



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

REF NO: REF. NO. 217002/II

2011 May 12

CIRCULAR No. 5

Scholarships and Assistance Unit

Permanent Secretaries
Heads of Departments
Chief Executive Officers of Statutory Bodies
Government Companies/Agencies
Secretaries of Parish Councils / KSAC

Public Sector Skills Training

Consequent on the signing of the Terms of Reference for the new Public Sector Monitoring Committee, the Partners have agreed that the skills training programmes will be extended for the period 2011-2013.

The aim is to allow workers to acquire additional skills in order to improve accessibility to modern labour market opportunities. In continuation of the previous initiatives, therefore, a variety of skills training opportunities will be offered.


Attached is a list of the training areas to be offered during the current financial year as well as the application form to be completed by each applicant. Courses will be offered throughout the year as they become available. Human Resource Managers are therefore invited to advise this office no later than Friday June 17, 2011 of the number of persons who are interested in participating in these programmes.

This office is still holding applications for workers in the parishes of Clarendon, St Mary, Manchester, St Elizabeth and St Catherine who unfortunately did not benefit in the last round and we therefore need to be advised as a matter of urgency whether they are still interested in participating.

A recurring problem under the previous agreements was that some persons who were selected for a course would attend just a few classes and then withdraw without giving prior notice. It should therefore be noted that under the new agreement, anyone who withdraws without an acceptable explanation, will be required to refund/pay any expenses incurred, including the tuition fee.

Please also note that any employee who benefited from assistance under the previous agreements will not be eligible for selection under the new programme. In addition, some options will not be available in all parishes.

Please contact the Miss Michele Diaz in the Scholarships and Assistance Unit, Public Service Establishment Division at 932 5003 should any clarification be required.


Wesley Hughes, C.D.
Financial Secretary

GOVERNMENT OF JAMAICA

Public Sector Training Programme

Please complete and submit to the Training Director. Use block letters and a (✓) where applicable.

Name: _____
Surname First Middle Initial

Age: _____ D.O.B: ____/____/____ Male/Female: ____ TRN: _____
dd/mm/yr

Home Address: _____

_____ Phone No(s): _____

Ministry/Department: _____ Parish: _____

Health Centre/Hospital/Post Office: _____

Address: _____

Phone No. _____

Employment Status: Temporary ____ Permanent ____ Contract ____ Other ____

Position/Grade: _____ Years of Service _____

No. of years in Current Post: _____

Indicate highest level of Education attained and Vocational Training received:

Level	Institution	CXC/O'Level/Grade	Certificate/Diploma/Degree
Grade Nine			
High School			
Post Secondary			
Tertiary			
Vocational Training			
Other			

Please indicate which of the following courses most interest you in terms of career goals. Limit selection to two (2)

SKILLS TRAINING

COURSE	FIRST CHOICE	SECOND CHOICE
Advanced Microsoft Office		
Air Conditioning and Refrigeration		
Basic Computer Training		
Basic Spanish		
Braiding		
Cake Baking & Decorating		
Child Care		
Computer Graphics		
Computer Repairs		
Counselling Skills		
Desktop Publishing		
Drapery Making		
Effective Public Speaking		
Electrical Installation		
Entrepreneurship/Business Planning		
Events Planning		
First Aid Training		
Floral Arrangement		
Food & Beverage (Restaurant Service)		
Food Preparation		
Garment Construction		
Hair Care		
Interior Decorating		
Motor Vehicle Repairs		
Nail Technology		
Negotiation Techniques		
Note-taking		
Plumbing		
Professional Make-up		
Strategic Negotiations		
Tiling		
Web Page Design		
Welding		