



Testing and Certification Manpower Development Award Scheme 2021-22

Guidance Notes



Organiser



香港檢測和認證局
The Hong Kong Council for
Testing and Certification

Supporting Organisations



香港醫務化驗所總會



Hong Kong Institution of Certified Auditors
香港專業審核師學會



THE HONG KONG
INSTITUTION OF ENGINEERS
香港工程師學會

Materials Division
材料分部



資歷架構
Qualifications
Framework

Contents

I. Introduction	Page 1
II. Award Categories	Page 2
III. Eligibility	Page 3
IV. Assessment Criteria and Process	Page 4 - 6
V. Schedule	Page 7
VI. Application Submission	Page 7
VII. Personal Information Collection Statement	Page 8
VIII. Rules and Disclaimers	Page 9

I. Introduction



The testing and certification (T&C) sector in Hong Kong is highly acclaimed for its integrity, credibility, professionalism and quick response to market needs. Such reputation is attributed to the concerted efforts of T&C practitioners. With a view to recognise T&C bodies which attach great importance to talent training and manpower development, as well as to encourage T&C practitioners to strive for improvement and professional development, the Hong Kong Council for Testing and Certification (HKCTC) launches the first Testing and Certification Manpower Development Award Scheme (the Award Scheme) in 2021. Through the Award Scheme, HKCTC aims to demonstrate to the community that talent is much treasured by the T&C sector, and help attract and retain talent in the industry.

II. Award Categories



A. Testing and Certification Manpower Development Corporate Award

This Award recognises accredited T&C bodies' achievements in manpower and professional development of T&C practitioners. It opens to accredited T&C bodies of all sizes and business areas, including private T&C companies, in-house laboratories in enterprises, and laboratories in government departments, public organisations and universities/tertiary institutions.

Awardees will be presented with an Award Certificate and are permitted to use the Corporate Award Logo on their websites and promotional materials (e.g. recruitment ads, brochures, reports, newsletter, etc.), in recognition of their achievements in manpower and professional development of T&C practitioners. The detailed guidelines on the use of the Corporate Award logo are at **Annex**. Awardees will also be invited to attend publicity events and be covered in media advertorials, HKCTC's publicity materials and website.

Those awardees who have demonstrated exceptional achievements in manpower and professional development of T&C practitioners in specific aspect may receive special commendation as considered appropriate by the Assessment Panel.



B. Excellent Testing and Certification Professional Award

This Award commends individual T&C practitioners who have demonstrated excellence in either –

- pursuing continuous learning and professional development by acquiring new skills, capabilities as well as relevant academic and professional qualifications after joining the T&C sector; or
- making outstanding contributions to improving service quality or productivity.

There are two subgroups under this Award –

(i) Junior Professional: open to T&C practitioners who have joined the T&C sector for at least 1 year and are appointed in a junior/entry rank position in an accredited T&C body;

(ii) Middle Management: open to T&C practitioners who have joined the T&C sector for at least 5 years and are appointed in a managerial position in an accredited T&C body.

Awardees will be presented with a trophy and Award Certificate. All awardees will be invited to attend publicity interviews and to be covered in media advertorials, HKCTC's publicity materials and website.

Remark:

"T&C practitioners" refer to employees whose major duty is to carry out testing, calibration, inspection and/or certification service. Non-technical employees working in supporting functions such as administration, sales and marketing, etc. are not included.

III. Eligibility



A. Testing and Certification Manpower Development Corporate Award

Applicant entities of the T&C Manpower Development Corporate Award must be –

- accredited by the Hong Kong Accreditation Service (HKAS) (via the HOKLAS, HKCAS or HKIAS schemes) or other accreditation bodies having Mutual Recognition Arrangements with HKAS; and
- located in Hong Kong with T&C services provided locally.

T&C services refer to testing, calibration, inspection and/or certification services. Consultancy and training services are not included.

In submitting an application, applicant entities may include T&C bodies of the same group if such other T&C body(ies) is/are:

- accredited by the HKAS or other accreditation bodies having Mutual Recognition Arrangements with HKAS;
- located in Hong Kong with T&C services provided locally; and
- under the same management with policy applicable among all T&C bodies specified in the application.

In this case, the information provided in the application should cover all T&C bodies specified in the application. The application will be assessed holistically based on the same activities and achievements made by all T&C bodies specified in the application. If awarded, all the T&C bodies specified in the application are permitted to use the Corporate Award Logo.



