

PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211
Government Buildings, Suva. Telephone 3-314-588

PSC Circular No: 38/2008

TO: Permanent Secretaries and of Departments

File: PSC5/55

SUBJECT: APPLICATION FOR THE FIJI GOVERNMENT Date: 29/9/08
IN-SERVICE TRAINING SPONSORSHIP AT
USP & FIT FOR THE YEAR 2009

1.0 PURPOSE

- 1.1 One of the core responsibilities of the Public Service Commission is to provide training and career development opportunities as a means of building human resource capacity and promoting productivity in the Public Service.
- 1.2 The provision of the PSC In-service scholarship yearly is one such approach for human capital development. Agency Heads must ensure that the program of study selected should be aligned to the organization's Human Resource training and Development Plan and the selection process embrace the Public Service Values and Government's EEO policy.
- 1.3 With the above considerations in mind, applications are now open to serving officers for sponsorship to pursue studies for **1st and 2nd Semesters 2009** at the University of the South Pacific (USP) and the Fiji Institute of Technology (FIT).

2.0 TRAINING INSTITUTIONS FOR SPONSORSHIP

The PSC In-Service scholarship is provided for course programs provided by the following training institutions within Fiji.

- 2.1 **University of the South Pacific** – Sponsorship is provided for studies in the following categories:
 - (i) Full time
 - (ii) Part-time
 - (iii) Distance & Flexibility Learning (DFL)
- 2.2 **Fiji Institute of Technology** – Full time studies only.

3.0 SPONSORSHIP REQUIREMENT

- 3.1 The sponsorship requirements for the In-service Training (IST) scholarship award for USP and FIT are outlined in **Appendix 1**.
- 3.2 Applicants are best advised to have consultations with personnel of the HRD Section on the choice of field of studies and ensure that the priority training need areas identified in the organisation's human resource capacity building plan are addressed accordingly.

4.0 SCHOLARSHIP APPLICATION FORMS

- 4.1 A copy of the application form is attached as **Appendix 2** and available also in the PSC Website. It is important that the form is properly completed with all the information provided in full. The required attachments should be stamped "certified true copy" and verified by the training officer or a senior official of the Ministry. Incomplete applications or those without supporting documents can be disqualified.
- 4.2 Each application must be supported by the training needs analysis/training nomination selection (**TNA/TNS**) forms which are also available in the PSC Website.
- 4.3 THE APPLICATION and the TNA/TNS FORMS **MUST BE ENDORSED BY THE PERMANENT SECRETARY**.

5.0 CLOSING DATE FOR APPLICATIONS

- 5.1 All applications together with supporting documents are to be sent under covering memorandum to the Permanent Secretary for the Public Service and must reach the Centre for Training and Development on or before 31st October 2008.
- 5.2 Only successful applicants will receive the approval notification.

6.0 CLARIFICATION

For further clarification please contact Mrs. Roslyn Narayan, rnarayan@psc.gov.fj at the Public Service Commission, Center for Training and Development, Nasese, Suva on telephone number 3315688, Extension No. 106.



[Taina Tagicakibau]
Permanent Secretary for the Public Service

Appendix 1

(of PSC Circular 38 of 2008 “Application For The Fiji Government In -Service Training Sponsorship – at USP & FIT for the Year 2009”)

A. AGENCY REQUIREMENTS & ELIGIBILITY CRITERIA FOR UNDER-GRADUATE PROGRAMS

The following guidelines and terms of the scholarship awards must be observed and strictly followed when processing applications:

