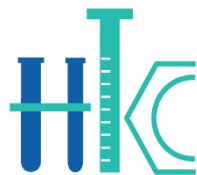




# Testing and Certification Manpower Development Award Scheme 2021-22

2021-22年度檢測認證人力發展嘉許計劃

**Information Session**  
**22 June 2021**



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



# Rundown

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- Part I. Overview of Award Scheme
  - ◆ Introduction
  - ◆ Award Categories
  - ◆ Eligibility and Awards
  - ◆ Assessment Criteria
  - ◆ Application Submission and Timeline
  
- Part II. Walkthrough of Application Forms
  - ◆ Corporate Award
  - ◆ Professional Award



# Introduction

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- First award scheme of such nature for the T&C sector
- Recognise T&C bodies which attach great importance to talent training and manpower development
- Encourage T&C practitioners to strive for improvement and professional development
- Demonstrate to the community that talent is much treasured by the T&C sector
- Help attract and retain talent in the T&C sector





# Award Categories

## I. Testing and Certification Manpower Development Corporate Award

檢測認證人力發展機構獎

- Recognise T&C bodies' achievements in manpower and professional development of T&C practitioners

## II. Excellent Testing and Certification Professional Award

卓越檢測認證專業人員獎

- Commend T&C practitioners who have demonstrated excellence –
  - ◆ Continuous enhancement in professional competence through active pursuance of further studies/training
  - ◆ Outstanding contribution to improving service quality/productivity

### **T&C practitioners:**

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.

# Corporate Award - Eligibility

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- Open to accredited T&C bodies of all sizes/business areas
  - ◆ Commercial T&C bodies
  - ◆ In-house laboratories
  - ◆ Laboratories in government departments, public organisations and universities/tertiary institutions
- Applicant should be –
  - Accredited by HKAS or MRA partners
  - Located in HK with T&C services provided locally

Testing/calibration/inspection/certification services

# Corporate Award - Eligibility

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- Applicant may include T&C bodies of the same group in application if such T&C body(ies) is/are -
  - ◆ Accredited by HKAS or MRA partners
  - ◆ Located in HK with T&C services provided locally
  - ◆ Under the same management with policy applicable among all specified T&C bodies
- Information provided should cover all specified T&C bodies
- Application will be assessed holistically based on same activities and achievements made by all specified T&C bodies

# Corporate Award - Awards

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- Awardees will be -
  - Presented with an Award Certificate
  - Entitled to use the Corporate Award Logo on websites / promotional materials **[Guidelines at Annex of Guidance Notes]**
- Awardees who have demonstrated exceptional achievements in specific aspect may receive special commendation
- No limit on number of awardees



2021-22

檢測認證人力發展機構獎

Testing and Certification  
Manpower Development  
Corporate Award

# Corporate Award – Assessment Criteria



- Assessment covers 4 Areas, each with 6 Criteria

## Area A

**Commitment** to T&C Practitioners' Training and Development (T&D)



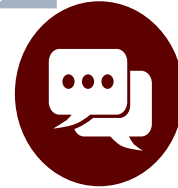
## Area B

Enhance T&C Practitioners' **Competence** and Professionalism



## Area C

**Caring** for T&C practitioners



## Area D

**Communication** with T&C practitioners



# Corporate Award – Assessment Criteria

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

1. Senior management gave full support in promoting a learning culture
2. Offered structured T&D programmes
3. Reviewed regularly the effectiveness of T&D programmes
4. Encouraged T&C practitioners to attend local work-related training/seminars/conferences/workshops
5. Arranged T&C practitioners to pursue structured work-related training or job/experience exchange programmes outside Hong Kong
6. Committed in attracting and nurturing new talent

# Corporate Award – Assessment Criteria

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

1. Incorporated T&C related higher/professional qualifications in human resource management
2. Gave due recognition and provided incentive to T&C practitioners who obtained higher/professional T&C qualification
3. Built a working environment conducive to continuous learning and professional development
4. Offered support for T&C practitioners to pursue higher academic degrees
5. Offered support for T&C practitioners to apply for vocational/professional qualifications
6. Encouraged and supported T&C practitioners to participate in external award schemes

