



Independent State of Papua New Guinea

GENERAL ORDER NO. 6

TRAINING AND DEVELOPMENT

Being a General Order to effect the assessment of training needs and administration of training for officers of the Public Service. This General Order covers internal and overseas training, short term and long term training and all other training matters affecting officers of the Public Service, and shall be read together with General Order No 5 on Staff Development.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order No 6, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.


JOHN M KALI OBE
Secretary

GENERAL ORDER NO 6

TRAINING

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GENERAL ORDER NO 6

TRAINING

GENERAL POLICY OBJECTIVES

- 6.1 This General Order should be read together with General Order 5, which provides details of Public Service requirements for staff development, career path planning and performance appraisal. Training is to be tailored to meet the needs of each Department whilst contributing to the development of skills and knowledge of each individual.
- 6.2 This General Order details the procedures for the assessment of training needs and the administration of internal and overseas training. Responsibilities of Departmental Heads for compliance with legislative and policy requirements are also defined.
- 6.3 The necessity to develop training plans and to provide training for officers of the Public Service is broadly outlined in Section 44 of the *Public Services (Management) Act* and further elaborated upon in the **National Training Policy** as determined by the National Executive Council from time to time and this General Order.
- 6.4 The administration of all in-country and internal training schemes is delegated to Departmental Heads, without the need to seek approval from the Secretary, Department of Personnel Management, provided that they administer internal training in accordance with this General Order in consultation with the Department of Personnel Management as deemed necessary by Departmental Heads.
- 6.5 The administration of overseas training is delegated to Departmental Heads, **provided that** they seek approval from the Secretary, Department of Personnel Management in accordance with the requirements of this General Order.

DEPARTMENTAL STAFF DEVELOPMENT & TRAINING COMMITTEE

- 6.6 A Departmental Head has appointed a **Staff Development & Training (SD&T) Committee** under General Order 5 to advise on staff development and training policy and the interpretation and implementation of this General Order.
- 6.7 The SD&T Committee comprises the Deputy Secretary with responsibility for training matters, the Human Resource/Training Manager and the Staff Development & Training Officer.

LEGISLATIVE OBLIGATIONS

- 6.8 **Section 44 of the Act** states that the Secretary, Department of Personnel Management is responsible for the overall coordination of staffing, career and training plans for the Public Service. This means initiating policy advice to line Departments and ensuring that staff development and training is being conducted in accordance with the Government's National Training Policy.

- 6.9 Departmental Heads are made responsible by the Act for producing training plans which meet the needs of their respective Departments and contribute to the overall development of skills and knowledge of individual officers. The Act requires that training courses assigned for individual officers shall be consistent with the Department's Training Plans.
- 6.10 The Act further directs Departmental Heads to ensure that officers who undertake long training courses away from their Departments are not penalised in their careers and are provided every opportunity on their return from training to utilise their newly found skills and knowledge and to be treated in accordance with individual career path plans.
- 6.11 By virtue of this General Order, Departmental Heads are required to administer internal or in-country training in consultation with the Department of Personnel Management, and overseas training with the approval of the Secretary, Department of Personnel Management.

THE NATIONAL TRAINING POLICY AND NATIONAL TRAINING COUNCIL

- 6.12 The National Training Policy is determined by the National Executive Council from time to time and comprises Objectives, Strategies and Actions to promote training in all employment sectors within the Country. The National Training Council based within the Department of Labour & Employment has overall carriage of the Policy.
- 6.13 The National Training Council has the overall responsibility of ensuring that private and public sector organisations contribute to the Constitutional goals of integral human development, whereby "...each man and woman should have the opportunity to develop as a whole person...and to seek fulfillment through his or her contribution to the common good".
- 6.14 Pursuant to these aspirations, the Policy states that "*The main purpose of training in all its forms is to raise officer's motivation, performance, and productivity for the benefit of their Departments in providing more cost effective services to the public*". It further states that "*Training must contribute to each individual's career development and self-fulfillment*".
- 6.15 The Secretary, Department of Personnel Management has overall responsibility, as stipulated in the Act and the Policy, for implementation of the National Training Policy in the Public Service.
- 6.16 The Policy requires that training plans are based upon proper staffing plans and training needs analysis of each Department and of the individuals within each Department. By utilising this General Order and the Public Sector Training Guidelines, each Department should aim to become a **learning institution** in every sense.

TRAINING OPPORTUNITIES FOR WOMEN

- 6.17 The Constitution requires that in every walk of life, women and men are given equal opportunity in employment. This can only come about if men and women are given equal opportunity by their employers for staff development and training.

- 6.18 For historical and cultural reasons, women have not been afforded and have not attained equal opportunity in public sector employment and are under-represented in many professions and skilled occupations in the Public Service.
- 6.19 The National Training Policy states that because women are generally under represented, particularly within the ranks of management, special attention must be paid to training for women. Trainers are required to ensure that efforts are made to recruit women into training programmes which focus on those areas in which they are under-represented.
- 6.20 The Annual Training Plans (see relevant sections of this General Order) must contain a report on the efforts made in providing relevant training for women.

PUBLIC SECTOR TRAINING GUIDELINES

- 6.21 The Department of Personnel Management has produced a set of guidelines covering training and staff development for use by Departments. All training plans and requests for approval of training courses will be judged by the Department of Personnel Management utilizing the **Guidelines on Training Needs Analysis**.
- 6.22 Departmental Heads are required to utilise the **Training Guidelines**, together with the forms attached hereto in complying with this General Order, and with the administration of internal and overseas training.

ROLE OF THE PAPUA NEW GUINEA INSTITUTE OF PUBLIC ADMINISTRATION

- 6.23 The Papua New Guinea Institute of Public Administration (the PNGIPA) is an independent public authority operating under its own Act, and subject to the policy direction of the Ministry for Public Service. The PNGIPA has a particular role to play under the National Training Policy, in promoting staff development and training in the public sector.
- 6.24 The National Training Policy ascribes a special role to the PNGIPA in job related training in the following areas:
- training courses developed under the Public Sector Training Package
 - General Management
 - Financial Management, (including financial management for non-financial managers)
 - Personnel Management, including industrial relations
 - Training of Trainers
 - General Computing
- 6.25 The PNGIPA is required to work closely with the Department of Personnel Management in identifying general and specific training needs under the Public Sector Training Package and consistent with the National Qualification Framework. The most crucial training needs in all organisations remain as:
- supervisory skills
 - leadership skills
 - communication skills

- motivation skills
- time management skills
- customer relations skills

6.26 The PNGIPA has a special responsibility for identifying training needs and promoting training courses to meet the needs of public service reform in the Provinces and the Districts. For this purpose, the PNGIPA has adopted a pro-active stance in developing “on the job training” programs and “on the job certification” of skills and competencies in a results oriented training and staff development regime.

OBLIGATIONS OF TRAINEES TO THEMSELVES AND THEIR EMPLOYERS

6.27 The National Training Policy states that *“Every officer should take every opportunity to:*

- *learn on the job;*
- *assess their own performance;*
- *take advice on better ways of doing things;*
- *obtain and study relevant documents and books;*
- *learn from those around them, including non-citizen contract officers – watching, discussing and questioning; and*
- *share the experiences of officers who have recently returned from training courses.”*

TRAINING NEEDS ASSESSMENT AND PROCEDURES FOR IMPLEMENTATION

TRAINING NEEDS ANALYSIS AND APPLICATION OF CORPORATE PLANS

- 6.28 In order to establish Departmental Training Needs, Departments must utilise their Five Year Corporate Plans which identify the broad aims and objectives of their organisations and the programmes of action to develop and to implement their organisational mission and goals.
- 6.29 Training Needs Analysis (TNA) leads to the development of Five Year Training Plans which complement and form an integral part of the Corporate Plans. The TNA process is described in the Department of Personnel Management **Training Guidelines**, commencing with the identification of Key Result Areas (KRA’s) for each part of an organisation.
- 6.30 The TNA process is designed to assist Departments to ensure that training is directly relevant to their goals and objectives and achievement of Corporate Plans and specific outputs based upon those plans. TNA will assist in resolving staff capacity and skills problems and enable Departments to prioritise training within available budgets.
- 6.31 The Department of Personnel Management will look for evidence of proper TNA in analyzing the suitability of Five Year and Annual Training Plans. The applicability and acceptability of specific training programmes and courses for individuals, and the financial resources to be devoted to such training programmes and courses will depend upon proper application of the TNA process.

