



Attn: R. RAMMOSEY

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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 25 of 2006
E/60/28/11/03

26 July, 2006

From: Supervising Officer
To: Supervising Officers i/c Ministries/ Departments

Universal ICT Education Programme (UIEP)

Following the meeting held at this Ministry on 24 July 2006, this is to confirm that Government has approved the implementation of Universal ICT Education Programme (UIEP). This programme, which is being spearheaded by the Ministry of Information Technology & Telecommunications, will provide training in ICT to some 100,000 participants annually over a period of 4 years as from this year

2. Under the UIEP, trainees will acquire the knowledge for basic use of computer hardware, software and the Internet and will obtain the internationally recognized IC3 (Internet and Computer Core Certification). A copy of the course contents is at Annex I. The IC3 will enable trainees to aspire for more advanced ICT certification for their career development.

3. The Training Programme is planned for launching on 04 September, 2006 and will be run after office hours in 66 state Secondary schools. The training timetable and the list of training centres are set out at Annex II.

4. It is understood that each organization will meet the cost for sponsoring its officers for the training programme. On completion of the course, participants may opt to sit for an examination for certification purposes. The cost per participant will be as follows:

- (a) Training fees - Rs 750
- (b) Certification fees - Rs 1,000 (optional) [cost to be finalized]

/2..

5. The target group for the Public Sector will comprise officers from organizations as indicated at Annex III. It is to be noted that about 3000 Officers of the General Services and some 3000 Officers from Parastatal Bodies are targeted to follow the training programme as from the 1st year, whereas Officers of the Professional / Technical / Department Cadres will be trained during the 2nd year.

6. As the Training Programme will start on 04 September 2006, it would be appreciated if you could arrange to forward to this Ministry by Friday 04 August 2006, at latest (on soft copies or by e-mail) the required information in respect of Officers of your Ministry as well as those from Departments and Parastatal Bodies falling under the aegis of your respective organization as per format at Annex IV. On receipt of this information, the names of the Parastatal Bodies which will be targeted to sponsor their Officers for the training during the first year will be communicated to you.

7. In the meantime, you are also requested to make arrangements
 (a) to prepare the list of officers to be trained for the first batch starting as from 4 September 2006; and
 (b) to request the officers to fill in the registration form at Annex V to be submitted to National Computer Board within a period of two weeks.

8. You may wish to liaise with the following officers for any clarifications / additional information you may require:

Name	Designation	Organization	Phone	Fax	E-mail
Mr. T. APPADU	Principal Assistant Secretary	MCS&AR	208 7626	208 7632	tappadu@mail.gov.mu
Mr. S. RAMASAWMY	Assistant Secretary		208 7617	213 7187	swrasawmy@mail.gov.mu
Mrs. B. F. Abdool RAMAN AHMED	Ag. Principal Assistant Secretary	Ministry of Information Technology & Telecommunications	208 3464	213 1673	farahamed@mail.gov.mu
Mr. B. LOLLBEHAREE	Ag. Director	CIB	201 2445	211 0064	slollbeharree@mail.gov.mu
Mr. S. RAMGOLAM	Project Manager		201 1886	211 0564	sramgolam@mail.gov.mu
Mr. A. SERVANSING	Project Coordinator	NPCC	210 0273	211 1056	cppttraining@intnet.mu
Mr. V. BHOYROO	Assistant Manager	NCB	210 5520	2124240	vik@ncb.mu

