



MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

Public Service Commission

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Date: 26/01/07

Circular Memorandum

TO: The Permanent Secretaries and Heads of Departments

SUBJECT: **TPAF LEVY AND GRANT ASSESSMENT**

As part of its role in administering the TPAF (FNTC) Levy and the Training Grants Scheme as stipulated in the FNT Act, the Public Service Commission is required to provide training information to the Training & Productivity Authority of Fiji (TPAF) on behalf of all government employees. In this regard, your assistance in providing the necessary information is again solicited. You are requested to submit the following.

(a) 2007 Training Plan (In-House)

Your 2007 Training Plan is to incorporate all in-house training programs that your Ministry/Department will mount as on- the- job basis during 2007. This plan should be submitted to the Centre of Training and Development by 16/2/07.

APPENDIX I provides the details.

(b) 2006 Training statistics

This covers all the training activities undertaken by your Ministry/Department during 2006 and must be submitted by 16/02/2007. The form at **APPENDIX II** should be used in completing and submitting this information.

(c) Personal Emolument Figures for all Staff (01/07/06 - 31/12/2006)

One percent of the total personal emolument paid during the second half of 2006 to both established and unestablished staff has to be paid to TPAF as levy payable for the period 1/7/06 - 31/12/06. A breakdown of these figures as outlined in **APPENDIX III** should be completed and submitted to the PSC/centre for Training & Development in Nasese by 28/02/2007.

All enquiries related to these matter are to be directed to Ms Jimaima Vilisoni at the centre for Training & Development on telephone number 3315688 or email jvilisoni@psc.gov.fj

Tom Lee

For Permanent Secretary for the Public Service and Public sector Reform