- 6.32 In addition to the TNA, individual training programmes and training courses must be supported by proper performance appraisal reports in which specific competency short-falls are addressed by way of specific training and staff development efforts. General Order 5 provides details of the processes to be applied to individuals.
- 6.33 All effective TNA activities rely essentially upon proper work and organisational analysis, and job description/identification of job accountabilities and job competencies as described and required under General Order 2. The TNA Process at the organisational and individual officer levels are identified in Diagram 6.1 at the end of this General Order.

STATUTORY TRAINING PLANS AND REPORTS

- 6.34 Training Plans shall be formulated by Departmental Heads, firstly as **Five Year Training Plans as part of each Department's Corporate Plans**, and as **Annual Training Plans** which will be tailored to fulfill the requirements of the Five Year Training Plans.
- 6.35 The **Five Year Training Plan** shall contain the following components as a minimum requirement:
- A Summary of the overall training objectives relevant to the achievement of the Department's Corporate Plan and core business objectives over the period, making reference to the National Training Policy, the Public Sector Training Package and the National Qualifications.
 - Significant past training achievements/short-falls and the manner in which these outcomes have impacted upon the current Training Plan
 - A Summary of training needs and priorities in the Department and how these have been derived from the TNA Process
 - A statement of training priorities designed to focus on the core business responsibilities and activities, and designed to meet specific manpower shortfalls and deficiencies in skills, experience and abilities (competencies) of the work force
 - A statement of main training programmes identifying the source of funding where they are tied to the Government's Reform Policies and the development partners involved.
 - A National Understudy Training programme showing the replacement of non-citizen officers over the period of the Training Plan
- 6.36 Departmental Heads shall submit **an Annual Training Plan & Report** to the Secretary, Department of Personnel Management, **by 31 March of each year**, based upon the Five Year Training Plan and the achievements/short-falls against that Plan.

6.37 The **Annual Training Plan & Report** shall be submitted in the following format:

- A Summary of the Plan & Report, highlighting the major achievements/short-falls in training provided, which is relevant to achieving corporate objectives and Government priorities during the previous 12 month period
- Analysis of the major training issues in the Department including the needs of specific occupational groupings and job categories; problems with resourcing specific skills, and proposed measures for future programmes
- A Summary of training provided against the various categories of short and long courses, and study assistance schemes, classified within this General Order, giving the numbers of officers attending each course, compared to the number projected in the 12 month Training Plan
- A Summary of costs incurred against training budgets, showing sources of funding and variances against budgets with explanations
- A statement of new training priorities designed to refocus on the Corporate Plans and programme changes within those plans resulting from changed Government priorities
- A statement of new training programmes and courses for the coming 12 months identifying the source of funding where they are tied to the Government's Reform Policies and the development partners involved.
- A progress report on national understudy programme showing the replacement of non-citizen officers over the 12 month period of the Training Plan and capacity development objectives for the coming 12 months.

ADMINISTRATION OF TRAINING AWARDS

GENERAL CONDITIONS

6.38 A Departmental Head shall determine and maintain records on the following training undertaken:

(a) **Internal Training**

- names of officers in need of training
- number of officers to be trained
- details of training programmes and courses planned for each officer
- type of study assistance under which training is to be undertaken for example, Part-time
- proposed commencement/completion dates
- source of funds and budgetary allocations

(b) **Overseas Training**

- names of officers in need of training
- proposed number of officers to be trained
- details of proposed training programmes and courses for each officer
- names of institutions and countries
- proposed commencement/completion dates and total months of each course
- name of aid donor organisation from where funding is to be sought
- budgetary allocations

6.39 The following Sections cover the general administration of **Internal and Overseas Training Awards** which apply to Departmental Heads in the administration of both in-country and overseas courses.

6.40 Training Awards means any form of internal or overseas sponsorship awarded to public servants for study purposes selected either in country or at overseas training institutions.

6.41 Departments shall budget for all costs associated with training as the Department of Personnel Management does not carry budget for training in other agencies.

Eligibility for Training Awards

6.42 To be eligible for any type of training awards set out in this General Order, an officer must:

- (a) either be a permanent officer of the National Public Service, or a Statutory Authority, or the Teaching Service Commission and must have completed two years work experience;
- (b) undertake a course of study which is either:
 - directly related to his/her duties, and
 - results in additional qualification of benefit to the Public Service, or
 - results in research work which relates to the duties of that office;
- (c) not already undertaking an approved course of study;
- (d) not be receiving study assistance from any other organisation;
- (e) provide evidence of acceptance by the training institution for the course of study for which assistance is being sought;
- (f) meet all conditions set by any sponsor or institution relating to the particular type of assistance being applied for.

6.43 Probationary Officers are *not* eligible for any form of study assistance. They can only be

nominated to attend in training courses which are in-house and designed to enable them to carry out their duties. The course must be an essential component of the probationary period to enable the probationary officer to attain permanency.

Frequency of Training

- 6.44 A permanent officer becomes eligible to be nominated by his Department for a training course after initially completing two years service.
- 6.45 An officer shall not be eligible for further training until a further two year period has lapsed since the completion of the last training course. Exceptions to this rule may be granted by a Departmental Head as a result of the following:
- (a) for courses requiring essential extension or follow-up of a previous training courses, or
 - (b) for programmes that are of three months duration or less, or
 - (c) where this condition is waived by the Secretary, Department of Personnel Management in respect of (a) and (b) above, or
 - (d) for Honours degree courses at Higher Learning Institutions.

Application for Study Leave

- 6.46 Before commencing any training course, an officer must apply for study leave through his/her Department Head to the Secretary, Department of Personnel Management. Approval for study leave may be given with or without pay depending on the type of training programme, specified in this General Order.

Accrual of Leave Whilst on Study Leave

- 6.47 Study leave with pay is regarded as service. Therefore recreation, sick, and furlough leave credits continue to accrue during any period of study leave.
- 6.48 Study leave without pay will not count as service for the purpose of recreation leave, sick leave and furlough leave accruals.

Higher Duties Allowance and Salary Whilst on Training

- 6.49 HDA shall *not* be paid during study leave except in the following circumstances:
- (a) part-time study, where the officer continues to perform his/her normal duties in a reduced working week;
 - (b) Departmental organized training courses where the duration of the course is 10 working days or less.
- 5.50 Salary in respect of study leave is not to be paid in a lump sum prior to the commencement

of the study leave, but is to continue to be paid fortnightly during the study leave.

Training Evaluation Report

6. 51 Within one month of completion of a training or study programme, the Departmental Head shall ensure that a Training Evaluation report is compiled by the officer's supervisor, the officer and the Training Committee. A copy of the Evaluation Form (Form SDT 6.1) is attached at the end of this General Order.
6. 52 A copy of the Training Evaluation Report shall be provided to the Secretary, Department of Personnel Management together with the Annual Training Plans and Report for the Year.

FURTHER ACADEMIC STUDIES TO UPGRADE A QUALIFICATION

6. 53 An officer may apply for a further period or an extension of a study program in order to upgrade a qualification from, for example, a certificate to a diploma, a diploma to a degree, or a degree to a masters or doctorate degree.
6. 54 The extension to or a further period of study should be granted only if the higher level of qualification is in demand in the department, and he/she officer is able to utilise the higher qualification in the foreseeable near future.
- 6.55 The request to upgrade a qualification through fulltime study must be supported by the institution in which the officer is studying for the current level of qualification, that is, a recommendation that the officer is capable of achieving the higher level qualification must be supported by the results from current study.
- 6.56 Request for study will only be approved under these circumstances if the higher level of qualification is identified in the TNA and the annual Training Plans submitted for that year.

