

APPENDIX I

Public Service Commission (Training Division)

TRAINING NOMINATION SELECTION & ANALYSIS FORM

Name of Course/Workshop: _____

Name of Institution/Country: _____

Duration of the Course/Workshop: _____

SECTION A: Personal Details (To be completed by the nominee)

1. Name of Nominee:	ITC/FNPF No:
2. Date of Birth:	No. of Children:
3. Sex:	Married/Single:
4. Department:	
5. Section/Station:	Telephone:
6. Fax No:	E-Mail:
7. Present Post:	Job Title: Classification/Code
8. Date of joining Service:	Confirmed: (Yes/No)
9. Qualification and Dates Obtained:	
10. Service Exams Passed with Dates:	
11. Work Experience (show post, dept & number of years on each):	

12. Details of all past courses attended (Full and correct information should be given for the past 2 years)

Name of Course	Duration	Dates Attended	Institution	Country

Applicant Signature: _____

Date: _____

Sections B & C: Justification for Training (To be Completed by the Supervising Officer)

SECTION B: Training Nomination Selection (TNS)

13. Is the Officer serving bond? (Yes/No) If yes, state when the bond period expires.

14. Give full justification as to why the course is necessary for this nominee. (This should include Annual Confidential Report – ACR rating).

15. List other officers of same grade and state why this nominee has been selected for training and not any other officer.

16. Does the officer's training need match with the training needs mentioned in his/her last ACR? Yes/No.

17. State at which level the training is targeted (Organisational, Occupational or Individual and why?)

SECTION C: Training Needs Analysis (TNA)

18. Occupation Classification (Tick appropriate box)

Management or Technologist

Skilled Employee

Supervisory or Technician

Clerical & Others

19. Positions Description (State the Principal Accountabilities of the Post)

20. Knowledge required to perform the duties of the post:

21. Skills required to perform the duties of the post:

22. Attitude/Attributes and other factors (Competencies) required to perform the duties of the post:

23. Specific areas in which training is required:

24. Any general comments by the supervisor regarding this nominee's selection?

Supervisor's Signature:	Date:
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25. Comments by the HOD regarding this nominee's selection:

Head of Department's Signature:	Date:
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APPENDIX II

PUBLIC SERVICE COMMISSION (TRAINING DIVISION)

CTD/IH/DAILY COURSE/WORKSHOP ATTENDANCE RECORD FORM

Name of Course/Workshop:

Venue:

DURATION:

FROM:..... to

No	Name of Participant (Please Print)	ITC/FNPF No.	Ministry/ Department	Designation/ Post	Time of Arrival	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

APPENDIX III

PUBLIC SERVICE COMMISSION (TRAINING DIVISION)

REGISTRATION FORM

a. PERSONAL DETAILS:

- (i) Name: _____
(First Name) (Middle Name) (Surname)
- (ii) Sex: Male Female
- (iii) Date of Birth: _____ / _____ / _____
Day Month Year
- (iv) Post: _____
- (v) Grade/Level: _____
- (vi) Occupational Classification (Tick appropriate box)
- | | | | |
|----------------------------|--------------------------|-------------------|--------------------------|
| Management or Technologist | <input type="checkbox"/> | Skilled Employee | <input type="checkbox"/> |
| Supervisory or Technician | <input type="checkbox"/> | Clerical & Others | <input type="checkbox"/> |
- (vii) Organisation: _____
- (viii) Location of Station: _____
- (ix) Telephone Contact: _____ (ix) Fax No: _____
- (x) E-Mail Address: _____

B. COURSE DETAILS:

- (i) Name of the Course/Workshop: _____

- (ii) Duration: From: ____ / ____ / ____ To: ____ / ____ / ____
- (iii) Venue: _____

.....
Your Signature

.....
Date

ITC/TPF/FNPF NO:

APPENDIX IV

PUBLIC SERVICE COMMISSION (TRAINING DIVISION)

DAILY EVALUATION SHEET

NAME OF COURSE: _____ **VENUE:** _____

SESSION TITLE(S): _____ **DATE:** _____

NAME OF SPEAKER(S)/ PRESENTERS(S): _____

(1) Content/Relevance to the Programme

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(2) Preparations made for the Session/knowledge of the Topic and Organisation

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(3) Presentation Skills

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(4) Voice (Volume, Emphasis, Pace)

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(5) Professional Image

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(6) Body Language

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(7) Knowledge of Participants

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(8) Use of Visual Aids (OHP, White Board, Black Board, etc)

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(9) Learning Environment (Questions/Feedback Techniques)

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(10) Time Management

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(11) Handouts/Materials

Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: _____

(12) What was/were the high points of the session(s)? Why?

