

ASSETS Best Employer Award 2018

Be recognised for your Best Practices
in HR Management!

Supported by:



Prizes sponsored by:



Secretariat:

587 Upper Serangoon Road, Crestar Building, Singapore 534564
T 6282 9414 E secretariat@assets.org.sg www.assets.org.sg



Objective of the Award

To recognise employers who have demonstrated commitment to their staff through excellent workplace practices, programmes, operations management and service excellence.

Eligibility

This award is open to all licensed childcare and registered kindergarten operators in Singapore.

Award Categories

Category A : Childcare operator with 50 employees or more

Category B : Childcare operator with less than 50 employees

Category C : Kindergarten operators only

Franchised units will not be considered in the computation of the number of employees for the Franchisor. Franchisees can enter the competition based on their registration with ECDA.

Each award category will have 3 possible winners.

Prizes

Prizes worth a total of \$5000 to be won. Winners of each category will receive: a trophy, certificate and cash voucher.

Judging Criteria



Judging

Submissions will be deliberated by a panel of judges comprising of representatives from ASSETS, ECDA, WSG and the prize sponsor. The outstanding submissions short-listed from each of the categories (Category A, B, C) will proceed to the Final Judging Round. Site visits will be conducted if necessary. Shortlisted operators will be required to participate in all publicity pertaining to the ASSETS Best Employer Award 2018.

Award Ceremony

Winners will be honoured at the ECCE Leadership & HR Conference on 28 September, 2018.

How to Apply:

Download the application form and judging criteria on www.assets.org.sg

Closing Date: 30 August 2018

Enquiry line: 62829414

Email: admin@assets.org.sg

ASSETS BEST EMPLOYER 2018

JUDGING CRITERIA

HR Policies and Practices (50%)

Policies, practices and indicators that support and reflect a positive workplace environment for employers, including:

- Staff appraisals.
- Induction (onboarding) and Mentoring programmes.
- Staff development practices-including professional development mentorship, leadership development.
- Staff well-being: elaborate on programmes/practices for staff engagement.
- Rewards and benefits.
- Systems to elicit feedback from staff and management's follow up action in managing the feedback.
- Fair and clear distribution of roles and responsibilities amongst staff.

Operational Excellence (30%)

Measures taken to enable the efficient running of the centre:

- Systems and processes for communication and for supporting staff in administrative tasks.
- SOPs in place for different situations and events.
- Management of annual, medical and urgent leave.
- Development and review of curriculum, programmes and resources.

Service Excellence (20%)

Policies and practices to maintain a high level of service excellence within your centre such as:

- Interactions with internal and external stakeholders (eg. families of your children).
- How you manage feedback from external stakeholders.
- How you engage with families of staff.
- How you involve staff in doing good in the community (eg. CSR projects).

ASSETS Best Employer Award 2018

APPLICATION FORM

How to Apply

All completed Application Forms and supporting documents must be submitted

By Closing Date: 30 August 2018 (Thursday) 6pm

Format: By softcopy

To: ASSETS Secretariat Office

Email: admin@assets.org.sg

Enquiry Line: 6282 9414

We regret that incomplete and late submissions will not be accepted or processed.

AWARD CATEGORIES

Category A	Childcare operator with 50 employees or more
Category B	Childcare operator with less than 50 employees
Category C	Kindergarten operators only
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APPLICATION FORM

Section 1 Centre Details. Tick the category you are applying for: **A** __ **B** __ **C** __

Name of Preschool: _____

Company (UEN) Name and no: _____

Company Address: _____

_____ Postal Code _____

Tel: _____ Company Website: _____

Name of the Director/Manager: _____

Tel: _____ Email: _____

No. of branches (not including franchises): _____ No. of employees _____

Section 2 (Please attach your write up in a separate sheet)

1. HR Policies and Practices
1.1 What HR practices are implemented in your organisation with regards to the professional development of your staff, performance management of staff and productive deployment?
1.2 How are your company's values reflected through policies and practices related to staff? Elaborate on your company's practices for engaging with your staff (eg. town halls, activities organised for staff, awards to incentivise staff, programmes to engage staff and their families to show respect for their role in their families and in their community etc.).
1.3 Elaborate with supporting documents that demonstrate the effectiveness of policies and practices in your centre/s (eg. statistics on employee turnover and other evidence).
1.4 Leadership development initiatives and what criteria are adopted to identify leaders?
1.5 Provide information on system for Rewards & benefits, promotion/flight paths, other non-monetary incentives.
2. Operational Excellence
2.1 Tell us how you achieve operational efficiency at your centre/s (e.g. through the use of IT, operational procedures, methods of communication etc.).
2.2 Provide supporting documents where applicable.
2.3 Provide your ECDA license tenure for each centre.
2.4 List the types of procedure checklists (SOPs) you have in place beyond those required for ECDA licensing.
3. Service Excellence
3.1a How do you ensure service excellence internally (to teachers and staff)?
3.1b How do you ensure service excellence to children (eg. teaching resources for delivering curriculum/programs or ways to measure how the children are developing)?
3.2 Elaborate on practices instituted in your centre/s and attach supporting documents such as feedback and surveys to highlight the effectiveness of your centre's practices.
3.3 Share how you meet/exceed the expectations of your students, parents, staff.
3.4 What are some of your initiatives to support teachers on parent engagement (eg. helping them address both positive and negative feedback)?

SECTION 3 (To be completed by Owners, Managing Director or CEO)

Name: _____

Designation:

Email: _____

DECLARATION

1. I hereby declare that I have full right to submit the application on behalf of the company/business and that the information in the application is true and correct.
2. Application submission cannot be withdrawn without the prior approval and decision of ASSETS.
3. The judges' decision on all aspects of this award is final.
4. I agree to notify ASSETS in the event of any changes to my company/business's eligibility for the Award.
5. I agree to provide relevant company information should ASSETS need to verify the information provided in the application upon request.
6. I agree to facilitate any interview or site visit as requested by ASSETS.
7. ASSETS reserves the right to change any of the terms and conditions in this application form at any time and without prior notice.

Please sign and affix company/business stamp

Name:

Company stamp

Date: