

## SkillsFuture Employer Awards Sample Application

This document shows sample responses on how you may fill in the four key sections in the application form.

### 1. Supporting the SkillsFuture Movement and Building Lifelong Learning at the Workplace

Please share how your organisation:

- a) Builds awareness amongst employees to develop skills continuously.
- b) Provides resources to empower employees to take ownership of their professional development.
- c) Provides training in tandem with productivity improvement and transformation efforts.
- d) Aligns worker training to emerging skills areas to ensure relevance and employability.
- e) Develops in-house capability to support workplace learning.

You are encouraged to include the impact brought about by these efforts.

Please also share if your organisation has received awards (including the award name(s) and year of receipt) related to workforce development or business transformation. One example is the National Workplace Learning Certification from NACE.

a. We have a monthly newsletter which contains a "Skill of the Month" section, which highlights broad skills that every employee can equip themselves with. Each year, every employee goes through a training needs analysis session during their appraisal, which looks into their skills and training roadmap for the year ahead. In addition...

b. Since 2015, the company provides every employee \$xx each year to sign-up for external courses. To date, the average utilisation of each employee's annual training grant is about 65%.

We launched an in-house learning platform in 2019, so that employees can access for micro-learning anytime, anywhere. There are a total of 100 courses covering areas ranging from A, to B, to C. We implement a minimum of 5 hours learning time per year on the platform, which 90% of our staff strength achieved.

We also look out for well-rated courses in the market to suggest to our employees. Also...

c. To align with business transformation efforts, all skilled workers in the company have undergone a basic digitalisation course. This is to increase digital confidence in the skilled worker group, many of whom are more senior in age, so a substantial number of them are not confident with technology. We rolled this out in 2020, and have just completed the programme in mid-2022.

Last updated on 15 Dec 2022

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Other examples include...

- d. We reference resources such as the Skills Demand for the Future Economy, SkillsFuture Series, and our sector's industry transformation map to identify transformation opportunities and emerging key skills. For example, the 2021 Skills Report mentioned that data analytics is among the key skills for [job role]. We hence incorporated that when conducting the annual TNA with our [job role].  
Another example is...

- e. As mentioned in point (B), we have made the online LMS available to all staff since 2019 for self-directed learning.

We have also undergone a programme with the National Centre of Excellence for Workplace Learning in 2020 to look into 2 areas – developing in-house trainers, and creating a competency-development framework for our employees. Since then, we have developed 4 in-house subject experts, who conduct OJT training. This complements the external learning of our staff as in-house training can be completely customised to our needs.

Award received:

HR Award 2021 – Progressive Employer (Gold)

## 2. Support for National Manpower Objectives

Please share how your organisation:

- a) Supports national manpower objectives such as building strong Singaporean core, adopting tripartite standards and inclusive hiring practices.
- b) Adopts a skills-based framework that is fully integrated with the company's recruitment, career progression, learning and development, and performance management practices

Our company takes a long term view with our employees, giving them equal opportunities for employment and development.

- a. In 2020 and 2021, we employed x individuals who went through the SGUnited Skills programme. To date, all but one of them are still with the company and they have been performing well.

We also tapped on the Jobs Growth Initiative to hire more mid-career local workers. To ensure fair employment, age is of secondary importance to having the right balance of competencies and growth mindset.

- b. Since the introduction of our sector's Skills Framework in 2017, we have adopted part of the framework for our organisational structure, which provided clearer progression and skills pathways for the various job tracks.

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For hiring, we do not just consider the current technical skills of a candidate. We have hired some candidates who did not meet the ideal skills criteria, but displayed a strong growth mindset. An example is...

### 3. Recognising Talents / Employees for Their Skills and Skills Mastery

Please share how your organisation:

- a) Puts in place structures and processes for skills-based hiring and workforce development
- b) Supports manpower development programmes that build talent pipeline for the sector (e.g. Career Conversion Programme or SkillsFuture Work-Study Programmes etc)
- c) Uplifts capabilities of sector through partnership with industry/ government (e.g. SkillsFuture Queen Bee programme or company represented in a tripartite committees)

- a. In addition to the framework stated in question 2b, we are currently working on a [Let's Grow] framework with a consultancy partner, which aims to better identify and develop employees who display leadership potential.
- b. The company has been a supporter of WSG's Career Conversion Programme (no. of CCP individuals placed) and SGUnited Traineeships (number of traineeship places provided), which helps to build competencies of individuals who may not yet have full competencies in the job roles that we offer. In 2018 and 2020, we also placed 2 ITE graduates who are in the SkillsFuture Work-Study Diploma for [YY]. Both of them are still with the company now.
- c. We participate in industry-level seminars to share on our...  
Each year, we also participate in a learning festival together with our partner [Z company], where up to 300 participants from the sector would come together and attend masterclasses.

Our views on the sector's priority skills were also considered for SSG's 2022 Skills Report, in which our Chief HR Officer was profiled under the Green Economy.

In early 2022, we participated in the SkillsFuture Queen Bee programme with [name Queen Bee company]. We...

### 4. Other Achievements

Have your organisation's skills development practices been featured on a public domain in the past 3 years? If yes, please share the feature.

The Straits Times, 2021 – we were profiled as a company with progressive hiring practices. Article url: [url]

Last updated on 15 Dec 2022