

## **Implementation of the 2nd round of** **Test of 1st Point System**

Passers at the first round of test will get a chance to take the second round of test which are skills test, competency test, EPS-TOPIK and the scores of these tests will add up which will be the base for the recruitment. For competency test, one who got no experiences, certificates or academic background, training won't have to submit any documents. However, it is a must candidates take the skills test and the one who is not registered and didn't take the test will be eliminated in the roster.

**August 25th, 2017**

Supervised by the Ministry of Employment and Labor(MOEL) of Republic of Korea

Administrated by : Human Resources Development service of Korea(HRD Korea)

Cooperated by : Department Of Labor and Employment of the Philippines (DOLE) and  
Philippine Overseas Employment Administration (POEA)

■ **Candidates for 2<sup>nd</sup> round of Test & The no. to be selected(final)**

- **Qualifications: The Number of passers will be 1.2times of the number of expected people.** (One should get at least 40 pts)

Industry	Passers of EPS-TOPIK (Candidates for 2 <sup>nd</sup> Round of Test)	The no. to be selected (final)
Manufacturing	881 persons	662 persons

■ **Register skills test & submit documents for competency test**

a. **Register skills test** : The first round passers are registered automatically

b. **Documents needed for the competency test**

- **Points distribution** for competency test: Total 5 pts
- Who needs to submit documents: The one who passed EPS-TOPIK and have relevant job experiences or academic background of what he/she is applying for and certificates.  
  
⊗ No need to submit any documents if there's none.
- **Date of Registration** : Aug. 29 ~ 30, 2017 (for 2 days)
- **Place** : POEA
- **How** : by visiting
- **Items to prepare** : Passport, Examinee's admission ticket
- **Registration fee** : Free of charge
- **Documents needed**: One can download the application form at the POEA web page

Category	Documents to be submitted	Details	Remarks
Work Experiences (Choose ① or ②)	Certificate of career (①)	It can be submitted when one can get Certificate of Career by a company. *For foreign company, the certificate from the recruiting agency can be acknowledged.	The corresponding company issues it (refer to Attachment 2-2)
	Document to verify one's employment (②)	If one cannot get Certificate of Career because of the bankruptcy of the company or agency (for foreign company), employment history in the too small-scale business, or unauthorized business common in Agriculture & Stockbreeding fields, one can fill in the document in attachment 2-3 and submit it. (Except relatives, two guarantors for joint guarantee are needed)	The signatures and copies of ID cards of two guarantors are needed. For employment history overseas, the copy of work visa and immigration logs are needed.
Training Course Completion	Certificate of training course completion (original document)	It can be submitted when one can get Certificate of Training course completion (including overseas courses) from the government or private institution.	Any diploma from universities is not permissible.
	Academic Background (original document)	Certificate of graduation, Certificate of expected graduation, and Degree certificate	Only for Manufacture Industry Submit copy of certificate, and bring the original document on the test date
National Certificate	Copy of national certificate or The original of confirmation document	Only national certificates that are based on national system including official tests can be used.	Any overseas certificates are not permissible. Any diploma from universities is not permissible.

\* Applicants must bring the original of documents on the test date.

\* The work history in Korea is also acceptable.

\* Besides the format provided by HRD Korea, Certificate of career issued from EPS system is also available.

- \* Certificate of (expected) graduation should specify the major field of study
- \* Certificate of Training course completion must include the names of the courses, training hours and the contents of the training courses.
- \* If any of the submitted documents are found to be false or counterfeited, the test results of the candidate will be invalidated, the candidate will be forbidden to take any EPS related test in 3 years, and the candidate will be under accusation.

**Examples of Impermissible Work Experiences·Training Course Completion/Academic Background·National certificate**

◆ **(Work Experiences)** Even though a candidate has a work history in the applied industry, the work experience will be impermissible if the experience is irrelevant. Experiences in sales, human resources, accountants, education, public service (except for technicians), gas station, cookery, serving and hairdressing are not applied to Manufacture, Construction, Agriculture & Stockbreeding and Fishery.

Exceptionally, previous instructors in the applied industry, could submit the related documents. For example, a previous instructor of Assembly could be qualified to use the experiences for Manufacture.

**e.g.) If the person worked as a lecturer or teacher for machine processing or training in a vocational school**

◆ **(National Certificates)** If a national certificate is not relevant to the applied industry, the candidate couldn't submit Copy of national certificate or The original of confirmation document.

**e.g.) Driver's license, language certificate, vocational license (doctors, pharmacists, lawyers, etc.), service industry licenses (cooking, hairdressing, etc.), college degrees, etc.**

◆ **(Training Course Completion)** If a training course is not relevant to the applied industry, the history is impermissible.

