



JOBSCENTRAL LEARNING

Training & Education Development Awards

#jcltedawards2019

Official Awards Entry Kit

Process Partner:



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Introduction

JobsCentral Learning (JCL), a product of CareerBuilder (Singapore) Pte Ltd, is niche one-stop online platform (learning.jobscentral.com.sg) targeted to working professionals and students seeking further development of their professional skills, and/or pursue higher education.

JCL Training & Education Development (T.E.D.) Awards was launched in 2016 to honor the work and value of education providers in the private sector. A first of its kind, specially designed to recognise outstanding work in learning and education space in the private sector.

- Prestigiously launched in 2016
- More than 36 Award Categories to honor the work and value of education providers in the private sector

What's new in T.E.D. Awards 2019?

JCL T.E.D. Awards will continue to recognise and award exceptional PEIs and CTPs who have developed a path-breaking approach towards addressing learning needs, solving learning challenges and demonstrated success in conceptualizing and delivering category specific learning initiatives.

Opportunity to Network with Senior HR Leaders

Esteemed Senior HR leaders within their industries will be invited to the night of Award Presentation to witness the victorious moment of our PEIs and CTPs.

New Knowledge & Process Partner - Society for Human Resource Management (SHRM)

The Society of Human Resource Management (SHRM) will be the Knowledge and Process Partner for these awards as they demonstrate the rigor, expertise and quality standards required to execute these prestigious awards.



Global Knowledge Expertise

Based on SHRM Body of Competency & Knowledge, and robust research and industry experience.



Best in Class Subject Matter Experts

Globally and locally.



Professional Expertise

Prior experience of conceptualising and executing various awards as a Technical/Knowledge partner



Global Brand with Local Presence

SHRM is a proven world leader in HR skills and capabilities with strong local presence.

About SHRM

With more than 300,000 members in over 160 countries, SHRM is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of HR management. It is a one-stop shop and the go-to resource for solutions and services to handle all people-management and workplace challenges. SHRM's global knowledge repository and relevant experience will help steer the awards process for this year.

Why Participate?

Your organisation will be **accredited** as a leader in your fields of education, training and skills development. Other key benefits include:

- Island-wide outreach and increase awareness
- Gain recognition and endorsement for quality training practices; and become a highly desirable institution or organization for potential learners
- Receive post-assessment summary pointers analysis on your current course program from the perspective of Innovation in the Initiative, Impact on Stakeholders and Sustainability and Scalability
- Strategic brand visibility and open doors to a wide array of business opportunities
- Networking opportunities with key target audience
- Receive extensive post-event coverage across these platforms :
 - Social Media Outreach (by JCL and SHRM)
 - Exposure on CareerBuilder & SHRM properties
 - Post-Event ATL marketing
 - The Straits Times
 - 313 Somerset Indoor LED screen
 - South Beach LED screen
 - SPH Run of Network (straitstimes.com, businesstimes.com, asiaone.com, stomp.com, tnp.sg, zaobao.sg, beritaharian.sg, sgsme.sg)
- Email Marketing (on JCL and SHRM APAC database)
- Press Release

How to Participate?



There are **no charges for entries**. What you need to do:

1. **Register & Nominate.** Download a copy of the application form at <https://learning.jobscentral.com.sg/ted-awards/application-form.pdf>
2. **Complete the application form.** Nominations must be submitted by completing the Application Form AND submitting an annexure (max 10 pages) if required, to support your application.
3. **Submit the application form** and supporting documents to tedawards@shrm.org or through our online submission portal at <https://learning.jobscentral.com.sg/ted-awards/application>

Eligibility

- All Private Education Institutions (PEIs) and Corporate Training Providers (CTPs) with campuses based in Singapore
- Any nomination(s) of the chosen award category/categories made by the PEIs/CTPs, it must currently offer relevant course(s) in its Singapore campus to be considered eligible for entry

Judging Process

SHRM shall manage entire assessment and judging process of T.E.D Awards which consists of two stages:

Level 1 Preliminary Jury Evaluation:

Post initial screening, all applications forms will be reviewed on various evaluation parameters. The jury will then arrive at a list of shortlisted finalists which will proceed to the Final Jury Evaluation.

