



Testing and Certification Manpower Development Award Scheme 2023-2024

Application No.: _____
(For Official Use of Organiser)

Testing and Certification Manpower Development Corporate Award Application Form

Remark:

- (i) Please read the Guidance Notes (available on the dedicated website of the Award Scheme: tcmpaward.hk) before completing this application form.
- (ii) Please put a ✓ in the appropriate boxes, otherwise leave it blank.
- (iii) Parts I to II and V must be completed.
- (iv) Please submit the completed application form and relevant supporting documents to the Secretariat of the Hong Kong Council for Testing and Certification (HKCTC) by **11:59 pm on 31 July 2023** 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

- (v) Alternatively, the application form and relevant supporting documents may also be submitted electronically direct through using the online application system available on the dedicated website of the Award Scheme before the application deadline.

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 the 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.

Part II – 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. Subject to the provision of valid and credible supporting documents, Applicant entities which demonstrate to have fulfilled **19 or more of the 24 Assessment Criteria, inclusive of at least two Criteria under each Area**, would be qualified for the **Platinum Award**. For those Applicant entities which demonstrate to have fulfilled **10 or more of the 24 Assessment Criteria, inclusive of at least two Criteria under each Area**, they would be eligible for the **Gold Award**.

Only those activities carried out and achievements made **during the period from 1 June 2021** 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)

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):

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. 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):

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 positions for post-secondary students

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):

Offered apprentice / trainee scheme for graduates (Please state details of the programme and number of apprentices / trainees taken up by the company/organisation):

Assisted in strengthening the future manpower pool of the T&C sector

Provided career talks for secondary/tertiary students

Arranged laboratory visits for secondary/tertiary students and/or secondary school teachers

Others (Please specify):

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

Recognising T&C related higher/professional qualifications

Criterion B.1 We have incorporated T&C related higher/professional qualifications (**Note 4**) in human resource management including: (at least two of the following)

- T&D plan
- Job specifications
- Performance appraisal
- Recruitment requirement of T&C practitioners
- Others (Please specify):

Criterion B.2 We have given due recognition and provided incentive to those T&C practitioners who obtained a higher/professional T&C qualification (**Note 4**):

- (at least one of the following)
- Issue appreciation letter/certificate
 - A clear plan for career advancement or promotion
 - Salary raise (Please state the amount/mechanism):

Others (Please specify):

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):

Part II – Assessment Details

Criterion B.4 We have offered support for T&C practitioners to pursue higher academic degrees (e.g. Master's degree, PhD, etc.):
(at least one of the following)

Education allowance/fee subsidies/fee reimbursement (Please state the mechanism and arrangement):

Flexible working hours or release of staff during office hours for attending classes/examination (Please state the arrangement):

Others (Please specify):

Criterion B.5 We have offered support for T&C practitioners to apply for vocational/professional qualifications (**Note 4**):
(at least one of the following)

Sponsorship/subsidies/reimbursement for application fee (please state the mechanism and arrangement):

Nomination/recommendation/endorsement for work experience/application for professional qualification (Please state the number of T&C practitioners having been nominated/recommended/endorsed: _____)

Others (Please specify):

Criterion B.6 We have encouraged and supported T&C practitioners to participate in award/commendation schemes:
(at least one of the following)

QF's Award Scheme for Learning Experiences (Please state the number of T&C practitioners nominated: _____)

HKCTC's Excellent T&C Professional Award (Please state the number of T&C practitioners nominated: _____)

Staff motivation/commendation schemes/outstanding awards (Please state details of the scheme and number of awards offered by the company/organisation):

Others (Please specify):

Note

4. Professional/vocational qualifications may include qualifications/memberships awarded by Qualifications Framework (QF), professional bodies or trade associations, e.g. QF's Units of Competencies/Recognition of Prior Learning (RPL), Membership of HKIE/HKICA/International Register of Certificated Auditors (IRCA)/Royal Society of Chemistry, CTT/CTP under HKTIC's Professional Certification Scheme for Testing Personnel, etc. Staff training/courses provided for fulfilling accreditation requirements of T&C organisations are not considered as professional/vocational qualifications of T&C practitioners.

