

แบบฟอร์ม 2 ภาษา

คู่มือสำหรับประชาชน 24 รายการ

คู่มือลำดับที่ 1 การให้ความเห็นชอบหลักสูตรรายละเอียด
ที่เกี่ยวข้องและรายการค่าใช้จ่ายที่ใช้ในการฝึกยกระดับฝีมือแรงงานและ
การฝึกเปลี่ยนสาขาอาชีพ
(กรณีเป็นผู้ดำเนินการฝึกอบรมเองหรือจ้างจัดฝึกอบรม)

และคู่มือลำดับที่ 3 การให้ความเห็นชอบหลักสูตรรายละเอียด
ที่เกี่ยวข้องและรายการค่าใช้จ่ายที่ใช้ในการฝึกยกระดับฝีมือแรงงานและ
การฝึกเปลี่ยนสาขาอาชีพ (กรณีส่งลูกจ้างไปรับการฝึกภายนอก)

แบบฟอร์ม

แบบคำขอรับรองหลักสูตรรายละเอียดที่เกี่ยวข้องและรายการค่าใช้จ่ายใน
การฝึกยกระดับฝีมือแรงงานและฝึกเปลี่ยนสาขาอาชีพตามมาตรา 20 แห่ง
พระราชบัญญัติส่งเสริมการพัฒนาฝีมือแรงงาน พ.ศ.2545

(แบบ ฝย/ฝป.1)

1. ☐ Apply for approval before undertaking training. ☐ Apply for post-training approval
2. ☐ Organize training sessions ☐ Send to training with the school / skill training center

Application Form for the approval of related courses and the cost of training in upgrading skills and training for changing in career major belongs to section 20 of the Promotion of Skill Development Act BE 2545

At.....

Date.....

To Registrar

1. I (company/partnership).....

The Account Number of entrepreneur

By (Mr./Mrs./Miss).....No..... Moo.....Lane/SoiRoad.....

Sub-District/ Thambol.....District/Amphoe.....Province.....

PostcodeTelephoneFax.....

Operate the business type.....

Currently, there are employees As men people Women people

Request for the approval of related courses and the cost of training skills to employees

Total....people as men.....people women.....people total of courses.....courses total of batch....batch

The cost of training baht as follows:

☐ Training in upgrading skilltotal courses.....courses...batch the cost of training baht as attachments

☐ raining for changing in career majortotal courses.....courses...batch the cost of training baht as attachments.

2. I enclose the following documents for consideration.

☐ Copy of ID card of the applicant (For the first application)

☐ Copy of Certificate of Incorporation (In case of a juristic person and the first application)

☐ Power of Attorney (In case of power of attorney) include a copy of ID card of the proxy and the attorney

☐ Course Details and Training Costs.....issues(For own training or hire for training)

☐ A copy of the course syllabus or training topics of the educational institution or training institution(In case of sending to the training center or training center for labor skills)

☐ List of trainees.....issues

☐ Copy of training expenses.....issues

☐ Others

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant(Authorized person/Attorney)

(.....)

Position.....

Note: business establishments applying for approval to prepare expense items with attachments of schedule training and proof of training costs for each course as it is actually paid. To submit to the Registrar for approval within sixty days of the completion of the training, but not later than January 15 of the following year.

Appendix (Curriculum's names)

Upgrade Training

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

21. _____
22. _____
23. _____
24. _____
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26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____

Occupation change training

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____

คู่มือลำดับที่ 2 การให้ความเห็นชอบรายละเอียดเกี่ยวกับการฝึกเตรียม
เข้าทำงาน (กรณีเป็นผู้ดำเนินการฝึกเอง)

แบบฟอร์ม

คำขอรับความเห็นชอบรายละเอียดเกี่ยวกับการฝึกเตรียมเข้าทำงานตาม

พระราชบัญญัติส่งเสริมการพัฒนาฝีมือแรงงาน พ.ศ.2545



Application for approval the details about the preparation for work according to The Labor Development Promotion Privilege Act, BE 2545

No.....

Write at.....

Date.....month.....year.....

To registrar

1. I (company/partnership).....

The Account Number of entrepreneur ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

By (Mr./Mrs./Miss).....Authorized Representative / Power of Attorney

Located at no..... Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax.....

E-mail Address..... Type of entrepreneur..... Tax year.....

2. While submit the application, there are employees total...people, as men....people women....people
3. The applicant wishes to obtain the approval of the details of the training for work in career majors as prescribed by the Minister as follows:

- | | | |
|--|-------------------|-------------------|
| ☐ Construction industry | total.....courses | |
| ☐ Industrial Engineering | | total.....courses |
| ☐ Mechanical Engineer | | total.....courses |
| ☐ Electrical and Electronics Technician | | total.....courses |
| ☐ Industrial Engineering | | total.....courses |
| ☐ Industrial Agriculture | | total.....courses |
| ☐ Service sector | | total.....courses |

4. Documentation for consideration

☐ A copy of the registration statement and the purpose of the business of the applicant and the power of attorney (If the applicant is a juristic person)

☐ Copy of ID card of the applicant (In case of individual person)

☐ Details about the preparation for work. totalsheet..... page

☐ Regulations or policy on training. totalsheet..... page

☐ Other documents (specify)

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant

(.....)

Position.....(Authorized person/Attorney)

Curriculum list for pre-employment training

1. Construction

- (1)
- (2)
- (3)
- (4)

2. Industrial

- (1)
- (2)
- (3)
- (4)

3. Mechanical Engineer

- (1)
- (2)
- (3)
- (4)

4. Electrical Electronic And Computer

- (1)
- (2)
- (3)
- (4)

5. Industrial Art

- (1)
- (2)
- (3)
- (4)

6. Agriculture Industry

- (1)
- (2)
- (3)
- (4)

7. Service

- (1)
- (2)
- (3)
- (4)

Pre-Employment Training Details

1. Training Curriculum

(1) Curriculum's name.....

