



GOVERNMENT OF BERMUDA
The Cabinet Office
Department of Human Resources

Public Service Bursary Award Scheme

The Public Service Bursary Award Scheme awards up to 15 scholarships annually to Bermudians pursuing post-secondary academic qualifications in a discipline, which has been identified by Government Departments, that meets the future needs of the Department. This ensures a well trained cadre of people to fill positions within the Public Service. The bursaries are valued at \$10,000 per annum.

Regulations

1. Government of Bermuda Public Service Bursaries are awarded annually by the Public Service Commission to selected applicants enrolled in courses of study at a university, college or other training institution, in order to acquire professional or technical qualifications, specified by Heads of Departments as essential or desirable for appointment to office in the Public Service.
2. Public Service Bursaries are awarded only for courses of study leading to qualifications likely to continue to be required in the Public Service and in respect of which, in the opinion of the Heads of Departments, prospects of future permanent employment are reasonably assured.
3. The current value of the Public Service Bursary is BD\$10,000 per annum for a period not exceeding five years. The award is a contribution towards the student's expenses and is not expected to cover all costs. Other expenses, whether living expenses or tuition, are the responsibility of the student.
4. Payments in respect of Public Service Bursaries may be made no earlier than one month in advance of course registration, except in exceptional circumstances and at the discretion of the Public Service Commission.
5. To be eligible for a Public Service Bursary Award, the applicant must:
 - (a) possess Bermuda status;
 - (b) have had no less than five (5) years of schooling in Bermuda;
 - (c) be 40 years of age or under at date of application;
 - (d) meet the requirements prescribed for admission to the course of study proposed, and has been admitted to the course of study; and
 - (e) has satisfactorily fulfilled any obligations arising from any other awards received.
6. Applicants for Public Service Bursary Awards must inform the Public Service Commission of any other financial assistance or awards they have applied for, intend to apply for, or have been awarded.
7. Applicants selected for Public Service Bursaries shall be required to enter into a bond, with two satisfactory sureties.
8. Successful applicants must undertake employment in the Public Service on the completion of their training for a period of years equivalent to the number of years the bursary was awarded, in a post which, in the opinion of the Public Service Commission, is appropriate to the qualification(s) attained.
9. In the event of failure to comply with the undertaking (see paragraph 8 above), except for reasons outside his or her control, the student shall refund to the Government of Bermuda the total amount of the Public Service Bursary awarded to him or her, or such proportion thereof which is appropriate to the extent to which he or she falls short of honouring his or her undertaking.
10. Persons to whom Public Service Bursaries have been awarded shall be required to:
 - (a) devote such proportion of their time to following the course of training in respect of which the Public Service Bursary was granted, as may be required by the training authorities;
 - (b) sit for any examination which may be set, or to write such papers or reports as may be required by the training authorities;
 - (c) request in writing an extension of their Public Service Bursary award; the extension will be at the discretion of the Public Service Commission; and
 - (d) resume duty or take up employment in the Public Service without undue delay after the completion of the course of training, as may be required.

No, at the end of each year an official transcript needs to be sent to the Department of Human Resources as proof of good academic standing and any other terms and obligations contained in the Bursary Agreement must be met.

7. How many years of employment is a Public Service Bursary recipient required to give back?

One year of employment for every year an award is received, for example, a two year Public Service Bursary Award will require two years of employment.

8. What happens if a Public Service Bursary Recipient fails to meet their contractual obligations?

Failure to meet any of the contractual conditions as outlined in the Regulations for this award and the Bursary Agreement may result in the following:

- Bursary award being discontinued; and
- Repayment of funds received to date.

9. Once a Department nominates a Public Service Bursary recipient and they are successful in receiving an award, what is the department's obligation to the recipient?

The nominating Department is required to:

- keep in regular contact with the bursary recipient, for example, once a quarter;
- inform the appropriate Training Manager in the Department of Human Resources of any changes relating to the availability of the assigned position for the bursary recipient;
- provide vacation employment for the bursary recipient; and
- have a position available for the bursary recipient upon completion of study for the number of years of employment that the recipient is required to give back to the Government of Bermuda.

10. What are the responsibilities of the Department of Human Resources towards a successfully nominated Public Service Bursary recipient?

The responsibilities are to:

- communicate once a quarter with bursary recipients;
- ensure that official transcripts are received before recommending continuation of an award and that other terms and conditions of the Bursary Agreement are met;
- inform nominating Departments of the progress of bursary recipients;
- assist with vacation employment placement for the bursary recipient;
- assist with employment should the nominating department be unable to fulfill its obligation; and
- enforce reimbursement of a bursary award should a bursary recipient fail to meet employment or contractual obligations as stated in the terms and conditions of the Bursary Agreement.

