

HRSINGAPORE

A Singapore First!

HRSINGAPORE ACCREDITATION STANDARD

Introduction

The HRSINGAPORE Accreditation gives recognition that accompanies HR function is compliance with the current and proper HR practices and procedures.

Would you like to have your HR department to be accredited? When you have achieved the standard with us, you will be bestowed with the HRSINGAPORE Accreditation. Or, if you already have an effective HR system and would like your efforts to be recognised, we can help you to achieve the recognition through the HRSINGAPORE Accreditation Standard

Assessment

HRSINGAPORE will help you to achieve the standard through a review of your human resource processes & procedures and your organization will be recognized as having updated HR practices.

The main areas which will be assessed are :

- Performance Management & Appraisal
- Career Development & Planning
- Training & Development
- Human Resources Information System (HRIS)
- Employee Counseling & Mentoring
- Recruitment & Selection
- Compensation & Benefits Administration
- Employee Rewards & Recognition
- Employee Welfare & Safety
- Human Resources Policies
- Employee Grievances & Discipline

All organisations in Singapore are eligible to apply. A representative from the company's HR Department or directed by the company management must be appointed to act as the liaison person for the purpose of co-coordinating the application & assessment process.

Application Process

All applications have to be accompanied by :

- A list of company's HR employees
- Organisation Chart of the HR Department
- A cheque of S\$880.00 (No GST) as one-time assessment fee

Once we received the application, a date will be arranged with the company's representative for the assessment to be conducted at the company premises. During the evaluation process, company has to co-operate with HRSINGAPORE representative as to provide relevant documents and information needed. All information submitted will be kept private & confidential.

Upon completion of the review, a report will be furnished to the company representative. In the report, HRSINGAPORE representative will present the findings of the assessment process and advise whether the company is qualify to receive the Standard. In the event of unqualified applications, HRSINGAPORE representative will identify and highlight the areas of improvement in writings.

Company wishing to appeal against the decision of HRSINGAPORE may do so in writing within 21 working days after the receipt of the report. The decision of HRSINGAPORE shall be deemed as final. Companies that receive the Standard are allowed to display the mark "HRSINGAPORE ACCREDITED" authorized by HRSINGAPORE.

HRSINGAPORE reserves the right to reject or terminate any applications.

For Enquiry :

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HRSINGAPORE PTE LTD

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Mailing Address: 89 Short Street #04-16, Golden Wall Centre, Singapore 188216

Co Reg No. 200409860M

APPLICATION FORM
HRSINGAPORE ACCREDITATION STANDARD

Contact Person:

Designation:

Company:

Tel:

Fax:

Email:

Please post the completed form and cheque to:

HRSINGAPORE PTE LTD
89 Short Street #04-16
Golden Wall Centre
Singapore 188216