- i) Ministries/Departments must determine their Human Resource Training and Development Strategic direction. The HRD Plan should reflect priority training need areas and appropriate programs of study for scholarships applicants.
- ii) Ministries are to indicate scholarship applications in order of preference **with reference to 2.1 and 2.2. The Training Needs Analysis and Training Nomination Selection forms (TNA/TNS)** must support the priority areas.
- iii) Applicants for new awards **must be under 45 years** of age by **31/10/08** and certified copies of birth Certificates **must** be provided.
- iv) Applicants **must** be confirmed and have served at least **three (3) years** in the service after the date of confirmation. A certified copy of the letter of confirmation of appointment **must** be attached with the application.
- v) The certified copies of transcripts for all units completed to-date **must** be attached with the applications.
- vi) A copy of the letter of acceptance from either USP or FIT confirming admission to the selected program **must** be attached with the applications. The units that will be taken for the program must be stated in the application form.
- vii) Applicants must make their own arrangements for registration.
- viii) Applicants who are required by the Institution to be attached to an organization as a pre-requisite to the program of study **must** attach a copy of the letter from that Institution whilst seeking approval from the Secretary for the Public Service.
- ix) Applicants pursuing studies on a full time award will be **bonded prior** to being released for studies.
- x) The application form **must be endorsed** by the Permanent Secretary.

- xi) Agencies must ensure that the work flow of the organization is not significantly affected by the absence of officers pursuing part-time studies. Supervising officers **should not** release or recommend an officer for Part/Full-time studies if the officer's absence from work would disrupt or adversely affect the achievement of work outputs or the delivery of services to the Public.
- xii) In respect of officers recommended for full time studies, Permanent Secretaries must inform the Commission in writing whether their release is under:
 - GO 717(b) (iii) – Leave without Salary or**
 - GO 900(b) (i) – Leave with Salary**

B. ELIGIBILITY CRITERIA FOR POST-GRADUATE AND MASTERS PROGRAMS

PSC provides five (5) partial scholarships yearly subject to budgetary provision. **The partial sponsorship will only cover the payment of tuition fees.** The following requirements **must** be met by all applicants:-

- i) **Must** be between **35 and 45 years** of age.
- ii) **Must have completed one (1) unit** on their own with a GPA grade of 3.0 or "B" grade and above. Attach a certified copy of the examination result.
- iii) At least have **3-5 years** of work related experience at a **Senior Administrative Officer** or equivalent level and above in any job classification and **must** hold an established substantive post.
- iv) For partial sponsorship, only one (1) course unit is permitted per semester. Officers must not take any additional unit(s) other than the sponsored unit. Non-compliance will result in termination or withdrawal of partial sponsorship and if required appropriate disciplinary action to be instituted. *The same also applies to officers pursuing Certificate, Diploma and Undergraduate programs under PSC sponsorship.*
- v) Applicants **must** attach a copy of the letter of acceptance from the Institution.
- vi) Applicants **must** attach certified copies of transcripts for all units completed to-date.
- vii) Applicants are to make their own arrangements for registration with USP or FIT whichever is applicable.
- viii) For the continuance of PSC/IST scholarship, sponsored officers must continue to achieve a GPA of 3.0 – "B" grade pass or above on units of the approved program.

- ix) Sponsored officers with GPA of 2.0 or “C” grade pass, will receive two thirds of the scholarship and one third settled personally with the institution.
- x) The course unit approved for sponsorship for one semester/trimester must not be transferred to another semester/trimester. PSC will not be obliged to meet the fees if change is made by the officer. *The same also applies to officers pursuing Certificate, Diploma and Undergraduate programs under PSC sponsorship.*
- xi) The course unit approved for sponsorship **must** not be changed.
- xii) If an officer has failed a sponsored unit due to his/her negligence, PSC will not sponsor the same unit again or in anyway obliged to meet the payment of fees. *The same applies also to officers pursuing Certificate, Diploma and Undergraduate programs.*
- xiii) The course program selected must be aligned to the training priority needs of the Ministry/Departments.
- xiv) Application forms **must** be endorsed by the Permanent Secretary.

C. FULL-TIME NEW AWARDS

There will be a limited number of new awards for full time studies and consideration **will only** be given to priority **areas** as reflected in the Organization’s **Human Resource Training and Development Plan**. Applications must meet the following guidelines:-

- i) Sponsorship for a maximum of three (3) units will be considered provided an officer has successfully passed at least **ten (10) course units** towards the **Degree** or **five (5) course units** towards **Diploma** programs. **Preference will be given to those who are left with only one (1) or two (2) semesters to complete their studies.**
- ii) Sponsorship will cover for **tuition, book allowance and student association fees**. All other costs to be met by the officer.
- iii) Officers are required to make their own arrangements for registration with the institution.
- iv) Officers are reminded that their release for full-time study will not be accepted as a ground for refusing a posting or transfer to another station or Ministry/Department.
- v) Officers will be **bonded prior** to being released for studies.

