附表3 社会培训评价组织备案申报材料

社会培训评价组织

基本情况表

申请单位（盖章）：

负 责 人：

福建省人力资源和社会保障厅制

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 一、基本信息 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 名 称 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 地 址 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 注册登记  机 构 | | | | |  | | | | | | | | | | | | | 机构性质 | | | | □企业  □职业培训机构  □行业协会  □技工院校  □其他 | | | | | |
| 统一社会  信用代码 | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 法定代表人 | | | | |  | | | | | | | 注册资金 | | | | | |  | | | | | | | | | |
| 联 系 人 | | | | |  | | | | | | | 职 务 | | | | | |  | | | | | | | | | |
| 联系电话 | | | | |  | | | | | | | 电子邮箱 | | | | | |  | | | | | | | | | |
| 二、拟开展职业技能等级评价的职业（工种）情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | 职业名称 | | | | | | | | | 工种  方向 | | | | 职业编码 | | | 认定依据 | | | | | 等级 | | | 题库资源  情况 | |
| 1 | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | | □有□无 | |
| 2 | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | | □有□无 | |
| 3 | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | | □有□无 | |
| ... | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | | □有□无 | |
|  | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | |  | |
|  | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | |  | |
|  | |  | | | | | | | | |  | | | |  | | |  | | | | |  | | |  | |
| 三、技能人才评价经历、培养使用以及组织优势、专业优势（含参与国家职业技能标准、教学大纲、教材等编制）等情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 四、场地设备等情况（权属证明材料另附） | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （一）场地情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （二）设施设备情况（权属证明材料另附） | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 名称 | | | | 品牌 | | | | | 规格/型号 | | | | 数量 | | | | 所有权归属 | | | | | | | |
| 1 | | |  | | | |  | | | | |  | | | |  | | | |  | | | | | | | |
| 2 | | |  | | | |  | | | | |  | | | |  | | | |  | | | | | | | |
| 3 | | |  | | | |  | | | | |  | | | |  | | | |  | | | | | | | |
| 4 | | |  | | | |  | | | | |  | | | |  | | | |  | | | | | | | |
| …… | | |  | | | |  | | | | |  | | | |  | | | |  | | | | | | | |
| （三）计算机考务管理及视频监控设备配置情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 五、人员情况（技术技能水平证明复印件另附） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| （一）专职工作人员情况 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 姓名 | | | | 学历 | | | 身份证号 | | | | | | 职务/职称 | | | | 主要工作职责 | | | | | | |
| 1 | | |  | | | |  | | |  | | | | | |  | | | |  | | | | | | |
| 2 | | |  | | | |  | | |  | | | | | |  | | | |  | | | | | | |
| 3 | | |  | | | |  | | |  | | | | | |  | | | |  | | | | | | |
| …… | | |  | | | |  | | |  | | | | | |  | | | |  | | | | | | |
| （二）专家情况 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 姓名 | | | 学历 | | | 身份证号 | | | | | 职称/技能等级 | | | | | 专业方向 | | | | | 所在单位 | | |
| 1 | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
| 2 | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
| 3 | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
| …… | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | |  | | |
| （三）考评人员情况 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 姓名 | | | 学历 | | | 身份证号 | | | | | 职称/技能等级 | | | | | 专业方向 | | | | | | 考评职业领域 | |
| 1 | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
| 2 | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
| …… | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | |  | | | | | |  | |
| （四）督导员情况（学历、职业资格及身份证明材料另附） | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | 姓名 | | | 学历 | | | 身份证号 | | | | | 职务/职称/技能等级 | | | | | | | | | | | 专业方向 | |
| 1 | | |  | | |  | | |  | | | | |  | | | | | | | | | | |  | |
| 2 | | |  | | |  | | |  | | | | |  | | | | | | | | | | |  | |
| …… | | |  | | |  | | |  | | | | |  | | | | | | | | | | |  | |
|  | | |  | | |  | | |  | | | | |  | | | | | | | | | | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 社会培训评价组织基本情况目录 | | | |
| 序号 | 材料项目 | | 页码 |
| 1 |  | |  |
| 2 |  | |  |
| 3 |  | |  |
| 4 |  | |  |
| 5 |  | |  |
| 6 |  | |  |
| 7 |  | |  |
| … |  | |  |
| 申报单位  意见 | | 本人知晓国家职业技能等级认定相关政策，承诺本次填报的信息完整、准确，提交的证明材料真实有效。本人承诺将严格按照有关规定开展职业技能等级认定工作，如有违规情况，愿意接受被取消资格、注销证书等处理，并自愿承担相应的法律责任。  承诺人（法人代表）： 年 月 日 | |

注：1、本表可根据实际情况增页和附加证明材料。

2、提供法人登记证明、场地权属证明和人员身份证明、学历证明、职业资格证书及相应复印件，复印件证明材料需加盖公章。

社会培训评价组织社会评价职业技能等级认定试点工作方案

一、申请试点单位基本情况：包括社会培训评价组织简介、专业设置、 职业技能鉴定所（站）工作开展情况等；

二、试点工作机构情况（领导小组或工作组）；

三、工作范围（认定人员范围与认定职业范围）；

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 职业名称 | 工种  方向 | 职业编码 | 认定依据 | 等级 | 题库资源  情况 |
| 1 |  |  |  |  |  | □有□无 |
| 2 |  |  |  |  |  | □有□无 |
| 3 |  |  |  |  |  | □有□无 |
| ... |  |  |  |  |  | □有□无 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

四、主要工作内容；

五、质量管控措施；

六、时间安排；

七、相关建议等；

八、职业技能等级认定基础材料

（一）申请开展评价职业（工种）的国家职业技能标准；

（二）认定职业的培训教程及试题样本；

（三）考评员、督导员等专业人员名录及技术技能水平证明；

（四）职业技能等级认定相关工作的规章制度汇编；

（五）信息化管理方案；

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 名称 | 品牌 | 规格/型号 | 数量 | 所有权归属 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

（六）场地设施设备等资产有效证明文件；

（七）证书样式（含印章）样本及打印系统说明材料等。

附件：×××职业技能等级认定职业（工种）目录

×××××

年 月 日

社会培训评价组织职业技能等级认定职业（工种）目录

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **职业** | **工种** | **职业编码** | **评定**  **依据** | **评定依据出处** | **适用**  **级别** | **命题**  **资源** | **教材** | **备注** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |