

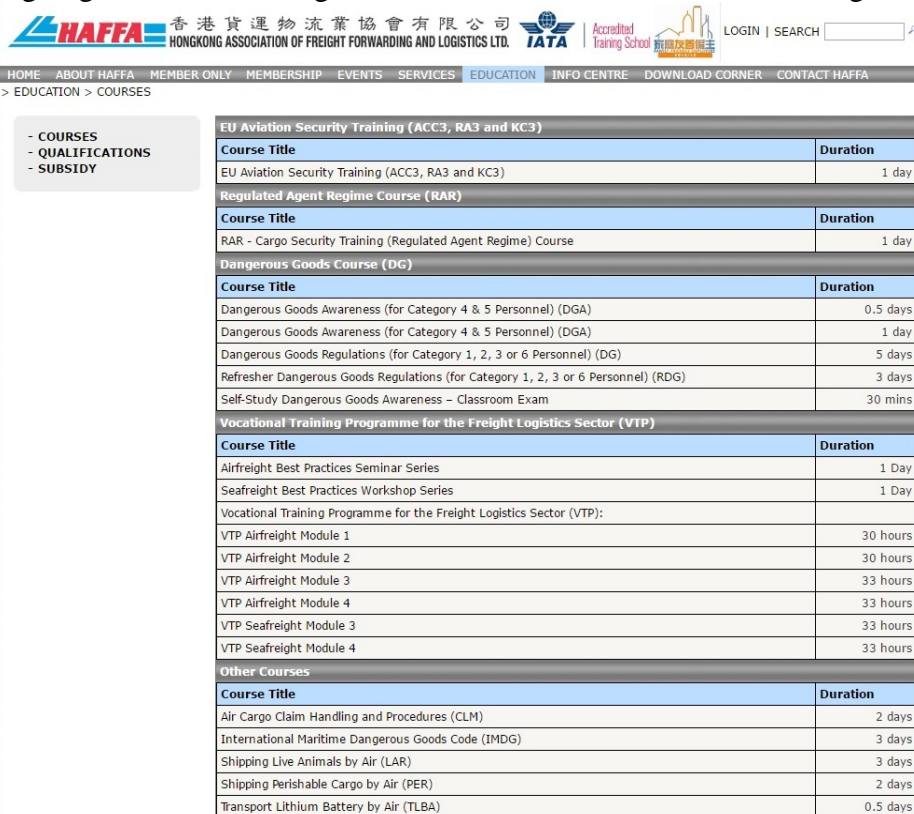
## TRAINING SUB-COMMITTEE

**Chairman:** RCS LOGISTICS LTD – Mr. Patrick Yip  
**Vice Chairman:** YUSEN LOGISTICS (HONG KONG) LIMITED LTD – Mr. Louis Lee  
**Members:** CARGO SERVICES AIRFREIGHT LTD  
 DIMERCO AIR FORWARDERS (HK) LTD  
 U-FREIGHT LTD  
 DHL GLOBAL FORWARDING (HONG KONG) LTD  
 THE JANEL GROUP OF HONG KONG LTD

### A. HAFFA Training School

HAFFA, for almost half a century, has continued to reinforce its commitment to the industry. Following the signing of IATA ATS agreement on 11 March 2014 in Los Angeles, the official launching ceremony of HAFFA Training School was held at the HAFFA Annual Spring Dinner on 31 March 2014, which was made extra special with the Chief Executive of the HKSAR the Honourable C Y Leung officiating the ceremony.

The HAFFA Training School offers courses approved by the Civil Aviation Department (CAD) and/or International Air Transport Association (IATA) to ensure that participants have both the industry-specific knowledge and practical professional abilities to comply with prevailing regulations. These hands-on skills will enable participants to make an immediate contribution to the industry once they are in the workplace.