(2) Objective

[illegible]

(3) Subject

	Subject	Training Duration (Hour)	
		Theory	Practice
Total			

(4) Subject

1) Title..... Hrs.....

Detail.....

2) Title..... Hrs.....

Detail.....

3) Title..... Hrs.....

Detail.....

4) Title..... Hrs.....

Detail.....

5) Title..... Hrs.....

Detail.....

(5) Trainee

1) Total..... Men..... Women.....

2) Qualifications

- Age.....years

- Education.....

- Others.....

2. Training Location

☐ Training in Company

Training area aprox. Square Meter

Address.....

.....Province.....

☐ Training in Skill Development Training Centre (Section 19)

Training area aprox. Square Meter

Address.....

.....Province.....

☐ Others.....

Training area aprox. Square Meter

Address.....

.....Province.....

3. Trainer's name and qualifications (as announced in Skill Development Promotion Committee about pre-employment trainer qualifications Date 13 August, 2003)

Order	Name	Qualification	Remark

4. Training Duration

Training Date.....Hrs.....

5. Training Equipments

Order	List	Quantity

6. Methods and Standards for Measuring training results(On average, not less than 60 percent)The measuring portion of training is as follows.

- | | |
|------------------------------------|-----------------|
| ☐ Theory | Percentage..... |
| ☐ Practical | Percentage..... |
| ☐ Others | Percentage..... |

7. Details that show the benefits of the entrepreneur of training controller (According to the committee's announcement on expenses for training in preparation for work issued on date 10 February B.E. 2557)

- ☐Benefits in terms of labor force to assist in the operation of the operator.
- ☐Benefits in terms of gaining future labor force with knowledge, skills, and attitudes to meet the needs of entrepreneurs.

☐Other benefits
include.....
.....
.....
.....

8. Details about the cost of the training to be promoted by type and rate as follows:(According to the Announcement of the Committee for the Promotion of Skill DevelopmentSubject: Assignment of Expenses for Pre-Work Training, dated February 10, B.E. 2447)

- (1) The tuition fee or the lecturer's remuneration is not more than 1,200 baht per hour not more than eight hours a day.
- (2) Travel expenses for trainees on the day of the training report and on the return trip home when the actual training is paid at no more than 1,000 baht per visit.
- (3) Travel expenses for the trainees during the actual training as actual paid not more than 100 baht per day only on the day of training.
- (4) Food and snacks and refreshments for the participants and the instructor or lecturer will pay no more than 200 baht per day, only on the day of training.
- (4) Allowance for the trainee to be paid only on the date of the training.
- (6) Accommodation fee for the trainees not exceeding Baht 3,000 per month or no more than 100 baht a day.
- (7) The cost of attire for the trainees is not over 2,000 baht.
- (8) The actual training fee of not more than 3,000 Baht
- (9) Personal protective equipment or trainee identification tools required for skill training, not more than 3,000 baht.
- (10) Accidental insurance premiums for trainees not more than 3,000 baht.

คู่มือลำดับที่ 4 การขออนุญาตจัดตั้งศูนย์ฝึกอบรมฝีมือแรงงาน

แบบฟอร์ม

คำขอรับอนุญาตจัดตั้งศูนย์ฝึกอบรมฝีมือแรงงานตามมาตรา 19 แห่ง
พระราชบัญญัติส่งเสริมการพัฒนาฝีมือแรงงาน พ.ศ.2545 (แบบ ศร.1)

Received No..... Date/month/year..... Recipient name.....

Application for establishment of Labor Skill Training Center

Under Section 19 of the Promotion of Skill Development Act BE 2545

No.....

At.....

Date.....

To registrar

1. I (company/partnership).....

The Account Number of entrepreneur ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

By (Mr./Mrs./Miss)..... Authorized Representative / Power of Attorney

.Located at no... Moo.....Lane/Soi.....Road.....Sub-District/ Thambol.....

District/Amphoe.....Province.....PostcodeTelephone

Fax.....Contact person.....Type of entrepreneur.....

There are employees As men people Women people

2. Ask for permission to be the Labor Skill Training Center in province.....

Total of career major.....career majors as follows:

☐ Construction industry ☐ Industrial Engineering☐ Mechanical Engineer☐ Electrical and Electronics Technician ☐ Industrial Engineering☐ Industrial Agriculture☐ Service sector

3. Name of Labor Skill Training Center.....

.Located at no... Moo.....Lane/Soi.....Road.....Sub-District/ Thambol.....

District/Amphoe.....Province.....PostcodeTelephoneFax.....

4. Documentation for consideration

4.1 Individual case ☐ Copy of ID card ☐ Copy of house registration4.2 Ordinary partnership case ☐ The list of all partners☐ A copy of ID card of all partners.☐ Copy of house registration of all partners4.3. Juristic person case ☐ Certificate of the Registrar of the partnership showing the juristic person registration.☐ A copy of the identification card of the authorized representative of every juristic person.☐ A copy of the house registration of the authorized representative of every juristic person.

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant

(.....)

Position.....

คู่มือลำดับที่ 5 การขออนุญาตรายการเครื่องมือเครื่องจักรและอุปกรณ์ที่
ผู้ดำเนินการฝึกลำเลียงเข้ามาในราชอาณาจักรเพื่อใช้ในการฝึกอบรมฝีมือ
แรงงานในศูนย์ฝึกลำเลียงฝีมือแรงงาน

แบบฟอร์ม

คำขออนุญาตรายการเครื่องมือ เครื่องจักร และอุปกรณ์ที่นำเข้ามาใน
ราชอาณาจักรเพื่อใช้ฝึกลำเลียงในศูนย์ฝึกลำเลียงฝีมือแรงงาน (แบบ ตร.2)

Received No..... Date/month/year..... Recipient name.....

Permission to list equipment, machinery, and equipment imported into the Kingdom.

For training in Skill Training Center.

Under section 34 (1) Of the Promotion of Skill Development Act BE 2545

No.....

