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Our Reference 本局檔號 (12) in WI/3

Your Reference 來函檔號



23 September 2013

Dear Sir/Madam,

2013 Manpower Survey of the Wine Industry

As commissioned by the Commerce and Economic Development Bureau of the Government of the Hong Kong Special Administrative Region, the Working Committee on Manpower Survey of the Wine Industry of the Vocational Training Council (VTC) will conduct a comprehensive survey from 30 September 2013 to 29 November 2013. The Survey aims to collect information on the manpower situation and training requirement of the Wine Industry, to analyse the manpower structure in the Industry and to identify trends of manpower demand and training needs in short and medium term. Based on the analysis result, recommendations will be made to the Government to facilitate the provision of quality manpower to sustain wine related business development in Hong Kong. On behalf of the VTC, I am writing to solicit your kind cooperation in this survey.

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

1. The Questionnaire (Appendix A);
2. Explanatory Notes (Appendix B); and
3. Job Descriptions for Principle Jobs (Appendix C).

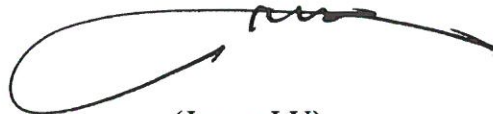
During the survey period, an interviewing officer from Policy 21 Limited, an independent survey consultant, will contact your office. The officer will explain any queries you may have, and assist in the completion of the questionnaire, if required.

I wish to assure you that the information collected will be handled in strict confidence and will be published only in the form of statistical summaries without reference to individual companies.

Should you have any questions regarding the survey, please contact Mr Richie
CHU at of the Policy 21 at 2310 2861.

Thank you for your cooperation.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, sweeping loop followed by a series of smaller, connected strokes.

(James LU)
Chairman
Working Committee on Manpower Survey
of the Wine Industry

CONFIDENTIAL	填入數據後即成 機密文件
WHEN ENTERED WITH DATA	

VOCATIONAL TRAINING COUNCIL
職業訓練局

THE 2013 MANPOWER SURVEY OF THE WINE INDUSTRY
二零一三年葡萄酒業人力調查

QUESTIONNAIRE
調查表

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

DEFINITION OF WINE
葡萄酒的定義

With reference to the Dutiable Commodities Ordinance, Cap. 109, “wine” in this Survey is defined as a liquor with an alcoholic strength of not more than 30% by volume measured at a temperature of 20°C, which is obtained from the fermentation of fresh grapes or of the must of fresh grapes, whether or not that liquor is fortified with spirits or flavoured with aromatic extracts. It includes “Sparkling wine” and “Still wine”.
130 參考應課稅品條例第一零九章，在此調查中「葡萄酒」的定義為由新鮮葡萄或其果汁發酵所得，而在攝氏20度的溫度下酒精濃度以量計不多於30%的酒類，不論是否加有酒精或以香料精加味。「有氣葡萄酒」及「無氣葡萄酒」亦包括在內。

NAME OF COMPANY: _____
公司名稱

ADDRESS: _____
地址

TYPE OF PRODUCTS/SERVICES: _____
產品／服務種類

NAME OF PERSON TO CONTACT: _____
聯絡人姓名

TEL. NO.: _____
電話

E-MAIL: _____
電郵

Please complete the following questionnaire according to the situation of your organization within the period of 30 September 2013 to 29 November 2013.
請按照 貴機構於二零一三年九月三十日至十一月二十九日期間的情況填寫以下問卷。