(13) What was/were the low points of the session(s)? Why?

(14) Any other general comments you would like to share?

Name of Participant: _____ Signature: _____

APPENDIX V

PUBLIC SERVICE COMMISSION (TRAINING DIVISION)

END OF COURSE EVALUATION

NAME OF COURSE: _____

DURATION: FROM _____ TO _____ VENUE: _____

FOR EACH QUESTION, CIRCLE THE NUMBER THAT EXPRESSES WHAT YOU THINK. REMEMBER THAT THESE RATINGS WILL BE USED TO IMPROVE THIS COURSE FOR THE NEXT GROUP OF OFFICERS, SO PLEASE HELP US IMPROVE THIS COURSE WITH YOUR COMMENTS.

1. How would you rate the overall course as an educational experience?
Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments: (Did the course meet your expectations)

2. To what extent will it help you do a better job for your organisation?
Large Extent 5 - 4 - 3 - 2 - 1 Little Extent

Comments: (How will it improve your job? If it will not, why?)

3. On the whole, how was the course conducted?
Excellent 5 - 4 - 3 - 2 - 1 Poor

Comments:

4. To what extent did the subject content meet your need and interests?
Large Extent 5 - 4 - 3 - 2 - 1 Little Extent

Comments:

5. On the whole, how would you rate the speakers and training officers (Did they know their material? Were they organised?)
Excellent 5 - 4 - 3 - 2 - 1 Poor

6. How would you rate the learning environment of the course? Did you feel free to participate, to express your ideas?
Excellent 5 - 4 - 3 - 2 - 1 Poor

7. Do you think the duration of the course was:

Just right Too long Too short (Tick)

Comments: (If too long what should be deleted; if too short what should be added)

8. What, if any, were the major benefits you received? (Tick as many as you wish)

..... Helped confirm existing ideas

..... Presented new ideas and approaches

..... Presented problems and solutions from other organisations that will be useful to your organisation.

..... Presented an opportunity to look at your job effectively.

..... I received no benefit.

Other benefits:

9. List three ways we could improve this course:

1. _____

2. _____

3. _____

10. Will you recommend this course to other government officers?

Yes No (Tick)

Comments:

11. Any other comments you would like to share with us?

.....

(Sign your name)

.....

(State your Ministry/Department)

APPENDIX VI

Public Service Commission
P O Box 2211
Government Buildings
Suva

TRANSFER EVALUATION SHEET

NAME OF COURSE ATTENDED

MINISTRY/DEPARTMENT

VENUE DATE(S) OF COURSE

Part 1. (To be completed by the Trainee)

A. **General Relevance of the Course**

1. Do you think the course you attended was relevant to your duties in the Civil Service?
Yes/No: _____

2. If the course was not relevant, please explain why?

3. If it was relevant, how has the course helped you in developing your knowledge, skills and attitude to work?

B. **Learning Points and Application**

(Do not attempt this if you did not learn anything from the course)

1. What were some of the significant learning points that you managed to apply in your work situation?

2. What were some of the learning points that you could not apply although you believe would still be of use in future?

3. Why couldn't you apply them?

Part II.

(Remarks by Head of Department/Senior Officer)

1. Since _____ returned from the course, has there been any marked improvement in his/her work?

2. What aspects of his/her improvement in performance could you attribute to his/her training?

3. How far do departmental restrictions limit the officer's application of learning?

4. Are there any other comments you wish to make on the matter?

Date:

.....

(Signature of Head of Department/Senior Officer)

APPENDIX VII



Australian Government

AusAID

AusAID

Republic of the Fiji Islands

In-Country Training (ICT) Project

Melbourne University Private (MUP) as Managing Contractor.

This application form should be read in conjunction with the AusAID – Fiji Islands In-Country Training Project Information Sheet (Pages 1 - 3). Further information is available from the Centre for Public Service Training & Development (CTD) and/or the Australian High Commission – AusAID Section, Suva.