At.....

Date.....

To registrar

1. I
(company/partnership).....

By (Mr./Mrs./Miss)..... Authorized Representative / Power of Attorney

.Located at no..... Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax.....

Type of entrepreneur..... Tax year.....

Currently, there are employees As men people Women people,

2. The name of Labor Skill Training Center..... License no.....
3. Ask for permission to bring equipment, machinery, and equipment imported into the Kingdom for training in Skill Training Center belong to the list and necessary reason in attachment document.
4. Documentation for consideration

☐ Certificate of registration of juristic person

☐ Copy of ID card of the applicant.

☐ A copy of the license to establish a Skill Training Center.

☐ List of tools, machinery, and equipment which need for permission

☐ Other Documents

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant

(.....)

Position.....

คู่มือลำดับที่ 6 การขอใบอนุญาตการดำเนินการทดสอบฝีมือคนหางาน
เพื่อไปทำงานในต่างประเทศ (สถานทดสอบฝีมือคนหางาน)

แบบฟอร์ม

คำขอรับใบอนุญาตดำเนินการทดสอบฝีมือคนหางาน (แบบ ทค.1)

Application for a license to operate job seeker's skill test

Write at.....

Date..... Month Year.....

1.Details of information

☐ Individual case

Name.....Age.....years Nationality.....

Lived at house no Moo.....Lane/SoiRoad.....

Sub-District/ Thambol.....District/Amphoe.....Province.....

PostcodeTelephoneFax.....

☐ Ordinary Partnership case

Name.....Head office at no.....

Moo.....Lane/SoiRoad.....

Sub-District/ Thambol.....District/Amphoe.....Province.....

PostcodeTelephoneFax.....

☐ Juristic person case

Type of juristic case.....name.....

Head office at no.....Moo.....Lane/Soi

Road.....Sub-District/ Thambol.....District/Amphoe.....

Province.....PostcodeTelephone

.Fax.....

2. Ask for permission to operate job seeker's skill test by operating within

Province.....Total.....Career majors as follows:

☐ Construction worker Total.....mechanic position☐ Automotive Total.....mechanic position☐ Welding and Sheet Metal worker Total.....mechanic position☐ Electrical and Electronics worker Total.....mechanic position☐ Others(Specify)☐

There is Skill Testing center for Job Seekers with Thai language as.....

English as.....located at no.....

Moo.....Lane/SoiRoad.....

Sub-District/ Thambol.....District/Amphoe.....Province.....

PostcodeTelephoneFax.....

3. Evidence document which attached the application form

3.1 Individual case

- (1) Copy of ID card.
- (2) Copy of house registration
- (3) 1-2 inch of photographs 2 photos
- (4) Signature sample 2 sets

3.2 Ordinary partnership case

- (1) The list of all partners
- (2) A copy of ID card of all partners.
- (3) Copy of house registration of all partners
- (4) 1-2 inches photograph of all partners, each person 2 photos, total.... photos
- (5) Signature sample account of all partners 2 sets

3.3. Juristic person case

- (1) Certificate of the Registrar of the partnership showing the juristic person registration.
- (2) A copy of the identification card of the authorized representative of every juristic person.
- (3) A copy of the house registration of the authorized representative of every juristic person.
- (4) 1-2 inches photograph of all Authorized representative of juristic person, each person 2photos, total.... photos
- (5) Signature sample account of all Authorized representative of juristic person 2 sets

3.4 Account details about mechanic position and the list of testing controller separate by the position of a mechanic.

3.5 A copy of household registration and a copy of the identification card of the testing controller total.....person total.....issues.

3.6 1-2 inches photograph of all testing controllers, each person 2 photos, total.... photos

3.7 Signature sample account of all testing controllers 2 sets

3.8 A copy of educational qualifications of the testing controller or a copy of the government documents which show that a testing controller is a knowledgeable person or have a professional in the field of control.

3.9 List of engines, tools, and materials used in the job seekers skill test.

3.10 Map showing the location of the job seeker's brief

3.11 A copy or document showing ownership or possession of land in the place where the job seeker's skill test is located.

I hereby certify that all statements made in this application are true and the evidence presented here is a valid document.

Signed Applicant

(.....)

Example of Testing Moderator

Skill Testing Centre

Order	Name	Signature	Name in English	Position

Remark : Qualifications of moderator

1. Graduated High Vocational Certificate or above or
2. Received Diploma or Certificate of National Skill Standard Level 1 or above

คู่มือลำดับที่ 7 การขอใบอนุญาตการดำเนินการทดสอบฝีมือคนหางาน
เพื่อไปทำงานในต่างประเทศ (สถานทดสอบฝีมือคนหางาน)

แบบฟอร์ม

คำขอต่ออายุใบอนุญาตดำเนินการทดสอบฝีมือคนหางาน (แบบ ทค.3)

License renewal to operate job seeker's skill test

Write at.....

Date..... Month Year.....

1. Details of information

☐ Individual case

Name..... Age..... years Nationality.....

Lived at house no Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/ Amphoe..... Province.....

Postcode Telephone Fax.....

☐ Ordinary Partnership case

Name..... Head office at no.....

Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/ Amphoe..... Province.....

Postcode Telephone Fax.....

☐ Juristic person case

Type of juristic case..... name.....

Head office at no..... Moo..... Lane/Soi

Road..... Sub-District/ Thambol..... District/ Amphoe.....

Province..... Postcode Telephone

.Fax.....

2. Was allowed to operate job seeker's skill test as license no...../..... Issue on

Date..... month..... year..... expire on date..... month..... year.....

There is Skill Testing center for Job Seekers with Thai language as.....

English as..... located at no.....

Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/ Amphoe..... Province.....

Postcode Telephone Fax.....

Website..... E-mail.....

