



SUBMISSION GUIDELINES (TRAINING PROVIDERS AND TRAINERS) HRD AWARDS 2024

SUBMISSION PROCESS

To maintain a high degree of fairness and transparency in the process by which HRD Corp Registered Training Providers and Trainers are eligible for HRD Awards, the Secretariat has developed a set of regulations for a more structured approach.

The Secretariat's goal is to ensure that the Awards competition is conducted fairly and ethically. The Secretariat requires that Internal & External Judges to make their decisions based solely on the training & development merits of the eligible HRD Corp Registered Training Providers and Trainers.

It is important to note that the previous winners from 2022 and 2023 cannot compete in the same award category for the HRD Awards 2024.

The submission process is divided into two phases as follows:

Phase 1 – Shortlisting Process

1. Training Providers who consistently achieve high levels of training and engagement with employers
2. Trainers must come from HRD Corp's pool of competent Accredited Trainer professionals listed in the Trainer Development Framework database.

Phase 2 - Evaluation Process

1. Evaluation of the submission by the judges (internal and external).

SUBMISSION DATE

- i. Proposals can be submitted **from 1 May 2024 to 15 July 2024, 5.30 PM.**
- ii. Late submissions will not be accepted.

TERMS AND CONDITIONS

- i. To maintain diversity and fairness, training providers and trainers who have previously won will not be eligible to participate again within a 2-year period.
- ii. Training providers and trainers must download the proposal templates corresponding to their selected award category from the HRD Corp portal.
- iii. Please ensure that the presentation slide deck, conforming to the provided PowerPoint template, is created **without exceeding a file size of 20MB.**
- iv. All proposals must be submitted exclusively through the online submission form in the portal. Different submissions method will not be entertained.
- v. There will be no charges imposed for the submission of proposals.
- vi. For Excellence Award categories, training providers and trainers may enter in multiple relevant categories, and to ensure each entry submission form and proposal is tailored to the specific category to increase your chances of winning.
- vii. All submitted applications and corresponding information will be kept confidential and will only be used by the awards committee for the HRD Awards assessment.
- viii. Any further information on HRD Awards 2024 will be notified to the employers via email or phone.
- ix. The employers shall accept the judges' decision as final and acknowledge that no appeal will be allowed.