PART I 第一部份

(A) Job 職務 (See Appendix C) (參閱附錄C)			(B) Average Monthly Income of full-time* employees 每月 全職*僱員 平均收入	(C) Number of full-time Employees at Date of Survey 現有的 全職僱員人數	(D) Number of Non-full- time^ Employees at Date of Survey 現有的 非全職^ 僱員人數	(E) Number of full-time Vacancies at Date of Survey 現有的 全職僱員 空缺額	(F) Forecast Number of full-time Posts in the next 12 Months 預計 未來十二個月內 需要的 全職職位數量	(G) Preferred Level of Education of full-time Employees 全職僱員 宜有的 教育程度	(H) Preferred Relevant Years of Experience of full-time Employees 全職僱員 宜有的 相關年資	<p><u>Coding Descriptions for Part I</u> 第一部份編號說明</p> <p>(i) Enter in Column (B) the employee's average monthly income range (including basic wages, overtime allowances, living allowances, meal allowances, commissions and bonuses) according to the following codes: 請將僱員的每月平均收入幅度 (包括底薪、超時工作工資、生活津貼、膳食津貼、佣金及花紅等) 按下列編號填入(B)欄內：</p> <table><tr><td><u>Code</u> 編號</td><td><u>Average Monthly Income Range</u> 每月平均收入幅度</td></tr><tr><td>1</td><td>Over \$70,000 以上</td></tr><tr><td>2</td><td>\$50,001 - \$70,000</td></tr><tr><td>3</td><td>\$30,001 - \$50,000</td></tr><tr><td>4</td><td>\$20,001 - \$30,000</td></tr><tr><td>5</td><td>\$10,001 - \$20,000</td></tr><tr><td>6</td><td>\$8,001 - \$10,000</td></tr><tr><td>7</td><td>Under \$8,001 以下</td></tr></table> <p>(ii) Enter in Column (G) the preferred level of education which an employee should have according to the following codes: 請將僱員宜有的教育程度，按下列編號填入(G)欄內：</p> <table><tr><td><u>Code</u> 編號</td><td><u>Preferred Level of Education</u> 宜有的教育程度</td></tr><tr><td>1</td><td>Professional Qualification 專業資格</td></tr><tr><td>2</td><td>University Degree or above 大學學位或以上</td></tr><tr><td>3</td><td>Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent 副學士學位／專業文憑／ 高級文憑／高級證書 或同等學歷</td></tr><tr><td>4</td><td>Diploma/Certificate or equivalent 文憑／證書或同等學歷</td></tr><tr><td>5</td><td>Secondary 6 to Secondary 7/HKDSE 中六至中七／香港中學文憑</td></tr><tr><td>6</td><td>Secondary 4 to Secondary 5 中四至中五</td></tr><tr><td>7</td><td>Secondary 3 or below 中三或以下</td></tr></table> <p>(iii) Enter in Column (H) the preferred relevant years of experience which an employee should have according to the following codes: 請將僱員宜有的相關年資，按下列編號填入(H)欄內：</p> <table><tr><td><u>Code</u> 編號</td><td><u>Preferred Relevant Years of Experience</u> 宜有的相關年資</td></tr><tr><td>1</td><td>10 years or more 十年或以上</td></tr><tr><td>2</td><td>6 years to less than 10 years 六年至不多於十年</td></tr><tr><td>3</td><td>3 years to less than 6 years 三年至不多於六年</td></tr><tr><td>4</td><td>1 year to less than 3 years 一年至不多於三年</td></tr><tr><td>5</td><td>Less than 1 year 一年以下</td></tr></table>	<u>Code</u> 編號	<u>Average Monthly Income Range</u> 每月平均收入幅度	1	Over \$70,000 以上	2	\$50,001 - \$70,000	3	\$30,001 - \$50,000	4	\$20,001 - \$30,000	5	\$10,001 - \$20,000	6	\$8,001 - \$10,000	7	Under \$8,001 以下	<u>Code</u> 編號	<u>Preferred Level of Education</u> 宜有的教育程度	1	Professional Qualification 專業資格	2	University Degree or above 大學學位或以上	3	Associate Degree/Professional Diploma/Higher Diploma/ Higher Certificate or equivalent 副學士學位／專業文憑／ 高級文憑／高級證書 或同等學歷	4	Diploma/Certificate or equivalent 文憑／證書或同等學歷	5	Secondary 6 to Secondary 7/HKDSE 中六至中七／香港中學文憑	6	Secondary 4 to Secondary 5 中四至中五	7	Secondary 3 or below 中三或以下	<u>Code</u> 編號	<u>Preferred Relevant Years of Experience</u> 宜有的相關年資	1	10 years or more 十年或以上	2	6 years to less than 10 years 六年至不多於十年	3	3 years to less than 6 years 三年至不多於六年	4	1 year to less than 3 years 一年至不多於三年	5	Less than 1 year 一年以下
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1.	Title 職稱	Rec. Type	Job Code 職務編號	Code ⁽ⁱ⁾ 編號 ⁽ⁱ⁾				Code ⁽ⁱⁱ⁾ 編號 ⁽ⁱⁱ⁾	Code ⁽ⁱⁱⁱ⁾ 編號 ⁽ⁱⁱⁱ⁾																																													
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Note : If additional lines are necessary, please tick here ☐ and enter on supplementary sheet(s).
附註： 如此頁填滿，請先將 (✓) 號填入此 ☐ 內，然後在附頁繼續填寫。

* "Full-time Employees" refers to those working full-time (i.e. at least 4 weeks a month, and not less than 18 hours in each week) under the payroll of the establishment. These include proprietors and partners working full-time for the establishment but exclude those working in branch offices of the organization.
「全職僱員」指在 貴機構內全職工作（每月最少四星期，每星期不少於18小時）的受薪人員，其中包括在機構內全職工作的東主及合夥人，但不包括在機構分處工作的人士。

^ "Non-full-time Employees" refers to those working for less than 18 hours in each week under the payroll of the establishment. Non-full-time employees may be employed on an hourly (or per job), daily, or monthly basis.
「非全職僱員」指在 貴機構內每星期工作少於18小時的受薪人員，非全職僱員可按時薪（或按工作）、日薪或月薪聘用。

PART II
第二部份

Professional / Vocational Qualifications of Local Wine Industry Employees
本港葡萄酒業僱員具有的專業 / 職業資格

For Official Use Only

此欄毋須填寫

Est. No. _____

- Q1. (a) Does the local wine related employees of your organization possess any wine related professional / vocational qualifications?
貴機構的本港葡萄酒相關僱員是否具有葡萄酒相關的專業 / 職業資格？

☐ Yes (Please go to Q1(b)) ☐ No (Please go to Q1(c))
有 (請答第1(b)題) 沒有 (請答第1(c)題)

- (b) If yes, please specify the professional / vocational qualifications possessed by local wine related employees.