3. License renewal to operate job seeker's skill test

Total..... mechanic position

☐ Construction worker

Total..... mechanic position

☐ Automotive

Total..... mechanic position

☐ Welding and Sheet Metal worker

Total..... mechanic position

☐ Electrical and Electronics worker

Total..... mechanic position

☐ Others (Specify)☐

4. Evidence document which attached the application form

4.1 Individual case

- (1) Copy of ID card.
- (2) Copy of house registration
- (3) 1-2 inch of photographs 2 photos
- (4) Signature sample 2 sets

4.2 Ordinary partnership case

- (1) The list of all partners
- (2) A copy of ID card of all partners.
- (3) Copy of house registration of all partners
- (4) 1-2 inches photograph of all partners, each person 2 photos, total.... photos
- (5) Signature sample account of all partners 2 sets

4.3. Juristic person case

- (1) Certificate of the Registrar of the partnership showing the juristic person registration.
- (2) A copy of the identification card of the authorized representative of every juristic person.
- (3) A copy of the house registration of the authorized representative of every juristic person.
- (4) 1-2 inches photograph of all Authorized representative of juristic person, each person 2 photos, total.... photos
- (5) Signature sample account of all Authorized representative of juristic person 2 sets

4.4 Photo of original License

4.5 Account details about mechanic position and the list of testing controller separate by the position of a mechanic.

4.6 A copy of household registration and a copy of the identification card of the testing controller total.....person total.....issues.

4.7 1-2 inches photograph of all testing controllers, each person 2 photos, total.... photos

4.8 Signature sample account of all testing controllers 2 sets

4.9 A copy of educational qualifications of the testing controller or a copy of the government documents which show that a testing controller is a knowledgeable person or have a professional in the field of control.

4.10 Map showing the location of the job seeker's brief

4.11 A copy or document showing ownership or possession of land in the place where the job seeker's skill test is located.

I hereby certify that all statements made in this application are true and the evidence presented here is a valid document.

Signed Applicant

(.....)

Example of Testing Moderator

Skill Testing Centre

Order	Name	Signature	Name in English	Position

Remark : Qualifications of moderator

1. Graduated High Vocational Certificate or above or
2. Received Diploma or Certificate of National Skill Standard Level 1 or above

คู่มือลำดับที่ 8 การออกใบแทนใบอนุญาตการดำเนินการทดสอบฝีมือ
คนหางานเพื่อไปทำงานในต่างประเทศ (สถานทดสอบฝีมือคนหางาน)

แบบฟอร์ม

ใบอนุญาตดำเนินการทดสอบฝีมือคนหางาน (แบบ ทค.2)



License

To operate job seeker's skill test

No...../.....

(Thai).....

(English).....

To show that they are licensed to operate job seeker's skill test in the field of occupation

As

According to Section 47 bis Paragraph one of Act of Employment and Protection of Job Seekers B.E. 2528 as amended by the Employment and Job Seeker Protection Act (issue 2) B.E. 2537, which have the scope of operation within province.....

And there is the place for job seeker's skill test use the Thai name as

English name as.....located at no.....

Moo.....Lane/SoiRoad.....

Sub-District/ Thambol.....District/Amphoe.....

Province.....

This license is valid until date.....month.....year.....

Issued on date.....month.....year.....

(Signed).....

(.....)

Director General of Department of Skill Development

คู่มือลำดับที่ 9 การขอรับรองมาตรฐานฝีมือแรงงาน
ของผู้ประกอบอาชีพ
แบบฟอร์ม

คำขอรับรองมาตรฐานฝีมือแรงงาน (แบบ รมฐ.1)



At...../.....
Date.....

Standard certification for labor's skill

1. Name of occupational person, entrepreneurs, or group of entrepreneurs.....

Located at no Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax.....

Website..... E-mail.....

By the name (Mr./Mrs./Miss)..... Surname.....

Identification card no..... Age..... years

Lived at house no..... Moo..... Lane/Soi Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone E-mail.....

2. Type of Establishment

3. The place for labor's skill standard test located at no..... Moo..... Lane/Soi

Road..... Sub-District/Thambol..... District/Amphoe.....

Province..... Postcode Telephone

Fax.....

4. Ask for certification to the standard of labor's skill total.....career major

(1).....

(2).....

(3).....

5. Documents attached to the application.

5.1 A copy of the identification card of the applicant with authentication.

5.2 A copy of Certificate of Registration of juristic person with authentication.

5.3 Power of Attorney and copy of ID card of the authorized person (In case of delegation)

5.4 Map of National Skill Standard Testing Center

5.5 Details of standard of labor's skill total.....career major

Signed Applicant

(.....)

Application for the approval of an internship program for persons with disabilities under Section 35
Of the Act on the Promotion and Development of the Quality of Life of Persons with Disabilities, BE 2550

At.....

Date.....

Dear Director General, Department of Skill Development /Governor

1. I (company / partnership)

Account number of entrepreneur

No.....Moo.....Lane/Soi

Road..... Sub-District/Thambol.....District/Amphoe.....

Province.....PostcodeTelephone

Fax.....

Operate the business type.....

Currently, there are employeesAs men peopleWomen people,

Proportion of disabled people to workpeople. If did not allow the disabled to work under

Section 33, must send money into the fund baht

The applicant wishes to seek approval for an internship program for persons with disabilities under Section 35 of Promotion and Development of the Quality of Life of the Disabled B.E.2550

Disability categories (please specify)

Number of participants.....people as men.....people,women people, total..... courses

The training period is not less than 6 months (Not less than 600 hours) as follows:

☐ Course Name Total.....courses Attachment document

☐ Course Name Total.....courses Attachment document

☐ Course Name Total.....courses Attachment document

☐ Course Name Total.....courses Attachment document

☐ Course Name Total.....courses Attachment document

☐ Course Name Total.....courses Attachment document

2. I enclose the following documents for consideration.

☐ List of trainees (if any), specify the type of disabilityAttachment document

☐ Profile of the lecturer (if any) total person

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant(Authorized person/Attorney)

(.....)

Position.....

