	4 Years or Above 四年或以上	3 to less than 4 Years 三至四年以下	2 to less than 3 Years 二至三年以下	1 to less than 2 Years 一至二年以下	6 - 11 Months 六至十一個月	Below 6 Months 六個月以下	Unspecified 未有說明	Total 總計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	33	7	-	-	-	-	-	40
Technician 技術員	11	258	343	-	-	-	-	612
Craftsman 技工	-	-	110	40	-	-	-	150
GRAND TOTAL 總計	44	265	453	40	-	-	-	802

TABLE 25: PREFERRED TRAINING MODE OF EMPLOYEES - TEXTILE INDUSTRY

表二十五：僱員宜有的訓練形式－紡織業

Job Level 技能等級	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	152	-	-	6	158
Technician 技術員	636	3	-	14	653
Craftsman 技工	317	12	-	2	331
Operative 操作工	1 681	-	-	7	1 688
GRAND TOTAL 總計	2 786	15	-	29	2 830

TABLE 26: PREFERRED TRAINING MODE OF EMPLOYEES -
CLOTHING INDUSTRY

表二十六：僱員宜有的訓練形式－製衣業

Job Level 技能等級	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	495	1	-	22	518
Technician 技術員	1 628	14	-	55	1 697
Craftsman 技工	450	-	-	11	461
Operative 操作工	2 421	-	-	131	2 552
GRAND TOTAL 總計	4 994	15	-	219	5 228

TABLE 27: PREFERRED TRAINING MODE OF EMPLOYEES -
FUR, FOOTWEAR AND HANDBAG INDUSTRIES

表二十七：僱員宜有的訓練形式－皮草、製鞋及手袋業

Job Level 技能等級	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	16	-	-	1	17
Technician 技術員	21	8	-	9	38
Craftsman 技工	41	1	-	28	70
Operative 操作工	25	-	-	5	30
GRAND TOTAL 總計	103	9	-	43	155

TABLE 28: PREFERRED TRAINING MODE OF EMPLOYEES -
TRADING

表二十八：僱員宜有的訓練形式－貿易類別

Job Level 技能等級	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	10 954	-	-	878	11 832
Technician 技術員	45 170	-	-	2 726	47 896
Craftsman 技工	771	-	-	-	771
Operative 操作工	1 431	-	-	75	1 506
GRAND TOTAL 總計	58 326	-	-	3 679	62 005

TABLE 29: PREFERRED TRAINING MODE OF EMPLOYEES -
TESTING SERVICES AND LABORATORIES

表二十九：僱員宜有的訓練形式－公證行及檢定中心類別

Job Level 技能等級	On-the-job Training 在職訓練	Apprenticeship 學徒訓練	Off-the-job Training 職外訓練	Unspecified 未有說明	Total 合計
	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數	No. of Employees 僱員人數
Technologist 技師	40	-	-	-	40
Technician 技術員	612	-	-	-	612
Craftsman 技工	150	-	-	-	150
GRAND TOTAL 總計	802	-	-	-	802

TABLE 30 : MANPOWER STATISTICS

表三十：人力統計數字

SPINNING BRANCH

紡紗門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	4	-	-	4
Department Engineer 工程師／工務長	10	-	-	10
Production Engineer 運轉（生產）主任	3	-	-	3
Maintenance Engineer 保全主任	1	-	-	1
Quality Control Engineer 品質主任	2	-	-	2
Shift Engineer 運轉（生產）科長	5	-	-	5
Section Maintenance Engineer 保全科長／考工	2	-	-	2
Merchandising Manager 營銷採購經理	5	-	-	5
Marketing/Sales Manager 市場／營業經理	1	-	-	1
Sub-total 小 計	33	-	-	33
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員／運轉領班	16	-	-	16
Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	3	-	-	3
Maintenance Supervisor 維修管理員／保全領班	17	-	-	17
Electrical and Mechanical Technician (Electrical/Electronics/Mechanical/ Air-conditioning) 電機技術員 (電氣／電子／機械／空調)	16	-	-	16
Merchandiser 營銷採購員	8	-	-	8
Compliance Supervisor 準則審核技術員	4	-	-	4
Marketing/Sales Officer 市場／營業主任	5	-	-	5
Sub-total 小 計	69	-	-	69

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL 技工級				
Section Leader 組長／指導工	31	-	-	31
Textile Mechanic 紡織機械技工	57	-	2	59
Electrician/Electronics Craftsman 電氣技工／電子技工	10	-	1	11
Air-conditioning Mechanic 空調技工	7	-	1	8
Dyeing Machine Leader 染色機組長	1	-	-	1
Sub-total 小 計	106	-	4	110
OPERATIVE LEVEL 操作工級				
Blowing Room Machine Tender 清花間值車工	11	-	-	11
Carding Machine Tender 梳棉機值車工	23	-	-	23
Drawing/Sliver Lap/Ribbon Lap/ Combing Machine Tender 併條／條卷／併卷／精梳機值車工	19	-	-	19
Roving Frame Tender 粗紗機值車工	29	-	-	29
Spinning Frame Tender (ring/open-end) 紡紗機值車工（環錠／空紡）	163	-	-	163
Winding Machine Tender 絡紗／筒子機值車工	11	-	-	11
Twisting Frame Tender/ Doubling Machine Tender 併線／撚線機值車工	11	-	-	11
Warping Machine Tender 整經機值車工	32	-	-	32
Baling/Bundling Machine Tender 打大／小包機值車工	6	-	-	6
Tester/Investigator/Statistical Assistant 試驗工／調查工／統計助理	16	-	-	16
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛／煮煉／漂白／絲光)	2	-	-	2
Dyeing Machine Tender 染色機值車工	2	-	-	2

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Finishing Machine Tender (Calendering/Raising/Shearing/ Emerizing/Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工 (軋光/抓毛/ 剪毛/磨毛/漿拉/定型/縮水/洗 水/成衣洗染/烘乾)	2	-	-	2
Other Operative 其他操作工	15	-	-	15
Recorder 書記員/收發員	6	-	-	6
Sub-total 小 計	348	-	-	348
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	70	-	2	72
Sub-total 小 計	70	-	2	72
GRAND TOTAL 總 計	626	-	6	632

TABLE 31 : MANPOWER STATISTICS

表三十一：人力統計數字

WEAVING BRANCH

織造門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	26	-	-	26
Department Engineer 工程師／工務長	3	-	-	3
Production Engineer 運轉（生產）主任	3	-	-	3
Quality Control Engineer 品質主任	1	-	-	1
Merchandising Manager 營銷採購經理	31	-	-	31
Marketing/Sales Manager 市場／營業經理	10	-	-	10
Product Development Manager 產品發展經理	1	-	-	1
Sub-total 小 計	75	-	-	75
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員／運轉領班	45	-	-	45
Production Supervisor (Warp/Rope Dyeing) 生產管理員／運轉領班（平染／繩狀染紗）	3	-	-	3
Production Supervisor (Cloth Room) 生產管理員／運轉領班（成品）	2	-	-	2
Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	18	-	-	18
Maintenance Supervisor 維修管理員／保全領班	9	-	-	9
Pattern Design Supervisor 織物設計管理員	5	-	-	5
Merchandiser 營銷採購員	239	-	-	239
Marketing/Sales Officer 市場／營業主任	21	-	-	21
Sub-total 小 計	342	-	-	342
CRAFTSMAN LEVEL 技工級				
Section Leader 組長／指導工	31	-	-	31
Textile Mechanic 紡織機械技工	33	-	-	33

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Electrician/Electronics Craftsman 電氣技工／電子技工	9	-	-	9
Boiler Mechanic 鍋爐技工	2	-	-	2
Sizing Machine Leader 漿紗機組長	11	-	-	11
Warp/Rope Yarn Dyeing Machine Leader 平紗／繩狀染紗組長	13	-	-	13
Pattern Preparer 畫花技工	43	-	-	43
Colour Matcher 配色員	2	-	-	2
Chemical Tester 化驗員	8	-	-	8
Sub-total 小 計	152	-	-	152
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗／筒子機值車工	10	-	-	10
Warping Machine Tender 整經機值車工	38	-	-	38
Baling/Bundling Machine Tender 打大／小包機值車工	4	-	-	4
Sizing Machine Tender 漿紗機值車工	34	-	-	34
Warp/Rope Yarn Dyeing Machine Tender 平染／繩狀染紗機值車工	31	-	-	31
Drawing-in Operator 穿綜工	11	-	-	11
Beam Gaiter/Warp Typing Machine Operator 架軸及接軸工	13	-	-	13
Weaver 織布／幫接工	142	-	-	142
Fabric Inspector/Fabric Examiner 驗布／複驗布工	21	-	-	21
Fabric Mender 修布工	18	-	-	18
Cloth Folding Machine Tender 碼布機值車工	1	-	-	1

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Finishing Machine Tender (Calendering/Raising/Shearing/ Emerizing/Stentering/Pre-shrinking/ Washing/Garment Washing and Dyeing/Drying) 後整理機值車工 (軋光/抓毛/ 剪毛/磨毛/漿拉/定型/縮水/洗水/ 成衣洗染/烘乾)	22	-	-	22
Electronic Data Processor 資料操作員	4	-	-	4
Other Operative 其他操作工	334	-	-	334
Recorder 書記員/收發員	13	-	-	13
Sewing Machine Operator 車縫工	5	-	-	5
Sub-total 小 計	701	-	-	701
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	323	-	-	323
Sub-total 小 計	323	-	-	323
GRAND TOTAL 總 計	1 593	-	-	1 593

TABLE 32 : MANPOWER STATISTICS

表三十二：人力統計數字

KNITTING BRANCH

針織門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	1	-	-	1
Production Engineer 運轉(生產)主任	1	-	-	1
Merchandising Manager 營銷採購經理	2	-	-	2
Sub-total 小 計	4	-	-	4
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員/運轉領班	6	-	-	6
Pattern Design Supervisor 織物設計管理員	2	-	-	2
Merchandiser 營銷採購員	26	-	-	26
Marketing/Sales Officer 市場/營業主任	13	-	-	13
Fashion/Sample Co-ordinator 時裝樣辦統籌員	1	-	-	1
Sub-total 小 計	48	-	-	48
CRAFTSMAN LEVEL 技工級				
Section Leader 組長/指導工	2	-	-	2
Knitting Mechanic 針織機械技工	21	-	-	21
Sample Maker 樣辦製造技工	1	-	-	1
Sub-total 小 計	24	-	-	24
OPERATIVE LEVEL 操作工級				
Knitting Machine Tender 針織機值車工	74	-	-	74
Other Operative 其他操作工	14	-	-	14
Recorder 書記員/收發員	3	-	-	3
Sub-total 小 計	91	-	-	91

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	8	-	-	8
Sub-total 小 計	8	-	-	8
GRAND TOTAL 總 計	175	-	-	175

TABLE 33 : MANPOWER STATISTICS

表三十三：人力統計數字

FINISHING BRANCH

染整門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	22	-	-	22
Production Manager 生產經理／生產主任	5	-	-	5
Technical Manager 技術經理	1	-	-	1
Department/Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/Engraving/Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/Make-up, Quality Control, Laboratory and Electrical/Mechanical) 部門主管 (絡紗／筒子、原布、煉漂、花樣設計／雕刻／製網、染色、印花、整理、驗布／包裝／成品、品質、試驗及電氣／機械)	2	-	-	2
Merchandising Manager 營銷採購經理	10	-	-	10
Sub-total 小 計	40	-	-	40
TECHNICIAN LEVEL 技術員級				
Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/Engraving/Screen Making, or/and Inspecting/Packaging/Make-up) 運轉(生產)領班 (絡紗／筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計／雕刻／製網或／及驗布／包裝／成品)	60	-	-	60
Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	3	-	-	3
Maintenance Supervisor 保全領班	2	-	-	2
Pattern Design Supervisor 織物設計管理員	1	-	-	1

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Merchandiser 營銷採購員	85	-	-	85
Sub-total 小 計	151	-	-	151
CRAFTSMAN LEVEL 技工級				
Textile Mechanic 紡織機械技工	1	-	-	1
Boiler Mechanic 鍋爐技工	1	-	-	1
Sizing Machine Leader 漿紗機組長	1	-	-	1
Pattern Preparer 畫花技工	16	-	-	16
Dyeing Machine Leader 染色機組長	4	-	-	4
Printing Machine Leader 印花機組長	11	-	-	11
Open Width Washing Machine Leader 平幅洗水機組長	3	-	-	3
Chemical Tester 化驗員	2	-	-	2
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	10	-	-	10
Sub-total 小 計	49	-	-	49
OPERATIVE LEVEL 操作工級				
Winding Machine Tender 絡紗/筒子機值車工	46	-	-	46
Sizing Machine Tender 漿紗機值車工	17	-	-	17
Fabric Inspector 驗布工	8	-	-	8
Preparatory Machine Tender (Singeing/Scouring/Bleaching/ Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	35	-	-	35
Dyeing Machine Tender 染色機值車工	132	-	-	132
Printing Machine Tender 印花機值車工	88	-	-	88

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Finishing Machine Tender (Calendering/Raising/Shearing/Emerizing/ Stentering/Pre-shrinking/Washing/ Garment Washing and Dyeing/Drying) 後整理機值車工 (軋光/抓毛/剪毛/ 磨毛/漿拉/定型/縮水/洗水/ 成衣洗染/烘乾)	121	-	-	121
Recipe and Print Paste Preparer 秤料及配漿員	9	-	-	9
Other Operative 其他操作工	26	-	-	26
Recorder 書記員/收發員	2	-	-	2
Cutter/Cutting Room Operative 裁剪工/裁床工	4	-	-	4
Sewing Machine Operator 車縫工	16	-	-	16
Presser 整熨工	3	-	-	3
Sub-total 小 計	507	-	-	507
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	70	-	-	70
Sub-total 小 計	70	-	-	70
GRAND TOTAL 總 計	817	-	-	817

TABLE 34 : MANPOWER STATISTICS

表三十四：人力統計數字

NON-WOVEN BRANCH

無紡布門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager 廠長	3	-	-	3
Department Engineer 工程師／工務長	1	-	-	1
Merchandising Manager 營銷採購經理	2	-	-	2
Sub-total 小 計	6	-	-	6
TECHNICIAN LEVEL 技術員級				
Production Supervisor 生產管理員／運轉領班	7	-	-	7
Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	3	-	-	3
Merchandiser 營銷採購員	26	-	-	26
Marketing/Sales Officer 市場／營業主任	5	-	-	5
Quality Assurance Supervisor 品質保證員	2	-	-	2
Sub-total 小 計	43	-	-	43
OPERATIVE LEVEL 操作工級				
Other Operative 其他操作工	41	-	-	41
Sub-total 小 計	41	-	-	41
UNSKILLED LEVEL 非技術人員級				
General Worker 雜工	1	-	-	1
Sub-total 小 計	1	-	-	1
GRAND TOTAL 總 計	91	-	-	91

TABLE 35 : MANPOWER STATISTICS

表三十五：人力統計數字

GARMENT BRANCH (exclude under/night garments)

成衣門類 (不包括內衣/睡衣)

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理 (廠長)	67	-	-	67
Quality Manager 品質經理	8	-	-	8
Fashion Designer 時裝設計師	35	-	3	38
Merchandising Manager 營銷採購經理	68	-	-	68
Industrial Engineer 工業工程師	1	-	-	1
Product Development Manager 產品發展經理	6	-	-	6
Marketing/Sales Manager 市場/營業經理	36	-	-	36
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小 計	224	-	3	227
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管 (工務)	46	-	-	46
Production Section Supervisor 生產組管理員 (組長)	60	-	-	60
Production Co-ordinator/ Production Planner 生產統籌員	16	-	-	16
Pattern Maker 紙樣設計員	78	-	-	78
Pattern Grading/Marker Making Supervisor 放樣/嚙架組管理員	13	-	-	13
Quality Control Technician 品質控制技術員	24	-	-	24
Merchandiser 營銷採購員	441	-	1	442
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	18	-	-	18
CAD Technician 電腦輔助設計技術員	7	-	-	7
Industrial Engineering Technician 工程技術員	2	-	-	2

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Garment Washing Technician 成衣洗水技術員	2	-	-	2
Marketing/Sales Officer 市場／營業主任	51	-	-	51
Sub-total 小 計	758	-	1	759
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	19	-	-	19
Knitting Machine Mechanic 針織機械工	12	-	-	12
Pattern Grader/Marker Maker 放樣／嘜架員	17	-	-	17
Computer Pattern Grader/Marker Maker 電腦放樣／嘜架員	16	-	-	16
Clothing Operator Instructor 車衣指導員	57	-	-	57
Sample Maker 樣辦製造技工	85	-	-	85
Quality Control Inspector 品質控制檢查員	27	-	-	27
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	5	-	-	5
Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	9	-	-	9
Sub-total 小 計	247	-	-	247
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	69	-	-	69
Cutter/Cutting Room Operative 裁剪工／裁床工	125	-	-	125
Sewing Machine Operator 車縫工	1 151	-	-	1 151
Knitting Machine Operator 針織機織工	41	-	-	41
Linking Machine Operator 縫盤工	14	-	-	14
Hand Stitcher 挑縫工	12	-	-	12
Garment Washing Operative 成衣洗水操作工	25	-	-	25
Presser 整熨工	50	-	-	50

