**RUN Programme: Upskill Programme Selection Guideline**

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**General**

Capacity building is a core mandate of the Public Sector Transformation Programme, and we are committed to building the capacity of the Public Sector to enable them to grow and thrive at work in today’s environment.

TIU will be launching the RUN programme in July 2024, whereby **1000 employees** will get the opportunity to access over 7,000+ self-paced courses and certification programmes from world-class universities and companies such as including Google, Harvard, Yale, Salesforce, and more for **6 months** via the **Coursera** online portal. The Upskill programme is open to all Public Sector employees who want to expand their knowledge and understanding in the topic of interest and application. Most of the programmes are modular courses with a progression through basic, intermediate, and more specialized courses. Therefore no formal training or education in the specific discipline is necessary. The selection process gives priority to those whose professional assignments are closely related to the subject matter of a course as well as those interested in the following skill development opportunities:

1. Data Science
2. Power BI
3. Microsoft Excel
4. Customer Service
5. Artificial Intelligence

Whether you are successfully placed in our Upskill Programme or not, your development is important to us. That’s why we’ve created other learning and development opportunities that build your skills and experience. Check them out!

More specifically, persons applying for our fully funded courses and certification programmes should meet the following criteria:

**Entry Requirements**

1. Professional experience and/or strong interests in the chosen area would be an asset
2. Must have a work email address. Personal email addresses will not be accepted/permitted
3. Be computer literate
4. Access to a reliable internet connection
5. Access to Desktop or laptop computer (preferred); or tablet
6. Experience with uploading and downloading files

**Here’s how it works:**

**1. Review the training catalogue**

Start by accessing the [training catalogue](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcoursera.org%2Fprograms%2Fupskilling-programme-92k52&data=05%7C02%7Ctforrester-palmer%40transformation.gov.jm%7Cfa24da5a4b644987681408dc84c2bef6%7C4676890313e14fcf979ce11b90378185%7C0%7C0%7C638531219181943578%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=cq%2FTGWdFzhQlldf2GquvwycLYMq83ILPuG94QVJ%2BA0Y%3D&reserved=0) to explore the list of all courses and certification programmes available by subject areas, topics and skills then choose your course(s).

**2. Submit your application**

Complete the [online application form](https://forms.office.com/r/nT4n7bdjxU).

Please provide your professional and academic qualifications, personal information as well as the online course(s) – **maximum 3** – you would like to be enrolled in.

Please submit your application as well as any other requested information such as:

* Reason for interest – this isn’t mandatory, but we strongly recommend it as it can help us to get to know you better and the reason why you want to participate in the Upskill Programme.

**The deadline to submit your application and supporting documents is July 5, 2024.**

**3. Screening your application**

Your application will be screened by a selection committee at the TIU, who will not have access to any of your personal/ professional details. This will ensure a bias-free process. You will be advised of the outcome from the TIU within fifteen working days from the date of receipt of your application. If you are successful, you will be invited to participate in an Orientation Programme which will either be virtual or at the TIU office. You will be able to state your preference in your application.

**4. You’ll hear from us within three weeks**

All applicants will receive email notification of their status when selections are finalised. If you are successful, you’ll receive a conditional acceptance which includes the course(s) you will be enrolled in. It will also include information about the tasks you need to complete your enrolment, including:

* Confirming your acceptance into the Upskill Programme; and
* Attendance at the Upskill Orientation session.

**5. Course Commencement Preparation**

Before the start of the programme, all new participants will be required to attend the orientation and sensitisation sessions for the learning platform. This orientation introduces learners to the Coursera online learning platform and enables them to navigate the various features during their study. The sensitisation session also aims to prepare them for the demands of the Upskill programme.

**Application Deadline:** July 5, 2024

**Key Attributes for Success in an Online Study Environment**

1. Commitment to learning and a determination/persistence to engage in self-study
2. Effective Time-Management Skills
3. Effective and Appropriate Communication Skills
4. Sound Technical Skills
5. Reading and Writing Skills
6. Motivation and Independence
7. Reliable internet and access to a computer/laptop

If you have any questions about the Upskill Programme and the entry requirements, please contact us at training@transformation.gov.jm