**e.g.) Nursing, accountant raising, and leadership development course are not permissible, etc.**

◆ **(Academic background)** Only counts for manufacture industry, and irrelevant majors to the applied industry are impermissible. Sending agency should set up the standard of colleges and universities which are officially approved as higher education institution autonomously.

**e.g.) School of medicine, nursing, accounting are irrelevant with the manufacture industry.**

- **Registration fee** : Free of charge

## ■ Announcement of Test venue & date

- **Announcement date** : Sept. 15, 2017 / Fri.
- **Find the time & location at** : POEA site
- **Test will take place (planned)** : Sept. 23 ~ 24, 2017 [for 2 days]
- To help you understand your Skills test scores, scoring guide will be posted.

## ■ Implementation of Skills test

- **Date of the skills test(planned)**: Sept. 23 ~ 24, 2017 [for 2 days]

Session	Orientation	Duration of the exam
Session1	08:30 ~ 09:00	09:00 ~ 11:30
Session2	12:30 ~ 13:00	13:00 ~ 15:30

※ You cannot reschedule your test date&venue and please remind that the person who arrives later than stated time will not be able to take the test.

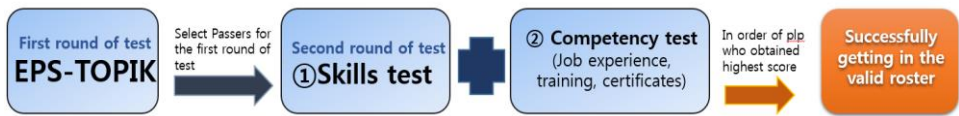
※ Documents submitted for the competency test will be verified again when interviewing for skills test. If document is proven to be falsified, test will be null and void and person will not be able to take the test for 3 years. (Person will be reported to the authorities)

## ■ Result notifications

- **Date** : Oct. 13, 2017(Fri.)
  - **View your test scores online**: Access EPS homepage (supports multi language) and create your account to view your test scores
  - **Valid period of the results**: 2 years from the date of the announcement  
(Oct. 13, 2017 ~ Oct. 12, 2019)

## ■ Composition of the 2nd round of test

Industry	Score	EPS-TOPIK	Skills test	Competency test(Adding Points)			
				Total	Experienced	One who completed Vocational training or Academic background	One who has government issued certificates
Manufacture	200pts	100pts	100pts	5pts	3pts	1pts	1pts



- **Skills Test:** Three parts (① Physical strength, ② experiences & interview, ③ Basic skills) constitute the test.

- **Basic Skills Test:** As the new tasks has been added to test one's competency, candidates will select the sub category of each industry they were applying for.

- **Manufacturing:** Select one of categories as ①assemble, ②measures, ③wood joinery

- **Physical Test:** Physical examination on finger, disk, and color blindness will primarily be tested during the course of skills test.

※ Even if one with color blind took the test, the test will be null and void.

○ **Score distribution for each industry**

Industry (Skills test)	Total score	Skills test		
		Physical strength	Interview	Basic skills
Manufacture	100	30	30	40

## ■ Things to be aware of

1. Test date and venue for each applicant will be announced on Fri. 15 Sept. 2017 and please refer to the announcement on the date.
2. You cannot change the designated test date and venue and no one is allowed to enter the venue after the designated entry time. No admittance to anyone arrives after the designated entry time.
3. No admittance to anyone did not bring their Passport.
4. If one haven't chosen the sub category, it will randomly be chosen.
5. We recommend you to pay special attention to your safety during the test. You are entirely responsible for any accidents caused by your negligence.
6. The tools and equipment for the test will be prepared at the venue, so it is not required for applicant to bring any tools or equipment (except for an Passport and an admission ticket).
7. It is recommended to wear comfortable and neat clothes that cause no inconvenience in the Skills Test.
8. You will get zero point in case of cheating during the test. Dishonesty act includes, but not limited to cheating on an exam. Failure to maintain integrity on an exam will result in a loss of test taking chance for 3 years.
  - Relevant documents for competency test will be verified three times in the

process of test period. If the documents submitted are proven to be falsified, test will be null and void and the person can't apply for EPS-TOPIK for 3 years.

9. Please check the contents of the Task Instructions, announced with this, and prepare to get good result from the test.



