Participant Checklist

G PROGRAMME

**Approved By:**

SK Wong

**Reviewed By:**

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**Prepared By:**

ZY Lam

These are the documents that needed in order to process the participant recruitment application:

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| --- | --- | --- |
| **Documents to show the Participants:** | **Remarks:** | **Check (🗸):** |
| Program information  [GUD-TDQ-TEL-G-01] G – Participant.ppt |  |  |
| Offer Letter to participate  [LET-TDQ-TEL-G-01] Letter to Participant |  |  |
| Curriculum of The Program  [OUT-TDQ-TEL-G-01] Curriculum of The Program |  |  |
| Application Form  [FRM-TDQ-TEL-G-01] Application Form |  |  |

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| **Documents to obtain from Participants:** | **Remarks:** | **Check (🗸):** |
| Signed Offer Letter to Participate  [LET-TDQ-TEL-G-01] Letter to Participant |  |  |
| Resume |  |  |
| Photocopy of Degree Transcript |  |  |
| Photocopy of Degree Certificates |  |  |
| Photocopy of IC |  |  |
| Passport size photo (1 copy) |  |  |
| Photocopy of Employment Offer by Host Company |  |  |
| Photocopy of Acceptance Letter of Employment |  |  |
| Application Form:  [TDQ-TELCO-G-01] |  |  |
| Filled up Excel template: [FRM-TDQ-TEL-G-02] Candidate List |  |  |