



**Government of Barbados**

**Training Administration Division**

# **Guidelines for the award of Training Leave**



## TRAINING ADMINISTRATION DIVISION

### Our Vision

"To be the premier public service training and management development institution in the Caribbean."

### Our Mission

"To provide timely, cost effective training and training services, which will promote excellence and professionalism within the Public Service of Barbados."

### Our Core Values

#### Team Spirit:

The Division believes that each employee is important and is capable of adding value to the achievement of the organization's mission and vision. We intend to harness the individual capabilities by encouraging greater use of teamwork in order to raise organisational levels of performance.



## Our Core Values continued

Timeliness in Service	The Division recognises the value of urgently meeting customer request especially in areas within our control.
Quality	The Division encourages each employee to consistently produce work of the highest quality.
Continuous Development:	The Division strives to create a learning environment where staff can actively pursue necessary knowledge, skills and attitudes that will place them ahead of the competition.
Professionalism	The Division strives to promote professionalism within the public sector. Our goal is to equip officers with the knowledge and skills which will foster values, such as honesty, integrity, impartiality, courtesy and helpfulness.



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## Training Leave

### Definition of Training Leave

**“Training Leave”** means leave granted to enable officers to pursue courses of training or study which have been initiated by the Government to meet its requirements, General Orders section 7.1 (a) pg.75.

### Criteria

Public officers cannot apply for training awards on their own. All nominations for training awards must:

- a. Have the sanction of the relevant Permanent Secretary/ Head of Department
- b. Be submitted to the Training Administration Division via memorandum
- c. All supporting documentation should be attached to the memorandum

In addition, the request for training must be based on the training needs of the Ministry/Department, as these relate to its mission, vision, strategic goals and objectives. The areas of training requested should have been included in the Ministry/Department training proposals for the relevant financial year, and approved by the Public Service Training Committee (PSTC).



### Deadline for submission of memorandum

Training Administration Division requires that all requirements for training leave should be submitted to the Division **at least six (6) weeks** before the scheduled starting date of the training course. This time requirement will allow the Division adequate time to complete the processing for the required funding and training leave.

### Information/Documentation required for the Processing of Training Leave

Ministries/Departments requesting training leave for officers **must** submit the following information on the nomination for training award form:

- a. Full name and address of the officer;
- b. National Registration Number and National Insurance Number;
- c. Post: Identify the officer's present post and state whether it is a temporary or established post, also, (state the officer's substantive posts if different from his/her present post);
- d. Status: State whether the nominee for training is a permanently appointed officer or holds a temporary appointment or is on contract;
- e. Period of Service: Indicate period of continuous service e.g. from 2000-10-01 to present. This includes periods of continuous temporary service;
- f. Educational record: A brief listing of the candidate's qualifications is required e.g. (MSc. Econ.;



- BSc. History). Previous training courses attended at government's expense should also be stated;
- g. Duration of Course: The period required to enable the candidate to successfully complete the training course must be clearly stated e.g. (March 14th, 2002 to November 15th, 2003);
  - h. Course Contents/Objectives: The objectives and subject areas to be covered in the course of study must be clearly stated, and supported by official documentation from the institution/organization/university;
  - i. Priority: Ministries/Departments should state the level of priority area of training i.e. (why the particular candidate was selected);
  - j. Required Funding: Where funding is required, Ministries/Departments must submit all relevant costs, supported by official documentation from the institution/university/organization; and
  - k. Rationale/Relevance: The Ministry/Department must clearly set out in their submission the rationale/relevance of the training to their specific needs. The selection process must also be stated i.e. (why the particular candidate was selected).

**NB. The nominated officer will also be required to complete and submit the Nominee Information Form which can be found on our website.**



### **Procedures for Processing a Request for Training Leave and Funding**

- a. An area of training is identified by the Ministry/ Department and submitted to the PSTC through the Training Administration Division. The PSTC's recommendations are submitted to the Minister responsible for training for approval of the funding required.
- b. If the funding is approved, a submission is made to the respective Services Commission, through the Chief Personnel Officer for the granting of the required training leave.
- c. When Training Administration Division receives a response with respect to the training leave, the respective Ministry/Department is informed of the decision.
- d. The Training Administration Division prepares the appropriate expenditure voucher which is sent to the Accountant General's Department for disbursement of funds. (Tuition fees, personal allowances etc.).
- e. The Accountant General's department issues a statement of allowances to the candidate.
- f. Training Administration Division makes the necessary flight travel, insurance and exemption card arrangements. The candidate is notified and required to collect the ticket and related documents from Training





Administration Division.

- g. Bonds are prepared for the candidate's signature before he/she can proceed on training.

### **Procedures for Processing a Request for Training Leave for a programme approved in Ministry's training proposals**

- a. Training Administration Division will advise Ministries/ Departments in writing on the areas which have been approved.
- b. **Six weeks before** the start of the scheduled training, Ministries/Departments should submit the following to Training Administration:
  - Programme details, including start and end date of programme
  - Relevant invoices
  - [Details of the officer as outlined on page 6.](#)
- c. TAD will make a submission to the respective Services Commission, through the Chief Personnel Officer for the granting of the required training leave.
- d. When Training Administration Division receives a response with respect to the training leave, the respective Ministry/ Department is informed of the decision.
- e. The Training Administration Division prepares the appropriate expenditure voucher which is sent to the Accountant General's Department for disbursement of funds. (Tuition fees, personal allowances etc.).
- f. The Accountant General's department issues a statement



of allowances to the candidate.

- g. Training Administration Division makes the necessary flight travel, insurance and exemption card arrangements. The candidate is notified and required to collect the ticket and related documents from Training Administration Division.
- h. Bonds, if required, are prepared for the candidate's signature before he/she can proceed on training.