ADMINISTRATION OF INTERNAL TRAINING

SPECIFIC CONDITIONS FOR IN-COUNTRY TRAINING AWARDS

- 6.57 The different categories of training and study assistance available in country to permanent officers of the Public Service, together with conditions for application and the administering authorities, are as follows:

Type of Study Course	Administering Agency
(a) Part-Time Study	Department
(b) Higher Learning Institutions	Individual Officer/Department
(c) UPNG Lahara Session	Individual Officer/Department
(d) FODE	Individual Officer/Department

Note that In-service Training Programs are also to be conducted by individual departments. Details of the requirements and conditions for each of these types of training awards are

detailed below under their respective headings.

PART-TIME STUDY

Conditions for Part Time Study

- 6.58 Before enrolling or re-enrolling at either a Higher Learning Institution, officers must have their course of study approved by their Departmental Heads, on the advice of the Departmental Training Committee, before studies commence.
- 6.59 Information required by the Departmental Head on advice of the Training Committee, before approval can be given, include:
- (a) Planned Training Programme in Annual Training Plan
 - (b) Name of Institution and Course to be undertaken
 - (c) Units/Subjects to be studied
- 6.60 Officers undertaking part-time study are required to pay their own Tuition fees in the first instance. Reimbursement may be made by the line agency upon completion of study and scoring at least 65 percent **or higher of the highest possible grade**. Fees for failed subjects which have to be repeated shall be paid for by the officer, and are not reimbursable.
- 6.61 Before commencing study for which reimbursement of fees and other payments under this General Order will be sought, approval must be obtained from the applicant's Departmental Head, which shall be subject to the provision of budgeted funds.
- 6.62 The Departmental Head is required to maintain for inspection by the Secretary, Department of Personnel Management a schedule of approvals granted for each University semester in the line with the Annual Training Plan & Report.
- 6.63 No approvals for part-time study leave are to be made after the date on which lectures/tutorials commence each semester.

Eligibility for Award of Part Time Study Place

- 6.64 Eligibility requirements are as those specified in General Order 6.42.

Part Time Study Entitlements

- 6.65 Officers given approval by the Departmental Head to attend a Higher Learning Institution on a part-time basis will be granted up to five hours leave per week on full pay to attend lectures and tutorials which occur during office hours, and up to two hours per week on full pay to enable them to travel to and from the Higher Learning Institution.

Note: Only time actually required for lectures, tutorials and travel is granted. There are no automatic entitlements to seven hours "time-off". If the officer only requires a total of, say,

four hours per week, which are all that will be granted.

- 6.66 Extra time, up to two hours per week, may be granted on leave without pay, or "Make-up time" basis, if the officer is required to attend additional lectures or tutorials.
- 6.67 Officers must also be granted a reasonable amount of leave with pay in addition to the five hours referred to in General Order 6.65 to enable them to attend examinations related to their courses.
- 6.68 Authority to approve leave as in General Order 6.65 to General Order 6.67 has been delegated to Departmental Heads only.
- 6.69 Officers required to undertake an official field trip will be granted up to 10 days study leave with pay for this purpose. Only one such grant will be made in any one year. Approval is to be granted by the Departmental Head before the trip is undertaken.
- 6.70 Reimbursement shall be made equivalent to 60 percent of the Book Allowance for prescribed text books.

Procedures for Claiming Part Time Study Entitlements

- 6.71 Applications must be completed in duplicate on the Part- Time Application Form SDT 6.2 and submitted to the Departmental Human Resource Manager, who shall consult the officer's immediate supervisor, and advise the Training Committee and the Departmental Head of the need to approve/not approve an application for part time studies. The Departmental Head's decision shall be final.
- 6.72 The Departmental Head's decision must be communicated to the applicant in writing by the HR manager, and copies retained for inspection by the Department of Personnel Management.
- 6.73 An officer who has obtained passes each semester, at 65 percent or higher of the highest possible grade, is eligible to submit to the Departmental Head claim for reimbursement on Reimbursement of Fees Form (Form SDT 6.4) together with the original receipts for fees paid, and prescribed textbooks purchased together with certified copies of result slips through his/her Human Resource Unit.

HIGHER LEARNING INSTITUTIONS

Conditions for Approval to Study at Higher Learning Institutions

- 6.74 The applicant must be a permanent officer of the Public Service.
- 6.75 Before enrolling at the Institution, officers must have their study approved by their Departmental Training Committee and Departmental Head.
- 6.76 All study for which reimbursement of fees will be sought must be approved by the

applicant's Departmental Head before study commences.

- 6.77 Officers will undertake all study through correspondence in their own time, with the exception of approved time off with pay to attend essential field work and examinations.

Payment of Study at Higher Learning Institutions Fees by Officers

- 6.78 Officers undertaking this type of study are required, in the first instance, to pay their own Tuition fees.

Eligibility to Claim Reimbursement of Fees

- 6.79 Eligibility requirements specified in General Order 6.60 shall apply.

Entitlements for Study at Higher Learning Institutions

- 6.80 An officer who meets the eligibility requirements and with Departmental Head approval, is entitled to a refund of fees subject to General Order 6.60, together with study leave with pay to attend field studies and examinations related to the course. Assistance is also provided on certain conditions for attendance at the annual Lahara Session. (See General Order 6.89 to General Order 6.92)

Procedures for Enrolment and Claiming Reimbursement

- 6.81 Enrolment in **Higher Learning Institutions** is the officer's responsibility, following approval by his/her Departmental Head.
- 6.82 On satisfactory completion of each semester, an officer who has achieved an overall pass at 65 percent or higher of the highest possible grade shall submit a claim for reimbursement through his/her Human Resource Unit on the Reimbursement of Fees Form (Form SDT 6.4) together with the original receipt for fees paid and certified copies of result slips for Departmental Head approval.

UNIVERSITY OF PAPUA NEW GUINEA - LAHARA SESSION

Conditions for Approval of Lahara Session

- 6.83 Officers enrolled in correspondence courses with the Open Campus, at the University of Papua New Guinea, for either adult matriculation or Arts foundation courses, are required by the University to attend Lahara Session Studies.
- 6.84 To enable officers of the Public Service who are enrolled in either of these courses to fulfill this requirement, the Department shall offer only limited assistance.
- 6.85 Assistance will be granted to an officer who meets the eligibility requirements under this General Order, by a Departmental Head on the basis of Training Committee recommendation, service and academic record of the applicant.

- 6.86 Fees for Board and Lodging on campus during the Lahara Session is refundable subject to approval by the Training Committee and subject to conditions stipulated in General Order 6.60.

Eligibility Criteria for UPNG Lahara Session

- 6.87 To be eligible for study at a Lahara Session an officer must satisfy the following requirements:
- (a) be a permanent officer of the public service;
 - (b) meet University of Papua New Guinea requirements for acceptance at Lahara Session studies;
 - (c) be undertaking a course with the University Open Campus for either Matriculation or Arts Foundation, or other courses at the University which stipulate a compulsory Lahara Session; and
 - (d) fulfill the other requirements of this General Order.
- 6.88 Officers located in the National Capital District who wish to attend Lahara Session will do so under the arrangements for Part Time Study prescribed by this General Order.

Entitlements to Officers required by UPNG to attend Lahara Session

- 6.89 Officers authorized to attend Lahara shall be entitled to the following financial assistance:
- (a) normal paid study leave for duration of the session, on a basis dependent upon work location, within or outside of NCD:
 - for officers located in National Capital District, time-off will be granted up to the prescribed number of lectures/tutorials per week, including travelling time under the Part Time Study provisions;
 - for officers located outside of Port Moresby, return airfares between the place of posting and Port Moresby will be paid by the Department, and travel time for these officers is to be debited under their leave credits.
 - (b) Tuition Fees;
 - (c) refund of 60 percent of the Book Allowance for prescribed text books; and

Procedures for Making Claims for Lahara Session

- 6.90 Application must be made by an officer on the Lahara Session Application Form (Form SDT6.3), and submitted to the Departmental Training Committee for recommendation to the

Departmental Head.

- 6.91 Evidence of academic transcript must be provided, and all relevant details required in the application must be completed. The Departmental Head's decision shall be final.
- 6.92 Each Department shall be responsible for reimbursing the allowable claims for the Lahara Session on satisfactory completion of a course of study in which the officer achieved 65 percent or higher of the highest possible grade in the examinations.

