



MINISTRY FOR PUBLIC SERVICE, PUBLIC ENTERPRISES AND PUBLIC SECTOR REFORM

Public Service Commission

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Circular Memorandum

TO: The Permanent Secretaries and Heads of Departments

SUBJECT: **OUTSOURCING OF COMPUTER TRAINING PRIGRAMS**

1.0 **INTRODUCTION:**

- 1.1 The Public Service Commission has again decided to outsource the Computer Training Program in 2007 following the successful completion of the 2006 computer certificate program.
- 1.2 This has eventuated because of the high staff turnover with the computer trainer position that is responsible for the implementation of the scheduled basic computer training programs at the Centre for Training and Development and the need to ensure consistent computer training throughout the service.
- 1.3 Outsourcing of training is also a strategic approach that will support and promote the objectives of the civil service reform that is being currently undertaken by the Public Service Commission.

2.0 **DETAILS ON TRAINING PROVIDERS AND PROGRAM OFFERED:**

- 2.1 As a start, NZPTC and APTECH will be engaged to conduct the first four sessions in the coming months whilst the Public Service Commission continues with its arrangement and negotiation with the other training providers for the last session.
- 2.2 The NZPTC program is a "Certificate in Computing" and will cover the following
 - ❖ Keyboarding skills
 - ❖ MS Word, Excel, Access
 - ❖ MYOB
 - ❖ Power-point
 - ❖ Internet, Email
- 2.3 The APTECH program is a "Certificate in Basic Computing" level and will cover the following:
 - ❖ Computer Fundamentals - Software and Hardware
 - ❖ Basic Windows XP: Functions of Operating Systems
 - ❖ Demonstration of using New Office Documents

- ❖ Excel
- ❖ Power-Point
- ❖ Internet and Email
- ❖ Access

2.4 Both programs at NZPTC and APTECH will run for two weeks from 8am to 5pm

3.0 **NOMINATIONS:**

- 3.1 Ministries and Departments are to submit three (3) nominations which must be cleared by the Permanent Secretary.
- 3.2 Senior and middle level officers without basic computer skills and who are accessible to computers are especially encouraged to apply.

4.0 **PROGRAM DATES:**

- 4.1 NZPTC and APTECH will each cater for 20 students per session and at the moment two (2) sessions are being proposed per institution but this will depend on the response from Ministries and Departments.
- 4.2 The Scheduled sessions are:-

Dates	Venue
28/03-13/04/07	NZPTC
16/04-27/04/07	APTECH
04/06-15/06/07	NZPTC
13/08-24/08/07	APTECH
15/10-26/10/07	5 th session

- 4.3 All applications must clearly indicate the preferred institution with session dates and be addressed to the Centre for Training and Development.

For any clarifications please contact Mr. Lorima Voravora on telephone 3315688 – Ext: 103 or email lvoravora@psc.gov.fj.



Taina Tagicakibau

PERMANENT SECRETARY OF THE PUBLIC SERVICE/PUBLIC SECTOR REFORM