Level 2 Final Jury Evaluation:

The judges will meet to review each section of the submission and debate internally in this process. In the event if there are clarifications needed, the judges will reach out to the finalists. All applicants will be informed via email if they have been shortlisted or not. The winners of the awards will be announced and awarded at the Awards Gala Night in November 2019.

The final jury will comprise of experienced, reputed and independent mix of industry leaders brought together by SHRM and ensure that their opinion is fair, just and representative of the industry trends. They will review each section of the submission during the judging process, and scores will be given in accordance to the weightage assigned to each section. The judging criteria / broad evaluation parameters are listed below:



Evaluation Parameters		
Innovation in the Initiative	Impact on Stakeholders	Sustainability and Scalability
<p>This parameter evaluates the originality in the said course/ program. An innovative course is one, which is creative and unique to the institute / organization's culture and overall strategy.</p> <p>This encompasses innovation in the design, delivery mechanisms, implementation and tracking of the course/ program. It also includes original communication campaigns and design of metrics around it.</p>	<p>This parameter measures the business and strategic impact of the said course / program. An impactful course is one, which involves a variety of stakeholders in its design and implementation and is of immense satisfaction, usage and value to the target audience.</p> <p>Recognition of the course in external and internal forums and tracking of metrics showcasing its success are also encompassed in this parameter.</p>	<p>This parameter talks of the routine and consistency built into the said course/ program. A sustainable and scalable course is one, which has detailed norms and guidelines, attached to it and improves itself basis feedback and audits.</p> <p>Financial, people, institute/organization culture or infrastructure related investments and changes, as well as communication and branding of the course/ program contribute in making it sustainable and scalable.</p>

Deadline and Key Dates

All submissions and nominations **MUST** reach us by the stipulated closing date. Any late submissions will NOT be entertained or considered.



Announcement of Results

The judging outcome is strictly confidential and independent from the event organizer of JCL T.E.D. Awards. Winners will be announced on **20th November 2019** at the event.

The results will also be released via the following platforms:

- Microsite (JCL T.E.D. Awards)
- Social Media (JCL and SHRM)
- EDMs (JCL and SHRM APAC Database)

Awards Categories

T.E.D Awards trophies awarded in each category are at the discretion of the judges.

Higher Education	Short Term Courses
Accounting, Audit & Taxation	Arts & Design
Art & Design	Arts, Humanities and Social Services
Arts, Humanities & Social Sciences	Communication & Media
Banking, Finance & Investment	Computer Science & IT
Building, Real Estate & Architecture	Education & Early Childhood
Business Administration	Engineering
Communications & Media	Finance
Computer Science / IT	Food and Beverages
Education / Early Childhood	Healthcare
Engineering	Law
F&B	Management
Culinary Arts	Personal Effectiveness and Productivity
Healthcare	Tourism & Hospitality
Human Resources	Language
Languages / Literature	Culinary Arts
Legal / Law	
Logistics/Shipping	
Management	
Project Management	
Psychology & Counselling	
Sales / Marketing	
Sciences	
Tourism & Hospitality	

Entitlements for Award Winners

- 1 x Trophy
- 1 x Certificate of Award
- E-Badge
- 2 x Invitation passes to Awards Presentation per Category Award
- 1 x Video Interview snippet to be featured on JCL website
- 1 x Article write-up to be featured on JCL website

For entitlements and package matters, kindly contact sg.learning@careerbuilder.com.

Award Categories Nomination Form

CONTACT INFORMATION

BILLING INFORMATION

Tick below box if billing info is the

☐ same as contact information

Registered Business Name		Registered Business Name	
Business Registration No.		Business Registration No.	
Primary Contact Person		Primary Contact Person	
Job Title		Job Title	
Contact No.		Contact No.	
Email		Email	

NOMINATION

Provider Type	Category
Higher Education Provider :	
Course Training Provider :	
Total No. Nominations:	

I confirm that:

- ☐ All information provided in the Award Categories Nomination Form is true and complete to the best of my knowledge and belief.
- ☐ I have read and understood the terms and conditions of participation in the awards and agree to abide by the same.
- ☐ By signing this Award Categories Nomination Form, I agree to pay for the entitlements against all the award categories that my organisation wins.

