



**OFFICE of the PUBLIC SERVICE COMMISSIONER**  
**GOVERNMENT OF THE COOK ISLANDS**

**Checklist for Short term International Training Programmes**

This Checklist is to be used as a guide when completing applications for all overseas short term training opportunities offered by development partners; (JICA-Japan, China, TICA-Thailand SIDSTEC-Singapore, Malta, KOICA, AITC-Thailand, Indonesia, PICPA-Fiji, Asia-Pacific Centre, USA, India, PACMAS, SPC etc)

Tick (√)	Application requirements
	Original application (and forms) submitted to OPSC before closing deadline
	Application form is authorised by the Head of Agency and signed by Employee
	Application form is completed in English
	Application form is typed (NOT hand-written)
	Applicant passport name is used
	Applicant passport "photo page" provided
	A recent passport-sized photo (35mm width x 45mm height) must be attached
	Applicant medical history and examination form completed
	Applicant Visa application form completed ( <i>for China &amp; Thailand only</i> )
	Training objectives align with the Applicants' Capability and Development Plan
	Applicant understands their obligations to the Sponsor (as per Application terms)
	Inception Report completed ( <i>JICA only</i> )
	Other relevant Reports/Information to support the application (Country Report)
	Copy of highest qualification certificate aligned to area of training
	Copy of updated CV
	Copy of Job Description
(√)	Successful Applicants
	Understand CI Government Travel Insurance policy (how to make claims)
	Applicant understands their obligations as a CI Government representative to uphold the Public Service/Agency values and code of conduct
	Submit a Training Evaluation Report to the Head of Agency and OPSC within 5 working days upon returning to Office

Prepared by: \_\_\_\_\_ (Divisional/HR Manager)

Authorised by: \_\_\_\_\_ (Head of Agency)

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