Notes 1. The business establishment applying for approval for the vocational training program for persons with disabilities under Section 35 of the Act on the Promotion and Development of the Quality of Life of Persons with Disabilities, BE 2550. The training program must be submitted to the Director-General of the Department of Skill Development or the Provincial Governor in accordance with the National Committee for the Promotion and Development of the Quality of Life of Persons with Disabilities, BE 2558.

2. Name of coordinator for the course.....Telephone.....

Fax.....Mobile phone.....

3. Should be submitted 2 months before the training.

คู่มือลำดับที่ 10 การขออนุญาตและการต่อไปอนุญาตดำเนินการทดสอบ
มาตรฐานฝีมือแรงงานแห่งชาติ

แบบฟอร์ม

คำขออนุญาตเป็นผู้ดำเนินการทดสอบมาตรฐานฝีมือแรงงานแห่งชาติ

(แบบมฐ.1)

สาขาอาชีพที่ขอดำเนินการทดสอบมาตรฐานฝีมือแรงงานแห่งชาติ

(แบบมฐ.2)

รายชื่อผู้ทดสอบมาตรฐานฝีมือแรงงาน

(แบบมฐ.3)

ใบอนุญาตดำเนินการทดสอบมาตรฐานฝีมือแรงงานแห่งชาติ

(แบบ มฐ.4)



Received no....
Date Month Year.....
Recipient name.....

Application Form to be the operator of the National Labor Standards Testing form Mor Thor.1

1. Name of Applicant(Mr. / Mrs. / Miss).....Surname.....
Identification card no.....Age.....years
Lived at house no Moo.....Lane/Soi
Road..... Sub-District/ Thambol.....District/Amphoe.....
Province.....PostcodeTelephone
2. Name of Establishment
Located at no Moo.....Lane/Soi
Road..... Sub-District/ Thambol.....District/Amphoe.....
Province.....PostcodeTelephone
Fax.....Website.....E-mail.....
3. Type of Establishment.....Department ☐government ☐ State enterprises ☐ Private section
4. To apply for a permit to be the operator for the National Skill Standard Testing by using the name as
..... Execute the test in the field of occupation as follows:
4.1 Group of careers.....Career major.....Level.....
4.2 Group of careers.....Career major.....Level.....
4.3 Group of careers.....Career major.....Level.....
(If the occupation is not fully documented, please use the attached form Mor Thor.2)
5. National Skill Standards Testing Center located at no Moo.....Lane/Soi
Road..... Sub-District/ Thambol.....District/Amphoe.....
Province.....PostcodeTelephone
Fax.....E-mail.....
6. Documents attached to the application.
6.1 Copy of ID card of applicant and a copy of house registration
6.2 Copy of Certificate of Registration of juristic person (In case of a juristic person)
6.3 Power of Attorney and copy of ID card of the authorized person (In case of delegation)
6.4 List of testers of National Skill Standard Tests (Form Mor Thor.3) with qualification certificate and a copy of ID card
6.5 Map of National Skill Standard Testing Center

Signed Applicant
(.....)

Occupational Trades

Name of the Skill Standard Testing Center.....

No.	Group of Trades	Trades	Level

Group of Trades

1. Construction
2. Industrial
3. Mechanics
4. Electric, electronics and computer
5. Industrial art
6. Agricultural industry
7. Services

Signed.....Applicant
(.....)

Name lists of Skill Standard Testing Examiner

Name of the Skill Standard Testing Center.....

No.	Name lists of Skill Standard Testing Examiner	Qualification	Position
1.	Group of Trade 1. 2. 3.		
2.	Group of Trade 1. 2. 3.		
3.	Group of Trade 1. 2. 3.		

Qualifications

1. Professional certificate
2. Hold educational document of at least Associate degree level
3. Hold Certificate of Skill and Knowledge Level 1 in the related occupational trade

Signed.....Applicant
(.....)



License

Performs the National Labor Skill Standard Test.

No...../.....

To show that.....

Located at no Moo..... Lane/Soi

Road..... Sub-District/ Thambol..... District/Amphoe.....

Province..... Postcode Telephone

Allowed as the operator for Labor Skill Standard Testing according to the Promotion of Skill Development Act
BE

2545 in career major

Operate in province.....by having Labor skill standard testing center

Name.....

Located at no Moo..... Lane/Soi

Road..... Sub-District/ Thambol..... District/Amphoe.....

Province..... Postcode Telephone

This license is valid until date.....month.....year.....

Issue on date.....month.....year.....

Signed.....

(.....)

Registrar

คู่มือลำดับที่ 11 การขอมีสมุดประจำตัว การบันทึกข้อมูลเพิ่มเติม

และกรณีชำรุดสูญหาย

แบบฟอร์ม

คำขอมีสมุดประจำตัวและบันทึกในสมุดประจำตัว

(แบบ คร.4)

-photo-
Size 1x1.5
inch

Write at.....

Date..... Month Year.....

1. I (Mr. / Mrs. / Miss) Surname

Born on date monthyear..... Age years Nationality blood type.....

[illegible]

Address by the registration house no Moo..... Soi..... Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax

E-mail.....

Current address Moo Soi Road

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax

E-mail.....

2. I would like to

- ☐ (1) Request for the Identity Book and the Recording information in the Identity Book
- ☐ (2) Request for the Identity Book because it was ☐damaged ☐lost
- ☐ (3) Request for adding additional information

3. Details

(1) Academic background

No.	Degree	Major	Institute	Graduation Year	Evidence

(2) Training background

No.	Training Curriculum	Duration (Hrs/Days/Mths/Years)	Training Date	Training Organizer	Evidence

(3) Seminar background

No.	Seminar Project/Topics	Seminar Date	Seminar Organizer	Evidence

(4) National Skill Standard Testing background

No.	Trade	Level	Testing Center	Certified Date	Certified No.	Evidence

(5) Job experiences

No.	Job Position	Workplace	Since... To....	Total (months/years)	Evidence

(6) Other information

No.	Details	Evidence

4. Evidences in applying

☐ (1) 1X 1.5 inches straight photo, white background, taken no more than six months, 2 pictures.