Authorised Signature and Date

Terms & Conditions

General

1. A completed agreement received by CareerBuilder (Singapore) Pte Ltd (“CareerBuilder Singapore”) (fax, email or original copies) will be treated as a legally binding contract between CareerBuilder Singapore and the client for services as described in the agreement.
2. CareerBuilder Singapore reserves the rights to void any submissions that are incomplete, including signature and validity date.
3. The Award Categories Nomination Form, Application Form and these Terms & Conditions shall be construed in accordance with the jurisdiction of the Singapore Courts.
4. CareerBuilder Singapore reserves the rights to merge or dissolve award categories, should it be deemed necessary.
5. CareerBuilder Singapore reserves the rights to postpone or cancel the event should there be technicality issues or other resources-related issues.
6. CareerBuilder Singapore reserves the right to amend the Terms and Conditions at its discretion or when deemed necessary, without prior notice.
7. Organisation(s) cannot withdraw their application after the submission of the application form.
8. If the organisation(s) fail to submit their application form(s) in due time, they shall be liable to payment of 1 award category.
9. For any media outreach, the artwork(s) and logo(s), if required, shall be provided by the participating organisation(s).

Payment Matters

1. All billing will be made within 7 days of the official announcement of award winners, with standard 30 day payment term.
2. Payments to be made to “CareerBuilder (Singapore) Pte Ltd”. No refunds will be entertained. Packages subject to 7% GST. (GST Registration No: 200613526K)
3. In the event that the aforementioned fair / event does not take place, the contract, agreement or form, will be nullified and the client will not be billed.
4. CareerBuilder Singapore reserves full rights to change the above terms based on its assessment of credit risk. CareerBuilder Singapore reserves the rights and discretion to ask for upfront payment from any of the clients.
5. Organisation(s) is/are to settle all outstanding arrears before purchasing any additional products or services.

Indemnification

1. The Client shall ensure that all logos, contents and materials provided are not copyrighted or the Client has procured the rights to those content and materials. The Client further agrees to indemnify and hold harmless CareerBuilder Singapore from and against all claims, actions, liabilities, proceedings, damages, costs and expenses arising out of or in any way connected with the use of the contents and materials provided by the Client.
2. The person or persons signing the Award Categories Nomination Form / Awards Entry Kit shall be deemed to have full authority to do so on behalf of the organization. By entering into this Award Categories Nomination Form / Awards Entry Kit, all nominees agree that CareerBuilder Singapore and their respective employees shall not be liable for injury, loss or damage of any kind resulting from participation in this Award Categories Nomination Form / Awards Entry Kit, or from the acceptance or use/misuse of the awarded packages.

Authorised Signature and Date

Material Submission, Judging Process and Outcome

1. CareerBuilder Singapore reserves the rights to disqualify any nominee found to be abusing, lobbying or tampering with the nomination and judging process, falsifying submitted information or to be in violation of any law or regulation.
2. CareerBuilder Singapore reserves the rights to pursue legal actions against any nominee that is believed to have undertaken activities that undermine the integrity of these awards.
3. The entrants shall grant CareerBuilder Singapore permission to show material from the entries (that which is not indicated in red text) at the awards presentation or on the JobsCentral Learning portal or social media platforms at any time as deemed appropriate.
4. CareerBuilder Singapore shall not produce or edit any submissions for the Awards.
5. SHRM has the right to ask for documentary proof of information provided/ audit the information shared.
6. CareerBuilder Singapore, along with the judging panel, reserves the rights to decide the final outcome of the JCL T.E.D Awards, solely based on the judging criteria.
7. The judges' decisions are final and subject to audit should there be a need.
8. If at any time, any information provided by the nominating organisation is found to be incorrect in any manner, the nominating organisation will be disqualified from the Awards.

Accepted by:

Accepted by:

CareerBuilder (Singapore) Pte Ltd

Company Name

Company Name

Full Name & Job Title

Full Name & Job Title

Date

Date

Signature

Signature