# Corporate Award – Assessment Criteria

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## Area C: Caring for T&C Practitioners

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

# Corporate Award – Assessment Criteria

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## Area D: Communication with T&C Practitioners

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

# Corporate Award – Assessment Criteria

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- To qualify for the award –
  - ◆ Fulfill at least **3** out of **6** Criteria **under each Area**
- Only those activities carried out and achievements made during 2020 up to the date of application will be considered
- Applicant need to provide supporting documents **for each Criteria** fulfilled
- Supporting documents may be acknowledgement letters, internal office memos, photographs, staff manuals, emails, receipts, corporate publications, posters, certificate copies, etc.



# Professional Award - Eligibility

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- Two subgroups:
  - ◆ Junior Professional –  
joined T&C sector  $\geq 1$  year and in a junior / entry rank position
  - ◆ Middle Management –  
joined T&C sector  $\geq 5$  years and in a managerial position
- Applicant should be –
  - ◆ Nominated by T&C bodies accredited by HKAS or MRA partners
  - ◆ Employee of the nominating T&C body for at least 1 year
  - ◆ Located in HK with major duty to carry out testing/calibration/inspection/certification services



# Professional Award - Awards

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- Awardees will be -
  - ◆ Presented with Trophy and Award Certificate
  - ◆ Covered in media advertorials
- No restriction on number of employees nominated by a T&C body
- No fixed number of awardees





# Professional Award – Assessment Criteria

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- Based on merits of each application -
  - ◆ 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 / new technology in service delivery)
- Applicant and nominating T&C bodies to complete application form and provide supporting documents



# Application Submission



- Application Form
  - ◆ Testing and Certification Manpower Development Corporate Award : Form T&C MP01
  - ◆ Excellent Testing and Certification Professional Award : Form T&C MP02
- Submit completed application form and supporting documents to HKCTC Secretariat by post, fax, email or in person

**[hkctc.gov.hk/  
mpaward](https://hkctc.gov.hk/mpaward)**



**Application Deadline: 31 August 2021, 6:00 pm**

# Timeline



	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Corporate Award</b>	Submit application			<ul style="list-style-type: none"> <li>■ HKCTC Secretariat to check and verify applications</li> <li>■ Assessment Panel to consider awardees</li> </ul>		Announce award results	Award presentation Ceremony
<b>Professional Award</b>				<ul style="list-style-type: none"> <li>■ HKCTC Secretariat to check and preliminary screen applications</li> </ul>	<ul style="list-style-type: none"> <li>■ Assessment Panel to interview shortlisted applicants and consider awardees</li> </ul>		

# Rundown

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- Part I. Overview of Award Scheme
  - ◆ Introduction
  - ◆ Award Categories
  - ◆ Eligibility and Awards
  - ◆ Assessment Criteria
  - ◆ Application Submission and Timeline
- Part II. Walkthrough of Application Forms
  - ◆ Corporate Award
  - ◆ Professional Award



# Corporate Award Application Form (T&C MP 01)

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- Part I: General Information
- Part II: Overview of Manpower Resources
- Part III: Assessment Details
- Part IV: Declaration
- Part V: Personal Information Collection Statement
- Part VI: Contact Details and Signature
- Annex: List of Testing and Certification Bodies  
Included in Application

# Corporate Award Application Form (T&C MP 01)

## Part I: General Information

### ◆ Accreditation Status

☒ Accredited by HKAS  
➡ Input HOKLAS/HKIAS/HKCAS  
Registration No.

☒ Accredited by other Accreditation  
Body (AB)  
➡ State the name of AB and  
provide copy of accreditation  
certificate

The screenshot displays the 'Testing and Certification Manpower Development Award Scheme 2021-22' Corporate Award Application Form. The 'Part I – General Information' section is highlighted. The 'Accreditation status' field is circled in red, showing two options: 'Accredited by HKAS' (selected) and 'Accredited by other accreditation bodies'. The 'Total number of employees based in Hong Kong' field is also highlighted. The 'Note' section at the bottom provides additional instructions for applicants.

**Testing and Certification Manpower Development Award Scheme 2021-22** (For Official Use)  
Application No.: \_\_\_\_\_

**Testing and Certification Manpower Development Corporate Award Application Form**

**Remark:**

- (i) Please read the Guidance Notes (available on HKCTC's website: [hkctc.gov.hk/mpaward](http://hkctc.gov.hk/mpaward)) before completing this application form.
- (ii) Please put a ✓ in the appropriate boxes, otherwise leave it blank.
- (iii) Parts I, III and VI must be completed. Completion of Part II is voluntary.
- (iv) Please submit the completed application form and relevant supporting documents to the HKCTC Secretariat by 6pm on 31 August 2021 by post, fax, email or in person to:

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](mailto:mpaward@hkctc.gov.hk)

**Part I – General Information**

Name of Testing and Certification (T&C) Body (in Chinese): \_\_\_\_\_  
(in English): \_\_\_\_\_

Address: \_\_\_\_\_

Accreditation status (Please provide a copy of the accreditation certificate if the T&C body is accredited by an accreditation body other than Hong Kong Accreditation Service (HKAS)):

- ☒ Accredited by HKAS (Please state: HOKLAS/HKCAS/HKIAS Registration No.: \_\_\_\_\_)
- ☐ Accredited by other accreditation bodies (Please state the name of the accreditation body: \_\_\_\_\_)

Any other T&C body(ies) under the same group included in this Application? (Note 1)

- ☐ Yes (Please provide the name and information of other T&C body(ies) at Annex.)
- ☐ No

Total number of employees based in Hong Kong as at date of Application (Note 2):  
☐ 49 or below ☐ 50-99 ☐ 100-499 ☐ 500-999 ☐ 1,000 or above

Total number of T&C practitioners based in Hong Kong as at date of Application (Note 3): \_\_\_\_\_

**Note**

- The Applicant entity may include T&C bodies of the same group in this Application 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, information provided in this Application should cover all T&C bodies specified in this Application.
- This include individual proprietors, partners and shareholders actively engaged in the work of the business, and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary, as at the date of application.
- "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.


# Corporate Award Application Form (T&C MP 01)

## ■ Part I: General Information

◆ Include other T&C bodies under the same group in application

☒ Yes

➔ Provide information of the T&C bodies at **Annex**

**Testing and Certification Manpower Development Award Scheme 2021-22**

(For Official Use)  
Application No.: \_\_\_\_\_

Testing and Certification Manpower Development Corporate Award  
Application Form

Remark:  
(i) Please read the Guidance Notes (available on HKCTC's website: [hkctc.gov.hk/mpaward](http://hkctc.gov.hk/mpaward)) before completing this application form.  
(ii) Please put a ✓ in the appropriate boxes, otherwise leave it blank.  
(iii) Parts I, III and VI must be completed. Completion of Part II is voluntary.  
(iv) Please submit the completed application form and relevant supporting documents to the HKCTC Secretariat by 6pm on 31 August 2021 by post, fax, email or in person to:  
  
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](mailto:mpaward@hkctc.gov.hk)