AusAID/Fiji Islands: In-Country Training (ICT) Project

Training Needs Survey (TNA) & In-Country Skills Training Opportunities: (Courses)

Information Sheet & Application Form

Introduction

As part of the overall education and training assistance component of Australia's development assistance program to the Republic of the Fiji Islands, the In-Country Training (ICT) project provides Australasian expertise to design and deliver in-country, competency based training courses in prioritised areas where local expertise is not available. Courses focus on practical skills training, managerial as well as administrative skills and are designed with clear tangible outcomes. One of the major objectives is to ensure that training is specifically tailored to the needs of the participants and the culture. AusAID approve the annual training course schedule accordingly.

Melbourne University Private (MUP) has been contracted by AusAID to manage the ICT project on their behalf and is referred to as the Australian Managing Contractor (AMC).

Annually, the Centre for Public Service Training & Development (CTD) in conjunction with the Australia Development Assistance program undertakes a Training Need Analysis (TNA) throughout their sectors in conjunction with the AMC.

The CTD and the AMC use this information to plan suitable in-country course delivery methods focusing on the public sector.

Overseeing this function is the Project Coordinating Committee (PCC), which consists of representatives of the Government of Fiji Islands (PSC), the Government of Australia (AusAID) and the AMC (MUP).

MUP select suitably qualified regional Consultant - Trainers for each course. AusAID requires a process of ***competitive tendering*** in the selection of the Consultant - Trainers. Final selection is approved by AusAID and the Requesting Organisation in Fiji Islands. For each in-country course, it is expected that the Requesting Organisation provide a ***Co-Trainer and/or Counterpart*** to take a leading role.

Where appropriate, work attachments linked to the in-country training courses may be offered overseas through In-Country Training Project sponsorship.

Project Objectives / Selection Criteria

- To provide training opportunities where no local expertise is available.
- To provide training opportunities for men and women to address skill shortages through a program of short courses delivered in-country.
- To offer limited work experience attachment in Australia and/or New Zealand that is linked to in-country training course previously undertaken, usually targeting the Co-Trainers.
- To deliver timely, relevant high quality training (best practice) competency based action learning, participant centred and activity based training courses that will strengthen the skill in the delivery, of future training courses by the Co-Trainers in their country.
- That focus on practical skills and design to achieve clear tangible outcomes.
- To annually assess the degree to which training has been used.

Requirements

It is very important that you consider the following aspects when completing the application form:

- the need to provide a **Co-Trainer**, who will take an active role in the conduct of training
- the need to provide a **Local Coordinator (Counterpart)** who will liaise with the Public Service Commission and the selected overseas **Consultant – Trainer**, who shall be providing the in-country skills training course/activity.
- ensuring that personnel nominated have the opportunity to actively practice newly acquired skills in the workplace
- ensuring all questions are answered and as much information given as possible (This aspect directly relates in the ability of the ICT to tailor courses to your needs)
- ensuring the form is signed and countersigned where required.
- **The coordinating authority is:**
- **Public Sector: Centre for Public Service Training & Development, PSC.**

Nature of Participants

The criteria for selection is that course participants should be those for whom the training has the most direct benefits in relation to work performance. Second, the mix of course participants should take account of equity:

- between genders
- between the public and private sector and NGOs
- among participants from various geographic locations
- between senior and less senior employees.

Applications

- a) Applications will be sought usually in February each year. However dates can vary and your organisation will be informed of any such changes. Normally the closing date for applications is mid March each year.
- b) **The PCC will consider your application and its recommendation will be communicated to your organisation in due course.**
- c) All training activities and attachments must occur in the period of 1 July to 30 June next year, unless otherwise specified.

The Centre for Public Service Training & Development and the AusAID Office, at the Australian High Commission will be happy to provide further information or assistance.

Finally please remember the more relevant information you can provide within your application for training support the greater opportunity the ICT project will be able to ensure a positive match to satisfy your skills training need.

It is to be expected that your organisation will receive a visit/meeting with personnel from either MUP/CTD to discuss fully your application. These visits/meetings shall be coordinated through the CTD.

AusAID - FIJI ISLANDS IN-COUNTRY TRAINING (ICT).

APPLICATION: SKILLS TRAINING WORKSHOP / COURSE / ACTIVITY

Your answers to the following questions will assist project representatives in assessing your training needs.

If possible please type your response. Applications should be forwarded to the Centre for Public Service Training & Development.