FLEXIBLE OPEN DISTANCE EDUCATION (FODE)

Conditions for Officers to Enroll and Obtain Assistance

- 6.93 Officers who wish to undertake a course of study through the Flexible Open Distance Education may apply directly to the College for enrolment, and seek approval from their respective Departmental Heads to claim for assistance with fees.

Eligibility for Assistance

- 6.94 An applicant must be a permanent officer of the Public Service.

Entitlements for Refund of FODE Fees

- 6.95 Officers may apply for a refund of fees on successful completion of study, provided that the Departmental Training Committee certifies that the subjects and the course of study are relevant to the officer's advancement in the Public Service.

Procedures for Claims and Reimbursement of Fees

- 6.96 Application for reimbursement of fees should be made on the Reimbursement of Fees (Form SDT 6. 4) to which original receipts and copies of certified result slips must be attached. Departmental Heads are responsible for making budgetary provision and administering an award.

STUDY LEAVE WITHOUT PAY

Conditions for Application and Approval

- 6.97 A Departmental Head may, in compliance with Training Policies and on the recommendation of the Departmental Training Committee, grant study leave without pay where the leave of absence is to enable the officer to undertake a course of study or research work related to the duties of his/her office.
- 6.98 Unless otherwise requested, Study Leave Without Pay entitlements will commence from the first day and end on the last day of an academic year.

Eligibility for Study Leave Without Pay

6.99 Only Permanent officers of the Public Service shall apply for Study Leave Without Pay.

COURSES CONDUCTED BY CONSULTANTS AND COMMERCIAL VENDORS

6.100 Courses conducted by consultants and other commercial vendors, (for example, Price Waterhouse Coopers etc) are regarded as in-house short courses. Such courses are normally arranged by Departmental Heads to satisfy immediate job related training short-falls. Officers are to be assigned to such training by the Departmental Head, upon recommendation by the Departmental Training Committee.

6.101 Fees for these courses are the responsibility of each Department Head, who is required to secure budgetary funding, which may be provided by an aid agency to comply with specific training and development projects and plans approved by the Government.

6.102 Arrangements may also be made for In-Country Training programmes to be conducted by development partners under agreed programmes and projects approved and sponsored by the Government.

ADMINISTRATION OF OVERSEAS TRAINING

SPECIFIC CONDITIONS

Types of Courses/Programmes

6.103 Various types of training courses may be undertaken by officers at overseas institutions, dependent upon needs and the availability of in country courses. The types of course are usually categorized as follows:

- Post-graduate studies for masters and doctorate degrees,
- First degree studies,
- Courses on specialist technical and scientific topics related to the officer's duties ,
- Practical attachment overseas in a job situation.

6.104 Departmental Heads are responsible for the arrangements for all overseas training programmes involving seminars, workshops, conferences, study tours, subject to approval by the Secretary, Department of Personnel Management and the Central Agency Head responsible for Foreign Aid Management.

ANNUAL DEPARTMENTAL OVERSEAS TRAINING BIDS

6.105 Each Departmental Head is required to obtain from the Secretary, Department of Personnel Management, approval for the specific training courses to be attended by individual officers

in line with the Annual Training Plan & Report.

- 6.106 The process of obtaining approval for specific courses is referred to as the **Annual Training Bids**, hereafter referred to as "**Bids**", which is to be prepared by each Department in the prescribed format, detailing the proposed training programmes and courses for each officer by name.
- 6.107 The Bids document is the basis on which the Department of Personnel Management shall determine the annual allocation of **Training Scholarship Awards** for that Department. Requests for other training awards to be made outside of the Bids will not be considered.
- 6.108 Each Departmental Head, following consideration of proper professional advice from the Departmental Human Resource Unit in his/her Department, and in line with any policy advice provided by the Department of Personnel Management shall submit to the Secretary, Department of Personnel Management, their Bids detailing proposed training programmes, **by the end of March each year.**
- 6.109 The Secretary, Department of Personnel Management will circulate details of the Bids documentation, to be made in accordance with the 12 month Training Plans described under General Orders 6.34 to General Order 6.37 are required to be submitted as follows:
- 6.110 Proper budgetary provision must be made by Departments for counterpart funds which are usually a condition imposed by development partners for funding of overseas training programmes.

Sponsorship for Overseas Training

- 6.111 Development partner organisations sponsor overseas study/training as part of capacity building and reform programmes promoted by the Government from time to time. Applicants for such training are to be approved by their respective Departmental Heads.
- 6.112 Development partners may lay down specifications of suitable candidates and associated conditions for overseas training. All such specifications and conditions shall be approved by the Secretary, Department of Personnel Management and the Departmental Head having responsibility for foreign aid management.

Course/Programme Information

- 6.113 Individual departments and agencies may consult with development partners organisation and overseas training institution regarding training courses which may be circulated to other department and agencies periodically and notified to the Department of Personnel Management.
- 6.114 Officers will be assigned to overseas training as part of their career path development and as a result of TNA and Annual Training Plans, where the cost can be justified by the returns to the country.

Conditions for Sponsorship of Officers on Overseas Training

- 6.115 Officers must meet all the requirements of the overseas training institution and development partner concerned, including the general conditions prescribed for officers to attend training under this General Order.
- 6.116 Applications for overseas Training Bids must conform with the Department's Annual training plans. Subsequent requests for changes to the training arrangements which were not covered by the Bids will not be considered.
- 6.117 The only exception will be funded ad hoc courses that are announced from time to time by the Secretary, Department of Personnel Management, or those that are received by departments directly from overseas institutions or the Department of Foreign Affairs.
- 6.118 Departments must continue to pay an officer's salary during his/her absence in order to enable the officer's commitments at home to be met and for the maintenance of his/her dependents. A written statement to this effect may be provided to the development partner organisation .

Progress Reports on Academic Study

- 6.119 An officer shall provide regular reports authorized by his/her academic supervisor, including any report relating to learning or behaviour issues that may affect academic performance, to the Secretary, Department of Personnel Management at the end of each semester/trimester.
- 6.120 The Secretary, Department of Personnel Management may in consultation with the officer's Departmental Head and the training institution concerned seek an explanation from an officer experiencing difficulties and may, based on his/her response, withdraw that officer from training/study , and instruct him/her to return to Papua New Guinea.
- 6.121 Dependent upon the reasons for withdrawal from training exercised by the Secretary, Department of Personnel Management under General Order 6.120, an officer so withdrawn may be banned from future opportunities to participate in overseas training.
- 6.122 Overseas training is not a right but a privilege paid from public funds, and officers who deliberately and knowingly abuse that privilege through inappropriate behaviour and are withdrawn from overseas training, and are responsible for loss of public funds may be subject to disciplinary action by their employing Department.

Benefits Available to Officers Studying Overseas

- 6.123 Development partner organisations sponsoring overseas study/training may pay for:
- Return Airfares,
 - Tuition Fees,

- Living Allowance,
- Book or Equipment Allowances where applicable,
- Clothing Allowance,
- Limited Excess Baggage Allowance.

- 6.124 Any excess freight over and above the limit allowed by a development partner becomes the responsibility of the officer to meet. The Department of Personnel Management or the officers' employing Department is not responsible for excess freight costs.
- 6.125 The officer's Department is responsible for providing clothing allowance at the current Department of Personnel Management rate, if the allowance is not payable by the development partner concerned. (For further details see, General Order 13) Where the allowance is payable by the development partner, the officer is *not* entitled to receive clothing allowance from his/her Department.
- 6.126 The officer shall be granted study leave with pay for the duration of the overseas study/training. Salary will be paid fortnightly in arrears by the officer's Department at his/her substantive level, together with applicable allowances under a contract of employment, subject to General Order 9.

Procedures for Individual Officers to Obtain Approval for Overseas Training Courses

- 6.127 Applications for overseas study/training may be initiated by the officer himself/herself through his/her Departmental Staff Development & Training Committee, seeking approval from his/her Departmental Head. Applications received directly from individual officers without the recommendation and endorsement of their Departmental Head shall not be considered.
- 6.128 All applications for overseas training should be endorsed by the Departmental Head and submitted to the Secretary, Department of Personnel Management for approval. Applications should contain the following:
- a) The required number of completed scholarship applications;
 - b) Passport size photograph per application form;
 - c) Where required, medical examinations and/or X-ray;
 - d) For academic post-graduate courses:
 - (i) original certified copies of academic transcripts;
 - (ii) certified copies of certificates, diplomas and/or degrees;
 - (iii) at least three referees reports;
 - (iv) proposed study plan; and
 - (v) any other documents pertinent to the application.
 - e) Two copies of completed Overseas Travel for Training Form (Form SDT.6.5).

