附件1

**新职业信息建议书**

**建议人：**

**填写时间： 年 月 日**

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| 一、新职业类别[[1]](#footnote-1) | | | | | | | | | | | | | | | | |
| （ ） 全新职业 （ ）更新职业 | | | | | | | | | | | | | | | | |
| 二、新职业描述信息 | | | | | | | | | | | | | | | | |
| 新职业名称[[2]](#footnote-2) | | | |  | | | | | 备选名称 | | | 1. | | | |
| 2. | | | |
| 新职业定义[[3]](#footnote-3) | | | |  | | | | | | | | | | | |
| 与相关职业的关系[[4]](#footnote-4) | | | |  | | | | | | | | | | | |
| 所属行业[[5]](#footnote-5) | | | |  | | | | | | | | | | | |
| 主要工作任务 | | 序号 | | 内容 | | | | | | 特有工具/设备 | | | | | 专门技术 |
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| 三、从业要求 | | | | | | | | | | | | | | | | |
| 职业操守与职业道德 | | | | | |  | | | | | | | | | |
| 基本文化程度 | | | | | |  | | | | | | | | | |
| 特殊能力 | | | | | |  | | | | | | | | | |
| 身体素质与体能 | | | | | |  | | | | | | | | | |
| 人际协作 | | | | | |  | | | | | | | | | |
| 职业安全 | | | | | |  | | | | | | | | | |
| 四、从业人员情况 | | | | | | | | | | | | | | | | |
| 全国从业人数 | | | | | |  | | | | | | | | | |
| 地区分布情况 | | | | | |  | | | | | | | | | |
| 最近一年劳动力  市场供需情况 | | | | | |  | | | | | | | | | |
| 薪酬情况 | | | | | |  | | | | | | | | | |
| 数据来源 | | | | | |  | | | | | | | | | |
| 吸  纳  从  业  人  员  较  多  的  用人单位[[6]](#footnote-6) | 单位名称 | | | | | 单位地址 | | | | | | | | 联系电话 | |
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| 五、职业分析 | | | | | | | | | | | | | | | | |
| 新职业产生背景（400字以内） | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 新职业在经济社会发展中的作用（300字以内） | | | | | | | | | | | | | | | | |
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| 与新职业直接相关的技术和从业方式的发展变化情况（400字以内） | | | | | | | | | | | | | | | | |
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| 新职业的发展前景（200字以内） | | | | | | | | | | | | | | | | |
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| 六、职业教育与培训情况 | | | | | | | | | | | | | | | | |
| 学校教育情况 | | 院校名称 | | | |  | | | | | | | | | |
| 专业名称 | | | |  | | | | | | | | | |
| 主干课程 | | | |  | | | | | | | | | |
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| 培训机构情况 | | 名 　称 | | | | 地 址 | | | | | | | | 联系电话 | |
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| 七、有关法律法规情况[[7]](#footnote-7) | | | | | | | | | | | | | | | | |
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| 八、国外相关情况 | | | | | | | | | | | | | | | | |
| 国家或地区 | | | | | 1. | | | 同类职业名称 | | | | | 1. | | | |
| 2. | | | 2. | | | |
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| 主要工作内容 | | | | | 1.  2.  3.  4.  5.  6.  7.  8.  ... | | | | | | | | | | | |
| 对从业人员要求 | | | | |  | | | | | | | | | | | |
| 相关职业标准  要求 | | | | |  | | | | | | | | | | | |
| 专业教育与职业培训情况 | | | | |  | | | | | | | | | | | |
| 九、建议人情况 | | | | | | | | | | | | | | | | |
| 通讯地址 | | |  | | | | | | | | | | | | | |
| 联 系 人 | | |  | | | | 联系电话 | | | |  | | | | | |
| 电子信箱 | | |  | | | | | | | | | | | | | |
| 十、其他需要说明的情况 | | | | | | | | | | | | | | | | |
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附件2

**轻工行业国家职业技能标准制修订申请表**

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| 单位名称 |  |
| 单位地址 |  |
| 联系人 |  |
| 联系电话 |  |
| 电子邮箱 |  |
| 申请职业编码 |  |
| 申请职业名称 |  |
| 计划完成时间 |  |
| 申请理由 |  |
| 拟参与专家情况 |  |
| 负责或参与过何种国家职业技能标准 |  |
| 单位意见 |  |

注：此表可复印。

1. 请在选项前的括号内画“√”。全新职业是指在《中华人民共和国职业分类大典（2015年版）》（以下简称《大典》）中未收录的职业；更新职业是指《大典》中虽已收录但职业活动的内涵已发生明显变化的职业。 [↑](#footnote-ref-1)
2. 由最能说明该职业类别特性的组合名词构成，如：\*\*\*工，\*\*员，\*\*\*\*师等。 [↑](#footnote-ref-2)
3. 用简练的语句表述职业的本质属性。 [↑](#footnote-ref-3)
4. 列出《大典》中与所填新职业相关或相近的职业名称及编码，并说 明其区别。 [↑](#footnote-ref-4)
5. 参照《中华人民共和国国民经济行业分类》（GB/T 4754—2017）中的行业名称填写。 [↑](#footnote-ref-5)
6. 相关用人单位人力资源部门提供的从业情况说明另附。 [↑](#footnote-ref-6)
7. 列出对新职业有特殊约束的相关法律法规名称及具体条款内容。 [↑](#footnote-ref-7)