



**THE ANGUILLA  
PUBLIC SERVICE  
CIVIL SERVICE LEARNING  
POLICY**

## **Introduction**

Civil Service Learning (CSL) provides all government employees with flexible, high quality learning that every employee needs to do his/her job effectively, or to complement the programmes that are specific to their ministry/department.

The Foreign and Commonwealth Office (FCO) is committed to providing Civil Service Learning to the Anguilla Public Service and to creating a culture that would embrace and recognise the value of life- long learning. To be successful in achieving this learning, Civil Service Learning should be given some priority in the work environment.

The main purpose of this CSL policy is to facilitate personal and professional development opportunities geared towards adequately equipping employees with the knowledge, skills and competencies to perform better in their current posts through the e-learning engagements.

## **Aims**

This policy aims to:-

- Adopt “best practice” and to encourage the transfer of knowledge and skills across departments in the Anguilla Public Service.
- Provide all employees with five (5) days of learning and development each year.
- Ensure that employees receive Civil Service Learning suitable to their career and job function.
- Help employees acquire knowledge, skills and an understanding which will allow them to perform their duties efficiently and effectively and thereby contribute to the achievement of agreed objectives.
- Connect learning to department and professional goals.
- Raise professional standards in the workplace.
- Create an environment that promotes learning.
- Promote a culture of continuous learning in the Anguilla Public Service.
- Ensure that Permanent Secretaries/Department Heads schedule specific times during the work day to allow staff to complete Civil Service Learning.
- Encourage each department to annually review its strategic goals, weaknesses and competency needs.

The Training Policy for Anguilla references that each ministry/department must ensure that officers within their ministries/departments are exposed to at least five (5) days of training per year.

### **Guidelines**

1. Time spent on CSL is at the discretion of the manager/supervisor/ Department Head, with regard to processes within their ministry/department.
2. For employees who are not supervisors/managers, an annual minimum of ten (10) hours is deemed acceptable, while for Permanent Secretaries, managers/supervisors a minimum of seventeen (17) hours is deemed acceptable for a year.
3. For employees who are enrolled in departmental training or a training course related to their job function, or a job function in the APS this can also form part of the required days of training for a year.
4. The ministry/department is obligated to provide an environment that encourages Civil Service Learning. The employee is obligated to take responsibility for his/her professional growth and development.
5. Employees should have a learning objective that identifies with their department needs or one that is linked to their job function/profession.
6. Learning opportunities across other departments should be encouraged.
7. No employee should be treated less favourably than another with regard to training and professional development.
8. Reviews and discussions between employee and supervisor/ manager should be held periodically throughout the year, to review

the employee's objective, progress and achievement or to identify solutions to the Civil Service Learning challenges encountered or anticipated.

**Public Administration Will:-**

1. Oversee and guide the Civil Service Learning process across the Anguilla Public Service.
2. Visit ministries/departments periodically to provide assistance and guidance/receive feedback on Civil Service Learning.
3. Research, compile and circulate correspondences on Civil Service Learning periodically across the Anguilla Public Service.
4. Monitor, prepare and disseminate annual reports on CSL to Permanent Secretaries and Department Heads. Reports should be shared with all employees.

**Managers Will:-**

1. Be responsible for providing assistance where possible to staff to identify development needs and to encourage them to engage in professional development.
2. Contribute to the ongoing development of Civil Service Learning by showing tolerance, respect and encouraging the transfer of learning to the job function.
3. Ensure that staff are undertaking CSL and are given the appropriate support to ensure they are progressing well with their learning.

4. Be effective in supporting the development of staff through continuous learning opportunities offered on CSL as well as other face- to-face and online training.
5. Ensure employees have access to computers, a password and the internet to complete CSL.
6. Ensure that employees are given equal opportunities for learning and professional development.
7. Lead by example by registering and successfully completing CSL courses.

**Employees Will:-**

1. Accept responsibility for their learning throughout their career in the Anguilla Public Service.
2. Value the opportunity to engage in Civil Service Learning.
3. Engage in CSL courses that are beneficial to professional growth and to their department/organisation.
4. Monitor and evaluate their progress and development activities.
5. Successfully complete the specified number of Civil Service Learning courses within the stipulated time.
6. Transfer knowledge and skills to best practice and to co-workers.