9. We rely on your usual collaboration for the successful implementation of this training programme.


 (P. Jhuigroo)
 Supervising Officer

ICT COMPUTING FUNDAMENTALS	ICT KEY APPLICATIONS	ICT LIVING ONLINE
<p>COMPUTER HARDWARE</p> <ul style="list-style-type: none"> Identify types of computers, how they process information and how individual computers interact with other computing systems and devices Identify the function of computer hardware components Identify the factors that go into an individual or organizational decision on how to purchase computer equipment Identify how to maintain computer equipment and solve common problems relating to computer hardware <p>COMPUTER SOFTWARE</p> <ul style="list-style-type: none"> Identify how software and hardware work together to perform computing tasks and how software is developed and upgraded Identify different types of software, general concepts relating to software categories and the tasks to which each type of software is most suited or not suited <p>USING AN OPERATING SYSTEM</p> <ul style="list-style-type: none"> Identify what an operational system is and how it works, and solve common problems related to operating systems Manipulate and control the Windows desktop, files and disks Identify how to change system settings, install and remove software 	<p>COMMON PROGRAM FUNCTIONS</p> <ul style="list-style-type: none"> Be able to start and exit a Windows application and utilize sources of online help Identify common on screen elements of Windows applications, change application settings and manage files within an application Perform common editing and formatting functions Perform common printing functions <p>WORD PROCESSING FUNCTIONS</p> <ul style="list-style-type: none"> Be able to format text and documents including the ability to use automatic formatting tools Be able to insert, edit and format tables in a document <p>SPREADSHEET FUNCTIONS</p> <ul style="list-style-type: none"> Be able to modify worksheet data and structure and format data in a worksheet Be able to sort data, manipulate data using formulas and functions and add and modify charts in a worksheet <p>PRESENTATION SOFTWARE</p> <ul style="list-style-type: none"> Be able to create and format simple presentations 	<p>NETWORKS AND THE INTERNET</p> <ul style="list-style-type: none"> Identify network fundamentals and the benefits and risks of network computing Identify the relationship between computer networks, other communications networks (like the telephone network) and the internet <p>ELECTRONIC MAIL</p> <ul style="list-style-type: none"> Identify how electronic mail works Identify how to use an electronic mail application Identify the appropriate use of e-mail and e-mail related 'netiquette' <p>USING THE INTERNET</p> <ul style="list-style-type: none"> Identify different types of information sources on the internet Be able to use a Web browsing application Be able to search the internet for information <p>THE IMPACT OF COMPUTING AND THE INTERNET ON SOCIETY</p> <ul style="list-style-type: none"> Identify how computers are used in different areas of work, school and home Identify the risks of using computer hardware and software Identify how to use computers and the internet safely, legally and responsibly

Timing Time-Table

sch 1: Mondays+ Wednesdays+ Fridays	⇒ 16 00 – 18 00	<input type="checkbox"/>	(over 6 weeks)
sch 2 Mondays+ Wednesdays+ Fridays	⇒ 18 00 – 20 00	<input type="checkbox"/>	(over 8 weeks)
sch 3 Tuesdays+ Thursdays	⇒ 16 00 – 18 00	<input type="checkbox"/>	(over 12 weeks)
sch 4 Tuesdays+ Thursdays	⇒ 18 00 – 20 00	<input type="checkbox"/>	(over 12 weeks)
sch 5 Saturdays	09 00 – 13 00 ⇒ 16 00 – 18 00	<input type="checkbox"/>	(over 12 weeks)
sch 6 Saturdays	⇒ 13 00 – 16 00	<input type="checkbox"/>	(over 16 weeks)
sch 7 Sundays	⇒ 09 00 – 12 00	<input type="checkbox"/>	(over 16 weeks)
sch 8 Sundays	⇒ 12 00 – 15 00	<input type="checkbox"/>	(over 16 weeks)

Timing Centre (66 State Secondary Schools)

CENTRE NAME	REGION	CENTRE NAME	REGION
de Plevitz Grand Bale	Grand Bale	Phoenix SSS	Phoenix
Ramgoolam SSS	Triplet	Sir A.R.Osman SSS	Phoenix
SSS	Triplet	D.Maurice Cure	Vacoas
SSS	Goodlands	Vacoas SSS Boys	Vacoas
Parsad Sharma Jugdambi	Goodlands	Vacoas SSS Girls	Vacoas
Prayan SSS	Riviere du Rempart	Floreal SSS	Floreal
Rempart SSS	Riviere du Rempart	Dunpath Lallah SSS	Cpe.
Mousses SSS	Pamplemousses	Royal College Cpe	Cpe.
Bale Boys SSS	Piton	F. Side SSS(Boys)	F.Side
SSS	Mapou	F.Side SSS(Girls)	F. Side
Ramphul SSS	Calebasses	N.France SSS	N.France
Tagore Institution	Ilot	N.France MG SS	N.France
Raffa SSS	Terre Rouge	S. Bissondoyal SSS	R.Belle
SSS	Terre Rouge	F..delaGiroday SSS	P.Magnien
SSS	Port Louis	E. Anquetil SSS	Mahebourg
North SSS	Port Louis	St.Aubin SSS	St Aubin
SSS Girls	Port Louis	S.Vivekananda SSS	Souillac
State College	Port Louis	M.Sangeelee SSS	Surinam
Seeneevassen SSS	Port Louis	M. Gandhi SSS	Moka
College Port-Louis	Port Louis	M.Gandhi F.6 Collge	Moka
Razack Mohammad	Port Louis	Gandhian Basic Scl.	Moka
SSS	Pailles	Q.Militaire SSS	Q.Militaire
Koenig SSS	La Tour Koenig	Sri. Indira SSS	Q.Militaire
SSS	Bambous	C.Masque SSS	C.Masque
Sivananda SSS	Bambous	Sebastopol SSS	Sebastopol
SSS	Palma	B. Accueil SSS	Bon Accueil
SSS	La Goulette	M. Doctor SSS	I allmatie
Kennedy College	Beau Bassin	R.Gujadhur SSS	Flacq
Caillon SSS	Beau Bassin	Sir L. Teelock SSS	Flacq
Elizabeth College	Rose Hill	M. Gandhi SSS	Flacq
SSS	Belle Rose	Bel Air SSS	Bel Air
Chandran SSS	Belle Rose		
Raynal SSS	Belle rose		
SSS	Quatre Bornes		
SSS	Solferino		