如有，請註明本港葡萄酒業僱員取得的葡萄酒專業 / 職業資格。

Professional/ Vocational Qualifications 專業 / 職業資格	Name of Professional Institute / Training Organization 專業學會 / 訓練機構名稱	Place of issue 發出地點	Number of Local Employees Possessing the Qualifications 具有此資格 本港僱員人數	
(i)			<u>Managerial</u> <u>Level</u> 經理級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<u>Supervisory</u> <u>Level</u> 主任級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii)			<u>Managerial</u> <u>Level</u> 經理級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<u>Supervisory</u> <u>Level</u> 主任級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iii)			<u>Managerial</u> <u>Level</u> 經理級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<u>Supervisory</u> <u>Level</u> 主任級 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

- (c) Please forecast the number of local employees in your organization who possess wine related professional / vocational qualifications in the next 12 months.

請預計未來十二個月內 貴機構內具有葡萄酒相關專業 / 職業資格的本港僱員人數。

Managerial Supervisory
Level Level
經理級 主任級

Manpower Training and Development Plan
人力培訓及發展計劃

- Q2. (a) How many wine related employees (in terms of man-times) will you plan to provide / sponsor training in the next 12 months? (May choose more than one type of skills)
 在未來十二個月內，貴機構會計劃提供 / 資助培訓給多少名葡萄酒相關僱員 (以人次計)?
 (可選超過一種技能類別)

	<u>Managerial Level</u> 經理級	<u>Supervisory Level</u> 主任級	<u>Clerical and Operative Support Level</u> 文員及輔助人員級
<u>Management Skills</u> 管理技能			
(i) Business Development and Management 商務發展及管理	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) Supply Chain Management 供應鏈管理	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iii) Supervisory Skills 督導技巧	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iv) Legal Knowledge 法律知識	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(v) Marketing 市場學	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<u>Trade Specific Skills</u> 業內專業技能			
(i) Wine Serving 侍酒	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) Authenticity 辨別真偽	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iii) International Trade and Practices 國際貿易實務	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iv) Transport and Logistics 運輸與物流	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(v) Wine Related Product Development 葡萄酒相關產品開發	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(vi) Merchandising 辦貨	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(vii) Sales Technique 銷售技巧	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(viii) Customer Relationship 客戶關係	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ix) Wine Related Knowledge (E.g. Wine Appreciation, Wine Critics, Food Pairing...) 葡萄酒知識 (例如：品酒、評酒、配餐...)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(x) Quality Control 品質控制	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(xi) Compliance 準則審核	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(xii) Wine Product Knowledge 葡萄酒產品知識	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

	<u>Managerial Level</u> 經理級	<u>Supervisory Level</u> 主任級	<u>Clerical and Operative Support Level</u> 文員及輔助人員級
<u>China-related Knowledge and World Vision</u> 有關中國的知識及世界視野			
(i) China Trade Business 中國貿易	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(ii) Laws and Regulatory Restrictions for Access to China's Market 進入中國市場的法律和規條限制	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iii) World Vision 世界視野	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Language Skills</u> 語文技能			
(i) Spoken English 英語會話	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(ii) Written English 英語書寫能力	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iii) Spoken Putonghua 普通話會話	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iv) Reading Chinese 中文閱讀能力	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(v) French 法文	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(vi) Others (Please specify): 其他 (請註明) : _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Personal Development Skills</u> 個人發展技能			
(i) Presentation 表達	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(ii) Interpersonal Communication 人際溝通	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iii) Negotiation 協商	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(iv) Others (Please specify): 其他 (請註明) : _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Employees Recruited from Overseas

海外招聘的僱員

Q3. (a) Does your organization need overseas wine related employees?

貴機構現時有否有需要聘請海外葡萄酒相關僱員？

☐

Yes (Please go to Q3(b))

有 (請答第3(b)題)

☐

No (Please go to Q5)

沒有 (請答第5題)

(b) Is your organization hiring overseas wine related employees?