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
OPERATIVE LEVEL (Continued) 操作工級 (續)				
Other Operative 其他操作工	37	-	-	37
Sales Assistant 營業助理	27	-	-	27
Sub-total 小 計	1 551	-	-	1 551
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	137	-	-	137
Sub-total 小 計	137	-	-	137
GRAND TOTAL 總 計	2 917	-	4	2 921

TABLE 36 : MANPOWER STATISTICS

表三十六：人力統計數字

KNITWEAR BRANCH (exclude knitted and crocheted underwear)

針織門類 (不包括針織及鉤織內衣)

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理 (廠長)	65	-	-	65
Quality Manager 品質經理	11	-	-	11
Fashion Designer 時裝設計師	12	-	-	12
Merchandising Manager 營銷採購經理	112	-	-	112
Product Development Manager 產品發展經理	8	-	-	8
Marketing/Sales Manager 市場/營業經理	46	-	-	46
Compliance Manager 準則審核經理	1	-	-	2
Sub-total 小 計	255	-	-	256
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管 (工務)	36	-	-	36
Production Section Supervisor 生產組管理員 (組長)	75	-	-	75
Production Co-ordinator/ Production Planner 生產統籌員	23	-	-	23
Pattern Maker 紙樣設計員	33	-	-	33
Quality Control Technician 品質控制技術員	26	-	-	26
Merchandiser 營銷採購員	526	-	-	526
Fashion/Sample Co-ordinator 時裝/樣辦統籌員	27	-	-	27
Knitting Technician 針織技術員	32	-	-	32
CAD Technician 電腦輔助設計技術員	16	-	-	16
Industrial Engineering Technician 工程技術員	5	-	-	5
Garment Washing Technician 成衣洗水技術員	3	-	-	3
Marketing/Sales Officer 市場/營業主任	34	-	-	34

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Sub-total 小 計	836	-	-	836
CRAFTSMAN LEVEL 技工級				
Clothing Machine Mechanic 製衣機械工	8	-	-	8
Knitting Machine Mechanic 針織機械工	22	-	-	22
Pattern Grader/Marker Maker 放樣/嘜架員	8	-	-	8
Computer Pattern Grader/Marker Maker 電腦放樣/嘜架員	11	-	-	11
Clothing Operator Instructor 車衣指導員	5	-	-	5
Sample Maker 樣辦製造技工	69	-	-	69
Quality Control Inspector 品質控制檢查員	14	-	-	14
Repairing Craftsman (Knitted Products) 成衣修補技工(針織衣物)	24	-	-	24
Knitwear/Sample Knitter 針織衣物/樣辦織造技工	16	-	-	16
Sub-total 小 計	177	-	-	177
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	38	-	-	38
Cutter/Cutting Room Operative 裁剪工/裁床工	39	-	-	31
Sewing Machine Operator 車縫工	222	-	-	222
Knitting Machine Operator 針織機織工	252	-	-	252
Linking Machine Operator 縫盤工	111	-	-	111
Hand Stitcher 挑縫工	65	-	-	65
Garment Washing Operative 成衣洗水操作工	13	-	-	13
Presser 整熨工	28	-	-	28
Other Operative 其他操作工	19	-	-	19
Sub-total 小 計	787	-	-	779
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	183	-	-	183

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
UNSKILLED LEVEL (Continued) 非技術工人級 (續)				
Sub-total 小 計	183	-	-	183
GRAND TOTAL 總 計	2 238	-	-	2 231

TABLE 37 : MANPOWER STATISTICS

表三十七：人力統計數字

UNDER/NIGHT GARMENTS AND KNITTED/CROCHETED UNDERWEAR BRANCH

內衣／睡衣及針織／鉤織內衣門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	7	-	-	7
Fashion Designer 時裝設計師	16	-	-	16
Merchandising Manager 營銷採購經理	14	-	-	14
Product Development Manager 產品發展經理	2	-	-	2
Sub-total 小 計	39	-	-	39
TECHNICIAN LEVEL 技術員級				
Production Department Supervisor 生產部總管（工務）	15	-	-	15
Production Section Supervisor 生產組管理員（組長）	7	-	-	7
Pattern Maker 紙樣設計員	1	-	-	1
Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	1	-	-	1
Merchandiser 營銷採購員	65	-	-	65
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	8	-	-	8
CAD Technician 電腦輔助設計技術員	4	-	-	4
Industrial Engineering Technician 工程技術員	1	-	-	1
Marketing/Sales Officer 市場／營業主任	1	-	-	1
Sub-total 小 計	103	-	-	103
CRAFTSMAN LEVEL 技工級				
Knitting Machine Mechanic 針織機械工	1	-	-	1
Clothing Operator Instructor 車衣指導員	5	-	-	5
Sample Maker 樣辦製造技工	25	-	-	25
Quality Control Inspector 品質控制檢查員	4	-	-	4

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	1	-	-	1
Garment Washing Leader 成衣洗水組長	1	-	-	1
Sub-total 小 計	37	-	-	37
OPERATIVE LEVEL 操作工級				
Inspection Operative 檢查工	30	-	6	36
Cutter/Cutting Room Operative 裁剪工/裁床工	23	-	-	23
Sewing Machine Operator 車縫工	133	6	5	141
Knitting Machine Operator 針織機織工	8	-	-	8
Linking Machine Operator 縫盤工	1	-	-	1
Hand Stitcher 挑縫工	8	-	-	8
Garment Washing Operative 成衣洗水操作工	1	-	-	1
Presser 整熨工	8	-	-	8
Other Operative 其他操作工	2	-	-	2
Sub-total 小 計	214	6	11	228
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	19	-	-	19
Sub-total 小 計	19	-	-	19
GRAND TOTAL 總 計	412	6	11	426

TABLE 38 : MANPOWER STATISTICS

表三十八：人力統計數字

FUR, FOOTWEAR AND HANDBAG BRANCH

皮草、製鞋及手袋門類

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Production Manager 生產經理（廠長）	4	-	-	4
Merchandising Manager 營銷採購經理	2	-	-	2
Marketing/Sales Manager 市場／營業經理	2	-	-	2
Shoe Designer 鞋款設計師	1	-	-	1
Product Development Manager 產品發展經理	1	-	-	1
Quality Manager 品質經理	1	-	-	1
Fashion Designer 時裝設計師	6	-	-	6
Sub-total 小 計	17	-	-	17
TECHNICIAN LEVEL 技術員級				
Production Section Supervisor 生產組管理員（組長）	2	-	-	2
Production Department Supervisor 生產部總管（工務）	7	-	-	7
Pattern Maker 紙樣設計員	7	-	-	7
Merchandiser 營銷採購員	8	-	-	7
Quality Control Technician 品質控制技術員	7	-	-	7
Marketing/Sales Officer 市場／營業主任	5	-	-	5
Master Furrier 皮草技術員	2	-	-	2
Sub-total 小 計	38	-	-	37
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader/ Marker Maker 電腦放樣／嚙架員	1	-	-	1
Shoe Maker/ Make-Through Craftsman 鞋匠／製鞋技工	8	-	-	8

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL (Continued) 技工級 (續)				
Handbag Maker/ Make-Through Craftsman 手袋製造／製辦技工	7	-	-	7
Quality Control Inspector 品質控制檢查員	4	-	-	4
Furrier 皮草技工 (毛毛匠)	29	-	-	29
Fur Tailor/Finisher 皮草裁縫／上裡技工	18	-	-	18
Fur Sorter 分皮技工	3	-	-	3
Sub-total 小 計	70	-	-	70
OPERATIVE LEVEL 操作工級				
Garment Washing Operative 成衣洗水操作工	1	-	-	1
Fur Sewing Operator 皮草車縫工	3	-	-	3
Presser 整熨工	1	-	-	1
Cutter/Cutting Room Operative 裁剪工／裁床工	2	-	-	2
Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	21	-	-	21
Lasting Worker 搵鞋工	2	-	-	2
Sub-total 小 計	30	-	-	30
UNSKILLED LEVEL 非技術工人級				
General Worker 雜工	15	-	-	15
Sub-total 小 計	15	-	-	15
GRAND TOTAL 總 計	170	-	-	169

TABLE 39 : MANPOWER STATISTICS

表三十九：人力統計數字

IMPORT/EXPORT OF FOOTWEAR

鞋類進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長／生產經理	60	-	-	60
Product Development Manager 產品發展經理	28	-	-	28
Merchandising Manager 營銷採購經理	238	-	-	238
Quality Manager/Technical Manager 品質／技術經理	12	-	-	12
Marketing/Sales Manager 市場／營業經理	109	-	-	109
Fashion Designer 時裝設計師	5	-	-	5
Shoe Designer 鞋款設計師	49	-	-	49
Handbag Designer 手袋設計師	1	-	-	1
Compliance Manager 準則審核經理	2	-	-	2
Sub-total 小計	504	-	-	504
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	1 553	-	14	1 567
Quality Technician/Technical Technician 品質技術員	41	-	-	41
Quality Inspector 品質檢查員	55	-	-	55
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	24	-	-	24
Production Supervisor 生產管理員	12	-	-	12
Pattern Maker 紙樣設計員	26	-	-	26
CAD Technician 電腦輔助設計技術員	5	-	-	5
Compliance Supervisor 準則審核技術員	1	-	-	1
Marketing/Sales Officer 市場／營業主任	209	-	20	229
Sub-total 小計	1 926	-	34	1 960

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
CRAFTSMAN LEVEL 技工級				
Sample Maker 樣辦製造技工	10	-	-	10
Sub-total 小 計	10	-	-	10
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	96	-	-	96
Sub-total 小 計	96	-	-	96
GRAND TOTAL 總 計	2 536	-	34	2 570

TABLE 40 : MANPOWER STATISTICS
表四十：人力統計數字

IMPORT/EXPORT OF FABRICS
布料進出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長／生產經理	102	-	-	102
Merchandising Manager 營銷採購經理	684	-	-	684
Quality Manager/Technical Manager 品質／技術經理	31	-	-	31
Marketing/Sales Manager 市場／營業經理	297	-	-	297
Fashion Designer 時裝設計師	6	-	-	6
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小計	1 123	-	-	1 123
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	4 304	-	2	4 303
Quality Technician/Technical Technician 品質技術員	61	-	-	61
Quality Inspector 品質檢查員	99	-	-	99
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	6	-	-	6
Production Supervisor 生產管理員	66	-	-	66
Pattern Maker 紙樣設計員	7	-	-	7
Marketing/Sales Officer 市場／營業主任	739	-	-	739
Sub-total 小計	5 282	-	2	5 281
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader/Marker Maker 電腦放樣／嚟架員	6	-	-	6
Sample Maker 樣辦製造技工	23	-	-	23
Sub-total 小計	29	-	-	29

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	262	-	-	262
Sub-total 小 計	262	-	-	262
GRAND TOTAL 總 計	6 696	-	2	6 695

TABLE 41 : MANPOWER STATISTICS

表四十一：人力統計數字

IMPORT/EXPORT OF WEARING APPAREL

服裝進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Maintenance Manager/Maintenance Engineer 保全經理／保全主任	6	-	-	6
Mill Manager/Production Manager 廠長／生產經理	662	-	-	662
Production Engineer 生產工程師／運轉主任	21	-	-	21
Product Development Manager 產品發展經理	259	-	-	259
Merchandising Manager 營銷採購經理	5 273	-	6	5 278
Quality Manager/Technical Manager 品質／技術經理	275	-	-	275
Marketing/Sales Manager 市場／營業經理	959	-	1	962
Fashion Designer 時裝設計師	917	-	5	922
Compliance Manager 準則審核經理	85	-	1	86
Sub-total 小 計	8 457	-	13	8 471
TECHNICIAN LEVEL 技術員級				
Industrial Engineering Technician 工程技術員	2	-	-	2
Merchandiser 營銷採購員	27 805	-	318	28 231
Quality Technician/Technical Technician 品質技術員	750	-	-	750
Quality Inspector 品質檢查員	1 206	-	-	1 206
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	461	-	1	461
Production Supervisor 生產管理員	719	-	-	719
Pattern Maker 紙樣設計員	303	-	1	305
Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	47	-	-	47
Knitting Technician 針織技術員	28	-	-	28

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
CAD Technician 電腦輔助設計技術員	104	-	-	104
Master Furrier 皮草技術員	40	-	-	40
Compliance Supervisor 準則審核技術員	35	-	1	36
Marketing/Sales Officer 市場／營業主任	2 632	-	31	2 667
Sub-total 小 計	34 132	-	352	34 596
CRAFTSMAN LEVEL 技工級				
Garment Washing and Dyeing Machine Leader 成衣洗染機組長	2	-	-	2
Clothing Machine Mechanic 製衣機械工	2	-	-	2
Clothing Operator Instructor 車衣指導員	7	-	-	7
Computer Pattern Grader/Marker Maker 電腦放樣／嘜架員	56	-	-	56
Sample Maker 樣辦製造技工	460	-	-	460
Sub-total 小 計	527	-	-	527
OPERATIVE LEVEL 操作工級				
Sewing Machine Operator 車縫工	3	-	-	3
Presser 整熨工	6	-	-	6
Sales Assistant 營業助理	902	-	85	987
Sub-total 小 計	911	-	85	996
GRAND TOTAL 總 計	44 027	-	450	44 590

TABLE 42 : MANPOWER STATISTICS

表四十二：人力統計數字

IMPORT/EXPORT OF COTTON, TEXTILE FIBRE AND YARN

棉花、紡織纖維及紗線進出口貿易

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長／生產經理	15	-	-	15
Production Engineer 生產工程師／運轉主任	12	-	-	12
Product Development Manager 產品發展經理	6	-	-	6
Merchandising Manager 營銷採購經理	128	-	-	128
Quality Manager/Technical Manager 品質／技術經理	11	-	-	11
Marketing/Sales Manager 市場／營業經理	70	-	-	70
Fashion Designer 時裝設計師	7	-	-	7
Compliance Manager 準則審核經理	3	-	-	3
Sub-total 小 計	252	-	-	252
TECHNICIAN LEVEL 技術員級				
Merchandiser 營銷採購員	977	-	7	984
Quality Technician/Technical Technician 品質技術員	19	-	-	19
Quality Inspector 品質檢查員	30	-	-	30
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	7	-	-	7
Production Supervisor 生產管理員	29	-	-	29
Marketing/Sales Officer 市場／營業主任	395	-	-	395
Sub-total 小 計	1 457	-	7	1 464
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	53	-	-	53
Sub-total 小 計	53	-	-	53

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
GRAND TOTAL 總 計	1 762	-	7	1 769

TABLE 43 : MANPOWER STATISTICS

表四十三：人力統計數字

IMPORT/EXPORT OF LUGGAGE CASES, HANDBAGS AND SIMILAR ARTICLES OF LEATHER OR LEATHER SUBSTITUTES

皮革或類似材料製的行李箱、手袋及同類物品出口貿易

Job Title 職稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Mill Manager/Production Manager 廠長／生產經理	195	-	-	195
Production Engineer 生產工程師／運轉主任	33	-	-	33
Product Development Manager 產品發展經理	40	-	-	40
Merchandising Manager 營銷採購經理	736	-	2	738
Quality Manager/Technical Manager 品質／技術經理	66	-	-	66
Marketing/Sales Manager 市場／營業經理	217	-	-	217
Handbag Designer 手袋設計師	201	-	-	203
Compliance Manager 準則審核經理	8	-	-	8
Sub-total 小計	1 496	-	2	1 500
TECHNICIAN LEVEL 技術員級				
Cost Estimator 成本計算員	7	-	-	7
Merchandiser 營銷採購員	3 852	-	30	3 881
Quality Technician/Technical Technician 品質技術員	64	-	-	64
Quality Inspector 品質檢查員	224	-	-	224
Fashion/Sample Co-ordinator 時裝／樣辦統籌員	27	-	1	28
Production Supervisor 生產管理員	161	-	-	161
Pattern Maker 紙樣設計員	34	-	-	34
Pattern Grading/Marker Making Supervisor 放樣／嚙架組管理員	24	-	-	24
CAD Technician 電腦輔助設計技術員	20	-	-	20

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNICIAN LEVEL (Continued) 技術員級 (續)				
Compliance Supervisor 準則審核技術員	36	-	-	36
Marketing/Sales Officer 市場／營業主任	650	-	-	652
Sub-total 小 計	5 099	-	31	5 131
CRAFTSMAN LEVEL 技工級				
Computer Pattern Grader/Marker Maker 電腦放樣／嚙架員	53	-	-	53
Sample Maker 樣辦製造技工	152	-	-	152
Sub-total 小 計	205	-	-	205
OPERATIVE LEVEL 操作工級				
Sales Assistant 營業助理	184	-	3	184
Sub-total 小 計	184	-	3	184
GRAND TOTAL 總 計	6 984	-	36	7 020