Area C – Caring for T&C Practitioners

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

Criterion C.1 We have provided benefits to T&C practitioners and their family members over and above those specified in the Employment Ordinance (Chapter 57):

I. Medical benefits (☑ at least one of the following)

- Medical insurance/allowance
- Hospitalisation benefits
- Others (Please specify):

AND

II. Paid leave entitlements (☑ at least two of the following)

- Annual leave (Number of days: _____)
- Sick leave (Number of days: _____)
- Maternity leave (Number of weeks: _____)
- Paternity leave (Number of days: _____)
- Others (Please specify):

Criterion C.2 We have provided the following measures to enable T&C practitioners to take care of personal or family matters when required

I. Special paid or partially paid leave: (☑ at least one of the following)

- Compassionate leave (Number of days: _____)
- Emergency leave for family matters (Number of days: _____)
- Marriage leave (Number of days: _____)
- Festival leave (e.g. practitioners are granted two hours or above on festive days such as Winter Solstice, Chinese New Year Eve and Christmas Eve, etc.) (Please state arrangement):

- Others (Please specify):

AND

II. Support/Family-friendly policies and practices: (☑ at least one of the following)

- Five-day work week
- Overtime compensation (Overtime pay Overtime leave/time-off)
- Flexi-working hours
- Lactation room in the workplace
- Temporary job re-shuffle on health or other special considerations (e.g. pregnancy of female T&C practitioners responsible for high-risk chemical testing duties)
- Others (Please specify):

Criterion C.3 We have provided the following support to promote T&C practitioners' mental wellness and enable them to deal with interpersonal, health, personal and family matters:

(☑ at least one of the following)

- Employee counselling services
- Stress management training/activities
- Health/interpersonal skills workshop
- Others (Please specify):

Part II – Assessment Details

- Criterion C.4** We have provided support/subsidies to promote T&C practitioners' work-life balance: (**at least one of the following**)
- Birthday leave
 - Social gatherings (e.g. festival or birthday celebration) (Please state number of gatherings arranged/supported: _____)
 - Company trips (Please state number of trips arranged/supported: _____)
 - Interest groups Voluntary service team/charity events
 - Others (Please specify):

- Criterion C.5** We have ensured T&C practitioners' well-being and safety by providing the following extra protection measures over and above those specified in the Occupational Safety and Health Ordinance (Chapter 509): (**at least one of the following**)
- Established Occupational Safety and Health Policy
 - Training courses on Occupational Safety and Health
 - Workplace safety audit/review or risk assessment
 - ISO 45001 Occupational health and safety management system
 - Others (Please specify):

- Criterion C.6** We have formulated the following anti-epidemic policies and practices in response to the COVID-19 outbreak:
- I. Set up infection control guidelines / policy at workplace: (at least one of the following)**
- Minimised number of visitors, and adopted precautionary measures for visitors (e.g. body temperature checking)
 - Encouraged T&C practitioners to receive vaccination (e.g. provided vaccination leave) (Please state details of the measure: _____)
 - Provided paid leave for COVID-19 testing/quarantine (Please state details of the measure: _____)
 - Others (Please specify):

AND

- II. Provided a clean and hygienic working environment (at least one of the following)**
- Enhanced cleaning at workplace (Please state details of the measure: _____)
 - Placed doormats sprayed with 1:49 diluted household bleach at entrances and provided protective and sanitation products (e.g. masks, alcohol sanitisers, etc.) for T&C practitioners
 - Provided and regularly cleaned lidded rubbish bins for disposal of masks
 - Others (Please specify):