1. Name of Ministry / Department of private company / NGO:

2. Title of course / seminar / workshop requested:

3. Background to the request:

You will need to indicate here why your organisation needs the training **e.g. how does the training relate to the human resource development and corporate plans for your organisation?**

Why is there a demand for upgrading of skills in a particular field, have you lost staff who performed a particular task, how will your organisation be able to benefit from the training? Do you have trainers in your organisation, if so, what sort of courses do they conduct? Are you bringing in new technology? Why do you need assistance to conduct the training? Any other reasons?

(If this space is insufficient please complete your answer on a separate sheet)

Section A : IN COUNTRY TRAINING COURSE / WORKSHOP

A.1 Objectives/outcomes of the training

List the objectives for the training course, or outcomes you would expect following the training.

A.2 Content of the training

List the topics you would like to see covered in the training.

A.3 Duration of the training

Note: Short courses are normally from 3 days up to 4 weeks.

A.4 Venue of the training

Do you have a training facility? Where do you propose to hold the training?

A.5 Preferred dates for the course

As persons from your organisation will be absent for the period, you will need to consider your work schedule in responding to the question. Please note that there is no guarantee that the Consultant-Trainers will be available on dates as requested by you. Please be careful when nominating dates as it will be difficult to make changes and your course may have to be replaced with an activity on our reserve list if the dates keep changing.

Preferred Dates :

A.6 Participants attending the course

Please indicate the number of people you expect to attend from your own organisation. State the average education level and gender separation. Detail the work designations and job functions of the participants. Please note that gender equity is a factor in the selection of courses for inclusion in the program.

Do you expect participants from other ministries/departments and the private sector to attend the course?

If so, how many people and which ministries/departments; which private sector organisations?

Would you be prepared to accept people from other countries to attend the course?

If so how many? (please be as specific as possible)

A.7 Training methodology

The In-Country Training Project's preferred methodology is to conduct the training as a workshop where there is group activity/practical exercises and fieldwork; competency based training methodology will be used. If this is not acceptable, please indicate reasons.

A.8 Local resource persons

Are there persons within your organisation or known to you who could deliver some parts of the training? If so, please list the session titles or topics and the names and designations and contact telephone number and/or address of the local resource persons:

Name and communication contact details of the **Counterpart** from your organisation who shall be designated to assist with making arrangements for the training.

Name	Telephone No	Fax No
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We would also like to ensure that there is a **Co-Trainer** from your organisation who could work alongside the overseas **Consultant - Trainer**. Please provide details of your nominated **Co - Trainer**. Note: One person can undertake the Counterpart and Co-Trainer role if deemed applicable.

Name	Designation	Fax No
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A.9 Resource persons (Australia or New Zealand)

How many trainers from Australia, New Zealand or the Pacific Region do you think you will require? List the areas of expertise you seek.

Note the details of any organisations in Australia or New Zealand with the expertise you seek including names and phone numbers of people with whom you have had contact. There is no guarantee that these persons will conduct the training, but they could be contacted, to tender for the work.

Name	Telephone No	Fax No
------	--------------	--------

A.10 Will you require a single training activity or a sequence of in-country courses to achieve your training objective? Detail your reasons and state the titles and content of the sequence of courses. (Separate page if required)

A.11 Will you require course materials to be translated from English?

Yes
 No

A.12 Do you think that participants will require the services of an interrupter?

Yes
 No

A.13 Name and communication details of person from your organisation who can be contacted with respect to this Application.

Name	Telephone No	Fax No
------	--------------	--------

A.14 Have you applied for support for this training activity from another organisation and/or international donor?

Yes. Please specify: _____
 No

A.15 Authorisation for nomination: This form will need to be authorised by the Permanent Secretary or Head of Department, and in the case of private sector organisations, by the Chief Executive Officer or President/Secretary of a NGO.

Signature	Title	Date
Name	Organisation	

Section B: SHORT TERM: WORK EXPERIENCE ATTACHMENTS

Applications for in Australia and/or New Zealand work attachments in areas linked to the in-country training courses will be considered by the PCC. It is expected that such attachments will usually be hosted by the organisation that has provided the Consultant – Trainer who delivered the training in the Fiji Islands.