**Part I – General Information**  
Name of Testing and Certification (T&C) Body (In Chinese): \_\_\_\_\_  
(In English): \_\_\_\_\_  
Address : \_\_\_\_\_  
Accreditation status (Please provide a copy of the accreditation certificate if the T&C body is accredited by an accreditation body other than Hong Kong Accreditation Service (HKAS)):  
☐ Accredited by HKAS (Please state: HOKLAS/HKCAS/HKIAS Registration No.: \_\_\_\_\_)  
☒ Accredited by other accreditation bodies (Please state the name of the accreditation body: \_\_\_\_\_)  
Any other T&C body(ies) under the same group included in this Application? (Note 1)  
☐ Yes (Please provide the name and information of other T&C body(ies) at Annex.)  
☐ No  
Total number of employees based in Hong Kong as at date of Application (Note 2):  
☐ 49 or below ☐ 50-99 ☐ 100-499 ☐ 500-999 ☐ 1,000 or above  
Total number of T&C practitioners based in Hong Kong as at date of Application (Note 3): \_\_\_\_\_  
**Note**  
1. The Applicant entity may include T&C bodies of the same group in this Application 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 this Application.  
In this case, information provided in this Application should cover all T&C bodies specified in this Application.  
2. This include individual proprietors, partners and shareholders actively engaged in the work of the business, and salaried employees of the business, including full-time or part-time salaried personnel directly paid by the business, both permanent and temporary, as at the date of application.  
3. "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.

# Corporate Award Application Form (T&C MP 01)

- Part II: Overview of Manpower Resources
  - ◆ No. of T&C practitioners newly recruited and their distribution, turnover rate
  - ◆ For analysis of manpower need in T&C sector
  - ◆ Completion is **voluntary**; information collected will only be presented in consolidated form
  - ◆ Information will not be used for award assessment

**Part II – Overview of Manpower Resources**

Applicant entity is invited to provide its manpower position in this Part on a voluntary basis. The information collected will be useful for HKICT's analysis of the manpower need in the T&C sector. The information collected will be presented in consolidated form so that identification of individual T&C body will not be possible. The information provided in this Part will not be used for assessment of the Award.

1. During the period from 1 January 2019 to 31 December 2020, how many T&C practitioners have been newly recruited? \_\_\_\_\_

2. Please provide the distribution of these newly recruited T&C practitioners from 1 January 2019 to 31 December 2020 as follows:

A	Terms of Employment	Number of Newly Recruited T&C Practitioners
	Full-time	
	Part-time	
	Others (Please specify):	

B	Total Years of Work Experience	Number of Newly Recruited T&C Practitioners
	0 years	
	1 - 2 years	
	3 - 4 years	
	5 - 9 years	
	10 years and above	

C	Years of Experience in the T&C Sector	Number of Newly Recruited T&C Practitioners
	0 years	
	1 - 2 years	
	3 - 4 years	
	5 - 9 years	
	10 years and above	

D	Major of Study	Number of Newly Recruited T&C Practitioners
	Testing and Certification	
	Science (e.g. Chemistry, Biology)	
	Applied Science (e.g. Food Safety, etc.)	
	Engineering	
	Others (Please specify):	

# Corporate Award Application Form (T&C MP 01)

- Part III: Assessment Details
  - ◆ Tick the Criteria fulfilled
  - ◆ Input supplementary information as requested
  - ◆ Provide evidence/supporting documents / examples for each checked Criteria

**Part III – Assessment Details**

The part is for assessing Applicant entities' efforts and achievements put into manpower development. The assessment covers four Areas (A-D), each with six Criteria. Applicant entities which fulfil a minimum of three Criteria under each Area would be qualified for the Award, subject to the provision of valid and credible supporting 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. Evidence/supporting document(s)/example(s) should be provided to verify each of the checked (✓) Criteria.

**Area A – Commitment to T&C Practitioners' Training & Development (T&D) (✓ at least three Criteria)**

**Fostering a learning culture**

☒ **Criterion A.1** Our senior management has given full support in promoting a learning culture:  
Established vision/mission statement or core values that promote T&D of T&C practitioners;  
AND  
Endorsed and allocated resources for the T&D plan/programmes/functions for T&C practitioners  
(✓ at least one of the following)

☐ Allocation of annual budget for T&D expenditure for T&C practitioners  
☐ Dedicated employees/team for T&D functions (including administrative staff and trainers) (Please state number of employees: )  
☐ Others (Please specify):

