



## STUDY ASSISTANCE SCHEME APPLICANT PACKAGE

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### **Information for Applicants**

The following is the process to be followed if you wish to claim reimbursement of your fees at the end of the semester.

#### **START OF SEMESTER (NOW):**

**STEP 1:** Interested employees have to check the HRD Plan which is available at [www.pso.gov.ki](http://www.pso.gov.ki) to confirm whether their intended course/program is in the priority list or not.

**STEP 2:** Interested employee has to confirm with USP Teoraereke or KIT for a course fee.

**Step 3:** Applicant fill out Application Form (B1) and attaches necessary documentation.

**STEP 4:** Supervisor and Employer fill out Performance Assessment Form (B2).

**STEP 5:** Employer completes the Eligibility Confirmation Form (B3).

**STEP 6:** Employer forwards all application and other forms to PSO before or by the due date.

**STEP 7:** PSO processes and advices if approved.

#### **END OF SEMESTER:**

(Approved Applicants ONLY)

**STEP 8:** To claim refund, please bring the following documents to PSO:

1. Original receipts
2. Academic results
3. Performance Assessment Form (B2)

For further enquiries refer to this website, [www.pso.gov.ki](http://www.pso.gov.ki) or the Procedures Manual.

	<b>KIRIBATI PUBLIC SECTOR STUDY ASSISTANCE SCHEME APPLICATION FORM (B1)</b>
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### ***APPLICATION FOR STUDY ASSISTANCE SCHEME (B1)***

<b>Full Name</b>			
<b>Date of Birth</b>		<b>Gender</b>	<b>M or F</b>
<b>Name of Employer</b>			
<b>Current Position Title</b>			
<b>Current Location</b>			
<b>Course of Study (eg unit MG303)</b>			
<b>Priority Program Name and Number (from HRD Plan)</b>			
<b>University or Institution (NB: Must be in Kiribati)</b>			
<b>Semester and Year of Assistance</b>			
<b>Amount of anticipated reimbursement</b>	<b>Fees:</b>		
<b>State any anticipated time off required</b>			
<b>Documentation Check List</b> All documents listed below <b>MUST</b> be attached to your application, tick each one you have attached. All documents must be either the original or a certified copy.			
• A letter confirming your current employment and the date it started			
• Evidence of citizenship for the Republic of Kiribati			
• Current Performance Assessment from your Supervisor / Employer			

I certify that:

- The documents that I have provided are true and correct and they represent work done solely by me and no one else.
- I understand that if my declaration is found to be false or misleading it will disqualify me from the study assistance scheme and I may be liable for further disciplinary action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDY ASSISTANCE SCHEME APPLICANT PERFORMANCE ASSESSMENT B2

### PERFORMANCE ASSESSMENT (B2)

**To be completed by the Supervisor and the Employer**

**APPLICANT NAME:** \_\_\_\_\_

**Place of Employment:** \_\_\_\_\_

- The Supervisor should give the rating against the categories below, writing the appropriate number in the box.
- Each category is a score out of 10, with 10 being the highest.
- Refer to the guidelines below for assistance with scoring.
- When completed, the Supervisor should sign, print their name and title and date the form, then forward it to the Employer for their completion.
- The Employer should repeat the process. Employer scores do not have to match Supervisor scores. Where the Employer does not have personal knowledge of the employee, they should delegate the assessment to a senior officer who does have that knowledge.
- The Employer totals the scores, and confirms the total performance score.
- The employee should sight and sign the assessment.
- The first page of the Assessment is forwarded to PSO, with the Employee's Application.

	<b>SUPERVISOR</b>	<b>SRO/DELEGATE</b>	<b>TOTAL SCORE</b>
<b>Attendance</b>			
<b>Approach to Work</b>			
<b>Leadership</b>			
<b>Problem solving</b>			
<b>Report Writing</b>			
<b>Total Performance Score (add your scores above together)</b>			

	<b>SUPERVISOR</b>	<b>SRO/CEO</b>
<b>SIGNATURE</b>		
<b>PRINTED NAME/TITLE</b>		
<b>DATE</b>		

**I acknowledge sighting the above performance assessment.**

<b>APPLICANT SIGNATURE</b>	
<b>PRINTED NAME/TITLE</b>	
<b>DATE</b>	



## **STUDY ASSISTANCE SCHEME APPLICANT PERFORMANCE ASSESSMENT B2**

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### **ASSESSMENT GUIDELINES**

#### **Attendance**

- 10 Applicant consistently attends work, is always on time, does not take unauthorised leave and attends to their work while they are at work.
- 8 Applicant consistently attends work, is generally on time, does not take unauthorised leave and attends to their work while they are at work
- 6 Applicant generally attends work, is generally on time, does not take unauthorised leave and attends to their work while they are at work
- 4 Applicant generally attends work, is generally on time, occasionally takes unauthorised leave and generally attends to their work while they are at work
- 2 Applicant takes time off and does not advise of their absence, attends to tasks other than work while at work