貴機構現時有否聘請海外葡萄酒相關僱員？

☐

Yes (Please go to Q4)

有 (請答第4題)

☐

No (Please go to Q5)

沒有 (請答第5題)

Q4. (a) Number of overseas wine related employees, their nationality and job titles at date of survey:

現有海外葡萄酒相關僱員人數，其國籍及其職稱為：

Managerial

Level

經理級

Supervisory

Level

主任級

Number of
Overseas Employees (see appendix C)

海外僱員
人數

Job Code
(see appendix C)

職務編號
(見附錄C)

Number of
Overseas Employees (see appendix C)

海外僱員
人數

職務編號
(見附錄C)

(i) French
法國

(ii) British
英國

(iii) American
美國

(iv) Italian
意大利

(v) Australian
澳洲

(vi) Spanish
西班牙

(vii) Others (Please specify):
其他 (請註明)：

Q4. (b) (i) Do the overseas wine related employees of your organization possess overseas wine related professional / vocational qualifications?

貴機構的海外葡萄酒相關僱員是否有在海外取得的葡萄酒專業 / 職業資格？

- ☐ Yes (Please go to Q4(b)(ii)) ☐ No (Please go to Q6)
有 (請答第 4(b)(ii)題) 沒有 (請答第6題)

(ii) If yes, please specify the overseas professional / vocational qualifications possessed by overseas wine related employees.

如有，請註明海外葡萄酒相關僱員於海外取得的葡萄酒專業 / 職業資格。

Managerial Level 經理級：

Supervisory Level 主任級：

Q5. Please state the possible reasons for not hiring overseas wine related employees. (May choose more than one)
請填寫未有聘請海外葡萄酒相關僱員的原因。(可選超過一項)

Reasons

原因

- (i) ☐ No such need
沒有此需要
- (ii) ☐ Uncertain of immigration policy relating to hiring overseas employees
不清楚聘請海外僱員的相關入境政策
- (iii) ☐ No channel for recruiting
沒有招聘渠道
- (iv) ☐ Unsatisfactory terms of employment
聘用條件欠佳
- (v) ☐ Others (please specify):
其他 (請註明)： _____

Q6. Forecast Number of overseas wine related employees needed in the next 12 months:

預計未來十二個月內需要的海外葡萄酒相關僱員人數：

<u>Managerial</u>		<u>Supervisory</u>	
<u>Level</u>		<u>Level</u>	
經理級		主任級	
Number of Overseas Employees 海外僱員人數	Job Code (see appendix C) 職務編號 (見附錄C)	Number of Overseas Employees 海外僱員人數	Job Code (see appendix C) 職務編號 (見附錄C)
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Q7. Please state the preferred overseas professional / vocational qualification of wine industry employees.

請填寫 貴機構認為葡萄酒相關僱員宜有的海外專業 / 職業資格。

Managerial Level 經理級：

Supervisory Level 主任級：

Local Wine Industry Employees Deployed to Work in the Mainland

本港葡萄酒業僱員被派遣往內地工作的情况

For Official Use Only

此欄毋須填寫

Q8. (a) Does your organization have wine business in the Mainland?

貴機構在內地是否有業務？

☐

Yes (Please go to Q8(b))

有 (請答第8(b)題)

☐

No (Please go to Q9)

沒有 (請答第9題)

(b) Does your organization deploy any local wine related employees to work in the Mainland?

貴機構是否有派遣本港葡萄酒相關僱員前往內地工作？

☐

Yes (Please go to Q8(c))

有 (請答第8(c)題)

☐

No (Please go to Q9)

沒有 (請答第9題)

(c) If yes, please give the number of local employees deployed to work in the Mainland.

如有，請說明被派遣前往內地工作的本港僱員人數。

Local Employees Deployed to Work in the Mainland
(As in September 2013)

二零一三年九月本港僱員被派遣在內地工作的情况

	<u>Stationed Basis</u> ^{*(1)}	<u>Non-stationed Basis</u> ^{*(2)}
	長駐 ^{*(1)}	非長駐 ^{*(2)}
(i) Managerial Level 經理級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) Supervisory Level 主任級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iii) Clerical and Operative Support Level 文員及輔助人員級	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

* (1) "Stationed basis" refers to local full-time employees who work in the Mainland with permanent post and job title and their payroll in Hong Kong.

「長駐」指在內地工作，有長期職位及職稱的全職本港員工，並由香港公司支薪。

* (2) "Non-stationed basis" refers to local full-time employees who only undertake trade related functions, business negotiations/consultations, and/or attending trade fairs, meetings and business-related entertainment in the Mainland.