- 6.129 Scholarship Applications/Bids must be submitted together with the respective agency's training plans before the 31st of March of each year to allow for processing by the Department of Personnel Management, and on forwarding to Scholarships PNG. All training requirements must be in line with that organisation's training needs and be consistent with the governments training priorities. .
- 6.130 Scholarship Application Forms can be obtained from the Department of Personnel Management, the Human Resource Units within respective agencies or from the Scholarships PNG website (www.scholarship.org.pg)

DEPENDENTS ACCOMPANYING AN OFFICER WHILST ON TRAINING

- 6.131 Dependents, in this context, means an officer's spouse (recognized by the Courts in Papua New Guinea) and child(ren) including legally adopted child(ren).
- 6.132 Development partner organisations *do not* meet any costs associated with an officer's dependents' travel or allowances.
- 6.133 If an officer is married and is undertaking an approved long course of study/training of **9 months or more**, the officer's dependents may accompany him/her.
- 6.134 Where assistance is provided to an officer under this General Order, the travel of dependents shall be delayed until two or three months after the officer has commenced his/her course, by which time it is expected that the officer will have made all arrangements for themselves and the family to join them.
- 6.135 In the event that an officer's family members travel overseas, without the approval of the Secretary, Department of Personnel Management, either by their own arrangements, or in a manner contrary to this General Order, the Secretary, Department of Personnel Management and the Departmental Head shall not be held liable for the welfare of the family members. Under these circumstances, no financial assistance will be made available and the allowances payable under this General Order will be withheld.

Approval for Dependents Travel to Accompany or Join Officers Attending Training Courses Overseas

- 6.136 It is the officer's responsibility to seek his/her Departmental Head's approval for their dependent's travel two months prior to the anticipated date of departure.
- 6.137 All applications and recommendations for dependents travel must be approved by the Departmental Head and submitted to the Secretary, Department of Personnel Management for ratification, six weeks prior to the officer's anticipated date of departure.
- 6.138 The Secretary, Department of Personnel Management, will take the following issues into consideration when deciding whether or not to approve the dependent's travel:

- (a) **The officer's career development programme**, and whether or not it conforms with the Department's training and staff development plans and programmes;
- (b) **The duration of the training course**, whereby, approval for dependents travel will not be given for courses of less than 9 months duration;
- (c) **The effects on the family**
The Secretary, Department of Personnel Management will normally ratify dependents travel where he/she is satisfied that the family's presence will not interfere with or disrupt the officer's studies and that the family will not be adversely affected in a foreign environment. (These would include such factors as disruption to children's schooling, difficulties with foreign languages, climate, housing and food and self reliance in a new and different environment).

6.139 The Secretary, Department of Personnel Management shall ratify dependant's travel, only where funding has been budgeted by the officer's Department.

LEVEL OF FINANCIAL ASSISTANCE UNDER THE PROGRAMME

- 6.140 The level of financial assistance to be awarded to an officer under this type of scholarship programme will normally be as follows:
- (a) least cost air travel by the most direct route for the spouse and child(ren), subject to a maximum of three children;
 - (b) clothing allowance for the spouse and child(ren) at the rate as specified in General Order 13, subject to a maximum of allowance for one spouse and three children; and
 - (c) accommodation rental supplement of the amount as specified in Schedule 6.1.

This financial assistance is supplementary to the entitlements of the officer by way of own salary and allowances.

- 6.141 Financial assistance in respect to 6.140 must be made known in writing to the officer by the officer's Department, *prior* to his/her anticipated date of departure.
- 6.142 If following approval, funds are not available at the time of travel, an officer may take their dependents overseas at their own expense and claim reimbursement at the level of financial assistance as approved.
- 6.143 Reimbursement of agreed allowances shall be made in the following ways:
- (a) Should funds become available soon after the officer's and dependent's travel, the officer should be reimbursed return airfares for the dependents, and be paid accommodation rental supplement and clothing allowance.

- (b) Should there be no funds at all during the period under question, reimbursement shall be made after the officer and his/her dependents return to Papua New Guinea. Reimbursement shall be equivalent to the amounts specified in 6.140 (a), (b) and (c).
- (c) In respect to 6.140 (a) and (b), return air travel receipts (original ticket butts) and receipts amounting to 50 percent of the total allowable clothing allowance rate per spouse and per child shall be submitted.

- 6.144 Claims for reimbursements for which no approval has been given in accordance with this General Order, prior to an officer's or dependant's travel will not be considered.
- 6.145 Claims in anticipation of an approval not yet received, will not be considered.
- 6.146 Therefore it is important that approval for dependents' travel must be obtained prior to the officer's travel.

FAMILY REUNION

- 6.147 In the event that dependants do not accompany/join the officer, the Department must provide least cost return air travel to Papua New Guinea by the most direct route for the officer for a family reunion.
- 6.148 Travel will take place at the following times:

<u>Duration of Study Course</u>	<u>Time of Reunion Travel</u>
more than 9 months but less than 24 months	1 trip only

<u>Duration of Study Course</u>	<u>Time of Reunion Travel</u>
24 months or more	1 trip at the end of each academic year

Conditions Applying to Approvals

- 6.149 The journeys referred to in section 6.148 must be made during the academic or training institution holidays.
- 6.150 Approval of the institution and development partner must be obtained prior to travel.
- 6.151 Original copies of the above approvals must be forwarded to the officers' Department, with certified copies to the Secretary, Department of Personnel Management, as proof of leave granted.

- 6.152 Non-compliance to any of the above conditions will mean travel will not take place.
- 6.153 Reunion fares shall only be granted to:
- (a) officers whose dependents reside in Papua New Guinea,
 - (b) single parents (male or female officers) whose legally recognised dependent child(ren) reside in Papua New Guinea, during the entire period of study.
- 6.154 Where the spouse, who accompanies or joins their partner who is on an overseas course, and he/she is a permanent officer of the Public Service, Leave Without Pay conditions as specified under General Order 14 will apply.
- 6.155 Further to the above, spouses will not be eligible for study assistance should they wish to undertake further studies during the period of Leave Without Pay.
- 6.156 The only circumstance where Leave with Pay will be approved for a spouse accompanying the awardee is where prior approval of the Secretary, Department of Personnel Management has been obtained through the officer's Departmental Head and that aid assistance has been obtained from a development partner *prior* to the spouse leaving Papua New Guinea.

OVERSEAS DISTANCE LEARNING (CORRESPONDENCE COURSES)

Eligibility Criteria for Assistance with Overseas Distance Learning

- 6.157 To be eligible, the officer must be a permanent Public Servant.
- 6.158 Approval for distance learning must be sought and approved by the officer's Departmental Head prior to commencement of the distance learning programme.
- 6.159 Fees will *not* be reimbursed where study has commenced without prior approval from the Departmental Head.
- 6.160 Departmental Heads are required to forward to the Secretary, Department of Personnel Management, a schedule of approvals granted for each officer, immediately after an approval has been given.
- 6.161 Reimbursement will *not* be made for officers whose names do not appear in the above schedule or who seek approval after completion of a course.
- 6.162 The subjects or courses of study must be those that are:
- (a) not available in Papua New Guinea,
 - (b) designed to achieve a qualification that is recognised in Papua New Guinea, and

(c) be relevant to the duties of the position the officer is occupying.

- 6.163 Reimbursement will *not* be made for subject or courses of study that do not fall into any of the categories as specified in paragraph 6.162.
- 6.164 Postal charges, text books, etc, are the officer's responsibility.

Entitlements for Officers undertaking Overseas Distance Learning Programmes

- 6.165 Refund of 50 percent of enrolment fees and 50 percent of subject fees per subject passed. Fees for failed subjects will *not* be reimbursed. Fees for failed subjects which have to be repeated shall be paid for by the officer. These fees are also not reimbursable.
- 6.166 Application for reimbursement of fees should be made on the Reimbursement of Fees Form SDT 6.4 and submitted to the Departmental Head together with the original receipts of fees paid.