D. PART- TIME AWARDS

Applications must meet the following guidelines:

- i) Sponsorship for part-time studies will be considered if an officer has successfully attained **more than one (1) unit on their own**.
- ii) Continuation of sponsorship will depend on the successful completion of the sponsored unit and subject to availability of funds. Sponsorship is granted for only **one (1) course unit per semester**. In exceptional cases officers may be allowed to take **two (2) units**. **This applies** where only two (2) final units are left to complete the program and both these units are offered during one (1) semester. A confirmation letter from the institution to this effect **must** be attached.
- iii) PSC In-Service sponsorship will **only** be responsible for payment of **tuition fees**. All other fees will have to be borne by the officers.
- iv) Officers are advised to enroll for unit/s on-campus for which tuition is held outside normal working hours. Where this is not practical, officers may be given time-off to attend lectures **provided** they make up for the official time (hours) lost through special arrangement with their Agency Head. School teachers should enroll for units offered outside normal school hours.
- v) Officers should be released **only** for a **maximum of four (4) hours** in a week and an additional one (1) hour if required to attend laboratory sessions.
- vi) Absence from work during normal working hours to undertake lectures, tutorials, field visits or laboratory assignments should be appropriately recorded and monitored by the supervising managers.
- vii) Officers are reminded that their release for part-time studies will not be accepted as a ground for refusing a posting or transfer to another station or Ministry/Department.

E. DISTANCE AND FLEXIBLE LEARNING (DFL)

- i) The inclusion of the of DFL mode by the Public Service Commission is to enable serving officers, particularly those **stationed outside the Central Division** to pursue and complete the entire academic program without having to attend on-campus lectures.
- ii) To facilitate such request, the Commission will be considering **sponsorship for DFL studies only from officers who are stationed outside the Central Division and have successfully attain more than one (1) unit on their own**. Sponsored officers will be **exempted**

from paying tuition fees but all other expenses are to be met by the officer.

- iii) Sponsorship for DFL studies from officers in the Central Division will **only** be considered if the **unit(s) is not offered on-campus** and is compulsory for the officer to complete his/her program. To facilitate this, a confirmation letter from the Institution must be attached.
- viii) **Continuation of sponsorship** will depend on the **successful completion** of the sponsored unit and subject to availability of funds. Sponsorship will be for **one (1) unit per semester** in exceptional cases officers may be allowed to take two units (e.g. Where only two units are required for an officer to complete his/her program of studies and both these units are available in one (1) semester. A confirmation letter from the institution to this effect **must** be attached.

F. CONTINUING AWARDS

- i) Officers already sponsored for full-time, part-time and distance and flexible learning will **only** be considered for a continuing award if academic performance and semester examination results have been satisfactory. A fail grade **will result in the termination of the award**.
- ii) Full time awards will be withdrawn and terminated if officers fail two (2) of the three (3) units taken in a semester.
- iii) Sponsorship for continuing award will be subject to availability of funds.

G. GENERAL NOTICE

- i) **Non-deferment of awards.**
If an officer is not able to utilize the sponsorship for the given semester, the sponsorship **cannot be deferred** to the **next semester**. He/She will **need to re-apply** when the relevant circular is issued.
- ii) **Non-PSC awards.** An Officer applying for sponsorship from other scholarship agencies is required to first obtain the decision for his/her release with or without pay from Permanent Secretaries. The **bonding requirements will apply**.
- iii) **Self – funded study.**
An Officer wishing to pursue studies at his/her own expense will be granted study leave with or without salary subject to the recommendation of the Permanent Secretary. The program of study should be appropriate to the Human Resource & Training Development Plan of the organization and directly relevant to the officer's work output.
- iv) Applicants should note the provisions of Circular Memorandum referenced **PSC5/112-4** of 6th August, 2007. Approval from the Secretary

of the Public Service must be obtained before pursuing a self funded study program.

v. **Payment of salaries.**

Agencies must ensure that there is budgetary provision to meet the Personal Emoluments of the officer(s) recommended for study leave with salary.

