



HRD AWARDS 2026 SUBMISSION GUIDELINES (EMPLOYERS)

SUBMISSION PROCESS

To maintain a high degree of fairness and transparency in the process by which eligible HRD Corp Registered Employers for the HRD Awards, the Secretariat has developed a set of 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 that Internal & External Judges make their decisions based solely on the learning & development merits of the eligible HRD Corp Registered Employers.

The submission process is divided into two phases as follows:

Phase 1 – Shortlisting Process

- I. Employers with high levy utilisation in 2025 (*Large employers $\geq 90\%$, SME $\geq 85\%$*).
- II. Levy Compliance – No outstanding levy arrears or interest.
- III. Legal Compliance – No ongoing or outstanding legal cases.

Phase 2 – Evaluation Process

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

Submission Date

- I. Proposals can be submitted from **14 September 2026 to 2 October 2026, 6.00 pm.**
- II. Late submissions will not be accepted.

TERMS AND CONDITIONS

- I. To maintain diversity and fairness, employers who have previously won the Human Resources Minister's and HRD Corp Awards will not be eligible to participate in the same categories for a period of two (2) years. However, they may submit proposals for the Excellence Award (Bronze) category.
- II. Employers may download the relevant proposal template from the HRD Corp portal (accessible via the award landing page link) to serve as a guideline when preparing the submission for the intended award category.
- 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. Different submission methods will not be entertained.
- V. There will be no charges imposed for the submission of proposals.
- VI. Employers may enter in multiple relevant categories and ensure each entry submission form and proposal is tailored to the specific category to increase 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 2026 will be communicated to employers via email or phone.
- IX. The employers shall accept the judges' decision as final and acknowledge that no appeal will be allowed.