



JOBSCENTRAL LEARNING

Training & Education Development Awards

#jcltedawards2019

Awards Application Form

Process Partner:



AWARD APPLICATION FORM

The JCL T.E.D. Awards are conceptualized to recognize 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.

To participate in these awards, please fill this award application form and submit it before the due date to tedawards@shrm.org or upload your documents at <https://learning.jobscentral.com.sg/ted-awards/application>. The Form is divided in 3 parts to capture data for your candidature, namely:

1. SECTION A – APPLICANT INFORMATION

This section covers demographic information about your organization / institute as a whole along with some basic metrics. This information is necessary for creating your candidature for the awards and also to register your organization / institute under the correct category. Since this section focuses on Institute / Organization specific Information, the same is a constant across all categories. **This section needs to be filled only once.**

2. SECTION B – QUANTITATIVE INFORMATION

This section covers the quantitative aspects for the specific award categories for which your institute / organization is applying for. This section will help the jury to understand the achievements and track overall productivity, perception and quality of the learning services offered. **Please fill this section for each category you chose to apply for.**

3. SECTION C – QUALITATIVE INFORMATION

This section requires you to provide detailed information about evaluation criterion that relate to the objectives, governance, learning process, outcomes and ongoing improvements in the learning services space. These would allow for understanding and evaluating the ongoing services provided and the capability of the organization / institute to adapt to future demands. **Please fill this section for each category you chose to apply for.**

Please attempt all questions listed in the form, unless not applicable in your context. Also, state with reasons why a particular question may not be applicable to you.

SECTION A – APPLICANT INFORMATION

All questions are mandatory, unless not applicable in your context. Your questionnaire may not be considered complete, and you may be at a disadvantage in the evaluation process, if these questions are left blank.

1. Company / Institute Name & Date of Incorporation: _____
2. Details of SPOC (Single Point of Contact): This could be the Principal / CHRO or relevant SPOC
 - Name: _____
 - Designation: _____
 - Contact Number: _____
 - Email Address: _____

- Postal Address: _____

3. Establishment Type (PEI/ CTP): _____

4. Please Share Award Categories you wish to apply for: _____

5. Metrics:

Metrics	Unit	FY 2016-17	FY 2017-18	FY 2018-19
Total Student / Trainees (Permanent and Part Time Students, Trainees attending offered programs)	Nos.			
Total Faculty & Staff / Employee Headcount – (Full time / Permanent)	Nos.			
Total Faculty & Staff / Employee Headcount – (Part Time)	Nos.			
Student / Trainees to Faculty / Employee Ratio	%			

6. Please provide details of existing Faculties / Trainers in your Institute/ Organization:

Faculty Dean Name / Designation	Educational Qualifications	Tenure with the Institute/ Organization	Courses/ programs offered

7. What has the organization/institute done or is doing to build and enhance capabilities of its faculty members? Please name some initiatives, courses and developmental inputs.

SECTION B – QUANTITATIVE INFORMATION

This section covers the quantitative aspects of your institute / organization. Providing all the information in this section will enhance your nomination and aid the jury in accurate evaluation of your application.

State Award Category you are applying for _____

Please share a brief description of the course(s) / program(s) on offer within the respective category of application:

Metrics	Unit	FY 2016-17	FY 2017-18	FY 2018-19
Total Number of Training man-days / classes completed for category specific course/ program This refers to the total number of man- days for classes completed in a calendar year by an institute. Training Organizations need to provide the number of total days completed for client trainings in a calendar year.	Man-days			
Average Training Score across category specific course/ program For Institutes, any average / summation of relevant scores captured / mechanism in place for the feedback shared by students. The overall average score is calculated by taking an average of all training scores captured / calculated for the trainings done in a calendar year.	10 point scale			
What is the Success Index (Students / Trainees clearing in minimum/ expected time)? <ul style="list-style-type: none"> Success Index = Number of students completing program in minimum duration/ Number of students admitted 	Nos.			

Please share data around Placement, Higher studies and Entrepreneurship <i>(applicable to PEI's only)</i> <ul style="list-style-type: none"> Percentage of students placed in full time corporate roles Percentage of students opted for higher studies Percentage of students who have become entrepreneurs 	%			
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Please add any other Learning and Development metrics/ measurements that you track for the category specific course/ program.

Metrics	Unit	FY 2016-17	FY 2017-18	FY 2018-19

SECTION C - QUALITATIVE MEASUREMENTS

Qualitative measurements are based on evaluation guidelines that have been implemented or are ongoing in the organization. These would allow for understanding and evaluating the nature of learning services provided, the issues which were addressed by these learning services, the impact on stakeholders and efforts to sustain these services.

Please restrict your responses in this section to approximately 500 words or less per response.

Note: You may choose to attach 1 supporting document of maximum 10 pages/slides for a particular award category.

State Award Category you are applying for: _____

- a. Please briefly state the mission / vision / values and objectives of the institute / organization. Also mention how these are manifested and aligned to the courses/ programs offered. Please explain with examples.

- b. Please provide information about the institutes / organizations process and data to monitor its annual progress and the review mechanism to come up with changes in its curriculum and operational methodologies.

- c. What is your policy for national and international collaborations and since when is it initiated?

- d. Please state the research collaborations with other bodies and how has the institute / organization used the same?

- e. Please share details on existing board constitution of the institute / organization and instances on how the board adds value to the organization and the specific course.

- f. Provide details on the infrastructure used to support quality education / training in terms of learning services?

- g. Any specific learning aids that the teaching rooms / training rooms are equipped with?

h. Please provide details of the hardware and software installed to aid learning services?

i. Elaborate on the uniqueness and effectiveness of the program design to ensure the content, delivery methods and materials for learning services are relevant, up to date and of high quality?

j. Explain the nature of involvement of corporate stakeholders in the program design and delivery?

k. Substantiate with examples the opportunity that the learning services provide for practical work or project based work post formal training / classes?

- l. How do the institute / organization ensure the quality of students / learners in the program?

- m. Please share data substantiating correlation between curriculum provided and final results / work place success?

- n. Please provide details for student placements / learner promotions or any other similar practices that substantiates the effectiveness of program outcomes.

- o. Give details about the nature of student / learner counselling services?

p. Please share details of how student and faculty feedback is obtained and used?

q. Please share details of how industry, recruiters and partner's feedback is obtained and used?

18. Please use the space below to add any further details/information:

I confirm that:

- ☐ All information provided in the Award Application 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.

Authorized Signature and Date

Institute/ Organization Name:

Name and Designation: