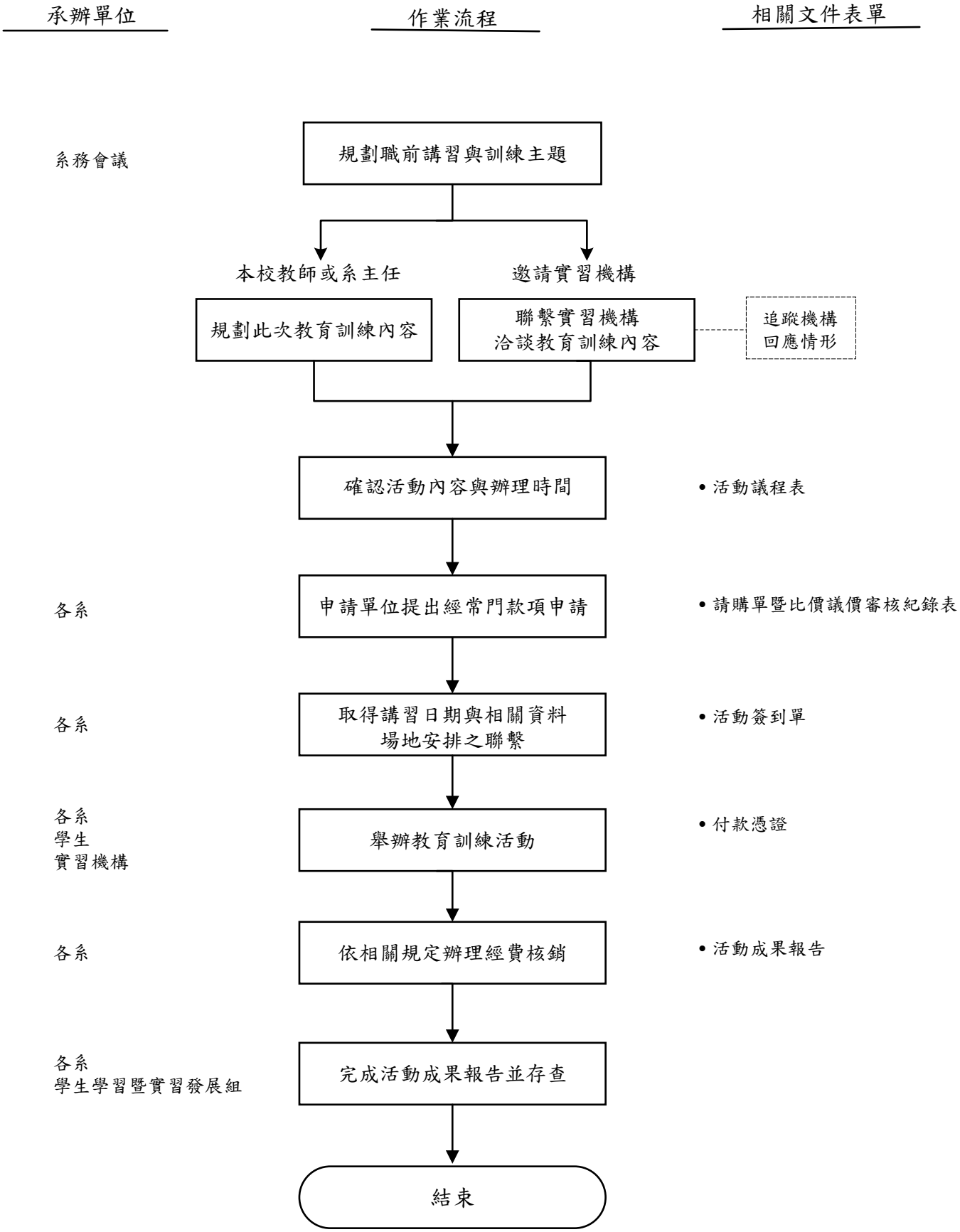辦理職前講習與訓練作業流程