

APPLICATION FOR TRAINING OF PUBLIC OFFICERS FORM



DEPARTMENT OF PUBLIC ADMINISTRATION
Human Resource Development Unit
Application for the Training of Public Officers

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Please complete **ALL** Sections of this form in **BLOCK LETTERS**.
 Incomplete applications **WILL NOT** be considered.

SECTION A: (To be completed by the Applicant)

1. Applicant's Information

Full Name:		Date of Birth: (DD/MM/YY)	Employee ID #:
Current Post & Grade:	Substantive Post & Grade:		Date of Definitive Appointment to the Service: (DD/MM/YY)
Manpower Status - (Please indicate with a tick): Permanent () Temporary () Acting () Contract () Daily Paid () Other () Please State: _____			
Ministry/Department & Unit:			
Tel. No.:		Fax No.:	E-mail Address.:
Applicant's Tel. No.: (H):		Cell No.:	E-mail Address.:
Emergency Contact Info (Name and relationship):			
Tel No.:			
Current Annual Salary:	Substantive Annual Salary:	Previous Positions held: (Last 3 years)	
List Allowances and Dollar Value (if any):			
Accumulated Leave up to Last Working Day:	Vacation Dates for Study Purposes: (DD/MM/YY) Start: _____ End: _____		Duration of Study Leave: (DD/MM/YY) Start: _____ End: _____

Type of Award Applying for (Please tick): Short Term: Local () Overseas () Paid Study Leave ()	Highest Educational Level Attained (Please tick): PhD () MSc () BSc () Dip () Cert. () Associate () Other () Field of Study: _____
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2. Course Information

Course Name and Level:	
Duration of Course - Start Date:	End Date:
Location of Course (Institution and Country):	
How would the training enhance your job performance?(Be specific):	

3. Present Training Conditionalities (if applicable)

The Officer on resumption of duties, agrees to comply with the following within the required time: Prepare a Report: Yes () No () Deliver Training: Yes () No () Other (Please State): Yes () No () _____	Additional Comments:
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4. Details of Previous Study Leave:

Name and Level of Programme:			Start Date: (DD/MM/YY):	End Date:
Were you bonded? Yes () No ()	Was bond period served? Yes () No ()	Monetary value of Bond:	Date of Resumption of Duties: (DD/MM/YY)	

5. Applicant's Declaration

I declare that particulars provided in this application are true to the best of my knowledge and that failure to provide true and accurate information could result in the disqualification of my application.

Should I be selected to attend this training programme, I agree to fully participate in all components until completion.

.....
Applicant's Signature

.....
Date: (DD/MM/YY)

SECTION B: (To be completed by the Head of Division)

1. Origin of Proposal:

The Training Course was originally proposed by:		Other (Please State):
The Department/Ministry ()	The Officer ()	

2. Relevance of Training:

Does the Training fall within the:

(a) Department/Ministry's Priority Training Needs? Yes () No ()

(b) The Public Service Priority Training Needs? Yes () No ()

If "No" to (a) above, please name the Ministry/Department under which such training could be best utilised and give written evidence that consultation has taken place on the possible utilisation of skills upon the Officer's return.

3. Benefits of the Training:

a) How would the training benefit/improve the Officer's job performance?

b) How would the training help the Ministry/Department achieve its Corporate Plan (i.e.) how does the Ministry/Department intend to utilize the training?

4. Replacement:

a) State name and post of the officer who it is proposed will perform the duties of the trainee during his/her absence.

b) Is additional financial provision required to cover the trainee's absence? Yes () No ()

c) **Please indicate value – Section 5 - b**

d) Please state proposed source of funds to cover expenditure if required. _____

5. Estimated Cost of Proposed Training (To be borne by the Government of Grenada and/or both Officer and Government through a cost-sharing arrangement)

a) Salary	b) Replacement	c) Air Travel
d) Accommodation	e) Course Attachment	f) Other Incidentals
g) Subsistence	Please Indicate TOTAL here:	

6. Previous Training Conditionalities

<p>Were conditionalities from participation in previous workshop(s) and the like satisfied?</p> <p>Preparation of Report: Yes () No ()</p> <p>Delivery of Training: Yes () No ()</p> <p>Other: Yes () No ()</p> <p>If Other, please state _____</p> <p>_____</p>	<p>Additional Comments:</p>
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7. Commitment of the Ministry/Department to apply Training:

a) The Ministry/Department undertakes to apply knowledge and skills acquired through training in the following ways:-

- Arrange to have the Officer provide a report of the training within two (2) weeks of return to the job.
- Mutually develop a plan of action for transfer of knowledge and skills to the job and colleagues.
- Modify work/office practices to take account of the lessons learnt.

b) Additional Comments to include Applicant's last Performance Rating:

I certify that I have reviewed the foregoing application and deemed it to be correct and complete.

Signed: _____ Date: _____

Head of Department

Signed: _____ Date: _____

Permanent Secretary

Please Check accompanying document(s) - Course Outline () Acceptance Letter ()

IMPORTANT NOTES TO APPLICANT
SPECIFIC TO SHORT TERM COURSES

1. Review your application for completeness before submitting to the Department of Public Administration. Failure to do so may result in the DPA not being able to process your application or lead to delays in your selection.
2. The DPA reserves the right to seek clarification on information provided, herein.
3. Submission of an application for a programme does not guarantee acceptance.
4. Multiple applications will not be accepted.
5. All enquiries regarding the status of an application should be directed through applicants' parent Ministry/Organization. Applicants should refrain from directly contacting a sponsor/DPA about the status of an application.
6. DPA will inform applicants of their application status upon receipt of information from the sponsor/s.
7. Where a selected candidate does not attend an overseas training, he/she will be liable for any cost associated with their participation unless a valid reason is given in writing prior to the commencement of the course.
8. All officers are to abide by Subsection 16.0 of the Overseas Travel Policy which states that officers are to:-
 - i. Attend and fully participate in all training courses, workshops and the like, for which selected.
 - ii. Represent Grenada well and promote its interest overseas.
 - iii. Provide written reports and where applicable conduct follow-up activities in the specified time.
 - iv. Bear relevant cost of travelling on duty overseas.
9. Applicants are advised to enquire about the distribution of all cost associated with attending the training prior to leaving the State.