【Attachment 2-1】

**(Job experience, Training course completion, National certificate)**  
**Competency test relevant documents**

Application No. (For Sending Agency)																			
<p style="color:red;">I myself will take any responsibilities for falsified documents (certificate of career, copy of certificate) in registering EPS-TOPIK                  ※ If applicant's document is proven to be falsified, the test result will be invalidated and the person will not be able to take any test for 3 years.</p>																			
<b>Applicants to fill in</b>		* Mark the industry you're applying for(●)																	
<b>EPS-TOPIK registration no.</b>		<b>0092015P2000001</b>																	
<b>Manufacture</b>	·Assemble(○)    Measures(○)    Join(○)																		
Date of birth	...	<b>Contact no.</b>																	
Registration date	20 ..	<b>Name</b>	<b>(signature)</b>																
<b>Applicants to fill in</b>		* Mark(●) your answer																	
<input type="checkbox"/> <b>Job experience (Only for those who have job experience)</b>		<b>For sending agency</b>																	
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<input type="checkbox"/> <b>Training hours (Only for those who had training)</b>																			
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120 hours or more	Less than 120 hours	College or more	Highschool or less																
True	○																		
False	○																		
<input type="checkbox"/> <b>Certificates (for those who have certificates, no more than two)</b>																			
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1																			
2																			
True	○																		
False	○																		
<b>Sending agency</b>		<b>Name: (signature)</b>																	
<b>Interviewer</b>		<b>Name : (signature)</b>																	

- \* Period of total employment should be written in months.
- \*\* Certificate of training course should be verified first and total training hours should be stated.
- \*\*\* Confirm the relevancy of the major specified in the certificate of graduation before writing.
- \*\*\*\* Documents should be verified as authentic and total amount of certificates should be stated.

【Attachment 2-2】

« When previous company issues certificate of career »

**If the company is not in Korea, fill in with the information of recruiting agency**

### Certificate of Career

**Registration number :** \_\_\_\_\_

**Commented [e1]:**

원문: 한국어능력시험 응시번호  
을 살려서 번역하는 경우  
EPS-TOPIK registration no.:

Personal information	Nationality		ID card no.	
	Name		Contact no.	
	Present address		Landline	
			Mobile phone	
		E-Mail		
Details on career	Period of employment (YY.MM.DD~YY.MM.DD)	Designation	Task (state specific details)	
	<b>Total</b>	<b>Total employment:</b>	<b>months and</b>	<b>days</b>

I agree to inform myself and to abide by all policies regarding falsifying documents which is a crime punishable as a felony. I also acknowledge that this is the documents required for the test evaluation, which is agreed upon MOU between Republic of Korea and ○○○.

Date:  
Name (**Signature**)

I certify that above information is true and correct.		Date		<b>Issued by*</b>	
Company name:	Contact no:			Department	
Address:				Designation	
CEO:	(Signature or official seal)			Contact number	
				Name	Signature

**President of HRD Korea**

※ Caution: If there is any omission for crucial information such as the signature, seal, names or contact numbers, it loses its effects and the work experiences becomes invalidated.

\* It just verify a work experiences from a company. To verify experiences from respective companies, candidates have to submit a sheet of paper for each company. (i.e., 4 sheets of papers for 4 companies)

\* It can be replaced by the certificate in EPS system.

【Attachment 2-3】

If one cannot get Certificate of Career because of the bankruptcy of the company or agency (for foreign company), employment history in the too small-scale business, one can fill in the document the form below and submit it. (Except relatives, two guarantors for joint guarantee are needed)

### Document to verify one's employment(Standard)

<b>Registration number :</b>				
<b>Name</b>		<b>Date of Birth</b>		
<b>ID</b>		<b>Contact No.</b>		
<b>Company</b>	<b>Designation</b>	<b>Period of Employment</b> (YY.MM.DD-YY.MM.DD)	<b>Task</b>	<b>Note</b>
<b>※ Respective working experience needs to be filled in.</b>				
<b>Total</b>		Period of total employment :		

I agree to inform myself and to abide by all policies regarding falsifying documents which is a **crime punishable as a felony**. I also acknowledge that this is the documents required for the test evaluation, which is agreed upon MOU between Republic of Korea and OOO

#### Person to certify the document 1

Name : (Signature)                      Date of Birth :  
Address :  
Workplace :      Designation :      landline :                      (Cell phone :                      )  
Relationship with the applicant :

#### Person to certify the document 2

Name : (Signature)                      Date of Birth :  
Address :  
Workplace :      Designation :      landline :                      (Cell phone :                      )  
Relationship with the applicant :

\*Attach the copies of each identification card of a person to certify. ※Caution: ① If a person's information who can certify your employment such as Name, contact no. is missing, the documents will not be granted and job experiences one claimed to have will be null and void.

② For employment history overseas, the copy of work visa and immigration logs are needed. If the require documents are missed, this document couldn't be submitted.

**President of HRD Korea**