

## TRAINING SUB-COMMITTEE

**Vice Chairman:** COMBINED LOGISTICS (HONG KONG) LIMITED – Mr. Chandler So  
**Members:** FORWARD BY NORMAN LIMITED  
A & G LOGISTICS LIMITED

### A. HAFFA Training School

HAFFA, for over half a century, has continued to reinforce its commitment of training 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 former Chief Executive of the HKSAR the Honourable C Y Leung officiating the ceremony.

Starting from 01 Jan 2023, DG training requirements for employees of shippers, freight forwarders, aircraft operators, etc. have been completely revised from the categorization approach to a competency-based approach. Regarding Competency-based Training and Assessment (CBTA) for Transport of Dangerous Goods by Air, there are no more Categories of Personnel under IATA DGR Table 1.5A, i.e., no more of Category 1 (Full DG), Category 3 (Full DG), Category 4 (DGA) and Category 5 (DGA) commencing from 1 Jan 2023. Instead, employers should do internal exercise by selecting the most appropriate role(s) for each of the employee based on the table of task list (sample task list available on Civil Aviation Department (CAD)'s website).

- COURSES
- QUALIFICATIONS
- SUBSIDY

#### Dangerous Goods Course (DG)

Course Title	Duration
Dangerous Goods Awareness (for Role B (CAD) / 7.2 (IATA) & Role D (CAD) / 7.4 (IATA) Personnel) (DGA)	0.5 day
Dangerous Goods Regulations (for Role A (CAD) / 7.1 (IATA) & Role C (CAD) / 7.3 (IATA) Personnel) (DG)	5 days
Refresher Dangerous Goods Regulations (for Role A (CAD) / 7.1 (IATA) & Role C (CAD) / 7.3 (IATA) Personnel) (RDG)	3 days
Self-Study Dangerous Goods Awareness (for Role B (CAD) / 7.2 (IATA) & Role D (CAD) / 7.4 (IATA) Personnel) – Classroom Exam	30 mins

#### Regulated Agent Regime Course (RAR)

Course Title	Duration
Cargo Security Training (RAR & RACSF) Course	1 day

#### Vocational Training Programme for the Freight Logistics Sector (VTP)

Course Title	Duration
Vocational Training Programme for the Freight Logistics Sector (VTP)	5 days

#### Other Courses

Course Title	Duration
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The HAFFA Training School continue to offer courses approved by the CAD 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.

The International Air Transport Association Accredited Training School (IATA ATS) program had also transitioned to the new CBTA Center certification program meeting the new training provisions based on a competency-based approach for training and assessment. Starting from 01 Jan 2023, the HAFFA Training School is no longer the IATA ATS but changed to co-organize the DG and RDG courses with other training partners, this to provide more choices for Members to choose the best available course in the market.

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

- [Dangerous Goods Awareness \(for Role B \(CAD\) / Function 7.2 \(IATA\) & Role D \(CAD\) / Function 7.4 \(IATA\) Personnel\) \(half day\)](#)
- [Self-Study Dangerous Goods Awareness Examination \(for Role B \(CAD\) / Function 7.2 \(IATA\) & Role D \(CAD\) / Function 7.4 \(IATA\) 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 the Maritime and Aviation Training Fund (MATF) under The Transport and Logistics Bureau (TLB) since 2016. The training courses 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 previous 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.

#### ***1. Class Room Training of Basic Dangerous Goods Regulations (DG), Refresher Dangerous Goods Regulations (RDG) and Dangerous Goods Awareness (DGA)***

We have offered more than 38 classes of DG, RDG and DGA courses in year 2022 - 2023 (*Apr 2022 - Mar 2023*).

Course details are available at the HAFFA website:  
<https://www.haffa.com.hk/portal/Course/Default.aspx>

## II. *Self-Study Dangerous Goods Awareness Examination (DGA)*

The regulations of the Dangerous Goods training requirement for Cat 4 & 5 Personnel of Freight Forwarder [until 31 Dec 2022] / Role B (CAD) / Function 7.2 (IATA) and Role D (CAD) / Function 7.4 (IATA) [effective from 01 Jan 2023] had become mandatory with effect from 01 July 2009 and 01 January 2023 respectively. In response to Members' needs, HAFFA established a Self-Study Scheme (SSS) in August 2008, at a reasonable fee. HAFFA had also paid extra effort and resources in the renewal of Self-Study DGA programme to meet the new training requirements based on a competency-based approach for training and assessment. And HAFFA became the first and only trade association to receive accreditation from the Hong Kong Civil Aviation Department to organize DG Awareness Self Study Examinations under the CBTA.