☐ (2) Copy of ID card.

☐ (3) Other documents as per title 3 (please specify)

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant
(.....)

คู่มือลำดับที่ 12 การขอมีหนังสือรับรองความรู้ความสามารถ
แบบฟอร์ม

คำขอหนังสือรับรองความรู้ความสามารถ (แบบ คร.10)

คำขอหนังสือรับรองความรู้ความสามารถ (แบบ คร.11)

1*1.5 inch

Written at

Date Month Year

- Signature The Applicant
(.....)

(2) Training background

No.	Training Curriculum	Duration (Hrs/Days/Mths/Years)	Training Date	Training Organizer	Evidence

(3) Seminar background

No.	Seminar Project/Topics	Seminar Date	Seminar Organizer	Evidence

(4) National Skill Standard Testing background

No.	Trade	Level	Testing Center	Certified Date	Certified No.	Evidence

(5) Job experiences

No.	Job Position	Workplace	Since... To....	Total (months/years)	Evidence

(6) Other information

No.	Details	Evidence

4. Evidences in applying

- ☐ (1) 1X 1.5 inches straight photo, white background, taken no more than six months, 2 pictures.
- ☐ (2) Copy of ID card.
- ☐ (3) Other documents as per title 3 (please specify)

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant
(.....)

1*1.5 inch

Written at

Date Month Year

1. I (Mr / Mrs / Ms) Surname
Date of birth Month Year Age Nationality Blood Type
Identification Number ☐ ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐
Permanent address No. Moo Alley Road
Sub district District.....
Province Postal Code
Telephone No. Fax No. Email
Current address No. Moo Alley Road
Sub district District.....
Province Postal Code
Telephone No. Fax No. Email
2. Education Major Institution
3. Occupation Workplace
4. I would like to apply for the Certificate of Skill and Knowledge infield
(1) trade
(2) trade
(3) trade
(4) trade
(5) trade
5. Documents or evidences of an applicant
- ☐ (1) 4 photos with face look up straight, 1*1.5 inch, and taken less than six months.
- ☐ (2) Copy of the identification card.
- ☐ (3) other documents (Please specify)
6. I give consent to disclosing personal information to public and private agencies for the purposes of job placement and labour management.
☐Consent to disclose ☐Not consent to disclose
- I hereby declare that the foregoing and all supporting documents are true and correct.

Signature The Applicant
(.....)

Identity Card for the assessor applicant at the Skill and Knowledge Assessment Center		The applicant shall keep this card to be evidence when taking the assessment. Without this card the applicant is not allowed to take the assessment.
Photo 1*1.5 Inch	Name Occupation 1. trade..... Assessment date 2. trade Assessment date 3. trade Assessment date Month Year	
	(Applicant Signature)	

The Application for the Certificate of Skill and Knowledge

Date Month Year

- Signature The Applicant
(.....)

คู่มือลำดับที่ 13 การขอใบแทนหนังสือรับรองความรู้ความสามารถ
แบบฟอร์ม

คำขอใบแทนหนังสือรับรองความรู้ความสามารถหรือบัตรประจำตัว
ผู้ได้รับหนังสือรับรองความรู้ความสามารถ (แบบ คร.16)

คำขอใบแทนหนังสือรับรองความรู้ความสามารถหรือบัตรประจำตัว
ผู้ได้รับหนังสือรับรองความรู้ความสามารถ (แบบ คร.17)

**The Application for the Substitute of the Certificate of Skill and Knowledge
or the Identity Card**

Written at

Date Month Year

1. I (Mr / Mrs / Ms)Surname
- ID Number □ □ □ □ □ □ □ □ □ □
- Obtained Certificate of the Skill and Knowledge No.
- Issued on Date Month Year
- Issued by
2. I would like to request for
- The Substitute of the Certificate of Skill and Knowledge
- Identity card of the person who obtains the Certificate of Skill and Knowledge
- In order to replace the Certificate of Skill and Knowledge or identity card which
- Damaged □ Lost
3. Documents or evidences of the applicant
- (1) Copy of the identity card.
- (2) Copy of the Certificate of Skill and Knowledge (If any)
- (3) Copy of Identity card of the person who obtains the Certificate of Skill and Knowledge (If any)
- (4) other documents (Please specify)

I hereby declare that the foregoing and all supporting documents are true and correct.

Signature The Applicant

(.....)

(.....)

คู่มือลำดับที่ 14 การขอขึ้นทะเบียนเป็นผู้ประเมิน

แบบฟอร์ม

คำขอรับรองการขึ้นทะเบียนเป็นผู้ประเมิน (แบบ คร.18)



-photo-
Size 1x1.5
inch

Certificate of Registration as an appraiser

Write at.....

Date..... Month Year.....

1. I (Mr. / Mrs. / Miss) Surname

Born on date month year..... Age years Nationality blood type.....

Identification number

Address by the registration house no Moo..... Soi..... Road.....

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax

E-mail.....

Current address Moo Soi Road

Sub-District/ Thambol..... District/Amphoe..... Province.....

Postcode Telephone Fax

E-mail.....

2. Qualification in applying for an appraiser

☐ (1) graduated not lower than the bachelor degree in relevant fields;

☐ (2) Pass the National Skill Standards Test in the field of occupations related to the subject area, assessed by professional experience in the field of assessment relevant for not less than five years and trained in the course Evaluation by Department of Skill Development.

3. Would like to apply for registration as an assessor.

Career field Branch.....

4. Evidences in applying

☐ (1) 1X 1.5 inches straight photo, white background, taken no more than six months, 2 pictures.

☐ (2) Copy of ID card.

☐ (3) Educational documents are not lower than the bachelor's degree in relevant fields.

☐ (4) Certificate of achievement of the National Skill Standard Test in the field of occupations related to the subject area.