「非長駐」指到內地只是為了負責行業相關工作、洽談生意、業務諮詢及 / 或出席業內展覽、會議及參與與工作有關的酬酢活動的全職本港員工。

Q8. (d) Does your organization provide any support to local employees who work in the Mainland?
貴機構有否為在內地工作的本港僱員提供支援？

- ☐ Yes (Please go to Q8(e))
有 (請答第8(e)題)
- ☐ No (Please go to Q9)
沒有 (請答第9題)

(e) If Yes, please state the type of support provided.
如有，請填寫所提供的支援類別。

- (i) ☐ Transport
交通
- (ii) ☐ Accomodation
住宿
- (iii) ☐ Others (Please specify):
其他 (請註明) : _____

Internal Promotion

內部晉升

Q9. Number of employees internally promoted during the past 12 months: (See Appendix C)

過去十二個月內內部晉升的僱員人數: (見附錄C)

- | | |
|--|---|
| (i) From Supervisory Level to Managerial Level
由主任級晉升為經理級 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| (ii) From Clerical / Operative Support Level to Supervisory Level
由文員 / 輔助人員級晉升為主任級 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| (iii) From Others to Clerical / Operative Support Level
由其他職位晉升為文員 / 輔助人員級 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

Recruitment Problem

招聘問題

Q10. Did your organization encounter any difficulties in recruitment of wine related personnel at various job levels during the past 12 months?

貴機構在過去十二個月內在招聘葡萄酒相關從業員方面有沒有困難？

- | | |
|---|---|
| <input type="checkbox"/> Yes (Please go to Q11)
有 (請答第11題) | <input type="checkbox"/> No (Please go to Q12)
沒有 (請答第12題) |
|---|---|

Q11. Please state the possible reasons for encountering recruitment difficulties. You may wish to tick more than 1 field for each job level.

請填寫遇到招聘困難的原因，每職級可選一項或以上。

Reasons 原因	<u>Managerial</u> <u>Level</u> 經理級	<u>Supervisory</u> <u>Level</u> 主任級	<u>Clerical and</u> <u>Operative Support Level</u> 文員及輔助人員級
(i) Lack of candidates with relevant experience 缺乏具相關經驗求職者	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Unsatisfactory terms of employment 聘用條件欠佳	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Unsatisfactory working environment 工作環境欠佳	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Limited career prospects 晉升機會有限	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(v) Insufficient trained / qualified manpower in the related disciplines 缺乏具相關訓練 / 資歷的人力資源	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Others (Please specify): 其他 (請註明): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employees' Whereabouts After Leaving the Company

離職僱員去向

Q12. Number of wine related employees leaving your organization during the past 12 months by whereabouts:

過去十二個月內離職的葡萄酒相關僱員人數 (按去向分類)

	<u>Managerial</u> <u>Level</u> 經理級	<u>Supervisory</u> <u>Level</u> 主任級	<u>Clerical and</u> <u>Operative Support Level</u> 文員及輔助人員級
(i) Taking up wine industry related jobs (Including starting own wine related business) 從事與葡萄酒業有關的工作 (包括創業)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ii) Taking up non-wine industry related jobs (Including starting own business in non-wine industry) 從事與葡萄酒業無關的工作 (包括創業)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iii) Emigration, retirement or further studies 移民、退休或進修	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(iv) Others (Please specify): 其他 (請註明): _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

E-commerce

電子商務

Q13. Percentage of receipts from online wine related trading among all wine related business receipts of your organization:

網上交易佔 貴機構葡萄酒相關業務收益的百分比：

<input type="checkbox"/> 0%	<input type="checkbox"/> 1% - 10%
<input type="checkbox"/> 11% - 30%	<input type="checkbox"/> 31% - 50%
<input type="checkbox"/> 51% - 70%	<input type="checkbox"/> 71% or above 71%或以上

Wine Consumption at Restaurants (For Food & Beverage and Chinese Catering Trades Only)
餐廳葡萄酒消費 (只限餐飲及中式飲食業)

Q14. Percentage of wine consumed at your restaurant that was bought off the premises:

顧客自攜葡萄酒佔 貴餐廳葡萄酒消費的百分比：

- | | |
|------------------------------------|---|
| <input type="checkbox"/> 0% | <input type="checkbox"/> 1% - 10% |
| <input type="checkbox"/> 11% - 30% | <input type="checkbox"/> 31% - 50% |
| <input type="checkbox"/> 51% - 70% | <input type="checkbox"/> 71% or above
71%或以上 |

End of questionnaire. Thank you for your co-operation.

問卷完。多謝合作。

If your organization also provides wine related training course(s), please complete the Supplementary Questionnaire (Education and Training) on the next page.
如 貴機構亦有提供葡萄酒相關課程，請填寫下頁之補充調查表 (教育及培訓)。

VOCATIONAL TRAINING COUNCIL
職業訓練局
THE 2013 MANPOWER SURVEY OF THE WINE INDUSTRY
二零一三年葡萄酒業人力調查
SUPPLEMENTARY QUESTIONNAIRE (EDUCATION AND TRAINING)
補充調查表 (教育及培訓)

Q1. (a) If your organization did provide wine related training course(s) to the public, please state the details.
 如 貴機構亦曾提供葡萄酒相關課程給公眾人士，請填寫詳細資料。