OFFICERS SERVING IN PNG MISSIONS OVERSEAS

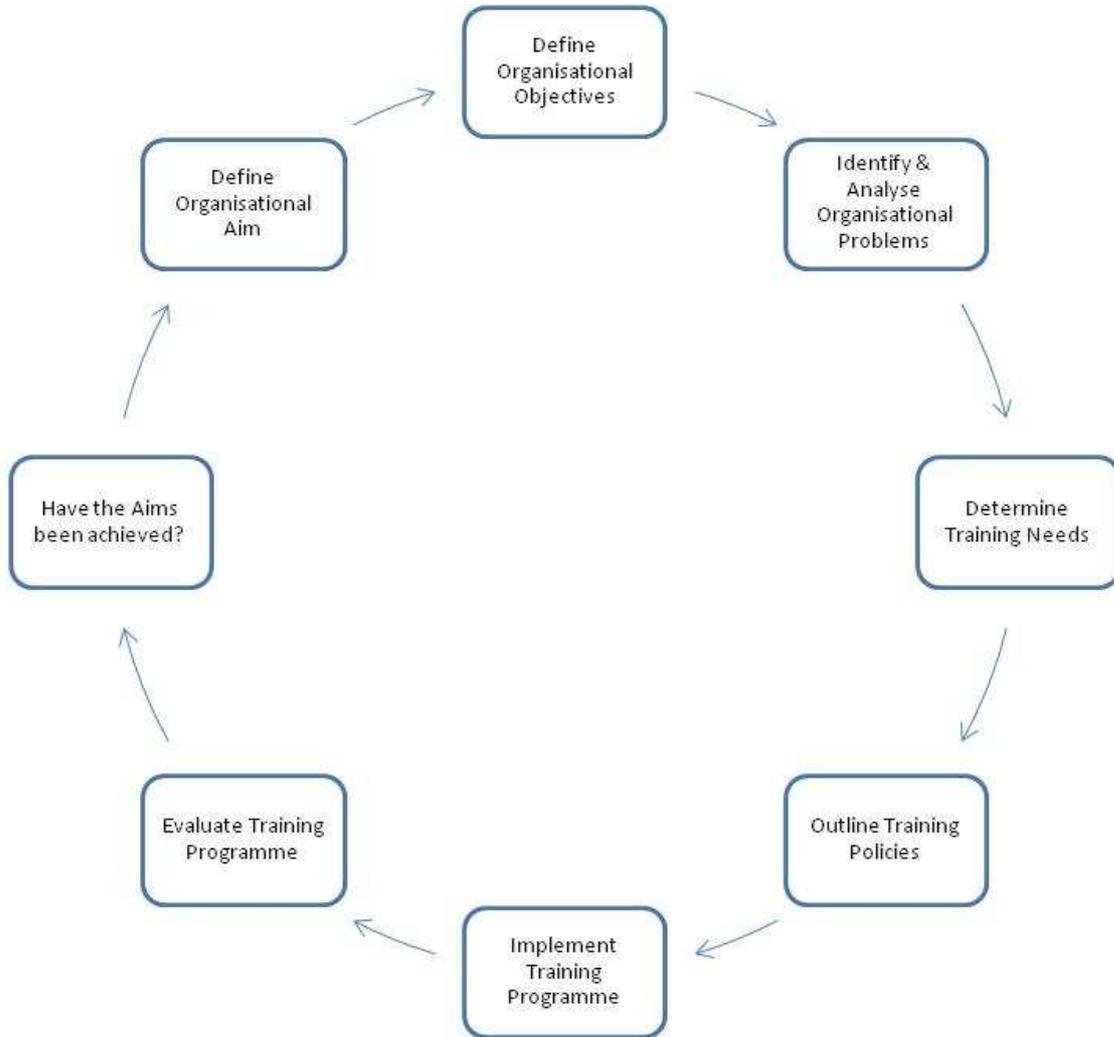
- 6.167 Papua New Guinea Embassy staff will only be reimbursed to an amount equivalent to Papua New Guinea part-time study conditions, if they are undertaking part-time study in post.
- 6.168 Rules and conditions as for Part-time Study in this General Order shall apply.

FINANCIAL ASSISTANCE FOR REPATRIATION OF NATIONAL OFFICERS ON OVERSEAS TRAINING IN THE EVENT OF FAMILY EMERGENCY

- 6.169 An officer undertaking training outside Papua New Guinea may be granted financial assistance in the event of a family emergency occurring in Papua New Guinea whilst he or she is out of the Country on approved study leave. Dependents are not eligible for this assistance.
- 6.170 The rules and criteria for this financial assistance in genuine family emergency are detailed in General Order 16.

DIAGRAM 6.1 **TRAINING NEEDS ANALYSIS PROCESS**

This diagram identifies the process of identifying departmental training needs.



General Order 6 Forms

Training Evaluation Report	Form SDT6.1
Part Time Study Application Form	Form SDT6.2
Lahara Session Application Form	Form SDT6.3
Application for Refund of Fees and Expenses	Form SDT6.4
Overseas Travel for Training	Form SDT6.5



PUBLIC SERVICE OF PAPUA NEW GUINEA

TRAINING EVALUATION FORM

THIS FORM IS TO BE COMPLETED BY THE SUPERVISOR OF THE OFFICER/TRAINEE IN CONSULTATION WITH HIM/HER	FOR DPM USE ONLY
1. NAME OF DEPARTMENT/ORGANISATION WHICH NOMINATED THE OFFICER/TRAINEE	
2. FULL NAME OF OFFICER (AS STATED ON OVERSEAS TRAVEL FOR TRAINING FORM SDT 5.6) SURNAME _____ OTHER NAMES _____	
3. AGE (IN COMPLETED YEARS AT DATE OF RETURN TO HOME COUNTRY) SEX: MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> (TICK APPROPRIATE BOX)	
4. COUNTRY WHERE TRAINED _____ DONOR AGENCY _____	
ARRIVED IN HOST COUNTRY DATE/...../..... DEPARTED FROM HOST COUNTRY DATE/...../..... PERIOD OF TRAINING FROM/...../..... TO/...../..... (.....YEARSMONTHS)	
5. PRECISE PURPOSE OF THE PROGRAMME OF TRAINING (AS AGREED WITH DONOR AGENCY BEFORE COMMENCEMENT OF COURSE) 	
6. NAME ADDRESS OF DEPARTMENT/INSTITUTION IN WHICH COURSE WAS PROVIDED.	
INDICATE IN BOX WITH A TICK () THE TYPE OF THE ORGANISATION <input type="checkbox"/> GOVERNMENT BODY <input type="checkbox"/> SEMI GOVERNMENT BODY <input type="checkbox"/> PRIVATE	
7. STATE FIELD OF TRAINING	

E. DURATION <input type="checkbox"/> TOO SHORT <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> TOO LONG	F. LOCATION <input type="checkbox"/> SUITABLE <input type="checkbox"/> NOT ENTIRELY SUITABLE <input type="checkbox"/> UNSUITABLE	
18. COMMENTS - PLEASE GIVE ANY FURTHER COMMENTS THAT YOU WISH TO CLARIFY OR EXTEND THE REMARKS ON COURSE CONTENT. (eg. PARTICULAR SUBJECTS OR LECTURES FOR WHICH OR FOR WHOM ASSESSMENT UNDER (A) TO (E) DIFFERS FROM ASSESSMENT FOR THE COURSE.		
19. IS FOLLOW UP TRAINING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, PLEASE INDICATE WITH A TICK THE REASON FOR THIS. <input type="checkbox"/> THOROUGH INADEQUACIES OF THE COURSE COVERAGE <input type="checkbox"/> TO EXTEND THE KNOWLEDGE/EXPERIENCE GAINED FROM THE COURSE <input type="checkbox"/> TO UPDATE THE ABOVE COURSE <input type="checkbox"/> OTHER (SPECIFY)		

10. COMPLETED BY
 (BLOCK LETTERS)

.....
 SIGNATURE

.....
 DESIGNATION

.....
 DATE

DEPARTMENTAL ADDRESS:



PUBLIC SERVICE OF PAPUA NEW GUINEA

PART-TIME STUDY APPLICATION**INSTRUCTION:**

PART TIME STUDY PROVISIONS IN GENERAL ORDER 9 ARE TO BE READ CAREFULLY BEFORE FILLING THIS APPLICATION FOR STUDY AT UPNG/UNIVERSITY OF TECHNOLOGY.