Course Title	Duration
<b>EU Aviation Security Training (ACC3, RA3 and KC3)</b>	
EU Aviation Security Training (ACC3, RA3 and KC3)	1 day
<b>Regulated Agent Regime Course (RAR)</b>	
RAR - Cargo Security Training (Regulated Agent Regime) Course	1 day
<b>Dangerous Goods Course (DG)</b>	
Dangerous Goods Awareness (for Category 4 & 5 Personnel) (DGA)	0.5 days
Dangerous Goods Awareness (for Category 4 & 5 Personnel) (DGA)	1 day
Dangerous Goods Regulations (for Category 1, 2, 3 or 6 Personnel) (DG)	5 days
Refresher Dangerous Goods Regulations (for Category 1, 2, 3 or 6 Personnel) (RDG)	3 days
Self-Study Dangerous Goods Awareness – Classroom Exam	30 mins
<b>Vocational Training Programme for the Freight Logistics Sector (VTP)</b>	
Airfreight Best Practices Seminar Series	1 Day
Seafreight Best Practices Workshop Series	1 Day
Vocational Training Programme for the Freight Logistics Sector (VTP):	
VTP Airfreight Module 1	30 hours
VTP Airfreight Module 2	30 hours
VTP Airfreight Module 3	33 hours
VTP Airfreight Module 4	33 hours
VTP Seafreight Module 3	33 hours
VTP Seafreight Module 4	33 hours
<b>Other Courses</b>	
Air Cargo Claim Handling and Procedures (CLM)	2 days
International Maritime Dangerous Goods Code (IMDG)	3 days
Shipping Live Animals by Air (LAR)	3 days
Shipping Perishable Cargo by Air (PER)	2 days
Transport Lithium Battery by Air (TLBA)	0.5 days

Among others, the following courses are now offered by the HAFFA Training School:

- [Basic Dangerous Goods Regulations for Category 1, 2, 3 & 6 Personnel \(5 days\)](#)
- [Refresher Dangerous Goods Regulations for Category 1, 2, 3 & 6 Personnel \(3 days\)](#)
- [Dangerous Goods Awareness for Category 4 & 5 Personnel \(half day\)](#)
- [Dangerous Goods Awareness for Category 4 & 5 Personnel \(1 day\)](#)
- [Dangerous Goods Awareness Self-Study Examination for Category 4 & 5 Personnel \(30 mins\)](#)
- [Cargo Security Training \(Regulated Agent Regime\) Course \(1 day\)](#)
- [EU Aviation Security Training \(ACC3, RA3 and KC3\) Course \(1day\)](#)



As a non-profit making organization, HAFFA is devoted to reducing training costs for the industry by successfully applying for the Out-Centre Course (OCC) Scheme under the Transport Logistics Training Board (TLTB) of Vocational Training Council (VTC) to subsidize most of the courses. In addition, HAFFA has successfully applied the Maritime and Aviation Training Fund (MATF) from The Transport and Housing Bureau (THB) in May 2016 as alternative funding options

for Members. The programmes offered by HAFFA will enable companies to invest their resources in operations, leading to higher productivity.

Considering it is also important for Members' customers (*i.e. shippers or co-loaders*) and subcontractors to receive proper training for DG handling, HAFFA extends the privilege to Members' customers. That said, non-HAFFA members to be referred by Member companies can also enjoy Member's price for all HAFFA training courses. Apart from helping to enhance safety in air cargo transport, trust that this extended privilege can be conducive to building up a good relationship with Members' customers/partners and prestige of being HAFFA Members.

#### ***I. Class Room Training of Basic Dangerous Goods Regulations (DG) and Refresher Dangerous Goods Regulations (RDG) for Category 1, 2, 3 & 6 Personnel, and Dangerous Goods Awareness (DGA) for Category 4 & 5 Personnel of Freight Forwarders***

We have offered more than 25 classes of DG, RDG and DGA courses in year 2016 - 2017 (Apr 2016 - Mar 2017).

To celebrate the Golden Jubilee of HAFFA in year 2016 and to encourage the compliance of DG Training Requirement for staff of freight forwarders, we offered the first 14 Members who have successfully settled the HAFFA Membership Subscription Fee and updated its company profile on or before 27 May 2016 with a special rate of HK\$2,200 (*i.e.* a special discount of \$1,300 off!) to enroll the designated DGR – Initial with radioactive (5 Days) class.

Class schedules and course details are available at the HAFFA website under:

<http://www.haffa.com.hk/portal/Course/Default.aspx>

#### ***II. Self-Study Scheme of Dangerous Goods Awareness (DGA) for Category 4 & 5 Personnel of Freight Forwarders***

The regulations of the Dangerous Goods training requirement for Cat 4 & 5 Personnel of Freight Forwarder had become mandatory with effect from 01 July 2009.