H. BONDING REQUIREMENTS AT GOVERNMENT'S EXPENSE

- i) Officers studying as full-time students on government's expense must be bonded **before** they proceed on training.
- ii) If the officer is unable to complete his/her training through no fault of his/her, then the bond obligations shall be deemed to have been cancelled. However, if he/she fails to complete the course due to his/her own negligence or misconduct the bond obligation shall continue to apply.
- iii) Officers currently serving bond will not be granted another study leave with or without salary until the current Bond period has been served in full.
- iv) If the bonded employee defaults the guarantor(s) who must be Fiji Citizens will be required to pay one third of the bond amount immediately in one lump sum and the balance to be paid by monthly installments over a period of three (3) years or such shorter period as the Head of Agency may determine. The execution of the bond will commence immediately upon completion of the undertaking by the bonded employee/guarantor(s).
- v) The guarantor's income should be greater than fifteen thousand dollars [\$15,000.00] per annum. The guarantor should not be a close relative [i.e. husband/wife, brother/sister, siblings and parents] of the bonded employee and must be a Fiji Citizen (PSC Circular 45/05 refers).
- vi) A bonded employee who wishes to leave the country must notify the Permanent Secretary for the Public Service in writing through the respective Agency Head **at least six (6) weeks** in advance. Approval will only be given subject to the full payment of the bond amount to the Fiji Government.
- vii) Serving officers who are bonded and wish to transfer their bond to a statutory body or government-owned organization/institution must make their formal request for approval to the Public Service Commission through the Heads of Department (GO901(e) (i) refers).
- viii) In the event of a transfer of bond to other private sectors, a supplementary bond must be entered into, between the bonded tenure of service at that institution outlining the guidelines that are to be

invoked should the bonded employee decide to leave before the bond period expires (GO901(e) (ii) refers).

I. WORK DURING SEMESTER BREAKS

The policy on vacation work by officers other than teachers attending local institutions in reference to the PSC Circular No. 10/95 should be applied as follows:-

- i) During mid- semester breaks, officers will not be required to report to duty.
- ii) Where the break between semesters is three (3) weeks, officers will be allowed to enjoy two (2) weeks leave (the first & the third week). **However, the officers are required to report to duty in the second week.**
- iii) Officers are allowed to take **two (2) weeks leave** immediately after the end of second semester of the Institution's calendar year before resumption of duties in their respective agencies.
- iv) Release from duty in respect of continuing officers to the respective institution will be **one week** prior to the commencement of the Institution's new calendar year.

J. SUBMISSION OF CERTIFICATES

Officers on completion of their study program at the University South Pacific and Fiji Institute of Technology **must ensure** to submit a certified copy of their Certificate/Diploma/Degree to the Centre for Training and Development of the Public Service Commission.

Appendix 2

2008 – 2012 PRIORITY AREAS OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Legal & associated Profession	Certificate in : - Justice Studies (offered in Adelaide Institute) - Quality Management - Freedom of Information – Achieving Open & Transparent Govt. (UK) - Complaint Handling & Human Rights Organisations. - Corruption & Anti-Corruption - Public Ethics & Accountability - Ombudsman Policy, Practice & Accountability. - Managing Corruption. - OHS - Mediation - Adjudications - Workmen's Compensation	Diploma in: - Commercial Law - Corporate Law - Corporate Finance - Diploma in Law - Diploma in Law and Management - Associate Diploma in Justice Administration (offered in Adelaide Institute) - Diploma in Correctional Management - Legal Studies - Dip. Internal Auditing - Mediation - Adjudications - Workmen's Compensation - OHS - Trade/Security Political - International Trade - International Law - Court Administration Advance Diploma in OHS	BA in: - Commercial Law - Corporate Law - Corporate Finance - Bachelor of Arts in Courts Administration - Management and Administration/Public Administration - Prosecutors' (LLB) - Corporate Law - Commercial Law - LLB (CORPORATE) - Electoral Management - International Law - Diplomats	PG in: - Commercial Law - Corporate Law - Corporate Finance - Postgraduate Certificates in Management and Administration - Masters in Correctional Management - Masters in Criminal Justice Administrative - Masters in Prosecution - PG Certificate in Prosecution - PG Dip. In Prosecution - LLM (Woolongong Uni. Sydney, Aus.) - International Relations - Trade/Security Political - International Trade - International Law - Mediation/ Adjudications
Education	Certificate in: - Early Childhood	Diploma in: - TVET	BSc GCE in: - Physics & Maths	Post Graduate Education in: - Physics/Maths,