We have offered more than 32 sessions of DGA Self-Study Exam for year 2022 - 2023 (*Apr 2022-Mar 2023*).

Course details are available at the HAFFA website:  
<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 2022, we had conducted in-house examinations with:

- (i) Hang Seng University of Hong Kong;
- (ii) IVE Higher Diploma in Aviation and e-Logistics; and
- (iii) PolyU Aviation Management and Logistics program.

To cater for the changes in the 64th Edition IATA DGR (2023) (*with effect from 01 January 2023*), HAFFA issued the Year 2023 edition of DGA Self-Study Manual in 2023, each Member is entitled to two free copies of this Manual. It is worth to note that the cost of producing and renewing the HAFFA DGA Self-Study Manual has been dramatically increased. However, considering the course fee of DG Initial and Refresher Training have been increased after the launching of CBTA in year 2023, HAFFA have strived very hard for Members of keeping the fee of extra orders of the Manual unchanged.

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

To comply with the requirements of the 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 13 classes of RAR Course for year 2022 - 2023 (*Apr 2022-Mar 2023*).

Moreover, HAFFA obtained the latest RAR Inspection Form from CAD 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 by the CAD officer at your premises. Such important information is also distributed at the RAR class. Members please feel free to enroll into RAR class in order to better understand the inspection requirement of CAD.

Details are available at the HAFFA website:

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

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

In response to the ICAO new policy direction, we are the first Association (and so far the only Association) approved by the CAD in 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).

To comply with the requirements of the CAD re “Training on RACSF”, each RACSF is to ensure that two persons in its company to become its 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 certificate carries a validity of 3 years. We have offered more than 11 classes of RACSF Course for year 2022 - 2023 (*Apr 2022-Mar 2023*).

Details are available at the HAFFA website:

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

#### **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 material.

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 trainings in April and December 2022 and the response were 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 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 Logistics Bureau (TLB) - 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), now The Transport and Logistics Bureau (TLB), continued to subsidize qualified industrial courses through the Maritime and Aviation Training Fund (MATF). The objective of the Scheme is to incentivize those interested to join or re-join, as well as 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 \$30,000.

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

- [Dangerous Goods Awareness Training for Personnel \(DGA\) \[MATF Exam Code: AC030\]](#)  
[-responsible for processing or accepting goods presented as general cargo &](#)  
[- responsible for handling cargo in a warehouse and loading and unloading unit load device](#)
- [Self-Study Scheme of Dangerous Goods Awareness Training for Personnel \[MATF Exam Code: AE003\]](#)  
[-responsible for processing or accepting goods presented as general cargo &](#)  
[- responsible for handling cargo in a warehouse and loading and unloading unit load device](#)
- [RAR - Cargo Security Training \(Regulated Agent Regime\) Course \[MATF Course Code: AC031\]](#)
- [RACSF - Cargo Security Training \(Regulated Air Cargo Screening Facility Scheme\) Course \[MATF Course Code: AC196\]](#)
- [Vocational Training Programme for the Freight Logistics Sector \(VTP\) \[MATF Course Code: AC190\]](#)
- [Dangerous Goods Regulations \(for Category 1 & 3 Personnel\) \(DG\) \[MATF Course Code: AC028\]](#)  
[\(Applicable up to Dec 2022\)](#)
- [Refresher Dangerous Goods Regulations \(for Category 1 & 3 Personnel\) \(RDG\) \[MATF Course Code: AC029\]](#)  
[\(Applicable up to Dec 2022\)](#)

List of MATF Approved Courses under HAFFA training co-organizer - Jardine Airport Services Limited (JASL) and Radon Asia Limited (RAL) (*click below individual links for details of the subsidy*):

- [Dangerous Goods Regulations - Initial with radioactive \(DG\) 5 Days](#) for Personnel responsible for preparing dangerous goods consignments & responsible for processing or accepting dangerous goods consignments [JASL MATF Course Code: AC009; RAL MATF Course Code: AC051]
- [Dangerous Goods Regulations - Recurrent with radioactive \(RDG\) 3 Days](#) for Personnel responsible for preparing dangerous goods consignments & responsible for processing or accepting dangerous goods consignments [JASL MATF Course Code: AC010; RAL MATF Course Code: AC052]



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### ***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: 18 April 2023***

**(END OF REPORT)**