Outstanding Employer Award

Send your applications to:

Outstanding Employer Award
Child Care Division
Ministry of Community Development, Youth and Sports
13th Floor, SLF Building, 510 Thomson Road, Singapore 258136

Closing Date for Nominations:
31 July 2010

For enquiries, please email Marilyn Chew at chewbl@ntuc.org.sg.

Organised by
OUTSTANDING EMPLOYER AWARD

The inaugural Outstanding Employer Award is organised and conferred by the Ministry for Community Development, Youth and Sports (MCYS), Singapore Workforce Development Agency (WDA) and Education Services Union (ESU) to recognise and showcase leading employers in the childcare sector who practice good employment practices.

CATEGORIES

1. Childcare Organization / Groups with 50 or more employees
2. Childcare Centres with less than 50 employees

TERMS AND CONDITION

- Applicants must ensure all information provided in the nomination form is true and accurate.
- The submission should reflect employment practices that are currently in practice in the Organization.
- Applicants shall adhere to the application instructions and provide any required assistance to the secretariat throughout the award process.
- The Judging Panel’s decision on the award winners is final.
- The winning organizations shall actively participate in all award and publicity activities and be willing to share their winning practices.

1 Employees are defined as those who have a valid employment contract with the centre. It may include part-time employees but excludes relief teachers.
Outstanding Employer Award

NOMINATION PROCEDURE

You may nominate an employer for the Outstanding Employer Award by submitting the completed official nomination form, which includes:

- Section A – E (reasons for supporting nomination for employer)
- Name, contact and signature of Applicant

All completed forms must be signed by Applicant

Shortlisted nominations will be interviewed by selection panel

Selection panel will also conduct observations at the nominated centre.
Outstanding Employer Award

APPLICATION FORM 2010

APPLICANT

Name of organization

Address

Total number of employees  Total number of men  Total number of women

Average age of workforce  Number of employees aged 50 and above

CONTACT PERSON

Name/Title

Designation

Tel  Fax

Email
Outstanding Employer Award

A. Describe your Organization’s HR Practices (other than recruitment)

Examples
If treating employees fairly is a core value to the organization, share how this is expressed and practiced in terms of:

- Performance management (e.g. any appraisal system used by the organization to gauge the employee’s performance, improvement plans to help the employees)
- Reward management (e.g. how the organization’s gains are shared or used to reward the employees)
- Grievance handling (e.g. how employee misconduct is handled objectively)
- Mentoring programmes to support the employees
- Communication with employees
- Any other HR practices that are based on Good Employment Practices

* Please use the above as a guide in outlining the outstanding attributes of the nominee.
* You may provide documentary proof, video recordings or testimonials to demonstrate the above.
(please attach separate sheet if space is insufficient)
B. State the Re-Employment Policy that your company has adopted

Examples
What has been carried out and how it is in accordance with recommendations made in the Tripartite Advisory on the Re-Employment of Older Workers. This may include:

i. Identifying eligible employees for re-employment

ii. Pre-retirement planning and pre-employment consultation

iii. Re-employment job arrangements

iv. Duration of employment contracts to provide measure of certainty (e.g. one year contracts renewable up to age 65)

* Please use the above as a guide in outlining the outstanding attributes of the nominee.

* You may provide documentary proof, video recordings or testimonials to demonstrate the above.

(please attach separate sheet if space is insufficient)
### Outstanding Employer Award

#### C. How does your company integrate training into business planning?

*Examples*

- **What kind of training are provided to the different types of personnel?** *(e.g. supervisor, teachers, infant educators)*
- **What percentage of staff’s work time is allocated for training?** Elaborate on the training details such as duration, trainer, venue, mode etc.
- **How does the company provide access to employees to undergo / upgrade their training?** *(e.g. flexible working arrangements, support for employees who are upgrading themselves)*

---

*Please use the above as a guide in outlining the outstanding attributes of the nominee.*

*You may provide documentary proof, video recordings or testimonials to demonstrate the above.*

*(please attach separate sheet if space is insufficient)*
## Outstanding Employer Award

### D. How important is work-life strategy to your organization and to what extent has your organization implemented these strategies?

**Examples**

- A list of work-life programmes is listed below. You can use this list to support your answer. Your score does not depend on how many work-life programmes/options your organization has:

  a) **Flexible Work Arrangement**
     i) Flexi-time / Flexi-hours
     ii) Part-time work arrangements
  b) **Leave / Time off (above statutory requirements)**
     i) Compassionate Leave
     ii) Family care leave e.g. elder-care sick leave, childcare leave
     iii) Emergency leave / unrecorded time-off for family/personal matters
     iv) Marriage Leave
     v) Paternity Leave
     vi) Any other special leave
  c) **Employee Support Programmes**
     i) Activities that include family members
     ii) Childcare / Elder-care arrangements / subsidies
     iii) Financial assistance
     iv) Health and wellness programme
     v) Medical and insurance coverage for family members
     vi) Social activities for singles
  d) **Other Programmes / Options that enhance work-life Harmony**

---

* Please use the above as a guide in outlining the outstanding attributes of the nominee.
* You may provide documentary proof, video recordings or testimonials to demonstrate the above.
(please attach separate sheet if space is insufficient)
E. Other useful information

Any other significant accomplishments and the extent of the impact of these on the staff that would serve to justify support for the nomination.

E.g. Has received awards for Singapore Quality Class, People Developer Award, Pledge towards Fair Employment Practices under the Tripartite Alliance for Fair Employment Practices – (TAFEP).

* Please use the above as a guide in outlining the outstanding attributes of the nominee.
* You may provide documentary proof, video recordings or testimonials to demonstrate the above.
(please attach separate sheet if space is insufficient)
I declare that the above is accurate to the best of my knowledge.

Name of CEO / Managing Director / General Manager / Partner

Date