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
	<ul style="list-style-type: none"> - Non-Formal Education 	<ul style="list-style-type: none"> - Primary Teaching - Secondary Teaching - Education Industrial Arts/PEMAC/Hindi/Fijian/Urdu 	<ul style="list-style-type: none"> - Chemistry & Bio BEd in: <ul style="list-style-type: none"> - Accounting & Economics - Language (Vernacular) - Primary - Technology - Language/Literature BA/Ed Sports Science	Chem/Bio, Eco/Acct & Language (Vernacular) MA Education Administration and Planning
Environment & Energy	<ul style="list-style-type: none"> - Waste Management/Solid Waste Mngt. - Pollution Control - Env. Impact Assment - Landfill Engineering - Endangered Species Mngt - Biodiversity Info Sys - Eco-Tourism Mngt - Sustainable use of Natural Parks - Env. Education for Sustainable Dev. Of Coastal Ecosystems - Environment Impact Assessments - Convention on International Trade in Endangered Species (CITES) - Landfill Engineering - Renewable Energy Training - Utilisation of Biomass for Renewable Energy - Solar Energy Application - Small Hydro Power - Green Productivity & Energy Efficiency 		Bachelor of: <ul style="list-style-type: none"> - Environmental Science - Landfill Engineering 	Post Grad Diploma in: <ul style="list-style-type: none"> - Biosecurity - Landfill Engineering Master of Environment Auditing Master of Environment Management Master of Environment Law

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
	<ul style="list-style-type: none"> -Energy Efficiency -Clean Energy Development Training -Sustainable Development 			
alth	Certificate in: <ul style="list-style-type: none"> - Midwifery - Community Health - Mental Health - Hyperbaric Oxygen Therapy (nurses only) 	Diploma in: <ul style="list-style-type: none"> - Guidance & Counseling - Applied Psychology - Mediation - Occupational Hygiene - Occupational Medicine - Cardio Vascular - Sports Dev - Nursing - Midwifery - Mental Health (nurses only) - Community Health - Hyperbaric Oxygen Therapy (Nurses only) Adv Diploma in Nurse Practitioners	BA. Applied Psychology BSc: <ul style="list-style-type: none"> - Ophthalmology - Pediatrics - Radiologists - Neurologists - Urologists - Cardiologist - Psychiatrist - General Surgery & Vascular - Dental Specialist MBBS Bachelor of Nursing	PG in: <ul style="list-style-type: none"> - Ophthalmology - Pediatrics - Radiologists - Neurologists - Urologists - Cardiologist - Psychiatrist - Dental Specialist - Pediatric Surgery & Urology - Plastic Surgery - Gastrointestinal Surgery - General & Vascular Surgery - Orthopedic Surgery & Limb Salvage - Cardiothoracic Surgery - Breast Surgery & Endocrine - Neurosurgery & Head & Neck - Public Health (Nurses only) - Applied Psychology - Occupational Hygiene - Occupational Medicine