ANNEX III

ORGANISATIONS/GRADES	YEAR 1	YEAR 2	YEAR 3	YEAR 4
General Services from all Ministries/Departments	3000	-	-	-
Ministry of Health & Q.L.	1500	1500	1500	1500
Police Department	1500	2000	2000	1500
Local Authorities	500	1000	1000	1000
Parastatal Bodies	3000	1000	1000	1000
Other Ministries/Departments	-	4500	4000	3000

- Note: (i) *General Services include Officers from the Executive, Clerical and Secretarial Classes, Personnel Cadre and Office Attendant Grades (Drivers are not included)*
- (ii) *Participants from other Ministries/Departments will comprise Professional/Technical/Departmental Grades, including Drivers.*

UNIVERSAL ICT EDUCATION PROGRAMME (UEIP)

Name of Ministry :

Name of Desk Officer :

Telephone No:..... Fax No.

Postal Address:.....

Ministry

NO. OF OFFICERS IN EMPLOYMENT (AS PER REGISTERED FORM)	NO. OF OFFICERS WHO HAVE FOLLOWED ICT TRAINING COURSE				NO. OF OFFICERS TO BE TRAINED IN ICT TRAINING COURSE			
	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES

Departments under aegis of Ministry

NO. OF OFFICERS IN EMPLOYMENT	NO. OF OFFICERS WHO HAVE FOLLOWED ICT TRAINING COURSE				NO. OF OFFICERS TO BE TRAINED IN ICT TRAINING COURSE			
	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES

Parastatal Bodies under aegis of Ministry

NO. OF OFFICERS IN EMPLOYMENT	NO. OF OFFICERS WHO HAVE FOLLOWED ICT TRAINING COURSE				NO. OF OFFICERS TO BE TRAINED IN ICT TRAINING COURSE			
	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES	MANAGERIAL GRADES	TECHNICAL GRADES	GENERAL GRADES	MANUAL GRADES

Signature:

Name:

Designation:

Date:

Note:- You are advised to use additional space or additional sheet in case there are more than 3 Departments/Parastatal Bodies falling under aegis of your Organisation.

Preferred Training Centre:

1st Choice

.....

2nd Choice

.....

3. I, Mr/Mrs/Miss Confirms my participation in the and undertake to follow and complete the training programme.

Date:

Signature :.....

4. This is to certify that the information has been checked and found correct and there is no objection to the officers being released for the programme.

Signature.....

Name.....

Designation.....

Date.....

UNIVERSAL ICT EDUCATION PROGRAMME

REGISTRATION FORM FOR IC3

1. **PERSONAL DETAILS**

SURNAME (in full)

Mr/Mrs/Miss
(Delete whichever is not applicable)

OTHER NAME(S)

.....

Residential Address :
.....
.....

TEL. NO.:

(Home)

(Office)

(Mobile)

2. **PROFESSIONAL DETAILS**

Occupation:
.....

Ministry:
.....

Department:
.....

Office Address:
.....

Batch Preferred (according to Training Time – Table, B1 to B8) :

1st Choice – Batch:

2nd Choice – Batch:

MINISTRY OF CIVIL SERVICE & ADMINISTRATIVE REFORMS

UNIVERSAL ICT EDUCATION PROGRAMME - IC 3

I, the undersigned, hereby undertake to attend and successfully complete the IC3 Training Programme sponsored by the Ministry of I also undertake to furnish to the Ministry within a month of the completion of the IC3 Programme, the certificate or any other documentary evidence, as may be required to the effect that I have attended and successfully completed the programme.

In case I fail to attend and complete the programme, I undertake to reimburse to the Government the amount sponsored for the training programme.

In case of failure to reimburse the amount, I accept that deductions be made from my salary, pension and or any sums which might accrue to me under my contract of service until full settlement of the amount due, and this, independently from the other sanction laid down in the aforesaid regulations.

Signature:

Name:

ID No.:

Date: