



**P.S.C.**  
**PUBLIC SERVICE COMMISSION**  
**Centre for Training & Development**

BERKELY CRESCENT,  
P.O. BOX 2211, GOVT. BUILDINGS,  
SUVA, FIJI.

**MAKING A DIFFERENCE**

PHONE: (679) 3315 688  
FAX: (679) 3300 502

Reference: PSC 13/5

June 18, 2008

**CIRCULAR MEMORANDUM**

**To: PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS**

**Subject: CONDUCT OF TRAINING NEEDS ANALYSIS (TNA) FOR 2009 - 2013**

1. The Centre for Training and Development (CTD) of the Public Service Commission is conducting a service-wide Training Needs Analysis (TNA) exercise to ensure that local and overseas courses conducted next year meet your specific training needs particularly at the organisational, occupational and the individual levels.
2. The feedback from the exercise will be used to prepare CTD's Training Plan next year as well as in forecasting the Fiji Government's training needs for the next five years. Incidentally, this exercise is a requirement under the Fiji National Training (FNT) Act administered by the Training and Productivity Authority of Fiji (TPAF). It is therefore imperative that your Training Staff participate in this exercise to fulfill the requirements of the Act as well as to ensure the high return of the Fiji Government's claimable portion of the levy.
3. Furthermore, your 2008 KPIs require the production of the three (3) Plans - Human Resource Development Plan, Strategic Workforce Plan and Succession Planning. It is therefore important to note that this exercise is based on the prioritized training needs to meet the existing gaps. Besides, the three key documented Reports mentioned would reflect these identified areas of human resources development.
4. Enclosed is a copy of the Priority Areas of Training for 2008 - 2012 as a result of the 2006/2007 exercise to assist you in identifying, confirming and including your various areas of training needs.
5. All clarifications relating to this TNA exercise should be directed to Ms Shannon C Toutou on e-mail [stoutou@psc.gov.fj](mailto:stoutou@psc.gov.fj) or Mr Mosese Nasoubuta on e-mail [mnasoubuta@psc.gov.fj](mailto:mnasoubuta@psc.gov.fj). They could also be contacted on phone 3315688 or fax 3300502.
6. Please fill in the attached form and submit to the Director Training - CTD no later than July 4, 2008

**T. Tagicakibau (Mrs)**  
**Permanent Secretary for the Public Service**