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Land Survey	Certificate in: - Geometric	Diploma in: - Town Planning - Management & Public Administration - Geometric - GIS - Photomagraphy - Cartography	Bachelor of Science in; - Geology - Hydrogeology - Engineering Geology - Geological Mapping - Marine Geology - Seismology - Geo-chemistry - Land Survey (overseas) Bachelor in Urban & Regional Planning BA Land Management	Post Grad Dip in Urban & Regional Planning Masters in Urban & Regional Planning
Finance, Commerce Management	Certificate: - Business Studies - Accounting - Management - HRM - Leadership and Organisational Mngt - Information Technology Management in the Public Sector - Economic Planning and Management - Poverty Management - Application and Communications Technology to Production and Dissemination of Official Statistics BRIDGE – Building Resources in Democracy,	Diploma in - Management/Accounting - Training Management - Training Methodology - Intellectual Property System & Protection - IT/IS - Business Administration - Secretarial Studies - Employee Relations/Dispute Resolution - Enumeration/Social Demographics - Political Science - Development and Social Policy - Project Planning - Office Management - Administration Studies - Diplomacy & Global Governance - Dispute Resolution - Accounting & Business Studies - Industrial Relations	BA: - Applied Finances - Commercial Finances - Governance - Database Management - Project Management - Treasury Management - Forensic Accounting - Public Administration/Management/ Good Governance - Transport Planning & Economics - Economic Statistics - Social Statistics - Human Resource Management - Co-operatives - Economics - Accounting & Financial Mngt (Membership FIA) - Human Resource Management & Development - Trade Economics	Post Grad: - Financial Management - Human Resources Management - Public Administration & Good Governance - Economics - Management - Public Sector Management - Management & Public Administration (MBA) - Economic Statistics - Social Statistics - Human Resources - Diplomacy & Global Governance - Trade Economics - Geographical Information Systems (GIS)

2008 – 2012 PRIORITY AREAS OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
	Governance & Elections		<ul style="list-style-type: none"> - Political Science - Business Administration - Population Studies & Demography & GIS - Librarianship/Information Studies - Diplomacy & Global Governance - Industrial Relations - International Trade B Comm <ul style="list-style-type: none"> - Dev Economics - International Trade & Public Policy 	<ul style="list-style-type: none"> - Treasury Management - Forensic Accounting - Labour Market Economics Masters in: <ul style="list-style-type: none"> - Commerce in Dev Economics - Commerce in International Trade & Public Policy - Commerce - Human Resources - Public Management - Management & Public Administration (MBA) - OHS - Financial Management - Transport Planning
Meteorology, Marine Civil Aviation	Certificates in: <ul style="list-style-type: none"> - Red Had Certified Engineers (RHCE) - Radar and AWS maintenance - Aviation Meteorology - Bureau of Meteorology AIFS - Training and Administration - Station Inspection 	Diploma in: <ul style="list-style-type: none"> - Disaster Management - Environmental Auditing 	BA or BSc in: <ul style="list-style-type: none"> - Disaster Management & Governance - Meteorological Services - Maths/Physics - Environmental Science - Environmental Auditing 	Post Grad WMO Class 1 Meteorology Course (Australia Bureau of Meteorology (Aus) or Meteorological Service of New Zealand Ltd. Post-grad Diploma in: <ul style="list-style-type: none"> - Disaster Management

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
	<ul style="list-style-type: none"> programme - AIX Systems Administration – IBM - Data Quality Control - H.A.C.M.P Administration – IBM - Satellite Meteorology - Forecasting - Marine Meteorology - SH Tropical Cyclone - Forecasting & Public Weather Service - Class 2, 3, 4 & 5 Certificate of Competency – Master - Class 2, 3, 4 & 5 Certificate of Competency – Engineer - Deck Watch Ratings - Engine Room Watch Ratings - Rigger Course - Power Generator & Control System, Electrical Course 1 – 3, Motor Winding - Shipbuilding - Carpentry - Master Pacific Islands Certificate 			
T	Certificate in : <ul style="list-style-type: none"> - Information Technology/Systems 	Diploma in: <ul style="list-style-type: none"> - ICT – low end development/ high end development engineering - IT/IS 	BA in Information Technology/Systems BSc. Computer Science/ Analyst programmer	Post Grad in Information/Tech Masters in IT Masters in Software