☐ (5) Documents showing the work experiences associated with the assessment is not less than five years.

☐ (6) Documents showing that have been trained in the assessment course.

☐ (7) Other documents (please specify)

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant

(.....)

คู่มือลำดับที่ 15 การขอใบแทนหนังสือรับรองการขึ้นทะเบียนผู้ประเมิน
หรือบัตรประจำตัวผู้ประเมิน และกรณีชำระหรือสูญหาย

แบบฟอร์ม

คำขอใบแทนหนังสือรับรองการขึ้นทะเบียนเป็นผู้ประเมินหรือบัตร
ประจำตัวผู้ประเมิน (แบบ คร.20)

Write at.....

Date..... Month Year.....

1. I (Mr. / Mrs. / Miss)Surname

Identification number received the Assessor Registration Certificate No.....

Issued on.....Month.....Year.....By.....

2. would like to apply for

- ☐
- Substitution of Assessor Registration Certificate

- ☐
- Assessor Identity Card

for the substitution of the Assessor Registration Certificate or the Assessor Identity Card which is

- ☐
- damaged
- ☐
- lost

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant

(.....)

คู่มือลำดับที่ 16 การขอรับรองการขึ้นทะเบียนเป็นองค์กรอาชีพ

แบบฟอร์ม

คำขอรับรองเป็นองค์กรอาชีพ (แบบ คร. 1)



Certificate of application as professional organization

Write at.....

Date..... Month Year.....

1. Information Details

Name of juristic person by.....

Addressno Moo..... Soi Road.....

Sub-District/ Thambol..... District/Amphoe.....

Province..... Postcode

Telephone Fax E-mail.....

2. The purpose is to become professional organization in the field of career.....

3. The location of professional organization

Address no Moo..... Soi Road.....

Sub-District/ Thambol..... District/Amphoe.....

Province..... Postcode

Telephone Fax

4. Evidences in applying

☐ (1) A copy of the registration statement of the juristic person and the purpose of the applicant.☐ (2) a letter indicating that the person is authorized to act on behalf of the juristic person or the power of attorney to act on behalf of the juristic person;☐ (3) Copy of ID card of the applicant.☐ (4) Other documents (please specify).....

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant(Authorized person/Attorney)

(.....)

คู่มือลำดับที่ 17 การขอรับรองเป็นศูนย์ประเมินความรู้ความสามารถ
ตามมาตรา 26/4 (2) และกรณีต่ออายุ

แบบฟอร์ม

คำขอเป็นศูนย์ประเมินความรู้ความสามารถตามมาตรา 26/4 (2)

(แบบ คร. 5)

**คำขอต่ออายุหนังสือรับรองการเป็นศูนย์ประเมินความรู้ความสามารถ
ตามมาตรา 26/4 (2) (แบบ คร.7)**



The Application for the Skill and Knowledge Assessment Center

As in Section 26/4 (2)

Written at

Date Month Year

1. Detail of the organization

☐ Government Agency

Name

Address No. Moo Alley Road

Sub district District

Province Postal Code

Telephone No. Fax No.

Email

☐ Professional Organization

Name

Certificate No. Issued date

Address No. Moo Alley Road

Sub district district

Province Postal Code

Telephone No. Fax No.

Email

2. I would like to be the Skill and Knowledge Assessment Center as in Section 26/4 (2)

In occupation, in total trade(s) as follow;

(1)

(2)

(3)

(4)

(5)

3. The Skill and Knowledge Assessment Center Address No. Moo Alley
Road Sub
4. district..... District Province Postal
Code
- Telephone No. Fax No.
- Email
5. Documents or evidences of the applicant
- ☐ (1) Copy of the certificate of the juristic person or the certificate as a professional organization.
 - ☐ (2) Letter indicating the juristic person or the professional organization is the head of agency or an authorized representative of the juristic person or the power of attorney to act on behalf of the juristic person.
 - ☐ (3) Copy of ID card or copy of other identification cards of the head of the agency or the authorized representative of the juristic person that issued by the government-owned entity or government agency.
 - ☐ (4) List of at least three assessor of each trade with copy of the assessors ID card.
 - ☐ (5) List of tools, supplies and facilities for assessing skill and knowledge.
 - ☐ (6) Copy of the documents presenting the ownership or possession of land in which the Skill and Knowledge Assessment Center is located.
 - ☐ (7) The Skill and Knowledge Assessment Center's map
 - ☐ (8) other documents (Please specify)
-

I hereby declare that the foregoing and all supporting documents are true and correct.

Signature The Applicant (Authorized representative/Attorney)

(.....)



The Renewal Application for the Skill and Knowledge Assessment Center

As in Section 26/4 (2)

Write at

Date Month Year

1. Detail of the organization

☐ Government Agency

Name

Address No. Moo Alley Road

Sub district District

Province Postal Code

Telephone No. Fax No.

Email

☐ Professional Organization

Name

Certificate No. Issued date

Address No. Moo Alley Road

Sub district district

Province Postal Code

Telephone No. Fax No.

Email

2. I would like to renew the certificate of the Skill and Knowledge Assessment Center as in Section 26/4

(2)

Certificate No. Issue date Month Year

Issued by

In occupation, in total trade(s) as follow;

(1)

(2)

(3)

(4)

(5)

3. Documents or evidences of the applicant

- ☐ (1) Copy of the certificate of the juristic person or the certificate as a professional organization.
- ☐ (2) Letter indicating the juristic person or the professional organization is the head of agency or an authorized representative of the juristic person or the power of attorney to act on behalf of the juristic person.
- ☐ (3) Copy of ID card or copy of other identification cards of the head of the agency or the authorized representative of the juristic person that issued by the government-owned entity or government agency.
- ☐ (4) List of at least three assessor of each trade with copy of the assessors ID card.
- ☐ (5) List of tools, supplies and facilities for assessing skill and knowledge.
- ☐ (6) Copy of the documents presenting the ownership or possession of land in which the Skill and Knowledge Assessment Center is located.
- ☐ (7) The Skill and Knowledge Assessment Center's map
- ☐ (8) other documents (Please specify)

.....
 I hereby declare that the foregoing and all supporting documents are true and correct.