COMPLETE IN DUPLICATE: ORIGINAL TO BE SUBMITTED TO SECRETARY, DEPT. OF PERSONNEL MANAGEMENT
ATTENTINO: CO-ORDINATOR (TRAINING ADMINISTRATION) AND DUPLICATE KEPT IN OFFICER'S FILE

1. APPLICANT DETAILS

Surname		Other Names		Date of Birth
Designation	Salary Scale	Period of Service	Department	
Substantive	Substantive			
Acting	HDA			
Section	Location	Telephone No.	Name of Supervisor	

INDICATE DEGREE/DIPLOMA

1. PROPOSED COURSE OF STUDY:

MAJOR/SUB-MAJOR
COURSE, (EG. BASC (MATHS) BA (HON)

GIVE DETAILS OF FULL COURSE, THAT IS SUBJECT(S) WHICH IS/ARE PART OF THE CURRENT COURSE, WHETHER COMPLETED, BEING TAKEN OR PROPOSED. SHOW RESULTS FOR ALL SUBJECTS ALREADY COMPLETED (EG. PASS, FAIL, WITHDREW, ETC).

YEAR	SUBJECT	RESULT	YEAR	SUBJECT	RESULT

3. POST HIGH SCHOOL STUDY UNDERTAKEN

- SPECIFY COMPLETE COURSE (EG. PSHC, ADCOL)
- INDICATE BELOW SUBJECTS STUDIED IN COURSE

YEAR	SUBJECT	RESULT	YEAR	SUBJECT	RESULT

4. PROPOSED STUDY TIMETABLE

INDICATE PROPOSED TIMETABLE IN FULL (LECTURES, TUTORIALS, PRACTICAL PERIODS INCLUDING THOSE HELD OUTSIDE OFFICE HOURS).

PLEASE ATTACH LIST SHOWING ALL TIMES AT WHICH LECTURES, TUTORIALS, ETC. IN THE PROPOSED SUBJECTS ARE AVAILABLE AND UNDERLINE THOSE WHICH YOU PROPOSE TO ATTEND.

SUBJECT: INDICATE IF LECTURE, TUTORIAL OR PRACTICAL SESSION	TIME – (EG. 2.00 – 3.00PM THURSDAY)	LEAVE REQUESTED IN HRS/MINS	TRAVELLING TIME	TRAVEL LEAVE REQUEST
				LEAVE WITH PAY (EXCLUDING TRAVEL TIME)
			HRS.....MNS
				TRAVELLING TIME
			HRS.....MNS
				LEAVE W/OUT PAY OR ON MAKE-UP BASIS:
			HRS.....MNS
APPLICANT'S SIGNATURE		DATE		

PART B – FOR DEPARTMENTAL USE ONLY

5. SUPERVISOR'S COMMENTS ON APPLICATION	RECOMMENDATION(S) (TICK APPROPRIATE BOX)
	<input type="checkbox"/> APPLICATION SUPPORTED <input type="checkbox"/> APPLICATION NOT SUPPORTED IF NOT SUPPORTED, PLEASE STATE REASONS UNDER COMMENTS SECTION
SUPERVISOR'S SIGNATURE	DATE

6. DEPARTMENTAL HEAD/DELEGATE'S DECISION ON APPLICATION	RECOMMENDATION(S) (TICK APPROPRIATE BOX) <input type="checkbox"/> APPLICATION SUPPORTED <input type="checkbox"/> APPLICATION NOT SUPPORTED IF NOT SUPPORTED, PLEASE STATE REASONS UNDER COMMENTS SECTION
SIGNATURE OF DEPARTMENTAL HEAD/DELEGATE	DATE

TERTIARY STUDY COURSES COMPLETED OR ATTEMPTED

PROVIDE ACADEMIC TRANSCRIPT OF YOUR RESULTS IF AVAILABLE, AND ATTACH A CONTINUATION SHEET IF SPACE PROVIDED IS INSUFFICIENT.

NAME OF INSTITUTION/COLLEGE	YEARS ATTENDED / / TO / /	FULL-TIME/PART-TIME OR EXTERNAL
SUBJECT STUDIED	RESULTS OBTAINED	YEAR

IF YOU HAVE WITHDRAWN FROM ANY COURSE OF STUDY, GIVE FULL DETAILS FOR DOING SO.

GIVE DETAILS OF ANY STUDIES YOU ARE CURRENTLY DOING.

PROVIDE DETAILS OF STUDY ASSISTANCE RECEIVED TO DATE.

PART 2 FOR COMPLETION BY APPLICANT

ATTACH SEPARATE SHEET FOR ADDITIONAL DETAIL(S) IF SPACE PROVIDED IS INSUFFICIENT

PERSONAL ASSESSMENT

HOW WOULD YOU RATE THE APPLICANT ON EACH OF THE FACTORS LISTED BELOW.

	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR
MATURITY					
INITIATIVE					
APPLICATION					
RESPONSIBILITY					
INDEPENDENCE					

WHAT STRENGTHS OR WEAKNESSES COULD AFFECT THE APPLICANT'S STUDY PROGRESS AT TERTIARY LEVEL?

TAKING ALL FACTORS INTO ACCOUNT, HOW WOULD YOU RATE THE APPLICANTS CHANCES OF COMPLETING THE PROPOSED COURSE

NIL
EXCELLENT

 SOME

 AVERAGE

 GOOD

DEPARTMENTAL CERTIFYING OFFICER

NAME	SIGNATURE	OFFICIAL DESIGNATION	DATE / /
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STAFF DEVELOPMENT COMMITTEE/OR DIVISIONAL HEAD'S STATEMENT

WHAT IS THE APPLICANT'S CAREER PROSPECTS AND THE RELEVANCE OF THE PROPOSED COURSE OF STUDY TO HIS/HER ADVANCEMENT IN THE SERVICE?

DEPARTMENTAL RECOMMENDATION

TAKING ALL FACTORS INTO ACCOUNT, INCLUDING THE FACT THAT THE APPLICANT WILL BE RELEASED FROM NORMAL DUTIES IF AWARDED A LAHARA PLACE, THIS APPLICATION IS (*TICK APPROPRIATE BOX.*)

RECOMMENDED NOT RECOMMENDED

DEPARTMENTAL HEAD/DELEGATE NAME	SIGNATURE	DESIGNATION	DATE
			/ /



PUBLIC SERVICE OF PAPUA NEW GUINEA

APPLICATION FOR REIMBURSEMENT OF FEES**INSTRUCTION:**

PUBLIC SERVICE GENERAL ORDER 5 MUST BE READ CAREFULLY BEFORE COMPLETING THIS FORM. COMPLETE IN DUPLICATE (WITH RELEVANT RECEIPTS AND RESULT SLIPS ATTACHED).

- COPY TO BE RETAINED IN OFFICER'S STAFF FILE
- ORIGINAL TO BE SUBMITTED AFTER DEPARTMENTAL CERTIFICATION TO:

THE SECRETARY
DEPARTMENT OF PERSONNEL MANAGEMENT
P O BOX 519 WAIGANI

WHERE RESULT SLIPS AND RECEIPTS HAVE BEEN MISLAID, A STATUTORY DECLARATION FORM GIVING DETAILS MUST BE PROVIDED BY ATTACHMENTS TO THIS CLAIM FORM.

PLEASE NOTE THAT REFUND FOR COLLEGE OF EXTERNAL STUDIES FEES ARE AVAILABLE ONLY FOR COURSES COMPLETED SINCE JUNE 4TH, 1972.