Course Title 課程名稱	Duration (hours) 時數 (小時)	Number of Training Places during the past 12 months 過去十二個月內 訓練學額	Forecast Number of Training Places in the next 12 months 預計未來十二個 月內訓練學額	QF Level (if applicable) 資歷級別 (如適用)	Target Audience 對象	Course Type 課程類別
(i)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>
(ii)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>
(iii)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>

Q1. (b) Please state the details of planned new wine related training course(s) that your organization will provide.
請填寫 貴機構將提供之新增葡萄酒相關課程的資料。

Course Title 課程名稱	Duration (hours) 時數 (小時)	Forecast Number of Training Places in the next 12 months 預計未來十二個 月內訓練學額	QF Level (if applicable) 資歷級別 (如適用)	Target Audience 對象	Course Type 課程類別
(i)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>
(ii)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>
(iii)	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> </div>	<div> <input type="checkbox"/> Industry Practitioners 業內人士 <input type="checkbox"/> Amateurs 業餘人士 <input type="checkbox"/> Others (Please specify): 其他 (請註明): _____ </div>	<div> <input type="checkbox"/> Wine Tasting 品酒 <input type="checkbox"/> Food Paring 食品配搭 <input type="checkbox"/> Professional Course 專業課程 </div>

Q2. Is your organizations recruiting or planning to recruit applicants in the Mainland or other regions in Asia for wine training course(s)?
貴機構現時有否或是否打算到內地或亞洲其他地區為葡萄酒課程招生？

☐ Yes, Please state the countries/ Mainland province:
有。請填寫國家 / 內地省份: _____
 ☐ No
沒有

The 2013 Manpower Survey of the Wine Industry

二零一三年葡萄酒業人力調查

Explanatory Notes

附註

Part I

第一部份

1. Please complete the columns ('A' to 'H') of the questionnaire and insert a zero (0) for any column not applicable to your organization.

請填寫表內（A）至（H）欄，並在 貴機構不適用的各欄內填入符號（0）。

2. **Column 'A' - Job Titles**

（A）欄 – 職稱”

- (a) Please refer to Appendix C “Job Description for Principal Jobs in the Wine Industry”. Please note that some of the job titles may not be the same as those used in your organization, but if the jobs have similar or related functions, please treat them as the same and supply the required information in the questionnaire.

請參閱附錄C「葡萄酒業主要職務工作說明」。表內部分職稱可能與 貴機構所採用者不同，但如職務內容相同或類似，請歸類為同一職務，填上所需資料。

- (b) Please classify an employee according to his/her major duty irrespective of any additional secondary duties he/she may be required to perform.

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。

- (c) Please add titles of employees which are not mentioned in Appendix C but their duties require wine related training, and briefly describe them in respect of the appropriate job levels.

如 貴機構有附錄 C 沒有提及的主要職務名稱，而這些職務又需接受葡萄酒業務的訓練，請填上有關職稱，並簡述其所屬的技能等級。

3. Column 'B' - Average Monthly Income

(B) 欄 – 每月平均收入

Refer to “Coding Descriptions for Part I(i)” in the questionnaire, please enter the appropriate code representing the average monthly income range for each type of employee(s). The monthly income should include basic salary, overtime pay, cost of living allowance, meal allowance, commission and bonus. If you have more than one employee doing the same principal job, please enter the average figure.

請按調查表內「第一部份編號說明」(i)的編號，填入每類僱員的每月平均收入幅度。僱員每月總收入包括底薪、超時工作工資、生活津貼、膳食津貼、佣金及花紅等。如 貴機構有多於一名僱員擔任同一主要職務，請取其平均收入。

4. Column 'C' - Number of Full-time Employees at Date of Survey

(C) 欄 – 現有的全職僱員人數

“Full-time Employees” refers to those working full-time (i.e. at least 4 weeks a month, and not less than 18 hours in each week) under the payroll of the establishment. These include proprietors and partners working full-time for the establishment but exclude those working in branch offices of the organization. Please fill in the total number of employees against each principal job at date of survey. The permanent employees include all those under the organization’s payroll, disregarding whether the employees are deployed to work in other places (e.g. the mainland of China).

「全職僱員」指在 貴機構內全職工作（每月最少四星期，每星期不少於18小時）的受薪人員，其中包括在機構內全職工作的東主及合夥人，但不包括在機構分處工作的人士。請填入每一主要職務的現有僱員人數。長期僱員包括在貴機構人事編制內的所有僱員，不論是否有調往其他地方工作（例如中國內地）。

5. Column 'D' - Number of Non-full-time Employees at Date of Survey

(D) 欄 – 現有的非全職僱員人數

“Non-full-time Employees” refers to those working for less than 18 hours in each week under the payroll of the establishment. Non-full-time employees may be employed on an hourly (or per job), daily, or monthly basis.

「非全職僱員」指在 貴機構內每星期工作少於18小時的受薪人員，非全職僱員可按時薪（或按工作）、日薪或月薪聘用。

6. Column 'E' - Number of Vacancies at Date of Survey

(E) 欄 – 現有的空缺額

Please fill in the number of existing vacancies against each principal job at date of survey. “Existing Vacancies” refers to those unfilled, immediately available job openings for which the organization is actively trying to recruit.