TABLE 44 : MANPOWER STATISTICS

表四十四：人力統計數字

TESTING SERVICES AND LABORATORIES OF TEXTILE INDUSTRY

紡織業公證行及檢定中心

Job Title 職 稱	Number of Employees 僱員人數	Number of Trainees 受訓者人數	Number of Vacancies 空缺數目	Forecast of Total No. of Employees by August 2012 估計在 2012年 8月時所需的 僱員總數
TECHNOLOGIST LEVEL 技師級				
Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	10	-	-	10
Textile Manager/Laboratory Manager 紡織主任／試驗間主任	26	-	1	27
Compliance Manager 準則審核經理	4	-	-	4
Sub-total 小 計	40	-	1	41
TECHNICIAN LEVEL 技術員級				
Supervisor/Assistant Supervisor 主管／助理主管	46	-	1	47
Senior Engineer/Senior Textile Engineer 高級工程師／高級紡織工程師	48	-	-	48
Engineer/Assistant Engineer/ Textile Engineer/Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／助理紡織工程師	148	-	-	152
Senior Technician/Laboratory Technician 高級技術員／試驗間技術員	79	-	2	81
Technician/Junior Laboratory Technician 技術員／初級試驗間技術員	281	-	12	321
Service Maintenance Technician 維修技術員	6	-	-	6
Compliance Supervisor 準則審核技術員	4	-	-	4
Sub-total 小 計	612	-	15	659
CRAFTSMAN LEVEL 技工級				
Laboratory Assistant 試驗間助理	150	-	-	150
Sub-total 小 計	150	-	-	150
GRAND TOTAL 總 計	802	-	16	850

Membership of the
Textile and Clothing Training Board
紡織及製衣業訓練委員會委員名單

(As at 1 September 2011)
(二〇一一年九月一日)

Chairman
主席

Mr LO Lok-fung, Kenneth
羅樂風先生
(nominated by the Textile Council of Hong Kong Limited)
(香港紡織業聯會有限公司提名)

Vice-Chairman
副主席

Mr WOO Pat-nie
吳柏年先生
(nominated by the Hong Kong Cotton Spinners Association)
(香港棉紡業同業公會提名)

Members
委員

Mr CHAN Kin-keung
陳健強先生
(nominated by the Hong Kong Association of Textile Bleachers, Dyers, Printers and Finishers Limited)
(香港漂染印整理業總會有限公司提名)

Mr CHAN Wing-lok
陳永樂先生
(nominated by the Hong Kong and Kowloon Spinning, Weaving and Dyeing Trade Workers General Union)
(港九紡織染業職工總會提名)

Mr CHANG Yan-yiu
張人堯先生
(nominated by the Hong Kong Woollen & Synthetic Knitting Manufacturers' Association Limited)
(香港羊毛化纖針織業廠商會有限公司提名)

Mr CHEN Tong-sang, Sam
陳通生先生
(nominated by the Federation of Hong Kong Cotton Weavers)
(香港棉織業同業公會提名)

Members

委員

- | | |
|---|---|
| Mr CHUNG Kwok-pan, Felix
鍾國斌先生 | (nominated by the Chinese Manufacturers'
Association of Hong Kong)
(香港中華廠商聯合會提名) |
| Mr HSU Wen-chuan
徐文川先生 | (nominated by the Hong Kong Footwear Association
Limited)
(香港鞋業商會有限公司提名) |
| Mr KWAN Yat-hong, Cornel
關溢康先生 | (nominated by the Hong Kong Weaving Mills
Association)
(香港布廠商會提名) |
| Dr KWOK Yi-lin
郭綺蓮博士 | (nominated by the Hong Kong Institution of Textile
and Apparel)
(香港紡織及服裝學會提名) |
| Mr David H LEE
李鴻燊先生 | (nominated by the Hong Kong Knitwear Exporters &
Manufacturers Association Limited)
(香港毛織出口廠商會提名) |
| Mr LOK Kee-loong, Richard
樂其龍先生 | (nominated by the Federation of Hong Kong
Industries)
(香港工業總會提名) |
| Mr SZETO Chi-yan, Stanley
司徒志仁先生 | (nominated by the Hong Kong Garment
Manufacturers Association Limited)
(香港製衣廠同業公會提名) |
| Mr TAM Chin-ming
譚展明先生 | (nominated by the Federation of Hong Kong Garment
Manufacturers)
(香港製衣業總商會提名) |
| Mr WONG Cheung-chi, Thomas
王象志先生 | (nominated by the Hong Kong Fur Federation)
(香港毛皮業協會提名) |
| Mr YANG Tzu-jan, Nature
楊自然先生 | (nominated by the Hong Kong General Chamber of
Commerce)
(香港總商會提名) |
| Mr YOUNG Sheung-ching, Clement
楊尙正先生 | (nominated by the Hong Kong Chinese Textile Mills
Association)
(香港華商織造總會提名) |

Members

委員

Ms YU Sui-king, Susanna 余瑞琮女士	(nominated by the Hong Kong Wearing Apparel Industry Employees' General Union) (香港服裝業總公會提名)
Prof YUEN Chun-wah, Marcus 袁進華教授	(nominated by the Hong Kong Polytechnic University) (香港理工大學提名)
Miss CHAN Chi-lam, Carmen 陳芷嵐女士	(representative of Director-General of Trade and Industry) (工業貿易署署長代表)
Mr CHOI Fai 蔡輝先生	(representative of Commissioner for Labour) (勞工處處長代表)
Mr FUNG Cheuk-wai, Daniel 馮卓偉先生	(representative of Executive Director of The Vocational Training Council and the Hong Kong Design Institute) (職業訓練局執行幹事及香港知專設計學院代表)

In Attendance

列席者

Prof YEUNG Kwok-wing 楊國榮教授	(representative of the Clothing Industry Training Authority) (製衣業訓練局)
Mr YUK Kei-woon, Dominic 郁其援先生	(representative of Pro-Act Training and Development Center (Fashion Textile)) (卓越培訓發展中心(時裝紡織業))

Secretary

秘書

Mr LAM Chi-piu, Angus 林之彪先生	(Vocational Training Council) (職業訓練局)
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Textile and Clothing Training Board

Terms of Reference

1. To determine the manpower demand of the industry, including the collection and analysis of relevant manpower and student/trainee statistics and information on socio-economic, technological and labour market developments.
2. To assess and review whether the manpower supply for the industry matches with the manpower demand.
3. To recommend to the Vocational Training Council the development of vocational education and training facilities to meet the assessed manpower demand.
4. To advise the Hong Kong Design Institute (HKDI) 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 HKDI 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.

紡織及製衣業訓練委員會

職權範圍

1. 確定業內的人力需求，包括收集、分析相關的人力和學生／學員統計數字，以及關於社會經濟、科技及人力市場發展的資料。
2. 評估及研究本業的人力供求是否平衡。
3. 就發展業內專業教育及訓練設施應付人力需求，向職業訓練局提供意見。
4. 就相關學科的課程發展方向及策略，向香港知專設計學院(HKDI)、卓越培訓發展中心提出建議。
5. 就 HKDI、卓越培訓發展中心的課程策劃、課程發展及質素保證制度提供意見。
6. 擬訂本業主要職務的工作範圍，界定所需的技能、知識及訓練。
7. 建議本業主要職務訓練方案，訂定每種技能所需的訓練期。
8. 對技術評估、技能測驗及證書頒發制度提供意見，以確定從業員、學徒及見習員的技能水平。
9. 就本業主要行業舉辦技能比賽提供意見，以推廣專業教育與訓練和派員參加國際賽事。
10. 就本業專業教育及訓練的發展與推廣事宜，與僱主、僱主聯會、工會、專業團體、訓練及教育機構、政府部門等聯絡。
11. 為本業舉辦有關專業教育及訓練的研討會與會議。
12. 就業內訓練委員會工作、有關職訓局專業教育及訓練課程的宣傳事宜提供意見。
13. 每年向局方呈交訓練委員會工作報告，以及相關學科課程發展策略建議。
14. 根據《職業訓練局條例》第 7 條，負責局方所委派的其他工作。

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



11 July 2011

Dear Sir/Madam,

**2011 Manpower Survey of the
Textile, Clothing, Footwear and Handbag Industries**

I am writing to solicit your support and co-operation in the 2011 manpower survey to be conducted by the Textile and Clothing Training Board of the Vocational Training Council (VTC).

The Textile and Clothing Training Board has been appointed by the Chief Executive of the Hong Kong Special Administrative Region (HKSAR) to be responsible for all matters pertaining to manpower planning and training in the textile, clothing, footwear and handbag industries. To enable it to formulate the necessary plans on manpower training, the Training Board will conduct a manpower survey from 18 July 2011 to 17 August 2011 to up-date the manpower data of the industries. The survey aims at obtaining the following information on each of the principle jobs in the industries:

- (i) the number of employees at present employed;
- (ii) a forecast of number of employees by August 2012;
- (iii) the number of existing vacancies; and
- (iv) the number of employees at present under training.

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

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

- (a) one copy of the questionnaire (Appendix A);
- (b) an explanatory note about the questionnaire (Appendix B); and
- (c) a list of descriptions for the principal jobs (Appendix C).

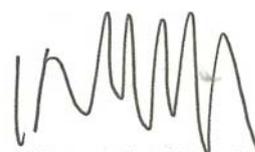
During the survey period, an officer of the Census and Statistics Department (C&SD) will contact your office. The officer will answer any queries you may have and assist you in the completion of the questionnaire if necessary.

In conjunction with this survey, the Education Bureau (EDB) of the Government of the HKSAR would also wish to have access to the information we collect and, in addition to theirs, draft manpower development policies for the various industry sectors. For compliance with the Personal Data (Privacy) Ordinance, we wish to obtain your explicit consent for us to share our data with the EDB which will of course treat the data in the same confidence.

The Manpower Survey Report compiled afterwards will be uploaded onto the VTC website at <http://tctb.vtc.edu.hk>. Please provide us with your e-mail address in the enclosed questionnaire and we will notify you of the release of the Survey Report in due course.

Should you have any queries in connection with the survey, please contact the Manpower Statistics Section of the C&SD at 2116 8324.

Yours faithfully,



(Kenneth L.F. LO)

Chairman
Textile and Clothing Training Board

Vocational Training Council 職業訓練局

Headquarters Division 2 總辦事處二科
20F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣宏光道39號宏天廣場20樓
www.vtc.edu.hk

Telephone No 電話

Facsimile No 傳真

Our Reference 本局檔號

Your Reference 來函檔號



執事先生/女士：

紡織、製衣、製鞋及手袋業 2011 年人力調查

職業訓練局屬下紡織及製衣業訓練委員會即將進行業內人力調查，敬希鼎力支持，惠予合作。

本訓練委員會乃由香港特別行政區行政長官委任，負責一切有關紡織、製衣、製鞋及手袋業人力訓練事宜。為收集紡織、製衣、製鞋及手袋業人力最新資料，以使擬訂人力訓練計劃，本訓練委員會定於 2011 年 7 月 18 日至 8 月 17 日進行人力調查，範圍包括業內各主要職務的下列資料：

- (一) 目前僱員人數；
- (二) 預計 2012 年 8 月時的僱員總數；
- (三) 現有空缺數目；及
- (四) 目前受訓僱員人數。

調查所得資料將絕對保密，只以摘要統計數字發表，並不會提及個別機構。

現隨函附上中英對照文件以便參考填寫：

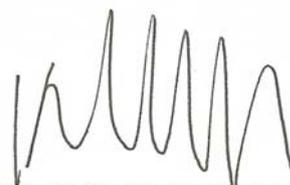
- (甲) 調查表〔附錄甲〕；
- (乙) 調查表附註〔附錄乙〕；及
- (丙) 主要職務工作說明〔附錄丙〕。

調查期間，政府統計處職員會聯絡貴機構。如有需要，該處人員亦會解答問題，協助填表。

此外，香港特別行政區政府的政策部門教育局將根據我們是次調查收集的數據，再綜合他們其他的調查結果來制訂人力發展政策。基於個人資料(私隱)條例規定，現請貴機構明確表示，同意本會與教育局分享所得數據，以供政府作人力規劃之用，本會與教育局將會嚴格遵守保密原則。

人力調查報告完成後會上載本局網頁，網址為 <http://tctb.vtc.edu.hk>，歡迎下載。請於夾附調查表填上貴機構電郵地址，以便通知報告書的發表日期。

如對調查有任何疑問，可致電 2116 8324 與政府統計處人力統計組聯絡。



紡織及製衣業訓練委員會主席
羅樂風

2011 年 7 月 11 日

CONFIDENTIAL
WHEN ENTERED WITH DATA

填入數據後即成
機密文件

Appendix A
附錄甲

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2011 MANPOWER SURVEY OF THE TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES
紡織、製衣、製鞋及手袋業2011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

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

For Official Use Only:
此欄毋須填寫

NAME OF ESTABLISHMENT: _____
機構名稱

ADDRESS: _____
地址

TYPE OF PRODUCTS/SERVICE: _____
產品種類/服務性質

NAME OF CONTACT PERSON: _____
聯絡人姓名

TEL. NO.: _____
電話

E-MAIL: _____
電郵

TOTAL NO. OF EMPLOYEES: _____
僱員總數

POSITION: _____
職位

FAX NO.: _____
圖文傳真

PART I 第一部份

(A) Job 工作			(B) Average Monthly Income Code 每月平均 收入編號	(C) No. of Employees at Date of Survey (excl. trainees [#]) 現有僱員人數 (受訓者 [#] 除外)	(D) No. of Vacancies at Date of Survey (excl. trainees [#]) 現有空缺額 (受訓者 [#] 除外)	(E) Forecast of No. of Employees 12 Months from Now (excl. trainees [#]) 預計十二個月後 僱員人數 (受訓者 [#] 除外)	(F) No. of Trainees [#] at Date of Survey 現有受訓者 [#] 人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度 按下列編號填入 (B) 欄內：
Title 職稱 (See Appendix C) (參閱附錄丙)	Rec. Type	Code 編號						
		8-10						1 Under \$7,501 以下
								2 \$7,501 - \$10,000
								3 \$10,001 - \$15,000
								4 \$15,001 - \$20,000
								5 \$20,001 - \$30,000
								6 Over \$30,000 以上
1	2							# The term 'trainees' includes all trainees receiving any form of training and apprenticeship under a contract of apprenticeship. # 「受訓者」包括正在接受各 種形式訓練的人士，以及簽 有學徒合約的登記學徒。
2	2							
3	2							
4	2							
5	2							
6	2							
7	2							
8	2							
9	2							
10	2							
11	2							
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18	2							
19	2							
20	2							
21	2							
22	2							
23	2							
24	2							
25	2							
26	2							
27	2							
28	2							

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

PART II 第二部份

<p>1. Internal Promotion 內部晉升</p> <p>Please fill in the number of internal promotion in the past 12 months 請填寫過去12個月內，內部晉升的人數</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>From Technician to Technologist 由技術員晉升 至技師</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>From Craftsman to Technician 由技工晉升 至技術員</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>From Others to Craftsman 由其他職位晉升 至技工</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">8</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">11</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">14</p> </td> </tr> </table>	<p>From Technician to Technologist 由技術員晉升 至技師</p>	<p>From Craftsman to Technician 由技工晉升 至技術員</p>	<p>From Others to Craftsman 由其他職位晉升 至技工</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">8</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">11</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">14</p>	<p>2. Number of Employees Aged Over 50 年逾50歲的僱員人數</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>Technologist 技師</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>Technician 技術員</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>Craftsman 技工</p> </td> <td style="width: 25%; text-align: center; vertical-align: top;"> <p>Operative 操作工</p> </td> </tr> <tr> <td style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">17</p> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">20</p> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">23</p> </td> <td style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">26</p> </td> </tr> </table>	<p>Technologist 技師</p>	<p>Technician 技術員</p>	<p>Craftsman 技工</p>	<p>Operative 操作工</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">17</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">20</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">23</p>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center;">26</p>
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<p>For Official Use Only 此行毋須填寫</p>	<p>□ 29</p>	<p>□ 30</p>	<p>Est. No. _____ ER. No. _____</p>												

5. Operations Relating to Textile and Clothing Industries Set Up in Mainland
在內地成立與紡織及服裝業有關的營運機構

(I) Has your company set up any other operations relating to Textile and Clothing industries in Mainland?
貴公司有否在內地成立任何與紡織及服裝業有關的營運機構？

Yes No
有 否

92 93

(Please tick in the appropriate box)
(請在合適的方格加上「✓」號)

(II) If yes, please enter below the total number of Mainland employees (excluding Hong Kong Residents)
如有，請填寫現時內地員工的總人數(不包括香港人)。

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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94

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99
Q5(I)

100
Q5(II)

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

The 2011 Manpower Survey of the
Textile, Clothing, Footwear and Handbag Industries
紡織、製衣、製鞋及手袋業 2011 年
人力調查

Questionnaire Explanatory Note
調查表附註

General

一般

1. Please ignore the numbers in the row immediately beneath the boxes. They are purely for data processing.
每個方格下的編號只供資料處理之用，請毋須理會。
2. Before completing the questionnaire, please read carefully the job titles and job descriptions in Appendices. For employers of the textile industry, please refer to Appendix C1; for employers of the clothing industry, please refer to Appendix C2; for employers of the footwear and handbag industries, please refer to Appendix C3; while for employers of trading of textile or clothing products, please refer to Appendix C4.
填寫調查表前，請參閱附錄所列的職稱與工作說明。紡織業的僱主請參照附錄丙一；製衣業的僱主請參照附錄丙二；製鞋和手袋業的僱主請參照附錄丙三；進出口紡織或製衣品的僱主請參照附錄丙四。
3. Please insert a zero (0) for any column not applicable to your establishment.
請在貴機構不適用的各欄內填入（0）符號。
4. Please fill in information as accurate as possible because the information collected from this survey is vital for determining the manpower requirements of the industry in order that the Textile and Clothing Training Board can make meaningful recommendations to the SAR Government on how to meet training needs.
請填入準確的資料，因有關資料對於確定本業的人力需求極為重要，而紡織及製衣業訓練委員會亦將以此為根據，向特區政府建議如何應付業內的訓練需求。

PART I
第一部份

5. Job Titles - Column (A)
職稱 —(A)欄

- (a) Please fill in column (A) those job titles together with their appropriate codes specified in Appendices C1, C2, C3 or C4^{*1}, applicable to your establishment in order of their skill levels (i.e. technologist level jobs first followed by technician, craftsman, operative and unskilled level jobs).