Department of Human Resources
Ingham & Wilkinson Building, 3rd Floor
129 Front Street, Hamilton HM 12
Bermuda

Tel.: 441-295-5151 ext 2820
Fax: 441-295-2858

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11. The continuance of any Public Service Bursary shall be subject to the receipt, not less frequently than at each semester, of official transcripts on the progress of the student thus assisted. In this regard, Public Service Bursary holders shall be required to authorise their place of study to send their official transcript or report directly to the Department of Human Resources.
12. A Public Service Bursary is provided for a specific course of study. A Bursary holder cannot change courses and maintain his/her Public Service Bursary unless the prior written approval of the Public Service Commission has been given for the change in course.
13. A Public Service Bursary may be suspended or terminated, on the recommendation of the Public Service Commission, if:
 - (a) reports on the student's work or conduct on the course of training are unsatisfactory;
 - (b) the student, without reasonable excuse, fails to pass an examination within the time fixed by the authorities of the training institution he or she is attending;
 - (c) the student engages in any occupation which is detrimental to his or her progress in the course of studies prescribed for him or her;
 - (d) the student become unfit to complete his/her studies owing to illness, or is absent from his/her studies for more than six months, owing to illness.
14. Applications for Public Service Bursaries are invited annually by public advertisement and must be submitted on the official application form, to reach the Secretary to the Public Service Commission not later than the specified closing date.

Frequently Asked Questions

1. What is the Government of Bermuda's Public Service Bursary Award Scheme?

It is a scheme designed to assist Bermudian students with educational expenses who are enrolled in courses of study (locally or overseas) at an accredited university, college or a training institution in order to acquire professional or technical qualifications that could lead to employment within the Public Service.

2. How many bursaries are awarded each year?

Fifteen bursaries currently valued at \$10,000 per annum are awarded annually; this number includes new and current recipients.

3. How does a Public Service Bursary Award recipient differ from a Professional & Technical Trainee?

Public Service Bursary Award recipients are not employed by the Government of Bermuda as they are students; whereas Professional & Technical Trainees are employed by the Government of Bermuda for a specified period with a view to undergo training and/or education in preparation for a substantive post.

4. How are the areas of study or specialization determined?

Ministries/Departments identify the areas on the prescribed "Public Service Bursary Award – Request for a Bursary Student" form, based on career development opportunities within their Ministries/Departments resulting from, for example, anticipated retirements, contract expirations, restructuring, etc.

5. How long is a Public Service Bursary awarded?

Between one and five years.

6. Is a Public Service Bursary Award automatically awarded if the award is for more than a year?

Professional and Technical Trainee Scheme



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PURPOSE

The scheme provides Bermudians with the opportunity to obtain qualifications and experience that will enable them to fill professional and technical positions within the Public Service. Trainees receive both practical, work-related and specific academic experiences both locally and overseas as required. This ensures that suitably qualified Bermudians are available to undertake professional and technical posts within the Public Service.

With the assistance of Departments, Training Managers must identify the need for trainees and advertise, recruit and select trainees who meet the selection criteria. Departments complete development plans for trainees and the Training Managers monitor trainees' progress and development plans throughout their agreed upon course of study, through to appointment to post. Funding is provided for departments who may not have funds available in their respective budgets during the present fiscal year.

The primary objective, is Bermudianisation, but should not be limited to posts being held by contract officers only. The Scheme is two-fold in purpose as it is part of succession planning and training Bermudians to assume positions held by contract officers.