請填入每一主要職務現有的空缺數目。「現有空缺額」是指該職位仍懸空，需立刻填補而現正積極招聘人員。

7. Column 'F' - Forecast Number of Full-time Posts in the next 12 Months

(F) 欄 – 預計未來十二個月內的全職職位數量

“Forecast Number of Full-time Posts” means the number of employees your organization will be employing 12 months from now. The number given could be more/less than that in column ‘C’ if an expansion/contraction is expected.

預計全職職位數量指 貴機構在未來十二個月內預計聘用的僱員人數。如估計業務屆時會擴張／收縮，此欄所填人數可多於／少於（C）欄。

8. Column 'G' - Preferred Level of Education

(G) 欄 – 僱員宜有的教育程度

Refer to “Coding Descriptions for Part I(ii)” in the questionnaire, please enter the appropriate code representing the preferred level of education which your organization requires an employee in a particular position to have.

請按調查表內「第一部份編號說明」（ii）的編號，填入 貴機構認為個別職位的僱員宜具備的教育程度。

9. Column 'H' - Preferred Relevant Years of Experience

(H) 欄 – 僱員宜有的相關年資

Refer to “Coding Descriptions for Part I(iii)” in the questionnaire, please enter the appropriate code representing the preferred relevant years of experience which your organization requires an employee in a particular position to have.

請按調查表內「第一部份編號說明」（iii）的編號，填入 貴機構認為各類別職位僱員宜具備的相關工作年資。

Part II

第二部份

10. Professional/Vocational Qualifications of Local Wine Related Employees

本港葡萄酒相關僱員具有的專業／職業資格

[Q1]

Please state whether the local wine related employees of your organization possess wine related professional/vocational qualifications (Examples of professional/vocational qualifications are shown in Appendix D). If yes, please go to Q1(b) to fill in the details of the professional/vocational qualifications possessed, then go to Q1(c) to forecast the number of local employees who possess wine related professional/vocational qualifications in the next 12 months. If not, please go to Q1(c) directly to forecast the number of local employees who possess wine related professional/vocational qualifications.

請填報 貴機構的本港葡萄酒相關僱員是否擁有相關的專業／職業資格(請參考附錄 D 有關葡萄酒專業/ 職業資格的例子)。如有，請回答Q1(b)，填報有關的葡萄酒專業／職業資格的詳情。然後回答Q1(c)，預計未來十二個月內 貴機構內具有相關

專業／職業資格的本港僱員人數。如 貴機構的本港僱員沒有葡萄酒相關的專業／職業資格，請直接回答Q1(c)，預計未來十二個月內 貴機構內具有相關專業／職業資格的本港僱員人數。

11. Manpower Training and Development Plan

人力培訓及發展計劃

[Q2]

Please fill in the number of wine related employees (in terms of man-times) against each type of skills that your organization will provide/sponsor them with training in the next 12 months.

請填寫 貴機構在未來十二個月內，將會計劃提供／資助培訓予葡萄酒相關僱員的人數（以人次計）。

12. Employees Recruited from Overseas

海外招聘的僱員

[Q3-Q4]

“Employees Recruited from Overseas” refers to foreign employees with employment visa working full-time under the payroll of your organization. Please state whether your organization needs overseas wine related employees in Q3(a). If yes, please go to Q3(b) to state whether you are hiring overseas employees and fill in the number of overseas employees, their nationality and job titles at date of survey in Q4(a) if you are hiring. Then go to Q4(b) to state whether your overseas employees possess overseas wine related professional/vocational qualifications and specify details of the qualifications in Q4(b)(ii). If your organization does not need or is not hiring overseas employees, please go to Q5.

「海外招聘的僱員」指獲發工作簽證並在 貴機構內全職工作的海外僱員。請在Q3(a)填報在是否有需要聘請海外僱員。如有，請回答Q3(b)，填報現時有否聘請海外僱員及於Q4(a)填寫現有海外僱員人數，其國籍及職稱，然後前往Q4(b)，填報海外僱員是否在海外取得葡萄酒相關專業／職業資格，並於Q4(b)(ii)填寫資歷的詳情。如 貴機構不需要或沒有聘請海外僱員，請回答Q5。

13. [Q5]

Please choose the possible reasons for not hiring overseas wine related employees. You may wish to tick more than one field, if appropriate.

請選擇未有聘請海外葡萄酒相關僱員的原因。如合適，可選一項或以上。

14. [Q6]

Please forecast the number of overseas employees needed in the next 12 months and state the respective job titles.

請預計未來12個月內需要的海外僱員人數，並填報有關職稱。

15. [Q7]

Please state the overseas professional/vocational qualifications that your organization prefers wine related employees to have.

