



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) 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

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: _____

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				

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				

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 – Declaration of T&C Practitioner Nominee

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

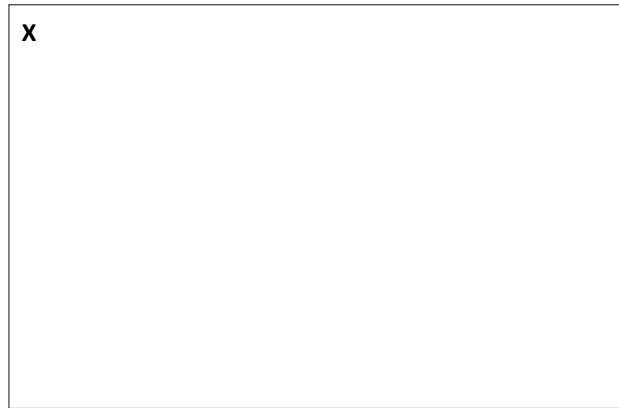
1. I have carefully read and understand the details of the Testing and Certification Manpower Development Award Scheme 2021-22 and the Rules and Disclaimers. I agree to accept and abide by the rules set out in the Rules and Disclaimers.
2. All information provided in Parts I to III of this application 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: _____

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

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.

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.)

Part VII – Declaration of Nominating T&C Body

By signing on 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 2021-22 and the Rules and Disclaimers. We agree to accept and abide by the rules set out in the Rules and Disclaimers.
2. The T&C practitioner nominee of the Excellent T&C Professional Award is –
 - (i) an employee of our company/organisation for one year or more; and
 - (ii) located in Hong Kong with major duty to carry out testing, calibration, inspection and/or certification services.
3. The information provided in Parts V and 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 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 signatory 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 2021-22.

Part VIII – 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 2021-22 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 the 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 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

Part IX – 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 nominating T&C body: _____

Mailing address: _____

E-mail: _____ **Contact number:** _____ **Fax:** _____

Signature (This part must be signed by the management bearing the chop of the nominating T&C body as confirmation, otherwise it will not be processed.)

Name of signatory: _____

Position: _____

Name of nominating T&C body: _____

Signature with company chop:

X

Date: _____