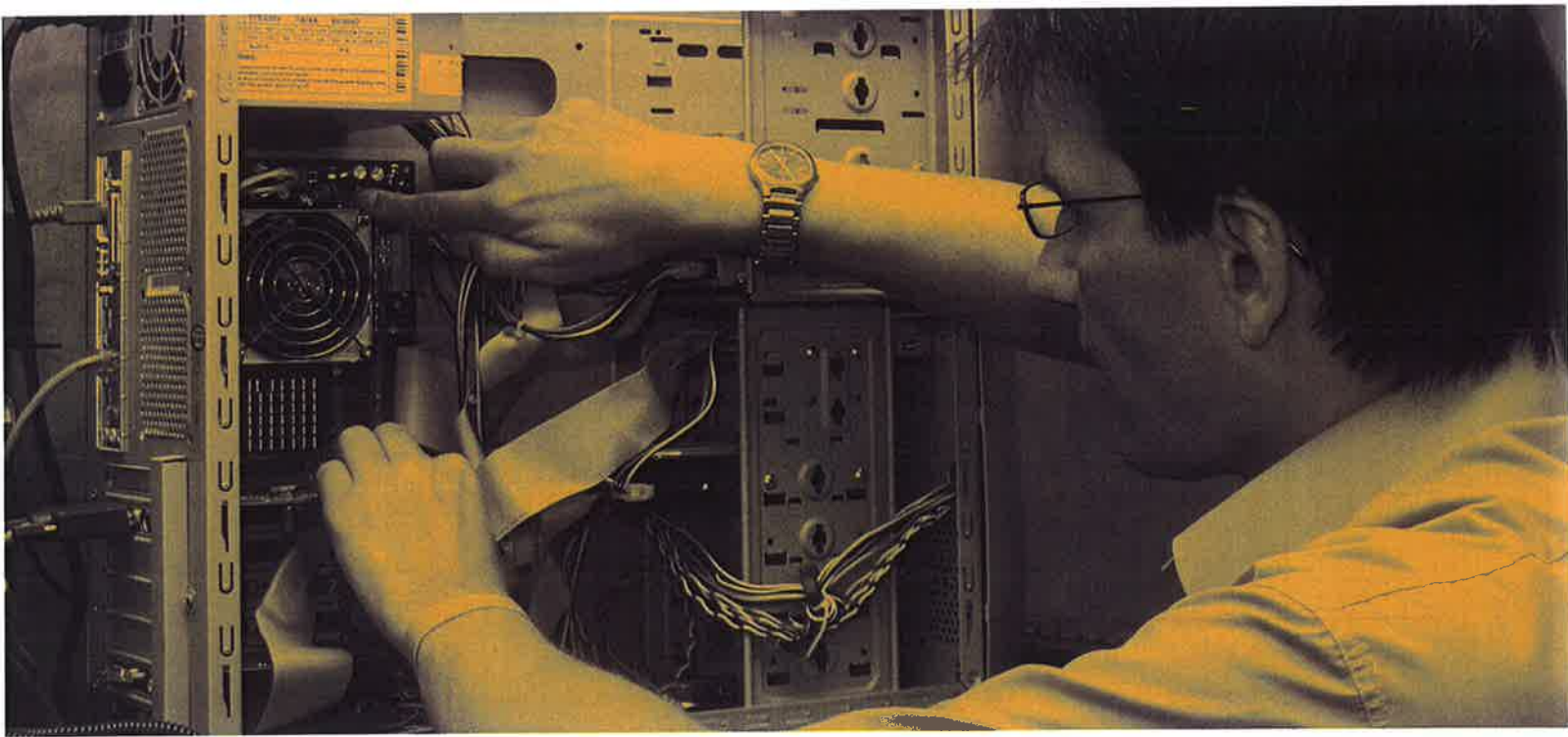
Implicit Objectives

- Bermudianisation of the Civil Service
- Expanding the labour pool of Bermudians who are trained to provide public services.
- Providing young Bermudians with opportunities not available in the private sector for professional training.
- Meeting the needs of Departments for succession planning in specific technical or specialist positions to achieve departmental objectives.

Public Interest Served By The Scheme

- Economic success for more Bermudians by preparing them for highly skilled progressive careers leading to professional and senior management positions in the Civil Service.
- Access to more workforce opportunities for Bermudians. The Public Service is Bermuda's largest employer.





TRAINEE BENEFITS

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TRAINEE EMPLOYMENT BENEFITS

- Annual salary
- Paid vacation leave, subject to the Conditions of Employment and Code of Conduct
- Paid sick leave, subject to the Conditions of Employment and Code of Conduct
- Enrollment in the Government Employee Health Insurance Scheme inclusive of comprehensive dental plan for employees

- Membership in Bermuda Public Service Union and/or Bermuda Industrial Union depending upon whether the post is Civil Service or Industrial.
- Other benefits as specified in the Collective Agreement, and the Conditions of Employment and Code of Conduct

TRAINEE SALARY DEDUCTIONS

- Social Insurance
- Payroll Tax
- Superannuation
- Government Employee Health Insurance (GEHI)
- Dental Insurance
- Union dues or charitable contribution in accordance with the agency shop agreement between Government and the Unions.

CRITERIA AND CONDITIONS

- Applicants must be Bermudian.
- Applicants must possess the minimum education and experience requirements as stated in the job advertisement.
- The duration of the contract depends on the training required for the trainee to assume the responsibilities of the identified substantive post.
- A substantive post must be identified for the trainee to fill at the end of the contract. This could be through either succession planning, retirement, promotion or the end of a contract worker's contract.

ROLES AND RESPONSIBILITIES

Heads of Department or Designated Supervisor

- Manages individual trainees
- Assigns rotations
- Provides probation reports and performance appraisals to the Training Section.
- In conjunction with the Training Manager, produces a training contract and will create the Development Plan
- Reviews with the trainee the training plan and progress quarterly.
- Ensures trainees are paid on a monthly basis.
- Salaries, local and overseas training costs for trainees must be budgeted for by the respective Departments.
- Informs respective Training Manager of any changes to the programme, contract or development plan.

- Provide Training Managers with progress reports and updated development plans, quarterly.

Trainee

- Ensures all academic reports are forwarded to their Head of Department and Training Manager.
- Will be required to reimburse the Bermuda Government if all aspects of the training contract are not fulfilled

Training and Development Managers

- Monitors the status of trainees, receives and reviews contracts, appraisal reports from the Department and academic reports.
- Mediates issues between the trainee and Department.
- Forwards documentation to the Public Service Commission for decisions, for example contracts, training plans.
- Generates the employment contract for trainees and in conjunction with the Head of Department, develops training contract.
- Meets with their respective group of Trainees at least once a quarter.
- Liaises with their Department of Human Resource, Human Resource manager counterpart to ensure availability of post for Trainees to compete for at the end of their contract.
- Reports any changes to the Trainee's status to the Public Service Commission.
- Monitors local and overseas training costs
- Assists Departments upon request and, subject to availability of funds, with local and overseas training funding.
- Provides Public Service Commission with quarterly progress reports on trainees.