AND

- III. Implemented special working arrangement (at least one of the following)**
- Implemented work from home arrangement, work in shifts or in different groups (Please state details of the measure: _____)
 - Implemented flexitime to enable staff to commute to work at non-rush hours (Please state details of the measure: _____)
 - Re-arranged seating and/or added on partitioning for staff to maintain adequate social distancing at work
 - Provided equipment/support to facilitate T&C practitioners to attend online meetings or to work from home
 - Others (Please specify):

Area D – Communication with T&C Practitioners

Placing emphasis on communication with T&C practitioners

Criterion D.1 We have offered orientations/welcome activities for newly joined T&C practitioners (Please state number of orientations arranged and number of T&C practitioners attended):

Criterion D.2 We have organised mentoring scheme for T&C practitioners (Please state the number of T&C mentors and mentees):

Criterion D.3 We have held regular staff meetings that enable T&C practitioners to understand company/organisation policies/culture (Please state the number of meetings held: _____)

Criterion D.4 We have organised staff consultation activities for specific subject to gauge feedback from T&C practitioners (Please state the number of activities organised: _____)

Criterion D.5 We acknowledge the importance of communication with T&C practitioners and offered a well-established two-way communication between employer and employees to encourage T&C practitioners to share their thoughts, suggestions and opinions:

at least one of the following

- Formal communication and mechanism (e.g. standing committee)
- Corporate intranet that offers interaction opportunities
- Feedback mechanism (e.g. employee opinion survey, staff suggestion scheme, etc.)
- Others (Please specify):

Criterion D.6 We have conducted exit surveys for T&C practitioners separating from the company/organisation.

Part III – Declaration

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

1. We have carefully read and understand the details of the Testing and Certification Manpower Development Award Scheme 2023-24 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. All the information provided in 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. 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 where necessary in assessing this application. We undertake to provide such clarification or further information to the HKCTC Secretariat within the time stipulated in the HKCTC Secretariat's written request.
4. The contact person of this application form has been duly authorised by the Applicant entity to submit this Application and conduct matters in connection with and arising from the Application on its behalf.
5. Award results will be announced and published by HKCTC.
6. We shall be bound by and comply with the 'Guidelines on the Use of the Logos under the Testing and Certification Manpower Development Corporate Award' annexed to the Guidance Notes.
7. We give consent for HKCTC and its Secretariat 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 2023-24. No information of individual Applicant entity will be disclosed without our prior approval.

Part IV – 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 and email address) is voluntary, although true, complete and accurate personal information must be provided so as to enable the processing of your Application.

Purpose of Collection

The personal data provided 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 the application for the Testing and Certification Manpower Development Award Scheme 2023-24 and receive information from HKCTC;
2. 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;
3. 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

The data subject has a right to request access to and correction of his/her personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). The data subject's right of access includes the right to obtain a copy of his/her 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
Fax: 3691 8655
Email: mpaward@hkctc.gov.hk

Part V – 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 2023-24)

Title: Mr Ms Miss Mrs Dr

Name: (in Chinese) _____

(in English) _____

Position: _____

Mailing address: _____

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

Name of Applicant entity: _____ Date: _____



Testing and Certification Manpower Development Award Scheme 2023-2024

Annex

Testing and Certification Manpower Development Corporate Award List of Testing and Certification Bodies Included in Application

If the Applicant entity intends to include other T&C bodies in the same group in this application, please provide the names and information of such T&C bodies in the following table.

Remark:

Testing and Certification (T&C) bodies are eligible for inclusion in this Application if they are –

- accredited by the Hong Kong Accreditation Service (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.

Name of Applicant entity: _____

	Name of T&C Bodies		Address	Accreditation Status #
	(in English)	(in Chinese)		
1.				
2.				
3.				

If the T&C body is accredited by HKAS, please state the HOKLAS/HKIAS/HKCAS Registration number. If the T&C body is accredited by an accreditation body other than HKAS, please state the name of the accreditation body and provide a copy of the relevant accreditation certificate.