#### **Approach to work**

- 10 Applicant contributes to their team, often making suggestions for how the work could be improved or made more efficient and/or effective. Will offer to help others, will seek work to ensure team outcomes are achieved. Work is always of a consistently high standard, does not require rework. English is of a consistently high standard.
- 8 Applicant contributes to their team, sometimes making suggestions for how the work could be improved or made more efficient or effective. Will assist others if asked, will complete other's work if asked. Work is generally of a high standard, sometimes requires some rework. English is of a generally high standard.
- 6 Applicant completes their own work, does not offer suggestions to improve the team. Will reluctantly help others if asked, but always does their own work first, regardless of overall team priorities. Work is of a reasonably high standard, often requires some rework. English is of a reasonable standard.
- 4 Applicant generally completes their own work, often misses deadlines, will seek assistance only when deadlines are passed, does not offer to help others. Work is of a draft standard, always needs to be "polished". English is of an understandable standard, but grammar needs work.
- 2 Applicant does only their own work, does not take any interest in the overall work of the section or others in their area. Work is of a low standard, always needs to be corrected by others. English is of a minimum standard.

#### **Leadership Potential**

- 10 Applicant demonstrates high leadership potential, always seeks additional responsibility, makes constructive suggestions regarding improving work in the section. Is willing to assist others and contributes to the overall objectives of the section/workplace.
- 8 Applicant demonstrates some leadership potential, sometimes seeks additional responsibility, makes constructive suggestions regarding improving work in the section. Is willing to assist others and contributes to the overall objectives of the section/workplace.
- 6 Applicant demonstrates some leadership potential, will accept additional responsibility if requested
- 4 Applicant demonstrates little leadership potential, will reluctantly accept additional responsibility
- 2 Applicant demonstrates little leadership potential, will avoid additional responsibility

#### **Problem Solving Approach**

- 10 Applicant demonstrates sound ability to solve problems, looks for alternative solutions, considers the consequences of their solution and never passes problems onto others, will seek input from others to their solutions
- 8 Applicant demonstrates some ability to solve problems, sometimes looks for alternative solutions, does not always consider the consequences of their solution and will seek to solve the problem themselves, does not seek input from others to their solutions
- 6 Applicant demonstrates some ability to solve problems, rarely looks for alternative solutions, rarely considers the consequences of their solution (only thinks short term), does not involve others in the solution
- 4 Applicant demonstrates little ability to solve problems, avoids the problem, will generally seek guidance from others without forming possible solutions first
- 2 Applicant demonstrates little ability to solve problems, will either give the issue to someone else or ignore it

#### **Report Writing**

- 10 Applicant is able to research, analyse and write reports which consistently meet organisational requirements. Reports are never sent back for additional work. English is of a consistently high standard.
- 8 Applicant is able to research, analyse and write reports which sometimes meet the requirements of the organisation. Analysis is sometimes lacking. Reports are sometimes sent back for additional work. English is of a consistently high standard.
- 6 Applicant is not required to research, analyse or write reports. They show some potential through other work that they have contributed to. English is of an acceptable standard.
- 4 Applicant has sometimes demonstrated some ability to either research or analyse and/or write reports. They require guidance to get started but can generally then complete the task. English is generally of an acceptable standard, some corrections are required.
- 2 Applicant has not been required to research or analyse information for reporting purposes and has not demonstrated this ability. English is generally of a marginal standard.



**STUDY ASSISTANCE SCHEME ELIGIBILITY CONFIRMATION B3**

**ELIGIBILITY CONFIRMATION (B3)**

**(to be completed by EMPLOYER)**

**NAME OF APPLICANT** \_\_\_\_\_

**MINISTRY** \_\_\_\_\_

**NAME OF PROGRAM** \_\_\_\_\_

**HRPC PRIORITY MET BY THIS PROGRAM** \_\_\_\_\_

**Confirm the following documents are attached and the criteria is met:**

<b>DOCUMENTATION</b>			<b>CRITERIA MET</b>		
Letter of Appointment	<b>YES</b>	<b>NO</b>	Applicant is employed?		
Birth Certificate/Passport	<b>YES</b>	<b>NO</b>	Applicant is a Kiribati Citizen	<b>YES</b>	<b>NO</b>
Enrolment confirmation	<b>YES</b>	<b>NO</b>	Course is post school?	<b>YES</b>	<b>NO</b>
			Course is with a recognised Institution?	<b>YES</b>	<b>NO</b>
			Course is in Kiribati?	<b>YES</b>	<b>NO</b>
Performance Assessment attached?	<b>YES</b>	<b>NO</b>	Minimum of 50 achieved in the performance assessment?	<b>YES</b>	<b>NO</b>

**Applicant is eligible (based on the above pre-screening)**

**YES**

**NO**

SIGNATURE OF EMPLOYER	
NAME OF EMPLOYER	
DATE	
EMPLOYER STAMP	