☒ **Criterion A.2** We have offered structured T&D programmes/functions for T&C practitioners:  
(✓ at least two of the following)

☐ Established T&D plan ☐ Coaching/mentorship programme  
☐ On-the-job training ☐ Job rotation programme  
☐ Others (Please specify):

☒ **Criterion A.3** We have reviewed regularly the effectiveness of T&D programmes and functions for T&C practitioners with reference to the followings:  
(✓ at least one of the following)

☐ Feedback and responses collected from participants' evaluation of individual training activities and programmes (e.g. course evaluation form)  
☐ T&C practitioners' employee satisfaction level/comments regarding the T&D plan and programmes  
☐ Others (Please specify):



# Corporate Award Application Form (T&C MP 01)

## Part III: Assessment Details

☒ Tick at least 3  
Criteria **under**  
**each Area**

Area A – Commitment to T&C Practitioners' Training & Development (T&D) (✓ at least three Criteria)

Fostering a learning culture

☐ Criterion A.1 Our senior management has given full support in promoting a learning culture:  
Established vision/mission statement or core values that promote T&D of T&C practitioners;  
AND  
Endorsed and allocated resources for the T&D plan/programmes/functions for T&C practitioners  
(✓ at least one of the following)

☐ Allocation of annual budget for T&D expenditure for T&C practitioners  
☐ Dedicated employees/team for T&D functions (including administrative staff and trainers) (Please state number of employees: \_\_\_\_\_)  
☐ Others (Please specify): \_\_\_\_\_

☐ Criterion A.2 We have offered structured T&D programmes/functions for T&C practitioners:  
(✓ at least two of the following)

☐ Established T&D plan ☐ Coaching/mentorship programme  
☐ On-the-job training ☐ Job rotation programme  
☐ Others (Please specify): \_\_\_\_\_

☐ Criterion A.3 We have reviewed regularly the effectiveness of T&D programmes and functions for T&C practitioners with reference to the followings:  
(✓ at least one of the following)

☐ Feedback and responses collected from participants' evaluation of individual training activities and programmes (e.g. course evaluation form)  
☐ T&C practitioners' employee satisfaction level/comments regarding the T&D plan and programmes  
☐ Others (Please specify): \_\_\_\_\_

Part III – Assessment Details

Nurturing T&C talent

☐ Criterion A.4 We have encouraged T&C practitioners to attend local work-related training/seminars/conferences/workshops organised by tertiary institutions, professional bodies (e.g. HKIE, HKICA, etc.), trade associations (e.g. HKITC), HKCTC, HKAS or other organisations/institutes:  
Publicised/circulated details of training/seminars/conferences/workshops by sending mass emails or putting promotional flyers/posters on notice boards or other methods (Please specify): \_\_\_\_\_

AND (✓ at least one of the following)

☐ Release of staff during office hours to attend such training/seminars/conferences/workshops (Please state the arrangement): \_\_\_\_\_

☐ Provide sponsorship/fee subsidies to T&C practitioners (Please state the mechanism and arrangement): \_\_\_\_\_

☐ Others (Please specify): \_\_\_\_\_

☐ Criterion A.5 We have arranged T&C practitioners to pursue structured work-related training or job/experience exchange programmes outside Hong Kong (e.g. attend Mainland/overseas training courses, international conferences or symposiums, job attachment programmes) (Please state the arrangement and details of programmes): \_\_\_\_\_

☐ Criterion A.6 We have committed in attracting and nurturing new talent:  
(✓ at least one of the following)

☐ Provided intern/trainee positions  
☐ 1-5 ☐ 6-10 ☐ 11-15 ☐ 15-20 ☐ Over 20  
☐ Arranged attachment programmes for students of tertiary institutions (Please state the tertiary institution and academic programmes, and number of students attached to the company/organisation): \_\_\_\_\_

☐ Others (Please specify): \_\_\_\_\_

# Corporate Award Application Form (T&C MP 01)

## ■ Part III: Assessment Details

◆ Example:

