



HRD AWARDS 2026 SUBMISSION GUIDELINES (Training Providers & Trainers)

SUBMISSION PROCESS

To maintain fairness and transparency in selecting eligible HRD Corp Registered Training Providers and Trainers for the HRD Awards, the secretariat has developed regulations to ensure a more structured approach.

The secretariat's goal is to ensure that the Awards competition is conducted fairly and ethically. The secretariat requires the panel of internal and external judges to base their decisions solely on the learning and development merits of eligible HRD Corp Registered Training Providers and Trainers.

The submission process comprises two (2) phases as follows:

Phase 1 – Shortlisting Process

1. **Training Providers:** A strong track record of HRD Corp training activities conducted in 2025, with an average Training Effectiveness Evaluation (TEE) score of 4.50 or above.
2. **Trainers:** Accredited Trainers listed in HRD Corp's Trainer Development Framework database, with an average Training Effectiveness Evaluation (TEE) score of 4.50 or above.

Phase 2 - Evaluation Process

Submissions will be assessed by a panel of internal and external judges.

SUBMISSION DATE

- i. Proposals can be submitted **from 14 September 2026 to 2 October 2026, at 6.00 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 three-year period.
- ii. Training Providers and Trainers must download the proposal templates corresponding to their selected award category from the HRD Corp website.
- iii. Please ensure that the proposal created **does not exceed the maximum file size of 20MB.**
- iv. All proposals must be submitted exclusively through the online submission form on the HRD Corp website. Alternative submission methods will not be accepted.
- v. There will be no charges imposed for the submission of proposals.
- vi. All submitted applications and corresponding information will be kept confidential and will only be used by the awards committee for the HRD Awards assessment.
- vii. Any further information regarding the HRD Awards 2026 will be communicated to the applicant via email or phone.
- viii. Applicants shall accept the judges' decision as final and acknowledge that no appeal will be considered.

