

## **TRAINING SUB-COMMITTEE**

**Chairman:** KERRY FREIGHT (HONG KONG) LTD – Mr. Brian Wong  
**Vice Chairman:** CN LOGISTICS LTD – Mr. Ringo Cheung  
**Members:** DIVERSIFIED FREIGHT SYSTEM LTD  
 FORWARD BY NORMAN LTD  
 GOLDEN JET FREIGHT FORWARDERS LTD

### A. *HAFFA Training School*

HAFFA, for over half a century, has continued to reinforce its commitment to the industry. Following the signing of IATA Authorized Training School (ATS) agreement on 11 March 2014 in Los Angeles, the official opening 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.



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<b>Dangerous Goods Course (DG)</b>	
Course Title	Duration
Dangerous Goods Awareness (for Category 4 & 5 Personnel) (DGA)	0.5 days
Dangerous Goods Regulations (for Category 1 and 3 Personnel) (DG)	5 days
Refresher Dangerous Goods Regulations (for Category 1 and 3 Personnel) (RDG)	3 days
Self-Study Dangerous Goods Awareness (for Category 4 & 5 Personnel) – Classroom Exam	30 mins
<b>Regulated Agent Regime Course (RAR)</b>	
Course Title	Duration
Cargo Security Training (RAR & RACSF) Course	1 day
<b>Vocational Training Programme for the Freight Logistics Sector (VTP)</b>	
Course Title	Duration
Vocational Training Programme for the Freight Logistics Sector (VTP):	5 days
<b>Other Courses</b>	
Course Title	Duration
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

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.

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

- [Basic Dangerous Goods Regulations for Category 1 or 3 Personnel \(5 days\)](#)
- [Refresher Dangerous Goods Regulations for Category 1 or 3 Personnel \(3 days\)](#)
- [Dangerous Goods Awareness for Category 4 & 5 Personnel \(half day\)](#)
- [Dangerous Goods Awareness Self-Study Examination for Category 4 & 5 Personnel \(30 mins\)](#)
- [Cargo Security Training \(RAR & RACSF\) Course \(1 day\)](#)
- [Vocational Training Programme for the Freight Logistics Sector \(VTP\) Course \(5 days\)](#)



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

Due to the COVID-19 outbreak, HAFFA had coordinated with Government and lecturers to discuss the arrangement of the classes in order to meet the statutory training requirements for Members and to balance the need of health and safety. HAFFA had to reduce the number of students in-take for each class so as to provide spacious seats and had implemented extra precautionary measures before and during the training classes to reduce the risk of the spread of the COVID-19.

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

We have offered more than 30 classes of DG, RDG and DGA courses in year 2020 - 2021 (*Apr 2020 - Mar 2021*).

Class schedules and course details are available at the HAFFA website under:  
<https://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 24 sessions of DGA Self-Study Exam for year 2020 - 2021 (Apr 2020-Mar 2021).

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

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

In addition, we also promoted DG Awareness to the tertiary institutions and encouraged students to better equipped with DG Awareness knowledge before entering the aviation logistics industry. In year 2020, we had conducted in-house examinations with PolyU Aviation Management and Logistics program and with IVE Higher Diploma in Aviation and e-Logistics.

To cater for the changes in the 62nd Edition IATA DGR (2021) (with effect from 01 January 2021), HAFFA issued the Year 2021 edition of DGA Self-Study Manual in 2021, each Member is entitled to a free copy of this Manual.

## **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 2020 - 2021 (Apr 2020-Mar 2021).

After numerous follow up with the CAD, HAFFA obtained its latest RAR Inspection Form which was circulated to all Members via News from time to time. 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.

On 01 March 2021, there is significant changes in the [Handling Procedures for Regulated Agent Regime \(RAR\)](#), HAFFA urgently coordinated the updates of the RAR training material with lecturer for CAD's prompt approval in order to keep the current RAR classes unaffected seamlessly.

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

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

## **IV. Summary of Cargo Security Training (Regulated Air Cargo Screening Facility Scheme) Course**

In response to the ICAO new policy direction, we were the first Association (and so far the only Association) approved by the CAD in late November 2018 to organize the RACSF training for the industry. The subject training is in the form of combo training for staff under RAR & RACSF, students are allowed to attend the whole lecture to gain the knowledge of both RAR & RACSF regardless of their selection of examination (i.e. either RAR only, RACSF only or both RAR & RACSF).



We understand that there will be changes also in the Handling Procedures for RACSF to come, HAFFA will continue to liaise with relevant bodies to upkeep the RACSF training material.

To comply with the requirements of the Civil Aviation Department (CAD) re “Training on RACSF”, each RACSF shall nominate two persons as Nominated Persons (NP) for Cargo Security accountable for overseeing the effective implementation of cargo security operations and their compliance with the requirements of the RACSF Security Programme. RACSF certificates carry a validity of 3 years. We have offered more than 15 classes of RACSF Course for year 2020 - 2021 (*Apr 2020-Mar 2021*).

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

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

#### V. *Other courses offered*

To cater for the operational needs of the freight forwarders, we have also 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 Programme For The Freight Logistics Sector (VTP)*

Although the cooperation of VTP training program between HAFFA and CILTHK have concluded on 31st December 2017, HAFFA has further applied and was granted by LOGSCOUNCIL the permission to use the said training materials from year 2018 onwards, with a view (1) to offer alternatives to fulfill the training requirements by IATA and by HAFFA (under HAFFA’s new membership application<sup>^</sup>) and (2) to maximize the value of the developed training materials (HAFFA Vocational Training Programme on Airfreight Modules One & Two). Moreover, IATA has confirmed the same programme accreditation will continue to be granted to HAFFA only. In this connection, HAFFA will be the sole owner of the subject programme and to conduct necessary revamp of the training.

Unlike other programmes that focus on the theoretical aspects, this VTP provides practical knowledge and hands-on skills that are crucial for business operations and the logistics industry at large, we believed that (1) the students will be trained and able to make immediate contributions to their companies once in the workplace, as well as, (2) they can improve or enhance his/her work skills and so his/her inclination to excel in the workplace will be stronger.

We have launched this VTP training in the 2<sup>nd</sup> half of year 2020 and the response was very positive.

<sup>^</sup> *one staff must hold the certificate of IATA Basic Cargo Skills and Procedures or Vocational Training Programme for the Freight Logistics Sector - Airfreight Logistics Module 1 plus Module 2 (or equivalent course).*

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

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

### ***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. The major duties are to determine the manpower demand of the industry, and to assess and review whether the manpower supply for the industry matches with the manpower demand.

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

Since May 2016 the Transport and Housing Bureau (THB) continued to subsidize qualified industrial courses through the Maritime and Aviation Training Fund (MATF). 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 the subsidy amount*):

- [Dangerous Goods Regulations \(for Category 1 & 3 Personnel\) \(DG\) \[MATF Course Code: AC028\]](#)
- [Refresher Dangerous Goods Regulations \(for Category 1 & 3 Personnel\) \(RDG\) \[MATF Course Code: AC029\]](#)
- [Dangerous Goods Awareness \(for Category 4 & 5 Personnel\) \(DGA\) 0.5 Day \[MATF Course Code: AC030\]](#)
- [RAR - Cargo Security Training \(Regulated Agent Regime\) Course \[MATF Course Code: AC031\]](#)
- [RACSF - Cargo Security Training \(Regulated Air Cargo Screening Facility Scheme\) Course \[MATF Course Code: AC196\]](#)
- [Self-Study Dangerous Goods Awareness - Classroom Exam \[MATF Exam Code: AE003\]](#)
- [Vocational Training Programme for the Freight Logistics Sector \(VTP\) \[MATF Course Code: AC190\]](#)

### ***E. Employees Retraining Board (ERB) - Industry Consultation Network (Transportation and Logistics)***

The Association had represented the industry to sit in the ERB as one of the Members for the Industry Consultation Network (Transportation and Logistics) for many years.

*Date: 20 April 2021*

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