### **Conditions of Training Leave**

When the course of training which the officer has been awarded is on a full time basis and necessitates absence from duty, he/she will be granted leave on full pay along with appropriate training allowances (General Orders, Section 7.5.1, pg. 76).

### **Part-funded Programmes**

Where training is being sought for officers to attend and participate in courses which are being partially funded by a foreign Government or funding agency, the extent of that funding must be clearly stated. In this regard, official correspondence from the funding agency/ government must accompany the request for training leave and funding.

### **Ad-hoc Training**

This arises when the course of training was not provided for in the Ministries'/Departments' annual training proposal but becomes available and is deemed to be of critical importance and beneficial to the developmental needs of the Ministry/ Department.



These types of training courses may be funded extensively by a funding agency, or partially funded, or the Government of Barbados may be required to fully fund the programme.

### **Request for Extension of Training Leave**

All requests for extensions of training leave must be initiated by Ministries/Departments on behalf of the candidates. The Ministry must clearly state the reasons for the request, supported by official correspondence from the institution, organization, university

### **Request for Deferral of Training Leave**

Ministries/Department may request the deferral of training leave, giving detailed reasons, for the deferral and indicate the likely date for courses of study/training which are of nine (9) months duration/or longer, before the officer can proceed on leave.

### **Training/Course Reports**

All Public Officers who have been granted training leave to enable them to attend a course of training, regardless of the length, are required to submit a report on completion of the training course to the Training Administration Division (Section 7.13, of the General Orders, pg. 79).

The course report must be submitted to Training Administration Division **within one month of completion** of the training



or of any leave which the officer may have taken immediately following the course.

### **Bonding**

Public Officers who have been granted training leave for a period of three months or more, will be bonded on completion of their training (Section of the General Orders, 7.11.1, pg. 77).

### **Officers subject to Code of Conduct and Discipline**

An officer, while on scholarship/or other training award, is still subject to the conditions of the Code of Conduct and Discipline of the Public Service Act, Cap. 29.

### **Suspension/Termination of Training Award**

The General Orders provides at section 7.14 that - a scholarship or other training award may be suspended or terminated if:

- a. Reports of the officer's work or conduct on the course are unsatisfactory;
- b. The officer, without reasonable excuse, fails to pass a prescribed examination within the time fixed by the authorities of the institution which he may be attending;
- c. The officer engages in any occupation which is a hindrance to his progress in the course of study prescribed for him;
- d. The officer becomes unfit to complete his studies owing to illness or is absent from his studies for more than 6 months owing to illness.
- e. In the case of female officer, she marries without permission, someone who is not ordinarily domiciled in Barbados



## Frequently Asked Questions

### How do I know if I am to apply for training leave?

Training leave is requested by the Head of Department on behalf of an officer who is undertaking a course of study that is directly related to the Ministry/Department.

### What is the difference between study leave and training leave?

*Study leave* refers to leave granted to an officer to pursue a course of study regard or training which is negotiated by that officer on his own initiative regardless of its value to the Service and for which study or training that officer may not necessarily have been selected in competition with other officers (General Orders Sections 7.1 (b), pg.75).

*Training leave* refers to leave granted to enable officers to pursue courses of training or study which have been initiated by the Government to meet its requirements (General Orders Section 7.1 pg. 75).

### When should ministries submit annual training requests?

All annual training requests should be submitted to Training Administration Division by September 30<sup>th</sup> for inclusion in the training proposals to be submitted at estimates.

### Does Training Administration Division process other requests for training?

Training Administration Division also processes offers of training received from other agencies and Governments. These offers are sent to relevant ministries or circularized within the public service.



### **If I am awarded training leave, am I required to sign a bond?**

Public officers, who have been granted *training leave* for a period of three months or more, will be bonded on completion of their training (Section of 7.11.1 of the General Orders, pg. 77).

### **How are training leave bonds calculated?**

Bonded amount = salary + estimated cost of training + 4% interest

Stamp duty = 0.25% of bonded amount

The scales of bonded service are as follows:

<b>Duration of Course</b>	<b>Period of Bonded Service</b>	<b>Waiver Clause</b>
Less than 3 months	Nil	Does not arise
3 to less than 6 months	Six months	Half the cost after 3 months service, the remainder after a further 3 months service.
6 months to less than 1 year	One year	¼ of cost thereafter 3 months service, the remainder after a further 9 months service
1 year to less than 2 years	Two years	½ of cost after 12 months service, thereafter proportionate reduction of residue for each complete month of service

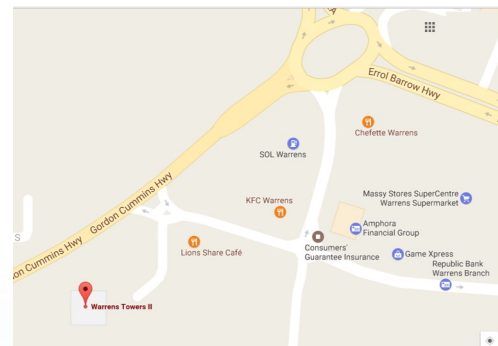


Duration of Course	Period of Bonded Service	Waiver Clause
2 years to less than 3 years	Three years	1/3 of cost after 12 months service there- after a proportionate reduction of the residue for each complete month of service.
3 years to less than 4 years	Four years length of study	<b>¼ of cost after twelve months service there- after a proportionate reduction of the residue for each complete ser- vice</b>
4 years and over	Length of study	A proportionate part of the cost after two years complete service and thereafter by monthly proportionate reduction



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