



FREQUENTLY ASKED QUESTIONS

HRD AWARDS 2024

(EMPLOYERS)

1. WHAT IS THE HRD AWARDS 2024?

- i. The HRD Awards is the highest national recognition in the field of human capital development, awarded by Human Resource Development Corporation (HRD Corp).
- ii. The Awards was introduced by HRD Corp in 2001 to recognise its registered employers who have contributed significantly to the field of human resource development in their organisation and at the national level.

2. WHO CAN SUBMIT A PROPOSAL TO THE HRD AWARDS 2024?

Employers who have fulfilled five criteria below are eligible to participate in the Awards:

- i. Employers with the Highest Levy Utilisation in 2023
- ii. Employers with the Highest Training Places against No. of Employees
- iii. Employers with the Highest Financial Assistance against Levy Payment
- iv. No History of Levy Arrears and Interest in 2023
- v. Employers with the Highest Financial Assistance

3. HOW WILL EMPLOYERS BE NOTIFIED IF THEY ARE ELIGIBLE TO PARTICIPATE?

The secretariats will email the invitation together with the submission link and guidelines to all eligible employers. The sharing session will be conducted hereafter.

4. WHERE WILL THE INVITATION BE SENT?

The invitation will be sent to the registered email addresses during their employer registration process and for training grants submission.

5. I HAVE FULFILLED THE OUTLINED CRITERIA, BUT I HAVE NOT RECEIVED AN INVITATION FROM HRD CORP.

If you believe you are eligible to participate, please send an email to hrdawards2024@hrdcorp.gov.my to verify your email address and eligibility for these awards.

6. WHAT HAPPENS TO MY PROPOSAL AFTER HRD CORP RECEIVES IT?

Upon receiving your proposal, it will undergo careful prerequisite assessment to determine Award Nominee eligibility. If qualified, HRD Corp's internal panels will evaluate it. Shortlisted participants will then be evaluated by external judges and a subsequent site visit to your business premises.

7. WHO ARE THE JUDGES? AND HOW ARE THEY CHOSEN?

The judges comprise leading industry experts who have been chosen based on their experience in the learning and development industry. They represent various sectors, including public, private, and charity.

8. HOW AND WHEN WILL I BE NOTIFIED OF MY APPLICATION STATUS?

You will receive an email from the secretariat regarding your shortlisting after evaluation. The final winner will be announced at the awards ceremony.

9. WHEN WILL THE AWARDS CEREMONY BE HELD?

The award ceremony will be held tentatively on 2 October 2024. More information will be available soon.

10. WHAT IS THE DEADLINE FOR PROPOSAL SUBMISSION?

Submissions must be made strictly before or on **31 July 2024, by 5.00 pm**, using the online Submission Form, together with other supporting information or documents stated. Submissions after the deadline period will be rejected.

11. CAN THE SUBMISSION BE MADE VIA EMAIL?

No. All information/documents must be submitted via the Submission Form available at our website.

12. I HAVE PARTICIPATED IN THE PREVIOUS HRD AWARDS. AM I ELIGIBLE TO PARTICIPATE AGAIN?

Yes, you are eligible to participate again. The award is granted based on the results and achievements aligned with your organisation's annual training plan. However, previous winners from 2022 and 2023 cannot compete in the same award category for the HRD Awards 2024.

13. ARE THERE ANY CHARGES IMPOSED FOR EMPLOYERS TO PARTICIPATE IN THE HRD AWARD 2024?

HRD Corp will not be imposing any charges for employers to participate in the HRD Awards 2024.

14. WILL THERE BE A BRIEFING SESSION FOR THE HRD AWARDS 2024?

The awards committee at HRD Corp will conduct special briefing sessions on guidelines and award information. To participate in one of these sessions, please register your interest and email to hrdawards2024@hrdcorp.gov.my.

15. WHAT IS THE RECOGNITION GIVEN TO THE WINNERS OF THE HRD AWARDS 2024?

Winners will be given prestigious trophies and certificates of excellence.

16. CAN WE JUST ANSWER THE QUESTIONS WITHOUT PROVIDING ANY SUPPORTING DOCUMENTS?

Employers are advised to provide a combination of detailed explanations and relevant supporting documents for every question to strengthen their submissions. Supporting documents are therefore necessary to improve an employer's chances of winning.

17. DO WE NEED TO PROVIDE ANSWERS FOR ALL SEGMENTS IN THE PROPOSAL TEMPLATE OR CAN WE SELECT WHICH QUESTIONS TO ANSWER?

All segments must be answered according to your selected award category template. Employers can indicate "not applicable" if a question is not relevant to them. However, please be reminded that the winners will be selected based on the highest marks obtained for all the questions in the proposal.

18. HOW CAN I CONTACT THE HRD AWARDS SECRETARIAT?

For more details and enquiries, you may email to hrdawards2024@hrdcorp.gov.my.