

BACKGROUND

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| Name of Company |  |  |

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| Listed/ Non-Listed |  | [ ]  Listed [ ]  Non-Listed  |

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| Company Address |  |  |

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| --- | --- | --- |
| Year of Incorporation  |  |  |

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| Industry fields |  | [ ]  Consumer Products | [ ]  Power & Utilities | [ ]  Hospitality and Tourism | [ ]  Logistics |
|  |  | [ ]  Real estate | [ ]  Technology, Telecom | [ ]  Banking, Finance & Insurance | [ ]  Agriculture |
|  |  | [ ]  Construction | [ ]  Oil, Gas & Chemicals | [ ]  Retail, Wholesale & Distribution | [ ]  Mining & Metal |
|  |  | [ ]  Education | [ ]  Manufacturing | [ ]  Health & Social Care | [ ]  Media & Entertainment |
|  |  | [ ]  Others, please specify ………………. |  |

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| Has the company been the subject of an investigation by a governmental body, civil complaint or criminal compliant? If yes, please provide details below |  | [ ]  No [ ]  Yes |
|  |  |
|  | If yes, please specify |

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| --- | --- | --- | --- | --- | --- |
| Individual Shareholders(if applicable) |  | Name of shareholders | Nationality | Salutation in Organisation | Percentage of Shareholding |
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| Company Shareholders(if applicable) |  | Name of shareholders | Country of Registration | Business Activity | Percentage of Shareholding |
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| *Key Personnel (Chief Executive Officer or equivalent)* |  |  |  |
| Full name: |  |  |

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| --- | --- | --- |
| Salutation: |  |  |
| Email |  |  |



SKILLS DEVELOPMENT

INTRODUCTION

This award honours outstanding businesses that demonstrated a significant contribution to human resource development. Applicants are capable of developing a skilled workforce relevant to the needs for current and future working requirements that will contribute to ASEAN prosperity through a competitive and dynamic ASEAN economic community.

The Skills Development Award recognizes companies who have contributed significantly to the human resource development of their own workforce as not-for-profit activities and/or as CSR (Corporate Social Responsibility) to the community they serve and to education and training institutions, especially TVET (Technical and Vocational Education and Training) institutions, they work with. Therefore, training and capacity building programs for profit making will not be rewarded in the scoring process.

We promote inclusiveness in human resource development for this award; therefore, providing statistical data that show diversity in terms of gender, ethnicity, and disadvantaged groups are encouraged and rewarded. The diversity may include the company personnel and the clientele, or the trainees participated in the programs.

WHO CAN APPLY?

* Be an ASEAN-incorporated enterprise with at least 40% ASEAN-owned equity;
* Be in operations for a minimum of 3 (SMEs) to 5 (Large companies) years;
* Preferably have 2 (SMEs) to 3 (Large companies) years of audited financial statements.
* Previous winners of the award are eligible to apply again after 3 years.

WHAT ARE THE ASSESSING CRITERIA?

* Impact on human resources development through improvements of the quality of skills of the workforce
* Cooperation with governments or training institutions
* Innovation and replicability in other sectors or ASEAN member states
* Sustainability financially and institutionally
1. IMPACT

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|  | (Format: Text, maximum 500 words) |
|  | *Consider touching upon:* |
|  | *- The main type of activities you carry out* |
| 1. Please provide a brief summary of your company's  | *- The main beneficiaries of your activities* |
| human resource development activities | *- The impact the activities have on your company (e.g., improve productivity, innovation, competitiveness, safer environment, etc.) and staff (e.g., more motivated, professional, autonomous, creative and innovative, etc.)* |
|  | * *The contributions of your activities to the wellbeing of your community and/or country (e.g., higher employment, reduce poverty, social inclusion, market competitiveness, etc.)*
* *Your strategies (e.g., demand and future oriented contents, effective and relevant interventions, etc.) and motivation as a company to carry out the activities*
 |
| 2. Please indicate how your company contributes to human resource development | Type of activity | Evidence (please provide a summary of relevant information sufficiently and precisely here. Kindly make a note on where other supporting documents such as reports, news articles, etc. are provided as attachment) |
| [ ]  | Offering a short-term workplace-based learning (industrial attachment or internship) opportunities for students/trainees (learning placements 1 month or less) | *e.g., how many students/trainees, by sex, are offered opportunities per year, how is it organized, what do they learn, etc.*  |
| [ ]  | Offering a longer guided internship for students/trainees (learning placements of more than 1 month but below 3 months) | *e.g., how many internships are offered per year, how many interns/trainees, by sex, what institutes (schools, centres, colleges) do students/trainees come from, what subjects do they study, etc.*  |
| [ ]  | Offering apprenticeship\* placements for students/trainees/apprentices (learning placements of 3 months or more; apprentices also attend school). \*Apprenticeship programme normally has a contract, and the company offers allowance to the apprentices) | *e.g., how many apprenticeships are offered per year, what TVET institutes do you partner with, what subjects do they study, etc.* |
| [ ]  | Offering industry-exposure for teachers from technical or vocational training centres/institutions | *e.g., how many teachers, by sex, have received industry-exposure, how is the industry exposure organized (schedule, frequency, activities), what institutes do the teachers come from, etc.* |
| [ ]  | Development or updating of public-sector skill standards in accordance with industry demands | *e.g., for which occupations, how often are you involved, what specific contributions have you made, etc.* |
| [ ]  | Development or updating of public-sector training curricula in accordance with industry demands | *e.g., for what kind of courses (short courses, year-long trainings), for which institutes, what specific contributions have you made, etc.* |
| [ ]  | Sending company staff to provide guest lectures or training courses at technical or vocational training colleges | *e.g., how often have staff been involved, how many staff, by sex, what kind of lectures or courses, how long are the courses, etc.* |
| [ ]  | Offering workplace-based learning opportunities for workers or unemployed people in need of reskilling | *e.g., who are you offering opportunities to, how many people benefit, how is it organized, who do you partner with, etc.* |
| [ ]  | Providing upskilling opportunities for existing company staff | *e.g., how do you select staff for these opportunities, what kind of opportunities do you provide, how often, to how many staff, by sex, how is it organized, etc.* |
| [ ]  | Supporting career orientation for young people | *e.g., what type of activities do you support, how many times, how many people, by sex, etc.* |
| [ ]  | Other | *Please specify what other activities your company carries out pertaining human resource development* |
| 3. Please provide quantitative data to underline your company's output, outcome, and impact from human resource development activities | (Format: Text, maximum 500 words)* *Describe the output of the activities which includes among others, total number of training courses offered, number of internships or apprenticeships offered, number of participants and graduates/completers, the number of staff trained, by sex, and the ratio of trained individuals in proportion to your total number of employees, etc.*
* *Describe short- and mid-term effects of the intervention, such as employment rate of the graduates/completers, performance or productivity increase associated with your company’s human resource development activities, innovation after the intervention, competitive advantage of the company, safer environment, etc.*
* *Describe long-term effects of the intervention to the society, such as economic development, reduce unemployment, technical skills availability, socio-cultural impact, environmental impact, global market competitiveness, etc.*
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1. COOPERATION