- Note:** (i) *There are only a limited number of attachments available each year.*
(ii) *These attachments are only available for Co-Trainers who would expect to have an ongoing responsibility for training within their organisation.*

B.1 Personal particulars of applicant

Title (Dr, Mr, Mrs, Miss, Ms)	Full name (underline family name)	Gender : Male / Female
Date & Place of Birth	Marital status: Single / Married	
Address:	Telephone No Fax No	
Current Position Held:		
Designation :		
Responsibilities :		
Dates of Employment :		

B.2 Educational record

Educational Details	Location	Years attended from - to	Qualification(s) obtained and subjects studied	Special Field of Study

B.3

Area in which attachment is requested, eg medical / paediatrics.
--

B.4 Outcomes of the attachment

How will the attachment benefit your organisation?

B.5

How does this attachment complement your in-country training request and/or human resource development plan?

B.6

List topics you would like covered in the attachment (please be as specific as possible).

B.7 Duration of attachment

(from 2 weeks - 3 months)

B.8 Nominated host organisation in Australia or New Zealand

Note details of organisation throughout Australasia known to your organisation that might be in a position to provide the placement you seek

Organisation	Address	Contact No
		Telephone No
		Fax No

B.9 Timing of attachment

When would you like the attachment to start?

B.10 Authorisation for nomination: This form will need to be authorised by the Permanent Secretary or Head of Department, and in the case of private sector organisations, by the Chief Executive Officer or President/Secretary of a NGO.

Signature	Title	Date
Name	Organisation	

APPENDIX VIII

NZAID IN-COUNTRY TRAINING PROPOSAL GUIDELINES - FIJI

1. Prior to the In-country Training requests being submitted to the New Zealand High Commission in Suva, all proposals (Departmental/NGO/PSC) must contain the following information:
 - Fiji Public Service Commission (PSC) approval to request NZAID funding for the In-Country Training
 - Name of the Course/Workshop
 - Proposed dates
 - Objectives of the course
 - Course outline (Contents)
 - Number of course participants (including job titles and gender breakdown)
 - Full details of training provider (If known)
 - Detailed budget (ie. Fees of training provider, airfares, accommodation costs, local costs, course materials, etc).
 - Local contribution to the course (ie. Local training counterpart, equipment, etc)
2. In order to expedite approval of NZAID funding for the In-country training it is important that all the above information is included in the training proposal(s).
3. It is not the New Zealand High Commission's responsibility to arrange in-country training although assistance can be given to help identify the training providers.
4. A cash grant is paid to the Department/NGO if the training is approved.
5. The grant is paid on the condition that within two weeks of the training taking place a course report and acquittal of funding will be provided to the New Zealand High Commission through the Public Service Commission.

NZAID: IN-COUNTRY TRAINING APPLICATION FOR TRAINING WORKSHOP/COURSE

1. Name of Ministry/Department

2. Title of workshop/course requested

3. Background to the request

You will need to indicate here why your organisation needs the training eg. how does the training relate to the human resource development and corporate plans for your organisation ? Why is there a demand for upgrading of skills in a particular field, have you lost staff who performed a particular task, how will your organisation be able to benefit from the training? Do you have trainers in your organisation, if so, what sort of course do they conduct? Are you bringing in new technology? Any other reason?

If this space is insufficient please complete your answer on a separate sheet

4. Objectives/Outcomes of the training

List of objectives for the training course, or outcomes you would expect following the training.

5. Content of the training

List the topics you would like to see covered in the training.

6. Duration of the training

Note: Short courses in Fiji are normally from 2 days to 3 weeks.

7. Venue of the training

Do you have a training facility? Where do you propose to hold the training?

8. Proposed dates for the course

As persons from your organisation will be absent for the period, you will need to consider your work schedule in responding to the question. Please be careful when nominating dates as it will be difficult to make changes and your course may be replaced with an activity on our reserve list.

Dates:

9. Participants attending the course

Please indicate the number of people you expect to attend from your own organisation. State the average education level. Detail the work designations and job functions of the participants. Please note that gender equity is a factor in the selection of courses for inclusion in the program.

10. Break-down of the Budget

Fees of training provider, airfares, accommodation costs, local costs, course materials, etc.

11. Training Methodology

The preferred methodology is to conduct the training as a workshop where there is group activity/practical exercise/field work. If this is not acceptable, please indicate reasons.

12. (A) Local resource persons.

Are there persons within your office or in Fiji, known to you who could deliver some parts of the training? If so, please list the session titles and the names and designations and contact telephone number and/or address of the local resource persons.

12. (B) Details of coordinator from your office who will assist in making arrangements for the training.