PART A – FOR COMPLETION BY APPLICANT

SURNAME		GIVEN NAME(S)		DEPARTMENT	
BRANCH/SECTION		OFFICIAL DESIGNATION/LEVEL		POSTAL/MAILING ADDRESS	
COURSE TITLE/NAME				INSTITUTION/COLLEGE	
DETAILS OF CLAIM: HERE INDICATE NAMES(S) AND LEVEL(S) OF SUBJECTS, YEAR, STUDY DURATION, COURSE RESULTS, COURSE FEES PAID FOR WHICH REFUND IS BEING CLAIMED.					
DATE	YEAR	SUBJECT STUDIED		RESULTS OBTAINED	SUBJECT FEES PAID

SUBJECTS STUDIED PRIOR TO CURRENT YEAR: LIST ALL SUBJECTS ATTEMPTED, YEAR OF STUDY AND RESULTS OBTAINED (EG. PASS, FAIL, CREDIT).

DATE	YEAR	SUBJECT/UNIT NAMES	RESULTS OBTAINED

APPLICANT'S SIGNATURE	DATE / /
-----------------------	----------

PART B – FOR COMPLETION BY DEPARTMENTAL ADMIN. OFFICER

DEPARTMENTAL CERTIFICATION OF APPLICANT:

I, _____, CERTIFY THAT THE APPLICANT IS A PERMANENT NATIONAL OFFICER IN THE PUBLIC SERVICE OF PAPUA NEW GUINEA.

SIGNATURE	DESIGNATION/LEVEL	DEPARTMENT	DATE / /
-----------	-------------------	------------	----------



PUBLIC SERVICE OF PAPUA NEW GUINEA

OVERSEAS TRAVEL FOR TRAINING FORM

INSTRUCTIONS:

COMPLETED IN DUPLICATE AND SUBMIT AT LEAST EIGHT WEEKS IN ADVANCE OF PROPOSED DEPARTURE TO:-

THE SECRETARY
DEPARTMENT OF PERSONNEL MANAGEMENT
PO BOX 519
WAIGANI
NATIONAL CAPITAL DISTRICT

FOR DEPARTMENT OF PERSONNEL MANAGEMENT USE ONLY	BID NO:
--	----------------

1. COMPLETION BY DEPARTMENT NOMINATING OFFICER TO TRAVEL FOR OVERSEAS TRAINING

NOMINATING DEPARTMENT	DEPARTMENT DELEGATE	TELEPHONE NO	ACTIONED DATE/...../.....
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2. PERSONAL PARTICULARS & EDUCATIONAL QUALIFICATIONS OF NOMINEE

SURNAME	GIVEN NAME(S)	SEX	DATE OF BIRTH/...../.....
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EDUCATIONAL QUALIFICATIONS:

3. TRAINING PROGRAMME FOR WHICH TRAVEL IS REQUIRED

COURSE TITLE:		VENUE	
AIM OF COURSE:			
COURSE DURATION	DATE(S) FROM / / TO / / YRS MNTHS		
COURSE EXPENSES 1. FEES: K 2. FARES: K 3. ALLOWANCE(S): K 4. SALARY: K		FUNDS CERTIFICATION FUNDS TO SPONSOR THE NOMINEE ARE: (TICK APPROPRIATE BOX) <input type="checkbox"/> AVAILABLE <input type="checkbox"/> NOT AVAILABLE <input type="checkbox"/> TO BE SOUGHT PLEASE INDICATE SOURCE/DONOR OF FUNDS:	
IN CASES WHERE AN OVERSEAS AID AGENCY IS FUNDING THE PROGRAMME, SPECIFY ANY COSTS TO BE MET FROM PNG FUNDS (EXAMPLE: CLOTHING OR ADDITIONAL LIVING ALLOWANCE)			
COST ITEM / DETAIL(S)		AMOUNT (KINA)	

BRIEF DESCRIPTION OF TRAINING PROGRAMME'S CONTENT (IF A COURSE BROCHURE IS AVAILABLE (ATTACH COPY)

SHORT DESCRIPTION OF TRAINING PROGRAMME'S PRESENTATIONS: (LECTURES, TUTORIALS, PRACTICALS ETC).

LIST ANY ALTERNATIVE COURSES OR AVENUES OF TRAINING AVAILABLE, WHICH COULD HAVE BEEN TAKEN ADVANTAGE OF

GIVE BRIEF DETAILS AND REASONS WHY THE PROGRAMME CHOSEN WAS SELECTED IN PREFERENCE TO THE OTHER AVAILABLE:

4. NOMINEE'S PARTICULARS OF SERVICE

CURRENT DESIGNATION:	EMPLOYEES STATUS: (TICK APPROPRIATE BOX) <input type="checkbox"/> PERMANENT <input type="checkbox"/> PROBATIONER
DATES:/...../...../...../...../...../...../...../.....	DETAILS OF SERVICE/ HISTORY _____ _____ _____ _____

EXPERIENCE AND QUALIFICATIONS OF NOMINEE WHICH ARE RELEVANT TO THE PROGRAMME OF TRAINING PROPOSED

DETAILS OF ANY OTHER PROGRAMMES OF TRAINING ATTENDED BY THE NOMINEE IN THE LAST THREE YEARS (BOTH WITHIN PNG AND OVERSEAS).

COMMENTS ON THE ABILITY AND CONSCIENTIOUSNESS OF THE OFFICER NOMINATED.

ARE THERE ANY SPECIAL REQUIREMENTS, IN RELATION TO THE OFFICER'S WELFARE WHILE OVERSEAS

5. NOMINEE'S CAREER DEVELOPMENT PROGRAMME

HAS THE OFFICER REACHED HIS/HER EXPECTED LEVEL OF PERFORMANCE FOR THE FORESEEABLE FUTURE, OR IS HE/SHE TARGETED TOWARDS A HIGHER POSITION FOR SERIES OF POSITIONS. PLEASE SPECIFY POSITIONS, LEVELS AND TIMING.

ACCORDING TO YOUR RESPONSE ON THE ABOVE QUESTION, INDICATE THE TRAINING, EDUCATIONAL AND EXPERIENCE STEPS IN THE OFFICER'S CAREER DEVELOPMENT PROGRAMME TO REACH THE TARGET. INDICATE ALSO, WHERE THE PROPOSED OVERSEAS TRAINING NOW UNDER CONSIDERATION FITS INTO THIS PROGRAMME.

6. DEPARTMENTAL ARRANGEMENTS IN RELATION TO THE NOMINATION.

DETAILS OF INCONVENIENCE (INCLUDING INTERIM STAFF RE-ORGANISATION) THAT MAY BE CAUSED TO THE DEPARTMENT IF THE OFFICER IS SELECTED TO ATTEND THE PROGRAMME OF TRAINING.

DETAILS OF PROGRAMME OF SIMILAR NATURE ATTENDED BY OFFICERS OF THE DEPARTMENT DURING THE LAST THREE YEARS.

PRIORITY OF PROGRAMMES (IF MORE THAN ONE) AND OF NOMINEES (IF MORE THAN ONE)

<p>WHAT ARRANGEMENTS HAVE BEEN MADE CONCERNING THE WELFARE (INCLUDING ACCOMMODATION AND FINANCIAL SUPPORT) OF OFFICER'S DEPENDENTS DURING HIS/HER ABSENCE. (NOTE: COMPLETE ONLY IF DEPENDENT(S) IS/ARE TO REMAIN IN PNG WHILST OFFICER IS ON OVERSEAS TRAINING)</p>

7. JUSTIFICATION FOR THE NOMINATION		
SPECIFY HOW THE PROGRAMME WILL AID THE FUNCTION OF THE DEPARTMENT AS A WHOLE.		
SPECIFY HOW THE PROGRAMME WILL AID THE OFFICER IN PERFORMING HIS/HER DUTIES.		
SIGNATURE OF DEPARTMENTAL HEAD OR DELEGATE WHOSE AUTHORITY TO SIGN HAS BEEN ENDORSED AND AGREED TO BY THE DEPARTMENT OF PERSONNEL MANAGEMENT.		
SIGNATURE	OFFICIAL DESIGNATION	DATE ENDORSED/...../.....



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO
APPROVE GENERAL ORDER NO. 6 OF 1ST JANUARY 2012**

TRAINING & DEVELOPMENT

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 6 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of *Organic Law* the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.


AGNES FRIDAY
Executive Manager, HRAS


ISIKEL MESULAM
Director, Legal & Investigations


RAVU VERENAGI
Deputy Secretary, Policy


RAVU VAGI
Deputy Secretary, Operations