B. Excellent Testing and Certification Professional Award

Applicant practitioners of the Excellent T&C Professional Award must be –

- nominated by a T&C body which is accredited by the Hong Kong Accreditation Service (HKAS) (via the HOKLAS, HKCAS or HKIAS schemes) or other accreditation bodies having Mutual Recognition Arrangements with HKAS;
- an employee of the nominating T&C body for at least one year;
- located in Hong Kong with major duty to carry out testing, calibration, inspection and/or certification service.

There is no restriction on the number of employees nominated by a T&C body.

Application will be disqualified any time before the announcement of Award results if the applicant has left the nominating T&C body.

IV. Assessment Criteria and Process



A. Testing and Certification Manpower Development Corporate Award

The assessment covers the following four Areas, each with six Criteria –

Area A: Commitment to T&C Practitioners’ Training and Development

Fostering a learning culture

Criterion (1) – Senior management gave full support in promoting a learning culture

Criterion (2) – Offered structured training and development (T&D) programmes

Criterion (3) – Reviewed regularly the effectiveness of T&D programmes

Nurturing T&C talent

Criterion (4) – Encouraged T&C practitioners to attend local work-related training/
seminars/conferences/workshops

Criterion (5) – Arranged T&C practitioners to pursue structured work-related training or
job/experience exchange programmes outside Hong Kong

Criterion (6) – Committed in attracting and nurturing new talent

Area B: Corporate Support to Enhance T&C Practitioners’ Competence and Professionalism

Recognising T&C related higher/professional qualifications

Criterion (1) – Incorporated T&C related higher/professional qualifications in human
resource management

Criterion (2) – Gave due recognition and provided incentive to T&C practitioners who
obtained higher/professional T&C qualification

Encouraging and providing incentives to T&C practitioners to pursue continuous learning and professional development

Criterion (3) – Built a working environment conducive to continuous learning and
professional development

Criterion (4) – Offered support for T&C practitioners to pursue higher academic degrees

Criterion (5) – Offered support for T&C practitioners to apply for vocational/professional
qualifications

Criterion (6) – Encouraged and supported T&C practitioners to participate in external
award schemes

Area C: Caring for T&C Practitioners

Recognising practitioners as an important asset and promoting their wellness and work-life balance

- Criterion (1) – Provided medical benefits above statutory requirements
- Criterion (2) – Offered leave entitlements above statutory requirements
- Criterion (3) – Provided special leave to enable T&C practitioners to take care of personal or family matters when required
- Criterion (4) – Provided support policies and practices for betterment and wellness of T&C practitioners
- Criterion (5) – Provided support to promote T&C practitioners' mental wellness
- Criterion (6) – Provided support/subsidies to promote T&C practitioners' work-life balance

Area D: Communication with T&C Practitioners

Placing emphasis on communication with T&C practitioners

- Criterion (1) – Offered orientation for newly joined T&C practitioners
- Criterion (2) – Organised mentoring scheme
- Criterion (3) – Held regular staff meetings that enable T&C practitioners to understand company/organisation policies/culture
- Criterion (4) – Organised staff consultation activities
- Criterion (5) – Offered well-established two-way communication between employer and employees
- Criterion (6) – Conducted exit surveys

Applicant entities which **fulfil three Criteria under each Area** should be qualified for the Award, subject to the provision of valid and credible supporting documents.

Applicant entities should complete the application form and provide relevant supporting documents for each criterion for verification. Supporting documents may take the form of acknowledge letters, internal office memos, photographs, staff manuals, emails, receipts, corporate publications, posters and certificate copies, etc. Consent must be obtained from the parties concerned for disclosure of personal data in the documents. **Only those activities carried out and achievements made during the period from 1 January 2020 up to the date of application would be considered for the Award.**

The HKCTC Secretariat will check and verify the applications based on the information provided in the application form and supporting documents. The HKCTC Secretariat may further contact applicant entities for clarification and request for further information where necessary during the assessment process. Where information in the application form is incomplete, it will make the application invalid or being rejected. The HKCTC Secretariat reserves the right in its sole and absolute discretion to determine the eligibility of any applicant entities and the credibility and adequacy of supporting documents. Its decision is final.

The applications will be examined by an independent Assessment Panel for consideration of the Award. The Assessment Panel is comprised of members from the academia and professional bodies, etc.



B. Excellent Testing and Certification Professional Award

Merits of each application will be assessed on one of the following aspects –

- Commitment to continuous learning and professional development by acquiring new skills, capabilities as well as relevant academic and professional qualifications after joining the T&C sector;
- Impact/significance of contributions made to improving service quality or productivity of the nominating T&C body (e.g. adopting innovation and/or new technology in service delivery).

Applicant practitioners should complete the application form with the nomination and endorsement of their current employer. Supporting documents for case illustration may take the form of transcript, certificate, testimonial, letter, official record copies, etc. Where information in the application form is incomplete, it will make the application invalid or being rejected.