NAME	TELEPHONE NUMBER	FAX NUMBER

12. (C) We would also like to ensure that there is a counterpart trainer from your organisation who could work alongside the New Zealand trainer. Please provide details of your nominated counterpart trainer.

NAME	TELEPHONE NUMBER	FAX NUMBER

13. Note details of any organisations with the expertise you seek including names and phone numbers of people with whom you have had contact.

NAME	PHONE NUMBER

14. Authorization for nomination: This form will need to be authorised by the Permanent Secretary or Head of Department.

SIGNATURE	TITLE	DATE
NAME	ORGANISATION	

APPENDIX IX



COLOMBO PLAN STAFF COLLEGE FOR TECHNICIAN EDUCATION

Building Block C, DECS Complex, Meralco Avenue, Pasig City, Metro Manila Philippines

E-mail: cpsc@skyinet.net Website: <http://www.skyinet.net/users/cpsc>

Form 1.

Proposal for In-Country Training Programme

Country _____

1. **Programme Title:** *(only one programme per year)* _____

2. **Background/Rationale:** _____

3. **Objectives:** _____

4. **Content (Focus Areas):**

(a) _____

(b) _____

(c) _____

(d) _____

5. **Participants:** *(Target Group and Number)* _____

6. **Expected Outcomes:** _____

7. **Proposed Dates:** *(Please give at least 3 alternatives)*

1st Preference - From _____ to _____

2nd Preference - From _____ to _____

3rd Preference - From _____ to _____

8. **Proposed venue :**

9. **Proposed Local Coordinator:**

Name: _____ **Signature:** _____

Position: _____

Address: _____

Tel: Office: _____ **Residence:** _____

Fax: _____

E-mail: _____

Note: In-Country Programme is a partnership programme between CPSC and the host country. CPSC provides the service of one faculty consultant for the course development and implementation including cost of training materials, while the host country provides a local co-ordinator and facilitators, the training venue as well as expenses of participants like accommodation, food, local transportation and incidental expenses.



COLOMBO PLAN STAFF COLLEGE FOR TECHNICIAN EDUCATION
Building Block C, DECS Complex, Meralco Avenue, Pasig City, Metro Manila Philippines
E-mail: cpsc@skyinet.net Website: <http://www.skyinet.net/users/cpsc>

Form 2.

PROPOSAL FOR RESEARCH AND IT PROJECTS

Project Type:	<input type="checkbox"/> Research	<input type="checkbox"/> IT
Project Title:	_____	
Project Description:		
a.	Project Rationale	_____
b.	Project Objectives	_____
c.	Project Components	_____
Methods of Implementation:		
a.	Executing Agency	_____
b.	Project Organisation	_____
c.	Parties Involved	_____
Project Schedule:	_____	

Project Budget:		
a.	Total Breakdown	_____
b.	Local counterpart fund, if any:	_____

Note: The above proforma is for research and IT project proposals. CPSC would like to propose partnership with its Member Countries through appropriate organisations and/or interested TET institution on a sub-regional research venture. The funding of the project can be joint or sourced-out for possible funding assistance from potential donors and sponsors.



COLOMBO PLAN STAFF COLLEGE FOR TECHNICIAN EDUCATION

Building Block C, DECS Complex, Meralco Avenue, Pasig City, Metro Manila Philippines

E-mail: cpssc@skyinet.net Website: <http://www.skyinet.net/users/cpsc>

Year 2003 CPSC In-Country Training Programmes – Thrust Areas

(Specific topic may be suggested by the country under the selected general theme area)

- ❖ Accreditation System Development
- ❖ Application of ISO 9001:2000 in TET
- ❖ Application of Statistical Tools and Techniques in Data Analysis
- ❖ Biotechnology
- ❖ Change Management
- ❖ CNC and Robotics
- ❖ Competency-Based Training
- ❖ Computer-Aided Instruction
- ❖ Computer-Assisted Engineering
- ❖ Computerised Examination Systems
- ❖ Cooperative Training
- ❖ Curriculum Development
- ❖ Decentralised Management and Autonomy
- ❖ Developing Entrepreneurial Skills
- ❖ Developing Managerial Skills
- ❖ Developing Skills for Crisis Management
- ❖ Developing Strategies for knowledgeable Workers
- ❖ Die Design
- ❖ Digital Library
- ❖ Entrepreneurship Training
- ❖ Environment Education
- ❖ Food Processing
- ❖ Good Governance and Education Management Information System
- ❖ Information Security
- ❖ Institution-Based Learning Resources
- ❖ Instructional System Planning
- ❖ Inventory Control and Resource Management

