



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 26 of 2024

DATE: 16 DECEMBER 2024

FILE: 1 - 4 - 12 (A)

TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF OTHER PUBLIC FUNDED AUTHORITIES
ALL PUBLIC SERVANTS

SUBJECT: OVERSEAS TRAINING BID ANNOUNCEMENT FOR 2025 AUSTRALIAN GOVERNMENT FUNDED SCHOLARSHIPS AND INFORMATION ON THE NEW ZEALAND, UNITED KINGDOM COMMONWEALTH AND CHEVENING SCHOLARSHIPS

This Circular Instruction applies only to Agencies with current Learning & Development (L&D) Plans. Attachment No.2 contains the list of agencies that are eligible to apply and submit bid applications for 2026 Scholarships.

Agencies without Learning & Development (L&D) Plans or have expired L&D Plans must submit a request through my office for assistance for Capability Needs Analysis (CNA) to be conducted. This process will enable the development of an L&D Plan for your organisation which will be used to select your year marked staff.

In submitting Training Bids, HR Managers are advised to strictly comply with the requirements outlined in this Circular Instruction, failure to do so will lessen the chances of applicants securing a scholarship.

Important Instructions on Eligibility

All staff training bids **must** be thoroughly screened by **Agency Training Committees** and subsequently endorsed by the **Agency Head, or a delegated Deputy/Nominee**, evidenced through a formal accompanying letter to DPM.

All Training bids must be supported by the Agency's Learning & Development Plan and Key Result Areas.

Australia Awards is now accepting applications from all Government Sectors consistent with the Medium-Term Development Plan IV 2023-2027 priorities. This will not apply to UK and NZ scholarships which have target priority areas.

Applicants must be permanent public servants and must have served two years after the date of permanency and/or work experience will be considered for those who moved into new roles and served less than two years.

Applicants must have completed a minimum of two years in their chosen field of study and the program applied for must be progressive (eg: a Bachelor's Degree in Nursing applying for a Masters in Nursing/Public Health).

Public Servants who apply through the open category will be automatically eliminated in the first instance.

Teachers bid applications must be endorsed by Secretary, Department of Education.

For scholarship details, refer to Attachment 1. Attachment 3 is a checklist for HR to tick off before bids area submitted to DPM.

Mandatory Requirement

As required in General Order 6.36 to 6.37, the **Training Evaluation (Form SDT6.1)** must be sent to this department, no later than **31st March 2025**.

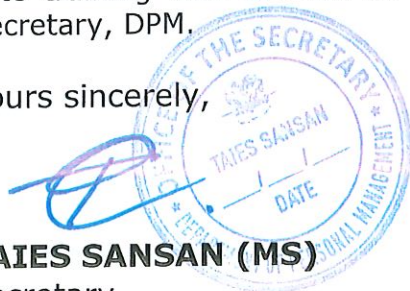
Contact Details

For assistance on this Circular Instruction, please contact the Public Sector Capacity Building & Development Division team on telephone numbers **327 6358, 327 6382** and **327 6407** respectively.

I look forward to receiving your Overseas Training Aid Bids before all closing dates for Australia, New Zealand and UK scholarships. All bids must be sent to the Office of Secretary, Department of Personnel Management, attention Ms Agnes Tamate, Executive Manager, Capacity Building and Development Division on the address provided.

Late training bids will not be accepted unless prior approval has been granted by Secretary, DPM.

Yours sincerely,



The stamp is circular with a blue border. The outer ring contains the text 'OFFICE OF THE SECRETARY' at the top and 'DEPARTMENT OF PERSONNEL MANAGEMENT' at the bottom. The inner circle contains the name 'TAIES SANSAN' and a 'DATE' field with a horizontal line for writing.

TAIES SANSAN (MS)
Secretary

- Attachments...**
- 1: Scholarship requirements**
 - 2: Eligible Agency List**
 - 3: Checklist**
 - 4: PS Bid Application Form (Intake 2026)**