Assessment for the Award involves a two-stage process – preliminary screening and interview.

1. Preliminary Screening

The HKCTC Secretariat will conduct an initial screening on the applications and may further contact applicants for clarification and request for further information where necessary. An independent Assessment Panel will consider and shortlist applicant practitioners for interview. The Assessment Panel is comprised of members from the academia and professional bodies, etc.



2. Interview

During the second stage, shortlisted applicant practitioners will each be interviewed by the Assessment Panel. The objectives of the interviews are to further understand the work/achievements/contributions of shortlisted applicants and to verify the information provided in the application. The Assessment Panel will select the awardees. This Award would be granted on a merit basis. There is no fixed number of awardees. The HKCTC and/or the Assessment Panel reserves the right to grant or withhold an award.



V. Schedule

Application open	1 Jun 2021
Application close	6:00 pm, 31 Aug 2021
Checking and assessment of applications	Sept – Nov 2021
Notification for interviews to Excellent T&C Professional Award shortlisted applicants	Oct 2021
Announcement of award results	Nov 2021
Award presentation ceremony	Dec 2021

VI. Application Submission

Applicant entities/practitioners should complete the following application form, which is available on HKCTC's website



Testing and Certification Manpower Development Corporate Award

Form T&C MP01

hkctc.gov.hk/MP01



Excellent Testing and Certification Professional Award

Form T&C MP02

hkctc.gov.hk/MP02



Applicants should submit their completed application forms, together with all supporting documents, to the HKCTC Secretariat by post, fax, email or in person as appropriate –

**Secretariat, Hong Kong Council for Testing and Certification
(Please mark as "Testing and Certification Manpower
Development Award Scheme 2021-22 Application")**

Address: Units 801-04, 8/F, The Hub, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong
Fax: 3691 8655
Email: mpaward@hkctc.gov.hk

The deadline of submission is **6:00pm on 31 August 2021**. Submission date is subject to the post mark on the envelope and/or the timestamp on the recipient's email. Late submission will not be accepted.

Making an application for the Award Scheme is free of charge.

VII. Personal Information Collection Statement

Personal data collected from the application for the purpose of the Award Scheme will be used by HKCTC, its Secretariat and/or the Assessment Panel for one or more of the following purpose:

- To process the applications and for other related purposes;
- For statistics and research purpose on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them;
- Any other legitimate purposes as may be required, authorised or permitted by law.

The information collected may be disclosed to the HKCTC, its Secretariat and the Assessment Panel for vetting and verification purposes.

You have the right to check and correct your personal data. Any request to access or correct such personal data should be made to Executive Officer (Testing and Certification)¹, HKCTC Secretariat at –

Address:	Units 801-04, 8/F, The Hub, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong
Fax:	3691 8655
Email:	mpaward@hkctc.gov.hk

The Award Scheme will follow the privacy protection policy of HKCTC in handling and protecting your personal data. Please visit www.hkctc.gov.hk/en/imp_notices/index.html for details.

VIII. Rules and Disclaimers

By submitting an application form for the T&C Manpower Development Corporate Award or an application form for the Excellent T&C Professional Award to HKCTC, the applicant entity or the applicant practitioner (collectively referred to in these Rules as “Applicant”) agree to accept and abide by the rules set out below:

