Work Procedure: Recruitment of Students for Transfer of Vocational Experience and Further Study (PCC/HND Levels)

1. **Submit the application form** to request the transfer of vocational experience and further study at the Vocational Certificate (PCC) and Higher National Diploma (HND) levels.
2. **Gather the groups** of applicants requesting evaluation.
3. **Conduct initial consideration of qualifications** for transfer of experience, as follows: 3.1 List of applicants for evaluation. 3.2 Academic transcript.
4. **Register the applicants** for experience evaluation using the application form: 4.1 Application forms (Supporting Document 5.1, Supporting Document 5.2, Supporting Document 5.3, Supporting Document 5.4).
5. **Evaluate the transfer of experience** for **no more than 2/3 of the curriculum**, based on: 5.1 Academic transcript. 5.2 Test results.
6. **Register for the remaining 1/3** of the coursework.
7. **Undertake further study** through various methods (1/3 of the curriculum).
8. **Assess and evaluate** the results of the additional studies.
9. **File documentation** for students who have completed the curriculum through experience transfer.

**Resource Management Division: Registration of Vocational Certificate – Higher National Diploma Students (PCC, HND)**

**Objective**

To serve as a guideline for the Registration Office in the systematic and efficient registration of new Vocational Certificate (PCC) students at the College.

**Scope**

Covers the operation of **new student registration**.

**Responsibilities**

The **Deputy Director of Resource Management** or the **Head of the Registration Office** is responsible for proposing the appointment of the Committee for Student Admission and Registration.

1. The **Head of the Registration Office** is responsible for coordinating with various divisions to prepare necessary documents.
2. The **Committee** is responsible for student admission, inspection of uniforms, verification of documents, and collection of payments.

**Work Procedure: Admission of Vocational Certificate – Higher National Diploma Students (PCC, HND)**

1. **Hold a meeting** with all Deputy Assistant Directors regarding the policy for the admission process and the collection of application fees.
2. **Draft the College Order** appointing the operational committee.
3. **Submit the order** appointing the operational committee to the Director for approval.
4. **Hold a meeting with the committee** to plan the operation, as follows: 4.1 Prepare documents and the sequence of admission steps. 4.2 Announcement of selection results.
5. **Prepare the student study plan** (PCC level) for the Registration Office and Finance Office.
6. **Prepare receipts** and calculate the total registration fee according to the form used for receipts and payments.
7. **Prepare the admission form and registration card** for all students (PCC level).
8. **Provide advice** on course registration, subject verification, and the admission process for students (PCC level).
9. **Receive payment** and **issue receipts** to students (PCC level).
10. **Check registration cards** and announce late registration and admission.
11. **Report the results** to the Education Institution Director and the Office of the Vocational Education Commission (OVEC).

**Resource Management Division: Recruitment for Vocational Certificate – Higher National Diploma Programs (PCC, HND)**

**Objective**

To serve as a guideline for the Registration Office to ensure the College's student recruitment process is systematic, structured, and efficient.

**Scope**

Covers the **recruitment operation for PCC and HND level students** for every academic year.

**Responsibilities**

The **Registration Office** prepares documents and equipment for the recruitment of PCC and HND level students.

1. The **Registration Office announces the list of students eligible for admission**, clearly specifying the date and time.

**Work Procedure: Recruitment of Vocational Certificate – Higher National Diploma Students (PCC, HND)**

1. **Appoint the committee** for the recruitment of Vocational Certificate – Higher National Diploma students (PCC, HND).
2. Prepare various documents, as follows:

2.1 Application form.

2.2 Documents and the sequence of recruitment steps.

2.3 Various forms used in the recruitment process.

2.4 Map/layout of the recruitment venue.

3. Recruitment: Have applicants fill out the application form and attach supporting documents, which include:

3.1 Copy of the academic record (ใบ รบ.).

3.2 Copy of the house registration (สำเนาทะเบียนบ้าน).

3.3 Copy of the national identification card (สำเนาบัตรประชาชน).

3.4 Three (3) photos of 1-inch size.

4. Verify various supporting documents for the application, as follows:

4.1 Application form.

4.2 Academic record (ใบ รบ.).

4.3 Copy of the national identification card.

4.4 Copy of the house registration.

4.5 Three (3) photos of 1-inch size.

5. **Receive payment** and **issue receipts**.
6. **Print the list of applicants** into the **Sor Thor 02 program (ศธ 02)**.
7. **Store the application forms** along with the recruitment supporting documents.
8. **Summarize the recruitment report** for each day.

**Resource Management Division: Recruitment for Short-Term Vocational Programs**

**Objective**

To serve as a guideline for the Registration Office to ensure the educational institution's student recruitment process is systematic, structured, and efficient.

**Scope**

Covers the **operation of student recruitment for the Short-Term Vocational Programs**.

**Responsibilities**

1. **Prepare documents** and **equipment** for the recruitment of short-term vocational students.
2. **Compile statistics of applicants daily** until the end of the recruitment period.

**Work Procedure: Recruitment of Short-Term Vocational Students**

1. **Appoint the committee** for the recruitment of short-term vocational students.
2. Prepare documents, as follows:

2.1 Application form.

2.2 Documents and the sequence of recruitment steps.

2.3 Various forms used in the recruitment process.

2.4 Map/layout of the recruitment venue.

3. Recruitment: Have applicants fill out the application form and attach supporting documents, which include:

3.1 Copy of the house registration

3.2 Copy of the national identification card

3.3 One (1) photo of 1-inch size.

4. Verify various supporting documents for the application, as follows:

4.1 Application form.

4.2 Copy of the national identification card.

4.3 Copy of the house registration.

4.4 One (1) photo of 1-inch size.

5. **Receive payment** and **issue receipts**.
6. **Print the list of applicants.**
7. **Store the application forms** along with the recruitment supporting documents.
8. **Summarize the recruitment report** for each day.

**Resource Management Division: Request for Approval and Issuance of Academic Records**

**Objective**

      To serve as a guideline for the Registration Office in providing services for the preparation of official academic documentation.

**Scope**

      1. Registration Office Manual

      2. Short-Term Vocational Curriculum

**Definitions**

      Academic Documentation refers to the Academic Transcript (Record of Grades), Certificate/Diploma, Student Status Certificate, and Student ID Card.

**Responsibilities**

      1. The Registration Office is responsible for verifying the correctness of the evidence attached to the application form.

      2. Prepare the document according to the application form.

      3. Verify the document, propose it to the Section Head, and then submit it to the Director for signature.

      4. Issue the document as requested and record it as evidence of academic document issuance.

      5. Organize and store the application form and documents properly as evidence of academic document issuance.

**Work Procedure: Request for Approval and Issuance of Academic Records**

1. Submit the application form to request the academic record.
2. Verify the application form for the academic record.
3. Propose the application to the Director for approval.
4. Proceed to prepare the academic record (ใบ รบ.) (Vocational Certificate/PCC, Higher National Diploma/HND) or the short-term program certificate.
5. Propose the academic record (ใบ รบ.) (PCC or short-term program) to the Director for signature.
6. Issue the academic record (ใบ รบ.) (PCC, HND, or short-term program) to the student who has completed the curriculum and the applicant who submitted the request.