



# Testing and Certification Manpower Development Award Scheme 2023-2024

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

## Excellent Testing and Certification Professional Award Application Form

**Remark:**

- (i) Please read the Guidance Notes (available on the dedicated website Award Scheme: [tcmpaward.hk](http://tcmpaward.hk)) 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 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](mailto: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 – 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 and month 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 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 declare that:

1. I 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. I agree to accept and abide by the rules included 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 2023-24.

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

Senior Professional

2. Please give a detailed account of the T&C practitioner nominee in the box below, including but not limited to the following aspects -

(i) his/her commitment to continuous learning and professional development by acquiring new skills, capabilities as well as relevant academic & professional qualifications<sup>1</sup> after joining the T&C sector;

(ii) his/her outstanding contributions made to improving service quality or productivity of our company/organisation; etc.

[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.]

<sup>1</sup> For reference, academic programmes related to the testing and certification sector include science, applied science, engineering, fashion and textiles, etc. can be viewed at <https://www.hkctc.gov.hk/en/career/edu/course.html>. For professional/vocational qualifications, they 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.

**Points to note in the write-up on the T&C practitioner nominee**

1. As the initial screening and shortlisting of the applications would be based primarily on the information provided, it is essential to present the T&C practitioner nominee's attainments and/or contributions with qualitative and quantitative illustrations as far as practicable. General statements such as "the nominee has a pleasant personality" should be avoided.
2. The illustrations as to why a T&C practitioner nominee 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 by highlighting his/her outstanding quality and performance as considered relevant, e.g. -
  - demonstrated a good initiative to learn/improve T&C related knowledge/skills, and apply at work on an ongoing basis;
  - contributed as a team builder by fostering collaboration and cooperation among colleagues;
  - performed a key part in solving some challenging work problems by showing versatility and innovation;
  - facilitated in developing new work method(s)/process(es)/procedure(s) with significant improvement of service productivity in terms of time/resources used and/or safety; etc.

## Part VII – 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 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. 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 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 2023-24.

## 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 the application for the Testing and Certification Manpower Development Award Scheme 2023-24 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**

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 IX – 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 nominating T&C body: \_\_\_\_\_ Date: \_\_\_\_\_