Criterion A.4



### Criterion A.4

We have encouraged T&C practitioners to attend local work-related training/seminars/conferences/workshops organised by tertiary institutions, professional bodies (e.g. HKIE, HKICA, etc.), trade associations (e.g. HKTIC), HKCTC, HKAS or other organisations/institutes:

Publicised/circulated details of training/seminars/conferences/workshops by sending mass emails or putting promotional flyers/posters on notice boards or other methods (Please specify):



AND (✓ at least one of the following)

☐ Release of staff during office hours to attend such training/seminars/conferences/workshops (Please state the arrangement):

☐ Provide sponsorship/fee subsidies to T&C practitioners (Please state the mechanism and arrangement):

☐ Others (Please specify):

# Corporate Award Application Form (T&C MP 01)

## ■ Part III: Assessment Details

### ◆ Example: Criterion B.3

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

☐ **Criterion B.3** We have built a working environment conducive to continuous learning and professional development:

(✓ at least two of the following)

☐ Publicised information of courses/professional qualifications by sending mass emails, putting promotional flyers/posters on notice boards or other methods (Please specify):

☐ Arranged staff sharing on knowledge and learning experience (Please provide the number of sharing sessions arranged: )

☐ Discussed and provided advice on individual development needs in staff performance review, staff meetings, etc. (Please state the arrangement):

☐ Others (Please specify):

# Corporate Award Application Form (T&C MP 01)

- Part VI: Contact Details and Signature
  - ◆ Provide contact person information
  - ◆ Authorised signature with company chop required

**Part VI – Contact Details and Signature**

By signing the form, your company/organisation agrees to be bound by the above terms.

**Contact person** (For liaison of all matters related to the Testing and Certification Manpower Development Award Scheme 2021-22)

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Applicant entity: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature** (This form must be signed by the management bearing the chop of the Applicant entity on behalf of the T&C bodies specified in this Application as confirmation, otherwise it will not be processed.)

Name of signatory: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Applicant entity: \_\_\_\_\_

Signature with chop:

X  
[Red stamp]

Date: \_\_\_\_\_

# Professional Award Application Form (T&C MP 02)

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- Part I: Particulars of T&C Practitioner Nominee
- Part II: Career Profile of T&C Practitioner Nominee
- Part III: Education and Qualifications of T&C Practitioner Nominee
- Part IV: Declaration of T&C Practitioner Nominee

**Complete  
by T&C  
Practitioner**




- Part V: General Information of Nominating T&C Body
- Part VI: Nomination Details
- Part VII: Declaration of Nominating T&C Body
- Part VIII: Personal Information Collection Statement
- Part IX: Contact Details and Signature

**Complete  
by T&C  
Body**



# Professional Award Application Form (T&C MP 02)

- Part I: Particulars of T&C Practitioner Nominee
- Part II: Career Profile
  - ◆ Year of Joining the T&C sector
  - ◆ Work history (in chronological order)

**Testing and Certification Manpower Development Award Scheme 2021-22**

(For Official Use)  
Application No.: \_\_\_\_\_

**Excellent Testing and Certification Professional Award Application Form**

**Remark:**

(i) Please read the Guidance Notes (available on HKCTC's website: [hkctc.gov.hk/mpaward](http://hkctc.gov.hk/mpaward)) before completing this application form.

(ii) Please put a ✓ in the appropriate boxes, otherwise leave it blank.

(iii) Parts I – IV should be completed by the testing and certification (T&C) practitioner nominee whereas Parts V – VII and IX should be completed by the nominating T&C body.