In response to Members' needs, HAFFA established a Self-Study Scheme (SSS) in August 2008, at a reasonable fee. We have offered more than 43 classes of DGA Self-Study Exam for year 2016 - 2017 (Apr 2016-Mar 2017).

Please find details of the scheme in the HAFFA website under:

<http://www.haffa.com.hk/portal/Course/Detail.aspx?id=56>



To cater for the changes in the 58th Edition IATA DGR (2017) (with effect from 01 January 2017), HAFFA published the Year 2017 edition of DGA Self-Study Manual (Chinese and English versions).

### III. Summary of Cargo Security Training (Regulated Agent Regime) Course

To comply with the requirements of the Civil Aviation Department (CAD) re “Training on Regulated Agent Regime”, each RA is to ensure that at least two of their staff engaged in handling international cargo are provided with sufficient training commencing from 01 January 2006, the RA certificate carries a validity of three years. We have offered more than 15 classes of RAR Course for year 2016 - 2017 (Apr 2016-Mar 2017).

After numerous follow up with the CAD, HAFFA obtained its latest RAR Inspection Form which was circulated to all Members via News 61 dated 27 February 2015. Members may refer to the form as a reference check list so as to better comply with the requirement when there is an inspection to be done by the CAD officer at your premises. Such list is also distributed at the RAR class. Members please feel free to enroll into RAR class in order to better understand the requirement of CAD.

Details and the course schedule are available at the HAFFA website:

<http://www.haffa.com.hk/portal/Course/Detail.aspx?id=126>

### IV. Other courses offered

To cater for the operational needs of the freight forwarders, we have introduced a variety of industrial courses listed below:

[Air Cargo Claim Handling and Procedures \(CLM\)](#) - 2 days

[International Maritime Dangerous Goods Code \(IMDG\)](#) - 3 days

[Shipping Live Animals by Air \(LAR\)](#) - 3 days

[Shipping Perishable Cargo by Air \(PER\)](#) - 2 days

[Transport Lithium Battery by Air \(TLBA\)](#) - 0.5 days

## B. Training Cooperation with the Chartered Institute of Logistics and Transport in HK (CILTHK)

### Background:

The forwarding and logistics industry in Hong Kong is lacking a structured training programme. Most new comers joining a forwarding company are normally taught by their superiors who are not qualified to train people. It would appear to both CILTHK and HAFFA that the learning process for the new comers (*as an entry level*) leaves room for improvement. Therefore, both organizations have agreed to jointly develop a Vocational Training Programme (VTP) with a focus on basic technical skill and knowledge in the freight forwarding operations. With the support from the LogsCouncil, we have successfully applied for funding for course development of each module under VTP. Moreover, the **certificate is jointly issued by LOGSCOUNCIL, CILTHK and HAFFA**, which we believe that the programme is of high recognition.

The programme is divided into 2 streams, namely Airfreight Logistics Programme and Seafreight Logistics Programme, in which there are 4 modules for each sector. Module 1 is set as basic level and Module 2 to Module 4 are set as advance level. Below is the programme structure of each sector:

Airfreight Logistics Programme
Module 1 – Introduction to Airfreight
Module 2 – Cargo Documentation
Module 3 – Advance Certificate in Airfreight Operational Supervisory Training ( <i>Level 4</i> )
Module 4 – Advance Certificate in Airfreight Operational Managerial Training ( <i>Level 4</i> )

Seafreight Logistics Programme
Module 1 – Introduction to Seafreight
Module 2 – NVOCC SOP (Customer Service)
Module 3 – Advance Certificate in Shipping Practices ( <i>Level 4</i> )
Module 4 – Advance Certificate in Warehouse and Distribution ( <i>Level 4</i> )

Update: In year 2014, we have applied for funding under the Out-Centre Course (OCC) Scheme by the Vocational Training Council - Transport Logistics Training Board (VTC-TLTB) and successfully obtained the sponsorship from the scheme for both Airfreight and Seafreight streams; i.e. eligible participants will be refunded with reimbursement presently at a rate of \$33/contact hour of course. A ceiling of subsidy is set which is equal to 50% of the course. We are glad to announce that applications of funding for the term of 2015-2016 have been endorsed by VTC-TLTB in April 2016.