請將附錄丙一、丙二、丙三或丙四^{*1}內適用於貴機構的職稱連同編號，按其技能等級，填入(A)欄內（先填技師，其後填寫技術員、技工、操作工及非技工）。

- (b) Please add in column (A) titles of any technical jobs not mentioned in Appendices C1, C2, C3, or C4^{*1}, and briefly describe them and indicate their skill levels.

如貴機構另有技術性職稱未載於附錄丙一、丙二、丙三或丙四^{*1}，請一併填入(A)欄內，並扼要說明其工作性質及技能等級。

* Note 1: For employers of the textile industry, please refer to Appendix C1; for employers of the clothing industry, please refer to Appendix C2; for employers of the footwear and handbag industries, please refer to Appendix C3; while for employers of trading of textile or clothing products, please refer to Appendix C4.

* 附註 1: 紡織業的僱主請參照附錄丙一；製衣業的僱主請參照附錄丙二；製鞋和手袋業的僱主請參照附錄丙三；進出口紡織或製衣品的僱主請參照附錄丙四。

- (c) Please classify an employee according to his/her main duty irrespective of any additional secondary duties he/she may be required to perform, e.g. an operative who works mainly as a dyeing machine tender but is also required to perform the work of a preparatory machine tender occasionally should be classified as a dyeing machine tender and not as a preparatory machine tender; a technician who works mainly as a merchandiser but is also required to perform the work of a quality controller occasionally, should be classified as a merchandiser and not as a quality controller.

請根據僱員的主要職務分類，而不以其兼任的其他職務分類。例如，一名操作工的主要職務為染色工作，但有時須擔任前處理工作，則此操作工應屬染色機值車工而非前處理機值車工；或某技術員的主要職務為營銷採購，但間中亦須擔任品質檢查，則應被歸類為營銷採購員而非品質控制員。

6. Average Monthly Income - Column (B)
每月平均收入 —(B)欄

Please fill in column (B) the code for average monthly income for each type of employees. The income should include basic wages, regular overtime pay, cost of living allowance, meal allowance etc., if any. If you have more than one employee doing the same job, please enter the average figure. (Please refer to the codes in the last column of the questionnaire)

請在 (B) 欄填入每類僱員每月平均收入的編號，這包括底薪、定期性超時工作工資、生活津貼、膳食津貼等。若從事同類工作的僱員多於一名，則請取其平均收入。（請參閱調查表最後一欄的編號）

7. Number of Employees at Date of Survey (Excluding Trainees^{*2}) - Column (C)

現有僱員人數（受訓者^{*2}除外）—(C)欄

Please fill in the total number of employees (excluding trainees^{*2}) for any one job in your establishment. 'Employees' refer to those who have worked for the same employer for 4 weeks or more and for not less than 18 hours in each week. *The number should include local staff being posted outside Hong Kong.*

請將各職務現有僱員總數（受訓者^{*2}除外）填入此欄。「僱員」是指在貴機構全職工作達 4 星期或以上，同時每星期工作不少於 18 小時的員工。此數目應包括派駐香港以外地方的香港僱員。

8. Number of Vacancies at Date of Survey (Excluding Trainees^{*2}) - Column (D)

現有空缺額（受訓者^{*2}除外）—(D)欄

Please fill in the number of existing vacancies (excluding those for trainees^{*2}).

'Existing Vacancies' refer to those unfilled, immediately available job openings for which the establishment is actively trying to recruit personnel at date of survey.

請填入貴機構現有的空缺數目（受訓者^{*2}空缺數目除外）。

「現有空缺額」是指該職位仍懸空，須立刻填補而現正積極招聘人員填補。

9. Forecast of Number of Employees 12 Months from Now (Excluding Trainees^{*2}) - Column (E)

預計 12 個月後僱員人數（受訓者^{*2}除外）— (E)欄

Please fill in the number of employees (excluding trainees^{*2}) against each principal job you will be employing 12 months from now, i.e. August 2012.

請填寫預計 12 個月後，即 2012 年 8 月的僱員人數（受訓者^{*2}除外）。

10. Number of Trainees^{*2} at Date of Survey - Column (F)

現有受訓者^{*2}人數 —(F)欄

Please fill in the total number of employees undergoing training, including all trainees receiving any form of training and apprentices under a contract of apprenticeship.

請填寫正在接受訓練的僱員總數，包括所有正在接受各種形式訓練的人士及簽有學徒合約的登記學徒。

* Note 2: *The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.*

* 附註 2: 「受訓者」包括正在接受各種形式訓練的人士，以及簽有學徒合約的登記學徒。

PART II

第二部份

11. Internal Promotion

內部晉升

An internal promotion is the promotion of an employee to a higher level job by virtue of his performance or abilities. In Q1, please fill in the number of internal promotion from “Technician to Technologist”, from “Craftsman to Technician” and from “Others to Craftsman” in the past 12 months in the respective columns.

內部晉升是指僱員因工作表現良好或具備所需才能而獲提升至較高職位。請在 Q1 所屬欄內填寫過去 12 個月貴機構內部由技術員晉升至技師，由技工晉升至技術員，以及由其他職級晉升至技工的人數。

12. Number of Employees Aged Over 50

年逾 50 歲的僱員人數

In Q2, please fill in the number of employees aged over 50 at technologist, technician, craftsman and operative levels.

請在 Q2 欄內填入技師級、技術員級、技工級及操作工級年逾 50 歲的僱員人數。

13. Education and Training^{*3} an Employee Should Have

僱員宜有的教育程度及訓練^{*3}

In Q3, please fill in the boxes your view on the education and training which an employee in each job level (i.e. technologist, technician, craftsman and operative) should have if he/she has to carry out his/her work competently according to the codes specified in the questionnaire.

請在 Q3 欄內填寫貴機構的意見：在技師、技術員、技工及操作工級的僱員宜具備何種教育程度及訓練，才能勝任其工作。請參閱調查表內所列的編號。

* Note 3: “On-the-job training” and “Off-the-job training”

* 附註 3: 「在職訓練」和「職外訓練」

(1) “On-the-job training” refers to an employee being trained or instructed by a trainer or supervisor when doing his/her job.

「在職訓練」是指僱員在工作期間，接受導師或主管的訓練或教導。

(2) “Off-the-job training” refers to an employee away from normal work situations to another location to learn new knowledge or skill.

「職外訓練」是指僱員離開慣常工作地方去學習新知識或技能。

14. Recruitment of Employees

僱員招聘

(I) In Q4(I), please tick the box(es) or fill in your views on the reason(s) for recruitment difficulties that your establishment has experienced in the past 12 months.

請在Q4(I)欄內加上‘✓’號或填寫貴機構過去12個月內在招聘僱員方面遇到困難的原因。

(II) In Q4(II), please fill in the total number of Compliance Manager and/or Compliance Supervisor that will be employed by your establishment in the coming 12 months.

請在Q4(II)欄內填寫貴機構將於未來12個月內聘請的準則審核經理和／或準則審核技術員的人數。

15. Operations Relating to Textile and Clothing Industries Set Up in Mainland

在內地成立與紡織及服裝業有關的營運機構

In Q5, please indicate whether your company has set up any other operations relating to Textile and Clothing industries in Mainland.

請在 Q5 表明貴公司有否在內地成立任何與紡織及服裝業有關的營運機構。

16. Example

例子

To facilitate proper completion, an example is given hereinafter for your reference.

為協助閣下填表，現將例子附錄於後，以供參考。

Example - Textile Industry 例子—紡織業

(A) Job 工作	Title 職稱 (See Appendix C) (參閱附錄內)		Rec. Type	Code 編號	(B) Average Monthly Income Code 每月平均 收入編號	(C) No. of Employees at Date of Survey (excl. trainees [#]) 現有僱員人數 (受訓者 [#] 除外)	(D) No. of Vacancies at Date of Survey (excl. trainees [#]) 現有空缺額 (受訓者 [#] 除外)	(E) Forecast of No. of Employees 12 Months from Now (excl. trainees [#]) 預計12個月後 僱員人數 (受訓者 [#] 除外)	(F) No. of Trainees [#] at Date of Survey 現有受訓者 [#] 人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度 按下列編號填入 (B) 欄內 :
	Average Monthly Income Range 每月平均收入幅度									
				8-10	11	12-15	16-18	19-22	23-25	
1	Production Engineer 運轉(生產)主任	1 0 3	2	1 0 3	6	5	1	6	0	
2	Maintenance Supervisor 維修管理員	2 0 8	2	2 0 8	5	6	2	1 8	1	
3			2							
4			2							
5			2							
6			2							
7			2							
8			2							
9			2							
10			2							
11			2							
12			2							

Example - Clothing Industry 例子—製衣業

(A) Job 工作		Rec. Type	Code 編號		(B) Average Monthly Income Code 每月平均 收入編號	(C) No. of Employees at Date of Survey (excl. trainees) 現有僱員人數 (受訓者除外)	(D) No. of Vacancies at Date of Survey (excl. trainees) 現有空缺額 (受訓者除外)	(E) Forecast of No. of Employees 12 Months from Now (excl. trainees) 預計12個月後 僱員人數 (受訓者除外)	(F) No. of Trainees [#] at Date of Survey 現有受訓者 人數	
			8-10	11						12-15
1	Merchandiser 管銷採購員	2	2	4	7	5	3	1	4	0
2	Sample Maker 樣辦製造技工	2	3	4	6	3	1	3	1	1
3		2								
4		2								
5		2								
6		2								
7		2								
8		2								
9		2								
10		2								
11		2								
12		2								

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

Code 編號	Average Monthly Income Range 每月平均收入幅度
1	Under \$7,501 以下
2	\$7,501 - \$10,000
3	\$10,001 - \$15,000
4	\$15,001 - \$20,000
5	\$20,001 - \$30,000
6	Over \$30,000 以上

The term 'trainees' includes all trainees receiving any form of training and apprentices under a contract of apprenticeship.

「受訓者」包括正在接受各種訓練的人士，以及簽有學徒合約的登記學徒。

Example - Fur, Handbag and Footwear Industries 例子—皮草、手袋及製鞋業

	(A) Job 工作		(B) Average Monthly Income Code 每月平均 收入編號	(C) No. of Employees at Date of Survey (excl. trainees) [#] 現有僱員人數 (受訓者 [#] 除外)	(D) No. of Vacancies at Date of Survey (excl. trainees) [#] 現有空缺額 (受訓者 [#] 除外)	(E) Forecast of No. of Employees 12 Months from Now (excl. trainees) [#] 預計12個月後 僱員人數 (受訓者 [#] 除外)	(F) No. of Trainees [#] at Date of Survey 現有受訓者 [#] 人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度 按下列編號填入 (B) 欄內 :
	Title 職稱 (See Appendix C) (參閱附錄內)	Rec. Type						
			8-10					
1	Pattern Maker 格樣設計員	2	2 6 2	1	1	2	0	1
2	Finishing/Polishing Worker 修飾打磨工	2	4 6 6	6	1	0	2	2
3		2						
4		2						
5		2						
6		2						
7		2						
8		2						
9		2						
10		2						
11		2						
12		2						

Example - Trading Sector of Textile, Clothing, Footwear and Handbag Industries 例子—紡織、製衣、製鞋及手袋業貿易類別

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029
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Example - Servicing Sector of Textile, Clothing, Footwear and Handbag Industries 例子 - 紡織、製衣、製鞋及手袋業公證類別

1	Title 職稱 (See Appendix C) (參閱附錄丙)	Job 工作	(A)		(B) Average Monthly Income Code 每月平均 收入編號	(C) No. of Employees at Date of Survey (excl. trainees) [#] 現有僱員人數 (受訓者 [#] 除外)	(D) No. of Vacancies at Date of Survey (excl. trainees) [#] 現有空缺額 (受訓者 [#] 除外)	(E) Forecast of No. of Employees 12 Months from Now (excl. trainees) [#] 預計12個月後 僱員人數 (受訓者 [#] 除外)	(F) No. of Trainees [#] at Date of Survey 現有受訓者 [#] 人數	Enter in column (B) employee's average monthly income range according to the following codes : 將僱員的每月平均收入幅度 按下列編號填入 (B) 欄內 :
			Rec. Type	Code 編號						
			8-10		11	12-15	16-18	19-22	23-25	
1	Laboratory Manager 試驗間主任	2	1	7	2	1	0	1	0	1
2	Compliance Supervisor 準則審核技術員	2	2	7	7	3	1	4	1	1
3		2								
4		2								
5		2								
6		2								
7		2								
8		2								
9		2								
10		2								
11		2								
12		2								