(iv) Please submit the completed application form and relevant supporting documents to the HKCTC Secretariat by 6pm on 31 August 2021 by post, fax, email or in person to:

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](mailto:mpaward@hkctc.gov.hk)

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**Part I – Particulars of T&C Practitioner Nominee**

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐ Others (Please specify): \_\_\_\_\_

Name (in Chinese): \_\_\_\_\_  
(in English): \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel (Direct line): \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Part II – Career Profile of T&C Practitioner Nominee**

1. Year of joining the T&C sector: \_\_\_\_\_

2. Work history since joining the T&C sector:  
(Please provide details in chronological order, i.e. the last entry should be the most current position held.)

Period (Month/year)		Mode of Employment (Full-time/Part-time, or Self-employed)	Name of Company/ Organisation	Position Held	Job Nature
From	To				

1 of 9 T&C MP02(05/2021)

# Professional Award Application Form (T&C MP 02)

- Part III: Education and Qualifications
  - Qualifications obtained by education and training
  - Professional qualifications
  - Other qualifications / learning activities attended (e.g. international conference)

**Part III – Education and Qualifications of T&C Practitioner Nominee**

1. Qualifications obtained by education & training:  
(Please provide details in chronological order, i.e. the last entry should be the most recent qualification obtained.)

Name of Programme	Awarding Institution/Organisation	Date of Award (Month/Year)

2. Professional qualifications obtained (if applicable):

Title of Professional qualification	Awarding institution/Organisation	Date of Award (Month/Year)

# Professional Award Application Form (T&C MP 02)

## ■ Part IV: Declaration and Signature by T&C Practitioner Nominee

**Part IV – Declaration of T&C Practitioner Nominee**

By submitting this application form, I hereby agree and declares that:


1. I have carefully read and understand the details of the Testing and Certification Manpower Development Award Scheme 2021-22 and the Rules and Disclaimers. I agree to accept and abide by the rules set out in the Rules and Disclaimers.
2. All information provided in Parts I to III of this application form and the documents furnished in relation to this Application (including all supplementary information and documents furnished pursuant to request(s) made by the HKCTC Secretariat) are true, complete and accurate.
3. I agree that 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 me for clarification and request for further information where necessary in assessing this application.
4. I undertake to provide such clarification or further information to the HKCTC Secretariat within the time stipulated in the HKCTC Secretariat's written request.
5. Award results will be announced and published by HKCTC.
6. I give consent for HKCTC, its Secretariat and the Assessment Panel to make use of the information provided in this Application for assessment, processing, announcement, and promotion purposes of the Testing and Certification Manpower Development Award Scheme 2021-22.

**Signature**

Name of T&C Practitioner Nominee: \_\_\_\_\_

Signature of T&C Practitioner Nominee:

X



Date: \_\_\_\_\_



# Professional Award Application Form (T&C MP 02)

## ■ Part V: General Information of Nominating T&C Body

### ◆ Accreditation Status

☒ ➡ Accredited by HKAS  
Input HOKLAS/HKIAS/HKCAS  
Registration No.

☒ ➡ Accredited by other AB  
State the name of AB and  
provide copy of accreditation  
certificate

Part V – General Information of Nominating T&C Body

1. Name of nominating T&C body:  
(In Chinese): \_\_\_\_\_  
(In English): \_\_\_\_\_

2. Accreditation status (Please provide a copy of the accreditation certificate if the T&C body is accredited by an accreditation body other than Hong Kong Accreditation Service (HKAS)):

☐ Accredited by HKAS (Please state: HOKLAS/HKCAS/HKIAS Registration No.: \_\_\_\_\_)

☐ Accredited by other accreditation bodies (Please state the name of the accreditation body: \_\_\_\_\_)

Part VI – Nomination Details

# Professional Award Application Form (T&C MP 02)

## ■ Part VI: Nomination Details

### ◆ Choose the Subgroup of Nominee

- ☒ Junior Professional
- ☒ Middle Management

### ◆ Tick the nomination reason

- ☒ Commitment to continuous learning & professional development
- ☒ Contributions to improving service quality/productivity

**Part VI – Nomination Details**

1. We are nominating the T&C practitioner (Name) \_\_\_\_\_ for the following subgroup under the Award:  
(Please ✓ one box only)

☐ Junior Professional

☐ Middle Management

2(a). The above T&C practitioner nominee is nominated for the Excellent T&C Professional Award because of:  
(Please ✓ one box only)

☐ his/her commitment to continuous learning and professional development by acquiring new skills, capabilities as well as relevant academic & professional qualifications after joining the T&C sector.