Details and the course schedule are available at the HAFFA website:

<http://www.haffa.com.hk/portal/Course/Detail.aspx?id=59>

We have tendered out Module 1 and 2 of the Airfreight Logistics Sector and that of Seafreight Logistics Sector to industrial training providers, namely Radon Asia Limited and YMCA College Of Careers respectively, to deliver these modules. IATA has officially recognized the HAFFA VTP Airfreight Module 1 and Module 2 training for accreditation and IATA agent renewal under its cargo agency programme since Year 2012. That means participants can present their certificates of VTP Airfreight M1 and M2 to IATA as one of the required training certificates for IATA agents accreditation or agent renewal. Trust that this would help to attract from students to enroll.



資歷架構  
Qualifications  
Framework

For both Module 3 and 4 of the Airfreight and Seafreight Logistics Sector, Poly U-IfE has successfully bid the tender to be the service provider of writer and trainer. Following substantial efforts made by HAFFA, CILTHK and Poly U-IfE, Modules 3 and 4 of the Airfreight and Seafreight training programme were successfully registered under the Qualifications Framework (QF) and recognized as the industry's first programme which adopted the Specification of Competency Standards (SCS). The Modules are recognized at QF Level 4, which provided advanced training on operation management in the industry with many best practices and up-to-date technical competencies. We will continue to strive for obtaining recognition of international body (e.g. IATA) so as to enhance attraction of the programme and to boost enrollment. For better understanding of the benefits of SCS-based Level 4 courses (M3/M4), you may view the youtube clips uploaded on the HAFFA website <http://www.haffa.com.hk/portal/Education/Qualification.aspx>

#### New direction:

To build in more flexibility into our current VTP programme so as to allow junior and middle staff to study at their own pace. Instead of providing classroom lectures that require students to complete the courses within three months, the abovementioned VTP programme is designed with a series of systemic and standardized professional training in a workshop setting, new class format will be a day filled with practical information and expert sharing. 6 full-day workshops for Airfreight are delivered by PolyU-IfE while 3 full-day workshops are delivered by YMCA College of Careers. Below is a table of programme for each workshop:

#### **Airfreight Logistics Programme**

Workshop 1 - Monitoring contractor performance  
Workshop 2 - Handling customer complaints and claims  
Workshop 3 - Establishing and maintaining relationship with business partners and customers  
Workshop 4 - Formulating air freight security standard (TBC)  
Workshop 5 - Conducting quality management audit and understanding intellectual property (TBC)  
Workshop 6 - Forecasting future cargo volume and handling capacity (TBC)

#### **Seafreight Logistics Programme**

Workshop 1: Introduction to Seafreight  
Workshop 2: NVOCC (Customer Service)  
Workshop 3: Warehousing and Distribution

A subsidy will be provided either from the LOGSCOUNCIL (until 31 Mar 2017) or the OCC Scheme (effective 01 Apr 2017) for eligible participants of each workshop. In this regards, participants can choose whichever workshop that is suitable for their operation needs. Participant who has successfully completed one workshop will receive a certificate of attendance from the Institute for Entrepreneurship, PolyU. Participant who has successfully completed six workshops in the series (details of the other three workshops will be announced soon), as well as Modules 1 and 2 of the Vocational Training Programme, will also receive a VTP Airfreight Diploma jointly issued by the CILTHK, HAFFA and LOGSCOUNCIL.

For further details of the workshop, please refer to our website at:

**Airfreight Best Practices Workshop Series:** <http://www.haffa.com.hk/portal/Course/Detail.aspx?id=934>

**Seafreight Best Practices Workshop Series:** <http://www.haffa.com.hk/portal/Course/Detail.aspx?id=951>

We would like to take this chance to highly recommend this VTP to Members, and please have your Training / Personnel / Human Resources Department to consider this as an alternative to your internal training programme. Unlike other programme that focus on the theoretical aspects, this VTP provides practical knowledge, current version of the transport documents and hands-on skills that are crucial for business operations and the logistics industry at large, your staff will be trained and able to make immediate contributions to your company once they are in the workplace.