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| 4. Please describe how your company cooperates with the public sector, such as TVET institutions (schools & colleges), ministries, public authorities, etc. on human resource development | (Format: Text, maximum 500 words)*Consider touching upon:* * *What public sector institutions you cooperate with on human resource development*
* *How the cooperation was established and by whom*
* *How the cooperation looks like in practice (regularity of meetings, etc.)*
 |
| 5. Please describe the roles and responsibilities of the different cooperation partners involved in your company's human resource development activities | (Format: Text, maximum 500 words)*Please consider cooperation partners inside and outside the company* |
| 6. Have you formalized your cooperation with the public sector on human resource development? | [ ]  No |
| [ ]  Yes, please specify | *Please describe if you have signed an agreement and of what kind (contract, MOU, etc.)* |
| 7. Does the public sector provide direct or indirect financial support to your company's human resource development activities? | [ ]  No |  |
| [ ]  Yes, please specify | *Direct support might be in the form of government grants, subsidies, tax exemptions, etc.*  |
| *Indirect support might be in the form of provision of salaries of teachers at partner school, organizational support in finding student interns, etc.* |
| 8. Do your company's human resource development activities directly contribute to (national, regional/provincial/state and/or local) development plans or objectives? | [ ]  No |  |
| [ ]  Yes, please specify | *Consider for example national education sector or economic development strategies, local community programs, etc.* |

1. INNOVATION AND REPLICABILITY

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| 9. Please describe if your company’s human resource development activities are innovative, and why | (Format: Text, maximum 500 words)* *Describe the novelty of your approach or intervention in solving skills development problems,*
* *Explain innovative and effective teaching-learning methodologies, such as project-based and problem-based learning,*
* *Adoption of digital technologies in learning and deliveries, and*
* *Integration of foundational, soft skills, or future skills.*
 |
| 10. Please describe if it is possible to replicate your company's human resource activities, and why  | (Format: Text, maximum 500 words)*Consider how your activities could be replicated in other companies or sector, and replications that might have already taken place* |
| 11. Please describe if your company's human resource development activities promote social inclusion, and how | (Format: Text, maximum 500 words)*e.g., how do you promote social inclusion, which disadvantage groups do you include in your activities (women, people with disabilities, unemployed, school dropouts, low-income population, etc.), how many disadvantaged people have benefited* |

1. SUSTAINABILITY

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| 12. How long has your company been successfully implementing these human resource development activities? | [ ]  | for 3 years or more |
| [ ]  | for 2 years or more but less than 3 years |
| [ ]  | for 1 year or more but less than 2 years |
| [ ]  | for less than 1 year |
| 13. Please describe how the human resource development activities are sustained financially | (Format: Text, maximum 500 words)*e.g., they are a fixed part of the company's annual budget, through annually renewed investment decisions, through support from third parties (private associations, donors) or government subsidies, etc.* |
| 14. Please describe any risks to the sustainable implementation of the human resource development activities and mitigation measures taken to address these risks | (Format: Text, maximum 500 words)*e.g., potential risks resulting from changes in the business environment, availability of staff resources, top leadership support, etc.* |

1. CHECKLIST AND SUPPORTING DOCUMENTS

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| No. | Documents | Yes/No |
|  | Have completed the document |  |
|  | Company policies / regulation/ guidelines |  |
|  | Company recognition Certifies / Certificates  |  |
|  | Audit reporting |  |
|  | Networking Platform |  |
|  | Document to prove contribution to social development, gender, vulnerable peoples… |  |

Send your application to:

 ASEAN Business Advisory Council (ASEAN BAC)

 Cambodia Chamber of Commerce

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 Website: www.abis2022.org

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