- ❖ ISO Training
- ❖ Knowledge Networking for TET
- ❖ Management of Learning
- ❖ Mechatronics
- ❖ MIS for TET Institutions
- ❖ Modern Training Designs
- ❖ Monitoring and Evaluation
- ❖ Multimedia Training and Resource Development
- ❖ Multi Skills Training
- ❖ Networking Technology
- ❖ On-Line Learning
- ❖ Organisation and Development
- ❖ Performance Appraisal
- ❖ Physiotherapy and Magnetic Therapy
- ❖ Project Management
- ❖ Promoting and Sustaining Innovations in TET
- ❖ Software Development
- ❖ Student Assessment and Evaluation
- ❖ Technology for Distance Education
- ❖ TET Adequacy and Accessibility
- ❖ TQM
- ❖ Training Needs Assessment
- ❖ Using ICT for Teaching and Learning Systems
- ❖ Virtual Reality Systems
- ❖ Web-Based Instructional Material Development
- ❖ Women in Development
- ❖ Work Values Education

COLOMBO PLAN STAFF COLLEGE FOR TECHNICIAN EDUCATION
P.O. Box 7500, DAPO, Domestic Road, 1300 Pasav City, Philippines
Phone: (632) 631-0991 to 95 Fax: (632) 631-0996

APPENDIX X

THE PUBLIC SERVICE VALUES

(Part 2, Section 4 (1) – (14) – Public Service Act, 1999)

1. The Public Service respects the values, policies, rights and freedoms set out in the Constitution.
2. Employment decisions in the public service are made without patronage, favoritism or political influence, and appointments and promotions are made on the basis of merit after an open, competitive selection process.
3. Men and women equally, and the members of all ethnic groups, have adequate and equal opportunities for training and advancement in the public service.
4. The public service carries out the Government's policies and programs effectively and efficiently and with due economy.
5. The composition of the public service reflects as closely as possible the ethnic composition of the population, taking account, when appropriate, of occupational preferences.
6. The public service provides a working environment that is free from discrimination.
7. The public service is apolitical, performing its functions in a neutral, impartial and professional way.
8. The public service is fully accountable, within the framework of the Constitution and the Public Finance Management Act 1999, to the Government, the Parliament and the people of the Fiji Islands.
9. The public service is responsible to the Government in providing frank, honest, comprehensive, accurate and timely advice and implementing the Government's policies and programs.
10. The public service has the highest ethical standards, particularly for integrity and honesty.
11. The public service delivers services fairly, effectively and courteously.
12. The public service develops and maintains leadership of the highest quality, particularly through the Senior Executive Service.
13. The public service provides a fair, flexible and rewarding workplace.
14. The public service focuses on achieving results and managing performance.

PUBLIC SERVICE CODE OF CONDUCT
(Part 2, Section 6 (1) – (14) – Public Service Act, 1999)

1. An employee must behave honestly and with integrity in the course of employment in the public service.
2. An employee must act with care and diligence in the course of employment in the public service.
3. An employee, when acting in the course of employment in the public service, must treat everyone with respect and courtesy, and without coercion or harassment of any kind.
4. An employee, when acting in the course of employment in the public service, must comply with all applicable Acts and subordinate legislation.
5. An employee must comply with all lawful and reasonable directions given by persons in authority in the employee's Ministry, department or parliamentary body.
6. An employee must maintain appropriate confidentiality about dealings that the employee has with any Minister or any member of the staff of a Minister.
7. An employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with employment in the public service.
8. An employee must use Government resources and assets in a proper way.
9. A person must not, in the course of or in connection with employment in the public service, provide false or misleading information in response to a request for information that is made for official purposes.
10. An employee must not make improper use of official information or of the employee's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for anyone else.
11. An employee must not, except in the course of his or her duties as an employee, or with the express authority of the chief executive of his or her Ministry, department or parliamentary body, give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge.
12. An employee must at all times behave in a way that upholds the Public Service Values and the integrity and good reputation of the public service.
13. An employee on duty overseas must at all times behave in a way that upholds the good reputation of the State.
14. An employee must comply with any other conduct requirement prescribed by regulations, specified in directions or required of the employee by his or her chief executive.
15. In this section *employee* includes a wage earner.