Signature The Applicant (Authorized representative/Attorney)

(.....)

คู่มือลำดับที่ 18 การขอใบแทนหนังสือรับรองเป็นศูนย์ประเมินความรู้
ความสามารถตามมาตรา 26/4 (2)

แบบฟอร์ม

คำขอใบแทนหนังสือรับรองการเป็นศูนย์ประเมินความรู้ความสามารถ
ตามมาตรา 26/4 (2) (แบบ คร.8)



**The Application for the Substitute of the Certificate of the Skill and Knowledge Assessment Center
Under Section 26/4 (2)**

Written at

Date Month Year

1. I by.....
 Obtained the Certificate of the Skill and Knowledge Assessment Center under section 26/4 (2) No.
 Issue date Month Year
 The Skill and Knowledge Assessment Center
 Address No. Moo Alley Road
 Sub district District Province
 Telephone No. Fax No. Email
 I.I would like to apply for the Substitute of the Certificate of the Skill and Knowledge Assessment
 Center Under section 26/4 (2) to use as the Certificate of the Skill and Knowledge Assessment Center
 under section 26/4 (2) because the Certificate is ☐ lost ☐ destroyed ☐ damaged in important part.
2. Documents or evidences of the applicant.
 - ☐ (1) Copy of the Certificate of the Skill and Knowledge Assessment Center under section 26/4 (2)
 - ☐ (2) Copy of the certificate of the juristic person or the certificate as a professional organization.
 - ☐ (3) Letter indicating the juristic person or the professional organization is the head of agency or an
 authorized representative of the juristic person or the power of attorney to act on behalf of the
 juristic person.
 - ☐ (4) Copy of ID card or copy of other identification cards of the head of the agency or the authorized
 representative of the juristic person that issued by the government-owned entity or government
 agency.

I hereby declare that the foregoing and all supporting documents are true and correct.

Signature The Applicant (Authorized representative/Attorney)

(.....)

คู่มือลำดับที่ 19 การขออนุญาตให้ใช้เครื่องหมายจ้างงานผู้ได้รับหนังสือ
รับรองความรู้ความสามารถ

แบบฟอร์ม

คำขออนุญาตใช้เครื่องหมายที่แสดงให้เห็นว่าเป็นผู้ประกอบการซึ่ง
จ้างงานผู้ได้รับหนังสือรับรองความรู้ความสามารถ (แบบ คร.25)



The application for the permit to use the sign that shows that it is the entrepreneur who employs people who have been obtained the certificate of knowledge

Write at.....

Date..... Month Year.....

1. Name of entrepreneur.....by.....

Type of business.....

Address no Moo..... Soi Road.....

Sub-District/ Thambol..... District/Amphoe.....

Province.....Postcode

TelephoneFaxE-mail.....

The applicant wishes to apply for a permit to use a sign that shows that he is an entrepreneur who employs the people who obtained the certificate of knowledge under Section 33/1 (3) of the Promotion of Skill Development Act B.E.2545 By the Act on Promotion of Skill Development (Issue. 2), B.E.2557

2. Career major, job position, or job description that may be harmful to the public or requires the knowledgeable person as prescribed by the Minister as follows:

1. Career major major The number of employment position
was the person who receives the certificate of knowledge.....person

2. Career major major The number of employment position
was the person who receives the certificate of knowledge.....person

3. Career major major The number of employment position
was the person who receives the certificate of knowledge.....person

3. Evidences in applying

☐ (1) A copy of the important certificate or a document showing the juristic person established.

☐ (2) a letter indicating that the person authorized to act on behalf of the juristic person or the power of attorney to act on behalf of the juristic person;

☐ (3) A copy of the identification card of the person authorized to represent the juristic person.

☐ (4) A copy of the employee's employment record or proof of employment.

☐ (5) A copy of the employee's certificate of competence in career major, job position, or job description that may be harmful to the public or require the competent person as prescribed by the Minister.

☐ (6) Other documents (please specify)

.....

I hereby certify that the above statement and supporting documents are correct and true.

Signed.....Applicant(Authorized person/Attorney)

(.....)

รายการที่ 24 เอกสารที่แปลนออกจากคู่มือสำหรับประชาชน
ใบรับเรื่องตามพระราชบัญญัติส่งเสริมการพัฒนาฝีมือแรงงาน (ฉบับที่ 2)
พ.ศ. 2557 สถาบันพัฒนาฝีมือแรงงานภาค...



Received document

According to the Promotion of Skill Development Act (Issue2), B.E.2557

Skill Development Institute region.....

Date.....Month.....Year.....

To show that(Mr. / Mrs. / Miss)Surname

Address : noMoo.....Sub-District/ Thambol.....District/Amphoe.....

Province.....TelephoneFax

E-mail address

Have come with attached document.....items, to request for

- () Identification book and recording (Section 26/1, Section 26/2)
- () Certificate of Knowledge (Section 26/3)
- () Certificate of registration as an assessor (Section 26/11)
- () Certificate of professional organization (Section 26/7)
- () Certificate of knowledge evaluation center (Section 26/4 (2))
- () the permission to use of the sign to employ the person who has been obtained a certificate of knowledge (Section 33/1(3))
- () Appeals Registrar Orders (Section 51/1)

Skill Development Institute region.....Get the subject with the documents to be considered by asking the applicant to hear the results of consideration since date....month...year.....

Signed.....(Recipient)

(.....)

Position.....

Employee /The commissioner

Telephone.....

Fax.....

If the document is found to be a false document.Unless a book or certificate is revoked, you will be prosecuted for fake criminal cases and will use or reference false documents in accordance with Penal Code Section 264 and Section 268.