請填報 貴機構認為葡萄酒相關僱員宜有的海外專業 / 職業資格。

16. Local Wine Related Employees Deployed to Work in the Mainland

本港葡萄酒相關僱員被派遣往中國內地工作的情況

[Q8(a)-(b)]

Please state whether your organization has wine business in the Mainland and if your company deploys any local wine related employees to work in the Mainland. If yes, please go to Q8(c) and specify the number of local employees deployed to work in the Mainland. If not, please go to Q9.

請填報 貴機構在內地是否有業務及有否派遣本港僱員前往內地工作。如有，請在 Q8(c) 註明被派遣前往內地工作。如沒有，請回答 Q9。

- (1) “Employees working in the Mainland on a stationed basis” refers to those local full-time staff members who had worked in the Mainland with permanent post and job title.

「長駐內地的僱員」指在內地工作，有長期職位及職稱的全職本港員工。

- (2) “Employees working in the Mainland on a travelling basis” refers to those local full-time staff members who went to the Mainland only undertaking trade related functions, business negotiations/consultations, and/or attending trade fairs, meetings and business-related entertainment.

「非長駐但要返內地公幹的僱員」指到內地只是為了負責行業相關工作、洽談生意、業務諮詢及／或出席業內展覽、會議及參與與工作有關的酬酢活動的全職本港員工。

17. [Q8(d)-(e)]

Please state whether your organization provides support to local employees who work in the Mainland. If yes, please state the type of support in Q8(e). If no, please go to Q9.

請填報 貴機構有否為內地工作的本港僱員提供支援。如有，請在 Q8(e) 填寫所提供的支援類別。如沒有，請回答 Q9。

18. Internal Promotion

內部晉升

[Q9]

Internal promotion refers to promotion of employee to a higher job level by virtue of his/her performance or abilities. In Q9, please fill in the number of internal promotions “from Supervisory Level to Managerial Level”, “from Clerical/Operative Support Level to Supervisory Level” and “from Others to Clerical/Operative Support Level” during the past 12 months. If an employee has more than one promotion in the organization during the past 12 months, only the last one promotion should be counted.

內部晉升是指僱員因工作表現良好或具所需才能而獲提升至較高職位。請於Q9填寫過去十二個月內，機構內部由主任級晉升為經理級，由文員／輔助人員級晉升為主任級，以及由其他職位晉升為文員／輔助人員級的人數。如僱員在過去十二個月內於 貴機構晉升多過一次，只需計算最後一次晉升在調查表內。

19. Recruitment Problem

招聘問題

[Q10]

Please state whether your organization encountered any difficulties in recruiting employees at various job levels during the past 12 months. If yes, please go to Q11, if not or no recruitment/nor tried to recruit, please go to Q12 and choose the possible reasons for encountering recruitment difficulties. You may wish to tick more than one box for each job level, if appropriate.

請填報在過去十二個月內 貴機構在招聘各級僱員有否遇到困難。如有，請回答Q11，如沒有困難，或未有／未有嘗試招聘，請回答Q12，並選擇遇到招聘困難的原因，如適當每職級可選一項或以上。

20. Employees' Whereabouts After Leaving the Organization

離職僱員去向

[Q12]

Please fill in the number of wine related employees who had left your organization during the past 12 months by whereabouts.

請按去向填上過去十二個月內離職的葡萄酒相關僱員人數。

21. E-commerce

電子商務

[Q13]

Please fill in the percentage of receipts from online wine trading among all wine related business receipts of your organization.

請填報網上交易佔 貴機構整體葡萄酒相關業務收益的百分比。

22. Wine Consumption at Restaurants (For Food & Beverage and Chinese Catering Trades Only)

餐廳葡萄酒消費(只限餐飲及中式飲食業)

[Q14]

Please fill in the percentage of wine consumed at your restaurant that was brought off the premises.

請填寫顧客自攜葡萄酒佔 貴餐廳葡萄酒消費的百分比。

If your organization also provides wine related training course(s), please complete the Supplementary Questionnaire (Education and Training).

如 貴機構亦有提供葡萄酒相關課程，請填寫補充調查表（教育及培訓）。

23. Supplementary Questionnaire (Education and Training)

補充調查表 (教育及培訓)

[Q1]

Please fill in the detailed information of the wine related training course(s) to the public that your organization provided and plans to provide in the future, including the course name, duration, number of training places, QF level ,target audience and course type.

請填寫有關 貴機構曾提供及將會提供予公眾人士的葡萄酒相關課程的資料，並清楚列明課程名稱、時數、訓練學額、資歷級別、對象及課程類別。

24. [Q2]

Please state whether your organization is recruiting or planning to recruit applicants in the Mainland or other regions in Asia for wine training course(s). If yes, please state the places of recruitment.

請填報 貴機構有否或是否打算到內地或亞洲其他地區為葡萄酒課程招生。如有，請註明招生地點。