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

SPINNING BRANCH
紡紗門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with engineers and executives, all activities including research and development, and all resources related to production in a spinning mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與紡紗有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to the mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/departments, all activities related to the efficient and economic use of resources for production in a spinning mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使紡紗廠內生產設備的應用能符合經濟效益。
103	Production Engineer 運轉（生產）主任	Responsible to the department engineer or equivalent; plans and executes production systems for spinning plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a spinning mill. 向工程師／工務長或上級人員負責；策劃與執行紡紗部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Engineer 保全主任	<p>Responsible to the department engineer or equivalent; plans and executes maintenance systems for spinning plant. Installs new machinery, carries out plan modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed.</p> <p>向工程師／工務長或上級人員負責；策劃及執行紡紗機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。</p>
105	Quality Control Engineer 品質主任	<p>Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products.</p> <p>向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。</p>
106	Shift Engineer 運轉（生產）科長	<p>Responsible to the production engineer or equivalent; manages and supervises the production and personnel of the spinning department in one shift in accordance with production plan.</p> <p>向運轉（生產）主任或上級人員負責；遵照生產程序，管理及督導輪值時間內紡紗部的生產及人事工作。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
107	Section Maintenance Engineer 保全科長／考工	Responsible to the maintenance engineer or equivalent; manages and supervises the maintenance work and personnel in spinning sections in accordance with maintenance schedule. 向保全主任或上級人員負責；遵照保養程序，管理及督導紡紗部的保養及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之時裝趨向及市場對品質的需求；策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
109	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	Responsible to the shift engineer or equivalent; takes charge of the spinning department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責紡紗部的生產工作；管理部門的員工，以保持產品質素及生產效率。
205	Quality Control Supervisor/ Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of spinning processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of the laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the section maintenance engineer or equivalent; takes charge of all maintenance, machine erection and conversion work, in one or more sections. Manages and directs the work of the subordinates. 向保全科長／考工或上級人員負責；監管部門內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
209	Electrical and Mechanical Technician (Electrical/Electronics/ Mechanical/Air-conditioning) 電機技術員 (電氣／電子／機械／空調)	Responsible to the maintenance engineer or equivalent; performs technical tasks contributory to installation, operation, maintenance and repair of electrical systems and equipment, electronic devices and equipment as well as air conditioning plant in the spinning factory. Manages and directs the work of the subordinates. 向保全主任或上級人員負責；擔任紡紗廠內技術性工作，負責安裝、操作、保養及修理電氣系統與設備、電子裝置及設備和空調系統；並管理及領導下屬的工作。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
212	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>
213	Marketing/Sales Officer 市場／營業主任	<p>Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management.</p> <p>協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN LEVEL 技工級		
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a spinning mill. 在生產管理員／運轉領班指導下，監督紡紗廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work under the direction of the maintenance supervisor in one or more sections. 在維修管理員／保全領班指導下，擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/Electronics Craftsman 電氣技工／電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員／電氣領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。
305	Air-conditioning Mechanic 空調技工	Undertakes installation, maintenance, cleaning and repairing of air-conditioning equipment under the direction of the air-conditioning technician or the person in charge of air-conditioning work. 在空調技術員／空調領班或負責空調工作的主管指導下，安裝、保養、清潔及修理空調設備。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of the electrical technician or maintenance supervisor or the person in charge of boiler maintenance work. 在電氣技術員／電氣領班、維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
OPERATIVE LEVEL		操作工級
401	Blowing Room Machine Tender 清花間值車工	Operates and cleans all the machinery and equipment in the blowing room. Removes all the droppings from under beaters and scutcher. 操作及清潔清花間部門內的機器及設備；清潔及出清各打手塵格及清棉機的破籽。
402	Carding Machine Tender 梳棉機值車工	Operates and cleans carding machines. Pieces slivers, doffs full cans and delivers to drawing section, brings back empty cans. Sweeps floor and sorts different types of waste. 操作及清潔梳棉機；接頭、落棉條桶，並送往併條部，然後取回空桶；清潔地面，將回卷及回條分別置於規定地點。
403	Drawing/Sliver Lap/Ribbon Lap/Combing Machine Tender 併條／條卷／併卷／ 精梳機值車工	Operates and cleans drawing/sliver lap/ribbon lap/combing machines according to schedule. Delivers full cans/laps to next process and sweeps the surrounding places. 按照工作程序操作及清潔併條／條卷／併卷／精梳機，運送滿桶／條卷／併卷至下一工序；清潔機台及附近地面。
404	Roving Frame Tender 粗紗機值車工	Operates and cleans roving frames. Pieces ends, keeps roving frame supplied with sliver and replaces with empty bobbins. Doffs with full bobbins and starts ends with empty bobbins. Sweeps floor under and adjacent to roving frame. 操作及清潔粗紗機，連接斷紗上條，換桶，擺管，落紗及生頭，清潔機台及附近地面。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
405	Spinning Frame Tender (ring/open-end) 紡紗機值車工 (環錠/空紡)	Operates and cleans spinning frames (ring/open-end), pieces of broken ends, doffs full bobbins and replaces with empty bobbins. Starts ends and creels roving bobbins. Separates wastes. Sweeps floor under and adjacent to spinning frame. 操作紡紗機 (環錠/空紡), 接頭, 落紗及裝換空筒, 生頭, 換粗紗, 分清回花, 清潔機台及附近地面。
406	Winding Machine Tender 絡紗/筒子機值車工	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機, 生頭, 落筒, 接頭, 清潔絡筒機及附近地面。
407	Twisting Frame Tender/ Doubling Machine Tender 併線/撚線機值車工	Tends and cleans doubling/twisting frames, places packages of yarn on creels, knots broken ends and doffs twisted yarn bobbins. 操作及清潔併線/撚線機, 接頭, 生頭, 落紗, 擺放及調換併筒。
408	Reeling Machine Tender 搖紗機值車工	Operates and cleans reeling machines including arranging cones and cheeses in position, knotting broken ends, typing tie bands and doffing full hanks. Sweeps floor under and adjacent to reeling machines. 操作及清潔搖紗機, 包括將筒子或管紗繞搖成紮, 負責生頭、接頭、紮絞及落絞, 清潔車台及附近地面。
409	Warping Machine Tender 整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines and cone creels. 操作整經機以生產良好經軸, 包括將筒子裝在紗架上, 落經軸及接駁經紗斷頭, 清潔整經機及紗架。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
410	Textured Yarn Operative 鬚曲紗操作工	Operative who tends false twisting machines for production, or carries out any other operative work as assigned by the supervisor, e.g. yarn inspection. 操作假撚機，從事生產工作或由管理人員指派半技術性工作，如成品檢查。
411	Baling/Bundling Machine Tender 打大／小包機值車工	Operates and cleans the baling/bundling press. 操作及清潔打大／小包機。
412	Tester/Investigator/Statistical Assistant 試驗工／調查工／統計助理	Carries out daily spot checks, tests, records and investigates fibre lap, sliver, roving and yarn quality. Carries out processing checks and statistical calculations from investigation records. Prepares control charts. 每日抽查、試驗及記錄纖維原料、花卷、棉條、粗紗及細紗的品質；進行各種檢驗調查，並根據調查記錄作統計分析計算；編製管制圖表。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
UNSKILLED LEVEL		非技術工人級
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

WEAVING BRANCH
織造門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with managers and executives, all activities including research and development, and all resources related to production in a weaving mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與梭織有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/departments, all activities related to the efficient and economic use of resources for production in a weaving mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使織造廠內生產設備的應用能符合經濟效益。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
103	Production Engineer 運轉 (生產) 主任	Responsible to the department engineering or equivalent; plans and executes production systems for weaving plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a weaving mill. 向工程師／工務長或上級人員負責；策劃與執行織造部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent; plans and executes maintenance systems for weaving plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師／工務長或上級人員負責；策劃及執行梭織機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
106	Shift Engineer 運轉 (生產) 科長	Responsible to the production engineer or equivalent; manages and supervises the production and personnel in the weaving mill in one shift in accordance with production plan. 向運轉 (生產) 主任或上級人員負責; 遵照生產程序, 管理及督導輪值時間內織造廠的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求; 策劃、批准及監督樣品製作與報價的配合及提交等工作, 並與客戶商談。統籌及處理客戶訂單, 並與有關部門聯絡, 以確保客戶訂單能依期付運。
109	Marketing/Sales Manager 市場 / 營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料, 以釐訂本地及 / 或海外市場的需求。親身與客戶接觸, 以推廣業務。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。</p>
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	<p>Responsible to the shift engineer or equivalent; takes charge of the department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity.</p> <p>向運轉（生產）科長或上級人員負責；依照生產程序，負責生產的工作；管理部門的員工，以保持產品質素及生產效率。</p>
202	Production Supervisor (Warp/Rope Dyeing) 生產管理員／運轉領班 (平染／繩狀染紗)	<p>Responsible to the shift engineer or equivalent; takes charge of the warp/rope dyeing department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity.</p> <p>向運轉（生產）科長或上級人員負責；依照生產程序，負責平染／繩狀染紗間的生產工作；管理部門的員工，以保持產品質素及生產效率。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
203	Production Supervisor (Cloth Room) 生產管理員／運轉領班 (成品)	Responsible to the production engineer or equivalent; takes charge of the department/section for inspection and grading of finished products to a form presentable to the buyer in accordance with the management's pre-determined specifications. Manages the personnel of the department/section to maintain quality and productivity. 向運轉(生產)主任或上級人員負責;依照廠方預先訂下的規格,將製成品檢驗,分級及包裝,交付買主。管理部門的員工,以保持產品質素及生產效率。
205	Quality Control Supervisor /Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of weaving processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責;根據試驗結果,控制與保持各生產過程的產品質素,並管理及領導下屬的工作;必要時負責試驗與研究改良工作,包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent; takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全主任或上級人員負責;監管部門內所有機械的保養工作、機器安裝與改裝,並管理及領導下屬的工作。
210	Pattern Design Supervisor 織物設計管理員	Responsible to the department engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向工程師／工務長或上級人員負責;設計及分析圖案,包括使用電腦繪圖;管理及領導花樣設計部門工作人員。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
213	Marketing/Sales Officer 市場／營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL		技工級
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of production supervisor in one or more sections of a weaving mill. 在生產管理員／運轉領班指導下，監督織造廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員／保全領班指導下，擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/Electronics Craftsman 電氣技工／電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員／電氣領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of the maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。
307	Sizing Machine Leader 漿紗機組長	Supervises and directs the work of preparing sizing mixtures, creeling warps beams, threading up, leasing, doffing and gaiting sized beams, cleaning, repairing breaks etc. during processing. 於漿紗過程中，督導調漿、放漿、上經軸、生頭、引紗、分經、落軸、清潔、接駁斷頭等工作。
308	Warp/Rope Yarn Dyeing Machine Leader 平紗／繩狀染紗組長	Supervises and directs the work of the warp/rope dyeing machines to dye yarns produced. Assumes responsibility for preparing dyeing solutions and chemicals. 督導平染／繩狀染紗機的操作工序及染色工作，並配製染色用的化學品溶液。
309	Pattern Preparer 畫花技工	Prepares patterns according to given designs under the direction of pattern design supervisor. 在織物設計管理員指導下，繪畫織物圖案。
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans winding machines, removes full packages and replaces with empty cones, knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔絡筒機及其附近地面。
409	Warping Machine Tender 整經機值車工	Operates a warping machine to produce proper and predetermined warper's beams including knotting broken ends, creeling cones and doffing beams. Cleans the machines, cone creels and floor under and adjacent to the machine. 操作整經機以生產良好經軸，包括將筒子裝在紗架上，落經軸及接駁經紗斷頭，清潔整經機、紗架及附近地面。
411	Baling/Bundling Machine Tender 打大／小包機值車工	Operates and cleans baling/bundling press; seams gunny cloth; weighs and marks bundles. 操作及清潔打大小包機；縫頭，過磅及刷嘜頭。
413	Sizing Machine Tender 漿紗機值車工	Assists the sizing machine leader in operating and cleaning sizing machine, including preparing size mixings, creeling warpers beams, threading up, leasing, gaiting up and doffing fully sized beams, repairing broken ends etc. 協助漿紗機組長操作及清潔漿紗機，包括調漿、放漿、引紗、分經、上經軸、生頭、落滿軸、接駁斷頭等工作。
414	Warp/Rope Yarn Dyeing Machine Tender 平染／繩狀染紗機值車工	Assists the warp/rope yarn dyeing machine leader in operating the yarn dyeing machines. Carries out yarn dyeing operations including dissolving dyestuffs and chemicals and loading them into the machines. 協助平染／繩狀染紗機組長操作染紗機，進行染紗工作，包括溶解染料及化學品，並放入平染／繩狀染紗機內。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
415	Drawing-in Operator 穿綜工	Draws warp ends through drop-wires, wire healds and reeds according to fabric patterns. 按照布的組織，將經紗穿過停經片、綜絲及筘。
416	Beam Gaiter/Warp Tying Machine Operator 架軸及接軸工	Gaits the full weaver's beams when it is finished at the weaving looms, including oiling, setting, and starting the weaving loom. Operates warp-tying machine in tying the warp from the weaver's beams and the warp from the weaving looms. 從布機拆下空軸及架上新織軸，加油及將布機調校至能開車為止。操作接頭機，接駁織布機及織軸上的經紗。
417	Weaver 織布／幫接工	Operates one or more weaving machines to produce fabric systematically and continuously, inspects fabrics produced and warps, pieces broken ends, repairs minor fabric faults, replaces faulty weft etc. Assists the foreman to check and piece weaver's beams for production, and repairs faulty fabrics on looms. 操作織布機，有系統地連續生產布疋；檢查布面及經紗、接駁斷紗、修補布疵、更換有毛病的緯紗。協助指導工檢查並接駁新織軸的斷頭以備開機；修補布疵。
418	Fabric Inspector/ Fabric Examiner 驗布／複驗布工	Inspects piece goods, detects and records fabric faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for weaving faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尚有漏修疵點，並進行補修、記錄及標記。檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
419	Fabric Mender 修布工	Repairs faults that have been marked in the fabric. 修補布疋上已作標記的疵點。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
420	Cloth Folding Machine Tender 碼布機值車工	Operates the cloth folding machine. Measures and records the yardage of pieces of cloth produced from the weaving department/section. 操作碼布機，量度並記錄由織造部門生產的布疋碼數。
421	Carpet Maker 地氈工	Uses trimming tools to raise patterns on carpet after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計，用機器或人手生產地氈。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

KNITTING BRANCH
針織門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development, and all resources related to production in a knitting mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與針織有關的工作，包括研究及發展。
103	Production Engineer 運轉（生產）主任	Responsible to the mill manager or equivalent; plans and executes production systems for knitting plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a knitting mill. 向廠長或上級人員負責；策劃與執行針織部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Engineer 保全主任	<p>Responsible to the mill manager or equivalent; plans and executes maintenance systems for knitting plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed.</p> <p>向廠長或上級人員負責；策劃及執行針織機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。</p>
108	Merchandising Manager 營銷採購經理	<p>Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order.</p> <p>不斷密切留意最新之時裝趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。</p>
109	Marketing/Sales Manager 市場／營業經理	<p>Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales.</p> <p>策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。</p>

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。
111	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	Responsible to the production engineer or equivalent; takes charges of one or more department(s)/section(s) for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉（生產）主任或上級人員負責；依照生產程序，負責部門內的生產工作；管理部門的員工，以保持產品質素及生產效率。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
205	Quality Control Supervisor / Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of knitting processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent. Takes charge of all maintenance, machine erection and conversion work in the knitting factory. Manages and directs the work of subordinates in the maintenance section and assists production section in the changing of fabric designs, structures and patterns. 向保全主任或上級人員負責；監管針織廠內所有機械的保養工作、機器安裝與改裝；管理及領導下屬的工作，協助運轉（生產）部，更改織物設計、結構及花樣。
210	Pattern Design Supervisor 織物設計管理員	Responsible to the production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向運轉（生產）主任或上級人員負責；設計及分析圖案，包括使用電腦繪圖；管理及領導花樣設計部門工作人員。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
213	Marketing/Sales Officer 市場／營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL		技工級
301	Section Leader 組長／指導工	Assumes responsibility for supervising production work, instructs on standard working methods, checks and corrects faulty products and supervises the cleaning work under the direction of the production supervisor in one or more sections of a knitting mill. 在生產管理員／運轉領班指導下，監督針織廠部門內的生產工作；指導有關的標準工作法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
303	Knitting Mechanic 針織機械技工	Undertakes erection, setting, maintenance, overhauling, converting, repairing of machinery and changing of fabric designs for production under the direction of the maintenance supervisor in a knitting mill. 在維修管理員／保全領班指導下，於針織廠內擔任機械安裝、校準、保養、平車、改裝、修理、轉筒及改花樣等工作。
304	Electrician 電氣技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors under the direction of the maintenance supervisor or the person in charge of electrical work. 在維修管理員／保全領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機等工作。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
OPERATIVE LEVEL		操作工級
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans cone winding machines, removes full packages and replaces with empty cones and knots broken ends. Sweeps floor under and adjacent to winding machines. 操作絡筒機、生頭、落筒、接頭、清潔筒子機及其附近地面。
418	Fabric Inspector 驗布工	Inspects piece goods, detects fabric faults and marks the positions of the faults. Cleans minor oil stains. Repairs minor fabric faults if needed. 檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
419	Fabric Mender 修布工	Repairs faults that have been marked in the fabrics. 修補布疋上已作標記的疵點。
422	Knitting Machine Tender 針織機值車工	Operates one or more knitting machines, mends broken ends and replaces broken knitting elements such as needles, and sinkers, cleans the machines etc. 操作針織機；接駁斷紗，更換損壞的機件如織針、沉降片；清潔織機。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
OPERATIVE LEVEL (Continued)		操作工級（續）
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to his/her supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。
UNSKILLED LEVEL		非技術工人級
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