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Engineering	Certificate in: <ul style="list-style-type: none"> - High Voltage Electrical Worker - Axle Loading - Smoke Emission - Call centre set up - Enforcement - Telecom Management - Plumbing 	Diploma in <ul style="list-style-type: none"> - Electrical - Electronics Eng. - Electrical Eng - Traffic Management - Vehicle Inspection - Automotive Engineering & Transport - OHS - Architecture - Mechanical Engineering - Electrical Engineering - Fitting/Machining - Electronics - Automotive - Plumbing - Welding/Fabrication - Carpentry/Joinery - Automotive Engineering & Transport - Quantity Surveying - Geospatial Science - Civil Engineering - Auto Engineering - Plumbing - Air Traffic Controllers Advance Diploma in: <ul style="list-style-type: none"> - Civil - Electrical & Electronic Engineering - Mechanical Engineering - Architecture - Quantity Surveying 	Bachelor of Engineering <ul style="list-style-type: none"> - Electrical - Grid - Network Engineering (ICT) - Electronic - Chemical - Structural - Electronic - Mechanical - Electrical Laboratory - Refrigerator & Chemical - Automotive - Transport - Refrigeration - Network (ICT) - Civil (Design & Roads) - Civil (Structures/Construction) BA/BSc: <ul style="list-style-type: none"> - CISCO Specialist - Web Site Developer - Network Engineer - MSCE/MCSA - Software Specialist - Welding/Fabrication - Fitting/Machining - Applied Chemistry - Physics & Maths - Quantity Surveying BA Architecture	Engineering Post Grad in <ul style="list-style-type: none"> - Civil Engineering (Design/Roads) - Civil Engineering - Mechanical Engineering - Electrical Engineering - Electronic Engineering Masters in: <ul style="list-style-type: none"> - Transport Planning - Information Systems - Telecom Operation - Civil - Electrical - Mechanical - Project Management - Architecture - Quantity Surveying

2008 – 2012 PRIORITY AREAS OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Journalism & Archives		Diploma in: <ul style="list-style-type: none"> - TV Production and Editorial - Photography/Digital/Editing - Journalism - Diploma in Programming - Diploma Radio Editorial - Dip Linguistic/Lifestyle/Cultural Mapping - Library and Information Studies 	BA in: <ul style="list-style-type: none"> - Information and Communication Publication Production (Editorial) - Journalism and TV 	PG in: <ul style="list-style-type: none"> - Information & Records Management - IT - Information Management, Archives and Records Management - Audio –Visual Archiving - in Digital Archiving - TV Production and Editorial - TV & Radio Programming - Radio Editorial - Electronic Records Management MA in Information Management

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Social/Service workers	Certificate: <ul style="list-style-type: none"> - Social Work/Services - Community Development - Youth & Community Work - Youth Development - Sports Science 	Diploma in: <ul style="list-style-type: none"> - Social Work - Poverty Management & Administrative - Community Development/Poverty Eradication/scholarship Policy/Planning Research Management - Youth & Community Work - Sports Science - Social Work/Services - Sociology - Management - Secretarial Studies - Accounting/Business Studies - Applied Psychology/Counseling 	BA in: <ul style="list-style-type: none"> - Development Studies - Social Policy & Governance - Community Development/Poverty Eradication/scholarship Policy/Planning Research Management - Real Estate Management - Social Work/Services - Management & Public Administration - Counseling - Management/Development & Governance - Applied Psychology - Accounting/Business Studies - Psychology/Counseling - Youth & Community Work/Development BSc Sports Science B Engineering (Civil)	PG in: <ul style="list-style-type: none"> - Development Studies - Social Policy & Governance - Sociology - Development & Governance - Sports Science, Youth & Community Work/Development MA Management MA Sociology