- (i) Applicants for the T&C Manpower Development Corporate Award and the Excellent T&C Professional Award shall meet the eligibility requirements as stated in page 3 of the Guidance Notes. Applications will be disqualified if the Applicants fail to fulfil the relevant eligibility requirements.
- (ii) All Applicants shall duly sign and complete the application form and provide sufficient supporting documents for each applicable assessment criterion. Notwithstanding anything provided otherwise in these Rules, an incomplete application form submitted by an Applicant shall render the application invalid and shall be rejected. The HKCTC Secretariat reserves the right in its sole and absolute discretion to determine the credibility and sufficiency of supporting documents. The HKCTC Secretariat may but is not obliged to contact an Applicant for clarification and request for further information. Applicants shall provide such clarification or further information as requested by the HKCTC Secretariat within the time stipulated in the HKCTC Secretariat’s written request, failure of which the application will not be considered further.
- (iii) Applications for T&C Manpower Development Corporate Award and Excellent T&C Professional Award shall be assessed and processed in accordance with pages 4 – 5 and page 6 respectively.
- (iv) HKCTC Secretariat reserves the right to make final decisions in all matters arising out of, relating to or in connection with the Award Scheme, including but not limited to the determination of the eligibility of an Applicant, the determination of the results of the awards, and to withhold an award from being awarded to any of the Applicant or delist the award status of T&C bodies/practitioners in the interest of the integrity of the Award Scheme. All decisions made by HKCTC Secretariat shall be final and binding. All Applicants shall abide by whatever decisions made by HKCTC Secretariat.
- (v) All information, details and materials submitted will not be returned. Apart from the record of awardees, all information will be destroyed twelve months after the announcement of award results.
- (vi) All Applicants for the T&C Manpower Development Corporate Award acknowledge and agree to be bound by the provisions in the ‘Guidelines on the Use of the Testing and Certification Manpower Development Corporate Award Logo’ annexed to these Guidance Notes.
- (vii) HKCTC, its Secretariat and the Assessment Panel expressly disclaim, and assume no responsibility or liability whatsoever for any losses, damages, costs, and expenses, actual or contingent, incurred or suffered by any Applicant arising out of or in connection with the application for the Award Scheme.
- (viii) HKCTC and its Secretariat do not in any way or manner associate with companies/organisations of which the businesses or practices are considered as contradictory to the values and missions of HKCTC.
- (ix) Applicants must not offer any advantages to any member of HKCTC, its Secretariat or the Assessment Panel, or accept any advantages from such persons, in accordance with relevant provisions of the Prevention of Bribery Ordinance (Cap. 201).
- (x) HKCTC and its Secretariat will not handle complaints regarding contracts or commercial disputes. Any dispute on the award results, or any complaint on the inappropriate use of the T&C Manpower Development Corporate Award Logo should be directed to the HKCTC Secretariat (Email: mpaward@hkctc.gov.hk; Tel: 2180 9101). The awarded T&C body concerned may be invited to supply further information. Anonymous complaints will not be accepted.
- (xi) HKCTC and its Secretariat reserve the right to withdraw an award any time after the award results are announced.
- (xii) In the case of discrepancies between the Chinese and English versions, the English version shall apply and prevail.

Guidelines on the Use of the Testing and Certification Manpower Development Corporate Award Logo

- All awardees of the Testing and Certification Manpower Development Corporate Award (“Awardees”) will be permitted to use the Corporate Award Logo from the date of public announcement of the award results (to be announced).
- Only those accredited testing and certification (T&C) bodies which are specified in the application of an Awardee may use the Corporate Award Logo.
- Awardees may show to their clients and the public that they are applauded in their achievements in manpower and professional development of T&C practitioners by using the Corporate Award Logo in promotional materials or publications (e.g. websites, recruitment advertisements, brochures, reports, newsletter, etc.).
- The use of the Corporate Award Logo in promotional materials or publications of an Awardee does not imply recognition or endorsement by HKCTC or its Secretariat of the products or services of the companies or organisations or the contents contained therein. All promotional materials or publications bearing the Corporate Award Logo must be legal, decent, healthy, honest, and truthful and must not contain any content of unlawful, defamatory, discrimination, insulting or otherwise objectionable nature.
- The Corporate Award Logo may be proportionately enlarged or reduced to fit the size of the promotional material or publications, but alteration of the design and font of the Corporate Award Logo is not allowed. No parts of the Corporate Award Logo, including the written texts and the design, may be separated from the Corporate Award Logo.
- HKCTC Secretariat reserves the right to revoke at any time the permission for the use of the Corporate Award Logo granted to any Awardee which has been convicted of any offence within or outside Hong Kong, or has been found by any relevant statutory body and/or government agency for infringement of business ethics and/or lack of credibility. In case of any dispute, the decision of HKCTC Secretariat shall be final.
- Self-declaration on business ethics has been made by T&C bodies in applications. In the event of an Awardee being suspected to have infringed business ethics, HKCTC Secretariat reserves the right to suspend that T&C body in using the Corporate Award Logo, until the HKCTC Secretariat is satisfied that clarification from the concerned T&C body is in accordance with the declaration.
- HKCTC Secretariat may in its sole and absolute discretion decide whether an Awardee’s use of the Corporate Award Logo has violated these Guidelines, and may at any time demand in writing the Awardee to stop or alter its use of the Corporate Award Logo. Upon receipt of such demand, an Awardee shall immediately stop or alter its use of the Corporate Award Logo as demanded by HKCTC Secretariat.
- HKCTC Secretariat’s interpretation on the provisions of these Guidelines shall be final and conclusive. In case of dispute, HKCTC Secretariat has the authority to make final and binding decisions.



Enquiries

For enquiries, please contact the HKCTC Secretariat:

Address: Units 801-04, 8/F, The Hub, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong
Tel: 2180 9101
Email: enquiry@hkctc.gov.hk



hkctc.gov.hk/mpaward