FINISHING BRANCH
染整門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development and all resources related to production in a dyeing, printing and finishing mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與染印整有關的工作，包括研究及發展。
103	Production Manager 生產經理／生產主任	Responsible to mill manager or equivalent; plans and executes production systems for dyeing, printing and finishing plant. Takes charge of production and manages the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a dyeing, printing and finishing mill. 向廠長或上級人員負責；策劃與執行染印整部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
104	Maintenance Manager 保全經理	<p>Responsible to the mill manager or equivalent; plans and executes maintenance systems for dyeing, printing and finishing plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed.</p> <p>向廠長或上級人員負責；策劃及執行染印整機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。</p>
105	Technical Manager 技術經理	<p>Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products.</p> <p>向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
106	Department/Section Head (Winding, Grey Cloth, Scouring and Bleaching, Pattern Design/ Engraving/Screen Making, Dyeing, Printing, Finishing, Inspecting/Packaging/Make-up, Quality Control, Laboratory and Electrical/Mechanical) 部門主管 (絡紗／筒子、原布、煉漂、花樣設計／雕刻／製網、染色、印花、整理、驗布／包裝／成品、品質、試驗及電氣／機械)	Responsible to the production manager/technical manager/maintenance managers or equivalent; manages and supervises the production or work and personnel in the respective department/section in the dyeing, printing and finishing factory in accordance with production plan. 向生產經理／生產主任、技術經理、保全經理或上級人員負責；遵照生產程序，管理及督導染印整廠內有關部門的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求；策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
111	Compliance Manager 準則審核經理	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。</p>
TECHNICIAN LEVEL 技術員級		
204	Production Supervisor (Winding, Grey Cloth, Scouring and Bleaching, Dyeing, Print Pasting, Printing, Finishing, Garment Washing and Dyeing, Pattern Design/Engraving/Screen Making, or/and Inspecting/ Packaging/Make-up) 運轉 (生產) 領班 (絡紗／筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計／雕刻／製網或／及 驗布／包裝／成品)	<p>Responsible to the department/section head of respective department/section or equivalent; takes charge of the package winding, grey cloth, scouring and bleaching, dyeing, print pasting, printing, finishing, garment washing and dyeing, pattern design/engraving/screen making or/and inspecting/packaging/make up department(s)/section(s) for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity.</p> <p>向所屬部門主管或上級人員負責；依照生產程序，負責絡紗／筒子、原布、煉漂、染色、配漿、印花、整理、成衣洗染、花樣設計／雕刻／製網或／及驗布／包裝／成品部門的生產工作；管理部門的員工，以保持產品質素及生產效率。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
205	Quality Control Supervisor / Laboratory Supervisor 品質領班／化驗領班	Responsible to the department/section head of respective department/section or equivalent; controls the product quality in all stages of dyeing and finishing processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of textile materials if needed. 向有關部門主管或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對紡織物料進行檢定。
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance manager or equivalent; takes charge of all maintenance, machine erection and conversion work in dyeing, printing and finishing factory. Manages and directs the work of the subordinates. 向保全經理或上級人員負責；監管染印整廠內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
209	Maintenance Supervisor (Electrical/Electronics) 維修管理員／保全領班 (電氣／電子)	Responsible to the department/section head of respective department/section or equivalent; takes charge of the electrical installation and maintenance work as well as the electronic devices and equipment in the dyeing, printing and finishing factory. Manages and directs the work of the subordinates. 向有關部門主任或上級人員負責；擔任染印整廠內技術性工作，負責安裝、操作、保養及修理電氣系統與設備和電子裝置及設置，並管理及領導下屬的工作。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
211	Merchandiser 營銷採購員	<p>Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment.</p> <p>協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。</p>
212	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>

Code No. 編號	Job Title 職 稱	Job Description 工作說明
CRAFTSMAN LEVEL 技工級		
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work under the direction of the maintenance supervisor in a dyeing, printing and finishing mill. 在維修管理員／保全領班指導下，擔任染印整廠內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician 電氣技工	Undertakes electrical wiring work, installation, maintenance and repairing of electrical fittings and motors under the direction of the maintenance supervisor (electrical) or the person in charge of electrical work in a dyeing, printing and finishing mill. 在維修管理員／保全領班（電氣）或負責電氣工作的主管指導下，擔任染印整廠內的接線、安裝、保養、修理電氣裝置及電動機等工作。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of maintenance supervisor or the person in charge of boiler maintenance work in a dyeing, printing and finishing mill. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養染印整廠的鍋爐及油箱。
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
311	Singeing/Scouring and Bleaching Machine Leader 燒毛／煉漂機組長	Assumes responsibility for the running of the singeing/scouring and bleaching machine and allocating work to operatives. 負責燒毛／煉漂機的運轉及分配屬下操作工的工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
312	Mercerizing Machine Leader 絲光機組長	Assumes responsibility for the running of the mercerizing machine and allocating work to operatives. 負責絲光機的運轉及分配屬下操作工的工作。
313	Dyeing Machine Leader 染色機組長	Assumes responsibility for the running of the dyeing machine and allocating work to operatives. 負責染色機的運轉及分配屬下操作工的工作。
314	Printing Machine Leader 印花機組長	Assumes responsibility for the running of the printing machine and allocating work to operatives. 負責印花機的運轉及分配屬下操作工的工作。
315	Calendering Machine Leader 軋光機組長	Assumes responsibility for the running of the calendering machine and allocating work to operatives. 負責軋光機的運轉及分配屬下操作工的工作。
316	Stentering Machine Leader 漿拉/定型機組長	Assumes responsibility for the running of the stentering machine and allocating work to operatives. 負責漿拉/定型機的運轉及分配屬下操作工的工作。
317	Pre-shrinking Machine Leader 縮水機組長	Assumes responsibility for the running of the pre-shrinking machine and allocating work to operatives. 負責縮水機的運轉及分配屬下操作工的工作。
318	Open Width Washing Machine Leader 平幅洗水機組長	Assumes responsibility for the running of the open width washing machine and allocating work to operatives. 負責平幅洗水機的運轉及分配屬下操作工的工作。
319	Raising/Shearing/Emerising Machine Leader 抓毛/剪毛/磨毛機組長	Assumes responsibility for the running of the raising/shearing/emering machine and allocating work to operatives. 負責抓毛/剪毛/磨毛機的運轉及分配屬下操作工的工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
320	Inspection and Make-up Section Leader 驗布及成品組長	Assumes responsibility for supervising production work, instructs on standard methods, checks and corrects faulty products and supervises the cleaning work in the section of the dyeing, printing and finishing. 監督染印整部門的生產工作；指導有關的標準工作方法，檢查並改正有瑕疵的產品，督導工場的清潔工作。
321	Winding Machine Leader 絡紗／筒子機組長	Assumes responsibility for supervising production work, instructs on standard work methods, checks and corrects faulty products and supervises the cleaning work in the winding section. 負責監督絡紗的生產工作，指導有關的標準工作方法，檢查並修正有疵點的產品，督導保持工場整潔。
322	Screen Maker 製網技工	Undertakes screen making work including application of laser technology. Assumes responsibility for the maintenance, storage and repairs of screens, including flat and rotary. 執行製網的工作，包括使用雷射雕刻技術，並負責保全、貯藏及修理網版和網筒等工作。
323	Chemical Tester 化驗員	Undertakes laboratory testing work under the direction of the laboratory supervisor. 在化驗領班指導下，進行化驗工作。
324	Garment Washing and Dyeing Machine Leader 成衣洗染機組長	Assumes responsibility for the running of the garment washing and dyeing machine and allocating work to operatives. 負責成衣洗染機的運轉及分配屬下操作工的工作。
OPERATIVE LEVEL		操作工級
406	Winding Machine Tender 絡紗／筒子機值車工	Operates and cleans the winding machines, removes full packages and replaces with empty cones and knots broken ends. Sweeps floor under and adjacent to winding machines. 操作及清潔筒子（絡紗）機，落筒，換上空筒管，接頭。掃除筒子（絡紗）機附近地面。

Code No. 編號	Job Title 職稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
418	Fabric Inspector 驗布工	Inspects grey and finished fabrics in according with quality standards laid down by the company. 按公司規定的品質標準，檢驗原布及成品布疋的疵點。
423	Preparatory Machine Tender (Singeing/Scouring/Bleaching/Mercerising) 前處理機值車工 (燒毛/煮煉/漂白/絲光)	Operates the preparatory machine, such as singeing, scouring, bleaching or mercerising machines etc. 操作前處理機械，如燒毛機、煮煉機、漂白機或絲光機等。
424	Dyeing Machine Tender 染色機值車工	Operates any type of dyeing machines, carries out dyeing operations including dissolving dyestuffs and chemicals and loading them into the machines. 操作任何一類的染色機。進行染色工作包括溶解染料及化學藥品，並將其放入染色機內。
425	Printing Machine Tender 印花機值車工	Operates the printing equipment or the printing machine (flat or rotary) to print designs on fabrics. 操作印花設備或印花機(網板或網筒)，將織物印上圖案。
426	Finishing Machine Tender (Calendering/Raising/Shearing/Emerising/Stentering/Pre-shrinking/Washing/Garment Washing and Dyeing/Drying) 後整理機值車工 (軋光/抓毛/剪毛/磨毛/漿拉/定型/縮水/洗水/成衣洗染/烘乾)	Operates any type of finishing machines (e.g. calendering/raising/shearing/emerging/stentering/pre-shrinking/washing/garment washing and dyeing/drying). 操作任何一類的整理機械(如軋光/抓毛/剪毛/磨毛/漿拉/定型/縮水/洗水/成衣洗染/烘乾)。
427	Recipe and Print Paste Preparer 秤料及配漿員	Weighs out dyestuffs and chemicals from a given formula or prepares the print paste according to the prescriptions for production uses, including uses of auto-colour kitchen, to be used on the dyeing and finishing machines. 按配方所列份量，秤出所需染料及化學品，或製配印漿，包括採用電腦配漿系統以供應染色，印花及整理機生產之用。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
428	Electronic Data Processor 資料操作員	Operates computers and related equipment. Enters production data to machine plant and processes information printouts and records. 操作電腦或有關設備，將生產資料輸入電腦系統，製定電腦資料報表及記錄。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 負責記錄一切生產，原料的消耗及工人流動情形，每日向上級報告。
UNSKILLED LEVEL		非技術工人級
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials. Cleans, sweeps, lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C1)
調查表附註 (附錄丙一)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TEXTILE INDUSTRY
紡織業主要職務工作說明

NON-WOVEN BRANCH
無紡布門類

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
101	Mill Manager 廠長	Responsible to the general manager or equivalent; plans, organises, directs and co-ordinates, together with other managers and executives, all activities including research and development, and all resources related to production in a non-woven mill. 向總經理或上級人員負責；與其他行政人員共同策劃、組織、指導及統籌所有與無紡有關的工作，包括研究及發展。
102	Department Engineer 工程師／工務長	Responsible to mill manager or equivalent; plans, organises, directs and co-ordinates, in liaison with other sections/departments, all activities related to the efficient and economic use of resources for production in a non-woven mill. 向廠長或上級人員負責；與其他部門合作，策劃、組織、指導、統籌及聯繫各項工作，使無紡廠內生產設備的應用能符合經濟效益。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
103	Production Engineer 運轉 (生產) 主任	Responsible to the department engineer or equivalent; plans and executes production systems for non-woven plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity and to minimise manpower and raw material wastage in all production processes in a non-woven mill. 向工程師／工務長或上級人員負責；策劃與執行無紡部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
104	Maintenance Engineer 保全主任	Responsible to the department engineer or equivalent; plans and executes maintenance systems for non-woven plant. Installs new machinery, carries out plant modification and maintenance to meet production requirements so as to minimise down-time and improve production efficiency. Maintains workshop facilities such as air-conditioning system, steam plant, water and electrical supply and factory building, and liaises with equipment suppliers on matters concerning services if needed. 向工程師／工務長或上級人員負責；策劃及執行無紡機械保養方針；裝置新機，改良及保養現有機械以配合生產需要，以求減少停工時間，提高生產效率；必要時策劃及維修廠內各項設備，如空氣調節、鍋爐、水、電、廠房等，並就保養事宜與供應商保持聯繫。
105	Quality Control Engineer 品質主任	Responsible to the mill manager or equivalent; plans and directs procedures to conform to specified standards. Takes charge of laboratory testing and development work and advises on quality control standards/specifications for raw materials and finished products. 向廠長或上級人員負責；遵照規定標準，策劃及指導各項品質管理程序；負責試驗、改良、研究及發展工作，並對原料與製成品的品質提供意見。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
106	Shift Engineer 運轉 (生產) 科長	Responsible to the production engineer or equivalent; manages and supervises the production and personnel in the non-woven mill in one shift in accordance with production plan. 向運轉 (生產) 主任或上級人員負責; 遵照生產程序, 管理及督導輪值時間內無紡廠的生產及人事工作。
108	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date product and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之產品趨向及市場對品質的需求; 策劃、批准及監督樣品製作與報價的配合及提交等工作, 並與客戶商談。統籌及處理客戶訂單, 並與有關部門聯絡, 以確保客戶訂單能依期付運。
109	Marketing/Sales Manager 市場 / 營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料, 以釐訂本地及 / 或海外市場的需求。親身與客戶接觸, 以推廣業務。
110	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
112	Quality Assurance Manager 品質保證經理	Takes charge of the QA function of the company. Responsible for designing, implementing and managing an effective and efficient operational QA system. Keep abreast of the global development on aspects like ISO, continuous improvement, international standards and regulations. 掌管有關機構產品品質保證的事宜。負責設計、執行和管理一個有效和高效率的業務品質保證系統。了解全球對國際標準化組織認證、持續改善、國際標準和條例的最新發展。
TECHNICIAN LEVEL 技術員級		
201	Production Supervisor 生產管理員／運轉領班	Responsible to the shift engineer or equivalent; takes charge of the department/section for production according to the schedule. Manages the personnel of the department/section to maintain quality and productivity. 向運轉（生產）科長或上級人員負責；依照生產程序，負責生產的工作；管理部門的員工，以保持產品質素及生產效率。
205	Quality Control Supervisor / Laboratory Supervisor 品質領班／化驗領班	Responsible to the quality control engineer or equivalent; controls the product quality in all stages of processing and maintains the quality standard of the products according to test results. Manages and directs the work of the subordinates. Takes charge of laboratory testing and development work including testing of materials if needed. 向品質主任或上級人員負責；根據試驗結果，控制與保持各生產過程的產品質素，並管理及領導下屬的工作；必要時負責試驗與研究改良工作，包括對物料進行檢定。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
208	Maintenance Supervisor 維修管理員／保全領班	Responsible to the maintenance engineer or equivalent; takes charges of all maintenance, machine erection and conversion work in one or more sections. Manages and directs the work of the subordinates. 向保全主任或上級人員負責；監管部門內所有機械的保養工作、機器安裝與改裝，並管理及領導下屬的工作。
210	Pattern Design Supervisor 織物設計管理員	Responsible to the production engineer or equivalent; creates designs and analyses patterns, including the use of CAD system. Manages and directs personnel of the pattern design section. 向運轉（生產）主任或上級人員負責；設計及分析圖案，包括使用電腦繪圖；管理及領導花樣設計部門工作人員。
211	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。
213	Marketing/Sales Officer 市場／營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
214	Quality Assurance Supervisor 品質保證員	Responsible to the QA manager or equivalent. Assists in the design and takes charge of the effective implementation of the QA system. 向品質保證經理或上級人員負責；協助設計及負責品質保證系統的有效執行。
CRAFTSMAN LEVEL		技工級
302	Textile Mechanic 紡織機械技工	Undertakes erection, setting, maintenance, overhauling, converting and repairing of machinery, and bench fitting work etc. under the direction of the maintenance supervisor in one or more sections. 在維修管理員／保全領班指導下，擔任部門內的機械安裝、校準、保養、平車、改裝、修理及車鉗工作。
304	Electrician/Electronics Craftsman 電氣技工／電子技工	Undertakes electrical wiring work, installation, maintenance and repair of electrical fittings and motors electronics devices and equipment under the direction of the electrical technician or the person in charge of electrical work. 在電氣技術員／電氣領班或負責電氣工作的主管指導下，擔任接線、安裝、保養、修理電氣裝置及電動機、電子裝置及設備等工作。
306	Boiler Mechanic 鍋爐技工	Operates, cleans and maintains steam boiler(s) and fuel tank(s) under the direction of maintenance supervisor or person in charge of boiler maintenance work. 在維修管理員／保全領班或負責保養鍋爐的主管指導下，操作、管理、清潔及保養鍋爐及油箱。
309	Pattern Preparer 畫花技工	Prepares patterns according to given designs under the direction of pattern design supervisor. 在織物設計管理員指導下，繪畫織物圖案。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
310	Colour Matcher 配色員	Prescribes a recipe and uses certain dyestuffs to prepare a dyed or printed sample until it matches the colour of the given sample. 擬出配方，用某種顏料染出或印出色樣，至能對色（即與指定色樣相符）為止。
OPERATIVE LEVEL		操作工級
411	Baling/Bundling Machine Tender 打大／小包機值車工	Operates and cleans baling/bundling press. 操作及清潔打大／小包機。
418	Fabric Inspector/ Fabric Examiner 驗布／複驗布工	Inspects piece goods, detects and records fabric faults and marks the position of the faults. Cleans minor oil stain. Repairs minor fabric faults if needed. Examines piece goods from the mending section. Checks the fabrics for faults, repairs, records and marks any un-repaired faults. 檢查已修好的布疋是否尚有漏修疵點，並進行補修、記錄及標記。檢驗製成的布疋，找出布疵並作標記及記錄；清除輕微油污，必要時修補布疋上較輕微的疵點。
421	Carpet Maker 地氈工	Uses trimming tools to raise patterns on carpet after making. Produces a carpet in accordance to the pre-determined patterns or design by machine or hand. 使用刀具在製成的地氈上修飾各類圖案。依照圖案設計，用機器或人手生產地氈。
429	Other Operative 其他操作工	Operative who may undertake semi-skilled work or operate machines for production, or carry other operative work as assigned by the supervisor. 擔任半熟練工作或操作機械從事生產工作，或由管理人員指派半技術性工作。
430	Recorder 書記員／收發員	Keeps all records on production and material consumption. Takes responsibility for keeping records of labour movement and making prompt daily reports to the supervisor. 保存生產及原料消耗的一切記錄，並記錄工人流動情形，每日向上級報告。

