

Testing and Certification Manpower Development Award Scheme 2025-26

Part II – Career Profile of T&C Practitioner Nominee

(Continued from Page 1)

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

3. The length of service in aggregate in the T&C industry: _____ years _____ months

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)

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

3. Other qualifications obtained or details of other learning activities attended (e.g. participation in international conferences, etc.) (if applicable):

Qualifications/Learning Activities	Awarding institution/Organisation/Organiser of Learning Activity	Date (Month / Year)

Part IV – 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:

_____)

☐ Non-accredited T&C body

[Important Note: For a nominating T&C body which is non-accredited, its economic activities should fall within the category of the T&C industry in "Hong Kong Standard Industrial Classification" published by the Census and Statistics Department. Otherwise, the T&C practitioner nominee would be considered ineligible. Supporting proof (e.g. business registration certificate) to show its nature of business should be provided.]

Part V – Particulars of T&C Practitioner Nominee's Supervisor

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

Name: (in Chinese) _____

(in English) _____

Position: _____

Postal address: _____

Tel (Direct line): _____ E-mail: _____

Part VI – Nomination Details

1. The T&C practitioner (Name) _____ is nominated for the following subgroup under the Award:
(Please ✓ one box only)

☐ Junior Professional

☐ Senior Professional

2. The T&C practitioner nominee should set out his or her attainments under specific scopes as prescribed in the boxes below, with his or her supervisor to give feedback on each applicable scope accordingly.

(Relevant supporting documents such as transcript, certificate, testimonial, letter, official record copies, etc. should be provided as and when requested by the HKCTC Secretariat.)

- A. Demonstrated a good initiative to learn/improve T&C related knowledge/ skills, and apply at work on an ongoing basis

T&C practitioner nominee's self-appraisal:

Supervisor's comments:

- B. Contributed as a team builder by fostering collaboration and cooperation among colleagues

T&C practitioner nominee's self-appraisal:

Supervisor's comments:

Part VI – Nomination Details

- C. Performed a key part in solving some challenging work problems by showing versatility and innovation

T&C practitioner nominee's self-appraisal:

Supervisor's comments:

- D. Facilitated in developing new or innovative work method(s)/ process(es)/ procedure(s) with significant improvement of service productivity in terms of time/resources used and/ or safety

T&C practitioner nominee's self-appraisal:

Supervisor's comments:

- E. Other aspects of personal attainments which deserve the Assessment Panel to consider

T&C practitioner nominee's self-appraisal:

Supervisor's comments:

Points to note in the write-up of Part VI

1. As the initial screening of the applications would be based primarily on the information provided, it is essential for the T&C practitioner nominee to present his or her attainments and/ or contributions with qualitative and quantitative illustrations as far as practicable.
2. The illustrations by a T&C practitioner nominee as to why he or she deserved for the award should be specific on his/her personal attainments/ contributions, supplementing with brief background and examples as appropriate. A programme leading to higher T&C related academic/ professional qualification or a major work project currently undertaken but not yet finished may also be included.
3. A T&C practitioner nominee is not expected to be exemplary in all aspects. Please set out the case pursuant to the prescribed scope by highlighting your outstanding quality and performance as considered relevant.
4. The T&C practitioner nominee's supervisor should provide feedback on respective specific scopes as appropriate in an honest, objective and comprehensive manner.

Part VII – Declaration of T&C Practitioner Nominee

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

1. I have carefully read and understand the details of the Testing and Certification Manpower Development Award Scheme 2025-26 and the Rules and Disclaimers as set out in the Guidance Notes. I agree to accept and abide by the rules included in the Rules and Disclaimers.
2. All information provided in Parts I to III and VI 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 my eligibility as well as 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. 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 2025-26.
6. Award results will be announced and published by HKCTC. If my application is successful, I agree to provide contributions as requested by the HKCTC Secretariat for publicity purposes of the awardees and the use of which through means as deemed appropriate.

Name of T&C Practitioner Nominee: _____

Date: _____

Part VIII – Declaration of Nominating T&C Body

By submitting this application form, our company / organisation hereby agrees and declares that –

1. We have carefully read and understand the details of the Testing and Certification Manpower Development Award Scheme 2025-26 and the Rules and Disclaimers as set out in the Guidance Notes. We agree to accept and abide by the rules included in the Rules and Disclaimers.
2. The T&C practitioner nominee of the Excellent T&C Professional Award is –
 - (i) currently an employee of our company / organisation; and
 - (ii) located in Hong Kong with major duty to carry out testing, calibration, inspection and/or certification service.
3. The information provided in Parts IV to VI of this application form (including all supplementary information and documents furnished pursuant to request(s) made by the HKCTC Secretariat) are true, complete and accurate.
4. We agree that the HKCTC Secretariat reserves the right in its sole and absolute discretion to determine the eligibility of the T&C practitioner nominee as well as the credibility and sufficiency of supporting documents. The HKCTC Secretariat may but is not obliged to contact us for clarification and request for further information. We undertake to provide such clarification or further information as requested by the HKCTC Secretariat within the time stipulated in HKCTC Secretariat's written request, failure of which the application will not be considered further.
5. The contact person of this application form has been duly authorised by the nominating T&C body to submit this Application and conduct matters in connection with and arising from the Application on its behalf.
6. Award results will be announced and published by the HKCTC.
7. We 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 2025-26.

Part IX – Personal Information Collection Statement

This Personal Information Collection Statement relates to personal data supplied in this Application. The provision of personal data (including but not limited to an individual's full name, telephone number, mailing address, email address, career profile, education and qualifications) is obligatory. Failure to do so may render the Application invalid, not being accepted and/or disqualified.

Purpose of Collection

The personal data provide in this Application will be used by HKCTC, its Secretariat and the Assessment Panel for one or more of the following purpose:

1. To process your application for the Testing and Certification Manpower Development Award Scheme 2025-26 and receive information provided by HKCTC;
2. Any other legitimate purposes as may be required, authorised or permitted by law.

Disclosure of Personal Data

Information provided may be disclosed to HKCTC, its Secretariat and the Assessment Panel for vetting and verification purposes.

Access to Personal Data

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this application subject to payment of a fee.

For enquiries concerning the personal data collected by means of the application form, including making of access and corrections, please contact Assistant Manager (Testing and Certification) 1, HKCTC Secretariat at –

Address: Units 801-04, 8/F, The Hub, 23 Yip Kan Street,
Wong Chuk Hang, Hong Kong

Email: mpaward@hkctc.gov.hk

Part X – Contact Details

Upon submitting the application form, our 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 2025-26)

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

Name: _____

Position: _____

Name of nominating T&C body: _____

Postal address: _____

E-mail: _____ Contact number: _____

Date: _____