☐ his/her outstanding contributions made to improving service quality or productivity of our company/organisation.

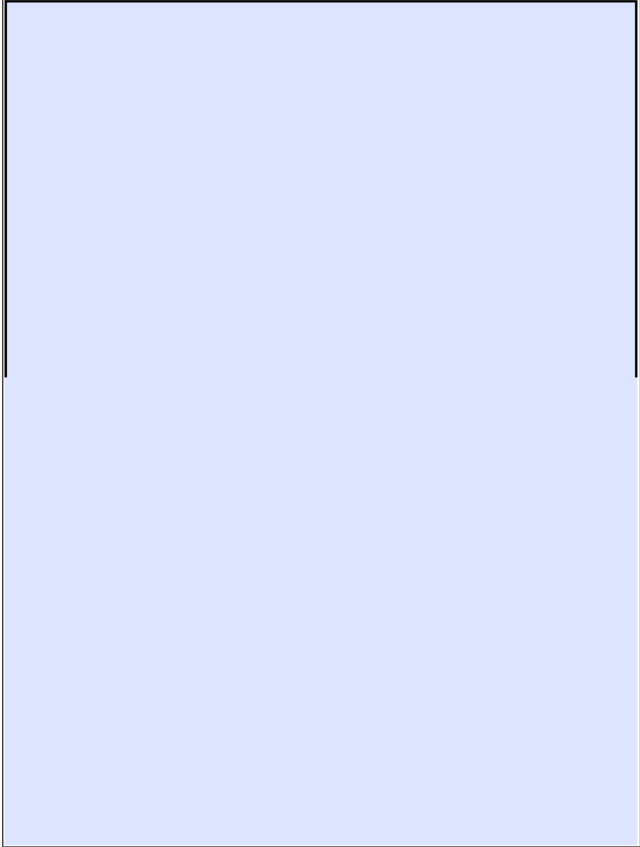
Enfa

# Professional Award Application Form (T&C MP 02)

- Part VI: Nomination Details
  - ◆ Detailed account of the commitment/contributions of the nominee
  - ◆ Write no more than 1,000 words
  - ◆ Provide relevant support documents (e.g. transcript, certificate, testimonial, letter, official record copies, etc.)

Part VI – Nomination Details

2(b). Please give a detailed account of the commitment/contributions of the T&C practitioner nominee in the box below.  
(Please write no more than 1000 words. Relevant supporting documents such as transcript, certificate, testimonial, letter, official record copies, etc. should be provided as appropriate.)



# Professional Award Application Form (T&C MP 02)

- Part IX: Contact Details and Signature
  - ◆ Provide contact person of nominating T&C body
  - ◆ Authorised signature with company chop required

**Part VI – Contact Details and Signature**

By signing the form, your company/organisation agrees to be bound by the above terms.

**Contact person** (For liaison of all matters related to the Testing and Certification Manpower Development Award Scheme 2021-22)

Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Applicant entity: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Signature** (This form must be signed by the management bearing the chop of the Applicant entity on behalf of the T&C bodies specified in this Application as confirmation, otherwise it will not be processed.)

Name of signatory: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Applicant entity: \_\_\_\_\_

Signature with chop:

X  
[Red stamp area]

Date: \_\_\_\_\_

*Apply Now and Receive the Recognition you Deserve!*

## More Details and Enquiries:

Please refer to the **Guidance Notes**

[www.hkctc.gov.hk/mpaward](http://www.hkctc.gov.hk/mpaward)



Tel: 2180 9101

Email: [mpaward@hkctc.gov.hk](mailto:mpaward@hkctc.gov.hk)