Code No. 編號	Job Title 職 稱	Job Description 工 作 說 明
UNSKILLED LEVEL 非技術工人級		
501	General Worker 雜工	Carries out general unskilled duties such as collecting, carrying, sorting, distributing, weighing or packing materials, cleaning and sweeping; lubricates and assists to operate machines. 擔任一般雜務工作，包括收集、搬運、分類、分派、磅重、包裝、清潔及打掃；為機器加油，並協助操作。

Questionnaire Explanatory Note (Appendix C2)
調查表附註 (附錄丙二)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE CLOTHING INDUSTRY
製衣業主要職務工作說明

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
141	Production Manager 生產經理 (廠長)	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管制生產方面之各項工作，包括協調其他有關工作，以確保高度生產效率及符合經濟原則。
142	Quality Manager 品質經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合客人訂下的標準及規格。
143	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
144	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyer's order. 不斷密切留意最新之時裝趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
145	Industrial Engineer 工業工程師	Plans and directs engineering/management services programmes associated to production including plant layouts, work study, time study, utilisation of resources to ensure optimum production efficiency. Executes plants and machinery repairs, adjustments and modifications to meet changing requirements. 策劃及指導與生產有關的工程／管理服務計劃，包括廠房佈置、工作方法及效率研究、資源運用，以發揮最高生產效率。執行廠房設置／佈置的安排、調整及修改以應付變動的需求。
146	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。
147	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
148	Compliance Manager 準則審核經理	<p>Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices.</p> <p>掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。</p>
TECHNICIAN LEVEL		技術員級
241	Production Department Supervisor 生產部總管 (工務)	<p>In charge of the production department, plans and controls production efficiently and assists in production schedule and work study.</p> <p>管轄生產部，以有效方法策劃及管制生產，並協助編排生產程序及進行工作研究。</p>
242	Production Section Supervisor 生產組管理員 (組長)	<p>In charge of a section in the production department, including directing preparation work prior to production, controlling production quality and allocation of work to each machine.</p> <p>管轄生產部門內一小組，包括指導生產前的準備工作，管制生產品質及分派工作。</p>
243	Production Co-ordinator / Production Planner 生產統籌員	<p>Assists in production co-ordination, prepares production schedule, compares new orders with old orders and recommends machinery and ancillary equipment to be used for production.</p> <p>協助生產配合工作，編製生產排期表，比較新舊訂單並建議生產所用的機器及輔助設備。</p>

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
244	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and whole garments. 設計及繪製整件服裝及其各部份的紙樣。
245	Pattern Grading/Marker Making Supervisor 放樣／嚟架組管理員	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and re-trains new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嚟架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嚟架員授予新技術訓練。負責放樣。
246	Quality Control Technician 品質控制技術員	Controls quality of incoming materials, work in progress and finished products, and advises quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. 管制布料與配料、生產中的半製成品以及成衣的品質，並就品質需求提供意見。督導品質控制／檢查人員以檢查生產過程中各階段的產品品質，並確保成品品質符合標準及規格。
247	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
248	Fashion/Sample Co-ordinator 時裝／樣辦統籌員	Co-ordinates sample production, interprets fashion designers' sketches and buyers' requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作，理解時裝設計師的繪圖及買家的需求；擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。
249	Knitting Technician 針織技術員	Designs and writes knitting instructions according to drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計，擬寫針織工作說明，以供手動與電動針織機織工織造之用。
250	CAD Technician 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。
252	Industrial Engineering Technician 工程技術員	In charge of the maintenance/engineering section, supervises all installation, maintenance, and conversion work. Implements engineering development programmes and performs technical tasks. 管轄維修／工程組，督導所有安裝、維修及改裝設備工作。實行工程發展計劃並擔任技術性工作。
253	Garment Washing Technician 成衣洗水技術員	Responsible to the department/section head of respective department/section or equivalent; takes charge of the garment washing department/section for production and quality control according to the production plan and the specification requirements of finished products. Manages the personnel of the department/section to maintain productivity and quality. 向所屬部門主管或上級人員負責；依照生產程序和成品的規格要求負責成衣洗水部門；管理部門員工，以保持產品生產效率及品質。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
254	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
255	Marketing/Sales Officer 市場／營業主任	Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management. 協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。
CRAFTSMAN LEVEL		技工級
341	Clothing Machine Mechanic 製衣機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for sewing machinery. 擔任製衣廠器具的安裝、改裝、大修、保養、修理、設計及製作附件等工作。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
CRAFTSMAN LEVEL (Continued) 技工級 (續)		
342	Knitting Machine Mechanic 針織機械工	Installs, converts, overhauls, maintains, repairs, designs and makes attachments for knitting machinery. 擔任針織機的安裝、改裝、大修、保養、修理、設計及製作附件等工作。
343	Pattern Grader/Marker Maker 放樣／嘜架員	According to size specifications, produces full range of different sizes of patterns from master patterns, designs marker lays for production orders. 按照尺碼規格，根據原樣繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
344	Computer Pattern Grader/Marker Maker 電腦放樣／嘜架員	Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders. 輸入放樣規格，排料需求及尺碼資料。操作電腦繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。
345	Clothing Operator Instructor 車衣指導員	Trains trainees for one or more jobs at operative level. Retrains and provides further training for existing operatives in new and existing skills. 訓練操作工級的養成工擔任一項或多項工作。亦負責轉業訓練及向現職操作工施予深造訓練，使其獲得新技能。
346	Sample Maker 樣辦製造技工	Cuts, sews, assembles, finishes and presses different types of clothing by hand tools and machines according to customers requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求、生產樣辦、製造的規格和紙樣，用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦／服裝／針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
347	Quality Control Inspector 品質控制檢查員	According to quality control specifications, carries out control/inspection programmes, and prepares quality control reports and charts. 根據品質控制規格，執行品質控制及檢查工作，並編制品質控制報告和圖表。
348	Repairing Craftsman (Knitted Products) 成衣修補技工 (針織衣物)	Carries out major clothing repairing/mending work at a high skill standard. Reconstructs the whole substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. Mends by hand defective parts in knitted fabrics and knitwears. 以高技巧進行成衣的主要修補／織補工作。根據品質規格，重新改造整件成衣次貨。針織修補損壞的裁片。
349	Repairing Craftsman (Woven Products) 成衣修補技工 (梭織衣物)	Carries out major clothing repairing/mending work at a high skill standard. Reconstructs the whole substandard clothing according to the quality specifications. Recuts or crochets damaged clothing parts. 以高技巧進行成衣的主要修補工作。根據品質規格，重新改造整件成衣次貨。補裁或修補損壞的裁片。
350	Knitwear / Sample Knitter 針織衣物／樣辦織造技工	Assists in writing of knitting instructions according to size specifications. Produces full range of different size of patterns from master patterns and supervises the production of knitwear samples. 按照尺碼規格，協助擬寫針織工作說明。根據原樣規定，生產不同大小及尺碼之針織衣物及編織衣物樣辦。
351	Garment Washing Leader 成衣洗水組長	Responsible for the running of garment washing and drying machines and allocating work to operatives. 負責成衣洗水機的運轉及分配屬下操作工的工作。
OPERATIVE LEVEL		操作工級
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的疵點及品質。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
OPERATIVE LEVEL (Continued)		操作工級 (續)
442	Cutter/Cutting Room Operative 裁剪工／裁床工	Cuts cloth into parts of garments by hand or machine from the market lay plan. Spreads cloth into layers to facilitate cutting and undertakes other duties such as die cutting, bundling, ticketing, etc. 將布料拉直鋪疊成層以便裁剪，使用手剪或機器依照紙樣將布料裁割成服裝各部份，並擔任其他工作，例如沖壓裁剪（啤機），札裁片及打工票等工作。
443	Sewing Machine Operator 車縫工	Operates a lockstitch and special purpose sewing machine for sewing the component parts of garments. 運用平車及特種衣車車縫服裝各部份。
444	Knitting Machine Operator 針織機織工	Operates hand or power knitting machines to produce knitted panels and parts. 操作手動或電動針織機，織製服裝各部份。
445	Linking Machine Operator 縫盤工	Links knitted panels and parts by means of a linking machine. 運用縫盤機縫連針織服裝各部份。
446	Hand Stitcher 挑縫工	Stitches by hand garment/knitwear parts and trimmings. 以手挑縫服裝／針織毛衣各部份，配料及花邊。
447	Garment Washing Operative 成衣洗水操作工	Operates garment washing machines for unfinished garments and knitwear according to the prescribed washing recipes. 依照指定的洗衣配方，操作成衣洗衣機為未整理的成衣和毛衫作洗水加工的工作。
449	Presser 整熨工	Presses clothing parts by hand iron or pressing machine. 使用熨斗或熨機壓平及整理成衣和半製品。
450	Other Operative 其他操作工	Operative who may undertake semi-skilled work of a garment repairer and utility operator or any other operative work as assigned by the supervisor. 擔任修補次貨（執細雞），多功能操作工（炒貨／飛機位）或由管理人員指派的半技術性工作。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
UNSKILLED LEVEL		非技術工人級
541	General Worker 雜工	Unskilled workers who may undertake the work of a trimmer, a cone winder, a packer, a floor helper or a cleaner, etc. 擔任剪線頭工、打毛工、包裝工、工場雜務或清潔工之非技術性工作。

Questionnaire Explanatory Note (Appendix C3)
調查表附註 (附錄丙三)

**JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE FUR, HANDBAG AND FOOTWEAR INDUSTRIES**
皮草、手袋及製鞋業主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
145	Industrial Engineer 工業工程師	Plans and directs engineering/management services programmes associated to production including plant layouts, work study, time study, utilisation of resources to ensure optimum production efficiency. Executes plants and machinery repairs, adjustments and modifications to meet changing requirements. 策劃及指導與生產有關的工程／管理服務計劃，包括廠房佈置、工作方法及效率研究、資源運用，以發揮最高生產效率。執行廠房設置／佈置的安排、調整及修改以應付變動的需求。
161	Production Manager 生產經理	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管理各項生產工作，包括其他有關方面的協調，以確保能有高度生產效率及符合經濟原則。
162	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求，策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
163	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
164	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計鞋類，並融合技術、銷路及製作成本的需求。
165	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計手袋類，並融合技術、銷路及製作成本的需求。
166	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued) 技師級 (續)		
167	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
168	Quality Manager 品質經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合客人訂下的標準及規格。
169	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
TECHNICIAN LEVEL 技術員級		
242	Production Section Supervisor 生產組管理員 (組長)	In charge of a section in the production department, including directing preparation work prior to production, controlling production quality and allocation of work to each machine. 管轄生產部門內一小組，包括指導生產前的準備工作，管制生產品質及分派工作。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
243	Production Co-ordinator / Production Planner 生產統籌員	Assists in production co-ordination, prepares production schedule, compares new orders with old orders and recommends machinery and ancillary equipment to be used for production. 協助生產配合工作，編製生產排期表，比較新舊訂單並建議生產所用的機器及輔助設備。
261	Production Department Supervisor 生產部總管	In charge of the production department, plans and controls production efficiently and assists in production schedule and work study. 管轄生產部，以有效辦法策劃及管理生產，並協助編排生產程序及進行工作研究。
262	Pattern Maker 格樣設計員	Prepares patterns for use as guides in cutting parts of footwears/handbags or in preparation of cutting dies; prepares different kinds of samples and gives technical advice. 製造格樣，作為裁割鞋或手袋各部位，或衝壓裁斷刀具（啤刀）的規格。製作各式樣辦，並作技術指導。
263	Merchandiser 營銷採購員	Co-ordinates samples and prepares quotations. Follows up buyers' orders and contacts clients to promote sales. 負責樣品製作與報價的配合工作，並處理客戶訂單；與客戶聯絡藉以推廣銷路。
264	Quality Control Technician 品質控制技術員	Controls quality of incoming materials, work in progress and finished products, and advises quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. 管制布料與配料、生產中的半製成品以及成衣的品質，並就品質需求提供意見。督導品質控制／檢查人員以檢查生產過程中各階段的產品品質，並確保成品品質符合標準及規格。

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
265	Cost Estimator 成本計算員	<p>Estimates costs of products and prepares quotations. Calculates raw materials and accessories consumption and analyses production costs according to samples. Liaises with buyers, the Sales Department and Production Department on cost estimates.</p> <p>估計產品成本及負責報價。根據樣辦，計算原料及配件用量並分析生產成本。就有關成本估價事宜與買家、營業部及生產部聯絡。</p>
266	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>
267	Marketing/Sales Officer 市場／營業主任	<p>Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management.</p> <p>協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。</p>

Code No. 編號	Job Title 職稱	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
367	Fur Tailor/Finisher 皮草裁縫／上裡技工	Assembles fur shells with linings. Alters and repairs fur garments by hand or sewing machine. 負責毛皮服裝外殼合身及上裡工作，用手縫或機械製造及修改毛皮服裝。
368	Fur Sorter 分皮技工	Assorts fur skins into single-garment bundles according to shading, colour, sizes, patten lustre, texture and density of fur. 根據毛皮顏色、尺寸、光澤、質地及密度將毛皮分類成單件衣料。
OPERATIVE LEVEL		操作工級
441	Inspection Operative 檢查工	Inspects materials, fabrics, garment parts and garments for fault and quality. 檢查物料、布料、服裝各部份及成衣的底點及品質。
448	Fur Sewing Operator 皮草車縫工	Sews cut fur pelts and those pelts with repaired small holes into strips and then sew the fur strips into garment parts. 應用皮草服裝縫製原理，把已切割成的細小皮條縫合成一整條條子、縫合已修理過的毛皮小洞，把各毛皮條子縫合為衣片。
450	Other Operative 其他操作工	Operative who may undertake semi-skilled work of a garment repairer and utility operator or any other operative work as assigned by the supervisor. 擔任修補次貨（執細雞），多功能操作工（炒貨／飛機位）或由管理人員指派的半技術性工作。
461	Leather/Laminate Preparer 皮料整理工／夾布工	Operates machine to finish/laminate leather, fabrics or fibre boards. 操作機器以整飾／黏合皮革、布料或纖維（快把）板。
462	Cutter/Cutting Room Operative 鏢料工／裁斷工	Cuts materials according to patterns by hand tools or by power press machine (clicker). 以手工工具或操作電動啤機，按照格樣切割材料。

Code No. 編號	Job Title 職稱	Job Description 工作說明
OPERATIVE LEVEL (Continued) 操作工級 (續)		
463	Skiving/Folding Worker 鑷皮／摺邊工	Cuts out bits round the edge of the upper to make it thinner so as to facilitate folding and sewing, or operates folding machine to fold and press precemented edges of shoe parts together. 將鞋面沿邊切去皮料少許，使其減薄，以便摺邊及縫製，或操作摺邊機，將鞋履預先上膠部位的邊緣摺疊及壓合。
464	Sewing Machine Operator (Footwear and Handbag) 車縫工 (製鞋及手袋)	Operates sewing machine(s) for sewing the component parts of footwear or handbag. 操作針車縫製鞋或手袋各部份。
465	Lasting Worker 搥鞋工	Lasts and shapes foreparts, waists or seat sections of shoes by hand tools or lasting machines. 以手工具或操作搥鞋機將前幫、中腰或後跟部位搥植成形。
466	Finishing/Polishing Worker 修飾打磨工	Polishes footwears or handbags to smoothness and sprays products with finishes such as wax, lacquer or paint. 將鞋或手袋擦亮，並在成品上加工，例如上蠟、噴光油或漆油等。
467	Accessories Assembler 附件裝配工	Assembles fittings and accessories to footwears or handbags including fasteners, metal parts, etc. 裝配鞋或手袋的各種附件如扣、金屬配件等。
468	Other Operative (Footwear) 其他操作工 (製鞋)	Operative who may undertake one or more semi-skilled work such as sanding, insole processing, moulding, soft-soles preparing, inspecting, etc. 擔任一項或多項半技術工作如砂鞋，中底處理、模塑、軟底鞋製作、檢查等。
469	Other Operative (Handbag) 其他操作工 (手袋)	Operative who may undertake one or more semi-skilled work such as high frequency welding, braiding, etc. 擔任一項或多項半技術工作如高週波縫合、編織等。
UNSKILLED LEVEL 非技術工人級		
561	General Worker 雜工	Unskilled workers who may undertake the work of a packer, cleaner, a cementer, puncher, etc. 擔任包裝工、清潔工、上膠／糊貼工、打孔／鑿花工等非技術性工作。

Questionnaire Explanatory Note (Appendix C4)
調查表附註 (附錄丙四)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE TRADING SECTOR OF THE
TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES
紡織業、製衣業、製鞋及手袋業貿易類別主要職務工作說明