Please find below the VTP enrollment status for 1 Apr 2016 and total enrollment up to 31 March 2017:

1 Apr 2016 – 31 Mar 2017

<b>Type</b>	<b>Classes</b>	<b>Member</b>	<b>Non- Member</b>	<b>No. of Attendants</b>
VTP Airfreight M1	2	8	11	19
VTP Airfreight M2	1	5	5	10
VTP Airfreight M3	0	N/A	N/A	0
VTP Airfreight M4	0	N/A	N/A	0
VTP Seafreight M1	0	N/A	N/A	0
VTP Seafreight M2	0	N/A	N/A	0
VTP Seafreight M3	0	N/A	N/A	0
VTP Seafreight M4	0	N/A	N/A	0

Total Enrollment

<b>Type</b>	<b>Classes</b>	<b>Member</b>	<b>Non- Member</b>	<b>No. of Attendants</b>
VTP Airfreight M1	20	191	126	317
VTP Airfreight M2	11	104	63	167
VTP Airfreight M3	2	25	18	43
VTP Airfreight M4	0	N/A	N/A	0
VTP Seafreight M1	5	N/A	N/A	79
VTP Seafreight M2	4	N/A	N/A	40
VTP Seafreight M3	0	N/A	N/A	0
VTP Seafreight M4	0	N/A	N/A	0

13 Jan 2017 – 31 Mar 2017

Workshop

<b>Type</b>	<b>Classes</b>	<b>Member</b>	<b>Non- Member</b>	<b>No. of Attendants</b>
Airfreight Workshop I	1	9	2	11
Airfreight Workshop II	1	9	2	11
Airfreight Workshop III	1	9	2	11
Seafreight Workshop I	0	N/A	N/A	0
Seafreight Workshop II	1	N/A	N/A	0
Seafreight Workshop III	1	N/A	N/A	0

### C. Vocational Training Council – Transport Logistics Training Board (TLTB)



The Association had represented the industry to sit in the TLTB as one of the Board Members for many years. In year 2014, the TLTB continued to subsidize qualified industrial courses through the Out-Centre Course (OCC) Scheme for the period of 1 April 2015 to 31 March 2016. Same as year 2015, we have successfully applied funding, and HAFFA will continue to apply for applicable funding so as to reduce Members' training cost

List of OCC Scheme Approved Courses under HAFFA (*click below individual links for details of subsidy amount*):

- [EU Aviation Security Training \(ACC3, RA3 and KC3\)](#)
- [RAR - Cargo Security Training \(Regulated Agent Regime\) Course](#)
- [Dangerous Goods Awareness \(for Category 4 & 5 Personnel\) \(DGA\) 0.5 Day](#)
- [Dangerous Goods Awareness \(for Category 4 & 5 Personnel\) \(DGA\) 1 Day](#)
- [Dangerous Goods Regulations \(for Category 1, 2, 3 & 6 Personnel\) \(DG\)](#)
- [Vocational Training Programme - Airfreight and Seafreight Module 1 to Module 4](#)

### D. Transport and Housing Bureau (THB) - the Professional Training and Examination Refund Scheme (ProTERS) under the Maritime and Aviation Training Fund (MATF)

HAFFA successfully applied the Maritime and Aviation Training Fund (MATF) from The Transport and Housing Bureau (THB) in May 2016. The objective of the Scheme is to incentivize those already working in the maritime and aviation sectors, to attend course(s) and sit for examinations(s) that are being offered by various education institutions, professional or trade bodies to raise their professionalism and competency, and encourage them to acquire relevant professional qualification(s). Under the Scheme, successful applicants will be refunded **80% of the fees** after completing approved courses or passing examinations, subject to a cap of \$18,000.

List of MATF Approved Courses under HAFFA (*click below individual links for details of subsidy amount*):

- [EU Aviation Security Training \(ACC3, RA3 and KC3\)](#)
- [RAR - Cargo Security Training \(Regulated Agent Regime\) Course](#)
- [Dangerous Goods Awareness \(for Category 4 & 5 Personnel\) \(DGA\) 0.5 Day](#)
- [Dangerous Goods Awareness \(for Category 4 & 5 Personnel\) \(DGA\) 1 Day](#)
- [Dangerous Goods Regulations \(for Category 1, 2, 3 & 6 Personnel\) \(DG\)](#)
- [Refresher Dangerous Goods Regulations \(for Category 1, 2, 3 & 6 Personnel\) \(RDG\)](#)
- [Self-Study Dangerous Goods Awareness – Classroom Exam](#)

**Date: 18 April 2017**

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