



NATIONAL ASSOCIATION OF PRIVATE EDUCATIONAL INSTITUTIONS

PERSATUAN KEBANGSAAN INSTITUSI-INSTITUSI PENDIDIKAN SWASTA

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NAPEI EDUCATION EXCELLENCE AWARDS POLICY

INTRODUCTION

The NAPEI EDUCATION EXCELLENCE AWARDS are the pride of the National Association of Private Educational Institutions (NAPEI). NAPEI is an association that oversees all types of education service providers from Universities to early childhood and includes Language centers and also education support services providers. All the members fall within these categories.

OBJECTIVES:

The objectives of the NAPEI Awards system or Scheme are:

1. To offer all its members an opportunity to be recognized for excellence;
2. To use these awards to promote their public image;
3. To encourage them from developing themselves and to upgrade to a higher category;
4. To establish their quality and recognition throughout their journey to betterment;
5. To promote a healthy competition among members to excel and to compete nationally and internationally.

THE AWARDS

There are twelve categories under the awards system. They are:

1. University Colleges / Universities
2. IPTS Private Colleges (Large category based on student strength of 2000 and above)
3. IPTS Private Colleges (Medium category based on student strength of more than 501 but less than 2000)
4. IPTS Private Colleges (Small category (based on student strength of 500 and below)
5. Vocational Education Service Providers
6. National Curriculum Private Schools (Primary/Secondary or both)
7. International Private Schools (Primary / Secondary / both)
8. Early Childhood Education Providers (Kindergarten / Playschool / both)
9. Early Childhood Franchisor (Early Childhood Education / education services)
10. Language Centres
11. Education Support Services Providers (Education consultants / Education fair organizers / Publishers / Career guidance companies)
12. Outstanding New Member

ELIGIBILITY TO APPLY:

The following are the eligibility criteria:

1. The awards are open to only member institutions.
2. Only members who have completed a minimum of one (1) year of membership can apply except under the category Outstanding New Member where a membership of below one (1) year will be considered.
3. Member applicants must not be subject to disciplinary action or prosecution by NAPEI or Government bodies.
4. Member applicants must have settled all outstanding payments such as annual subscription fees or outstanding fees for NAPEI activities.

5. An institution can apply for more than one (1) category but only documentary evidence infrastructure related to that category will be considered for the award.
6. Members can only apply for the institution registered as a member. Non registered institutions in the cluster or group cannot apply. Membership is by individual institutions only.

APPLICATION PROCESS

1. Members must choose the appropriate or correct category to apply for the award based on their major service provided.
2. Applications must be submitted within the deadline set by the awards committee.
3. Only hardcopies of the application duly signed by the institutions authority will be accepted.
4. Fax copies or applications received after the deadline will strictly not be accepted.
5. Applications must be forwarded or sent or submitted to the address given in the Cover letter or the secretariat. Submission to any other address or person will not be accepted.
6. Short listed institutions must be prepared for site visits for verification of documents and physical inspection on a date mutually agreed between NAPEI and the institution.
7. Applications may be downloaded from our website www.napei.org.my or requested from our secretariat.
8. All members will also receive the related application forms by email along with cover letter and instruction leaflet.

PERIOD OF EVALUATION

1. The award shall cover the period of 1st Sept of a year till 31 August of the following year only.
2. Past events or records will not be considered for the current year award.
3. Any documentation related to events or information after the 31st August cut off period will not be considered for the current award.

APPLICATION FEES

1. All applications must be accompanied with a payment of RM 500 per application.
2. The payment must be Payment can be made in any one of the following methods:
 - i. Cheque made favourable to “National Association of Private Educational Institutions” or “NAPEI”.
 - ii. Online banking or Direct banking into NAPEI account and banking slip to be attached with the application form.
Maybank Account No: 51222317106

JUDGING

1. The NAPEI Awards committee will be involved in the collection and processing of applications.
2. All valid applications will be submitted to a panel of independent /neutral judges for assessment.
3. Site visits to verify will be conducted by both external judges and awards committee members.
4. Award committee members shall not be involved in judging or processing applications of their own institutions to maintain fairness.
5. The decision of the Panel of Judges is final.

NOTIFICATION OF RESULTS

1. The results will be announced as a norm on the day of the Annual Malam NAPEI Dinner and Awards Night except where the National Council deems it necessary to inform earlier.
2. The recognition will be in the form of a Trophy and a certificate distributed during the Annual Malam NAPEI Dinner and Awards Night.

CONCLUSION

All members are encouraged to apply for the awards to know your standing and to motivate your staff to aim for excellence.