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL		技師級
181	Mill Manager/ Production Manager 廠長／生產經理	Plans, organises, directs and controls all aspects of production, including the co-ordination of associated areas to ensure the most effective and economical means of production. 策劃、編排、指導及管制生產方面之各項工作，包括協調其他有關工作，以確保高度生產效率及符合經濟原則。
182	Production Engineer 生產工程師／運轉主任	Responsible to the mill manager or equivalent; plans and executes production systems for the plant. Takes charge of production, manages and directs the production department personnel to maintain quality and productivity, and to minimise manpower and raw material wastage in all production processes. 向廠長或上級人員負責；策劃與執行部門的生產方針；領導下屬，以保持產品質素與生產效率，並盡量避免浪費廠內各生產程序所用人力及原料。
183	Product Development Manager 產品發展經理	Plans, organises and controls research and development work relating to new technical process, new products and utilisation of different materials to meet the market requirements. Participates in formulating research and product development policies. 策劃、編排及管制關於新工序、新產品與運用各類物料以適應市場需求。參予釐訂研究及產品發展的策略。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
184	Merchandising Manager 營銷採購經理	Keeps abreast of the up-to-date fashion and quality requirements of the markets; plans, approves and supervises the co-ordination and presentation of sample and quotations, and negotiates with buyers. Oversees and follows up buyers' orders, liaises with appropriate departments to ensure prompt shipment of buyers' order. 不斷密切留意最新之潮流趨向及市場對品質的需求；策劃、批准及監督樣品製作與報價的配合及提交等工作，並與客戶商談。統籌及處理客戶訂單，並與有關部門聯絡，以確保客戶訂單能依期付運。
185	Quality Manager/ Technical Manager 品質／技術經理	Plans, organises, directs and controls quality control procedures in all stages of production to ensure incoming materials and products comply with required standards and specifications. 策劃、編排、指導及管制生產方面各階段的品質管制工作程序，以確保入廠的原料及產品符合既定標準及規格。
186	Marketing/Sales Manager 市場／營業經理	Plans, organises, directs and controls an establishment's marketing, sales and promotion activities. Reviews market and sales analyses to determine local and/or overseas market requirements. Contacts clients personally to promote sales. 策劃、組織、督導及控制一間機構的市場、營業及推廣活動。檢討市場及營業分析資料，以釐訂本地及／或海外市場的需求。親身與客戶接觸，以推廣業務。
187	Fashion Designer 時裝設計師	Creates designs for clothing products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計服裝並融合技術、銷路及製作成本的需求。
188	Shoe Designer 鞋款設計師	Creates designs for shoe products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計鞋類，並融合技術、銷路及製作成本的需求。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNOLOGIST LEVEL (Continued)		技師級 (續)
189	Handbag Designer 手袋設計師	Creates designs for handbag products, harmonising aesthetic considerations with technical, merchandising and costing requirements. 以美觀的原則設計手袋類，並融合技術、銷路及製作成本的需求。
190	Compliance Manager 準則審核經理	Takes charge of the full compliance function of the company. Responsible for developing policies and procedures and implementing proper practices on vendor compliance. Provides inputs to management on long term strategic direction on compliance issues. Keeps abreast of the global development on aspects like human rights, environmental standards, international standards and alerts management on high risk areas. Interfaces with merchandising personnel, QA personnel, customers and suppliers for continuous enhancement on compliance practices. 掌管有關機構產品符合各地準則的事宜。負責制訂政策及程序，規定供應商採取符合準則的做法。就符合準則的長期策略方針，向管理層提供意見。了解全球對人權、環保標準及國際標準的最新發展，並提醒管理層注意容易出現問題的環節。與採購人員、質素保證人員、顧客及供應商緊密合作，以便繼續加強符合準則的工作。
TECHNICIAN LEVEL		技術員級
281	Merchandiser 營銷採購員	Assists in the negotiation with buyers and preparation of quotations. Handles buyers' production orders and samples. Follows up buyers' orders including liaising with other departments on the quality requirements of buyers and tracking the progress of production to ensure prompt shipment. 協助與客戶商談及報價的工作。處理客戶的生產訂單及樣辦。跟進客戶訂單，包括與其他部門聯絡有關客戶對品質的要求及跟查生產進度以確保客戶訂單能依期付運。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
282	Quality Technician/ Technical Technician 品質技術員	Controls quality of incoming materials, work in progress and finished products and prescribes quality standards and specifications and liaises with suppliers on quality requirements. Supervises quality control/inspection personnel for inspecting the quality of products at all stages of processing and maintaining the quality standards and specifications of finished products. Carries out studies on the methods and systems for upgrading quality. 管制來料、生產中的半製成品以及成品的品質，制訂品質標準及規格，與供應商聯絡有關來貨的品質需求。督導品質控制／檢查人員以檢查生產過程中各階段的產品品質，並確保成品品質符合標準及規格。研究提高品質的方法及系統。
283	Quality Inspector 品質檢查員	Advises on the quality requirements of incoming merchandise. Inspects quality of products at all stages of merchandising to maintain the quality standards and specifications of finished products. 就來貨的品質要求提供意見。並對採購各階段進行品質檢查，維持製成品的品質水準及規格。
284	Fashion/Sample Co-ordinator 時裝／樣辦統籌員	Co-ordinates sample production, interprets fashion designers' sketches and buyers' requirements; devises sample making standards and recommends the machinery and attachments to be used. Liaises with other departments for patterns, raw materials and accessories for the production of new samples. 統籌樣辦生產工作，理解時裝設計師的繪圖及買家的需求；擬定樣辦製作的規格並建議所用的機器及附件。就有關新樣辦的紙樣、原料、配料等與有關部門聯絡。
285	Production Supervisor 生產管理員	In charge of the production department, plans and controls quality and efficiency of production, and assists in production schedule and work study. 管轄生產部，以有效辦法策劃及管制產品質素及生產效率，並協助編排生產程序及進行工作研究。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued) 技術員級 (續)		
286	Pattern Maker 紙樣設計員	Designs and makes patterns for various parts of and whole garments. 設計及繪製整件服裝及其各部份的紙樣。
287	Pattern Grading/Marker Making Supervisor 放樣／嘜架組管理員	In charge of the pattern grading/marker making room. Devises grading rules and marker making requirements. Trains and retrain new and existing pattern graders and marker makers in new techniques. Grades full ranges of different sizes of patterns. 管轄放樣／嘜架組，制定放樣規格及排料需求。訓練新員工及向現職放樣／嘜架員授予新技術訓練。負責放樣。
288	Knitting Technician 針織技術員	Designs and writes knitting instructions according to drawings, specifications, designs or ideas for hand and power operated knitting machine operators. 根據繪圖、規格、設計或構想設計以擬寫針織工作說明，以對手動與電動針織機織工織造之用。
289	CAD Technician 電腦輔助設計技術員	In charge of the CAD department, prepares instructions for computerised knitting machines by using the CAD system. 負責管理電腦輔助設計部門。運用電腦輔助設計系統制訂電腦指令供電腦自動針織機使用。
290	Master Furrier 皮草技術員	Adapts, styles, cuts, makes resets, alters, remodels and repairs fur garment. Plans and supervises the production and utilisation of fur materials. 運用及挑選毛皮原料，根據紙樣設計，進行毛皮服裝製造、重新整理、修改、修補及尺碼更改。策劃及指導生產，與毛皮物料的應用。

Code No. 編號	Job Title 工作類別	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
291	Compliance Supervisor 準則審核技術員	<p>Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions.</p> <p>確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。</p>
292	Marketing/Sales Officer 市場／營業主任	<p>Assists the marketing/sales manager in soliciting business, preparing marketing plans and other promotional activities; monitors market situations and reflects customer changing requirements to management.</p> <p>協助市場／營業經理招攬生意，製訂市務推廣計劃及活動；監察市場動態，及時反映客戶需求的變化。</p>
CRAFTSMAN LEVEL		技工級
381	Computer Pattern Grader/Marker Maker 電腦放樣／唛架員	<p>Inputs grading rules, marker making requirements and sizes data. Operates a computer to grade full ranges of different sizes of patterns from master patterns and designs marker lays for production orders.</p> <p>輸入放樣規格，排料需求及尺碼資料。操作電腦繪製各種不同大小尺碼的紙樣，依據訂單，設計排料圖以供生產。</p>

Code No. 編號	Job Title 工作類別	Job Description 工作說明
CRAFTSMAN LEVEL (Continued)		技工級 (續)
382	Sample Maker 樣辦製造技工	Cuts, sews, assembles, finishes and presses different types of clothing by hand tools and machines according to customers' requirements, production samples, manufacturing specifications and patterns. Interprets work sketches and suggests making-up methods for production. 根據客戶要求／生產樣辦、製造的規格和紙樣，用手工具及機器裁割、車縫、組合、整理及熨壓各式成衣樣辦／服裝／針織毛衣。理解服裝生產草圖並對生產車縫方法作出建議。
OPERATIVE LEVEL		操作工級
481	Sales Assistant 營業助理	Assists the marketing/sales manager or officer in collecting marketing information, following up sales orders and implementing marketing plans and other promotional activities. 協助市場／營業經理或主任收集市場資訊，跟進營業訂單及執行市務推廣計劃及活動。

Questionnaire Explanatory Note (Appendix C4)
調查表附註 (附錄丙四)

JOB DESCRIPTIONS FOR PRINCIPAL JOBS
IN THE SERVICING SECTOR (TEXTILE TESTING HOUSES) OF THE
TEXTILE, CLOTHING, FOOTWEAR AND HANDBAG INDUSTRIES
紡織業、製衣業、製鞋及手袋業公證類別 (紡織檢定機構)
主要職務工作說明

Code No. 編號	Job Title 職稱	Job Description 工作說明
TECHNOLOGIST LEVEL 技師級		
171	Laboratory Director/ Assistant General Manager 試驗間總監／助理總經理	Responsible to the general manager or equivalent; plans and directs laboratory policy, operations and procedures to conform to specified standards. Takes charge of marketing and laboratory testing and development work. Communicates and liaises with clients. Solves the technical problems and handles complaints. 向總經理或上級人員負責；策劃及指導試驗間工作方法、運作及有關程序，以符合規定標準；負責市場推廣、試驗及發展工作；與客戶聯絡；解決技術方面的問題，並處理投訴。
172	Textile Manager/ Laboratory Manager 紡織主任／試驗間主任	Responsible to laboratory director or equivalent; takes charge of one or more groups/sections and the laboratory testing and development work. Manages and supervises the subordinates to carry out daily technical operations and to handle difficult tests. Develops and reviews new testing procedures and methods. Executes and directs training programmes. Re-checks the testing reports prepared by the subordinates. 向試驗間總監或上級人員負責；監管屬下小組／部門，並負責試驗及發展工作；管理及督導下屬進行日常技術工作，並處理難度高的試驗；發展及檢討新試驗程序及方法；執行及指導訓練工作；覆核下屬所編製的試驗報告。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
272	Senior Engineer/ Senior Textile Engineer 高級工程師／高級紡織工程師	Responsible to supervisor or equivalent; conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the seniors. 向主管或上級人員負責；進行試驗工作，並編製報告；協助主管培訓下屬；就上級人員所委派的新試驗工作，進行研究及發展。
273	Engineer /Assistant Engineer /Textile Engineer / Assistant Textile Engineer 工程師／助理工程師／ 紡織工程師／ 助理紡織工程師	Responsible to senior engineer or equivalent; conducts laboratory tests and prepares reports. Assists the supervisors in training subordinates. Carries out research and development for the new tests assigned by the seniors. 向高級工程師或上級人員負責；進行試驗工作，並編製報告；協助主管培訓下屬；就上級人員所委派的新試驗工作，進行研究及發展。
274	Senior Technician/ Laboratory Technician 高級技術員／試驗間技術員	Responsible to supervisor or equivalent; conducts laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Oversees housekeeping routines in the laboratory. 向主管或上級人員負責；進行試驗工作；將所有試驗儀器及工具保存於良好狀態，如儀器及工具有損壞，需要修理或增添，須作出報告；監管試驗間的日常工作。
275	Technician/Junior Laboratory Technician 技術員／初級試驗間技術員	Responsible to senior technician or equivalent; carries out simple laboratory tests. Maintains all testing equipment and tools in good condition and reports for damage, repair and addition. Maintains good housekeeping routines in the laboratory. 向高級技術員或上級人員負責；進行簡單的試驗工作；將所有試驗儀器及工具保存於良好狀態，如儀器及工具有損壞，需要修理或增添，須作出報告；保持試驗間整潔。

Code No. 編號	Job Title 職 稱	Job Description 工作說明
TECHNICIAN LEVEL (Continued)		技術員級 (續)
276	Service Maintenance Technician 維修技術員	Responsible to supervisor or equivalent; takes charge of the services, maintenance and minor repairing work. Maintains and calibrates all testing equipment and apparatus in good and accurate condition. 向主管或上級人員負責；負責進行修理、保養及小型維修；保養及校準所有試驗儀器，確保處於良好狀態，以提供準確試驗結果。
277	Compliance Supervisor 準則審核技術員	Ensures vendor understanding and completes compliance with the company's code of vendor conduct and all local laws and regulations. Regularly visits the factories to inspect for compliance to ensure that they have developed, implemented and maintained proper personnel policies, procedures and factory condition. Establishes system/procedure to elicit honest feedback about factory condition from workers and other non-management groups. Establishes and maintains positive relationships with appropriate local religious, labour, political and business leaders through sharing information and giving advice. Provides assessments, analyses and forecasts of local, political, cultural, environmental and economic conditions. 確保供應商明瞭並採取符合機構採購準則和本地法規的做法。定期到工廠巡查，確保廠方在符合準則方面制訂、推行和維持適當的人事政策、程序及工作環境。訂立制度／程序，收集員工及非管理層人士對工作環境的意見。透過資訊及意見交流，與本地有關宗教、勞工、政治及商界領袖建立並維持良好關係。就本地政治、文化、環保、經濟情況進行評估、分析和預測。
CRAFTSMAN LEVEL		技工級
371	Laboratory Assistant 試驗間助理	Responsible to senior engineer or equivalent; carries out simple testing and sample preparation. Cleans and maintains all testing equipment in good condition. 向高級工程師或上級人員負責；進行簡單的試驗工作及預備樣本；清潔所有試驗儀器，並妥為保存。

新技能提升計劃紡織及製衣業課程一覽表
Textile and Clothing Courses Offered under Skills Upgrading Scheme Plus

編號 No.	課程名稱 Course Name	修讀時數 Teaching Hour	培訓機構 Course Provider
1	製衣染色及整理概論單元證書 Fundamental Knowledge of Dyeing and Finishing	20	(2) & (3)
2	紙樣設計及立體量裁基本技巧 - 上身單元證書 Pattern Design and Fundamental Modelling Techniques for Pattern Making - Upper Body	20	(1) & (4)
3	紙樣設計及立體量裁基本技巧 - 下身單元證書 Pattern Design and Fundamental Modelling Techniques for Pattern Making - Lower Body	20	(1) & (4)
4	針織布概論、生產及分析單元證書 Knitted Fabrics Principles, Production and Analysis Techniques	27.5	(1) & (3)
5	紙樣設計及立體量裁深造班單元證書 Pattern Design and Modelling Techniques for Pattern Making (Advanced Level)	25	(1)
6	纖維之認識及鑑定法單元證書 Fundamental Knowledge and Identification Methods for Textile Fibres	17.5	(2) & (3)
7	時裝發展與潮流單元證書 Development and Trends of Fashion	20.5	(1)
8	製衣業辦公室軟件應用單元證書 Applications of Microsoft Office Software on Garment Industry	20	(3)
9	製衣業實用英語基礎單元證書 Elementary Vocational English on Garment Industry	24	(3)
10	製衣業實用英語進階單元證書 Intermediate Vocational English on Garment Industry	28	(3)
11	製衣業實用英語高階單元證書 Advanced Vocational English on Garment Industry	30	(3)
12	製衣業實用普通話基礎單元證書 Elementary Vocational Putonghua on Garment Industry	24	(3)
13	製衣業實用普通話進階單元證書 Intermediate Vocational Putonghua on Garment Industry	24	(3)

	培訓機構 Course Provider	地址 Address	電話 Telephone
(1)	製衣業訓練局 Clothing Industry Training Authority	九龍灣大業街 63 號 63 Tai Yip Street, Kowloon Bay, Kowloon	2263 6361
(2)	卓越培訓發展中心(時裝紡 織業) Pro-Act Training and Development Centre (Fashion Textiles)	葵涌新葵街 13-19 號 職業訓練局葵涌大樓七字樓 VTC Kwai Chung Complex 7/F,13-19 San Kwai Street, Kwai Chung, N.T.	2494 4282
(3)	香港服裝業總工會 Hong Kong Wearing Apparel Industry Employees' General Union	九龍油麻地彌敦道 469-471 號 新光商業大廈 6 字樓 6/F, Sunbeam Commercial Building 469-471 Nathan Road, Kowloon	2715 6671
(4)	香港聖公會麥理浩夫人中心 HKSKH Lady MacLehose Centre	新界葵涌和宜合道 22 號 No. 22, Wo Yip Hop Road, Kwai Chung, N.T.	2423 5042