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
Tourism	Cert in: <ul style="list-style-type: none"> - Hotel Mgmt - Food & Beverage - Chef/Cooking - Accommodations - Cruising & Water Sports - Air Transport - Attraction & Dive - Tour <ul style="list-style-type: none"> ▪ Land ▪ Sea Transport ▪ Travel Agents Advanced Certificate in: <ul style="list-style-type: none"> - Cookery 	Diploma in various Disciplines such as: <ul style="list-style-type: none"> - Hotel Mgmt - Food & Beverage - Chef/Cooking - Accommodations - Cruising & Water Sports - Air Transport - Attraction & Dive - Tour <ul style="list-style-type: none"> ▪ Land ▪ Sea Transport ▪ Travel Agents 	BA Tourism Management	
Skilled Agricultural, Forestry & Fishery Workers	Certificate in : <ul style="list-style-type: none"> - Geometric - Land Resource Planning & Development - Certificate in Land Management - Biosecurity - Border/Postborder control - Food Science - Animal Health - Plant Pathology - Entomology - Virology - Animal Pathology - Nematology 	Diploma in <ul style="list-style-type: none"> - Forestry Management & Economics - Geometric - GIS - Photomagraphy - Cartography - Real – estate - Land Management & Dev - Land Resources Planning & Development - Crop Research - Chemistry Laboratory - Crop Extension - Quarantine - Food Technology - Information Systems - Fisheries Technology - Marine Engineering - Nautical Science - Fisheries Economics 	BA in: <ul style="list-style-type: none"> - Veterinary Science - Land Survey (Overseas) - Real-estate - Land Management - Silviculture - Forestry Mgmt & Economics - Cooperatives (India) - Agriculture Business - Land Management & Development - Mineral Economist - Resource Economist - Agricultural Statistics - Agribusiness Management - Aquaculture - Aquatic Sciences - Fishing Technology - Marketing & Commerce - GIS 	PG. in : <ul style="list-style-type: none"> - Analytical Chemistry - Soil Chemistry - Food - Plant Protection Studies & Pathologist Technology - Silviculture - Education - Physics/Maths, Chem/Bio & Language (Vernacular) - Mineral Economist - Resource Economist - Land Management & Development - Agricultural Economics/Statistics - Fisheries Management - Spawning - Genetics & Biology

2008 – 2012 PRIORITY AREAS OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
			<ul style="list-style-type: none"> - Environmental Science - Bachelor of Agriculture BSc in: <ul style="list-style-type: none"> - Plant Specialists (Biosecurity) (Industry) - Food Technology - Scientific Research Survey - Marine Taxonomy - Marine Science - Official Statistics Bachelor in Quantity Surveying 	<ul style="list-style-type: none"> - Port Development - Marketing & Commerce - Post Harvest - Marine Affairs - Maritime Law - Eco/Acct - Qualitative Business Analysis MA Education Administration and Planning Master of Agriculture MSc in: <ul style="list-style-type: none"> - Agribusiness Management - Plant Breeding - Agronomy - Soil Science/Soil Chemistry - Bio Metrician - Horticulture - Food Technology - Forensic Science - Pathology - Entomology - Masters in: <ul style="list-style-type: none"> - Policy Analysis - Forest Industry Development - Forestry (Entomology)
Text, Art, Culture & Related Workers	Certificate in: - Graphic, Visual &	Diploma in: - Graphic, Visual &	BA in: - Graphic, Visual &	PGD in: - Archeological

2008 – 2012 PRIORITY AREA S OF TRAINING - GoF

Occupational Groups	Certificate	Diploma	Degree	Post Graduate
	Traditional Art - Print Administrators - Course on education for sustainable development	Traditional Art - Print Administrators - Fijian Language	Traditional Art - Print Administrators - Anthropology & LLB - Linguistics - Visual Arts & Design - Graphic Design - Music - Archaeology - Anthropology	impact assessments. - Cultural impact assessments for development
Disciplined Forces	Certificate in: - First Aid - Martial Arts - Fire Fighting - Defensive Driving - Basic Dog Handling for Tracking or Sniffing - OHS - Electrical Engineering - Tailoring & Fabric Design - Plant Husbandry - Bakery & Pastry Trade Certificate in: - Building & Carpentry - Plumbing - Joinery and Cabinet Making - (Auto) Mechanical Engineering	Diploma in: - Compliance Research - Trans National Crime - Document Examination - Diploma in Offender Management - National Security & International Affairs - Industrial Relations - Counseling & Guidance - Community Development - Youth Development - Plant Husbandry - Agriculture	BA in: - Police Studies - Criminology - Sociology - Psychology - Good governance - Prisons Operations & Administration - Construction/Building Management BSc Forensic Science	